# SamPOS Express
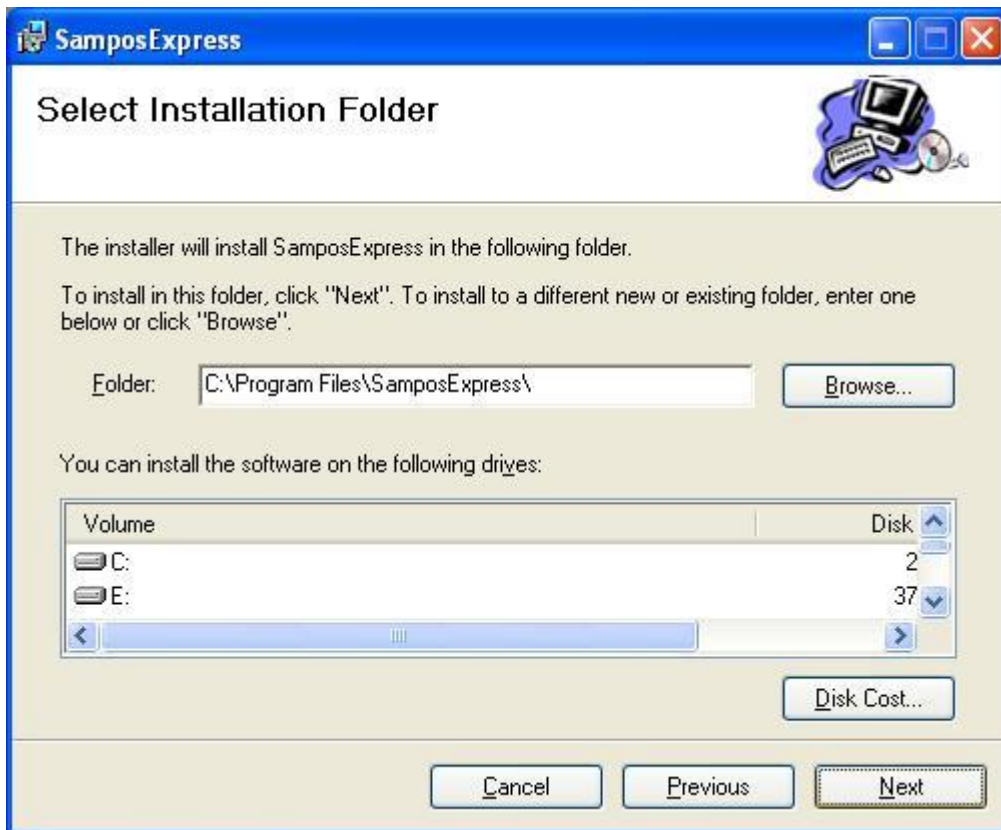
# QUICK START GUIDE

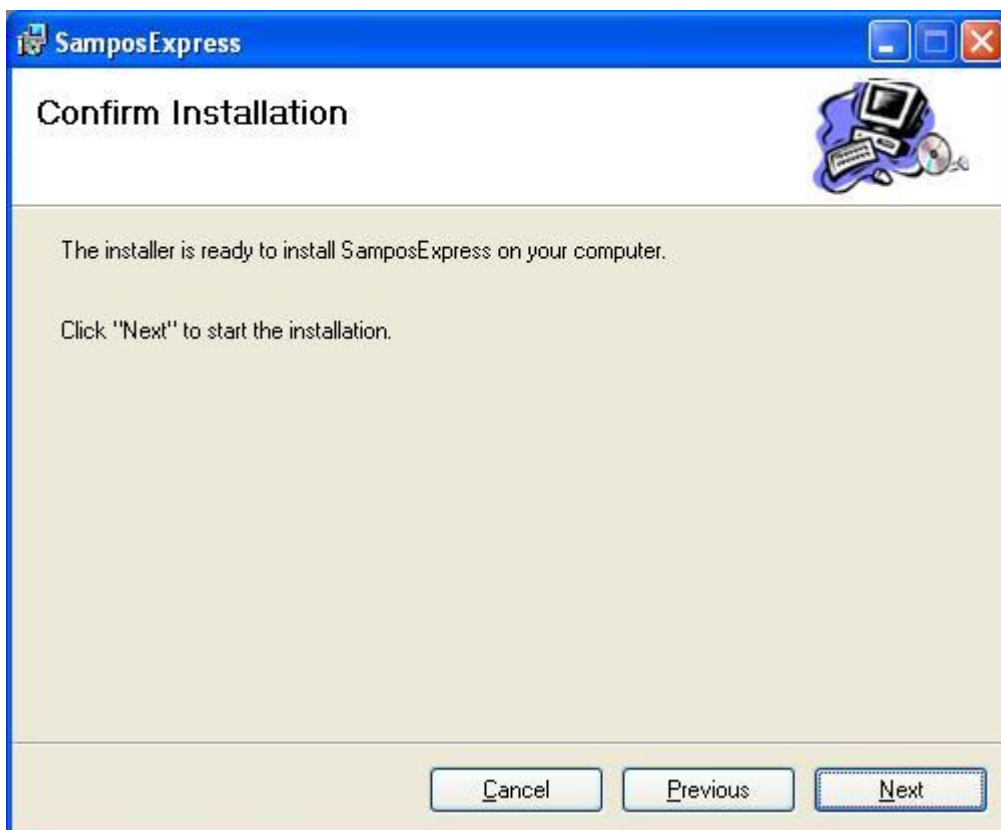[Quick Guide to installation, setting up ECR's and importing Groups and PLU's from the register/s.]

Insert the SamPOS CD and Installation will begin as follows. To begin, click on **[Install samPOS Express]**
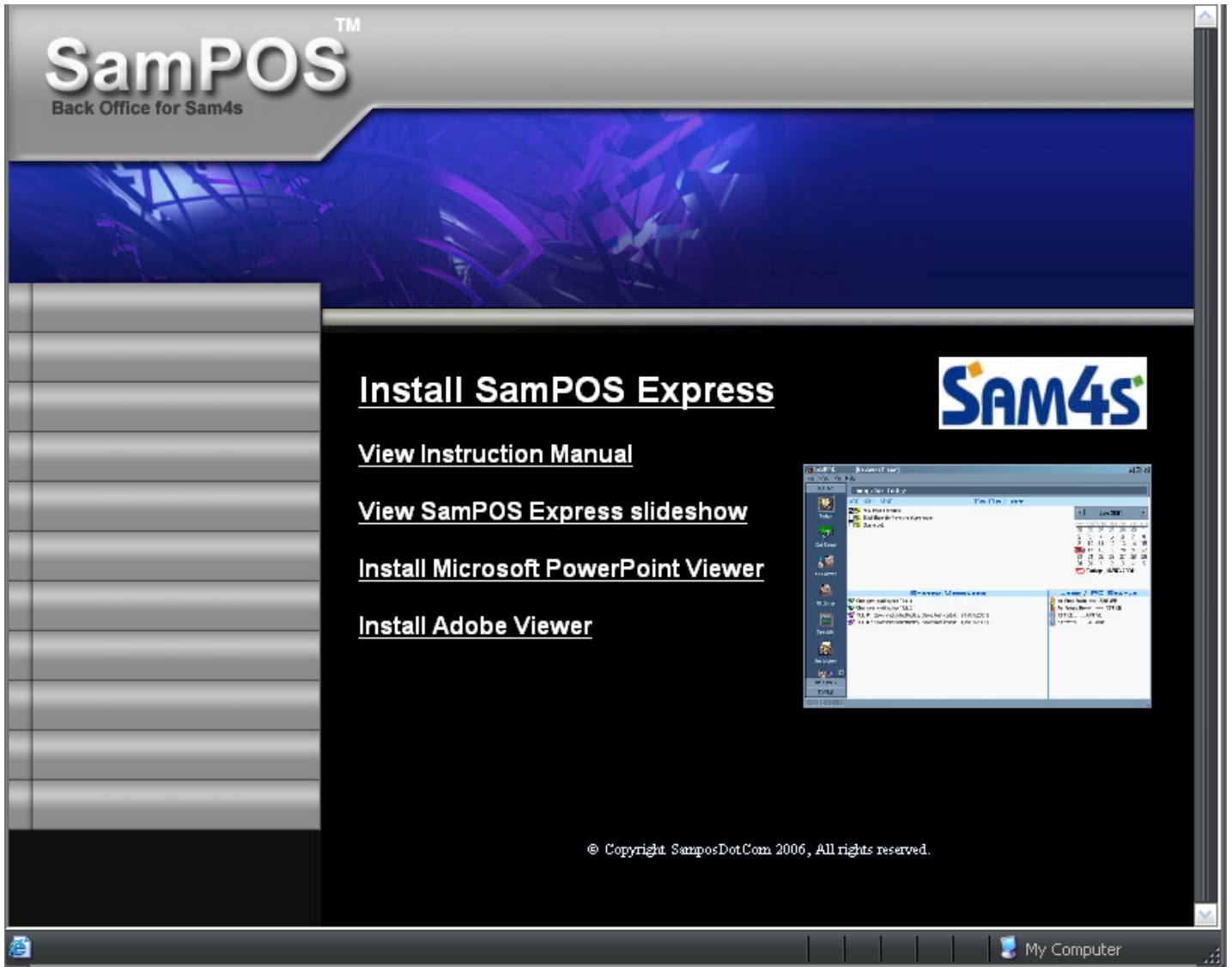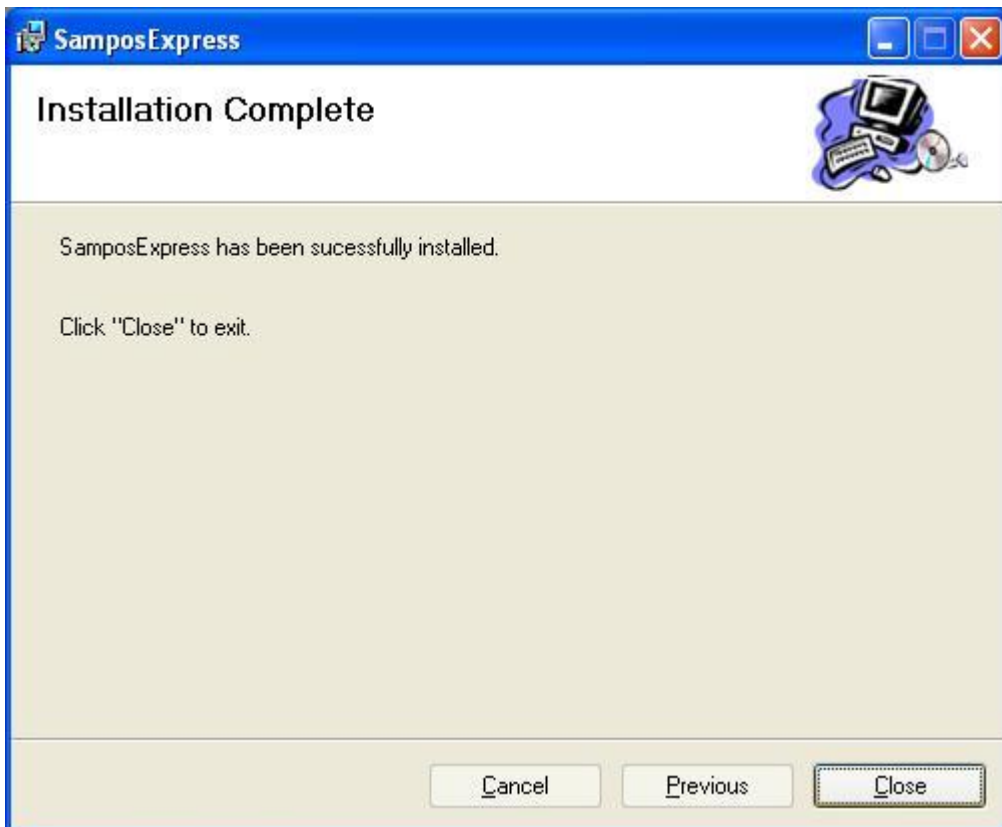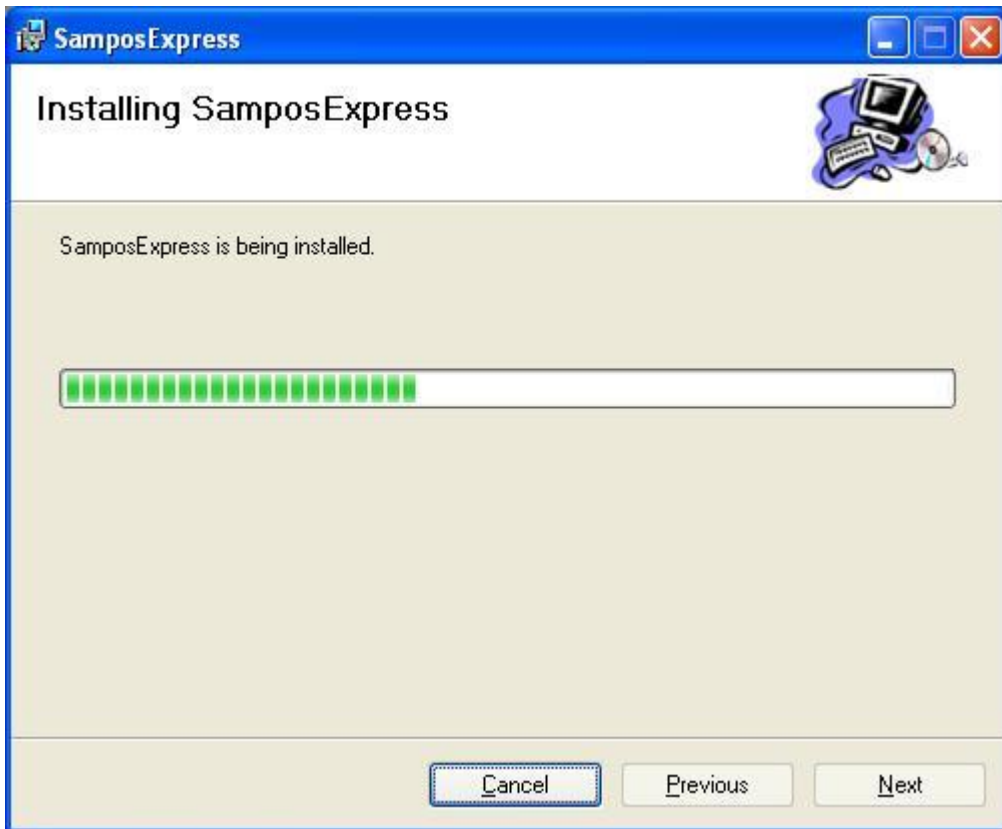
Click on [Next], then change the installation folder if desired.



Click on [Next],



Click on [Next], program will now install.

When done click on [Close]
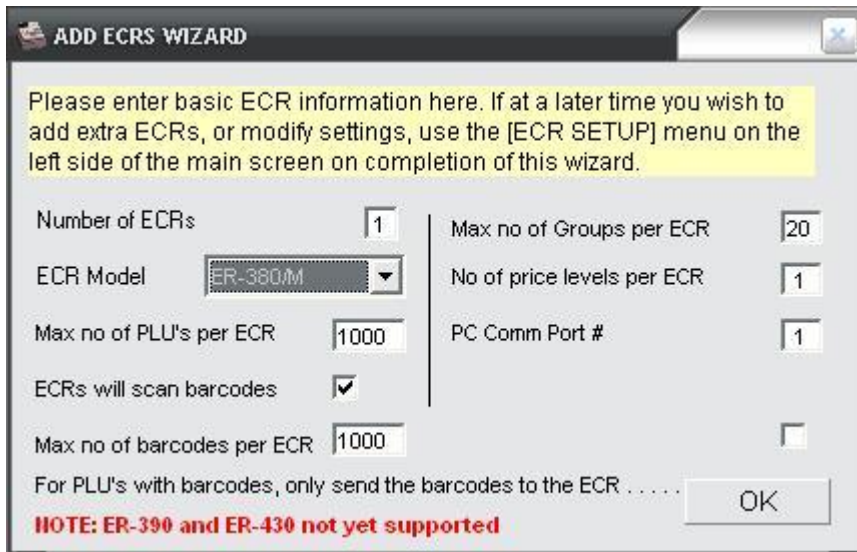
Sampos can now be started here.



After a quick performance check , Sampos will ask for a Sampos administrator user name and password. This account will NOT be removable.
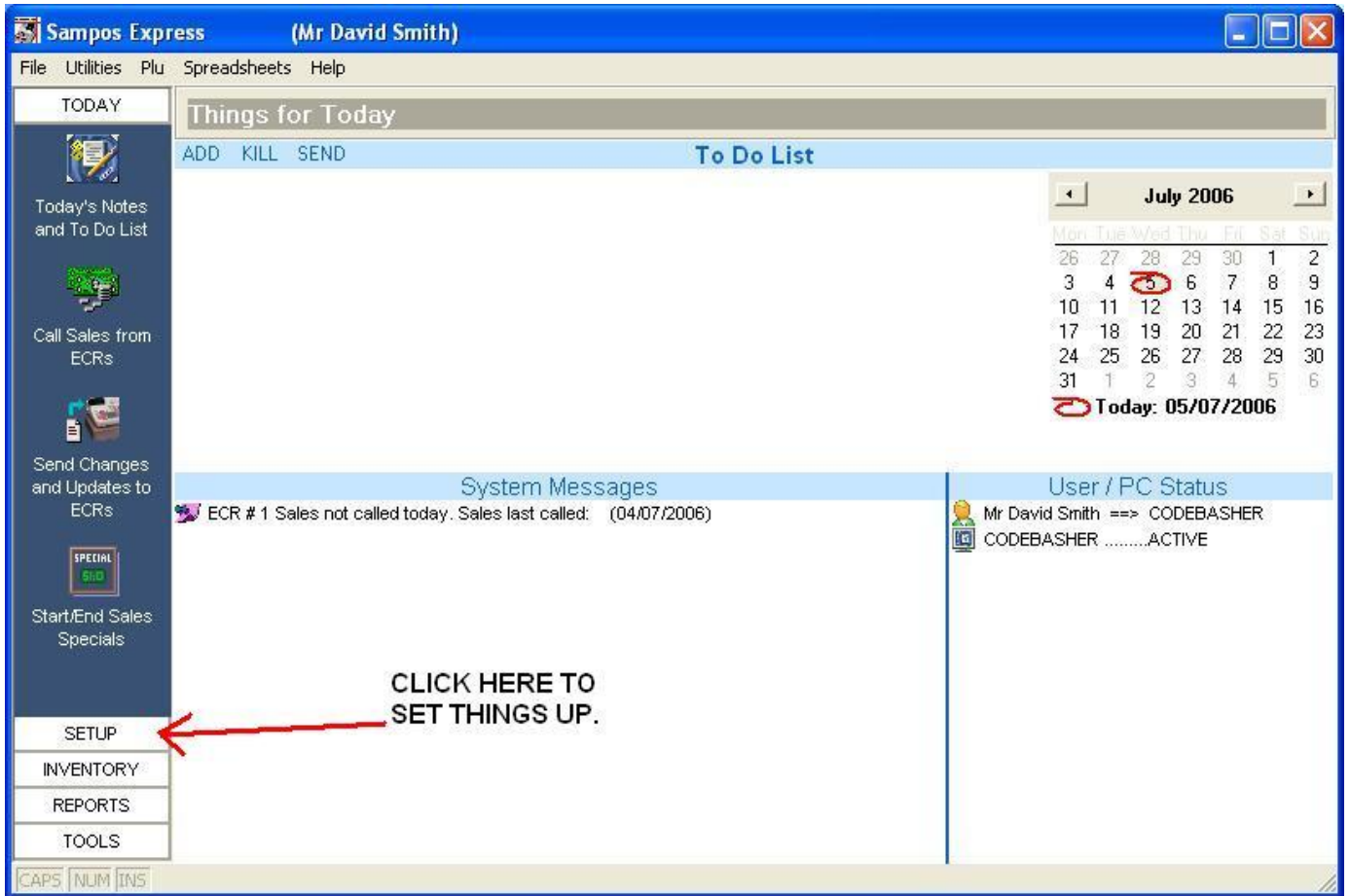
Sampos will remain fully functional for 30 days for requiring registration through your local Sam4S dealer.
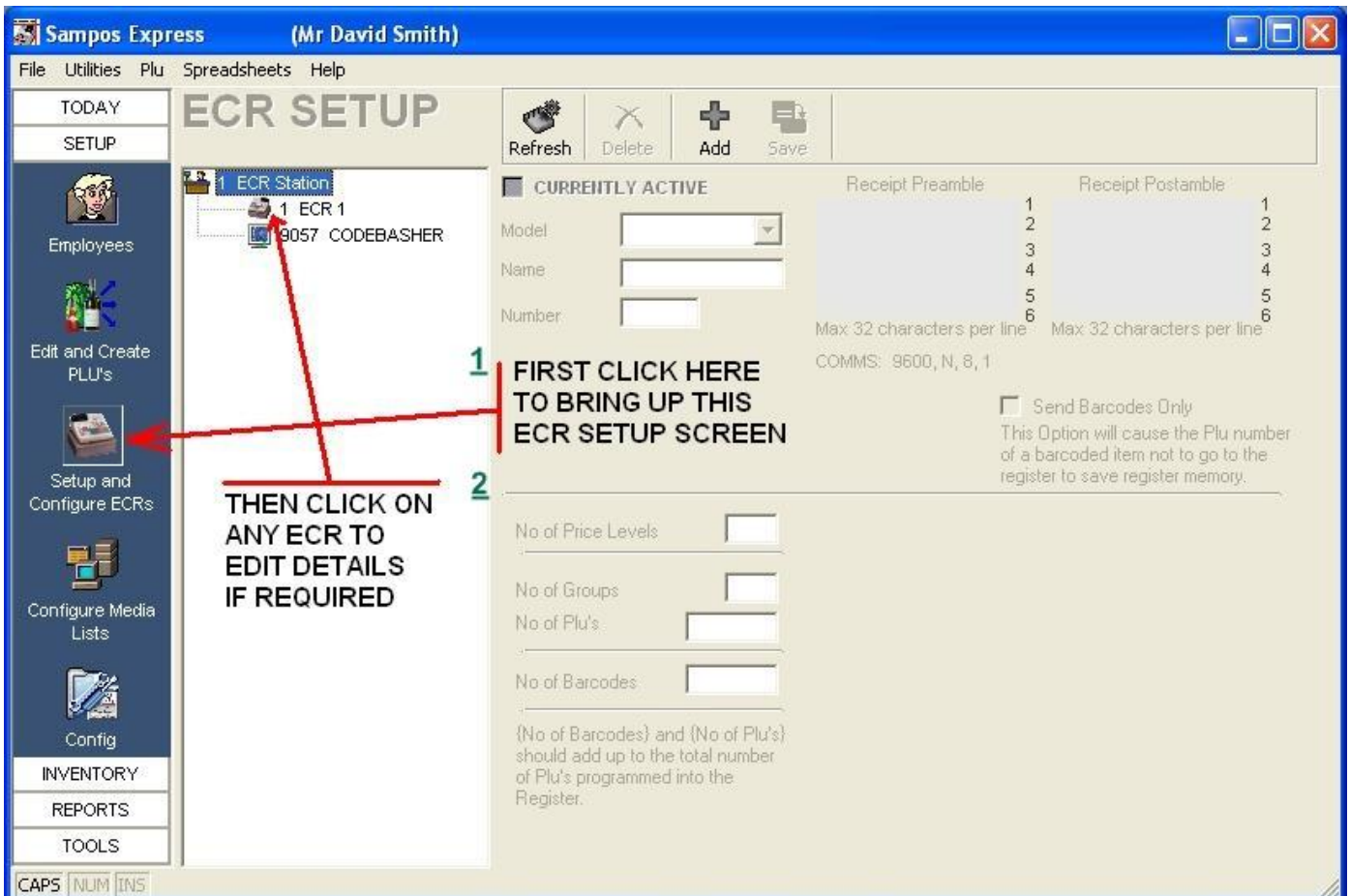


Next, select ECR model and it's parameters.

The main program will now start



To add extra ECR's this may be done here

Change any ECR settings as desired.



Rather than enter PLU's manually, the following screen allows for all PLU's and Groups to be imported directly from the ECR.

Upon clicking on "Do Operation" please confirm the following



A successful import will be displayed as follows
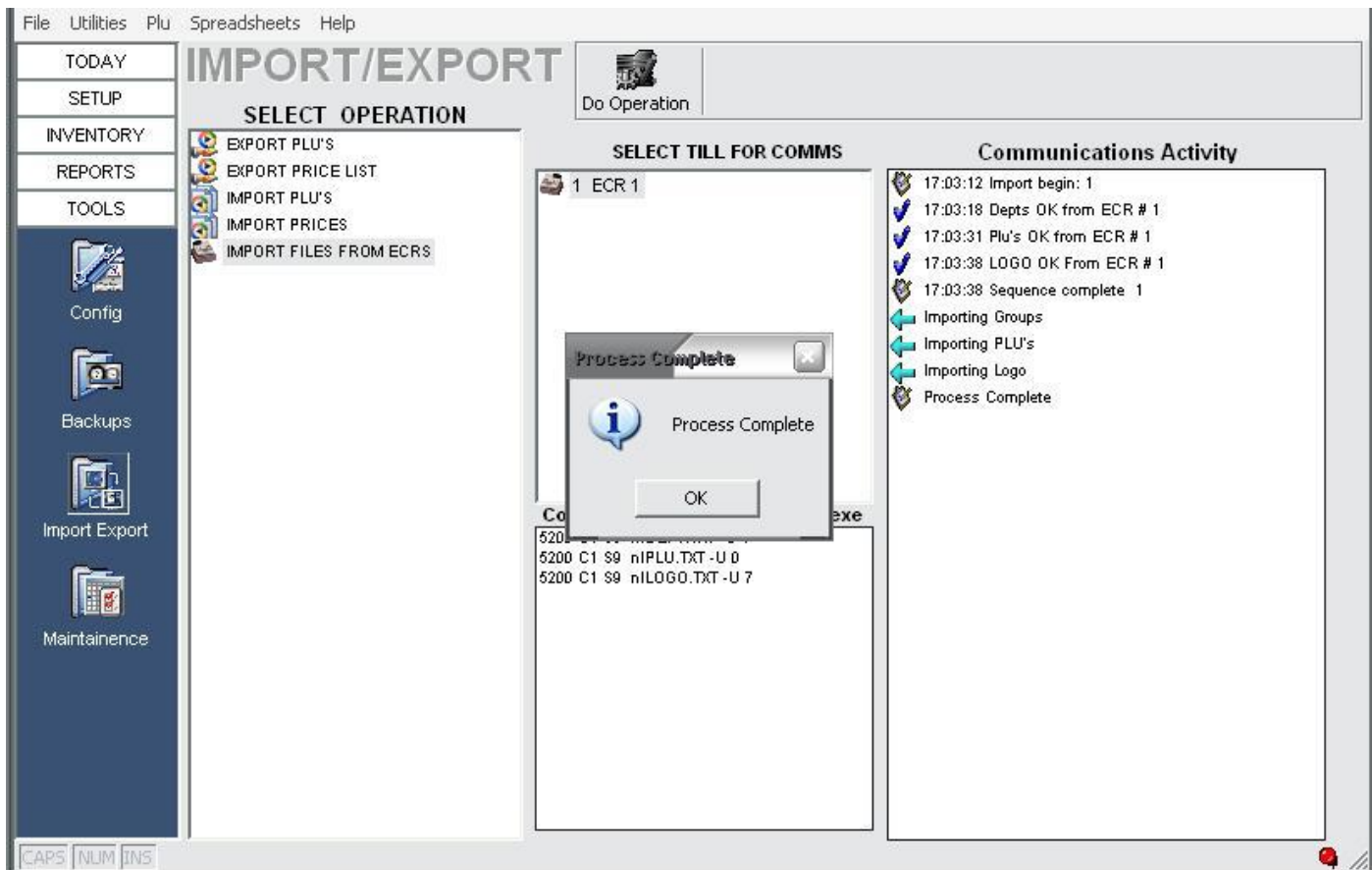
Access PLU details from any one of the available screens for spreadsheets under **PLU** or **Spreadsheets**



These can be handy for quick
alterations, Hint: Click on the top of any column to sort by that column

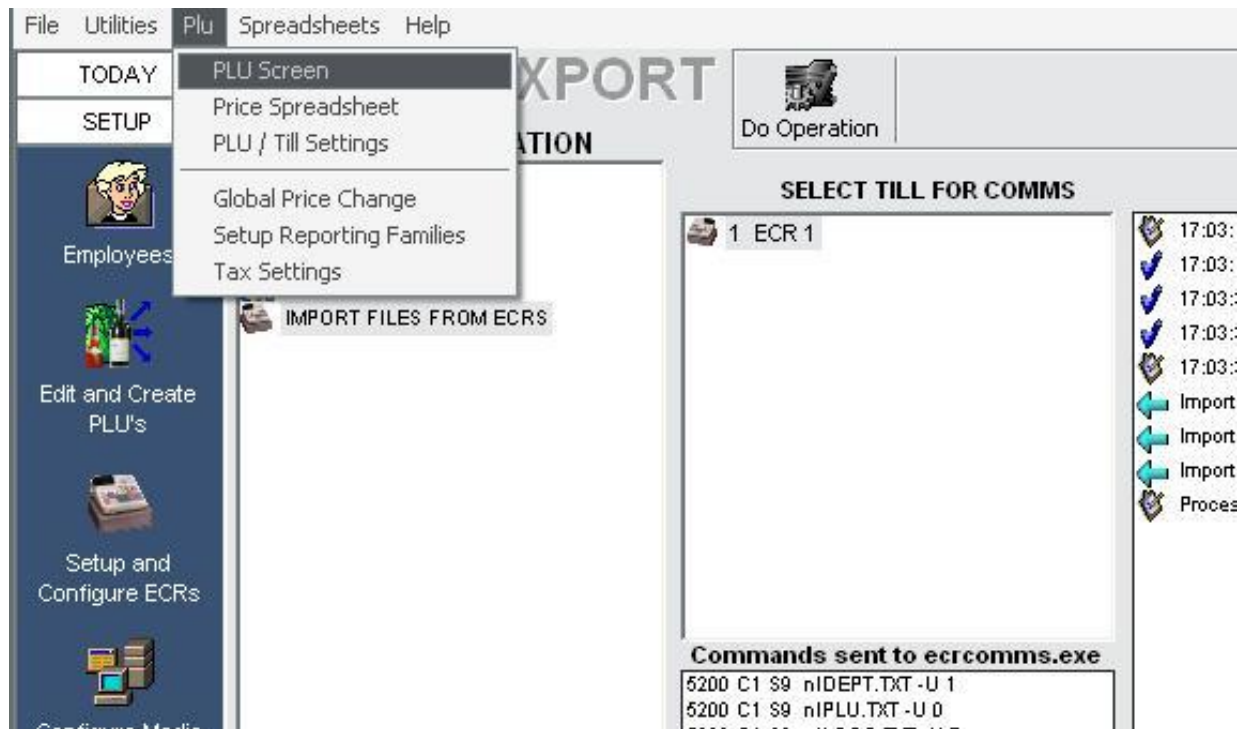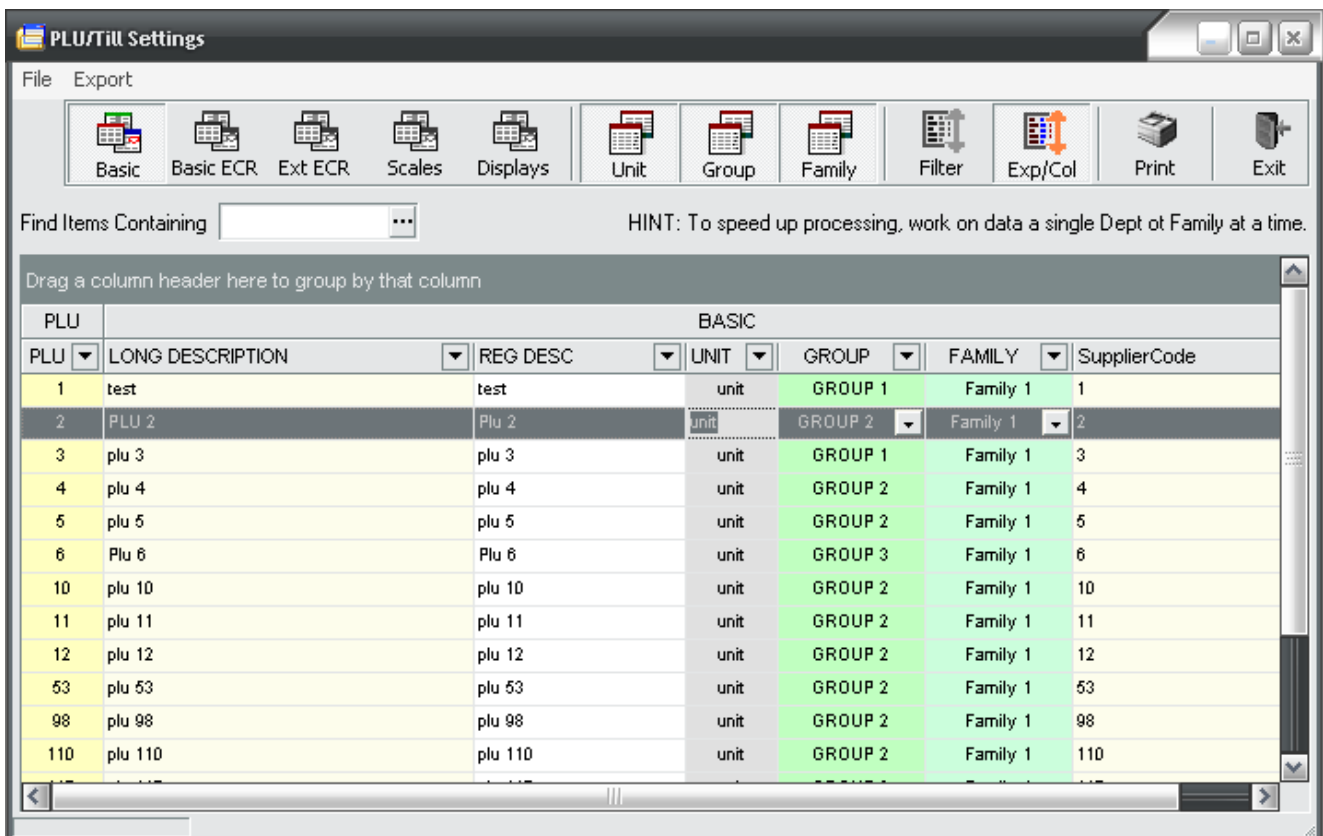| ECR Station | PLU | LONG DESCRIPTION | UNIT | COST | ACTI... | GROUP | FAMILY | On Hand | Tax | PRICE1 | GP |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ECR Station | 6 | Plu 6 | unit | $0.00 | ☑ | GROUP 3 | Family 1 | 0 | 10.0 | $5.00 | 1 |
| ECR Station | 2 | PLU 2 | unit | $0.00 | ☑ | GROUP 2 | Family 1 | 0 | 10.0 | $2.00 | 1 |
| ECR Station | 4 | plu 4 | unit | $0.00 | ☑ | GROUP 2 | Family 1 | 0 | 10.0 | $6.00 | 1 |
| ECR Station | 5 | plu 5 | unit | $0.00 | ☑ | GROUP 2 | Family 1 | 0 | 10.0 | $9.00 | 1 |
| ECR Station | 10 | plu 10 | unit | $0.00 | ☑ | GROUP 2 | Family 1 | 0 | 10.0 | $2.00 | 1 |
| ECR Station | 11 | plu 11 | unit | $0.00 | ☑ | GROUP 2 | Family 1 | 0 | 10.0 | $2.00 | 1 |
| ECR Station | 12 | plu 12 | unit | $0.00 | ☑ | GROUP 2 | Family 1 | 0 | 10.0 | $5.00 | 1 |
| ECR Station | 53 | plu 53 | unit | $0.00 | ☑ | GROUP 2 | Family 1 | 0 | 10.0 | $3.00 | 1 |
| ECR Station | 98 | plu 98 | unit | $0.00 | ☑ | GROUP 2 | Family 1 | 0 | 10.0 | $6.00 | 1 |
| ECR Station | 110 | plu 110 | unit | $0.00 | ☑ | GROUP 2 | Family 1 | 0 | 10.0 | $7.00 | 1 |
| ECR Station | 117 | plu 117 | unit | $0.00 | ☑ | GROUP 2 | Family 1 | 0 | 10.0 | $6.00 | 1 |
| ECR Station | 1 | test | unit | $0.00 | ☑ | GROUP 1 | Family 1 | 0 | 10.0 | $3.00 | 1 |
| ECR Station | 3 | plu 3 | unit | $0.00 | ☑ | GROUP 1 | Family 1 | 0 | 10.0 | $7.00 | 1 |
| ECR Station | 1000 | 9300622000855 | unit | $0.00 | ☑ | GROUP 1 | Family 1 | 0 | 0.0 | $6.00 | 1 |
| ECR Station | 1001 | 9300622000855 | unit | $0.00 | ☑ | GROUP 1 | Family 1 | 0 | 0.0 | $6.00 | |
| ECR Station | 1002 | 9300622000855 | unit | $0.00 | ☑ | GROUP 1 | Family 1 | 0 | 0.0 | $6.00 | 1 |

Help is available via the built in Help (F1) key, or refer to the user manual for further information