Introduction

VideoSys® Videotape Rental Management System is a robust full, featured videotape rental store management and point of sale system.

System Requirements

The following are the minimum requirements necessary to run **Videosys®:**

> IBM PC or Compatible, 80386 or better
> 2 Megabytes RAM
> MS-DOS 3.1 or higher
> 80 megabyte hard disk
> 3.5" floppy drive
> 80 column dot matrix printer (Industry standard Epson Compatible)
> Standard VGA monitor (Color not required but strongly recommended)
> Receipt Forms (available from Apperson Business Forms, 1-800-473-6761, #54700)

Installing Videosys®:

The installation of VideoSys is a very simple process.

1.   Insert the System Diskette into the floppy drive.

2.   Enter the following command from the DOS prompt:

        A:install <return>

3.   Follow the prompts as they appear on the screen.

A Few Basics

To avoid repetition in this manual, the following are a few basic operational rules that will apply throughout the VideoSys software.

Keyboard   The PC keyboard is similar to a typewriter keyboard, with a few important differences. The letters, numbers and symbols are in the standard positions. The numbers on the numeric keypad are identical to those on the main keyboard and may be used interchangeably. The <NUMLOCK> key acts like a <SHIFT LOCK> key for the numeric keypad, and serves to switch these keys between entering numbers and functioning as cursor movement keys. The <INS> key and the <DEL> key enable you to insert and delete characters.

Some commands that are useful for moving around the screen while entering or editing data are listed below:

COMMAND KEYS	FUNCTION
ctrl-e or up arrow	move to previous field
ctrl-x or down arrow	move to next field
ctrl-s or left arrow	move one character to left
ctrl-d or right arrow	move one character to right
ctrl-a or home	move one word to the right
ctrl-g or del	delete character at cursor
backspace	delete character to the left
ctrl-t	delete word
ctrl-y	delete words to the right
ctrl-v or ins	toggle INSERT mode

Entering Data   When you are entering data, each field has a maximum allowable length, indicated by a reverse video box. If you type fewer characters than the maximum, you must press <RETURN> or use one of the above mentioned editing commands to move to the next or previous data item. However, if you fill the field completely, the program will advance the cursor to the next field automatically.

Menus   VideoSys utilizes an intuitive, user friendly menu system. Navigate the various menus using the directional keypad Left Arrow, Right Arrow, Up Arrow or Down Arrow keys (QRZY). Place the highlighted bar over the desired menu option and press **<ENTER>**.

Case   For ease of use and for the sake of consistency, all alphabetic information entered into VideoSys is converted to upper case.

Numeric Input   True numeric data is input much the same way as you would enter numbers on a calculator. The last two digits entered are always positioned to the right of the decimal point. For example to enter 12.95, press 1, then 2 then 9 and then 5. Do not try to insert a decimal point as it will be ignored.

Alphanumeric Fields   An alphanumeric field is one that contains both letters and numbers. A few fields that appear to be numeric, are treated as alphanumeric by VideoSys for data input purposes. Some examples of this are CUSTOMER NUMBER, STOCK NUMBER, TRANSACTION NUMBER, etc.

Type Validation The data entry routines were designed such that the incorrect type of data cannot be entered into a field. For example, an invalid date, such as 02/30/95 will not be accepted by VideoSys.

Function Keys The function keys on normally run along the top of the PC keyboard and are labeled **F1, F2, F3**, all the way up to **F12** on most keyboards.

VideoSys utilizes several of the function keys to carry out certain operations.

F1 Press the F1 key to display a help window describing the data input screen in detail.

F2 Toggle discount on/off.

F3 Toggle refund on/off.

F4 Not used.

F5 Not used.

F6 Not used.

F7 The "TOTAL" key on the Point of Sale screen.

F8 Not used.

F9 Not used.

F10 Not used.

F11 Not used.

F12 Toggle the order when selecting from a pick list.

Pick Lists   The thing that you will probably use the most with VideoSys is the pick list. If a field is required and you aren't sure or don't know what to enter, press **<ENTER>** on the blank field and a list of possible entries will pop up on the screen.

```
       05/02/96              VideoSys              Version 1.0ß
    ┌─Select Inventory Record ╟═══════════════════════════════════
          Stock #    Title

          000101     LONGEST YARD, THE
          0002       ZEUSS THE CONQUEROR
          0003       XRAY VISION
          0005       THE TEST OF THE CENTURY
          0006       THE WAY WE WERE
          0007       THE MASTER REMAINS
          0008       ABANDON SHIP
          0009       THE ABYSS
          0010       BARABBAS
          0011       BITTER HARVEST
          0012       CATCUS FLOWER
          0014       FAIL-SAFE

    ┌Speed Search:
    └┤ [Ins ADD] [Del Delete] [Enter Edit] [ESC Exit] [Stock #    ]╟

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```

After the pick list is displayed, use the directional keys to scroll through the list. For faster item selection, enter the first few characters of the item and the highlighted bar will pop right to the item that you are looking for.

All pick lists are controlled by indexes that cause the information in the list to be presented in a specific order. Some pick lists will display information in two different orders by pressing the **<F12>** key. The controlling order is always displayed in the lower right-hand corner of the pick list window.

Once you have located the desired record, position the highlighted bar on it and press **<ENTER>**. To remove the pick list from the screen without making a selection, press the **<ESC>** key.

ESC Key   The **<ESC>** key is normally located in the extreme top left corner of the PC keyboard. Throughout VideoSys you will use the **<ESC>** key to back out or "escape" from the current operation.

Passwords   In order to secure the **Setup** and **Clerk** screens as well as the **Password** Maintenance area, they have been password protected. It is very important that only those persons who have a real need to access these screens be given UserIds and Passwords.

VideoSys is shipped with one userid and password. This userid and password is as follows:

Userid: **master**
Password: **master**

Use this password to access Password Maintenance (from the System Menu) and add at least one new userid and password. One at least one Userid/Password has been created **delete the master/master   userid/passwd**! Otherwise anyone who has access to the VideoSys documentation can change very critical parts of your system setup.

Setting up VideoSys

After you have planned out your system using the System Setup Information Worksheets, perform the following steps **in order** and you will be ready to run!

Steps

1.   Select **Passwds** from the **System** menu prompt. VideoSys is shipped with a temporary UserId and Password. The UserId is **MASTER** and the Password is Master. Use this password to access Password Maintenance (from the System Menu) and add at least one new UserId and password. Once at least one UserId/Password has been created <u>delete the temporary</u> password! Otherwise anyone who has access to the VideoSys documentation can change very critical parts of your system setup.

2.   Run **Setup** and create pertinent store and system information.

3.   Enter **Clerk** information.

4.   Enter **Price** information

5.   Enter **Customer** information.

6.   Enter **Inventory** information

7.   Enter **Discount** information.

System Setup Information Worksheet #1

Receipt Printer Port: LPT___ (usually 1 or 2)

Report Printer Port: LPT___ (usually 1 or 2)

Sales Tax Rate (in %): _____

Payment Types: 01   <u>Cash</u>_____

                   02   <u>Check</u>_____

                   04   _____

                   05   _____

                   06   _____

                   07   _____

                   08   _____

                   09   _____

                   10   _____

Till Amount: $_____.____

Cash Type: (which payment type is CASH?) _01_____

Check Type: (which payment type is CHECK?) _02_____

System Setup Information Worksheet #2

`Clerk Information:`

Clerk ID (4)	Name (40)	Level (1 or 2) 2 = Supervisor

`Password Information`

User ID (Up to 20)	Password (up to 10)

System Setup Information Worksheet #3

Categories

Category Code	Category Description

System Setup Information Worksheet #4

Price Codes

Price Code	Rental Length	Description

Entering System Setup Information

Access the **System Setup Screen** by moving the menu light bar to the **System** Menu selection and pressing **<ENTER>**, and then moving the light bar to **Setup** and pressing enter.

```
┌─╢System Setup Screen╟──────────────────────────────────┐
│             S T O R E    I N F O R M A T I O N          │
│   Store Name: Ken's Video Store                         │
│      Address: 220 Kyser Avenue                          │
│  City/St/Zip: Bessemer, AL  35020            , AL 35020 │
│    Telephone: (205) 428-1009  Tax Rate: 8.000  Till:  200.00 │
│                                                         │
│                                        ║ Setup      ║   │
│       P A Y M E N T               Cash Type:  01        │
│    #    Description               Check Type: 02        │
│    01   Cash                                            │
│    02   Check                     Receipt LPT:  1       │
│    03   AMEX                      Report  LPT:  1       │
│    04   Trav-Ck/Money Order                             │
│    05   MC/Visa                                         │
│    06   Discover                                        │
│    07   Gift Cert.                                      │
│                                                         │
│                          1987 -                         │
└─────────────────────────────────────────────────────────┘
```

System Setup Screen

The following is a description of each field that is maintainable by the user from the **System Setup Screen**. Each field is followed by a description of the data contained in the field as well as further explanation where necessary.

Tax Rate Enter your sales tax rate here. For example, if your tax rate is eight per cent, enter 8.000.

Till Amount This is the total amount of cash and change that is in your cash drawer at the start of each business day.

Payment Types Up to 10 different payment types can be entered here. VideoSys is shipped with the first two payment types already populated with data, and it is suggested that you add to these, but that you not change payment types 01 Cash and 02 Check.

Cash Type   Enter the payment type code for Cash here. VideoSys is shipped with this field prepopulated and it is suggested that you not change it. This field must reflect the payment type code for Cash.

Check Type   Enter the payment type code for Check here. VideoSys is shipped with this field prepopulated and it is suggested that you no change it. This field must reflect the payment type code for Check.

Entering Clerk Information

Access the **Clerk Maintenance** pick list by moving the menu light bar to the **System** Menu selection and pressing **<ENTER>**, and then moving the light bar to **Clerk** and pressing **<ENTER>**.

```
┌──────────────────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────────────────┐   │
│  │   12/27/94          VideoSys            Version 1.0ʙ           │   │
│  │                                                                 │   │
│  │  Point of Sale    Databases    Reports    System    Quit       │   │
│  └───────────────────────────────────────────┬──────────┬────────┘   │
│                                               ║ Reindex  ║            │
│                                               ║ Pack     ║            │
│  ┌╢Clerk Information Screen╟───────────────────────────────────────┐  │
│  │                                                                 │  │
│  │ Clerk ID: 1234   Name: Ken Browning               Level: 2     │  │
│  │                                                                 │  │
│  └─────────────────────────────────────────────────────────────────┘  │
│  ┌──────────┬───────────────────────────────────┐                     │
│  │    0005  │ Bill Phares                        │                     │
│  │    1206  │ Ken Browning                       │                     │
│  │    1961  │ Kathy Carroll                      │                     │
│  │    2222  │ Max Youngblood                     │                     │
│  │    4444  │ Carolyn Youngblood                 │                     │
│  │          └───────────────────────────────────┘                     │
│  │ Speed Search:                                                       │
│  └─╢ [Ins ADD] [Del Delete] [Enter Edit] [ESC Abort] ╟─               │
│   ┌─────────────────────────────────────────────────────────────┐    │
│   │      Copyright (C) 1987 – 1994 Browning Ware                 │    │
│   └─────────────────────────────────────────────────────────────┘    │
└──────────────────────────────────────────────────────────────────────┘
```

Clerk Screen

Adding A Clerk   Access the Add screen pressing the **<Insert>** key when the Clerk pick list is displayed.

Editing A Clerk   From the Clerk pick list use the directional keys to position the light bar on the field that you want to edit, then press **<ENTER>**.

Deleting A Clerk   From the Clerk pick list use the directional keys to position the light bar on the field that you want to delete, then press the **<Delete>** key. Upon confirmation of the deletion, the record will be permanently deleted.

The following is a description of each field that is maintainable by the user from the **Clerk Screen**. Each field is followed by a description of the data contained in the field as well as further explanation where necessary.

Clerk ID   A unique 4-character identification code. The clerk will enter this ID code each time he or she accesses the Point of Sale.

Name   Enter the clerk's name here.

Level   The level must be either 1 or 2. Level 2 can be thought of as a "supervisory" level, as a clerk must be a level 2 in order to void a transaction or to run Close Day. For clerks that will not be authorized to void transactions or run the Close of Day process, enter 1 here.

Entering Price Information

Access the **Price Maintenance** pick list by moving the menu light bar to the **Database** Menu selection and pressing **<ENTER>**, and then moving the light bar to **Price** and pressing **<ENTER>**.

```
 05/08/96              VideoSys            Version 1.0ß
     ╓─Select Price Record ╠═══════════════════════════╖
 Poi ║         Code   Label                        ║Quit
     ║          00    SALE ITEM
     ║          01    $3 - 1 DAY
     ║          02    $3 - 2 DAY
     ║          03    $2 - 1 DAY
     ║          04    $1.50 - 1 DAY
     ║          98    VIDEO DISK PLAYER
     ║          99    RENTAL VCR
     ║
     ║ Speed Search:
     ╙─╢ [Ins ADD] [Del Delete] [Enter Edit] [ESC Exit] ╟
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```

Price Pick List

Pricing information can be changed at any time without affecting items that are already rented.

Adding A Price   Access the Add screen pressing the **<Insert>** key when the Price pick list is displayed.

Editing A Price   From the Price pick list use the directional keys to position the light bar on the field that you want to edit, then press **<ENTER>**.

Deleting A Price   From the Price pick list use the directional keys to position the light bar on the Price Code that you want to delete, then press the **<Delete>** key. Upon confirmation of the deletion, the record will be permanently deleted.

```
   05/08/96              VideoSys            Version 1.0ß
        ┌┤Select Price Record ├────────────────────
   Poi  │                                         │Quit
        │   Price Code: 01                        │
        │                                         │
        │        Label: $3 - 1 DAY                │
        │                                         │
        │         Rate:  3.00                     │
        │                                         │
        │     Late Fee:  3.00                     │
        │                                         │
        │       Length:  1                        │
        │                                         │
        │                                         │
        │                  │                      │
        │Speed Search:                            │
        └┤ [Ins ADD] [Del Delete] [Enter Edit] [ESC Exit] ├
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```

Price Screen

The following is a description of each field that is maintainable by the user from the **Price Screen**. Each field is followed by a description of the data contained in the field as well as further explanation where necessary.

Price Code   The 2-character price code ID. Please note that VideoSys is shipped with Price Code 00 prepopulated. This price code will be used to identify all <u>non-rental</u> items, i.e. items that you sell.

Label   A label used to identify the price code.

Rate   The rental rate for this price code.

Length   The rental duration for this price code in <u>days</u>.

Late Fee   The rate that will be charged for each **<u>day</u>** that the item is late.

Entering Customer Information

Access the **Customer Maintenance** pick list by moving the menu light bar to the **Database** Menu selection and pressing **<ENTER>**, and then moving the light bar to **Cust** and pressing **<ENTER>**.

```
     05/08/96              VideoSys              Version 1.0ß
 ┌─┤Select Customer Record ├───────────────────────────────────┐
 │        Cust #          Name                                  │
 │                                                              │
 │       1111111          RILEY, RANDY                          │
 │       1112222          BROWN, SARAH                          │
 │       1234567          CLINTON, HILLARY                      │
 │       2222222          CUSTOMER, TESTY                       │
 │       3333333          LEWIS, BUBBA                          │
 │       4241259          SHRIVER, MARIA                        │
 │       4280211          YOUNGBLOOD, MAX                       │
 │       4281009          BROWNING, KEN                         │
 │       4444444          CUSTOMER, VERY TESTY                  │
 │       4774552          TAYLOR, DEBBIE                        │
 │       4912634          YOUNG, CAROLYN                        │
 │       5551212          BROWNING, VIRGINIA                    │
 │                                                              │
 │Speed Search:                                                 │
 └─┤ [Ins ADD] [Del Delete] [Enter Edit] [ESC Exit] [Cust #  ]├─┘
 └──────────────────────────────────────────────────────────────┘
      Copyright (C) 1987 - 1995 Browning Ware, Inc.
```

Customer Pick List

Adding A Customer   Access the Add screen pressing the **<Insert>** key when the Customer pick list is displayed.

Editing A Customer   From the Customer pick list use the directional keys to position the light bar on the field that you want to edit, then press **<ENTER>**.

Deleting A Customer   From the Customer pick list use the directional keys to position the light bar on the Customer ID that you want to delete, then press the **<Delete>** key. Upon confirmation of the deletion, the record will be permanently deleted.

```
      12/27/94              VideoSys            Version 1.0ᴘ
   ┌┤Sele┌┤Edit Customer Record├
   │    │  CUSTOMER ID    4281009        DRIVERS LICENSE    3365677
   │    │  DATE OF BIRTH  12/06/55       SOCIAL SECURITY    419-78-4227
   │    │  EMPLOYMENT     BELLSOUTH            STATUS   0
   │    │
   │    │          FIRST           LAST
   │    │  NAME     BROWNING, KEN
   │    │  ADDRESS 220 KYSER AVENUE
   │    │          BESSEMER          , AL 35020
   │    │
   │    │  HOME PHONE   428-1009  WORK PHONE   977-7716
   │    │
   │    │  AUTHORIZED  1. VIRNINIA        2. SARAH
   │    │  RENTERS     3.                 4.
   │    │
   │──── │  TOTAL RENTS      0   COMMENT
   │Speed│  LAST RENT 12/24/94   TAX EXEMPT N
   └┤ [I├

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```

Customer Input Screen

The following is a description of each field that is maintainable by the user from the **Customer Screen**. Each field is followed by a description of the data contained in the field as well as further explanation where necessary.

Customer ID   A unique Identification number that will be used to identify the customer. We suggest that you use the customer's 7-digit telephone number but a drivers license or other number will suffice.

Social Security # The customer's social security number, to be used for identification purposes.

Drivers License # The customer's drivers license number, to be used for identification purposes.

Employment   The customer's place of employment.

Status   The customer's current status.
                   0 = Clear status. Nothing rented at this time.
                   1 = Rentals out, but not late.
                   2 = Rentals out and late.
                   3 = Rentals in, but past due balance is owed.
                   4 = Rentals are late and past due balance is owed
                   5 = Do not rent to this customer

Date of Birth   The customer's date of birth, to be used for identification purposes.

Name   The customer's name. We strongly suggest that you enter it in the form of "Last-Name, First-Name". Otherwise, reports done in customer name order will not be very useful and pick list lookups will be extremely tedious. (Remember, you bought this software to make life easier, right?)

Address   The customer's street address.

City   The customer's city.

State   The customer's state

Zip Code   The customer's zip code.

Home Phone   The customer's home telephone number.

Work Phone   The customer's work telephone number.

Authorized Renters   Up to 4 other people who may rent using this customer's identification number.

Total Rents   The total number of times this customer has rented.

Comment   Any comment that you want to enter about this customer.

Last Rent   The date of the last rental.

Tax Exempt   If the customer is tax exempt, enter Y otherwise, enter N here.

Entering Inventory Information

Introduction   The inventory file is used to store both rental items and merchandise items.

Access the **Inventory Maintenance** pick list by moving the menu light bar to the **Database** Menu selection and pressing **<ENTER>**, and then moving the light bar to **Inven** and pressing **<ENTER>**.

```
     05/08/96              VideoSys            Version 1.0ß
   ┌┤Select Inventory Record ├─────────────────────────────┐
        Stock #    Title
   │
        000101     LONGEST YARD, THE
        0002       ZEUSS THE CONQUEROR
        0003       XRAY VISION
        0005       THE TEST OF THE CENTURY
        0006       THE WAY WE WERE
        0007       THE MASTER REMAINS
        0008       ABANDON SHIP
        0009       THE ABYSS
        0010       BARABBAS
        0011       BITTER HARVEST
        0012       CATCUS FLOWER
        0014       FAIL-SAFE

   Speed Search:
   └┤ [Ins ADD] [Del Delete] [Enter Edit] [ESC Exit] [Stock #    ]├┘
     ┌───────────────────────────────────────────────────────┐
     │      Copyright (C) 1987 - 1995 Browning Ware, Inc.     │
     └───────────────────────────────────────────────────────┘
```

Inventory Pick List

Adding An Item   Access the Add screen by pressing the **<Insert>** key when the Inventory pick list is displayed.

Editing An Item   From the Inventory pick list use the directional keys to position the light bar on the field that you want to edit, then press **<ENTER>**.

Deleting An Item   From the Inventory pick list use the directional keys to position the light bar on the Stock Number that you want to delete, then press the **<Delete>** key. Upon confirmation of the deletion, the record will be permanently deleted.

```
      12/27/94              VideoSys              Version 1.0p
     ╓╢Select Inventory Record╟────────────────────────────────────╖
           Stock #   Title
 ╓╢Edit Inventory Record╟──────────────────────────────────────────╖
  
        Rental Item:  Y
  
        Stock #:  101301  Title:  CONEHEADS
  
        Qty:        1      Avail:   1  Category: COM      Price Code: 03
  
        Price:     0.00   Rents:    0    Last Rent:  12/27/94  Taxable:  Y
  
       1030      │ MAN'S BEST FRIEND
     Speed Search: 1013
      ╢ [Ins ADD] [Del Delete] [Enter Edit] [ESC Exit] [Stock #    ]╟
       ╔══════════════════════════════════════════════════════════╗
             Copyright (C) 1987 - 1994 Browning Ware
```

Inventory Screen

Rental Item   If this is a rental item, enter Y, if it is a merchandise item, enter N.

Stock Number   When VideoSys was designed we were told that we should have a single inventory record for each rental item, so that is what we have done. We have included enough room in the design for you to maintain at least a bit of sanity, however. Since the stock number field is 6 characters long, we suggest that you use a scheme similar to the following:

100101	**GONE WITH THE WIND**
100102	**GONE WITH THE WIND**
100501	**SAMPSON AND DELILAH**
100502	**SAMPSON AND DELILAH**
101001	**ROBOCOP**
101002	**ROBOCOP**
101003	**ROBOCOP**

This way, the first four characters are the same for a particular move title, while the last two characters can be the "copy number". By utilizing this or a similar numbering scheme will definitely make life easier for you. For example, if you just randomly numbered your titles, when you print a listing of all your movies by stock number, the different copies of a given movie title might be

anywhere in the report. If you try and keep them together it will make life simpler for you!

As for merchandise items, you can use any numbering scheme that you want, as you only have <u>one</u> record for each item, even if you have 500 of the item in stock! Unlike the rental items which have a unique stock number <u>for each item</u>, merchandise items are stored in standard inventory fashion.

Title   For rental items, the name of the movie, a description of the video player, camcorder, etc. For merchandise items, a general description of the product.

Available   The number of this particular that you currently have in inventory. This field is utilized only for <u>merchandise</u> items.

Category   The category designation from the Category database.

Price Code   This entry points to a record in the Price Code database. For merchandise items, this entry will <u>always</u> be "00". For rental items, this entry will contain a particular price code from that database.

Price   The retail price of the item. This field is utilized only for <u>merchandise</u> items.

Service Date   The date that this rental unit went into service.

Rents   The number of times this unit has been rented. For merchandise items, the number of sales.

Last Rent   The date of the last rental, or for merchandise items, the date of the last sale.

Taxable   If sales tax should be charged on this item, enter Y, otherwise enter N.

Entering Discount Information

Access the **Discount Maintenance** pick list by moving the menu light bar to the **Database** Menu selection and pressing **<ENTER>**, and then moving the light bar to **Disc** and pressing **<ENTER>**.

```
 05/08/96               VideoSys              Version 1.0ß

 Point of Sale      Databases      Reports      System      Quit
                          ║ Cust     ║
                          ║ Inven    ║
                          ║ Price    ║
                          ║ Category ║
             ┌╢ Select discount Record ╟──────────────────────┐
             │          Code     Amount       Percentage       │
             │                                                  │
             │          01        0.00          0.0500          │
             │          02        0.00          0.1000          │
             │          03        0.00          0.1500          │
             │          04        0.00          0.2000          │
             │          05        0.00          0.2500          │
             │                                                  │
             │ Speed Search:                                    │
             └──╢ [Ins ADD] [Del Delete] [Enter Edit] [ESC Exit] ╟──┘
       ┌──────────────────────────────────────────────────────────┐
       │     Copyright (C) 1987 - 1995 Browning Ware, Inc.         │
       └──────────────────────────────────────────────────────────┘
```

Discount Pick List

By careful utilization of this database, you can easily discount any item that passes through the Point of Sale module either on a per centage basis or a fixed dollar amount.

```
   05/08/96              VideoSys              Version 1.0ß

  Point of Sale      Databases       Reports      System      Quit
                   ┌─────────────┐
                   │ Cust        │
                   │ Inven       │
                   │ Price       │
                   │ Category    │
      ┌─Select disco─┤Edit Discount├──────────────────────┐
      │           C  │             │     entage           │
      │              │   Code: 08  │                      │
      │              │ Amount:  1.00                      │
      │           0  │ Per Cent: .0000 │     0.6000       │
      │           0  │             │         0.0000       │
      │              └─────────────┘                      │
      │                                                   │
      │ Speed Search:                                     │
      └─┤ [Ins ADD] [Del Delete] [Enter Edit] [ESC Exit] ├─┘
       ┌─────────────────────────────────────────────────┐
       │ Copyright (C) 1987 - 1995 Browning Ware, Inc.   │
       └─────────────────────────────────────────────────┘
```

Discount Screen Using Dollar Amounts

```
   05/08/96              VideoSys              Version 1.0ß

  Point of Sale      Databases       Reports      System      Quit
                   ┌─────────────┐
                   │ Cust        │
                   │ Inven       │
                   │ Price       │
                   │ Category    │
      ┌─Select disco─┤Edit Discount├──────────────────────┐
      │           C  │             │     entage           │
      │              │   Code: 01  │                      │
      │              │ Amount:  0.00                      │
      │           0  │ Per Cent: .0500 │     0.0500       │
      │           0  │             │         0.1000       │
      │           03 │       0.00  │         0.1500       │
      │           04 │       0.00  │         0.2000       │
      │           05 │       0.00  │         0.2500       │
      │ Speed Search:                                     │
      └─┤ [Ins ADD] [Del Delete] [Enter Edit] [ESC Exit] ├─┘
       ┌─────────────────────────────────────────────────┐
       │ Copyright (C) 1987 - 1995 Browning Ware, Inc.   │
       └─────────────────────────────────────────────────┘
```

Discount Screen Using Percent

Discount Code   The corresponding discount code from the Discount database.

Amount   A fixed dollar amount.

Percentage   A percentage.

Please note that the fixed amount and the percentage are mutually exclusive. For any given discount code, only <u>one</u> of these items can be non-zero.

Entering Category Information

Access the **Category Maintenance** pick list by moving the menu light bar to the
Database Menu selection and pressing **<ENTER>**, and then moving the light bar to
Categ and pressing **<ENTER>**.

```
  05/08/96                  VideoSys                  Version 1.0ß
       ╒═Select Category Record ╞════════════════════════════╗
  Poi  │                                                     │Quit
       │             Categ    Descr                          │
       │                                                     │
       │             ACT      ACTION ADVENTURES              │
       │             ADV      ADVENTURE                      │
       │             CHILD    CHILDREN'S                     │
       │             COM      COMEDY                         │
       │             DOC      DOCUMENTARY                    │
       │             DRAMA    DRAMATIC                       │
       │             FANT     FANTASY                        │
       │             HORROR   HORROR                         │
       │             MDSE     MERCHANDISE                    │
       │             MUS      MUSICAL                        │
       │             MYS      MYSTERY                        │
       │             NEW      NEW RELEASES                   │
       │                                                     │
       │Speed Search:                                        │
       ╘═ [Ins ADD] [Del Delete] [Enter Edit] [ESC Exit] ╞═══╝
       ╔═════════════════════════════════════════════════════╗
       ║     Copyright (C) 1987 - 1995 Browning Ware, Inc.   ║
       ╚═════════════════════════════════════════════════════╝
```

Category Input Screen

Each record in the inventory database, both rental and merchandise, must be associated with a category from this database.

```
 12/29/94              VideoSys              Version 1.0β
       ┌┤Select Category Record ╞═══════════════════════╗
 Poi   │        Categ    Descr                          │Quit
═══════╡                                                ╞═════
       │    ACT    │ ACTION ADVENTURES                  │
       │    ADV    │ ADVENTURE                          │
       │    CHILD  │ CHILDREN'S                         │
       │    COM    │ COMEDY                             │
       │   ┌─────────────────────────────────────┐     │
       │   │       Category:  ACT                 │     │
       │   │                                      │     │
       │   │   Descr: ACTION ADVENTURES           │     │
       │   │                                      │     │
       │   └─────────────────────────────────────┘     │
       │    MYS    │ MYSTERY                            │
       │    NEW    │ NEW RELEASES                       │
       │                                                │
       │Speed Search:                                   │
       └┤ [Ins ADD] [Del Delete] [Enter Edit] [ESC Exit] ╞
    ╔══════════════════════════════════════════════════════╗
    ║      Copyright (C) 1987 - 1994 Browning Ware          ║
    ╚══════════════════════════════════════════════════════╝
```

Category Input Screen

Category Code   The category code from the Category database.

Description   A short description of the category.

The following are some example category codes and their descriptions:

ADV	**ADVENTURE**
CHILD	**CHILDREN'S**
COM	**COMEDY**
NEW	**NEW RELEASES**

Password Maintenance

Access the **Password Maintenance** pick list by moving the menu light bar to the **System** Menu selection and pressing **<ENTER>**, and then moving the light bar to **Passwd** and pressing **<ENTER>**.

Password protection is provided on the **Clerk, Setup** and **Password Maintenance** areas. VideoSys is shipped with one userid and password. This userid and password is as follows:
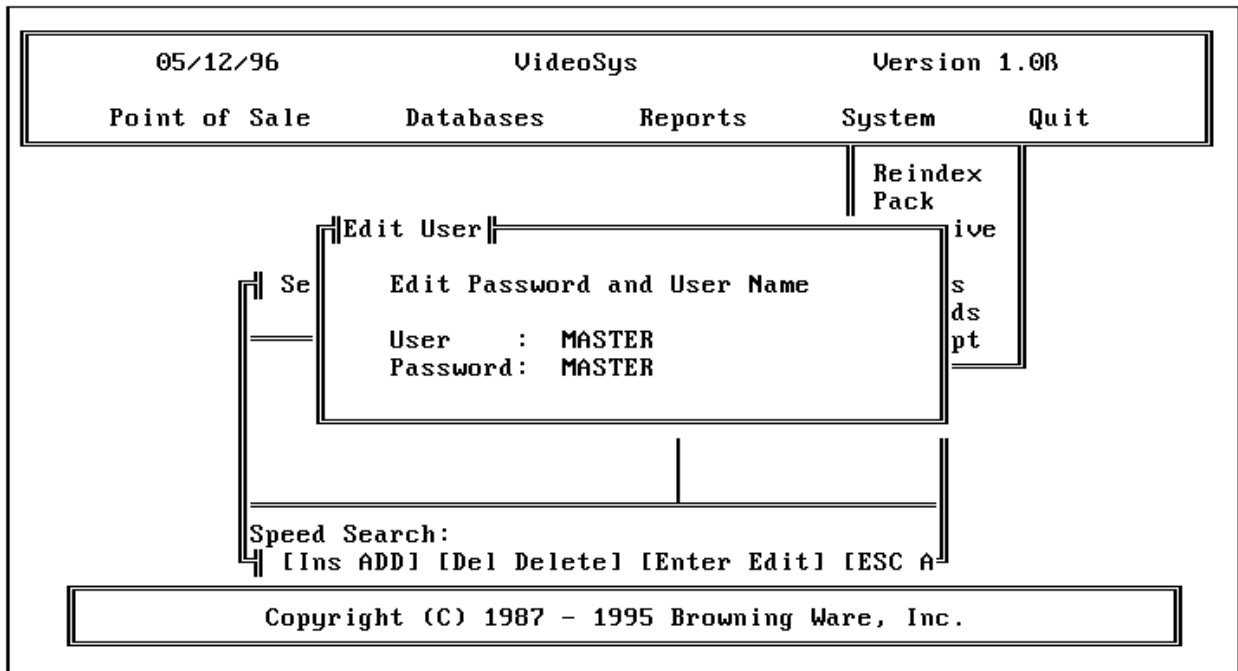
> Userid: **master**
> Password: **master**

```
 05/12/96              VideoSys              Version 1.0ß

 Point of Sale      Databases      Reports      System      Quit

                                                    Reindex
                                                    Pack
                                                    Inactive
                                                    Setup
         Select Password Record                         s
               User                    Password         ds
                                                        pt
               MASTER                  MASTER
               KEB                     MASTER
               VYB                     GINNY


         Speed Search:
          [Ins ADD] [Del Delete] [Enter Edit] [ESC A

              Copyright (C) 1987 - 1995 Browning Ware, Inc.
```

Password Maintenance Screen

When first setting up your system, use this password to access Password Maintenance (from the System Menu) and add at least one new userid and password. Once at least one Userid/Password has been created, delete the temporary userid/passwd! Otherwise anyone who has access to the VideoSys documentation can change very critical parts of your system setup.

```
   05/12/96              VideoSys              Version 1.0ß

 Point of Sale      Databases      Reports      System      Quit
                                                      Reindex
                                                      Pack
        ┌Edit User┤                                  │ive
     ┌ Se│    Edit Password and User Name             s
        │                                             ds
        │    User    :  MASTER                       pt
        │    Password:  MASTER
        │


     Speed Search:
      [Ins ADD] [Del Delete] [Enter Edit] [ESC A
        Copyright (C) 1987 - 1995 Browning Ware, Inc.
```

Edit Password Screen

Userid	The unique user identification code. Usually initials or first name.
Password	The password. This field is encrypted so that even the craftiest of hackers cannot figure out what the password is by external techniques.

Point of Sale

Once you have all your databases populated, you are ready to begin processing transactions using the Point of Sale. From the Point of Sale you will rent items, return rental items, sell items, make refunds, do paid outs and all the other stuff that you would normally do from a cash register.

To enter register transactions, select "Rent/Return" from the **Point of** Sale menu. The next thing that you must do to gain access to the Point of Sale is enter your Clerk ID. This <u>must</u> be done at the start of every Point of Sale transaction.

```
12/29/94        VideoSys Point of Sale        2.0




                    ┌─Enter Clerk ID─────┐
                    │   Clerk ID:        │
                    └────────────────────┘




            Copyright (C) 1987 - 1994 Browning Ware
```

Clerk ID Screen

Once your Clerk ID has been verified, you must then select the Type of transaction to be performed.

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
 ┌Title───────────────────────────────Qty────Price────────Disc────Extended┐
 │                        ┌┤Set Trans Type├──────────┐                     │
 │                        │   01   Rental          ↑  │                     │
 │                        │   02   Return          █  │                     │
 │                        │   03   Paid Out        ▓  │                     │
 │                        │   04   Late Fee        ↓  │                     │
 │                        └─────────────────────────┘                     │
 └─────────────────────────────────────────────────────────────────────┘
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
 ┌Stock #────────Qty──────Price────────Descr──────────────────────────┐
 │                                                                     │
 └─────────────────────────────────────────────────────────────────────┘
    ┌─────────────────────────────────────────────────────────────────┐
    │ VideoSys Point of Sale 2.0 Copyright (C) 1987 - 1994 Browning Ware │
    └─────────────────────────────────────────────────────────────────┘
```

Transaction Type Screen

Rental and Sales Transactions

All Rental and Sales transactions are entered through the same part of the program. In fact many times, you will probably have both rental items going out and sales items being sold during the same transaction.

After you have entered your clerk id, select **Rental** from the "Set Trans Type" menu, and the following screen will appear:

```
┌─────────────────────────────────────────────────────────────────────┐
│ 05/10/96  06:03            Trans #:  000065            Clerk:  1206   │
└─────────────────────────────────────────────────────────────────────┘

┌─────────────────────────────────────────────────────────────────────┐
│ Cust:                                                                 │
└─────────────────────────────────────────────────────────────────────┘
┌Title──────────────────────────────Qty──Price──────Disc──Extended─┐
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
└───────────────────────────────────────────────────────────────────┘
┌─────────────────────────────────────────────────────────────────────┐
│  Disc Code:              ┌[ Trans Type ]┐    Sub Total:       0.00   │
│  Disc Amt :      0.00    │01  Rental    │          TAX:       0.00   │
│  Disc Perc:      0.00    └──────────────┘        Total:       0.00   │
└─────────────────────────────────────────────────────────────────────┘
┌Stock #════════Qty════Price════════Descr═════════════════════════════┐
│                                                                      │
└──────────────────────────────────────────────────────────────────────┘

┌─────────────────────────────────────────────────────────────────────┐
│  VideoSys Point of Sale 2.0 Copyright (C) 1987 - 1995 Browning Ware, Inc. │
└─────────────────────────────────────────────────────────────────────┘
```

Identify Customer Screen

The cursor will then be sitting in the Customer # field. If you know what the customer's number is, enter it at this time. If you don't know tha customer's id #, press **<ENTER>** on the empty field to bring up the customer pick list.

```
┌─────────────────────────────────────────────────────────────────────┐
│ 05/10/96  06:03            Trans #:  000065            Clerk:  1206   │
└─────────────────────────────────────────────────────────────────────┘
    ┌╢ Select Customer Record ╟───────────────────────────┐
 Cu │        Cust #           Name                         │
    │                                                      │
 Ti │       1111111      │ RILEY, RANDY                    │ ed
    │       1112222      │ BROWN, SARAH                    │
    │       1234567      │ CLINTON, HILLARY                │
    │       2222222      │ CUSTOMER, TESTY                 │
    │       3333333      │ LEWIS, BUBBA                    │
    │       4241259      │ SHRIVER, MARIA                  │
    │       4280211      │ YOUNGBLOOD, MAX                 │
    │       4281009      │ BROWNING, KEN                   │
    │       4444444      │ CUSTOMER, VERY TESTY            │
    │       4774552      │ TAYLOR, DEBBIE                  │
    │       4912634      │ YOUNG, CAROLYN                  │
    │       5551212      │ BROWNING, VIRGINIA              │
 St │Speed Search:                                         │
    ╢ <ESC> to abort                        [Cust #    ]╟──┘

┌─────────────────────────────────────────────────────────────────────┐
│  VideoSys Point of Sale 2.0 Copyright (C) 1987 - 1995 Browning Ware, Inc. │
└─────────────────────────────────────────────────────────────────────┘
```

Customer Pick List Screen

Use the pick list to locate the desired customer and press **<ENTER>**. The cursor will again be sitting in the Customer # field. If you have correctly selected the right customer, press **<ENTER>** again and the cursor will move down to the Stock # field.

If you know the stock number of the item, enter it at this time, or press enter on the empty field to bring up a pick list of inventory items.

```
 05/10/96   06:03              Trans #:   000065              Clerk:  1206

  Cust:  1111111     RILEY, RANDY                                05/10/96
 ┌Title────────────────────────────────Qty───Price───────Disc───Extended┐
 │                                                                       │
 │                                                                       │
 │                                                                       │
 │                                                                       │
 │                                                                       │
 └───────────────────────────────────────────────────────────────────────┘

   Disc Code:             ┌[ Trans Type ]┐    Sub Total:       0.00
   Disc Amt :     0.00    │01   Rental   │          TAX:       0.00
   Disc Perc:     0.00    └──────────────┘        Total:       0.00
 ┌Stock #═══════Qty═══════Price═══════Descr══════════════════════════════┐
 │                                                                       │
 └───────────────────────────────────────────────────────────────────────┘

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```

Enter Items Screen

Rental Items   If the item being entered is a rental item, once it is selected, it is automatically entered as a line item on this transaction.

Sale Items   If the item being entered is a sales item, the cursor will stop in the **Qty** field. Enter the correct quantity and press **<ENTER>** to move to the **Price** field. If the price is correct, press **<ENTER>** again to add this item to the current transaction.

If the quantity entered is greater than the quantity on hand, a message box will pop up and you must verify the quantity to continue.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  05/10/96   06:03          Trans #:   000065          Clerk:   1206       │
└─────────────────────────────────────────────────────────────────────────┘

┌─────────────────────────────────────────────────────────────────────────┐
│  Cust:   1111111     RILEY, RANDY                          05/10/96       │
├──Title───────────────────────────────Qty───Price───────Disc───Extended──┤
│                                                                           │
│                                                                           │
│                                                                           │
│  ZEUSS THE CONQUEROR                   1     3.00      0.00        3.00    │
├────────────────────────┌─WARNING!─┐──────────────────────────────────────┤
│  Disc Code:            │Entered:   2 Qty│     Sub Total:        3.00      │
│  Disc Amt :     0.00   │On File:   1 Qty│            TAX:       0.24      │
│  Disc Perc:     0.00   │Override  (Y or N) Y│       Total:       3.24     │
├──Stock #──────Qty──────Price────────Descr─┘──────────────────────────────┤
│  9000          2       2.99     POPCORN - 1 GALLON POPPED                 │
└─────────────────────────────────────────────────────────────────────────┘

┌─────────────────────────────────────────────────────────────────────────┐
│   VideoSys Point of Sale 2.0 Copyright (C) 1987 - 1995 Browning Ware, Inc.│
└─────────────────────────────────────────────────────────────────────────┘
```

Quantity Override Screen

If you are going to charge a price for the item that is different from the price in the inventory database, a message box will pop up and you must verify the price to continue.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  05/10/96   06:03          Trans #:   000065          Clerk:   1206       │
└─────────────────────────────────────────────────────────────────────────┘

┌─────────────────────────────────────────────────────────────────────────┐
│  Cust:   1111111     RILEY, RANDY                          05/10/96       │
├──Title───────────────────────────────Qty───Price───────Disc───Extended──┤
│                                                                           │
│                                                                           │
│                                                                           │
│  ZEUSS THE CONQUEROR                   1     3.00      0.00        3.00    │
├────────────────────────┌─WARNING!─┐──────────────────────────────────────┤
│  Disc Code:            │Entered:   2.49│     Sub Total:        3.00       │
│  Disc Amt :     0.00   │On File:   2.99│            TAX:       0.24       │
│  Disc Perc:     0.00   │Override  (Y or N) Y│       Total:       3.24     │
├──Stock #──────Qty──────Price────────Descr─┘──────────────────────────────┤
│  9000          2       2.49     POPCORN - 1 GALLON POPPED                 │
└─────────────────────────────────────────────────────────────────────────┘

┌─────────────────────────────────────────────────────────────────────────┐
│   VideoSys Point of Sale 2.0 Copyright (C) 1987 - 1995 Browning Ware, Inc.│
└─────────────────────────────────────────────────────────────────────────┘
```

Price Override Screen

Keep entering line items until you have entered all items being sold or rented to this customer.

If you enter an incorrect item or need to delete a line item from the transaction, press the **F6** key at any time prior to totalling the sale. Highlight the item to be deleted and press **<ENTER>**. You will be asked to verify the deletion by answering Y or N. If you answer Y, the item will be deleted and you ar placed back in the register screen. If you answer N, you will still be at the "Delete Line Item" pick list.

```
 05/10/96  06:03            Trans #:  000065            Clerk:  1206

 Cust:  1111111     RILEY, RANDY                          05/10/96
  Title                              Qty    Price      Disc    Extended
       Delete Line Item
         Stock #   Descr                          Qty

 ZE      0002      ZEUSS THE CONQUEROR                1         .00
 PO      9000      POPCORN - 1 GALLON POPPED          2         .98
 XR      0003      XRAY VISION                        1         .00

                                                                      8
 Speed Search:                                                        8
                   [ Enter to DELETE    ESC to End ]                  6

  Stock #       Qty      Price      Descr
                 1       0.00

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```
Delete Line Item Screen

Press <ESC> to exit the "Delete Line Item" pick list and return to the register screen.

Once you have entered all items, press the **F7** key to total the sale and bring up the **Total Screen**.

```
 05/10/96  06:03            Trans #:  000065            Clerk:  1206
```

```
 Cust:  1111111    RILEY, RANDY                          05/10/96
```

```
─Title──────────────────────────Qty──Price───────Disc──Extended─
        ┌║Total Screen║═════════════════╗
                                                          0.00    3.00
 ZEUSS THE CO     Sub Total: $    7.98                    0.00    4.98
 POPCORN - 1            Tax: $    0.64
                                 ──────
                     Total: $    8.62
  Disc Code:║   Split Tender:  N                    │tal:        7.98
  Disc Amt :║                                       │TAX:        0.64
  Disc Perc:║   Amt Tendered: $    8.62             │tal:        8.62
            ║   Payment Type:
─Stock #═   ║        Change: $    0.00
```

```
 VideoSys Point of Sale 2.0 Copyright (C) 1987 - 1995 Browning Ware, Inc.
```

Total Screen

The cursor should now be in the **Split Tender** field. If the customer is paying with two (or more) different payment types, i.e., part cash and part check, answer Y here, otherwise, answer N and press Enter.

If you answered Y to the **Split Tender** prompt, you will see the following screen:

```
 05/10/96  06:03            Trans #:  000065            Clerk:  1206
```

```
 Cust:  1111111    RILEY, RANDY                          05/10/96
```

```
─Title──────────────────────────Qty──Price───────Disc──Extended─
      ┌║Total Screen║═════┌║Split Tender║════════════╗
                          │Total:     8.62     0.00
              Sub Total: $ │01  Cash                      5.00
 ZEUSS THE CO        Tax: $ │02  Check                     3.62
 POPCORN - 1             -  │03  AMEX                      0.00
                           │04  Trav-Ck/Money Order       0.00
                  Total: $ │05  MC/Visa                   0.00
  Disc Code:║  Split Tender:  Y │06  Discover              0.00
  Disc Amt :║                   │07  Gift Cert.            0.00
  Disc Perc:║  Amt Tendered: $
            ║  Payment Type:
─Stock #═   ║       Change: $    0.00
```

```
 VideoSys Point of Sale 2.0 Copyright (C) 1987 - 1995 Browning Ware, Inc.
```

Split Tender Screen

A split tender transaction can be paid from any or all of the different payment types. For example, you can split a transaction between cash and check or you can split a transaction between cash and any other payment type.

One the required amounts have been entered, press enter until the confirmation message appears on your screen. At that point, if you have entered everything correctly, answer Y. If you need to change an amount, answer N and you will be back at the top of the **Split Tender** screen.

If the customer is paying with a single payment type, answer N at the split tender prompt. The cursor will then jump down to the payment type field. You can enter the payment type or press **<ENTER>** on the empty field to get the Payment Type pick list. Position the highlighted bar on the correct payment type and press **<ENTER>.**

```
┌─────────────────────────────────────────────────────────────────────────┐
│  05/10/96   06:03            Trans #:   000065           Clerk:   1206    │
└─────────────────────────────────────────────────────────────────────────┘
┌─────────────────────────────────────────────────────────────────────────┐
│  Cust:   1111111     RILEY, RANDY                           05/10/96      │
└─────────────────────────────────────────────────────────────────────────┘
 ─Title──────────────────────────────────Qty────Price───────Disc──Extended─
                         ╓╢Total Screen╟═══════╓╢Payment Type╟══════════════╖
                         ║                      ║01   Cash                   ║
                         ║                      ║02   Check                  ║
              Sub Total: $       7.98  ║03   AMEX                   ║
 ZEUSS THE CO║           Tax: $       0.64  ║04   Trav-Ck/Money Order    ║ 0
 POPCORN - 1 ║                     ──────       ║05   MC/Visa                ║ 8
             ║         Total: $       8.62  ║06   Discover               ║
             ║                                  ║07   Gift Cert.             ║
 ────────────║                                  ║                            ║
   Disc Code:║   Split Tender:   N              ╙════════════════════════════╜
   Disc Amt :║
   Disc Perc:║   Amt Tendered: $       8.62         ║tal:        8.62
             ║   Payment Type:       Cash
 ─Stock #────║        Change: $       0.00
             ║
             ╙Complete  (Y or N)=N══════════════════
 ┌─────────────────────────────────────────────────────────────────────────┐
 │  VideoSys Point of Sale 2.0 Copyright (C) 1987 - 1995 Browning Ware, Inc. │
 └─────────────────────────────────────────────────────────────────────────┘
```

Payment Type Screen

Once the payment type(s) have been selected, you are asked to confirm that you want to complete the transaction. If everything is right, answer Y and the transaction will be completed. If you need to change the payment type or the amount tendered, answer N and go through the above steps again to get everything right.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ 05/10/96   06:03          Trans #:   000065           Clerk:   1206        │
└──────────────────────────────────────────────────────────────────────────┘

┌──────────────────────────────────────────────────────────────────────────┐
│ Cust:   1111111    RILEY, RANDY                              05/10/96       │
└──────────────────────────────────────────────────────────────────────────┘
┌─Title───────────────────────────────Qty────Price───────Disc───Extended─┐
│              ┌┤Total Screen├────────────────────────┐                    │
│              │                                       │                    │
│              │     Sub Total: $     7.98             │                    │
│ ZEUSS THE CO │           Tax: $     0.64             │     0.00      3.00 │
│ POPCORN - 1  │                   ──────              │     0.00      4.98 │
│              │         Total: $     8.62             │                    │
├──────────────┤                                       ├────────────────────┤
│  Disc Code:  │ Split Tender:  N                      │ tal:       7.98    │
│  Disc Amt :  │                                       │ TAX:       0.64    │
│  Disc Perc:  │ Amt Tendered: $     8.62              │ tal:       8.62    │
│              │ Payment Type:   01 Cash               │                    │
├─Stock #──────┤       Change: $     0.00              ├────────────────────┤
│              │                                       │                    │
│              └─Complete  (Y or N)=N──────────────────┘                    │
└────────────────────────────────────────────────────────────────────────┘
┌──────────────────────────────────────────────────────────────────────────┐
│ VideoSys Point of Sale 2.0 Copyright (C) 1987 - 1995 Browning Ware, Inc.   │
└──────────────────────────────────────────────────────────────────────────┘
```

Confirmation Screen

Once you answer Y, the transaction will be completed and the receipt will be printed.

Rental Item Returns

Every rental item that is rented by a customer <u>must</u> be returned via this screen. Otherwise, your rental availability is wrong and the customer status is wrong, which could result in chaos within your business.

To process returns, select "**Rent/Return**" from the **Point of Sale** menu. The next thing that you must do to gain access to the Point of Sale is enter your Clerk ID. This <u>must</u> be done at the start of every Point of Sale transaction.

After you have entered your clerk id, select **Return** from the "Set Trans Type" menu, and the following screen will appear:

```
┌──────────────────────────────────────────────────────────────────────┐
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
┌──────────────────────────────────────────────────────────────────────┐
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
┌Title───────────────────────────────────Qty───Price──────Disc──Extended┐
│                                                                        │
│                                                                        │
│                       ┌─┤Return By├────────┐                           │
│                       │  By Stock #         │                          │
│                       │  By Cust  #         │                          │
│                       └─────────────────────┘                          │
│                                                                        │
└────────────────────────────────────────────────────────────────────────┘
┌──────────────────────────────────────────────────────────────────────┐
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
┌Stock #═════════Qty══════Price═══════Descr═════════════════════════════┐
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘

┌──────────────────────────────────────────────────────────────────────┐
│  VideoSys Point of Sale 2.0 Copyright (C) 1987 - 1995 Browning Ware, Inc. │
└──────────────────────────────────────────────────────────────────────┘
```

Select Return Type Screen

There are two ways that you can perform rental item returns, either by Customer ID or by Stock Number.   Each way has its benefits but they can really be used interchangeably.

For example, if your customers bring their rented items back and place them in a basket along with other returned tapes, you may have no way of knowing who returned what items.   In this instance you wou;d want to return by Stock Number.

If the customer walks in, hands you their tapes along with their rental receipt, it will probably be easier to do the return by the customer number that was printed on the receipt.

```
┌────────────────────────────────────────────────────────────────────────────┐
│                                                                            │
└────────────────────────────────────────────────────────────────────────────┘
┌────────────────────────────────────────────────────────────────────────────┐
│   ╓╢ Select Tape Record ╟──────────────────────────────────────────╖        │
│─Ti║   Stock #     Title                              Cust #       ║ded─     │
│   ║   ──────────────────────────────────────────────────────────   ║        │
│   ║                                                                ║        │
│   ║   0021        THE KILLING                        3333333       ║        │
│   ║   101301      CONEHEADS                          4280211       ║        │
│   ║   1023        PHILADELPHIA                       7777777       ║        │
│   ║   1024        PHILADELPHIA                       6666666       ║        │
│   ║   1025        PHILADELPHIA                       4241259       ║        │
│   ║   1028        MR. JONES                          4912634       ║        │
│   ║   1029        MR. JONES                          6666666       ║        │
│   ║   1030        MAN'S BEST FRIEND                  9999999       ║        │
│   ║   1031        MAN'S BEST FRIEND                  4912634       ║        │
│   ║   1033        MYSTERY DATE                       9999999       ║        │
│   ║                                                                ║        │
│─St║Speed Search:                                                   ║        │
│   ╙╢ <ESC> to abort                              [Trans #    ]╟──────        │
└────────────────────────────────────────────────────────────────────────────┘
┌────────────────────────────────────────────────────────────────────────────┐
│   VideoSys Point of Sale 2.0 Copyright (C) 1987 - 1995 Browning Ware, Inc.  │
└────────────────────────────────────────────────────────────────────────────┘
```

Return by Stock # Screen

To return by Stock Number, select the correct stock number from the pick list. Having done this, the next list will contain a list of all items rented on that transaction.

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
├──┤│Select Customer Record │├──────────────────────────────────────┤
│  ││          Cust #        Name                                   │
├Ti││                                                          xtended┐
│  ││        1111111       RILEY, RANDY                             │
│  ││        3333333       LEWIS, BUBBA                             │
│  ││        4241259       SHRIVER, MARIA                           │
│  ││        4280211       YOUNGBLOOD, MAX                          │
│  ││        4912634       YOUNG, CAROLYN                           │
│  ││        6666666       RIGGINS, WALLY                           │
│  ││        7777777       MCCOY, THEREAL                           │
│  ││        7982641       CARROLL, MARK                            │
│  ││        8888888       GIBSON, HENRY                            │
│  ││        9999999       SMITH, JERRY                             │
│  ││                                                               │
├St││Speed Search:                                                  │
│  ││ <ESC> to abort                            [Cust #    ]│├──────┘
└──┴┤│                                                             │
    └──────────────────────────────────────────────────────────────┘
┌─────────────────────────────────────────────────────────────────┐
│  VideoSys Point of Sale 2.0 Copyright (C) 1987 - 1995 Browning Ware, Inc. │
└─────────────────────────────────────────────────────────────────┘
```

Return by Customer # Screen

To return by Customer Number, select the correct customer number from the pick list. Having done this, the next screen will contain a list of all items rented on that transaction.

```
┌─────────────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────────┐       │
│  │         Cust: 7777777       MCCOY, THEREAL             │       │
│  └───────────────────────────────────────────────────────┘       │
├Ti┌───────────────────────────────────────────────────────┐ed─────┤
│  │ √ 1023      PHILADELPHIA                               │       │
│  │ √ 1036      PAMELA PRINCIPLE, TH                       │       │
│  │                                                        │       │
│  │                                                        │       │
│  └───────────────────────────────────────────────────────┘       │
├─Stock #───────Qty──────Price───────Descr─────────────────────────┤
│  [Spacebar] to tag or        [+] tag all         [Ret] Begin      │
│  untag individual file       [-] untag all       [Esc] forget it  │
└─────────────────────────────────────────────────────────────────┘
```

When the item return screen first appears, a check-mark is already to the left of each line item. If all items on the list are not being returned, use the arrow keys to move the

light bar to item(s) that are not being returned and press the <SPACE BAR> to untag them. When all items to be returned are properly selected, press <ENTER>.

```
                      Cust: 7777777      MCCOY, THEREAL



  ┌Ti                                                           ed┐
    √ 1023      PHILADELPHIA
    √ 1036      PAMELA PRINCIPLE, TH




        Return all rental items ? (Y or N) N

  ┌Stock #══════Qty══════Price═══════Descr══════════════════════┐

    [Spacebar] to tag or          [+] tag all          [Ret] Begin
    untag individual file         [-] untag all        [Esc] forget it
```

If all items in the list were tagged, you will be asked to confirm that all items are being returned. To continue with the return, answer Y, otherwise, answer N to go back to the return pick-list.

```
                      Cust: 7777777      MCCOY, THEREAL



  ┌Ti                                                           ed┐
      1023      PHILADELPHIA
    √ 1036      PAMELA PRINCIPLE, TH




        You checked  1 of  2 are you sure? (Y or N) N

  ┌Stock #══════Qty══════Price═══════Descr══════════════════════┐

    [Spacebar] to tag or          [+] tag all          [Ret] Begin
    untag individual file         [-] untag all        [Esc] forget it
```

If one or more of the items are not being returned, you must confirm this fact. If you sure that all items listed are not being returned, answer Y, other wise answer N to go back to the return pick-list.

If a late fee is due on any of the items being returned, you will be given the opportunity to collect the late fee during the return or to defer the collection of the late fee.

Collect or defer screen

Paid Outs

If during the course of normal business you need to take cash out of your drawer you need to do so with a paid out transaction, so that you can tell where that money went when you close out later that day.

To do a **Paid Out**, select "**Rent/Return**" from the **Point of Sale** menu. The next thing that you must do to gain access to the Point of Sale is enter your Clerk ID. This must be done at the start of every Point of Sale transaction.

After you have entered your clerk id, select **Paid Out** from the "Set Trans Type" menu, and the following screen will appear:

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
┌Title──────────────────────────────Qty────Price────────Disc───Extended─┐
│                                                                        │
│                    ╓─┤Paid Out Screen├═══════════════╖                 │
│                    ║                                  ║                 │
│                    ║   Paid Out Amount:       0.00    ║                 │
│                    ║                                  ║                 │
│                    ║                                  ║                 │
│                    ╙──────────────────────────────────╜                │
│                                                                        │
└────────────────────────────────────────────────────────────────────── │
┌Stock #─────────Qty──────Price────────Descr─────────────────────────────┐
│                                                                         │
└─────────────────────────────────────────────────────────────────────────┘
┌─────────────────────────────────────────────────────────────────────────┐
│  VideoSys Point of Sale 2.0 Copyright (C) 1987 - 1995 Browning Ware, Inc.│
└─────────────────────────────────────────────────────────────────────────┘
```

To enter the Paid Out, simply enter the amount that is being removed from the drawer and press enter. The receipt that is printed should be placed in your cash drawer so that you can justify the amount during the close of day.

Late Fees

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
└─────────────────────────────────────────────────────────────┘
┌──┤Select Late Transaction├──────────────────────────────────┐
│  │7777777      MCCOY, THEREAL              000069│           │
│  │8888888      GIBSON, HENRY              │       ─Disc──Extended─
│  │                                        │
│  │                                        │
│  │                                        │
│  │                                        │
│  │                                        │
│  │                                        │
│  │                                        │
│  └────────────────────────────────────────┘
│                                                             │
└─────────────────────────────────────────────────────────────┘
┌─Stock #────────Qty────Price────────Descr────────────────────┐
│                                                             │
└─────────────────────────────────────────────────────────────┘

┌─────────────────────────────────────────────────────────────┐
│ VideoSys Point of Sale 2.0 Copyright (C) 1987 - 1995 Browning Ware, Inc. │
└─────────────────────────────────────────────────────────────┘
```

Receipt Alignment

This function can be utilized to ensure correct alignment of receipt forms.

To print a test receipt, select "**System**" from the **main** menu and then select **Receipt** from the submenu.

```
 05/12/96              VideoSys             Version 1.0ß

Point of Sale      Databases      Reports    System     Quit
                                            ┌──────────┐
                                            │ Reindex  │
                                            │ Pack     │
                                            │ Inactive │
                                            │ Setup    │
              ┌──────────────────────────┐  │ Clerks   │
              │ Print Test Receipt ? (Y or N) N │ Passwds  │
              └──────────────────────────┘  │ Receipt  │
                                            └──────────┘




              ┌──────────────────────────────────────┐
              │ Copyright (C) 1987 - 1995 Browning Ware, Inc. │
              └──────────────────────────────────────┘
```

Voiding A Transaction

Any register transaction can be voided at any time prior to the running of "Close Day" by a Level 2 (Supervisor) clerk. To void a transaction, select "Point of Sale" from the main menu, then select "Void" from the pull-down. Use the cursor control keys to select the transaction to be voided and press **<ENTER>**. Upon confirmation of the void, the transaction will be voided and a receipt to that effect will be printed.

```
   05/12/96            VideoSys           Version 1.0ß

 Point of Sale      Databases      Reports      System      Quit

   Rent/Return
   Status
   Void Trans
   Calendar
   C─┤ [ Void Transaction ] ├───────────────────────────
        Trans #     Type        Cust #    Amount

        000057     Rental      424125        11.34
        000059     Rental      111111         6.48
        000062     Return      111111         0.00
        000063     Paid Out                  -0.05
        000064     Late Fee    111111         4.32

  Speed Search:
 ─┤ Select Entry to Void  -   <ESC> to abort ├─

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```

```
   05/12/96            VideoSys           Version 1.0ß

 Point of Sale      Databases      Reports      System      Quit
─┤│VOID TRANSACTION│├──────────────────────────────────

   Customer: 424125     SHRIVER, MARIA
   Sub:      10.50   Tax     0.84  Total:      11.34

   01  Cash                              11.34
   02  Check                              0.00
   03  AMEX                               0.00
   04  Trav-Ck/Money Order                0.00
   05  MC/Visa                            0.00
   06  Discover                           0.00
   07  Gift Cert.                         0.00
              ┤ VOID THIS RECORD? Y ├

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```

Close Day

After you have entered the last transaction for the day, you will have to close out the day's business and reconcile the cash drawer.

Access **Close Day** by selecting **Point of Sale** and then highlighting **Close Day** and press **<ENTER>**.

At the "Complete Close of Day" prompt, answer "Y".

```
     05/12/96              VideoSys             Version 1.0ß

   ┌─┤Close Day├─────────────────────────────────────────────────
   │
   │         Net:$    13.98
   │     Refunds:$     0.00
   │    Paid Out:$    -0.05     01   Cash                    19.37
   │   Late Fees:$     4.00     02   Check                    0.00
   │         Tax:$     1.44     03   AMEX                     0.00
   │     PD Bal:$      1.44     04   Trav-Ck/Money Order      0.00
   │   Units Out:$     7.00     05   MC/Visa                  0.00
   │    Units In:$     2.00     06   Discover                 0.00
   │     # Sales:    2          07   Gift Cert.               0.00
   │ # Mid Voids:    3
   │    # Voids:     1
   │   # Returns:    0          Total In Drawer:    219.37
   │    # Checks:    3              Base Fund:     -200.00
   │                            Daily Receipts:     19.37
   │
   └───┤ Cop ┌───────────────────────────────────────────────
           │   Complete Close of Day  (Y or N) N
           └────────────────────────────────────────
```

Reconciliation

After entering transactions for the day, it is very important that you reconcile the cash currently in your drawer against the transactions entered for the day. Reconciling your register(s) is the only way of matching the physical count you make for the register against the amount the VideoSys determines should be in the register, based on the entered transactions.

```
   05/12/96              VideoSys              Version 1.0ß

  Close Day

        Net:$     13.98
    Refunds:$      0.00
   Paid Out:$     -0.05        01   Cash                    19.37
   Late Fees:$     4.00        02   Check                    0.00
      CLOSE DAY - Rectify Daily Deposit                             0
        01   Cash                    19.37           19.37          0
    U   02   Check                    0.00            0.00          0
        03   AMEX                     0.00            0.00          0
        04   Trav-Ck/Money Order      0.00            0.00          0
  # M   05   MC/Visa                  0.00            0.00
        06   Discover                 0.00            0.00
    #   07   Gift Cert.               0.00            0.00


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```

Once you have done a physical count of all items in your drawer, enter these amounts by their respective payment types.

System Functions

Reindex   Use this to re-build a damaged index file. VideoSys creates a number of index files for each database file. These indexes allow the system find records quickly. In any database system these index files sometimes become damaged. If this happens the damaged index file must be re-built.

The symptoms of a damaged index file is that you cannot find an item you know is in the database or the program gives you an error message. Select the **Reindex** command from the **System** menu.

```
  05/12/96              Index      Parent            Version 1.0ß

  Point of Sale|        Name       Database          System      Quit
              |        ---------------------------
              |        CATEG1     CATEG             |Reindex    |
              |        CLERK1     CLERK             |Pack       |
              |        CUST1      CUST              |Inactive   |
              |        CUST2      CUST              |Setup      |
              |        DAILY      DAILY             |Clerks     |
              |        DAYTRAN1   DAYTRANS          |Passwds    |
              |        DISC1      DISCOUNT          |Receipt    |
              |        ONRENT1    ONRENT            |_____|
              |        ONRENT2    ONRENT
              |        ONRENT3    ONRENT
              |        PASSWD     PASSWD
              |        PASSWD2    PASSWD
              |        PASTDUE1   PAST_DUE
              |        PRICE1     PRICE
              |        TAPE1      TAPE

    [Spacebar] to tag or         [+] tag all         [Ret] Begin
    untag individual file        [-] untag all       [Esc] forget it
```

Pack

When records in VideoSys are deleted, they are only marked as deleted and left in the database. To permanently remove these deleted records you must "pack" the database. To pack one, some or all databases, select "System" from the main menu, then select "Pack" from the pull-down. Select the databases to pack and press enter.

```
  05/12/96              VideoSys              Version 1.0ß

 Point of Sale        Database        orts      System      Quit
                  ─────────────────
                     CATEG                      Reindex
                     CLERK                      Pack
                     CUST                       Inactive
                     DAILY                      Setup
                     DAYTRANS                   Clerks
                     DISCOUNT                   Passwds
                     ONRENT                     Receipt
                     PASSWD
                     PAST_DUE
                     PRICE
                     TAPE
                     TRANS
                     TRANSDET
                     TRANSREC
   [Spacebar] to tag or          all           [Ret] Begin
   untag individual file      [-] untag all    [Esc] forget it
```

Status

The STATUS function allows you to take an up-to-the-minute reading of your business day. To access the Status function, position the light-bar to the "POS" on the main menu and press <ENTER>. The move the light bar down the drop-down menu to "Status" and press <ENTER>

```
        05/12/96              VideoSys            Version 1.0ß

    Point of Sale      Databases      Reports      System      Quit
   ┌─╫TRANSACTION STATUS SCREEN╟────────────────────────────────────┐
   ║         Net :$      0.00    01  Cash                     0.00
   ║     Refunds :$      0.00    02  Check                    0.00
   ║     Paid Out:$      0.00    03  AMEX                     0.00
   ║     Late Fees:$     0.00    04  Trav-Ck/Money Order      0.00
   ║         Tax:$       0.00    05  MC/Visa                  0.00
   ║      PD Bal:$       0.00    06  Discover                 0.00
   ║    Units Out:       0       07  Gift Cert.               0.00
   ║     Units In:       0
   ║      # Sales:       0
   ║  # Mid Voids:       0
   ║     # Voids:        0
   ║   # Refunds:        0       Total In Drawer:    200.00
   ║   # Checks:         0             Base Fund:   -200.00
   ║                               Daily Receipts:      0.00
   ┌─────────────────────────────────────────────────────────────┐
   │              Press Any Key to Continue                        │
   └─────────────────────────────────────────────────────────────┘
```

Calendar

From time to time you may need to reference a calendar during the course of business. VideoSys provides a full function calendar for easy reference.

To access the calendar, position the light-bar to the "Point of Sale" on the main menu and press <ENTER>. The move the light bar down the drop-down menu to "Calendar" and press <ENTER>

```
 05/12/96              VideoSys           Version 1.0ß

 Point of Sale     Databases      Reports    System      Quit

   Rent/Return
   Status
   Void Tran        May 1996
   Calendar
   Close Day   Su Mo Tu We Th Fr Sa
                         1  2  3  4
                5  6  7  8  9 10 11
               12 13 14 15 16 17 18
               19 20 21 22 23 24 25
               26 27 28 29 30 31




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```

Use the cursor control keys to move around within the calendar.

Purge

Periodically you may want to weed out your customer database. This will free up disk space as well as make some activities run at a faster speed. Utilize this function carefully as all purged customers are permanently removed from the system!

To access the Purge function, position the light-bar to "System" on the main menu and press <ENTER>. The move the light bar down the drop-down menu to "Purge" and press <ENTER>

You will need to enter the number of days that a customer has been inactive to qualify for purging.

```
   05/12/96              VideoSys              Version 1.0ß

 Point of Sale      Databases       Reports      System       Quit
                                                ┌──────────┐
                                                │ Reindex  │
                                                │ Pack     │
                ┌─Delete Inactive Customers─────┴──────────┴────────┐
                │                                                    │
                │    LOOKING FOR NON-RENTERS DURING PAST 180 DAYS... │
                │    FOUND:    8                                     │
                │                                                    │
                │    Confirm purge  (Y or N) N                       │
                │                                                    │
                │                                                    │
                │                                                    │
                └────────────────────────────────────────────────── ┘



        ┌──────────────────────────────────────────────────────┐
        │      Copyright (C) 1987 - 1995 Browning Ware, Inc.    │
        └──────────────────────────────────────────────────────┘
```
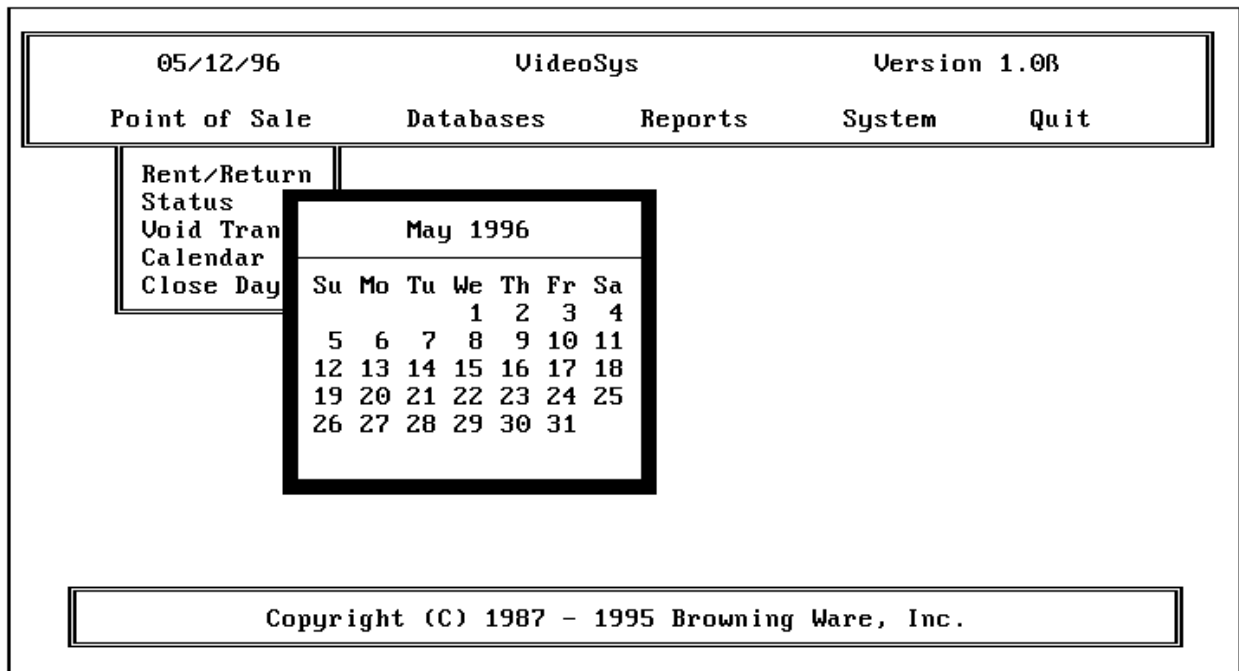
Printing Reports

One of the most important responsibilities to managing any business is analyzing reports and making decisions based on the data. The more concise the information is on the report, the easier these decisions are for you. VideoSys contributes in a significant way in this area by providing informative, easy to understand, detailed reports on the data in your system.

All reports are accessed from the main menu by highlighting **Reports** with the light-bar and pressing enter. The following is a breakdown of all the VideoSys reports:

Inventory		
	Tapes (Rental Items)	
		By Stock #
		By Title
		By Category
		History
	Merchandise	
		By Stock #
		By Description
		Reorder
Customer		
		By Costomer #
		By Name
		Bad Customer List
		Not In (# days)
Rental		
		Current Rental
		Due Back
		Late Rental
		Past Due Balance
		Best Rentals
Sales		
		Transaction Detail
		Transaction Summary

The following pages contain an example of each VideoSys report.

Tape Report - By Stock

This report contains an entry for every rental item in your inventory, sorted by stock number.

```
Page No.    1                                              Date: 01/06/96
                                                           Time: 19:12:59
                              Ken's Video Store
                           Tape Report - By Stock #

STK     TAPE                                      TAPE    RENT    TOTAL
NUM     TITLE                                     RATE    LEN     RENTS

000101  LONGEST YARD, THE                         2.00     1       13
0002    ZEUSS THE CONQUEROR                       3.00     2        9
0003    XRAY VISION                               3.00     1        7
0005    THE TEST OF THE CENTURY                   3.00     1        7
0006    THE WAY WE WERE                           3.00     1        5
0007    THE MASTER REMAINS                        3.00     1        5
0008    ABANDON SHIP                              1.50     1        4
0009    THE ABYSS                                 3.00     2        4
0010    BARABBAS                                  1.50     1        5
0011    BITTER HARVEST                            2.00     1        5
0012    CATCUS FLOWER                             2.00     1        4
0014    FAIL-SAFE                                 1.50     1        4
0015    FIREPOWER                                 3.00     1        5
0016    GENGHIS KHAN                              1.50     1        4
0017    THE GOOD SON                              3.00     2        3
0018    HANKY PANKY                               2.00     1        3
0019    HIGH SIERRA                               2.00     1        3
0020    INNER SANCTUM                             1.50     1        3
0021    THE KILLING                               3.00     2        3
0022    THE KILLING FIELDS                        2.00     1        3
0023    JACK THE BEAR                             1.50     1        3
0024    JUDGMENT NIGHT                            3.00     2        5
0025    LADY IN CEMENT                            2.00     1        5
0026    LAST ACTION HERO                          3.00     1        3
```

Tape Report - By Title

This report contains an entry for every rental item in your inventory, sorted by title.

```
Page No.    1                                          Date: 01/06/96
                                                       Time: 19:13:43
                              Ken's Video Store
                            Tape Report - By Title

STK        TAPE                                   TAPE    RENT    TOTAL
NUM        TITLE                                  RATE    LEN     RENTS

0008       ABANDON SHIP                           1.50     1       4
1037       ACTING ON IMPULSE                      3.00     2       2
1038       AFTER DARK, MY SWEET                   3.00     2       2
1039       AMAZON                                 3.00     2       0
1040       ANOTHER STAKEOUT                       3.00     2       0
0010       BARABBAS                               1.50     1       5
1041       BIKINI CAR WASH COMPANY, THE           2.00     1       0
0011       BITTER HARVEST                         2.00     1       5
0012       CATCUS FLOWER                          2.00     1       4
1042       CHILDREN OF THE CORN                   3.00     2       0
1035       CHITTY CHITTY BANG BANG                3.00     2       2
101301     CONEHEADS                              2.00     1       2
1043       COP AND A HALF                         3.00     2       0
1044       COP AND A HALF                         3.00     2       0
1047       DELTA HEAT                             3.00     2       0
1049       DELTA HEAT                             3.00     2       0
1083       DOUBLE IMPACT                          3.00     1       0
1084       DOUBLE IMPACT                          3.00     1       2
1046       EVERY BREATH                           3.00     2       0
0014       FAIL-SAFE                              1.50     1       4
1048       FAR AND AWAY                           3.00     2       2
1050       FATAL INSTINCT                         3.00     1       1
1051       FATAL INSTINCT                         3.00     1       0
1052       FATAL INSTINCT                         3.00     1       0
1053       FATAL INSTINCT                         3.00     1       0
```

Tape Report - By Category

This report contains an entry for every rental item in your inventory, sorted by category.

```
Page No.    1                                         Date: 01/06/96
                                                      Time: 19:13:53
                              Ken's Video Store
                           Tape Report - By Category

STK      TAPE                                    TAPE    RENT    TOTAL
NUM      TITLE                                   RATE    LEN     RENTS


****Category: ACT
1083     DOUBLE IMPACT                           3.00     1       0
1084     DOUBLE IMPACT                           3.00     1       2
1046     EVERY BREATH                            3.00     2       0
1081     JOSH AND S.A.M.                         3.00     1       0
0003     XRAY VISION                             3.00     1       7

****Category: ADV
200101   WAY THE WEST WAS WON, THE               3.00     2       0
200102   WAY THE WEST WAS WON, THE               3.00     2       0

****Category: CHILD
1035     CHITTY CHITTY BANG BANG                 3.00     2       2

****Category: COM
1041     BIKINI CAR WASH COMPANY, THE            2.00     1       0
0012     CATCUS FLOWER                           2.00     1       4
101301   CONEHEADS                               2.00     1       2
1043     COP AND A HALF                          3.00     2       0
1044     COP AND A HALF                          3.00     2       0
1050     FATAL INSTINCT                          3.00     1       1
1051     FATAL INSTINCT                          3.00     1       0
```

Tape History Report

This report gives you the ability to trace the entire transaction history for a specific rental item.

```
Page No.    1                                              Date: 01/06/96
                                                           Time: 19:14:08
                                 Ken's Video Store
                                 Tape History Report
                           000101  LONGEST YARD, THE

          Date      Cust #    Tran Type

          01/01/96  999922    Rental
          01/01/96  999922    Return
          01/01/96  444444    Rental
```

Merchandise Report - By Stock

This report is a listing of your entire merchandise (non-rental) inventory, sorted by stock number.

```
Page No.    1                                      Date: 01/06/96
                                                   Time: 19:14:43
                             Ken's Video Store
                          Mdse Report - By Stock #

STK      ITEM                                  ITEM        TOTAL
NUM      DESCR                                 PRICE   QTY  SALES

9000     POPCORN - 1 GALLON POPPED              2.99    1     1
9001     VHS TAPES - 4 PACK                    12.99   17     1
999911   POPCORN                                1.00   96     0
999922   CANDY BAR                              0.50   91     0
999933   BLANK VHS TAPE                         7.98   19     0
999944   PREVIOUSLY VIEWED TAPES                9.98   15     0
999955   CHEWING GUM                            0.25   11     0
999966   3D GLASSES                             3.97   21     0
999977   SISKEL EBERT MOVIE GUIDE              14.95    9     0
999988   DONKEY KONG NINTENDO                  34.95    0     0
999991   PEANUTS                                0.75   33     0
999999   16 OZ COKE                             0.65   87     0
```

Merchandise Report - By Description

This report is a listing of your entire merchandise (non-rental) inventory, sorted by item description.

```
Page No.    1                                          Date: 01/06/96
                                                       Time: 19:14:52
                              Ken's Video Store
                         Mdse Report - By Description

STK      ITEM                                     ITEM           TOTAL
NUM      DESCR                                    PRICE    QTY   SALES

999999   16 OZ COKE                               0.65     87    0
999966   3D GLASSES                               3.97     21    0
999933   BLANK VHS TAPE                           7.98     19    0
999922   CANDY BAR                                0.50     91    0
999955   CHEWING GUM                              0.25     11    0
999988   DONKEY KONG NINTENDO                     34.95     0    0
999991   PEANUTS                                  0.75     33    0
999911   POPCORN                                  1.00     96    0
9000     POPCORN - 1 GALLON POPPED                2.99      1    1
999944   PREVIOUSLY VIEWED TAPES                  9.98     15    0
999977   SISKEL EBERT MOVIE GUIDE                 14.95     9    0
9001     VHS TAPES - 4 PACK                       12.99    17    1
```

Merchandise Reorder Report

This report consists of merchandise (non-rental) items that are at or below their respective order levels.

```
Page No.    1                                         Date: 01/06/96
                                                      Time: 19:15:01
                             Ken's Video Store
                              Reorder Report
                             Merchandise Items

           Stock         Description         Qty On    Order
           Number                            Hand      Level


           999988        DONKEY KONG NINTENDO    0        2

           9000          POPCORN - 1 GALLON P    1       20
```

Customer Report - By Customer

This report is a listing of your entire customer database, sorted by customer number.

```
Page No.    1                                          Date: 01/06/96
                                                       Time: 19:15:13
                              Ken's Video Store
                              Customer Report
                              By Customer Number

ID Num        Information                  Phone      Status   Last Rent

1111111       RILEY, RANDY                 648-5530   0        07/16/96
              4612 WARRIOR-JASPER RD.      648-5530
              DORA, AL  35000

1112222       BROWN, SARAH                 999-1111   0        01/01/96
              111 CHERRY LANE              999-0000
              HOOVER, AL  35216

1234567       CLINTON, HILLARY             252-0978   0        01/02/96
              2828 32 AVE NORTH            251-0200
              BIRMINGHAM, AL  35203

2222222       CUSTOMER, TESTY              222-2222   1        01/05/96
              2222 2ND AVE                 444-2222
              BESSEMER, AL  35020

3333333       LEWIS, BUBBA                 333-3333   0        01/02/96
              333 3RD ST                   777-3333
              BESSEMER, AL  35020

4241259       SHRIVER, MARIA               428-0000   1        01/05/96
              1429 19TH STREET             424-0000
              BESSEMER, AL  35020
```

Customer Report - By Customer Name

This report is a listing of your entire customer database, sorted by customer name.

```
Page No.    1                                        Date: 01/06/96
                                                     Time: 19:15:22
                            Ken's Video Store
                            Customer Report
                                By Name

ID Num      Information                   Phone      Status   Last Rent

9999222     BLOW, JOE                     444-2222   0        01/03/96
            999 1ST ST                    444-3333
            BESSEMER, AL  35020

1112222     BROWN, SARAH                  999-1111   0        01/01/96
            111 CHERRY LANE               999-0000
            HOOVER, AL  35216

4281009     BROWNING, KEN                 428-1009   0        01/01/96
            220 KYSER AVENUE              977-7716
            BESSEMER, AL  35020

5551212     BROWNING, VIRGINIA            428-1009   0        01/03/96
            220 KYSER AVENUE              428-0211
            BESSEMER, AL  35020

7982641     CARROLL, MARK                 798-2641   0        01/05/96
            2628 PERSHING ROAD            251-9999
            BIRMINGHAM, AL  35214

1234567     CLINTON, HILLARY              252-0978   0        01/02/96
            2828 32 AVE NORTH             251-0200
            BIRMINGHAM, AL  35203
```

Bad Customer Report

This report is a listing of customers that have permanent "bad" statuses and you no longer wish to allow them to rent.

```
Page No.    1                                          Date: 01/06/96
                                                       Time: 19:15:29
                          Ken's Video Store
                          Bad Customer Report

ID Num       Information                    Phone       Status

6666666      RIGGINS, WALLY                 555-0987    Late Tapes
             4501 CAMP COLEMAN RD           555-9876
             TRUSSVILLE, AL  35000

8888888      GIBSON, HENRY                  933-9098    PD Balance
             840 86TH STREET SOUTH          933-9094
             BIRMINGHAM, AL  35205
```

Customer "Not-In" Report

This report is a listing of customers that have not rented from you in a specified number of days.

```
Page No.    1                                        Date: 01/06/96
                                                     Time: 19:16:00
                            Ken's Video Store
                             Not-In Report
                                3 Days

ID Num       Information                  Phone      Status  Rental

9999222      BLOW, JOE                    444-2222   0       01/03/96
             999 1ST ST                   444-3333
             BESSEMER, AL  35020

1112222      BROWN, SARAH                 999-1111   0       01/01/96
             111 CHERRY LANE              999-0000
             HOOVER, AL  35216

4281009      BROWNING, KEN                428-1009   0       01/01/96
             220 KYSER AVENUE             977-7716
             BESSEMER, AL  35020

5551212      BROWNING, VIRGINIA           428-1009   0       01/03/96
             220 KYSER AVENUE             428-0211
             BESSEMER, AL  35020

1234567      CLINTON, HILLARY             252-0978   0       01/02/96
             2828 32 AVE NORTH            251-0200
             BIRMINGHAM, AL  35203

4444444      CUSTOMER, VERY TESTY         444-4444   0       01/01/96
             777 7TH ST                   777-7777
             SEVEN-UP, AL  35777
```

Current Rental Report

This report is a listing of rental items that are currently out on rental.

```
Page No.    1                                          Date: 01/06/96
                                                       Time: 19:16:19
                             Ken's Video Store
                           Current Rental Report
                             By Customer ID

Customer                      Phone     Phone             Late
Name                          Number    Number            Fee

CUSTOMER, TESTY               2222222   222-2222  444-2222
     1033      MYSTERY DATE             01/05/96  01/06/96   0.00
     1065      MAID TO ORDER            01/05/96  01/07/96   0.00

RIGGINS, WALLY                6666666   555-0987  555-9876
     1024      PHILADELPHIA             01/04/96  01/05/96   3.00
     1071      SISTER ACT II            01/05/96  01/07/96   0.00
                                                             3.00

SHRIVER, MARIA                4241259   428-0000  424-0000
     1050      FATAL INSTINCT           01/05/96  01/06/96   0.00
     1058      KNIGHTS                  01/05/96  01/07/96   0.00

TOONES, LOONEY                8886644   888-6644  444-8866
     1048      FAR AND AWAY             01/05/96  01/07/96   0.00

YOUNG, CAROLYN                4912634   491-2634
     1084      DOUBLE IMPACT            01/05/96  01/06/96   0.00
     8000      VHS VCR RENTAL UNIT      01/05/96  01/07/96   0.00
```

Rentals Due Back Today Report

This report is a listing of rental items that are due back today, including past due items.

```
Page No.   1                                      Date: 01/06/96
                                                  Time: 19:16:26
                            Ken's Video Store
                          Due Back Today Report

                                 Rent      Due       Days
                                 Date      Date      Late

         2222222   CUSTOMER, TESTY
             1033   MYSTERY DATE     01/05/96  01/06/96      0

         4241259   SHRIVER, MARIA
             1050   FATAL INSTINCT   01/05/96  01/06/96      0

         4912634   YOUNG, CAROLYN
             1084   DOUBLE IMPACT    01/05/96  01/06/96      0

         6666666   RIGGINS, WALLY
             1024   PHILADELPHIA     01/04/96  01/05/96      1
```

Over Due Rental Items Report

This report is a listing of past due rental items.

```
Page No.    1                                        Date: 01/06/96
                                                     Time: 19:16:33
                             RIGGINS, WALLY
                          Over Due Rental Items

                                     Rent      Due      Days
                                     Date      Date     Late

           6666666   RIGGINS, WALLY
              1024   PHILADELPHIA     01/04/96 01/05/96     1
```

Past Due Balance Report

This report is a listing of customers that returned rental items that were late and who did not pay the late fees.

```
Page No.    1                                              Date: 01/06/96
                                                           Time: 19:16:40
                                   RIGGINS, WALLY
                               Past Due Balance Report

                              Rent      Due       Return   Days  Late   PD
                              Date      Date      Date     Late  Rate   Amount

8888888   GIBSON, HENRY
   0018   HANKY PANKY         01/01/96  01/02/96  01/03/96    1  2.00   2.00

          Total Past Due Amounts                                       2.00
```

Best Rental Report

This report is a listing of your most popular rental items, sorted by category.

```
Page No.    2                                           Date: 01/06/96
                                                        Time: 20:23:24
                               Ken's Video Store
                             Best Rental Report - ALL

    Stknum    Descr                                 Sold   Categ

    1058      KNIGHTS                                 1    SCIFI
    8000      VHS VCR RENTAL UNIT                     1    VCR-01
    0022      THE KILLING FIELDS                      1    WAR
    999988    DONKEY KONG NINTENDO                    7    MDSE
    999999    16 OZ COKE                              6    MDSE
    999922    CANDY BAR                               6    MDSE
    999955    CHEWING GUM                             3    MDSE
    999991    PEANUTS                                 3    MDSE
    999933    BLANK VHS TAPE                          2    MDSE
    999966    3D GLASSES                              2    MDSE
    9000      POPCORN - 1 GALLON POPPED               2    MDSE
    999911    POPCORN                                 1    MDSE
    999944    PREVIOUSLY VIEWED TAPES                 1    MDSE
    9001      VHS TAPES - 4 PACK                      1    MDSE
```

Transaction Detail Report

This report is a detailed listing of previous days transactions.

```
Page No.    1
Date: 01/06/96

Time: 20:23:58
                                     Ken's Video Store
                                  Transaction Detail Report
                                   01/01/96 thru 01/05/96

          Stock #       Qty     Orig     Price    Disc Amt  Disc %   Tot Disc  Sub Total
                                                                               Ext Amt    POR  QOR  RTN
        000001 000101            1                2.00      0.00 0.0000         0.00       2.00
        000001 9000              1                2.99      0.00 0.0000         0.00       2.99
   Sub Total:      4.99
   Sales Tax:      0.40
       Total:      5.39

        000002 0002              1                3.00      0.00 0.0000         0.00       3.00
        000002 0003              1                3.00      0.00 0.0000         0.00       3.00
        000002 0005              1                3.00      0.00 0.0000         0.00       3.00
   Sub Total:      9.00
   Sales Tax:      0.72
       Total:      9.72

        000003 0006              1                3.00      0.00 0.0000         0.00       3.00
        000003 0007              1                3.00      0.00 0.0000         0.00       3.00
        000003 9001              1               12.99      0.00 0.0000         0.00      12.99
   Sub Total:     18.99
   Sales Tax:      1.52
       Total:     20.51
```

Transaction Summary Report

This report is a summary listing of previous days transactions.

```
Page No.    1                                                                    Date: 01/06/96
                                                                                 Time: 20:24:14
                                        Ken's Video Store
                                    TRANSACTION SUMMARY REPORT
                                      01/01/96 thru 01/05/96

Trans   Date      Trans    Cust    Clerk   Discount      Sub      Tax      Total     Amt      Change     Till
Num               Type     Num     ID                    Total             Amount    Tend                Amount

000001  01/01/96 Sale      999922  1206      0.00        4.99     0.40     5.39     10.00      4.61       5.39
000002  01/01/96 Sale      111222  1961      0.00        9.00     0.72     9.72      9.72      0.00       9.72
000003  01/01/96 Sale      428100  1961      0.00       18.99     1.52    20.51     20.51      0.00      20.51
000004  01/01/96 Sale      555121  1961      0.00        1.50     0.12     1.62      1.62      0.00       1.62
000005  01/01/96 Sale      798264  6996      0.00       16.45     1.32    17.77     17.77      0.00      17.77
000006  01/01/96 Sale      123456  1206      0.00        3.00     0.24     3.24      3.24      0.00       3.24
000007  01/01/96 Sale      222222  6996      0.00       37.44     3.00    40.44     40.44      0.00      40.44
000008  01/01/96 Pd Out    999922  1206      0.00        0.00     0.00     0.00      0.00      0.00       0.00
000009  01/01/96 Sale      444444
                                   1206      0.00        2.00     0.16     2.16      2.16      0.00       2.16 VOID
000010  01/01/96 Sale      888888  2222      0.00        5.75     0.46     6.21      6.21      0.00       6.21
000011  01/01/96 No Sale           1206      0.00      -10.00     0.00   -10.00      0.00     10.00     -10.00
000012  01/02/96 Pd Out    111222  1206      0.00        0.00     0.00     0.00      0.00      0.00       0.00
000013  01/02/96 Pd Out    428100  1961      0.00        0.00     0.00     0.00      0.00      0.00       0.00
000014  01/02/96 Sale      798264  6996      0.00      -14.95    -1.20   -16.15      0.00     16.15     -16.15
000015  01/02/96 Pd Out    123456  2222      0.00        0.00     0.00     0.00      0.00      0.00       0.00
000016  01/02/96 Sale      123456  2222      0.00        2.00     0.16     2.16      2.16      0.00       2.16
000017  01/02/96 Pd Out    222222  1961      0.00        0.00     0.00     0.00      0.00      0.00       0.00
```

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