SCANPlus POS Software
Feature Summary

TABLE OF CONTENTS

This Page intentionally left blank

SYSTEM OVERVIEW

This System Overview is designed to provide a synopsis of the many features and functions available in the *SCANPlus* Point of Sale Application.

The Point-of-Sale module is designed with simplicity and speed in mind. Easy cash register like operation allows for transaction processing to be completed with a minimum of key strokes. Easy to read and uncluttered POS screens rapidly guide clerks efficiently through all types of transactions. The feature rich Point-of-Sale module contains literally hundreds of easy to use functions, providing maximum customer trough-put while maintaining a high degree of accountability, security and inventory control.

To facilitate training, the *SCANPlus* POS system includes on-line help at the POS terminal and context sensitive help at the Back Office manager's station. At POS the cashier can simply press the help key, select the item desired and review the POS procedures. Full training mode capabilities exist within the system for both POS and fuel transactions. During the training mode, the cash drawer will not open and all receipts printed indicate training. In addition, POS has numerous cashier messages which prompt the cashier, via a highlighted box, of the proper procedure to be used.

All cashier input is buffered to ensure maximum trough-put via scanners or direct key entry. All software functions perform identically to electronic cash registers, minimizing the number of keystrokes required to complete a transaction and facilitating both cashier and management training.

The SCANPlus POS system supports most popular brands of RS232 scanners, providing the auto discriminating scanner input presents a legible 13 digit code to the software, the item can be deciphered and used as part of the item file. Good scans are indicated by an audible tone from both the scanner and the terminal. A different audible tone is presented for an unsuccessful scan. All common UPC types are supported. Non-scannable items can be either entered into an open department as a preset item, as a number look up, description look up, or via a menu key.

Under management control items scanned that are not in the price file can be entered into the system at the POS terminal. Full description, department, item and price capabilities are presented. Once the item is entered in this manner, it is broadcasted over the network to the Back Office manager's station and to all of the other terminals on the network. Exception reporting is provided under department 999 at the Back Office. Management can review the items added at POS, make necessary changes and assign it to its proper designation.

Items having the same UPC code but sold in singles, six pack, etc. are entered via the mixed pack pricing screen. When the item is scanned the cashier is prompted via a tone and a pop-up window that requires a selection. The cashier can enter the number of the selection or highlight and select the item In addition to mixed pack pricing, the system has extensive mix-match capabilities, either by category or universal mix-match.

SYSTEM OVERVIEW (Continued)

Mix-match capabilities within the system allow for true buy one get one free, buy two get one free, pricing algorythvms, accounting for the inventory movement on the item that is sold at no charge. As an example, sodas of multiple varieties can be individually scanned at a single item price. When the sixth item is scanned the system will recalculate and provide the customer with a six pack price. This feature is also extremely useful for three pack deal for cigarettes. All sales accountability is accounted for, including free and packaged goods.

Price checks can be accomplished without product in hand via the description look up feature. By entering the first three characters of an item is... MAR for Marlboro. Normally, after the third character has been entered, the scrolling table will present all of the Marlboro items available. The cashier can simply highlight and select the item.

The SCANPlus system can support full feature deli operations via the menu key. The menu key will display ten items per page is, sandwiches, or pizza for highlighting and selection by cashier. Each item is maintained in the item file under a separate UPC number for inventory control purposes. In addition, deli operations can be sold via a weight scale via a number look up or menu key entry. The price per pound is preprogrammed into the item record and calculated at POS based on the weight provided by the scale. UPC number system 2 (random weight) is fully supported.

Extensive void capabilities exists to include; previous item void, point and shoot void, scan void and transaction cancel. All void functionality is maintained by management passwords. All voids are accounted for in both the individual cashier report and electronic journals. Management can access the electronic journal (EJT), by cashier and sort the file by voids, refunds, tenders, departments, etc... The electronic journal lists the clerk ID, date and time of the transaction, a summary of the transaction including media tendered, as well as the items sold and retail price.

Bottle deposits, egg cartons, milk cartons are supported by a unique linking system within the item file. Link items are accounted as a positive sale and are limited only by disk space. Linked items also allow for a limited degree-of menu explosion, allowing a single PLU or item # to ring in several items that comprise the package is, sandwich, lunch special. Bottle returns can be entered either as a preset or as an open department and are accounted for outside of department sales.

The SCANPlus POS application has the capability to both suspend and resume transactions within a cashier shift. The suspend feature is accessed simply by depressing the suspend key prior to subtotal. Multiple transactions can be suspended and recalled via simple key strokes at the POS terminal. Transactions can be resumed by pressing the resume key, highlighting the transaction desired and pressing enter. The complete transaction will be reprinted allowing the cashier to add additional items, tender the sale or void the transaction.

Selective receipt printing is accomplished via a receipt on/off key on the keyboard. Receipts can be reprinted within a cashiers session from the subtotal screen. All transactions are displayed in a window allowing the cashier to select and highlight the transaction to be printed. If the print function is turned off, functions such as pay outs, loans, safe drops, video rentals will override the printer status, and automatically print the receipt.

A Tender screen automatically displays when the tender key or subtotal key is pressed. The Tender screen displays all pertinent tender information such as AMOUNT DUE, CHANGE, CASH AMOUNT, CHECK AMOUNT, etc. All tender indicators such as AMOUNT DUE, CHANGE, etc. are displayed in a font, 4 times larger than standard characters for easy viewing by the cashier. Transactions are displayed to the customer on a 2 line by 20 character alpha numeric customer display. This includes full character description and price as well as subtotal and media tendered.

SYSTEM OVERVIEW (Continued)

Three TAX tables are available in the POS application. Both department and item TAX status is determined by flags for either TAX one, two or three.

Extensive coupon handling features exist within the *SCANPlus* POS system. Vendor coupons can be scanned against the item purchased based on the manufacturer and family code. Store coupons can either be scanned or entered via a coupon number and applied against the items purchased. A store coupon file exist and allows for entry and application to specific items on a date range and dollar off basis. Store coupons also have the capabilities of programming a minimum dollar amount of the sale before the coupon will take effect. Manual store and vendor coupon keys are also available via key entry.

Paid out transactions are monitored under management control and include a line item entry in the screen for use in determining either the invoice #, vendor #, or reason code for the payout. Safe drops are performed under management control allowing the cashier to count out and enter the amount of the drop into the terminal. Two copies of the safe drop receipt are printed, one to accompany the drop, the other to remain in the cash drawer. All safe drop accountability is reported on both the individual cashier report and total store sales report.

Shift changes are accomplished with ease within the *SCANPlus* environment. The cashier simply logs off the system allowing the next cashier to log-on. Prompting can be provided for both beginning and ending lottery ticket numbers for accountability purposes. In order to maintain a high degree of cash accountability, blind cash drawer balancing is available either at POS, at log-off or at the Back Office manager's station. This procedure allows the cashier to declare all media and type collected via input into the computer. Individual cashier and store financial reporting compares this information to the information processed and generates an over/short summary by cashier and store. 24 hour stores are supported via a prompt at cashier sign on. If the cashier is logging on for the second time, the system will request a response indicating whether this is a new or an existing session. Accountability for the system is calculated based on the initial log-on for a day. A shift can be easily floated over a 24 hour mark.

The Point-of-Sale application is complemented by a fully integrated and easy to use in-store Back Office module, which includes the Store Price Book System, Cash Control and Accountability, Management Controls and Reporting as well as system setup and configuration. Blind cash drawer balancing, store cash and exception reporting, electronic journal as well as password protection by clerk, by function, provides superior cash control and security. Advanced Store Price Book capabilities including Cost and Retail Price Analysis, 30 Character Item Description, unlimited Departments and Department Groups, Mix-Match Pricing, Item Price Grouping, Date Activated Future, Sale and Temporary Price changes, Master/Alternate Inventory Tracking and Automatic Linking of bottle deposits, all combine to provide accurate and concise analysis of up-to-date sales, inventory and item movement information.

Several varieties of media collection are available within the *SCANPlus POS* application. These include: - Cash, Check, Credit Card, Debit Card, Food Stamps, Store and Vendor Coupons, Gift Certificates, WIC and four user defined tenders with programmable currency exchange rates.

Multiple payment methods are available at tender time. When the subtotal key is depressed a screen displaying a large font with the amount due is displayed. As the cashier enters various types of media the upper portion of the screen displays the media collected by type. Change is provided with large fonts indicating both the cash change due and the food stamp change due. Prior to the drawer opening, the cashier can depress the clear key twice and return to the POS transaction. This allows for the addition of items within the same sale and or for corrections of media tendered. Checks, credit cards and cash have the ability to support over tender limits by media type.

Full food stamp capabilities exists within the system according to the Illinois food stamp laws. The item record contains a field indicating the food stamp eligibility status. As a transaction is processed, the current subtotal, food stamp total and TAX total is displayed to the right of the cashier entry screen. Exception

SYSTEM OVERVIEW (Continued)

keys for both food stamp and TAX eligibility are incorporated on the POS keyboard and allow for the reversal of an item or department status.

Validation of checks is available but dependent upon the printer selected. The check writing feature allows for the printing of the check to include the date, dollar amount, and payee, as well as full banking capabilities on the back side of the check.

Optional modules to the SCANPlus Point-of-Sale System include;

Integrated Credit/Debit Authorization
Receiving/Inventory Control
Accounts Receivable for House Charges
Video Rental and Return
DSD Interface
Frequent Shopper
Video Security Interface
Corporate Price Book
Universal Export of data files to third party accounting and price book management systems

All optional modules are completely integrated at the Point-of-Sale and include the full Back Office, management and reporting capabilities.

SYSTEM CONFIGURATION

In a normal Point-of-Sale environment the minimum terminal and Back Office specifications should be as follows:

Terminal	Specifications
CPU	Pentium I -166Mhz or better
Memory	8 MB *
Ports	2 Serial, 1 Parallel
Disk Drive	4.3 GIG (IDE)
Cashier Monitor	9" VGA Paper White
	VGA Color Optional
Customer Display	2 x 20 (not required)
POS Keyboard	TEC POS Key Board
Network	Ethernet Adaptor
Cash Drawer	Serial Cash Drawer (RS232 compt.) preferably APG 484

Printers

Receipt Printer   Epson TM88II
Receipt & Validation Printer   Epson TMH5000
                                                Epson TMH6000

Scanners

Scanner   Any RS232 compatible or keyboard wedge

Scales

Scales   TEC SL4700 (RS232)

Scanner / Scales   Megelland Scanner / Scale (prefer single cable
version)

                                                Orion Scanner / Scale (single cable version)

NOTES:

* For optimum performance, 16MB of RAM is recommended.

PC File Server

Pentium III 800 Mhz or better
128 MB RAM
250 Watt Power Supply Mini Tower Case 2-RS232C, 1 Parallel Port IDE 2H/2F Controller
1.44MB Floppy Disk, 10 GIG Hard Disk Drive, 17" VGA Monitor, 10 base T Ethernet
Network Adaptor, 101 Enhanced Keyboard, 56k Baud Modem and a Back Up System that
uses removeable media

SYSTEM CONFIGURATION (Continued)

Due to the industry standard technology employed by the PC/POS Terminal and open systems architecture supported, the *SCANPlus* Point-of-Sale Software allows for a high degree of flexibility with the configuration of the POS terminals and Back Office managers terminal (File Server). Systems may be configured as a stand alone unit with both POS and Back Office software or as part of a network with either a dedicated file server or an in-line managers terminal, (see configuration diagrams on the following page).

Advanced multi-terminal communications capabilities, including fully redundant multi-user technology, is designed into the *SCANPlus* system. All sales transactions are transmitted from each terminal automatically to the managers station to maintain a constant and accurate analysis of sales and item movement data.

To ensure continuous terminals operation, the software is designed to recognize the presence of a network connection. In the event of a network failure, the terminals will automatically continue to operate in a stand alone mode providing full scanning support, inventory control and accountability. When network communications is re-establisted, the system-will automatically update the Back Office file server with all the terminals sales activity.

Terminal to Terminal and Terminal to Back Office communications is achieved over a standard Ethernet network. The network software supported is Windows 95, 98 or NT. This allows for bidirectional communications to and from the file server at a 10/100 MBPS transfer rate. Data communications across the network is accomplished at the end of each shift when the cashier logs off. All shift transactions including accountability, sales and inventory is transferred to the Back Office for consolidation. Additionally, file updates to each terminal occurs at the beginning of each shift at Log-on, as well as during terminal idle times. Communication to shared Files located across the network, such as video, accounts receivable, negative check, credit, and customer data base access, is accomplished on demand.

Most common 40 column parallel printers using the Epson character set are supported for receipt only, receipt/validation, and check writing. Scanner and Scale or Scanner / Scale combination interfacing is accomplished via standard RS-232 Serial ports. Customer display and cash drawer drivers, as well as keyboard and MAG card interfaces, are designed to the specifications of the PC/POS terminal manufacturer, and are supported through the terminals standard connection interface.

External communications to a host computer and/or for remote software support requires a HAYES compatible modem. Transfer rates of 56k BAUD to V.32bis are supported. To subscribe to any of SCANPlus Software Support Programs, the system must be configured with Symantec's pcANYWHERE, Network Version and a 56k Baud modem.
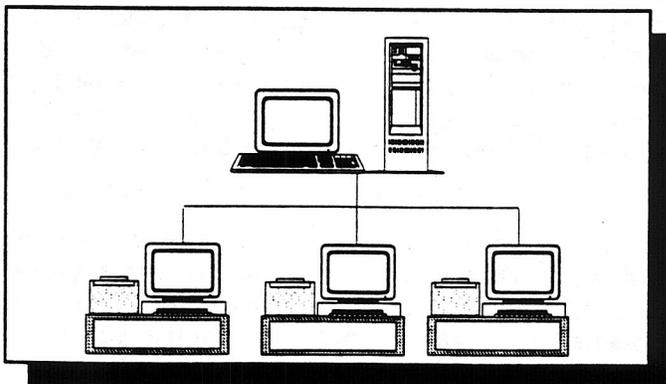
SYSTEM CONFIGURATION (Continued)
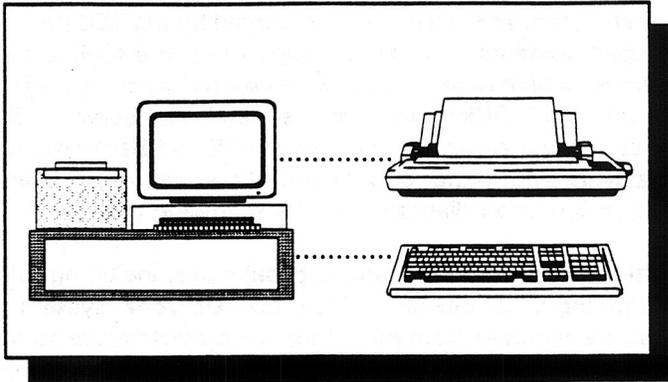
Stand Alone

In-Line Managers Station
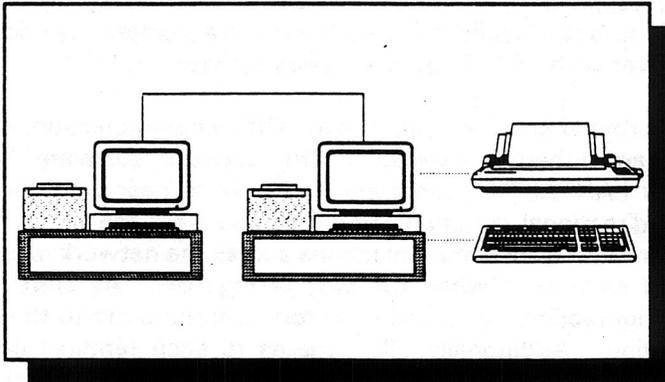
In-Line Managers Station

Dedicated File Server

Dedicated File Server

POS TERMINAL COMPONENTS

This section introduces you to the hardware components that make up a cashier's work station. The term "station" refers to the terminal and the other equipment the cashier will be using such as scanners, scales and printers. The basic components of the POS Terminal are:

CPU

The CPU is the heart of the POS Terminal. It accepts input from the keyboard, scanner, scale and sends this information to the printer and displays. It also provides sales and accountability to the managers station. The CPU can be located either directly below the POS keyboard or in a distributed configuration, under the counter in the terminal stand.

POS KEYBOARD

The POS Keyboard is the main input device to the CPU. It contains the function keys required to operate the cashier's station such as; department presets, tenders and managers keys. Keyboard configurations can vary in size and flexibility depending upon the hardware selected and the manner in which the keyboard is programmed.

CASH DRAWER

The cash drawer is the device that is Used to collect the media during a cashier shift. The cash drawer can be placed either under the counter or directly below the TEC terminal.

POS PRINTER

The POS printer is normally a 40 column printer that is used to print the customers receipt. Due the flexibility of the software, the printer type and configuration may vary. Printer functions available are; receipt print, single line validation, check writing and franking and credit card draft printing. Please consult with the printer operators guide supplied with your terminal for the proper operation and maintenance procedures.

CASHIER MONITOR

The cashier monitor provides the cashier with information on the current sale, error messages and lead through prompts. The monitor can vary in size ranging from 9 to 14 inches of diagonal viewing area, and be either paper white or color. Please consult with the operators guide supplied with your terminal for the proper operation and maintenance procedures.

Optional components that may be included with the POS Terminal are; POLE DISPLAY, SCANNER, SCALE, SCANNER/SCALE, MAG STRIPE READER, and a CREDIT /DEBIT POS PAD.

PROGRAM LANGUAGE

The SCANPlus Point-of-Sale system is a Windows application written almost entirely in Clarion, an extremely flexible, powerful and easy to learn fourth generation language. Clarion is object oriented and written in C with a source code syntax very similar to Pascal and C. The source code is fully documented and fully describes each procedure which is used in the SCANPlus Point-of-Sals system. The SCANPlus Point-of-Sale software is easily configured via parameter driven functions within the setup and configuration menus. Add-on modules to the existing Clarion code may be developed in either assembler C or Clarion. A review of Clarion Professional Developer 3.0 follows.

Clarion Professional Developer 3.0 * Generate smaller, faster native code with standard object files * Licensed TopSpeed optimizing code generator from JPI, a leader in compiler technology
* Compiler matches up with the best C compilers

Replaceable Database Drivers
Clarion provides a variety of database drivers: Btrieve, xbase, Netware SQL, Oracle SOL,... Client-server architecture supported in drivers that support it (Btrieve, NetSql)

Support libraries/objects links to other languages • All TopSpeed languages: C, C+ +, Pascal, Modula-2, Assembler • Microsoft: C, Macro Assembler
• Borland: Turbo C, Turbo C+ +, Turbo Assembler

Enhanced Application Capabilities
Pull Down Menus and Dialogue Screens
Full Mouse Support
SAA/CUA Compliant Interface
Graphics Screens (automatic text/graphics switching)
EMS Support (automatic for Memory Queues, Screen Images)
DLL, Overlay, or Smart Linking

Enhanced Application Development Cycle
* Centralized Data Definition
* Fully Integrated Application Generation
Fast EXE Creation and Debugging
Hypertext Help
Integrated Data Query

PROGRAMMING LANGUAGE (Continued)

<u>Clarion 3.0 Screen Interface</u>
   Mixing Graphics and Text
   Action Bar Menu Structures
   Virtual Screens
   Full 16 Background Colors
   Image Fields (.PCX files)
   SAA/CUA Compliant Dialogue Structures
   New Screen Effects (Fade, Wipe, etc.)
   Highly Optimized Graphics Engine

Mixing Graphics and Text * PCX Image support
* Remapping first 16 colors prevents text color distortion
* All Clarion commands function identically, in text or graphics mode
* EGA, VGA and Super VGA support
* Auto detect best mode
* Super VGA images are automatically converted to EGANGA

<u>Virtual Screens</u>
* Equivalent of up to sixteen 8Ox25 screens in one screen structure
* Available in Text mode only due to memory constraints
* Scrollable with mouse or keyboard
* Fields and prompts will automatically reposition the screen when selected
* Fields larger than the physical screen scroll when necessary

<u>lmage Fields</u>
  * Image fields display PCX images Dynamic resizing

<u>SAA/CUA Compliant bialoaue Structures</u>
 • Tab and Backtab to select fields
 • New SAA/CUA field types: Radio Buttons, Check Boxes, List Boxes, and Pushbuttons
 • Fields with Prompts may be selected with a "Hot-key'

<u>Highly Optimized Graphics Engine</u>
 • Provides highest speed possible for graphics applications
 • Improved performance in 16 color mode over 256 color mode
 • Many special techniques to ensure top speed

PROGRAMMING LANGUAGE (Continued)

Three Major Components of Database Definition

    * Data Dictionary Centralization of File Definitions; Management of Data Definitions
    * Physical File Definition
    * File Type
    * Key
    * Index
    * Dynamic Index
    * Multiple Memos
    * Fields
    * Relationships
    * Parent to Child
    * Primary Keys
    * Foreign Keys
    * Logical File Definition
    * Multiple Physical Files
    * Referential Properties
    * Update Attributes
    * Prohibit Update of Parent
    * Update all Children
    * Clear Foreign Key Components to Defined Values
    * Take No Action
    * Delete Attributes
    * DProhibit Delete of Parent
    * DTake No Action

    Template File Driven Code Generation • Interactive Templates • Chained Template Files Eliminate Batch Update Problems • Area Definition Statements • Conditional Control Statements • Unconditional Control Statements

Automated Project System
  All Features of TopSpeed Project System Provided
  User-friendly Interface

Report Writer
• Data Dictionary DLL
• Report Formatter DLL
• Expression Generator DLL

Linking
• Smart Linking
  -Static
  -Overlays
  -Dynamic Link Libraries (DLL's)
• The Project System
 The Source Level Debugger
 Foreign Objects Compatibility

POS MODULE

The Point-of-Sale module was designed with simplicity and speed in mind, and functionally emulates most cash register systems with easy cash register like operations. Transactions are completed with a minimum of key strokes allowing for maximum customer through put while maintaining a high degree of accountability and inventory control.

The SCANPlus Point-of-Sale screen rapidly guides even inexperienced clerks eff iciently through any type of transaction while maintaining a clear and secure audit trail. All Point-of-Sale screens are uncluttered and easy to understand. The VGA cashier monitor displays a Point-of-Sale screen that has four main windows consisting of:

1 .   The ENTRY WINDOW containing a single input field which displays scanned bar codes or direct entry of cashier items.

2.   The CLERK WINDOW, displays the I.D. of the cashier, the current transaction number, printer on/off status and the number of suspended transactions.

3.   The SUBTOTAL WINDOW contains a running total of sales, TAX and food stamps amounts.

4.   The ITEM WINDOW, displays all items purchased including quantity, description, and price of each item.
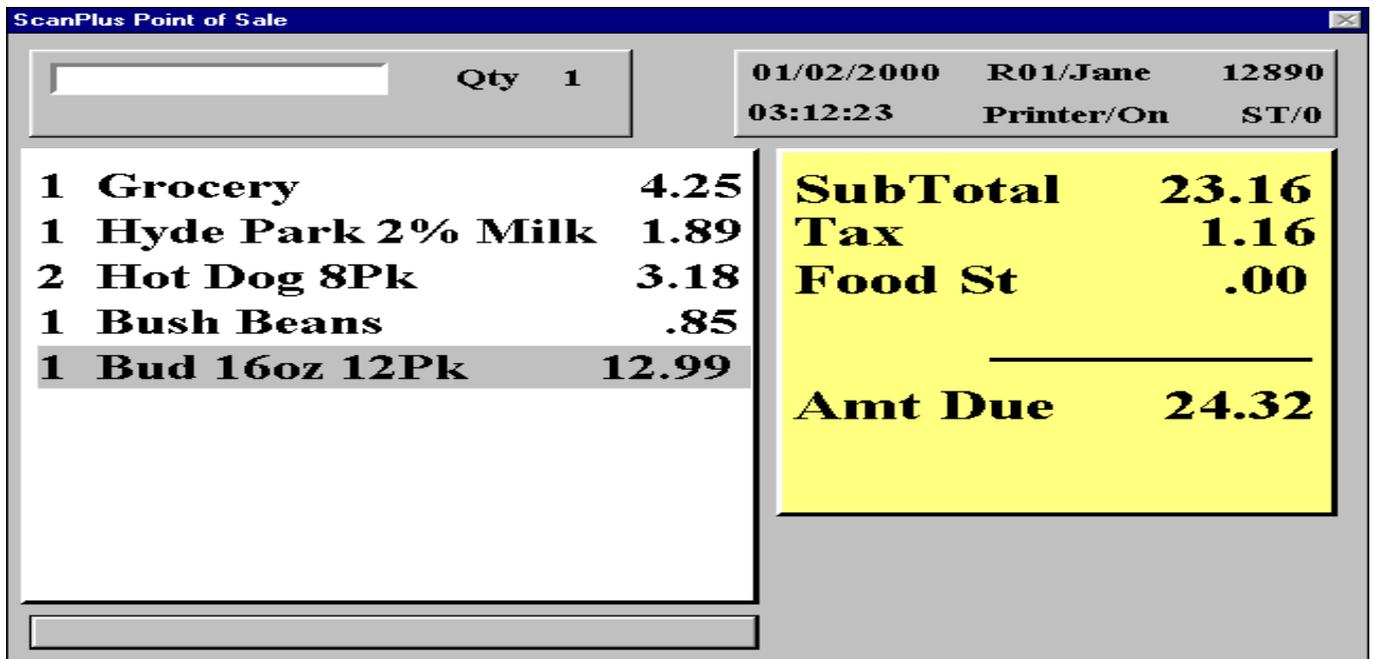
POS MODULE (Continued)

The POS keyboard is software definable allowing for ease of flexibility with regard to keyboard layouts. Multiple keyboard layouts can be supported on different terminals within a single environment. In addition multiple levels of keyboard functionality can exist within a single terminal.

The feature rich Point-of-Sale module contains literally hundreds of easy to use functions, some of which include:

> Up to 9999 departments
> Two levels of sub departments
> Department reporting groups
> Item input via scanner, key entry and PLU
> Mix-Match and Mixed Pack Pricing
> Multiple or single item price preset keys
> Menu keys for tracking non UPC coded items
> Electronic flip charts (menu key with 10 'look-ups' per screen)
> Item look up and price check by description or scan code
> Restricted Item Sales
> Date ID Prompts
> Random weight scale entry via PLU or open department Multiple tares in excess of one (1) pound
> Quantity @/for key
> Voids by point and shoot, last item, scanning or transaction
> Instant Lottery and State Lottery preset and payout keys
> Bottle returns and automatic charges for bottle deposits
> Tenders by cash, checks, food stamps, credit, debit, Foreign currency, WIC, coupons, and house changes
> Four User Defined Tenders
> $1, $5, $10 and $20 speed tender keys
> Store Coupons scanned and tabulated against purchases, manufacturer coupons checked against manufacturer
> Cash in Drawer Limits
> Transaction suspend and recall
> Reprint receipts for past transactions
> Item discounting by percent or variable dollar amounts
> Transaction discounting
> Drawer pay out and loans
> 3 Tax Tables

Controls such as cash drawer compulsion, password protection of all functions, electronic journal, extensive void capabilities, no sale counts, discount tracking, and customer display indicators as well as extensive cashier and store accountability reporting provide a high degree of security.

CASH DRAWER COMPULSION: Like a cash register the system has the capability of detecting whether the cash drawer is open or closed and preventing entries if the drawer is open. In addition the system detects the number of times the cash drawers open, and the length of time that it is open providing analysis of tender times including drawer open, idle, ring, tender and scan times.

PASSWORD PROTECTION: The SCANPlus system allows for password protection on all functions including but not limited to voids, discounts, over tender by check, adding new items at the register etc. Multiple levels of authorization functions are possible and each cashier may be uniquely configured. A management override function is provided on all functions which are not authorized at the cashier level.

ELECTRONIC JOURNAL: The Electronic Journal records the date and time of each function that occurs at the Register. This allows the manager to review all register activity by category, voids, no sales, check tenders etc. Each second is accounted for and can be easily reviewed.

VOID STRUCTURE: Voiding of items are performed on a line item basis where an item cannot be voided unless it has been first rung up in the sale. The system also allows for simple 'point-and-shoot' void of items which minimizes errors. All items which have been voided are catalogued for future analysis by management.

NO SALE COUNTS: SCANPlus tracks all drawer activity including No Sale counts, drawer pay out, drawer loans and safe drops.

DISCOUNT TRACKING: Discountsmaybeperformodonitemsthatareonly set up as discountable items and only if the cashier is authorized to do so. Entire transactions may also be discounted to reflect Senior Citizen or Employee discounts which are tracked and reported on in the cash reconciliation report.

CUSTOMER DISPLAY INDICATORS: The customer display allows the customer' to review all activity that occurs throughout the transaction including each item that is entered, all voids and discount entries, tenders such as coupons, checks and subtotals.

POS KEYBOARD FUNCTIONS

POS FUNCTIONS	Bottle Return	Close Register	Departments 1 thru 14
	Department Table	Description Lock up	FoodStampExcept
	Item Lock up	Item Preset	Log Off
	Menu Preset	No Sale	Quantity@/For
	Repeat Item	Resume Transaction	Scale
	Scan Void	Suspend Transaction	Tare
	Tax Exempt	Void Item	Void Transaction
	Up/Down Arrow	Zip Code	
TENDERS	Canadian Currency	Cash	Check
	Credit	Debit	Food Stamp

|		
	Gift Certificate	Item Discount	Miscellaneous Tend
	Store Coupon	Transaction Discount	Vendor Coupon
	WIC	$1, $5, $10, $20 Speed Tender Keys	
MANAGEMENT FUNCTIONS	Loan	Lottery Payout	Manager Key
	Payout	Price Change	Refund
	Reports	Safe Drop	State Lottery Payout

OPTIONAL MODULES

A/R MODULE	House Charge Pymt	House Charge Tend
VIDEO TAPE RENTAL	Video Rental Key	
FREQUENT SHOPPER	Frequent Shopper	

BACK OFFICE MODULE

The Point-of-Sale application is complemented by a fully integrated and easy to use in-store Back Office module. The Back Office Module includes the Store Price Book System, Cash Control and Accountability, Management Controls and Reporting as well as system setup and configuration.

Manager Functions
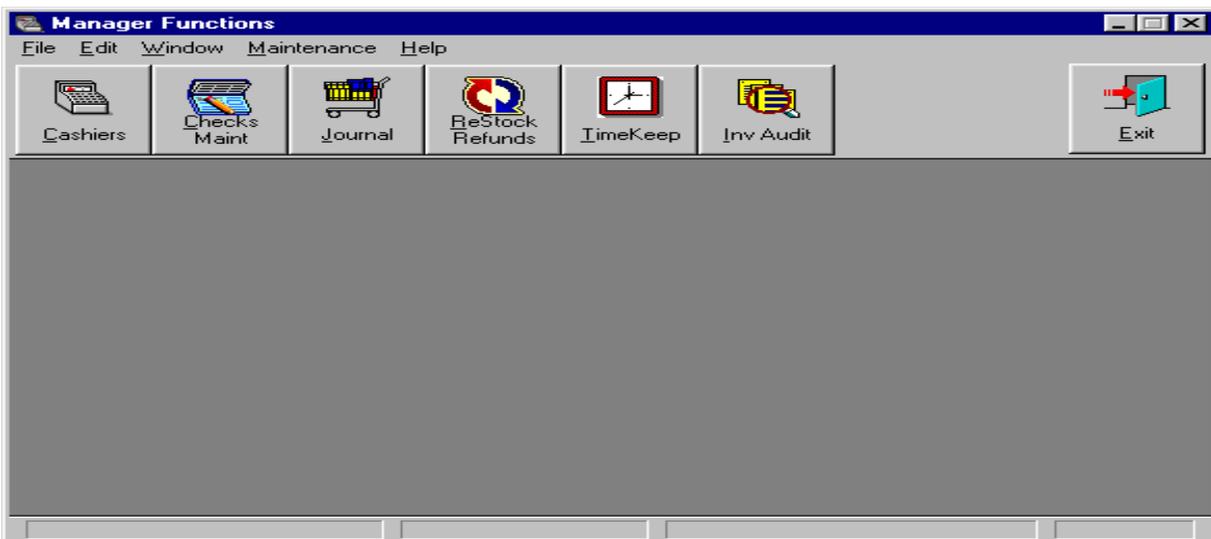
A) CLERKS MAINTENANCE
The Clerks Maintenance system will allow the manager to add, change, delete

And assign or change the levels of security for Clerks and Management who will
be operating the *SCANPlus* Point-of-Sale System. Security throughout the system is maintained through a master
clerk/manager file. Security for all tasks at the POS and Back Office is controlled by function, such as item voids,
discounts, tenders etc.

B) INSTANT LOTTERY GAMES
SCANPlus tracks up to 1 0 different instant lottery games. Each lottery game entered through Manager Functions
will automatically be sent to all registers and tracked by ticket number when sold. This capability requires
enabling the option to enter the beginning and ending book numbers at log-on and log-off

C) RESTOCK REFUNDS
All refunds prossed at the register will be transferred to a refunds file after running the build sales history option in
the End-Of-Day. These refunded items may be restocked into inventory or permanently deleted from the refund
file for inventory control.

D) REFUND REPORT
The restock refund report provides management with exception reporting on the items that were returned to stock.
The information contained in this report includes the Date & Time, Clerk, Department and Transaction Number as
well as the Item Number, Description and Reason.

E) CUSTOMER CHECKS MAINTENANCE
Provides for input of negative or positive check file. Fields include; customer name, card number, check limits
and account information.

F) ADJUST ACTIVE CLERK
This function allows management examine the clerks that are logged on to the POS terminals and/or enable
management to log off a clerk or assign the clerk to a new terminal number in the event of a system problem

G) POS TRANSACTIONS INQUIRY
The Electronic journal can easily be accessed by management for a complete review of a cashiers shift. The
transactions inquiry selection is an electronic journal of all transaction items which have been entered at the
registers. The Transaction Inquiry screen displays a scrolling list of all transactions located on the computers hard
disk. From this screen you may sort the list of transactions by Name, Size of the transaction file, Date of the
Transaction & Time. Search Criteria allows you to inquire about specific information within a transaction. For
example, you may request a list of transactions which were tendered with Credit Cards & Checks. The POS
Transactions screen will display all individual transactions which match the search criteria, previously selected.
The operator may then view and print the transaction summary or detail of the items processed. Access is
available to current transaction files, or history files located in a different die\rectory of from a floppy disk.

STORE PRICE BOOK
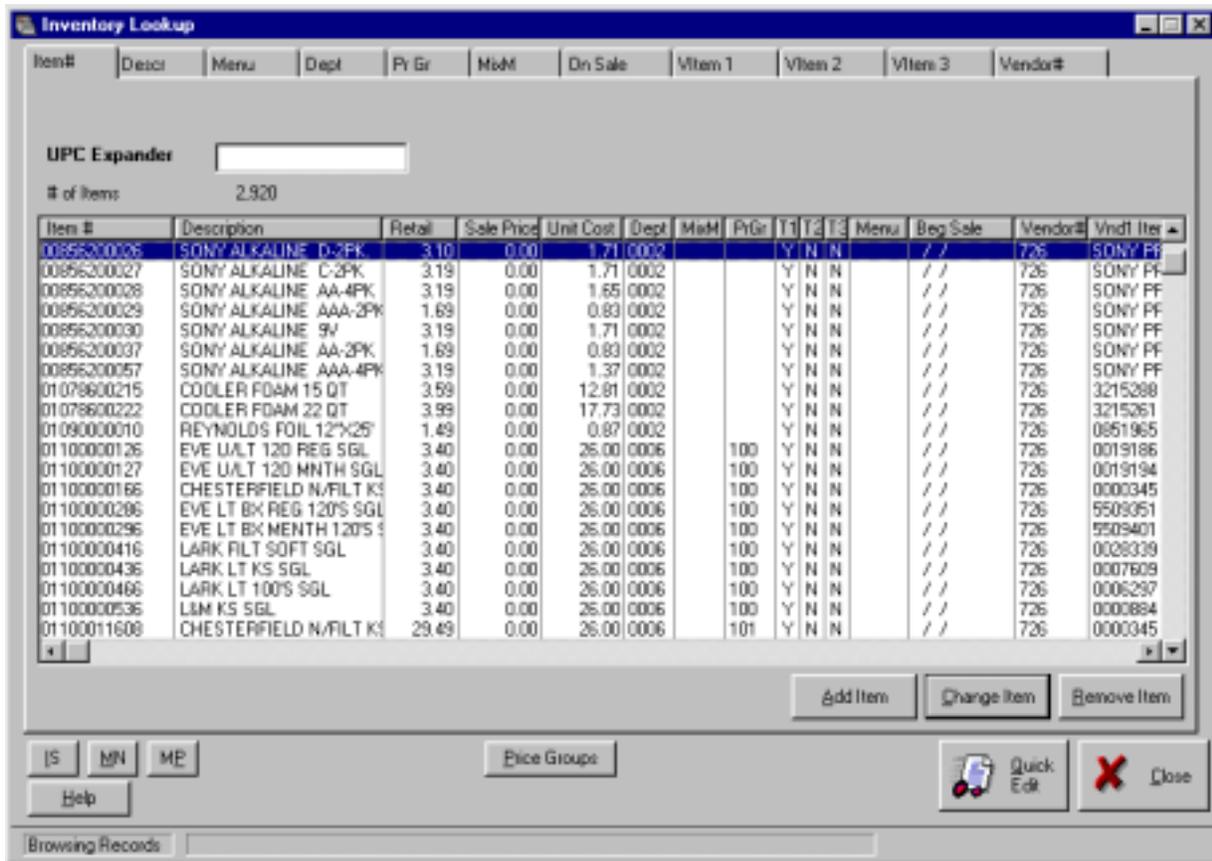
The *SCANPlus* Store Price Book system has an extensive array of pricing and control features. Pricing levels are available for normal retail price, sale price, temporary sale and future price changes. All capabilities are date on/off activated. In addition to normal retails, mix-match pricing allows pricing and quantity entries for a single UPC NUMBER. Mixed-Pack pricing is activated when a PLU contains a multiple price. For example, When an item is scanned or entered, a screen displaying the single, six-pack, twelve-pack, cold case and warm case prices and quantities is presented, requiring the cashier to either enter a number selection or highlight the item and press enter.

A) EDIT INVENTORY
There are 9 different methods of locating items in the Master Price Book file. For example, the LOOKUP by ITEM Number, provides indexing via the UPC code number. LOOKUP by description is an alpha. search. As you enter each character of the item description, the file will begin scrolling to the desired item.

B) MIX-MATCH GROUPS
Mix-Match groups are a convenient means of selling items at different prices depending upon the quantity purchased by the customer. For example, bags of Candy may be sold at 35 cents a bag or 3 for $1.00 or buy 2 items and get the 3rd item free.

STORE PRICE BOOK (Continued)

C) PRICE GROUPS

Price Groups allows grouping of large numbers of items that sell at the same price. The benefits to price grouping include easy price changing. Instead of changing individual item prices, changing the price of a group will affect all items that have been assigned to the same Price Group.

Sorting capabilities for user defined reporting include selection of any one of, or a combination of, the above categories. For example the operator can select a report on just the Cereal sub department, which will provide a listing of all cereal items assigned or the operator may inquire as to just the Nabisco product sales. This is further defined in the example illustrated under Tax Grocery. Please note Sub Department level 2 contains 005 Canned and 006 Dry, under both the Cat Food and Dog Food Sub Departments. Sorting capabilities allow for the selection of all Canned items, which would provide a report on all 005 Canned items no matter which Sub Department or Department they are assigned to. Or I can select just the Canned items sold in the Cat Food Sub Department. Reporting capabilities will also provide an option for summary data or Sub Department item enumeration.

D) TARE WEIGHTS

Tare Weights allow you to keep a list of frequently used weights for packaging items such as plastic bowls or dishes. These weights are automatically subtracted from the weight of items placed on the scale.

E) DEPARTMENTS

Assign new departments and department parameters using the insert feature or simply modify a parameter of an existing department. The department file may be numeric or alpha and is limited only by disk space. Department reporting capabilities provide four (4) levels of reporting. These levels are defined as :

> A.   Reporting Group
> B.   Department
> C.   Sub Department (level 1)
> D.   Sub Department (level 2)

F) SUB DEPARTMENTS

Sub Departments assignments for Level 1 sub departments and the sub department description are assigned from this menu option. The individual item record is then assigned -the appropriate combination of sub department levels which provides for enhanced reporting.

G) SUB 2 DEPARTMENTS

Sub Departments assignments for Level 2 sub departments and the sub department description are assigned from this menu option. The individual item record is then assigned the appropriate combination of sub department levels which provides for enhanced reporting.

H) DEPARTMENT GROUPS

This features allows the individual department categories to be broken down into groups for reporting purposes. For example the department group CANDY may have several individual departments reporting to it, gum, candy bars, mints etc...

L) VENDOR FILE

Use the Vendor file to keep a list of Vendors from which you purchase your store items. The Vendors file is used when running the INVENTORY CONTROL / RECEIVING system and when adding now items in the inventory control.

J) COUPONS

The Coupon file allows you to build and maintain a list of store coupons, double coupons and vendor coupons which you can use to assign to your own coupon items or against a vendor purchase.

K) DISCOUNTS
The discounts file allows you to maintain a list of transaction discount types on file. For example, if you offer a 1 0% discount to Senior Citizens you would enter "SENIOR CITIZENS" in the description field and enter 1 0 for the discount amount. At the end of the transaction, if the clerk presses the transaction discount key, the clerk will see the discount table, which will be identical to this list of discounts. Each item scanned will be discounted 10% if it is a discountable item.

L) COST UPDATING
The Store Price Book system provides the ability to quickly update costs by all items containing Price Groups or Mix-Match Groups. To update all item costs by Price Group or Mix Match, enter the Group# and the new Unit Cost. The system will then search for all items within the specified Price or Mix-Match group, and change the Unit Cost to the new Unit Cost.

CASHUP   REPORTS
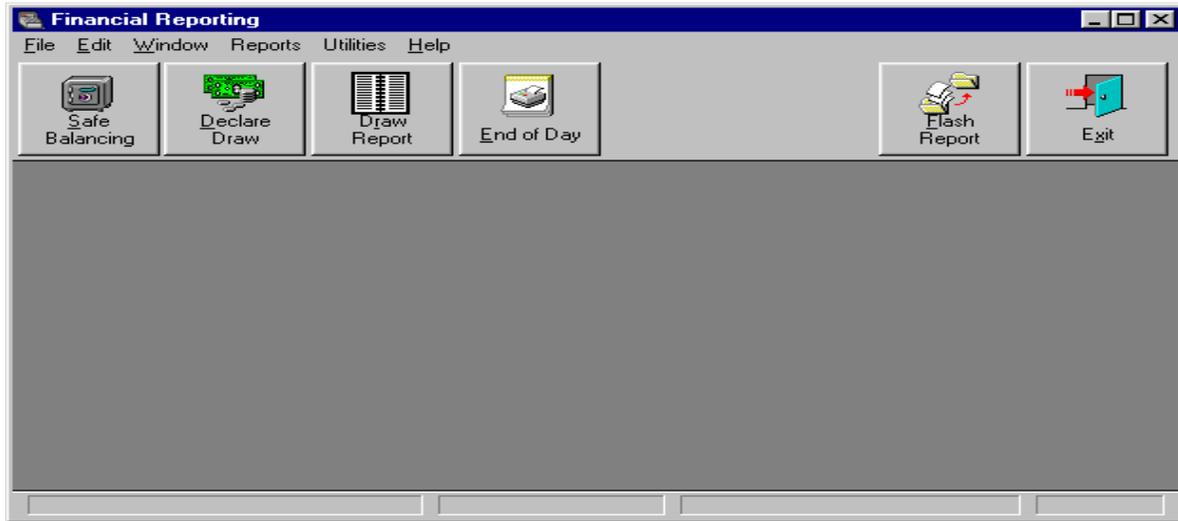
The Cash Control System provides a high degree of security via password protection by clerk on all functions available. Blind cash drawer balancing and extensive cash-up reporting provide superior cash control and accountability. Audit capabilities that exist provide individual cashier and department reporting as well as total store accountability including financial, department sales and hourly department sales. In addition, a comprehensive electronic journal is accessible in the Managers Functions menu in the Back Office file server.

In order to maintain a high degree of cash accountability, blind cash drawer balancing is available either at the POS at log-off or at the Back Office manager's station. This procedure allows the cashier to declare all media and type collected via input into the computer. Individual cashier and store financial reporting compares this information to the information processed and generates an over/short summary by cashier and store.

Productivity information includes; scan time, ring time, tender time and idle time. In addition the percentage of items scanned, key entered and voided items are also provided. The productivity functions are reported in the individual cashier and store sales report.

End of day reporting is accomplished via the Back Office manager's terminal. Management can select various closing options which will allow for the complete printing of individual cashier and department reports, consolidated store sales and department sales and hourly department totals. In addition history files for item movement, cashier and store sales history are built at this time. Both the cashier and store reconciliation report provide accountability of sales entered at POS versus cash declared at log-off for over/short analysis. Balancing equations provide for sales, TAX , loans, drops, bottle returns and media collected. Accuracy of reporting is insured based on the total store sales report, department sales report and hourly sales report. The total figures on each of these reports should agree to provide proper accountability.

All end-of-day financial reporting and individual cashier can be compiled and transmitted to the home office either directly or via the SCANPlus Multi-Site System.

A) DECLARING CASH
At the end of each shift the Clerk may declare all cash amounts in the till, checks, credit card receipts etc... This is done by selecting CASHUP Menu option 'A', DECLARING CASH. Declaring Cash will provide a method of blind balancing the clerks cash drawer against the Cash Draw Reconciliation report. This report will compare the amounts which the Clerk declares to the system amounts and report on any amounts, over or short.

CASHUP/REPORTS (Continued)

B) CLERK CASH DRAWER REPORTS
At the end of the shift or session, you may print out the Cash Draw Reconciliation and Department Report for any individual Clerk by Selecting Menu Option B. Simply select the cash draw for the Clerk you wish to print by entering the Draw ID. If you are not sure of the Draw ID, press <ENTER> and type in the ID of the Clerk. The scrolling table will start searching for the Clerk you wish to print reports for.   The CASH DRAW RECONCILIATION report balances the total of the taxable sales, non-taxable sales, discount amounts etc. against cash, checks, credit cards etc. The DEPARTMENT SALES report will provide a breakdown by department of the shift total sales.

C) FLASH REPORTING
Flash reporting provides a asnap-shot' of department sales for any or all POS terminals in the store.

D) FINANCIAL REPORTS
Provides a menu of all financial sales and department reports to include daily, weekly, monthly as well as sales history. The following reports are available under this reporting option:

TOTAL DAILY CASH	CASH NET SALES
TOTAL DEPARTMENT SALES	TOTAL DEPARTMENT SALES / COST
TOTAL DEPARTMENT SALES BY GROUP	DEPARTMENT PROFIT WEEKLY
DEPARTMENT PROFIT MONTHLY	HOURLY DEPARTMENT (SAM- 1 1 PM)
HOURLY DEPARTMENT (1 1 PM-SAM)	CLERK SHIFT ANALYSIS
REFUNDS BY DEPARTMENT	

E) INVENTORY SALES HISTORY
Provides extensive inventory reporting to include the following reporting
features:

ITEM SALES DAILY & WTD
ITEM SALES YTD
ITEM WTO/MTD ANALYSIS
MIX PACK ANALYSIS
UPC 2 ITEM SALES
ITEM SALES MTO
ITEM MARKDOWNS
ITEM MONTHLY ANALYSIS
ITEM GOING ON SALE
SCALE ITEM SALES

SET UP REGISTER
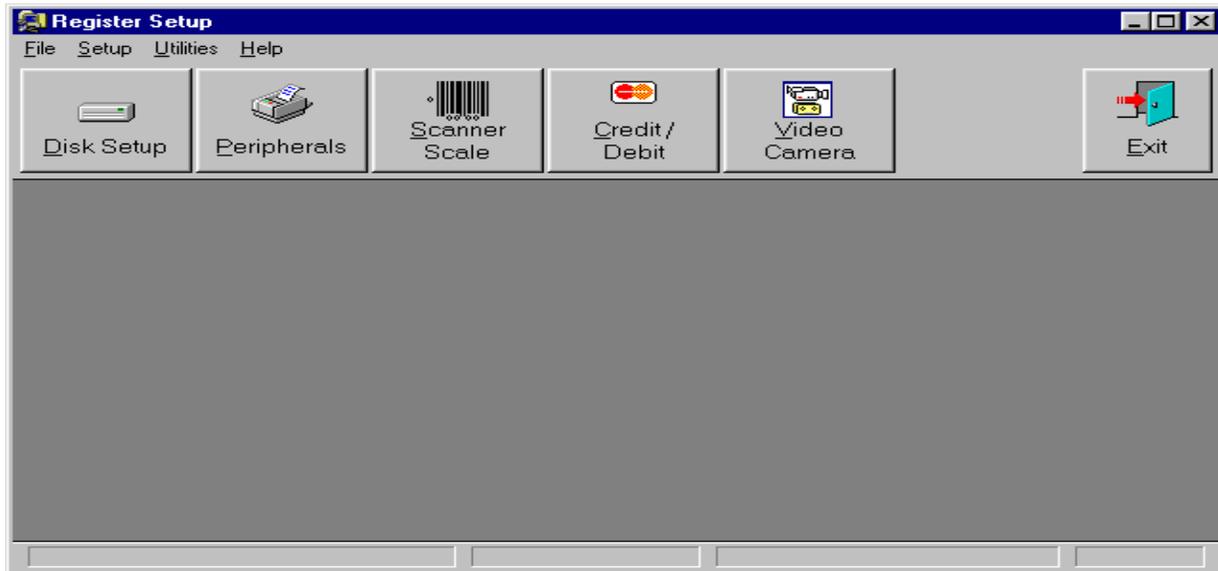
SET-UP REGISTER
This menu is included as part of the POS Module and allows for the set-up of and configuration of the POS terminal, including both hardware and software parameters.

Hardware options allow for the selection of peripheral devices such as printers, scanners, weight scales, POS keyboards, POS Displays, video cameras as well as network parameters and network drive configurations.

Software parameters include many of the standard cash register options such as, register numbers, beginning transaction as well as the options and parameters unique to the POS application.

SET-UP MASTER

SET-UP MASTER

This menu is included as part of the standard Back Office Module and allows for the set-up of and configuration of the File Server.

The parameters in this section allow for the configuration and location of the network files, number of terminals installed, tender limits, user defined tenders, receipt printer messages,tax tables and again some unique features available to the SCANPlus POS application.