

# BASIC USER MANUAL

## For PC scales

# CS-1200



**DIBAL**

REF.: Basic user-49MCS12EN08  
(178 - A)

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## **1. INTRODUCTION**

### **1.1. PRESENTATION**

The **CS-1200** scale series are DIBAL's top-of-the-range scales, specially designed for their use for direct sales to the public.

DIBAL's **CS-1200** scales are a powerful work tool to help you make the most of your business. One of the outstanding features of the new PC scales is that they are an open system, that is, they can integrate Dibal software or software from third companies and work only as a scale or as a complete POS.

This manual should always accompany the scale to ensure maximum performance of your scale in any work situation.

### **1.2. GENERAL FEATURES**

#### **TFT Touch screen**

- 15" TFT touch screen (10.4" in flat format scale).
- Suitable for cashier (assisted sale) or customer (Self-service). Optional TFT display on the customer side in double body and hanging scales.
- You are free to configure both the information screen and the keypad as you wish.
- System controls with both Dibal and third party software, the presence and minimum dimensions of the obligatory metrological data.
- Programming any information field or key: Visible yes/no (except for those obligatory by law).
  - Size (never below the legal minimum).
  - X-Y position.
  - Digit/text colour, frame, background.
  - Number of digits in numeric fields.
  - Letter fonts.
  - Logotypes.
  - Texts with number of digits for printing and screen.

#### **7" TFT or 15" TFT screen**

- Located on the customer side.
- Possibility to program advertising with Dibal's TFT2 application.

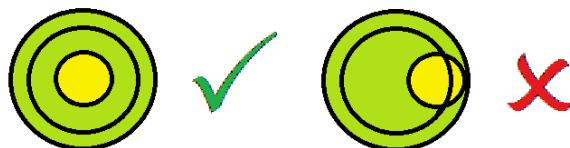
### **1.3. INSTALLING THE SCALE**

For the correct installation and working of the scale, keep in mind the following:

1. Make sure that the voltage line connected to your scale has the voltage corresponding to the one specified on the scale's data plate and does not have variations above 10% of the nominal voltage.
2. Be sure to connect the scale to an electrical outlet which is close by and easily accessible. You are recommended to use an electrical outlet protected by differential and magneto-thermal switches and one with earth connection.
3. Make sure that equipment like cold stores, slicing machines, etc. are not connected to the same mains outlet.
4. Only use the scales in areas that comply with the environmental conditions indicated on the data plate (-10°C to 40°C).
5. The peripherals connected to the equipment must be protected against fault currents above 8A 100VA.
6. The scale must be placed on a firm, level surface.

The working of the scale is affected by its levelling and changes in geographical location. In the event of a change in location, consult the manufacturer.

Use a levelling bubble to correctly level the scale in its final location.



The hanging scale model does not come with a bubble, as these machines are installed in a fixed location. In any case, in order to avoid any malfunctioning due to improper installation, it is obligatory to level the balance in its definitive location.

7. No object must be in contact with the platform.
8. Avoid extreme temperatures. Do not place the scale directly under the sun or near air conditioning ducts.
9. This scale was not designed as a waterproof scale so you should avoid high levels of humidity which could cause condensation. Protect it from the rain and avoid direct contact with water. Do not spray water over the scale or submerge it. If the scale comes into contact with water, cut off the electricity supply immediately.

## **1.4. TIPS FOR THE MAINTENANCE AND CARE OF PC SCALES**

If you follow this advice your scale will be in perfect condition, perform better and last longer.

1. Never place a weight greater than the maximum range on the scale.
2. Do not place weights greater than a sixth of the maximum range in a sudden fashion on the platform.
3. Do not apply lateral forces to the platform.
4. Always keep the keypad and platform clean. Use a dry cloth (or the appropriate cleaning product) for cleaning the different parts of the scale.
5. Never pour or spray water on the scale. If the scale comes into contact with water, turn off the electricity supply immediately.
6. Do not handle the scale printer when the scale is switched on.
7. Do not alter the mechanical or electrical characteristics of the scale.
8. The thermal head must be cleaned when the scale is turned off and you must not use knives or other sharp objects.
9. The scale can only be repaired by authorised personnel with the proper training.
10. Always use original replacement parts.
11. You are recommended not to place the scale in direct sunlight, protect it from the rain and avoid environments with excessive humidity.

 When the scale leaves the factory, it is for direct sale to the public and, consequently, it allows the printing of labels below the minimum range.

In the case of pre-packaging activities, as per current legislation (EN 45501 standard and Directive 2014/31/EU), this type of equipment must only be used if the packages are greater than the minimum range.

If so required, the scale can be set up for specific use in pre-packaging tasks. Consult your supplier or technical assistance service.

## **1.5. 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.

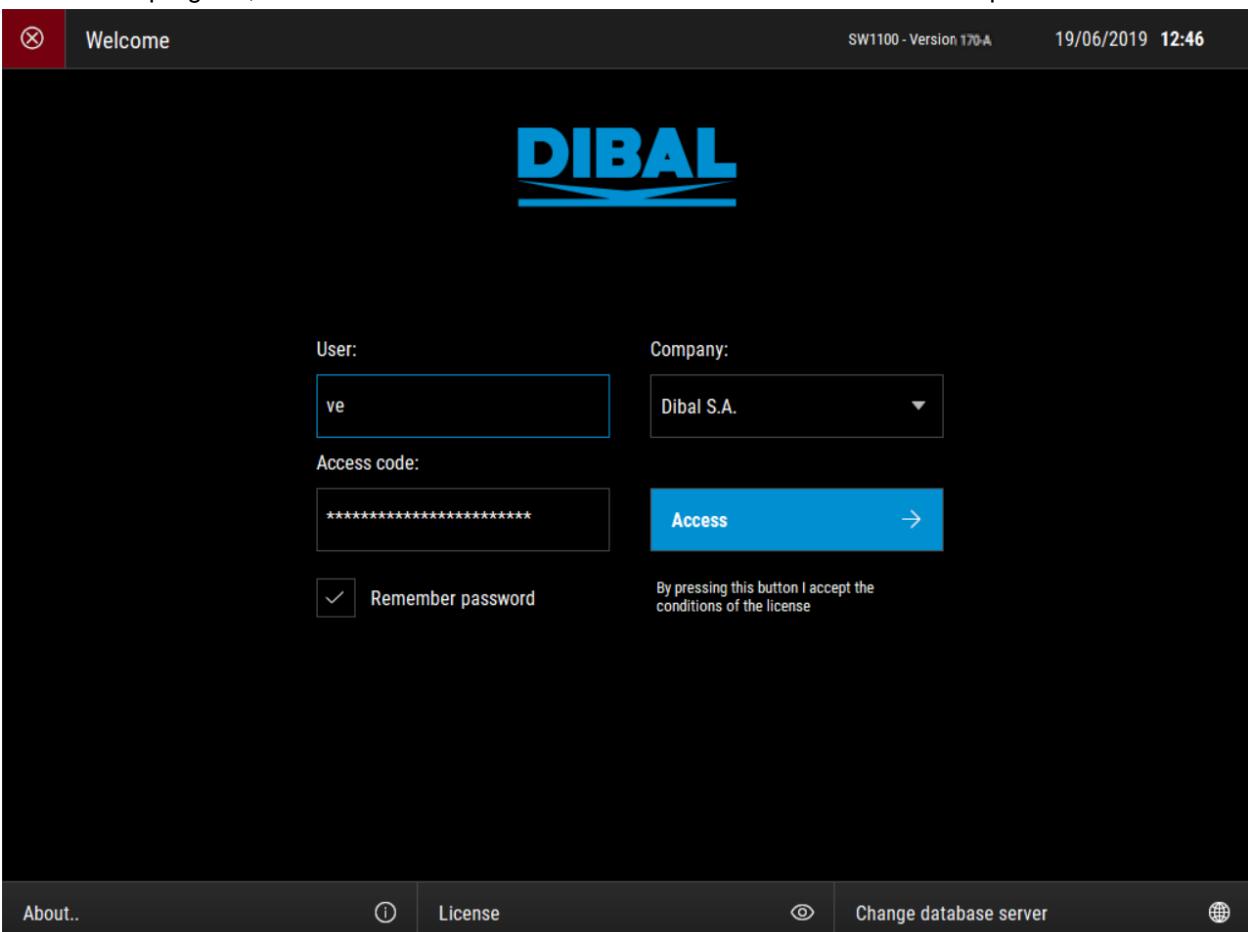
## 2. PC SCALE: START

### 2.1. INTRODUCTION

With this application you can access the maintenance area, the sales area and sale screen designer. The first screen to display is the following:

### 2.2. PROGRAM START

To start the program, double click on the 'CS-1200' file that is located on the desktop.



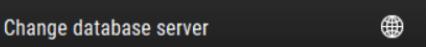
The username and password are specified in this section (**Username: admin/Password: admin**). For future use, you are recommended to select *Remember Password*, so that when you enter the username, the password displays automatically.

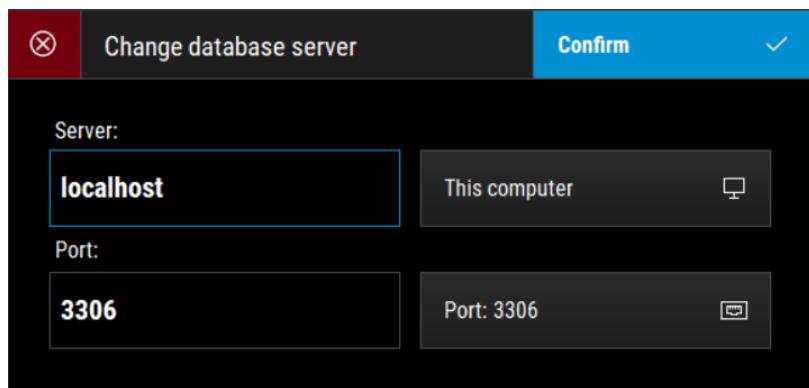
In addition, you must select your company. When you press on the company field, the list of companies in the database will drop down so that the user can select the one required.

You can type directly in the text boxes on the touch screen, using the virtual keypad which will open when you press any field to be filled.

Press the Access  button to validate the fields and, if correct, you access the application for which the user entered is configured.

By default, you access the database and by the port which are specified in the application's setup file. If you wish to change this in order to access another database or from another port,

press the  button which is located on the lower right-hand part and the window below opens:



Here you can indicate the IP of the server you wish to access and the port from which you wish to access the database. Press the "This machine" button to update the value of the server field by entering the "localhost" word and press the "Port: 3306" button to update the value of the port field by assigning it the default port used by MySQL.

Press the Confirm button to update the configuration file with the new parameters for connection to the database. If you press the  button, the configuration will be modified.

This IP change window will also open automatically if, when you log into the application, there is no access to the database specified in the configuration file.

When installing version 178A and trying to access with any user, the "Work Configuration Mode" window is displayed. In this window, the user is instructed to select a work mode and the characteristics of each of the modes. In case this form is exited without selecting any work mode, access to the application is not allowed.

(ESPAÑOL)



## **2.3. WORK MODES**

Two working modes are allowed fiscal mode and non-fiscal mode. Each of these modes works differently:

- **Fiscal Mode -> It acts the same as the TicketBAI versión but without generating the XML files:**
  - The types of documents that can be generated are simplified invoices and ordinary invoices.
  - Once the sale is made and the corresponding document has been printed, the sale goes to a closed state. In this way it is not allowed to reopen a sale already closed. To carry out any modification a reopening must be carried out.
  - The simplified invoices, simplified rectifying invoices, ordinary invoices and ordinary rectifying invoices have their own seria, and therefore each serie has its own numbering.
  - A new numbering is started for each of the types of documents.
  - The simplified invoices formats and ordinary invoices must include some obligatory fields.
  - New formats oSe añaden nuevos formatos de facturas simplificadas y facturas ordinarias: FacturaSimplificada.dibal, FacturaSimplificadaRectificativa.dibal, factura.repx, factura\_rectificativa.repx
- **Non-Fiscal Mode:**
  - Only the generation of tickets is allowed.
  - Access to any of the billing actions is not allowed.
  - To modify a ticket it must be reopened.
  - Continue with the current numbering.

### **2.3.1. *Fiscal Mode***

For the fiscal mode, what was known as a ticket is now called a simplified invoice. For this reason, the text "Ticket" is modified by "Simplified invoice".

#### **2.3.1.1. *Simplified invoices and invoices***

- The text "Invoice" is added to the end of the voice name.
- The invoice series is added to the name of the invoices.
- COPY text is modified to DUPLICATE.
- The "Operation date" field is added in the invoice formats.

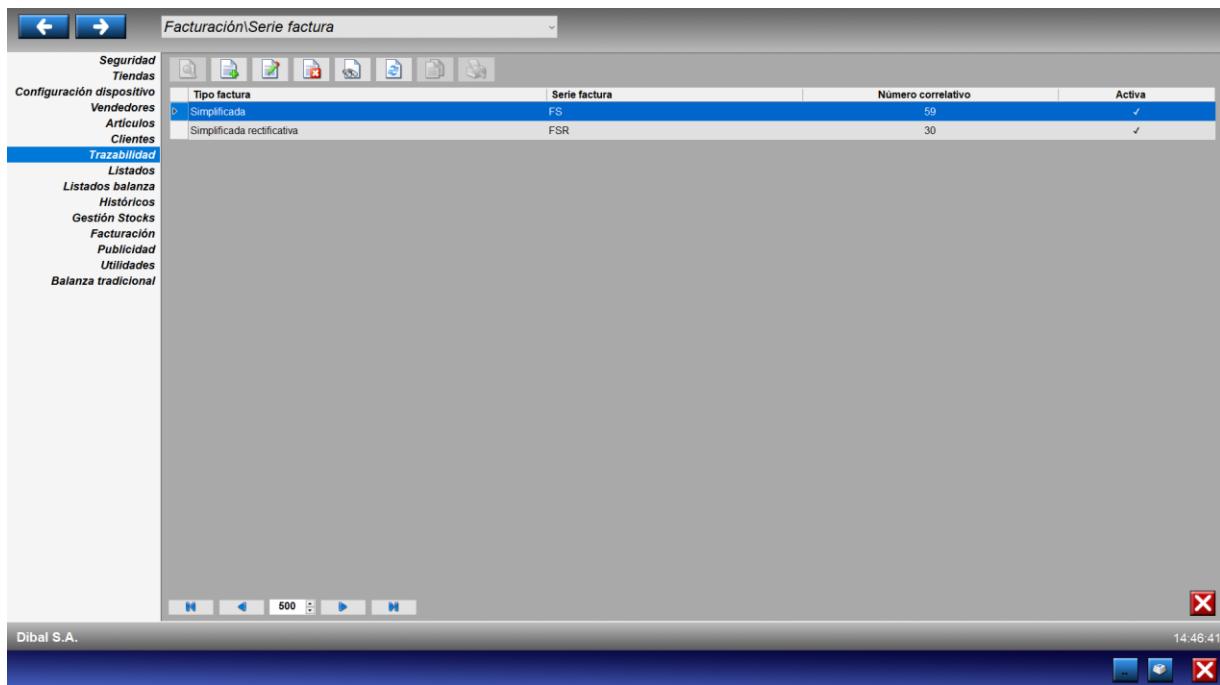
#### **2.3.1.2. *Series and numbering of invoices***

For the numbering of the invoices in fiscal mode, the series are made based on the serial number of the scale and a configurable value is added through a user admin window. This value can be any number, although it is recommended that you carry at least the type of the invoice

and the year if you want to make a new series each year. For example, if it is configured the value "FS19" as series of simplified invoice for a scale with the serial number "123456789", the series of simplified invoice will be "1234567890FS19". For that reason, the series are unique for each scale, that is, each scale has its series for each type of invoice and its own numbering, although the configuration of the series is the same for both scales. Therefore, each scale will work with its series and its correlative number.

The information of the series and the numbers of the invoices (Ordinary or Simplified, Original or Rectified) for series are not saved in database, since they are sensitive elements for the integrity of the data. This information it is saved in files and its content is encrypted so that, although it can be opened, it can not be understood or modified. The configuration of this series is made since: Maintenance -> Billing -> Invoice series.

(ESPAÑOL)



Tipo factura	Serie factura	Número correlative	Activa
Simplificada	FS	59	✓
Simplificada rectificativa	FSR	30	✓

In the image you can see a table with the names of the defined series, the type of invoice, the correlative number of the type of invoice and if they are active. Only can be a series active for each type of invoice. At most, there can be four active series, one per invoice, one per simplified invoice, one per rectified invoice and a last one per simplified rectified invoice. If we select a series or we create a new one the next window is displayed, in which we can configure that series:

(ESPAÑOL)

**Serie factura**

		ALTA Envío on-line
<b>Tipo factura</b>	Simplificada	
<b>Serie factura</b>		
<b>Número consecutivo</b>		!
<b>Estado</b>		
Activar		
<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> <input checked="" type="checkbox"/> <input type="checkbox"/>		

In order to be able to differentiate the series, the column “Invoice series” is added in the ticket detail lists, ticket with canceled and personalized. In consultation of expirations and invoices from Admin changes “Invoice series” and “Invoice state” are put in.

When you modify the correlative number of a billing series it checks for documents that have an equal or higher numbering for that database series.

### 2.3.1.3. ***Rectification and cancellation of simplified invoices and invoices***

In fiscal mode it is not able to reopen invoices (ordinary or simplified). If there is an error, both in tax data and in sales lines, a rectified invoice must be made to correct it. In the case of rectifying invoices a rectifying simplified invoice will be made. Rectified invoices and rectifying simplified invoices have a different series than invoices and simplified invoices. For that reason, the rectifying invoices will take a correlative numbering different from the correlative numbering of the original invoices.

There is a series of considerations and limitations to be taken into account on the rectifying invoices:

- Only can be rectifying invoices/simplified invoices (original or rectifying) that are already closed.
- Invoices/Simplified invoices only can be rectified once. Once an invoice has been rectified, it will not be accessed again. Any other modification that you want to make must be made to the new rectifying invoice / simplified rectifying invoice.
- A rectifying invoice or simplified rectifying invoice can be rectified if there is an error in rectifying invoice. This new rectifying invoice carries the same series as the previous rectifying invoice to which it rectifies.

- Copies of an invoice already rectified can not be made.
- The payment methods of an invoice are cleared when it is rectified and new payment methods are inserted, whether they are the same payment methods or change.
- A rectification that is not closed yet can be cancelled. The invoice information to be rectified will remain intact until the new rectifying invoice is closed.
- In the event that there is an ongoing rectification initiated from operational (opened in a seller) the original invoice (ordinary or simplified) will appear in the list of invoices to be rectified or cancelled, but it will not be able to carry out any operation about this invoice since it is open in a seller.
- It is allowed to rectify or cancel invoices/simplified invoices of master/slave scales.

This mode allows cancel invoices (ordinary or simplified).

In case of cancelling it, it disappears from the lists, it is not taken into account in cash closings and the associated loyalty points and pending account are deleted if applicable.

Only it is allowed to cancel closed invoices or closed rectifying invoices. If a rectification in progress is cancelled, the original document is restored and the loyalty points and pending accounts are restored with the original data.

If an invoice is cancelled, rectified or replaced it will not be accessible from the application either to carry out a new operation with it or in lists or cash closings.

#### ***2.3.1.4. Simplified invoice replacement***

The replacement of simplified invoices in ordinary invoice is added. It has the following limitations:

- Simplified partial invoices can not be replaced, that is, all lines are replaced.
- If a simplified invoice disappears from computation and listing and can not be replaced again.
- It is not possible to replace more than 100 simplified invoices in the same ordinary invoice.
- Only can be added replacement of simplified invoices in opened invoices. It is not allowed to replace in rectifications.
- It is not allowed to mix replacement of simplified invoices with other operations in the substitution invoice. That is, if there are article lines or delivery notes you can not add simplified invoices and if there are simplified invoices to be replaced, article lines or delivery notes can not be added.

### ***2.3.1.5. Formats***

Formats of simplified invoice (FS), simplified rectifying invoice (FSR), invoice (FA) and rectifying invoice (FAR).

The formats must contain the following fields for the fiscal mode:

- Simplified invoice and ordinary (FS and FA)
  - Invoice series
  - Document number
  - Device serial number
  - Expedition date
  - Operation date (in FA)
  - Seller
- Simplified rectifying invoice and ordinary (FSR and FAR):
  - Invoice series
  - Document number
  - Device serial number
  - Expedition date
  - Operation date (in FAR)
  - Seller
  - Rectified invoice series
  - Rectified invoice number
  - Rectified invoice date
  - Rectified tax base
  - VAT rate rectified
  - Rectification rate

If it does not contain any of the previous fields, a message is displayed indicating the missing fields to be included and it is indicated that some formats are included by default:

- FacturaSimplificada.dibal
- FacturaSimplificada\_en.dibal
- FacturaSimplificada\_tres\_pulgadas.dibal
- FacturaSimplificada\_en\_tres\_pulgadas.dibal
- FacturaSimplificadaRectificativa.dibal
- FacturaSimplificadaRectificativa\_en.dibal
- FacturaSimplificadaRectificativa\_tres\_pulgadas.dibal
- FacturaSimplificadaRectificativa\_en\_tres\_pulgadas.dibal
- factura.repx
- Factura\_en.repx
- factura\_rectificativa.repx
- factura\_rectificativa\_en.repx

All the format selection forms have the option to indicate the format of the simplified rectifying invoices.

In the selection of company formats there is the option to specify the format of rectifying invoices.

(ESPAÑOL)



## 2.3.1.5.1. Simplified invoice format

(ESPAÑOL)



**FACTURA SIMPLIFICADA**

Dibal S.A.  
Astintze, 26 - Pol. Industrial Neinver  
48160 Derio  
(Vizcaya) España  
NIF: 75342986N  
Telf.: (+34) 94 452 15 10

Serie: 51752694FS Núm.: 5

Fecha: 23/11/20 - 12:54

Vendedor: V1

Número de Serie del Dispositivo: 51752694

Art	Cantidad	Precio	€
1	BREVAS		
	1,000 Kg	4,99 €/Kg	4,99
<b>Total (1)</b>			<b>4,99</b>

**DESGLOSE DE IMPUESTOS (€)**

Base	IVA (%)	IVA	Total
0,00	4,00% IV	0,00	4,99
Forma de pago			Importe (€)
Contado			4,99
ENTREGADO			4,99
CAMBIO			0,00

**PUNTOS DE LA VENTA: 0**



Gracias por su visita

**2.3.1.5.2. Simplified invoice format**

**(ESPAÑOL)**



## FACTURA RECTIFICATIVA SIMPLIFICADA

Dibal S.A.  
 Astintze, 26 - Pol. Industrial Neinver  
 48160 Derio  
 (Vizcaya) España  
 NIF: 77786592G  
 Telf.: (+34) 94 452 15 10

Serie: 51752694FSR Núm.: 72

Fecha: 24/11/20 - 13:40

Vendedor: V1

Número de Serie del Dispositivo: 51752694

## FACTURA RECTIFICADA

Serie Factura Rectificada: 51752694FS

Número Factura Rectificada: 24

Fecha Factura Rectificada: 23/11/20 - 16:15

Base imponible Rectificada: 1,51

Cuota IVA Rectificada: 0,06

Tipo Rectificativa: Por sustitución

Art	Cantidad	Precio	€
1	KIWI VERDE 0,410 kg	3,84 €/kg	1,57

Total (1)	1,57
-----------	------

## DESGLOSE DE IMPUESTOS (€)

Base	IVA (%)	IVA	Total
1,51	4,00%	0,06	1,57

## Forma de pago Importe (€)

Contado	1,57
ENTREGADO	0,00
CAMBIO	0,00

## PUNTOS DE LA VENTA: 0



Gracias por su visita

## 2.3.1.5.3.

*Simplified invoice format*

(ESPAÑOL)

**Dibal S.A.**

Astintze, 26 - Pol. Industrial Neinver  
 48160 Derio  
 (Vizcaya) España  
 A48172506

**Cliente Completo**

Calle Astintze 26 Pol. Ind. Neinver  
 48160 Derio  
 Bizkaia

**Factura**  
**ORIGINAL**

Serie	Número de factura	Fecha de expedición	Fecha de operación			
29041418VF	3	28/04/2021	07/04/2021			
Código cliente	NIF	Nº Serie Dispositivo	Vendedor			
	3 A48172506	29041418	V7			
Documento	Código	Artículo	Cantidad	Precio	Dto. linea	Importe
1 ALITAS POLLO			1,000 kg	5,98		5,98
383 LUBINA			1,000 kg	6,54		6,54
						Subtotal: 12,52

IMPORTE NETO	DTO. TOTAL	DTO. PRONTO PAGO	BASE IMPONIBLE	I.V.A.	R.E.	IMPORTE FACTURA
12,52 €			12,52 €	1,25 €		13,77 €

## Desglose IVA:

Base imponible	I.V.A.	Importe I.V.A.	R.E.	Importe R.E.
12,52 €	10 %	1,25 €	0 %	0,00 €

Número	Forma de pago	Fecha	Importe	Cobrado	Banco	Cuenta
1	Contado	28/04/2021	13,77 €	No		

**2.3.1.5.4. Simplified invoice format**  
**(ESPAÑOL)**

**Dibal S.A.**

Astintze, 26 - Pol. Industrial Neinver  
 48160 Derio  
 (Vizcaya) España  
 A48172506

**Cliente Completo**

Calle Astintze 26 Pol. Ind. Neinver  
 48160 Derio  
 Bizkaia

**Factura**  
**RECTIFICATIVA**

Serie	Número de factura	Fecha de expedición	Fecha de operación			
29041418VFR	2	28/04/2021	07/04/2021			
Código cliente	NIF	Nº Serie Dispositivo	Vendedor			
3	A48172506	29041418	V7			
Serie factura rectificada	Num. factura rectificada	Fecha factura rectificada	Base imponible rectificada	Cuota IVA rectificada	Tipo rectificativa	
29041418VF	3	28/04/2021 9:50:37	12,52	1,25	Por sustitución	
Documento	Código	Artículo	Cantidad	Precio	Dto. linea	Importe
1 ALITAS POLLO			1,000 kg	5,98		5,98
383 LUBINA			1,000 kg	6,54		6,54
15 POLLO CORRAL			1,000 kg	3,95		3,95
232 MELON			1,000 kg	0,82		0,82
Subtotal: 17,29						

IMPORTE NETO	DTO. TOTAL	DTO. PRONTO PAGO	BASE IMPONIBLE	I.V.A.	R.E.	IMPORTE FACTURA
17,29 €			17,29 €	1,68 €		18,97 €

**Desglose IVA:**

Base imponible	I.V.A.	Importe I.V.A.	R.E.	Importe R.E.
0,82 €	4 %	0,03 €	0 %	0,00 €
16,47 €	10 %	1,65 €	0 %	0,00 €

Número	Forma de pago	Fecha	Importe	Cobrado	Banco	Cuenta
1	Contado	28/04/2021	18,97 €	No		

**2.3.1.6. Valid serial number**

To be able to work in fiscal mode it is necessary to have the serial number correctly engraved on the equipment, since this number will be included in the series of invoices/simplified invoices.

The serial number can be obtained in the form "About..."

(ESPAÑOL)



If the serial number is not recorded correctly, it must be recorded and therefore the user must contact the SAT, STC or their distributor. Guidelines will be given to do so.

The "About..." form can be accessed through the window: Operating -> Utilities -> About..

(ESPAÑOL)

REFRESCAR PANTALLA	LIMPIAR PANTALLA	LISTAR SMS	PUBLICIDAD	BACKUP	ACERCA DE..	
▲ ■■■	ENCARGADO	TURNOMATIC	TARJETAS	CERRAR O APAGAR	APLICACIONES	
ARTÍCULOS	PESAJE	CAJA	ESPECIALES	CLIENTES	DOCUMENTOS	UTILIDADES ▲

### 2.3.2. ***Non-fiscal mode***

It is not allowed the generation of invoices.



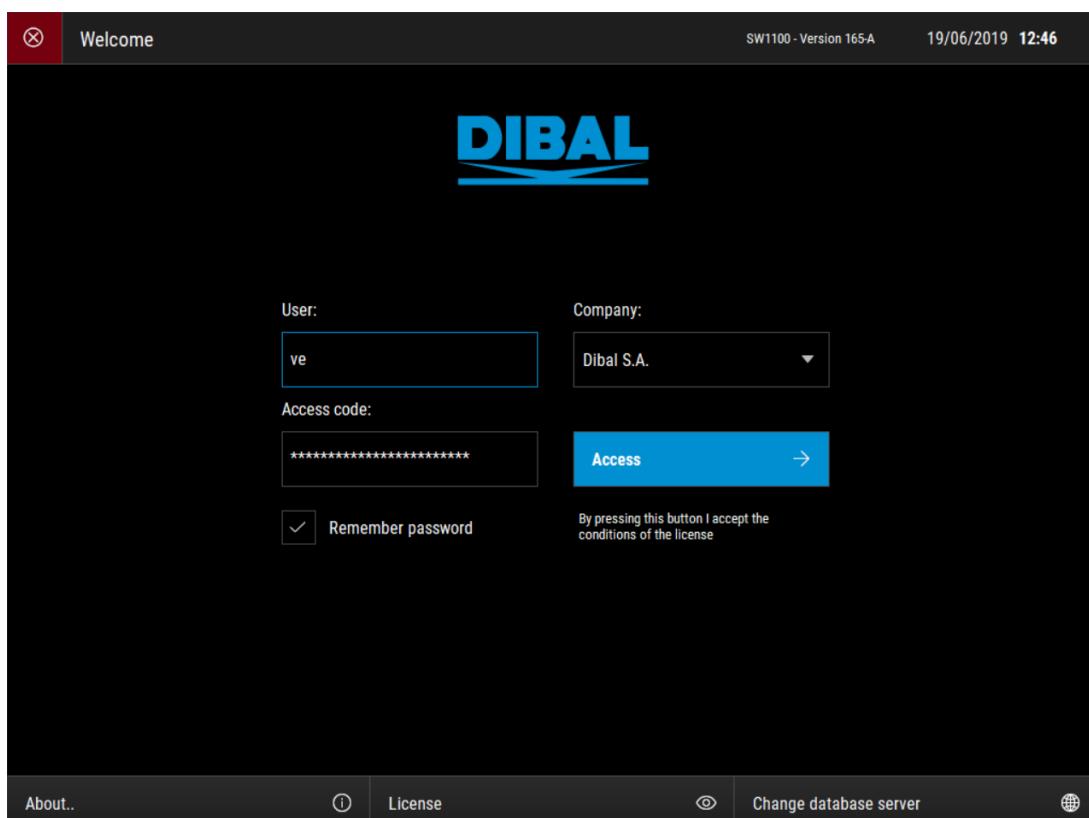
### 3. OPERATING SCREEN

#### 3.1. PURPOSE

The purpose of the program is to sell articles. With this program you can carry out the operations necessary for the sale of articles, and the preview and/or printing of receipts or labels.

#### 3.2. PROGRAM START

To start the program, double click on the **CS-1200** file that is located on the desktop. The screen below displays:



Enter the username and password previously specified in the maintenance screen. For subsequent easy use, select Remember Password, so you do not need to re-enter the password, which will then display automatically on entering the username.

You can type directly in the text boxes on the touch screen, using the virtual keypad which will open when you press any field to be filled or with the conventional keyboard connected to the scale.

Press the Access button to validate the fields and, if correct, you access the application.

A screen similar to the following will display.



The arrangement and location of the buttons on the sale screen may vary with respect to what is shown in this manual. To personalise your sale screen, enable Design mode or go to the Design module.

0,000	T kg	0,000	kg	0,00	€/kg	0,00	€
Max 15 kg Min 100 g ±5 g <span style="float: right;">→0← MIN</span>							
19/06/2019 12:11:48 Ticket-label mode							
<span style="font-size: 2em;">↑</span> <span style="font-size: 1.5em;">↓</span> <span style="font-size: 1.5em;">←</span> <span style="font-size: 1.5em;">→</span>	4,38 €/kg 182 AVOCADOS	2,45 €/kg 183 APRICOT	1,29 €/kg 184 BANANAS	<span style="float: right;"> receipt  Label  See    Delivery Note V1       Invoice V2       Client V3    V4       V5       V6    Price weighed       Price Unit       Manual Weight    Cancel ongoing sale       Refund       →    Quantity       Article Code       Cash         </span>			
	14,90 €/kg 185 GOJI BERRIES	Offer 4,99 €/kg 186 EARLY FIG	3,50 €/kg 187 CHERRIES				
	Offer 2,37 €/kg 188 CUSTARD APPLES	Offer 3,65 €/kg 189 YELLOW PLUM	4,69 €/ 190 GREENGAGE				
	6,40 €/kg 191 PRUNES	3,85 €/kg 192 RED PLUM	2,45 €/kg 193 PLUMS				
	3,70 €/kg 194 *GREEN PLUMS	9,95 €/kg 195 *CLEMENTINES	→				
Fruits	Vegetables	Poultry	Pork	Beef	Lamb	Charcuterie	Cheese
							→
Fish	Frozen	Oven	Candies	Pickles	Dried fruits	Drink	Change Price
	Articles	Tare	Cash	Specials	Clients	Documents	Utilities
0 00 , ⟲ ⟳							

Note: This screen is designed in the Design section. Here, you can define the item, cashier, function keys, etc. as well as preview labels.

Below is an explanation of the most important operations in this window for label mode and how it works.

### **3.3. SALE OF ARTICLES**

To make a sale of an article, just select the article and press the cashier to whom you wish to assign the sale (this second step is unnecessary if selecting Single Cashier mode in Maintenance. Ref. Maintenance). To modify the price and/or quantity, read the following sections.

#### **3.3.1. Select articles**

There are several ways to select an article:

- Directly press the button referring to the article you wish to sell.
- Enter the PLU of the article you wish to sell (code assigned to the article in Maintenance. Ref. Maintenance) and press the button.
- From the article menu by selecting the button.

To deselect an article, press .

### **3.3.2.      *Modify price***

To modify the price of an article for it to be weighed, the *Modify Prices* option must be enabled in the scale, when you add an article in Maintenance. Ref. Maintenance.

To modify it, select the article, type in the required price and press **Change Price**.

To delete the price of the article selected, press **Change Price**.

### **3.3.3.      *Modify quantity***

To modify the quantity of an article, this article must have been added as unitary. Ref.

Maintenance. To modify it, select the article, enter the amount required and press **Quantity**.

**Quantity**

To delete the quantity, press the **Quantity** button.

### **3.3.4.      *Discount on line***

To make the discount on line, select the required article. Use the numeric keypad to enter the percentage discount to be applied and then press the **Disc. %** key. If no discount is entered, the default discount associated to the **Disc. %** key in the design module. Ref. Design.

**Note:** The  button on the numeric keypad deletes the contents of the data input text box.

### **3.3.5.      *Price per segment***

If you have assigned different prices to an article's weight segments, see Ref. Maintenance. The price will be updated depending on the segment reached as soon as the weight is stable.

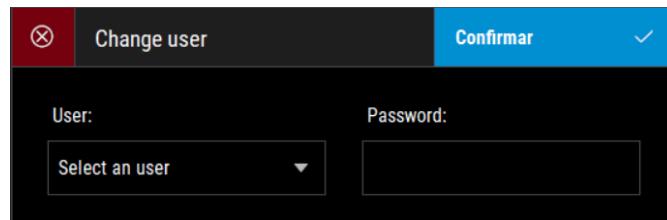
### **3.3.6.      *Give-away per segment***

If you have assigned different weight give-aways to the different segments of an article, see Ref. Maintenance. When you select this article on the operating screen, a table displays showing the corresponding weight to be given away.

## **3.4. PRESS BUTTON**

When you press a button, you compare the safety level of that button with the safety level of the user profile.

If the safety level of the profile is greater or equal to the button, its action is done, but if the safety level of the profile is lower than that of the button, the window below displays:



The users with a profile with a safety level equal or greater than the button's level will be loaded in the combination of users.

When you enter the username and correct password, the button's action will be done.

### **3.5. SEE RECEIPT/LABEL**

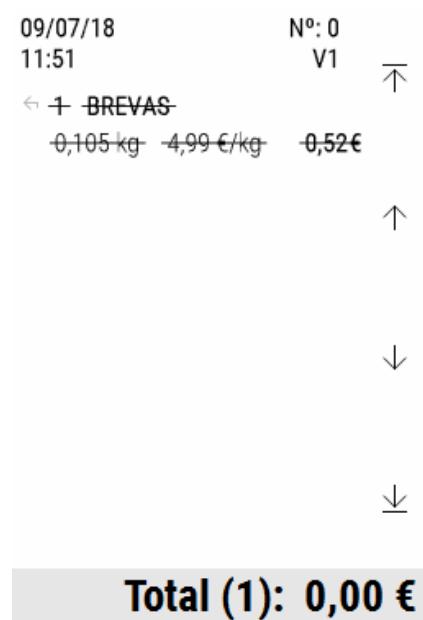
In order to see a cashier's receipt or label, press the  button and then press the button of the cashier whose receipt or label you wish to see.

#### **3.5.1. Cancel line**

To cancel a line, press on the  bin icon located on the receipt line you wish to cancel



If you wish to recover a cancelled line, you need to press on the  arrow icon located on the line you wish to recover, where the bin button was located in the previous step:

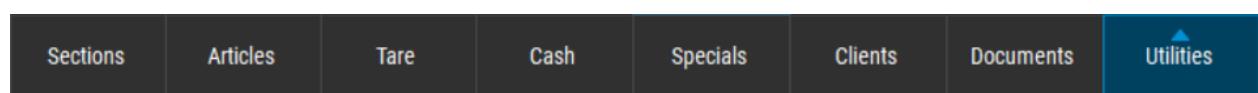


### 3.6. PRINT RECEIPT/LABEL

To print a customer's receipt, invoice or delivery note, select one of the options from the box below and, then, select the cashier for whom you wish to print it. In the case of the label, the button is that of a label cashier, so all you have to do is weigh and select the article. Then press that button to print the label.



### 3.7. LOWER BUTTON BAR



#### 3.7.1. Sections

Press **Sections** to display the articles by sections. These buttons and their corresponding assignation to a given section are fully configurable from Design mode or from the Design module. Ref. Design.

Quantity	Article Code	Cash					
7	8	9					
4	5	6					
1	2	3					
Change Price							
0	00	,					

#### 3.7.2. Articles

Select the Article field to display the following panel:



### **3.7.2.1. Find articles**

Select this button to open the window below:

Item search			Column customization	Select
Code	Direct key	Description	Price with VAT	
195	14	*CLEMENTINES	9.95 £	不
194	13	*GREEN PLUMS	3.70 £	↑
437	2	*MINCE MEAT	6.88 £	↓
96	13	ACORN-FED PORK SHOULDER	41.50 £	
22	6	ALE	99.99 £	
254	73	ALEJANDRINA PEAR	3.19 £	
298	1	ALMONDS	99.99 £	
315	12	AMERICAN PIZZA	6.00 £	
337	21	ANCHOVY	5.95 £	
257	76	APALOT CONFERENCE PEAR	2.29 £	
214	33	APPLE	1.95 £	
183	2	APRICOT	2.45 £	
104	2	ARTICHOKE	99.99 £	
453	5	ARTICHOKE	6.46 £	
487	39	ASPARAGUS	5.16 £	
182	1	AVOCADOS	4.38 £	
384	68	BALLAN WRASSE	24.50 £	

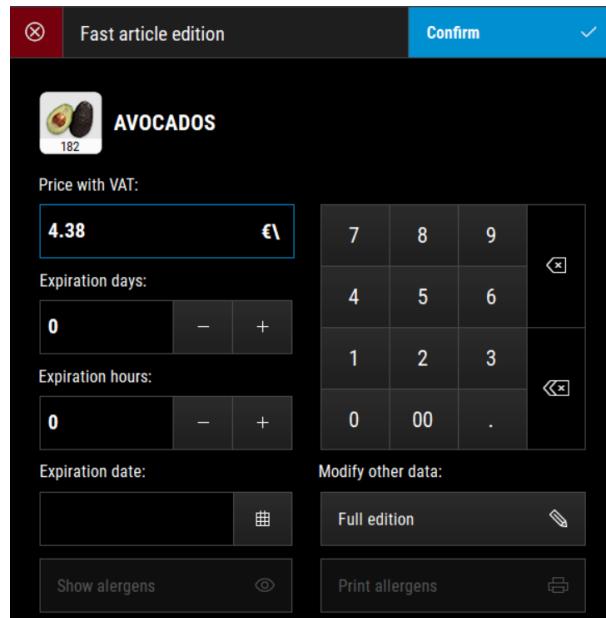
From this window, you can select the field with which you wish to find the product (in the image above the 'Description' field is the one selected).

### **3.7.2.2. Rotate price**

Press this button to alternate between the selected article's two offer prices if it has two offer prices (They can be added by editing the article).

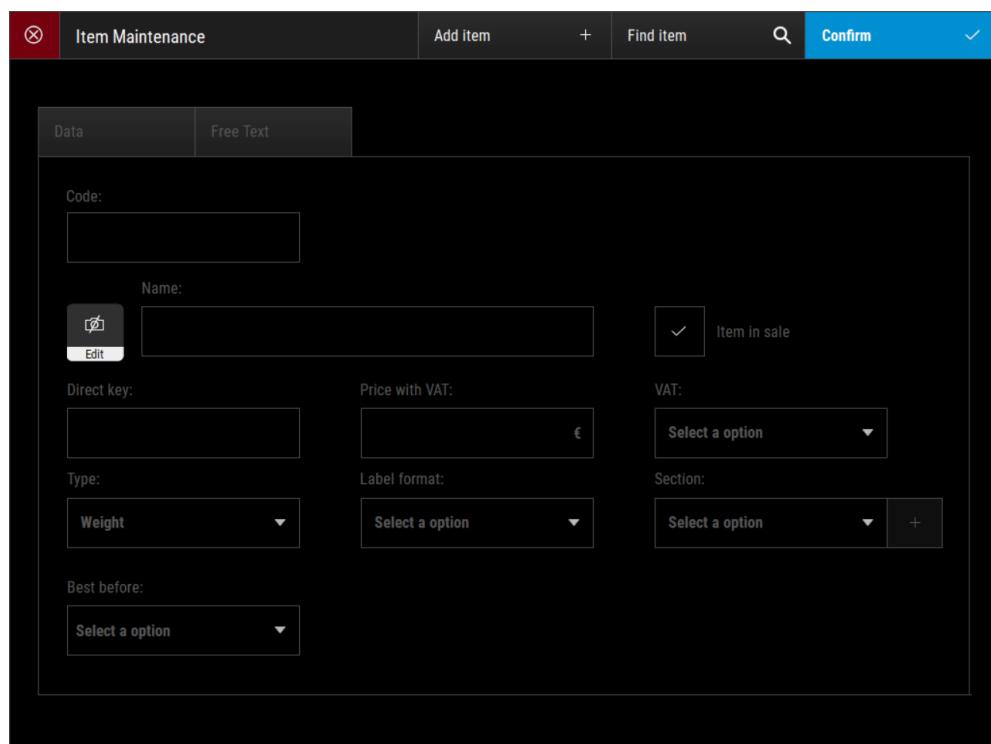
### **3.7.3. Quick edit of article**

After selecting an article, press this button to display the Article Edit menu for said product. You can also access this menu by pressing and holding the article you wish to edit.



### 3.7.3.1. Addition/Edition of article

Click on this button to open the window below. Here you can add a product with the required data:



### 3.7.3.2. Edit favourites

Select this button to display the window below where you can define which products are favourites and which are not by clicking on the button with the star icon to the right of the product (by default, only the articles which are favourites will display in the Sections section).

Edit favourites		Show favourites	Confirm
<input type="text"/>	<input type="button"/>		
<b>Beef</b>			
000436	VEAL CHUCK	001	4.04 € 1 ★
000437	*MINCE MEAT	002	6.88 € 1 ★
000438	VEAL CHOP	003	17.40 € 1 ★
000439	T-BONE STEAK	004	99.99 € 1 ★
000440	VEAL SHANK	005	5.98 € 1 ★
000441	VEAL HEART	006	2.20 € 1 ★
000442	VEAL BRISKET	007	12.64 € 1 ★
000443	HAMBURGERS	008	8.09 € 1 ★
000444	VEAL OSSO BUCCO	009	11.20 € 1 ★
000445	OXTAIL	010	10.25 € 1 ★
000446	VEAL MEDALLIONS	011	11.45 € 1 ★
000447	BEEF BRAIN	012	3.30 € 1 ★
000448	VEAL TOPSIDE	013	11.20 € 1 ★
<b>Candies</b>			
000171	BIRTHDAY BAGS	001	99.99 € 1 ★
000172	SWEETS	002	99.99 € 1 ★
000173	CHOCOLATE	003	99.99 € 1 ★
000174	PICKLES	004	99.99 € 1 ★
000175	NUTS	005	99.99 € 1 ★
000176	JELLY BEANS	006	99.99 € 1 ★
<b>Charcuterie</b>			
000084	SMOKED BACON	001	7.50 € 1 ★

### 3.7.3.3. Dates

When selecting this button, the following window will appear in which we can modify the date values of the article as well as the Global Expiration.

Dates		Current date (*)	17/04/2020 12:40:05	Confirm		
Item	(190) CIRUELA CLAUDIA					
Global expiration date	Whitout expiration date		<input type="button"/> 7 <input type="button"/> 8 <input type="button"/> 9 <input type="button"/> 4 <input type="button"/> 5 <input type="button"/> 6 <input type="button"/> 1 <input type="button"/> 2 <input type="button"/> 3 <input type="button"/> 0 <input type="button"/> 00			
Days - Hours	0	-	+	0	-	+
Date	17/04/2020	<input type="button"/>	12:00	<input type="button"/>		
Days	Expiration Date	Hours	Date	Final Date		
0	0	0	<input type="button"/>	<input type="button"/>		
Package Date	0	-	+	0		
Extra Date	0	-	+	0		
Freeze Date	0	-	+	0		
Best before date	0	-	+	0		
Manufacturing date	0	-	+	0		

### 3.7.4. Tare

Press the  key to display the following options:



#### 3.7.4.1. Manual zero

To set the weight to zero (provided that the current weight is within a range of values depending on the scale's capacity), press .

#### 3.7.4.2. Change tare

There are two ways to make a tare change:

- 1- Type in the tare you wish to apply and press the Tare button.
- 2- Place a weighed object on the tray and press Tare.

#### 3.7.4.3. Set tare

To set the tare to be applied so that it is not deleted when the weight returns to 0, press the Set Tare button.

#### 3.7.4.4. Remove tare

To remove the tare, remove everything from the tray and press Remove tare.

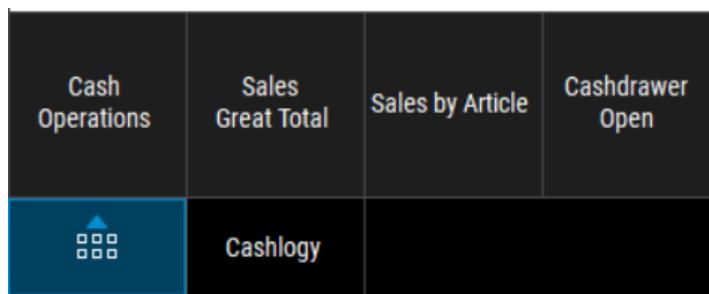
#### 3.7.4.5. Programmable tares

It is used to apply multiply tares or containers to a sales lines, indicating the number of units of each of them.

Programmable Tares						Confirm																
Code	Description	Tare (kg)	Tares Nº	Total (kg)																		
					↑	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>7</td><td>8</td><td>9</td><td>✖</td></tr> <tr><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>1</td><td>2</td><td>3</td><td>✖</td></tr> <tr><td>0</td><td>00</td><td></td><td>✖</td></tr> </table>	7	8	9	✖	4	5	6		1	2	3	✖	0	00		✖
7	8	9	✖																			
4	5	6																				
1	2	3	✖																			
0	00		✖																			
					↓																	
					↓																	
					↓																	
<b>Tares detail</b> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>						<b>Total Tare (kg)</b> <div style="border: 1px solid black; height: 40px; width: 100%; text-align: center; font-size: 2em;">0,000</div>																

### 3.7.5. Cash drawer

If the user has enabled cash drawer control, no sales are allowed if the drawer is open. Press the **Cash** key to display the following options:



#### 3.7.5.1. Cash drawer operations

Press the Cash Operations to display the screen below:

Different operations are recorded:

- Drawer opening
- Drawer closing
- Deposit
- Withdrawal.

The whole amount can be entered or broken down according to coins and notes.

The cashier carrying out the operation is specified and this cashier signs said operation (directly in the box set aside on the screen for this purpose).

When validated, a proof of the cash drawer operation is printed.

Cash drawer operations will vary depending on the following parameters set in user:

- Cash drawer close out by cashier
- Preview cash drawer close out
- Long proof

In the “Cash drawer operations” list, you can view the proof printed for each operation.

### **3.7.5.2. Grand total sales**

Press this button to print a receipt with the sales total made since the last cash drawer close out.

### **3.7.5.3. Article sales**

Press this button to print a receipt with all the articles sold since the last cash drawer close out, displaying the quantity sold of each article together with its sum.

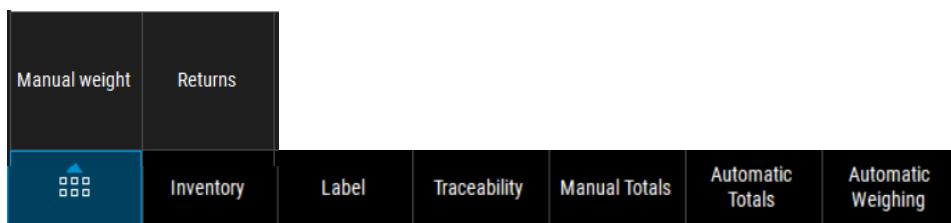
### **3.7.5.4. Open cash drawer**

The cash drawer opens when a receipt is printed if drawer opening is selected in user and one of the payment forms used is cash. Ref. Maintenance. It can also be opened by pressing the

Open Cash Drawer  button.

## **3.7.6. Special**

Press the  key to display the following options:



The available work modes are then described:

### **3.7.6.1. Manual weight**

When selecting this button, the scale requests an article to be selected. Then the screen below displays:

With this screen you set the weight to be sold manually. On finishing, press the Confirm button on the upper right hand side. If there is a weight on the platform, it will be taken by default. The change in weight will be reflected on the receipt.

### **3.7.6.2. Refund**

When this function is selected, the user is requested to select an article to be refunded and a window just like the one in the previous example (Manual weight) will display with the user being prompted to insert the weight of the article. A sum equivalent to the price of the article from the weight inserted will be returned to the customer.

### **3.7.7. Documents**

(ESPAÑOL)

IMPRIMIR	RECTIFICAR ÚLTIMA	RECTIFICAR	IMPRIMIR COPIA	ANULAR FACTURA SIMPLIFICADA			
	FACTURA SIMPL.	ALBARÁN	FACTURA				
ARTÍCULOS	PESAJE	CAJA	ESPECIALES	CLIENTES	DOCUMENTOS	UTILIDADES	

#### **3.7.7.1. Simplified invoice**

##### **3.7.7.1.1. Print**

This button prints the simplified invoice of a sale in progress after selecting a seller.

##### **3.7.7.1.2. Rectification of simplified invoices/simplified rectifying invoices**

1. The rectification of simplified invoices it must be carry out from operational: Documents -> Simplified Invoice. There are different options for rectification:

- a. Pressing the button "RECTIFY LAST" and selecting a seller.
- b. Pressing the button "RECTIFY" and selecting the form that opens the simplified invoice that you want to rectify.

2. Once selected the simplified invoice, it is uploaded to the seller who generate it.
3. It is proceed to carry out the pertinent modifications about the simplified invoice.
4. When you close the simplified invoice, it is generated all necessary information for the simplified rectifying invoice with the data of the simplified rectified invoice.
5. It is specified in the database that the previous simplified invoice has been rectified so that its information is not taken into account in the different maintenance lists.
6. The simplified rectifying invoice is printed.

#### **3.7.7.1.3. Cancellation of simplified invoices/simplified rectifying invoices**

1. Press the button "CANCEL SIMPLIFIED INVOICE".
2. Select the invoice that you want to cancel from the form that is opened.
3. Once selected the invoice it is generated all the necessary information to cancel the simplified invoice.
4. It is specified in the database that the simplified invoice has been cancelled so that its information is not taken into account in the different maintenance lists.

#### **3.7.7.1.4. Print copy**

As in the previous point, the print copy button allows you to print a copy of any sale made. Press this button to open the same screen as in the previous point. Here you can choose the invoice you are going to copy. Once said invoice is selected, press the "Select" button on the upper right-hand side.

#### **3.7.7.2. Invoice**

IMPRIMIR	RECTIFICAR ÚLTIMA	RECTIFICAR	IMPRIMIR COPIA	FACTURAR ALBARÁN	ANULAR FACTURA	
---	FACTURA SIMPL.	ALBARÁN	▲ FACTURA			
ARTÍCULOS	PESAJE	CAJA	ESPECIALES	CLIENTES	▲ DOCUMENTOS	UTILIDADES

#### **3.7.7.2.1. Print**

This button prints the simplified invoice of a sale in progress after selecting a seller.

#### **3.7.7.2.2. Rectification of invoices/rectifying invoices**

The rectification of invoices/simplified invoices it can be done from operational: Documents -> Invoice or from admin user: Billing -> Invoices.

#### **Operational**

1. Form operational there are different options to carry out the rectification:
  - a. Pressing the button “RECTIFY LAST” and selecting a seller.
  - b. Pressing the button “RECTIFY” and selecting the invoice that you want to rectify from the form that is opened.
2. Once selected the invoice, this is uploaded in the seller who generate it.
3. It is proceed to carry out the pertinent modifications about the simplified invoice.
4. When you close the invoice, it is generated all the necessary information for the rectifying invoice with the rectified invoice data.
5. It is specified in database that the previous invoice has been rectified so that its information is not taken into account in the difference maintenance lists.
6. The rectifying invoice is printed.

### **3.7.7.2.3. *Cancellation of invoices/rectifying invoices***

The cancellation of invoices can be carried out through operational: Documents -> Simplified Invoice or from maintenance: Billing -> Invoice.

#### **Operational**

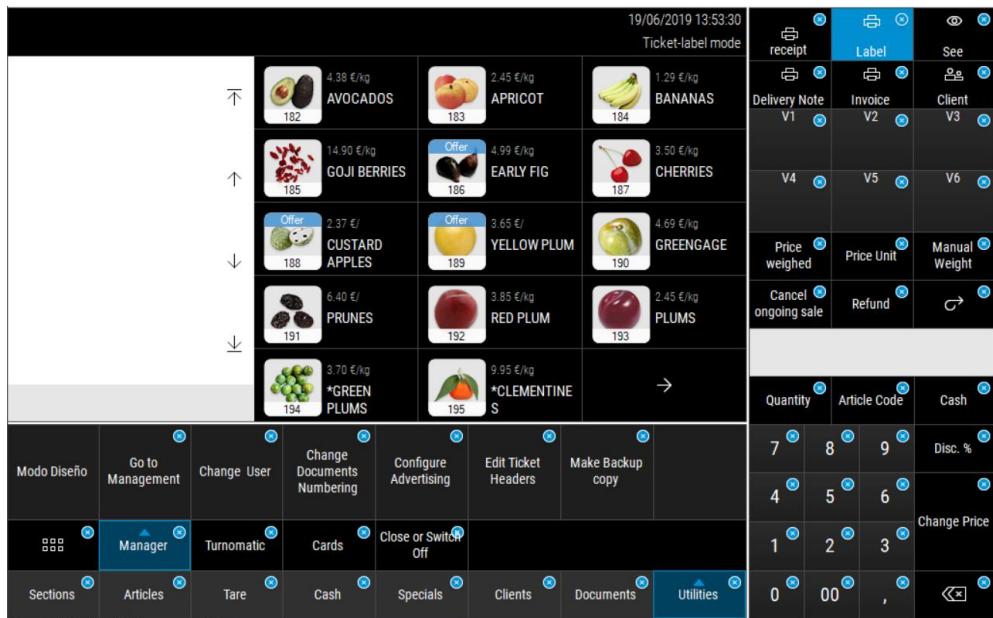
1. Press the button “CANCEL INVOICE”.
2. Select the invoice that you want to cancel from the form that is opened.
3. Once selected the invoice it is generated all the necessary information to cancel the invoice.
4. It is specified in the database that the invoice that has been cancelled so that its information is not taken into account in the different maintenance lists.

## **3.7.8. *Utilities***

### **3.7.8.1. *Manager***

#### **Design mode**

From the Design module (enter the application using User design), you access a mode called *Design mode* which allows you to edit and personalise the buttons of the sale screen without leaving it. Press *Design mode* to enable it. The buttons will vary:



## Remove a button

A button can be removed by pressing located on the upper right-hand corner. The empty space is shaded, and you can then add a new button here.



## Edit a button

You can edit an existing button by pressing it. If this enables another series of buttons, you will be asked if you want to edit the button. If you accept, you can edit it. Otherwise, the series of buttons enabled by the former will display, for their possible edition.

*Example 1:* cashier key.

The 'Key editor' dialog box shows the following settings for button 'V6': Action: Validate ticket seller; Value: V6; Text: V6; Security level: 0; Text size: 10; Button color: black; Image: None.

## Editing screen

In either of the two cases (adding or editing a button), the screen below displays:

The 'Key editor' dialog box shows the following settings for button 'V6': Action: Validate ticket seller; Value: V6; Text: V6; Security level: 0; Text size: 10; Button color: black; Image: None.

The fields to configure are:

ACTION: Select the action to be carried out with the button (e.g. Validate cashier receipt)

VALUE: Enter a value if it is necessary for carrying out the action (e.g. V8)

TEXT: Enter the text which will be displayed on the button (e.g. CASHIER 8)

SECURITY LEVEL: Set the security level allowing or refusing use of the button to different users.

TEXT SIZE: Select the size of the font of the text of the button.

BUTTON COLOUR: It allows you to select a colour for the button.

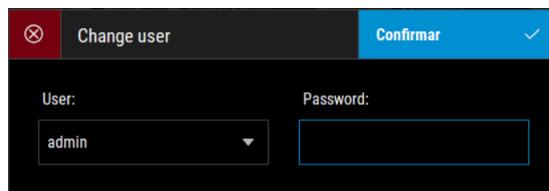
IMAGE: You can select an image to display on the button by assigning it in the drop-down list.

## Go to Management

Press this button to enter *Admin* mode.

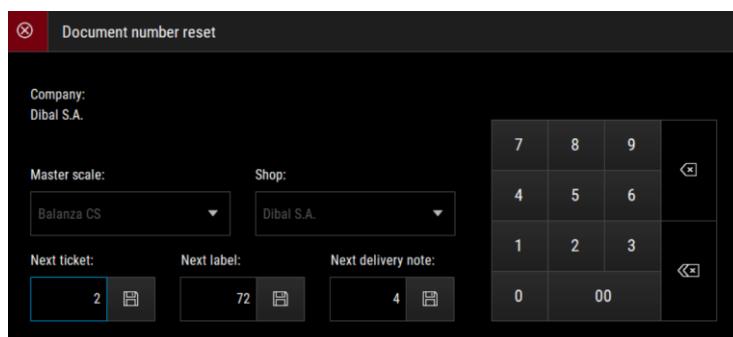
### Change user

A screen like the one below will open where you can choose the user to which you wish to change by entering the password of said user.



## Change the Numbering of Documents

Press this button to open the screen below where you can edit the numbering of the receipts, labels and delivery notes.

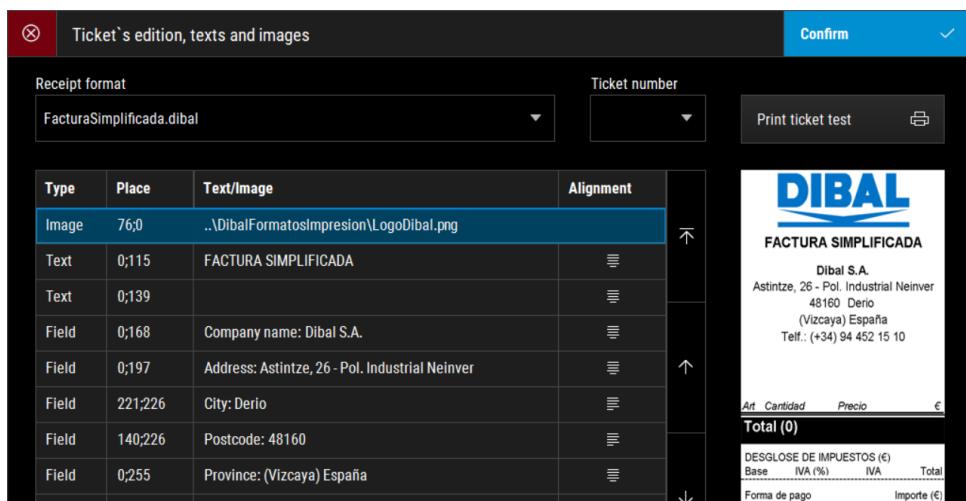


## Configure Advertising

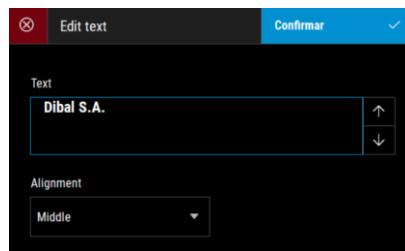
The TFT2 program will display. Its function is to configure the advertising to display on the scale's rear screen.

## Edit Ticket Headers

Press this button to open the screen below. Here you can change the data in the receipt headers.



When changing any field of that receipt, the screen below displays:



The Text field contains the text that is viewed on the receipt and Alignment is the place where the text is positioned.

### Make Backup Copy

It will run the assistant to make a back-up copy in the background, that is, the scale will make a safety copy while the user can go on using the scale in a normal fashion. The following message displays to confirm that a back-up copy is being made and you can tick the "Alert on completion" box which will display an alert when it has finished generating the back-up copy.

#### 3.7.8.2. Close or shut down

##### Minimize Application

Press this button to minimize the application like any other Windows program, leaving the user on the scale desktop.

Open the application in the usual way by pressing on the minimised application in the lower Windows bar.

##### Close Application

Press this button to close the ScalePC application.

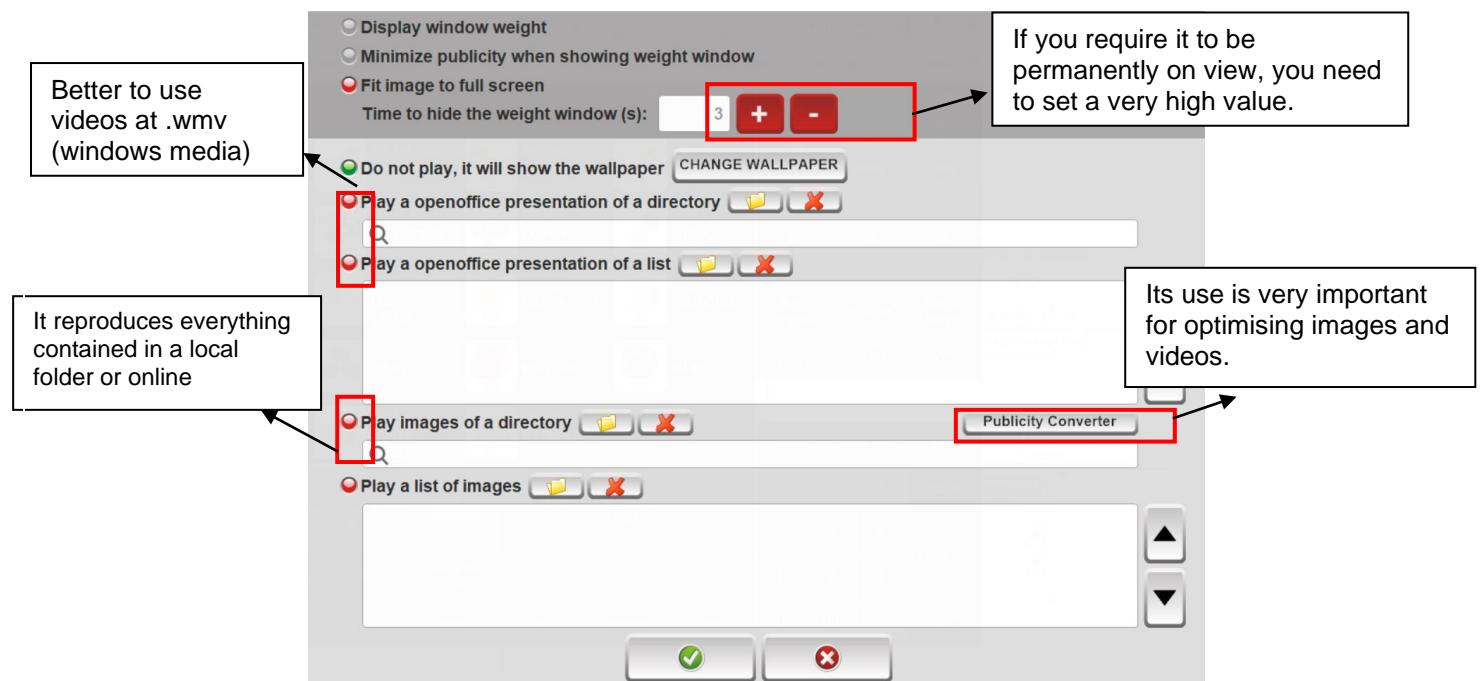
##### Shut down Scale

Press this button to shut down the scale.

#### 3.7.9. 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:



## 4. MAINTENANCE

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

### 4.1. 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:

#### 4.1.1. 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.



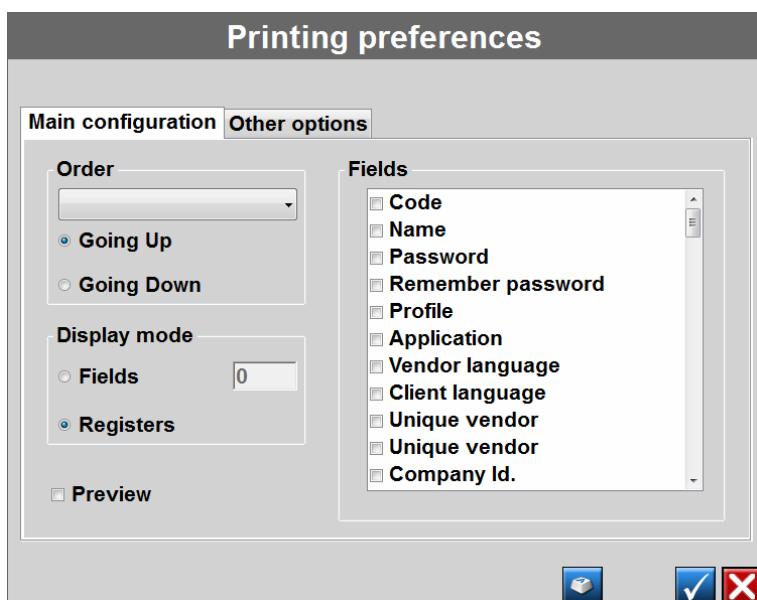
The Cancel/Quit button closes the window without saving any data.



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.

## 4.1.2. Printing

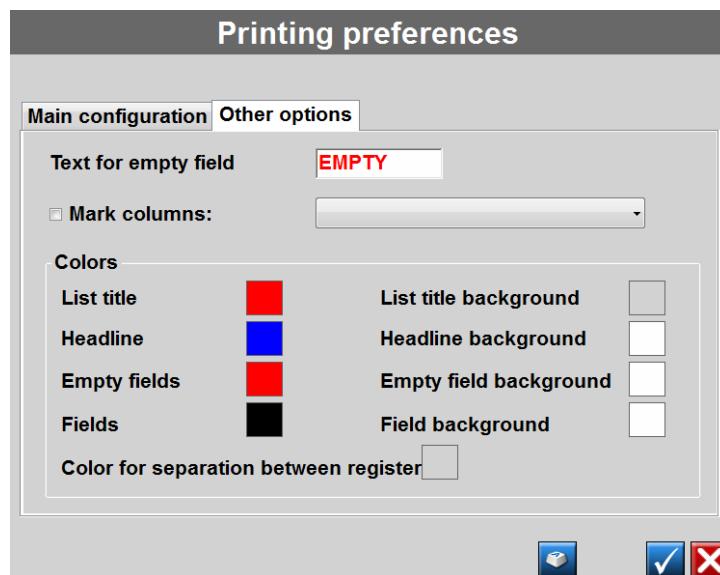
To print lists of objects, use the button located on the upper part of the window. Then, the screen below displays:



With this screen you can choose printer preferences:

- Order: if you require the fields to be displayed in ascending or descending order according to a specific field.
- Display mode: Mode in which you wish to view the data, according to fields or records.
- Fields: The fields you require to be displayed on the document to be printed are selected.
- You select preview if you wish to see the document before it is printed.

The window below displays in the other options tab:



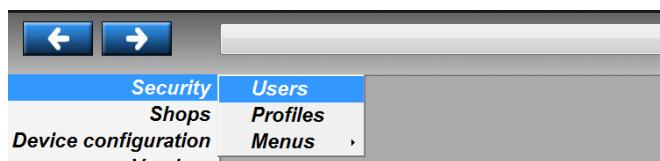
With this window you can choose a default value for the empty fields, if you wish to tick the columns, and the colours of the titles, fields, background...

## 4.2. Security

### 4.2.1. Users

#### 4.2.1.1. Access to the menu

In this menu you can carry out the necessary operations for the management of users by going to **Security → Users**.



#### 4.2.1.2. List of users

Below is a list of the different users registered:

				Security\Users			
				Code	Name	Profile	Application Name
				21	user	User	Maintenances
				28	design	Lectura	Patterns design
				30	ve	Vendedor50	Operative Screen
				54	Lector	Lectura	Maintenances
				55	Precios no	Precios No	Maintenances
				63	admin	Admin	Maintenances
				64	ve2	Vendedor50	Operative Screen

The list of registered users is found in the middle of the screen, along with their code, name, profile and the name of the application which they can access.

#### 4.2.1.3. Add users

When you add a user, the screen below displays with all the data to be entered in order to register a user. You need to enter the data of the new user you wish to add.

The code is unique to each user and, by default, the field will be filled with the next available code for a new user.

The name and password specified in this section will be those to be entered when starting the scale program depending on the user to be used, with a maximum of 20 characters.

In addition, you can specify the profile for the new user, the application in which they will boot the system, the cashier's and the customer's languages, the template used when starting in the sale screen, the currency to be used and if you wish to use a language other than that set in the regional interface.

Select the Others tab to display the screen below:

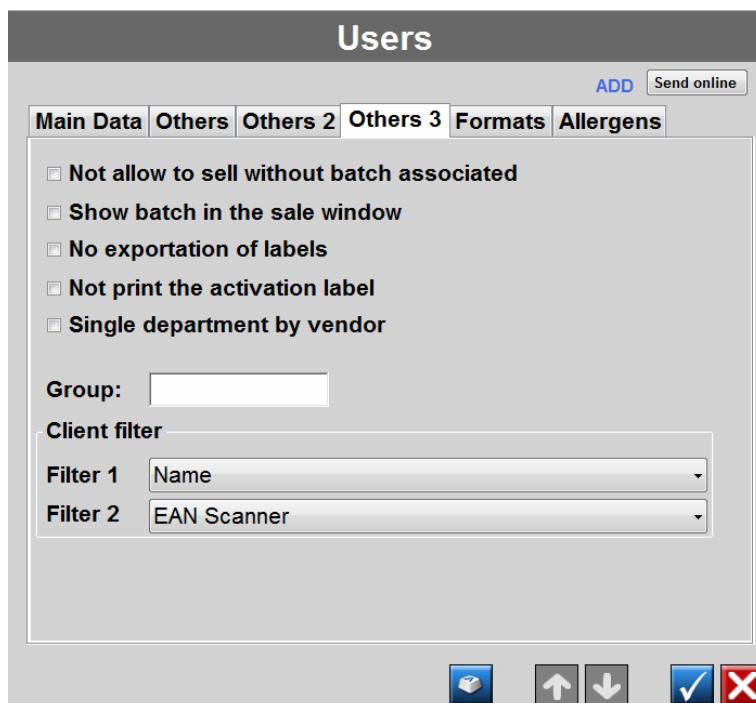
This tab is very important to configure the user that is going to make the sale. Here you can select different options:

- Automatic weighing: if selected, it enables the automatic weighing option in the operating screen.
- Calculate change: So that after every sale, before you print, you are given the possibility to calculate the change to be handed back.
- Allow to cancel lines: you can cancel or re-enable lines individually in each receipt.
- Show cancel lines: It allows you to show (crossed out) or not the cancelled lines in the printed receipt. In the receipt preview on the screen, the cancelled lines will always display. (This only applies to the receipt).
- Assignment to clients: possibility to assign the sale to a customer.
- Cash closing per vendor: possibility to do cash drawer close out taking into account only the transactions and sales of the cashier selected in the close out.
- Preview cash closing: if selected, when you do a cash drawer close out, you can preview the proof before being printed.
- Modes of payment: the different payment forms available will display on the change calculation screen. When you select this option, you enable the default payment forms option, where you need to select the payment form you wish to display by default.
- Cash drawer control: Possibility to be able to work with the cash drawer (**No Cashlogy**).
- Cash drawer opening: In order that the cash drawer opens automatically with each sale.
- Apply discounts: Possibility to apply a discount to the total of the receipt before printing the receipt.
- Cash closing per scale: Possibility to do cash drawer close out taking into account only the transactions of the machine in which the cash drawer close out is being done.
- Long proof: if selected, the data on the sales will be printed on the cash drawer close out proof.
- Complete cash closing: if selected, the invoices and delivery notes issued from the *admin* user are taken into account when doing the cash drawer close out.
- View real ticket: it allows you to display a preview of the receipt on the screen in the real receipt print format, including logos, etc.
- Default mode of payment: it allows you select in which payment form the sum of the sale will be charged.
- Default working mode: The default working mode on starting the program. Receipt-Label, Label by weighing...
- Counterfoil: if this option is enabled, the application will print a cashier slip after printing a receipt.
- Counterfoil delay: This is the time, in seconds, the application will wait to print the cashier slip after having printed the receipt.

Select the Others 2 tab to display the screen below:

- Unique vendor: in the event that you wish to configure it as sole cashier, you select the cashier and tick the sole cashier box. If you do not require sole cashier, this option is left blank.
- Associated vendor: if this sole cashier option is selected, here you need to choose the cashier.
- To sell items price zero: if selected, it allows the sale if the sale price is zero. Otherwise it gives error.
- Only sell items in VIP groups: Default value, Disabled. If enabled, it indicates:
  - Only articles with an associated photo for displaying on the button can be sold.
  - Only articles with a direct key can be sold.
  - Only articles belonging to the VIP group can be sold
  - Only the articles with an associated photo and direct key will display in the selector of articles to be entered in a VIP group.
  - The articles with a description display in the screen for rates according to article.
- Digit number for self-service direct key: it indicates the maximum number of digits of the quick code for self-service sales. Default value is 3.
- Time back to home screen (seconds): it indicates the seconds the self-service screen needs to stay inactive before showing the controls defined as main controls. Default value is 0, which means that this option is disabled.
- Template automatically regenerate: it indicates that if you are in the operating screen and there is a data update, it will run it. That is, the buttons of the article panels are generated again. If there is a new article, the corresponding button displays. If the article is deleted, the button is deleted. The BMP will also change if its content is changed.
- Erase previous sales to: it deletes previous sales made to the number of days indicated.
- Equivalence surcharge applied on the sale: it allows you to apply the equalization tax associated to VAT rates.
- Total labels per item: It allows you to issue the totals labels according to article.
- Number of copies of totals labels: number of copies of totals labels which will be printed, by default 1.
- Retire label window showing time (seconds): Time during which the window for removing the label displays when printing a label in self-service mode.
- Display text remove label window: Show or not text in the remove label window.

Select the Others 3 tab to display the screen below:



- Not allow to sale without batch associated: When enabled, it does not allow the sale of products with an associated class which do not have an associated batch. (It only applies in label mode)
- Show batch in the sale window: When enabled, the number of the batch to which this article is associated displays after the name of the article in the weighing section when called up. If the articles are not assigned an associated batch, (-) will display.
- No exportation of labels: Enabled, the scale does not export sales in label mode.
- Not print the activation label: Enabled, the scale does not print the labels of the products in a batch.
- Customer filter: it orders the customers using the filter selected.
  - Single department by vendor: If activated, the seller only can sell items from his linked department.
  - Group: This option is used to print the section group number instead of the group number of the scale in the bar code.

Select the Format tab to find the screen below which, in turn, has another three tabs:

Users	
<input type="button" value="ADD"/> <input type="button" value="Send online"/>	
<input type="button" value="Main Data"/> <input type="button" value="Others"/> <input type="button" value="Others 2"/> <input type="button" value="Others 3"/> <input type="button" value="Formats"/> <input type="button" value="Allergens"/>	
<input type="button" value="Print"/> <input type="button" value="Bar codes"/> <input type="button" value="Cards"/>	
Tickets:	<input type="button"/>
Unitary labels:	<input type="button"/>
Weighing labels:	<input type="button"/>
Totals label level 1:	<input type="button"/>
Totals label level 2:	<input type="button"/>
Counterfoil:	<input type="button"/>
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>	

Users	
<input type="button" value="ADD"/> <input type="button" value="Send online"/>	
<input type="button" value="Main Data"/> <input type="button" value="Others"/> <input type="button" value="Others 2"/> <input type="button" value="Others 3"/> <input type="button" value="Formats"/> <input type="button" value="Allergens"/>	
<input type="button" value="Print"/> <input type="button" value="Bar codes"/> <input type="button" value="Cards"/>	
Tickets 1:	<input type="button"/>
Tickets 2:	<input type="button"/>
Labels 1:	<input type="button"/>
Labels 2:	<input type="button"/>
Total 1 Level 1:	<input type="button"/>
Total 2 Level 1:	<input type="button"/>
Total 1 Level 2:	<input type="button"/>
Total 2 Level 2:	<input type="button"/>
Prepacking reading:	<input type="button"/>
Counterfoil:	<input type="button"/>
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>	

In the Format tab, you need to choose the formats for printing receipts, labels and cashier slip, as well as barcode and card formats.

In the **Cards** tab, you can select the designs of the cards of articles, cashiers, customers, users and actions. Said cards can be scanned from the scale and the function of each will be run (**Evolis printer cards**)

Users	
<input type="button" value="ADD"/> <input type="button" value="Send online"/>	
<input type="button" value="Main Data"/> <input type="button" value="Others"/> <input type="button" value="Others 2"/> <input type="button" value="Others 3"/> <input type="button" value="Formats"/> <input type="button" value="Allergens"/>	
<input type="button" value="Print"/> <input type="button" value="Bar codes"/> <input type="button" value="Cards"/>	
Front item card:	<input type="button"/>
Back item card:	<input type="button"/>
Front vendor card:	<input type="button"/>
Back vendor card:	<input type="button"/>
Front customer card:	<input type="button"/>
Back customer card:	<input type="button"/>
Front user card:	<input type="button"/>
Back user card:	<input type="button"/>
Front action card:	<input type="button"/>
Back action card:	<input type="button"/>
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>	

Select the Allergen tab to access the screen below:

**Users**

ADD Send online

Main Data | Others | Others 2 | Others 3 | Formats | **Allergens**

**Print label allergens**

**Format label allergens:**

**Label printing delay:**

**Allergens font:**

The data to be entered at this screen are as follows:

- Print allergens label: It prints a second label with the allergens.
- Allergens label format: You can choose the print format of the allergens label.
- Delay label print: It is the time in seconds that passes from when the label is printed until the allergens label is printed.
- Font for allergens: You select the font you require for allergens.

## 4.3. Vendors

### 4.3.1. Access to the menu

With this menu you can carry out the operations necessary for managing the cashiers by going to **Vendors**.



### 4.3.2. List of vendors

Then a list of the different cashiers registered displays:

		Vendors			
		Code	Name	Identification Number	Telephone
Security	Shops	1	V1		
Device configuration	Vendors	2	V2		
Items					
Others					

The list of the cashiers registered, along with their code, name, ID and telephone number displays in the middle of the screen.

### 4.3.3. Add vendor

When adding a cashier, the window below displays with all the data to be entered in order to register a cashier.

Vendors				
<b>ADD</b> Send online				
Code:	101	Memory:	(1-30)	<input type="checkbox"/> Inventory
Name:				
Address:				
City:				
Province:				
Identification N...				
Telephone:				
Department:	<input type="button" value=""/>	internal code:		
Status:	<input type="button" value=""/>	Commission:	%	
Remarks:				
Password:				
		QR code:		

The data to be entered are:

- Code: Cashier's identifying code.
- Name: Name of the cashier to be registered.
- Address: Address of the cashier to be registered.
- City: City of the cashier to be registered.
- Province: Province of the customer to be registered.
- ID: National identity document of the cashier to be registered.
- Telephone number of the customer to be registered.
- Department: Department to which the cashier to be registered belongs.
- Status: Status of the customer to be registered.

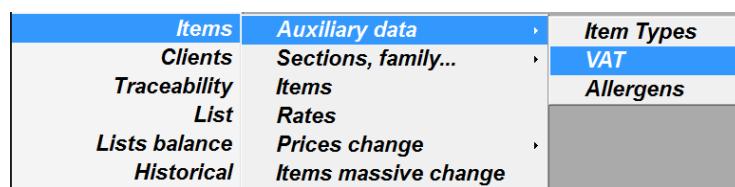
- Internal code: Internal code of the customer to be added.
- Commission: Commission to be paid to the cashier to be registered.
- Remarks: Additional notes on the cashier to be registered.
- You can add or delete the cashier's image in the upper right-hand side.
- Password: Password for identifying said user.
- QR code: QR code representing said cashier. It is used for identifying yourself using a QR card.

## **4.4. Items**

### **4.4.1. VAT**

#### **4.4.1.1. Access to the menu**

This menu allows you to carry out the necessary operations for managing VAT by going to **Items→ Auxiliary Data → VAT**.



#### **4.4.1.2. List of VAT rates**

Items\Auxiliary data\VAT	
<b>Security</b>	
<b>Shops</b>	
<b>Device configuration</b>	
<b>Vendors</b>	
<b>Items</b>	
<b>Clients</b>	
<b>Code</b>	<b>Percentage(%)</b>
1	21,000
2	10,000
3	4,000

The list of VAT rates registered, along with their code and percentage, are found in the middle of the screen.

#### **4.4.1.3. Add VAT rates**

When adding a VAT rate, the screen below displays with all the data to be entered for registering a VAT rate.

<b>VAT</b>	
<b>Code:</b>	<input type="text" value="4"/>
<b>Percentage(%):</b>	<input type="text"/>
<b>Equivalence surcharge(%):</b>	<input type="text"/>

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

- Code: VAT identification number, which will increase automatically as there cannot be two VAT rates with the same code.

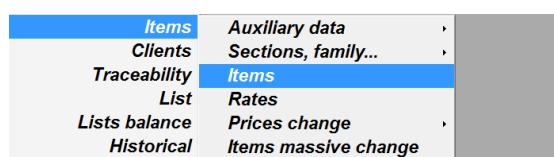
- Percentage (%): VAT value.
  - Equalization tax (%): Equalization tax to be applied (%).

When you have finished filling in all the fields, press the Accept button to complete the process of adding a VAT rate. You can cancel the rate by pressing the Cancel button at any time.

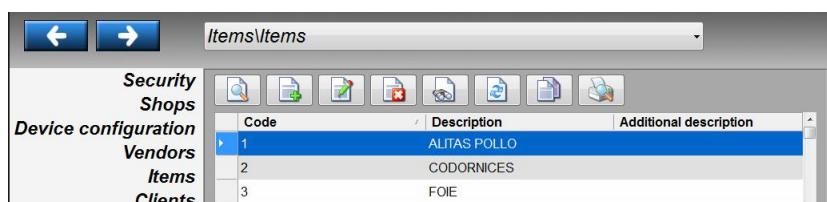
## **4.4.2. Items**

#### **4.4.2.1. Access to the menu**

This menu allows you to carry out the necessary operations for managing the articles by going to **Items→ Items**.



#### **4.4.2.2. List of Items**



The list of registered articles, along with their code and name, are found in the middle of the screen.

#### **4.4.2.3. Add Items**

When adding an article, the window below displays with all the data to be entered in order to add an article.

## Items

[ADD](#) [Send online](#)

<a href="#">Main Data</a>	<a href="#">Traceability</a>	<a href="#">Labeling</a>	<a href="#">Codes</a>	<a href="#">Dates</a>	<a href="#">Prices</a>	<a href="#">Rates</a>	<a href="#">Data not CS-1000</a>	<a href="#">Texts</a>	<a href="#">...</a>												
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>Data</b> </div> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p><b>Code:</b> <input style="width: 100%;" type="text" value="535"/></p> <p><b>Description:</b> <input style="width: 100%;" type="text"/></p> <p><b>Additional desc...</b> <input style="width: 100%;" type="text"/></p> <p><b>Type:</b> <input style="width: 100%;" type="text"/> </p> <p><b>Warning:</b> <input type="checkbox"/></p> <p><b>Direct key:</b> <input style="width: 100%;" type="text"/></p> <p><b>Stock</b> <input checked="" type="checkbox"/> <b>Item in sale:</b> <input checked="" type="checkbox"/></p> </div> <div style="flex: 1; text-align: right;"> <p><b>Color:</b> <input style="width: 100%;" type="text"/> </p> <p> </p> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <b>Associations</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 5px;"><b>Department:</b></td> <td style="width: 10%; padding: 5px;"><input style="width: 100%;" type="text"/></td> <td style="width: 10%; text-align: right; padding: 5px;"><b>Association</b></td> </tr> <tr> <td style="padding: 5px;"><b>Section:</b></td> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> <td style="text-align: right; padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><b>Family:</b></td> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> <td style="text-align: right; padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><b>Subfamily:</b></td> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> <td style="text-align: right; padding: 5px;"></td> </tr> </table> </div>										<b>Department:</b>	<input style="width: 100%;" type="text"/>	<b>Association</b>	<b>Section:</b>	<input style="width: 100%;" type="text"/>		<b>Family:</b>	<input style="width: 100%;" type="text"/>		<b>Subfamily:</b>	<input style="width: 100%;" type="text"/>	
<b>Department:</b>	<input style="width: 100%;" type="text"/>	<b>Association</b>																			
<b>Section:</b>	<input style="width: 100%;" type="text"/>																				
<b>Family:</b>	<input style="width: 100%;" type="text"/>																				
<b>Subfamily:</b>	<input style="width: 100%;" type="text"/>																				

The data to be entered are as follows:

- Code: Article's identifying code.
- Favourite: if selected, it will be a favourite article. In the sales process, only the default favourite articles will display.
- Description: Name of the article to be registered.
- Additional description: Additional information on the article.
- Type: Type to which the article belongs (weighed, unitary, fixed weight or refund).
- Warning: Extra information that will display when you select this article on the sale screen.
- Direct key: Key with which you can access the article directly.
- Stock: if selected, it indicates that you wish have control over the stock for this article.
- Item in sale: if selected, it indicates that this article can be sold. If it is not selected, when you enter the sale screen, its corresponding button will not be created. It is taken into account in both the sale screen and when issuing delivery notes from Maintenance.
- Department: Department to which the article belongs.
- Section: Section to which the article belongs.

If the article does not have a default section, it will be associated to all the scales without sections and, if it has a default section, it will be associated to all the scales without section and the scales associated to the article's section.

When you modify the article's section:

- If, previously, it did not have a section and it has been assigned one: The article will be disassociated from the scales that do not have the new section and will be associated to the scales that have that section.
- If it had a section and it has been changed for another: The article will be disassociated from the scales that have the old section but not the new one and it will be associated to the scales that have the new one.
- If it had a section and it has been removed: It will be disassociated from the scales that have the old section and it will be associated to the scales that do not have sections.
- Family: Family to which the article belongs.
- Subfamily: Subfamily to which the article belongs.

An image of the article can also be added.

When the article has been added, the association button which is initially disabled will be enabled. With this button, you can associate the article to the different stores and scales which belong to the company network.



The screen below is found in the traceability tab:

Items	
1 - ALITAS POLLO	
<span style="margin-right: 10px;">MODIFICATION</span> <span>Send online</span>	
<a href="#">Main Data</a> <a href="#">Traceability</a> <a href="#">Labeling</a> <a href="#">Formats</a> <a href="#">Codes</a> <a href="#">Dates</a> <a href="#">Prices</a> <a href="#">Rates</a> <a href="#">Data not CS-1000</a>	
<b>Traceability</b> Class: <input type="text"/> Batch (Traceability): <input type="text"/> <input type="checkbox"/> Activate change Lot:	
<b>Others</b> Weight / Piece (g): <input type="text"/> Measure 2: <input type="text"/> Box units: <input type="text"/> Stock in Quantity 2: <input type="text"/>	

The data to be entered are as follows:

- Class: Class to which the article belongs.
- Animal batch: Animal batch to which the article belongs.
- Activate change lot:
  - If it has traceability, because it has an assigned Class, the "Change Traceability Batch" window opens automatically in order to associate or change the batch.
  - If it has no traceability, the "Change Lot Text" sale automatically opens.
- Weight/piece: Weight of each piece of the article. If the article is of the Fixed Weight type, in this field, you need to indicate the article's weight in grams.
- Box units: Number of units of the article per box
- Stock in Quantity 2:
 

No (Piece Count Mode = Off) - no Stock control on Quantity 2

Auto (Piece Count Mode = Quantity2) - Quantity2 is automatically calculated

Manual (Piece Count Mode = Piece Weight) - Quantity2 is entered manually

Quantity1 (Piece Count Mode = Quantity1) - quantity2 and / or piece weight is entered manually.
- Measure 2:
 

If this field is left empty, the default value will be saved:

  - Heavy Items, the Unit of Measure is (kg) and by default Measure2 is (one)
  - Unit Items, the Unit of Measure is (one) and by default Measure2 is (kg)

The screen below is found in the labelling tab:

The screenshot shows the 'Labeling' tab of the 'Items' configuration screen. The item code '1 - ALITAS POLLO' is displayed at the top. The 'Label per weighing' checkbox is checked. The 'Description (prepacking)' field is empty. The 'Fix tare (g)' and 'Percentage Tare (%)' fields are also empty. The 'Packaging weight (kg)' field is empty. Under 'CheckWeigher', the dropdown menu shows 'No'. The 'Automatic Totals' section contains three empty fields for 'Level 1', 'Level 2', and 'Level 3'. At the bottom of the screen are several standard Windows-style buttons: a blue floppy disk icon, a red upward-pointing arrow, a green downward-pointing arrow, a blue checkmark, and a red X.

The data to be entered are as follows:

- Label per weighing: if selected, it indicates that in “Receipt or Receipt-Label by weighing” working mode, as well as including it in the receipt, a label is printed. If it is not selected, the label is not printed. It is only included in the receipt.
- Description (pre-packaging): Information on the article if used as pre-packaging.
- Fix tare (g): Tare which will be set for the article.
- Percentage Tare (%): It is used to apply a percentage tare relative to the weight. It will only be enabled if you have connected slaves of the DMI type.
- Packaging weight (Kg): If there is a weight of the packaging, it is stored and printed, for both heavy and single items.
- CheckWeigher: indicates the operating mode. Possible values are:
  - No: disabled.
  - Normal: Minimum and maximum limits are established, and the OK weight must be included in them.
  - Reverse: Minimum and maximum limits are established, and the OK weight should NOT be included in them.
  - Percentage: A target Weight is established, with minimum and maximum tolerance margins (%).
 The OK weight will be the target weight, within the limits established by the margins.
- Automatic Totals: Automatic Total Levels per Item are added. (Labeling tab).

The screen below is found in the labelling tab:

- Label format: Label format set by default for the article.
- Format allergens: Label format set by default for allergens.
- Totals Label level 1: Label format set by default for Totals Label level 1.
- Totals Label level 2: Label format set by default for Totals Label level 2.
- Barcode label 1: Label format set by default for Barcode label 1.
- Barcode label 2: Label format set by default for Barcode label 2.
- Bar code 1 total level 1: Label format set by default for Bar code 1 total level 1.
- Bar code 2 total level 1: Label format set by default for Bar code 2 total level 1.
- Bar code 1 total level 2: Label format set by default for Bar code 1 total level 2.
- Bar code 2 total level 2: Label format set by default for Bar code 2 total level 2.

# CS- 1200

---

The screen below is found in the Code tab:

- Internal code: Article's internal code, which need not be the same as the article's identifying code.
- EAN Scanner: Barcode for the article obtained by a scanner. If you make a reading with a scanner, it displays in the box on the lower right-hand side and can be associated to the article. With the three buttons on the lower part you add new ones, modify and delete the existing ones.

The screen below can be found in the Date tab:

The data to be entered are as follows:

- Expiration date: Article's expiry date. If zero days and zero hours is selected, the expiry date is disabled.
- Extra date: Article's extra date.
- Package date: Article's packaging date.
- Freeze date: Article's freeze date.
- You can enter an expiry date in the box on the right. To select it, press on Calendar and a calendar will drop down in which you can select a day.

The screen below can be found in the price tab:

The data to be entered are as follows:

## Cost price:

- Standard price: Standard purchase price of the article.
  - Last purchase price: Price paid in the last purchase of the article. This piece of data is obtained from Stock Management.
  - Average price: Article's average purchase price. This piece of data is obtained from Stock Management.
  - Standard margin (%): Profit margin that the company wishes to obtain from the article's standard price.
  - Last margin (%): Profit margin that the company wishes to obtain from the last sale price of the article.
  - Average margin (%): Profit margin that the company wishes to obtain from the average price of the article.

## Sale price:

- Modify prices in the scale: if this option is enabled, at the operating screen, you can change the price of the article by entering a new price in the text box and pressing the € button.
  - Price without VAT: Sale price of the article without applying VAT.
  - VAT: VAT percentage applied to the article.
  - Price with VAT: Sale price of the article applied in VAT.
  - Offer Price: Offer price of the article.
  - Offer Price 2: Additional offer price for the article.

## Recalculating prices:

You can recalculate the sale prices on the basis of the price chosen. There are six ways to recalculate the prices. They are broken down by pressing on the following button: 

P. with VAT, P. without VAT, standard P. Last sale P., Average P.

Depending on the type of calculation chosen, you need to enter certain data or others. This is why some data will be enabled and others will not. Next to the data to be entered in the cost price, there are a series of locks which indicate which data must be entered depending on the type of calculation chosen.

The application will recalculate the prices automatically if you press on the **Price recalculate** button.

## Price per segment:

**Press this button to open the window below:**

PRICE SEGMENT			
	Quantity	Price	
	0.995	4.80	
▶	2.000	4.00	 Add

This section is used for assigning different prices to the articles depending on the weighing range (weighed articles) or a range of units (unitary articles).

This is why these ranges must be added to the table. To do so, press on the Add button. A new row will be enabled in the table and this is what you will need to fill in according to your requirements.

For example:

Quantity	Price
0.995	4.80
2.000	4.00

This means that, above 995gr, the price of an article will be 4.80 € and, above 2000 gr, it will be 4.00 €.

To delete a row, select the required row and press the Delete button.

**Give-away per segment:**

Press this button to open the window below:

GIFT SEGMENT		
	Quantity	Free quantity
▶	1.000	0,100
	2.000	0,250

This section is used to assign certain free quantities to the articles depending on the weighing range (weighed articles) or a range of quantities (unitary articles)

This is why these ranges must be added to the table. To do so, press on the Add button. A new row will be enabled in the table. This will need to be filled in according to your requirements.

For example:

Quantity	Free quantity
1.000	0.100
2.000	0.250

This means that, if you buy 1.4 Kg, you will pay for 1.3 Kg.

To delete a row, select the required row and press on the Delete button.

**Discounts:**

You can select the quantity to be discounted and the type of discount to be applied to the article:

- General discount: The percentage specified in the discount field will be discounted from the price of the article. Applicable to weighed or unitary articles.
- Discount in unit: The quantity specified in the discount field (in euros) will be discounted from the price of unit number X of the article sold in the same receipt, with X being the number selected in this field (from 1 to 10). Applicable only to unitary articles.
- Discount in 3x2: For every 3 units a customer buys, they get one free. Applicable only to unitary articles.

The screen below is found in the Rates tab:

**Items**

Code	Dates	Prices	Rates	Data not CS-1000	Texts	Notices	Electronic labels
<b>Rates</b>							
1	Tarifa 1	Price	Rate Type	Start date	End date	Discount	0,000
2	Campaña Navidad	Offer		10/11/2017 8:00	31/12/2017 23:59	10,000	
3	familia numerosa	Rate				25,000	
4	prueba	Rate				10,000	

ADD Send online

**Price per article**

	Code	Price	Rate Type	Price without VAT	VAT Percentage	Price with VAT	Discount
<span style="border: 1px solid blue; border-radius: 50%; width: 20px; height: 20px; display: inline-block; background-color: #f0f0f0;"></span>							

All the rates registered in the Rates section will initially display on this screen. Those you wish to apply to the article are chosen and they are added to the article with the arrows in the central part of the screen:

- All the rates registered for the article are added.
- All the rates added for the article will be removed.
- The rate chosen for the article is added.
- The rate chosen for the article is removed.

The following buttons are also found on the upper part of the screen:

- To find one or more rates from among those registered.
- If a search is made, in order to recover the complete list of rates.
- To change the data for a previously registered rate.

The following buttons are also found on the lower part of the screen:

- To find one or more rates from among those registered for the article.
- If a filter is applied, in order to recover the complete list of rates.
- To print a list of rates.

You will find the screen below in the **no CS-1000 Data** tab:

The screenshot shows the 'Items' screen with the 'Data' tab selected. It contains fields for 'Label format', 'Offer type', 'Logo', and 'LP' sections with 'Logo 1' and 'Logo 2'.

You will see that the following fields exist:

- Label format: Number of the label format assigned to the article.
- Offer type: None, Weight-Price or Free quantity.
- Logo: A fixed or programmable section logo can be assigned to the article.

The screen below is found in the **Texts** tab:

The screenshot shows the 'Items' screen with the 'Texts' tab selected. It contains four text input fields labeled 'Text 01', 'Text 02', 'Text 03', and 'Text 04'. On the right side, there are two buttons: 'Start allergens' and 'End allergens'.

You will see that there are several tabs for filling in texts from 1 to 20 as well as an additional free text. Each of these will be used to add additional information to the article.

The screen below displays in the **Notices** tab:

The screenshot shows the 'Items' screen with the 'Notices' tab selected. It lists notices for different clients, such as 'Notice' for Client and 'Notice for client 1' for Cliente 1.

Alerts can be programmed for the different customers. If you select an article in the Sale screen, while making a sale to a customer who has been programmed an alert for this article, this alert will display on the screen.



## 4.5. LISTS

With this menu you can draw up, view and manage sales lists. As a result, you can have complete control of the sales made.



### 4.5.1. Default buttons

The menus of the lists have a series of control buttons which are the same for all sections and are used for carrying out the necessary operations.

Each grouping can be ordered in ascending or descending mode in the lists. The order can be changed by pressing on the name of the group, making the arrow located next to it change direction.

You can also set up the fields to be displayed in the group, adding new ones by dragging the field to the grouping zone or ungrouping fields by right clicking on the field and choosing the Ungroup option.

You can add other fields like columns and remove existing ones. To do so, right click on any column header and the Column Selector option will be chosen.

The screenshot shows the 'Detail of Tickets' window with a context menu open over a column header. The menu includes:

- Sort Ascending
- Sort Descending
- Clear All Sorting
- Group By This Column
- Hide Group By Box
- Hide This Column
- Column Chooser
- Best Fit
- Best Fit (all columns)
- Filter Editor...
- Show Find Panel
- Show Auto Filter Row

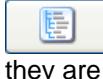
A window similar to the following will open:

The screenshot shows the 'Customization' window with the following list of fields:

- Description
- Family
- Free quantity
- Id. Family
- Id. Item
- Id. Section
- Id. Vendor
- Section

In order to add new columns or remove existing ones, you need to drag from the little window to the list or from the list to the little window. Do the same to add or remove new columns of groupings.

The chosen screen configuration, the columns to be displayed, any groups and their order, will be saved in a configuration file so that it displays in the same way the next time you need to consult this list.

 : Breakdown: if all the objects are grouped, they are completely broken down, and, if they are broken down, it groups them.

 : The Windows print screen displays so that you can set up print: select the printer, page interval, number of copies...

 : It allows you to change the colours of the printing list:

- Colour of total sum: Colour of the line in which the total sum displays.
- Colour subtotal sum: Colour of the line in which the subtotal sum displays.
- Colour partial sum: Colour of the line in which the partial sum displays.

 : It is used to make a personalised search according to filter fields.

This search can be made with the following fields:

- Customer: for filtering the search by a specific customer
- Store: for filtering the search by a specific store.
- Payment form: for filtering the search by a specific payment form.

 : It allows you to make a graph from the data obtained.

**Fiscal list** : If this option is selected, the company's tax data will display in each line and list header of the list. In addition, neither the labels made, or the sales made will display in training mode.

 : It displays the list you wish to view in the time frame entered.

## 4.5.2. *Detail receipts*

### Lists → Detail Receipts.

This list allows you to view in detail the printed receipts and add the necessary receipt fields depending on the data you wish to control.

Detail of Tickets						
<input type="checkbox"/> Historical	Shop	Ticket number	Sale Type	Master scale name	Vendor Name	Total Amount (€)
<input type="checkbox"/>	Shop: Dibal S.A.	09	4 Ticket	CS-1100 Celeron	V2	0,52
		22	2 Ticket	CS-1100 Celeron	V1	1,64
		10	1 Ticket	CS-1100 Celeron	V1	2,40
			14 Ticket	CS-1100 Celeron	V1	50,00
			13 Ticket	CS-1100 Celeron	V1	50,00
			12 Ticket	CS-1100 Celeron	V1	100,00
			11 Ticket	CS-1100 Celeron	V1	50,00
			10 Ticket	CS-1100 Celeron	V1	3,65
			9 Ticket	CS-1100 Celeron	V1	12,80
			8 Ticket	CS-1100 Celeron	V1	1,04

The grouping of each receipt is located on the upper part of the list. The default grouping of this list is as follows:

1. Store ID.

## 2. Date

The following information is shown in the list of receipts (list columns):

- Receipt Line ID.: Receipt line with the sold article. The receipts are divided into lines, so that each article sold in the same will take up a different line in the receipt.
- Article ID.: Identification number of the article sold.
- Description: Name of the article sold.
- Quantity: Weight/Units of the article sold.
- Price: Price of the unit or kilo of the article
- Sum: Final price of the total of units or kilos sold of the article.

If any line in a receipt is cancelled, that sale will be deleted and does not display on the list. In order to view the receipts with cancelled lines, go to the list of detailed receipts with cancellations.

### **4.5.3. *Detailed receipts with cancellations***

**Lists → Detailed receipts with cancellations.**

This list allows you to view in detail the receipts with cancellations.

Detail of tickets with cancellations						
Shop		Ticket number	Sale Type	Master scale name	Vendor Name	Total Amount (€)
Shop:	Dibal S.A.	4	Ticket	CS-1100 Celeron	V2	0,52
		2	Ticket	CS-1100 Celeron	V1	1,64
		1	Ticket	CS-1100 Celeron	V1	2,40
		14	Ticket	CS-1100 Celeron	V1	50,00
		13	Ticket	CS-1100 Celeron	V1	50,00
		12	Ticket	CS-1100 Celeron	V1	100,00
		11	Ticket	CS-1100 Celeron	V1	50,00
		10	Ticket	CS-1100 Celeron	V1	3,65
		9	Ticket	CS-1100 Celeron	V1	12,80
		8	Ticket	CS-1100 Celeron	V1	1,04
		7	Ticket	CS-1100 Celeron	V1	1,04
		6	Ticket	CS-1100 Celeron	V1	1,39
		5	Ticket	CS-1100 Celeron	V1	23,06
		3	Ticket	CS-1100 Celeron	V1	0,82
		1	Ticket	Balanza CS	V1	1,34
						299,70 €

The grouping of each receipt is located on the upper part of the list. The default grouping of this list is as follows:

1. Store ID
2. Date

The following information is shown in the list of receipts (list columns):

- Receipt Line ID.: Receipt line with the sold article. The receipts are divided into lines, so that each article sold in the same will take up a different line in the receipt.
- Article ID.: Identification number of the article sold.
- Description: Name of the article sold.
- Quantity: Weight/Units of the article sold.
- Price: Price of the unit or kilo of the article
- Sum: Final price of the total of units or kilos sold of the article.

In this case, the cancelled lines of the receipt are also displayed. They will be crossed out with a line to indicate that this sale was cancelled in this receipt. Naturally, neither the quantity nor the sum is added to the receipt's sale total.

## 4.5.4. *Cancelled lines*

### **Lists → Cancelled lines**

This list allows you to view in detail the printed receipts with cancelled lines.  
Enter date and start time.

Master Scale	Ticket number	Ticket line Id.	Description	Quantity	Price	Amount (€)	Sale date

## 4.5.5. *Sales by payment form*

### **Lists → Sales by payment forms.**

This list allows you to view in detail the printed receipts grouped according to their payment form.

Number	Amount (€)	Sale date
Shop: Dibal S.A.	305,36 €	

The grouping of each sale is located on the upper part of the list:

1. Store
2. Master scale
3. Payment form
4. Customer
5. Type

The following information is shown in the list of payment forms (list columns):

- Receipt number: Number of the receipt sold.
- Sum: Final price of the total of units or kilos sold of the article.
- Date: Date on which the sale was made.

This search can be made using the following fields:

- Customer: For filtering the search by a specific customer.
- Store: For filtering the search by a specific store.
- Payment form: For filtering the search by a specific payment form.

#### **4.5.6.      *Sales by VAT***

##### **Lists → Sales by VAT**

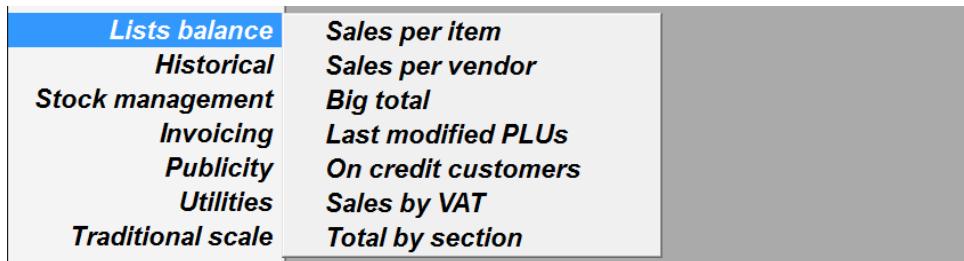
This list allows you to view the receipts with details on VAT breakdown.

Sales per VAT						
Company name	Shop	Month	Base (€)	VAT (€)	Surcharge (€)	Total (€)
Company name: Dibal Nai						
Shop: Dibal S.A.			279,87 €	26,69 €	0,00 €	306,56 €

## 4.6. LISTS SCALE

This menu is made up of a series of simple lists (only three columns) similar to the lists of traditional Dibal scales.

These lists are printed by the scale's own printer without the need for an external printer.



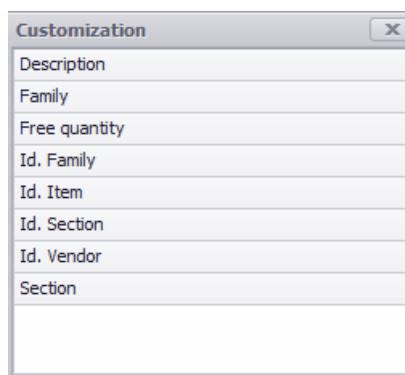
### 4.6.1. Default buttons

There are a series of control buttons in the menus of lists by scale which are the same for all the sections. They are used for carrying out the necessary operations.

In the lists, it is possible to order each grouping in ascending or descending mode. The order can be changed by pressing on the name of the group. The arrow located next to it will change direction.

You can also set up the fields to be displayed in the group, adding new ones by dragging the field to the grouping zone or ungrouping fields by right clicking on the field and choosing the Ungroup option.

You can add other fields like columns and remove existing ones. To do so, right click on any column header and the Column Selector option will be chosen. A window similar to the following will open:



In order to add new columns or remove existing ones, you need to drag from the little window to the list or from the list to the little window. Do the same to add or remove new columns of groupings.

The chosen screen configuration, the columns to be displayed, any groups and their order, will be saved in a configuration file so that it displays in the same way the next time you need to consult this list.

 : If all the objects are grouped, they are completely broken down, and, if they are broken down, it groups them.

 : If all the objects are grouped, they are completely broken down, and, if they are broken down, it groups them.



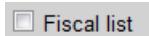
: It shows a print document for printing the complete list of articles sold in the time frame indicated (it is also indicated in the document).



: The scale printer prints the articles sold list that is generated.



: It is used to make a personalised search according to filter fields.



**Fiscal list** : If this option is selected, in each line and list header of the list, the company's tax data will display. In addition, neither the labels made, or the sales made will display in training mode.



: It displays the list you wish to view in the time frame entered.

## 4.6.2. *Sales by articles*

**Lists scale → Sales by articles.**

This list allows you to view and print the quantity/weight and sum sold for each article.

**Sales per item**

Item	Quantity	Amount (€)
ALITAS POLLO	3,136	253,47
CINTA FRESCA DE CERDO	0,212	21,20
COSTILLA DE CERDO ADOBADA	0,424	3,46
CIRUELA AMARILLA	1,000	3,65
CIRUELA PASA	2,000	12,80
CIRUELA ROJA	2,060	4,10
CIRUELAS	1,636	1,56
HAMBURGUESAS	0,420	3,40
REDONDO DE TERNERA	0,210	2,40
APIO BLANCO	0,212	0,52

Historical

Since the date: 04/06/2019

09 : 42

Until the date: 22/06/2019

09 : 30

Ticket and label

X
11,310
306,56 €

The following information is shown in the list of sales by article (list columns):

- Item: Description of the article sold.
- Quantity: Weight/Units of the article sold.
- Amount: Final price of the total of units or kilos sold of the article.

### 4.6.3. Sales by cashier

**Lists scale → Sales by cashier.**

With this list you can view and print the quantity/weight and sum of each article sold for each cashier.

Item	Quantity	Amount (€)
Seller: V1	8,254	299,18 €
Seller: V2	0,212	0,52 €
Seller: Vendedor etiqueta	0,844	6,86 €

The grouping of each sale is located on the upper part of the list. The default grouping of this list will only be by cashier.

The following information is displayed in the list of sales by cashier (list columns):

- Item: Description of the article sold by this cashier.
- Quantity: Weight/Units of the article sold.
- Amount: Final price of the total of units or kilos sold of the article.

#### 4.6.4. Group grand total

**Lists scale → Group big total.**

With this list you can view and print a series of groupings according to the range of dates selected. Use the keys on the right to obtain different displays and groups.

##### Big total



A list that displays the total of lines sold by cashier in the time interval entered.

Seller	Nº lines	Amount (€)
Shop Dibal S.A.		
V1	20	299,18
V2	1	0,52
Vendedor etiqueta	4	6,86

The following information is displayed in the grand total list (list columns):

- Vendor: Name of the cashier who made the sale.
- Number of lines: Number of lines sold by the cashier.
- Amount: Total sum of the lines sold by the cashier.

##### Negative totals



A list that displays the receipts that accumulate a negative total in the time interval entered.

Seller	Operations	Amount (€)
Shop Dibal S.A.		
V1	20	-299,18
V2	1	-0,52

The following information is displayed in the negative totals list (list columns):

- Seller: Name of the cashier who made the sale.
- Receipt Number: Number of the receipt with negative total.
- Sum: Negative sum of the receipt.

## Weighed articles



A list that displays the lines sold of weighed articles by cashier in the time Interval entered.

**Weighted articles**

Seller	Nº lines	Amount (€)
V1	16	182,73
V2	1	0,52
Vendedor etiqueta	4	6,86

Historical
 Print

Since the date:  
04/06/2019 
Until the date:  
22/06/2019

09 : 42 
09 : 39

Ticket and label 
 Print

Big total
 Print

Negative totals
 Print

Weighted articles
 Print

The following information is shown in the list of weighed articles (list columns):

- Seller: Name of the cashier who made the sale.
- Number of lines: Number of lines sold of weighed articles.
- Amount: Total sum of lines sold.

## Unitary articles



A list that displays the lines of unitary articles sold by cashier in the time interval entered.

**Non weighted articles**

Seller	Nº lines	Amount (€)
V1	4	116,45

Historical
 Print

Since the date:  
04/06/2019 
Until the date:  
22/06/2019

09 : 42 
09 : 39

Ticket and label 
 Print

Big total
 Print

Negative totals
 Print

Weighted articles
 Print

Non weighted articles
 Print

The following information is shown in the list of unitary articles (list columns):

- Seller: Name of the cashier who made the sale.
- Number of lines: Number of lines sold of unitary articles.
- Amount: Total sum of lines sold.

## Returned articles



A list that displays the lines sold of returned articles returned by cashier in the time interval entered.

### Refunded articles

Seller	Nº lines	Amount (€)

Historical  
 Since the date:  
 04/06/2019   
 09 : 42 

 Until the date:  
 22/06/2019   
 09 : 39

Ticket and label

**Big total**   Print

**Negative totals**   Print

**Weighted articles**   Print

**Non weighted articles**   Print

**Refunded articles**   Print

The following information displays in the list of returned articles (list columns):

- Seller: Name of the cashier who made the sale.
- Number of lines: Number of lines sold of returned articles.
- Amount: Total sum of lines sold.

### Cancelled lines



A list that displays the lines cancelled by cashier in the time interval entered.

### Cancelled lines

Seller	Nº lines	Amount (€)

Historical  
 Since the date:  
 04/06/2019   
 09 : 42 

 Until the date:  
 22/06/2019   
 09 : 39

Ticket and label

**Big total**   Print

**Negative totals**   Print

**Weighted articles**   Print

**Non weighted articles**   Print

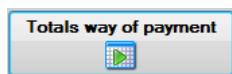
**Refunded articles**   Print

**Cancelled lines**   Print

The following information displays in the list of cancelled lines (list columns):

- Seller: Name of the cashier who made the sale.
- Number of lines: Number of lines cancelled.
- Amount: Total sum of lines cancelled.

### Totals payment forms



A list that displays the sums accumulated by each payment form.

### Totals way of payment

Mode of Payment	Amount (€)
Contado	299,70

Historical

Since the date:  
04/06/2019

09 : 42

Until the date:  
22/06/2019

09 : 39

Ticket and label

**Big total**  Print

**Negative totals**  Print

**Weighted articles**  Print

**Non weighted articles**  Print

**Refunded articles**  Print

**Cancelled lines**  Print

**Totals way of payment**  Print

The following information displays in the list of totals by payment form (columns of the list):

- Payment form: Name of payment form.

#### 4.6.5. *Last PLUs modified*

**Lists scale → Last PLUs modified.**

With this list you can view and print all the articles and the date of their last modification

### Last modified PLUs

Code	Item	Sale date
535 ghg		22/06/2019 8:45:16
1 ALITAS POLLO		21/06/2019 17:00:01
1001 ddd		18/06/2019 11:03:26

Since the date:  
04/06/2019

09 : 42

Until the date:  
22/06/2019

09 : 52

The following information displays in the list of sales by articles (list columns):

- Code: Code of the modified article.
- Item: Description of the modified article.
- Sale date: Date of the last modification.

### 4.6.6. Sales by VAT

**Lists scale → Sales by VAT**

With this list you can view and print the sales according to the VAT types.

VAT Type	Base (€)	Total (€)
4%	21,76	22,63
10%	258,11	283,93

The following information displays in the list of sales by article (list columns):

- VAT type : Percentage of VAT.
- Base: Taxable base
- Total: Sum for VAT type.

### 4.6.7. Totals by Section

**Lists scale → Totals by section**

With this list you can view and print the sales (quantity/weight and sum) of each section.

Section	Quantity	Amount (€)
Section: Aves	1	100,00
	2,136	153,47
		253,47 €
Section: Cerdos		
Section: Frutas		
Section: Vacuno		
Section: Verduras		

The following information displays in the list of sales by article (list columns):

- Section: Sections sold.
- Quantity: Weight/units sold.
- Sum: Sum sold.

## 4.7. BILLING

### 4.7.1. Invoices

- **Rectification of invoices/rectifying invoices**

1. From user admin a reopening is carried out using the modification button.

The close button is changed to a preview button. The button to close invoices and the button to preview invoices are not initially enabled.

In order to generate an invoice, once all the fields have been completed it must be saved to enable the close button (closed padlock) and then close it. When closing the invoice, the original and a copy of the invoice are generated. Once the invoice is closed invoice preview button is enabled. If it is pressed the invoice preview button only it will be displayed the copy file, since the original file and a copy of the invoice have previously been generated.

- Invoice series is displayed.
- When open or rectifying open invoices (Without close) are saved, any invoice number is assigned. When closing these invoices the numbering is assigned.
- If an invoice has a rectification in process it will not be displayed from the operating window.
- Cancelled invoices are not displayed either.
- The invoice status is displayed in the invoice editing form. If it is open or rectification in progress, it is shown in red and if it is closed or rectification is closed, it is shown in black.

IMPORTE NETO 47,19 €	DTO. TOTAL 10,000 4,72 €	DTO. PRONTO PAGO 0,00 €	BASE IMPONIBLE 42,47 €	I.V.A. 4,24 €	R.E. 0,00 €	IMPORTE FACTURA 46,71 €
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2. To be able to carry out the rectification press the open button (open padlock).
3. The pertinent modifications are carried out.
4. Press close button (close padlock). When closing the invoice, all the necessary information for the rectifying invoice is generated with the data of the rectified invoice.
5. It is specified in the database that the previous invoice has been rectified so that its information is not taken into account in the different maintenance lists.
6. Rectifying invoice is printed.

- **Cancellation of invoices/rectified invoices**

1. From the admin user, the cancellation can be done directly using the invoice cancellation button (by selecting the invoice and pressing the button), or by accessing the invoice and pressing the invoice cancellation button.
2. Once the invoice is selected, all the necessary information is generated to cancel the invoice.
3. It is specified in the database that the previous invoice has been cancelled so that its information is not taken into account in the different maintenance lists.

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