FC6000

User Manual

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User Manual

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Change History

Version	Date	Section	Change Details
4	07-Dec-07	pg 4	Added this change history table
		pg 21	Added info re electronic pump totes in non-resetable report.
		pg 12	Added codes 39 & 61
		all	Minor corrections

Overview

The Forecourt Controller

The functionality provided by the Forecourt Controller includes:

➢ Pump control.

➢ Drystock scanning (2500 products)

➢ Wetstock and drystock transaction processing.

➢ Issue receipts.

➢ Remotely set price at pumps.

➢ Report tank levels and deliveries.

➢ Report on transaction history and reconcile fuel movements.

➢ Card transaction processing.

The system provides two modes of operation. One is where the system functions only as a pump control console, and the other where it also provides cash-register style functionality. In the latter case 20 non-fuel categories are available as well as an option for scanning 2500 products. Also the transaction processing sequence allows for tendered amounts to be entered and methods of payment to be specified. In addition a cash-draw control output is provided.

Forecourt Controller Hardware

The Forecourt Controller hardware is comprised of:

➢ Forecourt Controller Unit

➢ Un-interruptable Power supply

➢ Video Display Unit

➢ Printer, Audit Trail and / or Receipt plus scanner depending on requirements

➢ Keyboard

➢ Customer display

These devices are connected via the dedicated connectors at the rear of the case.

A diagnostic display and configuration keypad are located at the front of the case.

Turning the Forecourt Controller On.

When the forecourt controller is turned on approximately 1 minute will elapse before the system becomes active and information appears on the video screen. During this time a message will appear on the diagnostic display showing the software version number. If an audit trail/report printer is connected, a print out of the Controller's setup will occur together with a list of the pumps with which it is able to communicate.

If a UPS (Uninterruptible Power Supply) is installed, it must be the first item to be turned on, and the last to be turned off.

Keyboard

The illustration below shows the layout of the keyboard. The function of many of these keys is as per a standard computer keyboard (numeric, enter, etc).

The functions of the specialised keys are described below:

<Toggle Pump>

Used to toggle the state of a pump between authorised and held. To authorise a pump that is held, or hold a pump that is authorised, key in the pump number and then press <Toggle Pump>. Available modes of authorisation are described later in the section entitled "Authorising and Processing Transactions".

<Prepay>

Used to authorise a pump with dollar limit. The prepay authorisation sequence is described later in the section entitled "Authorising and Processing Transactions".

<Authorise Pumps>

Used to authorise all calling pumps. A pump calls when it is in the held state and the nozzle is lifted.

<ALL STOP>

This key is for use in emergency situations only. It stops all pumps currently dispensing and prevents any authorised dispensers from commencing a sale.

<P1 Sale>…<P16 Sale>

These keys are used to select completed pump sales for processing. Alternatively sales can be selected by keying in the pump number and then pressing <ENTER>.

<Sale 1> & <Sale 2>

These are used to select a sale when a pump has two completed sales available for processing. They are used after initially selecting a pump with the <P1 Sale>…<P16 Sale> keys described above.

<ESC>

Pushing the escape key causes any keyboard operation currently in progress to be cancelled.

<Del>

Used to delete a sale item from the sale list in the sale box. Applies only during the transaction processing sequence described in the "Authorising and Processing Transactions" section.

<Menu>

Provides access to a range of system management functions. These are described later in the "Menu" section.

<Zoom>

The system supports two display modes. One in which pump information appears only as text, and the other in which the pumps appear as graphical icons with text which is smaller than that used in the text only mode. Pushing the zoom key causes the system to toggle between these two modes.

<Manual Sale>

Enables fuel sales to be entered manually. This function is used when pumps are operated in stand-alone mode. This is usually because of an electrical site fault. It can also be useful when transactions are processed incorrectly and hence have to be reversed (using the refund process) and then re-entered.

The shift report includes a count of the number of manual sales that have occurred during the shift period.

<Old Receipt>

The system buffers the last 500 transactions. Pushing this key displays the most recent 20 or so transactions. The operator may then print a receipt for any of these transactions by following the command prompts and entering the sequence number of the required transaction.

Pushing the down-arrow will then allow the operator to scroll through the entire buffer, one page at a time, starting from the beginning of the buffer.

<Last Receipt>

Pushing this key will print a receipt for the last completed transaction.

<Refund>

Enables the current transaction items listed in the sale box to be processed as a refund.

The shift report includes a total of all refunded sales occurring during the shift period plus a count of the number of refunded sales.

<No Sale>

Pushing this key opens the cash draw.

The shift report includes a count of the number of times the no-sale key is pressed during the shift period

<Temp Save>

Pushing this key will cause all sales listed in the sale box to be stored in a temporary buffer. The sale box is then cleared so that other sales may be processed. Pressing the temp-save key again will restore the sales to the sale box. A temp-saved sale cannot be restored to the sale box if the box is not empty.

<Voucher>

This key is used to discount fuel sales. When it is pressed the operator is prompted for a discount rate in cents per litre. Values between 1 and 9 are allowed. The discount rate entered is then applied to all fuel sale items listed in the sale box.

The option is available to configure the system so that a limit is applied to the total litres discounted. This limit can be set to a different value for each discount rate. Setting the limits is described in the "Menu" section.

The shift report includes a total of all discounts occurring during the shift period plus a count of the number of discounted sales. In addition the system can be configured so that the shift report includes a breakdown of total discounts by product and discount rate.

<Show Codes>

Pressing the show-codes key will cause a list of function codes to be displayed in the sale box. Entering the function code number will activate the corresponding operation described. Many but not all of these operations are able to be accessed using dedicated keys on the keyboard. This screen is a useful reference for those operations for which keys are not provided. These are described below:

<36 – Test>

Test deliveries are those which are performed when calibrating the pumps; or for the purpose of testing the system. Hence no payment is expected. Entering the test code will cause fuel sales in the sale box to be processed as test deliveries. Hence a method-of-payment is not prompted and the sale amounts are recorded against a separate total in the shift report.

<37 – Pump Lights>

For certain pump types it is possible to turn the pump lighting off or on from the forecourt controller. Entering this code will toggle the state of the pump lights.

<39 – Drive Off>

To account for fuel that is stolen.

<40 - 59 – Product codes>

The system supports 20 non-fuel (drystock) product categories. The names of these categories are user definable. Setting these names is outlined in the "Menu" section.

<60 – Cash Out>

Customers may be allowed to use an EFT transaction to withdraw cash from their bank account. This code allows the cash amount to be entered and processed with the purchase items. The shift report includes a cash-out total.

<61 – Pay Out>

To account for money taken out of the till. Appears as negative amount on reports.

<70 – Account Payment>

The Forecourt Controller provides for proprietary cards to be processed using a card-reader attached to the keyboard. This option allows customers to pay into their account. When the code is entered the operator is prompted for a dollar amount, then for the customer's card to be swiped, and then for a method-of-payment to be selected. The transaction is stored in the system for later processing and a receipt can be printed.

<98 – Authorise All>

This code is used to authorise all held pumps.

Pump Status Screen

This is the screen that appears when the system is in its normal operating mode. It is used to authorise pumps and process transactions. It has one large 'sale box' into which transaction details are entered, and a number of smaller 'pump status boxes', one for each pump.

Pump Status Boxes

Each pump status box displays with text and graphical symbols the state of the pump that it represents. The colour scheme for text is as follows:

➢ The white text shows the pump number and its status.

➢ The fuel type appears in turquoise.

➢ Transaction amounts appear in yellow.

The following describe the symbols that appear in the pump status display. They are grouped in pairs. The symbol on the left appears in the pump status box when the screen is in zoomed to graphics mode. The symbol on the right appears when zoomed to text only mode.

On Hold
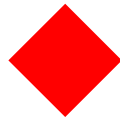
Red diamond	Red diamond

The pump is on hold. This means that it cannot be used.

Ready

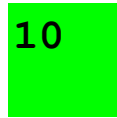|	
Green square	Green triangle pointing up

The pump is authorised but the nozzle has not yet been lifted.

Ready

Green square with number   Green triangle pointing down

The pump is authorised but only for a limited time. The number shows the seconds remaining before the pump reverts to hold mode.

Active

Horizontal green rectangle   Horizontal green rectangle

The nozzle has been picked up but no fuel is flowing yet.

Fuelling
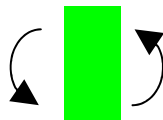
Rotating green rectangle   Rotating green rectangle

Fuel is flowing. The incrementing dollar value appears in yellow above the symbol.

Nozzle - On Hold

Alternating filled / not filled red diamond   Flashing red diamond

The nozzle has been lifted but the pump is not authorised to dispense.

Offline

Grey cross   Grey cross

The pump is not communicating with the Forecourt Controller.

Auth

Blue square   Blue rectangle

The device has been configured as a card authorisation station.

Card Transaction

> > > > > > >

Black chevrons on blue strip

This image indicates that the pump is executing a card authorised transaction (this does not appear in 'Zoom In' mode). In other words, a customer has presented a card at an auth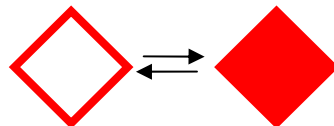orisation station and selected the pump for delivery. Progress amounts do not appear during the delivery since the system automatically stores the finalised transaction for later processing.

PrepayTransaction

$
$
$
$
$
$

Black dollar signs on white strip

This image indicates that the pump has been prepayed to a certain dollar value. The number in the pump box will show the prepaid amount

Error Messages

There are two error messages that may appear in pump status boxes.

SALE ER

The Forecourt Controller cannot read the pumps final delivery amount because of a communication malfunction. The transaction may be processed using the manual sale key.

Note : Once the malfunction has been resolved , the SALE ER message will remain on the display until the next transaction for that pump has commenced.

In the event of a SALE ER in the Sale 2 position , it is not until another transaction is moved into Sale 2 that the error will disappear.

ERROR

The pump is in an error condition.

Authorising and processing Transactions

Pump Authorisation

A pump is authorised or held by entering the pump number and pressing the toggle key. The pump icon appears green when authorised and red when held. There are four modes of authorisation available. Configuring these modes is described in the "Menu" section.

The four modes are detailed below:

Stand-alone (Automatic Authorisation)
Once authorised the pump remains available until the nozzle is lifted, or until the pump is put on hold by entering the pump number and pushing the toggle key. Once a sale completes it is re-authorised for the next delivery unless there are two unprocessed sales outstanding.

Hold (Compulsory Authorisation , this mode allows you to pre-authorise a pump indefinitely)
Once authorised the pump remains available until the nozzle is lifted, or until the pump is put on hold by entering the pump number and pushing the toggle key. Once a sale completes the pump is put on hold.

Auto-hold (Compulsory Authorisation , this mode allows you to pre-authorise a pump for 15sec)
Once authorised the pump nozzle must be lifted within 15 seconds. If the nozzle is not lifted before the end of the timeout then the pump will return to the held state.

Prepay
Prepay mode is provided for situations where the customer is required to pay before taking fuel.

To authorise a prepay sale enter the pump number and then press the prepay key. The system will then prompt for the prepaid dollar amount. Amounts between 1 and 99 dollars may be entered. Once entered the pump will remain authorised with the specified limit until fuel is taken.

To cancel a previous authorisation repeat the process with a zero dollar amount.

To change the prepay amount, repeat the process with the new dollar amount. The prepay amount cannot be changed once the sale has commenced.

Pumps do not have to be configured for prepay mode in order to authorise a prepay sale.

Processing Transactions

The system provides several modes of operation. It can be configured to operate only as a pump control console, or it can provide additional cash-register functionality. It can also be configured to support a receipt printer. The sequence described below assumes that the system is configured as a cash register with a receipt printer. If the system is configured to exclude these additional features then some of the steps described below (method of payment, tendered amount, receipt) do not appear.

Processing fuel transactions

To process a completed pump sale press the <P? Sale> where "?" corresponds to the required pump (or alternatively key in the pump number and press <enter>).

If the pump has two completed sales pending then the operator will be prompted to select either the top sale (press the <sale 1> key) or the bottom sale (press the <sale 2> key). The transaction amount will then appear as a line in the office box.

If multiple pending fuel sales are required to be added together and processed as a single transaction then repeat the process described above to select each amount. The sales will then appear as a list in the sale box. The item number appears in the left column. The total dollar amount appears at the bottom of the box.

If the wrong item is selected then press the <del> key. The operator will then be prompted for the item number. Once this is entered the item will be removed from the list.

Once the items have been selected press <enter>. The system will then prompt for the method of payment. The options include swiping a card or keying in a card number.

If the customer selects <cash> then the system will prompt for the tendered amount. This should be entered without a decimal point (for example $3.00 should be entered as 300).

If the tendered amount is equal to the amount prompted then just press <enter>.

If the tendered amount entered is less then the total then the system will enquire whether mixed method of payment is required (cash and credit). If the operator chooses <Yes> then the cash amount and the credit amount will appear below the total.

If the tendered amount is greater than the total then the tender amount and the change amount will appear below the total.

The operator will then be prompted for a receipt.

Once this sequence is completed the sale amounts will be cleared from the screen, the cash draw will open if <cash> was chosen, and the receipt will print if required.

Two options are provided which reduce keystrokes. Once the items are selected the operator may press the required method of payment key without first pressing <enter>.

Also if the method of payment is cash then the operator may key in the tendered amount and press <enter>. The transaction will then be processed as if <cash> had been selected.

Pressing the <refund> key will enable the items listed in the sale box to be processed as a refund.

Processing non-fuel transactions

The system supports 20 non-fuel (drystock) product categories. These have product code numbers 40 to 59.

The names of these categories are user definable. The procedure for setting the names and their unit prices is described in the "Menu" section.

To process a non-fuel item enter the product code number or, if the keyboard provides additional keys for non-fuel products, push the corresponding product key. (If the keyboard does not provide the additional keys then the product names may be viewed by pressing the <show codes> key).

The product name and configured unit price will then appear at the bottom of the office box.

If a quantity of more then one unit is required press <Esc>. The system will then prompt for the number of units.

If the configured unit price is incorrect then press <esc> and enter the required price.

If a price has not been configured then simply enter the correct price.

The rest of the procedure is as described above for fuel transactions.

Check Errors!

If the *Check errors!* message appears in the office box this indicates that there is a fault that the system has detected in either the receipt printer, customer display or UPS.

The fault is not regarded as fatal, and the system will still allow transactions to occur and be processed.

The error can be checked and cleared using the Test/Error option described in the "Menu" section.

Menu

This section explains the options that appear when the <menu> key is pressed. Many of these options are not accessible unless the pass code is first entered.

Menu items that are accessible appear in blue Text. Items that are not accessible appear in red text.

Passcode protection is not provided if the passcode is set to '000000'. (The passcode is set via the keypad on the front of the Forecourt Controller – Refer to The TransTech User Manual.)

Passcode

Entering the six-digit passcode gives access to the passcode protected items in the menu. These items remain available until the operator exits from the menu.

Tank Menu

The Forecourt Controller can be interfaced to a range of underground tank gauging systems. Alternatively the system is able to maintain theoretical tank levels. Theoretical tank gauging requires that tank levels and delivery amounts be manually entered into the system.

The tank menu options are not available if the system is not configured for tank gauging.

Tank gauging throughput, levels and delivery amounts appear on the shift and date range reports. These reports also reconcile tank throughput with pump throughput.

Three options are provided:

View Tanks
This screen shows the capacity, volume and ullage of each tank. If the system is interfaced to electronic tank gauges then this screen also shows the height, temperature and temperature corrected volume of the fuel.

Deliveries
This option enables tank delivery amounts to be entered into the system. This is not required if tank gauging is installed since the system measures delivery amounts automatically.

Dips
This option enables tank dip levels to be entered into the system. This is not required if tank gauging is installed.

Report Menu

The reports available are described below. These are displayed on the video screen one page at a time. The <down arrow> key is used to scroll to successive pages.

Reports may be printed at either the audit trail printer or the receipt printer if required.

Non-Resetable

This report shows the accumulated total value of fuel transactions by pump and by product, together with totals for drystock transactions and methods of payment.

Pump totals can be set so as to match pump mechanical or electronic totals if required. Pump totals are passcode protected and therefore can only be changed by authorised access.

In addition to the totals mentioned above, if the connected pumps support internal electronic totalisers then these will appear in the report highlighted in red text.

Shift

This report shows the accumulated totals for the current shift period ie – since the shift was last reset (using the Roll Shift option). It contains the same information as the non-resetable totals report, plus totals for refunds, cards, tests, account payments and discounts. The system can be configured so that card totals are broken down by product, and discount totals are broken down by product and discount rate.

Date Range

The system will snapshot (store a record) of all non-zero totals for pumps, drystock categories, and methods of payment for the period of the entered date range. Having nominated the date period, the time of day for commencing the snap shot can be set optionally to occur at either midnight or at the time when the shift totals were last reset. If the system is configured for snapping at midnight, and is turned off overnight, then the snapshot will occur when the controller is next turned-on.

Snapshots are stored in a rotating buffer in which new records over-write the oldest available records.

The date range report prompt shows the date of the oldest available record.

The date range report uses these snapshots to show totals accumulated between any nominated start and end date.

Dates are entered as two digit numbers for day month and year. Hence 3rd June 2002 is entered as 030602.

Roll Shift

A roll shift is performed at the commencement of each shift.

Rolling the shift will reset the shift totals up until the last time shift totals were viewed using the shift report option described above.

Above the roll shift prompt in the Report Menu the *Shift start* date and time and *Shift end* date and time are displayed. *Shift start* is the date the shift period began and the *Shift end* is the last time the shift report option was invoked - or in other words, the date up until which shift totals will be reset.

When the roll shift option is invoked the screen will show the message:

> Yes (1) will reset shift totals
>
> Reset now?

If yes is pressed the shift totals will be reset. If the system is configured appropriately, the screen will then show the message:

> Yes(1) will record day totals
>
> Record now?

If yes is pressed then a snapshot of all non-zero totals will be taken as outlined in the date range report option described above.

Cash Transactions

This report is the same as that produced when the <old receipt> key is pressed, except that transactions listing starts with the oldest transaction rather then with the most recent transactions.

Card Transactions

This report lists all card transactions. The transactions are grouped by card number.

Prices

This option is used to set fuel prices for the site. There are three columns of prices for each fuel displayed. These are labelled *Active Prices*, *Schedule 1 Prices*, and *Schedule 2 Prices*. The *Active Prices* column shows the schedule currently in use. Either schedule can be edited and activated by following the instructions shown on the screen.

Pump Mode

This option is used to set the mode of operation of the pumps. There are three columns of modes for each pump displayed. These are labelled *Active Setup*, *Setup 1* and *Setup 2*. The *Active Setup* column shows the setup currently in use. Either setup can be edited and activated by following the instructions shown on the screen.

There are four modes of pump operation available. These are described in the "Authorising and processing transactions" section.

Product Groups   (Departments)

When the system is configured for cash register operation 20 non-fuel product group are provided. These are numbered 40 to 59. An additional keyboard can be provided with keys labelled with the name of each group.

This option enables the names and default prices of each group to be configured.

Editing the group names requires alphabetical keys. Hence a standard IBM-compatible computer keyboard may be plugged into the system. When using this keyboard numbers must be entered using the numeric keys on the right of the keyboard rather then in the row at the top.

Tests/Errors

The system continually performs checks to ensure that all system components required for displaying transaction amounts are operating correctly. These components consist of the receipt printer, customer display, UPS and video screen. A fault in any one of these components is indicated when the message 'Check errors' appears in the sale box when the system is in its normal operating state.

The tests/errors screen shows the state of each of these components – either 'ok' or 'error'. Once the error is addressed it can be cleared by keying the number corresponding to the component.

A receipt printer error occurs if the printer is unplugged or runs out of paper.

A customer display error indicates that the display is unplugged.

A UPS error indicates that the UPS detection cable is unplugged, or that the system is operating on battery power.

Cash Menu

The system is able to track and manage cash throughput. This screen shows the net till cash, the cash float (the amount in the till at the start of the shift period), the total amount of cash dropped, and the cash drop alarm threshold. In addition two options are provided. These are:

Add cash drop
Used to enter cash drop amounts into the system.

Set cash drop alarm threshold
The drop alarm threshold is the cash till amount above which the system flags that a cash drop is required. A cash drop alarm is signalled when the message 'Drop cash' appears in the sale box.

Discount Litre Limits

A limit can be set for the total litres discounted per sale. A different limit can be set for each discount rate. This screen enables the litre limits to be set. A setting of zero means that no limit applies.

Quick Reference Guide

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1. Power on the FC6000

a) There is no On / Off Switch on the controller

b) Make sure the power point to the UPS (Battery Backup) is turned on and the switch on the UPS is in the "On" position.

c) Make sure the monitors power button (usually located on the bottom right hand corner of the display) is turned on.

Note : If the unit has been turned off , it will take approx. 1 minute to startup.

2. Start of Day

a) If the pumps have been "All Stopped" Press <1> and <Toggle Pump>

b) Press the <No SALE> key to open the cash drawer.

c) Insert the cash drawer float.

Note : In order to reconcile your cash at the end of the shift you need to know exactly how much was in your float to begin with , most sites start with a $300.00 float

d) Commence trading.

3. End of Shift

a) Wait for a clear forecourt

b) Press the < All Stop > key to stop communications to the pumps

c) Press the < No Sale > key to open the cash drawer

d) Count the money in the till and minus the opening float value to work out your closing balance.

e) Press the < Menu > key and then < 3 > for Report menu…

f) Press < 2 > for Shift option

g) Press <Enter> to Print the shift report.

Note : The start / end date and time of the shift you are printing appears on the screen.

h) Press < 2 > The shift report will print on the receipt printer

i) Press <Esc> Three times to return to the main sales screen.

Note : You can reprint this report as many times during the day as you wish , as long as you don't roll the shift.

j) Check your closing till balance (Remember to subtract the float) , this should equal the Net Cash figure on the shift report.

k) If you need to make any adjustments , Do it Now Before you roll the shift !

After any adjustments reprint the shift as above (Step 3e onwards)

l) Press the < Menu > key and then < 3 > for Report menu…

m) Press < 4 > Roll Shift. This will reset all shift totals back to zero.

n) Press <YES> key to reset.

3. End of Shift (Continued)

o) The system may prompt you to Record the Day totals depending on how it has been set up. If you are not about to close the day Press < No > .

p) Press < No > to accept the Till float

q) Enter 000 as the Till float and press < Enter >

r) Press < YES > to accept

s) Press <ESC > key twice to return to the Main sales screen

The new console operator can now prepare to start their shift

t) Press the <No SALE> key to open the cash drawer.

u) Insert the cash drawer float.

Note : In order to reconcile your cash at the end of the shift you need to know exactly how much was in your float to begin with , most sites start with a $300.00 float

v) Commence new shift.

4. End of Day

a) Wait for a clear forecourt

b) Press the < All Stop > key to stop communications to the pumps

c) Record the Dips and Meters

d) Press the < No Sale > key to open the cash drawer

e) Count the money in the till and deduct the opening float value to work out your closing balance.

f) Press the < Menu > key and then < 3 > for Report menu…

g) Press < 2 > for Shift option

h) Press <Enter> to Print the shift report.

Note : The start / end date and time of the shift you are printing appears on the screen.

i) Press < 2 > The shift report will print on the receipt printer

j) Press <Esc> Three times to return to the main sales screen.

Note : You can reprint this report as many times during the day as you wish , as long as you don't roll the shift.

k) Check your closing till balance (Remember to subtract the float) , this should equal the Net Cash figure on the shift report.

l) If you need to make any adjustments , Do it Now Before you roll the shift !

After any adjustments reprint the shift as above (Step 3e onwards)

m) Press the < Menu > key and then < 3 > for Report menu…

n) Press < 4 > Roll Shift. This will reset all shift totals back to zero.

4. End of Day (Continued)

o) Press <YES> key to reset.

p) The system may prompt you to Record the Day totals depending on how it has been set up. Press < YES > .

q) Press < No > to accept the Till float

r) Enter 000 as the Till float and press < Enter >

s) Press < YES > to accept

t) Press <ESC > key to return to the Main menu

u) Press 3 for Date Range Report

   Key in Start Date (Yesterdays Date)

   Enter

   Key in the End Date (Today's Date)

   Enter

   Enter to Print

   Press 2 for Receipt Printer

   Esc to Clear

   Esc to Sales Screen

The new console operator can now prepare to start their shift

t) Press the <No SALE> key to open the cash drawer.

4. End of Day (Continued)

u) Insert the cash drawer float.

Note : In order to reconcile your cash at the end of the shift you need to know exactly how much was in your float to begin with , most sites start with a $300.00 float

v) Commence new shift.

5. Grade price change

a) Press <menu>

b) Option <4>

c) Press <1> to edit schedule 1

d) Key in grade number

e) Key in price (exc Decimal point)

f) Continue with other grades

g) <Esc> when finished

h) Press <3> to set schedule 1 active

i) Press <esc>

j) Pump will now price change

6. Adding a PLU

a) To add a non barcode PLU use the 1 to 9999 Range

b) Press <menu>

c) Press <6> (product Groups)

d) Press <4> edit plus

e) Select dept key for which you will add the product too

f) Scan the item

g) Press <Yes>

h) Edit each field shown pressing enter after each entry , price , qoh , Name , GST (Press <enter> key) * indicates GST inc , key in SKU number (SKU number is a second number that can be used to link the PLU number to a discom number)

i) Press <Esc> twice when finished

7. To Edit a PLU

a) Press <menu>

b) Press <6> (product Groups)

c) Press <4> edit plus

d) Select dept key for which you will edit the product

e) Scan the item

f) Scroll down to the field we wish to change

g) Type in new detail and press <enter>

8. Add or Edit a MOP

a) Press <menu>

b) Press <0> edit MOPS

c) Select <1> to edit mop names

d) Key in mop number

e) Key in mop name

f) <Enter>

g) Press <esc>

h) Toggle cash drawer to enable you to set wether the cash drawer opens or not

<2> and <enter> , select mop number , then <enter>

i) Toggle print receipt 3 enables you to print a receipt when a particular mop is used

<3> and <enter> , select mop number , then <enter>

j) Toggle Tax invoice 4 allows you to set wether tax invoice is printed on the receipt.

<4> and <enter> , select mop number <enter>

9. To Add a group or Onekey PLU

a) Press <menu>

b) Select <6> product group

c) <1> edit group names

d) Key in group number

e) Enter name and <enter>

f) Press <esc> to exit

9.1 Setting Price for Onekey PLU`s

a) Press <menu>

b) Select <6> product group

c) Select <2> to edit group amounts <enter>

d) Select group / one key PLU number <enter>

e) Key in amount <enter>

f) Press <esc>

9.2 To toggle the GST for a Group or One key PLU

a) Press <menu>

b) Select <6> product group

c) <3> Toggle GST

d) Key in group number and press <enter>

This will toggle the GST (* indicates inc)

10. Stock take

a) Press <menu>

b) Press <6> for product groups

c) Press <5> to set stock levels

d) Select group – press required group key

e) Scan item

f) Key in total quantity

g) Press <esc>

h) Scan next item until done.

i) <Esc> back to menu.

j) Press <3> for reports

k) Press <7> for stock variance reports

l) Report will display on screen

m) To print press <enter> and press <2> to print report on receipt printer.

n) To apply new stock levels press <esc>, then press <8>, then press <yes> to update stock levels.

11. Price overrides

a) Scan the item

b) To edit the price press <Esc>

c) Key in the correct price

12. Qty Override

a) Scan the product

b) Press <esc> 3 x

c) Key in the qty and press <enter> twice

13. Deleting a Product

a) Press the <del> key and select the line number you want to delete

14. Refunding a Product

a) Scan the product

b) Press the <refund> key

c) <Yes> to refund

d) Select the mop key

15. Manual barcode entry (used when a barcode doesn't scan)

a) Key in the last 5 digits and press <enter>

16. Setting Safedrop warning levels

a) Press <menu>

b) Select <8>

c) Select <2> (Set drop alarm threshold) <enter>

d) Key in the safedrop level (No decimals)

17. Performing a Safedrop

a) Press <menu>

b) Select <8>

c) Select <1> (Add drop)

d) Enter Safe drop amount and <enter>

e) <Yes> to accept

f) A receipt is automatically printed

18. QTY Discounts (Fuel)

a) Setting the litre amount limit

b) Press <menu>

c) Select number <9>

d) Set discount litre limit amount for each cents per litre rate required.

19. Performing a discount

a) Bring up fuel sale as normal

b) Press the <voucher> key

c) Key in the discount amount (1 to 9c per litre)

d) Select MOP

20. Eft Cashout

a) Press <Cashout>

b) Key in cashout amount and <enter>

21. Split Payments

a) Always enter Cash amount first , then finalise with other MOP i.e. Visa

22. Finalising a Memory sale

a) Press the <pump> key

b) Then select <Sale 1> or <Sale 2>

23. To Resume from an "ALL STOP"

a) Press <1> and <Toggle Pump>

The pump will return to the previous Authorisation mode.