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# ISS45 V8

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*Save-A-Lot Store Users  
Guide to the  
ISS45 Office v8 software*

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*v 1.2*

*Revised April 23, 2018*

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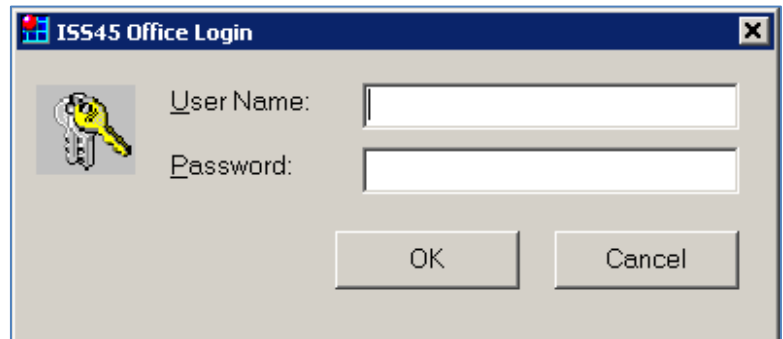
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# ISS45 V8 Navigation

## Program Access and Sign-in

- To open the ISS45 Front Office software enter you **User Name** and **Password** in the **ISS45 Office Login** window



## Main Toolbar Buttons

When you first access ISS45 Office you will be presented with the ISS45 Office main menu. At the top of the screen is a toolbar



- The functions of the buttons are as follows (left to right)

	<b>Exit:</b> Logs the current user out and exits the program
	<b>Collapse All:</b> Collapses all folders in the tree
	<b>Expand All:</b> Expands all folders in the tree
	<b>Go Back:</b> Collapses the highlighted folder in the tree
	<b>Go In:</b> Expands the highlighted folder in the tree
	<b>Find:</b> Allows you to search the tree, its subfolders, and items for keywords
	<b>Views:</b> Allows you to change the view style of the items in the right-hand pane
	<b>Change Password:</b> Allows you to change the password of the currently logged on user
	<b>News:</b> Not Used

# Status Bar

General ISS45 system information

- Shows currently logged-on user, alerts, ISS45 system status, LAN status, keyboard lock status, date, time, and software version

ADMIN	Ready	Ready		INS	SCRL	NUM	CAPS	8/23/2018	10:01 AM	Ver. 8.1.8.1080
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## Favorites

The Favorites feature allows you to select any number of functions for quick access.

- To add an item to your favorites right-click on the item in the tree and select **Add to Favorites**
- The item will then be “pinned” in the right-hand pane when the Favorites tab is active regardless of any items highlighted in the tree.
- Favorites are set on a per-user basis.



## Navigating Lists

### Row Selection

- When you are selecting items from a list of records, ensure you are accessing the desired row by looking for the arrow in the left-most column. This arrow—NOT the dark blue shading—will indicate the row that is selected

Go to:

In Item ID Ascending

	Item ID	Description	Dep.	Dep. Name	Price
	22	PROMO COUPON	3	DAIRY	0.00
	200	GRADE A LARGE EGGS 12 CT	3	DAIRY	0.79
	201	GRADE A LARGE EGGS 18 CT	3	DAIRY	1.89
	202	GRADE A MEDIUM EGGS 30 CT	3	DAIRY	2.49
	181820	pillsbury grands	3	DAIRY	0.50
	181830	pillsbury	3	DAIRY	0.50

### Sorting

- In many lists, you can sort the list by clicking on the header of the column you wish to sort by.
  - Clicking once will sort ascending
  - Clicking again will sort descending.
- The sort method will be displayed above the list and to the right of the **Go to:** box

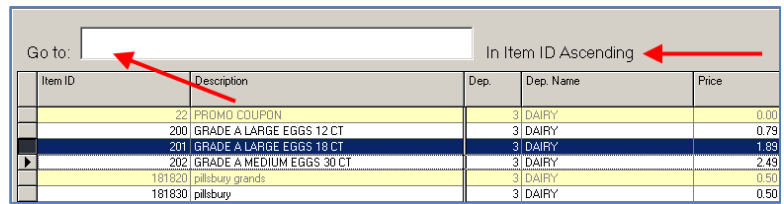
Go to:

In Item ID Ascending

Item ID	Description	Dep.	Dep. Name	Price
22	PROMO COUPON	3	DAIRY	0.00
200	GRADE A LARGE EGGS 12 CT	3	DAIRY	0.79
201	GRADE A LARGE EGGS 18 CT	3	DAIRY	1.89
202	GRADE A MEDIUM EGGS 30 CT	3	DAIRY	2.49
181820	pillsbury grands	3	DAIRY	0.50
181830	pillsbury	3	DAIRY	0.50

## The Go to box





- Some lists can be searched by using the **Go to** box
  - The **Go to** box will only return exact matches for search terms
  - The **Go to** box will search for terms only in the column that the list is currently sorted by



Item ID	Description	Dep.	Dep. Name	Price
22	PROMO COUPON	3	DAIRY	0.00
200	GRADE A LARGE EGGS 12 CT	3	DAIRY	0.79
201	GRADE A LARGE EGGS 18 CT	3	DAIRY	1.63
202	GRADE A MEDIUM EGGS 30 CT	3	DAIRY	2.49
181820	pillsbury grands	3	DAIRY	0.50
181830	pillsbury	3	DAIRY	0.50

## Navigation buttons

- You can also move through some lists by using the arrow buttons in the lower left corner

	Go to first row in list
	Go to previous row in list
	Go to next row in list
	Go to last row in list

## Clearing Information from Drop-Down Boxes

If there is no option to select “None” within the dropdown itself, you can clear the box by the following method

- Highlight the contents of the box by clicking inside the box a single time
- Hit Backspace on your keyboard. This will clear the field
- Hit the Enter key on your keyboard to advance to the next editable item

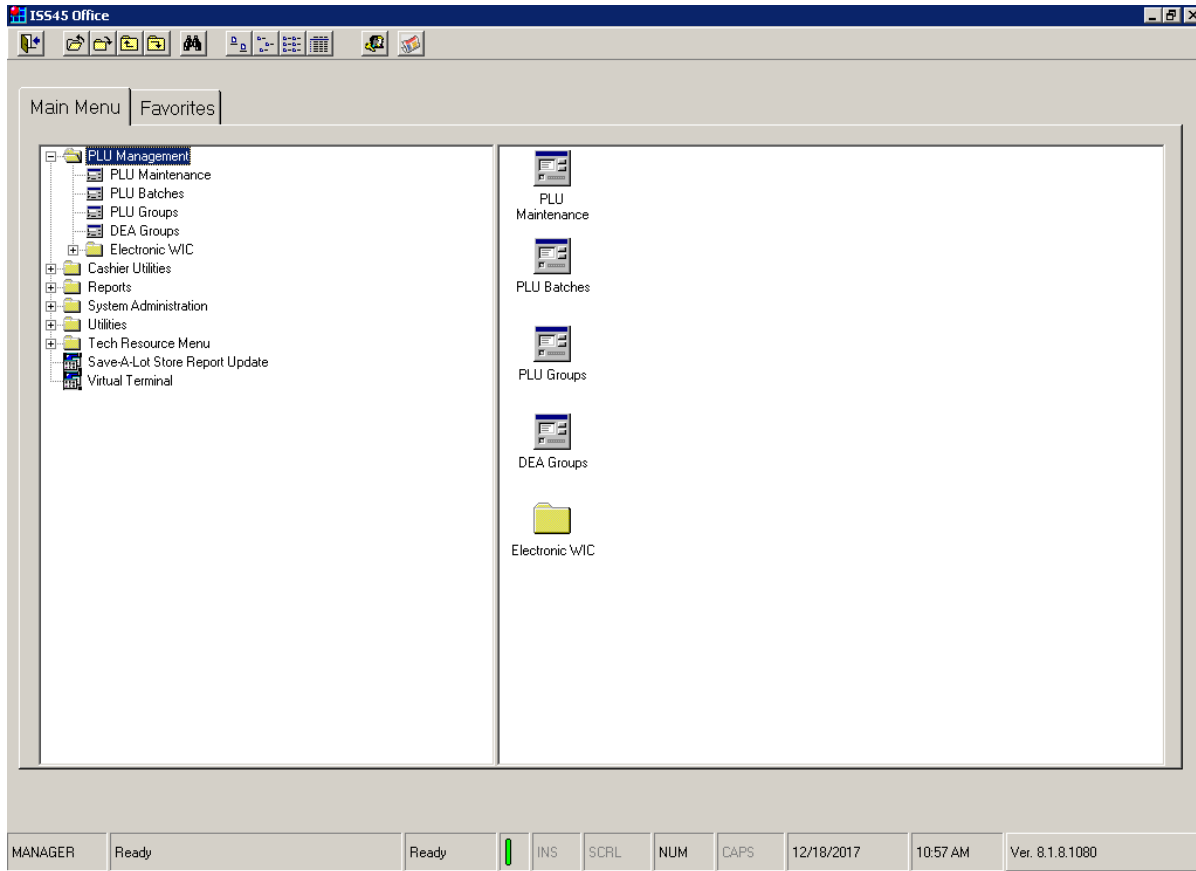
POST Item Message:

POST Item Message:

# PLU Management

The applications in PLU Maintenance can be used to insert, edit or delete items. You can also view item sales information and links to promotions, work with batches, add, view, and edit PLU and DEA Groups and link eWIC items.

- From the ISS45 Office main menu expand PLU Management then double click one of the applications below. (You may click on either the item in the tree list or the icon in the right pane.)



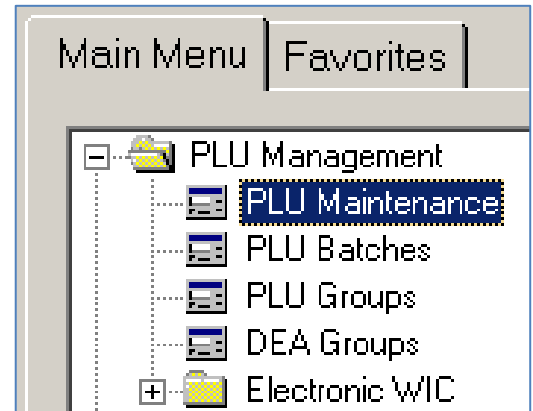
<a href="#">PLU Maintenance</a>	Used to create new or edit existing PLU items
<a href="#">PLU Batches</a>	Allows the store to view, print, edit and execute item file add/change/deletion batches sent from the Save-A-Lot Retail Systems Department
<a href="#">PLU Groups</a>	Allows the store to add to or delete items from the “Flip Charts” at the register
<a href="#">DEA Groups</a>	Allows the store to limit quantity sales of items as specified by the U.S. Drug Enforcement Administration
<a href="#">Electronic WIC</a>	The Electronic WIC applications allow a store to link WIC approved produce items that have a PLU/UPC code but do not appear on the states Approved Product List to a state approved PLU code

# PLU Maintenance

PLU Maintenance is used to create new or edit existing PLU items




## Creating a New PLU/UPC

- Access the PLU Maintenance menu by expanding the **PLU Management** folder in the menu tree on the left hand side and then double clicking on **PLU Maintenance**

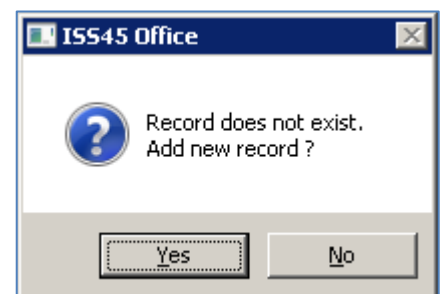


- In the **Item Number** field type the PLU or UPC code to insert and press **Enter**
  - See the table below for examples on entering UPC codes

A screenshot of the 'PLU Maintenance' form. The 'Item Number' field is highlighted with a red box and a red arrow pointing to it. The field contains the value '7572511940'. Below it is a 'Description' field. The form has tabs for 'Basic Setup', 'Param 1', 'Param 2', 'Cost and Sales', and 'Promo'. The 'Basic Setup' tab is active, showing fields for 'POST Description', 'Department', 'Subdepartment', 'Price' (0.00), and 'Quantity' (1). There are also 'Tax Flags' for Tax 1 through Tax 8.

 6 92771 44120	 0 12345 7	 2 03010 0214 8
<b>Standard Barcodes</b> Type all numbers except the number on the far right Ex: 69277144120	<b>Compressed Barcodes</b> Type an asterisk plus a zero (*0) and the six digits underneath the barcode Ex: *0012345	<b>Random Weight Barcode</b> Type the first 6 digits plus five zeros (0) and press enter Ex: 20301000000

- Press **Enter** or click **Yes** to add the new record





- Enter the items description on the **Description** line and press **Enter**

**NOTE:** Item descriptions should be entered in ALL CAPS

The screenshot shows the 'PLU Maintenance' window. The 'Item Number' field contains '7572511940'. The 'Description' field is highlighted with a red box and a red arrow pointing to it. Below the 'Description' field are tabs for 'Basic Setup', 'Param 1', 'Param 2', 'Cost and Sales', and 'Promo'. The 'Basic Setup' tab is active, showing fields for 'POST Description', 'Department', 'Subdepartment', 'Price', and 'Quantity'. There are also 'Tax Flags' for Tax 1 through Tax 8.

- The **POST Description** field will auto-fill with the first 20 characters that were typed in to the Description field
  - o You may edit this line if necessary
- Press **Enter** to continue to the next field

The screenshot shows the 'PLU Maintenance' window. The 'Item Number' field contains '7572511940'. The 'Description' field contains 'Mushroom Soup'. The 'POST Description' field is highlighted with a red box and a red arrow pointing to it. Below the 'POST Description' field are tabs for 'Basic Setup', 'Param 1', 'Param 2', 'Cost and Sales', and 'Promo'. The 'Basic Setup' tab is active, showing fields for 'Department', 'Subdepartment', 'Price', and 'Quantity'. There are also 'Tax Flags' for Tax 1 through Tax 8.

- Select a **Department**
  - o If you know the **Department** number, type it on the keyboard
  - o Otherwise, use the mouse to select the department from the dropdown menu
- Press **Enter**

The screenshot shows the 'PLU Maintenance' window. The 'Item Number' field contains '7572511940'. The 'Description' field contains 'Mushroom Soup'. The 'POST Description' field contains 'Mushroom Soup'. The 'Department' dropdown menu is open, showing a list of departments: 1 - GROCERY, 2 - NON-FOOD, 3 - DAIRY, 4 - FROZEN, 5 - PRODUCE, 6 - ICE CREAM, 7 - MILK, and 8 - BREAD. The dropdown menu is highlighted with a red box and a red arrow pointing to it. Below the 'Department' dropdown menu are tabs for 'Basic Setup', 'Param 1', 'Param 2', 'Cost and Sales', and 'Promo'. The 'Basic Setup' tab is active, showing fields for 'Subdepartment', 'Price', and 'Quantity'. There are also 'Tax Flags' for Tax 1 through Tax 8.

- Select a **Subdepartment**
  - o If you know the **Subdepartment** number, type it on the keyboard
  - o Otherwise, use the mouse to select the **Subdepartment** from the dropdown menu
- Press **Enter**

The screenshot shows the 'PLU Maintenance' window with the 'Basic Setup' tab selected. The 'Item Number' is 7572511940 and the 'Description' is 'Mushroom Soup'. The 'Department' is set to '1 - GROCERY'. The 'Subdepartment' dropdown menu is open, showing a list of options including '-JUICE FRUIT', '-VEGETABLES', '-RICE PASTA BEANS', '-CONDIMENT', '-BABY FOODS/NEEDS', '-CRACKERS/COOKIES', '-CAN MEAT/FISH/SP', and '-SEASONAL - GROC'. A red box highlights the dropdown menu, and a red arrow points to it.

- Enter the item **Price** and press **Enter**
  - o It is not necessary to type a decimal point
  - o Example: \$2.89 would be entered as 289
- Enter a **Quantity** if this is a “split price” item and press **Enter**
  - o Example: Enter 3 for an item selling 3 for \$1.00

The screenshot shows the 'PLU Maintenance' window with the 'Basic Setup' tab selected. The 'Item Number' is 7572511940 and the 'Description' is 'Mushroom Soup'. The 'Department' is set to '1 - GROCERY' and the 'Subdepartment' is set to '20 - CAN MEAT/FISH'. The 'Price' field is set to '0.99' and the 'Quantity' field is set to '1'. A red box highlights the 'Price' and 'Quantity' fields, and a red arrow points to it.

- Select the applicable **Tax Flags** for the item

The screenshot shows the 'PLU Maintenance' window with the 'Basic Setup' tab selected. The 'Item Number' is 7572511940 and the 'Description' is 'Mushroom Soup'. The 'Department' is set to '1 - GROCERY' and the 'Subdepartment' is set to '20 - CAN MEAT/FISH'. The 'Price' is set to '0.99' and the 'Quantity' is set to '1'. The 'Tax Flags' section is highlighted with a red box, showing checkboxes for 'Tax 1' through 'Tax 8'. 'Tax 1' is checked, and a red arrow points to it.

- Click the **Apply** button to save the changes

## If this Item is Food Stamp eligible

- Click the **Param 1** tab

The screenshot shows the 'PLU Maintenance' window with the 'Param 1' tab selected. The 'Item Number' is 7572511940 and the 'Description' is 'Mushroom Soup'. The 'POST Description' is also 'Mushroom Soup'. The 'Department' is '1 - GROCERY' and the 'Subdepartment' is '20 - CAN MEAT/FISH'. The 'Price' is 0.99 and the 'Quantity' is 1. Under the 'Tax Flags' section, 'Tax 1' is checked. A red box highlights the 'Param 1' tab, and a red arrow points to it.

- Under the **Allow Payment by** section place a check mark next to the **Food Stamps** option

The screenshot shows the 'PLU Maintenance' window with the 'Param 1' tab selected. The 'Item Number' is 7572511940 and the 'Description' is 'Mushroom Soup'. The 'Allow Payment by' section is expanded, showing 'Food Stamps' checked. A red box highlights the 'Food Stamps' option, and a red arrow points to it.

## If this item is WIC / WIC CVV eligible

- Click the **Param 1** tab

The screenshot shows the 'PLU Maintenance' dialog box with the 'Param 1' tab selected. The 'Item Number' is 5193305315 and the 'Description' is 'VIT D MILK GAL'. The 'POST Description' is also 'VIT D MILK GAL'. The 'Department' is '3 - DAIRY' and the 'Subdepartment' is '80 - DAIRY'. The 'Price' is '2.99' and the 'Quantity' is '1'. Under the 'Tax Flags' section, 'Tax 1' is checked. A red arrow points to the 'Param 1' tab.

- Under the **Allow Payment by** section place a check mark next to the **WIC** or **WIC CVV** option
  - Checking either option will disable the other option

**Note:**

*The WIC flag should be used for all WIC eligible GROCERY items (e.g. Enfamil, Eggs, Milk)*

*The WIC CVV flag should be used for all WIC eligible PRODUCE items (e.g. Fruits and Vegetables, can include fresh, frozen and canned items)*

The screenshot shows the 'PLU Maintenance' dialog box with the 'Param 1' tab selected. The 'Item Number' is 5193305315 and the 'Description' is 'VIT D MILK GAL'. The 'POST Description' is also 'VIT D MILK GAL'. The 'Department' is '3 - DAIRY' and the 'Subdepartment' is '80 - DAIRY'. The 'Price' is '2.99' and the 'Quantity' is '1'. Under the 'Tax Flags' section, 'Tax 1' is checked. In the 'Allow Payment by' section, 'WIC' is checked and 'WIC CVV' is unchecked. A red box highlights the 'WIC' and 'WIC CVV' options.

## If this is a Produce item sold by weight

**Note:** This option should only be used for produce items that are weighed on the POS scale at the time of sale.  
Do not use this option for Fresh Meat or Produce items that are weighed and wrapped in the store.

- Click the **Param 1** tab

The screenshot shows the 'PLU Maintenance' window with the 'Param 1' tab selected. The 'Item Number' is 4011 and the 'Description' is 'BANANAS, COLOR'. The 'POST Description' is 'BANANAS, COLOR'. The 'Department' is '5 - PRODUCE' and the 'Subdepartment' is '70 - PRODUCE'. The 'Price' is 0.49 and the 'Quantity' is 1. The 'Tax Flags' section has checkboxes for Tax 1 through Tax 8, with Tax 1 checked. The 'Param 1' tab is highlighted with a red box and a red arrow points to it.

- Under the **General** section place a check mark next to the **Weighed Item** option
- If **Weighed Item** is checked **Force Quantity** must be UN-checked

The screenshot shows the 'PLU Maintenance' window with the 'Param 1' tab selected. The 'General' section has a checkbox for 'Weighed Item' which is checked. The 'Coupon Setting' section has checkboxes for 'Store Coupon' and 'Vendor Coupon'. The 'Restrictions' section has checkboxes for 'Prohibit Sale' and 'Restriction Layout'. The 'Quantity' section has checkboxes for 'Prohibit QTY/Repeat' and 'Force Quantity'. The 'Allow Payment by' section has checkboxes for 'WIC', 'WIC CVV', and 'Food Stamps'. The 'Weighed Item' checkbox is highlighted with a red box and a red arrow points to it.

- Click the **Param 2** tab

The screenshot shows the 'PLU Maintenance' window with the 'Param 2' tab selected. The 'General' section has a checkbox for 'Weighed Item' which is checked. The 'Coupon Setting' section has checkboxes for 'Store Coupon' and 'Vendor Coupon'. The 'Restrictions' section has checkboxes for 'Prohibit Sale' and 'Restriction Layout'. The 'Quantity' section has checkboxes for 'Prohibit QTY/Repeat' and 'Force Quantity'. The 'Allow Payment by' section has checkboxes for 'WIC', 'WIC CVV', and 'Food Stamps'. The 'Param 2' tab is highlighted with a red box and a red arrow points to it.

- Select the lowest tare weight (**1/100 LB**) from the **Tare Weight** dropdown menu

The screenshot shows the 'PLU Maintenance' window with the 'Item Number' field set to '4011' and the 'Description' field set to 'BANANAS, COLOR'. The 'Basic Setup' tab is selected. In the 'Additional Links' section, the 'Tare Weight' dropdown menu is open, displaying a list of options: '1/100 LB. TARE', '2/100 LB. TARE', '3/100 LB. TARE', '4/100 LB. TARE', '5/100 LB. TARE', '6/100 LB. TARE', '7/100 LB. TARE', and '8/100 LB. TARE'. A red arrow points to the '1/100 LB. TARE' option, which is currently selected. The 'Mix and Match' field is set to '0'. The 'Return Code' and 'DEA Group' fields are empty. At the bottom of the window, there are navigation buttons (back, forward, etc.) and 'OK', 'Cancel', and 'Apply' buttons.

## If this is a Produce item sold by quantity (each)

- Click the **Param 1** tab

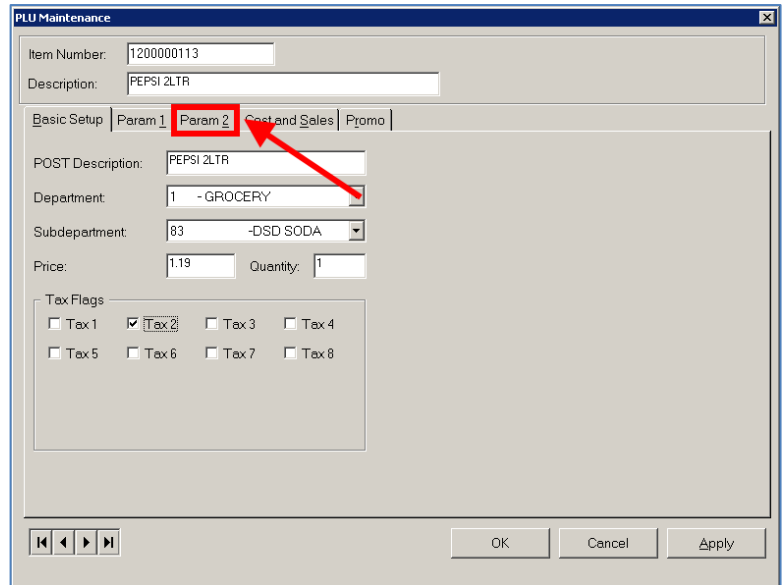
The screenshot shows the 'PLU Maintenance' window with the 'Param 1' tab selected. The 'Item Number' is 4048 and the 'Description' is LIMES. The 'POST Description' is also LIMES. The 'Department' is 5 -PRODUCE and the 'Subdepartment' is 70 -PRODUCE. The 'Price' is 1.00 and the 'Quantity' is 6. Under 'Tax Flags', 'Tax 1' is checked. A red arrow points to the 'Param 1' tab.

- Under the **Quantity** section place a check mark next to the **Force Quantity** option
- If **Force Quantity** is checked **Weighed Item** must be UN-checked

The screenshot shows the 'PLU Maintenance' window with the 'Param 1' tab selected. The 'General' section has 'Weighed Item' unchecked. The 'Quantity' section has 'Prohibit QTY/Repeat' unchecked and 'Force Quantity' checked. A red arrow points to the 'Force Quantity' checkbox.

## If this item requires a Bottle/Container deposit

- Click the **Param 2** tab



PLU Maintenance

Item Number: 1200000113  
Description: PEPSI 2LTR

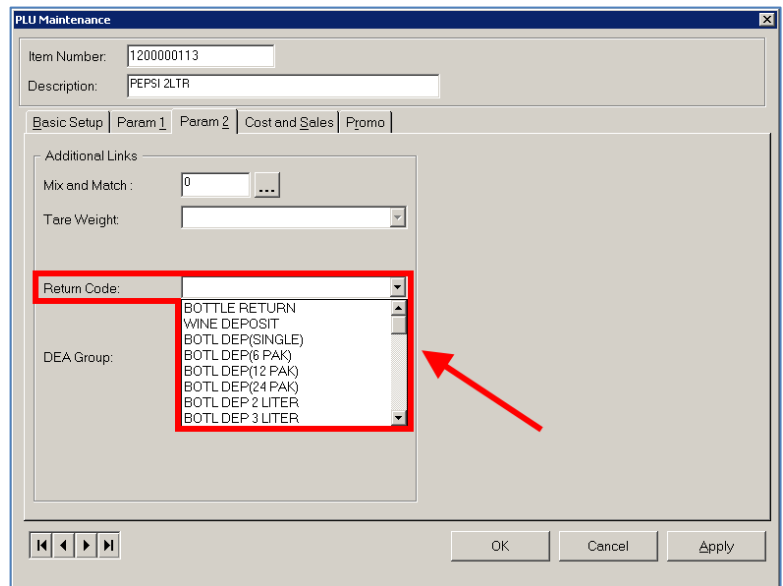
Basic Setup | Param 1 | **Param 2** | Cost and Sales | Promo

POST Description: PEPSI 2LTR  
Department: 1 - GROCERY  
Subdepartment: 83 - DSD SODA  
Price: 1.19 Quantity: 1

Tax Flags  
☐ Tax 1 ☒ Tax 2 ☐ Tax 3 ☐ Tax 4  
☐ Tax 5 ☐ Tax 6 ☐ Tax 7 ☐ Tax 8

OK Cancel Apply

- Select the correct deposit type from the **Return Code** dropdown menu
  - To remove a selection from a drop menu, press the **Backspace** key on the keyboard



PLU Maintenance

Item Number: 1200000113  
Description: PEPSI 2LTR

Basic Setup | Param 1 | Param 2 | Cost and Sales | Promo

Additional Links  
Mix and Match: 0  
Tare Weight:

Return Code: BOTTLE RETURN  
WINE DEPOSIT  
BOTL DEP(SINGLE)  
BOTL DEP(6 PAK)  
BOTL DEP(12 PAK)  
BOTL DEP(24 PAK)  
BOTL DEP 2 LITER  
BOTL DEP 3 LITER

DEA Group:

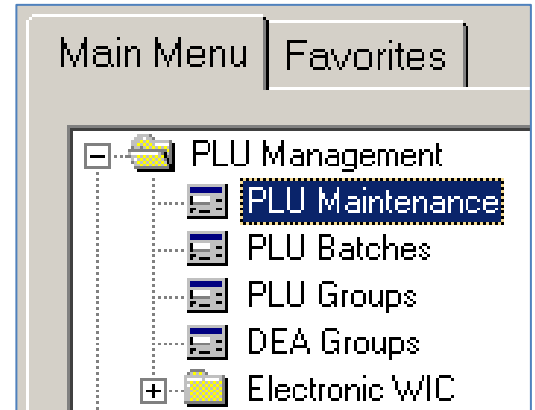
OK Cancel Apply

- Click **OK** to save the PLU item and exit to the PLU Maintenance window
- Click **Cancel** to exit to the PLU Maintenance window without saving changes
- Click **Apply** to save the PLU item and begin creating an additional item
- Once created new items will be active at each register after the start of the next sales ticket
- When finished, click **Exit** to return to the ISS45 Office main screen






# Editing a PLU/UPC

- Access the PLU Maintenance menu by expanding the **PLU Management** folder in the menu tree on the left hand side and then double clicking on **PLU Maintenance**



- In the **Item Number** field type the PLU or UPC code to edit and press **Enter**

The screenshot shows the 'PLU Maintenance' form. The 'Item Number' field is highlighted with a red box, and a red arrow points to it. The form includes fields for 'Description', 'POST Description', 'Department', 'Subdepartment', 'Price', and 'Quantity'. There are also tabs for 'Basic Setup', 'Param 1', 'Param 2', 'Cost and Sales', and 'Promo'. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons.

 <p>6 92771 44120</p> <p><b>Standard Barcodes</b></p>	 <p>0 012345</p> <p><b>Compressed Barcodes</b></p>	 <p>2 03010 00214 8</p> <p><b>Random Weight Barcode</b></p>
<p>Type all numbers except the number on the far right</p> <p>Ex: <b>69277144120</b></p>	<p>Type an asterisk plus a zero (*0) and the six digits underneath the barcode</p> <p>Ex: <b>*0012345</b></p>	<p>Type the first 6 digits plus five zeros (0) and press enter</p> <p>Ex: <b>20301000000</b></p>

## Basic Setup Tab

PLU Maintenance

Item Number:

Description:

Basic Setup | Param 1 | Param 2 | Cost and Sales | Promo

POST Description:

Department:

Subdepartment:

Price:  Quantity:

Tax Flags

☐ Tax 1 ☐ Tax 2 ☐ Tax 3 ☐ Tax 4

☐ Tax 5 ☐ Tax 6 ☐ Tax 7 ☐ Tax 8

Navigation buttons: [Back] [Forward] [Home] [End]

OK Cancel Apply

<b>Item Number</b>	The PLU/UPC Number of the item
<b>Description</b>	40-character item description displayed in the ISS45 PLU File Maintenance menus
<b>POST Description</b>	20-character item description that is displayed on the POS displays and customer receipts. The first 20 characters typed in item description will automatically be copied here
<b>Department</b>	Department item reports to. If you know the department number enter it on the keyboard and then press tab or enter, or click the drop box to select from the list <b>Note:</b> selecting a department may automatically check other fields
<b>Subdepartment</b>	Subdepartment item reports to. If you know the subdepartment number enter it on the keyboard and then press tab or enter, or click the drop box to select from the list <b>Note:</b> Subdepartment is a mandatory field
<b>Price</b>	The sale price of the item; a decimal point is not required
<b>Quantity</b>	This number is usually 1. If this is a “split” priced item (2/.79) the quantity entry would be 2.
<b>Tax Flags</b>	<b>Tax 1</b> <b>Tax 2</b> <b>Tax 3</b> Alcohol or Tobacco items

## Param 1 Tab

PLU Maintenance

Item Number:

Description:

Basic Setup | **Param 1** | Param 2 | Cost and Sales | Promo

**General**

☐ Weighed Item

**Coupon Setting**

☐ Store Coupon

☐ Vendor Coupon

**Restrictions**

☐ Prohibit Sale

Restriction Layout:

**Quantity**

☐ Prohibit QTY/Repeat

☐ Force Quantity

**Allow Payment by**

☐ WIC ☐ WIC CVV

☐ Food Stamps

Navigation buttons: [Back] [Forward] [Home] [Exit]

OK Cancel Apply

<b>Weighed item</b>	Indicates the item is sold by weight at the register Do not use for random weight items
<b>Store / Vendor Coupon</b>	Store and Vendor coupon flags indicate that this item is being redeemed for cash value. Checking either flag will cause this item to behave as a coupon.
<b>Prohibit Sale</b>	If this option is selected a message reading "Item not for sale" will be displayed at the register after entering the items PLU/UPC code. MUST be used for items that have been recalled
<b>Restriction Layout</b>	Used for alcohol or tobacco products to restrict sales by age. Alcohol items use restriction group 1 Tobacco uses restriction group 2.
<b>Prohibit QTY/Repeat</b>	Prevents the cashier from using the QTY (X) or REPEAT key when selling the item
<b>Force Quantity</b>	Forces the cashier to specify the quantity of items sold. If a quantity is not entered prior to entering the PLU/UPC code the cashier will be prompted to enter the quantity before continuing
<b>WIC Item / WIC CVV</b>	Indicates the item may be purchased with WIC or WIC CVV benefits
<b>Food Stamps</b>	Indicates Food Stamp eligibility

## Param 2 Tab

PLU Maintenance

Item Number:

Description:

Basic Setup | Param 1 | **Param 2** | Cost and Sales | Promo

Additional Links

Mix and Match :  ...

Tare Weight:

Return Code:

DEA Group:

Navigation: [Previous] [Next] [First] [Last]

Buttons: OK Cancel Apply

<b>Mix &amp; Match code</b>	Links multiple PLU/UPCs for quantity pricing Ex. Variety canned vegetables that sell 3/\$0.89
<b>Tare Weight</b>	Links a container weight value to be deducted on this item. The lowest weight (1/100 LB) should be used
<b>Return Code</b>	Links a bottle/container deposit value to this item
<b>DEA Group</b>	Allows for sales quantity restrictions (see <a href="#">DEA Group Maintenance</a> )

## Cost and Sales Tab

- The **Cost and Sales** tab will show current and historical sales information for the selected item.
- Periods displayed:
  - o Today
  - o Previous Day
  - o Current Week
  - o Previous Week
  - o Current Month
  - o Previous Month
  - o Current Year
  - o Previous Year

The screenshot shows the 'PLU Maintenance' window with the 'Cost and Sales' tab selected. A red box highlights the 'Sales' section, which contains a table with columns 'Quantity Sold' and 'Net Revenue'. The table lists sales data for various periods: Today, Previous Day, Current Week, Previous Week, Current Month, Previous Month, Current Year, and Previous Year. All values are currently 0.00. A red arrow points to the 'Cost and Sales' tab label.

	Quantity Sold	Net Revenue
Today:	0.00	0.00
Previous Day:	0.00	0.00
Current Week:	0.00	0.00
Previous Week:	0.00	0.00
Current Month:	0.00	0.00
Previous Month:	0.00	0.00
Current Year:	0.00	0.00
Previous Year:	0.00	0.00

## Promo Tab

- The **Promo** tab will show all promotions (if any) to which the selected item is currently attached
- This screen is for informational purposes only

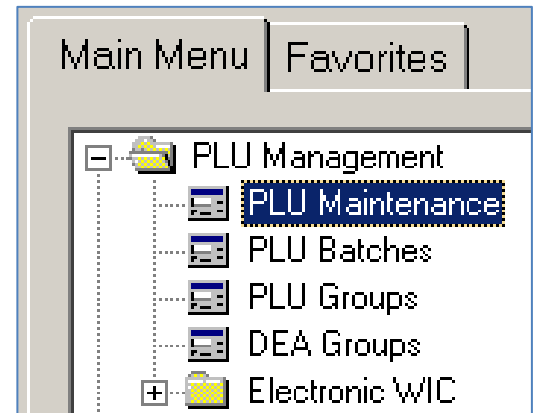
The screenshot shows the 'PLU Maintenance' window with the 'Promo' tab selected. A red box highlights the 'Promotions linked to item' section, which contains a table with columns: Number, Description, Type, By, Start Date, End Date, and Start Time. One promotion is listed: '1 BOGO promo' of type 'Member Promotion' by 'PLU', starting on 01/04/2017 and ending on 01/05/2017 at 10:00. A red arrow points to the 'Promo' tab label.

Number	Description	Type	By	Start Date	End Date	Start Time
1	BOGO promo	Member Promotion	PLU	01/04/2017	01/05/2017	10:00

- To remove a selection from a drop menu, press the **Backspace** key on the keyboard
- Click **OK** to save the PLU item and exit to the PLU Maintenance window
- Click **Cancel** to exit to the PLU Maintenance window without saving changes
- Click **Apply** to save the PLU item and begin editing an additional item
- Once updated, new items will be active at the registers at the start of the next sales ticket
- When finished, click **Exit** to return to the ISS45 Office main screen

## Search for a PLU / UPC

- Access the PLU Maintenance menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double clicking on **PLU Maintenance**



- Click the **Cancel** button

Item Number:   
Description:

Basic Setup | Param 1 | Param 2 | Cost and Sales | Promo

POST Description:   
Department:   
Subdepartment:   
Price:  Quantity:

Tax Flags  
☐ Tax 1 ☐ Tax 2 ☐ Tax 3 ☐ Tax 4  
☐ Tax 5 ☐ Tax 6 ☐ Tax 7 ☐ Tax 8

Navigation buttons: < > << >> OK **Cancel** Apply

- Click the **Filter** button in the toolbar at the top of the window

Go to:  In Item ID Ascending

Item ID	Description	Dep.	Dep. Name	Price


Navigation buttons: < > << >> Close

MANAGER Ready Ready INS SCRL NUM CAPS 9/20/2017 3:26 PM Ver. 8.1.8.1070

<b>Item</b>	Search by item number (PLU or UPC)
<b>Item Like</b>	Type in any part of the item description, all descriptions containing the text entered will be returned
<b>Department</b>	Search by Department number
<b>Sub Department</b>	Search by Subdepartment number

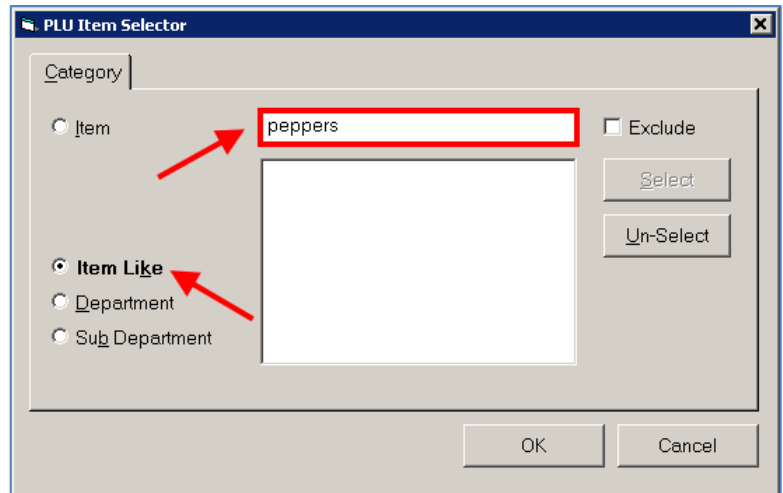
## Searching by Item Number

- Select the **Item** radio button on the left-hand side
- Type the PLU or UPC code you are searching for in the search field at the top of the window and press Enter on your keyboard
  - Example 4064
- To search a range of item numbers, type the beginning and end values separated by a hyphen and press Enter on your keyboard
  - Example – 5193310000-5193399999
- To search for multiple PLU/UPC numbers, enter additional items on the search field pressing Enter on your keyboard after each item
- Click **OK** to see the search results

- The search results will be displayed in the PLU Maintenance window
- Select the line you want to work with making sure the arrow  appears to the left of the line and then:
  - Click **Edit** to edit the PLU item
    - See [Editing a PLU/UPC](#) for more information
  - Click **Copy** to create a new PLU item using the selected item as a template
    - See [PLU Copy Function](#) for more information
  - Click **Delete** to delete the PLU item
    - See [PLU Delete Function](#) for more information

## Searching by Item Like (Description)

- Select the **Item Like** radio button on the left-hand side
- Type all or part of the item's description in the single-line field and press Enter on your keyboard
- To search for multiple PLU/UPC numbers, enter additional items on the search field pressing Enter on your keyboard after each item
- Click **OK** to see the search results



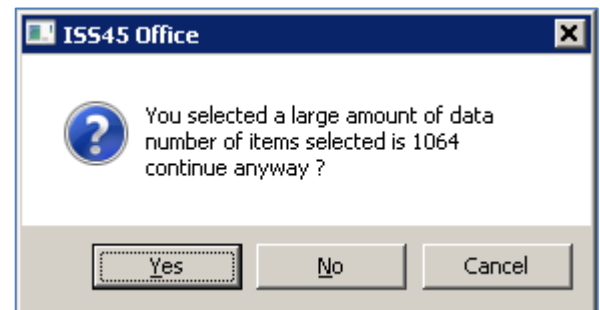
**NOTES:** The word entered can appear in any part of the item description

Entering multiple words without pressing Enter between each one will result in search results that contain both results and either result

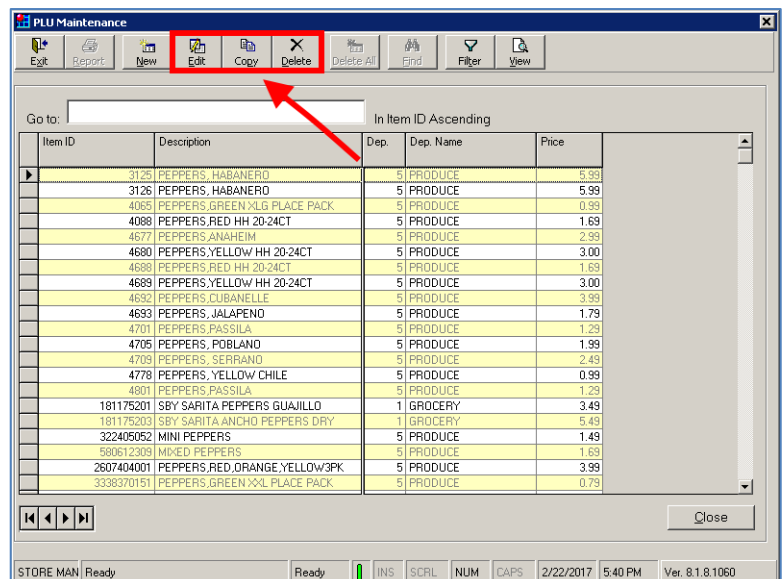
- Example: Entering the words "Green" and "Peppers" will return "Peppers, Jalapeno", "Peppers, Green", "Greens, Turnip", etc.

Clicking the **Exclude** option in the top right corner will return a list of all items that DO NOT contain the search term

- If your search criteria returned a large number of results, the message to the right will be shown
  - o Click **Yes** to continue loading the results
  - o Click **No** to skip loading the results and return to the PLU Maintenance window
  - o Click **Cancel** to cancel loading the results and return to the PLU Item Selector window



- The search results will be displayed in the PLU Maintenance window
- Select the line you want to work with making sure the arrow ► appears to the left of the line and then:
  - o Click **Edit** to edit the PLU item
    - See [Editing a PLU/UPC](#) for more information
  - o Click **Copy** to create a new PLU item using the selected item as a template
    - See [PLU Copy function](#) for more information
  - o Click **Delete** to delete the PLU item
    - See [PLU Delete Function](#) for more information

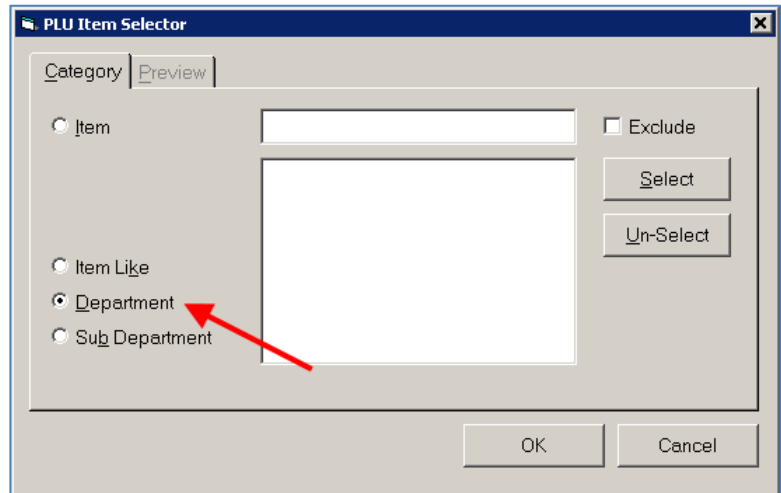




## Searching by Department/Subdepartment

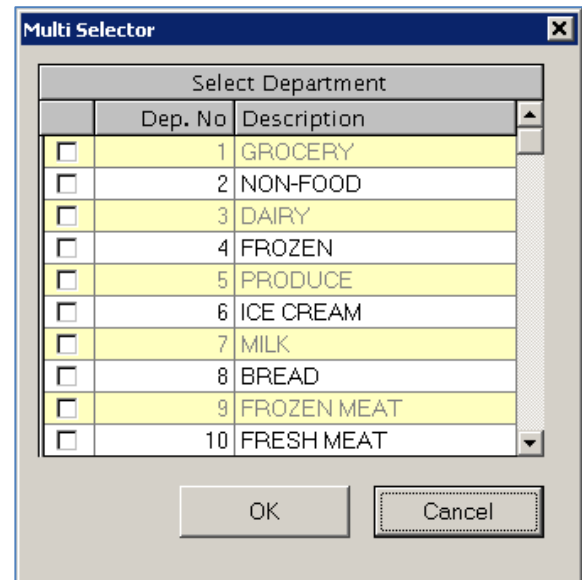
- Click the **Department** or **Subdepartment** radio button on the left-hand side
- If you know the Department/Subdepartment Number type it in the top field and press **Enter**

**NOTE:** Clicking the **Exclude** option in the top right corner will return a list of all departments that **DO NOT** contain the search term



The PLU Item Selector dialog box has a title bar with a close button. It contains two tabs: 'Category' and 'Preview'. Under the 'Category' tab, there are three radio buttons: 'Item', 'Item Like', and 'Department'. The 'Department' radio button is selected and highlighted with a red arrow. To the right of these radio buttons is a text input field and an 'Exclude' checkbox. Below the text input field are 'Select' and 'Un-Select' buttons. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

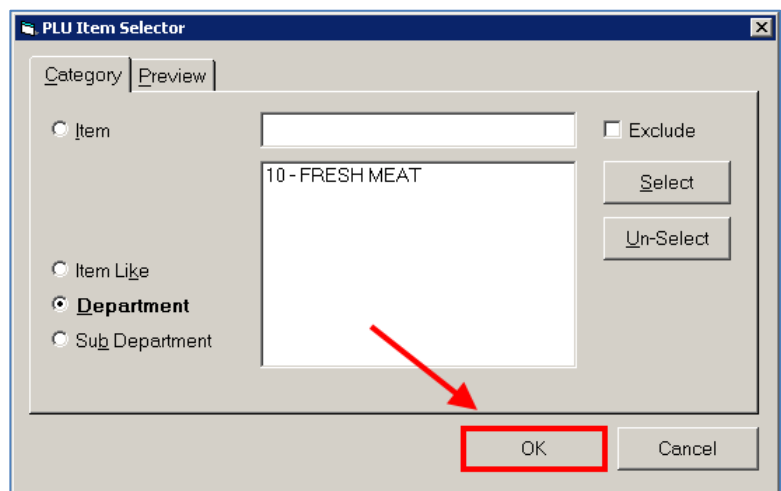
- If you do not know the Department/Subdepartment Number click the **Select** button
  - Select the department or departments you wish to search for and click **OK**



The Multi Selector dialog box has a title bar with a close button. It contains a table titled 'Select Department'. The table has two columns: 'Dep. No' and 'Description'. Below the table are 'OK' and 'Cancel' buttons.

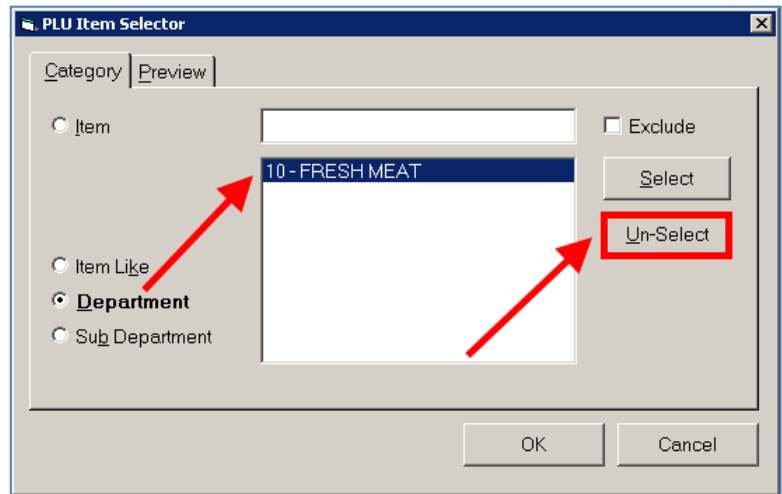
Dep. No	Description
<input type="checkbox"/> 1	GROCERY
<input type="checkbox"/> 2	NON-FOOD
<input type="checkbox"/> 3	DAIRY
<input type="checkbox"/> 4	FROZEN
<input type="checkbox"/> 5	PRODUCE
<input type="checkbox"/> 6	ICE CREAM
<input type="checkbox"/> 7	MILK
<input type="checkbox"/> 8	BREAD
<input type="checkbox"/> 9	FROZEN MEAT
<input type="checkbox"/> 10	FRESH MEAT

- Click **OK** to see the search results

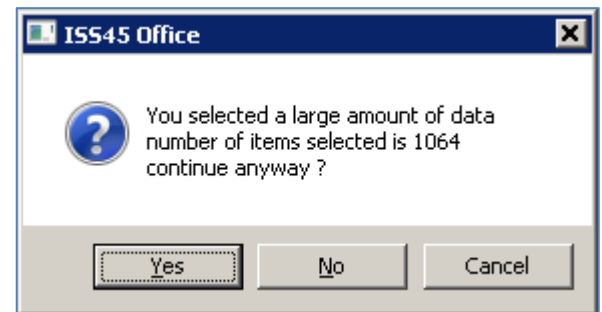



The PLU Item Selector dialog box is shown with the 'Preview' tab selected. The 'Preview' tab displays the search results: '10 - FRESH MEAT'. A red arrow points to the 'OK' button, which is highlighted with a red box.

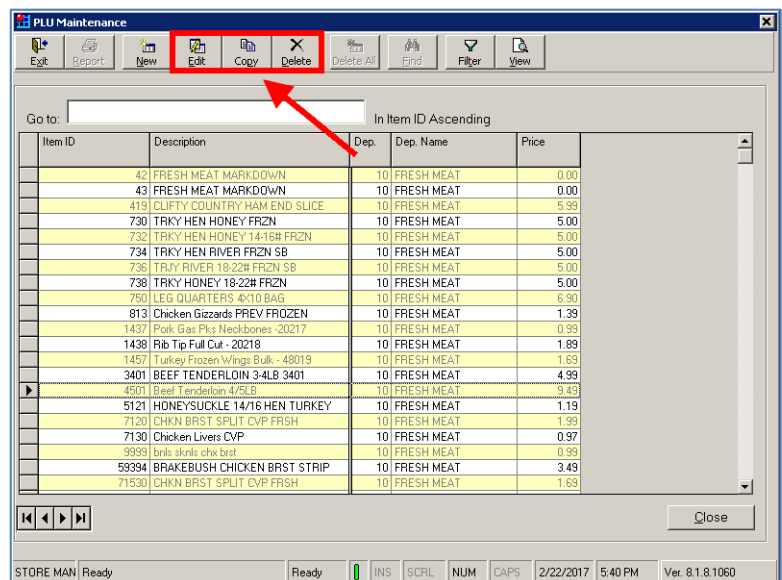
- Search terms in the large field can be cleared by highlighting and clicking **Un-Select**



- If your search criteria returned a large number of results, the message to the right will be shown
  - o Click **Yes** to continue loading the results
  - o Click **No** to skip loading the results and return to the PLU Maintenance window
  - o Click **Cancel** to cancel loading the results and return to the PLU Item Selector window



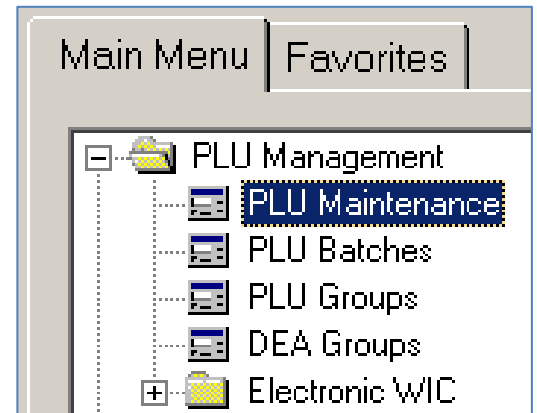
- The search results will be displayed in the PLU Maintenance window
- Select the line you want to work with making sure the arrow  appears to the left of the line and then:
  - o Click **Edit** to edit the PLU item
    - See [Editing a PLU/UPC](#) for more information
  - o Click **Copy** to create a new PLU item using the selected item as a template
    - See [PLU Copy function](#) for more information
  - o Click **Delete** to delete the PLU item
    - See [PLU Delete Function](#) for more information



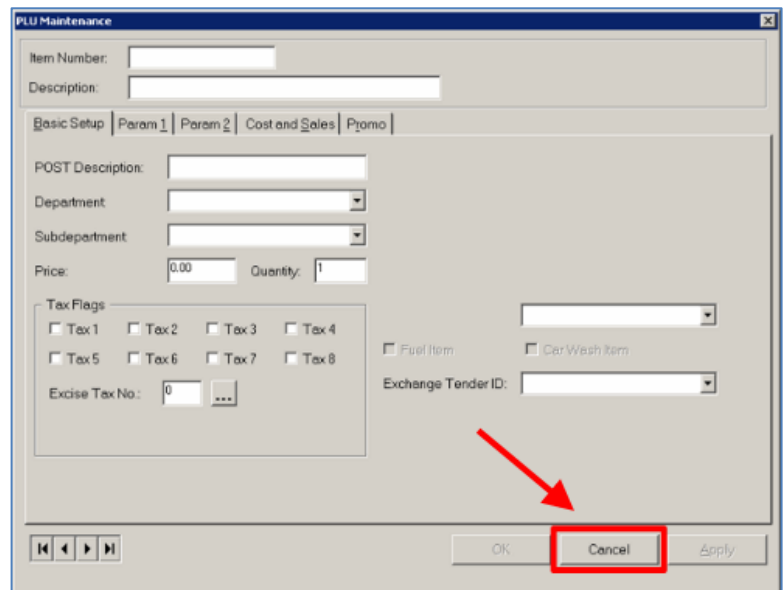
# PLU Copy Function

The PLU Copy function can be used to create new PLU/UPC items with an existing item as a template. This function can be helpful when entering multiple items that have the same price, department, tax flags, etc. but whose descriptions are different

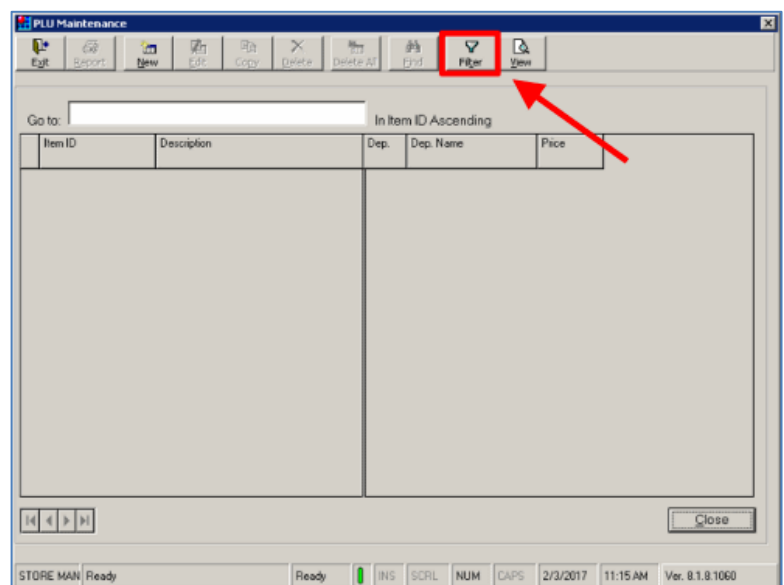
- Access the PLU Maintenance menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double clicking on **PLU Maintenance**




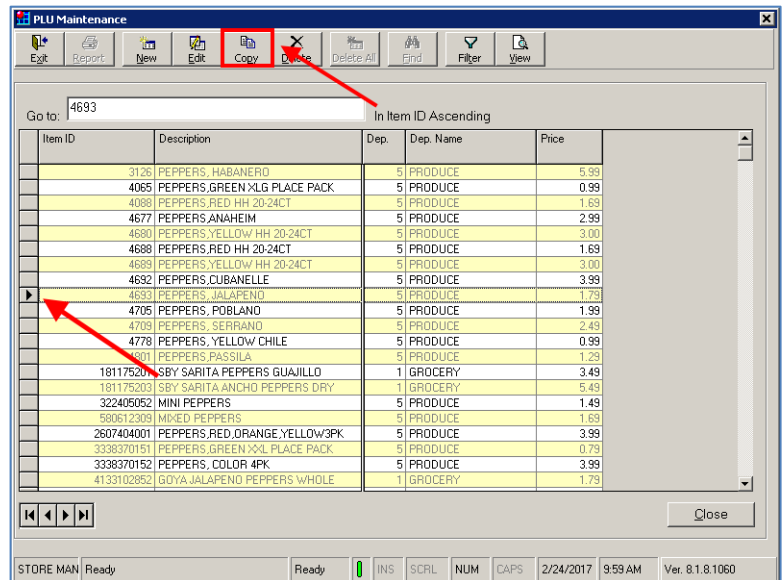
- Click the **Cancel** button



- Click the **Filter** button in the toolbar at the top of the window and enter your search criteria
  - o See [Search for a PLU / UPC](#) for more information



- Select the line you want to work with making sure the arrow  appears to the left of the line and then click the **Copy** toolbar button

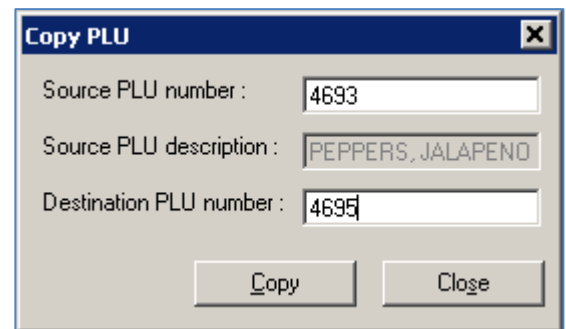


Go to: 4693 In Item ID Ascending

Item ID	Description	Dep.	Dep. Name	Price
3126	PEPPERS, HABANERO	5	PRODUCE	5.99
4065	PEPPERS, GREEN XLG PLACE PACK	5	PRODUCE	0.99
4088	PEPPERS, RED HH 20-24CT	5	PRODUCE	1.69
4677	PEPPERS, ANAHEIM	5	PRODUCE	2.99
4680	PEPPERS, YELLOW HH 20-24CT	5	PRODUCE	3.00
4688	PEPPERS, RED HH 20-24CT	5	PRODUCE	1.69
4689	PEPPERS, YELLOW HH 20-24CT	5	PRODUCE	3.00
4692	PEPPERS, CUBANELLE	5	PRODUCE	3.99
4693	PEPPERS, JALAPENO	5	PRODUCE	1.79
4705	PEPPERS, POBLANO	5	PRODUCE	1.99
4709	PEPPERS, SERRANO	5	PRODUCE	2.49
4778	PEPPERS, YELLOW CHILE	5	PRODUCE	0.99
4901	PEPPERS, PASSILA	5	PRODUCE	1.29
181175201	SBY SARITA PEPPERS GUJILLO	1	GROCERY	3.49
181175203	SBY SARITA ANCHO PEPPERS DRY	1	GROCERY	5.49
322405052	MINI PEPPERS	5	PRODUCE	1.49
580612309	MIXED PEPPERS	5	PRODUCE	1.69
2607404001	PEPPERS, RED, ORANGE, YELLOW 3PK	5	PRODUCE	3.99
3338370151	PEPPERS, GREEN XXL PLACE PACK	5	PRODUCE	0.79
3338370152	PEPPERS, COLOR 4PK	5	PRODUCE	3.99
4133102852	GOYA JALAPENO PEPPERS WHOLE	1	GROCERY	1.79

STORE MAN Ready Ready INS SCRL NUM CAPS 2/24/2017 9:59 AM Ver. 8.1.8.1060

- Type the new PLU/UPC number on the **Destination PLU number** line and then click **Copy**



**Copy PLU**

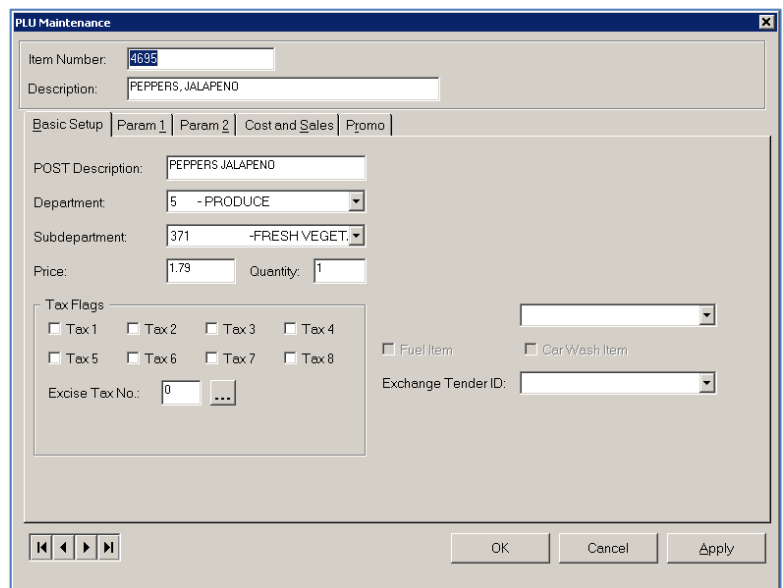
Source PLU number : 4693

Source PLU description : PEPPERS, JALAPENO

Destination PLU number : 4695

Copy Close

- All fields will be identical to the item copied and can be changed as necessary
  - o See [Editing a PLU/UPC](#) for more information



Item Number: 4695

Description: PEPPERS, JALAPENO

Basic Setup Param 1 Param 2 Cost and Sales Promo

POST Description: PEPPERS JALAPENO

Department: 5 -PRODUCE

Subdepartment: 371 -FRESH VEGET.

Price: 1.79 Quantity: 1

Tax Flags

☐ Tax 1 ☐ Tax 2 ☐ Tax 3 ☐ Tax 4

☐ Tax 5 ☐ Tax 6 ☐ Tax 7 ☐ Tax 8

Excise Tax No.: 0 ...

☐ Fuel Item ☐ Car Wash Item

Exchange Tender ID:

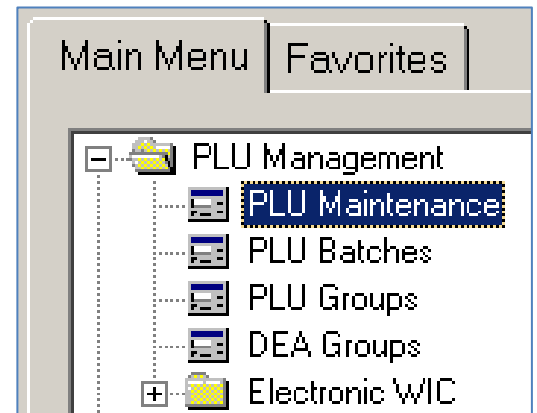
OK Cancel Apply

- Click **OK** to save the PLU item and exit to the PLU Maintenance window
- Click **Cancel** to exit to the PLU Maintenance window without saving changes
- Click **Apply** to save changes and continue editing this item
- When finished, click **Exit** to return to the ISS45 Office main screen

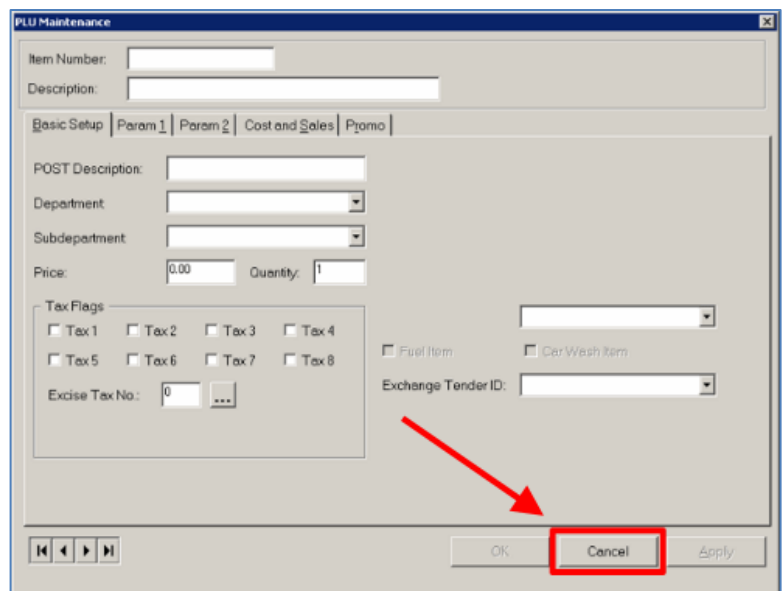
# PLU Delete Function

The PLU Delete function can be used to delete PLU/UPC items.

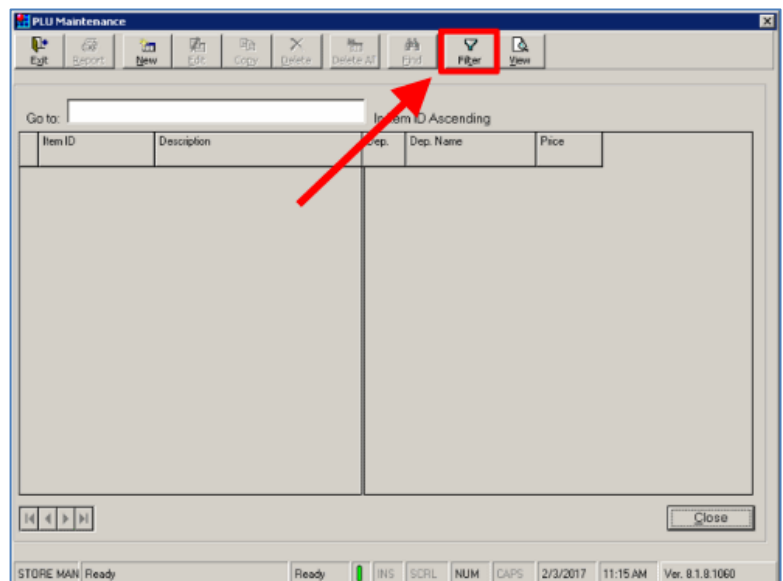
- Access the PLU Maintenance menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double clicking on **PLU Maintenance**




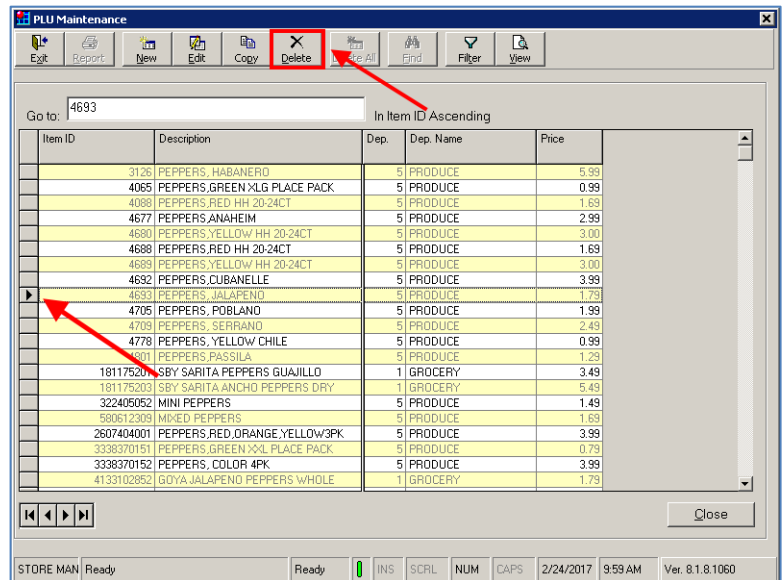
- Click the **Cancel** button



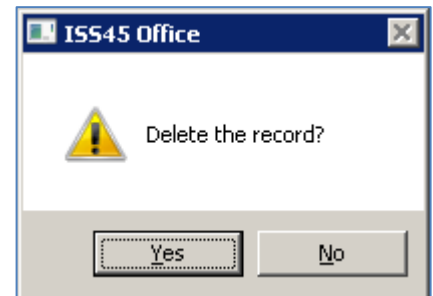
- Click the **Filter** button in the toolbar at the top of the window and enter your search criteria
  - See [Search for a PLU / UPC](#) for more information



- Select the line you want to work with making sure the arrow  appears to the left of the line and then click the **Delete** button in the toolbar at the top of the window



- Click **Yes** to delete the item and return to the PLU Maintenance window
- Click **No** to return to the PLU Maintenance window without deleting the item



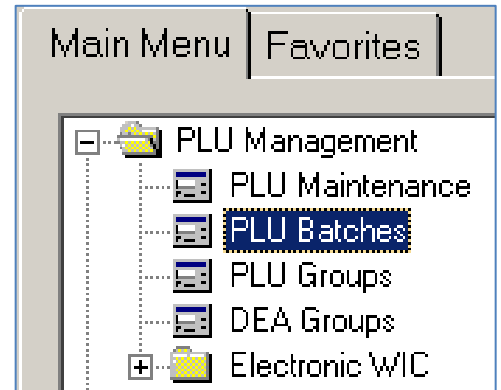
- When finished, click **Exit** to return to the ISS45 Office main screen

# PLU Batches

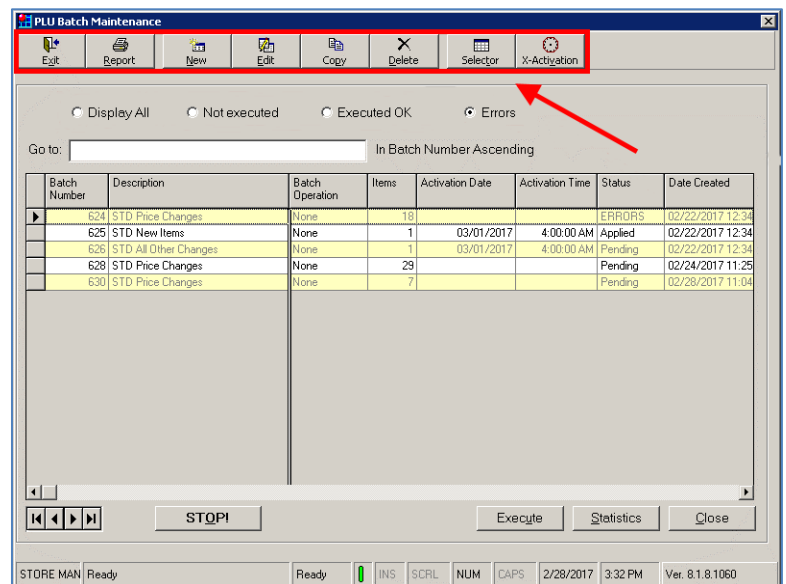
Allows the store to view, print, edit and execute PLU file batches sent from the Save-A-Lot Retail Systems Department

## PLU Batch Maintenance

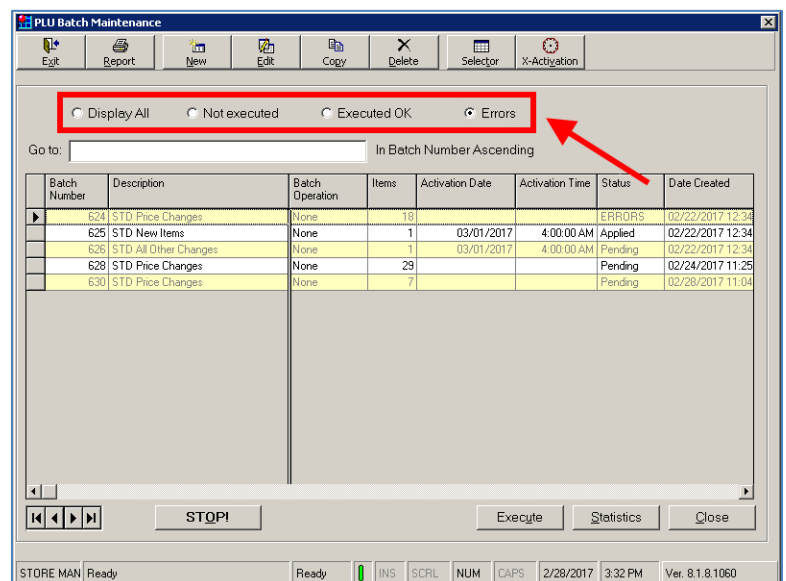
- Access the PLU Batches menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double clicking on **PLU Batches**



<b>Exit</b>	Exit to the ISS45 main menu
<b>Report</b>	Basic information for all batch items
<b>New</b>	Not Used
<b>Edit</b>	Edit existing PLU batch
<b>Copy</b>	Duplicate PLU batch
<b>Delete</b>	Delete PLU batch
<b>Selector</b>	Not used
<b>X-Activation</b>	Not used



- Click **Display All** to see all batches
- Click **Not Executed** to see batch files that are waiting to be applied
- Click **Executed OK** to see batch files that were successfully applied
- Click **Errors** to see batch files that have been executed but had errors



**PLU Batch Maintenance**

Exit Report New Edit Copy Delete Selector X-Activation

☐ Display All
 ☐ Not executed
 ☐ Executed OK
 ☒ Errors

Go to:  In Batch Number Ascending


Batch Number	Description	Batch Operation	Items	Activation Date	Activation Time	Status	Date Created
624	STD Price Changes	None	18			ERRORS	02/22/2017 12:34
625	STD New Items	None	1	03/01/2017	4:00:00 AM	Applied	02/22/2017 12:34
626	STD All Other Changes	None	1	03/01/2017	4:00:00 AM	Pending	02/22/2017 12:34
628	STD Price Changes	None	29			Pending	02/24/2017 11:25
630	STD Price Changes	None	7			Pending	02/28/2017 11:04

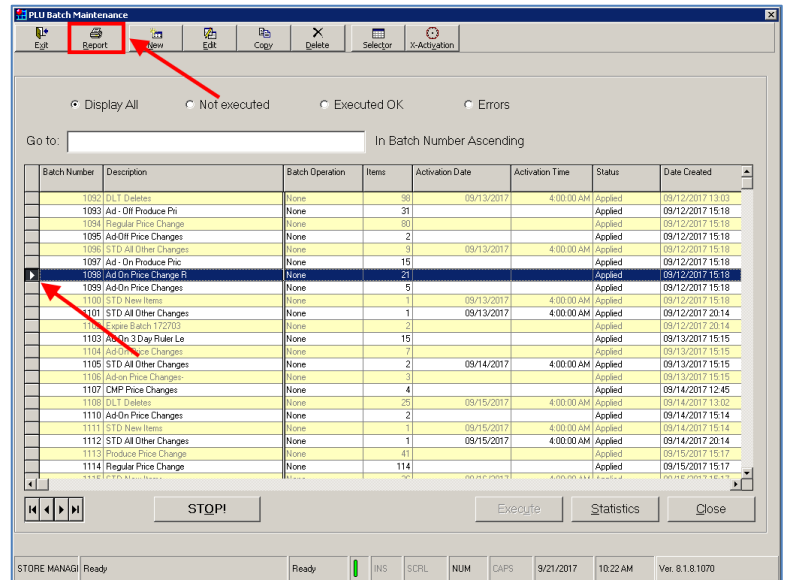
STORE MAN Ready Ready █ INS SCRL NUM CAPS 2/28/2017 3:32 PM Ver. 8.1.8.1060

<b>Batch Number</b>	Three-digit batch number, batches must be executed in numerical order
<b>Description</b>	Displays the batch type – New Item, Price Changes, etc.
<b>Batch Operation</b>	Shows current activity, if any, of the batch file
<b>Items</b>	Number of items that will be changed or added by this batch
<b>Activation Date/Time</b>	If batch is set to auto execute, date and time the batch will run automatically
<b>Status</b>	Current status of the batch, will show if batch has been applied, has errors or is pending execution
<b>Date Created</b>	Date batch was created
<b>Last Execution</b>	Date and time that executed batch was run
<b>Type</b>	Type of batch



## Print the Contents of a Batch

- Select the line you want to work with making sure the arrow  appears to the left and then click the **Report** button



## Report Description

**Op. Code:** Operation that will be carried out on the item (New/Update, Delete, Etc)

**Status:** Current status of the item, will show if item has been applied, has errors, etc, will be blank if batch has not been executed

**Item ID:** PLU or UPC of item

**Item Description:** Item description as it appears in the PLU file

**Dep:** Department number item reports to

**Dep Description:** Department description

**Price / Qty:** Retail price/quantity that batch will be updating item to

Host PLU Batch Report

00423 Bridgeton Save-A-Lot

Branch 423

PLU Batch Maintenance

Batch

Ad - On Produce Pric

Date Created 09/12/2017


Op. Code	Status	Item ID	Item Description	Dep	Dep Description	Price	Qty.
New / Update	Executed	3092108005	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1
New / Update	Executed	3338353010	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1
New / Update	Executed	3338353810	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1
New / Update	Executed	3338355010	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1
New / Update	Executed	3338355011	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1
New / Update	Executed	3338355610	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1
New / Update	Executed	3918663010	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1
New / Update	Executed	4116345412	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1
New / Update	Executed	5621098232	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1
New / Update	Executed	9286700113	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1
New / Update	Executed	60590800125	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1
New / Update	Executed	64819607501	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1
New / Update	Executed	82608853010	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1
New / Update	Executed	87782900241	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1
New / Update	Executed	89286700134	POTATOES, RUSSET 5# BAG	5	PRODUCE	1.49	1

Op. Code	Success	Failed	Total
New Item	0	0	0
Update	0	0	0
Price	0	0	0
Delete	0	0	0
Sales	0	0	0
New / Update	15	0	15
Summary	15	0	15


Run On: 09/21/2017 at 10:13 AM

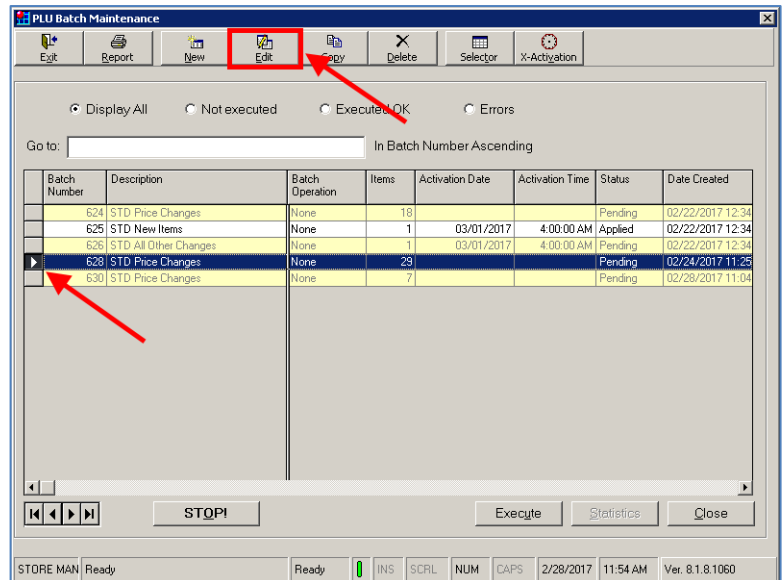
By STORE MANAGER

Page 1 Of 1

- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the PLU Batch Maintenance window
- When finished, click **Exit** to return to the ISS45 Office main screen

## Display the Contents of a Batch

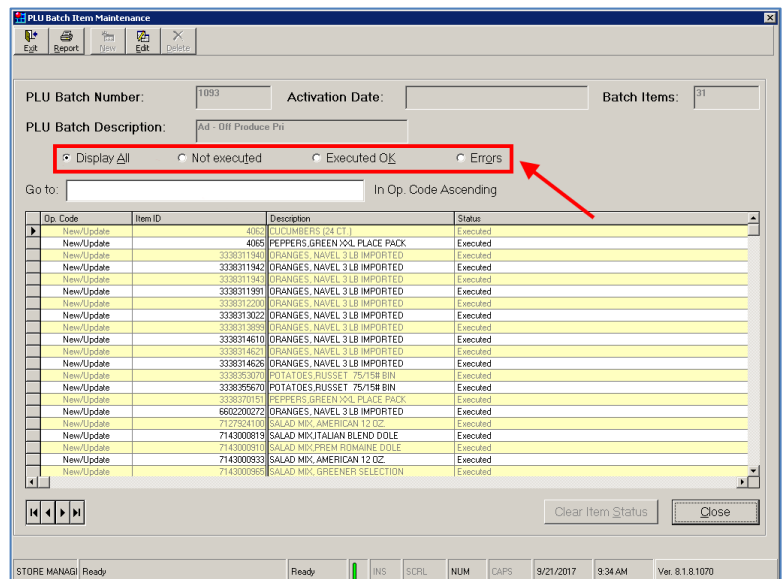
- Select the line you want to work with making sure the arrow  appears to the left of the line and then click the **Edit** button




- The following information is displayed for each item:

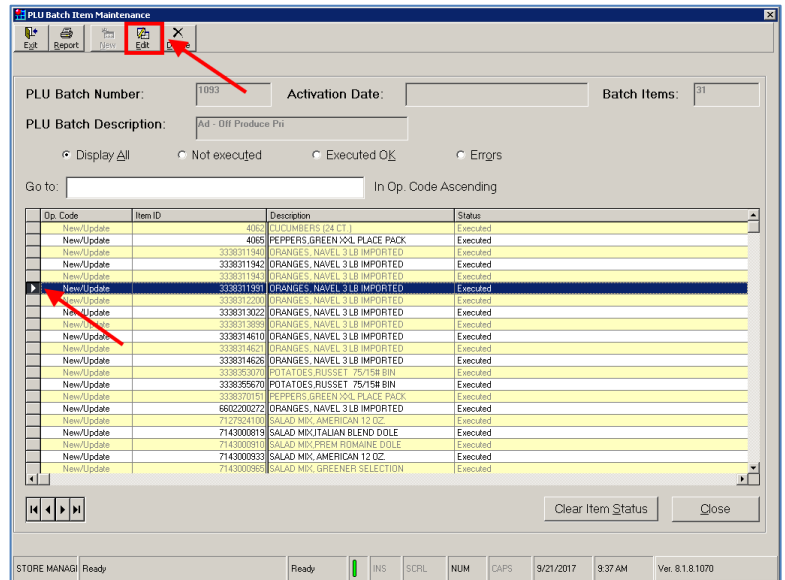
<b>Op. Code</b>	Operation that will be carried out on the item (New/Update, Delete, Etc)
<b>Description</b>	Item description as it appears in the PLU file
<b>Item ID</b>	PLU or UPC of item
<b>Status</b>	Current status of the item, will show if item has been applied, has errors, etc.
<b>Department</b>	Department item reports to
<b>Unit Price</b>	Retail price of item

- If this batch has been executed, the list can be filtered
  - Click **Display All** to see all items
  - Click **Not Executed** to see items that have not been executed
  - Click **Executed OK** to see items that executed successfully
  - Click **Errors** to see items that were not executed due to errors



## Edit a Batch Item

- Select the line you want to work with making sure the arrow  appears to the left of the line and then click the **Edit** button



PLU Batch Item Maintenance

PLU Batch Number: 1093 Activation Date: Batch Items: 31

PLU Batch Description: Ad - Off Produce Pri

☐ Display All ☐ Not executed ☐ Executed OK ☐ Errors

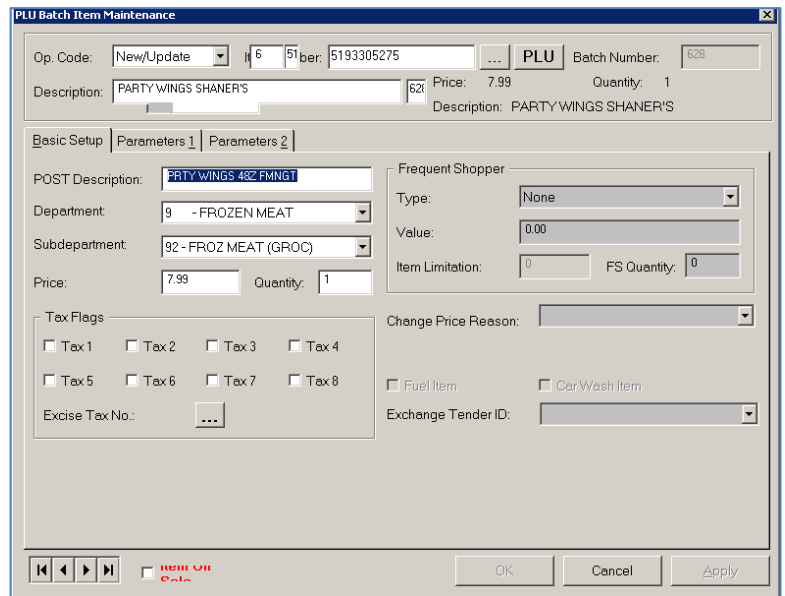
Go to: In Op. Code Ascending

Op. Code	Item ID	Description	Status
New/Update	4063	CUCUMBERS (24 CT)	Executed
New/Update	4065	PEPPERS, GREEN XOL PLACE PACK	Executed
New/Update	333011940	ORANGES, NAVEL 3 LB IMPORTED	Executed
New/Update	333011942	ORANGES, NAVEL 3 LB IMPORTED	Executed
New/Update	333011943	ORANGES, NAVEL 3 LB IMPORTED	Executed
New/Update	333011931	ORANGES, NAVEL 3 LB IMPORTED	Executed
New/Update	333012200	ORANGES, NAVEL 3 LB IMPORTED	Executed
New/Update	333013022	ORANGES, NAVEL 3 LB IMPORTED	Executed
New/Update	333013023	ORANGES, NAVEL 3 LB IMPORTED	Executed
New/Update	333014610	ORANGES, NAVEL 3 LB IMPORTED	Executed
New/Update	333014621	ORANGES, NAVEL 3 LB IMPORTED	Executed
New/Update	333014626	ORANGES, NAVEL 3 LB IMPORTED	Executed
New/Update	333015300	POTATOES, RUSSET 75/150 BIN	Executed
New/Update	3330155670	POTATOES, RUSSET 75/150 BIN	Executed
New/Update	3330170151	PEPPERS, GREEN XOL PLACE PACK	Executed
New/Update	660200272	ORANGES, NAVEL 3 LB IMPORTED	Executed
New/Update	712701410	SALAD MIX, AMERICAN 12 OZ	Executed
New/Update	7143000819	SALAD MIX, ITALIAN BLEND DOLE	Executed
New/Update	7143000910	SALAD MIX, PREMIUM ROMAINE DOLE	Executed
New/Update	7143000933	SALAD MIX, AMERICAN 12 OZ	Executed
New/Update	7143000935	SALAD MIX, GREENER SELECTION	Executed

Clear Item Status Close

STORE MANAGER Ready Ready INS SCPL NUM CAPS 9/21/2017 9:37 AM Ver. 8.1.8.1070

- See [Editing a PLU/UPC](#) for more information



PLU Batch Item Maintenance

Op. Code: New/Update Item ID: 6 51 per: 5193305275 PLU Batch Number: 628

Description: PARTY WINGS SHANER'S Price: 7.99 Quantity: 1

Description: PARTY WINGS SHANER'S

Basic Setup Parameters 1 Parameters 2

POST Description: PARTY WINGS 482 FMIN61

Department: 9 - FROZEN MEAT

Subdepartment: 92 - FROZ MEAT (GROC)

Price: 7.99 Quantity: 1

Frequent Shopper

Type: None

Value: 0.00

Item Limitation: 0 FS Quantity: 0

Change Price Reason: ...

Tax Flags

☐ Tax 1 ☐ Tax 2 ☐ Tax 3 ☐ Tax 4

☐ Tax 5 ☐ Tax 6 ☐ Tax 7 ☐ Tax 8

Excise Tax No.: ...

☐ Fuel Item ☐ Car Wash Item

Exchange Tender ID: ...

OK Cancel Apply

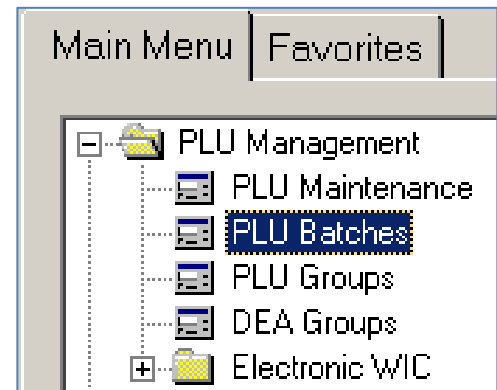
- Click **OK** to save the PLU item and exit to the PLU Maintenance window
- Click **Cancel** to exit to the PLU Maintenance window without saving changes
- Click **Apply** to save changes and continue to edit this item

# PLU Batch Execution

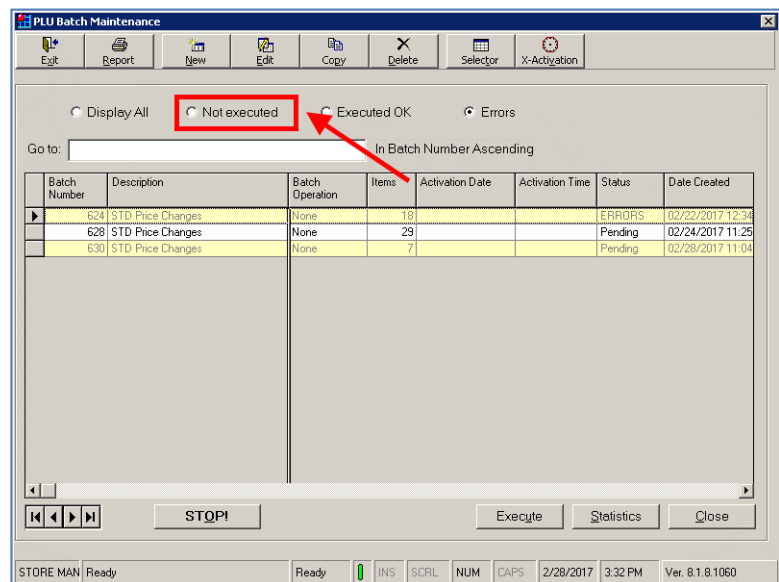
Executing a batch will apply the contents to your existing item file. Once executed, batch changes will immediately be active at the registers.


**NOTE:** Each batch is assigned a unique batch number and should be executed in numeric order, lowest to highest.

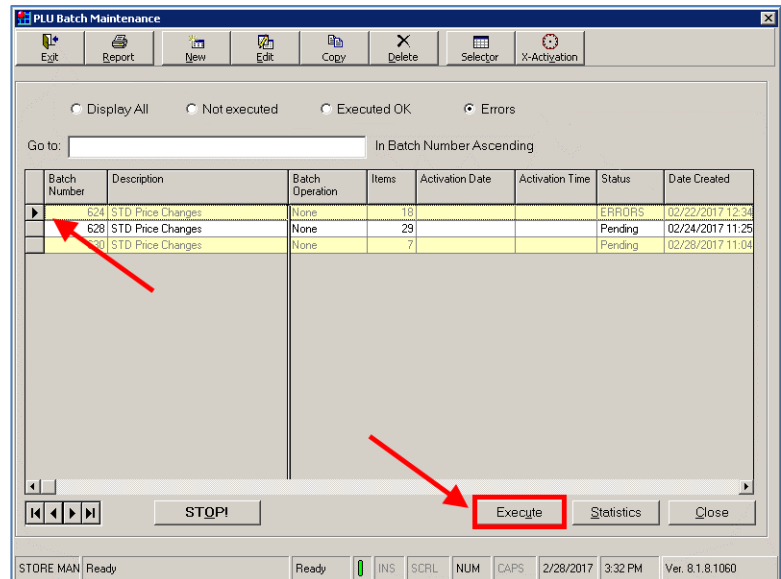
- Access the PLU Batches menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double clicking on **PLU Batches**



- Click the radio button next to **Not Executed** to see items that have not been executed

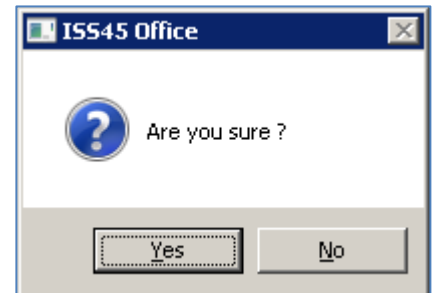


- Select the line you want to work with making sure the arrow  appears to the left of the line you want to execute and then click the **Execute** button

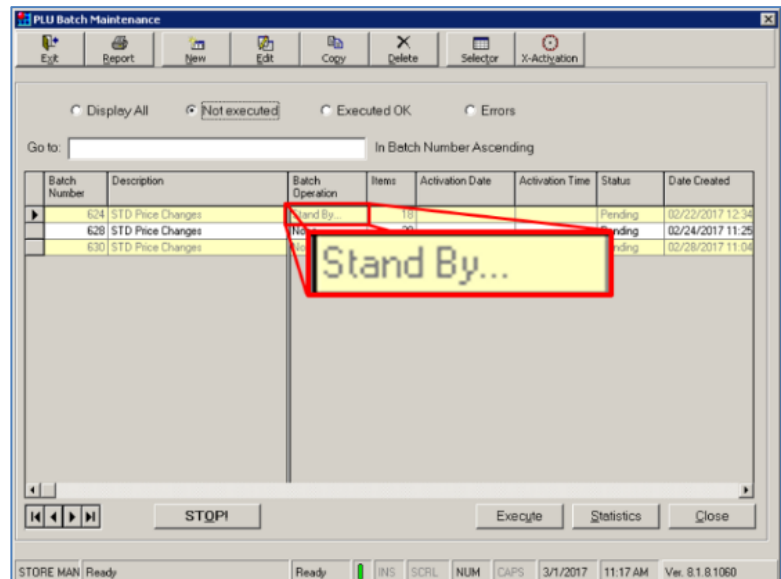


## PLU Batch Completion

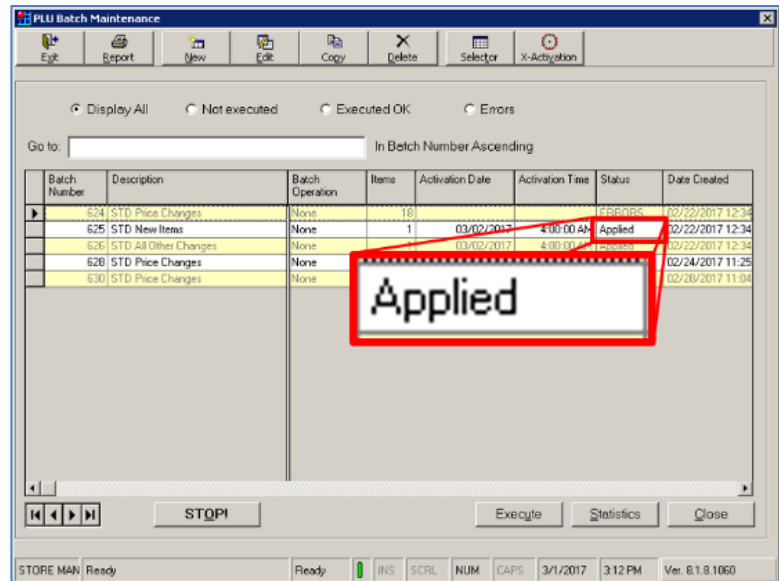
- Click **Yes** to execute the batch
- Click **No** to cancel and return to the PLU Batch Maintenance screen



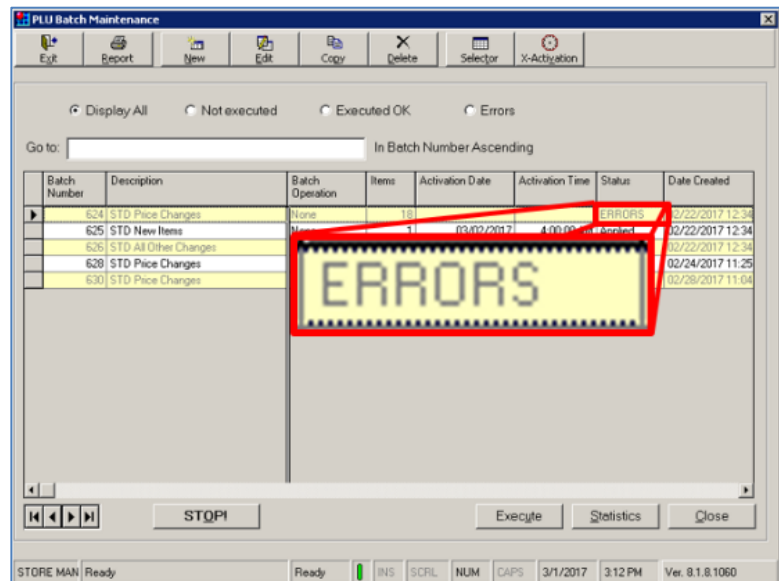
- The **Batch Operation** status for the file selected should now read **Stand By...**




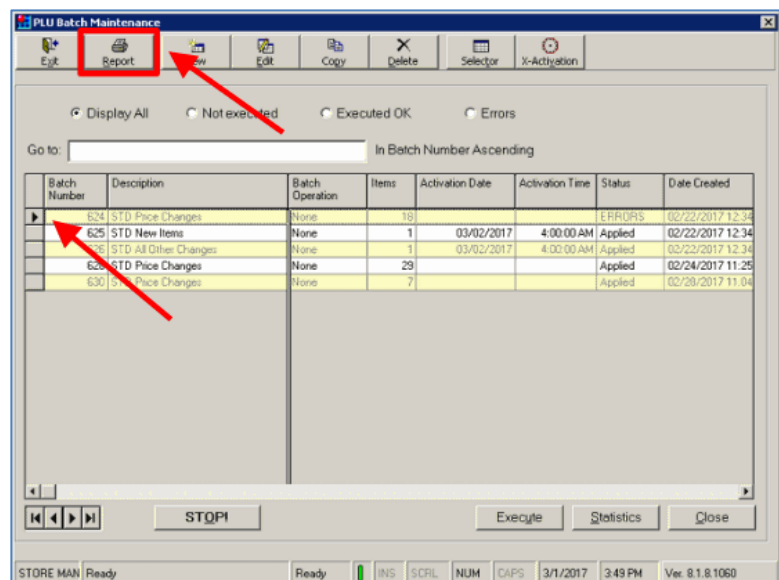
- If the batch executed **WITHOUT** errors, the batch status will read **Applied**




- If the batch executed **WITH** errors, the batch status will read **ERRORS**
  - o Contact the Save-A-Lot Help Desk for help in resolving this issue



- It is recommended to print a copy of the PLU Batch Report for all executed batches
- Select the line you want to work with making sure the arrow  appears to the left of the line and then click the **Report** button



- The **PLU Batch Report** will show a list of all items in the batch, PLU/UPC numbers and reasons for any errors
- To print the report, click the  button in the toolbar at the top of the window

Report Preview

Printer Setup

100% 1 of 1

powered by crystal

Preview

### Host PLU Batch Report

Corp V8 Param  
Branch 0

---

Batch STD Price Changes  
Date Created 02/22/2017

Op. Code	Status	Item ID	Item Description	Dep
New / Update	Executed	2100002632	SBY KRAFT MAYO	
New / Update	Executed	3800031010	SBY KELLOGG'S POPTARTS BLUBR	
New / Update	Executed	3800031310	SBY KELLOGG POPTART FRST CHC	
New / Update	The sub department you selected does n	3800031710	KELLOGG'S POPTARTS STRAWBE	
New / Update		4300005788	SBY SHAKE N BAKE CHICKEN	
New / Update		4300005801	SBY SHAKE N BAKE CRSPY CHCK	
New / Update	Executed	5100000020	SBY V8 REGULAR VEG JUICE 6PK	
New / Update	Executed	5100000067	SBY V8 LOW SODIUM VEG JUICE	
New / Update	Executed	5193310300	CHILI W/BEANS	
New / Update	Executed	5193310320	CHILI W/BEANS	
New / Update	Executed	5193334661	CHILI W/BEANS	
New / Update	Executed	7066203501	SBY NOODLE BEEF CUP 6PK	
New / Update	Executed	7066203502	SBY NOODLE SHRIMP CUP 6PK	
New / Update	Executed	7066203503	SBY NOODLE CHICKEN CUP 6PK	

# Execution Guidelines

## Daily PLU Update Batches

- New Items and All Other Changes
  - o Changes to existing items other than the retail price – item description, WIC status, sub-department, etc
  - o Batches will be sent throughout the week
  - o A manager should check for New Item and All Other Changes batches daily
- Temporary Price Reductions (TPR)
  - o Batches created by the TPR application for items selected at store level for a price reduction
  - o Batches will appear by 6 AM local time the day *after* the store user creates the TPR in browser application
  - o These batches will **not** auto-execute
  - o Follow the established store price change, sign/tag and Mark Up Mark Down policy when executing **TPR** batches
- ePOS Price Comparison Batches / ePOS Other Comparison Batches
  - o Only received if your store has signed up to receive ePOS comparisons
  - o Price Comparison Batches are generated to fix discrepancies between the store's POS pricing file and the ePOS master item file
  - o **Price** – These batches will appear by 6 AM local time on the second and fourth Wednesday of each month
  - o **Other** – these batches will appear by 6 AM local time on the first and third Wednesday of each month
  - o Follow the established store price change and sign/tag policy when executing **ePOS Price Comparison** batches

## Weekly Price Change Batches

- Price Change batches will be sent to the store on Friday afternoon. All Price Changes batches should be received by Saturday morning.
  - o Follow the established store price change and sign/tag policy when executing Price Change batches.
- Each batch is assigned a unique batch number.
- All batches are to be executed in numeric order, lowest to highest.

## Batch File Maintenance Process

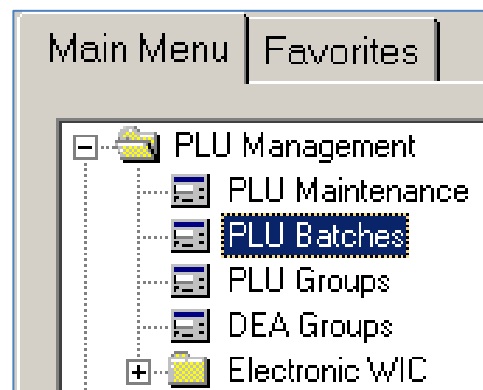
- 1) **PRINT AND REVIEW** the price change report
- 2) **PRINT AND HANG** all new signs and labels
  - o New weekly price sign/label sets are available on Saturday mornings.
  - o Weekly sign or label sets are described as: "Weekly Set for week of MM/DD/YYYY"
  - o Weekly sets will remain in your system and be available for printing for three (3) weeks.
  - o Price signs or labels are printed in order by reference #. This means the order of the signs and labels will closely match the way the corresponding items are laid out in the store.
- 3) **PRINT** the **Batch Report**
- 4) **EXECUTE** the batch
- 5) **PRINT** the **Batch Execution Summary**



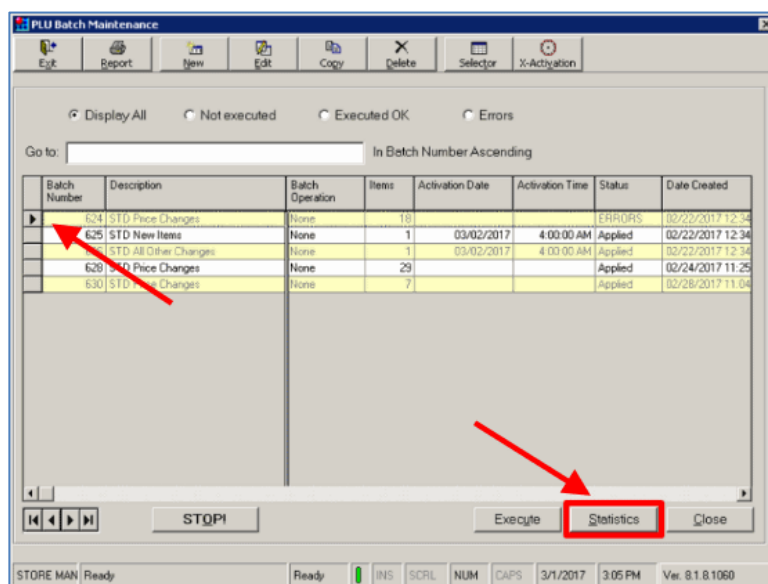
# PLU Batch Statistics

Batch execution information showing the type of change and a count of successful or failed changes

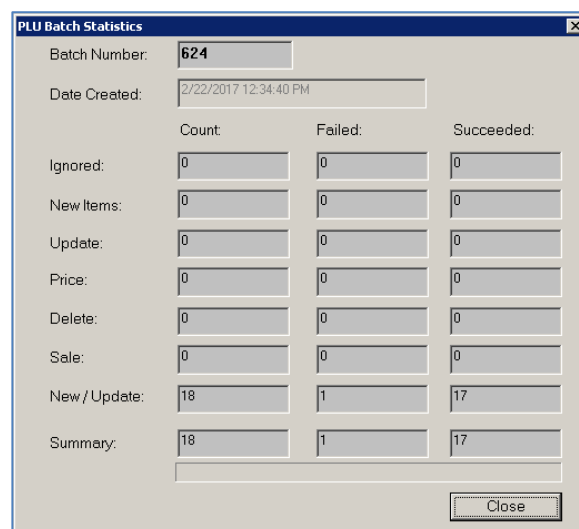
- Access the PLU Batches menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double clicking on **PLU Batches**



- Select the line you want to work with making sure the arrow  appears to the left of the line and then click the **Statistics** button



- Batch execution information is displayed by type of change, total count of changes and the total of failed or successful changes

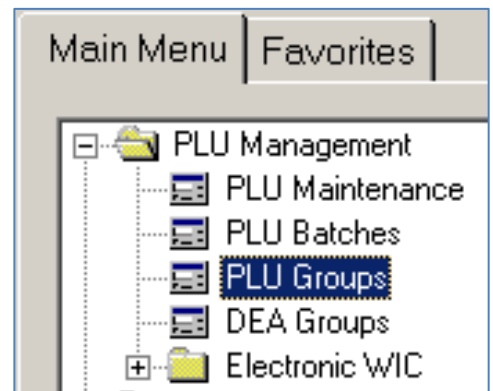



# PLU Groups

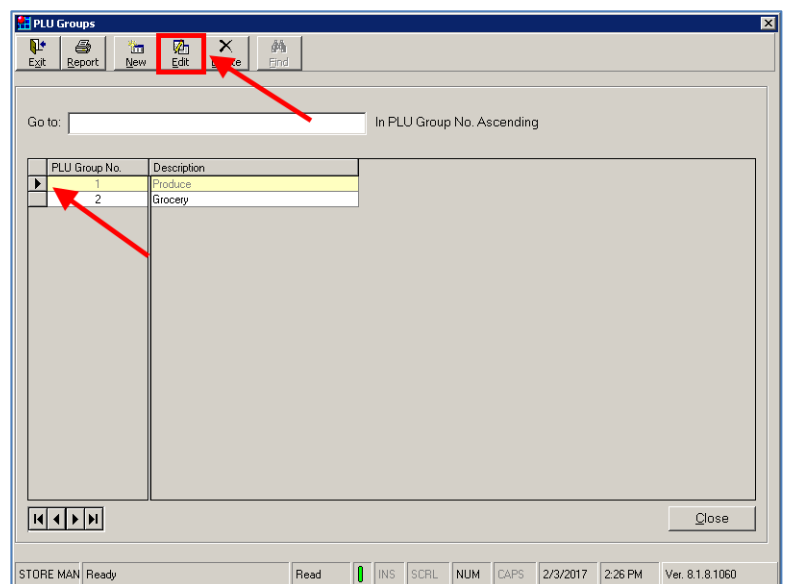
Allows the store to add to or delete items from the “Flip Charts” at the register

## Add an Item to a PLU Group

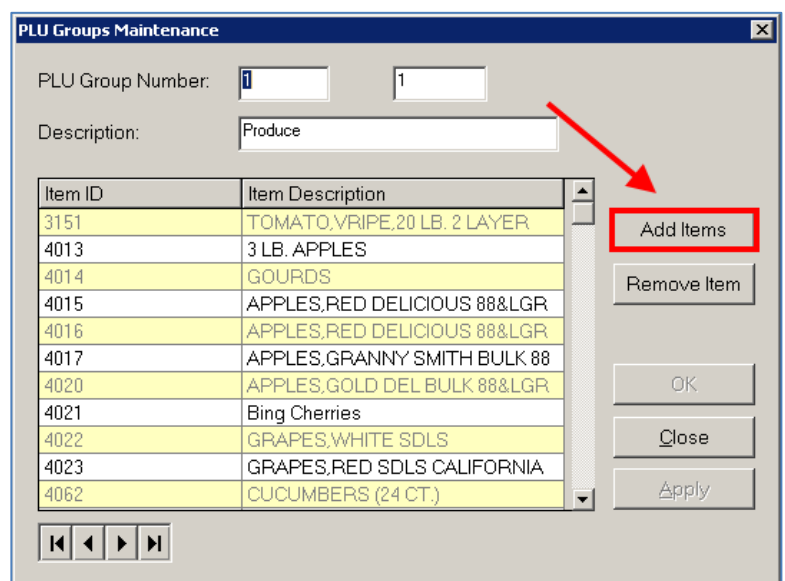
- Access the PLU Groups menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double click on **PLU Groups**



- Select the line you want to work with making sure the arrow  appears to the left of the line
- Click the **Edit** button on the toolbar at the top of the screen



- Click the **Add Items** button



- Type the PLU or UPC number of the item you want to add to the flip chart in the item search field and press **Enter**
- The item you entered will now show in the window below the item search field

PLU Item Selector

Category Preview

☒ Item

4040

4013 - 3 LB. APPLES  
4014 - GOURDS  
4021 - Bing Cherries  
4011 - Bananas  
4020 - APPLES, GOLD DEL BULK 888  
4045 - CHERRIES, BAGGED

Select  
Un-Select

OK Cancel

- If the PLU or UPC number you entered is not on file you will receive an error message like the one shown to the right

ISS45 Office

Item No 3020  
Not Found in PLU or Already Selected

OK

- Click the **Preview** tab to review the items to be added to the flip chart

PLU Item Selector

Category Preview

Item Number	Description
4011	Bananas
4013	3 LB. APPLES
4014	GOURDS
4020	APPLES, GOLD DEL BULK 88&LGR
4021	Bing Cherries
4045	CHERRIES, BAGGED

OK Cancel

- Click the **Category** tab to return to the selection screen
- Additional items can be added to the flip chart as needed
- To remove an item from the selection screen, highlight that item by selecting it with the mouse and click **Un-Select**
- Click **OK** to add the selected items to this flip chart and return to the PLU Groups Maintenance window
- Click **Cancel** to exit the PLU Item Selector dialog and return to the PLU Groups Maintenance window without adding items to the flip chart

PLU Item Selector

Category Preview

☒ Item

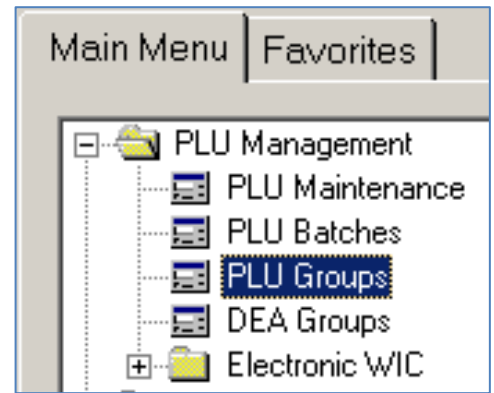
4013 - 3 LB. APPLES  
4014 - GOURDS  
4021 - Bing Cherries  
4020 - APPLES, GOLD DEL BULK 888  
4045 - CHERRIES, BAGGED  
4011 - Bananas


Select  
Un-Select

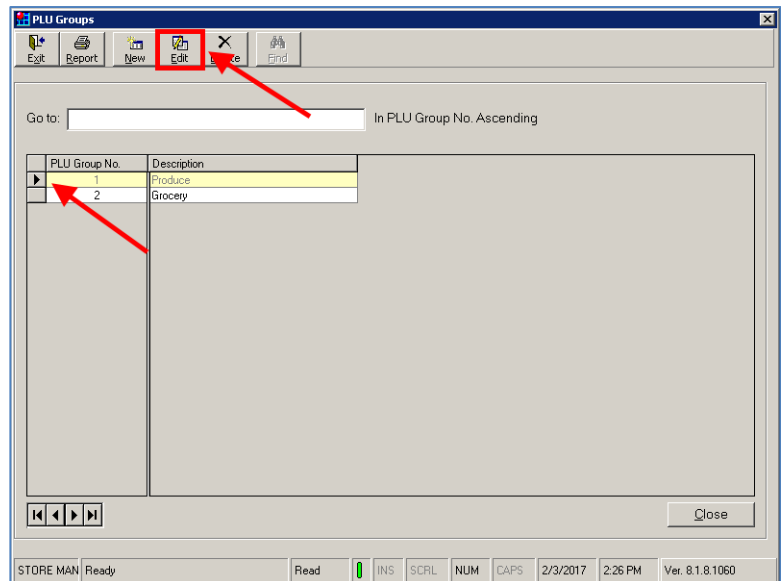
OK Cancel

## Delete an Item from a PLU Group

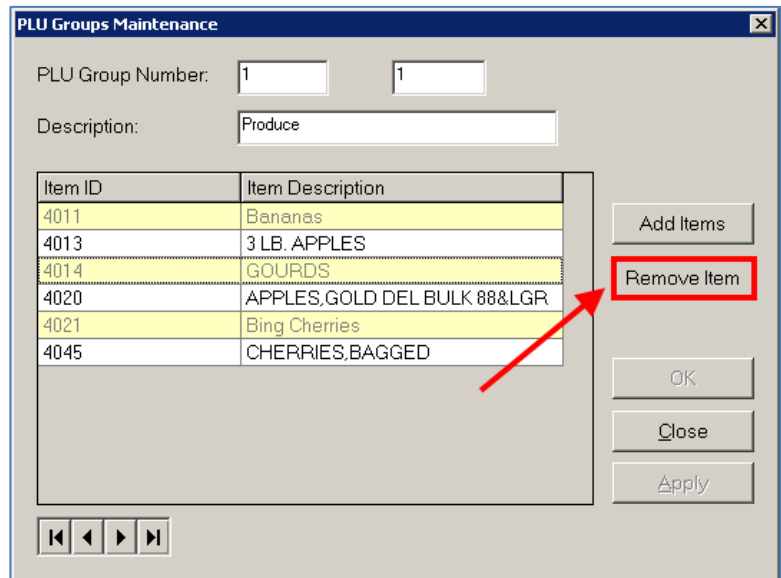
- Access the PLU Groups menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double click on **PLU Groups**



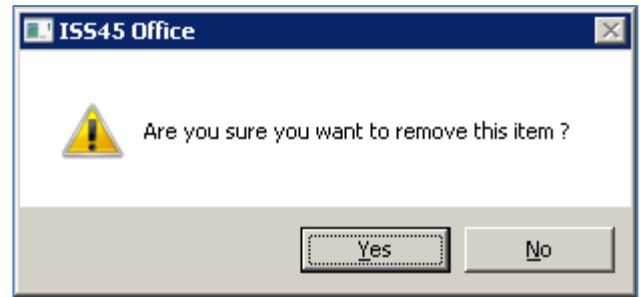
- Select the line you want to work with making sure the arrow  appears to the left of the line
- Click the **Edit** button on the toolbar at the top of the screen



- Select the item you wish to remove by clicking with the mouse and then click on **Remove Item**

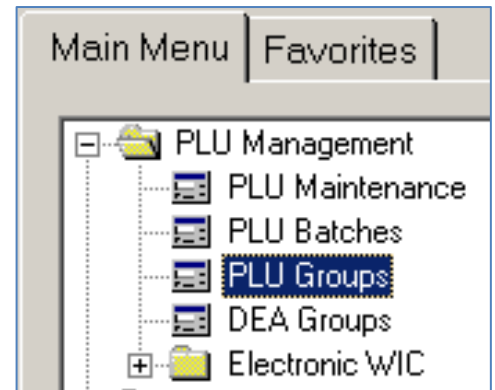


- Click **Yes** to remove the item from the flip chart
- Click **No** to cancel and return to the PLU Groups Maintenance window

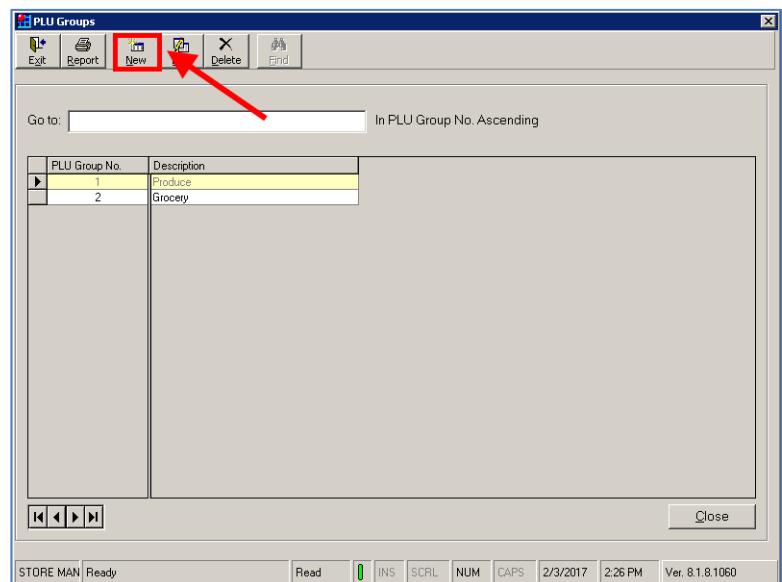


## Create a New PLU Group

- Access the PLU Groups menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double click on **PLU Groups**



- Click the **New** button in the toolbar at the top of the screen



- Enter the PLU group number and press Enter

**NOTE:** Entering an existing Group Number will load that group for editing

The screenshot shows the 'PLU Groups Maintenance' window. At the top, there are two input fields for 'PLU Group Number:'. The first field contains the number '3' and is highlighted with a red rectangle. A red arrow points from this field to the 'Description:' field below it. The 'Description:' field is currently empty. Below these fields is a table with two columns: 'Item ID' and 'Item Description'. The table is currently empty. To the right of the table are four buttons: 'Add Items', 'Remove Item', 'OK', and 'Close'. At the bottom of the window are four navigation buttons: '<<', '<', '>', and '>>'. There is also an 'Apply' button at the bottom right.

- Type a description for this PLU Group and press Enter on your keyboard

The screenshot shows the 'PLU Groups Maintenance' window. The 'PLU Group Number:' fields now both contain the number '3'. The 'Description:' field now contains the text 'Lawn and Garden' and is highlighted with a red rectangle. A red arrow points from this field to the 'Add Items' button. The table below remains empty. The buttons on the right are 'Add Items', 'Remove Item', 'OK', 'Close', and 'Apply'. The navigation buttons at the bottom are '<<', '<', '>', and '>>'.

- Click **Apply**

The screenshot shows the 'PLU Groups Maintenance' window. The 'PLU Group Number:' fields both contain '3' and the 'Description:' field contains 'Lawn and Garden'. The 'Apply' button at the bottom right is highlighted with a red rectangle. A red arrow points from the 'Apply' button to the 'Add Items' button. The table below remains empty. The buttons on the right are 'Add Items', 'Remove Item', 'OK', 'Close', and 'Apply'. The navigation buttons at the bottom are '<<', '<', '>', and '>>'.


- Click the **Add Items** button
- Follow the instructions in the section, Add an Item to a PLU Group

The screenshot shows the 'PLU Groups Maintenance' window. At the top, 'PLU Group Number' is set to 3 and 'Description' is 'Lawn and Garden'. Below these is a table with columns 'Item ID' and 'Item Description'. To the right of the table, the 'Add Items' button is highlighted with a red box, and a red arrow points to it. Other buttons visible are 'Remove Item', 'OK', 'Close', and 'Apply'.

- After all items have been added to the Flip Chart, click the **Close** button to return to the PLU Groups window

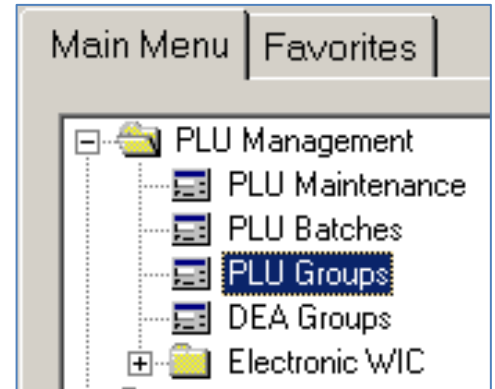
The screenshot shows the 'PLU Groups Maintenance' window with the table populated with items. The 'Close' button is highlighted with a red box, and a red arrow points to it. The table contains the following data:


Item ID	Item Description
4011	bananas
4013	3 LB. APPLES
4014	GOURDS
4020	APPLES,GOLD DEL BULK 88&LGR
4021	Bing Cherries
4045	CHERRIES,BAGGED

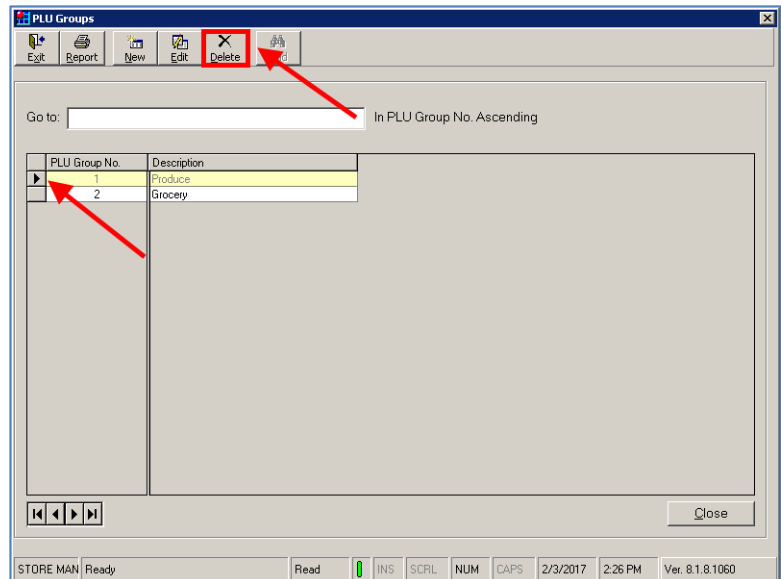
- When finished, click  to return to the ISS45 Office main screen

## Delete an Existing PLU Group

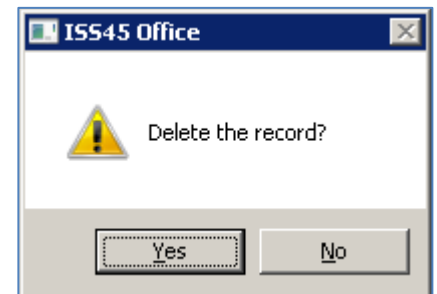
- Access the PLU Groups menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double click on **PLU Groups**



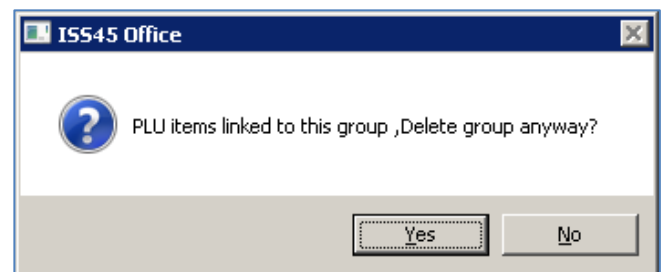
- Select the line you want to work with making sure the arrow  appears to the left of the line
- Click the **Delete** button on the toolbar at the top of the screen



- Click **Yes** to delete the selected PLU Group
- Click **No** to cancel



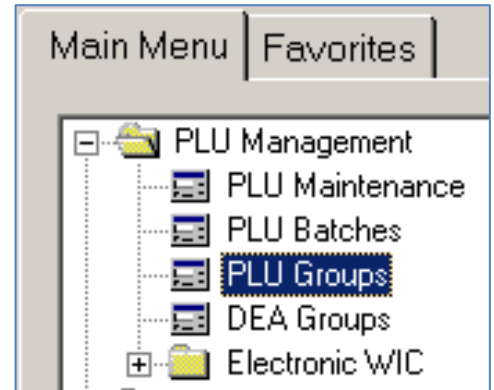
- If there are PLU items linked to the group you are deleting the message to the right will be shown
  - o Click **Yes** to continue deleting the PLU Group
  - o Click **No** to cancel deleting the PLU Group
  - o Deleting PLU Groups will not delete the attached items




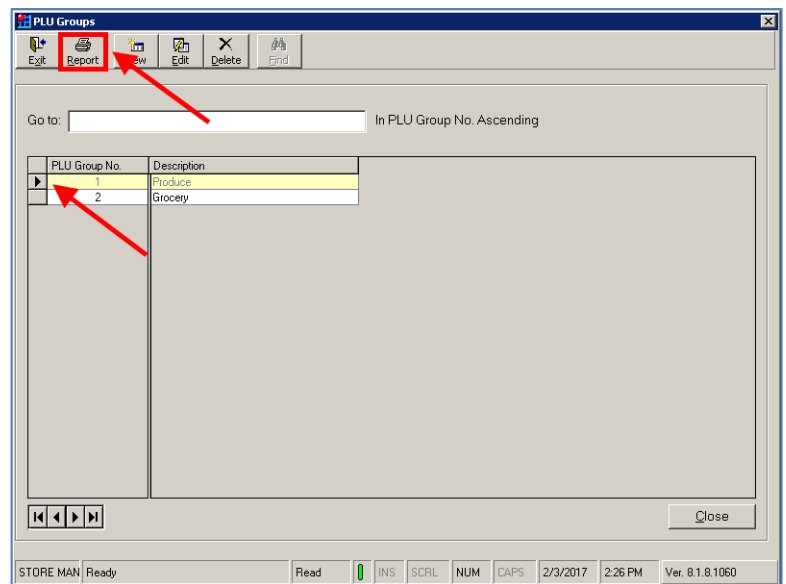


# Print the Contents of the PLU Groups

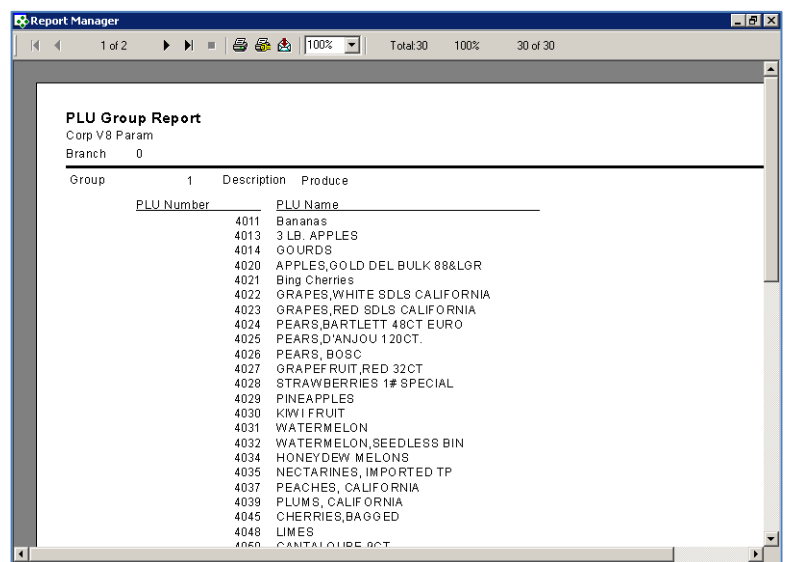
- Access the PLU Groups menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double click on **PLU Groups**





- Select the line you want to work with making sure the arrow  appears to the left of the line
- Click the **Report** button in the toolbar at the top of the screen



- The contents of each PLU group will be displayed on separate pages



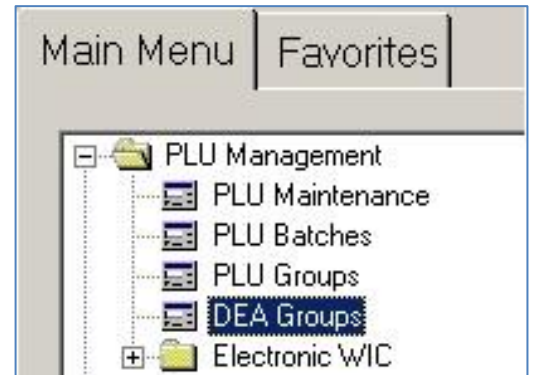
- To print the report, click the  button in the toolbar at the top of the window
- Click the  in the upper right-hand corner to close the Report window and return to the PLU Groups window
- When finished, click **Exit** to return to the ISS45 Office main screen

# DEA Groups

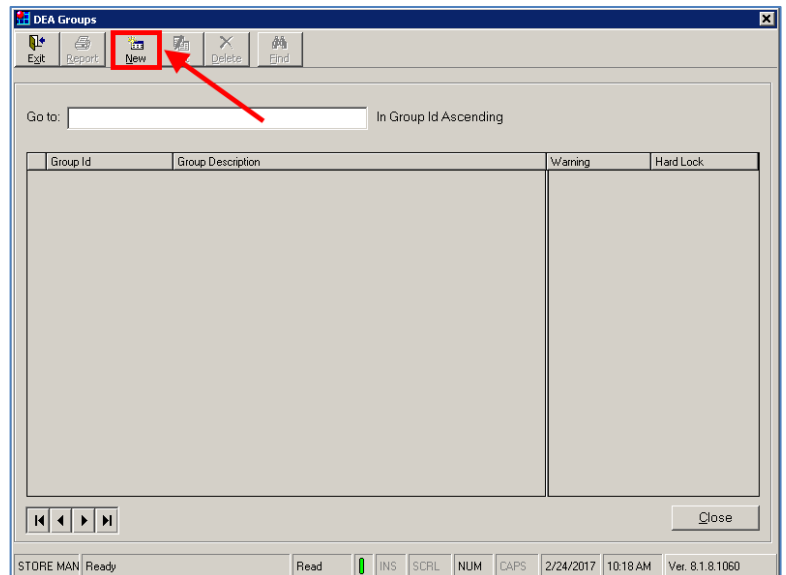
Allows the store to limit quantity sales of individual items or groups of items

## Creating a New DEA Group

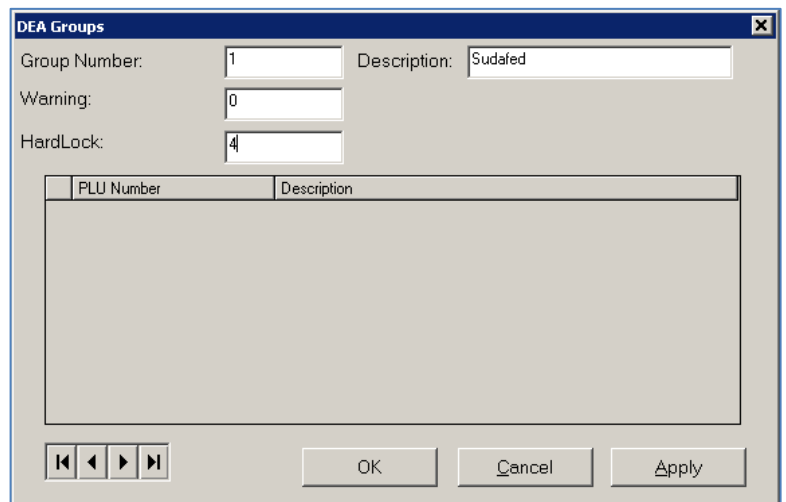
- Access the DEA Group menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double click on **DEA Groups**



- Click the **New** button at the top of the screen

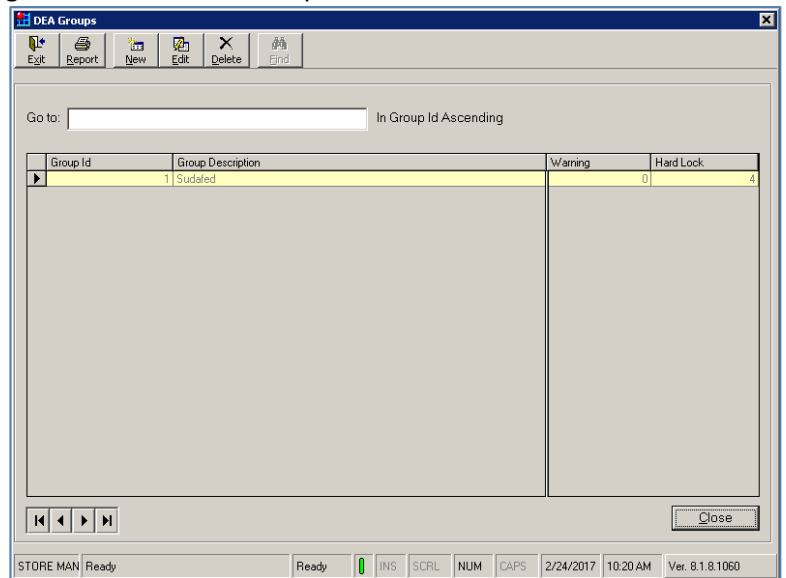


- Type the new DEA Group number and press enter on your keyboard  
**NOTE:** If an existing group number is entered that group will be brought up for editing
- Type a description in the Description field and press enter on your keyboard
- In the Warning field, enter 0 and press enter
- In the Hard Lock field, enter a number that is *one more* than the allowed limit and press enter.  
**NOTE:** Attempting to ring this quantity will generate the message "Restricted QTY Exceeded. Sale Not Allowed" on the cashier screen




- Click **OK** to save the DEA Group and exit to the DEA Group window

- Click **Apply** to save the DEA Group and begin creating an additional DEA Group

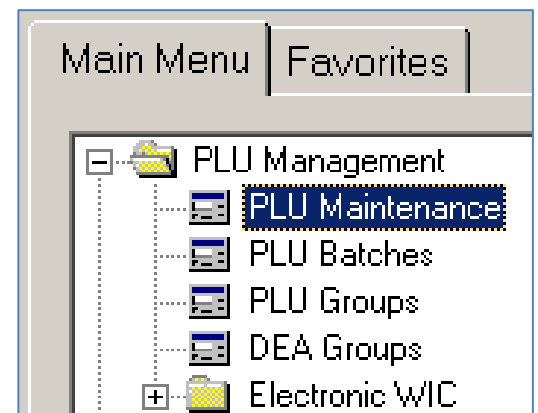


- The new DEA Group will now be displayed in the DEA Groups window

- When finished, click  to return to the ISS45 Office main screen

## Add an Item to a DEA Group

- Expand the **PLU Management** folder in the menu tree on the left-hand side and then double click on **PLU Maintenance**



- The PLU Maintenance window will appear

The screenshot shows the 'PLU Maintenance' window. It has a title bar and a toolbar with navigation buttons. The window is divided into several sections:

- Item Information:** Item Number (text box), Description (text box).
- Tabs:** Basic Setup, Param 1, Param 2, Cost and Sales, Promo.
- POST Description:** (text box)
- Department:** (dropdown menu)
- Subdepartment:** (dropdown menu)
- Price:** (text box, value 0.00) and **Quantity:** (text box, value 1)
- Tax Flags:** A grid of checkboxes for Tax 1 through Tax 8.
- Excise Tax No.:** (text box, value 0) and a button with three dots.
- Fuel Item:** (checkbox)
- Car Wash Item:** (checkbox)
- Exchange Tender ID:** (dropdown menu)
- Buttons:** Clear, OK, Cancel, Apply.

- Enter the PLU / UPC in the Item number field and click the **Param 2** tab and then enter the group number in the **DEA Group**

The screenshot shows the 'PLU Maintenance' window with the 'Param 2' tab selected. The 'Item Number' field contains '7572511940' and is highlighted with a red box and an arrow. The 'DEA Group' dropdown menu is also highlighted with a red box and an arrow, showing 'Sudafed 2' selected. The window has tabs for 'Basic Setup', 'Param 1', 'Param 2', 'Cost and Sales', and 'Promo'. The 'Param 2' tab contains several input fields: 'Mix and Match' (0), 'Tare Weight', 'Return Code', 'POST Item Message', 'DEA Group', and 'Bulk Tax Group'. At the bottom, there are navigation buttons (back, forward, etc.) and 'OK', 'Cancel', and 'Apply' buttons.

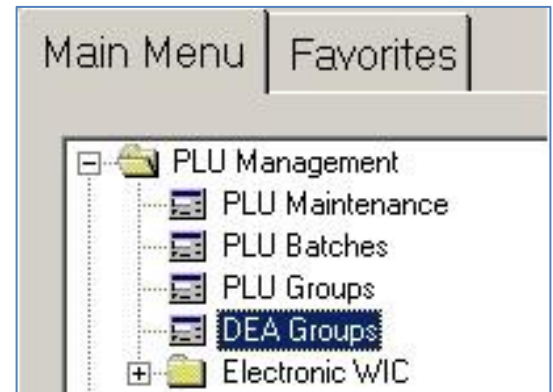
- Click **OK** to save the PLU Item and exit to the PLU Maintenance window
- Click **Apply** to save the PLU Item and assign another item to the DEA Group
- Click **Cancel** to exit the PLU Item without assigning it to a DEA Group
- When finished, click **Exit** to return to the ISS45 Office main screen


# Delete a DEA Group

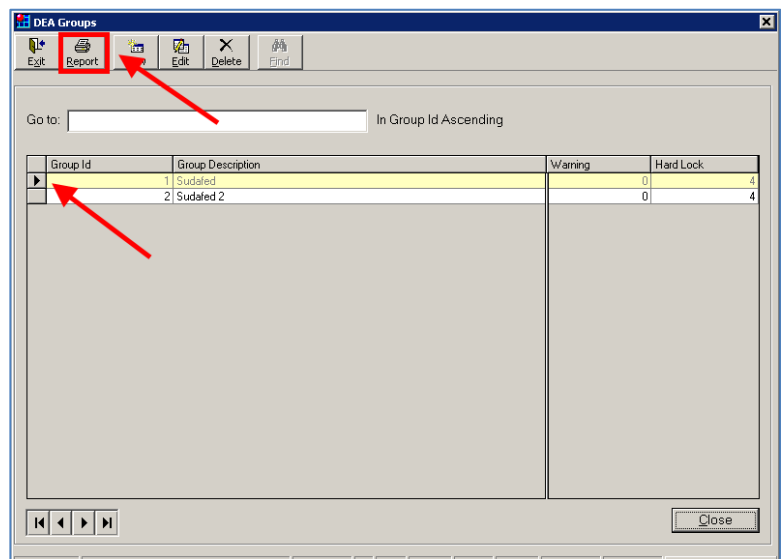
*NOTE: Before you can delete a DEA Group, you will need to remove all items from the Group*

## Step 1: DEA Groups Report

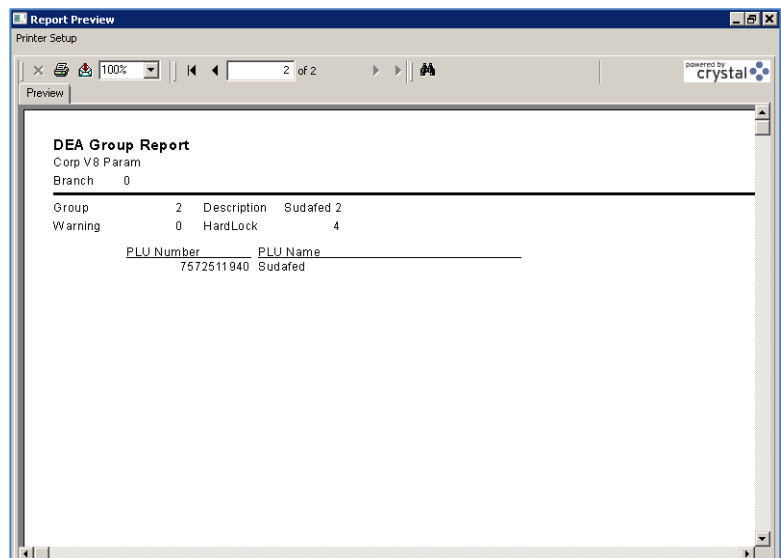
- Access the DEA Group menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double click on **DEA Groups**





- Select the line you want to work with making sure the arrow  appears to the left of the line
- Click the **Report** button in the toolbar at the top of the window



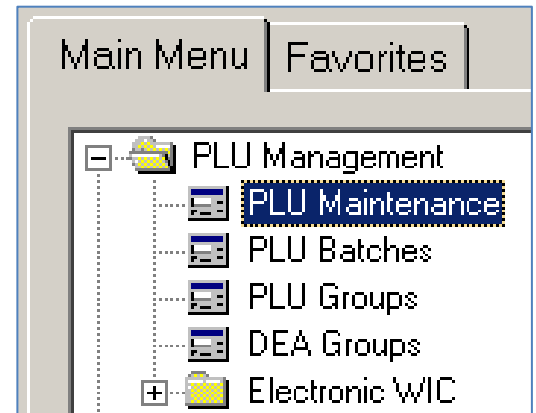
- The **DEA Group Report** will be displayed



- To print the report, click the  button in the toolbar at the top of the window
- Click the  in the upper right-hand corner to close the Report window and return to the DEA Groups window
- When finished, click **Exit** to return to the ISS45 Office main screen

## Step 2: Remove PLUs from DEA Group

- Expand the **PLU Management** folder in the menu tree on the left-hand side and then double click on **PLU Maintenance**



- Using your printed DEA Groups Report enter the PLU / UPC in the **Item Number** field, press Enter and click the **Param 2** tab

A screenshot of the 'PLU Maintenance' dialog box. The 'Item Number' field is highlighted with a red box and has a red arrow pointing to it. The 'Description' field is empty. Below these are several tabs: 'Basic Setup', 'Param 1' (which is highlighted with a red box and has a red arrow pointing to it), 'Param 2', 'Cost and Sales', and 'Promo'. The 'Param 1' tab contains fields for 'POST Description', 'Department', 'Subdepartment', 'Price' (set to 0.00), and 'Quantity' (set to 1). There are also checkboxes for 'Tax 1' through 'Tax 8' and a section for 'Excise Tax No.'.

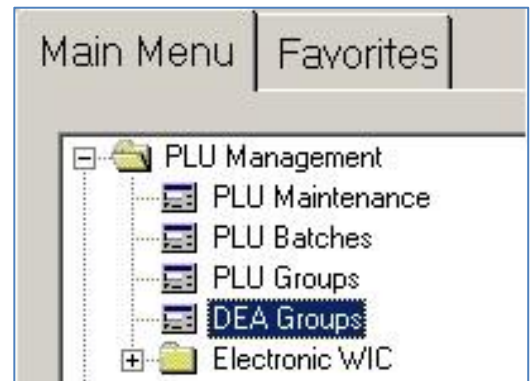
- Remove the group number in the **DEA Group** field by selecting the field then pressing Backspace


A screenshot of the 'PLU Maintenance' dialog box, now on the 'Param 2' tab. The 'Item Number' field contains '7572511940' and the 'Description' field contains 'Sudafed'. The 'Param 2' tab is highlighted with a red box and has a red arrow pointing to it. Within this tab, the 'DEA Group' dropdown menu is highlighted with a red box and has a red arrow pointing to it. The dropdown currently shows 'Sudafed 2'. Other fields in the 'Additional Links' section include 'Mix and Match', 'Tare Weight', 'Return Code', 'POST Item Message', 'Bulk Tax Group', and several empty dropdowns.

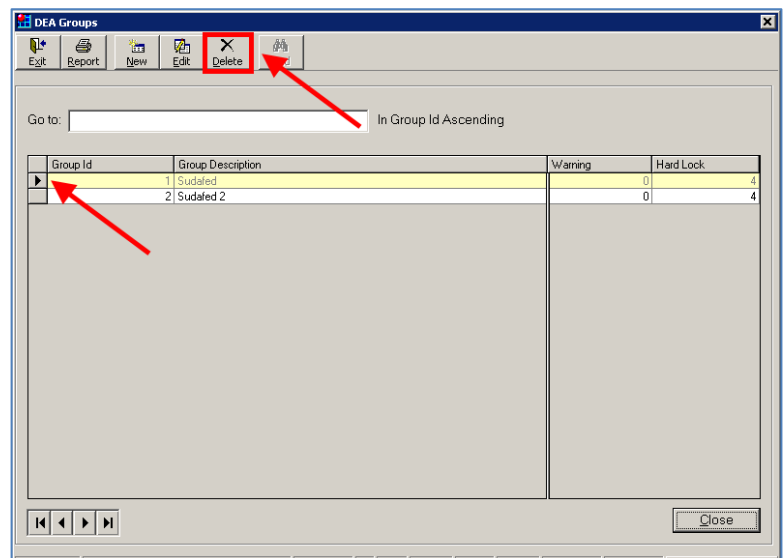
- Click **Apply** to save changes and continue until you have removed all items from the DEA Group
- When finished click **OK** to save the PLU item then click **Exit** to return to the ISS45 Main Menu

## Step 3: Delete the Group

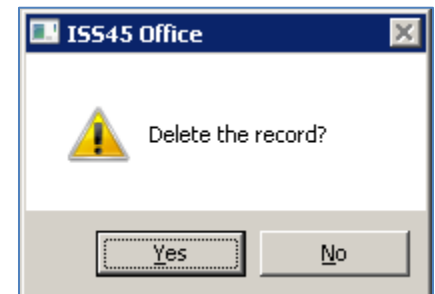
- Return to the DEA Group menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double clicking on **DEA Groups**



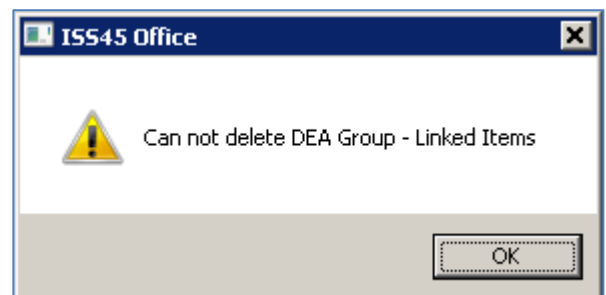
- Select the line you want to work with making sure the arrow  appears to the left of the line
- Click the **Delete** button in the toolbar at the top of the screen



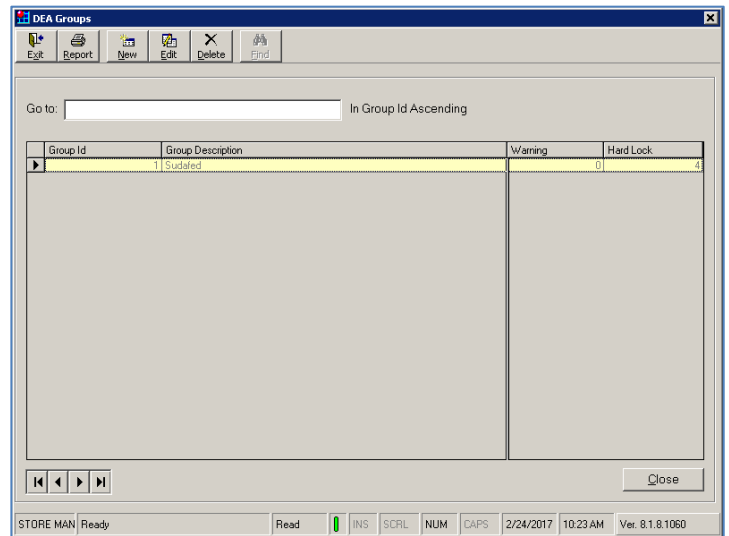
- Click **Yes** to delete the record
- Click **No** to cancel



- If you attempt to delete a group that has items attached to it, you will receive this message.



- After deleting the DEA Group, you will be returned to the **DEA Group** window

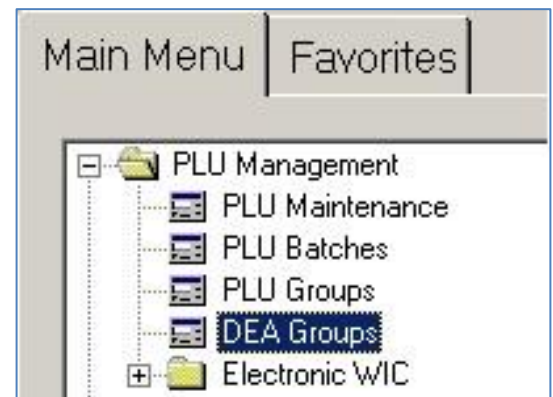


- When finished, click **Exit** to return to the ISS45 Office main screen

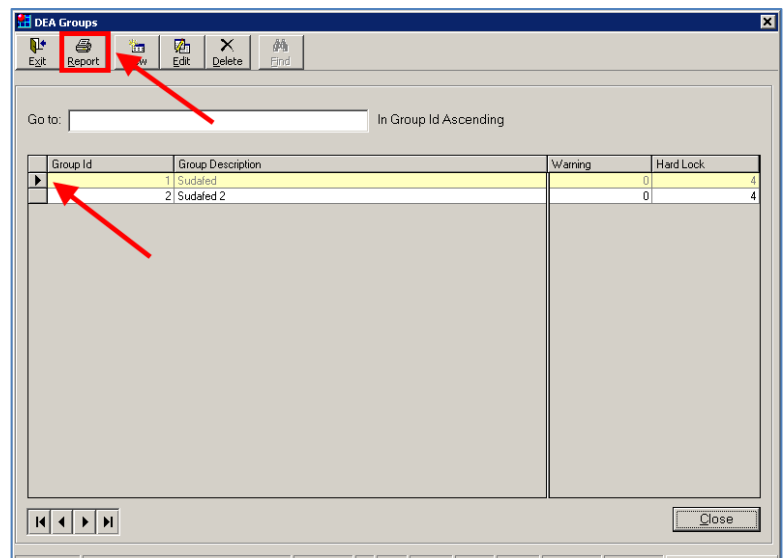


# DEA Group Report

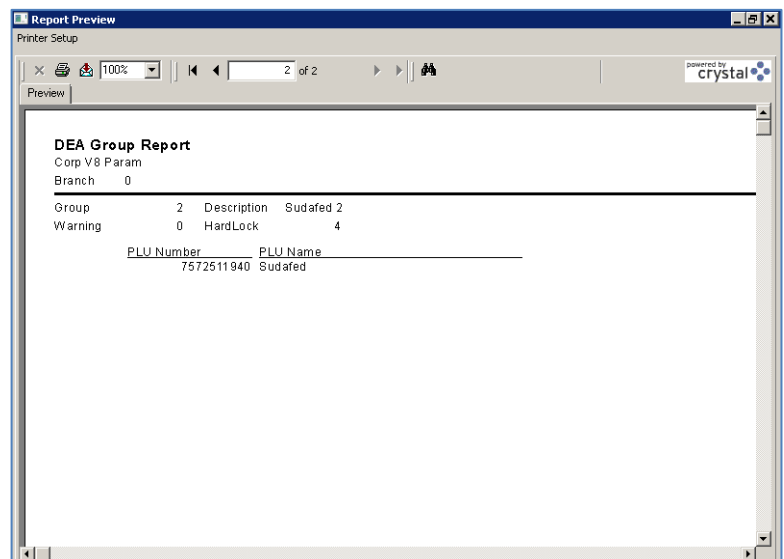
- To access the DEA Group menu, expand the **PLU Management** folder in the menu tree on the left-hand side and then double click on **DEA Groups**





- Select the line you want to work with making sure the arrow ► appears to the left of the line
- Click the **Report** button in the toolbar at the top of the window



- The **DEA Group Report** will be displayed



- To print the report, click the  button in the toolbar at the top of the window
- Click the  in the upper right-hand corner to close the Report window and return to the DEA Groups window
- When finished, click **Exit** to return to the ISS45 Office main screen

# Electronic WIC

## WIC Link Maintenance

This process does not apply to Texas

WIC Linking allows a store to link a WIC approved produce item whose PLU/UPC code does not appear on the state's Approved Product List to a state approved PLU code

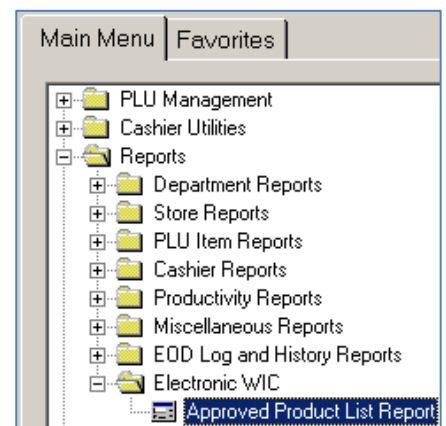
- Identify the items your store sells that are WIC eligible but do not appear in the state Approved Product List


**NOTE:** For the example a tray wrapped produce item (watermelon) will be used. The watermelon is WIC eligible, but the random weight PLU programmed in the produce scale is not in the state APL

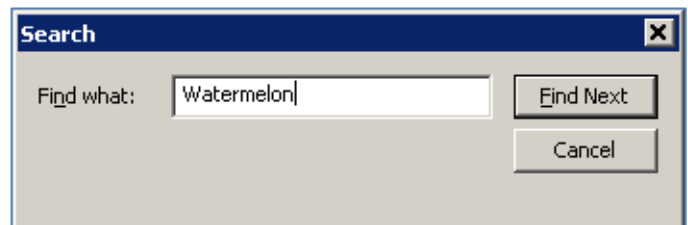
**NOTE:** Always make sure to map a store PLU code to a similar item in the State's Approved Product List

## Linking Items – Step 1: Approved Product List (APL) Report

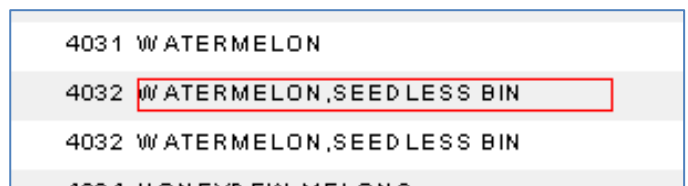
- Access the Approved Product List Report by expanding the **Reports** folder, then expand the **Electronic WIC** folder and double click on **Approved Products List Report**



- The APL Report can be searched by PLU, UPC or description if you are looking for a specific product
  - Click the  icon at the top of the window
  - Enter your search terms on the **Find what:** line and then click **Find Next**

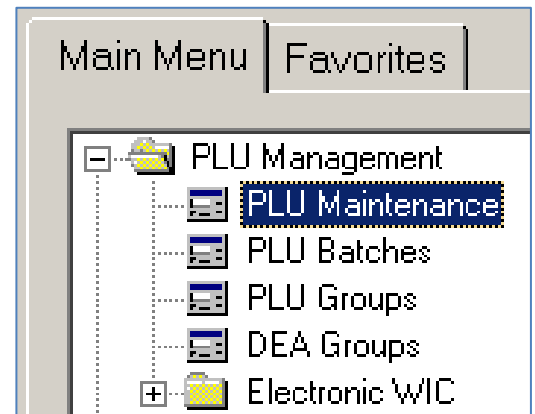


- Locate a similar State-approved item and make note of the PLU
  - Example, 4032



## Linking Items – Step 2: Verify the store PLU code is flagged as a WIC or WIC CVV item

- Access the PLU Maintenance menu by expanding the **PLU Management** folder in the menu tree on the left-hand side and then double click on **PLU Maintenance**



- Enter the PLU / UPC of the wrapped watermelon in the **Item Number** field, press Enter
  - o Example 20012300000

A screenshot of the 'PLU Maintenance' window. It has a title bar 'PLU Maintenance'. Below it are two input fields: 'Item Number:' with the value '20012300000' and 'Description:' which is empty. At the bottom, there are four tabs: 'Basic Setup', 'Param 1', 'Param 2', and 'Cost an'.

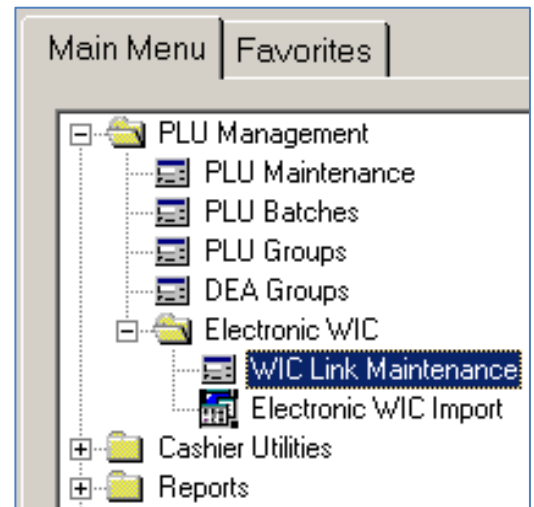
- Click the **Param 1** tab and verify a checkmark appears in the **WIC or WIC CVV** field

A screenshot of the 'PLU Maintenance' window with the 'Param 1' tab selected. The 'Item Number' is '20012300000' and the 'Description' is 'Cut Watermelon Slice'. The 'General' section has checkboxes for 'Negative Entry', 'Item on sale', 'Weighed Item', and 'Print Item Number'. The 'Coupon Setting' section has checkboxes for 'Store Coupon' and 'Vendor Coupon'. The 'Restrictions' section has checkboxes for 'Prohibit Sale' and 'Restriction Layout'. The 'Quantity' section has checkboxes for 'Prohibit QTY/Repeat' and 'Force Quantity'. The 'Allow Payment by' section has checkboxes for 'WIC', 'WIC CVV' (checked), and 'Food Stamps'. A red box highlights the 'WIC CVV' checkbox, and a red arrow points to it. At the bottom, there are buttons for 'OK', 'Cancel', and 'Apply'.

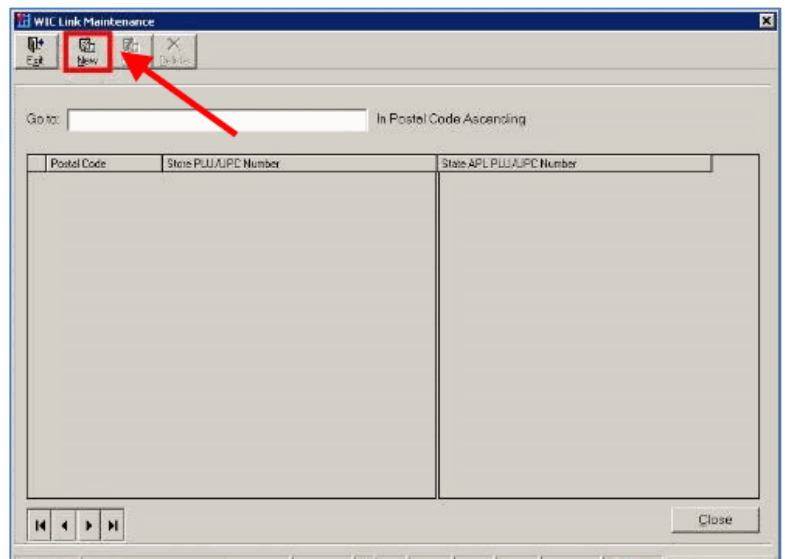
- Click **OK** to save the PLU item and exit to the PLU Maintenance window
- Click **Exit** to return to the ISS45 Office main screen

## Linking Items – Step 3: Link items

- Access the WIC Link Maintenance menu by expanding the **PLU Management** folder
- Expand the **Electronic WIC** folder and then double click on **WIC Link Maintenance**

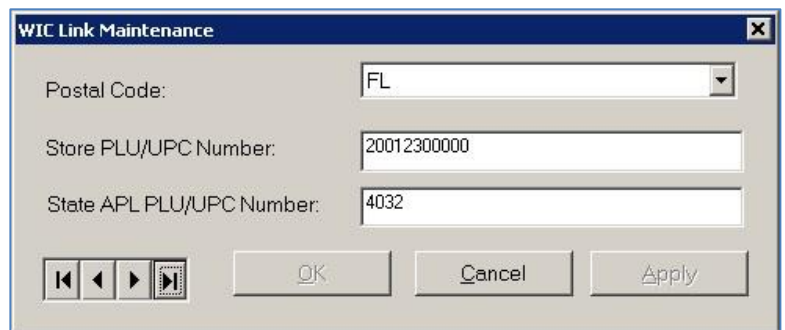


- The WIC Link Maintenance window is displayed
- To link an item, click the **New** button on the toolbar at the top of the window



- Enter the PLU number to be linked in the **Store PLU/UPC Number** field
- Enter the State-approved PLU in the **State APL PLU/UPC Number** field
  - o (Example: 4032)

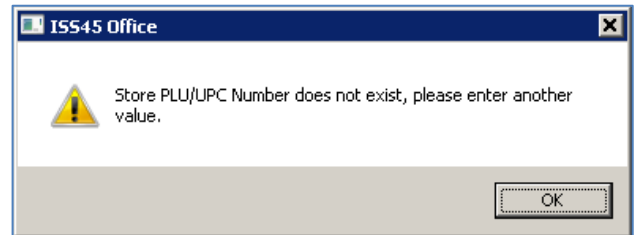
**NOTE:** PLU code 4469 (Produce) is available for mapping items that do not match any item in the state APL and should **ONLY** be used when there is no other PLU available



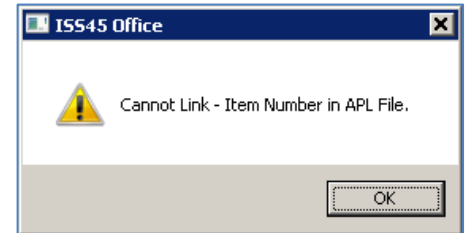
- Click **OK** to save the Linked items and exit to the WIC Link Maintenance screen
- Click **Apply** to save the Linked items and begin Linking additional items
- If the item was successfully linked the Store and State PLU fields will now be empty

## WIC Linking Errors

- If the PLU code you have entered in the Store PLU field is incorrect the error shown to the right will be seen



- If the PLU entered in the Store PLU field has already been linked to a state approved PLU, the following message will be seen

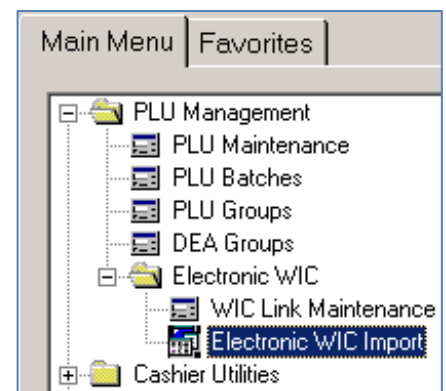


## Linking Items – Step 4: Send updated APL to the Lanes

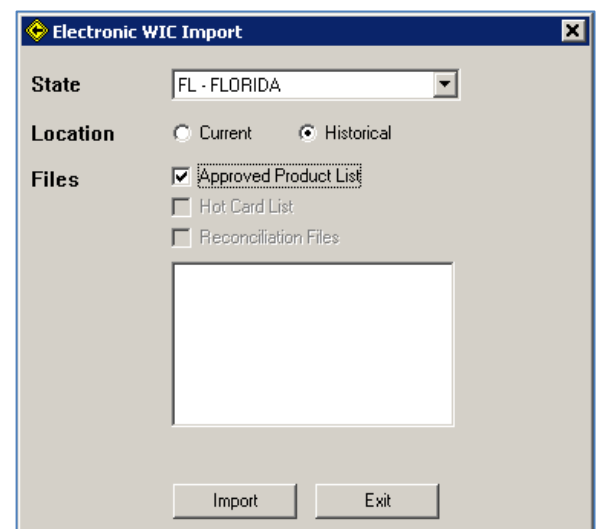
Once the items are mapped the updated Approved Product List must be sent to the registers

**NOTE:** This step will cause a **5-10-minute** interruption at each register as the updated file loads. The register cannot be used during this time. If a transaction is in progress the update will occur when the transaction is finished, not during. If you do not send the updated APL to the lanes it will automatically be sent at EOD.

- Access the Electronic WIC Import menu by expanding the **PLU Management** folder, then expand the **Electronic WIC** folder and then double click on **Electronic WIC Import**

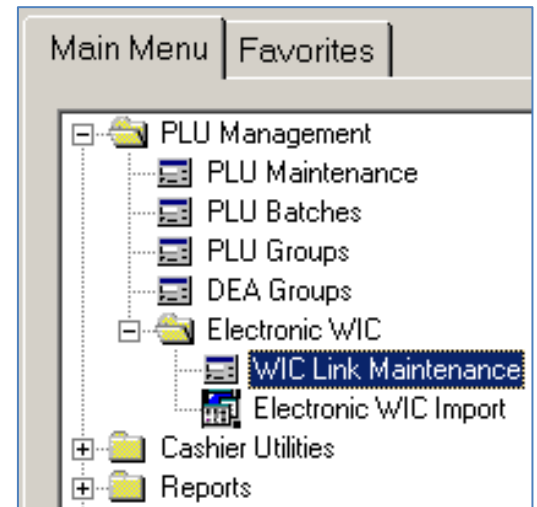


- Select your state from the **State** drop menu
- Click the **Historical** radio button under **Location**
- Click the box next to **Approved Product List**
- Click **Import**

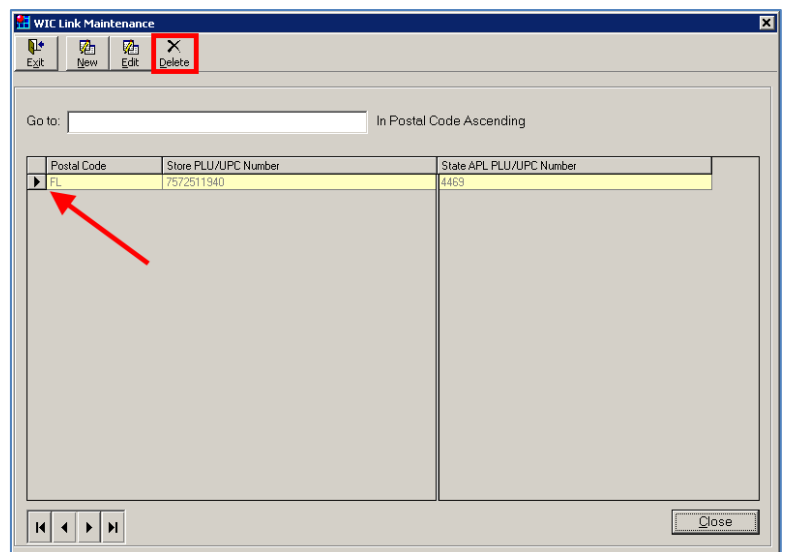


## Deleting Linked WIC Items

- Access the WIC Link Maintenance menu by expanding the **PLU Management** folder
- Expand the **Electronic WIC** folder and then double click on **WIC Link Maintenance**



- Select the line you want to work with making sure the arrow ► appears to the left of the line
- Click the **Delete** button on the toolbar at the top of the screen

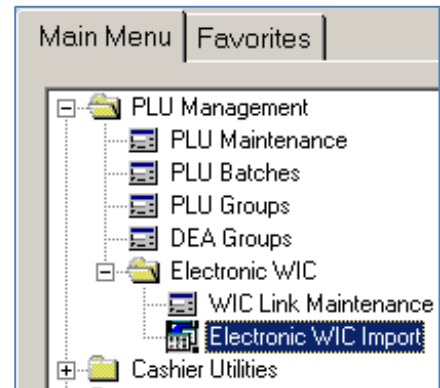


- Once the linked item is deleted the updated Approved Product List must be sent to the lanes using the Electronic WIC Import function

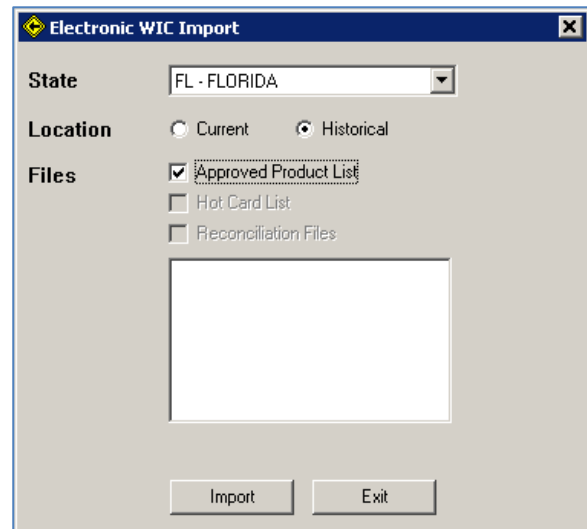
# Electronic WIC Import

**NOTE:** This step will cause a **5-10-minute** interruption at each register as the updated file loads. The register cannot be used during this time. If a transaction is in progress the update will occur when the transaction is finished, not during. If you do not send the updated APL to the lanes it will automatically be sent at EOD.

- Access the Electronic WIC Import menu by expanding the **PLU Management** folder, then expand the **Electronic WIC** folder and then double click on **Electronic WIC Import**



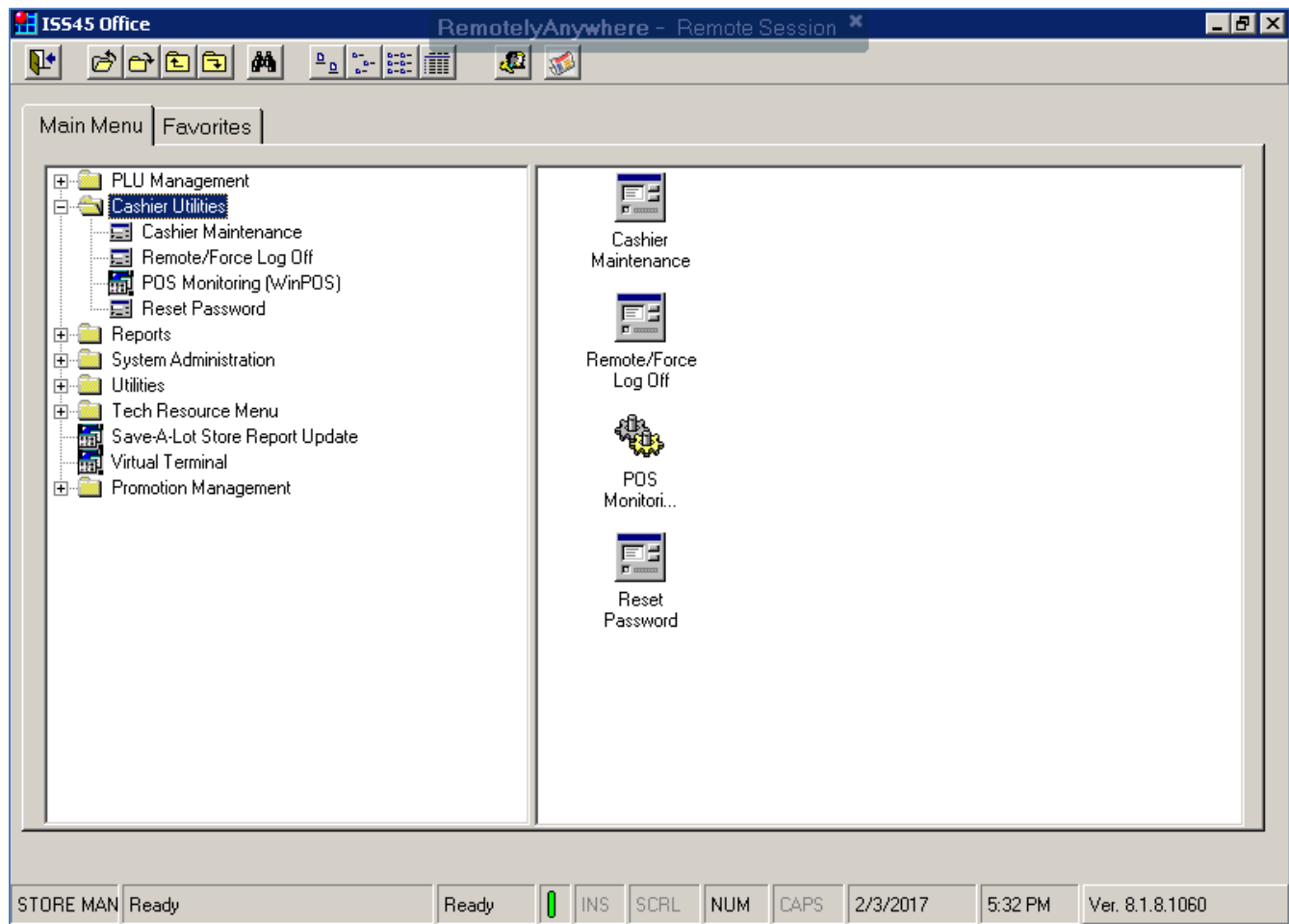
- Select your state from the **State** drop menu
- Click the **Historical** radio button under **Location**
- Click the box next to **Approved Product List**
- Click **Import**



# Cashier Utilities

Applications in the Cashier Utilities folder can be used to create and maintain Cashier logins, force logoff cashiers, monitor cashier activities and reset cashier passwords.

- From the ISS45 OFFICE main menu expand Cashier Utilities then double-click one of the applications below. (You may click on either the item in the tree list or the icon in the right pane.)



<a href="#">Cashier Maintenance</a>	Used to add new cashiers, update existing cashiers or remove cashiers
<a href="#">Remote/Force Logoff</a>	Use Remote/Force Logoff to log off a cashier from the Back Office
<a href="#">POS Monitoring</a>	Used to view transactions remotely, as they happen
<a href="#">Reset Password</a>	Use this function to reset a cashier's password (License stores only)

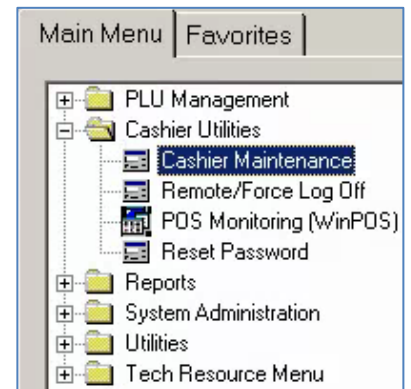


# Cashier Maintenance

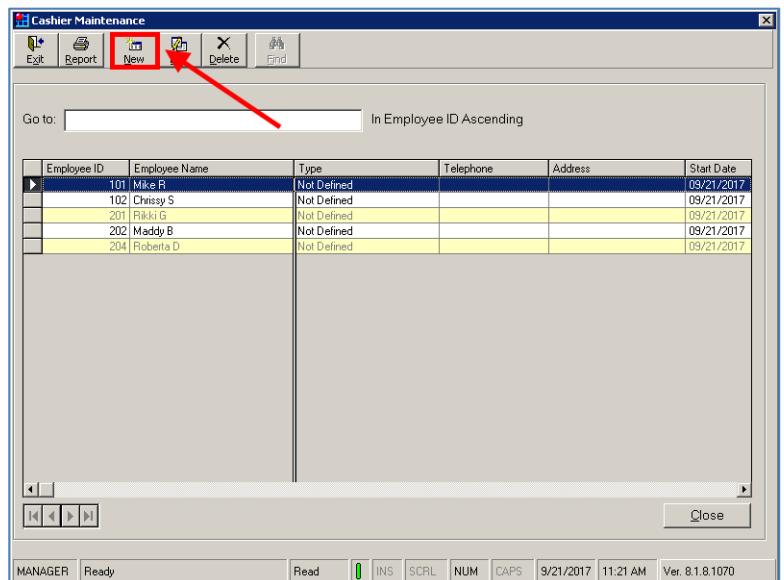
Used to add new cashiers, update existing cashiers or remove cashiers

## Create a New Cashier

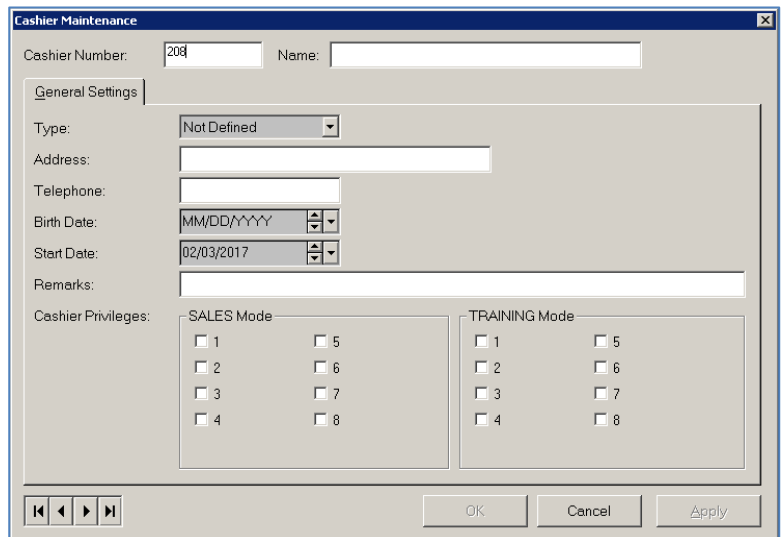
- Access the Cashier Maintenance menu by expanding the **Cashier Utilities** folder in the menu tree on the left-hand side and then double click on **Cashier Maintenance**



- To create a new user, click the **New** button in the toolbar at the top of the screen

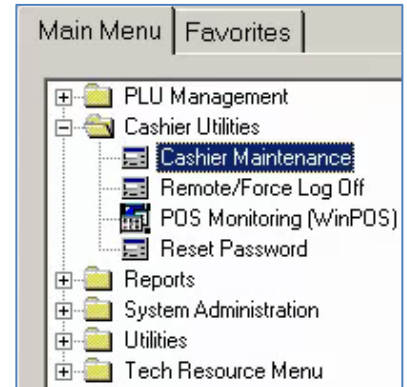


- Enter the Cashier Number and press **Enter**
  - Use numbers 101-109 for manager cashier numbers
  - Use numbers 201-400 for cashier numbers
- For Cashiers boxes 1-4 should be checked in SALES and TRAINING Modes
- For Supervisors boxes 1-8 should be checked in SALES and TRAINING Modes
- The new cashier number becomes active at the register with a password of 0 (zero)
- Click **OK** to save and exit to the Cashier Maintenance screen
- Click **Cancel** to exit to the Cashier Maintenance window without saving changes
- Click **Apply** to save and continue creating additional cashiers
- When finished, click **Exit** to return to the ISS45 Office main screen

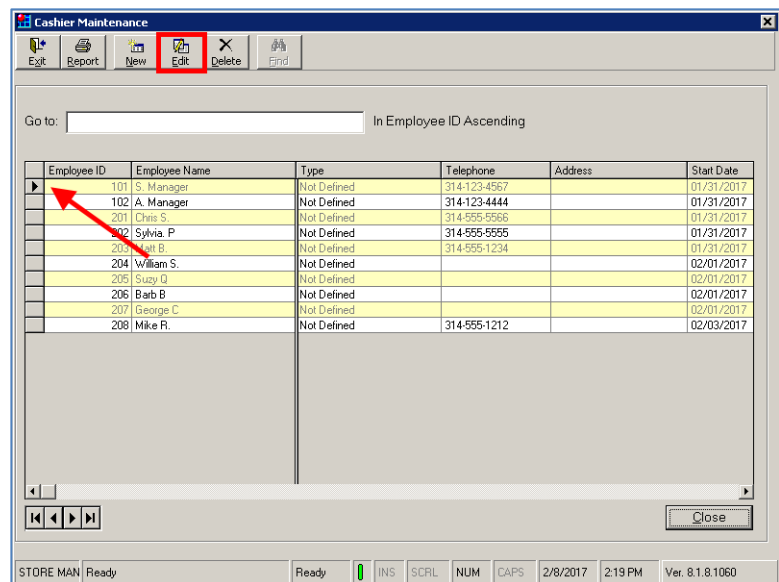


# Edit an Existing Cashier

- Access the Cashier Maintenance menu by expanding the **Cashier Utilities** folder in the menu tree on the left-hand side and then double click on **Cashier Maintenance**



- Select the cashier you wish to edit making sure the ► appears to the left of that line
- Click the **Edit** button on the toolbar at the top of the screen



**Cashier Maintenance**

Cashier Number:  Name:

General Settings

Type:

Address:

Telephone:

Birth Date:

Start Date:

Remarks:

Cashier Privileges:

**SALES Mode**

☒ 1 ☐ 5

☒ 2 ☐ 6

☒ 3 ☐ 7

☒ 4 ☐ 8

**TRAINING Mode**

☒ 1 ☐ 5

☒ 2 ☐ 6

☒ 3 ☐ 7

☒ 4 ☐ 8

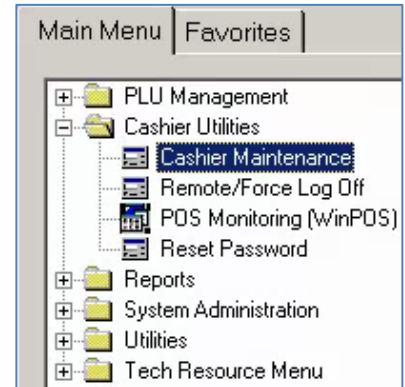
Navigation:


<b>Name</b>	Type the Cashier's first name and first initial of their last name (ex. Chris S) and press <b>Enter</b>
<b>Type</b>	This field is not used
<b>Address (Optional)</b>	Type the Cashier's address and press <b>Enter</b>
<b>Telephone (Optional)</b>	Type the cashier's phone number and press <b>Enter</b> <i><b>Note:</b> Cashiers phone numbers will be displayed in the Cashier Maintenance menu. This list can be printed by clicking the Report button at the top of the <a href="#">Cashier Maintenance</a> screen</i>
<b>Birth Date</b>	If your store sells alcohol or tobacco, and the cashier must be a minimum age to sell those items, enter the cashier's date of birth. The system will validate the cashier's age when attempting to sell a restricted item
<b>Start Date (Optional)</b>	Type cashier's hire date (the date will default to today's date) and press Enter
<b>Remarks (Optional)</b>	Type any comments and press <b>Enter</b>
<b>Cashier Privileges:</b>	<b>SALES Mode</b> Cashiers – Enable Privilege boxes 1. 2. 3. 4 This prohibits a cashier from accessing supervisor menus or approving control check/prohibited functions
	Supervisors – Enable Privilege boxes 1. 2. 3. 4. 5. 6. 7. 8. This allows the supervisor to override control checks and access necessary menus at the register
<b>Cashier Privileges:</b>	<b>TRAINING Mode</b> If your store uses Training Mode enable the same boxes as in SALES Mode

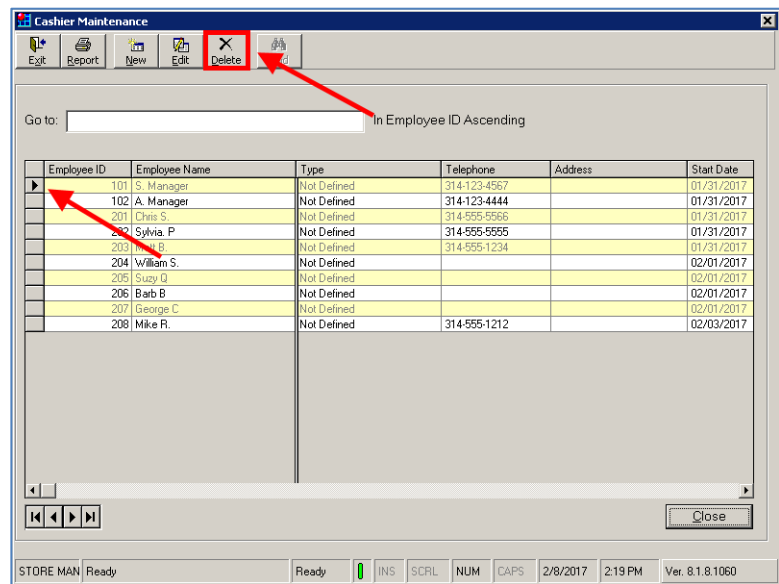
- Click **OK** to save and exit to the Cashier Maintenance screen
- Click **Cancel** to exit to the Cashier Maintenance window without saving changes
- Click **Apply** to save and continue creating additional cashiers
- The new cashier number becomes active at the register with a password of 0 (zero)
- When finished, click **Exit** to return to the ISS45 Office main screen

# Delete a Cashier

- Access the Cashier Maintenance menu by expanding the **Cashier Utilities** folder in the menu tree on the left-hand side and then double click on **Cashier Maintenance**



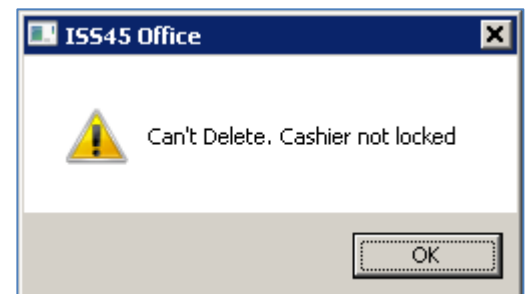
- Select the cashier you wish to delete making sure the  appears to the left of that line
- Click the **Delete** button on the toolbar at the top of the screen



- Click **Yes** to delete the selected Cashier or **No** to cancel and return to the Cashier Maintenance Screen



- If a cashier rang transactions (including voided transactions) during the current business day the message to the right will be shown.
  - This cashier will not be able to be deleted until the End-of-Day has run

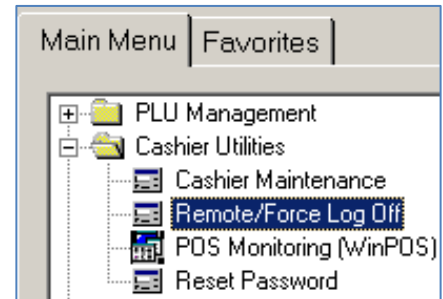



- When finished, click **Exit** to return to the ISS45 Office main screen

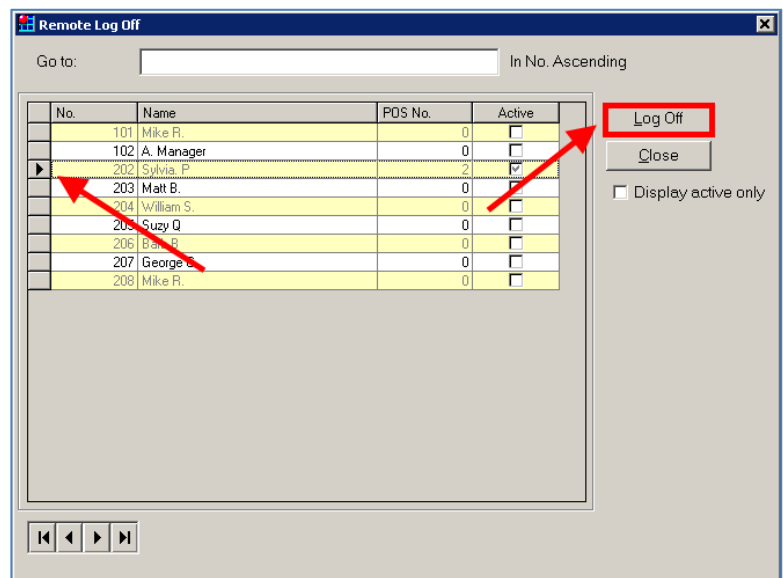
# Remote/Force Log Off

Use Remote/Force Logoff to log off a cashier from the Back Office. A forced log off can only be performed when a cashier is not currently performing a transaction at the POS terminal and should only be used when a cashier cannot be logged off at the POS using the standard Sign Out function. The cash drawer does not open when performing a Remote Logoff.

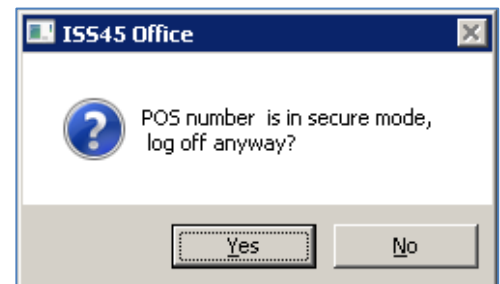
- Access the Remote/Force Log Off menu by expanding the **Cashier Utilities** folder in the menu tree on the left-hand side and then double click on **Remote/Force Log Off**



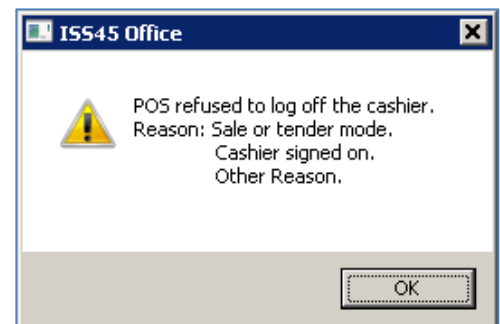
- Select the line you want to work with making sure the arrow  appears to the left of the line
  - o A checkmark in the **Active** column indicates that the cashier is active
- Click the **Log Off** button



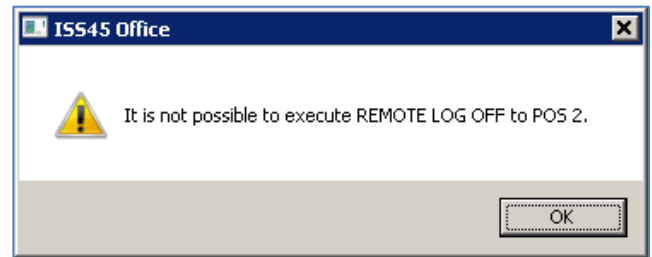
- If the cashier is in secure mode, the message to the right will be displayed
  - o Click **Yes** to log off the cashier
  - o Click **No** to cancel



- If the cashier is currently ringing a transaction you will not be allowed to log that cashier off until the transaction is completed



- The message to the right will be displayed if a register is offline

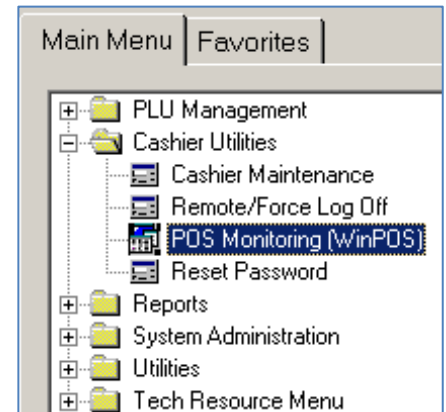


- When finished, click **Exit** to return to the ISS45 Office main screen

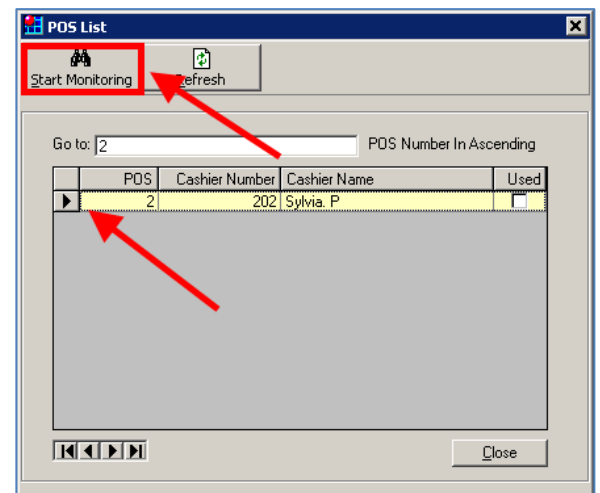
# POS Monitoring

Used for viewing transactions remotely, as they happen

- Access the POS Monitoring menu by expanding the **Cashier Utilities** folder in the menu tree on the left-hand side and then double click on **POS Monitoring (WinPOS)**

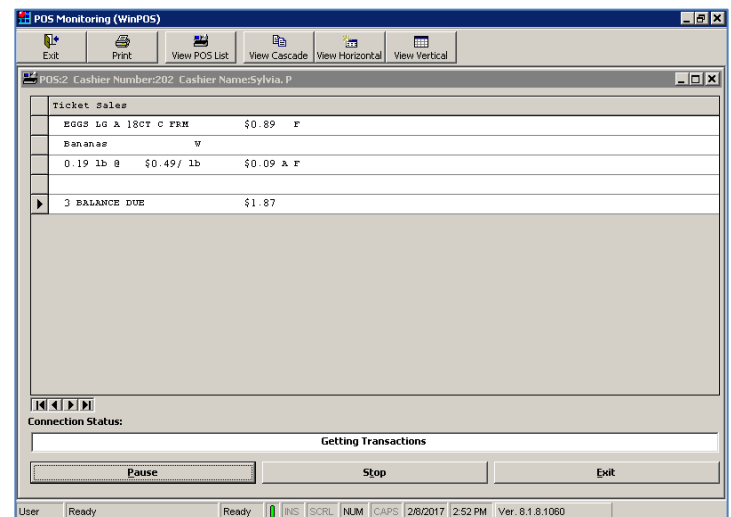


- Select the POS/Cashier you wish to monitor and then click **Start Monitoring**



- The Transaction Monitoring Screen will display the transaction as it happens without any item buffering or delay

<b>Pause / Continue</b>	While paused, transaction is still be captured and will be displayed on Continue
<b>Stop / Start</b>	While stopped Transaction is NOT being captured and will NOT display on Start
<b>Exit</b>	Stop monitoring and leave monitoring window



- Clicking **View POS List** will return you to the POS List
  - You may view multiple transaction monitoring screens at the same time
- Click **View Cascade**, **View Horizontal** or **View Vertical** to change the way that multiple monitoring windows are presented

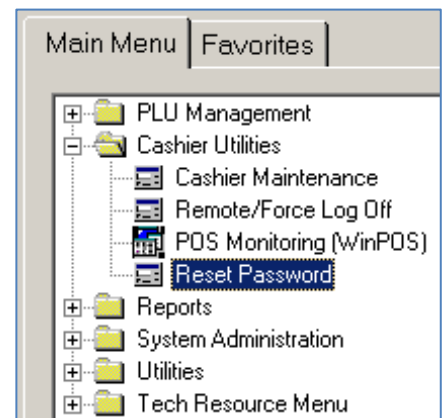



# Reset Password

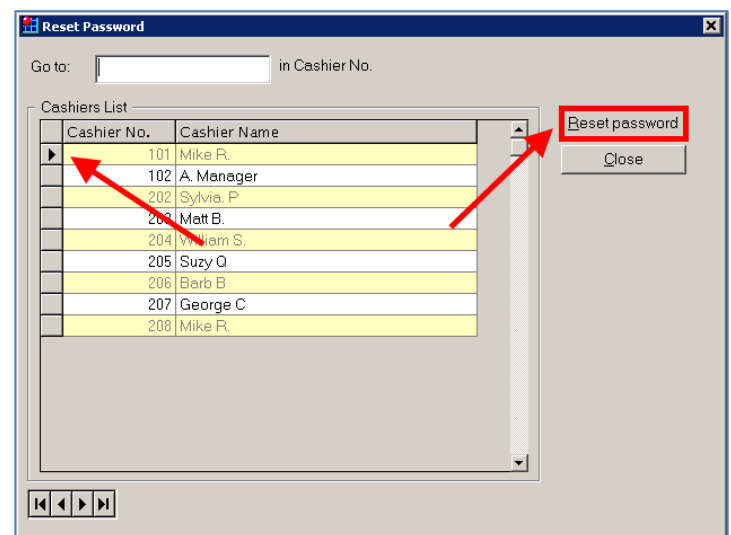
Use this function to reset a cashier's password

**NOTE:** This function is only available in License stores.

- Access the Reset Password menu by expanding the **Cashier Utilities** folder in the menu tree on the left-hand side and then double click on **Reset Password**



- Select the line you want to work with making sure the arrow  appears to the left of the line
- Click **Reset Password**



- Click **OK**
- The cashier's password has been reset to 0 (zero)



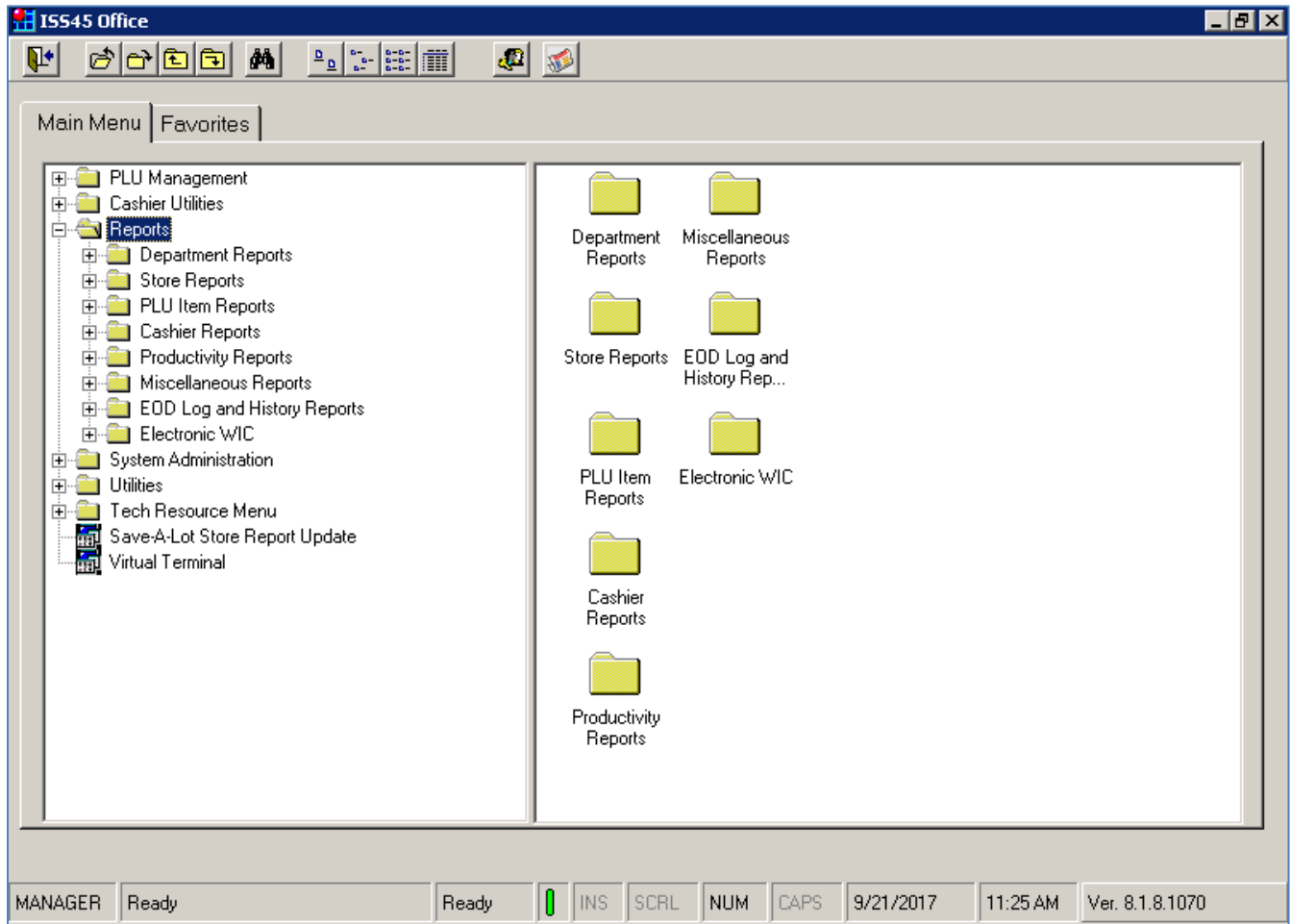
- When finished, click **Exit** to return to the ISS45 Office main screen



# Reports

The Reports Menu is where you will find current and historical information on store sales and performance, cashier information and performance, PLU item information and more.

- From the ISS45 OFFICE main menu expand Reports then double click one of the application groups below. (You may click on either the item in the tree list or the icon in the right pane.)

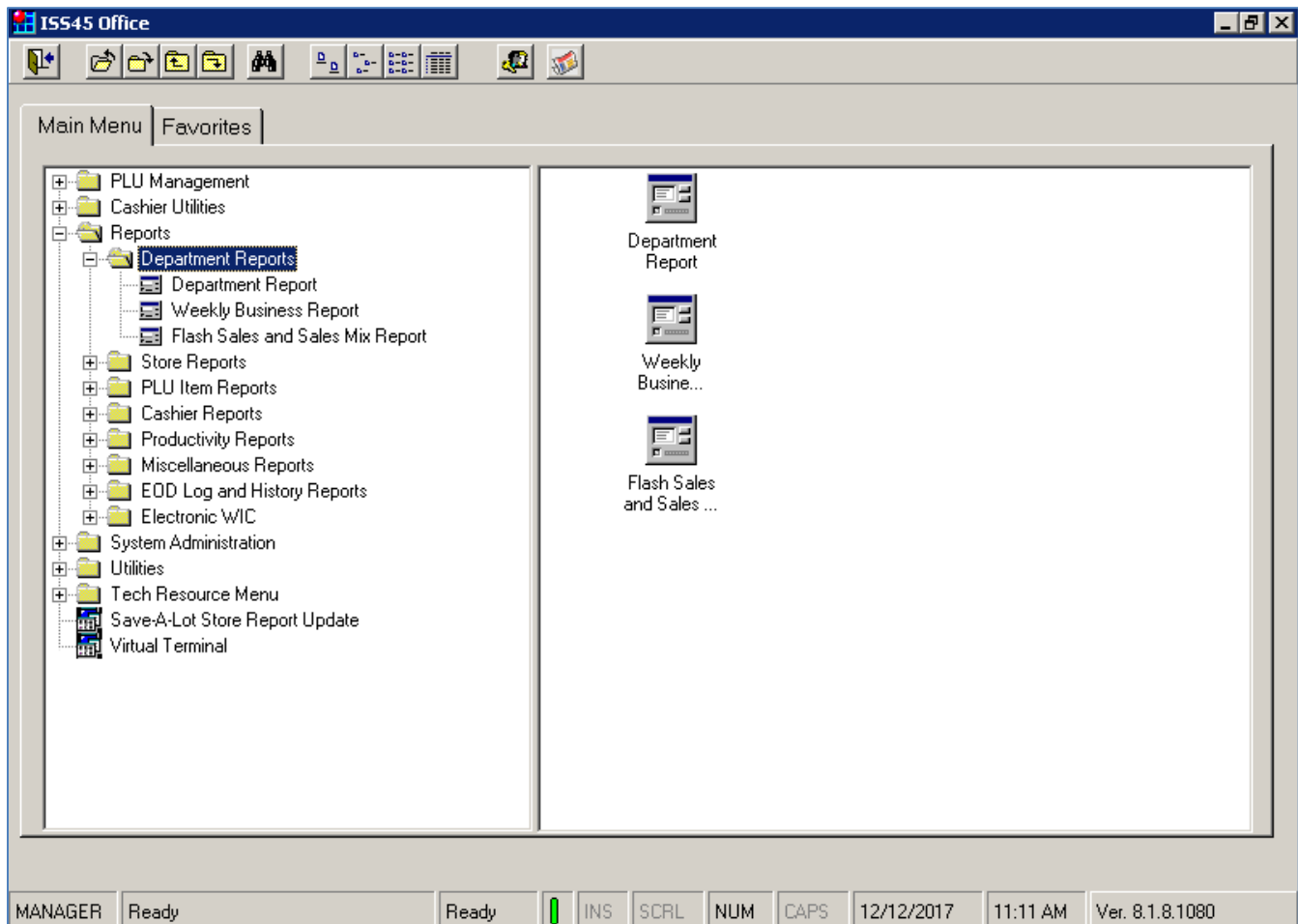


<a href="#">Department Reports</a>	Lists net and gross sales for all departments and net sales by groups
<a href="#">Store Reports</a>	Store-wide information on sales, taxes, media, and promotions
<a href="#">PLU Item Reports</a>	Detailed sales and PLU information
<a href="#">Cashier Reports</a>	Cashiers' sales, performance, and activities
<a href="#">Productivity Reports</a>	Sales information broken down by time period
<a href="#">Miscellaneous Reports</a>	Voided transactions and Returns
<a href="#">EOD Log and History Reports</a>	Various reports generated during EOD covering all aspects of store functions
<a href="#">Electronic WIC</a>	Your State's Approved Product List

# Department Reports

The Department Reports show sales information for the store in multiple formats and time periods.

- Access the department reports menu by expanding the **reports** folder in the menu tree on the left-hand side and then double click on **Department Reports**



<a href="#">Department Report</a>	Lists net and gross sales for all departments and net sales by department groups
<a href="#">Weekly Business Report</a>	Provides sales information by departments, for the week(s) you specify when selecting the report
<a href="#">Flash Sales and Sales Mix Report</a>	Lists sales, item count, average item price, percent item count and percent sales contribution by department for current business day and week-to-now period. It also provides week-to-now scanning statistics per department

# Department Report

The Department Report lists net and gross sales for all departments and net sales by department groups

- Access the Department Report by expanding the **Reports** folder, then expand the **Department Reports** folder and double click on **Department Report**



- The Department Report menu appears
- Select the report range type

<b>Online</b>	Shows live information for the current business day
<b>Period</b>	Selecting a date in the box to the right will generate a report for the applicable period type the date falls into
<b>By Range</b>	Select a start and end date

- Click **Preview** to view the report on the screen
- Click **Print** to send the report to your printer

A screenshot of the 'Department Report' dialog box. It has a title bar with a close button. Inside, there are three radio buttons: 'Online' (selected), 'Period', and 'By Range'. The 'Online' option is selected, and the text 'One Day' is visible next to it. Below the radio buttons, there is a date field showing '02/08/2017'. Under the 'By Range' option, there are 'From' and 'To' date fields, both showing '02/08/2017'. At the bottom, there is a text box with the instruction 'Select one of the reporting periods - Online, Period, By Range.' and three buttons: 'Preview', 'Print', and 'Close'.

## Report Description

**Net Daily Sales:** total sales for the day

**Non-Merchandise Dep:** sales from community partnership, fees, and gift cards

**Total Sales:** total sales for the day

**Number of customers:** total number of transactions

**Sales per customer:** average dollar amount of total sales per transaction

**Number of Items sold:** total quantity of UPCs scanned or keyed

**Avg. Items per Customer:** average of total amount of items sold by number of transactions

**Sales per item:** total sales divided by number of items sold

**Cancels:** total from Voids and Item Corrects

**Returns:** total amount refunded to customers

**Coupons:** total amount deducted from store or vendor coupons

**Discounts:** total amount deducted from promotions or sales

**Non-netted promotions:** N/A

**Non-netted freq. shopper:** N/A

**Group Number:** numeric code of combined departments

**Department Number:** numeric code of sales category

**Department:** name of sales category


**Gross Sales:** total sales before cancels, returns, coupons, and discounts

**Net Sales:** total sales after cancels, returns, coupons, and discounts

**%Net Sales:** percentage from Net Sales divided by sales by department

**%Gross Sales:** percentage from Gross Sales divided by sales department

Department Report				
Corp V8 Param		Department Report		
Branch 0				
For 11/16/2016				
Net daily sales-discount	475.28			
Non-merchandise dep.	0.60			
Total Sales	475.88			
Number Of Customers	8			
Average sales per Customer	59.49			
Number of Items sold	534			
Avg. Items per Customer	66.75			
Average item price	0.89			
Cancels	0.79			
Return	0.59			
Coupon	0.10			
Discounts	0.00			
Non Netted Promotion	0.00			
Netted Promotion	0.00			
Department	Gross Sales	Net Sales	% Gross Sales	% Net Sales
Group 1 Grocery				
001 GROCERY	410.77	409.39	86.07	86.03
002 NON-FOOD	47.75	47.75	10.01	10.03
003 DAIRY	0.89	0.89	0.19	0.19
004 FROZEN	1.00	1.00	0.21	0.21
005 ICE CREAM	0.00	0.00	0.00	0.00
007 MILK	0.00	0.00	0.00	0.00
008 BREAD	0.00	0.00	0.00	0.00
009 FROZEN MEAT	1.00	1.00	0.21	0.21
012 BAKERY	5.99	5.99	1.26	1.26
013 HBA	1.00	1.00	0.21	0.21
014 BEER/WINE	0.00	0.00	0.00	0.00
015 CIGARETTES/TOB.	0.00	0.00	0.00	0.00
Group Total:	468.40	467.02	98.14	98.14
Group 2 Meat				
010 FRESH MEAT	1.19	1.19	0.25	0.25
011 PACKAGED MEAT	5.59	5.59	1.17	1.17
Group Total:	6.78	6.78	1.42	1.42
Group 3 Produce				
005 PRODUCE	1.58	1.58	0.33	0.33
Group Total:	1.58	1.58	0.33	0.33
Group 9 Gen Merchandise				
022 GENERAL MDSE	0.00	0.00	0.00	0.00
023 GM FOOD	0.00	0.00	0.00	0.00
Group Total:	0.00	0.00	0.00	0.00
018 BOTTLE DEPOSIT	0.60	0.60	0.13	0.13
019 BOTTLE RETURN	0.00	0.00	0.00	0.00
020 EAN128 GIFT CARD	0.00	0.00	0.00	0.00
021 GIFT CARDS	0.00	0.00	0.00	0.00
025 TRANSIT PASSES	0.00	0.00	0.00	0.00
027 REGULATORY FEES	0.00	0.00	0.00	0.00
084 NONFOOD COUPON	-0.10	-0.10	-0.02	-0.02
085 FOOD COUPON	0.00	0.00	0.00	0.00
Group Total:	0.50	0.50	0.10	0.11
Report Total:	477.26	475.88		

- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the Department Report

# Weekly Business Report

The Weekly Business Report provides sales information by departments, for the week(s) you specify when selecting the report

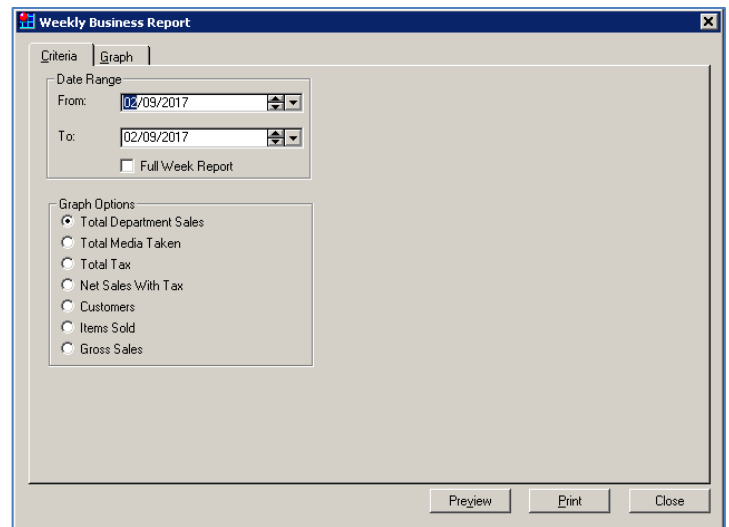
- Access the Weekly Business Report by expanding the **Reports** folder, then expand the **Department Reports** folder and double click on **Weekly Business Report**



- The Weekly Business Report window appears
- Select the report date range you wish to see
  - o Clicking the box next to **Full Week Report** will display reports for Sunday-Saturday of the week selected in the From / To drop-down boxes

**NOTES:** The From – To dates you select must correspond to Sun – Sat. If you select other days of the week than these, the report will generate from the Sun BEFORE the From date to the Sat AFTER the To date

If the From and To dates you select span multiple weeks, the program will generate one report for each business week requested



- Click **Preview** to view the report on the screen
- Click **Print** to send the report to your printer

# Report Description

**Sales:** total sales by department

**%:** distribution of sales

**Net Sales:** total sales for all departments

**Taxable Sales Tax:** dollars of items taxable per applicable rate

**Tax:** tax dollars

**Net Sales with Tax:** total sales for all departments with tax dollars

**Discount:** total amount deducted from promotions or sales

**Return:** total dollars refunded

**Void:** total amount subtracted

**Gross Sales:** total sales including discounts, returns, and voids

**Total Media Received:** total of all payment types


**Number of Customers:** total number of transactions

**Dollars per Customers:** average dollar amount of total sales per transaction

**Number of items sold:** total quantity of UPCs scanned or keyed

**Avg. Item per Customer:** average from total amount of items sold divided by the number of transactions

Weekly Business Report From : 02/02/2017 To : 02/09/2017												
Corp V8 Param												Department Report
Branch 0												
Description	Sun Sales	01/29/2017 Mon % Sales	01/30/2017 Tue % Sales	01/31/2017 Wed % Sales	02/01/2017 Thu % Sales	02/02/2017 Fri % Sales	02/03/2017 Sat % Sales	02/04/2017 Sun % Sales	02/05/2017 Mon % Sales	02/06/2017 Tue % Sales	02/07/2017 Wed % Sales	%
Department												
0001 GROCERY					10.00	33.33		257.80	24.59	307.60	24.00	
0002 NON-FOOD					10.00	33.33		0.00	0.00	10.00	0.01	
0003 DAIRY					0.00	0.00		9.79	0.01	9.79	0.79	
0004 FROZEN					10.00	33.33		0.00	0.00	10.00	0.01	
0005 PRODUCE					0.00	0.00		84.00	8.20	84.00	6.77	
0006 ICE CREAM					0.00	0.00		0.00	0.00	0.00	0.00	
0007 MILK					0.00	0.00		0.00	0.00	0.00	0.00	
0008 BREAD					0.00	0.00		0.00	0.00	0.00	0.00	
0009 FROZEN MEAT					0.00	0.00		0.00	0.00	0.00	0.00	
0010 FRESH MEAT					0.00	0.00		0.00	0.00	0.00	0.00	
0011 PACKAGED MEAT					0.00	0.00		0.00	0.00	0.00	0.00	
0012 BAKERY					0.00	0.00		0.00	0.00	0.00	0.00	
0013 BEER					0.00	0.00		838.95	80.31	838.95	67.63	
0014 BEER/WINE					0.00	0.00		0.00	0.00	0.00	0.00	
0015 CIGARETTES/TOB					0.00	0.00		0.00	0.00	0.00	0.00	
0016 BOTTLE RETURN					0.00	0.00		0.00	0.00	0.00	0.00	
0022 GENERAL MERCH					0.00	0.00		0.00	0.00	0.00	0.00	
0023 GM FOOD					0.00	0.00		0.00	0.00	0.00	0.00	
0094 NON-FOOD COUPON					0.00	0.00		0.00	0.00	0.00	0.00	
0095 FOOD COUPON					0.00	0.00		0.00	0.00	0.00	0.00	
Net Sales					30.00	100.00		1,210.42	100.00	1,240.42	100.00	
Non-Merch. Dep.					0.00	0.00		0.00	0.00	0.00	0.00	
0010 BOTTLE DEPOSIT					0.00	0.00		0.00	0.00	0.00	0.00	
0020 EARN/20 GIFT CARD					0.00	0.00		0.00	0.00	0.00	0.00	
0021 GIFT CARDS					0.00	0.00		0.00	0.00	0.00	0.00	
0025 TRANSIT PASSES					0.00	0.00		0.00	0.00	0.00	0.00	
0027 REGULATORY FEES					0.00	0.00		0.00	0.00	0.00	0.00	
Total Department					30.00	100.00		1,210.42	100.00	1,240.42	100.00	
Tax												
1 Tax 0.000%					0.00	0.00		0.00	0.00	0.00	0.00	
2 Tax 0.000%					0.00	0.00		0.00	0.00	0.00	0.00	
3 Tax 0.000%					0.00	0.00		0.00	0.00	0.00	0.00	
Net Sales with Tax					30.00	100.00		1,210.42	100.00	1,240.42	100.00	
Non-Merch. Discount					0.00	0.00		0.00	0.00	0.00	0.00	
Discount					0.00	0.00		0.00	0.00	0.00	0.00	
Return					0.00	0.00		225.41	0.00	225.41	0.00	
Void					0.00	0.00		0.00	0.00	0.00	0.00	
Other Discounts					0.00	0.00		0.00	0.00	0.00	0.00	
Media												
001 Cash					30.00	100.00		1,239.42	101.57	1,259.42	101.53	
002 ELECTRONIC CHECK					0.00	0.00		-19.00	-1.57	-19.00	-1.53	
003 MIC DEPOSIT					0.00	0.00		0.00	0.00	0.00	0.00	
004 EBT CASH					0.00	0.00		0.00	0.00	0.00	0.00	
005 MIC EBT DEP					0.00	0.00		0.00	0.00	0.00	0.00	
006 MIC EBT STAMPS					0.00	0.00		0.00	0.00	0.00	0.00	
007 PAPER FOOD STAMP					0.00	0.00		0.00	0.00	0.00	0.00	
008 MIC CIV DEP					0.00	0.00		0.00	0.00	0.00	0.00	
009 MIC CIV DEP					0.00	0.00		0.00	0.00	0.00	0.00	
010 VENDOR COUPONS					0.00	0.00		0.00	0.00	0.00	0.00	
011 STORE COUPON					0.00	0.00		0.00	0.00	0.00	0.00	
012 GIFT CERT REDEEM					0.00	0.00		0.00	0.00	0.00	0.00	
013 GIFT CARD					0.00	0.00		0.00	0.00	0.00	0.00	
014 MIC/WISA					0.00	0.00		0.00	0.00	0.00	0.00	
015 CHECK					0.00	0.00		0.00	0.00	0.00	0.00	
020 DEBIT					0.00	0.00		0.00	0.00	0.00	0.00	
Total Media Received					30.00	100.00		1,210.42	100.00	1,240.42	100.00	
Cash Deposits					0.00	0.00		0.00	0.00	0.00	0.00	
Cash Withdrawals					0.00	0.00		0.00	0.00	0.00	0.00	
Number of Customers					1.00	0.00		52.00	0.00	53.00	0.00	
Sales per Customer					30.00	0.00		23.28	0.00	23.40	0.00	
Number of Items Sold					3.00	0.00		139.00	0.00	139.00	0.00	
Avg. Item per Customer					3.00	0.00		2.68	0.00	2.62	0.00	

- The report shows daily figures in dollars and as a percent of total store sales for the following:
  - Department
  - Tax rate
  - Discount type
  - Media
  - Cash Deposits and withdrawals (for stores with Money Centers)
- The report also shows sales and statistics by customer and item
- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the Department Report

# Flash Sales and Sales Mix Report

The Flash Sales and Sales Mix Report lists sales, item count, average item price, percent item count and percent sales contribution by department for current business day and week-to-now period. It also provides week-to-now scanning statistics per department.

- Access the Flash Sales and Sales Mix Report by expanding the Reports folder, then expand the Department Reports folder and double click on Flash Sales and Sales Mix Report



- The Flash Sales and Sales Mix Report window appears

Period	Selecting a date in the box to the right will generate a report for the applicable period type the date falls into
--------	--

Flash Sales and Sales Mix

☐ Online

☒ Period

☐ Day

☒ Week

☐ Month

☐ Year

One Week

02/09/2017

☐ By Range

From 02/09/2017 To 02/09/2017

Select a reporting period (day, week, month, year). Then select any date that falls within the required period.

Preview

Print

Close

- Click **Preview** to view the report on the screen
- Click **Print** to send the report to your printer

## Report Description

**Item Count:** Number of UPCs sold in a department

**Total Value:** Dollars sold per department

**Av Item Price:** Total sales divided by item count

**%By Item:** Percentage of distribution of items by department

**%By Val:** Percentage of distribution of sales

**% Scn:** Percentage of items sold that were scanned

**% Key:** Percentage of items sold that were manually keyed

**% Dpt:** Percentage of items entered via Department List key


**Tax 1:** Tax dollars collected under tax flag A

**Tax 2:** Tax dollars collected under tax flag B

**Tax 3:** Tax dollars collected under tax flag C

**Total Tax:** sum of tax dollars

Flash Sales & Sales Mix														
Weekly From 02/05/2017 To 02/11/2017														
Corp V8 Param														
Branch 0														
Department Reports														
Dep. No.	Description	TODAY					WEEK TO NOW							
		Item Count	Total Value	Avg. Item Price	% By Item	% By Value	Item Count	Total Value	Avg. Item Price	% By Item	% By Value	% Scann	% Keved	%Dep
1	GROCERY	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
2	NON-FOOD	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
3	DAIRY	77	\$68.53	0.89	96.250	95.886	77	\$68.53	0.89	96.250	95.886	0.000	100.000	0.000
4	FROZEN	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
5	PRODUCE	3	\$2.94	0.98	3.750	4.114	3	\$2.94	0.98	3.750	4.114	0.000	100.000	0.000
6	ICE CREAM	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
7	MILK	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
8	BREAD	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
9	FROZEN MEAT	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
10	FRESH MEAT	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
11	PACKAGED MEAT	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
12	BAKERY	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
13	HBA	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
14	BEER/WINE	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
15	CIGARETTES/TOB.	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
18	BOTTLE DEPOSIT	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
19	BOTTLE RETURN	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
20	EAN128 GIFT CARD	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
21	GIFT CARDS	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
22	GENERAL MDSE	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
23	GM FOOD	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
25	TRANSIT PASSES	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
27	REGULATORY FEE	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
94	NONFOOD COUPO	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
95	FOOD COUPON	0	\$0.00	0.00	0.000	0.000	0	\$0.00	0.00	0.000	0.000	0.000	0.000	0.000
Departments Total		80	\$71.47	0.89	100.000	100.000	80	\$71.47	0.89	100.000	100.000	0.000	100.000	0.000
1 Tax 0.000%			\$0.00					\$0.00						
2 Tax 0.000%			\$0.00					\$0.00						
3 Tax 0.000%			\$0.00					\$0.00						
Taxes Total			\$0.00					\$0.00						
Run On: 02/09/2017 at 2:10 PM By STORE MANAGER Page 1 Of 1														

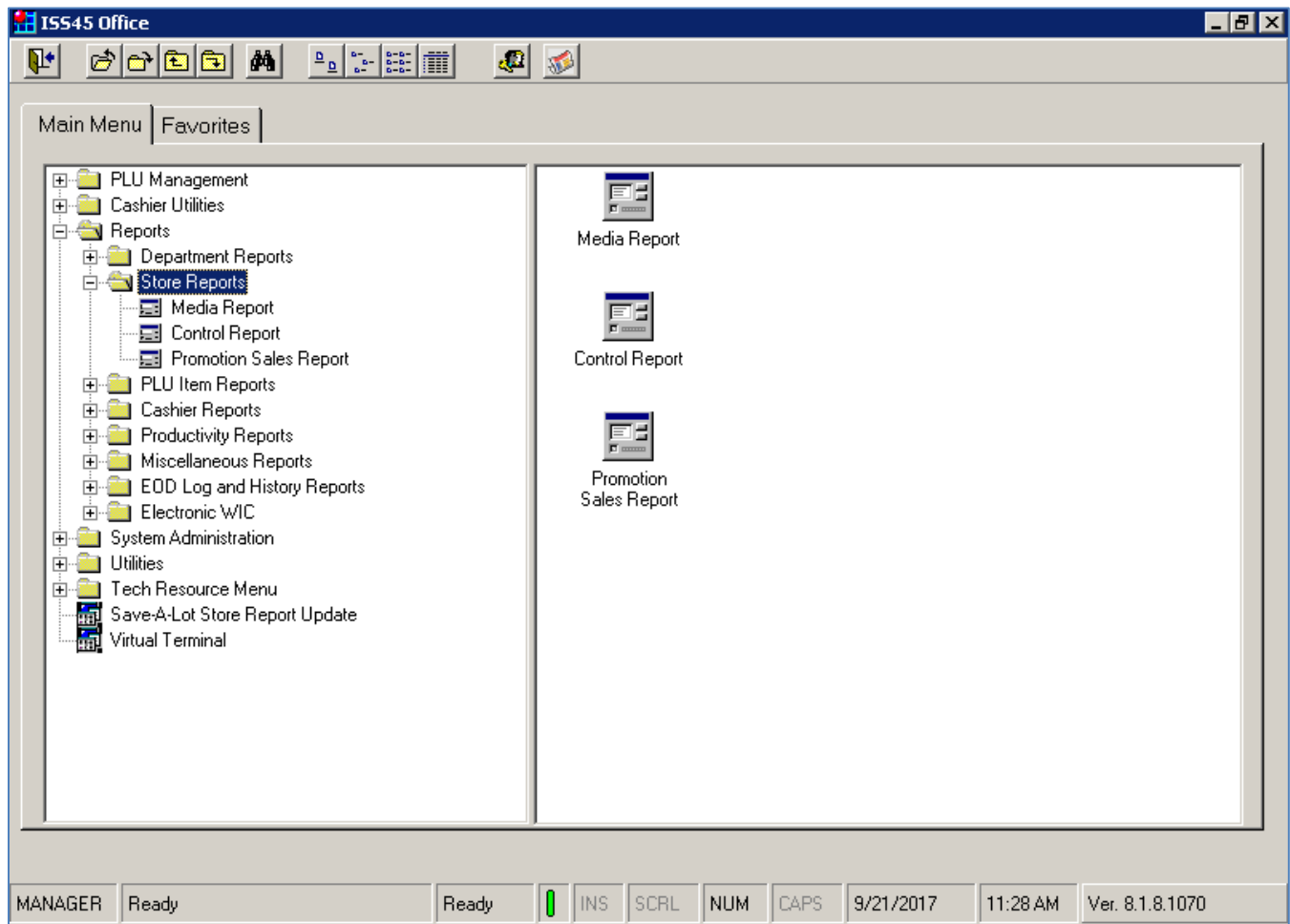
- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the Flash Sales & Sales Mix report
- When finished, click **Exit** to return to the ISS45 Office main screen



# Store Reports

The ISS45 Store Reports show information on tenders, sales taxes and promotions.

- Access the store reports menu by expanding the **Reports** Folder in the menu tree on the left-hand side and then double click on **Store Reports**

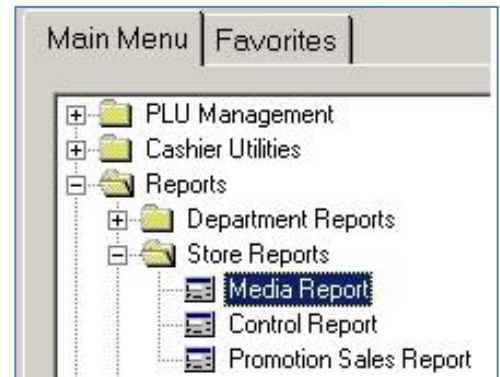


<a href="#">Media Report</a>	Shows the daily count and value of each tender for the following periods: Daily, Weekly, Monthly, Yearly
<a href="#">Control Report</a>	Shows taxable sales, tax amount, tax exempt sales and tax-exempt amount by tax rate. It also displays the number of customers, the number of items sold and dollars per customer. The "Summary" report option allows the date range Control Report to generate a summary line that sub-totals each tax rate in the range. This report can be printed to show totals for the following periods: Daily, Weekly, Monthly, and Yearly
<a href="#">Promotion Sales Report</a>	Tracks member discounts to measure both the effectiveness and cost of issuing promotional discounts.

# Media Report

*Shows the daily count and value of each tender for various periods*

- Access the Media Report by expanding the **Reports** folder, then expand the **Store Reports** folder and double click on **Media Report**



- The Media and Payment Totals Report window appears
- Select the report range you wish to see

<b>Online</b>	Shows live information for the current business day
<b>Period</b>	Selecting a date in the box to the right will generate a report for the applicable period type the date falls into
<b>By Range</b>	Select a start and end date

A screenshot of a window titled 'Media and Payment Totals Report'. It has three radio buttons: 'Online' (selected), 'Period', and 'By Range'. The 'Period' section has a date box set to '09/21/2017'. The 'By Range' section has 'From' and 'To' date boxes, both set to '09/21/2017'. Below these is a text box with the instruction 'Select one of the reporting periods - Online, Period, By Range.' At the bottom are three buttons: 'Preview', 'Print', and 'Close'.

- Click **Preview** to view the report on the screen
- Click **Print** to send the report to your printer

## Report Description

**Tender Types:** Type of tenders included in the group

**Group Total:** Total for all tenders in this group

**Tender Description:** Name of the tender


**Count:** How many times that tender was accepted

**Net Value:** Total amount of tender to account for minus returns, discounts, etc.

**Report Total:** Net Total amount of all tenders to account for

Media and Payment Totals Report			
Corp V8 Param		Store Totals	
Branch	0		
For 02/15/2017			
Tender Type	Tender Description	Count	Net Value
<b>Cash</b>			
	Cash	4	1,073.04
<b>Group Total:</b>		<b>4</b>	<b>1,073.04</b>
<b>Check</b>			
	CHECK	0	0.00
<b>Group Total:</b>		<b>0</b>	<b>0.00</b>
<b>Credit</b>			
	GIFT CARD	0	0.00
	DEBIT	0	0.00
<b>Group Total:</b>		<b>0</b>	<b>0.00</b>
<b>Other types</b>			
	WIC DEPOSIT	0	0.00
	EBT CASH	0	0.00
	WIC EBT DEP	0	0.00
	EBT FOOD STAMPS	-5	-1.57
	PAPER FOOD STAMP	0	0.00
	WIC CVV DEP	0	0.00
	VENDOR COUPONS	0	0.00
	STORE COUPON	0	0.00
	GIFT CERT REDEEM	0	0.00
	MCWISA	0	0.00
<b>Group Total:</b>		<b>-5</b>	<b>-1.57</b>
<b>Report Total:</b>		<b>-1</b>	<b>1,071.47</b>

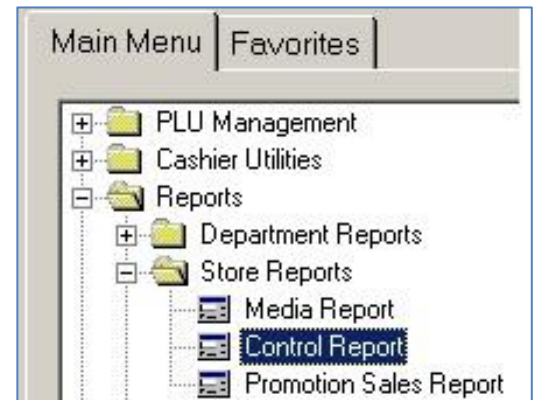
Run On: 02/15/2017 at 10:14 AM	By: STORE MANAGER	Page	1	Of	1
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- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the Media and Payment Totals Report
- When finished, click **Exit** to return to the ISS45 Office main screen

# Control Report

Shows taxable sales, tax amount, tax exempt sales and tax-exempt amount by tax rate. It also displays the number of customers, the number of items sold and dollars per customer

- Access the Control Report menu by expanding the **Reports** folder, then expand the **Store Reports** and double click on **Control Report**



- The Control Report window appears
- Select the report range you wish to see

<b>Online</b>	Shows live information for the current business day
<b>Period</b>	Will show information for the period type selected: Day, Week, Month or Year
<b>By Range</b>	Select a start and end date

- The **Summary** report option generates a sub-total line for each tax rate

A screenshot of the 'Control Report' window. It has a title bar with a close button. Inside, there are three radio buttons: 'Online' (selected), 'Period', and 'By Range'. To the right of 'Period' are date pickers for 'One Day' and 'Day' (both showing '02/09/2017'). Below 'Period' are radio buttons for 'Day', 'Week', 'Month', and 'Year'. To the right of 'By Range' are 'From' and 'To' date pickers, both showing '02/09/2017'. In the top right corner, there is a 'Report Type' section with 'Detail' (selected) and 'Summary' radio buttons. At the bottom, there is a text box with the text 'Select one of the reporting periods - Online, Period, By Range.' and three buttons: 'Preview', 'Print', and 'Close'.

- Click **Preview** to view the report on the screen
- Click **Print** to send the report to your printer

## Report Description

**Grand Total:** total sales from opening day

**Total Sales (Net):** total sales from opening day minus cancels and returns

**Total Daily Gross Sales:** total sales for the day

**Tax:** corresponds with the tax flag marked on an item

**Taxable Sales:** sales for each Tax No.

**Local Tax:** sales tax collected per applicable tax rate

**Taxable Exempt:** total from tax free sales

**Tax Exempt Amt:** amount of tax exempted

**Refunded Tax:** tax dollars amount returned to customers

**Net Daily Sales Discount:** daily sales minus refunds and cancels

**Non-Merchandise Dep.:** sales dollars from community partnership, fees, and gift cards

**Total Sales:** daily sales

**Number of Customers:** number of transactions

**Sales Per Customer:** Total number of sales per customer

**Avg Items per Customer:** number of items sold divided by number of customers


**Sales per Item.:** total sales divided by number of items sold

**Food Stamp Total:** sales paid by EBT

**WIC Total:** tax dollars from WIC sales

**Non-Netted Promotions:** Not used

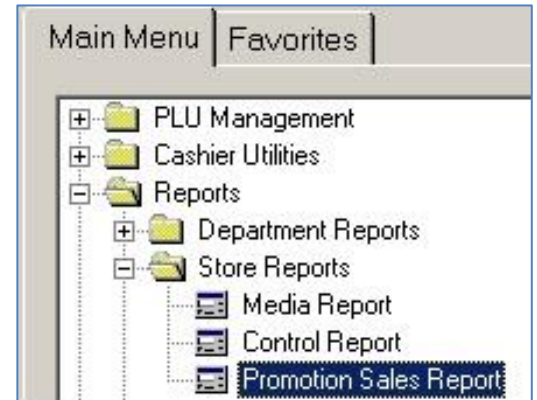
Control Report					
00423 Bridgeton Save-A-Lot					
Branch	423	Store Totals			
For 09/21/2017					
Grand Total		1,237,280.49			
Total Sales (Net)		1,381.46			
Total Daily Gross Sales		1,381.46			
Tax No.	Description	Taxable Sales	Local Tax	Taxable Exempt	Tax Exempt Amt
1	TAX 4.975%	1,111.28	55.23	0.00	0.00
2	TAX 8.363%	29.16	2.43	0.00	0.00
3	TAX 8.363%	2.58	0.22	0.00	0.00
Totals:					
Refunded Tax		0.00			
Net Daily Sales Discount		1,381.46			
Non-Merchandise Dep.		0.00			
Total Sales		1,381.46			
Number Of Customers		64			
Sales per Customer		21.59			
Number of Items sold		587			
Avg. Items per Customer		9.17			
Sales per Item		2.35			
Food Stamp Total		238.44			
WIC Total		0.00			
Non Netted Promotions		0.00			
Run On: 09/21/2017 at 11:31 AM By: STORE MANAGER Page 1 Of 1					

- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the Control Report
- When finished, click **Exit** to return to the ISS45 Office main screen

# Promotion Sales Reports

Tracks member discounts to measure both the effectiveness and cost of issuing promotional discounts. This report may also be used for vendor bill back purposes

- Access the **Promotion Sales Report** by expanding the **Reports** folder, then expand the **Store Reports** folder and double click on **Promotion Sales Report**



- Select the promotion you would like to view
- Select the report range type you wish to see

<b>Online</b>	Shows live information for the current business day
<b>Specific Date</b>	Will show information date selected
<b>By Range</b>	Select a start and end date

- Click **Preview** to view the report on the screen
- Click **Print** to send the report to your printer

## Report Description

**Promotion No.:** Number assigned to the promotion

**Description:** Description of the promotion


**Promotion Quantity Given:** Number of times that promotion was given to customers

**Promotion Amount Given:** Total of all promotions given to customers

**Start Date/End Date:** Time period that promotion will run

Promotion Sales Report					
Corp V8 Param		Promotion Report			
Branch	0				
For 02/09/2017					
Promotion No.	Description	Promotion Quantity Given	Promotion Amount Given	Start Date	End Date
1	BOGO promo	0	\$0.00	1/4/2017	1/5/2017
2	half off promo	0	\$0.00	1/4/2017	1/5/2017
3	reduction promo	0	\$0.00	1/4/2017	1/5/2017

RUN ON: 02/09/2017 at 2:14 PM By STORE MANAGER Page 1 of 1

- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the Promotion Sales Report
- When finished, click **Exit** to return to the ISS45 Office main screen

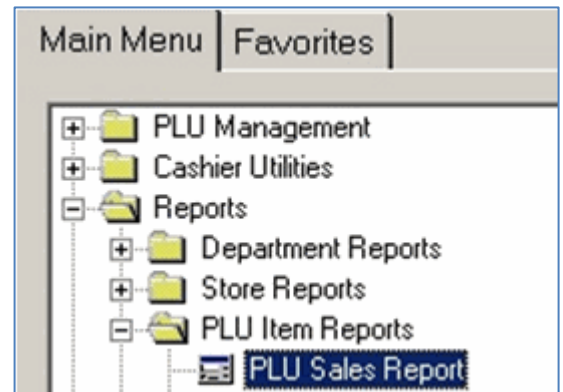
# PLU Item Reports

The PLU Item Reports show information on PLU items including sales movement, PLU item flags and more.

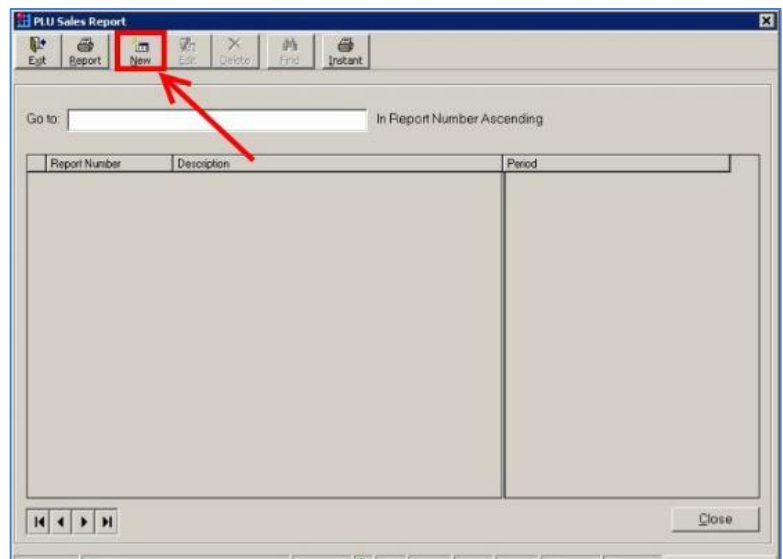
## PLU Sales Report

*The PLU Sales Report option allows you to produce standard and user-defined reports detailing PLU item information and/or movement, as well as daily, weekly, monthly and yearly history reports.*

- Access the PLU Sales Report by expanding the **Reports** folder, then expand the **PLU Item Reports** folder and double click on **PLU Sales Report**



- Click the **New** toolbar button





**PLU Sales Report**

Report Number:  Description:

**General** | **Selection Criteria**

**Period**

☒ Today  
☐ Yesterday  
☐ Week to Yesterday  
☐ Previous Week  
☐ Month to Yesterday  
☐ Previous Month  
☐ Year to Yesterday  
☐ User Defined Period

From:

To:

**Sorting**

By Field:

Order:

**General**

Sub Total:

Breakdown By:

Max Items:

Period	
<b>Today</b>	Current business day
<b>Yesterday</b>	Previous business day
<b>Week to Yesterday</b>	From previous Sunday to previous business day, inclusive
<b>Previous Week</b>	Last full calendar week (Sun – Sat)
<b>Month to Yesterday</b>	From beginning of current calendar month to previous business day, inclusive
<b>Previous Month</b>	Last full calendar month
<b>Year to Yesterday</b>	From beginning of current calendar year to previous business day, inclusive
<b>User Defined Period</b>	Select desired dates
Sorting	
<b>By Field</b>	Choose criteria to sort by
<b>Order</b>	Ascending or descending
General	
<b>Sub Total</b>	By Department, Subdepartment, or none*
<b>Breakdown By</b>	Display day-by-day breakdown*
<b>Max Items</b>	Limit report to a specified number of items

\* **NOTE:** A selection must be made in both Subtotal and Breakdown By for either function to work. Selecting one and not the other will not display your results correctly

## Example 1 – Top 5 Selling Items

In the following section we will create a report to display the top 5 selling items in the store over the past year sorted from most units sold to least

- Enter a **Report Number** and **Description** for the report
  - o Ex. **Report Number:** 1
  - o Ex. **Description:** Top 5 selling items

PLU Sales Report

Report Number: 1 Description: Top 5 selling items

General Selection Criteria

Period

- ☐ Today
- ☐ Yesterday
- ☐ Week to Yesterday
- ☐ Previous Week
- ☐ Month to Yesterday
- ☐ Previous Month
- ☐ Year to Yesterday
- ☐ User Defined Period

From: 02/17/2017 To: 02/17/2017

Sorting

By Field: Order: Ascending

General

Sub Total: None Breakdown By: None Max Items: 0

Eod Parameters

☐ Generate at EOD ☐ Print during EOD

Preview Print OK Cancel Apply

- Select the time **Period**
  - o Ex. Year to Yesterday

PLU Sales Report

Report Number: 1 Description: Top 5 selling items

General Selection Criteria

Period

- ☐ Today
- ☐ Yesterday
- ☐ Week to Yesterday
- ☐ Previous Week
- ☐ Month to Yesterday
- ☐ Previous Month
- ☒ Year to Yesterday
- ☐ User Defined Period

From: 02/17/2017 To: 02/17/2017

Sorting

By Field: Order: Ascending

General

Sub Total: None Breakdown By: None Max Items: 0

Eod Parameters

☐ Generate at EOD ☐ Print during EOD

Preview Print OK Cancel Apply

- Select the sort criteria from the **By Field** box
- Select the sort **Order**
  - o Ex. Since we want our report to list the items from most sold to least, we will select **Qty Sold** in the **By Field** box and **Descending** in the **Order** box

PLU Sales Report

Report Number: 1 Description: top 5 selling items

General Selection Criteria

Period

- ☐ Today
- ☐ Yesterday
- ☐ Week to Yesterday
- ☐ Previous Week
- ☐ Month to Yesterday
- ☐ Previous Month
- ☒ Year to Yesterday
- ☐ User Defined Period

From: 02/21/2017 To: 02/21/2017

Sorting

By Field: Qty Sold Order: Descending

General

Sub Total: None Breakdown By: None Max Items: 0

Eod Parameters

☐ Generate at EOD ☐ Print during EOD

Preview Print OK Cancel Apply

- Enter the maximum number of items to display on the report
  - o Ex. Since we are only interested in the top 5 sellers, we will enter "5"

PLU Sales Report

Report Number: 1 Description: Top 5 selling items

General Selection Criteria

Period

☐ Today  
☐ Yesterday  
☐ Week to Yesterday  
☐ Previous Week  
☐ Month to Yesterday  
☐ Previous Month  
☒ Year to Yesterday  
☐ User Defined Period

From: 02/17/2017 To: 02/17/2017

Sorting

By Field: Qty Sold Order: Descending

General

Sub Total: None Breakdown By: None

Max Items: 5

Eod Parameters

☐ Generate at EOD ☐ Print during EOD

Preview Print OK Cancel Apply

- Click the Selection Criteria tab

PLU Sales Report

Report Number: 1

General Selection Criteria

Period

- On the right side of the screen, click the **New** button

**NOTE:** If any criteria were previously created they will appear in this window

PLU Sales Report

Report Number: 1 Description: Top 5 selling items

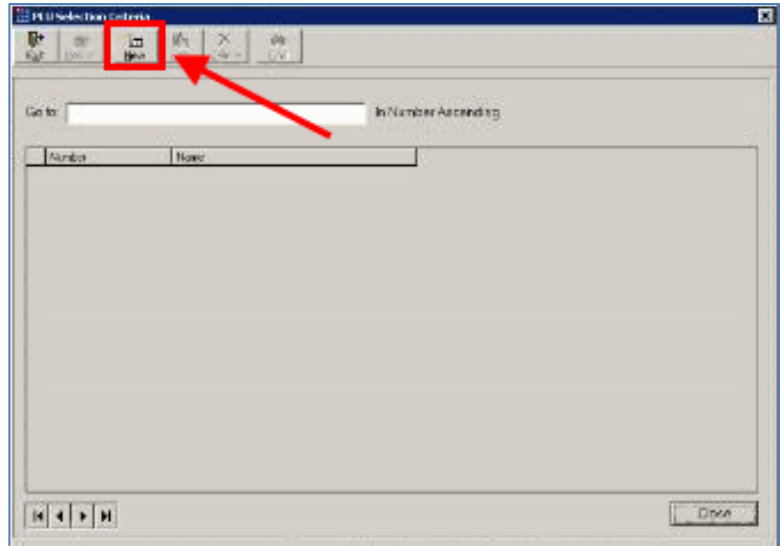
General Selection Criteria

ID	Description	Report	Select
			New

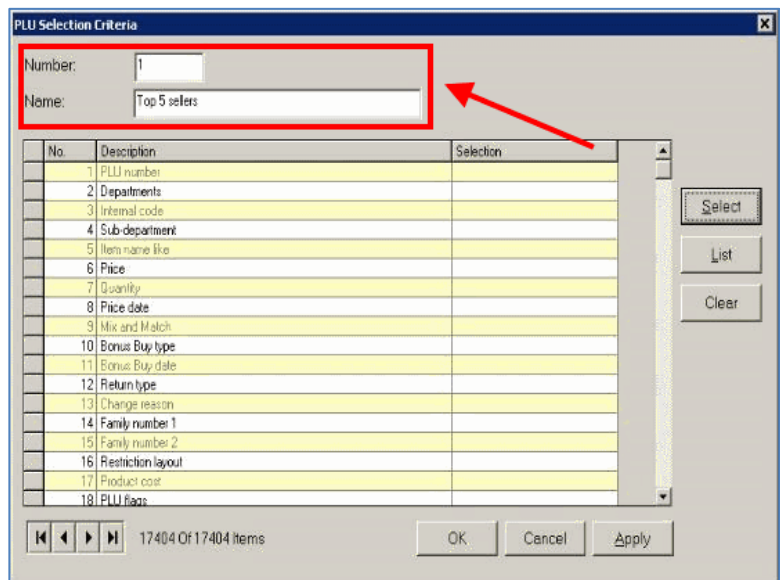
Preview Print OK Cancel Apply

- Click the New toolbar button

**NOTE:** If any criteria were previously created they will also appear in this window

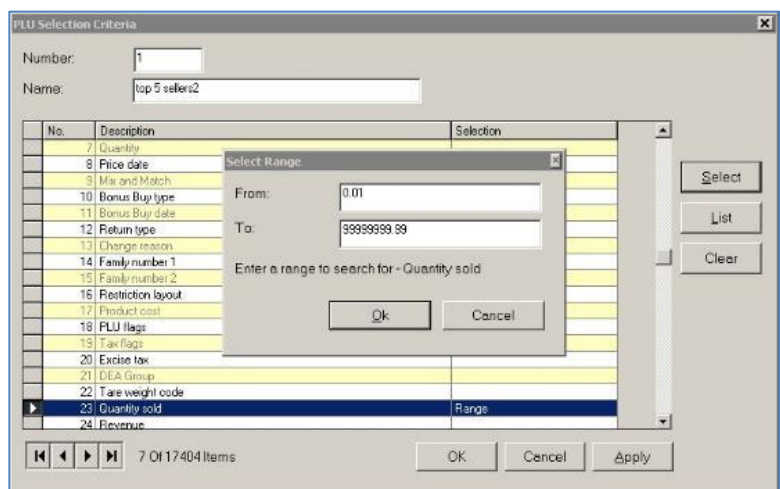


- Enter a Number and Name for your criteria
  - Ex. **Number:** 1
  - Ex. **Name:** Top 5 sellers



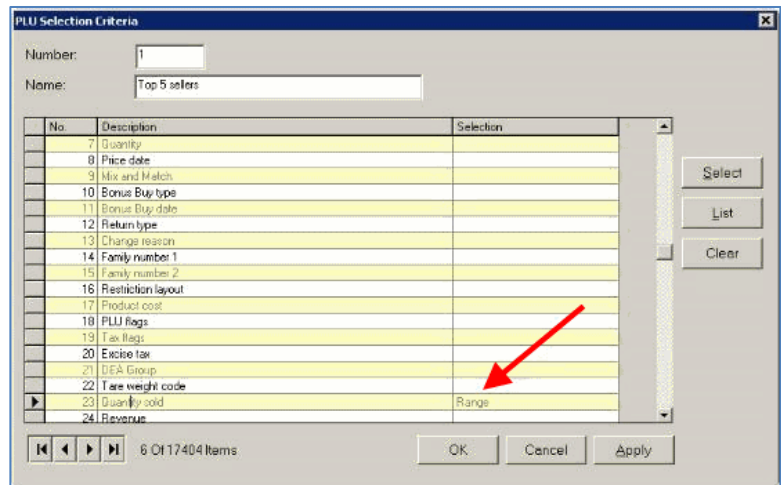
This screen allows you to fine tune your search by highlighting and configuring different criteria from the list. You may select and configure as many criteria from the list as necessary to generate the desired report

- Highlight the line you wish to configure and click the **Select** button
- Configure the criteria as needed
  - Ex. Since we are only interested in items with a sales quantity greater than 0, we enter ".1" in the **From** field (press Backspace in the field to clear existing data)
- Click **OK**



In the selection column, you will see an indication of the selection you have made.

- Click **OK**

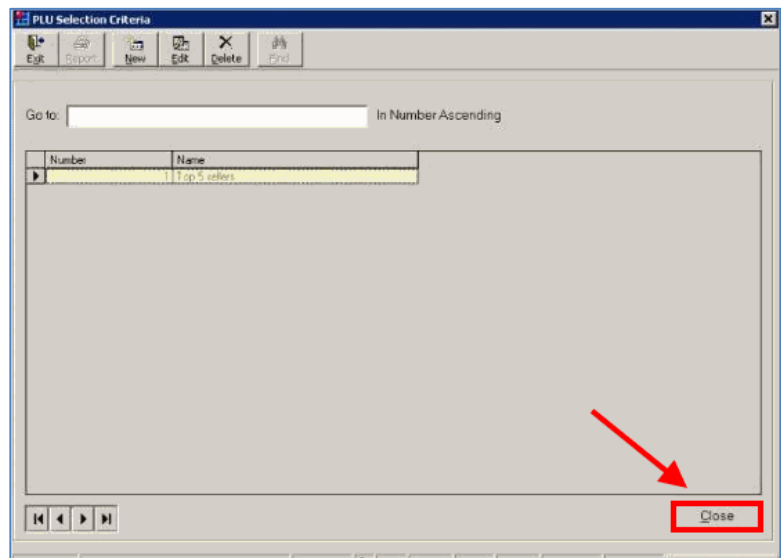


The PLU Selection Criteria dialog box shows a list of criteria with a 'Selection' column. A red arrow points to the 'Range' selection in the 'Range' column for the 'Quantity sold' criterion (row 23). The 'Number' field is set to 1, and the 'Name' field is 'Top 5 sellers'. Buttons for 'Select', 'List', and 'Clear' are on the right. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

No.	Description	Selection
7	Quantity	
8	Price date	
9	Mix and Match	
10	Bonus Buy type	
11	Bonus Buy date	
12	Return type	
13	Change reason	
14	Family number 1	
15	Family number 2	
16	Restriction layout	
17	Product cost	
18	PLU flags	
19	Tax flags	
20	Excise tax	
21	DFA Group	
22	Tare weight code	
23	Quantity sold	Range
24	Revenue	

You will be returned to the previous screen with your newly created search criteria visible

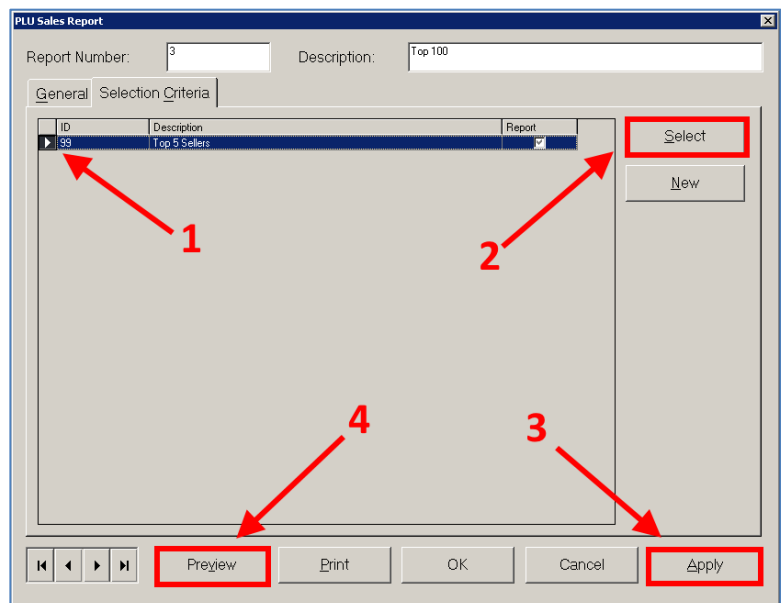
- Click **Close**



The PLU Selection Criteria dialog box shows the 'Go to' field and a list of criteria. A red arrow points to the 'Close' button at the bottom right. The 'Number' field is set to 1, and the 'Name' field is 'Top 5 sellers'. Buttons for 'Exit', 'Report', 'New', 'Edit', 'Delete', and 'Find' are at the top. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Number	Name
1	Top 5 sellers

1. Highlight **Top 5 Sellers**
2. Click **Select**
3. Click **Apply**
4. Click **Preview**



The PLU Sales Report dialog box shows a list of criteria with a 'Report' column. A red arrow points to the 'Select' button at the top right. The 'Report Number' field is set to 3, and the 'Description' field is 'Top 100'. Buttons for 'General', 'Selection Criteria', 'New', and 'Apply' are at the bottom. At the bottom are 'Preview', 'Print', 'OK', 'Cancel', and 'Apply' buttons.

ID	Description	Report
99	Top 5 Sellers	<input checked="" type="checkbox"/>

## Report Description

**Sales:** Unit price multiplied by quantity sold

**Refunds:** Money returned to the customer via refund

**P. Over:** Not used

**Discounts:** Total amount of discounts

**Coupons:** Total amount of store and vendor coupons

PLU Sales Report															
Corp V8 Param															
Branch 0															
PLU Reports															
Top 5 selling items															
Period : Year to Yesterday From - 1/1/2017 To - 2/8/2017															
PLU No.	Description	Dep	Unit Price	< Sales Qty	> Sales Amount	< Refunds Qty	> Refunds Amount	P. Over	< P. Over Qty	> P. Over Amount	Discounts	< Discounts Amount	> Discounts Qty	Coupons Amount	
7572511940	Watermelons	5	7.99	113.000	874.47	1	7.99	0	0.00	0	0	0.00	0	0.00	
	200 18 CT GRADE A LARGE E	3	0.89	88.000	78.32	0	0.00	0	0.00	0	0	0.00	0	0.00	
	4020 APPLES,GOLD DEL BULK	5	1.49	41.510	61.85	0	0.00	0	0.00	0	0	0.00	0	0.00	
	4040 PLUMS, CALIFORNIA	5	1.29	4.270	5.51	0	0.00	0	0.00	0	0	0.00	0	0.00	
	5193310000 FRENCH GREEN BEANS	1	0.59	1.000	0.59	0	0.00	0	0.00	0	0	0.00	0	0.00	
Report Totals				Item Count :	5	247.798	1,025.74	1	7.99	0	0.00	0	0.00	0	0.00
Report Totals															
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In addition to the item PLU / UPC, description, department, and Unit Price the report also shows the Quantity and dollar

**NOTE:** The figures in the table at the bottom of the report are calculated using all items not excluded by the Selection Criteria regardless of whether they appear in this report or not. In other words, even though we chose to limit the report to 5 items in the Max Items box (see [here](#)) the figures at the bottom were calculated using ALL items that had at least a single item sold during the specified period

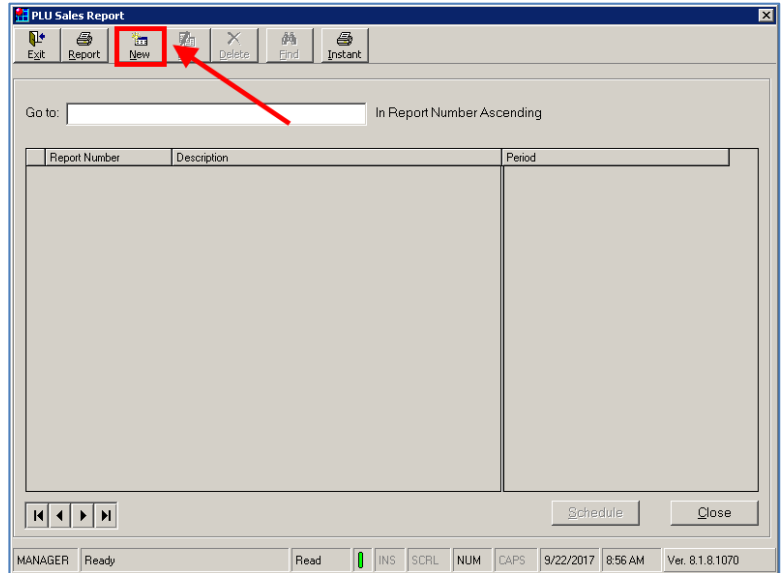


- To print the report, click the button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the PLU Sales Report
- When finished, click **Exit** to return to the ISS45 Office main screen

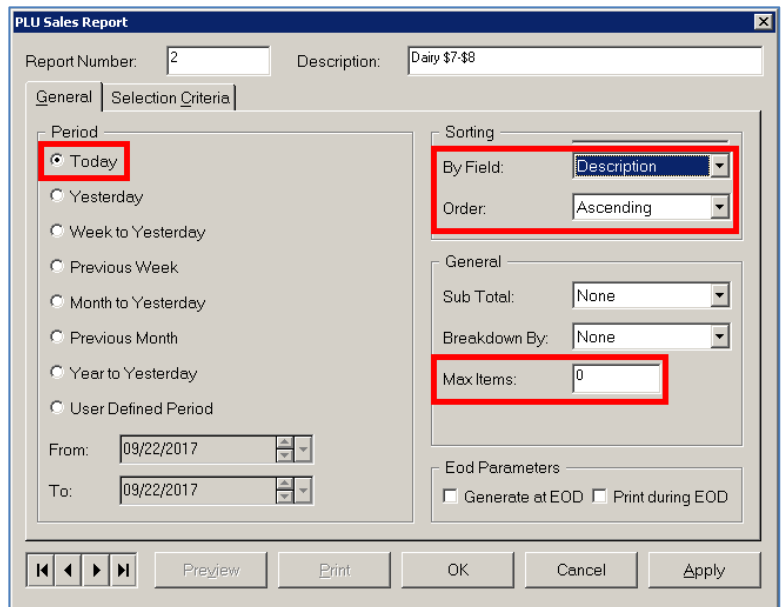
## Example 2 – Multiple Selection Criteria

In the following section we outline the steps need to display all **Dairy Items** that, as of today, cost between **\$7 and \$8**, sorted alphabetically

- From the Main PLU Item Report screen, click the **New** button



- Enter a **Report Number** and **Description**
  - Ex. Report Number: 2
  - Ex. **Description**: Dairy \$7-\$8
- Select the time **Period**
  - **Today** is selected by default. This can be left as is for this search
- Select the sort **Order**
  - In the **By Field** box select **Description** and in the **Order** box select **Ascending**.
  - Doing this will display our results alphabetically from A-Z
- Enter the maximum number of items to display
  - We will leave this box empty because we want to see **all** the items in dairy between \$8-\$9



- Click on the **Selection Criteria** tab

PLU Sales Report

Report Number: 2 Description: Dairy \$7-\$8

General Selection Criteria

Period

☒ Today

☐ Yesterday

☐ Week to Yesterday

☐ Previous Week

☐ Month to Yesterday

☐ Previous Month

☐ Year to Yesterday

☐ User Defined Period

From: 09/22/2017 To: 09/22/2017

Sorting

By Field: Order: Ascending

General

Sub Total: None Breakdown By: None Max Items: 0

EOD Parameters

☐ Generate at EOD ☐ Print during EOD

Preview Print OK Cancel Apply

- On the right side of the screen, click the **New** button to create a selection criterion.

**NOTE:** Previously created search criteria will appear in this window

PLU Sales Report

Report Number: 2 Description: Dairy \$7-\$8

General Selection Criteria

ID	Description	Report

Select

New

Preview Print OK Cancel Apply

- Click the **New** toolbar button

PLU Selection Criteria

Exit Report New Delete End

Go to: In Number Ascending

Number	Name

Order Selection Criteria Close

MANAGER Ready Ready INS SCRL NUM CAPS 9/22/2017 9:23 AM Ver. 8.1.8.1070



- Enter a **Number** and **Name** for your criteria
  - Ex. **Number:** 2
  - Ex. **Name:** Dairy \$7-\$8

- Highlight the **Department** line and click the **Select** button
- Since we are only interested in items from one Department we will select the **“Some”** button.

- Click **Select**

- Select **Dairy** using the checkbox and click **OK**

The 'Multi Selector' dialog box has a title bar with a close button. Below the title bar is a section labeled 'Select Department'. It contains a table with two columns: 'Dep. No' and 'Description'. The table lists departments 1 through 9: GROCERY, NON-FOOD, DAIRY, FROZEN, PRODUCE, ICE CREAM, MILK, BREAD, and FROZEN MEAT. Each row has a checkbox to its left. The checkbox for 'DAIRY' (row 3) is checked. Below the table are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red rectangle.

	Dep. No	Description
<input type="checkbox"/>	1	GROCERY
<input type="checkbox"/>	2	NON-FOOD
<input checked="" type="checkbox"/>	3	DAIRY
<input type="checkbox"/>	4	FROZEN
<input type="checkbox"/>	5	PRODUCE
<input type="checkbox"/>	6	ICE CREAM
<input type="checkbox"/>	7	MILK
<input type="checkbox"/>	8	BREAD
<input type="checkbox"/>	9	FROZEN MEAT

- Click **OK**

**NOTE:** If an error was made during your selection press **Un-Select** and then **Select** to return to the Multi Selector.

The 'Select' dialog box has a title bar with a close button. Below the title bar is the text 'Specify the required range/ranges for -' followed by 'Departments'. There is a text input field containing the number '3'. To the right of the input field are 'Select' and 'Un-Select' buttons. Below the input field is a large empty rectangular area. At the bottom right are 'Ok' and 'Cancel' buttons. The 'Ok' button is highlighted with a red rectangle.

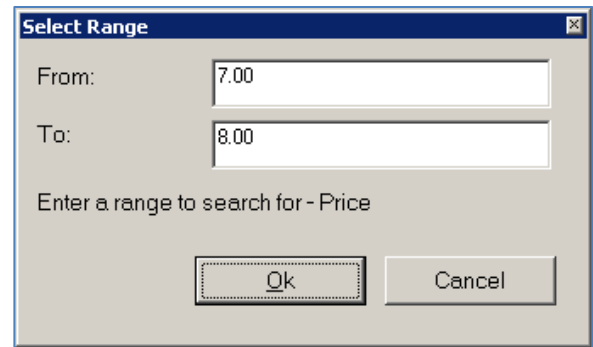
- Highlight the **Price** column and press the **Select** button

The 'PLU Selection Criteria' dialog box has a title bar with a close button. Below the title bar are fields for 'Number:' (containing '2') and 'Name:' (containing 'Dairy \$7-\$8'). Below these is a table with three columns: 'No.', 'Description', and 'Selection'. The table lists 18 criteria. The 'Price' row (row 6) is highlighted. To the right of the table are 'Select', 'List', and 'Clear' buttons. The 'Select' button is highlighted with a red rectangle. A red arrow points from the 'Price' row to the 'Select' button. At the bottom are 'OK', 'Cancel', and 'Apply' buttons. The status bar at the bottom shows '0 Of 4 Items'.

No.	Description	Selection
1	PLU number	
2	Departments	Some
3	Internal code	
4	Sub-department	
5	Item name like	
6	Price	
7	Quantity	
8	Price date	
9	Mixed Match	
10	Bonus Buy type	
11	Bonus Buy date	
12	Return type	
13	Change reason	
14	Family number 1	
15	Family number 2	
16	Restriction layout	
17	Product cost	
18	PLU flag	

- Enter 700 in the **From** field and 800 in the **To** field and click **OK**

**NOTE:** You do not have to type in a decimal point however you **MUST** type in any numbers—including zeroes—that appear to the right of the decimal



Select Range

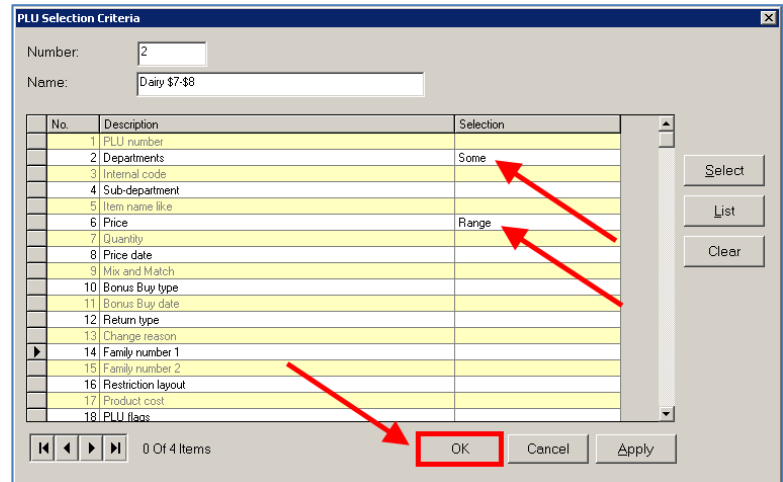
From: 7.00

To: 8.00

Enter a range to search for - Price

Ok Cancel

- In the **Selection** column, you will see indications of the selections you have made.
- Click **OK**



PLU Selection Criteria

Number: 2

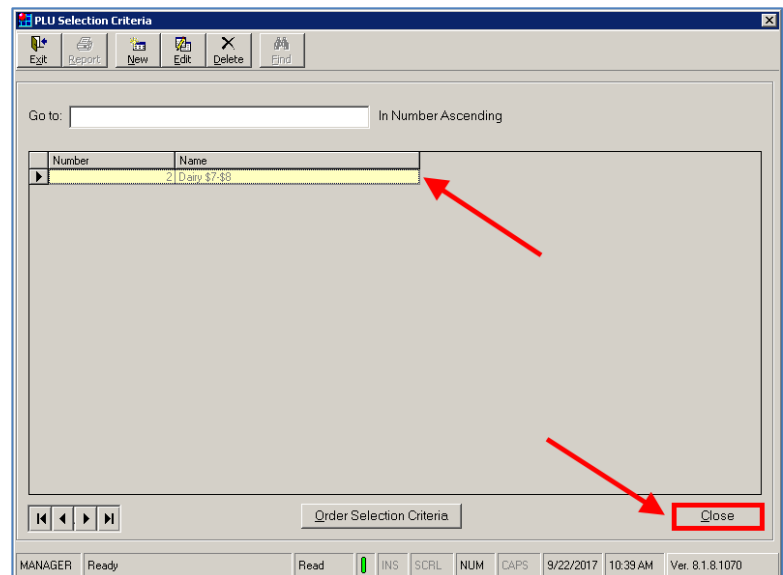
Name: Dairy \$7-\$8

No.	Description	Selection
1	PLU number	
2	Departments	Some
3	Internal code	
4	Sub-department	
5	Item name like	
6	Price	Range
7	Quantity	
8	Price date	
9	Mix and Match	
10	Bonus Buy type	
11	Bonus Buy date	
12	Return type	
13	Change reason	
14	Family number 1	
15	Family number 2	
16	Restriction layout	
17	Product cost	
18	PLU flags	

0 Of 4 Items

OK Cancel Apply

- In the list you will see the Selection Criteria you just created
- Click **Close**



PLU Selection Criteria

Go to: In Number Ascending

Number	Name
2	Dairy \$7-\$8

Order Selection Criteria

Close

MANAGER Ready Read INS SCRL NUM CAPS 9/22/2017 10:39 AM Ver. 8.1.8.1070

**PLU Sales Report**

Report Number:  Description:

General Selection Criteria

ID	Description	Report
2	Dairy \$7-\$8	<input checked="" type="checkbox"/>

Select

New

Preview Print OK Cancel Apply

- 1) Highlight "Dairy \$7-\$8"
- 2) Click Select
- 3) Click Apply
- 4) Click Preview

## Report Description

**Sales:** Unit price multiplied by quantity sold

**Refunds:** Money returned to the customer via refund

**P. Over:** Not used

**Discounts:** Total amount of discounts

**Coupons:** Total amount of store and vendor coupons

**PLU Sales Report**  
00423 Bridgeton Save-A-Lot  
Branch 423

PLU Reports

dairy


Period : Today 09/22/2017

PLU No.	Description	Dep	Unit Price	< Qty	Sales Amount	> < Qty	Refunds Amount	> < Qty	P. Over Amount	> < Qty	Discounts Amount	> < Qty	Coupons Amount	> < Qty
5193319070	CF AMERICAN SINGLES 7	3	7.99	0.000	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
2100061161	KRAFT VELVEETA LOAF	3	7.99	0.000	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
2100076767	KRAFT VELVEETA LOAF	3	7.99	0.000	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
<b>Report Totals</b>				<b>Item Count :</b>	3	0.000	0.00	0	0.00	0	0.00	0	0.00	0

Report Totals	Total	Unit Price	Split Price	Weighted Items	Coupons Items
Item Count	0	0	0	0	0
Total unit sold	0.000	0.000	0.000	0.000	0.000
Total sales	0.00	0.00	0.00	0.00	0.00
Average units sold	0.000	0.000	0.000	0.000	0.000
Average retail per units sold	0.00	0.00	0.00	0.00	0.00

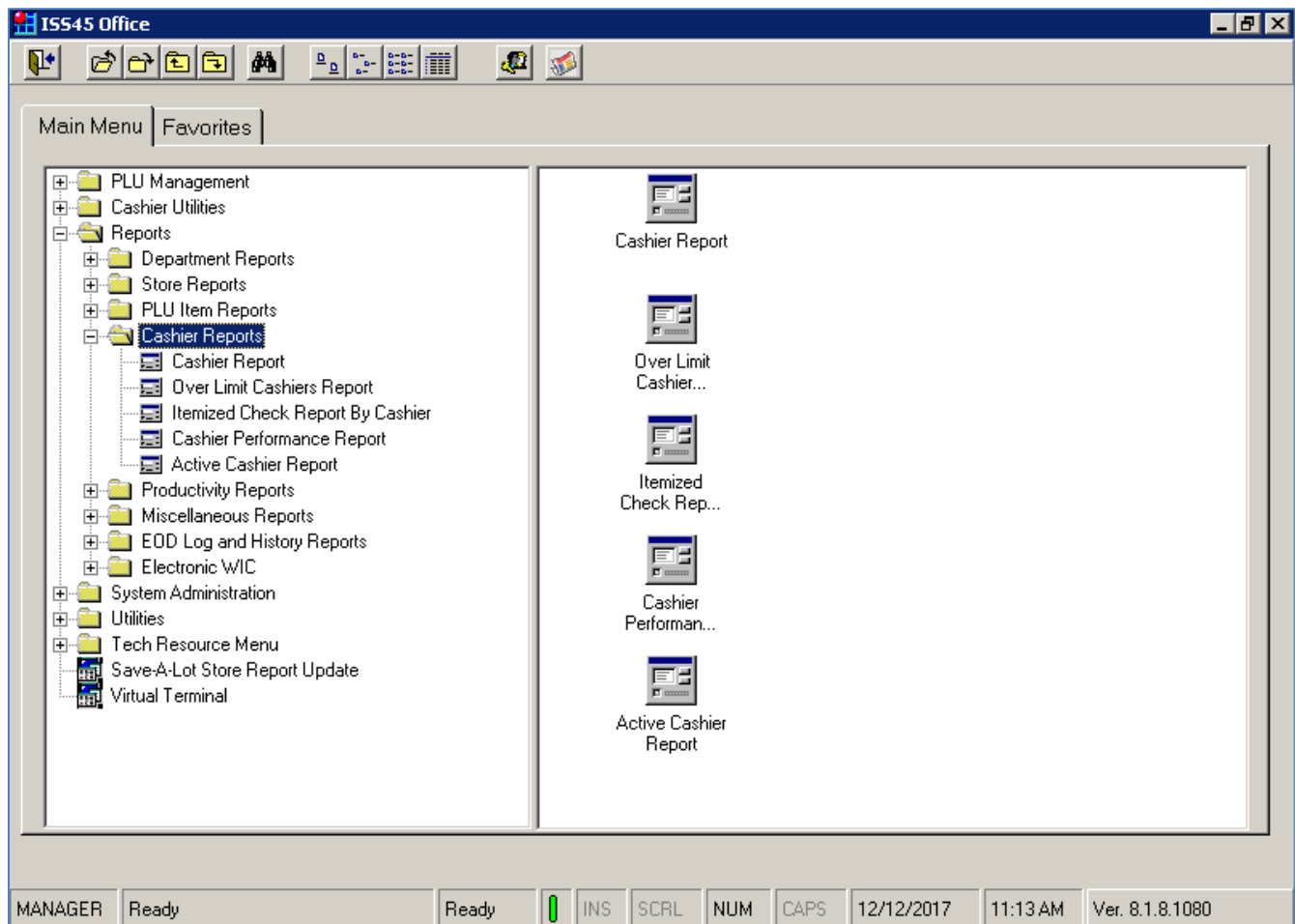
Run On: 09/22/2017 at 10:53 AM By: STORE MANAGER Page 1 Of 1

- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the PLU Sales Report
- When finished, click **Exit** to return to the ISS45 Office main screen

# Cashier Reports

The Cashier Reports provide information used for cashier balancing, cashier performance measurements and more.

- Access the cashier reports menu by expanding the **Reports** folder in the menu tree on the left hand side and then double click on **Cashier Reports**

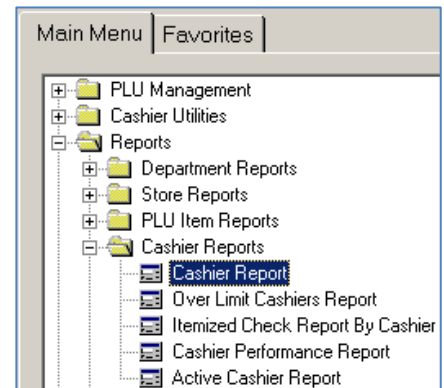


<a href="#">Cashier Report</a>	Allows you to view the total amount of money expected by each cashier during a specified period
<a href="#">Over Limit Cashier Report</a>	Shows which cashiers currently have more cash in their drawer than the amount specified in the Cash in Drawer Limit parameter
<a href="#">Itemized Check Report by Cashier</a>	Shows the details of payments received by check, on a check-by-check basis
<a href="#">Cashier Performance Report</a>	Shows cashier time and performance at the terminal.
<a href="#">Active Cashier Report</a>	Lists all cashiers who have signed on to a POS terminal <b>at any point</b> since the last EOD

# Cashier Report

Allows you to view the total amount of money expected from each cashier during a specified period. The Cashier report can only be zeroed during the End of Day process

- Access the Cashier Report by expanding the **Reports** folder, then expand the **Cashier Reports** folder and double click on **Cashier Report**

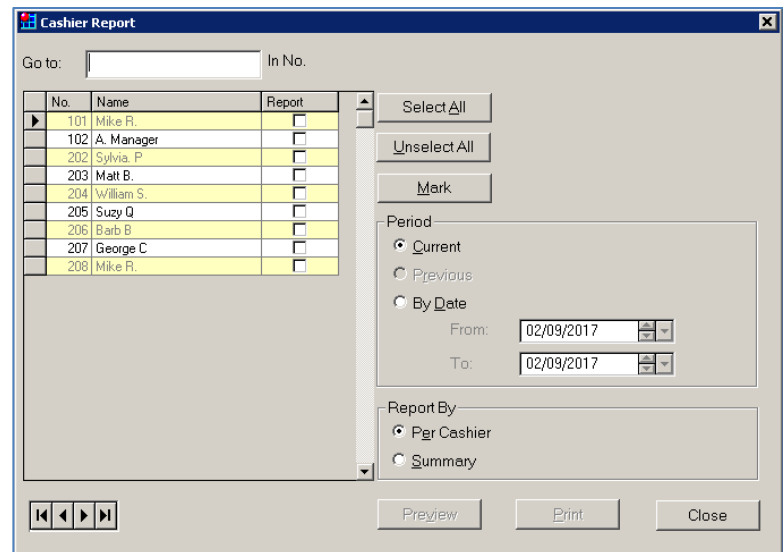


- The Cashier Report window appears
- Select the cashier you wish to run a report for
  - Selecting multiple cashiers will generate a separate report for each

<b>Select All</b>	Selects all cashiers
<b>Unselect All</b>	Unselects all cashiers
<b>Un Mark</b>	Removes checkmark from selected cashier

- Select the report date range you wish to see

<b>Current</b>	Shows information for the current business day
<b>By Date</b>	Select a start and end date



- Click **Preview** to view the report on the screen
- Click **Print** to send the report to your printer

## Report Description

### Gross Takings:

**Returns:** total sales refunded

**Discounts:** amount deducted from promotions and sales

**Non-Merch. Sales:** sales total from community partnership, fees, and gift cards

**Negative dep. Sales:** total from bottle returns department

**Receipts:** total from Received On Accounts (ROA) or Paid Ins

**Payouts:** total paid out to vendors

**Tax:** total in tax dollars

### Media:

**Void:** amount scanned or keyed, and then deducted

**Cancels:** total from item corrects

**Subtracts:** total from items voided

**Refunds:** total dollars returned to customers

**Price Overrides:** not used

### Statistics:

**Items per Customer:** total items sold divided by total transactions

**Item count:** total of items sold

**Logged-On Time:** duration of time on register

**Active Time:** duration of time signed on and not in Secure Mode

**Customer Time:** percentage and amount of time per customer (ringing + tendering)

**Ringling Time:** percentage and amount of time ringing items (minus tendering)

**Tendering Time:** percentage and amount of time tendering (minus ringing)


**Idle Time:** duration of time in Secure Mode

**Customers per Hour:** customer count divided by hours

**Sales Volume per Hour:** total sales divided by hour

**Items per Hour:** item count divided by hours

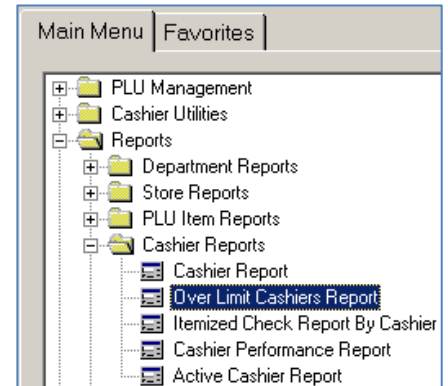
Cashier Report							
Corp V8 Param							
Branch 0				Cash Office			
Cashier Name Sylvia P							
Cashier Number: 202							
Current Period							
Function	Total	Count					
No. Sales Count		0					
Customer Count		3					
Sales	71.47						
Return	0.00	0					
Discount	0.00	0					
Non-Merch. Sales	0.00	0					
Negative dep. Sales	0.00	0					
Receipts	0.00	0					
Payouts	0.00	0					
Tax	0.00	1					
Gross Takings	71.47						
Media	Sales	Pickup	Open Float	Add Loan	Paid Out	Receipts	Total
Cash	73.04	0.00	0.00	0.00	0.00	0.00	73.04
ELECTRONIC CHECK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WIC DEPOSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EBT CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WIC EBT DEP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EBT FOOD STAMPS	-1.57	0.00	0.00	0.00	0.00	0.00	-1.57
PAPER FOOD STAMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WIC CWV DEP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VENDOR COUPONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STORE COUPON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GIFT CERT REDEEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GIFT CARD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MC/MISA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CHECK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	71.47	0.00	0.00	0.00	0.00	0.00	71.47
Void	0.89	1					
Cancels	0.00	0					
Tendering	Time	0.17%	00:00:17				
Idle	Time	3.77%	00:06:43				
Customer	per Hour	1.05					
Sales Volume	per Hour	25.01					
Items	per Hour	28.00					

- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the Cashier Report
- When finished, click **Exit** to return to the ISS45 Office main screen

# Over Limit Cashier Report

Shows which cashiers currently have more cash in their drawer than the amount specified in the Cash in Drawer Limit parameter

- Access the Over Limit Cashiers Report by expanding the **Reports** folder, then expand the **Cashier Reports** folder and double click on **Over Limit Cashiers Report**



## Report Description


**Total:** Amount of cash paid into the cashiers till

**Status:** Indicates if a cashier is currently signed into a lane

**Active:** The register the cashier is currently signed in to

Over Limit Cashiers Report				
Corp V/S Param		Cash Office		
Branch 0				
Cash In drawer limit:		400.00		
Cashier ID	Cashier Name	Total	Status	Active
202	Sylvia P	1,073.04	Active	2

Run On: 02/09/2017 at 3:16 PM By STORE MANAGER Page 1 Of 1

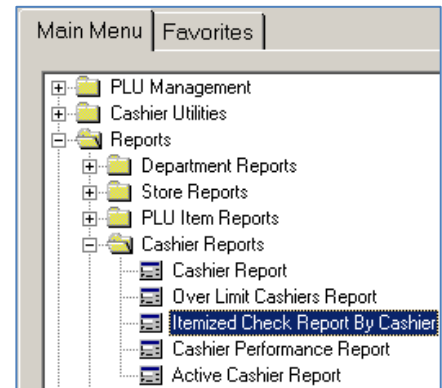
- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the Over Limit Cashiers Report
- When finished, click **Exit** to return to the ISS45 Office main screen



# Itemized Check Report by Cashier

*Shows the details of payments received by check, on a check-by-check basis*

- Access the Itemized Check Report by Cashier Report menu by expanding the **Reports** folder, then expand the **Cashier Reports** folder and double click on **Itemized Check Report by Cashier**



- The Itemized Check Report by Cashier Report window appears
- Select the cashier you wish to run a report for

<b>Select All</b>	Selects all cashiers
<b>Unselect All</b>	Unselects all cashiers
<b>Mark / Un Mark</b>	Toggles the checkmark for selected cashier(s)

- Select the report range type you wish to see

<b>Online</b>	Shows live information for the current business day
<b>Period</b>	Will show information for the period type selected: Day, Week, Month or Year
<b>By Range</b>	Select a start and end date

The screenshot shows the 'Itemized Check Report By Cashier' window. It has a 'Go to:' field and an 'In No.' field. Below these is a table with columns 'No.', 'Name', and 'Report'. The table lists cashiers: 101 Mike R., 102 A. Manager, 202 Sylvia P., 203 Matt B., 204 William S., 205 Suzy Q., 206 Barb B., 207 George C., and 208 Mike R. To the right of the table are buttons for 'Select All', 'Unselect All', and 'Mark'. Below the table is a section for 'Online' and 'Specific Date' options. The 'Specific Date' section has a 'One Day' option with a date field set to '02/09/2017' and radio buttons for 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'By Range' section has 'From' and 'To' date fields, both set to '02/09/2017', and radio buttons for 'Monthly' and 'Yearly'. At the bottom are 'Preview', 'Print', and 'Close' buttons.

- Click **Preview** to view the report on the screen
- Click **Print** to send the report to your printer

## Report Description

**Check Amount:** amount of check accepted by cashier

**Order Total:** total dollar amount of transaction

**Change Given:** amount of change given to customer

**Ticket No.:** Transaction number

**Date & Time:** Date and Time transaction took place

**ID Number:** Cashier number

Itemized Check Report By Cashier

00423 Bridgeton Save-A-Lot

Branch 423

Cashier Reports

Daily From 03/20/2017 To 03/29/2017

Cashier 107 CONNIE

Check Amount	Order Total	Change Given	POS	Ticket No.	Date & Time	ID Number
\$150.28	\$150.28	0.00	1	10	03/26/2017 10:45	18412801

150.28 Cashier Total 1

Cashier 202 KYMBERLI

Check Amount	Order Total	Change Given	POS	Ticket No.	Date & Time	ID Number
\$19.58	\$19.58	0.00	4	31	03/27/2017 11:01	236130435

19.58 Cashier Total 1

Cashier 203 LLOYD

Check Amount	Order Total	Change Given	POS	Ticket No.	Date & Time	ID Number
\$53.50	\$53.50	0.00	3	12	03/21/2017 09:18	4394686
\$5.77	\$5.77	0.00	4	124	03/23/2017 14:05	470A885A4
\$26.17	\$26.17	0.00	4	42	03/26/2017 14:11	70476200901

85.44 Cashier Total 3

Cashier 213 DANIEL

Check Amount	Order Total	Change Given	POS	Ticket No.	Date & Time	ID Number
\$41.45	\$41.45	0.00	1	44	03/26/2017 17:07	10741690

41.45 Cashier Total 1


Cashier 217 CHRISTINE

Check Amount	Order Total	Change Given	POS	Ticket No.	Date & Time	ID Number
\$28.92	\$28.92	0.00	4	30	03/25/2017 09:53	1090000430408

Run On: 03/29/2017 at 11:20 AM

By STORE MANAGER

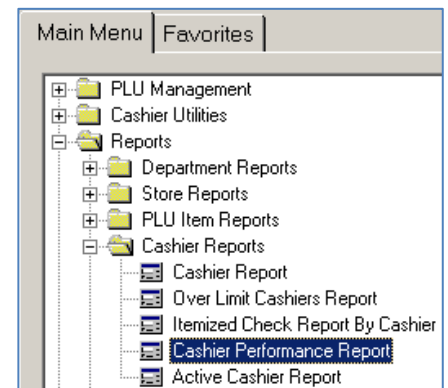
Page 1 Of 2

- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the Itemized Check Report by Cashier
- When finished, click **Exit** to return to the ISS45 Office main screen

# Cashier Performance Report

Shows cashier time and performance at the terminal

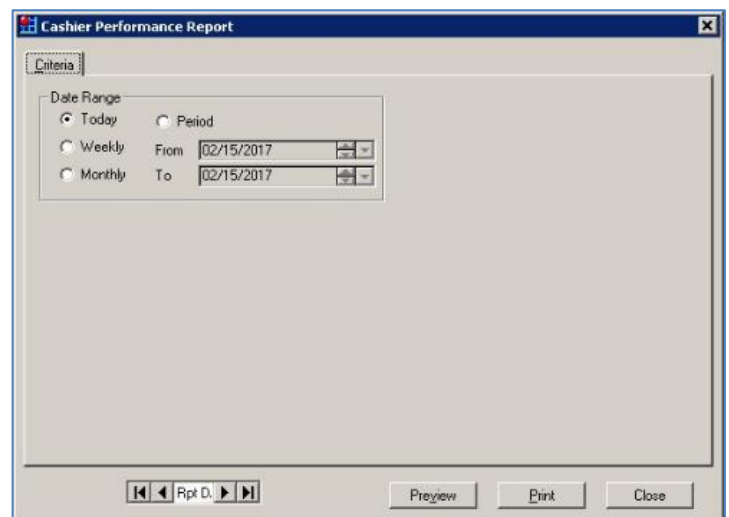
- Access the Cashier Performance Report by expanding the **Reports** folder, then expand the **Cashier Reports** folder and double click on **Cashier Performance Report**



- The Cashier Performance Report window appears
- Select the report range type you wish to see

<b>Today</b>	Shows live information for the current business day
<b>Weekly</b>	Shows cashier performance for the current week
<b>Monthly</b>	Shows cashier performance for the current month
<b>Period</b>	Will show information for the period type selected: Day, Week, Month or Year

- Click **Preview** to view the report on the screen
- Click **Print** to send the report to your printer



# Report Description

## Scan Statistics

Total number of items and the percent of total items rung in using each method

**Scanned:** Bar code was scanned successfully

**Keyed:** Item PLU/UPC was keyed in manually

**Dept.:** Item was rung to department and price was entered manually

## Times

The total time and the percentage of total time spent by the cashier engaged in each activity

## Modifiers

Count of each item listed



**Cancel:** Total number of Item Corrects

**Subt:** Total number of Voided items

**Void:** Total number of Voided transactions

## Rings/Min

Average number of items scanned and keyed per minute by the cashier

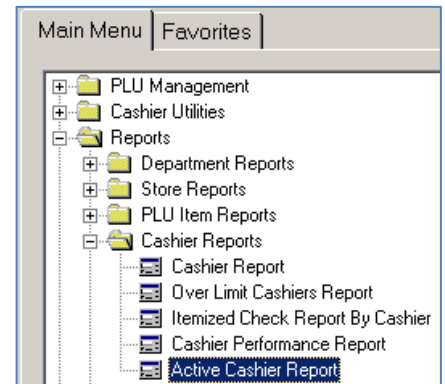
- To print the report, click the  button in the toolbar at the top of the window
- Click the  in the upper right-hand corner to close the Report window and return to the Cashier Performance Report window
- When finished, click **Exit** to return to the ISS45 Office main screen

Cashier Performance Report																												
Corp V8 Param																												
Branch 0										Cashier Reports																		
Daily For 02/23/2017																												
No.	Name	Scan Statistics				Times				Modifiers						Item / Min	Cust / Min	Rings / Min	Scan / Min	Idle / Cust	Tender / Cust							
		Scanned	Keyed	Dept	Item	Tender	Idle	Secure	Sign On	Value	Custs	Items	Rings	Cancel	Subt							Void						
101	Mike R.	1	0	0	00:00:30	00:00:04	00:00:08	00:00:00	00:00:42	7.99	1	1	1	0	0	0	2.00	1.43	2.00	2.00	00:00:08	00:00:04						
102	A. Manager	100.00%	0.00%	0.00%	71.43%	9.52%	19.05%	0.00%	51.22%	0.00	0	0	0	0	0	0	0.00	0.00	0.00	0.00	00:00:00	00:00:00						
202	Sylvia P.	0	0	0	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	76.33	1	21	6	0	0	0	52.50	1.50	15.00	0.00	00:00:08	00:00:05						
203	Matt B.	0.00%	100.00%	0.00%	60.00%	12.50%	20.00%	7.50%	48.78%	0.00	0	0	0	0	0	0	0.00	0.00	0.00	0.00	00:00:00	00:00:00						
204	William S.	0	0	0	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0	0	0	0	0.00	0.00	0.00	0.00	00:00:00	00:00:00						
205	Suzy Q.	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00	0	0	0	0	0	0	0.00	0.00	0.00	0.00	00:00:00	00:00:00						
206	Barb B.	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00	0	0	0	0	0	0	0.00	0.00	0.00	0.00	00:00:00	00:00:00						
207	George C.	0	0	0	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	0.00	0	0	0	0	0	0	0.00	0.00	0.00	0.00	00:00:00	00:00:00						
208	Mike R.	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00	0	0	0	0	0	0	0.00	0.00	0.00	0.00	00:00:00	00:00:00						
Total		1	21	0	00:00:54	00:00:09	00:00:16	00:00:03	00:01:22	84.32	2	22	7	0	0	0	54.50	2.93	17.00	2.00	00:00:08	00:00:05						
		4.55%	95.45%	0.00%	65.85%	10.98%	19.51%	3.66%	100.00%																			
Run On: 02/23/2017 at 11:00 AM By STORE MANAGER Page 1 Of 1																												

# Active Cashier Report

*Lists all cashiers who have signed on to a POS terminal at any point since the last EOD*

- Access the Active Cashiers Report by expanding the **Reports** folder, then expand the **Cashier Reports** folder and double click on **Active Cashiers Report**



- The Active Cashier Report appears

## Report Description

**Cashier Number:** Number of currently signed-on cashier


**Cashier Name:** Name of cashier

**Accountability:** Total amount of cash cashier is accountable for

**Declared Amount:** Not used

**POS:** Register cashier is signed in to

Active Cashier Report				
00423 Bridgeton Save-A-Lot		For: 9/21/2017		Cashier Report
Branch	423			
Cashier Number	Cashier Name	Accountability	Declared Amount	POS
217	CHRISTINE	\$947.58	\$0.00	3
103	James	\$511.33	\$0.00	
215	Pearlie	\$756.60	\$0.00	

- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the Active Cashier Report
- When finished, click **Exit** to return to the ISS45 Office main screen

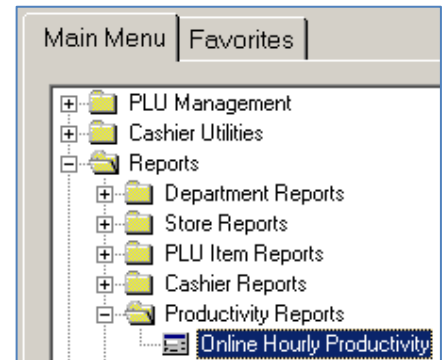
# Productivity Reports

The Productivity Reports can be used to track current and historical sales information, broken down in 15, 30 or 60 minute increments that can be used to track productivity, sales and customer volume.

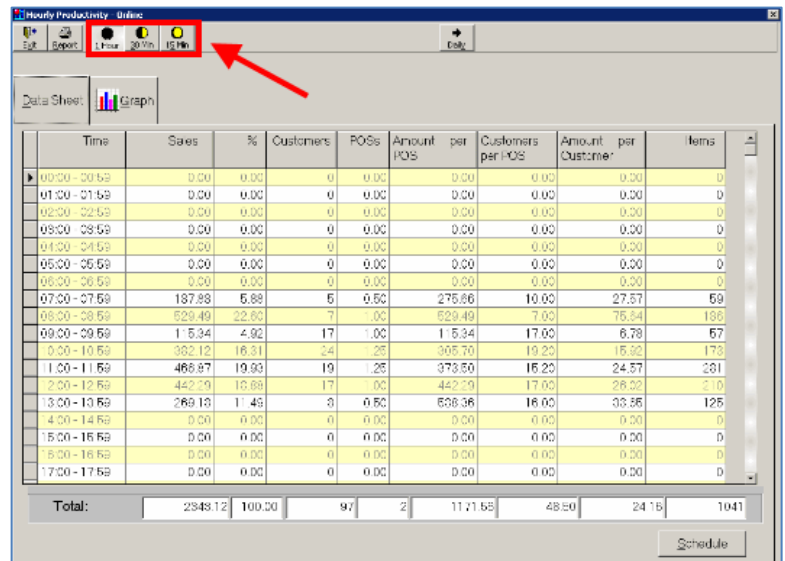
## Online Hourly Productivity

Generate reports and graphs containing online, i.e. real-time, productivity data for each hour, half hour, or 15 minutes of the day

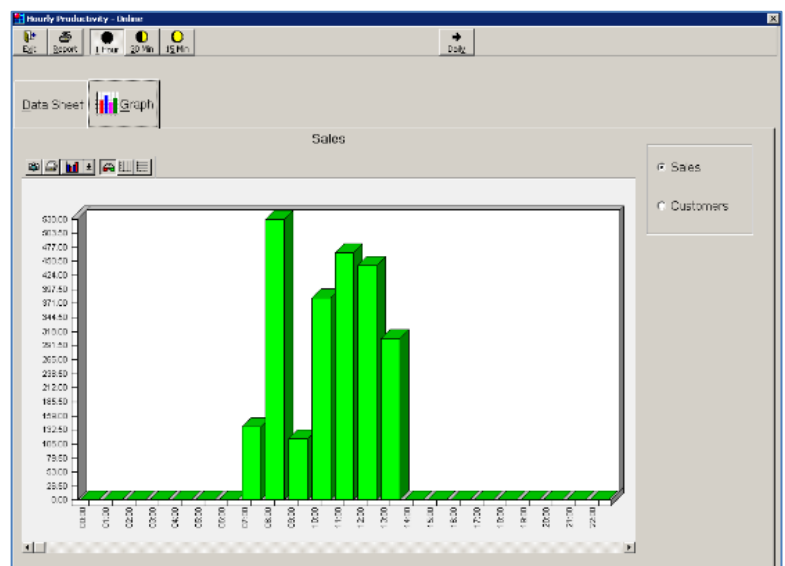
- Access the Online Hourly Productivity Report by expanding the **Reports** folder, then expand the **Productivity Reports** folder and double click on **Online Hourly Productivity**



- Print the report or specify different time increments using the toolbar buttons at the top of the window



- View graphs of the data by clicking the **Graph** tab



- Use the toolbar buttons to copy, print, or change the view style of the graph



- Click the Daily toolbar button to activate the Criteria Selection tab
- This tab allows you to view historical data for the dates you select
  - o Select a Range of dates or
  - o Run a daily report for a specific day
- Print the report or specify different time increments using the toolbar buttons at the top of the window

## Report Description

**Time:** Period of time displayed in the increment selected

**Sales:** Total sales for the time period

**%:** Percentage of total daily sales time period accounts for

**Cust:** Total customers for the time period


**POSSs (avg):** Average amount of active POS terminals for the time period

**Amount per POS:** Amount of sales per POSSs (avg)

**Amount per Cust.:** Average dollar amount per customer

**Items:** Item count for the time period

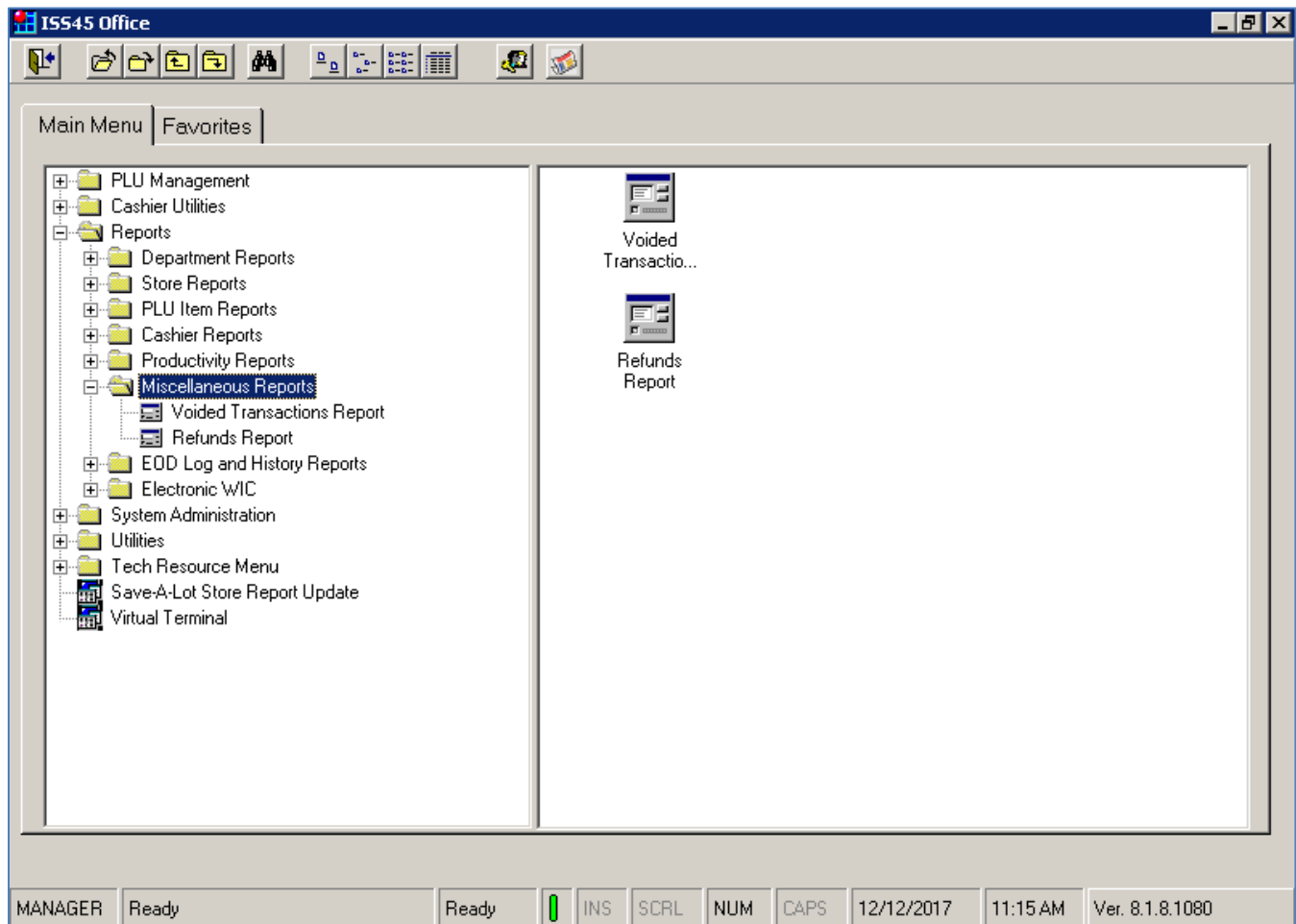
<b>Selections : FROM 02/01/2017 TO 02/22/2017 By the Hour</b>									
Corp V8 Param									
Branch 0									
Hourly Productivity - Daily									
Time	Sales	%	Cust.	POSSs (avg)	Amount per POS	Cust. per POS	Amount per Cust.	Items	
00:00 - 00:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
01:00 - 01:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
02:00 - 02:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
03:00 - 03:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
04:00 - 04:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
05:00 - 05:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
06:00 - 06:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
07:00 - 07:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
08:00 - 08:59	19.40	0.82	1	0	0.00	0.00	19.40	7	
09:00 - 09:59	0.89	0.04	1	0	0.00	0.00	0.89	1	
10:00 - 10:59	6.09	0.26	6	0	0.00	0.00	1.02	8	
11:00 - 11:59	696.61	29.45	26	0	0.00	0.00	26.79	89	
12:00 - 12:59	-43.99	-1.86	13	0	0.00	0.00	-3.38	25	
13:00 - 13:59	119.05	5.03	5	0	0.00	0.00	23.81	12	
14:00 - 14:59	73.21	3.10	5	0	0.00	0.00	14.64	82	
15:00 - 15:59	1,002.11	42.37	3	0	0.00	0.00	334.04	3	
16:00 - 16:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
17:00 - 17:59	491.82	20.79	6	0	0.00	0.00	81.97	0	
18:00 - 18:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
19:00 - 19:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
20:00 - 20:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
21:00 - 21:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
22:00 - 22:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
23:00 - 23:59	0.00	0.00	0	0	0.00	0.00	0.00	0	
<b>Totals:</b>	<b>2365.19</b>	<b>100.00</b>	<b>66</b>	<b>1</b>	<b>2365.19</b>	<b>66.00</b>	<b>35.84</b>	<b>227</b>	
Run On: 02/23/2017 at 11:51 AM By STORE MANAGER Page 1 Of 1									

- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the Hourly Productivity Report
- When finished, click **Exit** to return to the ISS45 Office main screen

# Miscellaneous Reports

The Miscellaneous Reports are used to track Voided Transactions and Refunds.

- Access the Miscellaneous Reports menu by expanding the **Reports** folder in the menu tree on the left-hand side and then double click on Miscellaneous **Reports**



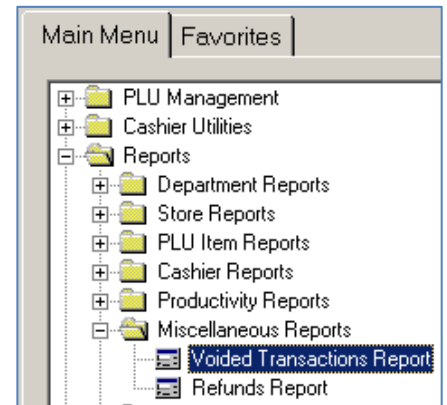
<a href="#">Voided Transactions Report</a>	Displays a record of transactions that have been voided at the POS terminals
<a href="#">Refunds Report</a>	Displays a record of the different types of returns that were performed at the POS terminals



# Voided Transaction Report

The Voided Transactions Report displays a record of transactions that have been voided at the POS terminals

- Access the Voided Transactions Report menu by expanding the **Reports** folder, then expand the **Miscellaneous Reports** folder and double click on **Voided Transactions Report**



- The Voided Transactions Report window appears
- Select the report range type you wish to see

<b>Online</b>	Shows live information for the current business day
<b>Period</b>	Will show information for the period type selected: Day, Week, Month or Year
<b>By Range</b>	Select a start and end date

- Click **Preview** to view the report on the screen
- Click **Print** to send the report to your printer

A screenshot of the 'Voided Transactions Report' window. It has a title bar with the text 'Voided Transactions Report' and a close button. The window contains three radio button options: 'Online' (selected), 'Period', and 'By Range'. Under 'Online', there is a 'One Day' label and a date field showing '02/09/2017'. Under 'Period', there are radio buttons for 'Day', 'Week', 'Month', and 'Year'. Under 'By Range', there are 'From' and 'To' labels, both with date fields showing '02/09/2017'. Below these options is a text box with the instruction 'Select one of the reporting periods - Online, Period, By Range.' At the bottom of the window are three buttons: 'Preview', 'Print', and 'Close'.

## Report Description

**Cashier:** The cashier's ID number

**POS::**The POS terminal number at which the transaction was voided

**Ticket Time:** The date and time the ticket was voided

**Ticket No:** The ticket number that was voided

**Ticket Value:** The value of the ticket that was voided

**Supervisor:** The supervisor's ID number (if the function is supervisor controlled.)


**Post-Void:** Not used

Voided Transactions Report									
Monthly		From 09/01/2017 To 09/30/2017							
00423 Bridgeton Save-A-Lot		Miscellaneous Reports							
Branch 423									
Cashier	POS	Ticket Time	Ticket No.	Ticket Value	Supervisor	Post-Void	----- Saved Transactions -----		
							Cashier	POS	Ticket
107	1	9/6/2017 12:35:49PM	38	6.63	0	No	0	0	0
<b>Cashier Total:</b>			<b>1</b>	<b>6.63</b>					
202	1	9/13/2017 2:44:38PM	42	145.28	104	No	0	0	0
202	1	9/15/2017 4:19:13PM	60	20.82	103	No	0	0	0
202	3	9/20/2017 5:01:26PM	103	45.81	107	No	0	0	0
<b>Cashier Total:</b>			<b>3</b>	<b>211.91</b>					
213	4	9/2/2017 5:43:53PM	135	26.44	103	No	0	0	0
213	4	9/2/2017 7:07:02PM	171	25.88	103	No	0	0	0
213	3	9/13/2017 6:35:35PM	97	40.39	107	No	0	0	0
<b>Cashier Total:</b>			<b>3</b>	<b>92.71</b>					
217	3	9/3/2017 4:25:01PM	130	15.57	103	No	0	0	0
217	4	9/10/2017 3:24:12PM	84	52.28	104	No	0	0	0
217	4	9/14/2017 2:33:47PM	98	68.60	103	No	0	0	0
<b>Cashier Total:</b>			<b>3</b>	<b>136.45</b>					
219	3	9/6/2017 6:33:14PM	57	5.43	103	No	0	0	0
219	4	9/15/2017 8:41:37PM	50	3.14	103	No	0	0	0
<b>Cashier Total:</b>			<b>2</b>	<b>8.57</b>					
<b>Report Total</b>			<b>12</b>	<b>456.27</b>					

Run On: 09/21/2017 at 1:31 PM

By STORE MANAGER

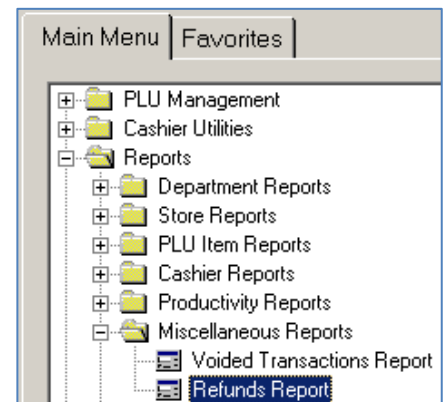
Page 1 Of 1

- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the Voided Transactions Report
- When finished, click **Exit** to return to the ISS45 Office main screen

# Refunds Report

The Refunds Report displays a record of the different types of returns that were performed at the POS terminals

- Access the Refunds Report by expanding the **Reports** folder, then expand the **Miscellaneous Reports** folder and double click on **Refunds Report**



- The Refunds Report window appears
- Select the report range type you wish to see

<b>Online</b>	Shows live information for the current business day
<b>Period</b>	Will show information for the period type selected: Day, Week, Month or Year
<b>By Range</b>	Select a start and end date

- Click **Preview** to view the report on the screen
- Click **Print** to send the report to your printer

A screenshot of the 'Refunds Report' window. It features three radio buttons for selection: 'Online' (selected), 'Period', and 'By Range'. The 'Period' section has sub-options for 'Day', 'Week', 'Month', and 'Year'. The 'By Range' section includes 'From' and 'To' date pickers, both set to '02/09/2017'. At the bottom, there are 'Preview', 'Print', and 'Close' buttons. A text box at the bottom of the window contains the instruction: 'Select one of the reporting periods - Online, Period, By Range.'

## Report Description

**Date & Time:** The date and time that the refund was performed

**Cashier:** The cashier's ID number


**POS:** The number of the POS terminal at which the refund was performed

**Return Type:** The predefined code and description for the return types. For example, a return transaction or single refund inside a ticket

**Ticket No:** The ticket number of the refund transaction. Amount: The value of the refunded item or items

**Supervisor:** The supervisor's ID number (if the function is supervisor controlled)

Refunds Report							
Daily		From 03/19/2017 To 03/29/2017					
00423 Bridgeton Save-A-Lot		Miscellaneous Reports					
Branch 423							
Date & Time	Cashier	POS	Return Type	Ticket No.	Amount	Supervisor	
3/21/2017 9:11:08AM	99	1	1 WRONG ITEM	6	\$0.99	0	
3/21/2017 9:16:35AM	99	1	1 WRONG ITEM	8	\$0.99	0	
3/21/2017 10:29:01AM	107	1	7 OVERRING	13	\$9.05	0	
3/23/2017 12:11:12PM	203	4	1 WRONG ITEM	74	\$1.98	102	
3/23/2017 12:58:05PM	203	4	1 WRONG ITEM	81	\$3.86	102	
3/23/2017 5:50:15PM	219	3	7 OVERRING	55	\$1.91	103	
3/24/2017 4:23:41PM	103	3	7 OVERRING	55	\$2.37	0	
3/24/2017 5:26:45PM	213	4	7 OVERRING	121	\$0.20	107	
3/24/2017 6:21:08PM	107	1	1 WRONG ITEM	5	\$5.90	0	
3/25/2017 9:47:01AM	217	4	1 WRONG ITEM	28	\$3.29	102	
3/25/2017 4:58:03PM	107	4	1 WRONG ITEM	147	\$12.03	0	
3/26/2017 12:47:13PM	107	1	7 OVERRING	19	\$1.00	0	
3/26/2017 2:19:16PM	203	4	2 SPOILED RETURN	45	\$4.99	103	
Total					\$48.56		
Run On: 03/29/2017 at 11:35 AM By: STORE MANAGER Page 1 Of 1							

- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the Refunds Report
- When finished, click **Exit** to return to the ISS45 Office main screen

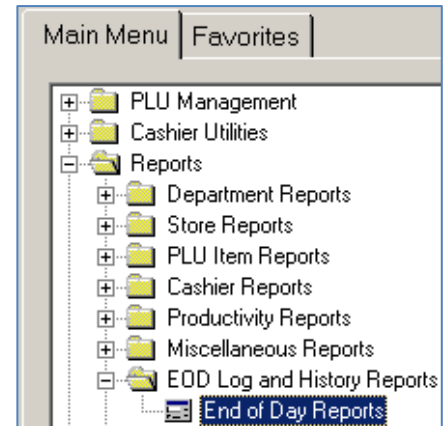
# End of Day Log and History Reports

The End-of-Day Reports house a large selection of historical information, some of which is not available in other ISS45 reports.

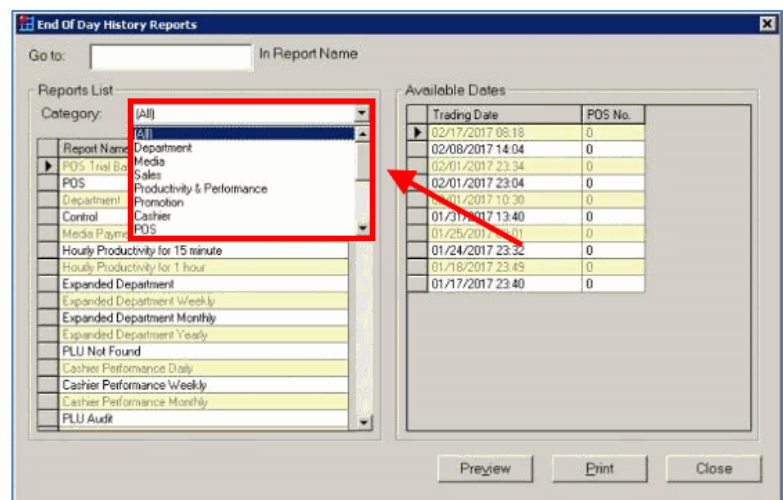
## End of Day Reports

Allows you to view and print a selected report for a previous day. There are 96 reports generated nightly. 365 days of reports are available

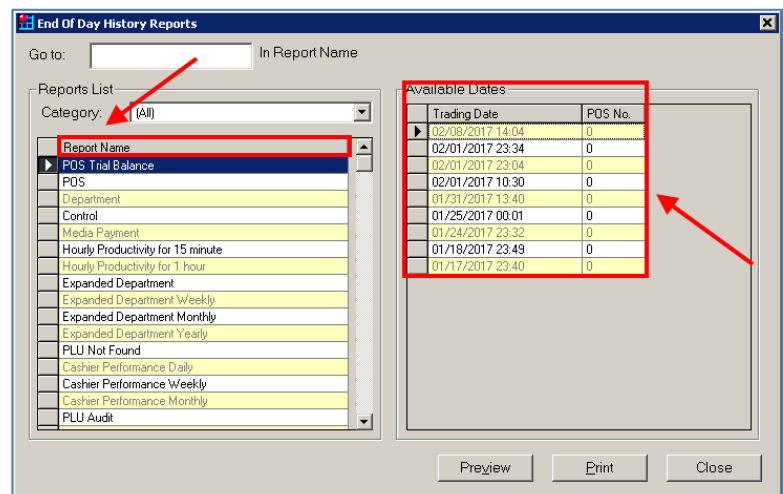
- Access the End Of Day reports by expanding the **Reports** folder, then expand the **EOD Log and History Reports** folder and double click on **End of Day Reports**



- Select the desired report
  - The list of reports can be narrowed by selecting a report category from the **Category** drop menu



- To sort the list alphabetically click on the **Report Name** column header
- Select the desired date from the **Available Dates** selection



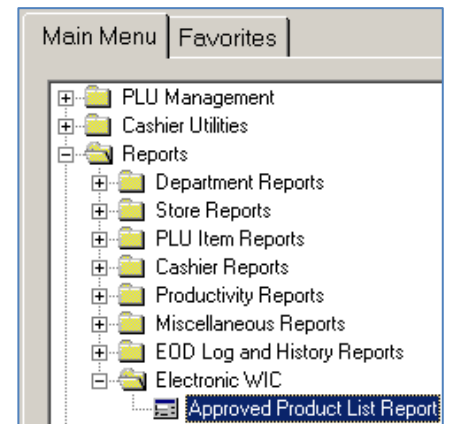
- Reports include:
  - **Department Analysis**- detailed sales statistics by department
  - **PLU Not Found** – PLU / UPC of item and number of times rung in
  - **Refunds report** – itemized refund information including cashier, amount, and approving manager
  - **Unrecalled Saved Transactions** – cashier, amount, time saved
  - **PLU Audit** – ISS45 OFFICE user who changed prices, added items, ran batches
  - **Cashier Void and Error Correction** – amount of voids, subtracts for each cashier
- Click **Preview** to view the report on the screen
- Click **Print** to send the report to your printer

# Electronic WIC

## Approved Product List (APL) Report

*Allows you to view and print a list of all items which your state lists as WIC eligible*

- Access the Approved Product List Report by expanding the **Reports** folder, then expand the **Electronic WIC** folder and double click on **Approved Products List Report**



- The **Approved Products List** Report appears

## Report Description

**PLU No.:** PLU or UPC code of the item

**Description:** Description of the item

**Max Price:** Maximum allowed retail price (if any) allowed by the state

**Qty:** Number of items that are included in one unit

**Qty/Price:** Current quantity and price as set in the stores PLU file

**Cat/Subcat:** Category and Subcategory assigned by the state

**UOM:** Units in which the benefit quantity is measured in (Count, weight, dollar amount)

**Effective Date:** Date that the item was first made available for purchase with WIC

**Expiration Date:** Last date that the item will be available for purchase with WIC


Approved Product List									
Corp V8 Param									
0									
EBTWIC									
Florida Approved Product List									
PLU No.	Description	Max Price	Qty	Price	Cat.	Subcat.	UOM	Effective Date	Expiration Date
3035	NECTARINES, IMPORTED TP	\$0.00	1	\$1.99 *	19	0	1.00 \$\$\$	4/24/2013	1/1/2030
3035	NECTARINES, IMPORTED TP	\$0.00	1	\$1.99 *	19	1	1.00 \$\$\$	4/24/2013	1/1/2030
3082	BROCCOLI CROWNS	\$0.00	1	\$1.29 *	19	0	1.00 \$\$\$	4/24/2013	1/1/2030
3082	BROCCOLI CROWNS	\$0.00	1	\$1.29 *	19	1	1.00 \$\$\$	4/24/2013	1/1/2030
3107	ORANGES,NAVEL 88CT	\$0.00	1	\$0.79 *	19	0	1.00 \$\$\$	4/24/2013	1/1/2030
3107	ORANGES,NAVEL 88CT	\$0.00	1	\$0.79 *	19	1	1.00 \$\$\$	4/24/2013	1/1/2030
3108	ORANGES,VALENCIA	\$0.00	1	\$0.69 *	19	0	1.00 \$\$\$	4/24/2013	1/1/2030
3108	ORANGES,VALENCIA	\$0.00	1	\$0.69 *	19	1	1.00 \$\$\$	4/24/2013	1/1/2030
3112	PAPAYAS,MARADOL	\$0.00	1	\$1.29 *	19	0	1.00 \$\$\$	4/24/2013	1/1/2030
3112	PAPAYAS,MARADOL	\$0.00	1	\$1.29 *	19	1	1.00 \$\$\$	4/24/2013	1/1/2030
3125	PEPPERS, HABANERO	\$0.00	1	\$5.99 *	19	0	1.00 \$\$\$	4/24/2013	1/1/2030
3125	PEPPERS, HABANERO	\$0.00	1	\$5.99 *	19	1	1.00 \$\$\$	4/24/2013	1/1/2030
3126	PEPPERS, HABANERO	\$0.00	1	\$5.99 *	19	0	1.00 \$\$\$	4/24/2013	1/1/2030
3126	PEPPERS, HABANERO	\$0.00	1	\$5.99 *	19	1	1.00 \$\$\$	4/24/2013	1/1/2030
3127	POMEGRANATES	\$0.00	1	\$0.99 *	19	0	1.00 \$\$\$	4/24/2013	1/1/2030
3127	POMEGRANATES	\$0.00	1	\$0.99 *	19	1	1.00 \$\$\$	4/24/2013	1/1/2030
3134	PIE PUMPKINS	\$0.00	1	\$0.39 *	19	0	1.00 \$\$\$	4/24/2013	1/1/2030
3134	PIE PUMPKINS	\$0.00	1	\$0.39 *	19	1	1.00 \$\$\$	4/24/2013	1/1/2030
3145	TOMATOES,ROMA, LARGE	\$0.00	1	\$1.49 *	19	0	1.00 \$\$\$	4/24/2013	1/1/2030
3145	TOMATOES,ROMA, LARGE	\$0.00	1	\$1.49 *	19	1	1.00 \$\$\$	4/24/2013	1/1/2030
3151	TOMATO,VRIPE,20 LB. 2 LAYER	\$0.00	1	\$0.99 *	19	0	1.00 \$\$\$	4/24/2013	1/1/2030
3151	TOMATO,VRIPE,20 LB. 2 LAYER	\$0.00	1	\$0.99 *	19	1	1.00 \$\$\$	4/24/2013	1/1/2030
3155	40-1/4 LB. BEEF PATT	\$0.00	1	\$13.90 *	19	0	1.00 \$\$\$	4/24/2013	1/1/2030
3155	40-1/4 LB. BEEF PATT	\$0.00	1	\$13.90 *	19	1	1.00 \$\$\$	4/24/2013	1/1/2030
3284	APPLES RED DEL	\$0.00	1	\$0.99 *	19	0	1.00 \$\$\$	4/24/2013	1/1/2030
3284	APPLES RED DEL	\$0.00	1	\$0.99 *	19	1	1.00 \$\$\$	4/24/2013	1/1/2030

A \* after the Price designates that the selling price exceeds the WIC-allowed Max Price

Run On: 02/09/2017 at 4:27 PM

By: STORE MANAGER

Page 1 Of 65

- Click the  icon at the top of the window to search by PLU, UPC, or description

- Enter your search terms on the **Find what:** line and then click **Find Next**


of 65
 

**Search**

Find what:

Find Next

Cancel

- To print the report, click the  button in the toolbar at the top of the window
- Click **OK** to print the report or **Cancel** to return to the Approved Product List Report
- When finished, click **Exit** to return to the ISS45 Office main screen



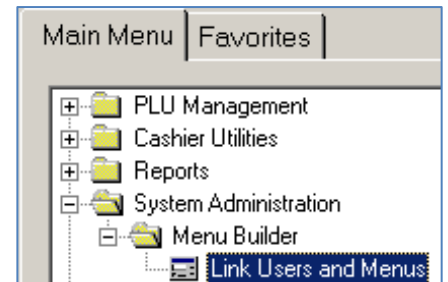
# System Administration

The System Administration folder contains the applications used to create and maintain ISS45 Office users.

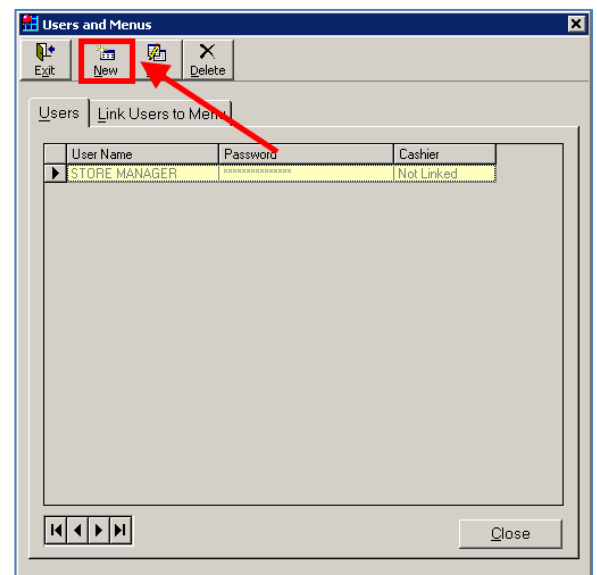
## Link Users and Menus

### Adding a New User or Editing an Existing User

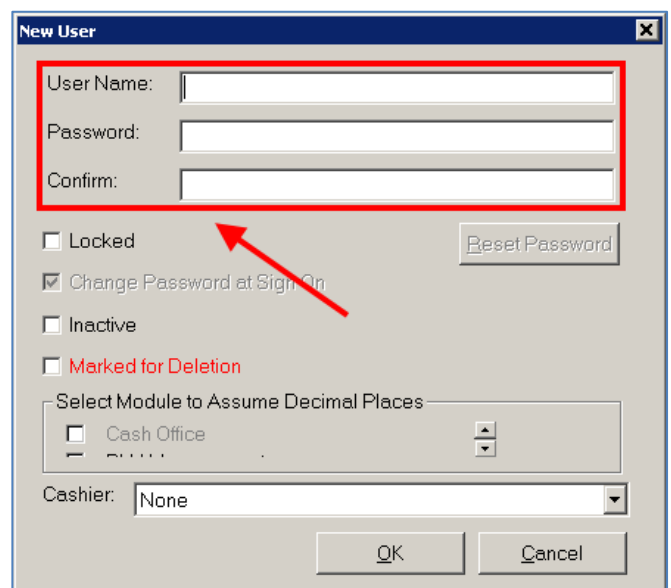
- Expand the **System Administration** folder in the menu tree on the left hand side, expand the **Menu Builder** folder and then double click on **Link Users and Menus**



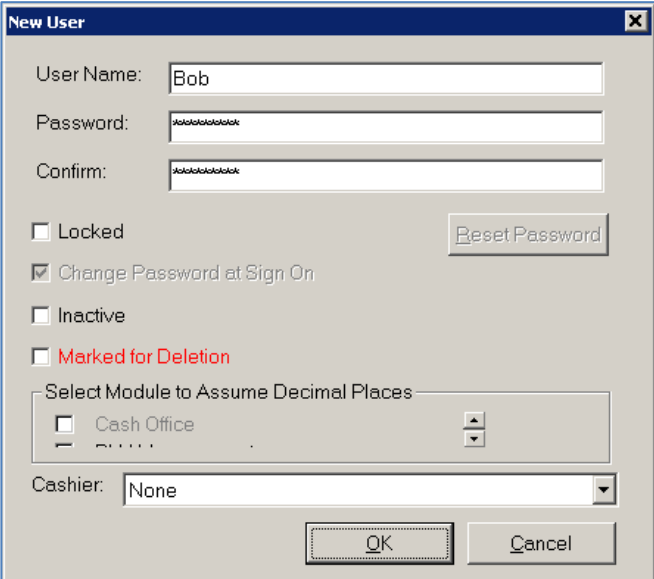
- Click the **New** button in the toolbar at the top of the window



- Enter the user's name and press **Tab** or **Enter**
  - User names are not case sensitive
- Enter a temporary Password
  - The user will be required to change this password at first log in.
  - Passwords are case sensitive
  - The following rules must be followed when creating a password
    - Password must be a minimum of 7 characters
    - Password must contain at least one number
    - Password must contain at least one letter
- Confirm** password



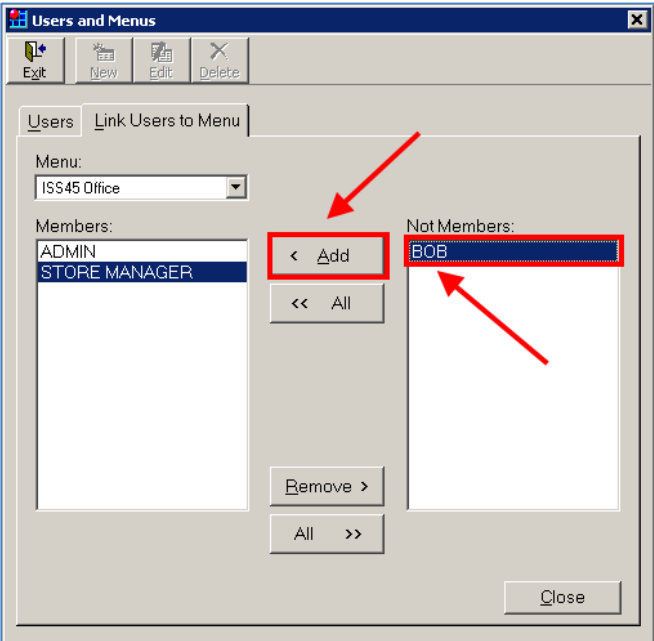
- Checking the box next to **Locked** or **Inactive** will lock the user and prevent them from logging in to ISS45
  - o After 90 days of inactivity a user will automatically be marked as Inactive, removing this check mark will allow the user to login
- The **Marked for Deletion** option is not in use
- Under the **Select Module to Assume Decimal Places** heading, place a check mark next to
  - o Cash Office
  - o PLU Management
  - o Promotions
- The **Cashier** field should be set to none
- Click **OK** to save the user information
- Click **Cancel** to discard changes and return to the Users and Menus screen



The 'New User' dialog box is shown. It contains the following fields and options:

- User Name: Bob
- Password: [masked]
- Confirm: [masked]
- ☐ Locked
- ☒ Change Password at Sign On
- ☐ Inactive
- ☐ Marked for Deletion
- Select Module to Assume Decimal Places:
  - ☐ Cash Office
  - ☐ PLU Management
  - ☐ Promotions
- Cashier: None
- Buttons: OK, Cancel, Reset Password

- Click the **Link Users to Menu** tab
- The newly created user should now be present under the **Not Members** heading on the right-hand side
- Select the new user and then click the **Add** button




The 'Users and Menus' dialog box is shown. It has two tabs: 'Users' and 'Link Users to Menu'. The 'Link Users to Menu' tab is active. It contains the following elements:

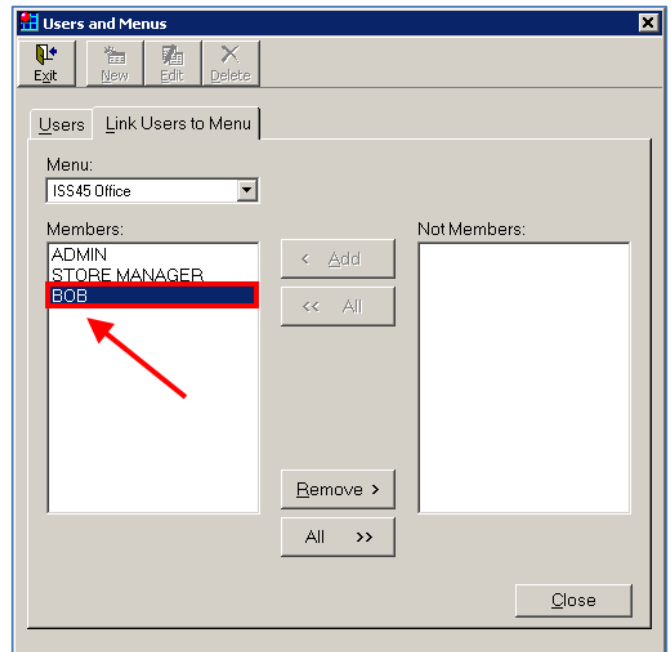
- Menu: ISS45 Office
- Members:
  - ADMIN
  - STORE MANAGER
- Not Members: BOB
- Buttons: < Add, << All, Remove >, All >>, Close

Red arrows indicate the process: one arrow points to the '< Add' button, and another arrow points to the 'BOB' entry in the 'Not Members' list.

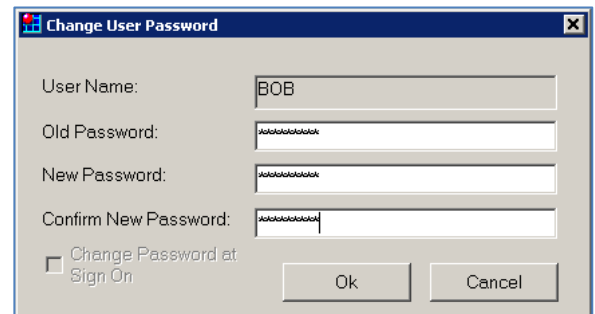
- The new user should now appear under the **Members** heading on the left-hand side



- Click the  button to return to the main ISS45 screen



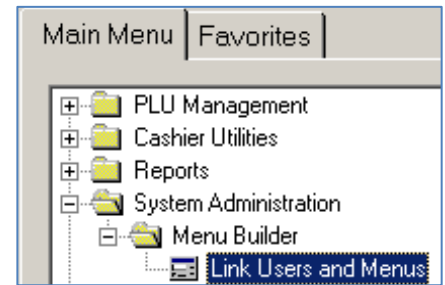
- When the user signs in for the first time they will be prompted to create a permanent password.
  - o Passwords are case sensitive
  - o The following rules must be followed when creating a password
    - Password must be a minimum of 7 characters
    - Password must contain at least one number
    - Password must contain at least one letter




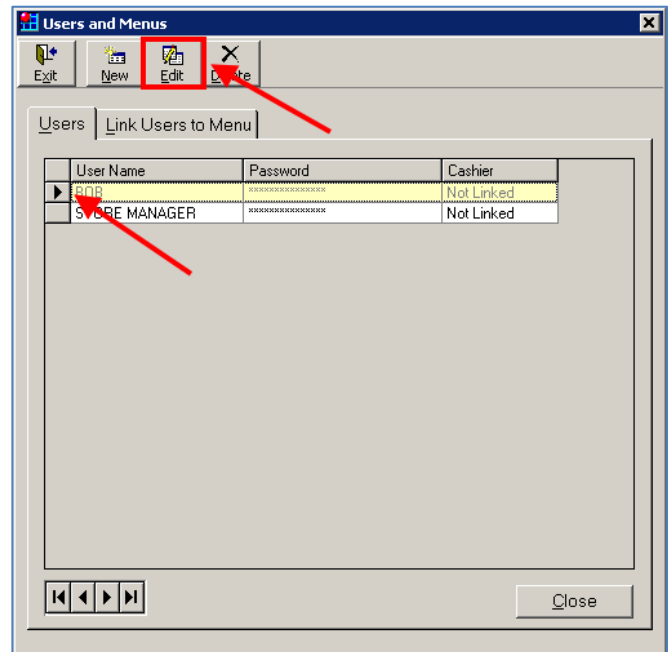
**NOTE:** It is highly recommended to use the same username/password as the user's SAL Browser username/password

# Resetting a User's Password

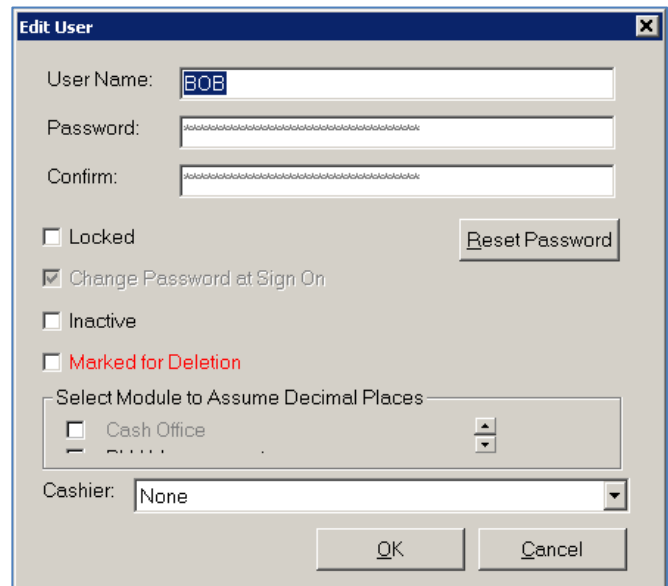
- Expand the **System Administration** folder in the menu tree on the left-hand side, expand the **Menu Builder** folder and then double click on **Link Users and Menus**



- Click the user whose password you wish to reset and make sure the  appears to the left of that line
- Click the **Edit** button in the toolbar at the top of the window



- Click the **Reset Password** button



- The password fields will now be blank
- Enter the user's new TEMPORARY password on the **Password** and **Confirm**

**NOTES:** Passwords are case sensitive

The following rules must be followed when creating a password

- Password must be a minimum of 7 characters
- Password must contain at least one number
- Password must contain at least one letter

- When the user next attempts to log in, they will be prompted to create a new password

**NOTES:** Passwords are case sensitive

The following rules must be followed when creating a password

- Password must be a minimum of 7 characters
- Password must contain at least one number
- Password must contain at least one letter

# Utilities

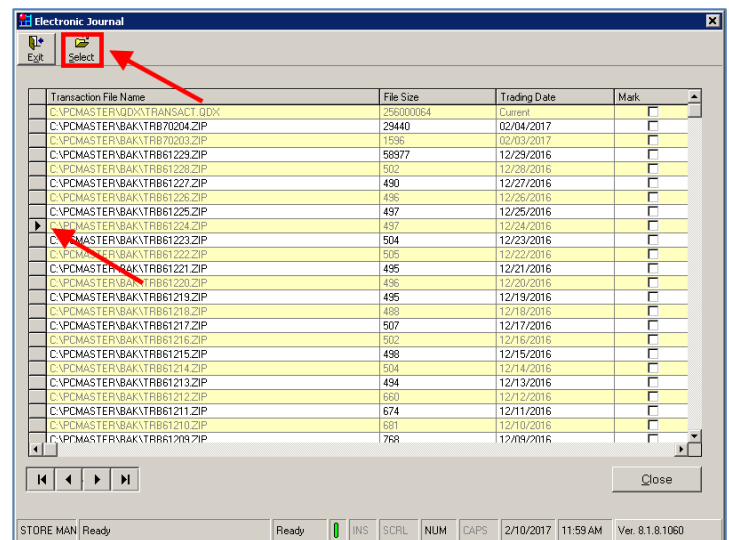
The Utilities folder contains the Electronic Journal application, which is used to search and view customer receipts.


## Electronic Journal

The Electronic Journal (EJ) allows you to search for and display transactions from the POS terminals. This enables you to monitor cashier performance, track sales for selected items and departments, and solve customer queries or complaints. The Electronic Journal guides you through a series of menus and options allowing you to define search criteria and sort the results according to your requirements.



- Expand the **Utilities** folder in the menu tree on the left-hand side and then double click on **Electronic Journal**

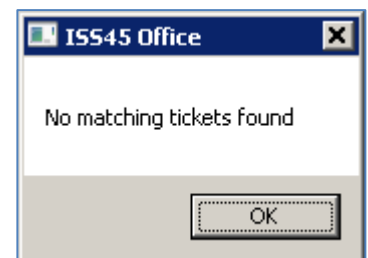


- Highlight the line with the desired day's date making sure the  appears to the left of that line
  - Transactions are listed from newest to oldest with the current day at the top
  - To search multiple days, click the box in the column labeled **Mark** for the days you want to search



- Click the  button at the top of the screen

- If at any time you receive the error shown to the right, your search criteria did not match any transactions on the selected date
  - Modify your criteria or select another transaction date.



# Single Choice Search

- This option allows you to search by a single criterion
- Use the mouse to select a search type or type the number in front of the search type into the **Search By** box and then click **OK**

**NOTE:** For this example, we will search by **Tender Type**

**Search Types**

- 1- All Transactions
- 2- Text Search
- 3- Cashier Number
- 4- POS Number
- 5- Transaction Number
- 6- Transaction Amount
- 7- Tender Type**
- 8- Tender + Amount
- 9- Authorization Number
- 10- Transaction Time
- 11- Items
- 12- Departments
- 13- Account Number
- 14- Multiple Choice
- 15- Events
- 16- Not Balanced
- 17- Freq. Shopper Number

Choose a Search Type : 1 - 59

Search By

**OK** Cancel

- The Tender Type search screen appears
- Click the **Tender Type** drop box and select the tender type you wish to search for
- Click **Search** to begin


**Tender Type**

Tender Type:

- Cash
- ELECTRONIC CHECK
- WIC DEPOSIT
- EBT CASH
- WIC EBT DEP
- EBT FOOD STAMPS
- PAPER FOOD STAMP
- WIC CVW DEP

Choose a tender type range to search for

**Search** Cancel

- A list of transactions that meet the specified search criterion is displayed
- Click the transaction you wish to view making sure the  appears to the left of that line
- Click **Zoom** to view that transaction

**Electronic Journal**

Criterion: Tender Type Cash








Transaction File: C:\PCMASTER\BAK\TRB70204.ZIP

Pos	Trans	Cashier	Date	Time	Amount	Items	Training	Offline	Comments
2	2	101	02/01/2017	10:35:23	1.78	2			
2	3	101	02/01/2017	10:36:10	0.39	1			
2	4	101	02/01/2017	10:36:58	1.13	1			
2	5	101	02/01/2017	10:38:59	1.78	2			
2	10	201	02/01/2017	10:42:46	0.99	1			
2	15	101	02/01/2017	11:37:07	-1.00	0			
2	16	101	02/01/2017	11:38:02	0.00	0			
2	17	101	02/01/2017	11:50:52	1.00	1			
2	18	101	02/01/2017	11:51:11	-1.00	0			
2	21	101	02/01/2017	12:16:18	5.34	6			
2	22	101	02/01/2017	12:16:56	-99.00	0			
2	23	101	02/01/2017	12:17:40	-100.00	0			
2	26	101	02/01/2017	12:19:50	-1.00	-1			RETURN
2	27	101	02/01/2017	12:20:28	1.00	1			
2	28	101	02/01/2017	12:20:43	1.00	2			
2	31	101	02/01/2017	12:22:22	-1.00	0			
2	32	101	02/01/2017	12:23:06	-2.49	-1			RETURN
2	35	201	02/01/2017	13:53:13	1.13	1			
2	36	201	02/01/2017	13:53:41	62.16	2			
2	39	101	02/01/2017	14:12:54	1.00	1			
2	40	101	02/01/2017	14:13:36	0.00	0			

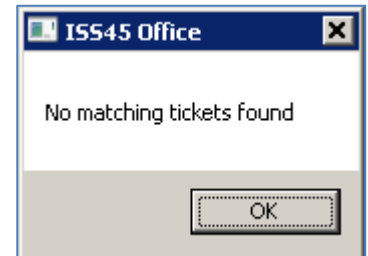
Total: 1210.42 134  
Transaction Count: 61

STORE MAN Ready Ready INS SCRL NUM CAPS 2/10/2017 12:21 PM Ver. 8.1.8.1060

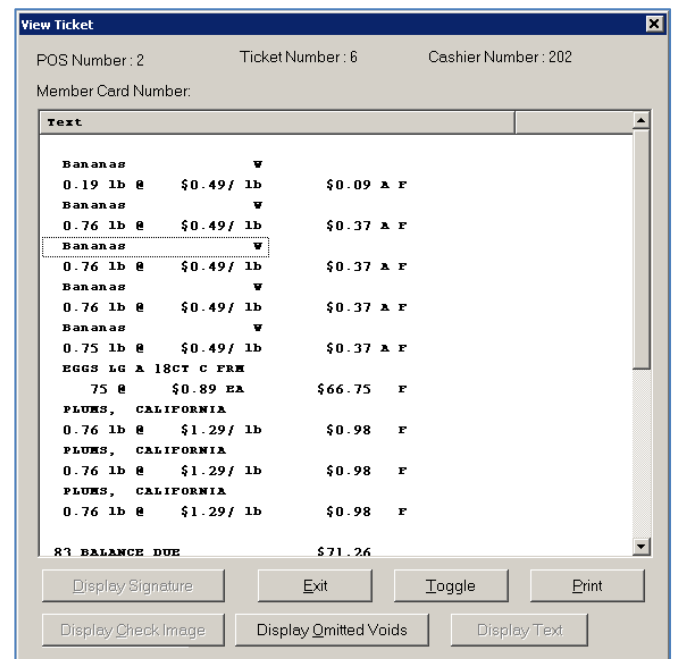
- Available toolbar buttons are

 Exit	Exits the Transaction List and returns to the Trading Day selection screen
 Zoom	Opens the selected transaction
 Set Sort	Opens the Sort Options window
 Search By	Opens the Search Types window, allows you to further refine search results
 Last	Returns you to the last viewed transaction
 Print By Ticket	Prints the currently selected transaction
 Print List	Prints the current list of transactions

- If at any time you receive the error shown to the right your search criteria did not match any transactions on the selected date
  - Modify your criteria or select another transaction date.



- The View Ticket window displays the transaction detail as it originally printed at the register
- Use scroll bar on the right-hand side to move up and down the screen
- For transactions that require a signature on the payment terminal click the **Display Signature** button to view an electronic copy of the customer's signature
- Click the **Print** button to print a copy of this receipt
- Click **Exit** to exit View Ticket window and return to the transaction list





# Single Choice Search + Additional Criteria

- After making a Single Choice selection (in the example above the choice was Tender Type / Cash) from the results screen click **Search By**

Electronic Journal

Criterion: Tender Type Cash

Transaction File: C:\PCMASTER\BAK\TRB70204.ZIP

Pos	Trans	Cashier	Date	Time	Amount	Items	Training	Offline	Comments
2	2	101	02/01/2017	10:35:23	1.78	2			
2	3	101	02/01/2017	10:36:10	0.39	1			
2	4	101	02/01/2017	10:36:58	1.13	1			
2	5	101	02/01/2017	10:38:59	1.78	2			
2	10	201	02/01/2017	10:42:46	0.89	1			
2	15	101	02/01/2017	11:37:07	-1.00	0			
2	16	101	02/01/2017	11:38:02	0.00	0			
2	17	101	02/01/2017	11:50:52	1.00	1			
2	18	101	02/01/2017	11:51:11	-1.00	0			
2	21	101	02/01/2017	12:16:18	5.34	6			
2	22	101	02/01/2017	12:16:56	-99.00	0			
2	23	101	02/01/2017	12:17:40	-100.00	0			
2	26	101	02/01/2017	12:19:50	-1.00	-1			RETURN
2	27	101	02/01/2017	12:20:28	1.00	1			
2	28	101	02/01/2017	12:20:43	1.00	2			
2	31	101	02/01/2017	12:22:22	-1.00	0			
2	32	101	02/01/2017	12:23:06	-2.49	-1			RETURN
2	35	201	02/01/2017	13:53:13	1.13	1			
2	36	201	02/01/2017	13:53:41	62.16	2			
2	39	101	02/01/2017	14:12:54	1.00	1			
2	40	101	02/01/2017	14:13:36	0.00	0			

Total: 1210.42 134  
Transaction Count: 61

STORE MAN Ready

- The Search Option menu screen appears. Select an additional search parameter (in the example shown **Transaction Amount** is selected).
- Click **OK**

Search Types

- 1- All Transactions
- 2- Text Search
- 3- Cashier Number
- 4- POS Number
- 5- Transaction Number
- 6- Transaction Amount**
- 7- Tender Type
- 8- Tender + Amount
- 9- Authorization Number
- 10- Transaction Time
- 11- Items
- 12- Departments
- 13- Account Number
- 14- Multiple Choice
- 15- Events
- 16- Not Balanced
- 17- Freq. Shopper Number

Choose a Search Type: 1 59

Search By: 6

OK Cancel

- Type the low (From) amount of the transactions you wish to search for and press **ENTER**
  - Type the high (To) amount of the transaction you wish to search for and press **ENTER**
- NOTE:** For this example, we will search for all transactions between \$10 and \$30
- Click the **Search** button to begin

Transaction Amount

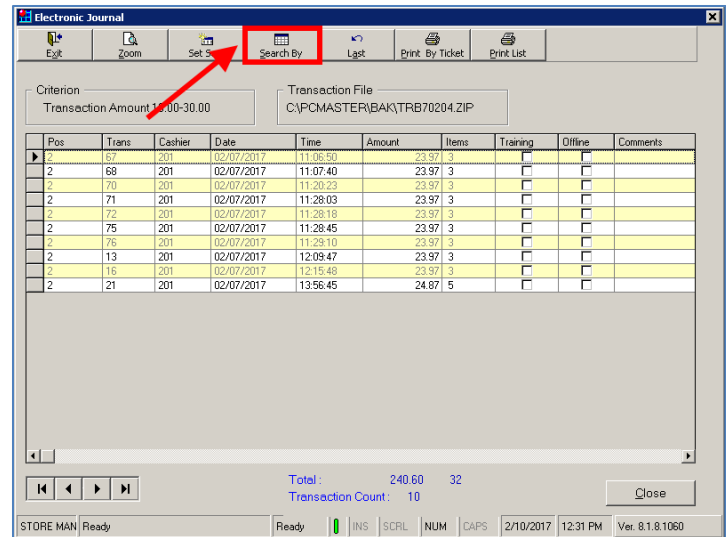
Enter the range to search for

From: 10.00

To: 30.00

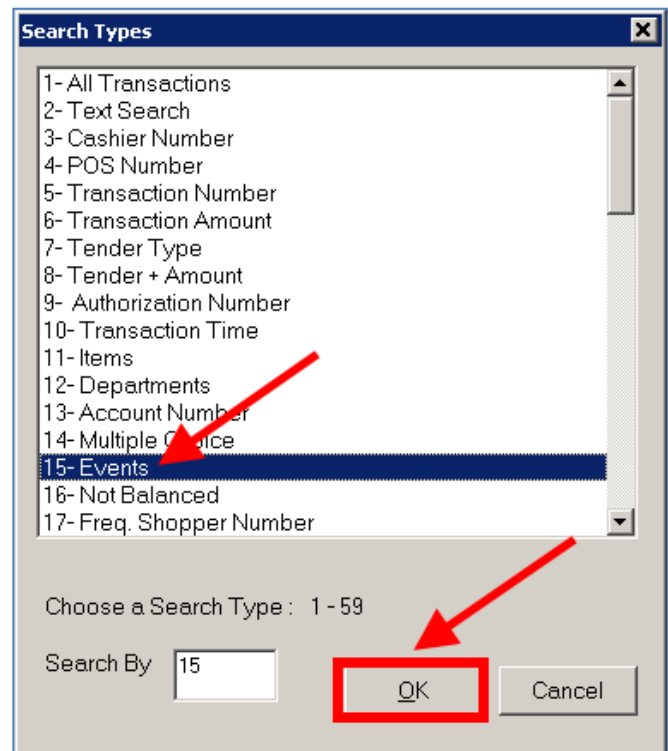
Search Cancel

- The filter is applied, and the results are displayed
- Additional filters may be applied by pressing or clicking **Search By** allowing you to narrow the results even further



## Event Search

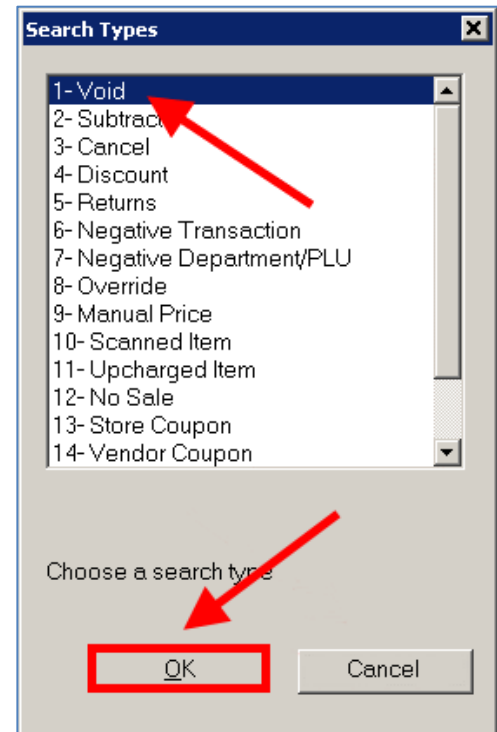
- Select Search Type **15 – Events** and then click **OK**



- Use the mouse to select the event type you wish to search

**NOTE:** For this example, we will select **1 - Void**

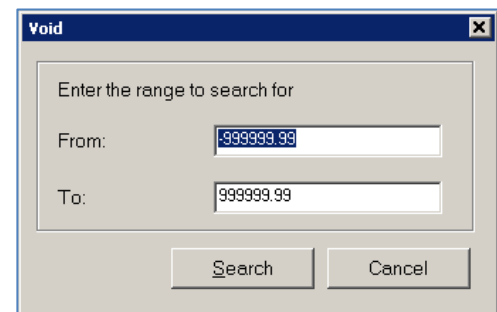
- Click **OK** to continue




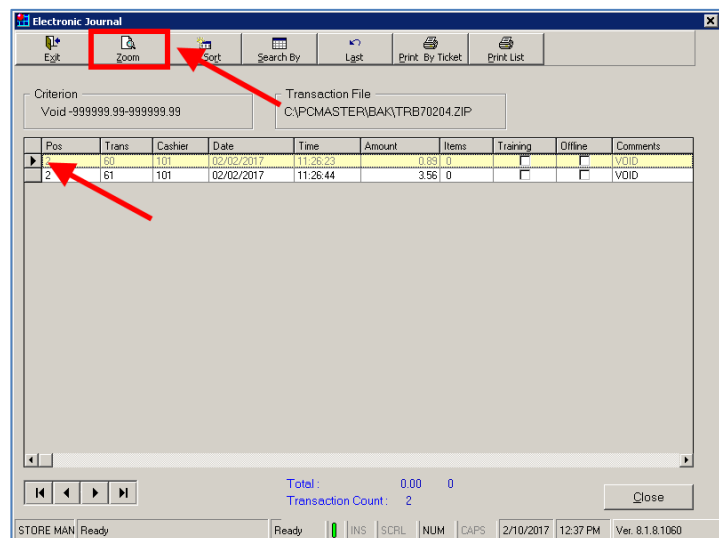
- Type the low (From) amount of the transactions you wish to search for and press **ENTER**
- Type the high (To) amount of the transaction you wish to search for and press **ENTER**

**NOTE:** Using the default **From** (-999999.99) and **To** (999999.99) values will return a list of ALL voids for the selected time period

- Click **Search** to begin



- A summary list of transactions that meet the specified search criteria is displayed
- Click the transaction you wish to view making sure the arrow  appears to the left of that line
- Click **Zoom** to view the transaction



- The **View Ticket** window displays the transaction detail as it originally printed at the register
- Use scroll bar on the right-hand side to move up and down the screen
- For transactions that require a signature on the payment terminal click the **Display Signature** button to view an electronic copy of the customer's signature
- Click the **Print** button to print a copy of this receipt
- Click **Exit** to exit View Ticket window and return to the transaction list

View Ticket

POS Number : 2      Ticket Number : 6      Cashier Number : 202

Member Card Number:

Text		
Bananas	W	
0.19 lb @	\$0.49/ lb	\$0.09 A F
Bananas	W	
0.76 lb @	\$0.49/ lb	\$0.37 A F
Bananas	W	
0.76 lb @	\$0.49/ lb	\$0.37 A F
Bananas	W	
0.75 lb @	\$0.49/ lb	\$0.37 A F
EGGS LG A 18CT C FRM		
75 @	\$0.89 EA	\$66.75 F
PLUMS, CALIFORNIA		
0.76 lb @	\$1.29/ lb	\$0.98 F
PLUMS, CALIFORNIA		
0.76 lb @	\$1.29/ lb	\$0.98 F
PLUMS, CALIFORNIA		
0.76 lb @	\$1.29/ lb	\$0.98 F
<b>81 BALANCE DUE</b>		<b>\$71.26</b>

Buttons: Display Signature, Exit, Toggle, Print, Display Check Image, Display Qmitted Voids, Display Text

## Multiple Choice Search

- This option allows you to search up to five different criteria at the same time
- Select **15 – Multiple Choice** and click **OK**

Search Types

- 1- All Transactions
- 2- Text Search
- 3- Cashier Number
- 4- POS Number
- 5- Transaction Number
- 6- Transaction Amount
- 7- Tender Type
- 8- Tender + Amount
- 9- Authorization Number
- 10- Transaction Time
- 11- Items
- 12- Departments
- 13- Account Number
- 14- Multiple Choice**
- 15- Events
- 16- Not Balanced
- 17- Freq. Shopper Number

Choose a Search Type : 1 - 59

Search By: 14

Buttons: OK, Cancel

- Type in the criteria in each field you wish to search for and press **OK**
  - If you do not limit the search on one of the five search criteria you will get all information for that criterion (i.e. All POS terminals, or all cashiers)
- This example is a search for the following:
  - Only transactions that occurred at POS 2
  - Only transactions that were rung by Cashier 201
  - All transaction numbers
  - All hours of the day
  - Only transaction amounts from \$1 to \$30

A dialog box titled "Multiple Choice" with a close button (X) in the top right corner. It contains two columns of input fields labeled "From:" and "To:". The fields are: POS Number (2), Cashier Number (201), Transaction Number (0 to 9999), Time (00:00 to 23:59), and Amount (1.00 to 30.00). At the bottom are "OK" and "Cancel" buttons.

- A summary list of transactions that meet the specified search criteria is displayed
- Click the transaction you wish to view and make sure the ► appears to the left of that line
- Click **Zoom** to view that transaction

The "Electronic Journal" window displays a list of transactions. A red box highlights the "Zoom" button in the toolbar. A red arrow points from the "Zoom" button to the transaction list. Another red arrow points to the first transaction in the list, which has a right-pointing triangle (►) in the left margin.

Pos	Trans	Cashier	Date	Time	Amount	Items	Training	Offline	Comments
2	35	201	02/01/2017	13:53:13	1.13	1			
2	43	201	02/01/2017	15:52:59	1.22	1			
2	57	201	02/07/2017	11:06:50	23.97	3			
2	68	201	02/07/2017	11:07:40	23.97	3			
2	70	201	02/07/2017	11:20:23	23.97	3			
2	71	201	02/07/2017	11:28:03	23.97	3			
2	72	201	02/07/2017	11:28:18	23.97	3			
2	75	201	02/07/2017	11:28:45	23.97	3			
2	75	201	02/07/2017	11:29:10	23.97	3			
2	13	201	02/07/2017	12:09:47	23.97	3			
2	16	201	02/07/2017	12:15:48	23.97	3			
2	21	201	02/07/2017	13:56:45	24.87	5			
2	24	201	02/07/2017	14:34:40	1.63	2			

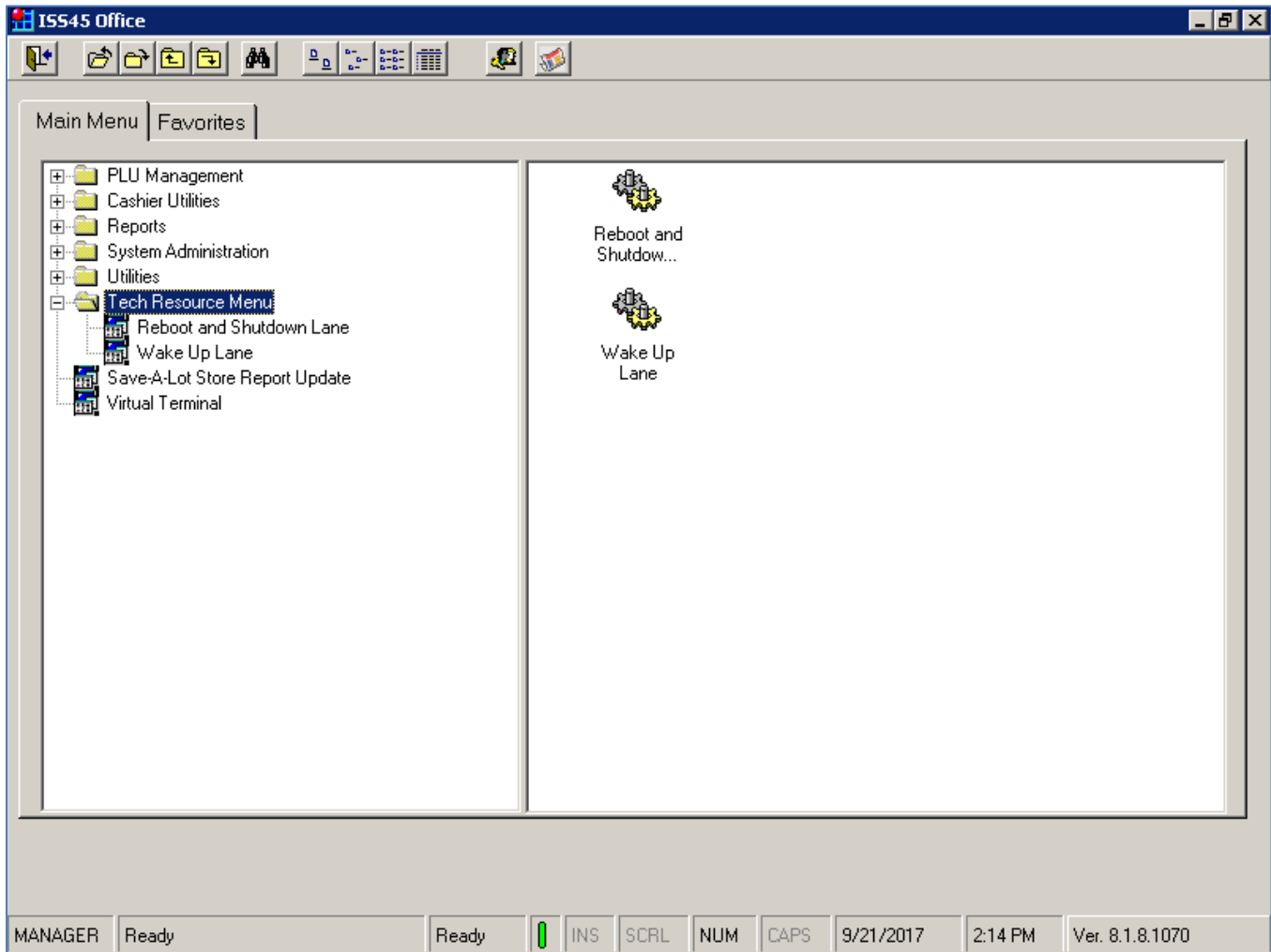
At the bottom of the window, it shows "Total: 244.58 36" and "Transaction Count: 13". There are navigation buttons (back, forward, etc.) and a "Close" button.

- The View Ticket window displays the transaction detail as it originally printed at the register
- Use scroll bar on the right-hand side to move up and down the screen
- For transactions that require a signature on the payment terminal click the **Display Signature** button to view an electronic copy of the customer's signature
- Click the **Print** button to print a copy of this receipt
- Click **Exit** to exit View Ticket window and return to the transaction list

The "View Ticket" window displays the details of a transaction. It shows the POS Number (2), Ticket Number (6), and Cashier Number (202). Below this is the Member Card Number field. The main area is a text box containing the receipt details, including items like Bananas, Eggs, and Plums, along with their prices and quantities. At the bottom, there is a "BALANCE DUE" of \$71.26. There are buttons for "Display Signature", "Exit", "Toggle", "Print", "Display Check Image", "Display Quitted Voids", and "Display Text".

# Tech Resource Menu

- From the ISS45 OFFICE main menu expand Tech Resource Menu then double click one of the application groups below. (You may click on either the item in the tree list or the icon in the right pane.)

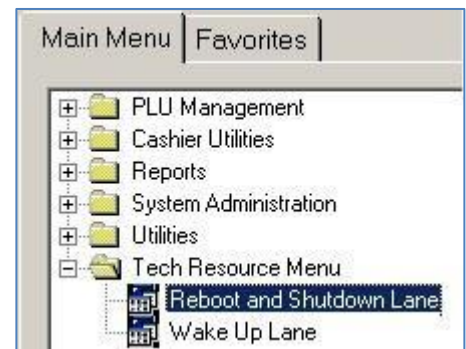


<a href="#">Reboot and Shutdown Lane</a>	Shut down or reboot a POS terminal
<a href="#">Wake Up Lane</a>	Wake up a POS terminal

# Reboot and Shutdown Lane

*Used to restart or power off a register from the back office*

- Access the Reboot and Shutdown Lane menu by expanding the **Tech Resource Menu** folder and double click on **Reboot and Shutdown Lane**



- Enter the number of the POS terminal and click either **Restart Lane** or **Shutdown Lane**



# Wake Up Lane

*Used to wake up and turn on a lane from the back office*

- Access the Wake Up Lane menu by expanding the **Tech Resource Menu** folder and double click on **Wake Up Lane**



- Enter the number of the POS terminal and click either **Wakeup Lane**



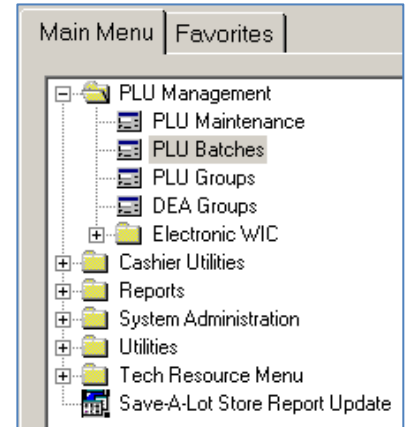
# Save-A-Lot Store Report Update

The Save-A-Lot Store Report Update function is used to update sales totals in the Save-A-Lot Browser with current sales information from ISS45 prior to balancing cashiers or the store.

**Note:** The Save-A-Lot Store Report Update function must always be run prior to balancing a cashier or the store.

You should NOT have the Save-A-Lot Store Reports open at the time you run the Update Save-A-Lot Reports function

- Double click on **Save-A-Lot Store Report Update** at the bottom of the menu tree



- Data will flash across the screen as the Update Save-A-Lot screen appears. This function will copy all required ISS45 sales information into the Save-A-Lot browser reports. When complete, the system returns to the ISS45 Main Screen.

```
C:\Windows\system32\cmd.exe
[2017-03-01 16:22:39] INFO com.sal.retail.iss45.Iss45Batch println Program start
ing
[2017-03-01 16:22:39] INFO com.sal.retail.iss45.Iss45Batch println Initial argum
ent list:
[2017-03-01 16:22:39] INFO com.sal.retail.iss45.Iss45Batch println =====
[2017-03-01 16:22:39] INFO com.sal.retail.iss45.Iss45Batch println ARG0="com.sal
.retail.iss45.storereport.StoreReportBatch"
[2017-03-01 16:22:39] INFO com.sal.retail.iss45.Iss45Batch println =====
[2017-03-01 16:22:39] INFO com.sal.retail.iss45.Iss45Batch println NOTE: The fra
mework is removing the following argument:
[2017-03-01 16:22:39] INFO com.sal.retail.iss45.Iss45Batch println ARG0="com.sal
.retail.iss45.storereport.StoreReportBatch"
[2017-03-01 16:22:39] INFO com.sal.retail.iss45.Iss45Batch logMessage Started
[2017-03-01 16:22:39] INFO com.sal.retail.iss45.database.DbConnect <init> loadin
g override database properties
```



# Enhanced Bad Account Management

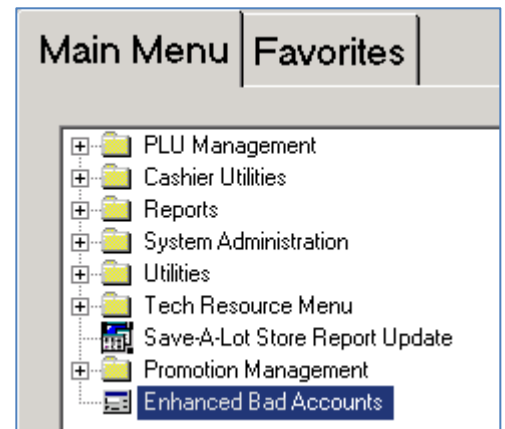
The Enhanced Bad Accounts functions are used by stores that are not using TeleCheck Electronic Check Authorization services.

Enhanced Bad Accounts allow the store to maintain a list containing the account numbers, account holders, and amounts of returned checks. When a check in the Enhanced Bad Accounts list is tendered at the PoS terminal, a control check message appears on the PoS cashier display.

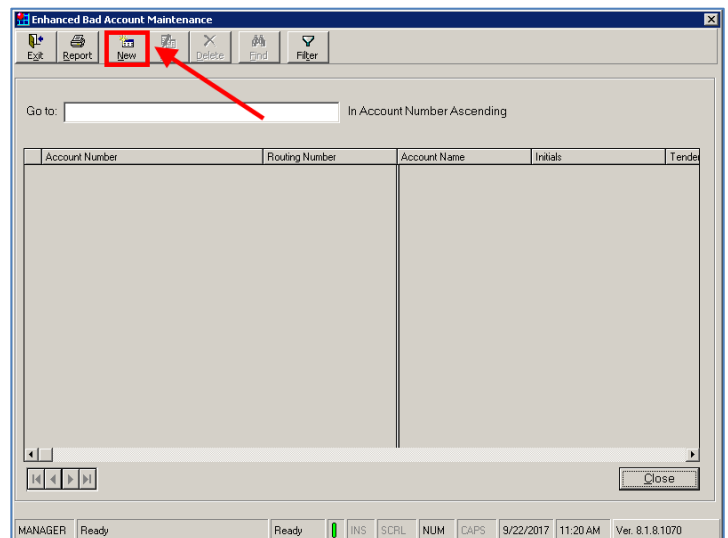
## Enhanced Bad Accounts

### Enter a New Bad Account

- From the ICL main menu, double-click on **Enhanced Bad Accounts**



- Click the **New** toolbar button



- | Enhanced Bad Accounts Maintenance |   |
|-----------------------------------|---|
| Account Number:                   | <input type="text" value="0000000000001234567890"/> |
| Routing Number:                   | <input type="text"/>                                |
| Account Name:                     | <input type="text"/>                                |
| Initials:                         | <input type="text"/>                                |
| Tender:                           | <input type="text"/>                                |
| Amount Tendered:                  | <input type="text" value="0.00"/>                   |
| Amount Owed:                      | <input type="text" value="0.00"/>                   |
| Date Tendered:                    | <input type="text" value="04/28/2017"/>             |
| Original Store Number:            | <input type="text" value="423"/>                    |
| Control Check:                    | <input type="text"/>                                |
| Special Description:              | <input type="text"/>                                |

⏪

⏩

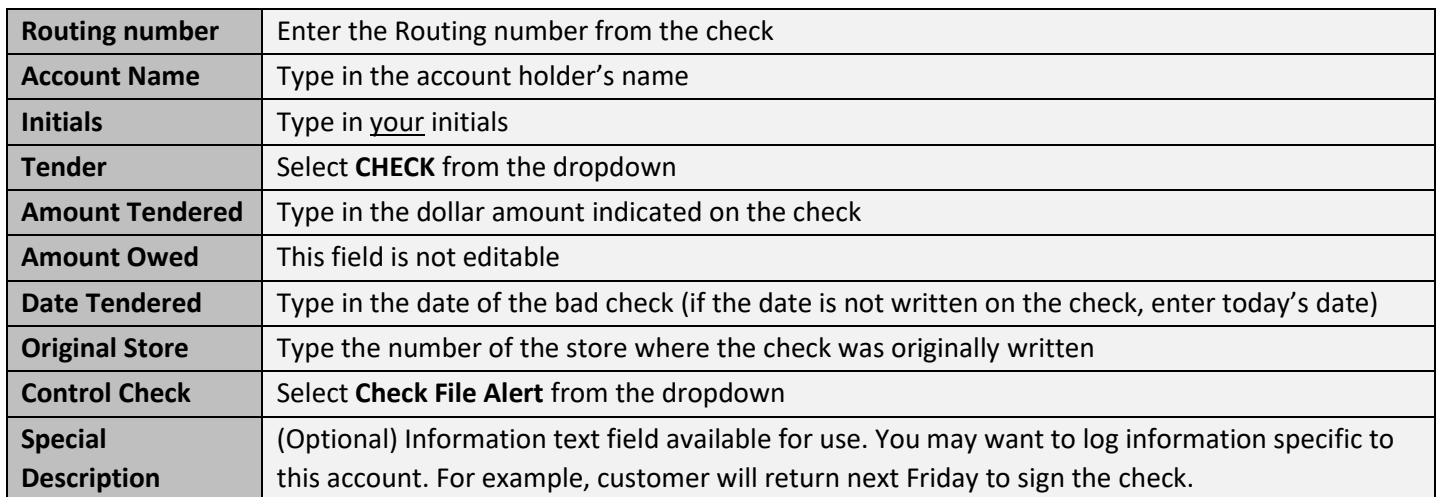
⏴

⏵

OK

Cancel

Apply



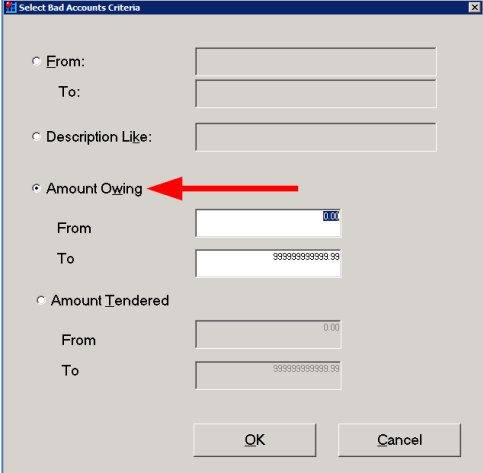
- |                                   |                              |                        |
|-----------------------------------|------------------------------|------------------------|
| Enhanced Bad Accounts Maintenance |                              |                        |
| Account Number:                   | 0000000000001234567891       | 0000000000001234567891 |
| Routing Number:                   | 123456780                    |                        |
| Account Name:                     | Mack Bangale                 |                        |
| Initials:                         | BD                           |                        |
| Tender:                           | CHECK                        |                        |
| Amount Tendered:                  | 20.00                        |                        |
| Amount Owed:                      | 20.00                        |                        |
| Date Tendered:                    | 04/01/2017                   | ⏮ ⏪ ⏩ ⏭                |
| Original Store Number:            | 54321                        |                        |
| Control Check:                    | CHECK FILE ALERT             |                        |
| Special Description:              | Paid \$50.00 on 4/12/17 - bd |                        |
| ⏮ ⏪ ⏩ ⏭                           |                              |                        |
| OK Cancel Apply                   |                              |                        |

- ## Edit an Existing Bad Account

- A screenshot of a software interface showing a 'Main Menu' and a 'Favorites' section. The 'Main Menu' tab is selected. The 'Favorites' section lists several items, with 'Enhanced Bad Accounts' highlighted in blue.

- 
- The screenshot shows the 'Enhanced Bad Account Maintenance' application window. The title bar reads 'Enhanced Bad Account Maintenance'. The menu bar includes 'Exit', 'Report', 'New', 'Edit', 'Delete', 'Find', and 'Filter'. The 'Filter' button is highlighted with a red box and a red arrow. Below the menu bar is a 'Go to:' text box and a label 'In Account Number Ascending'. The main area contains a table with the following columns: 'Account Number', 'Routing Number', 'Account Name', 'Initials', and 'Termination Date'. The table is empty. At the bottom, there is a status bar with 'MANAGER Ready' and system information: 'Ready', 'INS', 'SCRL', 'NUM', 'CAPS', '9/21/2017', '2:34 PM', and 'Ver. 8.1.8.1070'.

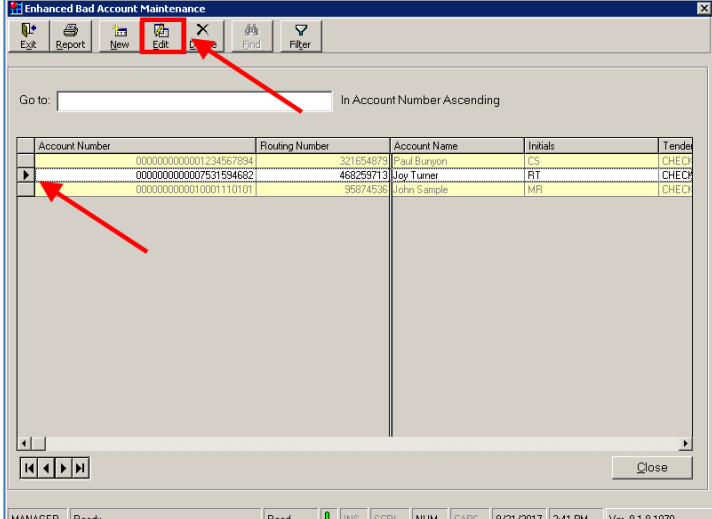
- Activate the radio button next to the words **Amount Owing**
  - Leave the **From** and **To** fields at the defaults
- Click the **OK** button



The 'Select Bad Accounts Criteria' dialog box contains the following fields and controls:

- From:** [Empty field]
- To:** [Empty field]
- Description Like:** [Empty field]
- Amount Owing:** (Selected with a red arrow)
  - From:** [Empty field]
  - To:** [9999999999.99]
- Amount Tendered:**
  - From:** [0.00]
  - To:** [9999999999.99]
- Buttons:** OK, Cancel

- Select the account you wish to edit and click the **Edit** toolbar button

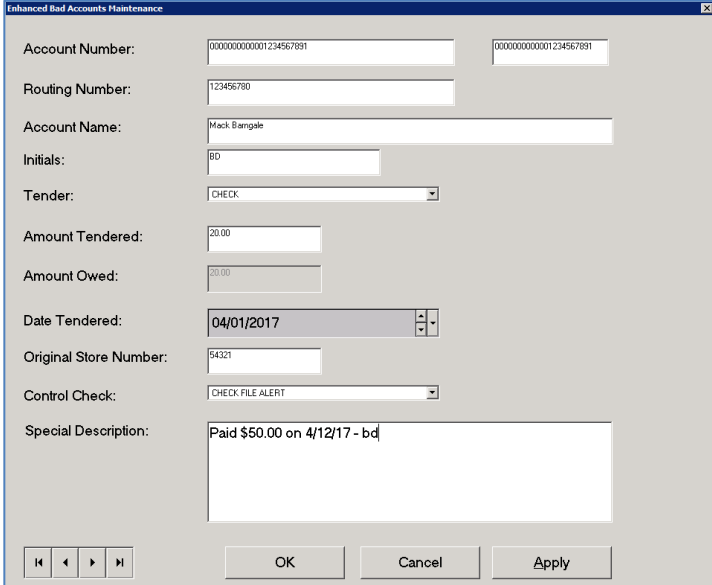


The 'Enhanced Bad Account Maintenance' window features a toolbar with buttons: Exit, Report, New, Edit (highlighted with a red box and arrow), Close, Find, and Filter. Below the toolbar is a 'Go to:' field and a sort order dropdown set to 'In Account Number Ascending'. A table lists accounts with columns: Account Number, Routing Number, Account Name, Initials, and Tender. The third row is selected with a red arrow.

Account Number	Routing Number	Account Name	Initials	Tender
0000000000001234567894	321654879	Paul Burton	CS	CHECK
0000000000007531594682	468259713	Joy Turner	RT	CHECK
0000000000010001110101	95874536	John Sample	MR	CHECK

At the bottom, there is a status bar with 'MANAGER Ready' and system information: Read, INS, SCRL, NUM, CAPS, 9/21/2017, 2:41 PM, Ver. 8.1.8.1070.

- Edit as outlined in the previous section, [Enter a New Bad Account](#)

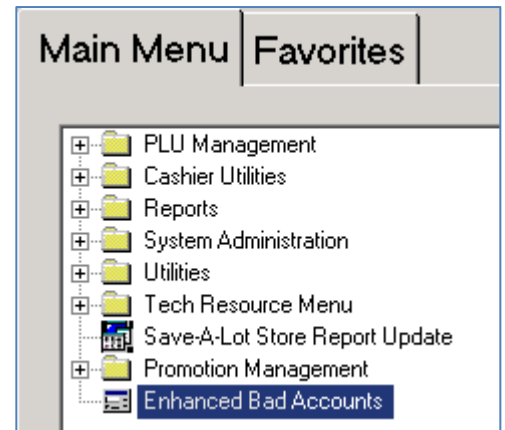


The 'Enhanced Bad Accounts Maintenance' window shows the edit form for a specific account. The fields are as follows:

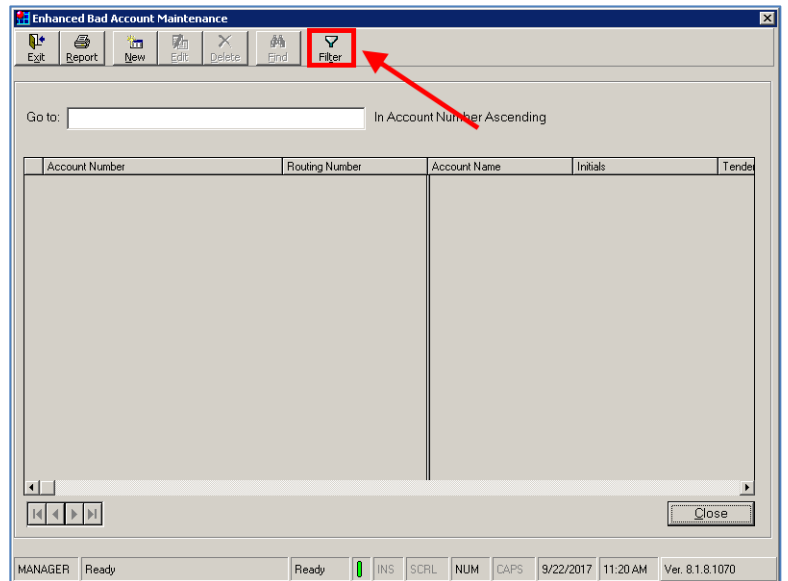
- Account Number:** 000000000001234567891
- Routing Number:** 123456780
- Account Name:** Mack, Bangle
- Initials:** BD
- Tender:** CHECK (dropdown)
- Amount Tendered:** 20.00
- Amount Owed:** 30.00
- Date Tendered:** 04/01/2017
- Original Store Number:** 54321
- Control Check:** CHECK FILE ALERT (dropdown)
- Special Description:** Paid \$50.00 on 4/12/17 - bd
- Buttons:** OK, Cancel, Apply

## Delete an Existing Bad Account

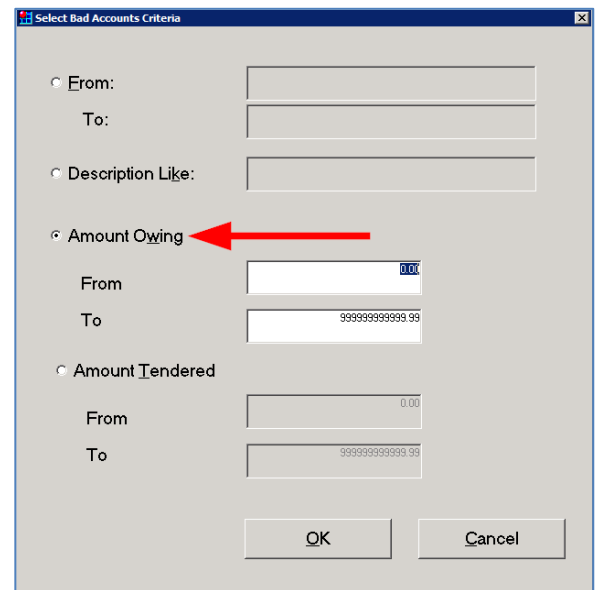
- From the ICL main menu, double-click on **Enhanced Bad Accounts**



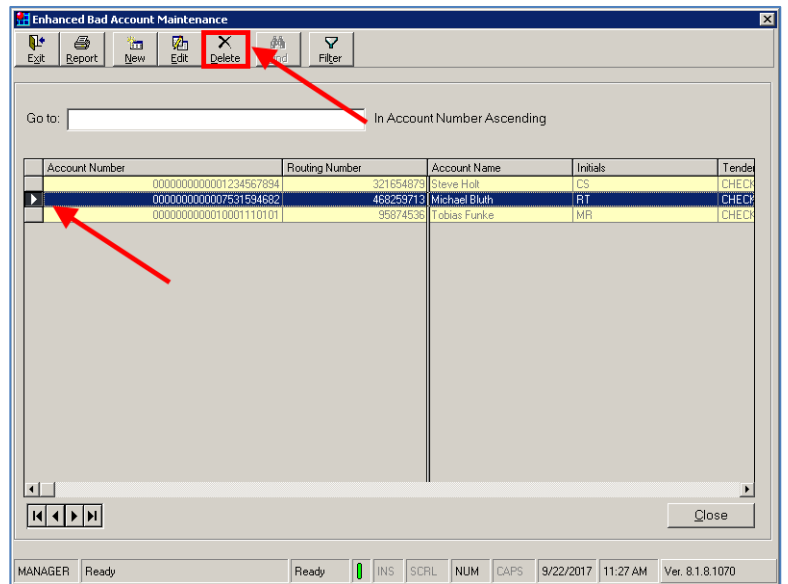
- Click the **Filter** toolbar button



- Activate the radio button next to the words **Amount Owing**
  - Leave the **From** and **To** fields at the defaults
- Click the **OK** button



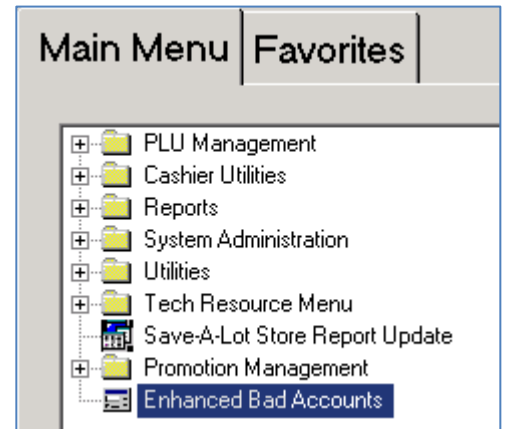
- Select the account you wish to delete and click the **Delete** toolbar button



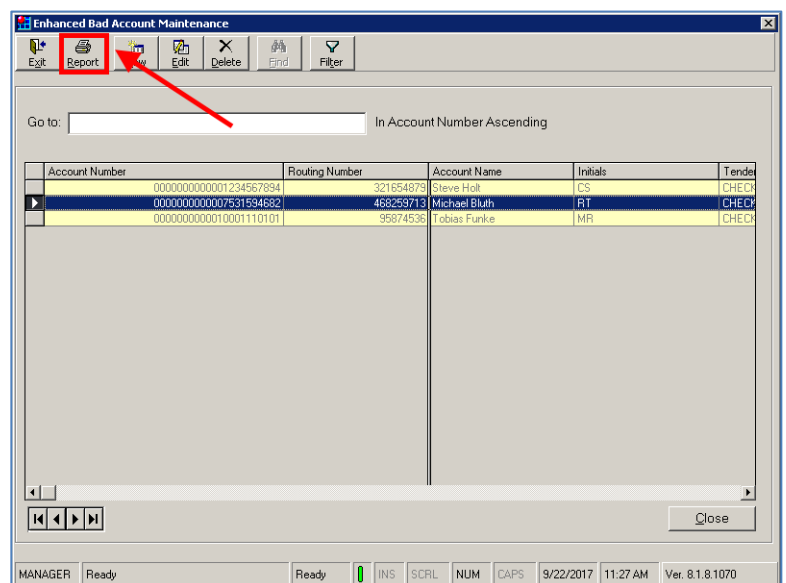
- When finished, click **Exit** to return to the ISS45 Office main screen

## View/Print a List of All Bad Accounts

- From the ICL main menu, double-click on **Enhanced Bad Accounts**



- Click the **Report** toolbar button




### Enhanced Bad Accounts Report

V8 Base Params 08/23/17

Branch 0

File Maintenance

Account Number	Account Name	Initials	Tender	Date	Control Check	Orig. Store	Amount Owing	Amount Tendered
0000000000001234567894	Steve Holt	CS	CHECK	09/21/2017	CHECK FILE ALERT	147	45.54	45.54
0000000000007531594682	Michael Bluth	RT	CHECK	09/21/2017	CHECK FILE ALERT	5555	18.25	18.25
0000000000010001110101	Tobias Funke	MR	CHECK	09/21/2017	CHECK FILE ALERT	987	10.00	10.00
REPORT TOTAL							73.79	73.79
STORE TOTAL							73.79	73.79

- To print the report, click the  button in the toolbar at the top of the window
- When finished, click **Exit** to return to the ISS45 Office main screen

# Member Promotions

The promotion functions allow you to set up various types of promotions. These promotions may be set up to run on specific days of the week and at different times

Member Promotion types:

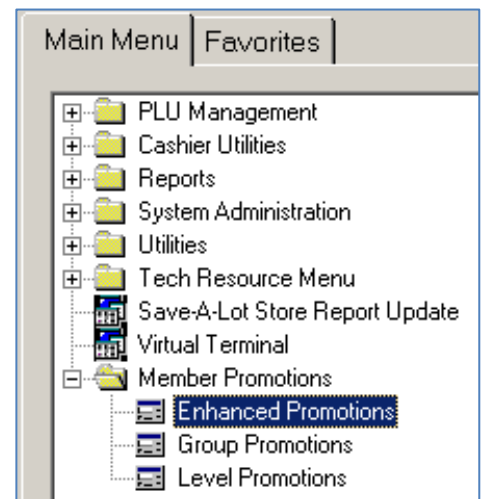
- o **Enhanced Promotions** – as promotional items are scanned, rewards are applied immediately
- o **Group Promotions** – are similar to Enhanced Promotions, but include the ability to link various groups of items
- o **Level Promotions** – are similar to Enhanced Promotions, but include the ability to define up to five different levels of conditions and rewards



## Enhanced Promotions

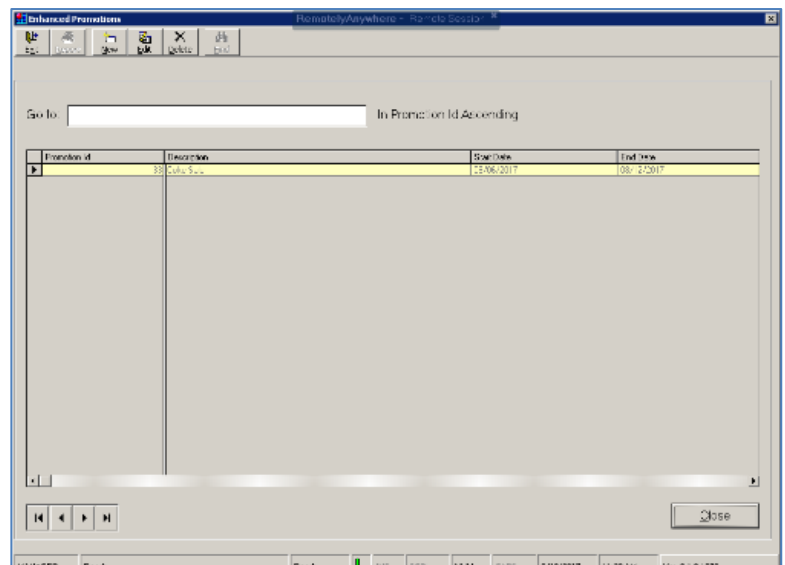
This section covers generic instructions for creating new promotions using the Enhanced Promotions menu. Examples of more specific promotions can be found in the following sections

### Accessing the Enhanced Promotions menu

- From the ICL Main Menu select  
Member Promotions → Enhanced Promotions



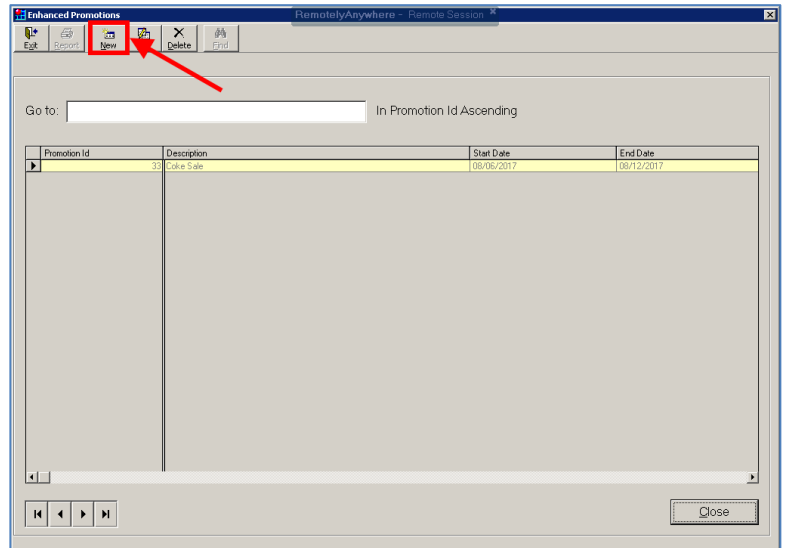
- After opening the Enhanced Promotion menu a list of currently configured promotions is displayed
- To [create a new promotion](#), click the **New** button
- To edit a promotion:
  - o Click the line you wish to edit making sure the arrow  appears to the left of that line
  - o Click the **Edit** button
- To delete a promotion:
  - o Click the line you wish to edit making sure the arrow  appears to the left of that line
  - o Click the **Delete** button





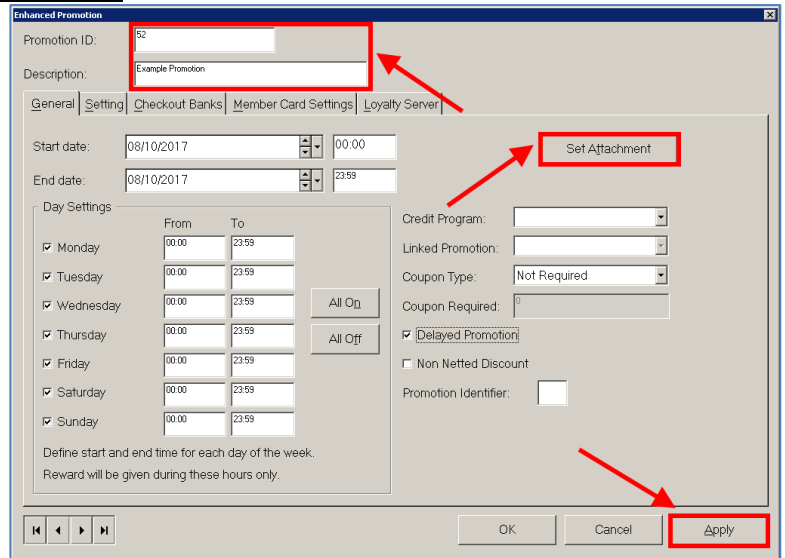
## Creating a New Promotion

- Click the **New** button to create a new promo



## Configure Promotion Dates and Times

- Enter a unique **Promotion ID** for the promo
- Enter a **Description** to identify the promo




<b>Start Date</b>	Date and Time that the promotion should take effect
<b>End Date</b>	Date and Time that the promotion should end
<b>Day Settings</b>	Used to set the days of the week and beginning and ending hours of each selected day that the promo will be available
<b>Credit Program</b>	<i>Not Used</i>
<b>Linked Promotion</b>	<i>Not Used</i>
<b>Coupon Type</b>	<i>Not Used</i>
<b>Coupon Required</b>	<i>Not Used</i>
<b>Delayed Promotion</b>	Will delay the promo discount from being applied to the transaction until after the Total key has been pressed. Delayed Promotion should be checked for all promotions
<b>Non Netted Discount</b>	<i>Not Used</i>
<b>Promotion Identifier</b>	<i>Not Used</i>

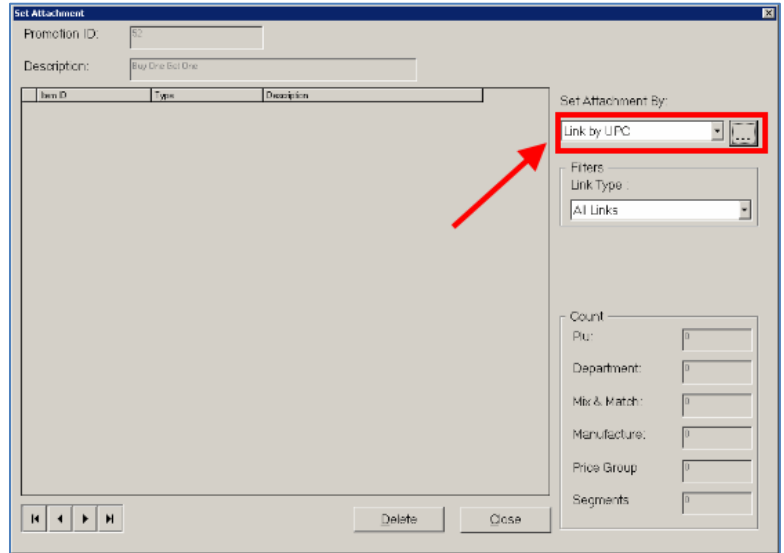
- Click **Apply** and then click the **Set Attachment** button

## Attach Items to the Promotion

- Click the drop menu under the **Set Attachment By:** heading to select an attachment type

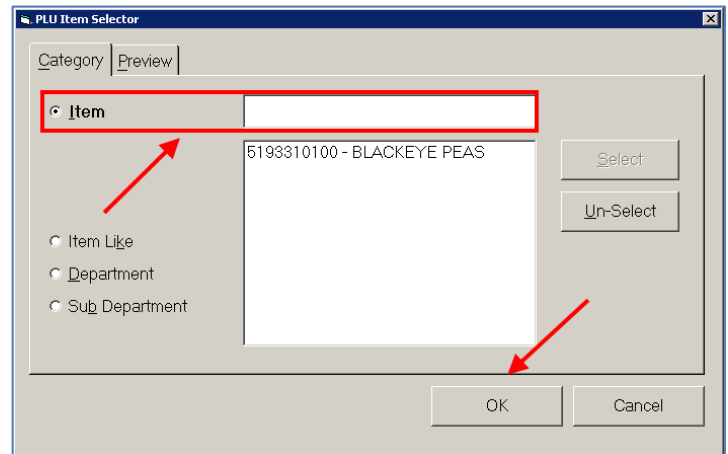
<b>Link by UPC</b>	Allows specific PLU's or UPC's to be attached to the promotion
<b>Link by Mix &amp; Match</b>	Not Used
<b>Link by Department</b>	Attaches all items in a selected department to be attached to the promotion
<b>Link by Manufacture</b>	Not Used
<b>Link by Price Group</b>	Not Used
<b>Link by Segments</b>	Not Used

- Click the  button



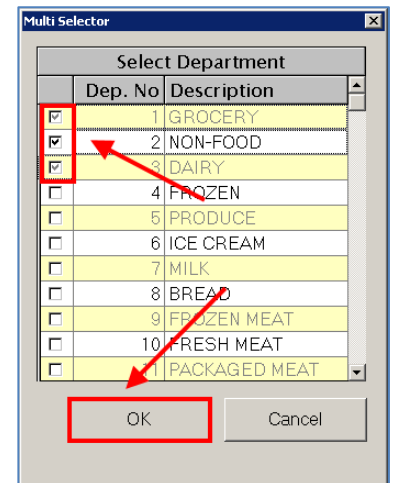
## Link by UPC

- Select the **Item** radio button
- Type the PLU or UPC of the item to be attached to the promo and press enter on your keyboard
- Click **OK**



## Link by Department

- Select the departments to be attached to this promotion and click **OK**



Dep. No	Description
<input checked="" type="checkbox"/>	1 GROCERY
<input checked="" type="checkbox"/>	2 NON-FOOD
<input checked="" type="checkbox"/>	3 DAIRY
<input type="checkbox"/>	4 FROZEN
<input type="checkbox"/>	5 PRODUCE
<input type="checkbox"/>	6 ICE CREAM
<input type="checkbox"/>	7 MILK
<input type="checkbox"/>	8 BREAD
<input type="checkbox"/>	9 FROZEN MEAT
<input type="checkbox"/>	10 FRESH MEAT
<input type="checkbox"/>	11 PACKAGED MEAT

- All PLUs/UPCs and departments that have been attached to this promotion will be displayed
- Click **Close** to return to the Enhanced Promotion menu

**Set Attachment**

Promotion ID: 1

Description: Promo1

Group	Item ID	Type	Description
1	1	DEP	GROCERY
1	2	DEP	NON-FOOD
1	3	DEP	DAIRY

Set Attachment By: Link by Department

Filters: Link Type: All Links, Group:

Count: Plu: 0, Department: 3, Mix & Match: 0, Manufacture: 0, Price Group: 0, Segments: 0

Buttons: Delete, Close

## Promotion Settings

- Click the **Settings** tab
- Configure the settings on this tab using the table on the next page

**Enhanced Promotion**

Promotion ID: 52

Description: Example Promotion

Tabs: General, **Settings**, Checkout Banks, Member Card Settings, Loyalty Server

Mark Down Department:

Group Type: Units

Reward Type: Cash

Reward: 0.00 Give reward on: Highest Price

☐ Reward Entered By cashiers ☐ Points Redemption Approval

Limit Quantity: 0

Minimum Purchase: 0.00

Quantity

Threshold: 0 Minimum Item Value: 0.00

2nd Threshold: 0 Minimum Item Weight: 0.000

☐ Reward By Threshold Maximum Item Weight: 0.000

Buttons: OK, Cancel, Apply

SETTING TAB		
<b>Mark Down Department</b>	If desired, a department can be charged all reward amounts for this promotion	
<b>Group Type</b>	Select the trigger type that determines whether threshold amounts have been met for reward purposes. The choices are:	
	Units	The purchase of unit quantities
	Weighted Decimal	The purchase of weight amount or decimal quantity ("liters" for example).
	By Value	The purchase of a specified dollar amount
	Credits	<i>Not Used</i>
	Order Value	The total amount of the transaction
<b>Reward Type</b>	Select the type of promotion reward to award the customer:	
	Cash	Cash off total (not per item)
	Percentage Off	Percent off item
	New Price	New price for item
	Amount Off Per item	Amount off per each item
	Amount Off Per Pound	Amount off per each pound
	New Price per pound	New price per pound
	Credits	Credits/Points awarded per item
	Target Message	<i>Not Used</i>
	Free Item	Issue a free item
	Percent Off Order	A percentage off the transaction total
	Amount Off Order	An amount off the transaction total
	Credits Per Order	<i>Not Used</i>
	New Price Per Quantity	New Price per item
<b>Reward</b>	Based on the Reward Type chosen (above), enter the reward amount (in amount off, percent discount, new price, credit points/miles, quantity of free items, message number, etc.).	
<b>Give reward on</b>	If variable amount items are attached to this promotion, will determine which item (highest or lowest priced) will be discounted	
<b>Reward Entered By cashiers</b>	<i>Not Used</i>	
<b>Points Redemption Approval</b>	<i>Not Used</i>	
<b>Limit Quantity</b>	Number of times that this promotion can be awarded within a single ticket	
<b>Minimum Purchase</b>	Minimum-qualifying transaction purchase amount to allow the reward.	
<b>Threshold Quantity</b>	Minimum quantity of items a customer must purchase before discount is applied	
<b>2<sup>nd</sup> Threshold</b>	Additional quantity of items a customer must purchase before discount is applied to the order an additional time.	
<b>Minimum Item Value</b>	Minimum value (of attached items) that must be purchased to receive a reward.	
<b>Minimum Item Weight</b>	Minimum weight (of attached items) that must be purchased to receive a reward.	
<b>Maximum Item Weight</b>	Maximum weight (of attached items) that must be purchased to receive a reward.	

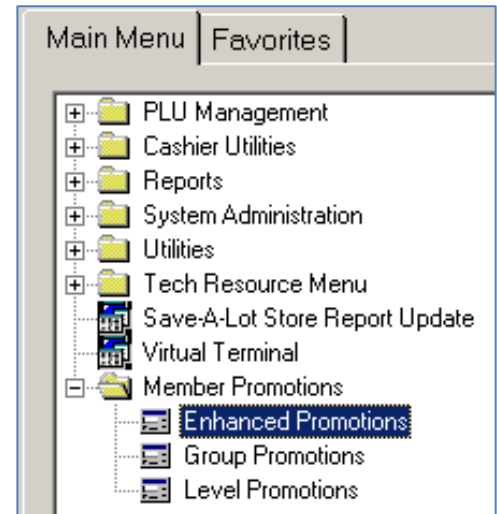
- Click **OK** complete the promotion setup

# Advertised Price Promotions

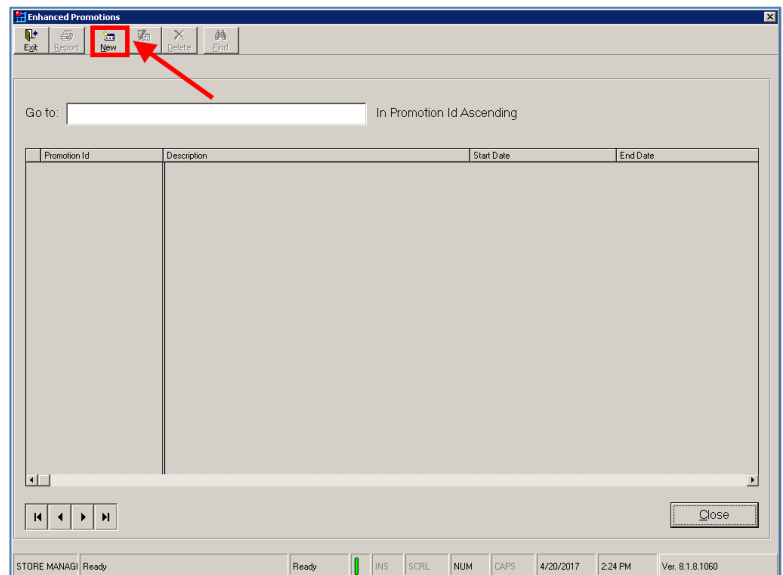
Allows the store to set-up items to ring at promotional advertisement prices. Promotions can be setup prior to the date the advertised price takes effect and will automatically expire and revert to normal retail pricing

## Configure Promotion Dates and Times

- From the ICL Main Menu select **Member Promotions → Enhanced Promotions**




- Click **New** in the toolbar to add a new promotion



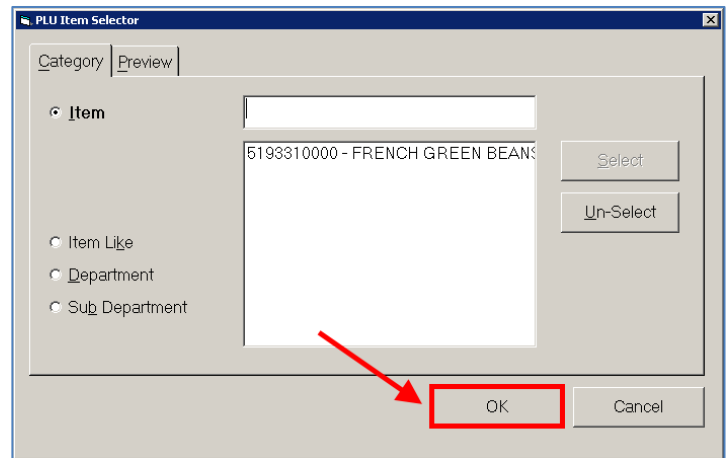
- Enter a **Promotion ID** and **Description**

- Enter the **Start Date** and **End Date** of the promotion
  - o Start and End dates will always default to the current date
- Verify that all applicable days of the week are checked under the **Day Settings** section

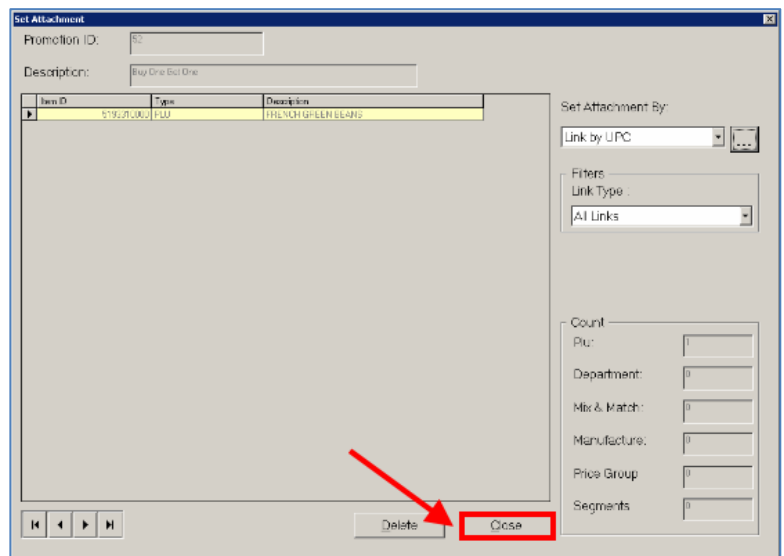
## Attach Items

- Click the **Set Attachment** button
- Under **Set Attachment By:** verify that the **Link by UPC** option is selected from the dropdown menu and then click the  button

- Use the PLU Item Selector window to select all items that will be attached to this promotion and click **OK**

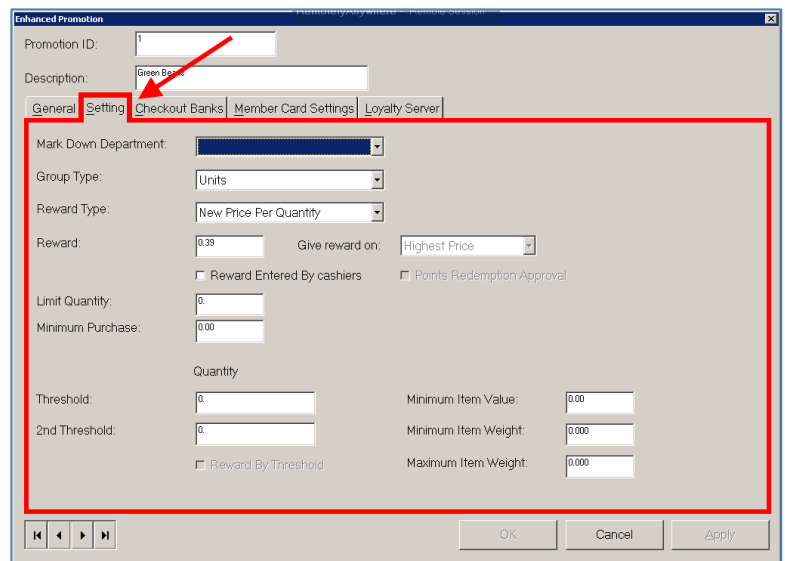


- Click the **Close** button



## Promotion Settings

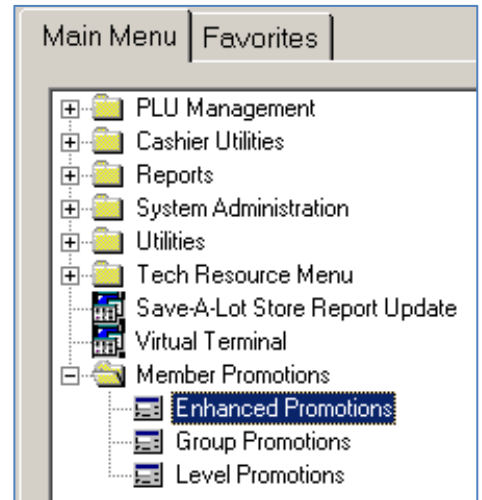
- Click the **Settings** tab
- Change the following settings
  - **Mark Down Department:** leave blank
  - **Group Type:** Units
  - **Reward Type:** New Price Per Quantity
  - **Reward:** Advertised price of item
- If the amount of reduced price items a customer can receive per transaction is limited, enter that number in the **Limit Quantity** field
- If a customer must spend a minimum amount to qualify for this promotion, enter the dollar amount in the **Minimum Purchase** field
- Click **OK**



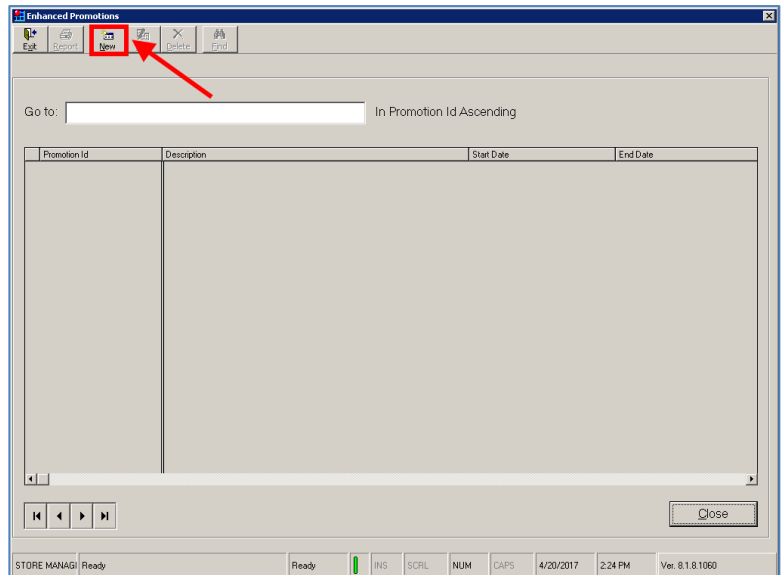
# Buy 1 Get 1 Promotions

Allows the store to set-up items to ring at promotional buy 1 get 1 prices

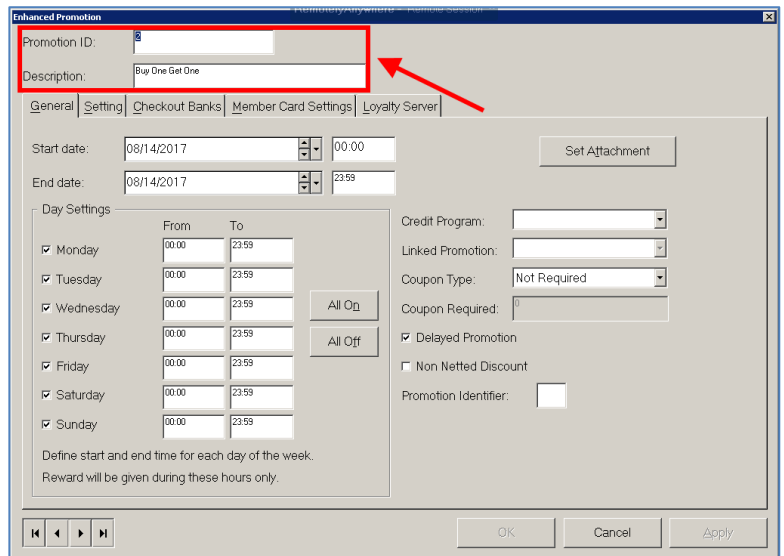
## Configure Promotion Dates and Times



- From the ICL Main Menu select **Member Promotions** → **Enhanced Promotions**



- Click **New** in the toolbar to add a new promotion



- Enter a **Promotion ID** and **Description**



- Enter the **Start Date** and **End Date** of the promotion
  - **Start** and **End** dates will always default to the current date
- Verify that all applicable days of the week are checked under the **Day Settings** section
- Check the **Delayed Promotion** option

Enhanced Promotion

Promotion ID: [ ]

Description: Buy One Get One

General | Setting | Checkout Banks | Member Card Settings | Loyalty Server

Start date: 08/14/2017 00:00

End date: 08/14/2017 23:59

Day Settings

	From	To
<input checked="" type="checkbox"/> Monday	00:00	23:59
<input checked="" type="checkbox"/> Tuesday	00:00	23:59
<input checked="" type="checkbox"/> Wednesday	00:00	23:59
<input checked="" type="checkbox"/> Thursday	00:00	23:59
<input checked="" type="checkbox"/> Friday	00:00	23:59
<input checked="" type="checkbox"/> Saturday	00:00	23:59
<input checked="" type="checkbox"/> Sunday	00:00	23:59

All On

All Off

Define start and end time for each day of the week.  
Reward will be given during these hours only.

Credit Program: [ ]

Linked Promotion: [ ]

Coupon Type: Not Required

Coupon Required: 0

☒ Delayed Promotion

☐ Non Netted Discount

Promotion Identifier: [ ]

Set Attachment

OK Cancel Apply

## Attach Items

- Click the **Set Attachment** button
- Under **Set Attachment By:** verify that the **Link by UPC** option is selected from the dropdown menu and then click the **...** button

Set Attachment

Promotion ID: [ ]

Description: Buy One Get One

Item ID	Type	Description
---------	------	-------------

Set Attachment By: Link by UPC

Filters

Link Type: All Links

Count

Plu: 0

Department: 0

Mix & Match: 0

Manufacture: 0

Price Group: 0

Segments: 0

Delete Close

- Use the PLU Item Selector window to select all items that will be attached to this promotion and click **OK**

PLU Item Selector

Category | Preview

☒ Item

Item Like

Department

Sub Department

5193310100 - BLACK EYE PEAS

Select

Un-Select

OK Cancel

- Click the **Close** button

The 'Set Attachment' dialog box contains the following fields and controls:

- Promotion ID: [Text Field]
- Description: [Text Field]
- Table with columns: Item ID, Type, Description
- Set Attachment By: [Dropdown Menu]
- Filters: Link Type: [Dropdown Menu]
- Count:
  - Plu: [Text Field]
  - Department: [Text Field]
  - Mix & Match: [Text Field]
  - Manufacture: [Text Field]
  - Price Group: [Text Field]
  - Segments: [Text Field]
- Buttons: [Previous], [Next], [Delete], [Close]

## Promotion Settings

- Click the **Settings** tab
- Change the following settings
  - **Mark Down Department:** leave blank
  - **Reward Type:** Free Item
  - **Reward:** 1
  - **Give reward on:** Highest Price
  - **Threshold:** 2
  - **2<sup>nd</sup> Threshold:** 2
- If the number of free items a customer can receive per transaction is limited, enter that number in the **Limit Quantity** field
- If a customer must spend a minimum amount to qualify for this promotion, enter the dollar amount in the **Minimum Purchase** field
- Click **OK**

The 'Enhanced Promotion' dialog box, 'Settings' tab, contains the following fields and controls:

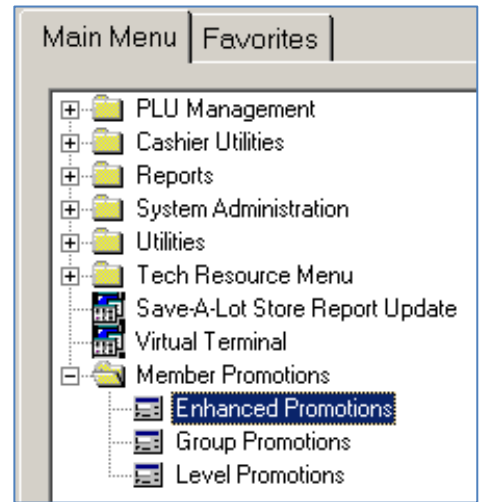
- Promotion ID: [Text Field]
- Description: [Text Field]
- Tabs: General, **Settings**, Checkout Banks, Member Card Settings, Loyalty Server
- Mark Down Department: [Dropdown Menu]
- Group Type: [Dropdown Menu]
- Reward Type: [Dropdown Menu]
- Reward: [Text Field]
- Give reward on: [Dropdown Menu]
- ☐ Reward Entered By cashiers
- ☐ Points Redemption Approval
- Limit Quantity: [Text Field]
- Minimum Purchase: [Text Field]
- Quantity:
  - Threshold: [Text Field]
  - 2nd Threshold: [Text Field]
  - ☐ Reward By Threshold
- Minimum Item Value: [Text Field]
- Minimum Item Weight: [Text Field]
- Maximum Item Weight: [Text Field]
- Buttons: [Previous], [Next], [OK], [Cancel], [Apply]

# Reduced Item Price with Minimum Purchase Promotion

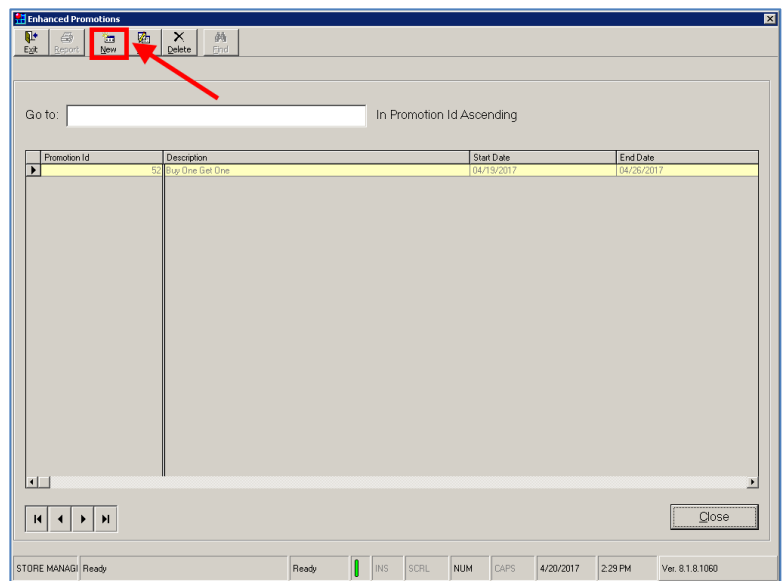
Allows the store to set-up a promotion for a reduced item price after meeting a minimum amount of purchase.  
(ex - \$0.30 off the price of a dozen eggs with a minimum of \$20 purchase)

## Configure Promotion Dates and Times

- From the ICL Main Menu select **Member Promotions** → **Enhanced Promotions**



- Click **New** in the toolbar to add a new promotion



- Enter a **Promotion ID** number and **Description**

Enhanced Promotion

Promotion ID: 99

Description: 30ct off Eggs w/ \$20

General | Setting | Checkout Banks | Member Card Settings | Loyalty Server

Start date: 08/14/2017 00:00

End date: 08/14/2017 23:59

Day Settings

	From	To
<input checked="" type="checkbox"/> Monday	00:00	23:59
<input checked="" type="checkbox"/> Tuesday	00:00	23:59
<input checked="" type="checkbox"/> Wednesday	00:00	23:59
<input checked="" type="checkbox"/> Thursday	00:00	23:59
<input checked="" type="checkbox"/> Friday	00:00	23:59
<input checked="" type="checkbox"/> Saturday	00:00	23:59
<input checked="" type="checkbox"/> Sunday	00:00	23:59

Define start and end time for each day of the week.  
Reward will be given during these hours only.

Credit Program: [Dropdown]

Linked Promotion: [Dropdown]

Coupon Type: Not Required

Coupon Required: 0

☐ Delayed Promotion

☐ Non Netted Discount

Promotion Identifier: [Text]

OK Cancel Apply

- Enter the **Start Date** and **End Date** of the promotion
  - o **Start** and **End** dates will always default to the current date
- Verify that all applicable days of the week are checked under the **Day Settings** section
- Check the **Delayed Promotion** option

Enhanced Promotion

Promotion ID: 99

Description: 30ct off Eggs w/ \$20

General | Setting | Checkout Banks | Member Card Settings | Loyalty Server

Start date: 08/14/2017 00:00

End date: 08/14/2017 23:59

Day Settings

	From	To
<input checked="" type="checkbox"/> Monday	00:00	23:59
<input checked="" type="checkbox"/> Tuesday	00:00	23:59
<input checked="" type="checkbox"/> Wednesday	00:00	23:59
<input checked="" type="checkbox"/> Thursday	00:00	23:59
<input checked="" type="checkbox"/> Friday	00:00	23:59
<input checked="" type="checkbox"/> Saturday	00:00	23:59
<input checked="" type="checkbox"/> Sunday	00:00	23:59

Define start and end time for each day of the week.  
Reward will be given during these hours only.

Credit Program: [Dropdown]

Linked Promotion: [Dropdown]

Coupon Type: Not Required

Coupon Required: 0

☒ Delayed Promotion

☐ Non Netted Discount

Promotion Identifier: [Text]

OK Cancel Apply

## Attach Items

- Click the **Set Attachment** button
- Under **Set Attachment By:** verify that the **Link by UPC** option is selected from the dropdown menu and then click the button

Set Attachment

Promotion ID: 99

Description: Buy One Get One

Item ID | Type | Description

Set Attachment By: Link by UPC

Filters

Link Type: All Links

Count

Pu: 0

Department: 0

Mix & Match: 0

Manufacture: 0

Price Group: 0

Segments: 0

Delete Close

- Use the **PLU Item Selector** window to select all items that will be attached to this promotion and click **OK**

The PLU Item Selector window has two tabs: 'Category' and 'Preview'. The 'Item' radio button is selected and highlighted with a red box. A red arrow points to it. Below the radio buttons are three options: 'Item Like', 'Department', and 'Sub Department'. The 'Preview' tab shows a list of items, with '5193319080 - GRADE A LARGE EGGS' selected. To the right of the list are 'Select' and 'Un-Select' buttons. At the bottom right, the 'OK' button is highlighted with a red box, with a red arrow pointing to it. A 'Cancel' button is also present.

- Click the **Close** button

The Set Attachment window displays fields for 'Promotion ID' (99) and 'Description' (30ct off Eggs w/\$20). It features a table with columns 'Item ID', 'Type', and 'Description', containing one row: '5193319080 PLU' and 'GRADE A LARGE EGGS 12CT'. To the right, there are dropdowns for 'Link by UPC' and 'Link Type' (set to 'All Links'). Below these are input fields for 'Count' (PLU, Department, Mix & Match, Manufacture, Price Group, Segments). At the bottom right, the 'Close' button is highlighted with a red box, with a red arrow pointing to it. 'Delete' and navigation buttons are also visible.

## Promotion Settings

- Click the **Settings** tab
- Change the following settings
  - **Mark Down Department:** leave blank
  - **Reward Type:** Amount off per item
  - **Reward:** amount of discount
  - **Give Reward On:** Highest Price
  - **Minimum Purchase:** Amount of purchase required to receive discount
- If the number of free items a customer can receive per transaction is limited, enter that number in the **Limit Quantity** field
- Click **OK**

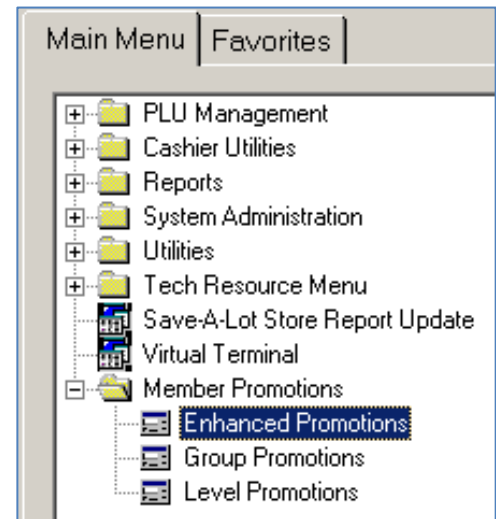
The Enhanced Promotion window shows the 'Settings' tab selected. It contains various configuration fields: 'Mark Down Department' (dropdown), 'Group Type' (Units), 'Reward Type' (Amount off per item), 'Reward' (0.30), 'Give reward on' (Highest Price), 'Limit Quantity' (0), 'Minimum Purchase' (20.00), 'Threshold' (0), '2nd Threshold' (0), 'Minimum Item Value' (0.00), 'Minimum Item Weight' (0.000), and 'Maximum Item Weight' (0.000). There are checkboxes for 'Reward Entered By cashiers', 'Points Redemption Approval', and 'Reward By Threshold'. The 'Settings' tab is highlighted with a red box. At the bottom right, the 'OK' button is highlighted with a red box. Navigation and 'Apply' buttons are also present.

# Limited Quantities on Sale Items

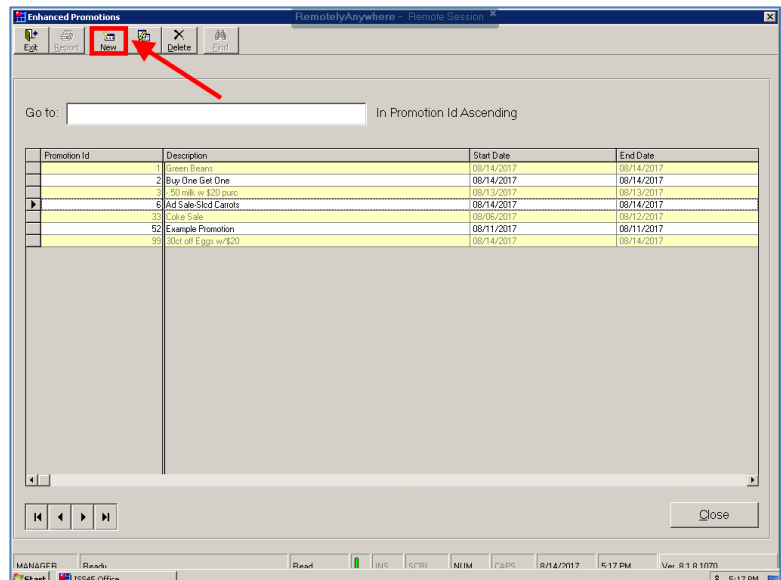
Allows the store to limit the quantity of items that will be sold at a sale price, all items sold above the set quantity will be sold at normal retail pricing.

## Configure the promotion

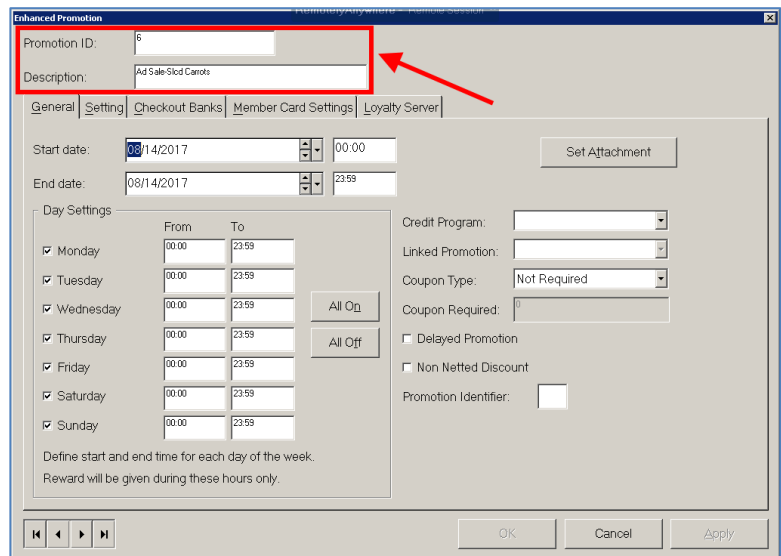
- From the ICL Main Menu select **Member Promotions** → **Enhanced Promotions**



- Click **New** in the toolbar to add a new promotion



- Enter a **Promotion ID** number and **Description**



- Enter the **Start Date** and **End Date** of the promotion
  - **Start** and **End** dates will always default to the current date
  - Leave the **Start** and **End** times to the right of the date fields at the default settings
- Verify that all applicable days of the week are checked under the **Day Settings** section
- Check the **Delayed Promotion** option

Enhanced Promotion

Promotion ID: 6

Description: Ad Sale-Sliced Carrots

General | Setting | Checkout Banks | Member Card Settings | Loyalty Server

Start date: 08/14/2017 00:00

End date: 08/14/2017 23:59

Day Settings

	From	To
<input checked="" type="checkbox"/> Monday	00:00	23:59
<input checked="" type="checkbox"/> Tuesday	00:00	23:59
<input checked="" type="checkbox"/> Wednesday	00:00	23:59
<input checked="" type="checkbox"/> Thursday	00:00	23:59
<input checked="" type="checkbox"/> Friday	00:00	23:59
<input checked="" type="checkbox"/> Saturday	00:00	23:59
<input checked="" type="checkbox"/> Sunday	00:00	23:59

Define start and end time for each day of the week.  
Reward will be given during these hours only.

Credit Program: [Dropdown]

Linked Promotion: [Dropdown]

Coupon Type: Not Required

Coupon Required: 0

☒ Delayed Promotion

☐ Non Netted Discount

Promotion Identifier: [Text]

Set Attachment

OK Cancel Apply

## Attach Items

- Click the **Set Attachment** button
- Under **Set Attachment By:** verify that the **Link by UPC** option is selected from the dropdown menu and then click the **...** button

Set Attachment

Promotion ID: 6

Description: Buy One Get One

Item ID | Type | Description

Set Attachment By: Link by UPC

Filters

Link Type: All Links

Count

PLU: 0

Department: 0

Mix & Match: 0

Manufacture: 0

Price Group: 0

Segments: 0

Delete Close

- Use the **PLU Item Selector** window to select all items that will be attached to this promotion and click **OK**

PLU Item Selector

Category | Preview

☒ Item

5193310120 - SLICED CARROTS

☐ Item Like

☐ Department

☐ Sub Department

Select

Un-Select

OK Cancel

- Click the **Close** button

## Promotion Settings

- Click the **Settings** tab
- Change the following settings
  - **Mark Down Department:** leave blank
  - **Reward Type:** New Price
  - **Reward:** Set to advertised price of item
  - **Give reward on:** Highest Price
  - **Limited Quantity:** Set to the max number of items the customer can purchase at sale price
  - **Threshold:** 1
  - **2<sup>nd</sup> Threshold:** 1

- Click **OK**



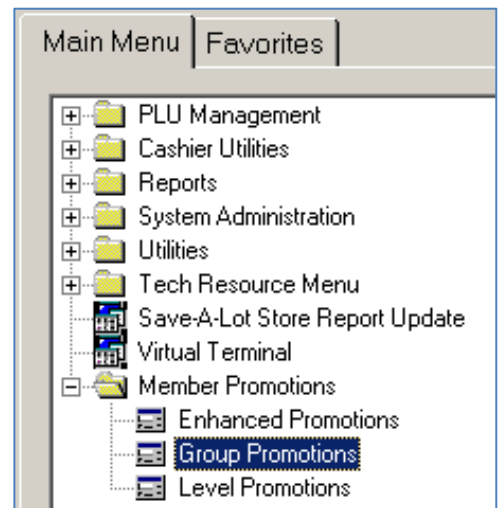
# Group Promotions

Group Promotions have additional parameters and choices, allowing you to build promotions covering a wider selection of products. Group Promotions include a choice of ten group types. You can define each group with different purchase quantity requirements.



Customers qualify for rewards by purchasing the required quantities or minimum purchase amount you specify.

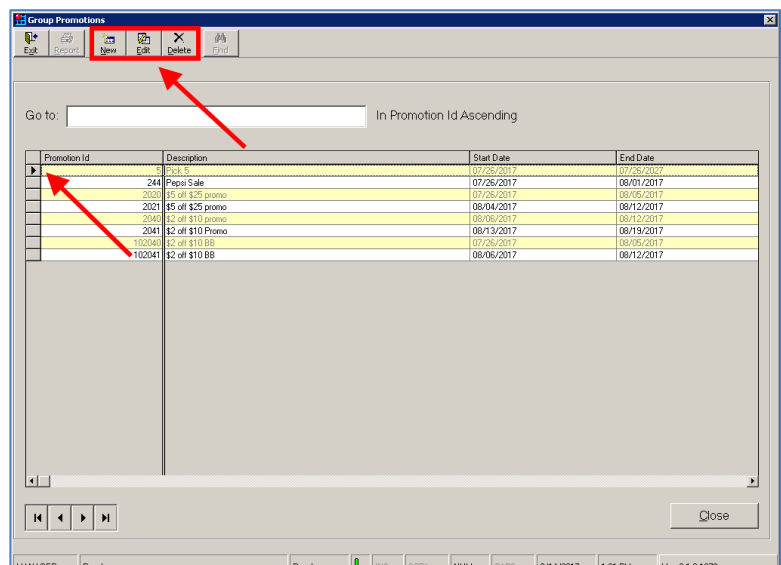
This section covers generic instructions for creating new promotions using the Group Promotions menu. Examples of more specific promotions can be found in the following sections.

## Accessing the Group Promotions menu



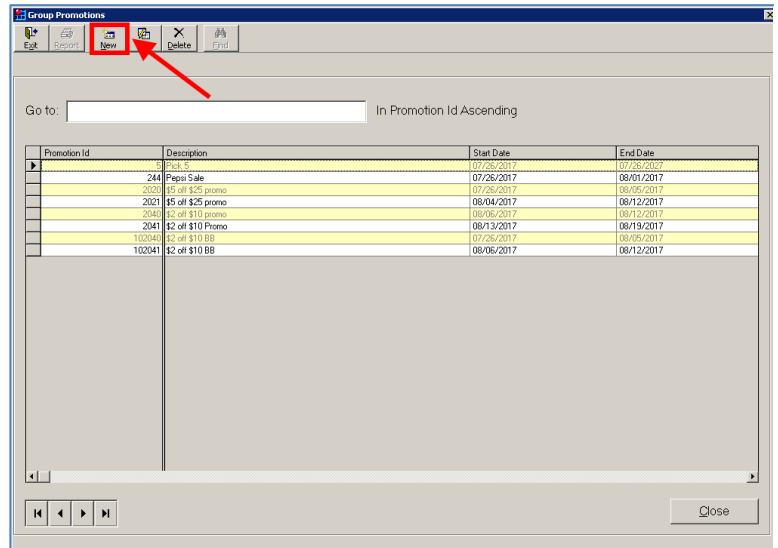
- From the ICL Main Menu select **Member Promotions → Group Promotions**

- After opening the **Group Promotion** menu any previously configured promotions are displayed
- To create a new promotion, click the **New** button
- To edit a promotion:
  - Click the promotion line you wish to edit making sure the  appears to the left of that line
  - Click the **Edit** button
- To delete a promotion:
  - Click the promotion line you wish to edit making sure the  appears to the left of that line
  - Click the **Delete** button



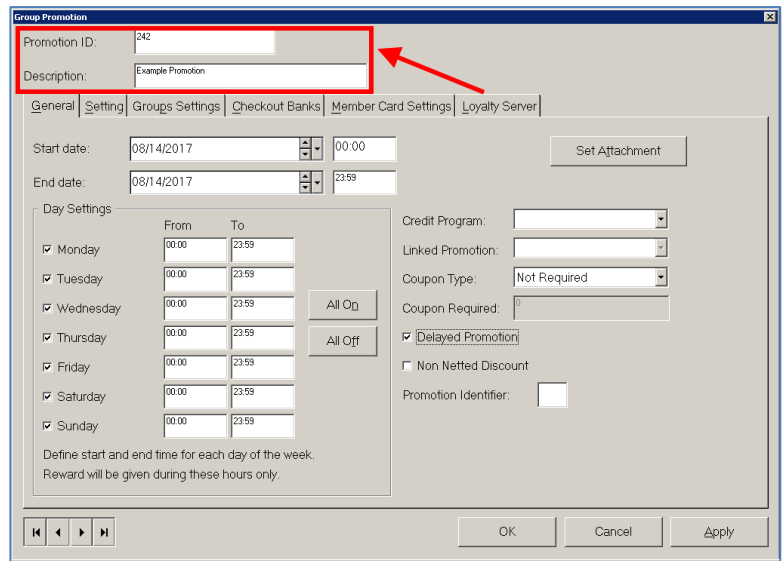
## Creating a New Promotion

- Click the **New** button to create a new promo



## Configure Promotion Dates and Times

- Enter a unique **Promotion ID** for the promo
- Enter a **Description** to identify the promo



GENERAL TAB	
<b>Start Date</b>	Date and Time that the promotion should take effect
<b>End Date</b>	Date and Time that the promotion should end
<b>Day Settings</b>	Used to set the days of the week and beginning and ending hours of each selected day that the promo will be available
<b>Credit Program</b>	<i>Not Used</i>
<b>Linked Promotion</b>	<i>Not Used</i>
<b>Coupon Type</b>	<i>Not Used</i>
<b>Coupon Required</b>	<i>Not Used</i>
<b>Delayed Promotion</b>	Checking this option will delay the promo discount from being applied to the transaction until after the Total key has been pressed. Delayed Promotion should be checked for all promotions.
<b>Non Netted Discount</b>	<i>Not Used</i>
<b>Promotion Identifier</b>	<i>Not Used</i>

- Click **Apply** and then click the **Set Attachment** button

## Attach Items to the Promotion

- Click the drop-down menu by **Set Attachment By:** heading to select an attachment type

Link by UPC	Allows specific PLU's or UPC's to be attached to the promotion
Link by Mix & Match	Not Used
Link by Department	Attaches all items in a selected department to be attached to the promotion
Link by Manufacture	Not Used
Link by Price Group	Not Used
Link by Segments	Not Used

- Click the  button

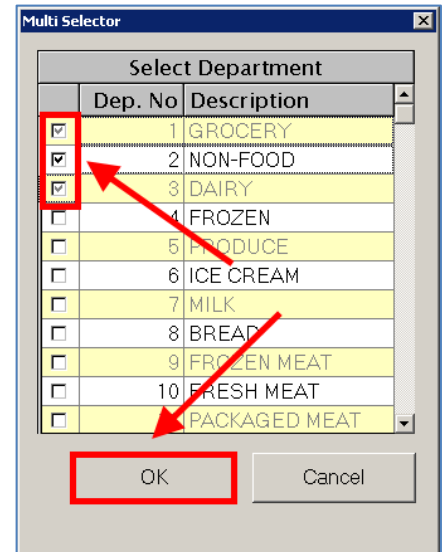
- Select the group this item will be attached to
- Click **Continue**

## Link by UPC

- Select the **Item** radio button
- Type the PLU or UPC of the item to be attached to the promo and press **Enter**
- Click **OK**

## Link by Department

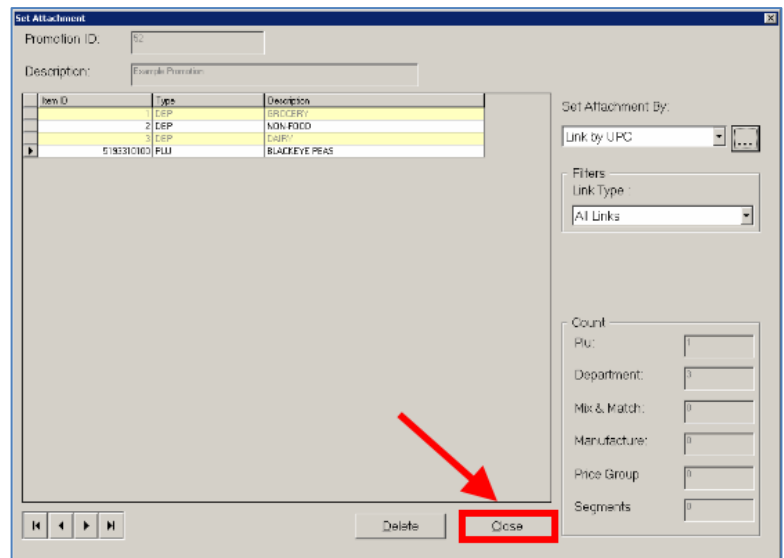
- Select the departments to be attached to this promotion and click **OK**



The 'Multi Selector' dialog box is titled 'Select Department'. It contains a table with two columns: 'Dep. No' and 'Description'. The table lists 10 departments, each with a checkbox in the first column. The first three departments (1, 2, 3) are checked, and their checkboxes are highlighted with a red box. A red arrow points from this box to the 'OK' button at the bottom of the dialog. The 'OK' button is also highlighted with a red box.

	Dep. No	Description
<input checked="" type="checkbox"/>	1	GROCERY
<input checked="" type="checkbox"/>	2	NON-FOOD
<input checked="" type="checkbox"/>	3	DAIRY
<input type="checkbox"/>	4	FROZEN
<input type="checkbox"/>	5	PRODUCE
<input type="checkbox"/>	6	ICE CREAM
<input type="checkbox"/>	7	MILK
<input type="checkbox"/>	8	BREAD
<input type="checkbox"/>	9	FROZEN MEAT
<input type="checkbox"/>	10	FRESH MEAT
<input type="checkbox"/>		PACKAGED MEAT

- All PLUs/UPCs and departments that have been attached to this promotion will be displayed
- Click **Close** to return to the Enhanced Promotion menu



The 'Set Attachment' dialog box shows a promotion with ID '519331010' and description 'PLU'. It displays a table of attached departments and their descriptions. The 'Set Attachment By' dropdown is set to 'Link by UPC'. The 'Link Type' dropdown is set to 'All Links'. The 'Count' section shows various counts (PLU, Department, Mix & Match, Manufacturer, Price Group, Segments) all set to 0. A red arrow points from the 'Close' button at the bottom right to the 'Close' button.

Item ID	Type	Description
1	DEP	GROCERY
2	DEP	NON-FOOD
3	DEP	DAIRY
519331010	PLU	BLACK EYE PEAS

## Promotion Settings

- Click the **Setting** tab
- Configure the settings on this tab using the table below

The screenshot shows the 'Group Promotion' dialog box with the 'Setting' tab selected. The 'Setting' tab is highlighted with a red box and a red arrow. The dialog contains the following fields:

- Promotion ID: 1
- Description: Example Promotion
- General | **Setting** | Groups Settings | Checkout Banks | Member Card Settings | Loyalty Server
- Mark Down Department: [Dropdown]
- Reward Type: Cash
- Reward: 0.00
- Give reward on: Highest Price
- ☐ Reward Entered By cashiers
- Limit Quantity: 0
- Minimum Purchase: 0.00
- Minimum Item Value: 0.00
- Minimum Item Weight: 0.000
- Maximum Item Weight: 0.000
- Buttons: OK, Cancel, Apply

<b>Mark Down Department</b>	If desired, a department can be charged all reward amounts for this promotion	
<b>Reward Type</b>	Select the type of promotion reward to award the customer:	
	Cash	Cash off total (not per item)
	Percentage Off	Percent off item
	New Price	New price for item
	Amount Off Per item	Amount off per each item
	Amount Off Per Pound	Amount off per each pound
	New Price per pound	New price per pound
	Credits	Credits/Points awarded per item
	Target Message	<i>Not Used</i>
	Free Item	Issue a free item
	Percent Off Order	A percentage off the transaction total
	Amount Off Order	An amount off the transaction total
	Credits Per Order	<i>Not Used</i>
<b>Reward</b>	Based on the Reward Type chosen (above), enter the reward amount (in amount off, percent discount, new price, credit points/miles, quantity of free items, message number, etc.)	
<b>Give reward on</b>	If variable amount items are attached to this promotion, will determine which item (highest or lowest priced) will be discounted	
<b>Reward Entered By cashiers</b>	<i>Not Used</i>	
<b>Points Redemption Approval</b>	<i>Not Used</i>	
<b>Limit Quantity</b>	Number of times that this promotion can be awarded within a single ticket	
<b>Minimum Purchase</b>	Minimum-qualifying transaction purchase amount to allow the reward	
<b>Minimum Item Value</b>	Minimum value (of attached items) that must be purchased to receive the reward	
<b>Minimum Item Weight</b>	Minimum weight (of attached items) that must be purchased to receive the reward	
<b>Maximum Item Weight</b>	Maximum weight (of attached items) that must be purchased to receive the reward	

## Groups Settings

- Click the **Groups Settings** tab
- Configure the settings on this tab using the table below

Group Promotion

Promotion ID: 1

Description: Example Promotion

General | Setting | **Groups Settings** | Checkout Banks | Member Card Settings | Loyalty Server

	Group Type:	Threshold:	Apply Reward calculation:	Fixed group for promotion:
Group 1:	Units	0.	1 <input type="checkbox"/>	1 <input type="checkbox"/>
Group 2:	Units	0.	2 <input type="checkbox"/>	2 <input type="checkbox"/>
Group 3:	Units	0.	3 <input type="checkbox"/>	3 <input type="checkbox"/>
Group 4:	Units	0.	4 <input type="checkbox"/>	4 <input type="checkbox"/>
Group 5:	Units	0.	5 <input type="checkbox"/>	5 <input type="checkbox"/>
Group 6:	Units	0.	6 <input type="checkbox"/>	6 <input type="checkbox"/>
Group 7:	Units	0.	7 <input type="checkbox"/>	7 <input type="checkbox"/>
Group 8:	Units	0.	8 <input type="checkbox"/>	8 <input type="checkbox"/>
Group 9:	Units	0.	9 <input type="checkbox"/>	9 <input type="checkbox"/>
Group 10:	Units	0.	10 <input type="checkbox"/>	10 <input type="checkbox"/>

OK Cancel Apply

<b>Groups 1-10</b>	Items attached to this group (through the Set Attachment screen) will be used to meet a threshold and/or be used to issue a reward
<b>Group Type</b>	Type of measurement applied to each group. Group types are: <ul style="list-style-type: none"> <li>• Units</li> <li>• Weighted/Decimal</li> <li>• By Value</li> <li>• Credits – NOT USED</li> <li>• Order Value</li> </ul>
<b>Threshold</b>	Minimum quantity (weight/decimal amount, item value, credits or order value) the customer must purchase to qualify for the reward.
<b>Apply Reward Calculation</b>	Select this checkbox if you want the reward to apply to an item out of this specific group
<b>Fixed group for promotion</b>	<i>Not Used</i>

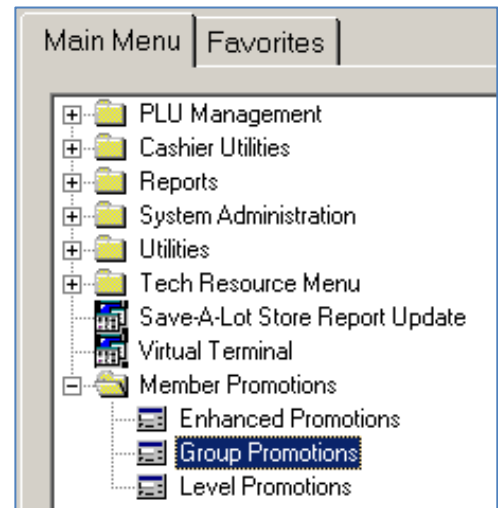
- Click **OK** complete the promotion setup

## Pick 5 Promotions

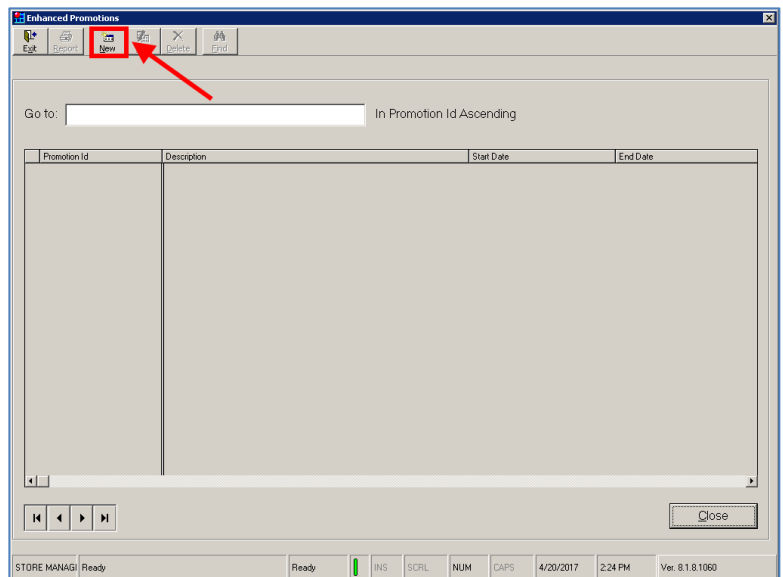
Allows the store to set-up different UPCs to ring at promotional prices when 5 pre-specified items are purchased.

## Configure Promotion Dates and Times

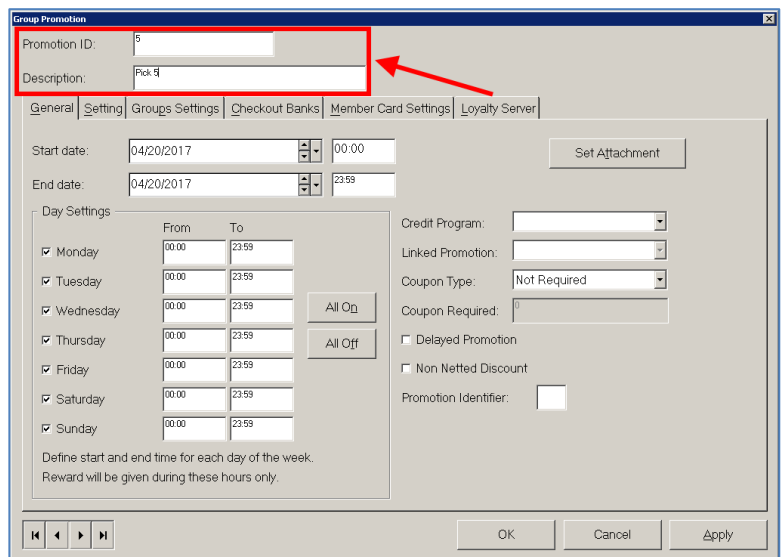
- From the ICL Main Menu select **Member Promotions → Group Promotions**



- Click **New** in the toolbar to add a new promotion



- Enter a **Promotion ID number** and **Description**



- Enter the **Start Date** and **End Date** of the promotion
  - o **Start** and **End** dates will always default to the current date
  - o Leave the **Start** and **End** times to the right of the date fields at the default settings
- Verify that all applicable days of the week are checked under the **Day Settings** section
- Check the **Delayed Promotion** option

Group Promotion

Promotion ID: 5

Description: Pick 5

General | Setting | Groups Settings | Checkout Banks | Member Card Settings | Loyalty Server

Start date: 04/20/2017 00:00

End date: 04/20/2017 23:59

Day Settings

	From	To
<input checked="" type="checkbox"/> Monday	00:00	23:59
<input checked="" type="checkbox"/> Tuesday	00:00	23:59
<input checked="" type="checkbox"/> Wednesday	00:00	23:59
<input checked="" type="checkbox"/> Thursday	00:00	23:59
<input checked="" type="checkbox"/> Friday	00:00	23:59
<input checked="" type="checkbox"/> Saturday	00:00	23:59
<input checked="" type="checkbox"/> Sunday	00:00	23:59

Define start and end time for each day of the week.  
Reward will be given during these hours only.

Credit Program: [Dropdown]

Linked Promotion: [Dropdown]

Coupon Type: Not Required

Coupon Required: 0

☒ Delayed Promotion

☐ Non Netted Discount

Promotion Identifier: [Text Box]

Set Attachment

OK Cancel Apply

## Attach Items

- Click the **Set Attachment** button
- Under **Set Attachment By:** verify that the **Link by UPC** option is selected from the dropdown menu and then click the **...** button

Set Attachment

Promotion ID: 5

Description: Buy One Get One

Item ID	Type	Description

Set Attachment By: Link by UPC

Filters: Link Type: All Links

Count: Plus: 0, Department: 0, Mix & Match: 0, Manufacture: 0, Price Group: 0, Segments: 0

Delete Close

- Select **Group 1** from the dropdown menu and click **Continue**

Link Group

Choose Group Number: Group 1

Group Type: Units

Continue



- Use the PLU Item Selector window to select all items that will be attached to this promotion and click **OK**

The PLU Item Selector window has two tabs: 'Category' and 'Preview'. The 'Item' field is highlighted with a red box and an arrow pointing to it. Below it, a list of items is shown: 5193333908 - PREM P5 MINI SAUSAG, 5193333913 - PREM P5 SAU/EG/CHS C, and 5193333914 - PREM PICK5 SAUS EGG. To the right of the list are 'Select' and 'Un-Select' buttons. At the bottom, the 'OK' button is highlighted with a red box and an arrow pointing to it.

- Click the **Close** button

The Set Attachment window shows 'Promotion ID: 5' and 'Description: Pick 5'. It contains a table with the following data:

Group	Item ID	Type	Description
1	5193333908	PLU	PREM P5 MINI SAUSAGE
1	5193333913	PLU	PREM P5 SAU/EG/CHS C
1	5193333914	PLU	PREM PICK5 SAUS EGG

On the right, there are fields for 'Set Attachment By: Link by UPC', 'Filters: Link Type: All Links', 'Group:', 'Count: Plu: 3', 'Department: 0', 'Mix & Match: 0', 'Manufacture: 0', 'Price Group: 0', and 'Segments: 0'. At the bottom, the 'Close' button is highlighted with a red box and an arrow pointing to it.

## Promotion Settings

- Click the **Setting** tab
- Change the following settings
  - **Mark Down Department:** leave blank
  - **Reward Type:** New Price
  - **Reward:** 19.99
  - **Give reward on:** Highest Price

The Group Promotion window shows 'Promotion ID: 5' and 'Description: Pick 5'. The 'Setting' tab is selected and highlighted with a red box. The settings within this tab are:

- Mark Down Department: [blank]
- Reward Type: New Price
- Reward: 19.99
- Give reward on: Highest Price
- ☐ Reward Entered By cashiers
- Limit Quantity: 0
- Minimum Purchase: 0.00
- Minimum Item Value: 0.00
- Minimum Item Weight: 0.000
- Maximum Item Weight: 0.000

At the bottom, the 'OK', 'Cancel', and 'Apply' buttons are visible.

## Groups Settings

- Click the **Group Settings** tab
- Change the Group 1 Threshold to 5
- Click **Ok**

The screenshot shows the 'Group Promotion' dialog box with the 'Groups Settings' tab selected. The dialog contains the following fields and controls:

- Promotion ID: 5
- Description: Pick 5
- Tabs: General, Setting, **Groups Settings**, Checkout Banks, Member Card Settings, Loyalty Server
- Table with 4 columns: Group, Group Type, Threshold, Apply Reward calculation, Fixed group for promotion.

Group	Group Type	Threshold	Apply Reward calculation	Fixed group for promotion
Group 1:	Units	5	1 <input checked="" type="checkbox"/>	1 <input type="checkbox"/>
Group 2:	Units	0	2 <input type="checkbox"/>	2 <input type="checkbox"/>
Group 3:	Units	0	3 <input type="checkbox"/>	3 <input type="checkbox"/>
Group 4:	Units	0	4 <input type="checkbox"/>	4 <input type="checkbox"/>
Group 5:	Units	0	5 <input type="checkbox"/>	5 <input type="checkbox"/>
Group 6:	Units	0	6 <input type="checkbox"/>	6 <input type="checkbox"/>
Group 7:	Units	0	7 <input type="checkbox"/>	7 <input type="checkbox"/>
Group 8:	Units	0	8 <input type="checkbox"/>	8 <input type="checkbox"/>
Group 9:	Units	0	9 <input type="checkbox"/>	9 <input type="checkbox"/>
Group 10:	Units	0	10 <input type="checkbox"/>	10 <input type="checkbox"/>

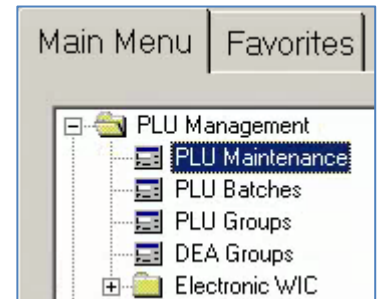
At the bottom of the dialog are navigation buttons (Previous, First, Last, Next) and action buttons (OK, Cancel, Apply).

# Coupon with Minimum Purchase Promotion

Allows the store to set-up a coupon that can only be redeemed after meeting a minimum amount of purchase.  
(ex - \$2 off coupon with a minimum of \$20 purchase)

## Create a PLU for the coupon

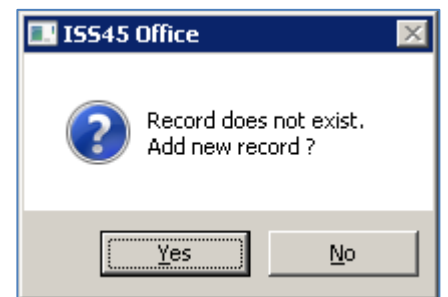
- From the ICL Main Menu select **PLU Management** → **PLU Maintenance**



- Enter the PLU / UPC for the coupon to be created and press enter on your keyboard
  - Use a UPC code that matches the coupon you will use for the promotion

A screenshot of the 'PLU Maintenance' window. The 'Item Number' field is highlighted with a red rectangle, and a red arrow points to it from the right. The 'Description' field is empty. Below these are tabs for 'Basic Setup', 'Param 1', 'Param 2', 'Cost and Sales', and 'Promo'. The 'Basic Setup' tab is active, showing fields for 'POST Description', 'Department' (a dropdown menu), and 'Subdepartment' (a dropdown menu). Below these are 'Price' (0.00) and 'Quantity' (1). At the bottom, there is a 'Tax Flags' section with checkboxes for 'Tax 1' through 'Tax 8'. At the very bottom of the window are navigation buttons (back, forward, etc.) and 'OK', 'Cancel', and 'Apply' buttons.

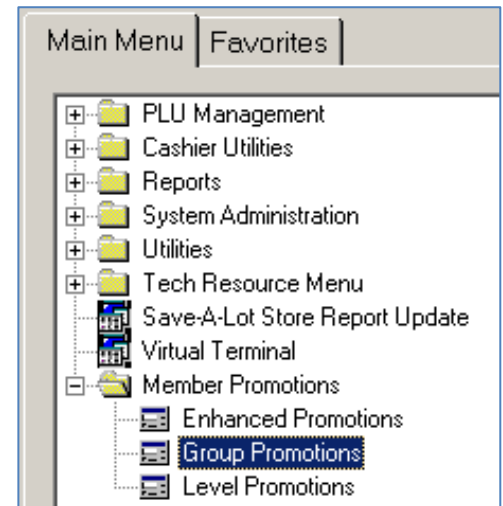
- Click **Yes**



- Enter a description of the Promo Coupon and set **Department** to Grocery
- Leave the Price field set to 0.00 and leave the Store Coupon and Vendor Coupon fields on the Param 1 tab unchecked
- Click **OK**

## Configure the Promotion

- From the ICL Main Menu select **Member Promotions** → **Group Promotions**




- Click **New** in the toolbar to add a new promotion

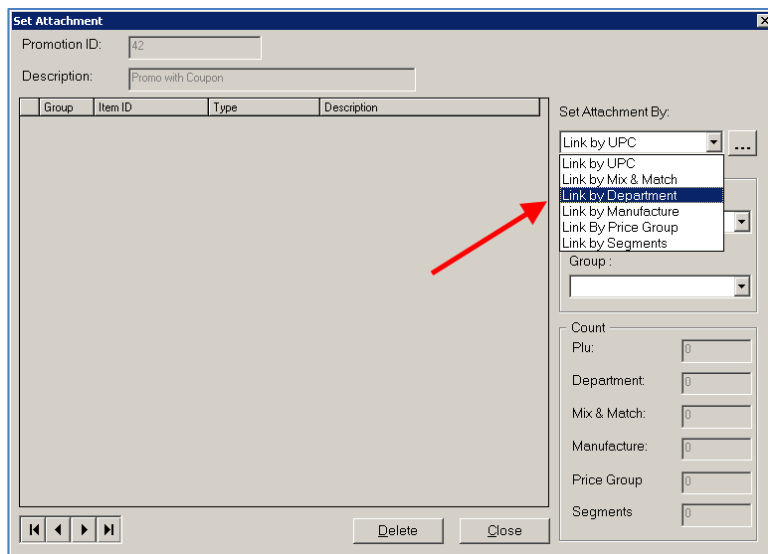
- Enter a **Promotion ID** and **Description**

- Enter the **Start Date** and **End Date** of the promotion
- Verify that all applicable days of the week are checked under the **Day Settings** section
- Check the **Delayed Promotion** option

## Set Attachments

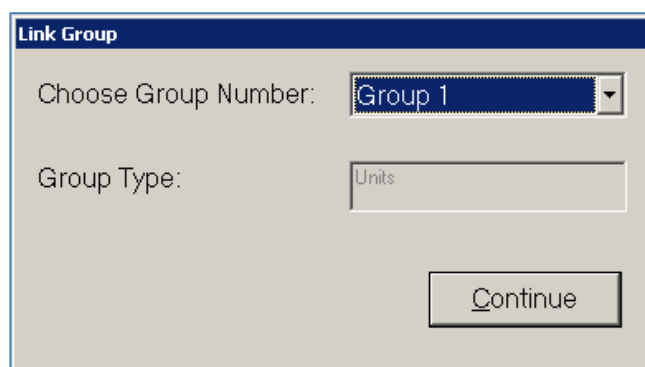
- Click **Set Attachment**

- Under **Set Attachment By:** verify that the **Link by Department** option is selected from the dropdown menu and then click the  button



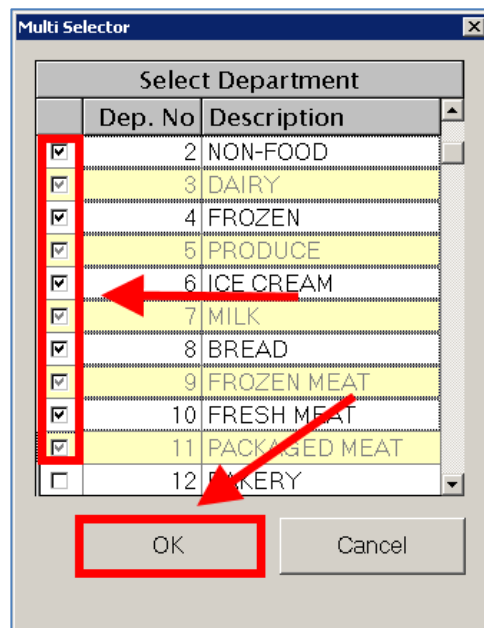
The 'Set Attachment' dialog box shows 'Promotion ID' as 42 and 'Description' as 'Promo with Coupon'. The 'Set Attachment By:' dropdown menu is open, showing options: 'Link by UPC', 'Link by UPC', 'Link by Mix & Match', 'Link by Department' (highlighted with a red arrow), 'Link by Manufacture', 'Link By Price Group', and 'Link by Segments'. Below the menu is a 'Group:' dropdown. At the bottom right, there are input fields for 'Count' and 'Plu:' for various categories: Department, Mix & Match, Manufacture, Price Group, and Segments, all set to 0. Navigation buttons (back, forward, etc.) and 'Delete'/'Close' buttons are at the bottom.

- Select **Group 1** and then click **Continue**




The 'Link Group' dialog box has 'Choose Group Number:' set to 'Group 1' and 'Group Type:' set to 'Units'. A 'Continue' button is at the bottom right.

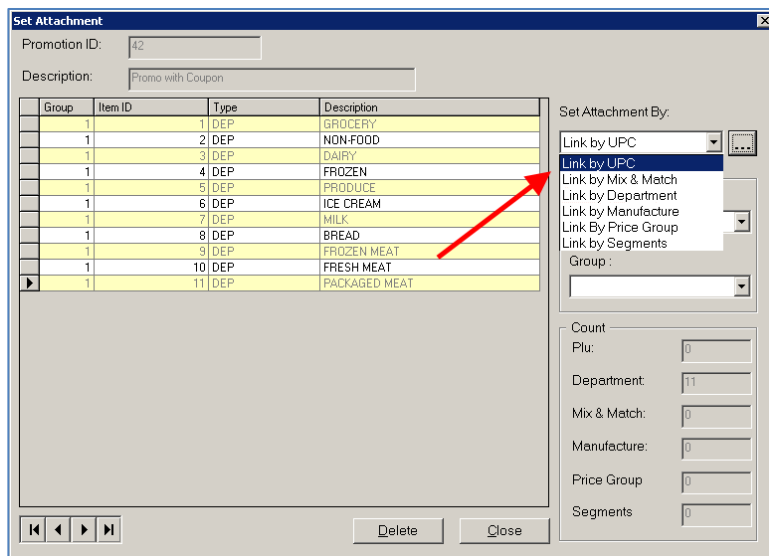
- Select all departments that must have sales to qualify for this promotion and then click **OK**



The 'Multi Selector' dialog box shows a table titled 'Select Department' with columns 'Dep. No' and 'Description'. The table lists departments 2 through 12. A red box highlights the checkboxes for departments 2 through 11, all of which are checked. A red arrow points to the 'OK' button at the bottom. Department 12, 'BAKERY', is unchecked.

Dep. No	Description
2	NON-FOOD
3	DAIRY
4	FROZEN
5	PRODUCE
6	ICE CREAM
7	MILK
8	BREAD
9	FROZEN MEAT
10	FRESH MEAT
11	PACKAGED MEAT
12	BAKERY

- Under **Set Attachment By:** select the **Link by UPC** option from the dropdown menu and then click the  button




**Set Attachment**

Promotion ID: 42

Description: Promo with Coupon

Group	Item ID	Type	Description
1	1	DEP	GROCERY
1	2	DEP	NON-FOOD
1	3	DEP	DAIRY
1	4	DEP	FROZEN
1	5	DEP	PRODUCE
1	6	DEP	ICE CREAM
1	7	DEP	MILK
1	8	DEP	BREAD
1	9	DEP	FROZEN MEAT
1	10	DEP	FRESH MEAT
1	11	DEP	PACKAGED MEAT

Set Attachment By:

Link by UPC 


Link by Mix & Match

Link by Department

Link by Manufacture

Link By Price Group

Link by Segments

Group: 

Count

Plu: 0




Department: 11

Mix & Match: 0

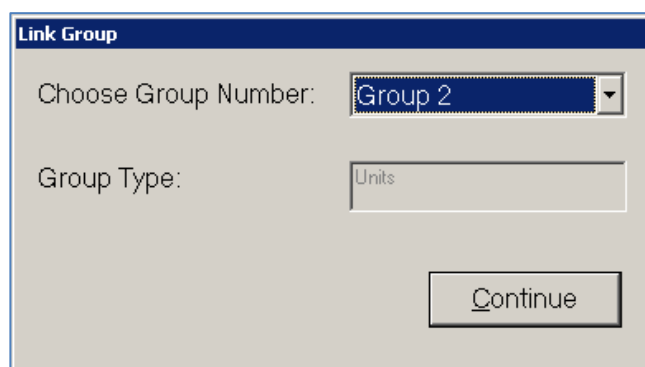
Manufacture: 0

Price Group: 0


Segments: 0

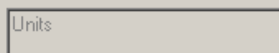
  


- Select **Group 2** and then click **Continue**



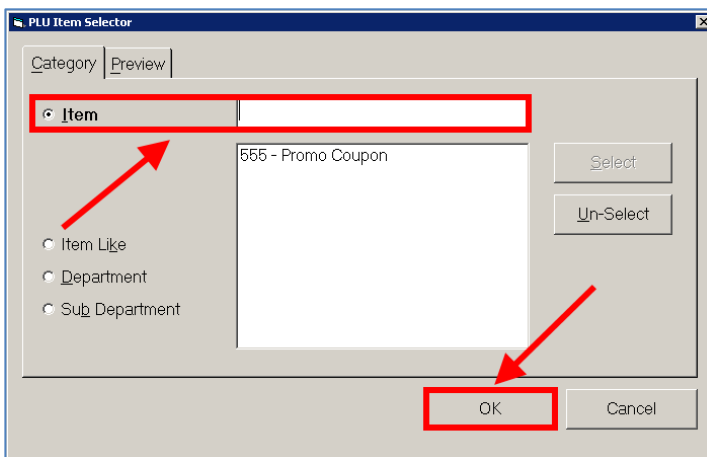
**Link Group**

Choose Group Number: 

Group Type: 





- Use the **PLU Item Selector** to select the PLU number of the promo coupon that was created previously and then click **OK**





**PLU Item Selector**


Category | Preview

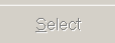
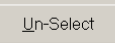
 Item 

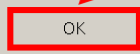
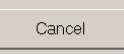
555 - Promo Coupon

 Item Like

 Department

 Sub Department

- You should now have a list of all departments and PLUs attached to this promotion
- Click **Close**

**Set Attachment**

Promotion ID: 42

Description: Promo with Coupon

Group	Item ID	Type	Description
1	1	1 DEP	GROCERY
1	2	2 DEP	NON-FOOD
1	3	3 DEP	DAIRY
1	4	4 DEP	FROZEN
1	5	5 DEP	PRODUCE
1	6	6 DEP	ICE CREAM
1	7	7 DEP	MILK
1	8	8 DEP	BREAD
1	9	9 DEP	FROZEN MEAT
1	10	10 DEP	FRESH MEAT
1	11	11 DEP	PACKAGED MEAT
1	12	12 DEP	BAKERY
1	13	13 DEP	BEV.
2	555	PLU	Promo Coupon

Set Attachment By: Link by UPC

Filters: Link Type: All Links

Group:

Count: Plu: 1, Department: 13, Mix & Match: 0, Manufacture: 0, Price Group: 0, Segments: 0

Buttons: Delete, Close

## Promotion Settings

- Click the **Setting** tab
- Change the following settings
  - **Mark Down Department:** leave blank
  - **Reward Type:** Cash
  - **Reward:** Set to the amount to be discounted
  - **Give reward on:** Highest Price
- If the number of free items a customer can receive per transaction is limited, enter that number in the **Limit Quantity** field

**Group Promotion**

Promotion ID: 42

Description: Promo with Coupon

Tabs: General, **Setting**, Groups Settings, Checkout Banks, Member Card Settings, Loyalty Server

Mark Down Department:

Reward Type: Cash

Reward: 0.00 Give reward on: Highest Price

☐ Reward Entered by cashiers

Limit Quantity: 0

Minimum Purchase: 0.00

Minimum Item Value: 0.00

Minimum Item Weight: 0.000

Maximum Item Weight: 0.000

Buttons: OK, Cancel, Apply



## Groups Settings

- Click the **Group Settings** tab
- Change the following settings:
  - o **Group 1 Group Type:** By Value
  - o **Group 1 Threshold:** Set this to the dollar value required to qualify for the discount
  - o **Group 2 Group Type:** Units
  - o **Group 2 Threshold:** 1
- Click **OK**

Group Promotion

Promotion ID: 42

Description: Promo with Coupon

General | **Setting** | Groups Settings | Checkout Banks | Member Card Settings | Loyalty Server

Group Type:	Threshold:	Apply Reward calculation:	Fixed group for promotion:
Group 1: By Value	20.00	1 <input type="checkbox"/>	1 <input type="checkbox"/>
Group 2: Units	1	2 <input type="checkbox"/>	2 <input type="checkbox"/>
Group 3: Units	0	3 <input type="checkbox"/>	3 <input type="checkbox"/>
Group 4: Units	0	4 <input type="checkbox"/>	4 <input type="checkbox"/>
Group 5: Units	0	5 <input type="checkbox"/>	5 <input type="checkbox"/>
Group 6: Units	0	6 <input type="checkbox"/>	6 <input type="checkbox"/>
Group 7: Units	0	7 <input type="checkbox"/>	7 <input type="checkbox"/>
Group 8: Units	0	8 <input type="checkbox"/>	8 <input type="checkbox"/>
Group 9: Units	0	9 <input type="checkbox"/>	9 <input type="checkbox"/>
Group 10: Units	0	10 <input type="checkbox"/>	10 <input type="checkbox"/>

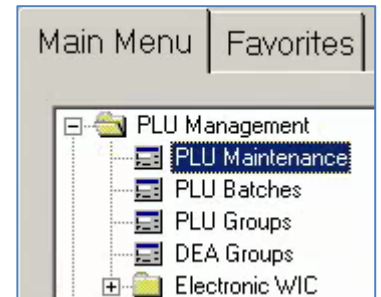
OK Cancel Apply

# Free/Reduced Item Price with Minimum Purchase and Coupon

*Allows the store to set up a promotion for a reduced or free item after meeting a minimum amount of purchase and presenting a coupon. (ex: Free gallon of milk with coupon and a minimum \$20 purchase)*

## Create a PLU for the coupon

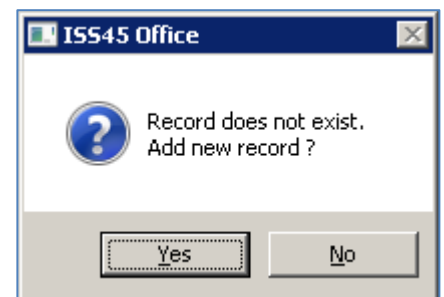
- From the ICL Main Menu select **PLU Management** → **PLU Maintenance**



- Enter the PLU number for the coupon to be created and press **Enter**
  - Use a UPC code that matches the coupon that you will use for the promotion

A screenshot of the 'PLU Maintenance' window. The 'Item Number' field is highlighted with a red rectangle, and a red arrow points to it from the right. The 'Description' field is empty. Below these are tabs for 'Basic Setup', 'Param 1', 'Param 2', 'Cost and Sales', and 'Promo'. The 'Basic Setup' tab is active, showing fields for 'POST Description', 'Department', 'Subdepartment', 'Price' (0.00), and 'Quantity' (1). There is also a 'Tax Flags' section with checkboxes for Tax 1 through Tax 8.

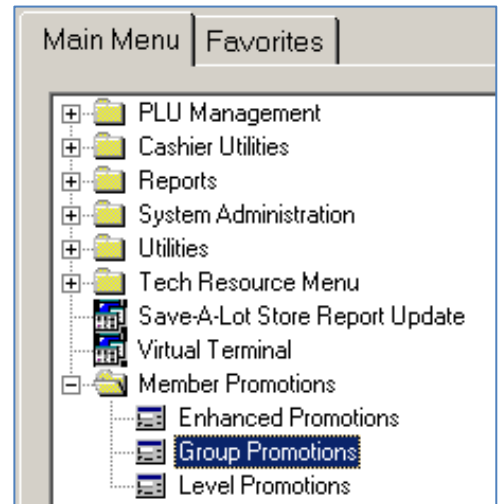
- Click **Yes**



- Enter a description of the Promo Coupon and set **Department** to Grocery
- Leave the Price field set to 0.00 and leave the Store Coupon and Vendor Coupon fields on the Param 1 tab unchecked
- Click **OK**

## Configure the Promotion

- From the ICL Main Menu select **Member Promotions → Group Promotions**



- Click **New** in the toolbar

- Enter a **Promotion ID** and **Description**

Group Promotion

Promotion ID: 57

Description: Free Item w/ Coupon

General | Setting | Groups Settings | Checkout Banks | Member Card Settings | Loyalty Server

Start date: 06/01/2017 00:00

End date: 06/01/2017 23:59

Day Settings

	From	To
<input checked="" type="checkbox"/> Monday	00:00	23:59
<input checked="" type="checkbox"/> Tuesday	00:00	23:59
<input checked="" type="checkbox"/> Wednesday	00:00	23:59
<input checked="" type="checkbox"/> Thursday	00:00	23:59
<input checked="" type="checkbox"/> Friday	00:00	23:59
<input checked="" type="checkbox"/> Saturday	00:00	23:59
<input checked="" type="checkbox"/> Sunday	00:00	23:59

Define start and end time for each day of the week.  
Reward will be given during these hours only.

Credit Program: [Dropdown]

Linked Promotion: [Dropdown]

Coupon Type: Not Required

Coupon Required: 0

☐ Delayed Promotion

☐ Non Netted Discount

Promotion Identifier: [Text]

Set Attachment

OK Cancel Apply

- Enter the **Start Date** and **End Date** of the promotion
  - o **Start** and **End** dates will always default to the current date
- Verify that all applicable days of the week are checked under the **Day Settings** section
- Check the **Delayed Promotion** option

Group Promotion

Promotion ID: 57

Description: Free Item w/ Coupon

General | Setting | Groups Settings | Checkout Banks | Member Card Settings | Loyalty Server

Start date: 06/01/2017 00:00

End date: 07/01/2017 23:59

Day Settings

	From	To
<input checked="" type="checkbox"/> Monday	00:00	23:59
<input checked="" type="checkbox"/> Tuesday	00:00	23:59
<input checked="" type="checkbox"/> Wednesday	00:00	23:59
<input checked="" type="checkbox"/> Thursday	00:00	23:59
<input checked="" type="checkbox"/> Friday	00:00	23:59
<input checked="" type="checkbox"/> Saturday	00:00	23:59
<input checked="" type="checkbox"/> Sunday	00:00	23:59

Define start and end time for each day of the week.  
Reward will be given during these hours only.

Credit Program: [Dropdown]

Linked Promotion: [Dropdown]

Coupon Type: Not Required

Coupon Required: 0

☒ Delayed Promotion

☐ Non Netted Discount

Promotion Identifier: [Text]

Set Attachment

OK Cancel Apply

## Set Attachments

- Click **Set Attachment**

Group Promotion

Promotion ID: 57

Description: Free Item w/ Coupon

General | Setting | Groups Settings | Checkout Banks | Member Card Settings | Loyalty Server

Start date: 06/01/2017 00:00

End date: 07/01/2017 23:59

Day Settings

	From	To
<input checked="" type="checkbox"/> Monday	00:00	23:59
<input checked="" type="checkbox"/> Tuesday	00:00	23:59
<input checked="" type="checkbox"/> Wednesday	00:00	23:59
<input checked="" type="checkbox"/> Thursday	00:00	23:59
<input checked="" type="checkbox"/> Friday	00:00	23:59
<input checked="" type="checkbox"/> Saturday	00:00	23:59
<input checked="" type="checkbox"/> Sunday	00:00	23:59

Define start and end time for each day of the week.  
Reward will be given during these hours only.

Credit Program: [Dropdown]

Linked Promotion: [Dropdown]

Coupon Type: Not Required

Coupon Required: 0


☒ Delayed Promotion

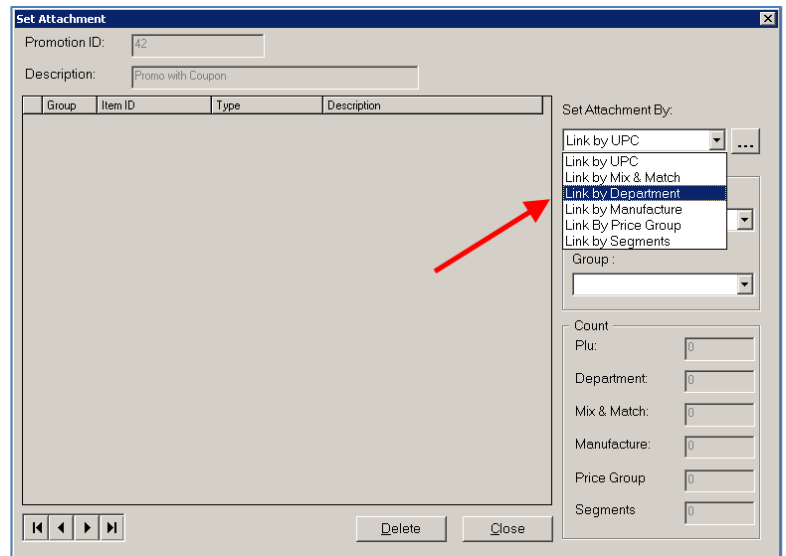
☐ Non Netted Discount

Promotion Identifier: [Text]

Set Attachment

OK Cancel Apply

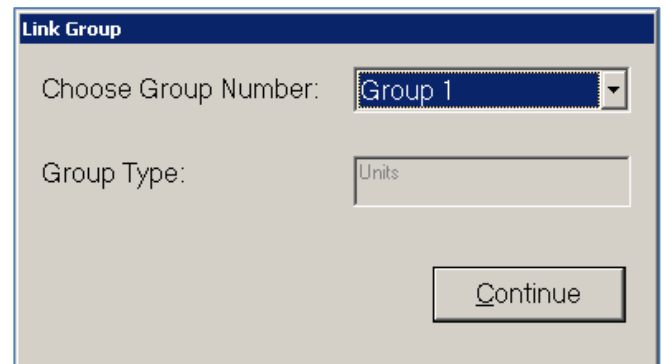
- Under **Set Attachment By:** verify that the **Link by Department** option is selected from the dropdown menu and then click the  button



The **Set Attachment** dialog box shows the following fields:

- Promotion ID: 42
- Description: Promo with Coupon
- Table with columns: Group, Item ID, Type, Description
- Set Attachment By: Link by Department (selected)
- Group: (empty dropdown)
- Count: Ptu: 0, Department: 0, Mix & Match: 0, Manufacture: 0, Price Group: 0, Segments: 0
- Buttons: Delete, Close

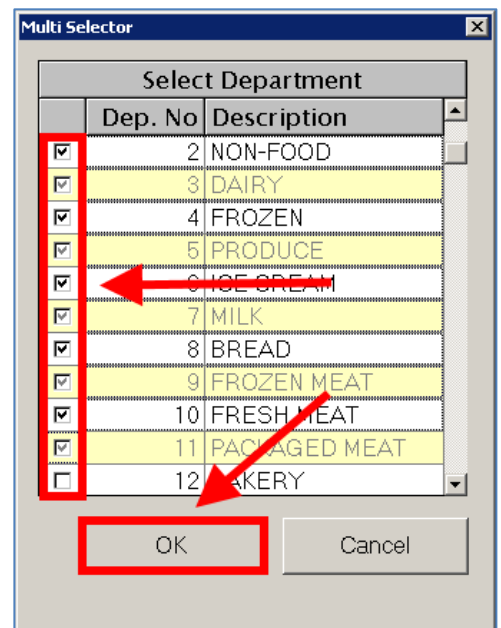
- Select **Group 1** and then click **Continue**



The **Link Group** dialog box shows the following fields:

- Choose Group Number: Group 1
- Group Type: Units
- Continue button


- Select all departments that must have sales to qualify for this promotion and then click **OK**

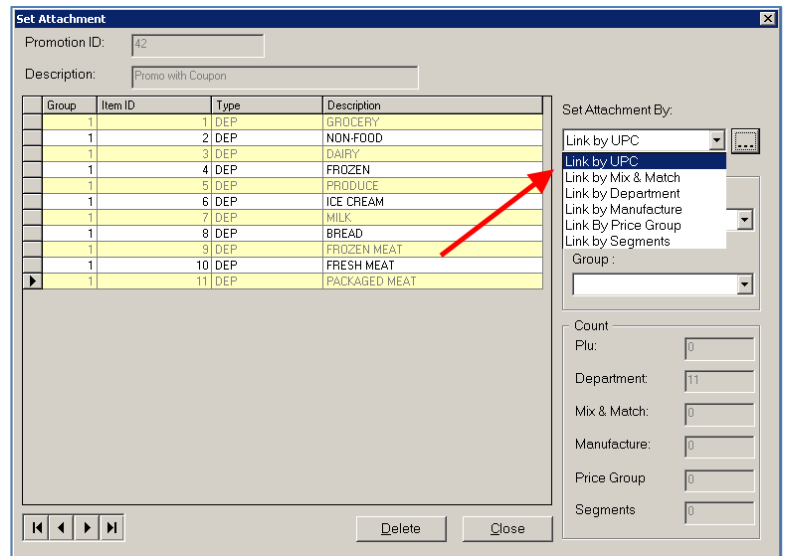


The **Multi Selector** dialog box shows the following table:

Select Department		
	Dep. No	Description
<input checked="" type="checkbox"/>	2	NON-FOOD
<input checked="" type="checkbox"/>	3	DAIRY
<input checked="" type="checkbox"/>	4	FROZEN
<input checked="" type="checkbox"/>	5	PRODUCE
<input checked="" type="checkbox"/>	6	ICE CREAM
<input checked="" type="checkbox"/>	7	MILK
<input checked="" type="checkbox"/>	8	BREAD
<input checked="" type="checkbox"/>	9	FROZEN MEAT
<input checked="" type="checkbox"/>	10	FRESH MEAT
<input checked="" type="checkbox"/>	11	PACKAGED MEAT
<input type="checkbox"/>	12	BAKERY

Buttons: OK, Cancel

- Under **Set Attachment By:** select the **Link by UPC** option from the dropdown menu and then click the  button



**Set Attachment**

Promotion ID: 42

Description: Promo with Coupon

Group	Item ID	Type	Description
1	1	DEP	GROCERY
1	2	DEP	NON-FOOD
1	3	DEP	DAIRY
1	4	DEP	FROZEN
1	5	DEP	PRODUCE
1	6	DEP	ICE CREAM
1	7	DEP	MILK
1	8	DEP	BREAD
1	9	DEP	FROZEN MEAT
1	10	DEP	FRESH MEAT
1	11	DEP	PACKAGED MEAT

Set Attachment By: **Link by UPC** (selected)

Group:

Count:

Plu:

Department:

Mix & Match:

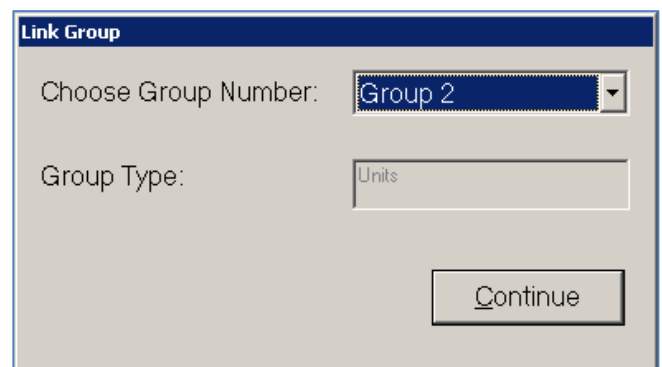
Manufacture:

Price Group:

Segments:

Buttons: Delete, Close

- Select **Group 2** and then click **Continue**



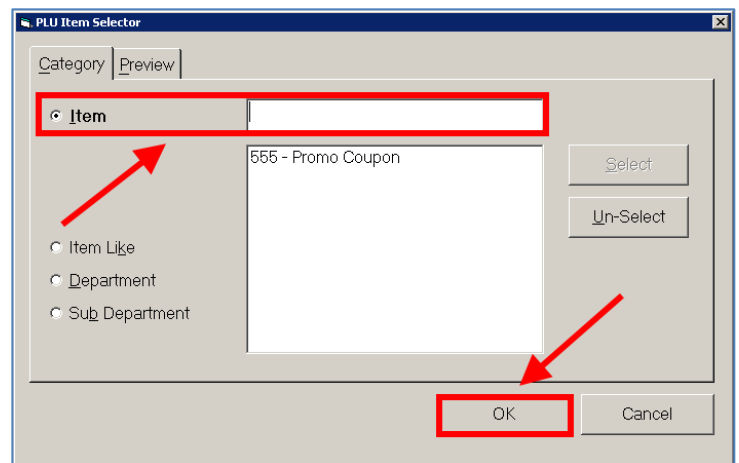
**Link Group**

Choose Group Number: **Group 2** (selected)

Group Type:

Continue

- Type the PLU number of the promo coupon that was created previously then press Enter on your keyboard
- Click **OK**



**PLU Item Selector**

Category | Preview

**Item** (selected)

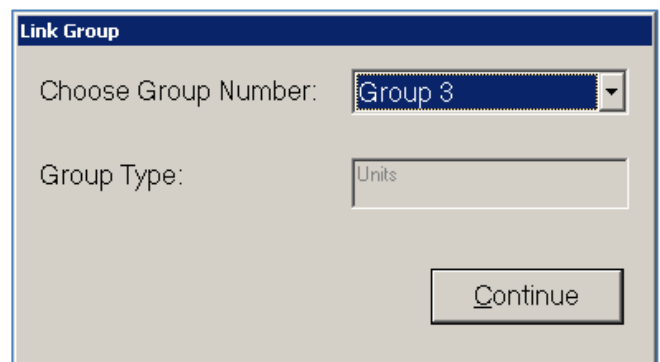
555 - Promo Coupon

Item Like ☐ Department ☐ Sub Department ☐

Select Un-Select

OK (highlighted) Cancel

- Select **Group 3** and then click **Continue**



**Link Group**

Choose Group Number: **Group 3** (selected)

Group Type:

Continue

- Type the PLU number of the promo coupon that was created previously then press Enter on your keyboard
- Click **OK**

PLU Item Selector

Category | Preview

☒ Item

5193310000 - French Cut Green Beans

Select  
Un-Select

☐ Item Like  
☐ Department  
☐ Sub Department

OK Cancel

- You should now have a list of all departments and PLU's attached to this promotion
- Click **Close**

Set Attachment

Promotion ID: 57

Description: Free Item or Coupon

Group	Item ID	Type	Description
1	1	DEP	GROCERY
1	2	DEP	NON FOOD
1	3	DEP	DAIRY
1	4	DEP	FROZEN
1	5	DEP	PRODUCE
1	6	DEP	ICE CREAM
1	7	DEP	WINE
1	8	DEP	BREAD
1	9	DEP	FROZEN MEAT
1	10	DEP	FRESH MEAT
1	11	DEP	PREPARED MEAT
1	12	DEP	BAKERY
1	13	DEP	SEA
2	005	PLU	PINK CANNON
3	0193310000	PLU	French Cut Green Beans

Set Attachment By:  
Link by UPC

Filters  
Link Type: All Links

Group:

Count  
PLU: 0  
Department: 13  
Mix & Match: 0  
Manufacture: 0  
Price Group: 0  
Segments: 0

Delete Close

## Promotion Settings

- Click the **Setting** tab
- Change the following settings
  - **Mark Down Department:** leave blank
  - **Reward type:** Cash
  - **Reward:** Set to the amount to be discounted
  - **Give reward on:** Highest Price
- If the number of free/discounted items a customer can receive per transaction is limited, enter that number in the **Limit Quantity** field

Group Promotion

Promotion ID: 57

Description: Free Item or Coupon

General | **Setting** | Groups Settings | Checkout Banks | Member Card Settings | Loyalty Server

Mark Down Department:

Reward Type: Cash

Reward: 50 Give reward on: Highest Price

☐ Reward Entered by cashiers

Limit Quantity: 5

Minimum Purchase: 0.00

Minimum Item Value: 0.00

Minimum Item Weight: 0.00

Maximum Item Weight: 0.00

OK Cancel Apply

## Groups Settings

- Click the **Group Settings** tab
- Change the following settings:
  - o **Group 1 Group Type:** By Value
  - o **Group 1 Threshold:** Set this to the dollar value required to qualify for the discount
  - o **Group 2 Group Type:** Units
  - o **Group 2 Threshold:** 1
  - o **Group 3 Group Type:** Units
  - o **Group 3 Threshold:** 1
- Click **OK**

The screenshot shows the 'Group Promotion' dialog box with the 'Groups Settings' tab selected. A red box highlights the table of group settings, and a red arrow points to the 'Groups Settings' tab.

Group	Group Type	Threshold	Apply Reward calculation	Fixed group for promotion
Group 1:	By Value	20.00	1 <input type="checkbox"/>	1 <input type="checkbox"/>
Group 2:	Units	1	2 <input type="checkbox"/>	2 <input type="checkbox"/>
Group 3:	Units	0	3 <input type="checkbox"/>	3 <input type="checkbox"/>
Group 4:	Units	0	4 <input type="checkbox"/>	4 <input type="checkbox"/>
Group 5:	Units	0	5 <input type="checkbox"/>	5 <input type="checkbox"/>
Group 6:	Units	0	6 <input type="checkbox"/>	6 <input type="checkbox"/>
Group 7:	Units	0	7 <input type="checkbox"/>	7 <input type="checkbox"/>
Group 8:	Units	0	8 <input type="checkbox"/>	8 <input type="checkbox"/>
Group 9:	Units	0	9 <input type="checkbox"/>	9 <input type="checkbox"/>
Group 10:	Units	0	10 <input type="checkbox"/>	10 <input type="checkbox"/>

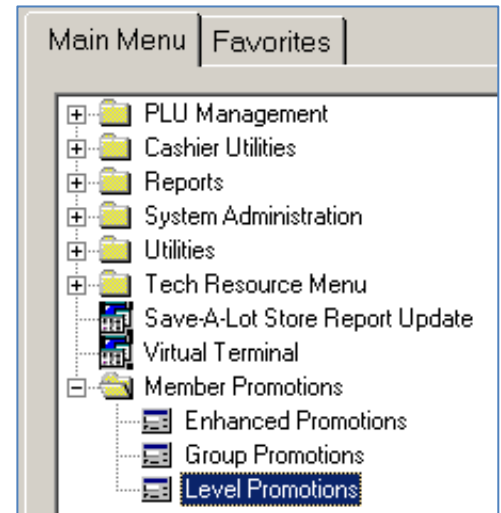
At the bottom of the dialog box are buttons for 'OK', 'Cancel', and 'Apply'.





# Level Promotions

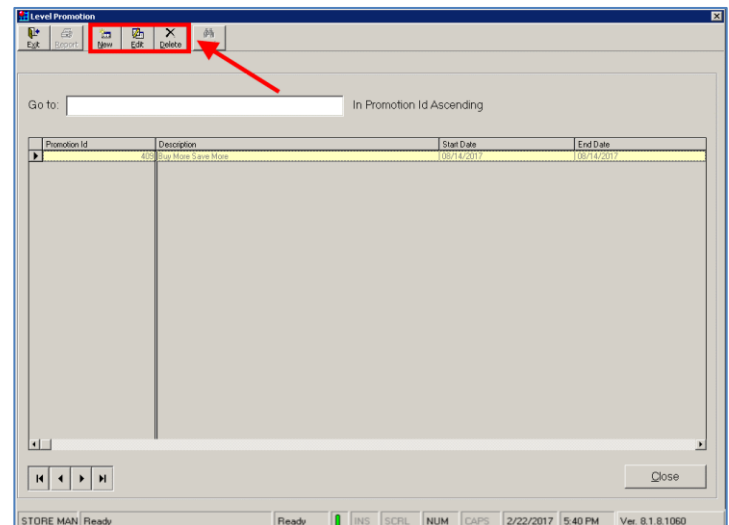
Level Promotions encourage customers to purchase greater quantities to earn bigger rewards. Use the five different levels to define progressively larger rewards.

## Accessing the Group Promotions menu



- From the ICL Main Menu select **Member Promotions** → **Level Promotions**

- After opening the Level Promotion menu, a list of currently configured promotions is displayed
- To create a new promotion, click the **New** button
- To edit a promotion:
  - o Click the promotion line you wish to edit and make sure the  appears to the left of that line
  - o Click the **Edit** button
- To delete a promotion:
  - o Click the promotion line you wish to edit and make sure the  appears to the left of that line
  - o Click the **Delete** button



## Creating a New Promotion

- Click the **New** button to create a new promo

The screenshot shows the 'Level Promotion' window. At the top, there is a toolbar with buttons: 'Exit', 'Report', 'New', 'Delete', and 'Find'. The 'New' button is highlighted with a red box and a red arrow pointing to it. Below the toolbar, there is a 'Go to:' field and a dropdown menu set to 'In Promotion Id Ascending'. A table lists existing promotions with columns: Promotion Id, Description, Start Date, and End Date. The table contains one entry: 4059 Buy More Save More, 08/14/2017, 08/14/2017. At the bottom right is a 'Close' button.

## Configure Promotion Dates and Times

- Enter a **Promotion ID** number and **Description**

The screenshot shows the 'Level Promotion' window with the 'General' tab selected. The 'Promotion ID' field contains '94' and the 'Description' field contains 'Example Promotion'. These fields are highlighted with a red box and a red arrow. Below these fields are tabs: 'General', 'Setting', 'Level Settings', 'Checkout Banks', 'Member Card Settings', and 'Loyalty Server'. The 'General' tab is active, showing 'Start date' (08/14/2017, 00:00) and 'End date' (08/14/2017, 23:59). There is a 'Set Attachment' button. Below the dates is a 'Day Settings' section with a table for days of the week (Monday through Sunday) and their corresponding 'From' and 'To' times, all set to 00:00 and 23:59. There are 'All On' and 'All Off' buttons. To the right of the day settings are fields for 'Credit Program', 'Linked Promotion', 'Coupon Type' (set to 'Not Required'), 'Coupon Required' (set to '0'), 'Delayed Promotion' (unchecked), 'Non Netted Discount' (unchecked), and 'Promotion Identifier'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.


GENERAL TAB	
<b>Start Date</b>	Date and Time that the promotion should take effect
<b>End Date</b>	Date and Time that the promotion should end
<b>Day Settings</b>	Used to set the days of the week and beginning and ending hours of each selected day that the promo will be available
<b>Credit Program</b>	Not Used
<b>Linked Promotion</b>	Not Used
<b>Coupon Type</b>	Not Used
<b>Coupon Required</b>	Not Used
<b>Delayed Promotion</b>	Checking this option will delay the promo discount from being applied to the transaction until after the Total key has been pressed <u>Delayed Promotion should be checked for all promotions.</u>
<b>Non Netted Discount</b>	Not Used
<b>Promotion Identifier</b>	Not Used

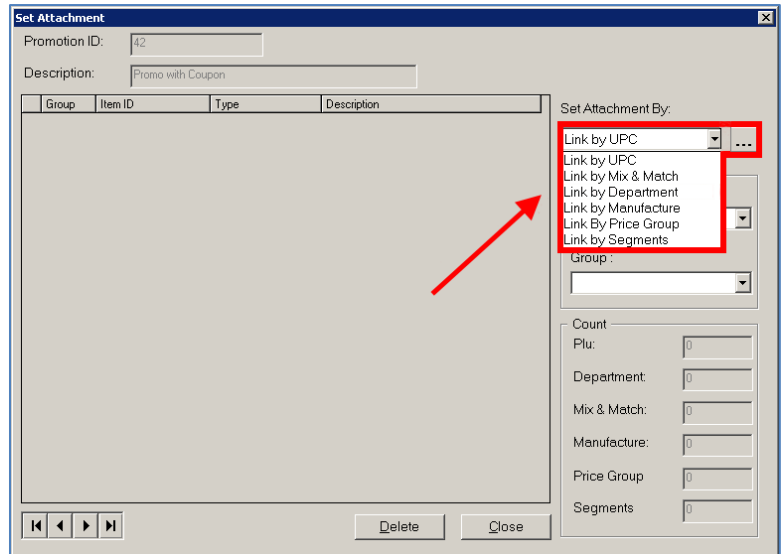
- Click **Apply** and then click the **Set Attachment** button

## Attach Items to the Promotion

- Click the drop menu under the **Set Attachment By:** heading to select an attachment type

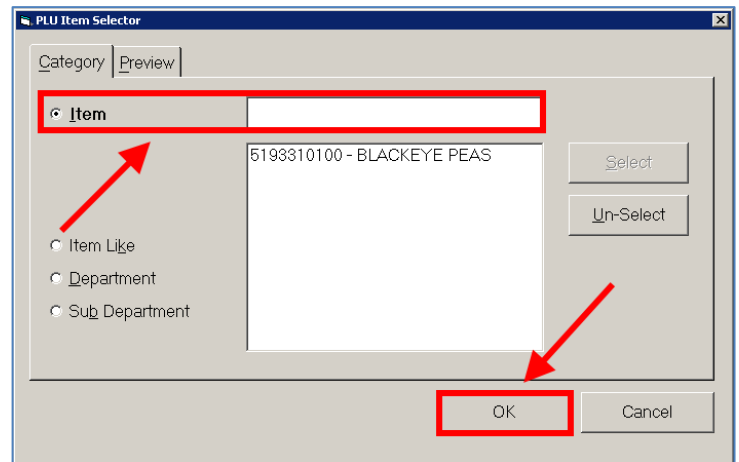
<b>Link by UPC</b>	Allows specific PLU's or UPC's to be attached to the promotion
<b>Link by Mix &amp; Match</b>	Not Used
<b>Link by Department</b>	Attaches all items in a selected department to be attached to the promotion
<b>Link by Manufacture</b>	Not Used
<b>Link by Price Group</b>	Not Used
<b>Link by Segments</b>	Not Used

- Click the  button



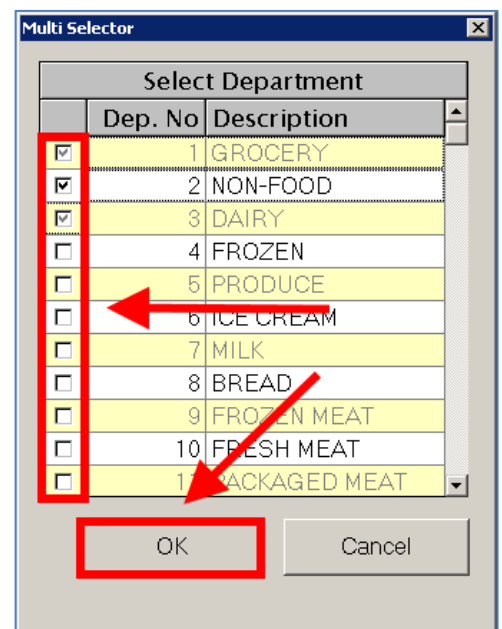
## Link by UPC

- Select the **Item** radio button
- Type the PLU or UPC of the item to be attached to the promo and press **Enter**
- Click **OK**



## Link by Department

- Select the departments to be attached to this promotion and click **OK**



- All PLUs/UPCs and departments that have been attached to this promotion will now be displayed
- Click **Close** to return to the Enhanced Promotion menu

Promotion ID: 51

Description: Example Promotion

Item ID	Type	Description
1	DEP	BUCKEY
2	DEP	NON FOOD
519310103	PLU	BLACK EYE PEAS

Set Attachment By: Link by UPC

Filters: Link Type: All Links

Count: PLU: 0, Department: 0, Mix & Match: 0, Manufacture: 0, Price Group: 0, Segments: 0

Buttons: Delete, Close

## Promotion Settings

- Click the **Settings** tab
- Configure the settings on this tab using the table on the next page

Promotion ID: 542

Description: Example Promotion

Tabs: General, **Settings**, Groups Settings, Checkout Banks, Member Card Settings, Loyalty Server

Mark Down Department: [dropdown]

Reward Type: Cash

Reward: 0.00 Give reward on: Highest Price

☐ Reward Entered By cashiers

Limit Quantity: 0

Minimum Purchase: 0.00

Minimum Item Value: 0.00

Minimum Item Weight: 0.000

Maximum Item Weight: 0.000

Buttons: OK, Cancel, Apply

SETTING TAB		
<b>Mark Down Department</b>	If desired, a department can be charged all reward amounts for this promotion	
<b>Group Type</b>	Select the trigger type that determines whether threshold amounts have been met for reward purposes. The choices are:	
	Units	The purchase of unit quantities
	Weighted Decimal	The purchase of weight amount or decimal quantity ("liters" for example).
	By Value	The purchase of a specified dollar amount
	Credits	<i>Not Used</i>
	Order Value	The total amount of the transaction
<b>Reward Type</b>	Select the type of promotion reward to award the customer:	
	Cash	Cash off total (not per item)
	Percentage Off	Percent off item
	New Price	New price for item
	Amount Off Per item	Amount off per each item
	Amount Off Per Pound	Amount off per each pound
	New Price per pound	New price per pound
	Credits	Credits/Points awarded per item
	Target Message	<i>Not Used</i>
	Free Item	Issue a free item
	Percent Off Order	A percentage off the transaction total
	Amount Off Order	An amount off the transaction total
	Credits Per Order	<i>Not Used</i>
<b>Give reward on</b>	If variable amount items are attached to this promotion, will determine which item (highest or lowest priced) will be discounted	
<b>Reward Entered By cashiers</b>	<i>Not Used</i>	
<b>Limit Quantity</b>	Number of times that this promotion can be awarded within a single ticket	
<b>Minimum Purchase</b>	Minimum-qualifying transaction purchase amount to allow the reward	
<b>Minimum Item Value</b>	Minimum value (of attached items) that must be purchased to receive the reward	
<b>Minimum Item Weight</b>	Minimum weight (of attached items) that must be purchased to receive the reward	
<b>Maximum Item Weight</b>	Maximum weight (of attached items) that must be purchased to receive the reward	

## Level Settings

- Click the **Level Settings** tab
- Configure the settings on this tab using the table below

The screenshot shows the 'Level Promotion' dialog box with the 'Level Settings' tab selected. The tab is highlighted with a red box, and a red arrow points to it from the top. The dialog contains a table for configuring 5 levels of a promotion. Each level has input fields for Quantity, Value, and Reward. The 'Level Settings' tab is the third tab in the sequence, following 'General' and 'Setting'.

	Quantity	Value	Reward
Level 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level 5	<input type="text"/>	<input type="text"/>	<input type="text"/>

GROUPS SETTINGS	
<b>Level 1-5</b>	Up to 5 levels of
<b>Group Type</b>	Type of measurement applied to each group. Group types are: <ul style="list-style-type: none"> <li>• Units</li> <li>• Weighted/Decimal</li> <li>• By Value</li> <li>• Credits – NOT USED</li> <li>• Order Value</li> </ul>
<b>Threshold</b>	Minimum quantity (weight/decimal amount, item value, credits or order value) the customer must purchase to qualify for the reward.
<b>Apply Reward Calculation</b>	Select this checkbox if you want the reward to apply to an item out of this specific group
<b>Fixed group for promotion</b>	Not Used

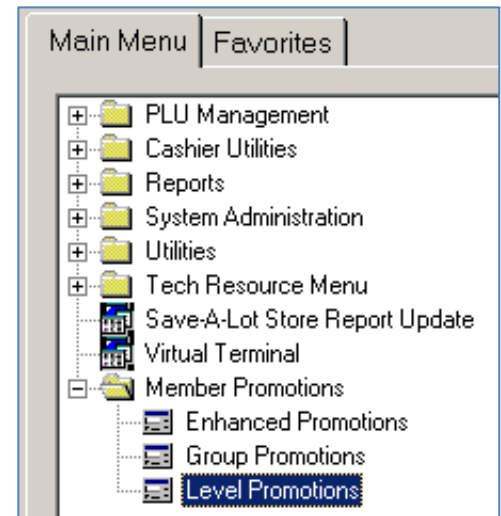
- Click **OK** complete the promotion setup

# Multi-Tier Discount Promotion

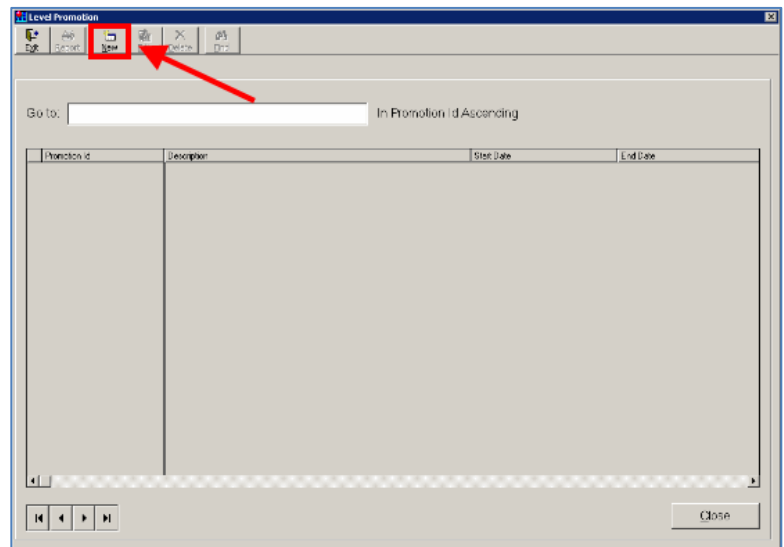
Multi-Tier Discount Promos can be used as a “Buy More, Save More” type of promotion, where the discount amount increases with the amount of money the customer spends

## Configure the Promotion

- From the ICL Main Menu select **Member Promotions → Level Promotions**




- Click **New** in the toolbar to add a new promotion



- Enter a **Promotion ID** number and **Description**

- Enter the **Start Date** and **End Date** of the promotion
  - o **Start** and **End** dates will always default to the current date
  - o Leave the **Start** and **End** times to the right of the date fields at the default settings
- Verify that all applicable days of the week are checked under the **Day Settings** section
- Check the **Delayed Promotion** option

## Attach items

- Click the **Set Attachment** button
- Under **Set Attachment By:** verify that the **Link by UPC** option is selected from the dropdown menu and then click the  button



- Select **Group 1** from the dropdown menu and click **Continue**

**Link Group**

Choose Group Number: Group 1

Group Type: Units

Continue

- Select all departments that must have sales to qualify for this promotion and then click **OK**

**Multi Selector**

Select Department

	Dep. No	Description
<input checked="" type="checkbox"/>	2	NON-FOOD
<input checked="" type="checkbox"/>	3	DAIRY
<input checked="" type="checkbox"/>	4	FROZEN
<input checked="" type="checkbox"/>	5	PRODUCE
<input checked="" type="checkbox"/>	6	ICE CREAM
<input checked="" type="checkbox"/>	7	MILK
<input checked="" type="checkbox"/>	8	BREAD
<input checked="" type="checkbox"/>	9	FROZEN MEAT
<input checked="" type="checkbox"/>	10	FRESH MEAT
<input checked="" type="checkbox"/>	11	PACKAGED MEAT
<input type="checkbox"/>		BAKERY

OK Cancel

- Click the **Close** button

**Set Attachment**

Promotion ID: 42

Description: Promo with Coupon

Group	Item ID	Type	Description
	1	1 DEP	GROCERY
	1	2 DEP	NON-FOOD
	1	3 DEP	DAIRY
	1	4 DEP	FROZEN
	1	5 DEP	PRODUCE
	1	6 DEP	ICE CREAM
	1	7 DEP	MILK
	1	8 DEP	BREAD
	1	9 DEP	FROZEN MEAT
	1	10 DEP	FRESH MEAT
	1	11 DEP	PACKAGED MEAT

Set Attachment By: Link by Department

Filters  
Link Type: All Links

Group:

Count  
Plu: 0  
Department: 11  
Mix & Match: 0  
Manufacture: 0  
Price Group: 0  
Segments: 0

Delete Close

## Promotion Settings

- Click the **Settings** tab
- Change the following settings
  - Mark Down department: leave blank
  - Group Type: By Value
  - Reward type: Amount off order
  - Limit Quantity: 1

Level Promotion

Promotion ID: 409

Description: Buy More Save More

General **Setting** Level Settings Checkout Banks Member Card Settings Loyalty Server

Mark Down Department:

Group Type: By Value

Reward Type: Amount off order

Give reward on: Highest Price

☐ Reward Entered By cashiers

Limit Quantity: 1

Minimum Purchase: 0.00

Minimum Item Value: 0.00

Minimum Item Weight: 0.000

Maximum Item Weight: 0.000

OK Cancel Apply

## Level Settings

- Click the **Level Settings** tab
- The **Amount** and **Reward** fields for **Levels 1-5** can be set to define multiple reward levels
  - The Amount field determines the upper range of that level
  - The Reward field sets the amount of discount given to the customer for sales in the specified range
- Click **Ok**

Level Promotion

Promotion ID: 409

Description: Buy More Save More

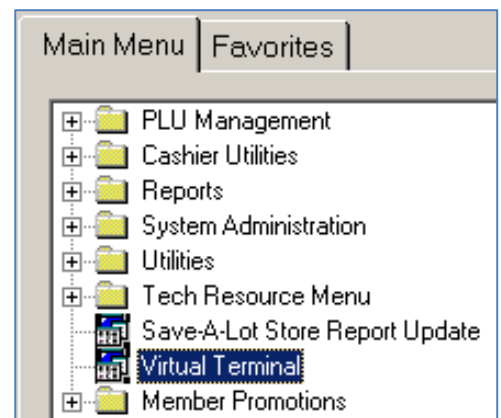
General Setting **Level Settings** Checkout Banks Member Card Settings Loyalty Server

	Amount	Value	Reward
Level 1	25.00	0.01	5.00
Level 2	50.00	0.01	10.00
Level 3	100.00	0.01	20.00
Level 4	500.00	0.01	5.00
Level 5	1000.00	0.01	5

OK Cancel Apply

# Virtual Terminal

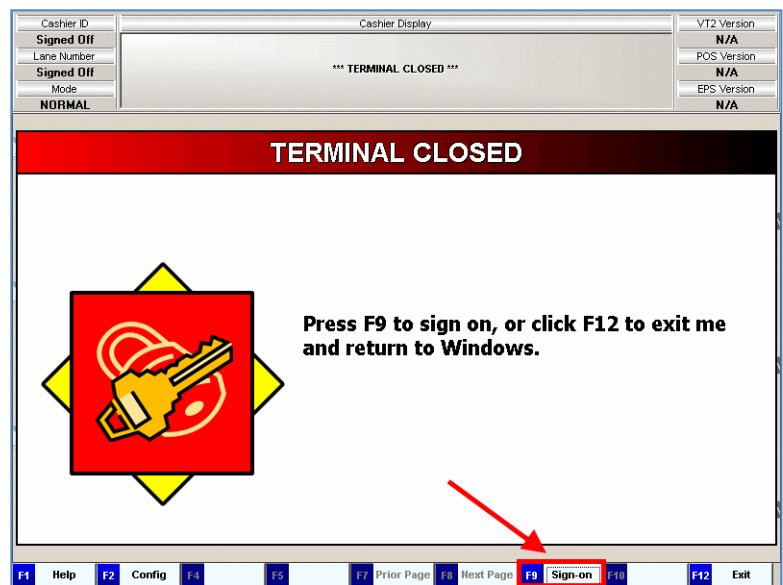
Allows the store to clear offline EBT and credit vouchers when the MicroTrax system has come back online after a payment system network outage



- From the ISS45 Main Menu double click **Virtual Terminal**

## EBT Manual Voucher Approval

- From the **Terminal Closed** screen, click the **SIGN ON** button or F9 on your keyboard




- Enter your **Cashier ID** number and select **lane Number 30**
- Click **OK** or F9 on your keyboard

Cashier ID <b>Signed Off</b>	Cashier Display <b>*** TERMINAL CLOSED ***</b>	VT2 Version <b>N/A</b>
Lane Number <b>Signed Off</b>		POS Version <b>N/A</b>
Mode <b>NORMAL</b>		EPS Version <b>N/A</b>

### Cashier Sign On

Please enter your Cashier ID and Lane Number below. When complete, press F9 to sign on, or press F10 to abort sign-on.



Cashier ID

Lane Number

F9 OK

- Select the **EBT Food Stamps** or **EBT Cash** button

Cashier ID <b>1</b>	Cashier Display <b>Select Tender</b>	VT2 Version <b>825.2.0.25</b>
Lane Number <b>30</b>		POS Version <b>825.2.0.34</b>
Mode <b>TRAINING</b>		EPS Version <b></b>

### Tender Type Selection

Please select the Tender Type from the choices below. You may browse additional pages by using the F8 and F7 navigation keys indicated on the keybar.



1  Credit Card

2  EBT - Food Stamps

3  EBT - Cash


F9 OK

- Select the **Force** or **Voucher** button

Cashier ID <b>1</b>	Cashier Display <b>Select Transaction</b>	VT2 Version <b>825.2.0.25</b>
Lane Number <b>30</b>		POS Version <b>825.2.0.34</b>
Mode <b>TRAINING</b>		EPS Version <b></b>

### Transaction Type Selection

Please select a transaction type from the list below. You may browse additional pages by using the F8 and F7 navigation keys indicated on the keybar.



1  Voucher

F9 OK

- Enter the customer's **EBT Card Number** and press **OK** or F9 on your keyboard

Virtual Terminal II

RemoteAnywhere - Remote Session

VT2 Version 825.2.0.25  
POS Version 825.2.0.34  
POS Version 825.2.0.34

Enter Card Num

MTX EPS

**ADDITIONAL DATA REQUIRED: Account Number**

Enter the Credit Card Number (PAN) in the box below. Press F9 when complete, or press F10 to cancel this transaction.

Personal Account Number (PAN)  
9999999990000702

MTX EPS

Help F2 F3 F4 F5 F6 F7 F8 F9 OK F10 Cancel F12

- Depending on state requirements you may be prompted to enter the **Expiration Date** from the customer's EBT card. Press **OK** or F9 on your keyboard

Virtual Terminal II

RemoteAnywhere - Remote Session

VT2 Version 825.2.0.25  
POS Version 825.2.0.34  
POS Version 825.2.0.34

Enter Exp Date

MTX EPS

**ADDITIONAL DATA REQUIRED: Expiration Date**

Enter the Expiration Date in the box below. Press F9 when complete, or press F10 to cancel this transaction. The Expiration Date must be entered in MMYY format

Expiration Date  
1210

MTX EPS

Help F2 F3 F4 F5 F6 F7 F8 F9 OK F10 Cancel F12

- Enter the **Purchase Amount** for the customer's transaction and press **OK** or F9 on your keyboard

Virtual Terminal II

RemoteAnywhere - Remote Session

VT2 Version 825.2.0.25  
POS Version 825.2.0.34  
POS Version 825.2.0.34

Enter Purchase Amount

MTX EPS

**ADDITIONAL DATA REQUIRED: Purchase Amount**

Enter purchase amount in the box below. Press F9 when complete, or press F10 to cancel this transaction. Purchase Amount is in cents; do not include a decimal point.

Purchase Amount  
1.00

MTX EPS

Help F2 F3 F4 F5 F6 F7 F8 F9 OK F10 Cancel F12

- 
- The screenshot shows the MTX EPOS system interface. At the top, there's a 'Virtuel Terminal ID' window with the following details:
- Page ID: 1
  - Lunch Card: 30
  - Mode: TRAINING
- The main area of the interface displays 'Order Delay' and 'Enter Audio Menu'. On the right side, there's a status bar showing:
- VTT Version: 629.2.0.20
  - VOS Version: 825.2.0.34
  - FPS Version: 625.2.0.34
- The bottom status bar includes the following buttons:
- F1 Help
  - F2
  - F4
  - F5
  - F6 Print Page
  - F8 Next Page
  - F9 OK
  - F10 Cancel
  - F12
- A red arrow points to the 'F9 OK' button.

- 

-



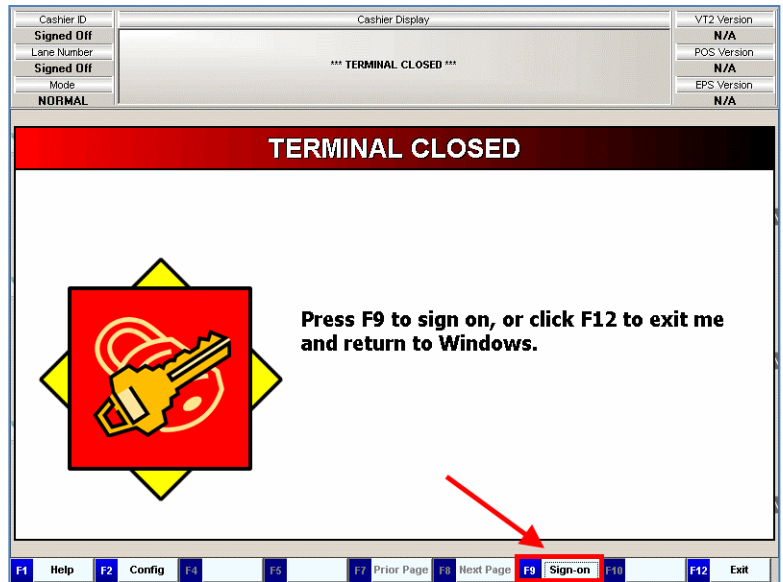
- 

- 
- The screenshot shows the VETnet Terminal II interface. At the top, there's a title bar with the file name 'Filemoby\Ahradharan - Remote Session'. Below it, a menu bar includes 'File', 'Edit', 'View', 'System', 'Help', and 'About'. The main window is divided into several sections. On the left, there's a 'Display ID' section with a dropdown menu showing '1', 'Last', 'Next', '00', 'Show', and 'TRAINING'. In the center, there's a 'Order Display' section with a 'Approved Out Sig' button. On the right, there's a 'VT2 Version' section with '929.2.0.25', 'VOS Version', '825.2.0.34', and 'FOS Version'. The main display area shows a green header with 'TRANSACTION APPROVED'. Below it, the text reads 'The transaction is approved. Press F9 to continue.' followed by 'Transaction: VT00006'. A yellow box with a red 'APPROVED!' stamp is on the left. A grey box with 'Approved Get Sig' is in the center. Below that, it shows 'Transaction Amount \$1.00'. At the bottom, there's a status bar with buttons for 'F1 Help', 'F2', 'F3', 'F4 OK', 'F5', 'F6 Print Page', 'F7 Next Page', 'F8', 'F9', 'F10', and 'F11'. A red arrow points to the 'F4 OK' button.

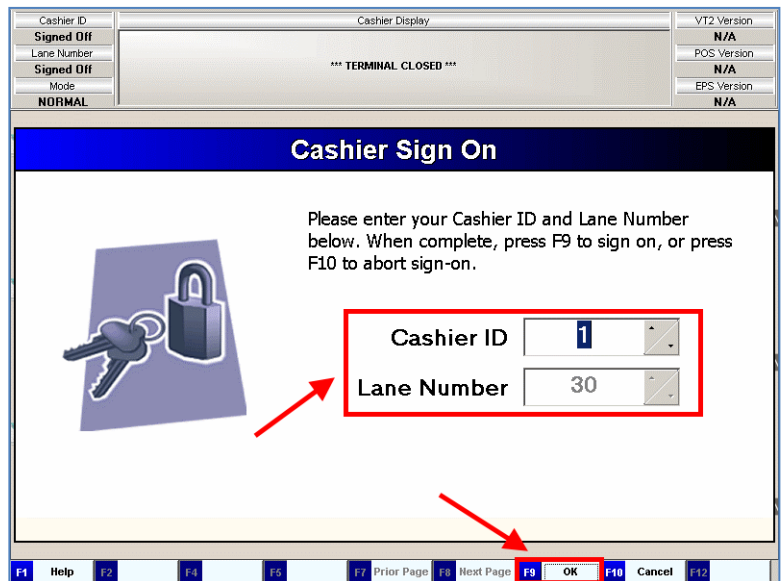
- 
- The screenshot shows the VETnet Terminal II interface. At the top, there's a title bar with 'Vetnet Terminal II' and a window title 'ItembodyAnywhere - Expense Sess...'. Below the title bar, there's a menu bar with 'Expense ID', '1', 'Last Modified', '30', 'Mode', and 'TRAINING'. The main window displays a 'TRANSACTION RECEIPT' screen. The receipt text reads: 'Press the F9 button to print, or to continue without printing, press the F10 button.' Below this, there's a window titled 'Invoice Customer' showing details for 'Saver-A-Lot #423' at '11077 St. Charles Bank Road, Bridgeton, MO 63043, 314-770-0493'. The receipt also shows 'Card #XXXXXXXXXXXX9999', 'APPROVED !!!', 'PrePurchase Amount \$ 1.00', and 'Training Receipt -- Not Valid Purchase'. At the bottom of the screen, there's a navigation bar with buttons: 'F1 Help', 'F2', 'F4', 'F5', 'F6 Print Page', 'F8 Next Page', 'F9 Print', 'F10 Done', and 'F12'. A red arrow points to the 'F9 Print' button.

# Credit Card Manual Voucher Approval

- From the **Terminal Closed** screen, click the **Sign On** button or press F9 on your keyboard



- Enter your **Cashier ID** number and select lane number **30**

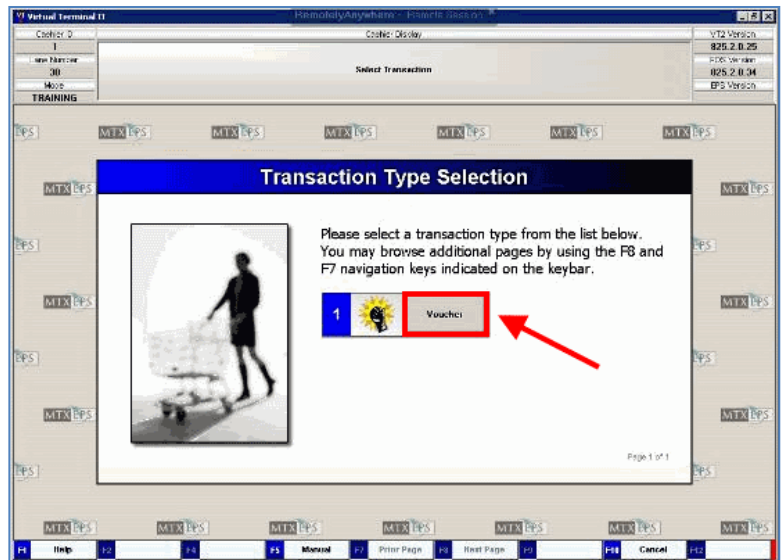


- Select the **Credit Card** button

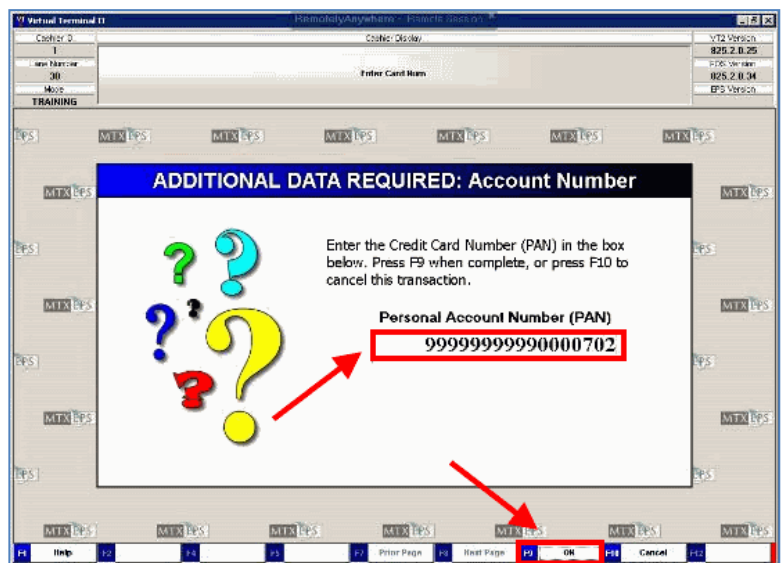




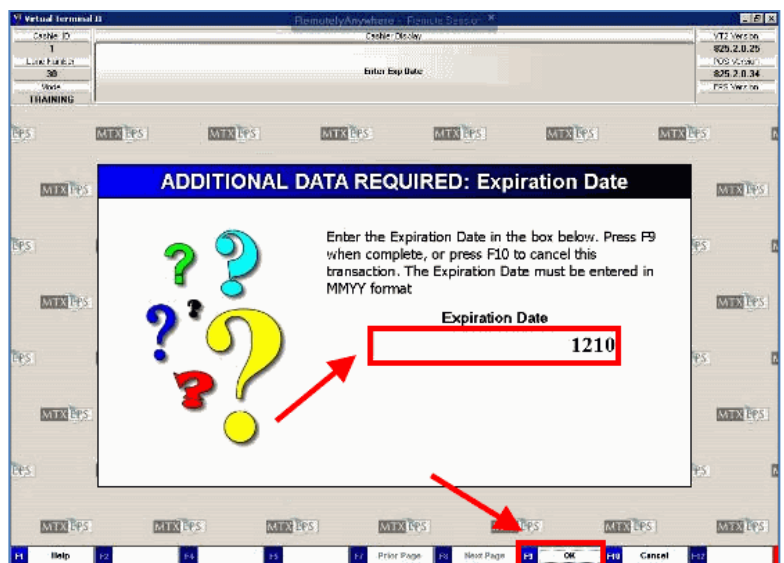
- Select the **Force** or **Voucher** button



- Enter the credit card number (**PAN**) and press **OK** or **F9**



- Enter the credit card **Expiration Date** and press **OK** or **F9**



- Enter the **Purchase Amount** and press **OK** or **F9**

Virtual Terminal II

RemotelyAnywhere - Remote Session

VT2 Version: 629.2.0.25  
POS Version: 825.2.0.34  
PSS Version:

Machine ID: 1  
Link Path: 30  
Store: TRAINING

Enter Purchase Amount

### ADDITIONAL DATA REQUIRED: Purchase Amount

Enter purchase amount in the box below. Press F9 when complete, or press F10 to cancel this transaction. Purchase Amount is in cents; do not include a decimal point.

Purchase Amount: 1.00

F1 Help F2 F3 F4 F5 F6 Print Page F7 Next Page F8 F9 OK F10 Cancel F11

- Enter the **Authorization Number** for the transaction and press **OK** or **F9**

Virtual Terminal II

RemotelyAnywhere - Remote Session

VT2 Version: 629.2.0.25  
POS Version: 825.2.0.34  
PSS Version:

Machine ID: 1  
Link Path: 30  
Store: TRAINING

Enter Auth Num

### ADDITIONAL DATA REQUIRED: Authorization Number

Enter the Authorization Number in the box below. Press F9 when complete, or press F10 to cancel this transaction.

AuthorizationNumber: 123456

F1 Help F2 F3 F4 F5 F6 Print Page F7 Next Page F8 F9 OK F10 Cancel F11

- Enter your **Manager ID** number and press **OK** or **F9**

Virtual Terminal II

RemotelyAnywhere - Remote Session

VT2 Version: 629.2.0.25  
POS Version: 825.2.0.34  
PSS Version:

Machine ID: 1  
Link Path: 30  
Store: TRAINING

Waitress: 4

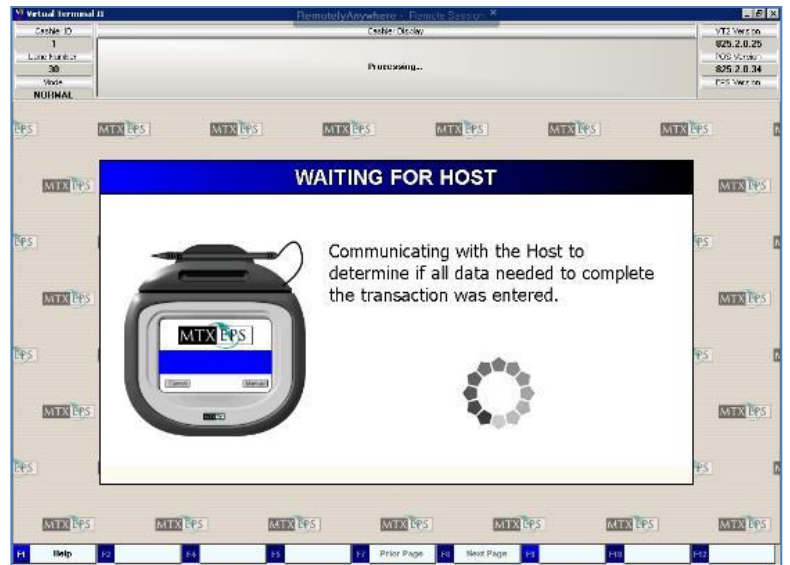
### ADDITIONAL DATA REQUIRED: Manager ID

Enter the Manager ID in the box below. Press F9 when complete, or press F10 to cancel this transaction. Manager ID may consist of manager ID and Manager Password together depending on your WinEPS settings.

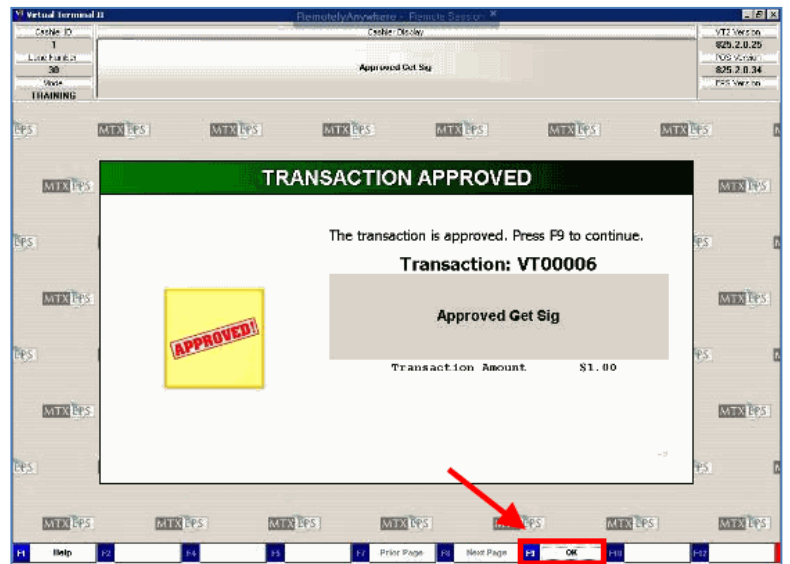
Manager ID: \*\*\*\*\*

F1 Help F2 F3 F4 F5 F6 Print Page F7 Next Page F8 F9 OK F10 Cancel F11

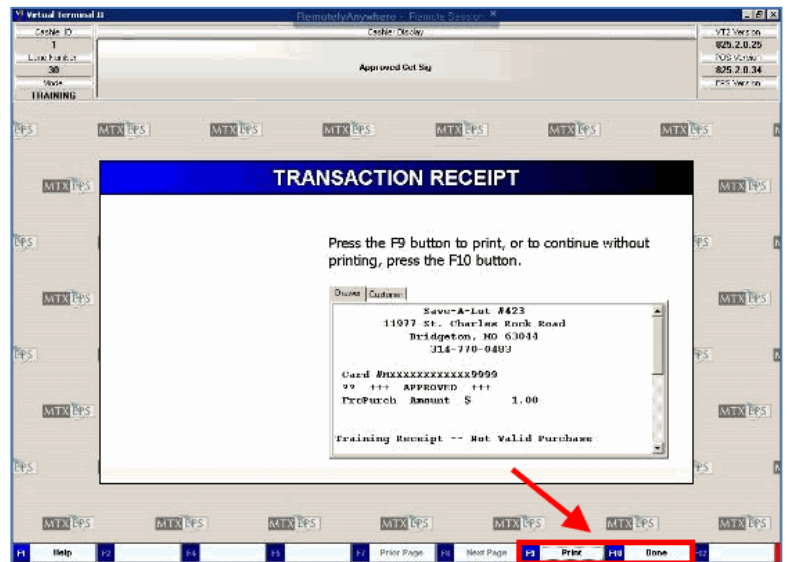
- The system will attempt to submit the transaction



- If the system is up you will receive a **Transaction Approval** number
  - o Press F9 to continue



- A receipt can be printed for the transaction by pressing **OK** or F9
  - o To skip printing press F10



# Change Log

Date Updated	Brief Description
10/08/2017	v1.0 <ul style="list-style-type: none"><li>• Initial publication</li></ul>
7k12/18/2017	v1.1 <ul style="list-style-type: none"><li>• Updated screenshots</li></ul>
4/15/2018	V1.2 <ul style="list-style-type: none"><li>• Corrected all* typos</li><li>• Complete overhaul of screenshots</li><li>• Edited for clarity, uniformity</li></ul> <p><i>*probably not all</i></p>