Pro-Shop

User's Guide

Version 1.0

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Before You Start

Introduction

Pro-Shop is an effective yet simple-to-use system to help the gym owner manage and maintain front-desk retail sales. Rather than trying to be the “ultimate” point-of-sale application, Pro-Shop provides an easy-to-use solution specifically designed for the small gym with modest requirements.

This guide describes how to get started with Pro-Shop.

Important: *These instructions assume that you're familiar with standard mouse techniques such as clicking and dragging and manipulating basic window controls (menus, buttons, etc.). If you need more information about basic computer operations, please see the documentation that came with your computer.*

System Requirements

For Microsoft Windows

Windows 95/98/Me/NT/2000, 4MB RAM Available, 5MB hard disk space available

Pentium 200 recommended

For Macintosh

System 7.0 or greater, 4MB RAM Available, 5MB disk space available

PowerPC required, G3 recommended

Contacting Bio-Logic

For technical support, please contact:

Bio-Logic, Inc.

2000 Arrowhead Drive, Oakland, CA 94611

Phone: 510-339-6227 or toll-free 877-496-2778 (877-GYM-ASST)

Fax: 510-339-6151

Email: support@gymassistant.com

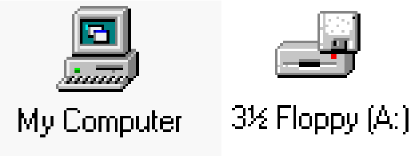
Web: http://www.gymassistant.com

Installing the Software

Windows 95/98/NT/2000

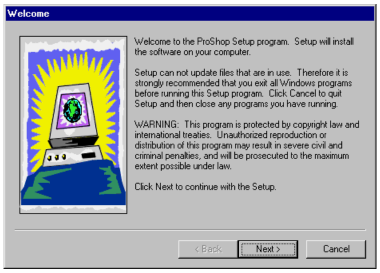
Launch the installer program “Pro-Shop Installer.exe” from the installation disk.

Open up My Computer on the Desktop, then open the Floppy (A:) drive.


My Computer
3½ Floppy (A:)

Open the "Pro-Shop Installer.exe" application.

The following window appears:



Welcome to the ProShop Setup program. Setup will install the software on your computer.

Setup can not update files that are in use. Therefore it is strongly recommended that you exit all Windows programs before running this Setup program. Click Cancel to quit Setup and then close any programs you have running.

WARNING: This program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.

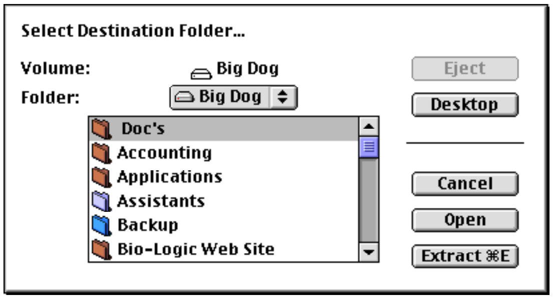
Click Next to continue with the Setup.

< Back
Next >
Cancel

Click the Next button in this window and the windows that follow. The software will be installed in a new folder on your C: drive called “Pro-Shop”. When the installation is complete, click Finished.

Macintosh

Launch the installer program “Pro-Shop Installer” from the installation disk. The following window will appear:


Select Destination Folder...
Doc's
Accounting
Applications
Assistants
Backup
Bio-Logic Web Site
Eject
Desktop
Cancel
Open
Extract ⌘E

Volume: Big Dog

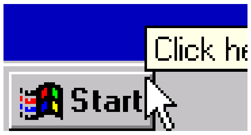
Folder: Big Dog

Click the Desktop button. Then open your hard drive from the list by double-clicking on its name. When your hard disk appears in the Folder: item, click the Extract button. The software will be installed in a new folder called “Pro-Shop”. When the installation is complete the installer will quit automatically.

Starting Pro-Shop for the first time

Windows

Click on the Start button at the left end of the Task Bar to bring up the Start Menu.



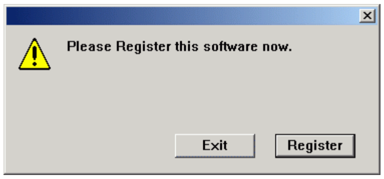
In the Start Menu, click on Pro-Shop.

Macintosh

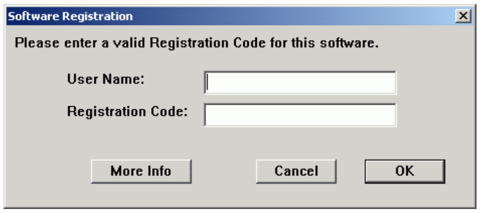
Open the Pro-Shop folder on your hard drive. Double-click on the Pro-Shop application icon.

ProShop PPC

The first time that you start Pro-Shop, the program will require you to register.


Please Register this software now.

Click the Register button to continue. The Software Registration window below will appear.


Software Registration

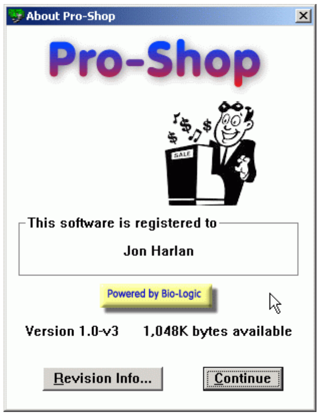
Please enter a valid Registration Code for this software.

User Name:

Registration Code:

Enter the User Name and Registration Code that you received from Bio-Logic to activate the software.

When the Pro-Shop Welcome window below appears, press the ENTER key to continue.

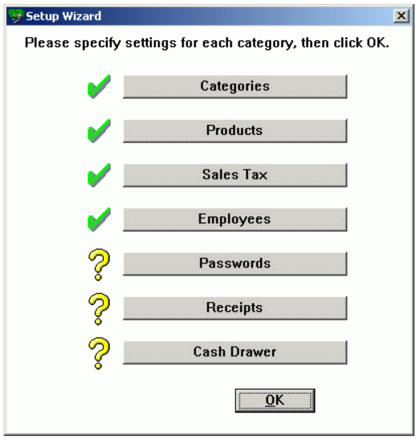

About Pro-Shop

This software is registered to

Jon Harlan

Version 1.0-v3   1,048K bytes available

The Settings Wizard window below appears next.


Setup Wizard

Please specify settings for each category, then click OK.

✓ Categories
✓ Products
✓ Sales Tax
✓ Employees
? Passwords
? Receipts
? Cash Drawer

This window will appear each time you start Pro-Shop until you have specified all of the necessary settings. Note that one employee (with name and login "user") has already been defined, as well as several categories and products. Click OK to continue.

Pro-Shop Overview

In order to get the most out of Pro-Shop, you should first understand some of the basic concepts and terms used in the software and throughout this User's Guide.

Employees

Pro-Shop is structured around employee shifts. Only one employee is signed in at a time, and transactions can only be recorded while an employee is signed in.

Pro-Shop supports up to 64 different employees.

Categories

A **category** is used to group a set of related products. Typical categories for a small club might include: Drinks, Supplements, Tanning, Training and clothing. A category might include many different **products** or it might include just one product.

Pro-Shop supports up to 32 different categories.

Products

A **product** is any item with a set price. Each product, however, may have many different **options** as long as all the items are the same price. For example, "Power Bar" may be a $1.50 item with four different flavor options (Chocolate, Malt Nut, Banana and Peanut Butter).

If you are going to use a hand-held scanner to read UPC codes directly from the items then you should define a different option for each unique UPC code. This is especially important if you are tracking inventory.

Pro-Shop supports up to 16 options per product.

Sales Tax

Sales tax can be either **added** to the price of an item (customer pays $1.08 for a $1 item) or **included** in the price of an item. Either way, Pro-Shop will calculate both the customer sales tax **due** at purchase and the business tax **liability** for each transaction.

For those areas with more than one sales tax rate, Pro-Shop supports up to 16 different tax rates.

Transactions

Every Pro-Shop sales transaction includes the list of items purchased (the number of each item and sales tax due for each item) and the method of payment (cash, check credit-card, ATM or Other). Pro-Shop shows the total amount due and calculates change due.

Journal Entries

Every Pro-Shop sale is recorded in a transaction journal. After a transaction is recorded the only modifications that can be made to that transaction are to VOID the sale or change the payment method.

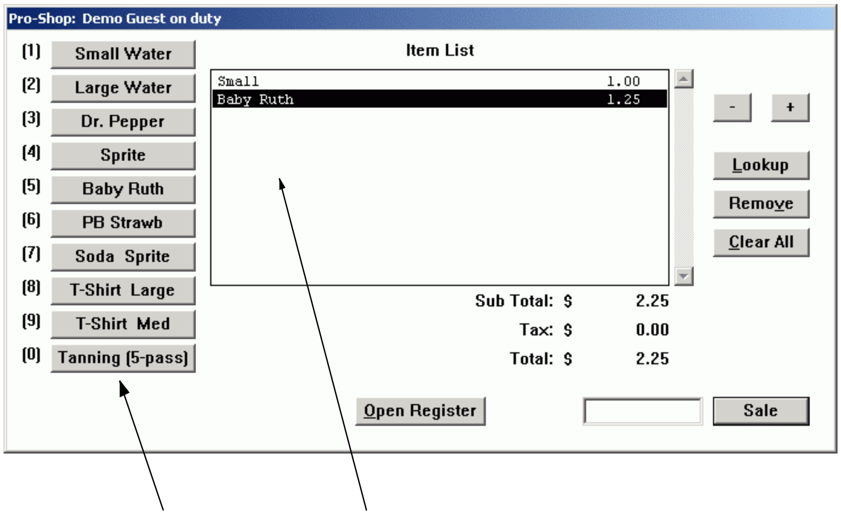
Inventory

Pro-Shop tracks movement of inventory from long-term **storage** to **display** and eventual sale. Every time an item is sold, that item is removed from the display inventory. Inventory numbers (for both Display and Storage) can be modified at any time if necessary. Inventory can also be quickly moved between long-term storage and display.

Pro-Shop Quick Start

The Main Window

The main Pro-Shop window is where all the work gets done -- this is where you will ring up transactions.


Pro-Shop: Demo Guest on duty
(1) Small Water
(2) Large Water
(3) Dr. Pepper
(4) Sprite
(5) Baby Ruth
(6) PB Strawb
(7) Soda Sprite
(8) T-Shirt Large
(9) T-Shirt Med
(0) Tanning (5-pass)
Item List
-
+
Lookup
Remove
Clear All
Open Register
Sale

```
Small                                    1.00
Baby Ruth                                1.25
```

Sub Total: $ 2.25
Tax: $ 0.00
Total: $ 2.25

Quick Buttons Item List

You should quickly become familiar with the following features:

- Quick Buttons -- allow you to very quickly ring up commonly-used items.
- Item List -- shows all items added to this transaction
- Lookup button -- allows you to quickly select items from a categorized list
- Scan/Item text field and Sale/Scan button -- where you type in product codes

Scanning product UPC codes

If you are using a product scanner, just scan the product's UPC code. The item will appear in the list. To add more of the same item, just scan the item multiple times.

Selecting items using the Quick Buttons

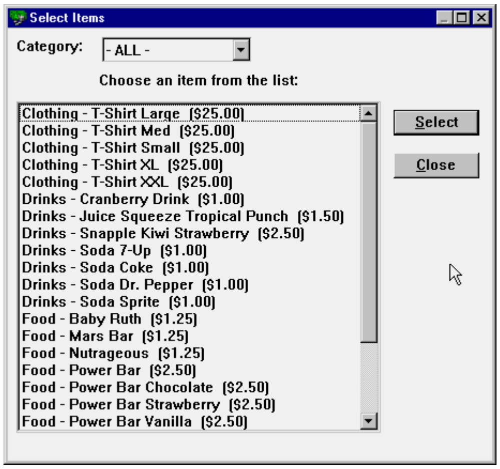
At the left of the main window are ten **Quick Buttons**, which allow very quick entry of commonly sold items. To sell a small water, just type "1" and press the **ENTER** key (or click the **Scan** button). A small water item will appear in the item list, and the small water price will be added to the total amount due.

Changing quantities of an item

To increase or decrease the quantity of a selected item, press the **'+' or '-' keys** on the keyboard or click the '+' or '-' buttons. To remove an item completely from the items list, click the **Remove** button.

Selecting items using Lookup

In the Main Window, click the Lookup button (or type "L" in the scan field and press ENTER). The Select Items window (below left) appears:

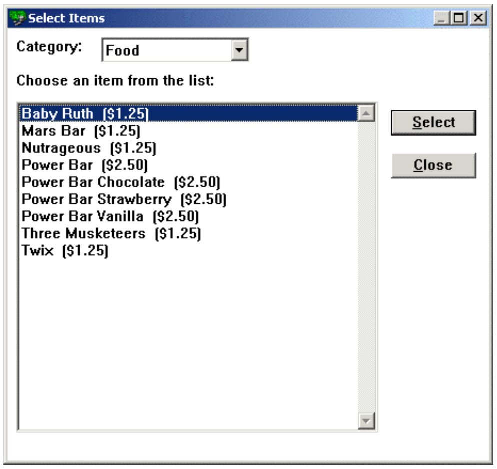


Category: - ALL -

Choose an item from the list:

- Clothing - T-Shirt Large ($25.00)
- Clothing - T-Shirt Med ($25.00)
- Clothing - T-Shirt Small ($25.00)
- Clothing - T-Shirt XL ($25.00)
- Clothing - T-Shirt XXL ($25.00)
- Drinks - Cranberry Drink ($1.00)
- Drinks - Juice Squeeze Tropical Punch ($1.50)
- Drinks - Snapple Kiwi Strawberry ($2.50)
- Drinks - Soda 7-Up ($1.00)
- Drinks - Soda Coke ($1.00)
- Drinks - Soda Dr. Pepper ($1.00)
- Drinks - Soda Sprite ($1.00)
- Food - Baby Ruth ($1.25)
- Food - Mars Bar ($1.25)
- Food - Nutrageous ($1.25)
- Food - Power Bar ($2.50)
- Food - Power Bar Chocolate ($2.50)
- Food - Power Bar Strawberry ($2.50)
- Food - Power Bar Vanilla ($2.50)

Figure 1 - Select Items window, All categories



Category: Food

Choose an item from the list:

- Baby Ruth ($1.25)
- Mars Bar ($1.25)
- Nutrageous ($1.25)
- Power Bar ($2.50)
- Power Bar Chocolate ($2.50)
- Power Bar Strawberry ($2.50)
- Power Bar Vanilla ($2.50)
- Three Musketeers ($1.25)
- Twix ($1.25)

Figure 2 - Select Items window, Food category

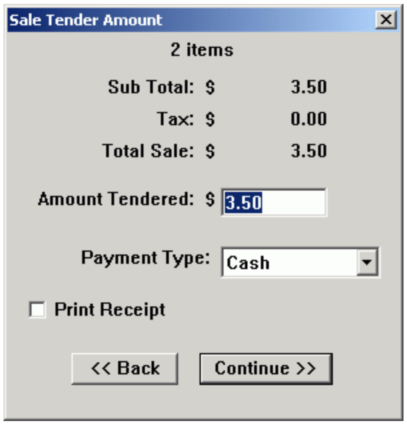
Click on the Category list (which is currently showing "- All -"), and select **Food** from the list to show only items in the Food category (above right).

To add an item from the list to the current transaction, select the item in the list and press the **ENTER** key (or click the **Select** button).

Press the **ESC** key (or click the **Close** button) when you are finished selecting items to return to the main Pro-Shop window.

Finishing a Sale

To finish a sale, press the ENTER key or click the Sale button. The Sale Tender Amount window will appear.



Sale Tender Amount

2 items

Sub Total: $ 3.50

Tax: $ 0.00

Total Sale: $ 3.50

Amount Tendered: $ 3.50

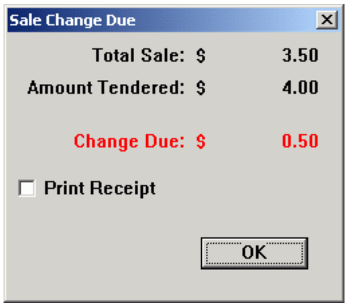
Payment Type: Cash

☐ Print Receipt

Figure 3 - Sale Tender Amount window

Enter the amount given by the customer. Specify the payment type if the customer pays with a credit card or check, then press the **ENTER** key (or click **Continue**) to accept this transaction.

The **Sale Change Due** window will appear.



Sale Change Due

Total Sale: $ 3.50

Amount Tendered: $ 4.00

Change Due: $ 0.50

☐ Print Receipt

Figure 4 - Sale Change Due

Pro-Shop displays the change due back to the customer.

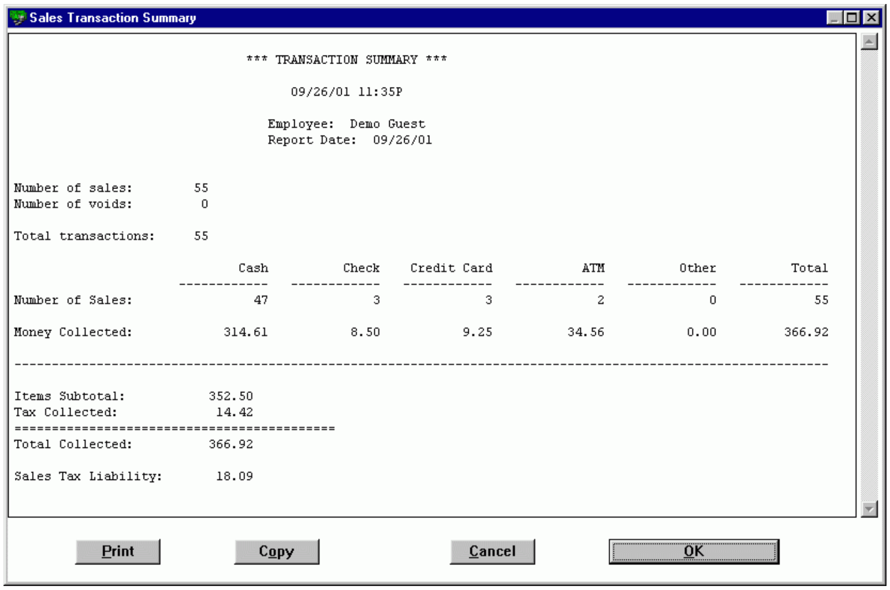
Check the **Print Receipt** checkbox if you want to print a receipt for this transaction.

Press the ENTER key (or click OK) to end the transaction.

Reports Menu

Shift Summary

The Shift Summary report shows a summary of all sales for today by the current employee.

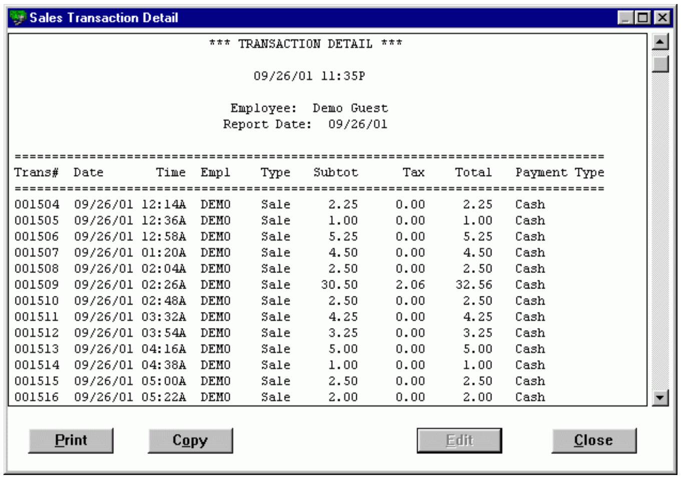


```
                              *** TRANSACTION SUMMARY ***

                                    09/26/01 11:35P

                                 Employee:  Demo Guest
                                 Report Date:  09/26/01


Number of sales:        55
Number of voids:         0

Total transactions:     55

                              Cash         Check   Credit Card           ATM         Other         Total
                      ------------  ------------  ------------  ------------  ------------  ------------
Number of Sales:                47             3             3             2             0            55

Money Collected:            314.61          8.50          9.25         34.56          0.00        366.92

--------------------------------------------------------------------------------------------------------------

Items Subtotal:           352.50
Tax Collected:             14.42
===========================================
Total Collected:          366.92

Sales Tax Liability:       18.09
```

Figure 5 Shift Summary

Shift Detail

The Shift Detail report shows a detailed report of all sales for today by the current employee.



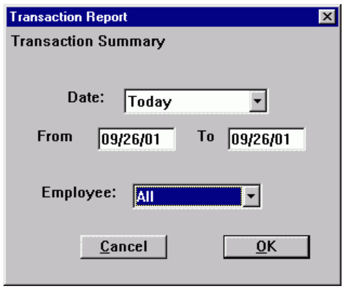
```
                              *** TRANSACTION DETAIL ***

                                    09/26/01 11:35P

                                 Employee:  Demo Guest
                                Report Date:  09/26/01

===============================================================================
Trans#  Date        Time  Empl    Type   Subtot      Tax    Total   Payment Type
===============================================================================
001504  09/26/01 12:14A  DEMO    Sale     2.25     0.00     2.25   Cash
001505  09/26/01 12:36A  DEMO    Sale     1.00     0.00     1.00   Cash
001506  09/26/01 12:58A  DEMO    Sale     5.25     0.00     5.25   Cash
001507  09/26/01 01:20A  DEMO    Sale     4.50     0.00     4.50   Cash
001508  09/26/01 02:04A  DEMO    Sale     2.50     0.00     2.50   Cash
001509  09/26/01 02:26A  DEMO    Sale    30.50     2.06    32.56   Cash
001510  09/26/01 02:48A  DEMO    Sale     2.50     0.00     2.50   Cash
001511  09/26/01 03:32A  DEMO    Sale     4.25     0.00     4.25   Cash
001512  09/26/01 03:54A  DEMO    Sale     3.25     0.00     3.25   Cash
001513  09/26/01 04:16A  DEMO    Sale     5.00     0.00     5.00   Cash
001514  09/26/01 04:38A  DEMO    Sale     1.00     0.00     1.00   Cash
001515  09/26/01 05:00A  DEMO    Sale     2.50     0.00     2.50   Cash
001516  09/26/01 05:22A  DEMO    Sale     2.00     0.00     2.00   Cash
```

Figure 6 Shift Detail

Sales Summary

The Sales Summary report shows a summary of all sales for a specified date range.

You specify the dates for the report and which employees should be included (or all) in the Transaction Report dialog below that appears:



Transaction Summary

Date: Today

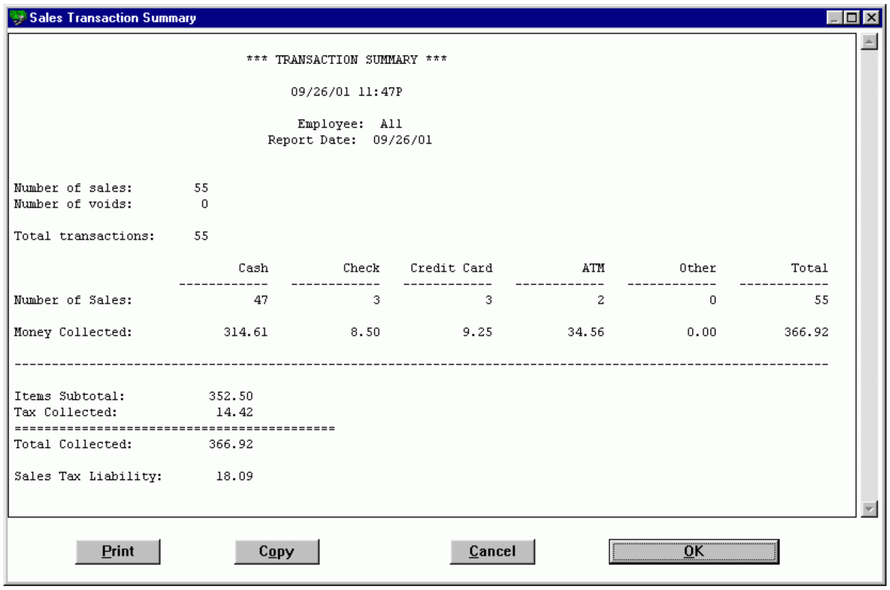
From 09/26/01 To 09/26/01

Employee: All

Figure 7 Transaction Report - Specifying dates and employee(s)

Select a specific date range from the pulldown menu (Today, Yesterday, Past Week, etc.).

Select a single employee, or All for all employees.

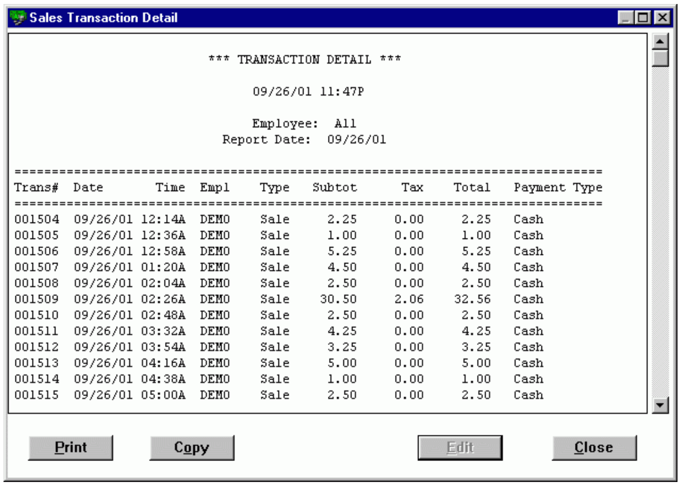


```
                               *** TRANSACTION SUMMARY ***

                                     09/26/01 11:47P

                                      Employee:  All
                                  Report Date:  09/26/01


Number of sales:        55
Number of voids:         0

Total transactions:     55

                              Cash          Check    Credit Card            ATM          Other          Total
                      ------------   ------------   ------------   ------------   ------------   ------------
Number of Sales:                47              3              3              2              0             55

Money Collected:            314.61           8.50           9.25          34.56           0.00         366.92

-------------------------------------------------------------------------------------------------------------

Items Subtotal:           352.50
Tax Collected:             14.42
===========================================
Total Collected:          366.92

Sales Tax Liability:       18.09
```

Figure 8 Sales Summary

Sales Detail

The Sales Detail report shows a detailed report of all sales within the dates specified. Dates are selected the same as for the Sales Summary above.

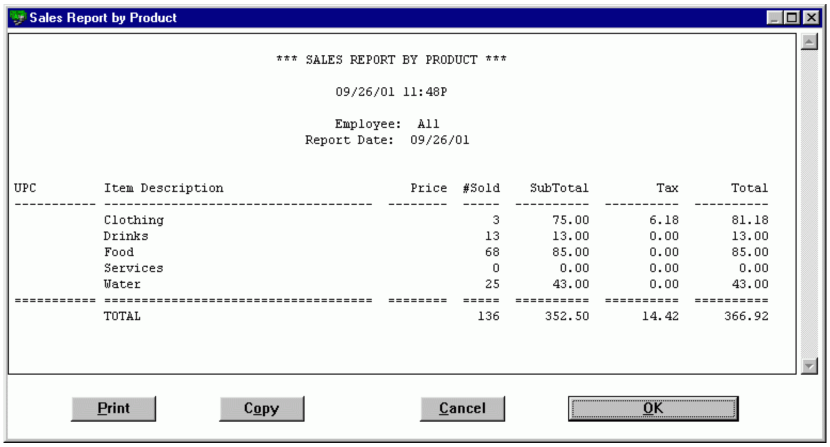


```
                          *** TRANSACTION DETAIL ***

                                09/26/01 11:47P

                                Employee:  All
                            Report Date:  09/26/01

===============================================================================
Trans#  Date       Time  Empl    Type   Subtot      Tax    Total   Payment Type
===============================================================================
001504  09/26/01 12:14A  DEMO    Sale     2.25     0.00     2.25   Cash
001505  09/26/01 12:36A  DEMO    Sale     1.00     0.00     1.00   Cash
001506  09/26/01 12:58A  DEMO    Sale     5.25     0.00     5.25   Cash
001507  09/26/01 01:20A  DEMO    Sale     4.50     0.00     4.50   Cash
001508  09/26/01 02:04A  DEMO    Sale     2.50     0.00     2.50   Cash
001509  09/26/01 02:26A  DEMO    Sale    30.50     2.06    32.56   Cash
001510  09/26/01 02:48A  DEMO    Sale     2.50     0.00     2.50   Cash
001511  09/26/01 03:32A  DEMO    Sale     4.25     0.00     4.25   Cash
001512  09/26/01 03:54A  DEMO    Sale     3.25     0.00     3.25   Cash
001513  09/26/01 04:16A  DEMO    Sale     5.00     0.00     5.00   Cash
001514  09/26/01 04:38A  DEMO    Sale     1.00     0.00     1.00   Cash
001515  09/26/01 05:00A  DEMO    Sale     2.50     0.00     2.50   Cash
```

Figure 9 Sales Detail

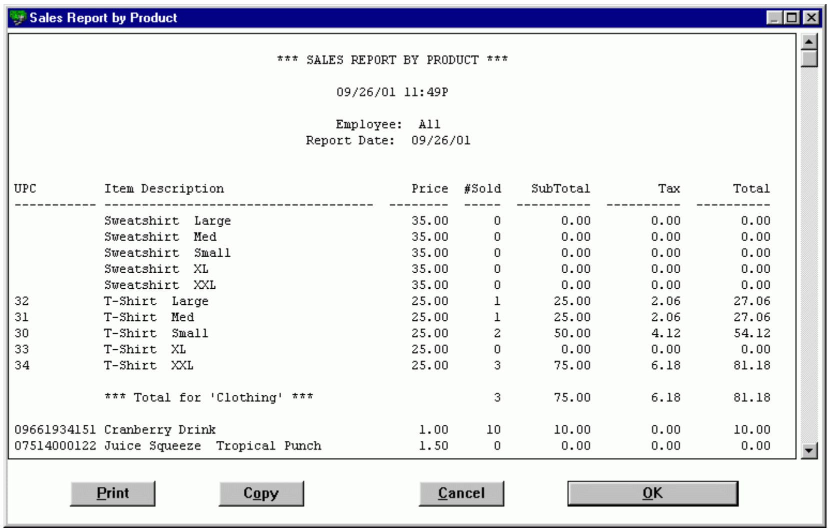
Sales by Product

The Sales by Product report shows a summary of sales for all products or categories within the dates specified. Dates are selected the same as for the Sales Summary above.



```
                                  *** SALES REPORT BY PRODUCT ***

                                          09/26/01 11:48P

                                         Employee:  All
                                      Report Date:  09/26/01


UPC         Item Description                        Price #Sold    SubTotal         Tax       Total
----------- -----------------------------------  -------- -----  ----------  ----------  ----------
            Clothing                                          3       75.00        6.18       81.18
            Drinks                                           13       13.00        0.00       13.00
            Food                                             68       85.00        0.00       85.00
            Services                                          0        0.00        0.00        0.00
            Water                                            25       43.00        0.00       43.00
=========== ===================================  ======== =====  ==========  ==========  ==========
            TOTAL                                           136      352.50       14.42      366.92
```

Figure 10 Sales by Product - Categories only

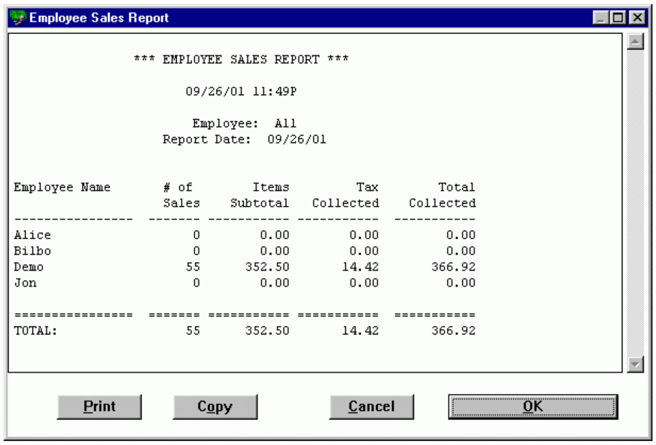


```
                                  *** SALES REPORT BY PRODUCT ***

                                          09/26/01 11:49P

                                         Employee:  All
                                      Report Date:  09/26/01


UPC         Item Description                        Price #Sold    SubTotal         Tax       Total
----------- -----------------------------------  -------- -----  ----------  ----------  ----------
            Sweatshirt  Large                       35.00     0        0.00        0.00        0.00
            Sweatshirt  Med                         35.00     0        0.00        0.00        0.00
            Sweatshirt  Small                       35.00     0        0.00        0.00        0.00
            Sweatshirt  XL                          35.00     0        0.00        0.00        0.00
            Sweatshirt  XXL                         35.00     0        0.00        0.00        0.00
32          T-Shirt  Large                          25.00     1       25.00        2.06       27.06
31          T-Shirt  Med                            25.00     1       25.00        2.06       27.06
30          T-Shirt  Small                          25.00     2       50.00        4.12       54.12
33          T-Shirt  XL                             25.00     0        0.00        0.00        0.00
34          T-Shirt  XXL                            25.00     3       75.00        6.18       81.18

            *** Total for 'Clothing' ***                      3       75.00        6.18       81.18

09661934151 Cranberry Drink                          1.00    10       10.00        0.00       10.00
07514000122 Juice Squeeze  Tropical Punch            1.50     0        0.00        0.00        0.00
```

Figure 11 Sales by Product - All products

Sales by Employee

The Sales by Employee report shows a summary of sales for each employee within the dates specified.

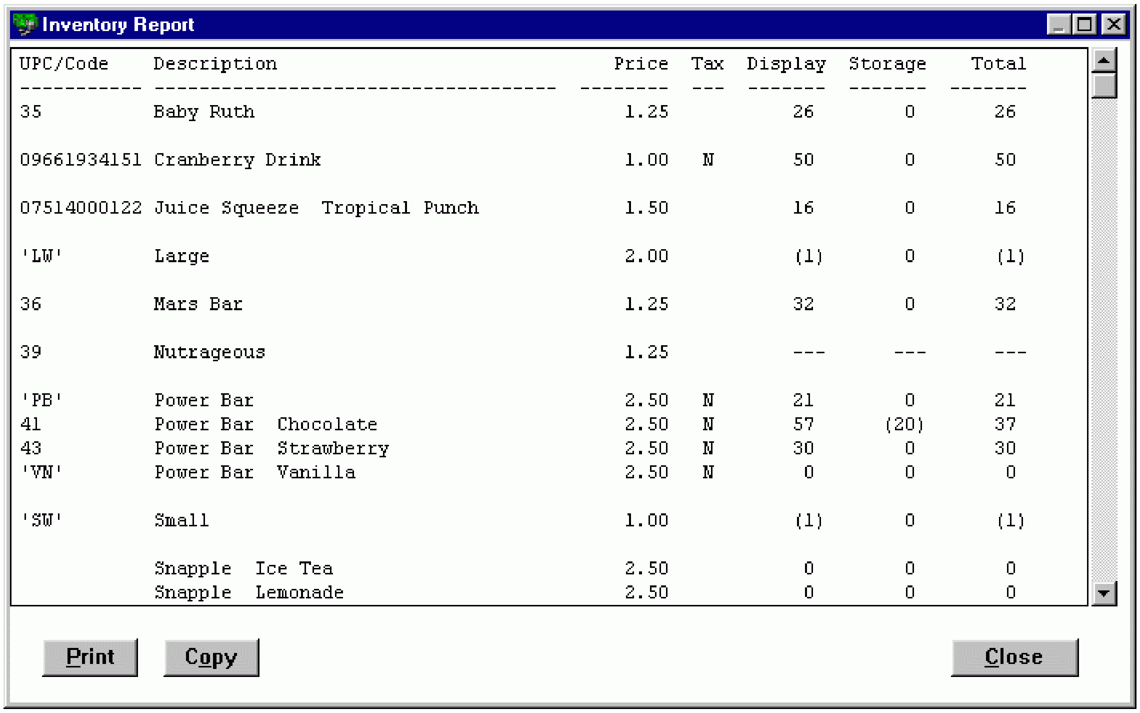


```
                *** EMPLOYEE SALES REPORT ***

                      09/26/01 11:49P

                       Employee:  All
                   Report Date:  09/26/01


Employee Name       # of       Items         Tax       Total
                   Sales    Subtotal   Collected   Collected
----------------  ------- ----------- ----------- -----------
Alice                   0        0.00        0.00        0.00
Bilbo                   0        0.00        0.00        0.00
Demo                   55      352.50       14.42      366.92
Jon                     0        0.00        0.00        0.00

================  ======= =========== =========== ===========
TOTAL:                 55      352.50       14.42      366.92
```

Figure 12 Sales by Employee

Inventory

The Inventory report shows a listing of inventory.



```
UPC/Code    Description                              Price   Tax  Display  Storage    Total
----------- ------------------------------------  --------   ---  -------  -------  -------
35          Baby Ruth                                 1.25             26        0       26

09661934151 Cranberry Drink                           1.00    N        50        0       50

07514000122 Juice Squeeze  Tropical Punch             1.50             16        0       16

'LW'        Large                                     2.00            (1)        0      (1)

36          Mars Bar                                  1.25             32        0       32

39          Nutrageous                                1.25            ---      ---      ---

'PB'        Power Bar                                 2.50    N        21        0       21
41          Power Bar  Chocolate                      2.50    N        57     (20)       37
43          Power Bar  Strawberry                     2.50    N        30        0       30
'VN'        Power Bar  Vanilla                        2.50    N         0        0        0

'SW'        Small                                     1.00            (1)        0      (1)

            Snapple  Ice Tea                          2.50              0        0        0
            Snapple  Lemonade                         2.50              0        0        0
```

Figure 13 Inventory Report

Employee Menu

Sign-In

To sign in as the current employee, elect **Sign-In** from the Employees menu (or hit **CTRL+I**). Then enter your employee login and press the ENTER key.

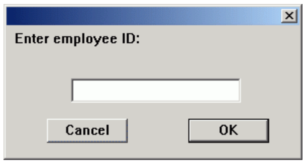


Figure 14 - Employee Sign-In window

Employees can be created and modified by selecting **Employees** from the **Settings** menu.

Sign-Out

To sign out as the current employee, select **Sign-Out** from the Employees menu (or hit **CTRL+O**).

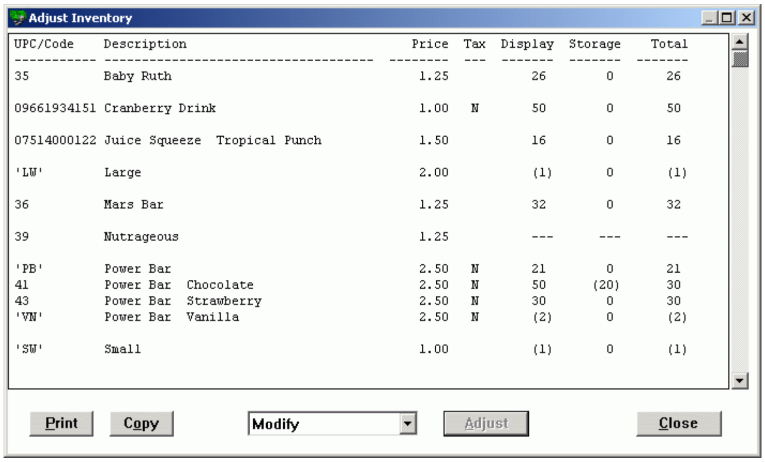
Note: Pro-Shop will automatically sign out the current employee if the mouse or keyboard are not used for an extended period of time. The timeout interval can be specified by selecting Preferences from the Settings menu.

Inventory Menu

Pro-Shop tracks movement of inventory from long-term **storage** to **display** and eventual sale. Every time an item is sold, that item is removed from the display inventory. Inventory numbers (for both display and storage) can be modified at any time if necessary. Inventory can also be quickly moved between long-term storage and display.

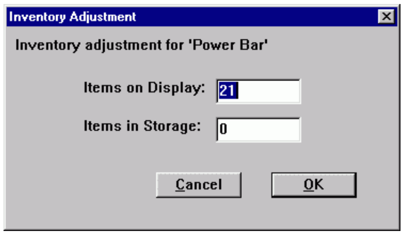
Modify Inventory

To directly adjust the number of items in Display and Storage select **Modify** from the Inventory menu. The Adjust Inventory window appears:



```
UPC/Code    Description                            Price  Tax  Display  Storage   Total
----------- ------------------------------------ -------- ---  -------  -------  -------
35          Baby Ruth                              1.25           26        0       26

09661934151 Cranberry Drink                        1.00    N      50        0       50

07514000122 Juice Squeeze  Tropical Punch          1.50           16        0       16

'LW'        Large                                  2.00          (1)        0      (1)

36          Mars Bar                               1.25           32        0       32

39          Nutrageous                             1.25          ---      ---      ---

'PB'        Power Bar                              2.50    N      21        0       21
41          Power Bar  Chocolate                   2.50    N      50     (20)       30
43          Power Bar  Strawberry                  2.50    N      30        0       30
'VN'        Power Bar  Vanilla                     2.50    N     (2)        0      (2)

'SW'        Small                                  1.00          (1)        0      (1)
```

Click on an item to select it, then click the Adjust button (or press CTRL+A). The Inventory Adjustment window appears.



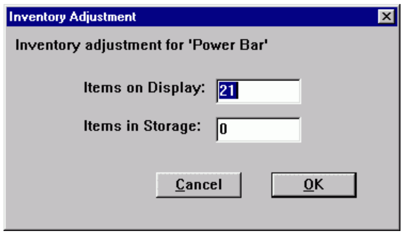
Inventory adjustment for 'Power Bar'

Items on Display: 21

Items in Storage: 0

Enter the number of items in Display and in Storage, then click OK.

Click on an item to select it, then click the Adjust button (or press CTRL+A). The Inventory Adjustment window appears.



Inventory adjustment for 'Power Bar'

Items on Display: 21

Items in Storage: 0

Enter the number of items in Display and in Storage, then click OK.

Add to Display

To add items to the Display inventory, select Add to Display from the Inventory menu. The Add Inventory to Display window (identical to the Adjust Inventory window above) appears. Click on an item to select it, and then click the Add button (or press CTRL+A). When the Inventory Adjustment window appears, enter the number of units that you are adding to the Display.

Move to Display

To move items from Storage to Display inventory select Move to Display from the Inventory menu. The Move Inventory to Display window (identical to the Adjust Inventory window above) appears. Click on an item to select it, and then click the Move button (or press CTRL+M). When the Inventory Adjustment window appears, enter the number of units that you are moving to the Display.

Add to Storage

To add items to the Storage inventory select Add to Storage from the Inventory menu. The Add Inventory to Storage window (identical to the Adjust Inventory window above) appears. Click on an item to select it and click the Add button (or press CTRL+A). When the Inventory Adjustment window appears, enter the number of units that you are adding to the Storage.

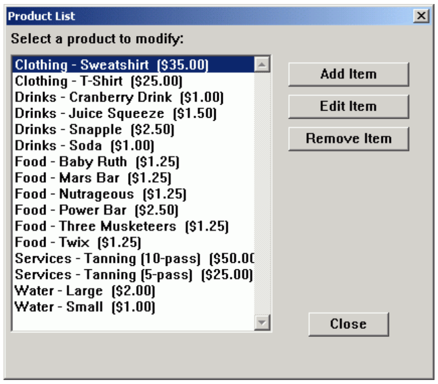
Move to Storage

To move items from Storage to Storage inventory select Move to Storage from the Inventory menu. The Move Inventory to Storage window (identical to the Adjust Inventory window above) appears. Click on an item to select it and click the Move button (or press CTRL+M). When the Inventory Adjustment window appears, enter the number of units that you are moving to the Storage.

Settings Menu

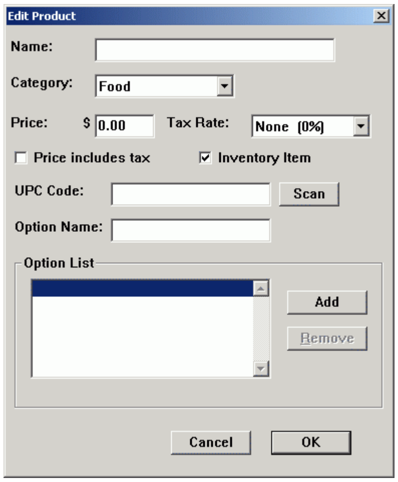
Products

To add or remove products, select **Products** from the Settings menu. The Product List window (below) will appear.



Clothing - Sweatshirt ($35.00)
Clothing - T-Shirt ($25.00)
Drinks - Cranberry Drink ($1.00)
Drinks - Juice Squeeze ($1.50)
Drinks - Snapple ($2.50)
Drinks - Soda ($1.00)
Food - Baby Ruth ($1.25)
Food - Mars Bar ($1.25)
Food - Nutrageous ($1.25)
Food - Power Bar ($2.50)
Food - Three Musketeers ($1.25)
Food - Twix ($1.25)
Services - Tanning (10-pass) ($50.0
Services - Tanning (5-pass) ($25.00)
Water - Large ($2.00)
Water - Small ($1.00)

Figure 15 Product List window



Category: Food

Price: $ 0.00 Tax Rate: None (0%)

☐ Price includes tax ☑ Inventory Item

Figure 16 - Edit Product window

To add a new item, click the **Add Item** button.

To edit an existing item, click that item in the list to select it then click the **Edit Item** button.

To remove an existing item, click that item in the list to select it then click the **Remove Item** button.

If you Add or Edit an item, the Edit Product window will appear.

Enter a **Name** for the product and select a category for the product.

Enter a **Price** for the product.

Specify a **Tax Rate** for the product from the pull down list.

If the price for the product includes the necessary sales tax, then check the **Price Includes Tax** checkbox.

If you want to track inventory for this item, then check the **Inventory Item** checkbox.

If you are using a UPC scanner and want to automatically enter the product's code, click the **Scan** button, then scan the product code.

If you are using your own product codes, then enter the code for this item in the **UPC Code** text box.

If you will be defining more than one option for this item, then enter the name for the first option and click the Add button in the Option List.

Categories

To edit the Category list, select Categories from the Settings menu. The Category List window will appear.

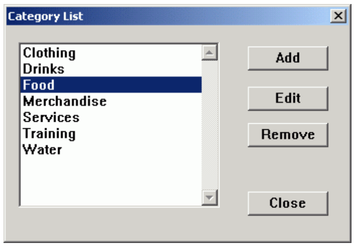

Category List
Clothing
Drinks
Food
Merchandise
Services
Training
Water
Add
Edit
Remove
Close

Figure 17 - Category List window

Click the **Add** button to add another category name.

Click the **Edit** button to edit the selected category name.

Click the **Remove** button to remove the selected category. Note: You will not be allowed to remove a category if that category is referenced by any current product.

Sales Tax Rates

To edit the list of sales tax rates select **Sales Tax Rates** from the Settings menu. The Sales Tax Rates window will appear.

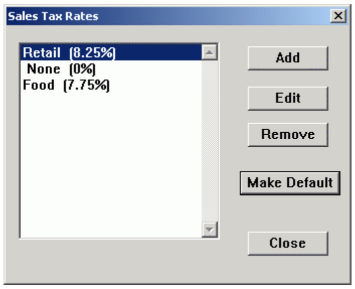

Sales Tax Rates
Retail (8.25%)
None (0%)
Food (7.75%)
Add
Edit
Remove
Make Default
Close

Figure 18 - Sales Tax Rates list window

Click the **Add** button to add a new sales tax rate.

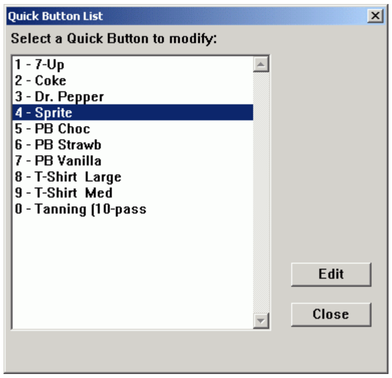
Click the **Edit** button to edit the selected sales tax rate.

Click the **Remove** button to remove the selected sales tax rate. Note: You will not be allowed to remove a sales tax rate if that tax rate is referenced by any current product.

Click the **Make Default** button to make the selected tax rate the default for new products.

Quick Buttons

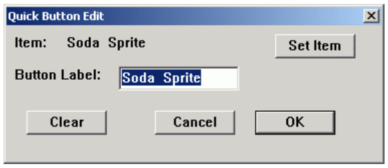
To modify the Quick Buttons that appear to the left of the Product Selection window, select **Quick Buttons** from the Settings menu. The Quick Buttons list window (below) will appear.


Quick Button List

Select a Quick Button to modify:

1 - 7-Up
2 - Coke
3 - Dr. Pepper
4 - Sprite
5 - PB Choc
6 - PB Strawb
7 - PB Vanilla
8 - T-Shirt Large
9 - T-Shirt Med
0 - Tanning (10-pass

Figure 19 - Quick Buttons list window


Quick Button Edit

Item: Soda Sprite

Button Label: Soda Sprite

Figure 20 - Quick Button Edit window

To edit a selected Quick Button, click the **Edit** button. The Quick Button Edit window (above) will appear.

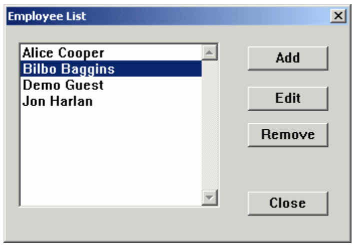
To select the item for this Quick Button, click the **Set Item** button.

To change the label for this Quick Button, edit the **Button Label** text.

To clear and disable this Quick Button, click the **Clear** button.

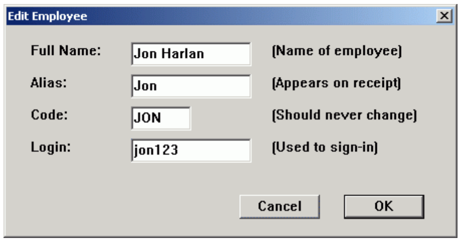
Employees

To edit employees, select Employees from the Settings menu. The Employee List window (below) will appear.


Employee List

Alice Cooper
Bilbo Baggins
Demo Guest
Jon Harlan

Figure 21 - Employee List window


Edit Employee

Full Name: Jon Harlan (Name of employee)
Alias: Jon (Appears on receipt)
Code: JON (Should never change)
Login: jon123 (Used to sign-in)

Figure 22 - Edit Employee window

To add a new employee, click the **Add** button.

To edit the selected employee, click the **Edit** button.

To remove the selected employee, click the **Remove** button.

When editing an employee in the Edit Employee window (above), the following fields should be specified:

Full Name	the employee's name
Alias	the name that appears on printed receipts and in reports
Code	a unique 4-character code to identify the employee internally. This code should never be changed.
Login	a unique code that the employee will enter to sign in as the current employee. Only the employee should know his/her login id.

Passwords

The following functions require an **Admin** password:

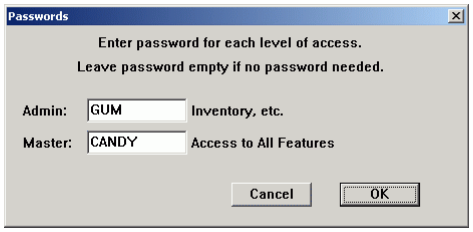
Reports (except for Shift reports)
Inventory
Cash Drawer settings

The following functions require a **Master** password:

Settings: Categories, Products, Quick Buttons, Sales Tax Rates, Employees

Note: The Master password also provides access to all Admin functions.

To change the Pro-Shop passwords, select Passwords from the Settings menu. The Passwords window will appear.



Enter password for each level of access.
Leave password empty if no password needed.

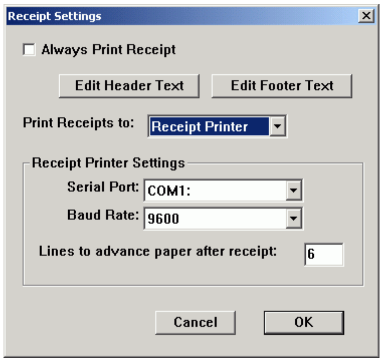
Admin: GUM Inventory, etc.
Master: CANDY Access to All Features

Figure 23 - Passwords window

Be sure to remember the passwords you set! If you forget your passwords, you can call Bio-Logic for access.

Receipt Printing

Pro-Shop will interface with any standard serial receipt printer. To modify the receipt printing options, select Receipt Printing from the Settings menu. The Receipt Settings window will appear.



Receipt Settings

☐ Always Print Receipt

Print Receipts to: Receipt Printer

Receipt Printer Settings

Serial Port: COM1:

Baud Rate: 9600

Lines to advance paper after receipt: 6

Figure 24 - Receipt Settings window

Check the **Always Print Receipt** checkbox if you want to print a receipt for each transaction. Regardless of this setting, receipt printing can be selected at the time of the transaction.

Click the **Edit Header Text** button to edit the text that appears at the top of receipts.

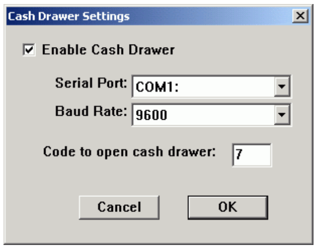
Click the **Edit Footer Text** button to edit the text that appears at the bottom of receipts.

Set the **Print Receipts To** item to **Default Printer** to print receipts to the currently selected default Windows print, such as a laser printer or inkjet printer. *Note: This option will disable the Receipt Printer Settings controls referred to below.*

Set the **Print Receipts To** item to **Receipt Printer** if you are using a serial receipt printer, such as Star Micronics or Epson printers. Select the **Serial Port** and **Baud Rate** for your particular printer. Also set the number of lines to advance the paper after printing the receipt, which will position the printing correctly for tearing off the receipt.

Cash Drawer

Pro-Shop will interface with any standard serial cash drawer. To modify the cash drawer options, select Cash Drawer from the Settings menu. The Cash Drawer Settings window will appear.



Cash Drawer Settings

☑ Enable Cash Drawer

Serial Port: COM1:

Baud Rate: 9600

Code to open cash drawer: 7

Figure 25 - Cash Drawer Settings window

Select the **Serial Port** and **Baud Rate** for your particular cash drawer. Note that many cash drawers actually interface through a receipt printer, in which case the serial port and baud rate should be set to the same values as for the receipt printer.

Set the character **code** to open the cash drawer. This should be set to 7 for most printers. If this value does not work, then please refer to the documentation for your equipment.