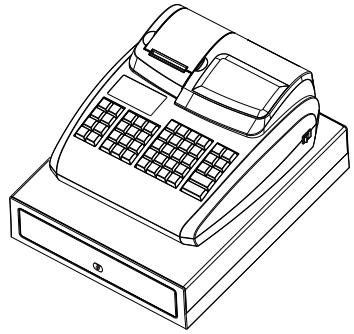
MANUAL REVISION EN 1.1



ELECTRONIC CASH REGISTER

USER'S MANUAL

G-1000

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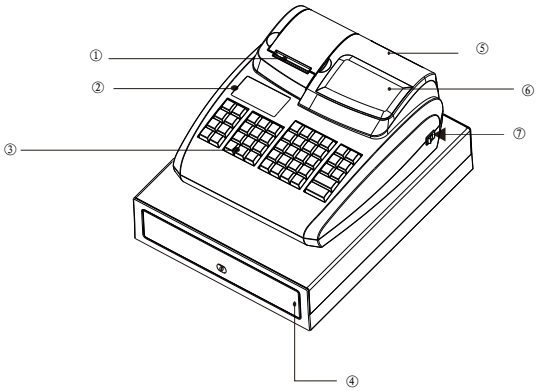
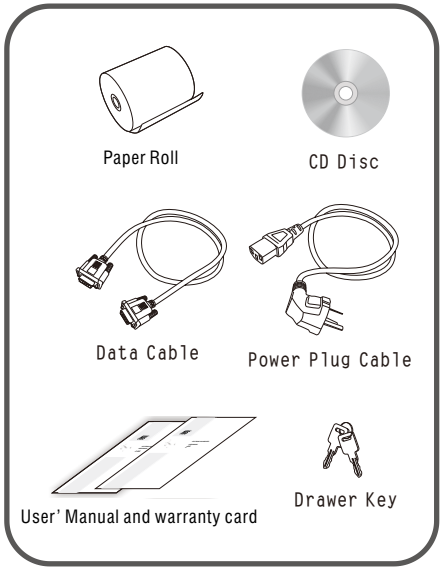
Chapter 1 Overview

1.1 ECR Parts Description

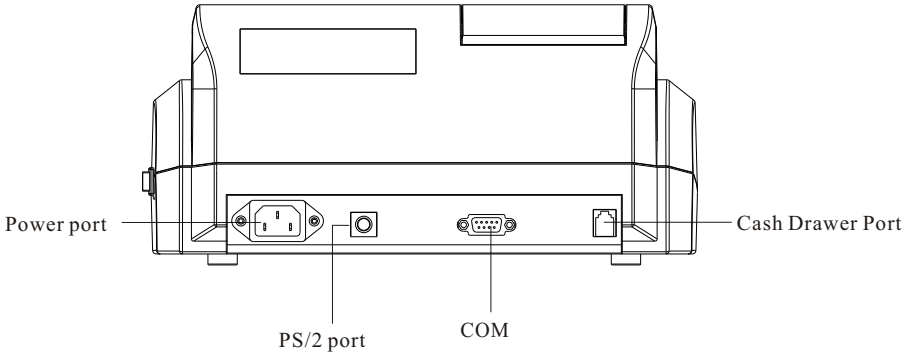


① **Receipt Printer**
② **ECR Body**
③ **Keyboard**
④ **Cash Drawer**
⑤ **Customer Display**
⑥ **Operator Display**
⑦ **Power Switch**



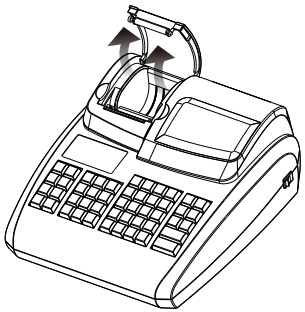
1.2 Description To Ports

Power port: power plug provided.
PS/2 port: for barcode scanner.
COM: for PC or external printer(Default baud rate115200bps).
Cash Drawer Port: for cash drawer.



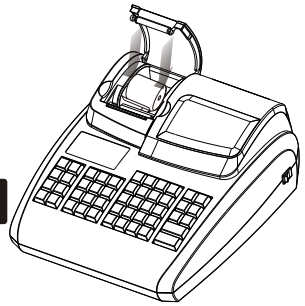
1.3 Load paper

A

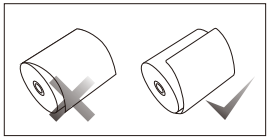


A.Open the printer cover in the arrow direction

B



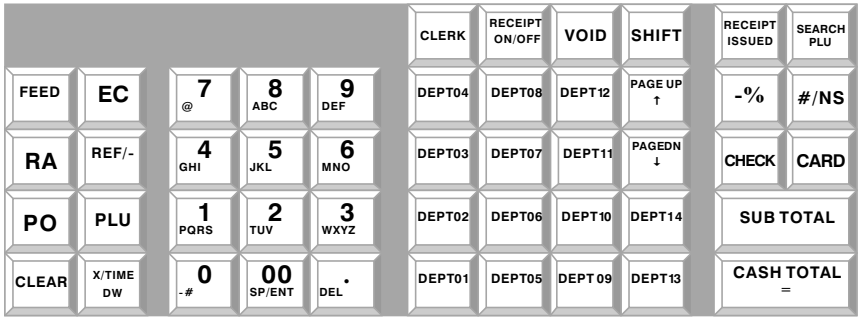
B.Put in the paper roll.



C

C.Drag out the paper end and close the cover.Tear off the paper end out side the printer.

1.4 Keyboard description

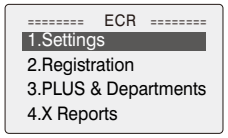


KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION
E C	Error correct	CLERK	Click to login as a cashier	PAGE UP ↑	Page up
SEARCH PLU	SEARCH PLU	FEED	Feed paper	PAGEDN ↓	Page down
#/NS	No sale	RA	Received account	VOID	Void/cancel transaction
CARD	Pay by card	PO	Paid out	REF/-	refund
SHIFT	Shift	RECEIPT ON/OFF	To print receipt or not	PLU	Price look up
CHECK	Pay by check	CLEAR	Clear characters	X/TIME DW	Sell commodity in quantity

KEY		DESCRIPTION	KEY	DESCRIPTION
7 @ / 8 ABC / 9 DEF 4 GHI / 5 JKL / 6 MNO 1 PQRS / 2 TUV / 3 WXYZ 0 -# / 00 SP/ENT / . DEL		Numbers	DEPT01 DEPT14	Departments
			SUB TOTAL	Sub total
			CASH TOTAL =	Enter or confirm

Chapter 2 Setting

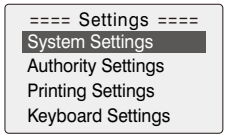
2.1 Go to setting page



In main menu page, move cursor to “1. Settings” option and press “Enter” to enter into ECR configuration center.

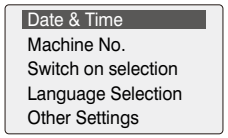
2.2 System Settings

In “System Settings”, users could modify system date and time, machine ID number and othe feathers.

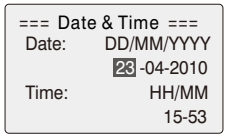


In “Settings” page, select “System Settings” option and press “Enter”.

2.2.1 System Date & Time

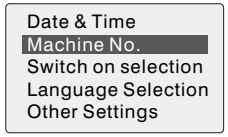


In “System Settings” listing, select “Date & Time” option and press “Enter” to set the system date and time.

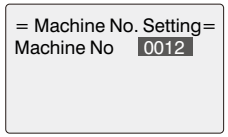


In “Date & Time” page, put in the right number in the corresponding blank to set current date and time.

2.2.2 Machine Number

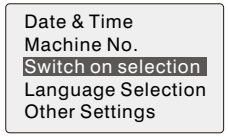


In “System Settings” listing, move cursor to “Machine No.” option and press “Enter” to define the machine ID number.

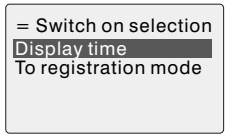


Put in the machine number in the blank.

2.2.3 Switch on selection

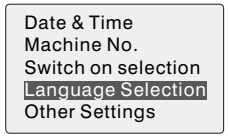


In “System Settings” listing, move cursor to “Switch on selection” option and press “Enter” to select the switch-on mode. This defines whether to display system time when user switch on the machine or to go to registration page directly.

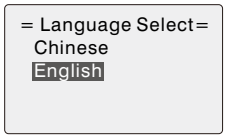


Select the mode and press “Enter”.

2.2.4 Language Selection

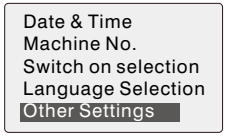


In “System Settings” listing, move cursor to “Language Selection” option and press “Enter” to select user language. The ECR support several languages.

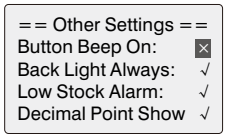


Select the language and press “Enter” to save.

2.2.5 Other Setting



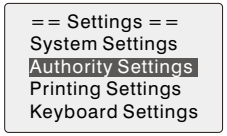
In “System Settings” listing, move cursor to “Other Settings” option and press “Enter”. In “Other Settings”, users could select options for:Button Beep on, Back Light Always, Low Stock Alarm, Decimal Point Show.



Move cursor to an option and press “Enter” to switch on/off the function.

2.3 Authority Settings

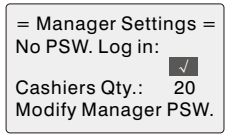
In “Authority Settings”, users could change password to both manager and cashier. Also, users could specify operating authorities to cashiers.



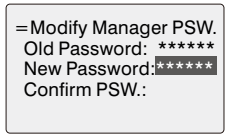
In “Settings” page, move cursor to “Authority Settings” option and press “Enter” to make configurations to manager and cashier.

2.3.1 Manager Authority

In “Authority Settings” page, select “Manager” option and press “Enter”.

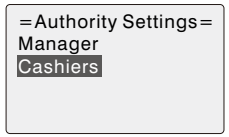


Users could select to login the system with password or not. To cancel the password login, tackle the option “No PSW. Log in: √”.
Users also could define the number of cashier allowed.

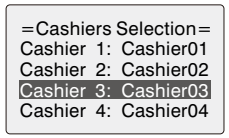


To change the password for manager, move cursor to “Modify Manager PSW” and press “Enter”.In “Modify Manager PSW.” page, previous password will be required.

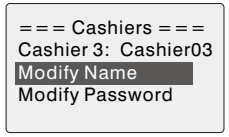
2.3.2 Cashiers' Authority



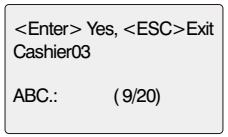
In “Authority Settings” page, select “Cashiers” option and press “Enter”.

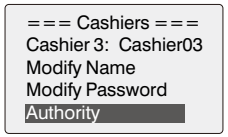


Select a cashier and press “Enter”.

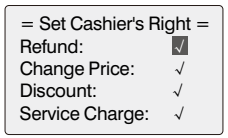


In the “Cashier” page, users could modify cashier’s name, password and authorities.
Select “Modify Name” option in “Cashier” page, and press “Enter” to edit cashier’s name.





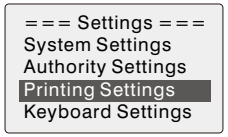
To modify cashier's password, the operations are the same as manager password modification.To specify authorities to cashier's, select "Authority" option in "Cashier"page and press "Enter".



There are total 9 authority items for selection. With the specific option tackled, the cashier owns the right to perform this function.

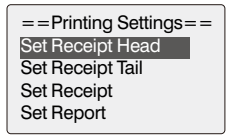
2.4 Printing Setting

In "Printing Settings", users could set the information to receipt head and tail.And also users could set some common printing features to receipt and report.

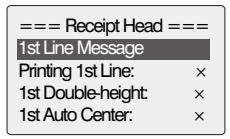


In "Settings"page, move cursor to"Printing Settings" option and press "Enter".

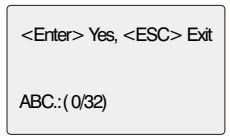
2.4.1 Set Receipt Head



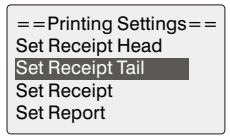
In "Printing Settings" page, select "Set Receipt Head" option and press "Enter".



Users could define 9 lines in total for receipt head. For each line, users could select to print it on the receipt or not.And for each line, users could select to print the message line on the receipt in double height format or not.And users could select the message line to be placed in the center of the line or not.



2.4.2 Set Receipt Tail

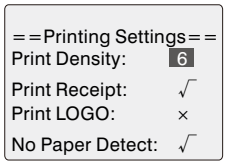


In "Printing Settings" page, select "Set Receipt Tail" option and press "Enter".

Users could define 9 lines in total for receipt tail. For each line, users could select to print it on the receipt or not. And also for each line, users could select to print the message line on the receipt in double height format or not. And users could select the message line to be placed in the center of the line or not.

Notice: The setting method and display page are the same as the "Set Receipt Head".

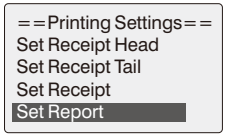
2.4.3 Set Receipt



In “Set Receipt”, users could make below configurations to receipt:
Define the printing density

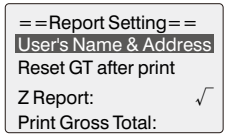
- To switch on/off the receipt printing
- To switch on/off the LOGO printing on the receipt
- To motivate the “No Paper Detecting” function
-

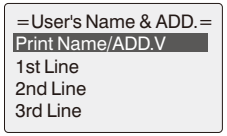
2.4.4 Set Report



In “Printing Settings” page, select “Set Report” option and press “Enter”.

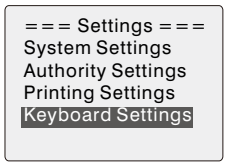
In “Report Settings”, users could define the user’s name and address information to be printed on the report or not. Also, users could control to reset the gross total after print Z report or not. And users could select to print gross total on the report or not.





Set user’s name and address.

2.5 Keyboard Setting

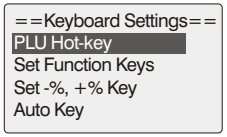


In “Settings” page, move cursor to“Keyboard Settings” option and press “Enter” to configure keyboard.

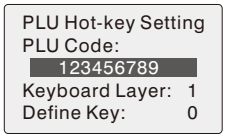
In “Keyboard Settings”, users could distribute keys to a specific PLU or function. Also users could define “-%” key,“+%” key and “Auto Key” here.

2.5.1 PLU Hot Key

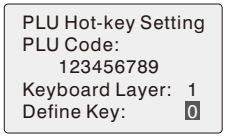
If a commodity (represented by a PLU) was defined to a key, users could sell this commodity directly through pressing this key. In this circumstance, the commodity selling is just like department selling.



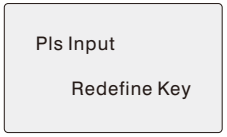
In “Keyboard Settings” page, select “PLU Hot-key”option and press “Enter” to define hot keys to PLU.



In “PLU Hot-key Setting” page, put in the PLU code in “PLU Code: ” blank.
Then select the key layer.



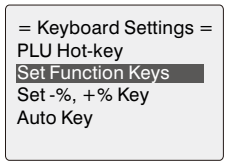
Move cursor to “Define Key: ”option and press “Enter” to define the hot key.



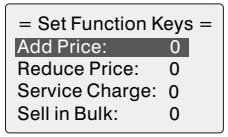
Press the key to define the hot key.

2.5.2 Set Function Key

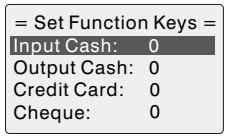
Function key means this key could perform a specific function. Specially, the function is for selling. With these function keys,user could perform many excellent and useful functions to meet the complex selling circumstances.



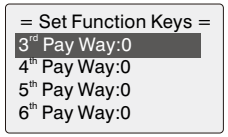
In “Keyboard Settings” page, select “Set Function Keys” option and press “Enter” to define keys to functions.Function keys are as below.



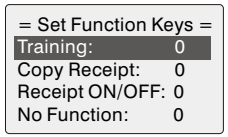
Function key page 1



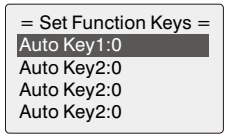
Function key page 2



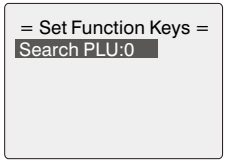
Function key page 3



Function key page 4



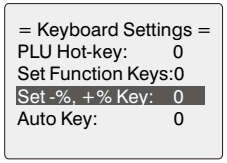
Function key page 5



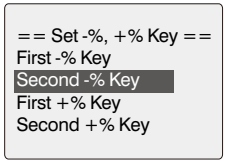
Function key page 6

2.5.3 Set -%, +% Key

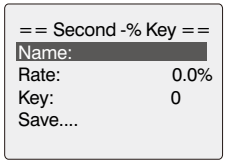
“-%” and “+%” mean discount. With this function key defined, users could make discount to the total transaction. There are two sets of the discount function keys. Two for positive discount and two for negative discount.



In “Keyboard Settings” page, select “Set -%, +% Key”option and press “Enter”.



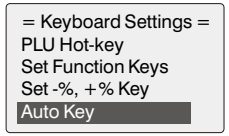
In “Set -%, +% Key” page, select an option and press “Enter”.



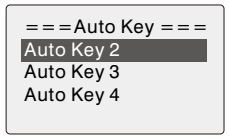
In the discount key setting page, users should modify the name, define the discount rate and define the key. After that, move cursor to “Save…” and press “Enter” to save all the changes.

2.5.4 Auto Key

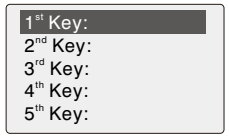
"Auto Key" means the key could activate a serial of actions automatically. With this function key defined, users could perform a serial of function only by pressing the "Auto Key". There are 4 groups of the auto key. And for each group of the auto key, there are 10 steps of the function available.



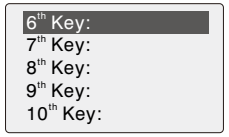
In "Keyboard Settings" page, move cursor to "Auto Key" option and press "Enter".



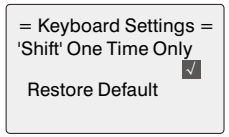
In "Auto Key" page, select a key group and press "Enter".



Under the key group, users could define total 10 key processes.

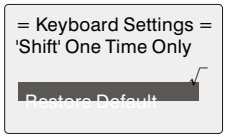


2.5.5 "Shift" One Time Only



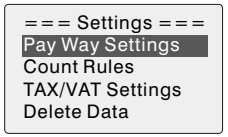
With "'Shift' One Time Only" tackled, when users shift keyboard to the 2nd layer for selling, and for the second selling, users need to shift keyboard layer again.

2.5.6 Restore Default

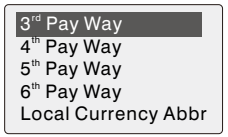


With this function performed, all the keys are restored to default.

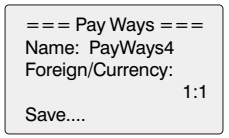
2.6 Pay Way Setting



In "Settings" page, move cursor to "Pay Way Settings"option and press "Enter".



Except "Credit card" and "Check", there are total 4 pay ways for users' redefining.
Select one pay way and press "Enter".

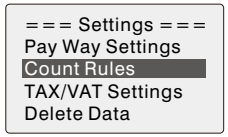


In "Pay Ways" page, users could modify the pay way name and the exchange rate.

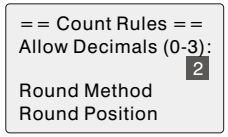
Also, users could define the local currency abbreviation .

2.7 Count Rules

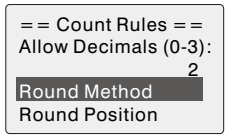
In “Count Rules”, users could configure the decimal digits, rounding method and round position.



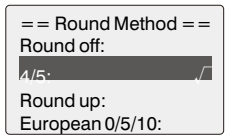
In “Settings” page, move cursor to “Count Rules”option and press “Enter”.



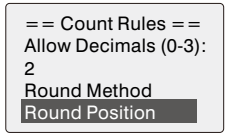
Put in the decimal number to define the decimal digits allowed.



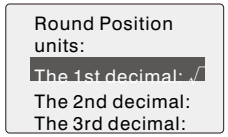
In “Count Rules” page, move cursor to “Round Method” option and press “Enter”.



In “Round Method”, users could select the rounding method.
There are options of:
Round off:
4/5:
Round up:
European 0/5/10:
Singapore 0/5:
Malaysia 0/5/10:
Australia 0/5/10:

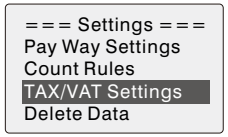


In “Count Rules” page, move cursor to “Round Position” option and press “Enter”.

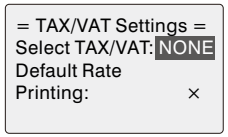


In “Round Position”, users could define the rounding position to: Units, from the 1st decimal, from the 2nd decimal or from the 3rd decimal.

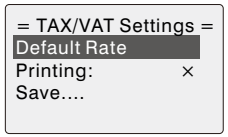
2.8 TAX/VAT Setting



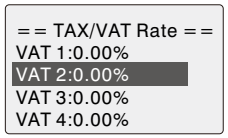
In “Settings” page, move cursor to “TAX/VAT Settings” option and press “Enter”.



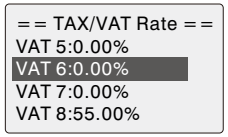
In “TAX/VAT Settings”, move cursor to “Select TAX/VAT: NONE”, press “Enter” to shift among the TAX type options. There are TAX type options of NONE, TAX,VAT and GST.

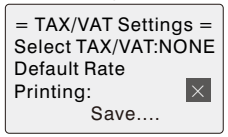


In “TAX/VAT Settings” page, move cursor to “Default Rate” option and press “Enter”.

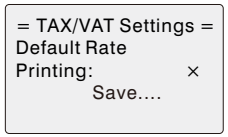


There are total 8 default rate for users’ defining. Move cursor to a specific rate option, and press number keys to define the rate directly.



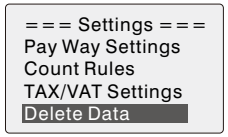


In “TAX/VAT Settings”, move cursor to “Printing: X” and press “Enter” to select or deselect the function (to print TAX option on receipt or not).

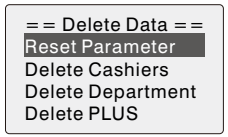


After all characters settled, move cursor to “Save…”and press “Enter” to save all changes.

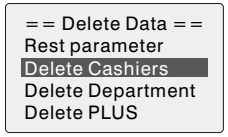
2.9 Delete Data



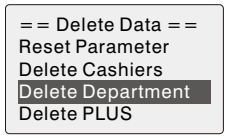
In “Settings” page, move cursor to “Delete Data” and press “Enter” to delete data.



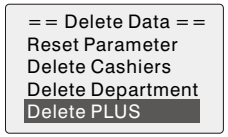
In “Delete Data” page, select “Reset Parameter”option and press “Enter” to reset parameter to default or not.



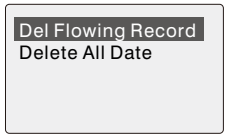
In “Delete Data” page, move cursor to “Delete Cashiers” option and press “Enter”. After that, press “Enter” to confirm deleting cashiers data or press “Sub Total” to cancel the performance.



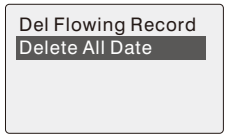
In “Delete Data” page, move cursor to “Delete Department” option and press “Enter”. After that, press “Enter”to confirm deleting department data or press “Sub Total” to cancel the performance.



In “Delete Data” page, move cursor to “Delete PLU” option and press “Enter”. After that, press “Enter” to confirm deleting PLU data or press “Sub Total” to cancel the performance.



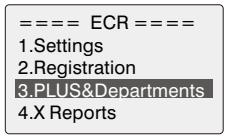
In “Delete Data” page, move cursor to “Del Flowing Record” option and press “Enter”. After that, press “Enter” to confirm deleting Flowing Record or press “Sub Total” to cancel the performance.



In “Delete Data” page, move cursor to “Delete All Date” option and press “Enter”. After that, press “Enter” to confirm deleting All Date or press “Sub Total” to cancel the performance.

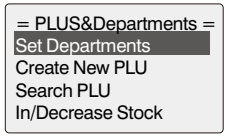
Chapter 3 Data Establish

Before selling any commodity, users need to pre-establish commodity data in the ECR machine.
There are two concepts of commodity: department and PLU. Department means commodity category. Each commodity belongs to a department. PLU means Price Look Up. Each commodity is represented by a PLU and belongs to a department.

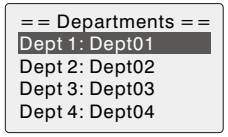


In main menu page, move cursor to “3. PLU & Departments” option and press “Enter” to enter into the data center.

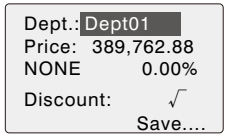
3.1 Set Departments



In “PLU & Departments” page, select “Set Departments” and press “Enter” to set department.

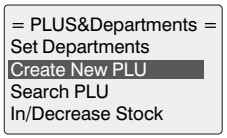


In “Departments” listing, select one department and press “Enter” to enter into the department editing page.

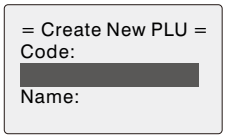


In department editing page, select the option and put in corresponding information to define the characters.
After all options defined, move cursor to “Save···” and press “Enter ”to save all changes.

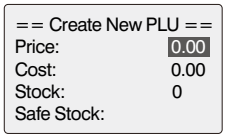
3.2 Create New PLU



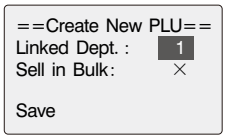
In “PLU & Departments” page, move cursor to “Create New PLU” option and press “Enter” to enter into PLU establishing page.



In “Create New PLU” page, move cursor to “Code:” blank, and put in the PLU number directly or by using a scanner.

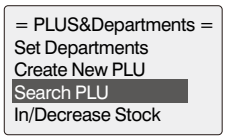


Put in all other information in the corresponding blank. In the “Name” blank, there will be a character editing page. And only numbers will be needed for other options. After all characters settled, move cursor to “Save…” and press “Enter” to save the PLU data.

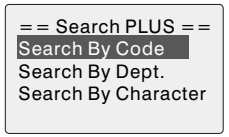


3.3 Search PLU

The ECR provides thousands of PLU compatibility. Users could find out a specific PLU by using “Search PLU” function.



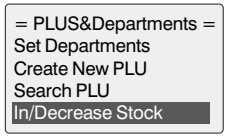
In “PLU & Departments” page, move cursor to “Search PLU” option and press “Enter” to perform PLU searching.



In “Search PLUS” page, the ECR provides three searching ways:search by code, search by department and search by character. In each way, users only need to put in the first several characters or numbers, then the system will automatically match the PLU.

3.4 In/Decrease Stock

The ECR provides function to increase or decrease stock. This helps the management of stock in or out.



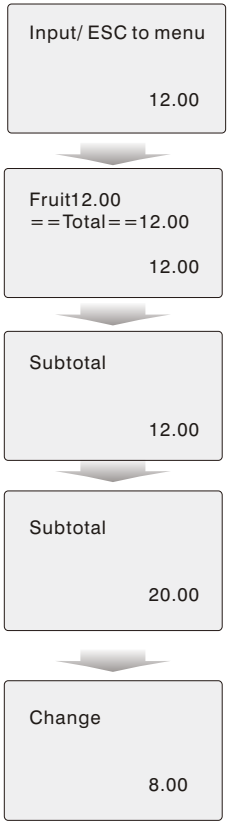
In “PLUS & Departments” page, move cursor to “In/Decrease Stock” option and press “Enter”. Then users need to select a PLU. To find out the PLU, users could search by put in number after “Code: ”.

Chapter 4 Sell Commodity

Before selling a department, users should do some beforehand works, such as establishing department data, define unit price and define department function key. Below operations take selling fruit for example to teach users how to sell department.

4.1 Sell Departments

4.1.1 Basic Selling



In registration mode, press “Dept01” directly to sell one unit of department 01.

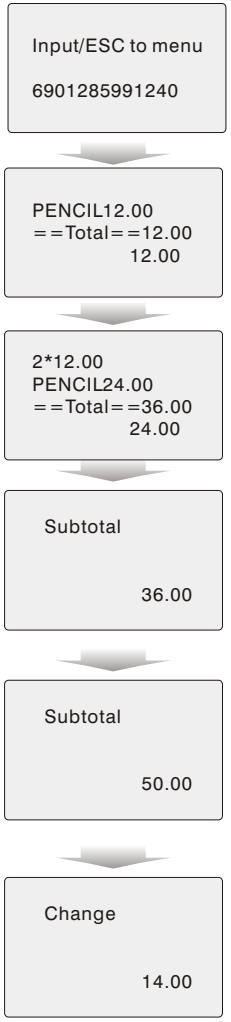
The screen will then display the selling detail which includes commodity name, unit price and sales amount etc.When commodity selection finished, press “Sub Total”.

Total cost will be displayed in the subtotal page.

Put in the money paid by consumer and press “Enter”.

The system will display the change should be taken back and print out the receipt.

4.2 Sell PLU Basically



Before selling any commodity, users need to establish corresponding PLU information.

In registration page, put in the commodity code manually or by scanning with a barcode scanner, then press “PLU”.

Users also could sell a PLU in multi units. For example: to sell two pencils, put in quantity 2 and press “X /Time”, then put in the commodity code and press “PLU” to sell two pencils.

The system will display the details of the current sold commodities.If users finished commodity selection, press “Sub Total”.

The system displays the total cost of the transaction.

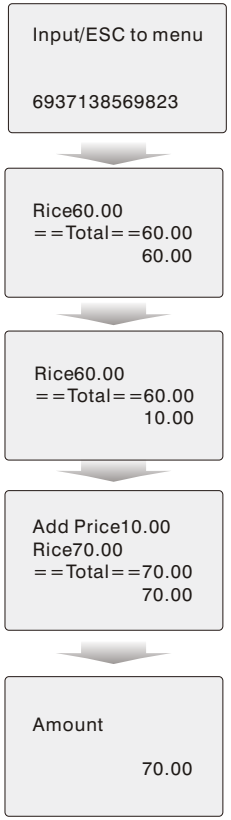
Put in the total payment made by consumer and press “Enter”.

The system will display the change amount and print out the transaction receipt.

4.3 Functional Selling

4.3.1 Add Price

Sometimes users need to sell commodity not with the default price but with an added price, for example to charge with the service fee. To sell a commodity with an added price, users need to redefine a function key for "Add Price". Processes of selling a commodity with an added price are as below.



In registration mode, put in the commodity code manually or by using a scanner, press “PLU”.

The system displays the current transaction amount.

Put in the cost to be added to and press "Add Price";

The system displays the changed price and transaction amount and then press “Enter” to finish adding price.

Press “Enter” to finish the transaction.

4.3.2 Reduce Price

To reduce the price to a commodity, users need to re-define function key to "Reduce Price". Processes to sell commodities at a reduced price are as below.

In registration mode, put in the commodity code manually or by using a scanner and press “PLU”.

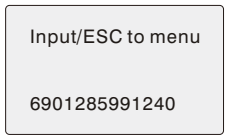
The system displays the default price and current transaction details.

Put in the price to be cut off and press "Reduce Price".

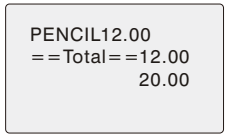
The system displays the reduced price and reducing details. Then press “Enter” to finish the transaction.

4.3.3 Sell at a Discount

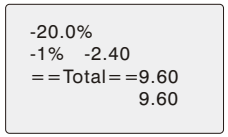
There are two kinds of method to make a discount to a transaction: discount to a single commodity or discount to the total amount. Examples to show the processes of discount are as below.



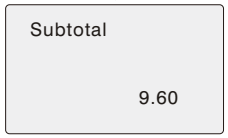
In "Registration" mode, put in the commodity code manually or by using a scanner and then press “PLU”.



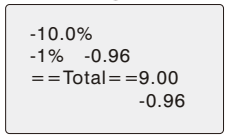
Put in the discount rate and press “-%”.



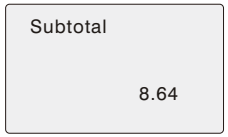
The system will display the discount detail. Press “Enter” to finish the transaction;



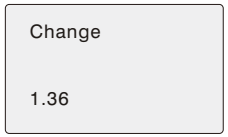
Or users could make a discount to the total amount. After “Sub Total” pressed, put in the discount rate and press “-%”.



The system will display the discount detail and press “Enter” to finish the transaction.



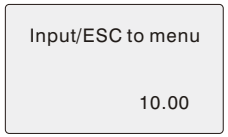
Then the system will display the total transaction cost. Put in the payment actually made and press “Cash”.



The system displays the change total and print out the receipt.

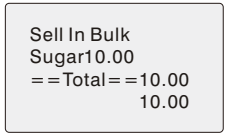
4.3.4 Sell in Bulk

The ECR supports to sell a commodity in bulk. If users need to sell a commodity in bulk, they need to enable the corresponding option when establish a commodity. Below example shows the processes.



In registration mode, put in the selling amount and press “Sell In Bulk”. Users should predefine the function key of “Sell In Bulk”.

Put in the commodity code manually or by using scanner and press “PLU”.



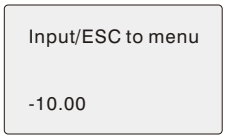
The system displays the transaction amount.

Press “Sub Total” to finish commodity selection and display the amount.

Put in the payment and press “Cash” to finish the transaction.

4.3.5 Input Cash & Output Cash

"Received Account" means to put in money without any transaction; "Paid Out" means to take out money without any transaction.

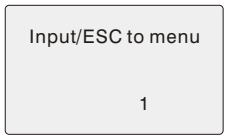


In registration mode, put in the money received or paid out and press “Input Cash ” or “Output Cash” .After that, press “Enter” to print out the RA or PO receipt.

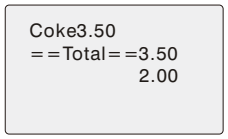
4.3.6 Cancel a Transaction

Users could cancel a specific commodity or a whole transaction. Processes are as below:

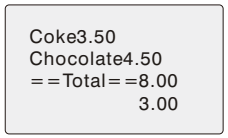
A. To cancel a specific commodity



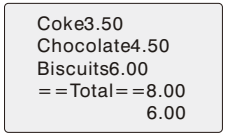
In registration mode, put in the commodity code and press “PLU”.



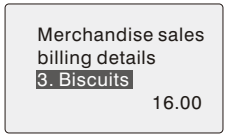
The system displays the total amount. Put in a second commodity code and press “PLU”.



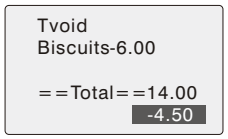
And put in a third commodity.



Press “VOID” to perform cancelling.

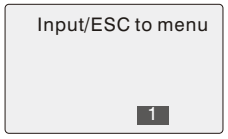


Select the commodity to be canceled through pressing “Page Up” or “Page Down” and press “EC” to cancel it. After that, press “Enter” to escape.

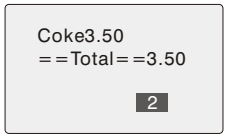


The system will display the canceled amount. Press “Enter” to finish the transaction.

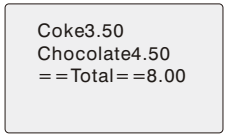
B. To cancel the whole transaction



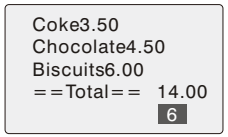
In registration mode, put in the commodity code and press “PLU”.



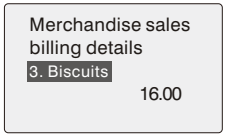
The system then displays the total amount. Put in the second commodity code and press “PLU”.



Go on to put in the third commodity code and press “PLU”.



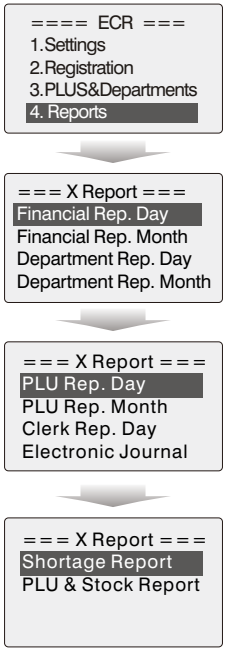
After all commodity selection, press “VOID”.



Press “Clear” to cancel all commodities.

Chapter 5 X Report

The ECR provides X report. X report means issuing report without deleting the corresponding data.

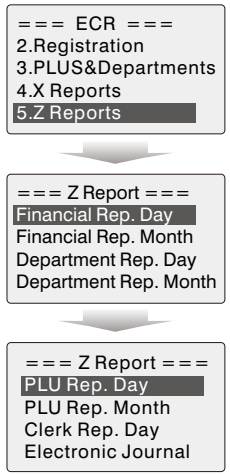


In main menu page, move cursor to “4. X Reports” option and press “Enter” to enter into X report center.

In “X Report” page, users could issue reports of financial report daily or monthly, department report daily or monthly, PLU report daily or monthly, clerk report daily, electronic journal, shortage report and PLU&Stock report.
With checking the report detail, users could print out the report by pressing “-%”.

Chapter 6 Z Report

The ECR provides Z report. Z report means issuing report with deleting the corresponding data.



In main menu page, move cursor to “5. Z Reports” option and press “Enter” to enter into Z report center.

In “Z Report” page, users could issue reports of financial report daily or monthly, department report daily or monthly, PLU report daily or monthly, clerk report daily and electronic journal.With checking the report detail,users could print out the report by pressing “-%”.

Chapter 7 Receipt Sample

Basic Selling To Department

Cashier:Manager MachNo:0800
Item Qty Price Amount
Fruit 1 12.00 12.00
Subtotal 12.00

Item: 1
TOTAL 12.00
CASh 20.00
Change: 8.00
VAT Amount: 0.00
30-04-2010 13.15 #13

Sell Department with Changed Price

Cashier:Manager MachNo:0800
Item Qty Price Amount
Fruit 1 5.00 5.00
Subtotal: 5.00

Item: 1
TOTAL 5.00
CASh 20.00
Change: 15.00
VAT Amount: 0.00
30-04-2010 13.16 #14

Sell PLU Basically

Cashier:Manager MachNo:0800
Item Qty Price Amount
PENCLL 1 12.00 12.00
PENCLL 2 12.00 24.00
Subtotal 36.00

Item: 3
TOTAL 36.00
CASh 50.00
Change: 14.00
VAT Amount: 0.00
30-04-2010 13.37 #18

Add Price

Cashier:Manager MachNo:0800
Item Qty Price Amount
Rice 1 60.00 60.00
Add Price: 10.00
Biscuits 1 6.00 6.00
Cancel Biscuits -6.00

Item: 2
TOTAL 70.00
CASh 70.00
VAT Amount: 0.00
30-04-2010 13.54 #19

Reduce Price

Cashier:Manager MachNo:0800
Item Qty Price Amount
Milk 1 6.00 6.00
Reduce: -2.00

Item: 1
TOTAL 4.00
CASh 4.00
VAT Amount: 0.00
30-04-2010 13.43 #20

Sell at a Discount

Cashier:Manager MachNo:0800
Item Qty Price Amount
PENCIL 1 12.00 12.00
Discount 20.0% -2.40
Subtota 9.60
Discount 10.0% -0.96

Item: 1
TOTAL 8.64
CASh 8.64
VAT Amount: 0.00
30-04-2010 13.45 #23

Sell In Bulk

Cashier:Manager MachNo:0800
Item Qty Price Amount
Suger Bulk
1 10.00 10.00
Subtotal 10.00

Item: 1
TOTAL 10.00
CASh 10.00
VAT Amount: 0.00
30-04-2010 13.48 #24

Cancel a Commodity

Cashier:Manager MachNo:0800
Item Qty Price Amount
Coke 1 3.50 3.50
Chocolate 1 4.50 4.50
Biscuits 1 6.00 6.00
Cancel Biscuits -6.00

Item: 2
TOTAL 8.00
CASh 8.00
VAT Amount: 0.00
30-04-2010 13.54 #29

Cancel the whole transaction

Cashier:Manager MachNo:0800
Item Qty Price Amount
Coke 1 3.50 3.50
Chocolate 1 4.50 4.50
Biscuits 1 6.00 6.00

30.04-2010 13:54 #30
Cancel Cancel Cancel

Financial Report Daily

* * * * * * * * *

X Report
--- Financial Report,Day ---

Inquiry From: 29.04.2010 10:36
To: 30.04.2010 13:54

Gross: 453.36
45act
Net: 439.36
42act
Refund: 0.00
0act
Cancels: 14.00
3act
Discount: -5.76
5act
Add Price: 10.00
1act
reduce Price: -2.00
1act
In Cash: 10.00
1act
Out Cash: -20.00
1act

Drawer Total

Cash: 429.36
Grand Total: 429.12

Financial Report Monthly

* * * * * * * * *

X Report
--- Financial Report,Month --

Inquiry From: 23.04.2010 14:35
To: 30.04.2010 13:54

Gross: 1,750.06
100act
Net: 1,736.06
97act
Refund: 0.00
0act
Cancels: 14.00
3act
Discount: -61.01
31act
Add Price: 10.00
1act
reduce Price: -2.00
1act
In Cash: 30.00
2act

Drawer Total

Cash: 1,765.72
Credit Card: 0.50

Grand Total: 1,736.06
Rounding: 0.16
VAT: 29.35

Department Report Daily

* * * * * * * * *

X Report
-- Depar tmenl Report,day --

Inquiry From: 23.04.2010 14:35
To: 30.04.2010 13:55

Dept 1: Fruit
Total Sale: 310.12
Quantity: 25
Refund Amount: 0.00
Quantity: 0

Dept 2: Coke
Total Sale: 67.50
Quantity: 5
Refund Amount: 0.00
Quantity: 0

Dept 3: Chocolate
Total Sale: 13.50
Quantity: 3
Refund Amount: 0.00
Quantity: 0

Dept 3: Biscuits
Total Sale: 12.00
Quantity: 2
Refund Amount: 0.00
Quantity: 0

Total Sale: 403.12
Refund Amount: 0.00

In/Reduce Stock

= In/Reduce Stock

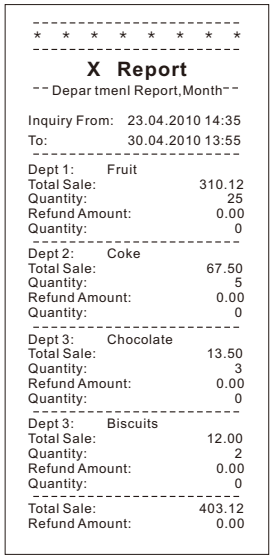
In/Reduce Name: dd
Stock Cost
Plu Number: 123456
100 100 2.00

RA/P

Cashier:Manager MachNo:0800
Item Qty Price Amount
RA: 10.00
30-04-2010 13:49
#25

Cashier:Manager MachNo:0800
Item Qty Price Amount
RA: 10.00
30-04-2010 13:45
#26

Department Report Monthly

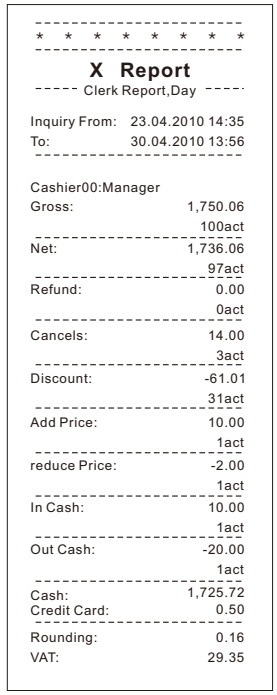


X Report
Depar tmenl Report,Month

Inquiry From: 23.04.2010 14:35
To: 30.04.2010 13:55

Dept 1:	Fruit
Total Sale:	310.12
Quantity:	25
Refund Amount:	0.00
Quantity:	0
Dept 2:	Coke
Total Sale:	67.50
Quantity:	5
Refund Amount:	0.00
Quantity:	0
Dept 3:	Chocolate
Total Sale:	13.50
Quantity:	3
Refund Amount:	0.00
Quantity:	0
Dept 3:	Biscuits
Total Sale:	12.00
Quantity:	2
Refund Amount:	0.00
Quantity:	0
Total Sale:	403.12
Refund Amount:	0.00

Clerk Report Daily



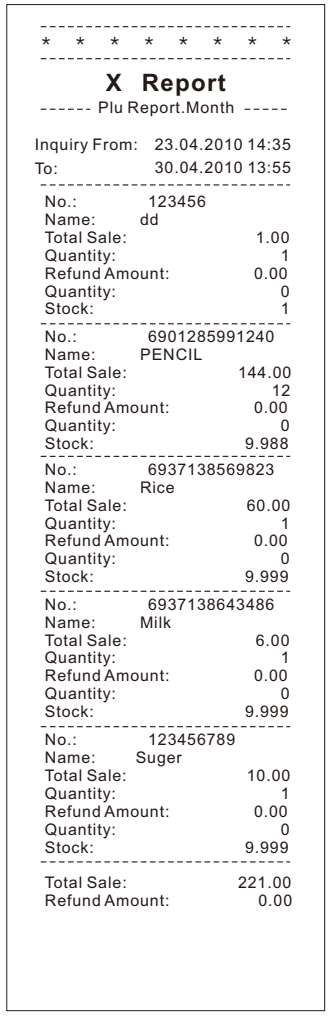
X Report
Clerk Report,Day

Inquiry From: 23.04.2010 14:35
To: 30.04.2010 13:56

Cashier00:Manager

Gross:	1,750.06
	100act
Net:	1,736.06
	97act
Refund:	0.00
	0act
Cancels:	14.00
	3act
Discount:	-61.01
	31act
Add Price:	10.00
	1act
reduce Price:	-2.00
	1act
In Cash:	10.00
	1act
Out Cash:	-20.00
	1act
Cash:	1,725.72
Credit Card:	0.50
Rounding:	0.16
VAT:	29.35

PLU Report Monthly

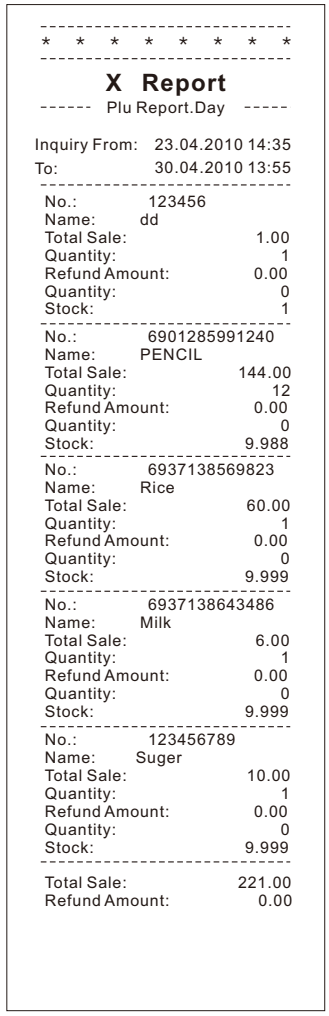


X Report
Plu Report.Month

Inquiry From: 23.04.2010 14:35
To: 30.04.2010 13:55

No.:	123456
Name:	dd
Total Sale:	1.00
Quantity:	1
Refund Amount:	0.00
Quantity:	0
Stock:	1
No.:	6901285991240
Name:	PENCIL
Total Sale:	144.00
Quantity:	12
Refund Amount:	0.00
Quantity:	0
Stock:	9.988
No.:	6937138569823
Name:	Rice
Total Sale:	60.00
Quantity:	1
Refund Amount:	0.00
Quantity:	0
Stock:	9.999
No.:	6937138643486
Name:	Milk
Total Sale:	6.00
Quantity:	1
Refund Amount:	0.00
Quantity:	0
Stock:	9.999
No.:	123456789
Name:	Suger
Total Sale:	10.00
Quantity:	1
Refund Amount:	0.00
Quantity:	0
Stock:	9.999
Total Sale:	221.00
Refund Amount:	0.00

PLU Report Daily



X Report
Plu Report.Day

Inquiry From: 23.04.2010 14:35
To: 30.04.2010 13:55

No.:	123456
Name:	dd
Total Sale:	1.00
Quantity:	1
Refund Amount:	0.00
Quantity:	0
Stock:	1
No.:	6901285991240
Name:	PENCIL
Total Sale:	144.00
Quantity:	12
Refund Amount:	0.00
Quantity:	0
Stock:	9.988
No.:	6937138569823
Name:	Rice
Total Sale:	60.00
Quantity:	1
Refund Amount:	0.00
Quantity:	0
Stock:	9.999
No.:	6937138643486
Name:	Milk
Total Sale:	6.00
Quantity:	1
Refund Amount:	0.00
Quantity:	0
Stock:	9.999
No.:	123456789
Name:	Suger
Total Sale:	10.00
Quantity:	1
Refund Amount:	0.00
Quantity:	0
Stock:	9.999
Total Sale:	221.00
Refund Amount:	0.00

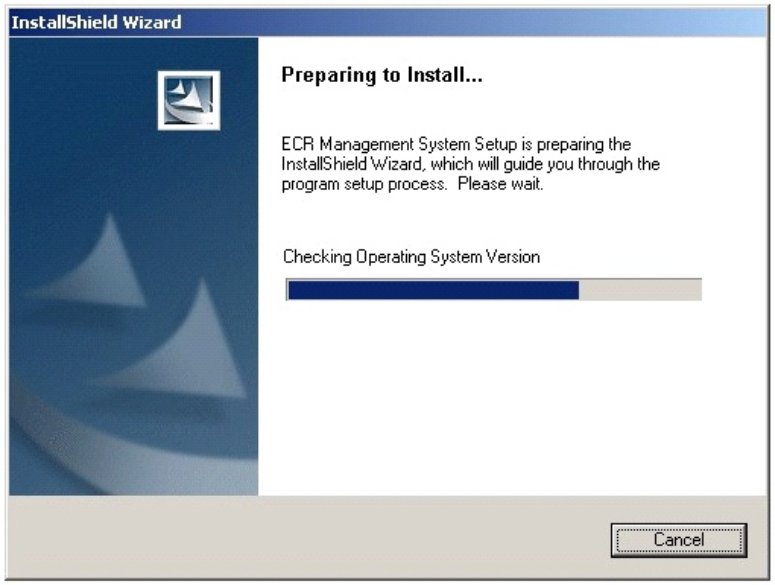
Chapter 8 PC Software Instruction

There is a CD disc besides the ECR machine. It includes PC software. Users could edit data, make system configuration, upload and download data, print reports and backup data with this software.

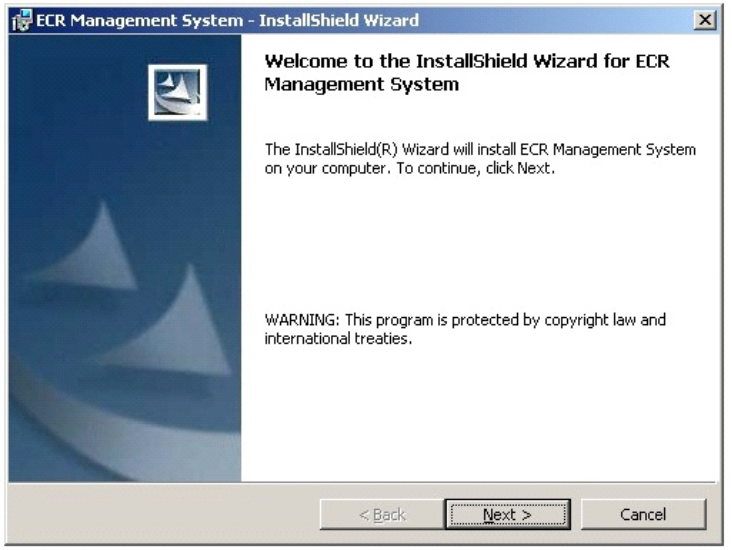
8.1 Install the Program

1. Double click on the file "setup.exe"

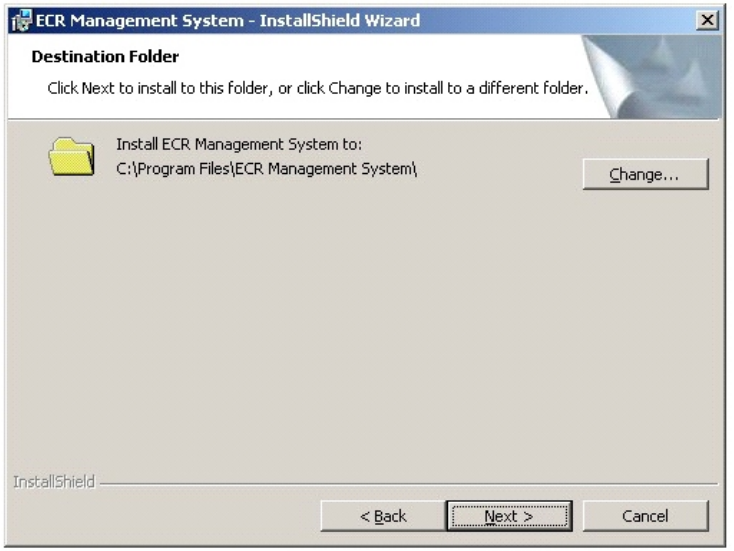
2. Installing…



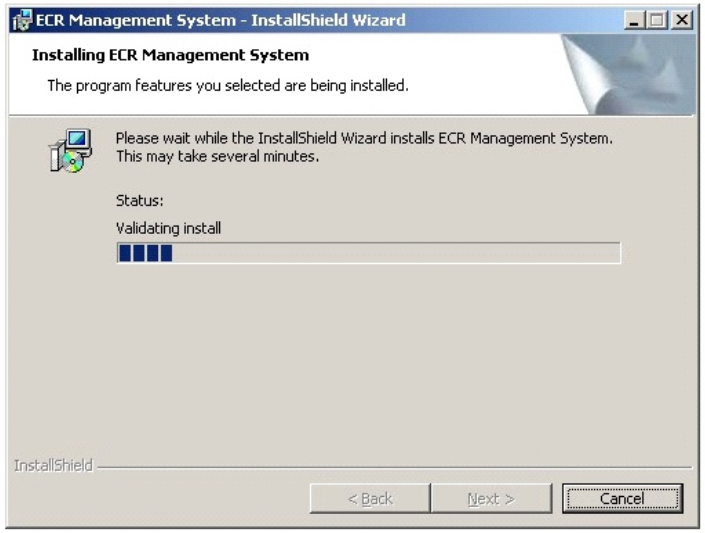
3. Click on [Next]



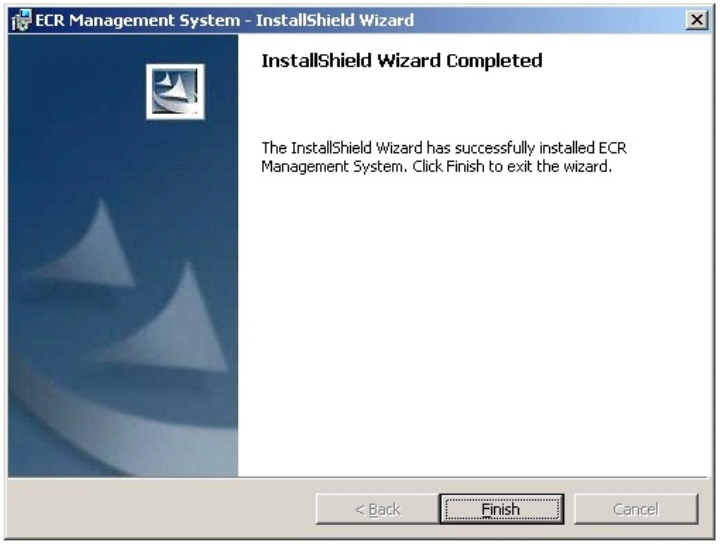
4. Click on [Next]



5. Installing…



6.Click on [Finish]



Program installing finished here. Users could find the program under [Program] in [Start].

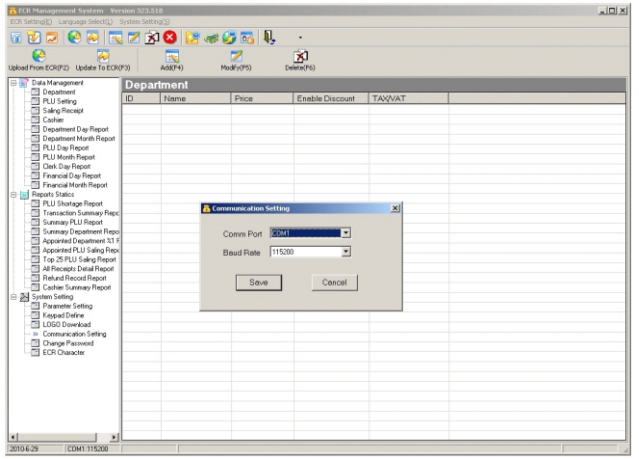
8.2 Login

Double click on [ECR System] quick launch. Then the login conversation will be started. Select the ECR model and put in the password accordingly. There is no default password and press “Enter” directly.

8.3 Communication Setting

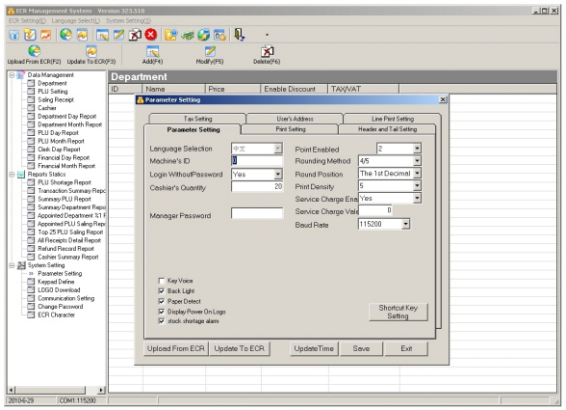
The ECR communicates with PC software through COM port. Then the baud rate of PC software should be configured to be the same as ECR machine.

Click on “Communication Setting” in the left-side navigator. Select the correct COM port (per actuality) and baud rate. Click “Save” to save changes.



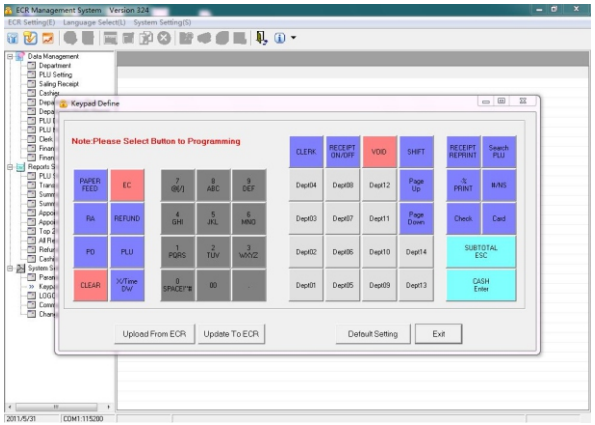
8.4System Configuration

Click on “Parameter Setting” in the left-side navigator, the conversation will be displayed. After all parameters configured, click on “Update To ECR” at the bottom of “Parameter Setting” conversation to update the parameter in ECR machine.

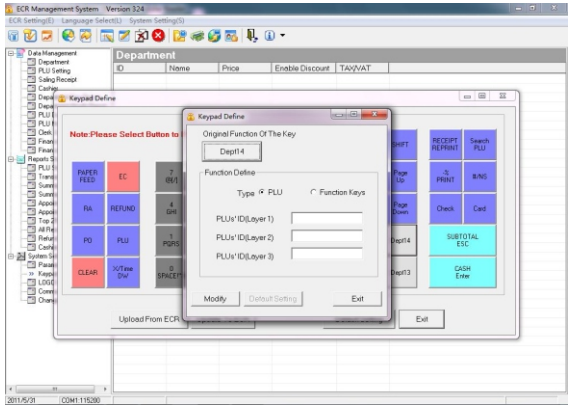


8.5 Keyboard Setting

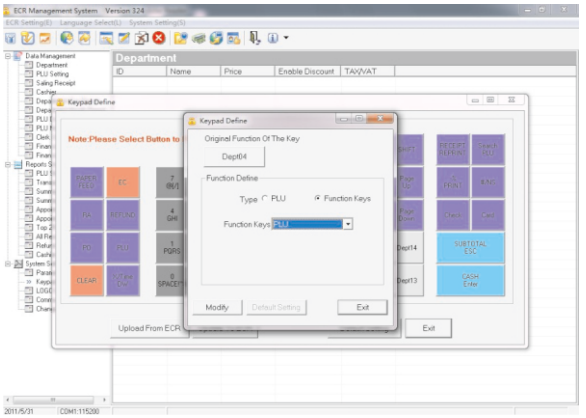
Click on “Keyboard Setting” in the left-side navigator, conversation is as below.



Click on a department key, the program will pop out the definition conversation. Select the PLU type in “Function Define” area. Usually one department key includes 3layers usage. That mean one key performs three keys. To shift among the layers, use “Shift” key. Put the PLU code in the blank behind each layer as below pictures shows.

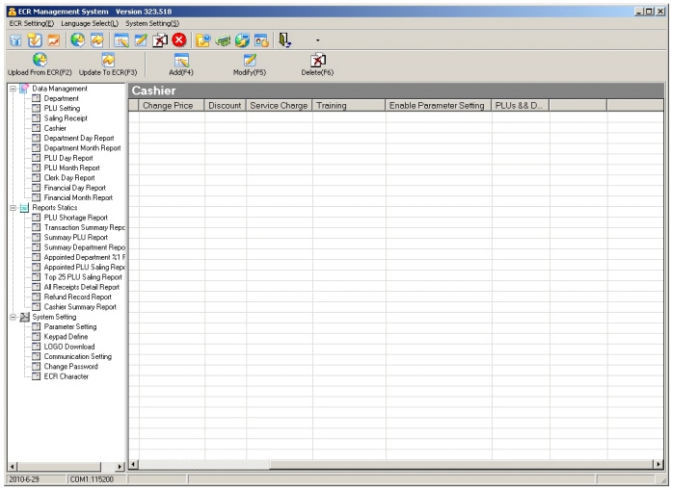


Select “Function Keys” option in “Function Define” area. The conversation will change the content. In “Function Keys” drop down menu, select the function to be defined. After all changes finished, click on “Modify” to confirm.



8.6 Cashier Setting

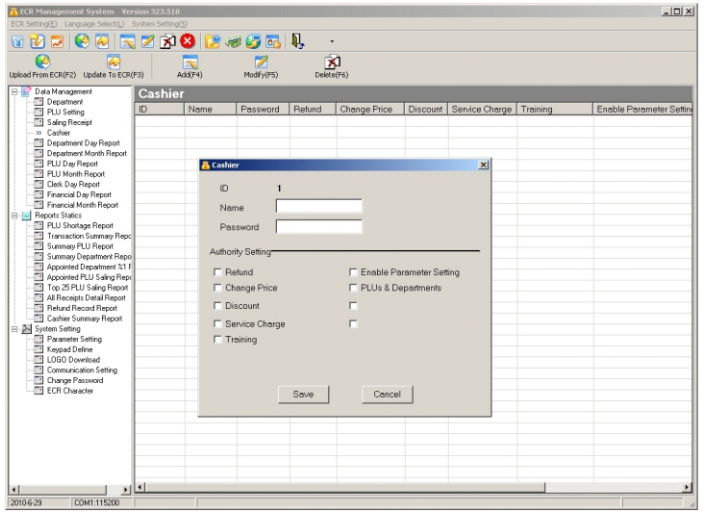
Click on [Cashier] option in left-side navigator as below. This function is specially to make configuration to cashiers. Users could change cashier’s ID, cashier’s name, password and authorities. 99 cashiers are allowed for maximum.



Description to icons are as below:

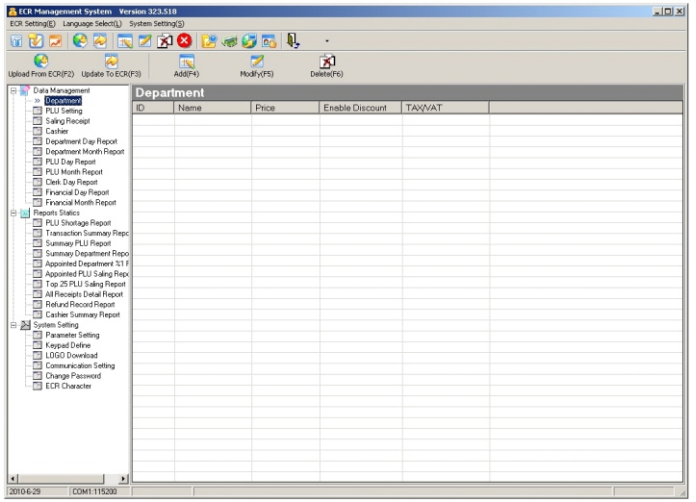
1. Upload from ECR: read data from ECR.
2. Update to ECR: download data to ECR.
3. Add: to add a new record.
4. Modify: to modify the specified record.
5. Delete: to delete the specified record.
6. Delete All: to delete all records.
7. Inquiry: to inquiry specific record.
8. Print Preview.
9. Import from Excel: to import an Excel format file.
10. Export to Excel: to export ECR data to an Excel file.
11. Exit: to exit the program.

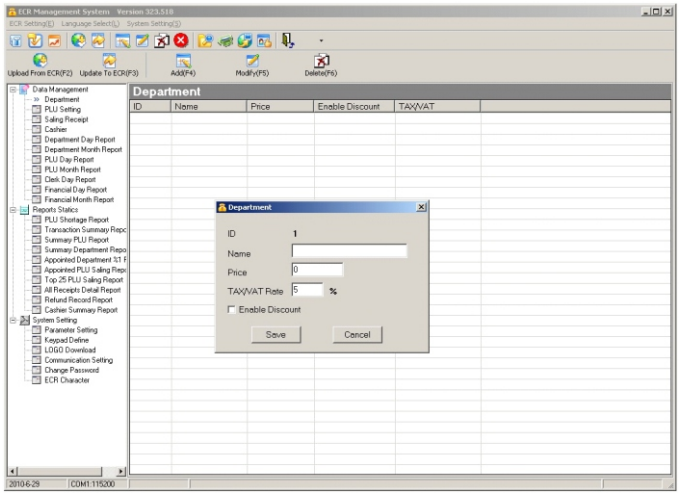
Click on “Add” to add or edit a new cashier.



8.7 Department

Click on “Department” option in the left-side navigator. Users could upload, download, add, delete or modify departments.





8.8 LOGO Download

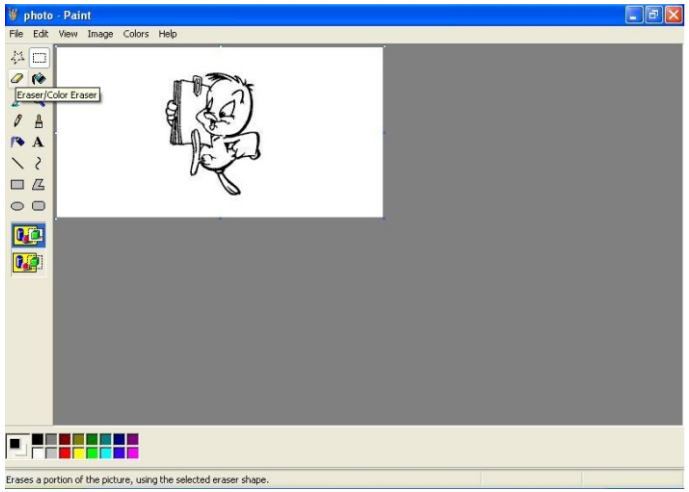
Users could make their own shop LOGO and download it to the ECR machine through the software. The software only supports picture format of BMP at resolution of 384x200. When downloading the LOGO, the ECR should be at the main display page.

8.8.1 Make a LOGO

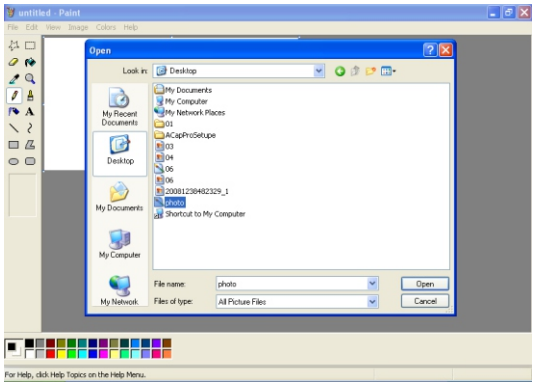
1. Firstly users should make the LOGO picture to resolution of 384x200 in JPEG format.

2. Convert the JPEG picture in to BMP format with Painter program. Follow below steps:

(1)Open the JPEG file with Painter program;

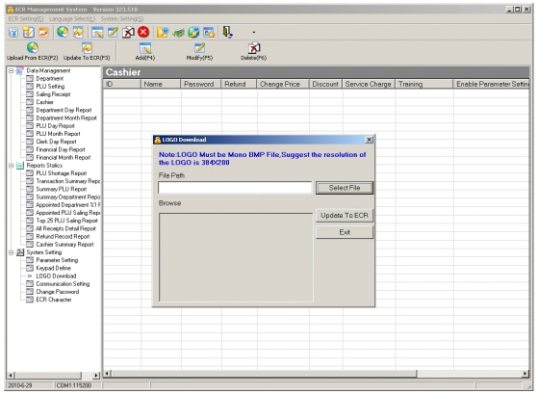


(2)Select “Save As” in “File” menu. Select the file format to “*.bmp, *.dib” to save the picture.

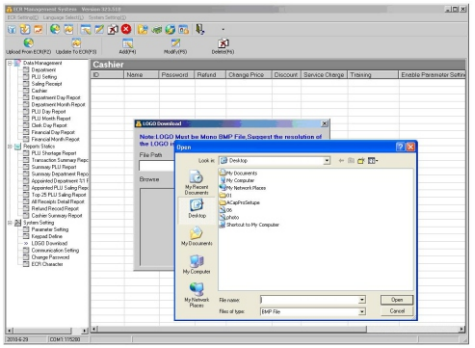


8.8.2 LOGO Download

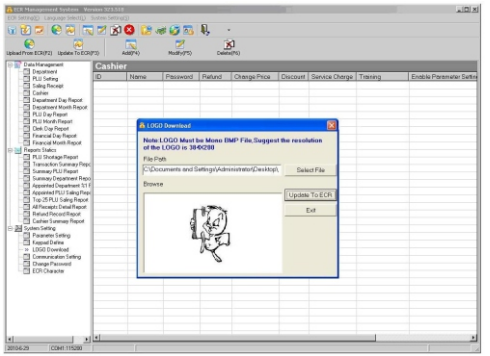
1. Open the ECR software, select LOGO Download.



2. Select the BMP picture.



3. Click on “Update to ECR” and start the downloading.

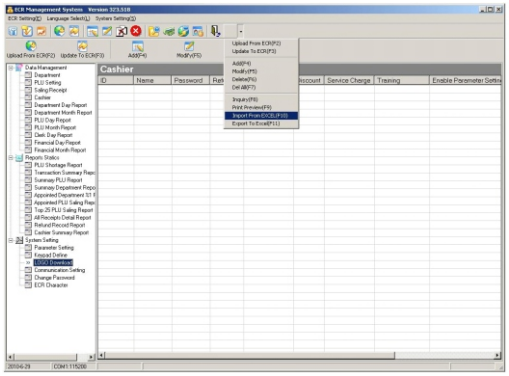


8.9 Establish PLU Data

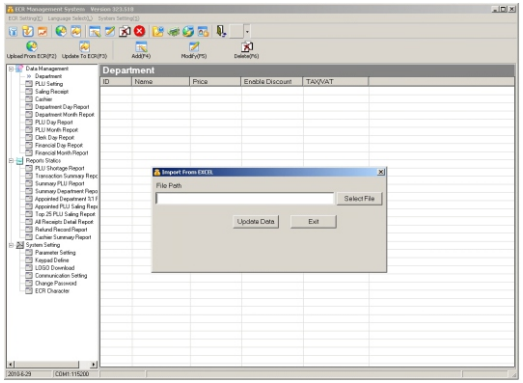
The ECR software provides functions of establishing PLU data, downloading PLU data to ECR. These functions faster the speed of user establishing data.

8.9.1 Import from Excel

Select “Import from EXCEL” or press F10 to start the conversation.

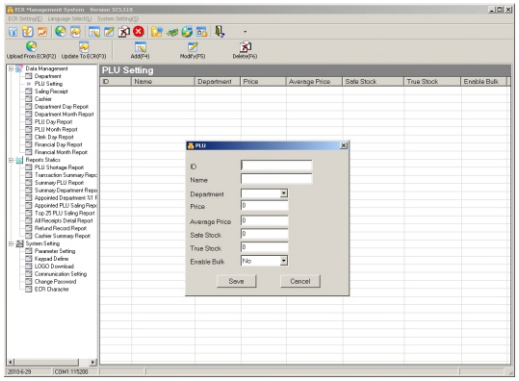


Select the EXCEL file which includes PLU data and click on “Update Data” as below.



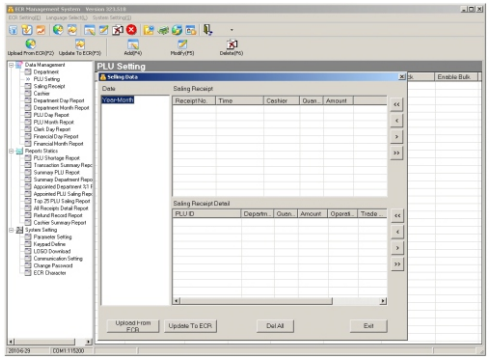
8.9.2 Establish PLU Data

Select “PLU Setting” in “Data Management” navigator and then click “Add” to add new PLU.



8.10 Selling Data

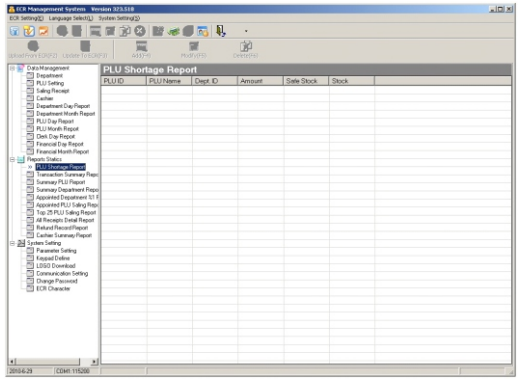
Click on button “ Selling Data” to read data out of ECR machine.



8.11 Report

Notice: to make sure the data in PC is the same of which in ECR machine, users need to read data of department, PLU, selling data from ECR machine. Otherwise the reports might got mistakes.

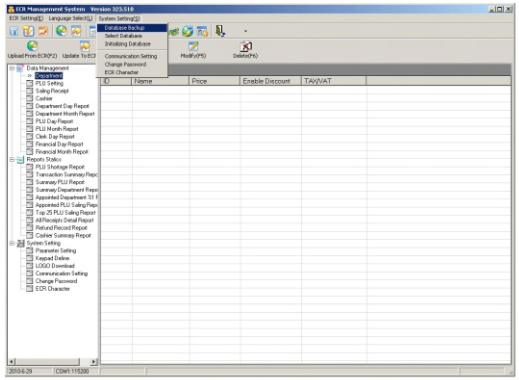
After data read out, users could check or print out all kinds of reports under “Reports Statistics”. In “Data Management”, users also could inquiry kinds of reports, such as department day report, department month report, PLU day report, PLU month report, clerk day report, financial day report and financial month report.



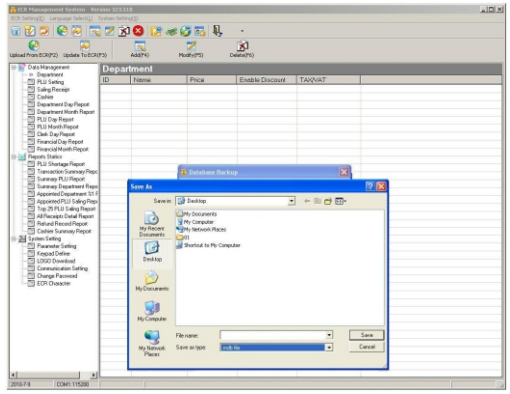
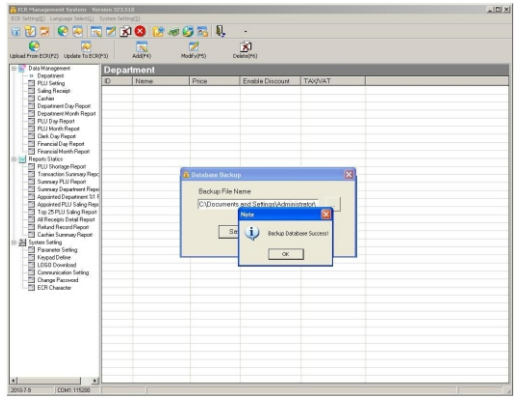
8.12 Data Backup and Restore

Notice: to avoid data losing, it’s better for users to do data backup. Steps are as below:

Select “Database backup” in “System Setting” menu;



Select “Browse” to specify the storing directory. Then put in the file name and save the data backup.



Backup successfully.