



EZ Book

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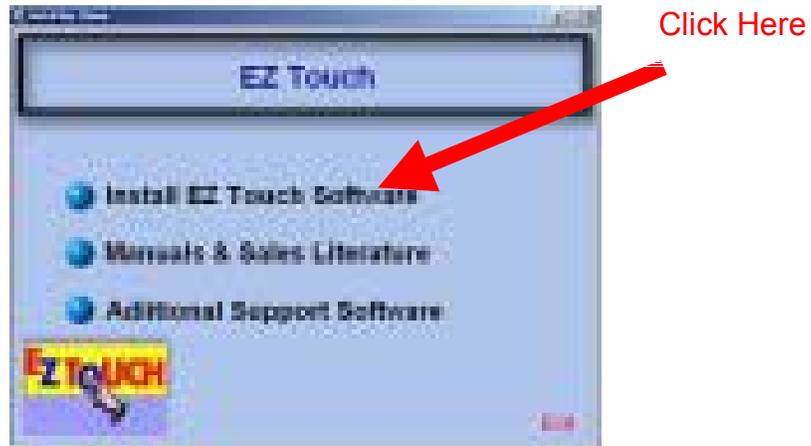
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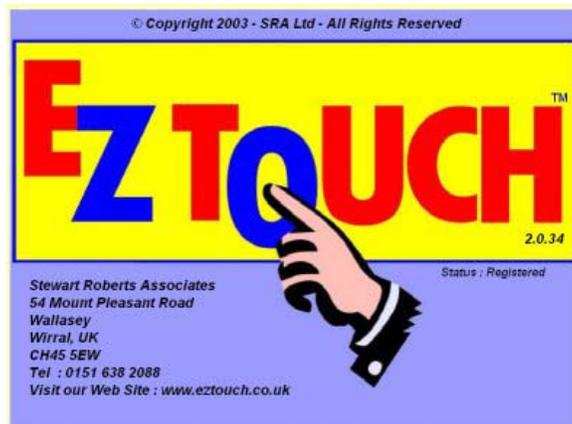
The following pages are designed to give the first time user of the EZ Touch EPOS system a quick walk through of the standard programming features and the initial stages of customising your software.

Loading the software onto your terminal

Insert the CD or copy the web download and run the setup program.



Start the EZ Touch program by either rebooting your EPOS terminal or by clicking on the EZ Touch icon on the desktop.



Once the EZ Touch banner screen has loaded just click anywhere on the picture to start the loading process.

Please treat the EZ Touch product range as cash registers and customise in the traditional way:

*** Clerks, * Departments, * PLU's, * Keyboard * Security**

The **EZ TOUCH** Screen system only requires the Touch Screen unit to be switched on, the Windows operating system will automatically run through its own setting up procedure, and will then immediately start up **EZ TOUCH**

In the current system there is only one button to choose from, and that is **SALES MODE**, but in the next version a **TRAINING MODE** will be provided. All current users will automatically receive the next **version** as soon as it is available, which will include the Training facility.

By selecting **Sales Mode** the main **EZ TOUCH** entrance screen is displayed.

DEMONSTRATION PROCEDURE or REGISTERING PROCEDURE

There are now two alternatives to enter the system, either by entering the system **un-registered**, which is possible for demonstration purposes. However certain restrictions will be evident in this mode, as there is a built-in expiry date, together with a maximum number of times the system can be run.

The **EZ TOUCH** Registration mode is self-explanatory, just touch the button marked **REGISTER**, and follow the instructions.

If entry is for **demonstration** only, then touch the screen anywhere and wait for the **EZ TOUCH** keyboard to appear.

At this point **it is essential to set up at least one clerk** or confirm the **OWNER** has the highest level of security, which is Level 6. For this to be effective, as with all the clerk keys in the system, the relative setting-up of a PIN number to Clerk identification is essential using up to a maximum of 9 digits.

If the Owner wishes to retain his Level 6 Security then he must change the PIN number, which comes with the **EZ TOUCH** system from **123, supplied as standard**, to whatever code is required. The owner should make the sequence of numbers a series of figures that can easily be remembered or at **least write them down and keep them in a place of safety**.

Please refer to the chapter relating to Clerk Set-up.

To gain access to the full **PROGRAMMING SCREEN** it is necessary to have **LEVEL 6 security**, and is achieved by touching the **CLERK BUTTON** with Level 6 security (it will turn red), followed by the **MANAGE FUNCTIONS**. At this point a screen appears and requires the security number to be entered. The **PROGRAMMING SCREEN** now appears and each **FUNCTION** button which is available, and are all explained on the following pages.

Information regarding the Operation of the **EZ TOUCH Screen**

The **EZ TOUCH** Screen is divided into eight segments, and observing them from the top of the screen they are:

#1 The **EZ TOUCH INDICATION**, always showing the accumulative amount of the sale, and finally the change to be given.

#2 4 or 8 **Cashier keys**, together with the **CLERK ARRAY** button. As the **EZ TOUCH** Screen system can have **40 Clerks buttons** available at any one time, to see any other clerk keys other than the 4 or 8 on the keyboard, touch the **Clerk Array** button. Exit this task by either touching a Clerk Button, which will then commence a sale or touch the **Clerk Array** key and it returns the system back to sales mode.

#3 The **EZ TOUCH ELECTRONIC AUDIT ROLL**, shows contents of the current sale.

ZOOM feature – by just touching this area an enlarged version of the audit roll appears.

In this mode it is possible to **DELETE the LAST LINE** of the sale

#4 **8 Hot Page** keys are available immediately, but dependent on the initial set-up procedure a further 27 will also be available. These extra Hot Pages will be allocated for in the next version.

#5 The oblong box under the audit roll has two function a) It acts as a visual guide, to advise if the **EZ TOUCH** Screen system is a single stand-alone unit, or part of a multi screen configuration . A single configuration shows a **pink/red strip**, whilst a multi screen version is always **white**, and b) it acts as a visual display when using the numeric keypad.

#6 There are **8 Function keys** available, situated around the numeric keypad.

Supervisor Function button, which requires a security number.

Management Function button, which requires a security number.

Language button, allowing up to 3 different languages to be used

No Sale button, available if not under supervisory mode.

C button, clears any amount entered over the numeric keypad.

Modifier button, enables half pints or doubles in spirits to be sold.

Table Section button, this will be available in Version 1.2.

Method of payment button, used to end all sales other than those finalised by the use of the Quick Cash Keys.

#7 **Sales Products** buttons, are activated and shown by signing on as clerk.

#8 **Quick Cash Sales** buttons, which can be customised saves the operator the need to use the Method of Payment screen when cash is being tendered to a value under £ 20.00.

CONTROL PANEL

This is the heart of your **EZ TOUCH** Screen POS system and is, in Cash Register programming, what would be called the Owners settings.

It is compulsory that either Security **Levels 5 or 6** is operational in this sensitive area of your program. It is therefore necessary that the Owner has the **OWNER** button still in operation or that a Manager (maybe at level 5) has been allowed to set-up a Clerk key with Level 5 or 6 attached.

To enter the Terminal Parameter mode – Select, by touching, the **Managerial button applicable** and follow by touching the Management Function key. Enter the appropriate **Pass Code** (PIN #) and touch **ENTER** button

All the relative buttons are now revealed to allow for full programming.

TERMINAL PARAMATERS

Please remember – **NONE of the following functions are activated UNTIL the EZ TOUCH Screen has been exited and the Point of Sale system & program has been rebooted.**

Terminal Name: constitutes part of the name and address of the terminal, and is used in the process of inter-screen communications.

Number of Quick Clerks: allows for the selection of either 4 or 8 clerks to be shown on the Main Key Screen.

Server machine name: is the name server terminal, and is used in the process of inter-screen communications. (Must have an entry in this box)

TCP Server : In a multi-screen situation, to designate a terminal as the Master this box must be ticked.

Drawer connected to other machine i.e.: is the name of another machine, which has the cash drawer connected. To activate this mode, the box must have a confirmation tick.

Sales Mode: activates the method of operation for the **EZ TOUCH** Screen POS system, be it either Hospitality or Retail mode. **This current version is purely for Hospitality.**

Flash Card PORT for Importing & Exporting – select using the drop-down box.

SECURITY

Set Sales Functions:

The **EZ TOUCH** system has **3 fixed Item % discount keys** i.e. 5, 10, & 20%, these function keys cannot be activated after Sub Total has been used.

The remaining **8 function keys** can be toggled on or off, as the case may be:-

**+%, amount minus, item discount, total discount,
minus key 1, minus key 2, minus key 3 minus key 4.**

Set Supervisor Function

These keys perform various security operations during sales periods, and can be toggled on or off as desired :-

Float – allows for the amount of float to be recorded and is added to the sales figure to achieve a true Cash in Drawer figure

Pick up – enables money to be removed from the drawer at any time during the sales period, and the amount is deducted from the Cash taken, to achieve a true Cash in Drawer figure

Return – this key is used when an item is being returned to stock, and the respective amount is being removed from the Cash in Drawer.

Void - this key is used when an item is being returned to stock, in the middle of a sale, or as a separate transaction outside a sales transaction.

Paid out – enables money paid out from the Cash Drawer to be noted and thereby the Cash in Drawer figure is reduced by this Paid out amount, e.g. Window Cleaner payments, Goods received and paid for in cash. In all cases receipts should be received and lodged in the drawer to act as evidence for these Paid Out transactions.

Previous Balance – when using the system to incorporate a Restaurant or Hotel operation and a tab is being employed, this key recalls the running balance to date.

New Balance – when using the system to incorporate a Restaurant or Hotel operation and a tab is being employed this key finalises the transaction, prior to payment.

Tips – this key enables Tips to be stored and included in a sales operation, without including the amount in the sales and/or turnover figure.

No Sale – Allows the drawer to be opened without a sale being made

Set Quick Cash Function

This section allows for the selection of Quick Cashing up keys as required. It also enables them to be activated or deactivated individually. Refer to **Additional Settings** in this section, as the overall command for these keys has to be set to the affirmative in that section.

Set Cash in Drawer Warning Level

Having decided the maximum cash to be held, in the cash drawer, at any one time, just enter this amount over the 12 digit keypad that is displayed and finalise by touching the **Enter** button

PRINTERS

Printer Type : either **Dot Matrix** or **Thermal Printer** - select as required.

Receipt Issue: under normal trading conditions, the ability to issue or not to issue a receipt is governed by the activation or non-activation of this Compulsory Receipt box.

Printer attached to : this is the name of the **EZ TOUCH** screen system to which the printer is connected. This is only required in a multiple Touch Screen environments.

Printer local : always activated in a single **EZ TOUCH** Screen system situation, but in a multi-screen configuration it is possible to have the Printer attached to any unit, and denoted at **Printer attached to** name and address.

Kitchen Printer attached to : this is the name of the **EZ TOUCH** Screen at which the kitchen printer is connected. This is only required in a multiple Touch Screen environments.

Kitchen Printer local : always activated in a single **EZ TOUCH** Screen situation if a Kitchen Printer is installed, but in a multi-screen configuration it is possible to have the Printer attached to any unit, and denotes at **Kitchen Printer attached to** : the name and address applicable.
Kitchen Printer Port No : The port to which the Kitchen printer is connected.

Set other Kitchen Printers – required for PLU Wizard feature if Kitchen or Bar Printer(s) are being used.

ADDITIONAL SETTINGS

Euro Rate : allows for immediate amendments in the exchange rate of euro to the local currency.

Show Quick Cash Sales Buttons : this governs the use of these keys throughout the **EZ TOUCH** system.

Allow creation of Scanned Barcodes : when this box is ticked, in a retail operation using barcode scanning, an item may be entered on to the system at an **EZ TOUCH Screen** module by using the barcode scanner. This application will be available in the next version.

Compulsory Cash Tendering : a tick in this box enforces the operator to finalise every sale by entering the amount of cash received over the keyboard, then touching Cash button, allowing the system to calculate the change..

Allow Clerk Location Swapping : During sales mode operations, it can be a great help if the Clerks on duty have their buttons displayed at the top of the screen. **In the chapter covering sales operations this is the first item discussed.** However if only 4 or 8 clerk keys are ever to be used then by ticking this box the 40 possible clerk keys can never be swapped from position to position.

No Sale Enabled : a No Sale operation is allowed without Supervision.

To exit and return to the **EZ TOUCH** screen at any time touch the Done key.

EDIT SCROLLING MESSAGE

On the **EZ TOUCH** Screen system there are 7 amendable messages.

To add or edit a message, touch the line to be worked on, using the typewriter keyboard backspace until the line is clear.

Complete the line, chosen, by typing the message required and depress Enter key.

Select the line, which is the message to be displayed, by selecting the button marked **Set as Default** alongside the message required..

The system now returns to the normal **EZ TOUCH** screen.

AUTO-SHIFT SET-UP

Although the maximum number of auto timers that can be provided is 10, for the present, the **EZ TOUCH** Screen system provides up to 5 amendable settings. Always ensure the clock in the **EZ TOUCH** Screen system is checked regularly.

To set up a time zone, just enter the closing time of the sales period (24hour clock settings), by touching the **View/Hide** button and then touch the closing time button. Now enter the opening time of the sales period (24hour clock settings) and touch the opening time button.

Please Note - if your require a time zone to span across midnight then it will be necessary to set up two time zones. The first will span from the start time until 23:59. (**EZ TOUCH** will actually set this to 23:59:59) and the second time zone from 00.00 until required end time. The reason being, sales are being made in two independent trading days with regard to the sales database.

It will become quite clear, by the simplicity of the layout, that promotional sales, happy hours, function sales and the like are selected by just touching the daily buttons or by selecting the all week button.

Exit by touching the **Finish & Save** button

Notice - at the bottom of the Programming Screen there are 5 radio buttons with various **Lock** positions, from Standard to Level 5 & Auto Timer. Using these buttons it is possible to set an individual terminal to function on a particular level of pricing. This selection automatically over-rides the Auto Timer for the sales made at this time. **The Auto Timer is a default setting in restart mode.**

CHANGING HOT PAGES

A maximum number of 80 Hot Pages is possible with a maximum of 65 key positions per page with Quick Cash Keys, or 72 without, but for the present, the **EZ TOUCH** Screen system provides for up to 35 pages.

Whilst the **EZ TOUCH** system has its own departments, like an ordinary Cash Register, it is also possible to use the Hot Pages as department breakdowns, but ensure the departments that have been set-up correspond to the Hot Pages if this system is to be employed.

Each page has its own distinctive title, which is denoted at all times on the key-top.

To add or edit a key-top title, type the title for the button in the screen to the right of the Clear Field button. When completed depress the key top in question. Any errors in typing can be rectified by using the Clear Field button.

If a Hot Page button is no longer required, it can be hidden for the time being, by just touching the **Hide a Button** key and then touching the key that requires to be taken off the system

Exit by touching the **Finished** key..

ADD / EDIT DEPARTMENT

Every **EZ TOUCH** Screen system **must have at least one department set-up**, as every touch screen button is a Price Look Up key, it must have a department to which it is linked. This enables categorised sales reporting within the system.

Although the number of departments can be numerous, for the present, the **EZ TOUCH** Screen system provides up to 99 active departments.

From the 99 possible departments available, select a dept to be amended or choose a blank line by touching the dept description box. If this line happens to be the last line available, as soon as the last line has a description a new line appears.

Complete the line chosen, by typing the department heading required, the next box allocates the **appropriate VAT** and the next can be used for **age of customer** verification.

Exit by touching the Done button.

EDIT RECEIPT HEADER

The **EZ TOUCH** Screen system has the facility for a black & white bit mapped logo, which most probably will be set up by the dealer, after consultation with the purchaser. To activate tick **Print Receipt** Logo box.

The logo facility has up to a possible 10 logos available.

On the other hand there is an immediate facility to set up a 4 line Receipt Header and a one line Footer message.

On touching the Edit Receipt Header button the 5 lines, as mentioned above appear.

The line consists of 40 characters in single font size or 20 characters in double.

The boxes at the side of the screen allows for central printing on the receipt, line by line or overall by using the **Centre All** box. The font size is selected at the line.

EDIT CREDIT CARD NAME

The **EZ TOUCH** Screen system provides for 8 Credit Cards. A number of the main Credit Cards in circulation are included as standard. Others can be added.

To add a new Credit Card - touch the box to be used and enter the Credit Card name. If a card logo is available and has been copied into the **CCLogo file**, by touching the box alongside, the contents of the **CCLogo** file is shown. Select the logo required.

When all additions, deletions or amendments have been attended to, touch Done to return to the sales screen.

CLERK SET-UP

The column headed **Clerk Number** is fixed and allows for 40 clerks to be designated.

The following columns are self –explanatory and require to be selected by touch prior to adding or amending, After typing the entry, by touching the ENTER key the respective details are automatically accepted by the system.

Clerk Name - can be up to 7 letters in length.

PIN Number - can have up to a maximum 9 digits, but defaults to Clerk #.

Dallas Key Code – can be set up, either by entering the Dallas key number after touching the respective box and using the typewriter keyboard, or by introducing the Dallas key to the **EZ TOUCH** Dallas key position instead of using the keyboard.

NB – A clerk can be introduced or reintroduced to a Dallas key at the time a sales period starts. (This can assist in reducing the number of Dallas keys a system requires)

If the clerk in question, has the clerk button already visible. (i.e. in a 4 clerk or 8 clerk set-up as standard) then just touch the button required followed by the **Array** button. The screen with all available clerks is now revealed.

However, if the clerk's key is not on view then it will be necessary to firstly touch the **Array** button to gain access to the All Clerks screen. Touch the clerk button to be designated.

The screen will now revert to its default sales mode.

By touching the **Array button** the All Clerks screen is revealed again.

The clerk in questions button should be red. Touch Clerk Setup button.

Place the Dallas key against the Dallas lock position and **leave it there.**

In the top left-hand part of the screen will appear the language selection box and a window showing the Dallas key number.

This change of Dallas key to Clerk needs only to be executed on one machine on the network, or sub network.

Select the language desired, if this option is being used, and finally touch the **Finish** button.

Security Level – There are 6 levels of security that can be chosen by screen selection. Select the security level box and touch the level required displayed on the right hand side of the screen

To exit from the Clerk Set-up screen – touch the box denoted DONE >>.

KEYBOARD ARRANGEMENT

For sheer simplicity, consider this page as being in two halves.

The left hand side is for the designing of the keyboard, and the right hand side being the actual keyboard.

Before amending and/or designing the keyboard, select the page to be altered, by touching the hot key appropriate to the amendment.

After a short pause the right hand side of the screen will change, and will depict the Hot Page layout selected

The left hand side is divided into three sections, the top section contains the four templates possible for the key-top arrangement, also the Font Change key.

The middle section contains the 20 colours available for the key-tops.

And finally the lower section contains the four text colours available for each key-top.

A tip to save time, always go to the middle section first and decide the colour for the respective key-top, also the colour of its text, then touch the template size for the key and only then touch the appropriate key.

To change the font or the font size, touch the Font Change key-top in the upper section, and a new box appears setting out the font change possibilities.

Clear Button – allows for an individual key to be cancelled and made ready for reprogramming

Move PLU Location – touch this key prior to changing the location of a key position, just touch this key, the key to be moved and then the place where it is being transferred.

Copy PLU to other Location – by touching this key it is possible to actually copy (N.B. **copy** not move) a key from any Hot Page to another. Touch this key, touch the product button to be copied, touch the Hot Page

button and once the Hot Page as been depicted touch a key position and the product is now available on more than one Hot Page.

However it is only possible to perform this copy operation once, so to copy the same product to another Hot Page it is necessary to repeat the operation for each copy required.

Reset Entire Form – is self-explanatory. Touch this button and the whole page resets, ready for new and further programming. As this is rather a final operation, there are two stages requiring attention before the Page is reset and the product buttons are removed.

Once all changes have been made depress **Save & Exit** key-top. Once again an opportunity is presented to ensure the correct Screens are being saved.

PLU KEY SET-UP

This function is ONE METHOD, which will allow the user to add a new PLU and position it on a Hot Page, or just position a PLU. **Refer to appendix B, for the method of importation from a spreadsheet.**

Warning – On this page there is a key, which states **Reset this Page**. By touching this key a sequence of removing all PLU's on this page is commenced, including the resetting of the keyboard arrangement to default setup.

Care is needed when repositioning keytops. Ensure any new position does not cause overlapping with existing keytops

This is one of two areas in the **EZ TOUCH Screen system, which** can reset the entire page, the other is found in **KEYBOARD ARRANGEMENT**. In both cases there are plenty of opportunities to abort the procedure.

KEYBOARD ARRANGEMENT key – allows for instant layout changes.

PLU/ DEPT Toggle key - On the left of the screen is a button, which shows PLU's or Depts. The header depicts the current alternative and the button under the panel will always depict the alternative choice. For example if Departments are showing the button will depict PLU's and vice versa.

In this part of the program if the PLU items have been requested a drop-down box of departments will automatically be visible. On the other hand if the departments have been requested the drop-down box is not necessary and is removed.

RESET THIS PAGE – is self-explanatory as mentioned above.

PLU WIZARD – Immediately transfers the programmer to the section of the software covered by EXPLANATION OF THE PLU WIZARD, which can be found a page or two further on in this manual.

SAVE AND EXIT or Save Key Set Up – will store the new information assigned to the system and returns to the sales screen, after confirmation.

EXIT – will ignore any changes that have been made and returns to the sales screen.

The PLU products are categorized in alphabetical order within their respective departments, as chosen at the time of setting up of the product.

The Departments, when selected, are listed by their Department number. It is also possible to have a designated dept with its own keyboard position, and a manual sales entry be made.

.A PLU can be selected by either touching the **ALL ITEMS** line in the Department drop-down box or by selecting the actual department relative to the product.

In either case the products are now listed into alphabetical order for speedy selection.

In this section of the program, the system uses all the features available in **KEYBOARD ARRANGEMENT** facility with an additional key – **NEXT KEY**.

The **Next Key** moves the programming on to the next PLU amendment.

PRICE CHANGING

For simplicity, the **EZ TOUCH** Screen system for price changing is fool proof.

Select the Hot Page to be displayed and wait until revealed.

Depress the key-top of the product to be amended, the **old price** is now displayed. Over the keyboard enter the **new price** and just touch the product to be changed once again. The price has now been changed.

Repeat the previous paragraph until all prices have been changed,

Exit by touching the **Return to Sales Mode** button

EXPLANATION OF THE PLU WIZARD.

It is anticipated the **EZ TOUCH** product file will be set-up by importing the file from an outside source i.e. spreadsheet etc., However, if this should not be the case then a very simple method of adding or amending PLU's is provided.

At each stage, prompts have been supplied to ensure nothing is omitted, and on completion a full screen is displayed with all the PLU details.

To be able to advance through the PLU Wizard, step by step, use the **NEXT >>** button. Obviously to back track use the **<< BACK** button

Following the selection of **PLU Wizard**, a screen is displayed with the possibility to either **CREATE** or **AMEND** a PLU.

Selecting **Create** starts the sequence, and just requires the various boxes to be completed, or with prompts to show affirmative **ticks**, or be left **blank**.

On the right-hand side of the screen is a mini confirmation box showing progress so far.

Backspacing is used in most boxes to CLEAR or AMEND the contents.

If when using the PLU Wizard it is necessary to come out of this section, but all the details so far entered are still required :

Touch the FINISH THIS PLU >> button, and then touch the ACCEPT and SAVE button on the Main Screen.

It should be noted that there are certain drop-down boxes that require to be completed outside the PLU Wizard. For example, departments, kitchen printers etc need to be designated in their own part of the system set-up.

Step 1 - Description

The description can have up to 16 characters, and the **EZ TOUCH** software provides for 3 different languages. To access the other 2 language boxes – tick **Other Language** box and complete.

On completion of the box use the **ENTER** button on the Typewriter keyboard.

Use **NEXT>>** button

Step 2 - Standard Price

Enter price using decimal point as appropriate. If a modified price is to be used, e.g. a half / a double etc just tick the modifier box.

The first **Modifier Price** box appears – complete as required.

The **Modifier %** of standard unit now requires to be entered
e.g. 50% = Half, 200% = a Double & 300% = a Treble

Modifier Text has a drop down selection box and is activated by touching the arrow on the slide on the right of the box. Choose the text required if it is available. If not select the **Modifier Names** box.

Enter the new name and touch **Add Modifier Name**
Now select the Modifier required.

The **EZ TOUCH** software has **5 levels** of pricing available, and to complete any of the other levels just touch the **More Price Levels** button. The remaining 4 levels can now be completed.

Return to the main Pricing screen by touching the **Return to Main Pricing** button or **NEXT>>** button.

Step 3 – Department Link

By using the Search Criteria, just enter the first letters of the department required and once it is shown in the box touch **NEXT >>** button.

Step 4 – Tax Code

EZ TOUCH software provided for **5 Tax Rates**, but defaults to Tax Rate 1 in the tables.

Step 5 – Kitchen Printer

If the **Kitchen Printer** box is ticked, then a drop down box appears to enable the Kitchen Printer to be selected.

Kitchen Printer Path – from the drop down box, select the printer that is to be addressed. Obviously this is of no consequence in non printer situation. **Note** Printers are set up in the Control Panel area,

Default Food Course – This drop-down box allows for a default to be set in the order of menu sequence. In a Restaurant environment it is advantageous to be able to denote the actual course on the menu the product should default to, This keeps the sequence of courses in order for the Kitchen Printer. This again is a choice from a drop down box.

Receipt Printer Sequence - However, even though the product might have its own default setting for the Kitchen Printer the **EZ TOUCH** software provides for a grouping order on the customers receipt. Select from the drop down box as appropriate.

Step 6 – Keyboard position

If the product is to be placed on a Hot Page tick the **Keyboard Product** box.

A list of the pre-defined HOT PAGES can now be used to select the actual Hot Page applicable

Once the selection has been made, by touching the appropriate line, touch the large **Accept and Position Key** box, which has also appeared

A diagram of the actual page selected now appears with the keyboard laid out in squares. Only **GREEN** squares can be selected, as **RED** squares are key positions already in use. This selection procedure places the product being programmed into 1 square only.

Whatever the size of key to be used on the screen Quad or Double the anchor is always the top left in a Quad and the left-hand of a horizontal Double or the top of a vertical Double key.

Once the products have been created, and loaded into their respective Hot Page, by using the **Keyboard Arrangement** feature the screen layout can define. **Use Keyboard Arrangement described earlier**

Bar Code Number box – touch to tick it if sales are to be made using barcode numbers.

CASH DECLARATION

In some instances the **EZ TOUCH** Screen system may be required to have an enforced Cash Declaration before Reports can be taken. Refer to **additional settings in CONTROL PANEL** provisions, at the beginning of this manual.

Procedure - After counting the Cash in Drawer, it is now possible to enter the entire cash to be declared, denomination by denomination.

Simply touch the box to be completed, enter the amount over the numeric keypad, no decimal place required. Now move on to the next denomination to be declared.

Exit by touching **Finished** button.

PRINT CASH SHEET

In certain instances, it is not always possible to cash-up and count the cash at the end of a shift, or before closing the business down for the day.

In such instances, it is still necessary to provide a Cash in Drawer figure for balancing at a future time.

Touch the **Print Cashing Sheet** button and the printer will provide a replication of the Cash Declaration screen, but in hard copy.

This document can now be completed by hand and handed to management.

DELIVERY MODE

This screen, at first, allows for the entry of the Supplier and the Order reference number.

After confirming the details, by touching the OK key-top, the screen changes to show the Hot Pages and the respective products.

It is now possible to enter the quantity of each product received, **in its outer packaging** i.e. barrel size, bottle size, quantity per case etc. The system has the conversion rate already programmed i.e in one 11 gallon barrel there are 88 pints and in one 1litre bottle there are 40 measures.

Once the correct Hot Page has been revealed with product required, enter the quantity of the “outer” received and touch the respective product button.

Repeat the foregoing with each item to be recorded.

Exit as instructed.

The printer will now produce a hard copy of every item recorded, which can then be attached to the delivery note as proof of entry.

REPORTS

As with all Cash Registers and Cash Register operation, results can be obtained in either of two ways, by taking “X” Reports or “Z” Reports.

IN an **“X” Report operation** - the various PLU, Dept, Transaction & Financial Reports print out the results up to the time of them being taken, but they are not reset to zero. In fact they are left for further sales items to be added to them.

For convenience, and as the **EZ TOUCH** screen software can take advantage of PC screen simulation, it is possible to **View Reports** as well as printing reports. However, please note this feature can only be used prior to a “ Z “ Report being taken.

In a **“Z” Report operation** - the various PLU, Dept, Transaction & Financial Reports print out the results up to the time of them being taken, and at the same time they reset to zero, ready for the next sales period.

Sales Period Reports

In a **“Z2” Report operation** - the various PLU, Dept, Transaction & Financial Reports print out the results up to the time of them being taken, and at the same time they reset to zero, ready for the next sales period.

In normal circumstances this **“Z2”** sequence of operation is used for specific time periods, e.g. from stock take to stock take dates.

PLU Inventory Report – will furnish the numbers of units in stock for each product on the system.

Print Blank Inventory Report – allows for a blank inventory list to be produced so that each stock item can be recorded manually.

BACK-UP AUDIT TRAIL

The Backup Audit Trail can only be down loaded from the Master Machine, or a slave machine that has been re-identified as the Master. (see Terminal Parameters)

A drop down box now appears with the normal selection of storage devices. Preference should be given to a device outside the terminal i.e. a Flash Card or a Hard drive on another system e.g. back office.

If a Flash Card is being used, which is recommended, touch the device symbol for **Removable Device**. The down load procedure will automatically create a directory with current date, then creates a Microsoft access database – called Audit Trail Back up, with the date taken. A receipt is now issued with all details of the back up for reference purposes.

This backing up procedure only clears the Electronic Audit Roll and does not in any way effect the **EPOS Program**. All configurations & sales data are retained

TRANSMIT DATA TO OTHER UNITS

As this with all PC based systems, it is possible by using normal networking procedures, to transmit data from unit to unit. The **EZ TOUCH** Screen system is no different. By normal selection of paths within a networking system data transfers are achieved.

In the case of setting up a multi screen system, once the Master has been programmed with all the relevant controlling data, and the terminal has been loaded with sales departments, products, clerk designations etc., a full down load can be made to each terminal.

There now only remains the individual programming of the slave terminal(s). The only part of the **EZ TOUCH** Screen system that requires personalized programming is this operation, and is found and completed in the area governed by **CONTROL PANEL**.

LOCAL INFORMATION ANALYSIS REPORT

EZ TOUCH Screen systems supplies a unique method of monitoring all the operations of a sales period, terminal by terminal, and line by line with date and time. This powerful innovation in Point of Sale recording and Management Control, ensures an End User/Owner can verify on the spot, a reported malfunction of the system, or the End User/Owner can actually monitor a member of their staff's actions during the whole of a sales period. **Two buttons activates the last 30 days trading, with anything over 30 days being stored in the 30 + days database.**

Security Levels

Program Section	1	2	3	4	5	6
Clerk Set-up					Y	Y
Keyboard Arrangement				Y	Y	Y
PLU - Dept. Key Set-up				Y	Y	Y
Price Change				Y	Y	Y
PLU Wizard				Y	Y	Y
Control Panel					Y	Y
Scrolling Message				Y	Y	Y
Auto-shift Set-up				Y	Y	Y
Changing Hot Pages				Y	Y	Y
Add / Edit Departments				Y	Y	Y
Cash Declaration	Y	Y	Y	Y	Y	Y
Print Cash Sheet	Y	Y	Y	Y	Y	Y
Z Reports				Y	Y	Y
X Reports		Y	Y	Y	Y	Y
Delivery Mode			Y	Y	Y	Y
Stock Take				Y	Y	Y
Quit			Y	Y	Y	Y
Return to Sales	Y	Y	Y	Y	Y	Y
Back up Audit Trail					Y	Y

Appendix A

IMPORTING COMPLETE PRODUCT FILE

Even with the **EZ TOUCH** Screen PLU Wizard: to enter a vast number of products would be time consuming and very laborious.

For this reason it is anticipated that an outside source will be employed to compile the product file. **EZ TOUCH** has provided for an import procedure using an **Excel Spreadsheet** format.

There are two ways this product file can be down loaded, but in both cases the preliminary action is the same.

Flash Card - Assuming the product file is completed and resides in a folder awaiting exportation to an **EZ TOUCH** Screen, via Flash Card, just plug in the Flash Card to the PC through the USB port. Copy and Paste the file in the normal way.

When the Flash Card has been plugged into the **EZ TOUCH** Screen, in the normal Windows screen, double touch the **My Computer** icon and wait for the Windows System Tasks screen. The Flash Card icon will now be depicted as a plug and play device. Open to reveal the product file. Now, perform a normal Copy & Paste operation exporting the data to the **EZ TOUCH** installation folder.

PC - Assuming the product file is completed and resides in a folder awaiting exportation to an **EZ TOUCH** Screen via a networking configuration, a series of normal PC data paths must now be set up to copy the data to the **EZ TOUCH** Screen in the normal manner, so that the Excel file is now resident within the **EZ TOUCH** system awaiting importation to program.

e.g. the path must end up in My Computer on the **EZ TOUCH** unit,
and then follow the paths –

C:\Program Files**name of the file in which EZ TOUCH** resides**whatever the name may be that EZ TOUCH program** has been called. Unless it has been changed by the dealer **EZ Touch** is the default name. On the selection of a Clerk, a screen will appear advising the Product File has PLU's that require updating. Follow the instructions to update product file.

If the **EZ TOUCH** Screen has been switched on, but not in the actual EPOS program, as soon as the **EZ TOUCH** system is opened, on touching a clerk key the screen as mentioned above will appear to advise updating is necessary.

Appendix B