SPOT®

Version 6 Supplement

to

Version 5 Reference Manual

DCN–v6sup52–111398

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SPOT

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Contents

Intelligent Cash Drawer
USE: *automatically actuated under SPOT control*
SIZE: *4.5"H x 15.5"L x 19"W*
SECURITY: *shared or individual access with audit trail*
MOUNTING: *bolts under counter, rubber feet included*
FEATURES: *replaceable trays, locking covers, front slot*

Thermal Invoice Printer (high speed)
USE: *invoices, quicks, pick lists, pickup receipts, credit card receipt*
SIZE: *6"H x 7.5"L x 6"W*
SPEED: *very fast—28 inches of paper per second*
PAPER: *Westgate—low-curl, thermally stable, roll paper*
FEATURES: *internal cutter—low waste, no printer ribbon*

Dot Matrix Roll Tag Printer
USE: *drycleaning and laundry tags*
SIZE: *6"H x 10"L x 6.5"W*
SPEED: *200 characters per second*
PAPER: *Westgate—permafiber roll stock, 10 colors*
FEATURES: *internal cutter—low waste, cut to size tags*

Dot Matrix Continuous Printer
USE: *reports, statements, invoices, tags, heat seal labels*
SIZE: *6"H x 15"L x 17"W*
SPEED: *400 characters per second*
PAPER: *Westgate—invoices, statements, permafiber tags, hsl*
FEATURES: *multipurpose—invoices, statements, reports*

Thermal Transfer Heat Seal Label Printer
USE: *barcoded permanent garment labels for automated tracking*
SIZE: *6"H x 10"L x 8.5"W*
SPEED: *2 half-inch labels per second*
LABELS: *Westgate—label stock and transfer ribbon*
FEATURES: *thermal transfer—80 cleaning clycles per label*

Laser Barcode Reader
USE: *physical inventory, order/customer identification, VIP bags*
SIZE: *2"H x 8"L x 3"W (does not include 8" high stand)*
EXTENSION: *14' - 50' depending on reader model*
ALTERNATES: *pistol grip, portable RF, portable download*
FEATURES: *8" flexible stand, autodetect, low-cost*

Magnetic Credit Card Reader
USE: *credit card entry for order pickup transaction validation*
SIZE: *1"H x 4"L x 1.5"W*
SWIPE: *credit card swipe motion applied manually*
MOUNTING: *sticky tape, screws*
FEATURES: *small, low-cost, mounts to any convenient surface*

Introduction

This Version 6 supplement should be placed in your Version 5 SPOT Reference Manual.

Version Notation

Each new feature or enhancement discussed in this supplement contains a version release number in which the change occurred. All Version 5 changes are incorporated into the Version 6 release. The example below illustrates the release number format.

{5.24}

QuicKey Notation

All system menus within SPOT referred to in this guide use the QuicKey selection notation. QuicKeys are displayed as yellow letters within each menu choice. As an example, consider the following notations:

[M/S/P/3:06] or [M] or [M/S]

Each QuicKey press selects: **M**anagement Menu; **S**ystem Configuration; **P**rocessing Options; Screen **3**; Option **06**. All notation references assume the Transaction Menu as the starting point.

In most cases, these notations reference a new Configuration option used to modify system operation. In all cases, the original system function exists as the alternate option. The new option choice is described in detail in this document. Changing Configuration options requires one of the following entry operations:

- **Yes/No** - press *Y* or *N*
- **Text** - press ENTER to display selection list
- **Numeric** - enter numeric amount

Advanced Features

Several new features, such as Advanced Tagging and Hotel Manager, are too complex to include a detailed discussion in this supplement. Contact Westgate Software for setup and use.

Screen Changes

Some of the more important screen and window changes affected by the Version 6 update are shown at the end of this supplement.

Accounts Receivable

Charge Account Export

The ability to export invoices posted to the A/R module by date range is now possible. This feature allows central remote billing through a third-party accounting package with data import capability. {5.04}

A new configuration option allows for the selection of *Internal* or *External* A/R billing. NOTE: If not using central remote billing, this option <u>must</u> be set to *Internal*. [M/S/P/3:11]

The Xport Data function of the Management Menu contains a new choice called Account. If running in the *External* mode, all billing information required for central consolidation is exported to a file for transport to the central facility. This mechanism provides centralization without the necessity for on-line, real-time connection to remote sites.

In the *External* mode, charge account information normally found in the F2 window of the Customer Information window is not updated as it is in the *Internal* mode to avoid confusion. In addition, once account data has been exported, all receivable functions become the responsibility of the central A/R system. It is not possible in this mode to provide customer A/R information from the remote site computer, other than accounts orders posted.

New Statement Layout

A statement layout file is available to support the new *Westgate Forms* single page statement format. This new layout is included in the RP directory as BILLINFO.ST3, with a barcoded Customer ID number as BILLINFO.BC3. To use this new format, contact Westgate Software for setup assistance. {5.14}

Account Customer Indicator

The system now places an asterisk (*****) in the *visual invoice* immediately to the left of the selected customer name field as an identifying mark for charge account customers. {5.15}

The asterisk (*****) mark can be disabled under configuration control of a new option called *Mark Account Customers*. *Yes* displays the mark, while *No* prevents it from display. NOTE: The referenced configuration option replaced the *One Department Per Invoice* option, which was relocated to the Department Definition window. {5.24} [M/S/P/1:23]

Account Overdue Indicator

If a charge account customer has payments that are past due, an exclamation mark (!) is placed in the *visual invoice* immediately to the left of the selected customer name. This mark replaces the account customer indicator (*) for overdue account customers only. This feature is enabled by selecting *Yes*, or disabled by selecting *No*. {5.53} [M/S/P/3:02]

Cash Credit Application

An option, called *Apply Credits to Accounts*, allows any existing customer *cash credit* amount to appear as a charge account *Direct Adjusting Entry* on a billing statement. Normally, available cash credits are applied to an invoice automatically during an Order Pickup, an action independent of customer A/R status. *Yes* forces cash credits to apply to a charge account, while *No* allows cash credits to function as normal. {5.20} [M/S/P/4:02]

Each time a cash credit is applied to a charge account statement, an optional description is printed. This is a user definable description with the default entered as *FB/Credit Transfer* (Frequent Buyer credits are a common use for this feature). [M/S/P/4:03]

Invoice List Bypass

An option was added to allow bypassing of the displayed *Invoice List* during the *Apply Payment* function. With this option, after the check number is entered the system applies payments automatically starting with the oldest outstanding invoice. The ability to mark invoices paid is removed. This new option contains the following choices: {5.21} [M/S/P/2:09]

- **Enabled**—list displays with invoices check-marked
- **Disabled**—list displays with no invoices check-marked
- **No List**—list completely bypassed, marking is automatic

Master Billing

Statements using Master/Client charge account billings have been improved as follows: {5.22}

- invoices and payments are grouped together by customer and invoice number
- new statement tokens were added allowing printing of client names for each Master invoice
- no names are printed for non-Master billings

Statement Printing By Customer

A new option, called *Print Statement*, was added to the *Acct/Memo F2* screen of the Customer Information window to prevent statement printing for the selected customer. Selecting *No* disables printing. *Yes* is the default. {5.36}

Configurable Statement Closing Date

The statement closing day-of-the-month can be configured to be the same day each month. This change allows for more consistent month-to-month billing cycles, preventing billing day gaps or overlaps. The selected billing date range, either manual or configured, is also recorded in the activity log. Setting the *Default Billing Day* in the Statement editor to 31 sets the billing end date to the last day of the month, regardless of the number of days in the month. {5.52} [M/S/F/S:21]

View Statement

When reprinting a statement, the system now allows the selected statement to be either displayed to the screen or printed. Note that reprinted information includes data with no displayed separation lines. {5.54} [M/A/R]

Direct A/R Credit Adjustment

From the Edit Customers choice (using a *level 1* password) in the Management Menu, the *Credits* field (F2–Acct/Memo) can now be edited directly. This direct amount adjustment is similar to that provided with *Cash Credits.* {6.09} [M/E]

Statement Credit/Debit Position

Option #11 has been added to the Statement Layout to allow listing of credits separately from debits on billing statements. The default is *No.* {6.11} [M/S/F/S:11]

- **No**—sort by transaction number only
- **Crd**—list credits first on statement
- **Dbt**—list debits first on statement

Payment Entry Field

This field within the *Apply Payments* choice of the Accounts Receivable function has been expanded by one digit allowing entry of amounts up to $999,999.99. {6.12}

Flat Amount Late Fee

A flat amount late fee can be assessed during a statement print, if the late amount exceeds a predefined threshold amount. The following two statement layout configuration choice control this function. {6.12}

- **Late/Service Charge $**—flat late fee amount [M/S/F/S:20]
- **Late/Service Threshold**—late amount required for assessment [M/S/F/S:21]

Advanced Lot Tracking System

A powerful new advanced lot tracking system has been added to the system providing individualized configuration of garment tag printing. Multiple colors can be printed from multiple printers. The existing lot tracking system (found in [M/S/F/T]) remains unchanged and should be used by those not requiring complex automatic tag management features. {5.26} [M/S/T]

Assign Location

Rack Occupied Alert

The ability to optionally eliminate the *rack occupied alert* during the rack assignment process has been added. This option, called the *location reassign warning*, was added for those who place more than one item at a particular conveyor section or link. *Yes* allows the alert to occur, while *No* prevents it. {5.22} [M/S/P/4:06]

Invoice Displayed

The *visual invoice* can be made to display each entered invoice during the *Assign Location* process. This option is called the *Assign Location Order Display*. Due to a possible delay in lookup and display of an invoice, this feature should only be used with fast computer systems. *Yes* allows invoices to display, while *No* prevents display. {5.22} [M/S/P/4:07]

Aborted Price Override

A new option, called *Aborted Price Override*, prevents a rack location assignment if ESC is pressed at a price override window during an *Assign Location*. Prior to this new option, location was always assigned which removed the order from the *Late For Completion* report. This feature includes the following two selection choices: {5.23} [M/S/P/4:10]

- Assign Location
- Don’t Assign Location

New Rack Assignment Format

A new auto-racking function allows a rack number of the format *last name initial + last two digits of the invoice number* to be assigned as the rack number. If selected, this new format is automatic during *Assign Location*. This new format is added to existing formats as described below. {5.42} [M/S/P/1:19]

- **Off**—automatic assignment off, numeric racking only
- **Auto**—rack # is the word *Auto*
- **Phone***—rack # is the last two digits of customer phone
- **Phone**—rack # is the last two digits of customer phone
- **G2-Phone***—rack # is *Group2*+last two phone digits
- **G2-Phone**—rack # is *Group2*+last two phone digits
- **Name***—rack # is the first six characters of last name
- **Name**—rack # is the first six characters of last name
- **Init***—rack # is the first initial of last name only
- **Init**—rack # is the first initial of last name only
- **Init+Inv***—(new, described above)
- **Init+Inv**—(new, described above)

The features listed above with an asterisk (*) indicate that the ENTER key must be pressed to confirm the automatic rack assignment entry.

Forced Location Option

The existing configuration choice, *Require Location for Pickup*, has been modified into separate choices for counter, route, or both. This change allows for selective control over routes and counter. Prior versions treated both equally. The options available are as follows: {5.46} [M/S/P/1:18]

- **No**—does not require rack location assignments before pickup
- **Pickup**—requires rack assignments before counter pickup
- **Route**—requires rack assignment before route pickup
- **Route***—requires rack and promised date expiration before route pickup
- **Both**—requires rack assign for route/counter before route *Log Order Delivery*
- **Both***—requires rack assignment before counter pickup; rack assignment and promised date expiration before route *Log Order Delivery*

Manual Location Assignment

From within the *Assign Location* function, pressing the F4 key invokes a new feature allowing the rack location to be user defined. This assignment stays in effect for each subsequent order number entered. When invoked, the system prompts for entry of an alphanumeric rack number. This feature was added to allow *slick rail* assignment for route delivery trucks (i.e., where the rack assignment could be “driver#1”). {6.11}

Cash Credit Management

A new Management Menu selection choice, called *Modify Cash Credits,* has been added. This choice provides a controlled method of making plus and minus adjusting entries to the customer *cash credit* field of a Customer Information window. For example, if the cash credit field contains $100.00 and an adjustment of +$25.35 is made with this utility, the resulting amount is $125.35. Use the following steps to modify cash credits: {5.22}

- select *Modify Cash Credits*
- perform customer search
- enter *Invoice* number (if configured)
- enter *Reason* for cash credit modification
- enter the amount to *Adjust* (+ or -) the cash credit field

A configuration switch is used to select which field is highlighted upon initial entry to the Cash Credits Field, called *Credit Entry Start Field.* The SPOT system automatically supplies an invoice number for tracking. The following choices are available: {5.55} [M/S/P/4:11]

- Invoice Number - displays invoice number field
- Reason
- Hide Invoice #

Previous versions of SPOT required direct entry to the Cash Credit field which introduced the potential for math errors. To improve security, all transactions are now tracked by invoice number in the Activity Log. The Cash-Out/Adjustments and GL reports provide the ability for listing cash credit transactions.

Use this new feature to automatically handle barter and trade amounts or to give a customer credit for a problem order. During order pickup, any positive amount available in the cash credit field is automatically applied as a credit adjustment for as much as the full order amount.

Clerk Information

Time Clock Report

A new option has been added to the Clerk Information window, called *Salary Flag*. If set to *Yes* the employee is salaried, while *No* indicates an hourly employee. A salaried clerk will not appear in time-clock reports. This feature is used to prevent time clock report printing for store owners who typically don’t clock in/out. In addition, if the system is configured to prompt for clerk clock-in, salaried employees will not be prompted, while non-salaried employees will. {5.18}

Permanent Clerk Deletion

Clerk Information entries can now be permanently removed from the clerk list. Previous versions allowed only inactivation and reactivation to retain historical clerk reference for archived orders. Use the following to perform permanent deletion: {5.19}

- highlight clerk to be deleted and press DEL
- select *Yes* to inactivate selected clerk (check mark appears)
- highlight inactivated clerk and press DEL
- select Reactivate or Delete entry

Convenience Lists

Special Reasons

This definition window has been modified to include the ability to deactivate the automatic date and time adjustment. The Special Reasons list affects choices in the *Special Adjustments* of the *Finished Order Menu* during Detailed Receive. The choices in this list are normally used to automate same-day services where adjustments to both Item amount and promised date occur with a single selection. Item four, called *Use Days/Time*, is the new inserted choice. The default is *Yes,* keeping it consistent with the previous functionality. Previous list choices remain intact. {5.55} [M/L/S]

Discount Groups

A new definition switch forces percentage discounts to override the department *Discounts* definition [M/P/P_D:10] setting. Normally, if the department Discount definition is set to *No*, neither Coupons, Special Adjustments, nor Discount Group will be applied. This option forces any discount to <u>always</u> apply. {6.14} [M/L/D:03]

Coupon

A new definition switch forces percentage coupons to override the department *Discounts* definition [M/P/P_D:10] setting. Normally, if the department Discount definition is set to *No*, neither Coupons, Special Adjustments, nor Discount Group will be applied. This option forces any coupon to <u>always</u> apply. {6.14} [M/L/C:06]

Special Reasons

A new definition switch forces percentage special adjustments to override the department *Discounts* definition [M/P/P_D:10] setting. Normally, if the department Discount definition is set to *No*, neither Coupons, Special Adjustments, nor Discount Group will be applied. This option forces any special adjustment to <u>always</u> apply. {6.14} [M/L/D:03]

Credit Card Handling

A new credit card processing feature is added to provide automatic bank transaction charge validation. This feature requires the addition of a magnetic swipe reader (MSR) and credit card processing software. NOTE: A modem with a baud rate of at least 14.4 Kbaud is required for this feature to function. Modem, MSR, and credit card processing software are available from Westgate Software. {6.05}

Credit Card Validation Use

Each time an order is paid for, either prepaid or at order pickup, selecting the Credit Card tender type forces the credit card validation process to begin. A credit card *Service Bureau* provides validation via modem connection using specialized third-party credit card processing software directly from SPOT. For maximum flexibility, a variety of configurable options are available as described in the next section, titled “Definition of Terms”. {6.05}

Definition of Terms

Definitions below can be mutually interactive and reference various configuration and Customer Information (F6) settings to determine selected use. NOTE: Reference to entering credit card information below assumes either swiping (using magnetic swipe reader (MSR)) or typing the card number and expiration date directly from the keyboard. {6.05}

Interactive

A physical credit card is used to transact payment at the time of each order.

Signature on File (SOF)

A physical credit card is memorized by entering data into the F6 window of the Customer Information window. At the time of transaction payment, this memorized information is recalled and used for payment based on the **Apply** definition below.

Apply

For these definitions to take effect, a valid credit card must be entered into the *Credit Card#* field of the Customer Information window.

- **None**—a clerk will enter credit card amount at the tender prompt, manually enter credit card information or press F6 to use SOF. During prepay or order pickup, this selection gives a choice of either Interactive or SOF mode for payment handling (NOTE: Pressing ESC backs out of the credit card tender type, allowing selection of a cash sale tender type). Use [M/S/P/6:05] option (described below) for floor limit amount selection.

- **POS**—the system automatically enters credit card amount at the tender prompt. The clerk then manually enters credit card information or presses F6 to use *SOF*. During Prepay or Order Pickup, this selection gives a choice of either *Interactive* or *SOF* mode for payment handling (NOTE: Pressing ESC backs out of the credit card tender type, allowing selection of a cash sale tender type). Use [M/S/P/6:05] option (described below) for *Floor Limit* amount selection.
- **Prepay**—the system forces prepayment by credit card in the *Batch Validation* mode only (described below). Floor limits are not active. Accounts Receivable tender type is superceded by this choice. If price overrides are active for a particular item on an invoice, prepayment will not occur until the override has been resolved, usually at the Assign Location step.
- **Pickup**—the system forces payment by credit card in the SOF mode only during Order Pickup and uses the floor limit, defined in option [M/S/P/6:04], for Batch Validation.
- **Account**—the system attempts to pay a customer's charge account balance with a credit card in *Batch Validation* mode only. If the credit card is declined during Batch validation, a credit card declined notice will be printed on the statement with billing payment expected as normal.

Immediate Validation

A credit card transaction is validated (or rejected) immediately via modem by the Service Bureau. An authorization code is returned to the system for history files and receipt printing. Responsibility for stolen or bad credit cards is the liability of the credit card issuer.

Batch Validation

Credit card transactions are validated in a group via modem by the Service Bureau at a time after an order has been picked up. An authorization code is returned to the system for history files and receipt printing. Responsibility for stolen or bad credit cards is the liability of the store. This liability is limited by using *Floor Limits* (described below).

Interactive Floor Limit

Determines the financial risk threshold, on a per transaction basis, a store owner is willing to assume in order to speedup the transaction payment process when using *Batch Validation* mode. Interactive floor limits are defined in [M/S/P/6:05] and work in conjunction with the *Interactive* mode. Both *Immediate* and *Batch Validation* is supported.

SOF Floor Limit

Limits the financial risk threshold, on a per order basis, a store owner is willing to assume in order to speedup the transaction payment process when using *Batch Validation* mode. SOF floor limits are defined in [M/S/P/6:05] and work in conjunction with the *SOF* mode. SOF floor limits determine whether *Immediate* and *Batch Validation* is used.

Configuration

All configuration options for the credit card function have been consolidated in the new Processing Options screen #6. {6.05} [M/S/P/6]

Validation Mode

Added a new option to activate credit card validation with the following options: {6.05} [M/S/P/6:01]

Disabled—credit card validation use not active
Swipe—used for exporting credit card transactions, no validation
ICVerify—automated credit card validation via modem

History Deletion

Added new option allowing for the automatic deletion of credit card validation history after the selected number of months. {6.05} [M/S/P/6:02]

Signature on File

Added a new option defined as “Valid Signature on File” and used as notification by placing a “+” to the left of the customer name in the *visual invoice* and print on an invoice or statement under token control. {6.05} [M/S/P/6:03]

Added an option to the above defined as “Expired Signature on File” used as notification of an expired credit card by placing a “–” to the left of the customer name in the *visual invoice*. {6.12}

Floor Limit (SOF)

Added a new option providing a *floor limit* for *SOF* (credit card data is acquired from information saved in the F6 window of Customer Information) credit card transactions for *SOF* customers. If the credit card total is greater than the floor limit, the transaction is forced to validate immediately (interactive mode). If the credit card total is less than the floor limit, the transaction is allowed and saved for validating at the end of the day (batch mode). A zero amount indicates no floor limit and forces all credit card transactions to be validated at the end of the day (batch mode). {6.05} [M/S/P/6:04]

Floor Limit (Interactive)

Added a new option providing a *floor limit* for *Interactive* (credit card data is acquired from a physical card presented at the time of order pickup) credit card transactions (non-*SOF* customers). In this manual mode, SPOT will always prompt for physical credit card swiping or manual entry of the card number and expiration date. If the credit card total is greater than the floor limit, the transaction is forced to validate immediately (interactive mode). If the credit card total is less than the floor limit, the transaction is allowed and saved for validating at the end of the day (batch mode). A zero amount indicates no floor limit and forces all credit card transactions to be validated at the end of the day (batch mode). Setting the amount equal to $0.01 forces transactions to be immediately validated (interactive mode). {6.05} [M/S/P/6:05]

Minimum Amount

Because credit card verification costs can be higher than a small individual charge amount, this option provides the ability to establish a minimum credit card charge amount. Above the selected amount, credit card charge is possible; below or equal to this amount, a cash sale is required. {6.07} [M/S/P/6:06]

Receipt Format

Two credit card receipt copies are always printed, one labeled “Register Copy”, the other labeled “Customer Copy”. The Customer Copy contains a customer signature line. Two store copy receipt formats are available with this option. {6.07} [M/S/P/6:07]

- **Regular**—same length as the Customer Copy, without a signature line
- **Shortened**—contains no invoice detail on Customer Copy

Phone Number on Receipt

This option prints customer phone number on receipts. {6.07} [M/S/P/6:08]

- **Always**—print on all receipts
- **Never**—do not print on any receipt
- **CC Only**—print only on credit card receipts
- **Non-CC Only**—print only on non-credit card receipts

Expiration on Receipt

Select *Yes* to print the customer credit card expiration date on the receipt; *No*, not to print it. {6.07} [M/S/P/6:09]

Approval on Receipt

Select *Yes* to print the credit card approval code on the receipt; *No*, not to print it. {6.07} [M/S/P/6:10]

Message on Receipt

When the *Signature on File* configuration option [M/S/P/6:03] is set to *Yes*, a message entered in this option prints on the credit card signature line, otherwise the signature line remains blank as normal. {6.07} [M/S/P/6:11]

Default SOF Setting

A predefined default value can be established in the *Apply* choice in the F6 of the Customer Information window as follows: {6.07} [M/S/P/6:12]

- None
- POS
- Prepay
- Pickup

Merchandise Sales

This option determines how the system behaves when the new Merchandise Sales Menu choice is selected from the Transaction Menu. {6.07} [M/S/P/6:13]

- **Disabled**—does not prompt for a customer, assigns to a customer with the name of “<Sale>” always
- **Enabled**—prompts for a customer as it normally does with an order

Receipt Printing

SPOT support receipt printed with all printer types; however, the thermal printer type is the most efficient since it has an internal paper cutter to cut receipts to size and it is recognized as the standard in the retail industry. {6.05}

Valid MSR Read

Added several automatic card number validation checks when credit card is swiped to ensure good read. {6.11}

Customer Information

Locked Fields

The *Sign-Up-Date* and *Last-Visit Date* fields of the Customer Information window are now locked, preventing modification from all parts of the system. Previous versions allowed dates within these fields to be modified. {5.05}

The *Credit Amount* field is now permanently locked against change except as allowed from the new *Modify Cash Credits* function in the Management Menu. {5.22}

License Plate Tracking

The *Customer ID* field and *F6-VIP* sections of the Customer Information window allow a new format used for automobile license plate lookup in addition to the existing barcoded keytag format. This feature was added to help drycleaners with drive-up windows lookup the customer before the auto reaches the window. {5.20}

To use this new format, precede the license plate number by "/" (i.e. "/334JEF" or "/123FD33") when initially entering ID or VIP numbers and during customer lookup. Note that a combination of both Customer ID and license number formats can be mixed in the F6-VIP section.

Customer ID Number

The Customer ID field in the Customer Information window can now be defined to automatically place any letter, A-Z, as the prefix to the actual ID number. Previous versions always used the letter Z as the prefix. When consolidating customer data centrally, this change provides multiple store chains the ability to identify customers by sign-up location (A-Z). It does so by setting each store to a unique letter using the *ID-Code Prefix* setting in Customer Preferences. {5.22} [M/S/C]

Customer ID Format

The Customer ID field can now be changed to accommodate a variety of automatic formats. This change is made in the *Customer Preferences* option of the Configurator. Alternate formats are used for central customer consolidation. NOTE: The number of digits shown below is automatically assigned by the system and is the actual customer number. The prefix=A-Z; store#=9999 maximum; Cust#=2-7 digits. {6.11} [M/S/C]

- **Format 1**—prefix + cust# (5-digits, includes leading zero's)
- **Format 2**—prefix + store# + cust# (7-digits, includes leading zero's)
- **Format 3**—prefix + store# + cust# (7-digits, cust# leading zero's removed)

Customer Label Printing

A new Customer Label layout editor has been added to provide customized printing of labels for VIP bags, postcards, route bags, etc. All printer types are supported, including thermal. {6.14} [M/S/F/C]

Setup

Activation occurs in the Customer Label layout by enabling the feature. [M/S/F/C:01]

Use

Once the feature has been made active, from the customer list window during a customer search, press TAB. Select Customer Label to print. Note that this is the same procedure used to print a customer mail label. These labels can also be printed in batch from any customer report (*note, postcards and mail labels are printed here as well*).

Customer Selection

The customer *auto-select* feature (pressing ENTER with a customer displayed in the *visual invoice* to select that customer) can be disabled for all customer lookups. The following choices are available. {5.21} [M/S/P/4:05]

- **Disabled**—auto re-select is inactive
- **Enabled**—auto re-select is active always
- **Enabled/Clrk**—auto re-select is active only with same clerk

Data Backup

Improved Floppy Support

Data file backups are now accomplished using PKZIP, rather than the MSDOS Backup utility for all newly installed systems. PKZIP not only provides backups over multiple disks, but checks data for errors and compresses backed-up data as much as 80%, which results in fewer backup disks. {5.10}

The data file *restoration* process is accomplished by the PKUNZIP utility, also provided on the installation disk. Due to the somewhat unreliable nature of the standard MSDOS Backup utility, we highly recommend the use of this new PKZIP utility for those who prefer floppy backups.

The floppy disk quantity calculation window has also been removed from the data Backup utility. This window displayed number of disks required to backup system data for 360K, 1.2M & 1.44 floppy disk sizes. The new PKZIP backup makes this window unnecessary. {5.20}

Backup Alert

A new alert indicates that a backup has not been performed for a specified number of days. An alert occurs after the number of days indicated in the configuration option. The default is seven days. Therefore, if a backup has not occurred for seven days, the alert will display at both startup and shutdown. Entering zero (“0”) effectively disables the alert. {5.21} [M/S/P/4:04]

Full & Partial Backups

Both *Full* (SPOT program and data files) and *Partial* (data files only) backups are now supported. The *full* backup is listed in the Utilities Menu as *Weekly*, while *partial* backup is listed as *Daily*. Entering *Yes* in this configuration choice enables both selections to appear in the Utilities Menu. {5.28} [M/S/P/4:16]

ZIP Disk Compression

In certain instances, backup data is too large to fit on a single 100 MByte ZIP disk. To deal with this situation a new configuration switch, called *System Backup Batch Select*, has been added allowing file compression during backups to ZIP disks. With compression active, a single ZIP disk will store more than four times the normal amount of data. Two choices are available, with the non-compressed mode the default. {5.55} [M/S/P/4:17]

- **RPBACKUP.BAT**—non-compressed ZIP backup
- **RPBACK1.BAT**—compressed ZIP backup

The compressed backup mode is not compatible with the *FailSafe Boot Disk* and might require more time for backup completion.

Date & Time Set

The time set function now alerts the user if the time was changed from either AM to PM or PM to AM to avoid incorrect morning or afternoon settings. If time is set in the afternoon to 2:30, for example, the system interprets this as “2:30 am”, a full 12 hours off the actual time. The correct method of setting this time would be to enter “2:30p”. This new alert draws attention to a potentially incorrect setting. {5.34}

The date set function will not allow the month to be changed to a previous month. Because SPOT keeps track of all transaction chronologically, setting the system to a prior month may cause significant synchronization problems. This feature prevents this occurrence. {5.34}

Detailed Receive

Piece Limit Increased

The maximum number of pieces allowed on any invoice has been increased from 900 to 2500. Fire orders typically require large piece counts per invoice. {5.04}

Tag Entry From Comment Field

Tag numbers can now be entered from the *Comment* field during Detailed Receive. This is accomplished by preceding the manually entered tag number with a “/” (i.e., /1234-R). During invoice printing, all such comments are automatically copied into the tags database file and printed as a comment associated with the item. Normally, SPOT assigns tag numbers by invoice; this change allows tag numbers to be assigned by item. NOTE: This feature is not available if demand tag printing is activated. {5.04}

Batch Order Printing

A new feature delays printing for a group of orders, subsequently printing them in batch at one time. Once all orders are entered, pressing the F11 key forces the batch to print. Normally, invoices are printed one at a time immediately after each order is detailed. This feature has been added to the existing *Print Mode* choice as the *Batch* option as follows: {5.04} [M/S/F/I:10]

- **None**—do not print
- **Selective**—prompt to print
- **Automatic**—print automatically
- **Batch**—print at the end of a group of orders

Counter/Route Selection

During a Detailed Receive, a *Counter/Route* selection window appears allowing differentiation between Counter and Route orders. This feature is used by drycleaners who manage large route order volumes or require imbedded route upcharge amounts automatically added to each order (see Route Handling Fee). When active, Route Manifests and Order Delivery options will include only Route orders. {5.05} [M/S/P/4:12]

The alert indicating a non-route customer has been selected for a route invoice can be deactivated using one of the following selection choices: {5.52} [M/S/P/4:12]

- No
- Yes/Warn
- Yes/No Warning

Route Handling Fee

If required to add a percentage of the total order amount back into each Route invoice as a handling fee, enter the percentage in the *Route Invoice Upcharge* choice. {5.25} [M/S/P/4:13]

To round the calculated handling fee result to the nearest denomination (i.e., penny, nickel, dime, etc.), enter the rounding amount in the *Round To The Nearest* choice. {5.25} [M/S/P/4:14]

Preset Order Promised Date

The automatically calculated Order Promised Date/Time can now be preset to fixed date/time for any group of processed orders. To use this feature use the following: {5.05}

- press CTRL-F4 key sequence
- enter *Yes* to use a preset date/time
- enter preset Date (INS for pop-up calender)
- enter preset Time

The Order Promised Date continually flashes indicating a preset date/time is active. To deactivate preset date/time and return to normal *Order Promised Date* calculation use the following:

- press CTRL-F4 key sequence
- enter *No* to use a preset date/time

Extra Day Alert

The promised date calculation message *"Added Extra Days"* can be activated or deactivated. This alert occurs as a result of an extra day added to the promised date from the time-of-day setting in the Location Information window of the Configurator. The time-of-day setting provides a time, by day of the week, after which an extra processing day is added automatically. This choice, called *Extra Days Notification*, is normally used when a cutoff time is used for order dropoffs. *Yes* allows the alert to occur, while *No* prevents display. {5.05} [M/S/P/3:13]

Processing Days Calculation

A daily *offset/skip* option, used to select the include/exclude action of non-processing days during Promised Date calculation, as defined in the Location Information screen of the Configurator. This feature is not commonly used, but is necessary when complex date calculations are required. The two choices function as follows: {5.10} [M/S/P/1:26]

- select *Skp* to <u>not</u> include closed days
- select *Cnt* to include closed days

Configuration Choice Reassignment

The *Special Adjustment Default Tax* setup selection has been moved to [M/S/P/3:16] from [M/S/P/1:26]. {5.10}

The *Prompt For Counter/Route* choice was moved to [M/S/P/4:12] from [M/S/P/3:12]. {5.25}

New Special Adjustment Defaults

Selection defaults for Special Adjustments choice of the Finished Order Menu during Detailed Receive were added as follows: {5.10}

- *Special Adj Discount* [M/S/P/3:17]
- *Special Adj Env.* (environmental surcharge) [M/S/P/3:18]

NOTE: These adjustments, [M/S/P/3:16,17,18] have been removed in favor of an automatic method following the order's predisposed requirements. In other words, all flags are automatically set based on program interpretation of detailing needs. The result is a much easier to use Special Adjustment feature. {6.14}

Item Comments Choice

A new option in the Finished Order Menu, called *Item Comments* allows modification to the *Item Comments, Quantity, and Adjustments* window contents during a Detailed Receive. {5.10}

A new configuration switch prevents manually entered negative adjustment amounts in the *Item Comments* field of the Finished Order Menu. *Yes* allows negative entries, while *No* prevents negative entries. This feature was added to prevent indiscriminate discounting. {5.25} [M/S/P/3:12]

Prepayments

Prepayment discounts, as established in the Configurator [M/S/P/1:27], can be configured as a confirming manual prompt to the user (*Yes*) or applied automatically (*No*) during Detailed Receive. {5.42} [M/S/P/5:04]

The Marked for Prepay choice in the Finished Order Menu of Detailed Receive will no longer print an invoice if selected. Invoice printing occurs only when prepaid invoices are selected from within the Order Pickup/Prepay function. {5.42}

Quantity Prompts

During Detailed Receive, all quantity prompts can now be configured as either three or four digits as follows: {5.44} [M/S/P/5:06]

- 3 Digits
- 4 Digits

Price Rounding

All pricing processes within SPOT can now be forced to round to a specific denomination of currency other than $.01. This change is useful in countries such as Australia where the penny does not exist and rounding must occur to the nearest $.05. This change will round all amounts calculated during Detailed Receive and Order Pickup (including sales tax amounts). {5.52} [M/S/P/5:12]

Starting Invoice Number

In the automatic sequential invoicing mode, SPOT assigns an invoice number at the beginning of each new month in the form “MM-00001” (where MM = the current month number). This configuration choice allows the starting invoice number to be preset where previously this was not possible. For example, using this feature, three stores could be uniquely identified by assigning one store to invoice number 10000, one to 20000, and the third to 30000. {6.07} [M/S/P/6:15]

Coupon Enable

This option was added to provide additional security for coupon handling. Under normal operation, coupon selection could be used by a dishonest clerk to reduce invoice price at any time. This option allows restricted access to coupon selection and applies to Detailed Receive only. {6.09} [M/S/P/6:16]

- **Never**—coupon choice does not appear for selection
- **Before First Save**—selection allowed during the first detailing only
- **Within One Hour**—select allowed within one hour of detailing only
- **Same Day**—selected allowed within the same day only
- **Always**—coupon can be selected any time

Special Adjustment Enable

This option was added to provide additional security for special adjustment handling. Under normal operation, special adjustment selection could be used by a dishonest clerk to reduce invoice price at any time. This option allows restricted access to special adjustment selection and applies to Detailed Receive only. {6.09} [M/S/P/6:17]

- **Never**—special adjustment choice does not appear for selection
- **Before First Save**—selection allowed during the first detailing only
- **Within One Hour**—selection allowed within one hour of detailing only
- **Same Day**—selection allowed within the same day only
- **Always**—special adjustment can be selected any time

Order Adjustment Indication

If either a coupon or special adjustment is made to an order after its initial detailing, it will be marked in the *Adjustments* report (cashout group) with "**" both before and after the description. This allows an easy way to pinpoint potentially deceptive clerk actions. {6.09}

Coupon Price at Receive

The ability to enter a manual coupon price has been added. Prior versions allowed selection of listed choices only. New option #4, called "Prc at Recv", was added to enable this function (original options #4 & #5 were changed to options #5 & #6 respectively). Entering *Yes* forces the coupon to prompt a user to enter an amount. Note, this option allows only flat amount entry. The *percentage* choice of option #3 is not active in this mode. {6.10} [M/L/C]

Invoice Print Quantity

The number of printed invoices that will automatically be printed during Detailed Receive can now be preset by department. For example, it is possible to print two copies of a laundry invoice and only one copy of a drycleaning invoice. The number of invoice prints runs is established in the department definition. If not set, the default value is obtained from Invoice Layout *Number of Print Runs* choice [M/S/F/I:08]. {6.14} [M/P/P_D:08]

Direct Receive Mode

This function, located in the Management Menu, now accepts entry of the *Rack Location* number in addition to the existing information. {5.22}

Drop-Store & Hotel Alphabetize

A new switch has been added to both the Drop-Store & Hotel list setup of the Configurator to force automatic list alphabetizing before saving. {5.23}

Edit Text Files

A text file editor choice has been added to the Utilities Menu making it easier for our technical support personnel to fix problems over the telephone and by modem. This utility is level 1 password protected. NOTE: This utility should not be used by anyone other than technical support personnel. {5.53} [U/E]

Email Support

The Customer Information window now supports the entry of customer Email numbers using the newly added F8 function key. This information is available via the customer export function. {6.07} [M/X/C]

Added 10 user definable fields to print customer Email flags on an invoice according to the number selected. Each configuration flag equates to a *Yes* or *No* printed on an invoice. Defined Email flags are selected by pressing F8 in the Customer Information screen. User definable Email flags are defined in configurator. {6.07} [M/S/P/7:1-10]

Environment Variable

Environment variables are established in the AUTOEXEC.BAT file and are used to force certain hardware system conditions to be established during the computer boot-up.

Cash Drawer Assignment

An optional computer environment variable, called RP_DRAWER, used to assign the cash drawer serial port independently by workstation, has been added. This variable, if used, overrides the drawer assignment setting ([M/S/P/1:14]). This variable is used in the form: {5.06}

Set RP_DRAWER=X (where X = serial port 1, 2, 3)

Auto Hotel and Drop-Store Selection

An optional computer environment variable, called RP_MODULE, used to assign which Drop-Store or Hotel is automatically selected at the workstation during startup. For example, this variable could be set to always select Hotel #3 or Drop-Store #2. This variable is used in the form: {5.52}

Set RP_MODULE = Hx (x = Hotel list position # in Config)
Set RP_MODULE = Sx (x = Store list position # in Config)

Graphic Screen Saver

The custom graphic screen saver can now be selectively disabled on any workstation in a network by adding this optional computer environment variable. Use to prevent screen saver conflicts when running SPOT on Windows 95 workstation. {6.07}

Set RP_SAVER = N

Export Database

Both the Customer and Invoice database *Export* utilities now contain filters allowing selection by any of the following: {5.10}

- Zip Codes
- Routes
- Accounts
- Groups 1 and 2

The Secondary Address information (billing address) found in the customer database (F2/F2) has been added to the Xport Filters data selection of the Configurator. {5.28} [M/X]

VIP customer numbers have been added to the Customer export. {6.07} [M/X/C]

A new document file (located the \RP subdirectory) called EXPORT.DOC details the record format structure for exported data. Use the DOS Type command (in the form TYPE EXPORT.DOC) to list text. {6.07}

Form Tokens

For new installations of SPOT software, many of the listed form token changes listed below have been included in each respective form layout. When updating an exiting version of SPOT, these changes must be added manually or copied from the supplied layout format in the RP subdirectory. Contact Westgate Software Technical Support for assistance.

Hotel

The following tokens are related to hotel use and is available within the Invoice layout editor: {5.52} [M/S/F/I:01]

@HROOM - room number
@HCUST - guest name
@HDEPT - department
@HPACK - order packaging
@HDISC - discount

Invoice

@FBCREDIT allows printing of the current Frequent Buyer accumulation amount on an invoice. {5.04} [M/S/F/I:01]

@COUNTER is used to indicate if an invoice was created for a Counter or Route customer. {5.05} [M/S/F/I:01]

@REPRINT is used to override the automatic *"REPRINT"* and *"DEMO*" designation at the bottom of the printed invoice. If this token is used, the reprint and demo messages can be placed anywhere in the form. {5.22} [M/S/F/I:01]

@PCX (FILE.PCX) is used to print PCX bitmap images from a saved graphics file. The store logo and/or large store numbers can be printed using this token. NOTE: This feature requires a special graphics file. Contact Westgate Software for assistance. {5.34} [M/S/F/I:01]

@LENDITM is used to indicate the ending item number of the invoice within a lot sequence. {5.47} [M/S/F/I:01]

@CLAIM forces the system to print a claim check with a Detailed Receive invoice only when there was no prior Quick Receive for that order. This feature eliminates paper waste. This token prevents Detailed Receive claim check printing if either a Quick Receive claim check is printed or an order is reprinted. {5.50} [M/S/F/I:01]

The @Claim token is used to mark the beginning and ending of the claim check portion of the Detailed Receive invoice. Within the Invoice layout editor, place an @Claim on a blank line before the claim check portion and on a blank line at the end (note that the @Header can also be used at the end). [M/S/F/I:01]

@TAXID forces the new Tax ID field in the Location Information window of the Configurator to be printed. {5.52} [M/S/F/I:01]

@INV(X) prints the last x digits of the current invoice number (where (X) = 3, 4, 5). This token is used in the form @INV3 to print the last three digits. This token is also available in the Tag layout editor and used to enhance order reassembly by allowing partial invoice number recognition. {5.52} [M/S/F/I:01]

Three new tokens allow the printing of selected Quick Receive information to appear on a Detailed invoice. These tokens are used when a printed comparison of dates and times Quicked and Detailed are required on invoices. {5.55} [M/S/F/I:01]

@QDATE—prints the Quick Receive date
@QTIME—prints the Quick Receive time
@QCLRK—prints the Quick Receive clerk

@EMAIL prints a customer Internet Email address on an invoice. The Email field is found by pressing F8 in the Customer Information screen. {6.07}

@EFx (where x = a number between 1 to 10) prints the user definable customer Email flags on an invoice according to the number selected. Each flag equates to a *Yes* or *No* printed on an invoice. Defined Email flags are selected by pressing F8 in the Customer Information screen. User definable Email flags are defined in [M/S/P/7:1-10]. {6.07}

New conditional printing tokens for *Route*, *Counter*, *Accounts Receivable*, and *Signature on File* were added to allow selective printing on invoices. If a conditional token tests false (not true), the line including and after the token will not print. As an example, consider the conditional tokens used in the following: "@RT? Route #: @Route" or "@CC? ***Signature on File***". If the selected customer is not a route customer, the Route # won't print on the invoice. If the selected customer is not a credit card customer, the text "***Signature on File***" won't print on the invoice. {6.07} [M/S/F/I:01]

@RT?—conditionally prints on invoices for Route customers
@CT?—conditionally prints on invoices for Counter customers
@AR?—conditionally prints on invoices for Accounts Receivable customers
@CC?—conditionally prints on invoices for Credit Card customers

Lot Tracking

The following tokens are related to lot tracking use and are available in both Invoice and Tag layout editors: {5.52} [M/S/F/I:01]

@LOT—lot number
@LORDER—order number within lot
@LITEM—first item number of a group
@LCOLOR—lot color
@LNAME—lot name
@LDAY—lot promised day
@LENDITEM—last item number of a group

Statement

When an account balance is negative (store owes customer), differing formats can be selected: {5.22} [M/S/F/S:01]

@AMTDUE1—prints minus amounts in "( )" format
@AMTDUE2—prints minus amounts with a trailing "CR"

@TAG1 allows the first tag # of an order to be listed on the statement along with orders, amounts, etc. {5.34} [M/S/F/S:01]

@PCX (FILE.PCX) is used to print PCX bitmap images. Store logo and large store numbers can be printed using this token. NOTE: This feature requires a special graphics file. Contact Westgate Software for assistance. {5.34} [M/S/F/S:01]

For indication of Canadian GST and PST taxes by Item, and totals for current statement, use the following: {5.42} [M/S/F/S:01]

@GST—tax by item
@PST—tax by item
@TOTGST—total for statement
@TOTPST—total for statement

@SDATE prints the beginning date for a statement run. {5.49} [M/S/F/S:01]

@TAXID forces the new Tax ID field in the Location Information window of the Configurator to be printed. {5.52} [M/S/F/S:01]

@EMAIL prints a customer Internet Email address on a statement. The Email field is found by pressing F8 in the Customer Information screen. {6.07}

New tokens provide statement printing alternatives for current charges. {6.11}

@**CURDBT**—current debits
@**CURCRD**—current credits
@**CURDUE1**—current charges (negative amounts in parenthesis)

Tags

@UPCH1 allows the first upcharge, if any, of an order to be printed on a demand printed garment tag. {6.05} [M/S/F/T:02]

@PHONEL2 prints the last two digits of the customer phone number on a demand printed garment tag. {6.07} [M/S/F/T:02]

This special group of tokens provide the ability to pass symbols defined in the description of the *Department, Category, Item, Upcharge, Color, and Pattern* fields to demand printed tags. As an example, consider an entered in the Item description of the Price Table setup as “Shirt-Hang~SH”. The @SITM tag token would print the “SH” portion only. Note that only the “Shirt-Hang” portion is displayed during Detailed Receive selection and printed on invoices. The “~” acts as a program selection separator and must be present for these tokens to function. {6.07} [M/S/F/T:02]

@SDPT—department
@SCAT—category
@SITM—item
@SUPCH1—upcharge
@STAB1—color
@STAB2—pattern

@EFx (where x = a number between 1 to 10) prints the user definable customer Email flags on a tag according to the number selected. Each flag equates to a *Y* or *N* printed on the tag. Defined Email flags are selected by pressing F8 in the Customer Information screen. User definable Email flags are defined in [M/S/P/7:1-10]. {6.07}

Forms Layout

Document File

A document file, called FORMS.DOC, in the \RP subdirectory contains a reference list of all included form layouts. From the \RP subdirectory, type “*type forms.doc*” to list to the monitor or “*type forms.doc>lpt1:*” to list to printer on port #1. {5.17}

New Printer Support

The Star 300 (dot matrix) and Star 242 (thermal) roll paper printers are now supported as printer type options within the Invoice, Quick, and Receipt form layout editors. {5.33} [M/S/F]

Seiko DPU-5400 (thermal) printer series are now supported within the Invoice, Quick, and Receipt form layout editors. NOTE: Barcode and graphics printing are not supported by this printer. {5.43}

Epson TM-U300B and TM-U200B (dot matrix) roll paper printers have been added to support demand garment tag printing. {6.05}

Printer Initialization

All forms layout editors now contain printer initialization character string capability. This feature is required for automatic printer routing to multiple printers when using our new auto-select printer switch. With this device, several printers can be connected to a single printer port for automatic tag color selection under program control. {5.51}

Heat Seal Garment Labels

SPOT now supports memorized Heat Seal garment labeling. Heat Seal Labels (HSL) are printed with customer name and reference barcode then attached to each received garment. The barcode number points to the memorized Detailed Receive descriptors within SPOT's database structure. When barcoded garments are subsequently received, simply scanning each item automatically creates an invoice for each customer, saving hours of manual detailing and throwaway paper tags. NOTE: The HSL attachment process might not be compatible with all fabric types. {5.52}

Setup

Three basic steps are required to setup and use HSL printing.

Step #1—printer

A new layout editor, called *Heat Seal Label*, has been added to the Configurator which allows customization of the printer type, information printed on each tag, and tag size specification. This editor functions exactly like the other editors, containing tokens and formatting commands. [M/S/F/H]

- select printer type [M/S/F/H:08] and port [M/S/F/H:09]
- select label numbering system [M/S/F/H:10&11]
- determine how HSL prompt will occur [M/S/F/H:07]

Step #2—activation

HSL printing is activated in the Item Definition window of the Pricing Table editor. HSL printing can be configured to selectively restrict demand tag printing. A new option was added to the Item Definition window supporting selective activation. The default for this choice is *No* when adding a new choice. [M/P/P_I:14]

- **No**—do not print HSL
- **Yes**—print demand tags and HSL
- **Yes***—don't print demand tags with HSL

Step #3—printing

During the Detailed Receive process, there are two methods of HSL print selection as described in [M/S/F/H:07]

- **Prompt**—forces one-at-a-time HSL printing after entry of each item
- **Hotkey**—allows one-at-a-time HSL printing via the ALT-F4 key
- **Menu**—allows group printed of multiple HSL from Finished Order Menu

HSL Printers and Labels

Two types of HSL printers are supported and supplied by Westgate Software as follows:

Dot Matrix—ink based printing; lasts 20-30 cleaning cycles
Thermal Transfer—heat transfer printing; lasts 80-100 cleaning cycles

Labels for both printers are available from Westgate Software. Dot Matrix labels cost approximately $.05 each, while thermal transfer labels are approximately $.08 each (NOTE: price is only approximate and may vary). {6.05}

View HSL Garment Information

The information gathered by SPOT for all HSL garments is instantly available by pressing ALT-F3 and scanning the HSL barcode on the garment in question. Customer, memorized garment information, last cleaned date, and total cleanings are available in the HSL information window. {6.05}

HSL Menu

The Management Menu now contains a new choice called *Heat Seal Label Menu*. This new menu has two choices:

- **Search Labels**—used to view (ENTER), reprint (TAB), modify (F3), or delete (DEL) label information for a specific customer.
- **Purge Labels**—allows memorized labels to be permanently deleted for all customers based on the date of last usage.

In addition to the editing capabilities, the Search Labels choice window also provides the following information:

- **First**—date of first garment cleaning
- **Last**—date of most recent garment cleaning
- **Num**—total number of garment cleanings

Deactivating by Customer

HSL printing can be disabled by customer by the use of a new choice added to the Customer Information window, called *Heat Seal Labels*. This new field is activated by selecting *Yes* and deactivated by selecting *No*.

Hotel Manager

The Hotel Management processing module has been added. The capability to manage up to five hotels is included in SPOT at no charge. This module can be authorized for an additional six to 250 hotels for an additional cost. Due to the complexity of this module, operational documentation is not included. Contact Westgate Software for assistance. {5.19}

A new summary report lists summary-only information for selected Hotels without printing an entire page for each. {5.34}

Hotel reports include Store and Hotel name and address. {5.38}

The Hotel billing manifest now prints GST/VAT tax amounts (Canada & England). {5.44}

A/R Credit amounts for a selected Hotel can now be modified. This function is available from the Hotel Menu (active in place of the Route Menu when hotel function is selected) and is only accessible with a Level 1 password for security. {5.50}

When the “Net Sales by Department” report is run from within a hotel, two new options are available. The first allows data for all hotels to be combined together into a single report. The second lists data for each hotel one after the other. {6.11}

Inventory Utility

Completed Orders Only

A new Configuration choice allows selection of completed orders only (racked, order status of *Ready*) when running reports from the Inventory utility. Currently, the physical inventory function and resulting report includes all orders in process, Quick and Detailed, in addition to those racked. Two selections are available as follows: {5.10} [M/S/P/3:15]

- All Orders
- Ready Only

Portable Inventory Barcode Reader

Support for a new low-cost portable inventory barcode reader was added. This device, call Scanpal, uses the Inventory utility to upload data from remotely scanned garment orders. Two selections are available: {5.34} [M/S/P/5:01]

- **None**—normal on-line inventory
- **Scanpal**—remote inventory

Support for Scanpal serial port and interrupt connection is also available from two additional configuration options:

- serial port COM selection
- serial port IRQ selection

Once the configuration is complete and the Scanpal is attached to the computer, the download may be initiated by entering the Inventory function and pressing INSERT. SPOT will prompt the user as needed to complete the download. Scanpal’s memory will then be cleared of all previously scanned inventory barcodes in preparation for the next physical inventory session. This process allows multiple Scanpal’s to be used to conduct physical inventories in large plants. [M/I]

Report Change

Inventory reports now show Department and Rack location numbers. For thermal printers, space was taken from the name field to make room for the rack location number. {5.44}

Laser/Inkjet Printer Support

SPOT now supports printing several form types (listed below) to both laser and inkjet (bubble jet) printers which are PCL-3 compatible. NOTE: Only internal printer font types are supported as are limited control commands. {6.12}

- Reports
- Statements
- Invoices

Mail Label Printing

A new option has been added allowing the addition of several lines of information to be printed at the bottom of all mail labels as follows: {6.07} [M/S/P/5:02]

- Nothing
- Phone Number
- Route/Stop/Group #1
- Route/Stop/Group #2

Merchandise Sales

This new function provides the ability to sell items in the same manner as a standard POS system. A new Transaction Menu choice, called *Merchandise Sales*, has been added to facilitate direct item *Sales* and *Returns* with credit card support. Merchandise sales accepts SKU numbers and UPC barcoded products and do not affect the item piece count totals when combined with drycleaning orders. For maximum flexibility, several merchandise sales entry points are available as follows: {6.05}

Setup

It is important to understand the relationship of SKU (stock keeping unit) to UPC. Both are required to use the merchandise sales function.

SKU

A retail term, it is used to describe a number used to identify a unique sales item. For example, an SKU of 100400 might be used to describe neck ties. SKU numbers are used for stock control of similar items of differing UPC numbers.

UPC

Found on almost every product sold today, this barcode is used to identify each unique item. For example, each neck tie of a different color will contain a unique UPC number, while all UPC numbers reference the single SKU, 100400.

Activation

In order to activate the Merchandise Sales function, SKU and UPC numbers must be assigned via the *UPC/SKU Assignments* within the List Setup. This choice contains two selections: [M/S/L/U]

- **SKU Assignments**—establish SKU number, piece, quantity per case, etc.
- **UPC/SKU Assignments**—relate a UPC number to an SKU

Both of the above choices must be setup for each sales item. Once this has been done for a single sales item, the Sell Merchandise choice will appear in the following menus:

- Transaction Menu
- Order Pickup Menu

Menu Selection Enable

Two additional options allow the Merchandise Sales choice to appear (*Yes*) or not appear (*No*) during Detailed Receive: {6.07} [M/S/P/6:14]

- during Detailed Receive by pressing F4 (used also for HSL entry)
- within the Finished Order Menu

Customer Selection

This option determines how the system deals with customer selection when Merchandise Sales Menu is selected from the Transaction Menu. {6.07} [M/S/P/6:13]

- **Disabled**—does not prompt for a customer, assigns to a customer with the name of “<Sale>” always
- **Enabled**—prompts for a customer as it normally does with an order

Use

At any of the enabled *Sell Merchandise* menu choices or prompts listed above, enter either of the following:

- **UPC Barcode**—scan or type manually
- **SKU Number**— type manually

Nightly Cash-Out

Advanced Format

Incoming and outgoing dollar figures are now included, in addition to the existing order and piece counts. {5.05}

Cash + Check - Beginning Bal = Deposit Total is now included in the printed output. {5.10}

The deposit total (Cash + Check) is now included on the first page of the report. {5.20}

An indication of the amount of frequent buyer credits transferred to customer accounts is now indicated on the report. {5.32}

Separate cash and total deposits (not including credit cards) are now indicated. {5.34}

Credit card tender type amounts can now be included in the total deposit field (typical in England) in various selectable formats and based on the optional nightly shutdown coin counting fields: {5.42} [M/S/P/5:05]

- Cash+Check
- Cash+Check+CreditCard
- Cash+Check+CreditCard+Other

Cash-out reports can be redirected to one of several system printers for improved flexibility by using the *Cash-Out Report Print Destination* option. Normally, these reports are printed to the report printer, but this option allows redirection to an invoice printer, such as thermal type. The selection choices available are: {5.51} [M/S/P/5:10]

- Report Printer
- Invoice Printer #1
- Invoice Printer #2

If a shorter version of the cash-out report is desired, the *Cash-Out Account Summary* option can be modified. This new feature is used to remove the Account Summary section of the report for those who are using the External A/R feature or just don't need the extra information printed. Selection choices available are: {5.51} [M/S/P/5:11]

- Enabled
- Disabled

Simultaneous Printing

Nightly Cash-Out reports can now be run simultaneously on several terminals at the same time. {5.38}

X/Z Balance

New X and Z balance functions have been added to provide cash-out of a drawer at any time during the day. All orders after cash-out appear on the next day. These functions were added to emulate the functionality of a standard cash register where closing out a drawer can be accomplished at anytime by using the Z-key. The nightly shutdown report formats now include: {5.38} [M/S/P/3:08]

- **Original**—limited X balance cashout reporting
- **Advanced**—expanded X balance cashout reporting
- **Advanced/Z**—expanded Z balance cashout reporting

A new configuration option, called Client List (located to the right of [M/S/P/3:08]), is used to establish workstations which have cash drawers attached. Required to open cash drawers for selected workstations when using the Z balance function. Press Right Arrow and ENTER to access the Client List. {5.42} [M/S/P/3:08]

Credit Summary

The Advanced nightly shutdown report now includes a credit summary section with the following new totals. {6.14}

- FB Credits Awarded (frequent buyer)
- CR Credits Awarded (customer referral)
- Invoice Credits (returned from prepaid invoices)
- Modify Cash Credits
- Credits Used

Order Pickup

Credit Card Cash Back

The system no longer allows cash back (change) on credit card transactions. {5.05}

Alert Change

When attempting to pick up an order that can't be picked up for any reason, the displayed message now reads "*This order is already Sold*" or "*This order is not ready for Pickup*". Prior versions did not make the distinction between the two messages. {5.22}

During Order Pickup, when the invoice list is displayed and then exited without selecting orders for pickup, an entry is made into the Activity Log indicating *"Aborted Sale (No Orders Selected)"*. {5.48}

Pick List

The printed order Pick List now contains itemized invoice amounts along with the total due for all orders listed. Pick List printing is available from within the Order Pickup function. {5.12}

Scanned Mode

Added a new Order Pickup mode for *Scanned Only*. This function prompts for orders to be barcode scanned and will not display the list of orders (essentially a blind pickup). Only a running count of orders detailed and ready along with the scanned count is displayed. This feature was added to reduce theft loss and accidental order pickup. {5.33} [M/S/P/3:06]

Pick List printing is available in the Scanned Only mode by pressing the INSERT key at the invoice # prompt. {5.36}

A new Order Pickup mode, called *Scanned w/List*, was added. This is essentially the same as the *Scanned Only* choice but is not a blind pickup since an order pickup list is displayed. {5.36} [M/S/P/3:06]

When the *Scanned w/List* order pickup mode is selected [M/S/P/3:06], the system now marks each scanned order with a check mark in the displayed pickup list. {5.49}

Check/Card Drawer Open

A configuration option which previously allowed the cash drawer to open selectively for check transactions only has been expanded to include credit card transactions. Cash transactions always open the cash drawer. {5.54} [M/S/P/1:32]

- **No**—open drawer for cash only
- **Chk**—open drawer for cash+checks
- **Crd**—open drawer for cash+credit cards
- **Bth**—open drawer for cash+checks+credit cards

Detailed to Prepaid Status Change

During order pickup, using the *Marked* mode only, a highlighted order with a status of *Detailed* can be changed to *Prepaid* status by pressing the F5 key. This feature allows a customer the option to prepay in-process orders along with orders ready for pickup. Note that pressing the F5 a second time returns the order status to *Detailed*. {5.56}

Receipt Logo Printing

Printing a customized logo on a receipt is now possible using the following options in Receipt Layout Editor: {6.07} [M/S/F/R:10-12]

- **Option 10**—defines if logo printing is enabled or disabled
- **Option 11**—defines the PCX logo file to be used for printing
- **Option 12**—allows centering of logo on receipt

VAT Tax ID

Receipts can now print with a VAT Tax ID number (required in England). {6.07}

Allow Special Adjustments

This configuration switch provides a way to allow (*Yes*) or disallow (*No*) the application of Special Adjustments during Order Pickup. {6.09} [M/S/P/6:18]

Restricted Payout Access

For improved security, the payout function ALT-F8 is not allowed during order pickup. {6.14}

Order Printing

Order invoice reprinting is now possible from within the Assign Locations menu. This function is identical to the normal invoice print mode. The options available include: {5.06} [M/S/P/3:14]

- **No Print**—do not print
- **Selective**—prompt to print
- **Automatic**—print automatically
- **Batch**—print at the end of a group of orders

The notation “Reprint”, which appears at the bottom of reprinted invoices, can be eliminated. This reprint message is recommended since it provides additional security against theft loss. *Yes* is the default and allows the reprint message, while *No* removes it. {5.14} [M/S/P/4:01]

Order Voiding

In order to create a more accurate representation of changes by date of activity, deletion of an entered *void* is no longer allowed. {5.22}

When items on an order are voided using the *All Items* choice in the void window, the order is now completely removed from inventory as an active order. An *Order Pickup* operation is no longer necessary and order status for the voided order will indicate *Void*. NOTE: Orders with a single item voided, even if it is the only item on the order, requires an *Order Pickup* as usual and will then have an order status of *Sold*. {5.25}

Price Table

Modify Price Utility

A new price table utility, *Modify All Prices* allows for automatic price increases by percentage rounded up to the nearest coin denomination for one or all Departments. Additionally, price modifications can be selectively applied to any one of the 100 active price tables. This utility is in the Price Setup choice of the Management Menu. {5.18} [M/P/M]

Duplicate Upcharge Utility

A new option allows the ability to duplicate an entire *Upcharge Table* from within the table link list using the F9 function key. This feature was added to provide a fast method of duplicating a similar table with minor changes. Once duplicated, the new *Upcharge Table* should be renamed (using the F3 key) and any changes within the new table made. {5.34}

Delete Table Entries

Price Table list choices (Dept/Cat/Item/Upch) can now be completely removed rather than just inactivated. Previous versions allowed only inactivation and reactivation to retain historical price reference for archived orders. Use the following to perform permanent deletion: {5.19}

- highlight choice to be deleted and press DEL
- select *Yes* to inactivate selected choice
- press TAB to display inactivated choice (red)
- highlight inactivated choice and press DEL
- select Reactivate or Delete choice

Department Definitions

Option 12 *(Other Depts)***:** A new option allows multiple Departments on the same invoice. Prior versions provided a single configuration switch [M/S/P/1:23] which affected all Departments uniformly. This configuration switch has been removed. With this change, Departments can be selectively defined to allow/disallow additional Departments on the same invoice (i.e., adding Alterations to a Drycleaning or Laundry invoice). {5.24}

Option 13 *(Max Pieces)***:** The maximum number of pieces per order can now be set by department for Detailed Receives. To accomplish this, the maximum piece/order option [M/S/F/I:11] was removed and a new choice added to each Department Definition window called *Max Pieces.* The default is 2,500 and is also the largest entry possible. Each Department can now be set to any number of Items independently. {5.25}

Option 14 *(Max Quick)***:** The maximum number of pieces per order can now be set by department for Quick Receives. The default is 2,500. {5.41}

Option 15 *(Quick Piece)***:** The Department Definition window contains a new option used to allow the Quick Receive quantity to be included/excluded in the total piece count. The default is *Yes*. This feature is designed to allow both the Alteration Department to be combined with another Department but without printing duplicate tags for each. {5.41}

Category Definitions

Option 04 *(Detailed Receive Quantity Loop)***:** This option has been removed as a Configuration option ([M/S/P/3:05]) and made a Category level function. With this change, the quantity loop available within Detailed Receive can be enabled or disabled by Category. The quantity loop allows detailing of multiple items, such as pants, where each item is to have separate Color, Pattern, and Upcharge descriptors. {5.52}

Option 05 *(Use Comments While Detailing)***:** This option has been removed as a Configuration option ([M/S/P/1:08]) and made a Category level function. This change allows user definable configuration of how the ENTER and DOWN ARROW keys select the Item Comment field during the Detailed Receive process. Prior to this change, the definition of this function applied to all Items. {5.52}

Item Definitions

Option 05 *(Pc Count Prompt)***:** This new option allows the system to prompt the user to add an Item count to the piece count during Detailed Receive. The user can now decide if cleaned orders with alterations should use an extra garment tag or not. {5.34}

Option 06 *(Price at Receive)***:** This new option allows prompting for manual price entry during Detailed Receive. Previous SPOT versions did not allow for manual entry of a price other than from the Comments field. This feature is specifically designed to handle those Items, such as repairs, where only a range of prices is known. Four options exist: {5.52}

- **No**—do not allow manual pricing
- **Price**—prompt for any price entry (+ or -)
- **Price > Zero**—prompt for price entry greater than zero
- **Price > Default**—prompt for price entry greater than or equal to the price declared in **Option 02** (*Price*)

During Detailed Receive (if activated), the Item price appears directly above the Quantity prompt. The *Up Arrow* key selects the price for change. If **Option 02** (*Price*) is set equal to a zero amount for an Item, the Price field is selected for change prior to the Quantity field during Detailed Receive.

Option 14 (*Heat Seal Tag*): This new option provides the ability for Heat Seal garment tags to be printed selectively by Item. Entering *Yes* allows Heat Seal Tag printing for the selected Department, while *No* disables printing. {5.52}

Upcharge Definitions

Option 06 *(Piece Cnt)***:** A new choice called *Piece Count*, if set to *Yes*, will add an additional piece to the *Piece*s field of the *visual invoice* of the selected upcharge list choice. The option is commonly used for belts, shoulder pads, and other accessory items requiring a tag. {5.42}

Quick Finish Key

A new function key, F12, has been added to the system. This key works from Detailed Receive and Order Pickup, as well as the price table editor to provide a single key *quick finish*. For example, during Detailed Receive, pressing F12 enters the Finished Order Menu rather than having to move to the top of the list and selecting ENTER (pressing BACKSPACE). The Transaction Screen indicates when F12 is active. {5.32}

All UPC scanning with the Merchandise Sales function are now supported by the F12 *quick finish* key. {6.07}

Quick Receive

Multiple Department Breakout

The Quick Receive process can now be made to automatically break-out multiple Department entries into individual Department invoices observing the *Max Quick* limit specified in the Department Definition window (Option 14). *Yes* forces multiple Department break-out, while *No* keeps entries together. {5.27} [M/S/P/4:15]

Activity Log Entry

All Quick Receive entries made in the *Activity Log* now contain the order piece count. {5.42}

Coupon Transfer

Coupons taken during Quick Receive will now transfer to the Detailed Receive order, if selected to do so by a confirmation prompt. {5.49}

Multiple Bag Tickets

Many cleaners use Quick Receive to generate a quick claim check for the customer, then place a duplicate ticket in a bag with received garments for later detailing. Prior to this new feature, a claim check and bag ticket would be generated for each order or department. SPOT now supports the printing of multiple bag tickets and a single customer quick claim check to reduce paper waste. The *Split Quick Orders by Dept* Processing Options choice should be set to *Yes* with this new option set to *Combined*. NOTE: A Quick Claim layout change is required. {6.14} [M/S/P/4:15]

- **Numbered**—separate claim/bag, uniquely numbered tickets per department
- **Combined**—one combined claim check + multiple bag tickets

Reports

Customer

A mail label printing option allows printing additional information directly below the last line of each printed label. The printed choices include: {5.39} [M/S/P/5:02]

- Nothing
- Phone Number
- Route/Stop/Group1
- Route/Stop/Group2

A new and very powerful customer report used for identifying customer sales statistics and habits over a selected date range has been added. This report allows filter selection based on various criteria such as number of visits, amount of business over time, etc. {5.47}

A new filter, *Customer Last Visit:*, added to the above customer summary report, to screen for last visit dates which fall either within or outside the specified date range. Three choices exist for selection. {6.14} [M/R/C]

- **<No Filter>**–filter not active
- **Within**—select last visit dates within the specified date range
- **Outside**—select last visit dates outside the specified data range

Open Order

A new Price Table and Department filter window was added to this report. The first field in this new filter window (*Use Filter:)*, activates the filter settings when *Yes* is selected or deactivates the filter with *No*. Filter settings can be established and turned on/off with the *Use Filter* choice. {5.05}

An *Overdue Date & Time* filter was added to the *Late For Completion* report allowing listing of orders by time-of-day. {5.22}

A new shortened *Thermal Printer* format has been added for both the Open Order (invoice#, customer name, location and amount due) and Inventory (invoice#, customer name, order status and amount due) reports. Printing the shortened format is automatic if the report printer in Forms Layout ([M/S/F/I:27]) is set to TMT-80 series printer. {5.22}

Open Order reports now support printing to the TMT-80 series thermal printers in an abbreviated format, showing the Department always and the rack number where applicable. This function is automatic, based on report printer type selection in Forms Layout ([M/S/F/I:27]). {5.38}

A new filter used to select a range of location numbers has been added to both *Completed Orders* (Open Orders report group) and *Assigned Location* (Sales and Production report group). This feature is typically used for conducting physical inventories by selected groupings. {5.51}

Sales and Production

A new report type has been included for Net Sales by Department. It breaks out Adjustments, Coupons, Discounts, Voids, Surcharges and Sales Tax by Department. {5.38}

General Ledger

Added a new GL account number to the Special Adjustments definition window. By adding an account number to a special adjustment, the GL report group will include this new account number in its summary listings. NOTE: This feature is only important if tracking account numbers on an external General Ledger system. {5.12} [M/L/S:06]

A *Price Table* filter has been added to the General Ledger report. This is used to run reports for selected price tables. {5.22}

Cash Out

A new report, called *Cash Out Z-Report*, provides a way to reprint previous daily Z cash out reports. Reprint information includes coin count and check totals in addition to sales figures. The Z report is supported for the *Advanced Nightly Cash Out* format only. {5.55}

Clerk

Employee Time Clock–this report can now be printed on a separate page or combined into one continuous report. By setting the *Page on Time Clock Reports* option to *Yes*, employee time clock reports will print on individual pages. {5.45} [M/S/P/5:07]

Activity Log–the rack location from which an order was taken during an Order Pickup is now logged. {5.52}

Activity Log–all billing Statement runs now include an activity log entry indicating the beginning and ending date range. {5.52}

Activity Log–a new filter in the Activity Log Information window, called *Client ID*, allows information to be listed for the selected network workstation (computer workstations are called clients). Selecting “0” (default) includes all clients in the network. {5.54}

Account

All reports in the account group now allow filtering by range of account numbers. This is similar to the changes made to statement reports. {5.43}

Price List

Price lists are now printed alphabetically rather than in the sequence order as entered during the Price Table setup process. {5.20}

Text Pattern Search

A powerful new *text pattern search* capability for use within all on-screen report listings has been added. Once the search pattern is setup, it remains in effect until changed or the report is exited. Use the following keys for text pattern searching: {5.15}

F2—establish text search pattern
F3—search forward through displayed report
F4—search backward through displayed report

As an example of the power of this new feature consider the task of quickly locating all occurrences of a single order among hundreds of Activity Log entries. Using the F2 key, the order number is entered. Each subsequent press of the F3 key will automatically search forward and stop at the next occurrence of that invoice number. Each line containing that invoice number contains a specific activity for that order, complete with clerk reference (if security is active).

Route Listing

The Open Orders and Sales and Production reports have been enhanced to allow filtering by Route. {5.01}

Remote Printer Selection

Options allowing printer type and port selection have been added when running reports remotely via modem. This feature is necessary when the remote printer designation is different from that of the default host system printer designation. During printer report selection, two new choices appear, *Specify Printer* and *Default*. {5.22}

Print Format Change

During printing of Invoices, Statements, Mailing Labels, or Database Export, any underscore ("_") characters contained in the customer name will automatically be stripped out of the final report. This character causes adjacent characters, such as an "I" to look like an "L" when viewed in the printed listing. The original data remains unaltered. {5.30}

Barcode Symbology Support

This new option allows invoice printing with selectable types of barcode symbologies. Various symbologies differ in readability and printed size. If a staple or crease occurs in a area where a printed barcode exits, Code 39 symbology is much less readable than other formats resulting in unreliable scans. In this situation, the use of an alternate symbology, such as *Interleaved 2 of 5*, will improve readability. The following symbology choices are available (default is Code 39): {5.34} [M/S/F/I:19]

- **C39**—code 3 of 9
- **Int 2/5**—interleaved 2 of 5
- **C128**—code 128
- **C93**—code 9 of 3

The barcode reader used must be compatible with the selected SPOT symbology. Westgate Software laser barcode readers are fully compatible with all SPOT barcoding functions.

Print Format

All reports now print the date and time the report was initiated instead of when it was printed. This change eliminates time discrepancies when reports require a long time to compile. {5.38}

A new configuration option, called *Print Report Address Header*, is used to disable the printing of the store's name and address at the top of each report. This option allows using letterhead for report printing and has the following settings: {5.48} [M/S/P/5:09]

- **Enable**—print store name and address header
- **Disable**—don’t print store name and address header

Reprint Function Key

A new function key, SHIFT-F4, allows reprinting of the currently displayed order in the *visual invoice*. This function is active anytime an order is present in the *visual invoice*, such as at the end of an Order Pickup or order search, for example. {5.50}

If an Order Pickup has just been completed, the SHIFT-F4 prints a customer receipt rather than a copy of the order displayed in the *visual invoice.* This feature is most practical when using a thermal printer since it can efficiently print and cut small receipts. {5.52}

Route Manager

Delivery Manifest

Delivery Manifests and Route Customer lists can now be filtered and printed by Group#1 or Group#2 in addition to listing by name and stop number. {5.01}

The Route Order Manifest has been modified to list the first preprinted garment tag number assignment (if multiple tag numbers exist) with each invoice number. Used primarily by wholesalers to help their drycleaner's customers identify orders. {5.34}

The Route Manifest report now contains the Department and Rack Number. {5.37}

When printing manifests, the Route Information window contains a new choice called *Delivery Only*. This choice is used to selectively print manifests for <u>all</u> route customers on the selected route or customers with deliverable orders only. {5.54}

Log Delivered Orders

Similar in function to the A/R *Apply Payments* utility, check marks can now be configured to automatically appear for all orders on the Log Orders Delivered list or can be left blank for manual marking, depending on user preference. Automatic check marking is active with this new choice, called Check Route Delivery List, when *Yes* is selected. {5.30} [M/S/P/4:18]

Will-Call Assignment

Will-Call dates can now be assigned from within the Finish Order Menu after a Detailed Receive is completed. This occurs for orders designated as *Route Only*. {5.01}

Group Route Switching

The Route Menu has a new option, called *Switch Route Numbers*, allowing a group of route customers to be switched from one route to another by STOP number range. To switch a group of route customers, use the following steps: {5.51} [R/S]

- select Route Menu
- select Switch Route Numbers
- enter Source Route number
- enter Source Starting STOP number
- enter Source Ending STOP number
- enter Target Route number
- press ESC and *Yes* to switch

Route STOP numbers which were switched are added to the end of the target route stop number list. The source route list is then automatically re-sequenced by STOP number. The reassign function can be used on the target route to change STOP number assignments if necessary.

Counter/Route Selection

A selection choice was added to the Counter/Route selection configuration option, called *Yes/Route Only*. This new choice displays the counter/route selection window during Detailed Receive, but only for route customers. If not a route customer, *Counter* is automatically selected with no option to change to *Route*. {5.56} [M/S/P/4:12]

Route Delivery Service Charge

The option called *Route Invoice Upcharge* has been enhanced to allow a per item service charge in cents ($.01 - $.99) for each delivered order. Select Percent to increase by a percentage amount or Cents to increase by a flat amount. {5.56} [M/S/P/4:13]

RPFIX Utility

The following command line options must be started from the DOS prompt when invoking the RPFIX utility. Once the RPFIX utility menu is displayed, select the appropriate database(s) to rebuild. These options are not available when selecting PRFIX from within SPOT.

Rebuild All

A new command line option, *ALL*, has been added allowing the rebuild of all database files, including configured Drop-Stores and Hotels. This command line option must be in the form: {5.24}

RPFIX **-ALL**

Change Area Code

A new command line option, *AREA.OLD.NEW*, has been added providing a way to globally change all customer telephone area codes. For example, to change an area code from 801 to 435, use the format *-AREA.801.435*: {5.25}

RPFIX **-AREA.OLD.NEW**

Frequent Buyer Modify

A new command line option, *FB*, has been added to change the state of the frequent buyer setting in the Customer Information window for all customers. {5.54}

RPFIX **-FB** – to *Inactivate* all customers for frequent buyer
RPFIX **+FB** – to *Activate* all customers for frequent buyer

Heat Seal Tag Modify

A new command line option, *HT*, has been added to change the state of the Heat Seal Tag setting in the Customer Information window for all customers. {5.54}

RPFIX **-HT** – sets *No* to disable Heat Seal tag printing
RPFIX **+HT** – sets *Yes* to enable Heat Seal tag printing

Security

Added menu level security selections for Drop Stores/Hotel selection. If activated, this choice requires valid clerk password entry prior to granting access to Drop Store or Hotel selection. {5.33} [M/S/A:43]

Tag Roll Printer

Support for a new dot matrix roll tag printer has been added. Roll paper is made of wet-strength Permafiber material and uses a standard ink ribbon. An internal paper cutter allows each tag to be cut to any size automatically under control of the SPOT tag layout editor. This printer is small, approximately 5” x 8” and is defined in the Tag Layout Editor as a TM-U300B or TM-U200B. Roll paper is available in 10 colors from Westgate Software. {6.05} [M/S/F/T:11]

Tag print now supports double-high text for improved readability. {6.14}

Tag Search

The ability to modify or delete a tag number from within the Tag Search function has been added. Note that this feature only works with preprinted tagging (demand tagging activation automatically removes the Tag Search choice from the Transaction Menu). Use the following steps: {5.15}

- select Tag Search
- perform a search for a tag
- highlight the appropriate tag
- press DEL to delete the tag
- press F3 to modify the tag number

Tax ID Number

A new field, called *Tax ID Number*, has been added to the Location Information window in the Configurator. The entry of VAT or other tax numbers can be printed on hotel billing manifests as required in some countries such as the UK and Canada. A new token, called @TAXID is also available for printing this number in both invoices and statements. {5.52} [M/S/L]

Training Mode

The Training Mode can now be made to reference the Employee, Time-Clock or Price List databases from the Live Mode for consistency of operation. This new feature allows changes in the Live database to be recognized regardless of which mode is selected. The default is for the Training Mode to reference Clerks & Time Clock from the Live mode. Three separate modes of operation can be selected, depending on user preference: {5.22} [M/S/P/4:09]

- None
- Clerks and Time Clock
- Price Tables
- Clerks and Price Tables and Time Clock

Transaction File Compression

The system will now automatically perform data compression on all monthly transaction history files (those ending in the ARC extension). *Yes* selects compression, reducing the normal file size to approximately 60% of its original size to conserve disk space for archival backups. NOTE: Existing historical files will not automatically compress and must be rebuilt (ALT-F6) in order for this change to take effect. Future files will automatically compress. {5.22} [M/S/P/4:08]

System Alerts

Quick/Detailed Receive Mismatch

The Quick vs Detailed Receive piece count mismatch alert can now be disabled. This alert occurs when different piece counts occur between Quick Receive and Detailed Receive for the same order. This choice, called *Quick/Det Pieces Mismatch*, has the following choices: {5.41} [M/S/P/5:03]

- Warn
- No Action

Customer Last Visit Limit

A threshold limit can now be added to the number days since the *Customers Last Visit* notification. This notice will not appear unless the entered threshold days is exceeded. For example, a customer which has not been in the store for eight days will not generate the warning if this choice has a value of 10, but will with a value of five. {5.49} [M/S/P/2:07]

No Customer Address

A new *Warn of No Customer Address/Phone* option has been added to activate the alert notice. This alert occurs when the selected customer is missing the address or phone number. The following options exit: {5.51} [M/S/P/3:01]

- **None** - do not alert
- **Address** - alert only of address not present
- **Phone** - alert only of phone not present
- **Both** - alert if either address or phone is not present

Authorization Code

If an authorization code is active within SPOT, an expiration alert will occur starting on the tenth day prior to expiration each time the screen saver exits back to a normal SPOT screen. Prior versions gave this warning during startup only. NOTE: The countdown continues each day until 10 days have lapsed, at which point SPOT will no longer continue to startup into the Live Mode. Either reauthorization or a Westgate Software Security Key is required to restore normal, non-demo operation. {5.52}

Processing Options Screens

```
                        Processing Options Screen #1

 1. Sequential/Manual Invoicing..: S      20. Full Customer Info Required: No
 2. Discard Sixth Digit..........: No     21. Unknown Customer Barcode...: Lst
 3. Sales Tax Percent (GST/VAT)..:  0.000 22. Quick Receive Mode.........: Qty
 4. Provincial Sales Tax (Canada):  0.000 23. Mark Account Customers.....: Yes
 5. Order Pickup Default Hour....: 17     24. Allow Full Customer Setup..: Yes
 6. Order Pickup Overdue Days....: 60     25. Promised Date Auto Prompt..: No
 7. Auto Sale Completion Timer...: 40     26. Promised Date Offset Mode..: Skp
 8. Multiply Upcharges & Item Cnt: Yes    27. Prepay Discount Percentage.: 0
 9. Activate Coin Counting.......: Yes    28. Allow Zero Price Overrides.: No
10. Archive/History Search Months: 6      29. Allow Coupons At Sale......: Yes
11. Archive/History Delete Months: 0      30. Give Credits On Voids......: Ask
12. Drive Used For Backups.......: A      31. Allow Change On Checks.....: No
13. Include Full History Path....: Yes    32. Open Drawer On Checks/Cards: Bth
14. Cash Drawer Port Location....: None   33. Frequent Buyer Bonus Amount: 0
15. Cash Drawer Entry At Clock-In: No     34. FB Accumulation Threshold..: 0
16. Alert for Duplicate Locations: Yes    35. FB Invoice Threshold.......: 0
17. Fill Location Entries To Size: 4      36. Cust Referral Bonus Percent: 0
18. Require Location For Pickup..: No     37. Cust Referral Bonus Months.: 0
19. Auto Rack Location Assignment: Off    38. Auto-Export Enable.........: Off
 F1-Help                         ESC-Exit 39. Auto-Export Client ID#.....: 0
```

Screen #1

```
                 Processing Options Screen #2

  1.  ┌Environmental Surcharge┐
      │     Enabled: No                            │
      │ Description: Environmental Surcharge       │
      │      Amount:  0.00                         │
      │  Percentage: Yes                           │
      │     Taxable: Yes                           │
      └────────────────────────────────────────────┘

  2. Drawer Balance Action..: Default to All Clerks
  3. Drawer Balance Action..: Default to All Clients
  4. Display Cash Total.....: Yes
  5. Search Location Display: Yes
  6. Enter Coupon Quantities: Yes
  7. Display Last Visit Date: 1
  8. Enable Mouse Pointer...: No
  9. A/R Payment Check Marks: Enabled
 10. Change Amount Tendered.: No
 11. Account Field At Pickup: Automatic
 12. Prompt For Check/Charge: Check
 F1-Help                                        ESC-Exit
```

Screen #2

```
Processing Options Screen #3

 1. Warn of No Address/Phone: Address
 2. Mark Overdue Cust Accnt.: No
 3. Phone Number Position...: Name/Phone/Address
 4. Direct Rec Dept Prompt..: No
 5. Taxable If #4 Is No.....: No
 6. Order Pickup Select List: Marked
 7. Promised Date Reassign..: Date
 8. Cash-Out Report Select..: Advanced    <Client List>
 9. Include A/R In Cash-Out.: Yes
10. Coin Count by Date Range: No
11. Accounts Receivable Mode: Internal
12. Negative Item Adjustment: Yes
13. Extra Days Notification.: Yes
14. Print At Location Assign: No Print
15. Inventory Report Expects: Ready Orders

F1-Help                                    ESC-Exit
```

Screen #3

```
Processing Options Screen #4

 1. Print "Reprint" On Invoice: Yes
 2. Apply Credits To Accounts.: Yes
 3. Description for Item #2...: Credit Transfer
 4. Enable Backup Warning.....: 7
 5. Auto-Select Customer Name.: Enabled
 6. Location Reassign Warning.: Yes
 7. Assign Location Order Disp: No
 8. Compress Transaction Files: Yes
 9. Live Data In Training Mode: Clerks/Time Clock
10. Aborted Price Override Act: Assign Location
11. Credit Entry Start Field..: Hide Invoice #
12. Prompt For Counter/Route..: No
13.   Route Invoice Upcharge..:    0  Percent
14.   Round To The Nearest....: 0.00
15. Split Quick Orders by Dept: No    Combined
16. Backup/Full Backup Options: Yes
17. System Backup Batch Select: RPBACKUP.BAT
18. Check Route Delivery List.: Yes
F1-Help                                  ESC-Exit
```

Screen #4

```
                  Processing Options Screen #5

 1. Download Inventory Device.: None
                  Serial Port: Keyboard/Wedge
                    Interrupt: <Default>
 2. Mail Label Additional Info: Nothing
 3. Quick/Det Pieces Mismatch.: Warn
 4. Confirm Prepay Discount...: No
 5. Cash-Out Deposit Includes.: Cash+Check
 6. Item Qnty Number of Digits: 3 Digits
 7. Page on Time Clock Reports: No
 8. Keep Item List Position...: Yes
 9. Prnt Report Address Header: Enable
10. Cash-Out Report Print Dest: Report Printer
11. Cash-Out Account Summary..: Enabled
12. Round Prices to Nearest...:  0
13. Always Use Direct Receive.: No
14. Detailed Orders/Pick List.: Default
15. Customer ID Number Field..: Unlocked
16. Delete Lines are Allowed..: Same Day
F1-Help                                         ESC-Exit
```

Screen #5

```
                  Processing Options Screen #6

 1. Credit Card Validation....: Disabled
 2. Retain Credit Card History:  0
 3. Mark Credit Card Customers: No
 4. Floor Limit on SOF........:   0.00
 5. Floor Limit on Interactive:   0.00
 6. Credit Card Minimum Amount:   0.00
 7. Credit Card Receipt Format: Regular
 8. Customer Phone on Receipt.: Always
 9. Expiration Date on Receipt: No
10. Approval Code on Receipt..: Yes
11. Msg For Signature on File.:
12. Def. Signature on File Set: None
13. Customer Selection at Sale: Disabled
14. Merchandise Sales at Recv.: Yes
15. Initial Monthly Order Num.:     1
16. Coupons (Recv) are Allowed: Always
17. Special Adjusts are Allowd: Always
18. Special Adjusts at Pickup.: Yes
F1-Help                                         ESC-Exit
```

Screen #6

```
                 Processing Options Screen #7

 1. Customer E-Mail Prompt #01:
 2. Customer E-Mail Prompt #02:
 3. Customer E-Mail Prompt #03:
 4. Customer E-Mail Prompt #04:
 5. Customer E-Mail Prompt #05:
 6. Customer E-Mail Prompt #06:
 7. Customer E-Mail Prompt #07:
 8. Customer E-Mail Prompt #08:
 9. Customer E-Mail Prompt #09:
10. Customer E-Mail Prompt #10:

F1-Help                                                ESC-Exit
```

Screen #7

Price Table Definition Windows

```
          Department Definition

  1. Dryclean
  2. Days.......: 3
  3. Tax........: No
  4. Tags.......: One Only
  5. Tags Layout:
  6. Hide.......: No
  7. Printer#...: 1
  8. Print Runs.: 1
  9. Prepaid....: Normal
 10. Discount...: Yes
 11. Environment: No
 12. Sell Only..: No
 13. Other Depts: Yes
 14. Max Pieces.: 2500
 15. Max Quick..:    0
 16. Quick Piece: Yes
```

Department
with newly added options

```
           Category Definition

  1. Blouse
  2. Upcharge: DC01
  3. Hide....: No
  4. Qty Loop: No
  5. Comments: Optional/Adjust
```

Category

```
 1. Plain
 2. Price...........:   5.25
 3. Override........: No
 4. Pieces..........:  1
 5. Pc Count Prompt.: No
 6. Price At Receive: No
 7. Upcharge........: <None>
 8. Account#........:
 9. Hide............: No
10. Discount........: Yes
11. Colors..........: 1
12. Embedded........: First
13. Patterns........: 1
14. Heat Seal Label.: No
```

Item

with newly added options

```
        Upcharge Definition

 1. Press Only
 2. Price....: -25.00
 3. Percent..: Yes
 4. Override.: No
 5. Quantity.: No
 6. Piece Cnt: No
```

Upcharge

with newly added options

Convenience List Windows

```
Discount Group Definition

Group#:  0

1.
2. Percentage..:    0%
3. Always Apply:  No
```

Discount

```
Coupon Definition

1.
2. Amount......:    0
3. Type........: Amount
4. Prc at Recv.: No
5. Tax.........: No
6. Always Apply: No
7. Expiration..: 11/10/00
```

Coupon

```
Void Definition

1.
```

Void Reasons

```
Special Adjustment Definition

1.
2. Days.........:    0
3. Time.........:    0
4. Use Days/Time:  Yes
5. Tag Layout...:
6. Percentage...:    0%
7. Always Apply.: No
8. Account#.....:
```

Special Adjustment

```
Item Comment Preset Definition

1.
2. Adjustment:    0.00
3. Forced Adj: Yes
```

Item Comment

New

```
Credit Reason Preset Definition

1.
2. Adjustment:    0.00
3. Forced Adj: No
```

Credit Reason

New

```
Identifer Table #1 Definition

1. Beige
2. Upcharge:    0.00
3. Hide....: No
```

Identifier Table #1, Colors

```
Identifer Table #2 Definition

1. Checks
2. Hide: No
```

Identifier Table #2, Patterns

```
Payout Reason Definition

1.
```

Payout Reason

New

Specialized Screens

```
        1. Clerk Security Logging: No :Norm    23. Reports...............: 0
        2. Prompt For Clock-In...: No          24. Xport Data............: 0
  Main: 3. Quick Receive.........: 9           25. Pricing Setup.........: 0
        4. Detailed Receive......: 9           26. List Setup............: 0
        5. Assign Locations......: 9           27. System Configuration..: 0
        6. Order Pickup/Prepay...: 9           28. Edit Customers........: 0
        7. Price Quote...........: 0           29. Modify Cash Credits...: 0
        8. Customer Search.......: 9           30. Direct Receive........: 0
        9. Invoice Search........: 9           31. Accounts Receivable...: 0
       10. Tag Search............: 9           32. Heat Seal Labels......: 1
       11. Garment Search........: 9           33. Clerks And Time Clock.: 1
       12. Management Menu.......: 5           34. (Add New Clerks)......: 1
       13. Utilities Menu........: 0           35. Inventory.............: 0
       14. Route/Hotel Menu......: 9     Spec: 36. Item/Invoice Voids....: 0
Utils: 15. Backup................: 9           37. Reassign Customer.....: 5
       16. Archive...............: 5           38. Special Adjustments...: 0
       17. Inactive Cust Purge...: 1           39. Alt-F1 Daily Totals...: 5
       18. Reset Customer Stats..: 1           40. Alt-F6 Recovery Menu..: 0
       19. Set Date And Time.....: 1           41. Alt-F8 Cash Pay-Outs..: 5
       20. Correct Sales.........: 1           42. Program Exit To DOS...: 9
       21. Z Reset...............: 1           43. Balance Cash Drawers..: 9
       22. Training/Live Mode....: 9           44. Switch Stores/Hotels..: 0
```

Assign Security

New

```
                      Tag/Lot Advanced Setup Screen

 1. Tags/Lot Type: No Tracking          16. Starting Lot Number...:     1
 2. Lot Name.....: DRYCLEAN             17. Ending Lot Number.....:    99
 3. Layout Editor: <ENTER to Edit>      18. Maximum Orders per Lot:    50
                                        19. Maximum Pieces per Lot:   100
 4. Character Width Of Tag:   44        20. Reset Lot# Each Cycle.: No
 5. Standard Length Of Tag:    4        21. Notify of Lot Change..: No
 6. Lines Per Inch On Tag.:    8
 7. Minimum Number Of Tags:    0        22. Track Color Sequence..: By Day
 8. Maximum Number Of Tags:    0        23. Notify of Color Change: No
 9. Tags Across Page......:    2
10. Back LF's Before Print:    6        24. Sun/Color #01: <ENTER to Edit>
11. Skip Lines After Print:    6        25. Mon/Color #02: <ENTER to Edit>
12. Print Master Tag......: No          26. Tue/Color #03: <ENTER to Edit>
13. Track Daily Sequence..: Promised    27. Wed/Color #04: <ENTER to Edit>
                                        28. Thu/Color #05: <ENTER to Edit>
    Tag Printer Definition:             29. Fri/Color #06: <ENTER to Edit>
14. Advanced IBM ProPrinter             30. Sat/Color #07: <ENTER to Edit>
15. LPT1:   Init:                       31.     Color #08: <Undefined>
                                        32.     Color #09: <Undefined>
F1-Help                     ESC-Exit    33.     Color #10: <Undefined>
```

Advanced Tag/Lot Setup

One of eight new screens

```
Customer Information
  ID Number: Z00003                                        Price Table:     0
                                                           Non-Removable:  No
  Last Name: OLSEN           First: MARTHA                 Discount Group:  0
  Day Phone: (801) 555-8767                                Disc. Expires: 12/31/75
Other Phone: (801) 555-9987                                Frequent Buyer: Inactive
    Address: 5556 POUND PLACE                              Heat Seal Labels: Yes
    Address:                                               Delivery Day:
City ST ZIP: PORTLAND              , OR  56444             Class/Group 2:
     County:                                               Will-Call:     10/04/00
                                                           Misc. Date #2: 10/04/00
       Starch: Medium    Referred By:                      Route/Valet Number:   0
       Finish: Hang      Ref Expires: 10/04/00             Route Stop Number:    0

 Call Customer: No           Order Cnt:        1   Discount Cnt:        0
 Long Distance: No           Sales Amt:    30.97   Discount Amt:     0.00
 Non-Tax (GST): No           Tot Sales:    30.97     Coupon Cnt:        0
                             FB Credit:     0.00     Coupon Amt:     0.00
 Sign Up Date:  07/22/92     Cash Credit:   0.00       Void Cnt:        0
 Last Visit:    10/07/92     Credits Amt:   0.00       Void Amt:     0.00

F1-Help  F2-Acct/Memo  F4-Vip  F6-Credit Card  F8-EMail          ESC-Exit
```

Customer Information

```
            Modify Price List

  Percent Increase:     0

  Round To Nearest: 0.00

  Department: <All Items>

  Price / Upcharge: Price

 F1-Help                          ESC-Exit
```

Modify Price List

```
        Modify Customer Credits

 Customer: OLSEN, MARTHA
  Current:    0.00

  Invoice:       0
   Reason:
   Adjust:    0.00
```

Modify Customer Credits

```
Spot Authorization Entry Screen

To obtain your Authorization Code, please call Westgate Software
at (801) 495-1200.

Current: B8RATNN24GY2T75F
Remains: <Unlimited>

Network: Enabled
Clients: <Unlimited>

Stores: 5
Hotels: 5

  Enter the Authorization Code Here:

The Store Phone Number is: (801)495-1200
```

Authorizaion Code Window

New

```
Heat Seal Label Information

 Label Num: A001234A
  Customer: OLSEN, MARTHA

Department: Dryclean
  Category: Blouse
      Item: Plain

  Color #1: Beige                  Usage Information
  Color #2: <None>                   Entered: 10/10/98
   Pattern: Checks                 Last Used: 10/10/98
                                       Count:        1
 Upcharges: <Enter to Edit>

   Comment:
Adjustment:    0.00

F1-Help                                        ESC-Exit
```

Heal Seal Information Window

New

```
Identify Heat Seal Label

Cust: OLSEN, MARTHA
 Num: A001234A

Dept: Dryclean
 Cat: Blouse
Item: Plain

 Col: Beige Checks

Last: 10/10/98
 Cnt:    1

 HSL:
```

Heal Seal Information [Alt-F3]

New

Index

Symbols