Volume 1

Integrated Retail Management Systems

MP9000 Retail Management System User's Guide

MP9000 Retail Management System
User's Guide

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Synopsis

Thank-you for choosing to purchase the MP9000 retail management system. We are sure that it will meet all your requirements and guarantee reliability and service as well as good advice. The MP9000 will ensure tighter control of the forecourt and C-store as well as lessen administration in managing them. Please note that certain parts of this text are marked with the icons explained below and highlight points we think are of particular interest and importance. They are also a means of simplifying this manual so that it has a quick reference as well as a detailed explanation. This manual also contains images of the screens that appear in the software, so that the explanations of various items are relevant and easy to follow. The MP9000 Retail Management system was developed in South Africa and the functionality is therefore most aptly suited for the South African market. This user's guide contains information pertaining to the operation of the system.

ICON KEY

🗁 Valuable information

+ Example

Chapter 1

Software Features

Outlined in this chapter is a list of most of the utilities available to the system user.

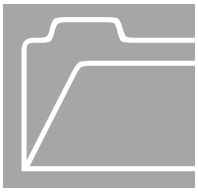
- Attendant Time Management
- Attendant Transaction Management
- Automatic Management Mode
- Multi Terminal Operation (Up to 10 Terminals)
- Touch Screen User Interface
- Pre-Pay/Post-Pay Transaction Facilities
- Wet Stock Inventory Management – Accommodates up to 10 Tanks
- Pre-Programmed Price Changing
- Real Time Pump Status Indication
- Multi-tier Password Level Control
- Debtor Tagging
- Debtor Transaction history
- Debtor Statements
- Debtor Control Reporting
- Creditor Control
- Remittance advice
- Dry/Wet Stock Analysis
- Dry/Wet Stock Reporting (Stock taking, re-order, on-hand etc.)
- Remote Shift Change Facilities
- Offline Pump Management
- Mass Shift Information Storage (1000 shifts stored)
- Pump Electronic Totalizer Comparisons
- Shift Sales Trend Analysis
- Attendant Performance Analysis
- Site Events Logging
- Detailed Shift Transaction Analysis
- All the reports are 'Screen Viewable' (Print Preview)

- Three Tier Stock Management (Warehouse, Group, Item - Locationalized)
- Profitability Reporting
- User definable shift reports
- Accommodates terminal specific cash floats.
- Up to 94 user definable and 5 fixed methods of payment
- Theoretical Mechanical Totalizer reconciliation
- Accumulative Month End Reporting
- User specified incoming VAT/GST reporting
- Tank variance reporting and analysis
- Easy Dry/Wet stock adjustment and purchase management
- Debtor Vehicle Management
- Easy Debtor account reconciliation/adjustment
- Debtor Month End
- Easy recording of non bar-coded Items.
- Pump specific transaction management
- Transaction voiding, shift change, cash drawer and power down histories

Chapter 2

Caring For Your Equipment

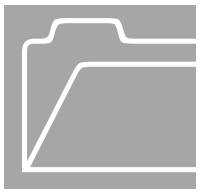
Overview



The MP9000 system is made up of quite a few items of hardware. This hardware is robust and guaranteed, but is nevertheless not infallible. It is therefore imperative that you pay particular importance to the sections of this chapter so that unnecessary damage and hardware breakdown can be prevented. Implementing the below mentioned procedures will lengthen the life of all hardware and ensure smooth, hassle free operation of the system.

General Precautions

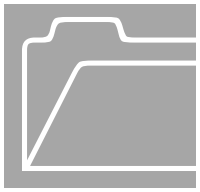
Positioning of Equipment



Although the installation technician will in most cases advise to the correct location of the equipment it is important that the following points are noted.

- All electronic equipment, be it computers, monitors or hardware interfaces, are sensitive to heat, humidity and dust.
- The computer and pump/tag interfaces must at all times be out of the line of direct sunlight and situated in a well ventilated, lockable enclosure. This will prevent unqualified/unauthorized parties from tampering with the equipment as well as ensure that the operating temperature of the equipment remains constant, cool and dry.
- The equipment must never be placed near any type of electrical motor or mains operated machinery, nor should motors/machinery use the same supply as the computer and pump/tag equipment.
- The computer must be placed in such a way that all the connections are free hanging and stress free.

The Computer and Related Hardware



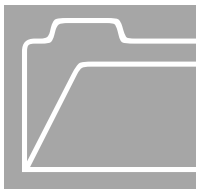
The computer is probably the most robust piece of equipment and if the following precautions are adhered to, should operate continuously with no problems.

- The computer must never be moved when switched on as this could cause damage to the hard drive and all information could be lost. Always switch the computer off before moving it.
- Be sure not to dislodge any of the connectors at the rear of the computer when moving it.
- To clean the surface of the computer or monitor, use a damp, soft cloth and mild all-purpose detergent.
- The computer is always powered from a U.P.S. and must never be supplied directly from any raw power point.
- Never open the casings of the computer or monitor. This could lead to electrical shock and/or device failure.
- Never feed paper through the printer using the platen knob. Switch the printer off if a manual paper feed is required, otherwise use the LL/LF button.
- Never use re-inked ribbons in any printer as they generally cause paper jams, poor quality prints and printer head failure.
- When not using the keyboard make sure that its cover is in place. This will prevent dust and other foreign substances from jamming any of the keys.
- The brightness and contrast control of the monitor should be set as low as possible as this reduces wear on the tube.
- Never place any sharp instrument into the external floppy drives. If these drives become dirty a standard drive-cleaning kit (Available at most computer outlets) should be used. This kit, however, should not be used for longer than 20 seconds as the floppy drive could be damaged.
- Always place the bar code scanner in its holder when not in use.
- Never lean on the cash drawer when open as this could cause it to not close properly.
- Never unplug any supply or connections from any of the hardware. (Computer, Tag/Pump interfaces etc.)

Preventative Maintenance

This section contains simple, but very important preventative maintenance procedures that will further prolong the life of your hardware.

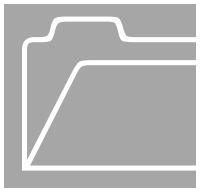
Printer



Every three months follow the following procedure for each of the printers connected to the system.

- Switch off the printer
- Remove the ribbon
- Remove any paper clips/paper etc. that may have fallen into the printer.
- If possible, flip the printer upside down and blow it out with a compressor.
- When printing, the head of the printer slides form side to side on a guide bar. Clean this guide bar with a soft damp cloth or tissue.
- Lubricate the guide bar with standard 3-in-1 oil.
- Replace the ribbon
- Switch the printer on.

UPS (Un-interruptible Power Supply)



The UPS is responsible for protecting the computer from any type of raw voltage variation such as spikes as well as to supply the computer when there is power failure. The amount of time the UPS supplies the computer with power in this situation, is enough for the user to save all information by exiting the software and shutting down the system. This back-up power is never used as a power substitute. By following the procedure below the battery life of the UPS is greatly improved.every month follow the following procedure

- Unplug the UPS from the 'raw' power point connection.
- The unit will make an audible 'beeping' noise to indicate that the computer is being supplied by backup power. Leave the UPS powering the computer until the UPS begins to 'beep'. This can range from 20 minutes to 1 hour depending on the UPS. When the battery is almost discharged, reconnect the UPS to the normal power source.

Chapter 3

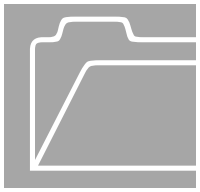
Attendant Operating Instructions

Please note that the "Attendant " operating instructions are not applicable if no tagging is installed.

Each attendant that will dispense fuel on the forecourt is supplied with a unique attendant tag. This tag is then used to authorize any pump on the forecourt. When using the tag, the system allocates the sale value and information to that specific attendant's name for easy shift transaction management.

Authorizing a Dispenser/Pump

- Lift the nozzle.
- Insert the attendant tag.
- The light on the tag reader will stop flashing and burn continuously. (Wayne Tags Only)
- The tag can now be removed.



Note: The light on the tag reader gives the indication that the tag has been properly inserted. The tag reader has accepted a valid tag when the flashing light burns continuously. (The tagging system holds the tag number read for 5 seconds after which the light will start flashing and the reader will wait for another tag to be inserted.)

- If the tag read is valid, the dispenser/pump will authorize and will be ready to dispense fuel.

Clocking In/Out

On each tagging site, a dedicated time logging reader is installed for management of time pertaining to shift staff. (Wayne Tags Only) To clock on/off duty, insert the tag into the dedicated reader. The light on the reader will stop flashing and burn continuously which indicates that the specific tag has been accepted and that that person has been clocked in/out. The system can be enabled to print a clock card when a tag is inserted into the dedicated tag reader. If the tag inserted is not valid (not allocated to an employee on the system.), it will be ignored by the system.

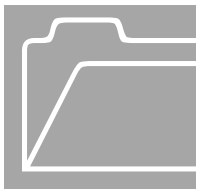
Initializing a Shift Change from the Forecourt

The MP9000 system makes provision for the changing of shift from on the forecourt. This is useful when the computer is not accessible. (Such as late at night/early morning). To change a shift using a shift tag the attendant/forecourt supervisor need only to insert the 'shift change tag' (See Manager Menu) into the allocated shift change tag reader and the MP9000 system will automatically perform a shift change and generate an end of shift report. (. EOS) This shift change report can then be printed at the discretion of the operator/manager.

Chapter 4

Cashier Operating Instructions

As can be seen in Figure 1, the MP9000 system consists of three integral parts, the Forecourt, Point Of Sale (POS), and System sections. The cashier, in most cases, has the responsibility of operating two integral parts of the MP9000 system -the Forecourt and the Point of Sale.



Please note, however, that each or combinations of the 'Forecourt', 'POS' and 'System' sections of the MP9000 system can be blocked out on each or any of the terminals if desired. They can however be set up to be accessed from any or all of the terminals in the system. This gives the owner / manager the option to choose if certain terminals are to perform certain functions, or if all terminals perform all the functions.

Operating the Forecourt

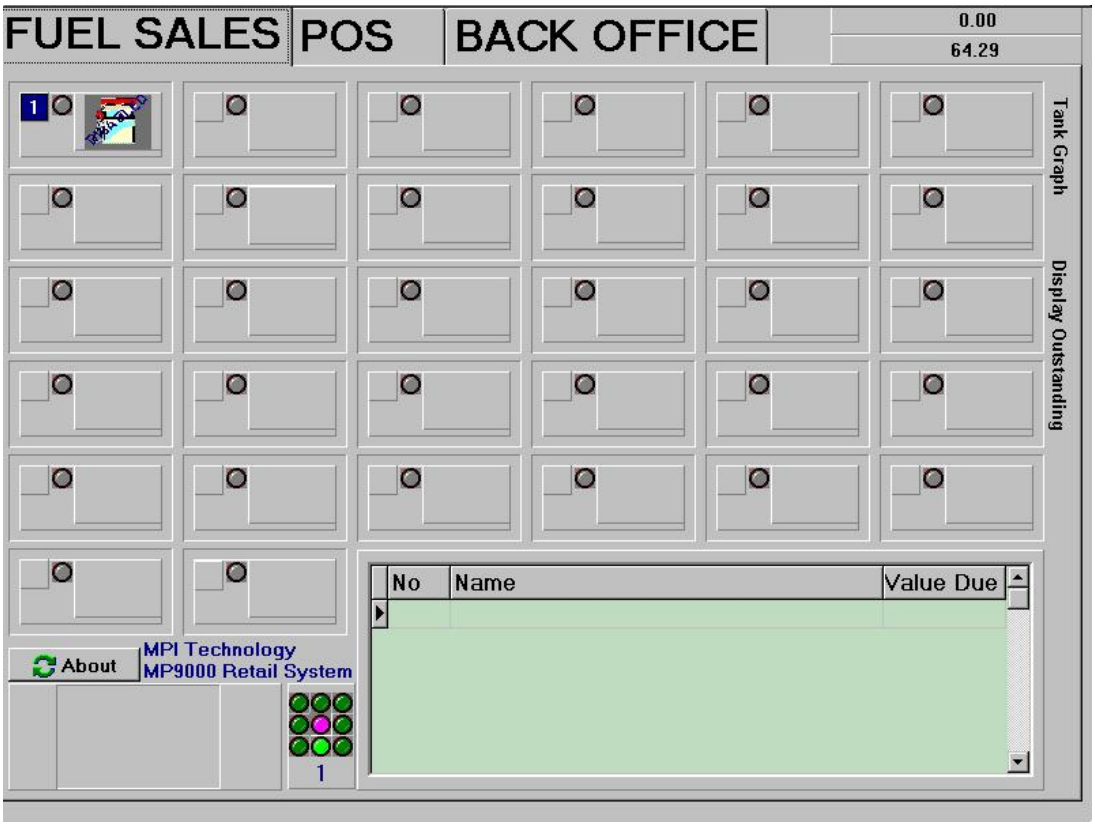


Figure 1 Forecourt Screen

General Information

The cashier manages all forecourt (Fuel) transactions through this screen. As an example, a service station with ten pumps will be used.

On the bottom right of the screen the relevant oil company logo will be displayed. When 'Touching' or 'Clicking' on this logo an information panel will appear which looks similar to the following:



Figure 2 Information Panel

The panel displays on which shift the current terminal is operating as well as the cashier that is logged on to the specific terminal.

Please note that each terminal operates independently with regard to shift numbers, receipt numbers and cashiers on duty.

The Stop/Start button is used in emergency situations (Such as Fire) to physically halt all fuel dispensing on the forecourt and render all pumps inactive. This is indicated by a pump status. (See pg.12) The Start option is used to reverse this action. If the pumps are 'Started' then the button automatically takes the roll of a 'Stop' button and visa versa.

The terminal to which the pumps / tags are physically connected has a loop of green lights that move continuously around. These lights represent the pump loop and show that the MP9000 system is communicating with each of the pumps. Each successive jump to the next light indicates that the next pump is being communicated with.

Pump Status

As can be seen a graphical picture represents each pump on the forecourt. This picture indicates what the specific pump is doing. Each action that is indicated by one of these pictures is called a **Pump Status**.

These statuses vary with regard to if the site has tagging installed or not. Pay attention to the relevant ones listed below.

Status Indication	Description of Status
 IDLE	Indicates that the pump is communicating correctly with the system, but is not pumping fuel and the nozzle is in.
 NOT COMMUNICATING	Indicates that the pump is not responding and the system has lost control over it. This is a **serious problem** in that the pump will not be able to dispense fuel as the system cannot authorize or control it.
(No Tagging Installed)  CALLING BUT NOT AUTHORIZED	This symbol is only valid if there is no tagging connected to the system. It indicates that an attendant has lifted the nozzle of the specific pump and it is waiting for authorization by the system.
(Tagging Installed)  CALLING BUT NOT AUTHORIZED	Indicates that the nozzle has been lifted and the system is waiting for the attendant to insert his/her tag. This status will only appear if tagging has been installed and is enabled.
 DISPENSING	Indicates that the pump has been authorized and is dispensing fuel or is ready to dispense fuel.
 AUTHORIZED BUT IDLE	Indicates that a nozzle was authorized and then returned to the nozzle boot without dispensing any fuel. This means that if the nozzle is now lifted again the pump will immediately be able to dispense fuel.

 FINISHED DISPENSING	Indicates that the pump has dispensed fuel and the transaction has been completed. (The nozzle has been put back)
 PUMP STOPPED	Indicates that the user has physically stopped the pumps using the STOP command (See Figure 2 & pg.11)
 PUMP DISABLED	Indicates that the user has disabled the specific pump. This means that the specific pump is ignored completely by the system and cannot be operated. (See Managers Menu 'Enable/Disable')
 PUMP SWITCHED TO STAND-ALONE	Indicates that the specific pump has been put on stand-alone using the switch physically located on the pump. This status is only valid for Wayne and A.G. Walker SM2000 pumps.
 STACK LEVEL REACHED	Indicates that the maximum amount of transactions that the specific pump can dispense has been reached. This is a maximum of five transactions and can be set by the user.

Pump Control and Transaction Management

When a pump dispenses fuel, the MP9000 system will record the transaction information when the nozzle is returned. A transaction counter next to the specific pump indicates how many transactions are outstanding (Have not been paid off).



For example in Figure 3 Pump number 1 dispensed two separate transactions and these have not yet been paid off. (Finalized)

Figure 3 Transaction Stacking Indication

Each of the pumps on the forecourt is treated independently. To perform an action on a pump or retrieve information from a pump, the specific pump is 'Clicked' on or 'Touched'.

If for example pump number 7 is requesting authorization, then the operator (Cashier) would physically touch or 'Click' on pump number 7 to perform this action.

When any of the pumps are touched the following screen will appear. Please note that all the functions and information in this screen is specific to the pump that was selected.

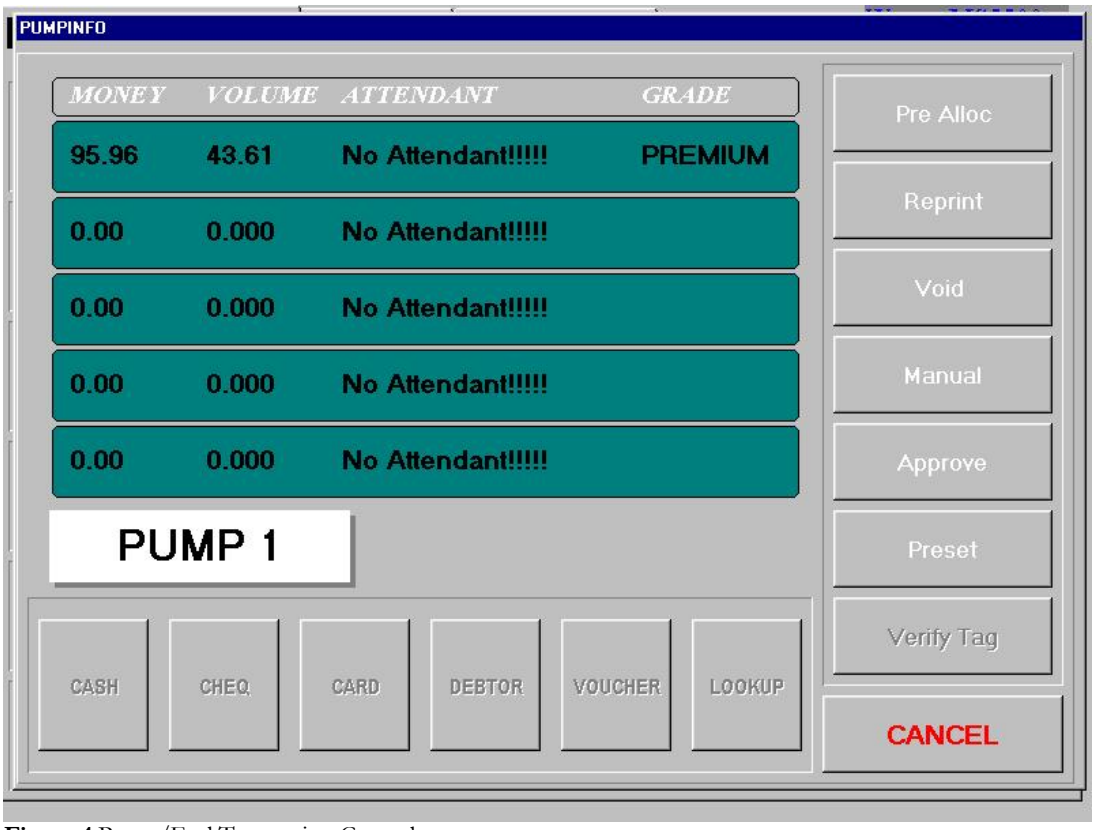


Figure 4 Pump/Fuel Transaction Control

Fuel Transactions – Selecting and Finalizing

A maximum of five transactions can be performed on any one pump, before these transactions need to be paid off. This level is settable. The transactions are listed one below the other in the transaction list on the left-hand side as shown in figure 4. Once the maximum level of stacking has been reached by any one pump the MP9000 system will render that pump inactive until at least one of the outstanding transactions is paid off. This condition is indicated by the 'Stacking Level Reached' status. ('Pump Statuses')

For example, Figure 4 shows that pump number 1 has an outstanding transaction of R95.96. Each of the sales made by the specific pump is then listed below this one up to a maximum of five transactions.

The system gives the following details for each of the transactions:

- Money Value
- Volume Value
- The Attendant who dispensed the sale
- The grade of the fuel dispensed

To finalize a transaction touch or click on the relevant transaction (R95.96 in Figure 4). The selected transaction will highlight as in figure 5. This gives the operator the chance to ensure that the correct transaction has been chosen.

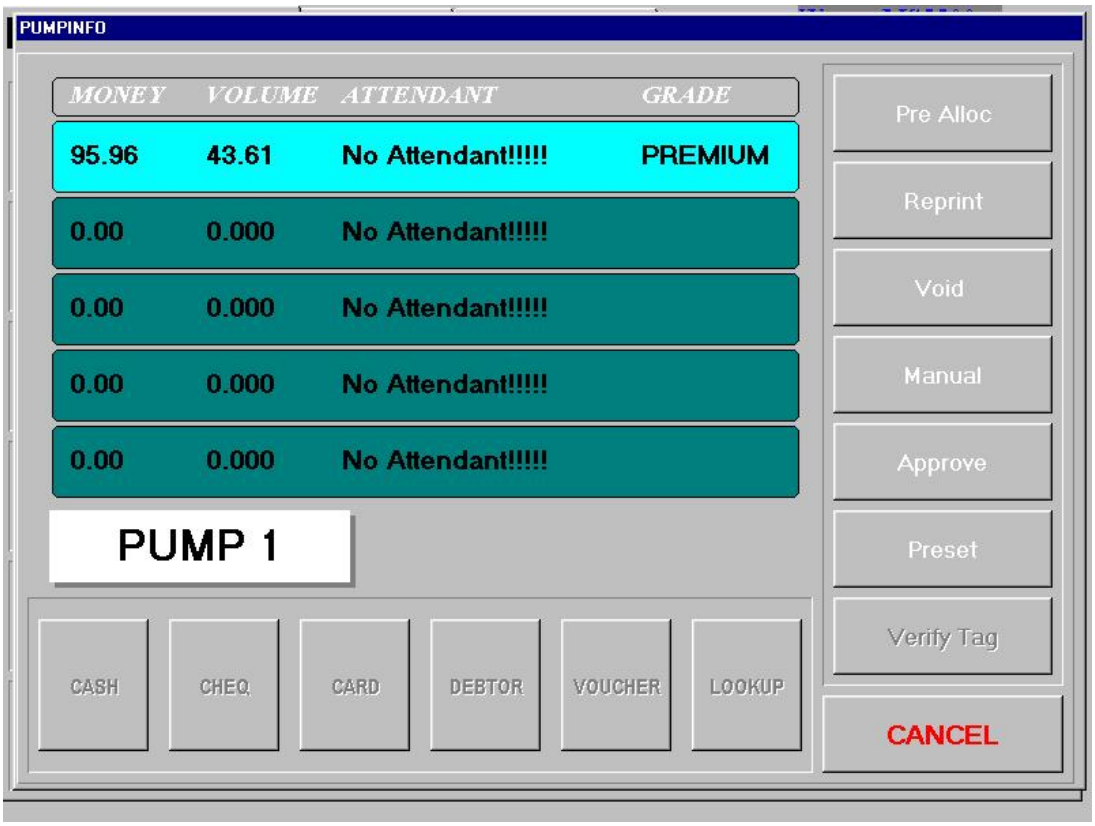


Figure 5 Selecting a Fuel Transaction

The transaction is then touched or clicked again and the MP9000 system selects it. The following screen appears.

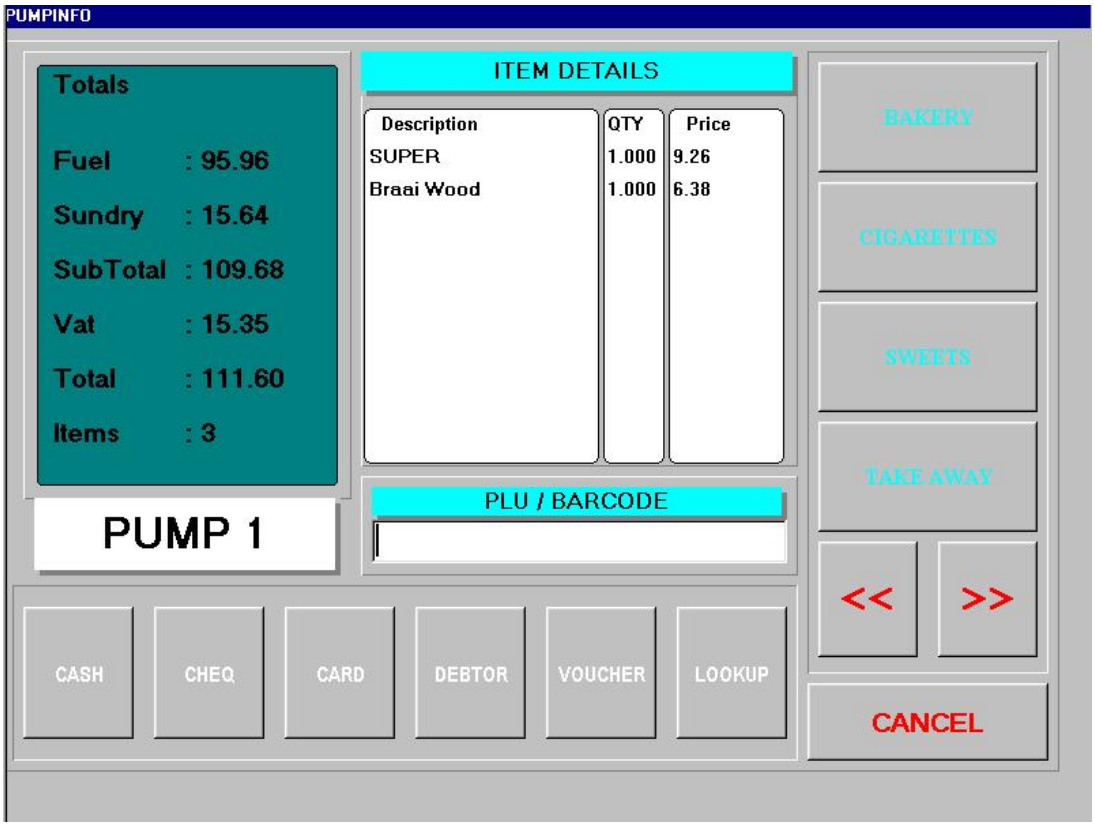


Figure 6 Finalizing a Transaction

This screen gives the user the option of adding any additional stock items to the fuel transaction. These items can be scanned in using a bar-code scanner or can be selected from the 'NON BARCODED' items list on the right of the screen. (See Stock Menu – 'Add/Edit Items)

Every item that is added is displayed under the '**Item Details**' heading and the transaction details are then displayed under the '**Totals**' heading on the left of the screen. If the incorrect fuel transaction has been chosen then the '**Cancel**' button can be pressed to return to the forecourt screen.

For example, in Figure 6, notice that two dry stock items, Super oil and Braai Wood, have been added to the fuel transaction of R 95.96. These items are displayed in the '**Item Details**' list as '**SUPER**' and '**Braai Wood**' with their individual prices of '**R9.26**' and '**R6.38**' respectively and the total transaction details are listed under '**Totals**' on the left of the screen.

Once all items required have been added to the fuel transaction a method of payment must be selected to finalize the transaction. Keep in mind that if no items need to be added a method of payment can be selected for the fuel transaction only.

Method Of Payments

CASH	Cash was received to settle the transaction.
CHEQUE	A Bank Cheque was received to settle the transaction
CARD	A Speedpoint voucher was received to settle the transaction
DEBTOR	The transaction is to be allocated to a local account holder's account and is to be reconciled at the end of the month.
VOUCHER	A manual card machine voucher was received to settle the account.
LOOKUP	This method of payment is user definable to contain a list of up to 99 alternate methods of payments. These methods of payments are decided on by the manager/owner. (See Managers Menu 'Payment Types') This is useful if for example, buy-aid is a common method of payment or if the manager/owner wants to segregate the different types of speedpoint cards etc.

Common Buttons

Common to all method of payments (except CHEQUE) are the following buttons:
Back ; Accept ; Cancel ;

If a correction needs to be made the '**Back**' button will clear the last letter or number entered. If the incorrect method of payment has been chosen then the '**Cancel**' button must be pressed. To accept an entry the '**Accept**' button is pressed.

Receipts

There are two options with regard to the printing of receipts for each method of payment. The system can be set up to prompt if a receipt is to be printed or not or can be set up to automatically print a receipt once the transaction has been finalized.

The CASH Method of Payment

There are two available options when finalizing a cash transaction. The system can record the transaction values only or can be set up to record the vehicle registration number, vehicle odometer reading or both, for every cash transaction. The user can decide which of these options are most suitable to the specific service station.

The cash tender panel allows the operator (Cashier) to enter the physical amount of cash received for the chosen transaction as shown in figure 7 below. The cashier would key in the amount by touching or clicking on the relevant numbers and then touching '**Accept**'.

If '**Accept**' button is pressed without keying in a value, the MP9000 system will automatically assume that the amount outstanding is the same as the amount received. (Exactly the right change is given)

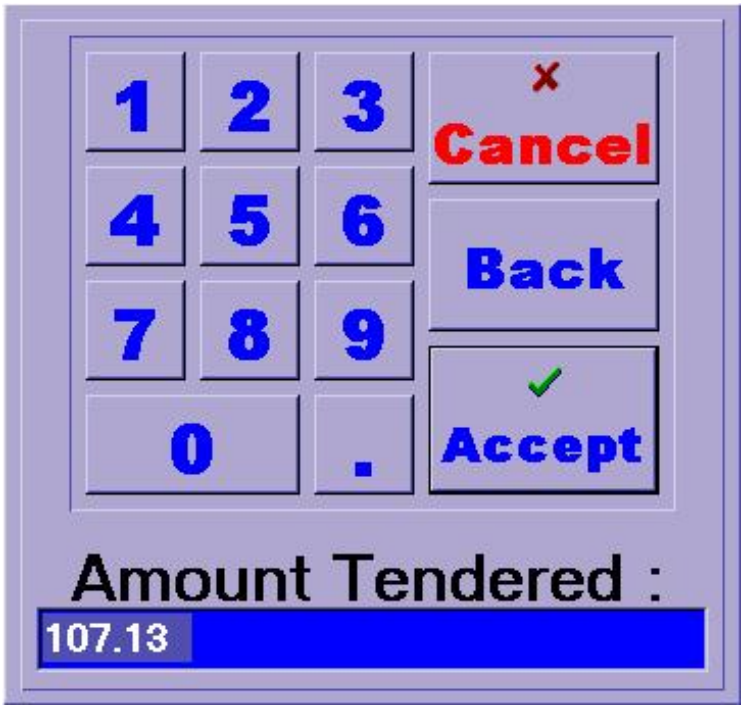


Figure 7 Entering a Cash Tendered Amount

If the system is set up to record the registration numbers and/or odometer readings, the following screen will appear before allowing the operator (Cashier) to enter these details.

Please note that in Figure 8, the system has been set up to record both registration number and odometer reading for each cash transaction.

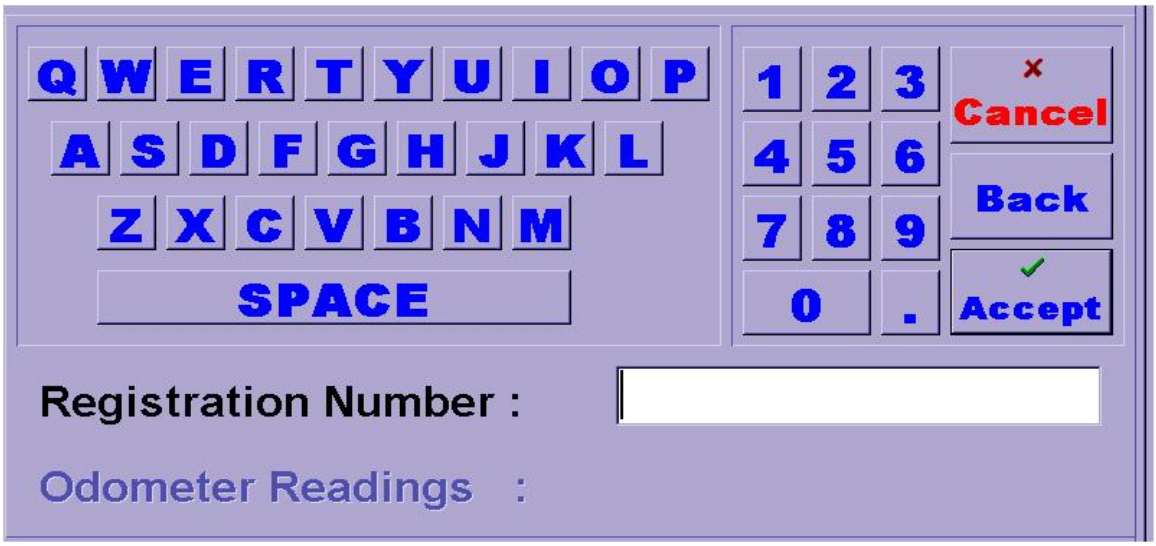


Figure 8 Registration /Odometer Reading Recording for Cash Transactions

Once the registration number and odometer readings have been entered a tender panel like that in Figure 7 will appear to enter the cash tendered details.

The CHEQUE Method of Payment

Selecting this method of payment to finalize a transaction will post the transaction to the current shift. No tender amount needs to be entered as the system assumes that the cheque value is the same as the amount outstanding.

The CARD and VOUCHER Method of Payment

There are two available options when finalizing a card or voucher transaction. The system can record the transaction values only or can be set up to record the card details for every transaction. The user can decide which of these is most suitable to the specific service station. These card details include the following information:

- Card Number
- Sequence Number
- Batch Number
- Registration Number

Selecting this method of payment to finalize a transaction will post the transaction to the current shift.

If the card details are to be recorded the following screen will appear when selecting the card or voucher method of payment.

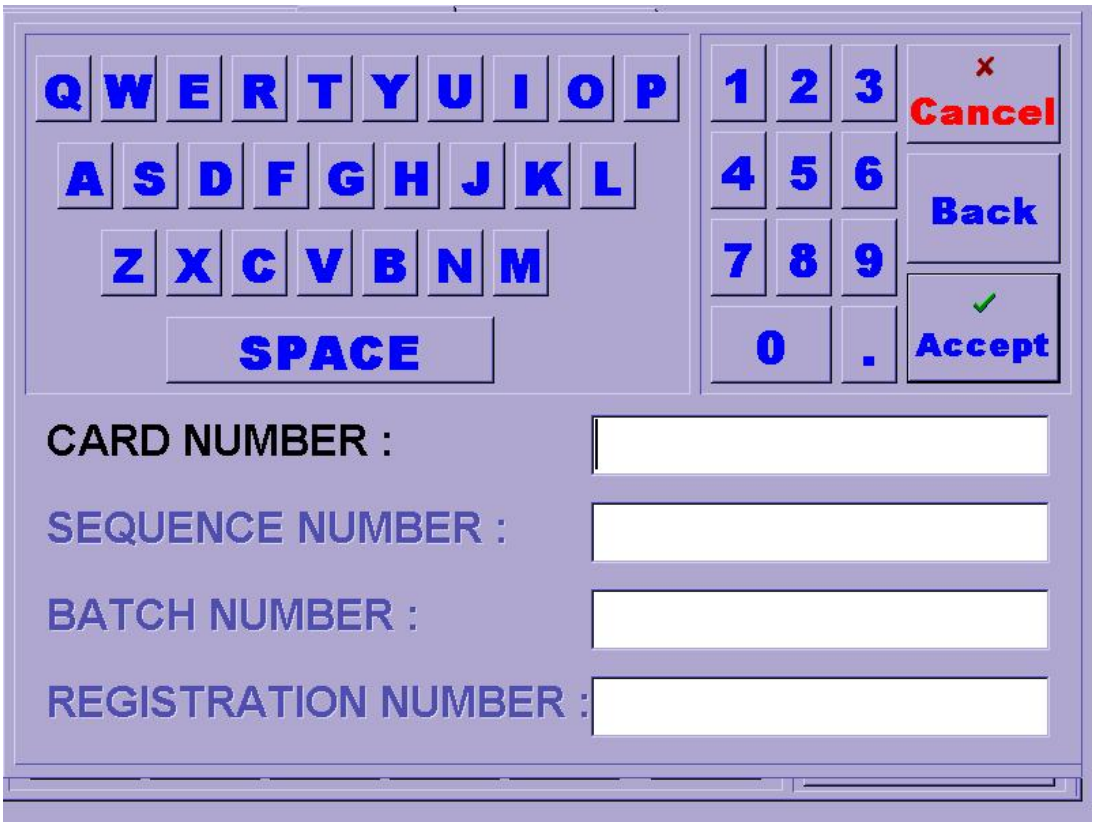


Figure 9 Recording Card Details on a Fuel Transaction

Not all of these details need to be entered. To skip any of them press the 'Accept' key.

The DEBTOR Method of Payment

This method of payment is used to allocate a fuel transaction amount to a local account customer's account.

There are three possible ways the MP9000 system can recognize and finalize a debtor transaction.

Manual Selection

This involves choosing a debtor by entering his/her debtor number or looking this debtor up in a list of possible account customers. The following screen will appear when selecting the 'Debtor' button.

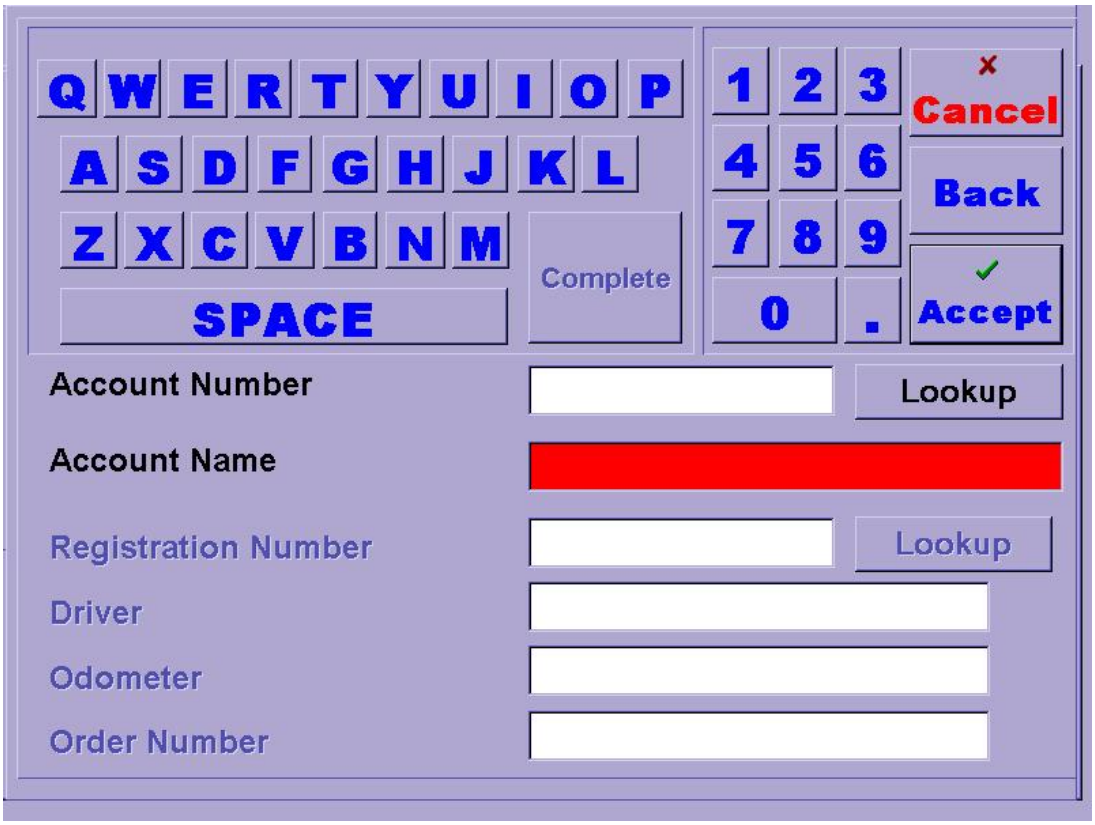


Figure 10 The Debtor Method of Payment

The account number is entered and the account name will automatically be filled in by the MP9000 system. If the account number is not known then press the 'Lookup' button and a list of all account holders will appear as in Figure 11.

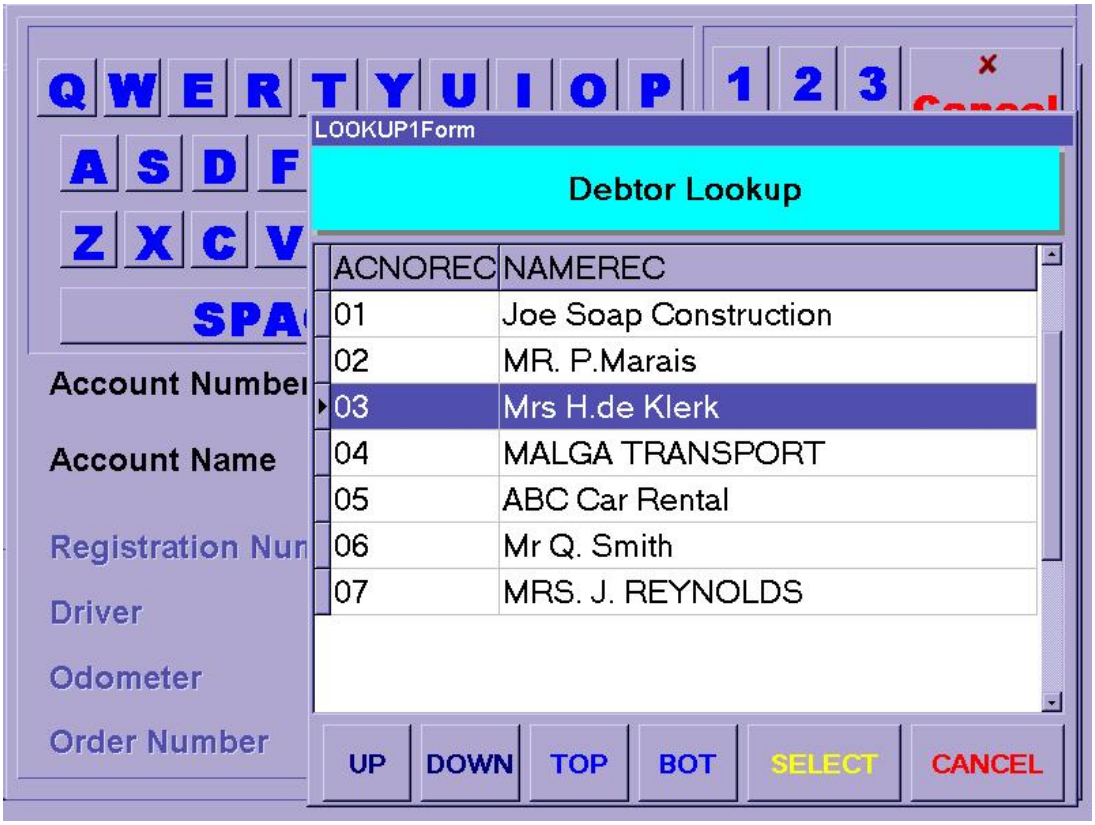


Figure 11 Account Holder Lookup

The required account holder is then chosen using the '**UP**', '**DOWN**', '**TOP**' and '**BOT**' buttons or simply by touching on the desired name that in turn will be highlighted. To select the highlighted account holder press the '**SELECT**' button.

For example in Figure 11, pressing the select button will choose account holder number 3, Mrs. H. de Klerk. To choose MALGA TRANSPORT press the '**DOWN**' button or simply touch on the name. Similarly to choose Joe Soap Construction press the '**TOP**' button or simply touch on the name and so on.

A vehicle registration number can then be entered or looked up in a list similar to that of Figure 11. There are two options with regard to vehicle registration numbers. Each debtor can be set up to accept the entry of any registration number or can be set up to accept only the registration numbers found in the 'Lookup' list. (See Debtor Menu 'Add/Edit Vehicle').

The next two entries, 'Driver' and 'Odometer' are not compulsory entries and may be skipped if desired.

There are two options with regard to account order numbers, the last item to be entered. Each debtor can be set up to accept any or no order number or can be set up to only finalize the transaction if an order number is provided. (See Debtor Menu 'Add/Edit Debtor')

If at any time all the information required has been entered, the '**Complete**' button can be pressed which in turn will by-pass the entry of any other undesired information and finalize the transaction. This is only applicable if the relative debtor has been set up to accept any or no order number.

Swipe Card

This is very similar to the Manual method, except that all the information entered (Figure 10) is obtained from the card and is therefore automatically filled in. Each vehicle used by the particular account is issued with a magnetic swipe card. This card is then used to recognize a particular vehicle in a specific debtor account at transaction finalization. When a transaction is chosen from the transaction list and the Debtor method of payment is chosen the operator will swipe the card once the screen shown in figure 10 appears and the transaction will automatically be posted to the specific account.

Debtor Tags

This method of finalizing debtor transactions requires no interaction by the operator. Each vehicle used by the particular account is issued with a unique tag. To authorize a pump the nozzle is lifted, the debtor tag inserted, the attendant tag inserted and the transaction will automatically be posted to that debtor's account when the nozzle is replaced.

The LOOKUP Method of Payment

Although the above-mentioned methods of payment cover most service station scenarios, there are times when additional method of payments is required. The '**LOOKUP**' method of payments allows the user to define up to 99 additional methods of payments over and above the already existing ones. To define a method of payment, see Manager Menu – **'Payment Types'.**

When selecting the 'LOOKUP' method of payment a list like that of Figure 12 will be displayed showing the current user defined method of payments that have been set up.

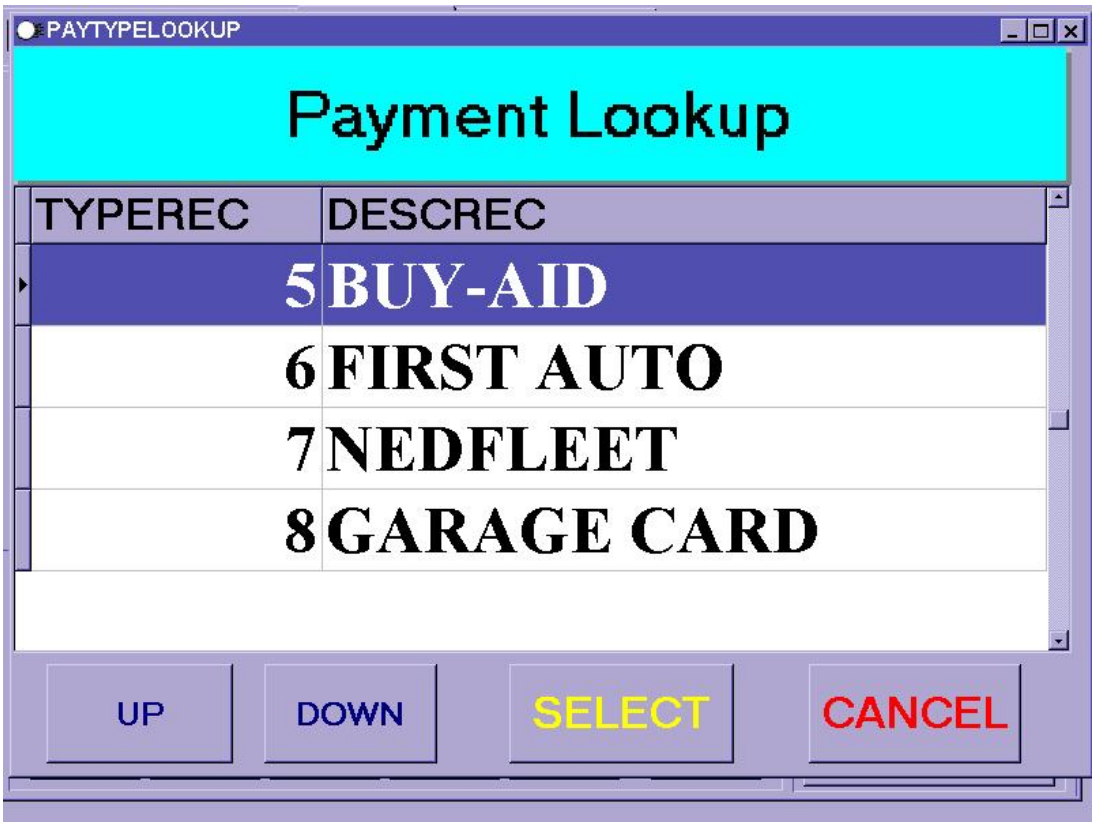


Figure 12 The 'LOOKUP' Method of Payment

The required method of payment is then chosen using the '**UP**' and '**DOWN**' buttons or simply by touching on the desired name that in turn will be highlighted. To select the highlighted method of payment press the '**SELECT**' button and the transaction will be finalized.

For example in Figure 12, the selected transaction will be posted to the '**BUY-AID**' method of payment when the '**SELECT**' button is pressed. To choose the '**FIRST-AUTO**' method of payment press the '**DOWN**' button or simply press on the name and so on.

Pump Actions

On the Right hand side of Figure 4 are all possible actions available to pumps on the forecourt.

Please note that all the functions and information in this screen are specific to the pump that was selected.

Pre Alloc

This function is for the **Pre Allocation** of dry stock items to a fuel transaction. This transaction can be one that is complete or one that is in progress.

This function is mainly used if all the stock, including lubricants (Oils, brake fluid etc.), is kept inside the C-Store and not on the driveway. This means that any stock item/s can be allocated to a fuel transaction even if that transaction is in progress or has not been finalized. (Paid Off)

When selecting the '**Pre Alloc**' action the following screen will appear.

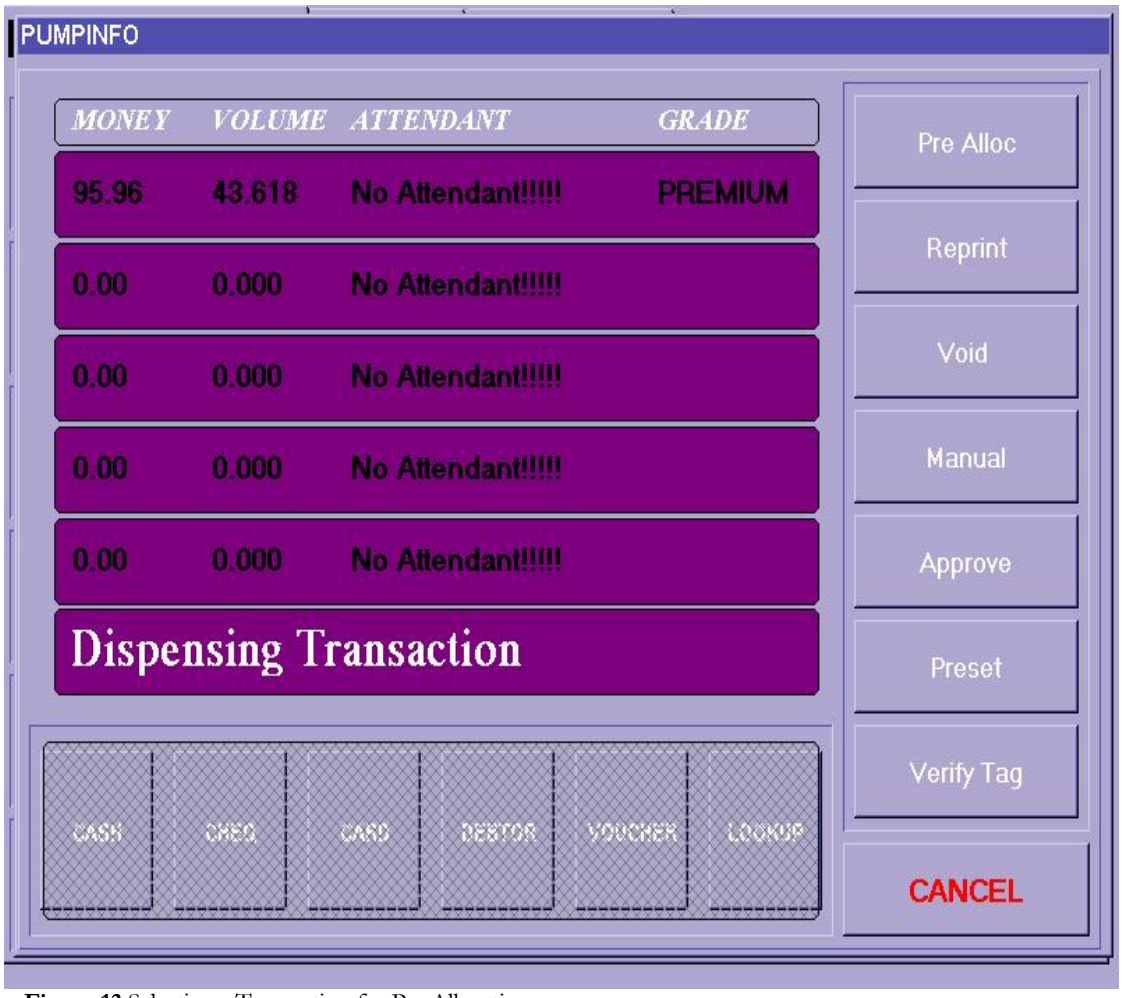


Figure 13 Selecting a Transaction for Pre Allocation

The purple appearance of the transaction list indicates that the system is waiting for the selection of a transaction to allocate stock items to. The '**Dispensing Transaction**' selection option will only appear if the pump that is selected is busy pumping fuel (Is authorized. See Pump Status) and relates to the sale in progress on the selected pump.

To select a valid transaction ('**Dispensing Transaction**' is Valid) touch or click on the relevant transaction. The selected transaction will highlight.

The transaction is then touched or clicked again and the MP9000 system selects it. The following screen appears.

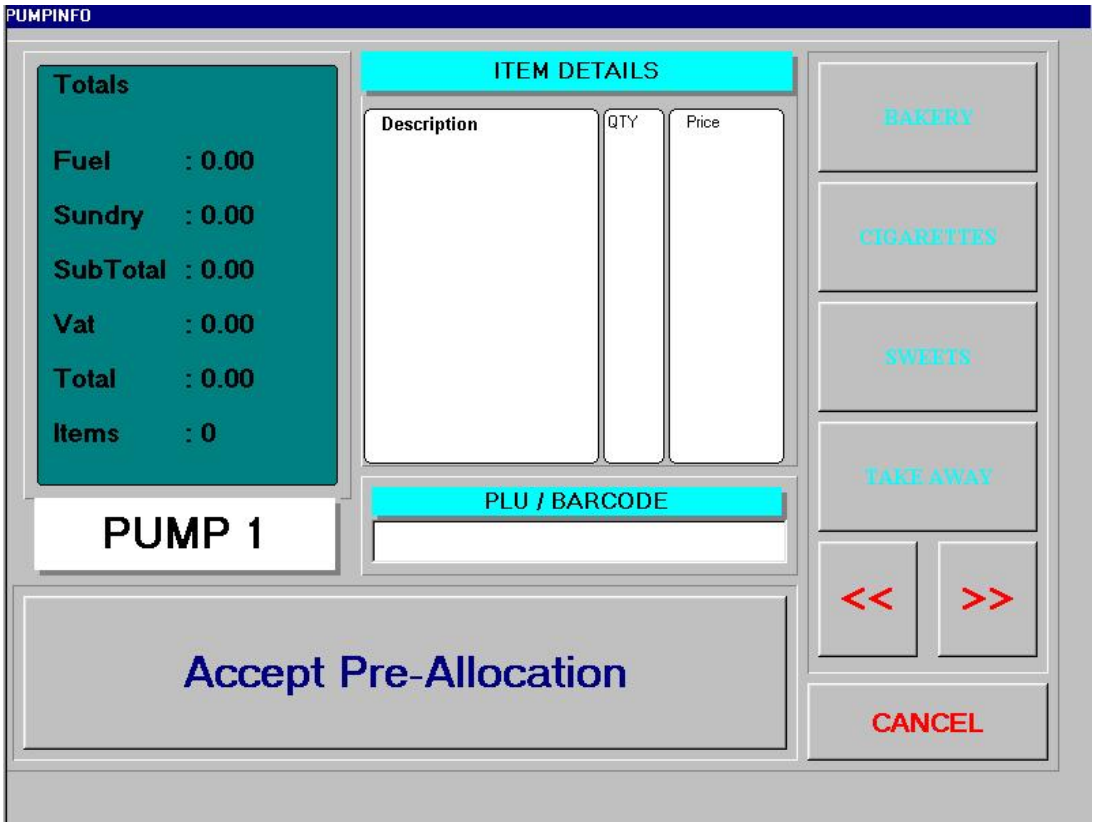


Figure 14 Pre Allocation of Stock to a Fuel Transaction

All additional items can now be allocated to the selected fuel transaction. These items can be scanned in using a bar-code scanner or selected from the 'NON BARCODED' items list on the right of the screen

Once the desired items have been chosen the '**Accept Pre-Allocation**' button must be pressed and these items will be posted to the fuel transaction.

The screen will return to normal and when finalizing the transaction all the items pre-allocated will already be part of the selected fuel transaction.

Reprint and Void

These two actions display a similar screen and relate to transactions made by the selected pump only.

Reprint

This action is used to reprint a receipt of a transaction already finalized by the user. The MP9000 system stores 4000 receipts in total for all the active pumps on the forecourt. When selecting the reprint action the screen looks similar to that of Figure 15, and transactions are selected in the same way.

Void

This action is for reversing a finalized transaction. This is useful if, for example, a transaction was allocated to the wrong method of payment. When selecting this action the following screen appears.

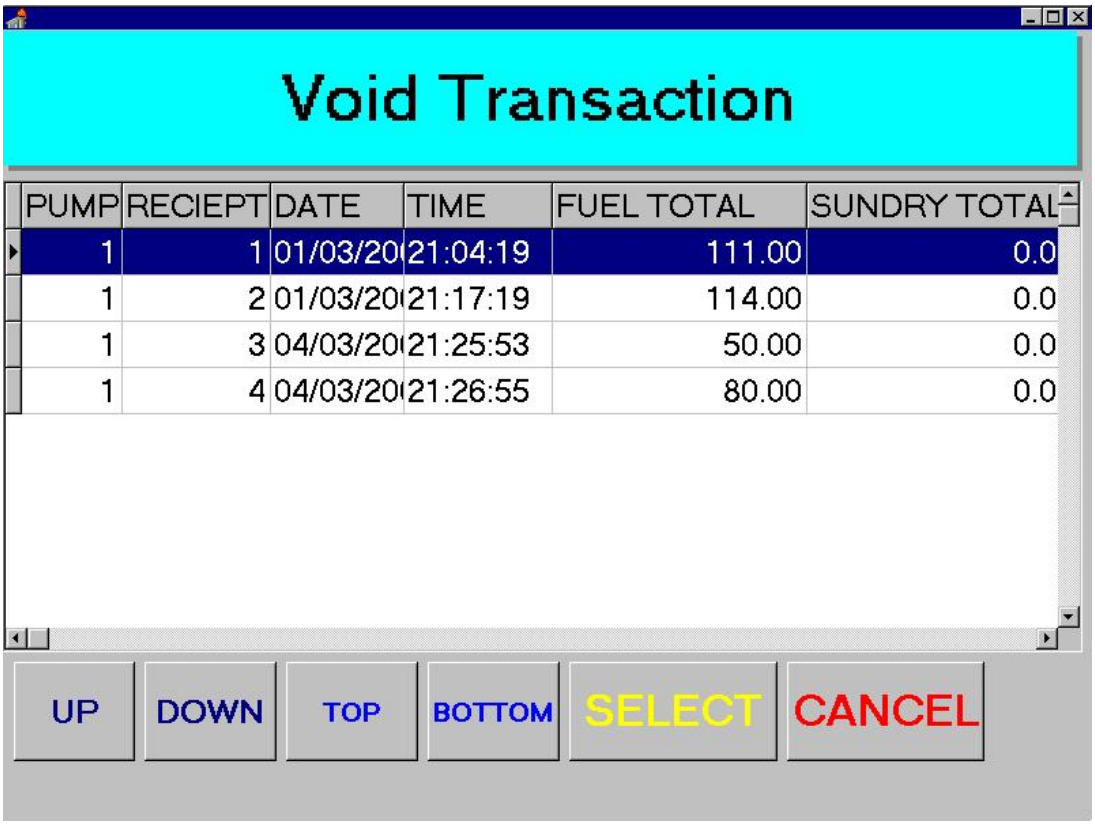


Figure 15 Voiding a Fuel Transaction

The required transaction is chosen using the '**UP**', '**DOWN**', '**TOP**' and '**BOT**' buttons or simply by touching on the desired transaction that in turn will be highlighted. To select the highlighted transaction, press the '**SELECT**' button.

The occurrence of all voided transactions are recorded, by date and time, in a report called VOID/CANCEL LIST (See Manager's Reports)

Say for example in Figure 15, the R 20.00 transaction was paid off as cash instead of card. The operator can then choose the transaction and press the 'SELECT' button. The transaction will automatically re-appear in the transaction list (See Figure 4) and the transaction counter will move up by one. (See Figure 3) This transaction can now be selected and paid off as a card.

Manual

This action is only for use on pumps that have broken in communication with the MP9000 system and have been put onto stand-alone (manual) or pumps that have been disabled. Although the specific pump will show the 'NOT COMMUNICATING' status (See Pump Status) and the MP9000 system will not physically be monitoring the sales on that specific pump, all stand-alone amounts pumped can be recorded using this action. This is to ensure that the shift report is accurate and also to alleviate the hassle of managing a single pump manually (Using totalizers) and the others using the MP9000 system. This function not available on pumps that are communicating.

When selecting this function the following screen will appear.

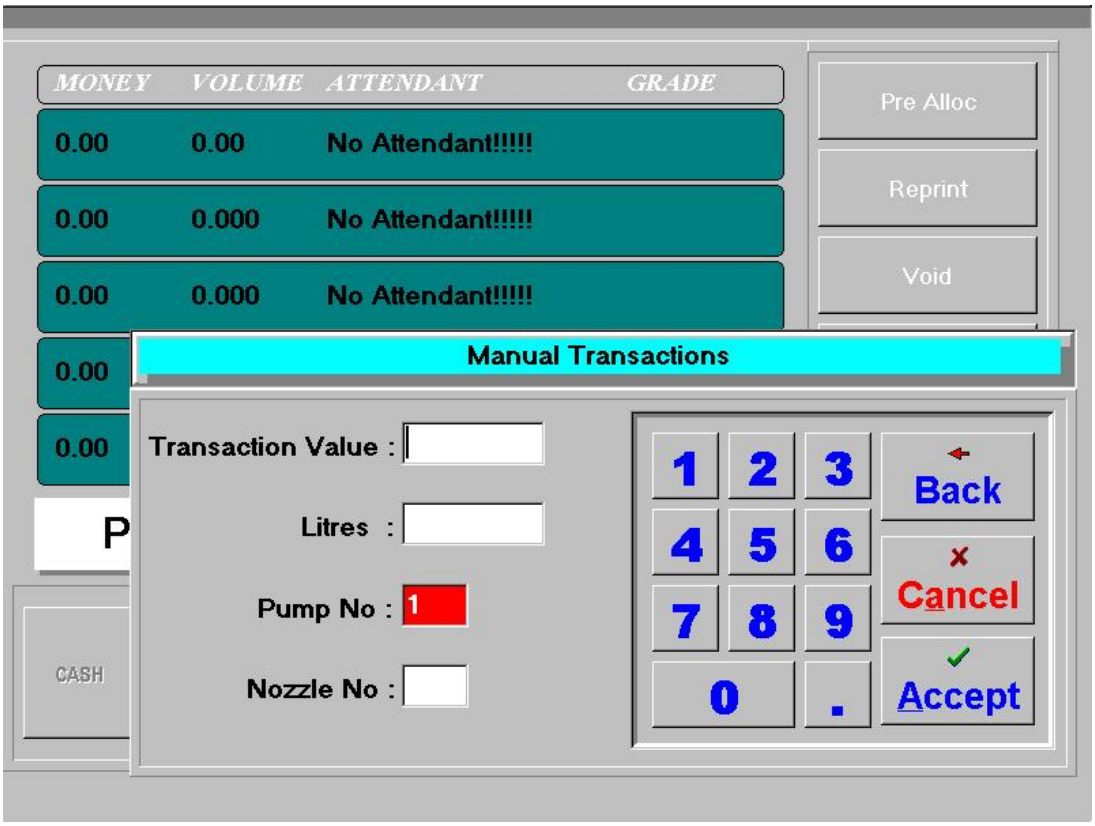


Figure 16 Manually Allocating Fuel to a Pump

Either a Money or Litre amount can be selected. When either of these is entered the MP9000 system automatically calculates the other. If no 'Nozzle No.:' is entered the MP9000 system automatically assumes 'Nozzle 1'. (Only applicable to Multi-Hose Pumps) Pressing the '**Accept**' button once will change its name to '**Process**', which gives the operator (Cashier) the opportunity to double check that the transaction details are correct.

If the '**Process**' button is pressed, the transaction will automatically appear in the transaction list (See Figure 4) and the transaction counter will move up by one. (See Figure 3) This transaction can now be selected and paid off using any of the available methods of payment.

Approve

This action is used to manually approve the selected pump. When this action is selected the pump, whether idle or calling will reset (If the nozzle is lifted) and will be able to dispense fuel. This function is only available if there is not tagging installed or if the tags on the specific pump has been disabled.

Preset

This action physically presets the selected pump to stop at a specific value of Money or Volume.

This action is used if customers pre-pay for the fuel they are going to dispense before actually authorizing the pump. This means that either the Money or Volume amount of the fuel transaction is predetermined. The pump will physically stop on the amount entered by the operator. The transaction also has to be finalized using any of the available methods of payment before the pump will be preset.

When selecting this action the following screen will appear.

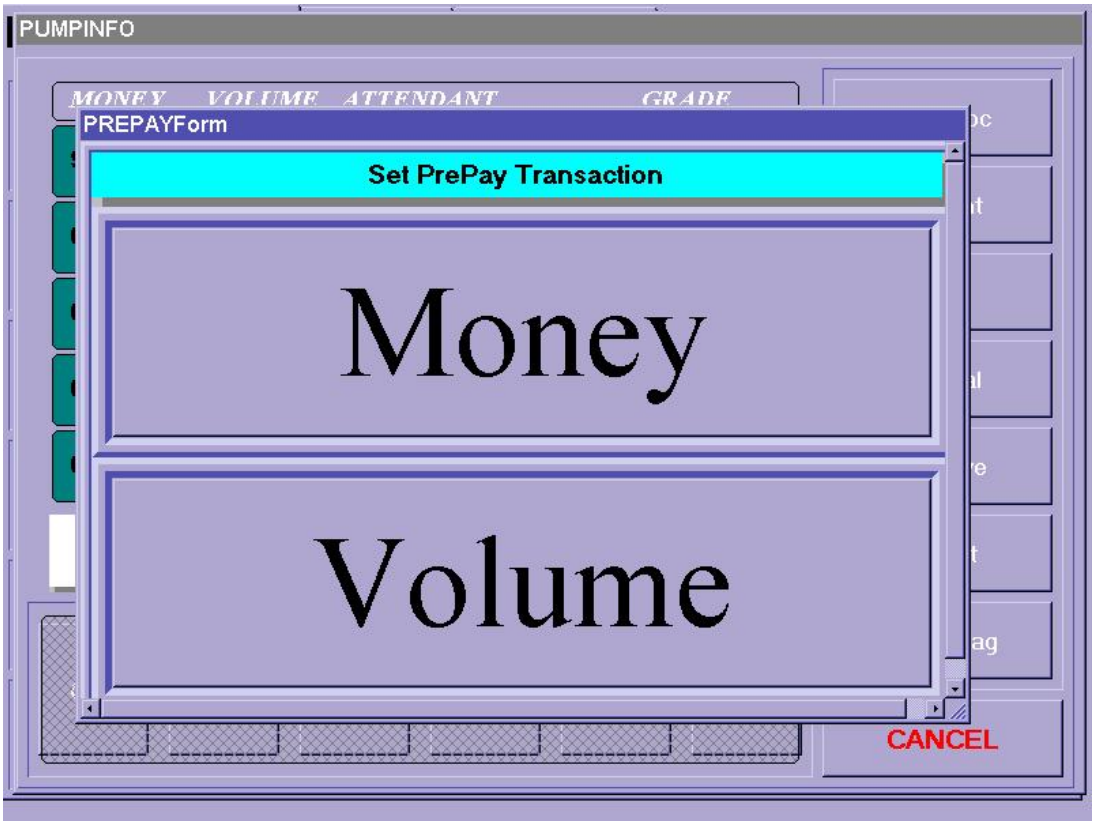


Figure 17 Selecting a Money or Volume Pre-Paid Sale

The operator can then select which method of presetting is to be used, Money or Volume.

For example, if a customer approaches the operator and indicates that he/she would like to dispense R20 at pump number 4 and pays for this transaction with R50 CASH.

The operator would select pump 4 and press the 'Preset' button. Next, the 'Money' button would be pressed and the following screen will appear.

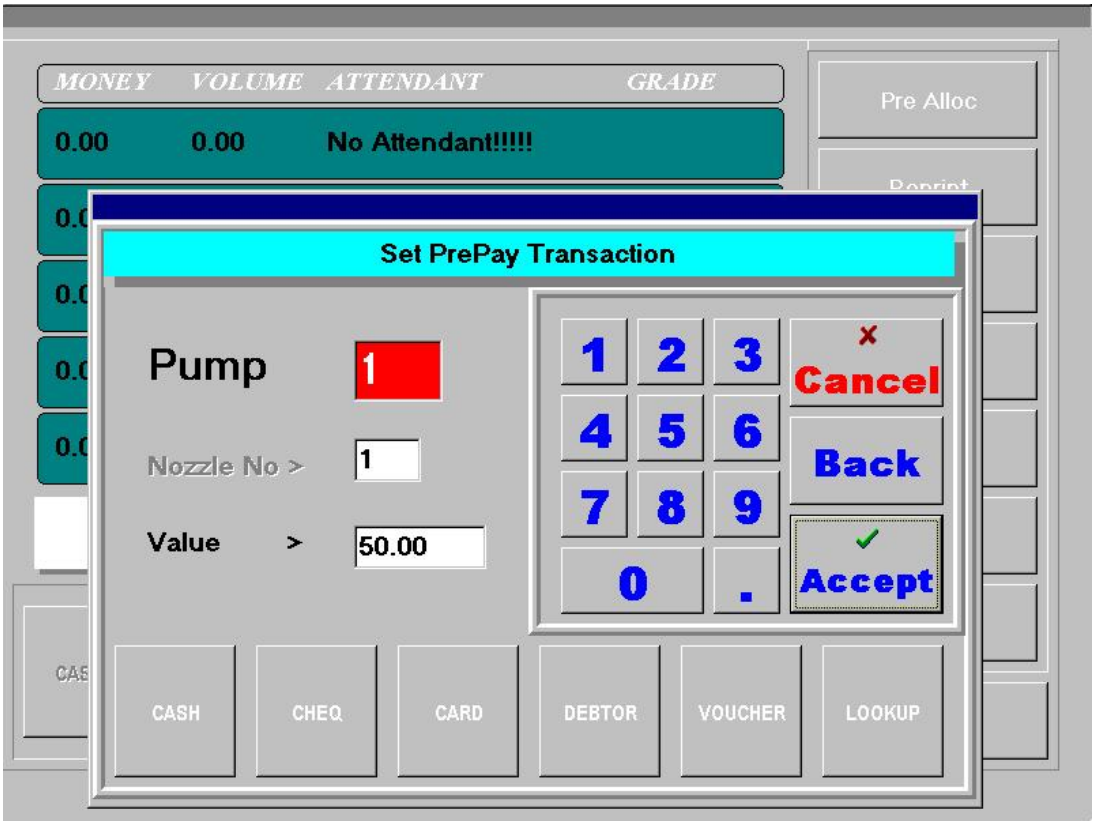


Figure 18 Entering Pre-paid Sale Details

Please note that the methods of payment buttons are only active once a valid amount (Money or Volume) has been entered.

The operator will then enter 20.00 in the 'Value' field, choose the 'CASH' method of payment and then tender the R50 received. The MP9000 system would then display the change owing to the customer and would physically preset pump number 4 to stop dispensing at R20, as shown in figure 19. (Indicated by a Yellow light) The customer could then lift the nozzle of pump number four and would only be able to pump up to R20.

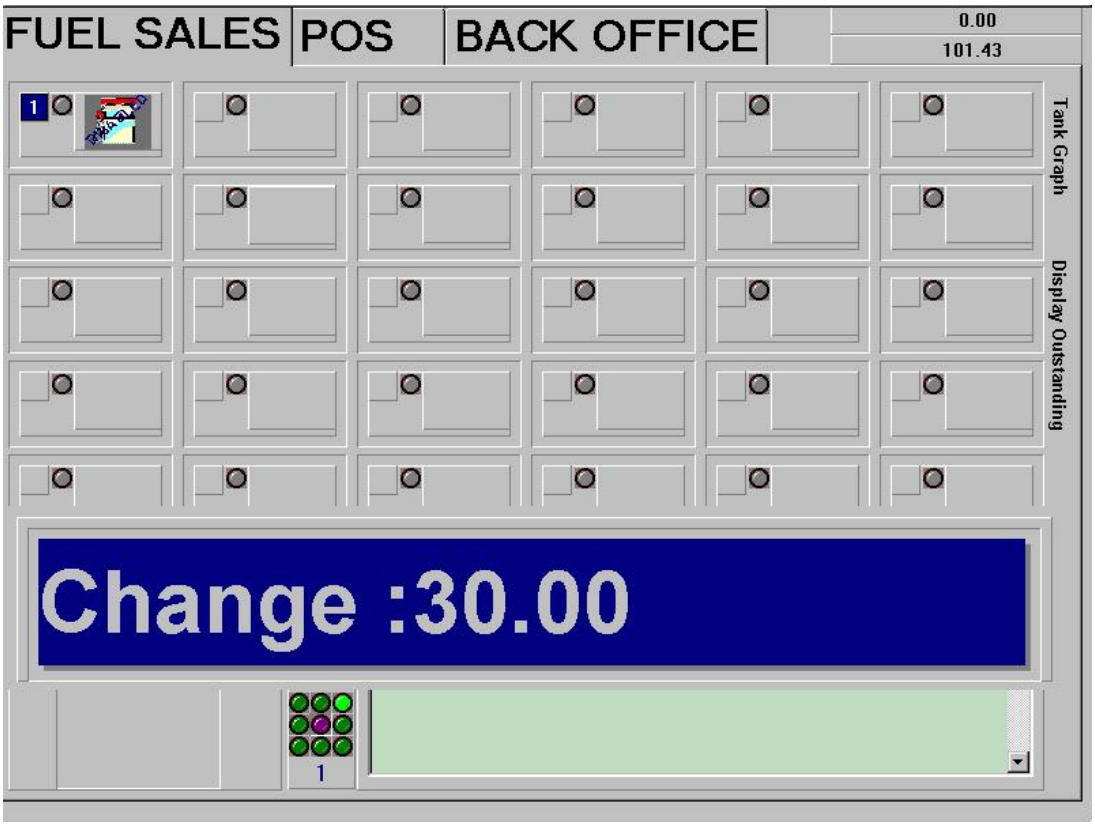


Figure 19 Preset Sale Completed

If the preset amount entered by the operator exceeds the amount dispensed on the forecourt the system will prompt the operator that a refund situation has occurred and open the cash drawer.

Verify Tag

This action is not valid if no attendant tagging is installed.

This action is to instruct the MP9000 system to read an attendant tag at the selected pump. Any tag inserted into the tag reader at the selected pump will be read by the system. Once read the user can press the 'Verify' button to determine if the tag read is allocated to an attendant or not. (If it is valid to the system)

A message 'Tag Not In Use!!' means that no attendant is allocated to the specific tag. If there is an attendant allocated to the read tag, the system will return the message 'This Tag is used by John' (Where John is an example)

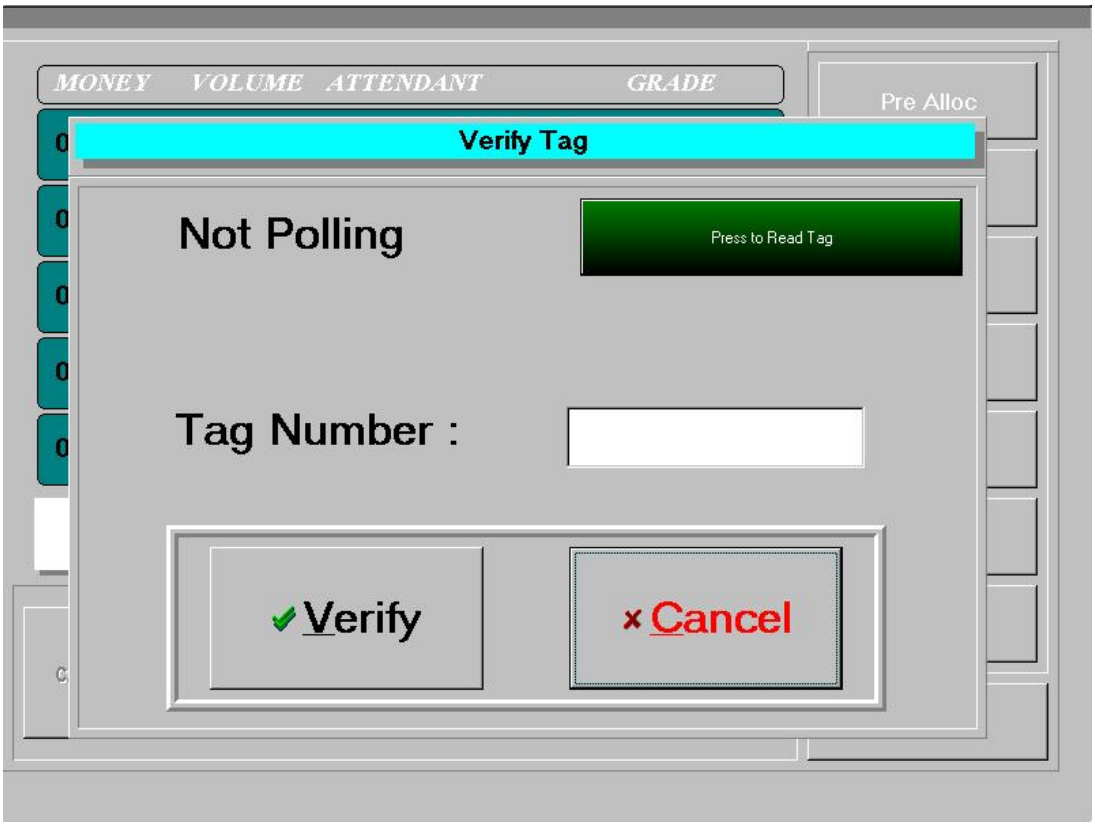


Figure 20 Verifying a Tag

Operating the Point of Sale

Please note that the Method of Payments described in 'Operating the Forecourt', are common to all point of sale and forecourt terminals and operate precisely the same as described in the above-mentioned section.

As can be seen the Point of Sale screen is very similar to that of Figure 6 with the addition of the '**Cashier Panel**'. The main function of the Point of Sale (POS) is to record the sale of dry stock items, such as Oils, Cold drinks, cigarettes etc.

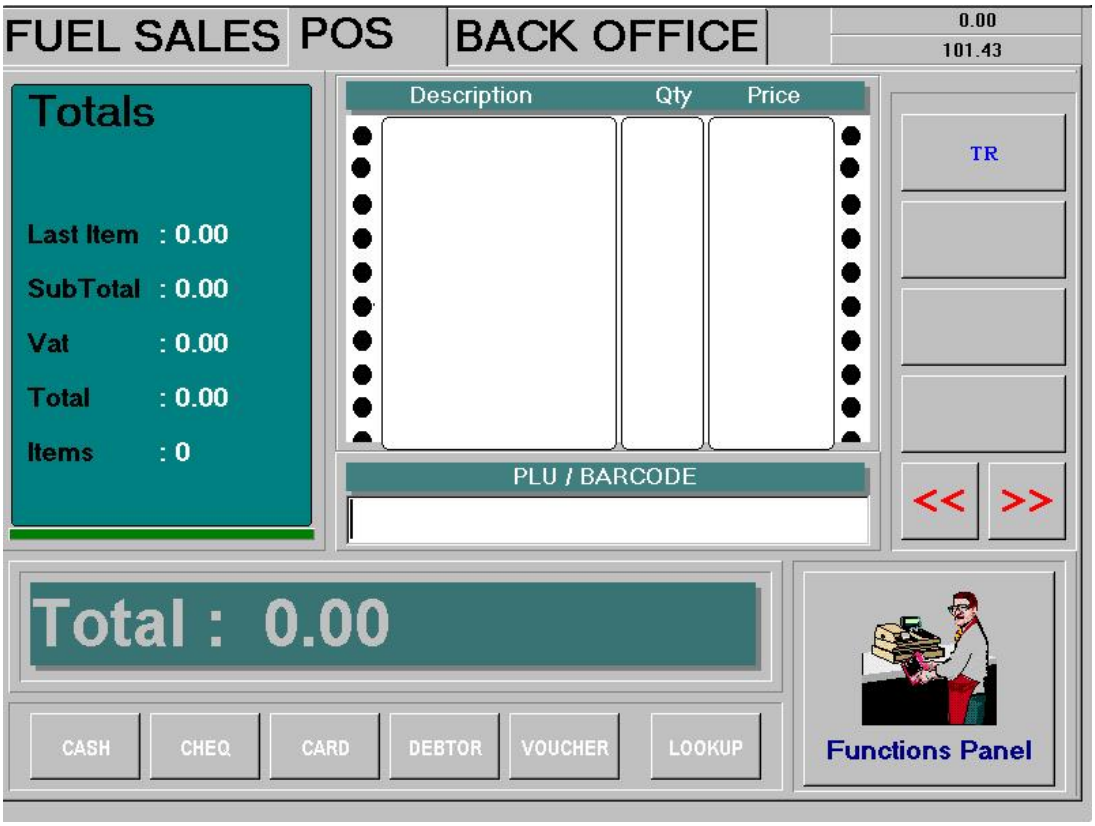


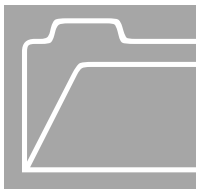
Figure 21 The Point of Sale Screen

General Information

Totals

Under the 'Totals' heading the operator can find a summary of the current transaction details. These include

- Last Item – The price of the last item scanned or selected
- Sub Total – The total price of all the items scanned so far excluding Value Added Tax/GST
- VAT/GST – The total value of Tax for all the items
- Total – The total amount owing so far
- Items – The quantity of items scanned or selected so far.



Please note that touching or pressing on the Heading 'Totals' will update the customer display unit to display the final amount owing.

Item Details

The center of the Point of Sale screen represents a current transaction virtual receipt in which every item scanned or selected is listed. The receipt displays the following details for each item rung up

- Description
- Quantity
- Selling Price Including VAT/GST

If the operator or customer makes a mistake and the incorrect item is rung up, then the item can be chosen by simply touching on it. The item will highlight as shown in figure 22.



Figure 22 Correcting Incorrect Sales – POS

When selecting the item that needs to be cleared, the MP9000 system will prompt the operator if he/she wants to clear just the selected item – '**Clear Item**', clear the entire list of items in the receipt – '**Clear All**' or continue without clearing any items – '**Continue**'

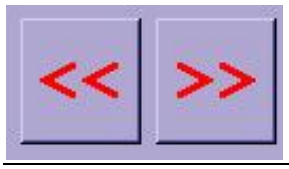
All items that are cleared are recorded in a report called the VOID/CANCEL LIST. (See Managers Reports)

PLU / BARCODE

This item is for entering of individual stock Price Lookup numbers to ring them up if no bar code scanner is installed.

Non-Barcoded Items

On the right-hand side of the Point of Sale screen is a list of four buttons. This list represents departments containing stock items that have been specified to have no bar code (See Stock Menu 'Add/Edit Items'). This list displays four departments at a time. At the bottom of the list are scroll buttons (See below), which will give the operator access to the other non-barcoded items currently not being displayed. (If more than four)



The Method of Payments

These methods of payment are described in '**Operating the Forecourt**'

The Cashier Panel

When touching on the 'Cashier Panel' on the bottom right of the Point of Sale screen the following buttons appear.

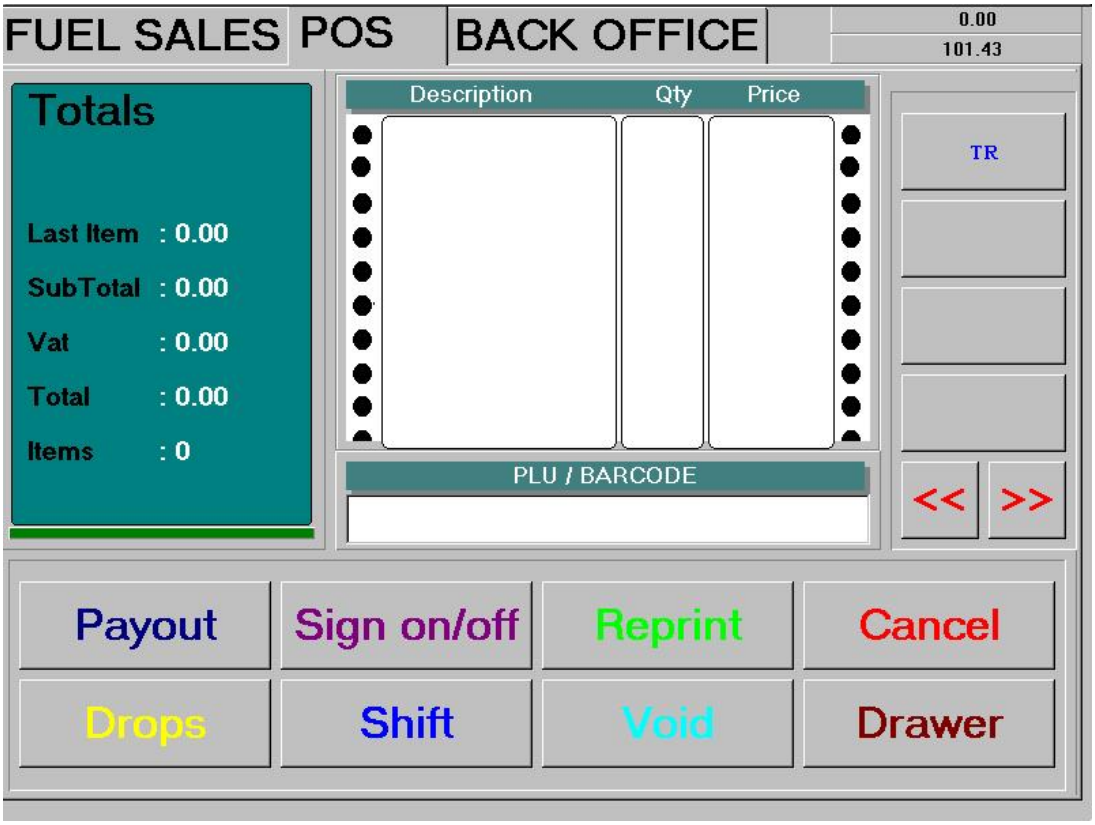


Figure 23 Activating the Cashier Panel – POS

The **'Cancel'** will close the cashier panel and return to the normal point of sale screen.

Payout

This function is used to record all money removed legitimately from the current till. Please note that cash payouts made are specific to the point of sale terminals on which they are entered.

The payout function could be used to record money that is removed from the till to pay for say, a pie delivery or to pay for wages and so on.

When activating this function the following screen will appear.

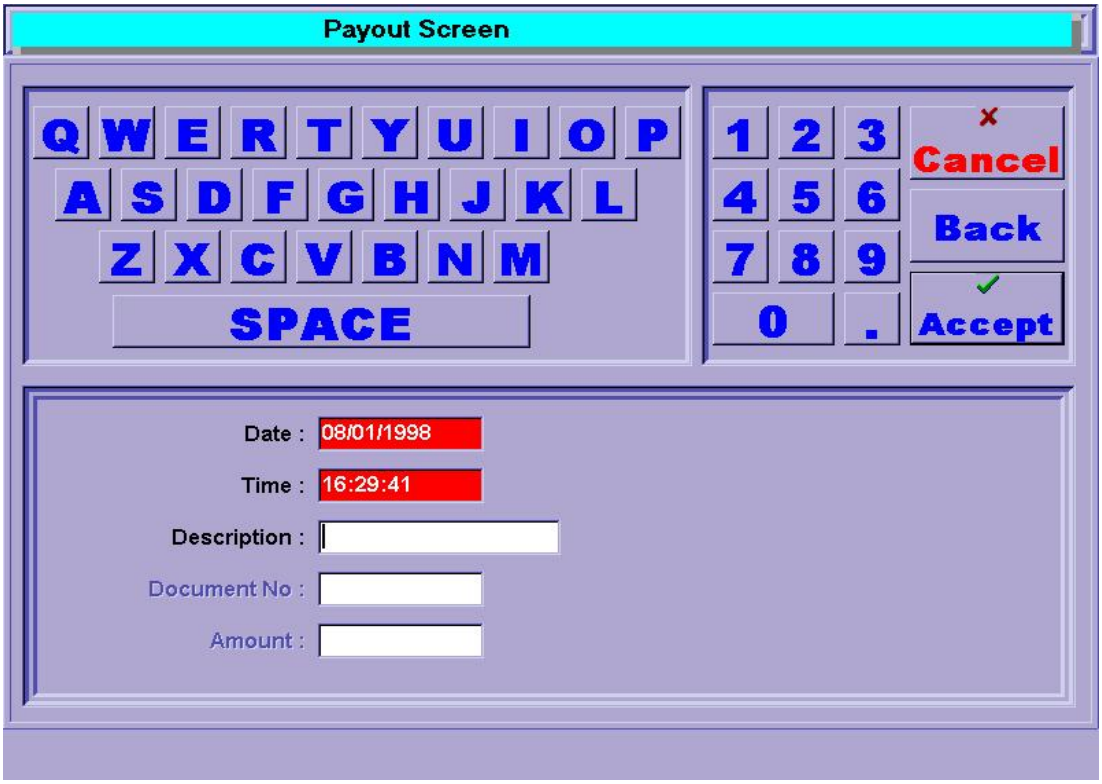


Figure 24 The Cash Payout Screen

The '**Date**' and '**Time**' fields are fixed and cannot be changed. The description of what the payout is for can be entered in the '**Description**' Field. If the payout is for deliveries, then the delivery note number can be entered in the '**Document No.**' field. The value of cash removed from the till is entered in the '**Amount**' field.

The '**Document No.**' field is not compulsory and can be skipped if desired. The '**Description**' and '**Amount**' fields however, must be entered in order for the payout to proceed and register on the shift.

Once all the necessary fields have been entered, the MP9000 system will print a cash payout slip that can then be put in the cash drawer

Please note that the MP9000 system monitors how much cash is in the till at any one time. If the amount entered is greater than the cash amount available in the till, the MP9000 system will not allow the payout to proceed and allow the user to enter a valid amount.

Drops

The MP9000 system allows the manager / owner to limit the amount of cash there is in the specific till at any one time. This limit can be set. Once the total value of the cash received exceeds this limit the MP9000 system will display the following message on screen.



Figure 25 Cash Drop Notification

This will remind the cashier that the cash or part thereof, needs to be dropped in a 'Drop Safe'. This is a security feature to ensure that in the case of, for example a robbery, the amount of cash lost is limited.

When selecting this option the following screen appears.

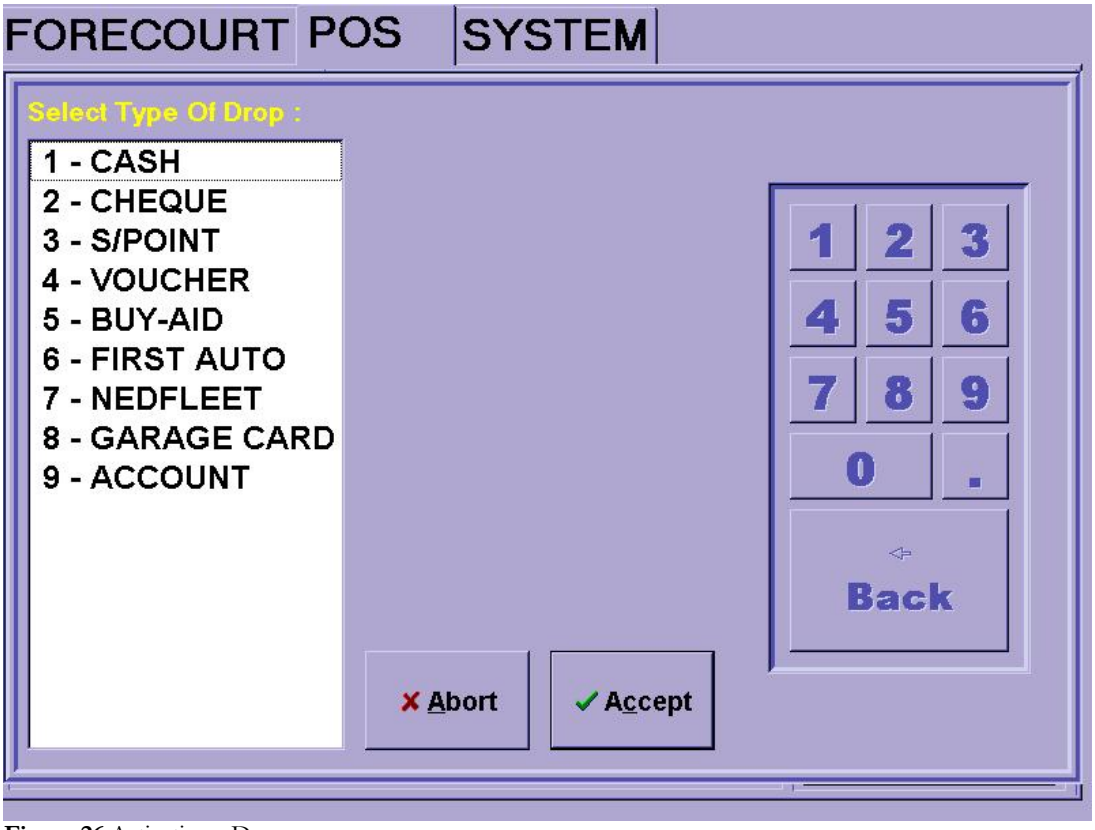


Figure 26 Activating a Drop

The notification message in Figure 25 is relevant only for cash received. The MP9000 system does, however, allow for the dropping of all other methods of payments.

For example, if the cheques are banked in the middle of a shift. These cheque values can then be dropped at the time they are removed from the till and are therefore accounted for on the shift report.

To select the desired type of drop simply touch on the name in the list of valid drop types on the left-hand side of the screen. Notice that the types of drops directly relate to all the method of payments set up on the system.

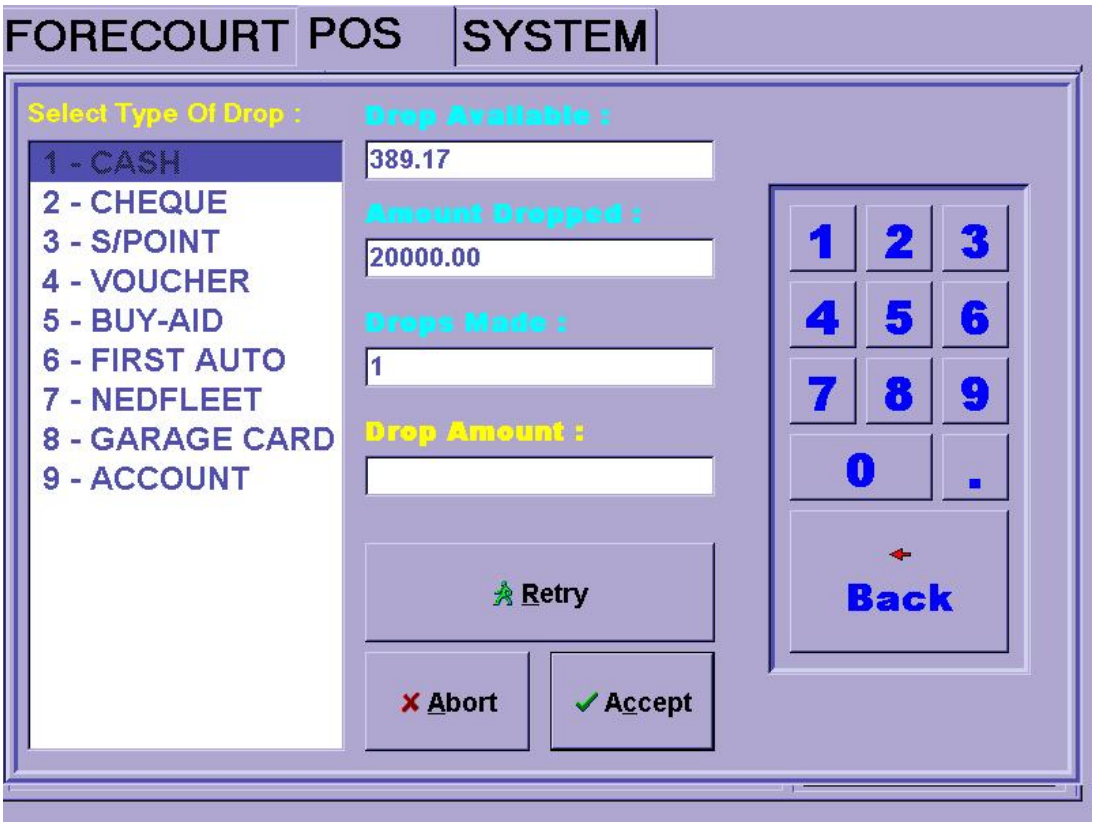


Figure 27 Calculation of Drop Amount

On selection, the chosen drop type remains highlighted to indicate to the operator, which drop type, he /she is currently working with.

The MP9000 system automatically calculates the amount that is available to drop for that method of payment for the current shift, as in Figure 27 and allows you to enter a value equal to or less than the available amount. The system will not allow the operator to enter an amount greater than the available amount, which is indicated in the field '**Drop Available**' in figure 27.

The system will also indicate if there have been any other drop/s of this kind on the current shift, how many drops have been made on this shift as well as the total amount dropped.

The drop types are all independent of each other and the information displayed in each case is relevant to that drop type only.

If the incorrect drop type has been selected, the '**Retry**' button can be used to allow selection of another type. The '**Abort**' button will exit the drop function and return to the normal point of sale screen. The '**Accept**' button will process the drop, print a cash drop slip and return to the normal point of sale screen.

For example, in Figure 27, the chosen drop type is 'CASH'. One cash drop has been made on this shift for a value of R20000. The amount of cash available to drop is R 389.17.

Sign On/Off

This option is used to sign a till operator (Cashier) on or off. Each cashier is allocated a unique password and he/she uses this password to sign on. Once signed on all the transactions performed on the specific till are referenced on the shift change to the specific operator. This operator is therefore solely responsible for all point of sale and forecourt operations. The system will not allow any functions to be accessed if there is no cashier signed on. Each cashier can be set up to have access to various functions on the system. (See Managers Menu 'Access Level Mode' & Employee Menu 'Add/Edit Employee')

When signing on a new cashier the following screen will appear:

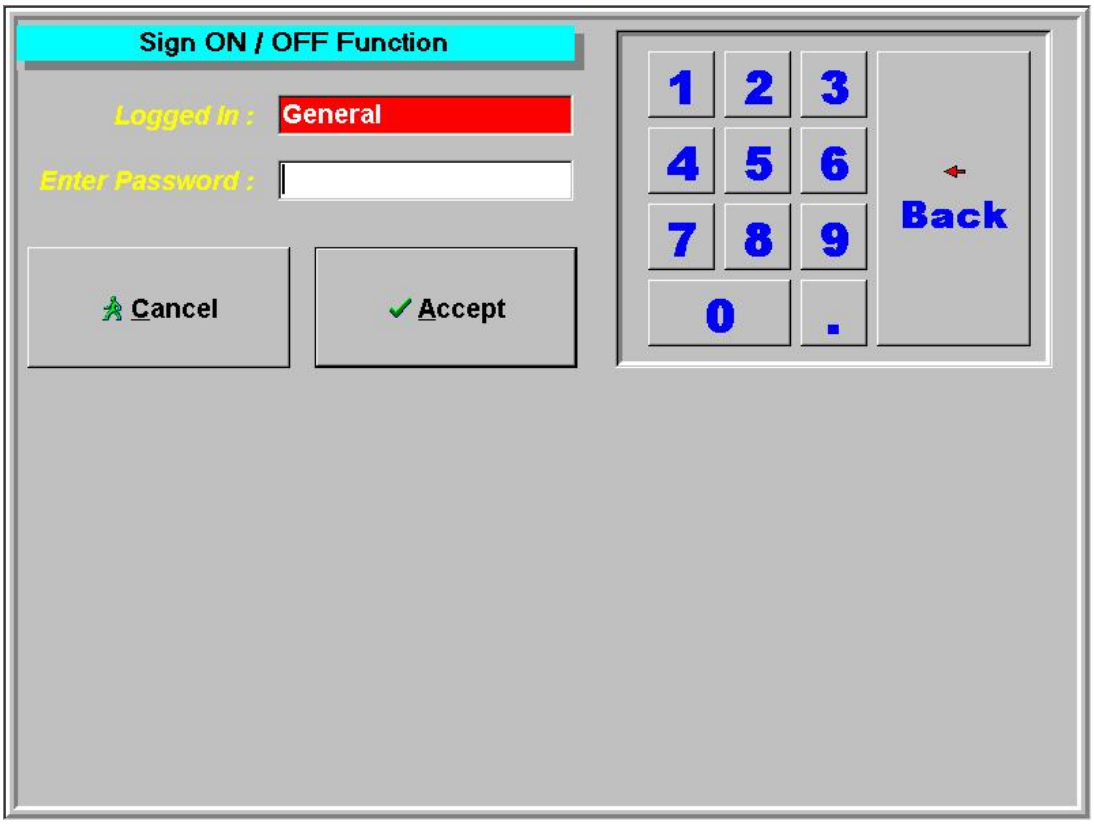


Figure 28 Signing on a Cashier

To sign on, the specific cashier must enter his or her password and press the '**Accept**' button. To sign off the cashier needs to choose the 'Sign on/off' function and re-enter his/her password.

Shift

This function performs a shift change. When selecting this function the following screen will appear:

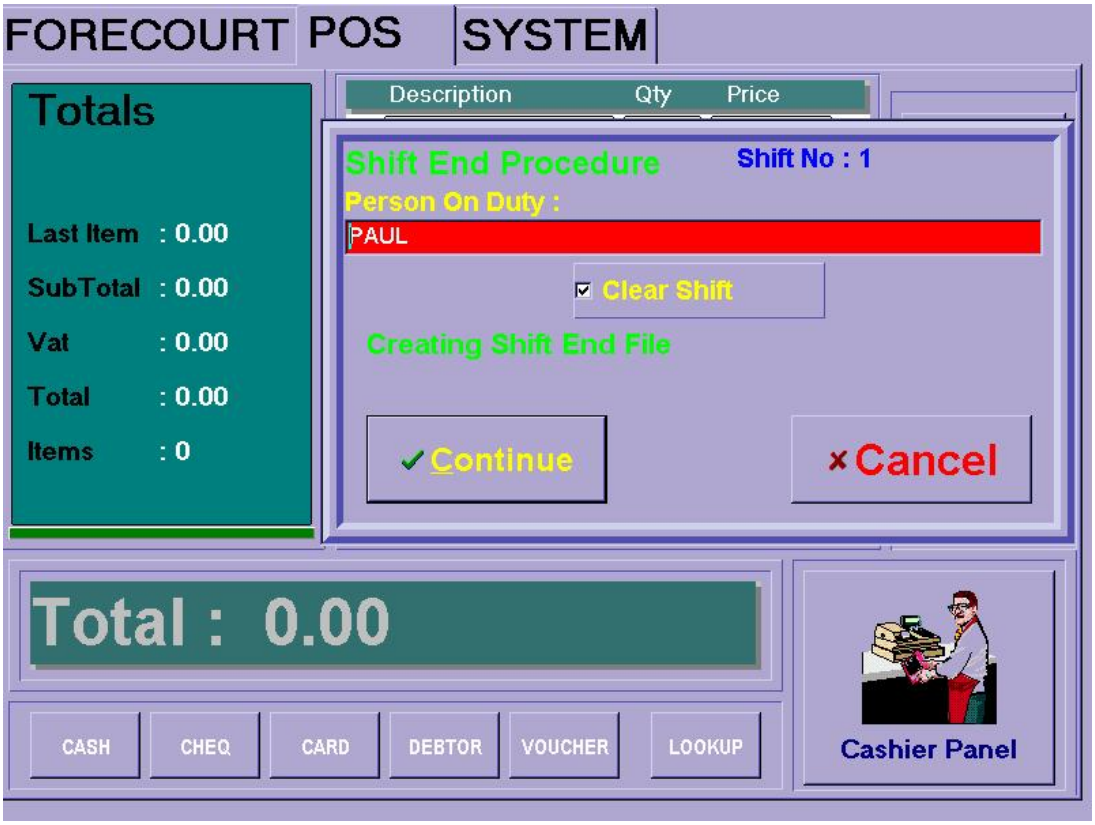


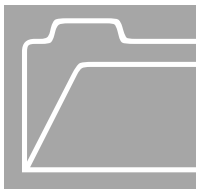
Figure 29 Performing a Shift Change

To close the shift press the '**Continue**' button. To exit without performing a shift change press the '**Cancel**' button.

Please note in Figure 29, the option '**Clear Shift**'. When ticked the MP9000 system closes off the current shift when the 'Continue' button is pressed. When unticked the MP9000 system will perform a provisional shift change. A provisional shift change does not clear the shift nor will it increment the shift number. The owner/manager can therefore see what the shift totals are at any time during the shift without actually clearing the shift. These totals relate to transactions up to the time the provisional shift change was performed. The time and the date that any shift change is performed is stored in a log file. (See Technical Reports 'Shift Change Log')

Reprint and Void

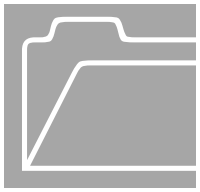
These functions are the same as described in '**Operating the Forecourt**'. The '**Reprint**' function is for the reprinting of all point of sale transactions that have been finalized. The '**Void**' function will reverse any finalized point of sale transactions. The items rung up for these transactions will be cleared completely from the shift and all stock levels will be adjusted accordingly.



Every occurrence of a void function is recorded, by date and time, in a report called the 'Void/Cancel' list. (See Managers Reports)

Drawer

This function will open the cash drawer. This function can be disabled.



The opening of the cash drawer using this function is recorded, by date and time, in a report call the 'Cash Drawer Log' (See Technical Reports)

Chapter 5

BackOffice Operation Instructions

The following section involves the third integral part of the MP9000 system and is called '**Back Office**'. The 'Back Office' section controls all system features and provides the user with all the system reports and administrative functions.

The System section is split up into five main parts:

- Manager – Control of all miscellaneous forecourt functions
- Stock – Control of all dry and wet stock
- Debtor – Administration of all local accounts
- Creditor – Administration of all local accounts owing.
- Employee – Control of all cashiers and attendants
- Technical – Set up of the system protocols and preferences



All the options within each of the menus have four common buttons with the following functions.

- **Save – All changes made are saved and the function exits**
- **Close – All Changes made are discarded and the function exits**
- **Delete – The currently selected item within the function (Stock item/Debtor Etc.) is deleted from the system, but the function does not exit.**
- **Cancel – All changes made are discarded, but the function does not exit.**

Manager

When selecting the '**Manager**' menu the following screen will appear:

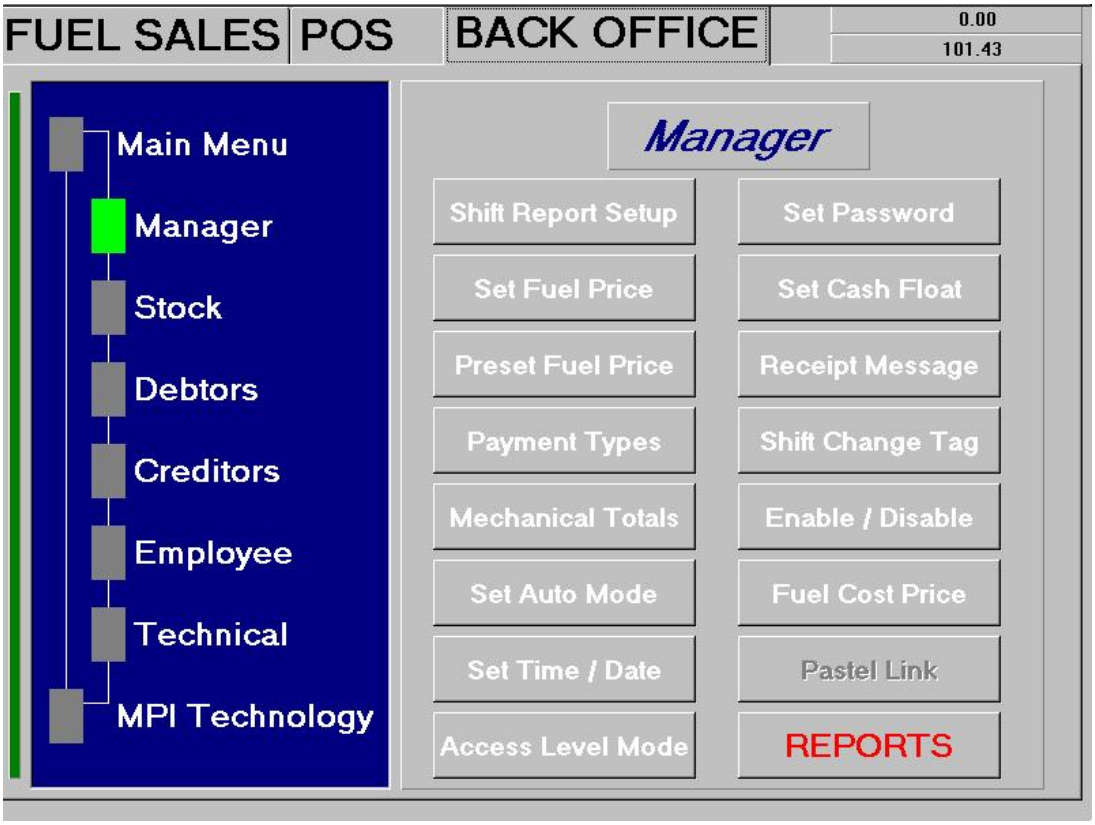


Figure 30 Manager Functions

Shift Report Set up

This function is used to set up preferences with regard to what sections are to be printed on the shift end report. When selecting this function the following screen will appear. As can be seen in Figure 31 each item is enabled/disabled by a check or tick box. To enable any one of these options the associated tick box needs to be ticked. Likewise to disable any of these options the associated tick box must remain clear.

For example in Figure 31, Print Trend Analysis is enabled, while print payout summary is disabled and so on.

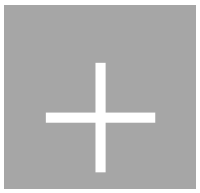
If the options are disabled they are merely omitted from the shift end report and are not printed.



Figure 31 Shift End Report Options

'Print Trend Analysis'

This option prints the time analysis of service station activity with regard to fuel and sundry (Shop) sales. This section of the shift report covers a 24-hour period and breaks this period into one hourly interval. For each of these intervals the report then shows how much accumulated fuel and sundry items have been sold. This is given in the set up unit of currency. This gives an accurate indication of the service station's peaks and dips.



In sample one, for example, the fuel sales peaked to its busiest between 14h00 and 15h00 while the shop sales peaked between 18h00 and 19h00. It is very important to remember that only the time intervals that fall within the time span of the relevant shift will have values in them. The information in those intervals before and after will fall in other shift reports. In the below example, this shift was started at 12h00 and ended at 19h00.

TIMED TURNOVER

Start Date	From Time	To Time	Litre	Value	Sundry
08/07	00H00-00H59		0	0.00	0.00
	00H00-00H59		0	0.00	0.00
	01H00-01H59		0	0.00	0.00
	02H00-02H59		0	0.00	0.00
	03H00-03H59		0	0.00	0.00
	04H00-04H59		0	0.00	0.00
	05H00-05H59		0	0.00	0.00
	06H00-06H59		0	0.00	0.00
	07H00-07H59		0	0.00	0.00
	08H00-08H59		0	0.00	0.00
	09H00-09H59		0	0.00	0.00
	10H00-10H59		0	0.00	0.00
	11H00-11H59		0	0.00	0.00
	12H00-12H59		87	188.96	9.30
	13H00-13H59		215	480.55	15.78
	14H00-14H59		396	835.67	46.05
	15H00-15H59		193	398.96	86.25
	16H00-16H59		89	195.96	100.25
	17H00-17H59		47	103.00	207.88
	18H00-18H59		23	49.23	334.58
	19H00-19H59		0	0.00	0.00
	20H00-20H59		0	0.00	0.00
	21H00-21H59		0	0.00	0.00
	22H00-22H59		0	0.00	0.00
	23H00-23H59		0	0.00	0.00
			1050.00	2252.33	800.09

Sample 1 Trend Analysis – Shift Report

'Print Summary of Sales'

This option prints a summary of fuel and sundry (Sales) for the selected shift. It also indicates what value of fuel transactions the chosen till point was responsible for finalizing.

```
SUMMARY OF SALES

----------------

    Fuel SubTotal :     2252.33

         Fuel Vat :        0.00

                     ------------
       Fuel Total :     2252.33

                     ------------

  Sundry SubTotal :      701.83

       Sundry Vat :       98.26

                     ------------
     Sundry Total :      800.09
                     ------------

            Total :      800.09
                     ------------

Fuel Qty for Till :     2252.33
---------------------------------------
```

Sample 2 Summary of Sales – Shift Report

'Print Zero Sundries' and 'Print Sundry Sales'

These two options print a list of sundry items. The option 'Print Zero Sundries' prints a list of all sundry items, including items that did not sell. (Zero Quantity Sold)

The option 'Print Sundry Sales' will print an identical list except that it will only include stock items that were sold on the selected shift. As an example sample 3 is a 'Zero Sundry Listing'.

For each item, the MP9000 system will print the following details:

- Group
- Description
- Quantity Sold
- Unit Price
- Sales Value

```
SUNDRY SALES

------------

Description      Quant U Price Sales Val
----------------------------------------
GROUP -> 01

SUPER                2    4.20      9.58
PREMIUM              2    5.60     12.77
20W/40               2    9.89     22.55
DIESEL LUBE          1   11.94     13.61
Fire Wood            0    5.60      0.00
ICE                  0   52.00      0.00
FIRE WOOD            1    5.66      6.45
ICE                  1   70.00     79.80
                                 ---------
                                    144.76
                                 =========
                                    144.76


--------------------------------------
```

Sample 3 Sundry Sales – Shift Report (Zero)

'Print Cashier Name'

This option simply adds the name of the cashier that signed onto the selected terminal for the selected shift. (See Operating the Point of Sale 'Cashier Panel')

'Print Payout Summary'

This option prints a list of all the cash payouts made on the selected shift. (See Operating the Point of Sale 'Cashier Panel')

'Print Account Summary'

This option will print a list of all the local account holders that used their respective accounts to pay for fuel /sundries on the selected shift. (A list of all transactions finalized using the 'DEBTOR' method of payment See Operating the Forecourt 'Methods of Payment')

'Print Sales Per Tank' and 'Print Sales Per Grade'

These two functions print an identical report except that the option '**Print Sales Per Grade**' will combine the information of two or more tanks if these tanks hold the same grade. This option will print the total litres pumped for each individual tank or individual grade set up on the system. Specified for each will be the grade of fuel that the tank holds, the money equivalent of the litres sold and the amount of customers served from that tank/grade.

'Print Sales Per Pump'

This option will print the following items for each pump set up on the system:

```
TOTALS PUMPED / PUMP
--------------------
No      Value   Amount  Serv A/Vol A/Val
----------------------------------------

 1-1   328.88   707.92     7    47   101
 2-1    41.86    90.00     2    21    45
 3-1   181.80   389.33     5    36    78
 4-1    89.28   183.02     9    10    20
 5-1    19.51    40.00     2    10    20
 6-1    14.63    30.00     2     7    15
 7-1     6.98    15.00     1     7    15
 8-1    50.85    96.10     4    13    24
 9-1    48.53   104.34     3    16    35
10-1   330.65   644.76    11    30    59
     -------- -------- ----- ----- -----
     1161.11  2251.33    46    25    49
----------------------------------------
```

Sample 4 Totals Pumped Per Pump – Shift Report

Information is specific to each active nozzle on the specific pump.



In Sample 4, for example, **'1-1'** means pump 1, nozzle 1. **'1-2'** would mean pump 1, nozzle 2 and so on.

Refer to Sample 4,

'Value' would indicate the total volume amount of the fuel dispensed by the specific pump, **'Amount'** would indicate the money value dispensed by the specific pump and **'Serv.'** would indicate the total number of sales completed by the specific pump. **'A/Vol.'** and **'A/Val.'** would indicate the average value of each of the sales in volume and money respectively.

All of these aspects are then totaled and this is indicated at the bottom of the section.

'Print Totalizers Per Pump'

At shift change, provisional or closing, the MP9000 system will fetch and store the pump electronic totalizer readings from the pump itself. When the shift is changed the system will perform the same action. The two sets of totalizers are then subtracted and an indication of what was dispensed is made using the physical pump electronic totalizers. This amount is then compared to the amount recorded through the system by finalization of sales.

This option will give the following information for each pump set up on the system:

```
TOTALIZERS PER PUMP
-------------------
No      Theo  Actual Diff A/Sold MechTot
----------------------------------------
 1-1     329     329    0    329   13231
 2-1      42      42    0     42   21123
 3-1     181     181    0    181   31465
 4-1      89      99   10     99   38733
 5-1      20      20    0     20   11231
 6-1      15      15    0     15   10094
 7-1       7       7    0      7    9569
 8-1      51      51    0     51   23487
 9-1      49      49    0     49   26914
10-1     331     351   20    351   56221
                    ----- ------

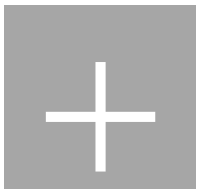
                      30   9282
----------------------------------------
STAND-ALONE LITRES     30
```

Sample 5 Pump Totalizers – Shift Report

As in **'Sales Per Pump',** this report section is specific to each active nozzle set up on the specific pump. All values in this report section are given in units of **VOLUME.**

'Theo.' is the value that the system has recorded through finalization of sales. **'Actual'** is the value pumped according to the physical pump computer. **'Diff.'** is the comparison between 'Theo.' and 'Actual'. **'A/Sold'** gives an indication, which of the two values the MP9000 system has used for the processing of other information on the end of shift report.

MechTot. is a theoretical indication of what the mechanical pump totalizer should read at the time of shift change. (See Managers Menu 'Mechanical Totalizers')



In Sample 5, for example you can see that pump 4 and pump 10 both have a difference of 10 and 20 respectively. This means that a total of ten units of volume (Litres) were pumped on pump 4, but were not recorded on the system. This could occur if the pump was put on standalone during the shift and this amount was dispensed while not on the system.

All these differences are accumulated and given at the bottom of this section of report as 'STAND-ALONE LITRES'

'Print Tank Inventory'

This option will print, for each tank set up on the system, a theoretical opening reading, closing reading and total sales for the selected shift. These values are all in units of volume. (Litres)

'Print Attendant Summary'

Only valid if attendant tagging is installed and set up on the system. This option will print an analysis for each attendant that pumped fuel on the selected shift, with regard to the money and volume amount pumped in total, the amount of customers served

```
ATTENDANT SUMMARY
-----------------
Code Attendant  Serv  S/Value   Sundry
----------------------------------------
01  PAUL          24  1022.00     0.00
                ---- -------- --------
02  MARGARET      39     0.00   835.78
                ---- -------- --------
                  63  1022.00   835.78
----------------------------------------
```

Sample 6 Attendant Summary – Shift Report

Refer to Sample 6,

'Code' is the employee number, **'Attendant'** is the employee name and **'Serv'** is the amount of customers served by the specific employee. **'S/Value'** and **'Sundry'** are the money value accumulated through sales by the specific attendant for fuel and shop items respectively.



In sample 6, Paul is obviously a drive attendant as he responsible for the fuel sales only while Margaret is a cashier as she is responsible for sundry sales only.

'Print Total Banking'

This option prints a breakdown of all the various methods of payments used to finalize transactions on the selected shift. Refer to sample 7,

The cash in the safe refers to all cash removed from the till by using the cash drop feature of the Point of Sale Screen. (See Operating the Point of Sale 'Cashier Panel')

Notice that MP9000 system takes the cash float (See Managers Menu 'Set Cash Float') into account when calculating the total cash received. It also indicates which method of payment was used to pay off fuel or sundry transactions.

```
BANKING TOTALS
--------------
   Cash in Drawer :       249.00
     Cash In Safe :         0.00
                    ------------
       Cash Total :       249.00

      LESS: Float :         0.00
                    ------------
    Cash Received :       249.00
                    ============
       CHEQUE     :         0.00   x   0

    [ Other Items ]
       VOUCHER    :         0.00   x   0

       BUY-AID    :        99.63   x   1

       FIRST AUTO :       256.00   x   1

       NEDFLEET   :         0.00   x   0

       GARAGE CAR :         0.00   x   0

                    ============

Total For Banking :       604.63
                    ============
       S/POINT    :       170.00   x   2

                    ============
     Total Banked :       774.63

                    ============

              ADD :

       ACCOUNT    :       103.96   x   1

                    ============
      Total Sales :       878.59

                    ============

Cash Still In Drawer:     249.00
```

Sample 7 Banking Totals – Shift Report

'Print Credit Card Sales'

This option will print a list of each and every transaction that was finalized using the **'CARD'** or **'VOUCHER'** method of payment. For each transaction each of the following is given:

- Time
- Sequence number
- Card Number
- Attendant/Cashier Number
- Card Transaction Total

'Print Night Shift Sales'

This option is only valid for shifts, operated in 'Auto Mode'. (See Managers Menu 'Set Auto Mode'). This option will print a list of each and every transaction pumped on the selected shift. If attendant tagging is installed then these transactions are listed under the names of the attendants that performed them. For each transaction the following information is given.

- Date and Time
- Money and Volume amount
- The Pump Number
- The Attendant

'Set Fuel Price'

This function is used to physically change the price of fuel on the pumps on the driveway. This function will immediately change the prices on each 'IDLE' pump (See Pump Status). Those pumps, which are busy dispensing, will only take the new price into account once the sale in progress has been ended. The prices are changed using grade information and not every pump's price has to be entered. When selecting this function the following screen will appear.

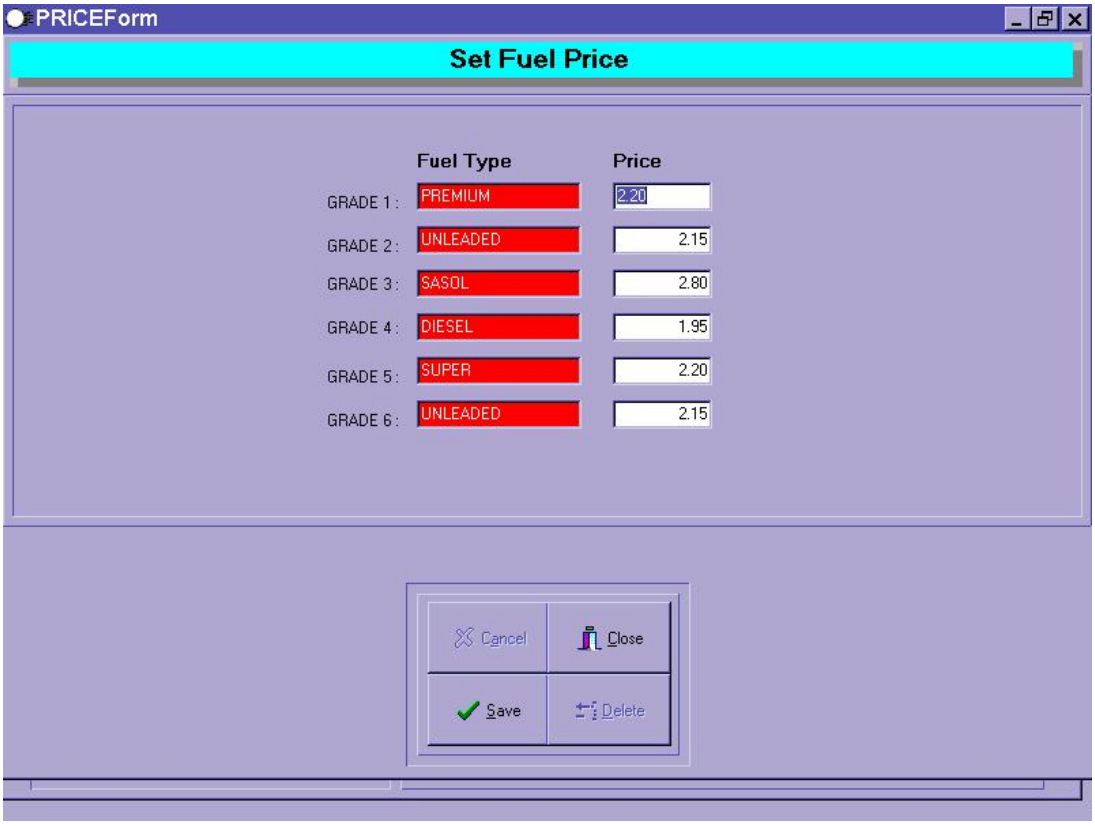


Figure 32 Set the Fuel Price

A maximum of six grades can be set up on the MP9000 system. The new fuel price of each of the relevant grades must be entered in numerical form only.

'Preset Fuel Price'

Fuel prices can be set to change on a given date at a given time. When selecting this function the following screen will appear.

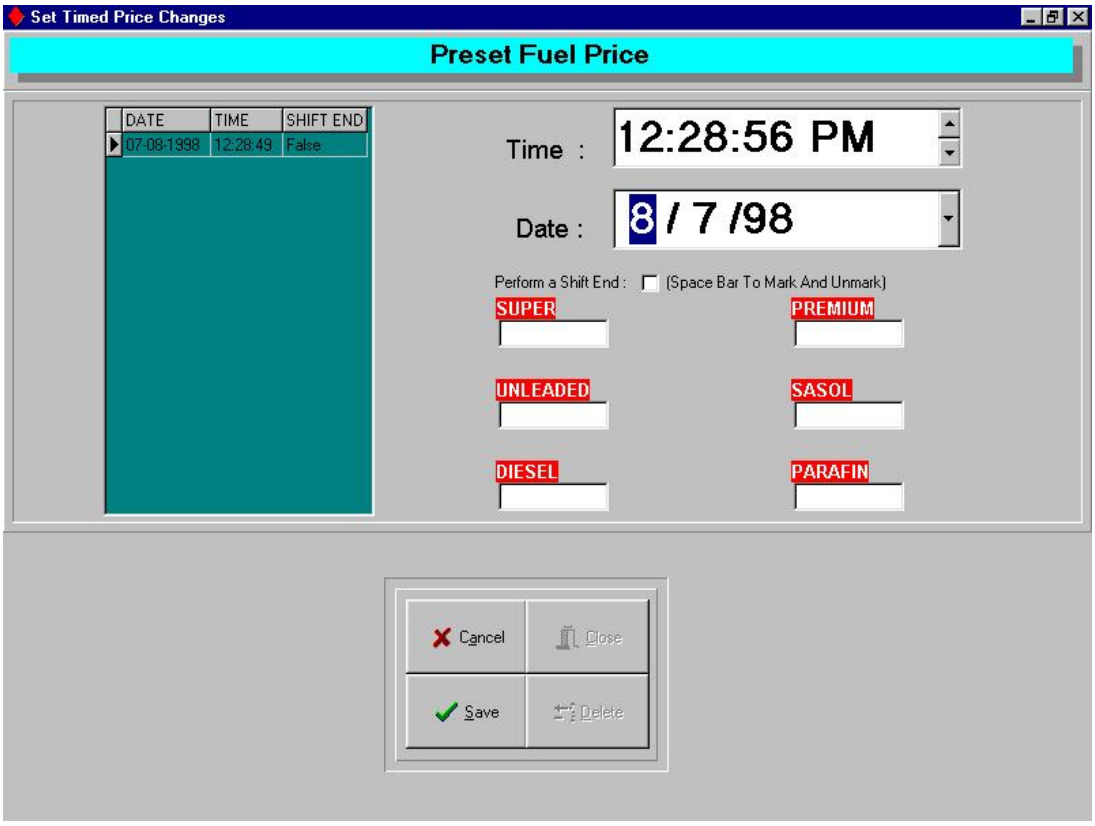


Figure 33 Preset the Fuel Prices

The date on which and time at which the fuel prices are to change on the driveway are entered at the top of the screen. When the 'Perform a Shift End' option is ticked the system will automatically perform an end of shift procedure, after the new prices have been sent to the pumps. Once the time and date have been entered the prices to which the grades must change must be entered. Please note that a list of all preset price changes are shown in a column on the left hand side of the screen.

'Payment Types'

This function affects all point of sale terminals (See Operating the Forecourt 'Methods of Payment'). It is used to add user-defined method of payments to the system, for use by the point of sale terminals. When selecting this function the following screen will appear:

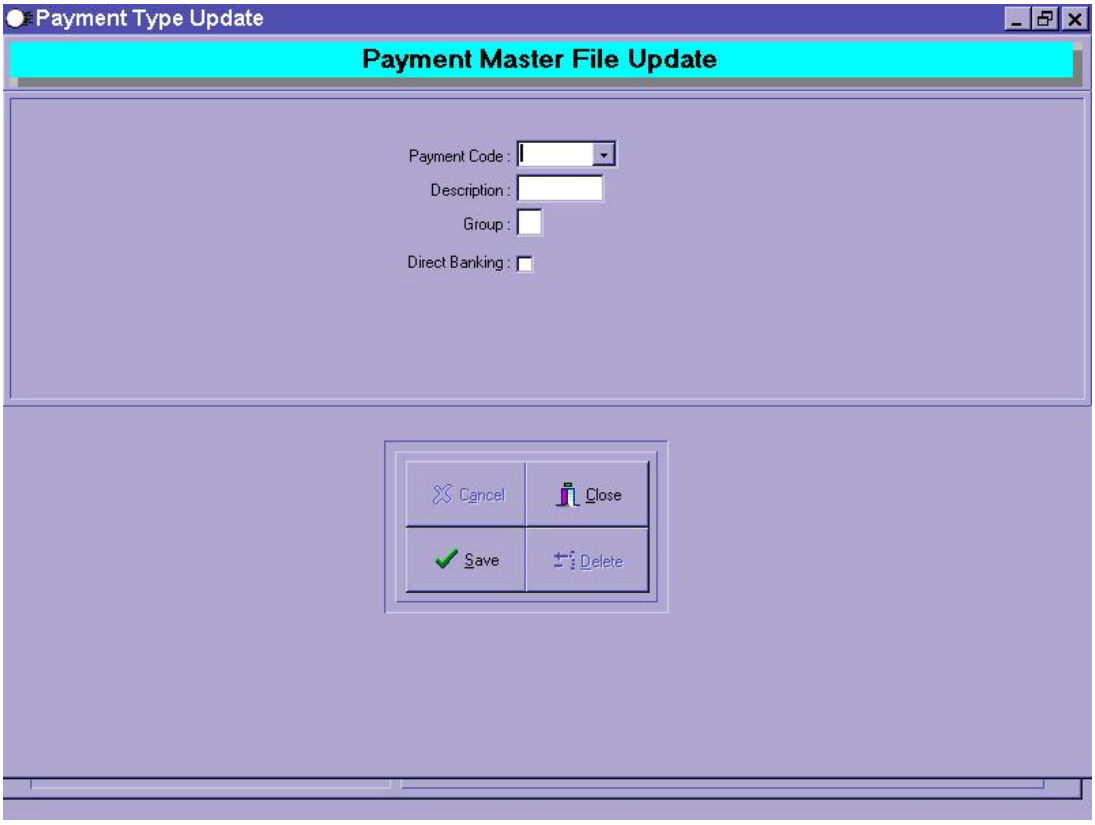
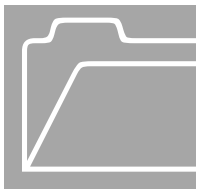
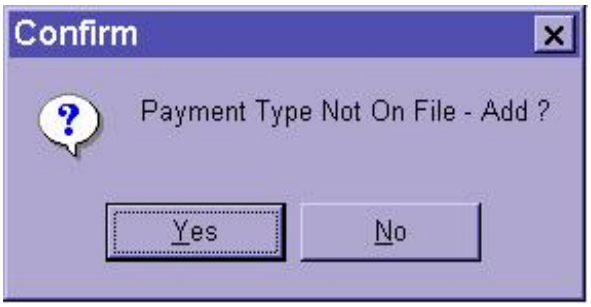


Figure 34 Payment Types



It is important to note that the payment codes 1, 2, 3,4 and 99 are reserved and may not be used for user-defined methods of payment. To add a method of payment, enter a payment code other than 1-4 or 99. The system will then give the following message to confirm the adding of this new method of payment.



Choose **'Yes'** and enter a description for this method of payment. This description will appear on all point of sale terminals and printed receipts/reports.

The **'Direct Banking'** option is for specifying if this method of payment posts itself directly to the recipients account (Such as a credit card) or not. (Buy-Aid)

The '**Group**' field is merely for organizing similar user-defined methods of payment together.

'Mechanical Totals'

This function is for the entering of each active pumps mechanical total. The MP9000 system then has a starting point and will theoretically keep a record of what the mechanical totals are for each pump at any given time. These mechanical totals are shown on all shift reports under the heading **'Totalizers Per Pump'** as well as on a report called 'Mechanical Totals' (See Managers Reports) and can be used to check, periodically, if any discrepancies are occurring.

When selecting this function the following screen will appear:

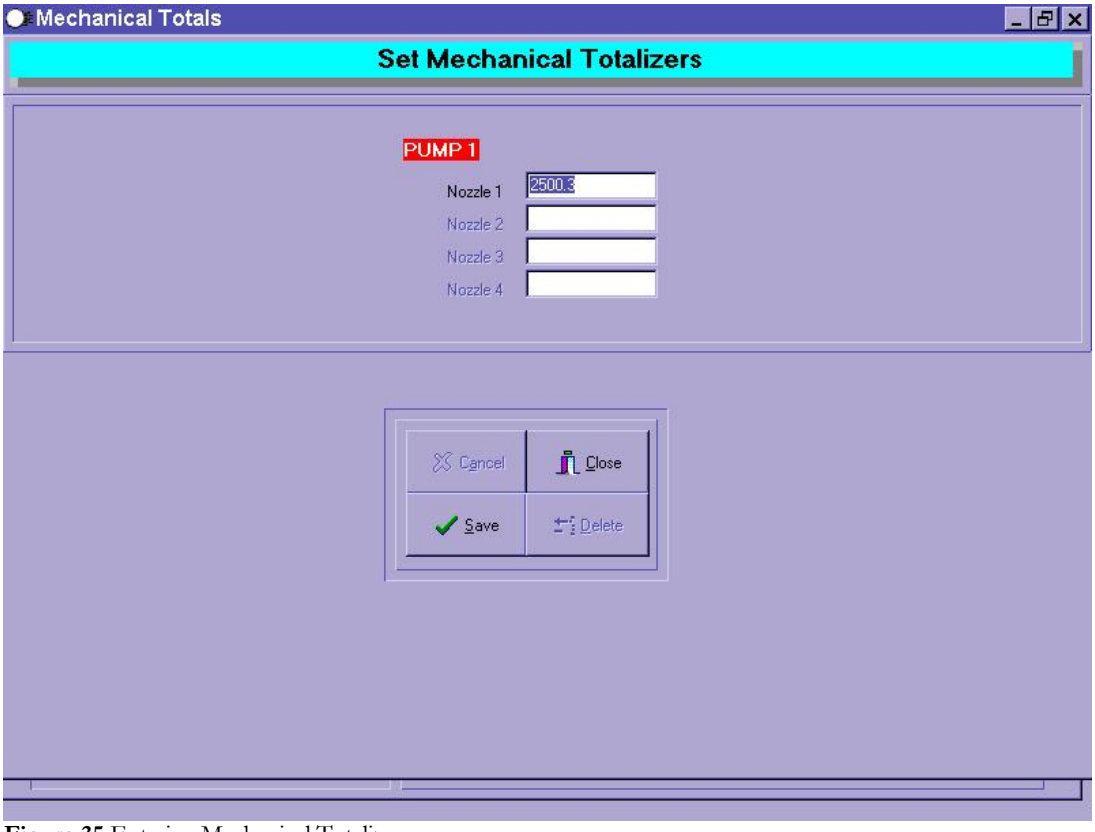


Figure 35 Entering Mechanical Totalizers

Each pump's mechanical total must be entered followed by the 'enter' key until all have been entered. When the 'enter' key is pressed the next pump is automatically displayed. Only valid nozzles are made available.



In figure 35, for example pump 1 only has one nozzle. (The others are faded)

'Set Auto Mode'

The MP9000 system does not necessarily need a cashier to control a forecourt. When in 'Auto Mode' the MP9000 system will automatically control all transactions and forecourt functions. This can be said to be an 'Unmanned' mode of operation. If tagging is installed the MP9000 system will separate all transactions occurring in 'Auto Mode' into the attendants that pumped them. (See Managers Menu 'Shift Report Setup') If no tagging is installed the MP9000 system will automatically authorize pumps if the nozzle is lifted. In both situations (Tagging or not) the system automatically pays off all fuel transactions. It assumes these transactions to be received as cash. This mode of operation is most often used in conjunction with the normal mode, in the evenings or any time that the shop/kiosk is closed and access to the computer is not possible. When setting the computer to **'Auto Mode'** the forecourt screen (See Figure 1) changes to the following.

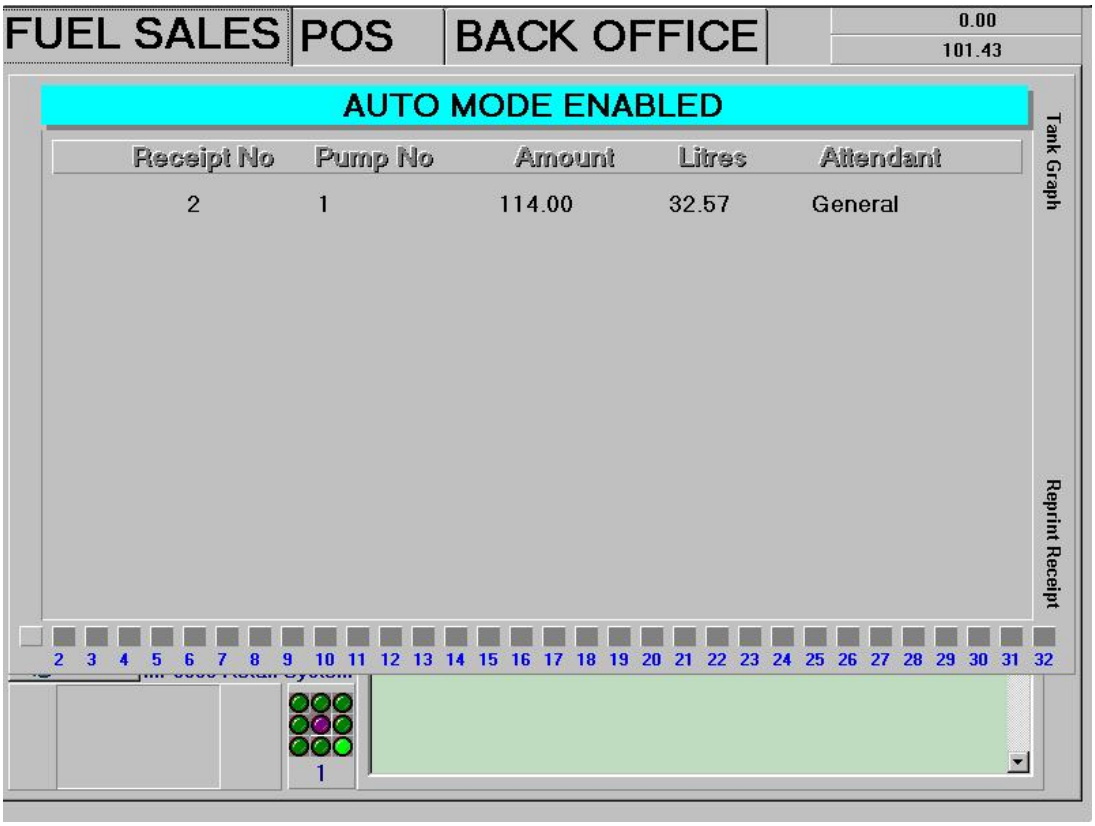


Figure 36 Automatic Control Mode

All pumps are suppressed from view and the MP9000 system takes over the Forecourt operation completely. Each small square at the bottom of the screen represents a pump status, which is now indicated in colors. (See Pump Status) The transactions then appear as they occur in a listed form, showing all relevant information

STATUS	**COLOR**
IDLE	GREEN
NOT COMMUNICATING	RED
CALLING BUT NO AUTHORIZED	BLUE
DISPENSING	PURPLE
AUTHORIZED BUT IDLE	MAROON
FINISHED DISPENSING	AQUA
PUMP STOPPED	WHITE
STANDALONE	BLACK
DISABLED	SILVER

The actual function 'Set Auto Mode On' is used to toggle the forecourt operation between normal and auto. If the forecourt is in normal mode the button label will read ' Set Auto Mode' (As in Figure 31). When auto mode is on the button label will read 'Set Normal Mode'.

'Set Time and Date'

This function is used to set the system time and date. These settings relate to the time and date displayed on all printed reports and receipts as well as to the 'Preset Fuel Price' (See Managers Menu). It is therefore very important that the settings are correct so as to ensure the correct operation of the 'Preset Fuel Price' function.

'Access Level Mode' and 'Set Password'

All 'Back Office' and 'POS' (Point of Sale) functions can be set up to activate only if a valid password is supplied on selecting these functions. To specify which of these functions are available to the various operators / supervisors, the 'Access Level Mode' is used. This function places the MP9000 system in a programming mode and all functions are disabled until 'Access Level Programming' is switched off. With programming mode 'ON' each button in the 'Back Office'/'POS' screen requires that the user assigns a level of security (Access Level) to the specific function. These levels range from 0 to 9. 0 means no security (No Password is required to access that function) and 9 means maximum security. Each employee added to the system, is assigned a password and access level. (See Employee Menu 'Add/Edit Employee')



For Example, if an employee has an access level of 6, then his/her password will activate all functions with a security level of 6 and below (5-0). Likewise an employee with an access level of 3 will be able to activate functions with security levels of 3,2,1 and 0, with his/her password.

When selecting the **'Access Level Mode'** function the system will prompt for the entry of a 'Master Password'. This password is set in the **'Set Password'** function. If the correct master password is entered programming mode will be on

When in programming mode, selecting a button will display a screen similar to the following, allowing the user to assign an access level for that function.



Figure 37 Assigning an Access Level to a Function

'Set Cash Float'

This function is used to set the cash float and cash drop limit for each point of sale terminal. This function allows the user to specify the money value used every shift for a cash float (Change). It is usually a once off setting, but can be used if the float amount for day/night shift is different. The MP9000 system will automatically take this amount into account at shift end. The cash drop limit specifies when the system needs to remind the cashier that the cash in the drawer has exceeded the limit and that a safe drop needs to be done.

'Receipt Message'

This function is specific to the point of sale terminal on which it is entered. When selecting this function the following screen will appear:

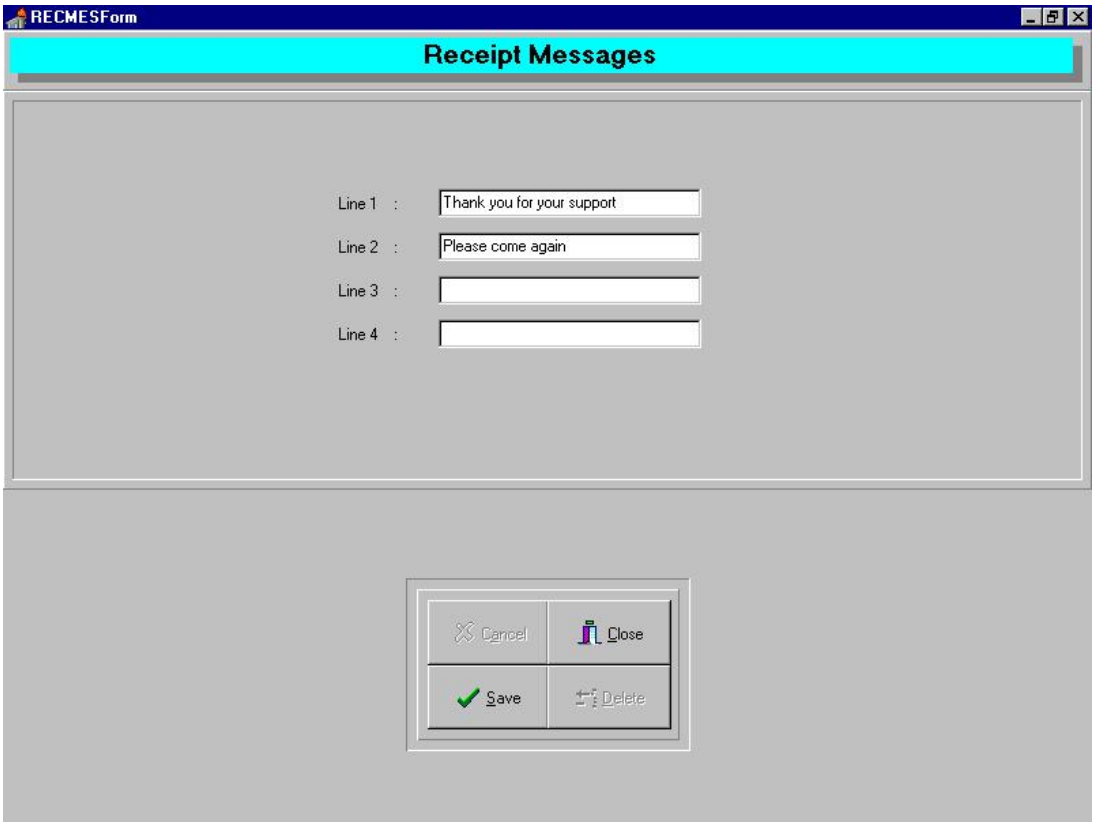


Figure 38 Entering a Receipt Message

This function allows the user to enter a short customer message, which will appear at the bottom of each receipt printed.

'Shift Change Tag'

The MP9000 system caters for remote shift changing. This means that a shift change can be initiated from the driveway using a dedicated 'Shift Change Tag'. This function is only valid if attendant tagging is installed. This shift change tag can also not be in use by any of the driveway staff. When selecting this function the following screen will appear.

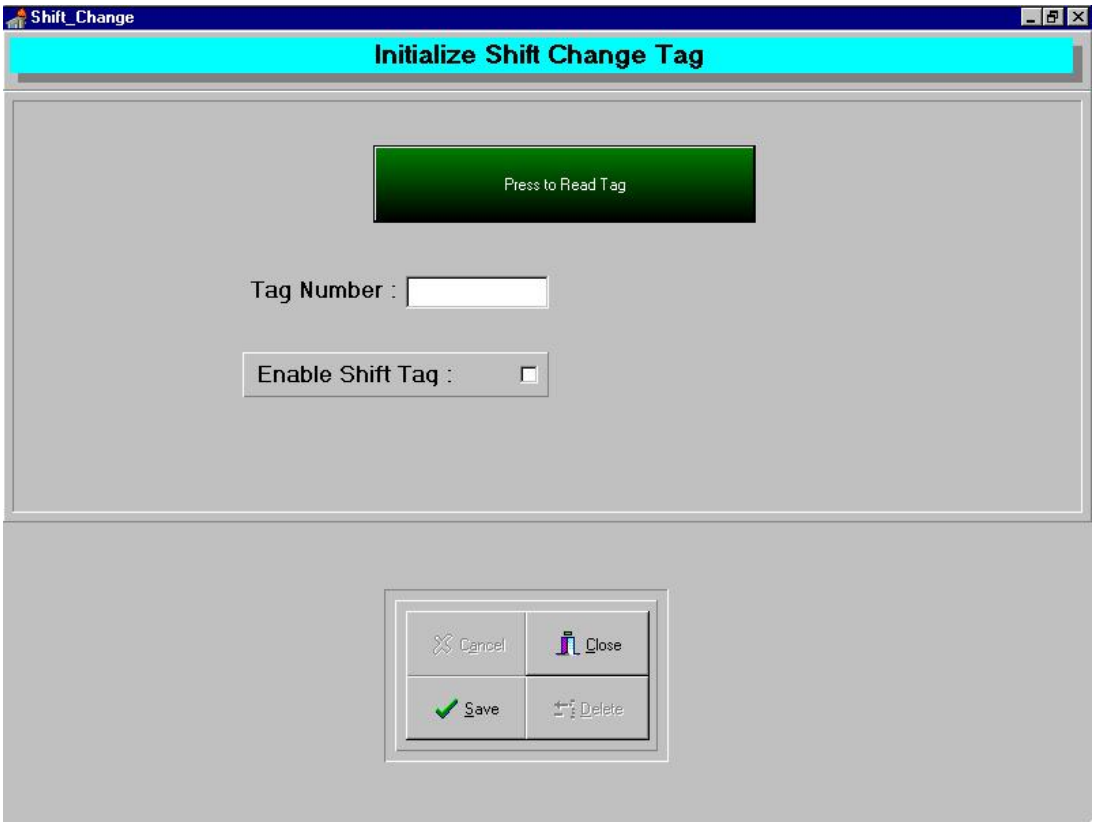


Figure 39 Initiating a Shift Change Tag

To assign a tag for shift change click on the **'Press to Read Tag'** button and the system will wait until the chosen tag is presented at the initialization tag reader. (This will be specified at time of installation) When a valid tag number is read the user could enable or disable the use of this tag to change shift on the forecourt by ticking or unticking the **'Enable Shift Tag'** tick box. The tag reader at which this tag is presented to perform a shift change can be any one on the driveway and is set up at time of installation. This is a once off set up procedure and need only be entered if the shift change tag is replaced.

'Enable/Disable'

This function is used to disable specific or all of the pumps/tags on the forecourt. Each pump and related tag reader is represented by a tick box as shown in figure 40. Ticking the relevant tick disables the pump/tag. To enable any one particular pump/tag its tick box must remain clear.

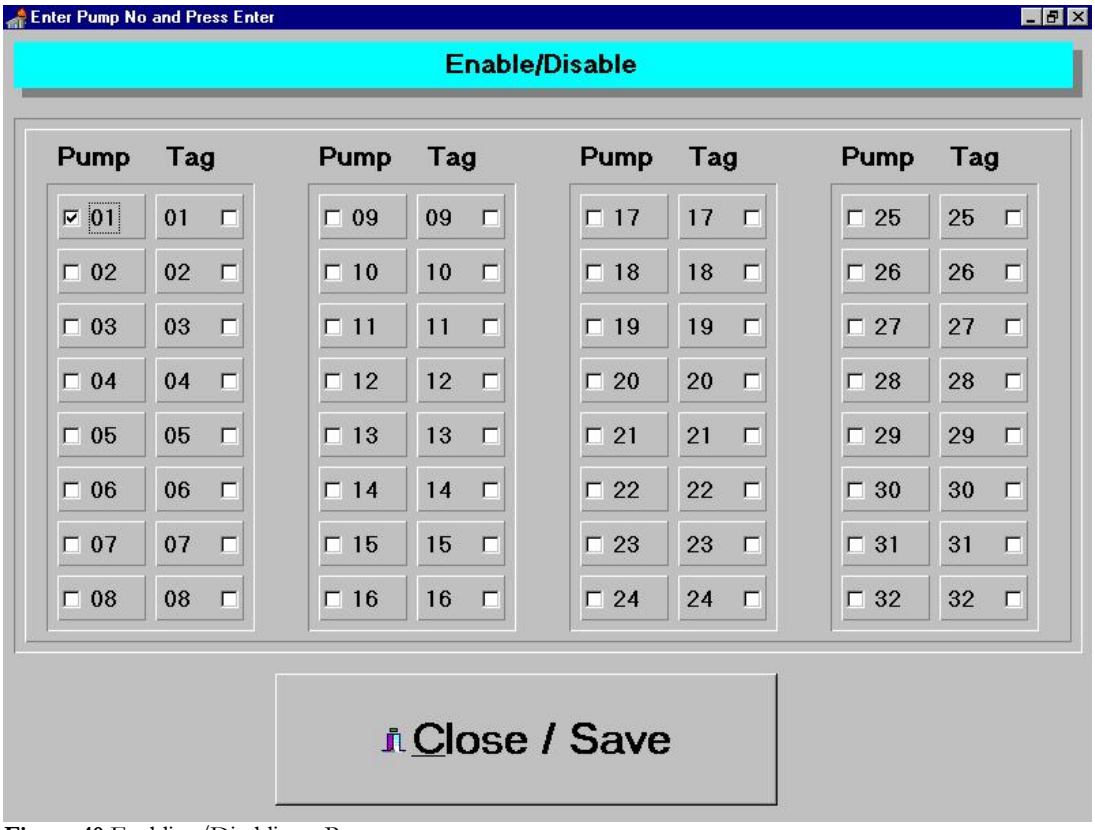


Figure 40 Enabling/Disabling a Pump

Each pump that is disabled is indicated on the forecourt screen by a pump status. (See Pump Status')

'Fuel Cost Price'

This function is for entering the cost price of fuel, which the MP9000 system uses to calculate profit and returns in some of the printed reports. The cost price of each grade set up on the system must be entered when selecting this function.

'Pastel Link'

This function activates a link to Pastel Accounting™ 4.1d (And Above) and is only available to registered Pastel users. See Pastel User's guide for operation of this feature.

Stock

When selecting this main menu item from the list on the left-hand side of the 'Back Office' tab the following screen will appear.

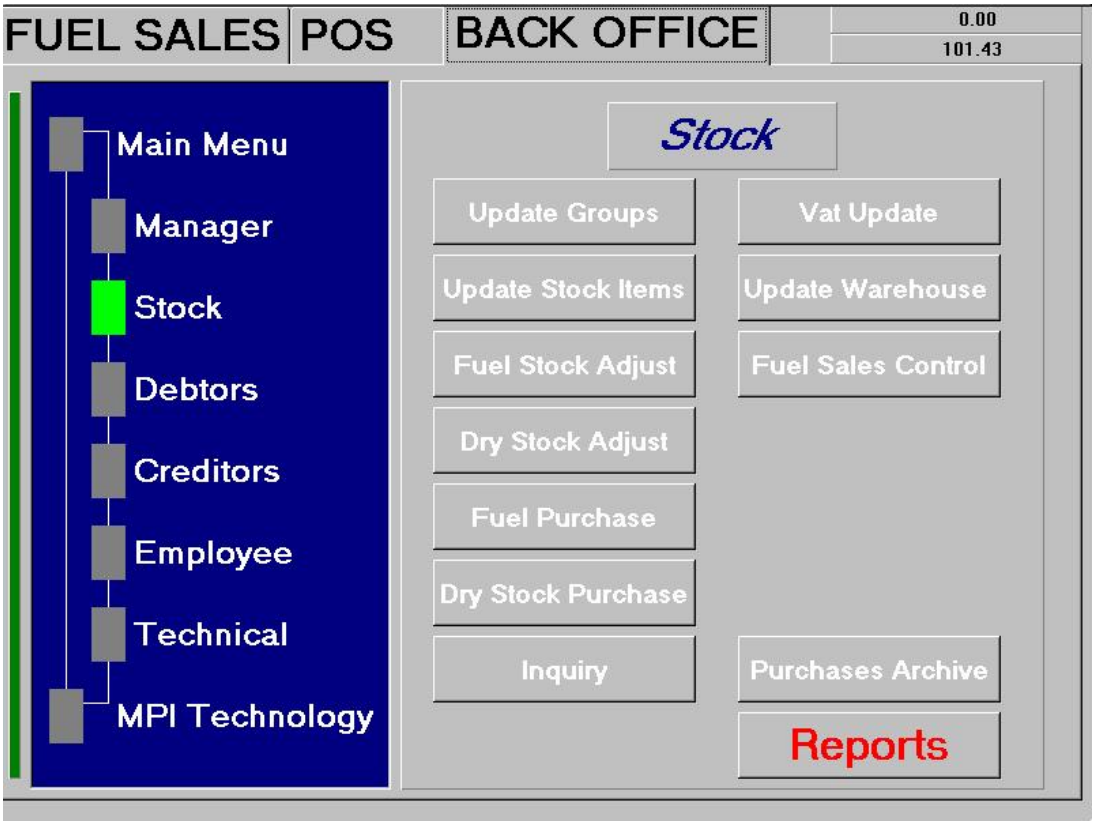


Figure 41 Stock Functions

The stock management is made easy by the use of three stock tiers.

Each terminal is set up to look up stock items in a specific 'Warehouse'. That terminal will only recognize items entered in the specific warehouse. This is the top tier.

All stock items are separated into groups. Similar stock items belong to the same group. This is the second tier. The last tier is the stock items.

As an example, all medicine items, such as headache tablets, eye drops etc. might belong to a group called MEDICAL. All flavors of potato crisps might belong to group called CRISPS and so on.

Please note that the Stock menu is used to manage both wet and dry stock.

Dry Stock Management

The following menu items all relate to the management of dry stock (C-Store) items. Refer to Figure 41

- Add/Edit Groups
- Add/Edit Items
- Dry Stock Adjust
- Dry Stock Purchase
- VAT/GST Update
- Warehouse Update

'Add/Edit Groups'

The MP9000 system allows for the entry of up 99 user-defined dry stock groups. (Departments) Each stock group must have a unique stock group number. This number can consist of alphanumeric digits. When entering this function the following screen will appear.

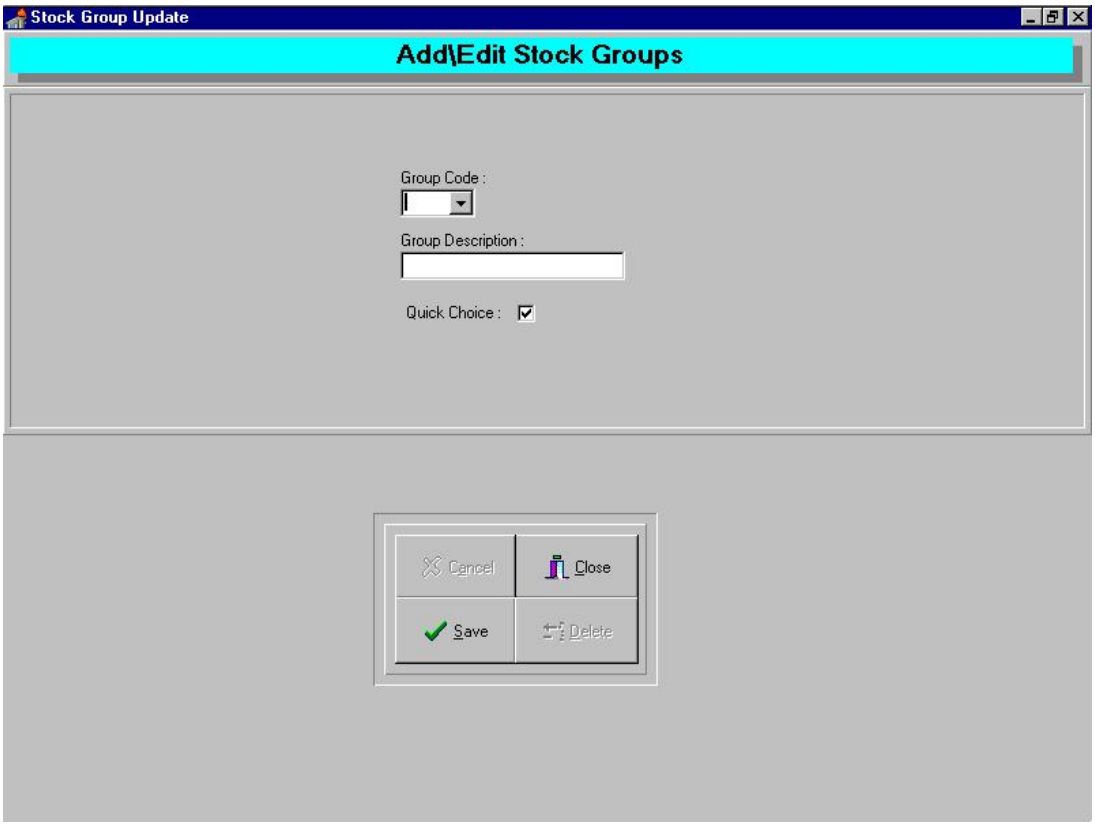


Figure 42 Entering a Stock Group

The system also requires that a description for each group be entered. Please note that this function is also used to edit (Change) the description of an existing stock group.

'Warehouse Update' and 'VAT/GST Update'

These two functions display screens similar to that if Figure 42. Each of these functions allows the user to enter up to 99 warehouses and VAT/GST levels respectively. As explained before, each terminal uses a stock warehouse to find items. Each warehouse is then split up into groups in which the stock items are found.

If for example, the C-Store terminal may not ring up any forecourt products, (Such as Oils etc.) and the forecourt may not ring up any C-Store items, then two warehouses could be set up —FC and CS (Forecourt and C-Store) in which the various stock items could be entered. As the C-Store uses CS and the Forecourt uses 'FC' they will not be able to recognize non-valid products.

The system also allows different levels of tax, in the case that certain items have more tax than others. By adding different VAT/GST levels, each stock item can be allocated a different level of VAT/GST at the time of entry (See Stock Menu 'Add/Edit Item')

If for example, a packet of crisps has a VAT/GST amount of 14%, but bread only has a VAT/GST amount of 6% then two VAT/GST levels would be added, one 14% and the other 6%. These different levels will then be assigned to the crisps and bread respectively.

Please note that as in 'Add/Edit Group', this function is also used to edit (Change) the description of an already existing warehouse or VAT/GST level.

'Add/Edit Items'

This function is used to add specific stock item details. When selecting this menu function the following screen will appear.

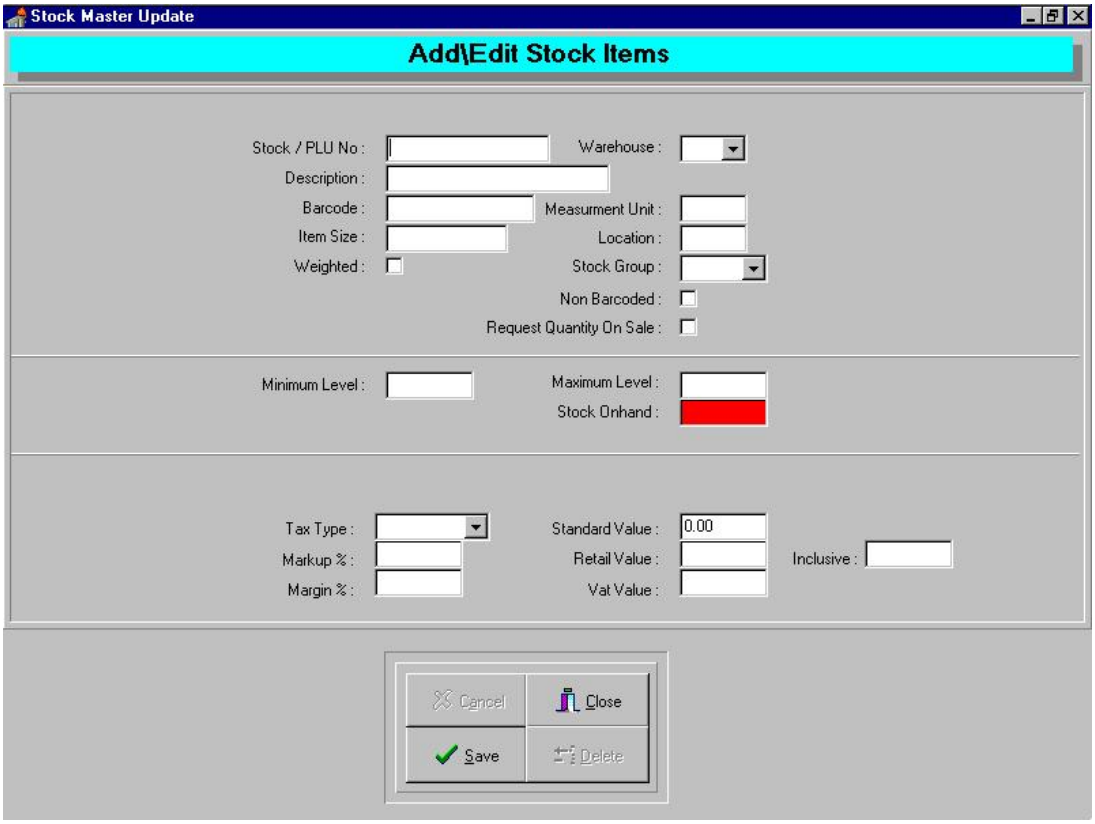


Figure 43 Adding a Stock Item

The following entries are required for each stock item.

The *Stock/PLU* must be a unique number and can range from 000000000000000 to 999999999999999 including alphanumerical characters.

Warehouse would be the warehouse to which this stock item must be added.

Description: This would be the description of the stock item. Please note that this description will appear on all printed receipts and reports.

Barcode: If the item has got a bar code and if the point of sale system has a barcode scanner installed then this number must be entered here. It can otherwise be left blank.

Measurement unit: This specifies in what unit the item contents are measured.

Item Size: This specifies how many **'measurement units'** make up the item.

Location: This specifies where in the C-Store the item is located. An example could be F2S3, which could stand for 'Fridge 2 Shelf 3'.

Weighted: This specifies if the price of the item is determined by how much it weighs. If the item is weight dependent then this tick box must be ticked otherwise it must remain clear. When a stock item is weighted, the point of sale screen will display the following screen when the item is rung up. An example of such a product is if cheese is bought and sold per kilogram.

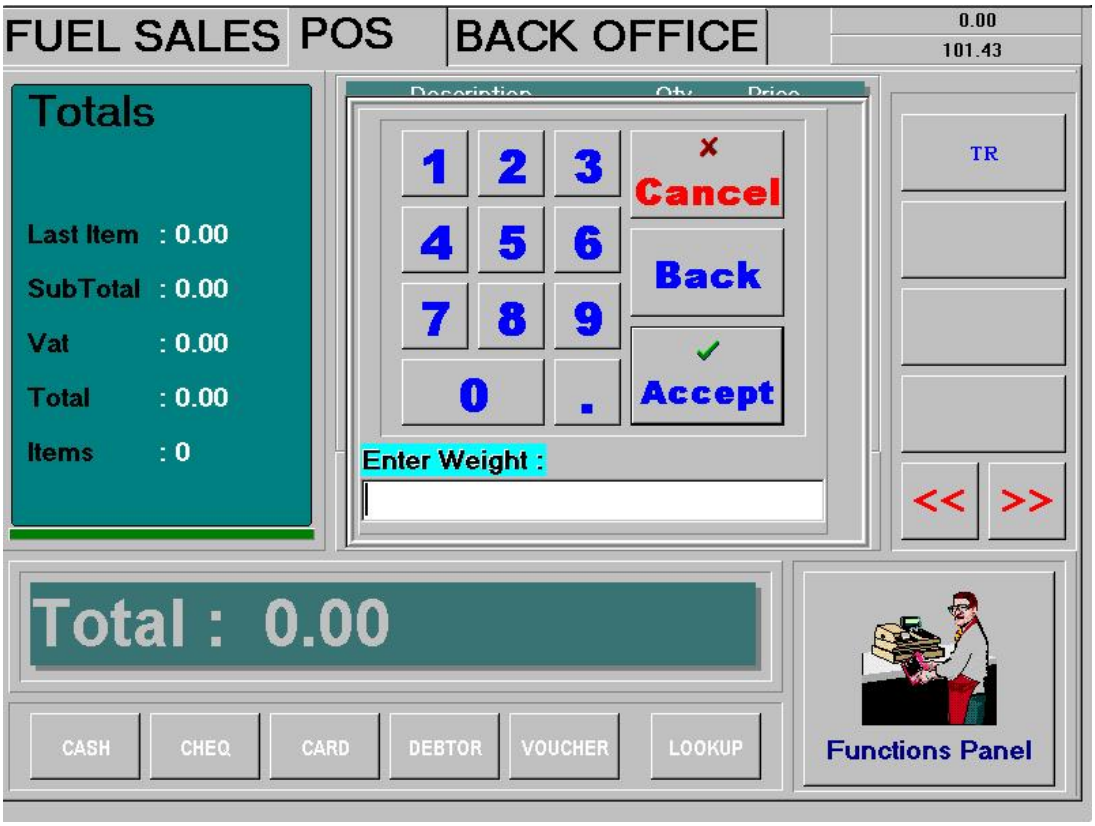


Figure 44 Entering the Weight of a Weighted Product

Stock Group: Specifies to which stock group this item must be added.

Non Barcoded: This specifies if the item does not have a barcode. If the item is specified to have no barcode then this tick box must be ticked otherwise it must remain clear. If ticked the item's description is automatically added to department (Group) in the 'Non-Barcoded' list on the right-hand side of the POS screen (See Operating the Point of Sale 'Non-Barcoded Items')

Request Quantity on Sale: This specifies that the system must prompt the cashier to enter a quantity when the specific stock item is rung up. This setting is usually enabled if the stock item is sold in quantities greater than one. An example could be loose sweets.

Minimum Level/Maximum Level: Minimum Level specifies the safety stock level for the particular stock item (The minimum quantity of stock that must be on the shelf at any one time). Maximum level is the level the item is 'filled' up to when re-ordered. The system will then automatically calculate the re-order amount of the particular stock item to be the 'Maximum Level' minus the 'Stock On Hand'. This is only calculated if the stock level of the particular item drops below the Safety or 'Minimum Level' and is indicated in the 'Dry Stock Re-order' (See Stock Reports)

Stock Onhand: This specifies how many of the particular item is in stock at the time of entry on the system. If this is a weighted product the stock on hand must be entered in per whole unit. (Kg's or Grams etc.)

Tax Type: Specifies what percentage TAX the item uses. The system allows the user to select a predefined tax type.

Standard Value: Specifies what the item costs to the retailer excluding TAX. For weighted items this price must specify the cost price per whole unit. (Kg's or Grams etc.)

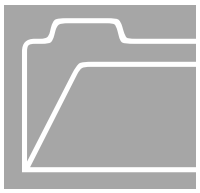
Markup: This specifies what markup is being made, taking into account the 'Standard' and 'Retail' values.

Retail Value: This specifies how much the item sells for excluding TAX. For weighted items this price must specify the selling price per whole unit. (Kg's or Grams etc.)

Inclusive: This specifies the selling price of the item inclusive of TAX.

Margin: This specifies what profit margin is being made on this item and is automatically calculated by the MP9000 system.

VAT/GST Value: This specifies what the total value of tax is for the chosen 'Tax Type'. This amount is automatically calculated by the MP9000 system. This value added to the 'Retail Value' will give the selling amount including tax.



It is very important to note that only the cost price exclusive of TAX needs to be entered. Any one of the remaining fields (Margin required/Markup required etc.) can be entered and the MP9000 system will automatically calculate the other fields. If there is no warehouse, group or tax type to which the specific product belongs, the user can, while the cursor is flashing in the relevant field, press the F6 key. The system will allow the user to add the required warehouse, group or tax type, after which it will return to this screen allowing the user to continue. This alleviates having to re-enter item details as a result of forgetting to add one or more of these three entries. Also note that if after pressing the 'Save' button the screen fails to exit, that a required field has not been entered.

'Dry Stock Adjust'

The **'Dry Stock Adjust'** function is for adjusting the current stock on hand levels of a particular stock item. This function is mostly used after a stock take, and ensures that the physical stock counted on the shelf is the same as that stored on the computer.

When selecting this function a screen similar to the following will appear:

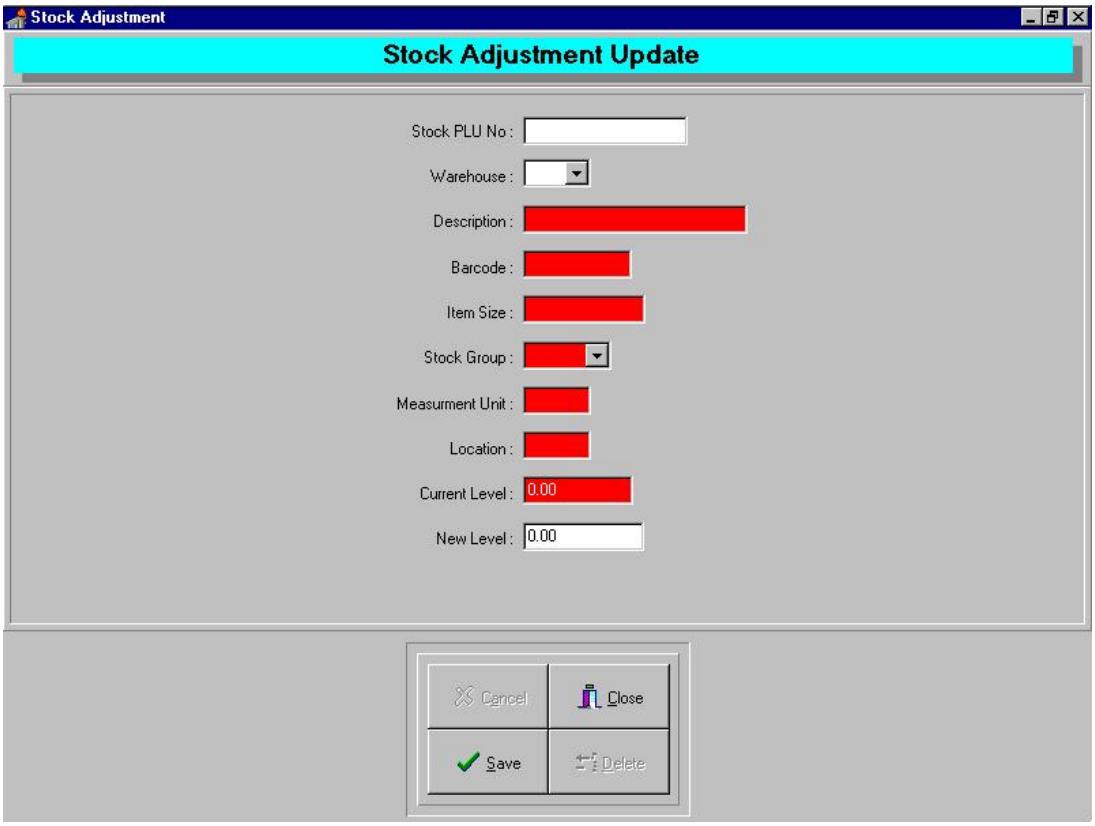


Figure 45 Adjust Dry Stock Levels

All red marked fields are for viewing purposes only and cannot be changed in these functions. The new level (As in Figure 45)must then be entered.

Refer to figure 45. If for example, a case of 24 Coca-Colas have been purchased, the **'Dry Stock Purchase'** function must be selected and this quantity entered. The new stock on hand level will now be 80. After packing them into the fridge it is noted that there are in fact only 78 bottles. The **'Dry Stock Adjust'** function must now be chosen and the new level of 78 must be entered.

All stock adjustments are recorded in a stock report called 'Shrinkage Listing' (See Stock Reports)

Dry Stock Purchase

The **'Dry Stock Purchase'** function is for informing the MP9000 system that stock was purchased and has been received. When selecting this function the following screen will appear.

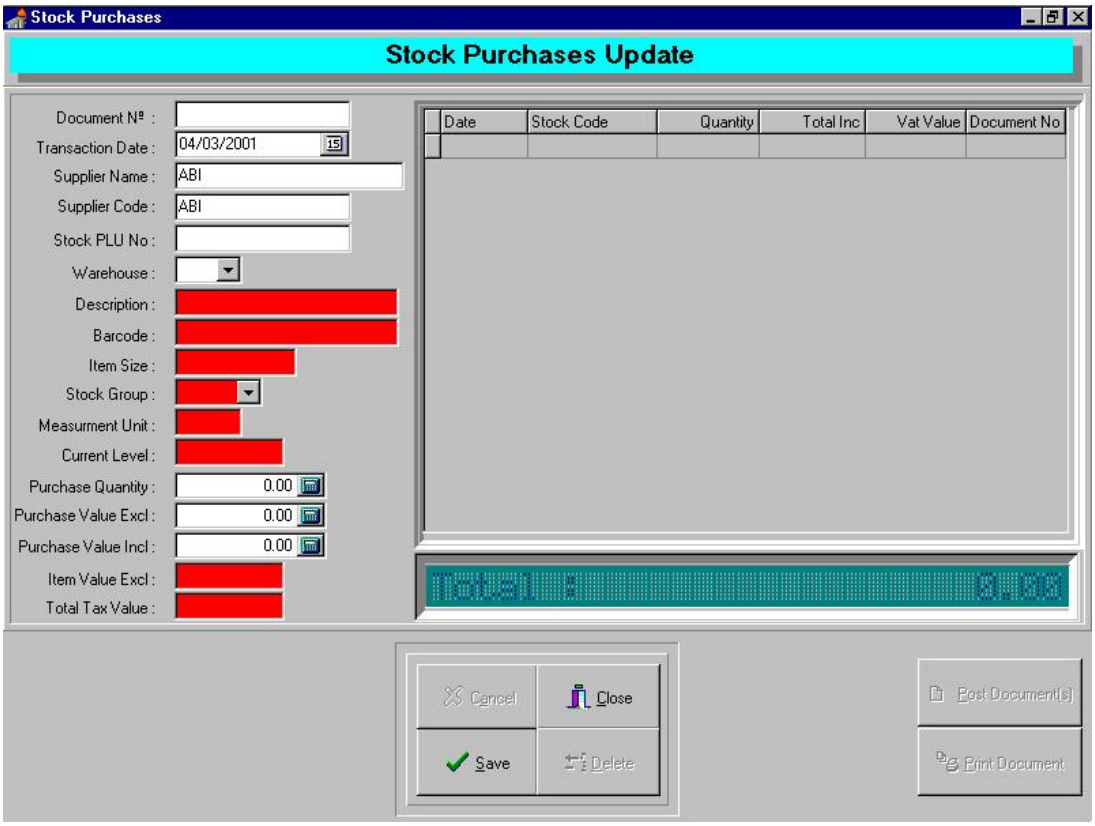


Figure 46 Dry Stock Purchase

On the left hand side of the screen is where the purchase details are to be filled in. Each individual purchase is for a single stock item only and will be listed in the table on the right-hand side of the screen. Clicking on a stock item in the table allows the user to delete an incorrect purchase. All fields in red are for viewing purposes only. For each stock item the following information must be entered.

Document No.: This is the actual supplier invoice number.

Transaction Date: Specifies the date the item was received.

Supplier Name: Specifies from which company the item is purchased.

Stock PLU No./Warehouse: Specifies which stock item was received and in which warehouse that stock item is held.

Purchase Quantity: Specifies the total quantity of the specific stock item received on the specific supplier invoice.

Purchase Value Incl.: Specifies the total price, including VAT/GST for the purchase.

The system will automatically calculate if the cost price of the system has changed, once the 'Save' button has been pressed. It will display the following screen:

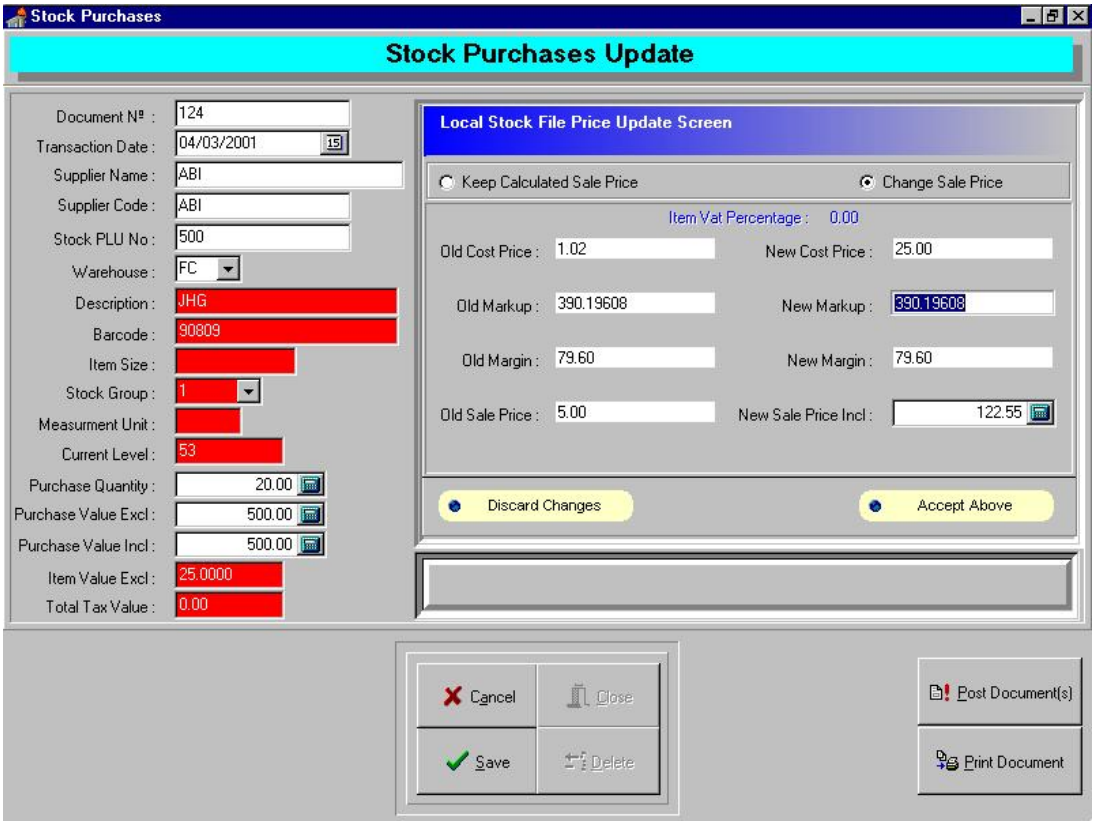


Figure 47 Automatic Price Calculation

This screen allows the user to decide if the new cost price is to be carried over to the selling price of the item (Accept Above) or if the selling price is to remain the same. (Discard Changes). If the 'Accept Above' option is chosen then the system automatically queues that item for the printing of a new rack label, which will be printed, showing the new selling price, if the selection in rack labels is left blank. (See Stock Reports – Print Rack Labels)

All purchases are recorded in a report called ' Purchase Listing' (See Stock Reports).

Wet Stock Management

The following items all relate to the management of wet stock. (Fuel) Please refer to Figure 41.

- Wet Stock Adjust
- Wet Stock Purchase
- Fuel Sales Control

'Wet Stock Adjust' and 'Wet Stock Purchase'

Both these menu functions display a screen similar to the following:

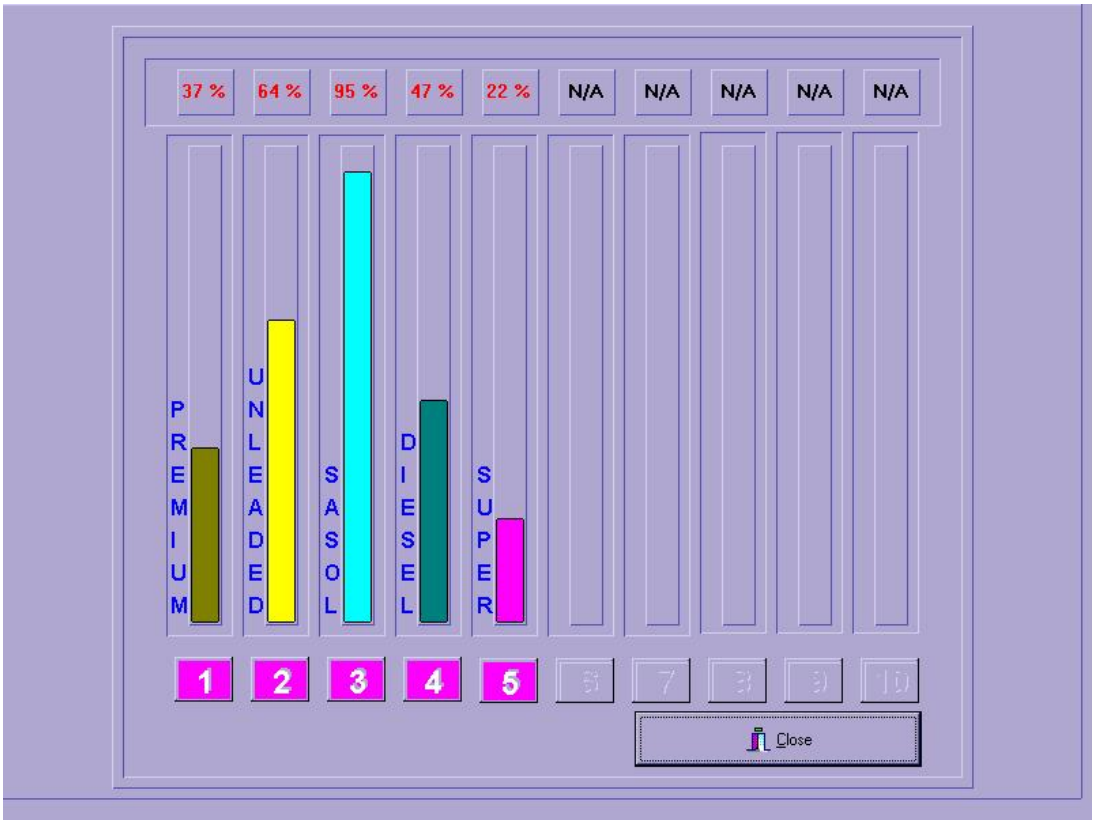


Figure 48 Tank Details

The **'Wet Stock Adjust'** function is for adjusting the current stock on hand level of the specific tank. This function ensures that the physical dip reading is the same as the volume stored on the computer.

The **'Wet Stock Purchase'** function is for informing the MP9000 system that stock was purchased and has been received. This is used if a fuel drop is received and must be entered.

As can be seen in Figure 46 all the tanks set up on the system are displayed when selecting either of the functions. These tanks each have the following information displayed:

- Name of the Grade that they hold
- What level of fuel they presently carry in percentage
- What level of fuel they presently carry represented graphically

To select the tank that received a drop of fuel or that needs to be adjusted simply click on the tank number.

Selecting a tank will display a screen similar to the following.

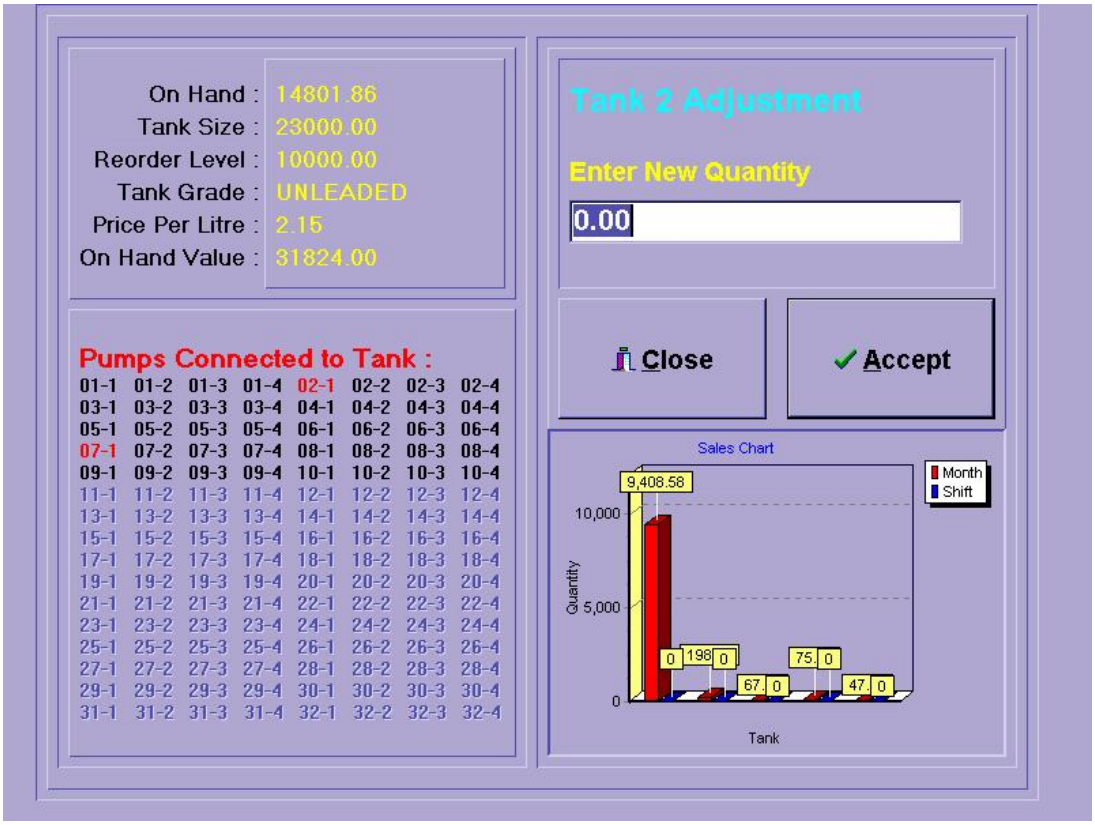


Figure 49 Wet Stock Adjusting and Purchasing

On the top left of the screen detailed tank information is given:

- On Hand: Amount of Fuel in the tank
- Tank Size
- Reorder Level: At what level, for this tank, is fuel ordered.
- Tank Grade
- Price Per Litre: At what price the fuel in this tank is currently being sold.
- On Hand Value: The total money value of the fuel in the tank

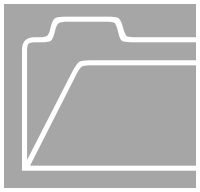
The pumps that are supplied with fuel, by this tank are displayed directly below this. These are marked in RED. (In figure 47, this tank supplies pump 2 hose 1 and pump7 hose 1)

The top right of the screen allows the user to enter an adjusted level or an amount purchased. (Depending on which function was selected). The bottom-right of the screen shows a litreage history.

The left reddest bar shows what amount of fuel has been pumped from this tank for the current month and the left most blue bar indicates what amount of fuel has been pumped from this tank for the current shift.

Fuel Sales Control

This function is used to record physical dips taken for each tank. The entry of these dips is related to each shift change. The system then compares what the dips record as litreage and what the system has recorded via transactions. This comparison is displayed in a printed report. (See Stock Reports 'Fuel Sales Control'). When entering the function the system prompts the user to enter a shift number. It then requires that the dips taken at the end of this shift (Closing) dips be entered for each tank.



It is very important to take note of the following items: In order for the report to be accurate this procedure must be done every day any time after the shift has been changed. The closing dips for that shift can be entered after another shift change has been performed. If any adjustments/purchases need to be entered then these MUST be entered into the system BEFORE the closing dips are entered for that particular shift.

Debtor

The 'Debtor' menu is used to administrate all local account holders' accounts. When selecting this menu the following screen will appear.



Figure 50 The Debtor Menu

Add/Edit Debtors

This function is used to add a local account customer to or edit an existing account on the MP9000 system. This account customer can then use his/her account to purchase fuel or shop items.

When selecting this menu function the following screen will appear:

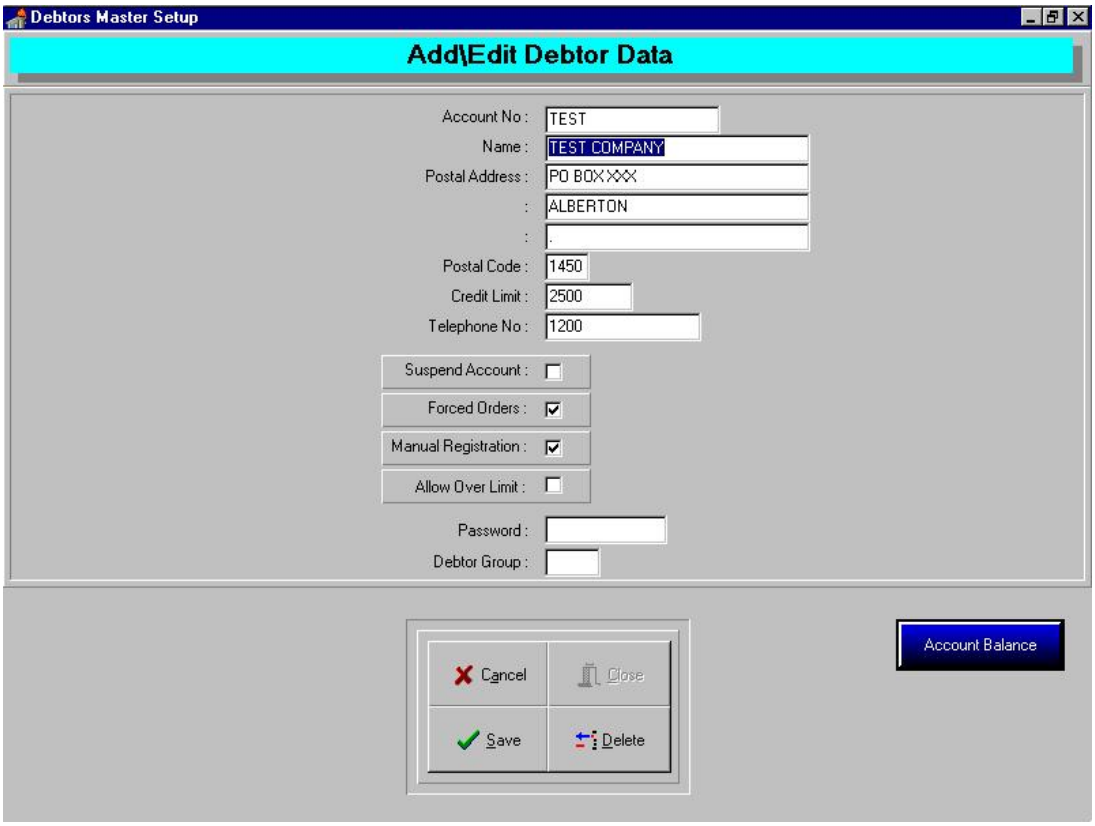


Figure 51 Adding or Editing a Local Account Customer

Each debtor must be allocated a unique '*Account No.:*' ranging from 0000000 to 9999999 and can include alphanumerical digits.

'Name' will refer to the customer's name or business name. This name will appear on all printed statements and receipts.

'Postal Address' and *'Postal Code'* specifies the address to which the account statement must be sent. Both these descriptions will appear on the monthly statement.

'Credit Limit' specifies what the maximum balance the account can be at any one time. The system can be set up to allow debtors to exceed this limit.

'Telephone No :' specifies the number of the contact person responsible for the account.

The *'Suspend Account'* tick-box is for indicating if the selected account is suspended or not. If suspended the tick-box will be ticked and specific account holder will not be able to finalize any transactions. It will otherwise remain clear.

The *'Forced Orders'* specifies if the specific account holder needs to present an order number for each transaction or not. (See Operating the Forecourt 'Method of Payments') If the

account holder requires an order number then this tick-box must be ticked otherwise it must remain clear.

The *'Manual Registration'* specifies if the specific account holder can accept the entry of any registration number when finalizing a transaction (Ticked) or can only accept a registration number from a predetermined list. (Remains clear)

The *'Debtor Group'* field is for organizing debtors with similar features into common groups. For example, in Figure 49, the selected debtor is in the FLT group, which could represent all debtors that manage Fleet Vehicles. This is very useful when printing the Debtor Reports.

On the right hand side of the screen is the **'Account Balance'** button. This is used to view the selected account holder's age analysis and balance information without having to print a statement. This is only active if a valid account holder has been selected. When selecting this function the following screen will appear:

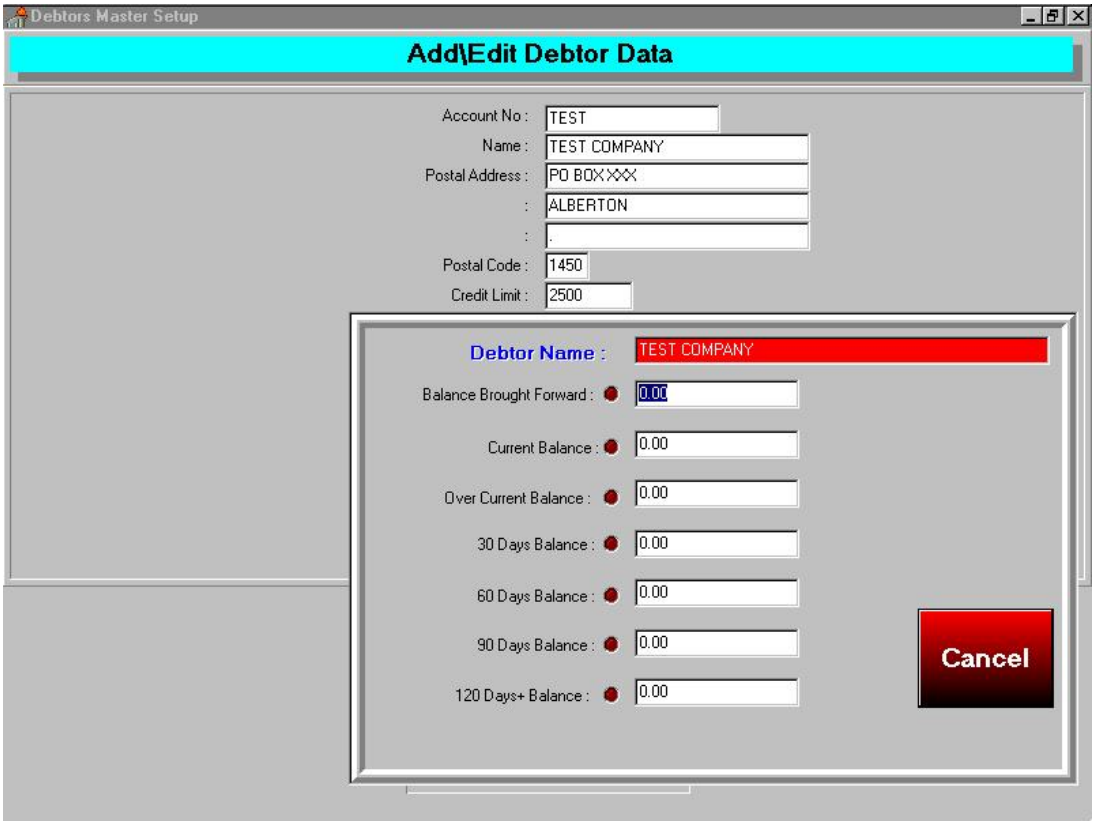
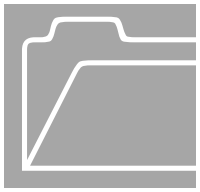


Figure 52 Viewing Debtor Age Analysis



As can be seen this information cannot be changed and is for viewing purposes only.

Add/Edit Vehicles

This function is used to add vehicles to a specific account holder. These vehicles are always related to existing accounts and cannot be added without specifying one of these accounts. Whether the account holder is set up for manual registration or not these vehicles will always appear in the lookup list when finalizing a transaction.



This for example could be useful, even if manual registration numbers are enabled, if a specific debtor uses the same set of vehicles most of the time, but only occasionally fills up a foreign vehicle.

When selecting this function a screen similar to that in figure 51 will appear, but with the following fields.

Debtor Account No.: Allows the user to choose an account on which the vehicle is to be added. Notice that if the debtor does not exist yet (Has not been entered) then the F6 key can be pressed. The MP9000 system will display the 'Add/Edit Debtor' screen (Figure 49) and allow the user to add a debtor. Once completed the screen will return to the one shown in figure 51 and the newly entered debtor can now be chosen.

Registration No.: Allows the user to enter the vehicle registration number.

Description: Refers to the description of the vehicle. An example would be, red Austin Mini.

Bar/Tag Number.: This field refers to the 'Swipe Card' and 'Debtor' methods of selecting a debtor. If a swipe card is going to be used to recognize the selected debtor at transaction finalization then this card needs to be swiped so that its number fills the 'Bar/Tag Number' field. If debtor tagging is enabled the MP9000 system will wait until a tag is presented at the initialization tag reader. (This reader will be specified at time of installation) Once read the system will allocate the read tag to the selected debtor and specified vehicle.

The remaining two fields *'Odometer Reading'* and *'Driver'* are not compulsory and can be skipped if desired. They relate to the specific vehicle's odometer reading at the time of entry and the vehicles driver (If a fixed one) respectively.

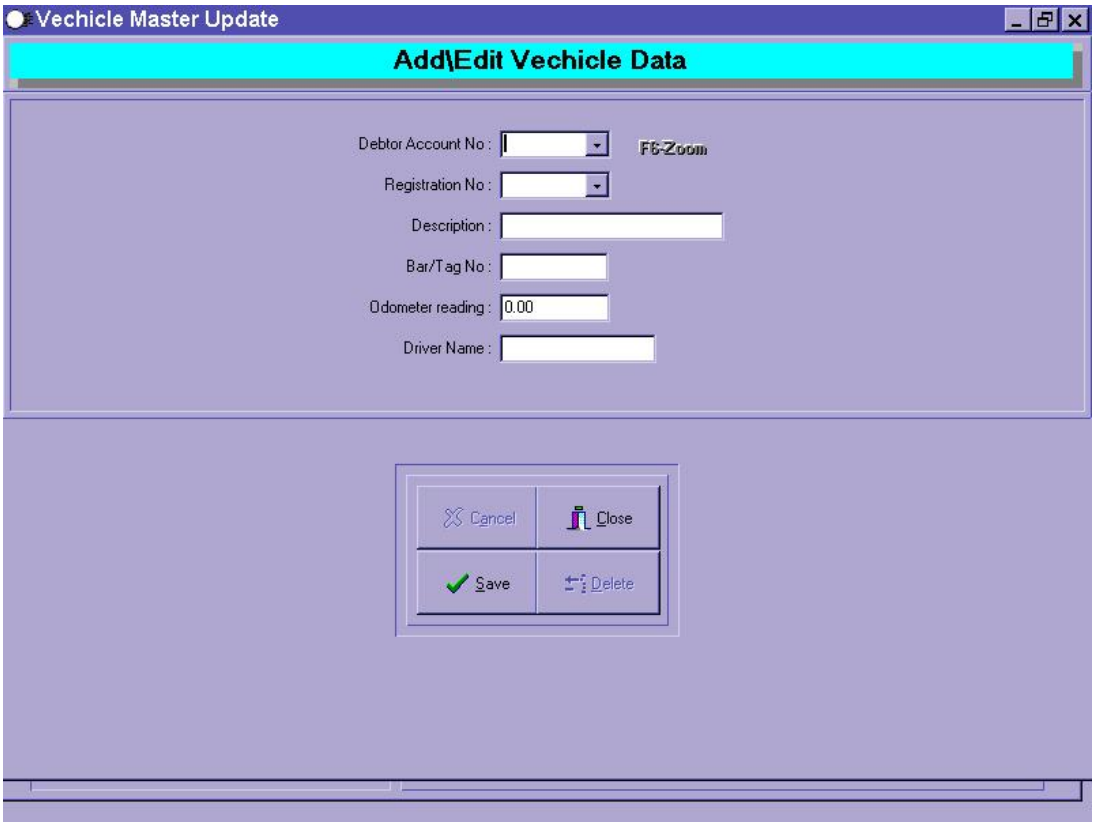


Figure 53 Adding a Vehicle to an Existing Account

Deposit

This function is for recording deposits made by specific Debtors at the time they opened their accounts. Deposits held are used as surety. When selecting this function a screen similar to that of 52 will appear. The deposit received must be entered in the 'Amount Paid' field and a description of what type of deposit it is can be entered in the 'Description Field'.

Payment

This function is for recording of payments received, for balances outstanding. These payments will be printed on the debtor statement and are also viewable in a Debtor report. (See Debtor Reports 'Receipt Listing') When saving the payment the system will automatically print a receipt of payment slip with a unique receipt number.

Selecting this function will display a screen similar to the following:

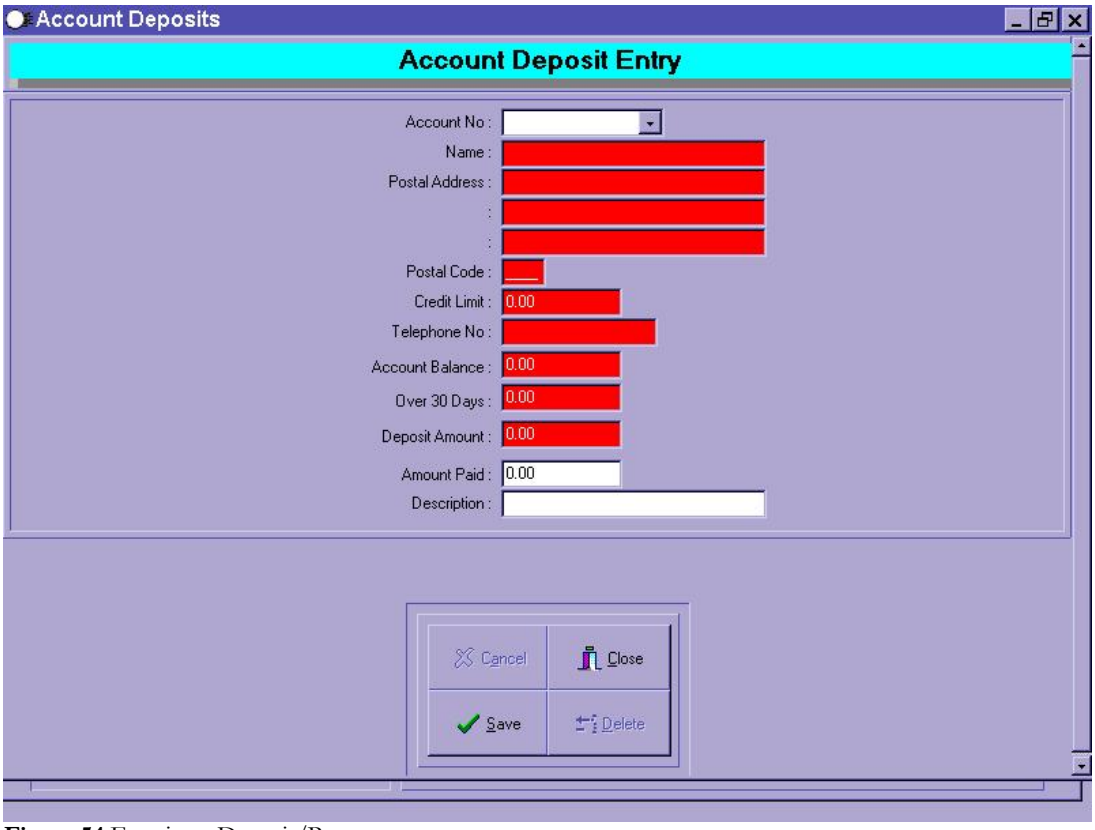


Figure 54 Entering a Deposit/Payment

Journal Entry

This function is used for account maintenance. It can add or remove amounts from a debtor's account if these amounts were wrongly allocated. Each journal entry appears on the statement as a separate transaction, but allows you to enter a description so as not to confuse the account holder.

For example, if the cashier on duty selects the 'Joe Soap Construction' account instead of the MALGA TRANSPORT account when finalizing a R80.00 transaction. Then a journal entry can be used to correct both of these account statements. The manager would do a negative (-) journal entry of 80.00 on 'Joe Soap Construction' and a positive (+) journal entry of 80.00 on 'MALGA TRANSPORT'. Another good example of a journal entry would be to capture account holder transactions that occurred while the system was in 'Auto Mode'. (Remember it assumes all sales to be cash when in this mode See Managers Menu 'Set Auto Mode')

As well as rectify transaction problems the journal entry function allows the user to fix any incorrect account balances and aging information. This information can become incorrect if the Debtor's Month end procedure is done at the wrong time.

When selecting the journal entry function a screen similar to figure 52 will appear except that it has a **'Set Account Balance'** button similar to the **'Account Balance'** button in figure 49.

When selecting the **'Set Account Balance'** button the following screen will appear.

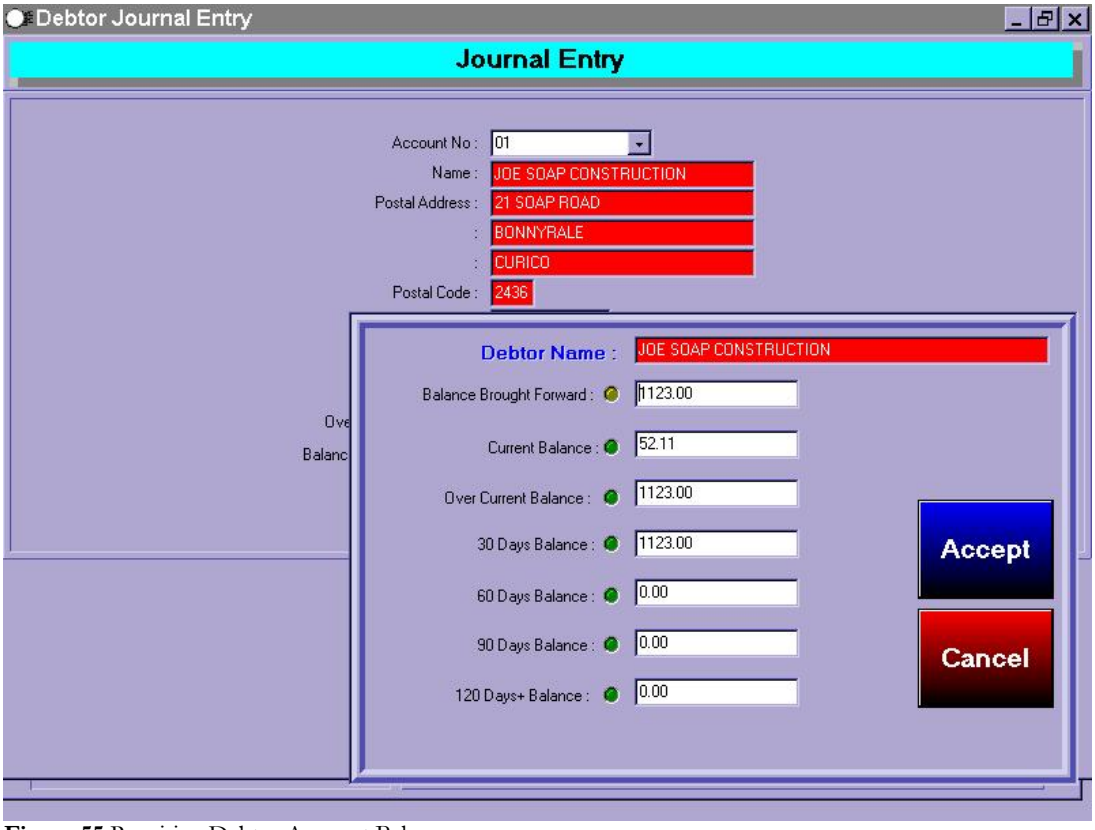


Figure 55 Repairing Debtor Account Balances

Please note that this function must be dealt with very carefully as it can seriously disrupt the selected account details.

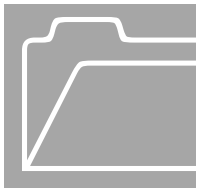
The **'Balance Brought Forward'** total must always be equal to the **'Over Current Balance'** and **'30 Days balance'** unless a payment has been made in the current debtor month. Furthermore the total amount in the **'Over Current Balance'** field must always be equal to the sum of the **'30 Days, 60 Days, 90 Days Balance and 120+ balance'**. The system will not allow the user to enter inaccurate values based on the above-mentioned rules.

Suspend

This function is used to physically suspend an account. This will prevent the selected account holder from finalizing any transactions. When selecting this function the system will allow the user to select which account is to be suspended.

Month End (Debtors)

This function is used to perform a debtors month end which in affect, ages every account customer by 30 days, accumulates the current month's transactions and clears the current month's transactions.



It is very important to remember to print all statements before doing a Debtor Month end, as it is irreversible.

When selecting this function the following screen will appear.



Figure 56 Performing a Debtor Month-end

As indicated in Figure 54, the user must enter the words 'MONTHEND' in capital letters, press the 'Accept' button and a debtor month end will be performed.

The system also provides the user with a checklist to ensure that all the necessary procedures have been performed and the system will not perform a month end until all three items have been ticked.

Employee

When selecting this function the following screen will appear:



Figure 57 The Employee Menu

Add/Edit Employee

This function is used for adding all staff that will be working on the system or are going to serve customers on the forecourt. When selecting this function the following screen will appear:

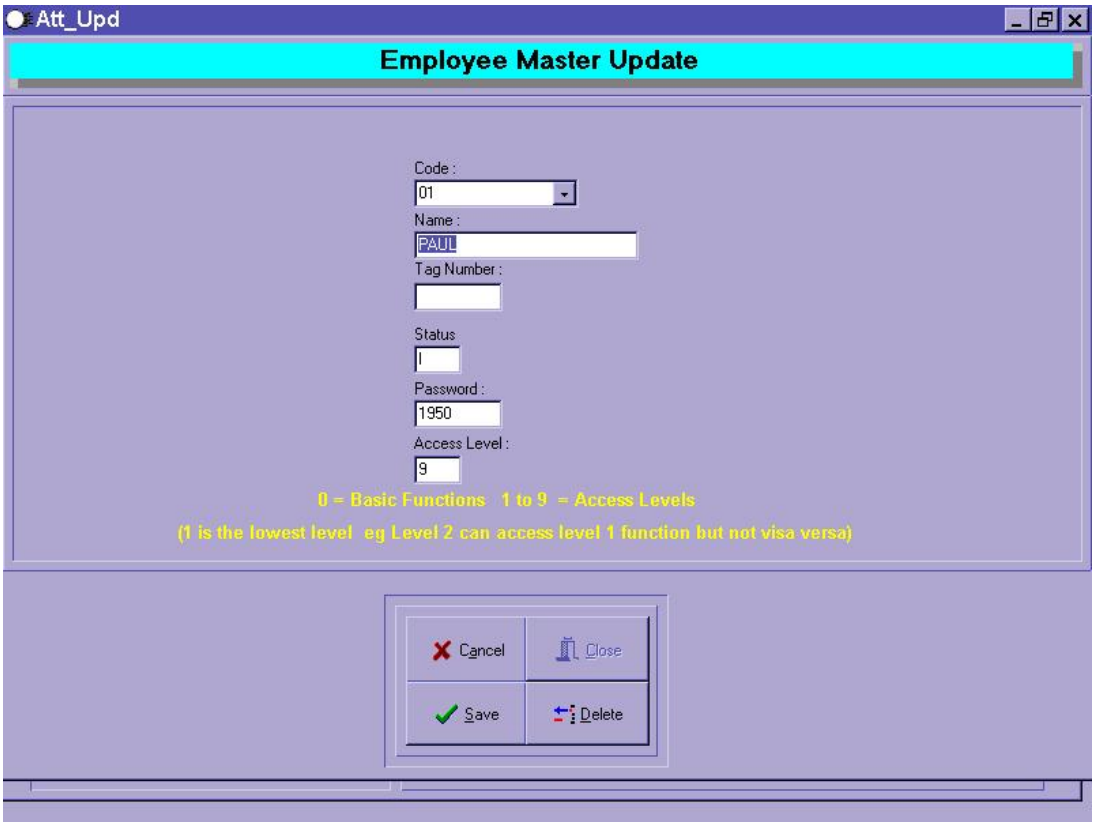


Figure 58 Adding an Employee

'Code:' Represents a unique employee number and can range from 00 to 99.

'Name': Enter the employee name. This entry will appear on all printed reports and receipts.

Tag Number:' This field is only valid if tagging is installed and set up on the system, otherwise it must be left blank. The system will wait for a tag to be presented at the initialization reader (This reader will be specified at time of installation). Once read, the system will allocate the attendant/employee name to that specific tag. This tag can then be used to authorize any pump on the driveway. The sales made using this tag to authorize the pump will be allocated to the attendant/employee name on the shift and other printed reports.

Status: This indicates whether the selected employee is clocked in or out. A capital ' I ' represents IN and a capital 'O' represents OUT.

Password: Only employees that are going to operate the system must be allocated a password. For driveway staff this field must be left blank. This password will give the selected employee access to various system functions and is closely coupled to the *'Access Level'* Field. There are 9 access levels. 0 being the lowest level and will have access to the least functions and 9 being the highest and will have access to all functions. Each menu function described in this chapter can be allocated an 'Access Level', which will determine that function's

security. All employees for example having an access level of 6 will have access to functions with an *'Access Level'* of 6 and below. (6-0)

To assign Access Levels to functions see 'Access Level Mode' and 'Set Password'

Technical

All functions in the technical menu are for qualified technical staff and are disabled in normal operation. Unqualified tampering with the options in the technical menu can cause the system to crash. The only functions available to the user are the **'Exit to Windows'** and **'Reports'** functions. **'Exit to Windows'** requires a level 9 password.

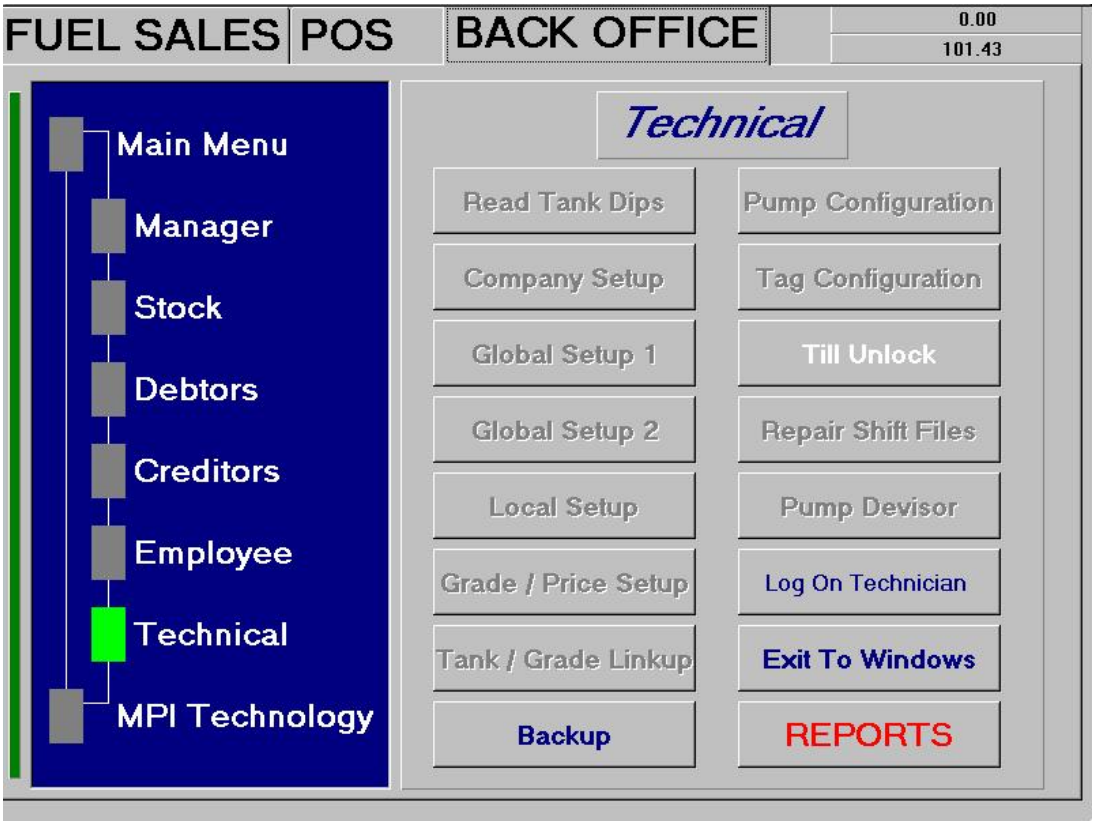


Figure 59 The Technical Menu

System Backup

Backing up of system information is a very important part of using the MP9000 system. It ensures that even in the event of a complete hardware failure the information concerning the service station is safe. The most information that can be lost is that collected from the time the last backup was performed until that data loss occurred.

When selecting this function the following screen will appear:

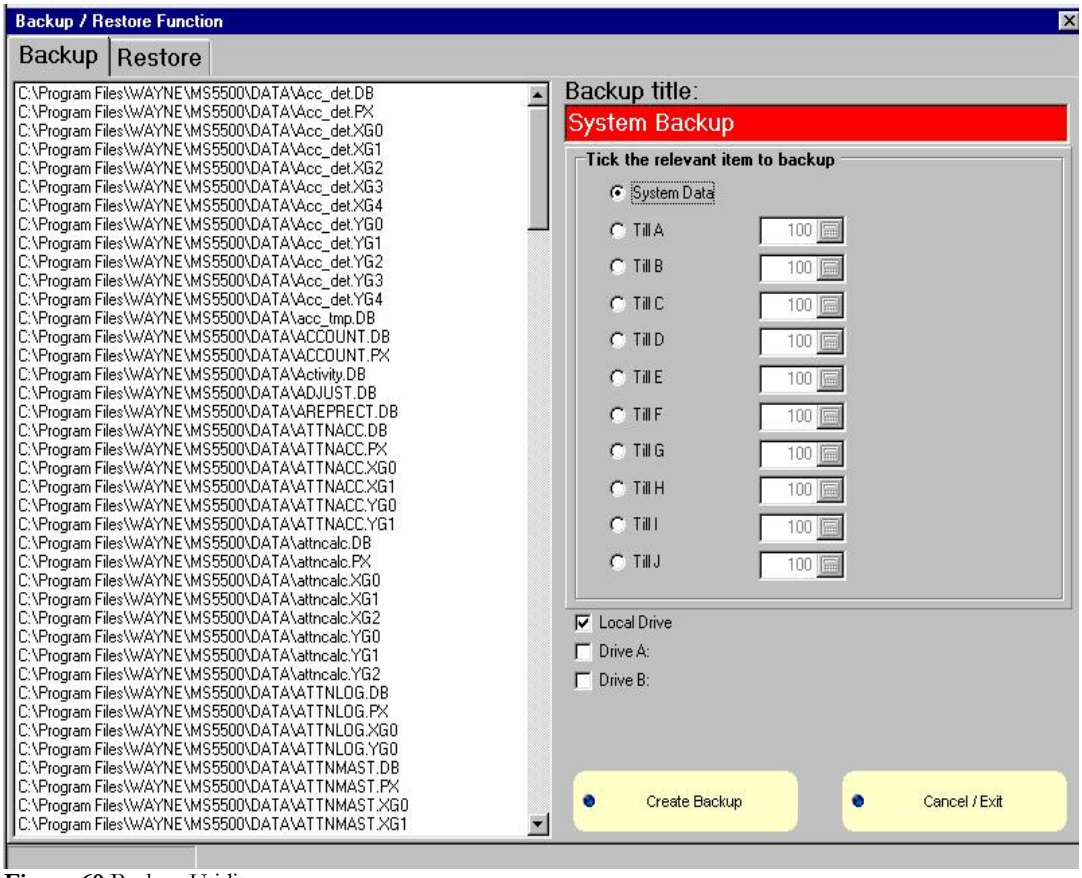


Figure 60 Backup Utitlity

The only function that is available to the user is the backup function.

Steps in Safe-Guarding Your Data

Select a Backup Name:

It is always important to work out a naming convention to make the process of restoring information easy if the need arises. An example would be to name each backup by the date

on which it was performed, such as 12081998, which would stand for the 12 August 1998. The title of the backup is entered in the field 'Backup Title:' on the top right of the screen.

Select a Backup Type:

The system data can be is split into two different sets information:

System Data: This contains all information regarding stock, debtors, configurations, employees etc.

Till Data: This is each individual's point of sale terminals shift/transaction information.

To select the type of backup (System or Till) that needs to be performed, the relevant selection button needs to be checked. (In above figure a System backup has been chosen).

If the Till backup is chosen the system requires the user to specify how many shifts the system must keep on hard drive and how many it needs to archive (Store). The default for each till is 100. This ensures that the hard disk space is not wasted on unused shift transaction information. It is very important that only shifts that are required be kept on hard disk.



As an example if there is 280 shifts on history for Till A (Forecourt) and a till A backup is chosen then 100 shifts will remain on hard drive and 180 will be removed from hard drive. All 280 are part of the backup, but only 100 remain available to the user.

Select Where the Backup will be Stored:

The backup can be made to the Local Drive, Drive A, Drive B. (As shown at the bottom right of the above screen.) Drive A is the stiffy drive ($3^{1/2}$ Floppy), drive B is the floppy drive ($5^{1/4}$ Floppy) and Local Drive is the current machines internal hard disk drive. It is recommended that all backups be made to either a stiffy/floppy.



Restoring of information if data loss has occurred can only be performed by qualified MP9000 technicians.

Chapter 6

System Reports

As can be seen in Figures 30,41,48 and 55, all main menu functions have a report function marked 'Reports' in red. These reports are all separated into the same main sections as the system functions.

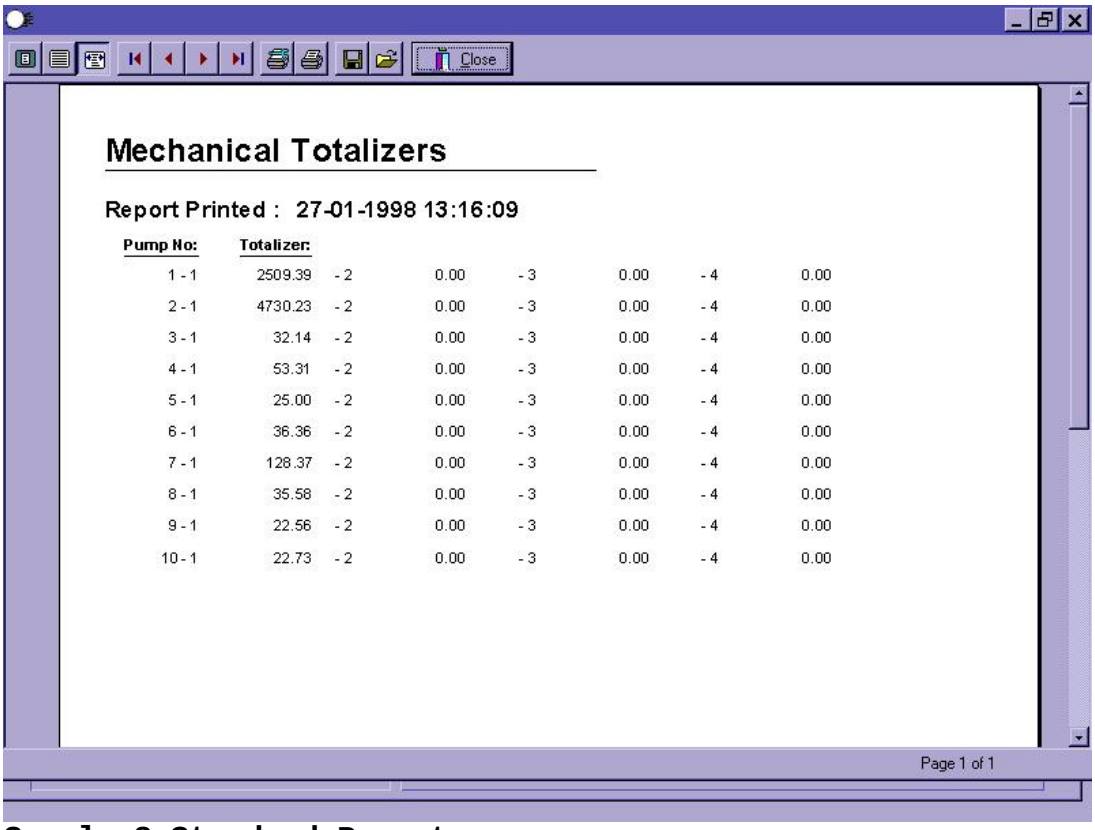
Working with Reports

Before moving on to the reports themselves it is important to understand how the reporting works in the MP9000 system. Two important points to remember:

- All reports in the MP9000 system are first printed to the screen, which gives the user the option of viewing the report without having to physically print it. (Print Preview)

- No reports are stored on the hard drive and are created at the time they are requested. The system requires that the user specify which range or what type of information is required and the MP9000 system will collect this information and formulate a report.

All the reports except for the 'Shift Reprint' and 'Statements' reports are in the same format. These two reports will be explained individually later in this chapter. For ease of explanation a report sample will be used to explain this standard format. Please ignore the content of this report.



Pump No:	Totalizer:						
1 - 1	2509.39	- 2	0.00	- 3	0.00	- 4	0.00
2 - 1	4730.23	- 2	0.00	- 3	0.00	- 4	0.00
3 - 1	32.14	- 2	0.00	- 3	0.00	- 4	0.00
4 - 1	53.31	- 2	0.00	- 3	0.00	- 4	0.00
5 - 1	25.00	- 2	0.00	- 3	0.00	- 4	0.00
6 - 1	36.36	- 2	0.00	- 3	0.00	- 4	0.00
7 - 1	128.37	- 2	0.00	- 3	0.00	- 4	0.00
8 - 1	35.58	- 2	0.00	- 3	0.00	- 4	0.00
9 - 1	22.56	- 2	0.00	- 3	0.00	- 4	0.00
10 - 1	22.73	- 2	0.00	- 3	0.00	- 4	0.00

Sample 8 Standard Report

On the top of the screen is a range of buttons. The first three buttons are for setting up the viewable preferences.



Fit To Size. This function will fit the entire A4 page onto the screen



Zoom to 100%. This function will zoom in to actual size.



Fit to Page. This function will fit the page width to that of an A4 sheet. (As seen in sample 8)

The next four buttons are used for navigating through the report in the event that it is more than one page long.



Go to the beginning /end of the report. (Depending on direction of arrow)



Go to previous/next page. (Depending on direction of arrow)

The next two buttons are related to printing and the printer preferences/set up.



Printer set up. This is used to specify on which printer the report must print as well as set the number of copies to physically print.



Print. This function will send the selected report to the current printer. (See above)

The last two buttons are used to save reports to the hard-drive and open existing saved reports.



Save.



Open

Pressing the close button will exit the preview screen and return to the system menus. The date and time appears on all printed reports.

Managers Reports

To view a list of manager's reports, select the 'Reports' button in the manager menu. (Figure 30)

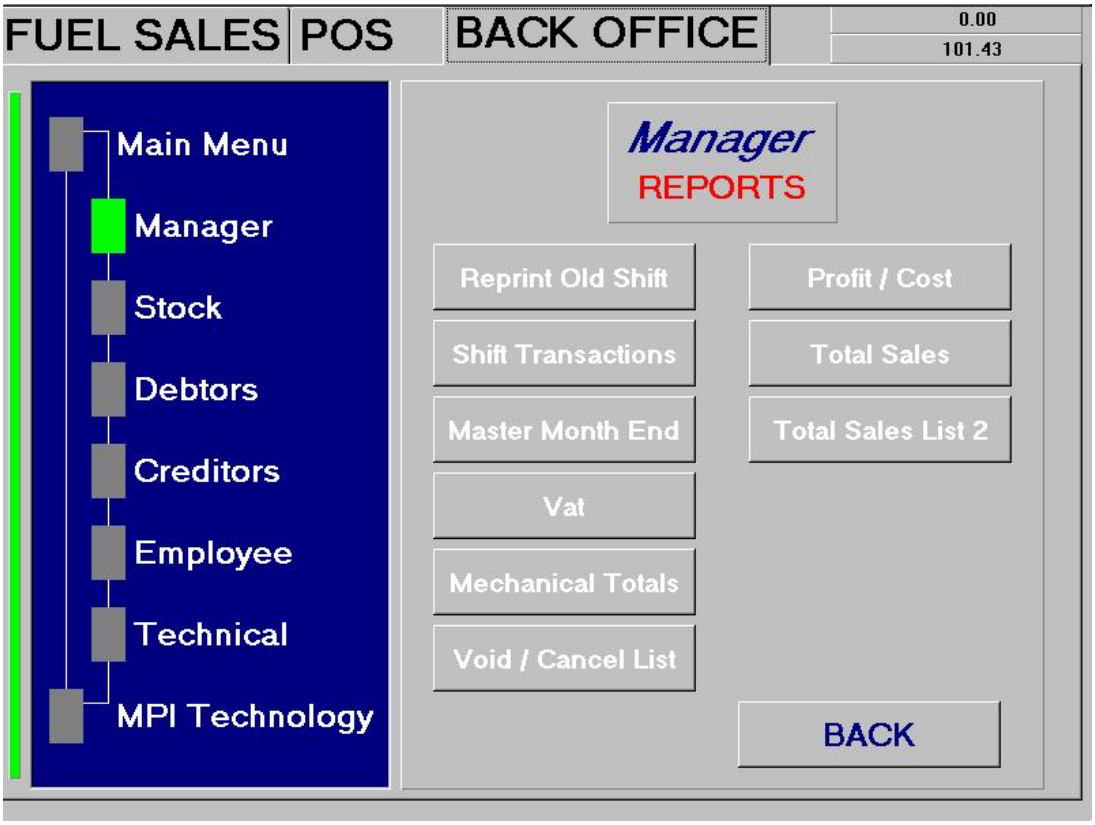


Figure 61 Managers Reports

Shift Reprint

The MP9000 stores 1000 shifts in history so that the user can reprint any of these at any time. The advantage of this is that the printer need not be held up at the time of shift change as that shift can be printed at any later stage.

The system will display a clear shift when selecting this function and the user needs to load a shift report. Clicking on the **'Load'** Button displays the following screen. Each shift report is represented by an indicator (A, B, C etc.) and a number. Example A0000001

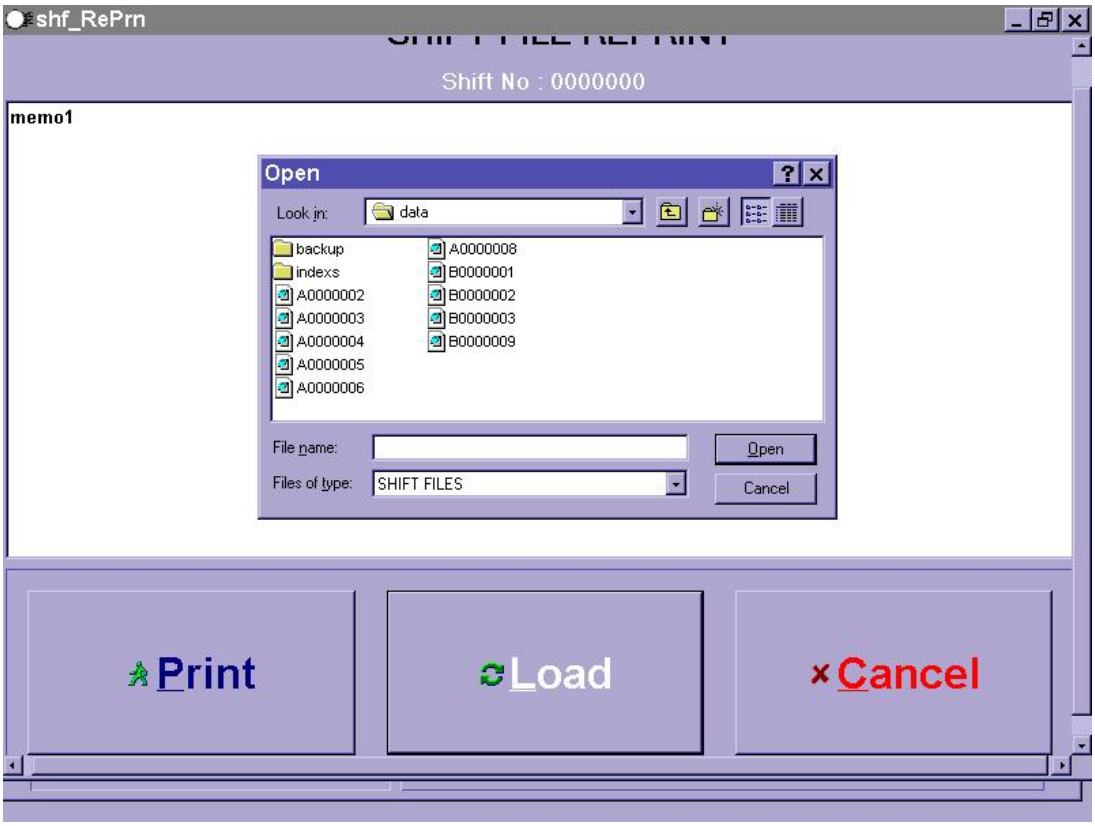


Figure 62 Reprinting a Shift Report

Every active terminal in the system creates its own shift report.

In figure 59, for example there are two terminals, **A** and **B**. To load shift number 2 for terminal **B,** the heading B0000002 must be clicked on in the '**OPEN**' window. The '**Open**' button must then be clicked. Likewise to open shift number 6 for terminal **A**, the heading A0000006 must be clicked on in the 'OPEN' window. Alternately, the required shift can be double clicked.

It is very important to pay particular attention to the following information: Terminal A is always the forecourt terminal (The Terminal that controls the pumps), Terminal Z is always a BackOffice terminal and Terminals B to J are point of sale terminals. If there is only one terminal then it takes the function of all of these and only A0000000 shifts will be viewed. All shifts that have been successfully completed will be found in a list similar to the one displayed in figure 59.

Once the required shift has been selected the MP9000 system gives the user the option of viewing this entire report on the screen without having to print it out. If printing is required then simply click on the **'Print'** Button.

Shift Transactions

This report gives the user the option of viewing/printing every single transaction that occurred on a specific shift. When entering this report the following screen will appear:

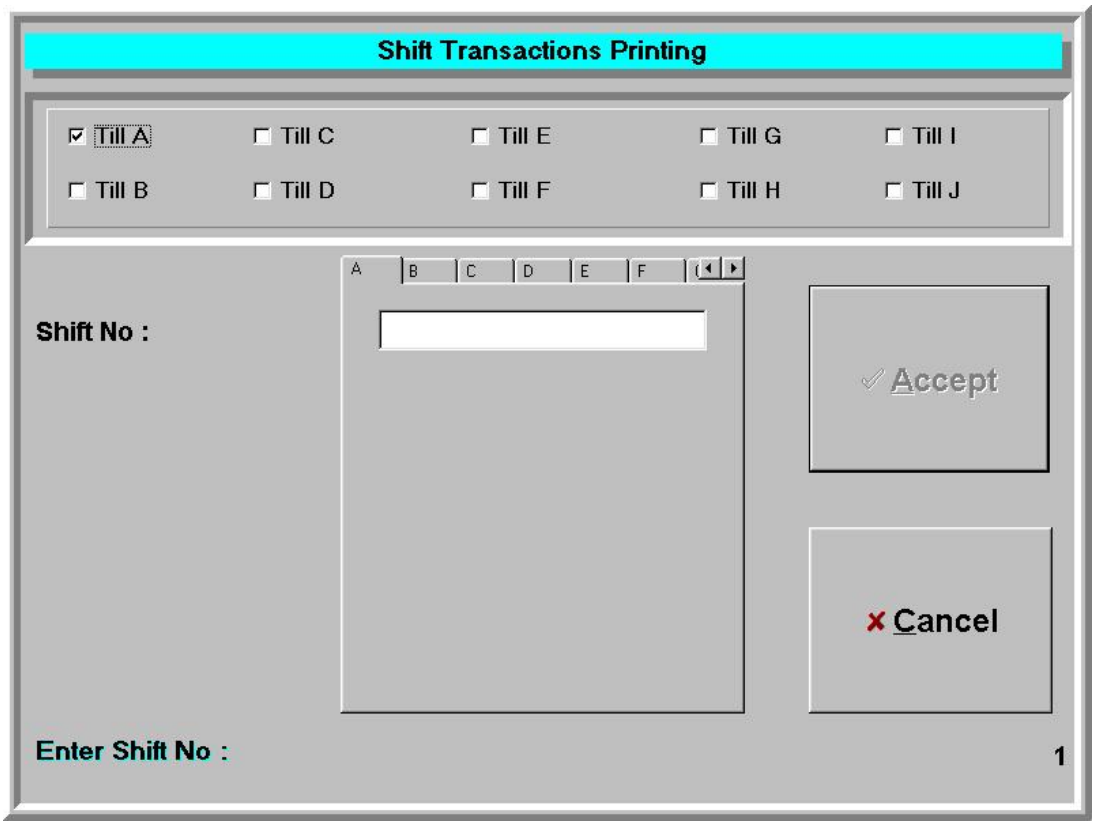
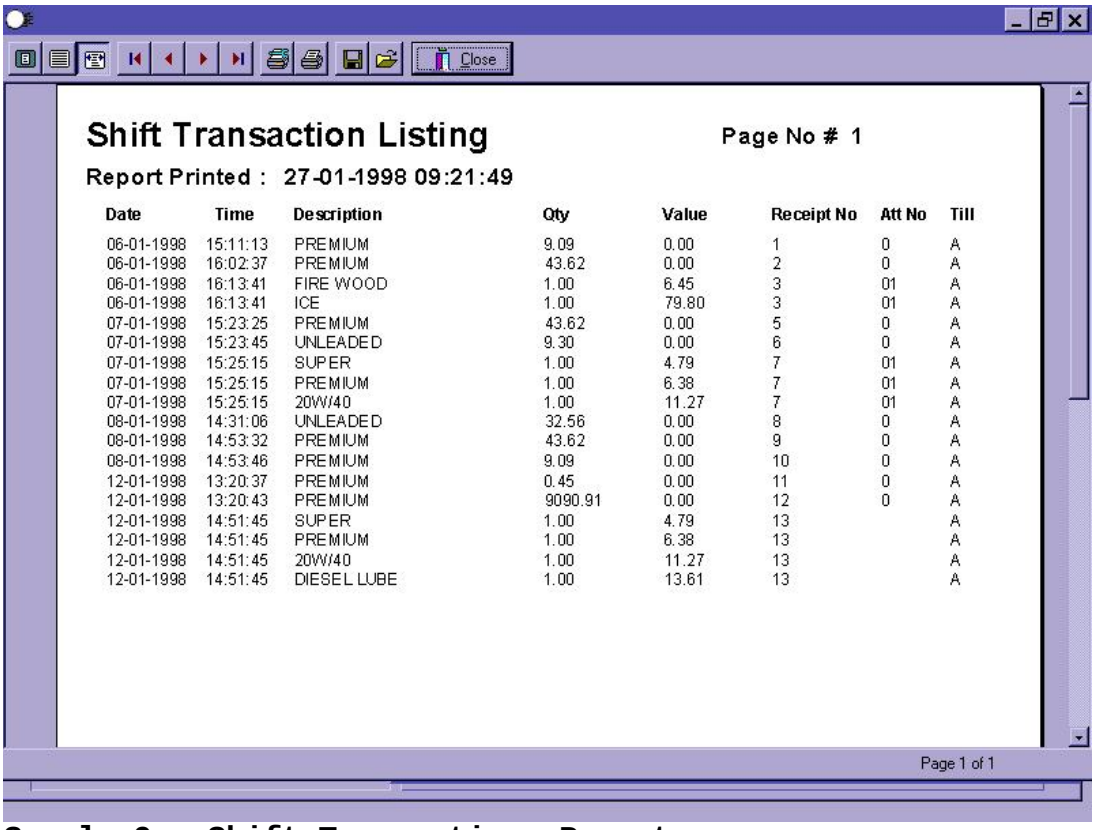


Figure 63 Shift Transaction Report

As can be seen in Figure 61 the system requires that the specific shift number and till must be specified so that can determine which information to show. This is done by ticking the required till's check box. (Till A in above figure) A typical 'Shift Transactions Report' might look as follows.



Date	Time	Description	Qty	Value	Receipt No	Att No	Till
06-01-1998	15:11:13	PREMIUM	9.09	0.00	1	0	A
06-01-1998	16:02:37	PREMIUM	43.62	0.00	2	0	A
06-01-1998	16:13:41	FIRE WOOD	1.00	6.45	3	01	A
06-01-1998	16:13:41	ICE	1.00	79.80	3	01	A
07-01-1998	15:23:25	PREMIUM	43.62	0.00	5	0	A
07-01-1998	15:23:45	UNLEADED	9.30	0.00	6	0	A
07-01-1998	15:25:15	SUPER	1.00	4.79	7	01	A
07-01-1998	15:25:15	PREMIUM	1.00	6.38	7	01	A
07-01-1998	15:25:15	20W/40	1.00	11.27	7	01	A
08-01-1998	14:31:06	UNLEADED	32.56	0.00	8	0	A
08-01-1998	14:53:32	PREMIUM	43.62	0.00	9	0	A
08-01-1998	14:53:46	PREMIUM	9.09	0.00	10	0	A
12-01-1998	13:20:37	PREMIUM	0.45	0.00	11	0	A
12-01-1998	13:20:43	PREMIUM	9090.91	0.00	12	0	A
12-01-1998	14:51:45	SUPER	1.00	4.79	13		A
12-01-1998	14:51:45	PREMIUM	1.00	6.38	13		A
12-01-1998	14:51:45	20W/40	1.00	11.27	13		A
12-01-1998	14:51:45	DIESEL LUBE	1.00	13.61	13		A

Sample 9 – Shift Transactions Report

As in sample 9, each transaction has a date and time, the till indicator, receipt number and transaction values/quantities.

Month End

The month end procedure is similar to the shift end procedure except that it relates to accumulated monthly totals and not daily totals. The system also allows the user to do a provisional month. This is useful in that the user can check at any point in the current month, what the accumulated sales/litreage is without actually clearing these totals. When selecting this function the following screen will appear:

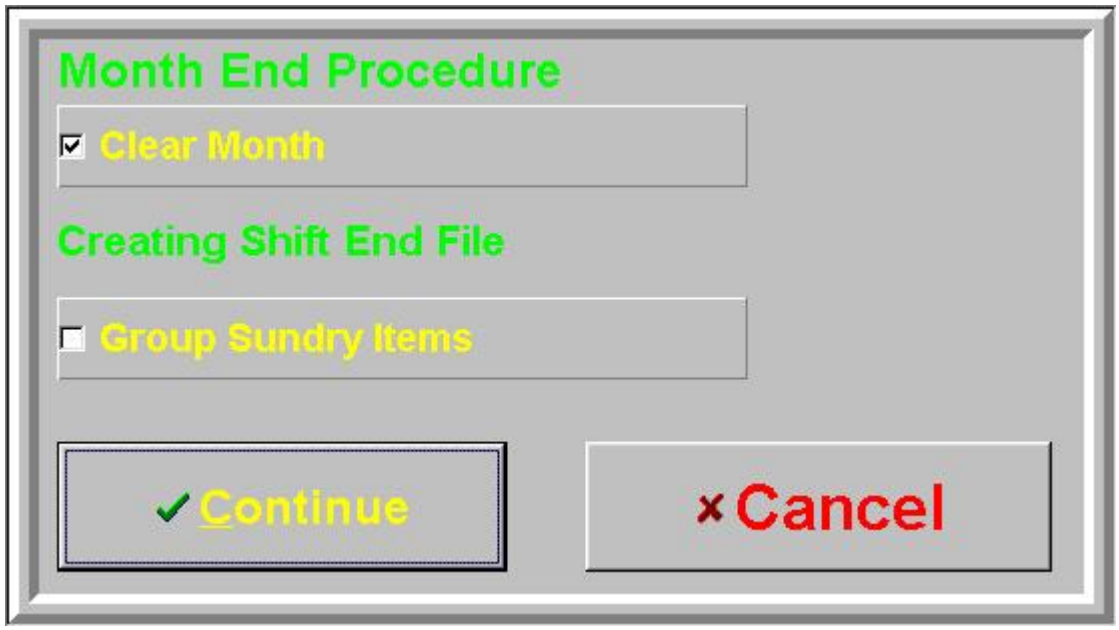


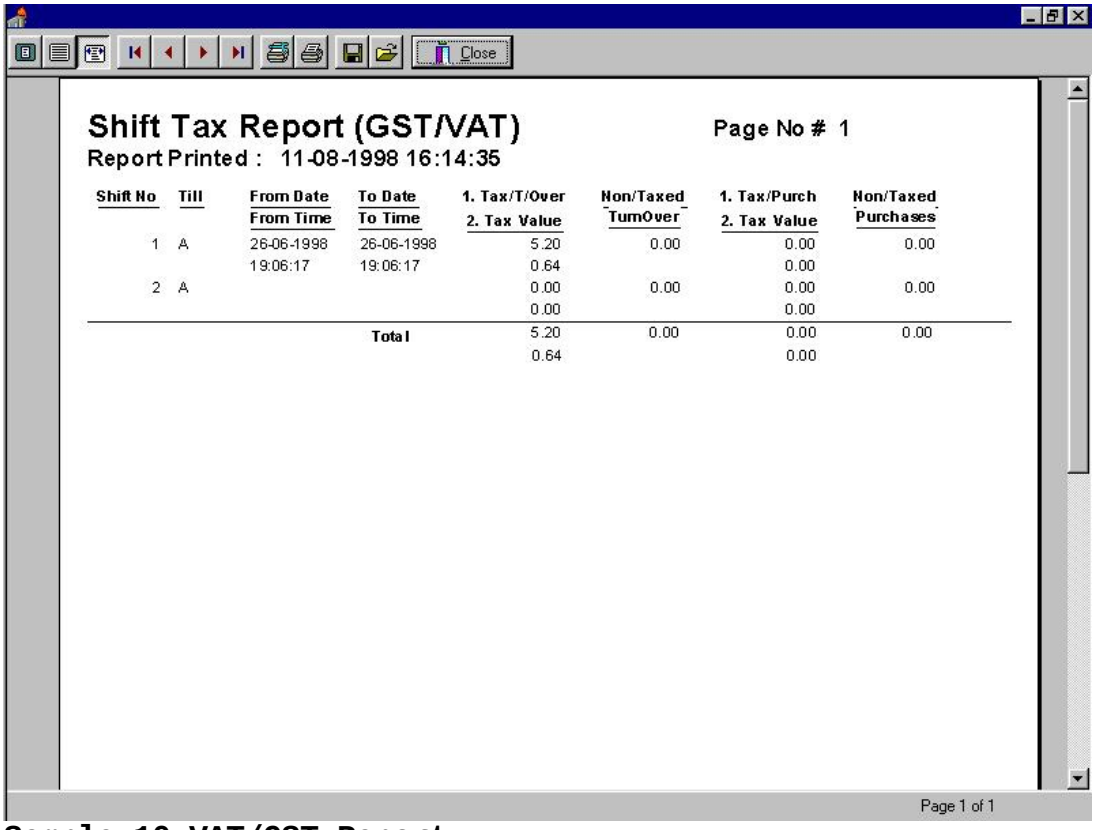
Figure 64 Month End Procedure

To clear month end totals the 'Clear Month' tick-box must be ticked, to perform a provisional month end the 'Clear Month' tick-box must remain clear. This report will contain total fuel sales, total sundry sales, VAT/GST information for the month as well as an attendant summary. The 'Group Sundry Items' tick box allows the user to specify if the sundry sales need to be summarized or printed in detail form on the month end report.

VAT/GST

This report calculates the total incoming VAT/GST for a specified period of time. This period of time is specified in shifts. When selecting this report the system will prompt the user to enter a shift range. This range applies to all active terminals.

For example Sample 10, indicates a VAT/GST report for shifts 1 to 5.



Sample 10 VAT/GST Report

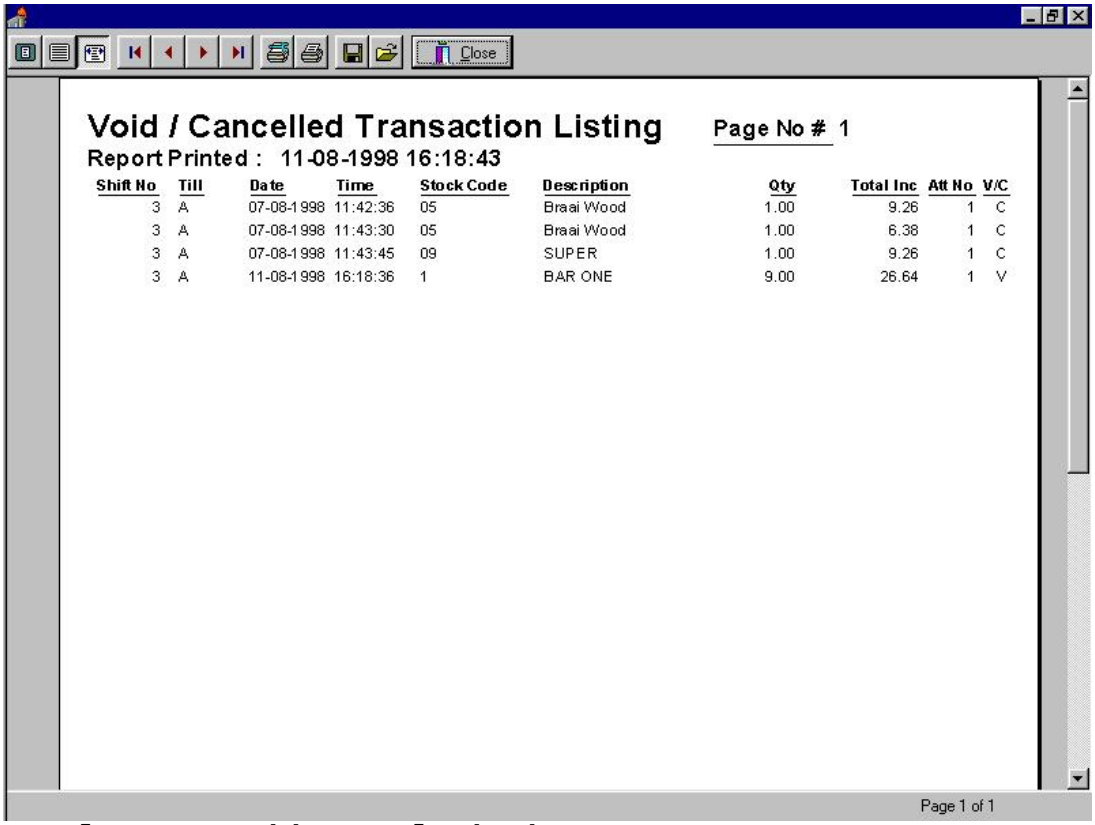
The shift range selected is indicated on the left. The relation to the period required is listed in the next two columns. The system then specifies the total taxable turnover, non-taxable turnover, total VAT/GST Amount and the VAT/GST details from purchases.

Mechanical Totals

This report is shown in sample 8. It indicates what the system has loaded for each pump's mechanical total reading. If this has been entered accurately (See Managers Menu 'Mechanical Totals'), then this report can be used to check the physical mechanical totalizers on the forecourt.

Void/Cancel List

This report gives a detailed listing, per shift, of all transactions that were either cleared (See figure 22) or voided on the point of sale or forecourt. V/C shows whether the transaction was voided or cancelled.



Sample 11 – Void Cancel Listing

Stock Reports

To view a list of stock reports, select the 'Reports' button in the stock menu. (Figure 41)



Figure 65 Stock Reports

Stock On Hand

This report will prompt the user to enter a specific stock group. The on hand levels for each stock item in that group, is then calculated. If the entry of this group is left blank the MP9000 system will calculate the on hand levels of all stock items in all the groups. The report will then comprise of all the stock items, separated into their respective groups and the current levels of these items.

Dry Stock Re-Order

This report prompts the user to enter a specific stock group. All items within this group, which need to be re-ordered, are then calculated and listed. If the entry of this group is left blank the MP9000 system will look at all stock items in all groups. The report calculation depends entirely on what the user has specified, for each stock item, with regard to 'Minimum/Maximum Levels' (See Stock Menu 'Add/Edit Items'). The report includes the minimum level compared to the stock on hand level as well as the order amount.

PLU Trend Analysis

This function is for analyzing the movement and sale of dry stock items in a specific period of time. When selecting this function the following screen will appear.

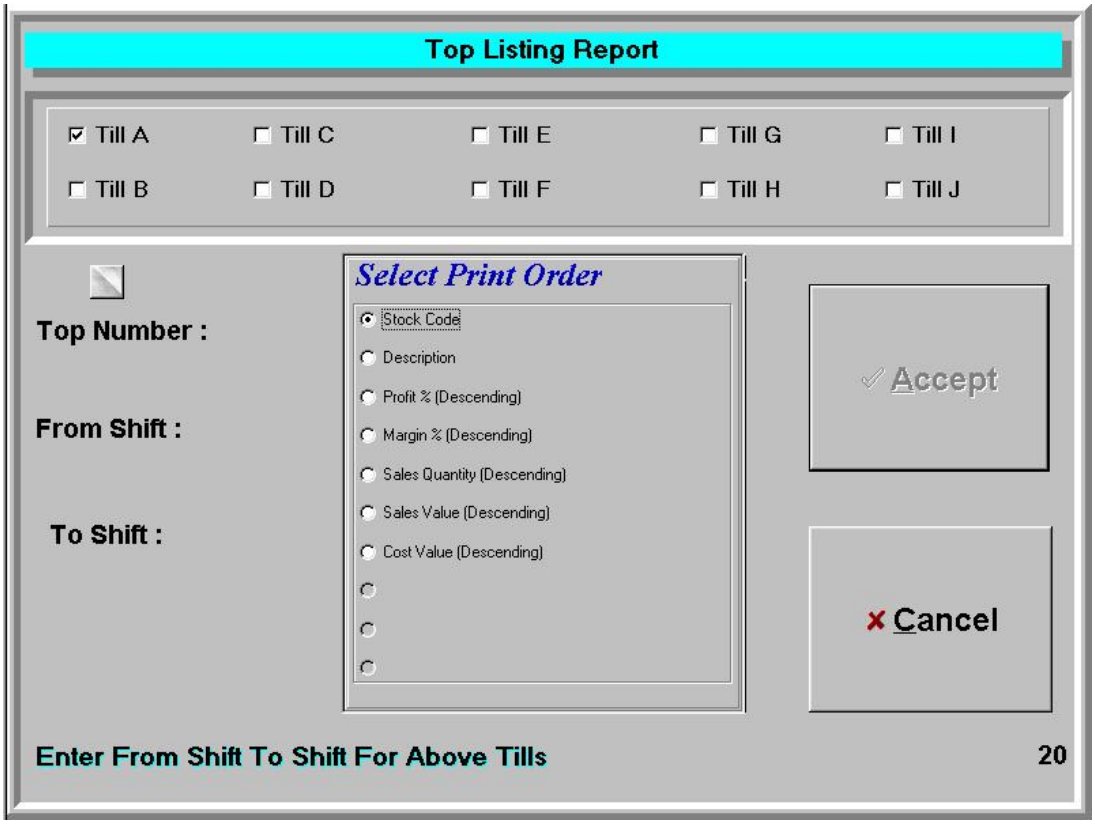


Figure 66 Analyzing Dry Stock Sales

The system requires that the user enter the following specific information:

What the stock range is that the report must calculate. For example the user could ask for the top 20 stock items. (The 20 items that sold the most)

- The time period, over which the sales of these top 20 items must be calculated, specified in shifts.

- The order in which these items must be displayed on the shift.

  These include:

  Stock Code: List the items specified in order of stock code

  Description: List the items specified in alphabetical order.

  Profit: The items specified are chosen, based on which ones made the most profit % and are listed from the most profit % to the least profit %.

  Margin: The items specified are chosen, based on which ones made the most profit margin and are listed from the most profit margin to the least profit margin.

  Sales Quantity: The items specified are chosen, based on which ones sold the most and are listed from most to least.

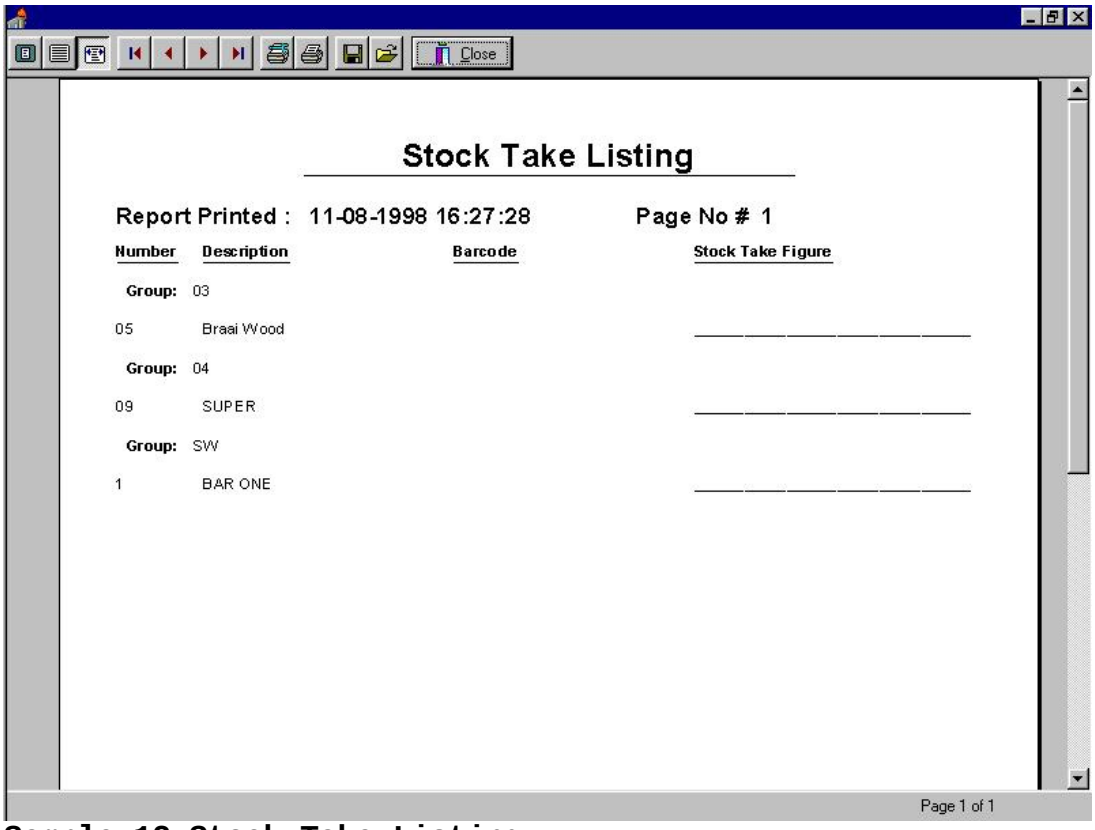
  Sales Value: The items specified are chosen, based on which ones made the most turnover and are listed from most to least.

  Cost Value: The items specified are chosen, based on which ones cost the most and are listed from most to least.

Only one of the above mentioned options can be chosen per report.

Stock Take

This report prompts the user to enter a specific stock group. All items within this group are then listed. If the entry of this group is left blank the MP9000 system will look at all stock items in all groups. The report looks similar to the following:



Sample 12 Stock Take Listing

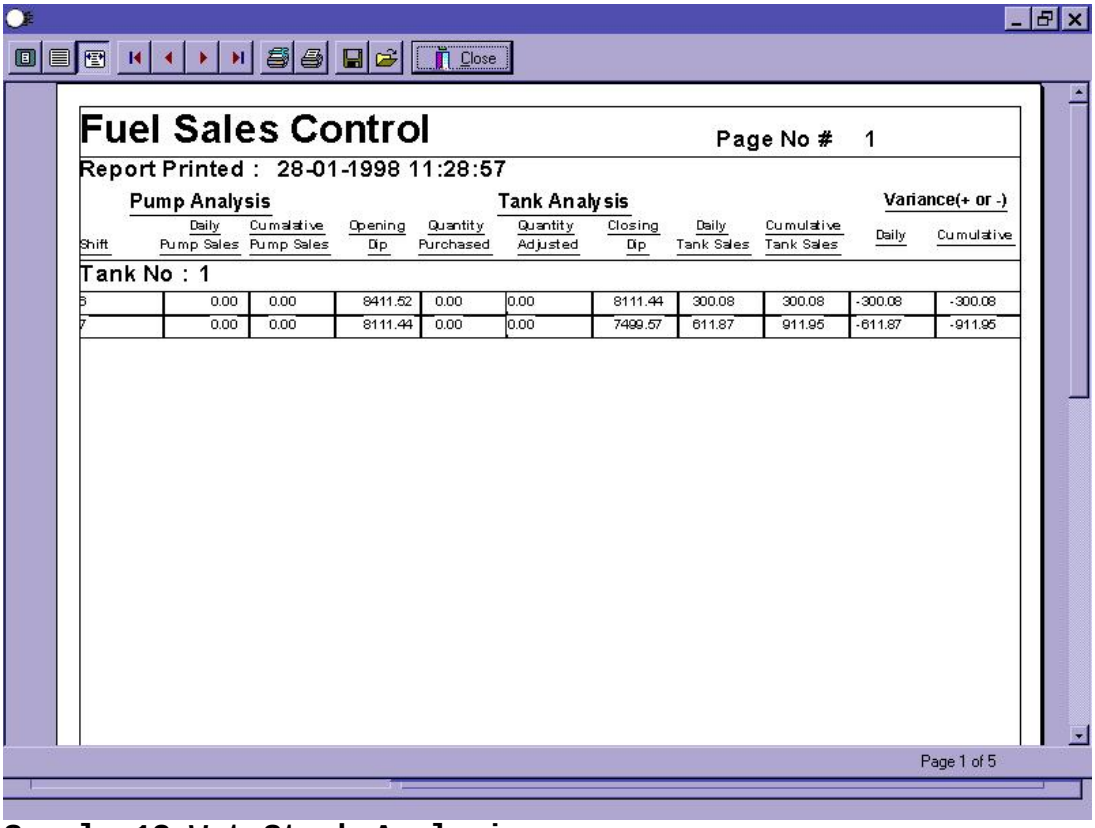
As in sample 12, the system allows for the manual entry of a counted level of stock for each item. This report can then be used to reconcile differences in stock levels between what the system displays and the physically counted amount. (See Stock Menu 'Dry Stock Adjust')

Stock List

This report simply prints out a list of stock items on the system with their details. The report can be specified to print items per group or all stock items.

Fuel Sales Control

This report gives an analysis of wet stock variances. These variances are used to pick up leaks in tanks, theft and dip discrepancies. The system requires that the user enter a shift range and therefore the report is based on a specified time period. Please see Stock Menu 'Fuel Sales Control'.



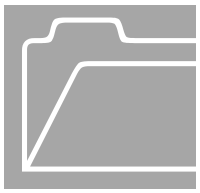
Sample 13 Wet Stock Analysis

The values in this sample are arbitrary.

The field '**Daily Pump Sales**' is the figure the system has recorded from transactions. **'Cumulative pump sales'** is a total amount for the specified shift range (Is related to what the system has recorded). **'Opening' and 'Closing Dips'** are those values obtained from the physical dipping of the tanks and entered by the user. The system will show if a quantity of fuel has been purchased or an adjustment has been made. **'Daily Tank Sales'** is an indication of what the litreage is according to the dips entered by the user. **'Cumulative**

Tank Sales' is a total amount for the specified shift range. (Is related to what the user has entered from dips).

The **'Daily Variance'** is a direct comparison between **'Daily Pump Sales'** and **'Daily Tank Sales'** and Cumulative Variance is a direct comparison between **'Cumulative Pump Sales'** and **'Cumulative Tank Sales'.**



Please note that only one tanks information is shown at a time. To navigate through the tanks use the arrow buttons.

Purchase Listing

This function generates a report listing all the purchases entered into the system. (See Dry Stock Purchase)

Wet Stock Re-Order

This function generates a report that shows general tank information. The fields it shows include:

Tank Capacity: The total volume capacity of each tank

Current Level: The volume level currently on record for each tank

Reorder Level: The level at which fuel is to be reordered.

Reorder Quantity: The current suggested reorder amount.

Shrinkage Listing.

This report generates a report containing all adjustments made to dry stock levels and calculates the value of these adjustments and requires the user enter a date range. (Negative or Positive) (See Stock Menu – Dry Stock Adjust)

Print Rack Labels

This function is not a report, but generates standard format labels that can be used to display selling prices of items on the shop floor. When selecting this function the system requires that the user enter a stock number range and the system will then print all the shelf labels in that range. If the range is left blank the system will print stock item labels of those items which prices have been changed in the stock purchases function. (See Stock Menu – Dry Stock Purchase.)

Debtor Reports

To view a list of Debtor reports, select the 'Reports' button in the Debtor menu. (Figure 48)

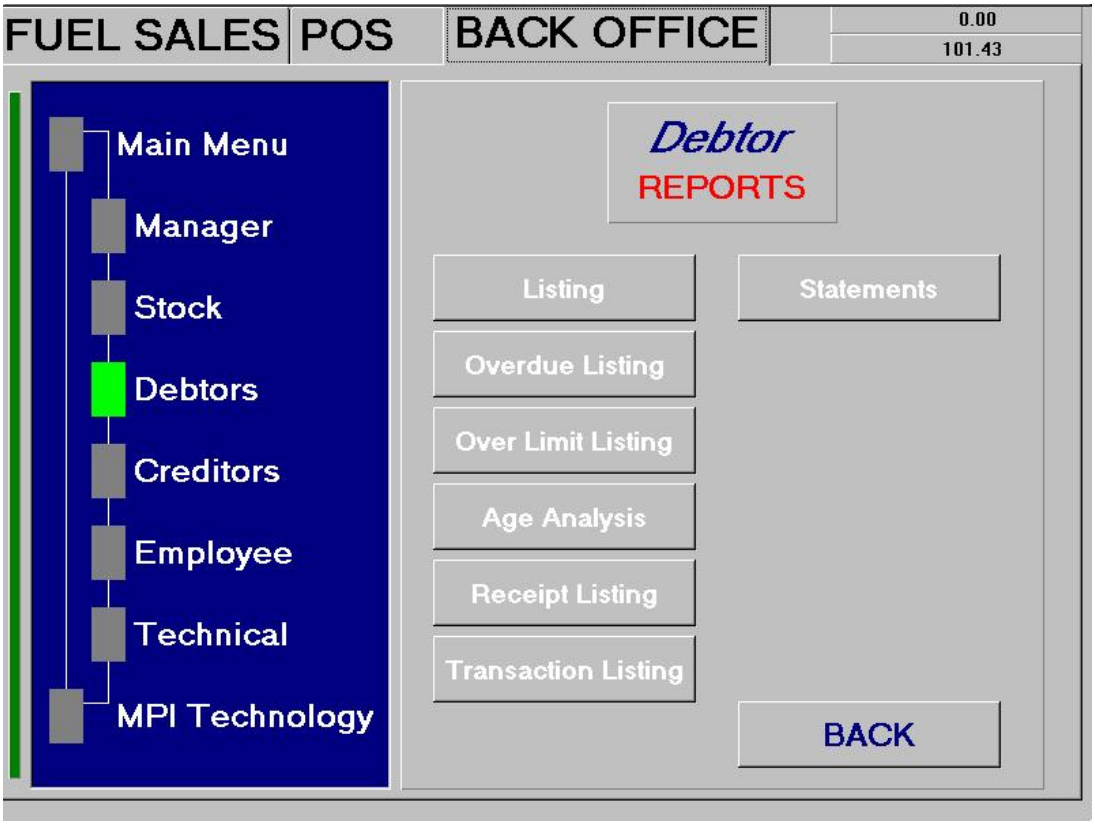


Figure 67 Debtor Reports

All debtor reports except for the 'Transaction Listing' and 'Receipt List', requires that a debtor group be entered. If no group is entered the report will pertain to all the debtors currently set up on the system.

Listing

This report gives a list of customers who have a local account set up on the system.

Overdue Listing

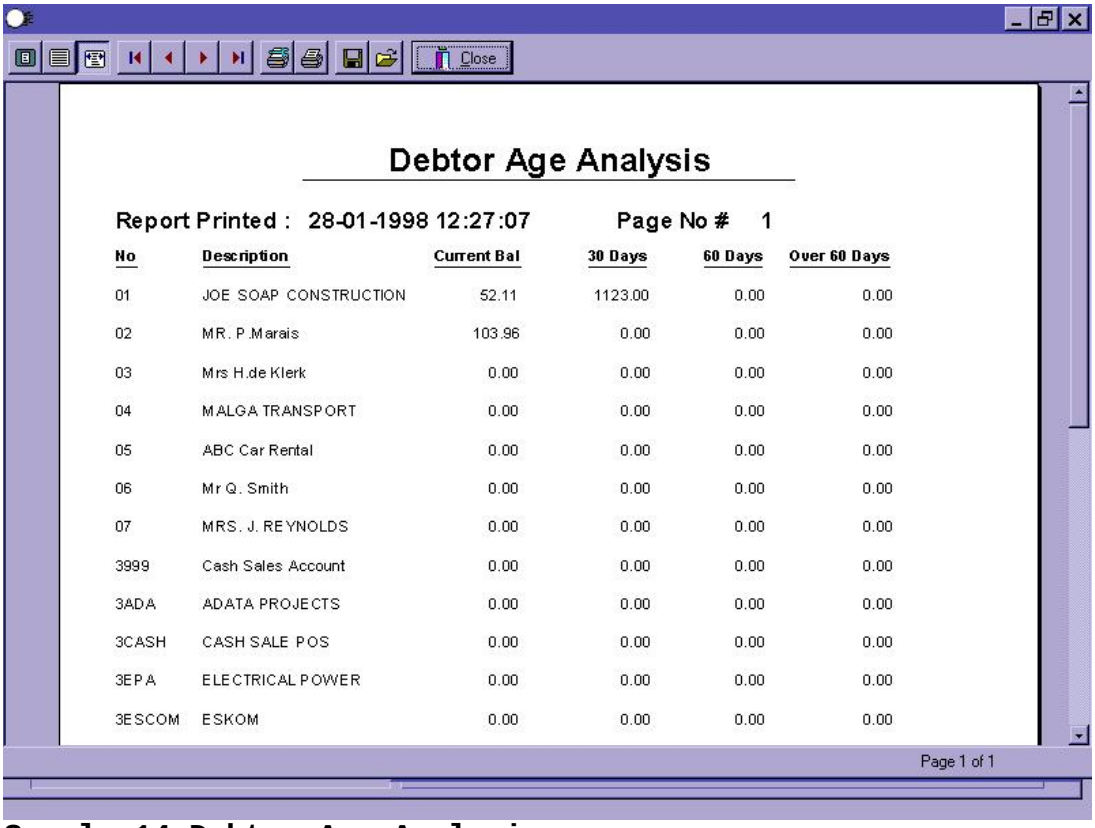
This report will calculate and display a list of local account holders who are overdue on payment of their accounts. Overdue refers to account customers that have a 30-day or more account balance.

Over Limit Listing

This report will give a list of all local account customers who have exceeded the limit allocated to them by the owner. (See Debtor Menu 'Add/Edit Debtor-Credit Limit')

Age Analysis

This report calculates all balance information for local account customers. Please refer to sample 13.



No	Description	Current Bal	30 Days	60 Days	Over 60 Days
01	JOE SOAP CONSTRUCTION	52.11	1123.00	0.00	0.00
02	MR. P.Marais	103.96	0.00	0.00	0.00
03	Mrs H.de Klerk	0.00	0.00	0.00	0.00
04	MALGA TRANSPORT	0.00	0.00	0.00	0.00
05	ABC Car Rental	0.00	0.00	0.00	0.00
06	Mr Q. Smith	0.00	0.00	0.00	0.00
07	MRS. J. REYNOLDS	0.00	0.00	0.00	0.00
3999	Cash Sales Account	0.00	0.00	0.00	0.00
3ADA	ADATA PROJECTS	0.00	0.00	0.00	0.00
3CASH	CASH SALE POS	0.00	0.00	0.00	0.00
3EPA	ELECTRICAL POWER	0.00	0.00	0.00	0.00
3ESCOM	ESKOM	0.00	0.00	0.00	0.00

Sample 14 Debtor Age Analysis

Receipt List

This report will display all payments received by debtors. These are calculated on the time and date the payment is entered in the system. (See Debtor Menu 'Payment') Please note that each payment number in this report coincides with the receipt number printed at the time of payment.

Transaction Listing

This report is used to trace all transactions made by local account holders in a specified time period. When selecting this function the system will prompt the user to enter a range of debtors and a shift range. If one debtor and/or one shift is the specified parameters then enter the same number in both the 'From' and 'To' fields. After specifying these parameters the system will calculate and list all transactions made by the specified account customers on the specified shift/s. These will include the time and date of transactions.

Statements

This report prints a statement or all statements for the local account customers. On selecting this function the system will ask the user to enter a specific debtor. If a single debtor number is entered the system will print the statement to the screen where it can be reviewed before printing. If no number is entered the system will automatically print all statements for all debtors on the set up printer. (They will not be printed to the screen)

Employee Reports

To view a list of employee reports, select the 'Reports' button in the employee menu. (Figure 55) Please note that all of these reports are valid only if attendant tagging is installed and is set up.

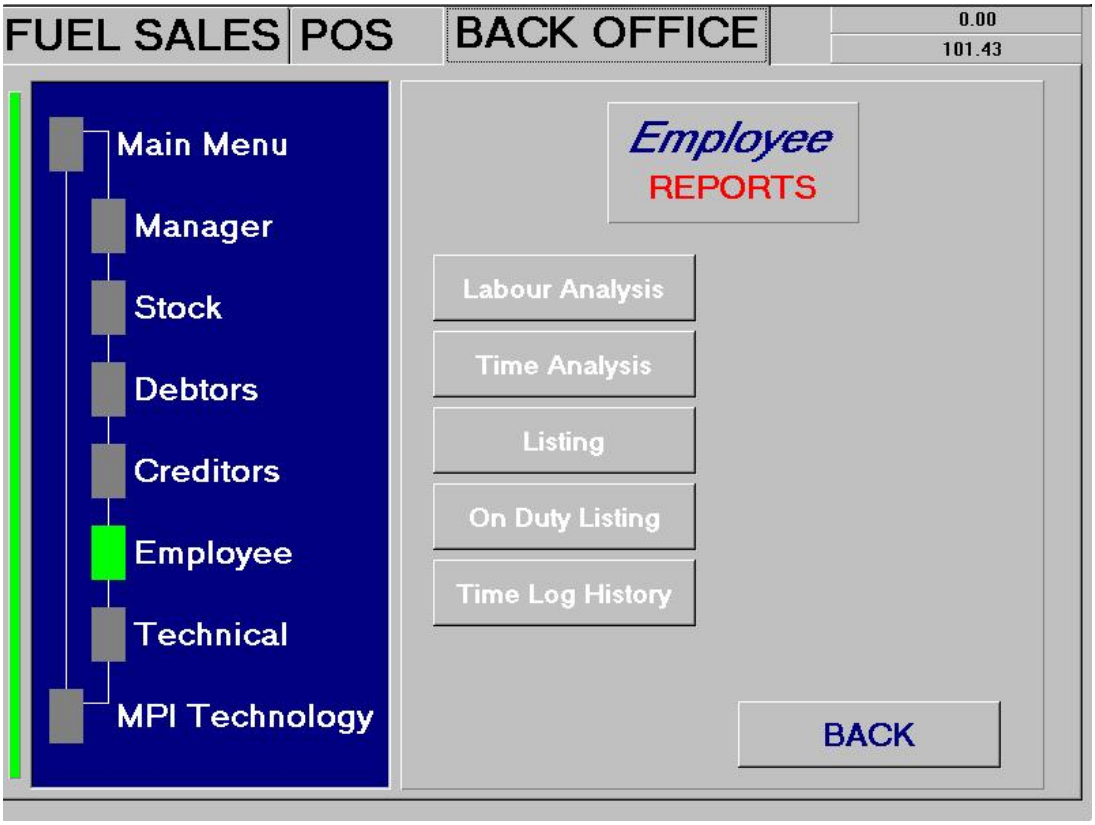


Figure 68 Employee Reports

Labour Analysis

This report is only valid if a clock in/out tag reader is installed on the site.

This report will prompt the user for a date range in the form day month year (DDMMYYYY e.g. 01121997) as well as an employee number. (See Employee Menu 'Add/Edit Employee – Code').

If the employee field is left blank then the report will be calculated for all employees.

The system will then calculate and list the hours worked by the specified employee/s on each date in the range as well as the total amount of hours worked by the specified employee/s for the given date range. This is useful for the calculation of wages.

Time Analysis.

This report will prompt the user to enter a shift range as well as an attendant number. If this number is left blank then the report will be calculated for all employees.

Once these parameters have been entered the MP9000 system will calculate and list a time analysis for the specified employee/s activity on the forecourt/C-Store with regard to Fuel/sundry sales. This report covers a 24-hour period and breaks this period into hourly intervals. (Similar to Sample 1 pg. 51)

For each interval the report shows how much accumulated fuel/sundry items the specific attendant has sold.

In most cases the peaks and dips on this report should follow the same trend as that of sample 1 pg.51. The report gives an indication to how efficiently the attendants and cashiers are operating the forecourt and C-store per shift. (If applicable)

Listing

This report will list all the employees currently set up on the system.

On Duty Listing

This report will list all the attendants clocked in, at the time the report is generated. This is useful for checking if the correct attendants are on duty and also to ensure that no attendants have forgotten to clock out/in.

Time Log History

This report prompts the user to enter an employee number. If no number is entered then the report is calculated for all employees. This report lists a history of clock in/out activity and shows the time and date for each time the specified employee/s has clocked in/out.

Technical Reports

To view a list of employee reports, select the 'Reports' button in the employee menu. (Figure 55). These reports are used to trace certain events on the forecourt.

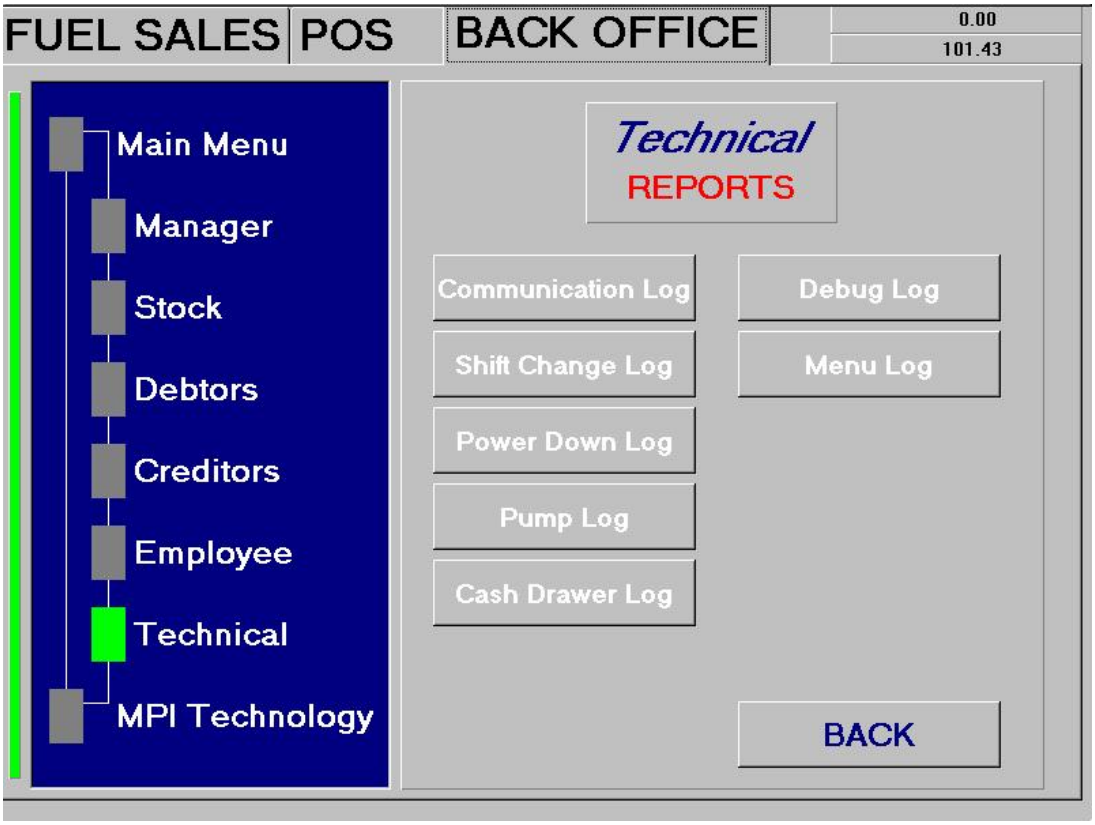


Figure 69 Technical Reports

Communications Log

This report gives a list of the time and date that any one pump connected to the system lost communication with the system as well as the time and date that it re-established communication. This is useful in the event that there are 'stand-alone' litres on the shift report. (See Sample 5).

Shift Change Log

The system will record the time and date of all shift changes done on the system. This can be used to see if a cashier performed a shift change at an illegal time. (Such as midway through a normal shift etc.)

Power Down Log.

This report will list the time and date that the MP9000 software was exited as well as the cashier on duty at the time of exit. It will also indicate the time and date the system was started up.

Pump Log

This report will list the time and date that any one pump connected to the system was switched to stand-alone.

Cash Drawer Log

This report will list the time and date that the cash drawer was opened, using the 'Drawer' function. In other words every time the cash drawer was opened deliberately by the cashier.

Debug Log

The debug log is for faultfinding purposes by technical staff only.

Menu Log

This report will list the time and date that any 'System' menu function was entered into as well as the person whose password was used to access this function. If a cashier on duty enters any menu function then the menu log report will show his/her name.

Chapter 7

Emergency Situations

This section of the manual covers the basic procedures that need to be followed, in the event that the system hardware fails, or the computer software crashes.

Rebooting the Computer and Restarting the MP9000 Software

If in the event the software appears to be frozen for a long time, switch the power off on the computer, wait five seconds, and switch the computer on again. The system will start up and simply follow the instructions presented to you in the start up procedure. If the software does not start up automatically follow this set of keystrokes:

- Press the **'Ctrl'** key and with it still pressed, press the **'Esc'** key.
- Press the up arrow key twice.
- Type in the following and press 'Enter' (↵)
- C:\progra~1\wayne\MP9000\MP9000.exe

Once the software has started it would have automatically recovered from the fault that caused it to freeze up.

Putting the pumps on Stand-Alone

If in the event the rebooting of the computer and the restarting of the software fails to alleviate the problem or if the pumps become off line (See Pump Status), then the fault needs to be analyzed by a qualified service technician. In this case it is important to put all the pumps on the forecourt to stand alone, so that fuel can still be pumped.

Always follow the basic procedure:

- Although the MP9000 system will indicate all litres pumped on stand alone, it is always good practice to take either mechanical or electronic readings on the pumps themselves before switching them on to stand-alone. Once the problem is rectified on the system then the readings must be taken again so as to ensure an accurate indication of what was pumped when the system was off-line.

- Switch of the power to the unit that the pumps are connected to. (Pump Interface)

- Please try and find out what make and model pump you have so that the following sections are easier to follow. Here is a description of how to put each of the following types of pumps on stand-alone.

Wayne Pumps (All)

Open the door on the side of the pump (Key 00019) and place the **'AUTO/MANUAL'** switch to the **'MANUAL'** position.

Do this for all the pumps that are required to fuel.

Next Switch the power off to all the pumps, wait 5 seconds and switch the power to the pumps back on.

Wait 5 to 10 seconds and those pumps switched to the **'MANUAL POSITION',** will be able to fuel.

Gilbarco/A.G. Walker

Each pump has a door, which lies between the displays of the two products. Open this door (Key 00064) and place the rotary switch in the 'Stand-Alone' position.

Tokheim

Model 91, 262 and 94

Place the programming key in the key-slot under the head of the pump. Turn on and then off repeatedly until the display shows 81818181. Press the button next to the key slot so that the display shows 8_8_8_8_8. Turn and remove the key.

Model 87

Place the programming key in the key-slot on the side of the pump. Turn the key on and off repeatedly until the unit price (Price) display shows **'SHFE'.** Lift the nozzle. The display will show the following:

Money Display 0 0 0 0——This digit will be flashing

Volume Display CODE

Turn the key on and keep it on. The flashing digit will jump to the left. As soon as the left – most digit starts flashing turn the key off and then back on again. The pump's identification number will be displayed. This identification number must be set to **00**. To change a value of the digits turn the key rapidly on and off. To select which digit is to be set to 0, turn the key on and keep it on.

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