SAM4s SPS 2000

Operator Manual

All specifications are subject to change without notice.

PM-SPS-2000 Manual Revision 1.15

CRS, Inc.
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Revision 2.0 - April 1, 2005

WARNING - U.S.

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

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ATTENTION

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

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

Contents

Introduction

SAM4s SPS-2000 Overview

Hardware

The SPS-2000 features a 12.1” color LCD touch screen and many popular off-the-shelf POS peripherals can be connected by way of serial communication ports. The SPS-2000 has no hard disk drive, instead running its built-in application software from on-board flash memory and storing data on non-volatile RAM.

Equipped with an LCD touch screen, the SPS-2000 resembles in appearance and application a PC-based POS terminal. However, unlike open-architecture PC-based terminals, the SPS-2000 cannot run other PC applications – it is only capable of running the bundled, built-in POS application.

Software

The built-in SPS-2000 POS application has considerable flexibility and can be configured for both retail sales and food sales in quick and table service environments

Like ECR programs, the SPS-2000 application program allows the reseller to configure the terminal to perform in a specific setting. After consulting with the merchant, the reseller uses S-Mode (secure) programs set to memory allocation, system configurations, key functions and locations, port assignments, passwords and other system settings. Then the P-Mode (program) is used to complete the end user program for the merchant with, price look-up (PLU) programs, messages, employees, taxes, and other system options.

Options

Each SPS-2000 ECR is configured with all options included. Each SPS-2000 has maximum memory, a card reader, SD memory card reader, and a rear display standard. No additional terminal options are available.

Safe Operation

- Do not locate your SAM4s SPS-2000 in a damp or wet environment. Avoid high humidity, direct sunlight and temperature extremes.
- Always plug your SPS-2000 into a grounded three-prong outlet. Never use two-prong adaptors or ungrounded outlets.
- Check to make sure the power outlet provides the correct voltage: (120V +/- 10%).
- Immediately disconnect the ECR from the power source in case of spilled liquid in the ECR, smoke, or strange smells. Call your authorized dealer for assistance.
- Do not operate the ECR with wet hands.
- Use a soft dry cloth to clean the ECR cabinet. Do not use wet clothes or solvents.
- Do not open the ECR case to attempt repairs. Dangerous voltages can cause shock. Service attempts by untrained personnel can cause unnecessary damage to your ECR.

ECR Power Requirements

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

About Power Conditioning Equipment

Surge Protectors and Power Conditioners

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

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

Ground Guard Conditioners

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

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

Uninterruptible Power Supplies (UPS)

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

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

Terminal Controls & Connections

Standard Magnetic Card Reader (MCR)

Front Panel Power Button
Press and hold the Front Panel Power Button to alternately shut down or activate the touch screen. Note that the main power switch is located on the bottom of the terminal in the right-rear corner. The front panel power button may be enabled or disabled in the S-Mode options program.

The Error light will flash during IRC communication

Front Panel Angle Adjustment

Set the position of the front panel support to adjust the angle of the front panel from 22° to 77°.

Rear Display

Standard Rear Display

SD Memory Card Slot

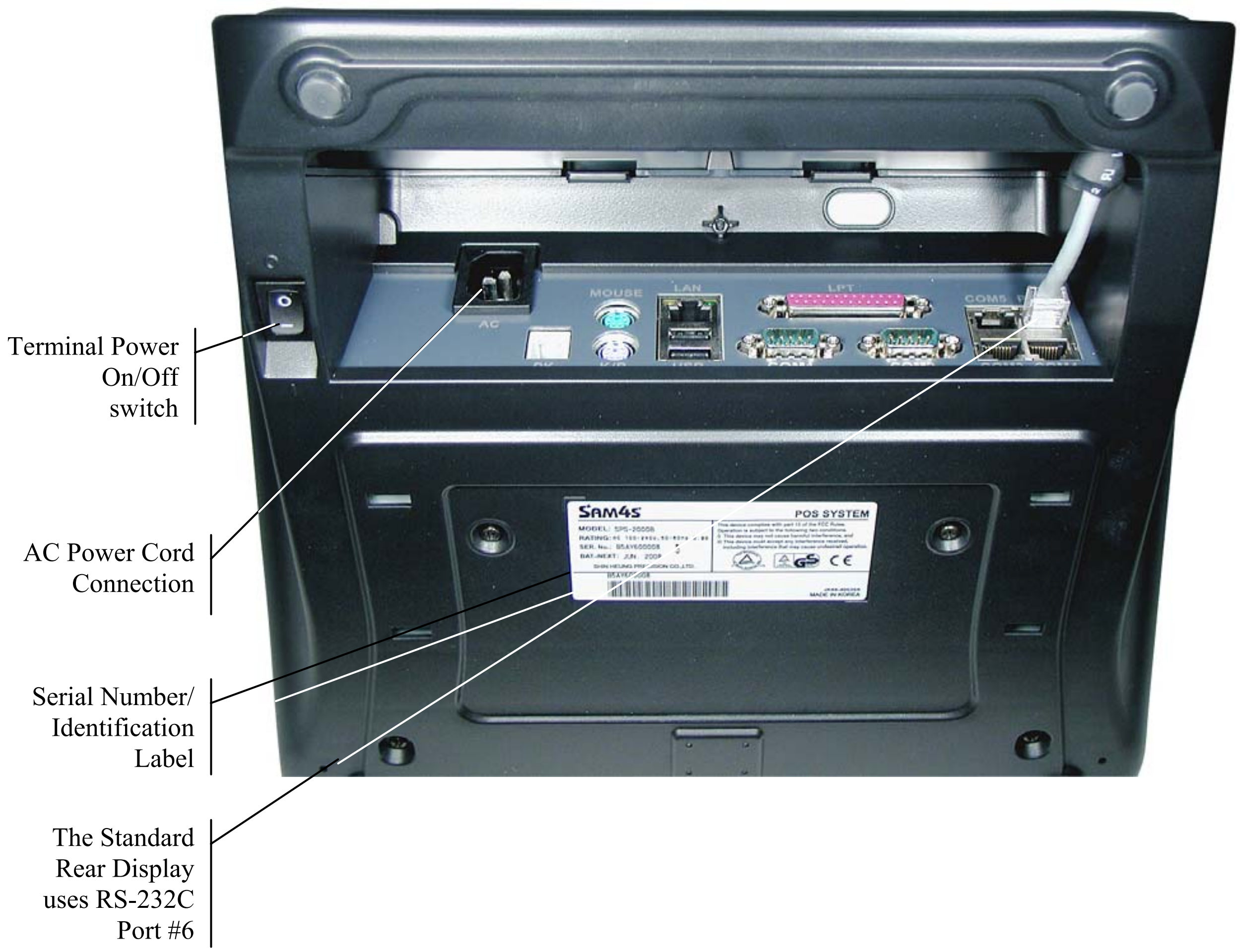
The SPS-2000 SD Memory Card slot can be used to:

- Load Application Program Updates
- Save/Load End User Program Settings
- Load Key Images
- Save Screen Captures

Connection Panel

Standard Terminal ports include:

- Cash Drawer Port (Supports 2-Drawers)
- LAN port
- Keyboard/Mouse Ports
- 2-USB Ports
- LPT Port (Parallel)
- 6-RS-232C Comm. Ports (2-DB9 Male/4-RJ45)

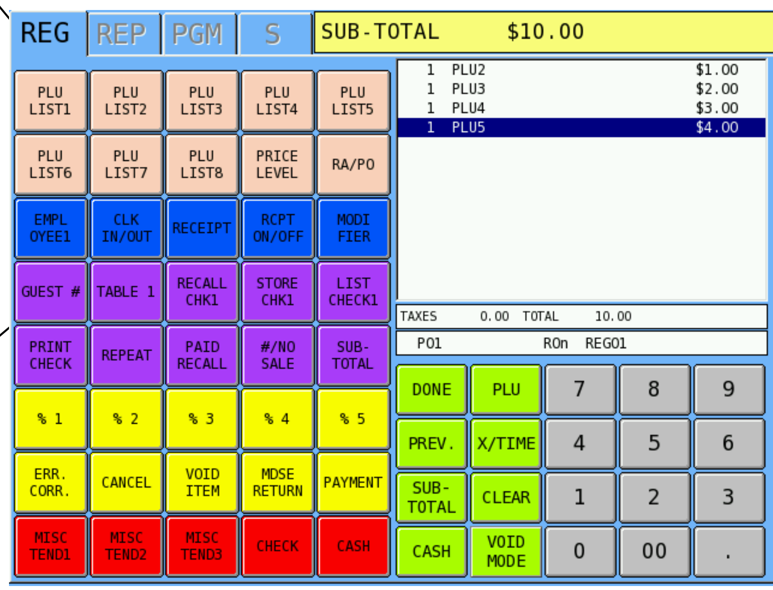


Getting Started

Default Screen Layout

Mode Tabs
Touch one of the four Tabs to control the SPS-2000 Mode:
REG = Registration
REP = Reports
PRG = Program
S = Secure Mode
A password may be required for access to **REP**, **PRG** & **S** modes.

Main Screen
Forty keys display on the main screen. Keys can be items/categories (PLUs) or functions. A total of 200 different screens (Keylinks) can be displayed to organize items or functions.



Message Line: Displays Error Messages, Clerk Identification & Transaction totals.

Transaction Detail is displayed here. If over 12 items are registered, a scroll bar displays.

Transaction Summary Line.

Status Line: Displays current Price level, Receipt on/off status & register #.

Fixed Keys
The 10-key pad, and eight essential function keys are fixed. *Fixed keys cannot be moved or changed.*

Custom Screen Layouts

After your authorized dealer prepares your SPS-2000 for installation, your main screen and keylink screens will look different. Each screen will contain the variety of item and function keys that you require. Your screens will be designed using the following capabilities:

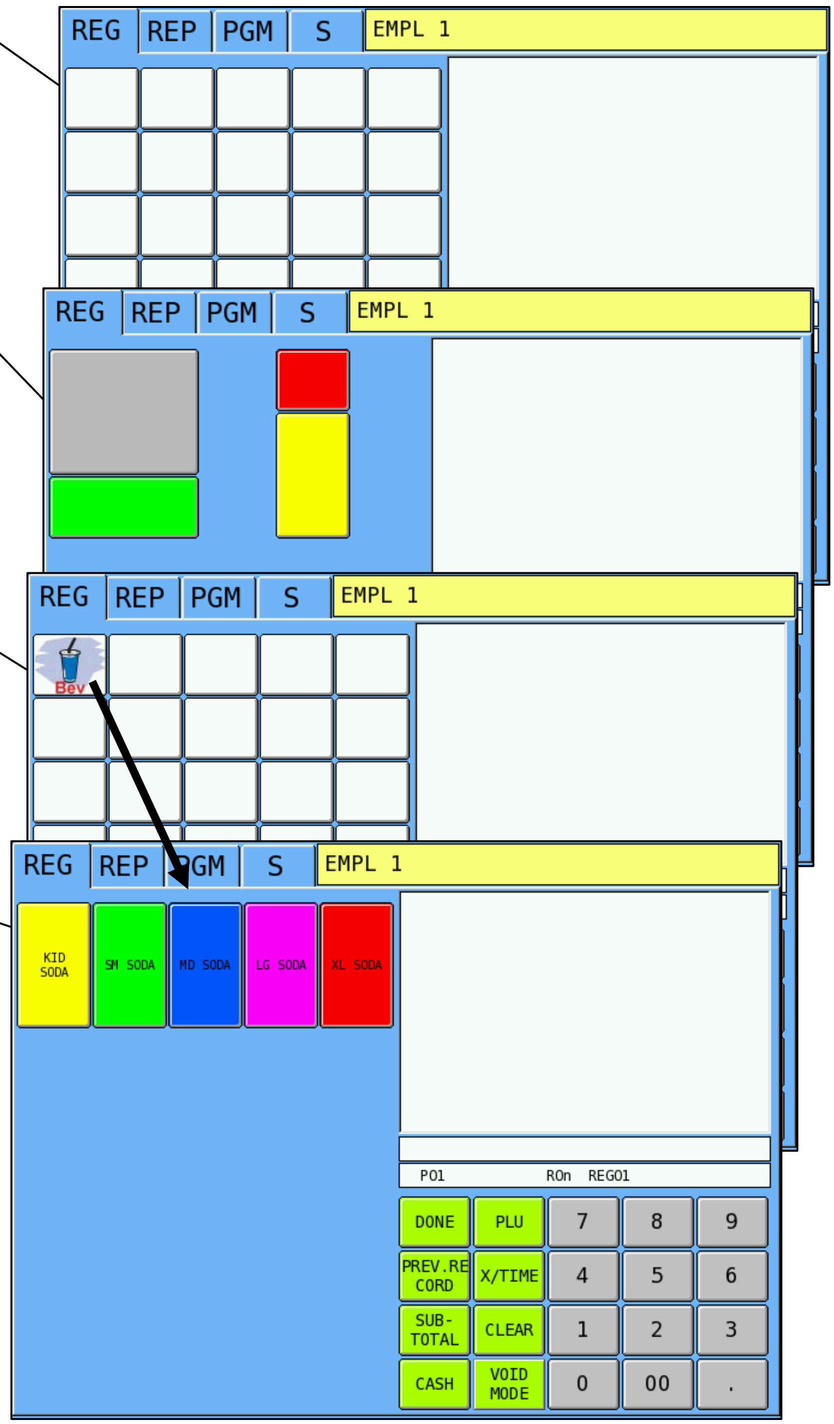
The Main Screen and each Keylink screen provide 40 single size key locations in a 5 x 8 matrix.

Large, wide and vertical keys may be used and unused locations may be eliminated.

Keys colors can be chosen from an 18-color palate.

Images may be used instead of text for key identification.

Keys may be set to open new screens (keylinks). In this example, the beverage key (above) is set to open a new screen offering 5-different beverage sizes



Screen Saver

A screen saver can be implemented; your authorized dealer can install a custom graphic image to display. Depending upon the setting, the screen saver will display after 1 to 99 minutes of inactivity.

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

Initialize/Re-boot

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

Here are some reasons you may want to initialize your ECR:

- The register is in an unknown state, and you wish to exit the current program or transaction without following normal procedures.
- You have performed a function that includes a compulsory activity, such as validating or printing, and you wish to bypass the compulsory activity.
- An initial clear may be necessary as part of servicing, or troubleshooting an SPS-2000 register or system.

Perform this procedure only as necessary. Contact your authorized SAM4S dealer first if you have questions about operating or programming your SPS-2000.

◆ To Initialize the SPS-2000, turn the main power switch off, then on again. The SPS-2000 will be ready for operation about 30 seconds after re-booting.

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

Function Key Definitions

Note that key descriptions are programmable. Key descriptions on your screen may be different than the function key name. For example, the "**%1**" function key may be programmed and labeled to operate as a store coupon key.

Key	Key #	Description
ADD CHECK	**013**	Use to add multiple guest checks (tracking balances or soft checks) for payment together. See "Combine Checks for Payment" on page 89. See "TRAY SUBTL" on page 23 to add separate transactions when you are not tracking balances.
CANCEL	**016**	Touch CANCEL to abort a transaction in progress. All current items are removed (voided).
CASH	**018**	Use CASH to finalize or tender cash sales. Change is computed when the amount of cash tendered is greater than the amount of the sale.
TIP DECLARE	**019**	Use to declare employee tips if you are not using the employee time keeping feature. (If you are using employee time keeping, you are prompted to declare tips when clocking out.)
CHECK	**021**	Use CHECK to finalize or tender check sales. Change is computed when the amount of the check tendered is greater than the amount of the sale.
CHECK CASH	**022**	Use the CHECK CASH key to exchange a check for cash outside of a sale.
CHECK ENDORSE	**023**	If compulsory check endorsement is set with the CHECK key, use the CHECK ENDORSE key to print the endorsement message after a check is inserted into the appropriate printer.
CLEAR	**024**	Use the CLEAR function to clear numeric entries or error conditions.
CONTINUE	**025**	Use to override the pop-up employee function after a transaction. Allows the employee to post an additional transaction without signing on again.
CURR. CONV. 1-5	**026-030**	Use to convert and display the value of the transaction in foreign currency. Only cash tender is allowed after touching a CURR CONV key. Change is calculated and issued in home currency.
TABLE DSP	**033**	Feature not currently available.
NEXT DOLLAR	**034**	Touch the NEXT DOLLAR key to tender an amount the next whole dollar above the sale total. For example, if the sale total were $2.52, then the NEXT DOLLAR key would automatically tender $3.00.

REPORT	**036**	You can print out reports from the REG tab using the REPORT key. Reports are generated by first entering the report code, then touching the REPORT key, i.e: [Report Code] [REPORT]. See "Report Function Key Report Code Structure" on page 143 in the appendix of this manual. Note: This feature is available on v2.00j or later software.
DONE	**037**	Touch the DONE key to exit a keylink screen and return to the main screen.
DRIVE THRU	**038**	DRIVE THRU is a subtotal function. Touch DRIVE THRU to record the amount of the transaction in the drive thru total on the financial report. Tax calculation can be changed to accommodate different tax rules for drive thru sales.
EAT-IN	**039**	EAT-IN is a subtotal function. Touch EAT-IN to record the amount of the transaction in the eat-in total on the financial report. Tax calculation can be changed to accommodate different tax rules for eat-in sales. Sales cannot be split between eat-in and take-out.
EMPLOYEE	**040**	The EMPLOYEE # key is used to sign on a cashier, clerk, server or employee.
EMPLOYEE (1-10)	**041-050**	The EMPLOYEE (1-10) keys can be programmed to sign on a specific employee when touched directly, without entering a code.
ERR.CORR	**052**	Touch ERR CORR immediately after an item to void that item.
FD/S SHIFT	**053**	Touch FD STMP SHIFT to shift the pre-programmed food stamp status of an item prior to its registration.
FD/S SUBTL	**054**	Touch FD STMP SUBTTL to display the total of food stamp eligible items registered in the current transaction.
FD/S TEND	**055**	Touch the FD STMP TEND key to tender Food Stamps after the display of the food stamp eligible subtotal. Depending upon function key programming, change less than $1 may be applied to any cash balance or issued as cash change.
GUEST #	**056**	Use to record the number of guests served by a transaction. The entry may be compulsory. The entry appears on receipts and the kitchen printer/KVS.
HOLD	**057**	Use to identify an individual item, or an entire transaction so that the designated items will not print/display at the kitchen printer/KVS at the current finalization. Items designated as "hold" items will display on the screen with an "H".
INACTIVE	**058**	Use to define an inactive key location.
LIST CHECK 1-4	**064-067**	Touch LIST CHECK (for the appropriate tracking file) to display a list of all open soft checks in the file.
DELIVERY	**069**	The **Delivery** function key is used to initiate a delivery transaction. When touched, the **Delivery** key opens the customer record screen. Here existing accounts can be opened, new accounts created, or existing accounts deleted.

PARK DELIVERY	**070**	The **Park Delivery** function key allows you to accept orders and hold them for preparation and delivery at a later time.
SERV DELIVERY	**071**	The **Serv Delivery** function key releases held parked orders for preparation.
MACRO 1 - 40	**077-116**	Use to execute one of forty possible preprogrammed key sequences. ($1, $5, $10, and $20 are the default preset tender keys for macros 1-4.)
MACRO #	**117**	Use to execute one of the forty possible macros by entering the macro number and touching the **MACRO #** key.
MDSE RETURN	**118**	Touch the MDSE RETURN key to adjust items inside or outside of a transaction.
MISC TEND 1-16	**119-134**	Touch a MISC TEND key to finalize or tender sales paid by various charges or other media. Tendering may or may not be allowed depending upon function key programming. (Charge is the default descriptor for MISC TEND #1)
MISC TEND #	**135**	Access any of the 16 possible miscellaneous tender functions by entering the tender number (1-16) and touching the **MISC TEND #** key.
MODIFIER 1-10	**136-145**	Preceding a PLU entry, a modifier key changes a digit of the PLU number, causing a different PLU to be registered. Modifier keys can be set to change any of the 14 PLU digit positions to any specified digit (0-9).
#/NO SALE	**147**	Use to enter a non-adding memo number during a transaction (# function) or use to open the cash drawer outside of a sale (no sale function).
P/BAL	**148**	Enter an amount, and then touch the Manual Previous Balance (P/BAL) key to use the simplest form of Charge Posting/Table Service. The P/BAL key may be used any time within a transaction. Transactions where the P/BAL key is used must be finalized with one of the STORE CHECK keys.
PAID OUT 1-5	**151-155**	Touch a PAID OUT key to remove cash, check or miscellaneous media from the drawer.
PAID RECALL	**156**	The PAID RECALL key is used to recall last x number of transactions, starting with the last transaction finalized. (X is determined in memory allocation.) Once recalled, a transaction could be reviewed (touch PAID RECALL again to view the previous transaction). To exit the paid order view, touch CLEAR.
%1 - %10	**157-166**	Ten discount keys (%1 - %10) are available to handle various kinds of discounts, markdowns and adjustments to items or transactions.
PLU	**167**	Enter the PLU code number and touch PLU to register a PLU.
PRICE INQ	**169**	Touch the PRICE INQ to display the PLU price without actually registering the PLU.
PRICE LVL 1-20	**170-189**	Touch a LEVEL key prior to a PLU entry to shift the price of a PLU to a different price set in PLU programming.

PRINT	**190**	Touch the PRINT function to send items that require special preparation to the kitchen printer (or KVS) before the sale is finalized. An item can be programmed as an auto grill item, requiring the PRINT key to be touched every time the menu item is sold. This function does not affect normal kitchen printer/KVS routing. The PRINT function also sends items in group sequence using the "meal order feature" available at version 2.02n or later. Items are given a meal order priority through group programming. Each time the PRINT key is touched, the next priority of items will be release to the kitchen printer.
PRINT CHECK	**191**	Prints the soft guest check (tracking file) that is currently displayed. The PRINT CHECK key may be programmed to store (service) the check automatically.
PRINT HOLD	**192**	Use to remove the "hold" designation from an item or order, so that the items and their instructions are now sent to the kitchen printer/KVS at finalization.
PROMO	**193**	Touch the PROMO key to void the price (the item remains) of an item. Can be used for 2 for 1 promotions. A PROMO count is available for each menu item.
QUIT	**195**	Touch QUIT to automatically sign off the current cashier/clerk.
RECEIPT ON/OFF	**196**	Touch RECEIPT ON/OFF to toggle the receipt function from on to off (versions before V2.01r) or touch [1] [RECEIPT ON/OFF] to turn receipt on or [2] [RECEIPT ON/OFF] to turn receipt off (versions 2.01r or later.) You must first have a receipt printer connected, identified to the register, and the print receipt automatically option (see General Printing Options) turned on. Key also controls report printing.
RECALL CHECK # 1-4	**197-200**	The check tracking system can maintain only balances (hard check) or entire transactions (soft check) in the register memory. Four different tracking files can be separated to maintain, for example: restaurant checks, call-in orders, delivery orders, and/or table balances. Touch one of the four RECALL CHECK # keys directly to begin a tracking transaction, or enter the tracking number and touch the RECALL CHECK # key to access the existing tracking balance.
RECD ACCT 1-5	**201-205**	Touch a RECD ACCT key to add cash, check or miscellaneous media to the drawer.
RECEIPT	**206**	Touch the RECEIPT key to issue a transaction receipt at the designated receipt printer.
REPEAT	**207**	Touch the REPEAT key to quickly re-order a set of items. When a check is recalled, simply touch the REPEAT key to automatically register all of the items registered at the previous posting.
SCALE	**208**	Touch the SCALE key to automatically display the weight from a scale connected to the register, or to manually enter a weight for extension.

SEAT #	**209**	Use to identify a specific seat (or person) within a transaction. Facilitates separate payment by seat, and identifies to the food preparation staff (through the kitchen printer/KVS) how to assemble meals. Seat numbers may be assigned at the time of entry or, if necessary, later in the transaction.
SPLIT ITEM	**211**	When like items are consolidated in a transaction you can move the cursor to the item and touch the SPLIT ITEM key to display the items separately, instead of in consolidated form, used normally to assist the items to seat allocation.
SPLIT PAY	**212**	Touch the SPLIT PAY key to divide the amount of a guest check into equal segments for payment by more than one person.
STOCK INQ	**213**	Touch the STOCK INQ key, and then enter (or scan) an item to view the stock status of the item. (The item must be a stock item to use this function.)
STORE CHECK 1-4	**214-217**	The check tracking system can maintain only balances (hard check) or entire transactions (soft check) in the register memory. Four different tracking files can be separated to maintain, for example, restaurant checks, call-in orders, delivery orders, and/or table balances. Touch one of the four STORE CHECK # keys to finalize a tracking transaction. (This function is equivalent to a *SERVICE* function.)
SUBTOTAL	**218**	Touch SUBTOTAL to display the message "SUBTOTAL" on the display. Although a running total is always displayed on the bottom of the screen, the SUBTOTAL key may be required before some functions, such as subtotal discount.
TABLE # (1-4)	**219-222**	Use to enter the table number of the check. If a table number is entered, the TABLE # key can also be used to recall the check.
TAKE-OUT	**223**	TAKE-OUT is a subtotal function. Touch TAKE-OUT to record the amount of the transaction in the take-out total on the financial report. Tax calculation can be changed to accommodate different tax rules for take-out sales. Sales cannot be split between eat-in and take-out.
TAX EXEMPT	**224**	The TAX EXEMPT can be preprogrammed to exempt specific taxes from a sale.
TAX SHIFT 1-6	**225-230**	Use to shift the preprogrammed tax status of an item. Touch before an item entry to make taxable.
CLK IN/OUT	**231**	Touch the CLK IN/OUT key to record start and stop work times for the registered employee. Hours worked are maintained by the time clock system.
TIP (1-3)	**232-234**	Use to enter a tip amount on a check.
TRANSFER CHECK (1-4)	**235-238**	Use to transfer one or all open soft checks form one server to another server. A transfer check receipt will print.

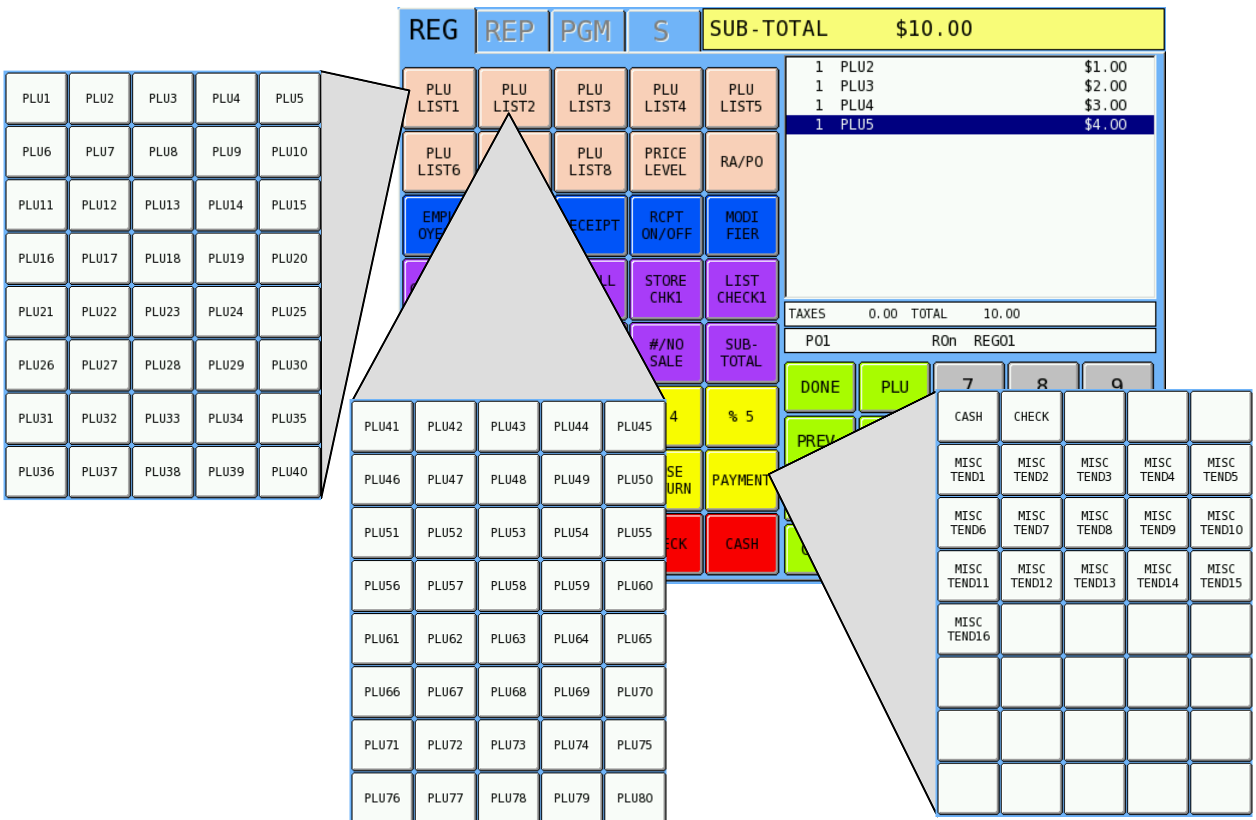
TRAY SUBTL	**239**	Touch the TRAY SUBTL key to finalize a transaction that will be paid later with subsequent transactions. See "ADD CHECK" on page 18 to add multiple soft checks for payment.
VALID	**240**	Touch VALID to initiate a single line validation. (A printer with validation capability must be connected to the system and programmed appropriately.)
VOID ITEM	**241**	Touch the VOID ITEM key to remove an item from a transaction. Locate the cursor on the item you wish to remove and touch the VOID ITEM key.
WASTE	**242**	Used to start and end entries of items that are wasted. A waste count is maintained for each item and inventory is adjusted.
FUNC.LIST#	**243**	Use to manually advance to a specific Key Link. Enter the Key link # (1-200), touch the FUNC.LIST# key.
X/TIME	**244**	Use the X/TIME key to multiply, to register split price items, or display the time in the REG mode.
STRING REPORT #	**245**	Use to execute string report from **REG** mode. Enter number of string report to execute. Manager password may be required.
PARK ORDER	**246**	Used in conjunction with a kitchen video system and the SERVE ORDER function key. Enter a number and touch PARK ORDER to park or "suspend" an order on the video monitor until the order is completely filled. In the case of a drive through order that cannot be completed when the customer arrives at the pick-up window, the operator would park the order until it was completely filled. The order would then be served or bumped by using the SERVE ORDER key.
SERVE ORDER	**247**	Used in conjunction with a kitchen video system and the PARK ORDER function key. Enter a number and touch SERVE ORDER to serve or bump the order from a video monitor. No video keypad is needed for this function.
KP ROUTING	**248**	The KP ROUTING key is used to override KP Time Period control. For example, a restaurant might normally operate two kitchens at one time and one kitchen at other times. In case the volume of business changes, the manager might want to control the KP routing manually. Also, a single item, or large order might be required to be sent to a different printer than normal. Select STAYDOWN or TRANS. POP UP. To operate, before the transaction, touch [1] [KP ROUTING] for period one or [2] [KP ROUTING] for period two.

SPLIT CHECK	**249**	The Split Check function provides another method of breaking down checks for payment. Note that this method works best when check numbers are not automatically assigned. Many programmers/installers will use the table number as the check number, and in this situation the feature works quite well. Place a “Split Check” key on the screen. Recall a check (table). Select the item you wish to place on a new check by touching the item on the display, then touching [Split Check]. Note that an asterisk (*) now displays next to the item. Continue to mark additional items to be assigned to a different check as necessary. Touch [Store Check]. The prompt will ask you to enter the number of the check you wish the designated items to be assigned to. Enter the check (table) number and touch OK. The original check with be stored automatically and the new check with the split items is open for storing or payment. If you wish to use the split check feature in applications where checks are automatically assigned, you must first open and store a new check. Make note of the check number. Then open the check from which you wish to split items from. Identify the items using the [Split Check] key as described above. Then when prompted to enter the number of the check where the selected items are to be assigned, enter the number of the new check you previously created.
ALPHA TEXT	**250**	Use to type a name or message that will be associated with a soft check. Touch the ALPHA TEXT key anytime after a check has been opened, then type a message (up to 15 characters) using the alpha keyboard overlay and touch **OK**. Multiple message lines can be entered. The message is saved and printed/displayed with the order. A system option controls whether the message is printed on the guest check.
NEW CHECK1-4	**251-254**	The standard recall check key allows a check to be opened if it does not already exist. This is excellent in hospitality tracking, however for account management credit may not so readily be given. Therefore when this button is programmed accounts are not opened automatically. A warning will indicate an account does not exist if an attempt is made to open using the recall check key. The new check button is used to open new accounts. The programmability for this key is automatically picked up from the status of the Recall check key.
PRICE CHANGE	**256**	This allows the pre-programmed price of an item to be changed. There are optionally programmed restrictions.
EFT FUNC.	**258**	When pressed (in REG Mode) a list of EFT functions display: *Open Batch*, *Close Current Batch*, *Close Batch with Debit*, *Gratuity Entry*, *Get Gift Card Balance*. See Authority Level Programming to restrict access to open/close batch functions. Note: available on software v2.00g or later.

Keylinks

The main screen provides 40 programmable locations. In addition to the main screen you can define 199 additional 40-location screens referred to as "Keylinks". (Note that the default program pre-defines the first 12 keylinks for PLU lists and various function lists.)

In the example depicted below, the PLU List keys and the Payment key open new Keylink Screens.



More About Keylinks

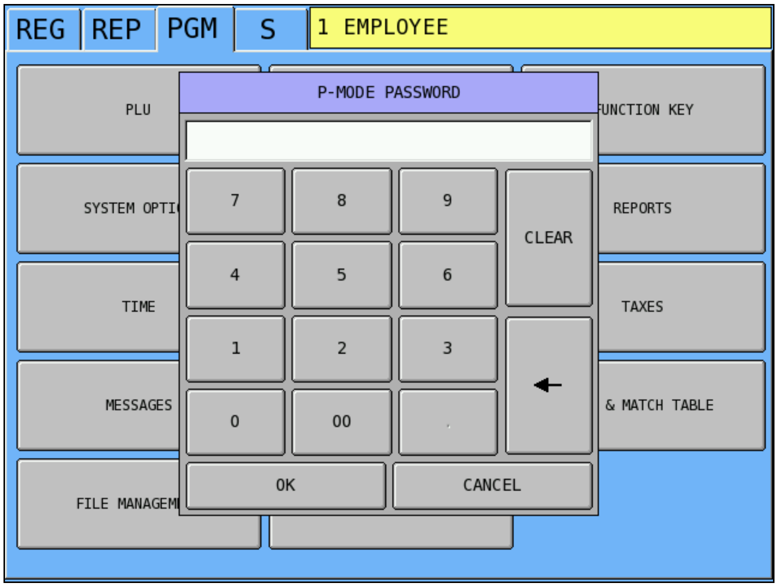
- Keylinks have multiple uses. Typically they will be used as menu screens containing like items such as entrees, appetizers or drinks or condiments. They may also be used to organize function keys such as discounts or payment keys.
- Keylinks can display any combination of PLU keys (menu items or condiments) or function keys such as % keys, media keys, etc.
- Keylinks can be opened (displayed) by touching a key on the Main screen or by touching a key on another Keylink. Keylinks can also be opened automatically after the entry of a PLU item (see PLU Programming).
- Keylinks can be programmed to remain open for unlimited entries, with the DONE key used to close the Keylink screen, or can be programmed to close automatically after a set number of entries are completed.

Passwords

The correct password is required to access Report Mode, P-Mode and S-Mode. Also, manager controlled activities can be completed only after the correct password is entered.

Password Notes

- Default S-Mode and P-Mode Passwords are: **2000**; the default Report Mode password is: **0000** (meaning no password entry is required to access this mode); the default manager password is: **9999**. You can set your own 4-digit passwords by selecting Passwords in **S** mode.
- Separate passwords for report levels (X and Z1-Z5) can be set in S-Mode System Option #7. Here the default password is also **0000**, meaning all report levels can be accessed without password entry.
- Authority Level option #40 (found in P-Mode/Employee) allows access to Report Mode, P-Mode and S-Mode without password entry. Employees (such as managers) linked to an authority level with this option selected, can conveniently access all modes without password entry.
- If an employee card system is used, and the MANAGER REQUIRED message displays, employees with manager status can swipe their card to complete the transaction. (Available at version 2.00s)



Error Messages

The SPS-2000 displays messages on the top line of the screen, immediately to the right of the function tabs. Note that each of the standard messages described below can be customized. Your program may display slightly different text messages.

AMOUNT REQUIRED

This operation requires an amount entry.

BAD VALUE

The number entered is incorrect for the task being performed.

BUFFER FULL

The buffer for soft check, hard check, or buffered receipt has reached capacity. For hard checks, the operator must touch the SERVICE key to print the items and clear the buffer. The operator must then pick up the previous balance again in order to continue with finalization. In a soft check environment, this message will appear when the check has reached capacity (maximum lines stored). The register will require the sale to be finalized with the option of printing a bill if required

BUSY

Destination register is busy (pre poll memory is in use). Requires a clear command from the P.C. or Register.

CASH DECLARATION REQUIRED

Cash declaration has been programmed as compulsory, and must first be performed before reports

CASH-IN-DRAWER LIMIT EXCEEDED

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

CHECK KEY POSITION

The key lock is in the wrong position.

CHECK# IS ASSIGNED AUTOMATICALLY

The operator has attempted to open a new guest check by assigning a check number. The register has been programmed to generate its own check numbers.

CHECK# REQUIRED!

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

CONDIMENT REQUIRED!

This PLU has been programmed to require a condiment entry.

CRC ERROR

An error has occurred in the block check sum while transferring data in IRC mode.

DUPLICATE!

This check already exists. May also apply to secret code programming.

ANALYSIS 1?/ANALYSIS 2?/ANALYSIS 3?

This operation is set for compulsory entry of one of the three analysis keys.

ENTER EMPLOYEE CODE

The employee is required to sign on before performing a task.

ENTER GUEST COUNT

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

ENTER SEAT#

Seat # entry required before operation can continue.

ENTER TABLE#

Table number entry is required to open a guest check, or begin sale.

ENTRY REQUIRED

The function selected from the WLU requires a numeric entry, i.e. a percentage for an open percent discount.

ERROR

General error message.

ERROR JAM

Receipt / journal printer jammed message.

GALLON AMOUNT REQUIRED

This entry involves a gallonage PLU, and requires an amount entry.

HALO OVER!

The amount entered exceeds the programmed HALO i.e. the task exceeds the maximum amount allowed.

ILLEGAL KEY SEQUENCE

The operator has used an illegal key sequence.

IN USE!

This guest check or clerk number is already open elsewhere in the system. This is also applicable when the floating clerk system is activated and the operator is in use on another terminal.

INACTIVE!

The key touched is inactive. This message also appears if VOID Mode has been disabled.

INPUT QTY

Quantity input is required for a condiment WLU

KITCHEN PRINTER FAILURE

The kitchen printer has failed to respond. Printing has been re-routed to the designated back-up printer is programmed.

MANAGER OVERRIDE REQUIRED

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

MANAGER REQUIRED

The manager password must be input to complete this operation.

MEMORY FULL

Memory is full.

NEGATIVE

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

NO CHECK #

This message appears when the system cannot find this guest check number.

NO DATA

PLU can not be found (does not appear in Register Mode). Usually associated with stock entry on an IRC system when the PLU exists in one terminal but not another. On the terminal where the PLU does not exist the message not found will appear.

NO DRAWER!

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

NO MANUAL ENTRY

Manual entry is not allowed (scale function).

NO PAPER

Slip printer is out of paper, appears when printing to a loose-leaf printer.

NO PLU!

The number entered is not a valid PLU. This message will also appear if a PLU number “built” using modifier keys recalls an invalid PLU number.

NONADD# REQUIRED

This operation requires the entry of a Non-Add number to fulfill the compulsory requirements.

NOT DISCOUNTABLE

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

NOT PROGRAMMED!

This key has not been programmed

NOT READY!

Remote printer is not ready for printing tasks.

NOT ZERO

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

OFF LINE!

IRC communications have gone off line.

OPEN DRAWER

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

OVERRIDE NOT ALLOWED

X-Mode override is not allowed for this operation.

P/BAL REQUIRED!

This register has been programmed to require a previous balance entry.

PAPER END

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

RANGE OVER

The number entered is out of range.

REMOVE PAPER

Validation is complete and the paper must now be removed.

SCALE FAIL!

The register is not able to find the scale.

SCALE REQUIRED!

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

SEQUENCE ERROR!

The preceding key sequence is not allowed.

SINGLE ITEM!

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

SUBTOTAL REQUIRED

The SUBTOTAL key must be touched before continuing.

SYSTEM ERROR

Normal Operation error.

TARE# REQUIRED

This PLU/scale item requires a tare weight entry.

TRAY SUBTOTAL REQUIRED!

This prompt appears while in a TRAY SUBTOTAL transaction. The operator must first touch the TRAY SUBTOTAL key before touching any tender keys.

VALIDATION REQUIRED!

This operation requires validation to complete the compulsory settings.

WASTE REQUIRED!

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

WRONG EMPLOYEE

The employee attempting to open this guest check is not the original person who started the guest check. Also appears when attempting to sign on a new employee without first signing the current employee off, if overlap employee is not programmed.

ZERO AMOUNT

The register has been programmed to not allow negative sales, and to consider a zero amount as a negative sale.

Basic Operations

Signing On/Off

Notes for Clerk Operation

- Choose between "Push Button", "Operating Code", "Employee Number” or “Fingerprint” for the employee sign on method. Clerks may also be signed on by MCR. (See "System Option Programming/General Function Options" in the *Program Manual.*)
- If you choose "Push Button" sign on, use any of the 10 direct employee keys to sign on by directly touching a key. (See "Keyboard Key Location" in the *Program Manual* to locate the appropriate functions.) You must also link a specific employee to each push button key. (To make these links, see "System Option Programming/General Function Options" in the *Program Manual*.)
- If you choose "Secret Code" sign on, use the EMPLOYEE key to sign on by code entry. (See "Keyboard Key Location" in the *Program Manual* to locate the appropriate function.) You must also program an operating code for each employee. (See "Employee Programming" in the *Program Manual.*)
- If you choose "Employee Number" sign on, use the EMPLOYEE key to sign on by employee number entry. (See "Keyboard Key Location" in the *Program Manual* to locate the appropriate function.) The employee number is the sequential number (i.e. 1-10) for each employee in the employee file.
- Fingerprint sign-on requires an optional DIGENT IZZEX FD 1000 Fingerprint identification device. Each employee fingerprint must be recorded in program mode. (Available in version 2.00s or later.)
- Employee operation can be stay down or pop up. (See "System Option Programming/General Function Options" in the *Program Manual.*)

Sign On by the Employee Key

When the register is signed off, the message line displays: SIGN ON REQUIRED.

1. Enter the employee number (use the operating code number of the sequential employee number, depending upon the program).
2. Touch **EMPLOYEE**. The employee name displays in the message line.

Sign On by Push Button Key

If your system is using individual push button employee keys:

- Touch the appropriate **EMPLOYEE** key. The employee name displays in the message line.

Sign On by Employee Card

If your system is using employee cards:

- Swipe the employee card. The employee name displays in the message line.

Sign On by Fingerprint

You can sign on by fingerprint if your system is using an optional DIGENT IZZEX FD 1000 Fingerprint identification device. (Available with version 2.00s or later.)

1. From the **REG** screen, enter the employee file number and touch **EMPLOYEE** key. The Fingerprints window displays.
2. Touch the employee's finger to scanner and touch **MATCH.**
3. The Please Wait message displays while the fingerprint is scanned. If the fingerprint matches, the sign on is completed; if the fingerprint does not match, an error message displays.

Sign On by Continue Key

If a CONTINUE key is present on your keyboard, you can sign on the same employee for the next transaction.

- Touch **CONTINUE**.

Sign Off

1. Enter "0".
2. Touch **EMPLOYEE**. The message line displays: SIGN ON REQUIRED.

   Or,

   Touch **QUIT** (if a **QUIT** key is present on your keyboard.)

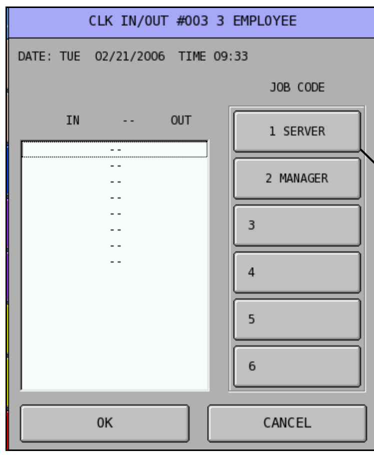
Clerk Interrupt

If allowed, a new employee can sign on while a transaction being processed by another employee is still in progress. Under the new employee, a new transaction can be entered and completed. When the employee processing the suspended transaction signs on again, the suspended transaction can be continued and finalized.

Clocking In/Out

Clock In

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



Job codes that are available for the employee are displayed.

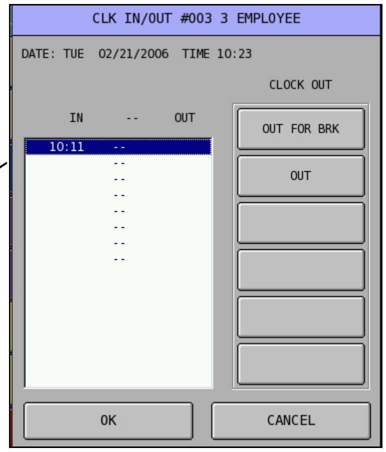
2. Touch the job code button for the job you are performing to clock in.
3. Touch **OK** to complete the clock in.

Note: Depending upon system programming, the employee may sign on with their employee number, or their employee clock in code. The employee clock in code may be different than the employee operating code.

Clock Out for Break

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

Clock in and out times for the day are displayed.



4. Touch the **OUT FOR BRK** key.
5. Touch **OK** to complete the clock in.

Clock In from Break

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

Clock Out for Day

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

Clock In/Out by Fingerprint

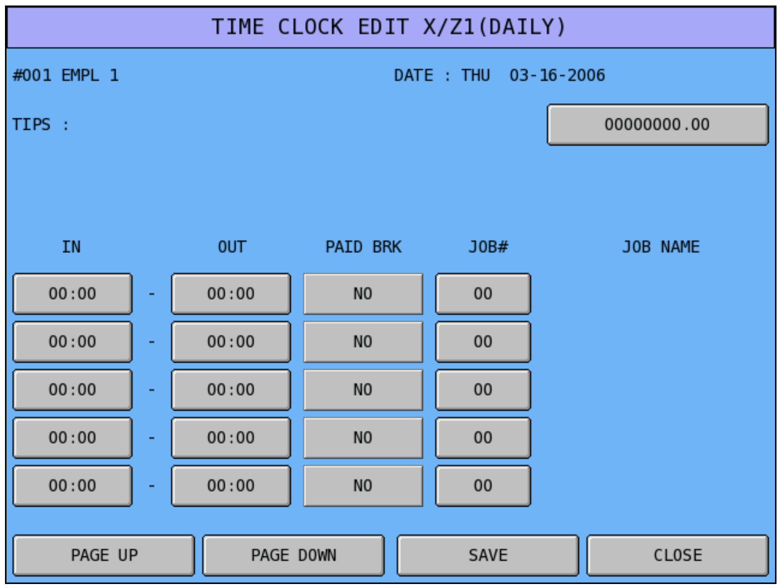
Fingerprint clock in/out requires an optional DIGENT IZZEX FD 1000 Fingerprint identification device. Each employee fingerprint must be recorded in program mode. (Available with version 2.00s or later.)

1. From the **REG** screen, touch the **CLOCK IN/OUT** key.
2. Touch the employee's finger to scanner and touch **MATCH.**
3. The Please Wait message displays while the fingerprint is scanned. If the fingerprint matches, the Clock In/Out screen for the employee is displayed; if the fingerprint does not match, an error message displays.
4. Complete the clock in by selecting a job code and touching **OK**.

Time Clock Edit

If an employee forgets to clock in or out, authorized persons can use the time clock edit function to correct or add time incorrect clock entries.

1. Select the **REP** tab. (Password entry may be required)
2. Touch **X MODE PGM** and then **TIME CLOCK EDIT**.
3. Select the period to be edited, **X/Z (DAILY) EDIT**, or periodic edits, if they are used.
4. Enter the Employee #, touch **OK**. The Time Clock Edit screen displays:

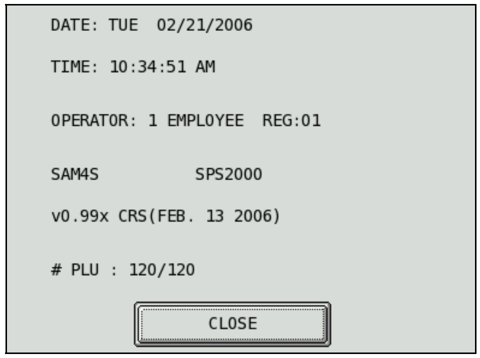


5. Touch the field to be corrected, and then enter the correct time and touch **OK**. Use the **PAGE UP** and/or **PAGE DOWN** keys as necessary to display all records.
6. When corrections are completed, touch **SAVE** to exit with changes saved.

Outside of Sale Functions

Time Display

- Touch the **X/TIME** key. The date, time, current operator, software version and PLU capacity display. Touch **Close** to exit.



Received on Account

1. Touch the **RECD ACCT** key.

   Note: After touching RECD ACCT, you must go directly to media functions, any other key will cause and error.

2. Enter media received:

   Enter cash received, touch **CASH**
   Enter checks received, touch **CHECK**
   Enter miscellaneous tenders received, touch the appropriate key

3. The transaction detail area of the screen keeps a running total of media received. Touch **DONE** to finalize.

Paid Out

1. Touch the **PAID OUT** key.

   Note: After touching RECD ACCT, you must go directly to media functions, any other key will cause and error.

2. Enter media paid out:

   Enter cash paid out, touch **CASH**
   Enter checks paid out, touch **CHECK**
   Enter miscellaneous tenders paid out, touch the appropriate key

3. The transaction detail area of the screen keeps a running total of media paid out. Touch **DONE** to finalize.

Registering PLUs/Items

Preset PLUs

- Touch a preset PLU to register an item.

Open PLUs

- Enter the price and touch an open PLU to register an open-priced PLU.

Code Entry Preset PLUs

- Enter the PLU code number and touch the **PLU** key to register then item.

Code Entry Open PLUs

1. Enter the PLU code number and touch the **PLU** key. The Amount Required window displays.
2. Enter the price and touch **OK**.

PLU Price/HALO Override

PLU override must be allowed. See individual PLU programming and also see **P** Mode System Options – General Function Options to set the global override option. Both options must be set to perform an override.

- Enter the override price and touch the PLU to override the preprogrammed price.

PLU Price Change

- In REG mode, the sequence: [PRICE CHANGE] [PLU] [PRICE] [PRICE CHANGE] will change the PLU price. The PLU flag "ALLOW PRICE CHANGE" controls this function.

Repeat

- After an item has been registered, touch the PLU again to repeat the item.

PLU Price Inquiry

Use the **PRICE INQ** key to check the price of an item without registering it.

1. Touch the **PRICE INQ** key.
2. Enter the PLU number and touch the PLU key. The item displays with the current price.
3. Touch the PLU key again if you wish to register the item.

Registering a Not Found PLU

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

1. Scan or enter a PLU that is not in the PLU file. The NOT FOUND PLU message displays.
2. Touch the **NOT FOUND PLU** key. The PRICE/HALO entry box displays.
3. Enter the price for the item, touch **ENTER**. The LINK STATUS entry box displays.
4. Enter the status link for the PLU, touch **ENTER**. The LINK GROUP entry box displays.
5. Enter the primary group link for the PLU, touch **ENTER**. The DESCRIPTOR entry box displays.
6. Use the alpha keyboard overlay to type the descriptor for the item, touch **OK**. The item is registered.

Price Level Shift

The current price level can be set by price level key, or automatically by the time of day or day of week. Price levels can be locked into a specific level (stay down) or they can return to a default level after being shifted to another level for a single registration (pop up). When price level keys are used, touch the appropriate price shift key prior to entering the PLU.

Scale Items

The SPS 2000 can be interfaced to an electronic scale, allowing direct entry of the item's weight by using the **SCALE** key.

Scale Program Notes

- See *P-Mode Programming*, *PLU*, *PLU Status Group*. The following options affect each PLU linked to a PLU status group.
  - ⇒ Option # 13: IS PLU SCALEABLE? If yes, the PLU may be registered only by multiplying a weight by the PLU.
  - ⇒ Option #14: AUTO SCALE ON THIS PLU? If yes, the weight on the scale will be automatically multiplied when the PLU is registered.
  - ⇒ Option #15: AUTO TARE# (0-20) If a tare is selected here, the preprogrammed tare weight will be subtracted from the scale weight when the PLU is registered.
- See *P-Mode Programming*, *Function Key* to set the **SCALE** Key attributes:
  - ⇒ MANAGER REQUIRED?
  - ⇒ ALLOW MANUAL ENTRY OF WEIGHT?
  - ⇒ INHIBIT TARE WEIGHT ENTRY?
  - ⇒ MANAGER REQUIRED FOR TARE ENTRY?
  - ⇒ TARE ENTRY IS COMPULSORY?
  - ⇒ WEIGHT SYMBOL : Y=kg/N=lb

Direct Sale Entry

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

Manual Weight Entry

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

Auto Tare Weight

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

Manual Tare Weight Entry

1. Place the item on the scale.
2. Enter the tare # and touch the **SCALE** key to display the weight less the tare.
3. Register the open or preset PLU.

Open Tare Weight Entry

1. Place the item on the scale.
2. Touch **20**. This will call for tare 20, which is an open tare.
3. Touch the **SCALE**
4. Touch the decimal [.], then the numeric **3**. This will enter a tare weight of 0.3 lb.
5. Touch the **SCALE** key.
6. Register the open or preset PLU.

Print Key

The **PRINT** key allows the operator to send items to the kitchen printer. Use the **PRINT** key (or label the key GRILL) to send items wouldn't normally go to a kitchen printer or send items that require special attention. All printer output made using the key is in addition to regular output.

To use the **PRINT** key function, touch the **PRINT** key before the first item and immediately after the last item to want printed for special attention.

1. Touch **PRINT**.
2. Enter the item and condiments or instructions.
3. Touch the **PRINT** key again to send the item & instructions to the printer identified on the **PRINT** key.

Note: The PLU Status Group flag #28 “Print on KP?” must be set to Y (yes) for items that are to be sent to a printer via the PRINT key.

The PRINT key also sends items in group sequence using the “meal order feature” available at version 2.02n or later. Items are given a meal order priority through group programming. Each time the PRINT key is touched, the next priority of items will be release to the kitchen printer.

Auto Grill Item

Some items may be programmed as "AUTO GRILL" so they will always be sent to the designated grill printer. The advantage of using auto grill is the item is sent to the printer immediately when the next item is registered, or when the **PRINT** key is touched. This allows for speedy service in quick service environments.

1. Enter the auto grill item and condiments or instructions.
2. Enter the next item or touch the **PRINT** key to send the item and instructions to the kitchen printer group identified in the PLUs status group at "K-GRILL GROUP #".

Promo

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

1. Register the items to be sold.
2. Touch **PROMO**.
3. Register the items to be promo'd.

Void of Promo Items

The promo item must be voided before the charged item. For example, if a hot dog and a promo hot dog are registered, the promo hot dog must be voided before the paid hot dog is voided. If more than one paid hot dogs are registered, the promo hot dog must be voided before the last paid hot dog is voided.

Waste

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

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

Price Inquiry

Use the **PRICE INQ** key to check the price of an item without registering it.

1. Touch **PRICE INQ**.
2. Touch the PLU item key on the screen or enter the PLU number and touch the **PLU** key.
3. Touch the PLU key again if you wish to register the item.

Food Stamp Shift

Note: Display (Yes or No) of food stamp eligible indicators is controlled by option #11 of System Option Programming – Tax Options.

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

Tax Shift/Tax Exemption

Note: Display (Yes or No) of taxable item indicators is controlled by option #5 of System Option Programming – Tax Options.

Excepting Tax from a Taxable Item

To except tax 1, touch **TAX SHIFT1** before registering the item; to except tax 2, touch **TAX SHIFT2**; to except multiple taxes, touch each of the appropriate tax shift keys before registering the item.

Adding Tax to a Non-Taxable Item

To charge tax 1, touch **TAX SHIFT1** before registering the item; to charge tax 2, touch **TAX SHIFT2**; to charge multiple taxes, touch each of the appropriate tax shift keys before registering the item.

Adding Tax to a Non-Taxable Item

To charge tax 1, touch **TAX SHIFT1**; to charge tax 2, touch **TAX SHIFT2**; to charge multiple taxes, touch each of the appropriate tax shift keys,

Excepting Tax on an Entire Sale

Taxes can be removed from an entire sale by using a pre-programmed **TAX EXEMPT** key or by pressing the appropriate tax shift key before tendering the sale.

Corrections & Voids

Clear

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

Error Correct

Touch the **ERR. CORR.** key to void the last item entered. Note that the **VOID ITEM** key may also be used to correct the last item entered.

Void Item

Use the **VOID ITEM** key to void an item previously entered in a transaction. To void a previous item:

- Touch **CLEAR**, touch **VOID ITEM**, and then touch or enter the item to be voided.

Or,

- Touch the item or condiment where it is displayed – note that the item touched is now selected and highlighted. Touch **VOID ITEM** to remove the item or condiment.

Note: If an item is voided, condiments associated with the item are also removed.

Cancel

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

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

Transaction Void

A VOID MODE key (key code #31) must be placed on the keyboard. Entry of the current time may be required before a transaction void sequence. See P Mode System Options/General Function Option #36. If time entry is required, the subsequent void operation will adjust the time report for the correct period. If VOID MODE is under manager control, entry of the manager password is required.

1. Touch the **VOID MODE** key. If required enter the manager password.
2. If required, enter the time of the original transaction, touch **X/TIME.**
3. Enter Items to be voided. Finalize the void sale using the appropriate tender.
4. If necessary, void additional transactions.
5. Touch the **VOID MODE** key again to exit void mode.

Merchandise Return

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

- ◆ Touch **MDSE RETURN**, and then enter the item to be returned.

Discounts/Coupons/Surcharges

The % (percentage) key is programmable and may be set up to handle a variety of discounts, surcharges or coupons. Up to 10 keys are available, each can:

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

Sale (Subtotal) Discounts

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

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

To deduct a preset percentage discount from a sale:

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

To deduct a coupon against a sale:

1. Register items.
2. Touch **SUBTOTAL**.
3. Enter the amount of the coupon.
4. Touch the **%** key.
5. Finalize the transaction.

To apply a "Do It" discount:

Note: This function allows the operator to accept a short tender as full payment for the sale. The amount short is automatically tracked in the discount key total.

1. Register items.
2. Touch **SUBTOTAL**.
3. Enter the amount of the tender, touch the **%** key.
4. Touch **CASH**.

Item Discounts

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

1. Register item.
2. Enter discount percentage. If the discount is fractional, use the decimal key. For example, enter **1 5 . 5** for a 15.5% discount.
3. Touch the **%** key.

To deduct a preset percentage discount from an item:

1. Register the item.
2. Touch the **%** key.

To deduct a preset percentage discount from an item entered earlier in the sale:

1. Touch the item or condiment where it is displayed – note that the item touched is now selected and highlighted.
2. Touch the **%** key.

To deduct a store coupon against an item:

1. Enter the amount of the coupon, touch the **%** key.
2. Enter or touch the PLU the discount is to be applied to.

Surcharges

To add an open percentage surcharge to a sale:

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

To add a preset percentage surcharge to a sale:

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

To add an open percentage surcharge to an item:

1. Register item.
2. Enter surcharge percentage. If the surcharge is fractional, use the decimal key. For example, enter **1 5 . 5** for a 15.5% surcharge.
3. Touch the **%** key.

To add a preset percentage surcharge to an item:

1. Register the item.
2. Touch the **%** key.

Totaling/Tendering

Cash

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

Check

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

Check Cashing

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

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

Miscellaneous (Charge) Tender

Up to sixteen miscellaneous tender keys are available for accepting various types of charges. Each key can be configured separately with maximum charge limits, tendering requirements/rules, tax exemption rules and validation requirements. Operation sequences will vary depending upon the situation. (See “Integrated Payment System Operations” below where an integrated electronic payment system is used.)

To accept a miscellaneous tender payment:

- Touch the **MISC TENDER** key, or (where allowed) enter the amount of the cash tendered and touch the **MISC TENDER** key. The register will display the change due.

Preset Tender

Macro keys can be programmed to execute preprogrammed amount tenders for common currencies such as $5, $10 or $20 cash.

Split Tender

Multiple payments can be recorded for a single transaction. Cash, Check, and/or Misc. tenders can be recorded in any order, as many times as necessary to pay the entire transaction.

Integrated Payment System Operations

Credit Transaction

1. Enter items.
2. Touch or tender into the appropriate **MISC TEND** key. The message “SLIDE CARD” displays.
3. Swipe card. The message “WAITING RESP.” displays until the card verification is complete.
4. When verification is complete, the draft is printed.

Debit Transaction

1. Enter items.
2. Touch or tender into the appropriate **MISC TEND** key (with debit function). The message “SLIDE CARD” displays.
3. Swipe card. The message “GETTING PIN.” displays. (At the PIN pad, the ENTER PIN message displays.)
4. At the PIN pad, enter the PIN and touch the **OK** key. The terminal now displays “WAITING RESP.” until the card verification is complete.
5. When verification is complete, the draft is printed.

Gift Card – Sale of Gift Card

1. Register the gift card amount into a PLU linked to a unique PLU Status Group with the gift card activate function.
2. Touch or tender into the appropriate tendering key. The message “SLIDE GIFT” displays.
3. Swipe the gift card. The terminal displays “WAITING RESP.” until the card verification is complete.
4. When verification is complete, the receipt and the draft are printed.

Gift Card – Add to Existing Card

1. Register the gift card amount to be added into a PLU linked to a unique PLU Status Group with the gift card addition function.
2. Touch or tender into the appropriate tendering key. The message “SLIDE GIFT” displays.
3. Swipe the gift card. The terminal displays “WAITING RESP.” until the card verification is complete.
4. When verification is complete, the receipt and the draft are printed.

Gift Card – Payment with Gift Card

1. Register a normal transaction. Touch the Gift Card Tender key (a miscellaneous tender key programmed with the gift card function.)
2. Swipe the gift card. The terminal displays “WAITING RESP.” until the card verification is complete.
3. When verification is complete, the receipt and the draft are printed.

Manual Card Entry

1. Enter items.
2. Touch or tender into the appropriate **MISC TEND** key. The message “SLIDE CARD” displays.
3. If card will not read, touch **CLEAR** once, the message “Enter Acct No” Displays.

4. Enter the account number and touch **OK** (or touch **CLEAR** again to abort the transaction.)
5. The "WAITING RESP." message displays and the transaction completes normally.

Electronic Payment – Merchandise Return

1. Complete the merchandise return transaction as you would a normal transaction. Touch **MDSE RTRN** prior to entering each returned item.
2. Touch the appropriate **MISC TEND** key. The message "SLIDE CARD" displays.
3. Swipe card. The message "WAITING RESP." displays until the card verification is complete.
4. When verification is complete, the draft is printed.

Electronic Payment – Void Transaction

Transaction Void allows a transaction to be voided from the batch and not reported to the cardholder statement.

1. Touch the **VOID MODE** key.
2. Enter items.
3. Touch or tender into the appropriate **MISC TEND** key. The message "SLIDE CARD" displays.
4. Swipe card. The message "ENTER AUTH CODE." displays.
5. Enter the authorization code printed for the transaction to be voided, touch **OK**.
6. The message "ENTER REF CODE" displays. Enter the Reference number from the transaction to be voided. Touch **OK**.
7. The message "WAITING RESP." displays until the transaction is found and the original record voided.

Foreign Currency Subtotal & Tender

1. Enter items
2. Touch the appropriate conversion key, which is pre-programmed with the exchange rate (for example, a Canadian Dollar may be worth $0.75 US.)
3. Enter amount tendered in foreign currency and touch **CASH**. Note that change is computed in home currency.

Food Stamp Subtotal & Tender

Food Stamp options include:

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

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

To complete a food stamp transaction:

1. Enter items. (Food stamp eligibility is pre-set for each item.)
2. Touch **FD/S SUBTL**. The total of items eligible for food stamp payment displays:
3. Enter food stamp tender amount, touch **FD/S TEND.**
4. Pay remainder due (if any) with **CASH**, **CHECK** or by one of the miscellaneous tender functions (charge).

Post-Finalization Procedures

Paid Order Recall

Touch the **PAID RECALL** key to view the previous transaction. Touch the **PAID RECALL** key again to view the next previous transaction. Up to 10 preceding transactions (depending upon memory allocation) may be viewed by repeatedly pressing the **PAID RECALL** key.

- Use the scroll bar, if necessary, to view the entire transaction.
- Touch **RECEIPT** if necessary to print a recalled transaction.
- Touch **CLEAR** to exit.

Receipt Issue

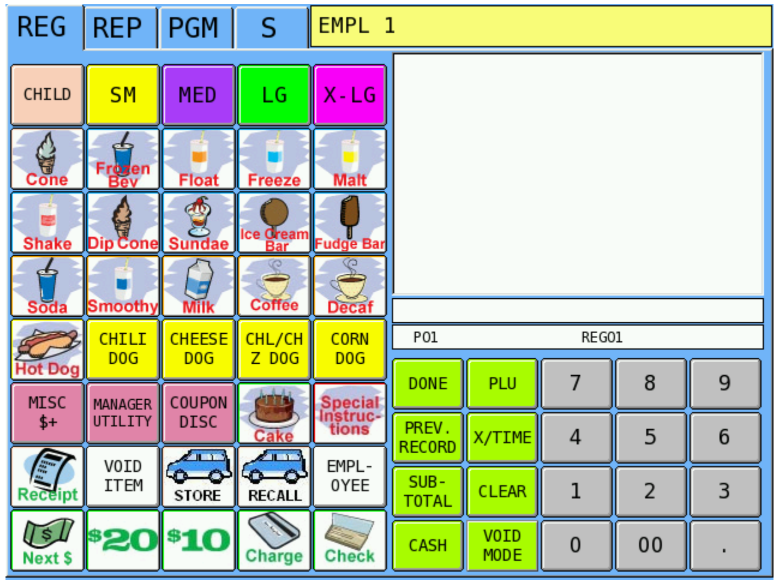
Touch **RECEIPT** to print a transaction receipt. If the issue of multiple receipts is allowed, touch **RECEIPT** a second time to print a receipt copy.

Validate

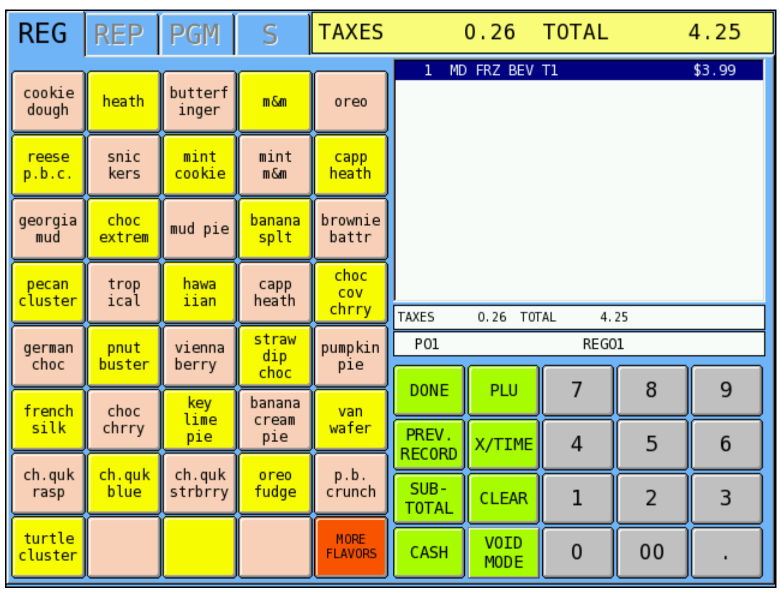
When a printer supporting single line validation is attached, insert paper into the printer and touch the **VALID** key to initiate the single line validation.

Quick Service Operations

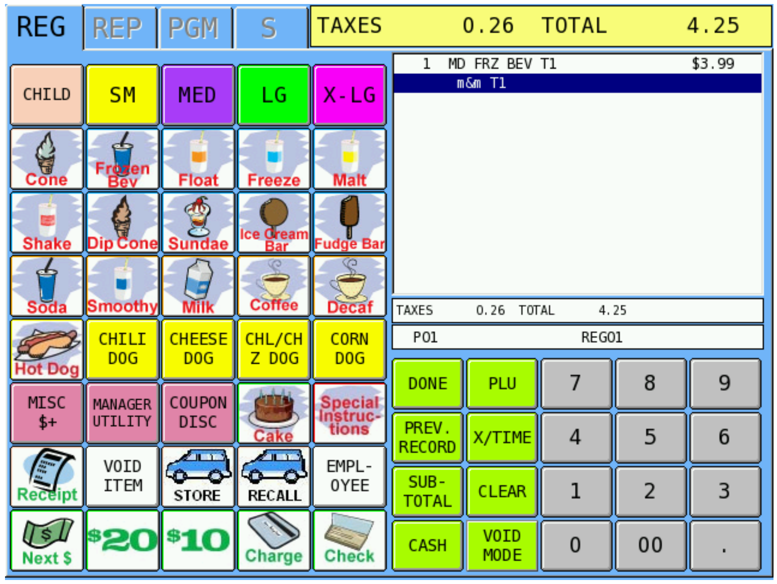
Typical QSR Keyboard



- **CHILD**, **SM**, **MED**, **LG** and **X-LG** are modifier keys. When items are sold in different sizes, touch a modifier before touching the desired item. For example, touch **MED**, and then touch **FROZEN BEV**.



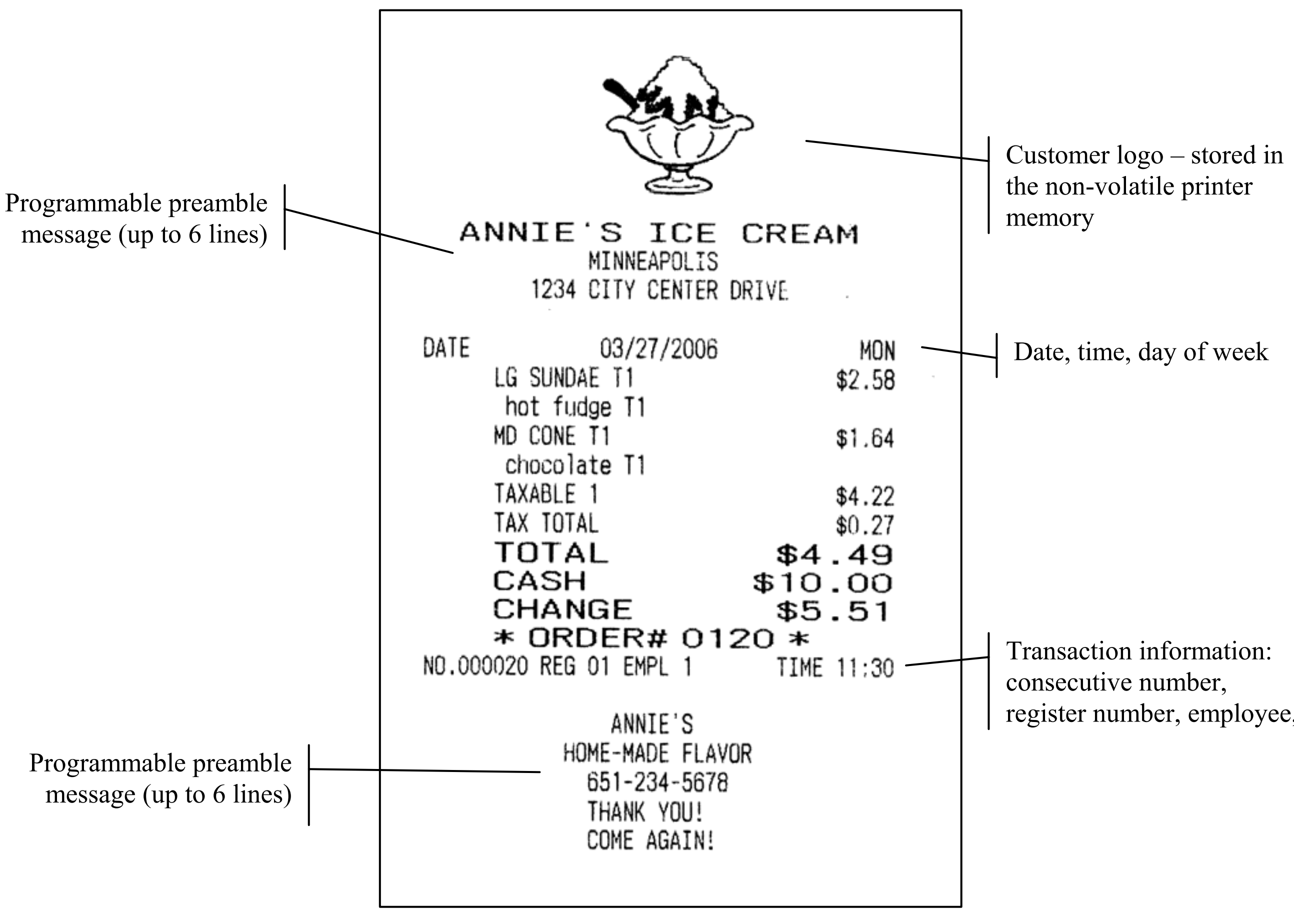
- When items are sold in different flavors, or with different options, registration of the item may trigger a new (keylink) screen. In this example, the frozen beverage is available in a variety of flavors. Touch the desired flavor to complete the item registration.



- After all options are selected, the completed item is displayed and the register is ready for another entry or finalization.

Sample Transaction Receipt

A SAM4s Ellix 20S thermal receipt printer generated the receipt shown here (actual size).



Drive Thru Operations

When drive thru operations are implemented,: **Drive Thru Store**, **Drive Thru Recall** keys, will appear on the screen. (The **Drive Thru Store** key is one of the Store Check function keys with the "auto check management" feature enabled. The Drive Thru Recall key is one of the Recall Check function keys with the "Drive Thru" feature enabled.)

Park Order and **Serve Order** keys may also be used in conjunction with a kitchen video system option.

Drive Thru Store

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

```
ANNIE'S ICE CREAM
MINNEAPOLIS
1234 CITY CENTER DRIVE

DATE          03/27/2006          MON
CHECK#                              3
     2 X          @1.62
     CHILI DOG T1                $3.24
     MD SUNDAE T1                $2.25
      chocolate T1
     LG MALT T1                  $3.99
      raspberry T1
     TAXABLE 1                   $9.48
     TAX TOTAL                   $0.62
     TOTAL                      $10.10
     DRV-THR STORE              $10.10
     * ORDER# 0123 *
NO.000023 REG 01 EMPL 1     TIME 11:33

ANNIE'S
HOME-MADE FLAVOR
651-234-5678
THANK YOU!
COME AGAIN!
```

Drive Thru Order Number

Drive Thru Recall

1. Press the **DRIVE THRU RECALL** key
2. Add or void items as necessary.
3. Finalize the transaction with **CASH**, **CHECK** or one of the miscellaneous tender (charge) functions.

***Note**: Items added after recall are shown below the dotted line*

```
ANNIE'S ICE CREAM
MINNEAPOLIS
1234 CITY CENTER DRIVE
DATE          03/27/2006          MON
DRV-THR RECALL                     #3
  2 CHILI DOG T1                 $3.24
  1 MD SUNDAE T1                 $2.25
     chocolate T1
  1 LG MALT T1                   $3.99
     raspberry T1
--------------------------------------
  1 FUDGE BAR T1                 $1.69
    TAXABLE 1                   $11.17
    TAX TOTAL                    $0.73
    TOTAL                       $11.90
    CASH                        $20.00
    CHANGE                       $8.10
    * ORDER# 0123 *
NO.000024 REG 01 EMPL 1     TIME 11:33
ANNIE'S
HOME-MADE FLAVOR
651-234-5678
THANK YOU!
COME AGAIN!
```

Drive Thru Order Number

Drive Thru Park

Enter a number and press **PARK ORDER** to park or "suspend" an order on the video monitor until the order is completely filled. In the case of a drive through order that cannot be completed when the customer arrives at the pick-up window, the operator would park the order until it was completely filled. The order would then be served or bumped by using the **SERVE ORDER** key.

Drive Thru Serve

Enter a number and press **SERVE ORDER** to serve or bump the order from a video monitor. No video keypad is needed for this function.

Alpha Text

The Alpha Text key can be used to type a name or message that will be associated with a stored order (soft check). Press the **ALPHA TEXT** key anytime after an order has been opened, then type a message (up to 15 characters) using the alpha keyboard overlay and press **ENTER**. The message is saved and printed/displayed with the order.

Training Mode

An employee file can be created and designated for training purposed. Sign on the designated training employee. The message "*****TRAINING*****" display on the screen and print on the receipt (if a receipt printer is attached and programmed).

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

Training Mode Program Notes

1. Designate an employee file to be used for training. Set the P Mode Employee Option for that employee to "Training Mode" = YES.
2. Refer to P Mode System Options/Training Mode Options select printing, drawer and other training related options.

SPS-2000 Delivery System

Delivery System Features

- Customer records (called "Delivery Tables") are stored in the SPS-2000 memory. The number of Deliver Tables is defined in memory allocation (each requiring 660 bytes), with a maximum of 9999 records.
- Eleven customer information fields are stored for each delivery table.
- Orders are tracked by assigning one of the four available tracking files to hold delivery orders
- The **Delivery** function key is used to initiate a delivery transaction. When touched, the **Delivery** key opens the customer record screen. Here existing accounts can be opened, new accounts created, or existing accounts deleted.
- The **Last Purchase** function is available from the delivery customer record screen. Touch the **Last Purchase** key to view a record of the last 48 items purchased by the delivery customer. The items are viewed under three tabs, each listing up to 16 items. Items viewed here can be quickly selected and reordered.
- The **Park Delivery** function key allows you to accept orders and hold them for preparation and delivery at a later time.
- The **Serv Delivery** function key releases held parked orders for preparation.

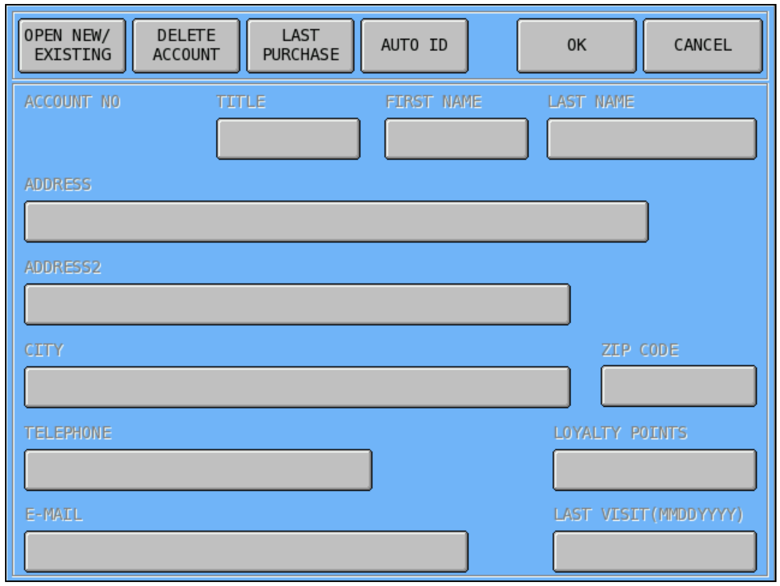
Delivery Related Programs

- Set the number of delivery tables: S/Memory Allocation/Option #33.
- Use tracking file #1 for delivery tracking: S/System Options/Option #21.
- Set Tracking files as you would any in other tracking system:
  - Set the register number that holds check tracking data and the register that hold back-up data (S/System Options/Option s#10 & 11 -- for single register systems, just set the register number.)
  - Set Memory Allocation for number of lines per check and maximum number of checks (S/Memory Allocation/Options # 11 & 12). Be certain that the number of tracking files available exceeds the number of delivery tables Allocated
- Use the Key Relocation program to assign function keys as necessary: **Delivery** (function key code #069); **Park Delivery** (function key code #070); **Serv Delivery** (function key code #071).
- Use the Key Relocation program to assign **Store Check 1**, **Recall Check 1**, and **List Check 1** function keys. Use the default options for the **Recall Check 1** key, do not enable drive thru, set "assigned by register" to No, and set the length of Check# in Digits" to 00.

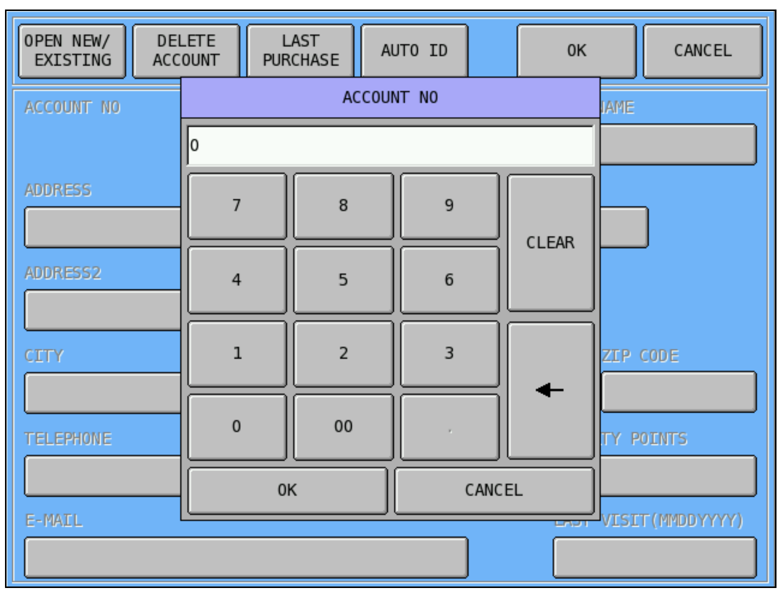
Delivery Operations

Entering a Delivery Transaction

1. Touch the **Delivery** key to initiate a delivery order. A blank customer record screen displays:

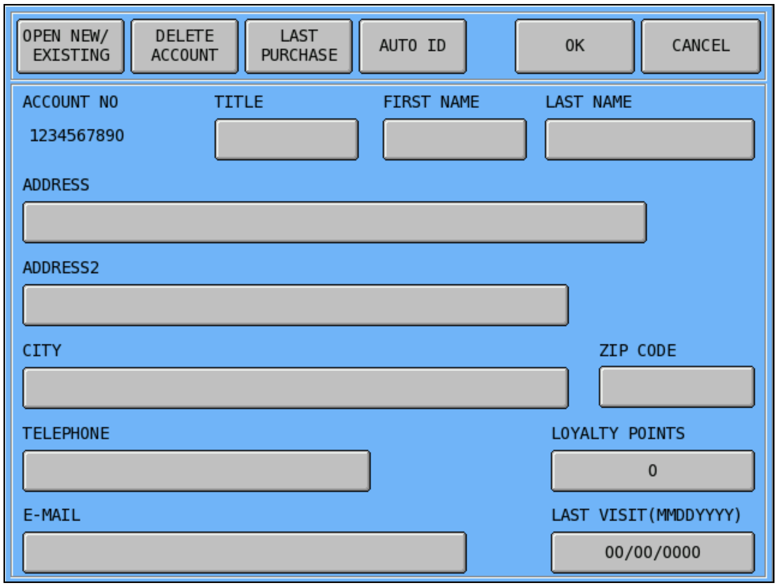


2. Touch the **Open New/Existing** key.



3. Enter the customer account number (up to 10 digits – in most cases the customer telephone number with area code will be used) and then touch **OK**.

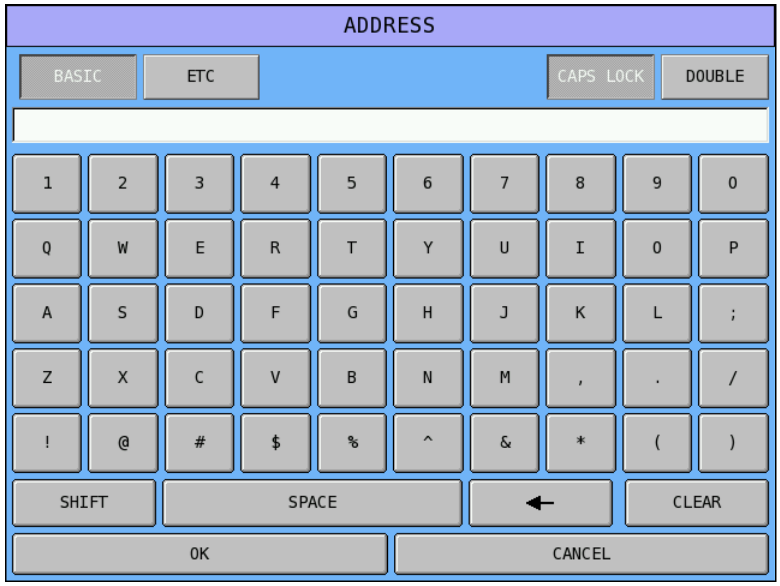
4. If the number entered is a new account, a blank record screen will display with fields open for entry.



Each field will store information as shown below:

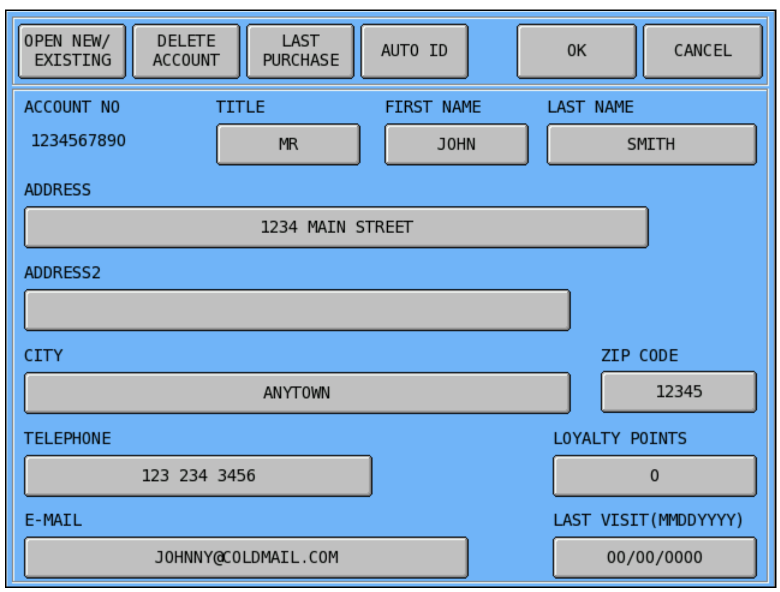
Field	# Characters
Account No	9
Title	12
First Name	12
Last Name	20
Address	40
Address 2	30
City	30
Telephone	15
E-mail	30
Zip Code	12
Birth Date	8 (mmddyyyy)
Loyalty Points	Not currently used
Last Visit	Displays last date of activity for this account

Touch the field you wish to update.



Enter alphanumeric field data (see field size information) and touch **OK**. Information entered for the new customer will be stored under the account number.

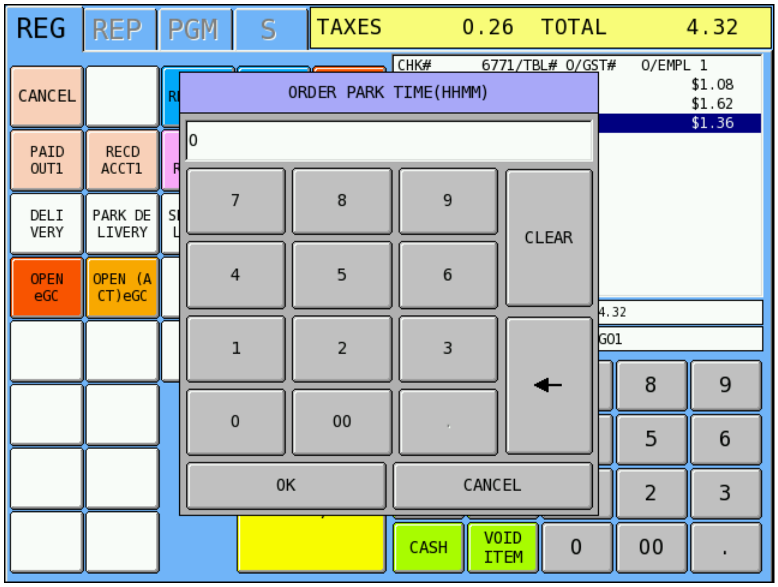
5. If the customer account number is an existing account number, information for the customer will display:



6. After customer information is recalled or entered, touch **OK** to begin an order. (A check will open a check with the customer account number as the check number.)
7. Register the items for the customer.
8. Touch **Store Check 1**.
9. Requisitions will be directed to the kitchen printer (if used). Deliver the order when compete. When the delivery person returns with payment, pay the check by using the **Recall Check 1** key and entering the appropriate payment.

Parking an Order for Delivery at a Later Time

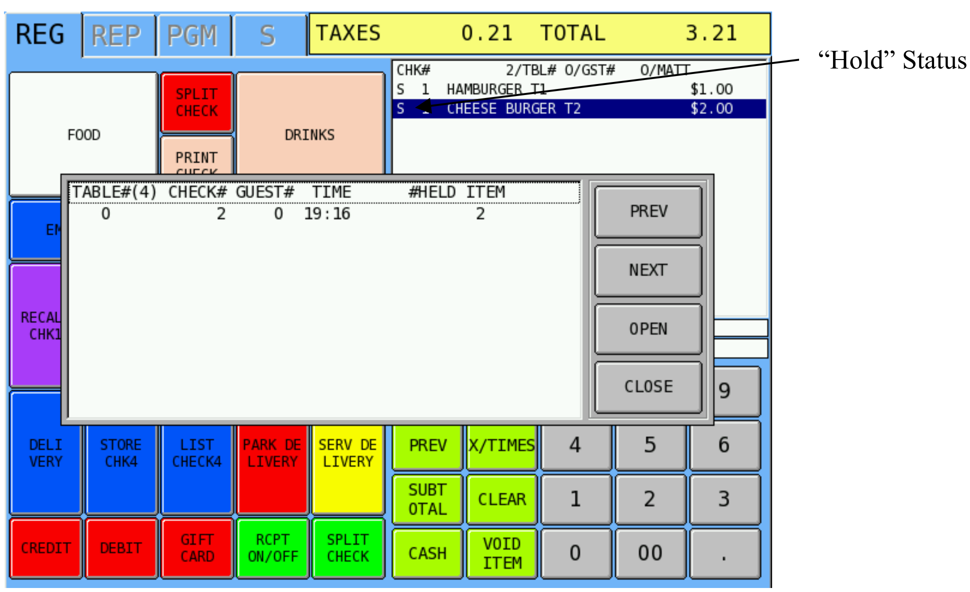
1. Enter a delivery transaction as described in 1-7 of “Entering a Delivery Transaction” on page 59. Do not touch the **Store Check 1** key at this time, instead touch **Park Delivery**. You will be prompted to enter the order park time.



2. Enter the time *preparation for the order should begin* in 24-hour (HHMM) format and then touch **OK**.

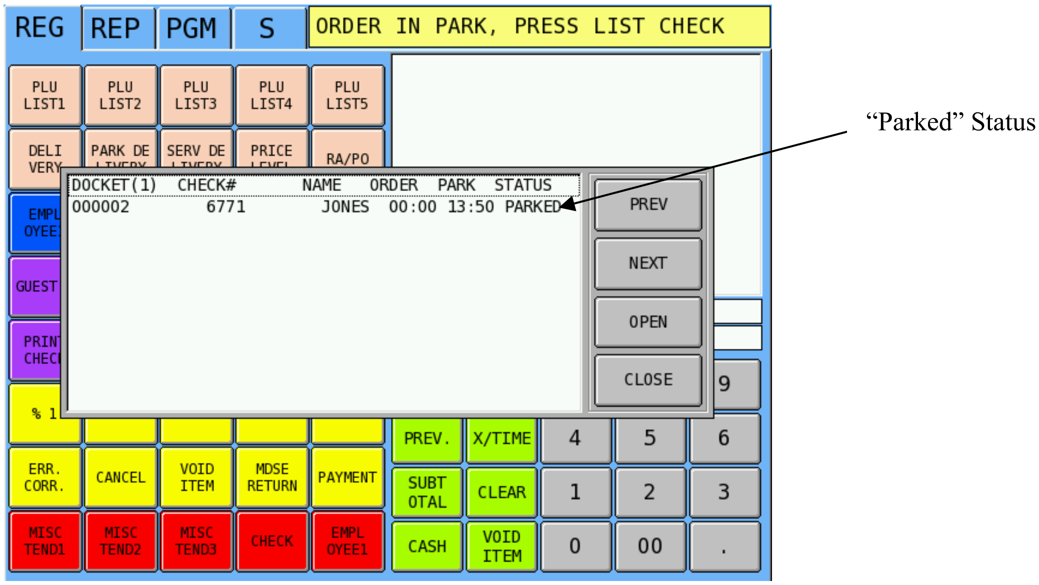
3. Touch the **Store Check** function key. Items will automatically be held (S) and not routed to kitchen printers. Touch to **CLOSE** to close the check.

Note: Before v2.00x, held checks were marked with an (H).



4. When the time set for the parked order is reached, the message: "Order in Park, Press List Check" message will display. The error tone will sound every 15 seconds, providing a prompt for the operator to release the order for preparation.

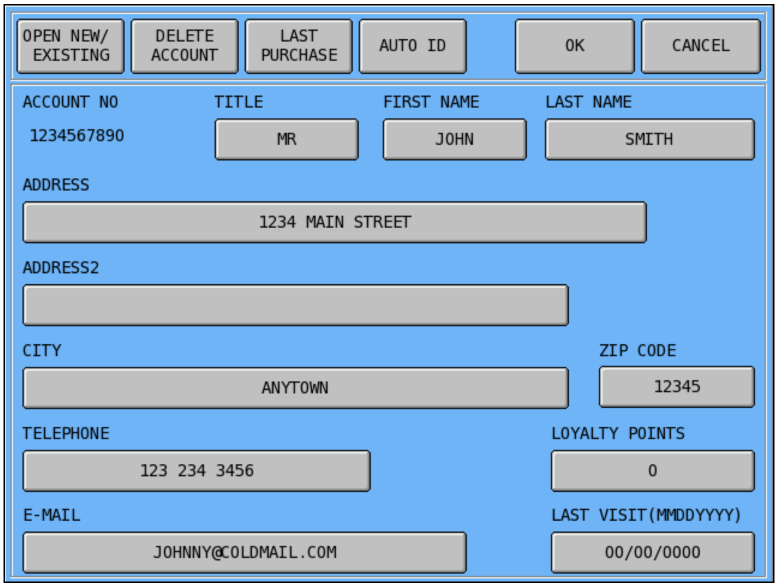
   Press the **List Check** key to display a list of open checks (there may be more than one) with the check status indicated:



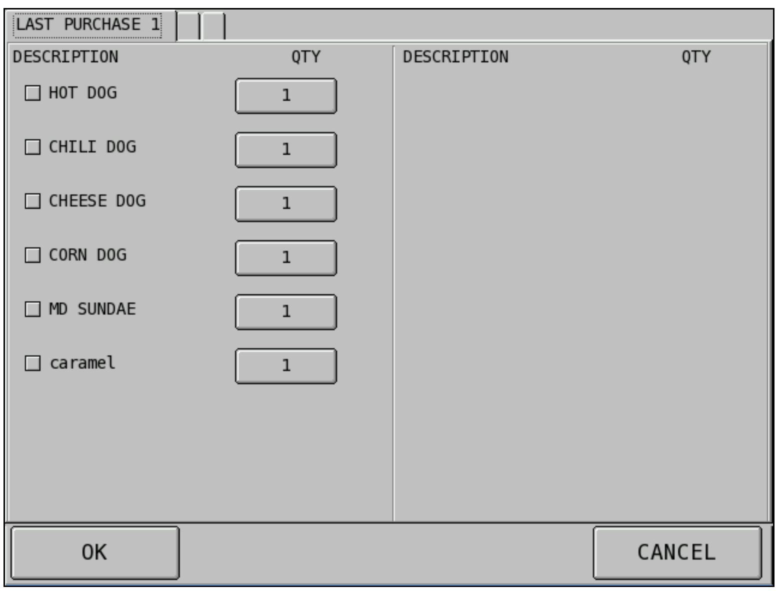
5. Touch he "parked" order you wish to release for preparation, touch **OPEN**.
6. The customer record screen will display, allowing the operator to verify the customer. Touch **OK**.
7. The stored customer order will display (note hold status (H) for each item is still displayed.) Touch **Serv Delivery.**
8. Touch **Store Check 1**.
9. Requisitions will be directed to the kitchen printer(s) (if used). Deliver the order when compete. When the delivery person returns with payment, pay the check by using the **Recall Check 1** key and entering the appropriate payment.

Viewing/Re-Ordering from the Last Purchase Screen

1. Begin or recall a customer account (see “Entering a Delivery Transaction” on page 59 and follow steps 1-5).



2. Touch the **Last Purchase** key.



3. The last 48 items ordered by this customer will display. If more than 16 items are in the record, items can be viewed by pressing the Last Purchase 2 or Last Purchase 3 tabs. If you wish to re-order an item(s) viewed on the Last Purchase screen, select the item(s) (a check mark will display for the item) and touch **OK**. The item(s) will automatically register on a new order for the customer.

Guest Check Operations

Overview

The *SPS 2000* can employ a manual previous balance, hard check, or soft check system. If manual previous balance is selected, the check balance is not saved in memory and is input manually by the operator (use the manual previous balance key). If a hard check system is selected, only the previous balance is maintained in memory. If a soft check system is selected, the check detail is kept in memory until the check is paid. (After a check is paid, check detail is available only through the **PAID RECALL** function, if it is implemented, or the closed check file, if it is implemented.)

For hard or soft check operations, the following tracking options are available:

1. Tracking by manually entering the check number. (The number of digits in the check number may be set from 0-10, with zero meaning no fixed length.) Table number entry may be required.
2. Tracking by automatically assigning a check number. Starting check numbers can be set for each register in the system.
3. Tracking by Table Number, where a check number is also assigned. Multiple checks may be assigned at the same table.

In cases 1 & 3 above both a check # and a table # are connected to a balance. The balance can be recalled either by the check number, or by the table number. (If there are multiple checks at the same table, an attempt to recall by table number will result in a screen listing the open checks at the table. The operator may then select one of the checks to open.)

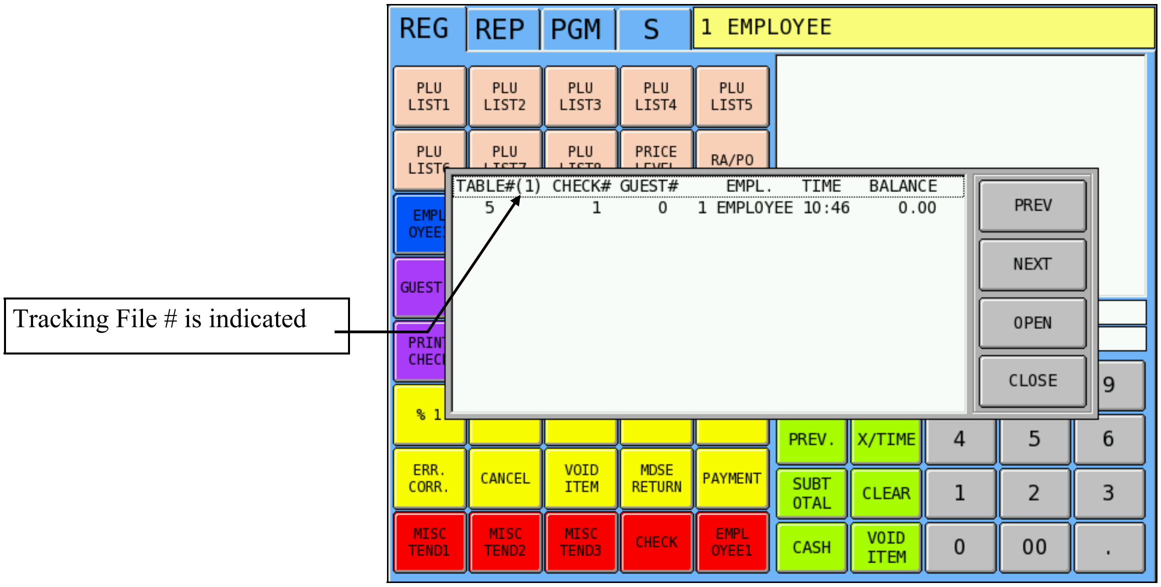
Multiple Tracking Files

The *SPS 2000* allows up to four separate tracking files. This allows you to set up different files for guest check/table tracking, phone order tracking, drive thru tracking for multiple windows, delivery order tracking or whatever your application requires. The number of tracking files and the number of checks for each file are defined in memory allocation. The method of tracking you select (hard/soft) applies to all tracking files.

Because there are four possible tracking files, there are separate sets of keys for each of the following functions:

- RECALL CHECK (1-4)
- STORE CHECK (1-4)
- TABLE (1-4)
- LIST CHECK (1-4)
- TRANSFER CHECK (1-4)

Note that the tracking file number (1-4) is displayed on the screen in situations when checks are listed (i.e. checks with held items, multiple checks on the same table, the List Check screen and the Transfer Check screen.)



Of Guests

Entry is optional and is controlled by an option on the Recall Check key program. The number of guests may be required on all transactions or only on tracking transactions.

Alpha Check Number

Traditionally, check numbers are numeric, either manually entered or assigned by the register. However, the SPS-2000 has the capability of using an alphanumeric name for a check. (Alpha check numbers are set with P Mode System Option/Tracking File Option #17.)

Alpha check numbers are especially useful for ordering systems where the customer is called by name when the order is ready. When alpha check numbers are used, the alpha name is limited to nine characters.

Manual Previous Balance

NOTES:
Neither the new balance or transaction items are stored in memory and neither can be recalled when using manual previous balance posting.
You must set memory allocation to “Hard” check to post manual balances.

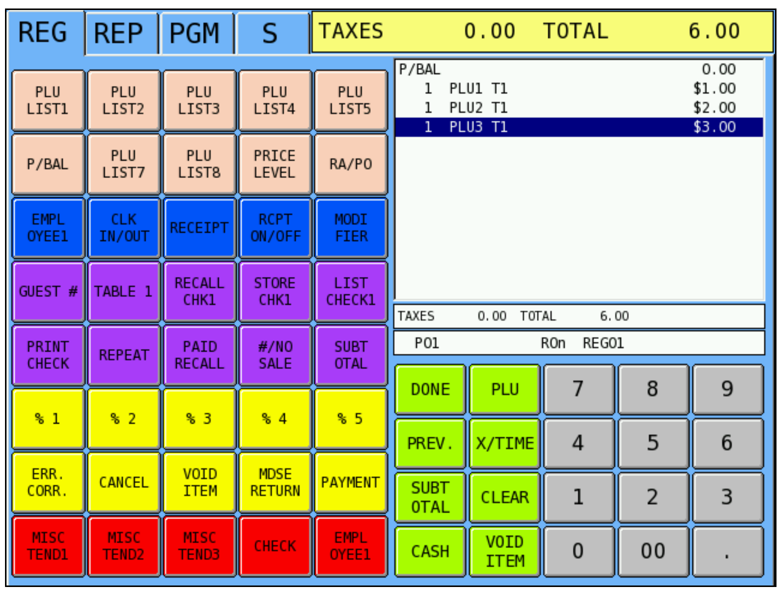
Although not commonly used, the *SPS 2000* has the capability of manual previous balance operations. Manual previous balance means that the balance amount is entered through the numeric keypad. New items entered are added to the previous balance and the new balance is computed when the transaction is finalized. Any of the four STORE 1-4 keys may be used to service the transaction.

Function Key Notes:

- Use the P/BAL key (function key code #148) to enter the previous balance amount.

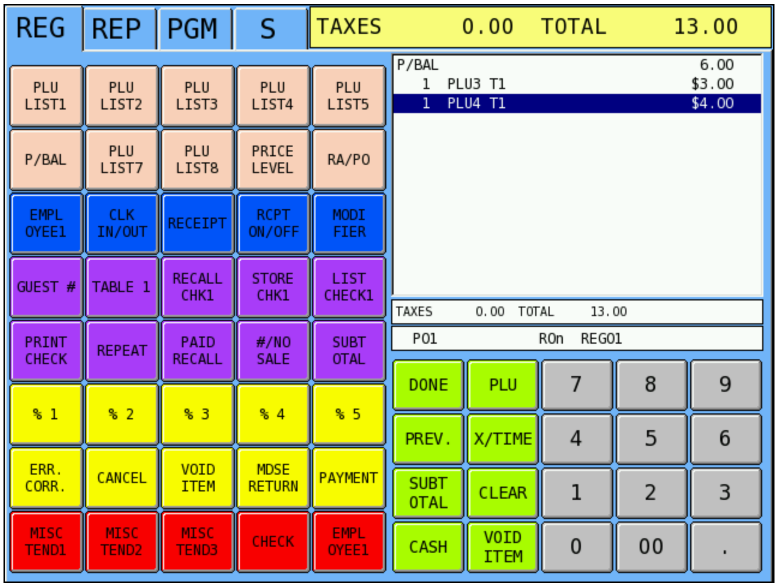
Opening a Check

1. Enter zero, touch **P/BAL**.
2. Enter items.
3. Touch any one of the four store check functions, i.e. **STORE #1**.



Adding to a Check

1. Enter amount, touch **P/BAL**.
2. Enter items.
3. Touch **STORE #1**.



Paying a Check

1. Enter amount, touch **P/BAL**.
2. Touch **CASH**, or enter the amount tendered and touch **CASH**, or
   Touch **CHECK**, or enter the amount tendered and touch **CHECK**, or
   Touch one of the miscellaneous tender keys, or enter the amount tendered and touch of the miscellaneous tender keys.

Note: If tender is less than balance, touch **STORE #1** to finalize.

Hard Check Posting

With "hard check" posting, only current balances are stored in memory.

Procedures and options relating to *beginning*, *adding to* and *paying* a check are the same on "hard" and "soft" check posting, except it is necessary to print an update to the check at each posting. Note that when a hard check is recalled, the previous balance is displayed. (In soft check posting the previously registered items are recalled.)

Opening a Hard Check

Depending on the method used:

Enter check number, touch CHECK #, or

Enter table number, touch TABLE #.

Note that the previous balance is displayed.

Soft Check Posting

It is not necessary to print the check at each posting. The **PRINT CHECK** key will print the check at the designated printer. The **PRINT CHECK** key can be programmed to automatically service the transaction.

Soft Check Tracking Program Notes:

Discuss these options with your authorized SPS-2000 dealer or refer to the *SPS-2000 Program Reference Manual*.

- You must set the check tracking method to "Soft". See S Mode Memory Allocation option #8.
- You must set the maximum number of lines per check. See S Mode Memory Allocation option #11.
- You must set the maximum number of check for each tracking file. See S Mode Memory Allocation option #12.
- You must set the register number that holds the check tracking file and backup file. See S Mode System options #10 and #11.
- You must set the options for the Recall Check key. See P Mode Function Keys #197-200. Options set here include:
  - Enforce Seat Number
  - Table Entry Required
  - Multiple Checks Allowed for each Table
  - Guest Count Entry Required
  - Compulsory for all Sales
  - (Check #) Assigned by Register
  - Opening Employee has Exclusive Access
  - Print Receipt after Store Check
  - Other related options
- Set P Mode System Options/Tracking File Options
  - Starting Check Numbers
  - Options to reset check numbers on Z of Financial or Open Check Reports
  - Option to print Barcodes on checks
  - Option to use Alpha Check Numbers

Beginning a Check

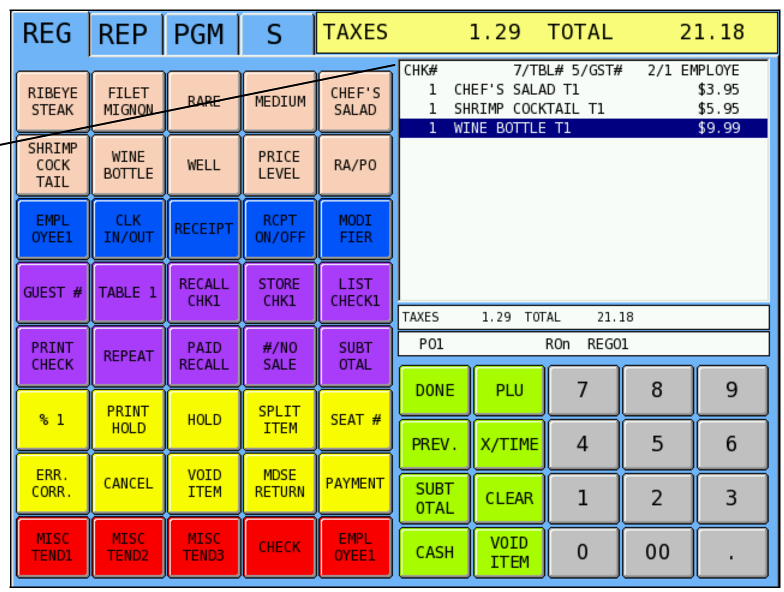
1. Depending on how your system is programming, you can begin a check with either a check or table:

   - Enter check number: depending upon programming you may enter the check number and touch one of the Recall Check functions, i.e. **RECALL #1**, or touch the **RECALL** key to automatically assign a check number. (After beginning a check with the check number, you may be required to enter a table number, or if table enter is not required, you may optionally enter a table number.)

   - If Table# is compulsory, if only one check per table is allowed, and if checks are automatically assigned, you can enter the number of the table and touch **TABLE#**. The table is opened and the check is automatically assigned.

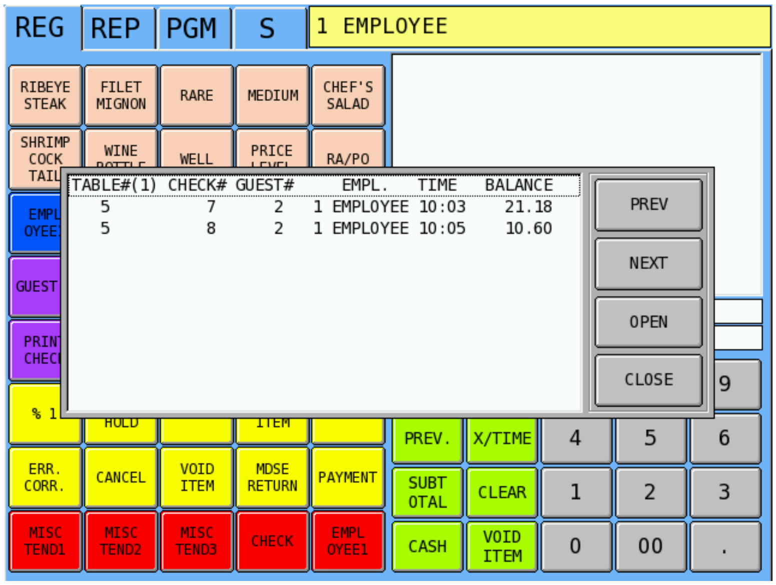
2. If guest entry is required, enter number of guests and touch the **GUEST #** key.
3. Enter the items ordered.
4. Touch the appropriate Store Check function, i.e. **STORE #1**. The message “SERVED” displays momentarily.

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



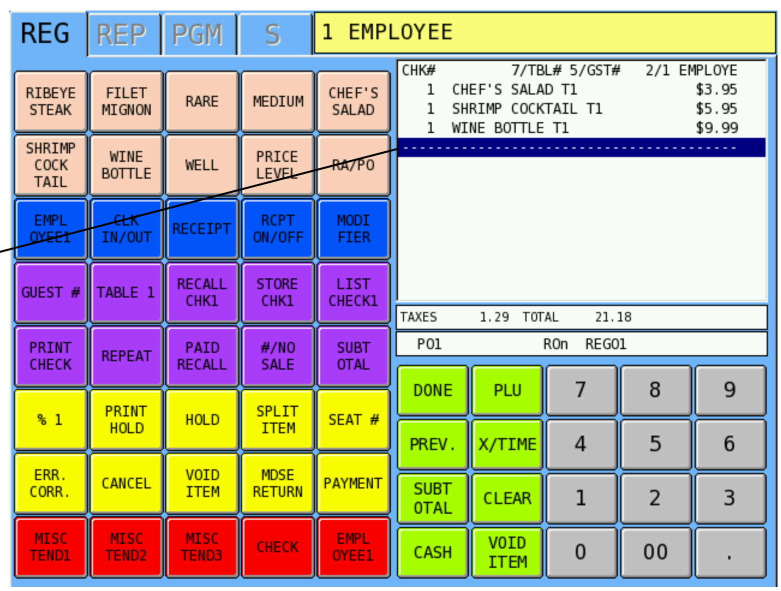
Adding to a Check

1. If a table and check are both assigned you may either:
   - Enter the check number, touch the appropriate recall check function, i.e. **RECALL #1**
   - Enter the table number, touch the appropriate Table # function, i.e. **TABLE 1**.
2. If you open a table where more than one check is open, the screen will list the open checks for the table:

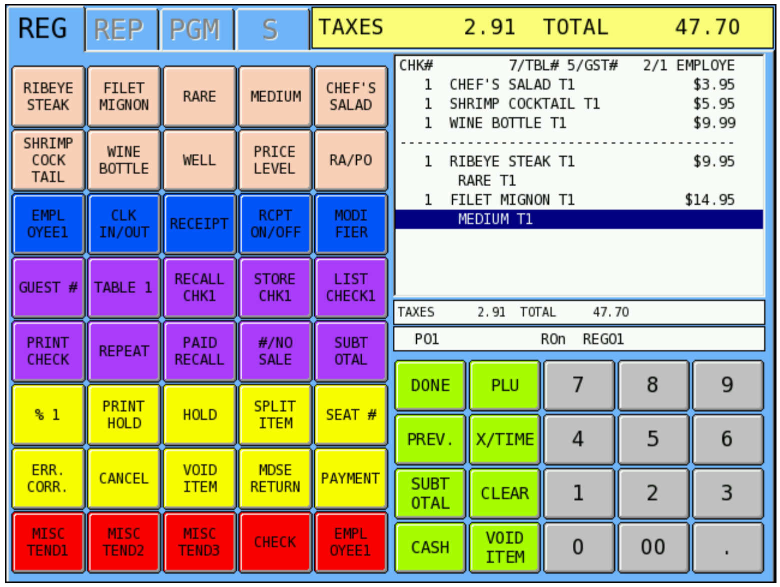


3. Touch a check to select it and then touch **OPEN**.

A dotted line displays to separate items posted previously from items posted at this time.

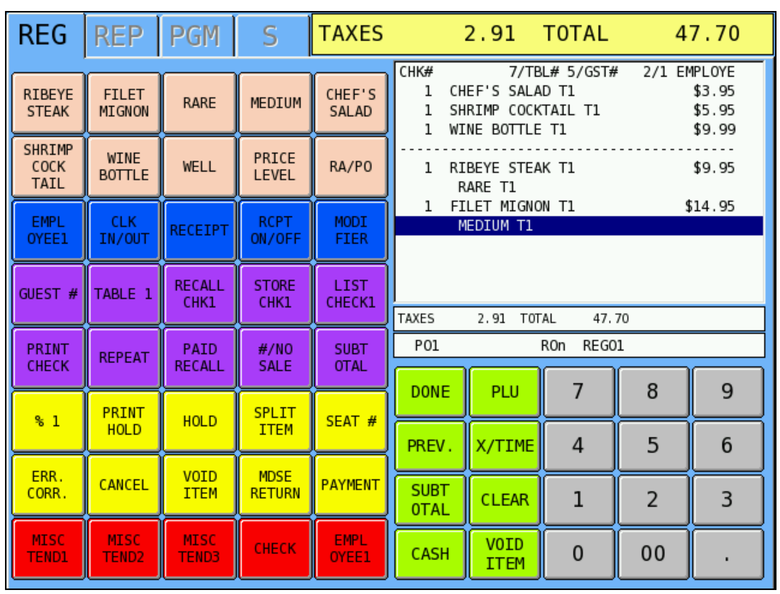


4. Enter the new items ordered.
5. Touch the appropriate Store Check function, i.e. **STORE #1**. The message "SERVED" displays momentarily.



Paying a Check

1. If a table and check are both assigned you may either:
   - Enter the check number, touch the appropriate recall check function, i.e. **RECALL #1**
   - Enter the table number and touch the appropriate Table # function, i.e. **TABLE 1**.
2. If you open a table where more than one check is open, the screen will list the open checks for the table. Touch a check to select it and then touch **OPEN**.



3. If necessary, additional items can be registered at the time of payment.
4. If necessary, enter a tip amount and touch one of the TIP function keys, i.e. **TIP1**.
5. Touch **CASH**, or enter the amount tendered and touch **CASH**, or
   Touch **CHECK**, or enter the amount tendered and touch **CHECK**, or
   Touch one of the miscellaneous tender keys, or enter the amount tendered and touch of the miscellaneous tender keys.

Note: If tender is less than balance, touch **STORE #1** to finalize.

Sample Print of Soft Check

Guest Check before Settlement

```
DATE            06/20/2006           TUE
RECALL  CHK1                          #7
TABLE  1                              #5
      CHEF'S SALAD T1              $3.95
      SHRIMP COCKTAIL T1           $5.95
      WINE BOTTLE T1               $9.99
      RIBEYE STEAK T1              $9.95
       RARE T1
      FILET MIGNON T1             $14.95
       MEDIUM T1
----------------------------------------
      TAX1 AMT                     $2.91
      TOTAL                       $47.70
      STORE CHK1                  $47.70
NC.000041 REG 01 1 EMPLOYEE   TIME 10:21
```

Guest Check after Settlement

```
DATE            06/20/2006           TUE
RECALL  CHK1                          #7
TABLE  1                              #5
   1  CHEF'S SALAD T1              $3.95
   1  SHRIMP COCKTAIL T1           $5.95
   1  WINE BOTTLE T1               $9.99
   1  RIBEYE STEAK T1              $9.95
       RARE T1
   1  FILET MIGNON T1             $14.95
       MEDIUM T1
----------------------------------------
      TAX1 AMT                     $2.91
      TOTAL                       $47.70
      CASH                        $50.00
      CHANGE                       $2.30
            * ORDER# 0142 *
NO.000042 REG 01 1 EMPLOYEE   TIME 10:22
```

Seat # Assignment

The seat # system may be employed in a soft check system. Its' purposes are:

- To separate orders by individuals so that orders are identified by individual on kitchen requisitions.
- To facilitate separate payments.

Seat # entry can be enforced, or if optional, seat #'s can be applied to items previously entered.

Enforced Seat # Entry

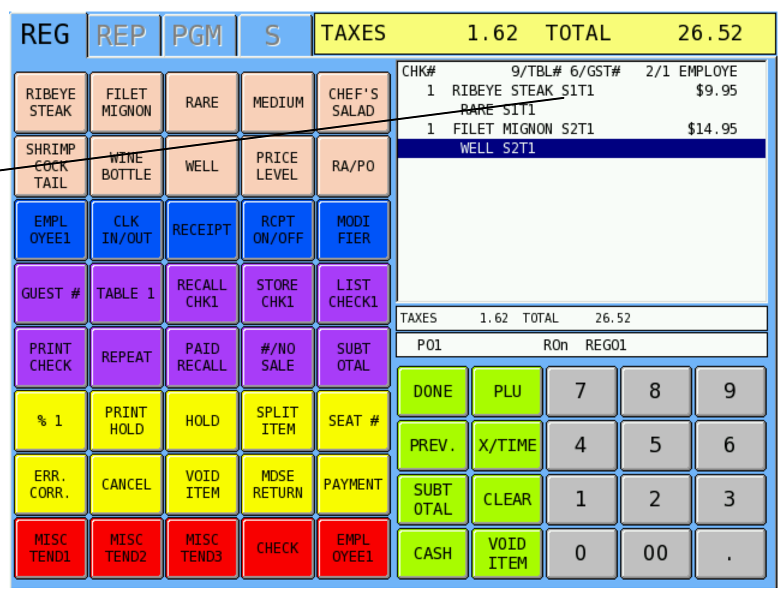
Notes:

- When seat # is enforced, it is enforced for each main item. Seat # is not required for condiments.
- Items are displayed as they are entered.
- The seat number is displayed to the right of each main item.

Procedure:

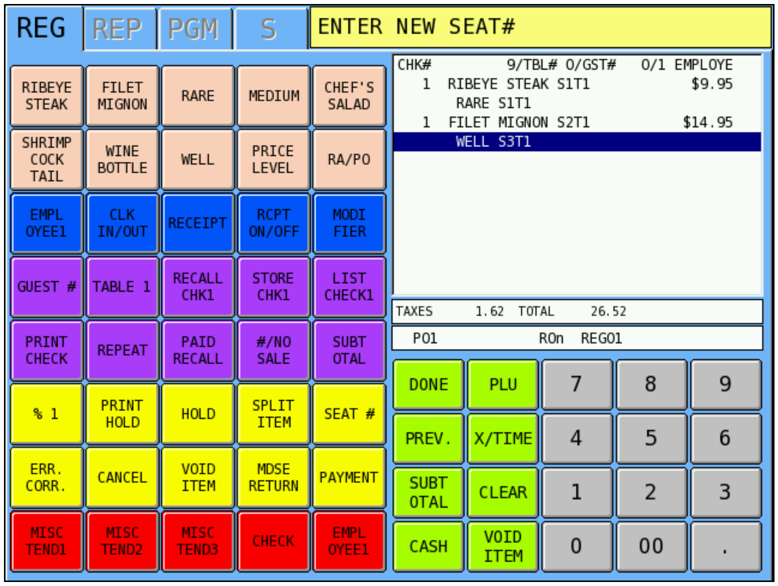
1. Open a check.
2. If you attempt to enter an item without a seat number entry, the "ENTER SEAT#" prompt displays.
3. Enter seat # (up to 2 digits).
4. Enter main item and condiments.
5. Enter the seat number for the next item, touch the **SEAT #** key.
6. Enter the next item and its condiments.

The seat number "S1" displays after the item.



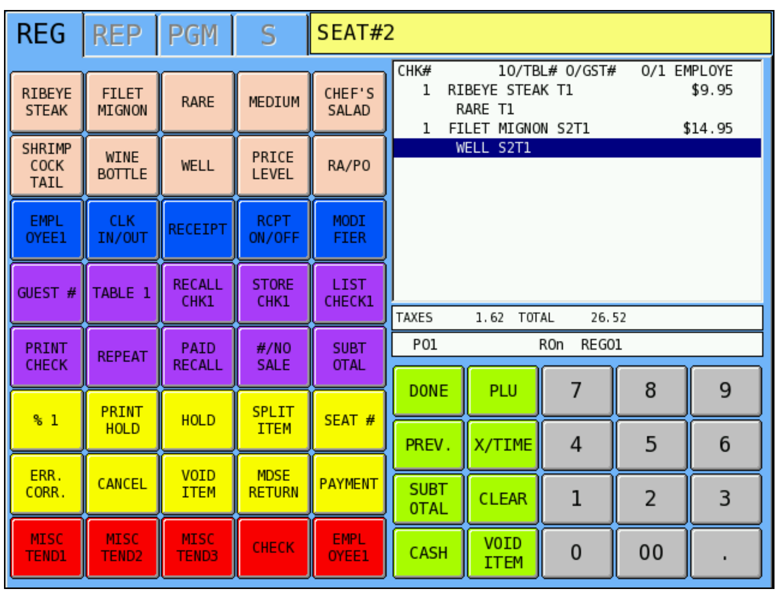
Changing the Seat # on a Previously Entered Item

1. Touch the item you wish to change.
2. Touch **SEAT #**.
3. Enter a new number and touch **SEAT #**.



Optional Seat # Entry

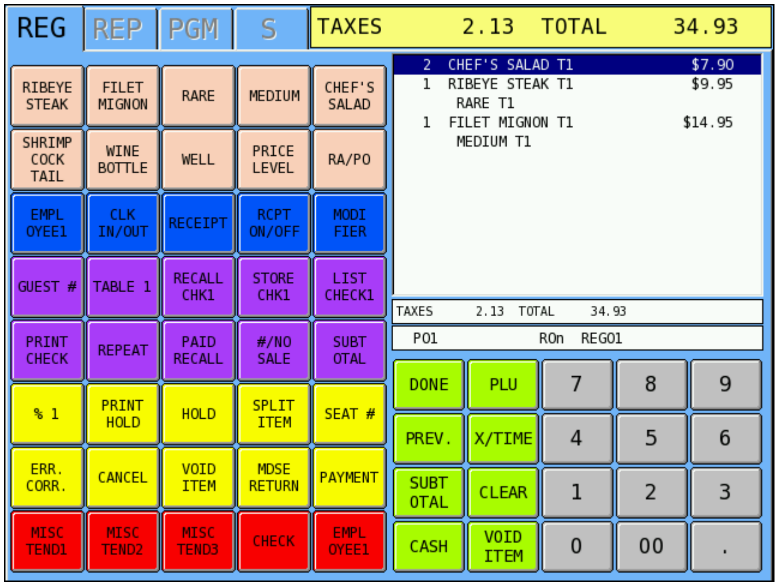
- When seat # is not compulsory, touch the item to which you wish to assign a seat number. Touch **SEAT #** and then enter a seat number and touch **SEAT #**.



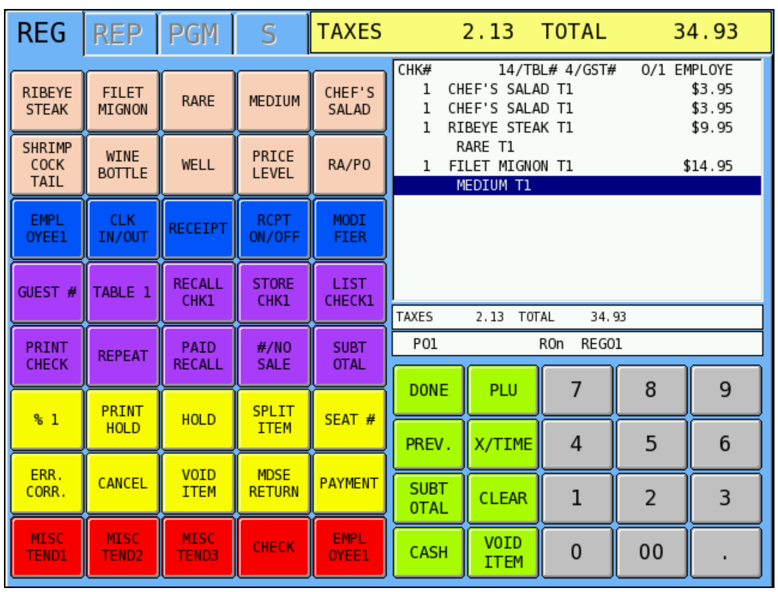
Splitting Consolidated Items

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

1. Touch the consolidated item you wish to split.

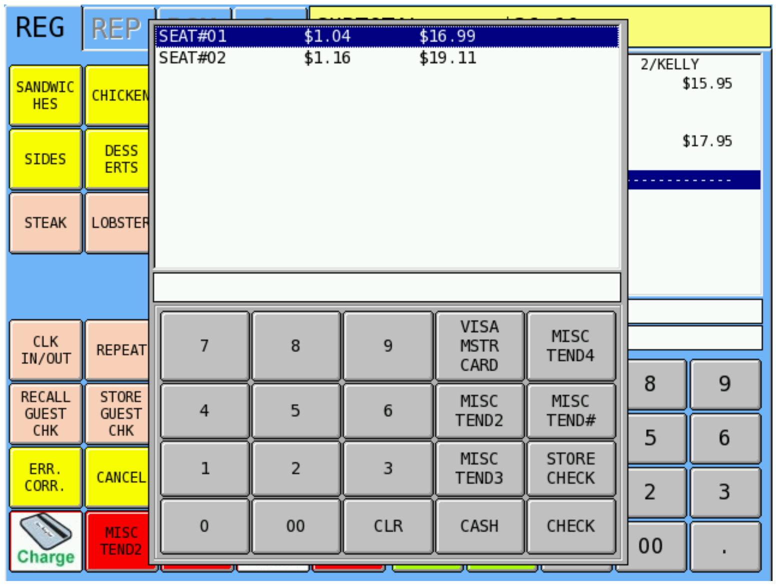


2. Touch **SPLIT ITEM** to split the items.



Payment by Seat Number

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

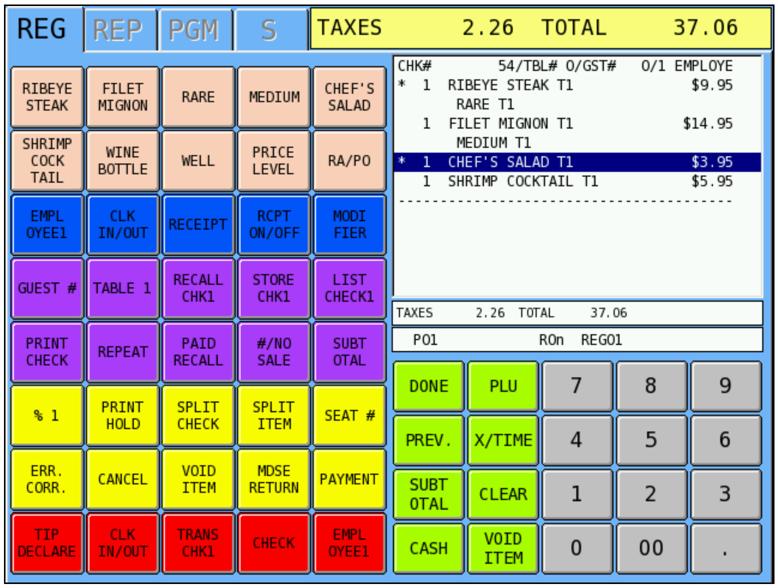


3. Touch the seat you wish to pay and enter the appropriate payment, **CASH**, **CHECK** or **MISC TENDER**.
4. Continue to settle each seat until the check is completely paid, or touch **STORE CHECK** to store the unpaid seats.

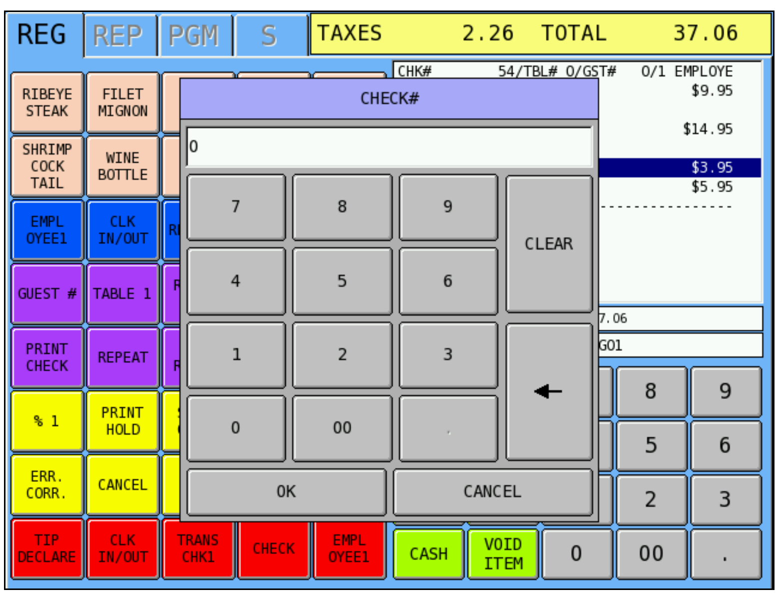
Split Check

The Split Check function key (Key #249) allows you to select item or items on a soft check for assignment to another check. To split items from one check to another:

1. Open an existing guest check.
2. Select an item by touching it.
3. Touch **Split Check**. Note that the item designated for assignment to another check is marked with an asterisk.
4. Continue to select additional items.



5. Touch the appropriate **Store Check** key. You will be prompted to enter the check number to which the selected items are to be transferred.



6. Enter the check number and touch **OK**.

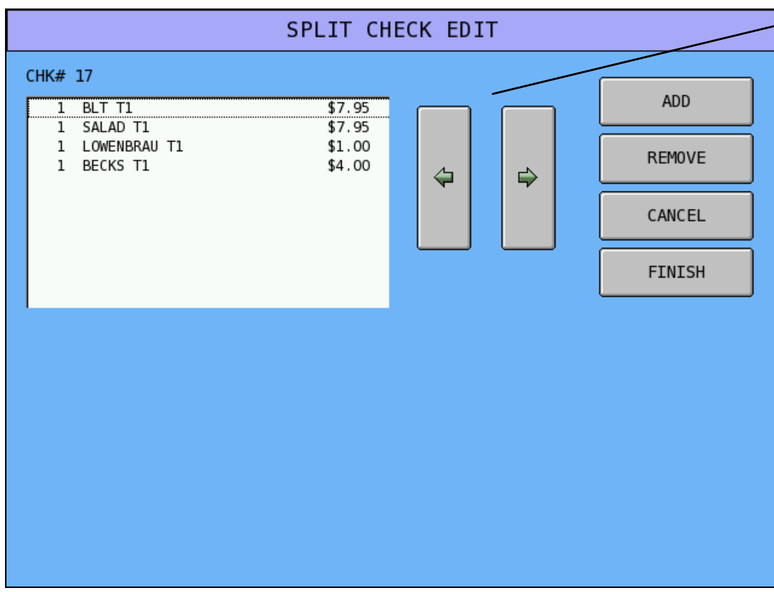
Split Check—Graphical Method

Graphical split check is available at software version 3.00j or later. This feature is available for systems using check tracking (Not table tracking—if table tracking is required use check number representing the table number) and manually input check numbers (see "Checks Assigned by Register Notes" on page 83.)

Use the Split Check function key (Key #249) to select item or items on a soft check for assignment to another check. To split items from one check to another:

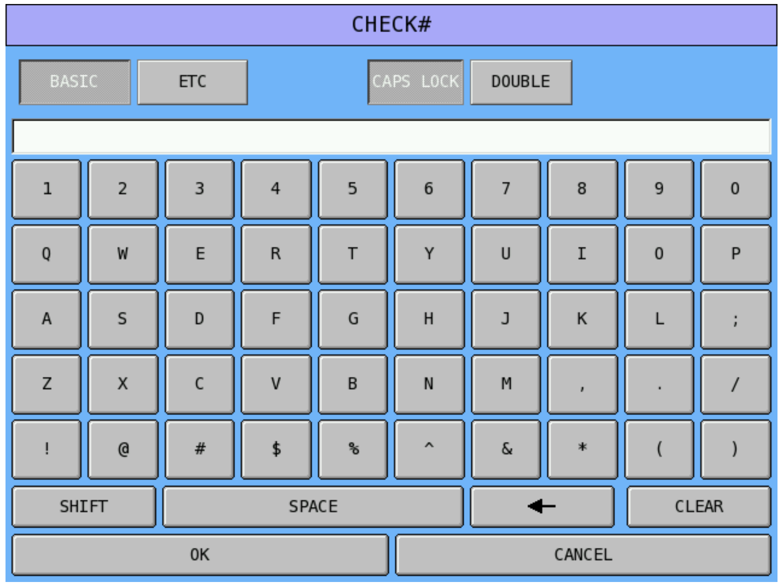
1. Open a new check and add items, or open an existing guest check.
2. Touch **Split Check**. The **Split Check Edit** screen displays with the current check items listed. Note that if you are consolidating like items (for example "2 BUD") and you wish to split one of the items, you must first use the split item key to separate the items ("1 BUD" and "1 BUD").

   Note: Optionally, you can touch the number of new checks you wish to split, and then touch the **Split Check** function key, you will be immediately prompted to enter the new check numbers and then the Split Check Edit screen will open with the next checks available to move items.

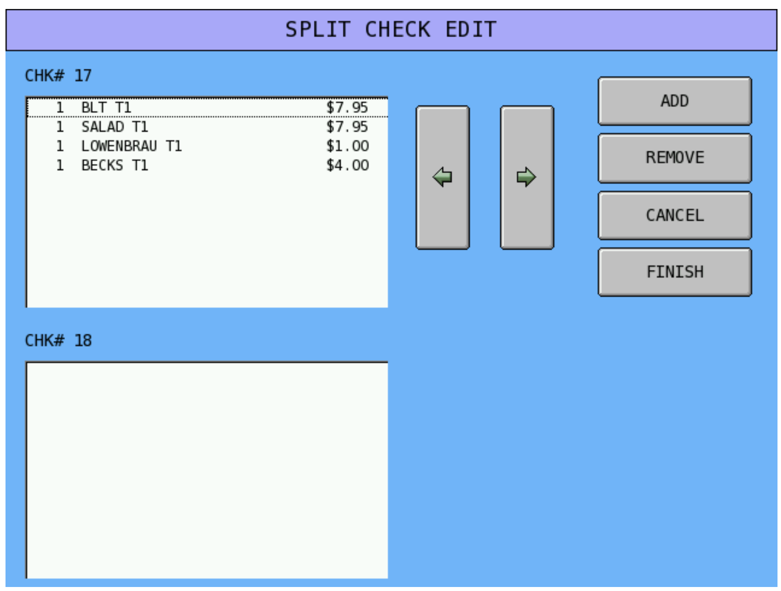


Left Arrow and Right Arrow keys are active only when you are separating into more than three checks. When four or more checks are open, use these keys to view the check where you wish to move items.

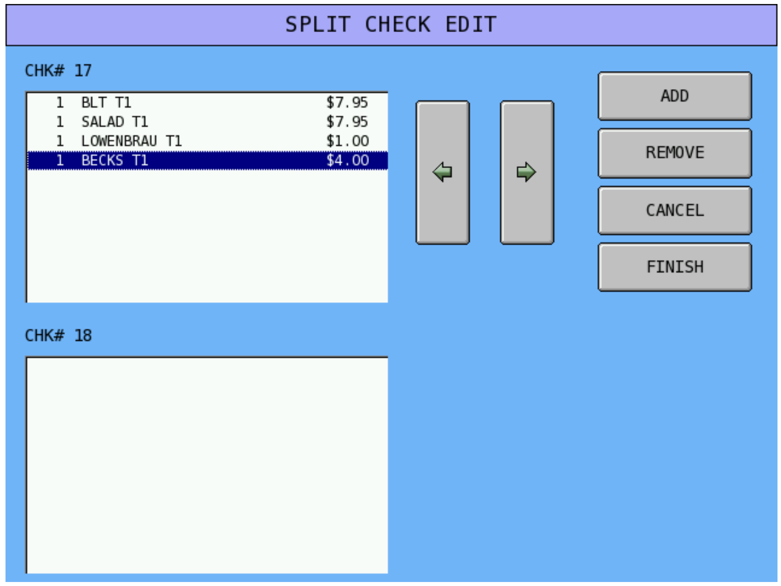
3. To create a new check, touch **Add**.



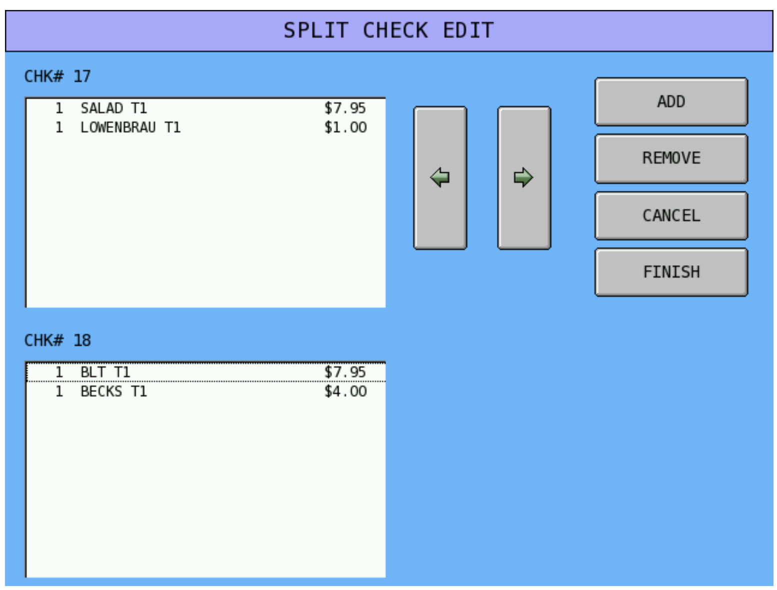
4. Enter a check number and touch **OK**. The new check displays on the Split Check Edit screen. Add additional check(s) as needed. The original check and two additional checks can be viewed simultaneously. If more than two checks are added, use the arrow left (⇦) and arrow right (⇨) keys to select the check you wish to view.



5. Touch an item that you wish to transfer to a new check. Note the item is highlighted.



6. Touch the check you wish where you wish the item to be added. Note that the item is moved. Continue to move items as necessary by touching to select the item you wish to move and then touching the check where you wish the item to be assigned. You can move items back-and-forth to correct mistakes.



7. Touch **Cancel** to exit without making changes,

   Touch **Remove** to remove a check (you cannot remove when items are assigned to the check.

   Touch **Finish** to exit to the Split Check Edit screen saving all changes. Newly created checks will be serviced. The original check will remain open.

Checks Assigned by Register Notes

When the Split Check function is used and the Recall Check key is set with the "ASSIGNED BY REGISTER" option set to YES, simply touch the ADD key from the Split Check Edit screen and the next available check will be assigned.

If you touch the number of new checks you wish to split, and then touch the SPLIT CHECK function key, the Split Check Edit screen will open with the next checks available to move items. For example, touch [2] and SPLIT CHECK; the Split Check Edit screen will open with the next two available check numbers available.

Hold/Print Hold

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

A held item is indicated on the display with an 'H' to the left of the item.

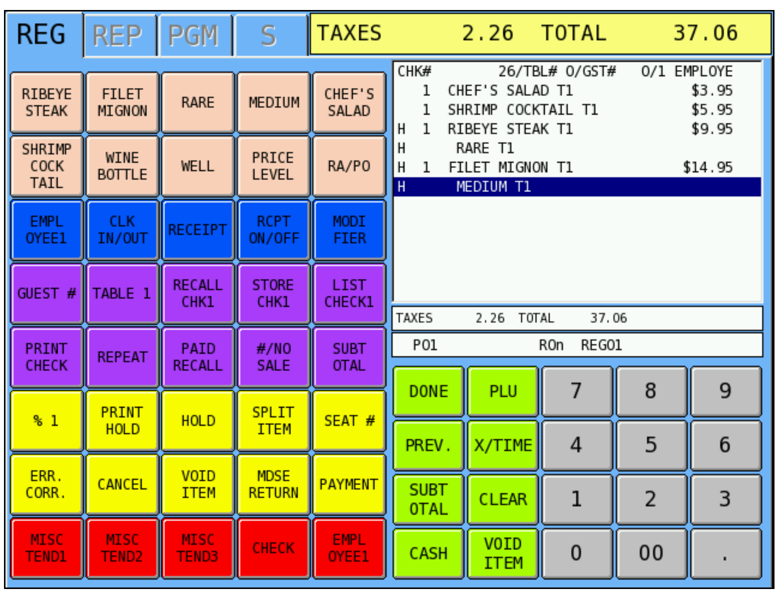
See P Mode System Options/Tracking File Options to set the following related options:

- Option #4: Automatically select held items when a check is recalled, Yes or No. (This flag is to facilitate printing of held items.)
- Option #5: Display warning to operator that check(s) have held items when employee finalizes any check, Yes or No.

When using software version 2.02b or later, see PLU/PLU STATUS GROUP option #46 “Hold Automatically” to automatically hold items by group. (For example, you may wish to automatically hold dessert items when they are first entered.)

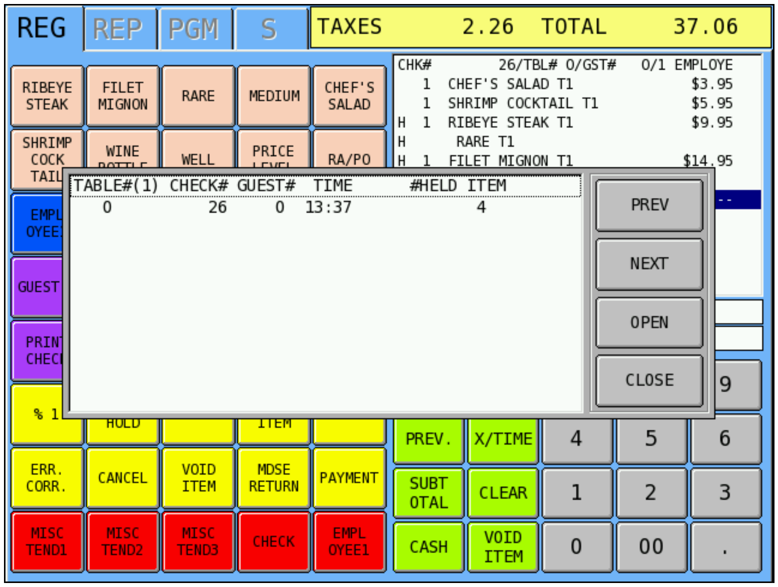
Hold an Item

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



3. Store the check by touching the appropriate store check key, i.e. **STORE CHK1**.

4. If the system is programmed to warn the operator if items are held when the check is stored, (See P mode System Options/Tracking File Options #5) the held item message displays. The message will list all checks with held items, so that the server is reminded of other checks/tables where held items may need to be released.



5. Touch **CLOSE** to store the check.

Print All Held Items

1. Recall an order with held items. (Flag is set to automatically select held items.) Touch any key except **PRINT HOLD** (or **Repeat**) to de-select items if you are proceeding with any other operation.

2. Touch **PRINT HOLD**. (Hold status is removed for selected items; items will be sent to appropriate output when the check is serviced.)

Note: This operation has been enhanced at software version 2.00x: items are now selected when the guest check is recalled (visually with a “S”). When a guest check with HELD items is recalled items can be selected using the ENTER function key. This will add a “S” in front of the item. When [PRINT HOLD] is pressed, the “S” will be removed and when the guest check is serviced those items will be released to the KP or KVS. Any item with a “H” will continue to be HELD.

Print an Individual Item

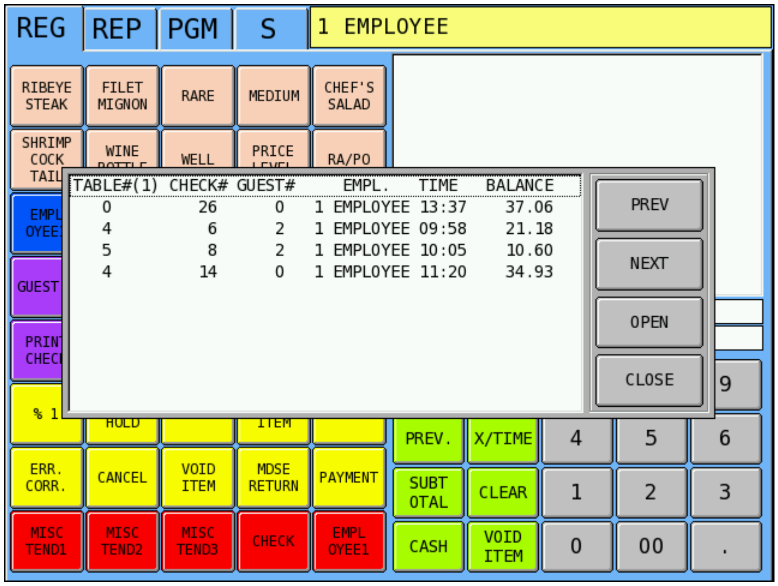
1. Recall an order with held items. (Option to automatically select held items is set to “No”.)

2. Touch the item you wish to print.

3. Touch **PRINT HOLD**. (Hold status is removed for selected item; item will be sent to appropriate output when the check is serviced.)

List Check

1. Sign on an employee.
2. Touch **LIST CHECK** to display the employee's open checks. If more than eight checks are open, use the **PREV** and/or **NEXT** keys to scroll through the list.

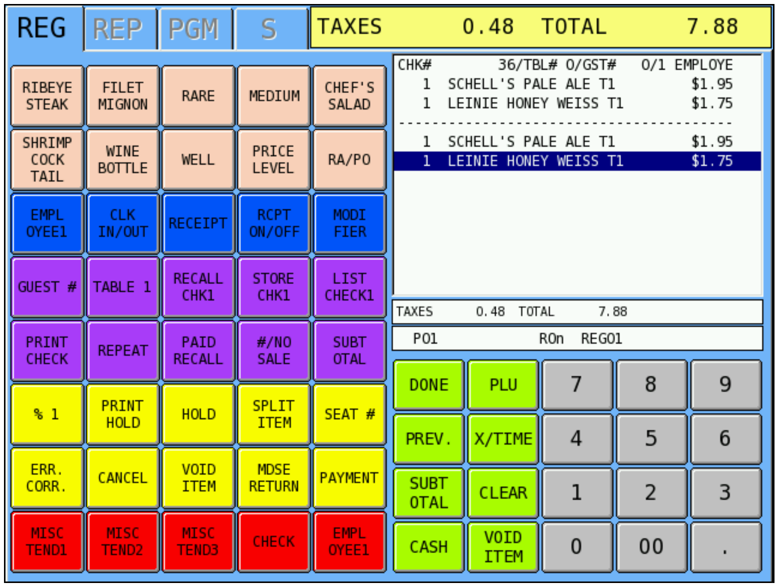


3. Touch a check to select it. Touch **OPEN** to open the selected check, or touch **CLOSE** to close the list check window.

Repeat

You can repeat the last items posted by using the **REPEAT** key. This simplifies registration of another round of drinks.

1. Open a check. Enter Items.
2. Touch the appropriate store check key, i.e. **STORE CHECK 1**.
3. Recall the Check.
4. Touch **REPEAT**. Note that the items posted previously are repeated.

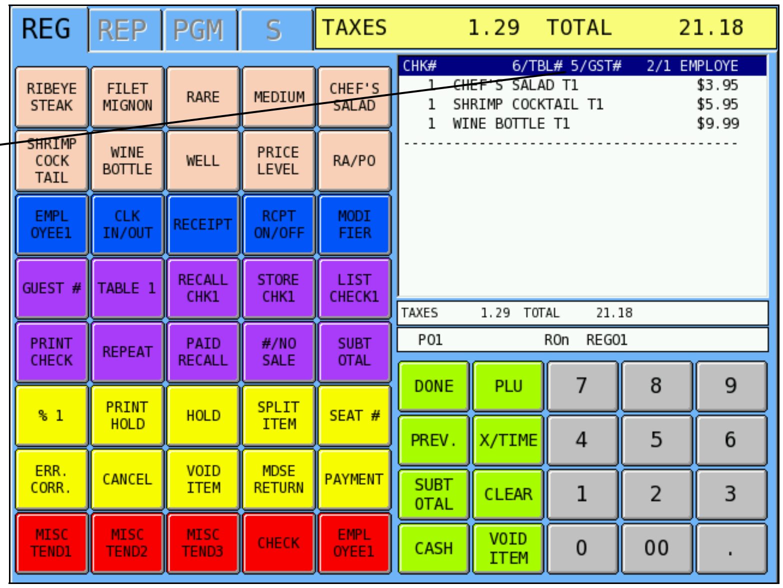


Transfer Table

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

1. Recall a check by entering a table or check number.
2. Enter a new table number by entering the number and touching the **TABLE #** key.
3. Continue with the transaction by adding items, accepting payment or servicing

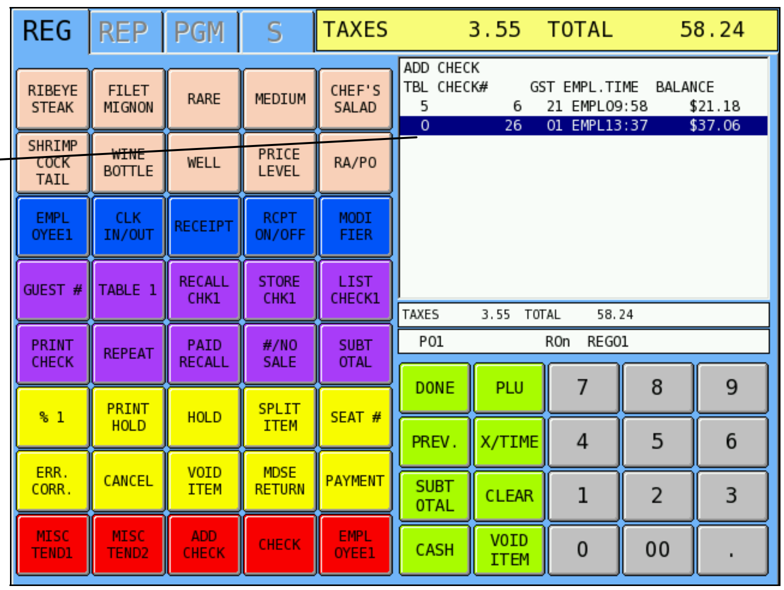
Current Table number is displayed.



Combine Checks for Payment

1. Sign on an employee.
2. Touch the **ADD CHECK** key.
3. Enter the table # or check # of the first check to be paid. Touch the appropriate **Recall Check** or **Table #** key.
4. Enter the table # or check # of the next check to be paid. Touch the appropriate **Recall Check** or **Table #** key.
5. Pay the checks together using **CASH**, **CHECK**, and/or **MISC TEND**.

Checks listed for payment together



Alpha Guest Check Notes

When using alpha check numbers, the procedure is slightly different:

1. Touch **Add Check**
2. Touch **Recall Check**, the entry keyboard displays.
3. Enter Name, touch **OK**.
4. Touch **Recall Check** and continue to enter check names until all the checks you wish to combine are entered.
5. Pay checks or service (if serviced checks are stored in the last check entered.)

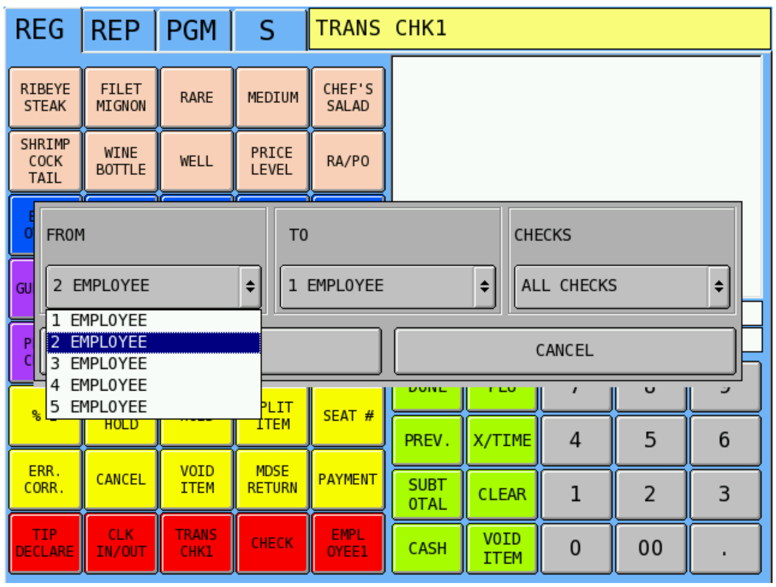
Transfer Check

Checks can be transferred in two ways:

- Individually, by signing on a new employee and opening the check. The "Automatic transfer check" system flag must be set to “Yes” to allow this option and Authority level programming must be set to allow the employee to access checks that were not opened by them.
- Individually or in groups, using one of the transfer check function keys (TRANS CHECK 1-4).
- Note that a system flag determines whether totals are transferred with the check to the new employee.

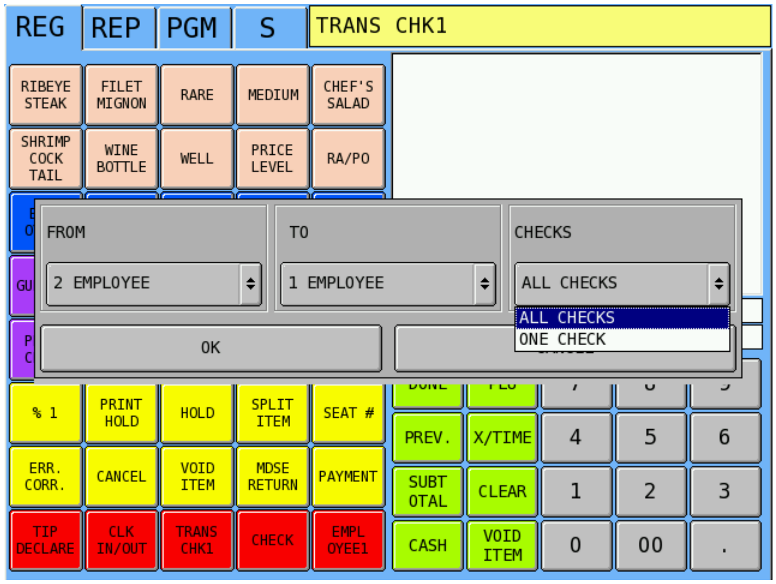
To transfer check through a transfer check key:

1. Sign on an employee.
2. Touch the **TRANS CHECK** key.
3. Select the *FROM* employee from the list.

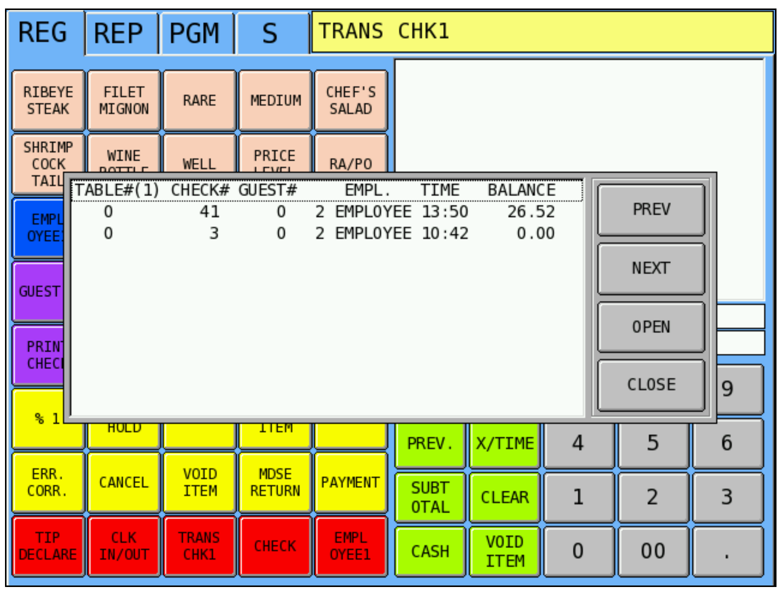


4. Select the *TO* employee from the list.

5. Select “All Checks” or “One Check”.



6. If “One Check” is selected, a list will display from which you can select the check to transfer. Touch the check you wish to transfer and touch **OPEN**. If “All Checks” is selected, the “Check Transferred” message will display.



7. The “Check Transferred” message displays.

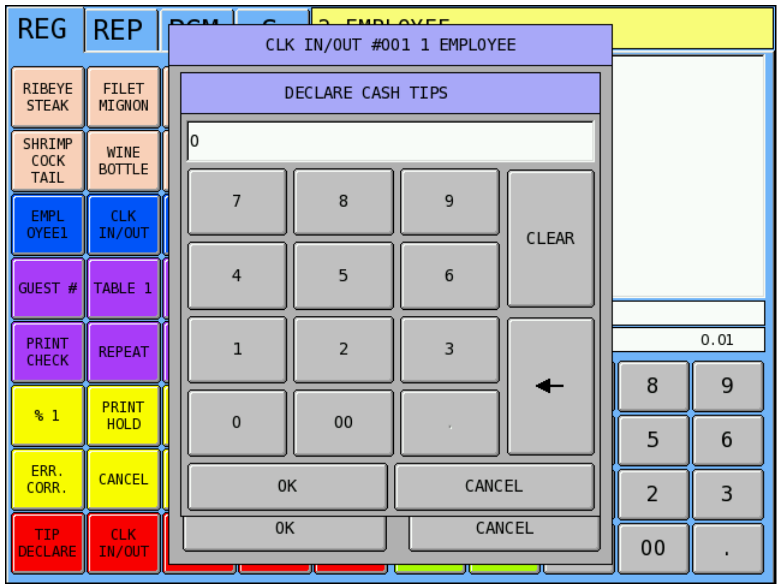
Printed Chit for Transferred Check

```
DATE            06/21/2006          WED
                TRANS CHK1
FROM EMPLOYEE#3 (3 EMPLOYEE)
TO EMPLOYEE#2 (2 EMPLOYEE)
CHECK# 38 : $26.52
CHECK# 39 : $10.60
CHECK# 3 : $0.00
NO.000094 REG 01 2 EMPLOYEE    TIME 10:47
```

Tip Declare

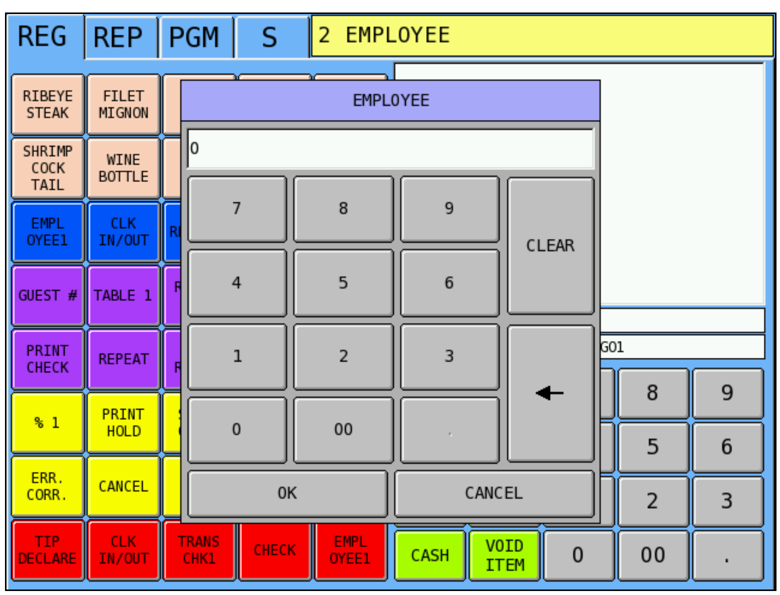
If the employee time keeping feature is used, the operator may be prompted to enter cash tips when clocking out. (Set the employee authority level option #33, "Compulsory Tip Entry" to Yes.) Sign on the employee.

1. Clock out the employee, the Declare Cash Tips window displays.
2. Enter the declared amount and touch **OK**



The **TIP DECLARE** key can be used to enter cash tips when the time keeping feature is not used.

1. Touch the **TIP DECLARE** key.
2. Enter the declared amount and touch **OK**



Printed Chit for Tip Declaration

```
DATE             06/21/2006             WED
                 TIP DECLARE

     06/21/2006  WED

     EMPLOYEE       #   002

     TIP DECLARED       1.50
NO.000095 REG 01 2 EMPLOYEE   TIME 10:49
```

Using Graphical Table Management

The SPS-2000 graphical table management display offers the following features:

- You can design a facsimile of the restaurant floor plan placing tables on up to five floors – for example a main floor, bar, counter, patio, or other serving locations.
- You can place up to 30 tables on each floor.
- Tables can be displayed in different shapes and sizes and moved to locations on the screen that represents their actual locations.

Once the tables are designed and located upon the table display screen, the screen can be used in the operation of the register.

- The table display screen can be displayed manually or automatically. If a manual display is used, press the **Table Display** key to view the table layout. If an automatic system is employed, the table layout displays immediately after an employee is logged on to operate the register.
- With the table layout displayed, the operator can touch a table to open or recall the check for the table. The table number or name will correspond with the check number.
- Guest counts can be entered from the table display screen.
- The color of the table on the display reflects the table's status:

  Pink Tables are empty tables
  Orange Tables are have open checks
  Green Tables have printed checks

- Operators can move check balances from one table to another.
- Operators can add check balances from multiple tables to a single table.

Table Management Program Notes

Refer to the *SPS-2000 Program Reference Manual* for detailed setup instructions.

- S Mode System Option #16 determines whether the table display is automatic or manual. Set "Use Graphic Table Management" to YES for automatic table display; Set to NO for manual display.
- When using graphic table management, the table number or name corresponds with the guest check number (not the table number.) Set options for the appropriate recall check key as follows:

  Set "Table Entry Required" to NO
  Set "Assigned by Register" to NO
  Set other Recall Check key options a necessary

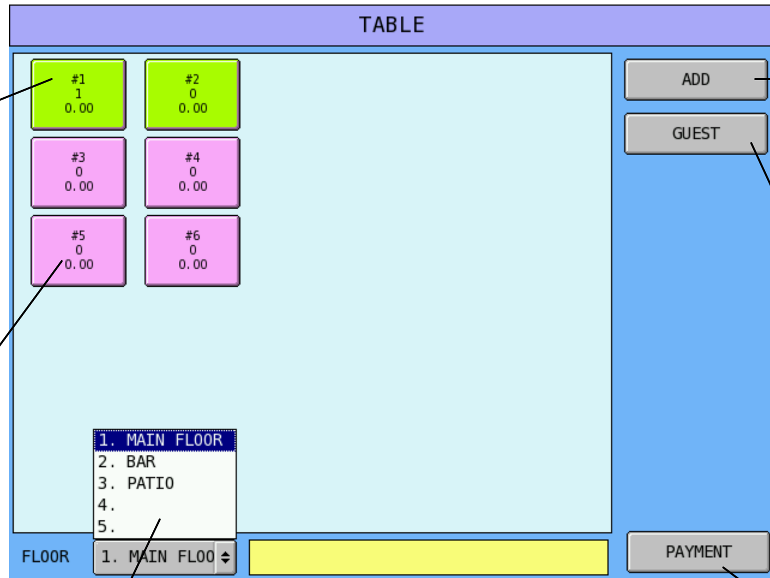
- S Mode Memory allocation for maximum number of checks (option #12) must exceed the number of tables in use.
- S Mode System Options #10 and #11 must be set to locate the check file in the register system.

Graphic Table Management Operations

- ◆ If table management is “manual” touch the Table Display key.

  or,

- ◆ If table management is “automatic” sign on an employee to display the Table screen.



Each Table displays with basic table information:

- Check number/name
- Guest count
- Table balance

The table color reflects the status of the table:

- **Pink** = Empty
- **Orange** = Active
- **Green** = Check Printed

Open the **Floor** list box to select and display the appropriate floor

Touch Add to move or add table balances

Touch Guest to enter the guest count

Touch Payment to close the Table screen

Opening a Table

- ◆ Touch a table to open the check associated with the table.

Entering Table Guest Counts

- ◆ Touch **Guest** and enter the guest count. Then touch the appropriate table. If guest count is compulsory, you can either enter the guest count from the table screen or through the guest count key on the keyboard.

Moving a Balance to another Table

- ◆ Touch **Add**. Select the table you wish to move to, and then touch **Add** again.

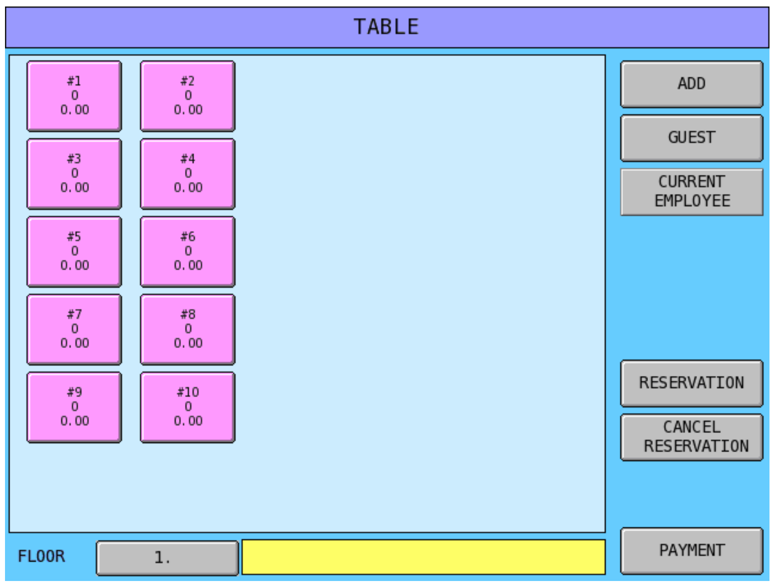
Adding Two or More Tables

- ◆ Touch **Add**. Touch the tables you wish to add, and then touch **Add** again. All table balances are added to the last table selected.

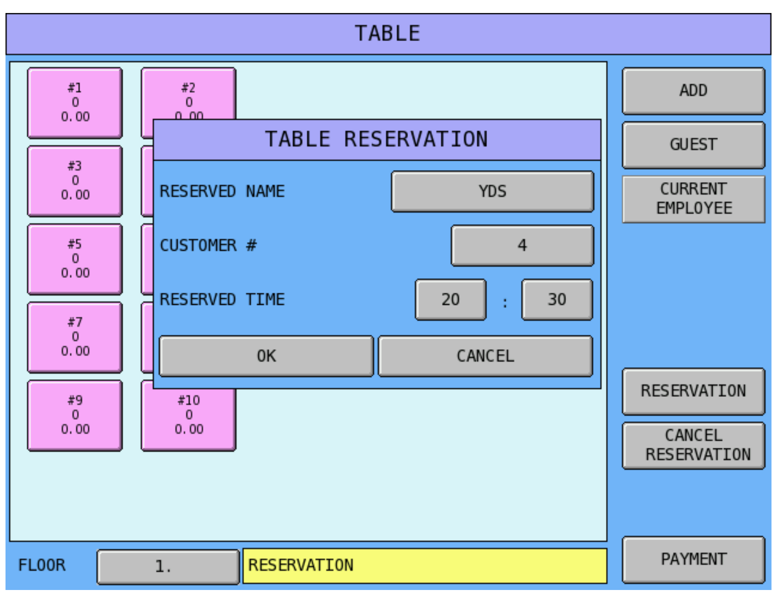
SPS-2000 Table Reservation

A basic table reservation feature has been added to theSPS-2000 table management system at software version 2.03i. The feature allows you to mark a table as “reserved” with the customer name, number and reservation time. A reserved table will display on the table map in a yellow. When the customer arrives, the reservation can be canceled to remove the “reserved” status, and the check can be started. .

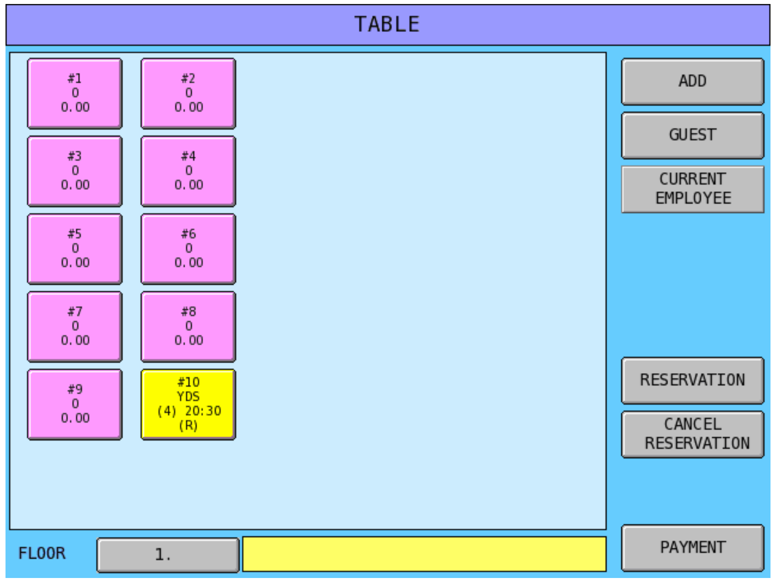
1. If table management is “manual” touch the Table Display key.
   or,
   If table management is “automatic” sign on an employee to display the Table screen.
2. Note the Reservation and Cancel Reservation touch keys.



3. Touch Reservation. Note “Reservation” is displayed in yellow at the bottom of the screen.
4. Touch the table button representing the table you wish to reserve.

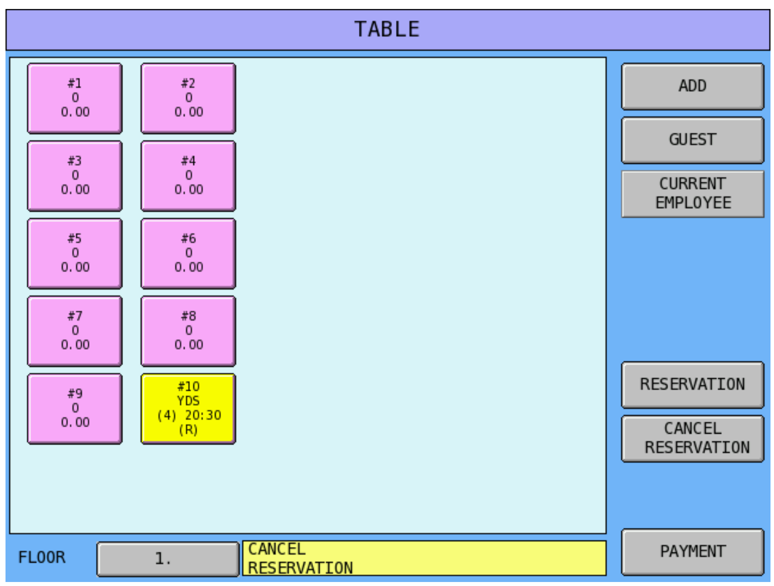


5. Touch the appropriate fields to enter the Reserved Name, Customer #, and Reserved Time fields. Touch OK to finalize the reservation.



6. The Reservation screen displays. Note the complete reservation information for the table is displayed in yellow on the table icon.

7. To cancel the reservation, touch the Cancel Reservation button. Note "Cancel Reservation" is displayed in yellow at the bottom of the screen.

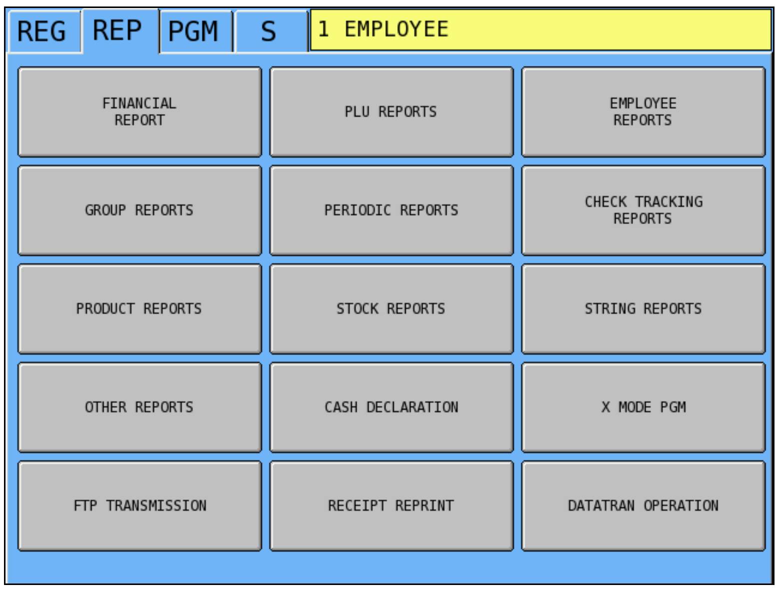


8. Touch the reserved table you wish to cancel.

Reports

Report Menu

- Touch the **REP** (report) tab to view the report menu. (Note: An employee must be signed on to active the tab; password entry may be required.)



NOTE: Screen layout modified at version 2.00s

Report Table

The following table summarizes all of the *SPS-2000* reports, the mode in which they are available and whether the report is available from an individual register or from a group of registers through IRC.

Report Button	Report Name	Mode Available	Individual/IRC
	Financial[1]	X1/Z1 - X5/Z5	Individual/IRC
	All PLUs[1]	X1/Z1 - X5/Z5	Individual/IRC
	From/To PLUs	X1/Z1 - X5/Z5	Individual/IRC
	PLUs By Group	X1/Z1 - X5/Z5	Individual/IRC
	PLUs By Selected Group	X1/Z1 - X5/Z5	Individual/IRC
	Top 20 PLUs	X1/Z1 - X5/Z5	Individual/IRC
	PLU Zero Sales	X1/Z1 - X5/Z5	Individual/IRC
	PLU Zero Sales By Group	X1/Z1 - X5/Z5	Individual/IRC
	PLU Sales By Price Level	X1/Z1 - X5/Z5	Individual/IRC
	Not Found PLU	XI/Z1	Individual/IRC
	Employees[1]	X1/Z1 - X5/Z5	Individual/IRC
	Individual Employee	X1/Z1 - X5/Z5	Individual/IRC
	Employee Currently Signed On	X1/Z1 - X5/Z5	Individual/ (IRC with 2.00x or later)
	Active Employees	X	Individual/IRC
	Clocked In Employees	X1	Individual/IRC
	Outstanding Interrupt Balance	X/Z	Individual/IRC
	Groups by Employee[1]	X1/Z1 - X5/Z5	Individual/IRC
	Groups[1]	X1/Z1 - X5/Z5	Individual/IRC
	From/To Groups	X1/Z1 - X5/Z5	Individual/IRC
	Selective Group	X1/Z1 - X5/Z5	Individual/IRC

Report Button	Report Name	Mode Available	Individual/IRC
PERIODIC REPORTS	Sales By Time Period[1]	X1/Z1 - X5/Z5	Individual/IRC
	Groups By Time Periods[1]	X1/Z1 - X5/Z5	Individual/IRC
	Eat-In By Time Periods[1]	X1/Z1 - X5/Z5	Individual/IRC
	Take Out By Time Periods[1]	X1/Z1 - X5/Z5	Individual/IRC
	Drive Thru By Time Periods[1]	X1/Z1 - X5/Z5	Individual/IRC
	Track 1 By Time Periods[1]	X1/Z1 - X5/Z5	Individual/IRC
	Track 2 By Time Periods[1]	X1/Z1 - X5/Z5	Individual/IRC
	Track 3 By Time Periods[1]	X1/Z1 - X5/Z5	Individual/IRC
	Track 4 By Time Periods[1]	X1/Z1 - X5/Z5	Individual/IRC
CHECK TRACKING REPORTS	Open Check For Track 1[1]	X/Z	IRC
	Open Check For Track 2[1]	X/Z	IRC
	Open Check For Track 3[1]	X/Z	IRC
	Open Check For Track 4[1]	X/Z	IRC
	Open Check For Selected Employee	X/Z	IRC
	Open Check For Current Employee	X/Z	IRC
	Open Check For Track 1,2,3,&4	X/Z	IRC
PRODUCT REPORTS	Product Mix[1]	X1/Z1 - X2/Z2	Individual/IRC
	Product Projections	X	Individual/IRC
STOCK REPORTS	PLU Stock[1]	X/Z	Individual/IRC
	Stock by PLU Range	X/Z	Individual/IRC
	Stock by Group	X/Z	Individual/IRC
	Stock by Individual Group	X/Z	Individual/IRC
	Inventory[1]	X/Z	IRC
	PLU Minimum Stock	X/Z	IRC

Report Button	Report Name	Mode Available	Individual/IRC
	String Report #1	X1/Z1 - X5/Z5	Individual/IRC
	String Report #2	X1/Z1 - X5/Z5	Individual/IRC
	String Report #3	X1/Z1 - X5/Z5	Individual/IRC
	String Report #4	X1/Z1 - X5/Z5	Individual/IRC
	Labor Groups	X1/Z1-X2/Z2	IRC
	Sales and Labor %	X1 - X5	IRC
	Drawer Totals	X1 - X5	Individual/IRC
	Drawer 1/2/3	X1 - X5	Individual/IRC
	Daily Sales[1]	X2/Z2 Only	Individual/IRC
	Station Totals	X/Z	IRC
	Time Keeping (Individual or all employee[1])	X1/Z1 - X5/Z5	IRC[2]
	Day Shift	X/Z	Individual/IRC
	Food Cost	X/Z	IRC
	Electronic Journal[1]	X/Z	Individual
	Custom	X1 - X5	Individual/IRC
	Prepoll	X1/Z1 - X5/Z5	Individual/IRC
	Mix and Match[1]	X/Z	

[1] Indicated reports are pollable by SAM2000.

[2] Although Time Keeping reports reside in a designated register, and they are not consolidated, Time Keeping reports should be available at any from any register though IRC communication.

Printing & Saving Reports

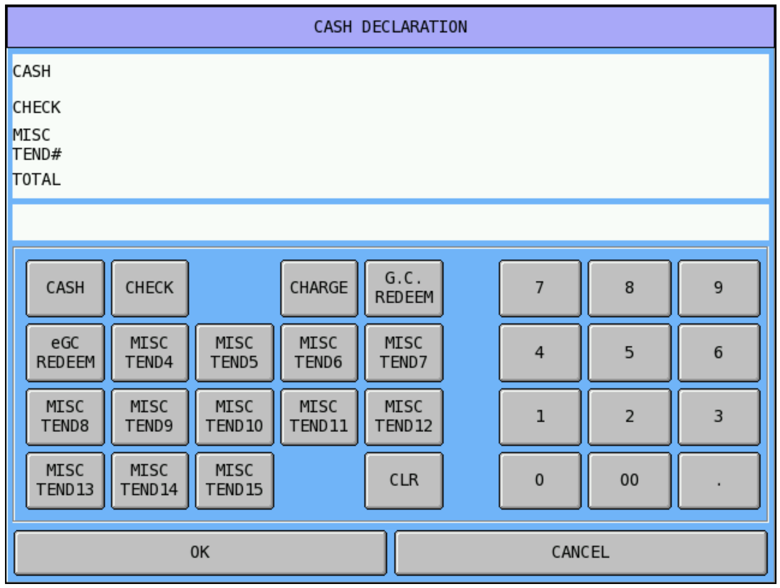
After a report is selected and displayed, **PRINT** and **SAVE** option buttons are displayed. Touch **PRINT** to print the report at the designated receipt printer. Touch **SAVE** to save the report in .txt (text) format on an SD card. The report will be saved on the SD card in the path:

sps2000/backup/xxxxxx/REP_mmddyyyy

where “xxxxxx” is the six digit store number and mmddyyyy is the date of the report.

Cash Declaration

- From the **REP** mode tab, touch **CASH DECLARATION** to display the Cash Declaration Screen

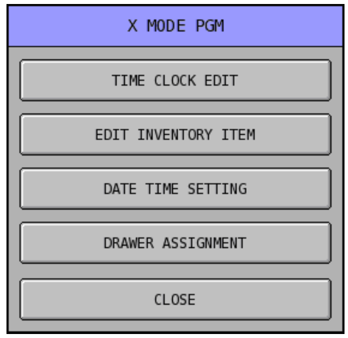


Enter an amount and press the appropriate tender key. Repeat to enter additional amounts.

After completing all entries, press **OK** to accept entries and exit the screen.

X Mode Program

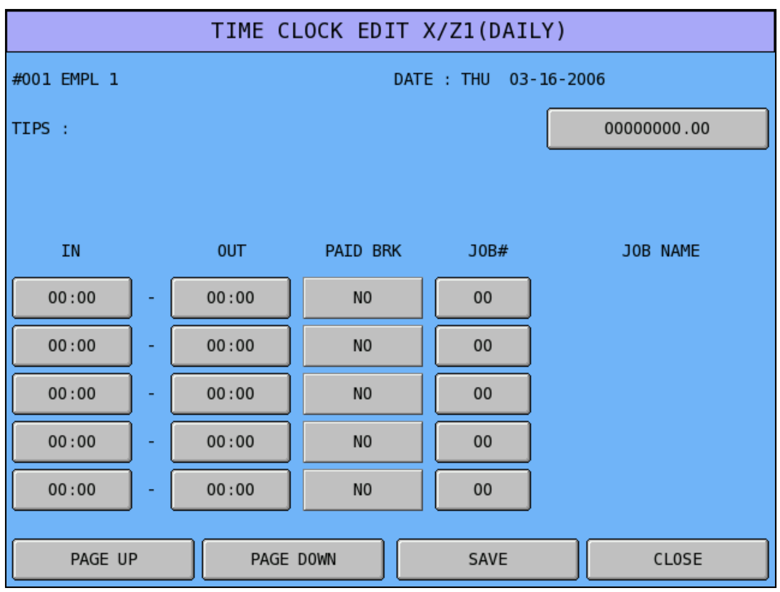
Beginning at software version 2.00s the REP mode screen was reorganized. The following function are now found on the X MODE PGM menu:



Time Clock Edit

If an employee forgets to clock in or out, authorized persons can use the time clock edit function to correct or add time incorrect clock entries.

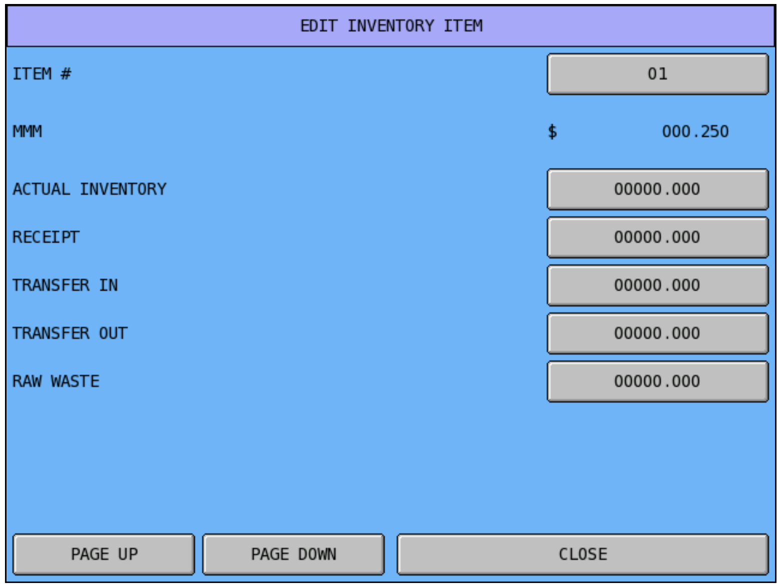
1. Select the **REP** tab. (Password entry may be required)
2. Touch **X MODE PGM** and then **TIME CLOCK EDIT**.
3. Select the period to be edited, **X/Z (DAILY) EDIT**, or periodic edits, if they are used.
4. Enter the Employee #, touch **OK**. The Time Clock Edit screen displays:



5. Touch the field to be corrected, and then enter the correct time and touch **OK**. Use the **PAGE UP** and/or **PAGE DOWN** keys as necessary to display all records.
6. When corrections are completed, touch **SAVE** to exit with changes saved.

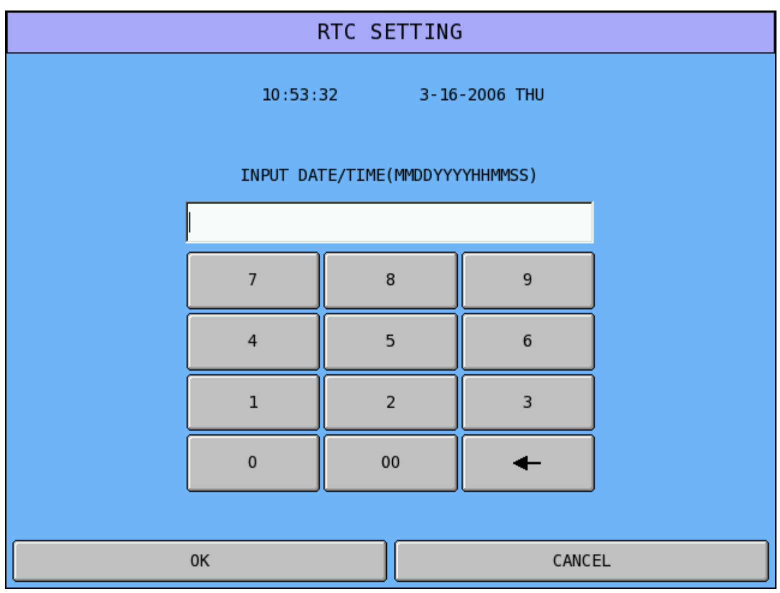
Edit Inventory Item

1. Select the **REP** tab. (Password entry may be required)
2. Touch **X MODE PGM** and then **EDIT INVENTORY ITEM**.



Date Time Setting

1. Select the **REP** tab. (Password entry may be required)
2. Touch **X MODE PGM** and then touch **DATE TIME SETTING**. The **RTC SETTING** (real time clock) screen displays.



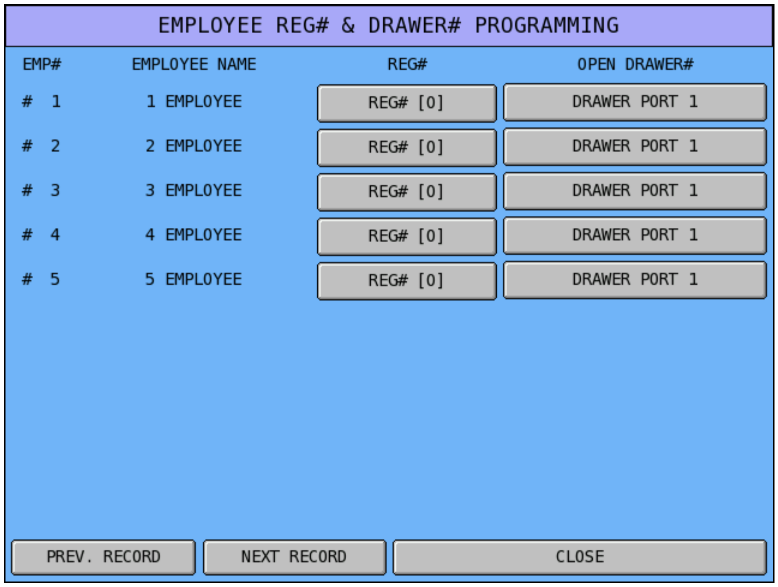
3. Input the Date/Time in MMDDYYYYHHMMSS format. Touch **OK**.

Drawer Assignment

Note: This function available at software version 2.01n or later. At version 2.02b or later drawer assignment is automatically downloaded to the IRC network.

With enhanced drawer assignment, cashiers can now be assigned to specific drawers at specific registers. If REG#0 is selected the drawer assignment will be valid at all terminals.

1. Select the **REP** tab. (Password entry may be required)
2. Touch **X MODE PGM** and then touch **DRAWER ASSIGNMENT**. The **RTC SETTING** (real time clock) screen displays.



3. Set the drawer assignment for each employee (the number is determined by memory allocation – use the PREV. RECORD/NEXT RECORD key to view additional employees.) After making settings, touch **CLOSE**.

FTP Transmission

Reserved for future use.

Receipt Reprint

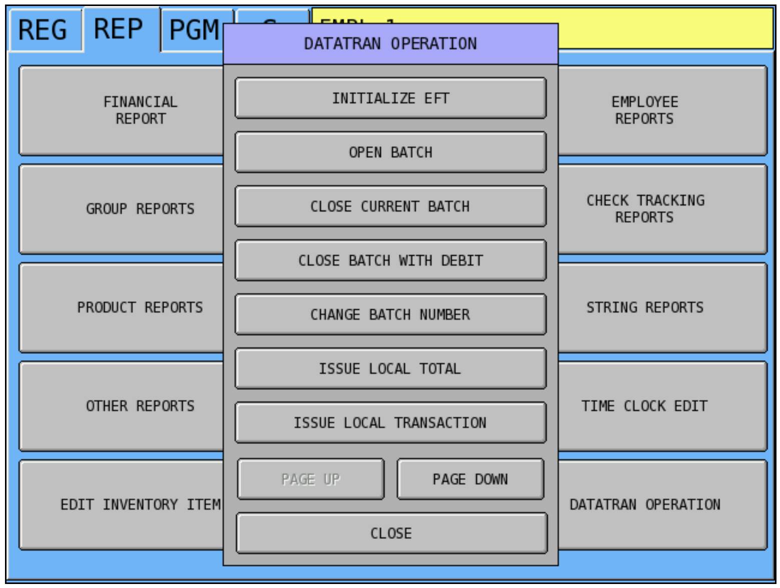
Note: This feature is available at version 2.00t or later.

Receipt copies can be printed after the sale provided that the transaction data is resident in the electronic journal. (You must allocate for electronic journal and set the appropriate electronic journal system options.)

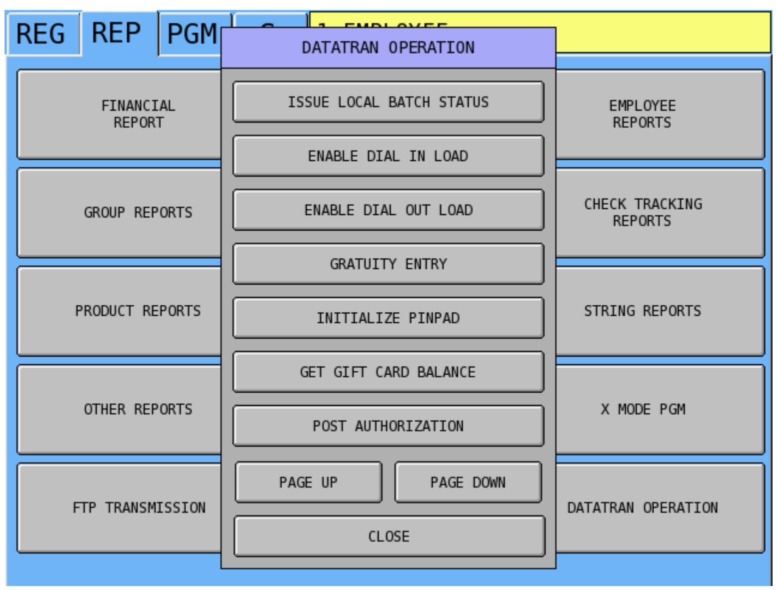
- From the REP menu, touch Receipt Reprint. At the prompt enter the consecutive number of the transaction you wish to reprint; touch **OK**. The transaction will be retrieved from the electronic journal and printed at the designated receipt printer.

DataTran Operation

1. Select the **REP** tab. (Password entry may be required.)
2. Touch **DATATRAN**. The **DATATRAN OPERATION** menu screen displays.
3. Touch the operation you wish to perform.

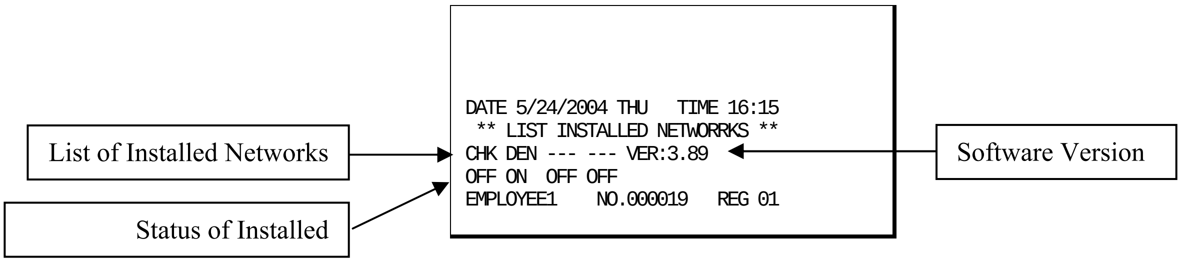


4. Touch **PAGE DOWN** to view the complete list.



Initialize EFT

Select Initialize EFT to verify communications, software versions and installed networks.



Open Batch

Manual batch opening and closing may be required by your payment processor. If required, it is recommended to open a new batch ***right after*** closing today's batch, so it is ready to go for the next day.

Touch **OPEN BATCH**. No printing takes place.

Close Current Batch/ Close Current Batch with Debit

Manual batch opening and closing may be required by your payment processor. Touch **CLOSE CURRENT BATCH**. or **CLOSE BATCH WITH DEBIT** if the batch contains debit transactions. The message "WAITING RESP." displays. When communication is complete, the Local Batch Status prints and the batch is closed.

Change Batch Number

The change batch number command is used to assign a new batch number to an existing batch. It is used with certain credit card processors to rectify settlement problems. It is used infrequently. (Attempt to change batch number will be denied if bank does not allow the feature.)

Issue Local Total

This report is added for ease of customer balancing actual totals in the Datatran to the system wide reports. A summary of each kind of credit card and a batch total should match the totals within the SPS 2000 system-wide report before the Settle Batch is attempted.

```
DATE            5/24/2004          TUE
       ****LOCAL TOTAL REPORT ****
AMEX                         .00          0
VISA                         .00          5
MASTER                       .00          0
DISCOVER                    2.00          1
PRIVATE LABEL                .00          0
DINERS                       .00          0
JCB                          .00          0
DEBIT                      12.00          2
TOTAL                      14.00          3
NO.000011 REG01 EMPLOYEE1    TIME 11:07
```

Issue Local Transaction

If “terminal based” processing is used, the Local Transaction Report contains details of each transaction in the current batch. When “host based” processing is used, transaction data is stored at the processor.

Example

```
DATE            5/24/2004          MON
   ****LOCAL TRANSACTION REPORT ****
 C 93 1 DB
6011000990139424 09/12
APP: VITAL2
REF: 506714501913
AMT: 6.00  TIP: *
03/08/05 08:37:40
===============================
 C 93 1 DB
4003001234567810 9/08
APP: VITAL2
REF: 506715500507
AMT: 6.00  TIP: *
03/08/05 09:05:58
===============================
 A 54 1 D
6011000990139424 09/12
APP: VITAL1
REF: *
AMT: 2.00  TIP: *
03/08/05 09:26:51
===============================
NO.000015 REG01 EMPLOYEE1    TIME 09:32
```

Issue Local Batch Status Report

The Local Batch Status Report also prints when a batch is closed.

See Explanations

```
DATE            5/24/2004          MON
      **** LOCAL BATCH STATUS ****
C 1 2 2 5.00 2 5.00

NO.000011 REG01 EMPLOYEE1    TIME 11:07
```

Local Batch Status Explanations:

(From Left to Right)

C	Batch Status C=Closed/O=Open
1	Batch Number
2	Batch Transaction Count
2	Batch Item Count
5.00	Batch Balance
2	Batch Forwarded Transaction Count
5.00	Batch Forwarded Balance

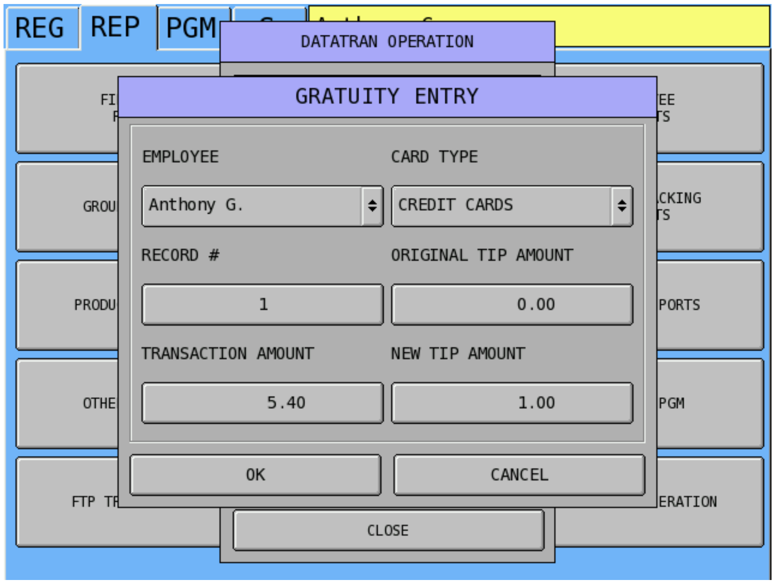
Enable Dial In Load/Enable Dial Out Load

If instructed by Datacap support, you can use these options to update DataTran software. Choose Enable Dial In Load to allow Datacap to call the DataTran and send updates. Choose Enable Dial Out Load to call Datacap to connect. You will be required to enter the phone number and terminal I.D.

Gratuity Entry

The Gratuity Entry command allows the operator to add a tip to a pre-authorized credit sale. To add a tip,

1. Select the Gratuity Entry command from the Datatran Operation Menu. The Gratuity Entry window displays (the form shown below requires software version 2.01b.)



2. Fill the form fields:

   a. The EMPLOYEE drop-down box allows managers to enter a gratuity for other employees.

   b. The CARD TYPE drop-down box allows tips to be assigned to multiple MISC TEND keys for reporting purposes.

   c. Enter the Record number from the merchant credit draft (REC NO:).

   d. Enter the original TRANSACTION AMOUNT (also from the merchant draft).

   e. Use the ORIGINAL TIP AMOUNT and NEW TIP AMOUNT fields to fix an incorrect tip and also update the register reports

3. Click **OK**. When complete, the register will print a receipt of the tip entry. The tip amount is automatically added to the employee report (to the employee that enters the tip) and to the financial report.

Initialize Pin Pad

Initializes the Pin Pad.

Get Gift Card Balance

Select Gift Card Balance, the operator will be prompted to slide a gift card. The balance will be printed on the receipt printer.

Post Authorization

Note: This function was identified as "Credit Post Authorization" on versions prior to V3.00w.

If electronic authorization is not approved and the merchant receives voice authorization, the transaction can be entered into the batch with this function:

1. Select POST AUTHORIZE from the DATATRAN OPERATION menu. The "SLIDE CARD" message displays.
2. If the card is present, slide the card and go to step 6.
3. If the card is not present, press **CLEAR**. The message "ENTER ACCT NO" displays.
4. Enter the card account number and press **ENTER**. The message "ENTER EXP DATE" displays.
5. Enter the expiration date (4-digit format: MMYY). The message "ENTER ORIG TRAN AMT" displays.
6. Enter the original transaction amount and press **ENTER**. The message "ENTER AUTH CODE" displays.
7. Enter the authorization code from the call center and press **ENTER**. The message "WAITING RESPONSE" displays.
8. When the communication is complete, the credit transaction data will print.

Report Samples

Financial Report

```
FINANCIAL REPORT

X1 REPORT                               0003

DESCRIPTOR               COUNT       TOTAL
+PLU TTL                 00.00      000.00
-PLU TTL                 00.00      000.00
ADJUSTED TTL             00.00      000.00
---------------------------------------
NON-TAX                  00.00      000.00
TAX1 SALES               00.00      000.00
TAX2 SALES               00.00      000.00
TAX3 SALES               00.00      000.00
TAX4 SALES               00.00      000.00
TAX5 SALES               00.00      000.00
TAX6 SALES               00.00      000.00

TAX1                     00.00      000.00
TAX2                     00.00      000.00
TAX3                     00.00      000.00
TAX4                     00.00      000.00
TAX5                     00.00      000.00
TAX6                     00.00      000.00

EXEMPT TAX1              00.00      000.00
EXEMPT TAX2              00.00      000.00
EXEMPT TAX3              00.00      000.00
EXEMPT TAX4              00.00      000.00
EXEMPT TAX5              00.00      000.00
EXEMPT TAX6              00.00      000.00
---------------------------------------
EAT IN SALES             00.00      000.00
TAKE OUT SALES           00.00      000.00
DRIVE THRU SALES         00.00      000.00
---------------------------------------
%1                       00.00      000.00
%2                       00.00      000.00
%3                       00.00      000.00
%4                       00.00      000.00
%5                       00.00      000.00
%6                       00.00      000.00
%7                       00.00      000.00
%8                       00.00      000.00
%9                       00.00      000.00
%10                      00.00      000.00

NET SALES                00.00      000.00
---------------------------------------
CREDIT TAX1              00.00      000.00
CREDIT TAX2              00.00      000.00
CREDIT TAX3              00.00      000.00
CREDIT TAX4              00.00      000.00
CREDIT TAX5              00.00      000.00
CREDIT TAX6              00.00      000.00
```

FOOD STMP CREDIT	00.00	000.00
MDSE RETURN	00.00	000.00
ERROR CORRECT	00.00	000.00
PREVIOUS VOID	00.00	000.00
TRANS VOID	00.00	000.00
CANCEL	00.00	000.00
GROSS SALES	00.00	000.00
CASH SALES	00.00	000.00
R/A 1	00.00	000.00
R/A 2	00.00	000.00
R/A 3	00.00	000.00
R/A 4	00.00	000.00
R/A 5	00.00	000.00
P/O 1	00.00	000.00
P/O 2	00.00	000.00
P/O 3	00.00	000.00
P/O 4	00.00	000.00
P/O 5	00.00	000.00
AUDACTION	00.00	000.00
#/NO SALES	00	000.00
CASH-IN-DRAWER	00.00	000.00
CHECK-IN-DRAWER	00.00	000.00
F/S-IN-DRAWER	00.00	000.00
MISC TEND 1	00.00	000.00
MISC TEND 2	00.00	000.00
MISC TEND 3	00.00	000.00
MISC TEND 4	00.00	000.00
……….		
MISC TEND 16	00.00	000.00
DRAWER TOTAL	00.00	000.00
PROMO	00	000.00
WASTE	00	000.00
TRAINING TOTAL	00.00	000.00
PREVIOUS BALANCE	00.00	000.00
TIP 1	00.00	000.00
TIP 2	00.00	000.00
TIP 3	00.00	000.00
GUESTS	00	
AVERAGE	000.00	
EMPLOYEE: KELLY		#01
TIME 09:03		NO.000000

Note: Audation is the total of all sales ending in a negative balance.

Sales By Time Period

```
SALES BY TIME PERIOD REPORT

X1 REPORT                                0003
TIME PERIOD     #/CUSTOMERS             TOTAL
08:00 - 09:00             3            11.54
09:00 - 10:00            15           186.82
11:00 - 12:00             6             7.99
12:00 - 13:00             1             2.40
14:00 - 15:00            13           146.82

TOTAL                    38           355.07
EMPLOYEE:       KELLY                    #01
TIME 09:03                         NO.000000
```

PLU Reports

All Plus

From/To PLUs

PLUs By Group

PLUs By Group For Selected Group

Top 20 PLUs

PLU Zero Sales

PLU Zero Sales By Group

PLU Sales By Price Level

Notes:

1. Whole unit reporting if there is no decimal activity.
2. Total/Counter capacity varies by memory allocation.
   Counters: 6-8 digits
   Totals: 8-10 digits

```
PLU REPORT

X1 REPORT                                0003

ITEM               PROMO  WASTE USAGE PLU %
  PLU#             GROUP  COUNT       TOTAL
----------------------------------------
HAMBURGER             1     2     6   50.00%
  00000000000001   01     3            3.00
CHEESE BURGER         1     4     8   50.00%
  00000000000001   01     3            3.00


----------------------------------------
TOTAL                 2       6   14
                              6        6.00

EMPLOYEE:       KELLY                    #01
TIME 09:03                         NO.000000
```

Employee Reports

Individual Employee

Employee Currently Signed On

Active Employee (Reports Clocked-In Employees Only)

```
EMPLOYEE REPORT

X1 REPORT                              0003
EMPLOYEE #0001 KELLY

DESCRIPTOR               COUNT          TOTAL

NON-TAX                  00.00         000.00
TAX1 SALES               00.00         000.00
TAX2 SALES               00.00         000.00
TAX3 SALES               00.00         000.00
TAX4 SALES               00.00         000.00
TAX5 SALES               00.00         000.00
TAX6 SALES               00.00         000.00

TAX1                     00.00         000.00
TAX2                     00.00         000.00
TAX3                     00.00         000.00
TAX4                     00.00         000.00
TAX5                     00.00         000.00
TAX6                     00.00         000.00

EXEMPT TAX1              00.00         000.00
EXEMPT TAX2              00.00         000.00
EXEMPT TAX3              00.00         000.00
EXEMPT TAX4              00.00         000.00
EXEMPT TAX5              00.00         000.00
EXEMPT TAX6              00.00         000.00
---------------------------------------
ANALYSIS 1SALES          00.00         000.00
ANALYSIS 2 SALES         00.00         000.00
ANALYSIS 3 SALES         00.00         000.00
---------------------------------------
%1                       00.00         000.00
%2                       00.00         000.00
%3                       00.00         000.00
%4                       00.00         000.00
%5                       00.00         000.00
%6                       00.00         000.00
%7                       00.00         000.00
%8                       00.00         000.00
%9                       00.00         000.00
%10                      00.00         000.00

NET SALES                00.00         000.00
---------------------------------------
CREDIT TAX1              00.00         000.00
CREDIT TAX2              00.00         000.00
CREDIT TAX3              00.00         000.00
CREDIT TAX4              00.00         000.00
CREDIT TAX5              00.00         000.00
CREDIT TAX6              00.00         000.00
```

FOOD STMP CREDIT	00.00	000.00
MDSE RETURN	00.00	000.00
ERROR CORRECT	00.00	000.00
PREVIOUS VOID	00.00	000.00
TRANS VOID	00.00	000.00
CANCEL	00.00	000.00
GROSS SALES	00.00	000.00

CASH SALES	00.00	000.00
R/A 1	00.00	000.00
R/A 2	00.00	000.00
R/A 3	00.00	000.00
R/A 4	00.00	000.00
R/A 5	00.00	000.00
P/O 1	00.00	000.00
P/O 2	00.00	000.00
P/O 3	00.00	000.00
P/O 4	00.00	000.00
P/O 5	00.00	000.00
AUDACTION	00.00	000.00
#/NO SALES	00	000.00

CASH-IN-DRAWER	00.00	000.00
CHECK-IN-DRAWER	00.00	000.00
F/S-IN-DRAWER	00.00	000.00
MISC TEND 1	00.00	000.00
MISC TEND 2	00.00	000.00
MISC TEND 16	00.00	000.00
DRAWER TOTAL	00.00	000.00

PROMO	00	000.00
WASTE	00	000.00
TRAINING TOTAL	00.00	000.00
PREVIOUS BALANCE	00.00	000.00
TIP 1	00.00	000.00
TIP 2	00.00	000.00
TIP 3	00.00	000.00
GUESTS	00	

AVERAGE	000.00	
EMPLOYEE: KELLY		#01
TIME 09:03		NO.000000

Note: Audation is the total of all sales ending in a negative balance.

Group

```
GROUP REPORT

X1 REPORT               X1 0003  X2 0001

 # GROUP         COUNT       TOTAL    %
01 DESCRIPTOR   000000 00000000.00 0.00
02 DESCRIPTOR   000000 00000000.00 0.00

GROUP TOTAL     000000 00000000.00

EMPLOYEE:      KELLY                #01
TIME 09:03                    NO.000000
```

Drawer Totals

```
DRAWER TOTALS REPORT

X1 REPORT               X1 0003  X2 0001

CASH-IN-DRAWER         00.00      000.00
CHECK-IN-DRAWER        00.00      000.00
F/S-IN-DRAWER          00.00      000.00

MISC TEND 1            00.00      000.00
MISC TEND 2            00.00      000.00
MISC TEND 3            00.00      000.00
MISC TEND 4            00.00      000.00
MISC TEND 5            00.00      000.00
MISC TEND 6            00.00      000.00

MISC TEND 16           00.00      000.00
DRAWER TOTAL           00.00      000.00

EMPLOYEE:      KELLY
#01
TIME 09:03                    NO.000000
```

Labor Groups

```
LABOUR GROUPS REPORT

X1 REPORT                X1 0003  X2 0001

DESCRIPTOR                          HOURS
COUNTER HELP                         0.00
KITCHEN STAFF                        0.00
MANAGER                              0.00

TOTAL TIME WORKED                    0.00
AVG. DAILY LABOR COST              00.00

EMPLOYEE:      KELLY
#01
TIME 09:03                      NO.000000
```

Sales and Labor %

```
SALES AND LABOUR % REPORT

X1 REPORT                X1 0003  X2 0001

00:00 - 01:00
01:00 - 02:00
  CUST:         0 NET SALES   0000.00
                  AVG/CUST:     00.00
  HRS LABOR:    0 LABOR COST: 0000.00
                  %/NET SALES:  00.00
  LABOR/CUST:                  00.00
  SALES/MANHOUR:               000.00
---------------------------------------
TOTAL
  CUST:         0 NET SALES:  0000.00
                  AVG/CUST:     00.00
  HRS LABOR:    0 LABOR COST: 0000.00
                  %/NET SALES:  00.00
  LABOR/CUST:                  00.00
  SALES/MANHOUR:               000.00

EMPLOYEE:      KELLY                #01
TIME 09:03                     NO.000000
```

Notes: The Sales and Labor Report uses data from the Sales by Time Period Report and the Time Keeping Report. ***You must clear both reports daily to get meaningful Sales & Labor % Report data.***
There are eight items per every time unit in Sales and Labor Report. 'CUST' and 'NET SALES' values are from Sales by Time Period Report where 'AVG/CUST' is division of these two values. You can calculate 'HRS LBR' and 'LABOR COST' from Time Keeping Report and Pay Rate Program. 'HRS LBR' is sum of working hours for all employees who had worked in this time period. LABOR COST' is the sum of the product of working hours and pay rate for every employee. '%/NET SALES' is ratio of NET SALES to LABOR COST. 'LABOR$/CUST' is labor cost for one customer which can be calculated dividing the LABOR COST by number of customers. Divide NET SALES by 'HRS LBR' to yield 'SALES/MANHOUR'.

Daily Sales

```
DAILY SALES REPORT

X1 REPORT                X1 0003  X2 0001

DAY                  COUNT      TOTAL
1                      3        11.54
2                     15       186.82
3                      6         7.99
13                     1         2.40
17                     13      146.82

TOTAL                 38       355.07

EMPLOYEE:      KELLY                #01
TIME 09:03                 NO.000000
```

Groups By Time Period

Reporting for each time period and each group. (Selected groups and periods shown here.)

```
GROUPS BY TIME PERIOD REPORT

X1 REPORT               X1 0003  X2
0001

TIME PERIOD    CUST  TOTAL      AVG/TRANS
00:00 - 01:00 9999 99999999.99    99.99
                     COUNT          TOTAL
  GROUP 1           999999.99 99999999.99
  GROUP 2           999999.99 99999999.99
  GROUP 3           999999.99 99999999.99
  GROUP 4           999999.99 99999999.99
  GROUP 5           999999.99 99999999.99
  GROUP 6           999999.99 99999999.99
  GROUP 7           999999.99 99999999.99
  GROUP 8           999999.99 99999999.99

TIME PERIOD    CUST  TOTAL      AVG/TRANS
01:00 - 02:00 9999 99999999.99    99.99
                     COUNT           TOTAL
  GROUP 1           999999.99 99999999.99
  GROUP 2           999999.99 99999999.99
  GROUP 3           999999.99 99999999.99
  GROUP 4           999999.99 99999999.99
  GROUP 5           999999.99 99999999.99
  GROUP 6           999999.99 99999999.99
  GROUP 7           999999.99 99999999.99
  GROUP 8           999999.99 99999999.99
EMPLOYEE:      KELLY                 #01
TIME 09:03                  NO.000000
```

Analysis 1 By Time Periods

```
EAT-IN BY TIME PERIOD REPORT

X1 REPORT              X1 0003  X2
0001

TIME PERIOD       COUNT       TOTAL
00:00 - 01:00    999999.99 99999999.99
01:00 - 02:00    999999.99 99999999.99
03:00 - 04:00    999999.99 99999999.99
04:00 - 05:00    999999.99 99999999.99
05:00 - 06:00    999999.99 99999999.99

TOTAL            999999.99 99999999.99

EMPLOYEE:      KELLY                #01
TIME 09:03                    NO.000000
```

Analysis 2 By Time Periods

```
ANALYSIS 2 BY TIME PERIOD REPORT

X1 REPORT           X1 0003  X2 0001

TIME PERIOD        COUNT       TOTAL
00:00 - 01:00     999999.99 99999999.99
01:00 - 02:00     999999.99 99999999.99
03:00 - 04:00     999999.99 99999999.99
04:00 - 05:00     999999.99 99999999.99
05:00 - 06:00     999999.99 99999999.99

TOTAL             999999.99 99999999.99

EMPLOYEE:      KELLY                #01
TIME 09:03                    NO.000000
```

Analysis 3 By Time Periods

```
ANALYSIS 3 BY TIME PERIOD REPORT

X1 REPORT            X1 0003  X2
0001
TIME PERIOD        COUNT        TOTAL
00:00 - 01:00   999999.99 99999999.99
01:00 - 02:00   999999.99 99999999.99
03:00 - 04:00   999999.99 99999999.99
04:00 - 05:00   999999.99 99999999.99
05:00 - 06:00   999999.99 99999999.99
TOTAL           999999.99 99999999.99
EMPLOYEE: KELLY                  #01
TIME 09:03                 NO.000000
```

Track By Time Periods

Track 1 By Time Periods

Track 2 By Time Periods

Track 3 By Time Periods

Track 4 By Time Periods

```
TRACK 1 BY TIME PERIODS REPORT

X1 REPORT                 X1 0003  X2 0001

TIME PERIOD         COUNT        TOTAL
00:00 - 01:00     999999.99 99999999.99
01:00 - 02:00     999999.99 99999999.99
03:00 - 04:00     999999.99 99999999.99
04:00 - 05:00     999999.99 99999999.99
05:00 - 06:00     999999.99 99999999.99

TOTAL             999999.99 99999999.99

EMPLOYEE:     KELLY                  #01
TIME 09:03                     NO.000000
```

Open Check

Open Check For Track 1

Open Check For Track 2

Open Check For Track 3

Open Check For Track 4

Open Check For Selected Employee

Open Check For Current Employee

Open Check For Track 1, 2, 3, & 4

Note:

The indicator [T] is used to identify training mode checks. Be sure to clear training mode checks after training activity.

```
DATE            12/05/2008          FRI
OPEN CHECK FOR TRACK 1 REPORT
X1 REPORT                          0001

TBL#  CHECK#  G# EMPLOYEE   TIME   TOTAL
________________________________________
                             IRC REG#01
0001            0             10:17   [T]
           2      1 EMPLOYEE        $0.00
0002            0             11:02
           1      1 EMPLOYEE        $0.00

TRACK#1 TOTAL                       $0.00

NO.000004 REG 01 1 EMPLOYEE   TIME 12:23
```

Product Mix

```
PRODUCT MIX REPORT

X1 REPORT               X1 0003  X2 0001

PRODUCT/TIME UNIT#PC   COUNT      TOTAL
BOTTLE BECKS (CASE)
 00:00-05:59 0001#084    204     222.36
 00:00-15:59 0001#084    204     222.36
 00:00-23:59 0001#084    204     222.36
   TOTAL     0005#012    612     667.08
EMPLOYEE:      KELLY                #01
TIME 09:03                    NO.000000
```

Product Projections

```
PRODUCT PROJECTIONS REPORT

X1 REPORT              X1 0003  X2 0001

PRODUCT PROJECTIONS   WED

BOTTLE BECKS (CASE)
   TIME    WEEK1 WEEK2 WEEK3 WEEK4  AVG
06:00-07:59   5     5     5     5     5
08:00-08:29  10    20    30    40    25
08:30-08:59   0     0     0   700   175
09:30-09:59   0     0    68     1    17
  TOTAL      15    25   103   746   222
EMPLOYEE:     KELLY                 #01
TIME 09:03                    NO.000000
```

Station Totals

Prints for each register in an IRC configuration.

```
STATION REPORT

X1 REPORT               X1 0003  X2 0001

REG# 01:                COUNT      TOTAL
NET SALES           999999.99 99999999.99
GROSS SALES         999999.99 99999999.99
DRAWER 1            999999.99 99999999.99
DRAWER 2            999999.99 99999999.99
DRAWER 3            999999.99 99999999.99
EMPLOYEE:      KELLY                  #01
TIME 09:03                      NO.000000
```

Daily Time Keeping

```
DAILY TIME KEEPING REPORT

X1 REPORT               X1 0003  X2 0001

EMP#       SSN NAME                 TIPS
0001 123456789 ANNIE               00.00
     12:00 - 13:00      MANAGER
     13:00 - 14:00      SERVER
 MANAGER         1.00 REG        0.00 OT
 SERVER          1.00 REG        0.00 OT
 TOTAL REG       2.00 HR        14.00 CST
 TOTAL LBR       2.00 HR        14.00 CST
---------------------------------------
MANAGER
 REG             1.00 HR         8.00 CST
 TOTAL LBR       1.00 HR         8.00 CST

SERVER
 REG             1.00 HR         6.00 CST
 TOTAL LBR       1.00 HR         6.00 CST
---------------------------------------
TOTAL
 REG             2.00 HR        14.00 CST
 OT              0.00 HR         0.00 CST
TOTAL LABOR      2.00 HR        14.00 CST

TOTAL TIPS       0.00
EMPLOYEE:     KELLY                  #01
TIME 09:03                     NO.000000
```

Shift Report

Complete Financial Reporting is available for each of 4 possible shifts. Shifts can be changed automatically at a set time or manually.

```
SHIFT REPORT

X1 REPORT                               0003

DESCRIPTOR                COUNT        TOTAL
+PLU TTL                  00.00       000.00
-PLU TTL                  00.00       000.00
ADJUSTED TTL              00.00       000.00
---------------------------------------
NON-TAX                   00.00       000.00
TAX1 SALES                00.00       000.00
TAX2 SALES                00.00       000.00
TAX3 SALES                00.00       000.00
TAX4 SALES                00.00       000.00
TAX5 SALES                00.00       000.00
TAX6 SALES                00.00       000.00

TAX1                      00.00       000.00
TAX2                      00.00       000.00
TAX3                      00.00       000.00
TAX4                      00.00       000.00
TAX5                      00.00       000.00
TAX6                      00.00       000.00

EXEMPT TAX1               00.00       000.00
EXEMPT TAX2               00.00       000.00
EXEMPT TAX3               00.00       000.00
EXEMPT TAX4               00.00       000.00
EXEMPT TAX5               00.00       000.00
EXEMPT TAX6               00.00       000.00
---------------------------------------
ANALYSIS 1 SALES          00.00       000.00
ANALYSIS 2 SALES          00.00       000.00
ANALYSIS 3 SALES          00.00       000.00
---------------------------------------
%1                        00.00       000.00
%2                        00.00       000.00
%3                        00.00       000.00
%4                        00.00       000.00
%5                        00.00       000.00
%6                        00.00       000.00
%7                        00.00       000.00
%8                        00.00       000.00
%9                        00.00       000.00
%10                       00.00       000.00

NET SALES                 00.00       000.00
---------------------------------------
CREDIT TAX1               00.00       000.00
CREDIT TAX2               00.00       000.00
CREDIT TAX3               00.00       000.00
CREDIT TAX4               00.00       000.00
CREDIT TAX5               00.00       000.00
CREDIT TAX6               00.00       000.00
```

```
FOOD STMP CREDIT      00.00      000.00

MDSE RETURN           00.00      000.00
ERROR CORRECT         00.00      000.00
PREVIOUS VOID         00.00      000.00
TRANS VOID            00.00      000.00
CANCEL                00.00      000.00

GROSS SALES           00.00      000.00
---------------------------------------
CASH SALES            00.00      000.00
R/A 1                 00.00      000.00
R/A 2                 00.00      000.00
R/A 3                 00.00      000.00
R/A 4                 00.00      000.00
R/A 5                 00.00      000.00
P/O 1                 00.00      000.00
P/O 2                 00.00      000.00
P/O 3                 00.00      000.00
P/O 4                 00.00      000.00
P/O 5                 00.00      000.00
AUDACTION             00.00      000.00
#/NO SALES               00      000.00
--------------------------------------
CASH-IN-DRAWER        00.00      000.00
CHECK-IN-DRAWER       00.00      000.00
F/S-IN-DRAWER         00.00      000.00
MISC TEND 1           00.00      000.00
MISC TEND 2           00.00      000.00
MISC TEND 3           00.00      000.00
MISC TEND 4           00.00      000.00
MISC TEND 5           00.00      000.00

MISC TEND 16          00.00      000.00

DRAWER TOTAL          00.00      000.00
---------------------------------------
PROMO                    00      000.00
WASTE                    00      000.00

TRAINING TOTAL        00.00      000.00

PREVIOUS BALANCE      00.00      000.00
TIP 1                 00.00      000.00
TIP 2                 00.00      000.00
TIP 3                 00.00      000.00
GUESTS                               00
---------------------------------------
AVERAGE                          000.00
EMPLOYEE:      KELLY                #01
TIME 09:03                    NO.000000
```

Note: Audation is the total of all sales ending in a negative balance.

Inventory

An example of the inventory report follows:

```
INVENTORY REPORT

X1 REPORT                X1 0003  X2 0001
CONSOLIDATED 01-02

INV #002  BURGER
 BEGINING INVENTORY                1000.00
 RECEIPTS                           100.00
 TRANSFER INS                        25.00
 TRANSFER OUTS                       10.00
 RAW WASTE                           -5.00
 THEORETICAL USAGE                  110.00
 SHELF COUNT                       1000.00
 ACTUAL USEAGE                      112.00
 ENDING INVENTORY                   998.00
 VALUE OF INVENTORY                2245.50
 VARIANCE +/-                        -2.00
 VARIANCE COST                       -4.50

-------------------------------------
NET SALE                           1376.15
FOOD COST                           312.00

VALUE OF INVENTORY                 2245.50
VARIANCE COST                        -4.50


EMPLOYEE:      KELLY               #01
TIME 09:03                 NO.000000
```

Inventory Definitions

Beginning Inventory

The Beginning Quantity as entered in (inventory - register begin quantity), for the first report. Additional reports will get the begin quantity from the END value from the last "Z" reset

Receipts

Receipt Quantity as entered in X-mode (inventory - edit inventory item-daily edit/period edit).

Transfer In

The Transfer In Quantity as entered in X-mode (inventory - edit inventory item-daily edit/period)

Transfer Out

Transfer Out Quantity as entered in X-mode (inventory - edit inventory item -daily edit/period)

Raw Waste

Raw Waste Quantity as entered in X-mode (inventory - edit inventory item -daily edit/period).

Theoretical Usage

The Theoretical Use Quantity. =[(PROMO+WASTE+SOLD (ITEM/PLU Report)] * [COUNT (RECIPE TABLE)]

Shelf Count

The Shelf is the Actual Inventory Quantity as entered in X-mode (inventory - edit inventory item - daily edit/period edit).

Actual Usage

The Actual Use Quantity. =[(BEGIN)+(RECPT)+(TR/IN)-(TR/OUT)-(RAW WASTE)-(SHELF)]

Ending Inventory

The Ending Quantity. If no actual inventory quantity is entered in X-mode. END = [(BEGIN)+(RECPT)+(TR/IN)-(TR/OUT)-(RAW WASTE)-(T.USE)]. If an actual inventory quantity entered. END=[(BEGIN)+(RECPT)+(TR/IN)-(TR/OUT)-(RAW WASTE)-(A.USE)]

Value Of Inventory

The Value of inventory items on hand. VALUE=[(END)*(COST)]

Variance +/-

The Variance +/-. VR+/- =[(T.USE)-(A.USE)]

Variance Cost

The Variance Cost. V.CST=[(VR+/-)*(COST)]

Food Cost

The Food Cost. FDCST=[(A.USE)*(COST)]

PLU Stock

PLUs designated as stock PLUs (see PLU Status Group Programming) will appear

```
FINANCIAL REPORT

X1 REPORT                                  0003

DESCRIPTOR                                COUNT
BOTTLE BECKS                               1234


EMPLOYEE:      KELLY                        #01
TIME 09:03                            NO.000000
```

PLU Stock by Group

Further stock reporting formats are available

```
FINANCIAL REPORT

X1 REPORT                                  0003

DESCRIPTOR                                COUNT
BOTTLE BECKS                               1234

BOTTLE BEERS
TOTAL                                      1234

EMPLOYEE:      KELLY                        #01
TIME 09:03                            NO.000000
```

Electronic Journal

All information can be selected by individual transaction type to be stored and reported extracted as required i.e. all Cash Transactions, VOIDs etc

CASH TRANSACTIONS

All cash sales made during normal operation

CHECK TRANSACTIONS

All check sales made during normal operation

MISC TEND TRANSACTIONS

All Miscellaneous tender operations made during normal operation

TRANSACTIONS WITH %

All sales containing a discount or premium operation

RECD ACCT & PAID OUT

All received on account or Paid out sales transactions

RETURN TRANSACTIONS

All Merchandise Return sales transactions

WITH ERROR CORRS & VOIDS

All Transactions containing an error correct or voids.

NO SALES

All Transactions containing no sale operations.

CANCEL TRANSACTIONS

All Register Mode cancelled transactions

TRANSACTIONS NEGATIVE

All Transactions with negative product sales.

REPORTS

All Read & Reset reports which are printed

PROGRAM SCANS

All Program scans which are printed.

CHECK TRACKING

All sales registered for open checks.

Food Cost

```
FOOD COST REPORT

X1 REPORT                           0003

BURGER            PRICE             1.95
PLU# 01234567890123456


 USAGE COUNT                          28
 ITEM COST                         1.200
 USAGE COST                        33.60
 SALES COUNT                          28
 NET SALES                         54.60
----------------------------------------
STEAK             PRICE            11.95
PLU#01234567890123456


 USAGE COUNT                         105
 ITEM FOOD COST                    2.250
 USAGE COST                       236.25
 SALES COUNT                         105
 NET SALES                       1254.75
----------------------------------------

TOTAL FOOD COST                   269.85
TOTAL SALES COUNT                    133
NET SALES TOTAL                  1309.35

EMPLOYEE:      KELLY                 #01
TIME 09:03                     NO.000000
```

Definitions

Usage Count

(SALES COUNT + PROMO COUNT + WASTE COUNT)

Item Food Cost

COMBINED COST OF ALL INGREDIENTS\RECIPIES ASSOCIATED WITH THE ITEM.

Usage Cost

(USAGE * ITEM FOOD COST)

Sales Count

(SALES COUNT)

Net Sales

(SALES COUNT * PRICE)

Shelf Count

The Shelf is the Actual Inventory Quantity as entered in X-mode (inventory - edit inventory item - daily edit/period edit).

Balancing Formulas

+/-	NET SALES
=	PLU Sales Total
+	Tax 1 Amount
+	Tax 2 Amount
+	Tax 3 Amount
+	Tax 4 Amount
+	Tax 5 Amount
+	Tax 6 Amount
+	Item Coupon Total (when NET=N)
+	Item Percentage Discount (when NET=N)
+	Sale Coupon Amounts
+	Sale Percentage Discounts
+	Sale Surcharge Amounts
=	Net Sales

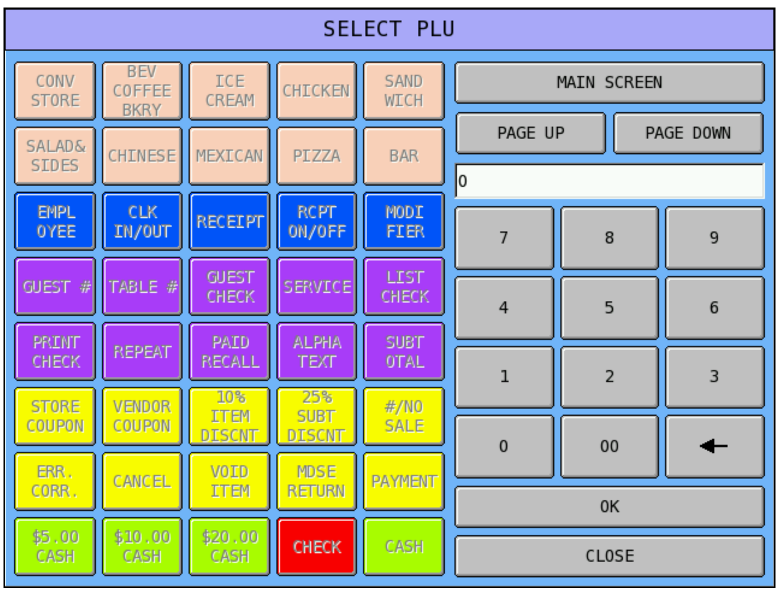
+/-	GROSS SALES
=	Net Sales
+	Negative PLU Total
+	Item Coupon Total (when NET=Y)
+	Item Percentage Discount (when NET=Y)
+	Sale Coupon Amounts
+	Sale Percentage Discounts
+	Credit Tax 1
+	Credit Tax 2
+	Credit Tax 3
+	Credit Tax 4
+	Credit Tax 5
+	Credit Tax 6
+	Merchandise Return
+	VOID Position Total
=	Gross Sales

Program Maintenance

PLU Maintenance

Changing Item Prices

1. From the **PGM** mode PROGRAMMING MENU touch **PLU** to view the PLU program selection window.
2. Touch **PLU ADD & CHANGE** to view the SELECT PLU screen.



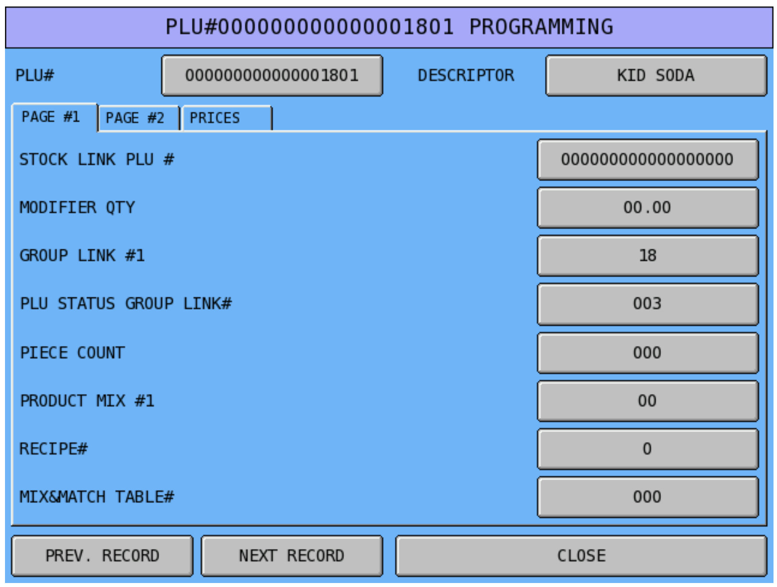
3. Select a PLU to edit in one of two ways:

   Touch a PLU key located on the keyboard. (If the PLU you wish to edit is not displayed on the MAIN SCREEN, touch the key that displays the keylink where the PLU is located, or touch **PAGE UP**/**PAGE DOWN** until the appropriate Key Link where you wish to edit a PLU displays.)

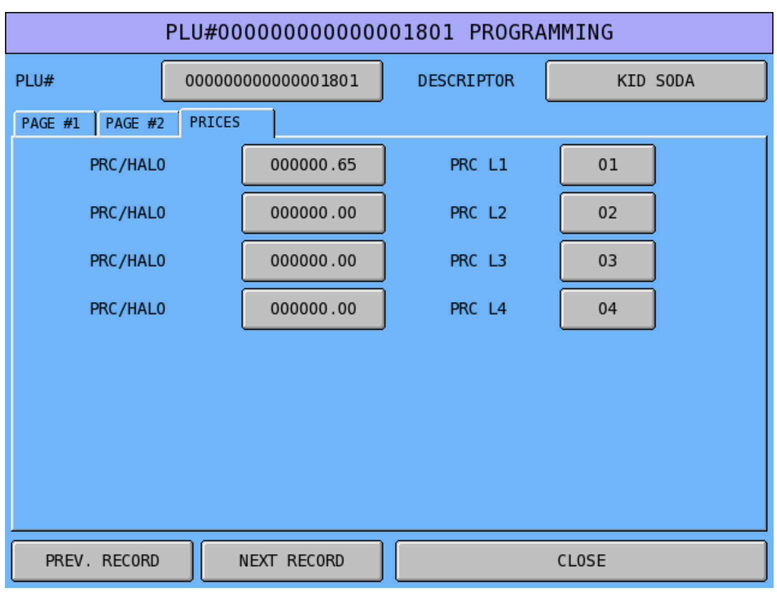
   or

   Enter the PLU number and touch **OK.**

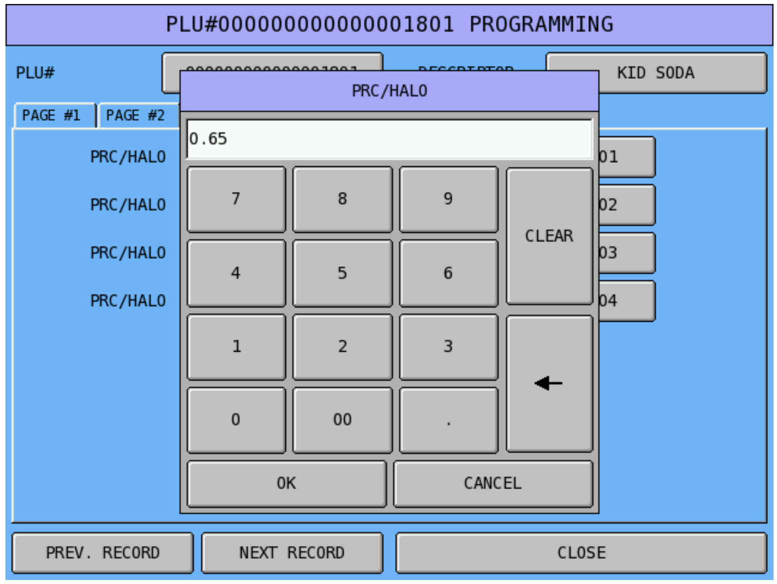
4. After a PLU is selected, the PLU PROGRAMMING screen displays at the **PAGE #1** tab:



5. Touch the **PRICES** tab.



6. Depending upon memory allocation, prices or HALOs (high amount lock outs that apply to open price entry PLUs) will display for one to five price levels. Touch the current price to make a price change.



7. Enter a new price and touch **OK**.

8. If you wish to change prices on another PLU, touch the **PREV. RECORD** or **NEXT RECORD** keys to display the price screen for the previous or next sequential PLU, or touch **CLOSE** to return to the PLU Select screen.

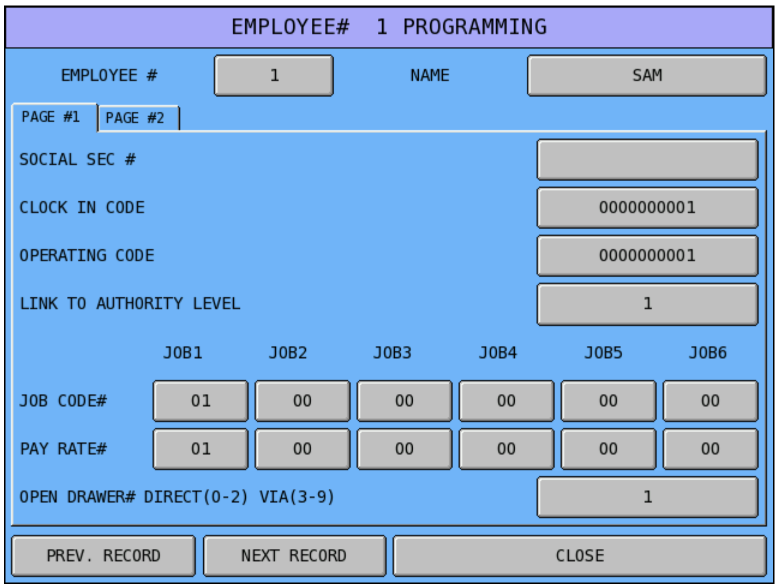
Employee File Maintenance

The employee file contains information for register operators as well as employees who use the register only to clock in or out (employee time keeping.) Specific functions that are allowed or disallowed for each employee are determined by assigning the employee to an authority level.

Two 10-digit code numbers may be assigned for each employee. A clock-in code is used to clock in or out and a separate sign on code used to operate the register. The social security number is for reference only and appears only on reports.

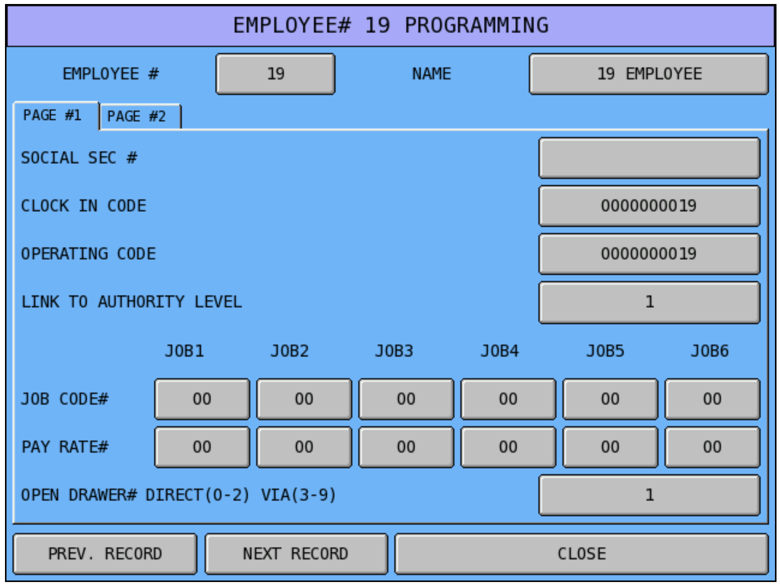
The total number of employees (up to 999) is set in memory allocation.

1. Select **EMPLOYEE** from the P-Mode menu, and then select **EMPLOYEE** to display the **EMPLOYEE** selection screen. The program screen for the first employee in the file displays with the first of two pages of options in view.



2. Select an employee to program or edit by employee number (touch the current number and enter a new one) or by touching the **NEXT RECORD** or **PREV. RECORD** keys until the appropriate employee is in view. If you are adding a new employee, touch the **NEXT RECORD** key until the next unused employee file displays.

3. Touch fields as necessary to set the options on page #1.



NAME

Set the employee name here.

SOCIAL SEC

Enter the employee social security number.

CLOCK IN CODE

Enter a number (up to 10 digits in length) that will be used by this employee to clock in and/or out.

OPERATING CODE

Enter the secret code number (up to 10 digits in length) that can be used to sign in/out.

LINK TO AUTHORITY LEVEL

Operations and programs that can be accessed by this employee are determined by selecting a authority level here.

JOB CODE#/PAY RATE#

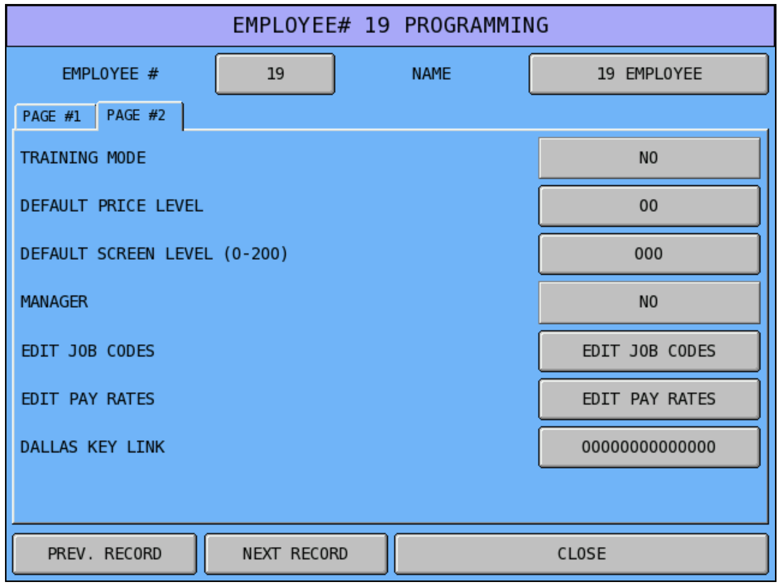
An employee might have more than one job, possibly with a different pay rate for each job. For example, in a restaurant, an employee might work as a server one day, and on a different day or shift, work as a cashier. Here you can list up to six different job codes and six different pay rates for each employee.

By assigning separate job codes and pay rates for each employee, the built in time clock can track and report hours and wage costs appropriately.

Note that the job code you assign for JOB1 is the default job code for clocking in/out.

OPEN DRAWER# DIRECT (0-2) VIA (3-9)

4. Touch the page #2 tab to set the remaining employee file options.



TRAINING MODE?

If Y, this employee will be in training, regardless of the training mode status of the entire register.

DEFAULT PRICE LEVEL

If multiple price levels are used, set the default level for this employee.

DEFAULT SCREEN LEVEL (0-200)

You can set a default screen level (keylink) to display when this employee is signed on to operate.

MANAGER

You can assign this employee “manager” status to perform manager controlled functions without password entry.

EDIT JOB CODES

Note: An employee with the appropriate authority level must be signed on to perform job code programming.

Job codes are used to break down the hours worked for all employees into different categories (See "Labor Groups" report in the *Operation Manual*.) A breakdown of hours by job is also reported for each employee (See "Time Keeping" reports in the *Operation Manual*.)

The job codes to be used by all employees are set up here. There are 20 possible job codes. Each job code you wish to activate must be given a descriptor here.

EDIT PAY RATES

Note: An employee with the appropriate authority level must be signed on to perform pay rate programming.

The pay rates set here can be used by all employees. There are up to 50 pay rates.

DALLAS KEY LINK

This option is not available.

Employee Field Definitions

SOCIAL SEC #

CLOCK IN CODE

Enter a number (up to 10 digits in length) that will be used by this employee to clock in and/or out.

OPERATING CODE

Enter the secret code number (up to 10 digits in length) that can be used to sign in/out. Note that system option # 21 "EMPLOYEE SIGN-ON" must be set to "SECRET CODE" to use this number.

LINK TO AUTHORITY LEVEL

Operations and programs that can be accessed by this employee are determined by selecting a authority level here.

OPEN DRAWER# (0-2)

If drawer 0 is assigned, the employee can only perform check track postings (not payments).

JOB CODE#/PAY RATE#

An employee might have more than one job, possibly with a different pay rate for each job. For example, in a restaurant, an employee might work as a server one day, and on a different day or shift, work as a cashier. Here you can list up to six different job codes and six different pay rates for each employee.

By assigning separate job codes and pay rates for each employee, the built in time clock can track and report hours and wage costs appropriately.

See "Time Clock Procedures" in the *SPS-2000 Operation Manual* for instructions on clocking on/off for different jobs. Note that the job code you assign for JOB1 is the default job code for clocking in/out.

OPEN DRAWER# DIRECT (0-2) VIA (3-9)

TRAINING MODE?

If Y, this employee will be in training, regardless of the training mode status of the entire register.

DEFAULT PRICE LEVEL

DEFAULT SCREEN LEVEL (0-200)

MANAGER

EDIT JOB CODES

Note: An employee with the appropriate authority level must be signed on to perform job code programming.

Job codes are used to break down the hours worked for all employees into different categories (See "Labor Groups" report in the *Operation Manual*.) A breakdown of hours by job is also reported for each employee (See "Time Keeping" reports in the *Operation Manual*.)

The job codes to be used by all employees are set up here. There are 20 possible job codes. Each job code you wish to activate must be given a descriptor here.

EDIT PAY RATES

Note: An employee with the appropriate authority level must be signed on to perform pay rate programming.

The pay rates set here can be used by all employees. There are up to 50 pay rates.

DALLAS KEY LINK

This option is not available.

Appendix

Report Function Key Report Code Structure

You can print out reports from the REG tab using the REPORT key. Reports are generated by first entering the report code, then touching the REPORT key, i.e:

[Report Code] [REPORT]

The REPORT key code is #36 and is available on software versions 2.00j or later.

Report Code Structure

010100

1. Enter the 2-digit report number. See the "Report Table" below.
2. Enter "0" for X reports; enter "1" for Z reports
3. Enter the report level: "1" through "5"
4. Enter "0" for standalone reports: enter "1" for IRC reports, (or "2' to view IRC for all registers without entering the IRC range with v.2.02b or later).
5. Enter the option code, 1-4 digits. See the "Report Option Table" below. If no option is selected, enter "0".

The report code example above "010100" generates an X1 Standalone Financial Report.

Report # Table

NO.	REPORT NAME	X/Z & REPORT LEVEL	IRC
01	Financial	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
02	Sales by Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
03	All PLU's	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
04	Not use this by REPORT key function.		
05	PLU's by Group	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC

06	PLU's by Group for Selected Group	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
07	Top 20 PLU's	X1 to X5 read only	INDIVIDUAL & IRC
08	PLU Zero Sales	X1 to X5 read only	INDIVIDUAL & IRC
09	PLU Zero Sales by Group	X1 to X5 read only	INDIVIDUAL & IRC
10	PLU Sales by Price Level	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
11	Mix and Match report	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
12	Not Found	X1 & Z1 only	INDIVIDUAL
13	Employees	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
14	Individual Employees	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
15	Employee Currently Signed on	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC (IRC available at v2.00x)
16	Groups by Employee	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
17	Groups	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
18	From/To Groups	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
19	Selective Groups	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
20	Drawer Totals	X1 to X5 read only	INDIVIDUAL & IRC
21	Drawer 1/2/3	X1 to X5 read only	INDIVIDUAL & IRC
22	Labour Groups	X1 & Z1 also X5 to Z5	IRC
23	Sales & Labour %	X1 & Z1 also X2 & Z2	IRC
24	Daily Sales	X1 & Z1	INDIVIDUAL & IRC
25	Groups By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
26	Analysis 1By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
27	Analysis 2 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
28	Analysis 3 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
29	Track 1 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
30	Track 2 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
31	Track 3 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
32	Track 4 By Time Period	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
33	Checks for Track 1	X1 & Z1	IRC from REG holding data
34	Checks for Track 2	X1 & Z1	IRC from REG holding data
35	Checks for Track 3	X1 & Z1	IRC from REG holding data
36	Checks for Track 4	X1 & Z1	IRC from REG holding data
37	Checks for Selected Employee	X1 & Z1	IRC from REG holding data
38	Checks for Current Employee	X1 & Z1	IRC from REG holding data
39	Checks for Track 1,2,3,4	X1 & Z1	IRC from REG holding data
40	Product Mix	X1 & Z1 also X2 & Z2	INDIVIDUAL & IRC
41	Product Projections	X1 read only	INDIVIDUAL & IRC

42	Station Totals	X1	IRC
43	Active Employees – time keeping	X1 read only	IRC
44	Daily Time Keeping	X1 & Z1 also X5 to Z5	IRC
45	Shift Reporting	X1 & Z1	INDIVIDUAL & IRC
46	Inventory	X1 & Z1	IRC
47	PLU Stock	X1 & Z1	INDIVIDUAL & IRC
48	Not use this by REPORT key function.		
49	Stock by Group	X1 & Z1	INDIVIDUAL & IRC
50	Stock by Individual Group	X1 & Z1	INDIVIDUAL & IRC
51	Food Cost	X1 & Z1	IRC
52	PLU Minimum Stock	X1 & Z1	INDIVIDUAL & IRC
53	Not use this by REPORT key function.		
54	String Report 1 – as defined by program	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
55	String Report 2 – as defined by program	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
56	String Report 3 – as defined by program	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
57	String Report 4 – as defined by program	X1 & Z1 also X5 to Z5	INDIVIDUAL & IRC
58	Custom Report	X1 & Z1	INDIVIDUAL
59	Pre-Poll Report – Hard Copy Print Out	X1 & Z1	INDIVIDUAL & IRC
60	Not use this by REPORT key function.		
61	Clocked in employees	X1 read only	INDIVIDUAL & IRC

Report Option Table

NO.	REPORT NAME	OPTION
06	PLU’s by Group for Selected Group	Group number (1~2 digit)
14	Individual Employees	Employee number (1~3 digit)
18	From/To Groups	Frome/To Group number (4 digits) If from group number is 1 and to group number is 2, option data is 0102.
19	Selective Groups	Group number (1~2 digit)
41	Product Projections	Week data (1 digit)
45	Shift Reporting	Shift number (1 digit)
50	Stock by Individual Group	Group number (1~2 digit)

Manual Revision Record

Edition	Date published	Revision contents
V1.0	6/29/2006	Revision 1.0
V1.1	9/05/2006	Added support for V2.00c/d software.
V1.2	9/22/2006	Add features associated with software V2.00g
V1.3	11/16/2006	Add features associated with software V2.00l.
V1.4	12/13/2006	Add Balancing Formulas
V1.5	12/19/2006	Add features associated with software V2.00t
V1.6	1/26/2007	Improved Add Check Sequence Instructions
V1.7	3/29/2007	Added feature associated with software V2.00x/2.01b
V1.8	5/1/2007	Add features associated with software V2.01n;
V1.9	6/6/2007	Add features associated with software V2.01r; clarify function of KP Routing key; IRC of "Employee Signed On" report available at 2.00x or later
V1.10	6/29/2007	Use CLEAR to exit Paid Recall p20, p52
V1.11	10/23/2007	Added features associated with V2.02n
V1.12	1/24/2008	Split Check Function Key explanation added. Explanation of Sales and Labor % report, pg 113.
V1.13	5/14/2008	Added features associated with V2.03k
V1.14	11/10/2008	Added features associated with V3.00w; Alpha Add Check operation notes; Added Graphical Split check operation instructions
V1.15		Paid Recall function clarified. Pollable reports indicated. Available Daily Sales report clarified. Active Employee Report clarified.