

SamPOS Express

Code Genesis Pty Ltd

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This Guide will walk through the following...

- Starting SamPOS Express
- Adding Products.
- Sending those products to the Cash Register.
- Notes on Lining up some products with the cash register keypad.
- Callings Sales Each day.
- Reports.

DAY TO DAY BASICS

[Quick Guide to daily use of SamPOS.]

SamPOS Main Screen

Sampos Express (Mr David Smith)

File Utilities Plu Spreadsheets Help

TODAY

Things for Today

ADD KILL SEND To Do List

July 2006

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 05/07/2006

System Messages

ECR # 1 Sales not called today. Sales last called: (04/07/2006)

User / PC Status

Mr David Smith ==> CODEBASHER
CODEBASHERACTIVE

SETUP
INVENTORY
REPORTS
TOOLS

CAPS NUM INS

Access PLU details from the main screen

Sampos Express (MR Demo Foodstore)

File Utilities Product Utilities Report Spreadsheets Help

TODAY

PLU Screen
Price Spreadsheet
PLU Spreadsheet
Price Lists
Global Price Change
Setup Reporting Families
Tax Settings

To Do List

System Messages

ECR # 1 Sales not called today. Sales last called: (9/11/2004)
Changes waiting for ECR 1

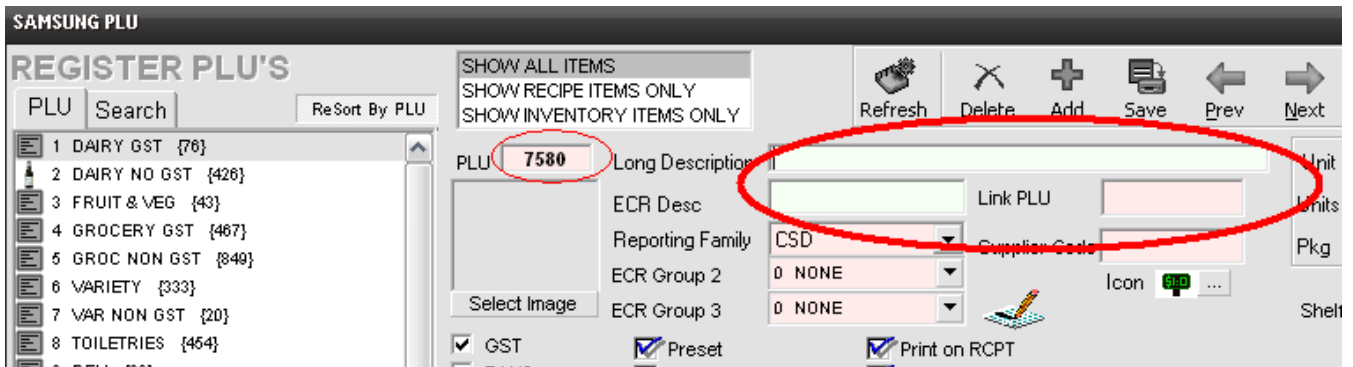
SETUP

ADDING PRODUCTS

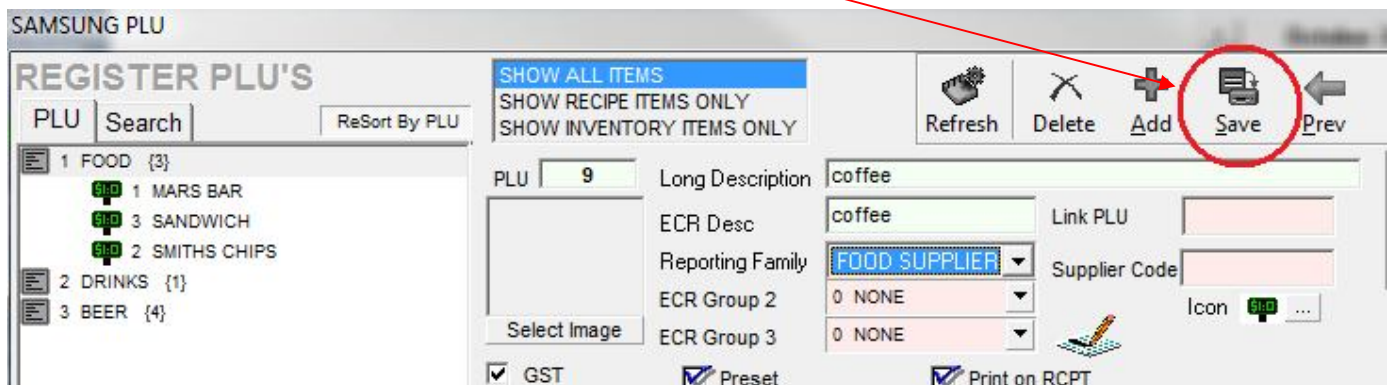
In the **PLU Screen** click on **Add** to add a new PLU



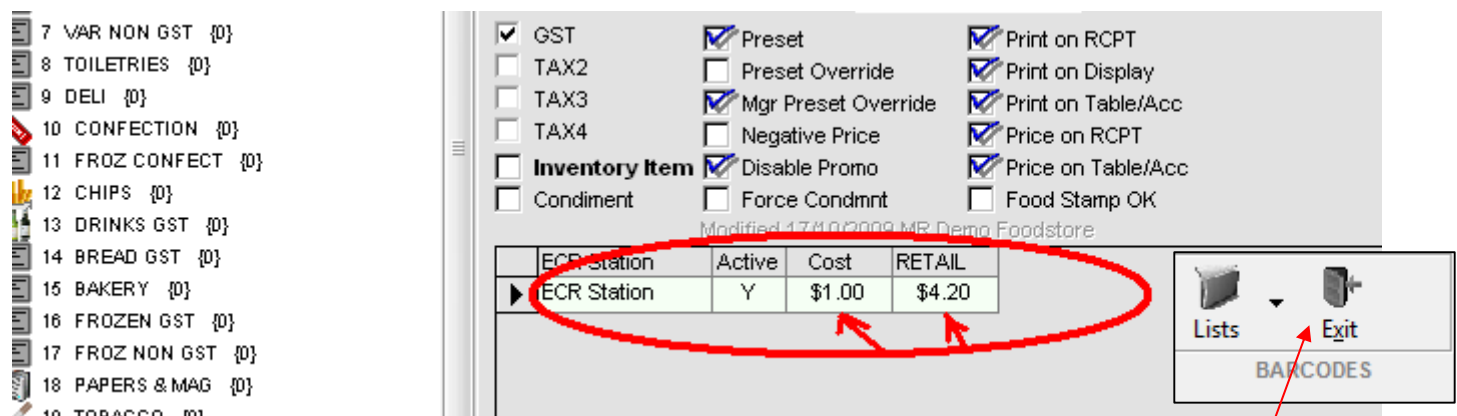
A PLU NUMBER is created automatically. Now enter a long description and register description.



Click on **SAVE**

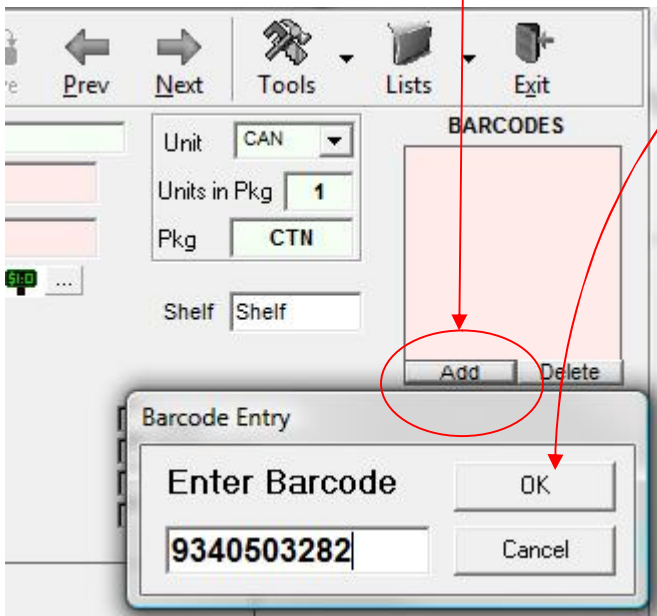


The cost and price will show in the middle of the screen. Set these.. They will save automatically.

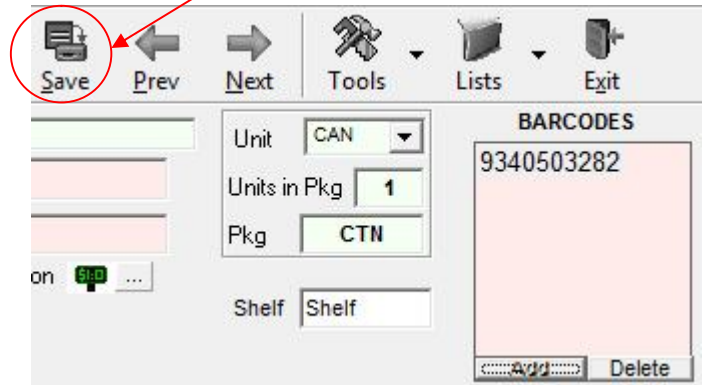


NOTE: You can close the product screen with the EXIT button top right of the product screen

To attach a Barcode to an item, click on ADD in the barcode list, enter the barcode and click OK.

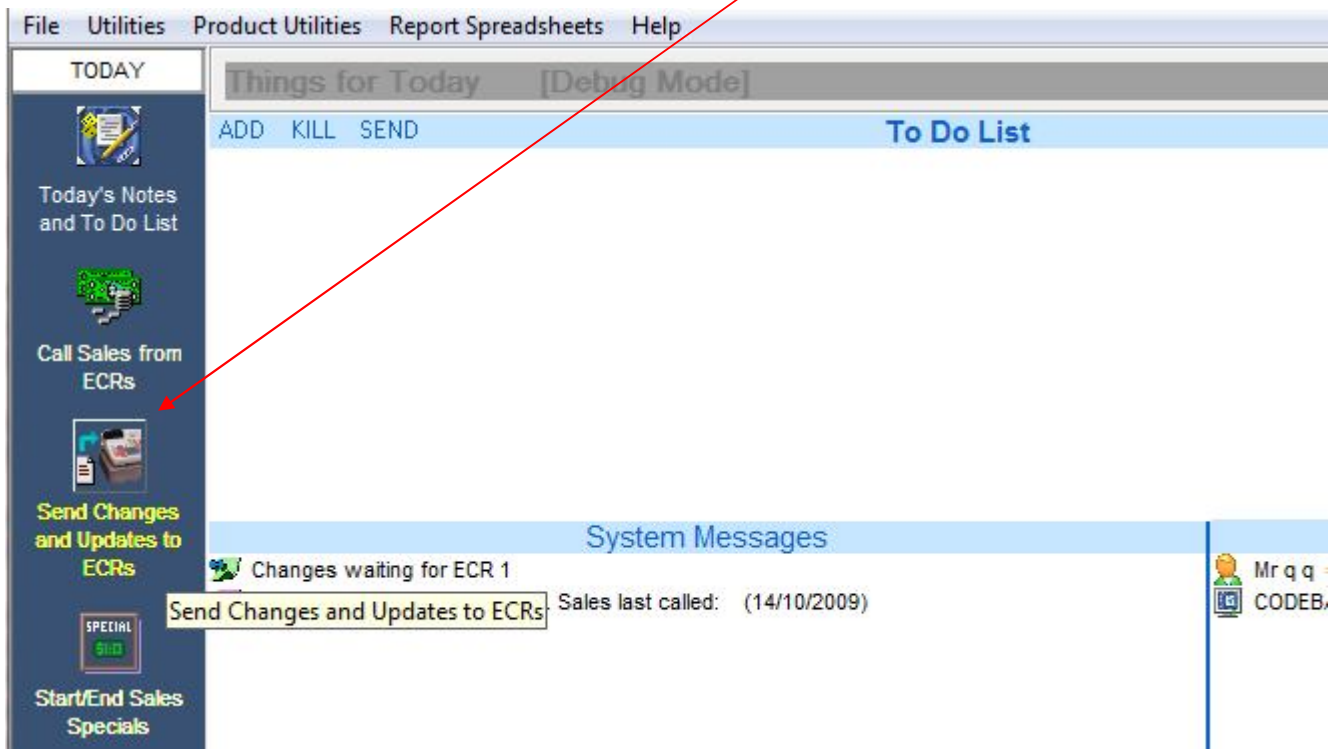


Then click on SAVE to save the barcode listed



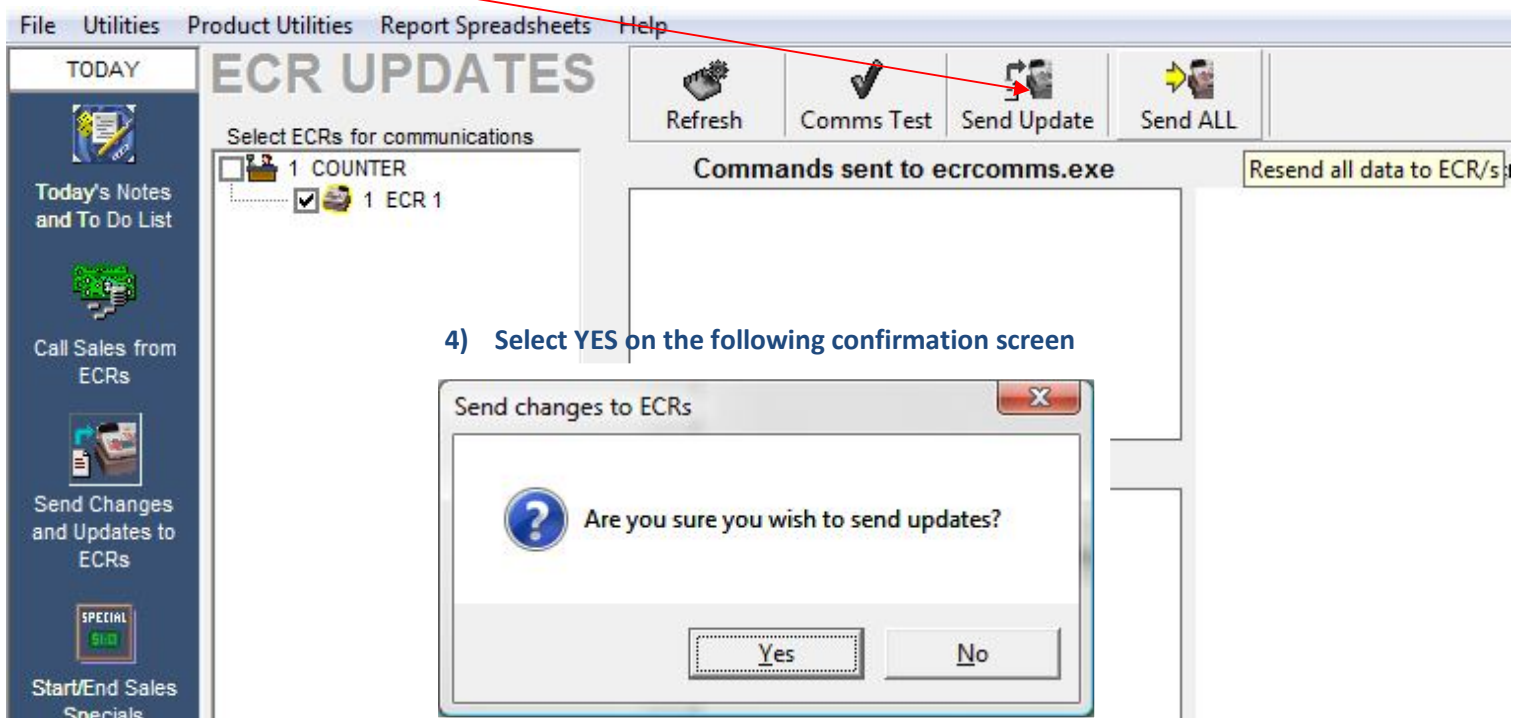
Sending those products to the Cash Register

Select the following button

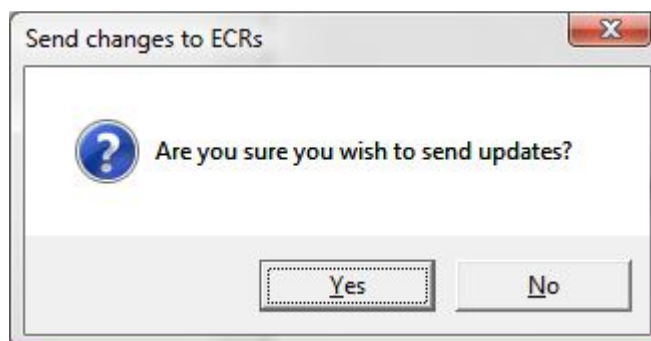


The following screen will present itself. To send products to the Register do the following.

- 1) Tick the cash register in the screen
- 2) Turn the cash register key to REG (or PC Comms for the ER 650)
- 3) Click on Send Update



- 4) Select YES on the following confirmation screen



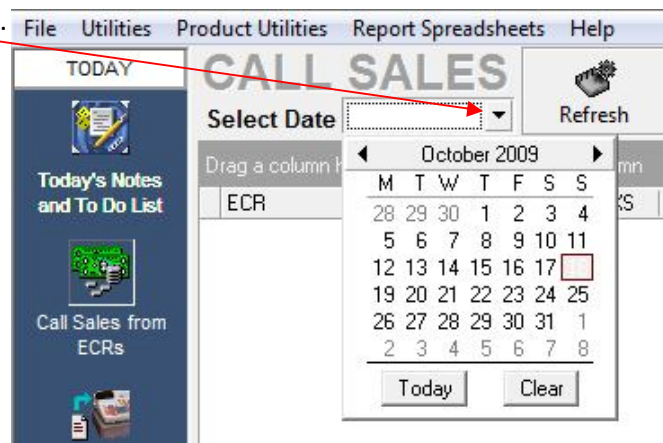
Your products will now go down to the cash register.

Notes on lining up some products with the cash register keypad.

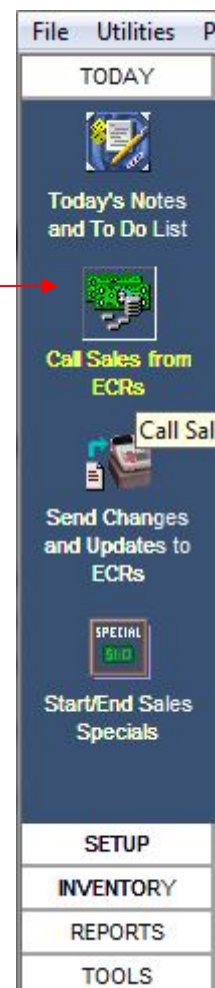
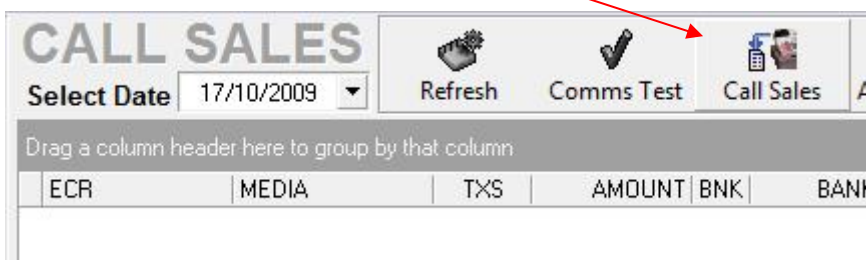
- The Cash Register key pad will have keys numbered 1, 2, 3, 4, 5, 6 etc etc. These correlate with the **PLU number** on the PLU screen. PLU number 1 will come up when you press button number 1, PLU number 2 will come up on button number 2 and so on.
- Scanned products will come up when scanned according to their BARCODE number.
- If you want to move an item from one keypad location to another, simply change the PLU number in the SamPOS PLU screen.

Callings Sales Each day.

- Select the Call Sale Button in SamPOS
- Select the Date for sales made.



- Click on CALL SALES to initiate polling the register



This will pull sales data from the register into SamPOS and also clear all sales data from the register.

Reports.

Under the REPORTS tab in SamPOS lies available report grouped as shown below. The most common will be BANKING and PLU SALES

The screenshot shows the Sampos Express software interface. The main window is titled "PLU SALES". On the left sidebar, the "REPORTS" section is expanded, and the "PLU Sales" icon is circled in red. Below it, the "Banking & Misc" icon is also circled in red. The "Favourites" folder in the main window contains a list of reports, with "Date Range PLU Sales" highlighted. A red arrow points from a text box "Double Click on a folder to display actual reports" to this folder. The "Report Parameters" panel on the right contains various dropdown menus for configuring the report, such as "From Date", "To Date", "From Group", "To Group", "ECR Station", and "Store". The "Open" and "Preview" buttons at the top right of this panel are circled in red. A text box at the bottom left explains that each report has its own list of parameters, and a red arrow points from this text to the "Report Parameters" panel.

Each report will have it's own list of available parameters that become available on the right hand side of the screen. Once selected press the OPEN or PREVIEW button at the top right to view the report.

For further information on reports view the the SamPOS Reports.PDF supplied of view them on
<http://sampos.com.au/help/Sampos Reports.htm>