# SETUP OF SAMPOS:

# GUIDE FOR SAMSUNG ECR SPECIALISTS

***NOTE: This guide is to be used in conjunction with the setup instructions that come with the SamPOS CD or the file: SamPOS CD cover setup steps.doc.***

**NOTE: Do Section 1 before you do Section 2 or Section 3.**

## Section 1

On first start of SamPOS follow steps as prompted.

### ECR Setup Screen

1. Click on the ECR Station the ECR is to be in/part of.
2. Press "Add" button to add a new ECR.
3. Choose Model of ECR.
4. Enter in the ECR name. Eg. Counter ECR
5. Enter ECR Number (The number programmed into the Register).
6. Enter Comm Port Number (The PC comm. Port the ECR is attached to).
7. Enter:
    a. Number of Price Levels programmed into register.
    b. Number of Groups programmed into register.
    c. Number of PLU's programmed into register.
    d. Number of Barcodes programmed into register.

    NOTE: Number of PLU's plus Barcodes is the total number of PLU's programmed into the register.
8. Receipt Preamble: Click in box and type your message for the top of the receipt (I.E. Receipt header).
9. Receipt Postamble: Click in box and type your message for the end of the receipt (I.E. Receipt footer).
10. Tick "Send Barcodes Only" if PLU numbers are not to be sent to the ECRs when the PLU has a Barcode for that PLU. This is to save Register memory space.
11. Press "Save" button to commit changes.

**Create Reporting Families:** as per CD Sleeve or SamPOS CD cover setup steps.doc.

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# Section 2

# For New Sites

Click on PLU on menu bar, then select PLU Screen.

## PLU Screen

**NOTE: Groups must be created before PLU's are created.**

**Adding Groups**

1. Press Add button in the Group Section at the bottom of the screen.
2. Enter:
    a. The Group ID or use the system assigned ID.
    b. Description: type in a name for the Group eg. Wines
    c. Reporting Group (non KP group): If ticked it means this Group is for reporting. If it is unticked then it is a kitchen printing group.
    d. Kitchen Printing (not Receipt Ptng): If ticked group uses kitchen printing. If not then it uses receipt printing to an external printer.
    e. Send to KP: If ticked items in this Group are sent to the kitchen printer.
    f. Print Red on KP: If ticked items in this Group are printed in red on the kitchen printer.
    g. Kp Port1: Kitchen Printer is connected ECR comm Port 1.
    h. Kp Port2: Kitchen Printer is connected ECR comm Port 2.
    i. Age Verification: If Not Zero then requires age to be verified when items of this Group are sold.
    j. Send to KV: If ticked items in this Group are sent to the Kitchen Video.
    k. KV Group: Determines the Kitchen Video group that PLU's of the selected Group are sent to.
    l. KV Colour: Determines the Kitchen Video colour that PLU's of the selected Group are sent as.
    m. Press Save once all changes have been made to a Group.

**Adding PLU's**

1. Go through steps outline in CD sleeve for adding a new PLU.
2. Enter:
    a. Food Stamp OK: Food Stamp may be exchanged for this item.
    b. Condiment: Item is used as a condiment entry (eg. With cheese).
    c. Preset: Sell at Price specified in Price List.
    d. Preset Override: Clerk may change price at ECR.
    e. Mgr Preset Override: Manager may change price at ECR.
    f. Negative Price: Item is sold at negative of price entered below.
    g. Disable Promo: Item cannot be used for Promo function in ECR.
    h. Force Condiment: Item forces the selection of a condiment entry (eg. Steak is followed by a cooking instruction).
    i. Print on RCPT: Item appears on Receipt.
    j. Print on Display: Item appears on ECR Display.
    k. Print on Table/Acc: Item appears on Table/Account statements.
    l. Price on RCPT: Item price appears on Receipt.
    m. Price on Table/Acc: Item price appears on Table/Account statements.

n. Inventory Item: ECR may track stock level of items.

NOTE: o. to r. are only present if the General Setup Tab of the Configuration screen in the TOOLS section has the "ECRs use scales for weighing products" option ticked.

o. Scalable: Item is sold through a scale.
p. Autoscale: Autoscale feature used.
q. Auto Tare1: Tare weight preset 1 (set in ECR) is used.
r. Auto Tare 2 to 5: As described above.
s. Hash: Item sale is not included in sales reports.
t. Gallonage: Track Gallons/Litres sold.
u. Single Item: Only one of this item may be sold per transaction.
v. Disable: Disable item for sale (may be temporarily out of stock etc.).

## Section 3

# For Existing Sites

At existing Samsung sites PLU's and Groups for the database can be imported from the ECRs.

GO: TOOLS → IMPORT/EXPORT → IMPORT FILES FROM ECRS.

Highlight ECR and Press do Operation.
NOTE: For ECRs in the same Sales Area that have PLU numbers that are identical, the PLU information from the last ECR called that has that PLU number will be used.