

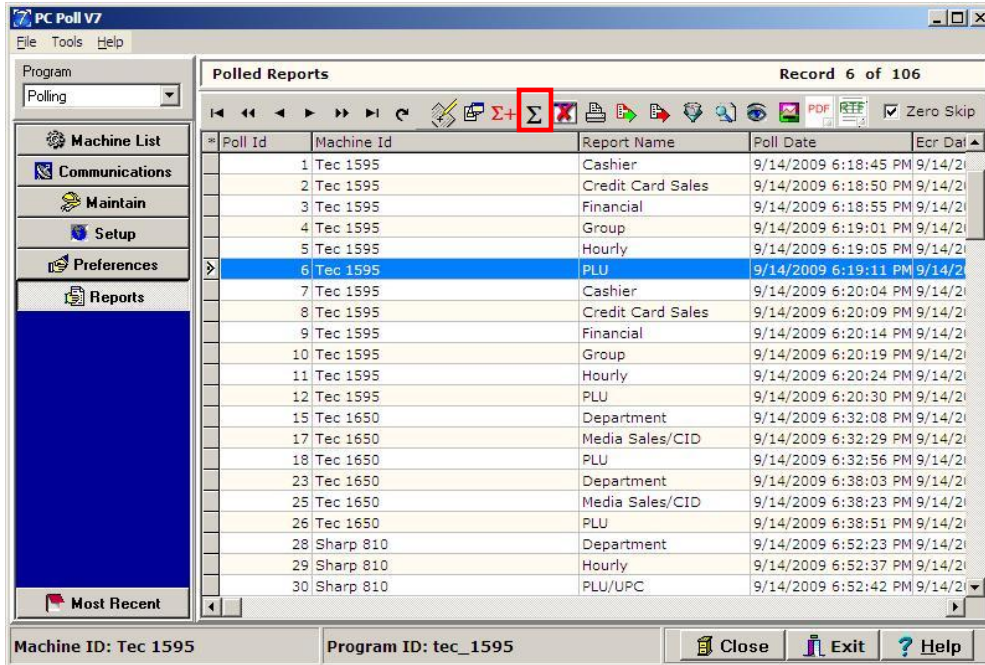
# Standard and Advanced Consolidate

The V7 Polling software contains a few different methods for consolidating previously collected report data. Below is the information on the Standard Consolidate and Advanced Consolidate options.

## Standard Consolidate



1. To use the Standard Consolidation option, begin by opening V7 Polling from the drop down menu in the upper left.



2. Select **Reports** from the menu on the left. This will open the All Polls reporting area and display all previously collected reports.
3. Select a report by single-clicking on it and click the Consolidate  $\Sigma$  button on the toolbar.



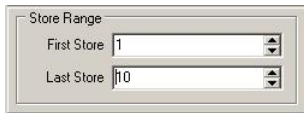
4. Note: Some reports cannot be consolidated.

5. If the report can be consolidated the screen above will appear. Select the desired Date Range, Machine Range, Store Range, and Poll Info type. The name of the reports will be at the top of the screen. In the example above it is Hourly reports.

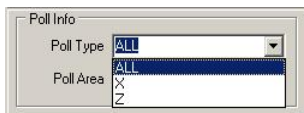
- A. Within the **Date Range** section, select a starting date and ending date. The software will go through all the previously collected report data and sum the data onto 1 consolidated report. This allows users to create their own week-end, month-end and year-end reports. In this example, the Hourly report has been selected. The down arrow in the red box can be used to open a calendar to make date selection faster.

- B. Within the **Machine Range** section, enter a machine range for the consolidation. In some installations there is only one machine being polled, so the range would be 1 to 1. *Note: if multiple stores use the same machine numbers, then all reports fitting the entered range will be consolidated.* If data needs to be separated per store, machine

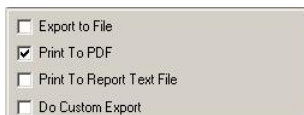
numbers can be changed in the software and at the register level or the Advanced Consolidate option allows for machines to be selected by name.



- C. In the **Store Range** section enter a store range for the consolidation. In some installations there is only one store being polled, so the range would be 1 to 1. *Note: if multiple stores use the same store numbers, then all reports fitting the entered range will be consolidated. If data needs to be separated per store, store numbers can be changed in the software and at the register level or the Advanced Consolidate option allows for stores to be selected by name.*



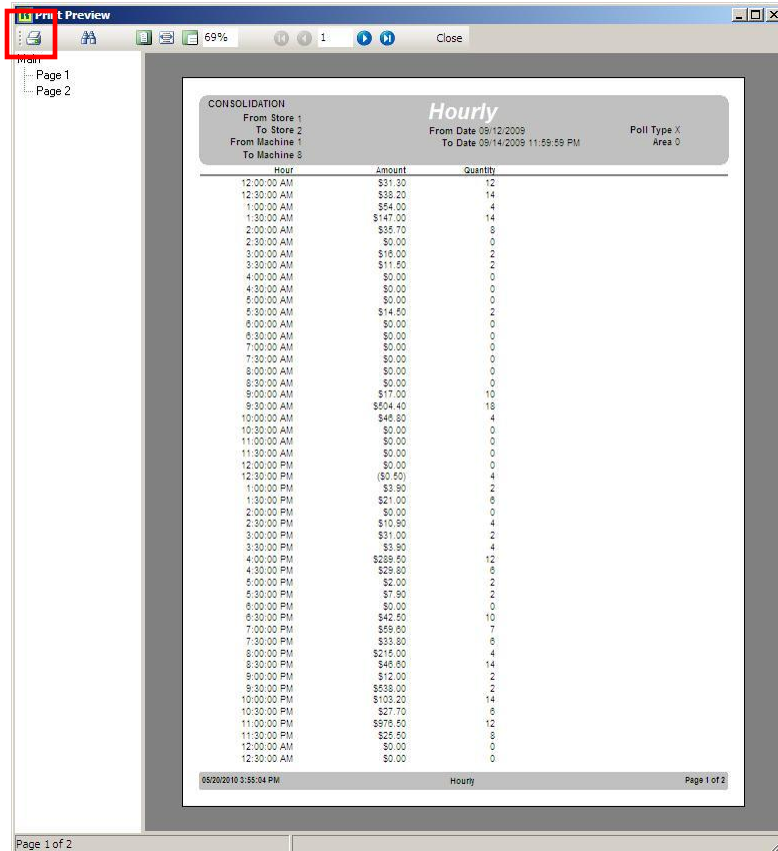
- D. The **Poll Info** area contains two data selections, Poll Type and Poll Area. Poll Type allows users to consolidate X reports only, Z reports only or both types. Most users select Z reports only. Poll Area allows users to consolidate different reporting areas such as Area 1 (daily), Area 2 (periodic), Area 3 (monthly), etc. or all areas. Most users consolidate only Area 1 reports.




- E. The last section of options is for exporting the report data after it has been tabulated and viewed.
- Export to File** allows users to export the report data in comma separated format to a text file or to an Excel\* csv file.
  - Print to PDF** allows users to create a PDF copy of their report. Note: Adobe Acrobat viewer is needed to view the files.
  - Print to Report Text File** allows users to export the data to a formatted text file.
  - Do Custom Export** allows users to export the data using one of their previously created custom export templates. *Note: The custom templates must be created prior to running the consolidation.*
6. After the options are selected, click the **OK** button at the bottom of the screen to generate the report.



- If there are no reports of the Date Range, Machine Range, Store Range, or Poll Info type the user will receive the message above.

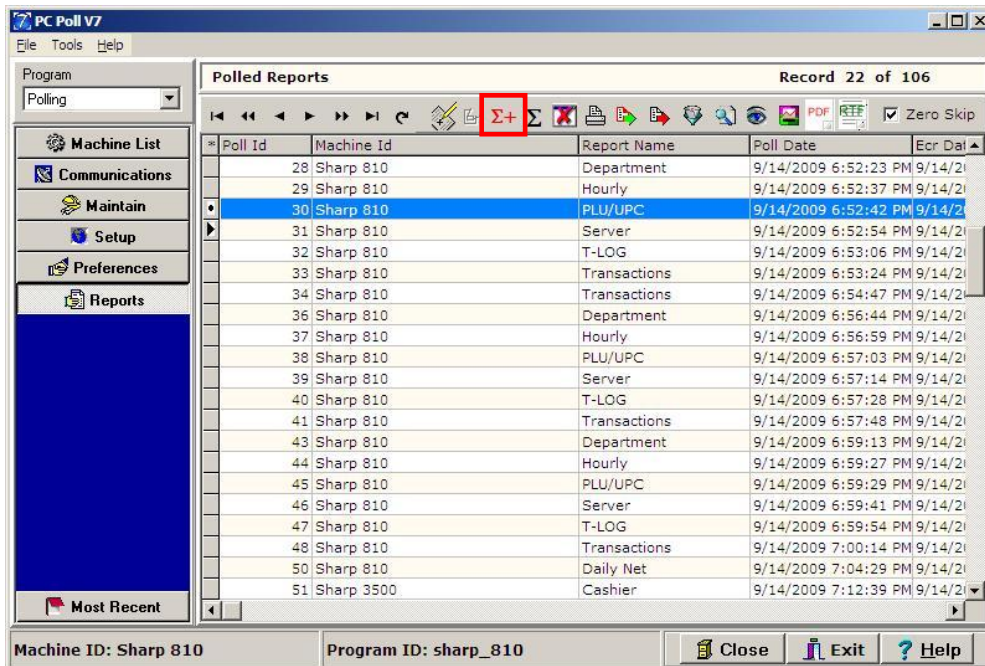



- If the reports can be consolidated then the report will open.
- The report can be printed by clicking the **Printer**  button on the top left of the Print Preview screen.
- The **Cancel** button will cancel the consolidation.
- The **Help** button will open the Help Files.

## Advanced Consolidate



1. To use the Advanced Consolidate option, open the V7 Polling software. From the drop down menu in the upper left click on Polling.



- Next click on **Reports** on the menu on the left. A list of previously collected report data will be displayed.
- Choose one of the previously created reports and single-click on it. This will select the report as in the example above of the Sharp 810 PLU/UPC Report.
- Then go to the upper toolbar menu and click on the red summation symbol  (in the red box) for the Advanced Consolidate option.

- The Consolidate Options screen will be displayed. Select from these areas: desired time range with the **Start Date** and **End Date**, **Poll Type**, **Poll Area**, **Store List**, **Machine List** and **Satellite List**.

- The **Select All** button under the Store List will check off all stores in the window. The **Clear All** button will clear all but the default which is grayed out and in this example is the Sharp.

7. All the machines in the list can quickly be picked by using the **Select All** button as in the example above or they can be picked one at a time. As with the Store List, all selections can be quickly cleared by clicking on the **Clear All** button below the Machine List window.



8. To only include reports that contain the selected number of satellite registers, select the **Exclusive** option above. To include reports that contain data from any number of or all of the satellite registers, select the **Inclusive** option in the red box above. (Exclusive is an exact match and inclusive is a partial match.)

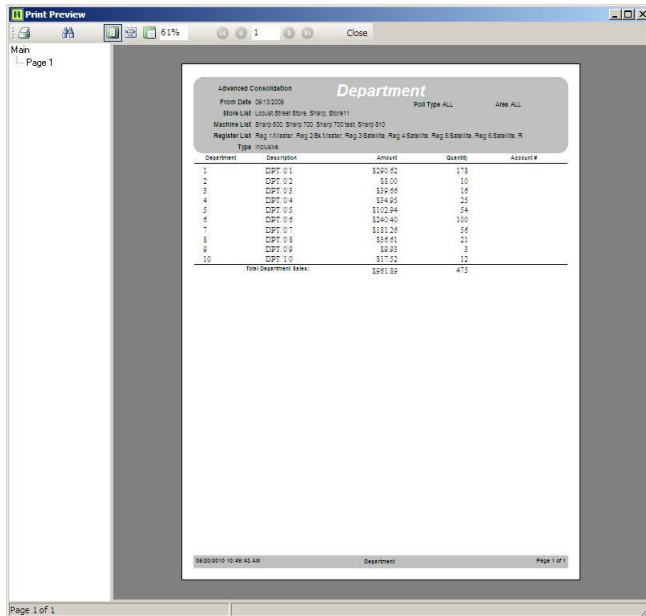


9. The report also has four export options: **Export to File**, **Print to PDF**, **Print To Report Text File**, and **Do Custom Export**. *Note: This example only contains data for two machines. If the system contained multiple, the additional machines and stores would be displayed in black and users could choose to include or exclude particular stores or machines.*
10. There is also a show **Graph of Report** option that can be selected as in the example above.

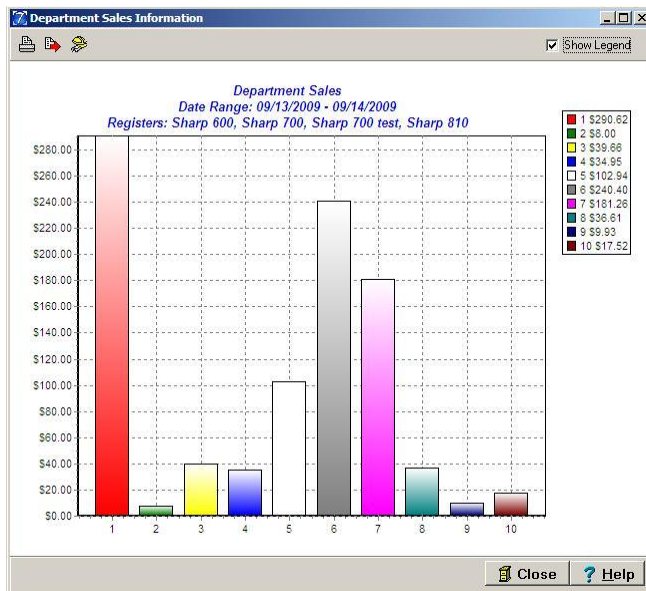


11. When all selections have been made, click the **OK** button to begin the tabulation process. The software will display progress bars while the data is being collected.





12. The report will open in the Print Preview screen. To Print the Report, click the printer icon on the top left of screen.
13. When done viewing or printing the report, click the Close button on the menu at the top center of the screen.



14. If selected the software will prompt for an exporting option and/or display a graph. This graph is the Department Sales Report for 09/13/2009 to 09/14/2009. Close the graph with the Close button at the top right of the screen.
15. A Save As prompt will open to allow the user to pick a location for the save.
16. To cancel the tabulation, click **Cancel**.
17. To access the Help Files, click **Help**.