

Hardware

EasiPOS requires the following system components for reliable operation:

	Preferred	Recommended Minimum	Notes
Monitor	SVGA 800x600 or SVGA 1024x768	VGA 640x480	
HDD Space	30 MB+	10 MB	Depends on the size of your databases. Note also that as EasiPOS extensively reads and writes to your databases, a fast hard drive with good spare capacity is useful.
Processor	Pentium II	Pentium 100	
RAM	32 MB	16 MB	
A4/Letter Printer	600 dpi monochrome Laser or Inkjet	300 dpi Jet	
Mouse		Standard MS or Microsoft-compatible mouse	
Keyboard		Standard 101 or 104-key	
Sound System <i>(optional)</i>		16-bit stereo	Some events initiate standard Windows .wav files.
Networking <i>(optional)</i>	LAN	Windows 95 Dial-up Networking	Remote data access and Multi-User options require a valid MultiUser license and suitable networking hardware/software
Touchscreen <i>(optional)</i>	Purpose-built touch monitor	"Stick-on" touchscreen	
Barcode Reader <i>(optional)</i>		Scanner operating in parallel with keyboard	Saito MS951 "Hand-held laser scanner with Built-In Keyboard Wedge Interface" tested.
Roll Printer <i>(optional)</i>		Star SP-series Dot Matrix	Star DP8340 and Star SP342 tested.
Cash Drawer <i>(optional)</i>		Drawer driven from Printer (such as	Alternatively serial port-connected drawer

SP300)

EasiPOS uses 32-bit technology so performs best using high-performance systems such as Pentium II equipped with 32 MB or more RAM. This is especially true if large databases are being used. While 386 and 486 systems may be used, performance will be correspondingly less.

Software

	Required	Recommended Minimum	Notes
Operating System	Windows 95 or 98	Windows 95	32-bit Windows only. Has not been fully tested with Windows NT.
EasiPOS files	\easipos.exe \backup.exe \easipos.hlp \easipos.cnt \constant.mdb \customer.mdb \sales.mdb \salestmp.mdb \stock.mdb \prefs.mdb \easisale.txt \easisumm.txt \crystal1.rpt (from V7.0.4) \crystal2.rpt (from V7.0.4) \crystal2g.rpt (from V7.0.4)		These files are installed into the drive and folder (typically C:\Program Files\EasiPOS 98\ of your choice. Depending on your software supplier, licensing and registering information files may also be included.
Network Clients (optional)	\easipos.exe \backup.exe \easipos.hlp \easipos.cnt \constant.mdb \salestmp.mdb \prefs.mdb		Where one machine is used as a data server (recommended network means), it should retain a copy of all files. Network clients would normally require these files on each machine.
Network Server (optional)	\customer.mdb \stock.mdb \sales.mdb \easisale.txt \easisumm.txt \crystal1.rpt (from V7.0.4) \crystal2.rpt (from V7.0.4) \crystal2g.rpt (from V7.0.4)		Depending on your settings under Preferences, these files may reside solely on the server
System and other supporting files			Other Windows files are downloaded and

automatically installed into
your system folders as
appropriate.

Limitations

Customer database

Limited only by user's hardware, memory and system resources

Supplier database

Limited only by user's hardware, memory and system resources

Stock database

Limited only by user's hardware, memory and system resources.

User Names and Passwords

20 persons.

TouchScreen items

1240 (20 Groups of 62).

Items selectable from Inventory list or by Barcode scanner

Limited only by user's hardware, memory and system resources.

Reports records

Limited only by user's hardware, memory and system resources.

Export to Microsoft Excel

Requires Excel on user's computer.

Overview

Point-of-sale systems are increasingly being used to replace cash-registers, and provide businesses management assistance through improved stock control, accurate and fast pricing, and by provision of financial and staff performance reports. EasiPOS is professionally written, sophisticated POS software designed for small and medium-sized firms such as retailing businesses, hotels and warehouses. EasiPOS is an exceptional point-of-sale system and has comprehensive features that enable it to compete with the world's most advanced (POS) software. EasiPOS runs on 32-bit Windows is easy, fast and a joy to use. Its pleasant working environment, comprising icons and on-screen buttons, means touchscreen operation (requires touchscreen software and hardware) or simple mouse-clicks rather than scrolling through long lists or tables of stock, searching for the item required. EasiPOS is used for Cash Sales (payment by cash, cheque, credit card, EFTPOS, other) or Invoicing. There is also a simple job-costing facility which is used for quotations.

A major advantage of EasiPOS is the use of the defacto standard Microsoft Access database engine (32-bit Microsoft Jet). This allows easy transfer of database records to or from EasiPOS and other compliant databases, ensuring no data repetition if records are to be moved between databases. Note however that EasiPOS stands alone and does not require Microsoft Access.

In a Nutshell

- Inexpensive but powerful. Compare the price and features of EasiPOS with other POS systems costing thousands of dollars!
- Very simple to use, with minimal staff training requirement. No manual calculations required - simply press an on-screen button to select each sales item.
- Self-supporting. Uses a custom-designed database manager utilizing the powerful Microsoft Jet database engine (the same engine that powers Microsoft Access) to provide databases that are fully compatible with Access (but you don't require Microsoft Access). Use of the Jet engine means any existing stock and customer databases which can be manipulated with Access (and many other database managers) can easily be transported to EasiPOS, and vice versa.
- MS Jet databases are quick and simple to set up with EasiPOS, which can be used as soon as your stock information is entered into the database, which is designed for easy, error-free data entry.
- The EFTPOS facility is simple and provides unidirectional (from EasiPOS to EFTPOS) ASCII data flow to your serial port - EFTPOS receipting is performed by your EFTPOS system, although EasiPOS will produce an itemized purchase and charge list (if Printing is enabled).
- Network-compatible (*optional license*). Connect to server remotely.
- Extensive use of HotKeys (normally Function keys) give fast access to forms. Shortcuts using HotKeys are shown in ToolTips (generally visible by hovering over icons) or are shown on the forms.
- Multi-User capability (included in Network version). Connect multiple clients to your server (*Note: While numerous computers may be networked, the recommended maximum simultaneous transactions is 3*).
- Determines total stock costs and selling prices - use View or Print buttons on the Stock Database.
- Single button clicks to trash Stock and both Report databases.
- Set up to four prices per item; three of which may be auto-completed depending on Price Category settings. User selects global Price Group.
- Assistance messages to help users. Messages can be toggled on and off as required. On-line Notes feature covers basic pricing operation.
- User-definable Admin password - changeable by administrator. The default Admin password is preset at FRED (upper case lettering).
- Value-added taxes (VAT; GST etc) option included. Each of the possible four item prices can be assigned individual taxes. Also supports zero-tax items.
- Multi-level security: EasiPOS Access Password, Admin Password access, User Password, User Name and Free access - all passwords are user-defined. Plus additional security at sub-levels.
- Report generation. These cover Sales Reports (typical daily or weekly clearing) which show every item purchased, and longer-period Sales Summary reports. Report queries and sorting are built in and include querying by date and user. All reports can be printed.
- Inventory level monitoring with low stock audible and visual alarm feature. Current item stock level is shown with each item selection.

- Cash Sales receipting.
- Used for any 2 DP decimal currency. The user defines the currency prefix (eg: \$, Fr).

Many other user-definable/selectable options such as ...

- Letterhead on prints.
- Customer details on prints.
- Price Rounding.
- Auto-discounting.
- Print headers/footers.
- Preferences are automatically saved.
- Till balancing and turnover.
- Barcode scanning.
- Ticket Writer, includes Barcode label printer software.
- Customer database retains reusable customer details.
- Touch-screen compatible.
- Cash-drawer compatible (serial or printer-connected).
- All Reports, Invoices, Cash Sale Receipts, Quotations and Stock Database are printed to A4 or Letter paper (Portrait and Landscape may be used).
- Allows sales of non-stock items (which could include labor; transport etc).
- Sales can be made from complete inventory database list as an alternative to the on-screen buttons.
- Backup databases to disk facility upon exiting EasiPOS.

Brief Capabilities

Sales

- Four stock selection options:
 - Unique on-screen button Stock Selector auto-generated from inventory (stock) database. Can be directly used with TouchScreen components.
 - Barcode scanning.
 - Select from normal scrolling inventory list.
- Sales of non-stock items (manual entries). Note This facility also serves as your cash REFUND entry form, where such refund is not directly associated with an item purchase (in which case you would credit the transaction in the normal way).
- Combination of all stock selection systems or barcode only.
- Selling price modification.
- Cash, Credit Card, EFTPOS and Check (Cheque) Cash Sales, Vouchers etc, or combination of any.
- Automatic price calculations.
- Automatic change calculation.
- Roll or A4/Letter prints.
- Serial numbering.
- Check or other fees facility.
- Price Rounding on cash sales.
- Discounting - Currency, %, and auto-discounting.
- Crediting/returns.
- Receipting and Invoicing.
- Till balancing.
- Turnover tracking.
- Built-in calculator.
- Cancel Transaction (rollback) facility.
- Decide payment means on the fly.

Job Costing

- Quotation module - inventory control disables during Job Costing.

Customer Records

- Customer database retains repeat customers.
- Search and Sort facilities.
- Link to external database.

Barcode Scanning

- Normal scanning (which requires your scanner to operate in parallel with your keyboard - Keyboard Wedge scanner).
- Manual barcode entry.

Electronic Funds Transfer (EFTPOS) support

- EasiPOS exports ASCII output to serial port for transfer to EFTPOS machine.

Security

- Multiple security/access limits to various facilities.

Cash Drawer support

- Cash drawer connected to printer.
- Cash drawer connected to serial port.

Reports

- On-screen and printed.
- Short-term Sales - adjustable period.
- Longer-term Summary - adjustable period.
- Multiple built-in Query and Sort facilities.
- Trashing options.
- US or UK dating system.

Inventory (Stock) List

- Low-level stock reports.
- "Special" price reports.
- Profit calculation per Item or per Total.
- Export to Microsoft Excel.

Currency/Taxes

- Any decimal currency (2 dp).
- Value-added taxes (eg: VAT, GST) facility.
- Up to 4 tax tiers, including tax-exempt.

Prints

Reports may be printed to A4 or Letter; date-selectable. Receipts etc may be printed to A4/Letter or Continuous Roll (user-defined settings) printers:

- Receipts.
- Invoices.
- Quotations.
- Summary Reports by Customer No, Serial No, User (Salesperson), Sale Type.
- Sales Reports by Customer No, User (Salesperson), Stock No, Item Name, Serial No.
- Stock levels and prices.
- Low Stock levels.
- "Special" price reports.
- Print on your letterheaded paper or program-created letterhead.
- Prints can include customer details.
- Ticket Writer/Barcode Prints

Ticket Writer/Barcode Printer

From within the Inventory entry form, click on Ticket Writer. *Note 1: To print bar codes, ensure you have suitable fonts installed in Windows. Note 2: A number of boxes have been populated with typical values. However, these may be overwritten, and your entries saved. For example, you can add a different font (but your font must be in Windows).*

Select or set:

- Number of Impressions across
- Number of Impressions down
- Number of Pages
- Portrait or Landscape
- How many labels of each Inventory Item prior to cycling to next Item (may be held static so same label prints each time).
- Select what to appear on label:
- Company Name
- *Inventory Item Name
- *Inventory Number
- Script (anything you want)
- *Normal Price excluding tax
- *Normal Price including tax
- *Special Price excluding tax
- *Special Price including tax
- Special Price text (prefix such as "Discounted for today only")
- *Barcode
- Strike-through Normal Price (if Special Price used)

**These items auto-fill from your Inventory database, but may be overwritten.*

Set your own requirements for Inventory Number prefix; and suffixes for the four price options.

Select or set:

- Font type, Font size, Font color, Font name, Bold, Italic for each printed line. All lines may differ if required.

Hint: Once your selections are made, try a Preview prior to printing. This gives an indication of your ticket style, but may not accurately reflect the actual print layout.

Further Information

Notes

EasiPOS Trial. Depending on your supplier, there may be a free trial period after program receipt. If this applies to you, please refer to SabrePoint Software's Web site <http://www.sabrepoint.com/> for the trial limitation.

Networking and Multi-Users. Network users require a valid Network License for remote server/client applications - however depending on your supplier, there may be a free-usage trial period after program receipt. If this applies to you, please refer to SabrePoint Software's Web site <http://www.sabrepoint.com/> for the trial limitation.

Refer to SabrePoint Software's Web site <http://www.sabrepoint.com/> if you wish to **upgrade** to a Multi-User.

Stock Selector (TouchScreen) (Default screen after log-in)

*Note: The Touchscreen is mouse-clickable. The user does **not** need touchscreen components to use EasiPOS.*

Upon running, EasiPOS defaults to the Stock Selector form (sometimes referred to as the main form or TouchScreen) after user log-in. The form auto-populates with up to 62 items from your first Group (Stock Category). Select using your mouse (or touch - requires TouchScreen hardware). Change the Group (20 options) to that required by using the buttons along the screen bottom if necessary. F12 or the Done? button is used after your item selection is complete.

Upon initial running (and at any time later through the menu). atop the Stock Selector is the Till Balance form, to which is added the daily Float; and additions or subtractions from the till made during the period. The Turnover and Till Balances are calculated at each transaction.

The Tools toolbar (menu) is located on the right of the screen and shows a number of icons to access the various parts of EasiPOS:

Log In (Tools|LogIn)

Optionally used after each Sale transaction completion. Depending on the settings under Preferences, the user may be required to log in with a Password, his/her user Name, or simply by pressing the OK button (free access). Note that if free access is used, Reports can not be generated by user name; this is one reason user Names or Passwords are preferred. The user can choose from Sales (default) and Job Costing. After Log In, item selection can begin.

- Choose Sales (default)
- Choose Job Costing
- Access Preferences (with Admin Password)

Non-Inventory Items (Tools|NSE)

EasiPOS allows sale of items which have not been listed in your Stock database. Stock Control is disabled for non-stock sales.

- Set Cost price
- Set Selling Price excl tax
- Set Item Name
- Set Tax rate

- Set "Stock No"
- Set Unit
- Provides Selling Price incl tax

Barcode Reader (Tools|Scan On/Scan Off)

EasiPOS supports the commonly-used Keyboard Wedge barcode reader, up to a maximum of 30 numeric or alphanumeric characters. Scanned codes are converted to characters which appear on the screen and are auto-entered. Alternatively manually type characters. A hot key (F12) is provided to directly access the Sales Summary after item selection is completed.

- Enable/Disable Barcode reader (toggle) on menu
- F12 hotkey to finish
- Running Totals (before and after tax)
- Set to run in parallel with other stock selection means
- Set whether single-quantity only [Auto] required (fastest)
- Set time to hold Price Computer prior to auto-continuing.

Cash Drawer Open

Sends ASCII to drawer, as configured under Preferences.

Help access

This Help - also launched by pressing F1

Calculator

A simple on-screen calculator is included.

Auto-Return

For use when the user has selected both the Stock Selector and the Barcode reader selection modes (ie: Combo box on the Barcode Reader form ticked). Where Auto-Return is enabled, the form showing the list of purchases made during the current transaction is virtually bypassed (though it will be seen for less than 1 second) and the user automatically taken back for the next item selection. This is the fastest mode.

If however the user wishes to view the purchase list after each item selection, Auto-Return may be disabled. The user presses Enter to return to the Stock Selector.

Inventory Items (Tools|Inventory)

Your Stock database can be accessed more conventionally - from a list of items rather than by using the Stock Selector buttons.

- Choose Field to list by
- Choose Stock Item or Stock Number from list

Messages (Tools|Messages)

Some screens (forms) are provided with additional assistance information by means of small Information icons.

- Enable/Disable Messages (toggle)

About (Tools|About)

Provides contact, registration and general information about the program supplier.

Maintenance (Tools|Maintenance)

This form provides access to a number of features through icons as follows:

Balances (Tools|Maintenance|Float & Till Balance)

Provides Turnover and Till Balance. This form appears automatically upon booting EasiPOS. The balances are reset to zero upon booting, but the previous figures can be restored if required. The user also has an opportunity to trash existing Sales Records (typically cleared daily) at this time.

- Set Float
- Set changes to Balance (cash in or out during day)
- Provides Till Balance
- Provides Turnover

Reports (Tools|Maintenance|Reports)

Accesses Reports module.

Customer Register (Tools|Maintenance|Customer Register)

Accesses Customer Register.

Stock Database (Tools; Maintenance|Stock Database)

Accesses Stock Database.

Names & Passwords (Tools|Maintenance|User Names & Passwords)

Provides capacity for 20 different users. Each can be assigned a Password by the Administrator.

- Set user Names
- Set user Passwords

Reset Serial No (Tools|Maintenance|Reset Serial No)

Each Sale (ie: group of items sold to a purchaser) is automatically given a Serial No. This is applied in numerical order. The start of the sequence may be altered or reset any time.

- Set new Serial Number

Trash Stock (Tools|Maintenance|Trash Stock Database)

As an option to removal of individual stock items, the total stocklist may be deleted from the database.

Stock Groups (Tools|Maintenance|Stock Database|Groups)

Alternative: (Tools|Maintenance|Groups)

The Stock Selector requires all stock items to be grouped by category (eg: stock items Wham2000; MaxShoot; Masko may be grouped under Toys). Up to 20 Groups (up to 62 items each) can be defined.

- Set Group names; column-by-column

Preferences (Tools|Maintenance|Preferences)

Accesses user-definable settings (with Admin Password).

Price Group (Tools|Maintenance)

- Select the default Price Group (ie: Price A, B, C or Special) you wish to use. Generally Price A is standard customer pricing; B, C and Special are reserved for alternative customer types – perhaps with alternative tax rates. Price Groups may also be changed using the Customer Register, but care should be taken to ensure the correct group is used *before* purchasing items.

Preferences Notes

This section describes EasiPOS user-customizable features in more detail.

- Screen Resolution Note: EasiPOS is generally shipped configured for 640x480 pixel screen resolution. If this resolution is unsuitable for you, adjust in Preferences and reboot (only required once).
- EasiPOS will close upon clicking the Stop icons (Stop sign). The user will be warned if an attempt is made to quit prior to transactions being fully processed.
- Audible alarms will only work if your computer has Sound facilities installed.
- The normal way to access each feature is shown eg: (Tools|Maintenance|Preferences) means use the Tools menubar and click the Maintenance icon then the Preferences icon.
- Network Users' Note: All Local Preferences and Network Preferences are set for the user's local computer to allow individual settings to be retained.

General Preferences

(Tools|Maintenance|Preferences|General)

Security

- Administrator selects from 3 levels of user access. The chosen security level is selected by the user prior to each sale:
- User Password access, User Name access, Free access (no security)
- Select whether the Administrator Password is required to access:

Price changing (Discounting and Manual prices)

Group (inventory group) setup

Stock database

User Names and Passwords setup

Trash Sales records

Trash Sales Summary

Till access

Force login after each transaction (only if Name or Password access selected)

Change the Administrator password from the default FRED.

Stock Control

Stock Control is generally enabled, but can be disabled. EasiPOS keeps track of item sales and automatically debits (or credits for item returns) the database stock count. EasiPOS compares the stock level with any minimum level specified and warns the user (audible/visual) if low level (reorder level) reached.

- Enable/Disable Stock Control and Low Level Alarm

Stock Database

Default Profit and value-added Tax percentages are applied to all new items to be added to the Stock Database. Both can be changed at any time.

- Set default Profit %.
- Set Price Groups. *EasiPOS allows for up to 4 different pricing structures (including one "special price") to be used for each inventory item. Any price may be later selected; normally dependent upon the customer.*
- Set default Tax % for each of the 4 different price categories.
- Set values for Price Categories. *EasiPOS allows up to 5 pricing categories per Price Group. By assigning each item in the Inventory Database a price category (eg: "2"), the auto-calculated selling prices for each of the groups B, C and Special are calculated from Price A; adjusted by the percentage changes as scheduled under Preferences.*

Hint: If you have a fixed price for each item, just complete Price A in the Inventory Database. You do not need to complete other price groups.

- Enable/Disable Printing option
- Enable/Disable Backup facility
- Barcode or Stock numbers
- Select whether Barcode or Stock (Inventory) numbers are used for screen and hard copy prints.

Touchscreen Fonts

- Set touchscreen font size for Groups
- Set touchscreen font size for Items

Auto-Return and Barcode Reader

- Select whether to automatically return to the Stock Selector or Barcode Reader after item selection. Leave unticked to stay on the schedule until Enter key pressed.
- Select to launch Barcode Reader by default.

Auto-Backup

- Select if Backup program to be automatically launched upon exiting EasiPOS.

Settings Preferences

(Tools|Maintenance|Preferences|POS Settings)

Auto-Discounts

The Administrator can opt to provide automatic discounting of sales Totals. Five price/DC brackets are provided for. For example, a discount of 2.5 % can be applied where purchases exceed \$50; 5 % where \$100 exceeded etc. Selectable at sales time.

- Enable/Disable auto-discounting
- Set price brackets and % discount applying

Restoring Balances

Upon booting EasiPOS (after switching off or power outage), the previous Till balance and Turnover data can be restored manually or automatically.

- Check to enable auto-restore

Price Rounding

Cash Sales can optionally have the Total price (or the cash portion of the total price) rounded. Select from:

- No Rounding
- Rounding Up
- Rounding Down
- Rounding Nearest
- Set Rounding to 0.05 or 0.10 of the selected currency (eg: if currency = \$ then 0.05 = 5 cents)

Check Fees

Payments made by check (cheque) can have a default fee assigned automatically; changeable at sales time.

- Set the default fee to be applied

Floor Limit

Some Credit Card companies require merchants to notify them once a certain Floor Limit (transaction total) is exceeded. An audible and visual alarm is given.

- Set the Floor Limit

Currency

- Set the required Currency prefix (shipped with \$)
- Set the required spelling for bank orders (check or cheque)

EFTPOS

The sale Total (or portion of the total) when being paid by Electronic Funds Transfer - Point of Sale is exported in ASCII text format to the computer's serial port. Default serial port destination and parameters are preset, but can be changed on demand. As there is a wide variety of EFTPOS software available, buyers should check that their particular type will interface correctly.

- Set Destination
- Set Parameters
- Enable/Disable EFTPOS output

Cash Drawer

A wide variety of cash drawers can be accommodated. The drawer may be connected directly to the printer (in which case the serial port checkbox is left unticked), or connected to a user-defined RS232 serial port:

- Set Destination
- Set Parameters
- Enable/Disable RS232 output
- Select character code pulse type and character.
- Select number of pulses to output (some drawers require a longer total pulse duration to operate reliably).

Note that drawers connected direct to the parallel port are not currently supported.

Touchscreen Sort Order

The touch screen (stock selector) can be populated using a number of sorts. Select from:

- Barcode number
- Category
- Cost
- Item name
- Long Description
- Stock (inventory) number
- Supplier
- any of the 5 user-defined Inventory database fields

Inventory List Load

Where stock is selected from the Inventory list (rather than by using the Touchscreen [stock selector] or by barcode scanning), the inventory list can be made to auto-populate upon accessing. This may be quicker if the list type is not liable to change often, but may prove to be slower if the user changes the listing. Select from:

- Barcode number
- Item name
- Stock number
- Supplier
- Not loaded (set if auto-populating not required)

Printing 1 Preferences

(Tools|Maintenance|Preferences|Printing 1)

Print Positioning

The position on the page of the Receipts, Invoices etc detail can be set. This position is set immediately below the EasiPOS letterhead by default. Alter if you require alternative positioning (due to using your own letterheaded paper).

- Set print start y-axis location.

Sales Prints

Set whether you want an option to print Receipts; Invoices etc as default. Note: Refer Printer Settings to select whether or not you wish automatic printing or optional.

- Set Sales Printing.
- Ask before printing?
- Set number of non-roll printer copies.

Roll Printer Settings

Continuous roll-type printing is provided as an option to A4 or Letter prints for Receipts, Invoices, Credits and Quotations.

- Set roll print positioning. Adjust twips; test print and adjust if necessary
- Set print destinations.
- Set Ask before Sales Printing?
- Set auto-advance roll after print?
- Set roll prints to include tax?
- Set roll print font name and size.

Screen & A4/Letter Printer Settings

- Set font sizes and print positioning for Sales, Daily Sales, Sales Summary and Stock database. Edit the frame and adjust twips; view form on screen and adjust if necessary. *Printer twips generally closely follow screen twips. Run test print and adjust if necessary.*
- Set optimum screen resolution. *EasiPOS is generally shipped for 640x480 screen resolution to allow maximum compatibility. Users running 800x600 or 1024x768 resolution should set the appropriate option button to ensure optimum use of computer screen.*

Printing 2 Preferences

(Tools|Maintenance|Preferences|Printing 2)

Sales Print Titles

Different default titles can be stipulated, depending on the type of transaction. Overwriteable at Sales time.

- Set Cash Sale title
- Set Invoice (Charge) title
- Set Job Costing (Quotation) title

Sales Print Footers

Different default footers (positioned after transaction detail to left of page) can be stipulated, depending on the type of transaction. Overwriteable at Sales time.

- Set Cash Sale footer
- Set Invoice (Charge) footer
- Set Job Costing (Quotation) footer
- Set common second footer to be applied to all prints

Print Tax Data

Sales prints can exclude tax data; used for countries or states which have no value-added tax.

- Set Tax Name (eg: GST; VAT; Fed; State)
- Enable/Disable print tax data

Note: A second tier tax rate is to be included in a free update shortly.

Company Details

Receipts, Invoices etc will generally be printed on your own company letterheaded paper. However, EasiPOS will print a letterhead if required. Note: Company Name also appears on all Reports.

- Set company Tax No, Merchant No, Name, Address, Contact details
- Select enable/disable EasiPOS letterhead

Index Numbers

Lists installed printers. Allows multiple printer selection for different paper sizes. Set for:

- A4/letter
- Roll
- Ticket writer

Network Preferences (Tools|Maintenance|Preferences|Networking)

- Set remote Computer Name (server).
- Set Share Drive Name.
- Specify Paths and Database types for Inventory, Customers, Sales Records and Network.
- Select remote options (Note: Computer acting as Server does not normally use Network Preferences).
- Set Local or Remote data access.
- A button to Defeat Multi-User Interlock is also present. While unlikely to cause any problems if it is pressed at any time, it's purpose is to reset the EasiPOS multi-user interlocks where they are still engaged after a power outage; incorrect shut down etc. It may thus be necessary on rare occasions to click this button after starting EasiPOS – before any transactions are begun.

Refer also to your computer manuals regarding multi-user settings.

Sales Schedule

Auto-selected after Stock Item selected if AutoReturn on Menu is disabled; alternatively auto-selected after Price Computer closed. Provides a schedule of items selected. If greater than one screen, subsequent pages overwrite earlier pages. *Note: the populating order may be adjusted under Preferences.*

- Salesperson (if set)
- Date/Time
- Serial No
- Stock No or Barcode No
- Item Name (short name)
- Quantity
- Price per unit
- Tax per unit
- Unit measure
- Price excl tax
- Price incl tax
- Totals
- Also shows Running Totals (excluding and including tax)

Thus if you wish to review all items purchased during the current transaction, ensure the AutoReturn button is *disabled* – click the icon until the diagonal cross appears.

Price Computer

Auto-selected after Stock Item selected if Auto on Barcode reader form unchecked. If you wish to review the item purchase before continuing, either set the Delay to a few seconds (use Delay button on the Barcode reader form) or leave Auto unchecked.

The Price Computer may be displayed (depending on your settings and delay period - also see Barcode Reader section) upon selection of any stock item for purchase (or job costing). It allows changing of the item quantity from the default 1 item, calculates the item charge, maintains running (cumulative) totals and provides access to a number of other settings. Automated - typically the user simply presses the keyboard Enter key to select next inventory item. *Note: If the item is to be Credited, use either the minus [-] button (or enter item prefixed by minus then press the add [+] button).*

The Price computer also features a simple touchscreen keypad (V7.0.4 onwards) to allow item Quantity to be altered without use of the keyboard.

Allows review of current settings

- Stock Control On/Off
- Auto-discounting On/Off
- Cash sale rounding Up/Down/Nearest/Off
- Prints On/Off
- Prints Default Letterhead On/Off
- Print Include Tax On/Off

Other features

- Allows modification of selling price (specials etc)

Allows viewing of purchased items

- Allows Item cancel
- Allows Item crediting (returns)
- Enable/Disable Low Stock alarm feature (audible & visual)
- Provides Stock Count
- Provides Stock No or Barcode No
- Provides Item Name
- Provides Price excl tax
- Provides Price incl tax
- Provides Unit (eg: per 100)
- Provides Total Price excl tax
- Provides Total Price incl tax
- Provides Running Totals excl tax
- Provides Running Totals incl tax

Charge Summary (Accessed by pressing Done? on Stock Selector or F12 from Barcode reader)

The Charge Summary form provides the results (totals) of the current Sale and allows the user to set payment means and provides access to a number of other settings.

- Provides Gross Total.
- Provides Discount (if applied).
- Provides Net Total.
- Set Cash purchased (cash out).
- Set/Modify Fees/Other (auto from Preferences).
- Set Cash Sale payment amount and means - EasiPOS can accept payment by Cash, Check/Cheque, Credit Card, EFTPOS, Other (user-defined field for Vouchers etc) *or any combination of these*.
- Add details scripts (eg: EFTPOS No) – appear as text in Reports.
- Set Invoice(Charge) alternative to Cash Sale.
- Choose or Set Customer detail.
- Alter Print options (optional) – Title, Footer1, Footer2, Customer details.
- Warns if Floor Limit exceeded (Credit Card sales).
- Calculates cash Change.
- Cash Drawer open (drawer connected to printer).
- Allows Sale cancel (rollback).
- Allows selection of customers (details of which may be entered on the fly).

Discount Calculator *(Accessible from Charge Summary)*

EasiPOS offers a number of discounting options; applied to the Sale Total:

- Choose Auto-discount.
- Choose % Discount.
- Choose currency Discount (eg: \$).
- Provides standard discount rate (%) for customer.
- Choose selling price.

Barcode Prints

- Set number of impressions positioning on sheet.
- Set font type (Note: You must have suitable barcode fonts pre-installed).
- Set font print color.
- Set font print bold/unbold.
- Auto-linked barcode to current Inventory item - overwriteable.
- Dual-price (standard and special).

Links to Inventory database.

Customer Register (Tools|Maintenance|Customer Register). Also auto-selected from Charge Summary.

Customer Details are printed on Invoices, and optionally Cash Sale Receipts. Customer information is logged on the Customer Register, and may be drawn from the Customer database or the register may be used to enter temporary customer details which are not required to be kept. The Register also acts as the medium for logging new customers onto the database. The form includes a customer search facility.

- Set Customer Name.
- Set Company.
- Set Address.
- Set Phone and Fax Nos.
- Set Customer No.
- Set standard Discount %.
- Search database by Customer No, Phone No, Fax No, Surname or Company.
- Log new customers.
- Edit customer details.
- Delete customers from database.
- Assign Selling Price Group. *Each customer can be assigned any one of the four groups (Group A, B, C or Special). This allows different pricing structures for different customers and must be completed prior to item selection. The price differences are set under Preferences. The Price Groups may also be changed on the Maintenance menu.*
- Assign up to 5 user-defined general-purpose fields.
- Notes field (memo).
- Customer balances shown.
- Allows sorting by most fields.
- Can report on all customers, or debtors only.
- Trashing of History; either on a per-customer basis, or globally.

Receipting Module

Allows history of customer transactions. Provides for:

- Transaction details to be entered.
- Payments received.
- Customer History – shows transaction Date, Charged amount, Received amount, Balance, Details. Items are either automatically completed during EasiPOS transactions, or are as manually added

within this module.

- Additional (sundry) debts.
- Layby. Tick Layby box for layby payments. When History reporting, will report on Layby only if box is ticked prior.
- Trashing of History; either on a per-customer basis, or globally.
- Balances are tracked.

Supplier Register (Tools\Maintenance\Suppliers Register).

The Suppliers Register has functionality very similar to the Customer Register. All registered Suppliers are retained in the database and may be listed upon request.

A Purchase Orders component is to be added shortly. This is likely to allow a history of all orders and output to a user-defined Order Form using MS Word.

Inventory Database (Tools|Maintenance|Stock Database)

The Stock Database retains all information relating to items on stock. To get the full benefit from EasiPOS, the user completes each stock item field. Some database fields are optional (eg: Supplier) but others, such as Item Name are required:

- Select Group (Up to 20 Groups reside near the bottom of the TouchScreen - set additional Groups if required. *Networking Note: The Group database table resides on your data server if you have selected Remote Inventory in Network Preferences*).
- Set Item Name (Item Name automatically transfers to TouchScreen upon booting EasiPOS. Keep length to max 50 characters).
- Set Category (optional - used for additional grouping after V6.0).
- Set Text (Long Description).
- Set Cost (purchase cost).
- Set Unit (eg: per unit; per 100).
- Set Profit % (if changed from default).
- Set Tax % (if changed from default).
- Set Price Category. *Set 1, 2, 3, 4 or 5; depending on settings made under Preferences.*
- *Set Barcode number.
- Set Stock (Inventory) No. *Note: Tick Auto Stock No box to automatically fill the Stock number with the Barcode No.*
- Set Supplier.
- Set Stock Level.
- Set Minimum Stock Level.
- Set Reorder level.
- Add Notes (memo) field.
- Five user-defined fields. *Useful for other text; recorded on database for further analysis.*
- Set Selling Prices (up to 4 per item) by:

Profit %

Price (select including or excluding tax)

Hint: If you have a fixed price for each item, just complete Price A in the Inventory Database. You do not need to complete other price groups.

Note 1: Tick the AutoFill boxes to automatically fill the other Price Groups according to the Price Category (1 to 5) as set up under Preferences.

Note 2: Tick the Tax in Price? boxes if you want tax included in the price being entered; else leave unticked. EasiPOS adjusts the Selling Price Excl Tax or Selling Price Incl Tax boxes to suit your choice.

Note 3: Tick the Use Special? boxes if you want the scheduled Special price to override the default entries for Price A, B or C. *This feature is useful where certain items are being sold at a reduced price for a limited period (eg: during a "Sale"). Untick box when Sale complete.*

Some fields are necessary to allow useful Reports to be produced. Other items may need to be set for other needs.

**Hint: Use your Barcode reader to scan the code into the Inventory Database box.*

A number of searching, sorting, querying, editing and navigation tools are used, which provide simple operation:

- Sort by most fields.

- Query by most fields; user defined parameter.
- Query by Low Stock Level.
- Query by Special prices.
- Query by Reorder level.
- List and Print all sort/query options.
- Navigate First record.
- Navigate Last record.
- Navigate Next record.
- Navigate Previous record.
- Edit entries - use any Navigation button to update.
- Search by Item Name.
- Search by Stock No.
- Search by Supplier.
- Search by Barcode No.
- Search by Category.
- Search by Script (Long Description).
- Add New items.
- Delete individual items.
- Count total records.
- Report on all queries.

Also available:

- Total value of individual inventory items.

Daily Sales

EasiPOS offers comprehensive reporting on individual Items and Totals. All reports are simple to use and obtainable with mouse-clicks - no knowledge of query language is required by the user as all have been pre-programmed. All Reports are printed to Letter or A4 paper; the orientation selectable by the user. All Reports may be exported to Microsoft Excel or to a Text file.

A4/Letter Portrait ...

- Sale Date
- Sold By (user)
- Item Name (Description)
- Stock No
- Quantity purchased
- Cost per unit (incl tax)
- Gross Cost (incl tax)

A4/Letter Landscape ...

All A4/Portrait, plus:

- Tax Paid
- Profit (excl tax)
- Serial No
- Customer No

Also ...

- Set Dates or select All Dates
- Preset Queries by User, Customer No, Item Name, Serial No, Stock No, All Items
- Choose View all queried records
- Choose Print all queried records
- Choose Trash all records

Note: Sales Records (records of each individual item sold) are typically retained for a short period (say one day or one week) and then trashed. Prior to trashing, it is suggested records be printed and possibly backed up onto a floppy drive.

Sales Summary

A4/Letter Portrait ...

- Sale Date
- Gross
- Discount
- Sale (Net)
- Cash Out
- Other
- Total
- Profit

A4/Letter Landscape ...

All A4/Portrait, plus:

- Tax Paid
- Serial No
- Payment Types - provides received amounts and means

Also ...

- Set Dates or select All Dates
- Preset Queries by User, Customer No, Serial No, Type (Cash Sale etc), All Items
- Choose View all queried records
- Choose Print all queried records
- Choose Trash all records

Note: Sales Summary records are retained for a longer period - perhaps for several weeks of for the year. It is suggested records be printed and possibly backed up on a floppy drive prior to trashing.

Other Sales and Sales Summary Reports

Export to Excel

This facility allows customised report generation and graphing by the user using Microsoft Excel. Used both for Daily Sales and Summary reports. Exporting requires Microsoft Excel to be available on the user's machine.

- Select Report query required then export to MS Excel.
- Type Excel Report destination.

ASCII Output

- Select Report query required.
- Text file output of Daily Sales and Sales Summary.

Crystal Reports

- Produces enhances Sales reports (data) using integrated report writer shipped with EasiPOS.
- Produces enhances Sales Summary reports (Data and Graph) using integrated report writer shipped with EasiPOS.

Note: Crystal reports on all database items (ie: does not depend on Query).

Using MS Access to Transfer Data

Users who have an existing database (such as Inventory or Customer databases) may wish to transfer to the EasiPOS databases rather than retyping the information. This will require the temporary use of Microsoft Access 97 (Version 8) or other compatible database manager. Microsoft Excel or another spreadsheet may also prove useful.

Open Access 97 and the EasiPOS database table (in this example: stock.mdb; Table1). Open your existing database and copy the data in to stock.mdb. Please note that there are some rules regarding the EasiPOS inventory database:

- The Group field must be filled (max 10 characters currently). Groups must match those inputted in your EasiPOS Group Titles form.
- The Cost \$ field must be filled (could be dummy amounts if profit calculations are not required).
- The Margin field must be filled. This may be achieved as follows:

1) One way is to cycle through each item of your EasiPOS Inventory database and manually key in your Sell Price (then click Next to go to the next item etc). This will calculate the Profit % and write it to the Margin field in the database.

2) The other way is to write directly to the Margin field in Access 97. The best way to achieve this is to use Excel to calculate the profit % (from your sell and buy prices) then copy to Access.

It is essential that the Margin field of the database is filled (either automatically or manually as described above) or no profit will be calculated. In fact if the Margin is left at zero (or empty), whenever a record is selected, any Sell prices in your database will be overwritten so they will equal the Buy prices! It can be seen that EasiPOS always uses the Margin field to determine the Sell prices.

- The Item description field must be filled (max 20 characters currently).
- The LowStockAlarm field must be completed with minimum stock levels. If these are unknown or not required, enter 0 (zero numeral).
- The InclTax \$ and ExclTax \$ fields must be filled (make the same if no tax).
- Apostrophies are not acceptable within the database fields (these will cause errors when generating Reports).

Generally, the user should fill all fields to get maximum benefits.

Backing Up Your Data

Auto-selected upon quitting EasiPOS (if selected under Preferences).

Upon exiting EasiPOS, an opportunity is given to back up your database files to any connected drive (such as an A floppy or Zip). This is entirely optional and any other backup means may be used instead.

- Inventory Database
- Customer Database
- Local Preferences
- Global Preferences
- Sales (by Item)
- Sales Summary

Tutorial Notes

Note 1: Be sure to match EasiPOS to your Printer configurations prior to printing sales, receipts etc. Set up under Preferences.

Note 2: EasiPOS has been design to allow extensive use of your keyboard ENTER key. In most cases, it is more efficient to use the ENTER key rather than using the Alt key in combination with the respective underlined letter (eg: Alt+O will normally action any OK button) or mousing the OK or other default buttons.

Note 3: Function key F12 is set up as a Hot Key to allow quick access to the Price Computer from the item selection screens. Simply press F12 when you have selected the items for sale.

Dummy data is shipped within EasiPOS and is used to illustrate how it is used. You can add to, edit and erase this data and adjust the default settings whenever you wish during your learning period - the four databases (Stock, Customer, Sales Report, Summary Report) should be trashed when you are familiar with the program, following which you will be ready to input your own data.

General Procedure

Upon opening EasiPOS, the StartUp screen requests your access password. If you wish to use the Multi-User module (also needed for remote data access) a further password will be required. During the trial period, simply press OK. *Note: On many forms, you may press your keyboard Enter key as an alternative to clicking the on-screen OK button. Likewise, pressing the keyboard Esc key emulates on-screen Cancel keys.*

- The Till Balance form appears. Leave blank for now. Click OK.
- The Log In form appears, which defaults to Cash Sale. Click OK.
- The Stock Selector (optionally used as the Touchscreen) appears, complete with a number of items on the buttons. On startup, the items selected always relate to the first Group button (upper left button at bottom of screen) - you may choose any other Group.
- The Barcode reader also appears. This may be switched off or on by toggling the Toolbar icon. Select whether barcode reader only (fastest means), or Combo which allows multiple stock-selection means. Select Auto for even more speed (but item quantity always 1 unit). Modify Delay to vary the time the Price Computer is retained on screen (Combo mode only).
- A battery of tools also appears on the Stock Selector screen. Use the ToolTips to identify their action and click the buttons. Many lead on to other forms with additional choices. Become familiar with the facilities available, but at this stage it is suggested that you do not alter any settings or trash any databases.

Selling Items

To issue an item for sale, click any button on which a stock item is described (or simply touch the screen if you have a Touch Screen computer). The Price Computer shows the item selected and price. Use the ToolTips to check the various prices shown. Enter a Quantity into the colored box and press the + button (press the - button for credited items or to negate an incorrectly charges item). If your current selection is incorrect, press Cancel.

- The Stock Selector screen reappears. Select as many items as you wish. Press Function 12 (F12) or Done [F12] to finish.
- The Charge Summary summarizes the purchase, superimposed on the details of the Receipt in the background. Try the Discount and other options. Drag the upper border of the Charge Summary to view the receipt details. When finished press OK. Turn on Printing if necessary and print the sales schedule.
- Press Enter to clear the Transaction Completed form.

The Log In form reappears, ready for the next customer. You should now repeat the process, trying various options. Try:

- Adding Items to the Stock Database.
- Adding Groups to the Stock Database.
- Adding Customers to the Customer Database.
- Setting up user Names and Passwords and enabling these facilities.
- Entering a Till Float balance.
- Invoicing and Job Costing.
- Viewing and printing Sales Records Reports and Summary Reports.
- Exporting to Microsoft Excel.

- Exporting ASCII.
- Crystal Reports output.

Setting your Preferences

When you feel you are reasonably familiar with EasiPOS, trash/overwrite dummy data:

- Trash Sales Records
- Trash Sales Summary
- Trash Customer records
- Trash Supplier records
- Erase the dummy Groups and type in your own
- Replace the Stock Database with your own items
- Erase the dummy Customers and enter your own (or these can be entered at selling time)

Note that some screen updates may not take effect until EasiPOS is restarted.

Typical Usage

These notes briefly illustrate typical usage of EasiPOS. For more information, refer to the on-screen Help (press F1), which may be viewed using your favorite word processor.

Note 1: A reference below to, for example, Maintenance|Groups means that the Stocklist Group form is accessed via the Maintenance form. Access to most items is through the Tools menu on the main screen.

Note 2: The default Admin password is FRED (upper case). This password can be changed if required.

Note 3: Changes or additions to database entries and Preferences may not take effect until EasiPOS is exited and restarted.

Initial Setup

- Decide what stock Groups (eg: Common, Racquets, Balls, Fishing, Guns) are likely to be required. Enter up to 20 groups (Maintenance|Stock Database|Groups). You may add to or edit your groups later, but any group name changes must be replicated in your stock database (every stock item must be associated with a defined group).
- Enter your stock items on the Stock Database. The Group, Item description and Stock No (Part #) are the usual minimum requirements. Complete the other boxes if you wish to retain other information such as Supplier; Supplier No. Note that a number of other fields are essential but are populated automatically - see below for note on transferring data files. If you wish to track your stock levels, enter your current stock count and, if required, minimum operating levels. Stock levels below your prescribed minimum levels are alarmed and can be reported on.

Alternatively, use Microsoft Access 7 to open the EasiPOS Stock.mdb database file and transfer your existing data to Table1. Note: See item on Transferring Files for requirements when transferring from external databases into EasiPOS).

Prices entered into the Specials box are also retained in the database.

- Set up your Preferences. (Maintenance|Preferences|Printer Settings). Most preferences are saved upon exiting the screens so will only require resetting if you make changes to your settings.
- *(Optional)* Set up your user Names and/or Passwords. (Maintenance|User Names and Passwords).
- *(Optional)* Set up your Customer database. (Cust Info checkbox on Log In form). Enter the Customer Number, Name and Address details.

Alternatively, use Microsoft Access 7 to open the EasiPOS Customer.mdb database file and transfer your existing data to Table1.

Once you have done the above, you're ready to use EasiPOS!

Using EasiPOS *(typical operation)*

*Note: The stock list for your **first** stock Group is loaded upon running EasiPOS.*

1. Upon opening EasiPOS at the start of trading, you will be given an opportunity to enter the Till Balance (Start) and to clear the previous day's sales information. Generally, unless you wish to have Sales for Day accumulate more than 1 day's sales information, you would now reset the Sales for Day to zero.

1. The Log In form is used (security having been defined in Preferences) prior to every sale. If you require customer details on the sale prints, you may check Cust Info to access the Customer Details form (which provides customer details and print headers and footers) and where details for one-off customers can be defined or new customer logged.
1. Select the appropriate Group (buttons at bottom of main screen) and click your required Item from the announced on-screen buttons (stocklist) or, if not listed, use the All Items button, which lists all stock.
1. Key in the Quantity required into the Price Computer. A number of options are available including item Price modification. Use the " - " button to credit items. Continue with item selection until complete. Then press Done? You may add further items later if necessary.
1. The Charge Summary form shows the Charge and options such as Discounting, Other Charges and Reference number (eg: Invoice No, Credit Card No) which are selected and completed as required. The Charge shown is auto-rounded in accordance with your Preferences settings. Click the << Back button to add more items if necessary. If enabled under Preferences, an Invoice or Receipt Print request will be made.

Why Network?

Note: EasiPOS from Version 6 on has both Multi-User and remote data accessing features. Multi-User and Remote data users require a Multi-User license, available as an option; without which only the standalone local database features are available.

EasiPOS can be run simultaneously on several computers. However, there is little benefit in this unless all machines access a single data source - typically the Inventory and Customers information will be retained solely on a single machine acting as the data server. This allows any connected computer to view or modify (where authorised) the centrally-held data, typically:

- Inventory stock counts and low level alarms (automatic) during sales
- Inventory item records such as descriptions, prices etc
- Customer records
- Sales records

So in practice a business might have 2 or 3 computers networked together, with one acting as the server and carrying the Inventory database stock.mdb and the Customer database customer.mdb. Any sales performed, at any computer, will debit the single inventory database. Additional customers or stock items can be added at any machine; the data being retained on the server. It can be seen that it is much preferred that the data is held on one machine and not duplicated - if each machine held its own databases, it would be impossible to have real-time information available, and unnecessary replication of data would be needed.

Another example: The business manager can remotely access (eg: by modem or ISDN) his business POS records from his home in real time. His/her home PC connects as another client with full access to the data stored on the server. He/she may review the data; download it; print reports etc.

EasiPOS's Multi-User option provides real benefits to multiple-counter businesses.

Setting Up

Where one machine is used as a data server (recommended network means), it should retain a copy of all files.

Network *clients* normally require the following files on each machine:

- \leasipos.exe
- \backup.exe
- \leasipos.hlp
- \leasipos.cnt
- \constant.mdb
- \salestmp.mdb
- \prefs.mdb

Depending on your settings under Preferences, the remaining files may reside solely on the *server* ...

- \customer.mdb
- \stock.mdb
- \sales.mdb
- \leasisale.txt
- \leasisumm.txt
- \crystal1.rpt (*from V7.0.4*)
- \crystal2.rpt (*from V7.0.4*)
- \crystal2g.rpt (*from V7.0.4*)

Refer the your LAN sales outlet for information on how to install a network (there are many types and configurations available). For multi-users, ensure the databases are set Shared to avoid conflict. Occasional remote users might consider Windows 95 Dial-Up Networking as an option, but as the transfer speed may suffer due to modem limitations, this may not be suitable for normal use.

Setting Network Preferences

Note: The database prefs.mdb contains two tables, Global and Local. The Global table contains your inventory Groups and tracks the transaction Serial Numbers (these reside on your server rather than your local machine during networking sessions), while the Local table contains Networking settings such as remote server Name etc.

Clients ...

- Ensure your network is connected and running correctly.
- Potential Network clients (ie: those connected computers not being the server) should log on Local, and set their preferences up under Network Preferences. It is recommended that users then close EasiPOS and re-launch.
- Upon rebooting, click on Remote. This will connect your computer to the databases selected under Global Preferences. Depending on your settings, your computer will read and write to the server while connected to the network.
- If you wish to revert to Local databases, reset your Network Preferences and re-launch EasiPOS.

Server (non-dedicated) ...

- Ensure your network is connected and running correctly.
- When booting, click on Local. This ensures your computer access its own databases. It also allows clients to access this computer's data.
- Use your server computer as you would any connected computer.

Frequently Asked Questions

Q: I'd like my receipts to be printed to a Roll printer. How do I do this?

A: First, from Preferences - Printing 2, click the List Printers button. Take a note of the Index No corresponding to your Roll printer, then close this form. Within the Index Numbers frame of the Preferences - Printing 2 form, enter the Index No in the Roll Printer box. Use a similar procedure for other printers.

Q: What's an easy way of replacing the dummy Inventory data with real data?

A: One way to reset the databases for your products is:

1) Clear the Inventory database stock.mdb (from Maintenance form)

2) Clear the Group Titles (accessible from Maintenance form). Add your own titles. *Note: You must add Group titles prior to adding inventory items.*

3) Go to Inventory database form. Messages will appear indicating that the database is empty. Ignore these and click AddNew button. Select the appropriate Group from the dropdown box then add your inventory item data. Click Update when complete.

4) Repeat Inventory database entries for your products. Add to your Groups if you wish. When finished go back to the Touchscreen, where all your products are available. *Remember to back up your databases.*

Q: Can I use new versions of EasiPOS?

A: SabrePoint Software continually enhances EasiPOS. All registered users are free to download upgrades and new versions from our Web site – at least until end 1999. A word about versions: Major changes (eg: EasiPOS version number changes from Version 6.x to 7.x) normally require the replacement of one or more of your current databases; minor changes (eg: EasiPOS version number changes from Version 6.2 to 6.3) generally require the replacement only of your executable program file (easipos.exe) and perhaps other non-data files.

So, to use a new minor change version, it is generally a simple matter of downloading and overwriting your existing non-data files with the new version. Major changes are a little more complicated – you may need to transfer data from one or more existing databases (eg: customer.mdb) to the new format; alternatively, for small databases, simply retype your data into the new database. Refer to Transferring Data for more information. Of course, if you don't need the additional features on the new version, you might opt not to upgrade.

Q: At present, EasiPOS automatically selects only one of each item I choose. Can I select other quantities?

A: Yes. On the Barcode Reader (enable if necessary), untick the Auto check box. Now when you use EasiPOS, you can type in (TouchScreen users can use the on-screen keypad) any quantity. *Hint: Press Enter when complete.*

Q: How do I get the TouchScreen to work?

A: You need to purchase either a purpose-built touch screen monitor, or retro-fit a special membrane to your existing monitor. We can supply contact details of some touch screen companies on request.

Q: How can I view the databases?

A: All EasiPOS 98 data is written to Microsoft Access 97 databases (.mdb files). You must use MS Access 97 or a compatible database manager to view or edit the files (MS Access 95 will NOT work). Ensure that you do not attempt to open a file which has already been opened – for instance, you will not be able to open stock.mdb with the same instance of MS Access if EasiPOS already has the file opened.

Once you open the files with MS Access, you might wish to produce custom reports or alternative prints etc.

Q: What if a customer decides not to buy an item after selection during a transaction?

A: You need to credit such items. Ensure the Auto box on the Barcode Reader is unticked, then reselect the item in the usual manner. Change the Quantity if necessary, then press the on-screen minus (-) button – alternatively, precede the Quantity with a minus and hit the Enter key. The item is then credited. Of course, you can cancel the entire transaction by pressing the Cancel button as an alternative.

Q: How do I purchase EasiPOS?

A: You need to register either with SabrePoint Software, or any authorised distributors. Either use our on-line Registration form, or complete the Registration form inbuilt into EasiPOS then print; fax or mail to us. You can access the inbuilt form by pressing the Registration button from the Splash screen (ie: the screen where you enter your access password), or through the TouchScreen Menu. Alternatively, contact any distributor (listed on the inbuilt Registration form). Be sure to provide all details, including the Code Number from the Splash screen. *Note: A unique password is provided for each copy of EasiPOS – be sure to provide all Code Numbers if you are registering a Multi-User version.*

Allow 48 hours for the registration process, so be sure that you register prior to the end of the 50-start trial to ensure continuous usage.

Q: What support do you offer?

A: SabrePoint Software provides free email technical and operating support. In addition, you may phone during normal working hours (NZST) or fax us. Where you have purchased EasiPOS through a dealer, please contact them in the first instance.

Q: Can I change my EasiPOS password?

A: Temporary password is provided upon registration. It is recommended that users immediately change and record the new password.

Q: What if I have a hard drive failure and I lose EasiPOS in the process?

A: You will need to reinstall EasiPOS. Hopefully you will have a copy of your originally downloaded Installer (ie: easipos97.exe) – else you may download the latest version (but if you do this, you may need to alter your data files – see FAQ *Can I use new versions of EasiPOS?*). After reinstallation, copy your backed up data files to your EasiPOS directory (overwrite the newly-installed ones). The data files to overwrite are:

constant.mdb, prefs.mdb, customer.mdb, stock.mdb, salestmp.mdb, sales.mdb, dealer.mdb

The importance of routinely backing up your data files can be seen.

Q: Can I upgrade later from the Single-User version to Multi-User?

A: Sure. Just email SabrePoint Software your contact and ordering details. You must include the Code Number (available from the Registration form). Refer to our Web site for pricing.

Q: How do I contact SabrePoint Software?

A: Email easipos@sabrepoint.com
Phone +64 7 308 4513
Fax +64 7 308 4514
Mailing address: SabrePoint Software, 10 Pouwhare St, Whakatane, New Zealand.

Q: Why download the Crystal Reports pack?

A: EasiPOS is shipped with Crystal Reports files, but several CR operating files are also needed before you can use this facility. If you do not have Crystal Reports installed, you may download our Crystal Reports pack from our Web site. This allows additional reporting features (eg: Item Grouping), which will become more user-customisable over time.

Q: Can I access a database remotely?

A: Yes, provided that you have a EasiPOS Multi-User license. For instance, if you have your data server at work, but wish to update the inventory database (stock.mdb) from home, you could use a modem to dial up the server using Dial-Up Networking locally and Dial-Up Server on your server. Alternatively, you could configure a LAN to transfer your data. Refer to your networking software user guide.

Q: How do I set up our computers for Multi-User operation?

A: Generally, you assign one computer as the Server (the server does not have to be dedicated – you may use it in much the same way as the clients). Assign the other machines as Clients. You do not need to configure the EasiPOS Server for networking – only the Clients, which must point to the server. Refer to the Networking section of Help and your computer guides for information on configuring your drives etc.

Note that while EasiPOS can be run on multiple networked computers, the interlocking within its code allows for the simultaneous operation of 3 machines maximum. In practice, you may find that you can run 6 or more users, depending on your situation. In the event of a conflict (Example: A conflict may occur if three users were effecting transactions while another user was updating the Inventory Database) then reliability might be compromised – which may cause a program crash.

Q: How do I alter the Price Groups, Price Categories, Tax rates, Security and so on?

A: Most user-definable items are located within the four Preferences forms. Familiarise yourself and adjust the values and settings to suit your application. All values and settings on these forms are auto-saved upon form exit. A number of other forms also include user-adjustable items – generally, the settings are auto-saved so will not need resetting after exiting EasiPOS.

