Installing SamPOS on your Computer

NOTE: Double-click means Double Left-click.

1. Before installing, close all applications.
2. Insert SamPOS CD into the CD-ROM drive. If SamPOS was downloaded from the internet, then it must "unzipped/uncompressed" into a directory/folder on your hard drive before running setup.
3. CD should autorun, then press the "Install SamPOS 2.1" button. If the CD does not autorun on your computer then do steps 4,5 and 6, otherwise go to step 7.
4. Double-click on the My Computer icon on your desktop.
5. Double-click on the CD-ROM drive icon (Normally D: or E: drive).
6. Find and double-click on Setup.exe.
7. Setup will check your system files. If necessary it will update them. On completion of system update press OK to restart the Computer.
8. When the Computer has restarted repeat steps 1 to 5.
9. Follow the instructions shown in the setup windows.
10. Once the install is successfully completed, REBOOT the computer.

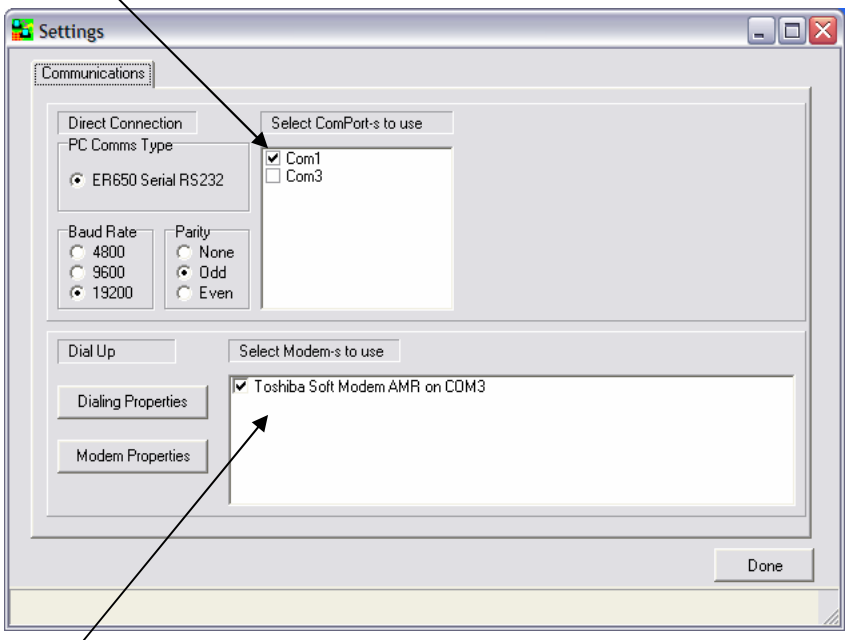
NOTE: It is recommended that you always install the program in its default directory.

Setup of Basic Environment

After Installation Restart:

When the Computer first restarts after the installation of SamPOS you will be prompted to select the communication settings in the SamPOS Comms package.

- If you are using a direct connection, then tick the com port that you have the ECR's connected to. Also select the Baud Rate and Parity that ER650 has been configured for.



- If you are using a modem to connect to the ECR's then select the modem in the bottom section of the settings screen. NOTE: The comm port that is used for the selected modem must not be ticked in the Direct Connection section.

On First Start of SamPOS:

1. On first start up of SamPOS the system will do a speed test to ensure the Computer meets the minimum requirements to run the program.

2. Then you will be prompted to enter a user for logging on to SamPOS. This will be the Administrative user. You are required to enter a First Name, a Last Name, a User Name, and a Password and then to enter that password a second time to confirm it.

3. Then you will be able to setup the SamPOS settings of one or more ECR's with their number of PLU's, Groups, Barcodes, etc.

Once SamPOS has started

In the Main SamPOS Screen (ie. Not the Samsung PLU Screen)

Go to **TOOLS** in the left hand margin then Left-click on **CONFIG**.

GENERAL SETUP Tab

Enter Organisation Name.

STORE Tab

Press the Address button on the right hand side.

> In the Address window type the Reference Name, Address, Zip Code (Post Code), State, Country, and tick whether it is the Mailing Address or the Freight (Shipping/Delivery) Address.
>
> Press Save.
>
> Repeat this for Each Address that is to be entered. Then Press Exit.

1. Change the name of Store 1 (ie STORE) to the the name of your Store by left clicking in the Store field and deleting the word "STORE" and typing the name of your store.

2. Then left click in the Shipping Address field and left click on the down arrow to select the desired address.

3. Repeat Step 2. for the Mailing Address.

4. If more than one Store needs to be set up then Press the "Add" button and repeat Steps 1 to 3 in the window that pops up. Then Press OK.

ECR STATIONS Tab

(An ECR Station is a way of grouping ECR's that are used for purpose in a Store for reporting purposes eg. Selling of Deli Items as opposed to General sales at the Front Counter.)

Change the ECR Station name in the ECR Station column to whatever you wish (Eg. Front Counter or Deli Counter).
In the Store Column select the Store that this ECR Station is in (eg. Binngup Store).

To add additional ECR Stations Press the "Add" Button.

Type in the ECR Station Name, and Select the Store in the Store column from the drop down list.

ACCOUNT PERIODS Tab

Press Add from the Toolbar across the top of the screen.
Enter Period Name (eg. August).
Enter Start Date (eg. 01/08/2001 if Australian date settings are used in Windows Date/Time. If US settings are used then 08/01/2001).
Enter the Financial Year the Accounting Period is in (eg. 2001).
Enter Period Number of financial year (eg. 2).

Once All Information under each Tab has been setup as required Press OK in the bottom right hand corner. You will be prompted to restart SamPOS. Press OK.

To Restart SamPOS go: Start → Program File → SamPOS → SamPOS.

Type in your User name and Password.

Setup of Samsung ECR

This step should be done by your Samsung ECR specialist or with the help of your Samsung ECR specialist.

Setup of Reporting Families, Groups & PLU's

Go to the SAMSUNG PLU Screen

Setup of Tax Settings

Left-click on the Down Arrow to the right of Tools in the Menu Bar that is at the top of the Samsung PLU screen.
Left –click on Tax Settings.
Ensure the appropriate tax settings for your country/region are setup.
If you are unsure what your tax settings should be, talk to your Samsung Dealer.

Setup of Reporting Family Names

Left-click on the Down Arrow to the right of Tools in the Menu Bar that is at the top of the Samsung PLU screen.
Left-click on Reporting Families.
Left-click on Add button.
Type in desired Reporting Family Name (eg. SOFT DRINKS).
Repeat Steps 5 & 6 until all Reporting Families have been entered.

Setup of Groups

1. Go to bottom half of PLU screen that is headed with **GROUPS.**
2. Left-click on the Add button in the right hand corner.
3. Type in the desired Group name, then press the Save button.
4. The various flags and settings for Groups should be setup with the help of your Samsung Specialist. Then Press Save.
5. Repeat Steps 2 to 5 for all the required Groups.

Setup a new PLU

1. Left-click on the Group (found in the left hand margin) you want to create the new PLU under.
2. Press the Add button (At the top of the Screen).
3. Change PLU number if necessary. Press Tab.
4. Enter in the Long Description (max. of 50 characters). Press Tab.
5. First 12 characters of Long Description are taken as the ECR Description. NOTE: This can be changed to make it more meaningful. Press Tab until Cost field is reached.
6. At Cost type in your Cost Price (i.e. what the PLU costs you).
7. Left-click on the drop down arrow beside Unit and select the Selling Unit for the PLU, or type in your own.
8. If the PLU does not have TAX then left-click (untick) the TAX box below the PLU number.
9. If the PLU has barcodes, then Press the Add button below the Barcodes box. Then type in the Barcode number in the window that pops up and press OK. Repeat this for each Barcode if the PLU has more than one Barcode.
10. Press Save in the Tool bar.
11. Click on the Retail price field below the heading and enter in your Sale Price INCLUDING TAX. Then press Enter.
12. Repeat Steps 1 to 11 for each new PLU that is to be setup.