

Date: July 19, 2006
Phone (03) 9532 2733
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E-mail Support@possolutions.com.au

Dear POS Solutions User,

Thank you for participating in this round of seminars aimed at improving your use of the POS Solutions DOS software. To show our appreciation, we have included this information pack, which might help you accomplish some of the items covered in the seminars. There is also some other information, which you may find useful.

As discussed in the seminar, if you would like some help in establishing a local POS Solutions Users' Group, please get in contact with us and we will endeavor to assist wherever possible.

Again, we thank you for your participation, and willingness to improve your knowledge of POS Solutions software and we look forward to seeing you next time!

Kind Regards,

POS Solutions NSW

FACT SHEET

Date: July 28, 2006

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Number of pages - 1

TOPIC: Back up Media

Backing up your system is essential. It must be done at the end of EVERY trading day. An entire system can be resurrected in the space of a couple of hours if a successful backup was completed the day before. We have plenty of tragic stories of fires, floods and burglary of complete computer systems. A 'fireproof safe' is not a guarantee as disks can melt or be damaged by smoke or water. Therefore back up disks should be taken from the business premises. Back ups take gradually longer over time as you build up more data history. This often tempts people to neglect the back up procedure. Do not risk the chance that it 'won't happen to me'. A successful back up is your peace of mind.

CHOOSING A MEDIA

- 1) A ZIP disk is still the most common back up media for POS DOS users. You can purchase a 100MB, 250MB and even a 750MB. You need a compatible size ZIP drive to receive each type. It is becoming more difficult to purchase replacement disks due to a lack of demand.
- 2) CD or DVD 'Writable Burner' drive. Most common method for backing up in the wider IT community. Often used with software programs like Nero. These software programs are not POS supported and users must learn how to operate them independently.
- 3) USB Flash stick/device is quickly becoming the new standard for data storage. Useful because they are allocated a drive letter in a similar way to ZIP drives. Therefore they can be used from the 'ABC' menu. The disadvantage is that as a new technology most users will need to install Windows drivers for their operating system to recognize the USB device. Windows 98 needs drivers where Windows 2000 and Windows XP Pro does not.
- 4) Tape drives have been available for many years. Ideal for large portions of data. Like CD 'Burners', they also require an external software program to operate and are not allocated a drive letter. They tend to wear out after an intermediate period.
- 5) Floppy disks. This back up method is obsolete despite years of faithful service. They can only store tiny amounts of data on each. It often requires dozens of disks to back up and tends to be the most unreliable method. They also wear out quickly. Upgrade NOW.

** We recommend wherever possible that you stick with the back up media originally installed with your POS system; as this is how your software will have been configured.

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TOPIC: Anti-Virus and Anti-Spam Software

When using POS DOS, some anti-virus programs can affect network performance. The main programs that offend are those that contain a 'personal firewall' or something similar. These programs can block legitimate network traffic, which can cause POS to become unresponsive or not load in the first place.

Having said that, many of these programs allow enough flexibility to configure their firewall to allow this traffic, and should not pose a problem to running POS.

The other main issue is that anti-virus software likes to check all incoming traffic for viruses, which can slow an application like POS down, especially on a slave machine where all the POS information is received from the master pc. Again, many programs allow for this option to be turned off or limited for 'local' network traffic.

By far the most important features of an anti-virus solution are the ability to screen incoming and outgoing emails, and to screen downloaded programs and web pages. One of the best for this is AVG Anti-Virus (<http://www.grisoft.com>). There is a free version available for private home use as well as a trial version for non-private use. You can try it, and if you like it, then purchase it either from their web site, or through POS Solutions

As well as viruses, Spam is another annoyance that is becoming more and more common. Spam can take many forms, in bulk emails, pop-ups in Internet Explorer and even applications that install themselves onto your computer. In addition to slowing down your computer, there is a very real threat that some sensitive information can be vulnerable to these forms of attack. For example, there are programs that install themselves, and record the keys you press on the keyboard. It isn't hard to find credit card numbers, internet banking details, and so on in this fashion.

Luckily, there is software freely available to help prevent this threat. One of the most popular is Ad Aware SE Personal Edition (<http://www.lavasoftusa.com>). Ad Aware will scan your computer for any threats and remove them. If it is kept up to date by clicking the download button once a week, and regular scans are run, your system will be a lot safer.

As well as having these sort of programs installed, it is also very strongly recommended that you keep Windows up-to-date using the Automatic Updates feature in Windows 98/2000/XP. Microsoft issue 'Security Updates' when a weak-spot is detected in the Windows program. These updates fix these weaknesses, and keep your computer more secure.

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Time: 4:12 PM

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TO: POS User
FROM: POS Solution
REMARKS: Stocktaking by Location

Stocktaking your shop over a long period of time, setting a schedule and a plan will make stocktaking a normal daily function instead of a huge effort. By following the plan below you will be not only achieving full stock control, but in the same time, a perfect stock file, then the ability to stocktake small sections of your shop through-out the following year or years to come.

- Draw a plan of your shop.
- Set shop in to sections.
- All **CARDS** to be counted in one stocktake. (Initiation)
- All **Magazine and Newspapers** to be counted in the one stocktake. (Initiation)
- Draw up a calendar (schedule).

** Best results are obtained if you do not receive stock in the location your counting. It is safe to count while trading but ensure you count shelf stock first, store room second.

Example: CIGS = Cigarettes
MAGS = Magazines and Newspapers
LOLL = Confectionery
CARD = Cards and Wrap
DRIN = Drink fridge
SUND = Phone Cards/Bus Tickets/Scratchies/Stamps
TOYS = Toys

Stationary should be set in to easy to count sections, between 10 to 20. These could be marked as BAYA, BAYB, BAYC etc.....

**** The very first time you stocktake your shop, I suggest you ZERO out every stock item in your shop. To do this, from Main Menu, 15 – Stock System, 32 – Bulk Update, 10 – Set Qty to Zero, Items = A for All, Creditors leave “_____” BLANK so it does all every item in your shop.

1. Move all departments to location XXXX. (See below for details)
2. Move departments Magazine and Newspapers to location MAGS.
3. STOCKTAKE shop to your plan.
4. Initiate by the location you are about to do.
5. Commence stocktake by “Location”.
6. Do you wish to move all items counted to a new location? YES.

- Count the section you have set. You initiate on one machine and you can then count with each terminal in your network.

7. When section complete, finalise stocktake
- Zero Quantities for items not scanned = YES
 - Store Quantities for future reference = YES
 - Only look at items in area “_____” = ***You must set the location you have just done.***

Now repeat steps 4, 5, 6 and 7.

To move items to a location as in steps 1 and 2.

Main Menu 15, – Stock System, 32 – Bulk Update, 9 – Change Department, Family & Class.

Step 1. Current Fields are left blank. New Fields have location set to XXXX

Step 2. Current Fields have Department set to M for Magazines. New Fields have location set to MAGS. Repeat Step 2 for your Newspaper Department.

When you have completed stocktaking your shop, any item left in “Location XXXX” can now be deleted, either by a bulk update or manually.

Main Menu 15, – Stock System, 32 – Bulk Update, 13 – Leave or Clear out Stock. Leave the defaults as they appear, ONLY ADD LOCATION XXXX.

This must be done on a MONDAY NIGHT, after taking a BACKUP.

Re-index your system and if we find we have a problem the next morning we have a clean backup to restore too, without having to re-input the morning supplies.

** If you are unsure about any of the steps above and not confident with what you are doing, we strongly suggest you back up your system before doing any of the steps. Before you FINALISE a stocktake would be a good time as this can ruin previously counted products.

** Do not re-initiate a stocktake before finalising the previous one and you may take more than one day to count a section (Location) Counting Magazines, make sure all return forms are updated before you initiate, then there is no need to count the return boxes. Starting Magazines on Monday afternoon and finishing then on Tuesday night is ideal as long as you do not receive stock in this area during stocktake process. Remember to count your “Putaway Draws” but only the cash putaways not the account ones.

Be patient and do not set unrealistic goals when setting your time-table.

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REMARKS: AUTOMATIC ORDERS USING MIN / MAX.

First, there are a few procedures to using automatic ordering:

- 1. Making sure the computer knows which ordering method to use:**
 - **Minimum & Maximum**
 - **Focus (average of sales history)**
- 2. Making sure all stock quantities on hand are correct to produce an accurate order. You may want to open an account for shop usage and/or a shrinkage account for damaged stock, these accounts will keep your stock accurate.**
- 3. When using the ordering method Min & Max, each stock item must be set with Min & Max order figures so the stock item will order when the stock reaches its minimum level on hand. (When setting these quantity perimeters**

always be aware of outer and pack quantities that these stock items are supplied to you in from your wholesaler).

4. The above procedures are outlined for you in the following user sheets to help you prepare the system to do automatic orders.

Note: When ordering when using Focus, you can order one (1) item using Min&Max.

Setting the computer to use a certain ordering method:

Before we proceed to do automatic orders from the POS System, we have to make sure the system knows which method of ordering to use.

Minimum & Maximum = Preset quantities for stock items

Focus = System looks at the stock item's sales history and uses this history to estimate stock levels for ordering therefore it is important that a regular end of week must be performed.

To set the ordering method:

1. Main Menu
2. O = Options
3. #9 – Stock
4. On the right hand side of the screen set order method (M= Min&Max or F= Focus).
5. Page Down = Y
6. This will tell all stock items to order using this designated method.

To set ordering method for a particular department, family, class etc...

Follow the steps to set certain departments, family and/or class to an ordering method that you would prefer to use.

1. Main Menu
2. #15 Stock System
3. #32 Bulk Update section
4. #22 Set ordering method for stock

It is here that you can input the information so that the stock knows which ordering method to use.

Order method = M – Min & Max

F – Focus

Page Down = Y for Yes.

When using Min & Max method, each stock item must be set with ordering perimeters.

To do this we must find out the average sale of each stock item:

1. Main Menu
2. #15 Stock System
3. #20 Automatic Order Section
4. #1 Stock Item
5. Scan item
6. Set min & max quantities

eg. Winfield Blue cigarettes (carton of 8)

Average sale 9 packets a week

Minimum = 10

Maximum = 12

This means you will always have 10 packets on the shelf at all times and once the level reaches a minimum of 10 it will order 1 carton of 8 to give you a maximum level of 18 packets on the shelf.

These levels can be changed at any time...

Continue setting min & max levels for every stock item.

The alternative way to check the average sale of an item is:

1. Main Menu
2. #15 Stock System
3. #4 History

4. Scan the item (this will show you the average sales for this particular stock item.) Firstly you will see a blue screen, this is the stock monthly summary for this year to date and a last year.

Press enter, this will now give you a weekly breakdown for the sales of this stock item. Work out the average sale for this stock item.

Now the average sales figure for this item has been established we must set the min & max figure for this stock item.

Producing an automatic order:

1. Main Menu
2. #15 Stock System
3. #20 Automatic Order Section
4. #13 Automatic Orders
5. Enter in information for order:
 - Supplier _____
 - Send by modem = N (used only for GNS orders)
 - Pick up or Deliver = P/D (used only for GNS orders)
 - Use Qty on hand = All item/ only if positive/ none = A
 - Print in suppliers location order = Y/N
 - Show current retail price on list = Y/N
 - Your order reference eg. name or date of order
 - Restrict to a department ____ Family____ Class____
 - Period of order (in weeks) = 1 ?
 - Let stock Qty go to zero = Y
 - Restrict to an area – blank
 - Use history from = leave this blank when using min/max.
 - Details Correct = Y or P to print (this will view to the screen first).

Your automatic order is now ready to either edit or fax to your wholesale supplier.

How to edit an automatic order:

1. Main Menu
2. #15 Stock System
3. # 20 Automatic Order Section
4. #14 Edit Orders

Bring your order to the edit screen, the prompts at the bottom of this screen will help to edit your order. If some items appear to have large, abnormal quantities you will have to check the pack quantities using F5 price calculator in this screen.

After editing the order you may wish to reprint again, you can do this by using Print Orders.

When the new stock arrives, still check it off to the invoice. You may have to edit the order again to make any changes to adjust out of stocks, pack quantity changes or tax rates.

Once you have edited the order and the figure matches the stock invoice from the wholesaler we must update this order into the system.

How to update an automatic order:

1. #20 Automatic order section
2. #16 Updating Orders
3. Enter supplier
4. Choose correct order by reference
5. Press enter **once**.
6. The system will then ask you if you wish to convert this order into an invoice = Y for yes (Warning if N for No is pressed here the invoice is lost!)
7. The order has now been updated into the system automatically.

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Number of pages
including cover sheet: 1

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TO: POS USER

FROM: POS SOLUTIONS

REMARKS: HOW TO MANUALLY ADJUST STOCK QUANTITIES ON HAND.

1. Main Menu
2. #15 Stock System
3. #20 Automatic Order Section
4. #1 Stock Item

5. Scan item
6. Change current quantity to the correct figure
7. Page down
8. Details correct = Y

***This is quick and easy way to adjust stock levels to their correct quantities without doing a full shop stocktake, however it is advisable to only let management use this facility ***

Regards,

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Merging Stock in the Pos Solutions Newsagency System

This section will allow you to merge stock items in to one and keep the stock items history and details, we recommend that all Magazine stock items are merged to create one unique stock item for each magazine.

From the main menu:

#15 Stock system

#31 Duplicate stock section

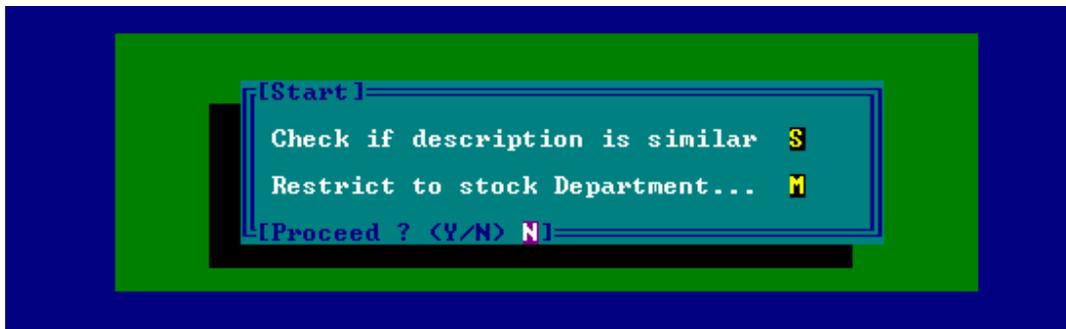
#1 Start (on this screen select 'Y' to start the process.)

#2 Automatic Calculation

Screen *example 1j* appears you need to set the 2 options Check if the description is similar, answer 'S' for similar. Restrict to Stock Department: Set this to the department you are wishing to merge. We recommend that for practical reasons you only merge one stock department at a time. Then press page down and select details correct 'Y'.

This will then create a report that will list all the duplicate stock items, which have same barcode\supplier code or have a similar description in the title. You will need to print this report as it will be used in the steps outlined below.

Example 1j



The report printed will display 2 stock items together and at the left hand side corner of each double has a line number which relates to those 2 items.

It is advisable to go through the report and highlight each double that you do **NOT** wish to merge. Keep in mind that the bottom item of the double will merge into the top item keeping all the top item's details such as price, supplier code, etc.

MAINTENANCE IS THE MOST IMPORTANT STEP IN MERGING DUPLICATE STOCK ITEMS. ALWAYS MAKE SURE YOU GO THROUGH THIS STEP CAREFULLY.

#4 Maintenance

Press 'D' for delete and insert the line number which refers to the double you wish to remove from the merging list. Delete the items that you do not wish to merge that you have highlighted in the report. All the items that you haven't removed via deleting will be merged.

WE STRONGLY SUGGEST THAT YOU MAKE A BACKUP AND RUN THE MERGE ON THE MASTER COMPUTER WHEN YOUR STORE IS CLOSED.

#6 Merge

On this screen answer 'Y'

This will merge all the doubles together, keeping both items history and placing it on the top item.

After the Merge is completed you will be required to complete a full re-index .
#Note If you have more than 2 copies of a particular item then this procedure will need to be repeated.

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PLEASE NOTE:

This update could take up to 1 hour or more to complete (depending on system speed).

All other computer(s) must be switched off or not running the POS system at all (EG. You can use them to run other windows programs while you wait). Follow these steps on your Master machine only.

We suggest that an update is not performed on a Friday, Saturday or Sunday. This is due to availability of support staff on weekends in the unlikely chance you experience problems.

You can use CAPITALS or lower-case letters to type your instructions.

Note what version your POS software is before commencing your new update installation, just in case our support team ask. This is located in the top left corner of your screen when you are in the Main Menu. It appears as a name and the number of days since your last update. EG: vergo3mf / 234

If something appears to go wrong with the version installation, please attempt to go through these instructions again from the beginning. Then write down the details of the error before contacting our support team at POS.

TO INSTALL THIS VERSION PLEASE DO THE FOLLOWING

Take a normal backup on your Master/main computer as usual.

After the backup is complete go to the ABC menu, press F10 to exit to DOS. (This is a black screen with white text).

Insert the disk labelled 1 into the floppy disk drive. Or if using ZIP disks, insert the ZIP disk in the ZIP drive. Note: If using ZIP disks - both file1 & file2 should be on the same ZIP disk.

IF THE UPDATE IS ON FLOPPY DISK TYPE:

A:\INSTALL (and press enter)

IF THE UPDATE IS ON ZIP DISK:

D:\INSTALL (and press enter).

Note: The ZIP drive letter may be different to D. It may be E or F. If you type D:\INSTALL and the installation does not commence, try E:\INSTALL or F:\INSTALL (and press enter).

Please follow the on-screen instructions from this point. You MAY be prompted to proceed with 'Y' on several occasions during the installation.

Choose Y to backup existing program files if prompted on screen.

When using the floppy disk method to update, the screen will also prompt you for each disk.

If you have an older DOS system, you will need to shut down your computer using normal methods upon completion of the installation program. IE. Switch it off!

If you have a Windows system (more likely), you will need to return to the desktop by typing:

EXIT (and press enter).

TO COMPLETE THE INSTALLATION OF YOUR NEW VERSION

At the completion of the installation program, you need to restart the POS Solutions software as normal. IE. Double-clicking on the POS icon or restarting the computer.

The first time you enter the POS System after an update, a red screen MAY appear (this is to update your data to the new format). Press P to proceed. Your data files will then be updated to the new version. Do not be concerned if this red screen does not appear.

If you have successfully installed your new update, the software version number will be different to the one you noted at the beginning of the installation. Again, you check this by locating this information in the top left corner of your screen when you are in the Main Menu.

Finally, enter the POS System and do a full Reindex of data files as normal. If you are unaware as to how to complete this step, check below:

MAIN MENU - #3 UPDATING SYSTEM SECTION - #12 REINDEX DATA FILES

Type 'A' for all indexes to be rebuilt (and press enter).

Once the re-index has finished, we recommend you view some accounts and stock items to test that everything seems to be working correctly. You may now use your other machines too.

Note: Reindexing is important for your system. We recommend that you do this at least once a week after your backups to keep your data running in prime condition. As with an update or backup make sure your other machines are not running POS.

Congratulations! Your new POS update is now complete!

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This must be done on a MONDAY NIGHT, after taking a BACKUP.

Re-index your system and if we find we have a problem the next morning we have a clean backup to restore too, without having to re-input the morning supplies.

** If you are unsure about any of the steps above and not confident with what you are doing, we strongly suggest you back up your system before doing any of the steps. Before you FINALISE a stocktake would be a good time as this can ruin previously counted products.

** Do not re-initiate a stocktake before finalising the previous one and you may take more than one day to count a section (Location) Counting Magazines, make sure all return forms are updated before you initiate, then there is no need to count the return boxes. Starting Magazines on Monday afternoon and finishing then on Tuesday night is ideal as long as you do not receive stock in this area during stocktake process. Remember to count your “Putaway Draws” but only the cash putaways not the account ones.

Be patient and do not set unrealistic goals when setting your time-table.

FACT SHEET

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TO: POS USER

FROM: POS SOLUTIONS

REMARKS: AUTOMATIC ORDERS USING MIN / MAX.

First, there are a few procedures to using automatic ordering:

1. Making sure the computer knows which ordering method to use:
 - Minimum & Maximum
 - Focus (average of sales history)
2. Making sure all stock quantities on hand are correct to produce an accurate order. You may want to open an account for shop usage and/or a shrinkage account for damaged stock, these accounts will keep your stock accurate.
3. When using the ordering method Min & Max, each stock item must be set with Min & Max order figures so the stock item will order when the stock reaches its minimum level on hand. (When setting these quantity perimeters

always be aware of outer and pack quantities that these stock items are supplied to you in from your wholesaler).

4. The above procedures are outlined for you in the following user sheets to help you prepare the system to do automatic orders.

Note: When ordering when using Focus, you can order one (1) item using Min&Max.

Setting the computer to use a certain ordering method:

Before we proceed to do automatic orders from the POS System, we have to make sure the system knows which method of ordering to use.

Minimum & Maximum = Preset quantities for stock items

Focus = System looks at the stock item's sales history and uses this history to estimate stock levels for ordering therefore it is important that a regular end of week must be performed.

To set the ordering method:

1. Main Menu
2. O = Options
3. #9 – Stock
4. On the right hand side of the screen set order method (M= Min&Max or F= Focus).
5. Page Down = Y
6. This will tell all stock items to order using this designated method.

To set ordering method for a particular department, family, class etc...

Follow the steps to set certain departments, family and/or class to an ordering method that you would prefer to use.

1. Main Menu
2. #15 Stock System
3. #32 Bulk Update section
4. #22 Set ordering method for stock

It is here that you can input the information so that the stock knows which ordering method to use.

Order method = M – Min & Max

F – Focus

Page Down = Y for Yes.

When using Min & Max method, each stock item must be set with ordering perimeters.

To do this we must find out the average sale of each stock item:

1. Main Menu
2. #15 Stock System
3. #20 Automatic Order Section
4. #1 Stock Item
5. Scan item
6. Set min & max quantities

eg. Winfield Blue cigarettes (carton of 8)

Average sale 9 packets a week

Minimum = 10

Maximum = 12

This means you will always have 10 packets on the shelf at all times and once the level reaches a minimum of 10 it will order 1 carton of 8 to give you a maximum level of 18 packets on the shelf.

These levels can be changed at any time...

Continue setting min & max levels for every stock item.

The alternative way to check the average sale of an item is:

1. Main Menu
2. #15 Stock System
3. #4 History

4. Scan the item (this will show you the average sales for this particular stock item.) Firstly you will see a blue screen, this is the stock monthly summary for this year to date and a last year.

Press enter, this will now give you a weekly breakdown for the sales of this stock item. Work out the average sale for this stock item.

Now the average sales figure for this item has been established we must set the min & max figure for this stock item.

Producing an automatic order:

1. Main Menu
2. #15 Stock System
3. #20 Automatic Order Section
4. #13 Automatic Orders
5. Enter in information for order:
 - Supplier _____
 - Send by modem = N (used only for GNS orders)
 - Pick up or Deliver = P/D (used only for GNS orders)
 - Use Qty on hand = All item/ only if positive/ none = A
 - Print in suppliers location order = Y/N
 - Show current retail price on list = Y/N
 - Your order reference eg. name or date of order
 - Restrict to a department ____ Family____ Class____
 - Period of order (in weeks) = 1 ?
 - Let stock Qty go to zero = Y
 - Restrict to an area – blank
 - Use history from = leave this blank when using min/max.
 - Details Correct = Y or P to print (this will view to the screen first).

Your automatic order is now ready to either edit or fax to your wholesale supplier.

How to edit an automatic order:

1. Main Menu
2. #15 Stock System
3. # 20 Automatic Order Section
4. #14 Edit Orders

Bring your order to the edit screen, the prompts at the bottom of this screen will help to edit your order. If some items appear to have large, abnormal quantities you will have to check the pack quantities using F5 price calculator in this screen.

After editing the order you may wish to reprint again, you can do this by using Print Orders.

When the new stock arrives, still check it off to the invoice. You may have to edit the order again to make any changes to adjust out of stocks, pack quantity changes or tax rates.

Once you have edited the order and the figure matches the stock invoice from the wholesaler we must update this order into the system.

How to update an automatic order:

1. #20 Automatic order section
2. #16 Updating Orders
3. Enter supplier
4. Choose correct order by reference
5. Press enter **once**.
6. The system will then ask you if you wish to convert this order into an invoice = Y for yes (Warning if N for No is pressed here the invoice is lost!)
7. The order has now been updated into the system automatically.

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TO: POS USER

FROM: POS SOLUTIONS

REMARKS: HOW TO MANUALLY ADJUST STOCK QUANTITIES ON HAND.

1. Main Menu
2. #15 Stock System
3. #20 Automatic Order Section
4. #1 Stock Item

5. Scan item
6. Change current quantity to the correct figure
7. Page down
8. Details correct = Y

***This is quick and easy way to adjust stock levels to their correct quantities without doing a full shop stocktake, however it is advisable to only let management use this facility ***

Regards,

POS SOLUTIONS.

POS Solutions Australia

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Merging Stock in the Pos Solutions Newsagency System

This section will allow you to merge stock items in to one and keep the stock items history and details, we recommend that all Magazine stock items are merged to create one unique stock item for each magazine.

From the main menu:

#15 Stock system

#31 Duplicate stock section

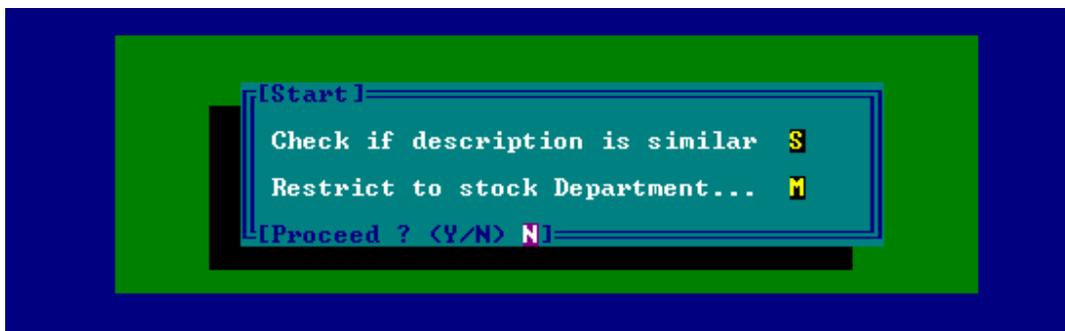
#1 Start (on this screen select 'Y' to start the process.)

#2 Automatic Calculation

Screen *example 1j* appears you need to set the 2 options Check if the description is similar, answer 'S' for similar. Restrict to Stock Department: Set this to the department you are wishing to merge. We recommend that for practical reasons you only merge one stock department at a time. Then press page down and select details correct 'Y'.

This will then create a report that will list all the duplicate stock items, which have same barcode\supplier code or have a similar description in the title. You will need to print this report as it will be used in the steps outlined below.

Example 1j



The report printed will display 2 stock items together and at the left hand side corner of each double has a line number which relates to those 2 items.

It is advisable to go through the report and highlight each double that you do **NOT** wish to merge. Keep in mind that the bottom item of the double will merge into the top item keeping all the top item's details such as price, supplier code, etc.

MAINTENANCE IS THE MOST IMPORTANT STEP IN MERGING DUPLICATE STOCK ITEMS. ALWAYS MAKE SURE YOU GO THROUGH THIS STEP CAREFULLY.

#4 Maintenance

Press 'D' for delete and insert the line number which refers to the double you wish to remove from the merging list. Delete the items that you do not wish to merge that you have highlighted in the report. All the items that you haven't removed via deleting will be merged.

WE STRONGLY SUGGEST THAT YOU MAKE A BACKUP AND RUN THE MERGE ON THE MASTER COMPUTER WHEN YOUR STORE IS CLOSED.

#6 Merge

On this screen answer 'Y'

This will merge all the doubles together, keeping both items history and placing it on the top item.

After the Merge is completed you will be required to complete a full re-index .
#Note If you have more than 2 copies of a particular item then this procedure will need to be repeated.

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PLEASE NOTE:

This update could take up to 1 hour or more to complete (depending on system speed).

All other computer(s) must be switched off or not running the POS system at all (EG. You can use them to run other windows programs while you wait). Follow these steps on your Master machine only.

We suggest that an update is not performed on a Friday, Saturday or Sunday. This is due to availability of support staff on weekends in the unlikely chance you experience problems.

You can use CAPITALS or lower-case letters to type your instructions.

Note what version your POS software is before commencing your new update installation, just in case our support team ask. This is located in the top left corner of your screen when you are in the Main Menu. It appears as a name and the number of days since your last update. EG: vergo3mf / 234

If something appears to go wrong with the version installation, please attempt to go through these instructions again from the beginning. Then write down the details of the error before contacting our support team at POS.

TO INSTALL THIS VERSION PLEASE DO THE FOLLOWING

Take a normal backup on your Master/main computer as usual.

After the backup is complete go to the ABC menu, press F10 to exit to DOS. (This is a black screen with white text).

Insert the disk labelled 1 into the floppy disk drive. Or if using ZIP disks, insert the ZIP disk in the ZIP drive. Note: If using ZIP disks - both file1 & file2 should be on the same ZIP disk.

IF THE UPDATE IS ON FLOPPY DISK TYPE:

A:\INSTALL (and press enter)

IF THE UPDATE IS ON ZIP DISK:

D:\INSTALL (and press enter).

Note: The ZIP drive letter may be different to D. It may be E or F. If you type D:\INSTALL and the installation does not commence, try E:\INSTALL or F:\INSTALL (and press enter).

Please follow the on-screen instructions from this point. You MAY be prompted to proceed with 'Y' on several occasions during the installation.

Choose Y to backup existing program files if prompted on screen.

When using the floppy disk method to update, the screen will also prompt you for each disk.

If you have an older DOS system, you will need to shut down your computer using normal methods upon completion of the installation program. IE. Switch it off!

If you have a Windows system (more likely), you will need to return to the desktop by typing:

EXIT (and press enter).

TO COMPLETE THE INSTALLATION OF YOUR NEW VERSION

At the completion of the installation program, you need to restart the POS Solutions software as normal. IE. Double-clicking on the POS icon or restarting the computer.

The first time you enter the POS System after an update, a red screen MAY appear (this is to update your data to the new format). Press P to proceed. Your data files will then be updated to the new version. Do not be concerned if this red screen does not appear.

If you have successfully installed your new update, the software version number will be different to the one you noted at the beginning of the installation. Again, you check this by locating this information in the top left corner of your screen when you are in the Main Menu.

Finally, enter the POS System and do a full Reindex of data files as normal. If you are unaware as to how to complete this step, check below:

MAIN MENU - #3 UPDATING SYSTEM SECTION - #12 REINDEX DATA FILES

Type 'A' for all indexes to be rebuilt (and press enter).

Once the re-index has finished, we recommend you view some accounts and stock items to test that everything seems to be working correctly. You may now use your other machines too.

Note: Reindexing is important for your system. We recommend that you do this at least once a week after your backups to keep your data running in prime condition. As with an update or backup make sure your other machines are not running POS.

Congratulations! Your new POS update is now complete!