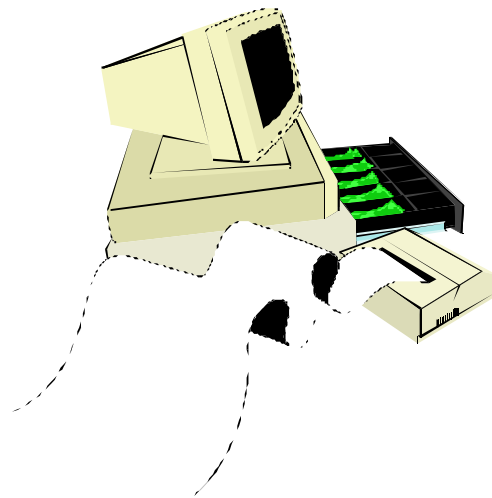


# **Regit Point-of-Sale**

for Windows



## **Quick Start Guide**

*Microcomputer Point-of-Sale Systems Since 1984*

## Regit Point-of-Sale System Overview

**Regit Point-of-Sale for Windows** transforms a PC into a powerful point-of-sale cash register for retail sales, service, and rental businesses. No limitations are placed on the number of products that can be stored in the system. **Regit Point-of-Sale** works with or without bar code equipment.

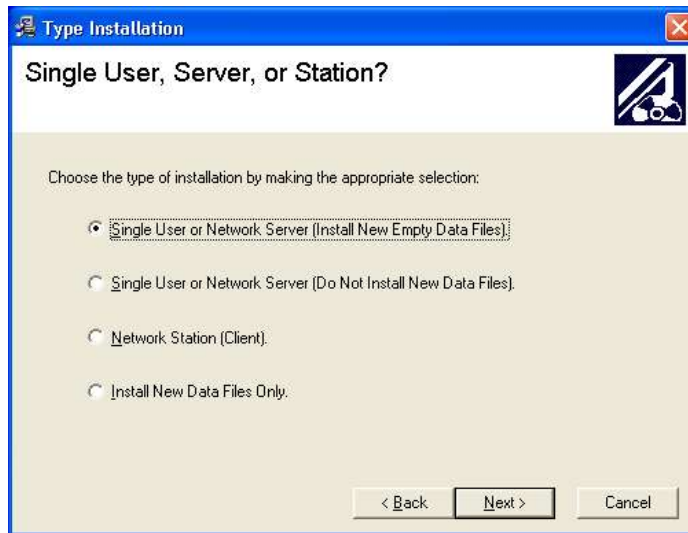
During a basic transaction, product codes are entered or scanned into the transaction and the screen instantly displays the quantity, price, and product description. When completed, the transaction is totaled, sales tax is applied, change is computed, the cash drawer is opened, a receipt is printed, and inventory and sales records are updated. Many options are available to the cashier during a transaction making **Regit Point-of-Sale** a complete and powerful point-of-sale system.

We can divide the **Regit Point-of-Sale System** into six functional areas:

- The **Regit Point-of-Sale Cash Register** — is used as a cash register for day to day operation and sales.
- The **Regit Point-of-Sale Office** — provides all the support functions. **Regit Point-of-Sale Office** handles system setup options, accesses the data stored by the system, provides sales and inventory reports, AR, POs, and many other functions.
- Regit Data Integrator** – this is a collection of utility programs for interfacing to external data files. The Data Integrator interfaces with portable data collector files, imports inventory from vendors or other databases, imports existing customer databases, and compares or updates inventory from data collectors or vendor supplied files.
- Code Name: Zebra Bar Code Printing for Windows** — prints bar code labels to place on items not already coded. The program prints on standard labels using a standard laser or ink jet printer.
- MultiCharge Credit Card Processing** -- our MultiCharge credit card processing software is included with **Regit Point-of-Sale** at no cost. You may also use your existing terminal equipment or another credit card processing software (i.e. X-Charge or PC-Charge).
- **Regit Touch Screen Version** –the Touch Screen Version is 100% compatible with the regular version of Regit Point-of-Sale and included with the system if you prefer to use touch screens. You may use either version or both. Networked users can use the touch screen version at one station and the regular version at another station.

## Regit Point-of-Sale Installation

- First close any programs that may be running on your computer.
- Select **Start, Run** and type **D:\setup** (where D is the letter representing your CD-ROM drive). For downloaded copies, simply double click the file you downloaded.
- Follow the on screen installation commands—generally choose the default selections.
- When installing the evaluation version for the first time, select **“Single User or Network Server (Install New Empty Data Files)”**.
- There is no difference between a Single User installation and a Network Server installation. You can begin using Regit as a single user, then later, easily add stations as your needs or business expands. To learn how to add a station/client, see the network setup instructions in Appendix 1 to the Regit POS Manual.



After installation you will have Icons on your screen for both the standard and touch screen cash registers and for the Regit Office. To access other parts of the program (i.e. bar code printing program, Regit Data Integrator) select **Start, Programs, Regit POS**, then select the program you want off the menu. If you will be using these programs frequently you may create shortcuts by right clicking a program, selecting **Create Shortcut**, then dragging the shortcut onto the desktop.

## Equipment

For a full discussion on supported equipment, select the Supported Equipment List link on our website.

### **Required Equipment**

- A PC with a Pentium-Class processor
- Approximately 60 Mbytes of disk space
- Windows 95, 98, Me, 2000, xp, Vista, or Win7

\*Windows has different memory requirements for each version, unless you will be running other programs at the same time, usually the requirements for your version of Windows will suffice for Regit Point-of-Sale.

### **Optional Equipment**

- Printer(s) (for receipts and reports)
- Bar Code Scanner
- Customer Pole Display
- Electronic Cash Drawer
- Magnetic Card Reader (for processing charge cards)
- Touch Screen Monitor if using the touch screen version.

The above optional equipment are nice to have items, but **NOT** required to run **Regit Point-of-Sale**.

### Keyboard and/or Mouse Operation

Using a mouse at the cash register is a matter of preference—and **Regit Point-of-Sale** lets you decide. The **Regit Cash Register** has been specially designed to allow for easy operation with or without a mouse. API has designed the *Cash Register* to use the function keys, arrow keys, page keys, Escape key, and Enter key to make the *Cash Register* easy to operate even in a mouseless environment. For those who will be using a mouse, mouse operation is standard. You will find the special programming for operation of these keys greatly simplifies getting around in the **Regit Cash Register**--with or without a mouse.

## Evaluation and Registration

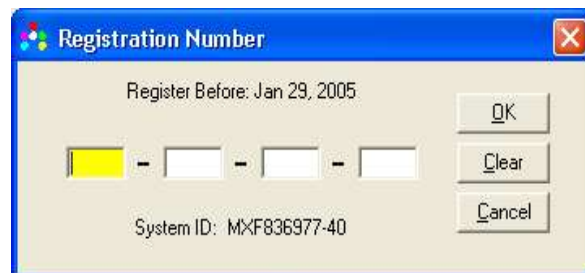
### Evaluation Period

There are no limitations placed on the nonregistered software except for that it will last for only 45 days. After the 45 days, a registration number must be entered into the program to obtain access to the cash register. If you let it expire, nothing will happen to your data files, they will still be available for exporting and saving for future use. So if you start using Regit Point-of-Sale and then decide it is not for you, the time you spent setting up your inventory data base will not be wasted.

### Registering

Once you decide **Regit Point-of-Sale** is right for your business, you may begin immediately. You simply purchase the full network site license registration number on line or call us on the phone. Your registration number will be emailed back within 1 business day (usually sooner during business hours).

To enter your registration number into Regit Point-of-Sale, select **Help** off the top line menu, then **Registration**. Enter the 16-digit code and that is it, Regit POS is now fully registered for use as a single user or full network. For networks, only the server needs to be registered—stations do not require registration.



### Registration Numbers in United States and Canada

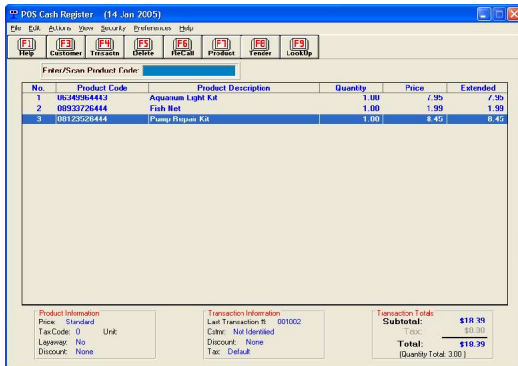
There are no controls over the registration numbers in the US (including territories) and Canada. If you need to change computers, you simply reinstall on the new computer and reenter your registration number. We are relying on our customers' honesty and compliance with existing laws not to place the software in more than one store per registration.

### Registration Numbers Outside the US and Canada

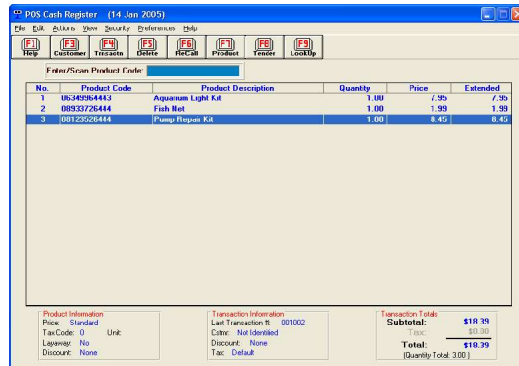
Registration numbers outside the US and Canada are controlled. Customers are required to first install the software on the computer or network server they will be using, then submit the System ID (as shown on the Registration Window) before receiving their registration number. If you subsequently need to move the program to another computer, there will be no charge. Simply email your old registration number and new System ID to our online support and we will supply you with a new registration number for the new machine.

## Versatile Cash Register Screen Preferences

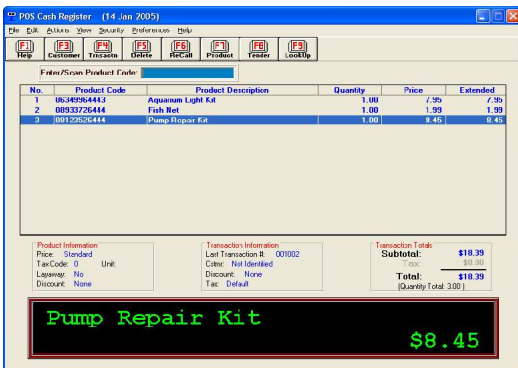
Versatile cash register screen preferences allow for function key icons, standard mouse icons, an on-screen customer display, or touch screen interfaces.



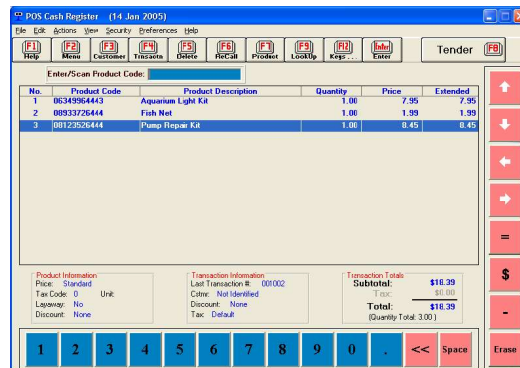
Standard Screen



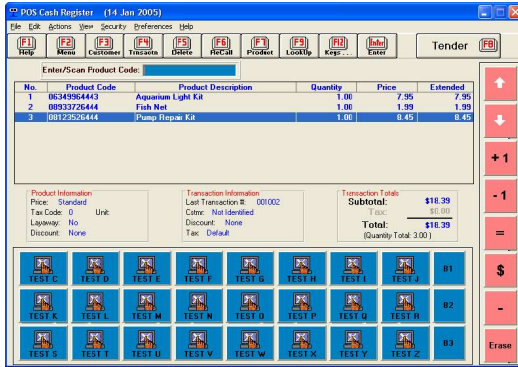
Mouse Interface Screen



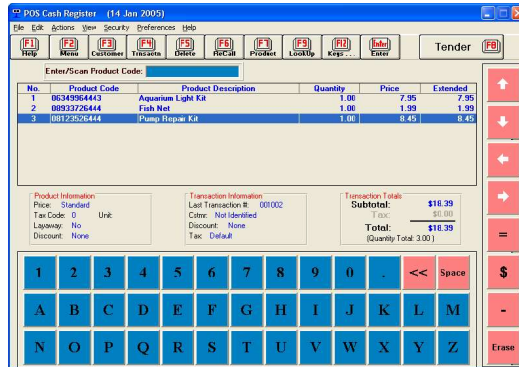
Customer On-Screen Display



Touch with Numbers Only



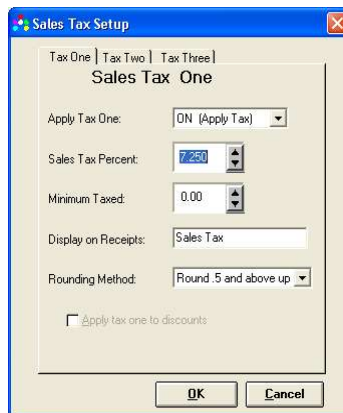
Touch Programmable Menu



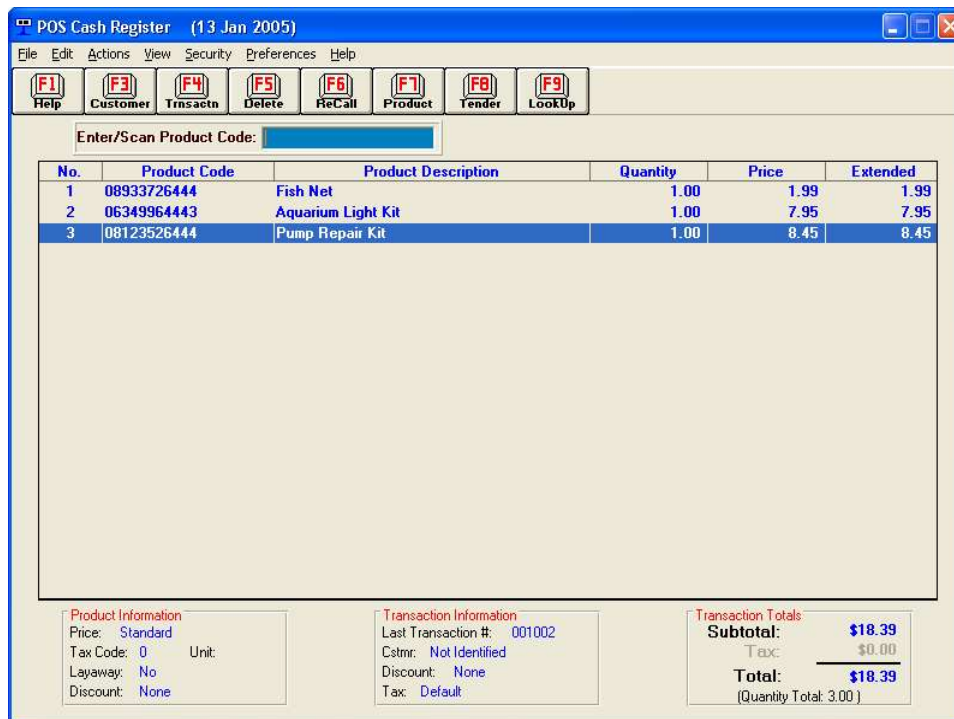
Touch Screen with Letters

## Setting Your Sales Tax Rate

- Click on the **Regit Office** Icon to enter the **Regit Office**.
- Select **Setup|Sales Tax Setup** from the **Regit Office** menu.
- On the **Tax One** Tab set the first line to **ON (Apply Tax)**. If your area is not subject to sales tax, set the option to **OFF** and exit the setup utility.
- Enter your state's sales tax rate (we entered **7.75**).
- For most states, leave the Minimum Taxed field at zero.
- Move down to the line that reads "Display On Receipts:" enter **"Sales Tax"**, or whatever you wish to call the tax. Some like to enter the rate, such as **"7.75% Sales Tax"**, it's up to you. Your choice will precede the sales tax on the screen and on your receipts. The choice is not permanent, you may return here and change it whenever you like.
- Select how you want your sales tax to round. We selected "Round .5 and above up".
- Select **OK** to return to the **Regit Office** menu. If the Cash Register was open (on the task bar), it must be closed (File, Exit) and reopened to pick up these new tax settings.



## Your First Transaction



### The Basic Transaction

- Click on the **Regit Cash Register** Icon to start the **Cash Register**.
- If you did not install the test data with Regit Point-of-Sale, then you will need to go to the next section to enter some products in your database for testing.
- Enter from the keyboard, scan with a bar code reader, or use the **"Lookup"** feature to enter test product code: **1**
- Now enter test product codes **2** and **3**. Your screen should appear as above (this will vary by tax options you've made). Continue entering more products if you desire.
- Press F8 or click the **"Tender"** Icon to tender/total the transaction.
- The **Tender Window** appears, enter a cash amount or select the **Exact Cash** Icon (or press F3) from the tool bar. Select **OK** or press **ENTER**.

There are many, many possible variations to this **Basic Transaction**, however, most transactions will be as simple as this.

## Entering A New Product

There are several methods to enter new products into the product (inventory) database. We will use the utility specially designed to make entering new products fast and easy. This form can be adjusted so that just the fields you will be using can be visible. Products can also be entered “On-the-Fly” in the cash register, directly into the database grid (spreadsheet style), or imported from an existing database. Our example uses Kleenex Facial Tissues as the new product, you may enter one of your own:

- From the **Regit Office** menu select **Utilities**, then **Quick Product Add/Edit**.
- In the **Enter/Scan Product Code** box, enter the bar code number for the Kleenex Tissues, **03600027710**, then press **Enter**.
- Enter **“Kleenex Facial Tissues”** in the **Description One** box.
- We entered **10** in the **Inventory Qty** box.
- We entered **1.49** in the **Standard Price** box.
- Enter a **Tax Code** of **1** to make it taxable.
- Select **Save (F2)**. Either **Cancel** to exit or add some more products.

That’s all there is to it. Now go to the cash register and try it out. You can use the lookup feature, scan a bar code, or enter the product code right from the keyboard.

Quick Product Add/Edit Utility

File Edit Select

Enter/Scan Product Code: 0123456677889

Description One: Kleenex Facial Tissues Department:

Description Two: Vendor Code:

Tax Code: 0 SKU:

Inventory Qty: 14 Open Indexed:

Standard Price: 3.55 Current Cost: 0.00

Sales Qty: 1 Location:

Sales Unit: Open Text 1:

Type Code: 0 Bar Code Labels: 0

Track Serial Number.

Save (F2) Cancel (Esc)

Numeric Field Adding New Record

## Endless Reports and Data Access

The database grid provides a spreadsheet style access to all databases maintained by the Regit Point-of-Sale system. For those of you familiar with Microsoft Access, this grid is very similar. All databases have full query (SQL) capabilities so you can update data and design the reports you need.

The grid lets you design reports by simply dragging the columns into the order you want, then hiding the columns you don’t want. After a report is designed, that format can be saved and



recalled whenever necessary. There is no limit to the number of reports you can design. The system comes with many common reports already pre-designed

A large portion of the Regit Point-of-Sale Manual is dedicated to using this grid.

The primary inventory database is the Product1 database table. To open it with the grid, in the Regit Office select **File, Open Database Table**, then select **Product1**. The Product database can also be selected using the P1 icon on the toolbar

Product Code	Description One	Tax Code	Inventory Qty	Standard Price	ReOrder Point	Sales Unit	Type Code
00458992003	BIO CHEM BEADS	1	2	10.45	4		
0059896002	CORAL	1	5	10.59	4		
00598910237	HEATER 150W 12	0	0	10.59	2		
00808981100	CAT TRACK	1	11	10.8	0		
01016887101	DOG SWEATER RED SHAKER 4	1	0	10.16	3		
01058980223	PARROT FOOD 2.5#	1	0	10.5	4		
01188894110	DOG SCODD	1	9	11.88	6		
01195894500	MUZZEL	1	5	11.95	5		
01298962004	WOOD PERCH 7/16X13 2 PK	1	2	1.29	5		
01440894400	SUPER NAIL CLIPPER	1	4	14.4	6		
01500896100	BIRD TOY	1	0	15	6		
01558989005	BAMBOO FINCH NEST	1	8	1.55	4		
01598862006	WOOD PERCH 7/16-16	1	2	1.59	4		
01658970775	CANARY SONG FOOD	1	7	1.65	4		
01689327003	TREAT CUPS	1	27	0.16	24		
01698960326	LAVA STONE 2 OZ	1	3	1.69	0		
01698962005	AQUARIUM GLASS CLEANER	1	2	1.69	2		
01758950334	PUMP REPAIR KIT	1	15	1.75	6		
01798962003	WOOD PERCH 7/16X18	1	2	1.79	4		
01688931006	BROAD LEAF PLANT ASSORT	1	1	1.8	4		
01898932003	TETRACYCLINE	1	15	1.89	12		
01898963436	WOOD PERCH 7/16X19 25	1	3	1.89	0		
01988962505	FISH NET	1	25	1.98	3		
01988961035	SEA FAN	1	1	1.98	0		
02058942800	PEBBLES LT BLUE 5#	1	28	2.05	4		
02058944021	NO FISHING SIGN 4	1	4	2.05	1		
02068931002	GREEN WATER CONTROL	1	1	2.06	12		
02258986135	ZEMA FLEA TRAP	1	5	22.59	1		
02298976076	FINCH NEST	1	5	2.29	1		
02388942574	CONK SHELL	1	0	2.38	3		
02458941453	PUMP REPAIR KIT	1	7	2.45	10		
02668945467	CAT TOY	1	0	2.66	5		

## Regit Point-of-Sale Features List

- Works with Windows 95, 98, Me, 2000, and xp
- Unlimited Network Site License
- Includes Standard Version and Touch Screen Version
- Databases compatible with MS Access
- Interfaces to MultiCharge, X-Charge, & PC-Charge
- MultiCharge Credit Card Processing Software Included Free
- Automatic Backup
- Second Monitor can act as a customer display
- Advertising slide shows on second monitor
- Spreadsheet-style database access
- Directly interfaces to charge card software
- Inventory tracking
- Automatically generated purchase orders
- Import existing databases
- Mailing Labels
- Bar Code Labels/Price Labels
- Supports POS or standard printers
- Versatile receipt/invoice formats (40 & 80 columns)
- Customer pole display interface
- Cash drawer interface
- Customer database
- Customer history files
- Customer pricing
- Customer billing/statements
- Accounts receivable
- Quantity pricing

- Promotional sale pricing
- Split tenders
- Item discounts
- Transaction discounts
- Multiple sales taxes
- Tax exempt tracking
- Kits
- Tag Along/Carry Along Items
- Automatic inventory bulk breakdowns (to 3 levels)
- Gift cards / Giftcertificates
- Food stamps
- Serial number tracking
- Rentals with auto check-in
- Consignment sales
- List Price/Your Price type receipts
- Display product image
- Departments
- 100 password levels
- Layaways
- Employee database
- Employee commissions
- Custom reports
- Sales reports, profit reports
- Departmental reports, daily/monthly/annual reports
- Interfaces to Portable Data Collector Files
- Full database SQL capabilities
- Work orders/repair orders/service orders/open orders
- Easy to learn and use
- Great price (\$89 unlimited network site license)
- Many other features