GEMINI
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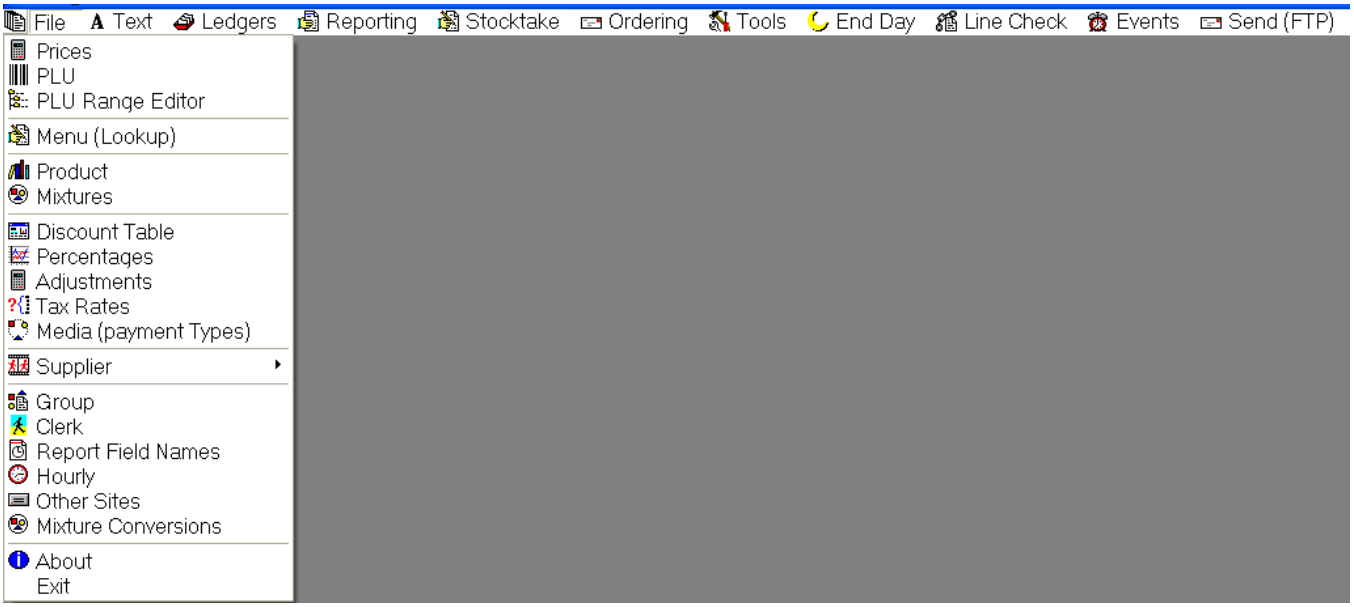
Gemini Bar Stock Control

Basic setting up procedures and operating instructions

General Setting Up Guidelines

Contents

The Main Menu



The main menu is shown above with the File menu option selected.
Click on a main heading on the menu and then select a sub-heading.
For example clicking on File and then clicking Product on the drop down list will load the product edit screen.

What is a Product?

A product record contains details required for the stock control of items.
This includes the normal supplier, cost price, delivery size and a retail price.
The product records have PLU records attached to them via conversion factors.
For example a bottle of wine may be sold as a bottle, 125ml, 175ml and 250ml glasses. Each of these sizes will have their own PLU linked to the product via a conversion factor.

Product reports show sales that have been consolidated by product.

What is a PLU?

The letters PLU stand for “Price Look Up”.
Every item button on a touch screen requires a PLU record.
PLU numbers (or barcodes) are used by the cash register to find a record containing fields such as a price and a description when you sell it. Hence a PLU record holds the information needed to sell an item.

Also stored in a PLU record is information on kitchen printer selection, condiment groups, cooking instructions and flags to enable functions such as half pints.

Condiment Groups are prompts for selecting options that go with the main PLU.

For example you may have a potato selection and a veg selection to go with steak & kidney pie.

The steps to take will be to add the PLU for steak and kidney pie, then add PLU’s for each of the options (e.g. chips, jacket, mash …, Side Salad, Green Beans …). Once this is done add a condiment group (see below) for Potato Options and one for Veg Options, adding the relevant PLU’s into each condiment group. Once this is complete you can add the condiment group to the PLU’s that require the option.

When a group is selected, its default settings are applied to the PLU. These include button colour, flags and kitchen printer selection.

<u>Another example :</u>

a bottle of wine may be sold by different glass sizes and by the bottle. The product will have one PLU linked to it for each size. So one PLU will be set up to sell a bottle and have a conversion of 1. Another will be for a 250ml glass and have a conversion of 0.3333 etc.

PLU sales reports show the PLU's that have been sold so in the last example sales will be listed for wine by the bottle and 250ml glasses etc.

What are Price Levels?

The software currently deals with three price levels all of which have three prices within the levels. This allows you to charge different prices for the same product whilst maintaining correct stock information. The price levels are for selling the same plu for a different price. Price levels can be used for different price lists in different bars or you may use level 1 as normal prices, level 2 as Happy Hour and level 3 as Function prices. The prices within each level are most commonly used for half pints and doubles.

What is A Group?

A Group aids sales analysis. All PLUs must be allocated to a group, e.g. Spirits. These are in turn linked to Major Groups and Categories which will ensure that you have the best analysis possible.

Editing / Adding Major Groups See Major Groups
Editing / Adding Groups - See Editing Groups

What are Menu (Look Ups)?

Lookup PLU's are groups of plu's that are displayed as menus on the tills.

Where customers have extensive menus or space is at a premium, look ups will be used to ensure that all items can be allocated to the keyboard, ensuring that items are charged correctly and that stock figures are accurate.

To use a look up on the till, you simply press the its button on the screen and a list of possible options will appear. You then choose the plu you want to sell.

HOW TO ADD & EDIT ITEMS

Firstly you must ensure that the product does not already exist on your system. You can do this by clicking on File , then Product and using the Description tool, you will find if any Product matching that description is in the file- if there is, click on it and then click the List Existing PLUs button to show a list of PLUs linked to the product. Clicking one of these PLU's will show the PLU editor so that you can alter the PLU settings. If there is no product present, see the next section.

HOW TO ADD A PLU FROM SCRATCH

When you have an entirely new product and you have checked that it does not already exist on the system (see above), you will need to add it to the system.

Select File/Product from the main menu and then click the + Add button. The Product Editor screen will appear. You must at least enter the Description, choose a Group and enter a retail price. You should also select a supplier and fill in the delivery sizes and cost if the item is a stock take item. Also select the correct stock take type.

When a group is selected, the group defaults loaded. For example defaults for the supplier, delivery size and button colour can be defaulted. This saves time when adding items.

Click the OK button and the product will be saved. You will be prompted to add a new PLU. Click the YES button and check that the description and selling prices are correct. Click the "Send to kp" checkbox if the plu needs to be sent to a kitchen printer. If a kitchen printer is linked, fill in any condiment groups or cooking instructions that are required.

The newly added PLU will need to be added to the screen or to a lookup so that it can be sold.

HOW TO LINK A NEW PLU TO AN EXISTING PRODUCT

This is useful if you want to sell an item at a different price as part of a sales campaign or if you sell a different size glass etc.

Click on File , Product, find the product and click on it. The Product Editor screen will appear. Click the Link New PLU button and the PLU edit screen will be shown.
Click the YES button and check that the description and selling prices are correct. Click the "Send to kp" checkbox if the plu needs to be sent to a kitchen printer. If so fill in any condiment groups or cooking instructions that are required.

Note

Fill in the conversion box if the plu will reduce the stock level by any amount other then 1. For example enter 0.3333 for a 250ml glass from a 750ml wine bottle. You may also need to change the description to match the size. EG. “Wine 250ml glass”

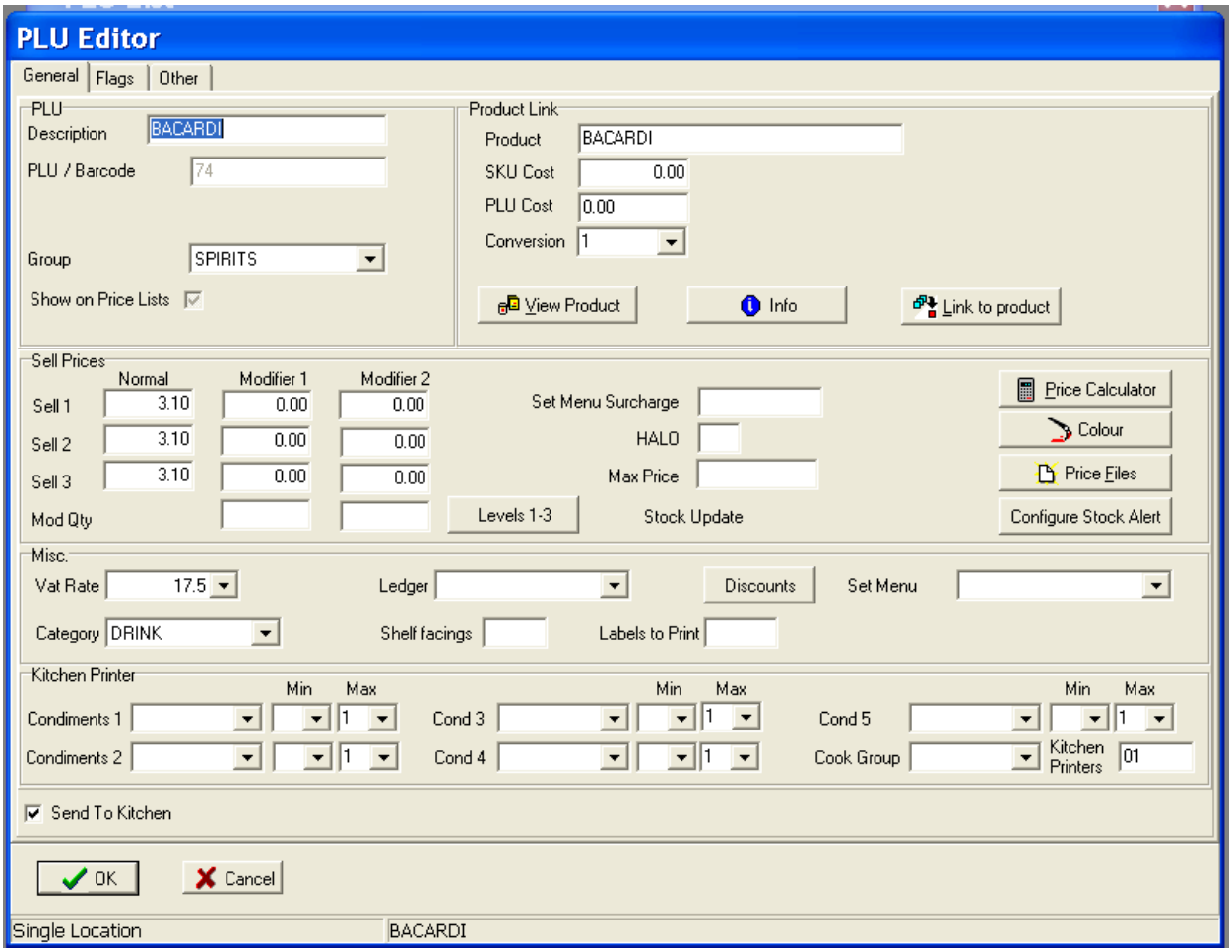
If you are in a kitchen or bar printer environment, then you must ensure that the box Send to Kitchen is checked. Then ensure that it is being sent through to the correct printer (in most cases 01 for the kitchen and 02 for the bar, but if you are unsure, then refer to the supplier). See Kitchen for mare details

For a more detailed explanation of the PLU flags and options please refer to the section on PLU, under the File menu.

The newly added PLU will need to be added to the screen or to a lookup so that it can be sold.

Editing PLU’s

The File|PLU menu option allows you to maintain all the information to your PLUs, including descriptions, prices, groups and a host of other options. When selected a list of PLU’s is displayed. Clicking one of them will load the PLU Editor.
If you add a PLU from this screen you will be prompted to select a product to link the PLU to. If the product does not exists you should use the Product Editor – see Adding an item from scratch.
PLU’s can also be edited direct from the keyboard editor (Text/Keyboard) or the Lookup Editor by right clicking them.



When a PLU is added most of the fields are defaulted from the linked product. The conversion is altered in the Product Link section. This adjusts how many SKU's are sold by pressing the PLU button on the till.

The sell prices are divided into three sections, normal, Modifier 1 and Modifier 3. These are used for Normal, Half Pint and Double process respectively.

The Colour button lets you edit the button colour and its text. You can alter the caption by changing the top line of the caption editor. The tect will be split into the appropriate number of caption lines for your till system.

There is a Price Calculator function on this screen. It allows you to check what effect a change in your Prices/ GP % will have on the Price/ GP % and Margin. This will only be accepted if you click **OK** and it will adjust the price accordingly.

When a group is selected, any defaults set on the group are applied to the PLU. This includes some flag settings like "Zero Permitted" as well as the button colour and kitchen printer setting.

Please note that the condiment groups cannot be edited unless the Send To Kitchen check box is ticked.

Flags

At the top of the PLU Edit Screen is a tab named “Flags”.
Clicking this tab loads the PLU Flag page.
The flags are shown as edit boxes, flag one is the top left, flag two the next on the rght and so on.
Clicking the edit box will load the flag editor and show the current settings.
Useful flags include “Zero Price Enabled” – in flag one and “Chargeable Cond” – in flag three.

Normally a PLU must have a selling price or it cannot be sold on the tills. Setting the “Zero Price Enabled” flag will enable the item to be sold for zero price. This is useful for setting up condiments like the number of glasses required etc.

Also normally any PLU that is added to a condiment group will be sold for zero price regardless of the sell price setting when sold as a condiment choice. To make it chargeable set the “Chargeable Cond” flag in flag 3.

For more information on setting PLU flags please contact our technical support team.

Changing Prices

File|Prices

This is a quick way to change prices of multiple items.

Select the price level at the top of the screen (Level 1 defaults).
You can select a group to filter the listed PLU’s.

Enter the new price in the “New Price” column, the old price will move across to the Old Price column and today’s date will be displayed in the Last Changed Column. The system also stores the logon id of the person that made the changes.

This screen works like a spreadsheet so you can use the scroll buttons to move to other PLU’s. Make sure that you click another PLU if you alter the last item on the screen as the price may not be saved otherwise.

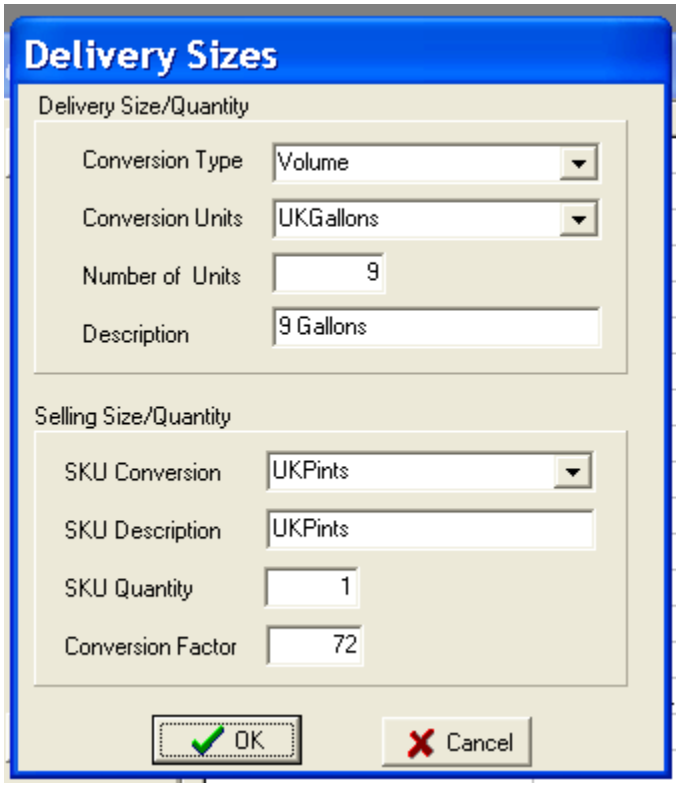
Send any changed / added PLU's to the tills using the Send or Send(FTP) option on the main menu.

Delivery Sizes

Delivery sizes are used to define pack sizes for delivered goods. The delivery size editor can be loaded from the product editor by clicking the "Common Sizes" button.

You can manually add delivery sizes by scrolling to the botton size and then pressing the down arrow to add a new line.
Fill in a description (e.g. "Dozen") and enter the quantity in the Conversion field (e.g. 12).

If you double click a delivery size or click the add button, the following editor will be displayed.



The screen is divided into delivery size options at the top and selling size options at the bottom.

1. Start by selecting a conversion type at the top of the editor.
2. Choose the conversion units (e.g. UK Gallons).
3. Enter how many units (gallons in this case) will be delivered by this pack size.

1. Type a description that will be used to select this delivery size (e.g. 9 Gallons).
2. Select the size that you want to sell (e.g. pints).
3. Enter how many pints that you want to sell everytime a PLU is sold.
4. The conversion factor is calculated so click the OK button to save.

SKU means Stock Keeping Unit and is the denomination that is sold every time a plu is sold.
This can be used along with the PLU's conversion factor to sell different glass sizes etc.

When the delivery sizes are allocated in the product edit screen, size 1 is used as the stock reporting size.
The other three sizes are for other delivery sizes.
For example, a beer may be delivered in 9 gallon kegs and stocked in gallons.
To do this set size1 to Gallons and Size2 to 9 Gallons.

HOW TO CHANGE A CONDIMENT GROUP

Condiment Groups are used to show instructions, linked to certain PLUs to the kitchen. Examples may be Potato or Salad options which are linked to certain meals.

Before continuing you must first add a PLU for each option in the condiment group. For example if you add a condiment group for choosing a potato type you would proceed as follows:

1. Add a new product for each option (eg Mash, New Potato, Jacket, etc).
2. You may need to alter the PLU flags if the PLU is to be charged as an extra. Set the PLU flag for "Chargeable Cond" on PLU flag 3. The flags are accessed by clicking the Flag tab at the top of the PLU Edit Screen.

Once all of the PLU's are added you can proceed to add the condiment group.

Click on Text, then Condiment Groups. Then choose the condiment group that you wish to amend (or click the add button to add a new one).

A screen will load showing the items that appears on the till when the condiment group is activated on the tills.

By selecting a group or entering part of a PLU description, items can be selected and dragged onto the condiment group.

Make sure that you give the condiment group a name so that it can be assigned to PLU's easily. For Example ("Potato Choice")

Once you have finished adding items click the OK button to save.

To assign the condiment group to PLU's, got to the PLU editor (File|PLU) and click on the PLU to have the condiment added. At the bottom of the screen there is a section for setting up the kitchen printer. Make sure that the checkbox "Send to Kitchen" is ticked. Pull down the "Condiments 1" listbox (if a condiment is already listed under condiments 1 then choose condiments 2 ~5) and select the condiment group.

COOKING INSTRUCTIONS

Cooking Instructions are similar to Condiment Groups in that they are used for sending descriptions to the kitchen. Their primary purpose is to allow items which require specific cooking times/ styles to be sent through. The most common example is Steak Options.

To add a new group, click **Add** . To edit an existing one, click on the list.

As with Condiment Groups, you must ensure that all of your instructions are in the column on the right of the screen. If they are not, you must Add them using the **+ New Instruction** button- when you have finished, click **OK** .
When all your instructions are present, you need to allocate them. Firstly enter your description (e.g. Steak Options). You must then click on the down arrows and the list of instructions from the right of the screen will appear. Choose the one you wish to see displayed. You may choose upto eight. When you have finished, click **OK** to save or **Close** to exit without saving.

Cooking instructions can be linked to specific PLUs in the PLU screen.

See Editing PLU's for instructions on linking to PLU's

Make sure that you send PLU's (and Keybaord if you have added new PLU's or altered their captions) after changing any PLU data. Use the Send or Send FTP option from the main menu. Contact support if you are in doubt.

HOW TO CHANGE A LOOK-UP

Click on File , then Look Up . Then choose the look-up that you wish to amend. You can also add a new lookup by clicking the add button.
A screen will load showing the screen that appears on the till when the lookup button is pressed.

By selecting a group or entering part of a PLU description, items can be selected and dragged onto the lookup screen.

PLU’s can also be edited from this screen by right clicking a PLU button.

Use the Send or Send FTP option from the main menu. Contact support if you are in doubt.

HOW TO CHANGE THE KEYBOARD

Text /Keyboard .

You will then either go straight to the keyboard editor if you only have one till or a menu will be displayed to select one of the tills to edit.

The keyboard editor shows the keyboard layout as it appears on the tills.

Items can be dragged onto the keyboard from the list on the right hand side of the keyboard editor.

PLU’s and Lookups can be edited directly from theis screen by right clicking them. Right clicking on a lookup will load the lookup editor. PLU’s within the lookup can then be edited by right clicking them in the lookup editor.

There are four types of item (button) that can be assigned to the keyboard.
They are Function Keys, Lookup buttons, PLU buttons and Clerk buttons.
Each type can be selected by using the radio buttons on the right hand side of the keyboard editor.

Function Keys include all of the functions available on the tills. This includes Void, Refund, Percent Discount etc. Please contact support if you are unsure of the function that you require.

Lookup Buttons are buttons that show up a sub menu of items as discussed earlier.
For example you may have set up a lookup button for White Wines.
When this button is dragged onto the screen it will list the items that have been set up in the White Wines lookup when it is pressed on the tills.

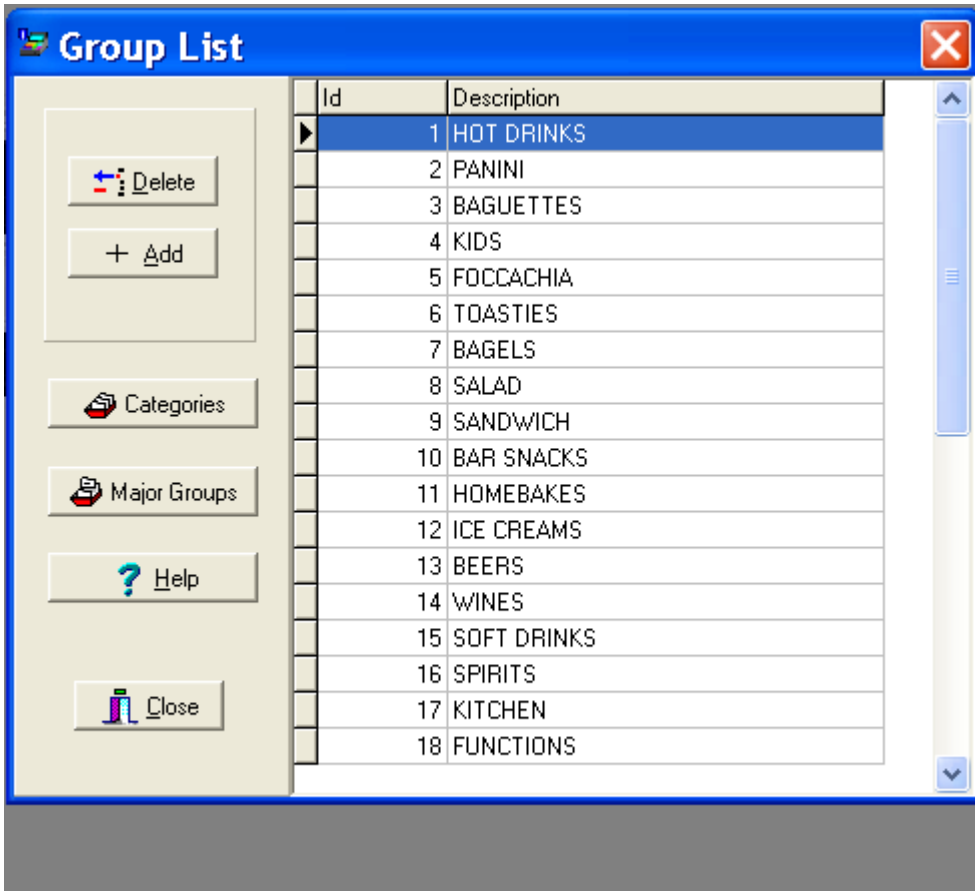
PLU buttons are the individual PLU’s that have been discussed earlier.
When a PLU is assigned to the keyboard it can be rung up by pressing the button.
For example you may have added a PLU called GUINNESS. If you drag this PLU onto the keyboard you can sell GUINNESS by just pressing the button.

Clerk buttons are for assigning clerks to the main keyboard.
Once you have set up the keyboard for one of the tills you can copy it to others by clicking the COPY KEYBAORD button at the bottom of the screen.
You can then select a source and a destination and the keyboard will be copied.

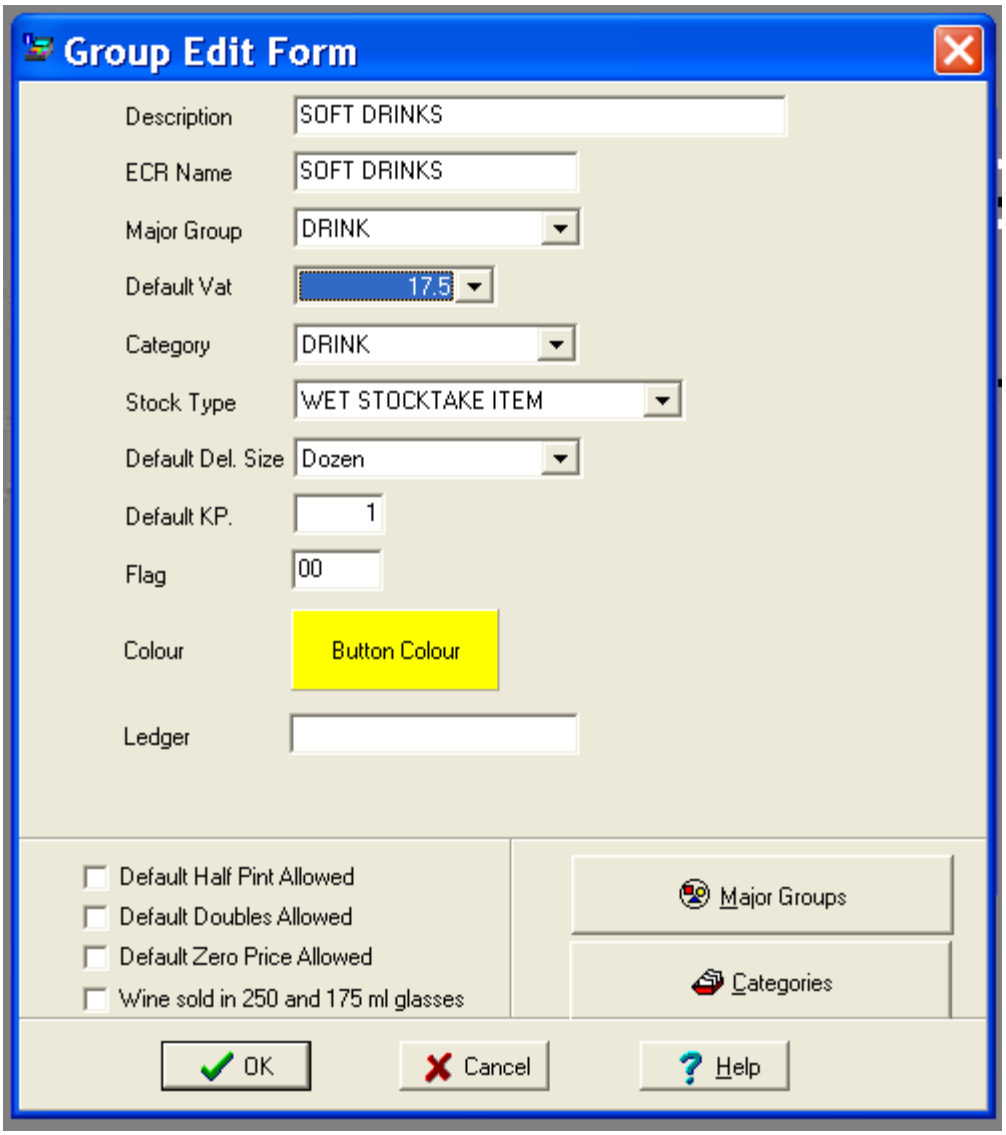
Use the Send or Send FTP option from the main menu. Contact support if you are in doubt.

GROUPS

File|Group



To add a new group, simply click the **+ Add** button to edit an existing goup, click on it in the group list displayed.



A group is a heading for a group of PLUs. In other words it allows you to see at a glance how every type of PLU is selling e.g. spirits. Each group should be linked to a category and to a major group, which in the case of drink will be drink for both and the opposite for food.

There are options to set up the group defaults. These include button colour, kitchen printer selection, stock type and other items designed to make adding PLUs and Products easier.

The Default Half Pint/Doubles Allowed checkboxes will set new PLU's linked to this group to allow the use of the double or half buttons It will also set the half pint / double price for the PLU. This can be altered before saving the PLU.

Major Groups.

The Major Groups are edited by clicking the Major Groups button in the Group Editor.

Major groups are groups of normal groups.

Example.

Draught Beer, Spirits, Wines, Soft Drinks could be linked to a major group “Wet”.

CLERK

File|Clerk

Clerks are till operators.

Choose a clerk from the list shown, double click the one that you want to edit. The Clerk Editor allows you to change Clerk Name, Password, Flags and Security. Do not change the flags or security options without consultation with our Technical Support Department first.

TEXT

The options displayed will vary depending on the model of your tills.

COVER TYPES

Cover types are used generally by restaurants to analyse their customers. This section allows you to edit the descriptions. To edit a description, click on it and then click **Edit**, then edit the text and click **OK**. When you have finished, click Close.

WARNING MESSAGES

Warning messages alert you to mistakes which have been made or options that you can take. If you find that certain messages on your machine are not appropriate to you, you can change them in this section. There are many warning messages on a system. It may be “Journal Roll Out”. Simply select the option. If you want to add one, click on **Add** and edit the text and do the same for edit.

COOKING TEXT

Select the option, click on it and write what you would like it to say, e.g. Rare or Medium. You can either amend a current option or add a new one. The ones you change will change straight away, the new ones will need to be allocated to the appropriate PLUs.

CATEGORIES

All PLUs can be linked to a category which helps break sales down. Most commonly, this will be drink or food. This section allows you to change the names of the categories. To add a new category, click on **+ Add** and enter the description or to edit an existing one, click **Edit**.

LOCATION NAMES

This allows you to change the description of Locations, an example may be Lounge Bar. This is useful in sites where you are running independent cost centres. To edit one, simply highlight the one you want and click **Edit**, or to add a new one, click **Add** and enter the name.

SMALL LOGO

This option changes your receipt message- this option is to be used if you have a twin station printer. The number of lines available will be configured for your system. Simply click on the line that needs changing, enter the new message and

click **OK**. To centre the text, simply click that button and when all changes have been made choose **Close**.

WIDE LOGO

This option changes your receipt message- this option is to be used if you have a single station printer. The number of lines available will be configured for your system. Simply click on the line that needs changing, enter the new message and click **OK**. To centre the text, simply click that button and when all changes have been made choose **Close**.

KP NAMES

In sites where there are more than one Kitchen Printer (KP), it may be desirable to label them. You can edit an existing name by clicking on it and changing the description or to **Add**.

PAID OUT NAMES

There are different Paid Out types available to you, e.g. Newsagent, Staff Subs, Taxis etc. Many businesses wish to categorise these as different as to show levels of expenditure. Repeat the process from above to add or edit a Paid Out.

KEY SYMBOLS

All ECRs have Key Symbols, such as Covers. You may wish to customise these names. Repeat the above process to add or edit them.

HOW TO END THE DAY AND SALES PERIODS

END DAY

Click on End Day . Select Collect Reports , and then click on Collect Reports at the next screen.

Then click on Collect and the program will collect the requested reports from each till in turn. You can then print off any reports that you require by choosing Reporting from the main menu and then selecting Reports Select the relevant reports from the list of buttons.

There are seven session levels on the system. These are session, day, week, month, period, quarter and year. A start and end date can also be used in historical reporting. Every time an end of day procedure is carried out and the reports are collected from the tills, all sales levels on the software are updated. The day and session levels are re-set automatically when the end of day procedure is run. Depending on the system settings the DAY session will not reset if the end of day procedure is carried out before 12am. This ensures that the sales are appended to the correct date if the reports are not collected until the following morning.

END SALES PERIODS

Click on End Day and then select End Sales Periods . You will then be presented with buttons to select the sales period to end.

For example to end the week :

After you have printed any weekly reports that are required, simply click on the End Week button and the weekly figures will reset- if you need to reset other figures eg. End Month then you must do that here as well.

The exception is the stock period. This can only be done by completing a stocktake and then ending the stock period. This is under the menu option Stocktake / Do Stocktake.

REPORTING

REPORTS

Reports are based on fixed session levels. These are session, day, week, month, period, quarter and year.

Historical reports are also available and can be run between any dates.

Before printing reports remember that the tills store the sales data until a report collection is carried out. See End Day

There are a large number of standard sales reports available for view or print. It may be that your system is not configured for all of these reports- you will need to contact Technical Support if this appears to be the case.

Simply click on the report you want to view. Some of the reports are available over several time periods so you can view historical data.

There is a taskbar across the top of the screen. On it are options such as zoom, scroll, print and save features- this have been labelled by the program.
There are a large number of standard sales reports available for view or print. It may be that your system is not configured for all of these reports- you will need to contact Technical Support if this appears to be the case.

Simply click on the report you want to view. Some of the reports are available over several time periods so you can view historical data.

There is a taskbar across the top of the screen. On it are options such as zoom, scroll, print and save features- this have been labelled by the program.

Under the option Reporting|Reports a sub menu is shown with the following buttons:

PLU/GROUP/Major Group

This gives a basic sales report. It breaks the sales down by PLU, group and major group. You can select whether you want the groups and /or PLUs printed.
If not a major group summary will be printed showing just the major group sales.

PLU SALES

This shows PLU sales as opposed to Product sales (remember the difference!). It will produce the report over the usual time periods and shows them in all the different price levels in both quantity and value.

GROUP SALES

This shows sales by group over all the available time periods.

FINANCIAL REPORT

This report can be generated over the usual time periods. It shows how many Voids, refunds etc. have been performed over that period of time. It also shows Takings, Paid Outs and other information that will be interesting to the business.

CLERK REPORT

This allows you to view all information relating to your operators including how many times they pressed clear, or no sale, what item corrections they did, the value of their voids and refunds etc. It will also allow you to view their takings and when they were last active. This information can be accessed over the usual time periods.

PLU INFORMATION

This gives you the details of what the name of the PLU is, what the departments and what the prices are.

HOURLY SALES

This report can be chosen over the usual session, day, week, period, month, quarter and year periods. It shows the sales between any given time during that period.

STOCK

This report shows the current stock levels.

PRODUCT SALES

This report shows product sales. The PLU sales shows “button presses” on the till but the product sales report consolidates the PLU sales by product.
For exaple if a wine exists that is sold by the bottle ans three sizes, the PLU report will show an entry for each size that has ben sold where the product report will only show one line with the converted sales quantityies consolidated and a total sales value.

VAT SALES

This report produces a VAT report based on PLU sales.

HISTORY

Click on the required start date, the required end date. Click on report. The computer will generate the report. The report is a sales report which will detail all sales in quantities and cash over the requested period.

JOURNAL VIEWER

This allows you to view the text of your journal from each machine. Select the machine to view and a text report will be generated which means you can see what each machine has done.

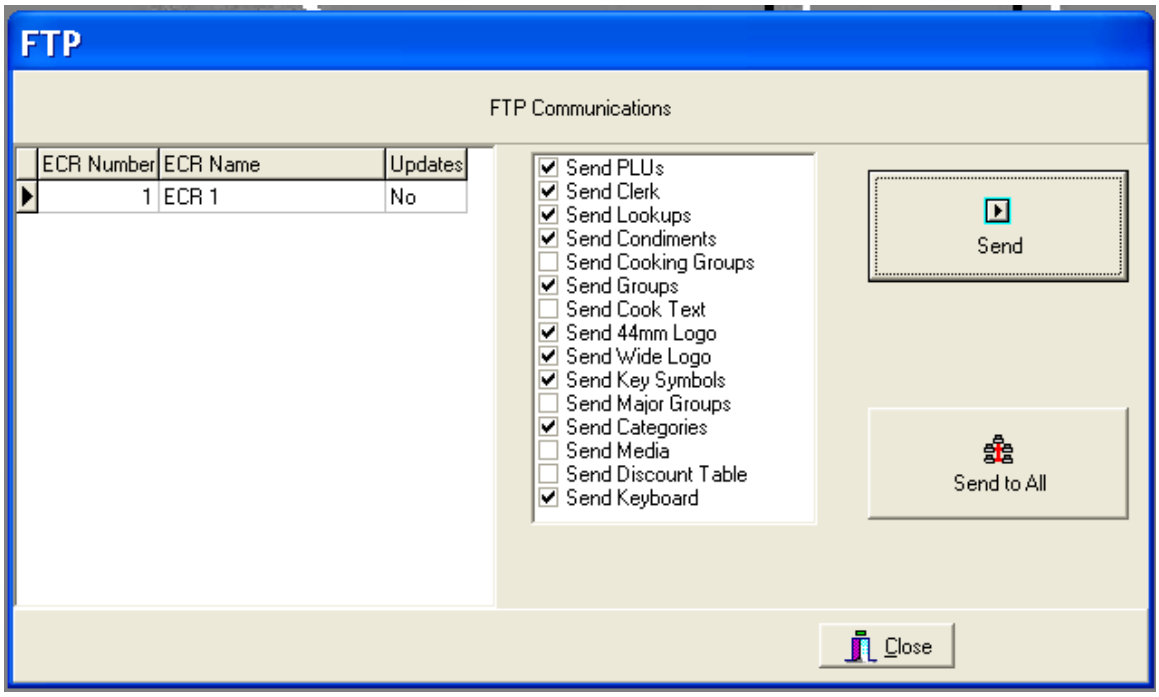
Historical Reports.

To print a historical report choose a start date and then an end date. The dates are inclusive. Click the print report button to show the report.

SEND

Send or Send(Ftp) / Send To Tills from main menu.

This menu command will let you send files to the tills.



When FTP (Ethernet) communications are used, any edited items will automatically be ticked.

Depending on your till system a variety of data can be sent.

Once you have selected from the menu the type of data to be sent, you will be presented with a list of tills that are connected to the system.

There are several ways to select which tills will be sent to.

1. To send to all tills click the **Send to All** button at the top left of the screen.
2. or
3. Click on any till with the mouse to send to only one till and then click the Send button.
4. Hold down the **Control** button and click any number of tills.
5. Hold down a **Shift** button and use the up/down cursor keys to select sequential tills.

If you do not click the "Send to All" button and use the Send button instead, make sure that you have selected which tills are to be sent to first.
Otherwise nothing will be sent!

PLU Range Editor.

Warning
Make sure that you understand the way this function works before using it. A range of plu's data will be edited once you have selected the PLU's to change and clicked the OK button.

File|PLU Range Editor

This function allows you to edit a range of PLU's.
You can change sell prices by percentage (+ or -), Kitchen Printer Assignment, Descriptions and Auto number the descriptions.

To change sell prices.

1. Enter a percentage to change the sell prices by. If a negative percentage is required just enter a minus sign (-) in front of the numbers. (Eg –10).

2. make sure that the price change checkbox is checked.
3. Click OK.
4. Select the PLU's that you want to change (See below)

You can also set the prices to round/round up to the nearest 10p / 5p.

To change Kitchen Printer Assignment (KP)

1. Click the edit box for the KP selection.
2. Make sure that the checkbox for KP selection is checked.

To change descriptions

1. Enter text in the change text edit box.
2. Choose an option for positioning the text
3. Make sure that the change text checkbox is checked.

To Auto Number Descriptions

1. Enter a starting number
2. Select the position of the number
3. Make sure that the auto number checkbox is checked.

All of the above options can be mixed in one operation.

Selecting PLU's to change.

When you click the OK button another screen appears for you to make your selection. By clicking the Select Group button and then selecting a group all PLU's in the selected group will be automatically selected.
You can also select PLU's by holding down the CONTROL key and clicking PLU's with the mouse or by holding down the SHIFT key and using the UP/DOWN keys.

If you do not want to go ahead with the changes then click the cancel button.

Summary

To Add Items

1. File / Product
2. Click the ADD button.
3. Fill in a description, select a group and set a retail price.
4. Select a supplier, delivery size and enter a cost price.
5. Click the OK button.
6. A PLU will be added.
7. Check the PLU description, conversion etc.
8. Click the OK button.
9. The new item is now added and needs to be sent to the tills.

Sending to the tills.

1. Select SEND or SEND (FTP) from the main menu.
2. Select Send to Tills (if prompted).
3. Click the SEND TO ALL button if it is shown.
4. Select the items to be sent and click the send button.
5. Please note that if you have added new products you should send PLU's, Lookups and Keyboard to make sure that the new items are sent along with their captions and colour.

End of Day

1. Choose the End Day | Collect Reports option from the main menu.
2. Click the Collect Reports Button.

In order to set up this system from scratch, the following preparation should be adhered to.

1. Add the suppliers.
2. Plan & set up Major Groups
3. Plan & set up Groups
4. Plan & set up any Condiment Groups (Options for PLU's).
5. Set up Products & PLU's
6. Set up Lookups & Keyboard
7. Set up Clerks
8. Send To Tills

The above will set the system up to its minimum requirement to operate.

Note :

When anything has been altered on this back office system it must be sent to the tills before it can be used.