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Department of Excise, Entertainment and Luxury Tax

USER MANUAL

ESCIMS

Excise Supply Chain Information Management System

USER MANUAL
Point of Sale
Volume -I

ESCIMS

Excise Supply Chain Information Management System

Department of Excise, Entertainment and Luxury Tax

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About This Manual

Purpose

This manual has been written to help you understand and use the Point of Sale (PoS) application. It explains the functional capabilities and operational details of PoS and contains the procedures that you need to know for performing the business tasks using the application.

The Database Maintenance tasks have not been covered in this manual.

Intended Audience

This manual is primarily intended for users at the Vends/Point of Sale and users of Hand Held Terminal (HHT) device.

Prerequisites for Use

Following are the prerequisites for understanding this manual:

- **Functional:** Basic understanding on operations of liquor manufacturing and distribution process is required.
- **Technical:** Basic understanding on working of computers and HHT device is required. You must be familiar with data entry operations.

Organisation of the Manual

This manual is organised as follows:

- **Introduction:** Provides an overview of the PoS application. It also details the hardware and software requirements, and its interfacing with other systems.
- **Getting Started:** Introduces you to the PoS application. It gives a brief introduction about the general working features of the application that you should keep in mind while working.
- **FAQs:** Is Included at the beginning to provide ready answers to the most commonly asked questions.

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List of Abbreviations

Abbreviation/Acronym	Expansion
BWH	Bonded Ware House
ESCIMS	Excise Supply Chain Information Management System
HHT	Hand Held Terminal
PoS	Point of Sale
TP	Transport Permit

FAQs - Questions you may ask!

1. **What is HHT?**

   HHT is a device used to scan liquor cases and bottles and then transfer the scanned data to the computer.

2. **How to use the HHT?**

   HHT is a battery operated device. You can switch on the power button and start using the application for scanning and data transfer purposes.

3. **How do I login to the HHT?**

   You need to create a user ID and then login to the HHT by entering the created user ID and password. For more information on how to create user id, refer "Mantaining user" section in "System Administration"

4. **How do I transfer the data from HHT to the computer?**

   Data can be transferred to the computer by selecting the "Finish and Transmit" option through the Submit menu..

5. **What happens if the data is not being able to transfer from HHT to the computer?**

   Check your Wi-Fi connection. The computer needs to be in the range of an enabled Wi-Fi device to transfer the data. If the HHT is connected to computer through a cable, ensure that the cable is well-connected to the PoS terminal.

6. **How do I login to my computer?**

   You may login to the computer using a valid user ID and password provided by the vend in-charge.

7. **How do I cancel or undo the current task?**

   You may cancel the current task on HHT by keeping pressed the Fn + **F2** keys for 5 seconds. It will soft boot the device. Please note that this action will erase all data will from the HHT.

8. **Can I leave a task at HHT without completing it?**

   No. You should not leave the HHT without completing the entire task. Only data transfer may happen later, if required

9. **Will my data be saved in HHT, if I quit a task before completing it?**

   No, the data is not saved in such a case.

10. **My HHT battery is discharged while my task is not complete. Is the data saved?**

    No, the data is not saved.

Know Your HHT

The HHT is a barcode scanning device used at Vends and Bonded warehouse.

The following figure presents the various components of HHT:

Figure 1: HHT

Know Your Desktop Computer

The desktop computer is used as a medium to connect to the ESCIMS application via internet and the HHT via Wi-Fi network/cable connection. The following figure presents the items required at vend to perform vend activities:

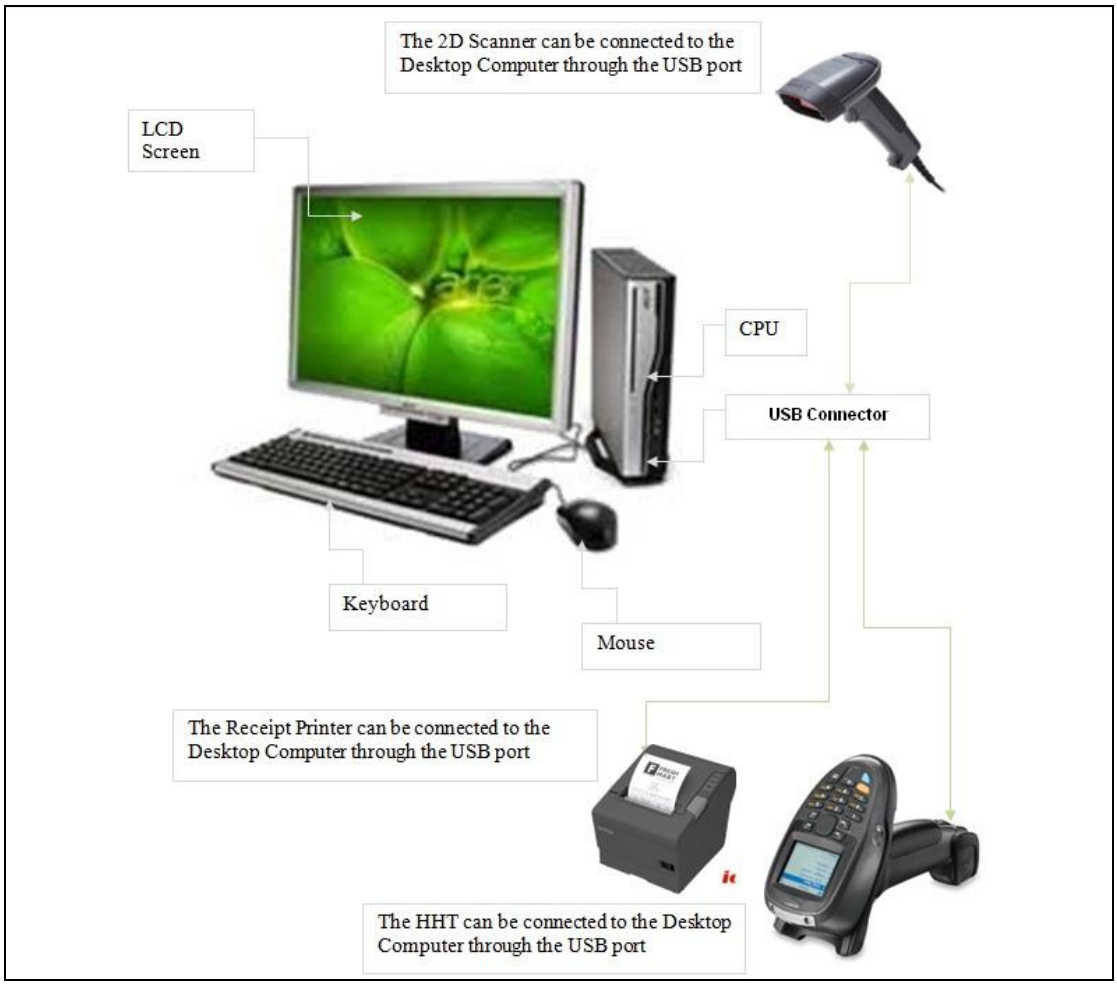


Figure 2: PoS Terminal

INTRODUCTION

Introduction to ESCIMS
Introduction to Point of Sale

1 Introduction to ESCIMS

ESCIMS is a simple Internet-based application centralised with the Excise department and interfaces with its stakeholders, including Distilleries, Bonded Ware Houses (BWH), Corporation and Private Vends, Canteen Store Depots, Hotels, Clubs and Restaurants.

The following figure represents the various stakeholders involved in the functioning of the project:

Figure 3: ESCIMS Ecosystem

The followng figure represents the information flow between Point of Sale terminal and ESCIMS server:

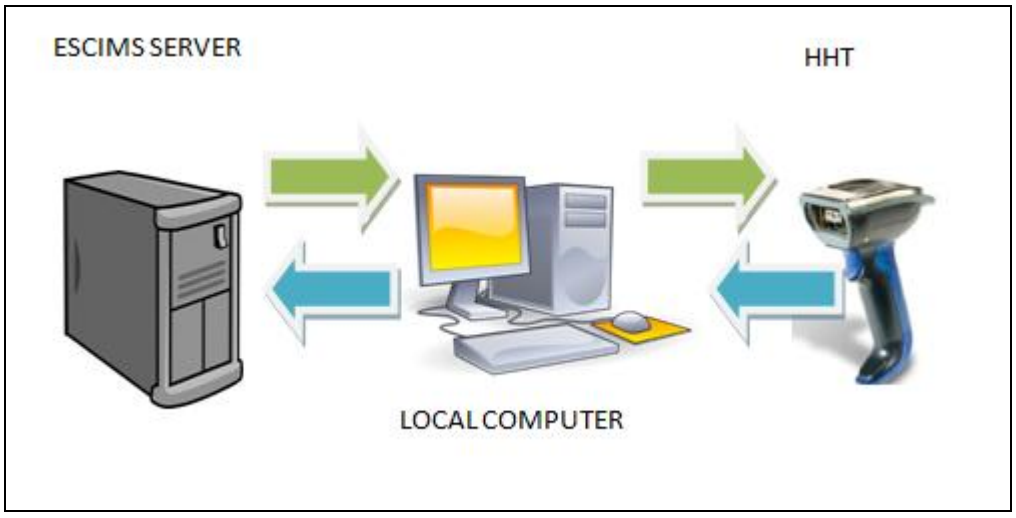


Figure 4: Information Flow at ESCIMS

The application has been developed as a part of the ecosystem to automate the supply distribution, ease out operations, bring in transparency and have better control over the supply chain management of liquor distribution. The application will allow a real time monitoring of the distribution of liquor, minimise adulteration and prevent sale of illicit liquor.

1.1 About PoS

The PoS application is used for receiving, selling and managing liquor at vends. It helps record the transactions taking place at vends and displays reports correspoinding to sale, return, receiving of inventory and damaged inventory.

The information from PoS application is syncronised with the Core ESCIMS. The information change is updated in PoS at periodic intervals.

1.2 Features of PoS

Vend activities can be divided into the following five categories and their respetive sub-categories:

- **Receiving Stock and Issuing to Counter**
  - Receiving Supplies
  - Issuing Stock to Counter
- **Selling and Returning Items**
  - Sale Process
  - Sale Process using HHT
  - Sale Return Process
  - Looking up Inventory
- **Marking Damaged Stock and Conducting Stock Take**
  - Marking Damaged Stock
  - Stock Taking at Point of Sale (PoS)
  - Day End Process
- **Administration**
  - User Maintainance
  - Synchronise PoS data
  - Configure Machine
- **Reports**
  - Transport Permit (TP) Details Report
  - Daily Sales Report
  - Inventory Status Report
  - Daily Activity Report

1.3 User Roles and Access Rights

The user roles are limited to sending the input data to PoS. The login ID is to confirm the identity of the user prevent manhandling of the device.

GETTING STARTED

Logging in PoS/HHT
Menus

2 Getting Started

This chapter explains the procedure of login to the PoS application and access the basic required functionality of the device.

2.1 Login

Access to the PoS application is limited to authorised users. To access the application, you need to logon to PoS using your user ID and password.

2.1.1 Creating User ID

The login ID for vend in-charge will be created at the time of application setup. The vend in-charge will be provided the user ID and password. The vend in-charge can create user IDs in turn for the vend users. There is a limitation on maximum number of active vend users.

2.1.2 Setting Password

The vend in-charge will set the password for all the IDs of vend users.

2.1.3 Forgot Password

The vend users can ask the vend in-charge to reset the password. Vend in-charge can reset the passowrd through the PoS User Master screen. The new default password will be same as the login ID of the user.

2.1.4 Changing Current Password

The vend user can change the current password through the Change Password screen. The user need to enter the current password, new password, confirm new password and click the Change Password button to change the password.

The following figure shows the Change Password screen:

Figure 5: Change Password Screen - PoS

The following figure displays the PoS login screen:

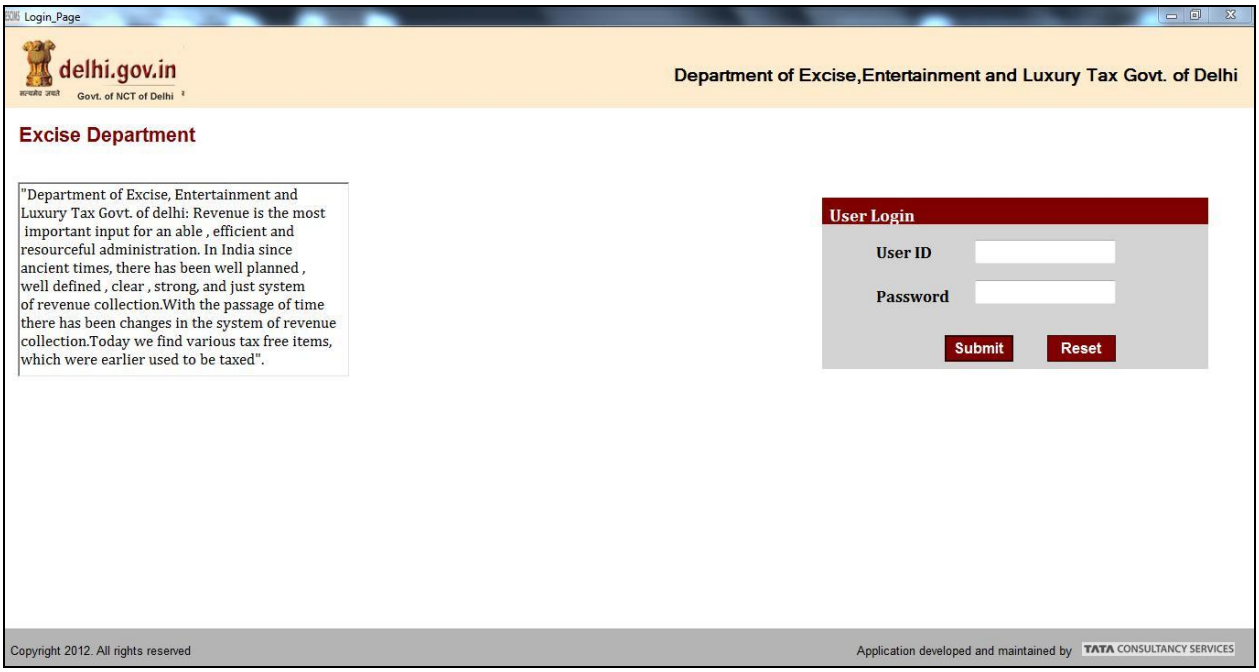


Figure 6: Login Screen - PoS

2.2 HHT Login

2.2.1 Prerequisites

The following services should be running for HHT to work correctly:

- IIS Web Admin and World Wide Web Publishing - These can be accessed through Control Panel → Administrative Tools → Services
- Windows Mobile Device Centre – This should be installed and executed.
- The HHT should be connected to the PoS terminal through Wi-Fi or USB cradle for exchange of data with PoS terminal while logging in and while downloading the TP information to the HHT.

The following figure displays the HHT login screen:

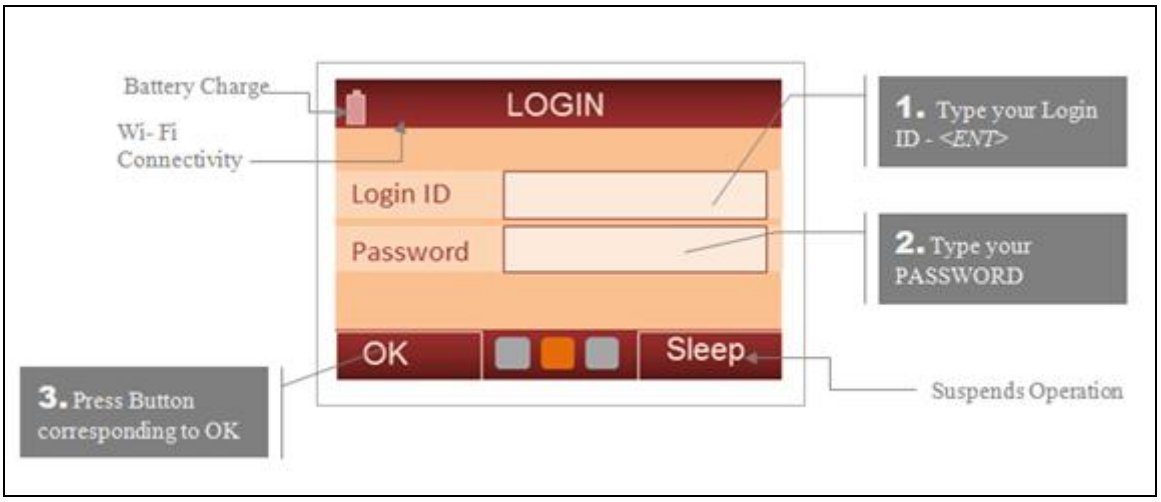


Figure 7: Login Screen – HHT

2.3 Logging Out of the HHT

1. Click the main menu.
2. Select the Logout option from main menu on the Home Screen. Click OK to confirm the selection.

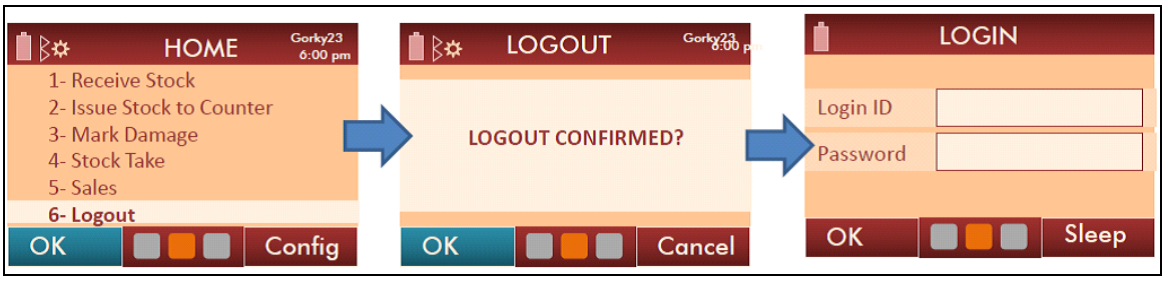


Figure 8: Logout screens

2.4 Familiarising with the Interface

The section familiarises you with the User Interface of the PoS application at the terminal and at the HHT to perform various tasks and operations.

2.5 Menus

The PoS application consists of the following menus:

Table 1: Application Menus

S. No.	Menu Name	Description
1	**Admin**	This menu contains the following functionalities related to vend in-charge system admin operations: a. User Maintainance b. Synchronise PoS data c. Configure Machine

S. No.	Menu Name	Description
2.	**Applications**	This menu contains the functionalities related to vend operations. The following functionalities are available in the menu: a. Issue of Stock to Counter b. Sale Case/Bottle c. Sale Return d. Damage Marking e. Stock Taking f. Day End Procedure
3.	**Receiving**	This menu consists of the Receive Supplies functionality at vend.
4.	**Reports**	This menu consistes of the following functionalities and reports: a. Search TP b. Daily Sales Reprot c. Inventory Status Report d. Daily Activity Report

RECEIVE SUPPLIES

Through HHT
Through Manual Entry

3 Receive Supplies

This chapter explains the procedure of receiving supplies at vend.

3.1 Receiving Supplies using HHT

The HHT device user scans the cases and/or bottles to receive the supplies. The detailed process for Receiving through the HHT is mentioned below:

1. Login to the PoS application on HHT.
2. After login, select the Receive Stock menu option from the main menu.
3. Use the navigation keys to move Up and Down to select and click the OK button to confirm the selection.

Figure 9: Menu Screen

4. The TP number can then be scanned or manually entered in the HHT. In case the manual entry is done, click the OK button to confirm the entry.
5. Multiple TPs can be scanned/entered one after another.
6. After scanning/entering all the TP numbers, press the Tab key from the keyboard to scan cases. The Scan Case field is activated only after the pressing the Tab button.

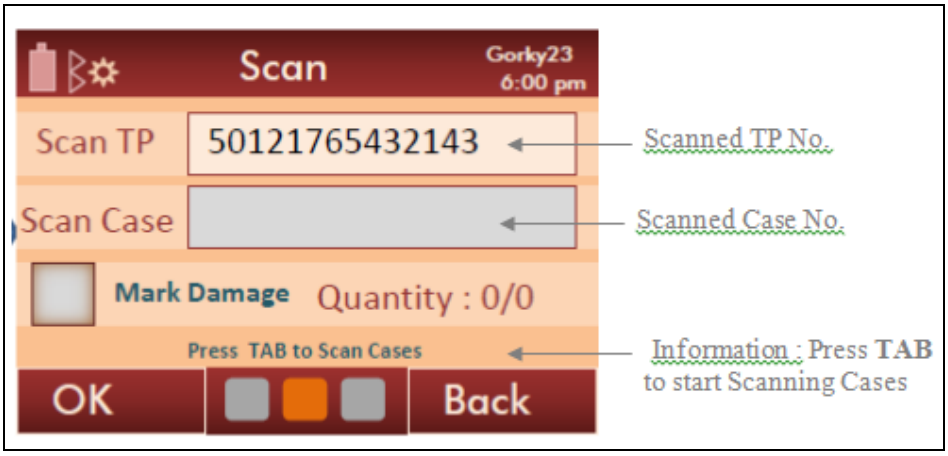


Figure 10: Scan TP

7. The cases can then be scanned one by one.
8. The Quantity field presents the total number of intact cases scanned against the total number of cases to be received. This field is updated when you scan the other case.

Figure 11: Scan Cases

9. Click the OK button to finish the scanning of all the intact cases.
10. This will lead to the generation of Summary Report.
11. The cases can be marked as damaged by selecting the Mark Damage check box and then scanning the damaged case.

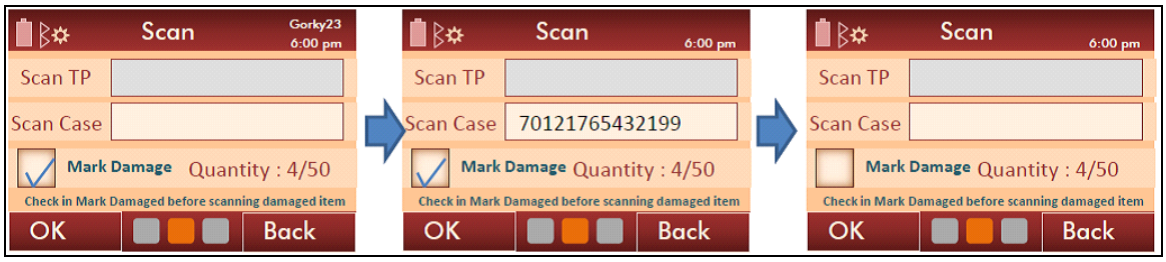


Figure 12: Mark Damage

- The quantity at counter will not increase in case a damaged case is scanned.
- If you forget to mark the case as damaged, you may rescan it after checking in the Mark Damaged box. The system will overwrite the case as Damaged.

12. The Summary Report provides details of cases received, not received and damaged against the respective TP.
13. In case of multiple TPs, you can use arrow buttons to see the summary report against the next TP.
14. Click the OK button on the Summary screen select the "**Finish and Submit**" option to send the report for the received cases to the local computer.

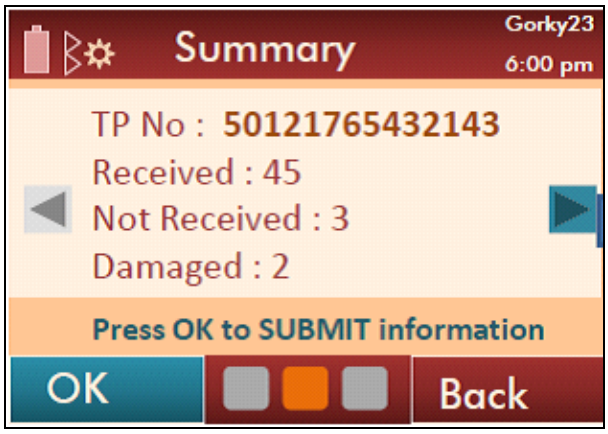


Figure 13: Summary Screen

15. Once the report is sent to the local computer, the HHT shows a confirmation message: 'Information Sent Successfully'.

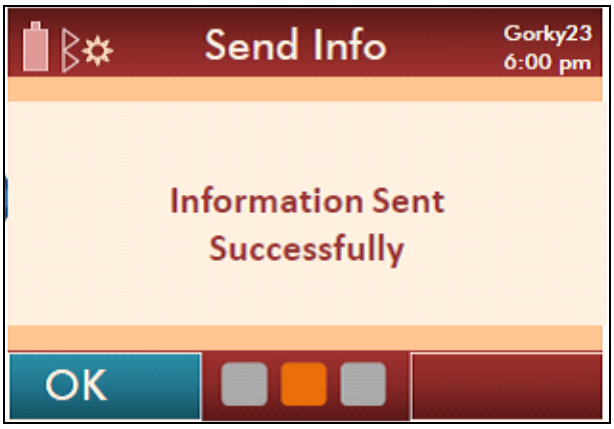


Figure 14: Send Info Screen

16. Click the OK.button to return to the Home screen.
17. This confirms that the process of receiving stocks is successfully completed.

The screens of the Receiving process are summarised here:

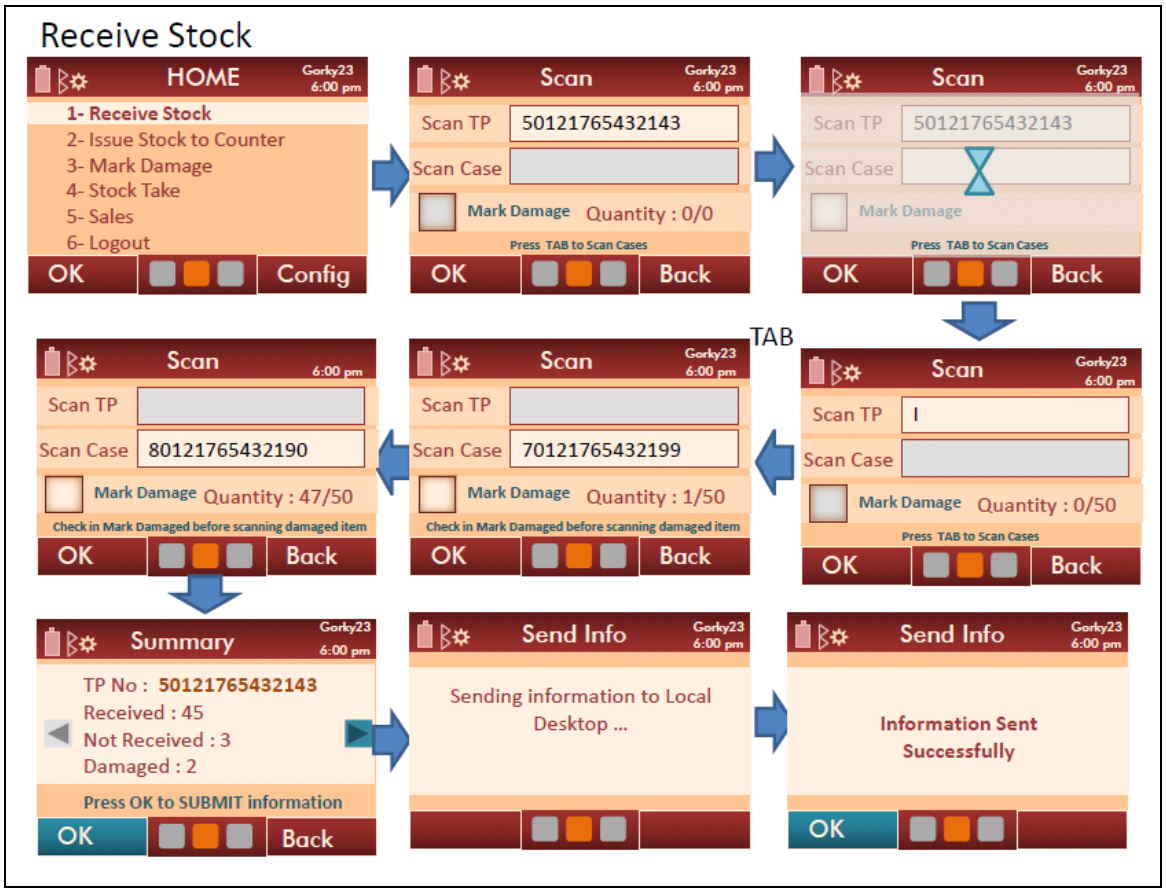


Figure 15: Receiving Supplies using HHT

18. Access the Receive Supplies functionality on the PoS terminal.
19. To receive the remaining cases, click the TP Number hyperlink on the View Advance Shipment Notice screen.

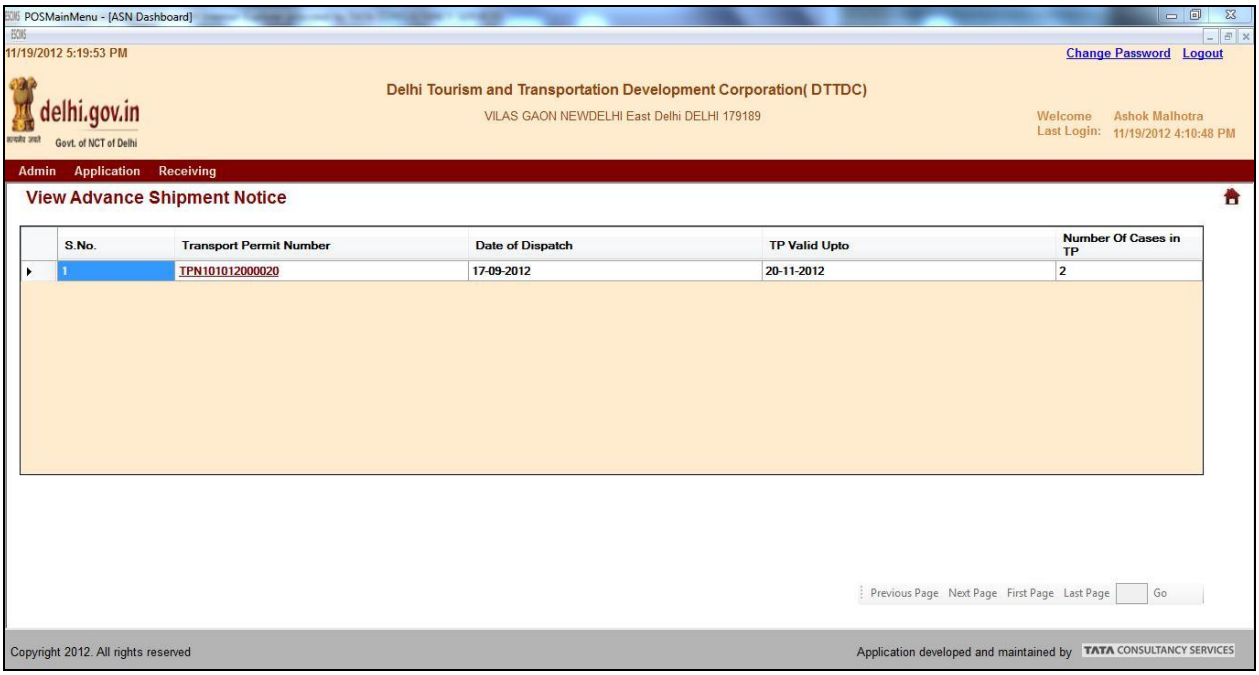


Figure 16: View ASN

20. View the details of the TP to be received including the warehouse name, address and driver details.

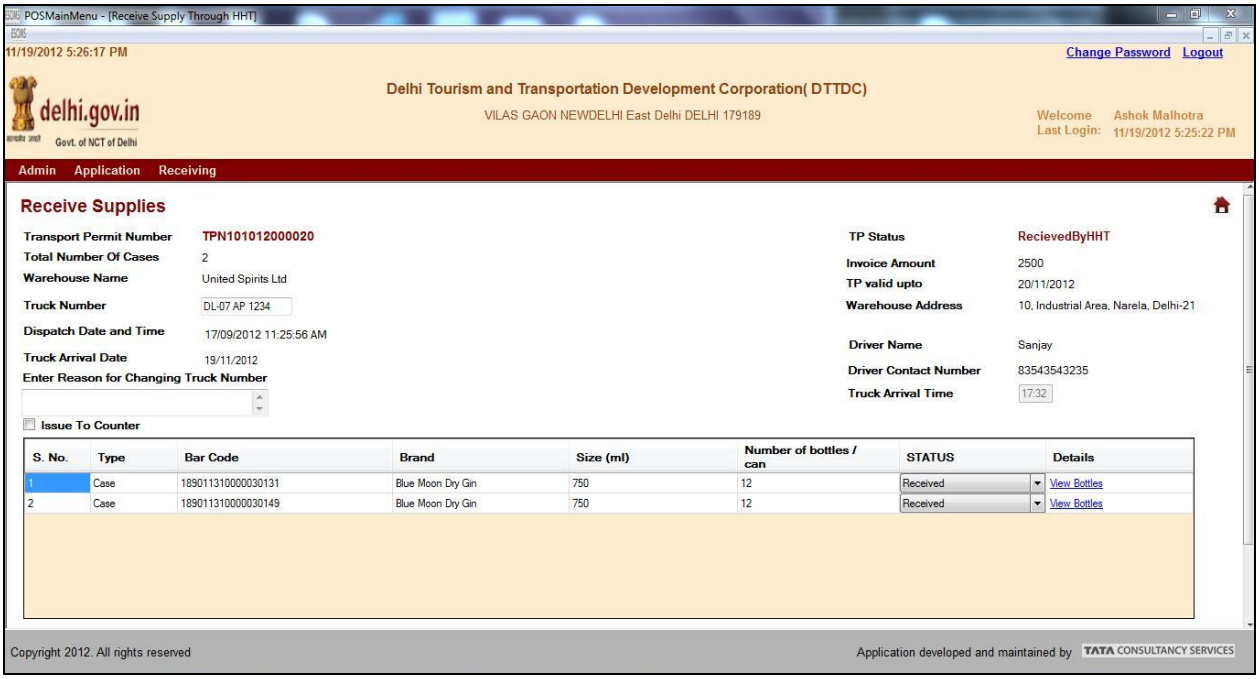


Figure 17: View TP Details

- To go back to the previous screen, click the Cancel button.

21. Select the status of the remaining cases as Received/Damaged. If a case is partially damaged, click the View Bottles hyperlink against the case to display its contents. Select the relevant status for the bottles, click the Save button and then the Close button to return to the TP Details screen.

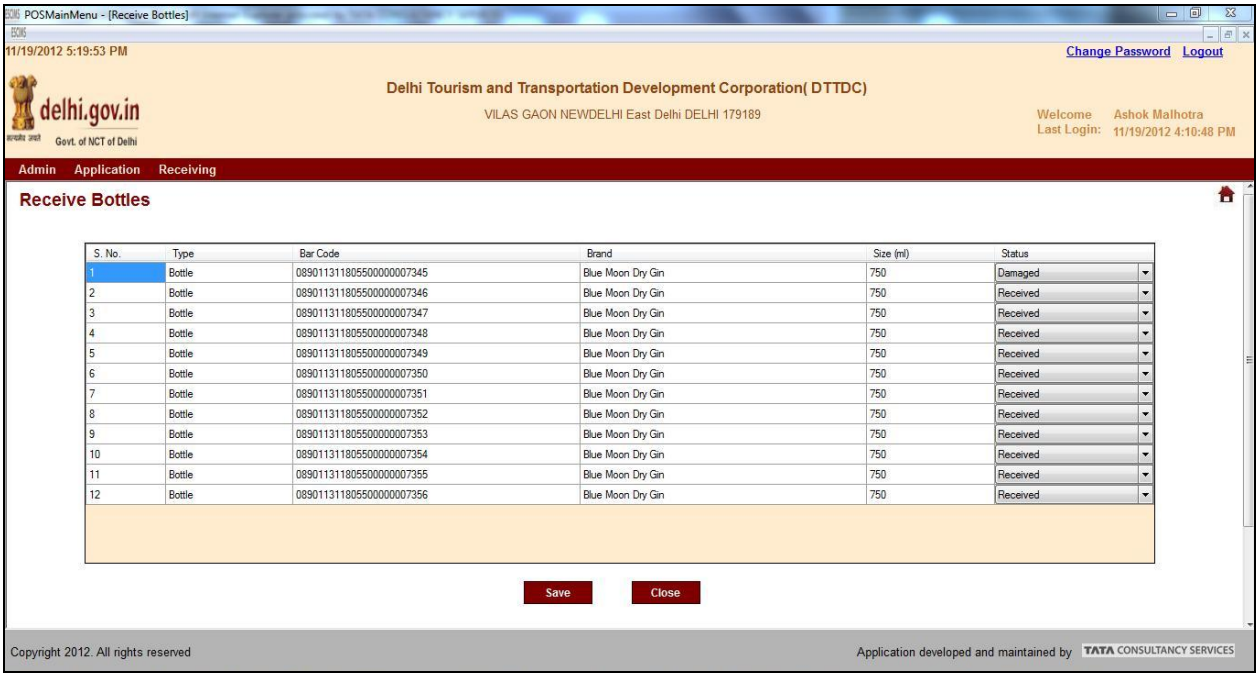


Figure 18: View Case Details

22. Click the Submit button to complete receiving of supplies.
23. Click the OK button to return to the Home screen.

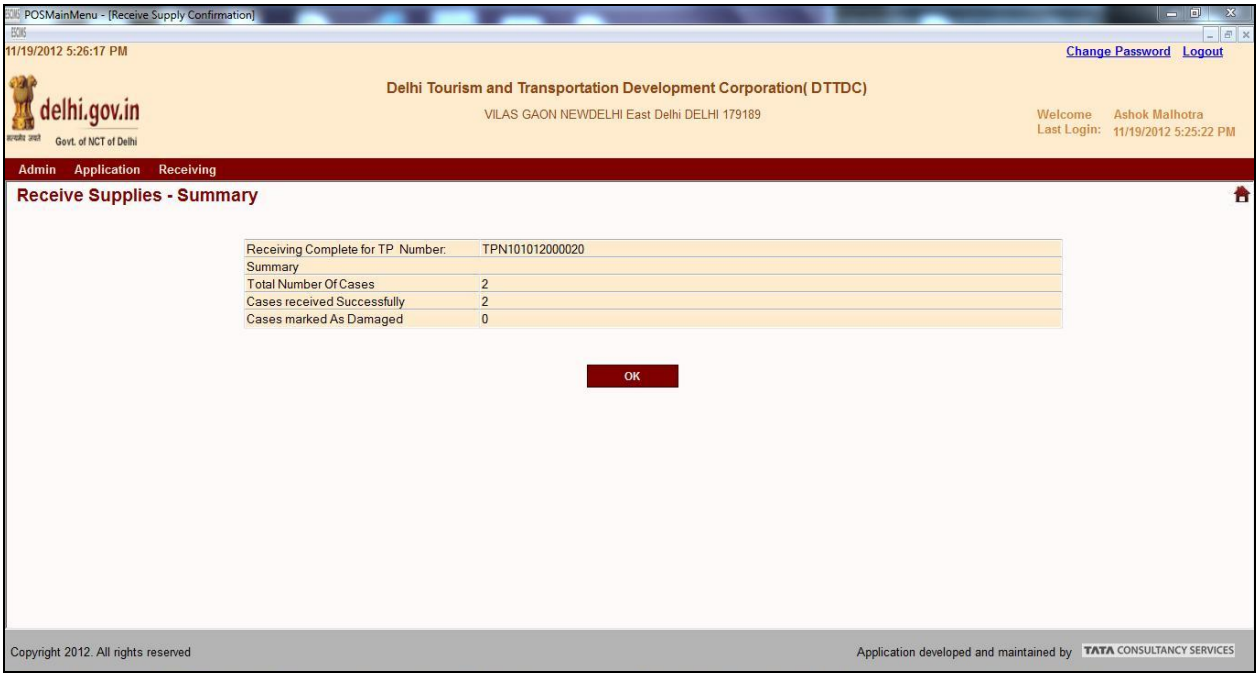


Figure 19: Receiving Confirmation

3.1.1 Error Messages and Scenarios

- **Connectivity Problem! Unable to send Information**: **Data not transmitted:** Is displayed when the data is transmitted due to connectivity issues. Click the OK button to redirect to the Home screen.

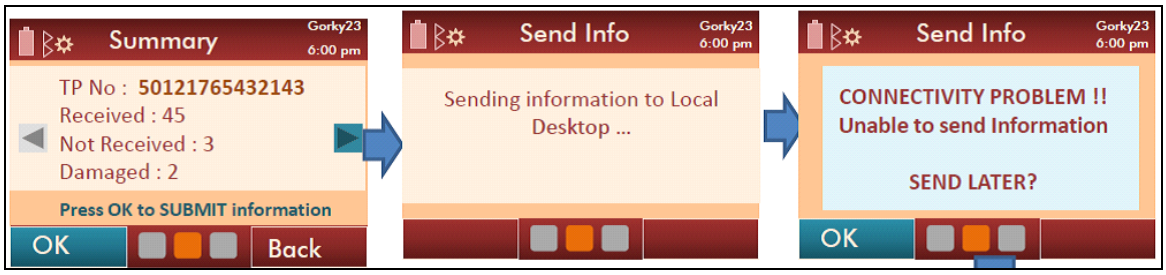


Figure 20: Data not Transmitted Screens

The data will be saved in the HHT memory. The HHT would prompt you to submit pending information on selecting the Receive Stock option again from the main menu.

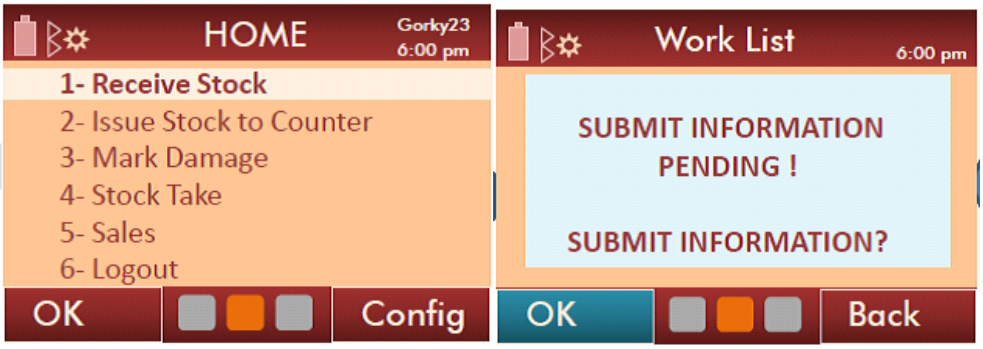


Figure 21: Worklist Screen

- **Invalid TP:** Is displayed if a scanned TP is invalid. Click the OK button and scan the new TP. The Invalid TP Number is not saved in the HHT device.
- **Invalid Case:** Is displayed if a scanned case is invalid. Click the OK button and scan the new case. The Invalid Case Number is not saved in the HHT device.

3.2 Receiving Supplies Manually

1. Access the Receive Supplies functionality on the PoS terminal.
2. To view the details of the TP to be received, click the TP Number hyperlink.

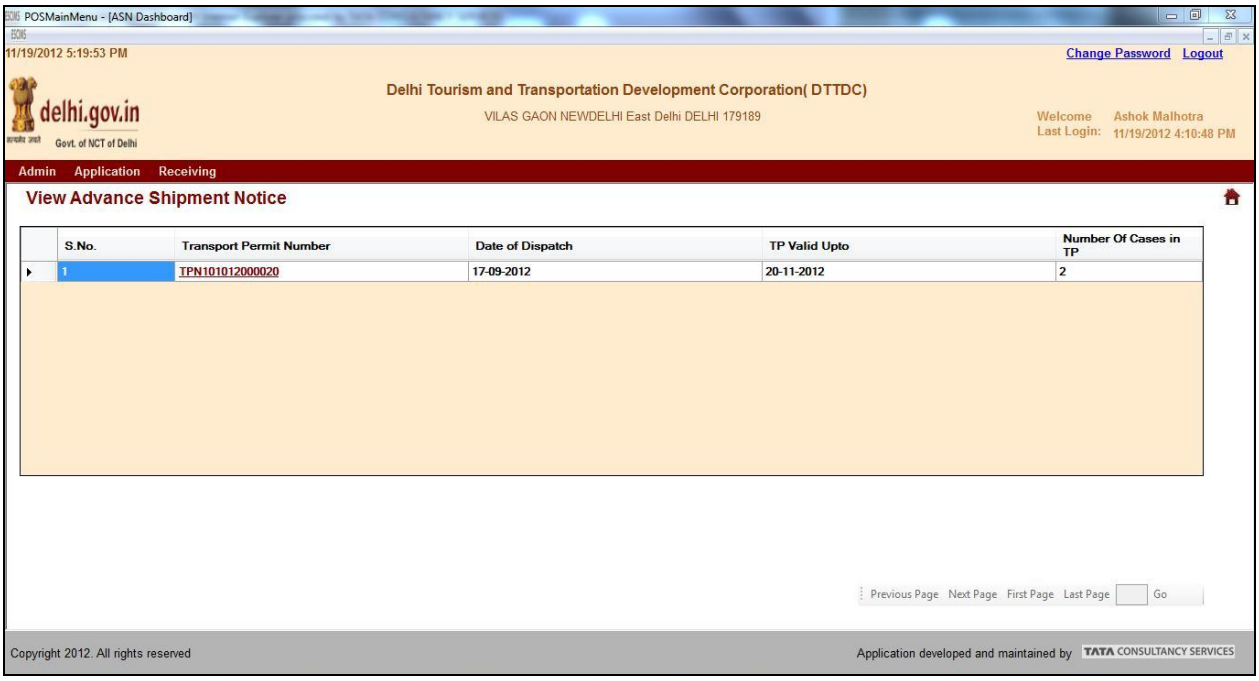


Figure 22: View ASN

3. View the details of the TP to be received including the warehouse name and address and driver details.

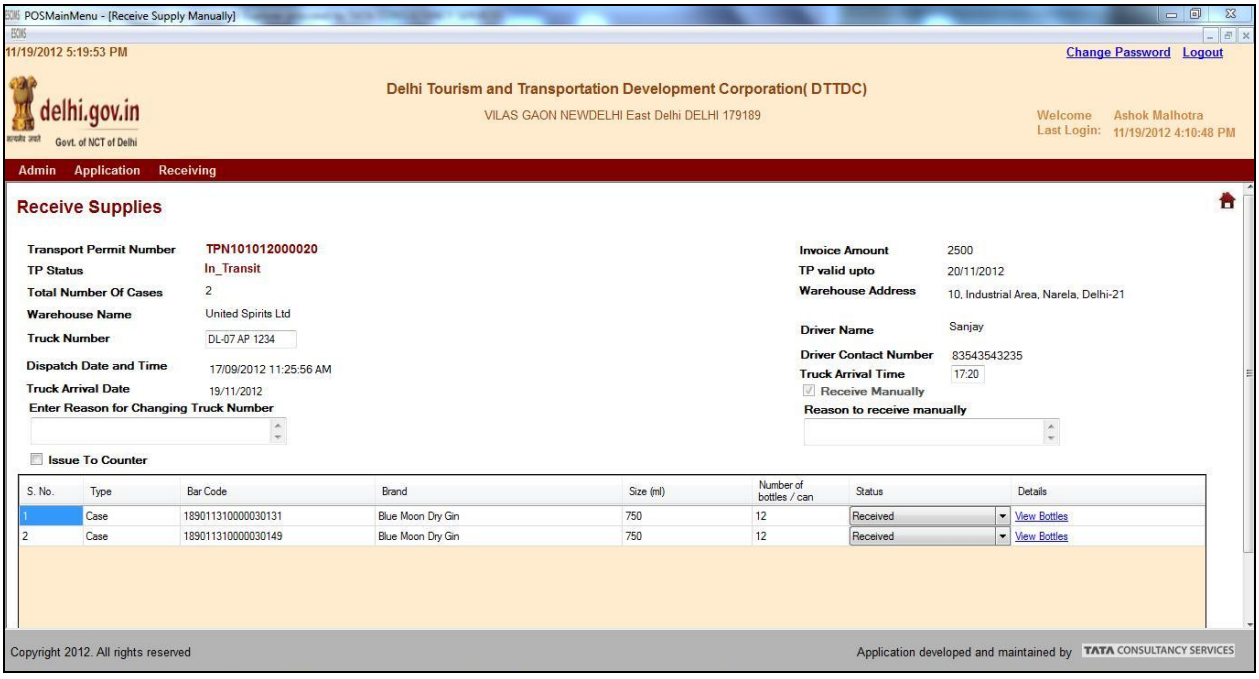


Figure 23: TP Details screen

4. Select the status of the cases as Received/Damaged. If a case is partially damaged, click the View Details hyperlink against the case to display its contents. Select the relevant status for the bottles.

5. Click the Save button and then the Close button to return to the TP Details screen.

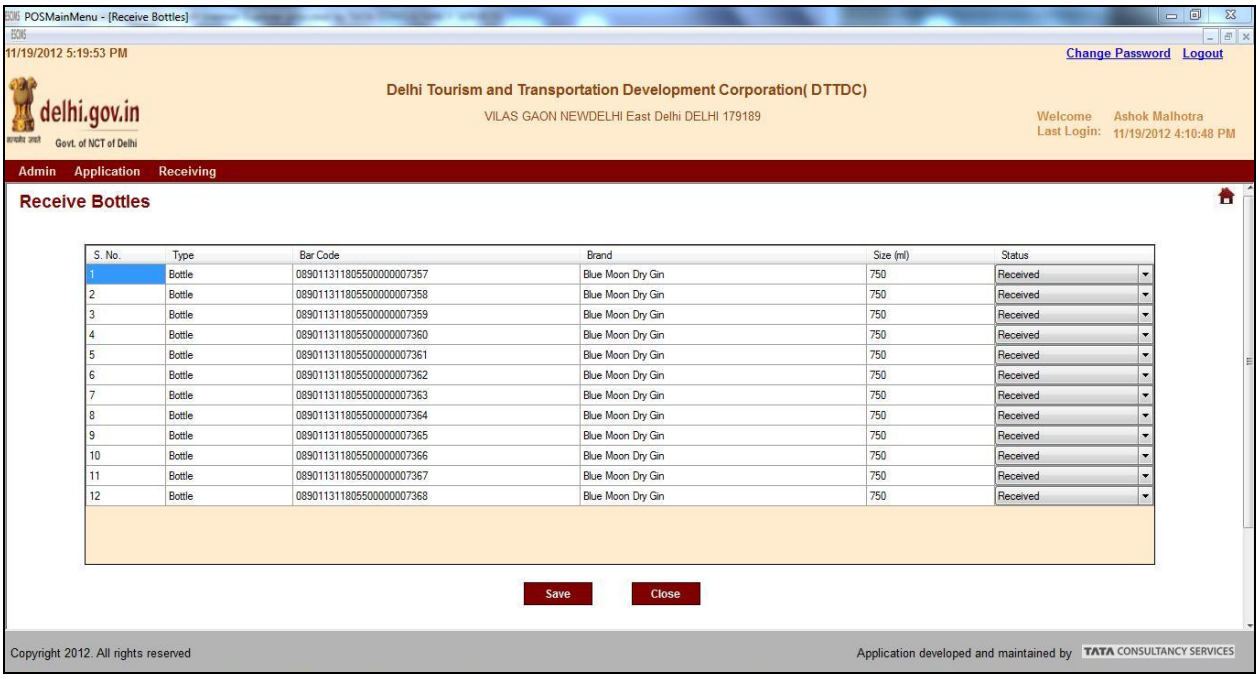


Figure 24: View Case Details

6. Click the Submit button to complete receiving of supplies.
7. Click the OK button to return to the ASN screen.

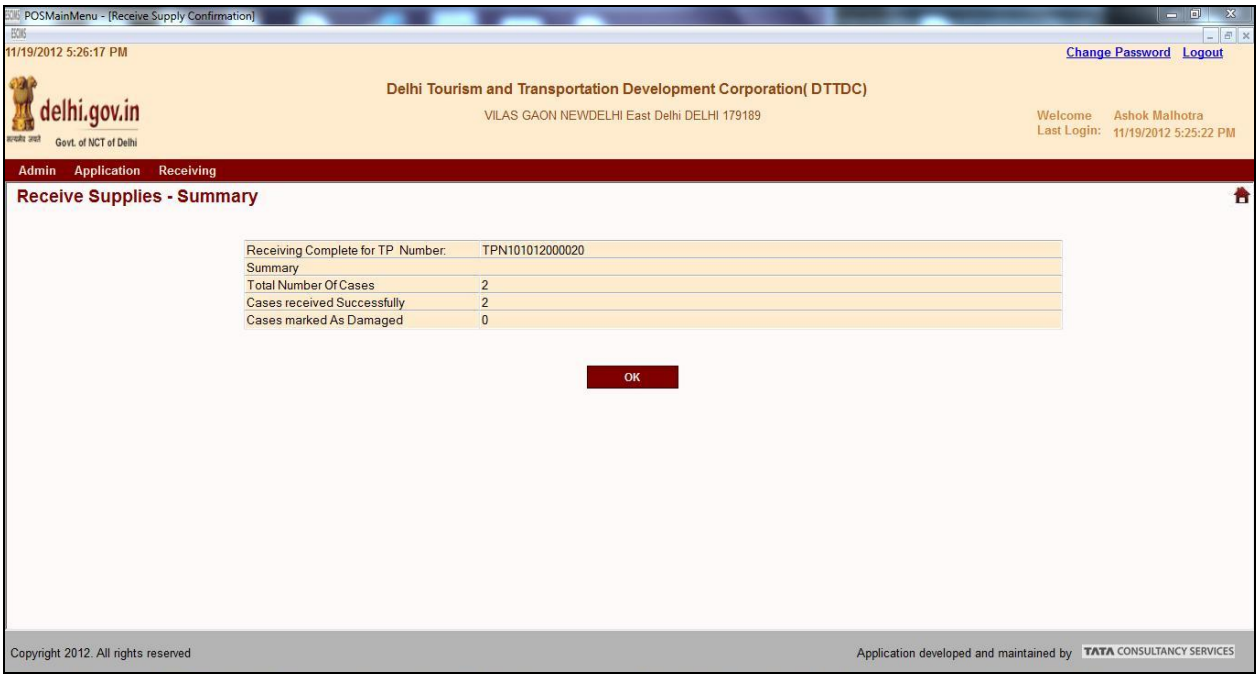


Figure 25: Receiving Confirmation Screen

ISSUE STOCK TO COUNTER

Through HHT

Through Manual Entry

4 Issue Stock to Counter

This chapter explains the procedure of issuing stock to counter for selling.

4.1 Issue Stock to Counter using HHT

The following figure represents the screens of the "Issue Stock to Counter" functionality on HHT:

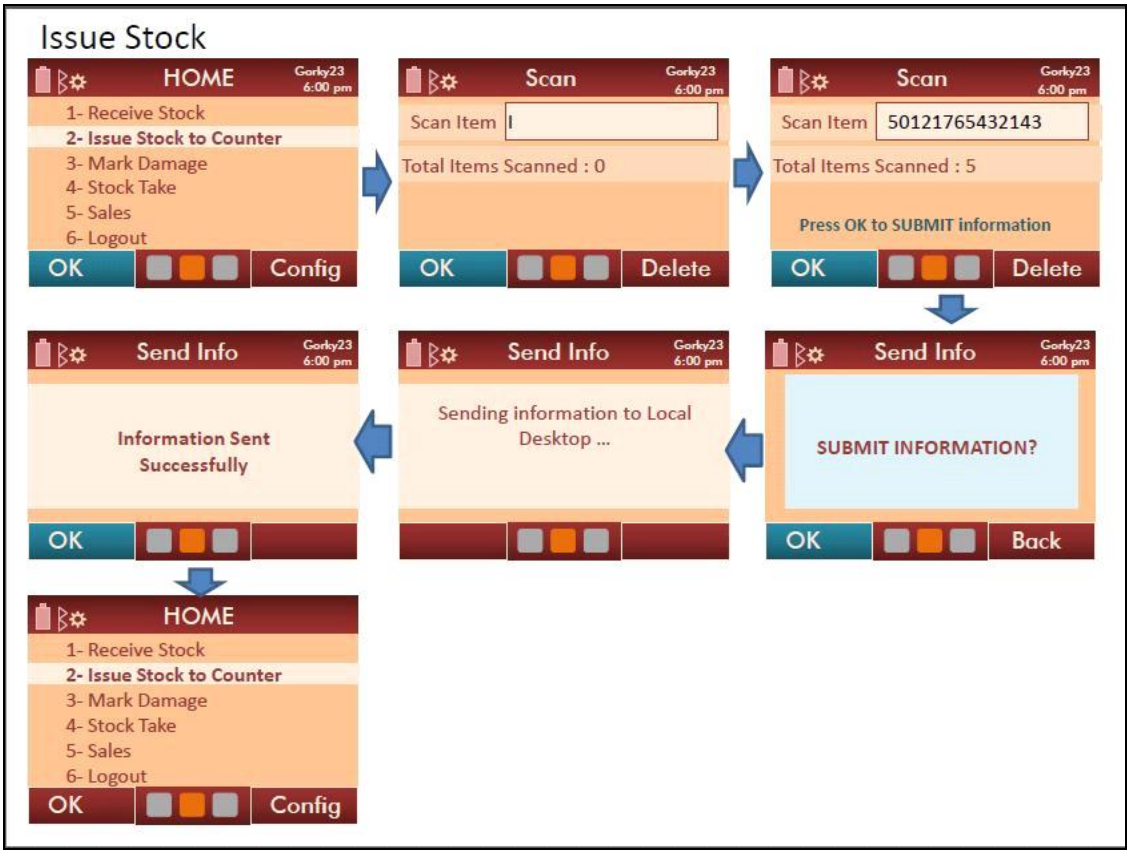


Figure 26: Issue Stock to Counter using HHT

To **issue stock to counter using HHT:**

1. Login to HHT.
2. Access the Issue stock to counter functionality
3. Scan the barcodes of the inventory to be issued and click the OK button to complete.

4.2 Issue Stock to Counter using PoS Terminal

The following figure represents the screens of the "Issue Stock to Counter" functionality on PoS terminal:

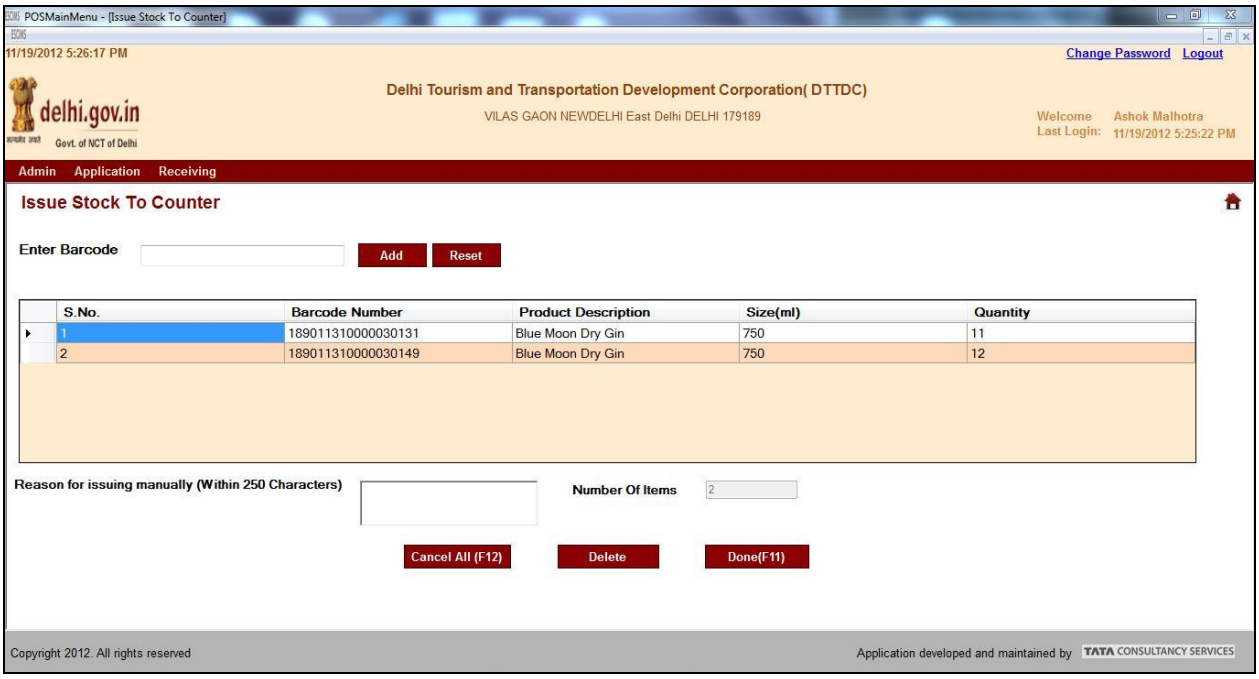


Figure 27: Issue Stock to Counter

To **issue stock using the PoS terminal:**

1. Access the Issue stock to counter functionality on PoS.
2. Scan the barcode of the inventory to be issued.

	• You may also enter the case/bottle barcode in the input textbox and click the **Add** button to add the inventory to the list. • You may click the Reset button to clear the text in the textbox.

3. Enter the reason to issue stock manually and click the Done button.

	• To complete issue of inventory without using the mouse, press the F11 key from the keyboard or click the Done button. • To delete the selected row, click the Delete button . • To cancel the issue of all items and clear the screen, click the Cancel All button.

SALE CASE/BOTTLE

Through HHT
Through Manual Entry

5 Sale Case/Bottle

This chapter explains the procedure to sell a case or a bottle using the PoS application.

5.1 Selling a Case/Bottle using PoS

The following figure represents the screen of the "Sale case/bottle" functionality on PoS terminal:

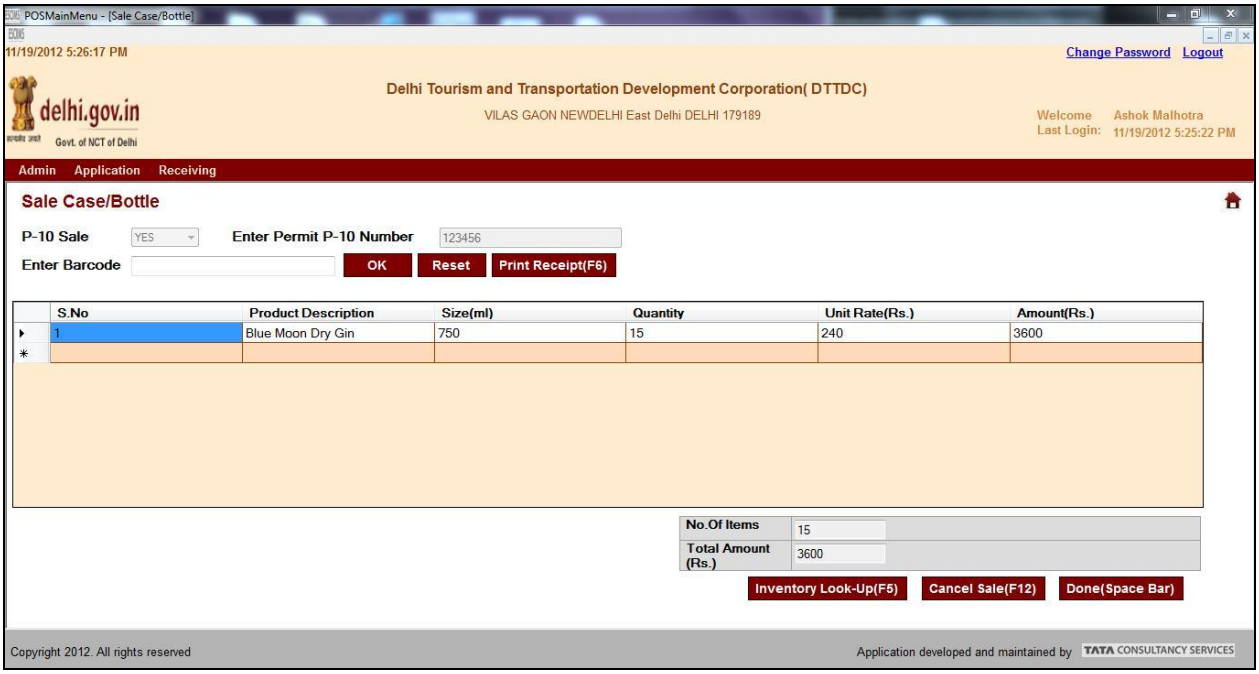


Figure 28: Sale Screen

Selling a case/bottle using PoS:

1. Access the Sale Case/Bottle functionality on PoS.
2. Scan the barcode on the bottle/case with 2D scanner. Repeat for each bottle/case to be sold.
3. Click the Done button.

- To complete the sale transaction, press the Space bar on your keyboard.
- To cancel and clear the Sale screen, click the Cancel Sale button or press the F12 key on your keyboard.
- To print a receipt, click the Print Receipt button or press the F6 key on your keyboard.
- To view the availability of the stock, click the Inventory Lookup button or press the F5 key on your keyboard..

5.2 Deleting a Case/Bottle

To delete a case/bottle from the transaction:

1. Scan the same barcode again. A confirmation message to delete the item from the grid will be displayed.
2. Click the OK button to delete.

3. Click the Cancel button to discard the delete action.

5.3 Inventory Lookup

Inventory Lookup allows you to lookup a specific brand or size available in the store or on counter for selling.

To lookup inventory:

1. Click the Inventory Lookup button on the Sale screen.
2. Search for required inventory and click the Cancel button to return to the Sale screen.

For more information, refer to the Section 6: Inventory Lookup.

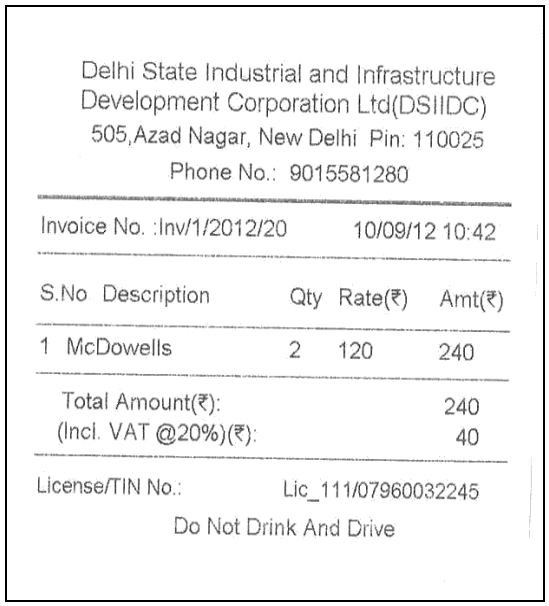
5.4 Selling a Case/Bottle against P-10 Permit

Selling a case/bottle against P-10 permit:

1. Select the Yes option from the **"P-10 Sale"** dropdown list on the screen to display the P-10 number input field.
2. Enter the P-10 permit number in the input field.
3. Enter/scan the barcode on the bottle/case with 2D scanner. Repeat for each bottle/case to be sold.
4. Click the Done button.

5.5 Sample Printed Sale Receipt

The following figure represents the receipt of the sale transaction:



Delhi State Industrial and Infrastructure Development Corporation Ltd(DSIIDC)
505,Azad Nagar, New Delhi Pin: 110025
Phone No.: 9015581280

Invoice No. :Inv/1/2012/20 10/09/12 10:42

S.No	Description	Qty	Rate(₹)	Amt(₹)
1	McDowells	2	120	240

Total Amount(₹): 240
(Incl. VAT @20%)(₹): 40

License/TIN No.: Lic_111/07960032245

Do Not Drink And Drive

Figure 29: Receipt

Print Receipt:

1. To print a receipt for the transaction, complete the sale transaction and click the Print Receipt button on the Sale screen.

5.6 Selling a Bottle using HHT

To sell a bottle using HHT:

1. Login to HHT using a valid user ID and password.
2. Select the Sales functionality on the HHT menu and click the OK button.
3. Scan the bottle to be sold and click the Submit button.

The following figure represents the screens of the "Sale" functionality on HHT:

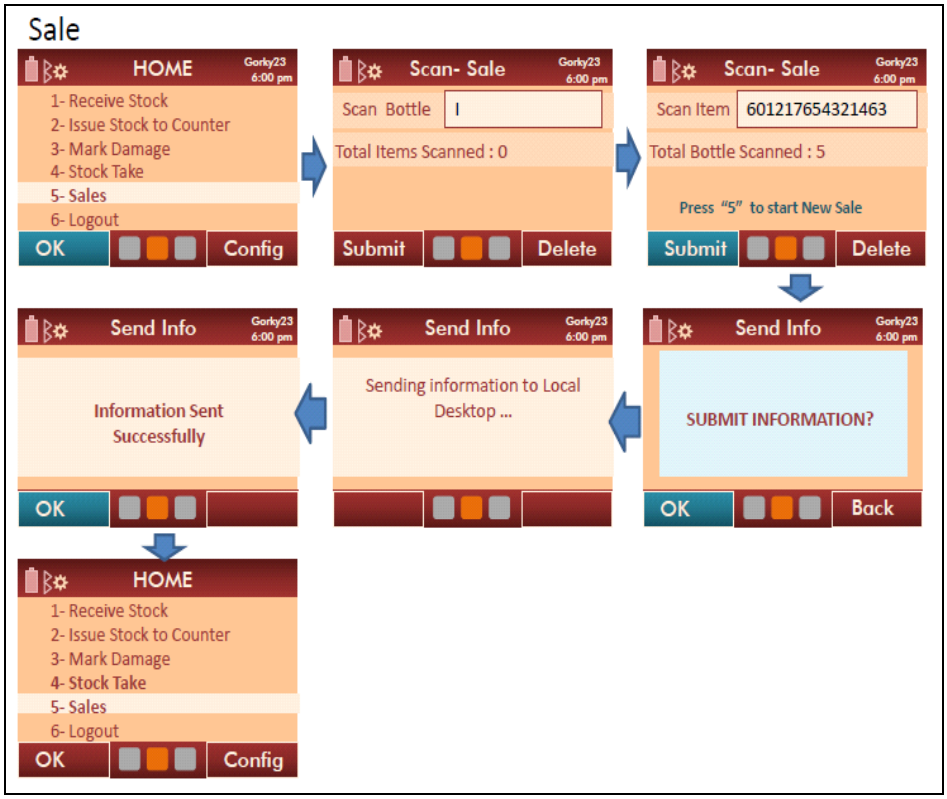


Figure 30: Sales using HHT

INVENTORY LOOKUP

6 Inventory Lookup

This chapter explain the procedure to lookup a brand/size in the vend inventory.

6.1 Inventory Lookup

The following figure represents the screen of the "Inventory Lookup" functionality on PoS terminal:

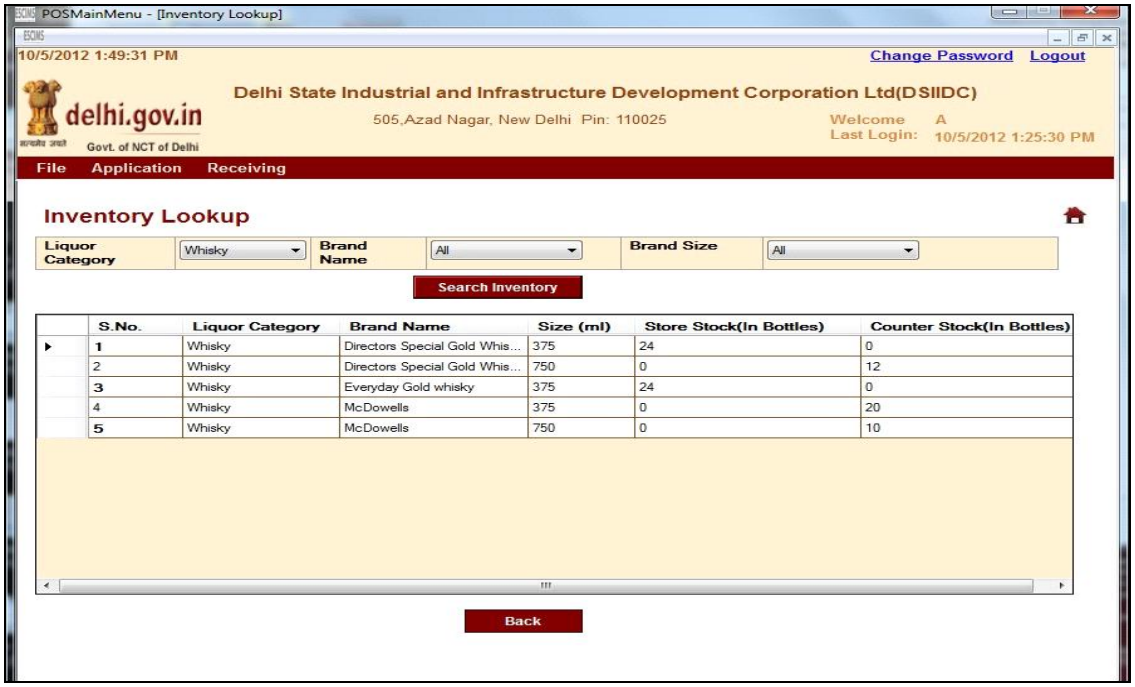
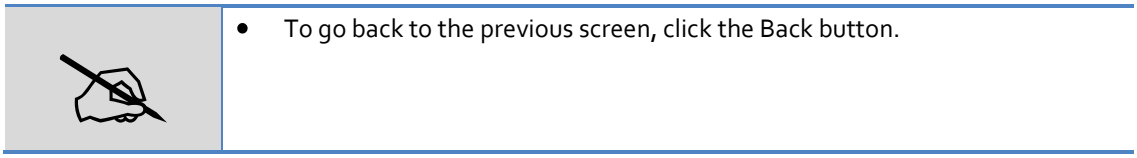


Figure 31: Inventory Lookup Screen

To **lookup in the inventory:**

1. Access the Inventory Lookup functionality.
2. Select the liquor category, brand name, brand size and click the Search button.



- To go back to the previous screen, click the Back button.

RETURN CASE/BOTTLE

7 Return Sold Bottle

This chapter explain the procedure to return a sold bottle.

7.1 Returning a Bottle

The following figure represents the screens of the "Return bottle" functionality on PoS terminal:

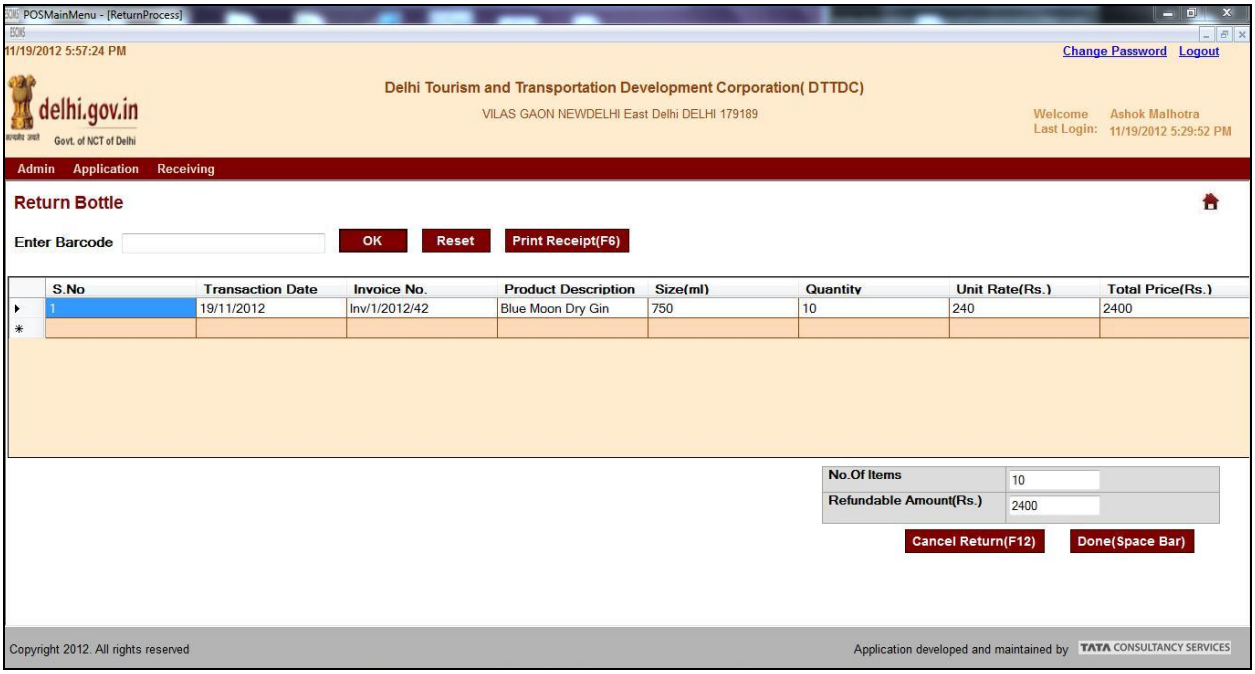


Figure 32: Return Screen

To **return a case/bottle:**

1. Access the Return Bottle functionality.
2. Scan the barcode on the bottle with 2D scanner for each bottle to be returned. Alternatively, enter the barcode number in the textbox and click the OK button. Repeat for each bottle to be returned.
3. Click the Done button.

- To complete the return transaction, press the Space bar on your keyboard.
- To cancel and clear the return screen, click the Cancel Return button or press the F12 key on your keyboard.
- To print a receipt, press the F6 key on your keyboard or click the Print Receipt button.
- To return a case, the bottles inside the case should be scanned individually.

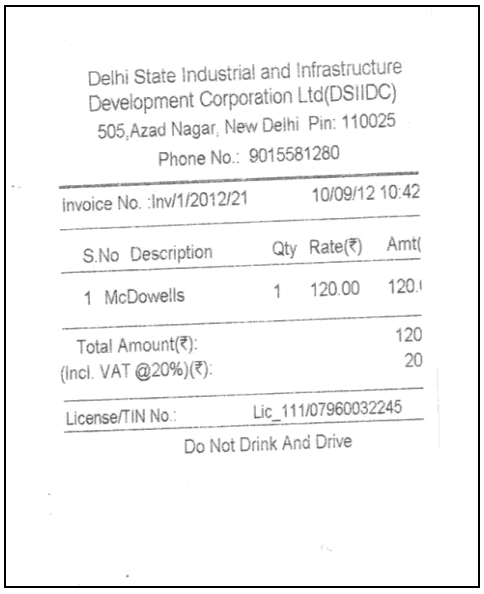
To delete a bottle:

1. Scan the barcode to be deleted. A confirmation to delete the item from the grid will be displayed.
2. Click the OK button on the popup message to delete the bottle.
3. Once the bottles have been scanned for returning, click the Done button or press Space bar key on your keyboard to complete the transaction.

4. Click the Cancel Return button to discard the scanned bottles and clear the screen.

7.2 Sample Printed Refund Receipt

The following figure represents the Sale refund receipt:


Delhi State Industrial and Infrastructure
Development Corporation Ltd(DSIIDC)
505,Azad Nagar, New Delhi Pin: 110025
Phone No.: 9015581280

Invoice No. :Inv/1/2012/21 10/09/12 10:42

S.No	Description	Qty	Rate(₹)	Amt(
1	McDowells	1	120.00	120.(

Total Amount(₹): 120
(Incl. VAT @20%)(₹): 20

License/TIN No.: Lic_111/07960032245

Do Not Drink And Drive

Figure 33: Receipt

To print a receipt for the transaction, complete the transaction and press the F6 key on your keyboard or click the Print Receipt button.

STOCK TAKE

8 Stock Take

This chapter explains the procedure of Stock Take at vend. Stock Take is the process to validate that the physical inventory matches with the logical inventory. This activity is conducted for all the stock at the vend including store and counter stock.

8.1 Stock Taking

For Stock Taking by the vend user:

1. Access the Stock Take functionality on HHT.

The following figure displays the Stock Take screens on HHT:

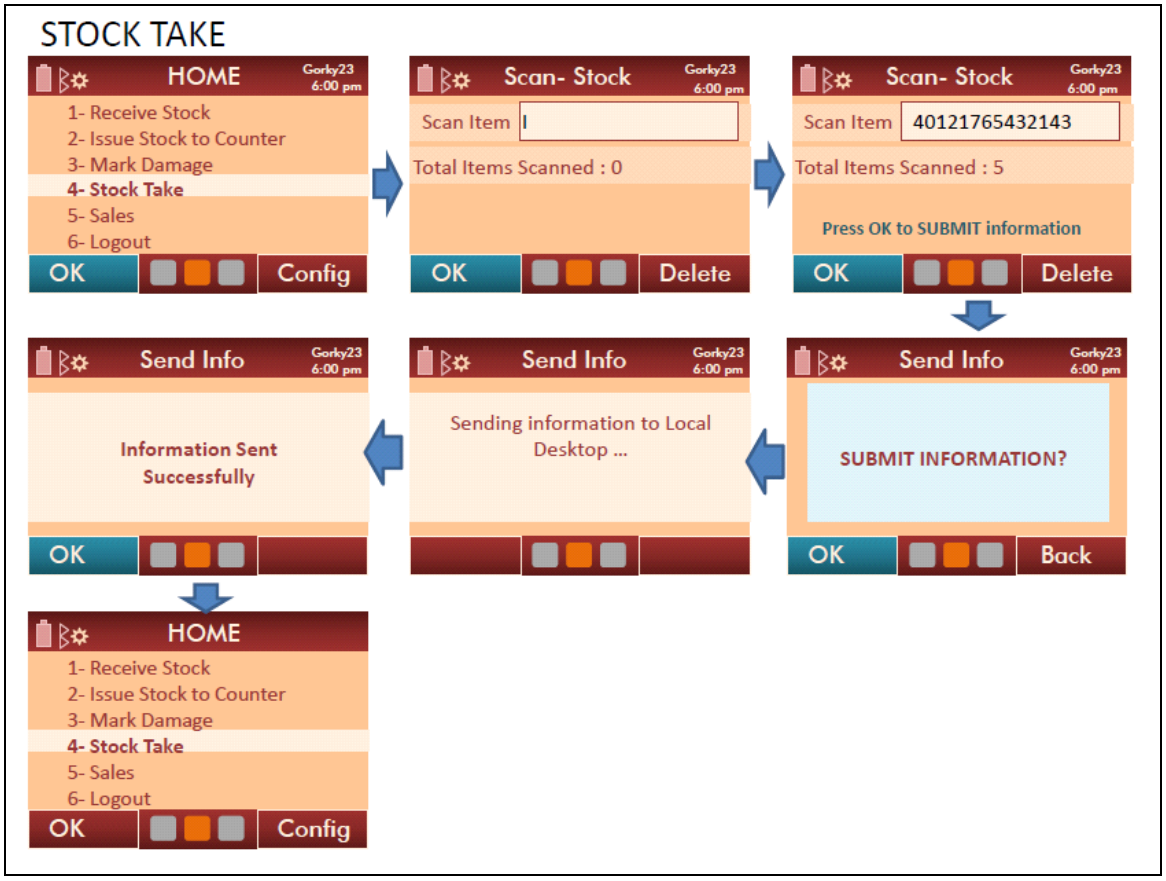


Figure 34: Stock Take using HHT

2. Scan the inventory in the store using HHT. Alternatively, enter the barcode number on HHT and click OK.
3. Repeat the steps for each bottle/case in inventory and click the OK button.
4. Access the functionality Stock Take in the PoS application.

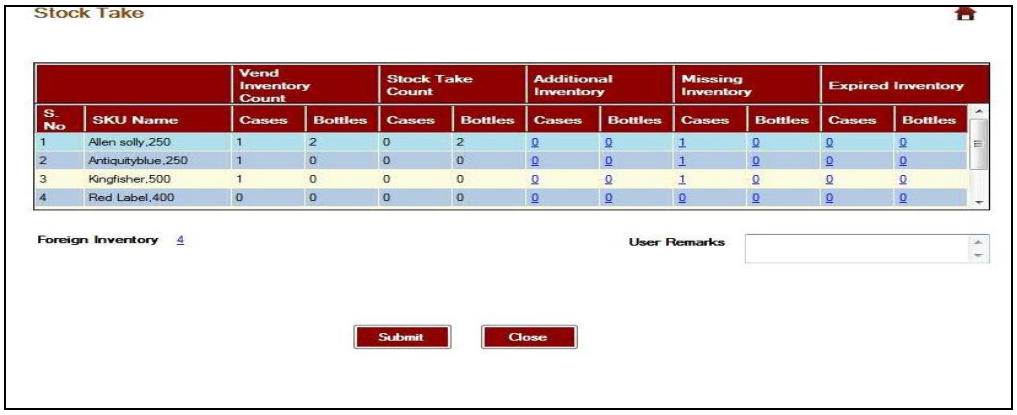


Figure 35: Stock Take Result Screen

- To exit the functionality, click the Close button.

5. Click the Case/Bottle Quantity hyperlink in the Missing Inventory column, mark the damaged barcodes, click the Save button and then the Close button.

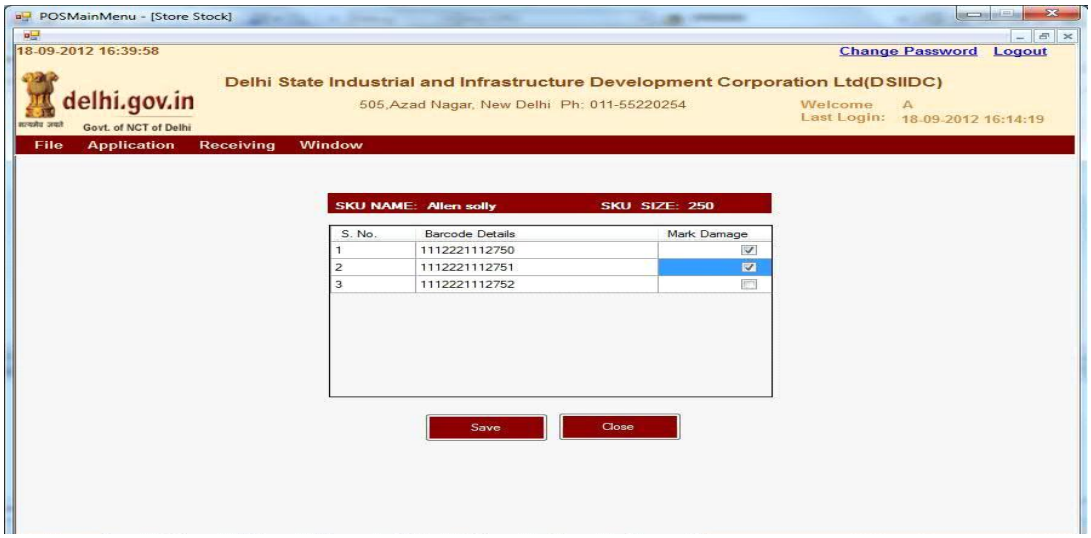


Figure 36: Update Inventory Status Screen

6. Enter the remarks and click the Submit button on the main screen for vend in-charge.

For Stock Take approval by vend in-charge:

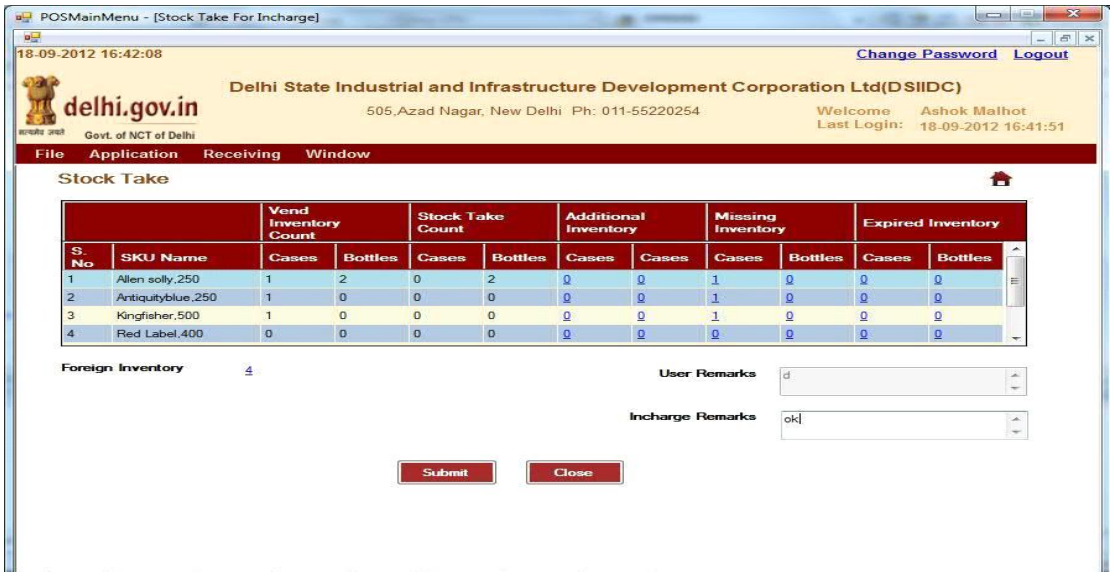


Figure 37: Stock Take Approval

1. Access the Stock Take functionality on PoS terminal using vend in-charge login ID and password.
2. If required, update the status of the inventory by clicking the Case/Bottle Quantity hyperlink, enter comments and click the Submit button. This will approve the stock take and update the inventory in the system.

MARK DAMAGE

Through HHT
Through Manual Entry

9 Marking Damaged Stock

This chapter explains the procedure to mark damaged stock at vend.

9.1 Marking Damaged Stock using HHT

The following figure displays the screens for marking damaged stock through HHT

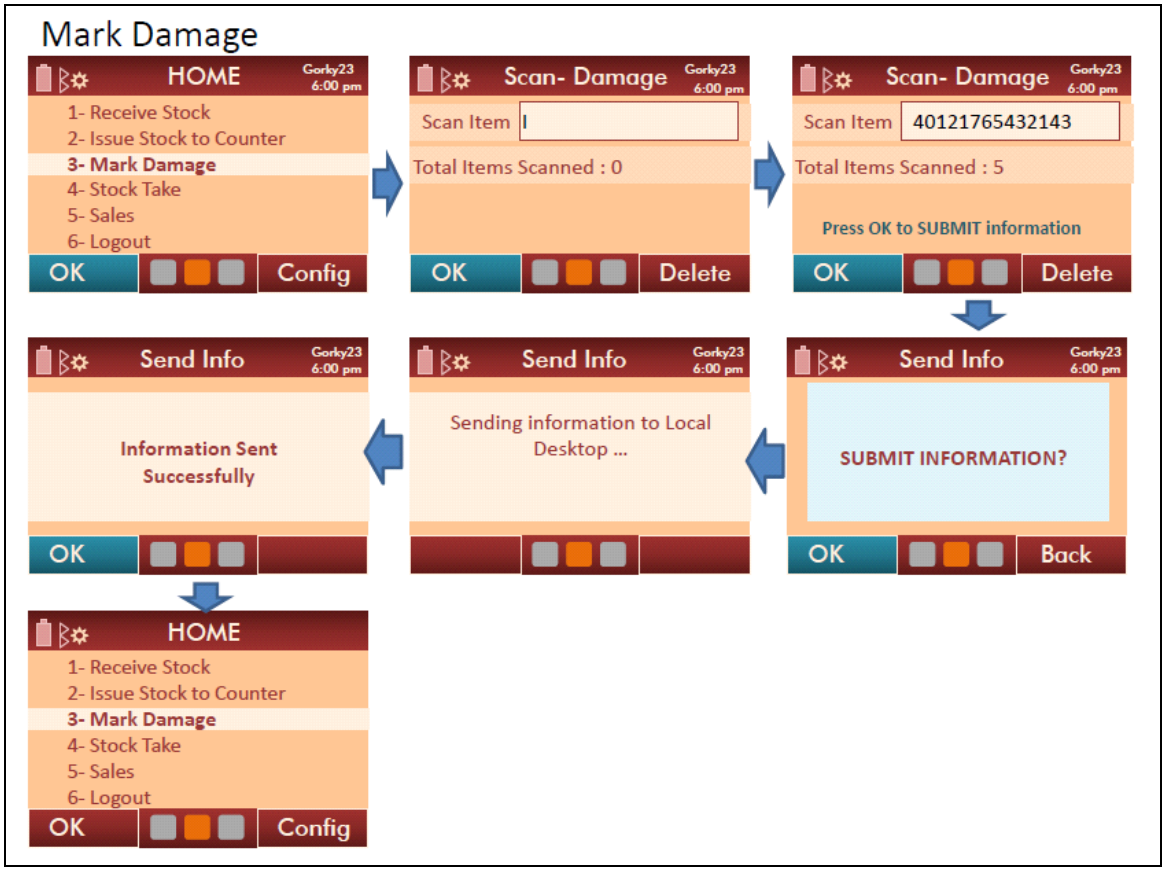


Figure 38: Marking Damaged Stock using HHT

To **mark the damaged stock using HHT:**

1. Access the Mark Damaged Stock functionality on HHT.
2. Scan the barcodes to be marked as damaged and click OK to submit the information to local desktop.
3. Access the Mark Damaged Stock functionality on the PoS terminal.
4. Click the work item number to view the cases/bottles scanned with HHT.

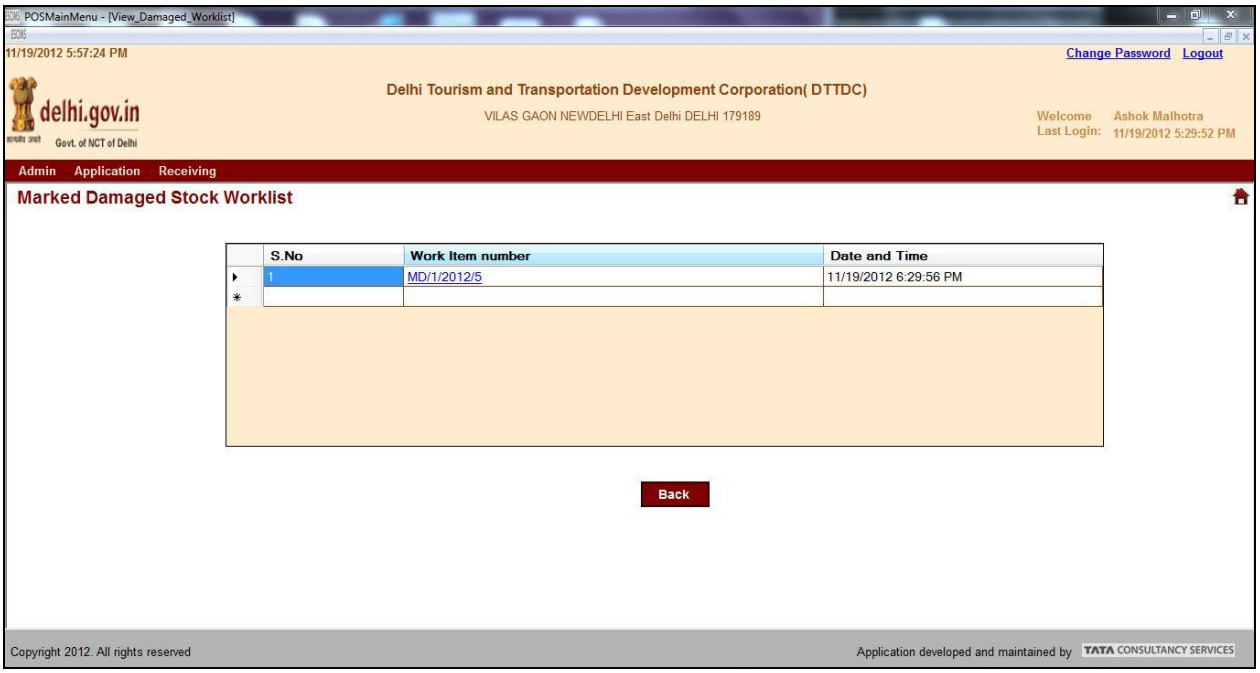


Figure 39: Marking Damaged Stock Work Item

5. Click the case quantity to edit the list of bottles, which are to be marked damaged. Click the Delete button to remove the intact bottles from the list.

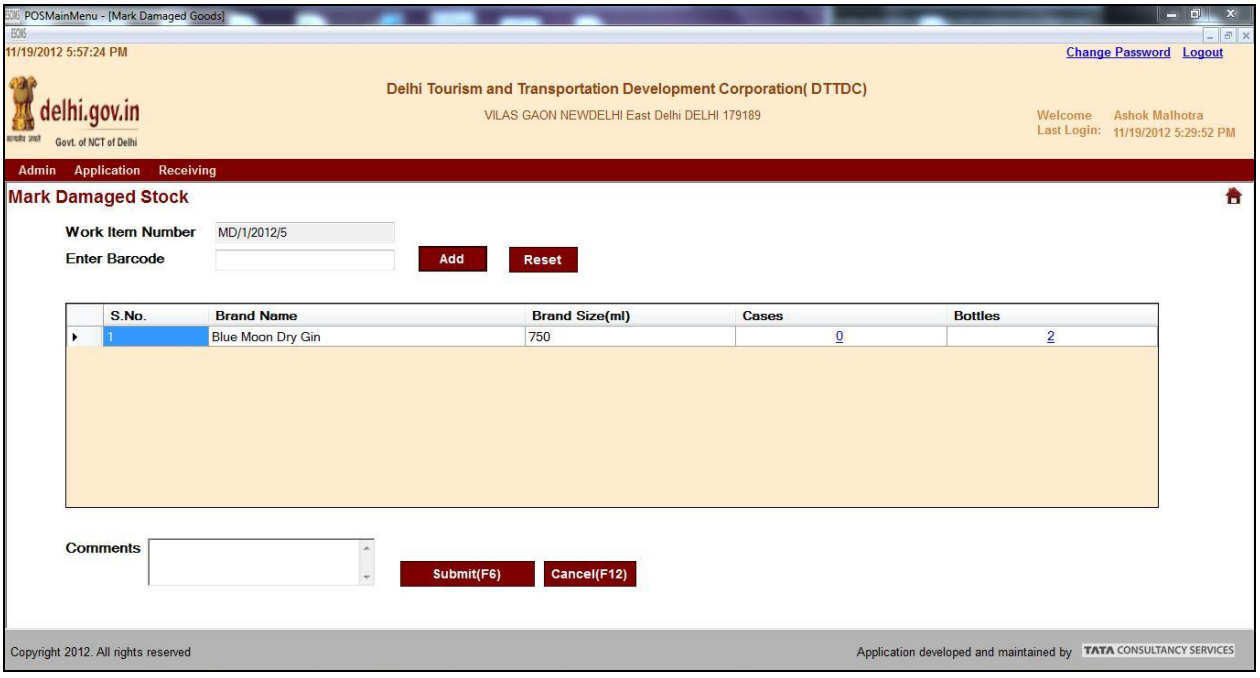


Figure 40: View Work Item Details

- To add the inventory to the list, enter the case/bottle barcode in the textbox and click the Add button.
- To clear the textbox, click the Reset button.

6. Enter the comments and click the Mark Damaged button to save the status and return to the main screen.

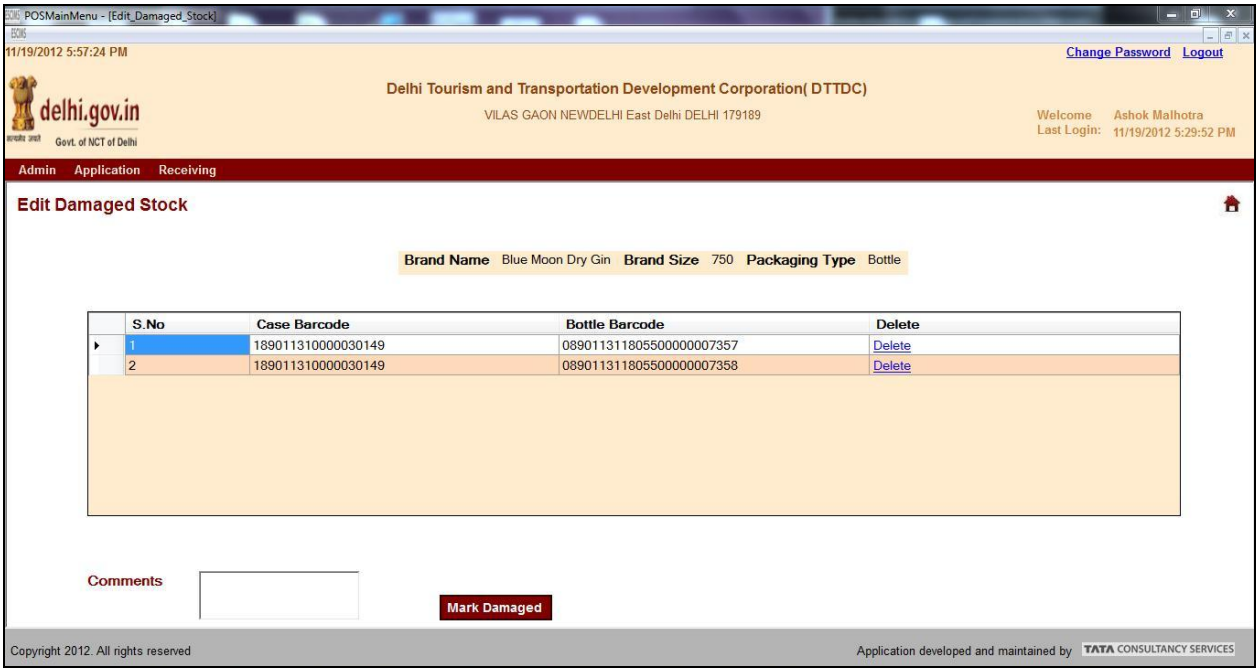


Figure 41: Delete Intact Bottles

7. Enter the comments and click the Submit button on the main screen to complete the process.

9.2 Marking Damaged Stock Manually

To mark the damaged stock manually:

1. Access the Mark Damaged Stock functionality on the PoS terminal.
2. Scan the inventory to be marked damaged using the 2D scanner. Alternatively, enter the barcode number and click the OK button. Repeat for every bottle/case to be marked damaged.

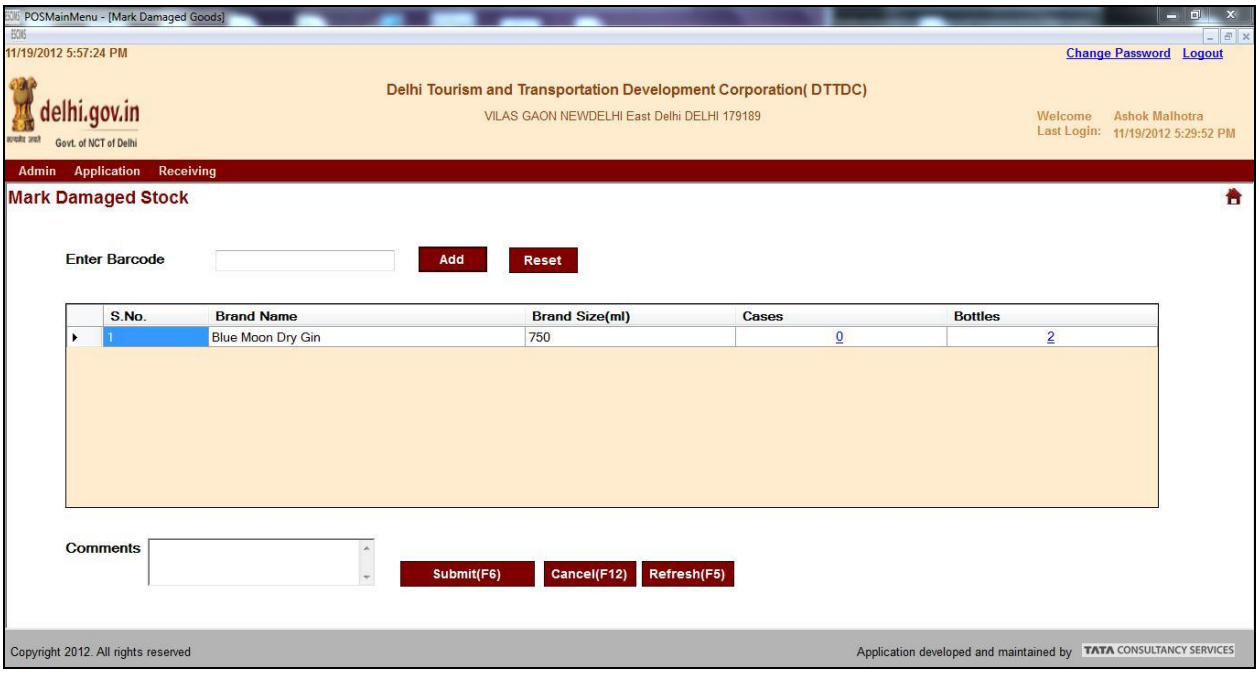


Figure 42: Mark Damaged Stock Manually

- To add the inventory to the list, enter the case/bottle barcode in the textbox and click the Add button.
- To delete the barcode, scan the barcode again.

3. Click the case quantity hyperlink to edit the contents of cases. Click the Delete button to remove the intact bottles from the list.
4. Enter comments and click the Mark Damaged button to save the status and return to the main screen.

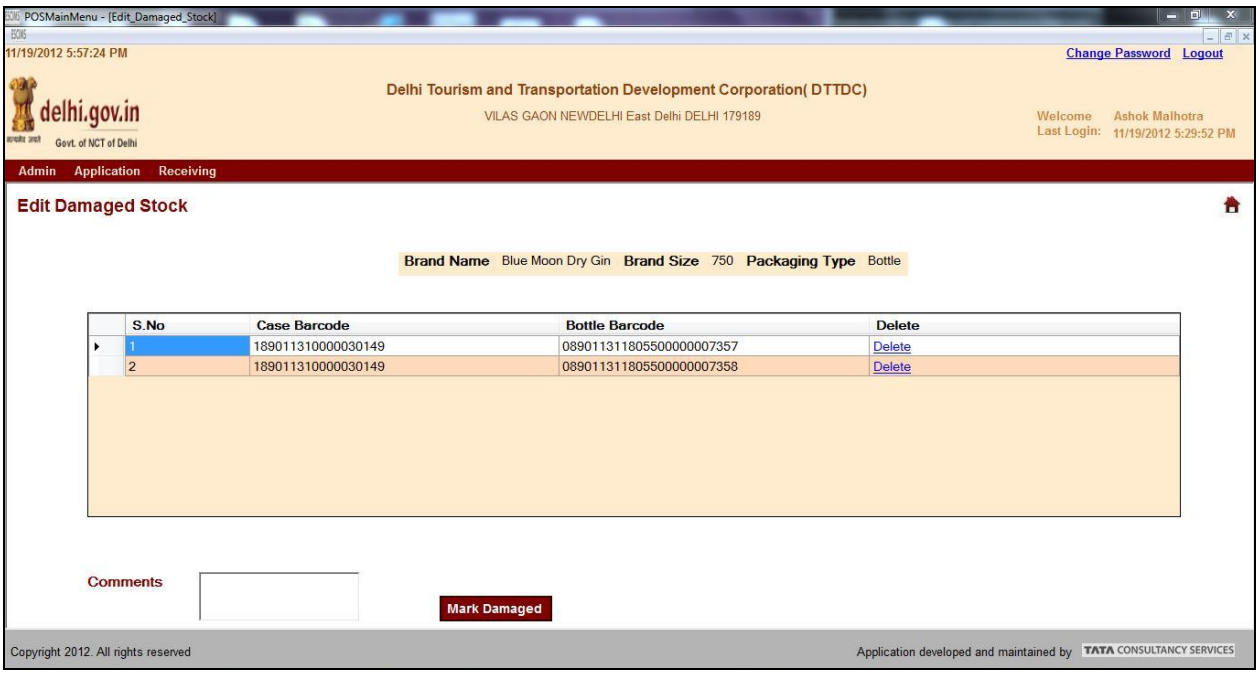


Figure 43: Edit Damage Stock Manually

5. Enter comments and click the Submit button on the main screen to complete the marking process.

DAY END ACTIVITIES

Conducting Day End

10 Day-end Activities

This chapter explains the procedure to perform the day-end activities including conducting counter-stock take and viewing the day's sales.

10.1 Conducting Day-end

For performing day-end activities by vend user:

1. Access the Day End functionality on the PoS using vend in-charge credentials.

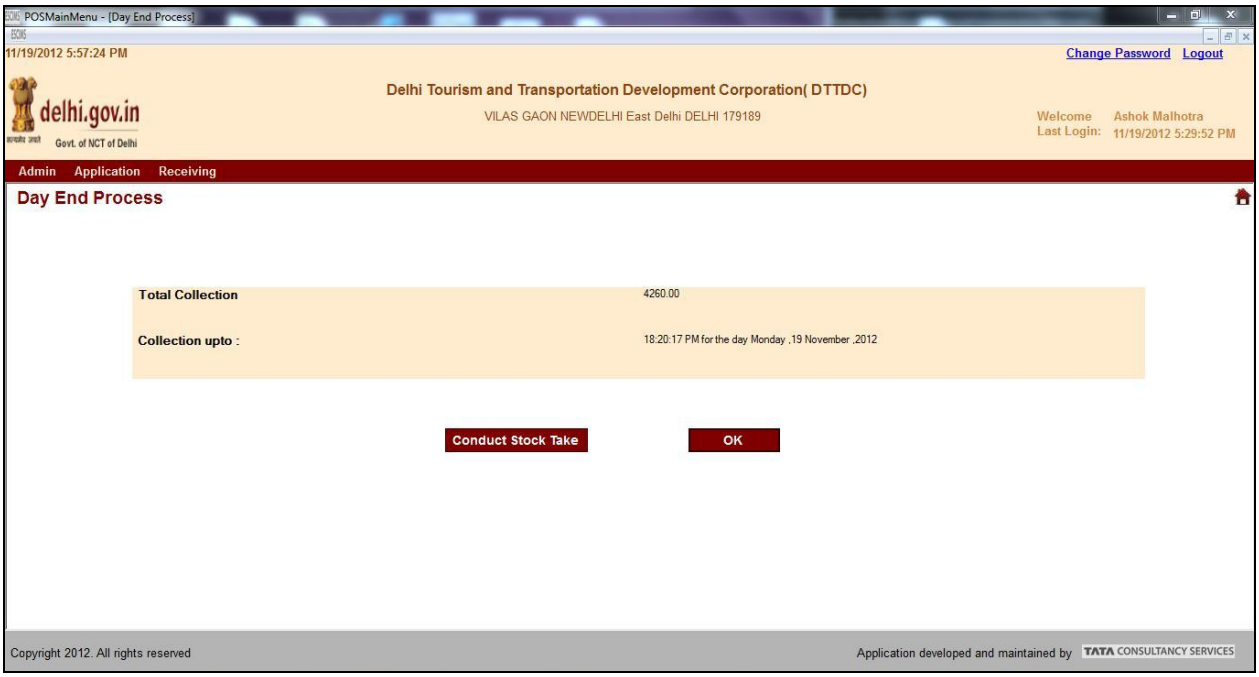


Figure 44: Stock Take using HHT

2. View the total sale for the day. Optionally, click the Conduct Stock Take button to conduct counter stock take.
3. Login to HHT with valid user ID and password.
4. Select the Stock Take option on the screen and click the OK button.
5. Select the Counter Stock Take option from the dropdown list and click the OK button.

The following screen displays the Stock Take screens using HHT:

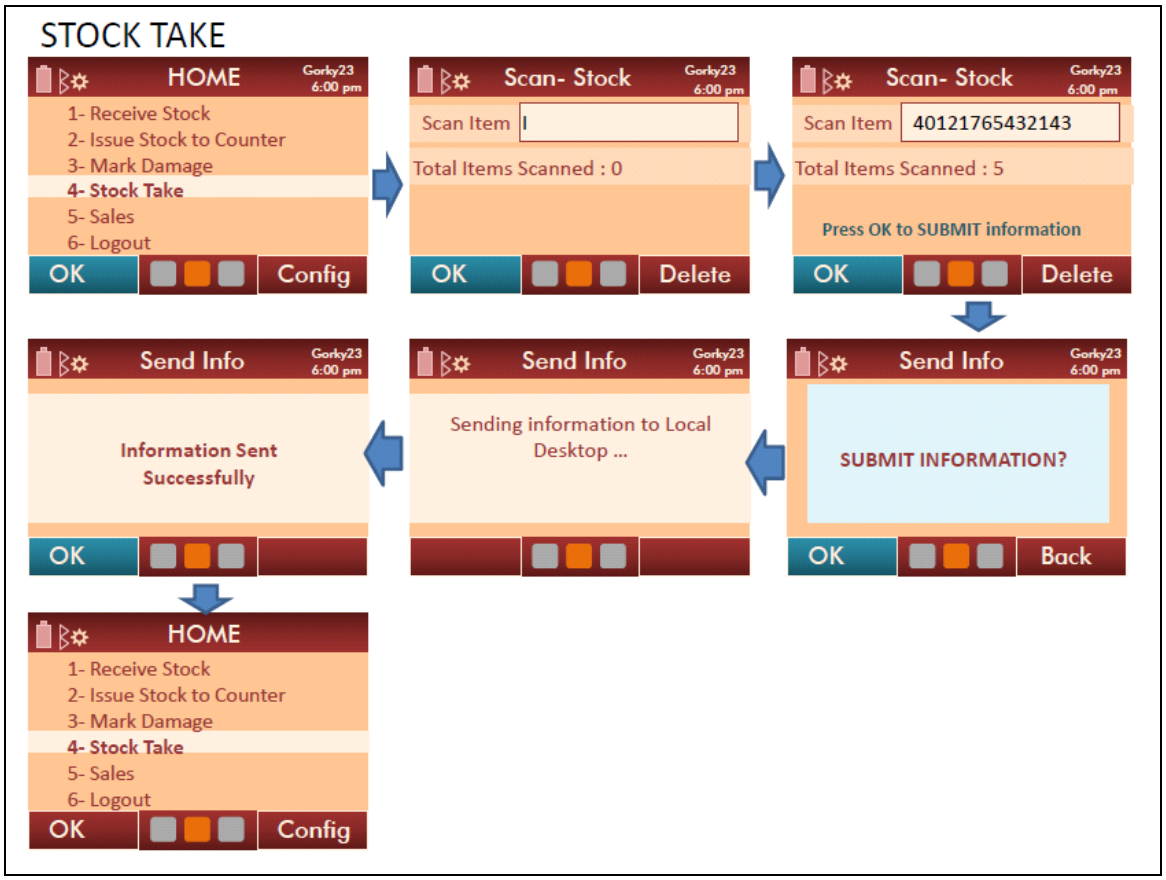


Figure 45: Counter Stock Take using HHT

6. Scan the inventory in the counter using HHT. Alternatively, enter the barcode number on HHT and click the OK button.
7. Repeat the steps for each bottle/case in counter inventory and click the OK button. Select the Transmit option and click the Enter button on HHT.
8. Login to PoS terminal using valid user ID and password and access the Stock Take functionality.
9. Click the missing case/bottle quantity hyperlinks for each SKU to display the barcodes. Select the Damaged status for the damaged bottles and click the Submit button. Click the Close button to return to main screen.

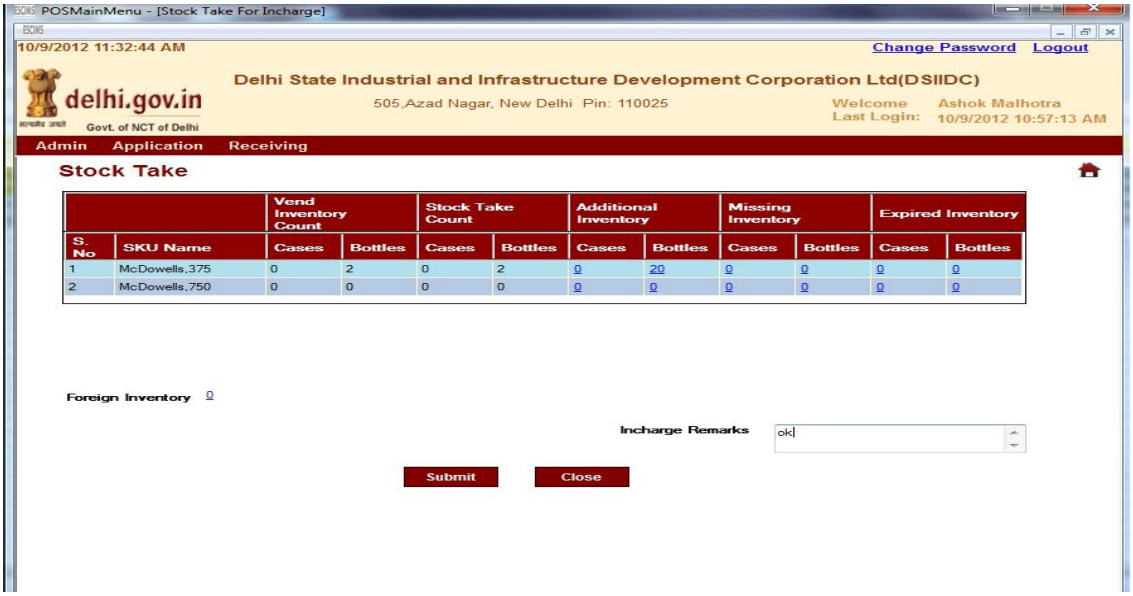


Figure 46: Counter Stock Take Result

10. Repeat the above step for each SKU, enter comments and click the Submit button to complete the day-end activity.

REPORTS

TP Details Report
Daily Sales Report
Current Inventory Status
Daily Activity Report

11 Reports

This chapter explains the procedure to view the reports at the vend.

11.1 TP Details Report

The following screen displays the TP Details report screen.

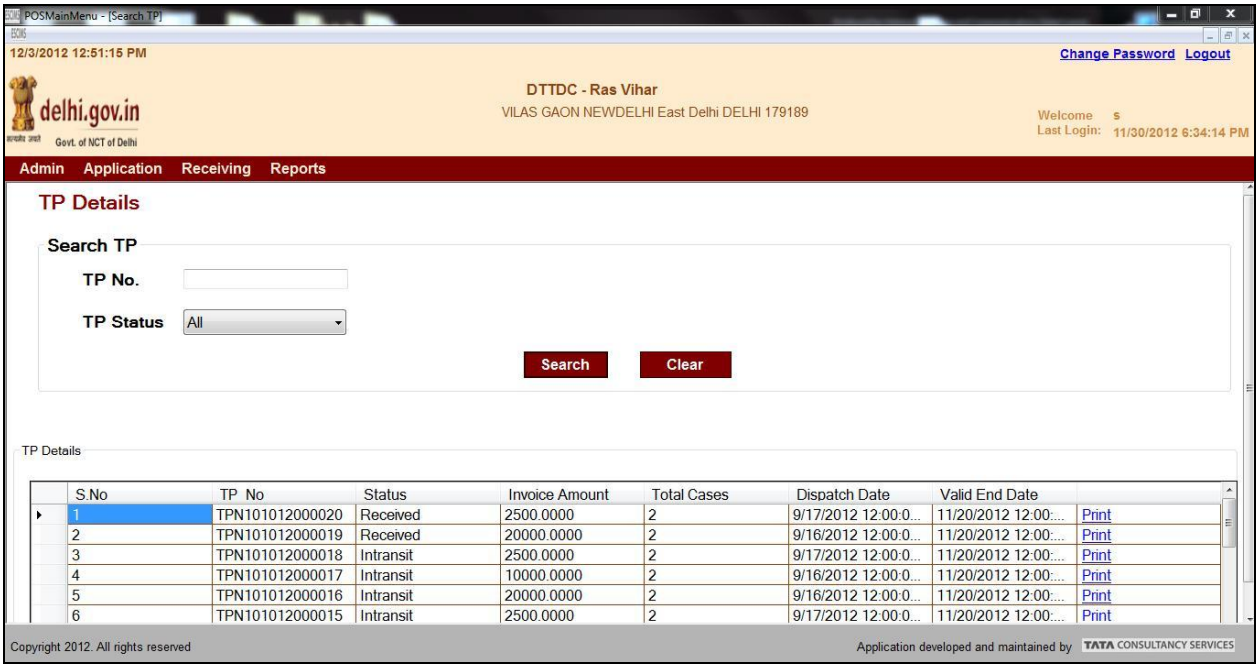


Figure 47: TP Details Report

For **viewing the TP Details report:**

1. Access the TP Details report.
2. Enter the TP number, select the TP status and click the Search button.

- Leave the TP No. field blank to view the all the TPs for a particular status.
- Select the All option in TP status to view all the TPs.

11.2 Daily Sale Report

The following screen displays the Daily Sales report screen.

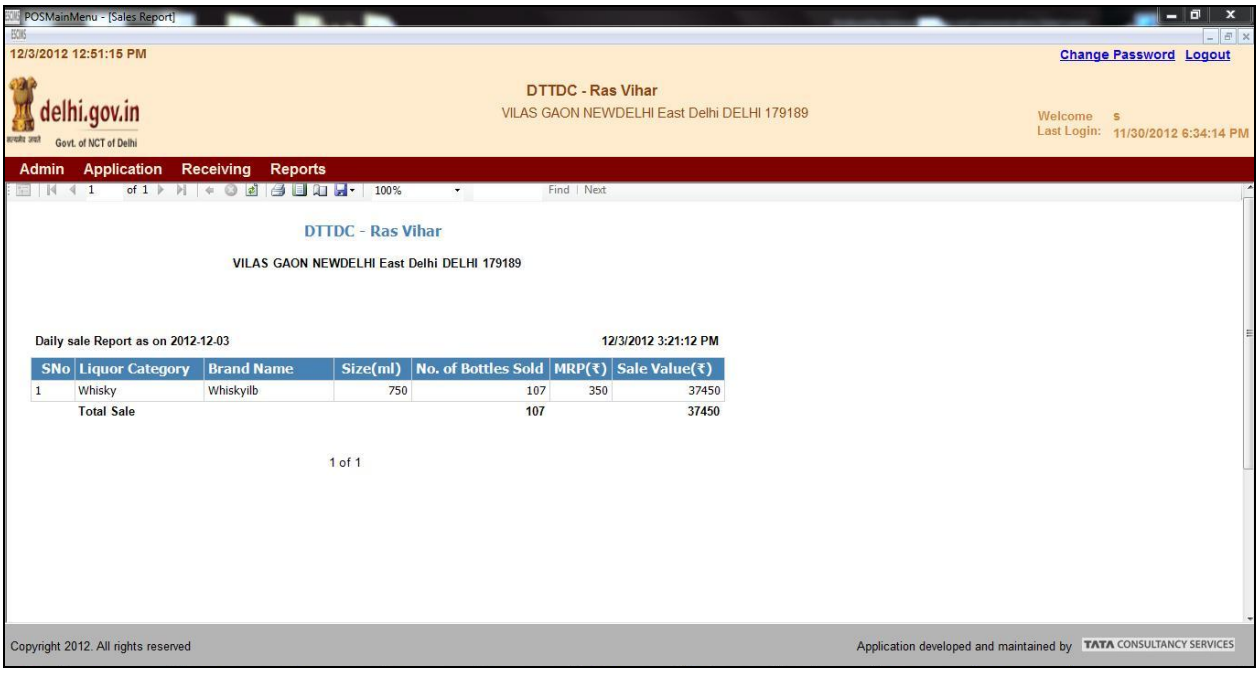


Figure 48: Daily Sale Report

For viewing the Daily Sales report, click the Daily Sales Report option from the Reports menu.

11.3 Current Inventory Status

The following screen displays the Current Inventory Status report screen.

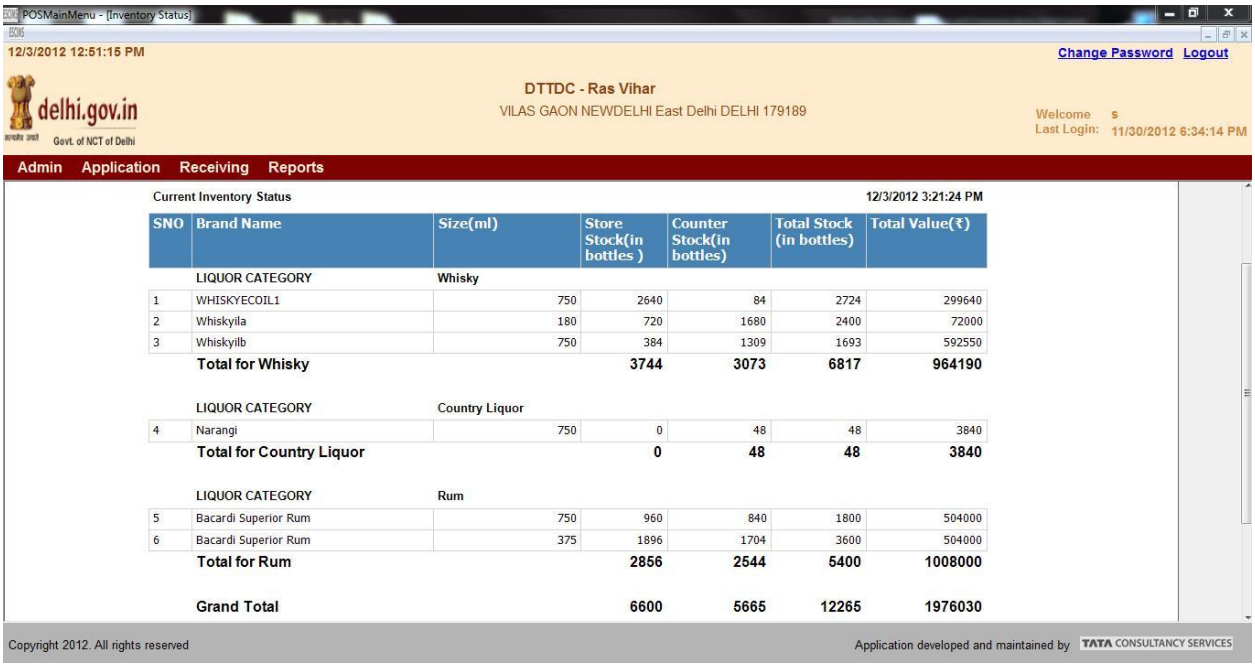


Figure 49: Current Inventory Status Report

For viewing the Current Inventory Status report, click the Current Inventory Status Report option from the Reports menu.

11.4 Daily Activity Report

The following screen displays the Daily Activity report screen.

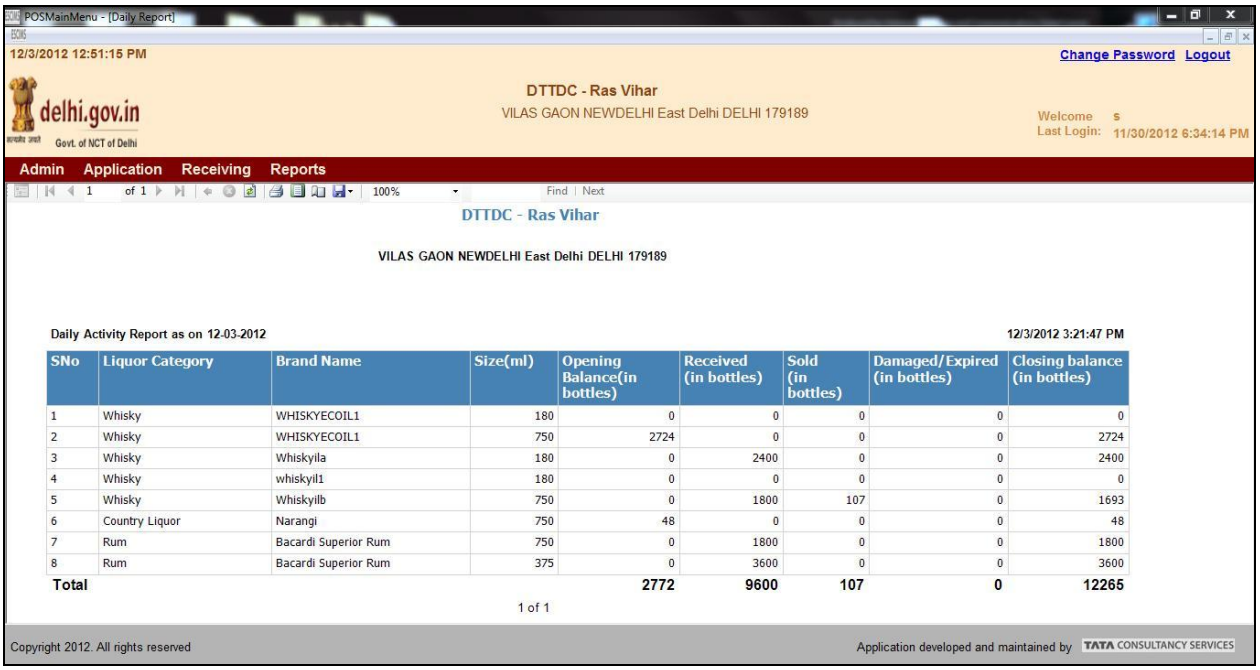


Figure 50: Daily Activity Report

For viewing the Daily Activity report, click the Daily Activity Report option from the Reports menu. It will display the opening balance, received stock, sold stock, damaged or expired stock and closing stock position at the vend.

	Click the Save option to save the report for later reference.

SYSTEM ADMINISTRATION

Maintaining User
Synchronising PoS Data
Configuring Machines

12 System Administration

This chapter explains the procedure to perform system administration activities.

12.1 Maintaining User

The User maintenance screen will be used to create and update user-related data at PoS. At the time of initial setup for a particular vend, one user with Vend In-charge user role will be created at the vend along with the master data setup.

Vend in-charge will have the right to create users with Vend User role through the User Maintenance screen at PoS. At a particular vend, there will be only one user with the Vend In-charge role. Other users will have Vend User role only.

The following screen displays the User Maintenance screen.

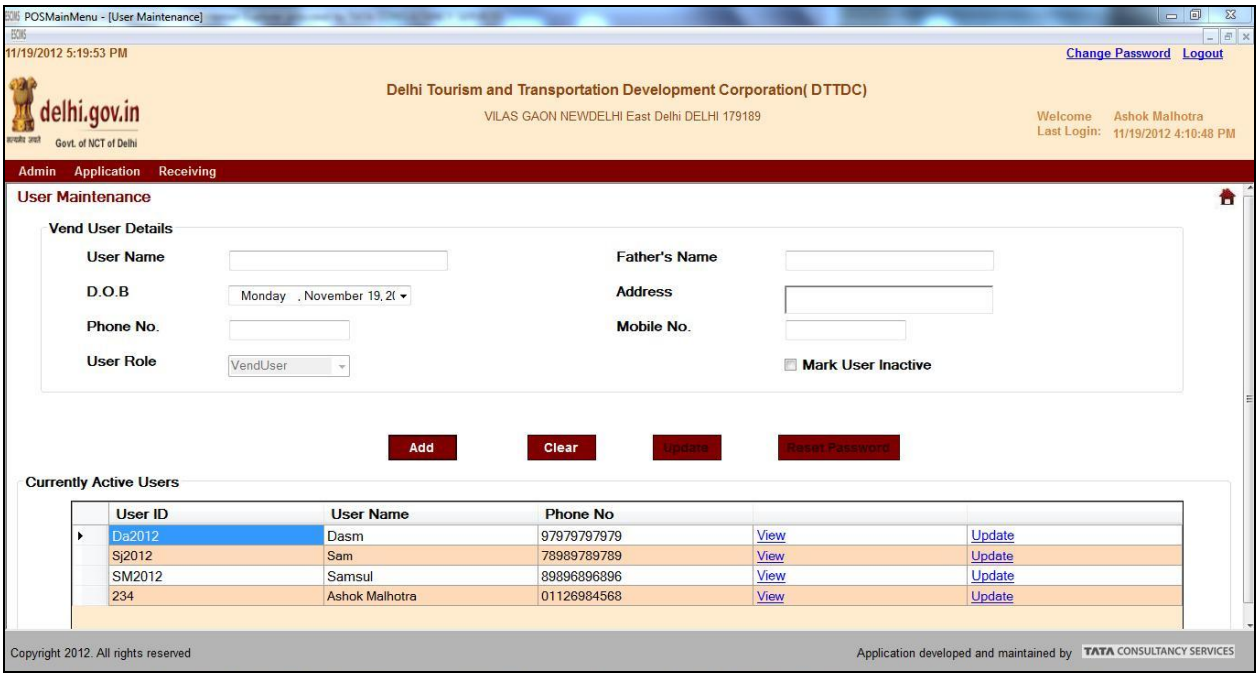


Figure 51: User Maintenance Screen

To **add a new vend user:**

1. Access the User Maintenance functionality from the Admin menu.
2. Enter the user's name, father's name, date of birth, address, phone number, mobile number and click the Add button to create the user. The initial password will be same as user ID, which can be changed using the Change Password screen after login.

To viewing the user details, click the View hyperlink against the user ID. The Update button will remain disabled.

For updating an existing user details/marking a vend user as Inactive:

1. Access the User Maintenance functionality from the Admin menu.
2. Click the Update hyperlink against the user ID, which has to be edited.
3. Update the details under the Vend User Details section and click the Update button.

- User with Vend In-charge role cannot be marked as Inactive.
- Click the Reset Password button to reset the password of the user. The reset password will be become same as user ID by default.
- Once a user is created, it cannot be deleted from the system and will only be marked as Inactive.
- If a user is marked as Inactive, the PoS system will not allow the user to login into the system.

12.2 Synchronising PoS Data

In case of any change in the price in the core system, the user has to perform synchronisation to get the updated price in the inventory. The other master data can be synchronised through the Synchronise Lookup button. The buttons will be enabled if there is any change.

The following screen displays the Synchronise PoS Database screen.

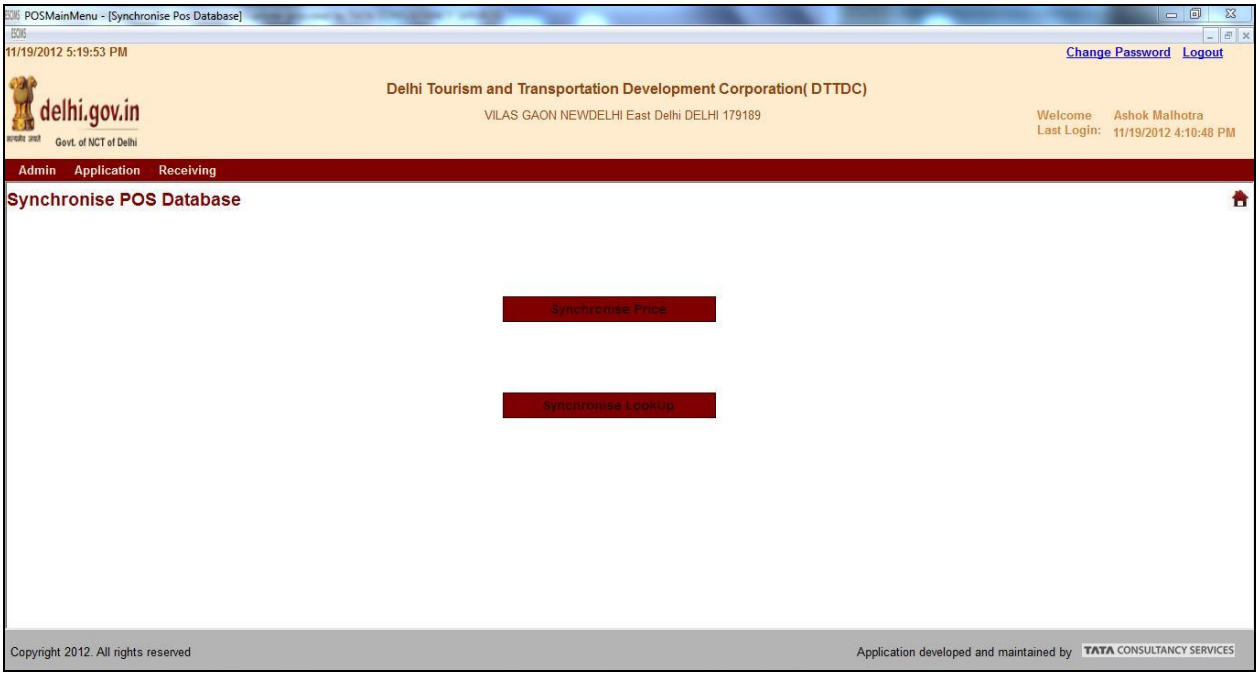


Figure 52: Synchronise Database Screen

To **update the price/update master data**:

1. Access the Synchronise PoS Database functionality.
2. Click the Synchronise Price button to update the price of the inventory.
3. Click the Synchronise Lookup button to update other master data.

12.3 Configuring Machines

This screen is used to add the details of the machines available at the vend.

The following screen displays the Configure Machines screen.

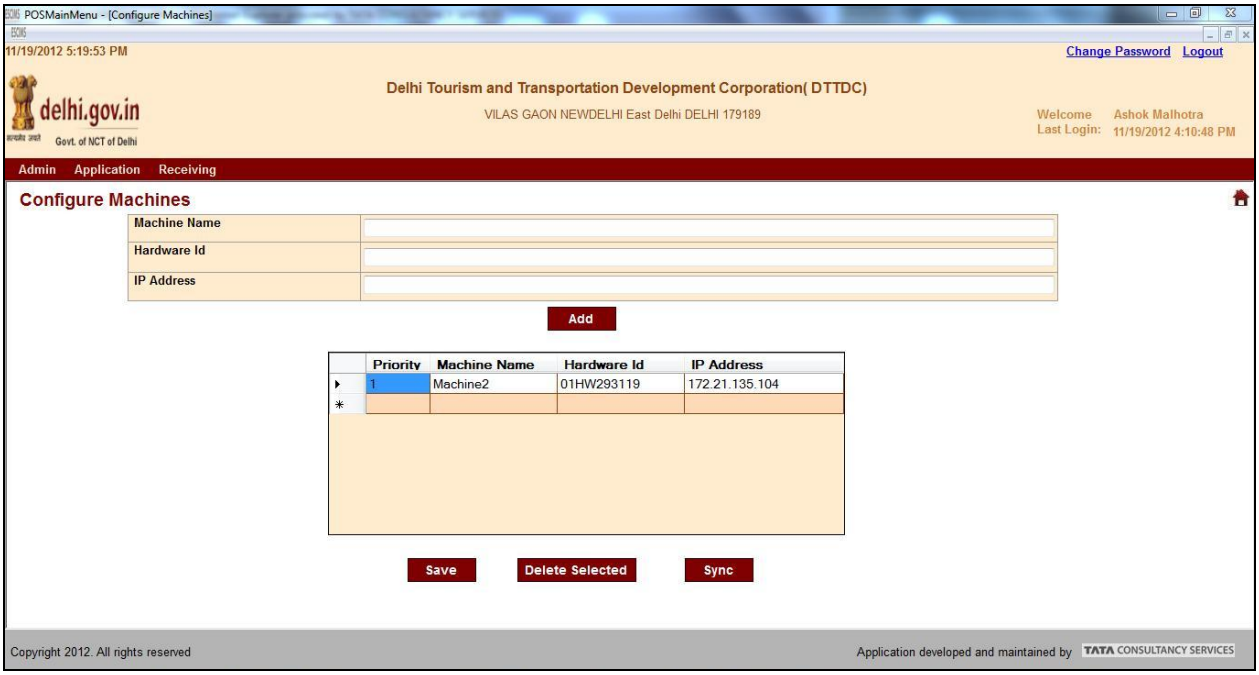


Figure 53: Configure Machines Screen

To **configure machines:**

1. Enter the machine name, hardware ID and IP address of the installed machine and click the Add button. Repeat this step for all the machines at the vend.
2. Click the Save button to save the details.
3. Connect the HHT to the machine using cradle and click the Sync button to update the details in HHT.

To delete a machine:

1. Select a row to be deleted and click the Delete Selected button to delete the machine.
2. Click the Save button to save the changes.

	All the above functionalities will be available to the Vend in-charge, while only the Synchronise PoS data functionality will be available to Vend user.

APPENDIX A

Software Environment
Hardware Environment

13 Appendix A: Operating Environment

13.1 Software Environment

Table 2: Software Environment

Operating System	Windows 7 with IIS
Database	SQL Express 2008
Other Software	• Windows Mobile synchronisation software • MQ Client 7.1 • .NET Framework 3.5 • .NET compact Framework 3.5 • Power Toys for .NET Compact Framework 3.5 Eclipse • Receipt Printer Driver

13.2 Hardware Environment

Table 3: Hardware Environment

Network Infrastructure	Router Built in switch connected to desktops Wi-Fi Network
Communication Infrastructure	2MPLS link connected with the router
Other Hardware	• UPS • HHT • 2D scanner • Receipt printer • Desktop machine • PS2/Optical Mouse • 104Key Mechanical Keyboard

APPENDIX B

Feedback and Suggestions

14 Appendix B: Feedback and Suggestions

For feedback and suggestions:

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