ADVANCED MANUAL

Software SW-1200

For PC scale

CS-1200

REF. : 49MCS12EN08
(178 - A)

MANUAL CONTENTS

1 MAINTENANCE

To access the program for set up in maintenance, you need to log in as **admin.**

1.1 DEFAULT BUTTONS

The maintenance menu offers a series of control buttons which are the same for all sections, and allow you to carry out the necessary operations:

1.1.1 Option keys

In the case of lists of objects, the following buttons are located on the upper part of the screen:

It displays the object selected from the list. The options are disabled and can only be viewed but not modified. Use the arrows on the lower part to display the different menus without quitting the display screen. When you reach the end of the list, at its beginning or end, the corresponding arrow will turn red, indicating that you have reached the end .

It adds a new object.

It modifies the object selected.

It deletes the object selected.

It finds an object. The objects can be filtered by the fields you wish for finding a specific object, or a group of objects that meet the same condition.

It refreshes the list of objects. This button is used when a filter was applied, and you wish to recover the full list.

It copies the object selected.

It displays the printing settings dialog box in order to print a list of objects.

Below are the other control buttons that display when carrying out operations as *admin* user:

The OK button saves the changes made.

The Cancel/Quit button closes the window without saving any data.

It gives access to the associated menu in order to know the existing options and, if necessary, to add or modify any one of them.

1.2 INGREDIENTS AND ALLERGENS

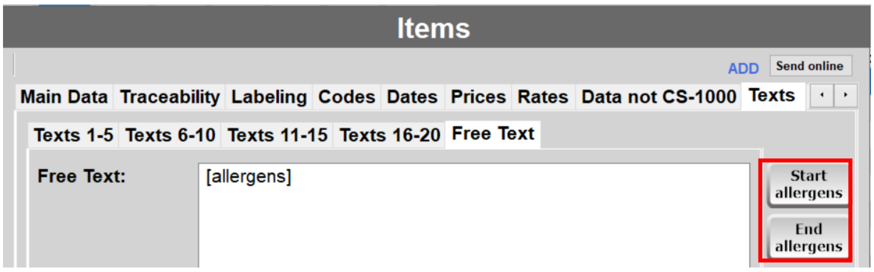
1.2.1 Highlight allergens

There are three different options for highlighting the allergens in the ingredients:

- Option 1: Highlighting allergens using [ ]
- Option 2: Highlighting allergens using a table
- Option 3: Highlighting allergens using other characters

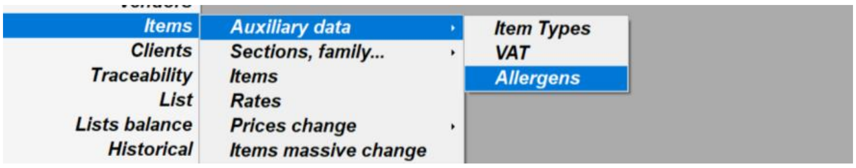
Option 1: Highlighting allergens using [ ]

The allergens in the article can be set up in the free text by putting them in square brackets. Use the buttons that display on the screen below or use the keypad to add the square brackets.

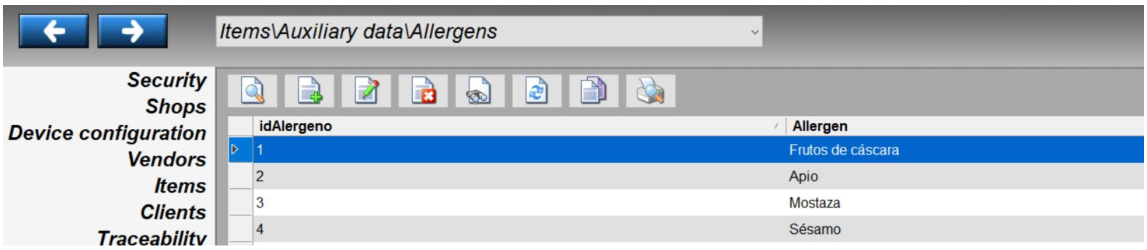


Option 2: Highlighting allergens using a table

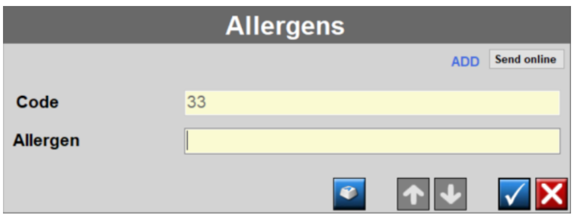
In this menu you can carry out the operations necessary for managing allergens by going to **Articles→Auxiliary Data→Allergens.**



When you go to this menu, you access the screen below where you can add the allergens. All the allergens included in this table and displayed in the free text of any of the articles will be highlighted in the font previously selected.



When an allergen is added, the following window displays with all the data to be entered for registering the Allergen.

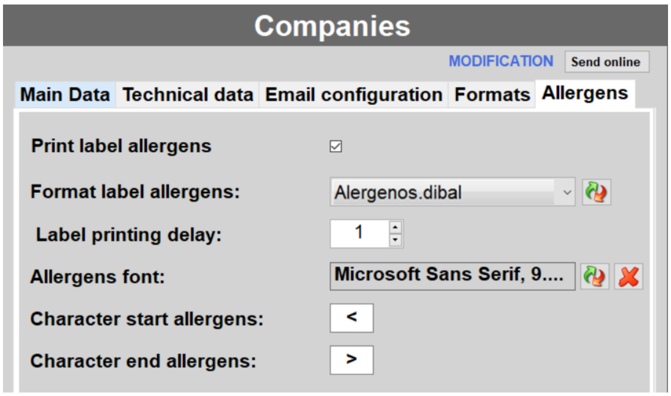


- **Code**: Allergen identification number, which increases automatically as there cannot be two allergens with the same code.
- **Allergen**: Name of allergen.

<u>Option 3: Highlighting allergens using other characters</u>
If the allergens in each article are marked with a character other than square brackets, this option can be used to highlight them.

Go to the Store menu for settings **in the store or in the company**.

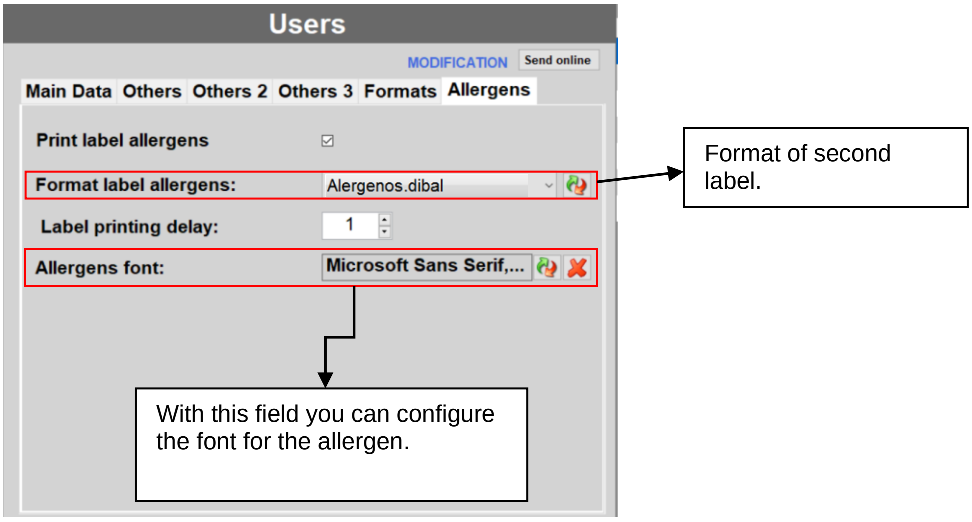
The screen below will display in the allergens tab and you can enter the characters to indicate the beginning and end of the highlighted text. The characters indicating the start and end must be different.



1.2.2 Print ingredients/allergens on the label

The ingredients and allergens can be printed on the first label or on the second label depending on the settings.

For the label to be printed with the main ingredients/allergens, a user, store or company can be set up. You are recommended to configure it in just one of the options.



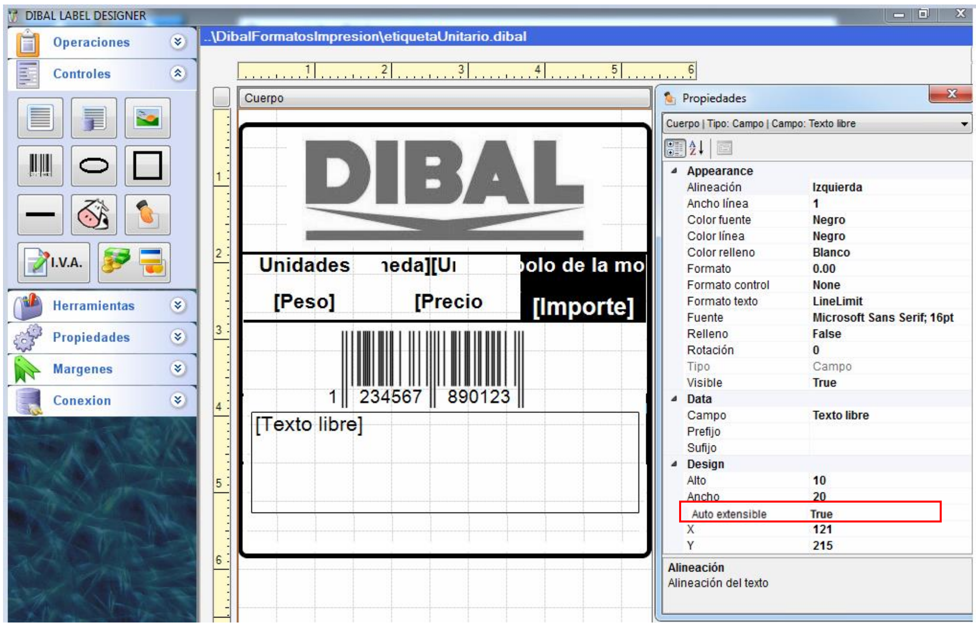
There are different options for printing the allergens on a label:

- Option 1 the ingredients/allergens fit on the first label, print them on it. Otherwise print them on the second.
- Option 2: always print the ingredients and allergens on the second label.

For both options, the unitary, weighed and allergen labels must be designed using the *Design Ticket* program.

<u>Option 1</u>: if possible, print the ingredients/allergens on the first label. Otherwise, on the second

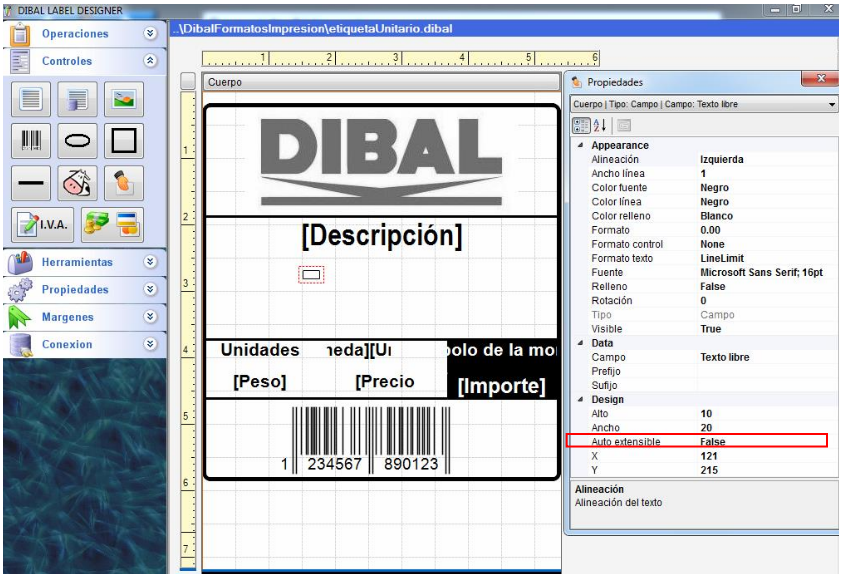
In order to print the ingredients and allergens on the first label, add the free text field, set the *Auto extensible* property to true.



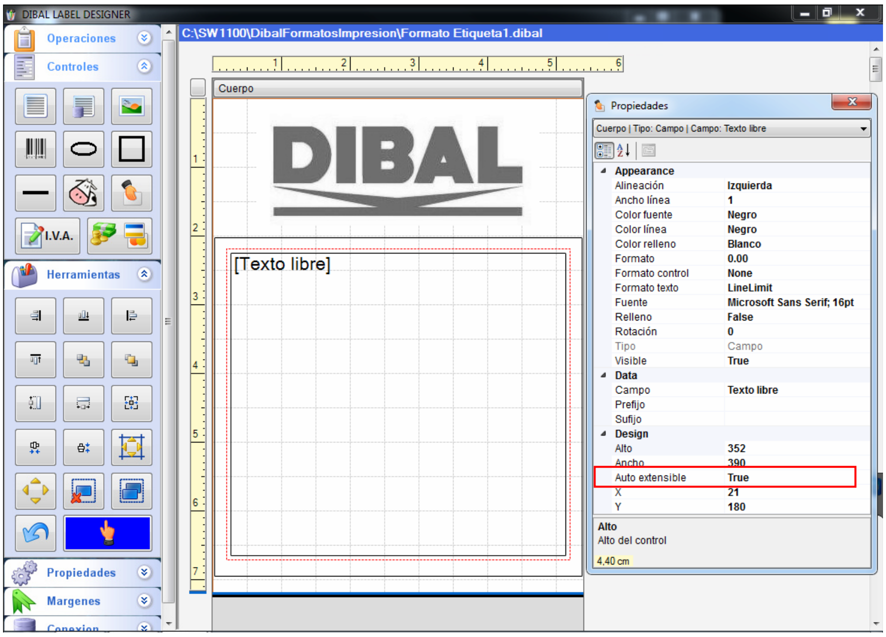
With this design, if the text fits on the label, a second label will not be printed. If it does not fit, it will be printed on the second label.

<u>Option 2:</u> Always print the ingredients and allergens on the second label

In order to always print the ingredients/allergens on the second label, you need to add the small free text field and set the auto extensible property to “false”. The text entered will then not fit on the first label and will always be printed on the second.



The free text field must be added to the second label. Once the free text has been included in the field properties, set the auto extensible property to “true”.

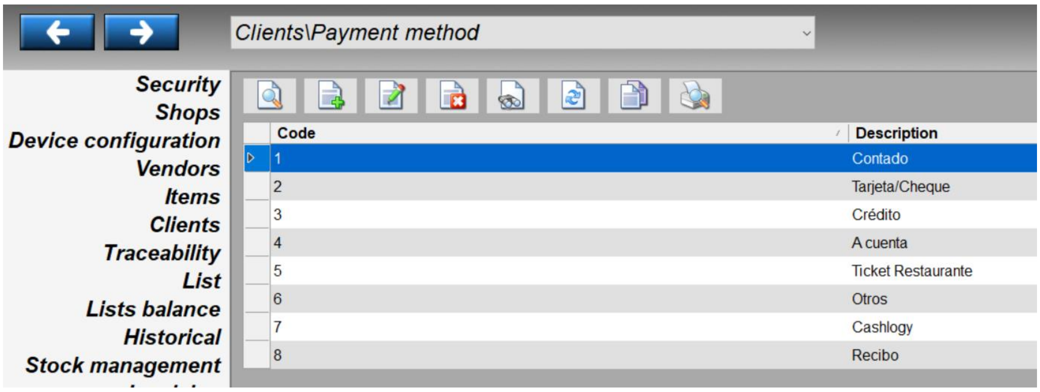

DIBAL LABEL DESIGNER
C:\SW1100\DibalFormatosImpresion\Formato Etiqueta1.dibal
Operaciones
Controles
I.V.A.
Herramientas
Propiedades
Margenes
Cuerpo
DIBAL
[Texto libre]
Propiedades
Cuerpo | Tipo: Campo | Campo: Texto libre
Appearance
Alineación Izquierda
Ancho línea 1
Color fuente Negro
Color línea Negro
Color relleno Blanco
Formato 0.00
Formato control None
Formato texto LineLimit
Fuente Microsoft Sans Serif; 16pt
Relleno False
Rotación 0
Tipo Campo
Visible True
Data
Campo Texto libre
Prefijo
Sufijo
Design
Alto 352
Ancho 390
Auto extensible True
X 21
Y 180
Alto
Alto del control
4,40 cm

1.3 Clients

1.3.1 Payment method

In this menu you can carry out the operations necessary for managing Payment forms by going to **Clients → Payment method.**

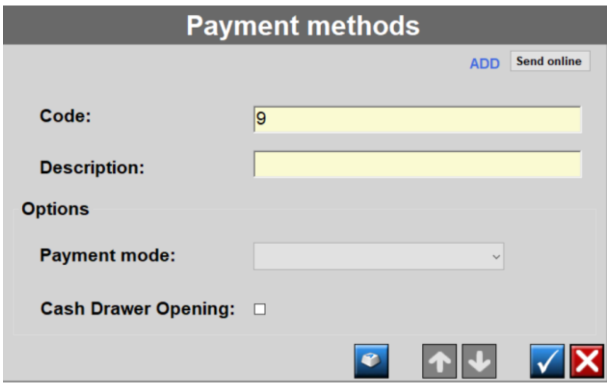
1.3.1.1 List of payment method



The list of payment forms is found in the middle of the screen together with their code and description.

1.3.1.2 Adding payment method

When adding a payment form, the following window displays with all the data to be entered to add a currency.

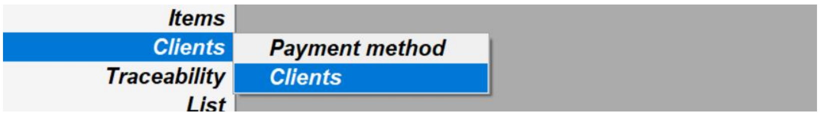


The data to be entered are as follows:

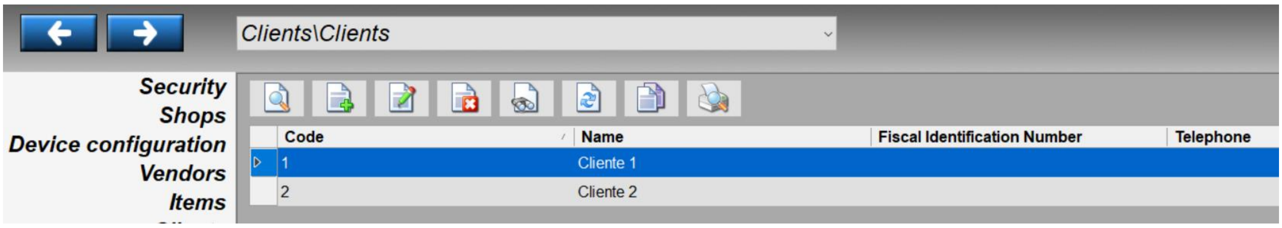
- Code: Identification number of payment form. The code increases automatically as there cannot be two payment forms with the same code.
- Description: Name of payment form.
- Payment mode: Method of payment of the new payment form (cash, non-cash, on account, restaurant voucher, Cashlogy and receipt).
- Cash drawer opening: to indicate if the new payment form is done with drawer opening or not.

1.3.2 Clients

In this menu you can carry out the operations necessary for managing customers by going to **Clients→Clients**.



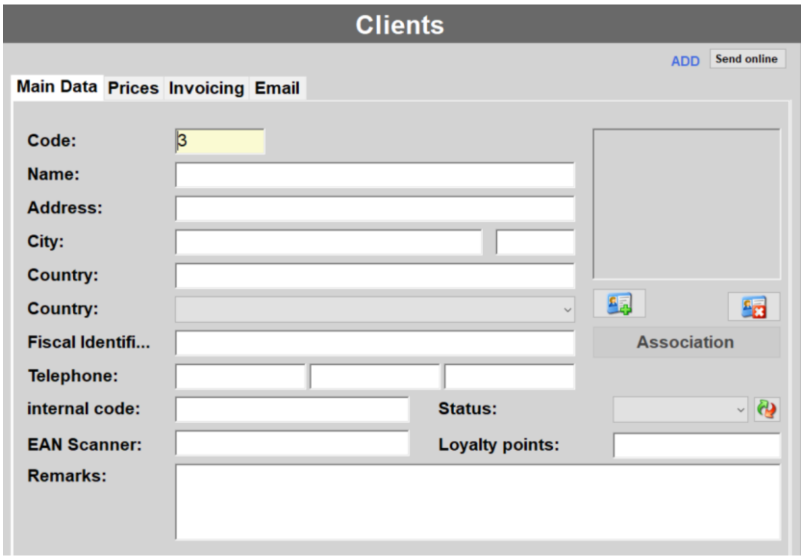
1.3.2.1 List of customers



The list of registered customers displays in the middle of the screen, along with their code, name, TIC and telephone no.

1.3.2.2 Adding customers

When adding a customer, the following window displays with all the data to be entered.

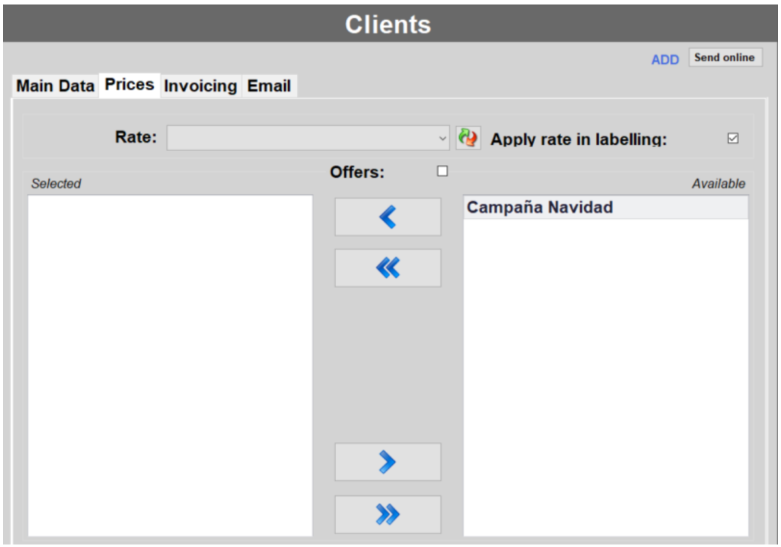


The following are the data to be entered:

- Code: Customer identification code.
- Name: Name of the customer to be registered.
- Address: Address of the customer to be registered.
- City: City of the customer to be registered.
- Country: Country of the customer to be registered.
- Country: Country of the customer to be registered.
- Fiscal Identification: Tax identification code of the customer to be added.
- Telephone: number of the customer to be registered.
- Internal code: Internal code of the customer to be added.
- EAN Scanner: In sale operating mode, if you read a barcode with the code programmed in the EAN Scanner field of the customer file, the customer you are working on will be changed to the latter.

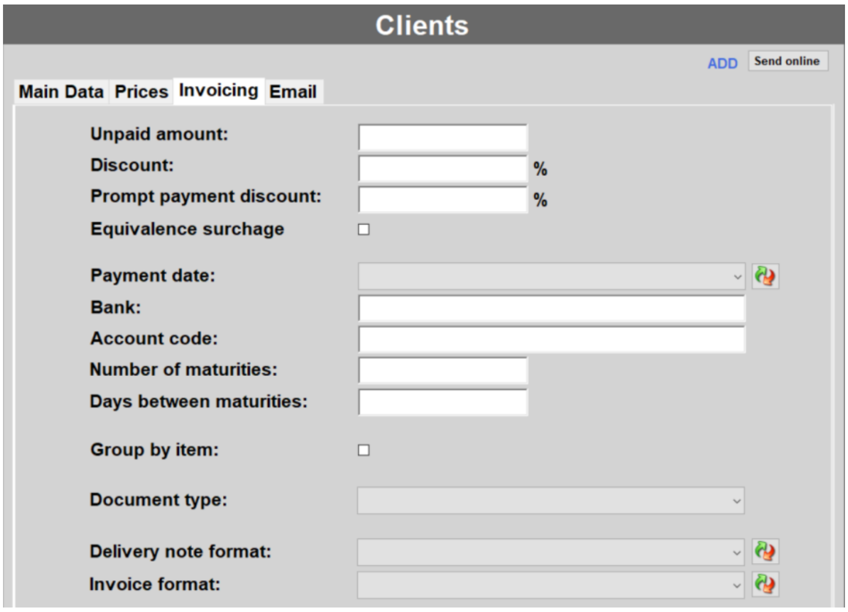
- Status: Status of the customer to be registered.
- Loyalty points: Loyalty points accumulated by the customer to be registered.
- Remarks: Additional notes on the customer to be registered.
- An image of the customer can be added or deleted in the dialog box on the upper right-hand corner.
- Association: in order to be able to sell with this customer from this scale, they must be associated here. By default, the customer is associated to all the company's stores and scales, but this can be customised by associating them to the desired store or scale. Press OK to save the association.

The "Prices" tab displays the following options:



- Rate: Tariff to be applied to the customer to be registered.
- Apply rate on labelling: It enables/disables the application of tariffs in label mode.
- Offers: It specifies if the customer is entitled to offers or not.

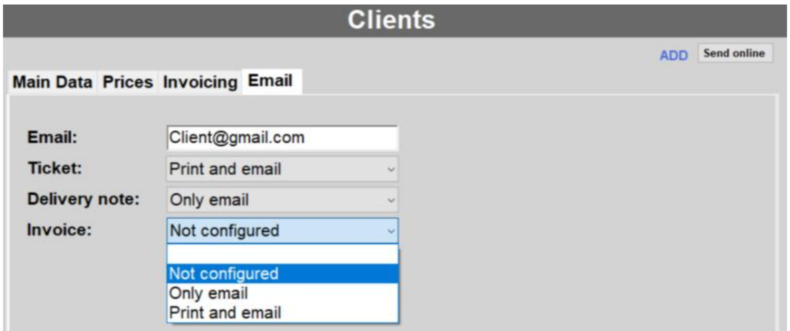
Under the "Invoicing" tab you can program the following:



The data to be entered are as follows:

- Unpaid amount: Pending account of the customer to be registered in the company. It is not updated with the scale screen.
- Discount: Discount to be applied to the customer to be registered.
- Prompt payment discount: Discount to be applied to the total of the bill with VAT and with discount on the total, for prompt payment.
- Equivalence surchage: It allows you to choose if the sales equalization tax is to be applied or not to the total of the bill with VAT and with discount on the total.
- Payment form: Form in which the customer to be registered will pay.
- Bank: Bank in which the customer holds their bank account.
- Account code: Customer’s account code.
- Number of maturities: Number of maturities for the bills.
- Days between maturities: Days between the maturities of the bills.
- Grouping by item: it determines if the different lines of sale of the same article are grouped or if they are shown on separate lines on the bill.
- Document type: it selects the type of document to be printed when you associate a sale to this customer.
  - Without delivery note, simple invoice.
  - Delivery note, simple invoice.
  - Delivery note and copy, simple invoice.
  - Delivery note
  - Delivery note and copy
- Delivery note format: It selects the printing format of the delivery notes for this customer.
- Invoice format: It selects the printing format of the invoices for this customer.

In the “Email” tab you can associate an email to which the receipts, invoices or delivery notes of the customer to be registered are sent:



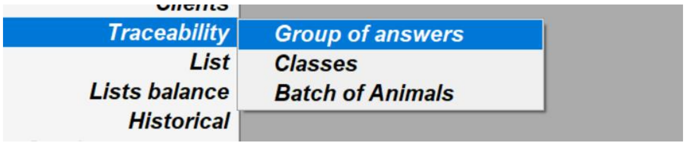
- **Email**: Customer email address. Once this field is completed, the following controls are enabled.

In the receipt, delivery note and invoice options, they can be set up so that the customer receives an email or not as well as being printed.

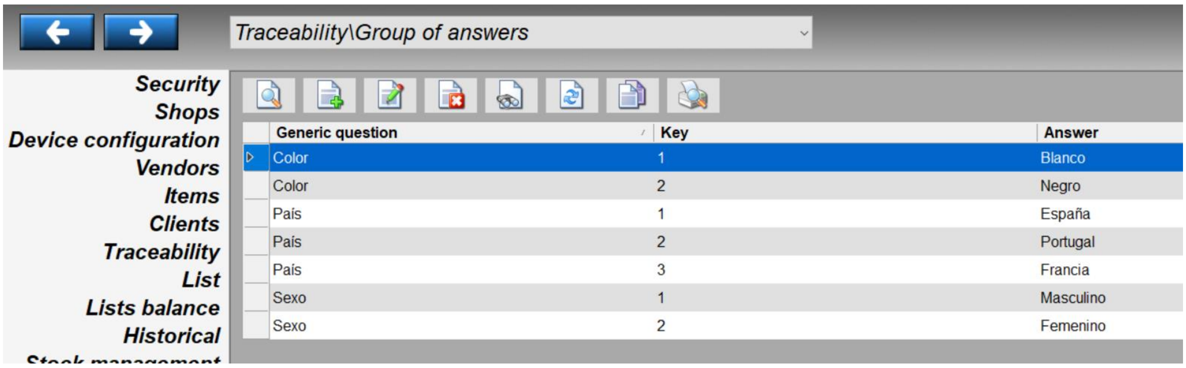
1.4 TRACEABILITY

1.4.1 Group of answers

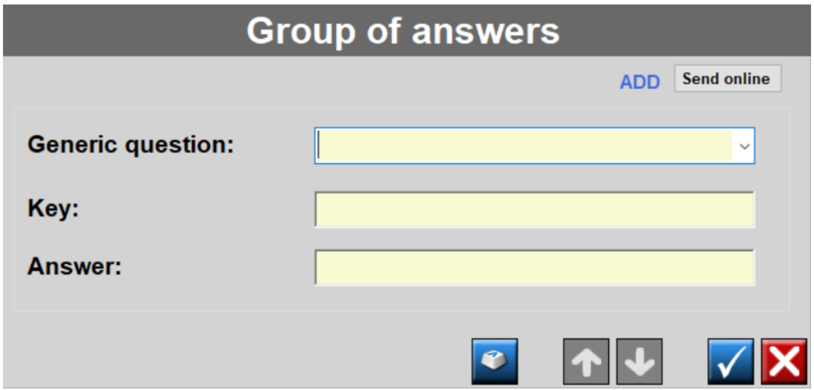
In this menu you can carry out the operations necessary for managing the answer groups by going to **Traceability → Group of answers**



Below is a list of the different general questions and the different answers included:



When adding a general question with its corresponding answer, the following window displays with all the data to be entered:



The data to be entered are as follows:

- Generic question: Name of the list of the additional data. You can write a new piece of data or choose an existing one.
- Key: Number of the value to be added to the list.
- Answer: Name of the value to be added to the list.

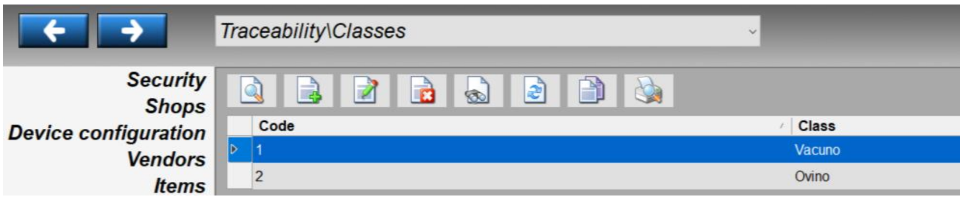
Example: General question: colour   General question: colour
Key: 1   Key: 2
Answer: black   Answer: white

1.4.2 Classes

In this menu you can carry out the operations necessary for managing classes by going to **Traceability → Classes.**

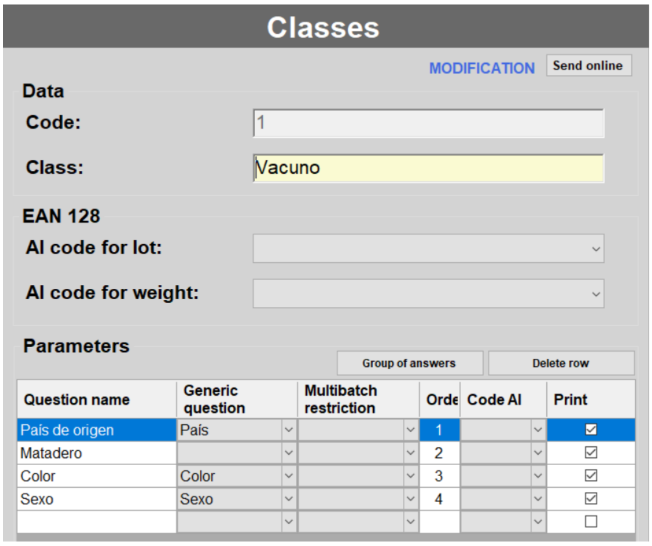
1.4.2.1 List of classes

The list of classes registered can be found in the middle of the screen, along with their code and class.



1.4.2.2 Add classes

When adding a class, the window below displays with all the data to be entered for registering a class.



The data to be entered in this window are as follows:

- Code: Class identification number. The code increases automatically as there cannot be two classes with the same code.
- Class: Name of the new class.
- AI code for lot: AI Code used for the batch on the barcodes.
- AI code for weight: AI Code used for the weight on the barcodes
- Parameters: Characteristics added to the class. The list of parameters has the following columns:
    - Question name: Name of the question.
    - Generic question: Description of the question
    - Order: Order of importance of parameters.
    - Code AI: AI code of the traceability question for the barcodes.
    - Print: It indicates if the question is printed or not.

The following buttons are found on the upper right-hand side of the parameter table:

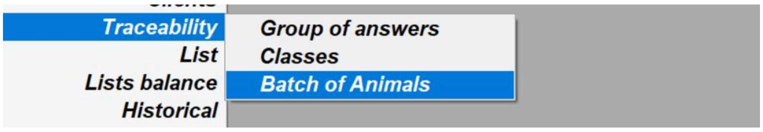
- Answer groups: in order to have a list of the answer groups previously added, and to be able to choose the correct one in the list of values.
- Delete row: In order to delete a parameter from the list.

To associate a question with a class, you will previously have had to include it in the *Answer Group* menu. The question to be displayed on the label is entered in the *Question name* field and, in the general question, you can associate the question which has been previously registered.

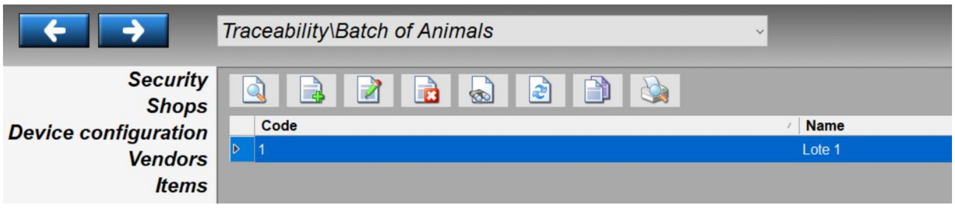
In the *Question name* field, you can also enter a question without having previously registered it. You can then answer these questions without having registered an answer group.

1.4.3 Batch of animals

In this menu, you can carry out the necessary operations for managing the batches of animals by going to **Traceability → Batch of Animals**.



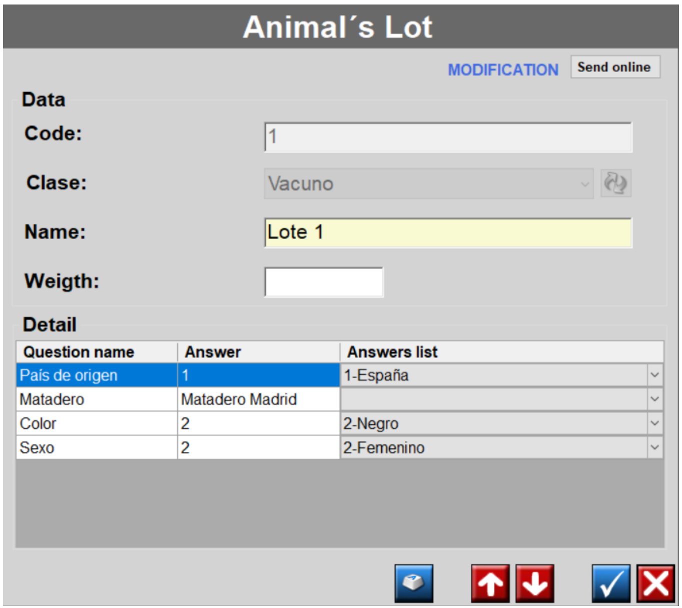
1.4.3.1 List of batches of animals



The list of batches of animals is found in the middle of the screen, along with their class name, code and name.

1.4.3.2 Adding batches of animals

The window below displays when a batch of animals is registered with all the data to be entered for registering a batch of animals.

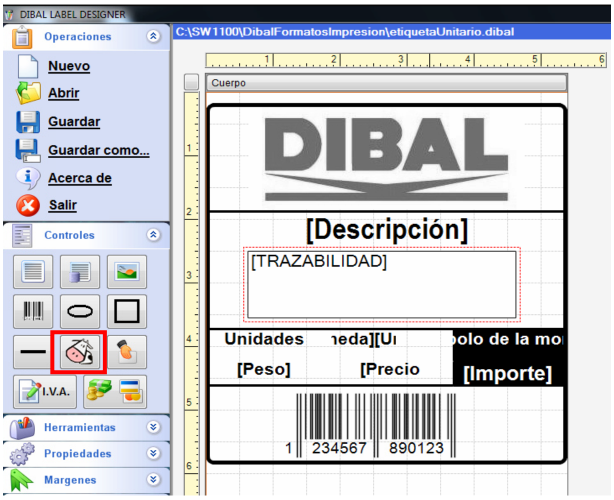


The data to be entered are as follows:

- Code: Identification number of batch of animals. ´The code increases automatically as there cannot be two batches of animals with the same code and same class.
- Class: Name of class to which the new batch of animals belongs
- Name: Name of batch of animals.
- Weight: Weight of the batch.
- Details: Characteristics that are added to the batch of animals, and which automatically display when specifying the class, as they are the ones defined when configuring the class. The list of details has the following columns:
  - Question: name of the question.
  - Answer: Identification number of the complete answer if the question has not been registered.
  - List of answers: Answers to the questions previously registered.

1.4.4 Print traceability on the label

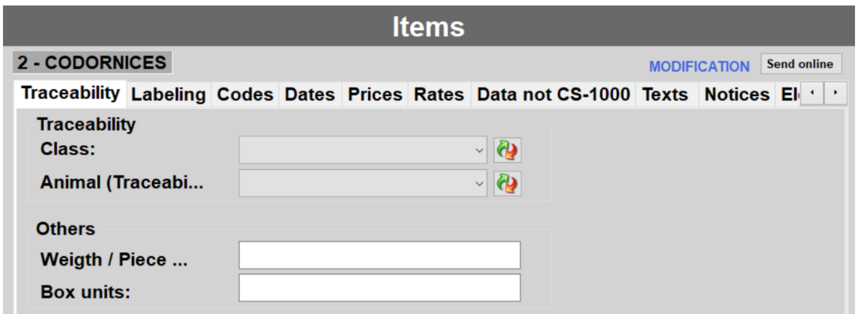
Once the batches and classes have been registered, in order to print a label with traceability, it must be set up in the label format in which you wish to associate traceability. To do so, use the Design receipt program:



The label format can be associated in Articles, User, Store and Company.

In order to print traceability, you must have previously associated each article’s respective class and batch. To do so, go to **Items → Items.**

At this screen, access the traceability tab to associate the batches and classes previously registered.



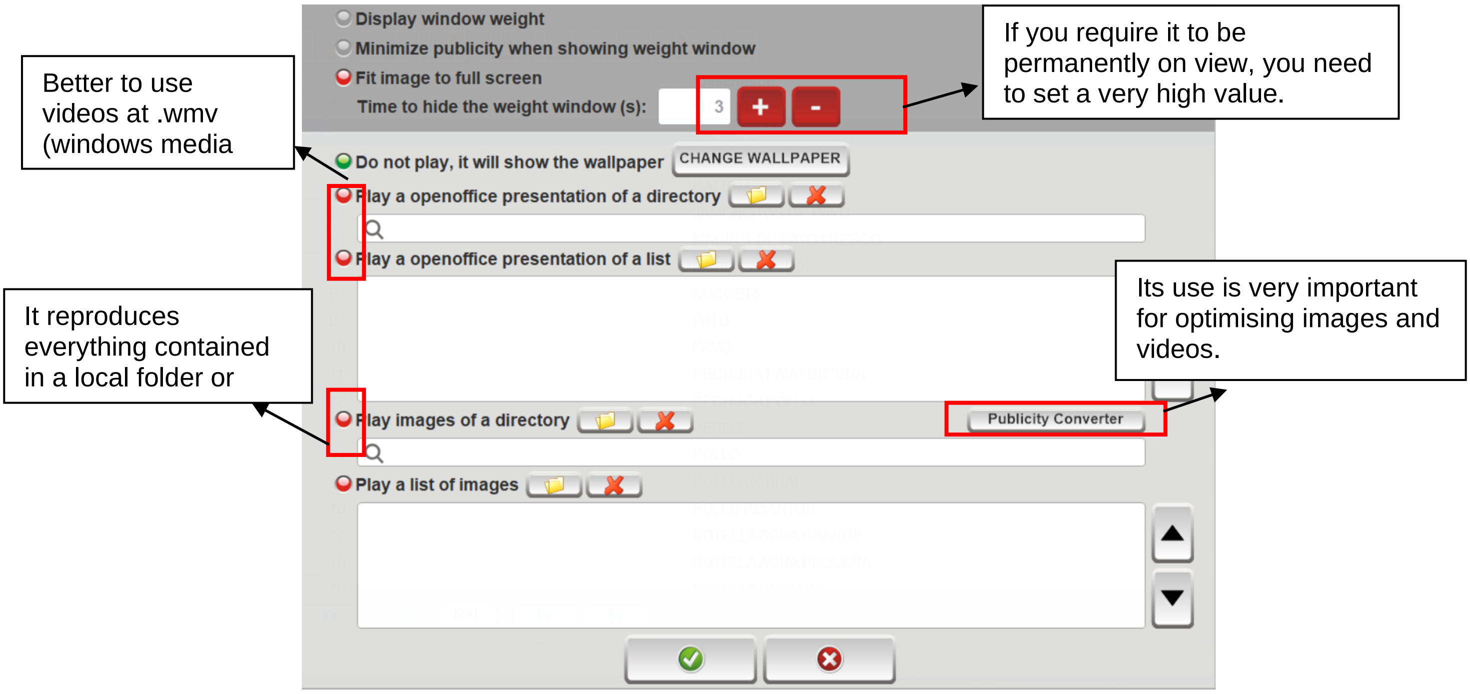
Once the entire process has been completed in the case of the required articles, traceability will be printed on the labels for these articles.

2 PUBLICITY

2.1 Simple publicity

Simple advertising is run when an image of cross advertising is not required to be displayed.

Use this menu to access the application for configuring general advertising, TFT2:



2.2 Crossed publicity

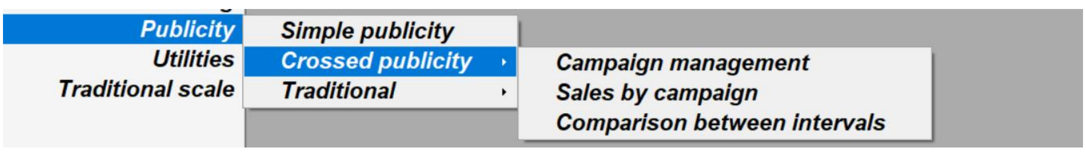
Cross advertising involves showing advertising for a product on offer when selling another article.

A campaign is created for defining the products you wish to promote. These products are called **"promotional products"**. Each of these products will be displayed when selling a series of articles. These articles will be called **"Displaying Articles".**

You can check the effectiveness of a campaign thanks to the two new lists referring to cross advertising.

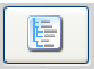
In the application's main menu, you will find a menu for managing advertising in scales. The submenus are as follows:

1- Campaign management
2- List: Sales by campaign
3- List: Comparison between intervals

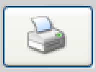


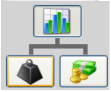
2.2.1 Functions of buttons for publicity

In addition, the following functions exist:

 → Expand and collapse the list according to groupings.

 → Preview the list.

 → Print list.

 → Graph of the results of the list. You can view the bar chart of the amounts sold, the sums sold, or the columns selected.

2.2.2 Campaign management

A new campaign can be added, and existing campaigns can be edited, copied and deleted.

At the sale screen, when an article is selected for selling, it is checked to see if it belongs to an ongoing campaign as a displaying article and, if that is the case, the image associated with its article on offer is shown on the rear display.

The main screen for the management of campaigns is as follows:

On the right-hand side of the screen is a list with all the campaigns registered in the database.

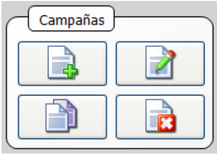
For every campaign, there is a list with the promotional products, and for each promotional product, the articles that display said product are listed.

The campaigns are displayed in different colours:

- In red, past campaigns, whose end date is prior to the current date.
- In green, active campaigns, where the current date is between their start and end date.
- In blue, future campaigns, whose start date is later than the current date.

On the left-hand side of the screen are three sections which are described in more detail in the sections below. This is a summary of all of them:

Campaigns
The following operations can be carried out:



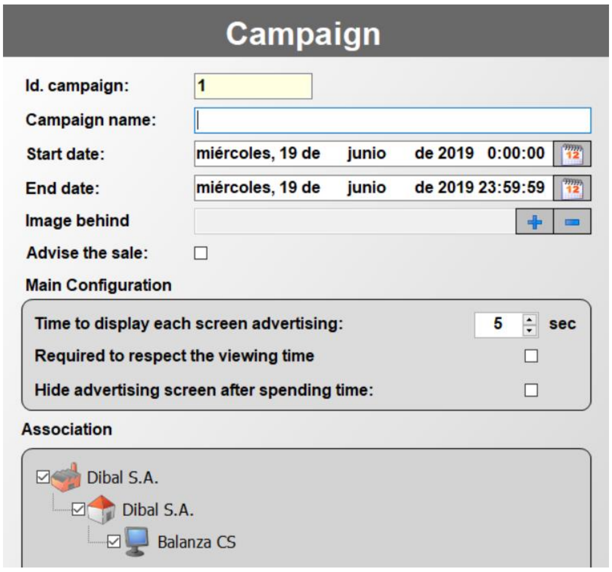
- : Add a campaign.
- : Edit a campaign.
- : Copy a campaign.
- : Remove a campaign.

Tools
The following operations can be carried out:

- Display a list of all the articles in order to be able to associate them with campaigns or with promotional articles.
- Preview the list of campaigns in order to be able to export it to a file or print it.
- Expand the list depending on the groupings: Campaigns – Promotional articles– Displaying articles.
- Collapse the groupings of the list.
- Maximize the window.
- Restore the window.

Thumbnail view
In this section you can view the image associated to the promotional article selected.

2.2.2.1 Add a campaign
When adding a campaign, a window for adding a new campaign displays:



Campaign data:

- **Id.campaign:** Identification code for the new campaign. It is unique to each one. By default, the application proposes an available identifier.
- **Campaign name:** Name for the new campaign.
- **Start date:** Date on which the campaign starts.
- **End date:** Date on which the campaign finishes.
- **Image behind:** Image associated with the campaign that displays on the weigh area on the rear display when no weight is shown.
- **Advice the sale:** If selected, whenever a promotional product is sold after its advertising has been viewed, a message displays on the screen with the information.
- **Main configuration:** Several configuration parameters can be set for the campaigns.
  - **Time to display each screen advertising:** Seconds during which each advertising screen for this campaign is visible.
  - **Required to respect the viewing time:** If enabled, no other advertising screen is shown until the screen that is active reaches the number of seconds set in the previous section.
  - **Hide advertising screen after spending time:** If enabled, the advertising screen is hidden once the time set has passed. If it is not enabled, the advertising screen stays visible until the screen for another article displays.
- **Association:** the stores and scales to which this campaign pertains are selected.

2.2.2.2 Associate Articles

A campaign can have as many promotional articles as required. An article can be promotional in as many campaigns as required.

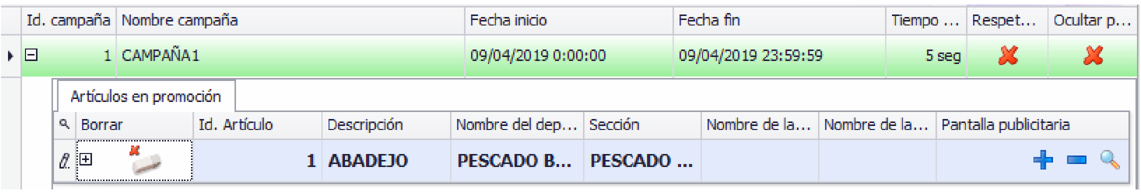
If several campaigns coincide in time, they may have one or several displaying articles in common. If this is the case, whenever said article is selected, the associated images will display in turn.

Once the campaign has been created, it must be assigned the promotional products that are to be associated with it. Then the articles that will display it must be associated with each promotional product.

<u>Promotional products in a campaign.</u>

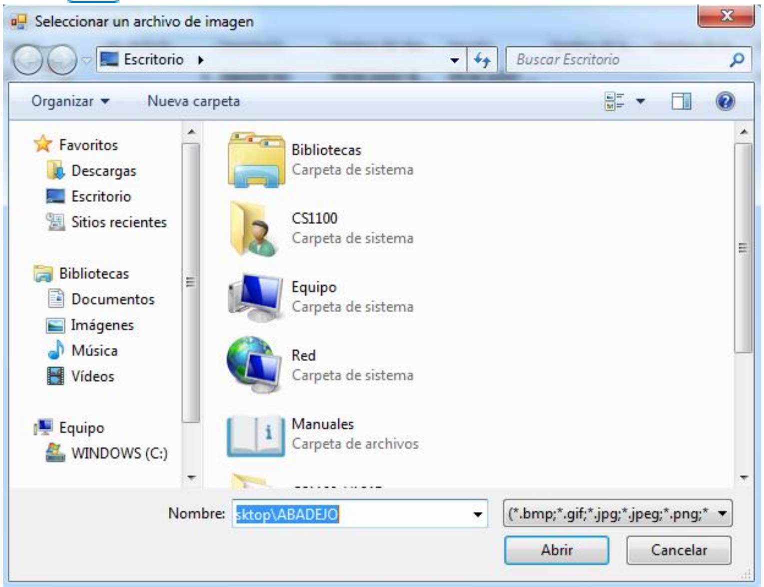
In order to associate promotional products with a campaign, click on the Article display button  to view all the available articles in the database:

As the information message indicates, drag the articles you wish to associate with a campaign to the campaign itself in the list of campaigns. Once dragged, it will display as follows.



Now you must add an image to the promotional product. This is the image that will be displayed on the rear display when selecting one of the displaying articles.

To do so, click on the button. A dialog box opens where you can select the file:



Once the image is added, you can preview what the image of the promotional article looks like with the image of its campaign by clicking on the button.

In order to delete a promotional product, click on the button located in the first column of the article line:

2.2.2.3 Articles displaying the products on offer

In order to associate the displaying articles of a promotional product, click on the Article Display button in order to see all the articles available in the database:

As the information message indicates, drag the articles you wish to associate with a promotional product to the line where said product is located.

Once dragged, it will display as follows:

In order to delete a displaying article, click on the button located in the first column of the article line.
Having completed the entire process, the advertising will be displayed as follows on the rear display of the balance:

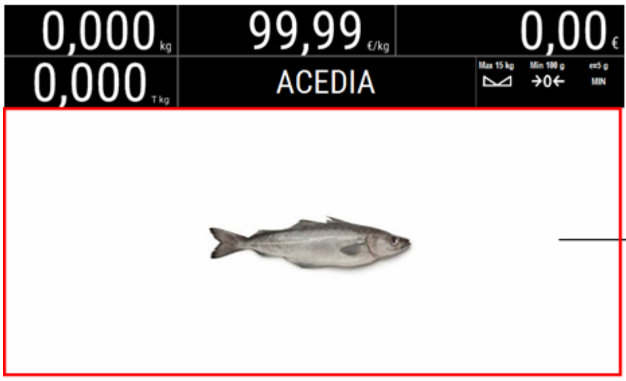


Image of advertising screen

2.2.3 Sales by campaign

This list allows you to check the proportion of sales made after its advertising image has been displayed in the case of each promotional product.
The following information is displayed:

- **Campaign name:** Name of the campaign.
- **Article description:** Description of the article.
- **Quantity:** Quantity sold following displaying during the campaign.
- **Sum:** Sum sold following displaying during the campaign.
- **Total quantity:** Total quantity sold of the article during the campaign.
- **Total sum:** total sum sold of the article during the campaign.
- **Difference in quantity:** difference in quantity between the total sold and what was sold after its advertising image is displayed.
- **Percentage of difference in quantity:** Percentage of difference in quantity with respect to total quantity.
- **Difference in sum:** Difference in sum between the total sold and what is sold after its advertising image is displayed.
- **Percentage of difference in sum:** Percentage of difference in sum with respect to the total sum.

When you make the search in a given time frame, a screen similar to the following displays:

Diagram of quantities sold:

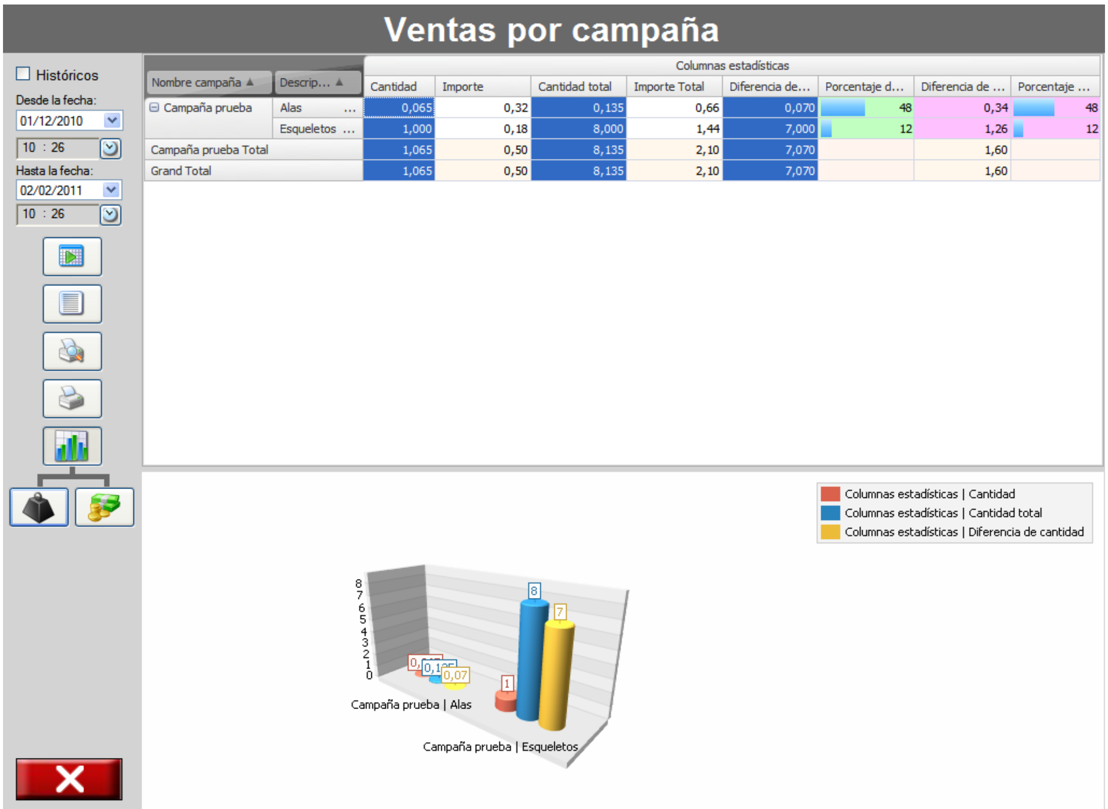
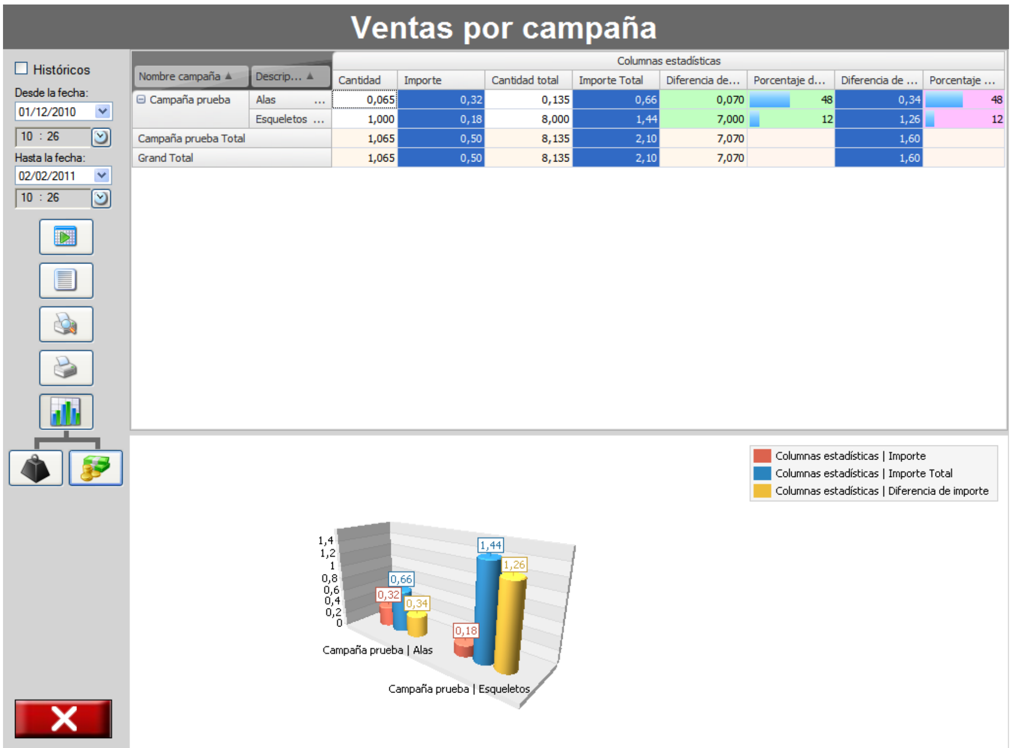


Diagram of the sums sold:



2.2.4 Comparison between intervals

This list compares the total sales made of articles in a time interval with the sales made in a campaign in another time interval.
The following information is displayed:

- **Campaign name:** Name of the campaign.
- **Article description:** Description of the article.
- **Quantity:** Quantity sold in the first time interval defined.
- **Sum:** Sum sold in the first time Interval defined.
- **Quantity with campaign:** Quantity of the article sold during the campaign and the second time interval defined.
- **Sum with campaign:** Sum of the article sold during the campaign and the second time interval defined.
- **Difference in quantity:** Difference between the quantity with campaign and quantity.
- **Percentage of difference in quantity:** Percentage of difference in quantity with respect to the quantity.
- **Difference in sum:** Difference between sum with campaign and sum.
- **Percentage of difference in sum:** Percentage of difference in sum with respect to sum.

In order to search for sales, select the date intervals from among which you wish to search and press .

The result of the list is similar to the following:

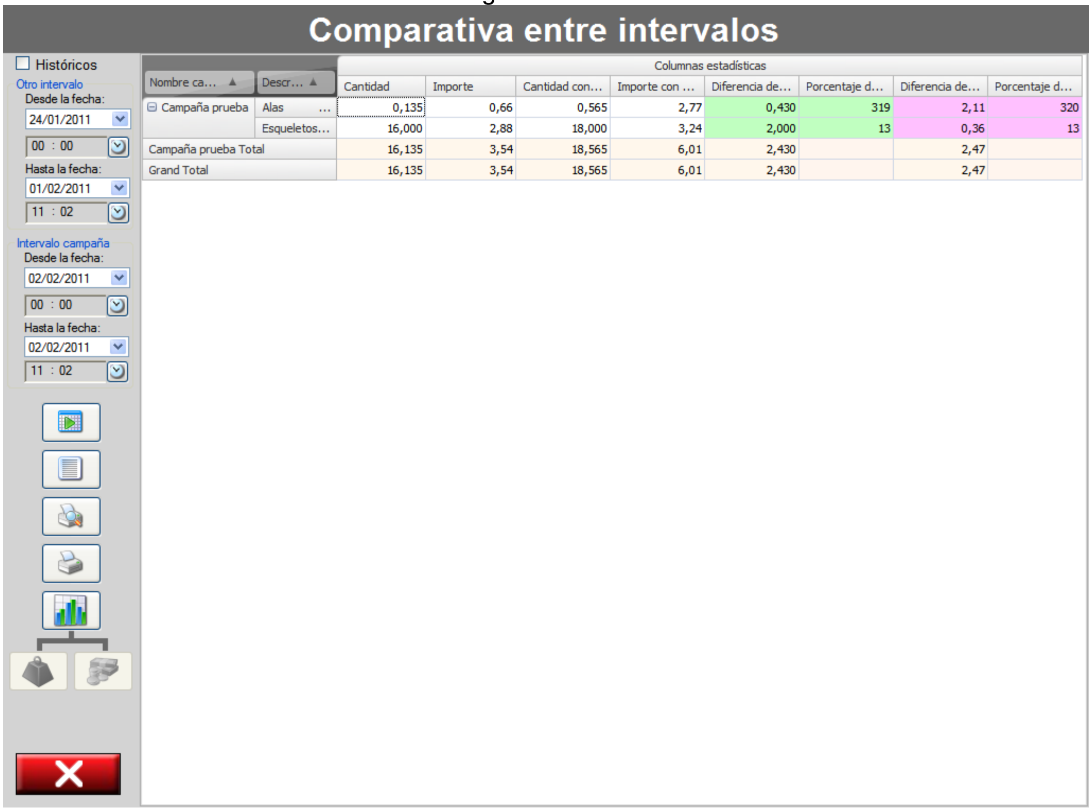


Diagram of quantities sold:

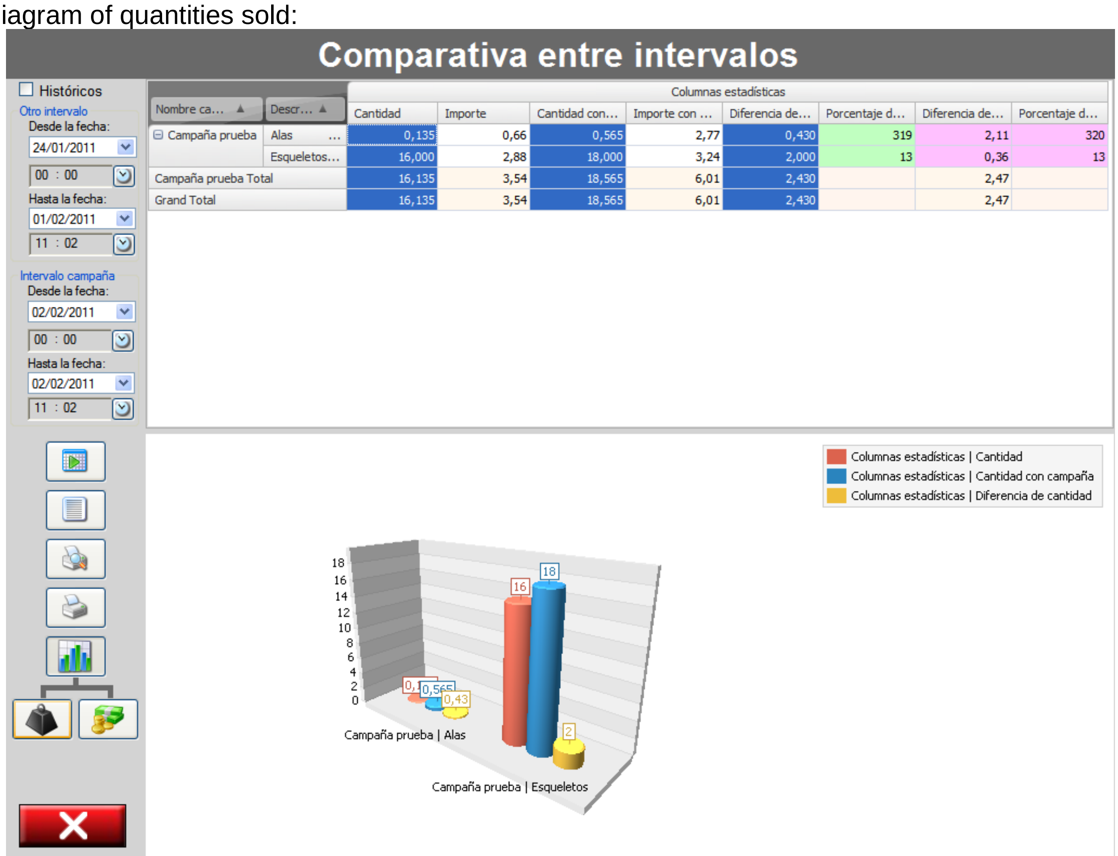
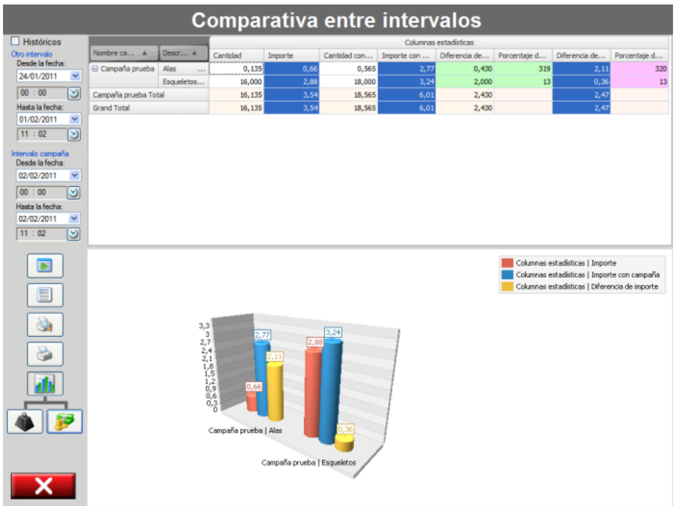


Diagram of sums sold:

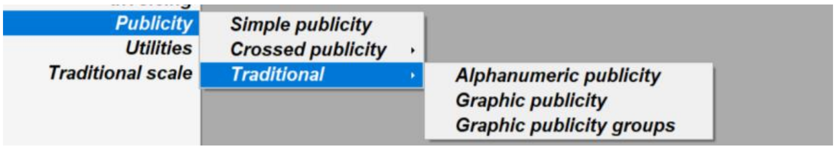


2.3 Traditional scale

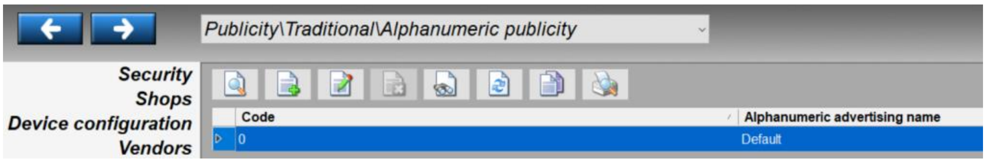
2.3.1 Alphanumeric *publicity*

2.3.1.1 Access to the menu

This menu allows you to carry out the necessary operations for managing alphanumeric advertising by going to ***Publicity→Traditional → Alphanumeric publicity.***



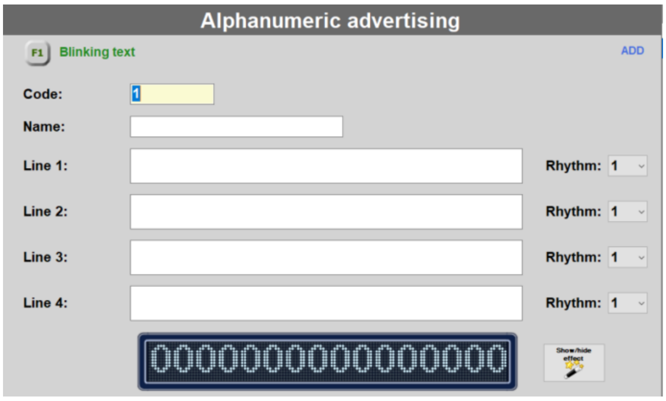
2.3.1.2 List of alphanumeric publicity



The list of alphanumeric advertisements is located in the middle of the screen, along with their code and name.

2.3.1.3 Add alphanumeric publicity

When adding alphanumeric advertising, the screen below displays with all the data to be entered in order to add any advertising:



- **Code**: Identification number of the advertising. The code increases automatically as there cannot be two alphanumeric advertisements with the same code.
- **Name**: Name for identifying the advertising.
- **Lines:** 4 lines of advertising to show on the scale's alphanumeric display. Press F1 or F1 to enter an *. When this character is reached, and when the advertising is displayed, the text will flash on and off for a few seconds.
- **Rhythm:** Speed at which each line is shown on the display.

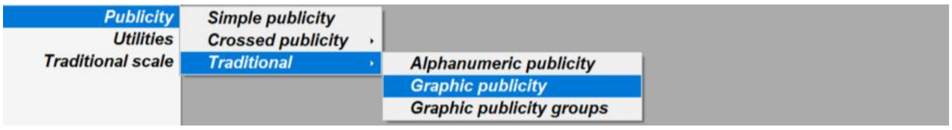
Press Mostrar/ocultar efecto to view a demonstration of what the advertising will look like.

Alphanumeric advertising is added by default. This cannot be deleted and will be associated with the scales directly when the type of alphanumeric display is selected.

2.3.2 Graphic publicity

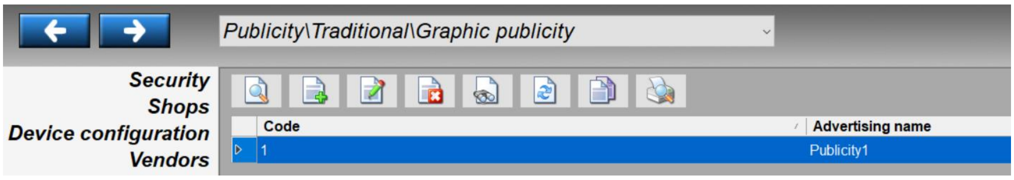
2.3.2.1 Access to the menu

This menu allows you to carry out the necessary operations for managing graphic advertising by going to ***Publicity → Traditional → Graphic publicity.***



2.3.2.2 List of Graphic publicity

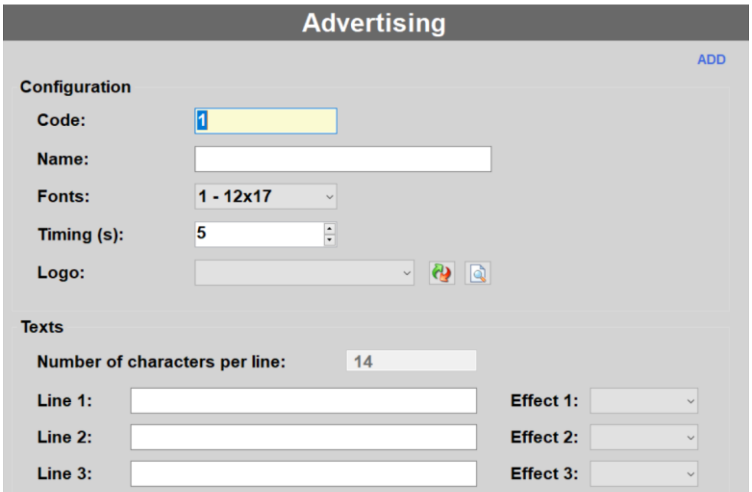
Below is a list with the different kinds of advertising:



The list of graphic advertisements is found in the middle of the screen, with their code and name.

2.3.2.3 Add Graphic publicity

When adding graphic advertising, the screen below displays with all the data to be entered in order to add advertising:



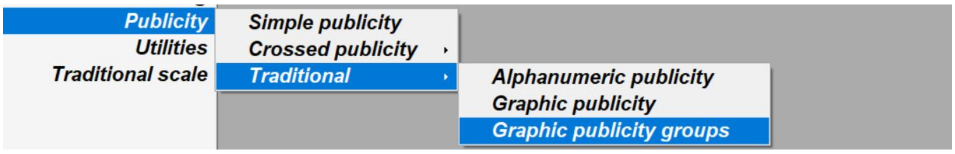
- **Code**: Identification number of the advertising. The code increases automatically as there cannot be two graphic advertisements with the same code.
- **Name**: Name for identifying the advertising.

- **Fonts**: Size of the line fonts.
- **Timing**: Seconds during which this advertising screen will be displayed.
- **Logo**: The logo which will display just before the lines of advertising.
- **Lines:** 3 lines of advertising to be shown on the scale’s graphic display.
- **Effect:** Effect for each of the lines: Normal, Reverse or Flash.

2.3.3 Graphic publicity groups

2.3.3.1 Access to the menu

This menu allows you to carry out the necessary operations for managing graphic advertising groups by going to ***Publicity →Traditional → Graphic Publicity Groups.***



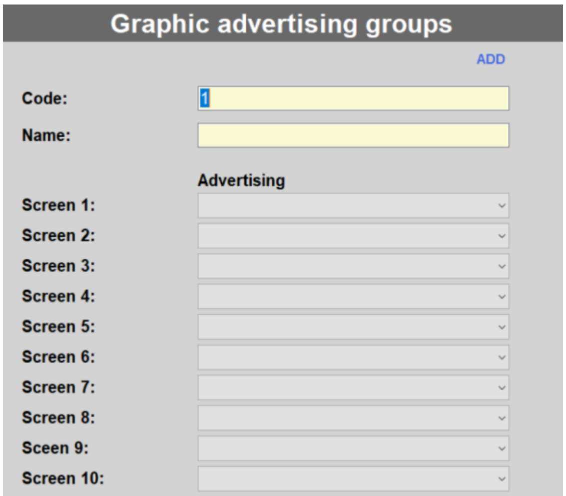
2.3.3.2 List of Graphic advertising Groups

Below is a list of the different groups:

The list of graphic advertising groups is found in the middle of the screen, together with their code and name.

2.3.3.3 Add Graphic advertising groups

When adding a graphic advertising group, the screen below displays with all the data to be entered in order to add advertising a group:



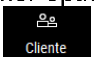
- **Code**: Identification number of the group. The code increases automatically as there cannot be two groups with the same code.
- **Name**: Name for identifying the group.
- **Screens**: Each graphic display scale can have 10 advertising screens, that is, 10 graphic advertisements, each of which has 3 lines. Here is where you select the screens for this group.

A graphic advertising group is added by default. This cannot be deleted and will be associated with the scales directly when the graphic type displays.

3 OPERATING SCREEN

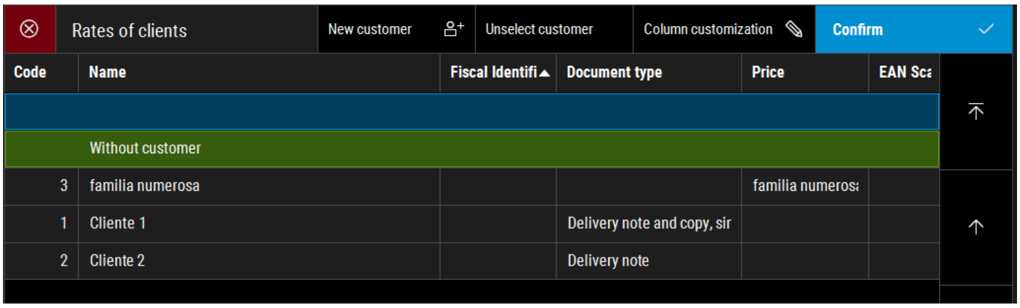
To access the sales operating screen, enter under the username **ve.**

3.1 Customers, payment forms, change calculation and sale of stamps

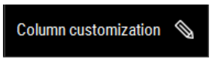
To access the Customers, Payment forms and Change calculation screens, tick the respective boxes in the user tab in the maintenance module, Ref. Maintenance. Alternatively, even with the Customer option disabled in the user tab, you can enable it from the operating screen by pressing on the 

icon.

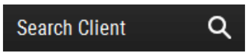
Once you press this button, a screen like the one below will display, and you can select the required customer.



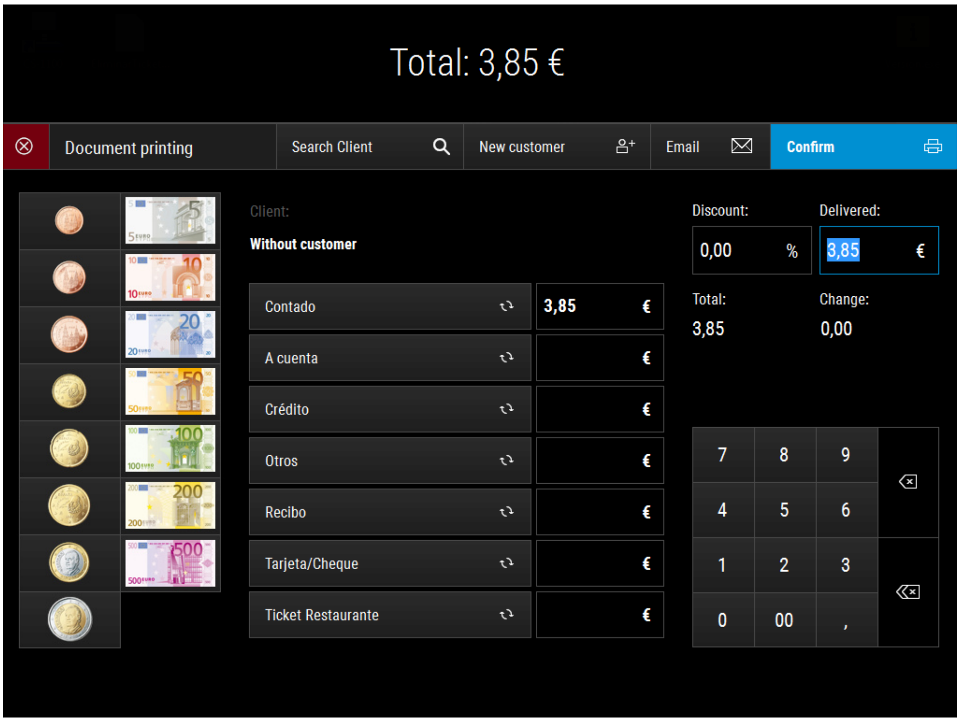
Once selected, press Confirm in the top right-hand corner.

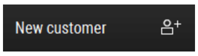
If the customer setting is enabled by either of the two specified ways, print the receipt and the screen below displays, to show all the customers defined, the discount assigned to this customer and the different customer data that can be configured by selecting them in the tab displayed by the 

button. If a customer is selected on the receipt closing screen, the sum is charged in the customer's default payment form. When the total sum of a receipt is changed into several payment forms, the sum of the cash (cash) is entered in the handed over box

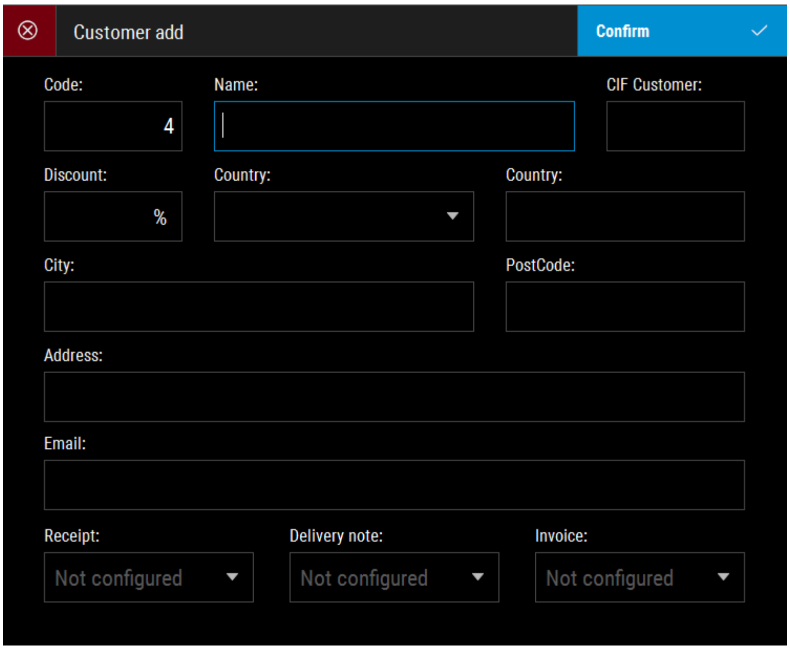
To move from customer screen to payment form screen, press 

at the payment forms screen.



- If the customer has not been defined and you do not wish to add one, select “No customer” (by default) customer.
- If the customer has been defined and you wish to assign them the sale, select them. In the event that *payment forms* (Ref. Maintenance) is enabled and you wish to charge the sale to the customer’s account, select *payment on account*.
- If you wish to add a new customer, you can do it in two ways:
- Access maintenance (Ref. Maintenance) and add the customer.
- Press the new customer 

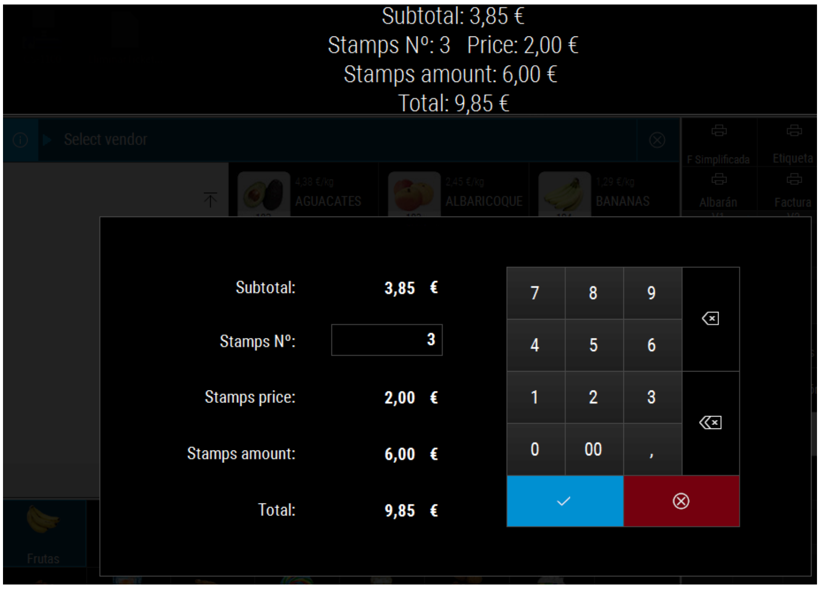
key on the numeric keypad to access the window below where you can add the customer and assign the corresponding discount.



If a request for payment forms is configured in user, change calculation or sale of stamps (Ref. Maintenance) will be requested from the following screens:

- **<u>Sale of stamps:</u>**

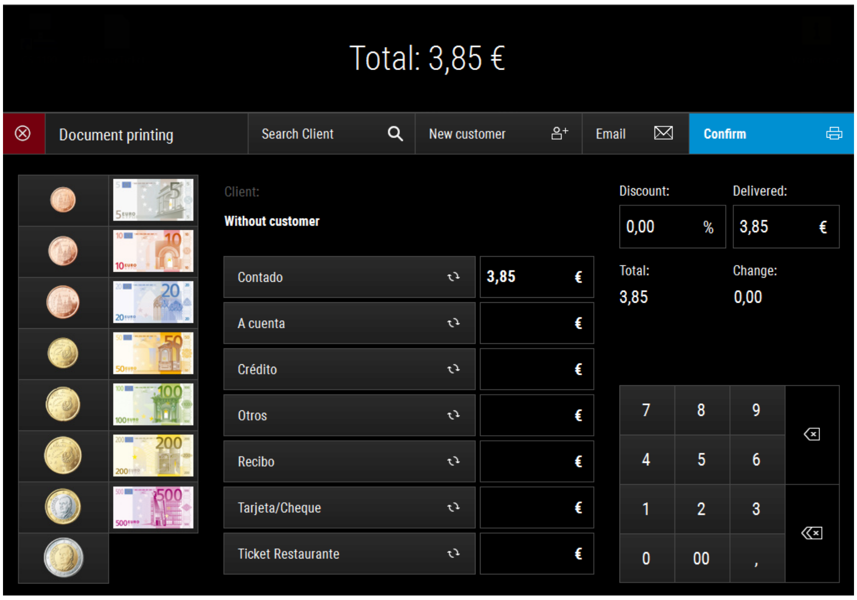
If sale of stamps is enabled in the user, the screen below displays when a sale is made:



You can sell stamps from this window up till the corresponding maximum number of stamps in accordance with the sum of the receipt. A lower number than this quantity can be sold but in no case can a higher number be sold.
Following the sale of stamps, the sum of the stamps is added to the total sum of the receipt.
Print example:

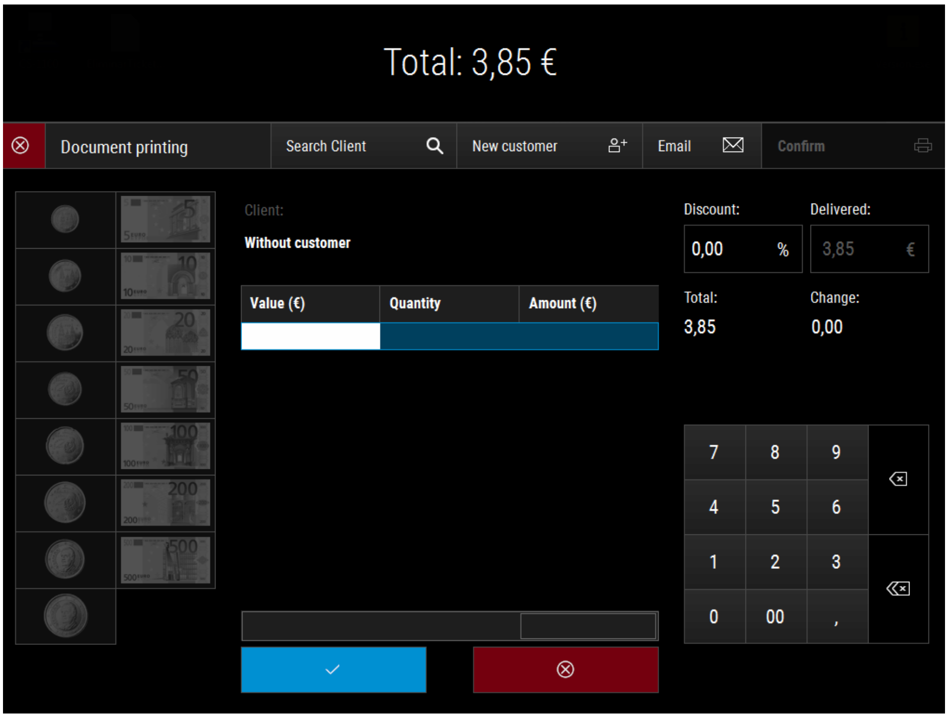

DIBAL
09/09/11 09:33 NT: 13
Ve: Paco
Art Cantidad Precio €
1 Media careta
5 un 1,75 €/un 8,75
2 Chuleta cabezal
Sin dto. 8,50 €/kg 1,20
Dto. 20,02% 0,24
0,184 kg 5,20 €/kg 0,96
Subtotal 9,71
Sellos: 1 1,50 €/un +1,50
Total (2) 11,21
Análisis de impuestos (€)
Cod. Base Impuesto Total
0% IV 9,71 0,00 9,71
Forma de pago Importe (€)
Contado 11,21
ENTREGADO 11,21
CAMBIO 0,00
2 000000 009711

- **Change calculation:**



The different payment methods available will display. The initial option will be that of paying for everything using the default payment form, defined in user (Ref. Maintenance). The payment form can be changed by selecting any other one or even several payment forms for the same receipt, by entering the corresponding sum in each payment form.
The amount handed over and the change to be given are also displayed. The initial option is that the sum handed over is exact, with the result that the change is 0.
The symbols of the different currency forms, with the cash and currency defined in maintenance (Ref. Maintenance) display on the left. If you press the different notes, they will be added to the amount handed over and, if this sum exceeds the total, the difference will display in the change. The sum handed over can also be entered using the numeric keypad.
Once finished, press Confirm to print the receipt.

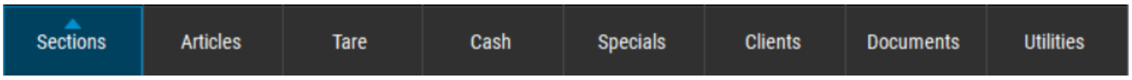
In the event that a sum is entered in Restaurant Voucher payment form, the screen below will display so that you can enter the restaurant vouchers handed over by the customer:



The characteristics of this type of payment method (Restaurant voucher) are different to those of the others:

- The change is not calculated when the total of the receipt is paid using this payment method.
- This payment method cannot be combined with others when the sum of this payment method is in excess of, or equal to, the total of the receipt. If this is not the case, this method can be combined with other payment methods.

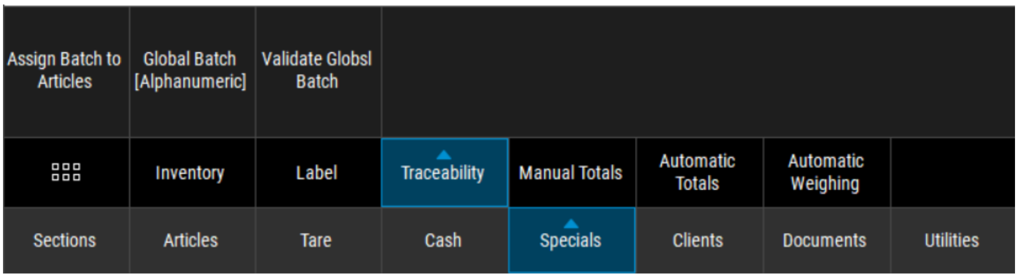
3.2 LOWER BUTTON BAR



Below is an explanation of traceability and operations with customers.

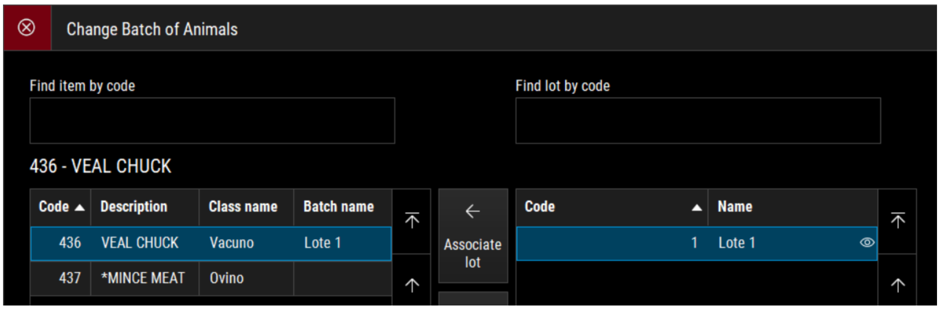
3.2.1 Special

3.2.1.1 Traceability



3.2.1.1.1 Assign batches to Articles

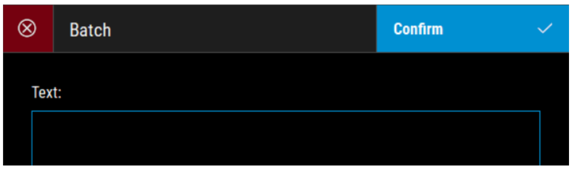
On selecting this button, the screen below displays with all the products associated with any batch located on the left-hand side of the screen and the batches that were created, on the right hand side. The batches will have previously been added from user admin and each article will have been associated with its respective batch.



To associate a selected article with a different batch to the one with which it is associated, select the batch with which you wish to associate it and press on the “Associate batch” button.

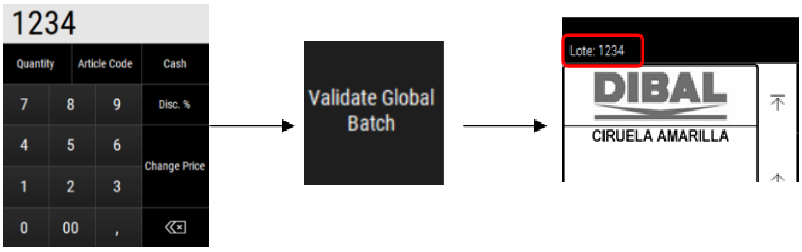
3.2.1.1.2 Global batch (Alphanumeric)

On selecting this option, the window below opens and you can type in the batch of the article included in the label, provided this field is defined in the format.



3.2.1.1.3 Validate global batch

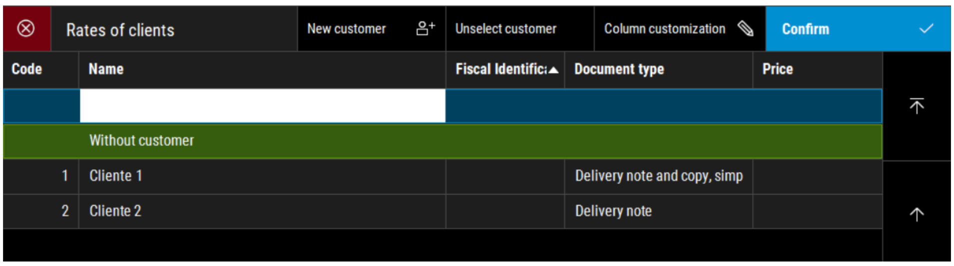
This function establishes the global batch but in a different way to the previous step.
In order to use this function, enter the number of the batch using the numeric keypad and then press the “Validate Global Batch” button.



3.2.2 Customers

3.2.2.1 Select customer

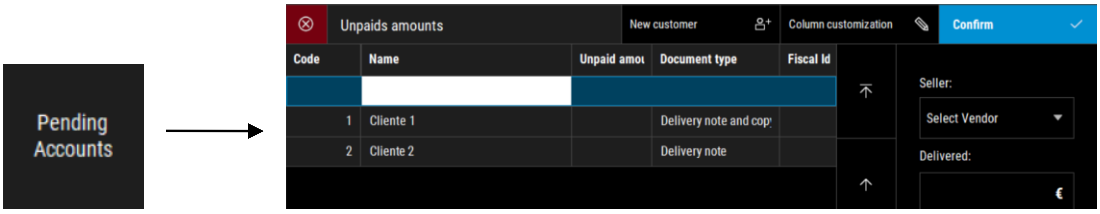
With this function you can select and change customers or add a new customer. Click on the “*Select Customer*” button to display the screen below with all the customers who have been added:



The customer currently selected will display in green. In the case of the above image, “No customer” is selected. In order to establish a customer, you need to select the customer you wish to establish and then press the Confirm button.
In addition, if you wish to add a new customer, you need to press the “New customer” button that is located on the upper part of the window and enter the data of the customer you wish to add.

3.2.2.2 Pending accounts

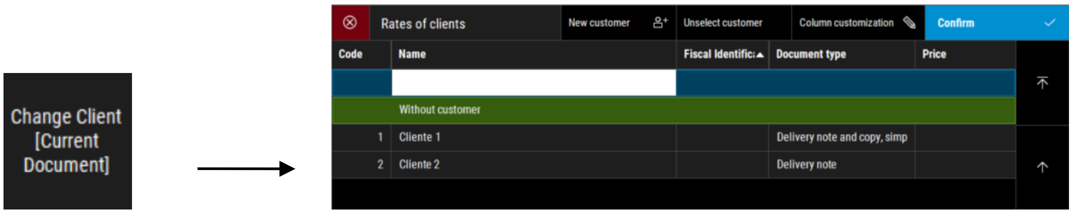
With this function you can see and pay any accounts that a customer has pending. When you select the “Pending accounts” button, the screen below displays:



From this screen you can select the customer whose pending account you wish to pay. Then select at Cashier the option of payment in the “Cashier” list and press the Confirm button.

3.2.2.3 Change Customer (Document in progress)

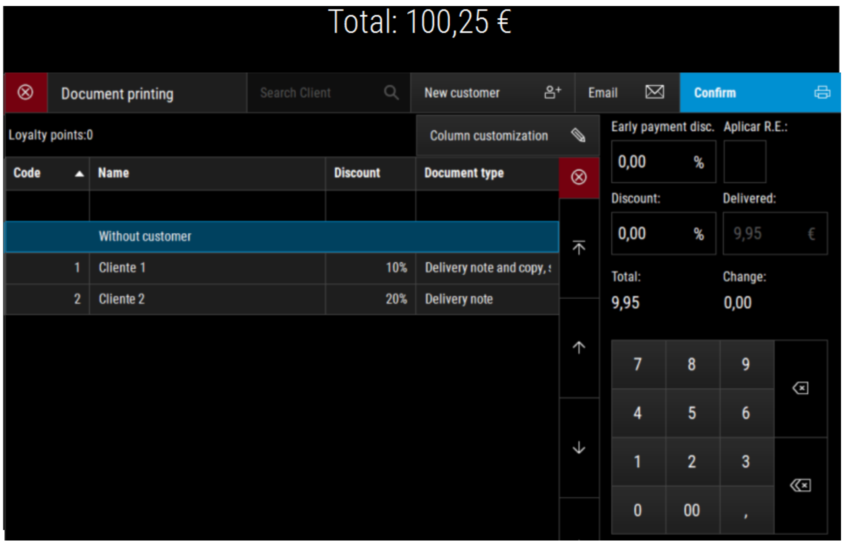
You can change the customer making an order using this button. As is demonstrated in the images below, when an order is made with a selected customer, and when this button is pressed, a screen displays in which the customer to be established is selected.



3.2.2.4 Request customer prior to Change Calculation

This function can be enabled or disabled. This option requires the scale to ask the user which customer has made the order whenever a sale is to be made.

When a receipt or bill of the sale is to be printed, and once the cashier is selected, the screen below displays and you can choose which customer is going to make the purchase:



4 DECLARATION OF CONFORMITY

Read the QR code or click on the link to see the declaration of conformity.

http://www.dibal.com/DeclaracionesConformidad/

The information contained in this manual may be modified by the manufacturer without prior notice.

Ref.: 49MCS12EN02 19/06/2019

Astintze, 24 - Pol. Ind. Neinver - 48160 - DERIO (VIZCAYA) - SPAIN . Tel: (+34) 94 452 15 10 - Fax: (+34) 94 452 36 58

www.dibal.com