

# Solum 2.0 POR

SPECIAL EDITION FOR  
ALBERTA BOTTLE DEPOTS

## USER MANUAL



**DEPOT**  
It's Worth It

## **Solum 2.0 (POR) User Manual**

Based on Solum version 2.0.1.01

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The instructions contained in this manual are specific to Alberta  
Bottle Depots only.

Written by Kevin Holland  
for Ideaz Technologies ([www.ideaz.net](http://www.ideaz.net))  
in cooperation with the Alberta Bottle Depot Association (ABDA)  
([www. http://albertadepot.ca](http://albertadepot.ca))

Updated versions of this manual can be found at  
[www.solumpor.com/docs](http://www.solumpor.com/docs)

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## Introduction

If you are reading this manual you have likely already decided to use technology to help run your business. Congratulations you have made wise decision. The name Solum means bottle in Latin, and identifies a series of bottle depot software developed by Ideaz Technologies starting in the year 2010. More specifically, the *Solum 2.0 POR* (Point of Return) version is a customization of the original Solum system designed specifically for Alberta bottle depots. This custom version is financed and owned by the ABDA (Alberta Bottle Depot Association). It can only be used by Alberta bottle depots.

### A Tool to be Used Properly

The *Solum 2.0 POR* system is a tool that can *help* you run your business, but it is not a robot or android that will run your business for you. Like other tools you may use in your business, your computer systems help you to work more efficiently and more accurately, saving you time and money. Also, much like other tools you may use, your computer systems need to be used properly and need to be maintained and repaired regularly. The purpose of this manual is to help you learn how to use and maintain your Solum software system. Also remember that a number of things could cause your computer systems to fail. Therefore it is important to be prepared for technical difficulties. Later in this manual we will discuss your computer maintenance and downtime action plan.

## About This Manual

The *Solum 2.0 Manual* is designed to give you the information you need without making you wade through ponderous explanations and interminable technical background. To make your life easier, this manual includes various features and conventions that help you get the most out of the manual and the Solum POR System.

### This Manual's Special Features

**Steps** - Throughout this manual, each task is summarized in a step-by-step procedure.

**Buttons** - Whenever a button is mentioned, the button name will be in bold italics.

**Click versus Touch** - The Solum program is designed to work with Touch screens. However, any button or item that you can touch on the touch screen can also be clicked with a mouse pointer. Therefore, this manual usually uses the generic term “click” to refer to the action of either clicking the button or item with the mouse or touching it with your finger on the touch screen.

**Picture Icons** - In addition to typographical conventions, the following special elements are included to set off different types of information to make them easily recognizable:



#### 1. Note

Special notes augment the material you read. These notes clarify important concepts and procedures.



#### 2. Quick Tip

You'll find numerous tips that offer shortcuts and solutions to common problems.



#### 3. Warning!

The warnings warn you about pitfalls. Reading them will save you time.

## Overview of the Solum 2.0 POR

In this chapter, you will learn the purpose of Solum 2.0, and get a brief idea of some of its features and modules.

### Modules and Features of Solum

Solum 2.0 is a bottle depot management system. POR stands for Point-Of-Return. This refers to the fact that it acts as a typical Point-of-Sales system but is engineered more for bottle returns than for sales. However, it also has the capability of tracking sales, cash-flow, inventory, shipments, employee time, and much more. The program is grouped into these modules:



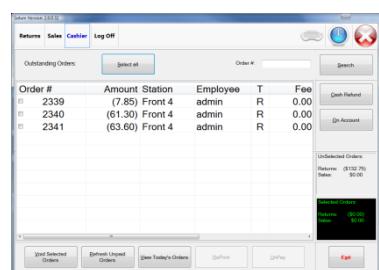
#### Returns Module

The Returns module is designed to quickly and efficiently enter the counts of the items being returned to the depot. The buttons can be customized to do work with each depots individual method of counting and sorting the returned items.



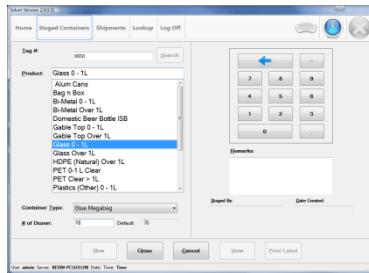
#### Sales Module

This is an optional module for bottle depots who also sell items using the same cashier. This sales module adds POS functionality to the POR system.



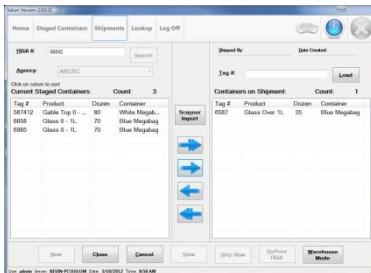
#### Cashier Module

The Cashier module tracks how and when the payments were made to the customer and which transactions haven't been paid yet.



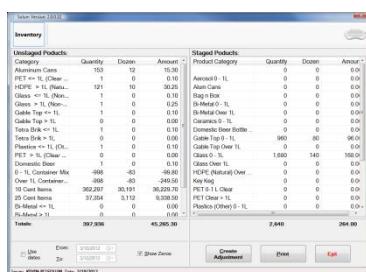
## Staging Module

The Staging Module is connected to the shipping module. It allows you to easily identify pallets and bags that are complete and ready to be shipped.



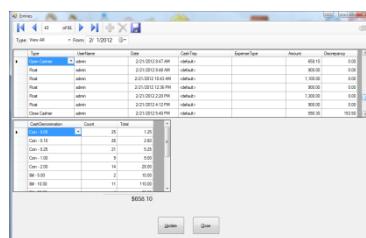
## Shipping Module

When loading the truck, the shipping module helps you to capture the details of each item that is loaded on the truck. You can then easily print out the shipping documents.



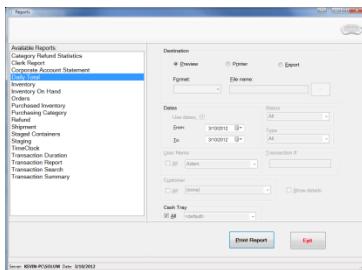
## Inventory Module

The Inventory data is live and up to the second in the inventory module. You can see exactly how much of the inventory is not staged and you can see how much is staged and ready for shipping.



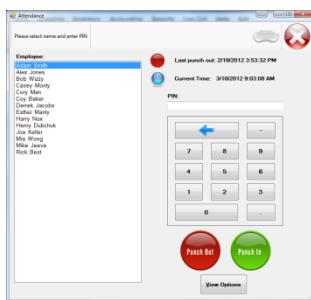
## Accounting Module

The Accounting module helps track cash flow in and out of the cashier drawers. It is capable of tracking several drawers. It helps you to maintain exact opening and closing balances and reconcile discrepancies.



## **Reports Module**

The Reports module uses the powerful Crystal Reports tools to capture and report critical data. Reports can be printed, previewed, or exported to PDF, MS Word, or Excel.



## **Time and Attendance Module**

This module keeps track of when the employees are at work. This helps to collect more accurate information for payroll and HR management.

## **Training Mode**

The Training Mode isn't just another module but allows you to do all the regular functions with test data.

## **Updates**

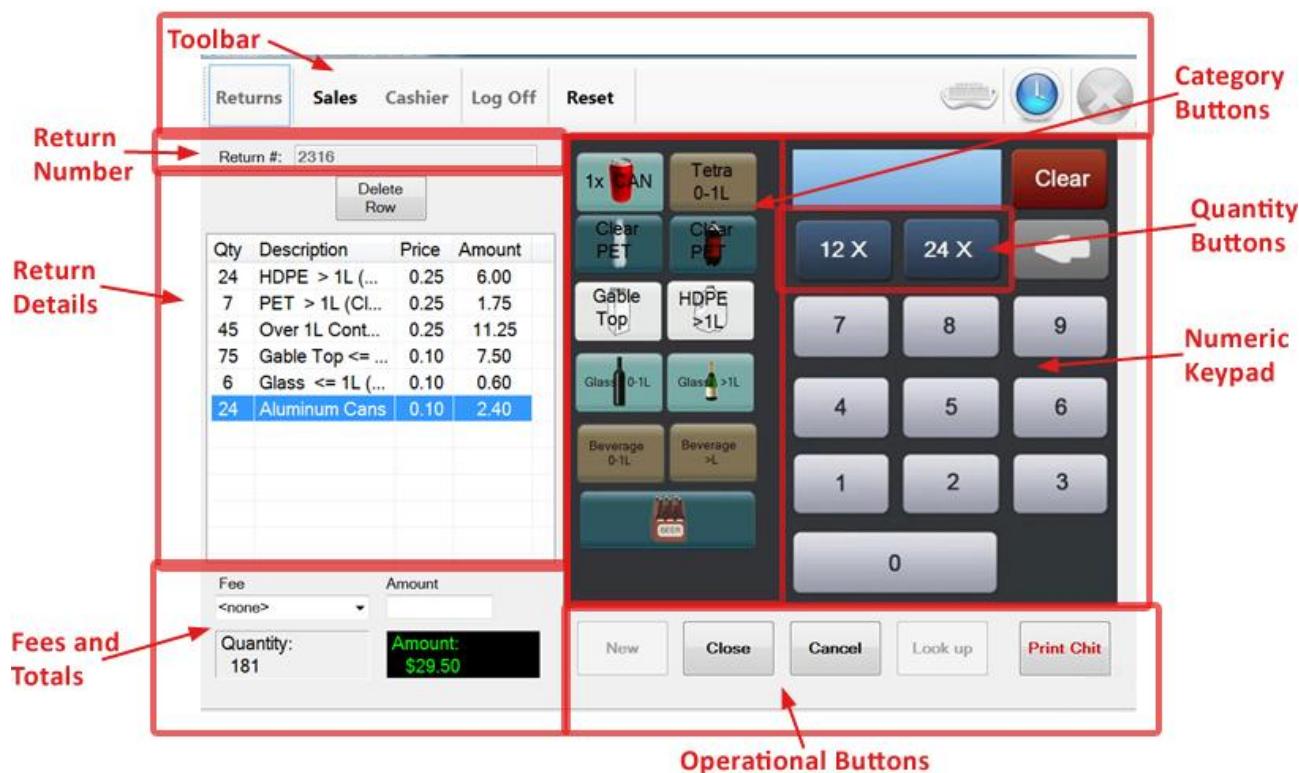
Updates are regularly published via the internet.

Now that we have had an opportunity to briefly review the purpose of each module, let's take a closer look at each module and how to effectively use that module.

## Returns Module

The Returns module is designed to quickly and efficiently enter the counts of the items being returned to the depot. The buttons can be customized to do work with each depots individual method of counting and sorting the returned items.

### Sections of the Returns Module



The main display of the Returns module has these eight sections: Toolbar, Return number, Return details, Fees and Totals, Category buttons, Quantity buttons, Numeric keypad, and Operational buttons.

There are many optional settings regarding how the buttons are setup, so your system will not look exactly the same as the sample shown here. But let's take a close look at each of these sections and what options are available.

## Toolbar

This toolbar is shared between the Returns, Sales, and Cashier modules. It allows you to easily switch back and forth between the screens on these modules as you normally would at the front counter terminal. There are eight buttons on the toolbar:

1. Returns Button

While in the Returns screen, this button doesn't do anything, but if you are in the Sales or Cashier screen this button will switch you to the Returns screen.

2. Sales Button

The Sales button switches the view to the Sales module. This button is not available if you are in Data-entry mode, or edit mode.

3. Cashier Button

The Cashier button switches the view to the Cashier module. This button is not available if you are in Data-entry mode, or edit mode.

4. Log Off Button

The Log Off button allows the current user to log off of the program so that another user can log onto that station. This can be done without closing or restarting the program. It is recommended that each individual user log on to the station they are using with their assigned username even if they are simply switching stations in the middle of the day.

Note: you have to close any current orders before logging off.



5. Reset Button

The Reset Button is to reset the current count on the selected Sub-container or Bin. More details on the sub-container counts are discussed in the Category Buttons section.

6. Keyboard Icon

The Keyboard button opens the On-Screen keyboard. This is a keyboard designed for touch screen systems that don't have a keyboard. Every toolbar in the Solum programs has this button to make it easy to open the keyboard at anytime. The Returns Module usually doesn't need input from a keyboard.

7. Time Clock Icon

The Time Clock button opens the Time and Attendance module to allow any employee to quickly Punch-In or Punch-Out. This button is on every toolbar in the Solum programs. It can be quickly opened and closed again without interfering with the current operations.

8. Close Button

The icon of an X in a round circle is the close button. This closes the current screen and returns you to the systems home page. This button is found on all toolbars in the Solum system. In the Return module, the current Return must be closed before clicking the close button. The close button is not enabled if it is in data-entry or edit mode.

### ***Return Number***

The Return number is a unique Transaction number that is assigned to the order. This number can be used to reference this transaction at other points in the system, such as on the cashier and reports. It can also be used to look up previous orders by clicking the Lookup Button at the bottom of the Returns screen.

### ***Return Details***

This list displays each item that has been entered on the current order. It shows the quantity, description, price, and amount for each count that was added.

After making an entry, the last line remains selected. The Delete button at the top of the Return Details section deletes whatever line is selected. Therefore, if the entry you just completed was an error, you can quickly click the Delete button to remove that entry. Or if you notice an earlier entry was wrong, you can select it by clicking on it or touching it to select it, and then touch the Delete button to remove the selected line.

The Return Details list also is displayed on the Customer Display if you have an additional monitor for the Customer display feature. See the Customer Display section for more details.

### Fees and Totals

Below the Returns list is a section for adding fees. The fee can be any charge that your organization charges for services related to the current transaction. For example, you might provide a service to pick up the bottles and thus charge a pickup fee in those cases. The fees must be set up in the Fees section on the Tools menu on the home page. More details about Fees are covered in the Configuration section of this manual.

The Totals shown below the Fees simply tell the total quantity and total dollar amount of the current order. These same totals are also shown on the Customer Display if that feature is being used.

### Category Buttons

The Category Buttons can be configured in many ways so yours probably are much different than the ones in the sample. The configuration section contains details of how to configure these buttons.

These buttons are used to identify what category of bottle you are counting. The categories are also configured differently according to your specific sorting methods. More details are available in the Categories section of the configuration part of this manual.

A feature related to the Category Buttons is the Sub-container or Bin count. If this feature is configured in the Category Button setup screen, a number will show on the upper left-hand corner of the button indicating how many you counted since you last dumped the bin. A preset number is used to remind the user when to dump the bin.

The Category buttons are not enabled if there isn't a current order open for data-entry or editing.

### Quantity Buttons

The Quantity buttons in the sample are set to 12 and 24. This means that it will multiply the quantity entered on the keypad by value of the quantity button pressed.

For example, if you received 5 cases of a dozen beer bottles, you could enter 5 and then press the 12X button to calculate five dozen.

**TIP:** If you want to enter one dozen, you don't have to press 1 first and then 12X. You can simply press the 12X button and it will give you the amount of 12.



The quantities of the Quantity buttons can be changed in the Quantity Buttons sections of the Tools menu on the Home page. This is discussed in more detail in the Configuration section.

### **Numeric Keypad**

The keypad is designed to quickly enter numbers from a touch display. The Keypad can be set to normally be on the right side of the screen, or it can be set to be on the left side of the Category buttons, or it can be set to normally be closed and only open when needed. These options are part of the system settings and are discussed in more detail in the Configuration part of this manual. The keypad buttons are not enabled if there isn't a current order open for data-entry or editing.

If your system is setup to hide the keypad you will have a Numeric Pad button on the right side. This button is to show the numeric keypad. This button can be set to show the keypad before or after selecting which product category you are counting.

### **Operational Buttons**

At the bottom of the Returns screen there are five buttons. These buttons change somewhat depending on settings and what mode you are currently in. However, here is an explanation of each of these buttons:

1. New Button

The New Button is used to start a new count. This button is not enabled if an existing count is still open on that station.

2. Close Button

The Close button is only available when a current order is in data entry or edit mode. The user uses the Close button to indicate that the order is complete and it should be closed or locked so that no other data can be added to it. After it is Closed it can be paid out from the Cashier module.

A Closed order can also be re-opened and edited using the Edit button discussed below.

3. Cancel Button

The Cancel button is used to cancel the current count. As a count proceeds, it automatically saves each line that is entered. By canceling that order, the user tells the system he doesn't want

that order saved, so the system deletes all the items that were on that order and deletes the order.



**Warning:** If you re-open an order using the Edit button, and then press the Cancel button, it will delete that order. The user might think that Canceling only cancels the changes made after going into edit mode, but if you cancel an order, it cancels and deletes the whole order.

**4. Look up Button**

The Look up button allows you to open a previous order that has not been cashed out yet. When you press the Look up button, the Return number changes to a drop-down box with a list of all the available orders. Simply select an order from the Return # drop-down box to review that order.

The Look up button is not enabled if a current order is in data entry or edit mode.

After looking up an order using the Look up button, the button changes to the Edit button as described next.

**5. Edit Button**

The Edit button is not visible in most situations. However, if you have used the Look up button to find and open a previous order, the Look up button is replaced by the Edit button. You can then press the Edit button if you want to make changes to the order that you opened.

**6. Print Chit Button**

The Print Chit button is an optional button and may not be visible on your system, depending on your systems settings.

This button closes the current order, if it is still open, and then prints a receipt containing the amount and order number. In the settings it can be set to also include a barcode and a complete receipt on this chit printout.

This button is designed for depots that use a separate computer person for the cashier. The Chit ticket is a method of communicating from the buyer to the cashier which orders that customer should be paid for.

**7. Cash Out Button**

The Cash Out button is an optional button and may not be visible on your system, depending on your systems settings.

This button closes the current order, if it is still open, and then skips the user to the cash-out screen where he can finish the transaction by printing a receipt if required and opening the cash

drawer. This button does the same operation as if the user clicked the Close button, then Cashier on menu, then selected the order, and then clicked the Cash Refund button on the Cashier screen. Thus it saves about 5 clicks if the user is using the same computer as a cashier.

This button is designed for depots that use the same computer for buying and as a cashier.

### ***Customer Display***

If the computer system is set up with a second monitor and is configured for a customer display, the Customer Display screen opens at the same time as the Returns Module is opened. The Customer Display screen shows the same list of returned items as the Returns screen displays. It also shows the total number of items and total value of the order. There is also a section on the customer display screen that shows a slide show of photos as configured in the system setup. See the configuration portion of this manual for more information on how to set up the Customer Display.

## **Using the Returns Module**

Now that you are familiar with the different parts of the Returns module, this chapter explains how to do some of the common tasks related to the Returns Module. The process is slightly different depending on how the Returns module is configured in the settings. Some of the instructions are explained for those who have On-Screen keypads and then repeated for those who have hidden numeric keypads.

### **How to create a bottle return transaction if you have the On-Screen Numeric Keypad**

A bottle return transaction refers to the process of counting the bottles, cans, and other recyclables and entering the quantities you counted of each applicable type. The following step-by-step instruction will guide you through creating a return transaction.

1. First, open the Returns module if you haven't already opened it. You can open the Returns module by clicking the bottle icon on the home screen toolbar or clicking the POS Menu on the home screen and selecting Returns.
2. Press the New button to open a new order.
3. Type the quantity you counted on the numeric keypad.
4. If the item is in standard packs, such as dozens or 24-packs, you can enter the count of full packs and then use the 12X or 24X buttons to calculate the total number of containers in the packs.
5. After you have the correct count displayed on the keypad, press the Category button that corresponds with the type of container you have counted.
6. This will add a line on the list on the left side of the Return screen. The last line added will be highlighted. If you need to need to change an item after it is added to the list, you have to delete that line and then enter it again. You can delete a line by selecting it and then pressing the Delete button.

7. You can continue adding additional items by repeating steps 3-6 continuously until all the containers have been counted and entered.
8. When you are done counting, you can complete this transaction with one of these methods:
  - a. If your setup uses the Print Chit button, click the button and give the printed Chit ticket to the customer. The customer can then take that Chit to the cashier computer.
  - b. If your setup uses the Cash Out button, click the button and then click the Continue button to indicate that you are ready to give the customer a payment for the containers he returned.

**Warning!** Do not use the Cash Out button if the transaction amount is to be put on a commercial account or if more than one transaction is to be combined.
  - c. If you simply want to close the current transaction without printing a chit or cashing out, simply press the Close button.
9. Your transaction will now be complete. You can then click the New button again to start another transaction.



## How to create a bottle return transaction if you have the Hidden Numeric Keypad

A bottle return transaction refers to the process of counting the bottles, cans, and other recyclables and entering the quantities you counted of each applicable type. The following step-by-step instruction will guide you through creating a return transaction.

1. First, open the Returns module if you haven't already opened it. You can open the Returns module by clicking the bottle icon on the home screen toolbar or clicking the POS Menu on the home screen and selecting Returns.
2. Press the New button to open a new order.
3. Depending on how your buttons are set up, you may have the correct Quantity buttons and Category buttons to enter the quantity you counted. For example, if you have a 12X Can

button and you counted three dozen cans, you can press the 12X Can button three times.

4. If you need to enter a specific number from the keypad, press the Numeric Pad button.
5. If your system is setup to select product first, you will have to select which product you are counting before the numeric keypad opens.
6. Type the quantity you counted on the numeric keypad.
7. If the item is in standard packs, such as dozens or 24-packs, you can enter the count of full packs and then use the 12X or 24X buttons to calculate the total number of containers in the packs.
8. After you have the correct count displayed on the keypad, press the Enter button on the keypad.
9. If you had selected the product before the keypad opened, it will now add a line on the list on the left side of the Return screen. Or, if your settings are to select the product after keying in the quantity, you will now have to press the appropriate category button for the item you counted.
10. The last line added will be highlighted. If you need to change an item after it is added to the list, you have to delete that line and then enter it again. You can delete a line by selecting it and then pressing the Delete button.
11. You can continue adding additional items by repeating steps 3-9 continuously until all the containers have been counted and entered.
12. When you are done counting, you can complete this transaction with one of these methods:
  - a. If your setup uses the Print Chit button, click the button and give the printed Chit ticket to the customer. The customer can then take that Chit to the cashier computer.
  - b. If your setup uses the Cash Out button, click the button and then click the Continue button to indicate that you

are ready to give the customer a payment for the containers he returned.



**Warning!** Do not use the Cash Out button if the transaction amount is to be put on a commercial account or if more than one transaction is to be combined.

- c. If you simply want to close the current transaction without printing a chit or cashing out, simply press the Close button.

13. Your transaction will now be complete. You can then click the New button again to start another transaction.

## How to open a transaction that was previously closed

Any transaction that was previously closed can be opened again if it has not been paid out yet. The following step-by-step instruction will guide you through opening a previous transaction.

1. First, open the Returns module if you haven't already opened it. You can open the Returns module by clicking the bottle icon on the home screen toolbar or clicking the POS Menu on the home screen and selecting Returns.
2. Press the Look up button.
3. Press the drop-down arrow on the Return number drop-down box and select the transaction you want to view. The drop-down list will show all unpaid transactions along with the username and station name that created the transaction.
4. If you select a transaction that you previously worked on, it will open in View only mode. If you want to edit the transaction, you can click the Edit button to switch to edit mode.
5. If you select a transaction that was created by someone else, you may not have permission to edit or view the transaction. If you do have permission to view the transaction, you will be asked to confirm that you are sure you want to continue opening a transaction that was started by someone else.

## How to use the Bin Count Feature

Some depots have a smaller bin they use to fill to a certain count before dumping into the larger shipping container. By using the smaller bin they can more easily keep track of exactly how many items were added. For example, you may have a bin that holds 200 cans. Every time it fills up to a count of 200, you dump it in the megabag. Then you just keep track of how many times you emptied. Therefore, the Bin Count feature allows you to keep track of how many containers are in the bin and it lets you know when it is time to dump the bin. The Bin Count can be enabled for any of the product categories that have a Category button on the returns screen. The Bin count threshold has to be set in the Category Button settings. This setting is discussed in more detail in the Configuration section of this manual.

The Bin Count Feature is not available if you are using the configuration where the numeric keypad is hidden.

If the Bin Count is configured, you will notice the numbers on the top left of the category button. These numbers identify how many items are in the bin – this is the Bin count.

Once the Bin count reaches the predetermined threshold, a message will appear reminding you to dump the bin. Once you respond that you have dumped the bin, the bin count will be reduced by the quantity of a full bin. For example, if your threshold is 200, but your last entry adds up to 210, after you dump the bin, you should still have 10 items left over and the Bin Count will still show 10.

### ***Resetting the Bin Count***

If the Bin Count is out of sync with the actual number of items in the bin, you can reset the count when you dump the bin. You reset the Bin Count by selecting the button you want to reset and then clicking the Reset button on the toolbar.

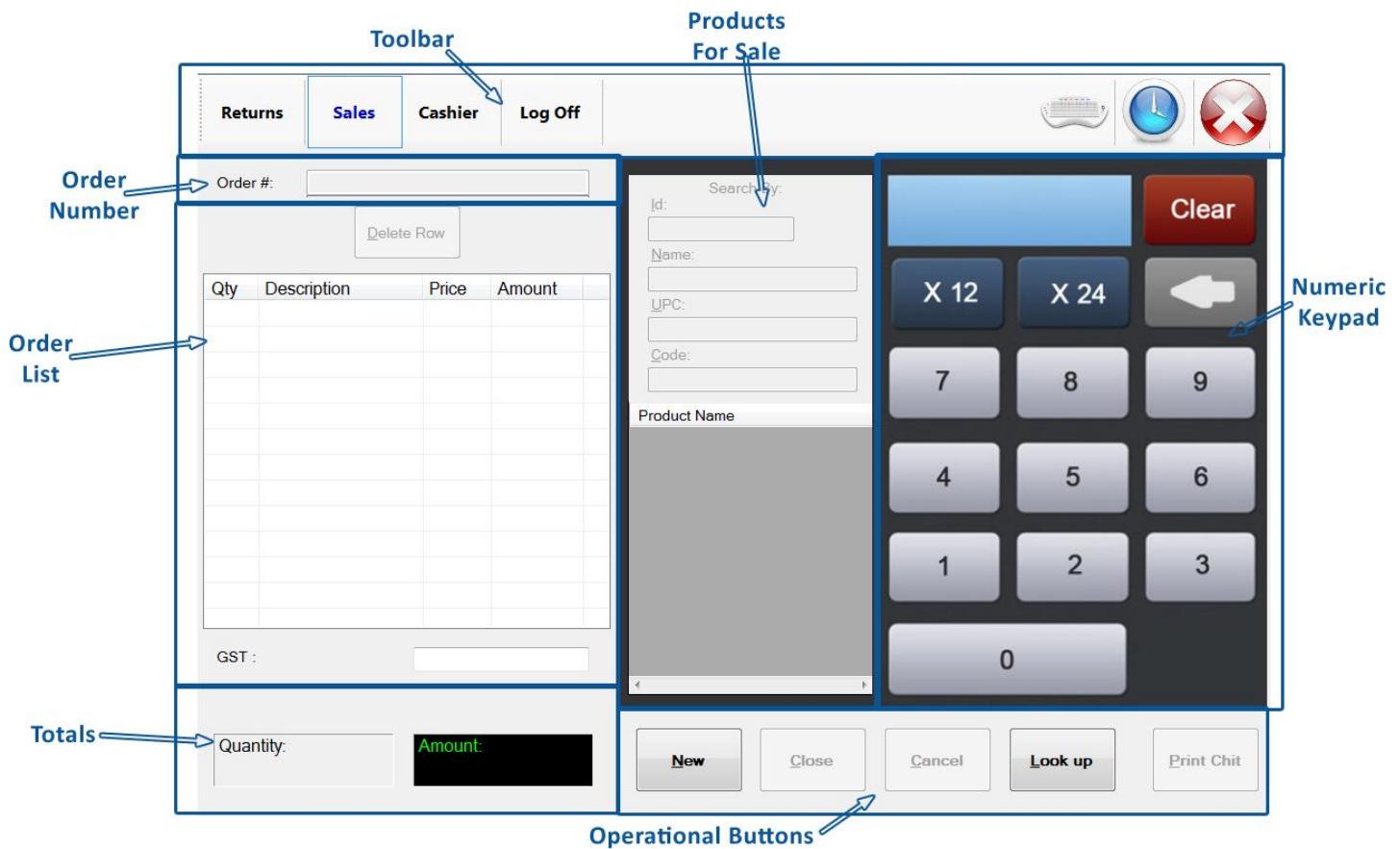


Note: If the button you want to reset was not the last button you used, you will have to press the category button to reset it. However, when you press a category button, it will add an item to the current transaction. You will have to delete that item after you reset the Bin count.

## Sales Module

This is an optional module for bottle depots who also sell items using the same cashier. This sales module adds POS functionality to the POR system.

### Sections of the Sales Module



The main screen of the Sales module has these sections: Toolbar, Order number, Order List, Totals, Products, Numeric keypad, and Operational buttons.

There are many optional settings regarding how the buttons are setup, so your system will not look exactly the same as the sample shown here. But let's take a close look at each of these sections.

## **Toolbar**

This toolbar is shared between the Returns, Sales, and Cashier modules. It allows you to easily switch back and forth between the screens on these modules as you normally would at the front counter terminal. There are seven buttons on the toolbar:

1. Returns Button

The Returns button switches the view to the Returns module. This button is not available if you are in Data-entry mode, or edit mode.

2. Sales Button

The Sales button is not enabled when you are in the Sales module

3. Cashier Button

The Cashier button switches the view to the Cashier module. This button is not available if you are in Data-entry mode, or edit mode.

4. Log Off Button

The Log Off button allows the current user to log off of the program so that another user can log onto that station. This can be done without closing or restarting the program. It is recommended that each individual user log on to the station they are using with their assigned username even if they are simply switching stations in the middle of the day.

Note: you have to close any current orders before logging off.



5. Keyboard Icon

The Keyboard button opens the On-Screen keyboard. This is a keyboard designed for touch screen systems that don't have a keyboard. Every toolbar in the Solum programs has this button to make it easy to open the keyboard at anytime. The Returns Module usually doesn't need input from a keyboard.

6. Time Clock Icon

The Time Clock button opens the Time and Attendance module to allow any employee to quickly Punch-In or Punch-Out. This button is on every toolbar in the Solum programs. It can be quickly opened and closed again without interfering with the current operations.

#### 7. Close Button

The icon of an X in a round circle is the close button. This closes the current screen and returns you to the systems home page. This button is found on all toolbars in the Solum system. The current Order must be closed before clicking the close button. The close button is not enabled if it is in data-entry or edit mode.

### ***Order Number***

The Order number is a unique Transaction number that is assigned to the order. This number can be used to reference this transaction at other points in the system, such as on the cashier and reports. It can also be used to look up previous orders by clicking the Lookup Button at the bottom of the Returns screen.

### ***Order List***

This list displays each item that has been entered on the current order. It shows the quantity, description, price, and amount for each item that was added.

After making an entry, the last line remains selected. The Delete button at the top of the Order List section deletes whatever line is selected. Therefore, if the entry you just completed was an error, you can quickly click the Delete button to remove that entry. Or if you notice an earlier entry was wrong, you can select it by clicking on it or touching it to select it, and then touch the Delete button to remove the selected line.

The Order list also is displayed on the Customer Display if you have an additional monitor for the Customer display feature.

### ***Products For Sale***

The Products section begins with a number of ways you can search for a product in the system: Product Id, Name, UPC, or Code. Below the Product Search is a list of all the products available.

### **Numeric Keypad**

The keypad is designed to quickly enter numbers from a touch display. The Keypad can be set to normally be on the right side of the screen, or it can be set to be on the left side of the Category buttons, or it can be set to normally be closed and only open when needed. These options are part of the system settings and are discussed in more detail in the Configuration part of this manual. The keypad buttons are not enabled if there isn't a current order open for data-entry or editing.

### **Operational Buttons**

At the bottom of the Returns screen there are five buttons. These buttons change somewhat depending on settings and what mode you are currently in. However, here is an explanation of each of these buttons:

1. New Button

The New Button is used to start a new order. This button is not enabled if an existing order is still open on that station.

2. Close Button

The Close button is only available when a current order is in data entry or edit mode. The user uses the Close button to indicate that the order is complete and it should be closed or locked so that no other data can be added to it. After it is Closed it will show up on the Cashier module.

A Closed order can also be re-opened and edited using the Edit button discussed below.

3. Cancel Button

The Cancel button is used to cancel the current order. As a count proceeds, it automatically saves each line that is entered. By canceling that order, the user tells the system he doesn't want that order saved, so the system deletes all the items that were on that order and deletes the order.



**Warning:** If you re-open an order using the Edit button, and then press the Cancel button, it will delete that order. The user might think that Canceling only cancels the changes made after going into edit mode, but if you cancel an order, it cancels and deletes the whole order.

4. Look up Button

The Look up button allows you to open a previous order that has not been cashed out yet. When you press the Look up button, the Order number changes to a drop-down box with a list of all the available orders. Simply select an order from the Order # drop-down box to review that order.

The Look up button is not enabled if a current order is in data entry or edit mode.

After looking up an order using the Look up button, the button changes to the Edit button as described next.

5. Edit Button

The Edit button is not visible in most situations. However, if you have used the Look up button to find and open a previous order, the Look up button is replaced by the Edit button. You can then press the Edit button if you want to make changes to the order that you opened.

6. Print Chit Button

The Print Chit button is an optional button and may not be visible on your system, depending on your systems settings. This button closes the current order, if it is still open, and then prints a receipt containing the amount and order number. In the settings it can be set to also include a barcode and a complete receipt on this chit printout.

This button is designed for depots that use a separate computer person for the cashier. The Chit ticket is a method of communicating from the buyer to the cashier which order that customer should pay for.

7. Cash Out Button

The Cash Out button is an optional button and may not be visible on your system, depending on your systems settings. This button closes the current order, if it is still open, and then skips the user to the cash-out screen where he can finish the transaction by printing a receipt if required and opening the cash drawer. This button does the same operation as if the user clicked the Close button, then Cashier on menu, then selected the order, and then clicked the Cash Refund button on the Cashier screen. Thus it saves about 5 clicks if the user is using the same computer as a cashier.

This button is designed for depots that use the same computer for buying and as a cashier.

### ***Customer Display***

If the computer system is set up with a second monitor and is configured for a customer display, the Customer Display screen opens at the same time as the Sales Module is opened. The Customer Display screen shows the same list of ordered items as the Sales screen displays. It also shows the total number of items and total value of the order. There is also a section on the customer display screen that shows a slide show of photos as configured in the system setup. See the configuration portion of this manual for more information on how to set up the Customer Display.

## Using the Sales Module

Now that you are familiar with the different parts of the Sales module, this chapter explains how to do some of the common tasks related to the Sales Module.

### How to create a sales transaction

A sales transaction refers to the process of selling an item or items from the list of sales products. The following step-by-step instruction will guide you through creating a return transaction.

1. First, open the Sales module if you haven't already opened it. You can open the Sales module by clicking the basket icon on the home screen toolbar or clicking the POS Menu on the home screen and selecting Sales.
2. Press the New button to begin a new order.
3. Type the quantity on the numeric keypad.
4. After you have the correct count displayed on the keypad, select the item on the product list that you are selling or search for the product using the search tools at the top of the product list.
5. This will add a line on the list on the left side of the Sales screen. The last line added will be highlighted. If you need to change an item after it is added to the list, you have to delete that line and then enter it again. You can delete a line by selecting it and then pressing the Delete button.
6. You can continue adding additional items by repeating steps 3-5 until all the sales items have been entered.
10. When you are done, you can complete this transaction with one of these methods:
  - a. If your setup uses the Print Chit button, click the button and give the printed Chit ticket to the customer. The customer can then take that Chit to the cashier computer.

- b. If your setup uses the Cash Out button, click the button and then click the Continue button to indicate that you are ready to complete the transaction.



**Warning!** Do not use the Cash Out button if the transaction amount is to be put on a commercial account or if more than one transaction is to be combined.

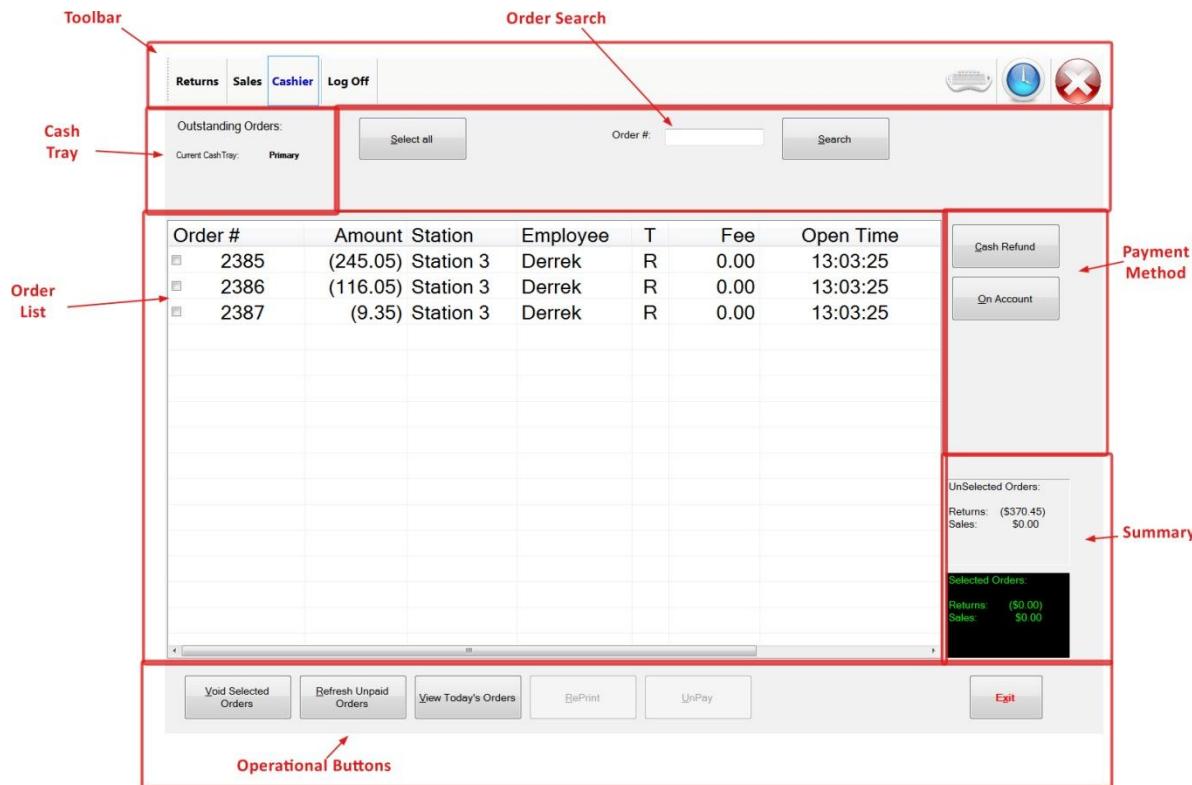
- c. If you simply want to close the current transaction without printing a chit or cashing out, simply press the Close button.

11. Your transaction will now be complete. You can then click the **New** button again to start another transaction.

## Cashier Module

The Cashier Module allows you to cash out one or more orders in one transaction. This can include sales orders and return orders.

### Sections of the Cashier Module



## **Toolbar**

This toolbar is shared between the Returns, Sales, and Cashier modules. It allows you to easily switch back and forth between the screens on these modules as you normally would at the front counter terminal. There are seven buttons on the toolbar:

1. Returns Button

The Returns button switches the view to the Returns module.

2. Sales Button

The Sales button switches the view to the Sales module.

3. Cashier Button

The Cashier button doesn't do anything when you are in the Cashier module.

4. Log Off Button

The Log Off button allows the current user to log off of the program so that another user can log onto that station. This can be done without closing or restarting the program. It is recommended that each individual user log on to the station they are using with their assigned username even if they are simply switching stations in the middle of the day.

5. Keyboard Icon

The Keyboard button opens the On-Screen keyboard. This is a keyboard designed for touch screen systems that don't have a keyboard. Every toolbar in the Solum programs has this button to make it easy to open the keyboard at anytime.

6. Time Clock Icon

The Time Clock button opens the Time and Attendance module to allow any employee to quickly Punch-In or Punch-Out. This button is on every toolbar in the Solum programs. It can be quickly opened and closed again without interfering with the current operations.

7. Close Button

The icon of an X in a round circle is the close button. This closes the current screen and returns you to the systems home page. This button is found on all toolbars in the Solum system. The current Order must be closed before clicking the close button. The close button is not enabled if it is in data-entry or edit mode.

### **Order Search**

The Order Search section contains a simple tool for finding a specific order. This can be used by either typing in the order number if you have a keyboard attached to the cashier computer, or scanning the order number with a bar code scanner if you printed a chit ticket with a barcode from the Sales or Returns module. This can be done by simply selecting the Order # box and then scanning the bar code or typing the order number and then pressing the Enter key or touching the Search button.



Note: When using this Order Search feature, you can only search for one order at a time. This means you cannot combine multiple orders if you checkout using the order search feature. For further information on multiple order checkouts, please see the Order List section below.



Quick Tip: If using a barcode scanner with the Solum POR system, it is recommended that it be configured to automatically add a carriage return to the end of each scan. See the appendix on barcode scanners for additional information on setting up your barcode scanner.

### **Order List**

The Order List on the Cashier screen shows all the Closed orders that have not yet been cashed out. This list includes many details of each order including: Order number, Amount, Station created on, Employee making order, Order Type, Additional Fees, Time order was opened, Time Order was completed, and order status.

A check box on the left side of each row on the list indicates which orders have been selected. You can select any order by touching anywhere on the order. Or to un-select a selected order, just click the order again. You can select as many orders as you want to cash out on the same transaction, although in most cases you only want to cash out one order at a time.

To checkout a single order, simply select the order from the order list and then click the Payment method button on the right.

To checkout multiple orders, select all the orders you want to include and then click the Payment method button.

You can also Void, Reprint, and Un-Pay orders using the buttons at the bottom as described in the Operational Buttons section.

If the order you just finished on another computer doesn't show up here you will have to Refresh this list to show the most recent orders using the Refresh Unpaid Orders button as described in the Operational Buttons section.

### ***Payment Method***

The Payment Method section includes buttons for each available method of refunding or receiving money when checking out the orders. In most cases there are two available payment methods: Cash or On Account.

If you choose the cash method, it calculate [LEFT OFF HERE]

### ***Numeric Keypad***

The keypad is designed to quickly enter numbers from a touch display. The Keypad can be set to normally be on the right side of the screen, or it can be set to be on the left side of the Category buttons, or it can be set to normally be closed and only open when needed. These options are part of the system settings and are discussed in more detail in the Configuration part of this manual. The keypad buttons are not enabled if there isn't a current order open for data-entry or editing.

### ***Operational Buttons***

At the bottom of the Returns screen there are five buttons. These buttons change somewhat depending on settings and what mode you are currently in. However, here is an explanation of each of these buttons:

1. New Button

The New Button is used to start a new order. This button is not enabled if an existing order is still open on that station.

2. Close Button

The Close button is only available when a current order is in data entry or edit mode. The user uses the Close button to indicate that the order is complete and it should be closed or locked so that no other data can be added to it. After it is Closed it will show up on the Cashier module.

A Closed order can also be re-opened and edited using the Edit button discussed below.

3. Cancel Button

The Cancel button is used to cancel the current order. As a count proceeds, it automatically saves each line that is entered. By canceling that order, the user tells the system he doesn't want that order saved, so the system deletes all the items that were on that order and deletes the order.



**Warning:** If you re-open an order using the Edit button, and then press the Cancel button, it will delete that order. The user might think that Canceling only cancels the changes made after going into edit mode, but if you cancel an order, it cancels and deletes the whole order.

4. Look up Button

The Look up button allows you to open a previous order that has not been cashed out yet. When you press the Look up button, the Order number changes to a drop-down box with a list of all the available orders. Simply select an order from the Order # drop-down box to review that order.

The Look up button is not enabled if a current order is in data entry or edit mode.

After looking up an order using the Look up button, the button changes to the Edit button as described next.

5. Edit Button

The Edit button is not visible in most situations. However, if you have used the Look up button to find and open a previous order, the Look up button is replaced by the Edit button. You can then press the Edit button if you want to make changes to the order that you opened.

6. Print Chit Button

The Print Chit button is an optional button and may not be visible on your system, depending on your systems settings. This button closes the current order, if it is still open, and then prints a receipt containing the amount and order number. In the settings it can be set to also include a barcode and a complete receipt on this chit printout.

This button is designed for depots that use a separate computer person for the cashier. The Chit ticket is a method of communicating from the buyer to the cashier which order that customer should pay for.

## 7. Cash Out Button

The Cash Out button is an optional button and may not be visible on your system, depending on your systems settings. This button closes the current order, if it is still open, and then skips the user to the cash-out screen where he can finish the transaction by printing a receipt if required and opening the cash drawer. This button does the same operation as if the user clicked the Close button, then Cashier on menu, then selected the order, and then clicked the Cash Refund button on the Cashier screen. Thus it saves about 5 clicks if the user is using the same computer as a cashier.

This button is designed for depots that use the same computer for buying and as a cashier.

## ***Customer Display***

If the computer system is set up with a second monitor and is configured for a customer display, the Customer Display screen opens at the same time as the Sales Module is opened. The Customer Display screen shows the same list of ordered items as the Sales screen displays. It also shows the total number of items and total value of the order. There is also a section on the customer display screen that shows a slide show of photos as configured in the system setup. See the configuration portion of this manual for more information on how to set up the Customer Display.

## Using the Cashier Module

Now that you are familiar with the different parts of the Cashier module, this chapter explains how to do some of the common tasks related to the Cashier Module.

### The Basic Cash-out

In most cases, the cashier simply looks up an order and pays it out with cash. Other types of orders will be discussed later. The following step-by-step instruction will guide you through a basic cash-out.

1. First, open the Cashier module if you haven't already opened it. You can open the Cashier module by clicking the dollar bill icon on the home screen toolbar or clicking the POS Menu on the home screen and selecting Cashier.
2. Select the order to be cashed out using one of these methods:
  - a. Find the order on the Order List and select it by touching or clicking it. If you don't see the order on the list, you may need to refresh the list by clicking the **Refresh Unpaid Orders** button at the bottom of the screen. After selecting the order on the Order List, click the **Cash Refund** button.
  - b. If you know the order number, you can type it in the Order number search box if your system is equipped with a keypad.
  - c. If your system is equipped with a barcode scanner and the customer has the barcoded chit, you can scan the barcode into the Order number box.
3. If you were successful at selecting the order to be cashed out, you should now see the order summary screen. This screen gives you an opportunity to check that you have selected the correct order. After verifying that it is correct, click the **Continue** button.
4. After clicking the Continue button, the system will print a receipt and open the cash drawer if it is configured to do this automatically. The system will also mark that order as being paid out.

5. After following these steps, the cash-out transaction is complete. The summary screen will now allow you to Reprint the Receipt or Open the Cash drawer again. Click the **Close** button to return to the main Cashier Order List.

## Combined Order Cash-out



In some situations, the same customer may have more than one order. This could happen if it was a larger order being counted on more than one station or if the customer purchased items as well as returned items.

**Note!** You cannot use the barcode scanner feature or the Order number search feature to combine orders on a single cash-out transaction.

The following step-by-step instruction will guide you through a combined order cash-out.

1. First, open the Cashier module if you haven't already opened it. You can open the Cashier module by clicking the dollar bill icon on the home screen toolbar or clicking the POS Menu on the home screen and selecting Cashier.
2. Find the orders on the Order List and select each order by touching or clicking them. If you don't see an order on the list, you may need to refresh the list by clicking the **Refresh Unpaid Orders** button at the bottom of the screen. As you select each order, it will put a check mark on that order on the left side of the order list.

**Note!** If you wish to select all the orders currently displayed in the Order List, you can click the **Select All** button at the top of the screen.

3. After selecting all the orders to be combined, make sure that a checkmark is beside each order that you wish to combine on this transaction.

**Note!** If you touch or click on the same order twice, it will uncheck it the second time. Therefore, if you selected a wrong order you can unselect it by clicking it again.

4. After you have confirmed that the correct orders have been selected, click the **Cash Refund** button.
5. You should now see the order summary screen. This screen gives you an opportunity to check that you have selected the



correct orders. After verifying that it is correct, click the **Continue** button.

6. After clicking the Continue button, the system will print a receipt and open the cash drawer if it is configured to do this automatically. The system will also mark those orders as being paid out.
7. After following these steps, the cash-out transaction is complete. The summary screen will now allow you to Reprint the Receipt or Open the Cash drawer again. Click the **Close** button to return to the main Cashier Order List.

## Putting Orders on Commercial Accounts



If the customer wishes to be paid at a later time, possibly combining several orders over a period of time, the order can be put on account at the time of return and then paid out later. This method is also good in the situation where the getting paid for the bottles is not the same as the person returning them.

Note! You cannot use the barcode scanner feature or the Order number search feature when putting orders on account.

The following step-by-step instruction will guide you through the process of putting one or more orders on account.

1. First, open the Cashier module if you haven't already opened it. You can open the Cashier module by clicking the dollar bill icon on the home screen toolbar or clicking the POS Menu on the home screen and selecting Cashier.
2. Find the desired orders on the Order List and select each order by touching or clicking. If you don't see an order on the list, you may need to refresh the list by clicking the **Refresh Unpaid Orders** button at the bottom of the screen. As you select each order, it will put a check mark on that order on the left side of the order list.
3. After selecting the order or orders to be put on account, make sure that a checkmark is beside each order selected.
4. After you have confirmed that the correct orders have been selected, click the **On Account** button.

5. You should now see the order summary screen. This screen gives you an opportunity to check that you have selected the correct orders. After verifying that it is correct, click the **Select Customer** button.
6. This will give you the customer list. Locate and select the customer that the order is for.
  - If you need to add a new customer that is not yet on the list, click the Plus Sign () on the tool bar at the top. You can then enter the new customer name and code. By default the customer code will automatically be created using the first ten characters in the customer name, but you can change the customer code to whatever code you desire to identify the customer in your accounting records. You can also enter the other contact information for the new customer but these fields are optional. After entering the information for the new customer, click the **Update** button.
7. After you have selected the customer for this order, click the **Select** button.
8. This will return you to the Order summary screen. After verifying that it is correct, click the **Continue** button.
9. After clicking the Continue button, the system will print a receipt and open the cash drawer if it is configured to do this automatically. The system will also mark those orders as being paid out.
10. After following these steps, the orders will have On Account status and will be linked to the customer you selected. You can later review these orders or pay them out with cheque or cash using the Customer Account Management tool found in the Accounting menu on the Home screen.
11. The summary screen will now allow you to Reprint the Receipt or Open the Cash drawer again. Click the **Close** button to return to the main Cashier Order List.

## How to View All Today's Orders

The default Order List only lists unpaid orders. Therefore, after an order has been paid out, it is removed from the list. The system doesn't allow you to edit an order from a previous day, but you can view or edit an order on the same date it was created. Follow these steps to review an order after it has been paid:

1. First, open the Cashier module if you haven't already opened it. You can open the Cashier module by clicking the dollar bill icon on the home screen toolbar or clicking the POS Menu on the home screen and selecting Cashier.
2. Click the ***View Today's Orders*** button.
3. The Order List will then display all orders created that day, including the ones already paid out or put on account.
4. From this list, you can reprint a receipt, reverse a payment (un-pay), or void an order. The details of this are in the following how-to sections.
5. To return to the default list of unpaid orders only, click the ***Refresh Unpaid Orders*** button.

## How to Reprint a Receipt

After a payment transaction is closed, you can still reprint the receipt by follow these instructions:

1. First click the ***View Today's Orders*** button as described in the *How to View All Today's Orders* section above.
2. Locate and select the order that you want to reprint the receipt for.
3. Click the ***RePrint*** button at the bottom of the Cashier screen.

## How to Reverse a Payment

At times you may need to reverse a payment. For example, this could occur if you realized that you selected the wrong order when cashing out an order.

If you have administrator or manager permission, you can reverse a payment using the Un-Pay feature. This procedure doesn't physically reverse the actual cash exchange, but informs the computer system that the cash was either never paid out or was returned.



Note! The Un-Pay feature requires manager or administrator permission. If you do not have permission, you will need to get an administrator or manager to perform this procedure.

Follow these steps to reverse a payment using the Un-Pay feature:

1. First click the ***View Today's Orders*** button as described in the *How to View All Today's Orders* section above.
2. Locate and select the order that you want to reverse.
3. Click the ***Un-Pay*** button at the bottom of the Cashier screen.
4. The system will then verify your credentials and request that you enter your password. The password request is a feature that may be turned off according to your systems settings.
5. If your credentials are verified, the order status will be set to unpaid and a confirmation message will appear on the screen. Click the ***OK*** button to close the message.

## How to Edit an Order

If an order needs to something added, removed, or changed, it must be edited in either the Sales module or Returns module, depending on whether it is a sales order or return order. In either case, the order to be edited must be in the UnPaid status and the user must have permission to edit the order. Only the person who created the order or an administrator or manager can edit an order. If you have permission to edit an order, follow these steps:

1. If the order had already been paid out, you will first need to un-pay the order as described in the *How to Reverse a Payment* section.
2. If the order status is unpaid, follow the instructions in the *How to open a transaction that was previously closed* section in the Returns Module chapter.

## How to Delete or Void an Order

At times you may need to delete an order. For example, an order may have been entered twice by accident or it may have been entered as a test order. For security reasons, the Solum system doesn't delete the order from the database, but rather it sets the status to Void. These orders do not affect regular reports. The order to be voided must be in the UnPaid status and the user must have permission to edit the order. Only an administrator or manager can void an order. If you have permission to void an order, follow these steps:

1. If the order had already been paid out, you will first need to un-pay the order as described in the *How to Reverse a Payment* section.

Note! You can select more than one order if you need to void several orders at once.

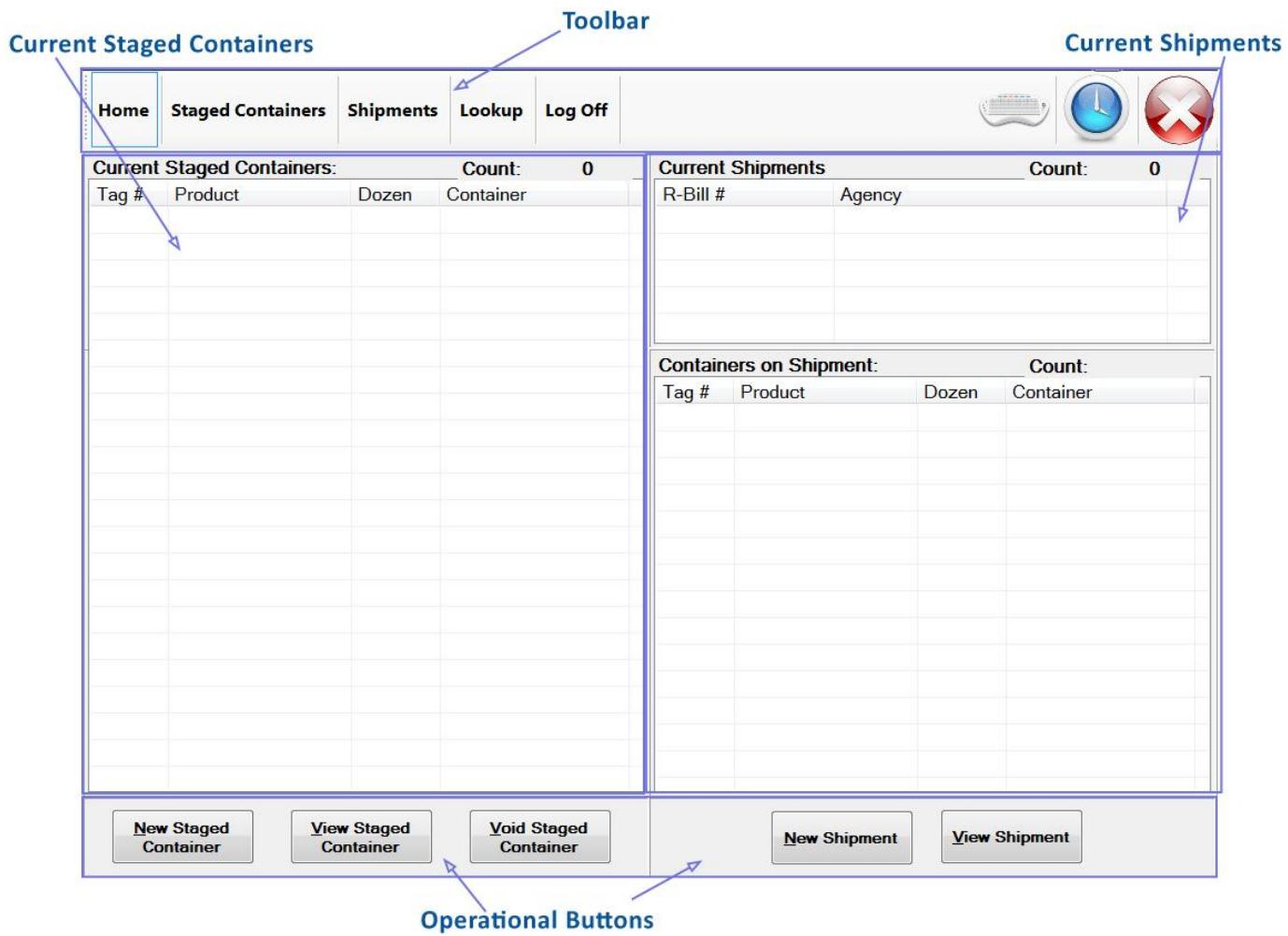


2. After confirming that the correct order is selected that you wish to void, click the **Void Selected Orders** button at the bottom of the Cashier module.
3. The system will then verify your credentials and request that you enter your password. The password request is a feature that may be turned off according to your systems settings.
4. If your credentials are verified, the order status will be set to void and a confirmation message will appear on the screen. Click the **Yes** button to confirm you want to delete the orders selected.

## Shipping Module – Home

The Home screen of the shipping module gives a quick overview of what is currently happening in the shipping department. For example, it shows the current staged containers that have not yet been assigned to a shipment. It also shows the current shipments that are being prepared but have not yet been shipped.

### Sections of the Shipping Module Home Screen



The Home screen of the Shipping module has these sections: Toolbar, Current Staged Containers, Current Shipments, and Operational buttons. Let's take a close look at each of these sections.

## **Toolbar**

This toolbar is shared between all parts of the Shipping modules. It allows you to easily switch back and forth between the screens in these modules. There are eight buttons on the toolbar:

1. Home Button  
The Home button doesn't do anything when you are on the Home screen.
2. Staged Containers Button  
The Staged Containers button switches the view to the Staged Containers screen.
3. Shipments Button  
The Shipments button switches the view to the Shipments screen.
4. Lookup Button  
The Lookup button switches the view to the Lookup screen.
5. Log Off Button  
The Log Off button allows the current user to log off of the program so that another user can log onto that station. This can be done without closing or restarting the program. It is recommended that each individual user log on to the station they are using with their assigned username even if they are simply switching stations in the middle of the day.
6. Keyboard Icon  
The Keyboard button opens the On-Screen keyboard. This is a keyboard designed for touch screen systems that don't have a keyboard. Every toolbar in the Solum programs has this button to make it easy to open the keyboard at anytime.
7. Time Clock Icon  
The Time Clock button opens the Time and Attendance module to allow any employee to quickly Punch-In or Punch-Out. This button is on every toolbar in the Solum programs. It can be quickly opened and closed again without interfering with the current operations.
8. Close Button  
The icon of an X in a round circle is the close button. This closes the current screen and returns you to the systems

home page. This button is found on all toolbars in the Solum system. The current Order must be closed before clicking the close button. The close button is not enabled if it is in data-entry or edit mode.

### ***Current Staged Containers***

The Current Staged Containers section lists all the staged containers that have not yet been attached to a shipment. If you wish to view the details of a staged container, you can select the container and click the ***View Staged Container*** button at the bottom of the screen.

### ***Current Shipments***

The Current Shipments section lists the current shipments that are being prepared but have not yet been shipped. In the top section it lists the shipment number and in the lower section it lists the staged containers that have been linked to the selected shipment.

If you wish to view the details of a shipment, you can select the shipment in the top section and then click the ***View Shipment*** button at the bottom of the screen.

### ***Operational Buttons***

There are five operational buttons:

1. New Staged Container

The New Staged Container button opens the Staged Container screen in the mode to begin entering data for a new shipping container.

2. View Staged Container

The View Staged Container button opens the selected staged container in the Staged Container screen. This allows you to see all the details regarding that staged container and allows you to edit some parts of it.

3. Void Staged Container

The Void Staged Container button allows you to void the selected staged container. This basically deletes that container, but for security reasons the actual entry remains in the database with the status set to void.

4. New Shipment

The New Shipment button opens the Shipments screen in the mode that allows you to begin entering details for a new shipment.

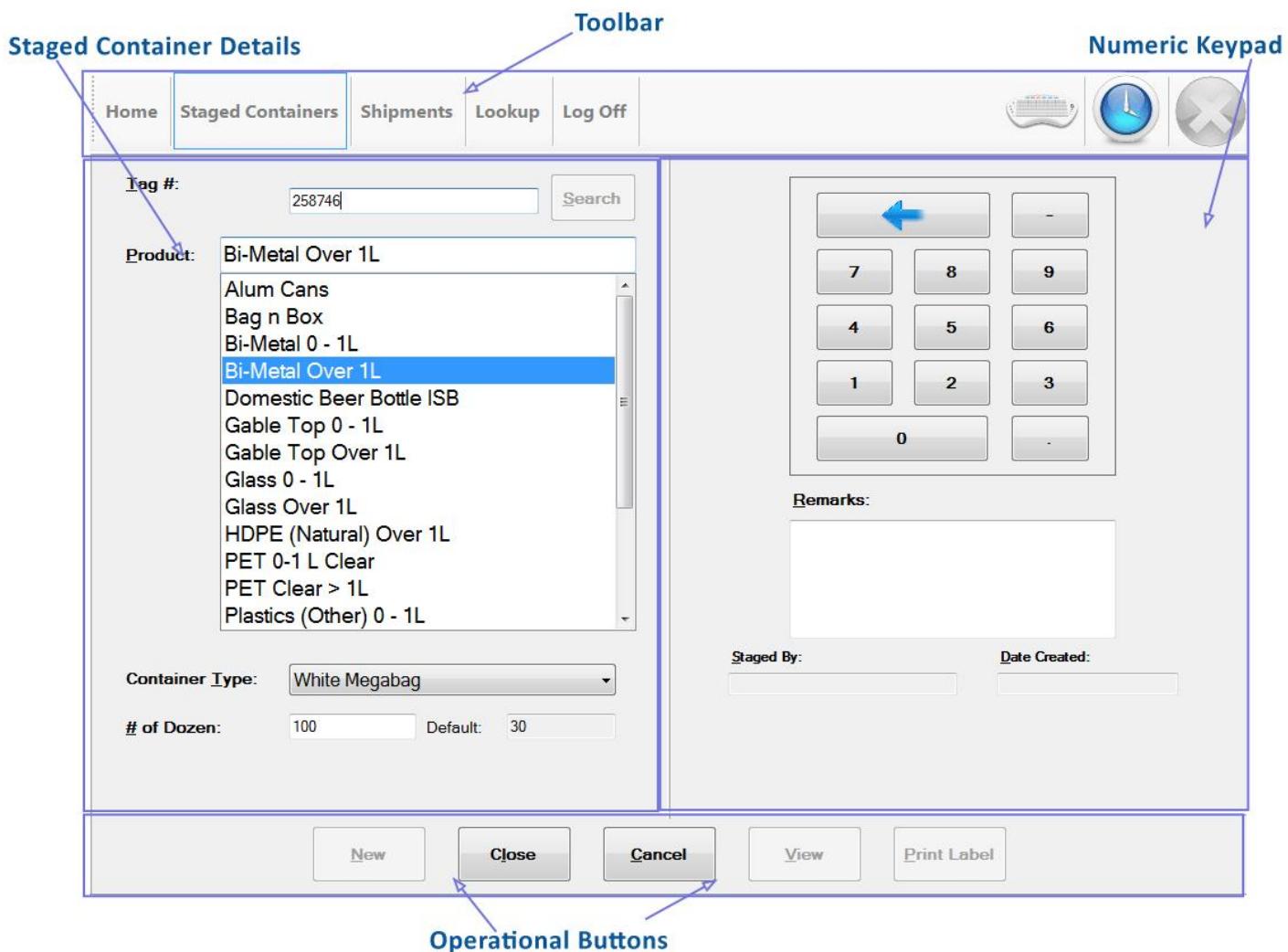
5. View Shipment

The View Shipment button opens the selected shipment in the Shipments screen so you can view the details, add or edit the shipment, or finalize and ship the shipment.

## Shipping Module – Staged Containers

The Staged Containers screen of the shipping module shows the details of a staged container. You use this screen to create, modify, or view a staged container. You can also print labels for the containers from here.

### Sections of the Staged Containers Screen



The Staged Containers screen of the Shipping module has these sections: Toolbar, Staged Container Details, Numeric Keypad, and Operational buttons. Let's take a close look at each of these sections.

### **Toolbar**

This toolbar is shared between all parts of the Shipping modules. It allows you to easily switch back and forth between the screens in these modules. There are eight buttons on the toolbar:

1. Home Button  
The Home button switches the view to the Shipping Home screen.
2. Staged Containers Button  
The Staged Containers button doesn't do anything when you are on the Staged Containers screen.
3. Shipments Button  
The Shipments button switches the view to the Shipments screen.
4. Lookup Button  
The Lookup button switches the view to the Lookup screen.
5. Log Off Button  
The Log Off button allows the current user to log off of the program so that another user can log onto that station. This can be done without closing or restarting the program. It is recommended that each individual user log on to the station they are using with their assigned username even if they are simply switching stations in the middle of the day.
6. Keyboard Icon  
The Keyboard button opens the On-Screen keyboard. This is a keyboard designed for touch screen systems that don't have a keyboard. Every toolbar in the Solum programs has this button to make it easy to open the keyboard at anytime.
7. Time Clock Icon  
The Time Clock button opens the Time and Attendance module to allow any employee to quickly Punch-In or Punch-Out. This button is on every toolbar in the Solum programs. It can be quickly opened and closed again without interfering with the current operations.
8. Close Button  
The icon of an X in a round circle is the close button. This closes the current screen and returns you to the systems

home page. This button is found on all toolbars in the Solum system. The current Order must be closed before clicking the close button. The close button is not enabled if it is in data-entry or edit mode.

### ***Staged Container Details***

The Staged Container Details section is where we can view, edit, or create the details of a shipping container full of beverage containers. This section includes the following details:

1. Tag #

The Tag number is a unique ID number assigned to this shipping container. Depending on system settings, when entering a new Staged Container, this Tag # can be automatically assigned, or can be typed in with a keyboard or the on-screen numeric keypad, or can be scanned in with a barcode scanner. The tag number cannot be changed after the staged container entry has been created.

2. Product

The Product selection list allows you to select which product is in this shipping container. This can be set when the staged container is created and can also be edited later if necessary. If using the ABCRC standard barcode, the product will be automatically assigned when the barcode is scanned.

3. Container Type

The Container Type is automatically set to the default container type associated with the product that was selected. The container type can be edited.

4. # of Dozen

The *# of Dozen* text box allows you to type in the actual number of dozens that were counted for that shipping container. This entry can be made using a keyboard or the on-screen numeric keypad.

5. Default

The *Default* text box displays the default or standard number of dozens for the selected product. If you click or touch the default number it will copy that number to the *# of dozen* text box.



Quick Tip! If you touch or click the default number when creating a new staged container, it will copy the default number into the # of Dozen text box.

### **Numeric Keypad**

The Numeric Keypad section includes an on-screen numeric keypad to assist in entering numbers while creating a new staged container. Also in this section is the *Remarks* text box which allows the user to add additional notes or remarks about the shipment if necessary. When a new staged container is closed, it also saves the user in the *Staged By* text box and the date and time in the *Date Created* text box.

### **Operational Buttons**

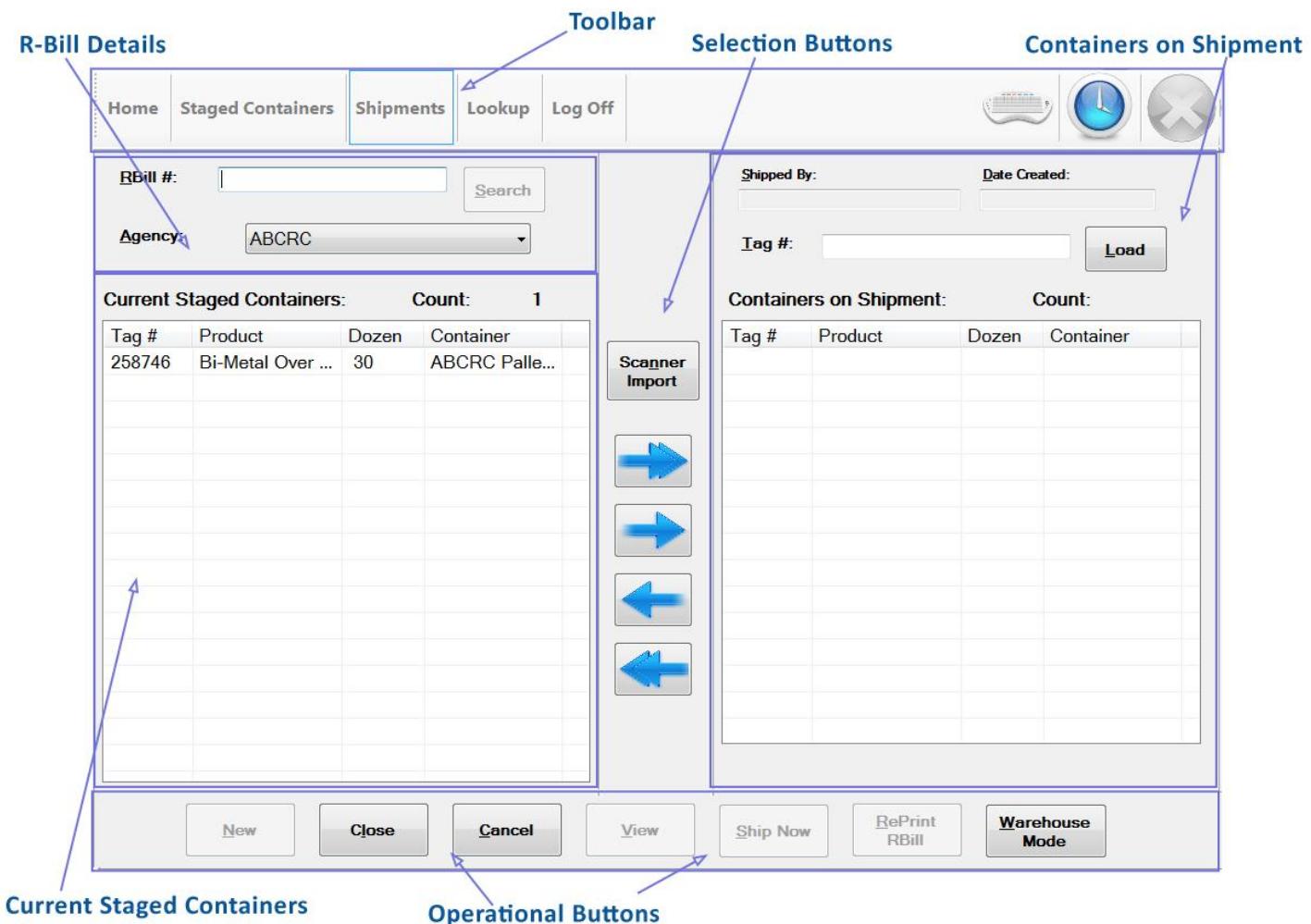
There are five operational buttons:

1. New  
The **New** button allows you to begin entering data for a new shipping container.
2. Close  
The **Close** button saves the Staged Container if it is New or in Edit mode.
3. Cancel  
The **Cancel** button clears the current entry without saving any changes.
4. View  
The **View** button activates the Search mode. You can then type in the Tag number of a staged container that you want to lookup and click the **Search** button to find it.
5. Print Label  
The **Print Label** button prints a label of for the current staged container.

## Shipping Module – Shipments

The Shipments screen of the shipping module shows the details of a shipment. You use this screen to create, modify, or view a shipment. You can also print shipping documents from here.

### Sections of the Shipments Screen



The Shipments screen of the Shipping module has these sections: Toolbar, R-Bill Details, Selection Buttons, Containers on Shipment, Current Staged Containers, and Operational buttons. Let's take a close look at each of these sections.

### **Toolbar**

This toolbar is shared between all parts of the Shipping modules. It allows you to easily switch back and forth between the screens in these modules. There are eight buttons on the toolbar:

1. Home Button  
The Home button switches the view to the Shipping Home screen.
2. Staged Containers Button  
The Staged Containers button switches the view to the Staged Containers screen.
3. Shipments Button  
The Shipments button doesn't do anything when on the Shipments screen.
4. Lookup Button  
The Lookup button switches the view to the Lookup screen.
5. Log Off Button  
The Log Off button allows the current user to log off of the program so that another user can log onto that station. This can be done without closing or restarting the program. It is recommended that each individual user log on to the station they are using with their assigned username even if they are simply switching stations in the middle of the day.
6. Keyboard Icon  
The Keyboard button opens the On-Screen keyboard. This is a keyboard designed for touch screen systems that don't have a keyboard. Every toolbar in the Solum programs has this button to make it easy to open the keyboard at anytime.
7. Time Clock Icon  
The Time Clock button opens the Time and Attendance module to allow any employee to quickly Punch-In or Punch-Out. This button is on every toolbar in the Solum programs. It can be quickly opened and closed again without interfering with the current operations.
8. Close Button  
The icon of an X in a round circle is the close button. This closes the current screen and returns you to the systems

home page. This button is found on all toolbars in the Solum system. The current Order must be closed before clicking the close button. The close button is not enabled if it is in data-entry or edit mode.

### **R-Bill Details**

The R-Bill Details section contains the R-Bill number and Agency selection. The R-Bill number can be auto-generated or can be manually entered. The Agency must be selected from the list. Once the Agency is selected, the list of Current Staged Containers will list only the shipping containers going to the selected agency.

### **Selection Buttons**

There are five buttons that assist you to select which items you want to add or remove from a shipment:

1. Scanner Import



The **Scanner Import** button opens a tool designed to capture a batch of scans. This feature works with scanners that save the barcodes as they are scanned in a batch. Then when connected to the computer, you can tell the scanner to send the full batch of scans to this tool.

2. Add All



The button with double arrows pointing right will add all the staged containers from the list on the left to the current shipment list on the right.

3. Add Selected



The button with a single arrow pointing right will add the selected staged container from the list on the left to the current shipment list on the right.

4. Remove Selected



The button with a single arrow pointing left will remove the selected staged container from the current shipment list on the right and return it to the staged container list on the left.

5. Remove All



The button with double arrows pointing left will remove all the staged containers from the current shipment list on the right and return them to the staged container list on the left.

### ***Containers on Shipment***

The *Containers on Shipment* section is on the right side of the *Shipments* screen. This section includes the *Tag #* entry tool and the *Containers on Shipment* list.

1. The *Tag #* text box allows you to manually type the tag number of a staged container to be added to the shipment. After typing the tag number, you click the **Load** button to add that stage container.
2. If your system is equipped with a barcode scanner, you can also scan the barcode into this text box to add the container to the shipment.
3. The *Containers on Shipment* list shows all the containers that have been loaded on this shipment. The count at the top of the list tells how many items are in the list. You can sort this list by clicking the column header.

### ***Current Staged Containers***

The Current Staged Containers list contains all the staged containers that have been prepared but have not been connected to a shipment yet. This list is also filtered to only show staged containers for the Agency that has been selected. The count at the top of the list tells how many items are in the list. You can sort this list by clicking the column header.

### ***Operational Buttons***

There are seven operational buttons:

1. New  
The **New** button allows you to begin entering data for a new shipment.
2. Close  
The **Close** button saves the Shipment if it is New or in Edit mode.
3. Cancel  
The **Cancel** button clears the current shipment without saving any changes.

#### 4. View / Edit

The **View** button activates the Search mode. You can then type in the Tag number of a staged container that you want to lookup and click the **Search** button to find it.

If a shipment is already showing in the Shipments screen, this button changes to the **Edit** button. When clicking the Edit button it changes the shipment to edit mode allowing you to add or remove items from the shipment.

#### 5. Ship Now

The **Ship Now** button finalizes the shipment. You click this when the shipment is physically ready to be shipped.

Depending on which agency the shipment is going to, it does different things when the **Ship Now** Button is clicked:

- a. Shipment for BDL: If the shipment is for the BDL, the status is set to shipped and the Shipping documents are printed if set to print automatically.
- b. Shipment for ABCRC: If the shipment is for the ABCRC, another screen is provided to allow the user to indicate the quantity of extra shipping supplies, such as pallets and mega bags, that are being shipped with this shipment.

#### 6. RePrint RBill

The **RePrint RBill** button prints another copy of the Shipping document related to the agency that the shipment is going to.

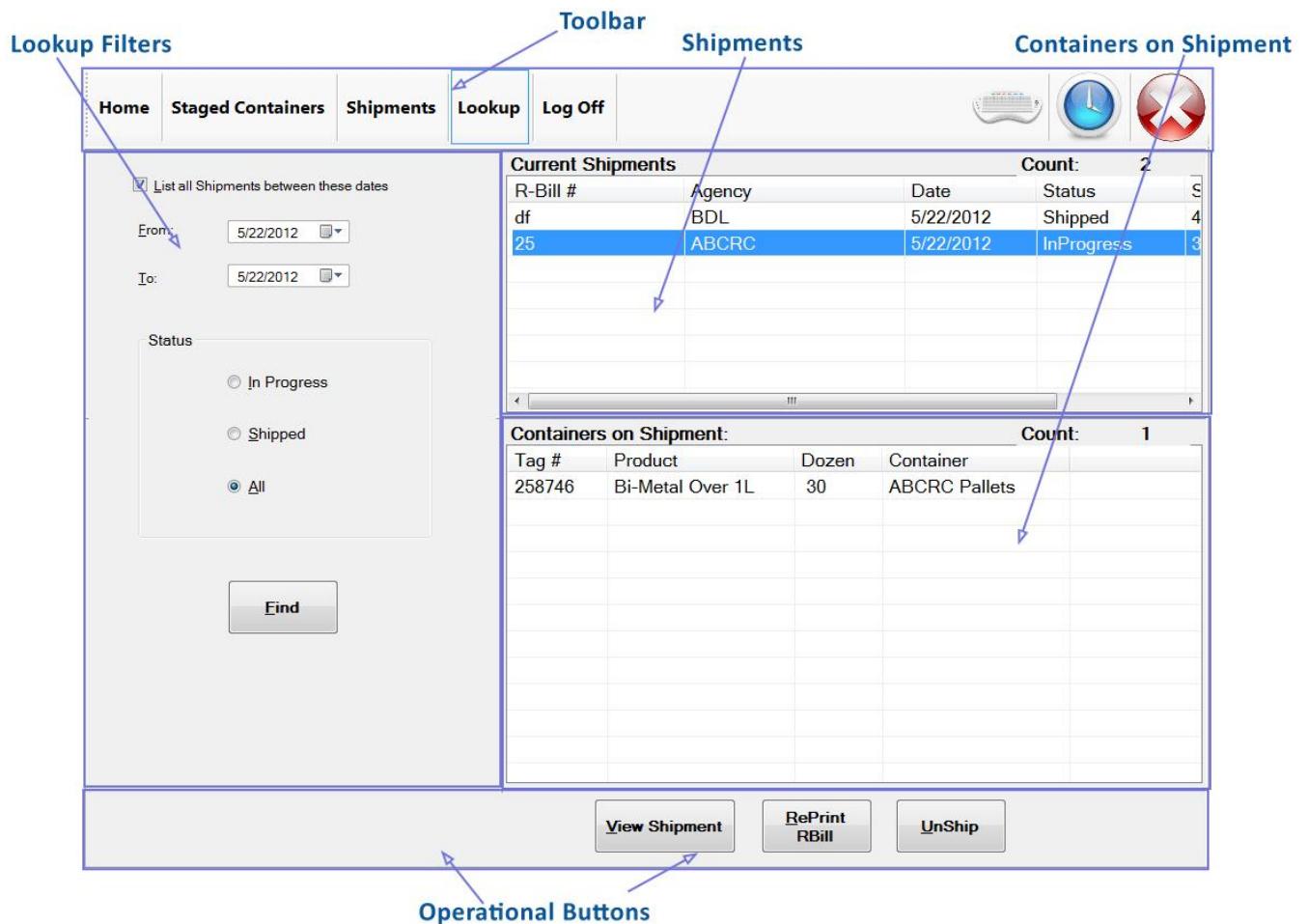
#### 7. Warehouse Mode

The **Warehouse Mode** button simply puts a warning on the screen to indicate that the computer is currently in use by a wireless barcode scanner. This allows the user to take the wireless barcode scanner to the distant parts of the warehouse as he picks the containers to be shipped. The program processes each barcode it receives even if the user can't see the computer screen. The warning on the screen lets other users know that they cannot use the computer at the time. To turn off the warehouse mode, simply click the **Finish Warehouse Mode** button, which is only visible in Warehouse mode.

## Shipping Module – Lookup Tool

The Shipments Lookup screen helps you to easily find previous shipments and view the details of those shipments. You use this screen to lookup, view, reprint, or unship a shipment.

### Sections of the Shipment Lookup Screen



The Shipment Lookup screen of the Shipping module has these sections: Lookup Filters, Toolbar, Shipment List, Containers on Shipment list, and Operational buttons. Let's take a close look at each of these sections.

## **Lookup Filters**

The Lookup Filters section has filters to limit the number of shipments listed. You can filter by date range or by shipment status.

1. Date Range Filter

To filter by date range, check the box that says *List all Shipments between these dates*. Then choose the dates you want in the *From* and *To* date selection boxes.

2. Status Filter

Simply select either the *In Progress* or *Shipped* or *All* radio button to choose the status for your filter.

3. **Find** Button

After changing the Filter options, click the **Find** button to filter the Shipments list with the date range and status you selected.

## **Toolbar**

This toolbar is shared between all parts of the Shipping modules. It allows you to easily switch back and forth between the screens in these modules. There are eight buttons on the toolbar:

1. Home Button

The Home button switches the view to the Shipping Home screen.

2. Staged Containers Button

The Staged Containers button switches the view to the Staged Containers screen.

3. Shipments Button

The Shipments button switches to the Shipments screen.

4. Lookup Button

The Lookup button doesn't do anything when on the Lookup screen.

5. Log Off Button

The Log Off button allows the current user to log off of the program so that another user can log onto that station. This can be done without closing or restarting the program. It is recommended that each individual user log on to the station they are using with their assigned username even if they are

simply switching stations in the middle of the day.

6. Keyboard Icon

The Keyboard button opens the On-Screen keyboard. This is a keyboard designed for touch screen systems that don't have a keyboard. Every toolbar in the Solum programs has this button to make it easy to open the keyboard at anytime.

7. Time Clock Icon

The Time Clock button opens the Time and Attendance module to allow any employee to quickly Punch-In or Punch-Out. This button is on every toolbar in the Solum programs. It can be quickly opened and closed again without interfering with the current operations.

8. Close Button

The icon of an X in a round circle is the close button. This closes the current screen and returns you to the systems home page. This button is found on all toolbars in the Solum system. The current Order must be closed before clicking the close button. The close button is not enabled if it is in data-entry or edit mode.

### ***Shipments List***

The Shipments list contains a list of all the shipments recorded by the system. If the filter feature is set, it will show only the shipments that match the criteria in the filter section. The count at the top of the list tells how many items are in the list. You can sort this list by clicking the column header.

### ***Containers on Shipment***

The *Containers on Shipment* list shows all the containers that have been linked to the selected shipment. The count at the top of the list tells how many items are in the list. You can sort this list by clicking the column header.

### ***Operational Buttons***

There are three operational buttons:

1. View Shipment

The ***View Shipment*** button opens the selected shipment in the

Shipments screen. Since it can be edited or modified in the shipment screen, you cannot view shipments that have been shipped.

2. RePrint RBill

The **RePrint RBill** button prints a copy of the Shipping document related to the agency that the shipment is going to.

3. UnShip

The **UnShip** button changes the status of the shipment to In Progress. If a shipment has been shipped by accident or has to be modified after it has been shipped, the **UnShip** button can be used to change the status back to In Progress.

## Inventory

The Solum POR system keeps track of 2 types of inventory:

- 1) Product Inventory, which is the inventory of recyclable items
- 2) Supplies Inventory, which is the inventory of pallets and bags and other shipping supplies that you wish to track inventory of.

You can access these Inventory systems from the Inventory Menu found in the menu bar on the home screen.

### Product Inventory

The product inventory includes inventory of unstaged products and inventory of staged products.

**Unstaged Products:**

Category	Quantity	Dozen	Amount
Aluminum Cans	5,584	465	558.40
PET <= 1L (Clear ...	325	27	32.50
HDPE > 1L (Natu...	36	3	9.00
Glass <= 1L (Non...	152	12	15.20
Glass > 1L (Non...	2,547	212	636.75
Gable Top <= 1L	82	6	8.20
Gable Top > 1L	120	10	30.00
Tetra Brik <= 1L	620	51	62.00
Tetra Brik > 1L	352	29	88.00
Plastics <= 1L (Ot...	370	30	37.00
Plastics > 1L (Ot...	96	8	24.00
Bi-Metal <= 1L	24	2	2.40
Bi-Metal > 1L	96	8	24.00
Misc > 1L (Bag in ...	15	1	3.75
PET > 1L (Clear ...	4,120	343	1,030.00
Domestic Beer	360	30	36.00
0 - 1L Container Mix	11	0	1.10
Over 1L Container	1	0	0.25

**Totals:** 14,911 2,598.55

**Staged Products:**

Product Category	Quantity	Dozen	Amount
Aerosol 0 - 1L	0	0	0.00
Alum Cans	0	0	0.00
Bag n Box	0	0	0.00
Bi-Metal 0 - 1L	0	0	0.00
Bi-Metal Over 1L	0	0	0.00
Ceramics 0 - 1L	0	0	0.00
Domestic Beer Bottle ...	0	0	0.00
Gable Top 0 - 1L	0	0	0.00
Gable Top Over 1L	0	0	0.00
Glass 0 - 1L	0	0	0.00
Glass Over 1L	0	0	0.00
HDPE (Natural) Over ...	0	0	0.00
Key Keg	0	0	0.00
PET 0-1 L Clear	0	0	0.00
PET Clear > 1L	0	0	0.00
Plastics (Other) 0 - 1L	0	0	0.00
Plastics (Other) Drink ...	0	0	0.00

**Buttons:** Create Adjustment, Print, Exit

**Server:** kevin-pc\solum **Date:** 6/12/2012

Let's review the parts of the product inventory module:

1) Unstaged Products

The unstaged products relate to the items that have been received but are not yet counted as part of a completed shipping container. In most cases there are a number of shipping containers, such as mega bags or pallets, that are partially filled. These are not entered into the staging area until they are complete. Therefore, while the shipping containers are partially filled, we refer to them as "unstaged" products.

The unstaged product list is based on the product categories. Product categories can be the same as the products, but in most cases, they will be a category grouping of similar products. In some cases, the depot has decided to group all products in to two categories: 10 cent and 25 cent.

The unstaged product inventory is a live calculation of the sum of the products that have been received less all the some of the products that have been staged less any adjustments.

2) Staged Products

The staged products are the products that currently are in completed shipping containers that are ready to be shipped.

The staged product inventory is simply a sum of the products in the staged containers that are not yet shipped.

3) Date Search

The date search tool at the bottom left side of the inventory screen allows you to look up the inventory value on a specific date.

To do a date search, check the box that says Use dates and then enter the desired beginning (From) date and ending (To) date.

4) Show Zeros

The Show Zeros check box displays all the products in the product table even if it has a zero inventory. Uncheck this box if you don't want to see zero inventory items.

5) Create Adjustment

Adjustments can only be made on the Unstaged products section. This is because the Staged Product inventory is the sum of staged shipping containers in the shipping section of the program. If the staged product inventory is wrong, you must adjust it by correcting the staged

shipping container that causing the error. When performing physical inventory counts and adjusting the inventory levels, it is recommended to make sure the staged product inventory is correct first, before adjusting the unstaged inventory. Since the unstaged inventory is a calculation of items received less items staged, when you adjust the staged inventory it affects the unstaged inventory levels.

How to adjust unstaged product inventory:

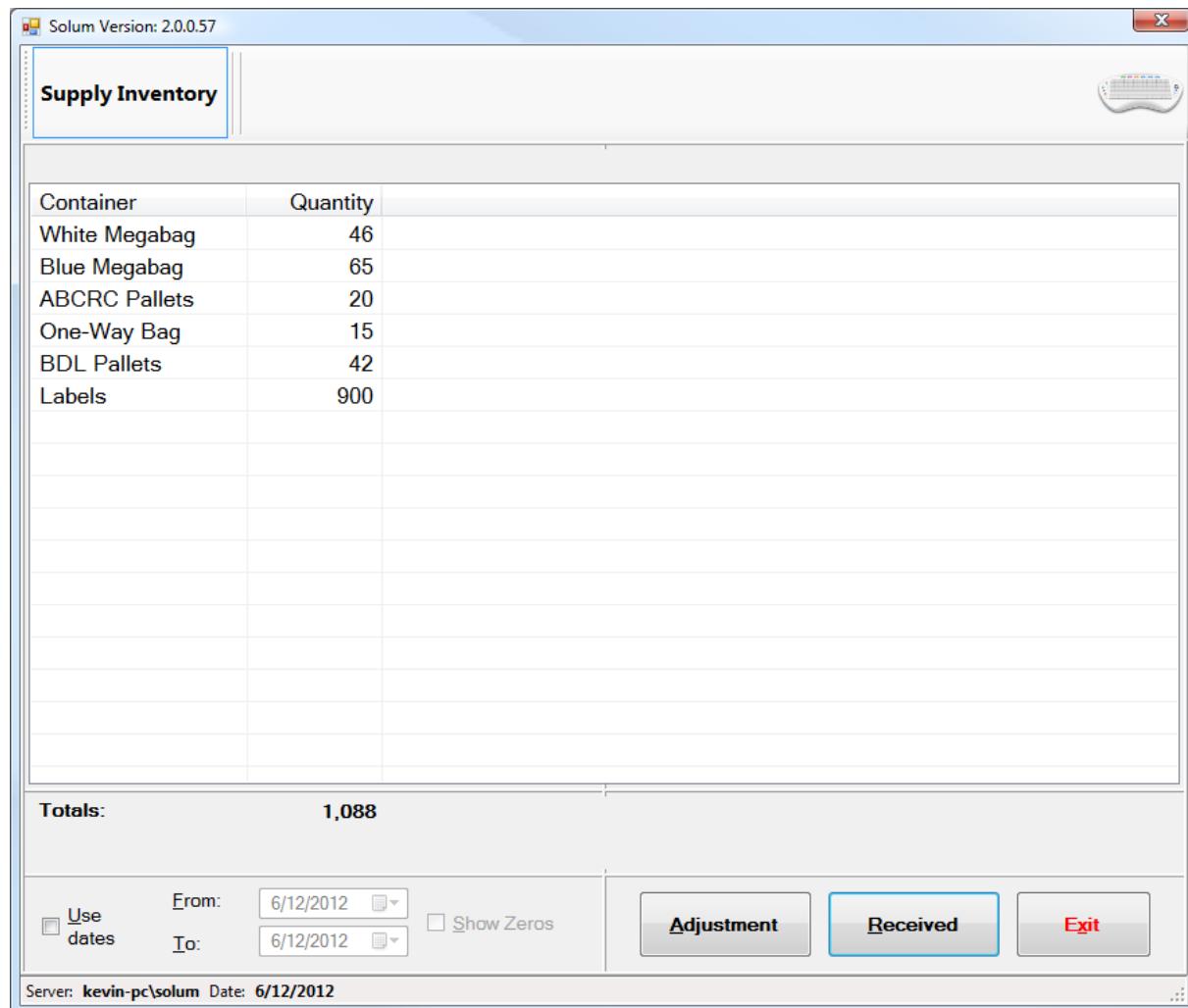
- i. Click the Create Adjustment button.
- ii. Then double click the quantity of the product category you want to adjust.
- iii. Type in the new value for the products inventory.
- iv. Repeat this for each product category you want to adjust.
- v. After all your adjustments have been entered, click the Save Adjustment button.

6) Print inventory

The Print button on the inventory screen will Print a copy of the inventory that you can use as reference while doing your physical inventory count.

## Supply Inventory

You can access the Supply Inventory screen by selecting Supplies on the Inventory menu on the Home screen.



The supply inventory lists all the items in the Containers catalog, which you can edit in the Catalogs menu. The supply inventory doesn't show items that don't have any inventory. But it can include shipping containers, shipping supplies, or other items you wish to track inventory of.

### 1) Date Search

The date search tool at the bottom left side of the inventory screen allows you to look up the inventory value on a specific date.

To do a date search, check the box that says Use dates and then enter the desired beginning (From) date and ending (To) date.

2) Adjustment

To make adjustments to the supply inventory follow these steps:

- i. Click the Adjustment button on the Supply inventory screen.
- ii. Then double click the quantity of the item you want to adjust.
- iii. Type in the new value for the inventory.
- iv. Repeat this for each item you want to adjust.
- v. After all your adjustments have been entered, click the Save Adjustment button.

3) Received

When any supply inventory is received, it is recommended that you use the Received function on the Supply inventory screen. Follow these steps:

- i. Click the Received button.

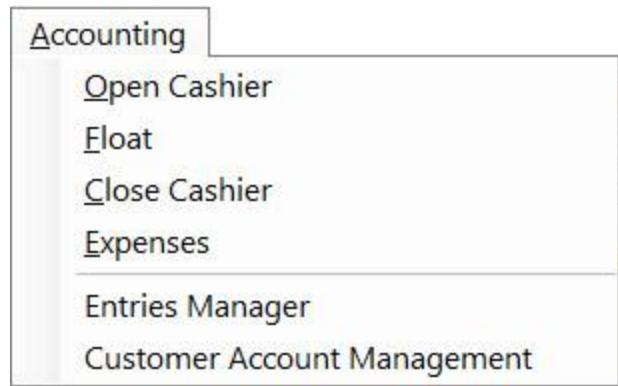
Container	Quantity
White Megabag	0
Blue Megabag	0
ABCRC Pallets	0
One-Way Bag	0
BDL Pallets	0
Labels	0

- ii. Enter the Reference Number related to the shipment that was received.
- iii. Enter the quantity of each item that was received.
- iv. Click the Confirm button to save.

# Accounting

The Solum POR system is not designed to be an accounting system and does not replace the need for your organization to have a separate accounting system to manage your business accounting. The Solum POR accounting section includes tools to manage the cash register transactions and customer accounts.

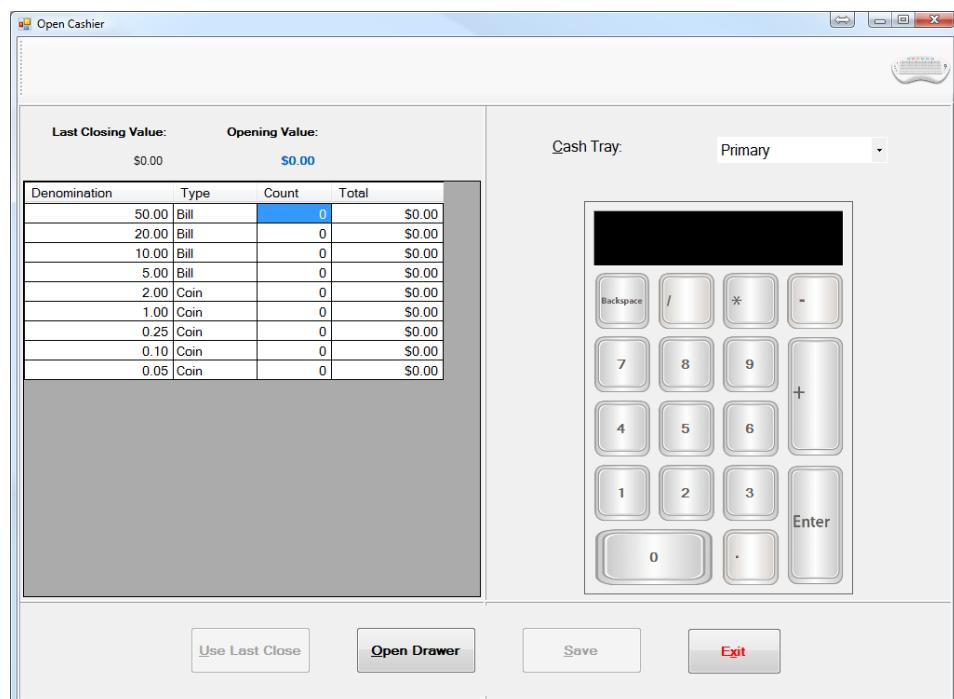
The Accounting module includes six parts found in the Accounting menu on the Home screen:



- 1) Open Cashier
- 2) Float
- 3) Close Cashier
- 4) Expenses
- 5) Entries Manager
- 6) Customer Account Management

Let's take a closer look at each of these items:

## Open Cashier



The Open Cashier feature is usually used at the beginning of each day when you initially put the cash tray in the cash drawer for that day.

#### Parts of the Open Cashier screen

1) Last Closing Value

This is the last value recorded when the selected cash tray was closed.

2) Opening Value

This is the sum of the items you have added during this operation. This number will change as you add each item.

3) Denomination list

This lists each available denomination you put in your cash tray. The denominations can be changed in the Catalog menu.

To enter your count of each denomination, select the count that you want to enter and then type the amount using the On-Screen numeric keypad on the right, or the keyboard connected to the computer if available.

4) Cash Tray

You can have multiple cash trays. This dropdown box allows you to view all the available cash trays and you can switch to another cash tray to open.

5) On-Screen Numeric Keypad

The On-Screen keypad is available for systems that only use a touch screen. You can use this keypad to enter the numbers.

6) Use Last Close button

This button will copy the values from the last close to the current opening values. This is helpful for situations where you close the cash register at the end of the day and put the cash tray in the safe and then re-open the cash register the following day using the same cash tray. In this case the opening values will be the same as the previous closing values so you can just click the Use Last Close button.

7) Open Drawer button

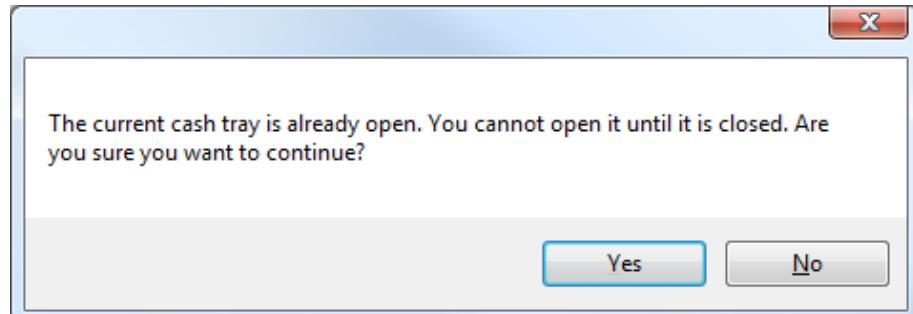
The cash drawer is usually locked and should only be opened when needed. This button will allow you to easily open the cash drawer at this time.

8) Save button

After entering the opening values you have to click the Save button to save the changes. The Save button will not be enabled if the cash tray selected is already open.



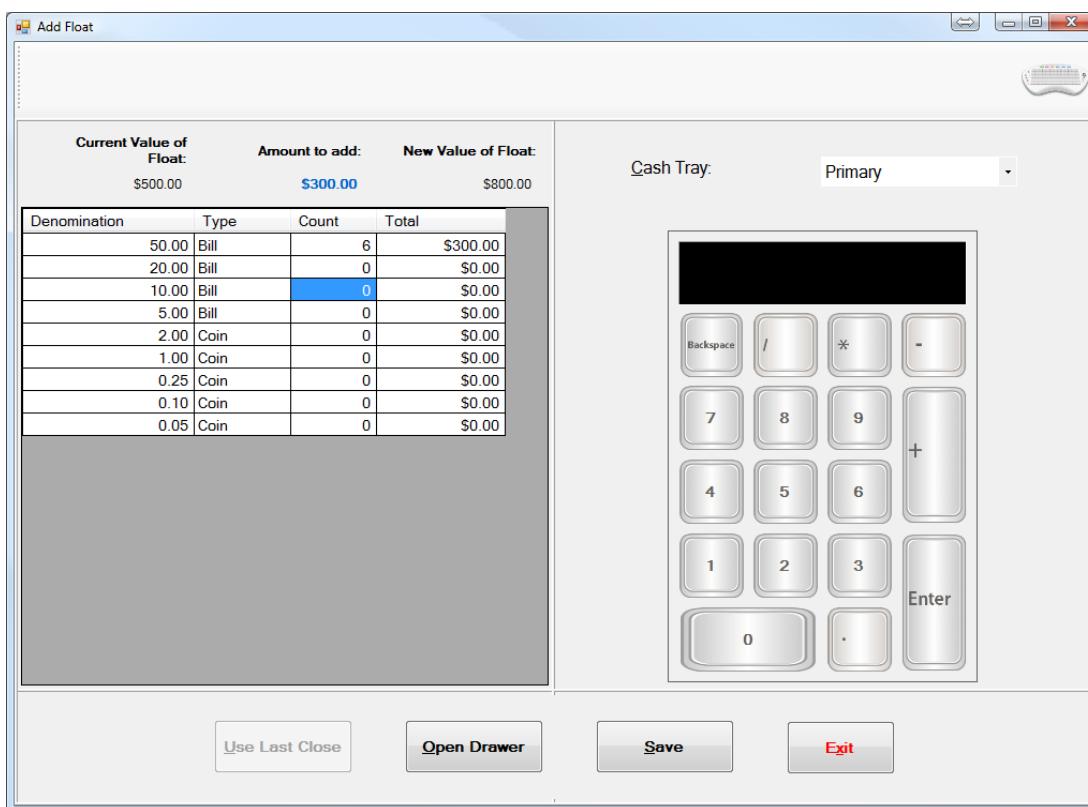
Note! If the current cash tray is already open, when you try to enter the Open Cashier screen from the Accounting menu, you will see a warning message that says: The current cash tray is already open. You cannot open it until it is closed. Are you sure you want to continue?



This means that you shouldn't need to open the cashier because it is already open. However, you can still enter this screen by clicking the Yes button and you can use it to open other cash trays if they are not open.

## Add Float

If the cash tray is open, you can add additional cash to it at anytime.



The Add Float feature is found on the Accounting menu on the Home page.

#### Parts of the Add Float screen

##### 1) Current Value of Float

This is the current value calculated after the last transaction was completed.

##### 2) Amount to add

This is the sum of the items you have added during this operation. This number will change as you add each item.

##### 3) New Value of Float

This is the calculated value that will be in the cash tray after the additional amount is added.

##### 4) Denomination list

This lists each available denomination you put in your cash tray. The denominations can be changed in the Catalog menu.

To enter your count of each denomination, select the count that you want to enter and then type the amount using the On-Screen numeric keypad on the right, or the keyboard connected to the computer if available.

##### 5) Cash Tray

You can have multiple cash trays. This dropdown box allows you to view all the available cash trays and you can switch to another cash tray to add float to.

##### 6) On-Screen Numeric Keypad

The On-Screen keypad is available for systems that only use a touch screen. You can use this keypad to enter the numbers.

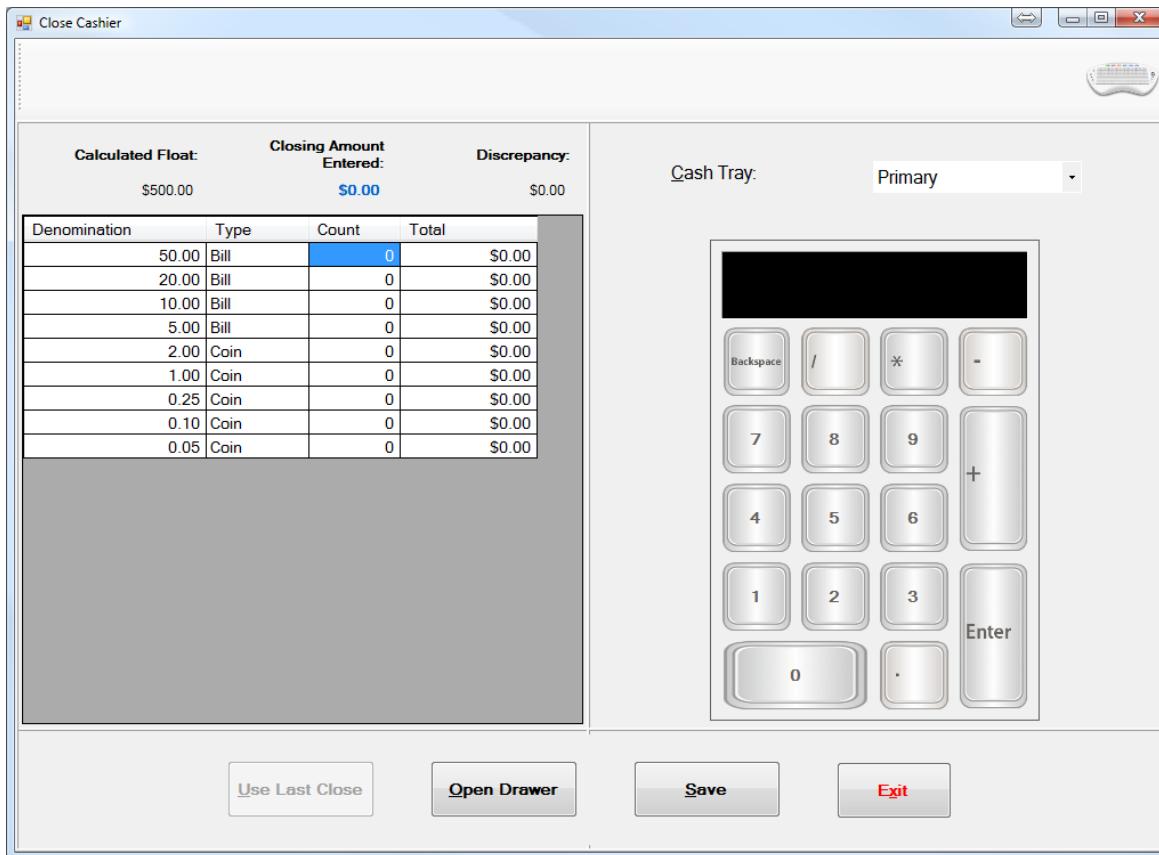
##### 7) Open Drawer button

The cash drawer is usually locked and should only be opened when needed. This button will allow you to easily open the cash drawer at this time.

##### 8) Save button

After entering the opening values you have to click the Save button to save the changes.

## Close Cashier



The Close Cashier feature is usually used at the end of each day when the store is closed and you move the cash tray to the safe. It is recommended that you count the actual amount in the cash tray at this time and enter it using this feature found in the Accounting menu on the Home screen.

### Parts of the Close Cashier screen

- 1) Calculated Float  
This is a calculation of the value that should be in the cash tray.
- 2) Closing Amount Entered  
This is the sum of the items you have counted during this operation. This number will change as you enter each item.
- 3) Discrepancy  
This is the difference between the Calculated Float and the Closing Amount Entered.
- 4) Denomination list

This lists each available denomination you have in your cash tray. The denominations can be changed in the Catalog menu.

To enter your count of each denomination, select the count that you want to enter and then type the amount using the On-Screen numeric keypad on the right, or the keyboard connected to the computer if available.

5) Cash Tray

You can have multiple cash trays. This dropdown box allows you to view all the available cash trays and you can switch to another cash tray to close.

6) On-Screen Numeric Keypad

The On-Screen keypad is available for systems that only use a touch screen. You can use this keypad to enter the numbers.

7) Open Drawer button

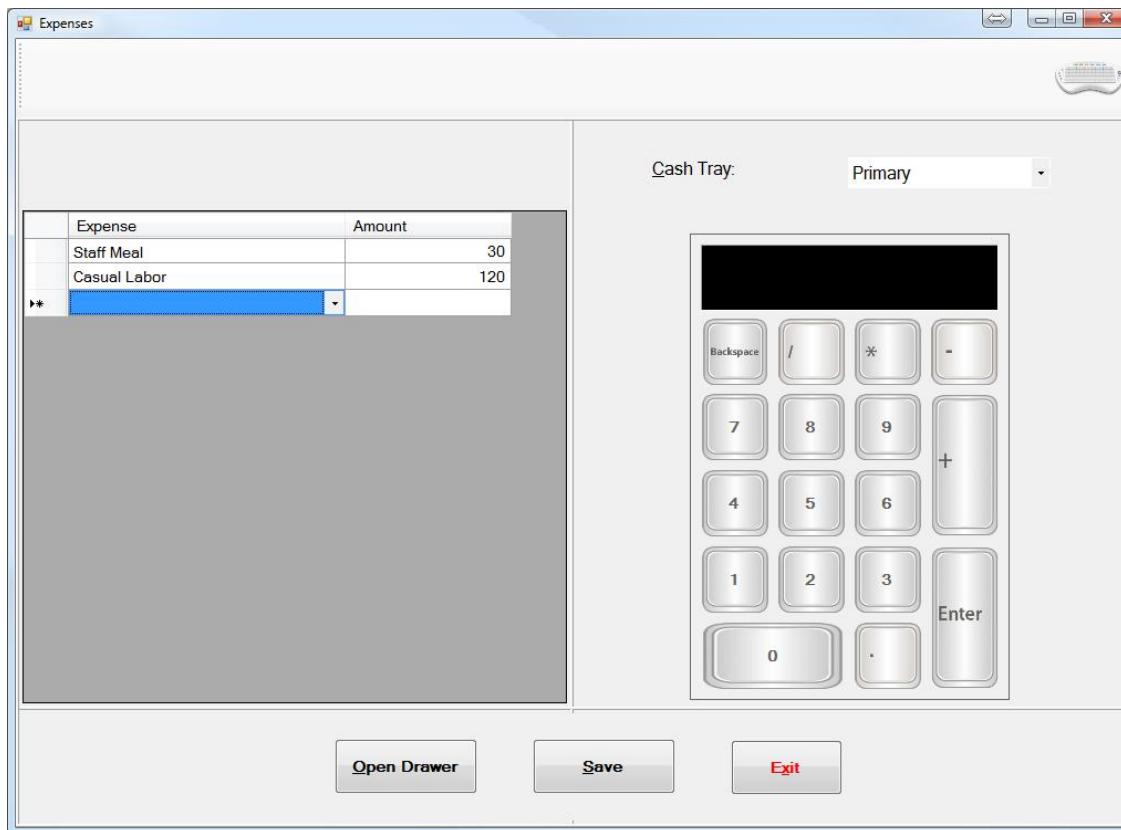
The cash drawer is usually locked and should only be opened when needed. This button will allow you to easily open the cash drawer at this time.

8) Save button

After entering the opening values you have to click the Save button to save the changes. The Save button will not be enabled if the cash tray selected is already open.

## Expenses

If expenses are paid from the cash register they can be recorded here so that the cash register totals will balance.



You will find the Expenses screen on the Accounting menu on the Home page.

Here are the parts of the Expenses screen:

**1) Expense list**

The Expense list is a simple list of the expense description and the dollar amount of the expense.

The expense description must be selected from the dropdown list. Only items on the dropdown list can be entered here, however if you need to add items to this list they can be added with the Expense Types tool in the Tools menu on the Home page.

The dollar amount can be added with the on-screen numeric keypad or by a keyboard if one is available.

**2) Cash Tray**

You can have multiple cash trays. This dropdown box allows you to view all the available cash trays and you can switch to another cash tray to pay for the expense.

3) On-Screen Numeric Keypad

The On-Screen keypad is available for systems that only use a touch screen. You can use this keypad to enter the numbers.

4) Open Drawer button

The cash drawer is usually locked and should only be opened when needed. This button will allow you to easily open the cash drawer at this time.

5) Save button

After entering the opening values you have to click the Save button to save the changes. The Save button will not be enabled if the cash tray selected is already open.

## Entries Manager

The accounting Entries Manager is a tool that allows you to view all the accounting entries that were entered. This is a powerful tool to help find errors and possible reasons for discrepancies. However, adjustments should only be made here by accounting management staff that knows what they are doing.

The screenshot shows the 'Entries' application window. At the top, there are navigation buttons (Back, Forward, Home, New, Delete, Print, Close) and a status bar indicating '2 of 2'. Below this is a search/filter section with 'Type: View All' and 'From: 3/ 5/2012'. The main area displays a table of entries:

	Type	UserName	Date	CashTray	ExpenseType	Amount	Discrepancy
▶	Open Cashier	admin	4/19/2012 9:15 PM	Primary	<none>	0.25	0.00
▶	Open Cashier	admin	6/12/2012 11:50 AM	Primary	<none>	500.00	0.00

Below the table is a detailed view of the second entry, showing cash tray details:

CashDenomination	Count	Total
Bill - 50.00	10	500.00
Bill - 20.00	0	0.00
Bill - 10.00	0	0.00
Bill - 5.00	0	0.00
Coin - 2.00	0	0.00
Coin - 1.00	0	0.00
Coin - 0.25	0	0.00

A summary at the bottom indicates a total of \$500.00. At the bottom right are 'Update' and 'Close' buttons.

The Entries Manager screen includes the following parts:

- 1) Type  
This is the accounting entry type and can be selected so that the list only shows one type of entry. By default it starts with View All.
- 2) From date  
The From date is the date that the list of entries begins at. The list always lists the entries up to the current date, but you can change the date to an older date if you need to see accounting entries that took place earlier.
- 3) Entries list  
The Entries list shows all the accounting entries that match the selected values above.
- 4) Entry Detail

When you select an entry in the Entries list, the details show in this detail list.

5) Update button

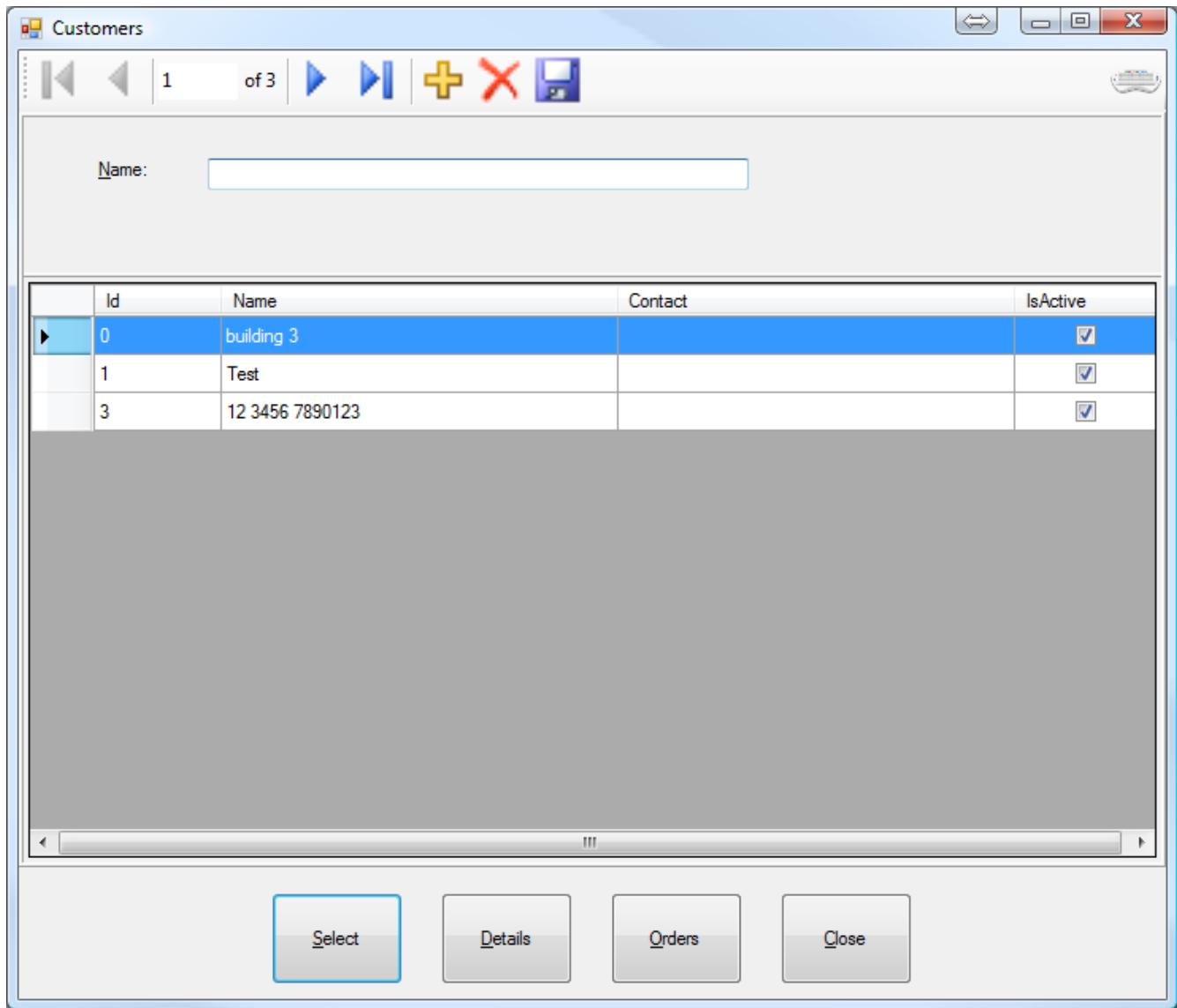
The Update button saves any changes you made to an entry. If you don't click the Update button the changes will not be saved.

6) Close button

The Close button will close the Entries Manager tool. If you did not save the changes using the Update button, the Entries Manager tool will close without saving.

## Customer Account Management

The Customer Account Management tool helps you to edit customer details and look up and pay orders received by the customer.



Let's review the parts of the Customer Account Management tool:

1) Record Selection toolbar

The toolbar at the top helps you to navigate through the list of customers.

- i. The arrow buttons move your selection up and down through the customer records

ii. The record count shows what number of record you are on and how many total customers there are.

iii. The plus  button on the toolbar adds a new customer.

iv. The  button on the toolbar deletes the selected customer.

v. The save button on the toolbar saves any changes that were made

2) Customer Search by Name

The Name text box towards the top of the screen searches for matching customer names as you type. For example, if you type 'A' it will show all customers starting with A. It will then narrow down the search as you continue to type the first few letters of the customer name.

3) Customer List

The Customer list tells the Customer Name, Contact, and Is Active status. You can select a customer in this list and then use one of the buttons at the bottom for additional information.

4) Select button

The Select button is only used when looking up a customer from the Cashier screen. If you have opened the Customer Account Management tool from the Accounting Menu, the Select button doesn't do anything.

5) Details button

The Details button opens up the Customer Details screen. Please see the next section on Customer Details for more information.

6) Orders button

The Orders button opens up the Customer Orders screen. Please see the section about the Customer Orders screen for more details.

7) Close button

The Close button closes the Customer Account Management tool.

### **Customer Details screen**

When you are creating a new customer or click the Details button on the Customer Account Management tool, it opens the Customer Details screen.

The screenshot shows a software window titled "Customers". At the top, there is a toolbar with icons for back, forward, search, and other functions. Below the toolbar, the status bar displays "3 of 3". The main area contains a form for entering customer information:

Customer ID:	3
Name:	South East Junior High
Customer Code:	SouthEast
Contact:	Mr. Jones
Address1:	25874 126 Ave
Address2:	
City:	Edmonton
Province:	AB
Country:	
Postal Code:	T7G 4N3
Email:	thejones@southeasthigh.com

Below the form, there is a checkbox labeled "Is Active:" with a checked mark. At the bottom of the screen, there are four buttons: "Update" (highlighted in blue), "Details", "Orders", and "Cancel".

Let's review the parts of the Customer Details screen:

- 1) Record Selection toolbar  
The toolbar at the top helps you to navigate through the list of customers.
  - i. The arrow buttons move your selection back and forth through the customer records

ii. The record count shows what number of record you are on and how many total customers there are.

iii. The plus  button on the toolbar adds a new customer.

iv. The  button on the toolbar deletes the selected customer.

v. The save button on the toolbar saves any changes that were made

2) Customer details

The customer details section includes the following details regarding the selected customer:

a) Name

This is the name of the customer

b) Customer Code

This code is used to refer to this customer on certain reports where there isn't room for the full customer name. Many users also put the code they use in their accounting system here.

c) Contact

d) Address1

e) Address2

f) City

g) Province

h) Country

i) Postal Code

j) Email address

k) Is Active

3) Update button

The Update button saves any changes made.

4) Cancel button

The Cancel button closes the details view without saving.

### ***Customer Orders screen***

The screenshot shows a Windows application window titled "Customer Orders". At the top left, it says "Customer:..". Below that, there are two text input fields: "Id: 3" and "Name: South East Junior High". Underneath these, there is an "Address:" field containing "25874 126 Ave , Edmonton AB , T7G 4N3". The main area is a table titled "Order #". It has columns for Order #, Amount, Station, Employee, T, and Fee. One row is visible: "750 (0.25) Station 6 Mark R 0.00". At the bottom left, there are two radio buttons: "Show All" (unchecked) and "Unpaid Only" (checked). To the right of these are four buttons: "Pay Now" (highlighted with a blue border), "Select all", "Refresh", and "Close".

Order #	Amount	Station	Employee	T	Fee
750	(0.25)	Station 6	Mark	R	0.00

The Customer Orders screen lists all the orders that were put on account for that customer. Even if an order is being paid to the customer on the same day, you may wish to put it on account for reference or to combine it with other orders that are coming in on the same day.

Let's review the different parts of the Customer Orders Screen:

- 1) Customer Id: This is an internal number that the system uses to uniquely identify the customer
- 2) Name: This is the name of the customer. You cannot change the name on this screen, but you can change it from the customer details screen discussed in the previous section.
- 3) Customer Address: This is the mailing address for the customer as stated in the customer details screen.
- 4) Order List: This lists all the orders that were linked to this customer. The Order list has the same information as you

will find on the Cashier screen. The list contains these details:

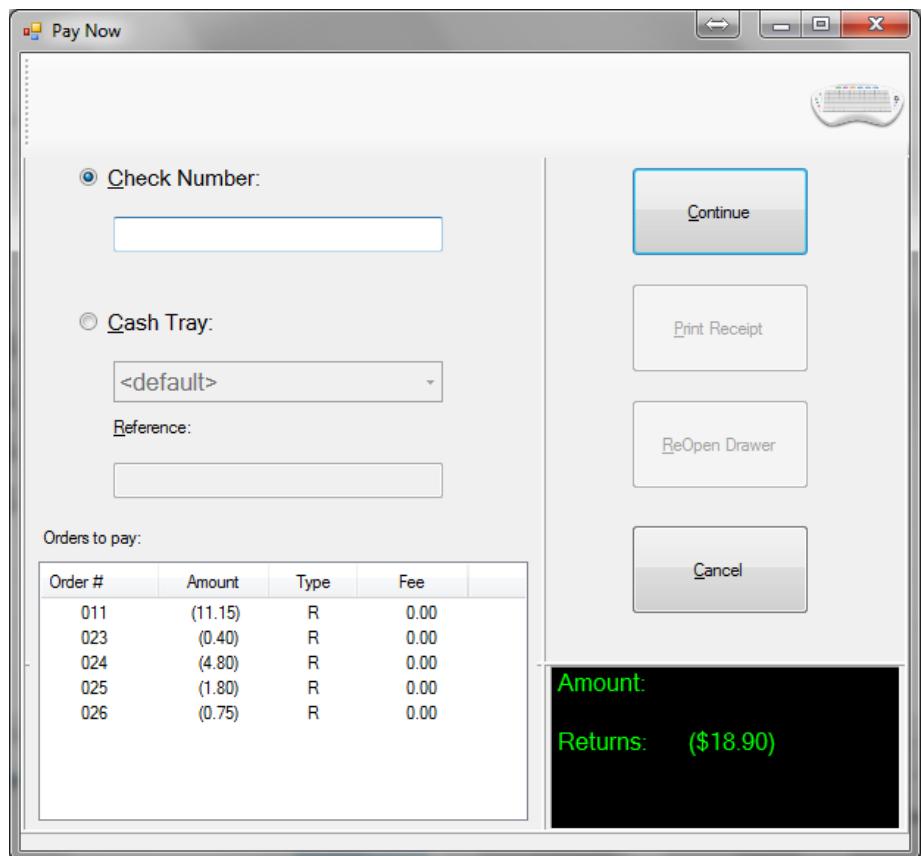
- i. Order #: This is the unique order number.
  - ii. Amount: This is the dollar amount of the order not including fees.
  - iii. Station: This is the name of the computer station where the order was entered.
  - iv. Employee: This is the name of the employee that entered the order.
  - v. Type: This code identifies the type of order. An R stands for Returns. An S stands for Sales.
  - vi. Fee: This fee is an additional charge such as a Pickup fee if your organization charges when you have to pickup items from the customer.
  - vii. Open Time: This is the time when the order was started.
  - viii. Close Time: This is the time when the order was completed and closed.
  - ix. Status: When status is 'O' is refers to On Account. All customer orders should have the On Account status.
  - x. Cashtray: This is the cash tray that the order was paid from if paid cash. Otherwise, it is the cash tray that was used when the order was put on account.
  - xi. Date Paid: This is the date when the order was paid out, if it has been paid out.
  - xii. Reference: This is the cheque number or information about how the order was paid.
- 5) Show All: This radio button shows both the unpaid and the paid orders in the list.
- 6) Unpaid only: This radio button will limit the list to only orders that haven't been paid.
- 7) Pay Now button: This button opens the account payment wizard that allows you to tell how the account was paid. It is very important to promptly enter your payment here to make sure your accounts stay accurate. Please see the next section of the manual for details on the Pay Now wizard.
- 8) Select All button: The Select All button will select every order in the list. In most cases you will be paying all the orders out on one cheque, so you can simply click the Select All button before clicking the Pay Now button.

- 9) Refresh button: The Refresh button refreshes the list to make sure the list is showing the latest information. Since this system works on a network of computer systems, another user could have added items or made other changes to this list since you opened it. Click the Refresh button to make sure you have the latest accurate information.
- 10) Close button: The Close button closes the Customer Orders Screen.

***How to enter a payment for a customer account using the Pay Now wizard.***

When you need to make a payment on a customer account, you must enter the payment details using the Pay Now wizard in the Customer Orders screen. Follow these steps to enter a payment for a customer account.

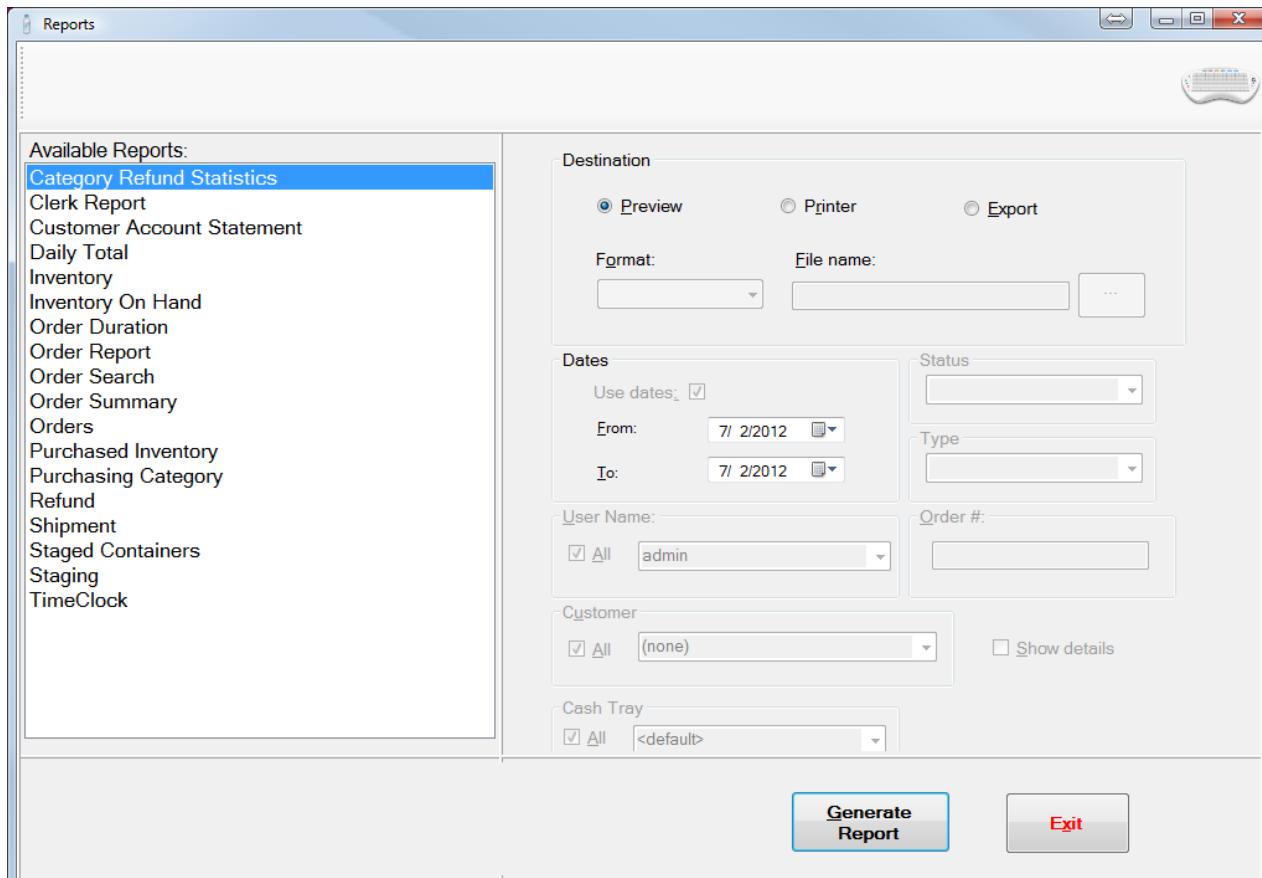
- 1) First, open the Customer Order screen by Selecting Customer Account Management on the Accounting menu on the Home screen. Then select the customer from the list that you want to enter a payment for and click the Orders button to open the Customer Orders screen for the selected customer.
- 2) Select the orders that you wish to pay out. If you wish to pay all the orders you can click the Select All button.
- 3) Once the desired orders are selected, click the Pay Now button to launch the Pay Now wizard.



- 4) If paying by Cheque, enter the Cheque number in the Cheque Number box.
- 5) Or if paying by cash from the cash register, click the Cash Tray radio button, then select which cash tray you are paying from, and then type in a comment if you wish.
- 6) After selecting the cash or cheque payment, click the Continue button to process the payment.
- 7) After clicking the Continue button, the payment will be processed and the Continue button will change to a Close button.
- 8) You can then print a receipt by clicking the Print Receipt button.
- 9) If you paid from the cash register to you can open the cash tray by clicking the ReOpen Drawer button.
- 10) Click the Close button to complete the transaction.

# Reports

The Reports tool lists all the reports available to you according to your permissions. This list may include all the reports shown below, or there may be reports not visible to your user profile. On the other hand, you may also have additional reports if more reports were added to your system.



This tool includes the list of available reports on the left and options on the right. Some options only apply to specific reports so they will not be enabled when a report is selected that doesn't apply to that option.

To create a report, select it from the list on the left, then choose if you want to preview, print, or export the report. Then select the date period and any other criteria if applicable. Then click the Generate Report button to create the report.

Let's take a look at some of the standard reports:

## Category Refund Statistics

Category Refund Statistics			
		Bottle Depot	
		Print Date: 7/2/2012	
Category	Quantity	Txn	Amount
PET <= 1L (Clear & Light Blue Tint)	42	3	\$4.20
HDPE > 1L (Natural)	1,984	8	\$496.00
Glass <= 1L (Non-Refillable)	39	2	\$3.90
Glass > 1L (Non-Refillable)	281	6	\$70.25
Gable Top <= 1L	25	1	\$2.50
Tetra Brik <= 1L	19	2	\$1.90
PET > 1L (Clear & Light Blue Tint)	165	3	\$41.25
Domestic Beer	140	4	\$14.00
Over 1L Container Mix	120	5	\$30.00
	2,815		\$664.00

The Category Refund Statistics report lists all the product categories along with the quantity of items received, number of orders processed, and amount paid out for each category. These statistics can be helpful in making management decisions.

### Fields:

Category – this is the category name which generally matches one of the buttons on the Returns input screen.

Quantity – this is the quantity of items that were recorded for the category during the selected date range.

Txn – this stand for number of transactions or orders. This is the number of orders that contained items in this category.

Amount – This is the total dollar amount paid out for items in this category.

### Criteria:

Date Range: You can set the date range for the Category Refund Statistics report using the Dates section in the report tool. Just set the From and To dates.

Dates

Use dates:

From:	4/ 1/2012	<input type="button" value="Calendar"/>
To:	7/ 2/2012	<input type="button" value="Calendar"/>

## Clerk Report

Clerk Report							Bottle Depot
From: 7/2/2012 To: 7/2/2012							Print Date: 7/2/2012
Date	Order #	Quantity	Amount	Duration	TimePer Container	Clerk Name	
7/2/2012 4:01:22PM	743	147	\$34.65	1:25	0:02	admin	
7/2/2012 4:02:54PM	744	587	\$144.65	0:22	0:75	admin	
7/2/2012 4:03:10PM	745	1,458	\$364.50	0:03	12:15	admin	
7/2/2012 4:03:17PM	746	72	\$15.90	0:03	0:60	admin	
7/2/2012 4:03:22PM	747	107	\$13.85	0:10	0:28	admin	
7/2/2012 4:03:36PM	748	444	\$90.45	0:23	0:52	admin	
		2,815.00	\$664.00				

The Clerk Report gives the details of the orders processed either by all the clerks (users) or by an individual clerk during the selected date range.

### Fields:

Date – this is the date and time of each order processed

Order # - this is the order number processed

Quantity – this is the quantity of items on the order

Amount – this is the dollar value of the order

Duration – this is the time it took to process the order

Time Per Container – this is the average time it took to count each item on the order

Clerk Name – this is the name of the clerk that created the order.

Dates	<input checked="" type="checkbox"/> Use dates: <input type="checkbox"/> From: <input type="text" value="4/ 1/2012"/> <input type="button" value="..."/> To: <input type="text" value="7/ 2/2012"/> <input type="button" value="..."/>
User Name:	<input type="checkbox"/> All <input type="text" value="admin"/> <input type="button" value="..."/> admin
Customer	<input type="checkbox"/> All <input type="text" value="Amy"/> <input type="button" value="..."/> Amy
Cash Tray	<input type="checkbox"/> All <input type="text" value="Joe"/> <input type="button" value="..."/> Joe
	<input type="checkbox"/> All <input type="text" value="Mark"/> <input type="button" value="..."/> Mark
	<input type="checkbox"/> All <input type="text" value="Ned"/> <input type="button" value="..."/> Ned
	<input type="checkbox"/> All <input type="text" value="Roland"/> <input type="button" value="..."/> Roland
	<input type="checkbox"/> All <input type="text" value="Shawn"/> <input type="button" value="..."/> Shawn
	<input type="checkbox"/> All <input type="text" value="Warren"/> <input type="button" value="..."/> Warren

### Criteria:

Date Range: You can set the date range using the Dates section in the report tool. Just set the From and To dates.

User selection: You can select all users by checking the All check box or select a specific user from the User Name list.

## Customer Account Statement

Customer Account Statement							Bottle Depot
From: 4/1/2012 To: 7/2/2012							Print Date: 7/2/2012
Account: Big Hill School 123 Big Hill Dr. Edmonton AB T7H 2J3							
Date	Order #	Quantity	Amount	Reference Number	Date Paid	Outstanding Amount	
7/2/2012 4:03:17PM	746	72	15.90			15.90	
		72.00	15.90			15.90	

The Customer Account Statement shows all the orders that were put on account during the time period selected. This is in the format of one page per customer so they can act as a statement that can be mailed to the customer.

### Fields:

Date – this is the date and time of each order processed

Order # - this is the order number processed

Quantity – this is the quantity of items on the order

Amount – this is the dollar value of the order

Reference Number – This is the number or reference that was provided when and if the order was paid out.

Date Paid – If the order has been paid out, this column will show the date it was paid. This column will be blank for orders that are not yet paid.

Outstanding Amount – This is the amount that still has to be paid. This column will be blank if the order has been paid.

### Criteria:

Date Range: You can set the date range for the report using the Dates section in the report tool. Just set the From and To dates.

Dates	
Use dates: <input checked="" type="checkbox"/>	
From:	4/ 1/2012 <input type="button" value="..."/>
To:	7/ 2/2012 <input type="button" value="..."/>

## Daily Total

<b>Daily Total</b>		Bottle Depot
From: 7/2/2012 To: 7/2/2012		Print Date: 7/2/2012
<b>Description</b>	<b>Quantity</b>	<b>Amount</b>
Domestic Beer	140	14.00
Gable Top <= 1L	25	2.50
Glass <= 1L (Non-Refillable)	39	3.90
Glass > 1L (Non-Refillable)	281	70.25
HDPE > 1L (Natural)	1,984	496.00
Over 1L Container Mix	120	30.00
PET > 1L (Clear & Light Blue Tint)	165	41.25
PET <= 1L (Clear & Light Blue Tint)	42	4.20
Tetra Brik <= 1L	19	1.90
<b>Total:</b>	<b>2,815</b>	<b>664.00</b>
<hr/>		
<b>Expense Breakdown</b>		
<b>Total Expenses</b>		
<b>Refund Breakdown</b>		
Cash		193.15
On Account		380.40
<b>Total Refund</b>		<b>573.55</b>
<b>Fees Collected</b>		
Cash		20.00
On Account		0.00
<b>Total Fees Collected</b>		<b>20.00</b>
<b>Cash Reconciliation</b>		
Cash Float		2,500.00
Cash Refund		193.15
Cash Fees Collected		20.00
Cash Balance		2,326.85
Cash Counted		2,326.85
Discrepancy		0.00
<b>Statistics</b>	<b>Quantity</b>	<b>Amount</b>
Closed Transactions	3	193.15
Void Transactions	0	0.00

The Daily Total report is designed to summarize all the orders and financial transactions that went in and out of the cash registers during the selected time period. This can be for one day, or over a period of time.

### Sections:

#### Order Summary:

The upper section of this report is a summary of all the orders that were processed during the time period. It lists the category descriptions along with the quantity and dollar value.

#### Expense Breakdown:

The expense breakdown section lists any expenses that were paid from the cash register during the time period.

Refund Breakdown:

The refund breakdown section displays which refunds have been paid out and which were on account.

Fees Collected:

The fees collected section lists all the fees that were collected and splits it into those that were cash deducted and those on account.

Cash Reconciliation:

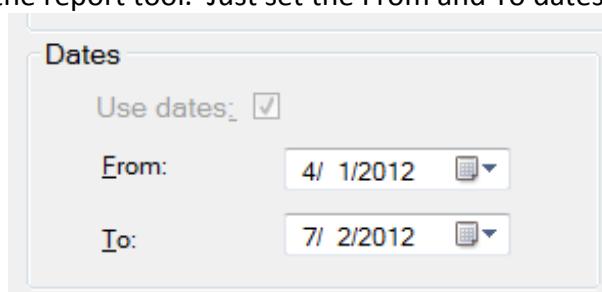
All the cash transactions are summarized in this section to show if the cash register balances.

Statistics:

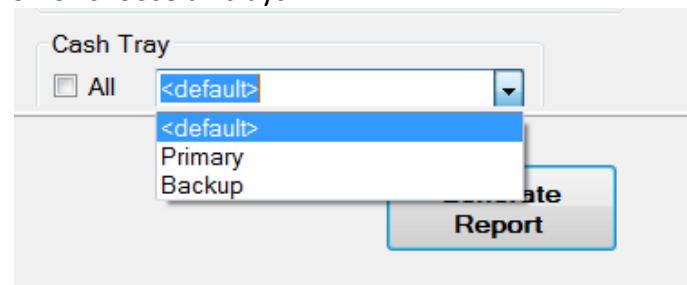
The statistics section tells how many orders were paid out and the total value of those orders.

**Criteria:**

Date Range: You can set the date range for the report using the Dates section in the report tool. Just set the From and To dates.



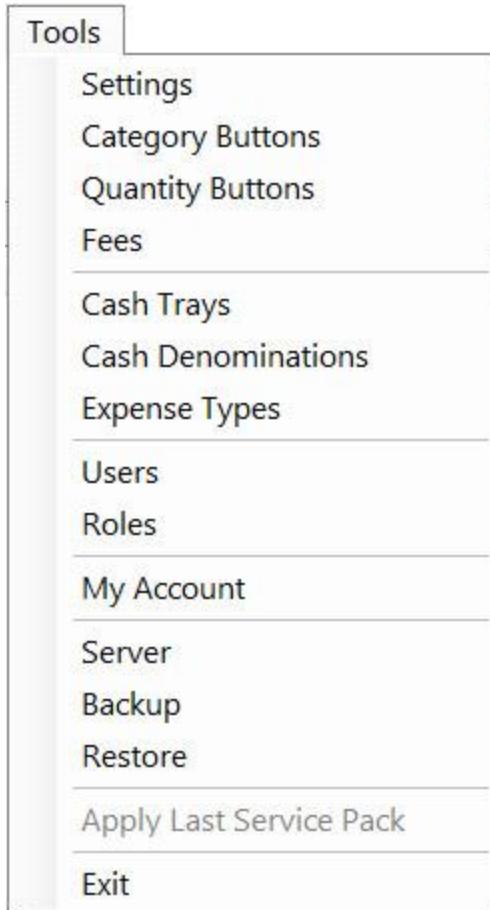
Cash Tray: You can select which cash tray you want to run the report on or choose all trays





## Tools Menu

The first menu on the left side of the home page is the Tools menu. This menu includes screens designed to help you change settings, users, and manage the database. This list summarizes the purpose of each item on the Tool Menu:



- 1) Settings – The settings item opens the settings tool that contains several sections of available settings.
- 2) Category Buttons – The Category Button items opens the administration tool for setting up the Category Buttons that are used in the Returns screen.
- 3) Quantity Buttons – The Quantity Buttons Tool allows you to setup or change the quantities used on the special quantity buttons in the Returns Screen.
- 4) Fees – The Fees Tools allows you to add or change fees that you may charge in connection with bottle returns.
- 5) Cash Trays – The Cash Trays tool allows you to add or change the cash trays used at your location. This doesn't include the dollar value, but simply the name of each cash tray if you use multiple cash trays.
- 6) Cash Denominations – You may find you usually keep the same cash denominations, but this tool will allow you the flexibility to change or add cash denominations.
- 7) Expense Types – This tool allows you to add or change expense types that are shown in the Accounting/Expenses screen.
- 8) Users – The Users tools allows you to add or edit users
- 9) Roles – Each user is assigned to a role which determines what privileges within the system they have. The Roles Tool allows you to add or edit the roles.
- 10) My Account – This tool allows you to change your own password or email address.
- 11) Server – This tool allows you to change the database server that the system is connecting to.
- 12) Backup – This tool allows you to back up the database.
- 13) Restore – This tool allows you to restore a database. This tool should only be used by someone who knows what they are doing.

14) Apply Last Service Pack – The tool will not be available if the latest database service pack has been applied. If the service pack has not been applied, you will be prompted by this tool to apply the service pack.

15) Exit – Closes the program

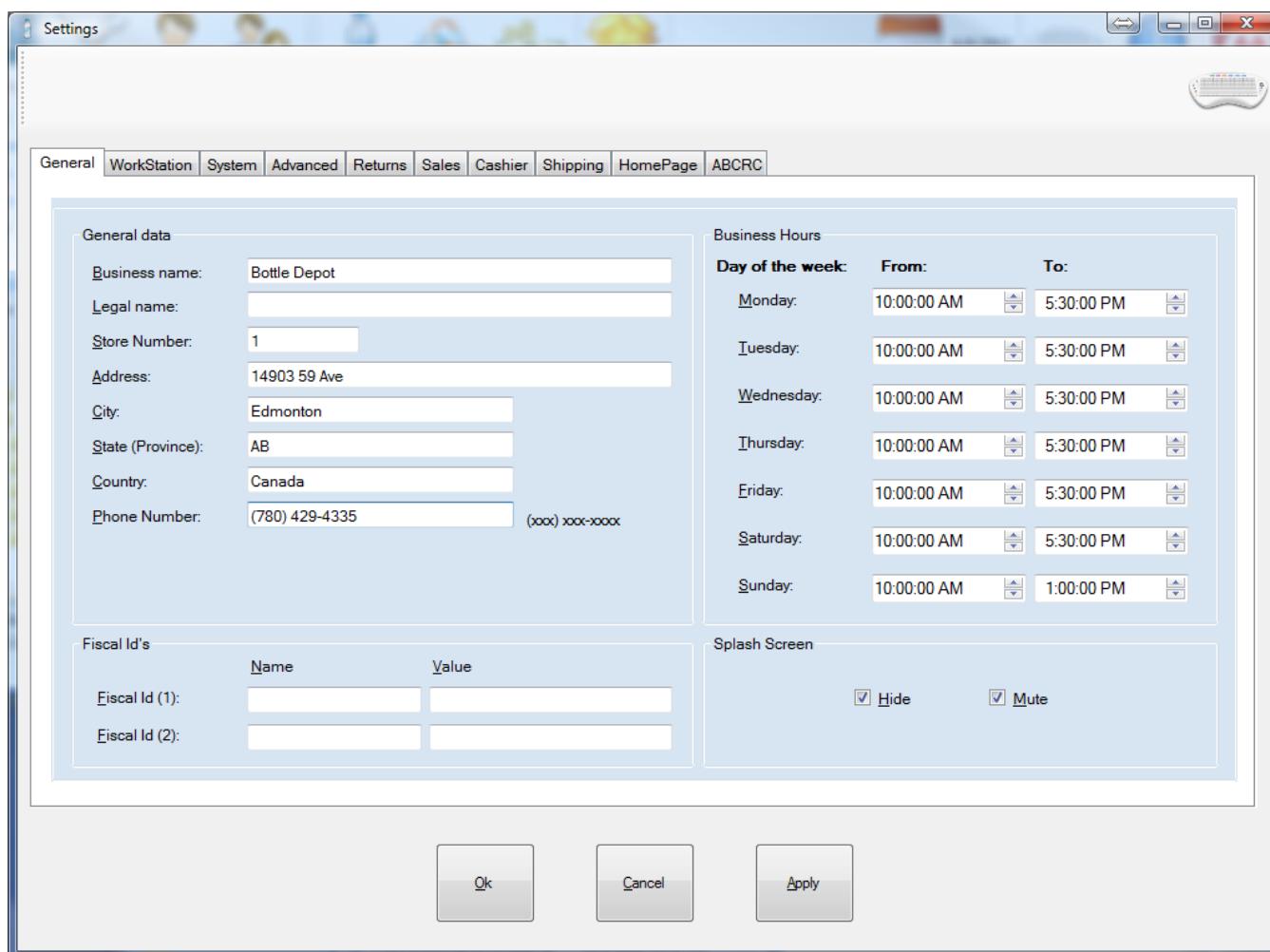
Lets now take a closer look at each tools listed in the tools menu.

## Settings

The Settings tool can be accessed by clicking Settings in the Tools Menu or by clicking the settings icon on the home page tool bar.

The settings tool contains ten sections of settings:

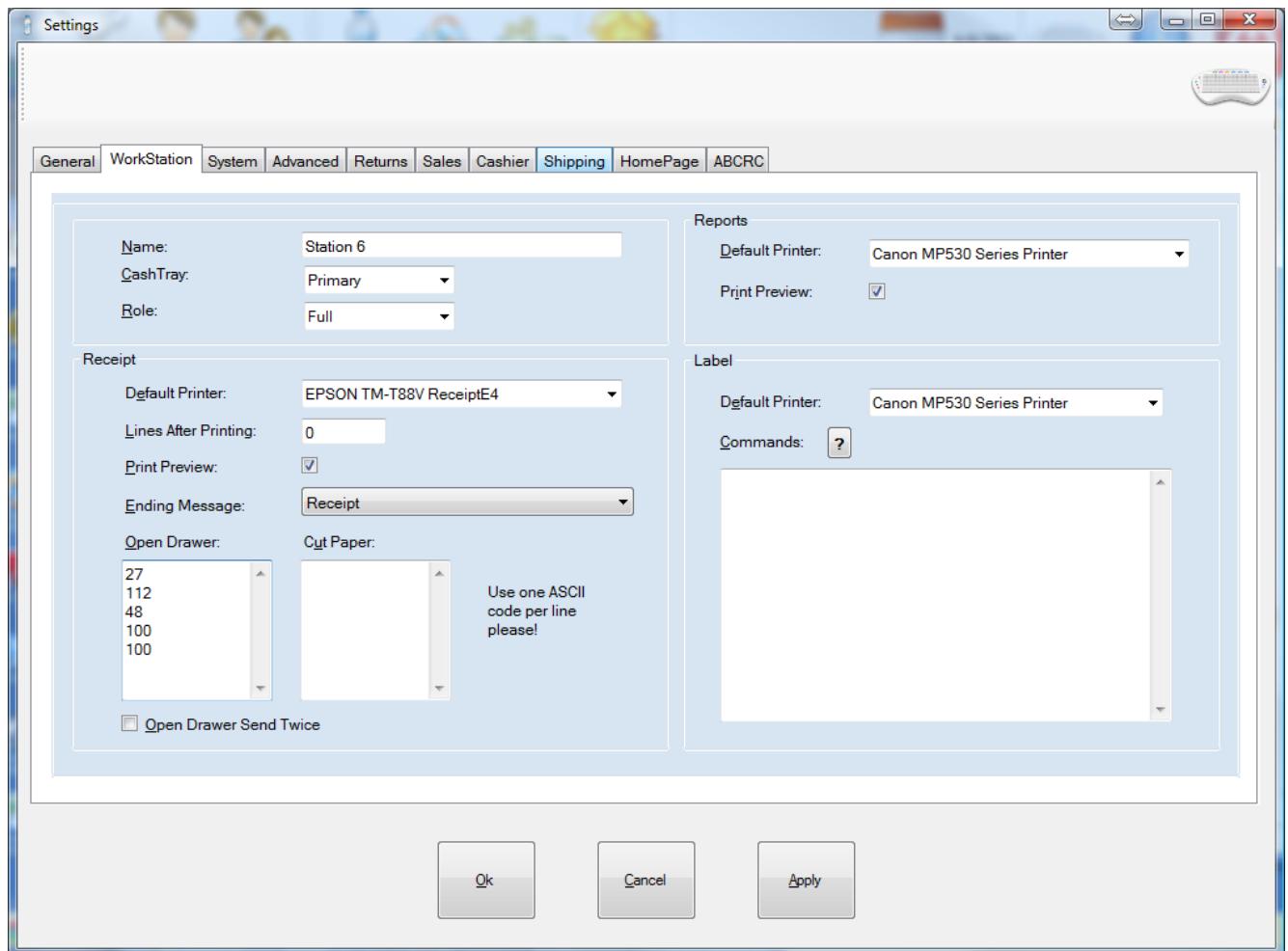
1) General Settings



The General Settings include the Business name, Legal name, Store Number, Address, City, Province, Country, Phone Number, and Business hours. These settings are used on forms and reports. Each of these settings can easily be changed from the General Settings tool.

### 2) Work Station Settings

From the settings tools, when you click the Work Station tab you find the settings related to that work station only. This includes the name and printer assignments for that station.



Let's review the Work Station settings:

#### A) Name

The Name setting is the Work Station name that will show up on the receipts and transactions that list which workstation the transaction was posted on.

NOTE – if you leave this setting blank, the system will automatically use the computer name set in the Windows computer settings. If your computer network has it



computers named properly, you can safely leave this setting blank and allow Windows to control the computer name.

B) Cash Tray

The Cash Tray setting is the default cash tray used by this system. Each transaction will post to the default cash tray. When adding float, it is possible to change which cash tray you are working with, but it is usually best to assign a station to only one cash tray as the users may easily get confused or mis-communicate with the computer as to which cash tray is being used at the time if switching back and forth between multiple cash trays.

However, if your business does change cash trays within the cash drawer on a regular basis, such as at the beginning of each shift, this setting should be changed each time the cash tray is changed.

C) Role

The Role setting assigns this workstation to a specific duty. If you are logged in as Administrator, the role setting has no effect and you will always be able to access all areas of the program. But any user logged in other than Administrator will be restricted by the role setting. There are 4 available roles:

- i. Full: The Full Role means this computer can do anything that the user has permission to do.
- ii. Returns/Sales Role: This role will only allow you to access the Returns and Sales screens. Even if your user permissions allow you to access other parts of the program, you will not be able to access any other screens.
- iii. Cashier: The Cashier Workstation role will only allow the user to access the cashier screen. They will not be able to access other screens.
- iv. Shipping: The Shipping Workstation role will only allow the user to access the Shipping screens. The user will not be able to access any other screen.

D) Receipt printer settings

Some receipt printers have specific settings which can be added here.

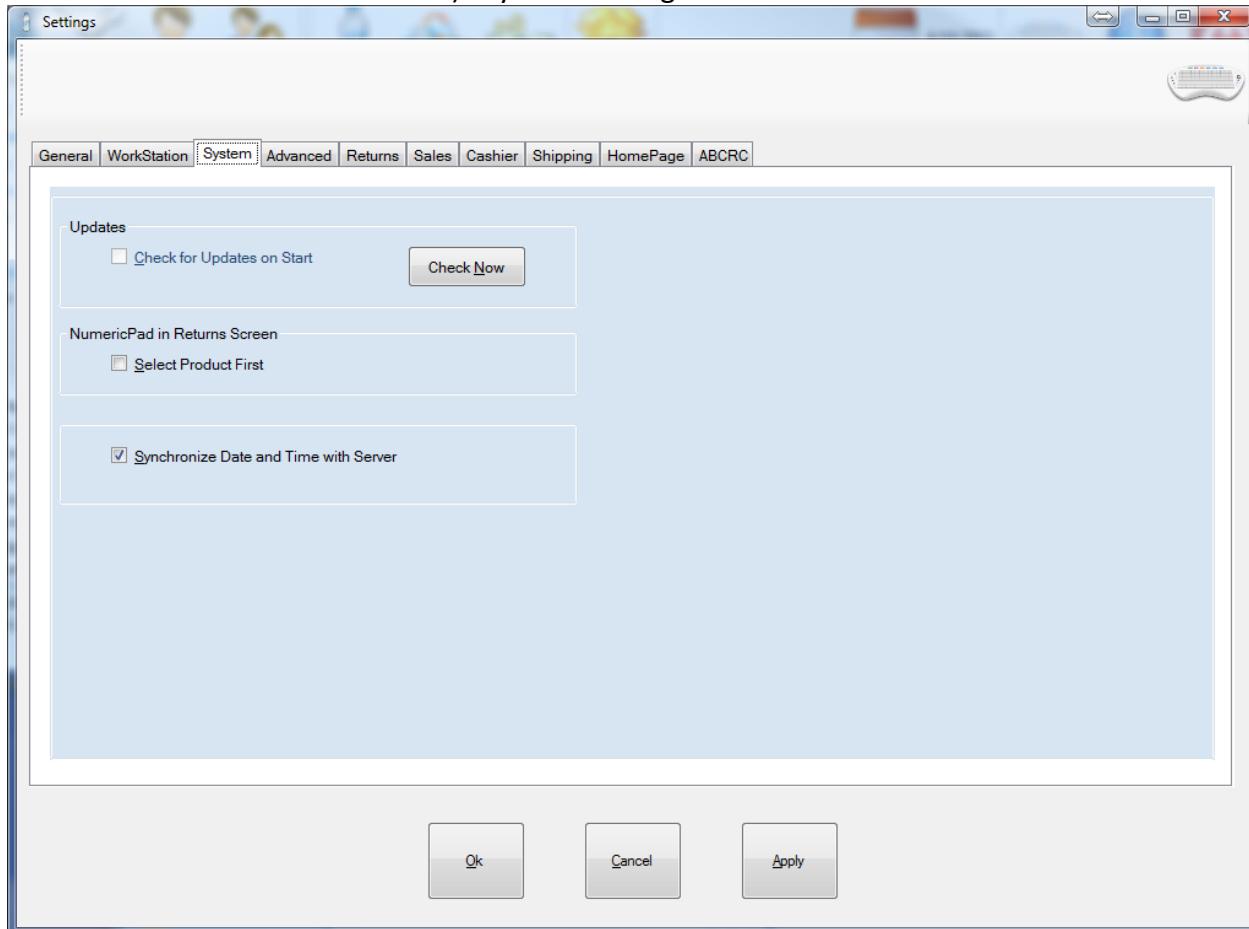
- i. Default Printer: Select the default receipt printer from the list.
- ii. Lines After Printing: If you want to leave some blank paper at the end of the receipt you may



- enter a number here of how many lines you want to add.
- iii. Print Preview: If you want to see a print preview of each receipt instead of automatically printing it, put a check mark in this checkbox.
  - iv. Ending Message: You can choose which message you want to appear at the bottom of your receipt.
  - v. Open Drawer: If your receipt printer is connected to a cash drawer, it needs codes to send to the cash drawer to open it when requested. These are called ASCII codes and are usually a series of numbers. Each brand of printer has its own set of required ASCII codes.  
TIP: The ASCII codes most often used with the EPSON brand of receipt printers is:
    - 27
    - 112
    - 48
    - 100
    - 100
  - vi. Cut Paper: Similar to the Open Drawer code, some printers require an ASCII code to tell it to cut the paper at the end of the receipt. The required ASCII codes can be entered here. The EPSON brand printers recommended with the Solum POR system do not require and Cut Paper ASCII codes.
  - vii. Open Drawer Twice: Our experience shows that some Parallel printers failed to open the drawer at times. By checking this box, it sends the command twice and is more reliable at opening the drawer when using parallel printers.
- E) Reports printer settings
- This section allows you to select which printer to print reports on and choose if you want to see a Print Preview of the report or send it directly to the printer.
- F) Label printer settings
- Each brand of Label printer has their own set of codes that specify the layout of the label to be printed. In this section, you can choose these settings:
- i. Default Printer: Here you select which printer is for printing labels
  - ii. Commands: This text box is flexible to enter whatever commands are needed by your system and printer brand to print labels. This is an

advanced setting and requires a full understanding of the codes used by your label printer.

### 3) System Settings



The System settings section includes these settings:

A) Updates

As of version 2.0.0.44, Automatic checks for updates are no longer an option because all systems on the network need to be updated at the same time in a controlled way. However this section still includes a button for manually checking for updates.

B) Numeric Pad in Returns Screen

This check box changes the order of clicking buttons in the Returns screen if you are using the mode where the Numeric Keypad is hidden.

If this setting is checked, when you are working in the Returns screen and you click the button to show the Numeric Keypad, you then have to click one of the product category buttons to select which product you are working with. After clicking the product category

button, the numeric keypad will appear and allow the numeric input.

Alternatively, if this setting is not checked, when you are working in the Returns screen and you click the button to show the Numeric Keypad, the Numeric Keypad will appear right away. You then can enter the quantity you need, then close the numeric keypad and select the product category you are working with.

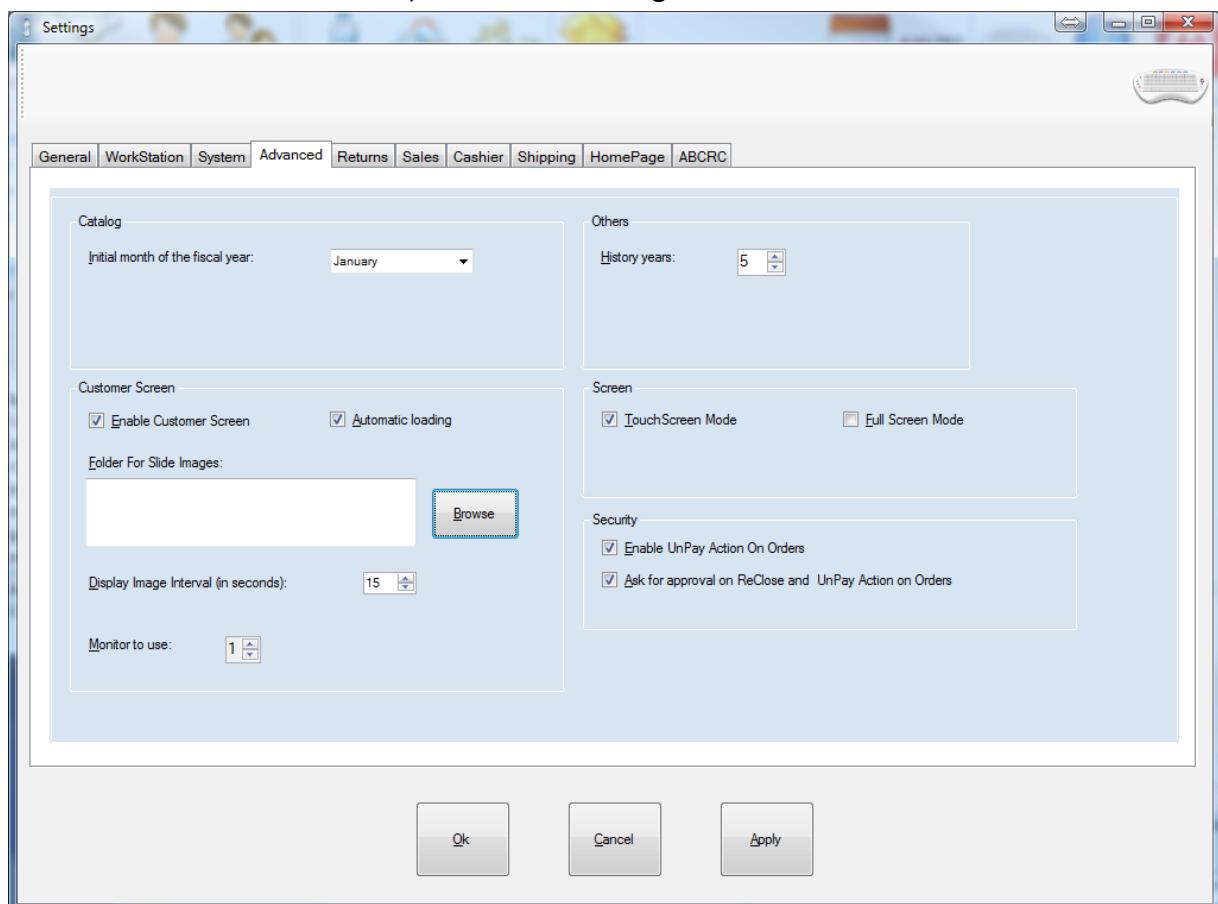
Note: this setting doesn't make any difference if you are working in the mode where the Numeric Keypad is always on the screen.

C) Synchronize Date and Time with Server

When this setting is checked, the system works with the Server's date and time and it ignores the date and time on the local computer.

The advantage of this is all the systems on the network will use the exact time for each transaction. The disadvantage of this is if the server's clock is not correct, all transactions will have the wrong time.

4) Advanced Settings

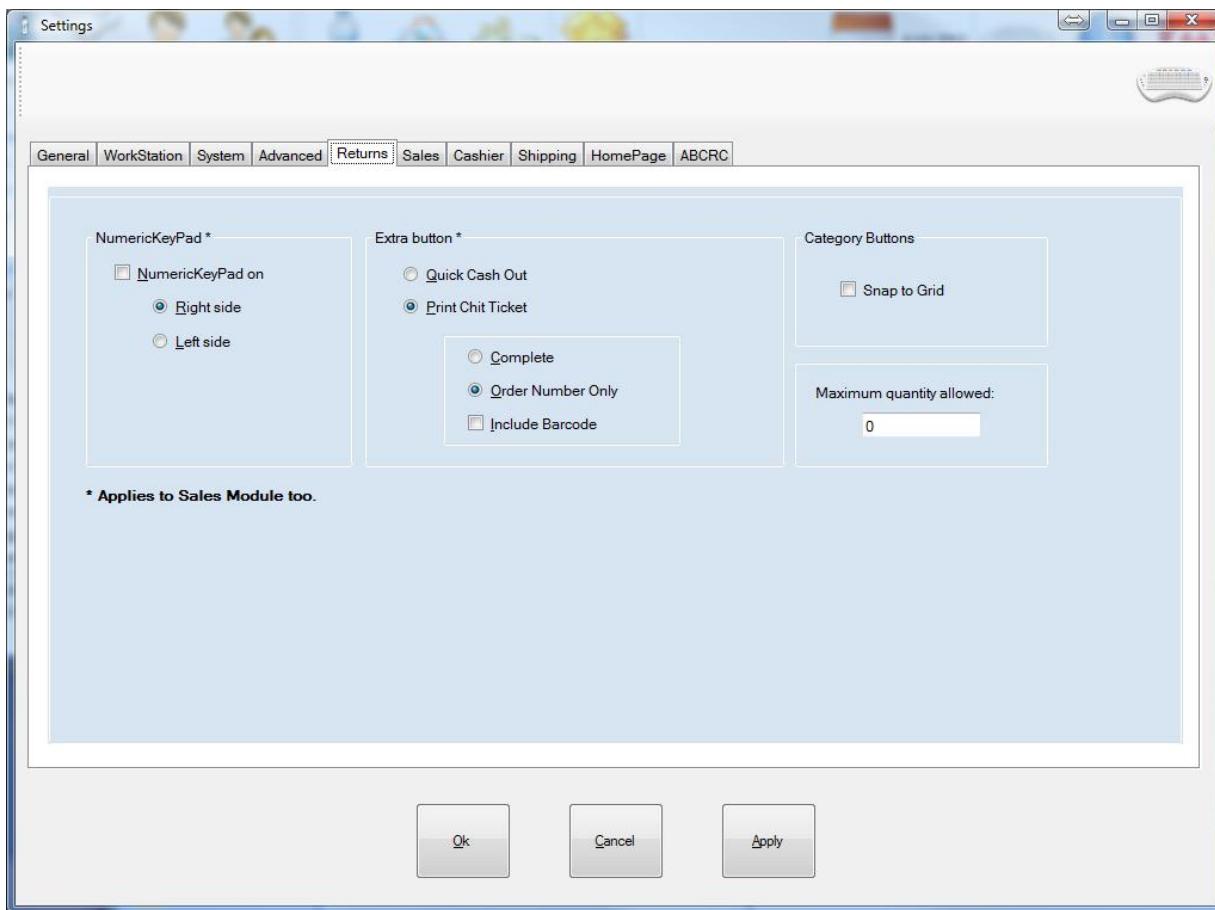


The Advanced settings include these items:

- 1) Initial month of the fiscal year  
This setting is for accounting purposes.
- 2) History years  
This setting relates to how many years of historic data you want to keep within the system database.
- 3) Customer Screen settings
  - i. Enable Customer Screen: Click this check box if the computer has a second monitor to display information for the customer to see.
  - ii. Automatic loading: Click this check box if you want the customer screen to load automatically when you open the Returns screen.
  - iii. Folder For Slide Images: Enter or Browse to the folder that contains the images that you want to display on the customer screen. The program will automatically find each image in this folder and display them on the customer screen in a slide show format. If you want to add or remove images, simply add them or remove them from the folder entered here.
  - iv. Display images Interval: This is the number of seconds each image will display on the customer screen before switching to the next slide.
  - v. Monitor to use: This is the physical monitor number assigned by Windows for the monitor you want to use for the customer display. If you find that the customer display is showing up on the wrong monitor you can change this setting to fix the problem.
- 4) Screen settings
  - i. TouchScreen Mode: This setting tells the system you are using a touch screen so it optimizes code for touch screens.
  - ii. Full Screen Mode: This setting causes the program to open all the main windows in full screen mode. This usually works best on most stations, but you may want to uncheck this for the server or other office systems that have larger screens and don't require the program to work in full screen mode.
- 5) Security settings

- i. Enable Un-Pay Action On Orders: The cashier screen has a button to un-pay an order. This feature is to reverse a payment so that it can be corrected if it was made in error. However if your policies don't allow the payment transaction to be reversed, you can uncheck this checkbox so that no one will un-pay an order
- ii. Ask for approval on ReClose and Unpay Action on Orders: The ReClose and Unpay action require special permissions, but often times the user that logged into the system is not the same user that is now using the system. Therefore, even if the logged in user has permission to Reclose or Un-Pay, this setting causes the system to prompt for the user's password before completing the task. This ensures that the current user, rather than the logged in user, has permission to do this. On the other hand, if your policy doesn't require this additional security verification it can be turned off by un-checking this setting.

5) Returns settings



The Returns settings include these settings:

A) Numeric KeyPad on

This check box changes the mode of the Returns screen.

If this setting is not checked the returns screen layout doesn't have the Numeric Keypad, but has more space for Product Category buttons and quantity buttons and has a button that opens the Numeric Keypad button in a separate window.

If this setting is checked, then the Numeric Keypad is always open on the screen. You then also have the two options in the following radio buttons:

- i. Right side: this will display the numeric keypad on the right side of the category buttons
- ii. Left side: this will display the numeric keypad on the left side of the category buttons

B) Extra button setting

The extra button setting relates to the two optional buttons that are in the bottom right-hand corner of the Returns and Sales screens. You cannot have both of these buttons, but must choose between one or the

other. For consistency across your network of terminals, this setting applies to all terminals on the network. You cannot have some terminals with one setting and others with the other setting. The two optional buttons are:

i. Quick Cash Out

If the Quick Cash Out button is selected you can click this button to quickly go to the cash out portion of the Cashier screen. This bypasses the need to click on the cashier screen and select the order that is to be cashed out. This method is designed for smaller operations where the cashier functions are being done on the same computer as the returns.

ii. Print Chit Ticket

If the Print Chit Ticket radio button is selected you click this button to print a preliminary receipt called a Chit Ticket. This method is for larger operations where a separate cashier is used. The customer can then take the Chit Ticket to the cashier to let the cashier know which order was theirs. On the Returns settings page, there are 3 options specific for the Chit Ticket:

- Complete: If the Complete radio button is selected the chit ticket will print the complete receipt. The advantage of this is the customer can keep this as their receipt and the cashier doesn't need to print a receipt for them.
- Order Number Only: If this radio button is selected then the chit ticket will only print the order number. The advantage of this is it saves receipt paper.
- Include Barcode: This option can work along with either of the above Chit Ticket options. If this is checked, it will also print a Barcode on the Chit Ticket that can be read by the Cashier computer if it is equipped with a barcode reader.

C) Category Buttons

There are many more settings related to Category Buttons in the Category Buttons tool found in the Tools

menu. But this section has the Snap to Grid setting that assists when setting up the category button layout. When this is checked, it causes the buttons to move to the closest gridline when it is being setup with the Category Button tool.

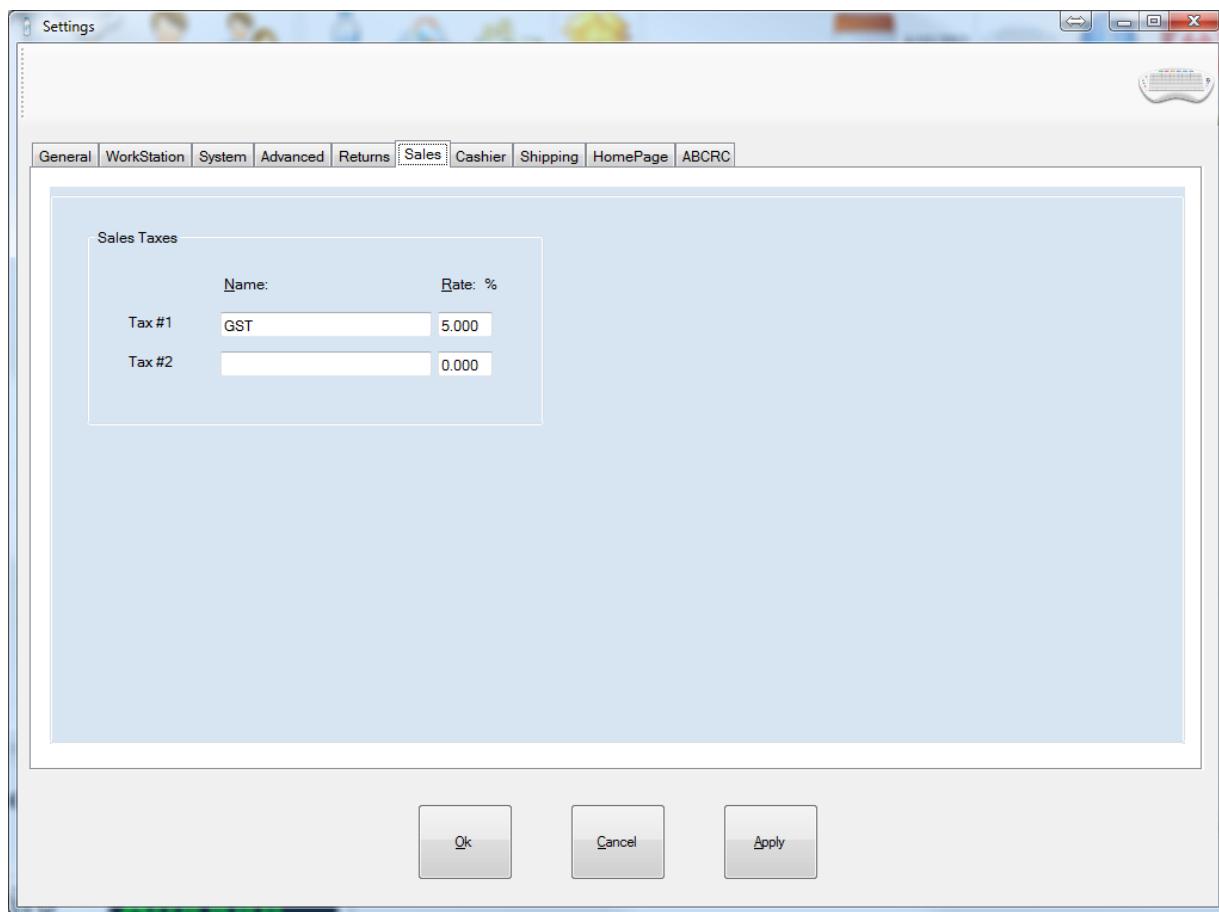
D) Maximum quantity allowed

This setting allows you to set the maximum quantity allowed for a single entry on a return. One advantage of this is it prevents the user from accidentally entering a value that is too high because of bumping an extra button (such as entering 555 instead of 55). A second advantage of this is it forces the user to enter their counts more regularly instead of trying to memorize large counts.

**Quick Tip:** If the maximum quantity is 200, then they have to enter their count when they get to 200 and then they can continue counting, starting at one again instead of trying to remember large numbers.

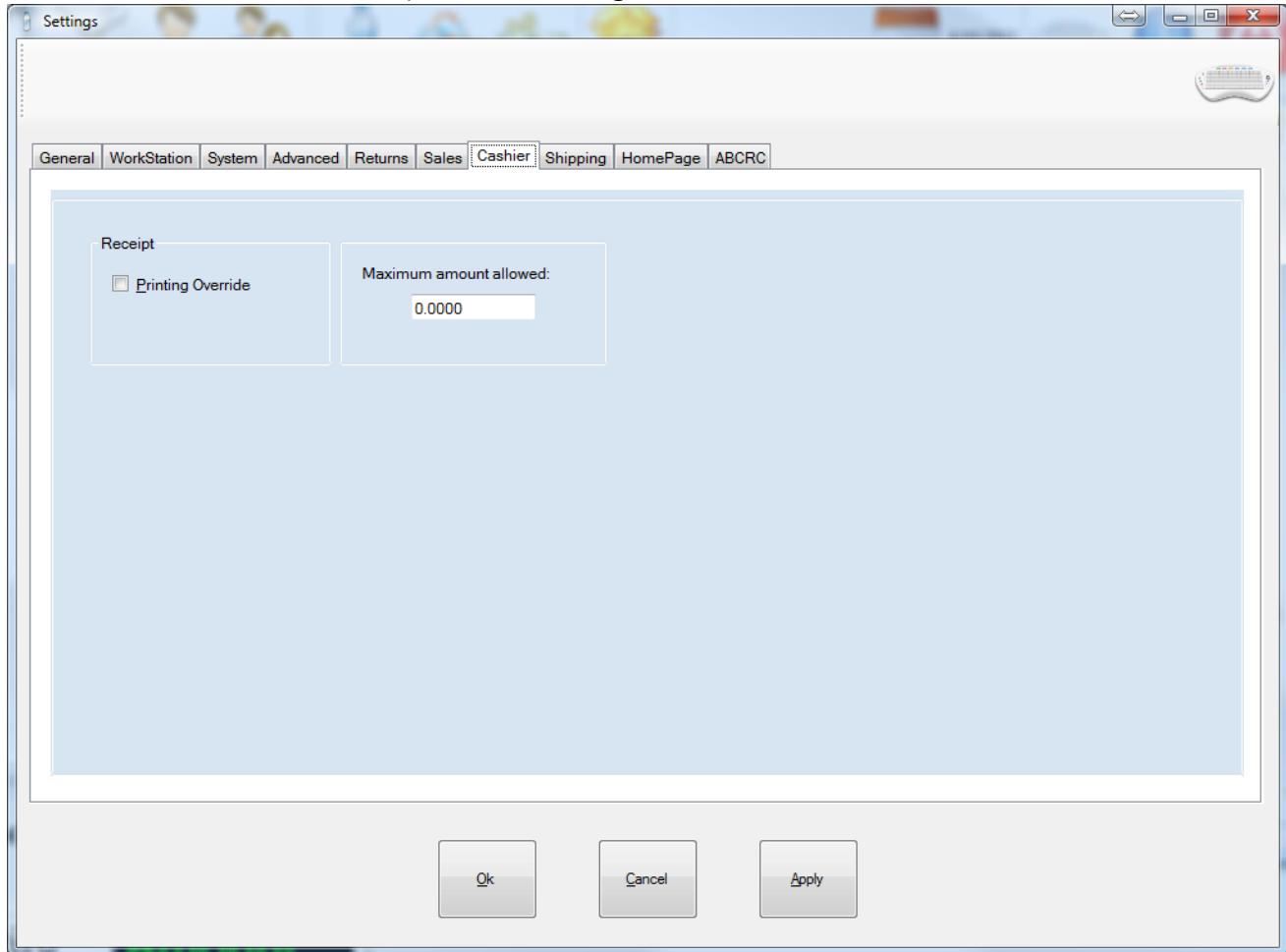
**Note:** If you do not want to use the Maximum quantity feature, you can set it to zero and it will be ignored.

6) Sales settings



The Sales settings include the settings for Sales Taxes. Here you can change the name and rate for Sales taxes to be applied to items sold in the Sales module. These settings don't apply to the returns module.

#### 7) Cashier settings



The Cashier settings include these items:

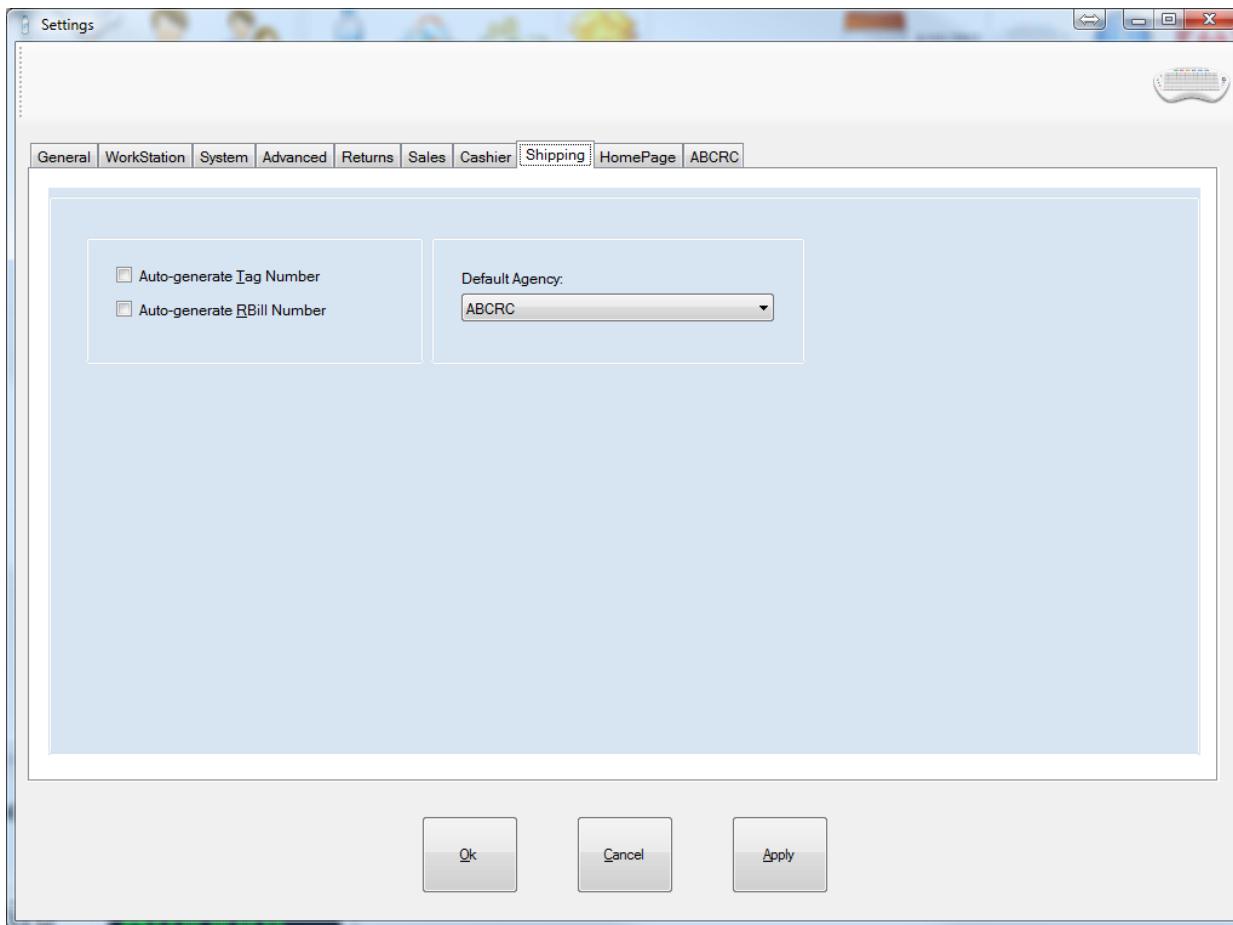
A) Receipt Printing Override option

The printing override will prevent the receipt from automatically printing on Cash Out. It is handy to have the receipt print automatically every time, but if you find this wastes receipt paper because some customers don't want a copy of the receipt, you can check this checkbox and then manually print the receipt from the cashier screen when required.

B) Maximum amount allowed

This value controls the maximum order amount allowed on a single transaction without a manager override. If set to zero it is ignored.

#### 8) Shipping Settings



The shipping settings include:

A) Auto-generate Tag Number

This feature is designed for when you print your own tags. However, at the time of writing this manual, this feature is not yet recognized by the ABCRC.

B) Auto-generate RBill Number

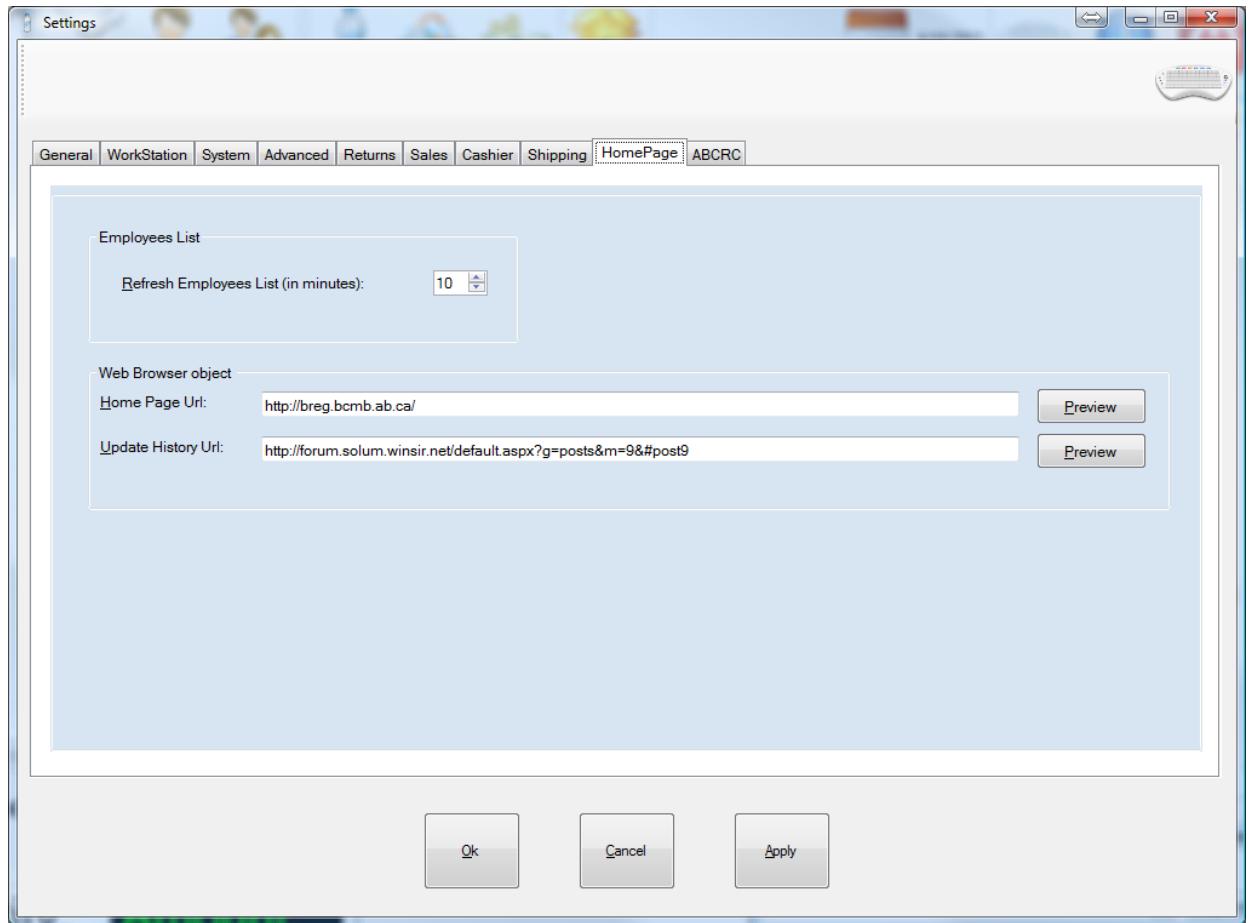
This feature is designed for the future integration with ABCRC. However, at the time of writing this manual, this feature is not yet recognized by the ABCRC.

C) Default Agency

This setting allows you to choose which Agency you use the most. The Default Agency will show on any new shipments by default.

9) HomePage setting

The Home Page is the main part of the program that opens first when you log in. The left side has an employee status section and the right part includes a web browser object that can link to either a local or web based URL.



- A) Refresh Employees List: This is the time interval in minutes that the Employee status on the employee list is updated.
- B) Home Page URL: This setting is the webpage that is displayed in the home page window.
- C) Update History URL: This is the page that is displayed when you request the update history from the Help Menu. It will be displayed on the home page. This setting is for reference but should not be changed.

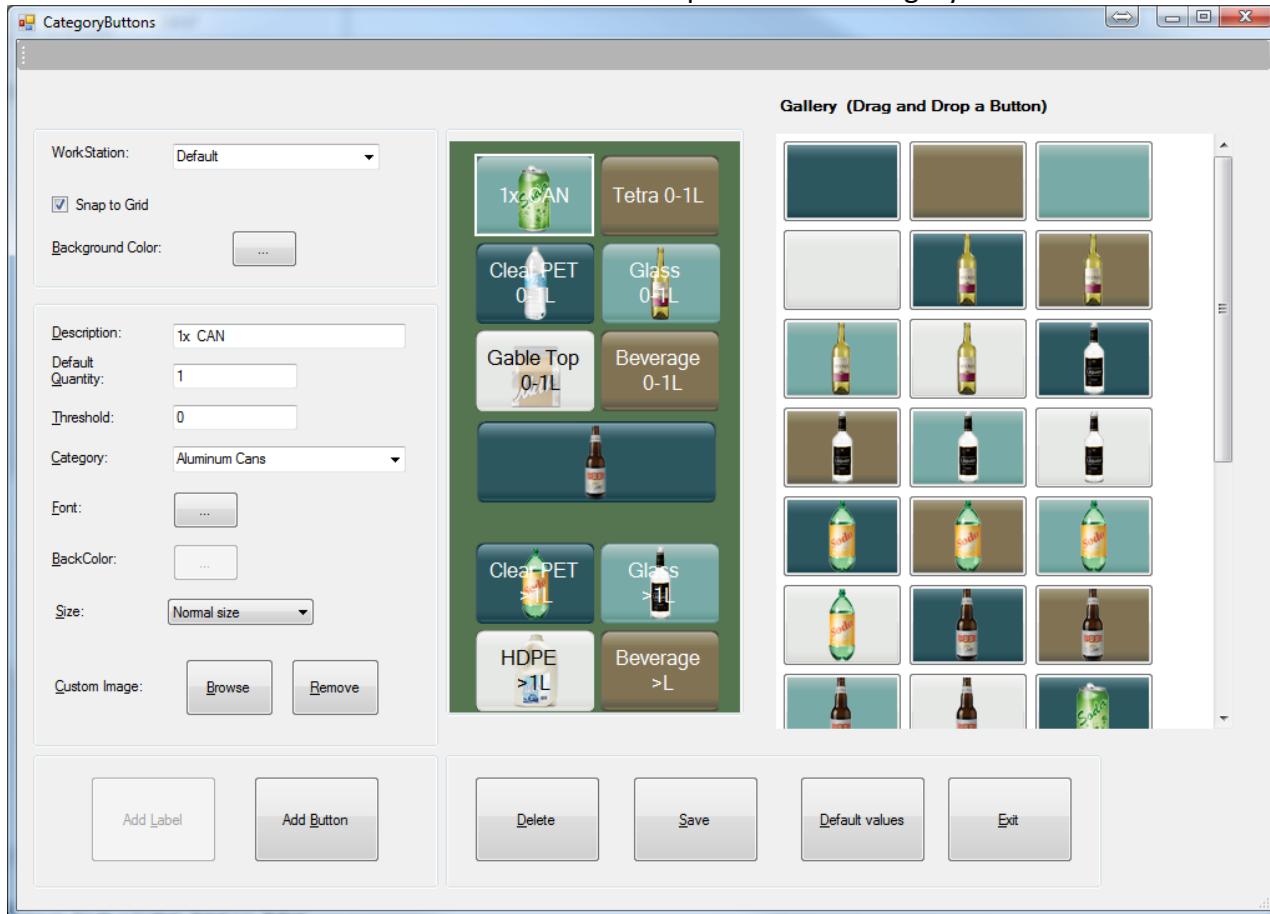
### 10) ABCRC settings

These are settings that are specific to the ABCRC documentation.

- A) Straight BOL – Containers: This creates a link between the shipping containers that each staged item uses and which column on the Straight BOL shipping report that container should be calculated with.
- B) Straight BOL – Fonts  
A specific Arial Narrow font is required for the Straight BOL to print properly. This button allows you to easily install that font if needed.

## Category Buttons Tool

The Category Buttons Tool allows you to drag and drop buttons onto the part of the form when these buttons are used in the Returns screen. Let's review the parts of the Category Buttons Tool.



### 1) Snap to Grid

If you check the Snap to Grid check box the buttons will align the right side of the button to the gridlines when it is dropped on the form.

### 2) Background Color

This setting allows you to change the background color of the category button area on the returns screen.

### 3) Description

This is the description that is shown on the button.

### 4) Default Quantity

This is the quantity that is used when the button is pressed. If a number is entered on the numeric keypad first, this quantity is multiplied by the amount displayed on the numeric keypad.

### 5) Threshold

If you use a sub-container to put items in before dumping into the

larger megabag, you could use the Threshold to let you know when it is time to dump the subcontainer. For example, if you use a garbage can that hold 200 cans and you dump it when it reaches 200, the threshold can be set to 200 and the computer will remind you when it is time to dump the garbage can. If you don't wish to use the subcontainer count, then leave the threshold setting at zero.

6) Category

This is the category that is linked to the selected button.

7) Font

This button allows you to change the font of the selected button.

8) Size

This setting lets you change the size of the button. There are four size options: Normal, Double Width, Double Height, and Double size.

9) Custom Image

This button allows you to browse to an image saved on your computer that you want to use for the image of a button.

10) Category Button preview

The center section of the Category Buttons tool contains a preview of how the buttons will look on the returns screen. You can drag new buttons into this section. You can move buttons around to the desired layout. Or you can remove buttons here. You also can select any button in this section and edit the properties for that button with the settings listed on the left side.

11) Gallery

The Gallery section contains preformatted buttons with images already designed into the button. This predesigned buttons can be dragged onto the center section.

12) Add Label button

The buttons is only for use when in the mode without the numeric keypad so it is disabled on this screen.

13) Add Button button

You can add another button to the center section by clicking the Add Button button or by dragging a button from the right side.

14) Delete button

The Delete button will delete the selected button.

15) Save button

This will save all the settings that have been changed since the previous save.

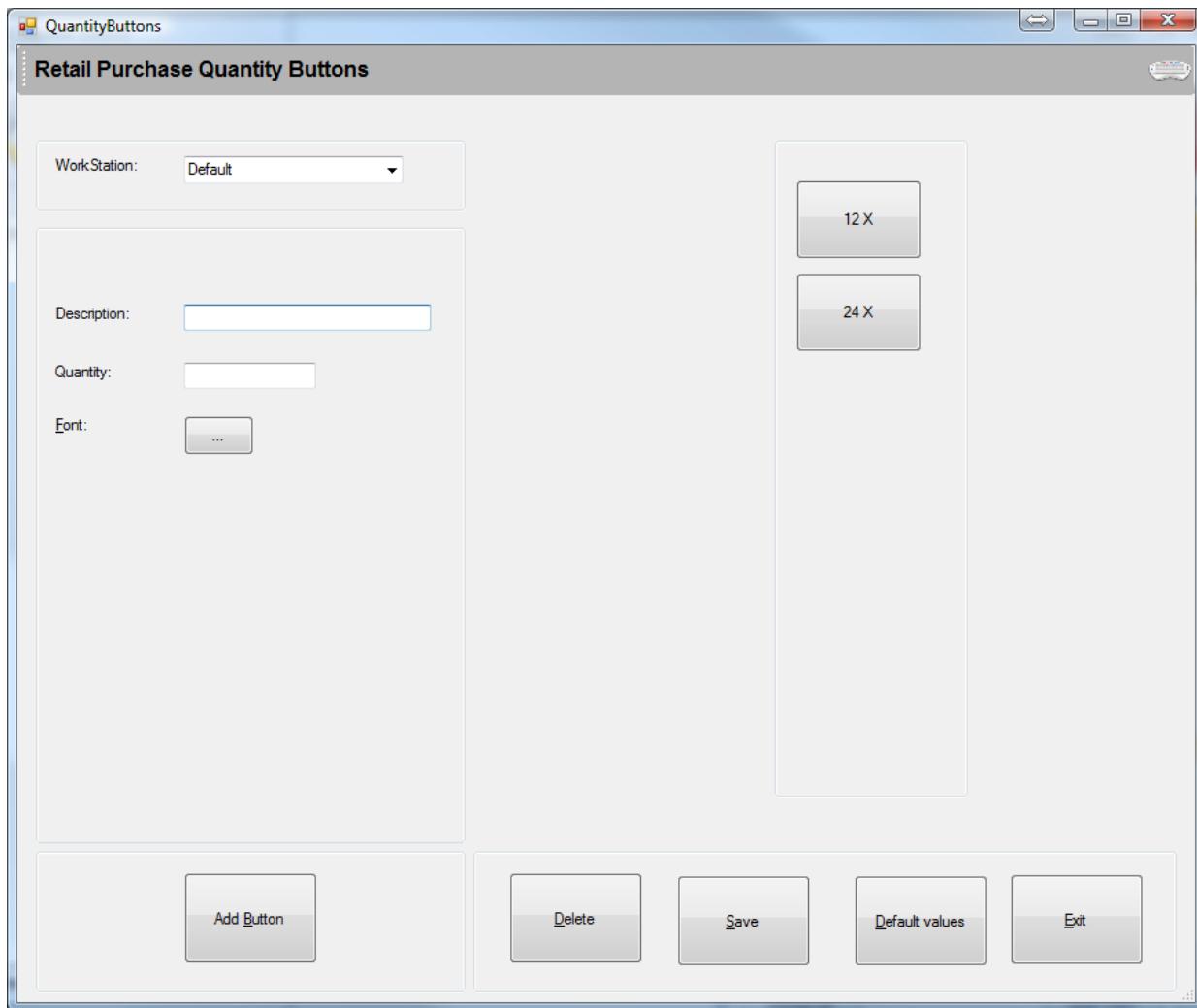
16) Default values

The default values button will reset all the setting for the selected button to the default settings.

17) Exit: The exit button closes the Category Buttons Tool

## Quantity Buttons Tool

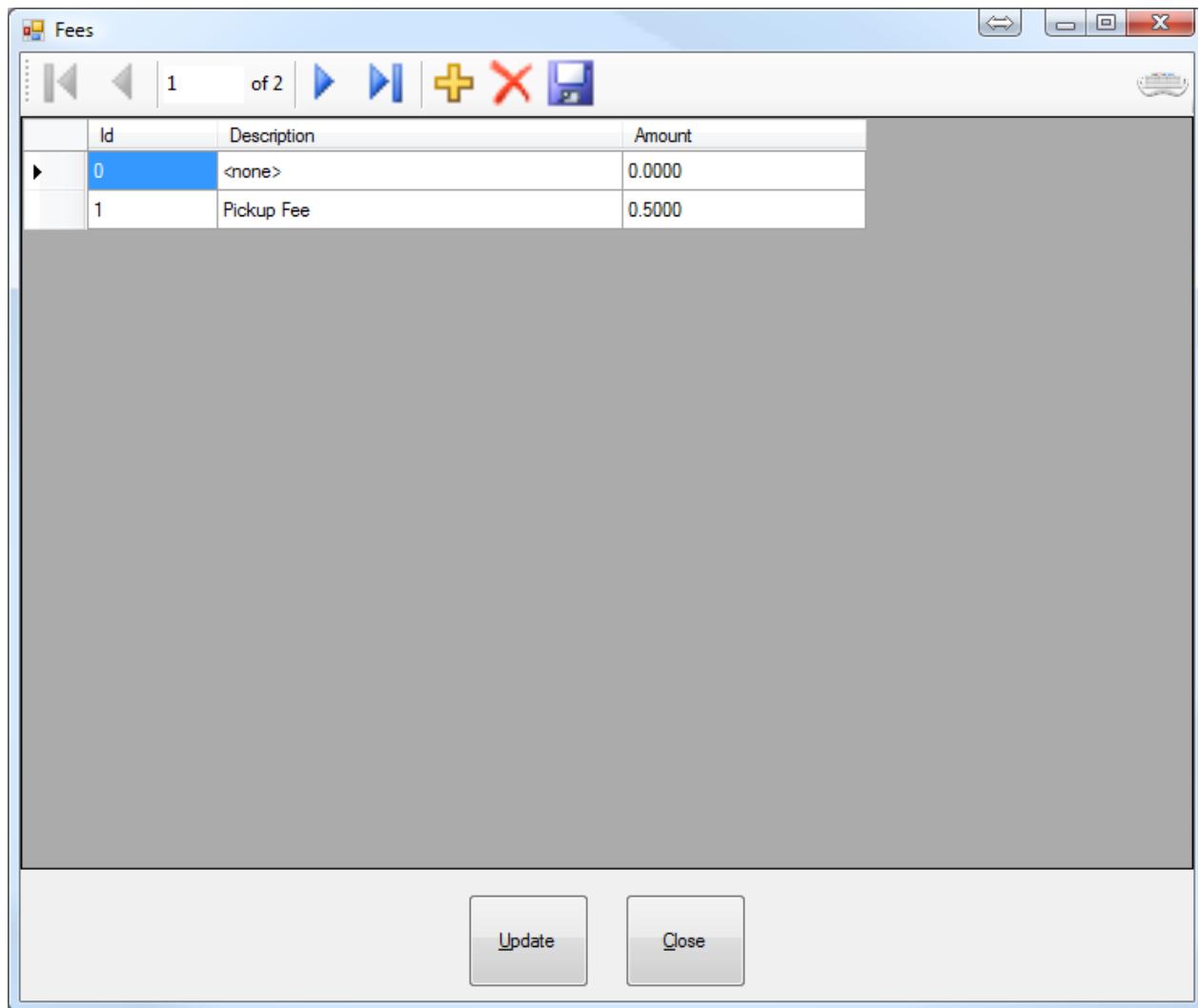
The Quantity Buttons are displayed in one of two possible places. If the numeric keypad is set to be on all the time, there are two category buttons displayed on the numeric keypad. If the numeric keypad is set to be off, there is a column on the right side of the returns screen that can fit up to 6 quantity buttons.



- 1) Description  
This is the description on the button label
- 2) Quantity  
This is the quantity that is processed when the selected button is pressed on the returns screen
- 3) Font  
This is the font setting for the quantity buttons
- 4) Button Preview  
The section on the right side of the screen shows what the buttons will look like. It also allows you to select which button you want to change the properties for.
- 5) Add Button  
This button adds another button to the preview section
- 6) Delete  
This button deletes the selected quantity button
- 7) Save  
The save button saves any changes
- 8) Default Values  
This button changes the selected button to default values.
- 9) Exit  
This button closes the Quantity Buttons Tool

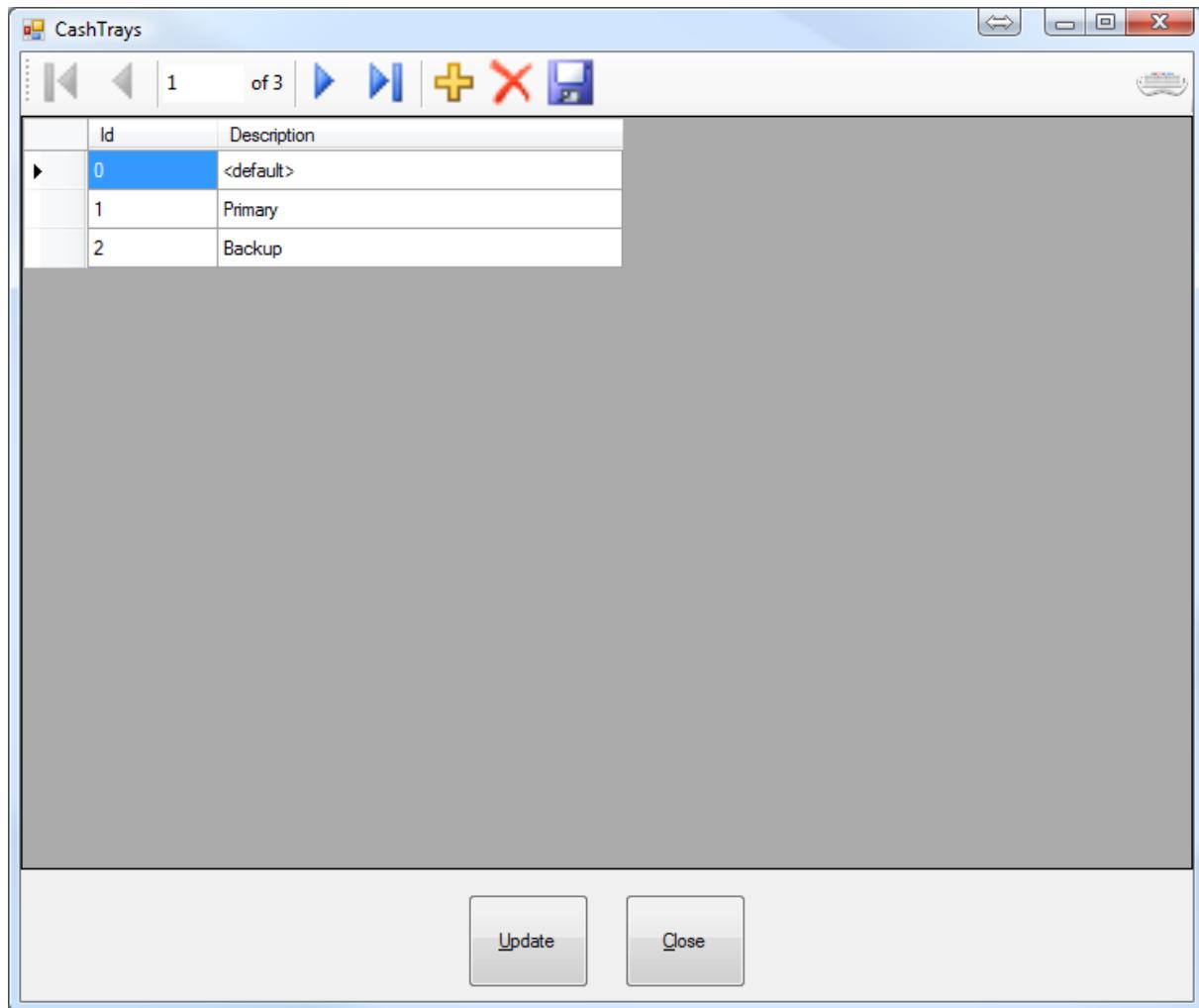
## Fees Tool

The Fees tool is a simple screen that allows you to add additional types of fees and the default amount charged for the fee.



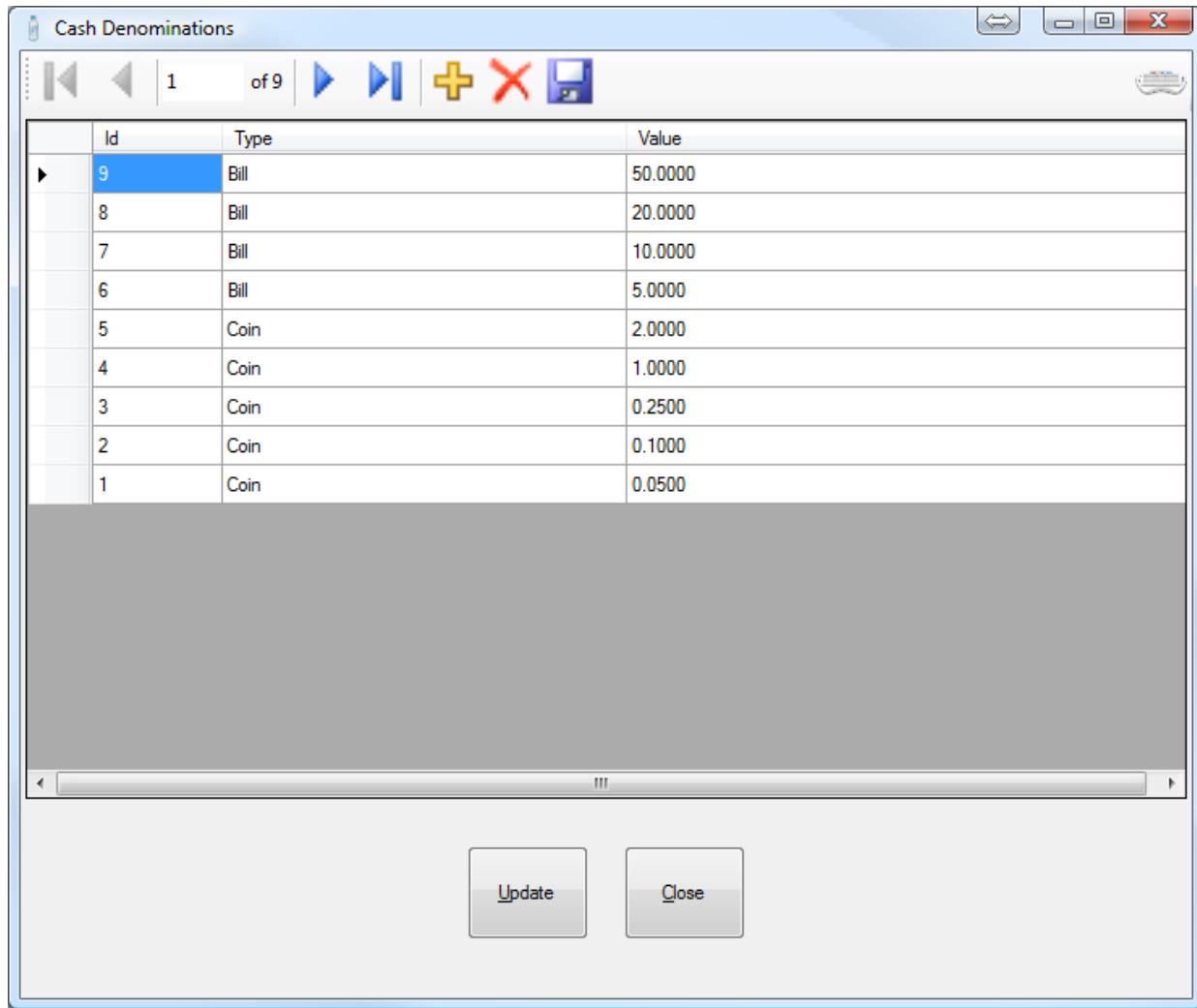
## Cash Trays Tool

The Cash Trays tool is a simple tool that allows you to add or edit the cash trays used within the system.



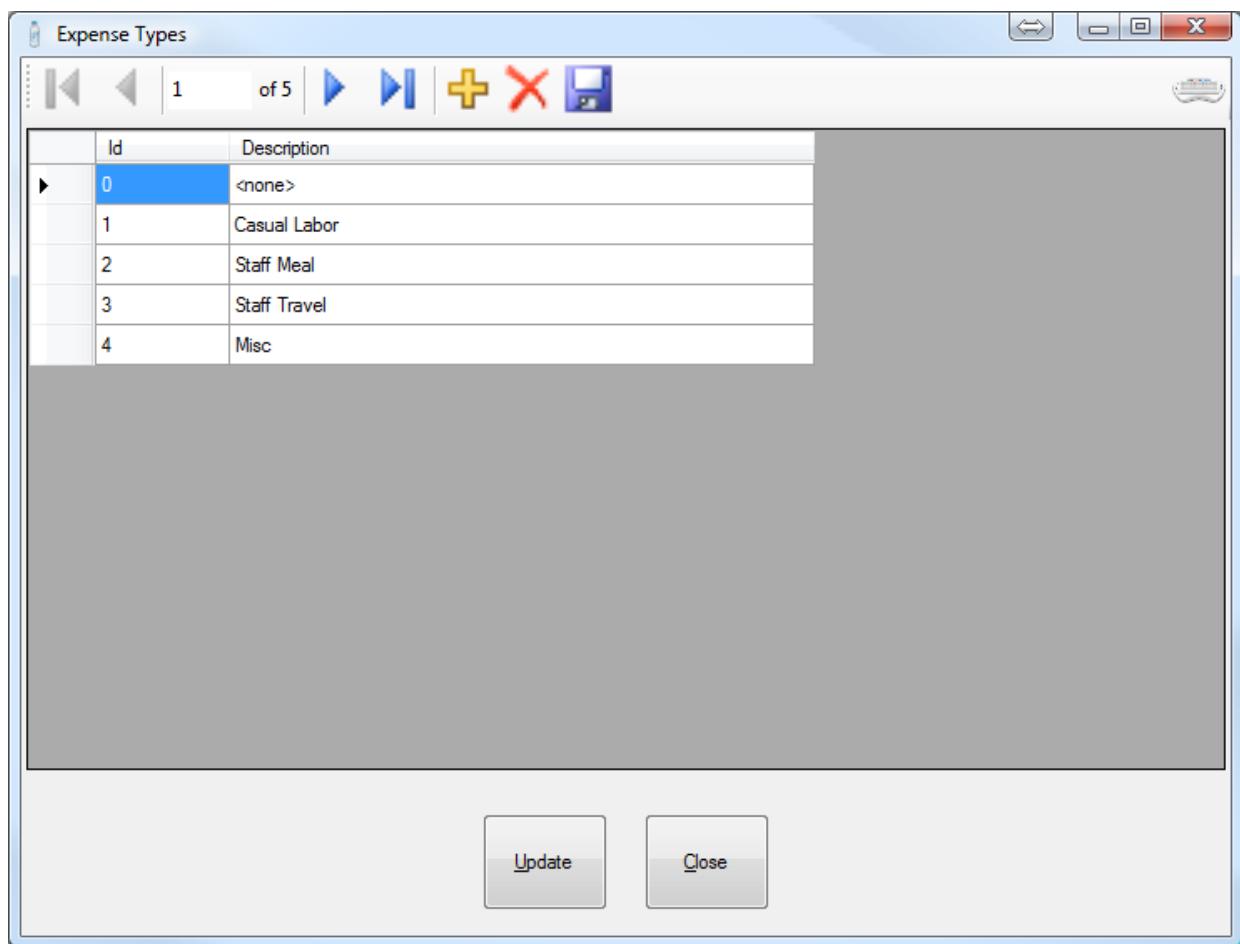
## Cash Denominations Tool

The Cash Denominations tool is a simple tool that allows you to add or edit the cash denominations used within the system.



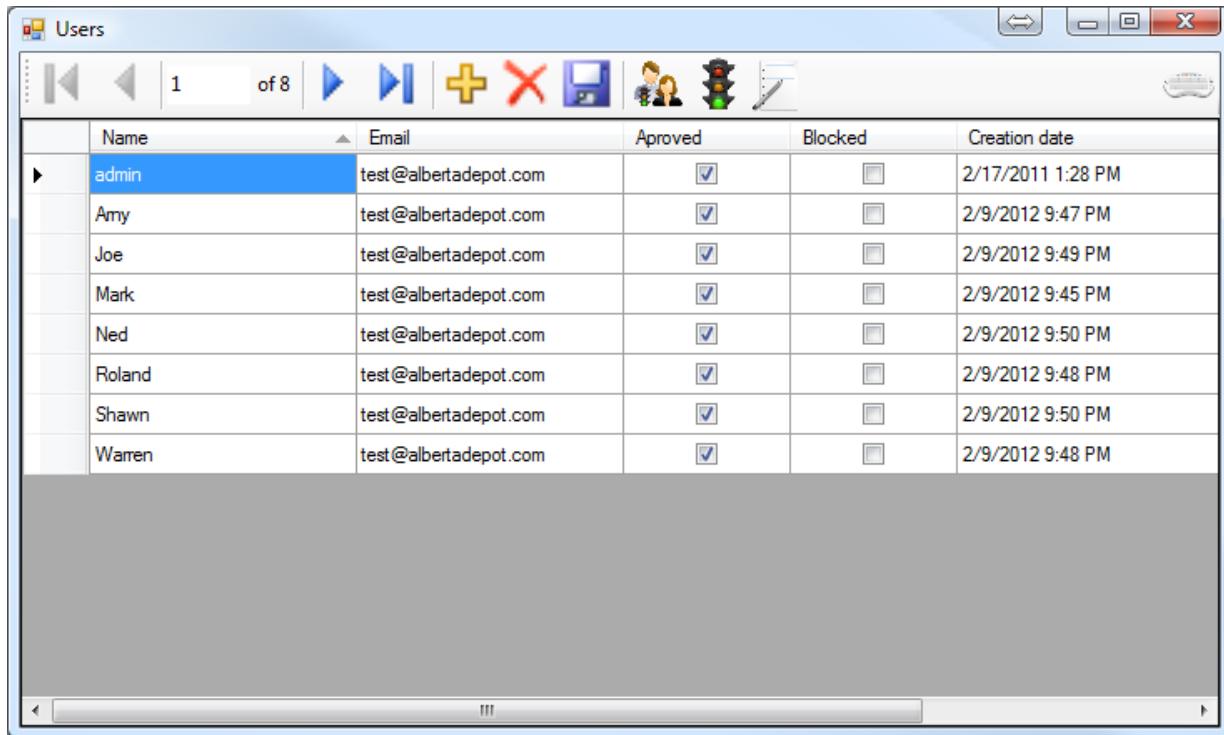
## Expense Types Tool

The Expense Types tool is a simple tool that allows you to add or edit Expenses Types used in the accounting screens.



## User Administration Tool

The user administration tool allows you to add, edit or delete users and control the user's permissions, rolls, and employee information.



A screenshot of a Windows-style application window titled "Users". The window contains a grid of user data with the following columns: Name, Email, Approved, Blocked, and Creation date. The "Name" column is sorted in ascending order. The "Approved" and "Blocked" columns contain checkboxes. The "Creation date" column shows dates from 2011 to 2012. The "Email" column shows all entries as "test@albertadepot.com". The "Name" column shows eight users: admin, Amy, Joe, Mark, Ned, Roland, Shawn, and Warren. The "Approved" column has checked boxes for all users except Warren. The "Blocked" column has unchecked boxes for all users except Warren. The "Creation date" column shows the following dates: 2/17/2011 1:28 PM, 2/9/2012 9:47 PM, 2/9/2012 9:49 PM, 2/9/2012 9:45 PM, 2/9/2012 9:50 PM, 2/9/2012 9:48 PM, 2/9/2012 9:50 PM, and 2/9/2012 9:48 PM respectively.

	Name	Email	Approved	Blocked	Creation date
▶	admin	test@albertadepot.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/17/2011 1:28 PM
	Amy	test@albertadepot.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/9/2012 9:47 PM
	Joe	test@albertadepot.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/9/2012 9:49 PM
	Mark	test@albertadepot.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/9/2012 9:45 PM
	Ned	test@albertadepot.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/9/2012 9:50 PM
	Roland	test@albertadepot.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/9/2012 9:48 PM
	Shawn	test@albertadepot.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/9/2012 9:50 PM
	Warren	test@albertadepot.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/9/2012 9:48 PM

1) To add a new user follow these steps:

- A. Click the plus button on the toolbar.
- B. This will open the Create user tool. Fill in the desired:



Username,  
Password (Numbers only),  
Email address,  
Password recovery question,  
and Answer,  
and click the Create button.

The screenshot shows the 'Create user' dialog box with the title 'Create a new account'. Inside, there's a section labeled 'Type in required data' containing fields for Username (with 'John' typed in), Password, Confirm password (with '\*\*\*\*' typed in), Email ('john@test.ca'), Question ('Name?'), and Answer ('John'). At the bottom are 'Create' and 'Cancel' buttons.

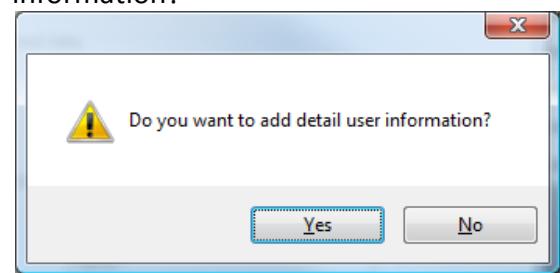
Note: It works best if the password contains numbers only because this will allow you to enter the password using the onscreen numeric keypad.

C. If the information was entered correctly it will respond with the message that says Row added.

You can then click the Continue button to finish setting up the new user.

At this point the user has been added to the systems database, but the roles assigned to that user still needs to be set up and the optional employee details can be added. You will be prompted with a question: Do you want to add detail user information?

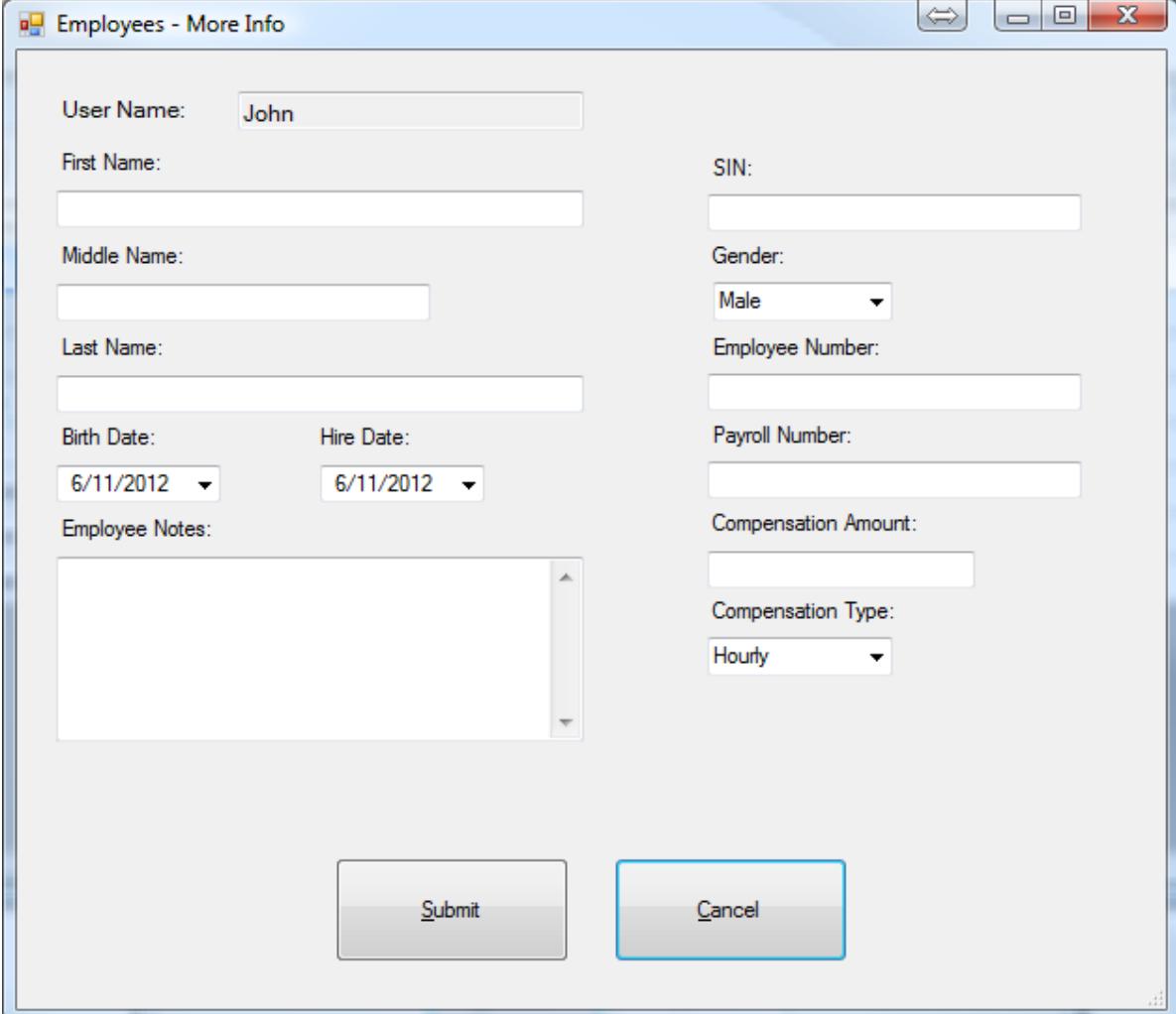
The screenshot shows the 'Create user' dialog box with the title 'Create a new account'. Inside, there's a section labeled 'Type in required data' containing fields for Username (with 'John'), Password, Confirm password (with '\*\*\*\*'), Email ('john@test.ca'), Question ('Name?'), and Answer ('John'). A red message 'Row added!' is displayed above the 'Continue' and 'Cancel' buttons.



Click the Yes button if you want to add the optional employee details for this user next.

2) To add employee details for a user follow these steps:

- A. If you are on the User Administration Tool, select the user that you wish to add employee details and click the Employee Details button  on the tool bar.  
Or if you have just added a new user as in section 1 above, you will now be in the Employees screen and can now add any information you wish to track for that employee.



The screenshot shows a Windows-style dialog box titled "Employees - More Info". It contains the following fields:

- User Name: John
- First Name: (empty)
- Middle Name: (empty)
- Last Name: (empty)
- Birth Date: 6/11/2012
- Hire Date: 6/11/2012
- SIN: (empty)
- Gender: Male
- Employee Number: (empty)
- Payroll Number: (empty)
- Compensation Amount: (empty)
- Compensation Type: Hourly
- Employee Notes: (empty text area)

At the bottom are two buttons: "Submit" and "Cancel".

- B. Fill in the employee information. All the information on this screen is optional but it is recommended that you enter the name at least.

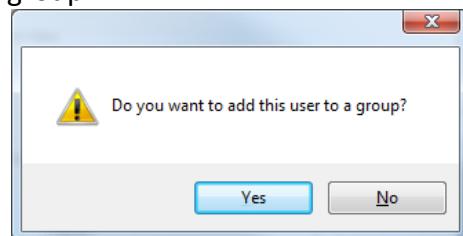
Note: The Employee name added here will show up on the employee status list on the home page.

- C. Click the Submit button to save

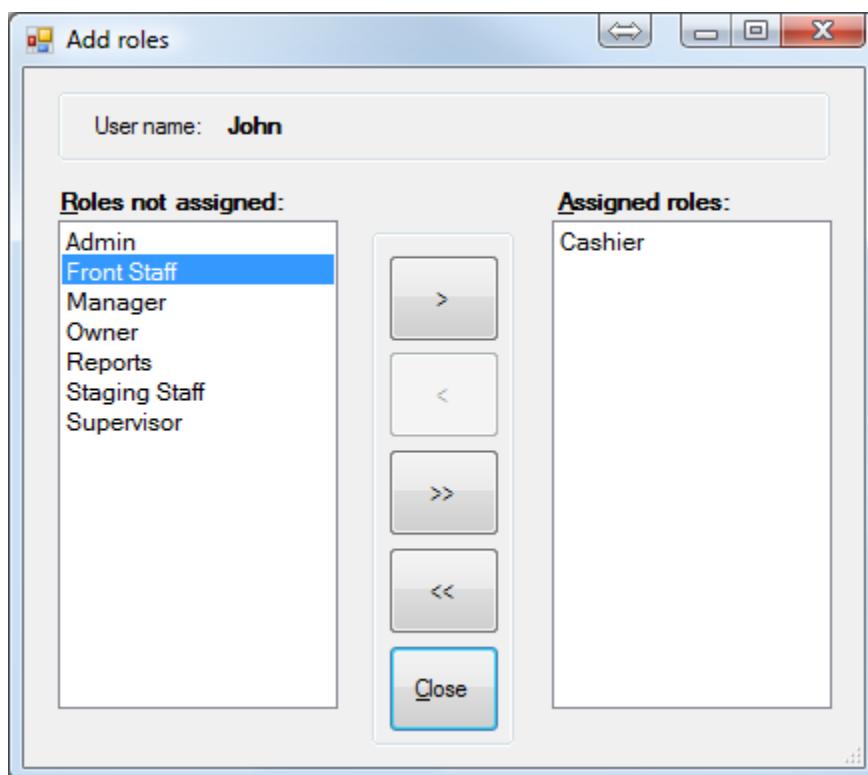
3) To assign roles to a user follow these steps:

- A. If you are on the User Administration Tool, select the user that you wish to add employee details and click the Roles button  on the tool bar.

Or if you have just added a new user as in section 1 and 2 above, you will now be prompted with the question: Do you want to add the user to a group? Click Yes to continue to add the user to a role or group.



- B. To assign a role, simply select the role from the list on the left and click the > button to add the desired role to the list on the right. You can assign several roles to one user. Or you can easily assign all roles by clicking the >> button.

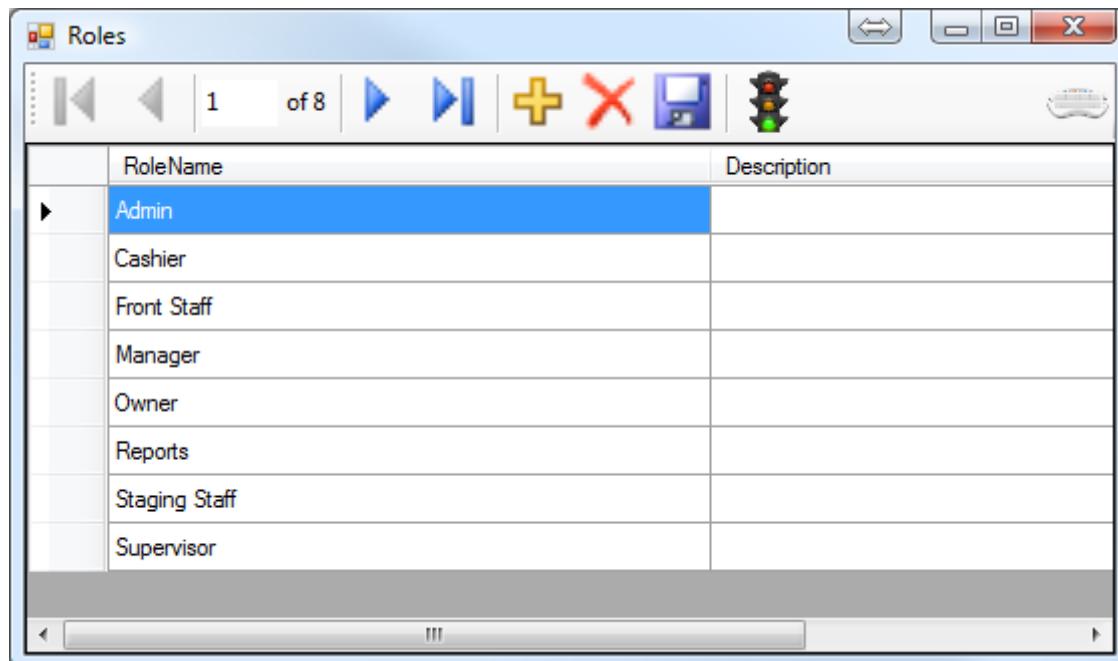


- C. To remove a role, simply select the role to be removed on the list on the right and click the < button. Or you can remove all roles by clicking the << button.

- D. Click the Close button to save the changes to the role assignments.

## Roles Tool

We have discussed how to assign roles to a user, but each role must also be set up with the specific permissions you wish the users of that role to have. The Roles tool allows you to add, remove, and edit roles and permissions connected to those roles.



Note: The Admin role has all permissions and cannot be edited.

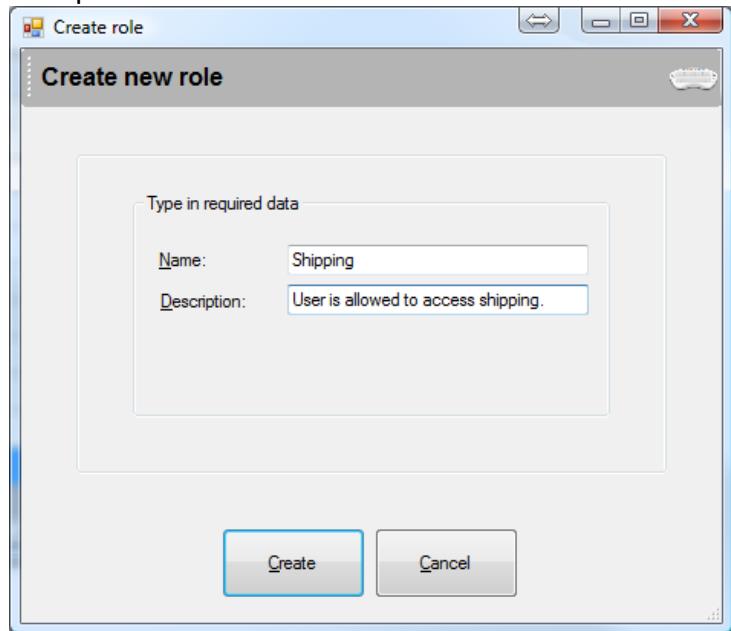
Use the plus button on the toolbar to add new roles.

Use the button on the toolbar to delete the selected role

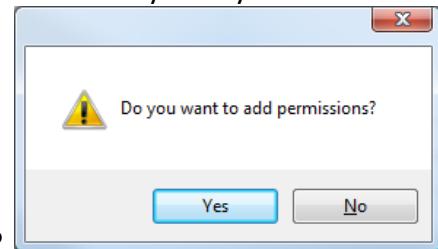
Use the traffic light button on the toolbar to edit the permissions assigned to that role.

To add a new role, follow these steps:

- 1) Open the Roles tool found in the Tool Menu
- 2) Click the plus  button on the toolbar to add a new role.



- 3) Then Enter a name for the role and description if you want.
- 4) Then click the Create button to create the new role.
- 5) If the new role was created successfully, you will see a message that says: Row added! Click the Continue button.
- 6) You now have the option of adding permissions to the new role. Every role will need some permissions added, but you can add them later if you are not ready to add them at this time. To add permissions now, click the Yes button on the message box that says: Do you want to add

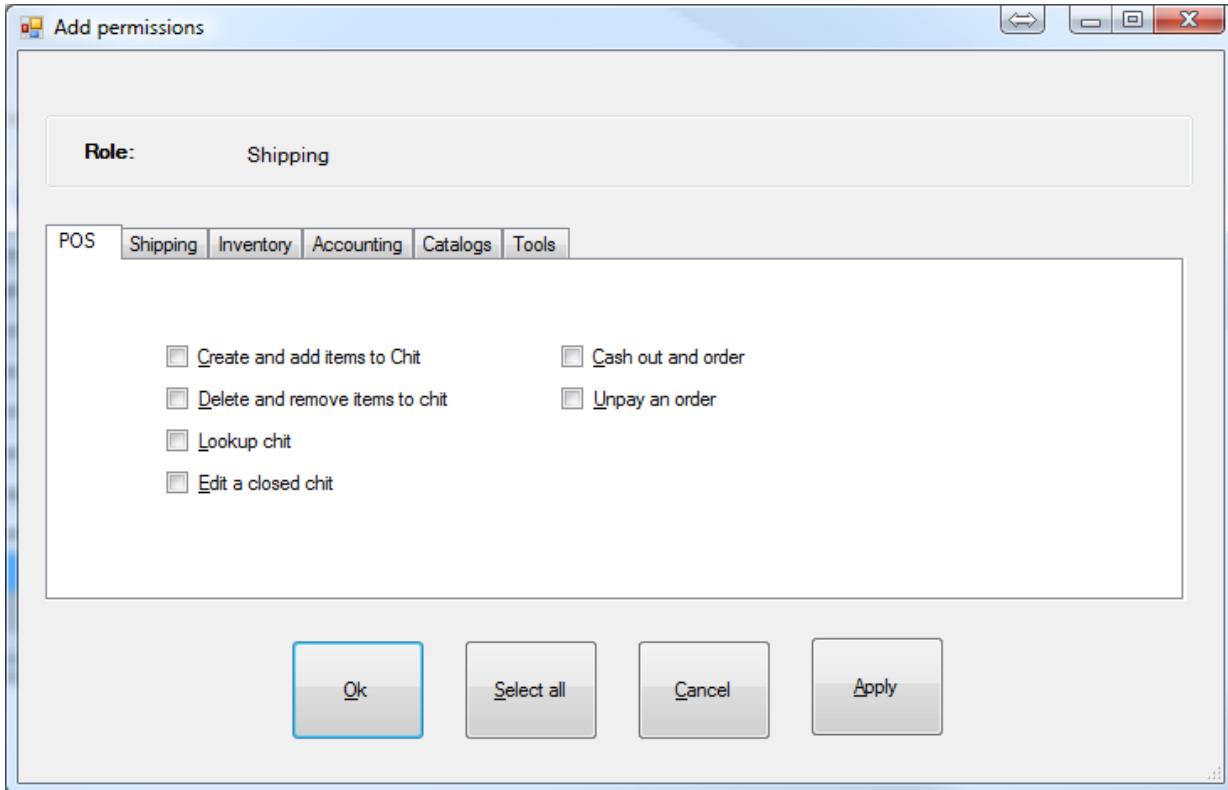


permissions?

- 7) Now follow the next set of instructions on How to add permissions.

How to add permissions or change permissions assigned to a role:

- 1) Open the Roles tool found in the Tools Menu and select the role to be edited. Click the Permissions button  on the toolbar.

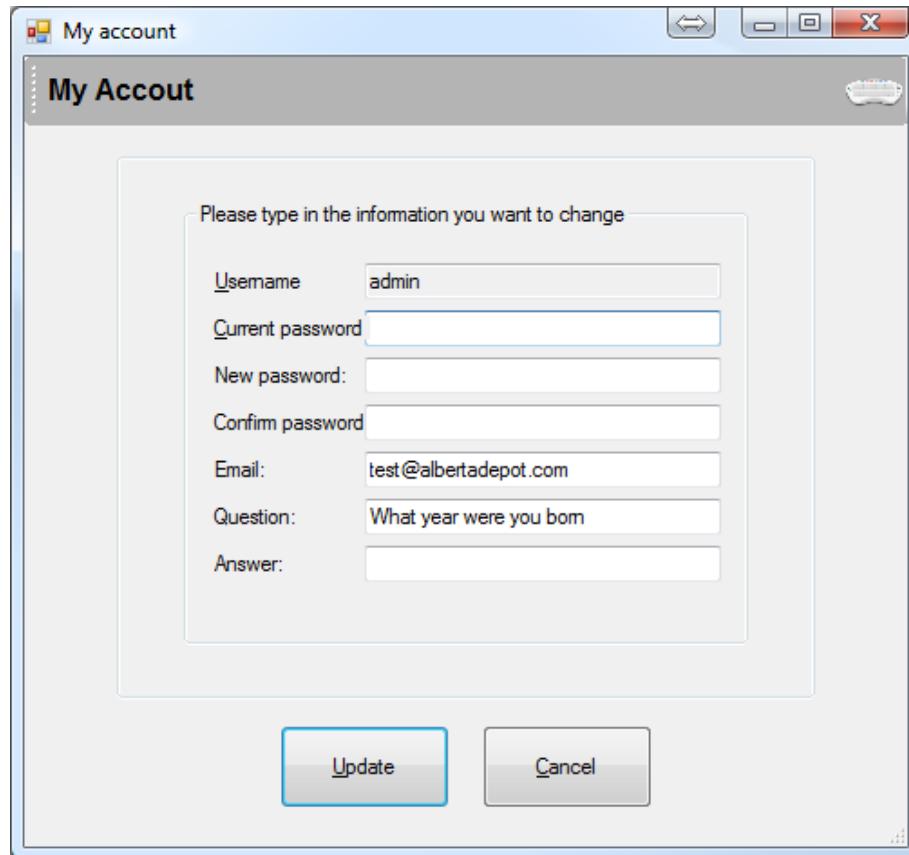


- 2) There are six categories of permissions. Each category of permission relates to a different section of the program. Let's review each category and the related permissions.
  2. The POS tab relates to permissions for the Cashier, Returns, and Sales screens.
    - i. Create and add items to chit
    - ii. Delete and remove items from chit
    - iii. Lookup chit
    - iv. Edit a closed chit
    - v. Cash out an order
    - vi. Un-pay an order
  3. The Shipping tab relates to permissions for the shipping and staging screens.
    - i. Access to shipping menus
    - ii. Create staged container
    - iii. Modify staged container
    - iv. View a staged container

- v. Create and modify shipment
  - vi. View shipment
  - vii. Unship a R-Bill
  - viii. Look up shipment history
4. The Inventory tab relates to permissions for the Inventory screens.
    - i. View inventory
    - ii. Create adjustment
    - iii. Print out inventory sheet
  5. The Accounting tab relates to permissions for the Accounting menu.
    - i. Open Cashier
    - ii. Add Float
    - iii. Close Cashier
    - iv. Add Expenses
    - v. View customer accounts
    - vi. Edit customer accounts
    - vii. View entries manager
    - viii. Edit any entries
  6. The Catalogs tab relates to permissions for the Catalogs menu.
    - i. Add Catalogues
    - ii. Edit Catalogues
  7. The Tools tab relates to permissions for the Tools menu.
    - i. Manage users
    - ii. Manage roles
    - iii. Backup database
    - iv. Restore database
    - v. Year close
    - vi. Change settings
    - vii. Update Solum Version
    - viii. User email Notifications
- 3) To add any of the above permission to a role, simply put a check mark in the box beside the permission.
  - 4) To remove any of the above permissions from a role, simply remove the check mark from the box beside the permission.
  - 5) When finished adding and removing permissions for this role, click the Apply button or the OK button to save the changes.

## My Account Tool

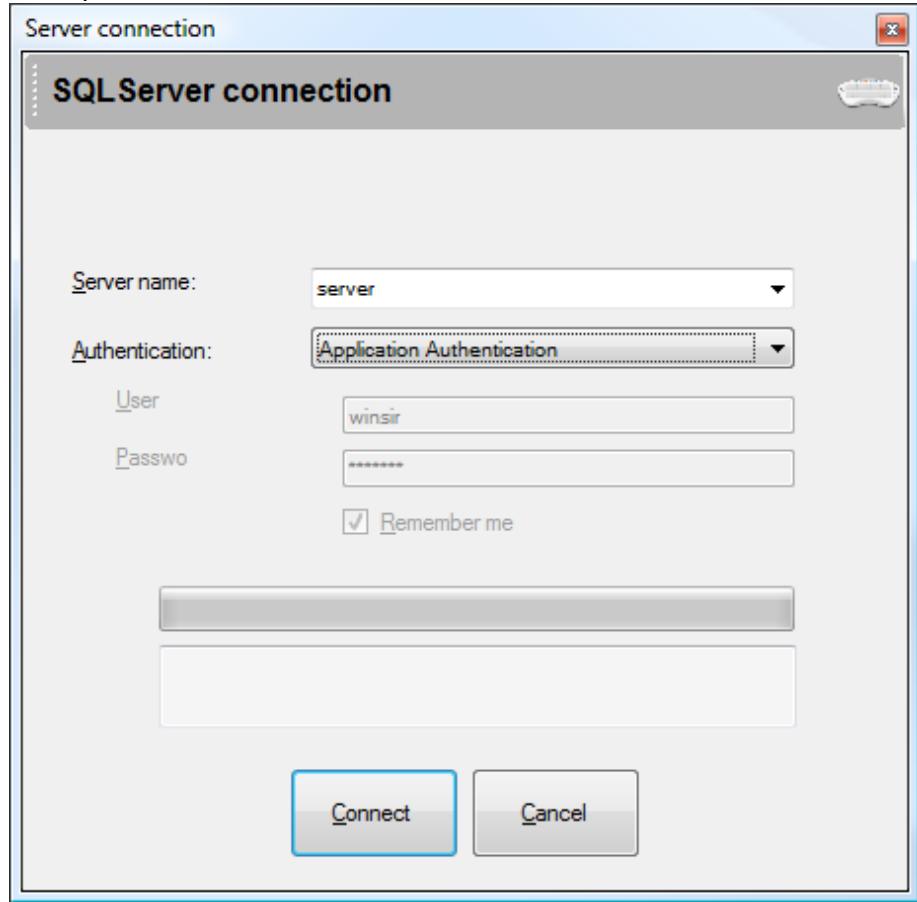
The My Account tool allows you to change your password, email address, or secrete question.



Simply fill in the updated information and click the Update button.

## Server Tool

The Server tool allows you to setup or change the database that the POR system links to.



Simply enter the server name and choose the Authentication method. The server name can be the Windows name of the server or it can be the IP address of the server.

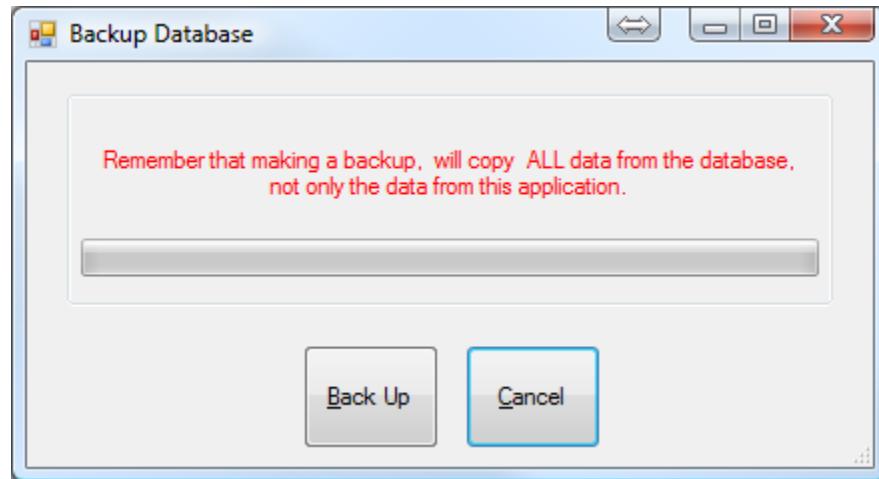
It is recommended that you use Application Authentication when possible because it doesn't require the Windows User to have admin privileges on the server.

After making changes to the SQL Server settings, click the Connect button to test the new settings. It will let you know if the connection was successful.

Note: You should consult your network or systems administrator before making any changes to the server connection properties.

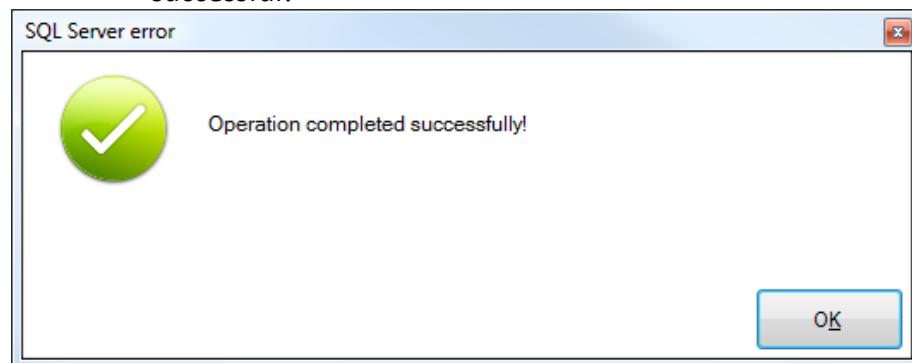
## Backup Database Tool

This tool creates a backup file of the database that can be restored later if needed.



To create a backup:

- 1) Open the Backup tool on the Tools menu
- 2) Click the Backup button
- 3) Browse to the path where you want to save the backup of the database. Enter a name for the database backup.  
**TIP:** You may want to use the date in the name so you know when this backup was created. For example if you are backing up on February 15, 2013, you might name it 20130215Backup.bak. This format will stay in order because it is yyyyymmdd.
- 4) After entering the location and name click the Save button to create the backup. If the backup was successful, you will get a message that says: Operation completed successfully!

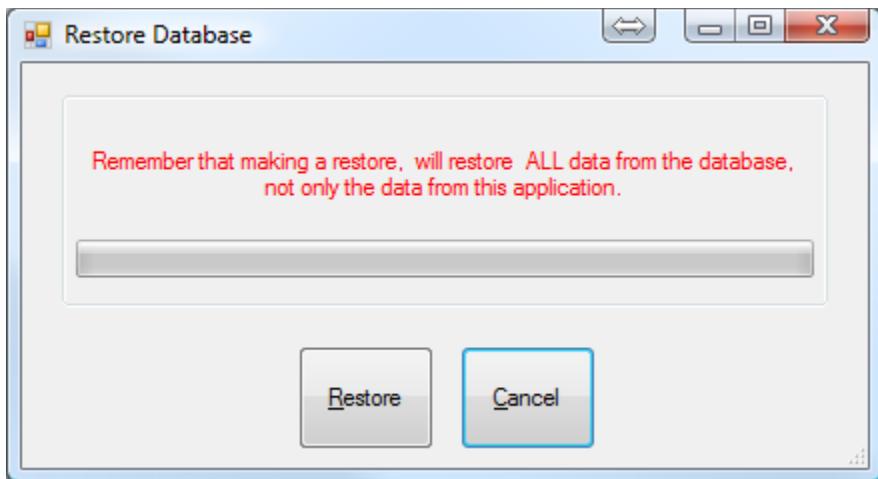


## Restore Database Tool

This tool restores data from a previous backup.

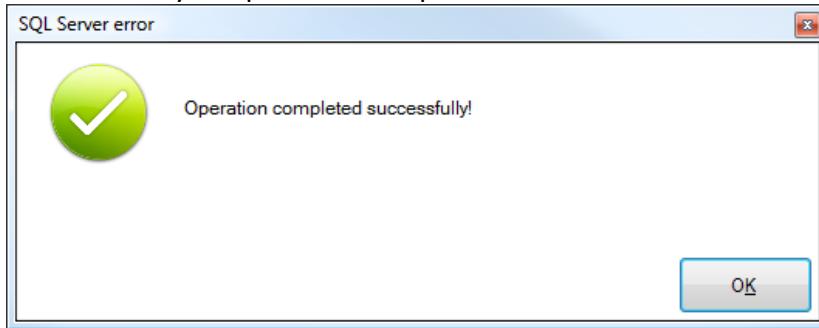


**Warning:** Only a trained administrator should restore a database because all data in the current database will be lost when the backup is restored. This means you should recover the data from the backup, but any changes made since the backup will be lost.



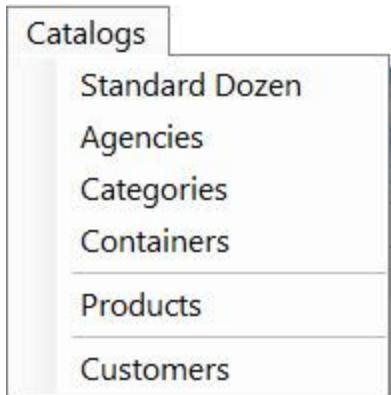
To restore a backup:

- 1) Open the Restore tool on the Tools menu
- 2) Click the Restore button
- 3) Browse to the path where you saved the backup of the database. Choose the backup file. It should end with the extension .bak if your system shows extensions.
- 4) Click the Open button to restore the selected backup file.
- 5) You will get this warning message: Do you want to restore from this copy? Remember that all data will be replaced, not only the data from this application.
- 6) Click the Yes button if you choose to commence with the restore operation.
- 7) If the restore was successful, you will get a message that says: Operation completed successful!



## Catalogs Menu

The Catalogs menu contains the tables that you may want to edit or update from time to time. It includes these items:



- 1) Standard Dozen
- 2) Agencies
- 3) Categories
- 4) Containers
- 5) Products
- 6) Customers

Let's take a closer look at each of these Catalogs:

### Standard Dozen Catalog

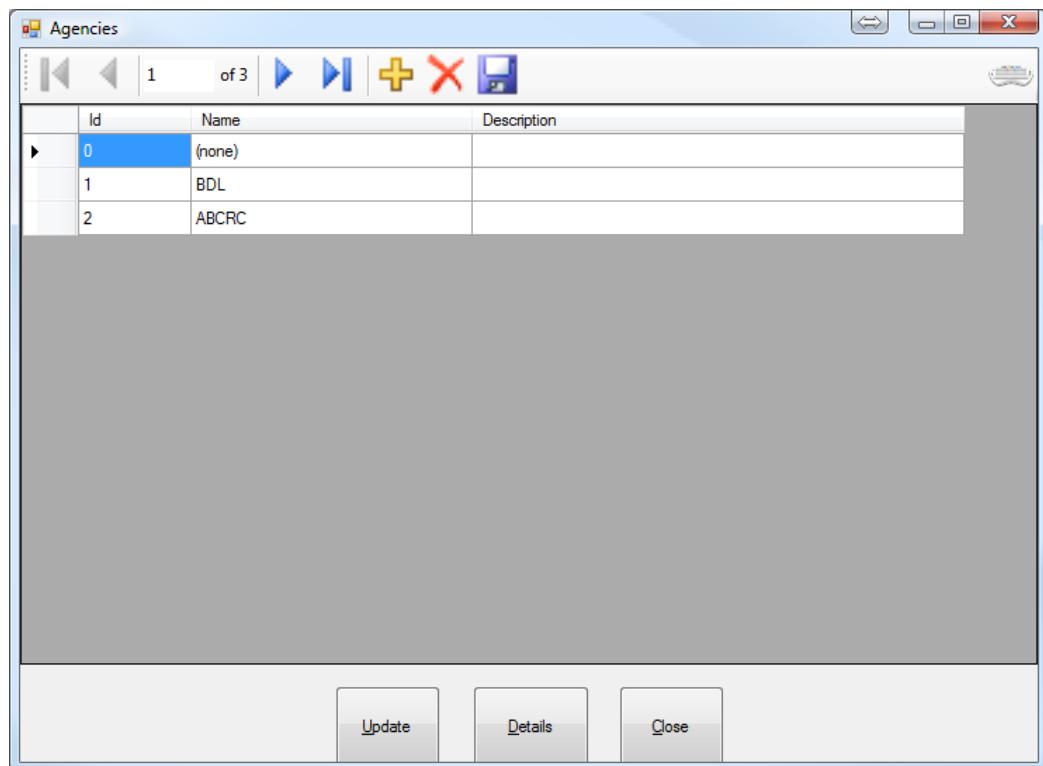
The Standard Dozen catalog lists the standard number of dozens that you would normally put in a megabag or pallet. Each product is linked to one of these standard dozen values. When you stick to the standard dozen value, it helps keep the counts consistent and helps to avoid errors.

A screenshot of a Windows application window titled 'StandardDozen'. The window contains a grid table with two columns: 'Id' and 'Quantity'. The 'Id' column lists integers from 0 to 15. The 'Quantity' column lists corresponding values: 0, 3, 9, 20, 25, 30, 35, 60, 80, 100, 125, 150, 120, 168, 24, and 120. The window has standard Windows controls like a title bar, minimize, maximize, and close buttons. At the bottom are 'Update' and 'Close' buttons.

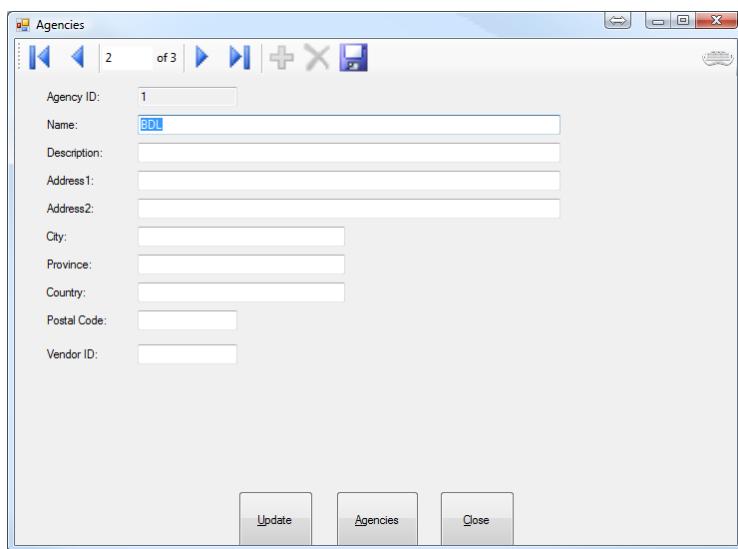
	Id	Quantity
▶	0	0
	1	3
	2	9
	3	20
	4	25
	5	30
	6	35
	7	60
	8	80
	9	100
	10	125
	11	150
	12	120
	13	168
	14	24
	15	120

## Agencies Catalog

The Agencies catalog lists the names of the Agencies you ship to. This likely won't change very often, but the list is available here for anytime there is a change.

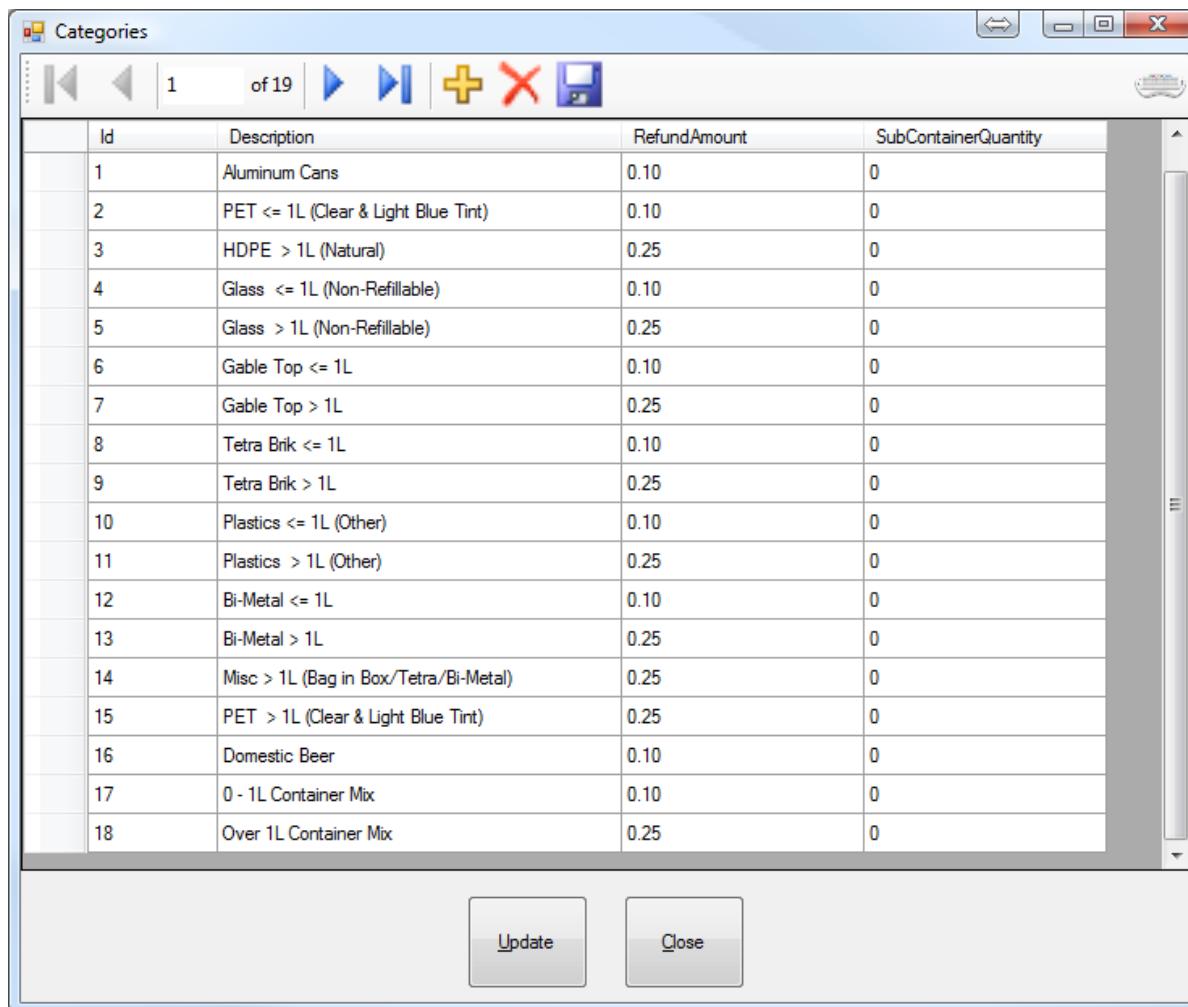


You can also view or update the shipping address for each agency by selecting the agency and clicking the Details button.



## Categories Catalog

The Categories catalog lists all the available product categories used by your operation. Most operations group several products into categories when they enter the count and then separate them into actual products later. Therefore you will usually have less categories than products. You may also want to create a button for each category.

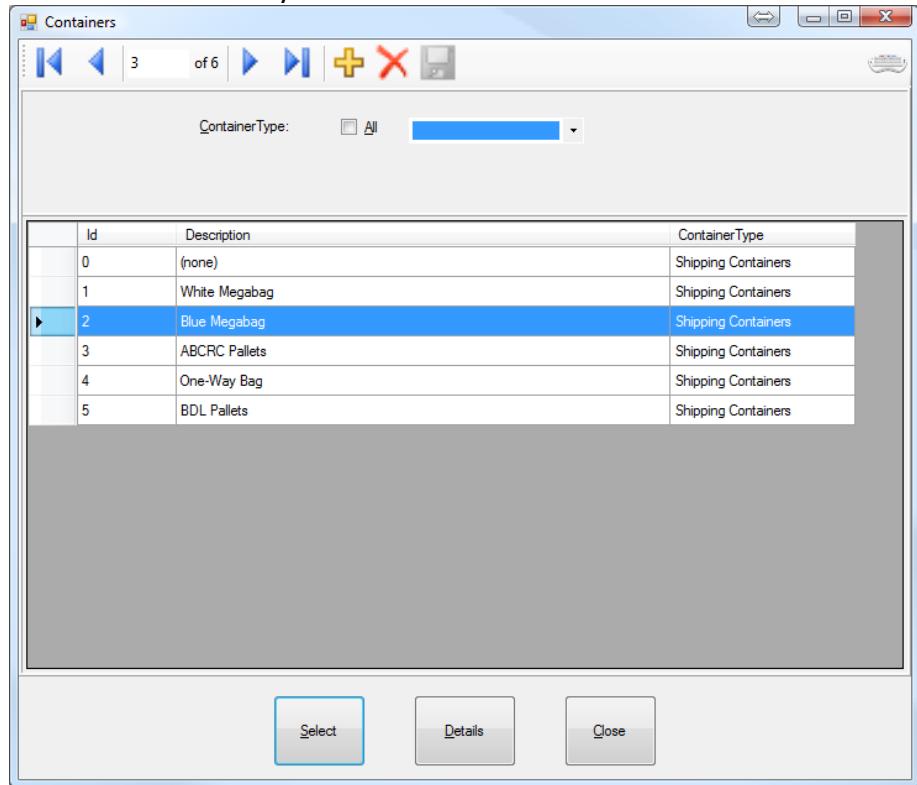


The screenshot shows a software application window titled "Categories". The window has a toolbar with icons for back, forward, search, and other functions. Below the toolbar is a grid table with four columns: "Id", "Description", "RefundAmount", and "SubContainerQuantity". The table contains 18 rows of data. The "Description" column includes various categories like "Aluminum Cans", "PET <= 1L (Clear & Light Blue Tint)", and "Over 1L Container Mix". The "RefundAmount" column shows values such as 0.10, 0.25, and 0.25. The "SubContainerQuantity" column is mostly 0. At the bottom of the grid are two buttons: "Update" and "Close".

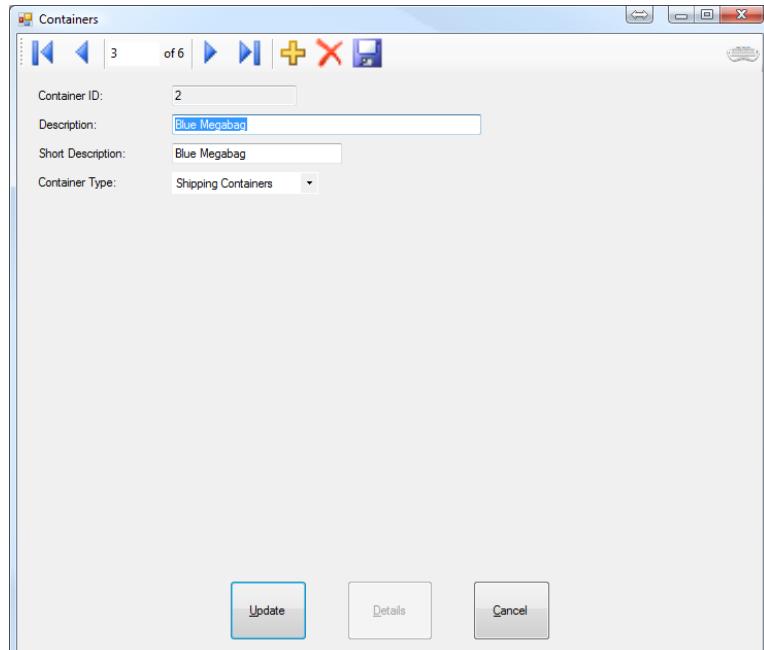
	Id	Description	RefundAmount	SubContainerQuantity
	1	Aluminum Cans	0.10	0
	2	PET <= 1L (Clear & Light Blue Tint)	0.10	0
	3	HDPE > 1L (Natural)	0.25	0
	4	Glass <= 1L (Non-Refillable)	0.10	0
	5	Glass > 1L (Non-Refillable)	0.25	0
	6	Gable Top <= 1L	0.10	0
	7	Gable Top > 1L	0.25	0
	8	Tetra Brik <= 1L	0.10	0
	9	Tetra Brik > 1L	0.25	0
	10	Plastics <= 1L (Other)	0.10	0
	11	Plastics > 1L (Other)	0.25	0
	12	Bi-Metal <= 1L	0.10	0
	13	Bi-Metal > 1L	0.25	0
	14	Misc > 1L (Bag in Box/Tetra/Bi-Metal)	0.25	0
	15	PET > 1L (Clear & Light Blue Tint)	0.25	0
	16	Domestic Beer	0.10	0
	17	0 - 1L Container Mix	0.10	0
	18	Over 1L Container Mix	0.25	0

## Containers Catalog

The containers catalog lists shipping containers, shipping supplies, and other supply inventory items. You can keep inventory of these items in the Inventory section.



If you select item, you can click the Details button to view or edit that item.



## Product Catalog

The Product catalog lists every product that you sell or buy (returns). The inventory system keeps track of the inventory of these products.

	Id	Name	Category	Type
▶	1	Alum Cans	Aluminum Cans	Return
	2	PET 0-1 L Clear	PET > 1L (Clear & Light Blue Tint)	Return
	3	PET Clear > 1L	PET > 1L (Clear & Light Blue Tint)	Return
	4	HDPE (Natural) Over 1L	HDPE > 1L (Natural)	Return
	5	Glass 0 - 1L	Glass <= 1L (Non-Refillable)	Return
	6	Glass Over 1L	Glass > 1L (Non-Refillable)	Return
	7	Gable Top 0 - 1L	Gable Top <= 1L	Return
	8	Gable Top Over 1L	Gable Top > 1L	Return
	9	Tetra Brik 0 - 1L	Tetra Brik <= 1L	Return
	10	Tetra Brik Over 1L	Tetra Brik > 1L	Return
	11	Plastics (Other) 0 - 1L	Plastics <= 1L (Other)	Return
	12	Plastics (Other) Over 1L	Plastics > 1L (Other)	Return
	13	Plastics (Other) Drink Pouch	Plastics <= 1L (Other)	Return
	14	Key Keg	Plastics > 1L (Other)	Return
	15	Bi-Metal 0 - 1L	Bi-Metal <= 1L	Return
	16	Bi-Metal Over 1L	Bi-Metal > 1L	Return
	17	Bag n Box	Misc > 1L (Bag in Box/Tetra/Bi-Metal)	Return
	18	Ceramics 0 - 1L	(none)	Return

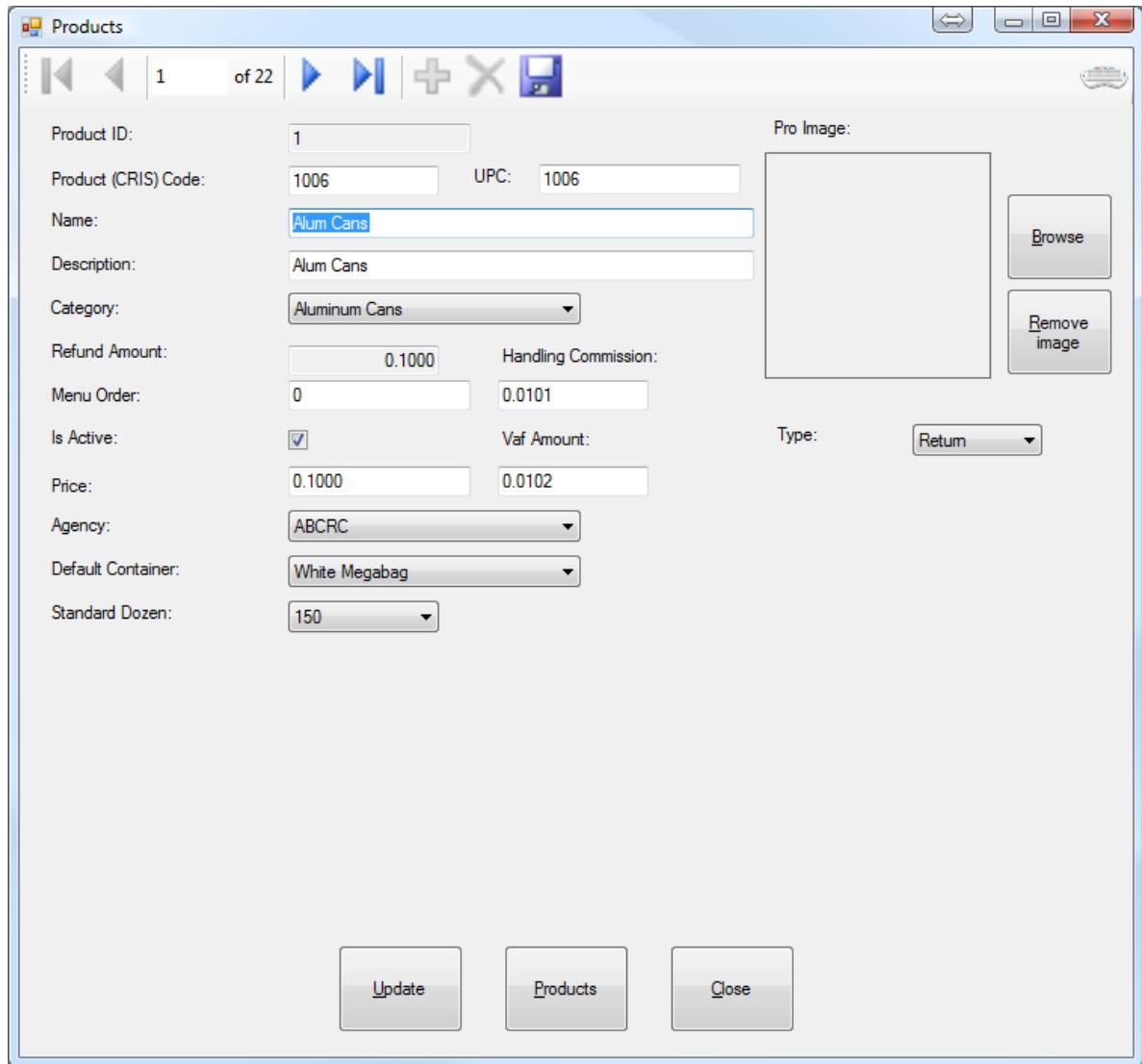
  
   

Use the plus button on the toolbar to add new products.

Use the button on the toolbar to delete the selected product

Click the Update button to save any changes made to the product catalog.

Click the Details button to view the details of the selected product.



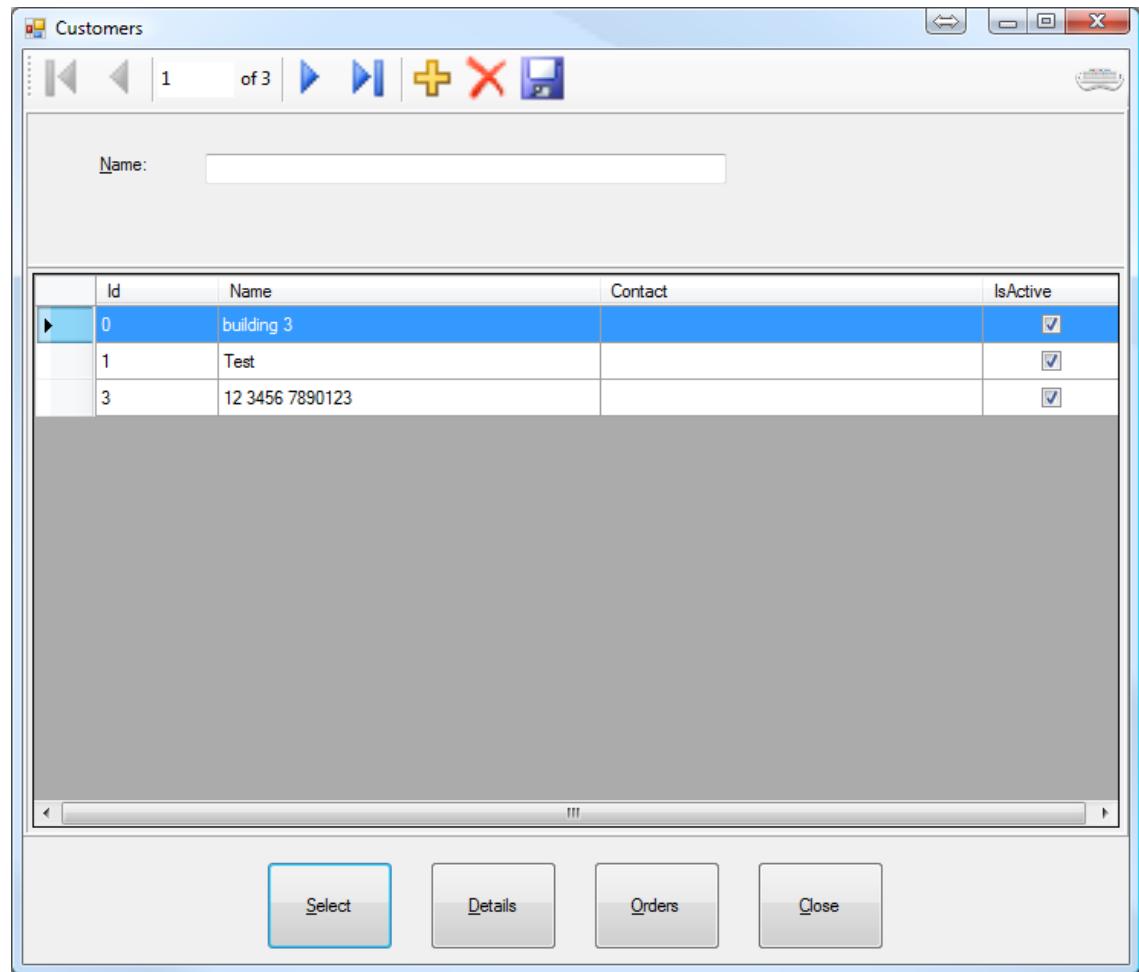
Items found on the product details screen:

- 1) Product ID: This is for reference only and cannot be changed
- 2) Product (CRIS) Code: This is the reference number that matches other systems such as the ABCRC CRIS code.
- 3) UPC: This is the UPC code
- 4) Name: This is the short name of the product
- 5) Description: This is a description of the product
- 6) Category: This is the category that this product is linked to. One category can have several products in it, but each product can only be in one category.
- 7) Refund amount: this is the dollar value linked to the category that was selected. This cannot be changed here.

- 8) Menu order: this field allows you to specify which order you like to see the products in the menu
- 9) Handling commission: this is the commission percentage that is added for this product. This value is for financial reporting only.
- 10) Is Active checkbox: Remove checkmark if you no longer use this product
- 11) Price: The is the refund or sale price of the product
- 12) Vaf Amount: This is the Vaf amount for this product
- 13) Agency: This is the agency this product is shipped to in the shipping section
- 14) Default Container: This is the container that is automatically selected when creating a new staged container.
- 15) Standard Dozen: This is the default number of dozens that fit in the staged container when it is considered full.
- 16) Pro Image: This is a location to put the image of the product. The current version of this system doesn't use this product image.
- 17) Type: Here you can select if this is a Return or Sales product. If you change the type to Sale, it will show on the Sales screen instead of the Returns screen and many of the product details will be greyed out because they don't apply to sales products.
- 18) GST Exempt: If Sales is selected you can also choose if the product is GST Exempt by checking this checkbox.

## Customers Catalog

The Customers catalog has several features that allow you to manage the customers' accounts.



This catalog allows you to view the Details and the orders linked to each customer. This same system is also found in the Accounting menu. Please see Customer Account Management in the Accounting section for more information on using the Customers catalog.

# Maintenance

## Downtime Action Plan

I am sure you will find that the Solum 2.0 POR system will become an important part of your business operation. However, you must have a plan that you can quickly put in place in case something causes your computer system to fail.

If your computer system fails, you should have a manual method of processing orders that you can quickly switch to. Later, once the computer system is operational again, you can then enter the orders that were processed manually.

Do not become so dependent on the computer system that you can't continue to do business if the system is not operational.

Part of your employee training should include what to do if the computer system is not working.

## Backups

### ***Database backup***

The database contains all the data and settings collected by your Solum 2.0 POR system. This data is very valuable to your business and should be treated with great respect. We recommend that you keep daily backups in an off-site location. Some insurance companies require this and may ask you about your backup plan.

#### *What is a daily backup?*

A daily backup is a backup that is done each day. It is best to be done shortly after business operations are completed for the day. It is recommended to include the date in the name of the backup file so it can be identified and will not replace previous backups. The advantage of keeping backups for more than one day is you may need to access something that was deleted or lost several days earlier.

#### *What is an off-site backup?*

Off-site means it is somewhere other than at the same physical location where the database server is. This could be an online location in the cloud. Or it could be saved to a disk or flash drive that you take home with you at night. The advantage of this is if your computer hardware is stolen or burned in a fire, you will still have the critical data.

#### *Institute a backup plan*

You may want to get an IT professional to assist in setting up an automated database backup plan. This could be set up on a scheduled event and even saved automatically to an off-site location over the internet.

#### *Test your Backups*

Every few months, you should get an IT professional to check one of your backups to make sure they are being done and can be accessed. Very often a computer setting will be changed by a user who doesn't realize that the change affected the automated backup procedure.

#### ***Power Backup***

It is recommended that your server be connected to a UPS (uninterruptible power supply). The UPS will continue to run the server for a short time after a power failure. Thus, if the power fails, you can look up the last unfinished orders and unpaid orders on the server. The server can then be shut down properly while the UPS is powering it.

We don't recommend that you attempt to continue running all the computer systems on UPS while the power is off, unless you have a generator capable of providing complete backup power.

## **Security**

#### ***Physical Security***

Your computer systems are worth a lot of money and may become a target of theft. Please take precautions against theft by either locking the computer systems down or locking them up.

#### ***User Security***

It may seem easiest to simply give all users all privileges or make one username for all users. But you should carefully analyse the duties of each user and assign their privileges appropriately. A user could damage your business if they didn't know what they were doing in the wrong section of the program.

### ***Internet Security***

#### *Firewalls:*

A physical firewall device should be connected to the internet where it enters your computer network. Each computer should also have the firewall software turned on.

#### *WiFi Security:*

Your computer network should not have any unsecured WiFi connections. And make sure to keep your WiFi passwords secure – do not share.

#### *Antivirus:*

Each computer system should have up-to-date antivirus software.

## Appendix A – Bar Code Scanner Settings

If using a bar code scanner with the Solum system, it will perform best if it is set to automatically enter a carriage return or line feed after each scan. Most scanners require that you program this feature by scanning a set of programming bar codes from the user manual that accompanies the bar code scanner. The bar codes below will usually work to program most Motorola and Symbol brand bar code scanner to add the carriage return.

To program your bar code scanner, scan all three bar codes below. These usually will not scan on a computer screen. If you are ready the digital version of this manual, please print this page in order to scan these bar codes.



SCAN OPTIONS



<DATA><SUFFIX>

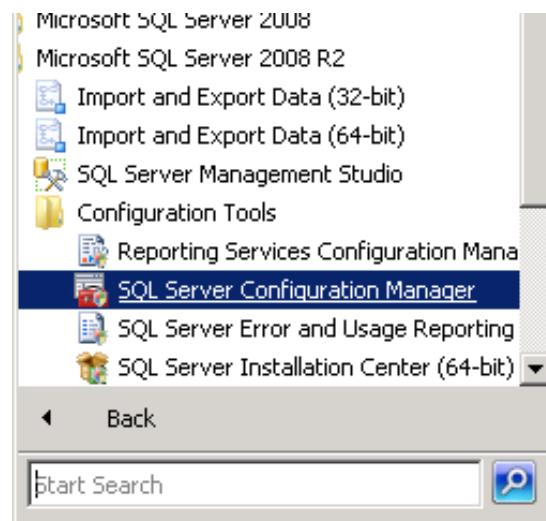


ENTER

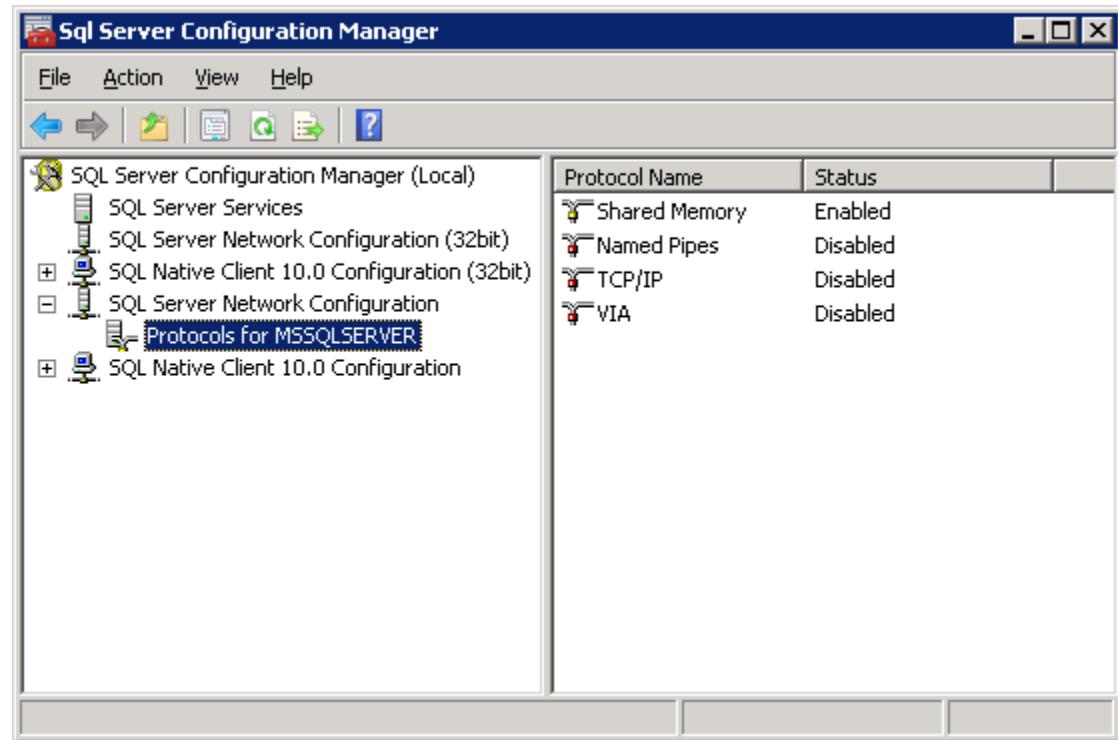
## Appendix B –SQL Server Configuration

After installing the SQL Server database server on the server computer, follow these steps to allow the other computers on the network to connect to the database.

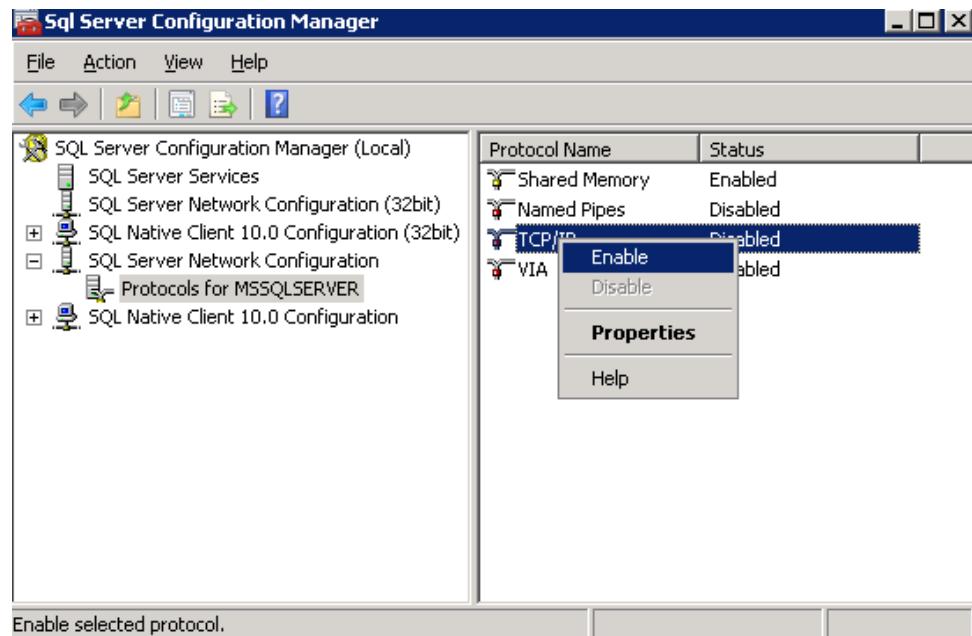
- 1) Find and Open **SQL Server Configuration Manager**. You will find the link in the Windows Start menu at this location:  
Start→Programs→Microsoft SQL Server 2008 R2→Configuration Tools



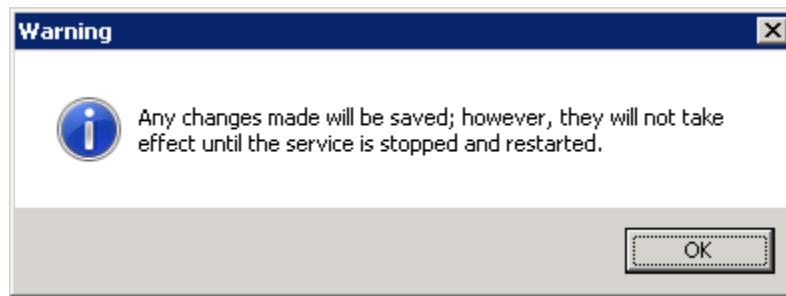
- 2) After the **SQL Server Configuration Manager** opens, expand the **SQL Server Network Configuration** section by clicking the + sign beside it. Then click on **Protocols for MSSQLSERVER**.  
Note: In this installation of SQL Server, we set it as the Default, which is MSSQLSERVER. Your configuration may have a different name for the SQL Server Instance. In the following example, please replace MSSQLSERVER with your server instance name.



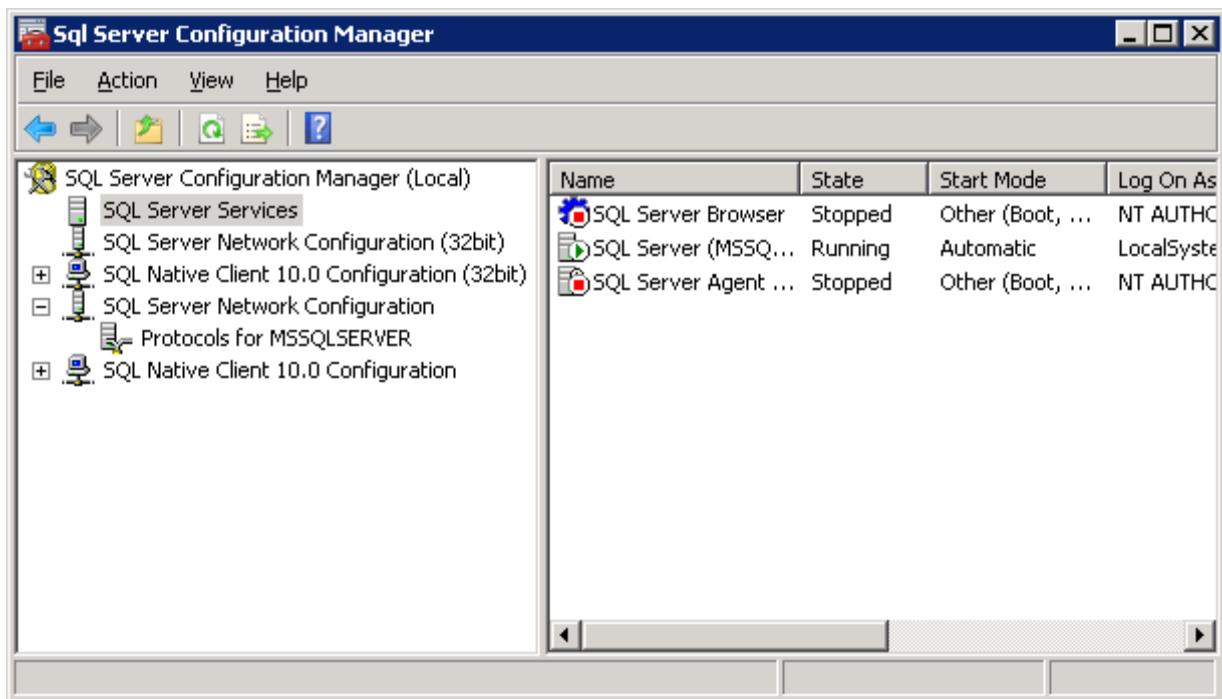
- 3) Now that you can see the list of protocols on the right side,  
Right-click on TCP/IP and select Enable.



Then click OK on the warning that pops up.

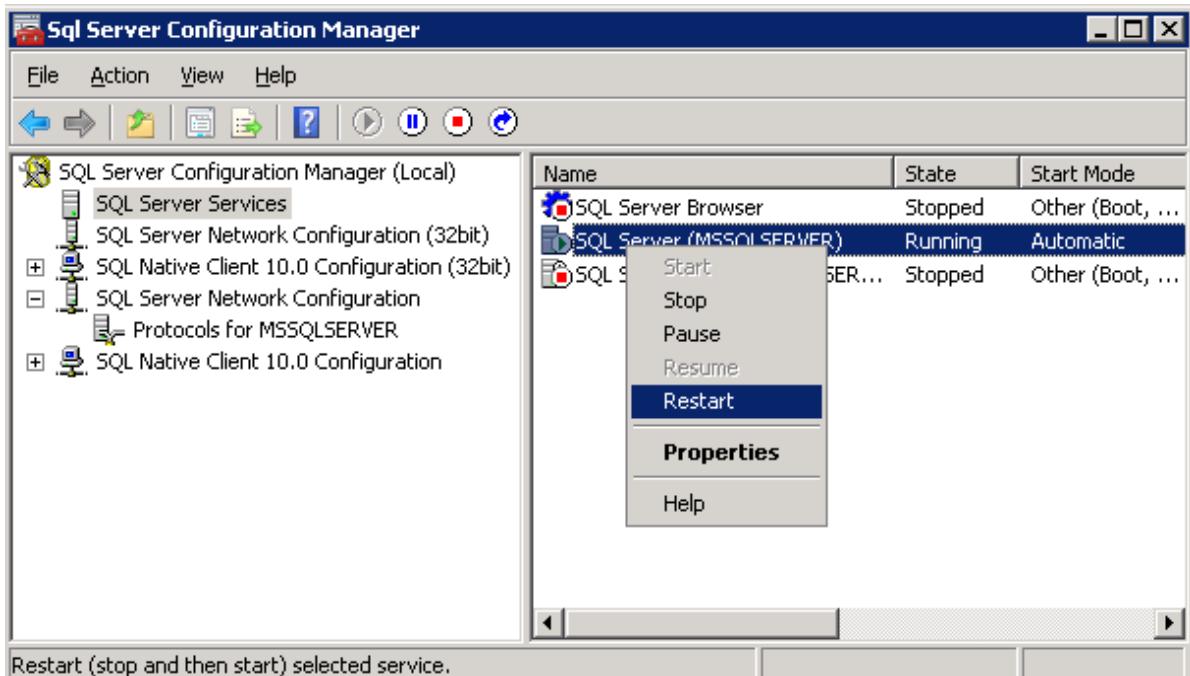


- 4) Now you will notice it says "Enabled" next to TCP/IP in the protocol list. Next, click on SQL Server Services in the left part of the window as shown here:

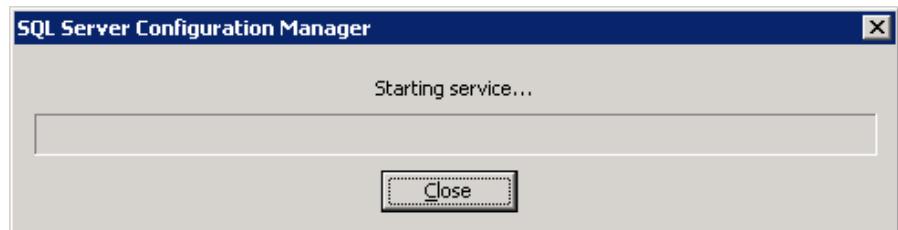


This will show the SQL Server Services in the right part of the window.

- 5) In the service list in the right part of the window, Right-click on SQL Server and select Restart as shown here:



You will briefly notice this window as the SQL Server service restarts.



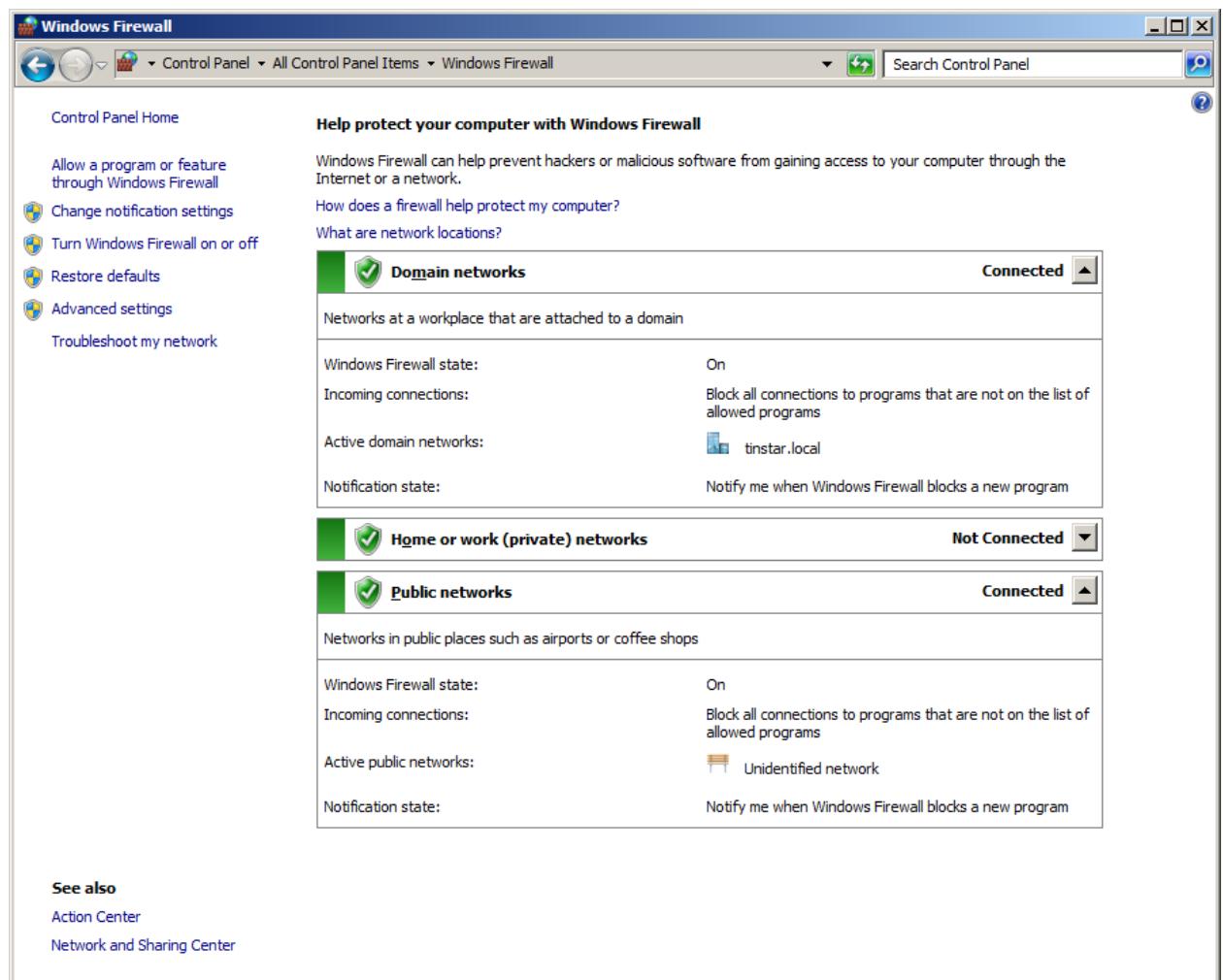
That is all the changes needed in the ***SQL Server Configuration Manager*** so you can now close it.

- 6) We now also need to edit the Firewall to allow SQL Server to communicate with other computers on the network. SQL Server needs port 1433 to be open. Your system may have different firewall software. If you use Windows Firewall, please follow the steps below. If you use different firewall software, please follow the software vendor's instructions for opening port 1433.

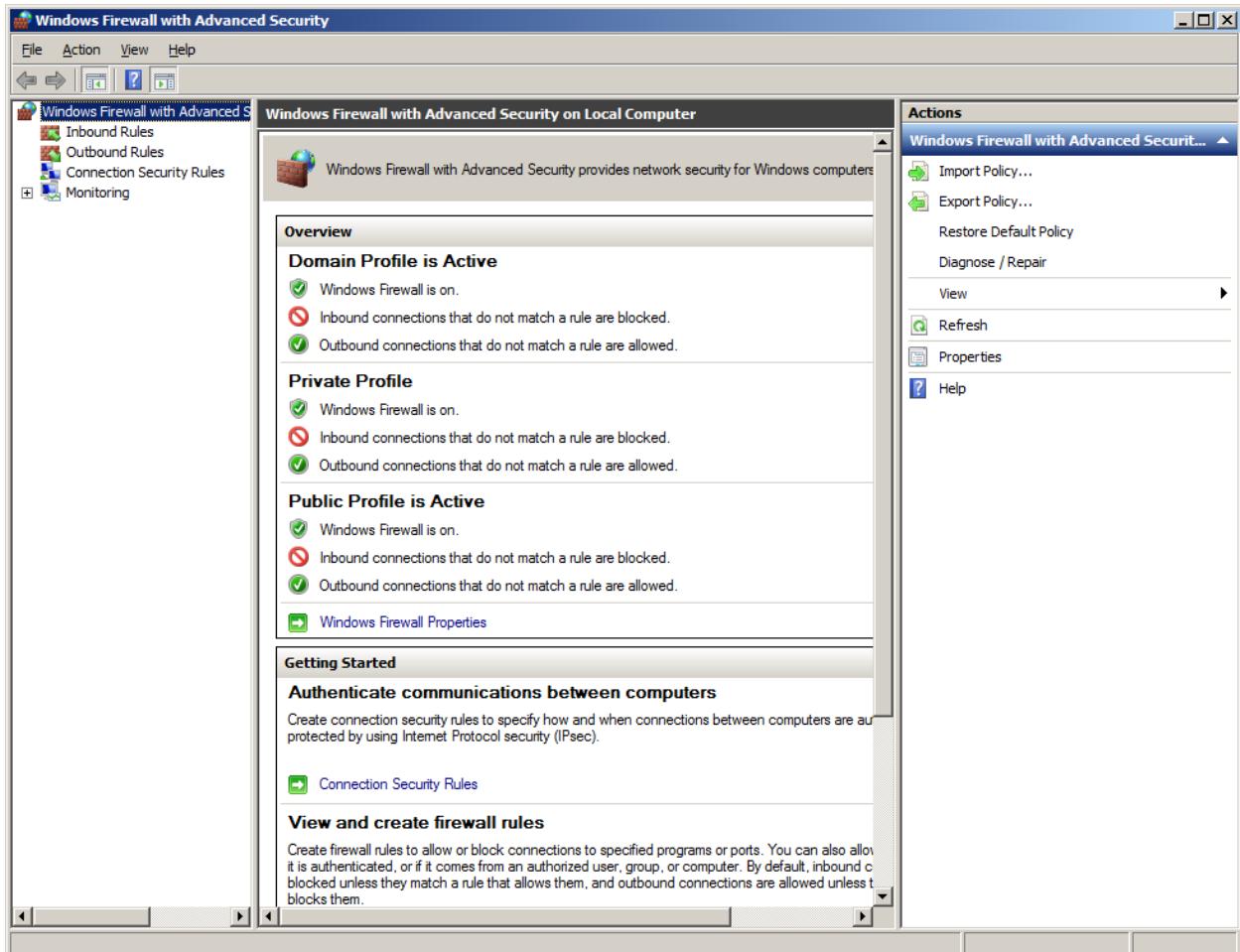
To open port 1433 on Windows Firewall, start by opening the Windows Firewall control panel. If you are using Windows 7

you should find this in the Windows Control panel: Click Start→Control Panel→Windows Firewall. On the Windows Control panel, you may not find Windows Firewall if it is in “Category View”. Notice on the top right of the screen, make sure view is set to “Small Icons.” Then click the link for Windows Firewall. If you are using a version Windows Server, open Windows Firewall from Administrative Tools.

- 7) When the Windows Firewall control panel opens, it should look something like this:

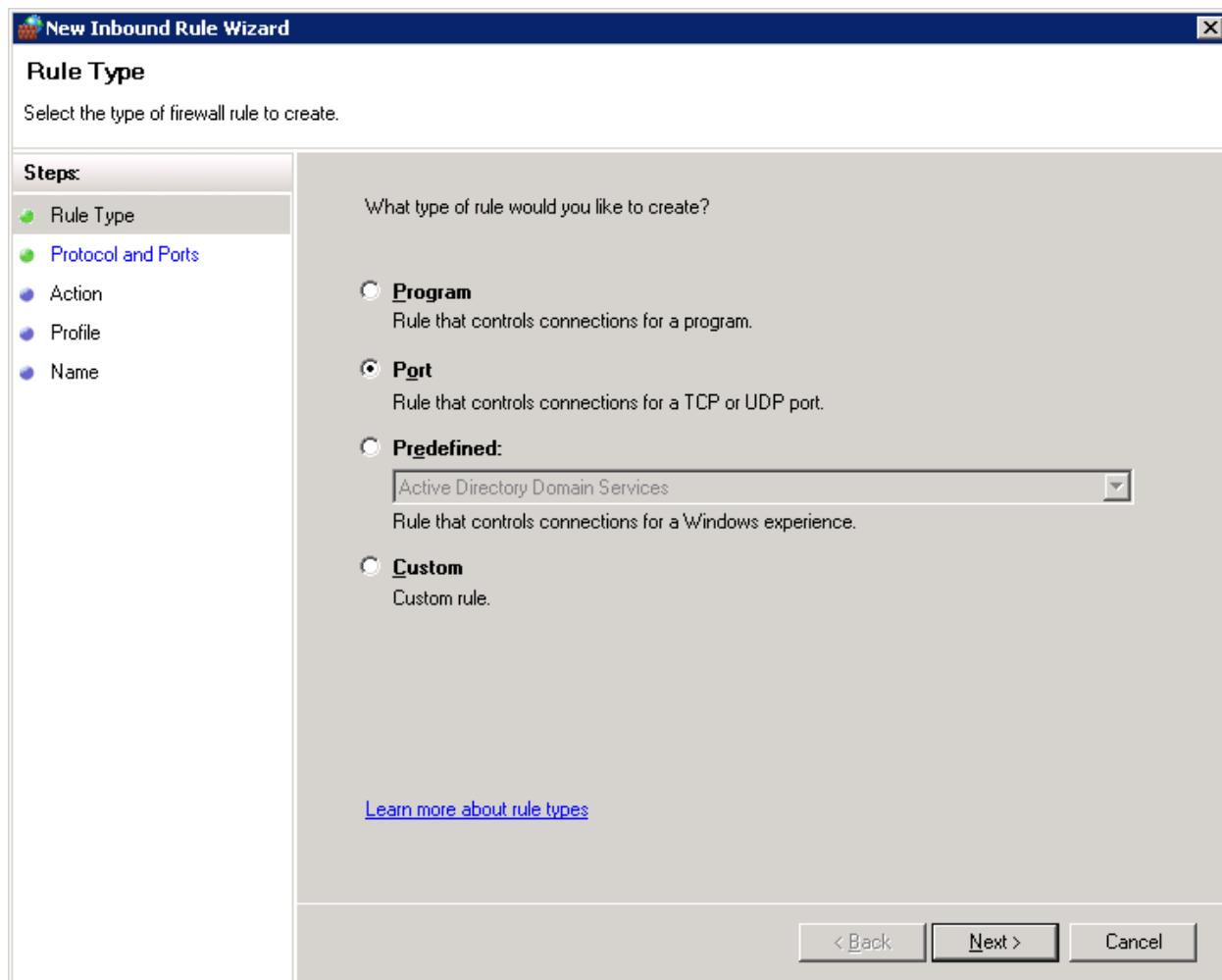


Click the link on the upper left side that says: "Advanced Settings". This will open a screen like this:

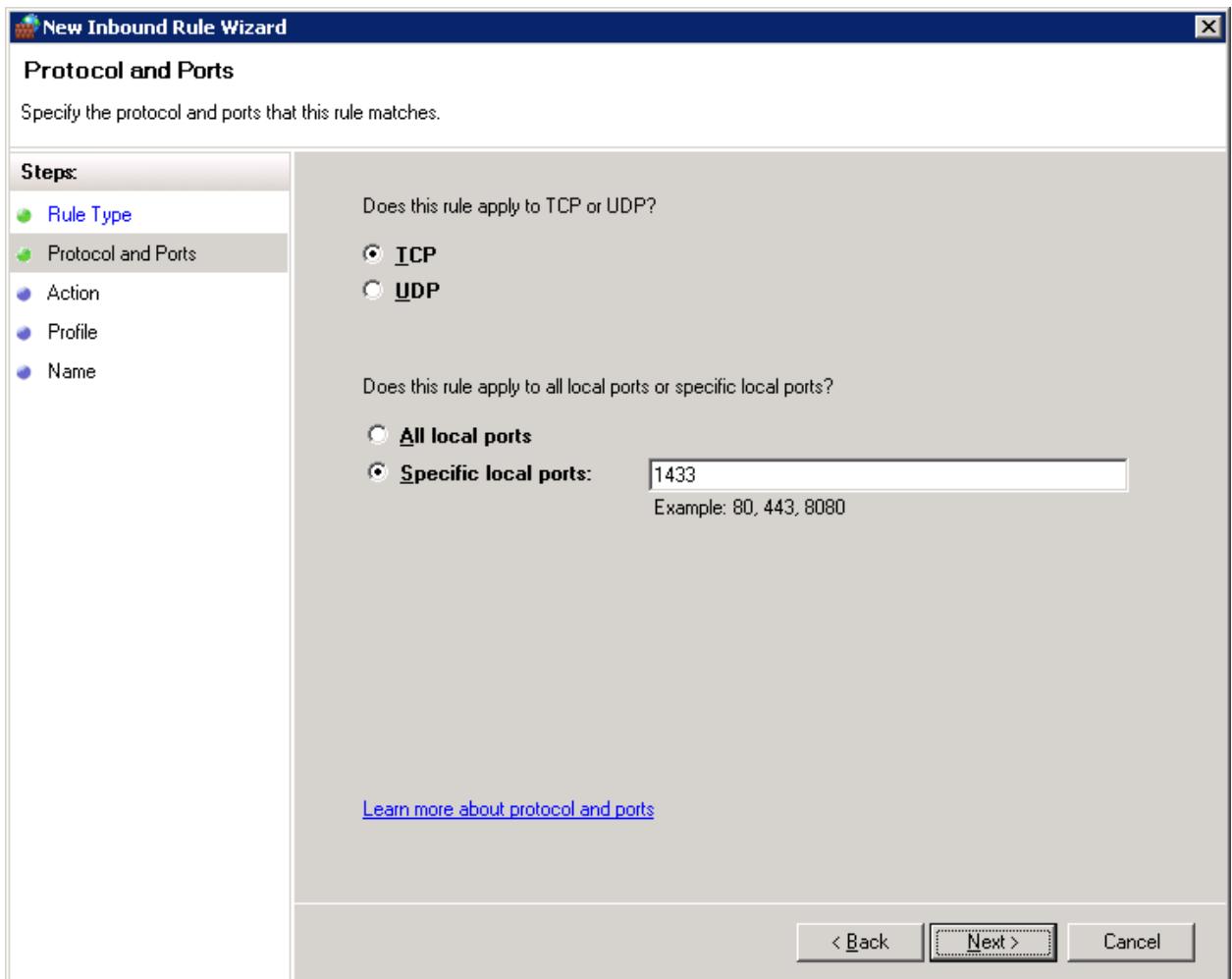


- 8) On the Windows Firewall with Advanced Security windows, right- click the Inbound Rules link on the upper left side and select **New Rule**

- 9) This will open the New Inbound Rule Wizard. On the Rule Type page, click the Port radio button and then click the Next Button

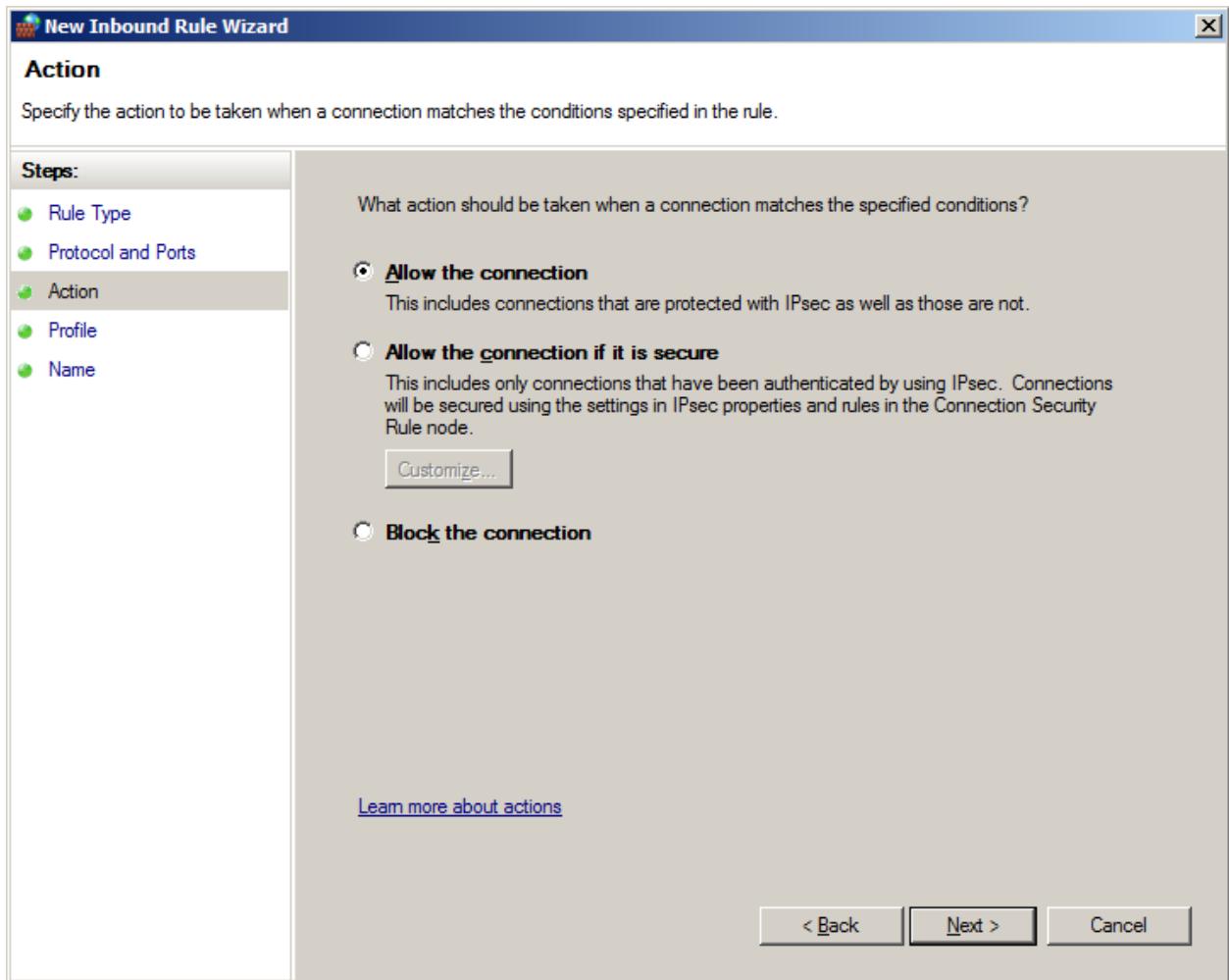


- 10) Then on the Protocols and Ports page, make sure the TCP radio button is selected and type in 1433 in the text box for Specific Local Ports, as shown here:

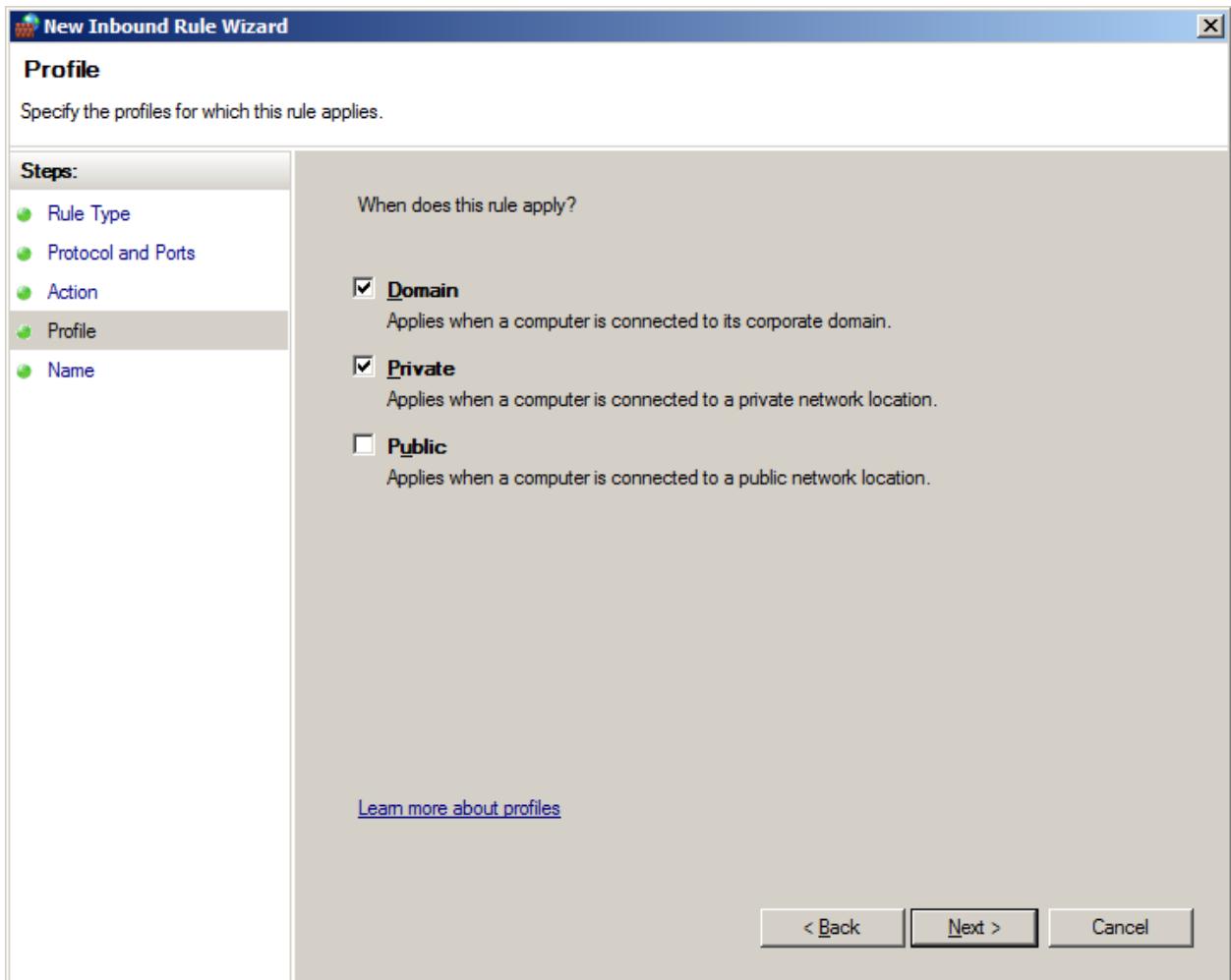


Then click the Next button.

- 11) On the Action page, make sure the radio button is selected for **Allow the connection** and then click the Next button.

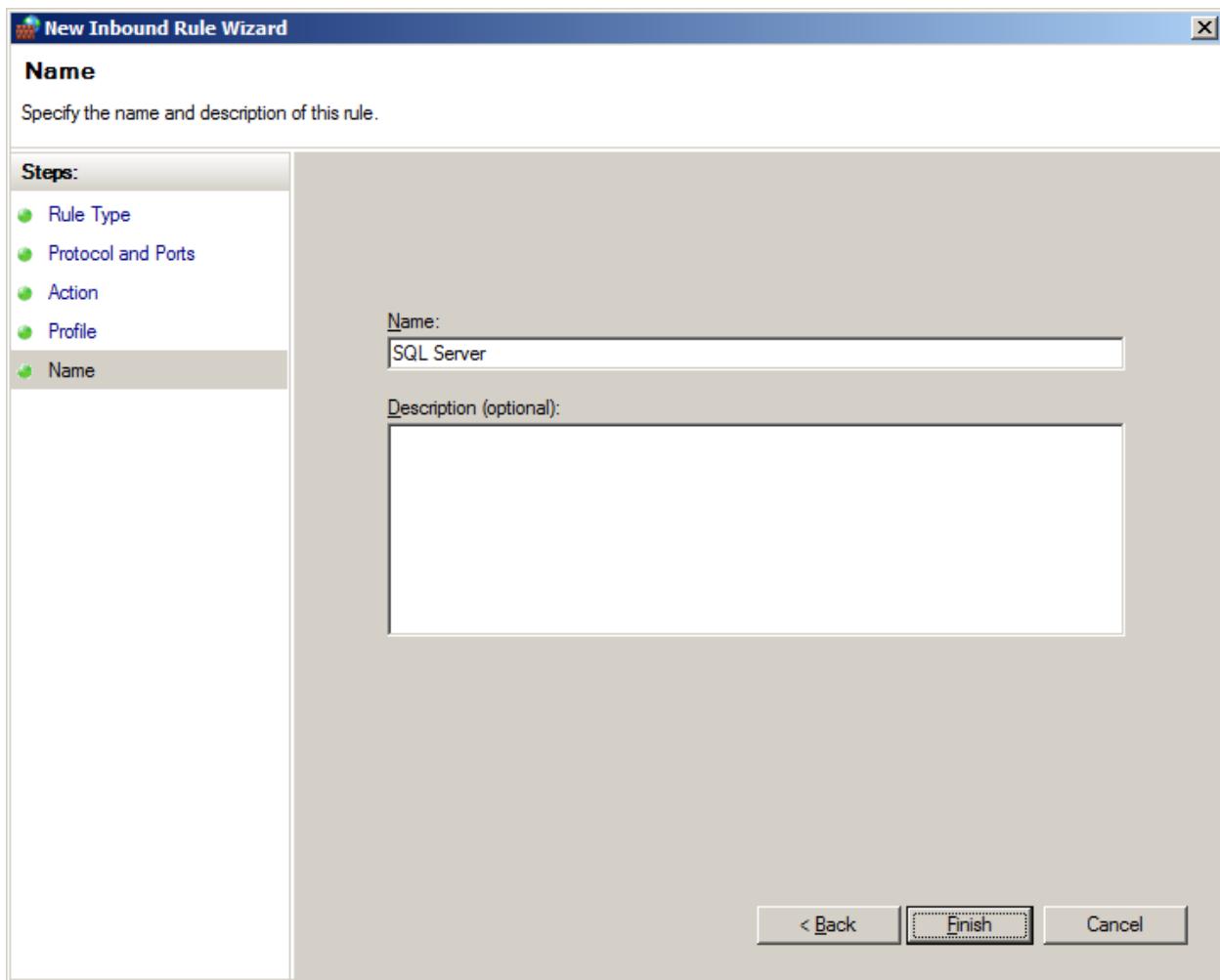


- 12) On the Profile page, make sure Domain is checked and Private is checked. Uncheck public, unless you need to share the SQL Database over the internet.



Then click the Next Button.

- 13) On the Name page, gave this rule a name. You will probably want to call the rule SQL Server, so type that in the Name textbox.



Then click Finish.

This completes the configurations required to connect to SQL Server from other computers on the local network. As long as the network and permissions are configured properly, you should now be able to connect to the SQL Server.