

Station Defaults

While System Defaults control the operation of the system as a whole, the Station Defaults relate only to the operation of the specific workstation selected. This enables different functions for different workstations depending on the use of each station.



To access the Station defaults;

- 1) Select Alt A Admin from the Main Menu
- 2) Select F3 Station from the Admin Menu



The number of workstations is controlled by your license and registration. To purchase more workstations, contact your software vendor.

Station Defaults are grouped under TAB headings:

- | | |
|------------------|---|
| Details 1 | Station identification & POS operation defaults |
| Details 2 | Stock defaults, label control and operator settings |
| Messages | Header and Footer Message fields |
| Printing | Customer receipt and document printing control |
| Devices | POS peripheral equipment control |



Maintenance to Station Defaults may be performed for any station from any other station, although any changes will not be active until WinSTORE is closed and reopened on the workstation for which the changes were made.

Details 1

Station Defaults dialog box, Details 1 tab. The window title is "Station Defaults" and the tabs are "Details 1", "Details 2", "Messages", "Printing", and "Devices". The "Details 1" tab is active. The "Station" field is set to "2" and the "Location" field is set to "POS 2". The "Input Style" and "Print Style" sections each have radio buttons for "Bar Code", "Stock ID", and "Cat. No.". The "SOH Display" checkbox is checked. The "POS Messages" checkbox is checked. The "EFTPOS Style" has radio buttons for "Manual" and "Integrated". The "EFTPOS Payout" has a "Minimum" field set to "0.00" and a "Maximum" field set to "0.00". The "Decimal Places" field is set to "0". The "Float Value" field is set to "0.00". The "Prompt ID" checkbox is unchecked. The "Default Price" has radio buttons for "Retail 1" and "Retail 2". "Apply" and "Exit" buttons are at the bottom right.

Station Defaults dialog box, Details 2 tab. The window title is "Station Defaults" and the tabs are "Details 1", "Details 2", "Messages", "Printing", and "Devices". The "Details 2" tab is active. The "Default Dept" is a dropdown menu. The "Default Category" is set to "CD". The "Default Genre" is set to "POP". The "Default Section" is a dropdown menu. The "Customer Labels Part No" and "Bar Code Labels Part No" are numeric input fields. The "O/R New Items Highlight" checkbox is unchecked. The "Prompt for Payment" checkbox is checked. The "Display Club Points Update" checkbox is checked. The "Suppress Quick Cash Keys" checkbox is unchecked. The "Override Department" is a text input field. The "POS Cat No. Search Style" has radio buttons for "Exact" and "Starts With". The "Products Browse Start Tab" has radio buttons for "B/CCode", "Stock ID", "Cat. No.", "Title", "Art. 1", and "Art. 2". "Apply" and "Exit" buttons are at the bottom right.

Details 2

Station Defaults dialog box, Printing tab. The window title is "Station Defaults" and the tabs are "Details 1", "Details 2", "Messages", "Printing", and "Devices". The "Printing" tab is active. The "Print Dockets" has radio buttons for "No", "Yes", "Ask (No)", and "Ask (Yes)". The "Operator on Docket" has radio buttons for "None", "Initials", "First Name", and "Full Name". The "Invoice Printing" has radio buttons for "Docket", "Report", and "Ask". The "Layby Printing" has radio buttons for "Docket", "Report", and "Ask". The "Activity Report" has radio buttons for "Docket", "Report", and "Ask". The "Catalogue Reports" has radio buttons for "Docket", "Report", and "Ask". The "Account Summary" has radio buttons for "Docket", "Report", and "Ask". The "Print Docket Barcodes" checkbox is checked. The "Invoice Prints" section has radio buttons for "None", "One", "Two", and "Ask". The "Layby Prints" section has radio buttons for "None", "One", "Two", and "Ask". The "Order Prints" section has radio buttons for "None", "One", "Two", and "Ask". "Apply" and "Exit" buttons are at the bottom right.

Printing

Station Defaults dialog box, Devices tab. The window title is "Station Defaults" and the tabs are "Details 1", "Details 2", "Messages", "Printing", and "Devices". The "Devices" tab is active. The "Docket Printer" section has radio buttons for "None", "LPT1", "LPT2", "LPT3", "LPT4", "COM 1", "COM 2", "COM 3", and "COM 4". The "Customer Display" section has radio buttons for "None", "COM1", "COM2", "COM3", and "COM4". The "Model" dropdown is set to "Citizen IDP 3221". The "Drawer" checkbox is checked. The "Bitmap" field is a numeric input field. The "Method" has radio buttons for "Direct" and "Spool". The "Display Details" section has radio buttons for "Line 1+2 / No Price", "Line 1+2 / Price", "Line 1 / No Price", and "Line 1 / Price". "OK" and "Exit" buttons are at the bottom right.

Devices

Station Defaults - Details 1 Tab

Station Defaults effect only the specific station selected enabling different functions for different stations depending on the use or location of each station.

Location

Easily identify each workstation. Use names such as POS 1, 2 etc. or Backroom, Counter Left, Counter Right, Server etc. Maximum of 20 characters.

Input Style

The normal (default) item input method for this station. If a barcode scanner is attached, set to barcode. If not then Cat. Number is probably more appropriate.

Print Style

Set which product number will be printed on customer dockets and invoices.

SOH Display

If checked, the current SOH of an item, (including the one being input), is displayed on the sales screen whenever an item is input at POS.

POS Messages

Promotional and/ or reminder messages may be attached to any stock items, (Refer to Chapter 4 Stock). If checked, any message will be displayed when items are input at POS.

EFTPOS Style

Valid only for Integrated EFTPOS systems. Normally set to manual. For more information about EFTPOS integration contact your software vendor.

EFTPOS Payout

Determines EFTPOS cash out and, if available, the minimum and maximum cash payout permitted. Check to enable EFTPOS cash out. Minimum and maximum cash out amounts do not need to be set if EFTPOS cash out is not available.

Decimal Places

Affects only the input of tendered amounts at the completion of a sale. Determines whether a decimal point will be manually or automatically entered. If, for example, 2 decimal places is selected - when inputting tendered amount at POS, two decimal places will automatically be inserted, e.g., entering 20 will appear as 20.00. As this setting is not universal, decimal points are required throughout other areas, the recommended setting is 0.

Float Value

Set the float amount for this station (if any). This value is used by the end of day activity summary in the calculation of trading results and daily banking. As each station default is set individually, float values may differ according to the specific station.

Prompt ID

Determines the initial search style when browsing stock at this station. If checked, when entering Browse Stock (Alt S, F2 from sales screen) an ID box automatically opens allowing an item to be scanned (or Stock ID or catalogue number input) to locate that specific stock item.

Default Price

Each and every stock item may have two different retail prices, (Refer Chapter 4 Stock). This determines which price will be the normal (default) for the station being maintained. Whichever price is selected, the other price is still available.

Station Defaults - Details 2 Tab

Settings for Stock defaults, label control and some POS settings.



Remember - the settings in station defaults apply only to the Station number selected. Station defaults must be set for each individual station.

Default Dept

Determines the default (most common) stock department for new stock items that are created either in the stock maintenance process or as part of the Receiving Orders process. This is only valid if you are using Departments (refer Stock Codes - Departments & System Defaults - Details 1).

Default Category

Determines the default (most common) category for new stock items that are created either in the stock maintenance process or as part of the Receiving Orders process.

Default Genre

Determines the default (most common) genre for new stock items that are created either in the stock maintenance process or as part of the Receiving Orders process. Valid only if you are using Genres (see Stock Codes - Genres).

Default Section

Determines the default (most common) section for new stock items that are created either in the stock maintenance process or as part of the Receiving Orders process. Valid only if you are using Sections (see Stock Codes - Sections).

Customer Label Port No

Determines the parallel port where a customer label printer may be attached.

- (0) Zero - a customer label printer is not attached to this station
- (1) One - the customer label printer is attached to LPT1
- (2) Two - the customer label printer is attached to LPT2

Barcode Labels Port No

Determines the parallel port where a barcode label printer may be attached.

- (0) Zero - a barcode label printer is not attached to this station
- (1) One - the barcode label printer is attached to LPT 1
- (2) Two - the barcode label printer is attached to LPT 2

O/R New Items Highlight

If checked, when within the order receipt process an edit box will open each and every time a new release is detected. Recommended setting, unchecked.

Prompt for Payment

Determines the handling of payments on customer orders, laybys and invoices. If checked, payment windows will open for each and every item line within a multiple order/ layby/ invoice. If unchecked, all payments will assume full balance and require the use of the Alter Payment (F8) button at POS.

Display Club Points Update

If checked, at the completion of a loyalty club sale a prompt will be displayed showing the total points accumulated for that club member. Active only if Loyalty Club is in use.

Suppress Quick Cash Keys

Quick cash keys allow the function keys (F2 - F10) to be used as a single key stroke to enter cash tenders ,e.g. F2 for \$20.00, F3 for \$30.00 etc., at the completion of a sale.

Override Department

This option is relevant only to large departmentalised stores, that also need to meet other particular circumstances. For more information contact your software vendor.

POS Cat No. Search Style

Determines the search style on catalogue numbers when input on the sales screen.

- Exact - The entire catalogue number must be entered.
- Starts With - Only the first few characters of the catalogue number need to be entered, a selection box will appear if more than one item is found.

Products Browse Start Tab

Determines the manner in which the stock items are sorted on accessing browse stock.

Station Defaults - Messages Tab

Header Message 1 & 2

Allows the input of two lines for header messages for printing on all customer receipts. If left blank, messages set within System Defaults will be printed.

Footer Message 1 & 2

Allows the input of two line for footer messages for printing on all customer receipts. If left blank, messages set within System Defaults will be printed.

Station Defaults - Printing Tab

The settings located under the Printing Tab control customer receipt and document printing.

Print Dockets

Determines the printing of customer receipts.

No	Customer receipts are not printed from this station.
Yes	Customer receipts are printed from this station.
Ask (No)	The operator is prompted to print a customer receipt at the completion of each sale. Pressing enter will not print, arrow left and enter will print.
Ask (Yes)	The operator is prompted to print a customer receipt at the completion of a sale. Pressing enter will print, arrow right and enter will not print.

Operator on Docket

Determines if operator identification is to be printed on customer receipts, and if so, the style of operator ID to be used.

None	Operator identification will not be printed on receipts
Initials	The operators initials are printed on receipts
First Name	The operators first name is printed on receipts
Full Name	The operators full name is printed on receipts



For the printing of operator identification on customer receipts, the operator details must be set in POS Codes - Operator Codes and set active in System Defaults - Details 1.

Invoice Printing

Determine the style of customer invoices to be printed and to which printer.

Layby Printing

Determines the printer to be used when printing customer layby receipts.

Activity Report

Determines where the End Of Day Activity Report is to be printed.

Catalogue Reports

Determines where catalogue reports for customer enquiries are printed.

Account Summary

Determines where customer account summaries are printed.

Print Docket Barcodes

For this setting to be enabled, you require a compatible receipt printer that is capable of printing barcodes. This allows the scanning of receipt barcodes within the Transaction Log to easily locate the corresponding transaction. Contact your software vendor for further information.

Invoice Prints - Layby Prints - Order Prints

These three options determine the quantity of receipts to be printed for invoices, laybys and orders.

Station Defaults - Devices Tab

These settings control the operation of each Station's POS peripheral equipment such as the Cash Drawer, printers and display attachments.

Docket Printer

Identifies the port to which the customer receipt printer is attached. Parallel printers are strongly recommended, only certain Serial printers are compatible.

None	There is no customer receipt printer.
LPT 1	Parallel printer attached to LPT1
LPT 2	Parallel printer attached to LPT2
LPT 3	Parallel printer attached to LPT3
LPT 4	Parallel printer attached to LPT4
COM 1	Serial printer attached to COM1
COM 2	Serial printer attached to COM2
COM 3	Serial printer attached to COM3
COM 4	Serial printer attached to COM4

Model

Identifies the model (type), of receipt printer being used.

Drawer

Determines if a cash drawer is attached to the receipt printer. The signal to fire (open) the cash drawer is passed through the receipt printer. Leave blank if there is no cash drawer attached to the receipt printer.

Bitmap

For this option to be active you require a receipt printer capable of printing bitmaps. Contact your software vendor for further information.

Printing Method

Determine the method of passing the docket information to the receipt printer. The Direct option should be selected. The spool option has very specific requirements, please contact your software vendor for more information.

Customer Display

Determines if a customer display pole is attached and if so to which port.

Display Price

Available only with Customer Display pole. Select the required display type.

Budget

This area allows the input of monthly sales targets and the allocation of these targets over the trading days to produce daily targets. These sales targets are used within the Daily and Monthly sales reports as well as the Store Progress Report.

To access the Budget;

- 1) Select Alt A from the Main Menu
- 2) Select F4 Budget

The three columns list the Month and Year showing the start and end dates of each month.

Action Buttons:

- | | |
|-------------------|--|
| Days | Select to see the month laid out on a daily basis. The status Action is then available. |
| Status | Not available until the Days is selected and day within the displayed information is highlighted. After highlighting a displayed day, use the status button to select whether the day is open or closed for trading. |
| Budget | Select, then press enter, to input the target amount for that month. |
| Date Range | Select to alter the start and/ or end dates of each month. |
| Allocate | Select to allocate the input amount over the open trading days of the month. |
| Exit | Return to the Admin menu. |