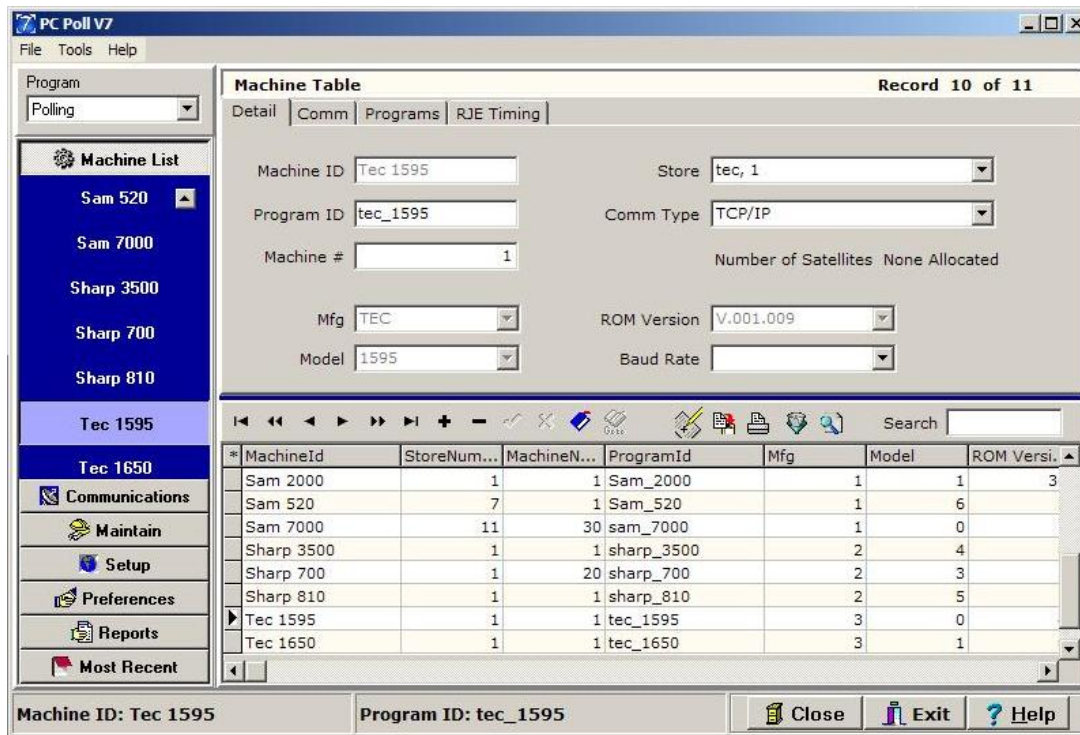


# Advanced V7 Polling Options

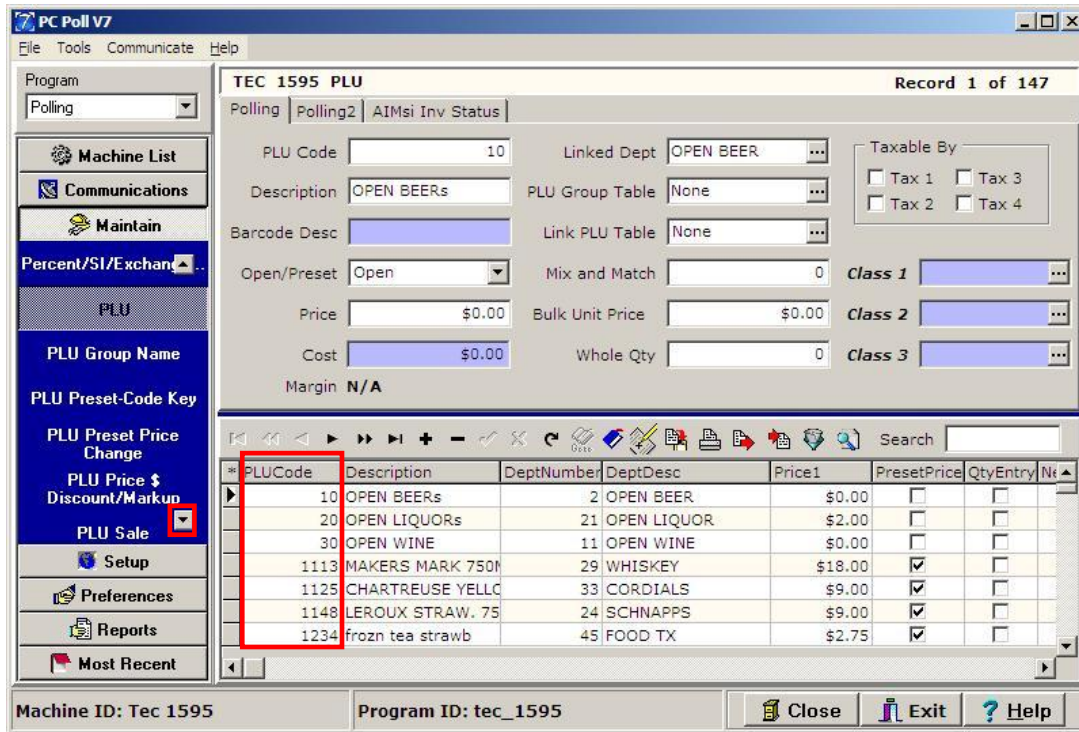
## PLU/UPC Maintenance Area

Note: Not all features are available on all registers.

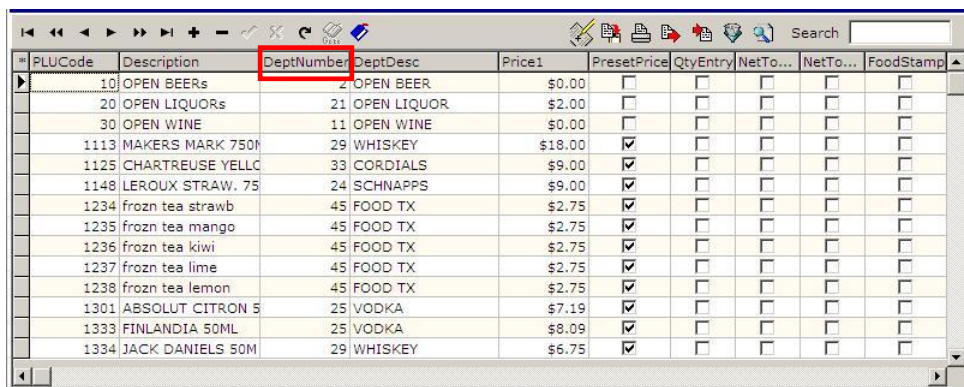
### Sorting and rearranging column data



1. Go to **Machine List** on the left Menu. Click on the desired machine, in this case the TEC 1595.



- Go to **Maintain** on the left menu and scroll with the down arrow to **PLU**. The items in the lower grid are, by default, sorted by PLU Code.



- To sort the items by a different column heading, for example Department Number, click on the **DeptNumber** column header. See below.

PLUCode	Description	DeptNumber	DeptDesc	Price1	PresetPrice	QtyEntry	NetTo...	NetTo...	FoodStamp	ScaleEn...	Hi
10	OPEN BEERs	2	OPEN BEER	\$0.00							
220711	PABST 6PK CAN	3	DOM BEER	\$7.19							
220741	PABST 16OZ 6PK C	3	DOM BEER	\$7.19							
719984	COORS LT 6PK	3	DOM BEER	\$6.29							
1343541	MILLER LITESGL 1	3	DOM BEER	\$2.02							
1820000801	BUSCH LGHT 12PK	3	DOM BEER	\$10.79							
1820000989	BUSCH LGHT 12PK	3	DOM BEER	\$10.79							
1820061047	BUSCH 12PK CAN	3	DOM BEER	\$10.79							
1820061168	BUSCH 24PK CAN	3	DOM BEER	\$19.79							
1820061218	BUSCH 18PK CAN	3	DOM BEER	\$14.39							
1820086167	BUSCH 24PK CAN	3	DOM BEER	\$19.79							
1820086418	BUSCH LIGHT18PK	3	DOM BEER	\$14.39							
3410001243	MILLER HIGHLIFE	3	DOM BEER	\$18.62							
3410001256	MILLER HIGHLIFE	3	DOM BEER	\$13.76							

4. The lower grid is now sorted in numerical descending order by department number.

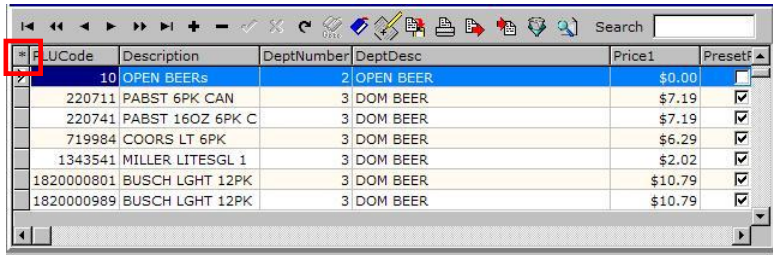
PLUCode	Description	DeptNumber	DeptDesc	Price1	PresetPrice	QtyEntry	NetTo...	NetTo...	FoodStamp	ScaleEn...	Hi
10	OPEN BEERs	2	OPEN BEER	\$0.00							
220711	PABST 6PK CAN	3	DOM BEER	\$7.19							
220741	PABST 16OZ 6PK C	3	DOM BEER	\$7.19							
719984	COORS LT 6PK	3	DOM BEER	\$6.29							
1343541	MILLER LITESGL 1	3	DOM BEER	\$2.02							
1820000801	BUSCH LGHT 12PK	3	DOM BEER	\$10.79							
1820000989	BUSCH LGHT 12PK	3	DOM BEER	\$10.79							
1820061047	BUSCH 12PK CAN	3	DOM BEER	\$10.79							
1820061168	BUSCH 24PK CAN	3	DOM BEER	\$19.79							
1820061218	BUSCH 18PK CAN	3	DOM BEER	\$14.39							
1820086167	BUSCH 24PK CAN	3	DOM BEER	\$19.79							
1820086418	BUSCH LIGHT18PK	3	DOM BEER	\$14.39							
3410001243	MILLER HIGHLIFE	3	DOM BEER	\$18.62							
3410001256	MILLER HIGHLIFE	3	DOM BEER	\$13.76							

5. To rearrange the columns in the grid, click and drag the column headers to a new location in the header field. Two arrows appear between the columns, as the column header is move and dropped in between. In the case above, **DeptNumber** is being moved between **DeptDesc** and **Price1**.

PLUCode	Description	DeptDesc	DeptNumber	Price1	PresetPrice	QtyEntry	NetTo...	NetTo...	FoodStamp	ScaleEn...	Hi
10	OPEN BEERs	OPEN BEER	2	\$0.00							
220711	PABST 6PK CAN	DOM BEER	3	\$7.19							
220741	PABST 16OZ 6PK C	DOM BEER	3	\$7.19							
719984	COORS LT 6PK	DOM BEER	3	\$6.29							
1343541	MILLER LITESGL 1	DOM BEER	3	\$2.02							
1820000801	BUSCH LGHT 12PK	DOM BEER	3	\$10.79							
1820000989	BUSCH LGHT 12PK	DOM BEER	3	\$10.79							
1820061047	BUSCH 12PK CAN	DOM BEER	3	\$10.79							
1820061168	BUSCH 24PK CAN	DOM BEER	3	\$19.79							
1820061218	BUSCH 18PK CAN	DOM BEER	3	\$14.39							
1820086167	BUSCH 24PK CAN	DOM BEER	3	\$19.79							
1820086418	BUSCH LIGHT18PK	DOM BEER	3	\$14.39							
3410001243	MILLER HIGHLIFE	DOM BEER	3	\$18.62							
3410001256	MILLER HIGHLIFE	DOM BEER	3	\$13.76							

6. The **DeptNumber** column is now between **DeptDesc** and **Price1**.

## Select All



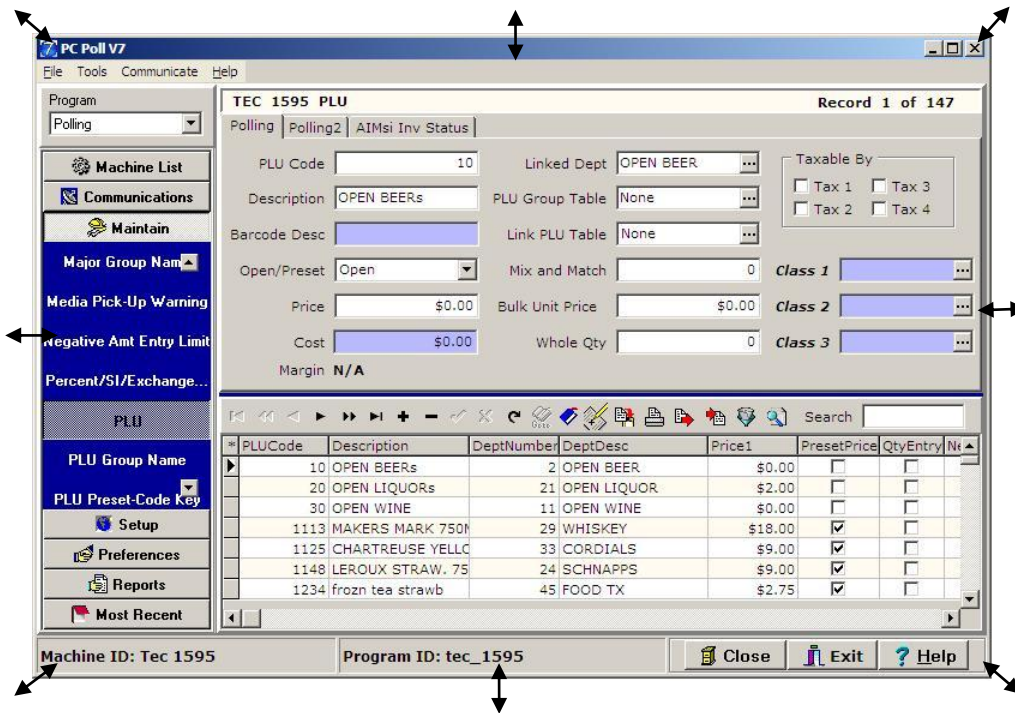
PLUCode	Description	DeptNumber	DeptDesc	Price1	Preset
10	OPEN BEERs	2	OPEN BEER	\$0.00	<input type="checkbox"/>
220711	PABST 6PK CAN	3	DOM BEER	\$7.19	<input checked="" type="checkbox"/>
220741	PABST 16OZ 6PK C	3	DOM BEER	\$7.19	<input checked="" type="checkbox"/>
719984	COORS LT 6PK	3	DOM BEER	\$6.29	<input checked="" type="checkbox"/>
1343541	MILLER LITESGL 1	3	DOM BEER	\$2.02	<input checked="" type="checkbox"/>
1820000801	BUSCH LGHT 12PK	3	DOM BEER	\$10.79	<input checked="" type="checkbox"/>
1820000989	BUSCH LGHT 12PK	3	DOM BEER	\$10.79	<input checked="" type="checkbox"/>

1. To select all items in the lower grid, click in a cell in the first column, which in this case is the cell in dark blue under **PLUCode**. Press the **Ctrl** (Control) key on the keyboard and the letter "A" at the same time or click the **Asterisk (\*)** button, which is the farthest left column header shown in the red box above.

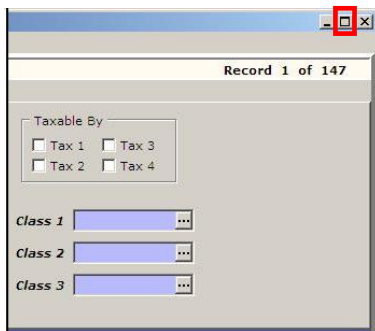


PLUCode	Description	DeptNumber	DeptDesc	Price1	PresetPrice	QtyEntry
12345	test	1	BEER TOTAL	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2225	test	1	BEER TOTAL	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
123456	test	1	BEER TOTAL	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	OPEN BEERs	2	OPEN BEER	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
220711	PABST 6PK CAN	3	DOM BEER	\$7.19	<input checked="" type="checkbox"/>	<input type="checkbox"/>
220741	PABST 16OZ 6PK C	3	DOM BEER	\$7.19	<input checked="" type="checkbox"/>	<input type="checkbox"/>
719984	COORS LT 6PK	3	DOM BEER	\$6.29	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1343541	MILLER LITESGL 1	3	DOM BEER	\$2.02	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1820000801	BUSCH LGHT 12PK	3	DOM BEER	\$10.79	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1820000989	BUSCH LGHT 12PK	3	DOM BEER	\$10.79	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1820061047	BUSCH 12PK CAN	3	DOM BEER	\$10.79	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1820061168	BUSCH 24PK CAN	3	DOM BEER	\$19.79	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1820061218	BUSCH 18PK CAN	3	DOM BEER	\$14.39	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1820086167	BUSCH 24PK CAN	3	DOM BEER	\$19.79	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1820086418	BUSCH LIGHT18PK	3	DOM BEER	\$14.39	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3410001243	MILLER HIGHLIFE	3	DOM BEER	\$18.62	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3410001256	MILLER HIGHLIFE	3	DOM BEER	\$13.76	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3410001306	MILLER HIGHLIFE	3	DOM BEER	\$18.62	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3410001340	MILLER HIGHLIFE	3	DOM BEER	\$13.76	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3410003306	MILLER LIGHT 24P	3	DOM BEER	\$18.62	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3410003509	MILLER LGHT 12PK	3	DOM BEER	\$10.52	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3410015505	MILLER DRAFT LT6	3	DOM BEER	\$6.47	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3410017215	MILLER DRAFT 24P	3	DOM BEER	\$18.62	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3410017505	MILLER DRAFT 6PK	3	DOM BEER	\$6.47	<input checked="" type="checkbox"/>	<input type="checkbox"/>

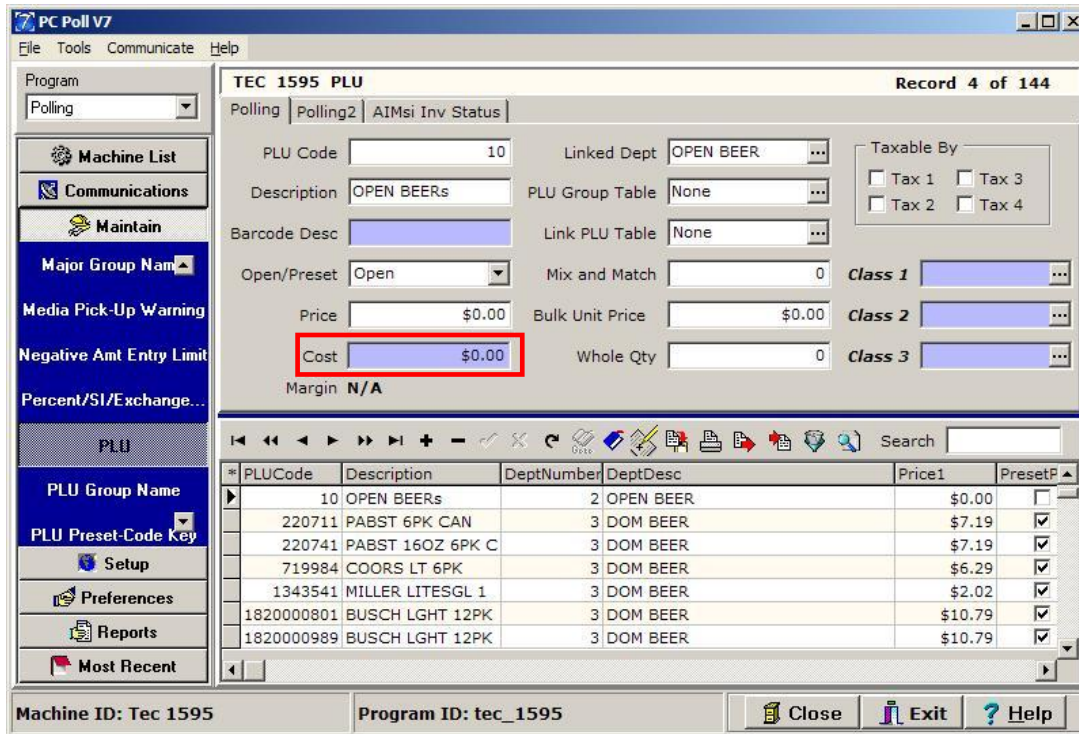
2. All items in the lower grid are now selected. Clicking the Asterisk, a second time will unselect all.



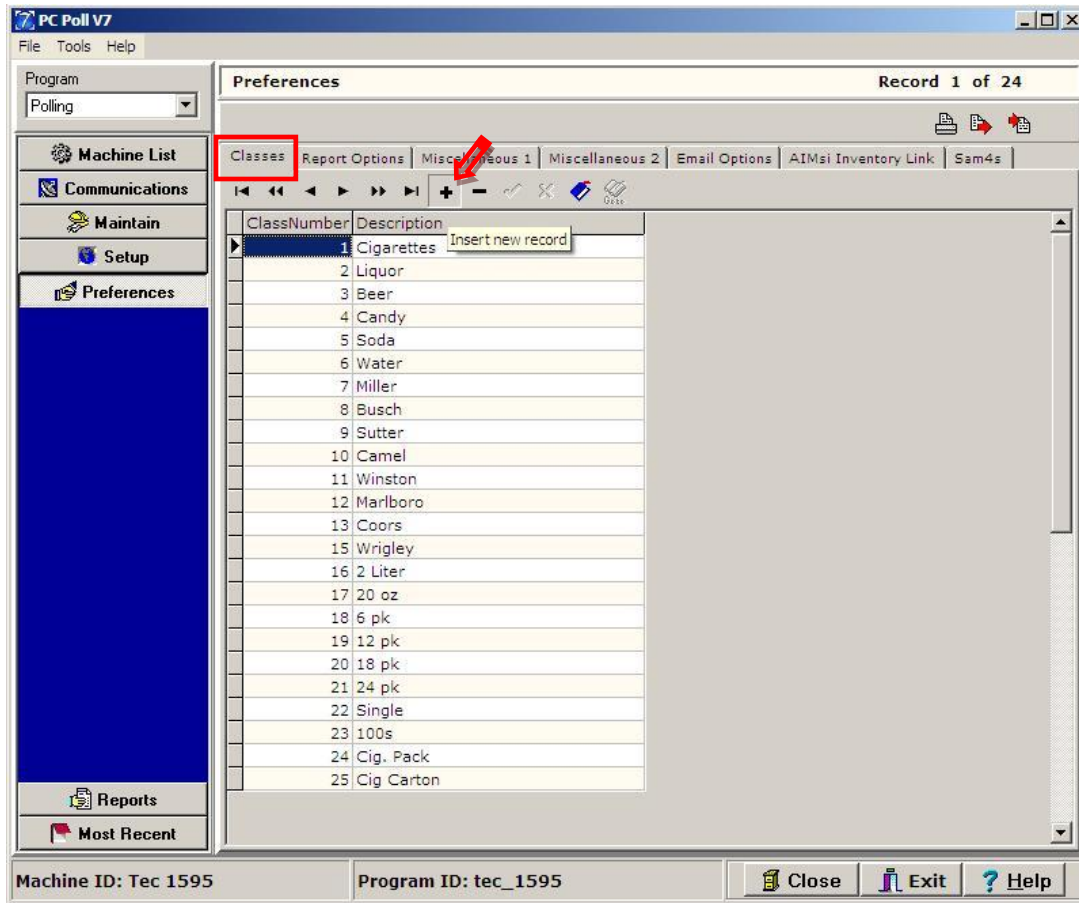
- Hint: To increase the size of the window to show more rows and columns in the lower grid, the corners and the sides of the window can be dragged out to enlarge it when the cursor is passed over them and the cursor changes to double ended arrow.




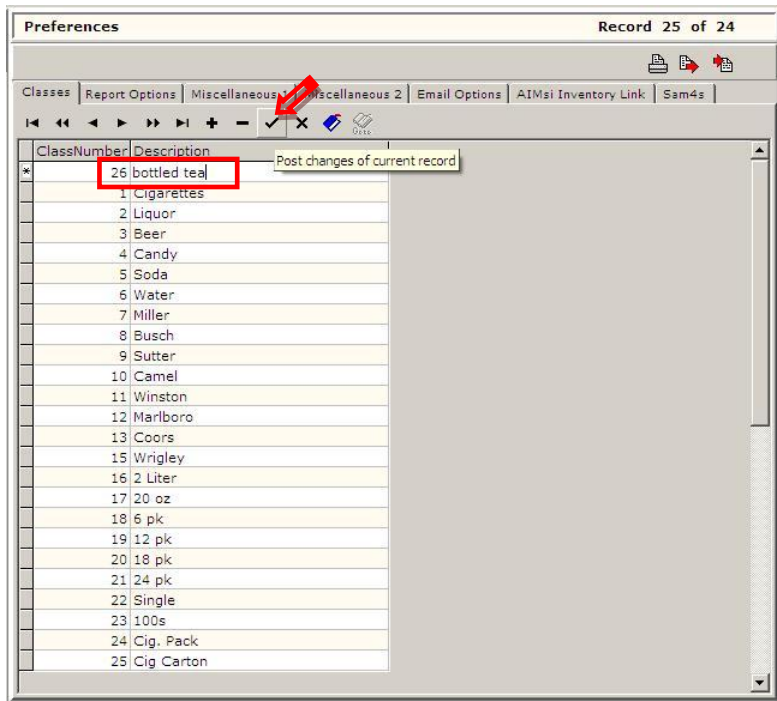
- It can also be expanded to fill the monitor screen with the **Maximize** button at the top of the screen.



5. The light blue fields above (Barcode Desc, Cost, Class 1, Class 2, and Class 3) are custom software fields. They are only in the V7 Polling software not the register.
6. Use the **Cost** field with AIMsi Inventory software and the **Report Module** margin reports.
7. Use Classes for sorting, updating, and reporting. Using Classes is a way to allow the user to custom group their data. Up to 3 Classes can be setup per item. Examples of Classes are Beer, Soda, Vendor Name, and Manufacturer.

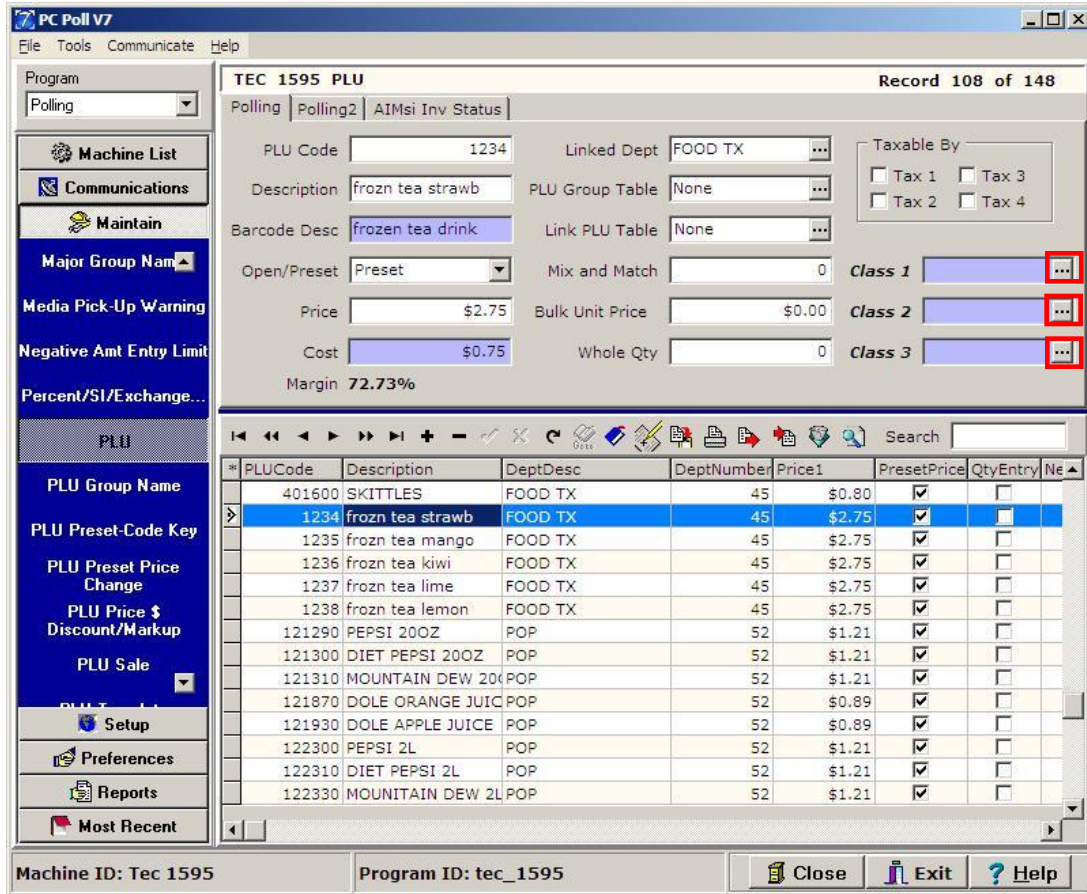


8. First, create Classes within the Preferences Area. Go to **Preferences** on the left menu and on the **Classes** tab, click on the **Insert new record**  button on the toolbar to add a new record.



9. In the blank record that has just been added, type in the **Class Number** and the **Description**. Click the **Post changes of current record** button  when done to save the new record.





10. To link items to Classes within the PLU Area, link the PLU 12345 frozn tea strawberry (a frozen strawberry tea drink) to a Class, highlight the item and click the button next to the Class 1, Class 2 or Class 3 to select a class.



11. Once the Classes are setup, the user can filter, sort, mass update, and run reports by Class.

Fields

ClassNumber  
Description

ClassNumber

Starting Range  
24 Clear

Ending Range  
28 Clear

OK Cancel

All Searched

By Value By Range

Field Order  
 Alphabetic  
 Logical

View Summary New Search

12. Click the **Filter Table** button to open the search screen above. Now the user can filter the search for, in this case a frozen strawberry tea drink by Class Number. Click **OK**.

Field Selection

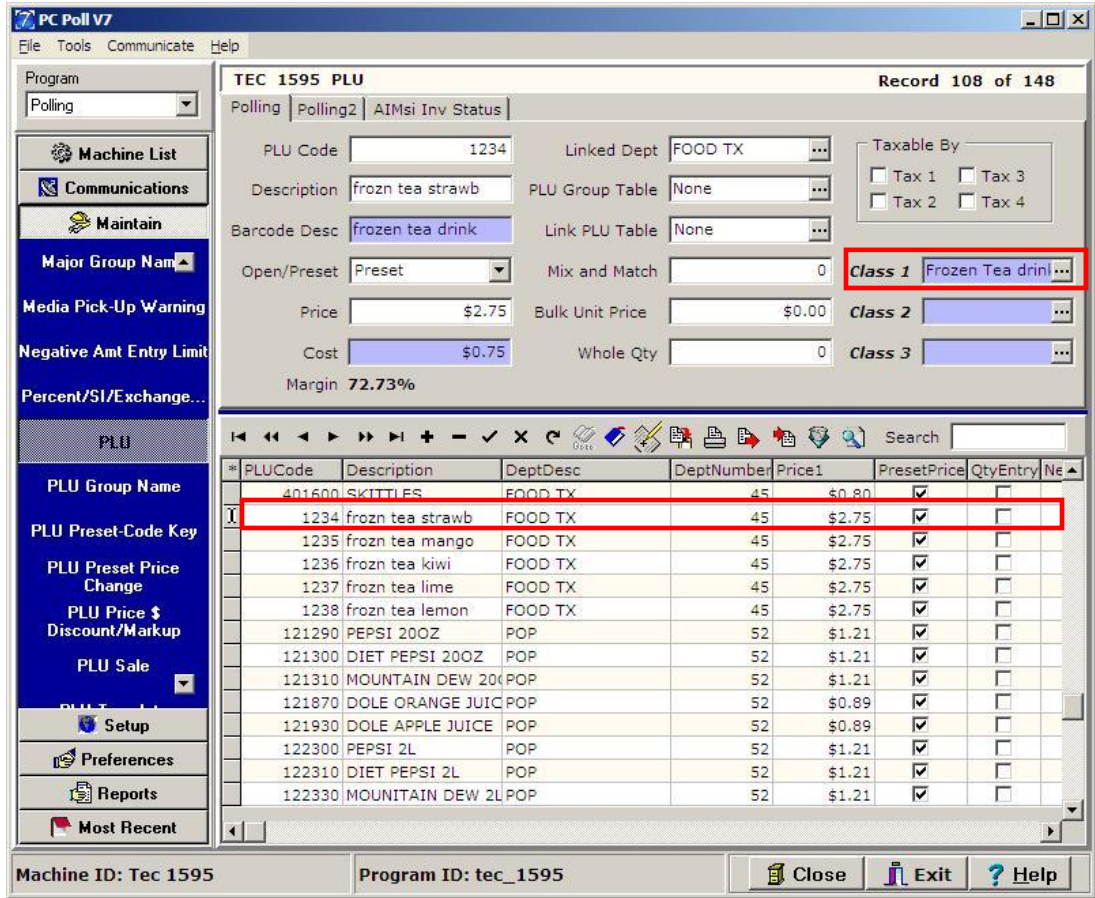
Please make your selection from the table below and click OK for the value to get inserted into the proper field in the grid.

Filter Table Search Table

ClassNumber	Description
24	Cig. Pack
25	Cig. Carton
26	bottled tea
27	Frozen Tea drinks

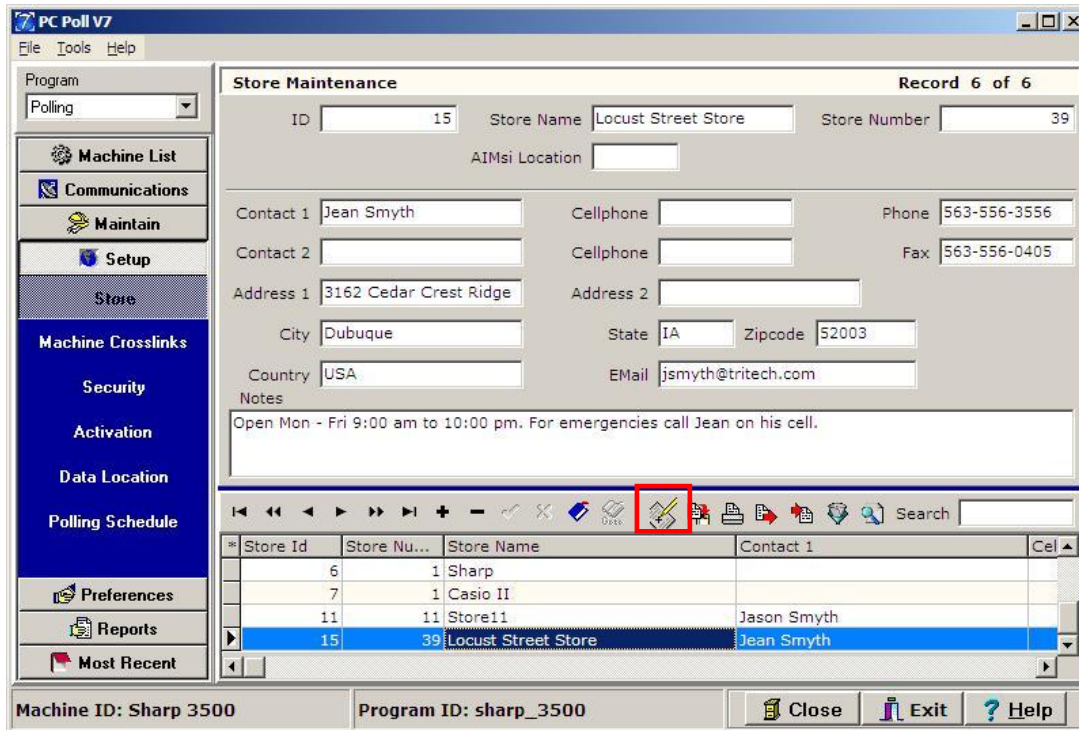
OK Cancel

13. The class for frozen tea drinks shows as 27. Click on the selected line and click **OK**.

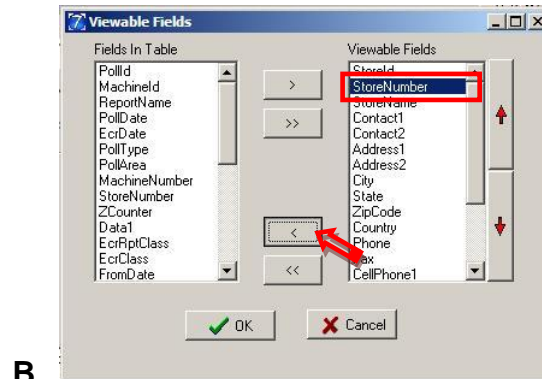
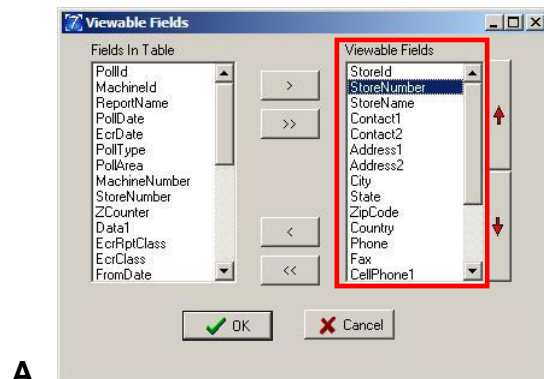


- Class 1 for PLU Code 1234 frozen tea strawberry is now set as Frozen Tea drinks. Class 2 could be setup for a drink size for example and Class 3 for the vendor or manufacturer of the product.

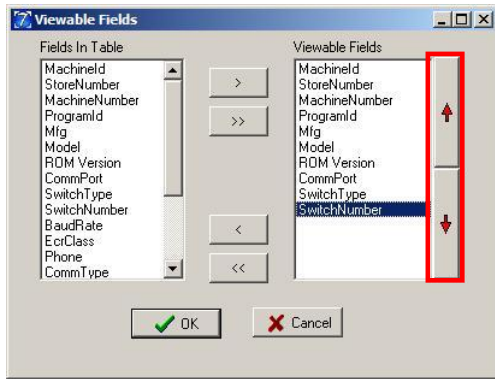
## Hiding Fields



1. To hide fields from view, click on the **Viewable Fields** button on the toolbar.



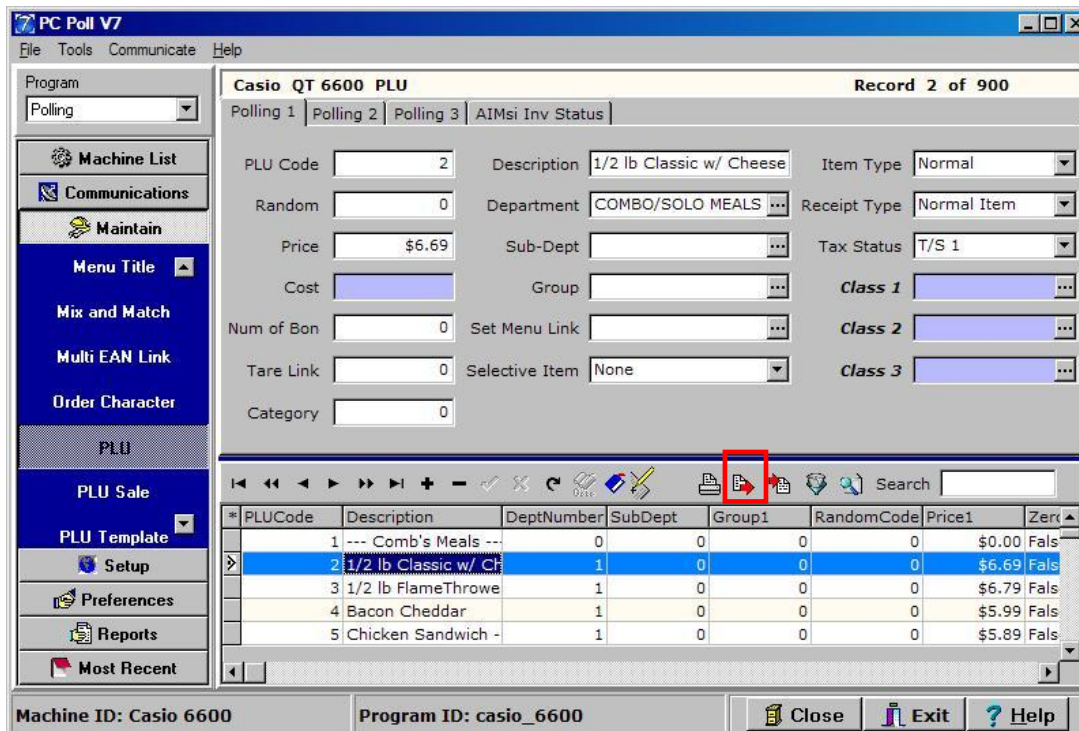
2. The items in the Viewable Fields section of the screen in the red box in Figure A above are viewable in the lower grid in Step 1. To remove an item from view, click on it in Viewable Fields to highlight it. As in Figure B, **Store Number** is highlighted. Use the left facing single **Chevron** (←) button to move it left to the inactive Fields in Table list. To move all items in the Viewable Fields window use the double left facing **Chevron** (⇐) button. To move items back to the active Viewable Fields use the single right facing **Chevron** (→) button to move one highlighted item at a time or the double right facing **Chevron** (⇒) button to move all items to the right.



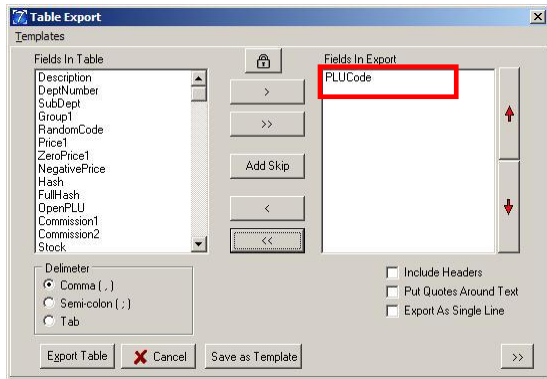
3. To move an item up or down in the Viewable Fields list use the up and down arrows on the right side of the screen. Items at the top of the list are the Column Headers farthest to the left in the lower grid in Step 1.
4. To save changes click the **OK** button.

## Exporting a Text File

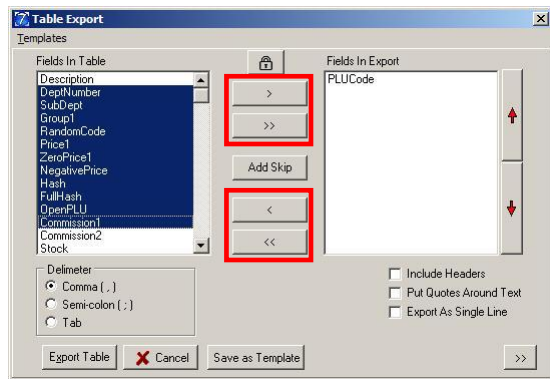
This operation allows the user to custom define an export of their program or machine data. It converts data into a (.txt) or (.csv) file, which can be used with other applications such as Microsoft Excel.



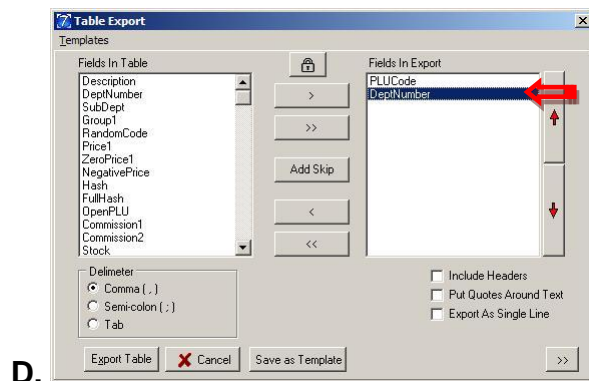
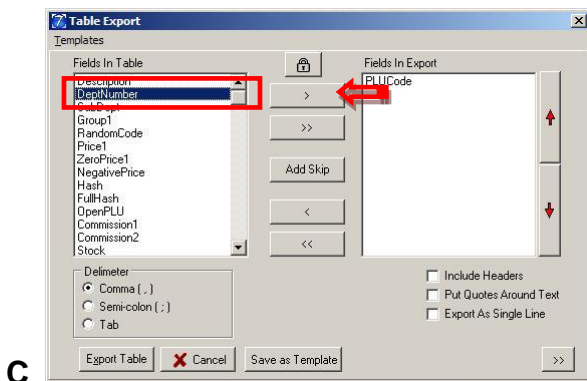
1. Pick the machine to export a text file from under **Machine List** on the left menu then pick **PLU** from the menu on the left side of the screen under **Maintain**. Click on the **Export text file** button in the lower toolbar.



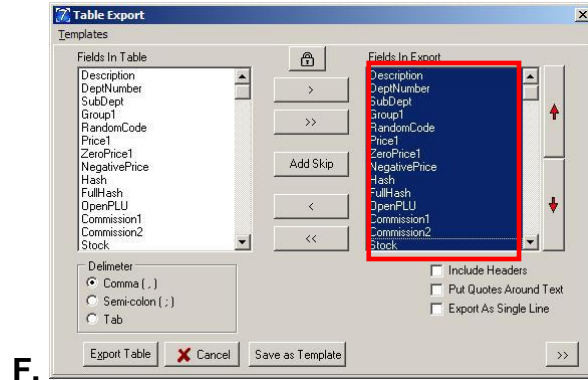
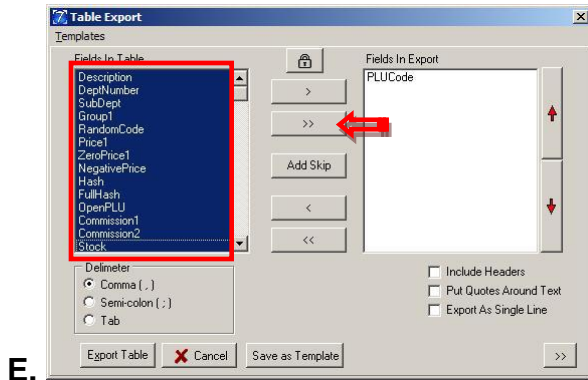
- The left window displays all available fields for the program. The right window displays all fields that have been selected for exported. Select the files to be exported from the window above in the Fields In Table area of the screen. By default, PLUCode is picked.



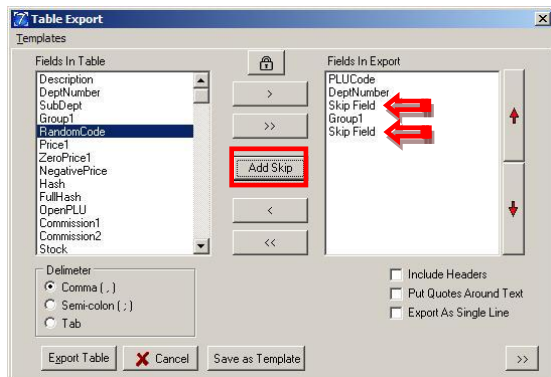
- Click on the desired fields on the left, and then use the **Chevron** (>, >>, <, <<) buttons in the center of the window to move the chosen fields to the Fields to Export area on the upper right. Use the **Chevron** buttons to move fields to the right or left.



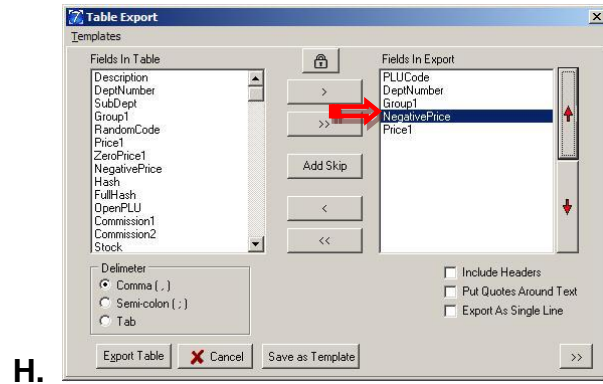
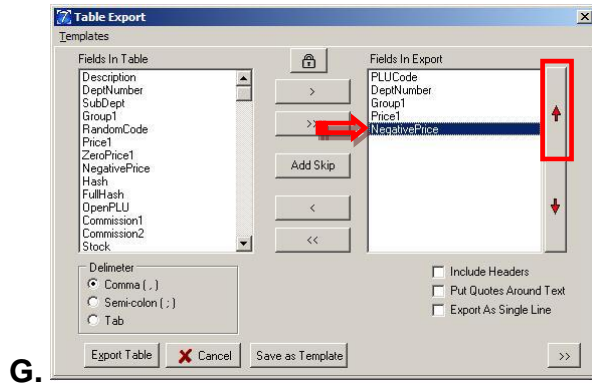
- The single **Chevron** (< and >) buttons moves a single field at a time. In Figure C, click on the item in the Fields In Table to move, in this case DeptNumber, then click on the > Chevron button. In Figure D, DeptNumber is now in the active window on the right under Fields In Export.



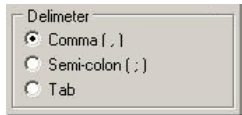
- The double **Chevron** (<< and >>) buttons move all fields to the right or back to the left except the default field. The **Shift** and **Ctrl** buttons on the keyboard can be utilized for multi-selecting of fields. In the example above, the double **Chevron** (>>) button moved all items in the Fields In Table to the Fields In Export. The items to move in Figure E are highlighted then the double **Chevron** (>>) button is clicked. In Figure F the highlighted items are now in the active window.



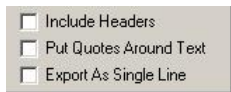
- To add a skip between fields in the list to export, click the **Add Skip** button. This option can be used for example if the user is importing a manufacturer's file that may contain data unrelated to data needed by the user. If a Skip is added to the list of Fields In Export area above, that field from the manufacturer's file will be ignored.



- Change the order of the fields up or down in the Fields to Export list, use the red **Up** and **Down Arrow** on the right edge of the window. In the example above, in Figure G, **NegativePrice** was moved up one space with the **Up Arrow** button as in Figure H.



- Choose the Delimiter type. **Comma Delimited** will separate exported data by commas (,). **Semi-Colon Delimited** will separate exported data by semi-colons (;). **Tab Delimited** will partition the exported data by inserting a tab between values.

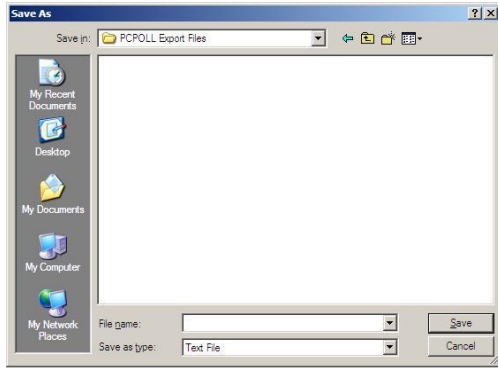


- Choose Table Export options. **Include Headers** option, if checked, will export the column headers from the grid along with the program data. **Put Quotes Around Text** option, if checked, will add quotation marks around any field that has text data. The **Export As Single Line** option, instead of breaking up the export by records, exports data in one long string.

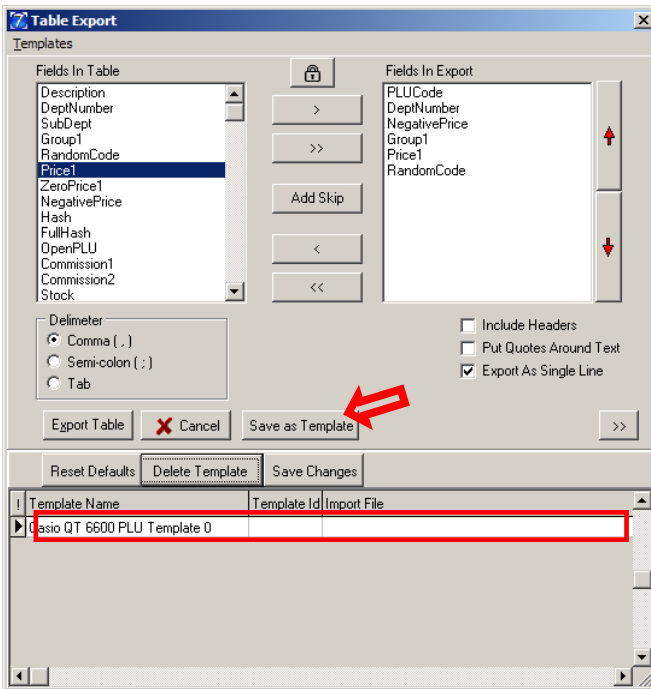


- The **Export Table** button in Figure E will bring up a **Save As** prompt.

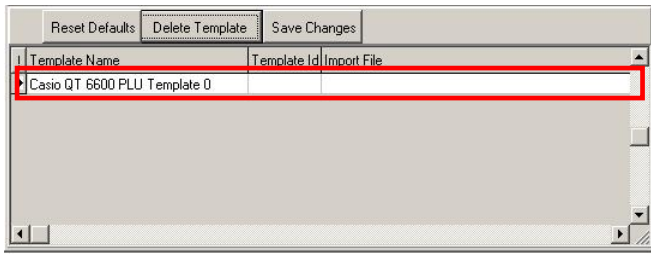




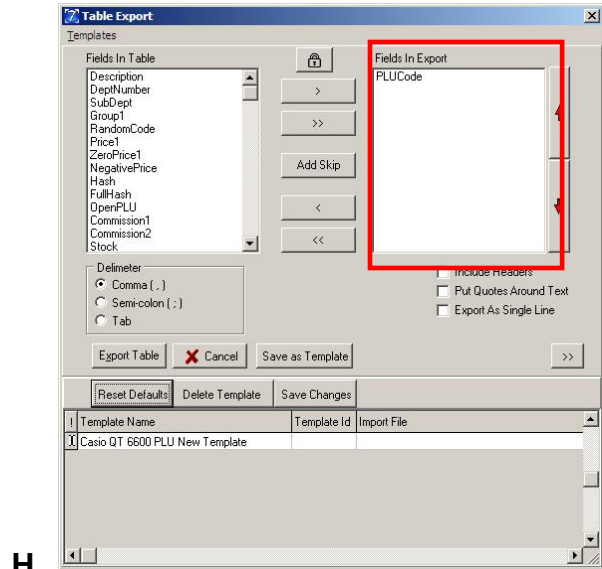
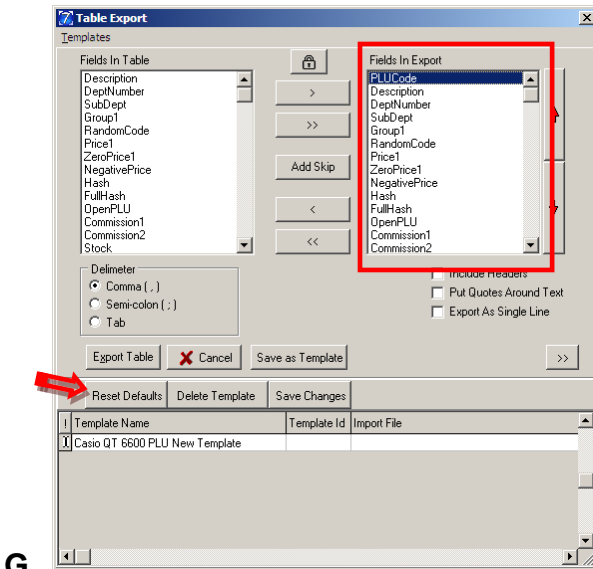
11. The Save As screen allows the user to assign the location to save their export file. The user also has the option to save the export file as a (.txt) or a (.csv) format within this screen. Once the desired location is selected, the **Save** button will export your program data. The **Cancel** button next to the **Export Table** button will close the Save As screen and take the user back to the export options.



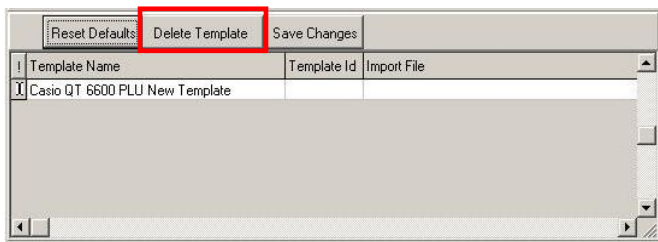
12. Save the selections by clicking the **Save as Template** button. Click the double **Chevron (>>)** button to the right of the **Save as Template** button to view the template. The template will be added to a grid at the bottom of the screen.
13. Click on the Template Name in the grid at the bottom of the window to highlight it and recall the save export format. Click the **Export Table** button.



14. The Template names can be edited by clicking on the name and typing in a new one.

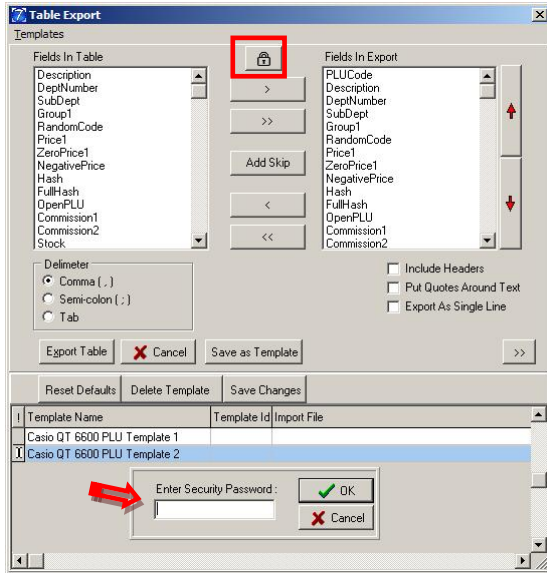


15. The **Reset Defaults** button will remove all the Fields in the Fields in Export area except the default items.



16. The **Delete Template** button is used to remove a template from the template list.

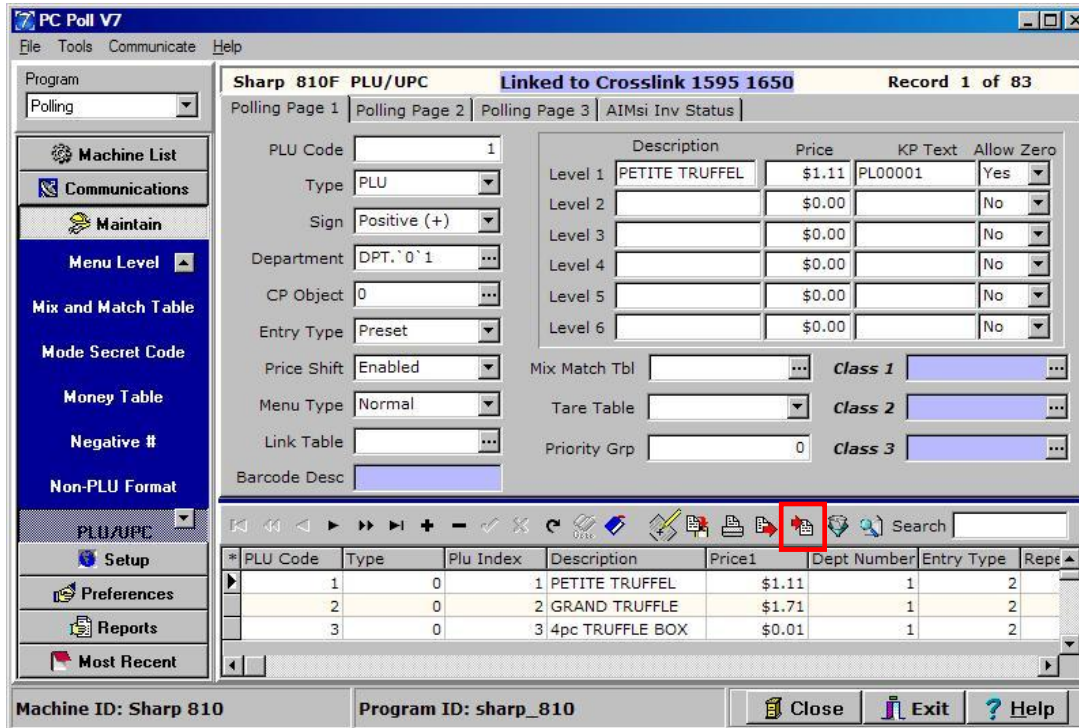
17. To save any changes made to the templates, click the **Save Changes** button



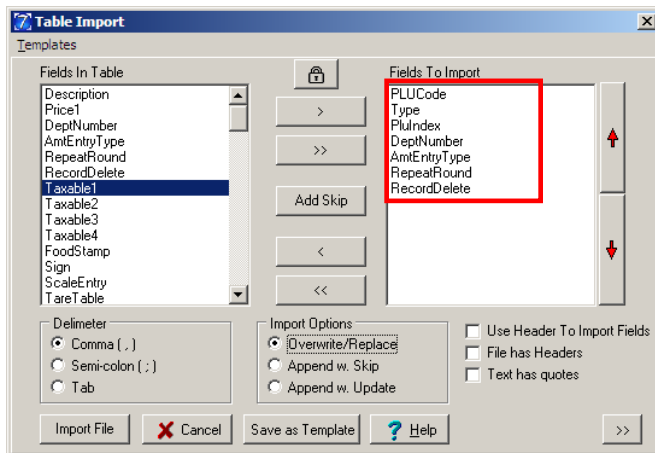
18. At the top of the Table Export screen is a **Padlock** button (in the red box). Clicking it opens a security screen in the lower template grid. The default level, level 0 sees only the current machine's type templates. With each increase in level, the restrictions decrease. Level 3 lets you see all templates the user created for all machines. This feature will only be used by interface operations. Only use this if needed or instructed to do so. The levels are 0, 1, 2, and 3. The passwords are entered as, for example, "level1", all lower case with no spaces. Enter the password and click **OK** on the password screen.
19. When done, click **Cancel** button to cancel the operation or Export Table button to finish the export. The screen will close automatically after the export.

## Importing from a Text File

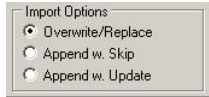
This operation allows the user to import program data from (.txt) or (.csv) files. Clicking the **Import File** button in the lower toolbar, will bring up an Open prompt from which the user must select the location of the import file. The **Open** button will import the selected file; the **Cancel** button will close the Open prompt, canceling the import. Note: Users will need to set the option screen to match the settings of their import file.



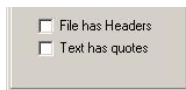
1. Pick the machine to import a text file export from under **Machine List** on the left menu then pick **PLU** from the left menu. In this case, it is a Sharp 810. Click on the **Import From text file** button in the lower toolbar.



2. **PLUCode**, **Type**, and **PluIndex** are default fields in the **Fields to Import** area.



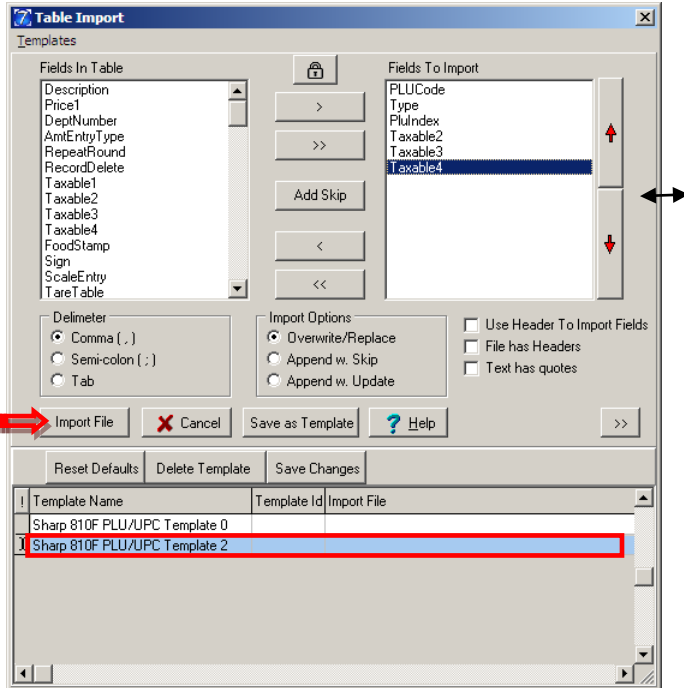
3. There are additional options to use with the Table Import screen.
  - a. The **Overwrite/Replace** option replaces the entire file.
  - b. The **Append w. Skip** option adds all new records. Any existing records will be skipped.
  - c. The **Append w. Update** option adds all new data and updates existing files.
  - d. *Note: The append lookups in this example would be done by the PLU code and or index fields.*



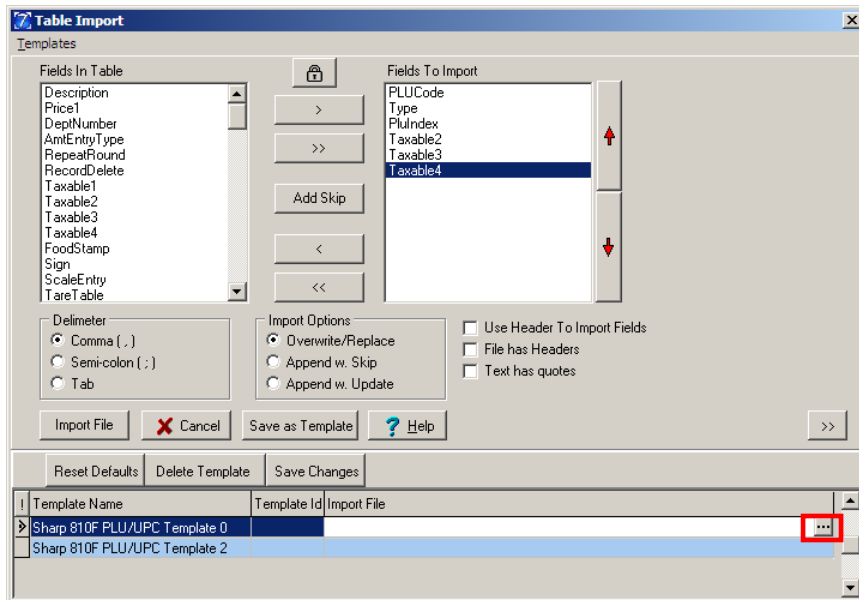
- e. By selecting the **File has Headers** option, the user is telling the software that the export file contains headers.
  - f. The **Text has quotes** option, tells the software that the file contains quotation marks around text data.
4. Select the desired items from the **Fields in Table** section of the screen by clicking on them and then use the **Chevron** buttons to move them to the active side on the right.



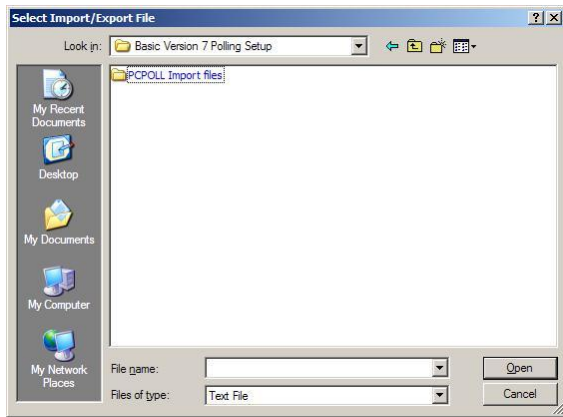
5. Click **Save as Template** at the bottom of the screen, Click the double **Chevron (>>)** button on the right of **Save as Template** button at the bottom of the screen to view the template.



- Click on the template name in the grid at the bottom of the window to highlight it. Double click the template to load the settings. To see more on the Template grid at the bottom of the screen, pass your cursor over the right edge of the screen until the cursor changes to a double arrow, then drag the edge to the right.

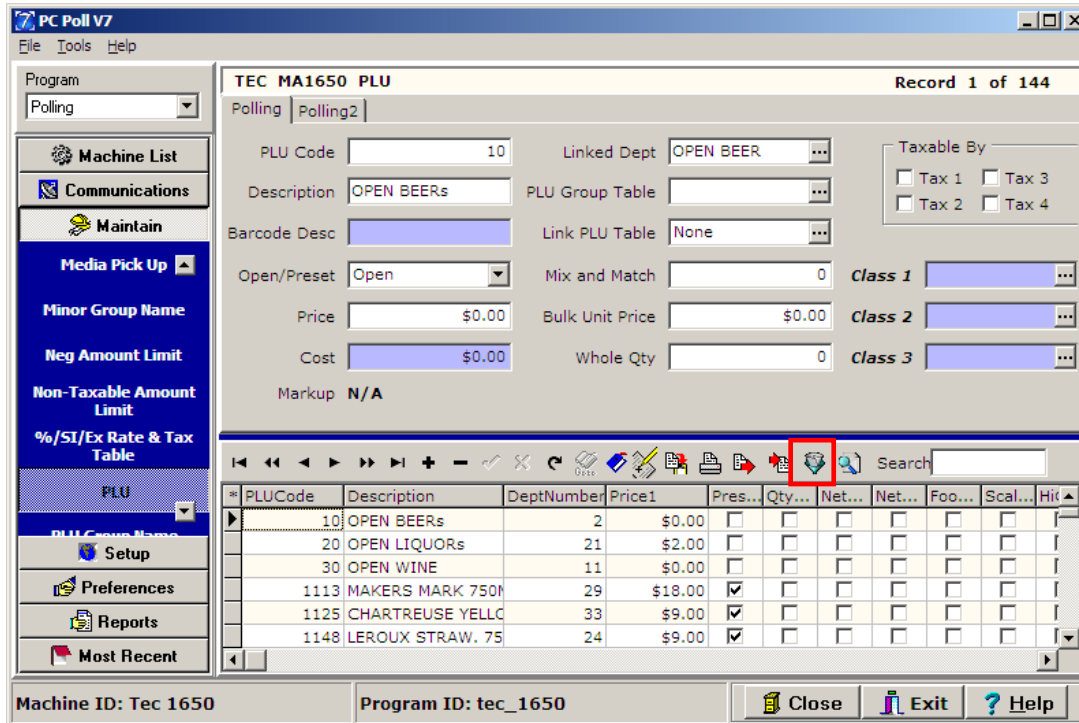


- At the end of each line in the Template Grid is a button that will open the Select Import/Export File browser below. Click on the end of the template line to see the button if it is not visible.

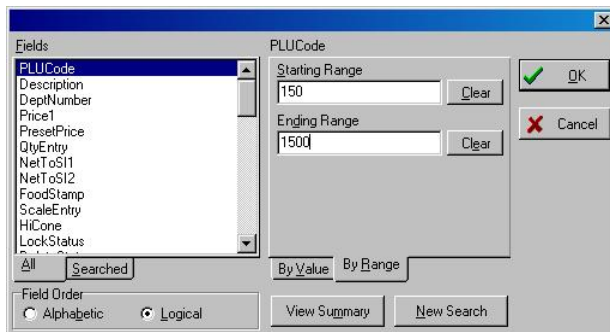


8. Enter a file name and click **Open** or click the **Import File** button to bring up an open file. Select the file and press **Open**.
9. To cancel the import, press the **Cancel** button.

## Filtering



1. To use the Filtering Feature, click the **Filter Records** button.



2. Highlight the field to filter by in the left Fields area by clicking on it. This example is filtering by PLUCode. Enter a **Starting Range** and an **Ending Range**. Click **OK**.



PLUCode	Description	DeptNumber	Price1	PresetPrice	QtyEntry	NetToSI1	NetToSI2	FoodStamp
1113	MAKERS MARK 750M	29	\$18.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1125	CHARTREUSE YELL	33	\$9.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1148	LEROUX STRAW. 75	24	\$9.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1301	ABSOLUT CITRON 5	25	\$7.19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1333	FINLANDIA 50ML	25	\$8.09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1334	JACK DANIELS 50M	29	\$6.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. The results of the filtering by PLU Code 150 to 1500 are above.

4. To further filter the results to search for Jack Daniels, type “JACK” into the Field Value box and click **OK**.

PLUCode	Description	DeptNumber	Price1	PresetPrice	QtyEntry	NetToSI1	NetToSI2	FoodStamp
1334	JACK DANIELS 50M	29	\$6.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. The results of the filtering are above.

6. To filter by “DOLE” to find Dole products, click **New Search** then enter “DOLE” in the **Field Value** on the **By Value** tab. Click **OK**.

PLUCode	Description	DeptNumber	Price1	PresetPrice	QtyEntry	NetToSI1	NetToSI2	Foot
121870	DOLE ORANGE JUIC	52	\$0.89	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
121930	DOLE APPLE JUICE	52	\$0.89	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- The results are above.
- Note: If users click on the export button while the dataset is filtered; only the filtered data will be exported.*

## Find Record

PC Poll V7

File Tools Communicate Help

Program: Polling

**Casio QT 6600 PLU** Record 1 of 900

Polling 1 | Polling 2 | Polling 3

PLU Code: 1 Department: N/A  Open PLU  
 Random Code: 0 Sub-Dept: N/A  Zero Unit Price  
 Description: --- Comb's Meals --- Group: N/A  Negative Price  
 Barcode Desc: Set Menu: N/A  Use Premium Item of Set  
 Price: \$0.00 Order Char: N/A  Prepared Tax  
 Cost: List Link 1: N/A Tax Status: T/S 1  
 Markup: N/A List Link 2: N/A Tare Link: 0  
 HALO: 0 List Link 3: N/A Class 1:   
 LALO: 0 List Link 4: N/A Class 2:   
 Class 3:

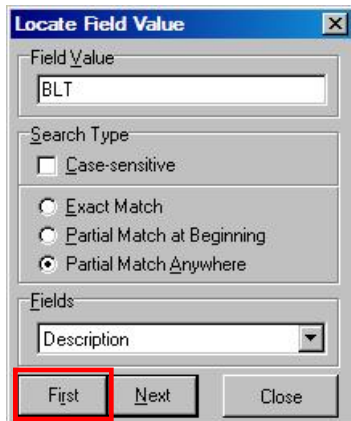
Machine List  
 Communications  
 Maintain  
 Mix and Match  
 Multi EAN Link  
 Order Character  
 PLU  
 PLU Sale  
 PLU Template  
 Printer Connection Table  
 Setup  
 Preferences  
 Reports  
 Most Recent

PLUCode	Description	DeptNumber	SubDept	Group1	RandomCode	Price1
1	--- Comb's Meals ---	0	0	0	0	\$0.
2	1/2 lb Classic w/ Cheese	1	0	0	0	\$6.
3	1/2 lb FlameThrower	1	0	0	0	\$6.

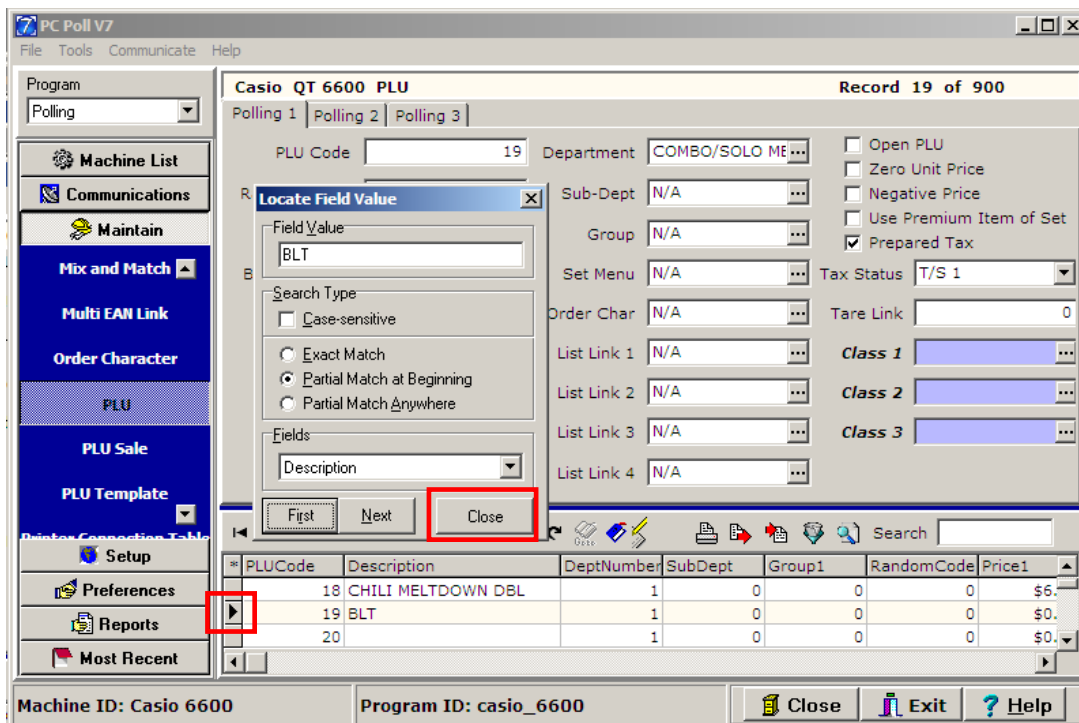
Machine ID: Casio 6600 Program ID: casio\_6600

Close Exit Help

- To use the Find Record feature to search for a record, click the **Find Record** button.

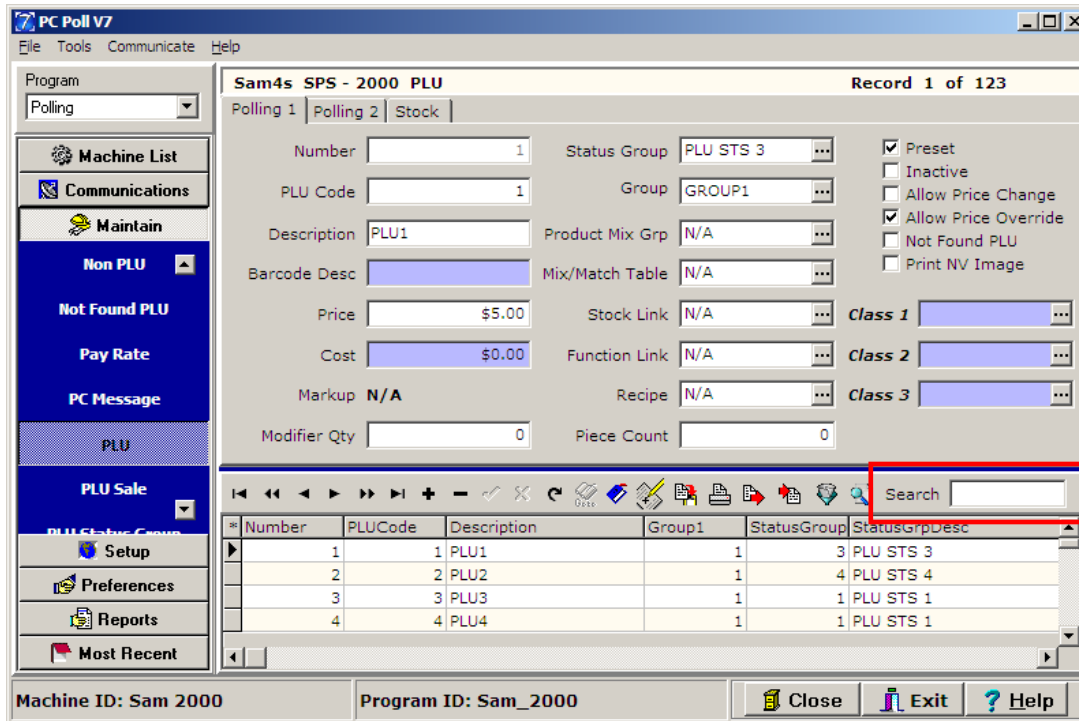


- Use the dropdown menu near the bottom of the screen to pick a **Field**, which is in this case, is Description, and then enter a **Field Value**, (BLT), at the top of the window. Click the **First** button.

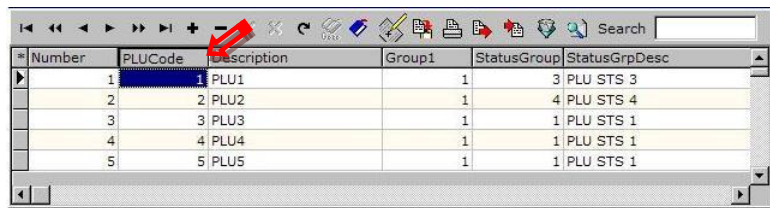


- The pointer on the left side of the grid will point to the first record. Clicking the **Next** button will move the pointer to the next record with the same search parameters.
- Click **Close** when done.

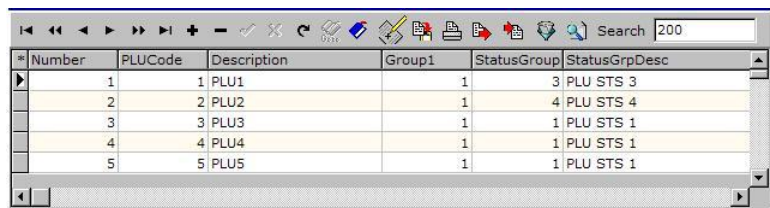
## Using Search box



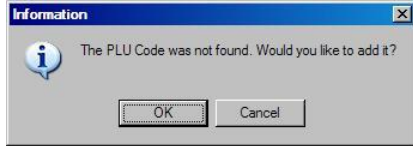
1. The toolbar in the lower grid provides a **Search** box function.



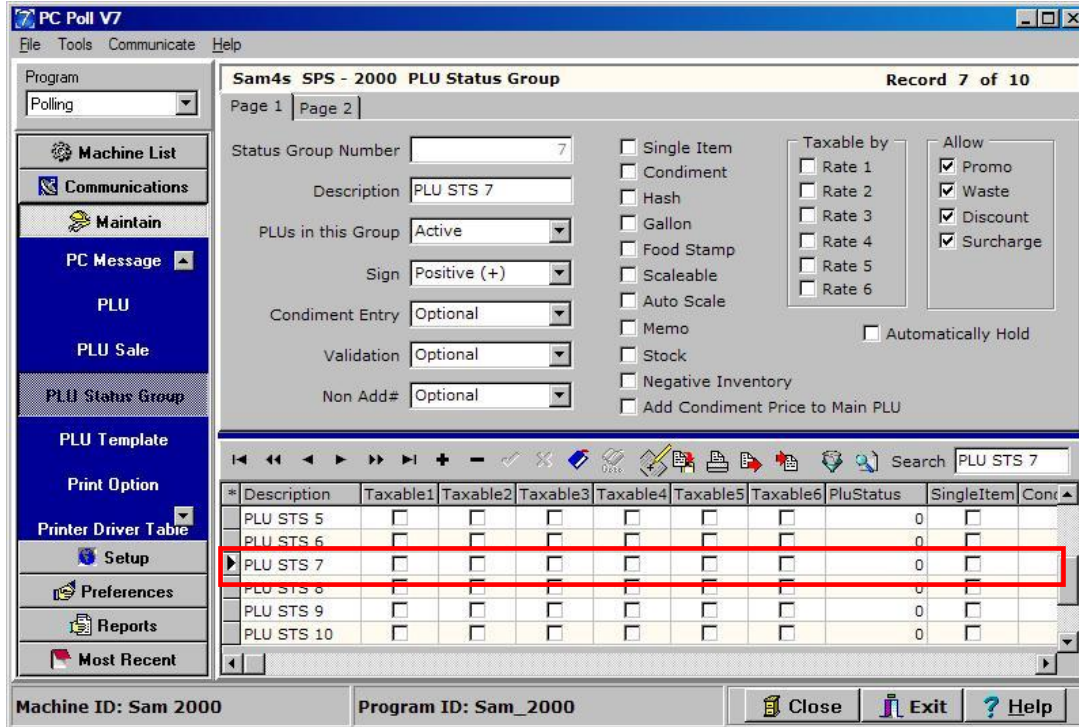
2. Click on the column header to search by. Enter a value in the **Search** box (200 in the window below).



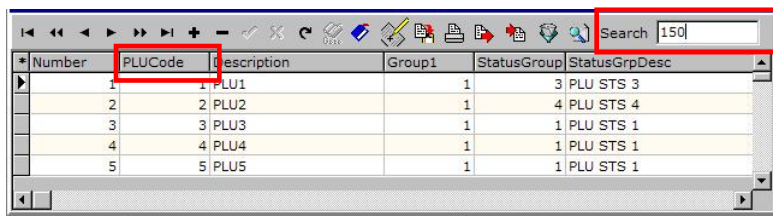
3. Click on the **Enter** key on the keyboard.



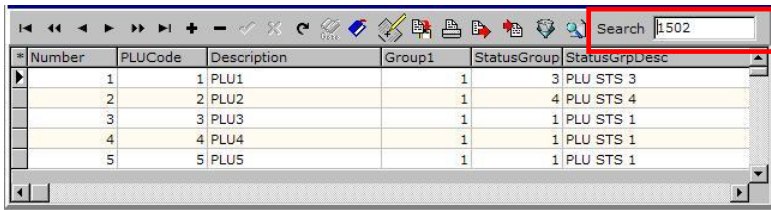
- The message above will appear if there is nothing fitting the search criteria for PLU Code. It prompts the user to add the PLU Code. *Note: PC Wedge Scanners can be used to scan UPC codes into the Search box*



- The search results for PLU STS 7 in the **PLU Status Group** area shows that the search value PLU STS 7 was found and the triangle pointer is marking it in the lower grid.



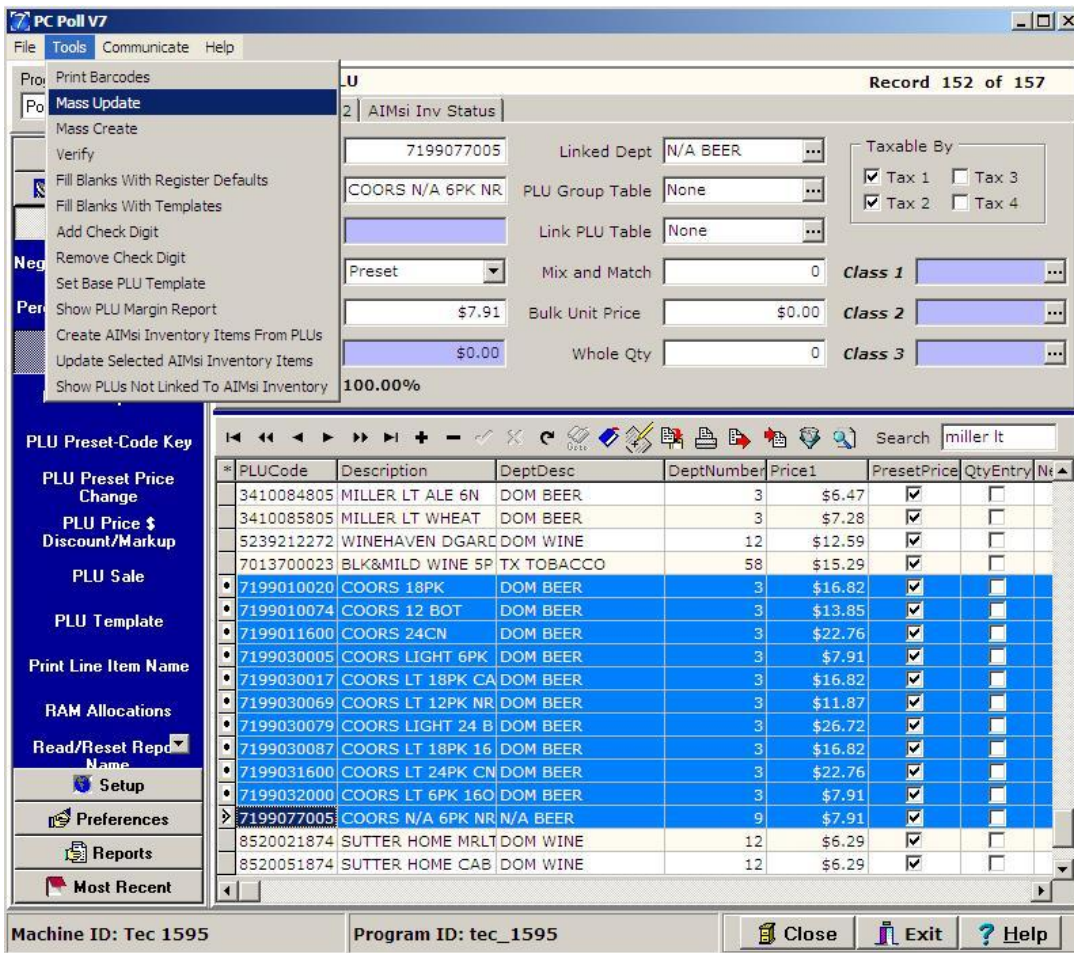
- Also when using the Search box to search for a PLU Code, a check digit can be added to the Search Value with the keyboard shortcut of **Ctrl** and the letter **K**. Click on the column header **PLUCode**, then type 150 in the **Search** box. The Search Value 150 becomes 1502 as in the **Search** box below.



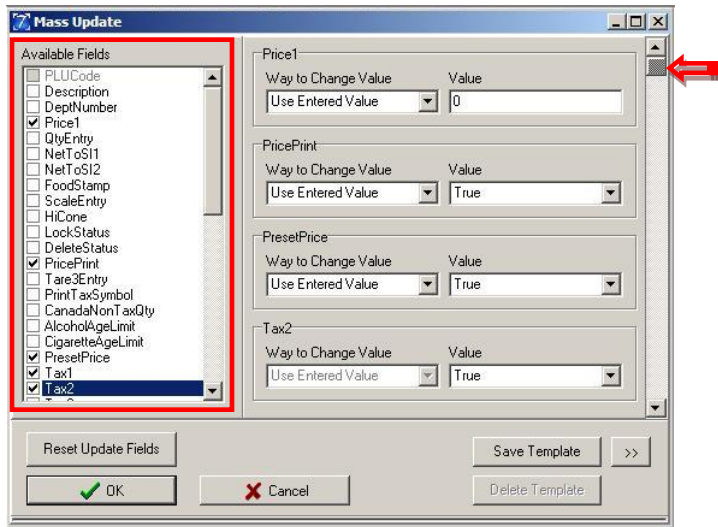
## Tools Menu Features

The following features are found on the drop down menu under **Tools**.

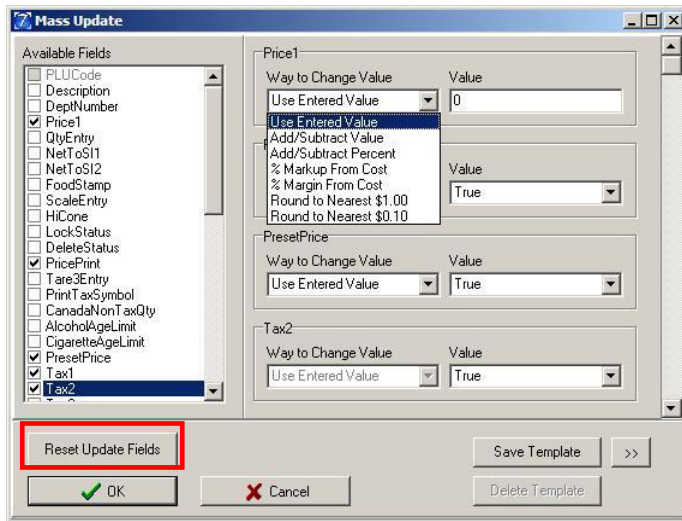
## Mass Update



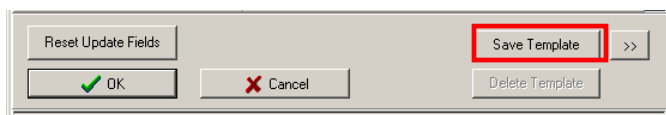
1. After selecting the register from the **Machine List** area, select **PLU** from the left menu under **Maintain**. Select the items in the lower grid to update. From the **Tools** menu at the top of the screen, pick **Mass Update**. Note: To perform a Mass Update the user must select more than 1 item.



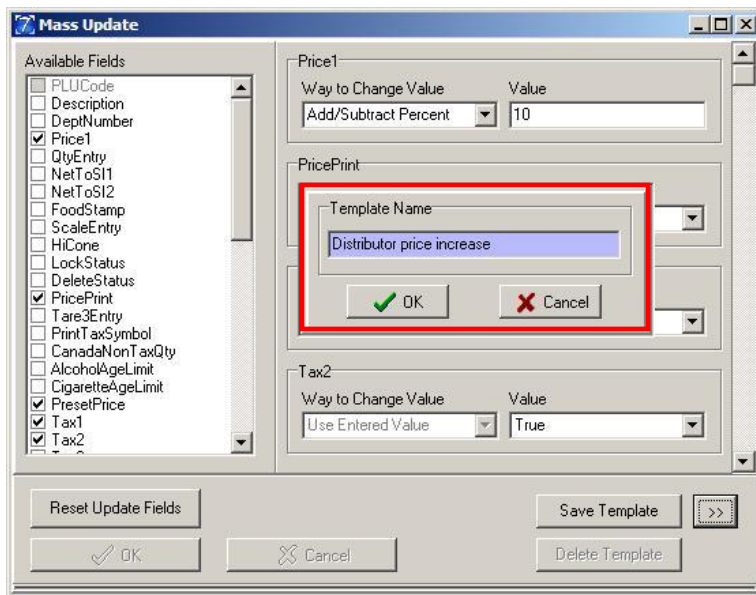
2. Pick the fields to update from the Available Fields window at the left. If more than four fields are picked, be sure to use the right scroll bar to see more fields. *Note: Fields grayed out such as Number and PLUCode cannot be changed.*



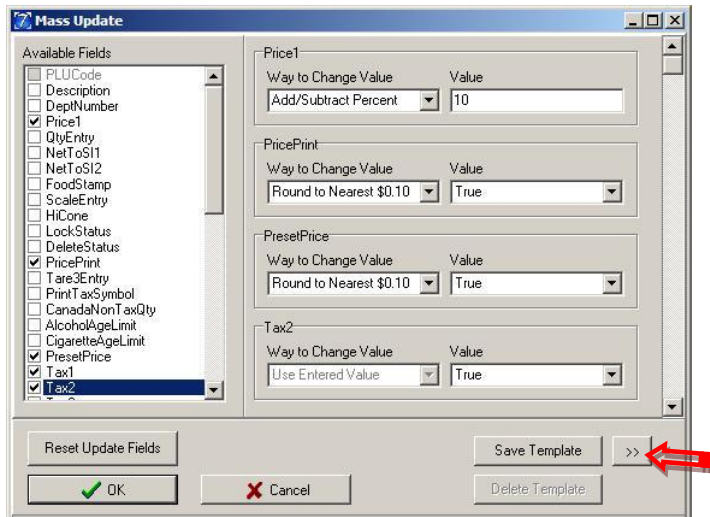
3. Use the drop down **Way to Change Value** menus to pick options for each chosen field. Enter a value for each. The **Reset Update Fields** button can be used to reset the available fields to the default.



4. Click the **Save Template** button once all the selections have been made. Then click the **Ok** button to process the update.

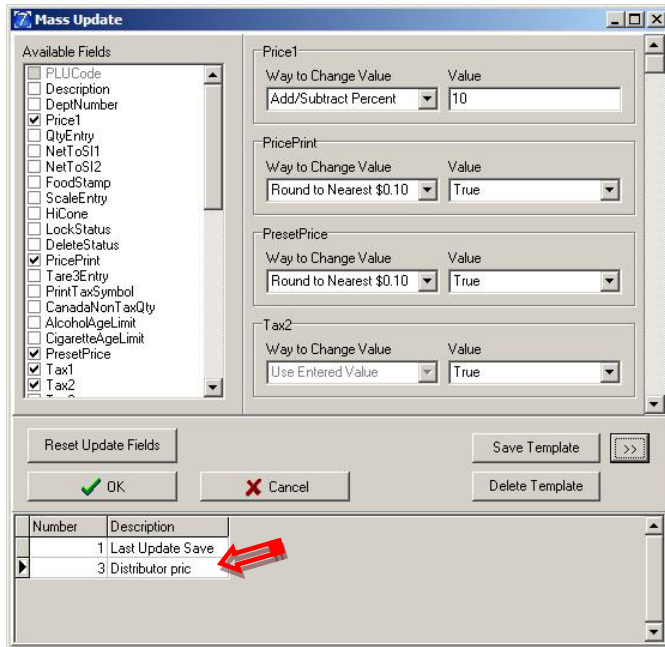


5. Type in a name for the temple and click **OK**.

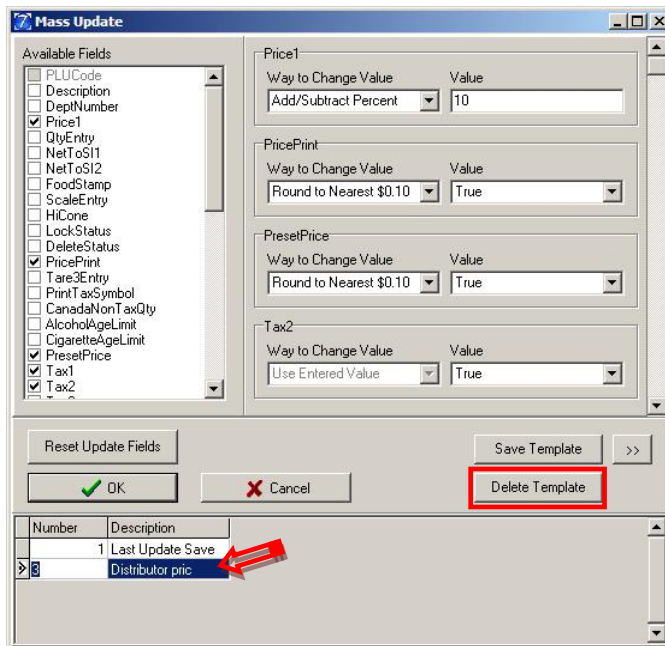


6. To view the template click the **View Templates** (double **Chevron >>**) button.





7. The new February sale template was added to the bottom of the grid.

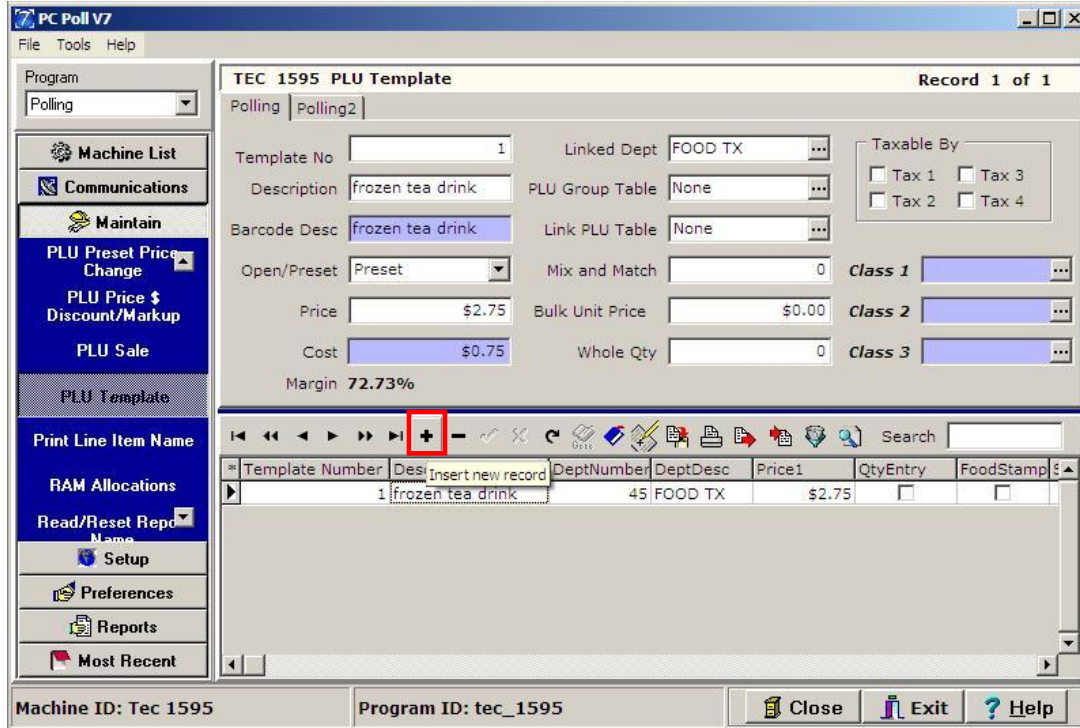


8. To remove a template, select the template from the bottom grid by clicking on it, then click the **Delete Template** button. Click the **OK** button and the update will occur.

## Tools Menu Features

The following features are found on the drop down menu under **Tools**.

### Mass Create



1. A PLU Template must be created before doing a Mass Create. A PLU template is a pre-set item that you can use to help create new items and have them default or inherit the values from that PLU template. For example, the user created a PLU template for graphic tee shirts. The user could have the group set to Tee Shirts, the price set to \$13.99, a tax value set, etc. So, if the user mass creates 20 graphic tee-shirt items all that would need to change would be the description and maybe the PLU/UPC code.
2. To create a template, select the register from the **Machine List** area on the left menu, select **PLU Template** from the left menu under **Maintain**. Click the **Insert new record** button on the toolbar.

**TEC 1595 PLU Template** Record 1 of 1

Polling | Polling2

Template No: 2      Linked Dept: BEER TOTAL

Description: Template #2      PLU Group Table: None

Barcode Desc:      Link PLU Table: None

Open/Preset: Preset      Mix and Match: 0

Price: \$0.00      Bulk Unit Price: \$0.00

Cost:      Whole Qty: 0

Margin: N/A

Taxable By:  
 Tax 1     Tax 3  
 Tax 2     Tax 4

Class 1:    Class 2:    Class 3:

---

Search

* Template Number	Description	DeptNumber	DeptDesc	Price1	QtyEntry	FoodStamp
2	Template #2	1	BEER TOTAL	\$0.00		
1	frozen tea drink	45	FOOD TX	\$2.75		

3. A new record will be added to the lower grid.

**TEC 1595 PLU Template** Record 1 of 1

Polling | Polling2

Template No: 2      Linked Dept: FOOD N/TAX

Description: frozen chi drink      PLU Group Table: None

Barcode Desc:      Link PLU Table: None

Open/Preset: Preset      Mix and Match: 0

Price: \$2.75      Bulk Unit Price: \$0.00

Cost: \$0.75      Whole Qty: 0

Margin: N/A

Taxable By:  
 Tax 1     Tax 3  
 Tax 2     Tax 4

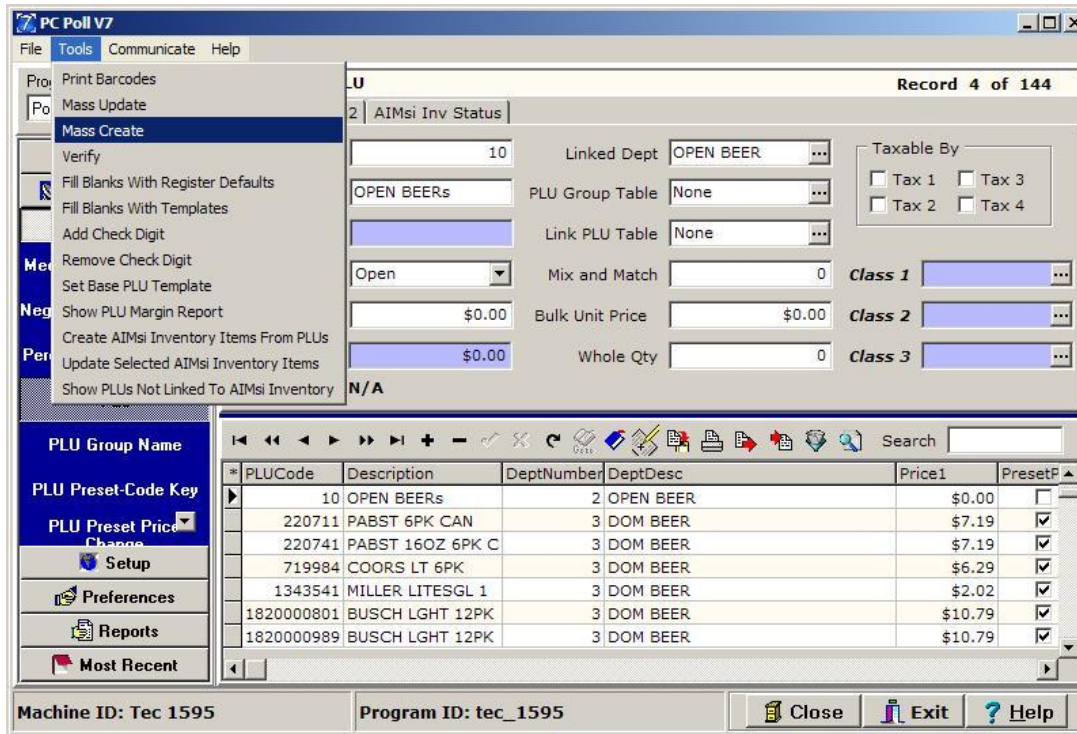
Class 1:    Class 2:    Class 3:

---

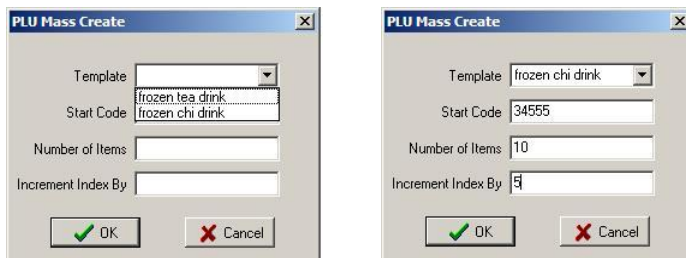
Search

* Template Number	Description	DeptNumber	DeptDesc	Price1	QtyEntry	FoodStamp
2	frozen chi drink	45	FOOD N/TAX	\$2.75		
1	frozen tea drink	45	FOOD TX	\$2.75		

4. Fill in the information on the top part of the screen for the new template. When finished, click on the **Post changes of current record** button (the check mark in the red box) to save the changes.



- On the left menu under **Maintain**, click on **PLU**. From the **Tools** menu at the top of the screen, pick **Mass Create**.



- On the PLU Mass Create screen enter each of the following:
  - From the **Template** drop down menu, pick the template created in Step 2. In this case it is frozen chi drinks.
  - Enter a **Start Code** for this group of PLU numbers, which will be the first PLU number in this group. In this case 34555
  - Enter in the **Number of Items** box how many items will be in this group. If there are ten flavors of frozen chi drinks the **Number of Items** can be 10 or if there are 3 sizes the number could be "3".
  - Enter the **Increment Index by** box in what increments the items will be added. For example, if the PLUs will be 34555, 34565, 34575 the increment would be 10. If the PLUs will be 34555, 34655, 34755 the increment would be 100.
- Click **OK** when done.

PC Poll V7

File Tools Communicate Help

Program: Polling

**TEC 1595 PLU** Record 110 of 158

Polling | Polling2 | AIMsi Inv Status

PLU Code: 34600 Linked Dept: FOOD N/TAX

Description: frozen chi drink PLU Group Table: None

Barcode Desc: Link PLU Table: None

Open/Preset: Preset Mix and Match: 0

Price: \$2.75 Bulk Unit Price: \$0.00

Cost: \$0.75 Whole Qty: 0

Margin: 72.73%

Taxable By:  Tax 1  Tax 2  Tax 3  Tax 4

Class 1: Class 2: Class 3:

PLUCode	Description	DeptDesc	DeptNumber	Price1	PresetPrice	QtyEntry	N	Ne
34555	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34560	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34565	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34570	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34575	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34580	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34585	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34590	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34595	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34600	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
400230	TWIX	FOOD TX	45	\$0.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
400310	M&M REGULAR	FOOD TX	45	\$0.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
400320	M&M PEANUT	FOOD TX	45	\$0.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Machine ID: Tec 1595 Program ID: tec\_1595 Close Exit Help

- The 10 new PLUs have been added to the lower grid. They are PLU Code 34555 through 34600.

TEC 1595 PLU Record 101 of 158

Polling | Polling2 | AIMsi Inv Status

PLU Code: 34555    Linked Dept: FOOD N/TAX    Taxable By:  Tax 1  Tax 3  
 Tax 2  Tax 4

Description: frozen chi drink    PLU Group Table: None

Barcode Desc:    Link PLU Table: None

Open/Preset: Preset    Mix and Match: 0    Class 1:    ...

Price: \$2.75    Bulk Unit Price: \$0.00    Class 2:    ...

Cost: \$0.75    Whole Qty: 0    Class 3:    ...

Margin: 72.73%

Navigation icons: Back, Forward, Home, Print, etc. Search: \_\_\_\_\_

#	PLUCode	Description	DeptDesc	DeptNumber	Price1	PresetPrice	QtyEntry	N	Ne
>	34555	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34560	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34565	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34570	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34575	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34580	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34585	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34590	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34595	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34600	frozen chi drink	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	400230	TWIX	FOOD TX	45	\$0.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	400310	M&M REGULAR	FOOD TX	45	\$0.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	400320	M&M PEANUT	FOOD TX	45	\$0.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Select each item by clicking on it to highlight it, in this case PLU 34555. Fill in the information for each new item in the upper part of the screen.

Navigation icons: Back, Forward, Home, Print, etc. Search: \_\_\_\_\_

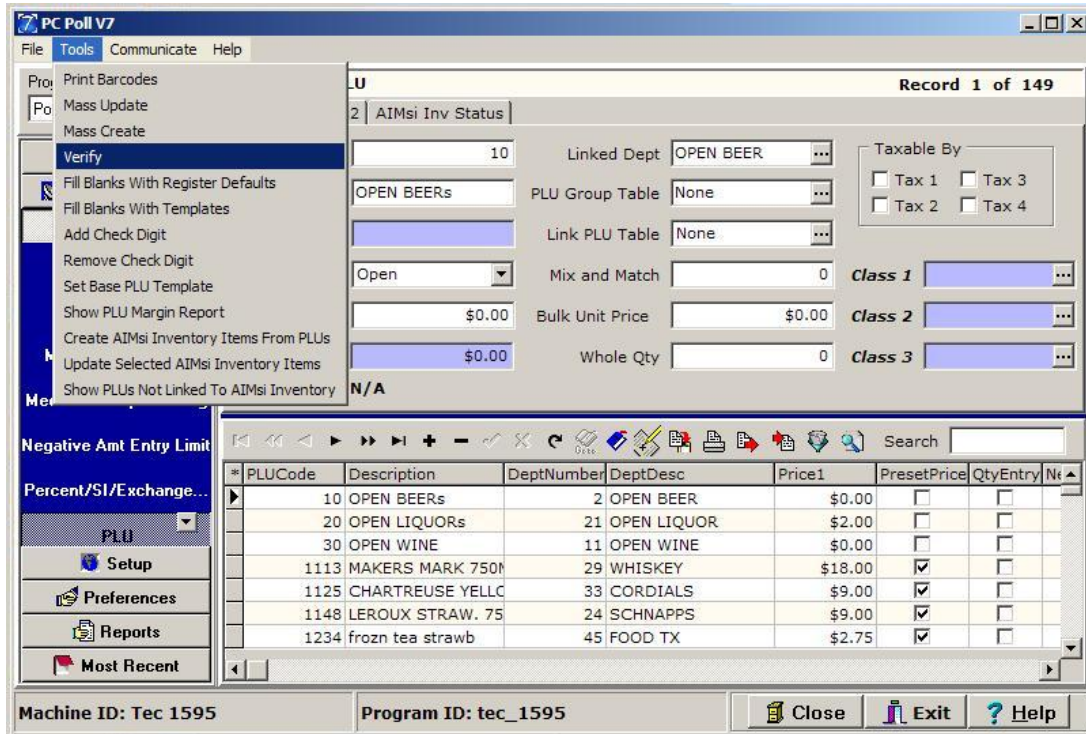
#	PLUCode	Description	DeptDesc	DeptNumber	Price1	PresetPrice	QtyEntry	N	Ne
	34555	frzn chi choco	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34560	frzn chi straw	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34565	frzn chi bluebry	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34570	frzn chi lemon	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34575	frzn chi spice	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34580	frzn chi melon	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34585	frzn chi w/honey	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34590	frzn chi vegan	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34595	frzn chi carmel	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	34600	frzn chi plain	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	400230	TWIX	FOOD TX	45	\$0.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	400310	M&M REGULAR	FOOD TX	45	\$0.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	400320	M&M PEANUT	FOOD TX	45	\$0.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Click the **Post changes of current record** (check mark) button when done editing each item. The new PLUs, 34555 through 34600, have now been added to the software.

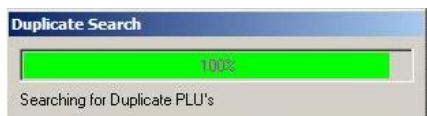
## Tools Menu Features

The following feature is found on the drop down menu under **Tools**.

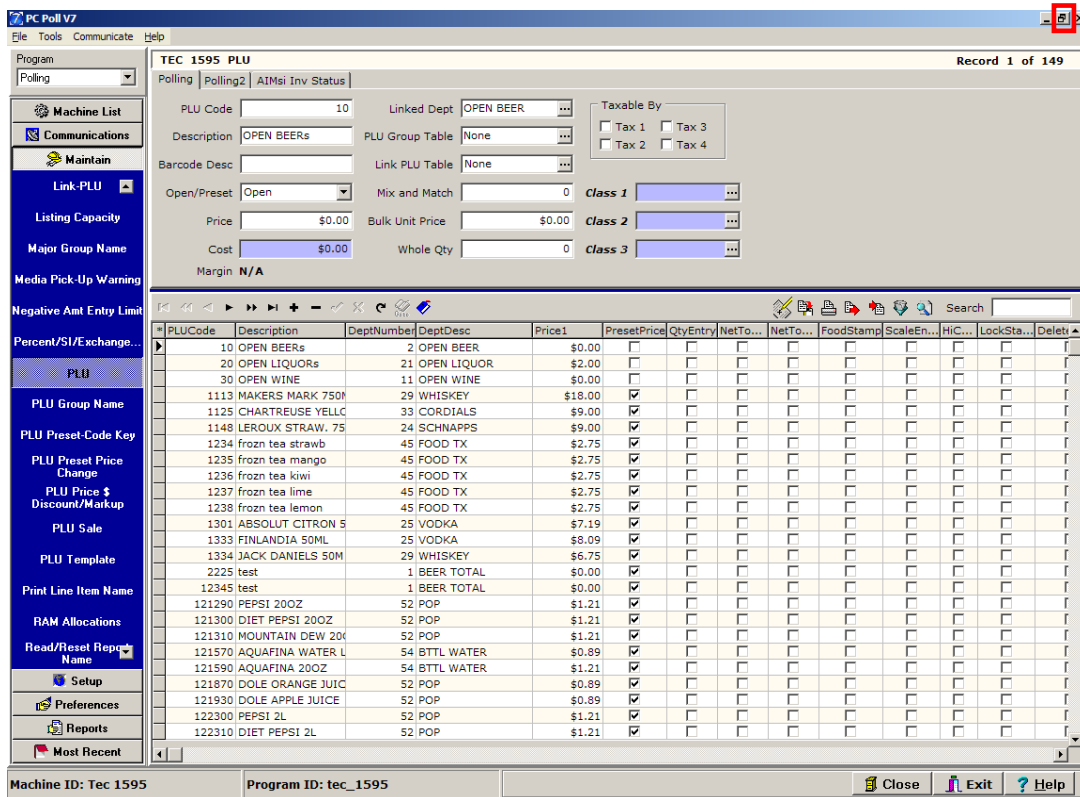
### Verify



1. Select **Maintain** for the left menu then select **PLU** to verify PLUs. On the **Tool** menu at the top of the screen scroll down to **Verify**.



2. The progress bar above will appear. The software will go through the entire file and look for entries that are improperly filled out and for duplicate items. When completed, the software will display a list of items containing errors.



3. Enlarge the window size with the **Maximize** button at the top of the PC POLL V7 screen to see more of the lower grid.
4. Fill in missing values and or delete duplicate entries. *Note: The software displays the original and duplicate entries. It is recommended that the user leave one of the items in the system*
5. Verify by going back to the **Tools** menu at the top of the screen. Scroll down to **Verify**.



TEC 1595 PLU Record 14 of 157

Polling | Polling2 | AIMsi Inv Status

PLU Code: 1334    Linked Dept: WHISKEY    Taxable By:  Tax 1  Tax 3  
 Tax 2  Tax 4

Description: JACK DANIELS 50M    PLU Group Table: None

Barcode Desc:    Link PLU Table: None

Open/Preset: Preset    Mix and Match: 0    Class 1:    Class 2:    Class 3:

Price: \$0.00    Bulk Unit Price: \$0.00

Cost: \$0.00    Whole Qty: 0

Margin: N/A

Toolbar: [Navigation icons] [Delete] [Post changes] [Fill blanks] [Search]

PLUCode	Description	DeptDesc	DeptNumber	Price1	PresetPrice	QtyEntry	NetToSI1	NetToSI2	FoodStamp	ScaleEn...
1238	frozn tea lemon	FOOD TX	45	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1301	ABSOLUT CITRON 5	VODKA	25	\$7.19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1333	FINLANDIA 50ML	VODKA	25	\$8.09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1334	JACK DANIELS 50M	WHISKEY	29	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34555	frzn chi choco	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34560	frzn chi straw	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34565	frzn chi bluebry	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34570	frzn chi lemon	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34575	frzn chi spice	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34580	frzn chi melon	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34585	frzn chi w/honey	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34590	frzn chi vegan	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34595	frzn chi carmel	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34600	frzn chi plain	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click on the entries to be removed or modified in the lower grid. For example, PLU 1334 Jack Daniels 50M is missing the price in the Price1 column. Use the **Delete current record** button, in the red box above, to delete the item or click in the fields in the upper section of the screen, to make corrects or additions to an item.

Toolbar: [Navigation icons] [Delete] [Post changes] [Fill blanks] [Search]

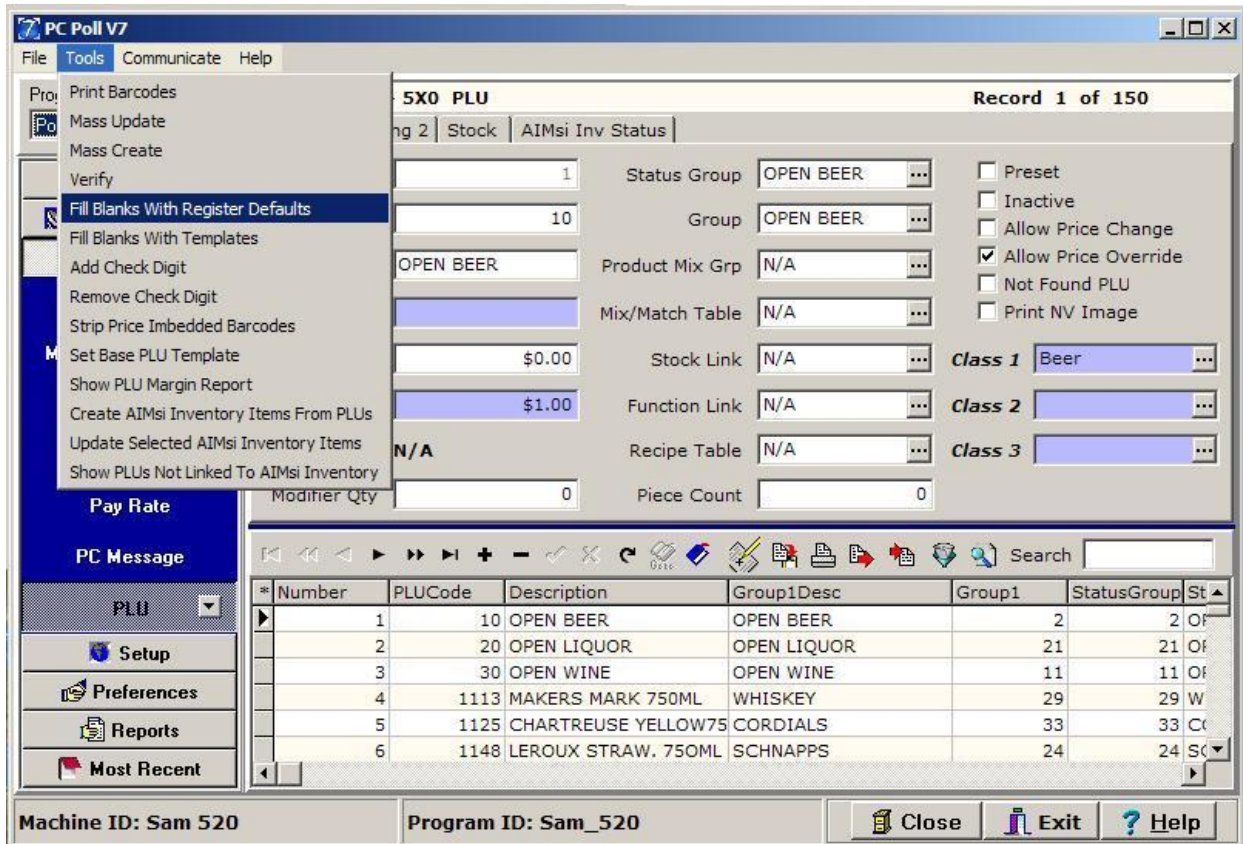
PLUCode	Description	DeptDesc	DeptNumber	Price1	PresetPrice	QtyEntry	NetToSI1	NetToSI2	FoodStamp	ScaleEn...
1238	frozn tea lemon	FOOD TX	45	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1301	ABSOLUT CITRON 5	VODKA	25	\$7.19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1333	FINLANDIA 50ML	VODKA	25	\$8.09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1334	JACK DANIELS 50M	WHISKEY	29	6.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34555	frzn chi choco	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34560	frzn chi straw	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34565	frzn chi bluebry	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34570	frzn chi lemon	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34575	frzn chi spice	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34580	frzn chi melon	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34585	frzn chi w/honey	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34590	frzn chi vegan	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34595	frzn chi carmel	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34600	frzn chi plain	FOOD N/TAX	44	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The missing price was added. Click the **Post changes of current record** button in the toolbar after editing. Fill in missing information for the rest of the items in the grid. Fill blanks manually or by using the Fill Blanks with Register Defaults and Templates option. See details on the next page. Re-verify by going to the **Tools** menu at the top of the screen and scroll down to **Verify**.

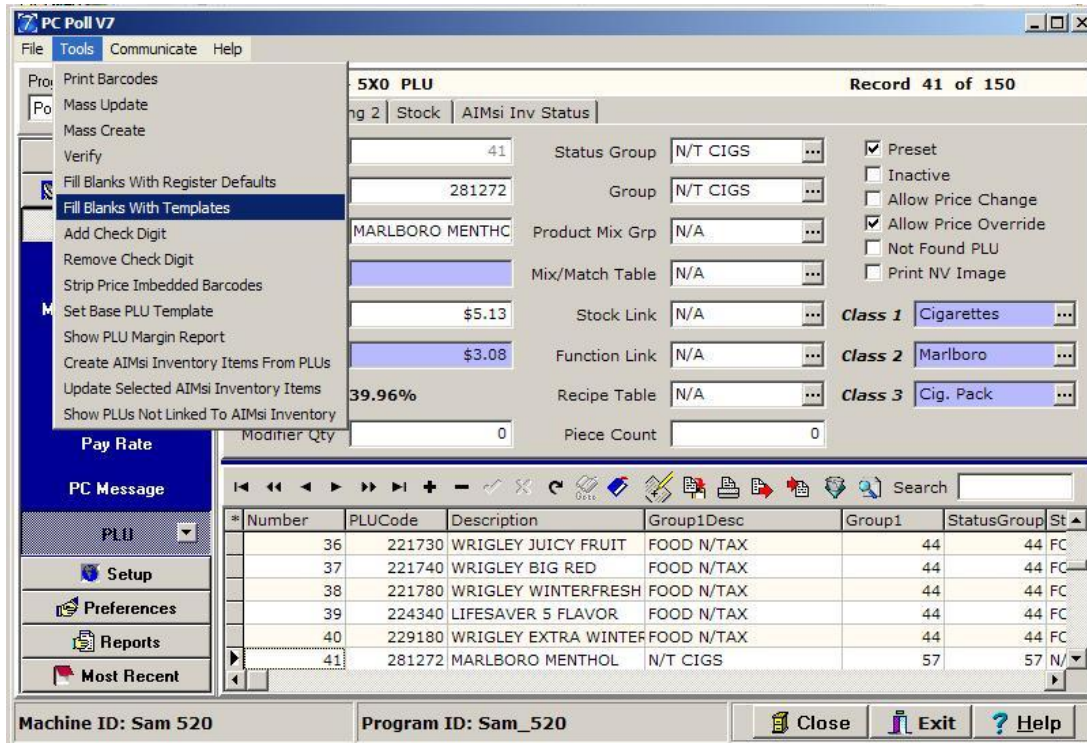
## Tools Menu Features

The following features are found on the drop down menu under **Tools**.

### Fill Blanks with Register Defaults or Templates



1. From the left menu pick **Maintain** and under **Maintain** pick **PLU**.
2. On the **Tools** menu at the top of the screen, scroll down to **Fill Blanks With Register Defaults**.
3. The software can either fill a partial PLU file with register defaults or fill missing field values from a template.
4. *Note: This is normally used when a file is imported into the software to create new items.*



- To fill blank fields from a current template, on the **Tools** menu, scroll down to **Fill Blanks With Templates**.

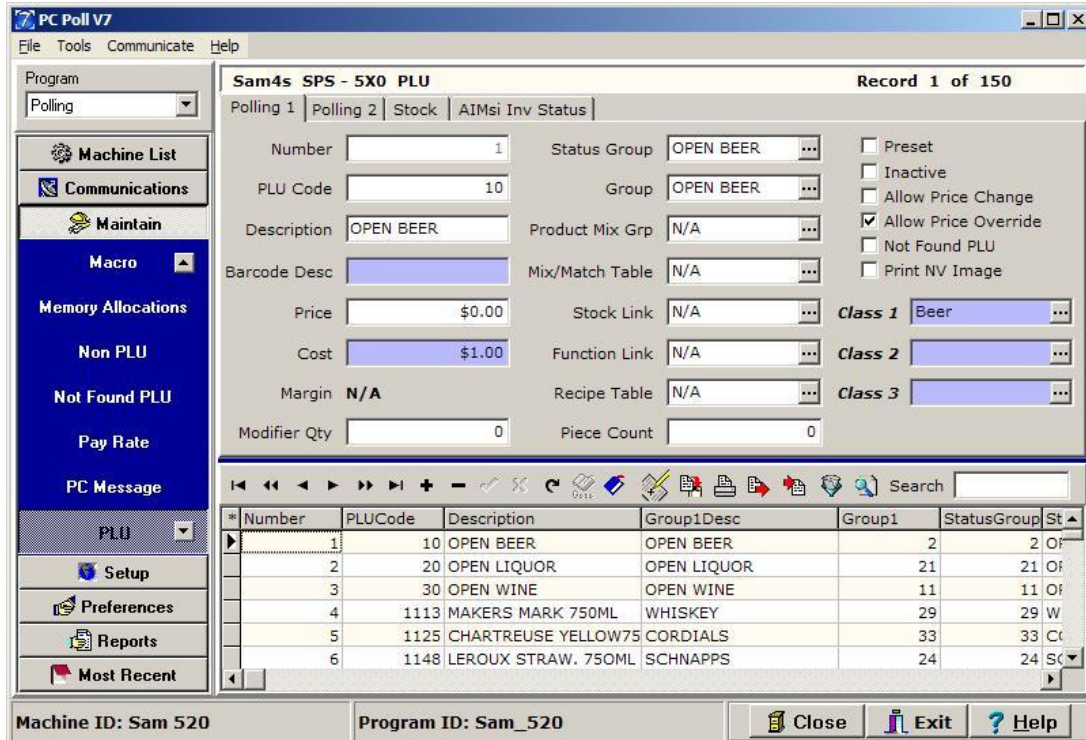


- The screen above will open to allow the user to pick the template to use. Click **OK** after selecting the template.

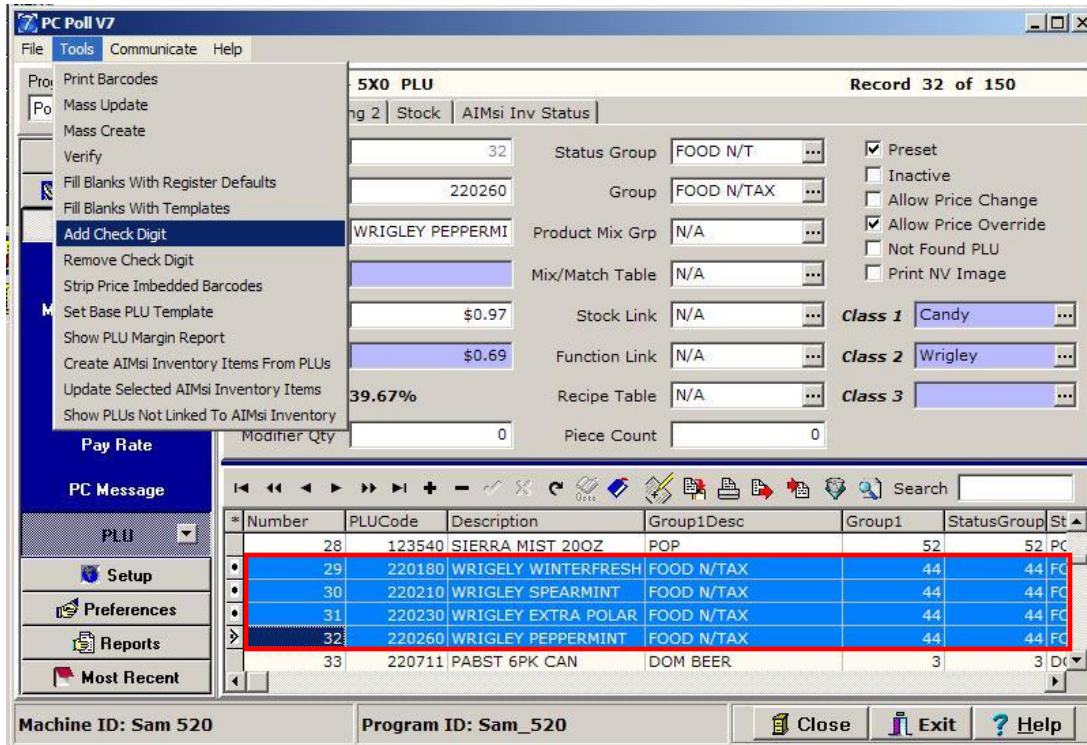
## Tools Menu Features

These following features are found on the drop down menu under **Tools**.

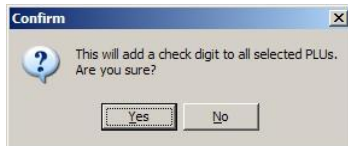
### Add or Remove Check Digits



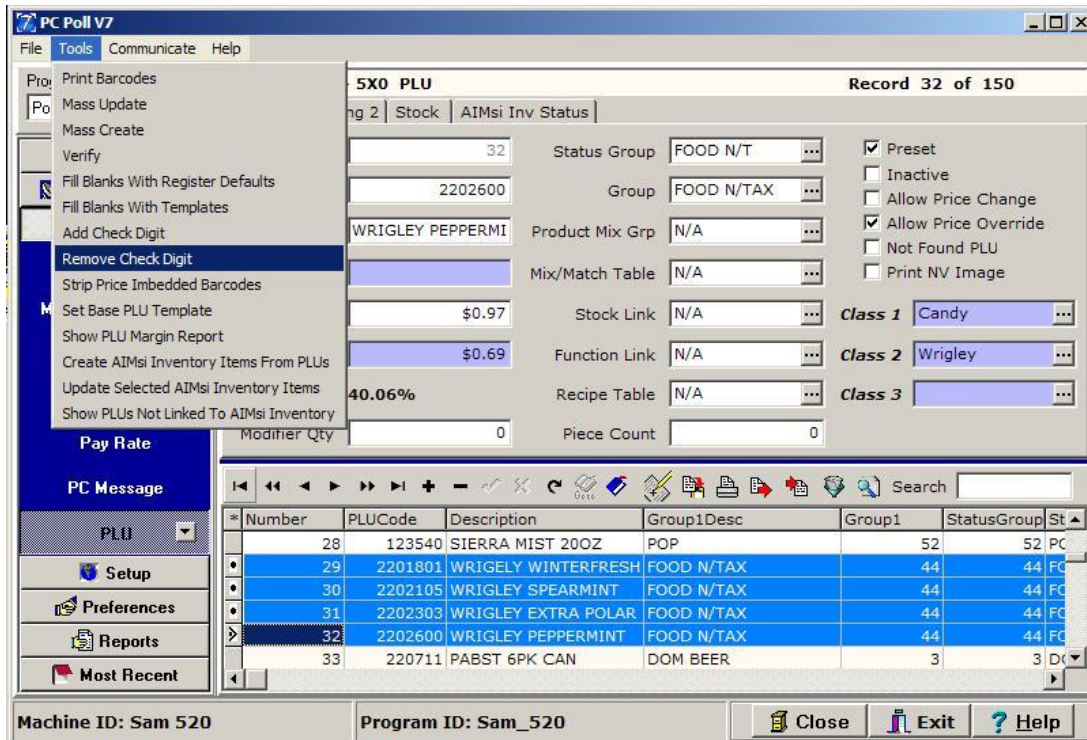
1. To use the Add Check Digit feature select **Maintain** on the left menu then scroll to **PLU**.



1. Select one or more items in the lower grid. Scroll down to **Add Check Digit** on the **Tools** menu, at the top of the screen,



2. The warning screen above opens. Click **Yes**.

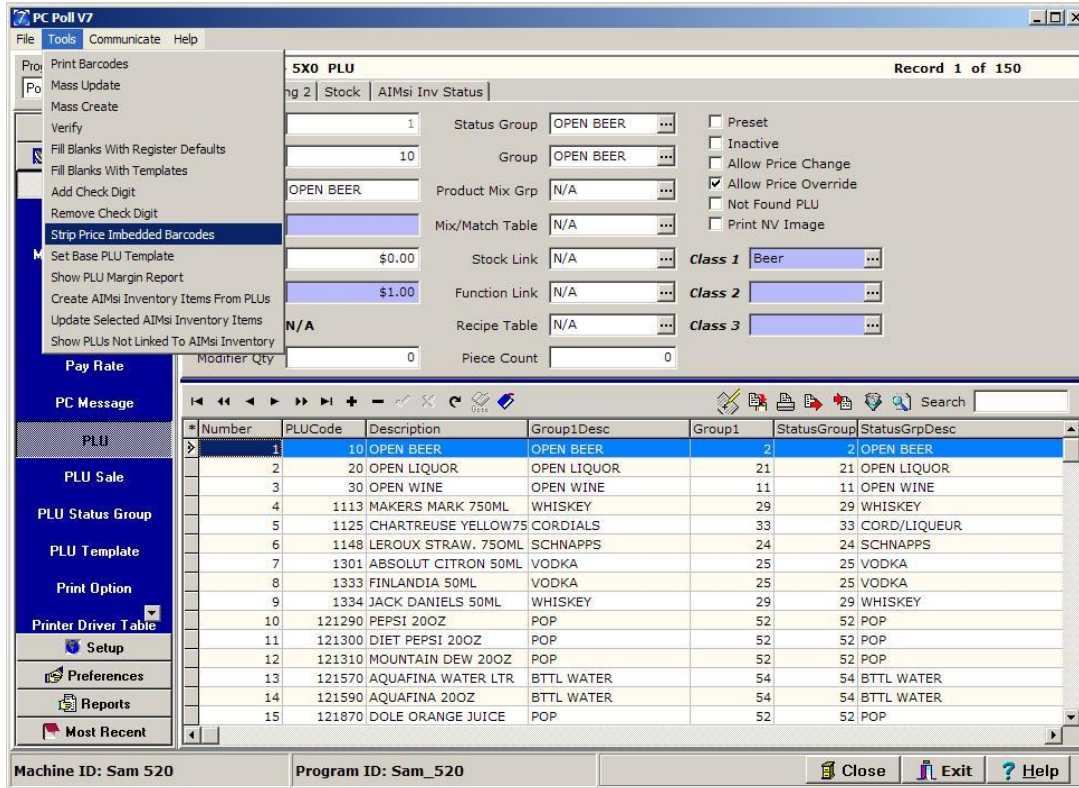


- To remove check digits select the items in the bottom grid. From the **Tools** menu, scroll down to **Remove Check Digit**.

## Tools Menu Features

These following features are found on the drop down menu under **Tools**.

### Strip Price Embedded Codes

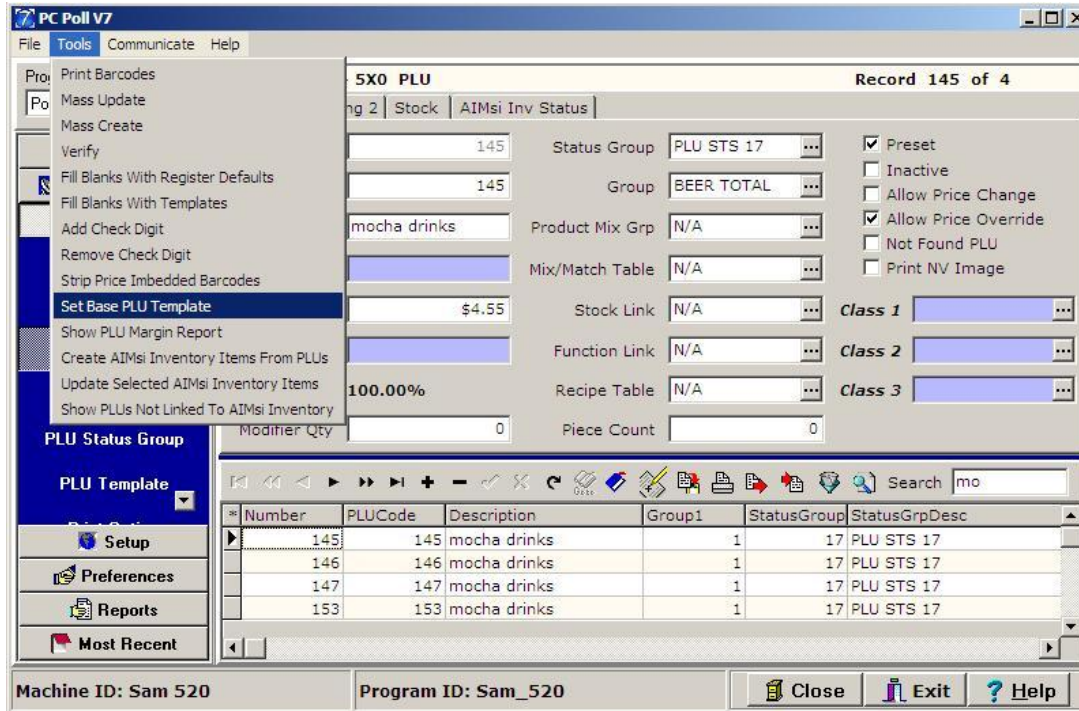


1. To use the Strip Price Embedded Codes feature, on the menu on the left under **Maintain**, pick **PLU**.
2. Scroll down to **Strip Price Embedded Codes** on the **Tools** menu at the top of the screen. This feature could be used, for example, if an item such as a package of cheese has been scanned in but has a price imbedded barcode. Using the **Strip Price Embedded Codes** feature will go through the file and the PLU code will be padded out with zeros so it will fit the register's format. *Note: This needs to be activated at the register before using. The user should consult their cash register dealer if they have questions.*

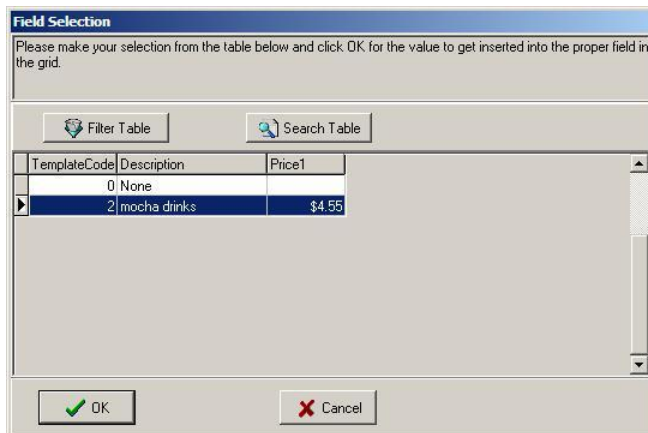
## Tools Menu Features

These following features are found on the drop down menu under **Tools**.

### Set Base PLU Template

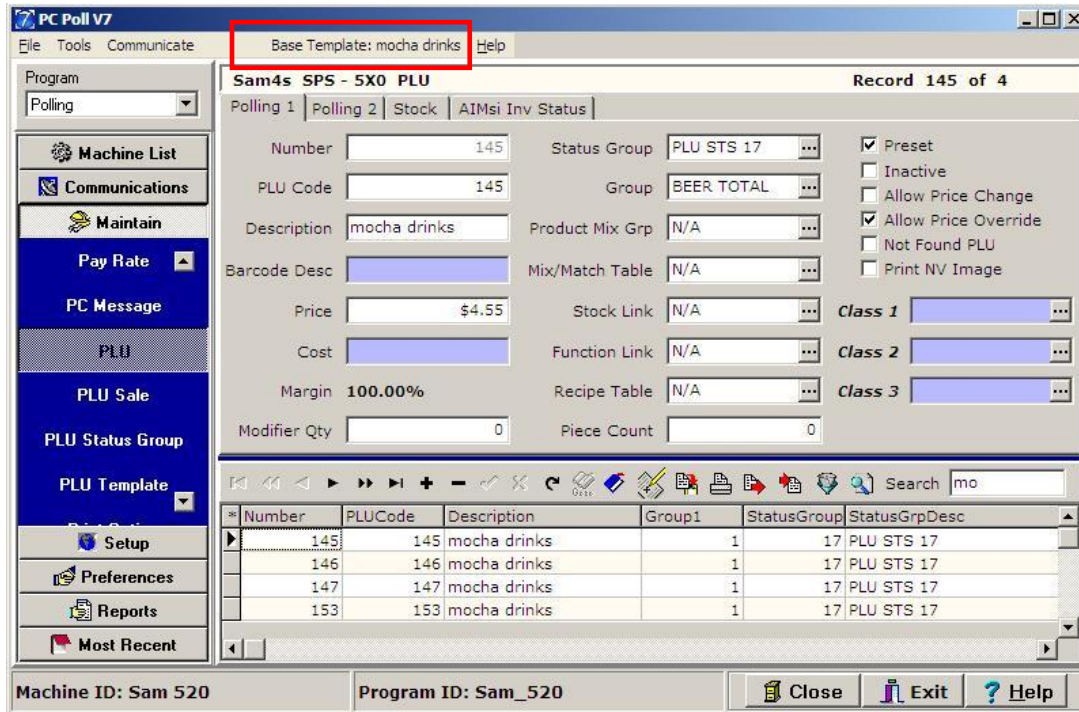


1. In the PLU area, create a template with a predefined set of values. See page 38.
2. Scroll down to **Set Base PLU Template** from the **Tools** menu at the top of the screen. This will override any set of default values such as Group Numbers when adding new PLU/UPC items to the polling file

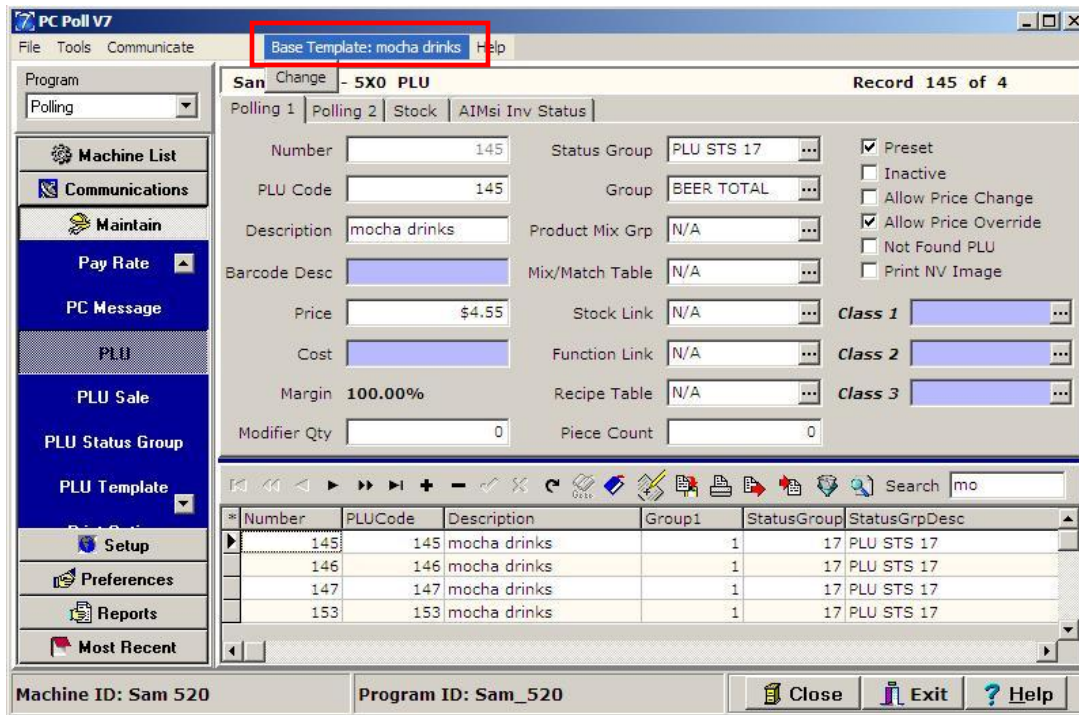




3. Select the template, which in this case is Template 2, mocha drinks. From the list in the Field Section screen and click **OK**. Use the Filter Table and Search Table functions to make searching for the appropriate template faster if there are many more templates in the grid than shown in the screen above.



4. Be sure to check that the template is now shown at the top of the screen.

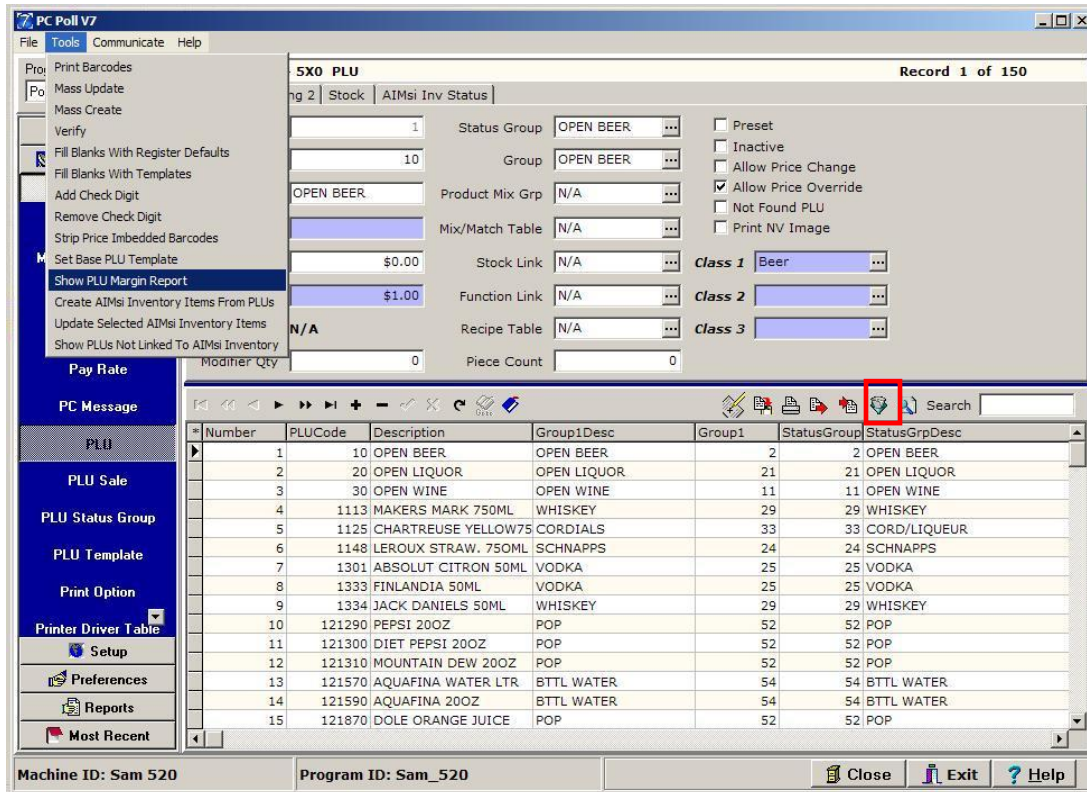


5. To change the template picked, use the drop down menu under Base Template and pick **Change**.
6. Add new items as needed.

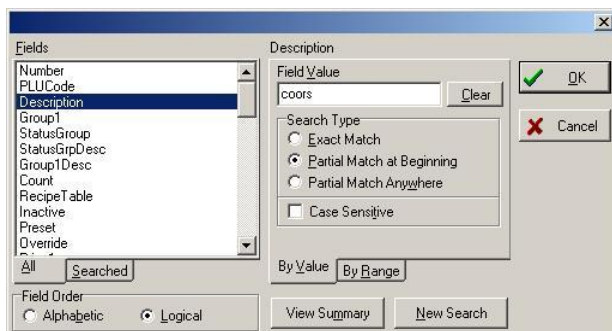
## Tools Menu Features

These following features are found on the drop down menu under **Tools**.

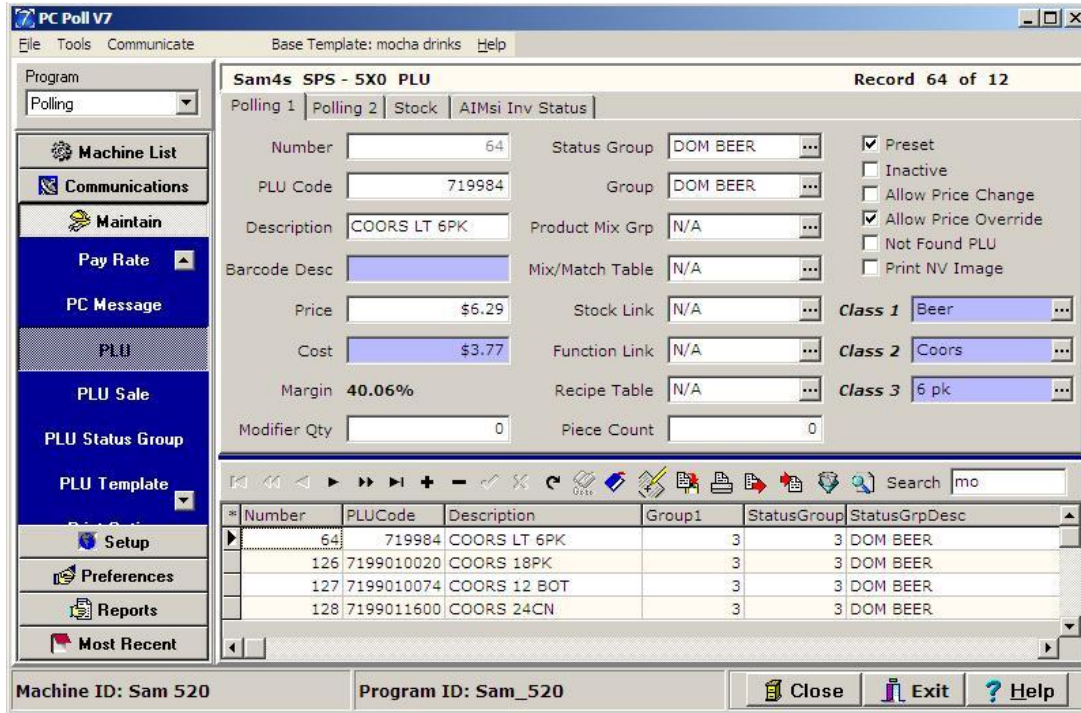
### Show PLU Margin Report



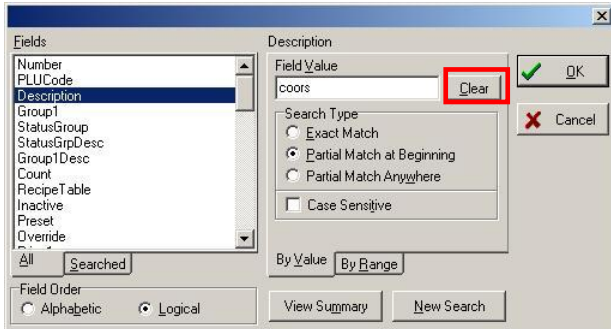
1. From the menu on the left side of the screen, pick **Maintain** then scroll down to **PLU**. If the items in the lower grid are not first filtered with the **Filter** button in the toolbar in the lower grid, picking **Show PLU Margin Report** will show all items in the report.
2. The report will open to a full screen view and will show Price, Cost, and Margin.



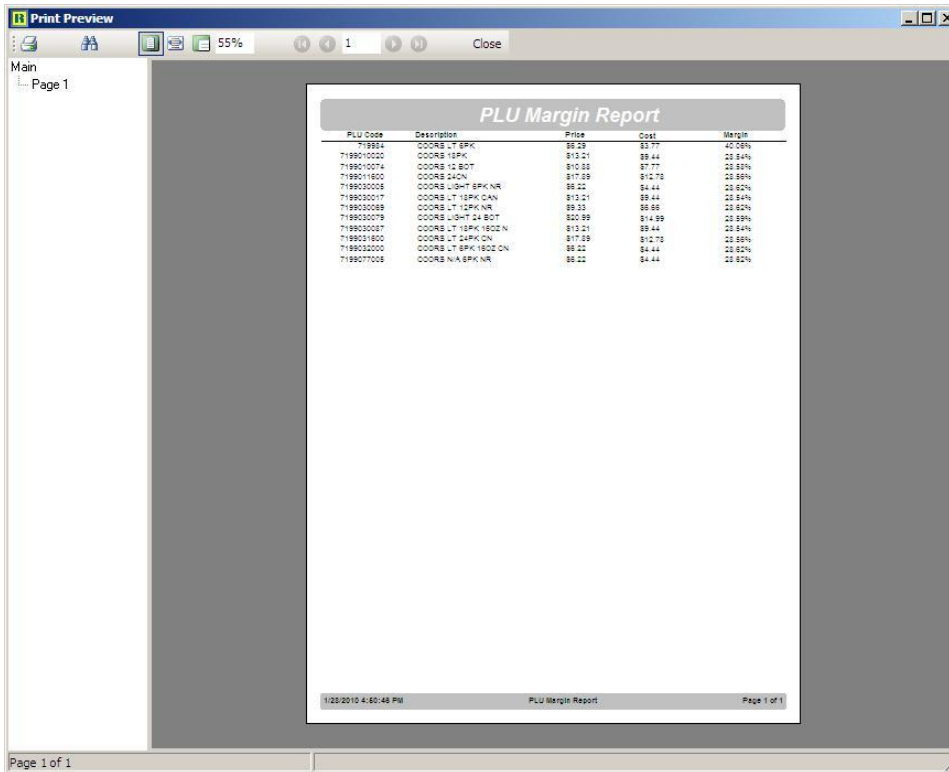
- To show Coors products only in the report, click on the **Filter** button on the lower grid's toolbar. Select Description in the Fields list on the left side of the screen.
- Type "coors" in the Field Value box and click **OK**.



- All Coors beer products are now list in the lower grid.

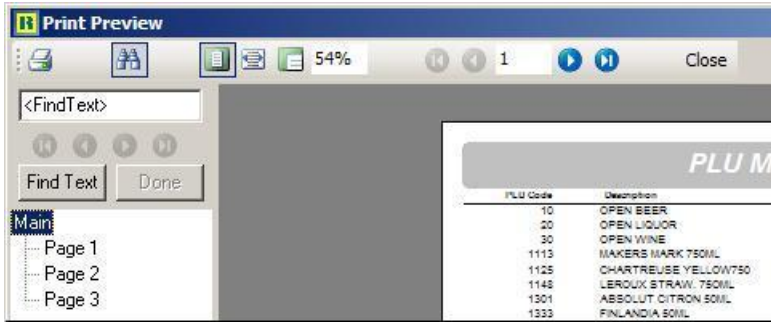


6. To clear a search, click the **Filter** button again and click the **Clear** button next to the **Field Value** box.
7. Scroll down to **Show PLU Margin Report** from the **Tools** menu at the top of the screen



8. The report will open to a full screen view.

## Print Preview Tools



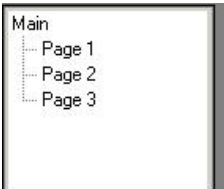
**Print** To print the report click on the printer icon on the top left of the screen.



**Show the Find Text Toolbar** To open the Find Text toolbar click the binocular icon. To close the toolbar click it again.



**<FindText> box** Enter the text to find in the **Find Text box** and click the **Find Text** button below it. When finished, click the **Done** button.



**Page Index** The pages in the report are listed to the left under the **Page Index**. The pages can be selected from the index on the left or from the **Page Finding tool** at the top of the screen.



**Page Finding tool** Enter a page number in the search box to go directly to that page or search through the Show PLU Margin Report one page forward or backward with the Next Page arrows. The Last Page and First Page arrows, on the far right and left of the tool, will show the first or last page in the report.



**Whole Page** This option will resize the report to show the whole page of the Show PLU Margin Report.



**Page Width** Scales the report to fit to the edges of the screen.



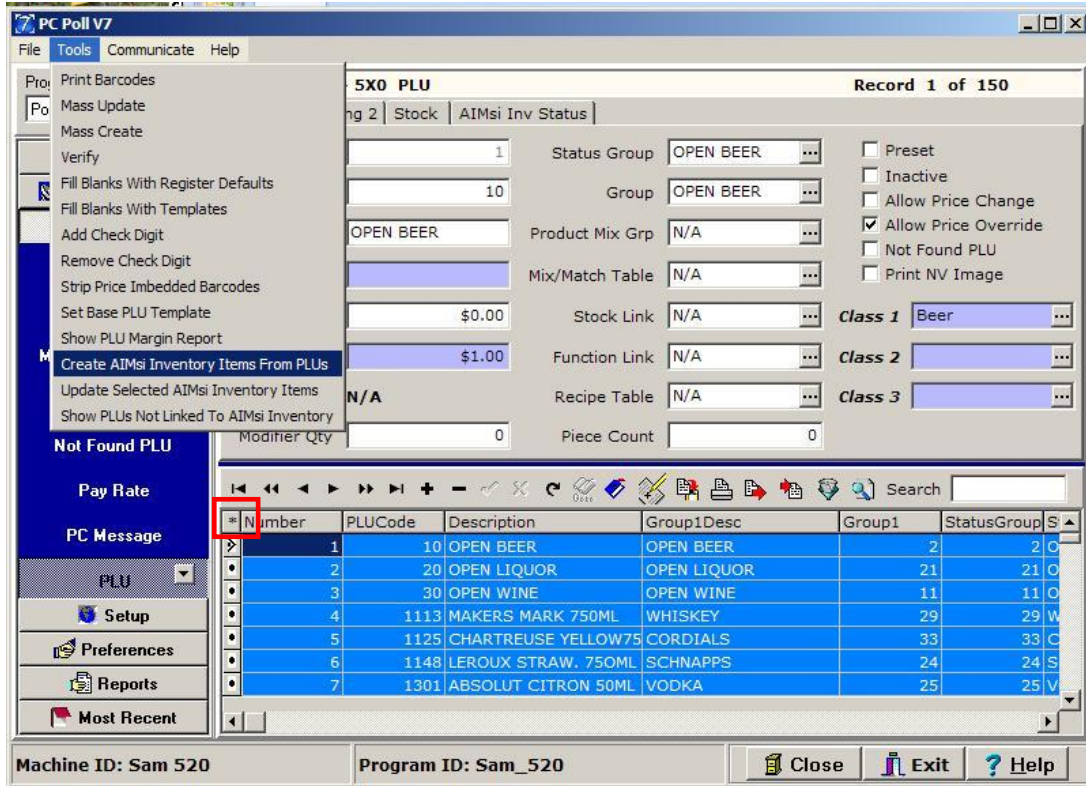
**100%** Scales the viewable report up or down to 100% of the viewable size.

- Click the **Close** button to close the report and return to the Version 7 screen.

## Tools Menu Features

These following features are found on the drop down menu under **Tools**.

## Create AIMsi Inventory Items From PLUs



- In the **PLU** area, select the items in the lower grid to include. From the **Tools** menu at the top of the screen pick **Create AIMsi Inventory Items from PLUs**. *Note: This option is only active if the current version of AIMsi is setup on the systems.*
- Select the items to be included in the lower grid. To select all items click the **Asterisk** (in the red box) on the far left in the column header row of the lower grid.



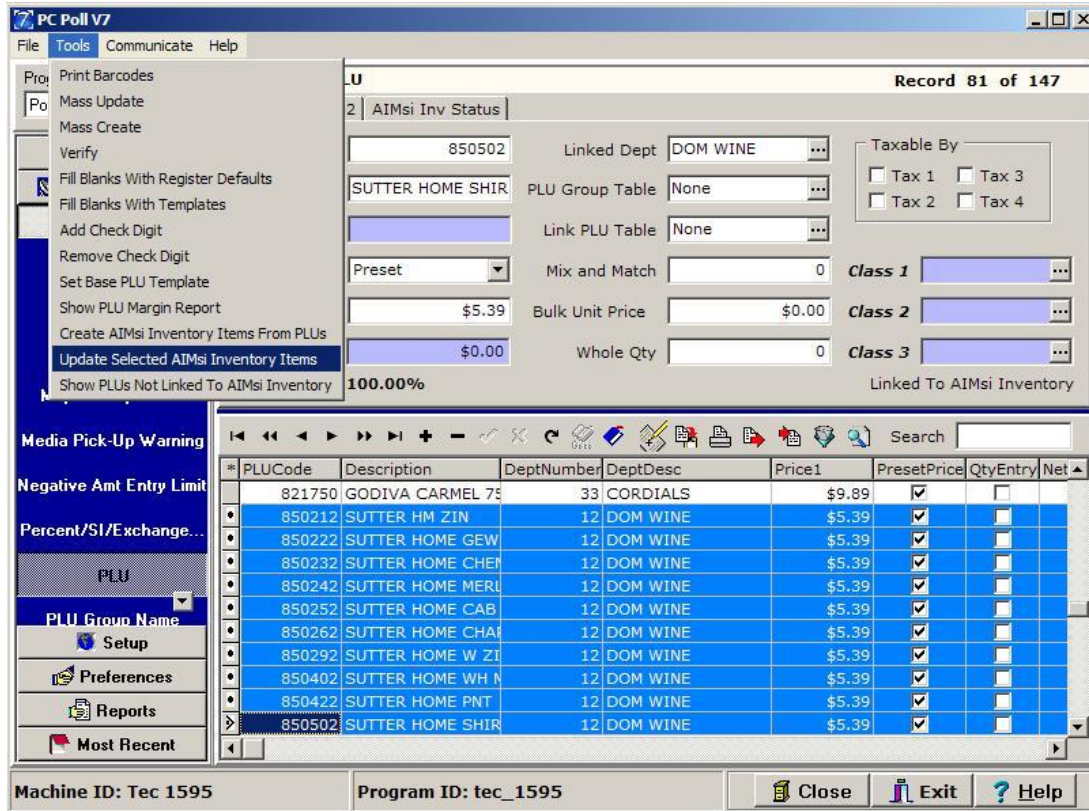
- Check the appropriate stores in the list above. Click **OK**.

- If the user is using AIMsi Inventory, see the documentation for V8 Inventory. This operation will add items to the AIMsi Inventory software.

## Tools Menu Features

These following features on found on the drop down menu under **Tools**.

## Update Selected AIMsi Inventory Items



- When in the **PLU** area, select the items in the lower grid to update.
- Scroll down to **Update Selected AIMsi Inventory Items** from the **Tools** menu at the top of the screen
- Note: This will update existing items in AIMsi Inventory. See the AIMsi Inventory documentation.*



## Tools Menu Features

These following features are found on the drop down menu under **Tools**.

### Show All PLUs

The screenshot shows the PC Poll V7 software interface. The **Tools** menu is open, and the **Show All PLUs** option is selected. The main window displays a PLU form for 'Record 1 of 136'. The form includes fields for PLU Code (10), Description (OPEN BEERs), Linked Dept (OPEN BEER), PLU Group Table (None), Link PLU Table (None), Mix and Match (0), Bulk Unit Price (\$0.00), and Whole Qty (0). There are also checkboxes for Tax 1, Tax 2, Tax 3, and Tax 4, and dropdowns for Class 1, Class 2, and Class 3. Below the form is a table of PLUs with columns for PLU Code, Description, Dept Number, Dept Desc, Price 1, Preset Price, Qty Entry, and Net.

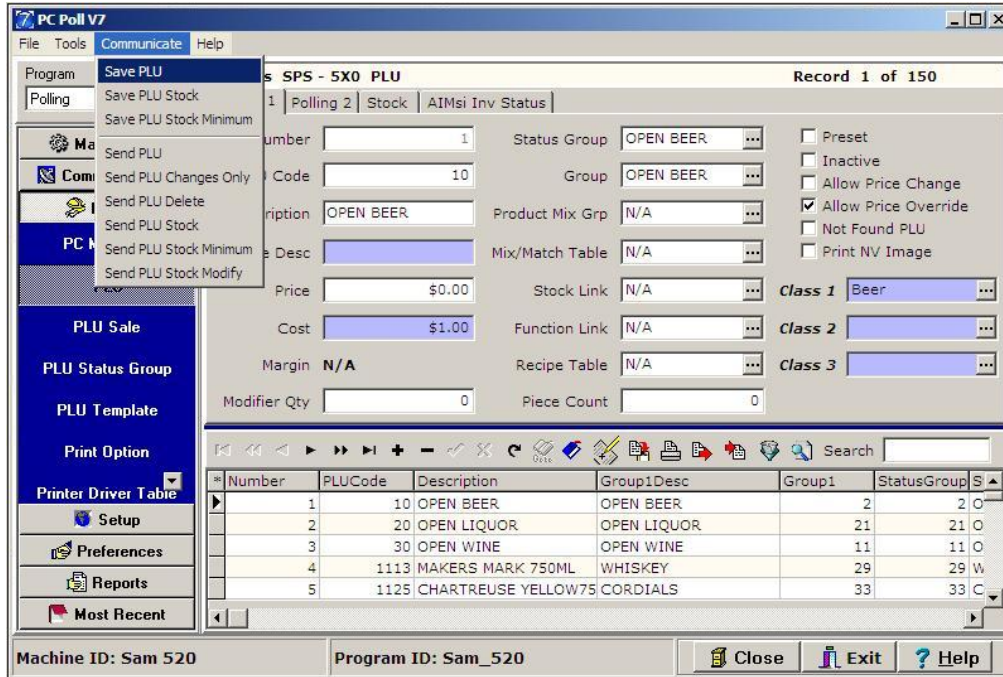
PLU Code	Description	Dept Number	Dept Desc	Price 1	Preset Price	Qty Entry	Net
10	OPEN BEERs	2	OPEN BEER	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
20	OPEN LIQUORs	21	OPEN LIQUOR	\$2.00	<input type="checkbox"/>	<input type="checkbox"/>	
30	OPEN WINE	11	OPEN WINE	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	
1113	MAKERS MARK 750M	29	WHISKEY	\$18.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1125	CHARTREUSE YELLO	33	CORDIALS	\$9.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1148	LEROUX STRAW. 75	24	SCHNAPPS	\$9.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1234	frozn tea strawb	45	FOOD TX	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1235	frozn tea mango	45	FOOD TX	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1236	frozn tea kiwi	45	FOOD TX	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1237	frozn tea lime	45	FOOD TX	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1238	frozn tea lemon	45	FOOD TX	\$2.75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

1. When in the **PLU** area, from the **Tools** menu scroll down to **Show All PLUs**.
2. *Note: This menu item toggles between showing all PLUs in the lower grid and by selecting it again, it will show only the PLUs not linked to the AIMsi Inventory software.*

## Communicate Menu Features

These following features are found on the drop down menu under **Communicate**.

### Save and Send PLUs



1. From within most programs, users can Save & Send from the **Communicate** menu at the top of the screen. The example above is within the **PLU** program for the Sam4s 520. Supplementary programs in this menu vary by program type. Save is from the Register to the PC. Send is from the PC to the Register.

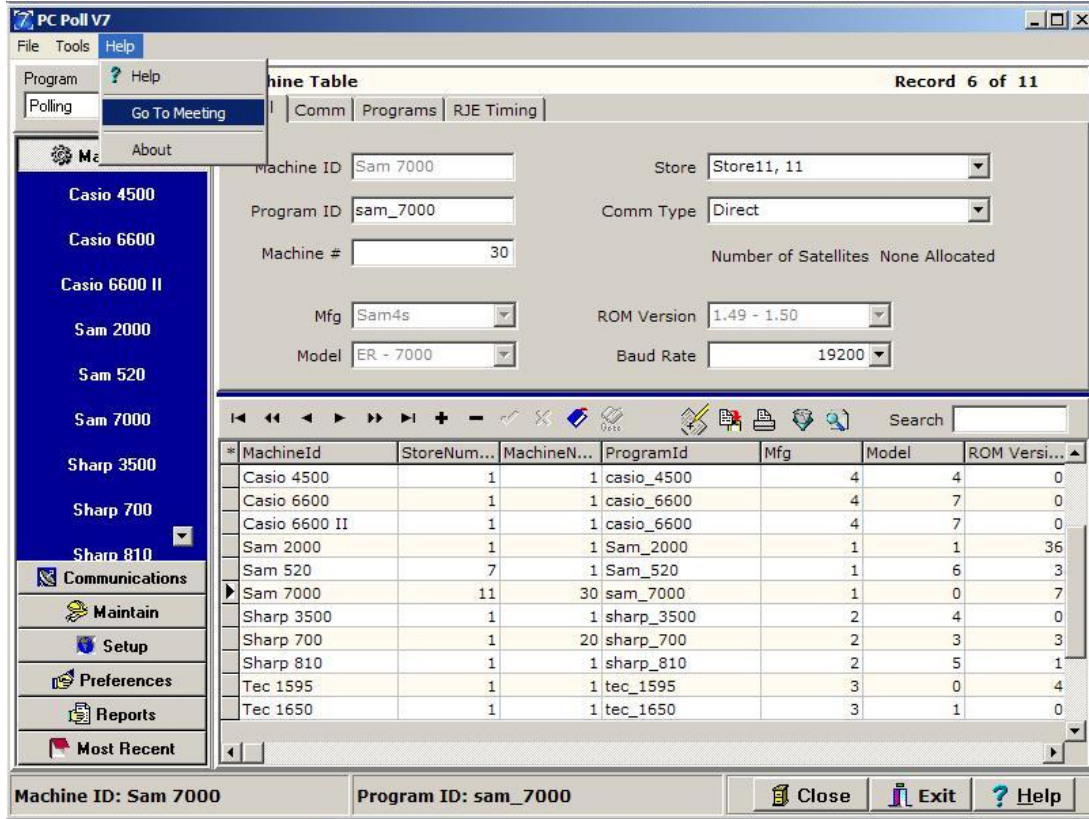


2. The Communicate menu may also contain some supplementary programs. For example within the PLU Status Group, **Save PLU Status Group** and **Send PLU Status Group** are available.

## Help Menu Features

These features are found in the drop down menu under **Help**.

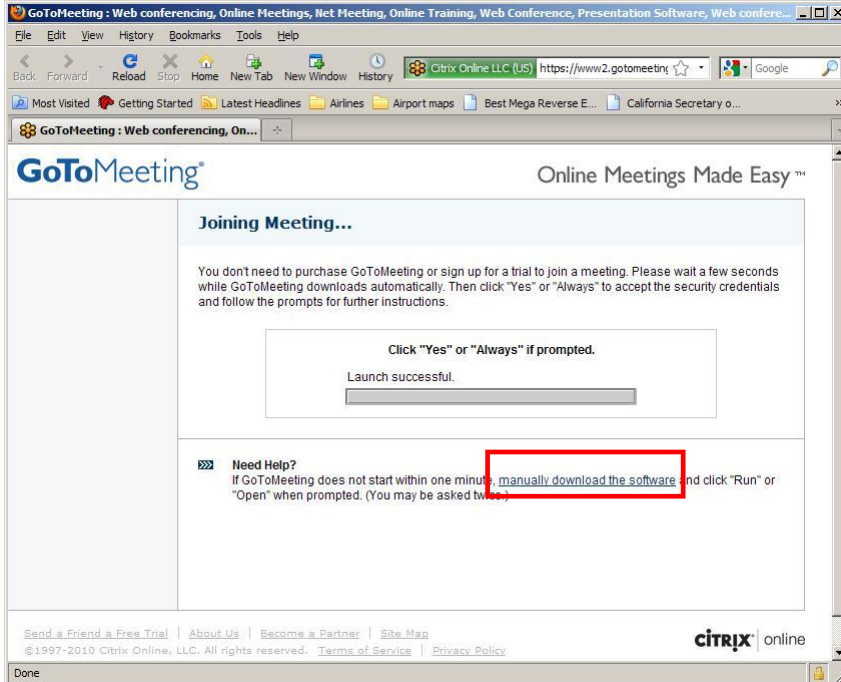
## Go To Meeting Feature



1. A link from the **Help** menu, in Version 7.3 Polling, has been added to make it easier for the end-user to connect to a GoTo Meeting® session with Tri-Technical Systems support. The user should close or minimize all windows they do not want to be seen before starting.
2. Scroll down to **Go To Meeting**.



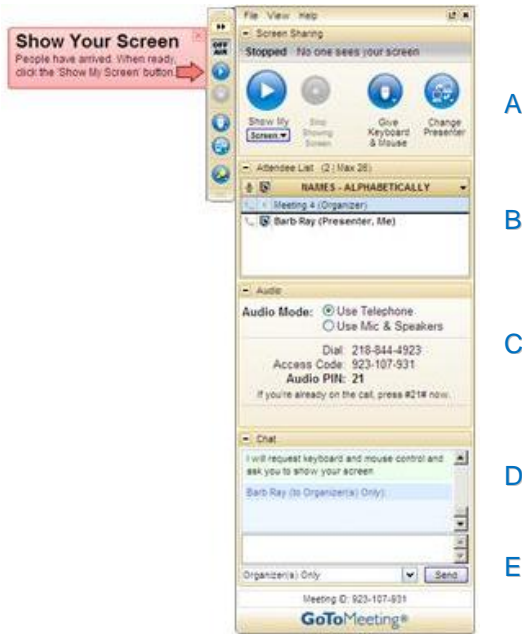
3. Enter the **Meeting ID** given by the Tri-Technical Systems support tech. Click **Join Meeting**.



4. The window above will open. If the software does not automatically start, click on the link in the red box above.

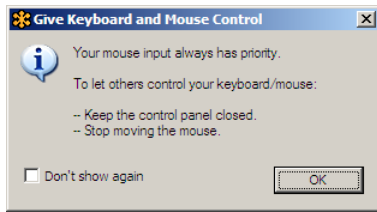


5. Click **Run**.



6. The GoTo Meeting® screen above will open. Click on the button next to the “Show Your Screen” prompt to allow the Tri-Technical support staff to see your screen.
  - A. Section A shows whether the enduser’s (attendee’s) screen is visible to the support tech or not. In the screen above, the enduser’s screen is not yet viewable. It is showing as “Stopped.” Just below the status are the
    - a. **Show My Screen** button – This button will start or can pause the presenter’s entire desktop from being shown to the endusers.
    - b. **Stop Showing Screen** button - stops the presenter’s desktop from being seen.
    - c. **Give Keyboard & Mouse** button – allows another meeting attendee to share control of the mouse and keyboard.
    - d. **Change Presenter** buttons – allows another attendee to become presenter and thereby show his or her desktop.
  - B. The list of people in the meeting shows in Section B. The presenter is shown at the top with others below.
  - C. This section shows how the audio part of the meeting is being conducted either by using a telephone or via microphone and speakers attached to the computer. The Access Code is listed as well as an Audio Pin Number to be entered in order for the attendees to listen to the meeting. On the screen above **21** is the **Audio Pin**. Follow on screen prompts to join the meeting.
  - D. The Chat Log shows private or public messages sent between attendees. Text can be typed in the box right below it.
  - E. The Chat panel allows the presenter and the attendees to chat in private or publicly. The **Send** button will send the user’s message to attendees. Select the people who will receive the message from the drop down menu just to the left of the **Send** button.
7. The enduser’s keyboard and mouse controls can be passed to the support tech and back by clicking on the **Give Keyboard & Mouse** button in Section C, then selecting the tech’s name in the list of attendees. When the end-user is presenter, they always have first control of their own keyboard and mouse. The end-user can take back control from the support tech by typing a letter on the keyboard or by moving their mouse. To become presenter again just click the **Change Presenter** button in Section A and click the enduser’s name.

To find out more about the GoTo Meeting® software please see the manual at:  
[https://www2.gotomeeting.com/default/help/g2m/pdf/GoToMeeting\\_User\\_Guide.pdf](https://www2.gotomeeting.com/default/help/g2m/pdf/GoToMeeting_User_Guide.pdf)



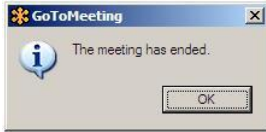
8. This screen lets the end-user know that at all times they have control of their own computer and can allow the support tech to see their screen if they refrain from moving their mouse and keyboard.



9. The GoTo Meeting® screen can be minimized to allow the support tech to see more of the desktop. Use the double arrow button on the top left of the screen.



10. To open the control panel, click the double arrow button in Step 9 again. In the previous screen, the **On Air** status is visible in the red box.
11. To leave the meeting, from the **File** menu at the top of the Control Panel, select **Exit – Leave Meeting**.

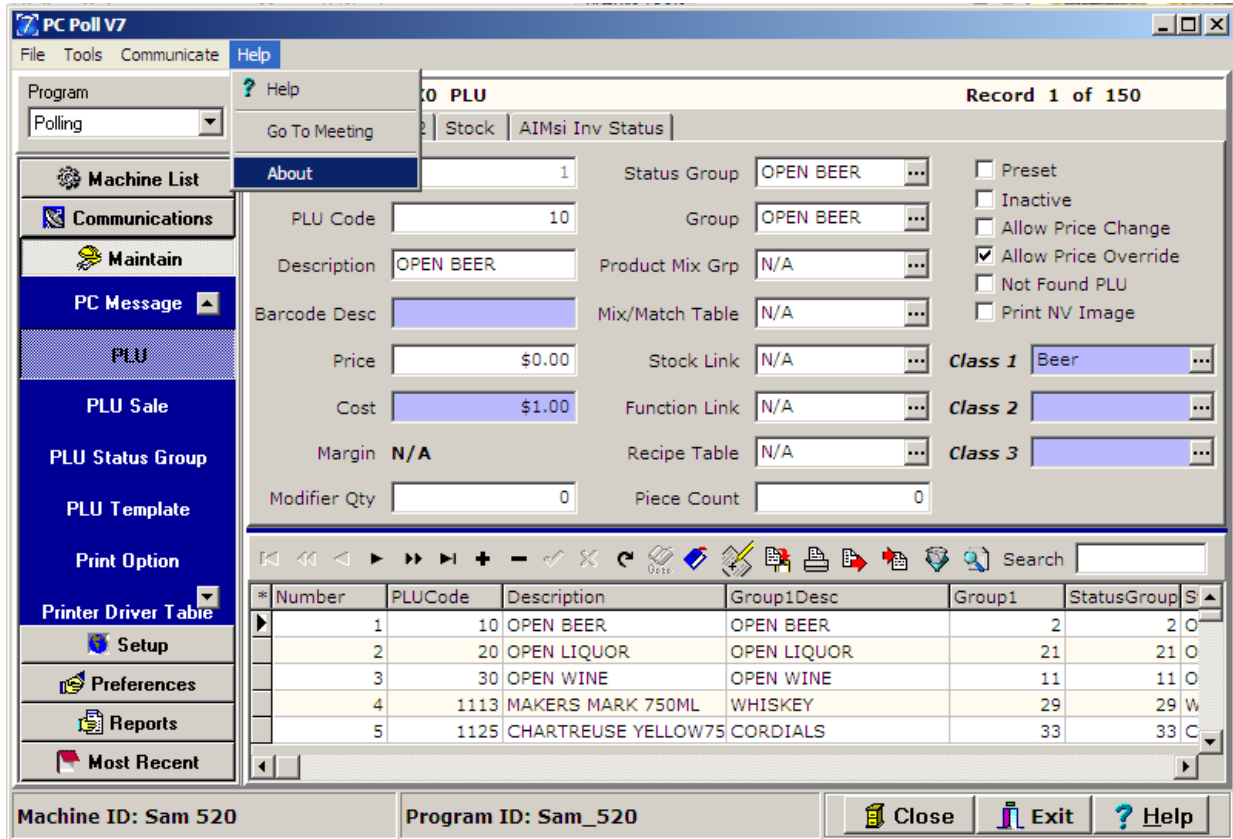


12. When a GoTo Meeting ® session ends the message above will appear.

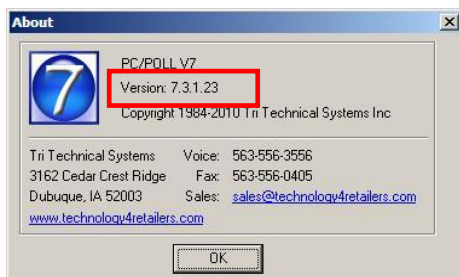
## Help Menu Features

These features are found in the drop down menu under **Help**.

### About



1. To find the version of the V7 Polling software installed, on the **Help** menu scroll down to **About**.



2. The software version number is at the top in the red box