



FasTrax POS Employee Home Utility Guide

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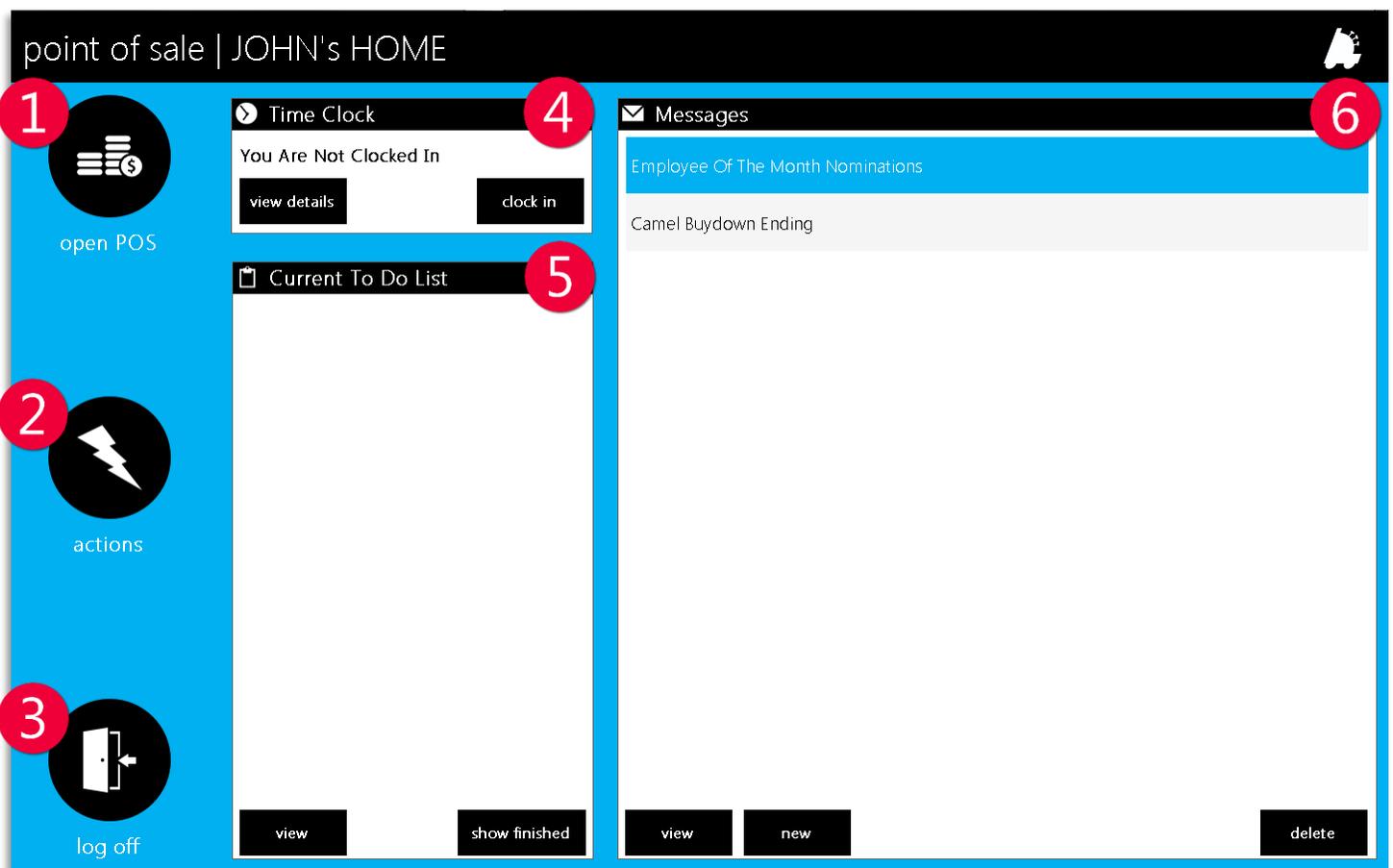
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Overview of POS & Home Utility

The POS utility is the central interface hub for your employees and store operations.

Far beyond a simple point of sale interface, this utility also serves as the center of communications and responsibilities for your employees and managers.

Access to pricebook, inventory, label printing, receiving, reorders, reconciliations, and reports are permission based actions available to employees or managers. This centralized desktop eliminates the need for multiple programs while offering a myriad of clean and intuitive work spaces.



- 1** open POS – choose to open point of sale interface
- 2** actions – access point for pricebook, inventory, print labels, receiving, reorder, reconciliation, reports, management, and settings
- 3** log off – exit home workspace and return to log in options
- 4** Time Clock – employee interface to clock in/out and review time clock details
- 5** Current To Do List – access point for employee "To Do List"
- 6** Messages - access point for intercompany messaging

Logging On

1. Choose the POS desktop icon.



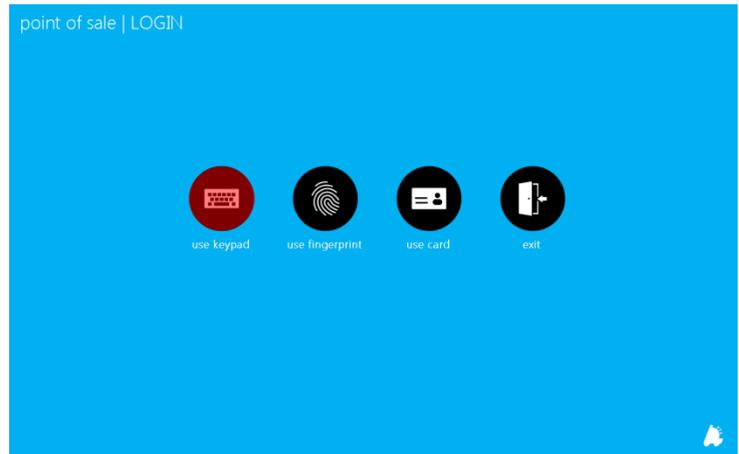
2. This will open the “point of sale | LOGIN” interface window.

Choose the “use keypad” icon.

This guide will illustrate the “use keypad” method of logging in.

use fingerprint - can be used with appropriately outfitted biometric hardware

use card – cards programmed with the employee number as a mag stripe or barcode can be used when chosen

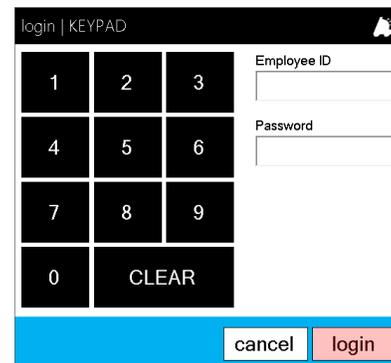


3. This will open the “login | KEYPAD” window.

Enter the appropriate Employee ID and Password then choose the “login” button.

“cancel” will return to the login options.

Your hardware keyboard can be used as well as the on screen buttons for data entry.

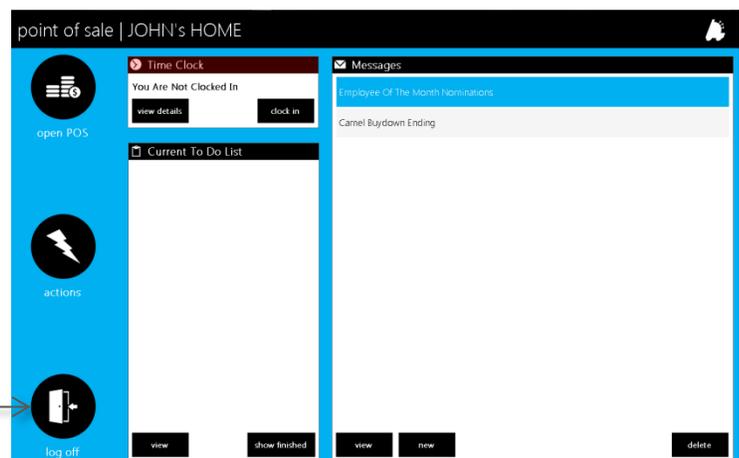


4. This will open the employee home screen.

To manage time clock entry, choose the clock in/out button from the “Time Clock” section. Button text will display the applicable action.

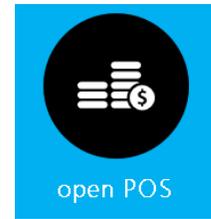
“view details” will display time entries for the last 7, 14, or 30 days.

To log off, simply choose the “log off” icon. This will exit and return to the LOGIN screen.



Accessing the POS (point of sale) Interface

1. After logging in, choose the "open POS" icon from the employee home interface.



2. This will open the POS.

Please note POS buttons and panels are customizable. Button functions, text, colors, and locations can be changed for your particular usage via the "POS Button Editor" utility found in the Settings section of your actions module.

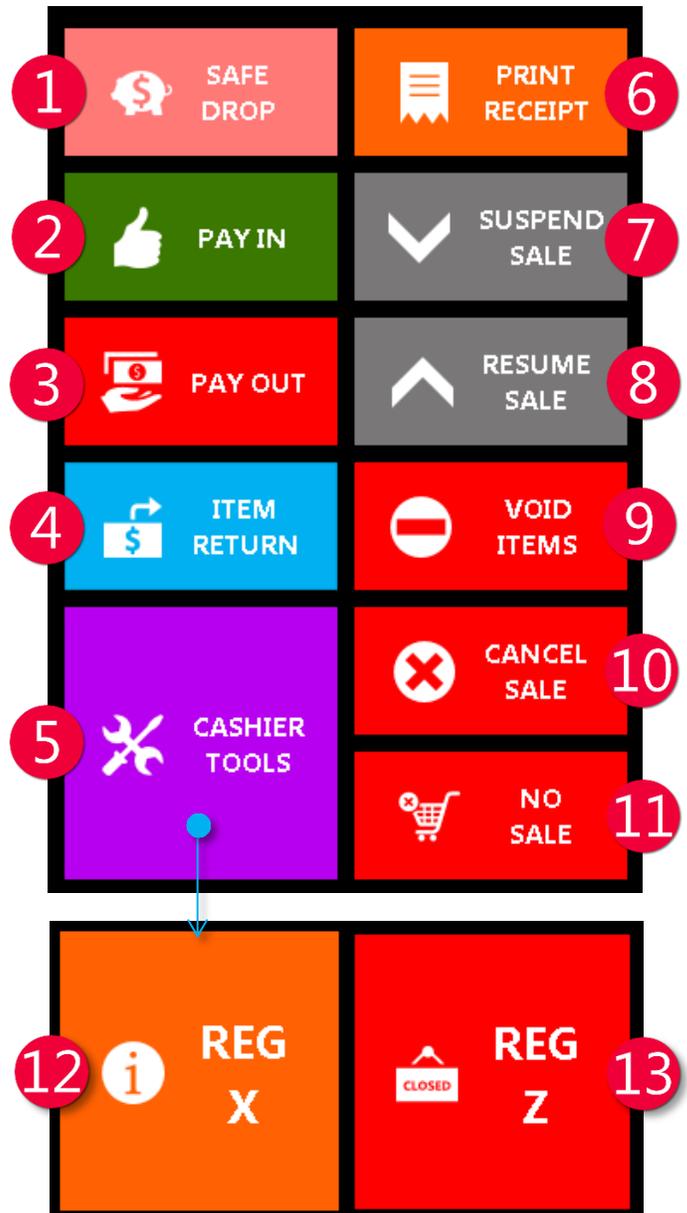
- | | |
|--|---|
| <ol style="list-style-type: none"> 1 current logged on cashier 2 quick access and alert for current messages 3 quick access and alert for "to do" list 4 carton equivalent in current transaction from items scanned 5 choose loyalty customers for transaction | <ol style="list-style-type: none"> 6 exit POS – exits the POS utility 7 virtual receipt window – click arrow to expand 8 item and transaction information window 9 keypad – hardware keyboard can be used as well as on screen keypad 10 subtotal button – link to transaction subtotal screen |
|--|---|

Cashier Tools

Within the POS there are buttons that perform functions other than item and department links.

These cashier functions and tools aid your cashier in proper handling of transactions and items as well as offer quick links to expanded operational views. Click [here](#) for walkthroughs.

- 1 **SAFE DROP** – Choose to enter the amount and description for money drops.
- 2 **PAY IN** – Choose to enter the amount and description for adding monies into register outside of normal sales transactions.
- 3 **PAY OUT** – Choose to enter amount and description for taking monies out of register outside of normal sales transactions.
- 4 **ITEM RETURN** – When chosen, register is in “Return” mode. Used when accepting item returns. When “Return” mode is active, the barcode located at the bottom of POS receipts can be scanned for retrieval of previous sales information.
- 5 **CASHIER TOOLS** – This quick link button will take you to a panel dedicated to cashier functions. Buttons for Register X and Z reports are also located in this section.
- 6 **PRINT RECEIPT** – Opens a list of the last 30 days of receipts for reprint. A “print gift” option is available to print a receipt without monetary values.
- 7 **SUSPEND SALE** – Place an active sale in a suspended state for later resumption. Suspended sales can be named for easier identification. There is no quantity or time limit for suspended sales.
- 8 **RESUME SALE** – Choose from a list of previously suspended sales for resumption.
- 9 **VOID ITEMS** – When items are entered, choose this to pick items to systematically remove from current transaction.
- 10 **CANCEL SALE** – Clears entered items as well as setting POS back to standby status.
- 11 **NO SALE** – Attempts to open drawer and clears status of POS regardless of items entered.
- 12 **REGISTER X** – Runs a receipt report of sales and register data for current shift.
- 13 **REGISTER Z** – Closes shift and runs report of sales and register data for current shift.



Please note POS buttons and panels are customizable by button function, location, text, and color via the [“POS BUTTON EDITOR”](#) utility in the **Settings** module of actions.

Function button availability is permission based.

Performing a Transaction

Performing a transaction via FasTraxPOS is a very quick and intuitive process.

Items can be entered a number of ways; scanning a barcode, manually keying in a UPC, assigning an item UPC to POS button, searching via the "FIND ITEM" function, or selling a dollar amount via an open department.

These transactions can then be tendered via the "SUB TOTAL" button or set aside for later action via "SUSPEND SALE".

Items on transactions can be individually removed via the "VOID ITEMS" button or the sale completely removed by using the "CANCEL SALE" button.

Once the correct item and quantities are entered, choosing the "SUB TOTAL" button will access the subtotal screen for choosing available tender options.

The subtotal screen applies tax to the sale; however, sales can be edited after choosing "SUB TOTAL" by simply pressing "RETURN TO MAIN".

Entering an Item

There are a few different ways to enter an item for a transaction - barcode scanner, manual entry, programmed button, or "FIND ITEM" button.

1 Barcode scanner

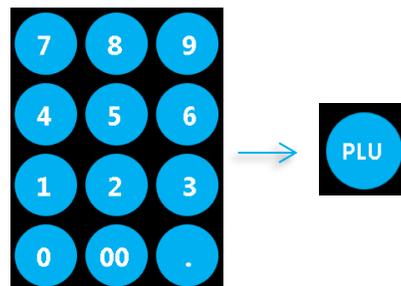
Via your configured barcode scanner, scan the barcode label of the applicable item(s).



2 Manual Entry

Enter the UPC of the applicable item(s) via the onscreen number pad or hardware keyboard, then press the "PLU" button.

Unless recognized as a "UPC Alias", the POS will auto expand entries if necessary.



3 [Programmed Button](#) – Option 1

Buttons can be assigned to a specific item(s) via the "POS BUTTON EDITOR".

Simply pressing an item programmed button will add the applicable item to a sale.



Please note programmed buttons containing multiple items are available via the "POS BUTTON EDITOR" utility.

Option 2 will demonstrate multiple item button usage.

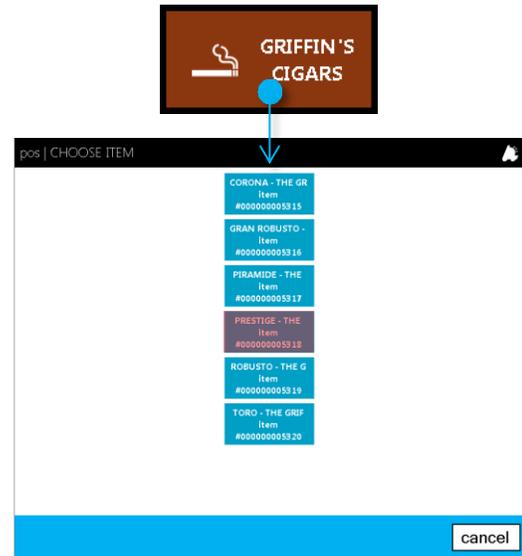
3 [Programmed Button](#) – Option 2

Buttons can be assigned for multiple item(s) via the “POS BUTTON EDITOR”.

Simply pressing an item button programmed with multiple items will open a “CHOOSE ITEM” window listing the assigned items.

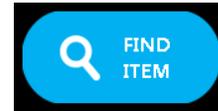
From this list, choose the applicable item.

This method is preferable to designated panels of multiple buttons due to its space saving nature while offering a clean, centralized spot for items.



4 Find Item

- Press “FIND ITEM” located within the onscreen number pad. This will open the “FIND ITEM” window.



- From the “search by” drop down, choose how you intend to look up your item; Description, UPC, or Vendor Part number.

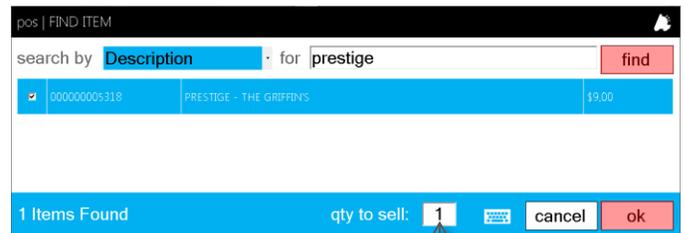
This example will use “Description”.



- In the “for” field, enter the applicable search data then press the “find” button. This will list all items matching your search criteria.

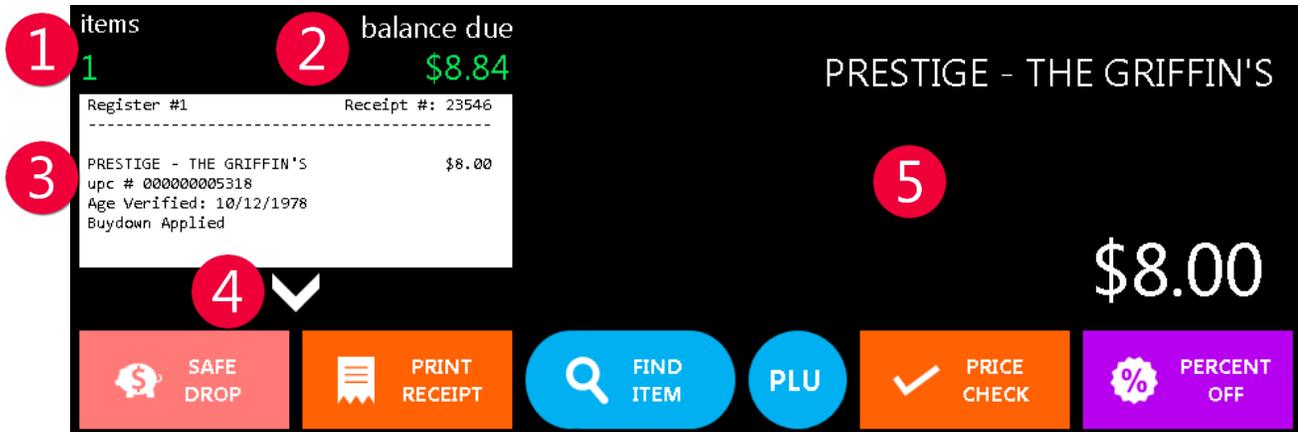
From the listed items, click or press the applicable item(s) then enter the quantity you wish to add to this transaction.

Press the “ok” button when you are ready to proceed.



qty to sell will default to “1”.
If more are required, simply choose the field and enter your intended amount.

Choose “cancel” to exit this window without applying changes.



Once an item has been entered, data about the current product can be viewed in the information window.

- 1 items count – accruing quantity of items currently on transaction
- 2 balance due – accruing balance, with tax, of current transaction
- 3 virtual receipt – virtual representation of transaction receipt
- 4 virtual receipt expansion – will open a window displaying a complete list of items on current transaction
- 5 current item detail – last item entered name and price

Tendering a Sale

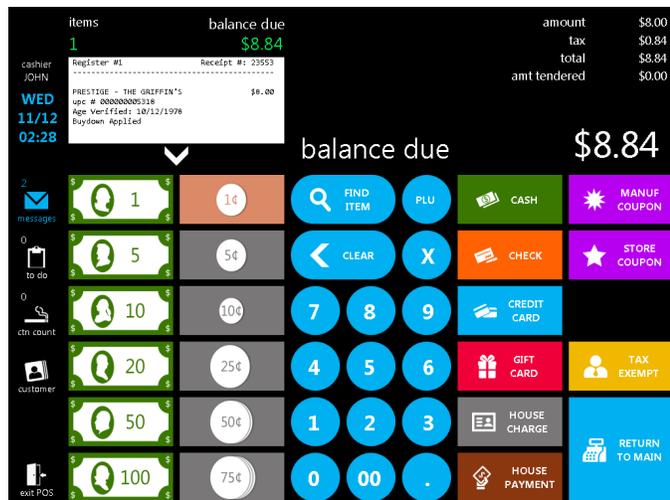
After item entry is complete, proceed to the SubTotal screen for transaction tendering.

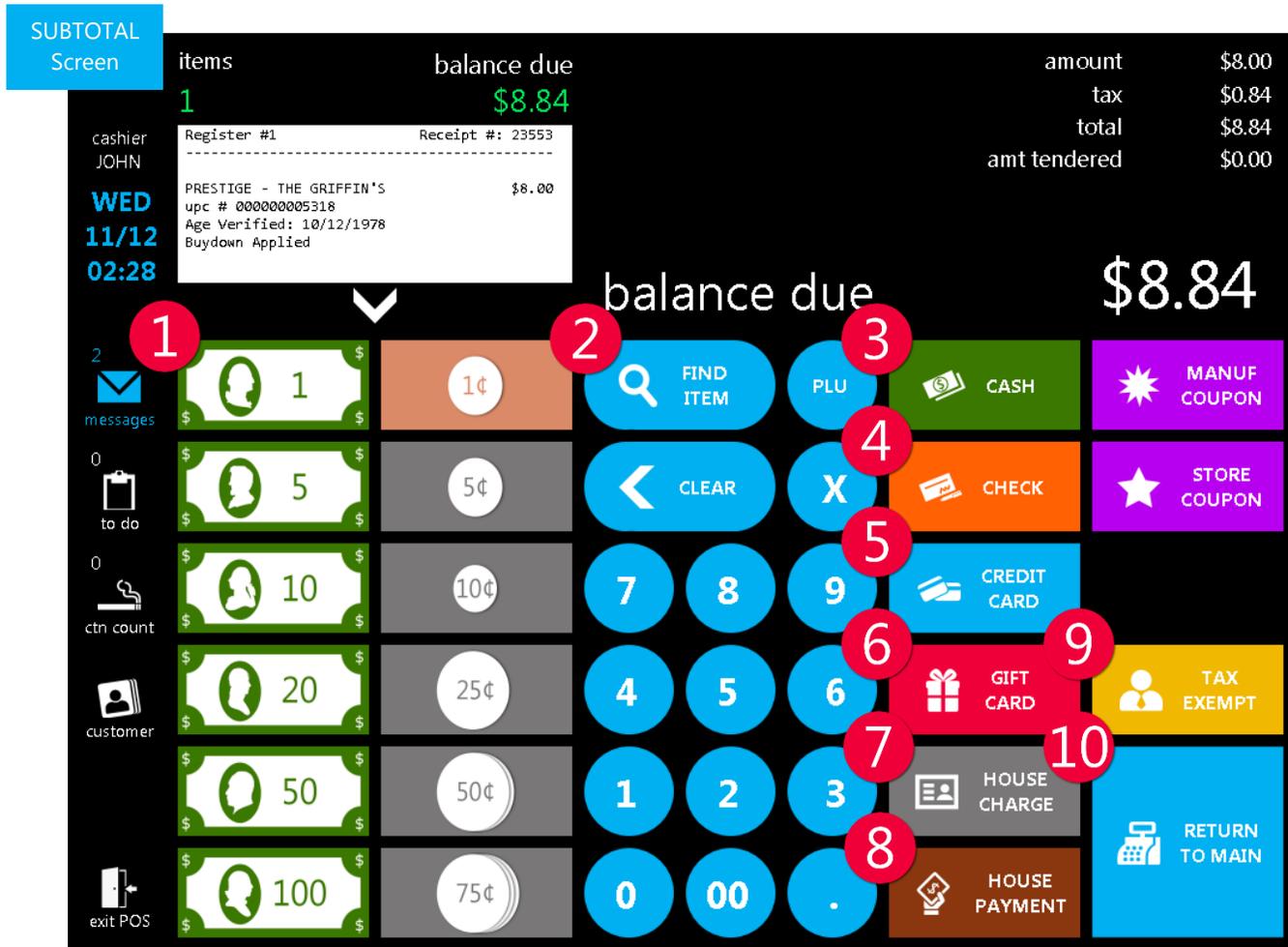
1. Press the “SUB TOTAL” button



2. This will open the SUBTOTAL screen.

To return to the item entry screen, simply press “RETURN TO MAIN”.





From the SUBTOTAL screen, you have a number of tender choices depending on your particular tender configurations.

- 1 **Quick Cash** – These buttons are preprogrammed for exact cash amounts; \$1, 5\$, 10\$, etc. When pressed, they will reduce the “balance due” by their indicated amount.
- 2 **Onscreen Keypad** – Use this (and/or hardware keyboard) to enter tender amounts in lieu of Quick Cash buttons.
- 3 **CASH** – If no amount is entered via the onscreen keypad, pressing this option will tender the sale for the exact amount.
- 4 **CHECK** - Pressing this option will prompt you to enter **check number**, **driver’s license number**, and **account number**.
- 5 **CREDIT CARD** – If processing credit cards externally, this button can be programmed to input card type for reporting purposes. If you are processing via Mercury, simply choose this button and follow the on screen prompts for completion.
- 6 **GIFT CARD** – If you are utilizing FasTrax’s closed loop gift card system, choose this tender button and follow the onscreen prompts.
- 7 **HOUSE CHARGE** – If a house account is being used to “charge” a purchase, first choose the applicable account using a “HOUSE LOOKUP” button. This button can be added to the POS screen via the “POS BUTTON EDITOR” utility. After the correct account is chosen and associated to the transaction, choose the “HOUSE CHARGE” tender button to apply charges.
- 8 **HOUSE PAYMENT** – Used to apply payments to house accounts.
- 9 **TAX EXEMPT** – Choose to remove tax from current transaction.
- 10 **RETURN TO MAIN** – Choose to return to main POS screen for transaction editing.

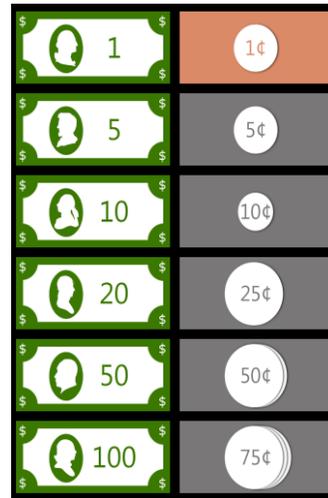
1 Quick Cash Tender Buttons

Choosing these buttons will systematically reduce the balance due by the values indicated.

These can be used in addition to other tender types if splitting tenders is required.

“Splitting Tenders” is a way to tender a transaction using multiple payment types.

An example of this would be paying half a balance with cash then using a credit card for the remainder

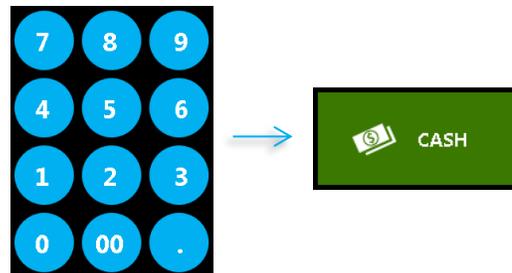


2 CASH

Simply choosing the CASH button will tender the sale for the exact balance due as cash.



Alternatively, you can use the number pad to systematically enter the amount of cash provided by your customer then press the CASH button. This will tender the sale for the amount you entered while opening the cash drawer and providing feedback for “change due” if applicable.



4 CHECK

If you accept checks, choosing this will open the “CHECK INFORMATION” window.

Enter the appropriate check number, driver’s license number, and account number.

This process does not electronically verify check validity. This only provides a method to record and accept check tender for transaction completion.

!	@	#	\$	%		&	*	()	-	:	?
Q	W	E	R	T	Y	U	I	O	P	1	2	3
A	S	D	F	G	H	J	K	L	\	4	5	6
Z	X	C	V	B	N	M	.	Clear		7	8	9
+	BACK		SPACE		"	TAB	'	0	.			

5 CREDIT CARD

Credit cards can be handled differently depending on your processing configuration.

In the following examples, we will first demonstrate accepting credit cards via integrated MERCURY processing. The second example will be for recording credit card purchases when utilizing external processing terminals not directly integrated with FasTraxPOS.

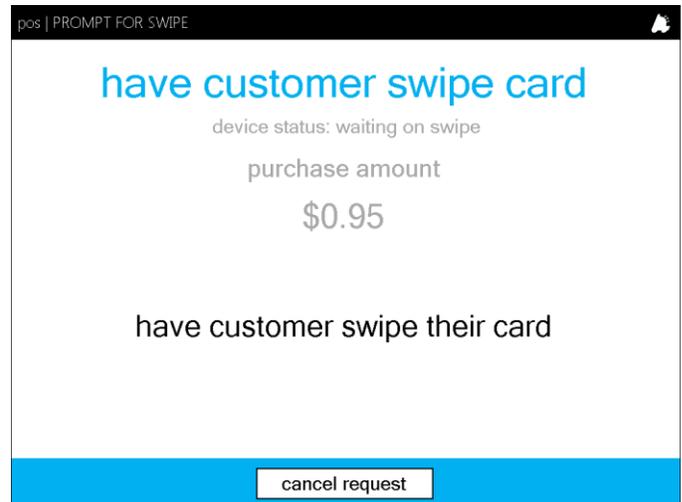
1 Integrated Credit Processing

1. From the SubTotal screen choose the "CREDIT CARD" button.



2. This will open the first cashier prompt window – "have customer swipe card".

Instruct your customer to swipe their credit card via the external Mercury provided swipe device.

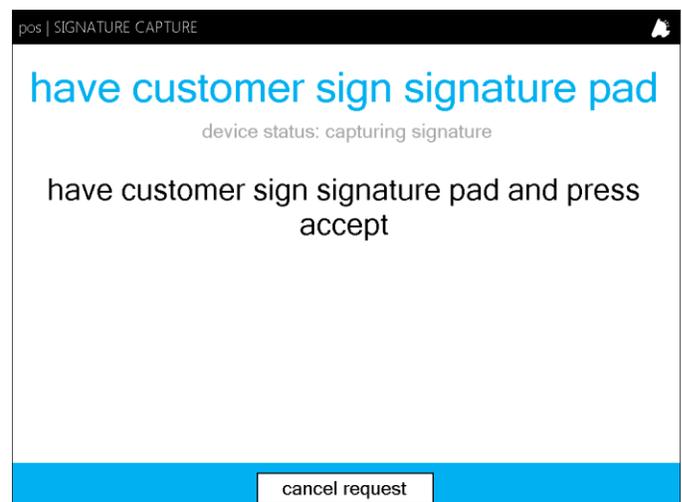


The customer facing card swipe will display prompts and directions for your customers.

Customers have the ability to cancel transactions via the card swipe.

3. If the swipe is successful, the next window will prompt you to instruct your customer to sign the device.

Customers will also see a prompt on the device providing instruction for signature.



This will only prompt if you have chosen to "Capture Signature" in the **settings** portion of the **actions** module.

Configurations not using this setting will move on to the accepted/denied portion of transaction.

4. Once signed, you will be presented with the digital signature and options to **accept signature**, **manual signature**, and **try again**.

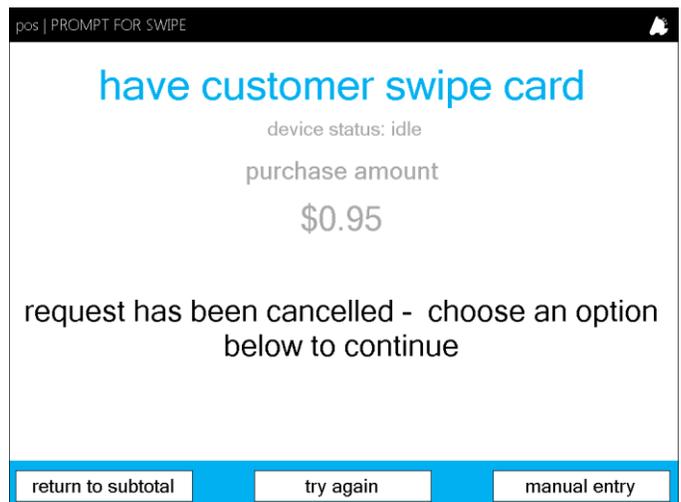
accept signature – completes transaction
manual signature – prints a credit slip with line for a traditional written signature
try again – prompts to reattempt signature



? "cancel request" button

If the "cancel request" button is pressed during the credit card process, you will receive a window with alternate options.

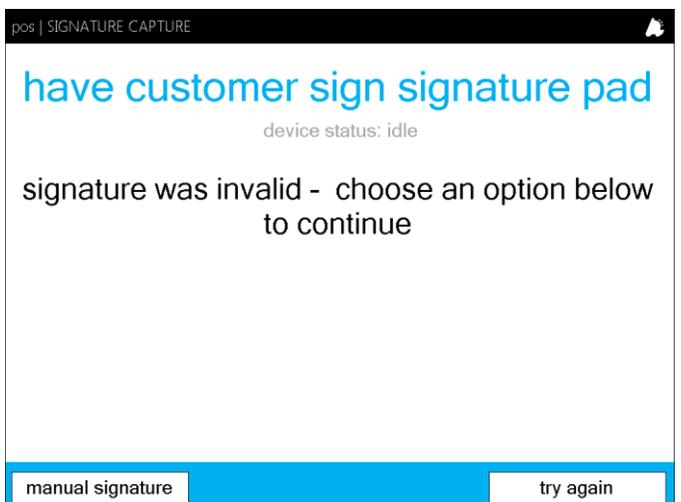
return to subtotal – returns to subtotal screen to allow for alternate tender choice
try again – will prompt to reattempt card swipe
manual entry – opens window for manual card information entry



? Invalid Signature

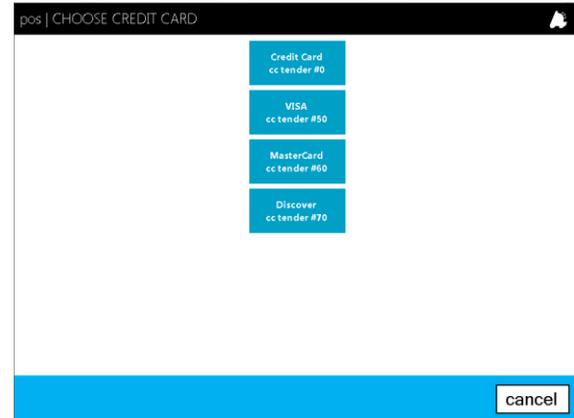
If the customer's electronic signature is not recognized or is deemed incorrect, you will receive a window with alternate options.

manual signature – proceeds with the transaction by printing a traditional written signature request
try again – will prompt for a reattempt of digital signature



2 External Card Processing (Non-FasTrax Integration)

1. From the SubTotal screen choose the "CREDIT CARD" button.
2. This will open the multiple credit card type options window.
3. Choose the applicable card type you wish to associate to this sale.



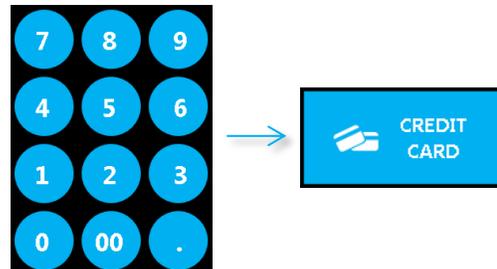
This process does not electronically verify credit card validity. Credit card validity is dependent on your external processing device and processor.

This only provides a way to record and accept the tender for transaction completion.

5₃ Onscreen Number Pad | CC Partial Pay

1. To split payment for credit transactions, utilize the onscreen number pad.

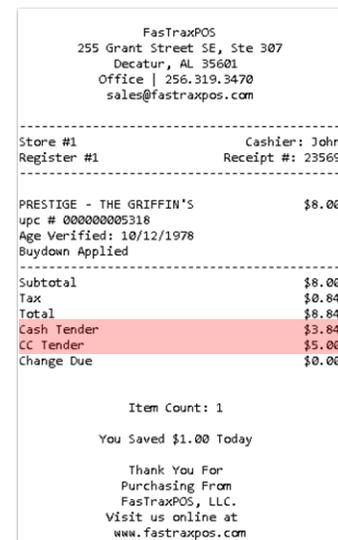
Enter the intended amount of the partial payment then choose the "CREDIT CARD" button.



2. Depending on your particular credit processing configuration (Mercury or external processing), follow the previous steps for transaction completion.

Notice on split tendered/partial payment receipts each tender and its amount are listed for reference.

This reflects how the information will be written and reported for your procedural and reviewing policies.



6 GIFT CARD

Through FasTrax's closed loop gift card system you can sell, manage, and accept your own custom gift cards. When configured gift cards will function and report the same as your other tenders.

1. From the subtotal screen, choose the "GIFT CARD" button.



Split tender/partial payments available with "GIFT CARD" tender.

Follow the steps outlined earlier in this guide.

2. The "GIFT CARD ENTRY" window will open.

From here, you can manually enter the gift card number, scan the gift card barcode (if applicable), or swipe the gift card.

pos | GIFT CARD ENTRY

Enter, Scan or Swipe The Gift Card Now

!	@	#	\$	%		&	*	()	-	:	?
Q	W	E	R	T	Y	U	I	O	P	1	2	3
A	S	D	F	G	H	J	K	L	\	4	5	6
Z	X	C	V	B	N	M	,	Clear	7	8	9	.
SPACE							"	TAB	'	0	.	.

cancel ok

Onscreen keyboard can be enabled/disabled via the "Settings" section in **actions**.

Forcing a card swipe or scan is preferable to manual entry to ensure card security.

Gift Card transaction receipts will print showing remaining card balance.

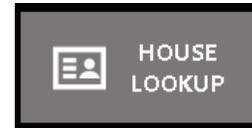
7 House Account Charge

House Accounts allow you to manage large purchase customers or resellers while passing both “cost+” and fixed level discounts on all or specified departments.

Any tender can be used to ring a House Account; however, if you allow for store credit, a dedicated House Charge tender must be used.

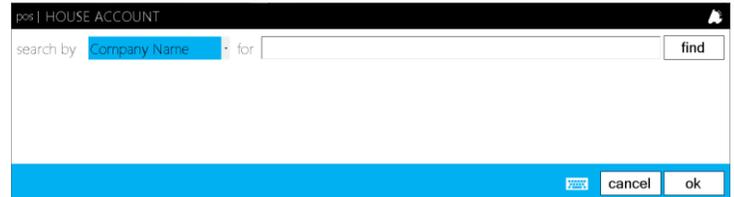
1. Choose the “HOUSE LOOKUP” button.

This button can be added to the POS screen via the “POS BUTTON EDITOR” located in the **settings** sections of the **actions** module.



2. From the “search by” drop down, choose how you intend to look up your account; Company Name, First Name, or Last Name.

This example will use “First Name”.



3. In the “for” field, enter the applicable search data then press the “find” button. This will list all accounts matching your search criteria.

Choose the applicable listed account and press the “ok” button when you are ready to proceed.



Exit HOUSE ACCOUNT status by choosing the “CLEAR” button with no items entered to an active sale.

4. Scan and/or enter items intended for this purchase and choose the “SUB TOTAL” button when complete.



5. Choose the “HOUSE CHARGE” button located on the SUB TOTAL screen.

Charges using “HOUSE CHARGE” for house purchases immediately apply to the “balance” of accounts.

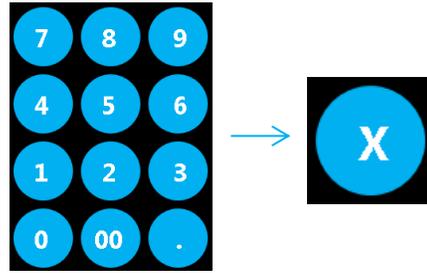
House Charges report as a dedicated tender on reports.



Additional Transaction Functions

Ringing multiples of an item

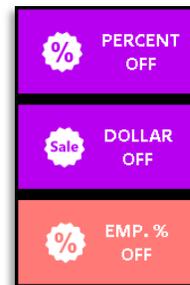
1. Using the onscreen number pad, enter the numerical quantity you wish to add of an item.
2. Choose the "X" button.
3. Enter the applicable item via the [processes](#) discussed earlier in this guide.



Percentage/Dollar Discounts

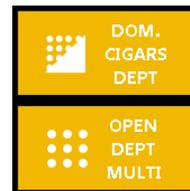
1. Enter item
2. Choose the applicable discount button.

Discount buttons can be created via the "POS BUTTON EDITOR" utility. Discounts are designed to be applied to each item are entered.



Open Department Sales

1. Using the onscreen number pad, enter the dollar amount you wish to sell to a department.
2. Choose the applicable configured single or multiple department buttons.



Department buttons can be created via the "POS BUTTON EDITOR" utility.

Tax Exempt

1. Choose the "TAX EXEMPT" button.
2. Enter item(s)
3. Complete sale



Exit TAX EXEMPT status by choosing the "CLEAR" button with no items entered to an active sale.

Price Check

1. Choose the "PRICE CHECK" button.
2. Enter item



Items can be added to a sale by choosing the "add to sale" option in the PRICE CHECK window.

Cashier Tools | Walkthrough

Previously mentioned in this guide are tools designed to assist cashiers with functions other than entering items. Additional functions are required for the accurate handling of item removals, returns, and moneys.

Some of the following actions are reportable to the "negative cashier" report and are tagged appropriately below.

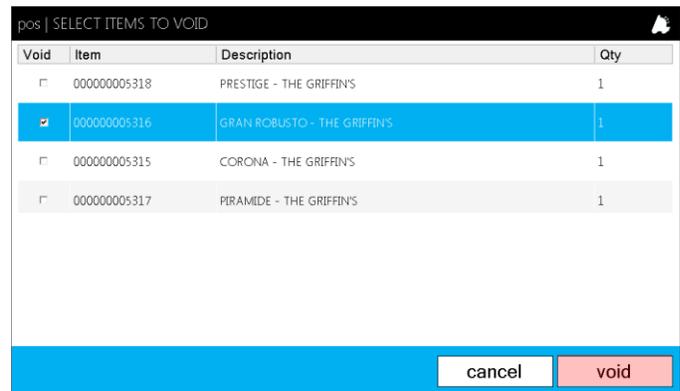
VOID ITEMS

1. To remove unwanted or inadvertent item entries from a current sale, choose the "VOID ITEMS" button.



2. Choose/highlight the applicable item(s) from item list and choose the "void" button.

You will be returned to the POS screen for transaction completion.



VOID ITEMS is a permissions based action. Check this ability only for applicable cashiers.

Each **item void** is recorded and viewable via X, Z, and Negative Cashier report, by cashier.

CANCEL SALE

1. To clear or cancel an unwanted sale, choose the "CANCEL SALE" button.

This will remove all entered items as well as clear the current POS status to default.



CANCEL SALE is a permissions based action. Check this ability only for applicable cashiers.

Each **cancelled sale** is recorded and viewable via X, Z, and Negative Cashier report, by cashier.



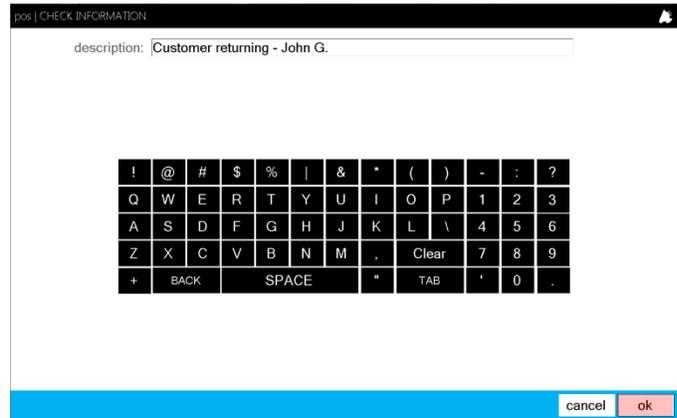
SUSPEND SALE

1. To suspend a sale for later resumption, choose the "SUSPEND SALE" button after adding applicable items to the transaction.
2. For ease of recall, enter a name or description of the suspended sale in the "SUSPEND SALE" window.
3. Choose the "ok" button.



There is no limit to the time or amount of sales allowed for suspensions.

Suspended sales work well for lounge environments with growing customer orders.



RESUME SALE

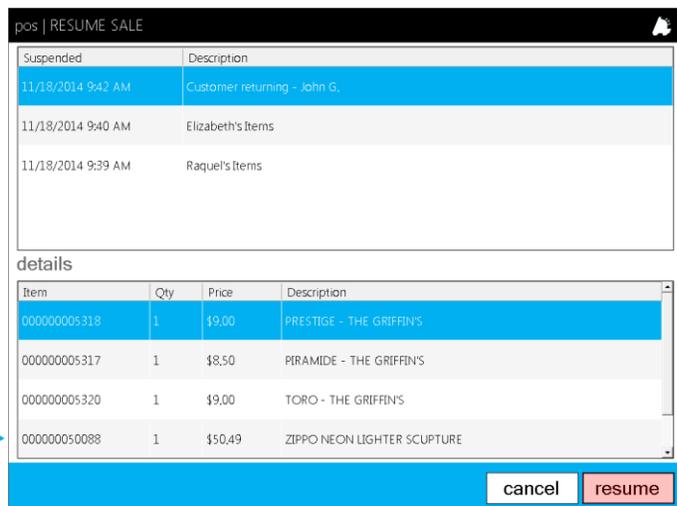
1. To resume a previously suspended sale, choose the "RESUME SALE" button.
2. This will open the "RESUME SALE" list window.

Choose the applicable sale from the "Suspended" list.
3. Choose the "resume" button when you are ready to continue.
4. Continue your transaction as normal; add or remove items and tender the transactio



Notice the "Details" section of the "RESUME SALE" window displays all the items currently assigned to the sale.

Resumed sales can be edited and re-suspended if necessary.



ITEM RETURN

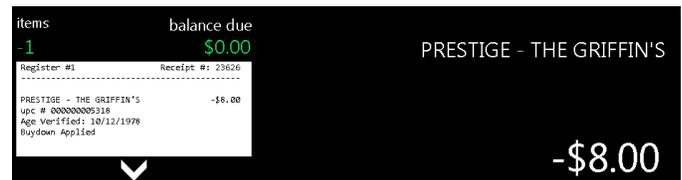
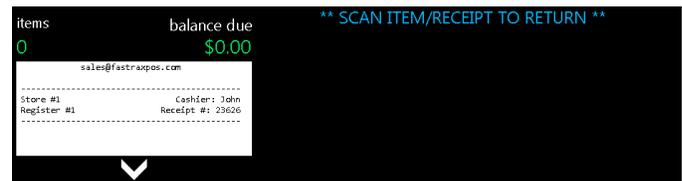
Item returns can be performed by either choosing the “ITEM RETURN” button then entering items or by scanning the barcode located on the bottom of previous sales receipts.

ITEM RETURN | [Button](#)

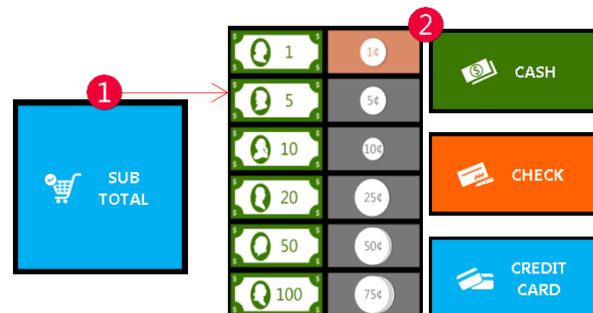
1. Choose the “ITEM RETURN” button.
2. This will change the POS status to prompt for either an item entry or scan a previously sold receipt.
3. Using the [steps](#) previously mentioned for entering items, add the applicable item for return.



Notice that items appear as negative amounts when entered in return mode.
When manually entering items, “ITEM RETURN” must be chosen prior to every item being returned.

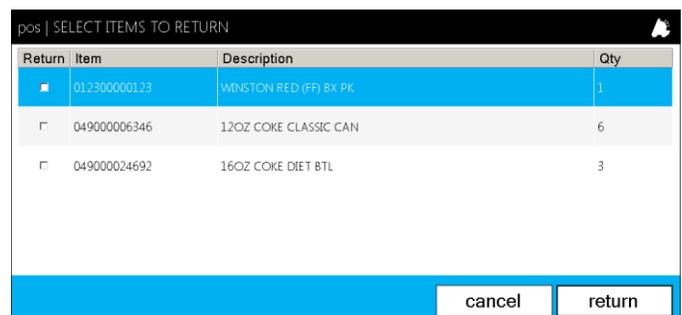


4. Press “SUB TOTAL” when you are ready to continue and tender the return.
5. Choose the appropriate tender for return.



ITEM RETURN | [Receipt Barcode](#)

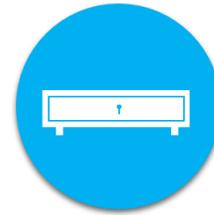
1. After pressing the “ITEM RETURN” button, scan the barcode located on the bottom of the original transaction receipt.
2. This will open the “ITEMS TO RETURN” window. Items from the original sale will be listed.
3. Highlight the item(s) you wish to return then choose the “return” button.
4. When returned to the main POS screen, complete the return transaction following the steps listed above.



NO SALE

1. To open your cash drawer without completing a transaction, the “NO SALE” button can be used.

Cash drawer will not open if a sale is currently in progress.



NO SALE is a permissions based action. Check this ability only for applicable cashiers.

Each **NO SALE** is recorded and viewable via X, Z, and Negative Cashier report, by cashier.

PAY IN

1. To perform a cash pay in, choose the “PAY IN” button.
2. From the “PAY IN” window, enter the amount of cash you are receiving and a reference note for the instance.

Choose the “ok” button when complete.

A screenshot of the POS interface for the "PAY IN" screen. At the top, it says "pos | PAY IN". Below that, there is a "Pay In Amount:" field with "20.00" entered. Underneath is a "Description:" dropdown menu with "CREDIT FOR INVOICE 1123XC9" selected. A numeric keypad is visible below the description field, with various symbols and numbers. At the bottom right, there are "cancel" and "ok" buttons.

!	@	#	\$	%		&	*	()	-	:	?
Q	W	E	R	T	Y	U	I	O	P	1	2	3
A	S	D	F	G	H	J	K	L	\	4	5	6
Z	X	C	V	B	N	M	,	Clear		7	8	9
+	BACK		SPACE		"	TAB	'	0	.			

PAY IN is a permissions based action. Check this ability only for applicable cashiers.

Each **PAY IN** is recorded and viewable via X, Z, and Negative Cashier report, by cashier.

PAY OUT

1. To perform a cash pay out, choose the “PAY OUT” button.
2. From the “PAY OUT” window, enter the amount of cash you are removing and a reference note for the instance.

Choose the “ok” button when complete.

A screenshot of the POS interface for the "PAY OUT" screen. At the top, it says "pos | PAY OUT". Below that, there is a "Pay Out Amount:" field with "20.00" entered. Underneath is a "Description:" dropdown menu with "PAYMENT FOR INVOICE 1123XC98" selected. A numeric keypad is visible below the description field, with various symbols and numbers. At the bottom right, there are "cancel" and "ok" buttons.

!	@	#	\$	%		&	*	()	-	:	?
Q	W	E	R	T	Y	U	I	O	P	1	2	3
A	S	D	F	G	H	J	K	L	\	4	5	6
Z	X	C	V	B	N	M	,	Clear		7	8	9
+	BACK		SPACE		"	TAB	'	0	.			

PAY OUT is a permissions based action. Check this ability only for applicable cashiers.

Each **PAY OUT** is recorded and viewable via X, Z, and Negative Cashier report, by cashier.

SAFE DROP

Safe drops can be performed by either choosing the SAFE DROP button or based on auto-prompt configuration via the **Settings** section in the **actions** module.

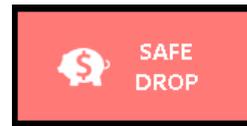
The auto prompt can be set to direct a cash drop when a designated dollar amount is reached at a designated time schedule (every 5 minutes, 10 minutes, etc.).

Using the MAX and MIN in drawer amounts will suggest an amount to drop.

SAFE DROP | Via Button

- 1 To perform a cash safe drop, choose the "SAFE DROP" button.
- 2 From the "SAFE DROP" window, enter the amount of cash you are removing and a reference note for the instance.
- 3 Choose the "pop cash drawer" button to open your till.

Choose the "ok" button when complete.

A screenshot of the POS interface showing the "SAFE DROP" window. The window title is "pos | SAFE DROP". It contains a "Safe Drop Amount" field with the value "450.00" and a "Description" dropdown menu with the selected option "CASH DROP 12:30PM". Below the fields is a numeric keypad with various symbols and numbers. At the bottom of the window are three buttons: "pop cash drawer" (blue), "cancel" (white), and "ok" (red).

SAFE DROP is a permissions based action. Check this ability only for applicable cashiers.

Each **SAFE DROP** is recorded and viewable via X, Z, and Negative Cashier report, by cashier.

SAFE DROP | Via Auto Prompt

- 1 When the auto prompt window opens, you can choose "cancel" or "drop now".
- 2 "drop now" will open the "SAFE DROP" window with the recommended drop. Choosing "cancel" will reset the auto prompt timer (prompt again in 5 minutes, 10 minutes, etc.).
- 3 From the "SAFE DROP" window, enter the amount of cash you are removing with a reference note for the instance.
- 4 Choose the "pop cash drawer" button to open your till.

Choose the "ok" button when complete.

A screenshot of the POS interface showing the "SAFE DROP PROMPT" window. The window title is "pos | SAFE DROP PROMPT". It displays "Recommended Safe Drop Amount" in bold black text, with the value "\$2,647" in blue text below it. At the bottom of the window are two buttons: "cancel" (white) and "drop now" (red).A screenshot of the POS interface showing the "SAFE DROP" window. The window title is "pos | SAFE DROP". It contains a "Safe Drop Amount" field with the value "450.00" and a "Description" dropdown menu with the selected option "CASH DROP 12:30PM". Below the fields is a numeric keypad with various symbols and numbers. At the bottom of the window are three buttons: "pop cash drawer" (blue), "cancel" (white), and "ok" (red).

SAFE DROP auto prompt timer and MIN/MAX in drawer amounts can be set via the **settings** section of **actions** module.

STARTING TILL

“Starting Till” is the amount of cash your drawer/cashier begins the day with.

This cash amount will be excluded from your final drawer drop/deposit upon shift reconciliation.

STARTING TILL cash will be shown on **REG X** and **REG Z** reports in the “Cash Drawer Summary” as well as through the Reconciliation utility.

STARTING TILL

1. To enter a starting till, choose the “STARTING TILL” button.



2. From the “STARTING TILL” window, enter the starting till cash amount and a reference note for the instance.
3. Choose the “ok” button when complete.

A screenshot of a POS application window titled "pos | STARTING TILL". The window has a white background and a black header. It contains two input fields: "Start Till Amount:" with the value "250.00" and "Description:" with the value "STARTING TILL FOR JOHN - REG1". Below these fields is a numeric keypad with various symbols and numbers. At the bottom of the window are two buttons: "cancel" and "ok". Blue circles with numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1 points to the amount field, 2 points to the description field, and 3 points to the "ok" button.

The **STARTING TILL** amount can be reviewed under the “Cash Drawer Summary” section of both the **REG X** and **REG Z** POS reports as shown to the right.

The Reconciliation utility will also show reference to this amount when reconciling/counting the drawer at the end of shift.

STARTING TILL button can be added, edited, and moved via the “POS BUTTON EDITOR” under the **settings** section of the **actions** module.

```
Cash Drawer Summary - - - - -
:
Cash Start Till : $250.00
Cash Sales + : $3,178.83
Cash Loans + : $0.00
Cash PayIns + : $40.00
Cash PickUps - : $0.00
Cash PayOuts - : $40.00
Cash SafeDrps - : $3,097.00
: - - - - -
Cash In Drawer : $331.83
```

Gift Cards

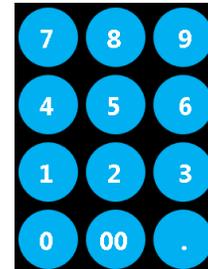
With FasTrax's closed loop gift card system, you are not only able to sell your custom gift cards, but also track and accept as purchasing tender.

Whether you are a single store or a 60 store corporate chain, selling and redeeming your proprietary gift cards is simple and quick!

The steps below will demonstrate how to sell and check gift card balances.

Gift Cards | [Sell](#)

1. Using the on screen number pad (or hardware keyboard) enter the monetary amount you wish to sell/load onto your gift card.



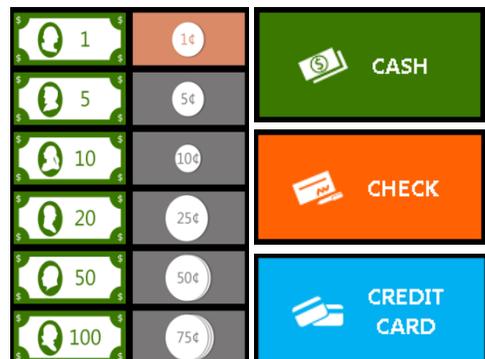
2. Choose the "SELL GIFT CARD" button.



3. Add any additional items for the transaction (if applicable) then choose the "SUB TOTAL" button.



4. Finalize and tender the sale like any other item transaction following the [steps above](#).



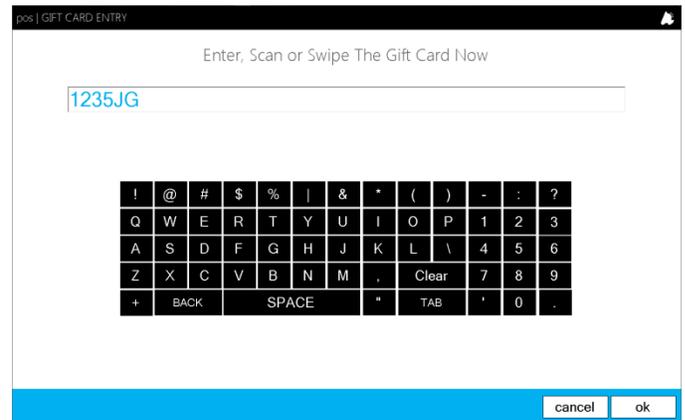
Once the sale is complete, you will be prompted to enter the gift card information.

All tenders can be used for the sell/load of gift cards.

- This will open the "GIFT CARD ENTRY" window.
- Swipe, scan, or manually enter the number for the gift card.

Manual card entry can be disabled via the **Settings** section of the **actions** module.

To help protect your customer's card security, forcing swipes or scans is preferable to manual entry.



- The transaction receipt will print with the gift card balance.

```

-----
Store #1                      Cashier: John
Register #1                    Receipt #: 23617
-----
GIFT CARD                      $30.00
Ac
-----
Subtotal                       $30.00
Tax                             $3.15
Total                           $33.15
Cash Tender                     $33.15
Change Due                      $0.00

Gift Card TransID:              3
Gift Card Balance:              $30.00

Item Count: 1
  
```

Gift card charges can be made from any store in your corporate network.

Gift Cards | [Check Balance](#)

- Choose the "SELL GIFT CARD" button.
- This will open the "GIFT CARD ENTRY" window.
- Swipe, scan, or manually enter the number of the gift card.

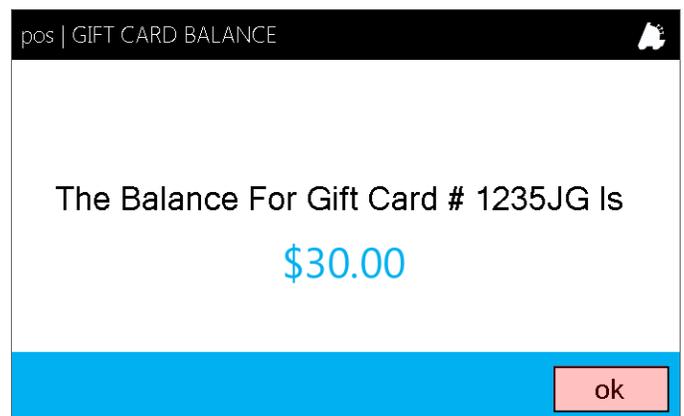
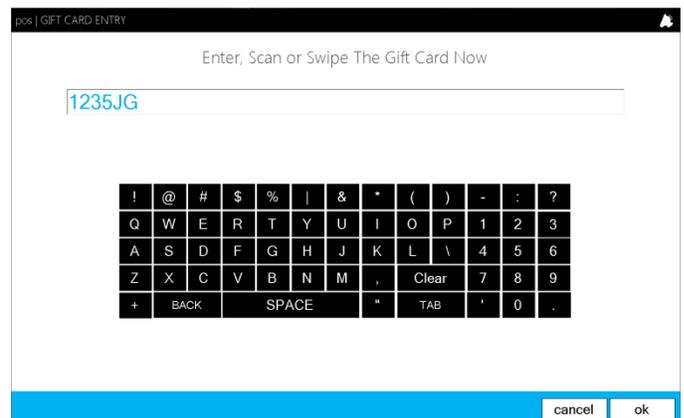
Manual card entry can be disabled via the **Settings** section of the **actions** module.

To help protect your customers' card security, forcing swipes or scans is preferable to manual entry.

- The "GIFT CARD BALANCE" window will open and display the available card balance.

Choose the "ok" button to close the window.

Gift card balance can be checked from any store in your corporate network.



Register X and Z

REG X is a cashier function used to view current POS shift information.

REG Z is a cashier function used to close the current POS/Cashier shift. The receipt printer report which can be included in this function includes the same information displayed via a REG X.

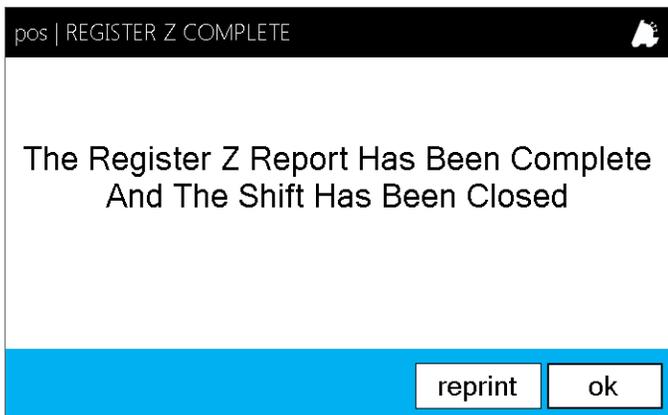
In fact, the only difference between these two tools is the **REG Z** closes the shift and resets current data for the next cashier.

An example printout of the information displayed by these two functions can be seen on the right side of this page. Pertinent login, sales totals, tax totals, cashier actions, tender details, department details, department group totals, and cash drawer summary appear as sections in this report.

If you do not intend for your cashier to see this information, these can be set to blind.

The cashier Z function can also be enabled/disabled via employee permissions in the **Management** utility.

Once a **REG Z** is complete, the cash drawer will open and the cashier will receive the following window -



You can reprint the **REG Z** report via the "reprint" option if necessary.

Pressing the "ok" button will log the cashier out of the POS in preparation for either a cashier change or reconciliation/cash drawer information entry.



```

- - - - - Register Z Report - - - - -
Store Number   : 1
Register Number : 1
Z-Counter      : 275
Date/Time      : 11/17/2014 5:16:06
PM
-----
Net Sales      :                $2,834.69
Tax            :                $305.77
-----
Total         :                $3,140.46

Tax2 Info - - - - -
Name          :                STANDARD TAX
Gross Sales   :                $2,837.69
Refunded Sales :                ($5.88)
-----
Net Sales     :                $2,831.81

Tax Collected :                $217.65
Tax Refunded  :                ($0.43)
-----
Net Collected :                $217.22

Tax3 Info - - - - -
Name          :                OTP TAX
Gross Sales   :                $2,779.80
Refunded Sales :                ($5.50)
-----
Net Sales     :                $2,774.30

Tax Collected :                $88.71
Tax Refunded  :                ($0.16)
-----
Net Collected :                $88.55

Other Info - - - - -
Cancel Sales  : 11                $0.00
Voids/ErrCor : 3                $0.57
Returns      : 3                $5.88
No Sales     : 3
Buydowns    :
Customer Count : 125

Tender Detail - - - - -
Gift Card    :                $112.04
Cash         :                $3,066.79
MasterCard   :                $5.20
Credit Card  :                $0.10
Personal Check :                $27.12
-----
Tenders Total :                $3,211.25

Department Detail - - - - -
DOMESTIC CIGARS : Amt                $3.00
                : Qty                0
PREMIUM CIG CTN : Amt                $9.00
                : Qty                1
PREMIUM CIG PKS : Amt                $33.60
                : Qty                6
LIGHTERS        : Amt                $19.51
                : Qty                103
LIQUOR          : Amt                $28.00
                : Qty                0
GIFT CARDS      : Amt                $1.78
                : Qty                2
PREMIUM CIGARS : Amt                $2,739.80
                : Qty                345
-----
Department Total :                $2,834.69

Dept Groups - - - - -
BEVERAGE TAX   : Amt                $1.78
                : Qty                2
CIGARETTE CARTONS: Amt                $9.00
                : Qty                1
CIGARETTE PACKS : Amt                $33.60
                : Qty                6
DEFAULT         : Amt                $28.00
                : Qty                0
GEN MDSE TAX    : Amt                $19.51
                : Qty                103
TOBACCO         : Amt                $2,742.80
                : Qty                345
-----
Dept Group Total :                $2,834.69

Cash Drawer Summary - - - - -
Cash Start Till :                $250.00
Cash Sales +    :                $3,178.83
Cash Loans +    :                $0.00
Cash PayIns +   :                $40.00
Cash PickUps -  :                $0.00
Cash PayOuts -  :                $40.00
Cash SafeDrps - :                $3,097.00
-----
Cash In Drawer  :                $331.83
    
```

Shift Reconciliation

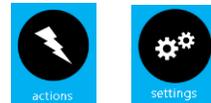
Shift Reconciliation is a function for balancing your drawer at the end of a cashier shift once a Register Z is ran. Shift Reconciliation is located under the “reconciliation” portion of the actions module.

Reconciliations can be set as *blind* from the “Settings” section of the actions module. A blind reconciliation will only allow cashiers/managers to enter drawer information without seeing expected totals and possible variances.

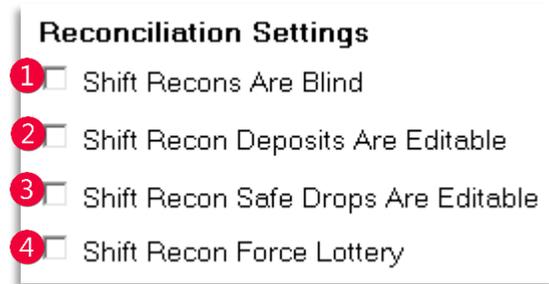
Once Shift Reconciliations are completed, they can be reviewed via the “Reconciliation Report” in Director at both store and corporate interfaces.

Reconciliation Settings

Reconciliations Settings can be edited via the “Settings” sections of the actions module.



- 1 Shift Recons Are Blind – checking this will hide any expected totals and possible variances when entering drawer/tender amounts.
- 2 Shift Recons Deposits Are Editable – checking this will allow deposits totals to be edited despite entered drawer/tender amounts.
- 3 Shift Recon Safe Drops Are Editable – checking this will allow safe drop amounts to be edited for drops performed but not processed via the POS.
- 4 Shift Recon Force Lottery – checking this will force a Lottery Recon to be performed with Shift Reconciliation.

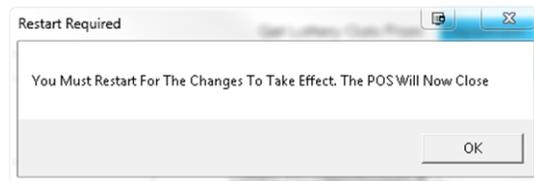


additional settings are specific for Lottery Recon

Once settings have been confirmed, choose “Save”.

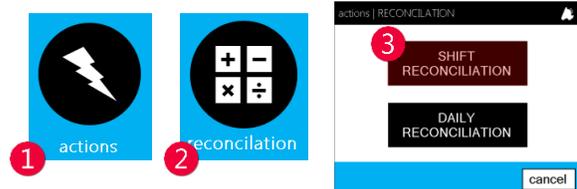


point of sale will prompt for an application restart to apply changes and point of sale will close.



Once you have opened point of sale, choose the actions module, then the reconciliation section.

Choose “SHIFT RECONCILIATION” to begin.



New Shift Reconciliation

1. From the **reconciliation** option in the actions module, choose "Shift Reconciliation".



2. This will open the **Shift Reconciliation** window with available shifts for reconcile.

recon | SHIFT RECONCILIATION

select shift to reconcile 6 show reconciled shifts

Reg #	Z #	Z Timestamp	Z Reconciled	Lottery Reconciled	Z Total	Cashier Total
1	280	12/22/2014 8:29 AM	<input type="checkbox"/>	<input type="checkbox"/>	\$40.98	\$0.00
1	275	11/17/2014 5:16 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$3,461.25	\$0.00
1	274	11/4/2014 12:04 PM	<input type="checkbox"/>	<input type="checkbox"/>	\$854.23	\$0.00
1	272	10/31/2014 2:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	\$165.50	\$0.00
1	271	10/31/2014 8:52 AM	<input type="checkbox"/>	<input type="checkbox"/>	\$109.15	\$0.00
1	269	10/28/2014 10:34 AM	<input type="checkbox"/>	<input type="checkbox"/>	\$1,060.13	\$0.00

6 shifts found 7 recon date: 11/17/2014

- 1 **Z List** – list of unreconciled Zs. Highlight and choose "select" to edit
- 2 **Z Reconciled** – once reconciled, this box will be checked
- 3 **Lottery Reconciled** – if lottery is sold and being reconciled, this box will check when **Lottery Recon** associated to its applicable Z is complete
- 4 **Z Total** – once a Z is opened and edited, the total from the Z is populated.
- 5 **Cashier Total** – employee entered drawer information is displayed here
- 6 **show reconciled shifts** – when checked, previously completed reconciliations will also populate the list for review
- 7 **recon date** – filter to display specific dates from this dropdown
- 8 **select** – when the applicable Z is chosen from the list, choose "select" to open and edit

3. Once opened, enter totals from register drawer into their applicable field as shown below.

Blind Reconciliation

This is an example of a *blind* reconciliation.

Notice there is no information for reference to expected entries.

Employees will not see the **difference** of their entries in the **cashier details** column versus the **register details** column.

Reconciliations can be set to *blind* via the **settings** portion of the **actions** module.

recon | SHIFT ENTRY (reg #1 Z #275)

drawer		register details		difference	
cashier details		qty		cash in drawer:	
cash in drawer:	0.00		cash in drawer:		cash in drawer:
safe drops:	3,097.00	5	safe drops:		safe drops:
paper checks:	0.00		paper checks:		paper checks:
elec checks:	0.00		elec checks:		elec checks:
gift cards:	0.00		gift cards:		gift cards:
credit cards:	0.00	3	credit cards:		credit cards:
house charges:	0.00	0	house charges:		house charges:
food stamps:	0.00		food stamps:		food stamps:
manuf coupons:	0.00		manuf coupons:		manuf coupons:
store coupons:	0.00		store coupons:		store coupons:
other:	0.00		other:		other:
grand total:	3097.00		grand total:		grand total:
pay ins:	0.00		pay ins:		pay ins:
pay outs:	0		pay outs:		pay outs:

check deposit:	0.00	safe start:	0.00	CC batch #:	0	notes:
cash deposit:	3,097.00	safe end:	0.00	CC batch amt:	0.00	
starting till:	250.00	weather:		check batch #:	0	
total deposit:	2847.00		N/A	check batch amt:	0.00	

reconciliation is final

close print save

Viewable Reconciliation

This is an example of a viewable reconciliation.

Notice **register details** are visible with a 3rd column to indicate the **difference** between the data entered in the **cashier details** column versus the **register details** column.

recon | SHIFT ENTRY (reg #1 Z #275)

drawer		register details		difference	
cashier details		qty		cash in drawer:	
cash in drawer:	331.83		cash in drawer:	331.83	cash in drawer:
safe drops:	3,097.00	2	safe drops:	3,097.00	safe drops:
paper checks:	27.12	5	paper checks:	27.12	paper checks:
elec checks:	0.00	0	elec checks:	0.00	elec checks:
gift cards:	0.00	0	gift cards:	0.00	gift cards:
credit cards:	5.30	3	credit cards:	5.30	credit cards:
house charges:	0.00	0	house charges:	0.00	house charges:
food stamps:	0.00	0	food stamps:	0.00	food stamps:
manuf coupons:	0.00	0	manuf coupons:	0.00	manuf coupons:
store coupons:	0.00	0	store coupons:	0.00	store coupons:
other:	0.00	0	other:	0.00	other:
grand total:	3461.25		grand total:	3,461.25	grand total:
pay ins:	40.00		pay ins:	40.00	pay ins:
pay outs:	40.00		pay outs:	40.00	pay outs:

check deposit:	27.12	safe start:	0.00	CC batch #:	0	notes:
cash deposit:	3,428.83	safe end:	0.00	CC batch amt:	0.00	
starting till:	250.00	weather:		check batch #:	0	
total deposit:	3205.95		N/A	check batch amt:	0.00	

reconciliation is final

close print save

4. After entering drawer totals under the “cashier details” column, enter any additional information you may require in the following three fields.

- 1 Utilize **safe start** and **end** to manually enter the safe amount at the time of shift begin and reconciliation.
 - The weather dropdown allows you to choose the weather type for the shift currently being reconciled. This can aid in providing extra information for analyzing customer traffic.
- 2 If credit batching is performed manually or you have received batching information prior to reconciliation, this information can be entered here for shift/drawer association.
 - The **check batch** sections function the same as credit batch sections.
- 3 Enter additional notes you find applicable to the reconciliation being performed.

1

safe start:	<input type="text" value="0.00"/>
safe end:	<input type="text" value="0.00"/>
weather:	<input type="text" value="N/A"/>

2

CC batch #:	<input type="text" value="0"/>
CC batch amt:	<input type="text" value="0.00"/>
check batch #:	<input type="text" value="0"/>
check batch amt:	<input type="text" value="0.00"/>

3 notes:

5. Once your drawer data is completely entered, you can close, print, or save the recon.

- Choosing **close** will remove any entered data.
- Choosing **print** requires connection to a standard computer printer.
- Choosing **save** will apply entered data. Reconciliation data is not communicated to corporate unless **reconciliation is final** is checked.
- Choosing **reconciliation is final** before saving will not allow you to return to edit shift reconciliations.

<input checked="" type="checkbox"/> reconciliation is final	<input type="button" value="close"/>	<input type="button" value="print"/>	<input type="button" value="save"/>
---	--------------------------------------	--------------------------------------	-------------------------------------

Reconciliations can be edited after choosing **save** until **reconciliation is final** is checked prior to saving.

Remember, previous reconciliations can be recalled by choosing the **show reconciled shifts** option from the **reconciliations** list window.

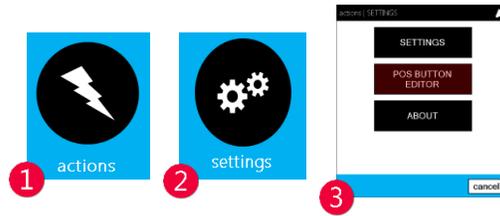
Reconciliation information can be viewed via the **Reconciliation Report** located in Director under the **Reports** module.

POS Button Editor

The **POS Button Editor** is a utility designed to simplify the process of customizing your POS panels and buttons. Located in the **settings** section of the **action** module, managing your panels and buttons has been centralized with function descriptions and button preview so you can fully understand what you are building and how it will look before saving.

With a corporate interface, the POS Button Editor enables you the ability to build and manage your panels and buttons from a central location while having the satellite stores/terminals download your creation!

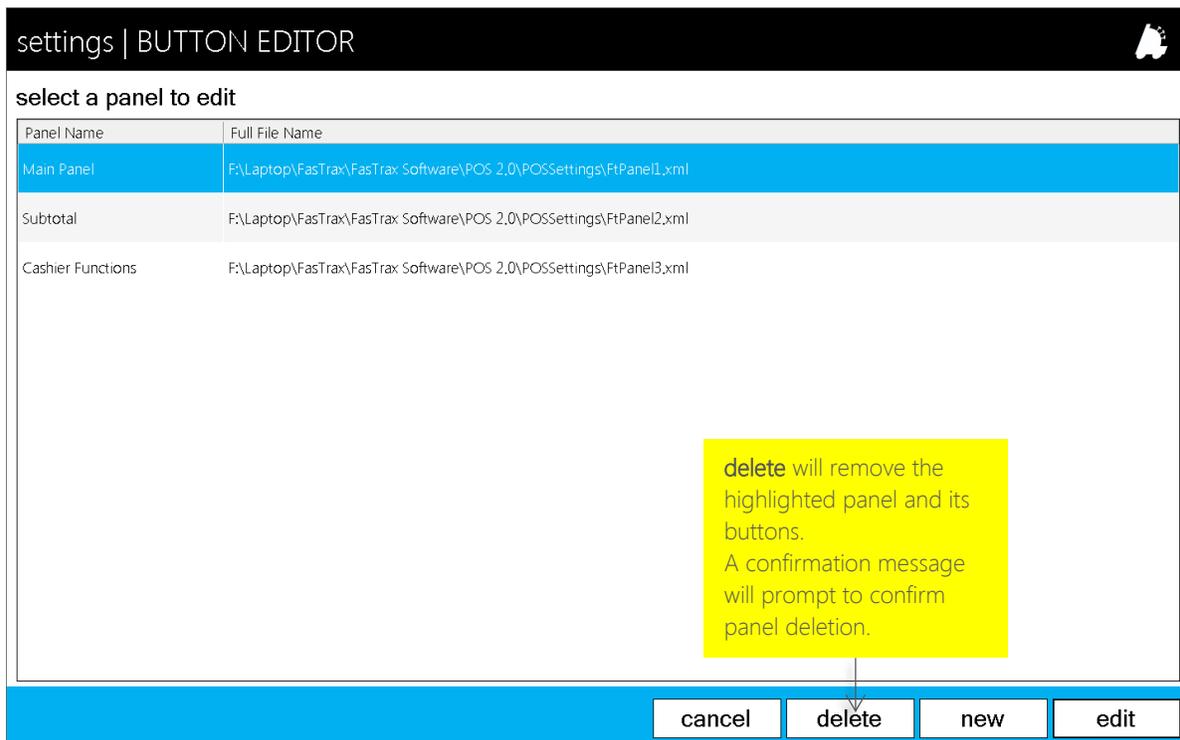
1. Access the POS Button Editor via the **settings** section of the **actions** module.



2. Once chosen, the **panel selection** list will open. Panels are the groupings of buttons your cashiers will utilize.

To edit an existing panel, highlight then choose the **edit** button.

To create a new panel, choose the **new** button.



Panel Name	Full File Name
Main Panel	F:\Laptop\FasTrax\FasTrax Software\POS 2.0\POSSettings\FtPanel1.xml
Subtotal	F:\Laptop\FasTrax\FasTrax Software\POS 2.0\POSSettings\FtPanel2.xml
Cashier Functions	F:\Laptop\FasTrax\FasTrax Software\POS 2.0\POSSettings\FtPanel3.xml

delete will remove the highlighted panel and its buttons. A confirmation message will prompt to confirm panel deletion.

cancel delete new edit

Creating a New Panel

1. From the panel list window, choose **new**.
2. Enter the name of the new panel.
3. **Button Types** are the visual appearance of buttons. This has no effect on function. Flat is the default style.
4. **Copy From Another Panel** allows you to create a new panel based on an existing panel setup.
5. Choose **Save** when you are ready to proceed.
6. Once saved, the new panel will populate the previous **panel selection list**.

Edit a New/Existing Panel

1. From the panel list window, highlight the applicable panel.
2. Choose the **edit** button.

delete will remove the highlighted panel and its buttons.

A confirmation message will prompt to confirm panel deletion.

Panel Name	Full File Name
Main Panel	F:\Laptop\FasTrax\FasTrax Software\POS 2.0\POSSettings\FPanel1.xml
Subtotal	F:\Laptop\FasTrax\FasTrax Software\POS 2.0\POSSettings\FPanel2.xml
Cashier Functions	F:\Laptop\FasTrax\FasTrax Software\POS 2.0\POSSettings\FPanel3.xml

3. An editable version of the panel will open.

Edit Button – If an existing button is highlighted, will open the editor section.

If a grey "blank" box is highlighted, will open the editor section for a new button.

Move Button – Highlight a button then choose the **Move Button** option. Choose the new location on the panel grid for the highlighted button.

Delete Button – Highlight a button then choose **Delete Button** to remove existing buttons.

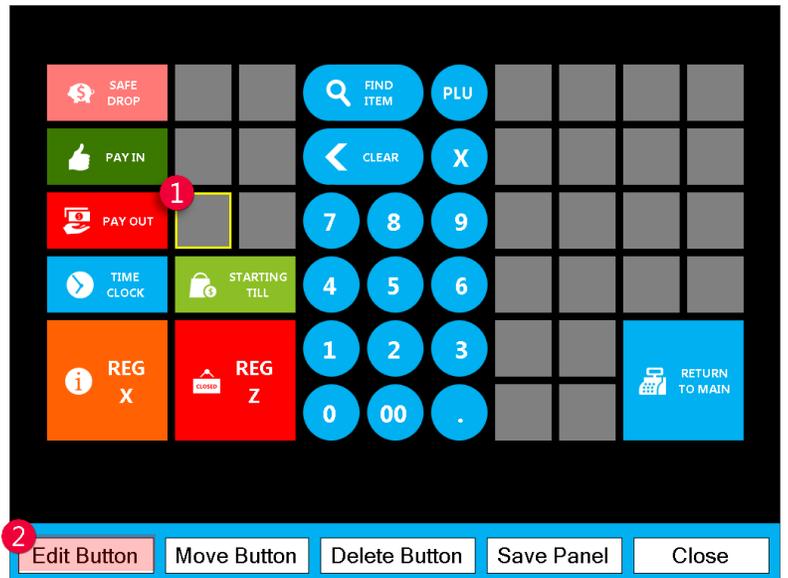
Save Panel – Will save the current panel setup. If not chosen after button editing, you will be prompted to save before closing.

Close – Closes the panel editor.

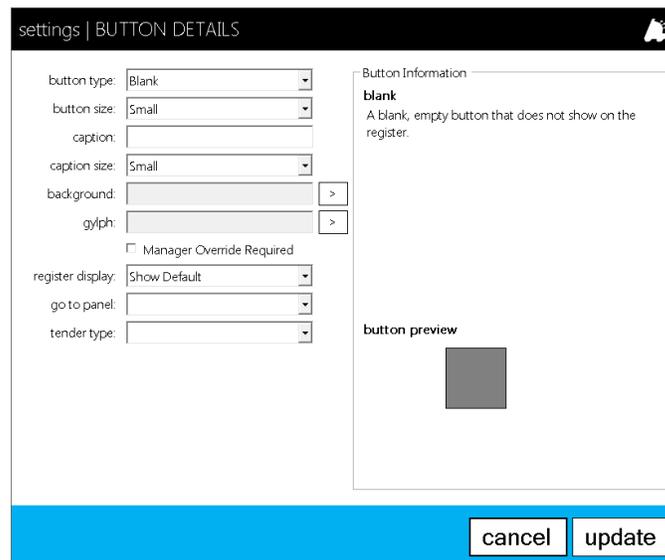
4. Choose the location for your new button.

shown in the example to the right as a yellow highlight

5. Choose the Edit Button option.



6. This will open the BUTTON DETAILS window.

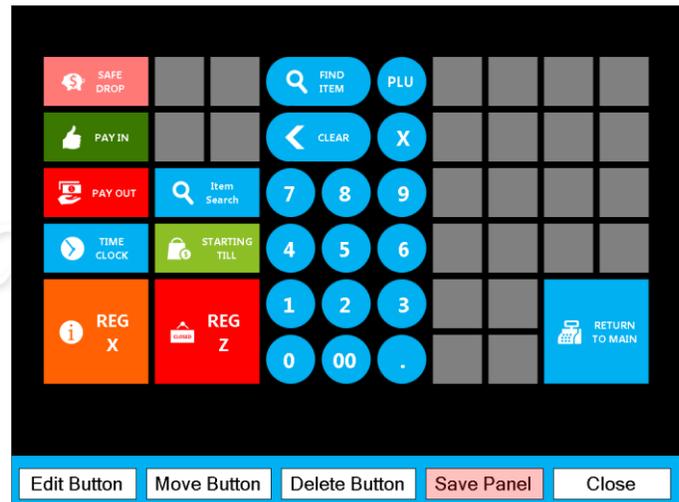


- **button type** – choose the button function
- **button size** – 1, 2, or 4 grey squares in size
- **caption** – text on button
- **caption size** – size of text on button
- **background** – button shape and color
- **glyph** – reference icon on button
- **Manage Override Required** – check for buttons you wish to require a manager to approve function.
- **register display** – after function completion, remains on current panel or changes to subtotal
- **go to panel** – after function is completed, changes to entered panel
- **tender type** – choose from available tenders if this is a tender button
- **Button Information** – description of the function of the **button type**
- **button preview** – visual preview of new button

7. Enter the applicable details for your new button.
8. Choose the **update** option when you are ready to proceed.

The example to the right demonstrates the structure of an **Item Lookup** button.

9. Once **update** is chosen, you will be returned to the editable panel view with the addition of your new button.
10. From here you can choose to edit, move, or delete buttons.
11. Choose **Save Panel** when you have finished with button editing



12. You will be returned to the panel selection list after completion of saving.

From here you can continue editing panels and buttons or choose the **cancel** button to return to the **actions** module to begin using your new button(s) via the POS!

Panel Name	Full File Name
Main Panel	F:\Laptop\FasTrax\FasTrax Software\PCS 2.0\PCSSettings\P1Panel1.xml
Subtotal	F:\Laptop\FasTrax\FasTrax Software\PCS 2.0\PCSSettings\P1Panel2.xml
Casher Functions	F:\Laptop\FasTrax\FasTrax Software\PCS 2.0\PCSSettings\P1Panel3.xml

Creating a Sell Item(s) Button

Buttons like the **Sell Item** and **Open Department** allow for single or multiple choice functions. When these buttons are picked in the POS, they will open a window displaying the available applied options.

Sell Item Button

settings | BUTTON DETAILS

button type: Sell Item

button size: Medium

caption: Griffin's Cigars

caption size: Small

background: POS_Sq_Orange_Up >

glyph: Button_Smoking >

Manager Override Required

register display: Show SubTotal

go to panel:

tender type:

Item List: 000000005315,000000005316,000 >

2 Sell Item

Select Items To Sell

By Description | gri | find

- 000000005315 - CORONA - THE GRIFFIN'S
- 000000005316 - GRAN ROBUSTO - THE GRIFFIN'S
- 000000005317 - PIRAMIDE - THE GRIFFIN'S
- 000000005318 - PRESTIGE - THE GRIFFIN'S
- 000000005319 - ROBUSTO - THE GRIFFIN'S
- 000000005320 - TORO - THE GRIFFIN'S

add

3 items selected

- 000000005315 - CORONA - THE GRIFFIN'S
- 000000005316 - GRAN ROBUSTO - THE GRIFFIN'S
- 000000005317 - PIRAMIDE - THE GRIFFIN'S
- 000000005318 - PRESTIGE - THE GRIFFIN'S
- 000000005319 - ROBUSTO - THE GRIFFIN'S
- 000000005320 - TORO - THE GRIFFIN'S

remove | save

cancel | update

- 1** Choose the arrow to open the **Sell Items** and **items selected** menus.
- 2** From the **Sell Item** menu, filter by description or UPC, then check the item(s) you wish this button to represent.
 - Choose **add**
- 3** Confirm in the items selected menu the correct entries, then press **save**.
 - Choose **update** when finished with button setup.

Creating an Open Department(s) Button

Buttons like the **Sell Item** and **Open Department** allow for single or multiple choice functions. When these buttons are picked in the POS, they will open a window displaying the available applied options.

Open Department Button

settings | BUTTON DETAILS

button type:

button size:

caption:

caption size:

background: >

glyph: >

Manager Override Required

register display:

go to panel:

tender type:

Dept List: >

2 Open Department

Select Departments:

- 1010 - FULL PRC CIG CTN
- 1012 - FULL PRC CIG PKS
- 1020 - GENERIC CIG CTN
- 1022 - GENERIC CIG PKS
- 1050 - IMPORT CIG CTN
- 1052 - IMPORT CIG PKS
- 1060 - CIGARETTE MULTI-PK
- 2010 - E-CIGARETTES
- 2020 - DOMESTIC CIGARS
- 2025 - PREMIUM CIGARS
- 2030 - SNUFF/SNUS
- 2040 - PLUG/SCRAP/TWIST
- 2050 - TOB-PIPE/RYO
- 2057 - MISC TOB-TOBACCOLESS SNU
- 2060 - CIG PAPERS/FILTERS
- 2070 - TOBACCO ACCESSORIES
- 2080 - HOOKAH PIPES

3 save

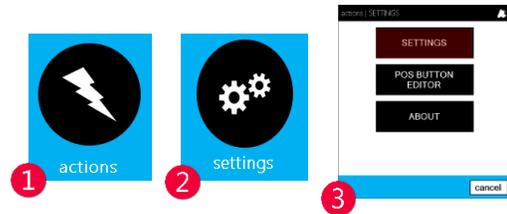
cancel update

- 1** Choose the arrow to open the **Open Department** menu.
- 2** From the **Open Department** menu, filter by check the department(s) you wish this button to display.
 - Confirm in the **Select Departments** menu the correct entries
- 3** Choose the **save** button.
 - Choose **update** when finished with button setup.

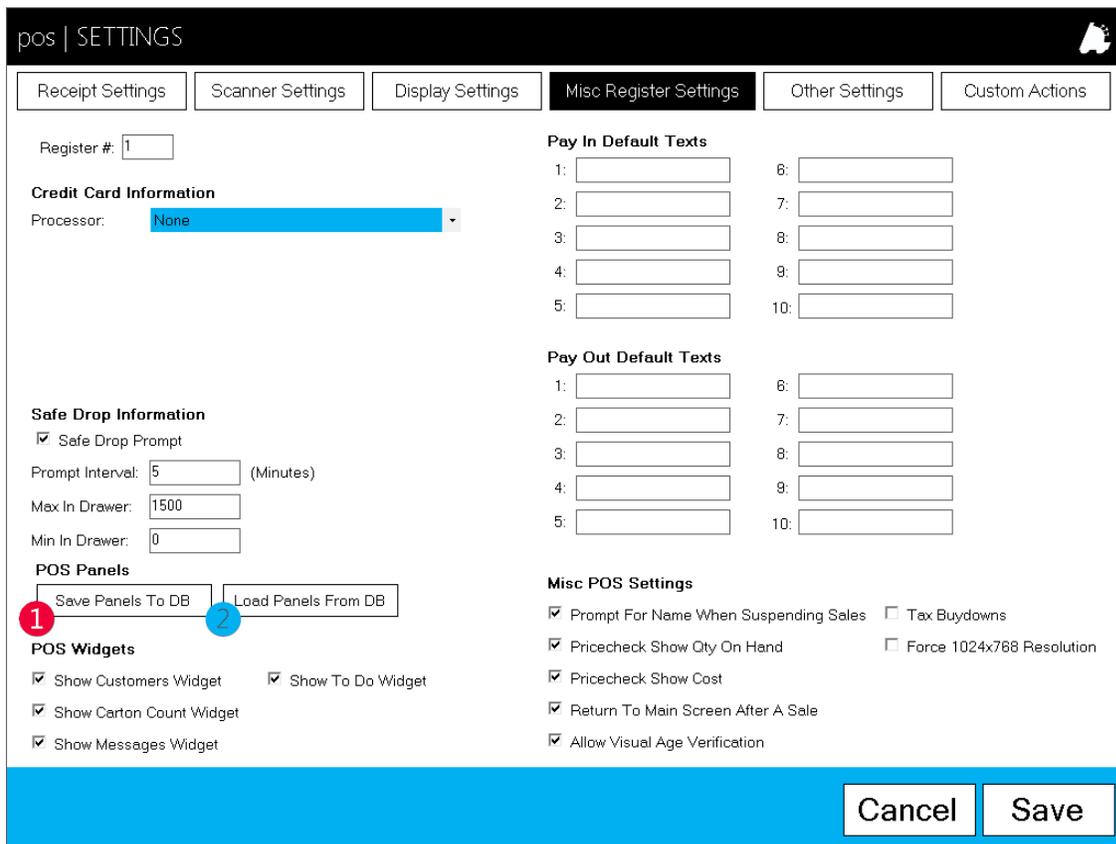
Saving and Loading of Panels with a Corporate Interface

With a corporate setup, you can build panels and buttons from your corporate workstation and save to your database for loading at the stores.

1. After building your panels and buttons, navigate to the **settings** utility via the **settings** section of the **actions** module.



2. From the **settings** utility, choose the **Misc Register Settings.tab**.



1. From your corporate interface, choose the **Save Panels To DB** option.
2. After saving, navigate to the same settings utility at your satellite/store terminal(s) and choose the **Load Panels From DB** button to load the saved panels from the corporate database.