ETPOS®

USER MANUAL

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1. Before Starting

The correct configuration of general features is essential to get the maximum benefit of the program and equipment.

Some points should be known before starting to use the equipment.

System Requirements

To install ETPOS, you should verify the system requirements:

- Minimum requirements operating system:
    - Windows XP with Service Pack 2, or Vista or Seven or Windows 8;
- Architecture:
    - x86; x86_64;
- Minimum requirements hardware:
    - CPU: Intel® Pentium® II or higher;
    - RAM: 256 Mb;
    - Drive: 512 Mb free space;
    - Monitor / Graphics card: minimum resolution requested: 600x600.

Languages

ETPOS is available in these by following languages:

- Portuguese
- Spanish
- French
- English
- Nederlands

Installation Process

Toinstall the ETPOS in **Windows,** you should create a directory in the root (C:/), named ETPOS to download the ETPOS inside it (C:/etpos). We suggested a folder named ETPOS and the instalation must be done inside it.

To install ETPOS follow these steps:

To run the installer in higher versions than Windows XP:

- Click with the right option over the .exe file;
- Select the option "**Run as administrator**".

- Select the language to install the ETPOS and than click **OK**.

By default, the components to install are already defined.

- Click **Next**.

- Install in **C:\etpos**;
- Click **Install**.

To finish the process :

- Click **Close**.

When the application is open may appears the dialog box of Windows Security Alert indicating lock.

To continue, click on:

- Allow **access.**

The indication of the current network configuration requires restarting the software.

To continue, click on:

- **Continue**.

The ETPOS Software installation is finished.

Note:

ETPOS installation on **Linux** is made by dealers and the cash register mode is,by default, **Auto mode**.

Touch Screen Calibration

The touch screen calibration is a crucial step. The interaction with sytem only happens by the touch. For this reason, the touch on the screen have to match to the right place on the programme.

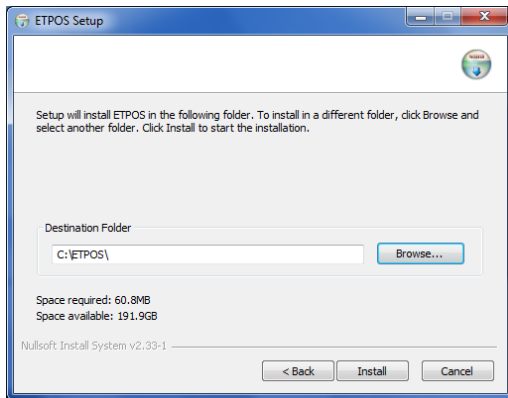If the touch screen is properly configured, the calibration can be done by several ways.

To perform the touch screen configuration, check the technical manual of the equipment to get the correct configuration conditions.

Note:

In case of difficulties when performing the setup of touch screen, please contact the technical support service.

ETPOS can be used in different operating systems: Linux and Microsoft Windows.

Linux

The calibration is performed by ETPOS itself, using one of the followoptions:

- **Enter the code**: using an external keyboard, enter this code: **990090009000;**
- **Boot check**: Start the device in boot mode and setup the screen appears, choose the option **Calibrate Touch screen**;
- **Display**: on the window operator select, touch for three seconds in the logo area for display the calibration points.

    Touch sequentially the indicated points confirm it and proceed to the calibration;

- **keyboard combination**: use **CTRL + T.**

Windows

Calibration is performed directly into Windows itself, since, uses the operating system drivers.
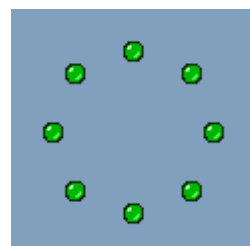
2. Overview

Basic Concepts

Controls: Options that perform specific actions: products selectionproduct, sales, system settings, display tables, consults maps, cash register, etc...
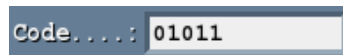
Touch screen: Touch screen to interact with the software through the touch. There are three options to interact with the touch:

- **Quick tap (seria mais correcto quick press, pois ficava alinhado com a expressão Long press)**: select the option;
- **Long press**: Duringlong press will see circle to access to special options;
- **Slide**: Swipe the finger on the touch surface - vertical or horizontal- to run through the tables and copy or move data, correspondingly.

Menu: Set of options-shaped option (commands) that allows the set-up device.

Text Box: Rectangular box which are inserted / displayed data: `Code....: 01011`

Operators: Perform configuration and control actions on the software and the equipment. They are three different operatoe profiles:

- **Administrators:** who have free and full access to all features of the software and equipment without any limitation;

- **Normal Users:** who perform sales transactions. The access is restritecd to a specific actions and features, previously defined by administrator

- **Training Users:** similar to the previousbut thetransactions doesn't have fiscal effects.That option can be used by employees in training period.

> **Note:**
>
> It is possible create access codes that restrict any misuse by operators.

Accounts: Registration forms when it is active work mode POS.

Families: Products belonging to the same set / type / similarity. You can assign to each family an identifiable image.

Products: All the goods avalilable for sale on the property (substituir property por loja?).

Each product can contain several data, such as code, name, family, measure unit, VAT, barcode, etc... You can assign a distint picture identifying each product.

Most Common Options

Confirm an operation		Cancel an operation	
Print (documents, lists, etc.)		Search	
Insert a new registration		Eraseregistrations	
Change a registration		Move to up/down	
forward/backward frame		Show subcommands to right / left	

Setting the VAT table

The VAT table has default values, but it is possible to change the order to adjust it to the client profile or to business sector. The rate must be set to use by default when it performs the opening of the products.

General Settings and Peripherals

The general settings defines an entire set of definitions and specific options which depend on the client activity.

To access the general settings, touch on these options:

The most important initial settings:

- **Commercial data**: data used in the documents issued, for example, trade name, company data;
- **Data/SAF-T**: data for tax purposes;
- **Data / Documents**: data included in the headers of documents;
- **Data / Labels**: data included on the labels;
- **Size codes**: through the Options tab you can customize the size of the codes of families and products.

The correct configuration of peripherals used in the system (among others, local printers, customer display) is also very important and will be addressed in detail in a separate chapter.

To configure the **peripherals**, perform the following access:

User Interface

The ETPOS user interface consists of the following areas:

1 **The families' area**: is located vertically on the left side of the screen (you can make your configuration to the top or to the left or right side). Families are only displayed when an operator is selected.

2 **Products area**: is located at the top center of the screen. This area is also shared by the operators options.

3 **Records Area**: it is located on the right side of the screen.

4 **Menus area**: Is located in the bottom of the screen. This area is also shared by the sellers' options.

Configuration access code

Some functionalities of the program allow the restriction of your access through the introduction of a code defined by the operator.

The management of password access must be very careful because their misuse can cause the lock to these features.

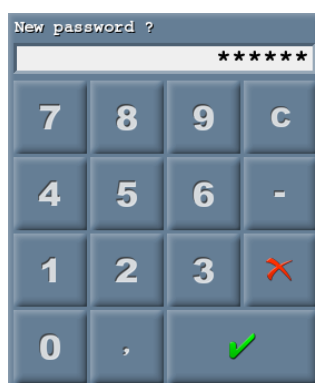For security reasons typing numbers is replaced by asterisks (*).

Create

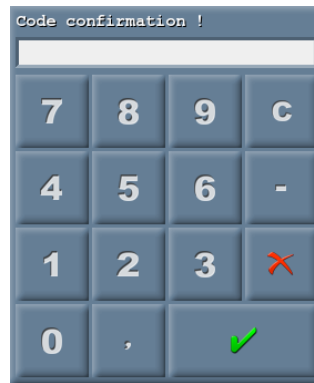To create an access code on a particular option, you should:
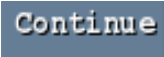
- Make a long touch on the desired option until opens the window **New password?**

- Enter the new password:

- Confirm with the option ;
- Enter the old password in the window **Code confirmation!**;

- ■ Confirm the option [✔] ;
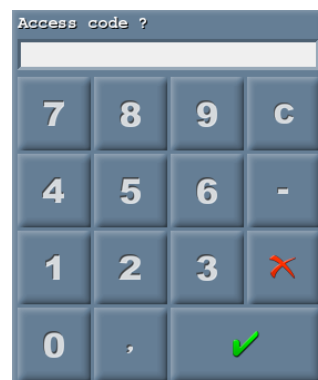- ■ Press the option **Continue** on the **INFORMATION** box.

Note:

The access to this option is now only possible after entering the password.
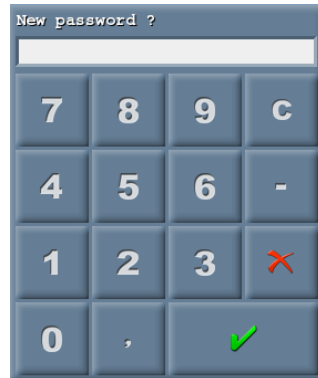
Remove and modify

After entering an access code on a option, you can remove or change the password.
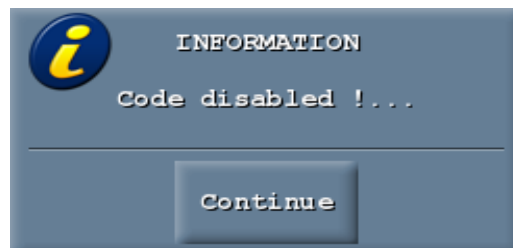
To remove the password, you must:

- ■ Make a long touch on the desired option until window **Access Code** appears.

- Enter the password;

- Confirm with the option ;

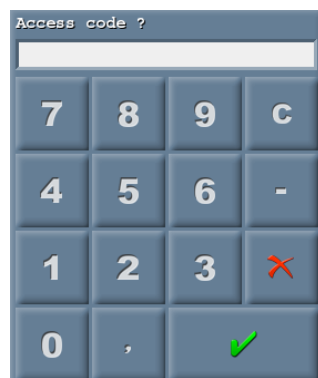- Leave the password textbox empty at the window **New password?**

- Confirm with the option ;

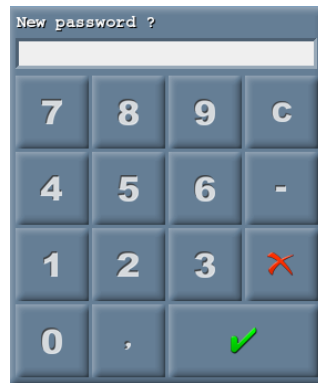- Touch the option in the **INFORMATION** box.
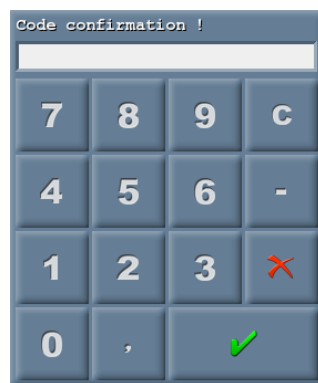

To change the password, you should:

- Give a long touch on the desired option until **Access code** window opens?
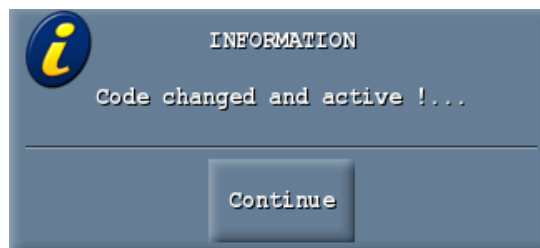

- Enter the password;

- Confirm with the option ;

- Enter the new password at the window **New password?**

- Confirm with the option ;
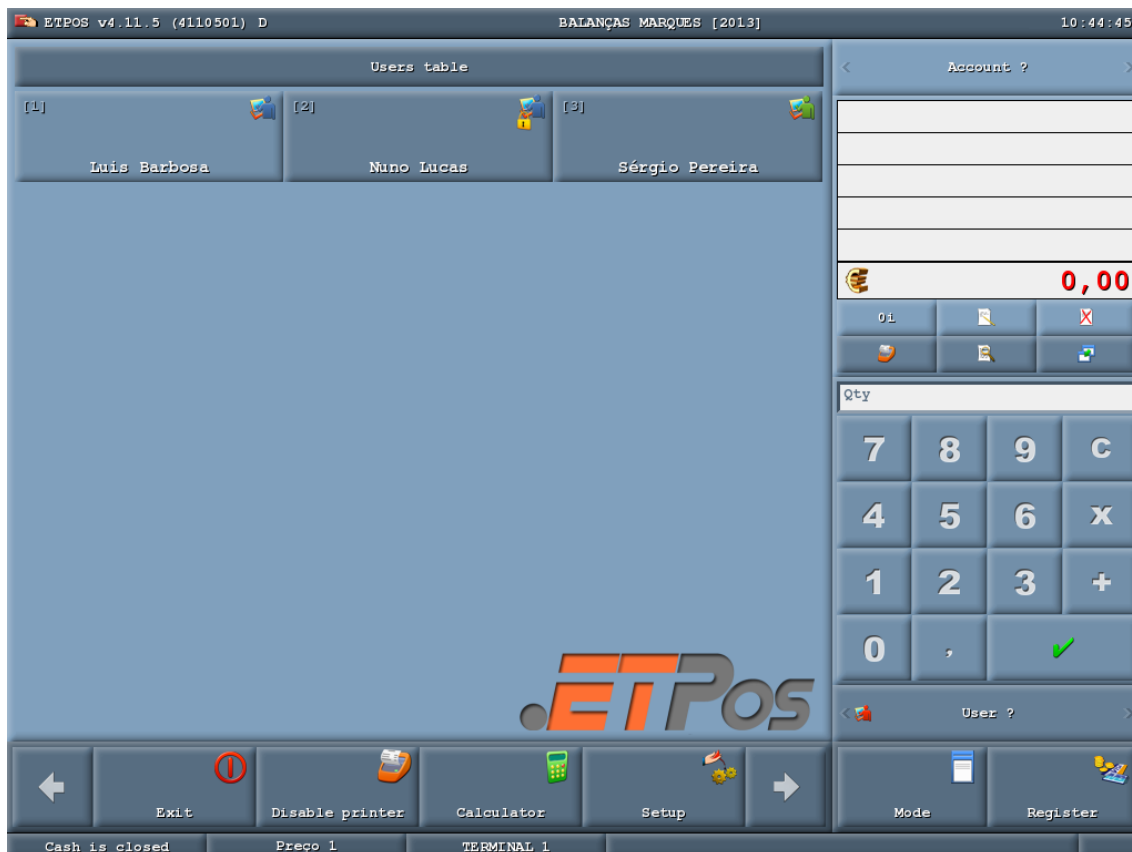- Confirm the password at the **Confirm the password!** window.

- Confirm with the option ;
- Press the option at the **INFORMATION** box.

3. Users

When you start a work session in ETPOS in the area of families and products are presented the **Users**.

Generally, operators are associated with a option on the frame users' selection, may however, be exceptions, which is known as hidden users (settings made when creating or editing an operator).
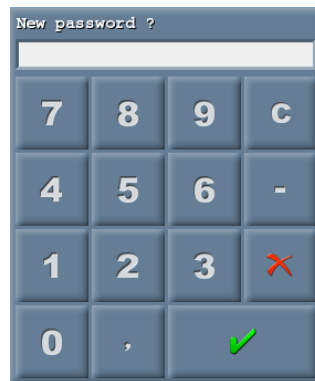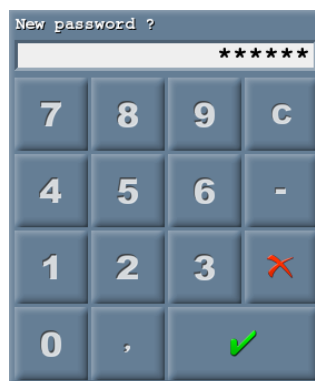
To access a list of all existing users:

- Press the existing option [Users table] at the top of selection frame;
- Select the required user:

- Press theoption [✔] to continue.

Visual identification of users:

- The **administrators** can be identified by the symbol [icon];

- The **normal users** can be identified by symbol [icon];

- The **training users**: be identified by the symbol [icon], typically has an associated password.

The operators' access to the program can be conditioned by setting a password on the operator option.

When users have a password associated, the symbol [icon] appears at left bottom of the option.

To activate, remove or modify the password, tap the desired user for three seconds and then perform the desired operation.

Activate the password.

To activate the password, you should:

- ■ Long press at desired operator option until window appears **New access code?**;
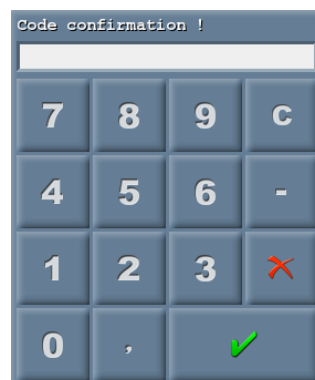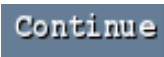

- ■ Enter the desired numbers for the password in the window **New access code?**
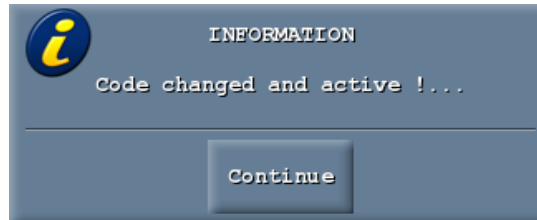

- ■ Confirm with the option ;
- ■ Confirm the same password at the window **Code confirmation !**

- ■ Confirme with the option ;

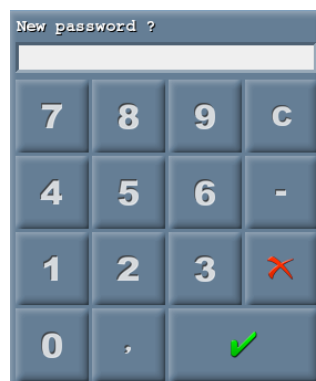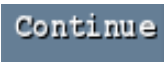- ■ Press the option at the window **INFORMATION.**

Remove

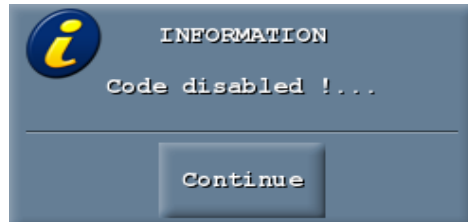To remove a password, you should:

- ■ Make a long press in desired user option until the **Access code?** Window appears.

- ■ Enter the password;

- ■ Confirm with the option ;

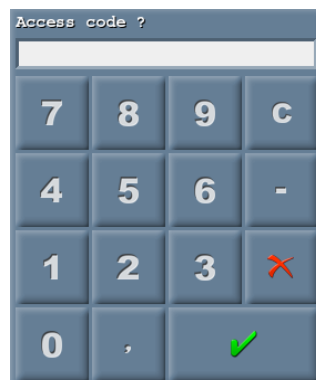- ■ Leave the password textbox empty at the **New access code?** window.

- Confirm with the option ;

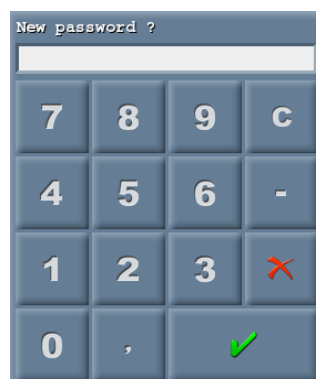- Press the option **Continue** at the **INFORMATION** window.
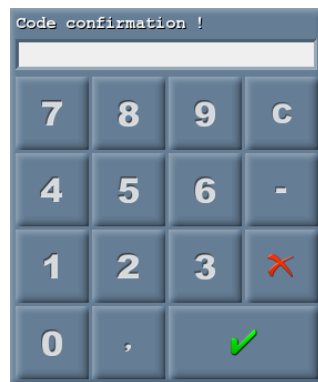

Modify

To modify the password, you should:

- Make a long press at the desired user option until the **Access code?** appear.

- Enter the password;

- Confirm with the option ;

- Enter the new password at the **New password?** window.

- Enter the same password to confirm at the **Code confirmation!** window

- Confirm with the option ;

- Press at the option in the **INFORMATION** window.

Note:

If you forget the password, only a user with **administrator permissions** is that you can edit the various users, through the Operator Table.

Editing operators

To perform editing operators, you must:

- Choose the menu option ;

- Use the subcommands and until you visualize

- Choose the option;

- Select the user to edit at the **Users table**;

- Press the option ;

- Make the desired changes;

- Save with the option ![save icon] ;

- Confirm with the option ![confirm icon] .

There are 3 tabs with settings:

- The tab ![Settings A] , allows:

  - Edit the information introduced regarding the number and name of the operator;

  - Managing status Administrator;

  - Associate the operator option under selection of operators;

  - Password managing;

  - Managing the permissions to change properties of products and discounts.

- The tab ![Settings B] , allows:

  - Manage permissions for operators to change / use properties / system features.

- The tab ![Settings C] , allows:

  - Managing options related to cash register.

4. Families and Products

After selecting an operator, is presented families and products.

Depending on the settings made, the place of presentation of families may vary, since options are available **Left, Right** and **Top**.

The ETPOS offers several ways to create, change, delete productsproduct or families.

Transactions relating to families and products can be performed directly in the respective areas.

Note:

Families and products are displayed only when an operator is selected.

The way to create, modify or delete products and families is the same, what varies is where the long touch runs, for example the **Area of the families** in the **Area or products**.

🟡 **Area of the families**

🟠 **Area of the products**

Create families or products

To create families ou products, you should:

- Make a prolonged touch into the empty spot in the Families or in the Products;
- Fill in the requested information in **Families Table - Definition or Products Table - Definition**;
- Save in [icon] and confirme the informations introduce with the option [icon].

Change families or products

To change families or products, you should:

- Touch for three seconds on the option corresponding to the **Family** or **Product** to modify;
- Make the desired changes;
- Save with the option [icon];
- Confirm the changes made with the option [icon].

Delete Families or Products

To remove families or products, you should:

- Touch for three seconds on the option corresponding to the Family or Product to eliminate;
- Confirm by pressing this option [icon].

Import Products

The ETPOS has to import a list of predefined settings for various industries.

The user can thus choose one of the available settings, caring families and products, and then made the editing and customization according to your area of business (to re-import a list of default settings, the existing database and previously settings, are eliminated and replaced by the new settings).

Access to the list of default settings is performed by entering a code.

The introduction may be performed via external keyboard and touch keyboard.

- **External keyboard**

  To access the list of **default settings**, you must:

  - Entering the code **990090009999** ;

  - Confirm correct code by pressing (**Enter**);
  - Select the list of desired configuration:

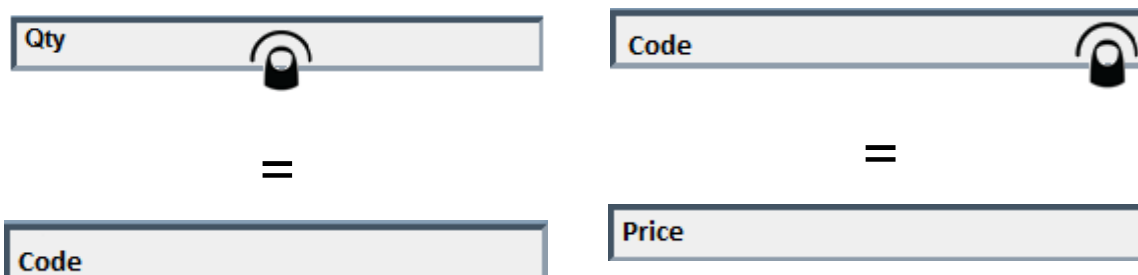| List of default configurations	
Files	**Description**
Cafe-Snack-Bar	Configuração para demonstração em Cafés Snack-Bares
Pastelarias-Padarias	Configuração para demonstração em Pastelarias/Padarias
Frutaria	Configuração para demonstração em Frutarias
Peixaria	Configuração para demonstração em Peixarias
Talho	Configuração para demonstração em Talhos
Pronto_Vestir_Homem	Configuração para demonstração em Pronto a Vestir para Homens

  - Validate the selection by pressing .

- **Touch keyboard**

The touch screen keyboard existing in the area of records enables the introduction of quantities, codes and prices.

As a rule is the insertion of quantities that is predefined:

Through touch, the sequences can be changed as the following pictures:

To enter a code, it is necessary put the **keyboard touch** in **Code** and:

- Enter the code to access the **list of default settings**;
- Confirm the code with ;
- Select from the list a desired configuration;

List of default configurations	
Files	**Description**
Cafe-Snack-Bar	Configuração para demonstração em Cafés Snack-Bares
Pastelarias-Padarias	Configuração para demonstração em Pastelarias/Padarias
Frutaria	Configuração para demonstração em Frutarias
Peixaria	Configuração para demonstração em Peixarias
Talho	Configuração para demonstração em Talhos
Pronto_Vestir_Homem	Configuração para demonstração em Pronto a Vestir para Homens

■ Confirm your choice with the option ✅ .

Note:

When importing again one **List of predefined settings**, the existing database and the previous settings (**pictures, prices, Families, products**) are <u>eliminated</u> and <u>replaced</u> by the new settings.
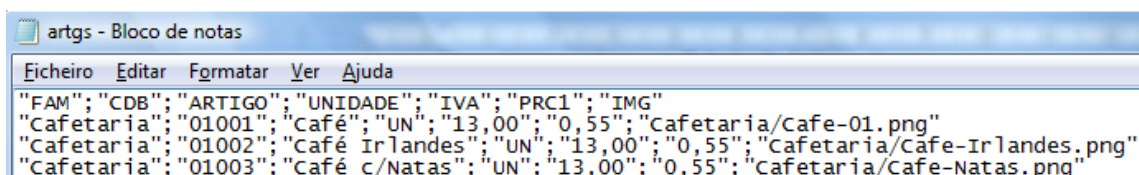

Through CSV file

The ETPOS lets you import products via **CSV** file format (**Comma-Separated Values**).

The CSV file format is a text file that stores information to import, Whose separation of various products (eg, family, code, product name, price, VAT) is made by a comma or semicolon.

The CSV format file can be edited in Microsoft Office Excel, showing information organized in columns.

Examples editing CSV files using:

■ **Notepad**:

■ **Microsoft Excel:**

	A	B	C	D	E	F	G
1	FAM	CDB	ARTIGO	UNIDADE	IVA	PRC1	IMG
2	Cafetaria	1001	Café	UN	13	0,55	Cafetaria/Cafe-01.png
3	Cafetaria	1002	Café Irlandes	UN	13	0,55	Cafetaria/Cafe-Irlandes.png
4	Cafetaria	1003	Café c/Natas	UN	13	0,55	Cafetaria/Cafe-Natas.png

To import products via CSV file, you must:

■ Build / edit the file with all the information needed to import the products;
■ Save the file in **CSV format (Comma Separated)**;

- ◼ Access option **System** ;

- ◼ Use the subcommands → and ← until you see the option **Database management**, choosing it then;

- ◼ Choose the option **Import products (CSV)** ;
- ◼ Choose the file to import in the **Import dialog box of products**;

- ◼ Confirm with the option ✔ .

Note:

To accomplish the import the CSV file it must be stored in USB disk (for example, a PEN).

5. POS Operation Mode

Accounts

Below are listed the necessary steps to perform a typical POS operation:
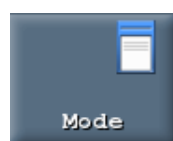
1. Select an User

2. Select an Account

3. Select a Family

4. Select a Product

5. Proceed with the Account Register. You can switch between the Document mode (left image) and the Keyboard mode (right image), by pressing the Mode button:

1	Choose the **type of document** to create at registration.
2	Choose the **clients**, if needed.
3	Choose the **account** number to be made the register.
4	Products registered. After the products are registered, you can make changes via the touch screen and virtual keyboard. ■ Touch on the **left** to change Quantities ■ Touch on the **center** to insert a Note or Supplement. ■ Touch on the **right** to change prices

5	Accumulated amount in the account
2i	Number of items in the list.
	Edits the selected item
	Deletes the selected item (long touch, after the confirmation erases all records)
	Prints the last document
	Documents history table
6	A tap on the left side, changes the amount of registered product
7	A touch to the center, enter an special product code or access code / command (double tap opens the **Products Table**)
8	A tap on the right side to changes the price
9	Virtual keyboard introduces quantities and prices before or after selecting an product

6. Proceed with the Payment

1	Area to indicate the method of payment and the text box for entering values.
2	Area to query the values of the operation
3	Area for insertion of the discount (value or percentage)
4	Area to indicate the amount of money received
5	Options for Cancel ou Confirm the operation:

Mixed payment

You can make a record using more than one payment method simultaneously (for example, money and ATM), for this, you shall:

- Indicate the discount (if applicable);
- Select the first means of payment;
- Enter the value;
- Play in the text box of the second desired payment, where the remaining amount will be automatically populated;
- Finish the operation by tapping [✔] or [Register].

Note:

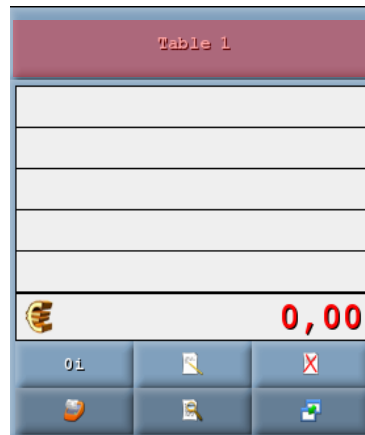Opening the drawer can be **manual** or **automatic**, depending on the settings.

Only **Payment forms** are assets that are visible in the window **Payment**

Tables

Given the characteristics of the interface, is a registration mode best suited for **cafes** and **restaurants**. The mode of operation is similar to the previous concept wherein the account is replaced by **Table**.

The ETPOS has a graphical user interface adapted to the real context of the operation, since, provides a set of tools that allow the user to create virtual rooms with the necessary elements to make its management.

The access to the **Virtual Room** is done through the option [Table 1] on the upper right of the application. There may be up to 10 different virtual rooms.

Note:

The option ⬚ Table 1 ⬚ only stays available when make the change on the field Registration **type** for **table** at the **System** menu + **Configuration** + **General** + **Ambient** tab

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Touching in a table:

- ■ This table is selected as the current record;
- ■ The room disappears;
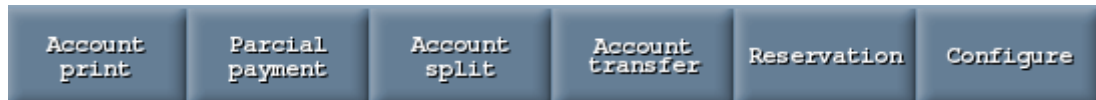- ■ Is shown the families and products, allowing the normal working mode.

To obtain registration in **Tables** mode, you should:

- ■ Accessing the Virtual room;
- ■ Choose the table you want;
- ■ Make the registration of the products (choose family and product).

Is available the following operations:

- ■ **Account print**: print a receipt with the products recorded before closing the account;
- ■ **Parcial payment**: performs parcial payment of the products listed in a table;
- ■ **Account split**: split the value for persons introduced;
- ■ **Account transfer**: transfers the products registered in a table to another;
- ■ **Reservation**: puts a visual mark on the desired (the brand is viewed by other operators);
- ■ **Configure**: configures the virtual room or rooms for representing the actual physical space work.

Note:

The performing of some operations depends on the additional settings of the operators. To perform an operation, it must access the Virtual room, select the operation and choose the desired table.

Rooms settings

You can perform the rooms settings, choosing various configuration options through the option
Configure .

- ■ **Description**: Name of the rooms (only the active rooms have name);
- ■ **PT**: price type. Practicing price in the room (each room can have a different price);
- ■ **Setting mode**: puts the room in edit mode;
- ■ **Options /Users**: access to the Operators Table and their additional settings;
- ■ **Ask how may people**: selecting the table, the operator is prompted to enter the number of people to serve;
- ■ **Ask for table name**: selecting the table, the operator is prompted to enter the name to associate with the table (make a long touch on the table, is displayed the name of it);
- ■ **Tables/Users**: the table number is associat with the number of the operator. Only the operator who opened the table is that it can make records that table (excepts up operators with Administrator privileges).

The rooms can be placed in editing mode, so that they can be set as close as possible to reality.

With the rooms in editing mode can be made the following operations:

- ■ **Create tables**;
- ■ **Delete tables**;
- ■ **Change the tables order**;
- ■ **Change the colors and patterns of the room.**

Custom room	Custom room

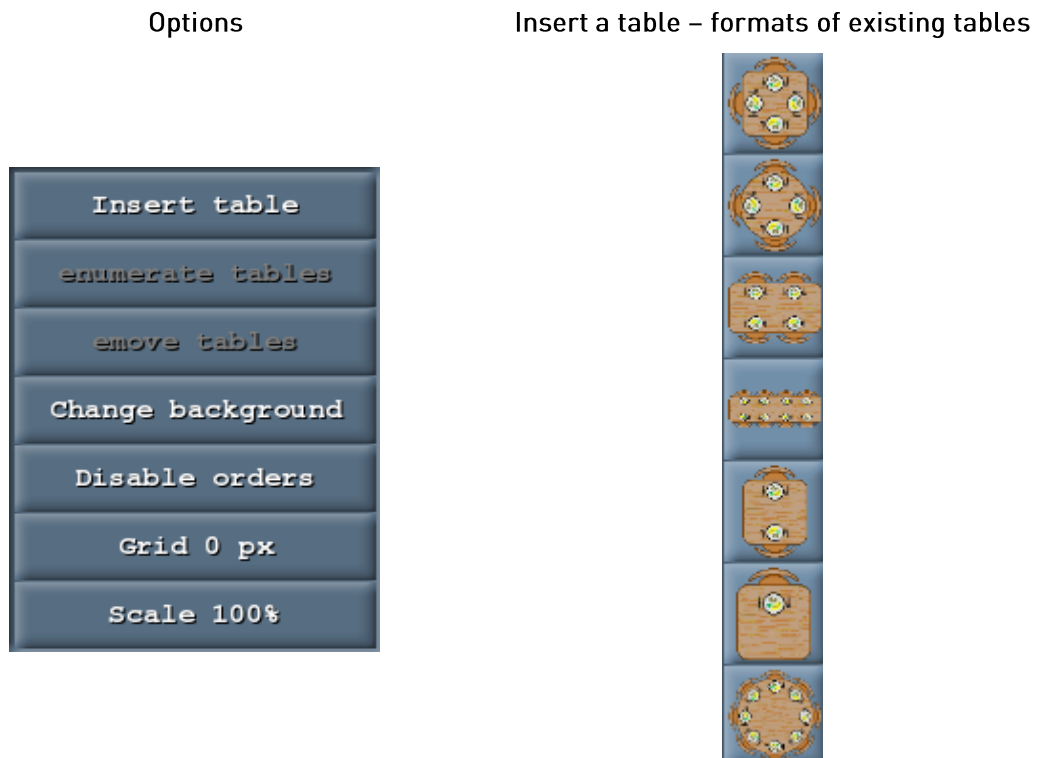To put the rooms in edition mode, you should:

- ■ Activate the option ![Setting mode], at the dialog box in the Rooms Settings;
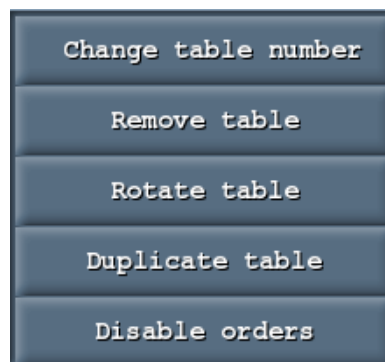
- ■ Confirm with the option ![✔].

Note:

After completing the editing rooms, disable the ![Setting mode].

Being the **Configuration Mode** activated then:

- ■ Touch **The bottom of the room** you can access a number of options:

Options   Insert a table – formats of existing tables

| Insert table |
| enumerate tables |
| emove tables |
| Change background |
| Disable orders |
| Grid 0 px |
| Scale 100% |

- ■ **At one table**, you can access several options:

| Change table number |
| Remove table |
| Rotate table |
| Duplicate table |
| Disable orders |

Note:

Not all options are available when the tables are reserved or registered, for example, the options **Renumber the tables** e **Delete the tables** in grayed out.

By touching sequentially in the area of the room, is changed the information which appears in the tables.

There are the following possibilities:

Table number	Table number and the total	Elapsed time since it was made the first record

Account transfer between tables

Registered transfers of Products to another table, this feature requires additional settings at the level of operators.

To access additional configuration, you must:

- Access option [Configure], [Options/Users];
- Select the desired operator in **Users table**:

Users table	
No.	Name
1	Luis Barbosa

- Choose the option, and then dialog box appears **Users table – Definition D**.

Users Table – Settings D

No.: 1 Name: Luis Barbosa

TABLE
    Disable transfers between tables................:
    Disable partial transfers between tables........:

There are 4 possible configurations:

- **No option set**: allows you to transfer product to product between tables;
- **Block transfers between tables**: disable the option `Account transfer`, blocking the transfer of products between tables;
- **Block Partial transfers between tables**: block the partial transfers of products between tables, the transfer the list of products is made in full;
- **Lock the two options**: blocks the transfer of products between tables (activating both options, a higher restriction is applied):

```
TABLE
    Disable transfers between tables................:  [ ]
    Disable partial transfers between tables........:  [ ]
```

To make the transfer of accounts between tables, you must:

- Choose the option `Account transfer`;
- Select the table that contains the product(s) to transfer (**Origin Table**).

  Once you have made your selection, you will see a green arrow to indicate the transfer of products between tables:

- Select the table where you want to transfer the product (s) (**destination table**);
- In the dialog box **Transfer products**, choose the source table and the product to transfer.

  To transfer:

  - **Product by product**: touch the product and then it is transferred in its entirety from the source table to the destination table. If you want to transfer the drive unit (relative to the amount), touch the source table upon the quantity of the product to be transferred;

  - **All the products**: use the option and all products are transferred in its entirety from the source table to the destination table.

    The opposite movement can be done through the option:

■ Confirm the transfer(s) made through the option ![check] .

On the left side of the screen, appears the `Table 1` (**source table**) and at the right side `Table 2` (**destination table**):

```
                        Products transfer
        Table 1                              Table 2

           ▲                                    ▲

Café                                   Café
x 1                      0,55          x 2                      1,10
```

Print Bill (query tables and printing)

Before closing the account, performs a query of the table and prints a receipt with the products recorded.

After printing, the additional information on the table is changed to green.

To make the query and printing, you must:

■ Choose the option `Print account` ;
■ Select the table.

Printing – table Query

Change the color –
Additional information

```
    EMPRESA DE DEMONSTRAÇÃO
      Table  No.  1
CHECK LIST Nº 2      2014/07/24 - 14:08

   Designation    Qty   Price   Value

Coffe               1   0,55    0,55

TOTAL :                         0,55
```

Note:
Under current tax legislation, the document refers to the query is already signed.

Partial payment

Performs partial payment of the products listed on a table.

To make a partial payment, you shall:

- Choose the option `Parcial payment`;
- Select the table that contains the product(s) to make partial payment;
- On the dialog **Partial payment** box, choose the product(s) to make partial payment.

  To transfer:

  - **Product by product**: touch the product and it is transferred from the table to the panel `TO PAY` on the right side of the screen. If you wish to transfer part payment unit to unit (relative to the amount), touch the table of origin upon the quantity of the product to be transferred;

  - **All the products**: use the option ▶ and all products are transferred to `TO PAY`.

  The opposite movement can be done through the option:

  ◀

  Note that during the transfer, on the left side of the screen appears `Table 1` (table containing the products) and the right side of the screen appears `TO PAY` (product(s) to partially pay):

Parcial payment		
Table 1		TO PAY
▲		▲
Coffe x 1 0,55		Coffe x 1 0,55

- Confirm the choice(s) made(s) with the option ✔;

- Determines that the area of the record option `Table 1` was replaced by the option `Table 1 (...)`;

- Push the option `Register` in the registers area;
- Perform the procedures relating to the payment in window **Payment**.

Account split

Split the value for persons introduced. This feature presents innovative characteristics such as:

- You can make the division of an account at a given time and then continue the consumption, and the succeeding products divided by the other customers;
- Each person can choose the desired payment methods: cash, ATM, etc…

To split the account you should:

- Choose the option Account Split;
- Select the desired table;
- Enter and confirm the number of persons for whom the account will be splitted:

- Notice in the record's area that appears the number of people in which the account is to be splitted (in the example the account table 1 is to be divided by 3 people):

- **Confirm with button** ;

- **Finalize the payment for the first person (notice that appears:**).

- **Repeat procedure for the other persons (** **), until the account is fully paid.**

Make the account split and continue to consume

To interrupt the account split, you should:

- Choose the option Account Split;
- Choose the desired table;
- Enter and confirm the number of persons to split the account;
- Finalize the payment for the first person;

- Stop the split account by pressing on: ;

- Notice that the spliting procedure was stopped and you should have this: .

Reservation

Place a visual mark on the table desired, allowing other operators know that the table is reserved.

To make a reservation, the tables must be visible and:

- Choose the option ;
- Touching on the table you want to have an indication: .

Note:
To cancel a reservation, choose the option and tap the table you want, and the indication will disappear . You can not delete reserved tables.

At the bottom of the screen, with the options [←] [→] is possible choose rooms, **Room A,**
Room B, etc.

Tapping on top of the room are shown the tables' information:

- ■ Total occupied tables;
- ■ Total reserved tables;
- ■ Total free tables;
- ■ Total consumed in tables;
- ■ Associations of tables operators;
- ■ People (being active the option **Asks number of people** in **Configuration of rooms**).

To see the pending tables, make a long touch in [Table 1] :

Selecting a table and tapping the option:

- are shown in detail the table products;
- Is printed a query table.

> **Note:**
>
> Through the menu **system** + **configure** + **Management Card / Consumption** + **Utilities** tab + area **Pending Cards** + **Clear** option is possible to eliminate (after confirmation) all pending records in existing tables.

Cards

Associates a card to a customer to record consumption.The system is very common in bars and clubs, allowing a more efficient.

The mode of operation is identical to that described in **Accounts,** being possible to issue a series of numbered cards; registration is only valid for this numbered card.

The card access is done through the option ![Card 1], on the upper right of the application.

Note:

The option ![Card 1] is only available when:

1º Make a change to the type of registration for **Cards** (available in the menu **System + configuration** + **General** + **Environment** tab + **Type of record** tab.

2º Configure the interval of cards to use, Available in menu **System+ Configure** + **Card management / consumption:**

To make records in **Card** mode, you should:

- ■ Touch ![Card ?] ;
- ■ Enter desired card number:

- ■ Confirm with the option ![check] ;
- ■ Make registration of the product.

To consult the card pending, make along touch in ![Card 1] :

No.	Date	Hour	TRM	Usr	Lin	Itm	Value
1	2013/06/04	16:37	1	1	2	2	1,10
2	2013/06/04	15:31	0	1	3	5	2,75

Selecting a pending card and tapping the option:

- ▪ are shown in detail in the products of the Card;
- ▪ Is printed a card query.

Note:

Through the menu **System** + **Configure** + **Management Card / Consumption** + **Utilities** tab + **Pending Cards** + **Clear** option is possible to eliminate (after confirmation) all existing records pending in the cards. Is also possible:

- enter the card number via the virtual keyboard (if visible):

- choose the desired card using the left arrow or right existing at the ends of:

The configuration settings for the Cards will be addressed in detail in the chapter on settings, **System** + **Management Card / Consumption**.

6. Weight Scale Operation Mode

Special operating mode that allows operating similar work at commercial scales of beads. The most common system in markets, butchers and fishmongers.

Configure / activate the Scale mode

To configure / activate work mode Scale, should access:

- System + Setup + General + Environment ;
- Activate the option: Operating mode scale type.......: ✔ .

Note:

It is necessary that the scale be connected and configured on the ETPOS at the menu System + Setup + Peripherals + Devices tab corresponding fields below:

To activate the Scale, are active the options automatically **Visualization of the Scale display** and **Utilization from the menu sellers:**

Interface scale mode

The interface of the mode ETPOS Scale, consists of the following areas:

Scale data

Families area

Keys sellers

The using of a vendor allows:

- Using the equipment by different vendors;

- The service multiple clients simultaneously;

- The customization of options of seller to users of equipment;

- Individual monitoring of sales per vendor

🔴 **Products list**

🔵 **Frequent operations**

🔴 **Keyboard**

⚫ **Programming menus and configuration**
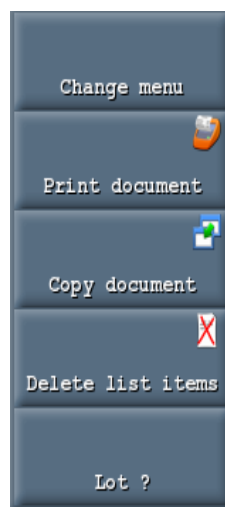
The display shows the information:

🟡 current weight

🟠 price per kg or Unit

🟢 Total to pay

The setup menus and programming, now appear at the bottom right of the screen, being that their options were previously addressed in detail.
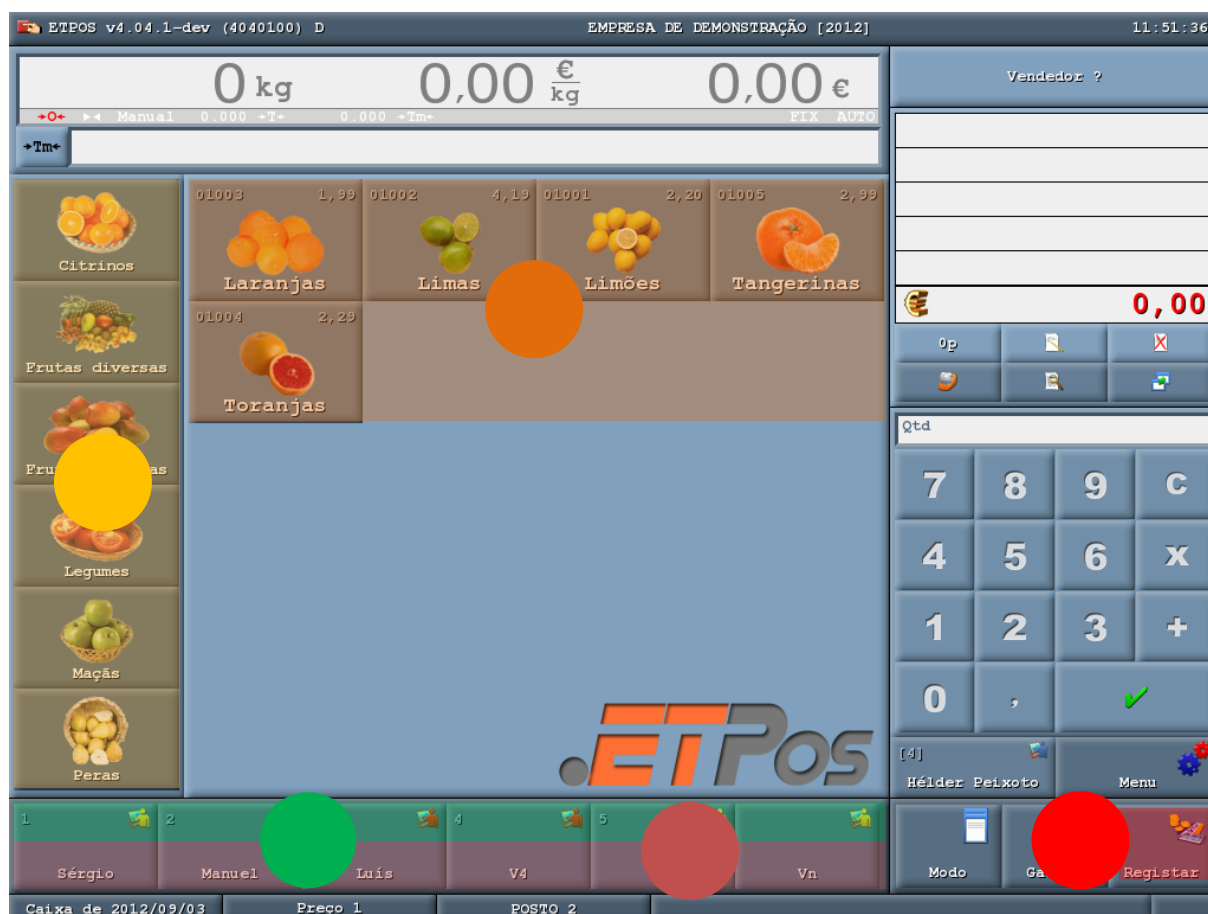
To view the options touch :

This option [Change menu], alters the position of menus to change the position of the bottom of the menus in the lower part:

Register in Scale mode

To make records in **Scale** mode, should put the product on the platform and:

1. Select the family, touching on the indicated local whith ⬤ ;

2. Select the product, touching on the indicated local with ⬤ and set the amount with the virtual keyboard (if needed);

3. To add na product to the selected user list, touching, touch the option for the user on the spot marked with ⬤ , repeating the previous steps for the remaining products;

4. Touch on the option ⬚Register , at the indicated local with ⬤ and select the user which you want to complete the sale, touching on the indicated local with ⬤ ;

5. Fill and verify the information contained at the Window **Payment**.

Note:

If the selected product is the type of unit, it is displayed virtual keyboard for its introduction. If the selected product has no set price, is displayed virtual keyboard for its introduction. It is necessary to choose the user to add the product to the list.

7. Menus

The menus are located on the bottom of the screen and gain access to all options.
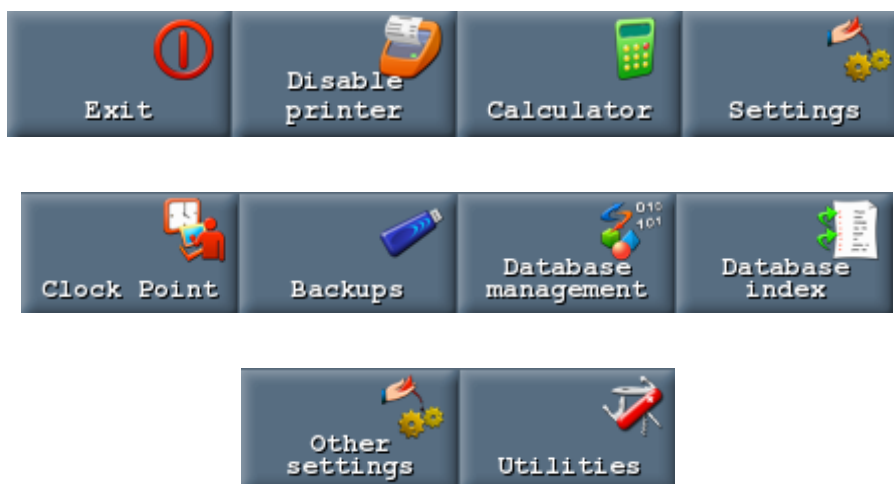
Menus available:

It is common in all the menus, there ends the subcommands **backward** and **Forward**, allow see backward and forward in the display of the options available.

Backward   Forward

System

Accesses to utilities and settings

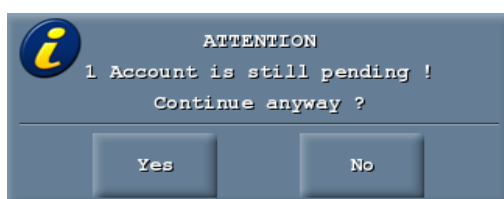It is composed of the options:

Terminate the program
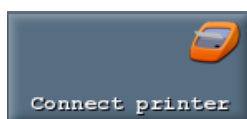
Close the application after the user permission.

Regardless of the type of registration, if exist any pending products the box appears **ATTENTION:**

Turn off the printer

Turn off the printer and the option is changed to:

Normally, at the time of closing an account, card or table a document is printed. If the printer is turned off, there will be the creation of the document, but will not print.

Calculator

Activates a virtual calculator, and the partial printing of calculation performed.
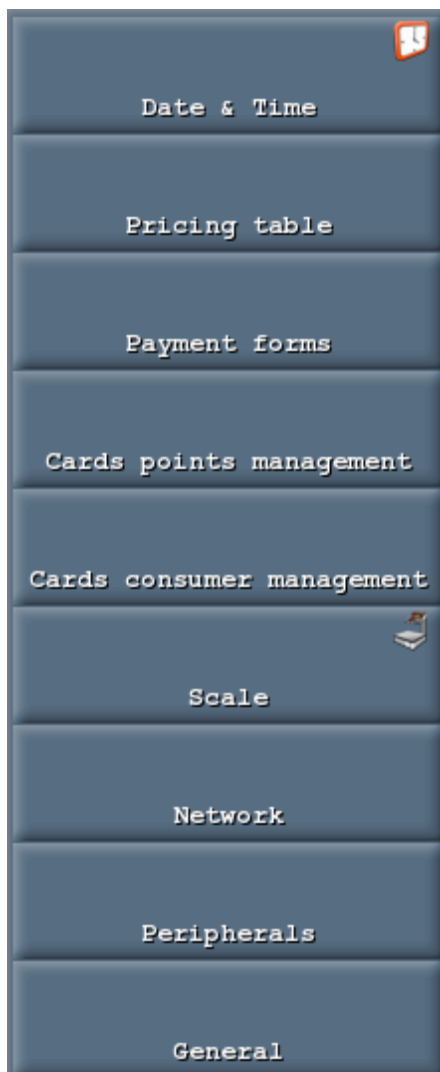

By clicking the option You can turn on or turn off the printer, as in previous functionality.

Configure

Accesses several configuration options.
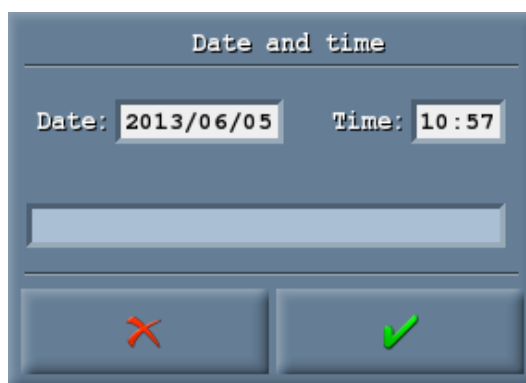
The options available are:

Date & Hour

Changes the date and time of the system.

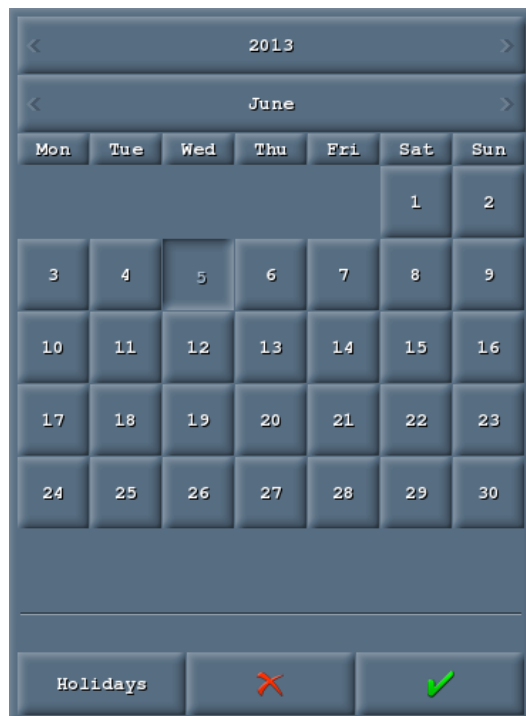All documents issued, use the date / time set on the system.

Change the date/time

To change the date/time, you should:

- ■ Accessing the **Date and Time** option;

- ■ Touch the desired field and change the settings:
  - ▪ **Date**:

---

1. Select the **year**:

2. Select the **month**:

The selectors have year and month, respectively, 3 functions, which vary according to the location of the touch:

The **centre**: direct introduction of the year or the month;

At the **left**: decreases a position over the year or month shown;

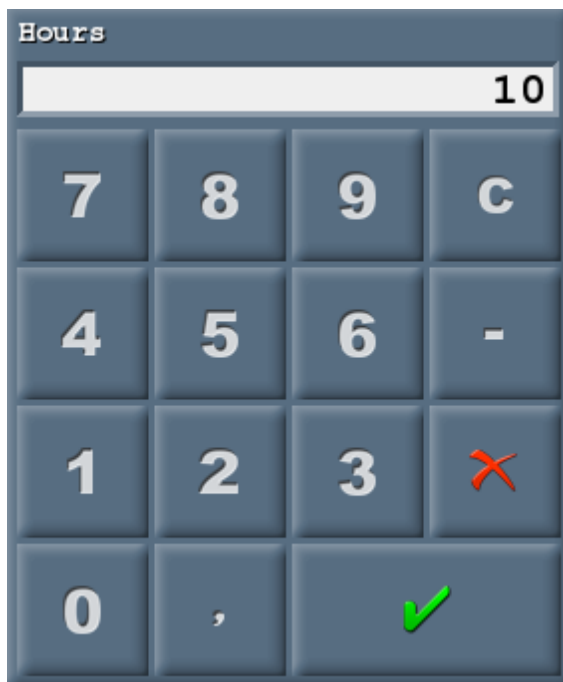At the **right**: increases a position over the year or month shown.

3. Select the day:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					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

4. Confirm with the [✔].

- **Hour**:
    - Introduce the hours:
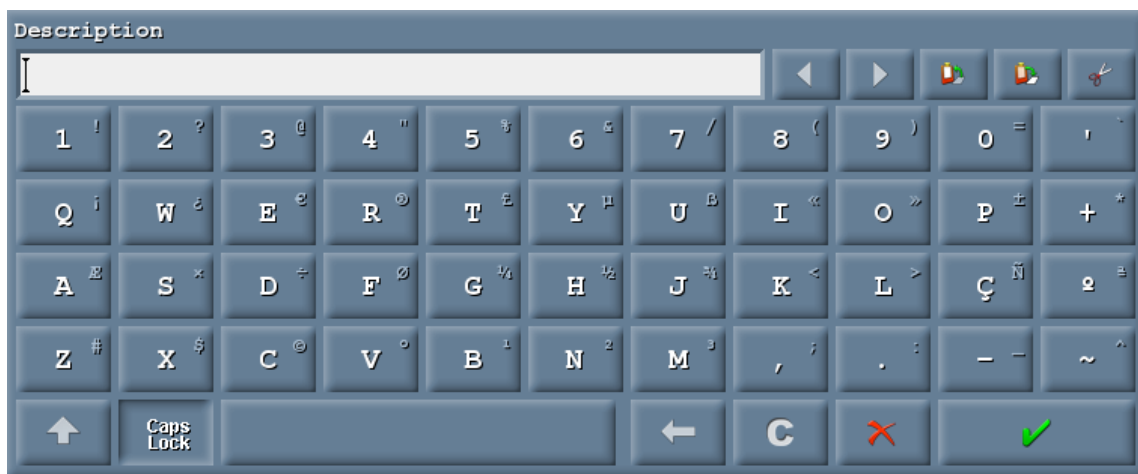

    - Introduce the minutes:

    - Confirm with the option .

Set holidays

Through **Date** field, you can define the holidays.

To define the holidays, you should:

- Touch the option ![Holidays] ;
- Make a long touch the that you want to define as a holiday;
- Enter via the virtual keyboard the name / description of the holiday:

- Confirm with option ![✔].

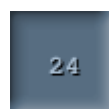Appears in the upper right the visual indication on the day defined as a holiday:

Remove holiday

To remove the holidays, you must:

- Long touch on the day that is defined as holiday;
- Delete through the keyboard the name / description of the holiday introduced;
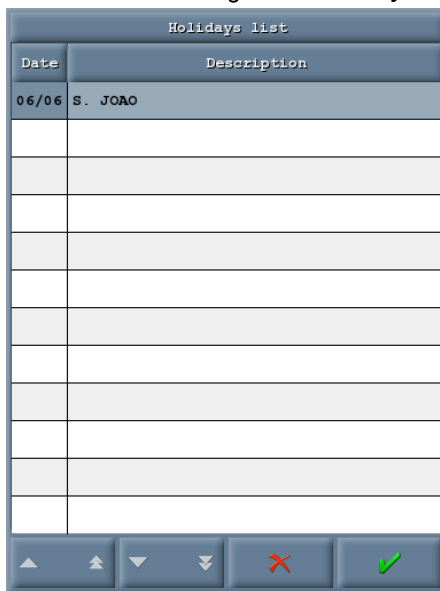- Confirme with the option ![✔].

Visual indication disappears from the top right of the day previously set as a holiday:

Show the defined holidays

To view all defined holidays, you should:

- Touch the option **Holidays** ;
- Show the holidays defined in the dialog box **Holiday list**:

Note:
The dialog box **Holiday list does not allow** change or delete holidays.
The fields **Holiday Eve** (holiday eve) and **Holiday** existing menu Table + products + hour management, based on the defined holidays.

The dialog box **Date and Time,** when presenting a date that is a holiday displays at the bottom the name / description:

Pricing

Sets the price to practice

You can perform **up to 4 different prices** which can be associated with different descriptions to better identify them. **No price** field refers to offers.

How to practice price, is assumed by default **Price 1**.

The field **St**, sets the start time to practice a certain price (optional).

> **Note:**
>
> You can only select prices that have a description associated.
>
> You can change the information by tapping on the text boxes of the fields.
>
> The specification of **Price 1**, **Price 2**, **Price 3** and **Price 4** is held in the definitions of each product.
>
> The price change of the price is made by **Options** + **Define Price**.
>
> The default price to practice can be changed in the menu **System** + **Setup** + **General** + **Characterization A** tab+ **Price range default** field.

Payment methods

Defines the payment methods to be used in the system

There are available the common paymet methods (among others, money, ATM or check):

Attributes:

| A |
| Both |

Allows receipts from customers and payments to suppliers

| R |
| Receipt |

Only allows customers receiving.

> **Note:**
>
> To **deactivate** payment methods, leave the attribute empty.

Add payment methods

In addition to the existing means of payment, it is possible to add 2 means of payment.

To add payment methods, you should:

- Enter the name of the new payment method;
- Choose the desired attribute, tapping the field;
- Confirm with the option .

> **Note:**
>
> Not all **Payment methods are available,** since they **depend on additional configurations:**
>
> - **value in account**: To activate this option, touch the appropriate field, however, you must also select the type of movement of the current account (debit or credit) on menu **Database Tables + Types of documents + Movement of the Current Account** field, the desired document;
>
> - **Rechargeable card;**
>
> - **Points card.**
>
> Only the assets **Payment methods** are visible in the **window Payment.**

Management Card /Points

You can use the points accumulated by the customer as payment.

The settings are made in **Definitions of assignments points:**

There are settings:

- ■ **Purchase price allocation for a point**: consumption value (in euros) to be held by the client to award a point;
- ■ **Amounts in euros in payment for each point**: value (in euros) of each point;

- **Text**: text to appear at the end of the bead (For example, valid for 15 days after the date of issue);
- **RFID Card table:** Accesses **Table RFID card**. RFID cards are cards that use radio frequency and identify, and others, for example, customers and operators in the system.

To insert a new RFID card in the system, you should:

- Touch the option ![RFID Cards table];
- Touch the option ![icon];
- Swipe the card in the reader;
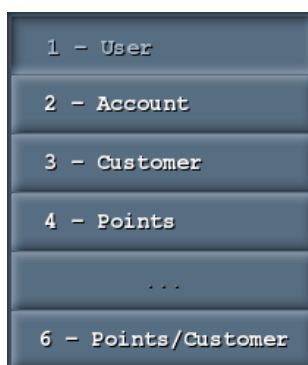- Fill the fields of the box **RFID Card Table**:

There are fields:

- **Internal Number**: internal code card handle;
- **Code**: code placed automatically by RFID reader (refers to the digital identity card);
- **Type**: configures the cards according to the intended purpose.

Touching upon the textbox field, the options appear:

Purposes of cards –Type:

1 -	**Operator**	Select the operator to start the registration of products
2 -	**Account**	Identifies the type of record used (can be **Account**, **Table** or **Card**)
3 -	**Customer**	Customer card, the traditional method to recognize the special customers;
4 -	**Points**	Allow to give discounts to customers
6 -	**Points / Customer**	Option to choose when there is a record of customers

- **Correspondent number**: defines the identification code, for example, operators or customers in the system.

Note:

Types **4** and **6** require additional settings:

- Enable product **Card points** with the attribute **R** (is available in the menu **System + Setup + Payments forms**);

- **Create a points card** (is available in the menu **Options + fidelity cards + viewpoints**).

■ **Rebates and Credits**: contains information relating to discounts and credits.
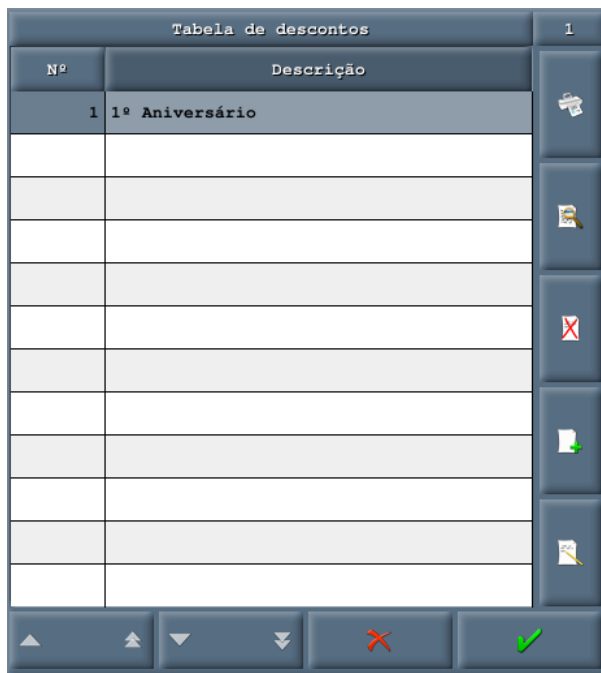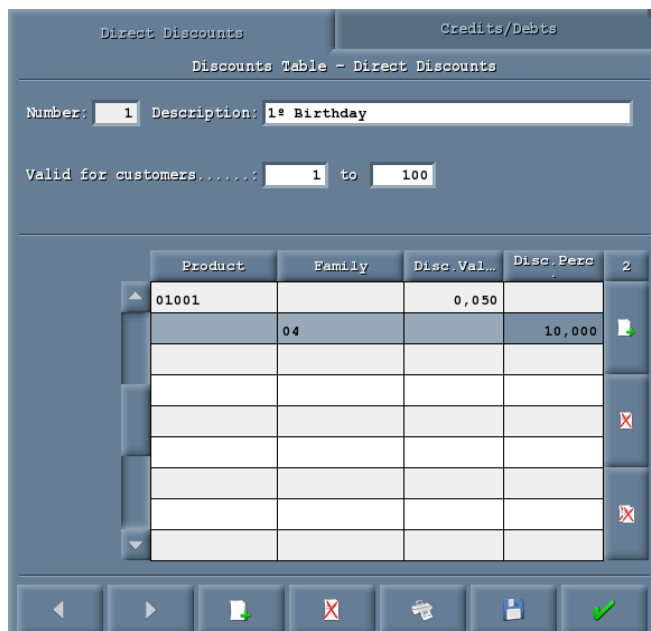

To add a direct discount, you should:

▪ Touch the option ;
▪ Fill in the information contained in the box **Discounts Table – Direct discounts**:
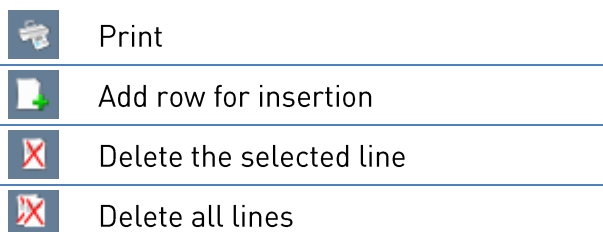

There are fields:

▪ **Number**: identifies the numeric discount;
▪ **Description**: identifies the name given to the discount;

- **Valid for customers**: defines the beginning and the end of interval of clients covered by discount.

Central part of the window:

- **Product**: choose the product to put discounted by **Table of Products**;
- **Family**: escolhe a família a colocar com desconto através da **Tabela de Famílias** chooses a family to put discount through;
- **Discount the value**: discount amount in cash, provided that, selected an product or a family;
- **Desc. Per**: percentage discount value from that selected product or a family.

The options arranged vertically on the right side of the screen, it is possible

	Print
	Add row for insertion
	Delete the selected line
	Delete all lines

Management Card / Consumption

Performs the card management / consumption.

For each set of cards, can be defined:

■ **Interval**: Number range to be used for each series.

You can only work with cards after the Interval configuration on the series:

■ **Minimum Consumption Code**: product code to be used for the minimum consumption;

■ **Reusable Card**: cards for domestic consumption.

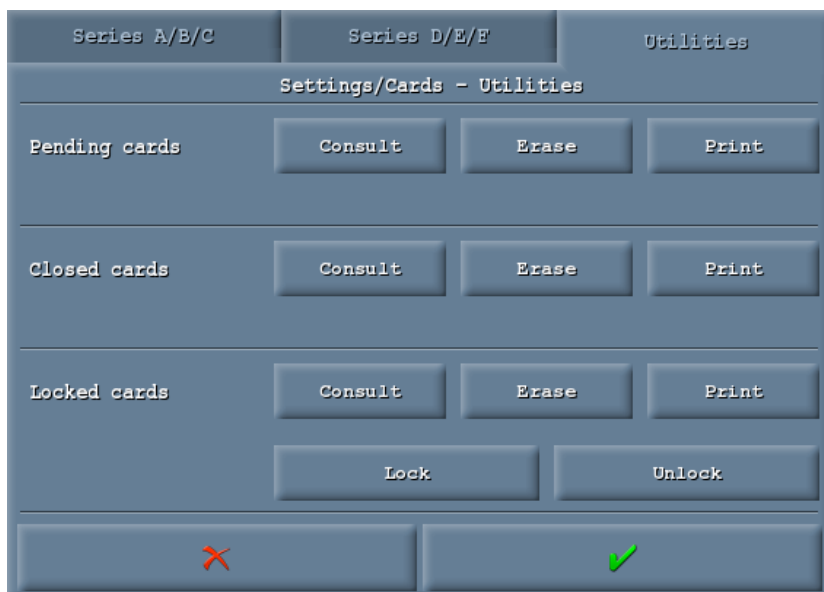Sets whether the cards are reusable

If this field is down a card number is used only once, resulting in the message below uses the following:
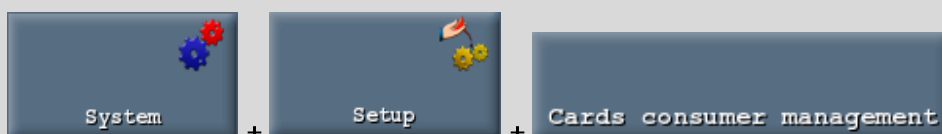

■ **Associating Table**: associates the card to a table;

■ **Print from an account**: prints a receipt for consultation whenever a new entry is made;

■ **Prices line**: prices line to practice;

■ **Maximum consumption**: defines the maximum consumption allowed.

The tab **Utilities**, allows:

■ **Consult**: view the list of pending cards, blocked or closed;

■ **Clear**: clears the list of pending cards, blocked or closed;

■ **Printing**: prints a list of pending cards, blocked or closed;

■ **Lock/Unlock**: add or remove a card from the list of blocked cards.

> **Note**:
>
> The access to the settings is done through the options:
>
>
>
> Can be used 999,999 cards grouped into 12 series, distributed the letter A to the letter L.
>
> Whatever type of record used (Accounts, Tables and Cards) the option **Clean** of the **Utilities** tab in the **pending Cards** allows you to delete all pending records after confirmation.

Scales

Sets the header fields, footer and advertising (if there is a trade balance operating in the system)

- **Header**: is printed at the top of the documents.

  In **Settings** - **Header**, There are options:

  - **Header**: text to appear in the header (can be several lines of text);
  - **Size**: Sets the size of text on each line (There are five options from 0 to 4).
  - **Attribute**: attribute that defines whether the selected line is active.

- **Footer**: is printed on the bottom of the documents.

  In **Setup – Footer**, there are the options:

  - **Footer**: text to appear in the footer (there may be several lines of text);
  - **Size**: defines the size of text on each line (There are five options from 0 to 4).
  - **Attribute**: attribute that defines whether the selected line is active.

- **Publicity**: information shown on the display device.

    At the **Setup – publicity**, there are the options:

    - **Publicity**: text to display on the display device;
    - **Speed**: speed display text (There are ten options from 0 to 9).

Network

Set the parameters for connecting a device to the LAN.

Depending on the software installed on the server and the terminal, there are four possible configurations:

- Server on **Linux**, terminal **Linux**;
- Server on **Linux**, terminal **Windows**;
- Server **Windows**, terminal **Linux**;
- Server **Windows**, terminal **Windows**.

Using the **ETPOS** in **Windows** is necessary to make additional settings:

- On the server needs to be shared manually the workbook ETPOS with Full Control permissions to the user defined;

- On the **terminal** is necessary to make a change in the file **rede.cfg** (text file that stores the network settings of the ETPOS).

In the first part all the options are explained, followed by 4 examples possible configuration, as well as, when applicable additional settings to make the server and the Windows terminal. Explanation of the options

- ■ **IP Address** tab

The **IP Address** tab consists of the following fields:

- ■ **Network board**: detects the network card You can pick through the text box field a NIC Ethernet or wireless which are connected to the system.

  If the board is:

  - ▪ **Ethernet** appears: "eth$x$" and the MAC address of the selected network board;
  - ▪ **Wireless** appears: "wlan$x$" and the MAC address of the selected network board.

  In case you are using the Windows, the network boards are detected automatically from the system. If used Linux is important to distinguish "ethx" from "wlanx" for a correct choice.

- **Type of configuration**: can be **Automatic** (network settings provided by the DHCP server) or **Manual** (settings configured manually);
- **IP address**: endereço IP address of the equipment in the local network;
- **Netmask**: netmask of the local network;
- **Router**: defines an IP address if the connection happens through a Router (non-local network);
- **Wi-Fi SSID**: Select the SSID (ID) of the Wi-Fi (wireless);
- **Key WPA/WPA2**: security key to access to the wireless LAN;
- **Current Address**: displays the address in use.

  The option `Other IP's` , accesses the table **Address / Posts**, where you can add and manage IP.

- **Post** tab

The tab **Post** consists of the following fields:

- **The identification number of the Post**: identification number of the job. For a machine to operate in a network, the number assigned to the terminal must be different 0;
- **Descriptive name of the Post**: descriptive name of the job;
- **Networking Mode**: sets the mode for network operation. There are 3 modes:
  - **Stand alone:** when there is only one post;
  - **Terminal:** works on a database located on a server;
  - **Server:** stores the database a network of equipment.
- **Number of Station Server**: number of the station that identifies the server;
- **Accepts print requests**: accepts print requests to another job;

- **Accepts commands via PDAs**: allows the use of PDA to perform registrations;
- **Accepts commands via SMS**: accepts commands via SMS;
- **Accepts remote clients**: accepts requests of the ETMON;
- **Accepts messages**: accepts messages sent by other operators (touching the option for a few seconds Operator Area of Registries);
- **Accepts commands via ETCOM**: allows ETPOS communicate through the library ETCOM.dll., which allows integration with other platforms via an interface;
- **PIN**: defines the pin.

Note:

To use PDA type devices is convenient to activate the 5 fields highlighted in red in the previous image.

- **Server** tab:

The **Server** tab consists of the following fields:

- **Number of Station Server**: number of the job of the server equipment, which will be stored in the database system;
- **Server Address**: IP device server;
- **Workgroup**: identification of the working group;

- ■ **Share name**: share name of the workbook page, where is located the existing database on the server station equipment;
- ■ **Username**: user identification (if applicable);
- ■ **Access key**: user password (if applicable).

As previously mentioned, while the field **Accepts messages** active at the tab **Post**, é possible for operators to exchange messages among themselves.

For operators to exchange messages with each other, should:

- ■ Touching the option for a prolonged period in the area of Registry Operator;
- ■ Fill in the information in the dialog box **Message sending**:

- ▪ **Post**: choose the post of the message destination. Touching upon the text box, you can access to the **Address table /Posts** to select the desired station;
- ▪ **Operator**: choose the destination operator of the message. Touching upon the text box, you can access **Operators Table** to select the desired operator;
- ▪ **Message**: area for the composition of the outgoing message.

- ■ Send the message with the option .

Note:

Standing the value **0** in the field:

- **Post**: the message is sent to any station;

- **Operator**: the message is sent to any operator.

The message is delivered to the operator (addressee) when he accesses the system.

Examples of configurations

Server Configuration on Linux, Linux Terminal

Settings to make in the **server**:

- ■ The **IP Address** tab:
    - ▪ At the **Network board**, select the network card (eth0 to network cable or wlan0 for Wi-Fi connection);
    - ▪ At the **Type of setting**, select the type **MANUAL**;
    - ▪ At the **IP Address**, enter the IP address of the equipment in the local network;
    - ▪ At the **Netmask**, enter the network mask;
    - ▪ If there are terminals outside the range of addresses defined, enter in the field Router, the IP address of Router;
    - ▪ If the network card is wlan0, introduce at the fields **Wi-Fi SSID** and **key WPA/WPA2** the SSID and the key WPA/WPA2.

- ■ At the **Post** tab:
    - ▪ In the field **Number of identification Post**, defined as post **1**;
    - ▪ In the field **Descriptive name of Post**, write the name of the post (optional);
    - ▪ In the field **Networking Mode**, set as **SERVER**;

- Enable the first 5 boxes relating to special requests.

- At the **Server** tab:
    - In the **Number of Station Server** field and **Server Address**, the information is automatically placed;
    - In the field of **Workgroup**, write the name of the workgroup;
    - In the field of **Share name**, write the name of the shared folder on the server;
    - If necessary, the field **user name**, write your name and the **Access key** the password;
    - Restart the machine.

Settings to make the **terminal**:

- **The tab IP Address:**
  - At the **Network board**, select the network card (eth0 to network cable or wlan0 for Wi-Fi connection);
  - At the field **Type of setting**, select the **MANUAL** type (can also be **AUTOMATIC** provided that a DHCP server);
  - At the field **IP Address**, enter the IP address of the equipment in the local network;
  - At the field **Netmask**, enter the network mask;
  - If the server is outside the range of addresses defined, enter the field **Router**, the IP address of Router;
  - If the network card is wlan0, introduce the fields **Wi-Fi SSID** and **WPA/WPA2 KEY** the SSID and the key WPA/WPA2.

- **Post** tab:
  - At the field **identification Post number,** set to post 2 (increment for the remaining positions);
  - At the field **Post name**, write the name of the post (optional);
  - At the field **Networking mode**, set as **TERMINAL**;
  - At the field **Number of station server** write the number of the station, **1**.
  - Enable the first 5 boxes relating to special requests.

- In the **Server** tab:
    - At the field **Number of station server**, write the number of the station, **1**;
    - At the field **Server ip address**, write the ip address of the server;
    - At the field **workgroup**, write the workgroupe name (in case it is not filled);
    - At the field **Share name**, write the name of the shared folder on the server (in case it is not filled);
    - If necessary, in the **User name** field, write the user name and at the field **Access key** the password;

Configuration Server on Linux, Windows terminal

As mentioned, with the terminal in Windows, you must make a change to the file **rede.cfg**.

To make the change, you must:

- Find the file **rede.cfg** (located in the main folder of the program ETPOS, for example, C: \ etpos);
- Find the file **rede.cfg** in a note pad (for example through WordPad);
- Replace the definition: NET_MOUNT0=server by NET_MOUNT0= **Network Unit** (any letter may be used valid for the network unit, provided that, not being used by the system).

Settings to make the **server**:

- In the **IP address**:
  - At the field **Network card**, select the network card (eth0 to network cable or wlan0 for Wi-Fi connection);
  - At the field **Configuration type**, selct the type **MANUAL**;
  - At the field **IP address**, enter the IP address of the equipment in the local network;
  - At the field **Network mask** introduce the network mask;
  - If there are terminals outside the range of addresses defined, enter the field **Router**, the IP address of the Router;
  - If the network card is wlan0, introduce the fields **Wi-Fi SSID** and **WPA/WPA2 Key** the SSID and the key WPA/WPA2.

- On the **Post** tab:
  - At the field **Number of station server**, define as post **1**;

- At the field **Station name**, write the name of the post (opcional);
- At the field **Networking mode**, ste as **SERVER**;
- Enable the first 5 boxes relating to special requests.

- At the **Server** tab:
  - At the fields **Number of station server** and **Server IP address**, the information is automatically placed;
  - Ate the field **Workgroup**, write the name of the workgroup;
  - At the field **Share name**, write the folder name in the server;
  - If necessary, in the **User name**, write the user name and the **Access key** filed the write the password;
  - Restart the o equipment.

Setups to make in the **terminal**:

- **In the IP address**:
    - At the field **Network card**, select the network card to user, touching on the field, there listed the network cards available on the operating system;
    - At the field **configuration type**, select the **AUTOMATIC** type;
    - At the field **IP Address**, the address is automatically placed;
    - At the **Network mask**, the mask is automatically placed;
    - If the server is outside the range of addresses defined, enter on the field **Router**, the IP address of the Router;
    - If the network card were wlan0, enter in the field **Wi-Fi SSID** and **WPA/WPA2 key** the SSID and the key WPA/WPA2.

- ■ At the field **Post**:
    - ▪ At the field **Number of station post**, set as post **2** (increment for the remaining positions);
    - ▪ At the field **Posto Station name**, write the post name (opcional);
    - ▪ At the field **Networking mode**, set as **TERMINAL**;
    - ▪ At the field **Number of station server**, write the post number, **1**;
    - ▪ Enable the first 5 boxes relating to special requests.

- In the **Server** tab:
  - At the field **Number of station server**, write the number of the post, **1**;
  - At the field **Server IP address**, write the IP address of the server;
  - At the field **Workgroup**, write the name of the workgroup;
  - At the field **Share name**, write the name of the folder shared in the server;
  - If necessary, the field **User name**, write the user name and the field **Access key** the password;

Server Configuration in Windows, terminal in Linux

Setings to make on **server**:

As refered, beeing the server an Windows, is necessary share manually the work folder of ETPOS with Full Control permissions to the user defined.

To share the folder, you should:

- Find the main folder of the program ETPOS (for example, C:\etpos) and access their properties;
- Share the folder with the name **POSDATA**;
- Assign permissions to read and write (Total control) to the defined user.

- In the **IP Address** tab:
  - At the field **Network card**, select the network card to use, touching the field, there are listed the network cards available on the operating system;
  - At the field **Configuration type**, select the **AUTOMATIC option**;
  - At the field **IP Address**, the address is automatically placed;
  - At the field **Network mask**, the network mask is automatically placed;
  - If the server is outside the range of addresses defined, enter in the field **Router**, the IP address of the Router;
  - If the network card were wlan0, enter in the field **Wi-Fi SSID** and **WPA/WPA2 key** the SSID and the key WPA/WPA2.

- On the **Post** Tab:
  - At the field **Number of station server**, define as post **1**;
  - At the field **Station name**, write the name of the post (opcional);
  - At the field **networking mode**, set as **SERVER**;
  - At the field **Number of station server** is automatically changed;
  - Enable the first 5 boxes relating to special requests.

- On the **Server** tab:
    - At the fields **Number of station server** and **Server IP address**, the information are automatically placed;
    - At the field **Workgroup**, write the workgroup name;
    - At the field **Share name**, write the shared folder name in the server;
    - If necessary, the field **User name**, write the user name and the field **Access key** the password;

Settings to make on the **post**:

■ On the tab **IP Address**:
  ▪ At the field **Network card**, select the network card (eth0 to network cable or wlan0 for Wi-Fi connection);
  ▪ At the field **Configuration type**, select the **MANUAL** mode;
  ▪ At the field **IP Address**, enter the IP address of the equipment in the LOCAL NETWORK;
  ▪ At the field **Network mask**, enter the network mask;
  ▪ If the server is outside the range of addresses defined, enter in the **Router**, the IP Router address;
  ▪ If the network card were wlan0, enter in the field **Wi-Fi SSID** and **WPA/WPA2 key** the SSID and the key **WPA/WPA2**.

■ On the **Post** tab:
  ▪ At the field **ID number of station**, set as the post **2** (increment for the remaining positions);
  ▪ At the filed **Station name**, write the post name (opcional);
  ▪ At the field **Networking mode**, set as **TERMINAL**;
  ▪ At the field **Number of the station server**, set as the post **1**;
  ▪ Enable the first 5 boxes relating to special requests.

- On the **Server** tab:
  - At the field **Number of station server**, write the post number, **1**;
  - At the field **Server IP address**, write the IP address of the server;
  - At the field **Workgroup**, write the workgroup name, if it is not already filled;
  - At the field **Share name**, write the folder name shared in the server, if it is not already filled;
  - If necessary, the field **User name**, write the user name and the field **Access key** the password.

Server configuration in Windows, terminal in Windows

Configurations to make in the **server**:

As mentioned, being the Windows server, you must manually share the working folder of the ETPOS with Full Control permissions to the user defined.

To share the folder, you must:

- Find the folder in the main program ETPOS (for example, C: \ etpos) and access its properties;
- Share the folder with the name **POSDATA**;
- Assign read and write permissions (Full Control) to the user defined.
- In the **IP Address** tab:
    - At the field **Network card**, select the network card to use, touching the field, there are listed the network cards available on the operation system;
    - At the field **Configuration type**, select the **AUTOMATIC** mode;
    - At the field **IP Address**, the address is placed automatically;
    - At the field **Network mask**, the network mask is placed automatically;
    - If the server were out of address range defined, enter the field Router, the IP Address of the Router;
    - If the network card were wlan0, enter in the field **Wi-Fi SSID** and **WPA/WPA2 key** the SSID and the key **WPA/WPA2**.

■ At the **Post** tab:
  ▪ At the field **ID number of the station**, set as post **1**;
  ▪ At the field **Station name**, write the name of the post (opcional);
  ▪ At the field **Networking mode**, set as SERVER;
  ▪ At the field **Number of station server** is changed automatically;
  ▪ Enable the first 5 boxes relating to special requests.

■ At the **Server** tab:
  ▪ At the fields **Number of station server** and **Server IP address**, the informations are placed automatically;
  ▪ At the field **Workgroup**, write the name of the workgroup;
  ▪ At the field **Share name**, write the name of the shared folder in the server;
  ▪ If necessary, the field **User name**, write the user name and the field **Access key** the password;

Cofiguration to make at the **terminal**:

As mentioned, with the terminal in Windows, you must make a change to the file **rede.cfg.**

To make the change, you must:

- localize the file **rede.cfg** (is in the main folder of the program ETPOS, fo example, C:\etpos);
- Edite the file **rede.cfg** in a text editor (for example through the WordPad);
- Replace the definition: NET_MOUNT0=server by NET_MOUNT0= **Network Unit** (can be used for any valid letter network unit, provided that, not being used by the system).

- At the **IP Address:**

- At the field **Network card**, select the network card to use, touching the field, there are listed the networking cards i the operating system;
- At the field **Configuration type**, select the **AUTOMATIC** mode;
- At the field **IP Address**, the address is placed automatically;
- At the field **Network mask**, the mask is automatically placed;
- If the server is outside the range of addresses defined, enter in the **Router** field, the IP address of the Router;
- If the network card were wlan0, enter in the field **Wi-Fi SSID** and **WPA/WPA2 key** the SSID and the key **WPA/WPA2**.

- In the **Post** tab:
  - At the field **ID number of the station**, set as post **2** (increment for the remaining posts);
  - At the field **Station name**, write the name of the post (opcional);
  - At the field **Networking mode**, set as **TERMINAL**;
  - At the field **Number of post server**, write the post server, **1**;
  - Enable the first 5 boxes relating to special requests.

- In the **Server** tab:
    - At the field **Number of station server**, write the number of the post, **1**;
    - At the field **Server IP address**, write the server Address;
    - At the field **Workgroup**, write the name of the workgroup;
    - At the field **Share name**, write the name of the shared folder in the server;
    - If necessary, the field **User name**, write the user name and the field **Access key** the password;

Peripherals

Manages the peripherals that complement the system.

There are availeble the tabs:

- ■ **Printers**

In the **Printers** tab there are the fields:

- ■ **ID**: internal identification of the peripheral;
- ■ **Tipo**: defines the type of the peripheral. There are 3 types:
  - ▪ **LOCAL:** When the peripheral is associated with a physical port device;
  - ▪ **Network:** when the device is associated with another post (terminal) in the network;
  - ▪ **DIR:** format printing to a text file, putting it on a directory;
- ■ **Destination**: is dependent on the field **Type**.

  If the field **Type** were:

  - ▪ **LOCAL**: the peripheral is associated with a physical port device;
  - ▪ **Network**: is necessary first indicate the position (terminal) of the network, and then the peripheral;
  - ▪ **DIR**: is necessary to specify the destination directory and then the peripheral.

  Examples of use fields **Type** e **Destination**:

- Corresponds to the identification of the peripheral station (terminal) in the network (only available when the type is **NETWORK**);
- **Fmt**: sets the format. There are 3 formats:
    - **C**: Continuous paper;
    - **4**: format A4;
    - **E**: labels.
- **Driver**: depending on the printer model or its emulation, select from the list of drivers the most appropriate;
- **Charset**: depending on the code page of the printer or its emulation, selects the corresponding charset;
- **Def**:Defines a peripheral as the principal;
- **Act**:Defines if the device is working (active / available) in the system.

Note:

You can configure up to 8 different printers, to print documents, requests, listings, maps and labels.

- Ports

    Defines, activate and parameterizes the physical ports, serial, parallel or USB device.

The **Ports** tab has the fields:

■ **Port**: Indicates the physical ports that are normally available on the machine.

The posts can be: **LPT**, **COM**, **USB** (in the case of the USB ports, should be stored the ID of the device that is connected), **PRN** e **IPP** (Internet Printing Protocol);

■ **Parameters**: define some parameters.

To access the dialog box, tap the text box above the field **Parameters**:

At the box **Configuration – Serial port**, there are the fields:

▪ **Speed**: configurable with the values: **1200, 2400, 4800, 9600, 19200, 38400 e 115200**;
▪ **Data Bits**: configurable with the values **7** or **8**;
▪ **Stop Bits**: configurable with the values **0**, **1** or **2**;
▪ **Paridade**: configurable with the types **N** (*None*) **E** (*Even*) **O** (*Odd*);
▪ **Use RTS/CTS**: activates the settings for sending data;
▪ **Use DTR/DSR**: active settings relating to data communication.

■ **Act**: Defines if the port is working (active / available) in the system.

The option , automatically detects the available ports on the machine (the busy ports are not listed).

■ **Destinations**

Defines where the printers are connected (to print maps, lists, tag lists) and the cash drawer.

The **Destinations** tab has the fields:

■ **Peripheral**: contains different products.

Is possible to indicate the peripheral in the desired products:

▪ Print subtotal
▪ Print the maps
▪ Print listings
▪ Printing lists of labels
▪ first drawer
▪ Second drawer
▪ Third drawer
▪ Fourth drawer

■ **Sens**: activate the sensor of the desired drawer.

Note:

To **print the report of drawers**, it is necessary:

- the drawers has an opening and closing sensor;

- be **active** in the sensor field **Sens**.

■ **Requests**

Sets orders.

It is possible to create up to eight different sections (bar, kitchen, restaurant, ice cream parlor, etc..).

After registration of the products in the system, the request is made (printed) directly to the corresponding section, cancellations work equally.

In the following examples, displays a request for the section **Bar** and a request for the section **kitchen**:

```
       > >   R   E   Q   U   E   S   T   < <
                    B a r
             T a b l e   N o .   1
    Friday, 25 de July          Hour: 11:59:18
    ------ --------------------------------
         1 Coffe
    ------ --------------------------------
    Usr: Jean Marc              [Terminal 01]
```

```
       > >   R   E   Q   U   E   S   T   < <
                  K i t c h e n
             T a b l e   N o .   1
    Friday, 25 de July          Hour: 11:59:18
    ------ --------------------------------
         1 HOT DOG
    ------ --------------------------------
    Usr: Jean Marc              [Terminal 01]
```

Example of settings required for requests and cancellations:

The **Requests** tab own the fields:

- **Description**: text description of the requests device, for example, "kitchen";
- **Perif**: peripheral print for the requests;
- **Requests**: name of the configuration file of the print request. Touching upon the text box appears the **Request table**:

Using the options willing vertically on the right side of the screen, you can perform the operations:

	Print
	Search by active field
	Delete the selected line
	Add a row for insertion
	Edit the selected row

Through the option , can add a new row and set the desired options for requests / cancellations.

You can also select a line and via the option , edit requests / cancellations.

Whichever option you choose, will appears the window **Request table – Definition**:

In the **Table order – Definition**, There are the fields:

- **Code**: Internal code assigned to the Table Order;
- **Description**: name assigned to the configuration;
- **Inactive**: disables the current configuration;
- **Products - Print unabridged**: does not detail the application:

```
   > > >   P  E  D  I  D  O   < < <
            C o n t a   N º   1
Quinta, 21 de Junho        Hora: 14:49:27
------ ------------------------------------
      1 Café
------ ------------------------------------
Opr: Hélder Peixoto              [Posto 03]
```

- **Products - Printing prices**: adds the product's price:

```
   > > >   P  E  D  I  D  O   < < <
            C o n t a   N º   1
Quinta, 21 de Junho        Hora: 14:52:53
------ ------------------------------------
      1 Café                           0.55
------ ------------------------------------
Opr: Hélder Peixoto              [Posto 03]
```

- **Products - Printing in double height**: increases the size of the font Product:

```
   > > >   P  E  D  I  D  O   < < <
            C o n t a   N º   1
Quinta, 21 de Junho        Hora: 14:56:30
------ ------------------------------------
    1 Café
------ ------------------------------------
Opr: Hélder Peixoto              [Posto 03]
```

- **Products - Print overall**: adds the line of total:

```
>>>  P E D I D O  <<<
       Conta  Nº  1
Quinta, 21 de Junho        Hora: 15:03:14
------ ----------------------------------
    1 Café
------ ----------------------------------
                        Total:  0.55

Opr: Hélder Peixoto              [Posto 03]
```

- **Remarks – Red imprint**: print the comments in red, since that the printer allows it;
- **Remarks – Printing in double height**: print the comments in double height:

```
>>>  P E D I D O  <<<
       Conta  Nº  1
Quinta, 21 de Junho        Hora: 15:17:31
------ ----------------------------------
    1 Café                            0.55
     -) Cheio
------ ----------------------------------
                        Total:  0.55

Opr: Hélder Peixoto              [Posto 03]
```

- **Blank lines at the beginning**: number of lines that make up the top edge;
- **Blank lines in order**: number of lines that comprise the bottom margin;
- **Printing of customer data**: prints the customer data:

```
>>>  P E D I D O  <<<
       Conta  Nº  1
Quinta, 21 de Junho        Hora: 15:12:19
------ ----------------------------------
    1 Café                            0.55
------ ----------------------------------
                        Total:  0.55

Opr: Hélder Peixoto              [Posto 03]

        *** DADOS DO CLIENTE ***
                Nº: 1
              Cliente 1
                Braga
                Braga
              *** / ***
```

- **Beep after printing**: the hardware sounds a tone (if you have the functionality).
- ■ **Annulments**: filename print configuration of cancellation requests (operation mode and options are equal to requests);
- ■ **Act**: Sets up printing orders / cancellations is active in the system.

> **Note:**
>
> You can combine several options for printing products.

■ **Devices**

Sets various peripherals in the system (indicating the door, model and state: active or inactive).

The **Devices** tab has the products for each of the following fields:

- ■ **Customer display 1**: *Display 1 of advertising or service.*

  Touching the option , there are the following additional settings:

- **Charset**: encoding type. Touching upon the textbox field you can choose a type encodings through the list of existing;
- **Mode of operation**: sets the display mode works **Treatment** or **Advertising**.

The option , performs a test to the display.

- **Customer display 2**: equal to the field Customer display 1;
- **RF Reader**: information relating to radio frequency card reader RFID;
- **GSM Modem**: information relating to the GSM modem;
- **PIN**: information concerning the PIN;
- **Serial Device**: configures the system other serial devices, according to the list of available templates (for example, terminals used in the management of warehouses – Data Collection Terminal);
- **Scale of Receipts**: balance information where records of weight tickets are held. The issuance of the documents can be conducted via ETPOS;
- **Check-out Scale 1**: the balance information, recording the weight of product. The model is chosen from the list of available templates.

Touching the option , There are the additional options:

- **Number of decimal places**: sets the number of decimal places;
- **Minimum weight**: weight from which it is possible to register products;
- **Option to reset / tare**: ON and OFF the keys of tare and zero;
- **Option to lock product**: Maintains a selected product after making a record and remove the product (weight) the scale;
- **Automatic weighing**: Turn on and off functionality for automatic weighing;
- **Requires zero weight between weighing**: When active, it is necessary to take the weight off the scale before performing a new operation;
- **Weight stability requires**: when active, before performing the operation, requires that the weight is stable. The following parameter can be set from 0 to 9 and sets the filter stability to apply;

■ **Checkout Scale 2**: equal to the field **check-out scale 1.**

General

The general settings parameterize an entire set of definitions and more specific options which depend on client activity.

By accessing the options **General,** There are the following tabs:

■ **Company**

Sets the data of the company.

There are available the fields and options:

- **Trade name**: text displayed only at the top of the monitor and that identifies the work company;
- **Company information**: there are 7 fields to enter the company data (are printed in the header of the documents);
- **Footer text**: text / message additional to appear in the footer;
- **Year**: work year (be made after the opening of a new year, it is possible to return to the previous to perform queries or printing);
- **Cashbox summary numerator**: total impressions of the summary box (to view the total impressions you must enable the option **Pede confirmação com contagem de caixa** existente no separador **Tabela de Operadores – Definições C**, no menu **Tabelas + Operadores**);
- Data/Documents : Go to **Data/Documents**.

Customize the data to be included in printed documents. This allows customization through document to be printed, using data from different company. For example, to print a bead with the shop name and on a invoice the comercial designation.

Is it possible to configure up to 5 different tables of the database **header** fields (printed on top of the documents) and **Footer** (printed on the bottom of the documents).

- ![Data/Labels]: acede à janela **Dados para +etiquetas**.

Fills the fields **Country code** , **Firm code** and **Health mark**.

■ **Display**

Set in display the Publicity.

There are avialable the fields and the options:

- **Trade name**: shows on the client display the company identification;
- **Publicity**: advertising text to display on the client's display while screensaver (8 lines can be inserted);

- **Dly**: set the speed (seconds) advertising on the display of the customer while the screensaver;
- **Content management**: controls and manages the data in the 2 clients displays:
    - **Principal Display**: shows:
        - Operations in progress;
        - Customer service (waiting queues);
        - Promotions and publicity.
    - **Secondary display** (publicity): presents general information:
        - Customer service (waiting queues);
        - Promotions and publicity.

The dialog box **Display Settings** is composed of two tabs:

Publicity tab

There available the fields:

- **Header with company name**: active the logo and trade name of the company that is set on the tab **Display**;
- **Watch**: active the watch (the watch is displayed simultaneously with the trade designation);

- **Base**: touching upon of the text box you can choose the field through the box **Color definition** the background color appears in the trade name of the company, with the code corresponding to the color assigned automatically;
- **Footer with publicity texts**: active footer with advertising text;
- **Text** and **Base**: touching upon the text boxes of the fields you can choose through the box **Color definition** text color and base (contour / edge) for the text in the footer being the code corresponding to the color assigned automatically;
- **Gallery Images / Videos**: activates the gallery and videos. Select the **Scale** (zoom), the time **interval** (seconds) to next image, and selects the **Diretory** with pictures / videos;
- **Background**: touching upon of the text box you can choose the field through the box **Color definition** the background color where the image is, with the code corresponding to the color assigned in an automatic way;
- **Base**: touching upon of the text box you can choose the field through the box **Color definition** the color of the contour / edge, with the code corresponding to the color assigned in an automatic way;
- **Products promotions**: visualizes the active Products promotions (touching upon of the text box fields **Text**, **Price**, **Back** e **Base** (contour / edge) You can choose the color through the box **Color definition**);
- **Delay**: time interval (in seconds) to the next image;
- **Managing queues**: activates a visual status of queues and active sections;
- **Base**: touching upon of the text box you can choose the field through the box **Color definition** the color of the base (contour / edge), being the code corresponding to the color automatically assigned.

Service tab

There are available the fields:

- **Images / Videos gallery**: activates the gallery of images / videos, which can be used several animated gifs;
- **Products promotions** : activates the promotion of products;
- **Managing queues**: activates the state viewing of the queue to section;
- **Footer with publicity texts**: activates footer with text publicity;
- **Default image for products**: image to be displayed on the client when an product is selected without image associated;
- **Scale to resize products images**: zoom to apply to Products images;
- **Hide total**: in registration phase, hides in the display of the customer's total bill;
- **Scale information**: query field of technical information in the balance.
- **Queue management** : configure the queue management.

Is possible to change:

- The color of the section;
- Section name;
- Current number of named.

○ **Color** and **word of section** (touching you can choose the color by color box Definition)

○ **Section Name** (touching is possible to write / edit the section name)

○ **Calling number**

○ **Enable section in the post** (terminal).

Note:

You can use the functionality of queues through the menu **Options + Queue management**

After the:

- Configured management queues;

- Activates the option **Queue management** in the tab **Service** and/or **Publicity** tab;

■ **Environment**

Sets various options related to the operation mode.

Available options:

- **Language**: Set the language. Touching upon the textbox there are available the language **Portuguese**, **Spanish**, **French** and **English**;
- **Type of register**: define the register. Touching upon the textbox field the options available are **Accounts**, **Tables** e **Cards**;
- **Colors palette**: Set the colors. There are 5 fixed colors and 5 colors that can bem changed by the user through the option ![Edit] and by the dialog box **Edit**;
- **Viewing family menu**: defines how families are on the screen. Touching upon the textbox field are available the options **Left (E)**, **Top (T)** e **Right (D)**. If not set, families are presented in the products;
- **Direct Keypad mode active**: If active, exists on the right side of the screen the virtual keyboard where the operator may enter / change the code, price or quantity of the products of the registry list;

- **Type**: defines the type of data that appears on the keypad display. Touching upon the textbox field, the available options are **0 – Quantity**, **1 – Price**, **2 – Code**;
- **Viewing scale display**: activates the display device at the top of the screen. In case not active, when is selected an product by the weight, a window appears indicating the weight, price and value;
- **Operating mode scale type**: activate the mode of operation type scale and simultaneously the options **Viewing the scale display** and **Use the menu sellers**;
- **Using the vendors menu**: activates the sellers menu;
- **No. Vend.**: sets the number of visible sellers in the sellers menu;
- **Operating mode self service type**: weighing the product is made by the client using options with high definition images, being removed all menus.

To reset the **menus** and disable the **Operating mode self service type**, you should:

- long touch over ETPOS logo on the upper right of the screen:

- Enter and confirm the code **9816** on Window **Access Code**;
- Accessing the **System** menu on the upper right of the screen:

- Accessing at the bottom of the menu screen in the main menu **System** + **Setup** + options **General**, **Environment** Tab and disable the option: **Operating mode self service type**.

- **Operating Label mode**: sets the labeling mode using. There are the options
0 – **Disable**, 1 – **Combination** and 2 – **Simplified**.
- **Idle time for operators**: set the time (in seconds) to activate the disabled
mode in case doesn´t exist the user activity, being necessary select again
the user;
- **Idle time for svreen saver**: set the time (in seconds) to activate the sreen
saver in case does´t exist user activity;
- **Sreen saver type**: select the screen saver to use. Touching upon the textbox
is possible choose 1 of the 5 existing types.

■ **Characterization A**

Configure several workmodes.

Options available:

- **No. of Account/Table/Card default**: number of Accounts/tables/cards selected by default (can be changed at any time);
- **Document type default**: Set the document to use by default. The selection is made through the **Documents table** and can be changed at any time;
- **Document type "Bill"**: set the invoice document to be used by default. The selction is made through the **Documents Table**;
- **Price range default**: set the price to use by default (among the four types of possible prices);
- **Accounts associated with operators**: allows by selecting an operator is selected simultaneous the account, table or card with the same operator number;
- **Accounts associated with customers**: allows by selecting an customer is immediate open, an account, table or card with the same customer number;
- **Customer selection only with card**: allows you to select a client solely through the customer card (the client must already be created in the system);
- **Group also weighed products**: allows the products registered in the list of sale / purchase, are grouped together, even if they are not sold individually (for example, products sold to kg);
- **Quantifying lines per product**: when the option is:

<table>
<tr><td align="center">Active</td><td align="center">Inactive</td></tr>
<tr><td align="center">Quantifying the products</td><td align="center">Sum the amounts of the installments</td></tr>
</table>

```
       C A F E T A R I A                    C A F E T A R I A
Café                                 Café
13%        2,000 x  0,55 =  1,10     13%        2,000 x  0,55 =  1,10
Café c/Natas                         Café c/Natas
13%        1,000 x  0,55 =  0,55     13%        1,000 x  0,55 =  0,55
Café Irlandes                        Café Irlandes
13%        1,000 x  0,55 =  0,55     13%        1,000 x  0,55 =  0,55
#003                                 #004
TOTAL....................: 2,20      TOTAL...................: 2,20
```

- **Edit commets or additions**: allows to associate products camps comments or additions. There are available the options **O** (observations) or **C** (complements).

■ **Characterization B**

Sets several options of operation.

Options Available:

- **Operating mode of cash flow**: set the cashier workmode.

  There are available:

  - **1 – Standard**: the operator must be manually perform the opening and closing, and, by default until 5:00 a.m. is considered the cashier from the previous day;
  - **2 – Automatic**: opening and closing of the cashier are automatically performed by the system.

The **Automatic** mode is based on the date and time of the system, which are used 9 and 10 as example:

- **System Date**

  If there is no open cashier, the cashier takes the date / time of the system:

Cashier	Indefinite Indefinite	System	System System
No cashier open	→	**Box with date / time system defined**	

- **Cashier the previous day**

  if the open cashier date was before 5:00 am of the system date is assumed the date of the last cashier (whichever is later, will be assumed that the date / time of the system):

Cashier	Day 09 Indefinite	System	Day 10 ≤ 5h00
Cashier of the day 09	→	**Cashier of the day 09**	

- **Opening and closing the cashier**

  When the equipment is turned off in a day with the cashier open and connected after 0:00 the next day, the opening and closing of cashier is automatic:

Cashi	Day 09	Syste	Day 10

	Indefinite		⩾ 0h00

Cashier opens the 09th day	➡	Closes the open cashier open the new cashier the 10th day

- **Forced Closure**

  If the cashier is opened the previous day, in the interval between 5:00 am and 6:00 am the next day is forced the closure and opening a new cashier using the date / time of the system:

Cashier	Day 09 Indefinite	System	Day 10 [5h .. 6h]

Cashier opens the 09th day	➡	Closes the open cashier open the new cashier the 10th day

  - **3 – Inactive**: there is no control of the cashier, only useful option for terminal of requests or when mode scale operation;

- **Print report of the canceled products**: prints a list of products canceled by user after printing the total cash;
- **Print report of the canceled products**: statistics of the openings of drawers (is required drawer of open / close sensor, and be active in the drawer desired options for the sensor that are available in the menu **System + Setup + Peripherals + Destinations** tab);
- **Change idication time**: shows the change during the defined time period (in seconds);
- **Warns when reacher the min. stock**: at the time of registration to is reached the value of defined minimum stock (or a lower value), you receive a warning to the operator (is necessary to enable the **Warns when reaching the minimum stock** at the menu System + Setup + General + separador **Characterization B**);
- **Time clock register active**: active management of attendance of operators;

- ▪ **Decimal places for prices**: sets the number of decimal places to use in the prices of products. Touching upon the text box, you can enter the number of decimal places to a maximum of 3;
- ▪ **Format for dates**: sets the display format of dates. Touching upon the text box are available the options **B** (*Big-endian*), **L** (*Little-endian*) e **M** (*Middle-endian*). The position of the year, month and day is changed as following picture:

B — YYYY/MM/DD (2014/07/25)
L — DD/MM/YYYY (25/07/2014)
M — MM/DD/YYYY (07/25/2014)

■ **Options**

Sets the options related to families and Products.

| Company | Display | Envi... | Char... | Char... | Buttons | System |

Settings — Buttons

Families	Size codes.....................:	0	
	Number of buttons horizontally:	5	(Columns)
	Number of buttons vertically..:	6	(Lines)
	Font size.....................:	16	(12-28)
	Display in alphabetical order.:		
	Enable groups selection.......:		

Product	Size codes.....................:	8	
	Number of buttons horizontally:	5	(Columns)
	Number of buttons vertically..:	7	(Lines)
	Font size.....................:	16	(12-28)
	Code enabled on buttons.......:		
	Price enabled on buttons......:	✔	
	Display in alphabetical order.:	✔	

✘   ✔

Options available for:

Families:

- **Size codes**: defines the size of the families codes displayed on the screen (in case a family is created with a size different code set in this field, family option is not visible on screen, getting the family table created and available in Families). The option **Size codes** also applies when the families codes are automatically generated;
- **Number of options horizontally**: sets, when applicable, the number of families options displayed horizontally. There are available the options, **3, 4, 5, 6, 7** e **8**;
- **Number of options vertically**: when applicable, the number of families options displayed vertically. There are available the options, **3, 4, 5, 6, 7** e **8**;
- **Font size**: defines the size of the font applied to the font of the options. Touching upon the textbox field you can enter a value between 24:28;
- **Display in alphabetical order**: shows the options families in alphabetical order.

Product:

- **Size codes**: defines the size of the codes of the products displayed on the screen (in case an product is created with a different code size in this field, the product option is not visible on screen, becoming available in the created table products). The option **Size codes** also applies when the codes of the products are automatically generated;
- **Number of options horizontally**: sets, when applicable, the number of products options displayed horizontally. There are available the options, **3, 4, 5, 6, 7** e **8**;
- **Number of options vertically**: when applicable, the number of products options displayed vertically. There are available, **3, 4, 5, 6, 7** e **8**;
- **Font size**: defines the size of the font applied to the font of the options. Touching upon the textbox field you can enter a value between 24:28;
- **Codes enables on options**: activates the product code in the upper left corner of the option;
- **Price enabled on options**: displays the product's price in option;
- **Display in alphabetical order**: shows the options of the products in alphabetical order.

■ **System**

Customize various options related to the system.

Options available:

o **Customizing the Main Menu**: customize the main menu (horizontally arranged at the bottom of the screen).

Touching on the option ![Define] appears on the box **Customization option**.

Allows changing:

- **Font**: change the font. Touching upon the text box field you can choose the font type. There are the options: **Font type 0**, **Font type 1**, **Font type 2**, **Font type 3**, **Font type 4**.
- **Size**: defines the size of the font. Touching upon the text box you can change the size. To increase or decrease, touch above or below the number. Another possibility is to directly touch the number and enter the value in the text box that appears;
- **Back. color**: touching upon the textbox field you can choose the background color through the existing options. The option **Other**, choose the desired color across the box **Color definition**;
- **Text color**: touching upon the text box is possible to choose the field through the box **Color definition** the text color, sendo the code corresponding to the color assigned automatically;
- **Auto**: activates the choosen color;
- **Image**: the zoom to apply to the option image. Touching upon the field, is possible through a selector, increase or decrease the size;
- : clean the settings applied and resets the default settings of ETPOS compared to previous products.

o **Customizing the fixed menu**: customize the fixed menu (disposed horizontally in the lower area of the records). Works the same way as the previous product – customizing the main menu;

o **Diffuse the families customization for the products**: customizing the option of the families (among others, at the Font, Size, Background, Color, Text Color) propagates the custom settings to the products of this family;

o **Disable the families options customization**: cancels the customizations made to the families of the options, replacing the default settings of ETPOS;

o **Disable the products options customization**: cancels the customizations made in the products options, replacing the default settings of ETPOS;

o **Resize images with text options**: resizes the image according to the text size (is activated, the image does not overlap the text);

o **Time to power-off**: turn off the equipment at the programmed time, asking the operator whether to even shut down. If the operator does not take any action, after a few seconds the machine is switched off;

o **Database directory** : name of the database in use and free space on local disk;

o **Temporary files drive**: free space of the temporary partition;

o **Backup driver**: free disk space on USB (if connected to equipment).

The option [Barcode] , access to the 3 tabs that sets the barcode:

▪ **Products** tab

There are 6 fields that allow you to create 12-digit codes using only the characters listed on the right side of the dialog.

The codes relate an international standard used by producers (prefixes 27 and 29), Common sense provides information regarding the weight and value.

Through the option [Clean codes] You can delete existing codes, as well as resetting preset codes using the option [Default codes].

> **Note**:
>
> In the barcode EAN 13, are defined only the first 12 digits, the last digit, a control digit automatically calculated.

Example of use for the **producer** of prefixes 27 (value) and **29** (weight):

Value

27CCCCCVVVVV

COMPANY DEMO

Donuts

| Prefixes |
| C – Article code |
| V – Value |

Product: Pastel Coco

Code: 08019

Price: 1,30 €

Packaged in: 2014/07/29
Best before: 2014/07/29

Quantity — Price/Un

1 Un   1,30 €

TOTAL

1,30€

2 708010 001304 >

weight

29CCCCCQQQQQ

COMPANY DEMO

Birthday cake

| Prefixes |
| C – article code |
| V – Value |

Packaged in: 2014/07/29
Best before: 2014/07/29

Quantity — Price/Kg

2,350 Kg   4,20 €

TOTAL

9,87 €

Product: Bolo Noz

Code: 05003

Weight: 2,350 Kg

2 901012 02350 7 >

- **Selection** tab

Products   Selection   Others

Settings of bar codes – Selection

Codes   Valid characters

Operator......: 99001NNNNNNN   0,9 - Numeric characters

Account/Table.: 99002NNNNNNN   N   - Identification number

Client........: 99003NNNNNNN

Points/Card...: 99004NNNNNNN

Points/Client.: 99006NNNNNNN

Clean Codes   Default Codes

✘   ✔

Allows you to create codes up to 12 digits, using only the characters shown in the right side of the dialog box.

Existing presets in ETPOS are as follows:

Product	5 dígitos iniciais
User	99001
Account/table	99002
Client	99003
Points/Card	99004
Point/Customer	99006

You can change / customize / adapt the code (For example, for the initial digits, the size) going to meet the needs.

Trough the option ⸢ **Clean codes** ⸥ it is possible to delete existing codes, well as resetting preset codes using the option ⸢ **Default codes** ⸥ .

- **Others** tab

Allows you to create codes up to 12 digits, using only the characters shown in the right side of the dialog box.

Existing presets in ETPOS are as follows:

Product	Initials 5 digits
Tickets of the scale	99005
The document conversion	99007

Is possible to change / customize / adapt the code (For example, for the initial digits, the size) going to meet the needs.

Through the option it is possible to delete existing codes, well as resetting the default codes using the option .

Clock point

There are available the options:

Controls the assiduity of operators, provided that the option is active at the menu **System** + **Setup** + **General** + **Setup** tab – **characterization B**.

The records of entry and exit are made through the option:

The system displays the dialog boxes differentiated in the case of an **Entry** or an **Exit**:

Registry Entry

Registry Exit

The option access the dialog **Map of records of the Point**, where it is possible:

- Set a period of time;
- Sets the desired operators;
- Print the records of entry and exit.

To customize the dates and operators, you should:

- Touch on the fields;

- Choose the dates/users;

- Confirm with the option [✔] .

Map POINT RECORDS – Example

```
                COMPANY DEMO
      RECORDS  OF  TIME  CLOCK
DATE: 2014/07/29                AS: 15:54
-----------------------------------------
Period > Day 2014/07/29
Users >  4
-----------------------------------------
        DATE/DAY        E.H.    D.H.  HOURS
-------------------- ----------- ------
OPR:   4, Matthew
---------- --------- ----------- ------
2014/07/29 Tuesday    15:37   15:39   0:02
2014/07/29 Tuesday    15:41   15:53   0:11
-----------------------------------------
                                      0:13
=========================================
                        TOTAL:        0:13
```

Backups:

Performs the system backup and, if necessary, restores information.

There are available the options:

 Saves all the information from ETPOS database for external USB disk, such as a PEN drive.

If not detected an external disk USB, appears the message:

Note:

This operation should be done as a safety measure at least once a week.

To **Export data**, you should:

- Insert the disk in the external USB port of the equipment;
- Choose the option **Export data**;
- Select the desired options in the dialog box **Export data**:

▪ Confirm with the option .

During the export process, you can view the progress:

At the end of the export the dialog box appears **SUCCESS!**, which indicates that the operation successfully complete and allows the user, if you want, check out the generated file.

 Restores from an existing backup the information from the ETPOS database.

To **Import data**, you should:

▪ Insert the USB external disk that contains the backup copy on the doors of the equipment;
▪ Choose the option ;
▪ Select the file and the desired options in the dialog box **Import data**:

- Confirm with the option ;
- Choose the option on the dialog box that appears:

During the import process you can view the progress of the same:

At the end of import data the dialog box appears **SUCCESS!**, indicating that the data has been successfully imported.

Note:
The import process deletes the data in the system!
In case of doubt, contact the technical support.

Data Management

Executes the import and export data.

There are available the options:

Enable images: activates default images in several categories (stand out the following: bakery, coffee shop, butcher, fishmonger, vegetables, fruit and clothing)

🟠	**Image Management**: in the mode file management (it is possible Copy, Move, Delete, image files and video)
🔵	**Import labels**: import label formats between devices with the same software version
🔴	**Export labels**: exports label formats between devices with the same software version
🟢	**Import products (CSV)**: Import products through a file in CSV format between devices with the same software version
🟡	**Export produts (CSV)**: Exports products through a file in CSV format between devices with the same software version

Note:

The size of the images should not exceed 100X100 pixels (system allows the use of other size images, which will require more processing time and more storage space).

It is recommended to use the PNG image format (*Portable Network Graphics*). Other formats can be used, however, the final visual result may not be suitable.

Export/Import database

Export tab

It is possible to choose:

- **Start date** of documents;
- **End date** of documents;
- **File path**: if you have connected an USB drive, this will be the target. In the absence of a connected USB drive, the dialog box should be canceled and the information will be exported to the folder **export** (located in the folder where you have installed the ETPOS).

Import tab

It is possible to choose:

- **File path**: location that contains the information to be imported. Absence of a connected USB drive, this is the source, otherwise the information will be imported from the folder **import** (located in the folder where you have installed the ETPOS).

The option [Settings] it is common to the tabs **Export** and **Import**. It access to the tabs:**Export**

There are available the options:

- **Families**: this selects to export the families. By touching the option ... it is possible to choose ...: **Shortcuts for families** and **Shortcuts to products**;
- **Products**: this selects to export the Products. By touching the option ... it is possible to choose: **Observations, Barcodes, Associations, Static composition** and **Dynamic composition**;
- **Costumers**: Select to export the customers. Tapping upon the option ... it is possible to choose: **Products** and **Contacts**;
- **Suppliers**: select to export the suppliers. Tapping upon the option ... it is possible to choose: **Contacts**;
- **Documents types (1, 2, ...)**: export documents by type of document (according to the available types on the menu **Database table, Types of documents**);
- **Only new**: export just new records.
- **Import**

There are available the options:

- **Families**: select to import the families. Tapping upon the option … It is possible to choose : **Families shortcuts** and **Products shortcuts**;
- **Products**: Select to import the products. Tapping upon the option … It is possible to choose: **Observations, Barcodes, Associations, Static Composition** and **Dynamic Compositions**;
- **Costumers**: Select to import the customers. Tapping upon the option … It is possible to choose: **Products** and **Contacts**;
- **Suppliers**: Select to import the suppliers. Tapping upon the option … It is possible to choose: **Contacts**;
- **Replace**: According to the selected product, at the time of importation, the existing data are replaced.
- **General**

There are available the options:

- **Terminal number:**Terminal number identification;
- **Descrip**: Terminal name;
- **Include headers**: activates the appearance of fields name;
- **Generate log file**: enables the generation of log file;
- **File format**: Tapping upon the field it is possible to choose:
  - **FORM-ATV** (format that allows compatibility with other programs. Allows export customers and new customer);
  - **FORM-TXT** (Text format file);
  - **FORM-CSV** (CSV file format);
- **Settings**: Tapping upon the field it is possible to choose the wanted table for Export / Import

Tapping the option you can set the order for the fields of the chosen table. According to the file format chosen some options may not be amenable to combination and / or activation.

Index database

Indexes the database files of ETPOS.

The indexing of the files in the database enables you to rearrange the contents of the files used in the search for records, the search will be optimized and faster.

> **Note:**
>
> The file indexing operation is automatic. after analysis, the system sends a message about the need for indexing.
>
> The file indexing can happen on all files or only those selected by the operator.

To perform the indexing of files, you must;

- ▪ Touch the option ;
- ▪ Choose the desired options in the dialog box **Indexação de Ficheiros**;

- Touch the option ✔.

Dialog box – **File indexing**:

File Indexing						73	
ID	Group	Description	Reg	Size	F		
3	General	Families	0	512			
4	General	Families – Associated families	0	512			
5	General	Families – Associated products	0	512			
7	General	Products	0	1.536			
8	General	Products – Comments	0	512			
9	General	Products – Barcodes	0	512			
10	General	Products – Static composition	0	512			
11	General	Products – Dynamic composition	0	512			
12	General	Products – Associations	0	512			
85	General	Products – Complements	0	1.024			
14	General	Products – Schedules	0	1.024			
15	General	Products – Canceled	0	512			

The options on the right side of the screen, allows:

	Browse through the active column
	Delete the selected rows
	Select all lines
	Select the current row
	Index the selected rows
	Cancel the indexing

The files to index turn red and the attribute **s** at the fields **F** :

File Indexing					73	
ID	Group	Description	Reg	Size	F	
3	General	Families	0	512	S	
4	General	Families – Associated families	0	512		
5	General	Families – Associated products	0	512		
7	General	Products	0	1.536	S	
8	General	Products – Comments	0	512		
9	General	Products – Barcodes	0	512	S	
10	General	Products – Static composition	0	512		
11	General	Products – Dynamic composition	0	512		
12	General	Products – Associations	0	512	S	
85	General	Products – Complements	0	1.024		
14	General	Products – Schedules	0	1.024		
15	General	Products – Canceled	0	512		

Indexed files are green and with the attribute **I** at the field **F** :

Other Settings

Access menu to Other Settings.

It is composed by the options:

ETMSG

The ETMSG is a messaging service for ETPOS.

Messages can be sent to customers, birthday messages and defined promotions (by price).

By accessing the option **ETMSG** you can configure:

Users tab.

Sets the phone number and e-mail address of users with permission to send SMS commands to the ETPOS.

The email address can be configured to receive the respective answer to the commands sent.

Touching at the **Access** it is possible to choose the access to the information that each user can get:

Preferences tab

Sets the preferred form for sending messages, birthdays and promotions.

E-Mail tab

Sets the mail account through which the service ETMSG will send messages..

The available options are::

- **E-Mail Server**: address of the mail server;
- **Port**: default port number;
- **E-Mail Address**: default email address;
- **E-Mail Account**: email account (username);
- **Password**: E-mail password.

The option **Send**, sends the settings of the email server to the device where you have installed the ETMSG service, so that it can send messages.

Device tab

Sets the device to use the ETMSG service.

There are available the options:

- **IP Address**: IP address of the device that will use the service;

- **PIN code**: PIN code for device authentication (the same as defined in the device. By touching the field, you can view the latest settings sent by the device);
- **Attempts**: number of attempts to perform, if it fails to access the service;
- **Time between attempts**: waiting time (in seconds) between attempts to fulfill.

The options:

- **Message list**: List all messages sent;
- **State**: Query the status of messages.

Management of ETPED tablet device

Pairing the ETPED device with ETPOS, assigning a different number for each paired ETPED.

The realization of the pairing is essential for the ETPOS accepts the request of the ETPED tablet.

To pair the ETPED tablet on ETPOS, you must:

- Access to **System** + **Settings** + **Network** + **Station** tab and activate the option:

  Accepts SMS commands...........: ✔

- Access to **System** + **Other settings** + press the option **Management of ETPED tablets**, to show up the tab **Pairing window.**

- Tapping the option to start detecting the ETPED:

If you decide to finish the pairing, is shown the following warning:

After pairing appears a message on the ETPED informing you that the pairing was successful.

On the **Peripheral** tab, by tapping the **Peripheral** field, it is possible to choose a device to be used by ETPED for printing consultations and documents (Invoices, receipt).

Barcodes

The option **Barcode**, leads you to 3 tabs that defines the barcodes:

- **Products** tab.

There are 6 fields that alows you to set codes with 12 digits using exclusively the characters listed on the right side of the dialog box.

The codes comply with an international standard used by producers (prefixes 27 and 29), and they usually show information relating to weight and value.

through the option [Clean codes] it is possible to delete the existing codes, as well as restore the preset codes using the option [Default codes].

> **Note**:
>
> The barcodes EAN 13, are defined only the first 12 digits, the last digit is a digit of control automatically calculated.

Example of prefixes **27** (value) and **29** (weight):

Valuer

27CCCCCVVVVV

| Prefix |
| C – Product code |
| V – Value |

Product: Donuts

Code: 08019

Price: 1,30 €

COMPANY DEMO

Donuts

Packaged in: 2014/07/29
Best before: 2014/07/29
Quantity — Price/Un
1 Un   1,30 €
TOTAL
1,30€

2 708010 001304 >

Weight

29CCCCCQQQQQ

COMPANY DEMO

Birthday cake

Prefix

C – Product code

V – Value

Packaged in: 2014/07/29
Best before: 2014/07/29

Quantity	Price/Kg
2,350 Kg	4,20 €

TOTAL

9,87€

2 901012 02350 7 >

Product: walnut cake

Code: 05003

Weight: 2,350 Kg

- **Selection** tab

Products	Selection	Others

Settings of bar codes - Selection

	Codes	Valid characters
Operator......:	99001NNNNNNN	0,9 – Numeric characters
Account/Table.:	99002NNNNNNN	N – Identification number
Client........:	99003NNNNNNN	
Points/Card...:	99004NNNNNNN	
Points/Client.:	99006NNNNNNN	

Clean Codes	Default Codes
✗	✔

Allows you to create codes up to 12 digits, using only the characters listed on the right side of the dialog box.

The existing presets in ETPOS are as follows:

Product	5 dígitos iniciais
Operator	99001
Account/Table	99002
Client	99003
Points/Card	99004
Points/Client	99006

It is possible modify / customize / adapt the code (For example, related to the initial digit, the size)as you need.

Through the option [Clean codes] it is possible clean up the existing codes, as well as resetting preset codes by using the option [Default codes].

- **Others** tab

Allows you to create codes up to 12 digits, using only the characters listed on the right side of the dialog box.

The preset digits of ETPOS are:

Product	5 dígitos iniciais
(Weightings scales)Tickets	99005
(Document)Conversion	99007
(Payment)By baskets	99008

It is possible modify / customize / adapt the code (For example, related to the initial digit, the size)as you need.

Through the option `Clean codes` it is possible clean up the existing codes, as well as resetting preset codes by using the option `Default codes` .

Utilities

The access menu to specific operations.

It is composed by the options:

Licenses

Management of ETPED tablets

Reconstruction of the current accounts of suppliers

Reconstruction of the current accounts of customers

Opening of new year

Licenses

Performs operations relating to the program license.

It is possible:

- Consult a license;
- Registering a license;
- Activate a specific module.

To enter the license, you should:

- Choose the option `Licenses` ;

- Tapp the option `Enter license` ;

- Touch in `Module....:` and choose the version:

- Send a SMS with the license number generated in the format: LIC XXXX-XXXX-XXXX-XXXX;
- Insert the key in the field provided by the Representative

   ;

- Comfirm with the optionoption .

Note:

During the entire process of registration and licensing, **you can not do**:

- **Close** the dialog box **New license registration** or **change** the **module** choosen.

Make sure to send your Representative the number of the correct license. Activation codes are generated automatically and are always different.

The licensing process is only finished when you enter and confirm activation key.

Management ETPED tablets

Pair the ETPED tablet with ETPOS, assigning an different Number every tablet ETPED paired.

The realization of the pairing is essential for the ETPOS accepted the request of the tablet ETPED.

To pair the tablet ETPED in ETPOS, must:

- Accessing to **System** + **Setup** + **Network** + **Station** tab and activate the option:

  Accepts ETCOM commands.........: ☑

- Accessing **System** + **Utilities** + **Management of ETPED tablets**, to show the dialog box **Management of ETPED tablets:**

- Touch the option to start the process of detection and authorization of the tablet ETPED:

If you decide to complete the pairing, the following warning is displayed:

After pairing a message appears on the tablet ETPED informing you that the pairing was successful.

Reconstruction of the current accounts of supplies

Utility that allows issued documents, reconstruct the details of the accounts of suppliers, if the storage file is damaged.

To effect the reconstruction of accounts of suppliers, must:

- Choose the option:

Reconstruction of the current accounts of suppliers

Reconstruction of the current accounts of customers

Utility that allows issued documents, reconstruir information concerning the accounts of customers, if the storage file is damaged.

To effect the reconstruction of the current accounts of customers, should:

- Choose the option:

Reconstruction of the current accounts of customers

Opening of new year

Option that makes the opening of a new year.

The realization of this operation is important because the system performs on disk separating the years, and improve the performance of system performance, and improve the performance of system performance.

To make the opening of a new year, should:

- Choose the option Opening of new year;
- Select the operations you want in the dialog box **Opening year**:

- Confirm with the option .

  The system informs the completion of the opening of a new year through the following box:

Note:
It is advisable to make the opening of a new year, at **year end** or the **first day of the following year**.
Only an **operator** with **Administrator status** is that it has permissions to perform the opening operation of a new year.

Database Tables

Structures that store and classify data.

It is composed by the options:

Products

Accesses the table of products and promotions.

There are available the options:

Products

Sets all the fields pertaining to Products.

At the window **Products table** is possible print, find, delete, add or edit products (in the example image below, there are 208 products).

Products table					208
Code	**Description**	**Family**		**VAT**	**Price 1**
01003	Café c/Natas	01	UN	13,0	0,55
01004	Descafeinado	01	UN	13,0	0,55
01005	Pingo Normal	01	UN	13,0	0,45
01006	Pingo Directo	01	UN	13,0	0,55
01007	Copo de leite	01	UN	13,0	0,60
01008	Copo de leite Chocolatado	01	UN	13,0	1,10
01009	Chocolate Quente	01	UN	13,0	1,50
01010	Chá	01	UN	13,0	0,70
01011	Chá Menta	01	UN	13,0	0,75
02001	Carlsberg	02	UN	13,0	1,60
02002	Fino	02	UN	13,0	1,20
02003	Caneca	02	UN	13,0	1,20

Create products

To create products in **Products table**, should:

- Choose the optionoption ![icon];
- Fill in the information / settings for the Product;
- Save with the optionoption ![icon];
- Confirm the information entered by pressing the ![icon].

Note:

The product numbers are assigned automatically and sequentially, observing the size of the code set in the menu **System** + **Setup** + **General** + **Options** tab + area of **Products** + **Size codes** field. If code size is not respected, the product option is not visible on screen, becoming available in the created table products.

There are several informations / settings to put the tabs on the creation of products:

Definitions tab

Sets / displays the basic information of the Products.

There are available the options:

- **Code**: code of products (automatically generated);
- **Descr.**: designation / name of products;
- **Unit**: is only required when there are products to the unit and the weight;
- **Vat rate**: VAT rate is assumed by default (can be changed). Touching the next field you can associate an exemption to Product;
- **Famíly**: family it belongs to the product, it is assumed by default, but can be changed;
- **Barcode**: Barcode of Products (necessary if the equipment has the appropriate reader);
- **Image**: each product may be associated with an image previously entered into the system. Playing on the option you can change some options, including choosing the desired image;
- **Price 1**: 1st price at which the product will be sold. The price 1 must always be set, otherwise, whenever an product is registered will need the operator to enter the price;
- **Price 2**: 2nd price at which the product will be sold. Useful option for example when a price associated to a promotion;
- **Price 3**: 3rd price at which the product will be sold. Useful option for example when a price associated to a promotion;
- **Price 4**: 4th price at which the product will be sold. Useful option for example when a price associated to a promotion.

Profit Margins tab

Sets / displays the final cost of the product, sales margins and the date of the last purchase. Based on these elements, the program can help calculate the prices to be practiced.

The fields in the top and center of the dialog box are the same as the **Setting** tab, with the exception of the following:

- **Last Cost**: records the last cost of the product. Touching upon the textbox field, you can enter the value;
- **Last Entr**: records the last entrance date of the product. Touching upon the text box field is presented the calendar to choose a date;
- **Price 1** : touching on the option **Price 1**, is displayed on the dialog box **Prices calculation**, where, touching on the text boxes fields you can enter the information as requested.

Note:

The options **Price 2**, **Price 3** e **Price 4**, works in the same way as the **Price 1 option**.

Stocks tab

Displays and sets the minimum stock and actual stock product.

The fields in the upper and central part of the dialog box are the same separator **Definition**, with the exception of the following:

- **Mín Stk**: notes the minimum stock of Product;
- **Real Stk**: notes the real stock of Product.

Note:

It sent a warning message to the operator whenever the stock minimum is reached, provided that the option **Warns when reaching the minimum stock** on the menu **System** + **Setup** + **Settings** – **Characterization B** tab is active.

Other settings tab

Set more specific parameters.

There are available the options:

- **Confirm price**: aregister the product, the price is always confirmed by the operator;
- **Confirm quantity**: registering the product, the amount is always confirmed by the operator;
- **Discount (Promotion)**: registering the product defines a rebate (in percentage) to be applied;
- **Default Quantity**: amount assumed when the product is selectedIt is assumed 1 unit when not set the "kg" as unit of measure;
- **Validity**: sets the number of days of product validity. It also allows the introduction of the final date of validity in YYMMDD format;
- **Qty and base unit**: sets the amount and the base unit using the labels from the shelves (indicates the cost price of the product using a standard unit, for example the price per liter or kg, thereby facilitating the comparison of the same product in different package sizes);
- **Nº Etiqueta por defeito**: default printing label;
- **Ingredients Tables**: table ingredients linked to Product (the ingredients can be printed on the label);
- **1st Section of requests**: defines the 1st section to print requests;
- **2nd Section of requests**: defines the 2nd section to print requests;
- **Product without option**: disables the option to access the products via touch screen;
- : set / selects the complements associated with an product / product.

The use of supplements is intended to legal issues (for example, in the retail sector, the butchers, the product / product must have additional data, such as the origin, the identification of the animal, the place of slaughter. In the fishmongers, the place of capture / creation, etc.).

Product (identification code and description of the product edited / selected)

Internal Batch (Internal ID batch. Associated with an product more information about it, for example, supplier identification, delivery date, batch reference the supplier, as well as other information previously defined using the identifiers)

Reference field description

Description of the field (to edit the field, tap the text box and enter information via the virtual keyboard)

Field data (to edit the field, tap the text box and enter the information by the screen keyboard)

Touching upon the text box field **Ref°** appears the **Identifires table**.

The identifiers are intended to automate the process of filling, presetting the data to use. You can **Add, Edit** or **Delete** identifiers via the options on the right side of the screen.

- To add an identifier, **must**:
- Touch the option **Ref°** ;
- Touch the option in the **Identifiers table**;
- Fill the informations at the dialog box:

Identifiers table

Number.....: 1   AI: ORI
Description: ORIGIN

PORTUGAL
SPAIN
FRANCE

- Confirm with the option ;
- Choose **Yes** at the dialog box **INFORMATION**:

Note:

For each identifier, must be set the possible values.

The allocation of the data and description of each field of complement, can thus, be performed more efficiently, selecting the desired option:

Whenever access the Complements of Product (in Example, the **Bife de Vitelão**), information is displayed regarding the origin and location of slaughter, as previously defined identifiers:

Note:

When using the **Identifiers table,** the keyboard is turned off.

You can also associate the **Internal Lots** to the product.

The internal lots saves a history of lots (previous and current) and a whole set of information associated.

To associate an **Internal lot into a product**, should:

- Touch in **Internal lots**;
- Touch in the option ![icon];
- Fill the informations in **Internal lots registrations**:

- Confirm;
- Choose and confirm the internal using registration lot:

It finds that, the registration internal chosen lot is associated with the product, and the complements are disabled:

Note:
Whenever you change the lot of the product supplier, is necessary:
▪ Create a new internal lot;
▪ Make the association to product.
Is possible to enter / edit field identifiers when the **Internal Lot** has the value **0.**

Note:

To use the complements in **Products**, choose the option **C** in the field Edit comments or additions..........: [ ] , through the menu:

System + Setup + General + Char... (Characterization A).

To view the complements / lots in printed documents, you must:

- Accessing the Database tables + Types of documents ;

- Selecting and editing with the option the desired document;

- Enter the tab Others and enable the:

Print Complement/Batch..........: [ ] .

To view the complements / lots while registering, you must:

- Register the product that have additions / lots associated;
- Touch in the central area on the touch display:

BIFE DE VITELÃO
x 1,000 KG   7,50

- Attributes : attributes (characteristics) may be associated with the product, for example, a Country or Region.

  The attributes must be previously inserted through the system menu **Database Tables + Other + Attributes**.

Comments tab

Adds comments to the products at the time of registration.

The observations are visible in the recording area, and printed along with the request, to permit consultation, for example, by the person making the preparation.

The observations vary according to the type of activity and the type of product (For example, for a coffee can be used observations "short" or "full", a juice can be "fresh" or "natural", etc..).

The option **Allow only one comment:** ☑ :

- When active, choose one comment to add to the product when registering:

short	☒
full	
very hot	✔

```
Café,Cheio
x 1 UN                    0,55




€                       0,55
```

- When inactive, adds several observations to Product.

    To select the observations, tap the center part, in the area of product records:

short	☒
full	
very hot	✔

```
Café,obs(3)
x 1 UN                    0,55




€                       0,55
```

Note:

If an product possess comments predefined, it is only those which can be used when registering.

If the field is empty, can be used any of the observations presented in **Observations Table**.

Barcodes tab

Associating multiple bar codes to a single product.

Is possible to group the products that have price, stock and part of the description common, which facilitates the management product's, For example, several different flavors of yogurts or 6 packages of milk.

Associations tab

Associates to each product when registeringothers which are optional and can be added, for example:

- To add another product at a lower price (purchasing a pizza, sell coffee at a lower price);
- For additional ingredients which constitute the product (the pizza restaurants, the bases, the ingredients that are in the list of products, and may not be available for sale to the public in the establishment).

If the field `Price` is not filled, the price used is steady in the definitions product.

Example of associations to the product "Pizza", where to choose the options to register with the main product.

Static Composition tab

Sets the composition of the product for stocks management.

This option controls the stock of products obtained from raw materials.

Dynamic Composition tab

The selection of the composition of the product is performed at the moment of registration.

It is shown the family that contains the products that can be selected as components, as well as the maximum amount of components that can be used.

At the moment of the registration window is displayed for components selection

In the area of records is presented the main product and components:

Change products

To change the products, in the **Products table** must:

- Select the product to change the **Products table**;
- Choose the option ;
- Make the changes;

- Save with the option ;

- Confirm with the option .

Delete products

To delete products at the **Products table** must:

- Select the product to delete at **Products table**;

- Choose the option ;

- Choose the option at the warming box that appears:

Print products

To print products, at the **Products table** you must:

- Touch the option ;

- Choose at the dialog box **Defined list**, the desired list:

No.	Type
1	List Products
2	List Products/Code
3	List Products/Families
4	Stock Products/Codes
5	Stock Products/Designation
6	Stock Products/Familie
7	List Products/4 Prices

- Confirm with the option ;

- Parameterize the desired options in the dialog box:

- ▪ Comfirm with the option [✔].

Search product

Is possible search the products by the **Code**, **Designation** or **Famíly**. By default the active column for the research is **Code**.

If you want to search for products using another field, need to tap the name of the desired field, getting this asset and then tap the icon [🔍].

To search for products at the **Products table** you must:

- ▪ Touch the option [🔍];
- ▪ Digit the code, or designation or family at the dialog box that appears;
- ▪ Confirm with the option [✔].

Note:

The search result is displayed at the top of the **Product table**.

References

Definiton tab

Classifies an group of products with similar features through its attributes, per example, the garment, color, size, etc..

Attributes are defined by the operator and allow to select the product according to the desired.

To add a reference you must:

- Touch the option ;
- Fill the **Reference table – Definition**.

Once filled the information **Reference table – Definition**, the **Reference table** becomes according to the following picture:

Utilities tab

In an automatic way allows, among other features, generating new products according to the attributes defined above.

Can therefore be set to common parameters generated products.

It is also possible:

- **Generate products**

  To generate products, you must:

  - Touch the option ![Generate products].

  Touching in **Attributes**, it is possible according to the attributes defined, make your selection.

Attribute definition	
Description	**Attributes**
COLOR	
GENDER	
SIZE	

Description	Attributes available
Color	YELLOW / BLUE / BLACK / WHITE
Gender	MALE / FEMALE

Size

After selecting the attributes, the **Attribute definition** gets according to the following picture:

Touching o the option , the following message appears:

Touching on the option [Yes], products are generated according to the selected attributes:

- **Delete products**

  Deletes the products generated for a reference.

  To delete the products, you must:

  - Touch the option [Delete products];
  - Choose the option [Yes], at the dialog box:

- **Search products**

Displays the products generated for a reference.

It is possible to edit all fields, like a normal product.

To search the products, you must:

- Touch the option **Search products**.

The products created are listed in the window **Products** (are also accessible through the menu **Database Tables** + **Products**, option **Products**).

Selecting the product for sale

The generated products are available for selection with a single option that uses the name of the reference set.

The option appears in the family defined in the field **Familly** on the **Definition** tab (For the example, the Family 4).

Touching it is possible to choose the wanted product, selecting the attributes defined:

Promotions of products

Set the promotion of products.

For each product can be defined promotions by price or quantity, or price / quantity over a specific period (usual in retail sector).

Touching on the option option , it is possible to set one of the three different types of promotions:

- **By price**: For each promotions products list, it is possible to perform a price for a configurable period. :

There are available the options:

- **Number**: number assigned to promote;
- **Obs**: designation of the promotion;
- **Promotion period**: sets through the calendar the start date and finish date of the promotion;
- **Code, Description, Price**: definition of product on sale, in relative to the code, description and price to practice during the promotion period.

To add products on the **Promotions table**, you must:

- Touch the option option ;
- Select an product from the **Products Table**;
- Set the price of the product to practice during the promotion period;

- Confirm with the option option ;
- Touch the option option at the **INFORMATION window** that appears:

In the example provided, the normal price of coffee is 0.60 €, however, in the week of 2012/01/23 to 2012/01/28 the registration is made and the price is 0.50 €:

- **Promotions by Quantity**: for each product in the list of promotions is necessary to define the amount to purchase and the amount of products to pay:

Options available:

- **Number**: Number assigned to promotion;
- **Obs**: Designation of promotion;
- **Promotion period**: Sets through the calendar the start date and finish date of the promotion;
- **Code, Description, Qty. tak, Qty. Pay**: you can identify each product on promotion by code, by definition, by quantity, to purchase and by the price to pay.product.

To add products to the **Promotions table**, you must:

- Tap on the option option ;
- Select an product from the Products **Tables Product**;
- Set the amount to purchase and the amount of products to pay;

- Confirm, Tapping on the option option ;
- Tap on the option option at the **INFORMATION BOX** that appears:

In the example above, if the client consume 2 coffees, in a week [for instance: 2012/02/23; 2012/02/28], finished the registration, the client will only pay for one.

1:

- **Promotions by price/quantity**: depending on the units purchased, the product gets a lower price:

The options available are:

- **Number**: Number assigned to the promotion;
- **Obs**: Designation promotion;
- **Promotion period**: sets through the calendar the start date and the end date of the promotion;
- **Code, Description, Qty, Price**: definition of product on salein relation to the code, designation, amount to purchase and price to pay.

To add products to the **Promotions table**, you must:

- Tap on the Option option ;
- Select the product from the **Products Table**;
- Set the amount to purchase and the price to pay;

- Confirm, By tapping the Option option ;
- Touch the option option at the **INFORMATION** box that appears:

In the example provided, the normal price of coffee is 0.60 €, however, in the week of 2012/03/23 to 2012/03/28, performed the registration, and consumed two units, the price of each coffee is 0.50 €, which allows you to buy 2 coffees for € 1.00:

The promotions can be seen through the **Promotions list**:

Using the options vertically arranged on the right side of the screen ¨**Promotions list**¨.:

	Print
	Search by active field
	Delete the selected line
	Add row for insertion
	Edit the selected row

Note:

To avoid overlapping promotions, should be used for promoting different dates.

Products/ schedules

Replaces an product (and if applicable, the price and name) by another, according to the date / time of the system at the time of registration.

For example:

- A restaurant serving lunch and has a "dish of the day", which varies by day of the week;
- Monday to Friday, the price of "dish of the day" is differentiated according to the time of order :
    - At 12:00 the ̈Dish of the day 3,50€;
    - from 13:00 the "dish of the day" costs € 4.00;
    - from 14:00 the "dish of the day" costs 3.00€.

Day	Code	Dish of the day	Price (Start time)		
			12:00	13:00	14:00
Monday	12005	Steak	3,50 €	4,00€	3,00€
Tuesday	12001	Barbecue spare ribs	3,50 €	4,00€	3,00€
Wednesday	12002	grilled fish	3,50 €	4,00€	3,00€
Friday	12003	Lasagna Tuna	3,50 €	4,00€	3,00€

At the moment of registration, when the operator selects the "dish of the day", will be considered the day of week and the time to implement the price, which will change according to date / time of the system, also being given the name corresponding to the product code replacement.

Through the utility **Products/ schedules** is possible to implement a **Happy Hour** (common in restoration) defining the start and finish time, as well as the prices charged for the products chosen.

Note:

The **Products promotion**, should not be used simultaneously with **Products schedules**.

Families

Access the **Families tables**, where are listed all the existing families in ETPOS:

Code	Description	Grp	Sec	F
01	Cafetaria			
02	Cervejaria			
03	Águas			
04	Refrigerantes			
05	Sumos			
06	Bebidas Espirituosas			
07	Snack's			
08	Bolos			
09	Bolos Folhados			
10	Chocolates			
11	Pastilhas Elasticas			

Note:

In the presented **Families table**, there are 11 families.

Create Families

To create families, you must:

- Choose the option option ;
- Fill in the information / settings related to family:

The options available are:

- **Code**: Family Code (according to the size of the code set). If you created a family with a different code size defined, Family option is not visible on screen, becoming the family table set available in Families);
- **Description**: Family name;
- **Group**: Associated to several products with a group.

  Essential option for printing VAT maps of groups.

For the option to work, is required:

- o Associate each family to one group, For example, the family cafeteria associate with Group 1 - Cafeteria, at the Brewery family, joining the Group 2- Brewery:

Completed the associations, it is possible view the existing groups on the **Group table**:

o Activate the menu **Database tables + Type of documents** (depending on the type of document you want) on the tab **Other**, the option **Print Products by groups**.

The products regardless of the order of registration are grouped by group:

```
                                                 PST:2
DATA 2012/07/26 -  9:58                           A/9

  Artigo         Qtd         Preço      Valor
 _____      _____      _____    _____

               C A F E T A R I A
Café
13%            1,000 x     0,55 =       0,55
Café c/Natas
13%            1,000 x     0,55 =       0,55

               C E R V E J A R I A
Guiness
13%            1,000 x     3,20 =       3,20
Heineken
13%            1,000 x     1,80 =       1,80
Kronenbier
13%            1,000 x     2,20 =       2,20
#005_____   _____     _____     _____

TOTAL.....................:            8,30

Opr: Hélder Peixoto

       OBRIGADO - VOLTE SEMPRE
```

- **1st Section of requests**: default section for the printing of requests from family products;
- **2nd Section of requests**: default section for the printing of requests from family products;
- **Department**: directs each family to a department (cif any trade balances with departments, connected to the equipment);
- **Type**: opção diretamente relacionada com o SAFT-T, por predefinição, as famílias são consideradas "Produtos". Também é possível especificar a prestação de serviços;
- **Without option**: hides the families option so that they are not accessible by touch (typically the hidden families refer to families of purchases that is, the raw materials);

- Save with the option option ;

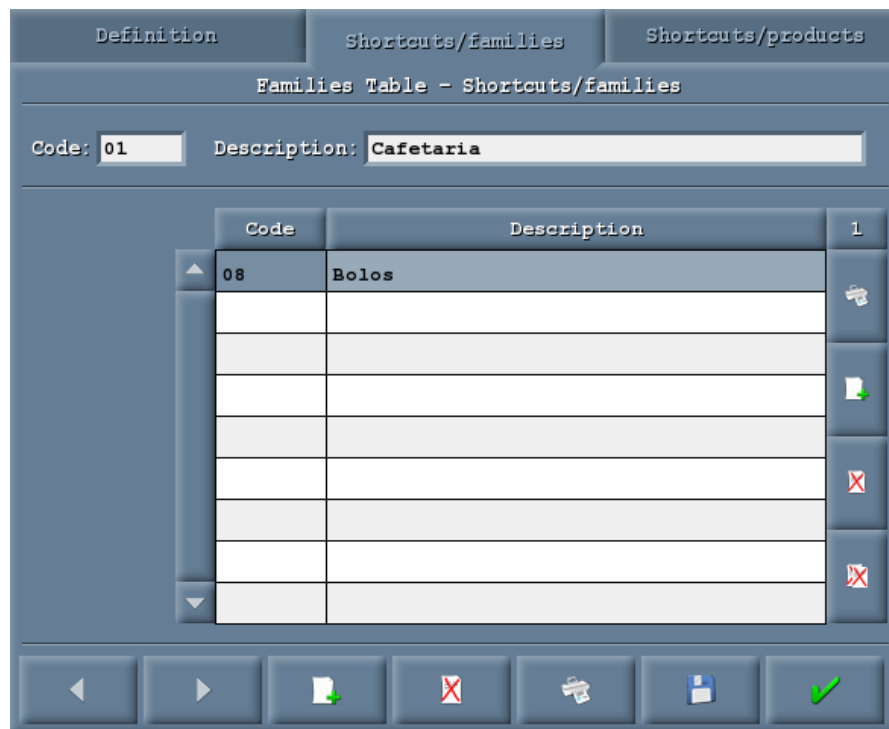- Confirm the information entered using the option option .

Note:

The code families is assigned automatically and sequentially, respecting the defined size.

Is also possible create:

- **Shortcuts for families**: Sets shortcuts to other families.

    Option to quickly switch between families that have some kind of relationship, for example, enter a shortcut in Cafeteria family to Cakes family:
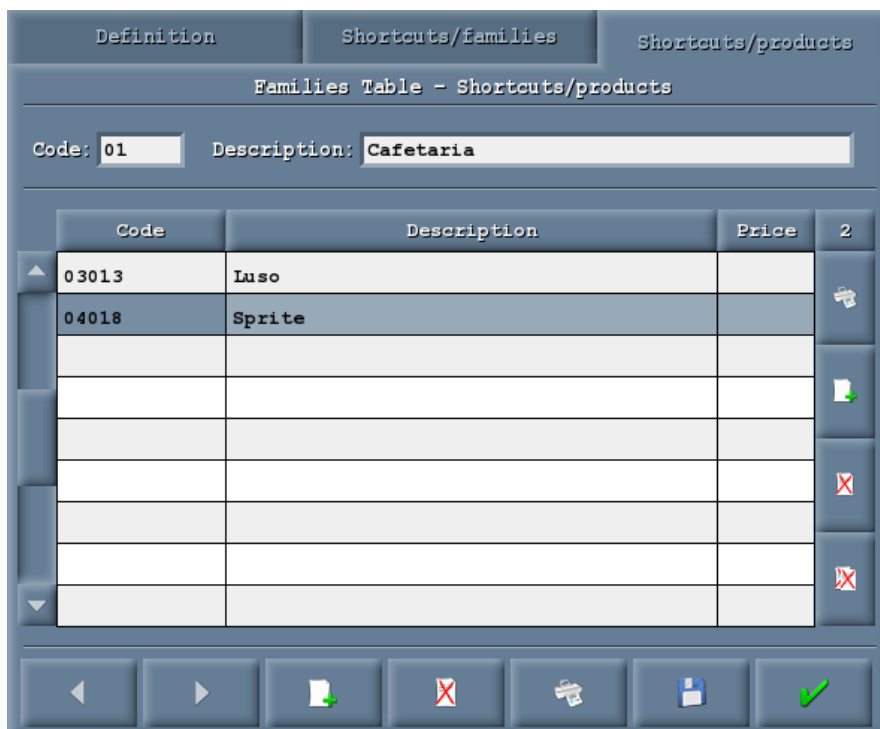

Final result:

- **Shortcuts for products**: sets shortcuts to products of other families.

  Choice to quick access to any product of other families, very useful for frequently used products, for example, in the family Cafeteria insert shortcuts to Bottled Water:

The products are shown, according to the insertion order.

Final result:

Change families

To change the families:

- Select the family to change in **Families table**;
- Choose the optionoption ;
- Make the changes;
- Save with the optionoption ;
- Confirm the information entered using the optionoption .

Delete families

To delete families:

- Select the family to delete in **Family table**;
- Choose the option ;
- Choose in the warming box that appears.

Customers

Stores information about the customers and billing data.

Customers may be private individuals or legal persons, important distinction, to fill data in a more basic or more completed way. For example, on those customers being private persons, and being the main interest of the management card points, eventually the name and telephone number / mobile phone may be the most basic data to insert.

optionTap on the option , to access the personal data.

Personal Data

Stores the principal information for each client, regardless of whether a particular person or collective (if is a collective person, existing internet connection through the Web optionIt is possible to obtain automatically some data).

> **Note**:
>
> The option **Deactivate**, disables the client so as to not be selectable by client list, However, continuing this for editing / consulting.

Buisiness Data

Sets the complementary information.

There are available the options:

- **Payment Terms**: sets the payment default terms to the client;
- **Delay**: Automatic Filling , according to the number of days defined in the payment period;
- **Class**: sets the type of customer (final customer, supplier, reseller);
- **Date**: anniversary date to make marketing actions;
- **Price range**: default price for the customer.

  The price line placed in this field, overlaps the price line in use;

- **Commercial discount**: value (in percentage) of trade discount to be applied to the customer;
- **Current account balance** current value of the current account balance of the customer;
- **Conta Corrente** : query the customer's checking account;
- **Prepaid Card Balance**: indicates the updated value / the available balance in the prepaid card.

Products

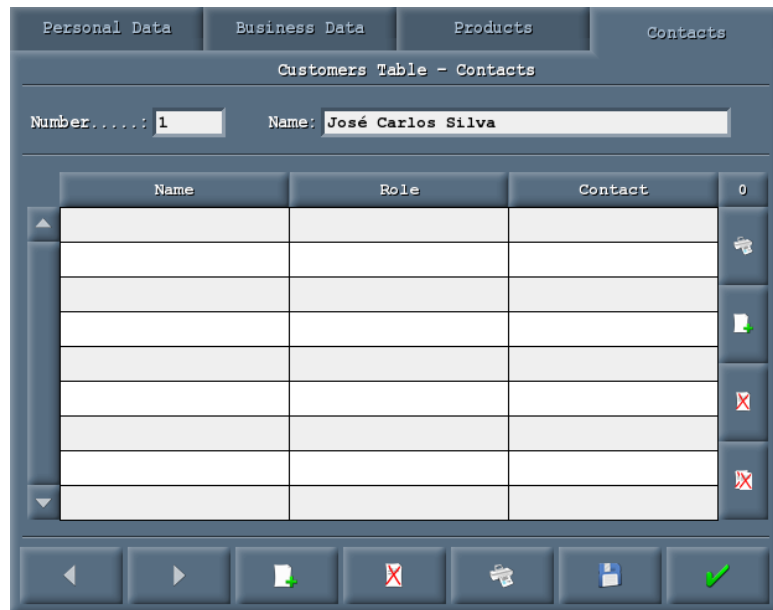Defines a set of products with special prices for the customer.

The ProdutcsProduct allow the definition of 4 prices, however, the client beyond trade discount, can still accumulate an extra discount, being the value of this rebate set under Dsc%.

Contacts

Stores the contacts of persons / officials of each client.

Suppliers

Stores information concerning to the suppliers.

Personal data

Stores the information page for each supplier.

Other Data

Stores some additional information.

There are available the options:

- **Number**: number assigned to the supplier;
- **Name**: supplier name;
- **Payment terms**: defines the payment terms;
- **Term**: Automatic Filling, according with the payment terms set;
- **Discount**: percentage of discount granted by the supplier;
- **Date**: The date of registration.

Contacts

Store contacts of persons / employees of each supplier.

Users

Sets the operators and their permissions through **Users table**.

Only the operators with **Administrator** status are the ones that you can **change settings**, therefore, there must always be at least one operator with Administrator status.

The options on the right side of the **Users table**, allows you to:

	Print
	Browse by active field (No. or Name)
	Delete the selected line
	Add operator
	Edit the properties of the operator

To add an operator, you must:

- Tapping the optionoption ;
- Fill in the information in the tabs , and .

At the tab , there are the options:

- **Nº**: Operator number;
- **Name**: User name;
- **Administrator**: Indicates that the operator has Administrator privileges. The operators who do not have Administrator privileges, have restricted access to certain areas and features of ETPOS;
- **Option**: determines if there is a option on the initial framework for the selection of operators. Useful option when you want to have an operator/administrator hidden;
- **Password**: sets a password for operator access;
- **In training**: new employees / operators who are in the learning process, and that operations are not recorded, once they are learning to work with the program;
- **Allow to change the price of products**: defines if the operator has permission to change the price of products already registered (does not refer to the product price in the system);
- **Allow register products without price**: defines if the operator can register products without price set, and, the program prompts the operator to enter the price to be used;
- **Allow to remove products of accounts**: defines if the operator has permission to remove products of accounts. Options available: **Never, Only corrections and Anybody**;
- **Maximum final discount allowed**: defines the maximum percentage discount that the operator can practice to close the account;
- **Maximum discount allowed per product**: defines the maximum percentage discount that the operator can practice an product, during a sale, editing / changing by the optionoption the data in the list of products already registered.

Note:

When an operator is hidden, to view it in the context of selection operators tap in .

The operators can also access performed by RFID card or Barcode.

In the [Settings B] tab, the first fields are equal to the Tab A, in the area **Documents/Tables**, there are the options:

- **Allow to change/insert records in table**: accesses to tables of products, families, clients, etc. to insert or modify records;
- **Allow to cancel issued documents**: enables to void documents;
- **Does not allow the reprinting of documents**: restricts the ability to reprint a document;
- **Does not allow the printing of check list**: restricts the print of the current list of registered products before closing the account.

  To print the list, tap the optionoption:

- **Allow to access of supplies documents**: select a suppliers document type of as a current registration;
- **Allow to accessand print any map**: prints / query maps results.

At the Settings C tab, the first fields are equal to Tab A and Tab B. At the **CASHIER** area, there are the options:

- **Allow to open and close the cashier**: allows the operator to do the opening and closing of the Cashier;
- **Request confirmation with counting cashier**: if activated, allows by closing the cashier, the program asks the operator for the values he has recorded (automatically prints a summary). Thereafter are shown the values calculated by the system, allowing to detect any differences (functionality commonly referred to "blind closing cashier");
- **Allow to open the cash drawer**: allows the operator to open the cash drawer;
- **Open the cash drawer at the close of cashier**: allows access to the cash drawer;
- **Allow to close accounts/tables/cards**: allows access to the Payment window so that the operator can close an account;
- **Operator cash drawer number**: allows assigning a specific drawer to an operator (it is possible simultaneously control up to 4 different drawers by post).

Note:

Some of the above features depend on the options set in **Cashier operating mode**, accessible through:

Other

There are available the options:

V.A.T

Store the legal rates of the current VAT.

If there is, by law, a change of VAT rates, all products are automatically updated when confirmed the change of the rate.

Note:

If not assigned a VAT rate to an created product, is assumed VAT rate selected by default in the field **Def**.

Units

Stores settings in relation to units of measurement of products and their respective decimal places.

to:

- **Add a measurement unit**, touch the option and complete the information in **Units Tables**:

- **Changing a unit of measurement,** tap the option option and change the information in **Ingredients table.**

Ingredients

Notes the ingredients that make up a particular product, it is possible to have multiple tables of ingredients.

To **add** a table of ingredients, you must:

- optionTap on the option ;
- Fill up to a maximum of 20 lines contained in **Ingredients table** (ingredients can also be placed all in the same line, separated by a comma):

- Save with the option ![save icon];

- Confirm with the option ![confirm icon].

To **modify** a table of ingredients, you must:

- optionTap on the option ![edit icon];
- Change the information contained in the desired **Indredients table**;

- Save with the option ![save icon];

- Confirm with the option ![confirm icon].

Note:

Tables of ingredients are used to print the label of an ingredient product in that Products.

You must associate the **Ingredients table** to the corresponding product, Editing the product, accessing the **Other definitions tab** touching the text box field **Ingredients table**:

Tabela de ingredientes.: [   ]

When designing the label (to address in detail later), There are a number of variables related to Product ingredients that can be inserted:

Variables	Name	Description / Result
320	No.Ingredients Table	Inserts the number of the table of ingredients associated to Product and in the label use
321	Full text of ingredients	Inserts the complete information of ingredients regardless of the line where is written

322	Text of the ingredients 1-10	Inserts information from existing ingredients from line 1 to line 10
323	Text of the ingredients 11-20	Inserts information from existing ingredients from line 11 to line 20
331 até 350	Text of ingredients 1 ... up to ingredients text 20	Inserts individually for information of ingredients from line 1 to line 20

Attributes

Table which records the attributes (characteristics / products) that can be associated with an product, for example, a country, Region or the Caste.

To create an attribute table, you must:

- optionTap on the option ;
- Fill in the information contained in **Attributes table**:

- Save with the option ;
- Confirm with the option .

Note:

To enter the information, tap the text box of the desired field and use the virtual keyboard.

The **Exclusives** field, if enabled, only allows you to select a value for the attribute.

The attributes introduced in **Attributes Table** can be selected at the time of insertion / modification of an product, with the option [Attributes]:

When products have associated attributes, it is possible to use them as search criteria.

To search for products using the attributes as search criteria, you must:

- Open the **Products table**;

Products table						208
Code	Description	Family		VAT	Price 1	
01003	Café c/Natas	01	UN	13,0	0,55	
01004	Descafeinado	01	UN	13,0	0,55	
01005	Pingo Normal	01	UN	13,0	0,45	
01006	Pingo Directo	01	UN	13,0	0,55	
01007	Copo de leite	01	UN	13,0	0,60	
01008	Copo de leite Chocolatado	01	UN	13,0	1,10	
01009	Chocolate Quente	01	UN	13,0	1,50	
01010	Chá	01	UN	13,0	0,70	
01011	Chá Menta	01	UN	13,0	0,75	
02001	Carlsberg	02	UN	13,0	1,60	
02002	Fino	02	UN	13,0	1,20	
02003	Caneca	02	UN	13,0	1,20	

- Tap on the optionoption [icon] placed on the right side;
- Choose the attribute you want to search:

Attribute definition	
Description	Attributes
Country	Portugal
Region	North
Caste	Alvarinho

- Confirm with the option option [icon].

Are listed the products whose attributes are as intended, in the case:

- **Country**: Portugal;
- **Region**: North;
- **Castes**: Alvarinho.

Products table						209
Code	Description	Family		VAT	Price 1	
06032	Pisang Ambon	06	UN	13,0	2,40	

Observations

Table that stores the observations that can be used in the requests.

Comments table		3
No.	Description	
1	short	
2	full	
3	very hot	

The observations are visible at the registed area, and printed with a request to permit consultation, for example, from the person making the preparation.

The observations change according to the type of activity and the type of product (For example, for a coffee can be used the remarks "short" or "full", a juice can be "fresh" or "natural", etc.).

To **add** na observation, you must:

- optionTap the option ;
- Fill in the information contained in **Observation table**:

- Save with the option option;
- Touch in to close.

To **change** a observation, you must:

- Select the observation to edit;
- optionTap the option ;
- Change the information contained in **Observation table**;
- Save with the option option;
- Tap in to close.

Note:

The observations introduced in **Observation table**, must be associated to the corresponding product upon insertion / modification thereof, on the **Products table – Observation** tab, by pressing the option option:

Group

You can visualize the **Groups table** (if they are created).

If there are no groups created, its creation is possible through the option :

As addressed previously, groups should be associated with the corresponding families in **Family table – Definitions** and activate the menu **Database table + Types of documents** (depending on the type of document you need) on the **Other** tab, the option **Print products by groups**.

Labels

Accesses to the editor to create / modify label formats.

🟠	General operations toolbar	
🟠	Settings / data of the selected objects	
🟡	Operations toolbar for selected objects	
🔴	Toolbar inserting objects	
🟢	Drawing area and display labels	

Bar Operations General

Presents a set of operations on the selected label format.

🟡	**Exit**: leaves the lable editor
🟠	**Print**: prints the selected label (applies an edge)
🔵	**Save**: saves the current label format
🔴	**Back**: Recedes to the previous listed label
🟢	**Visualize**: indicates the name of the current label (touching this area is presented the table **Labels**)
🟤	**Forward**: advances to the next listed label
🩵	**Zoom**: decreases the display size of the current label
🔴	**Zoom**: increases the display size of the current label

Create a new label

To create a new label, you must:

▪ touch in the display of the label area:

▪ optionTap on the option ;
▪ Assign the name of the new label in **Label table** – **Definitions**:

- Save with the option option ;

- Confirm with the option .

Copy a label

To copy a label from an existing label, you must:

- Touching the display area of the label format to access the **Label table**:

- Select the label to copy;

- Tap on the optionoption ;
- Change the label number to a not used number;
- Assign a name to the new label;

- Save with the option option ;

- Confirm with the option option .

Inserting objects

The insertion of objects is done through the selection and placement of the intended object in the editable area of the label.

🟡	Line
🟠	Square / rectangle with no fill
🔵	Square / rectangle with filling
🔴	Circle / Ellipse
🟢	Text
🔴	Bar code
🔵	Image

Settings / data objects

After placement of the object become available your settings / data on the right side of the window in **Settings / data of the selected objects**.

Whenever an object is not selected, are presented the definitions on the label.

Label Definitions

When an object is not selected, is presented the table with the definitions of the label:

🟡 **Selected object**: touching upon, appears in the **Objects list** to choose another:

No.	Object	Description
1	Rectangle	
2	Line	
3	Barcode	
4	Barcode	
5	Image	
6	Cube	
7	Circle	
8	Fixed/variable text	
9	Rectangle	
10	Line	
11	Rectangle	
12	Cube	

Printing mode: **Label mode** (label mode) or **A4** mode

Width: label width in millimeters

Height: label height in millimeters

I/O Device: number of peripheral used (Label Printer) to print the selected label format

Left margin: the left margin sticker design which is not printed

Vertical margin: margin at the top of the label is not printed

Spacing: space between two followed labels

X1 Cloning and **X2 Cloning**: first and second repetition in horizontal.

Allows you to print labels up to 3 in parallel.

X1 and X2 indicate horizontal positioning of the second and third label, and, to use this option is required labels with the appropriate characteristics.

Inverted: reverses the direction of the printing label (useful option for some labels with preprinted headers)

Borders: its activation view and places objects without content.

General parameters

Configure the general parameters of objects.

All objects have general parameters that can be configured:

🟡	**Field name**
🟠	**Description**: associates a description to an object for a simple identification
🔵 (light)	**Initial horizontal position**: horizontal positioning of the object on the label (if the value is 0, the object is placed in the left margin of the label)
🔴	**Initial vertical position**: vertical positioning of the object on the label (if the value is 0, the object is positioned on the top of the label)
🟢	**Final horizontal position**: width of the object on the label
🔴 (brown)	**Final vertical position**: height of the object on the label
🔵 (cyan)	**Thickness** : thickness of the object on the label
🔵 (dark)	**Rotation** : shows the current rotation of the label
🟢 (olive)	**Inactive** : if selected, will not print the current object

The object panel shows:

[1] Rectangle

PosX 30.0
PosY 20.3
SizeX 21.2
SizeY 20.3
Spc 0.2
Rotation..........: 0
Inactive..........:

Text object

On objects of type **Text**, beyond the general fields is presented:

🟡 **Text alignment**: aligns the text within the field (left, center, or right)

🟠 **Font type**: select the font type from the existing

🔵 **Font size**: select the font size.

By tapping the field it is presented a regulator to make the adjustment more simply:

On the regulator, touch on the:
- **Top** to **increase** the font size
- **bottom** to **reduce** the font size

● **X Multiplier**: increases the font size in the horizontal.
The increase is proportional to the number of times indicated in the field:

X Multiplier......: 1

Laranjas

X Multiplier......: 2

Laranjas

There are available from **1** to **12**

● **Y Multiplier**: increases the font size in the vertical.
The increase is proportional to the number of times indicated in the field:

Y Multiplier......: 1

Laranjas

Y Multiplier......: 2

Laranjas

There are available from **1** to **12**

● **Rotation**: shows the current rotation of the label

● **Negative**: inverts the background colors and the font

● **Inactive**: if selected, will not print the current object

● **Text**: accesses the data editing to enter text in the field (the text can be: free, system variables or combination of both)

Data Editor

The text composition can be obtained by filling the free text, by the introduction of variables of the system (for example, products code, net weight, lot number, etc.). or a combination of both.

Each element (variable or fixed text) represents a **data block**, each text field allows up to 10 data blocks, each with 40 characters.

🟡	Identification of the current block
🟠	**Free text**: presents the virtual keyboard for text input
🔵	**Variables**: accesses the variables available for inclusion (Examples of variables: Company data, data organization, data from the product, the product supplements, product ingredients, Fixed fields, data screening, data context, data packaging, barcode predefined, application identifiers):

No.	TP	D c	TR	TM	AI	Description
613	333	2	0	12		Label amount
614	1		0	20		Lot
615	33	A	0	12		Promotion – Purchase quantity
616	33	A	0	12		Promotion – Amount paid
617	333	2	0	12		Value Label (French francs)
618	4		0	12		Número de itens por UC
619	4		0	12		Número de UC por UL
620	4		0	12		Contador/Nº de série da UL
631	333	2	0	12		Value Label/price 1
632	333	2	0	12		Value Label/price 2
633	333	2	0	12		Value Label/price 3
634	333	2	0	12		Value Label/price 4

Space: introducing a separation space for a row of blocks		
Selector: places the selector in the selection of blocks		
The selected block is displayed in red color		
Separator Block: The red triangle indicates the insertion site of the next block		
Section blocks: inserts or deletes data blocks		
Delete: deletes the selected block		
Size: indicates the maximum size of characters to be printed in a block, the excess characters are ignored if the block size exceeds the set value		
Not null: zero treatment – functionality for numeric variables		
If the numerical value of the variable was equal to zero the block is not printed		
Decimal places: functionality for numeric variables		
Indicates the number of decimal places (0 to 6) using the variable		
Final view of data blocks		
Save and **Quit**		

Barcode

In objects of type **Barcode**, beyond the general fields is presented:

● **Barcode type**: barcode type - selects the type of barcode desired from existing:

● **Barcode factor**: expanding the display of the horizontal barcode.

The increase is proportional to the value entered in the field:

● **Font type**: select the font type from the existing

● **Font size**: select the font size

● **HRI active**: allows visualization of numeric or alphanumeric value in the barcode.

Enables the functionality HRI (Human Readable Information):

● **Rotation**: displays the current rotation of the label

● **Inactive**: the object will not be printed

● **Disable barcode**: disables the barcode (weakens the barcode)

● **Text**: accesses to the editing data to enter text in the field (text can be: free, system variables, or a combination of both)

Operations bar

Several operations are available when an object is selected.

🟡	**Exit**: leaves the tag editor
🟠	**Center**: centers the selected object on the label
🔵	**Bring to Front**: overwrites the selected object to other objects
🔴	**Send to Back**: overlaps the remaining objects to the selected object
🟢	**Rotate**: rotates the object 90 degrees to clockwise (for example, the barcodes)
🔴	**Duplicate**: duplicates the selected object
🔵	**Copy**: copies the object to the clipboard
🔵	**Paste**: paste in the editing area a new object from the clipboard
🟢	**Cut**: cuts / deletes the selected object from the editing area

Decomposing the presented label, we used the following objects and variables:

Object	Variable	Result - Description
Image	------	: using the file: pverde.png
Text	[1]	**EMPRESA DE DEMONSTRAÇÃO** : use the variable: Company name (displays the data entered in **System** + **Setup** + **General** + **Company tab** + **Trade name**)
Line / Rectangle	------	————————— : draw the line or rectangle (after changing the thickness in the object properties, whereas, the rectangle will eventually provide greater control to the user drawing)
Text	[204]	**Laranjas** : use of the variable: Description Product 1
Text	[606]	Embalado em: 2012/08/02 : free text used (packaged in:) and variable: **Date Label**
Text	[607]	Consumir até.: 2012/08/02 : use of free text (consume up.:) and variable: Expiry Date
Text	------	Quantidade : use of free text (Quantity)

Text	[207]	**Preço/Kg** : use of free text (Price /) and the variable: Description Unit of Measure
Text	[610] [207]	**1,000 Kg** : The use of the variable: Net Weight / Quantity and variable: Description Unit of Measure
Text	[612]	**1,99 €** : The use of the variable: Price tags and free text (€)
Barcode	[1271]	2 701003 001992 >: the use of the variable: EAN 13 Producer - 27cccccqqqqqx Code 1 + Value (was activated in the object property HRI)
Text	------	**TOTAL** : use of free text (TOTAL) and was activated on object ownership Negative
Text	[613]	**1,99€** : the use of the variable: Value label and free text (€)

Another common type of labels are:

```
                    Artigo Laranjas

CÓD ARTIGO          PREÇO POR LT/KG            PREÇO/Kg
01003               1,99 /Kg                   1,99 €
```

Decomposing this type of label , we used the following objects and variables:

Object	Variable	Result – Description
Text	[204]	**Artigo Laranjas** : use of free text (Product) and the variable: Description of 1 product
Text	[200]	**CÓD ARTIGO** **01003** : Used the free text (Cód Artigo) the variable: First product code
Text	[215]/[221]	**PREÇO POR LT/KG** **1,99 /Kg** : Used the free text (Price) and the variables: Price / Unit and Base Unit of measure based. This information becomes useful, it allows you to compare products from the same mark with different packaging sizes. It is necessary in the products table– Other definitions, the Other settings tab are filled the information on the field: Qtd e unidade base....: 0,330 Lt In the example provided, it is indicated that a can of soda has 0,330 lt, which will automatically calculate the price of a liter of that soda. Besides Liter, other units of measurement are the customary use Kg Unit, Metro
Text	[207] [612]	**PREÇO/Kg** **1,99 €** : Used the free text (Price /) and variables: Description of the unit of measure and price tag

There are several ways to print labels, being those products or linear, being that some of the options are in the menus or tabs to address later.

It was decided therefore to concentrate and then printing the labels, despite appearing in this manual references to the same print elsewhere.

Printing Labels

Label printing can be performed in several ways:

- Directly on the option option General operations bar :
    - Prints the selected label applying a edge.

- Import the list of products of the account:
    - Will print a label for each product in the existing Account (the **By code** tab, automatically become active).

    To print the list of products of the account, you must:

    - Place the required product in the account;
    - Access to the menu **Reports** + **Labels** + **Print labels**
    - Confirm with **Yes** to import the list of products of the account:

    - Tap in , determines that the imports made after the list of products the account, they appear with the attribute at the field (If you do not want to print the label for a particular product, remove the attribute);
    - Choose the required label template in:

    - Tap on the option option .

    To print labels for linear, follow steps above, choosing the label template corresponding to linear.

- Through the Maps menu, labels option:
    - Depending on the options chosen on each tab, prints labels for:
        - By codes;

- Promotion / Price;
- Promotion / Quantities.
- Associating the label printing directly to a document type:
  - Associates a label to an existing document type.

Depending on the type of document you edit the menu **Database Table**, option **Type of documents** and settings made in the Tabs **Printing** and **Others** é is possible:

- Print only the document (usually active option):

Tab	Field/option
Printing	Copies **1**
Others	Type of label to print..........: **0**
	Touch in the textbox to select the label

- Print the label and the document:

Tab	Field/option
Printing	Copies **1**
Others	Type of label to print..........: **1**
	Touch in the textbox to select the label

- Print only the label:

Tab	Field/Option
Printing	Copies **0**
Others	Type of label to print..........: **1**
	Touch in the textbox to select the label

Type of documents

Access to the **Documents table** where are set to issue documents.

Are defined by default most used documents, being possible to add more documents according to the needs of the business, for example a bead offer to enable the exchange of products product(if applicable).

Eventually, you may need to make changes, and should:

- Select the document to edit;
- option Tap on the option ;
- Make the required changes to the tabs: **General**, **Printings** or **Others**;
- Seve with the option option ;

■ Confirm with the option option .

General tab – parameterizes a personalized documents:

There are available the options:

■ **No.**: Number of document;
■ **Document**: document name;
■ **Abbr**: Document abbreviation used in the printing of maps;
■ **Serie**: Separation of numbering the same taxpayer. Delimits a set of documents, are simplified invoices, invoices or other grouping (for example, when the taxpayer has several shops and want to make a distinction between them level documents);
■ **Description**: Description assigned to movement account (if appropriate);
■ **Type**: identifies the type of document.

When the field is not auto-fill, there are options:

- **Document to Customer / Supplier**: determines whether a document is associated with customers or suppliers. Tap the text box field to select the required option: **C** (Customer) or **F** (Supplier);
- **Introduction of Customer data**: defines whether the data of the custumer / supplier are associated with the document. Tap the text box field to select the required option: **N** (No), **S** (yes) or **O** (mandatory);
- **Stocks movement**: defines if the document carries inputs or outputs of the products in stocks. Tap the text box field to select the required option: **N** (No), **E** (input) or **S** (output);
- **Finance flow**: indicates whether the document should be considered for tax purposes. When is not a auto-fill field, you need to choose from the types of existing documents the required one;
- **Movement of Current Account**: defines whether the document moves the pending bills of the client / supplier. Tap the text box field to select the required option: **N** (No), **D** (Debit) or **C** (Credit);
- **Consider VAT not included**: by default the prices set out in Products already include VAT at the legal rate. This option allows the product prices be seen without VAT and considered it to be included later in the document;
- **Movement of cash**: defines the present values in the document carry cash inflows or outflows. Tap the text box field to select the required option: **N** (No), **E** (input) or **S** (output);
- **Show payment window**: indicates whether to terminate an account at the payment window is visible;
- **Drawer opening**: indicates whether the command is sent to the drawer opening when closing an account.

Printing tab – parameterizes the options for printing documents:

There are several options available, and the upper part is identical to the previous tab:

- **Base impression** and **Alternative impression**: each document can have two print formats (Print and print based alternative), which allows to choose the time of printing format (valid if set the alternate file).
- **File**: touching upon the textbox field, you can select a file (print model) from the **Files list**:

Files list	
Name	Description
FAC-A	Format coupon for front point of sale/Invoices with two lines/article
FAC-A1	Format coupon for front point of sale/Invoices with two lines/article and units
FACBAL-A	Format coupon for front point of sale/Invoices with two lines/article
FAC-B	Format coupon for front point of sale/Invoices with one line/article
CRED-A	Format credit note coupon with two lines/article
CRED-A1	Format credit note coupon with two lines/article and units
CRED-B	Format credit note with one line/article
DOCCMP-A	Format coupon for purchases/entries with two rows of articles/article
DOCCMP-B	Format coupon for purchases/entries of articles with one line/article
DOCCMP-C	Format coupon for purchases/entries of articles with two lines/article and units
GUIA-A	Format coupon for guides with quantity

Each file (print model), implements a different format, so it is necessary to select each document format that best suits the type of printing you want.

For example, when the required format corresponding to a label associated with the file selected:

Files list	
Name	Description
?	Document does not set manual entry

General   Printing   Others

Documents Table - Printing

No...: 1   Document...: LABELS   Abbr: FS

Serie: Description: Type:

Base impression   File   Copies Dev.

    LABL-3   1   PRF1   See

At the field **File**, the indication **etq-3**, corresponds to the label number to use:

Nº	Descrição	TamX	TamY	O
3	Etiqueta modelo	56,0	59,0	21

- **Copies**: Number of copies to be printed (eg, original, duplicate, triplicate, quadruplicate);
- **Dev.**: Device for printing using;
- See : preview the document:

```
                      600x374
#OO1
                                        #002
DATA #003          -  #004   #005

  Artigo       Qtd        Preço      Valor

#006
#007%        #008         x#009      =#010
#011
TOTAL.................: #012

Opr: #013

#014
```

- **Logo header** and **Logo footer**: allocates images for the header and footer across multiple locations in memory.

  The following values are used for allocation:

  - **0**: has no image associated;
  - **1** to **9**: each value, allocates a different image.

  The option See , query images placed in each memory location.

  The option Hd , selects an image to allocate provided that it is monochromatic, BMP format and is stored in USB disk, such as a PEN.

  Typically, the header is used to identify the company, and the footer for referring to certain festive periods, or other short message that is to be transmitted.
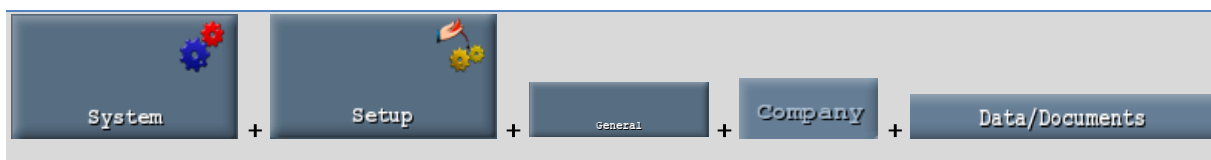
- **Extra processing parameters**: allows at the time of printing, among others, the introduction of enrollment, place of unloading;

- **Confirm before printing**: allows the operator to choose, at the time of registration, the document to be printed and the number of copies required:

- **Table of company data**: associates a custom table to the document. You can define up to 5 tables enterprise data:

Note:

5 The tables relating to company data, are also accessible via:

| System | + | Setup | + | General | + | Company | + | Data/Documents |

■ **Extra data** :

There are the options:

- **Texts**: defines the document for printing up to 4 lines of complementary information;
- **Barcode**: prints the document the custom barcode EAN 13. The composition of the barcode has to meet the valid characters listed.

Others tab – parameterize other less common options, but with some importance:

There are available the options:

- **Print products by groups**: groups the products to print the document (is necessary to link families to **Group table**);
- **Print ticket of products**: prints a bead of the product (For example, in the catering prints the receipt of the product for subsequent removal);
- **Type of label to print**: select a label format to print. Touching upon the textbox field through **Labels table,** can be chosen label formats;
- **Print observation of products**: print the document observations associated with each product at the time of registration, provided that the option **O** is active, at the menu System+Setup+General+ Characterization A – Configurations Edit the field observations or additions;
- **Print complement/Batch**: print the document additions and / or batch of products, since it is active the option **C,** in the menu System+Setup+General+ Characterization A – Configuration Edit the field observations or additions;
- **Print VAT summary**: add to document a summary of the incidence of VAT;

- **Print customer data**: Prints the information main customer, according to the chosen mode (basic or complete). Touching upon the textbox field, there are options **B** (Basic), **C** (Complete) and **N** (No);
- **Referencing Art 35 of the CIVA**: print the document footer information: Product 35 of the VAT Code;
- **Referencing original document**: to establish correspondence when invoices are used manuals;
- **Confirmation date**: confirms the date of the document before printing. Touching upon the textbox field, there are options **N** (No), **S** (yes) and **Ant** (Previous - Option useful for example in the case of the document being a transport guide, which allows the emission of the same on the day before transport);
- **Maximum value allowed**: sets the maximum value allowed in the document.

Create an Offer Coupon

In case you want to create a document to Coupon Offer, you must:

- Create a new document numbering and assigning a different designation of existing;
- On the **General** tab, choose the options:

- In the **Printing** tab choose the options:

- o in the **Dev.** field, should be selected print to the device configured in the system.
- Save and confirm.

Generate na Offer Coupon

To generate the Offer Coupon, you must:

- Choose the document Coupon Offer;
- Registar o artigo pretendido e confirmar;
- Execute and confirm the procedures window Payment.

Types of receipts

Sets the issuance of documents for receiving and liquidations customers to suppliers.

These documents are used only if they are made sales and / or purchases in the current account.

It is important to note that:

- **Customers** (sales) invoices must be a debit and credit receipts;
- **Supplies**, purchases must be a credit and the settlements a debit.

By default, documents are defined the 2 most common:

No.	Document	T
1	RECIBO	RC
2	LIQUIDAÇÃO	LI

Eventually, you may need to make changes, so you should:

- Select the document to edit;
- Touch the option [icon] ;
- Make the desired changes to the tabs: **General** and **Printing**;
- Save with the option [icon] ;
- Confirm with the option [icon] .

The options in the tab **General** and **Printing**, were previously described in product, **Type of documents**.

General tab	**Printing** tab

Vendors

Access the **Vendors table** (using the Scale Mode).

Add a vendor

To add a vendor, you must:

- Touch the option ;
- Fill the information of the **Vendors table**:

- Touch the option ;

- Touch the option .

Change data from one vendor

To change the data of a vendor, you must:

- Touch the option ;
- Change the desired information in **Vendors table**;

- Touch the option ;

- Touch the option .

Note:

Vendors are only correctly identified on maps as correspondence between the numbers and names.

Reports

Print maps from sales / purchases.

Is it possible to print overall results for products, stocks, as well as graphics and issuing labels.

It is composed of the options:

General reports

Generate and print maps of total (without products), sales and purchases over a period.

There are available the options:

Purchases

Parameterize the reports of purchases.

Purchases can be obtained by dates, for suppliers and operators.

At the bottom of the box, you can enable the summary information and the accounting documents to consider.

There are available the options:

■ **Period**:
  ▪ **First**: start date to consider. Touching upon the textbox field you can choose the date in the **Calendar**;
  ▪ **End**: end date to consider. Touching upon the textbox field you can choose the date in the **Calendar**;
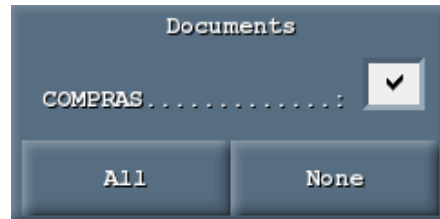 ▪ **From**: sets the start time to consider. Touching upon the textbox field you can enter the desired time;
  ▪ **To** : sets the end time to consider. Touching upon the textbox field you can enter the desired time;
■ **Suppliers**:
  o **First**: indicates the first supplier to consider. Touching upon the textbox field, you can choose a supplier by the **Suppliers table**;
  o **Last**: indicates the last supplier to consider. Touching upon the textbox field, you can choose a supplier by **Suppliers table**;
■ **Operators**:
  o **First**: indicates the first operator to consider. Touching upon the text box field can be chosen the operator by **Operators table**;
  o **Last**: indicates the last operator to consider Touching upon the text box field can be chosen the operator by **Operators table**;
■ **Summary**: activates the summary information;

■ **Accounting**: defines the documents to consider.

If the option is enabled, touching the option [Documents], you can choose the accounting documents relating to purchases: **All** or **None**.

Note:

The tabs [By Dates] [By Suppliers] [By Operator] generate the same results, but when printed the information is organized differently.

Sales

Parameterized the records sales.

Sales can be obtained by dates, by customers and operator.

At the bottom of the box, you can enable the summary information and the accounting documents to consider.

The options are the same as above, however, how to handle sales, **customers** now exist instead of suppliers.

Several accounting documents become available:

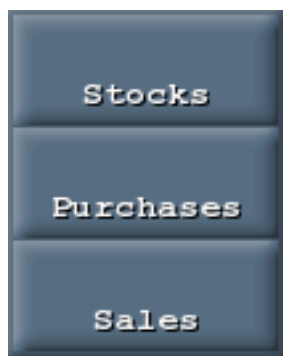| Note: |
| --- |
| The tabs [By Dates] [By Clients] [By Operators] generate the same results, but when printed the information is organized differently. |

Products reports

Generate and print maps of reports and purchases of products occurring over a period.

Differ from previous maps due to the additional information of products involved.

There are available the options:

Stocks

Purchases

Sales

Sales

Parameterizes a map of sales in relation to a period, customers, products, families and operators.

The options are the same as those discussed above, with the addition of the following fields:

- **Products**:
  - o **First**: sets the first product to consider. Touching upon the textbox field you can choose the product by **Products table**;
  - o **End**: defines the last product to consider. Touching upon the textbox field you can choose the product by **Products table**;
- **Families**:
  - o **First**: define the first family to consider. Touching upon the textbox field you can choose the family through **Families table**;
  - o **Last**: defines the last family to consider. Touching upon the textbox field you can choose the family through **Families table**;
- **Type of Units**: defines the type of drive to use. There are available the options: **T** (all), **O** (others) and **P** (weight).

Note:

The tabs:

generate the same results, but when printed the information is organized differently.

Purchases

Parameterizes a map of purchases.

The options are the same as aboveHowever, how to deal with purchases come into existence **suppliers** rather than customers.

Stocks

Generate and print maps relating to stocks of products.

The options are the same as those discussed above, with the addition of the following fields:

- **Stock condition**: list according to the condition of choice stock. There are available the options: **T** (all), **P** (Positive), **N** (Negativo), **R** (Rupture).

- **Type of units**: sets the type of unit to use. There are available the options: **T** (all), **O** (Other) e **P** (weight).
- **With costs**: defines whether to list the stocks have costs associated. By tapping into the text box field can enable or disable the option respectively **Yes** and **No**.

VAT Reports

Generate and print VAT reports on sales and / or purchases.

Generate and print maps of VAT on sales and / or purchases.

> **Note**:
>
> These maps are summarized and discriminated totals for each VAT rate, which makes them very useful for example for accounting.

Mapas Contas Correntes

Generates the print of the current state of the current account of customers and / or suppliers .

There are available trhe options:

Pending from customers

There are available the options:

- ■ **Pediod:**
    - ▪ **Initial**: Set the start date. Tapping upon the text box you can choose the desired date through the **Calendar**;
    - ▪ **Final**: Set the finish date. Tapping upon the text box you can choose the desired date through the **Calendar**;
- ■ **Customers:**
    - ▪ **First:** Set the first customer. Tapping upon the the text box you can choose the customer through the **Customer Table**;;
    - ▪ **Last**: Set the last customer. Tapping upon the the text box you can choose the customer through the **Customer Table;**
- ■ **Resumed**: defines if the map will be summarized;
- ■ **Overdue:** lists the pending overdue;
- ■ : tapping the option you can choose the accounting documents relating to sales (Invoice) **All** or **None**.

Pendentes de Fornecedores

The options are the same as above, appearing suppliers instead of the customers.

The document is replaced by purchasing:

Graphics

View and compare sales between two periods via a graph bar, whose distribution can be: **Monthly, Daily** or **Hourly**.

Such analysis might be useful, for example, to identify the busiest period and more efficiently allocate the human.

To view the graph, you must:

- Enter the dates to compare the **Period A** to **Period B**:

- Touching the option optioncorresponding to the required detail:

To close the graph touch the option option .

Labels

Prints labels of products product(with or without promotion, by price or quantity). Functionality useful, for example, to print labels or packaging in series shelf labels.

Labels can be produced by:

- **Codes**

There are available the options:

- **Products since**: sets the code of the first product for printing labels. Touching upon the textbox field you can select the product by the Product table;
- **To**: set the last product code. By tapping on top of the text field box you can select the product by the **Product table**;
- **Families since**: sets the first family code for printing labels. Tapping upon the textbox field you can select the family through the **Families table**;
- **To**: sets the last family code. Touching upon the textbox field you can select the family through the **Familie table**;
- **All products**: enables printing labels for all products;
- **Changed since**: enables printing labels for all products changed from a certain date;
- : edit the tag in tag editor;
- : indicates the selected label model. Touching upon the textbox field you can select the label through the existing models in **Labels**;
- **Qty**: Set the number of labels to be printed;

- **Labels per sheet**: autocomplete field;
- **First label position**: defines the position of the first label on the label sheet;
- **Cut between labels**: activates the cut (space) between the labels on the sheet of labels;
- **Number of products**: autocomplete field (varies according to the number of products / families selected);
- **Number of labels**: autocomplete field (varies according to the information fields Qty and Amount of products);
- **Number of sheets**: autocomplete field;
- ![List product button]: lists the productproducts / families chosen, being necessary to touch on each line in the field ![F], to activate the attribute ![S] :

Products table				4
Code	Description	Qty	Price	F
01001	Café	1	0,55	S
01002	Café Irlandes	1	0,55	S
01003	Café c/Natas	1	0,55	S
01004	Descafeinado	1	0,55	S

- ![Preview button]: previews your label printing;
- ![Print labels button]: prints the labels.

■ **Promo/Price**

There are available the same options of the above tab, with the exception of the field **Promotion:**

Touching upon the text box you can select the field through the promotion of existing promotions in the **Promotions list.**

■ **Promo/Quantity**

There are available the same listed options in the previous tab, the only difference of the type of promotion is that is given by**Quantity**:

Note:

The printing of maps and labels are made to the peripheral defined settings.

Cash control

Operations related to cash management.

The cash management is to control the flow of money from the money received and spent a period of time.

It is composed of the options:

While active the cashier mode: **1 – Standard**, added the options **Open cashier** and **close cashier**. According to the state of the cashier (open or closed), appears the applicable option.

 and

Open cash and Close cash

Operations to be carried out manually by the operator at the beginning and end of a work session.

Inflows

To enter money in the cashier (for example, to add coins to make change).

When performing an entry is required for the operator to enter the value and description, followed by printing the receipt relating to the **Inflows**:

Outflows

Output money from the cashier (for example, withdraw money for small unforeseen expenses necessary for the smooth operation of the establishment, or to reduce the amount of money in the cash drawer).

When performing an output is required for the operator to enter the value and description, followed by printing the receipt relating to the **outflow**:

Output Amount ?

30

7	8	9	C
4	5	6	-
1	2	3	✗
0	,	✔	

Description

PUBLICITY PAYMENT

◀

| 1 ! | 2 ? | 3 @ | 4 " | 5 $ | 6 & | 7 / | 8 (|

```
      EMPRESA DE DEMONSTRAÇÃO

     SAIDA  DE  CAIXA

DATA: 2012/08/28  HORA: 15:53  OPR: 4

        Pagamento publicidade
-------------------------------------
        DESCRIÇÃO          VALOR
---------------------------  ---------
Numerário                      -30,00
---------------------------  ---------
                    TOTAL:     -30,00
```

Total

Displays and prints (optional) the summary cashier.

⬤ (yellow) Information concerning the date and working sessions with start and end (if more than one session on the same day, touching the left or right option you can switch between sessions)

⬤ (orange) Indication of the total (separated by active means of payment)

⬤ (red) Indication of the total includes the total opening outflows and inflows of the cashier (being that the inputs and outputs of the cash are printed discriminately)

⬤ (green) Number of movements made (by payment)

To print the summary cashier, touch the option: [icon]. In the menu **System** + **Setup** + **General** + **Configurations – Charaterization B**, being active the options:

- **Print the report of canceled products**: are printed in the cashier summary the products canceled by operators;
- **Print report of cash drawers**: are printed in the summary statistics of the cash drawers (by operator).

```
        EMPRESA DE DEMONSTRAÇÃO
    RESUMO   DE   CAIXA
OPR: Hélder Peixoto              16:00
----------------------------------------
Caixa de 2012/08/28 [1/1] 09:08 > 15:53
----------------------------------------
       DESCRIÇÃO        REG.    VALOR
----------------------------------------
Numerário               10      71,65
----------------------------------------
TOTAIS...................:       71,65


----------------------------------------
VALOR TOTAL..............:       71,65
VALOR ABERTURA...........: -      0,00
VALOR ENTRADAS...........: -     50,00
VALOR SAIDAS.............: +     30,00
----------------------------------------
     VENDAS..............:       51,65
========================================
          ENTRADAS DE CAIXA
----------------------------------------
HORA   OPR       DESCRIÇÃO      VALOR
----------------------------------------
15:27    4 Moedas para trocos   50,00
----------------------------------------
                      TOTAL:    50,00


========================================
          SAIDAS DE CAIXA
----------------------------------------
HORA   OPR       DESCRIÇÃO      VALOR
----------------------------------------
15:53    4 Pagamento publicida  30,00
----------------------------------------
                      TOTAL     30,00
```

In case the option is active **Prompts to count cash** in the tab **Operators table – Settings C**, in the menu **Database table + Users**, displays the **confirmation of the cashier**:

This feature allows the operator to first insert the values by itself accounted for, and then, is faced with the values calculated by the system, allowing him to detect any differences.

Through the option in the menu **System** + **Setup** + **General** + **Company** tab, is displayed the total cash summaries already printed.

Count money

Calculates the total money in the cash drawer.

This feature facilitates the task and reduces the probability of error, Once the operator to quantify the units of each species and inserts them into the respective options.

Coins and notes counting

Total: 51,65

🟡 Cancels the totality of values entered

🟠 Prints a receipt with all the information


```
        EMPRESA DE DEMONSTRAÇÃO

      CONTAGEM  DO  CAIXA

DATA: 2012/08/28  HORA: 16:49  OPR: 4

       Descrição        Qtd      Valor
----------------------- ----- -----------
Moedas de 0.01            5         0,05
Moedas de 0.10            1         0,10
Moedas de 0.50            1         0,50
Moedas de 1               1         1,00
Notas de 5                6        30,00
Notas de 10               2        20,00
----------------------- ----- -----------
           TOTAL:                  51,65
```

🔴 Cancels and exits

🟢 Confirms and exits

Options

Performs some additional settings and features.

It is composed by the options:

Keyboard

It features a virtual keyboard used to search / insert products, accounts, customers, operators and bead numbers.

To work with the virtual keyboard, you must:

- Enter the required code:

- Confirm with the optionoption .

According to the desired product, the codes respect the following predefined structure:
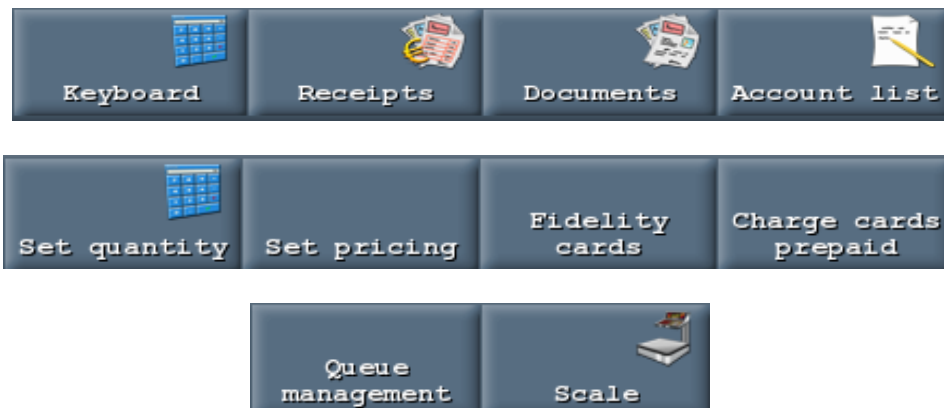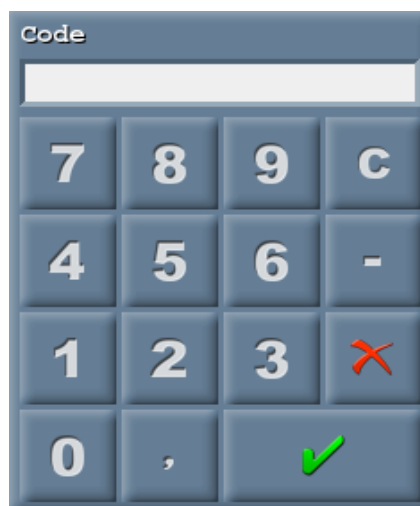
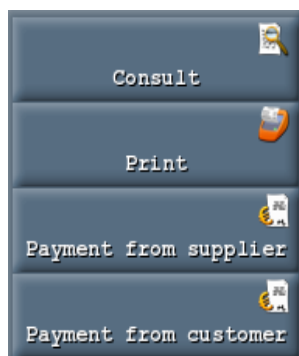| Product	Structure	Examples	description
Product	xxxxxx	01001	Refers to product Café
Operator	99001xxxxxxx	**990010000004**	Refers to the operator N º 4
Account / card / table	99002xxxxxxx	**990020000002**	Refers to the account, table, card No. 2
Customer	99003xxxxxxx	**990030000001**	Refers to the customer No. 1
Section and Bead	99005SSBBBBB	**990050100002**	Refers to the bead No. 2 of Section No. 1 (applicable to Scales with beads)
Barcode	...	5601227017199	Refers to the barcode of Product X

> **Note:**
>
> The default structure of the codes can be changed through the menu **System** + **Setup** + **General** + **System** tab+ **Barcode** option + **Selection tab** and **Other** tab.

Receipts

Performs operations related to receipts and settlements.

There are the options:

Create reipts

Generates a new receipt for receiving a client.

There are available the options:

- ◼ **Receipt No.**: Receipt No. (autocomplete field);
- ◼ **Date**: date of receipt. Touching upon the textbox field you can select the date through the **Calendar**;
- ◼ **Opr**: No. of active operator (autocomplete field);
- ◼ **Client**: touching on top of the text box field, You can choose the client from the **Clients table**;
- ◼ : consult the documents the client's pending. Tap the last column (column S) to select the document to issue the receipt;
- ◼ **Prev. balance**: indication of the value that is pending (autocomplete field);
- ◼ **Received**: indicates the value received;
- ◼ **End. balance**: indicates the amount still pending (autocomplete field).

Note:

As mentioned in **Payment forms**, it is necessary:

- Being active the option **Client accout**, with the attribute **A** (Both, thus applies to suppliers and customers). To activate the option, go to the menu **System + Settings + Payment forms**;

- Be selected on the desired document type current account **D** (debt) in the menu **Database table + Types of documents + Movement of current account** field.

Payment from supplier

Creates a new settlement to settlement to a supplier.

There are available the options:

- **Liquidation Nº**: receipt No. Autocomplete field);
- **Date**: settlement date. Touching upon the textbox field you can select the date through **Calendar**;
- **Opr**: operator active No. (Autocomplete field);
- **Supplier**: touching upon of the text box field, é can choose the Supplier from the **Suppliers table**;

- : consult the pending suppliers documents. Tap the last column (column **S**) to select the document to issue settlement;
- **Prev. balance**: indication of the value that is pending (autocomplete field);
- **Sold**: indication of the amount paid;
- **End. balance**: indication of the amount still pending (Autocomplete field).

Print

Prints a **receipt** (to **customers**) or a **liquidation** (to **Suppliers**).

No.	Document	T
	Documents table	
1	RECIBO	RC
2	LIQUIDAÇÃO	LI

Depending on the document type selected (receipt or liquidation), you need to select the window that appears the desired document.

Consult

Query and prints (if the operator need) a particular receipt or liquidation.

The operator chooses the type of document (receipt or settlement) and in the window that appears select the desired document:

	RECIBO						1
Nº Doc.	Data	Hora	Opr	Nº	Cliente	Valor	
1	2012/08/29	11:52	4	1	Hélder Peixoto	3,00	🖶

	LIQUIDAÇÃO						1
Nº Doc.	Data	Hora	Opr	Nº	Fornecedor	Valor	
1	2012/08/29	14:00	4	1	Publix	621,50	🖶

On the right side there are options for:

🖶	Print the document
🔍	Search through any field
❌	Void (after confirmation) the selected document
📝	Show more information of the selected document

Documents

Performs several operations related to documents. There are the options:

Consult

Query and prints (if the operator wishes) a document.

Depending on the document type selected, you must choose the window that appears the desired document.

Doc. No.	Date	Hour	Usr	No.	Customer	Discount	Value
1	2013/06/26	09:59	1	0		0,00	1,10
2	2013/07/09	11:39	1	0		0,00	0,45

On the right side there are several options for:

    Print the document

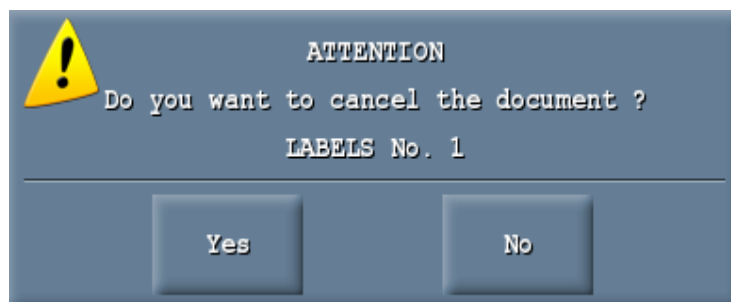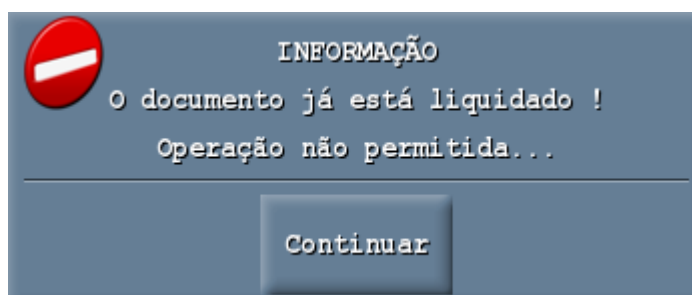|	
	Search through any of the fields
	Delete (After confirmation) the selected document (can not delete liquidated documents)
	Show more information of the selected document.

Cancel document

Cancels a document (after confirmation), provided that the same is not paid.

To cancel a document, you must:

- Select and confirm the type of document in **Documents table**;
- Select and choose the document to delete;
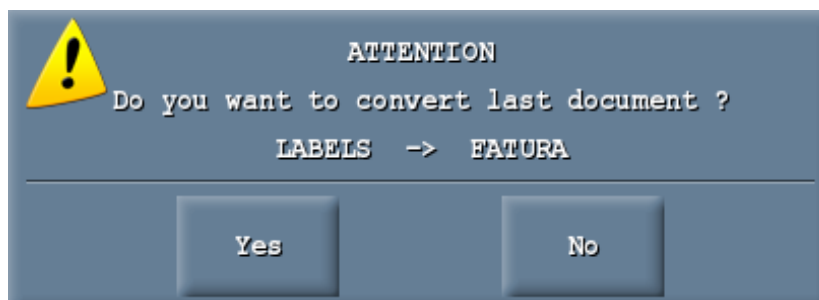- Confirm the deletion in the dialog box:

If the document is liquidated, its deletion is not possible and appears the message:

Convert last document

Converts the last invoice in a simplified invoice.

Convert document

Converts documents.

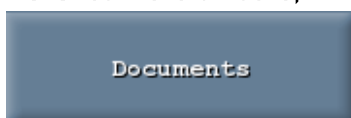You must select the document you want to convert and then choose the type of document you want.

Convert documents

Converts documents (no financial movement associated, for example, a bill of lading) for a type of document with financial move.

There are available the options:

- **Source document**: touching upon of the text box field, it is possible to choose the type of document to convert from **Documents table**;
- **Target document**: touching upon the textbox field, you can choose the type of document you want from the **Documents table**;
- **Customer**: touching upon the textbox field, you can choose the client from the **Customers table**;
- **Start date**: sets the start date. Touching upon the textbox field you can select the date through **Calendar**;
- **End date**: defines the desired finish date. Touching upon the textbox field you can select the date through **Calendar**;
- **With discriminated products**: Discriminates products;
- **With identified douments**: identifies the converted documents;
- **Operator**: Nº of operator's asset (autocomplete field);
- **Date**: conversion date;
- : lists the source documents that correspond to the options chosen previously (document type, customer, date range).

It is necessary the right side of the list activate the attribute at the field :

- **Docs to convert**: shows the total number of documents to convert (autocomplete field);
- **Amount**: shows the total amount of documents to convert (autocomplete field);

Note:

You can view and change (in some types of documents) the status of the financial transactions associated, accessing the menu **Database table** + **Type of documet** + the type of document required + **Finance flow field**:

- : Activates the finance flow;

- : Autocomplete field.

It is possible to filter by dates the documents to convert, as well as define the products and/or the respective documents converted.
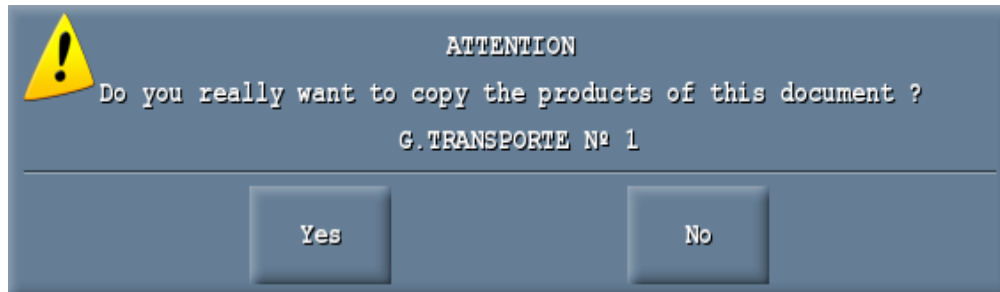
Copy document

Copy records from an existing document to the account / table / active card.

It will be necessary:

- Choose from the **Documents table** the type of document you want;
- Select from the listed document the desired document:

Nº Doc.	Data	Hora	Opr	Nº	Cliente	Desconto	Valor
G. TRANSPORTE							
1	2012/08/30	09:44	4	1	Hélder Peixoto	0,00	7,80

- Confirm the copy with the option option **Yes**:

ATTENTION
Do you really want to copy the products of this document ?
G.TRANSPORTE Nº 1

Yes   No

Print
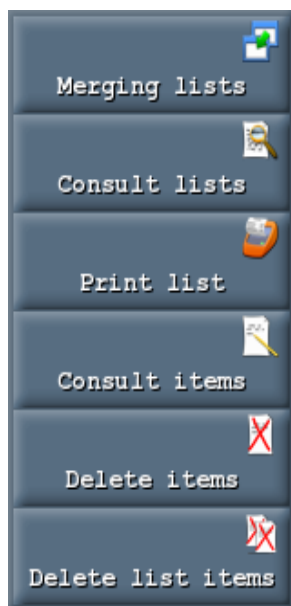
Prints a document selected by the operator.

It will be necessary:

- Choose the **Documents table** the type of document you want;
- Select from the document listed the document you want to print;
- Confirm with the option: .

Account list

Performs query operations on the list of products from one account, table or selected card.
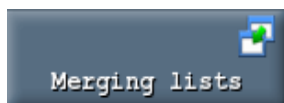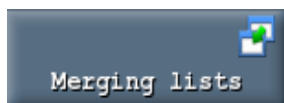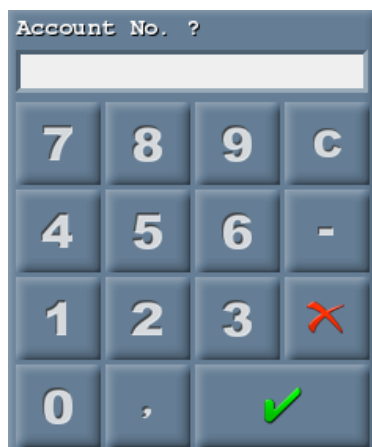
There are the options:

Merging lists

Joins the list of other account card or table, to the current account.

To join the list of productproduts, you must:

- Have active the account (card or table) that you want to make the junction;
- Touch the option ;
- Enter and confirm the account number (table or card) which has the products to join:

- Check the list of products displayed.

Consult list

List of pending payments from accounts, tables or cards.

Print list

Prints a query of account, card or table.

Consult products

Changes values the selected product in a list.

Note:

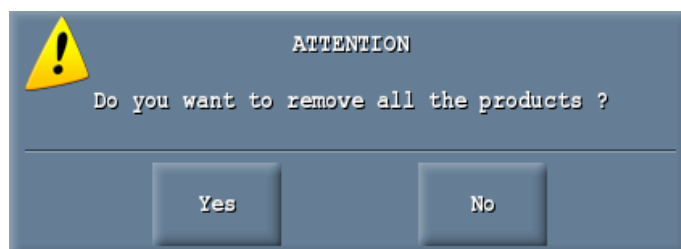Fields with a blue background are AutoFill and can not be changed.

Delete products

Removes the selected product in a list.
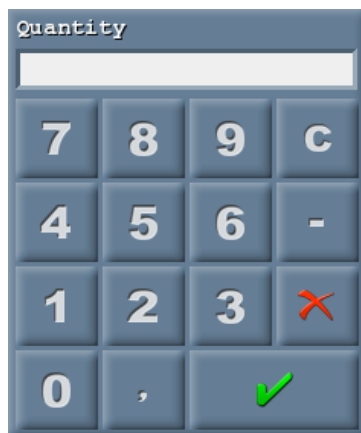
Delete listed products

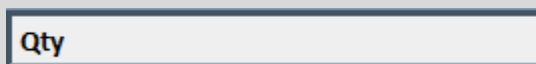Cancels all the list products selected after confirmation of the operator on the option `Yes` :

Set quantity

Introduced by the screen keyboard the desired amount.

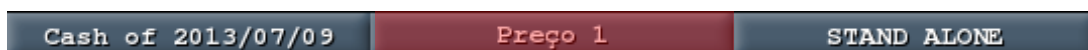| Note: |
| :--- |
| It is also possible to insert quantities through the existing touch screen keyboard on the right side of the screen **Records Area**: |
| |

Set pricing

Sets the pricing (price 1 price 4) to practice when an product is added to the list.

The asset prices can be viewed at the bottom of the screen:

> **Note:**
>
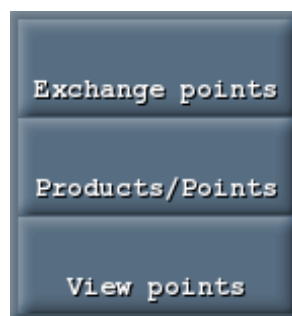> The price lists are available in set menu **System + Setup+ Pricing table**.
>
> The specification of **Price 1**, **Price 2**, **Price 3** and **Price 4** is performed in the definitions of each product.
>
> By default it is always practiced **Price 1** (the default setting can be changed in the menu **System + Setup + General** + separador **Charaterization A, Price range default**).

Fidelity cards

Performs several operations related to card points awarded to customers.

There are the options:

View points

Query the existing points on a card.

To see the existing points on a card, you must:

- Select the card points to consult;

- Touch the option .

Appears the Information about the card:

There are the fields:

- **Number**: displays the number of card points. Touching upon the textbox field, you can enter a card number through the screen keyboard;
- **Customer No.**: displays the number of the customer card owner. Touching upon the text box field is displayed the name of the client from the **Customers table**;
- **Start date**: initial date of accumulation points. Touching upon the textbox field, you can change the date through the **Calendar**;
- **Credits**: total of credited points. Touching upon the textbox field, you can make up points through the screen keyboard;
- **Debts**: total of deducted points. Touching upon the textbox field, you can make debit points through the screen keyboard;
- **Total**: shows the total points available.

Note:

For the allocation of points is necessary to record the sale on behalf of the customer and be preconfigured the settings relating to the roles of points in the menu **System** + **Setup** + **Card points management**.

In the lower right part of screen:

- is displayed Information relating to the **active client**: card number, existing points and outstanding value (if exists):

<div align="center">

`Crd=1 Pnts=23`

`Crd=1 Pnts=23  Cash=205,40 D`

</div>

- If you are assigned a unit value for points, is also visible the corresponding value:

<div align="center">

`Crd=1 EUR=11.50`

</div>

Protucts/Points

Generate the quantity and the product that can be exchanged for points.

To add the products that can be exchanged for points, you must:

- Touch the option at the window **ProductProducts Table to exchange points**;
- Set the products that can be exchanged, and the exchange conditions:

There are the fields:

- **No**: sequential numbers assigned to productsProduct exchangeable;
- **Product**: possible product exchangeable. Touching upon the textbox field, is possible to choose the products through **Product Table**;

- **Points to debit**: defining the number of points to debit. Touching upon the textbox field, you can enter the value using the virtual keyboard;
- **For each**: definition of the quantity to be considered for exchange. Touching upon the text box field, you can enter the value using the keyboard.
- Make the necessary confirmations.

Is it possible to view the products available for exchange:

No.	Code	Description	Debts	Qty
1	01001	Café	1	1,000
2	01003	Café c/Natas	1	1,000

Exchange points

Exchange accumulated points per product (s) (offering).

To make the change points, you must:

- Touch the option at the window **Records exchange points**;
- Fill in the following information:

there are the options:

- ■ **Client**: touching upon the textbox field you can choose the customer through **Client table**;
- ■ **Product**: touching upon the textbox field you can choose the product to exchange points through **Product table for exchanging points**:

No.	Code	Description	Debts	Qty	
Products table for Trade Points					2
1	01001	Café	1	1,000	

- ■ Confirm with the option [✔] at the box **Exchange Points**:

Exchange of Points

Customer....: 1   José Carlos Silva

Product.....: 01001   Café

	Prev. Balance	Debt	End. Balance
Card Points.:	22	1	21

After the exchanging points is printed the document points exchange, containing a summary of the exchange made:

```
        EMPRESA DE DEMONSTRAÇÃO
     TROCA  DE  PONTOS
   Cliente: Hélder Peixoto
   DATA: 2012/08/31  Opr: Hélder Peixoto
   Qtd             Artigo Oferta

   1,0 Café

     Anteriores   Usados    Restantes
        22          1          21

   Este talão tem a validade de 7 dias
```

Note:

The exchanging points (use as means of payment) is only possible when the attribute is set R at the `Points card    R` on the menu **System** + **Setup** + **Payment forms**.

Upload prepaid cards

Manages the loading of prepaid cards.

Whenever a customer is selected is shown the value of the card and the date of the last load.

It is possible view and print the uploads made by the client, set the maximum load per card, the value of the shipment and the method of payment used.

There are the fields:

- **Client**: visualization of customer information. Touching upon the textbox field, you can choose another client from the **Costumers Table**;
- **Value on the card**: existing credits in the card (it is an autocomplete field);
- **Last load**: date of the last load made (it is an autocomplete field);

- **[Consult recharges]** : list the loads that the customer have made;
- **[Print recharges]** : prints the uploads made;
- **Maximum allowed per card**: sets the maximum loading. Touching upon the textbox field, it is possible to introduce the value using on the virtual keyboard;
- **Value to load**: enter the amount to loading over the virtual keyboard after touching on top of the text box field;
- **Money** and **ATM**: specify the method of payment.

Note:

The use of prepaid cards as means of payment is possible only when is set the attribute **R** on the product **[Cartão recarregável | R]** on the menu **System** + **Setup** + **Payment forms**.
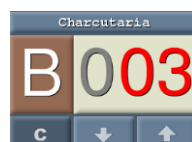
To load prepaid cards, the operator must have permissions to change entries in the tables.

Queue management

Manages a waiting list.

 Active waiting list.

Tap to change the queue:

 Clears the value of the call

🔴	Rewinds a number in the call
🟢	Advances a number in the call
🔵	Number to (or) service

Note:

- Only you can make the management of queues, when they are pre-defined and active on the menu **System** + **Setup** + **General** + **Display** tab+ **Queue management** option.

- For information regarding the queues to be displayed on the screen and on-screen advertising service, must be configured in **System** + **Setup** + **General** + **Display** tab + **Content management** option + **Publicity** tab the option **Queue management** and **Service** tab the option **Queue management**.

Scale

Exchange of information between the scales and the ETPOS.

It is composed by the options:

Program products: sending the information of the products on the scale ETPOS

Program sellers: sending information for sellers ETPOS to scales

Program ingredients: forwarding information of ingredients from ETPOS to scales

Program headers: sending the header information for the scale from the ETPOS (on the menu System + Setup+ Scale)

Program publucity: sending of advertising information of ETPOS to the scale (set on the manu System + Setup + Scale)

View tickets: consulting a weighing slip (choose at the window **Weight tickets** the desired bead)

View parcels: query portions relating to a weighing slip (Choice window **Weight tickets – parcels** the desired parcel)

Load Ticket: loads an bead existing (enter on the virtual keyboard No. bead to load).