

POS-BRIO

USER'S MANUAL



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1. GENERAL DATA ON POS BRIO-3012

1.1. TECHNICAL CHARACTERISTICS

- Central processor (minimum) - PENTIUM /100MHz/ RAM 16MB / HDD > 250MB
- Operating system **MS DOS V6.0** or **Windows 9X**
- Receipt printer **EPSON TM-210** for receipt printing with journal.
- Customer display **CD-6520 2X20** with **Epson** command emulation
- Fiscal module **FisCPU** (option)
- Barcode reader interface
- **1-Touch** keyboard interface (BRIO EngineerinG)
- LAN card
- Integrated magnetic swipe reader
- Cash drawer

1.2. MAIN FUNCTIONS DESCRIPTION.

- Sales processing with barcode reader, 1-touch keyboard or PLU code.
- Item price changing.
- Sales by fixed price-lists
- Sales by fixed price-lists and quantity
- Sales with discount %. Different discount types
- Sales with markup.
- Cash & non-cash payments
- Unlimited PLU list.
- Sales statistics report
- Refund function
- X- report printout. Z- printout with shift data cleaning.
- Collected cash. Change cash.
- Password protection for reports.
- Cashier control.

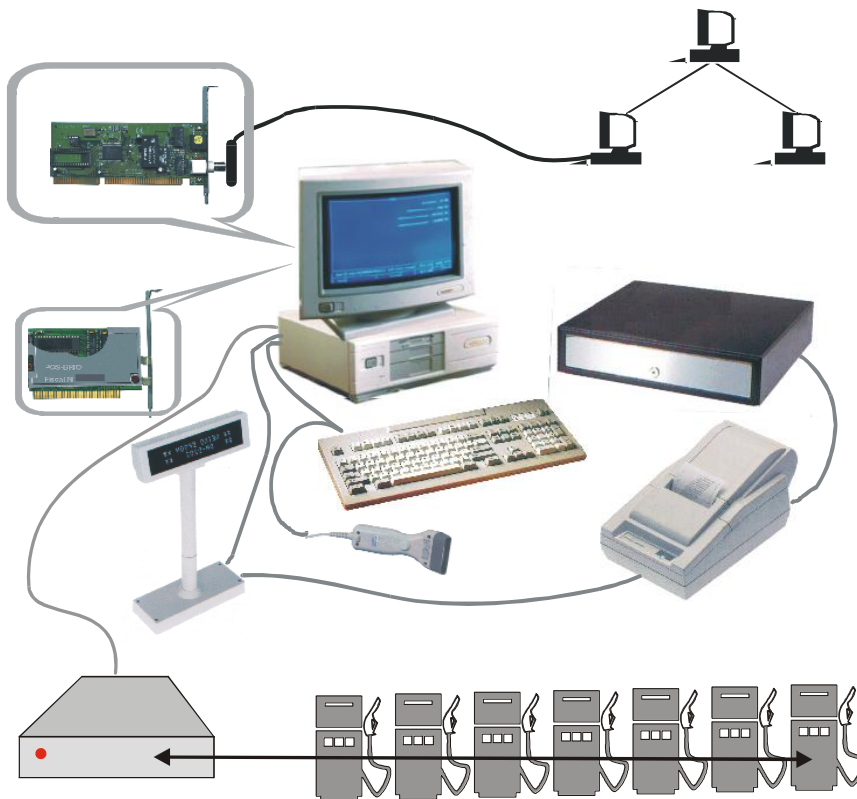
2. ABOUT COMPUTER SYSTEM SHOPPING V3.0

2.1. TERMINOLOGY

ITEM (PLU)	Any product or service which can be sold through POS system
ITEM CODE	Internal POS item code up to 8 digits.
ITEM NAME	Name of item, which is printed on receipt & shown on POS displays.
MEASUREMENT UNIT	Item quantity measurement. Measurement unit also defines, how many digits after decimal point is considered in item quantity.
QUANTITY OF ITEM	Number or quantity of item to be sold. If the quality is not an integer number, the number of digits after decimal point is defined by item measurement unit.
ITEM PRICE	Price of item per 1 pc.
BARCODE	Barcode is used in POS system to search the item code in POS database and to retrieve item data for processing. Each item could have up to 10 matching barcodes.
PRICE-LIST	Price-list is a list of items with codes and fixed retail prices. Any item could have up to 4 different prices in different price-lists
TAX NUMBER	Tax number in list of taxes allowed in system.
TAX RATE	Tax rate in %. Different tax numbers could have the same tax rate.
DEPARTMENT	POS memory for keeping turnover is divided into 6 departments.
DEPARTMENT NAME	Name of department – up to 35 symbols.
DEPARTMENT NUMBER	Number of POS keyboard key, defining sales to exact department.
DISCOUNT	Discount % or amount for total purchase amount or selected item.
REFUND	Customer return of purchased item and money refund.
NON-CASH PAYMENT	Payment mode without receiving cash – bank card, internal credit card etc.
MAGNETIC CARD	Magnetic card, containing unique code, by which system may contain customer data such as discount, credit etc. Magnetic card is read through magnetic swipe reader integrated into POS keyboard.
CASHIER NUMBER	Cashier unique number in system database, by which sales data is kept.
RECEIPT	Receipt printed by POS printer for customer. All receipts are duplicated on journal paper inside printer. Local law may define financial information provided by receipt.
X-REPORT	Report printed by POS containing general shift data. X-reports do not affect shift data. X-reports are numbered as receipts.
Z-REPORT	Report printed by POS containing general shift data. Z-report clears shift data. Z-reports have their own numbering. Local law may define data, which is provided by Z-report. For countries with fiscal law Z-reports may also be kept in fiscal memory module.
COLLECTED CASH	Cash amount, which is collected from cash drawer during shift.
CHANGE CASH	Cash amount, which is put into cash drawer for use as change for customers.
PURCHASE	Sequence of cashier operations for processing customer's purchase. Purchase consists of PURCHASE STEPS.
PURCHASE STEP	Sequence of cashier operations for processing one item
SALE	Purchase transactions stored in POS memory & shift counters. After storing sale it is not possible to correct PURCHASE STEPS & receipt is being printed.
FISCAL MEMORY MODULE	If required by local law POS can be equipped with special fiscal memory module, which contains number of Z-reports and other fiscal data. If fiscal module is required, the POS job blocks, in case the fiscal memory module is removed from POS.
PASSWORD	Some POS modes are protected by password. The passwords could be set by system administrator
DATA BASE	A number of files containing item codes, prices, information or sales data.
SERVER	Computer, which may store the data for the whole system. Server also provides access to other devices' databases.
CLIENT	Device, which demands access to database.

2.2. COMPONENTS OF BRIO 3012

- **CPU (not less)** – PENTIUM /100MHz / RAM 16MB / HDD > 250MB
- **OPERATING SYSTEM** – Windows-95/98 / MS-DOS 6.0
- **FISCAL MEMORY MODULE (OPTION)** –**FISCAL MEMORY MODULE POS-BRIO**, is installed inside POS for keeping fiscal data if required by local law. Module has its unique serial number. If fiscal module is required, the POS job blocks, in case the fiscal memory module is removed from POS.
- **Monitor** –VGA monitor. Standard – 9-inch b/w monitor.
- **NETWORK ADAPTOR** – 100 MBit
- **CUSTOMER DISPLAY** –**CD6220** (or compatible) connected to POS processor via RS-232C interface with Epson command emulation.
- **KEYBOARD** – PC-101 with integrated magnetic swipe reader
- **CASH DRAWER** – connected to POS processor via RS-232C interface. In some version cash drawer may be connected to POS printer
- **RECEIPT PRINTER** – EPSON TM-210 or compatible with paper end control function & RS-232 interface.



- **BARCODE SCANNER (OPTION)** – barcode scanner is connected to POS via keyboard interface.
- **UPS (OPTION)** - power supply unit.

BRIO EngineerinG may change the current POS configuration according to customer demands.

3. MAIN FUNCTIONS DESCRIPTION

3.1. POS OPERATOR SOFTWARE SCREEN STRUCTURE.

POS operator screen is divided into several windows – **fig.1**. Some windows are constantly present and others may appear according to current POS state.



Fig. 1 Main POS windows.

3.1.1. RECEIPT WINDOW.

Receipt window is always seen on screen. Sometimes additional windows may overlap it. Receipt window contains purchase steps information:

- Purchase step number.
- Item (PLU) code.
- Item name.
- Quantity of item.
- Item measurement unit.
- Item sale price.
- Purchase step amount (without discount).

Information on purchase steps

The information on purchase steps, which are already printed on receipt, is in dark, the information on current step, which is not printed, is light. You can scroll between purchase steps using **↓** **↑** keys.

3.1.2. STATE WINDOW.

Show current state of POS devices & receipt parameters. (see **Fig. 1**).

Following messages may appear:

- **READY** POS is ready for work. Always appears when POS software is loaded.
- **PRINTER**. Appears during printing on receipt printer.
- **PRINT. ERR.** Appears when there is a printing error. Possible errors:
 - Printer is switched off.
 - Printer out of paper.
 - Printer cable disconnected from processor.
 - Printer damaged.
- **DISPLAY**. Appears while information is being sent to customer display.

- **DISPL.ERR** Appears when there is an error in communication with customer display. Possible errors:
 - Display is switched off.
 - Display cable disconnected from processor
 - Display damaged.

- **PRICE #1.** Default price-list number.

- **REFUND.** Refund mode active.

- **CUSTOMER.** Customer data entered.

- **SCANNER.** Appears during communication with barcode scanner.

- **SCAN. ERR** Error reading barcode. Appears when there is an attempt to read a barcode, which is not registered in the system. (see also 4.2.1.C)

- **DISCNT.** Appears when **DISCNT.** Key is pressed. POS is waiting for discount for total purchase amount to be entered. (see also 4.2.3.A)

- **-10.000%.** Discount % for total purchase amount to be entered (e.g. discount 10%).

- **CARD** Customer magnetic card entered (see 4.2.2.A) or customer is entered by customer code (see 4.2.2.B).

- **Payment mode indicator.**
 - CASH.** Cash payment mode.
 - NON-CASH.** Non-cash payment.

3.1.3. INFORMATION WINDOW

Information window shows following information:

- Menu **REPORTS**

- Customer data when selected from list or entered manually (see. 4.2.2)

- Information on current purchase step:
 - Department key number
 - Department system number.
 - Department name.
 - Price-list number.
 - Discount for purchase step.

3.1.4. INPUT WINDOW



Fig. 2 Input window.

Input window (see.Fig. 2) appears when POS requests data to be entered. The format of data depends on the input request.

3.1.5. RESULT WINDOW

Result window (see.Fig.1) shows current information:

- Current time indicates when POS is idle & no purchase is processed.
- Current purchase amount when purchase items are entered.
- Input from keyboard when input window is not activated.
- Customer change amount indicates mode after entering cash, received from customer (only in cash payment).

3.1.6. ITEM LIST WINDOW

Item list window shows (see Fig.3) list of items, from POS database. To open this window press **CODE.** in receipt window

To select an item to sell:

- Use ↑ и ↓ buttons to put cursor on required item.
 - Enter internal item code. The cursor will position according to entered code.
 - Use PC keyboard keys (see .3.2).
 - Use ITEM SEARCH WINDOW
- Press **ENTER** key. To quit item list window press **CANCEL** key.

Kodi Kods	Nosaukums	Cena arPUN	Cena 2	Pašizmaksa
+00001	Dizeļdegviela	0.288	0.000	
+00002	Benzīns A-80E	0.340	0.000	
+00003	Benzīns A-92E	0.345	0.000	
+00004	Benzīns Be-95E	0.355	0.000	
00005	Benzīns Be-98E	0.385	0.000	
11101	M10V2 nefasēta	0.450	0.000	
11102	M10Γ2K nefasētā	0.500	0.000	
11103	M12B2 nefasētā	0.450	0.000	
11104	M6z12Γ1 nefasētā	0.440	0.000	
11105	M8B1 nefasētā	0.380	0.000	
11106	MBU univ.,motoriem un hidr	0.380	0.000	
11107	MS-20 izl.	0.550	0.000	
12101	GL-3(T3Π-15)nefasētā	0.700	0.000	

Kods: Nos.: Bar: 10:28:42
Ctrl+W pabeigt Esc atlikt

Fig. 3 Item list window.

3.1.7. ITEM CODE SEARCH WINDOW

Item code search window (see.Fig. 3) is used to search items, which are registered in the system.

To open this window press **REPORTS** key on POS keyboard (or **F3** key on PC keyboard) from ITEM LIST WINDOW .

Following fields are used for item search:

- **Code.** Left code sub string.
- **Name.** Any item name sub string. The search is made from the current cursor position downwards. Search is not case-sensitive.
- **Bar** Full item barcode.

To select between fields use ↓ & ↑ keys. After entering required field value press **ENTER** several times on POS keyboard or press **CTRL+W** keys on PC keyboard.

Use keys described in p.3.2. to edit the field values. In case the item is found the cursor will be positioned on matching item. If item is not found – cursor position will remain as before starting search.

3.1.8. CUSTOMER LIST WINDOW.

To open customer list window – see. 4.2.2.C.

To select customer:

- Use buttons **↓** & **↑**.
 - Use PC keyboard buttons (see. .3.2).
 - Use **CUSTOMER SEARCH WINDOW** (see. Fig.4)
- Press **ENTER** Key.

To quit window without selecting customer press **CANCEL**.

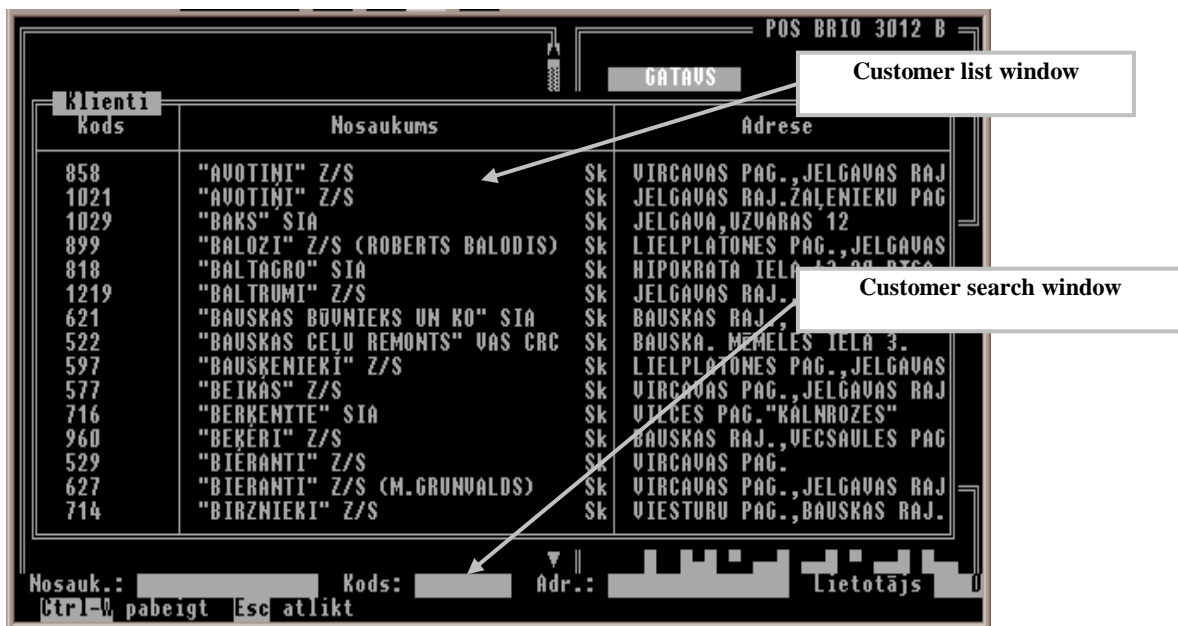


Fig. 4 Customer list window.

3.1.9. CUSTOMER SEARCH WINDOW

Customer search window (see. Fig. 4.) is used to search customers, which are registered in the system. To open this window press **RE-PORTS** key on POS keyboard (or **F3** key on PC keyboard) from CUSTOMER LIST WINDOW.

Following fields are used for item search:

- **Name :** Any item customer name sub string. The search is made from the current cursor position downwards. Search is not case-sensitive.
- **Code.:** Customer code in system.
- **Adr.:** Any sub string from customers address The search is made from the current cursor position downwards. Search is not case-sensitive.
- **User.** Credit system user number.

To select between fields use **↓** & **↑** keys. After entering required field value press **CTRL+W** keys to search.

Use keys described in p.3.2. to edit the field values In case the item is found the cursor will be positioned on matching item. If item is not found – cursor position will remain as before starting search.

3.2. KEYBOARD INPUT

Following two buttons are used to edit after entering the values requested by POS:

- **DELETE**. Same as **DEL** key on standard PC keyboard. Deletes marked symbol. Symbols right to cursor shifts left.
- **CORR** same as **BackSpace** key on standard PC keyboard. Deletes symbol left to cursor. Symbols right to cursor shifts left.

If PC keyboard is used:

- **←** & **→** move cursor left/right.
- **PageUp** & **PageDown** lists pages back/forward.
- **Ctrl+PageUp** & **Ctrl+PageDown** put cursor to beginning/end of list.

4. CASHIER WORK

4.1. STARTING TO WORK.

4.1.1. SWITCH ON POS.

- Switch on the receipt printer, customer display, and barcode scanner.
- Switch on CPU & operator display.
- To start POS cashier software run c:\pos\pos.bat or click on icon on desktop

NB. Usually POS cashier software will be loaded on switching POS on.

4.1.2. ENTER NEW SHIFT DATE

In some versions of cashier software when loading, the following message may appear: **Shift date: 28.02.2002.**

- Enter correct date and press **ENTER**

*NB. If the date shown in POS message is correct - press **ENTER** without entering date.*

4.1.3. CASHIER REGISTRATION

- If the **INPUT WINDOW** shows the message **INPUT CASHIER CODE** – enter the code and press **ENTER**.
- If the code is recognized by the system the following message will appear: Cashier: **John Johnson**. Press **ENTER** to continue and wait a few seconds while message disappears.
- If the code is not recognized by the system the following message will appear **Cashier code not found**. Press **ENTER** & try to input correct cashier code.
- If the **CANCEL** key is being pressed the following message will appear **POS – blocked**. Press **ENTER** to continue or wait **5 seconds** while message disappears. In this case POS will allow only two following functions:
 - New cashier registration (see.4.4.2 .)
 - Exit POS, (see. .4.4.4)

NB. In some versions the new cashier registration will not be allowed.

4.1.4. ENTERING CASH FOR CHANGE

- Press **REPORTS** key. Select **Input change cash** option in INFORMATION WINDOW, using **↓** & **↑** keys & press **ENTER**. The following two messages will appear:
 - **CASH** – current cash amount in cash drawer.
 - **ENTER CHANGE CASH**.
- Input cash amount for change and press **ENTER**.

4.2. PROCESSING PURCHASE

Follow these steps to process the purchase:

- If necessary - input customer data (see. 4.2.2.)

NB. Customer data may also be entered at the end of purchase.

- Scan or enter manually purchased items.
- If necessary – enter discount (see. .4.2.1)
- Enter payment mode (see. 4.2.3.B 4.2.3.C.)
- Enter customer cash*.

NB. Only for cash payment mode.

4.2.1. ITEM INPUT

Follow these steps to input purchased item:

- Scan item barcode or enter code using keyboard.
- If necessary - enter department.
- Change item price or select from price-list if required.
- If item quantity >1 – enter quantity.
- Enter discount on item if required.

4.2.1.A. SELLING BY ITEM CODE

- Enter item code. Code will be shown in **RESULT WINDOW** AND PRESS. **CODE** key.
- If the item code is found by the system **RECEIPT WINDOW** will show the information on item (see. .3.1.1). After 2nd step of purchase – the receipt printer will print the previous purchase step after confirming the current one.
- If the item code not exists – the sound will beep & the following message will appear **Code ‘9999’ not found..** To continue press **CANCEL** (press **CANCEL** twice if you don’t want to edit entered code).

4.2.1.B. SELECT ITEM FROM LIST

- Press **CODE**. The **ITEM LIST WINDOW** will open. To select an item:
 - Browse item list to select using **↓**, **↑** keys & press **ENTER**. If you use a PC keyboard the following keys may also be used to browse through list **PageUp**, **PageDown** и **Ctrl+PageUp**, **Ctrl+PageDown**.
 - To search item by code start entering it. The cursor will jump to nearest matching code according to entered symbol.
 - If you use a PC keyboard press **F3** and enter full item code to search.
- Press **CANCEL** to quit item selection list

4.2.1.C. SELLING BY SCANNING BARCODE

- Scan item barcode using barcode scanner.

- If barcode is found **RECEIPT WINDOW** will show information on scanned item (see. .3.1.1). After 2nd step of purchase – the receipt printer will print the previous purchase step after confirming the current one.
- If the item code not exists – the sound will beep & the following message will appear **Barcode '9999999999 not found..** To continue press **CANCEL**.

4.2.1.D. MANUAL BARCODE INPUT

- Press **BARCODE** key. In **INPUT WINDOW** the following request will appear **ENTER BARCODE**:
- Enter barcode (see. 3.2.) & press **ENTER**.
- To quit manual barcode input press **CANCEL**.

NB. Barcode should be entered according to scanner programming rules. See p.6 for details or contact your system administrator.

4.2.1.E. SELLING BY PREPROGRAMMED KEYS

- If item is assigned to POS keyboard key – press the matching key. Follow. To assign an item to key – see POS keyboard layout file.

4.2.1.F. ITEM QUANTITY INPUT

- Input quantity & press **QUANTITY** key.
- After input **RECEIPT WINDOW** will show the entered quantity & **RESULT WINDOW** will show total step amount.
- If the quantity is incorrect – the sound will beep. In this case edit the quantity (see. . 3.2.), or press **CANCEL** to cancel input.
- Quantity may be incorrect in following cases:
 - Number of digits after decimal point in entered quantity doesn't match assigned in measuring unit. E.g. quantity **1.523** for integer.
 - If the stock control function is defined – attempt to sell the quantity, which is larger than current stock.

4.2.1.G. QUANTITY INPUT FROM ELECTRONIC SCALES.

- Put item on scales & press **QUANTITY**.
- When using scales the incorrect quantity input may be cause also by following:
 - Item is not defined as scalable.
 - POS is not programmed to work with scales.
 - Scales or its connection is out of order. In this case the following message will show **No connection with scales !!!**. Press **CANCEL** to continue
 - Scales are empty or not stabilized. Press **CANCEL** to continue

4.2.1.H. QUANTITY INPUT USING **+1**, **+2**, **+5**, **+10** KEYS FOR.

- To increment item quantity by 1, 2, 5 or 10 press buttons **+1**, **+2**, **+5** or **+10**. Then follow. 4.2.1.F

4.2.1.I. CHANGING ITEM PRICE.

- Enter new item price & press **PRICE**
- **RECEIPT WINDOW** will show changed price & **RESULT WINDOW** will show total purchase amount.

- If the price is incorrect the sound will beep. Edit the price. (see. .3.2) or press **CANCEL**.
- Price may be recognized as incorrect in following cases:
 - POS not defined to change item price.
 - Cashier has no rights to change the fixed item price
 - Too many digits after decimal point.

4.2.1.J. CHOOSING PRICE FROM LIST

- Press **PRICE** key. Select price-list using **↓** **↑** & press **ENTER**, or type the number of required price-list.

NB. This possibility is defined in POS initialization. Selected price-list is being used for items, entered after price-list selection to the end of purchase or the selection of new price-list.

4.2.1.K. CHOOSING DEPARTMENT

- Press one of the **I** , **II** , **III**, **IV**, **V** or **VI**, keys matching the required department.
 - If the department is defined **INFORMATION WINDOW** will show the department name & its system number.
 - If the department not exists the following message will appear - **Department not exist**. To continue press **ENTER**.

4.2.1.L. DISCOUNT % ON SELECTED ITEM

- Enter discount % & press **DISCNT** key.
 - The **INFORMATION WINDOW** will show information on discount percentage and amount & the **RESULT WINDOW** will show total purchase amount.
 - If the discount % is incorrect the sound will beep. To solve this problem:
 - If the entered percentage is incorrect – it will remain in Edit the value. (see. .3.2) or press **CANCEL**
 - If the entered discount % is more than allowed for current cashier the value will disappear from **RESULT WINDOW**.

4.2.1.M. CORRECTION OF RECEIPT

If you want to delete the purchase step which is incorrect:

To delete the last entered:

- Press DELETE when cursor is positioned on last step.

To delete one of previous purchase steps:

- Enter the item, which you want to delete from receipt as well, as other purchase step parameters (new price, quantity, discount).
- Press **REFUND** button.
 - The **RECEIPT WINDOW** will show current purchase step in negative & **RESULT WINDOW** will show total purchase amount.
 - If the entered parameters are incorrect the sound will beep..

***NB!!!** You may correct only the item, which was in previous purchase steps, and the parameters must also match this purchase step.. You may also delete the last purchase step, before it was printed in receipt by pressing **DELETE**.*

4.2.2. CUSTOMER DATA INPUT

Customer data may be entered in the beginning of purchase, as well as at the end, after entering all purchased items.

4.2.2.A. USING CUSTOMER LOYALTY CARD.

- Press **CUST.** key.
- Select **Customer Loyalty Card** option in **INFORMATION WINDOW** using **↓** **↑** keys & press **ENTER**.
- **INPUT WINDOW** will show the request **ENTER CARD**.
- Swipe customers' card through swipe reader in keyboard.
 - If the card is recognized the following message will appear **Customer: John Johnson**. Press **ENTER** to confirm, or **CANCEL** to reject. If the customer is confirmed the **STATE WINDOW** (see. .3.1.2) will show the following information: **CUSTOMER**, **CARD**, discount %, payment mode (if defined).
 - If the card is not recognized the following message will appear **Card not found**. Press **ENTER**. Try reading the card once more or press **CANCEL** to quit. The following message will appear **Card not accepted**. Press **ENTER** to continue.

4.2.2.B. USING CUSTOMER LOYALTY CARD BY ITS NUMBER.

- Press **CUST.** key.
- Select **Customer Card User** option in **INFORMATION WINDOW** using **↓** **↑** keys & press **ENTER**.
- **INPUT WINDOW** will show the following request **ENTER USER**: type loyalty card user number & press **ENTER**.
 - If the card is recognized the following message will appear **Customer: User Nr.1120; John Johnson**. Press **ENTER** to confirm, or **CANCEL** to reject. If the customer is confirmed the **STATE WINDOW** (see. .3.1.2) will show the following information: **CUSTOMER**, **CARD**, payment mode (if defined).
 - If the user is not recognized by the system the following message will appear **User not found**.
- Press **ENTER** to continue. The entered number will remain in **INPUT WINDOW**.
- Edit loyalty card user number (see. .3.2) or press **CANCEL** to quit. The following message will appear **User not accepted**.
- Press **ENTER** or wait a few seconds for message to disappear.

4.2.2.C. LOYAL CUSTOMER DATA INPUT

- Press **CUST.** key.
- Select **Customer Data List** option in **INFORMATION WINDOW** using **↓** **↑** keys & press **ENTER**. The **CUSTOMER LIST WINDOW** will appear.
- Select customer from list. & press **ENTER**. Customer data will appear in **INFORMATION WINDOW**. You may edit customer data if needed.
- Press **TEND.** Key. The **STATE WINDOW** will show **CUSTOMER** message.
- Press **CANCEL**. To quit customer data input.

4.2.2.D. MANUAL CUSTOMER DATA INPUT

- Press **CUST.** key.
- Select **Input Customer Data** option in **INFORMATION WINDOW** using **↓** **↑** keys & press **ENTER**.
- Enter customer data in **INFORMATION WINDOW**.
- Press **TEND** to confirm. The **STATE WINDOW** will show **CUSTOMER** message.

NB This mode may be used only when a PC keyboard is attached to POS.

4.2.3. COMPLETING RECEIPT

4.2.3.A. DISCOUNT % ON TOTAL RECEIPT AMOUNT

- After entering all purchased items press **DISCNT**. The **STATE WINDOW** will show **DISCNT** message.
- Enter discount percentage and press **DISCNT**.
 - If the discount is correct - the **STATE WINDOW** the **DISCNT** message will be replaced with message with entered discount %, and the **RESULT WINDOW** will show total purchase amount.
 - If the discount % is incorrect the sound will beep. To solve this problem:
 - If the entered percentage is incorrect – it will remain in Edit the value. (see. .3.2) or press **CANCEL**
 - If the entered discount % is more than allowed for current cashier the value will disappear from **RESULT WINDOW**.

4.2.3.B. CASH PAYMENT MODE

- After entering all purchased items (discounts and customer if required) press **CASH**. The following message will appear **Confirm sale?**
- Press **ENTER**. The **INPUT WINDOW** will show the following request **INPUT CUSTOMER CASH:**.
- Enter cash amount received from customer to calculate change and press **ENTER**.
 - If the cash received from customer is exact – just press **ENTER**. The **RESULT WINDOW** will indicate the change amount. The receipt printer will finish the receipt and cut it off.
- If you are not ready to confirm purchase – press 2251
- **CANCEL** before entering customer cash.

4.2.3.C. NON-CASH PAYMENT MODE

- After entering all purchased items (discounts and customer if required) press **NON-CASH**
- The **INFORMATION WINDOW** will show the menu with different non-cash payment types:
 - **Non-cash payment** .
 - **Bank card payment**. – payment by card using communication to bank for card confirmation*.
- *NB. This payment mode will appear only if the POS is defined to accept bank cards.*
- Select the required payment mode using **↓** **↑** keys and press **ENTER**.

NB. This menu will not appear if only one non-cash payment is defined in POS.

- The following message will appear **Confirm sale?** Press **ENTER** to confirm or **CANCEL**

4.2.4. PRINTING RECEIPT COPY

- Press **CHECK COPY** button to print a receipt copy.

4.2.5. REFUND OF PURCHASED ITEM.

- Press **REFUND** button while **RECEIPT WINDOW** is empty **STATE WINDOW** will show the following message **REFUND**
- Process items as described in 4.2.1 – 4.2.3.

4.3. REPORTS

4.3.1. X-REPORT.

- Press **REPORTS** button while **RECEIPT WINDOW** is empty.
- Select **Print X-report** option in **INFORMATION WINDOW** using **↓** **↑** keys & press **ENTER**. X-report will be printed on receipt printer. The message **Report printed** will appear on completing the printout.
- Press **ENTER** to continue. To quit printing press **CANCEL**.

4.3.2. DISCOUNT REPORT

- Press **REPORTS** button while **RECEIPT WINDOW** is empty.
- Select **Discount report** option in **INFORMATION WINDOW** using **↓** **↑** keys & press **ENTER**. The following request will appear **Print discount report?**
- Press **ENTER**. Report will be printed on receipt printer. The message **Report printed** will appear on completing the printout.
- Press **ENTER** to continue. To quit printing press **CANCEL**.

4.3.3. Z- REPORT.

- Press **REPORTS** button while **RECEIPT WINDOW** is empty.
- Select **X-report printout** option in **INFORMATION WINDOW** using **↓** **↑** keys & press **ENTER**. The following request will appear **Print Z-report report?**
- Press **ENTER**. Report will be printed on receipt printer. The message **Report printed** will appear on completing the printout.
- Press **ENTER** to continue. To quit printing press **CANCEL**.

4.3.4. FISCAL & PERIOD REPORT

These reports are being printed by special program. To start this program, quit the POS first (see. .4.4.4).

- Click the **FINFISC** icon. Select one of the options using **↓** **↑**:
 - **Full fiscal report** .
 - **Short period report**.
- Press **ENTER**. Fill in the fields in window:
 - To generate a report by period **Period from** . . **to** . . .
 - To generate a report by Z-reports: **Numbers from** **to** .

Use **↓** **↑** to switch between fields

- In field **Numbers ... to** press **ENTER**. At the bottom of screen the following messages will appear while processing the reports **Reading report #NN**. On completing the following menu will appear:
 - **Print to POS printer**
 - **Print to file or other printer**
 -
- Select and press **ENTER**. Отчет будет распечатан на чековом принтере. On completing the following message will appear **Report complete**.
- Press **ENTER**. To continue or **CANCEL**. to quit printing.

4.4. FINISHING WORK

4.4.1. COLLECTED CASH

- Press **REPORTS**.
- Select **Collected cash** option in **INFORMATION WINDOW** using **↓** **↑** keys & press **ENTER**. **INPUT WINDOW** will show two options:
 - **CASH** – to see current cash amount in drawer.
 - **ENTER COLLECT.CASH** – to enter the collected cash amount.
- Select **ENTER COLLECT.CASH**, enter collected amount and press **ENTER**. To quit press **CANCEL**.

4.4.2. CASHIER NEW REGISTRATION

- Press **REPORTS**.
- Select **New cashier** option in **INFORMATION WINDOW** using **↓** **↑** keys & press **ENTER**.
- Follow 4.1.3.

4.4.3. CHANGING SHIFT START DATE

- In empty **RECEIPT WINDOW** press **NEW SHIFT**. The following request will appear on screen: **Shift start date: 28.02.2002**.
- Enter new shift date and press enter **ENTER**. The following request will appear on screen: **Start new shift from 28.02.2002 ?**.
- Select **YES**, to confirm or **NO** to reject.


4.4.4. QUITTING POS MODE.

- In empty **RECEIPT WINDOW** press **CANCEL**. The following request will appear on screen **Quit POS mode**.
- Press **ENTER** to exit POS mode or press **CANCEL** to return to back to POS mode.

NB. In some configurations quitting POS mode may also cause the POS CPU shutdown.

4.4.5. SWITCHING OFF

To switch off:

- Quit POS mode (see .4.4.4)
- If the CPU doesn't shutdown automatically:
 - Click  icon
 - Select **Shut down** option using **↓** **↑** or **Restart** option if you want to restart PC and press **ENTER**.

4.5. SERVICE FUNCTIONS

4.5.1. RECEIPT HEADER PRINTING

- In empty **RECEIPT WINDOW** press **HEADER**. To print receipt header.

NB. It is necessary to print the check header when changing the new paper roll.





5. USEFUL RECOMMENDATIONS.

- It is recommended to restart POS once a fortnight.
- Always check the paper roll in printer before printing reports. Usually the paper should have a red mark on one side at the end of the roll. If you see the red mark before starting to print the report – replace the roll with a new one.
- Sometimes the POS keyboard may “hang” and it looks like the whole system is stopped. Try to plug of the keyboard from main CPU before restarting POS. If this doesn’t work – restart POS.
- If the buttons on keyboard beeps when pressed, but makes no required actions – continuously press and depress **ALT**, **CTRL**, **SHIFT** keys on PC keyboard (left and right).

6. BARCODE SCANNER PROGRAMMING

The barcode scanners used in Brio POS are all with KB interface. To the proper work of the whole POS system we advise to program all barcode scanners according to the above-mentioned tables.

NB !!! For scanners imitating LF (carriage return) disallow this feature (work without LF).

<p>Для кода EAN-13</p>  <p>1 2 3 4 5 6 7 8 9 8 7 6 6 КОНТРОЛЬНАЯ ЦИФРА ГРУППА ЭЛЕМЕНТОВ МОЖЕТ ОТСУТСТВОВАТЬ</p>	<p>For EAN-13 scanner must be programmed not to transmit check digit.</p> <p>Number of digits to transmit - 12</p>
<p>Для кода EAN-8</p>  <p>< 9 8 7 6 5 4 4 7 > КОНТРОЛЬНАЯ ЦИФРА ГРУППА ЭЛЕМЕНТОВ МОЖЕТ ОТСУТСТВОВАТЬ</p>	<p>For EAN-8 scanner must be programmed to transmit check digit.</p> <p>Number of digits to transmit - 8</p>
<p>Для кода UPC-A</p>  <p>1 2 3 4 5 6 7 8 9 8 7 6 КОНТРОЛЬНАЯ ЦИФРА ГРУППА ЭЛЕМЕНТОВ МОЖЕТ ОТСУТСТВОВАТЬ</p>	<p>For UPC-A scanner must be programmed to transmit check digit.</p> <p>Number of digits to transmit - 12</p>
<p>Для кода UPC-E</p>  <p>0 1 2 3 4 5 6 5 КОНТРОЛЬНАЯ ЦИФРА ГРУППА ЭЛЕМЕНТОВ МОЖЕТ ОТСУТСТВОВАТЬ</p>	<p>For UPC-E scanner must be programmed to transmit check digit.</p> <p>Number of digits to transmit - 8</p>

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