

Retail Kontrol

POS Kontrol

HERTS
BUSINESS
MACHINES



This manual relates to:

Pos Kontrol v 1.02

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A Brief Overview

Pos Kontrol is a very powerful, very flexible and very fast PoS program. The program has been written for all Windows platforms including 95, 98, 2000 and NT. There are some definitions which are important if the system is to work properly for you.

What is a PLU?

It is a Price Look Up, it is the instruction on the Cash register which enters the price and description when you sell it. A PLU can also take on the guise of a barcode.

What is an Open PLU?

An Open PLU gives you, the operator, the ability to specify a price for a PLU and for those sales to be allocated just against that group, not against a specific PLU. This is most useful in situations where you have a large number of products which are not barcoded as you are able to sell them at the right price without having them on the system.

What is an Adjustment?

An adjustment allows the management to set a specific discount against a specific PLU or group of PLUs. This can be much more accurate and focussed than the conventional discount button and is especially useful with promotions.

What is a No Sale?

No Sale allows a member of staff to open the drawer without selling any items, hence No Sale. This feature does obviously have security implications but can be useful when having to issue change etc. The No Sale is logged against each staff member of Management Analysis. This feature is not allocated to the system as standard, and needs authorisation to work.

What are Price Levels?

The software currently deals with three price levels all of which have three prices within the levels. This allows you to charge different prices for the same product whilst maintaining correct stock information. It is however not as complicated as it sounds. The price levels are for different times, for instance, you may use level 1 as normal prices, level 2 as sale and level 3 as premium prices.

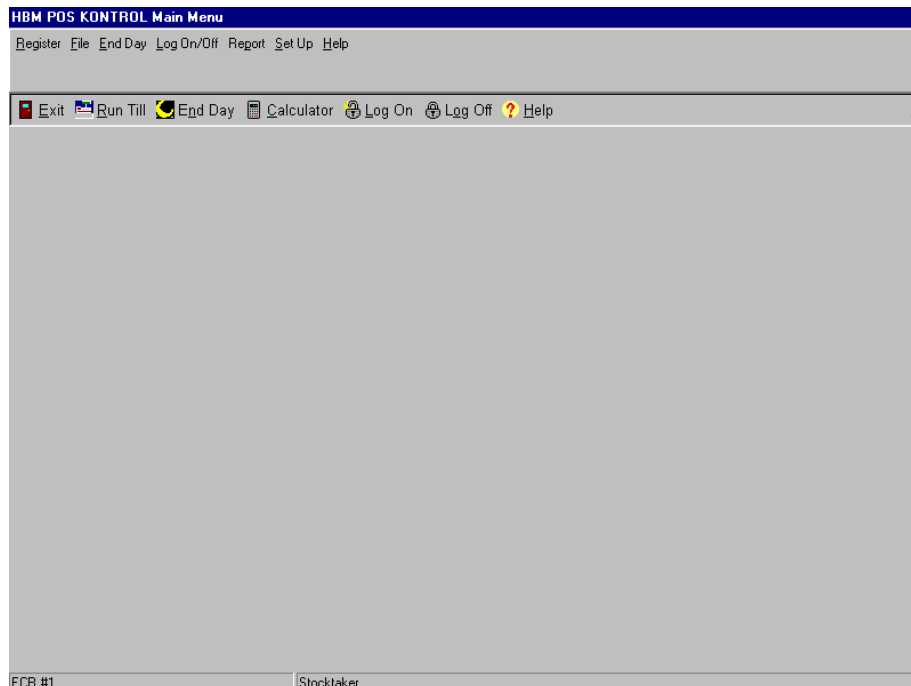
ENTERING PoS KONTROL

Enter the program, either via the Start Menu or via a desktop shortcut. The following screen will then appear.



A dialog box titled "POS Control Log On" with a blue header bar. The main area is light gray and contains the text "Please enter your user number and password below." Below this text are two input fields: "User Number" with a small white text box and "Password" with a larger white text box. At the bottom of the dialog are two buttons: "Cancel" with a red 'X' icon and "OK" with a checkmark icon.

Enter your number and password. This is available from on-site management or via HBM. Pos Kontrol will then display the following screen.



This screen allows the user either to simply run the till program by clicking on Run Till or, if their security options allow, perform other programming or setting up functions.

HOW TO LOG ON

By default, the system is a non-clerk interrupt machine. Again, by default, the clerk stays logged on after each transaction until they log themselves off. There are two methods of logging onto the system. The first is using magnetic cards. This is known as "Secure Access". This means that each member of staff is given their own card and only they can operate under their name. The second is using codes. Every staff member is allocated a code number which records sales operations against their name.

The screenshot shows a software window titled "Cash Register". The window has a green header bar with the text "Herts Business Machines Ltd" on the left and "Till 1 - Please Log on" on the right. Below the header, there are two main sections. On the left, under the heading "Instructions", there is a rounded rectangular box containing the text: "Please Log on ...", "Enter your password", and "then press the 'Log On' button". Below this box is a "Transaction" section. On the right, there is a table with three columns: "Description", "Qty", and "Value". The table is currently empty. At the bottom left, there is an "Entry" section with a "Log on" button and a text input field. At the bottom right, there is a "Sub Total" label followed by the value "0.00" in green text on a black background.

Description	Qty	Value
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Sub Total 0.00

HOW TO LOG ON USING CARDS

Your keyboard has a magnetic card reader on the right hand side. To swipe the card, place the card into the swipe, stripe down facing right. Then pull the card towards you and you will be logged on.

To log off, simply repeat the operation. It is vital that all staff remember to log off as this prevents unauthorised use by other members of staff or the public.

HOW TO LOG ON USING CODES

Each member of staff is allocated a code through Retail Kontrol- for more details, please refer to the appropriate manual. To log on, they simply enter their code and press the Clerk button.

To log off, simply press the Clerk button. It is vital that all staff remember to log off as this prevents unauthorised use by other members of staff or the public.

HOW TO SELL ITEMS

Most items have a barcode, to register these items, simply run the barcode slowly past the scanner and the description and price should appear on the screen. The subtotal is running in the bottom right hand corner of the screen.

In some instances, open buttons need to be used. Simply enter the value and press the appropriate button.

When the transaction is complete, simply enter the money that the customer has handed over and press the appropriate Media key.

Multiplication

If you are selling 5 Mars Bars, it makes little sense to individually scan each Mars Bar. To save time, simply scan the first Mars Bar and then type 5 and then use the X button. This will adjust the quantity sold and the subtotal.

Price

If you have scanned an item in and it has a different selling price to the one you have scanned in, a good example would be bread which is approaching its' sell by date, simply press Price and enter the new value and it will enter the new price into that transaction. All Price Changes are monitored by the Back Office.

Voids & Refunds

All functions such as Voids and Refunds can be under Management control, using either a card or a key.

Void

If you have made a mistake, simply press Void and it will subtract the highlighted item. If the item to be voided is not highlighted, use the Scroll backwards and forwards key to find the appropriate one and then press Void. All voids are allocated to a clerk, so Management reports based on this are possible.

Refund

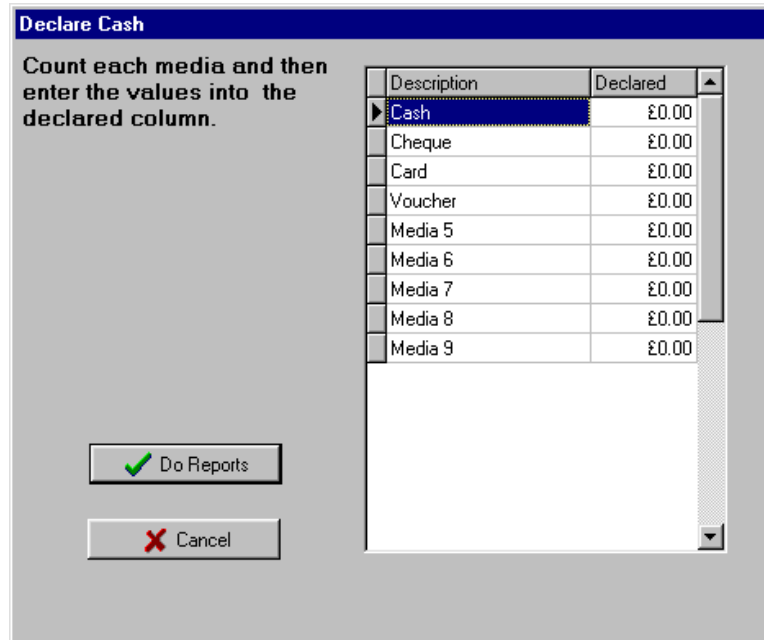
Scan the item and press refund. This is for use only when items which have been previously purchased are returned. All refunds are allocated to a clerk, so Management reports based on this are possible.

Transaction Void

Simply press Transaction Void and it will void the entire transaction. All such operations will be monitored by the Back Office Software.

Reports

Taking your sales reports is an easy task with PoS Kontrol. Simply exit the sales screen and click on the End Day button. The system will take you through this procedure simply and quickly.



Declare Cash

Count each media and then enter the values into the declared column.

Description	Declared
Cash	£0.00
Cheque	£0.00
Card	£0.00
Voucher	£0.00
Media 5	£0.00
Media 6	£0.00
Media 7	£0.00
Media 8	£0.00
Media 9	£0.00

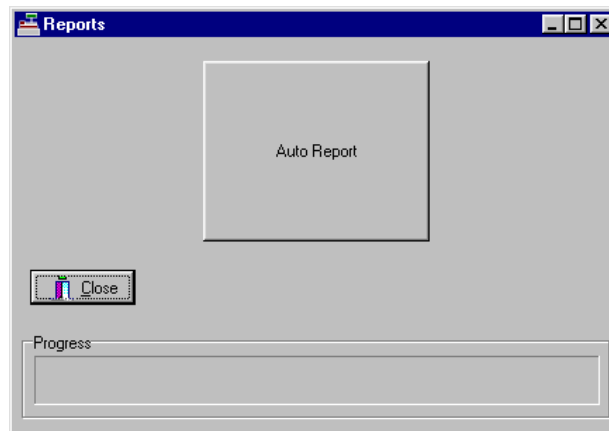
Do Reports

Cancel

If your system is configured for Cash Declaration, you must enter the cash in your drawer into the system.

Simply click on the type of media taken e.g. Cash and enter the amount taken. When you have finished, click Do Report.

Then click on Auto Report and the system will produce standard reports for the management.



Reports

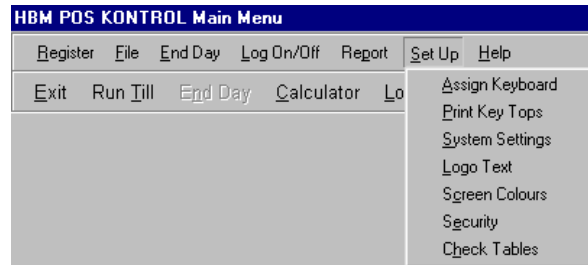
Auto Report

Close

Progress

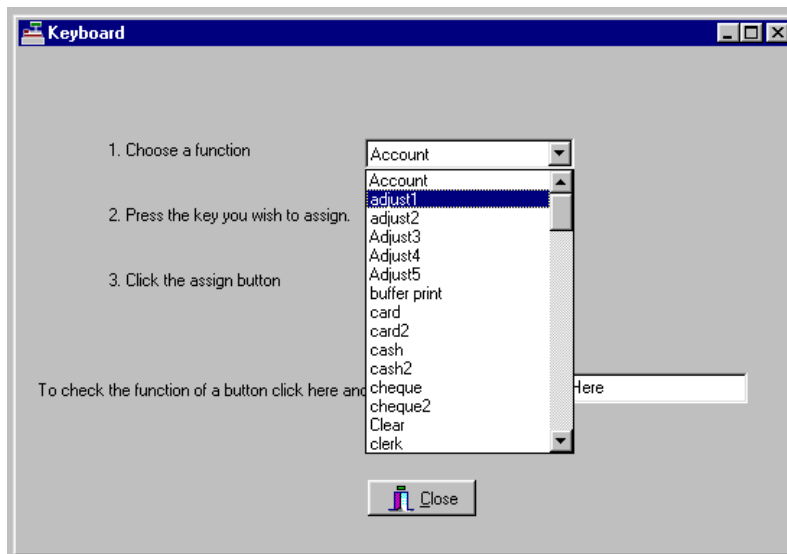
SET-UP

This section allows you to make programming changes to the way the till works.



Assign Keyboard

This part allows you to allocate functions to the keyboard. Simply pull down the list and select the function to allocate.

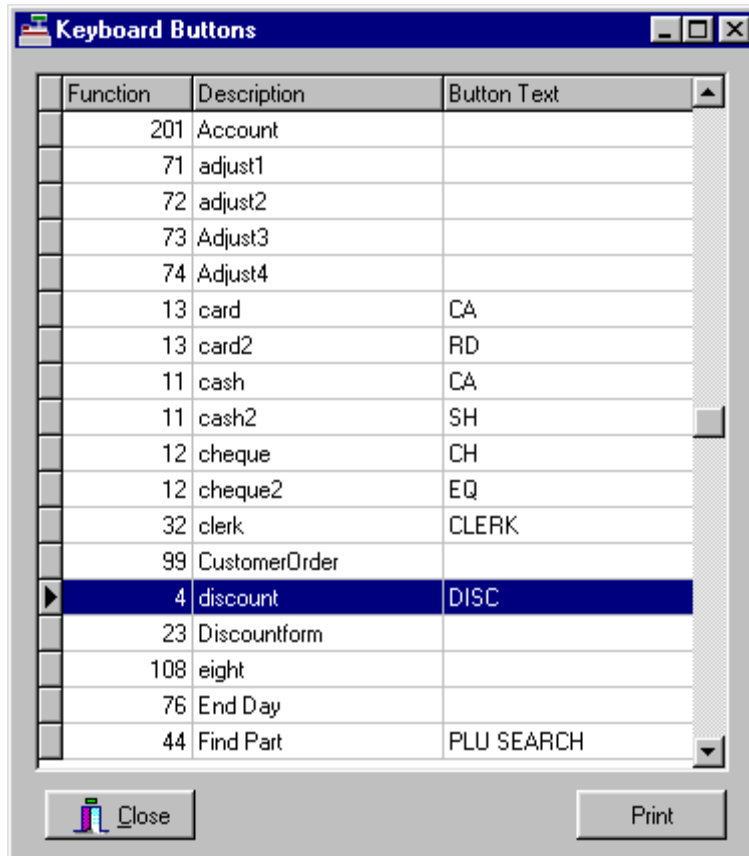


The press the key you wish to assign and click the assign button. If a Hard Plu is being allocated, when the Assign box is clicked, a box will appear which will allow you to allocate a PLU to that button. Simply find the PLU, click on it and the PLU will then be assigned to that button.

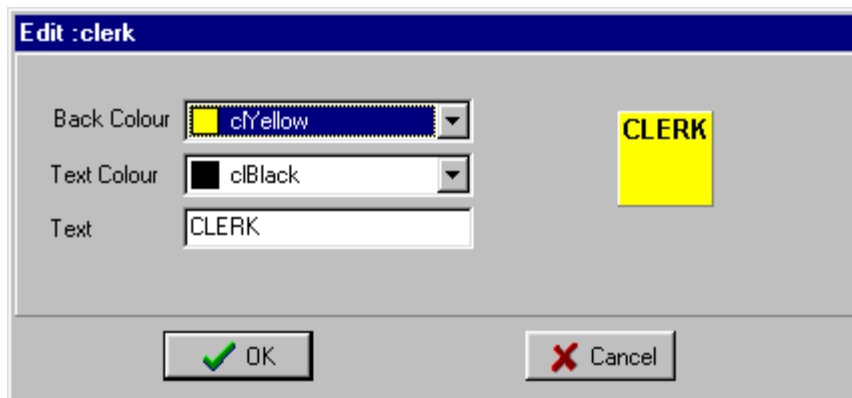
To check which function is allocated to a particular button, click on the Function box and then press the button. The allocated function will then appear in the box.

Print Key Tops

This allows you to print the keytops.



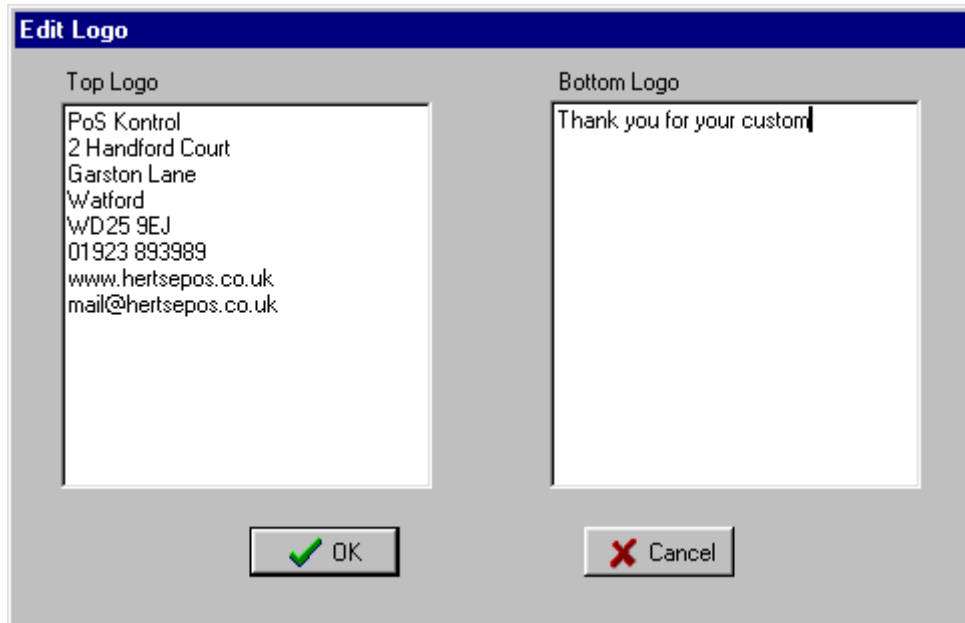
Click on the function you would like to change the description or colour of and change them.



When you have finished, click Print.

Logo

To change the logo which appears at the top and bottom of the receipt, click on the one to edit and then make the changes and click OK.



Edit Logo

Top Logo

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2 Handford Court
Garston Lane
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WD25 9EJ
01923 893989
www.hertsepos.co.uk
mail@hertsepos.co.uk

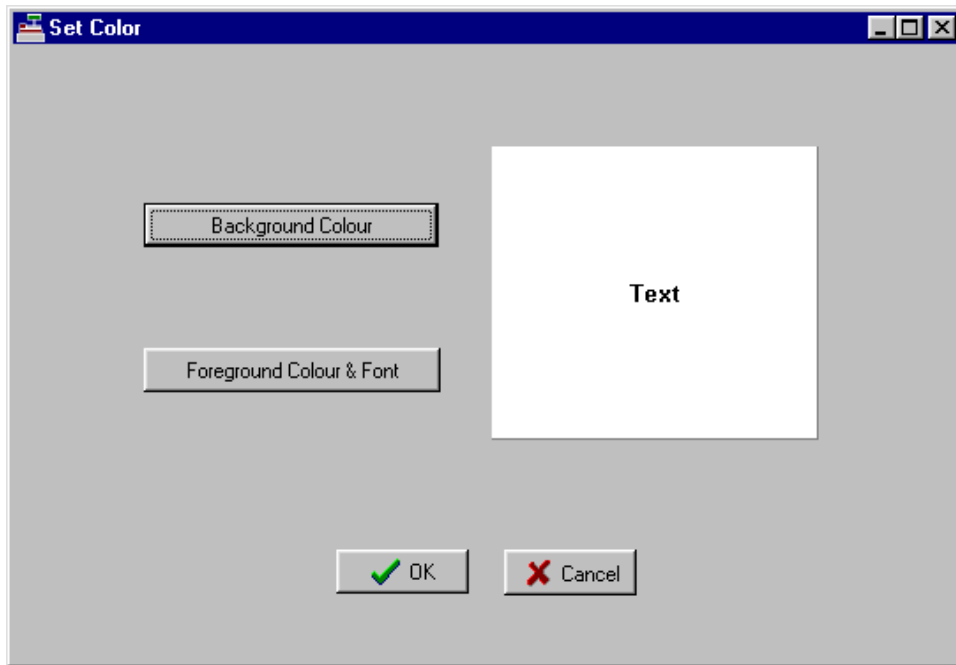
Bottom Logo

Thank you for your custom

OK Cancel

Screen Colours

This allows you to change the text and background of the till screen.

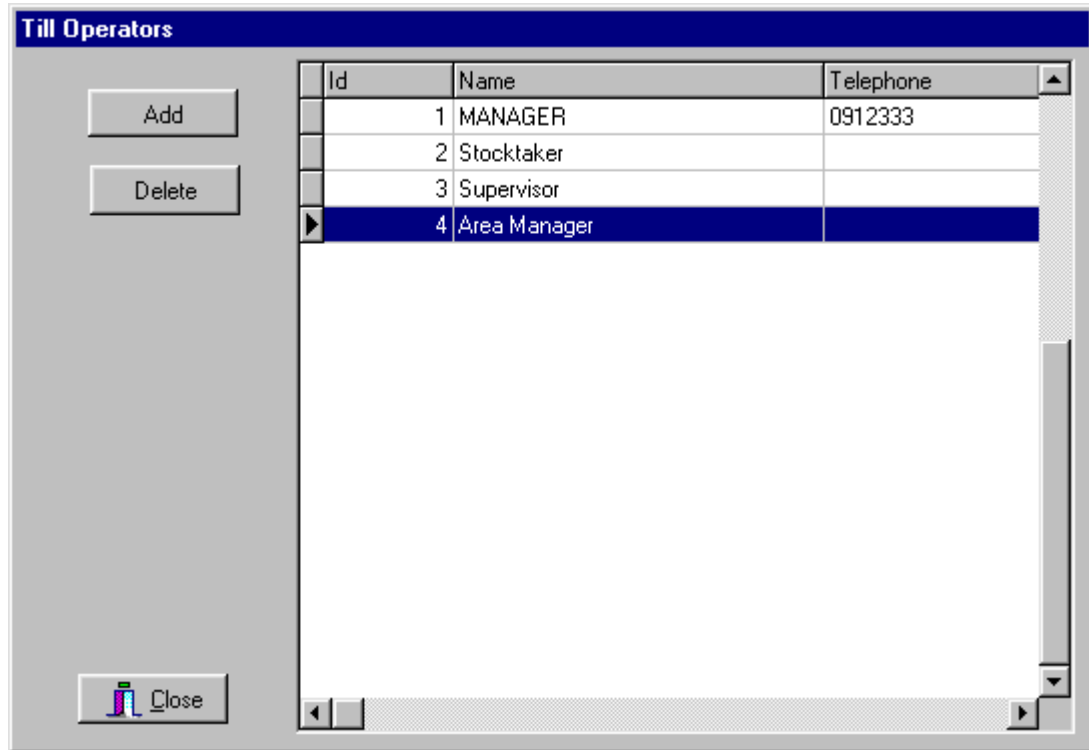


Click on the Background and select the colour to change to and the same with the Foreground. This will then change how the till looks.

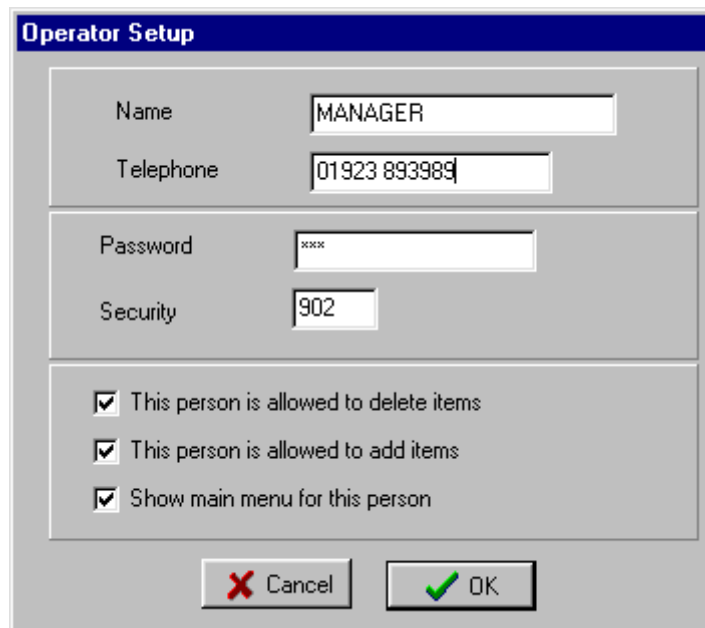


Security

This allows you to define who can enter the till program and the privileges they will receive when logged in.



To view or changes the details, click on the person. The following box appears.



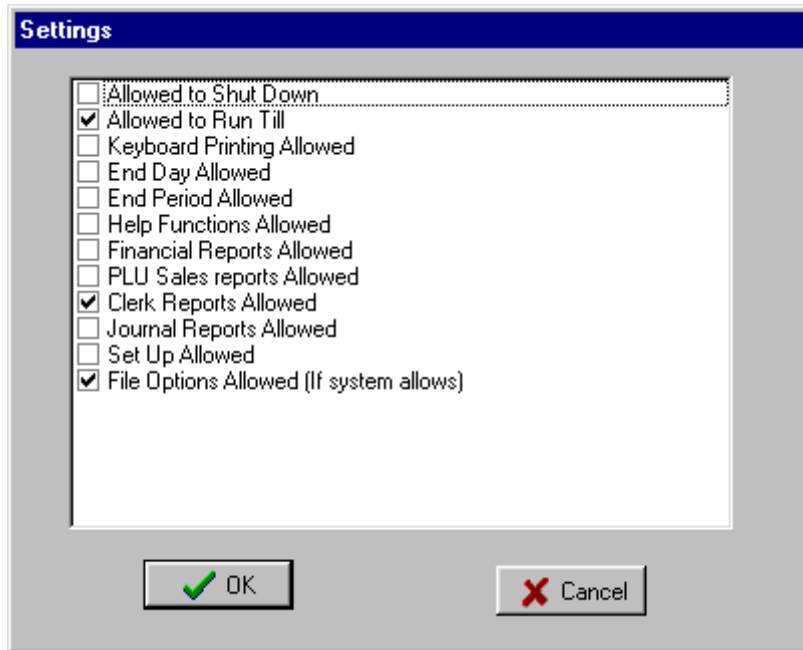
The screenshot shows a dialog box titled "Operator Setup" with the following fields and options:

- Name: MANAGER
- Telephone: 01923 893989
- Password: xxxx
- Security: 902
- This person is allowed to delete items
- This person is allowed to add items
- Show main menu for this person

Buttons: Cancel, OK

You can define the password and what they are allowed to do. Also you can define whether the till loads straight in to the till screen or goes via the Menu screen by selecting (or not) the Show Main Menu for this person box. This is used for basic till operators.

The security is set up in the box below. Simply tick the boxes you wish this person to be able to do.



The image shows a 'Settings' dialog box with a list of permissions. The 'OK' button has a green checkmark and the 'Cancel' button has a red X.

Permission	Checked
Allowed to Shut Down	<input type="checkbox"/>
Allowed to Run Till	<input checked="" type="checkbox"/>
Keyboard Printing Allowed	<input type="checkbox"/>
End Day Allowed	<input type="checkbox"/>
End Period Allowed	<input type="checkbox"/>
Help Functions Allowed	<input type="checkbox"/>
Financial Reports Allowed	<input type="checkbox"/>
PLU Sales reports Allowed	<input type="checkbox"/>
Clerk Reports Allowed	<input checked="" type="checkbox"/>
Journal Reports Allowed	<input type="checkbox"/>
Set Up Allowed	<input type="checkbox"/>
File Options Allowed (If system allows)	<input checked="" type="checkbox"/>