

User Guide

for

SabrePoint Point of Sale

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Hardware

SabrePoint requires the following system components for reliable operation:

	Preferred	Recommended Minimum	Notes
Monitor	SVGA 1024x768	VGA 640x480	Higher resolutions may also be used.
HDD Space	30 MB+	20 MB	Depends on the size of your databases. Note also that as SabrePoint extensively reads and writes to your databases, a fast hard drive with good spare capacity is useful.
Processor	Pentium II+	Pentium 100	
RAM	64 MB+	16 MB	
A4/Letter Windows Printer	600 dpi monochrome Laser or Inkjet	300 dpi Inkjet	A good-quality printer is necessary if SP Barcode (barcode/label writer) is to be used.
Mouse		Standard MS or Microsoft-compatible mouse	Optional for TouchScreen sales
Keyboard		Standard 101 or 104-key	Optional for TouchScreen sales
Sound System (optional)		16-bit stereo	Some events initiate optional standard Windows .wav files.
Networking (optional)	LAN	Windows 95 Dial-up Networking	Remote data access and Multi-User options require a valid Multi-User license and suitable networking hardware/software
TouchScreen (optional)	Purpose-built touch monitor	"Stick-on" TouchScreen	
Barcode Reader (optional)	Posiflex CD2820S	Scanner operating in parallel with keyboard	Recommendation: Posiflex CD2820S Barcode Scanner with keyboard wedge (as tested). Metrologics MS951 "Hand-held laser scanner with Built-In Keyboard Wedge Interface" tested.

Roll Printer (optional)	Posiflex PP3000S, Star SP200 and SP300 series Dot Matrix, EPSON TM-series.		<p>Recommendation: Posiflex PP3000S Dot Matrix Serial (Star SP312 emulation; as tested).</p> <p>Star SP-series Dot Matrix (SP216, SP342, DP8340 tested), EPSON TM-T88II Thermal Parallel, EPSON TM-U210D Dot Matrix Serial (as tested).</p>
Cash Drawer (optional)	Posiflex CR4100 and CR4101, EPSON CD520, connected to EPSON TM-series roll printer.	Drawer driven from serial or parallel printer (such as EPSON TM-series)	<p>Recommendation: Posiflex CR4100 connected direct to printer (as tested).</p> <p>Posiflex CR4101 connected to Serial port or as a Printer (including external power supply; both options as tested).</p> <p>EPSON CD520 connected to EPSON TM-series roll printer (as tested).</p>
Customer Pole Display (optional)	Posiflex PD2200 (2 rows of 20 characters) connected to Serial port, set to emulate Noritake, EPSON or Futaba.		<p>Recommendation: Posiflex PD2200 connected to Serial port (including external power supply; as tested).</p>

SabrePoint performs best using systems such as Pentium III (or better) equipped with 128 MB or more RAM. This is especially true if large databases are being used.

Software

	Required	Recommended Minimum	Notes
Operating System	Windows 95, 98, Me*, 2000, XP *For peak performance, it may be useful to turn off Win Me's auto-file backup facility, which Me enables by default.	Windows 95	32-bit Windows only. The preferred OS is Windows 2000 or XP.
SabrePoint files	\sabre.exe \utility.exe \spbarcode.exe \sabre.dll \sphelp.rtf* \spbarcode.mdb \customer.mdb \sales.mdb \stock.mdb \prefs.mdb \localtmp.mdb \importexport\spsales.txt \importexport\spsumm.txt \importexport\spgoods.txt \supplier.txt \flag1.txt \flag2.txt \flag3.txt \language\English Default.txt \language\English.txt \language\French.txt \language\German.txt \language\Italian.txt \language\Spanish.txt \language\Portuguese.txt \language\Custom.txt *Help may have a different name for non-English files.		These files are installed into the drive and folder (typically C:\Program Files\SabrePoint\) of your choice. Depending on your software supplier, licensing and registering information files may also be included. Note that sabre.dll is normally hidden. In addition, a folder named AutoBackup is created within your SabrePoint folder. This holds copies of the all data and settings files; saved when SabrePoint is closed.
Network Clients (optional)	\sabre.exe \utility.exe \sabre.dll \sphelp.rtf* \prefs.mdb \localtmp.mdb \language\English Default.txt \language\English.txt \language\French.txt \language\German.txt \language\Italian.txt \language\Spanish.txt \language\Portuguese.txt \language\Custom.txt *Help may have a different name for non-English files.		Network clients would normally require these files on each machine. Note that sabre.dll is normally hidden.
Network Server (optional)	\customer.mdb \stock.mdb		Where a machine is used as a normal POS terminal and as a

	\sales.mdb \prefs.mdb \localtmp.mdb \importexport\spsales.txt \importexport\spsumm.txt \importexport\spgoods.txt \supplier.txt \flag1.txt \flag2.txt \flag3.txt \language\English Default.txt \language\English.txt \language\French.txt \language\German.txt \language\Italian.txt \language\Spanish.txt \language\Portuguese.txt \language\Custom.txt		data server, it should retain a copy of all files, but where the machine is used solely as a server, only these files may be required on the server, depending on your settings under Preferences - Networking. Note: The server must include the prefs.mdb file.
System and other supporting files			Other Windows system and DAO files are downloaded and automatically installed into your system folders as appropriate.
Receipt (roll) printer drivers	Brand-specific driver	Windows Generic/Text only	The drivers supplied with roll printers should be used if possible (print tests may be needed to check). However some may not be suitable, in which case the user should use the Generic/Text only driver which is shipped with Windows.

Limitations

Customer database

Limited only by user's hardware, memory and system resources

Supplier database

Limited only by user's hardware, memory and system resources. Databases of some 10 000 items (3 MB) have been tested and run with only slight performance degradation.

Inventory database

Limited only by user's hardware, memory and system resources.

User Names and Passwords

20 persons.

TouchScreen item capacity

Limited only by user's hardware, memory and system resources.

TouchScreen colors

Requires MS Office on user's computer if colored buttons are required.

Items selectable from Inventory list or by Barcode scanner

Limited only by user's hardware, memory and system resources.

Reports records

Limited only by user's hardware, memory and system resources.

Export to Microsoft Excel

Requires Excel on user's computer.

Data Import/Export

As the SP Utility Import/Export routines are based on commas (,) separating each field, it is essential that your data contain no commas. It is suggested that users replace any commas with semicolons (;) prior to importing or exporting data. Because of this limitation, the Import/Export facility may not be appropriate for locales which use the comma (,) as a decimal point.

Supported databases

Currently only MS Access 2000 is supported.

Multi-User

Limited only by user's hardware, memory and system resources. A network licence is required to run in multi-user mode but this is currently provided free with each purchase of multiple copies of SabrePoint.

Transaction Manager (Simultaneous Transactions)

Limited only by user's hardware, memory and system resources. Optional; a Transactions Manager password is available (at extra cost) for each machine requiring the facility.

Taxes

Up to two taxes (non-cascading) may be assigned to each item, but if the dual-currency mode is selected, a single tax only should be used.

Treatment of taxes: When sell prices are assigned to the item in the Inventory Database window, prices are rounded in accordance with the standard format selected by the user (under Preferences) - default setting is 2 decimal points. As an example, where \$ is the standard currency and assuming that the sell price including tax is entered, the sell price excluding tax may automatically round to the nearest cent. This will always be less than a half-cent per item (up or down). A schedule of all initial rounding adjustments is kept for provision to tax authorities if requested.

Currencies

Single or dual-currencies may be used. The dual-currency mode is suitable for Local Currency/EURO transactions and vice versa.

EFTPOS

The EFTPOS facility is not a full-working, bidirectional system. It is currently limited to \$ charge output via serial port.

Overview

View readme.txt for latest information on downloading and opening SabrePoint. View spversio.txt to learn about version history and features.

SabrePoint is one of the more versatile POS systems available, through its multi-mode transaction selection means. Inventory stock may be selected by any of:

- TouchScreen (mouse-clickable)
- Inventory (stock) list
- Barcode scanning
- Combination Inventory list/Barcode scanner
- Combination TouchScreen/Barcode scanner

Point-of-sale systems are increasingly being used to replace electro-mechanical cash registers, and provide businesses management assistance through improved stock control, accurate and fast pricing, and by provision of financial and staff performance reports. SabrePoint is a professionally written POS software designed for small and medium-sized firms such as retailing businesses, hotels and warehouses.

SabrePoint has comprehensive features that enable it to compete with the world's most advanced POS software. SabrePoint runs on 32-bit Windows is easy, fast and a joy to use. Its pleasant working environment, comprising icons and on-screen buttons, means optional TouchScreen operation (requires TouchScreen software and hardware) or simple mouse-clicks rather than scrolling through long lists or tables of stock, searching for the item required. SabrePoint is used for Cash Sales (payment by cash, cheque, credit card, EFTPOS*, other) or Invoicing. There is also a simple job-costing facility which may be used for quotations and estimates.

*Please note: EFTPOS facility is under development and may not yet be suitable for all installations.

A major advantage of SabrePoint is the use of the defacto standard Microsoft Access database engine (32-bit Microsoft Jet). This allows easy transfer of database records to or from SabrePoint and other compliant databases, ensuring no data repetition if records are to be moved between databases. Note however that SabrePoint stands alone and does not require the user to have Microsoft Access.

Inexpensive but powerful. Compare the price and features of SabrePoint with other POS systems costing thousands of dollars!

Very simple to use, with minimal staff training requirement. No manual calculations required - simply press an on-screen button to select each sales item.

Self-supporting. Uses a custom-designed database manager utilizing the powerful Microsoft Jet database engine (the same engine that powers Microsoft Access) to provide databases that are fully compatible with Access 97. Use of the Jet engine means any existing stock and customer databases which can be manipulated with Access 97 (and other compatible database managers) can easily be transported to SabrePoint, and vice versa.

SabrePoint supports the commonly-used Keyboard Wedge barcode reader, up to a maximum of 30 numeric or alphanumeric characters. Scanned codes are converted to characters which appear on the window and are auto-entered.

SabrePoint is shipped with the SP Barcode label writing program, which may be trialed and purchased separately at a discounted price.

Please contact us with any comments or concerns you might have - even if outside the warranty period. We value feedback to ensure future versions or upgrades will fulfill your needs entirely. Remember, upgrading is FREE for 3 years following Registration!

Help Wizard

The Login window includes access to the Help Wizard, a useful tool for new users to navigate around SabrePoint. Users can select from a wide range of topics (more are to be added), whereby a small information panel is displayed which guides the user through the various steps required.

The panel can be shifted left or right by the use of the arrow buttons, minimised or unloaded.

HotKeys

Extensive use is made of the keyboard function keys to enable users to quickly navigate between windows and to perform shortcut operations.

At any time, F1 (press your Function1 key) runs SabrePoint Help, which is similar to this manual.

The current list includes ...

From TouchScreen

- F2 - A4/Letters Orders print
- F3 - Roll Orders print
- F4 - Menu
- F5 - Login
- F6 - Price Group toggle
- F7 - (unused)
- F8 - Open Cash Drawer
- F9 - NIS items
- F10 - Stock Selector
- F11 - Sales Schedule
- F12 - Transaction Details

From Stock Selector

- F2 - A4/Letters Orders print
- F3 - Roll Orders print
- F4 - Menu
- F5 - Login
- F6 - Price Group toggle
- F7 - (unused)
- F8 - Open Cash Drawer
- F9 - NIS items
- F10 - Stock Selector
- F11 - Sales Schedule
- F12 - Transaction Details

From Sales Schedule

- F2 - A4/Letters Orders print
- F3 - Roll Orders print
- F4 - (unused)
- F5 - (unused)
- F6 - Price Group toggle
- F7 - (unused)
- F8 - (unused)
- F9 - (unused)

- F10 - Stock Selector or Sales Schedule (previous selection)
- F11 - Stock Selector or Sales Schedule (previous selection)
- F12 - Transaction Details

From Menu

- F2 - (unused)
- F3 - (unused)
- F4 - Preferences
- F5 - Login
- F6 - (unused)
- F7 - (unused)
- F8 - (unused)
- F9 - Reports
- F10 - Customer register
- F11 - Inventory database
- F12 - Suppliers register

Some function keys are also used on other windows and are shown on the on-screen buttons (eg: [F12] means the Function12 key may be used).

In A Nutshell

Special provisions for Restaurants

SabrePoint includes a number of facilities which are especially directed towards restaurants and the hospitality industries, but may be useful in other applications. These items are explained in more detail under the respective topics elsewhere.

- Transaction Manager. Allows purchases for multiple dining tables to be recorded simultaneously prior to payment.
- Order Printing. Allows purchases (transactions in progress) to be directed to a kitchen or bar printer.
- Service Fees (user-defined name and %) can be automatically applied to bill.
- Tips can be recorded (usually used when tips included in credit card payment).
- Bills can be printed (can allow for tip to be entered by diner) prior to closing the sale.

Sales

Stock selection options:

- Unique on-screen button TouchScreen auto-generated from inventory (stock) database. Can be directly used with TouchScreen components.

Note: Upon starting SabrePoint, the user has an option (on the Splash Screen) to utilise the colored TouchScreen buttons facility. TouchScreen button colors are available only if a certain file (FM20.dll) has been previously installed on the user's computer. This file will already be installed if you use any of the following Microsoft Office versions: Office 95 (OSR2 or OSR2.5), Office 97, Office 2000. As an option to installing MS Office, users may download and install the ActiveX Control Pad from Microsoft's Web site. Ensure the switch on Preferences is checked if you require the colored buttons option.

WARNING! Users who do not have FM20.dll installed should ensure the 'Color TouchScreen (requires MS Office)' checkbox is unchecked at start; else SabrePoint will not function and will require a restart, after closing any 'hidden' instances of SabrePoint.

- Select from normal scrolling inventory list.
- Barcode scanning available with both options or by itself.
- Sales of non-stock items (manual entries). Note This facility also serves as your cash refund entry window, where the refund is not directly associated with an item purchase (in which case you would credit the transaction in the normal way).
- (Optional) Handles multiple customer transactions simultaneously.
- Selling price modification (eg: special prices).
- Service Charge (allows user-defined % to be applied automatically) and manual entering of Tips.
- Bills can be printed prior to customer payment (typically used in restaurants).
- Item Serial numbers can be tracked and attached to customers.
- Handles not-in-stock (manual) items.
- Cash, Credit Card, EFTPOS (under development) and Check (Cheque) Cash Sales, Vouchers etc, or combination of any.
- Automatically verify Credit Card numbers.
- Automatic price calculations.
- Automatic change calculation.
- Roll or A4/Letter prints.
- Automatic serial numbering.
- Automatic stock level monitoring (switchable).
- Check or other fees facility.
- User defined Price Rounding on cash sales.
- Discounting - Currency, %, and auto-discounting.

- Crediting/returns.
- Receipting and Invoicing.
- Till balancing and Turnover tracking. Sales are summarised into payment categories.
- Built-in TouchScreen calculator.
- Cancel Transaction (rollback) facility.
- Add customers on the fly.
- Add inventory stock on the fly.
- Decide payment means (Invoice or Cash Sale) before, during or after items selected.
- Regenerate transactions (Invoices, Cash Sales) from archive, network or local directory.
- A spreadsheet-like grid listing transacted items is displayed when in Inventory List mode, and may be automatically or manually launched with the TouchScreen mode.
- User selects screen and print outputs from wide range of available fields.

Barcode Writer

- Produce barcodes using many popular types
- No need to purchase special fonts
- Produce product labels
- Links to your SabrePoint inventory database
- Prints to your standard Windows inkjet or laser printer using Avery labels

Job Costing

- Most Sales functions available with job costing
- Inventory control disables during job costing.
- Separate serial number tracking register.

Customer Records

- Customer database retains repeat customers.
- Allowance for default discounts.
- Search and Sort facilities.
- Debtor and Layby registers.

Orders Records

- Orders database retains supplier details.
- Search and Sort facilities.

Barcode Scanning

- Normal scanning (which requires your scanner to operate in parallel with your keyboard - Keyboard Wedge scanner).
- Manual barcode entry.

Electronic Funds Transfer (EFTPOS) support

- SabrePoint sends total price to serial port for use by EFTPOS machine.

Please note: EFTPOS facility is under development and may not yet be suitable for all installations.

Security

- Multi-level security: SabrePoint Access Password (optionally used), Admin Password access, User Password, User Name and Free access - all passwords are user-definable apart from the Simultaneous Transaction key. Plus additional security at sub-levels.

Cash Drawer support

- Cash drawer connected directly to printer.
- Cash drawer connected to serial port...
- Kick drawer without printing.

Reports

- Inventory, Inwards Goods, Debtors, Layby, Sales and Sales Summary.
- User-defined period.
- On-screen and printed.
- Multiple built-in Query and Sort facilities.
- Selectable currency formatting.
- User selects window and print outputs from wide range of available fields.
- Export to MS Excel or text output to accounting packages.
- Records grouping.

Inventory (Stock) Database

- Various additional inventory reports, including items to be reordered.
- Profit calculations.
- Set up to 4 prices per item; up to 2 taxes (including exempt) per price.
- "Special" price facility.
- Grid to quickly view or edit inventory records.

Currency/Taxes

- Any decimal currency.
- Value-added taxes (eg: VAT, GST) facility.
- Up to 4 tax tiers, including tax-exempt.
- Dual-tax (eg: Federal and State) capability.
- Dual-currency (eg: GBP/EURO) integrated conversions; optionally printed on receipts etc.
- Currency Converter - up to 10 currencies can be received in any one transaction.

Prints

- Reports may be printed to any installed printer. Note that the standard Windows printers dialog provides a number of options - the only ones used by SabrePoint are orientation (ie: Portrait or Landscape) and print destination.
- Transactions and Job Costing may be printed to A4/Letter or Continuous Roll (user-defined settings) printers.
- Customer orders (ie: transactions in progress, prior to receipting etc). ...
- Summary Reports by Customer No, Serial No, User (Salesperson), Sale Type.
- Sales Reports by Customer No, User (Salesperson), Stock No, Item Name, Serial No.
- Stock levels and prices.
- Inwards Goods.
- Low Stock levels.
- "Special" price reports.
- Print on your letterheaded paper or program-created letterhead.

- Prints can include customer details.
- User-selectable print font.
- User selects window and print outputs from wide range of available fields.

More

- Network-compatible (optional licensing). Connect to data remotely or have multiple users.
- Handles multiple simultaneous transactions (optional key required). Suitable for restaurants and other businesses requiring several customers to be served at the same time.
- Extensive use of HotKeys (normally Function keys) give fast access to windows. Shortcuts using HotKeys are shown in ToolTips (generally visible by hovering over icons) or are shown on the windows.
- Locale-independent. Automatically adjusts for Windows Regional Settings.
- Includes MS Access database editor. Provides read/write to user database tables, including external databases. May be used as alternative to standard windows for faster data entry.
- Assistance messages to help users. Messages can be toggled on and off as required. On-line Notes feature covers basic pricing operation.
- Inventory level monitoring with low stock audible and visual alarm feature. Current item stock level is shown with each item selection.
- User-selectable printer fonts for Transactions and Reports.
- Preferences are automatically saved.
- Incomplete transactions may be resurrected following power outage.
- Use SP Utility to back up user databases to disk upon exiting SabrePoint.
- Use SP Utility to Restore users data from floppy after hard drive failure etc.
- Use SP Utility to convert user databases to the latest version when upgrading.
- Use SP Utility to Repair and/or Compact user's database files.

Status Bar

- The three item selection windows include a status bar along the bottom which shows the status of some of the important functions. Users may click the bar to view a second tier.

Opening SabrePoint

SabrePoint Trial

Depending on your supplier, there may be a free trial period after program receipt. If you are intending to purchase from resellers rather than SabrePoint Software, please refer to your reseller for trial limitations. When the program is downloaded from SabrePoint Software's Web site <http://www.sabrepoint.com>, there is a 50-start trial limitation.

Networking and Multi-Users

Network users require a valid Network Licence for remote server/client applications - can be ordered from our Web site. Enter the key (password) when you run SabrePoint.

Transactions Manager Key

A unique key is required for each computer within a standalone or networked system following the trial period. Enter the key (password) when you first run SabrePoint.

Refer to SabrePoint Software's Web site <http://www.sabrepoint.com> to retrospectively purchase a Transaction Manager key.

Launching SabrePoint

- Upon starting SabrePoint, the user has an option (on the Splash Screen) to utilise the colored TouchScreen buttons facility. TouchScreen button colors are available only if a certain file (FM20.dll) has been previously installed on the user's computer. This file will already be installed if you use any of the following Microsoft Office versions: Office 95 (OSR2 or OSR2.5), Office 97, Office 2000. As an option to installing MS Office, users may download and install the ActiveX Control Pad from Microsoft - point your browser to <http://msdn.microsoft.com/library/en-us/dnsamples/Setupdcp.exe>. A link to this site is also provided on SabrePoint's Download page for convenience. Ensure the switch on Preferences is checked if you require the colored buttons option.
WARNING! Users who do not have FM20.dll installed must ensure the 'Color TouchScreen (requires MS Office)' checkbox is unchecked at start; else SabrePoint will not function and will require a restart, after closing any 'hidden' instances of SabrePoint.
The color button option may not be suitable for all users of Windows 95, 95 on Me, as system resources may be reduced to the point where an Out of Memory error occurs and SabrePoint ceases to function. Users can either increase the available system resources by closing unnecessary applications and applets, or disable the color button facility. Users of Windows NT, 2000 and XP will not be affected due to their improved resource-handling capability.
- To launch SabrePoint during the trial period, no passwords are required. Following (or during) the trial period, SabrePoint may be registered on our Web site after which stage a Registration Number is provided by us for you to enter into the yellow TryBuy Registration Utility - full details are provided within this small application. (Prior to the number being issued any trial starts outstanding may still be used). Next time SabrePoint is opened, the user is taken directly to the Splash Screen, where a choice of single- or multi-user is made. Simultaneous Transactions may also be selected if this facility has been purchased. Note that the administrator can force password access to SabrePoint from within Preferences - if this is required, the initial password required is identical to the Registration Number, but the password may be changed at any time following first use by clicking the Change Password button on the Splash Screen.

General note: SabrePoint often allows the use of your keyboard Enter key as an option to clicking OK and other window-completion buttons. Similarly, the Escape key may be used in some cases to cancel a window.

Single-User or Multi-User

On the Splash Screen, the user is given the opportunity to work in a single-user environment or log in on a network. Networking note: Connections to a network can only be made after the appropriate settings have been made within SabrePoint Preferences. As these need to be set up from within SabrePoint, the program must be run locally (ie: not networked) during the first start. Please refer to the networking section later than this document for more information on networking.

Simultaneous transactions may also be enabled at this time. Tick the Enable Simultaneous Transactions box (if unticked). The user is prompted for a password, but this is to be left blank during the trial period. Once the trial period is complete, a password will be required to enable the simultaneous transactions capability. This password is provided either during the registration process or at any time later - refer to our Web site for details. Refer to Simultaneous Transactions later in this section for more details.

To log in as a Single User, press Escape or click the Local button. To log in as a network Client, press remote. Log in as for a single user if your computer is being used as the network Server.

Till Balance

The Till Balance window is automatically displayed during the start-up process, or may be accessed at any time a transaction is not in progress through the Menu.

SabrePoint tracks the till balance throughout transactions. In addition, as for an ordinary cash register a float can be added, and manual additions and withdrawals from the till are monitored as is turnover. The Details button may be clicked to determine the split between different transaction payment types. If set in Preferences - General, the Admin password is required to change Till balances.

Pressing the Empty Till icon allows all database fields to be reset to zero, ready for a new period.

Print to any installed Windows or Generic printer.

Log In

The Log In window automatically appears during the startup process and after transaction close. It is also available at any time by pressing the Log In icon on the Toolbar - the exception being that if the simultaneous transactions facility is not enabled, Log In is available only after transaction completion.

The Log In window provides a number of functions. If SabrePoint is set up to require User Names or User Passwords, these may be selected here. Where user names or passwords are not being used, transactions may still be processed but Reports later generated will not have a user assigned, which may limit the usefulness if a breakdown of transactions into the various users is required. To log in as an anonymous user, there is no need to set user names or passwords - simply click the OK button.

SabrePoint may be used for Sales (invoicing, cash sales, refunds) or for Job Costing by selection of the appropriate radio button. Job Costing is covered in a later section.

If users are required to log out prior to selection of a new user (depends on the user settings under Preferences), the Log Out button on this window is used.

Access to user Preferences is also available.

Also indicated on the window is the data source; this being Local for stand-alone computers and for the network Server, and Remote for network Clients.

The Log In window includes an icon to minimise SabrePoint.

Registration

Following the trial period, SabrePoint must be registered if further use is required. If you have sourced SabrePoint from an approved Reseller, contact your reseller to register.

If you wish to register through SabrePoint Software, this may be done through our **secure server** online service (<http://www.sabrepoint.com>), by e-mail, phone or fax. If your browser does not support secure servers, a non-secure option is also available.

Registrants should ensure that in addition to contact details, all required Code Numbers (which appears on the yellow TryBuy registration utility during the trial startup) are provided - a code number is normally required for each copy of SabrePoint being registered, including each copy to be used in a multi-user environment, but these may be provided at a later date if desired, and that the number and type of SabrePoint pack is clearly shown. Faxed orders should be signed after printing prior to despatch.

Refer to our Web site for a list of current approved resellers.

Item Selection Modes

Users may set up their preferred default selection mode in Preferences.

Barcode boxes

Barcode boxes are available near the bottom right of the three item-selection windows. These are auto-filled with the human-readable version of the barcode when scanned, or the human-equivalent may be typed in directly ... if typed in, the user must press Enter when complete. The barcode boxes in Versions 1.4.1 and later also support Inventory (stock) numbers being typed in ... SabrePoint will first check for a valid barcode number, and if not found will check the stock number. Once either is identified as valid (ie: user has previously typed the number in either the Barcode Number or Inventory Number fields in the Inventory Database window), the item will be selected.

TouchScreen

Note: The TouchScreen is mouse-clickable. The user does **not** need touch screen components to use SabrePoint. Items are shown as black text (sized under Preferences); colored text; color backgrounded; or images. Colors and images may be assigned individually to each item under the Inventory Database window.

A large button option (24 buttons) can be set up under Preferences. It is expected that this will be especially useful for small databases of around 500 items or less.

Upon running, SabrePoint defaults to the TouchScreen after user log-in. The window auto-populates with up to 62 items from your first Stock Group, but your entire datasets within each stock group are available through clicking the Up and Down arrows on the TouchScreen. Items may be selected by mouse-click or touch - requires touch screen hardware. Upon initial running (and at any time later if required) atop the TouchScreen the Till Balance window is displayed. Group text and background colors are assigned under the Groups window.

Depending on your settings under Preferences, the TouchScreen may be populated with items from your first Group (top left group in the bottom panel) - the order of items may be adjusted under Preferences. Up to 40 inventory groups may be used, enabling TouchScreen access to several thousand items.

The TouchScreen has an integrated toolbar which allows other features to be activated and access to other modules. Refer to the Toolbar section for information on other items available.

Stock Selector (Inventory List)

Items may be selected using a conventional Inventory List. This is accessible from the TouchScreen by ticking the Inventory List icon on the Menu. Depending on your Preferences settings, the inventory list box is either empty or automatically filled with the item name, bar code number, stock number, long description, or supplier. Double clicking on the item or single clicking and pressing Enter will select the item in a manner similar to the TouchScreen operation described earlier. Information about each item is shown upon clicking the respective item in the list.

In addition a barcode reader box is provided which allows scanning of barcodes or manual entering of barcode numbers.

Other facilities include a repeat of the Auto/Man switch found on the TouchScreen and navigation buttons to provide a return to the TouchScreen or access to the schedule of items (Items Schedule) purchased. An icon is also provided which allows a connected cash drawer to open (depending on settings under preferences).

Note that the hotkey F10 may be used to toggle to and from the TouchScreen, and F11 may be used to toggle to and from the Sales Schedule.

Sales Schedule

The schedule of items which have been selected for purchase is viewable at any time by pressing F11 from the TouchScreen or F10 from the Inventory List. The Sales Schedule also includes a barcode reader box.

The Sales Schedule may be accessed by pressing the appropriate button or icon from the inventory list or TouchScreen. It provides a list of all the items selected to date and which will be purchased (or credited) at the close of sale. A barcode reader box is provided.

As on the inventory list, an Auto/Man button is provided. In addition, an Auto-return check box is provided. Whilst this has no effect if entering items on the Sales Schedule, if this is unticked while either the TouchScreen or Inventory List are being used to select items, upon selecting, the Sales Schedule will be displayed until the Enter key is pressed, which allows return to the parent window. This allows all items in the list to be previewed prior to selection of a following item.

Note that the list of items (ie: those which appear on the Sales Schedule) may be printed using any of the above modes by pressing F2 for A4/Letter or Roll prints. Alternatively, use the Print buttons on the Sales Schedule....

Selection of Items

Selection of Item and Issue Quantity

Note: The default item selection mode (ie: TouchScreen, Stock Selector or Sales Schedule) which opens when starting SabrePoint can be changed under Preferences. All modes allow barcode scanning.

Items may be selected for purchase by barcode scanning, TouchScreen selection, mouse clicking and inventory list selection or by a combination of these.

Simply by mouse clicking any item shown on the TouchScreen (or if TouchScreen hardware components and software are installed, by touching the screen item with a finger), item selection is in progress. An alternative is to enter the barcode number in the Barcode Reader either by scanning the barcode or by manual entry of the barcode into the box and pressing Enter. Note that there is no need to "enter" the number if a scanner is used. If the Auto/Man to switch is set to Automatic, the item selected (with quantity = 1) is immediately posted to a temporary data base, and SabrePoint awaits the user's selection of the next item. However if the Auto/Man button is set to Manual, the Price Computer appears on the screen. The Price Computer shows relevant information on the item selected, running totals, and the current stock level before issue. An audible alarm will sound (if enabled) where stock levels are below the minimum stock levels set in the inventory database.

The user then has the option of simply hitting the keyboard Enter key or + button (which logs the item [quantity = 1] and returns to the TouchScreen) or changing the issue quantity of item. If more than one item is to be sold, enter the number of items into the Quantity box by using your keyboard or through use of the touchable numerals on the Price Computer. Hit Enter (or use the + button) to continue. Note that to refund (credit) an item, users may click the minus (-) button or alternatively precede the quantity by a minus.

Price Computer

Note: The Price Computer is not generally seen when used for Automatic transactions (ie: when Auto/Man toggle set to Automatic, where the item Quantity is fixed at the user-defined quantity). However, it may be viewed for any period by setting the Delay [under Preferences] to greater than zero. The following features may be altered only if the Auto/Man toggle is set Manual. User generally sets Manual where item quantity is not always 1 unit, but the user can set any default quantity (including negative [credits]) by ticking the checkbox near the bottom of the window. This allows any quantity to be pre-selected; whether in Manual or Automatic modes..

The << Back button shifts control back to the parent window (in this case the TouchScreen) and deselects item

The delay (adjusted under Preferences; shipped set at zero delay) may be set to ensure the Price Computer is displayed for a period when set Auto. During this period, the Price Computer is view-only and adjustments can not be made. This facility allows the user to preview information about the item selected prior to posting to the database.

The Change Price button allows an alternative to the normal selling price to be set. This price may be entered with or without tax by ticking or unticking the Tax box.

- A simple touchable Calculator is available.
- The Price Computer has the following features ...
- Allows modification of selling price (specials etc)
- Allows Item cancel
- Allows Item crediting (returns)
- Enable/Disable Low Stock alarm feature (audible & visual)
- Provides Stock Count before purchase
- Provides Stock No or Barcode No
- Provides Item Name
- Provides Price excl taxes
- Provides Price incl taxes
- Provides Unit (eg: per 100)
- Provides Total Price excl taxes
- Provides Total Price incl taxes
- Provides Running Totals excl taxes
- Provides Running Totals incl taxes
- Checkbox to set default quantity (normally set 1)

Item Serial Numbers

SabrePoint provides for the tracking of numeric item serial numbers. These are recorded in stock.mdb; ItemSerialNumbers table, which also records subsequent activity (sales and credits) on the items. Each serial number must be unique for each item; however different items can have identical serial numbers to those of other items (ie: the database will accept replicate numbers, provided that each number is for a different item).

TYPICAL USAGE

Many items are sold with a barcoded serial number (eg: cell phones; calculators; 'scratch' tickets). SabrePoint allows the serial numbers of items sold to be attached to customers for recording and reporting purposes.

ADDING SERIAL NUMBERS TO INVENTORY

- Serial numbers can be scanned or typed into the database by clicking **Track S/N** button on Inventory window. Serial number batches may be entered - these must be sequentially numbered in ascending order.
- Enter the First No then the Last No. If only one serial number is being recorded, these will be identical.
- Click Add to add the new serial numbers to the list of numbers available for this item.
- Numbers can be deleted from the database in a similar manner.
- Current serial numbers can be viewed in the listbox. Click Issued checkbox to show those items that have been sold, or are otherwise tagged as unavailable.
- Upon adding new numbers, the Track S/N checkbox will toggle on (active) by default - this also toggles the Force Man checkbox on, which is necessary for subsequent serial number issue.
- The Track S/N checkbox can be toggled off if serial numbers are to be disregarded for any reason.

ISSUING SERIAL NUMBERS

Note: Issue of serial numbers can only be performed when transacted item is **scanned** (or barcode number typed) into a barcode scan box. The facility is automatically disable if items are selected using the TouchScreen or Stock Selector.

- When scanning an item which has active serial numbers attached, SabrePoint will automatically set to MAN and the Price Computer is displayed. As usual, select the number of items to be sold then press Enter to transact the item.
- The Serial Number Tracking pane is displayed. Scan or type in the First No (or select from the listbox); change the Last No if required, then click OK.
- Note that the Cancel button will stop any serial number being applied to this item, but the item **continues to be transacted**. If this is not desirable, the transaction should be cancelled or the particular item should be credited in the usual manner.
- When the sale is closed, the serial number for the selected items is flagged as "Issued" in the database. In addition, the Customer Number and Customer Name are recorded, where assigned.
- The transaction date is recorded. Note that the date field will be overwritten if this serial number is re-issued in future.
- Prints show the serial number(s) directly under the Item Name.

CREDITING SERIAL NUMBERS

Note: Credit of serial numbers can only be performed when transacted item is **scanned** (or barcode number typed) into a barcode scan box. The facility is automatically disable if items are selected using the TouchScreen or Stock Selector.

- In the event that items are returned for any reason, these will be credited in the normal manner (ie: select Quantity and click the minus (-) button on the Price Computer). The Serial Number Tracking pane is then displayed ... credit the serial number in the same manner as shown above under Issuing Serial Numbers.
- When the sale is closed, the serial number for the selected items is no longer flagged as "Issued" in the database, thus it is again available for issue. In addition, the Customer Number and Customer Name are removed, but the Notes field records an outline of the credit transaction. Note that the Notes field provides only temporary storage of the details ... these will be overwritten should the serial number be credited at a later date (ie: only the latest credit details are retained).
- The transaction date is recorded. Note that the date field will be overwritten if this serial number is re-credited in future.
- Prints show the serial number(s) directly under the Item Name.

USING THE DATA EDITOR

It is suggested that use the Database Editor (available from the Menu) be made to tweak serial number records if required. For example, should a credited item be damaged, this can be noted in the Notes field and the item re-flagged as "issued" to stop it being reissued inadvertently.

The Database Editor can also be used to quickly view the complete list of serial numbers in the database. Use the 'Sort by' listbox to sort by number, customer etc.

Transaction Details

Transaction Details

A box is provided for each payment type to be annotated with relevant details such as Check Number or Voucher description (for which the Other box may be used). Together with those details typed into the yellow Notes box, these details are concatenated and appear on your docket and in the Details field of your Reports (see Reports section). Be sure that notes are entered after individual details are provided, else your notes may not appear in the recorded text.

Note that depending on your settings under Preferences, upon entering an amount for a check, the Fees/Other box in the Charges panel will automatically fill with the default check fee. This may be overwritten if required.

If cash is to be provided, this may be entered in the Provide Cash? box.

Discounting

The Transaction Details allow price modification through discounting. By pressing Discount, the Net Total shown may be directly overwritten, or the discount calculated in any of three ways:

Auto-discount alters the Net Total by applying a price discount which depends on the value of gross sale amount, as set up in Preferences. Generally a higher discount % is applied where the gross sale price exceeds predefined price thresholds.

Alternatively a percentage discount can be applied to the sale gross, the value of discount can be stated, or the discounted price directly keyed.

Note that the Discount Calculator will automatically be displayed upon closing the Customer Register after access from the Transaction Details, where that customer has a standard discount scheduled and where the total amount is positive (ie: not a Refund). The standard discount is automatically calculated and the Net Total adjusted, but this may be overwritten by the user.

The Calculator is also available from this window.

The discounting module allows ...

- Choose Auto-discount.
- Choose % Discount.
- Choose currency Discount (eg: \$).
- Provides standard discount rate (%) for customer.
- Choose selling price.

Credit Card Number Verification

Upon pressing the Credit Card button, a list of commonly used cards will be shown. The appropriate card name is selected from this list (or Other may be used - may be changed later). The card number validation frame is shown, into which the credit card number is keyed. The number check algorithm uses the LUHN-10 standard and should work for most if not all cards. In the event of card number rejection, the user should contact the credit card supplier prior to accepting the card as valid. Once accepted, the credit card number is automatically posted to the card Details box.

Note that if an amount is entered which exceeds the Floor Limit (as set under Preferences) a warning will be given, enabling the user to make changes prior to continuing.

EFTPOS

Please note: EFTPOS facility is under development and is currently unavailable.

Currency Convertor

The payment can be accepted in up to ten different user-defined international currencies. The currencies and conversion rates are set and edited within the Currency Convertor, where the amounts of the various currencies tendered are entered in the appropriate boxes. When the correct equivalent value has been reached or passed, a prominent note appears on screen. Clicking OK will transfer the Total (which is in the prevailing currency) to the Cash box on the charge schedule. This may be edited if required.

The currency conversion calculation may appear near the foot of Cash Sale receipts, depending upon the user's settings under Preference. The default conversion provided on prints is that of the uppermost (bold) currency on the convertor.

Customers

Sales receipts, invoices and records may also include customer details. By pressing the Customers button the user activates the Customer Register, where any one of the customers listed may be assigned to the transaction. In addition new customers can be added "on the fly". Customer details will only be printed if the Print Customer? check box is ticked.

Refer to the Customer Register section for further details.

Sale Types

The sale type default setting for the Transaction Details is Cash Sale. However this automatically changes to Refund where a credit is due and is not changeable.

Invoices

Upon clicking the list box, the user may alternatively select Charge (Invoice). This automatically selects the customer register at which point the relevant customer is chosen or added to the register then chosen; otherwise the customer register may be cancelled. Upon selecting the required customer, the Discount Calculator appears wherever a default discount is set for the particular customer in the customer database. After closing the discount calculator, the Transaction Details reappears. Note that the default print setting now is for Printer 1 On. Much of the Transaction Details is now disabled but transaction information may be entered into the Charge details yellow box. This information appears on the Invoice and in Records.

Refunds

Where the gross total is negative, a refund is due. Upon opening the Transaction Details, an option is given to select Cash refund or Invoice refund. Where the original transaction was logged against a particular customer, the refund should also be logged against the customer.

The appropriate refund type should be selected to ensure that the integrity of the Debtors Register - Cash transactions for customers will have been logged, but these allow for full payment of the amount owing, whereas Invoice transactions assume the total amount will be received at a later date. The debtors register tracks these differences, thus requires the appropriate refund type to be identified.

Title and Footers

Print titles and footers for invoices, cash sales etc may be set up by clicking the Title and Footers button; the default text provided should be overwritten as required. Four lines of footer of provided for.

Transaction Cancellation

The Cancel button is used to cancel the entire transaction. If the transaction is simply to be modified, the << Back button allows further items to be added (or negated, by crediting the item).

Alpha-numeric TouchPad

On-screen keyboard may be used to obviate need for physical keyboard during sales.

Toggle Printers

Up to two destinations per printer type may be set. This allows receipts etc to be routed to either one printer or two separate printers. Printing may be switched between Off, Printer A, Printer B or Both Printers. This information is retained for the next and subsequent transactions until manually or automatically changed. The Number of Prints required may also be altered. Printers are assigned under Preferences - Printing 2.

Print Previews

Users may preview their current print format on screen and modify the settings or format.

Other Items

The Ask to continue? check box should be ticked if the user requires confirmation that the transaction should proceed.

The Calculator is also available from this window.

And icon is also provided to allow a connected Cash Drawer to open (depending on settings under Preferences).

The Transaction Details also includes the following features ...

- Gross Total.
- Discount (if applied).
- Not Total.
- Set Cash purchased (cash out).
- Set/Modify Fees/Other
- Set Cash Sale payment amount and means - SabrePoint can accept payment by Cash, Check/Cheque, Credit Card, ..., Other (user-defined field for Vouchers etc) or any combination of these.
- Check the validity of credit card numbers.
- Add details scripts (eg: EFTPOS No) - appear as text in Reports.

Note: The Currency Converter window allows receipting of multiple currencies, converted to the prevailing currency. Conversion details optionally automatically appear as scripts.

- Set Invoice (Charge) alternative to Cash Sale.
- Allows Credits (Refunds)
- Choose or Set Customer detail.
- Alter Print options (optional) - Title, Footer1, Footer2, Customer details.
- Warns if Floor Limit exceeded (Credit Card sales).
- Calculates cash Charge.
- Cash Drawer open (drawer connected to printer).
- Allows Sale cancel (rollback).
- Allows selection of customers (details of which may be entered on the fly).
- Access the Currency Converter for multi-currency receipting. Allows receipt of up to 10 user-defined currencies per transaction. The conversion rates may be optionally printed.

Closing the Sale

Whether using the TouchScreen, Stock Selector, or Sales Schedule, the sale may be progressed by hitting the F12 hotkey or clicking the Done button on the screen. At this stage the Transaction Details window appears with the sales schedule in the background. The Transaction Details shows a Gross Total and allows various method or methods of payment to be used. For Cash sales with no discounting, the amount of payment is entered into the appropriate boxes (typically Cash or Check). SabrePoint calculates and displays the Change (if any) and shows a summary of the transaction made.

The user has a number of options:

- Discounting (applied to the total transaction price).
- Service Charge (allows user-defined % to be applied automatically); optionally a provision for Tips is included.
- Altering the default Title and Footers (defaults are set up under Preferences).
- Assigning the transaction to a customer.
- Accepting payment by any or all of Cash, Cheque, Credit Card (which also has a card number verifier), EFTPOS, and any user-defined type such as Vouchers.
- A Fees/Other (taxable) box is provided, which could be used for a standard delivery charge, for example.
- If cash is to be paid out (eg: with some EFTPOS transactions), a non-taxed box is available.
- If payment is to be accepted in other than the default currency, the Currency Converter window can be accessed. The user should set up applicable conversion rates prior. Conversions can be printed on receipts and invoices (set up under Preferences).
- Icons are provided for manual opening of any connected Cash Drawer (set up under Preferences) and to access the Calculator.
- An on-screen keypad is available to input currency values into the Cash box and so on. Included are single buttons for commonly used amounts and multiplier buttons. A more comprehensive TouchPad is also included and can be used for both values and texts.

Invoicing

Click the list box (defaults to 'Cash Sale') or press F12 if the sale is to be invoiced. The Customer window automatically launches. Choose the required customer (or enter New Customer if required) and click OK. If a standard discount is applied to the customer, the Discounting window displays, where the discount may be altered if necessary. When complete, the Transaction Details window activates again. Enter any details required to appear on the invoice and complete the sale as usual. Printer A is automatically selected for invoices.

The transaction may also be previewed prior to printing. Print details and options may be changed from within the Preview window.

Job Costing

Similar procedures can be used to produce quotations. Turn Job Costing on prior to transaction.

Refunds (Credits)

In the event that the transaction total is negative, the refund can be credited to a customer or processed as a cash refund.

When ready, the Enter key is hit after ensuring that printing is enabled (if required). The user may be asked to confirm that the sale close should continue, depending on whether the Ask to Continue? box is ticked.

The sale is now complete and the Transaction Complete message displayed atop the sales schedule, which now includes additional information on the transaction made. The Enter key is hit to return to the last-used selection mode window.

The user may log in again (if appropriate) or press OK to begin a new transaction.

Auto-Backup (Transactions)

If the Login window is selected and the computer is idle following a completed transaction (the idle period having been selected by the user under Preferences - General), the transaction databases (salestmp.mdb and sales.mdb) will be copied to the AutoBackup folder within your SabrePoint folder. The databases are available for emergency restoration, but as they are overwritten each time the auto-backup runs, care should be taken to select a reasonable backup delay to avoid overwriting with unsuitable data. In addition, all user data and settings files are automatically backed up into the AutoBackup folder whenever SabrePoint is closed.

However, it is recommended that **SP Utility** (which runs each time SabrePoint is closed) be used as the primary backup means.

Transaction Manager

Transaction Manager (Simultaneous Transactions)

The log-in module also controls multi-user and simultaneous transactions (if enabled). Simultaneous transactions may be actioned automatically or may be user controlled. All transacted items in progress, whether local or networked, are temporarily stored in a local database or server database, depending on your setting in Preferences - Networking; your Preferences setting allows a choice of simultaneous transaction being accessible only by your local computer or by all networked computers, in which case the selected items to be purchased are located on your server. The database name in either configuration is localtmp, with the Table name Temporary.

Where Simultaneous Transactions are required, in the situation where computers are simply networked (ie: without any simultaneous transactions in progress), users should switch the Transaction Manager to Auto (check the appropriate box on the Login window). It is unnecessary for the Transaction Manager to be manually addressed. However, where a second or subsequent transaction is required before completion of any other at the local computer, it may be necessary to enable the Transaction Manager to track details of each customer and/or to close the sale to a particular customer. Some examples:

- Suppose a sales assistant is in the process of entering sales for George, but George decides that he wants to buy additional items and leaves the counter. In the meantime, Bill arrives and wishes to make a purchase. Click on the Login icon. If the Transaction Manager is set Auto, simply press OK (Return) and progress Bill's sale as usual. Upon completion of Bill's sale, the Login window duly appears. By this time George is back so we wish to further his sale. The user will click the Transaction Manager button and select Transaction #1 from the list box. Then press OK. Complete George's transaction as usual. When next the Login window appears, the Transaction Manager should again be set Auto.
- In a restaurant situation, there are several tables in use; all of which require individual tracking of food purchases. While the general process will be similar to the above example, there are some differences. In this situation it is appropriate to set the Transaction Manager to Manual to enable ready changing between the various existing customers and addition of new. Use the New button to add a new customer; optionally add details (viz: Table #; Customer name) then hit OK. Progress the new customer transaction as usual; optionally to the point of sale close or partial completion. Whenever purchases for a different existing customer are to be added, simply open the Login window then select the Transaction # for the appropriate customer, whose details are shown in the box. Then click OK and continue as usual.

In this way, individual transactions for many separate customers may be tracked to the point of sale completion or cancellation. The process is valid both for standalone and for networked computers, which have access to all transactions in progress.

The Transaction Manager has two additional buttons: Use the **Clear Data** button to remove all temporary transaction records. Use with caution, as records are not recoverable and may include those items being issued from other networked computers. Clearing in this manner is unusual, but may be necessary for instance after a power failure during the transaction process, where unwanted records may remain when the computer is next switched on. The **Update Details** button is optionally used when the details need to be changed for any particular customer. Pressing OK automatically retains the details currently shown, which usually avoids the need to use the Update Details button.

Because SabrePoint retains all incomplete transactions in a database, the records will be available after incorrect shutdown or power outage. This is useful as it should not be necessary to re-input transaction details. Use the Transaction Manager to identify and resurrect items for their respective customers then continue the purchase process.

Quick Transaction Manager Operation: (available from both the Stock Selector and the TouchScreen). You must have the S/T facility enabled prior. If you require networked computers to access each others' transactions, ensure you have ticked the Allow Multiple user Access? box on Preferences - Networking prior.

- To start a **new** transaction with Transaction Number reference only, press F5 (to launch the Login window), then press Enter. Note: you will need to tick the Auto Trans Manager on the Login window for this operation.
- To start a **new** transaction with Transaction Number and Details, press F5 [optional: press F5 again if the Auto Trans Manager is unticked]. Press Enter, enter customer details, then press Enter once more.
- To continue an **existing** transaction, press F5 [optional: press F5 again if the Auto Trans Manager is unticked]. Select the required existing transaction number from the listbox, then press Enter. Navigate back to the TouchScreen or Stock Selector window.

Transaction Tutorial

Opening SabrePoint

It is suggested that users become familiar with SabrePoint by reviewing the Transaction Tutorial, using the dummy data and settings as shipped. Refer to the various sections of this manual for information on the modules and other facilities available.

Note 1: Be sure to match SabrePoint to your Printer configurations prior to printing sales, receipts etc. Set up under Preferences.

Note 2: SabrePoint has been design to allow extensive use of your keyboard ENTER key. In most cases, it is more efficient to use the ENTER key rather than using the Alt key in combination with the respective underlined letter (eg: Alt+O will normally action any OK button) or mousing the OK or other default buttons.

Note 3: Check the Tooltips by hovering over icons to determine hotkeys if necessary. Hotkeys are normally Function keys on your keyboard which allow fast access to modules.

Dummy data is shipped within SabrePoint and is used to illustrate usage. You can add to, edit and erase this data and adjust the default settings whenever you wish during your learning period - the databases (Stock, Customer, Supplier, Transactions, Sales Summary) should be trashed when you are familiar with the program, following which you will be ready to input or transfer your own data.

Upon opening SabrePoint, the splash screen requests your access password (if enabled). If you wish to use the Multi-User module (also needed for remote data access) a further password will be required. Likewise, a password (key) is needed to use the Simultaneous Transactions module. But during the trial period, multi-user and simultaneous transactions are available by simply pressing the respective OK buttons.

- The Till Balance window appears. Leave blank for now. Click OK.
- The Log In window appears, which defaults to Cash Sale. Click OK.
- The TouchScreen appears (if other default window [as set in Preferences] appears, click the TouchScreen button), complete with a number of items on the buttons. On startup, the items selected always relate to the first Group button (upper left button at bottom of screen) - you may choose any other Group.
- A Toolbar is included on the TouchScreen. Use the ToolTips to identify the toolbar icon action and click the buttons. Many lead on to other windows with additional choices. Become familiar with the facilities available, but at this stage it is suggested that you do not alter any settings or trash any databases.

Opening the Sale

- Set the Auto/Man switch to Manual to allow the user to select the number of items required.
- To issue an item for sale, click any button on which a stock item is described (or simply touch the screen if you have a touch screen monitor). The Price Computer shows the item selected and price. Enter a Quantity into the colored box and press the + button (press the - button for credited items or to negate an incorrectly charged item). If your current selection is incorrect, press << Back.
- The TouchScreen reactivates. Select as many items as you wish in the above manner. Or select items by using the Stock Selector (available from the Toolbar) by double-clicking any item, or single-clicking and pressing Enter. If you have visited the Inventory database module prior, you may know a valid barcode number. Try using your keyboard to enter a valid barcode number and press Enter.
- You may view all the items selected at any time by pressing F11 from either the TouchScreen or Stock Selector window. Or, by unticking the Auto-Return box on the Sales Schedule window, this can be made to happen after each item selection - then press Enter to return to your item selection window.
- Press Done [F12] to finish.

Closing the Sale

- The Transaction Details window summarises the purchase. Try the Discount and other options. You may click the View All button to view all items selected. Turn on Printing if necessary and print the receipt. When satisfied, press OK.
- If required information is missing, you will be prompted before proceeding further.
- If all OK, the details will print (if selected), and the Transaction Completed window appears atop the transaction details. Press Enter and the Log In window reappears, ready for the next customer.

The above describes essentially how transactions are processed using the TouchScreen mode. Try the other modes too, or use a combination of all.

Customisation

But SabrePoint requires user customisation by entry of your own stock, customers, suppliers, preference settings, price groups, price categories etc. These can be set up later. In the meantime, refer to the various sections in this manual and familiarise yourself with the requirements then go through the sale process several more times, then try other options such as:

- Adding Items to the Stock Database.

- Adding images (pictures) to the TouchScreen, or changing button colors and text colors.
- Using the price Category facility to automatically generate selling prices for the different price Groups when AutoPrice is enabled.
- Adding Groups to the Stock Database.
- Adding Customers to the Customer Register.
- Setting up user Names and Passwords and enabling these facilities.
- Using different price Groups and monitor the price changes.
- Entering a Till Float balance.
- Invoicing and Job Costing.
- Regenerating an invoice or cash sale docket.

Reports

Also use the Menu to access the Reports module, and try ...

- Viewing and printing Sales Records Reports and Summary Reports.
- Exporting to Microsoft Excel.
- Exporting ASCII.

Printing

SabrePoint allows a wide range of print options. These are outlined in the various topic areas and include prints for Reports, Sales Transactions (receipting and invoicing), Debtors, Job Costing, Purchase Orders, Inventory items.

TRANSACTION PRINTS

- Sales transactions can be preset to use Roll or A4/Letter printers ... generally set up in the following order:
- After installing your printer(s), it **must be indexed** (Preferences|Printing2|Printer Indexing tab) before use.
- Select Roll or A4 printer (Preferences|Printing1|General tab|Transaction Print Destination frame).
- SabrePoint is shipped to print some commonly-used fields. But there are many more available ... fields and column locations can be set up or adjusted under Preferences|Printing1 using either the A4/Letter Prints or Roll Prints tabs. Note: For more Roll print detail, it is possible to use the more comprehensive A4/Letter settings and direct these to your Roll printer.
- Adjust your print layout using the Print Preview facility on the Transaction Details window. You can make changes to the layout and other printing details by clicking the Change button while in the Preview window before printing to paper.

Transaction Printing Examples

Be sure also to check out <http://www.sabrepoint.com/manual/AssigningPrinters.htm>

Example 1: Print to an A4 printer

- In Preferences - Printing 2, index your printer (Preferences|Printing2|Printer Indexing tab). In the Printer Index Numbers frame, click the List Printers button. All your installed printers and faxes (previously installed by you) are listed. Identify your A4 printer (eg: HP Deskjet) and note the corresponding Index Number (eg: 1). Note: If your printer is not listed, you must first use Windows to install it (Start|Windows Settings|Printers and Faxes, or similar). Close the popup window, and set up your index. In this example, only Printer A needs to be set up. Within the 2x2 matrix, type 1 into the top-left box (ie: A; A4). Filling the other boxes is optional.
- In Preferences - Printing 1 (Preferences|Printing1|General tab; Transaction Print Detail frame), ensure the two upper boxes ('... set roll printer as default?') boxes are unticked.
- In Preferences - Printing 1, click the A4/Letter Prints tab. In the Screen and A4/Letter Prints frame, you will see that a number of commonly-used fields are preset for printing. Initially these may be left unchanged, but should you wish to customise your receipts and invoices by adding or removing fields, the Screen display and Printer output are independently set; typically by first clicking the Screen Sales option button and making adjustments, followed by the Printer Sales button adjustments.
- Other settings will need to be made eventually, such as entering your Company Details; Tax name; required print Header and Footers (see Preferences - Printing 2) but these may be left unchanged for this test example.

When set up, try a sample sale. Select an item and press your F12 key. Click within the Cash Sale box to auto-enter an amount received and, if necessary, use the Toggle Printers button (lower left) until **Printer A On** is displayed. If you require more than one print copy, select the required number from the adjacent Copies list box. Optionally click the Preview button to indicate your print on-screen ... if necessary, click Change to modify your selections (Change opens up Preferences - Printing 2) ... close the Preview when satisfied. Click OK to complete the transaction and print.

Example 2: Print to a Roll printer

- In Preferences - Printing 2, index your printer (Preferences|Printing2|Printer Indexing tab). In the Printer Index Numbers frame, click the List Printers button. All your installed printers and faxes (previously installed by you) are listed. Identify your Roll printer (eg: Posiflex) and note the corresponding Index Number (eg: 0). Note: If your printer is not listed, you must first use Windows to install it (Start|Windows Settings|Printers and Faxes, or similar). Close the popup window, and set up your index. In this example, only Printer A needs to be set up. Within the 2x2 matrix, type 0 into the lower-left box (ie: A; Roll). Filling the other boxes is optional.
- In Preferences - Printing 1 (Preferences|Printing1|General tab; Transaction Print Detail frame), ensure the two upper boxes ('... set roll printer as default?') boxes are ticked.
- In Preferences - Printing 1, click the Roll Prints tab. In the Roll Prints frame, you will see that a number of commonly-used fields are preset for printing. Initially these may be left unchanged, but you may later wish to customise your receipts and invoices by adding or removing fields. Note that some options (eg: Font type) may not be valid if your printer uses Generic/Text only drivers.
- Note that you can use the A4/Letter settings rather than those for the Roll printer if you wish. Should you do this, ensure you **untick** the '... set roll printer as default?' boxes under the General tab. This allows the A4/Letter settings to be directed to your Roll printer and disregards any settings made under the Roll Prints tab.

- Other settings will need to be made eventually, such as entering your Company Details; Tax name; required print Header and Footers (see Preferences - Printing 2) but these may be left unchanged for this test example.

When set up, try a sample sale. Select an item and press your F12 key. Click within the Cash Sale box to auto-enter an amount received and, if necessary, use the Toggle Printers button (lower left) until **Printer A On** is displayed. If you require more than one print copy, select the required number from the adjacent Copies list box. Optionally click the Preview button to indicate your print on-screen ... if necessary, click Change to modify your selections (Change opens up Preferences - Printing 2) ... close the Preview when satisfied. Click OK to complete the transaction and print.

Example 3: Print to two Roll printers

You may have a need to print your invoice to two separate printers ... can actually be a mix of A4/Letter and Roll; the data source for both are the same, as set in '... set roll printer as default?' boxes under Preferences|Printing1|General tab; Transaction Print Details frame.

- In Preferences - Printing 2, index your printer (Preferences|Printing2|Printer Indexing tab). In the Printer Index Numbers frame, click the List Printers button. All your installed printers and faxes (previously installed by you) are listed. Identify your Roll printers (eg: Posiflex and EPSON) and note the corresponding Index Numbers (eg: 0 and 3). Note: If either printer is not listed, you must first use Windows to install it (Start|Windows Settings|Printers and Faxes, or similar). Close the popup window, and set up your indices. In this example, both Printer A and Printer B need to be set up. Within the 2x2 matrix, type 0 into the lower-left box (ie: A; Roll) and type 3 in the lower-right box (ie: B; Roll). Filling the remaining boxes is optional.
- In Preferences - Printing 1 (Preferences|Printing1|General tab; Transaction Print Detail frame), ensure the two upper boxes ('... set roll printer as default?') boxes are ticked.
- In Preferences - Printing 1, click the Roll Prints tab. In the Roll Prints frame, you will see that a number of commonly-used fields are preset for printing. Initially these may be left unchanged, but you may later wish to customise your receipts and invoices by adding or removing fields. Note that some options (eg: Font type) may not be valid if your printer uses Generic/Text only drivers.
- Note that you can use the A4/Letter settings rather than those for the Roll printer if you wish. Should be do this, ensure you **untick** the '... set roll printer as default?' boxes under the General tab. This allows the A4/Letter settings to be directed to your Roll printer and disregards any settings made under the Roll Prints tab.
- Other settings will need to be made eventually, such as entering your Company Details; Tax name; required print Header and Footers (see Preferences - Printing 2) but these may be left unchanged for this test example.

When set up, try a sample sale. Select an item and press your F12 key. Click within the Cash Sale box to auto-enter an amount received and, if necessary, use the Toggle Printers button (lower left) until **Both Printers On** is displayed. Now, to print a single copy to each printer, you need to set the number of copies to 2. If you require two print copies at each printer, select 4 in the Copies list box, and so on. Optionally click the Preview button to indicate your print on-screen ... if necessary, click Change to modify your selections (Change opens up Preferences - Printing 2) ... close the Preview when satisfied. Click OK to complete the transaction and print.

Remember, be sure also to check out <http://www.sabrepoint.com/manual/AssigningPrinters.htm>

OTHER PRINTS

- SabrePoint is shipped to print commonly-used fields. But as for Transaction prints, Sales, Sales Summary, Inventory (stock) and Inwards Goods can print many more ... fields and column locations can be set up or adjusted under Preferences|Printing1|A4/Letter Prints tab.
- When requesting a print, a standard Windows Print dialog appears. Select your required printer and the orientation (Portrait or Landscape)

Orders (transactions in progress) printing

SabrePoint also allows printing of limited-detail non-completed orders; typically used in restaurants where customer drink or kitchen orders are sent to the bar or kitchen printer. To print, press function key F2 when in any of the three item selection windows (TouchScreen, Stock Selector, Sales Schedule).

Printing restaurant bills

This facility may be useful in other situations, but the following example applies to a restaurant table where a diner completes his meal and requests the bill. Meals and drinks have previously been entered for his table.

- Select the required transaction from the Transaction Manager (if used).
- Press F12 to begin closing the sale. The Transaction Details window opens.
- (optional) Click Preview to check the bill makeup.

- Click Print Bill to send bill to Roll printer. Note 1: Prints to Roll Printer 'A' unless user directs otherwise, even if No Printing is selected. Note 2: Can not be directed to A4/Letter printers.
- The bill is given to the diner. If set as such under Preferences|Settings|Price Changing tab|Surcharges frame, the print can include either an automatically applied Service Charge % or space to allow the diner to write in a Tip amount.
- Upon payment, any Tip can optionally be entered prior to closing the sale.
- Close the sale as usual. Optional print receipts for the diner and for the restaurant records.

Purchase Orders

SabrePoint includes a Purchase Order module which can be used for the automated printing of orders to suppliers. Printing is designed to use your own pre-printed letterheaded PO forms - the content and format of prints may be adjusted in Preferences to suit your form layout.

Prior setup required

- Set up supplier details in the Supplier Register.
- In the Inventory Database window there are two options for item selection. Either:
- Tick the Reorder checkbox for each item you wish to order, or Enter Reorder Levels and have SabrePoint automatically select each item where the Reorder Level > Current Stock level.
- In the Inventory Database window, enter the required Reorder Quantity for each item.
- (Once only). Print content and positioning is set up under Preferences - Printing 3. It is best to adjust these later, as described in the next section.

Purchase Order process (Inventory Database window)

- Click Order Form button.
- Select Yes to reorder only those item ticked (Reorder checkbox), or No to have Sabre automatically select items where Reorder Level > Current Stock level.
- In the next window, choose the Supplier for this order and Apply.
- The Order Preview appears, with another window atop. Optionally add other charges (Delivery/Handling) including tax, and the tax rate %. You can also specify the Delivery Date and any other information in Notes. Click Apply.

(This process generally required once only - once set up, all settings are saved ready for quick printing). Preview the completed PO form. All row and column positioning may be adjusted by clicking Change and tweaking - this process may be repeated many times, and the settings you make are automatically saved in Preferences - Printing 3. Test-prints can be carried out as required. Note that the default columns displayed are Inventory Number, Item Name, Quantity to be ordered, Cost/Item excl tax, Tax/Item, Cost/Item incl tax, Total/item incl tax. Also shown at bottom right are Delivery/Handling costs, PO Total incl tax, and PO Total Tax. The user should modify all such detail where appropriate.

When satisfied that the output will fit your PO form, you may then print your orders.

Currency Modes

EURO (Dual Currency) Mode

SabrePoint can be set to produce transaction prints which show values in any of two currencies. Typically these are a local European currency (such as French Francs) and EUROS, hence the term EURO Mode. But any two may be used.

The local currency details are set up under Preferences - POS Settings, including the currency prefix and format required (eg: 2 DP). All primary calculations are undertaken using the local currency, which will also be the currency used when pricing inventory items etc.

The secondary currency (viz: EURO) values are calculated from the primary values and converted using the **first** (ie: top) currency listed on the Currency Converter. So in this case the conversion details for EUROS must be set up in the Currency Converter (accessible through the Menu or Transaction Details window). The format required for the secondary currency is assigned under Preferences - POS Settings). In addition, where the locale requires an alternative symbol for the decimal point eg: a comma (,) this too must be set up in Preferences - POS Settings).

As well as setting up SabrePoint for both currencies, the column print details must be set up under Preferences - Printing 1.

A4 or Letter Prints

For A4/Letter prints, typical settings are available by clicking the Reset button after selecting EURO, but alternative user settings are saved upon Update. Both Screen and Printer settings should be made.

Note that a wide range of fields are available for A4/Letter printing; the user should select any which are appropriate and save using Update. Leave zero (0) where field is not to be shown.

Roll Prints

For Roll prints, the user determines column positioning after EURO selected in the Screen and A4/Letter Prints panel. These settings do not affect screen prints, which are determined in the Screen and A4/Letter Prints panel.

Because of the relatively small paper width of roll printers, only a few fields are available. Leave zero (0) where field is not to be shown.

Single and Dual Tax Mode

SabrePoint can be set to produce transaction prints which show values in either one or two taxes - note that only a single tax is available in EURO mode). Typically these comprise a federal and a state tax. Tax names are set up in Preferences - Printing 2, where tax amounts are set in the Inventory database. Tax defaults for the four price tiers may be set in Preferences - General.

Either one tax or two taxes can be selected for printing.

A4 or Letter Prints

For A4/Letter prints, typical settings are available by clicking the Reset button after selecting STANDARD (by clicking the Euro check box), but alternative user settings are saved upon Update. Both Screen and Printer settings should be made.

Note that a wide range of fields are available for A4/Letter printing; the user should select any which are appropriate and save using Update. Leave zero (0) where field is not to be shown.

Roll Prints

For Roll prints, the user determines column positioning after STANDARD selected in the Screen and A4/Letter Prints panel (which disables the alternative currency boxes). These settings do not affect screen prints, which are determined in the Screen and A4/Letter Prints panel.

Because of the relatively small paper width of roll printers, only a few fields are available. Leave zero (0) where field is not to be shown.

Currency Conversions

Ticking the check boxes Print Currency Conversion? and Add Currency Conversion Formulae? provides conversion details on prints, corresponding to the **top** alternative currency in use in the Currency Conversion module. Generally these conversions are not required in dual-tax countries.

Toolbar

Items and modules available through the Toolbar (located at the right of the TouchScreen) ...

- Activate Stock Selector
- Activate Sales Schedule
- Activate LogIn window
- Activate Menu
- Activate Calculator
- Open Cash Drawer command
- Activate Grid (can be set to auto-activate under Preferences)
- Enter not-on-stock (NIS) items (manual entry)
- Select Price Computer automation (Man/Auto)
- Quit SabrePoint

In addition, use switches near the bottom of the window to Toggle Groups and to Select next dataset within the selected group. A number of these items are described following; refer to the appropriate sections for others:

Non-Inventory (NIS) Items

SabrePoint allows sale of items which have not been listed in your Stock database. Stock Control is disabled for non-stock sales.

- Set Cost price
- Set Selling Price excl tax
- Set Item Name
- Set Tax rate
- Set "Stock No"
- Set Unit
- Provides Selling Price incl tax

Price Computer Automation (Auto/Manual Toggle)

Set whether single-quantity only [Auto] or user-choice of selected item quantity. More information is found under the Selection of Items section.

Cash Drawer Open

Sends pulse to open connected drawer, as configured under Preferences.

Toggle Groups

SabrePoint has a capacity for 40 different price groups. However only 20 groups can be shown at any one time. Either of the 20 groups may be selected by toggling the 1 / 2 button.

Note that at any time, the TouchScreen may be refreshed by clicking the respective Group button as an alternative to the Manual Refresh button (if enabled).

Quitting SabrePoint

SabrePoint may be closed by clicking the Stop icon on the TouchScreen, the Stock Selector, the Sales Schedule, the Splash screen, or the LogIn window. Where incomplete transactions are found in the temporary database, a warning message will appear which gives the user the option to cancel the quit procedure.

In the case of single-user computers, any outstanding transaction items should be completed prior to closing SabrePoint. However in the case of multi-user applications, other network computers may be using the database so care should be taken not to erase records erroneously. Other networked computers may be used to close the sales.

If outstanding transactions are not processed, they will be retained in the database for action (trashing or processing) next time the computer is switched on.

Main Menu

The Menu provides icons and buttons which access most of the SabrePoint modules. In addition, it allows resetting of the current price group, which is typically shipped with Price A setting. Tooltips and some messages may also be enabled/disabled.

User Names and Passwords

This window is used for setting up user log-in names and user passwords. These are optionally used and allow transaction reports by user and for security purposes. User names and passwords are located in a table named **users**; located in the prefs.mdb database.

Set names and passwords in order from the top down.

Provides capacity for 20 different users. Each can be assigned a Password by the Administrator.

- Set user Names
- Set user Passwords

Serial Number Resetting

Each transaction is automatically assigned a sequential serial number which appears near the top of sales receipts and invoices. The serial number is also recorded and available through Reports. The start serial number as shipped is 1001 but this may be changed by the user. Use the Receipts Serial Number icon on the Menu to reset the number. Care should be taken not to set a number series which will overwrite and confuse existing serial numbers in use.

Job Costing serial numbers are sequentially allocated and are not resettable.

Message Boxes

Helpful messages for new users the may pop up after certain actions while using SabrePoint. These are available by enabling the Allow Tooltips checkbox on the Menu. Experienced users should not require the messages so the icon may be disabled.

About SabrePoint

Provides contact, registration and general information about the program supplier.

Trash Inventory

As an option to removal of individual stock items, the total stocklist may be deleted from the inventory database.

Currencies

The Currency Conversion window can be launched. Dual currency users please note that the uppermost alternative currency is used as the second of the two currencies. For example, if your base currency is the BEF (set up under Preferences) and the second currency is the EURO, the EURO conversion rate is set up along the top row of the Currency Converter. Up to nine additional currencies may be manually converted from the base currency.

Inventory Groups

The TouchScreen requires all stock items to be grouped by category (eg: stock items Wham2000; MaxShoot; Masko may be grouped under Toys). Up to 40 Groups (up to 62 items each) can be defined.

Preferences

Accesses user-definable settings (with Admin Password).

Price Groups

Select the default Price Group (ie: Price A, B, C or Special) you wish to use. Generally Price A is standard customer pricing; B, C and Special are reserved for alternative customer types - perhaps with alternative tax rates. Price Groups may also be changed using the Customer Register, but care should be taken to ensure the correct group is used before purchasing items.

Regenerate Transactions

Select your transaction Serial Number. Sabrepoint reproduces the appropriate Invoice or Cash Sale receipt ready for optional printing. Note: If your records are archived or otherwise located at a remote location, set up under Preferences - Networking prior.

Customisation Tutorial

Trashing Databases

It is suggested that users become familiar with SabrePoint by reviewing the Transaction Tutorial, using the dummy data and settings as shipped. Following this, when you feel you are reasonably familiar with the operation of SabrePoint, remove the dummy data and ...

- Trash any temporary transaction records (which may remain after simultaneous transactions or multi-user operations).
- Trash Sales Records
- Trash Inwards Goods
- Trash Sales Summary
- Trash Customer records, including those in the Receipts/Payments module.
- Trash Supplier records
- Erase the dummy Groups and type in your own (at least one group must be entered prior to adding items to the Inventory database).
- Replace the Stock Database with your own items
- Erase the dummy Customers and enter your own.

Initial Setup

- Decide what stock Groups (eg: Common, Racquets, Balls, Fishing, Guns) are likely to be required. Enter up to 40 groups. You may add to or edit your groups later, but any group name changes must be replicated in your stock database (every stock item must be associated with a defined group). At least one group must be set up prior to entering stock into the inventory database.
- Enter some stock items on the Stock Database. The Cost Price, Group, Item Name, Supplier and Stock No (Part #) are the usual minimum requirements. Complete the other boxes if you wish to retain other information. Note that a number of other fields are essential but are populated automatically - see below for note on transferring data files. If you wish to track your stock levels, enter your current stock count and, if required, minimum operating levels. Stock levels below your prescribed minimum levels are alarmed and can be reported on. Alternatively, use Microsoft Access 7 to open the SabrePoint Stock.mdb database file and transfer your existing data to Table1. Note: See section Using MS Access to Transfer Data for requirements when transferring from external databases into SabrePoint. Refer to the appropriate sections in this manual for full information on price setting.
- Set up your Preferences. Preferences are saved upon exiting the windows so will only require resetting if you make changes to your settings.
- (Optional) Set up your user Names and/or Passwords.
- (Optional) Set up your Customer database. Enter the Customer Number, Name and Address details.
- (Optional) Set up your Currency Conversions to allow receipt of various currency types.
- Set up your Supplier database. Enter the Supplier, Name and Address details. Note: at least one supplier should be entered (use a dummy entry if this module is not needed). Be sure to enter a Company name (again, using a dummy name is OK) as a company name is required when entering stock into the inventory database. Alternatively, use Microsoft Access 7 to open the SabrePoint Customer.mdb database file and transfer your existing data to Table1.

Once you have done the above, you're ready to use SabrePoint.

Preferences - General

Refer to other sections within Help for items not covered below.

Access to user settings (preferences) is available from the Menu or the Log In window. An administration password is required to access Preferences. The password as shipped is FRED but this may be changed by the user under Preferences - General.

Security

Typically the system administrator will determine whether user passwords, user names or free access are to be used. If Free Access is selected, any person may log in anonymously (no user name or password required) and undertake transactions. However, if free access is used, the name of the sales assistant will not be shown on invoices, receipts etc, nor will it be shown on reports.

Settings:

- Optionally require password access to launch SabrePoint following Trial.
- Administrator selects from 3 levels of user access: User Password access, User Name access, Free access (no security)
- Select whether the Administrator Password is required to access:
 - Price changing (Discounting and Manual prices)
 - Inventory Database and Inventory Group
 - User Names and Passwords setup
 - Trash Sales records
 - Trash Sales Summary
 - Till access
 - Database Editor access
 - Force login after each transaction (only if Name or Password access selected)
 - Change the Administrator password from the default FRED.

Logging in using User Names and Passwords

If either User Name or Password access is selected, users will be required to enter information into the log in window prior to using SabrePoint. An option exists as to whether or not users need to re-log in after each transaction (user name or password access only). If the Force Login check box is left unticked, the users simply click the OK button to start a new transaction, and they need to Log Out prior to any other user being able to have access. Otherwise users must log in after each transaction completion.

Entry into certain modules, as defined here, can be controlled by the use of an Administration password. A number of modules and facilities can have the administration password assigned - tick the appropriate boxes to restrict user access to the corresponding modules.

Inventory Defaults

Default... values can automatically be inserted when adding new items in the inventory database and are defined here.

Settings:

- Set default Profit %.
- Set Price Groups. SabrePoint allows for up to 4 different pricing structures (including one "special" price) to be used for each inventory item. Any price may be later selected; normally dependent upon the customer.
- Set default Tax % (two non-cascade tax tiers available) for each of the 4 different price categories.

TouchScreen Fonts

The fonts sizes for both the TouchScreen items and TouchScreen Groups used may be set.

Inventory Levels

Control over the way the inventory is handled is set. The default setting is to monitor inventory levels during the sale process, adjusting the inventory database continually. So at any time the stock levels shown on the TouchScreen or inventory list will be correct (although it may be necessary to update the window, especially in the network situation where other users are simultaneously selling the same item). In particular, if the Auto-update TouchScreen check box is ticked, the TouchScreen will always show the correct stock levels in a single-user situation. If the box is unticked, the TouchScreen provides a button for manually refreshing the window thus ensuring the levels shown are correct.

Note that inventory control is switched off during Job Costing. Users must be sure to re-enable inventory control following job costing (a warning message is given).

Settings:

- Enable/Disable Stock Control and Low Level Alarm

Inventory Price Categories

Up to five Price categories may be set, with any one being used for each item entered in the inventory database, as determined by the user's choice made for each item in the inventory database window.

As an example, if the AutoPrice box is checked on the inventory database window, and the item has been allocated Price Category 2 on the window, upon entering price information for group A, the prices for groups B, C and Special will automatically be filled by alternative prices is determined by the figures corresponding to Price Category 2 in the Preferences schedule.

If the Allow AutoPrice by default box is ticked, the AutoPrice box on the inventory window is checked by default, thus the prices for groups B, C and Special are assigned automatically, but this may be changed on the inventory window.

Settings:

- Set values for Price Categories. SabrePoint allows up to 5 pricing categories per Price Group. By assigning each item in the Inventory Database a price category (eg: "2"), the non-taxed selling prices for each of the groups B, C and Special are calculated from Price A; adjusted by the percentage changes as scheduled under Preferences.
- Hint: If you have a fixed price for each item, just complete Price A in the Inventory Database. You do not need to complete other price groups.

Restore Balances

A check box is provided and must be ticked if the information on the Till is to be retained each time SabrePoint is opened. This is the recommended position.

Time Delay

It is possible, though unusual, to set SabrePoint so it automatically displays the Price Computer when set Auto. If this feature is required, the time delay that the price computer is viewable for may be adjusted. For fastest operation, set to 0 (milliseconds).

Inventory Price Entry

The determination of item prices in the inventory database may be made either by Profit or by Price. In addition, if price (rather than profit) is used, the default setting a made here. This is changeable on the inventory database window.

Preferences - Settings

Auto-Discounts

SabrePoint provides a simple means of applying discounts based on total transaction \$ (or other prevailing currency). Up to five different thresholds may be set, each with a corresponding percentage discount. If enabled, the user will be able to apply an automatic discount at the close of sale.

Five price/DC brackets are provided for. For example, a discount of 2.5 % can be applied where purchases exceed \$50; 5 % where \$100 exceeded etc. Selectable at sales time.

- Enable/Disable auto-discounting
- Set price brackets and % discount applying

Floor Limit

A floor limit for use with credit cards may be applied. Some Credit Card companies require merchants to notify them once a certain Floor Limit (transaction total) is exceeded. An audible and visual alarm is given.

Currencies

SabrePoint is shipped with \$ as the default currency to be used. This currency may be changed to any decimal currency, such as Fr. In addition, a suitable currency format can be selected, enabling use of SabrePoint in many countries in the world. The default setting is 2 DP.

The spelling of "check" may be altered to cheque.

Some locales use a comma (,) as their decimal point. This and any other separator is set up here (default setting is the fullstop or period (.)).

The base currency and secondary currency formats are also set. The secondary format is required only if SabrePoint is set for Dual-Currency (eg: local currency plus EURO).

Service Charge

Normally used in restaurants and service industries, a user-defined percentage (eg: 15 %) can be set which will then automatically be applied to the transaction charge when closing the sale.

Tips

Normally used in restaurants and service industries, tips (either in cash or credit card, etc) are provided for.

Default Check Fee

If payment is to be made by check, a default check fee may be included in the charge; the amount as specified here. This fee may be removed or altered at close of sale. Note that this facility is unavailable when Service Charge is used.

Barcode or Inventory Number

Either the barcode or inventory (stock) number is assigned by the user - this enabled prints (typically transaction receipts) to include one or the other. Note that the method selected is also used to identify each inventory item uniquely. Refer to the [Unique Item Identifier](#) section under the Inventory Database topic for more information.

QuickSell

To hasten sales turnaround, any or all of three bypass boxes may be ticked. If the Bypass Transaction Details window is ticked, at the close of sale the user is taken directly to the Transaction Complete window. Any selections which have been preset (such as printing; cash drawer opening) will still function so these may need setting up with QuickSell off (unticked) after which the QuickSell box is ticked. Tick the Bypass Login and/or Bypass Transaction Complete boxes to avoid needing to press Enter when these windows are displayed.

TouchScreen Sort Order

By default, the TouchScreen is populated by items sorted by Item, in ascending order. Other options are available reflecting the field names in the inventory database window. Reverse order may also be a selected.

Select the sort order from:

- Barcode number
- Category
- Cost
- Item name
- Long Description
- Stock (inventory) number

- Supplier
- any of the 5 user-defined Inventory database fields

Inventory Load

Items may be selected by using the inventory list, as opposed to barcoding or using the TouchScreen. Users may select various item identification means from within the inventory list window. However, if the items are to automatically populate the list, the identification means must be set here. The default setting as shipped is by Item Name.

Select from:

- Barcode number
- Item name
- Stock number
- Supplier
- Not loaded (set if auto-populating not required)

Price Rounding

The total charge calculated for a transaction may be rounded to 0.05, 0.10, or 1.00. Where the prevailing currency is \$, this equates to 5 c, 10 c and \$1. Prices may be rounded up, down, or to nearest, as selected with the radio buttons.

Note that rounding as applied to purchases paid by cash only and applies only to 2 DP currencies..

EFTPOS

Please note: EFTPOS facility is under development and is currently not available.

Restoring Balances

Upon booting SabrePoint (after switching off or power outage), the previous Till balance and Turnover data can be restored manually or automatically. Check the box to enable auto-restore.

Cash Drawer

A variety of cash drawers can be accommodated, but these need to be compatible with your printer - SabrePoint has been tested with a cash drawer connected directly to the printer. Cash drawers may be set to open even if no print is made.

While it is possible to connect the drawer directly to a serial port (and the program allows for this), direct serial-port connection (RS232) has not been tested to date so prospective users must satisfy themselves that their particular setup functions satisfactorily.

A number of options are provided, which allow serial drawers, drawer kick without printing, drivers and other settings.

OPOS support is currently not provided for within SabrePoint.

Refer to the Cash Drawer topic for more information.

Preferences - Printing 1

Note: Some roll printers may not print correctly if graphic (eg: TrueType) fonts such as Arial are used with proprietary drivers. If this is the case with your printer, you may need to use a Type 1 font such as Courier, MS Sans Serif, MS Serif and Small Fonts. Alternatively, set your printer to use Generic/Text-only font.

A wide range of data for each report or transaction may be printed. The user sets up print columns for the fields required by typing dimensions in the respective text boxes. Dimensions are in millimetres from the left side of the page or screen - set zero (0) for columns which are not required to be printed. Note that 'prints' applies both to hard copy and screen.

Print Positioning

The position on the page of the Receipts, Invoices etc detail can be set. This position is set immediately below the SabrePoint letterhead by default. Alter if you require alternative positioning (may be required if the user using own letterheaded paper).

Sales Prints

Optionally print any or all transactions.

- Set whether prints will be available by default. Note: this check box is remotely manipulated when selecting or deselecting Job Costing.
- Optionally print currency conversion (eg: print the total sales value in Eurodollars as well as in the base currency) near the foot of dockets.
- Print the currency conversion formulae option near the foot of the dockets.

A4/Letter or Roll Prints

*Set whether to print Roll prints or A4/Letter.

Roll Printer Settings

Continuous roll-type printing is provided as an option to A4 or Letter prints for Receipts, Invoices, Credits and Quotations.

- Set roll print positioning. Adjust mm; test print and adjust if necessary. Note: set at zero (0) where no print for that item is required.
- Set print destinations (ie: roll or A4/Letter printer).
- Set auto-advance roll after print?
- Set roll print font name and size.
- Dual-currency only - set second currency item and total costs.
- Users may require an identifier which shows which transacted items are taxed. The Taxed Item Prefix (typically %) is automatically attached to the beginning of the item name on roll prints.
- An option exists for the way tax(es) are displayed on roll prints. Select between including the tax in the item totals and excluding the tax from the totals; adding as a separate entry.

In addition, there is an option for using Discount Format. This provides an alternative roll print layout with an additional Discount column. Where this is used, the original item price and the discount applied to that item are shown.

All print settings and formats can be previewed and adjusted to suit the user before printing to paper.

Other Print Settings

- The default printing (to printer) font is set to Arial. This may be changed to any available font by clicking the Fill Fonts button and selecting from the list box.

Screen & A4/Letter Printer Settings

- Set font sizes and print positioning for Sales, Daily Sales, Sales Summary, Inwards Goods and Stock database tables. Edit the panel and adjust mm; view window and adjust if necessary. Printer settings generally closely follow screen settings. Preview then run test prints and adjust if necessary.

The user can customise reports which allows alternative columns of data to be printed. Where particular columns are not required, set the print position mm to 0 (zero).

- The Reset button provides typical non-adjustable settings as a guide. Users should use these as bases for their customisation.
- SabrePoint automatically adjusts for optimum screen resolution for 640x480, 800x600, 1024x768, 1152x864 and 1280x1024 pixels. Higher resolutions can also be used, but the user may decide to manually alter mm settings for maximum usability.

Picture Prints (A4/Letter prints only)

Receipts and Invoices etc may include images of transacted items below the transaction details. The user can select the number of images (up to 9 maximum; arranged in a 3x3 layout) and the size. The picture print area is populated in rows from the top left, then from centre left then from bottom left. Hint: Use print Preview on the Transaction Details window to preview the approximate placement and size of prints. Then click the Change button to adjust; continue until satisfied. Note that the images are sourced from the TouchScreen, which must be used (mouse-clickable) if image prints are required. Note also that every image clicked in this manner (up to 9) will be printed (if selected) so the user may need to use one of the other item-selection means to transact those items where image prints are not required.

Preferences - Printing 2

Refer to other sections within Help for items not covered below.

Print Tax Data

Sales prints can exclude tax data; used for countries or states which have no value-added tax.

- Set Tax Names (eg: GST; VAT; Fed; State). Two non-cascaded taxes are provided for.
- Set whether second tax is used. If both taxes are used, a breakdown is available by clicking the Separate taxes on prints? box. Always leave the second tax box unticked if only one tax is used.
- Enable/Disable print tax data.

Sales Print Titles

Different default titles can be stipulated, depending on the type of transaction. Overwriteable at Sales time.

- Set Cash Sale title
- Set Invoice (Charge) title
- Set Job Costing (Quotation) title

Sales Print Footers

Different default footers (positioned after transaction detail to left of page) can be stipulated, depending on the type of transaction. Overwriteable at Sales time.

- Set Cash Sale footer.
- Set Invoice (Charge) footer.
- Set Job Costing (Quotation) footer.
- Set common second footer to be applied to all prints. Note that if the Order No field on the Transaction Details window is used, this footer shows the Order Number.

Company Details

Receipts, Invoices etc will generally be printed on your own company letterheaded paper. However, SabrePoint will print a letterhead if required. Note: Company Name also appears on all Reports.

- Set company Tax No, Merchant No, Name, Address, Contact details.
- Tick the box to enable SabrePoint letterhead.

Index Numbers

Note: Index numbers must be set up for **transaction printing** so prints will be directed to the appropriate printer. Reports do not make use of these index numbers, as they allow the user to print to any installed printer.

SabrePoint queries Windows and lists the available 'printers' (which may include faxes and the like) on a separate window. The administrator or user should note the Index Number corresponding to the printer required, close the window the type the index number into to the appropriate box. This facility allows multiple printer selections for different paper sizes.

Adjust for:

- A4/letter
- Roll

These should be set prior to printing, else a print error may occur. Note that transaction prints may be routed to one, two or both printers (identified as A and B). Be sure to set printer indices for all relevant printers.

Preferences - Printing 3

These settings allow to user to customise Purchase Order layouts to suit company PO forms. Adjust as required ... set field at zero (0) for no printing.

Preferences - Networking

Remote Data Sources

SabrePoint needs to be assigned remote data sources if the computer is used as a Client in a multi-user environment. In fact, the sources must be assigned in any situation where the data resides elsewhere than in your local SabrePoint directory (generally C:\Program Files\SabrePoint).

SabrePoint must be run Local when setting up or changing Remote settings. Where remote data is to be accessed, tick the appropriate Select boxes (generally all should be ticked) and the Remote data paths in use? box; exit and reboot SabrePoint. Log in Remote data (required once-only).

Interlocks

When multiple computers are connected (multi-users) it is highly recommended that the Allow MultiUser Interlock box be ticked. This restricts access to those databases which would otherwise be accessed simultaneously by other users - which could cause records to become erroneous (eg: if two user sold the same item at the same time, then it may be possible for the inventory database to record an incorrect stock level). In the worst case, a conflict may occur which would require the closing and reopening of one computer. Setting the interlock avoids these potential problems, but the tradeoff is possibly increased turnaround times because of the need for networked computers to wait (during this wait a series of beeps may be heard) until the user of the computer which has control has finished the transaction or other duty. If enabled, interlocks are automatically invoked whenever stock is being transacted; customers or suppliers registers are being accessed and at other times such as when serial numbers are being issued.

Note that at present, SabrePoint will not access remote data types other than MS Access (as shipped with SabrePoint). Connection to other data sources (eg: ODBC, FoxPro, DBase IV, Oracle) will be available in the future which will allow a means to directly read and write to inventory, customer and supplier databases in external applications such as accounting packages.

Settings:

- Set path to remote data.
- Specify Paths and Database types for Inventory, Customers, Sales Records and Network, or use default settings.
- Select remote options (Note: Computer acting as Server does not normally use Network Preferences).
- Set Local or Remote data access.

More information is available in the Networking section of this manual. Refer also to your computer manuals regarding multi-user hardware settings.

Regeneration of Invoices

If you wish to regenerate transactions at any future time (Cash Sales and Invoices), set the Path to your transaction databases. Tick the box to allow access data which does not reside in your local SabrePoint directory (generally C:\Program Files\SabrePoint).

Note: Only required where these are not held within your default SabrePoint directory.

Simultaneous Transactions Access

If SabrePoint is set up for Simultaneous Transaction capability (enabled at startup) in a Multi-User situation, items selected and written to a temporary database may be set up in Preferences - Networking to be accessible by any networked computer or just by the local computer. Note that local access only may be result in faster transaction time as selected items are then written to a local database localtmp (Temporary table) rather than the database of the same name which resides on the server when networked.

It is expected that in most situations local access only would be suitable, so the check box in Preferences - Networking may be left unticked. Note that the Preferences setting is disabled when Simultaneous Transactions or Multi-User are disabled.

Defeating the Multi-User Interlock

An option to defeat the Multi-User interlocks is provided and is automatically invoked at when starting SabrePoint if any of the interlocks are found to be engaged. It's purpose is to reset the SabrePoint multi-user interlocks where they are still engaged after a power outage; incorrect shut down etc.

It may thus be necessary on rare occasions to defeat the interlock during the SabrePoint startup process - before any transactions are begun. The user is warned if the interlocks are active on startup and given the opportunity to disable them at the time. The user should be wary of defeating them if others are using the network, however, as they may be legitimately in place due to another user performing transactions. If they are disabled in this situation there is unlikely to be a problem, but the possibility, however remote, of a conflict with another user exists, which may crash any one computer.

Customer (Debtor) Register

This database holds information on customers and is used to assign customers to invoices. It may also be used for cash sales, refunds and job costing. The customer register is accessible from the Transaction Details (where customers' details can be entered or edited "on the fly") or through the Menu. Thus the customer may be identified either at the start, some later time, or finish of item selection. The supplier register is a table named Table1; located in the customer.mdb database.

Entering Customer Details

The Reference Number is automatically assigned by SabrePoint. The corresponding Customer Number is also assigned automatically, but may be overwritten by the user. The Customer Number may include alphabetic characters so existing customer numbers may be assigned.

The Add Customer button is clicked to allow information to be entered into the fields. All contact information fields are optional but should represent the information that is required to appear atop invoices etc. A default discount may be assigned to each customer which will automatically be applied (but may be overwritten) when a particular customer is assigned to a transaction.

The Cycle Add Customer check box may be ticked to allow faster input of customer information where a number of customers are being entered in sequence. If this is ticked, after pressing Update the next sequential reference and customer numbers are assigned, ready for the next customer.

Each customer should be assigned a selling Price Group by choosing one from the list box. Refer to the Inventory Database section for details on allocating groups.

A number of optionally used user-defined fields are available. Whatever information is entered here is recorded on the customer database for further analysis or query by an external database manager (such as MS Access). In addition an optionally used Notes box is provided and the information entered here is available on customer reports.

Editing Customer Records

The Edit Customer button allows the customer details to be edited. Click Update when complete.

Removing Customers from Database

An icon is provided which allows removal of customers from the customer database. A check box is available which allows removal of individual customers - tick if only the selected customer is to be removed; leave unticked to remove all customers. Users should be cautious when deleting records, as they cannot be recovered. For this reason it is often good practice to backup the register prior to record deletion. Note that customer History records should be removed prior to deleting customers from this Customer Database to ensure otherwise redundant history is erased.

Customer Balance

The Balance for each customer (debit or credit) is given. This information is also shown in Reports and in more detail under the Receipting module.

Finding Customers

A facility to quickly find existing customers is provided. Ticking the Auto box and beginning to type into the yellow box allows quick selection of customers based on first few letters of name; company etc.

Alternatively users may use the data control under Navigation to step through the customer database sequentially. The order of customers listing may be changed in the Sort by list box. Note that if a Find is active, the data control will step through only those customers matching the Find criteria.

The Reset button is used to cancel any active Find and to reset the database order.

Customer Reports

A report showing customer details, price Group, Balance (debit or credit) and Notes is available on screen or may be printed. The Total Debt is also provided. This report may be restricted to debtors only by clicking the Debtors button. ... Layby, Receipts and Payments reports are also available.

Receipts and Payments

Clicking the Receipting button (after first selecting a particular customer) accesses the customer Receipting and Payments module. SabrePoint automatically posts details of every sale transaction (excludes job costing) assigned a customer to this module. The module allows manual inputting of receipts and payments and provides a means to view and print the receipting and payments history of the selected customer. The history provides the transaction date, amount charge, amount received, the balance, the serial number, notes, and total balance.

Note that clicking the Close command does not log any details to the database, which must be done using the Apply or OK buttons.

Layby

Also provided within the Receipts and Payments module is a Layby box - if this is ticked prior to details being applied, monies received will effectively be posted to a Layby register which can be viewed or printed at any time by ticking prior. It provides a simple means of logging and detailing payments received for items not yet issued.

Removing Customer History

An icon is provided which allows trashing of customer history records. A check box is provided which allows removal of the currently selected customer's transaction records - tick if only the selected customer records are to be trashed; leave unticked to trash all customers' transaction records. Users should be cautious when deleting records, as they cannot be recovered. For this

reason it is often good practice to back up the register prior to record deletion. Note that customer history records should be removed prior to deleting customers from the Customer Database to ensure otherwise redundant history is erased.

Also shown is the existing balance to date and the new balance following the new payment or receipt.

Supplier (Creditor) Register

This database is constructed similarly to the Customer Register and holds information on and payments/receipts made to/from suppliers. The Supplier register is accessible from the Menu. The supplier register is a table named Suppliers; located in the customer.mdb database.

Entering Supplier Details

The Reference Number is automatically assigned by SabrePoint. The corresponding Supplier Number is also assigned automatically, but may be overwritten by the user. The supplier number may include alphabetic characters so existing supplier numbers may be assigned.

The Add Supplier button is clicked into information entered into the fields. All contact information fields are optional apart from the Company field, which is used by the Inventory database when assigning item suppliers. Enter a dummy supplier name if required.

The Cycle Add supplier check box may be ticked to allow faster input of supplier information where a number of these are being entered in sequence. If this is ticked, after pressing Update the next sequential reference and supplier numbers are assigned, ready for the next supplier.

A number of optionally used user-defined fields are available. Whatever information is entered here is recorded on the supplier database for further analysis or query by an external database manager (such as MS Access). In addition an optional used Notes box is provided and the information entered here is available on supplier reports.

Editing Supplier Records

The Edit supplier button allows the supplier details to be edited.

Removing Suppliers from Database

An icon is provided which allows removal of suppliers from the supplier database. A check box is provided which allows removal of individual suppliers - tick if only the selected supplier is to be removed; leave unticked for to remove all suppliers. Users should be cautious when deleting records, as they cannot be recovered. For this reason it is often good practice to back up the register prior to record deletion.

Supplier Orders Balance

The balance for each supplier (debit or credit) is given. This information is also available under Reports.

Finding Suppliers

A facility to quickly find existing suppliers is provided. Alternatively users may use the data control under Navigation to step through the supplier database sequentially. The order of suppliers with them about as may be set by changing the Sort by list box. Note that if a Find is active, the data control will step through only those suppliers matching the Find criteria.

The Reset button is used to cancel any active Find and to reset the database order.

Supplier Reports

A simple report showing supplier details, Group, Balance (debt or credit) and Notes is available on screen or may be printed. The Total Orders is also provided. This report may be restricted to creditors only by clicking the Orders button.

The Suppliers Register has functionality very similar to the Customer Register. All registered Suppliers are retained in the database and may be listed upon request.

Inventory Database

The Inventory Database (Stock) window is accessible from the Menu. The inventory database stores all information relevant to each stock item. The inventory database is a table named Table1; located in the stock.mdb database.

Adding Items

Hint: Use your Enter button to quickly cycle through commonly used fields.

The Add button is used to add new items into the Inventory database. Each item must be assigned the relevant Group (which is selected from the list box), cost (a default price of one dollar [or other unit] is shown upon clicking Add) and item Name...

Unique Item Identifier

One database field must contain a unique identifier for each item - the user may choose from any of the Inventory Number, the Barcode Number and the Item Name. The selection is made under Preferences - POS Settings (Barcode or Inventory No panel). If the 'Inventory Name is Unique' box is not checked, either the Inventory No or Barcode No (as selected) must be unique (ie: if any item names are replicated, every item must be assigned either an Inventory or Barcode number, which must be set as the unique identifier). If item names are replicated, no more than one item of the same name should reside within each Group, unless inventory control is not required. Note that if the inventory parent/child Linking facility is used, the unique identifier must be the Item Name.

The Unit and Supplier are also important. Other text fields such as Category, Script, Notes and the five user-defined fields are optional. In addition, it is necessary to enter the current Stock Level, Minimum Stock before alarm is raised, and the Reorder Level. The default Price Category should be selected from the list box (see more information later in this section). Note that the Group and Item Name fields must be completed at the time the item is added; other fields may be added later.

The total stock Value of each item is shown.

Customising the TouchScreen

When adding or editing items to the inventory database, the user may also assign different colors to the TouchScreen button backgrounds and texts. In addition, images may be used. Colors are assigned by filling the Text Color and Button Color boxes - any of the 16 QB colors can be assigned to any item ... click the corresponding listbox and select the required number, whereupon the color will show.

If images are required instead of text, these may be copied to the Pictures folder within SabrePoint, where some sample images are provided. Browse to the required image and double-click it. Click Update when ready.

Repeat the procedures for any items required. Next time the TouchScreen is used, the new button colors and/or images are included.

Note that the TouchScreen Groups button colors are assigned under the Groups window.

Price Setting

Depending on the settings made under Preferences, the default price setting means may be by Profit or by Price. This may be changed by clicking the appropriate radio button when in the Add or Edit modes. Note that price Categories and price Groups are explained further in the Setting Preferences section.

Price Setting by Profit

The selling price is automatically determined for a one dollar (or alternative currency) cost price, but depends on the default taxes and profit margin set under Preferences. Once the cost price is set, either or both the taxes and profit may be altered if required. This will automatically alter the selling prices. By ticking the AutoPrice box, any change made to Price A profit will automatically be reflected in price groups B, C and Special; the respective profits altering in accordance with the default Price Category set on this window, which reflects the respective price category percentage changes set under Preferences.

Setting price by profit allows a quick and simple means of determining selling prices.

Price Setting by Selling Price

An alternative to setting price by Profit is to manually set the Selling Prices (either with or without taxes applied). In this mode, the profits cannot be altered manually, but are automatically calculated from the selling price. An Input Price may be applied for each item price group, or by ticking the AutoPrice box the selling prices for price groups B, C and Special are automatically determined.

The input price will include tax if the Tax in Prices? Box is ticked.

Using Special Prices by default

The Special price may be used simply as a fourth price tier for each item, or can be used to override the normal price groups A, B or C. If the Use Special? Box is ticked below the respective price group for any particular item, upon selecting an item during transactions the Special price will be used in place of the standard price for the price group being used. This facility is useful to allow special prices during "sales" whereby the basic prices are retained, but special prices used during the sale period.

Groups

At least one inventory group must be available prior to adding items to the database, although groups may be changed at any time in future. Note that if a group name is changed, it is necessary to allocate all affected items within the inventory database to the replacement group.

An icon is available on the Menu to access inventory groups. Group titles must be into the sequentially within the window; top to bottom, left to right. Up to 40 groups may be allocated. It is a good idea to keep group names reasonably short (abbreviated if necessary) so they fit well on the TouchScreen. Each Group button on the TouchScreen can be assigned colored backgrounds or texts by the user.

Sorts and Queries

A number of different options are provided to allow reports to be generated by different means. In addition, some commonly used reports may be generated by a simple button click: low stock, stock requiring reorder, stock recently added through the Inwards Goods facility and items currently assigned to use the special price. Queries are run for the particular price group selected in the list box. Results of queries may be viewed on-screen or printed.

Refer to the Other Reports section for more information.

Navigation speed through the database may be improved if the Record Count facility is disabled by unticking the Count Records? box.

Hint: Use wildcards (*, ?) in your search - eg: enter ch* to return all items beginning with 'ch', such as 'champagne', 'chinese noodles' etc.

Finding Records

Individual records or record groups can be quickly accessed through the Find facility. Alternatively users may use the data control under Navigation to step through the inventory database sequentially. Note that if a Find is active, the datacontrol will step through only those suppliers matching the Find criteria.

The Reset button is used to cancel any active Find and to reset the database order.

Deleting Items

Individual item records may be deleted by pressing the Delete button. If the total inventory database is required to be deleted, an icon on the Menu exists for this purpose.

Editing Existing Items

The Edit button is used to access and alter existing item details and prices. The facilities available are very similar to those used during the Add Item process. Editing may also be cancelled.

Linking Records

This feature allows items to be tied to others so that say when a box of items ("child") is sold, the quantity will be debited from the associated single-item ("parent") record count. In such situations, the parent count is not changed upon item transactions so should be set zero.

SEPARATE UPC

Where each product has a separate barcode (ie: different UPC for carton from that of bottle etc), each is entered in inventory database as a separate product; each has its own cost structure, allowing multiple prices/taxes etc. For example, if the Cost of a single bottle (Name = Fosters Lager) is 50 c and the sell price = \$2.00, the 6pack could be entered in as \$3.00 Cost, Name = Fosters Lager 6pack, Sell Price = \$9.00 (assuming each bottle is \$1.50 if sold in 6pack). It can be seen that each product will be shown on TouchScreen and on Inventory List, and each can be scanned as a separate product. When selected for sale, the 6-pack stock (set at zero) does not change, but the bottle stock level reduces by 6 items - this is achieved by a couple of extra fields in the Inv db which records the "parent" item (in this case the single bottle product is the parent to the 6-pack). The transaction receipt shows as Qty:1, Item: Fosters Lager 6pack - the receipt does NOT show 6 single bottles.

SAME UPC

Some parent/child items are supplied by the manufacturer with a single barcode for all items. By ticking the Common Barcode box as well as setting the Parent information, when selecting an item for sale a pop-up box is displayed whereupon the user selects the particular product required (in the above example, the choices would be the Carton, the 6-pack and the Single bottle).

Features of the Inventory Database

- Select Group (Up to 40 Groups reside near the bottom of the TouchScreen - set additional Groups if required. Networking Note: The Group database table resides on your data server if you have selected Remote Inventory in Network Preferences).
- Set Item Name (Item Name automatically transfers to TouchScreen upon booting SabrePoint. Keep length to max 50 characters).
- Set Category (optional - used for additional grouping).
- Set Text (Long Description).
- Set Cost (purchase cost).
- Set Unit (eg: per unit; per 100).

- Assign TouchScreen button colors, text colors and/or pictures.
- Set Profit % (if changed from default).
- Set Tax % (if changed from default). Up to two non-cascaded taxes may be applied.
- Set Price Category. Set 1, 2, 3, 4 or 5; depending on settings made under Preferences.
- *Set Barcode number.
- Set Stock (Inventory) No. Note: Tick Auto Stock No box to automatically fill the Stock number with the Barcode No.
- Set Supplier.
- Set Stock Level.
- Set Minimum Stock Level. Note that setting to **-999** (ie: negative 999) will turn stock control off for selected item.
- For each inventory item required, set Force Auto to automatically change the Auto/Man switch on the item selection windows which forces automatic calculation for that selection; reverting to the preceding setting after. Conversely, set Force Man to force a manual transaction. Note that this facility applies to the Stock Selector and to barcode scanning only.
- Set Reorder level.
- Add Notes (memo) field.
- Five user-defined fields. Useful for other text; recorded on database for further analysis.
- Set Selling Prices (up to 4 per item) by:
Profit %
Price (select including or excluding tax)
- Some fields are necessary to allow useful Reports to be produced. Other items may need to be set for other needs.
- Hint: Use your Barcode reader to scan the code into the Inventory Database box.
- Hint: If you have a fixed price for each item, just complete Price A in the Inventory Database. You do not need to complete other price groups.

Note 1: Tick the AutoPrice box to automatically fill Price Groups B, C and Special (ie: when Group A is completed) according to the Price Category (1 to 5) as set up under Preferences.

Note 2: Tick the Tax in Price? boxes if you want tax included in the price being entered; else leave unticked. SabrePoint adjusts the Selling Price Excl Taxes or Selling Price Incl Taxes boxes to suit your choice.

Note 3: Tick the Use Special? boxes if you want the scheduled Special price to override the default entries for Price A, B or C. This feature is useful where certain items are being sold at a reduced price for a limited period (eg: during a "Sale").

Note 4: Do not use fill the second tax boxes if SP is not to be used in the Dual-tax mode. If the boxes are filled when operating in non-dual tax mode, the resultant tax used will be the **total** of the two taxes, which may be erroneous.

Orders Module

SabrePoint includes an automated Purchase Order ordering module. This allows users to choose which items are to be ordered, from whom and at what price. The item list for each supplier can be previewed or printed to your own letterheaded Purchase Order paper.

For information on the steps to be taken, use the Wizard Help.

More

A number of searching, sorting, querying, editing and navigation tools are used, which provide simple operation:

- Sort by most fields.
- Query by most fields; user defined parameter.
- Query by Low Stock Level.

- Query by Special prices.
- Query by Reorder level.
- List and Print all sort/query options for each of the four price groups.
- Navigate First record.
- Navigate Last record.
- Navigate Next record.
- Navigate Previous record.
- Edit entries - use any Navigation button to update.
- Search by Item Name.
- Search by Stock No.
- Search by Supplier.
- Search by Barcode No.
- Search by Category.
- Search by Script (Long Description).
- Add New items.
- Delete individual items.
- Count total records.
- Report on all queries.
- Total value of individual inventory items.

Other Database Tables

Temporary Transactions Database

When an item is selected for sale, the details are written to a temporary database. Other items are added sequentially. Upon closing the sale, the database contents are transferred elsewhere and the particular transaction erased from the temporary database. In the case of simultaneous transactions (where enabled) all items are written to a temporary database.

Different temporary databases are used by SabrePoint in different situations, but the database and table names are fixed at localtmp.mdb; temporary table. The following is provided for interest only:

- The temporary database used during single-user applications is located on the user's local computer.
- The temporary database used during multi-user applications is located on the user's local computer, where the Simultaneous Transactions facility is **not** set up for multiple-user access under Preferences - Networking.
- The temporary database used during multi-user applications is located on the data server, where the Simultaneous Transactions facility is set up for multiple-user access under Preferences - Networking.

Refer to the Simultaneous Transactions section for more information.

Item Serial Numbers Table (stock.mdb database)

This table records all serial numbers attached to inventory items. When sold, transaction date/time, customer Name and Number are recorded. Further information is available under the Item Serial Numbers topic.

Inwards Goods Table (stock.mdb database)

The Inwards Goods window is accessed through the inventory database window. Note that Inwards Goods reports are generated on the Reports window (see Reports topic).

By clicking the Inwards Goods button, users can add stock into the inventory - this requires the inventory item to be set up prior within the inventory database.

The barcode number may be scanned or typed into the input box. Upon hitting the Enter key (automatically performed by the barcode scanner) the user enters the quantity of the new item (default = 1) and presses Enter or clicks the Add Stock button. Alternatively, before completing stock input, the user may tab to the Notes and Supplier boxes and enter information which is transferred to the inventory database module.

As an alternative to the barcode number, a valid stock number may be entered, provided that the Use Stock Number box is ticked prior.

Note regarding Linked Items

Where items are linked to others (refer to the Inventory Database topic) then goods purchased in, say cartons (child) will automatically modify the parent quantity. The carton quantity is unchanged.

Database Editor

The Database Editor is accessible through the Menu and allows viewing and editing of user databases. It offers an alternative means of adding new data, deleting items or changing field contents. It is particularly useful for bulk-editing of the Inventory database stock.mdb and may also be used to selectively erase redundant transactions from the temporary transaction database salestmp.mdb. Note that SP Utility should be used to globally change inventory data; for example, applying a price increase to Price B or for converting local currencies to EUROS.

The default database is the temporary one (salestmp.mdb) used to hold all relevant information on items being purchased. It is identified in the Select Database list box as Current Transactions. Other databases may be selected using this box.

The editor may also be used for viewing (and editing if allowed by the particular database) MS Access databases other than those used by SabrePoint. For example, if a payroll employee database needs to be viewed, this can be done with this facility - however it needs to be copied to the SabrePoint directory in use (normally C:\Program Files\SabrePoint). Set the list box to External; enter the names of the Database and an appropriate Table in the yellow boxes and click View External.

Sorting Records

Records may also be sorted by a number of fields for convenience.

Editing Data

Scroll to the appropriate field and simply overwrite or otherwise alter the contents.

Adding New Data

Click in the first field of the currently asterisked (*) row and begin typing your new data. Use the Tab key to shift to the next field.

Deleting a Record (complete row)

Highlight the row by clicking in the appropriate gray panel corresponding to the row to delete, and press the keyboard Delete key.

Care should be taken using the editor, as data is automatically saved to your database whenever you move off a field.

Sales Records

Sales records report on every item purchased and may be deleted relatively frequently (eg: at the end of each day or week). These are sometimes referred to its daily reports. Sales records are located in a table named transactions; located in the sales.mdb database.

Control over the report output is available to the user: the start and finish report dates may be altered and several built-in query options are provided.

Prior to records deletion, it is suggested that users copy their files to a disk for archiving. The backup utility supplied with SabrePoint may be used for this purpose.

If a report on all the items in the database is required, it is necessary only to tick the All Items box, click Generate then View. Descriptive information on transaction details and on all items sold during the period specified being available on window. A similar procedure is used to print the same information. Additional printed information is available by clicking the Full Report (Landscape) radio button prior to printing.

Specific reports are available by querying the database - use the Query list to select queries by user, customer number, item name, serial number, or stock number. Where the query is by user, the adjacent list box is filled with previously logged user names. Otherwise type in the required query criterion. In addition, reports may be sorted in various ways by use of the Sort by list and the Ascending and Descending radio buttons. Once the query criteria is set, the Generate and View or Print buttons are used.

It should be noted that it is not possible to report using the User Name as criterion unless that specific user has been set up prior in Preferences and transactions have been logged against that user.

Grouping Records

Like records may be grouped. For example, all items with a similar name could be grouped and totalled prior to the next item analysis. On screen, each group is treated to a separate page or pages; when printing to paper, each group follows the previous without necessarily changing pages.

Trashing Records

The Trash Sales Records icon is used for deleting all Sales records. Prior to records deletion, it is suggested that users copy their files to a disk for archiving. The backup utility supplied with SabrePoint may be used for this purpose.

Export to Microsoft Excel

After generation, the results of queries may be exported to Excel as long as MS Excel is installed on the user's computer. The file produced for the sales records is named by default as XLSales.xls. The user is prompted into a location for the file to be stored. Once a file is written, at any time open MS Excel to view and manipulate the contents.

Export Text

After generation, the results of queries may be exported as text files (.csv). The files produced for the sales records is named SPSales.txt. Unlike exporting to Excel, the file is stored within your SabrePoint folder, in a separate subfolder named ImportExport. Once a file is written, at any time open any text editor (eg: MS Word) to view and manipulate the contents.

Each time a report is exported, the file is overwritten.

Reports

SabrePoint offers comprehensive reporting on individual Items and Totals. All reports are simple to use and obtainable with mouse-clicks - no knowledge of query language is required by the user as all have been pre-programmed. All Reports are printed to Letter or A4 paper; the orientation selectable by the user. All Reports may be exported to Microsoft Excel or to a Text file.

A4/Letter Portrait ...

- Sale Date
- Sold By (user)
- Item Name (Description)
- Stock No
- Quantity purchased
- Cost per unit (incl tax)
- Gross Cost (incl tax)

A4/Letter Landscape ...

All A4/Portrait, plus:

- Tax Paid

- Profit (excl tax)
- Serial No
- Customer No

Also ...

- Set Dates or select All Dates
- Preset Queries by User, Customer No, Item Name, Serial No, Stock No, All Items
- Choose View all queried records
- Choose Print all queried records
- Choose Trash all records

Note: Sales Records (records of each individual item sold) are typically retained for a short period (say one day or one week) and then trashed. Prior to trashing, it is suggested records be printed and possibly backed up onto a floppy drive.

Example: To generate a Sales Report

1. From TouchScreen, click Menu icon (spanner) on Toolbar, or press [F4].
2. Click the Reports icon, or press [F9].
3. Type in password FRED
4. Under "Sales Reports" frame, check "All Items" box. Press "Generate".
5. Press "View" to see a report on your recorded sales.
6. Do similar with Sales Summary, which condenses Sales totals to one line per transaction.

Sales Summary

The sales summary summarises all the items of each transaction into a single line which is recorded. Sales summary records are located in a table named summary; located in the sales.mdb database.

Typically the sales summary records are retained for one month or longer before deletion. Control over the report output is available to the user: the start and finish report dates may be altered and several built-in query options are provided.

Prior to records deletion, it is suggested that users copy their files to a disk for archiving. The backup utility supplied with SabrePoint may be used for this purpose.

Sales Summary records are generated, edited, deleted and manipulated in a manner very similar to that used in Sales Reports. Refer to the Sales Reports section for further information.

Grouping Records

Like records may be grouped. For example, all items with a similar name could be grouped and totalled prior to the next item analysis. On screen, each group is treated to a separate page or pages; when printing to paper, each group follows the previous without necessarily changing pages.

Trashing Records

The Trash Sales Summary Records icon is used for deleting all Sales Summary records. Prior to records deletion, it is suggested that users copy their files to a disk for archiving. The backup utility supplied with SabrePoint may be used for this purpose.

Export to Microsoft Excel

After generation, the results of queries may be exported to Excel as long as MS Excel is installed on the user's computer. The file produced for the sales summary records is named by default as XLSumm.xls. The user is prompted to into a location for the file to be stored. Once a file is written, at any time open MS Excel to view and manipulate the contents.

Export Text

After generation, the results of queries may be exported as text files (.csv). The files produced for the sales summary records is named SPSumm.txt. Unlike exporting to Excel, the file is stored within your SabrePoint folder, in a separate subfolder named ImportExport. Once a file is written, at any time open any text editor (eg: MS Word) to view and manipulate the contents.

Each time a report is exported, the file is overwritten.

Reports

A4/Letter Portrait ...

- Sale Date
- Gross
- Discount
- Sale (Net)
- Cash Out
- Other
- Total
- Profit

A4/Letter Landscape ...

All A4/Portrait, plus:

- Tax 1
- Tax 2
- Serial No
- Payment Types - provides received amounts and means

Also ...

- Set Dates or select All Dates
- Preset Queries by User, Customer No, Serial No, Type (Cash Sale etc), All Items

- Choose View all queried records
- Choose Print all queried records
- Choose Trash all records

Note: Sales Summary records are retained for a longer period - perhaps for several weeks or for the year. It is suggested records be printed and possibly backed up on a floppy drive prior to trashing.

Other Reports

Inventory Reports

Stock level reports are available for on-screen viewing or printing. The default report produced is for all items within the database. The range of pre-built reports include:

- Low Stock level. Reports on all items where stock levels have reached or are less than the Minimum Stock level set in the inventory module.
- Reorder level. Reports on all items where stock levels have reached or are less than the Reorder level set in the inventory module.
- Specials. Reports on all items which are currently set to use the Special price as set by the Use Special? boxes in the inventory module.
- User-defined. Reports based on user queries on a wide range of inventory fields are available.

Note that the list box containing the Price Groups is used only for the built-in queries and has no effect with user-defined queries.

Print to any installed Windows or Generic printer.

Customised Inventory Reports

The user can also customise reports by querying and sorting the database by Barcode No, Category, Cost, Item, Price Category, Reorder level, Script, Stock Count, Stock No, Stock Value and Supplier. In this way user may, for example, produce a report which shows only those items with a total stock value which exceeds \$1000.

Built-in list boxes are provided which give a simple means of extracting the records, so the user requires no knowledge of SQL. Print to any installed Windows or Generic printer.

Inwards Goods Reports

Inwards Goods can be queried, sorted, previewed and printed in much the same way as the two sales reports. Refer to the Sales Records topic for information.

Print to any installed Windows or Generic printer.

Customer Reports

Print to any installed Windows or Generic printer.

Includes Debtor and Layby reports. Refer to the Customer Register section for information.

Supplier Reports

Print to any installed Windows or Generic printer.

Refer to the Supplier Register section for information.

Till Balance Reports

Users may print end-of-day reports to their printer (to any installed Windows or Generic printer) by accessing the Till window, selecting Details then Print.

Backing Up and Restoring Data

Using SP Utility

Upon exiting SabrePoint, a dialog box allows the user to back up data and settings. SP Utility is recommended for:

- Backup of data, settings and user preferences
- Restoration of data, settings and user preferences
- Upgrading to the latest version of SabrePoint

Refer to the appropriate section in this manual for information on these.

Also may be used for:

- Database repair
- Database compaction

SP Utility allows the user to select databases to repair and compact. As a general rule, ...database compaction (recommended on all databases) should be performed routinely; for example weekly. Compaction also attempts to repair any corrupted data.

SP Utility is a separate executable program and must be located within the user's SabrePoint folder (typically C:\Program Files\SabrePoint). It can be located and run at any time that SabrePoint is not in use.

Note: SP Utility may be updated from time to time. Always use the version of SP Utility shipped with your version of SabrePoint or a later version, but please read <http://www.sabrepoint.com/textfiles/spupgrad.txt> before using a later version. The latest version of SP Utility is available on our Web site <http://www.sabrepoint.com/downloads.htm> under the Upgrading section

Database Compaction and Repair

As you change data in a database, the database file can become fragmented and use more disk space than is necessary. Periodically, you should use the CompactDatabase method to compact your database to defragment the database file. The compacted database is usually smaller and often runs faster.

In a multi-user environment, other users can't have the database open while you're compacting it. If the database isn't closed or isn't available for exclusive use, an error occurs.

Because CompactDatabase creates a copy of the database, you must have enough disk space for both the original and the duplicate databases. The compact operation fails if there isn't enough disk space available.

The CompactDatabase method copies all the data and the security permission settings.

Compacting the database also attempts to repair any corrupted data. This method attempts to repair a database that was marked as possibly corrupt by an incomplete write operation. This can occur if an application using the Microsoft Jet database engine is closed unexpectedly because of a power outage or computer hardware problem. The database won't be marked as possibly corrupt if you use the Close method or if you quit your application in a usual way. The method also attempts to validate all system tables and all indexes. Any data that can't be repaired is discarded. If the database can't be repaired, a run-time error occurs.

When you attempt to open a corrupted database, a **run-time error usually occurs**. In some situations, however, a corrupted database may not be detected, and no error occurs.

Some types of databases can become corrupted if a user ends an application without closing Database or Recordset objects and the Microsoft Jet database engine correctly; Microsoft Windows doesn't have a chance to write data caches to disk. To avoid corrupt databases, ensure use is made of the STOP icons to close applications and shut down the system, which ensures that all cached pages are saved to the database. In some cases, power supplies that can't be interrupted may be necessary to prevent accidental data loss during power fluctuations.

Backing Up Your Data

Refer to Using SP Utility prior to backing up your data.

SP Utility is optionally launched when SabrePoint is closed (or at any other time, as long as SabrePoint is closed). Once launched, the user may opt to back up all or any data files, system settings and user preferences:

- Inventory database (including Inwards Goods)
- Customer and Supplier database
- Local and Global Preferences

- Sales and Sales Summary
- Language textfiles
- Temporary data
- SP Barcode (if located within your SabrePoint folder)
- Includes your SabrePoint registration password information.

Note: Version 1.7.0 (released 4 Jul 01) and later includes an Auto-backup facility which automatically saves all user settings and data to an AutoBackup folder within your SabrePoint folder. It is highly recommended that the user continues to back up manually using **SP Utility**, but Auto-backup may be useful for emergency data recovery, in cases where normal backups have not been made.

Backup Process

- Launch SP Utility. It is highly recommended that your data is backed up daily.
- Select the drive (eg: zip) and folder to back up to (eg: C:\ or A:\ etc).
- It is recommended that the data is compacted prior to backup (ensure the checkbox is ticked).
- Select the databases to backup (recommended all) and click **Backup**. Wait for the finish message.
- Close SP Utility.

Note: While it is possible to back up your data using other means, it is highly recommended that SP Utility be used as this simplifies the process, ensures all necessary files are backed up, and allows simple restoration of backed up data, settings and passwords in case of disk failure etc.

Restoring Data

Refer to the SP Utility Backup topic prior to backing up your data. If upgrading, refer also to Upgrading to the Latest Version topic.

SP Utility is typically run by locating and double-clicking **utility.exe**, which resides in your current SabrePoint folder. Once launched, the user may opt to restore all or any data files, system settings and user preferences:

- Inventory database (including Inwards Goods and Item Serial Numbers)
- Customer and Supplier database
- Local and Global Preferences
- Sales and Sales Summary
- Language textfiles
- Temporary data
- SP Barcode (if located within your SabrePoint folder)
- Includes your SabrePoint registration password information.

Restore Process

- Launch SP Utility.
- Select the drive (eg: floppy) to restore from (ie: the location of your backed-up data); the backed up files will be restored to the current SabrePoint folder (typically C:\Program Files\SabrePoint).
- Select the databases to restore (normally all) and click **Restore**. Wait for the finish message.
- Close SP Utility and run SabrePoint in the normal manner.

Restoring your Password: If you uninstall (using Windows Uninstaller) then reinstall to the same folder, SabrePoint should automatically run in Registered mode - your passwords are retained. Otherwise, as long as you have backed up your data using SP Utility, just Restore using SP Utility and all should be fine. Note that if you don't wish to restore your data and settings, and wish only to restore your password, you can untick all boxes then Restore - this restores only your password information.

Note: Using SP Utility to restore your data should also allow your existing passwords and access keys to be used. In the event that new passwords are required, please advise your Code Number to SabrePoint Software and new numbers will be issued.

Upgrading to the Latest Version

Refer to the Upgrading topic prior to upgrading to the latest version.

Upgrading to the Latest Version

Refer to the Using SP Utility and Restoring Data topics prior to backing up your data.

Only the **latest** version of SabrePoint is available from our Web site. As this may use data fields which differ from those of the existing databases, it is suggested that the user take a screenshot of each Preference window prior to restore, in case manual "tweaking" of settings is required after Restore is used. For the most part though, all user data and settings is retained and transferred to the new format.

There are two means available to lift previous versions to the latest A) by downloading and installing the latest Full Version, or B) by using the WebUpdate facility on SP Utility. Most users will find the WebUpdate facility the easiest and quickest to use, but please read the notes on both topics to see which is best for you.

Upgrading procedures are outlined in a text file spupgrad.txt. This file is available at <http://www.sabrepoint.com/textfiles/spupgrad.txt>

Importing and Exporting Data

Important Notes:

- 1) In case of failure, always make a backup copy of your textfile data and your SabrePoint data files prior to importing or exporting.
- 2) As the Import/Export routines are based on commas (,) separating each field, it is essential that your data contain no commas. It is suggested that users replace any commas with semicolons (;) prior to importing or exporting data. Because of this limitation, the Import/Export facility may not be appropriate for locales which use the comma (,) as a decimal point. In some situations quotation marks (") and double-quotation marks ("") should also be avoided.

Imports and Exports are made to/from the ImportExport folder residing within your SabrePoint folder.

Importing Data

Programs such as MS Access, MS Excel and many accounting packages can readily export data in the form of CSV textfiles and users should refer to their application's manuals for information if required.

SabrePoint's SP Utility (utility.exe) includes an Import facility to transfer data from such external textfiles to SabrePoint database tables. The facility may be useful for new users who currently have data in MS Excel, MS Access, textfiles or other formats. In addition, data from external accounting packages which can produce csv textfiles can be imported into SabrePoint (which can also export to accounting programs - see Exporting Data topic later in this section).

Importing procedure:

- Run SP Utility and open the Import/Export Interface window. SP Utility can be run from the Connection frame when opening SabrePoint (restricted to the Import/Export interface window) or when closing SabrePoint. In addition, SP Utility may be run at any time SabrePoint is not running by opening utility.exe, which must be located in the SabrePoint folder.
- Choose the SabrePoint Table Name into which to import, then change the Textfile Name to that of your corresponding file if necessary.
- SabrePoint allows up to 20 fields per record to be imported and exported. The textfile to be imported must be standard comma-separated variable (csv). For example, the following text record has the compliant format:

```
,,,Coca Cola 250ml,1.00,,,,,,,,,1.81,1.99,.,.,.
```

In the above example only 4 of the 20 fields used contain data. While the order of the used textfile fields is not important as such, the number and order of the corresponding SabrePoint table fields **must be identical**. In this example, if 'Coca Cola 250 ml' is the item name, '1.00' the item cost, '1.81' the sell price excluding tax, and '1.99' the sell price including tax, then the SabrePoint Field Name boxes must be filled as follows:

```
(empty)
(empty)
(empty)
Item
Cost
(empty)
(empty)
(empty)
(empty)
(empty)
(empty)
(empty)
(empty)
(empty)
(empty)
PriceExclTax
PriceInclTax
(empty)
(empty)
(empty)
(empty)
```

- In this example all 20 fields are used - this does not have to be the case. Change the 'Process first xx fields' box to limit the number of fields transferred - this box automatically changes to match that of the last listed item, but may be restricted further by the user.
- The SabrePoint inventory field names may be assigned by clicking the required textbox (turns yellow) then selecting from the Field Names listbox.
- If the textfile includes field names at the top, tick 'Import has Header row?'. SabrePoint will then ignore the first row.
- Select the Import mode

- To clear the selected SabrePoint records and import all textfile data, tick the 'Replace all records' checkbox and click Import.
- To retain the selected SabrePoint records and add all textfile data, tick the 'Append to existing records' checkbox and click Import.
- To replace only those SabrePoint fields for which have corresponding textfile fields, tick the 'Replace selected records based on ...' checkbox, select a unique field name which exists in all records in both the textfile and SabrePoint, and click Import. **Note: It is essential that a unique field name which exists in both files is chosen else data will not transfer correctly.** SabrePoint uses the unique field name (typically Item, BarcodeNo or StockNo in the case of the Inventory table) to locate the record to be changed and replaces all data in that particular record with valid data from the corresponding textfile record. Existing SabrePoint table fields will not be overwritten when empty fields are encountered in the textfile. Note that this procedure may take a few minutes; depending on database size.

Updating the SabrePoint Inventory Database

Following inventory import, if any prices, taxes or profit margins have been altered, it is important that users click Update Inventory Database and update the stock.mdb Inventory table. This procedure recalculates all pricing, tax and profit margin fields based on the criteria selected - typically the recalculation would be based on Selling Price Including Tax so criterion A1 or A2 may be appropriate. The user should take special note of the fields to be recalculated as shown under Calculation Order and select the most appropriate recalculation criterion. Normally after import, the Multiplier will be set at 1 and the calculation applied to All.

Exporting Data

SP Utility (utility.exe) includes an Export facility to transfer data from SabrePoint database tables to textfiles. The facility may be particularly useful for users who wish to export SabrePoint inventory, customer etc records to external accounting packages. Please also read the Importing topic, which covers certain special import/export file matching requirements.

- Run SP Utility and open the Import/Export Interface window. SP Utility can be run when closing SabrePoint, or at any time SabrePoint is not running by opening utility.exe, which must be located in the SabrePoint folder.
- Choose the SabrePoint Table Name from which to export, then change the Textfile Name to that of your corresponding file if necessary.
- SabrePoint allows up to 20 fields to be imported and exported. The textfile created will be standard comma-separated variable (csv). SabrePoint will create new textfiles or alternatively overwrite existing ones of the selected name.
- The SabrePoint inventory field names may be assigned by clicking the required textbox (turns yellow) then selecting from the Field Names listbox.

In the below example only 4 of the 20 SabrePoint fields are to be exported. The order of the used fields should be chosen to correspond with the textfile import order of the accounting package where appropriate. If fields are used as in the following example,

```
(empty)
(empty)
(empty)
Item
Cost
(empty)
(empty)
(empty)
(empty)
(empty)
(empty)
(empty)
(empty)
(empty)
PriceExclTax
PriceInclTax
(empty)
(empty)
(empty)
(empty)
```

the textfile record output would be in the format:

```
,,,Coca Cola 250ml,1.00,,,,,,,,,1.81,1.99,,,,
```

where 'Coca Cola 250 ml' is the item name, '1.00' the item cost, '1.81' the sell price excluding tax, and '1.99' the sell price including tax.

Exporting

If required, tick the Export Header to include the SabrePoint Field Names at the top of the output file, then click Export as CSV. This will create a csv textfile of the SabrePoint data set, with field names in the top row. The textfile may be opened with any text editor such as Notepad.

Using MS Access 2000 or XP to transfer data to your Inventory database

This section covers the special requirements when transferring data manually into the Inventory table of stock.mdb. Note that the data transfer procedures shown should not be needed if users use the Import/Export facility included in SP Utility.

Open Access 2000 and the SabrePoint database table (... stock.mdb; Inventory). Open your existing database and copy the data in to stock.mdb. Please note that there are some rules regarding the SabrePoint inventory database:

- The Group field must be filled (max 50 characters). Groups must match those inputted in your SabrePoint Group Titles window.
- The Cost \$ field must be filled (could be dummy amounts if profit calculations are not required).
- The Margin field must be filled. This may be achieved as follows:
 - 1) One way is to cycle through each item of your SabrePoint Inventory database and manually key in your Sell Price (then click Next to go to the next item etc). This will calculate the Profit % and write it to the Margin field in the database.
 - 2) The other way is to write directly to the Margin field in Access 2000. The best way to achieve this is to use Excel to calculate the profit % (from your sell and buy prices) then copy to Access.

It is essential that the Margin field of the database is filled (either automatically or manually as described above) or no profit will be calculated.
- The Item description field must be filled (max 100 characters).
- The LowStockAlarm field must be completed with minimum stock levels. If these are unknown or not required, enter 0 (zero numeral).
- The InclTax \$ and ExclTax \$ fields must be filled (make the same if no tax).
- Apostrophes (" and ') and pipes (|) are not acceptable within the database fields (these will cause errors when generating Reports).
- Avoid also the use of the ampersand (&) as this shows as an underscore (_) on the TouchScreen.

Note that fields from T1 (ie: all those to the right of and including T1) do not require user input. These are either automatically filled, spare or are redundant.

Networking

Why Network?

Note: SabrePoint has both Multi-User and remote data accessing features. Multi-User and Remote data users require a Multi-User license after the trial period, available as an option; without which only the standalone local database features are available.

SabrePoint can be run simultaneously on several computers. However, there is little benefit in this unless all machines access a single data source - typically the Inventory, Customer and Supplier information will be retained solely on a single machine acting as the data server. This allows any connected computer to view or modify (where authorised) the centrally-held data, typically:

- Inventory stock counts and low level alarms (automatic) during sales
- Inventory item records such as descriptions, prices etc
- Customer records
- Supplier records
- Sales records

So in practice a business might have 2 or more computers networked together, with one acting as the server and carrying the inventory database (stock.mdb), the customer and supplier databases (customer.mdb). Any sales performed, at any computer, will debit the single inventory database. Additional customers, suppliers and stock items can be added at any machine; the data being retained on the server. It can be seen that it is much preferred that the data is held on one machine and not duplicated - if each machine held its own databases, it would be impossible to have real-time information available, and unnecessary replication of data would be needed.

An example: The business manager can remotely access (eg: by modem or ISDN) his business POS records from his/her home in real time. His/her home PC connects as another client with full access to the data stored on the server. He/she may review the data; download it; print reports etc.

SabrePoint's Multi-User option provides real benefits to multiple-counter businesses.

Setting Up The Network

Where one machine is used as a data server (recommended network means), it should retain a copy of all files. Refer to the section on Software (under System Requirements) for file location requirements.

Refer to your LAN sales outlet for information on how to install a network (our testing has been performed on Ethernet 10 Mb/s). For multi-users, ensure the databases are set Shared to avoid conflict.

Occasional remote users might consider Windows 95 Dial-Up Networking as an option, but as the transfer speed may suffer due to modem limitations, this may not be suitable for normal use.

Setting Network Preferences

Note: The database prefs.mdb contains a number of tables; both Global and Local. The Global tables contain your inventory Groups and track the transaction Serial Numbers (these reside on your server rather than your local machine during networking sessions), while the Local table contains Networking settings such as remote server Name etc.

Clients ...

- Ensure your network is connected and running correctly.
- Potential Network clients (ie: those connected computers not being the server) must log on LOCAL, and set their preferences up under Preferences - Networking. Users then need to close SabrePoint and re-open.
- Upon rebooting, click on Remote. This will connect your computer to the databases selected under Network Preferences. Depending on your settings, your computer will read and write to the server while connected to the network.
- If you wish to revert to Local databases, re-open SabrePoint; this time logging in Local (rather than Remote).

Server (non-dedicated) ...

- Ensure your network is connected and running correctly.
- When booting, click on Local. This ensures your computer accesses its own databases. It also allows clients to access the server's data.
- Use your server computer as you would any connected computer.

Networking Tutorial

This topic takes the administrator through the normal procedure to network two or more computers. Ensure your computers are connected to your network (refer to your Windows and Network documentation).

File Sharing

The SabrePoint files on the **server** must be shared. One way ...

First, ensure Sharing is enabled (Win 95/98 example; Win 2000 has sharing enabled by default):

- 1) Right click Network Neighborhood; Properties
- 2) Click "File and Print Sharing" button
- 3) Tick "I want to give others access to my files" box. OK.

Then, share your Drive (note: you could share just the SP folder as an alternative to the whole drive):

- 1) Open My Computer
- 2) Right-click C-drive icon and select Sharing. (Note that if it has a hand under the drive, it is already shared) or, if sharing SabrePoint folder only: Right-click SabrePoint folder and select Sharing.
- 3) Click "Shared as" option button
- 4) Type in a ShareName. Anything OK, but it needs to match that specified on your SP clients (specify in Preferences - Networking).
- 5) Access Type = Full. OK.

Installation

Install the downloaded sp2000.exe (or EasiPOS97.exe) file onto your server. Thus all files will be installed on the server. Exception: If you do not intend to use SabrePoint directly from the server (ie: you wish to use the server as a data source only), you only need certain data files on the server - refer to the Software section. Note that the file prefs.mdb **must** reside on the server (even though the user may choose not to use the server as the data source for Preferences settings).

Note that the Auto-Backup feature only backs up local drive data, so ensure the server data is backed up in multi-user situations, as it solely holds most of the user data.

Install (the same or different) sp2000.exe (or EasiPOS97.exe) on each of your clients. Some of the data files will not be required if you never want to access data locally from your clients, so they may be optionally discarded.

Note: Each installation will generate a different random number on TryBuy - this number serves as the base both for single-user, multi-user and simultaneous transaction passwords. A password must be requested for each networked computer. While these will be different initially, the administrator may then overwrite them by installing a single, user-defined password on all machines so access will be the same for all.

Configuring the Network

Your server is already configured (see above) and requires no further change. Each client must point to data files on the server.

Here's how:

- Open your client for LOCAL file access. Navigate to Preferences - Networking. You need to set up your remote computer information.
- Set Location of (path to) SabrePoint folder; normally [\\ServerName\ShareName\FolderName](#), or [\\ServerName\FolderName](#) (where ServerName is the name specified in Control Panel\Network\Identification tab on the server; ShareName is as defined under File Sharing topic above; FolderName is "Program Files\SabrePoint" by default (do not include the speech marks and do not include any trailing backslash). Normally, all Location boxes will show the same path.

As an option to typing the full path when setting the Location, the path may be mapped, then the Drive Letter inserted in the Location fields ... for instance, using My Computer|Tools|Map Network Drive, choose the next available drive letter (eg: G:). Then type path as G:\Program Files\SabrePoint (as an example).

- The Connect To boxes are currently unused and have no effect.
- The Database and Table names should normally be left as shipped. ...
- Check the right hand boxes (assuming you want all databases to be accessed from the server).

Reboot the computer. Upon rebooting, enter password (not required during trial) and click on Remote. This will connect your computer to the databases selected. Depending on your settings made, all computers can now read and write to the server while connected to the network.

If you wish to revert to Local databases, reset your Network Preferences and reboot SabrePoint. You will of course need all data files on your local computer.

MultiUser Interlocks

The multiuser interlocks are designed to avoid conflicts when users simultaneously attempt to access the same database table. They effectively avoid this scenario, but the tradeoff is some speed reduction in some situations. The following shows the main uses of the interlocks ...

- Stock interlocks - other users locked out (beeps) with:
- Inventory Add New - resets on Cancel or Update
- Inventory Edit - resets on Update
- Inventory Grid opened - resets on grid close
- Item selection First stage (a few milliseconds only)
- Item selection Second stage (normally <1 second)
- Items sale (ie: OK button pressed) - until Transaction Complete shows
- Database Editor - from when Inventory or Inwards Goods tables selected; resets when other table selected or when window closed.

Apart from these, there are other, separate interlocks which handle Customers. Suppliers, Serial No issue. These work much in the same way.

Job Costing (Quotations)

SabrePoint may be used for Job Costing (Estimates or Quotations) by clicking the Job Costing radio button on the Log In window. Once clicked, a warning message appears which shows that stock control has been disabled. When changing back to sales, a further message appears which gives the user an opportunity to restore stock control.

Job costing is performed in much the same way as ordinary transactions, whereby items are posted as transactions. To include labor and transport etc in your costing, dummy entries in the inventory database could be included - this will allow such items to be posted in much the same way as physical items. Otherwise the Manual Items (not-on-stock) window may be used for adding these resources.

Note that Job Costing can be enabled at any time through use of the radio button (if the simultaneous transaction feature is enabled) so care should be taken to ensure that items scheduled for normal purchase are not inadvertently switched to job costing items, and vice versa.

Job Costing items are not posted to the Records or Customer databases; neither can they be resurrected at a later date as is possible with ordinary sales.

Simultaneous Transactions are not available with Job Costing.

Customer Pole Displays

The pole display is used (optional) to show customers each item Name and Cost during the purchase sequence and the Total Price when closing the sale. Welcome and Thank you messages (user defined) are also available.

SabrePoint supports the Posiflex PD-2200 pole display connected to a serial port and configured in any of the Noritake, EPSON or Futaba emulation modes, using an external 7.5 V power supply. Other brands may prove suitable, but have not been tested to date.

How to set up

1. Identify an unused Serial port and configure your Preferences (POS Settings; Hardware tab; Customer Pole Display frame) as follows ...

- Emulation - Noritake, EPSON or Futaba. Note: Aedex mode not supported.
- Char/row - set characters/row (default = 20 for PD-2200 Noritake)
- Port - set the available serial port previously identified (normally 1 or 2)
- Settings - set communication parameters (normally 9600,N,8,1)
- Script - two boxes available; in the upper box, type in your Welcome message (to be displayed when transactions are not in progress). The lower box allows for a Thank you message to be displayed after closing the sale. You may need to type some spaces between words to fit the characters on the lines correctly. The maximum number of characters and spaces matches the Char/row and the number of rows (eg: 40 for the PD-2200).
- Tick the Enable checkbox.

2. Ensure a spare serial port is available and plug the serial connector in.

3. Connect the display to the power supply and switch on.

Using the Customer Display unit

Once set up, the unit should function automatically.

Hardware Suppliers

SabrePoint Software does not supply hardware or 3rd party software. Prospective users may try:

Note: We have tested a several brands of peripheral hardware with our system. Included is a comprehensive range manufactured by a world leader in POS systems, Posiflex (Mustek Corporation). Posiflex outlets are in Australia, China, Croatia, Germany, Japan, Netherlands, New Zealand, Saudi Arabia, South Africa, Spain, Taiwan, USA, United Kingdom. Visit www.posiflex.com.tw for contact details in your country.

Receipt (Roll) Printers

- Positech Wholesale Ltd (Posiflex products), Unit 2, 1 Homersham Place, PO Box 39 056, Christchurch 8005, NZ www.positech.co.nz or www.posiflex.co.nz
- Cashflow Retail Systems Ltd (EPSON products), 13 Morningside Dr, St Lukes, Auckland, NZ (PO Box 1996, Auckland, NZ). Ph +64 9 846 9933, Fx +64 9 846 2305, email cashflow@iconz.co.nz
- EPSON, <http://www.epson.com>
- Star Micronics (NZ) Ltd (STAR products), 64 Lunn Ave, Mt Wellington, Auckland, NZ (PO Box 6255, Wellesley St, Auckland, NZ). Ph +64 9 570 1450, Fx +64 9 570 1448, email shane@star.co.nz , www.star-micronics.co.jp/products/proct_e.htm
- Posiflex www.posiflex.co.tw for links to your country.

Cash Drawers

- Positech Wholesale Ltd (Posiflex products), Unit 2, 1 Homersham Place, PO Box 39 056, Christchurch 8005, NZ www.positech.co.nz or www.posiflex.co.nz
- Cashflow Retail Systems Ltd (EPSON products), 13 Morningside Dr, St Lukes, Auckland, NZ (PO Box 1996, Auckland, NZ). Ph +64 9 846 9933, Fx +64 9 846 2305, email cashflow@iconz.co.nz
- EPSON, <http://www.epson.com>
- AGP, <http://www.cashdrawer.com>
- Logic Controls, email mikeroff@logiccontrols.com
- Posiflex www.posiflex.co.tw for links to your country.

Touch screens

- ELO Touchsystems www.elotouch.com Also www.redflex.com.au
- KEYTEC Inc (Magic Touch products). Ph 1 800 MAGIC 89 or 972 234 8617, Fx 972 234 8542, email sales@magictouch.com or <http://www.magictouch.com>
- Silvertouch, email info@silvertouch.co.il or <http://www.silvertouch.com>
- Mass Multimedia Inc, <http://www.touchscreens.com>
- Touch Screens Inc, Ph 800 753 2441 or 770 921 8436, email scott@randomc.com

Barcode Scanners

- Positech Wholesale Ltd (Posiflex products), Unit 2, 1 Homersham Place, PO Box 39 056, Christchurch 8005, NZ www.positech.co.nz or www.posiflex.co.nz
- SAITO Solutions Ltd (SAITO products), PO Box 37 693, Parnell, Auckland NZ. Ph +64 9 377 9315, Fx +64 9 309 2017, <http://www.saito.co.nz>
- Metrologic Instruments Inc, <http://www.metrologic.com>
- Posiflex www.posiflex.co.tw for links to your country.

Customer Pole Displays

- Positech Wholesale Ltd (Posiflex products), Unit 2, 1 Homersham Place, PO Box 39 056, Christchurch 8005, NZ www.positech.co.nz or www.posiflex.co.nz
- Posiflex www.posiflex.co.tw for links to your country.

Cash Drawers

There are several methods of opening your Cash Drawer ...

Connection A. Drawer connected direct to your receipt (roll) printer

Connection B. Drawer connected to a serial port

Connection C. Drawer connected as a printer (a Generic/Text Only printer is installed, and "printed to" by Printer B in SabrePoint)

In general, if a Roll Printer is being used, either of the Connection A options is preferred. Connection B may be useful if no receipt printer is connected and a spare serial port exists on the local computer. Otherwise connect the drawer as a Generic/Text Only printer (either serial or parallel; either Local or Networked) and configure Printer B in SabrePoint to "print" to it (Connection C).

Please download the [EPSON Technical Guide](#) from our site if you have any difficulty setting up your drawer. This guide is useful not only for Epson, but a wide range of cash drawers. Refer also to <http://www.sabrepoint.com/manual/AssigningPrinters.htm> for useful screenshots showing the various means of connecting hardware.

Connection A. Generic/Text Only Printers

Note: The following applies only to cash drawers connected directly to receipt printers. Allows drawer to open automatically upon transaction.

Step 1: Set up printer:

Go to your Printers folder (Start, Settings, Printers). Click on the Generic/Text printer (if installed) or install one if necessary (refer to your Windows user guide if necessary). Right click on Generic/Text Only printer. Go to Properties. Select the Device Options tab. (Note: procedure shown may be slightly different with some versions of Windows).

Type your control characters into the Begin Print Job box (these may vary depending on the type of cash drawer in use but will be shown in your Cash Drawer manual). To achieve this, hold down the ALT key then enter the desired ASCII characters Decimal equivalent on the **numeric** keypad, then release the ALT key. For example, the EPSON drawer requires `<ESC>p0{` or similar to open the drawer. This can be entered by pressing the Alt+27, Alt+112, Alt+48, Alt+125, Alt+125. Click Apply - in the box, `<ESC>p0{` should be displayed.

If something other than `<ESC>p0{` is displayed, it may be that you need to use HEX (rather than Decimal). So as an alternative to Alt+27, Alt+112, Alt+48, Alt+125, Alt+125, type in `<1B><70><30><7B><7B>`. Include the `<>` brackets. Click Apply. In the box, `<1B>p0{` should be displayed. Note that the Posiflex PP3000 printer literature running in EPSON emulation expects `<1B><70><30><7D><7D>`, which displays `<1B>p0{`, but either `<7B>` or `<7D>` should be satisfactory (the last two characters provide the Time ON and Time OFF resp).

Note: There are a number of other fields under Printer Properties (eg: font sizes; paper sizes under Device Options). There are normally left unfilled or the default settings used, as necessary instructions are provided by SabrePoint.

Once set up, click the OK button.

Step 2: Set up SabrePoint:

In SabrePoint Preferences - POS Settings|Hardware (Cash Drawer Opening panel), tick 'Connect drawer to printer' box, and if required to open if no printing requested, 'Kick without printing'. The words 'Generic Driver' should be shown in red above.

Close the window. Your drawer should now operate upon each transaction (and whenever the Drawer Open icons are clicked).

Connection A. EPSON TM-range Drawer Kick

Note 1: The following applies only to cash drawers connected directly to receipt printers.

Note 2: Other cash drawers which use a special "control" character may also be suitable for this facility.

If you use an EPSON TM-series printer and compatible drawer, you may use the custom driver and associated files supplied by EPSON. This allows ease of setting up the kick drawer command, and allows graphics print outputs. Note: You may need to set the EPSON printer as the Default, as the driver may override the SetPrinter code in SabrePoint.

Install the drivers supplied with your printer. Under Cash Drawer Opening panel in SabrePoint Preferences - POS Settings, tick the 'Windows driver or Serial' box, and the 'Connect drawer to printer' box, and if required, 'Kick without printing'. Set the Char Type to **Alpha** and in the Character box (Char), insert letter **A**. 'A' allows a 50 ms opening pulse, but if this isn't sufficient to reliably open your drawer, letters B, C, D or E may be used (each adds an additional 50 ms). Note: Instead of a letter A to E, some references indicate the use of the character **Ÿ**, generated by typing 152 on the numeric keypad while holding the Alt key down.

In the Control Font box, enter the word **control**.

Close the window. Your drawer should now operate upon each transaction (and whenever the Drawer Open icons are clicked).

Receipt (roll) printers/drawer combinations tested to date:

EPSON TM-U210D Dot Matrix Serial printer, tested with CD520 cash drawer
EPSON TM-T88IIP Thermal Parallel printer, tested with CD520 cash drawer
Posiflex PP3000S (Star SP312 emulation) Dot Matrix Serial printer, tested with Posiflex CR4100 cash drawer

Connection B. Drawer connected to Serial Port

On Preferences - POS Settings (Hardware tab; Cash Drawer Opening panel)

1. Tick only the 'Windows driver or Serial' box. Also tick the 'Kick without printing' box if no receipt printing is required. The words 'Serial Connection' should be displayed above the boxes.
2. Set your Port number (an unused port; generally 1 or 2) to correspond to the physical port you have connected to. Set your communications parameters as given in your drawer User Guide (typically 9600,N,8,1).
3. Set the Char Type either as Chr or Chr\$. Set your Character (Char) according to your User Guide, but typically any numeral (eg: 8) will do. Set Pulses to 1 (although this can be increased if the drawer kick period is insufficient to reliably open the drawer).
4. The Control Font is not used so any data in the box will be disregarded.

Your drawer should now open any time a sale is closed or when any of the Open Drawer icons are clicked.

Serial-connected drawers tested to date:

Posiflex CR4101 Serial cash drawer

Connection C. Drawer connected as a Printer

This feature treats the drawer as a printer (Printer "B" in this example). Steps to connect:

SET UP PRINTER:

1. Set up a new local Generic/Text Only serial printer (Note: parallel cash drawer untested to date). Name it 'CashDrawer' best.

[2. Deleted]

IN SABREPOINT:

2. Go to Preferences - Printing 2 (Printer Indexing tab) and set both Printer B indices to your new CashDrawer index (always use Printer B for the drawer). If you also have a REAL printer in use, make this Printer A (this may have been done already).
3. Go to Preferences - POS Settings (Hardware tab) and tick only the new checkbox ('Use Printer B for serial-connected cash drawer'). Leave others unticked ... the text boxes in panel also unused.

When items are transacted, printing (on Transaction Details window) needs to be set to 'Printer B ON' if there is no physical printer (ie: only the cash drawer), or 'Both Printers ON' if both a physical printer and a cash drawer are connected. Remember, Printer B is now the drawer.

Your drawer should now open any time a sale is closed or when any of the Open Drawer icons are clicked.

Drawers connected as printers tested to date:

Posiflex CR4101 Serial cash drawer

Roll Printers

A wide variety of Roll (Receipt) printers may be used - refer to your printer User Guide for assistance. Also, please [download](#) the Star SP200 Printer Manual. The download includes information on using the Generic/Text Only driver, which is useful for a range of printers including Star and other brands.

Please note: If the selected small printer is a **DP8340 series** or a **SP200 series**, the Generic / Text Only Printer Driver must be used. The DP8340 and SP200 series printers do not print graphics. If it is found that proprietary drivers will not work satisfactorily, then the roll printer may be set up as a Generic/Text Only printer. This may apply to a number of inexpensive printers of differing brands.

General hint: After setting up, if excess paper spews before or after print, try setting the paper size to something other than the default (eg: set Custom). To do this, go to Printer Properties; Printer Preferences; Advanced then scroll through Paper Size list. If Custom not available, try Folio or some other non-standard size.

Frequently Asked Questions

- What if I have a hard drive failure and I lose SabrePoint in the process?
- Will I lose my passwords or registration numbers if I need to reinstall?
- How can I get more information on my Transaction prints and Reports?
- Can I import/export data from/to my accounting package?
- How do I apply a global change to my Inventory database?
- Why doesn't my serial cash drawer or customer display work?
- Why does SabrePoint crash when starting up or when accessing the Groups window?
- When I make changes to my Preferences, why doesn't this have any effect?
- Why do I occasionally have more than one copy of SabrePoint running?
- I need to give the IRS a sales Tax Schedule. Is this possible?
- I'd like my receipts to be printed to a Roll printer. How do I do this?
- What's an easy way of replacing the shipped dummy Inventory data with real data?
- Can I use new versions of SabrePoint?
- Some items have barcoded Serial Numbers. Can I track issue of these?
- Does SabrePoint handle Service Charges and Tips?
- What Multi-User restrictions are there?
- My computer is networked. Why does it sometimes lock up and beep continuously?
- Our government has just increased the VAT rate. How do I handle this?
- Many of my inventory item costs have changed. How should I update the database?
- Tell me more about the Transaction Manager (Simultaneous Transactions)
- At present, SabrePoint automatically selects only one of each item I choose. Can I select other quantities?
- How do I get the my printer-connected Cash Drawer to kick open?
- My computer sometimes reports it is short of memory! Why is this?
- Why can't I put a decimal point in a textbox?
- What's happened to my prints after I upgraded to the latest version?
- How do I get a Touch Screen to work?
- Every time I try to print to my printer, my fax (or something else) software runs instead! Why?
- How can I view the databases?
- I'd like to transfer my inventory data from another database I'm using. Is this possible?
- What if a customer decides not to buy an item after selection during a transaction?
- How do I order and purchase (register) SabrePoint?

- What support do you offer?
- Can I change my SabrePoint optional password?
- Can I upgrade later from the Single-user version to Multi-user?
- My Inventory item prices don't appear as I set them. Why?
- Can I access a database remotely?
- Would you explain more about the Price Groups and Price Categories?
- How are the taxes assigned to item prices?
- How do I set up our computers for Multi-user operation?
- Where can I get information on Touch screens, Cash Drawers, Roll Printers, Customer Displays and Barcode Scanners?
- How do I alter the Price Categories, Tax rates, Security and so on?
- How come my stock levels aren't reducing when I transact items?
- SabrePoint includes sound. How do I get these to go?
- How do I contact SabrePoint Software?

Q: What if I have a hard drive failure and I lose SabrePoint in the process?

A: You will need to reinstall SabrePoint. If you wish to retain your current version of SabrePoint, you will need to have a copy of your original SabrePoint installer (normally called sp2000.exe or EasiPOS97.exe) - if not, you will need to download the latest version and upgrade. You will also require a full backup set of your data files and settings if these are to be retained. Refer to the Transferring of Data topic for full information on restoring your data and upgrading.

If you lose SabrePoint and have no backup, we can't do much about your data files, but download the latest version and re-register free with us (if within 3 years of initial registration). The importance of routinely backing up your data files using SP Backup can be seen.

Note: All essential data and settings files are automatically backed up to the AutoBackup folder (located within your SabrePoint folder) each time you exit SabrePoint. While this should not be your main backup means, it may prove a lifesaver!

Q: Will I lose my passwords or registration numbers if I need to reinstall?

A: No, not usually. If you uninstall (using Windows Uninstaller) then reinstall to the same folder, SabrePoint should automatically run in Registered mode - your passwords are retained. Otherwise, as long as you have backed up your data using SP Utility, just Restore using SP Utility and all should be fine (but also see the preceding topic). Note that if you don't wish to restore your data and settings, and wish only to restore your password, you can untick all boxes then Restore - this restores only your password information. Note: If you haven't backed up, just email us for a new registration number if needed.

Q: How can I get more information on my Transaction prints and Reports?

A: SabrePoint is shipped to provide display of commonly-used data. Users should always select their particular requirements from the wide range of available fields on Preferences - Printing 1.

Q: Can I import/export data from/to my accounting package?

A: If your accounting program can export data using the standard comma-separated format (csv) and import same, then importing and exporting should be achievable through SP Utility, which is generally launched at startup (for importing) and at shutdown (for exporting).

Q: How do I apply a global change to my Inventory database?

A: Click Update Inventory Database on SP Utility; set your criteria and click Calculate. This allows, for example, tax to be increased from 10 % to 12.5 %, or selling prices to be increased by 5 %. Also may be used to convert local European currency to the new EURO. There are a number of different pricing hierarchy scenarios available to meet most global change requirements.

Q: Why doesn't my serial cash drawer or customer display work?

A: Firstly, check your external power supply and comm port connections. Also check you settings in Prefs|POS Settings|Hardware for your device. Make sure your comm port matches that chosen. If all appears OK, it is possible your Comm port has been disabled by Windows (this has been known to occur for no apparent reason!). Access 'Ports' through your Start Menu. For Win 2000, go to Settings|Control Panel|System|Device Manager|Ports and select Disable. Click OK then open the Ports dialog again. Click Enable Device and follow instructions. Note: For non-Win2000 OS, the method may vary slightly.

Q: Why does SabrePoint crash when starting up or when accessing the Groups window?

A: You probably need to uncheck the 'Color TouchScreen buttons' box on the Splash Screen. Note: If you leave the checkbox unchecked, you will still be able to use custom images (pictures) on your buttons, but will not be able to change the color of the button backgrounds or texts. Refer Opening SabrePoint topic for more information on requirements if you want **colored** buttons.

Q: When I make changes to my Preferences, why doesn't this have any effect?

A: This may appear to happen if you have more than one instance of SabrePoint running. One way this can occur is if you have attempted to use **colored TouchScreen buttons** without having MS Office installed prior. You need to close the old instance of SabrePoint (Ctrl+Alt+Del; select SabrePoint then End Task) then all should be fine. Make sure you uncheck the 'Color TouchScreen (requires MS Office)' box on the Splash Screen when you run SabrePoint.

Q: Why do I occasionally have more than one copy of SabrePoint running?

A: It is possible to run more than one instance of SabrePoint on any computer, but this may lead to poor system resource management (especially with Windows 95, 98 or Me) which may lead to partial display of graphics; texts etc so should normally be avoided. It is possible the user will inadvertently open a second or subsequent copy, as SabrePoint may run hidden if other programs are activated while SabrePoint is running. For this reason, it is generally best to minimize SabrePoint before activating other programs. The Task Manager (Ctrl+Alt+Del) can be used to check for multiple copies.

Q: I need to give the IRS a sales Tax Schedule. Is this possible?

A: Yes. All sales are retained in two database tables: Transactions and Summary within the Sales database. Reports can be produced using SabrePoint which provide the tax paid per item, or per transaction. In addition, Reports can be exported to MS Excel (requires XL on the user's computer) or as csv text. Included in the XL and text outputs are two fields which retain any tax adjustment for each item, ie: when sell prices are set in the Inventory window either the sell price including tax (or more likely the sell price excluding tax) is sometimes rounded to the default format (typically 2 DP - set up under Preferences) in line with normal accounting procedures. This rounding does not necessarily provide the exact tax rate, which is always less than a half-cent different (up or down). SabrePoint retains the difference in the two tables for provision to the IRS if requested. In the event of an overall discount being applied to the transaction, no changes are made to the initial rounding calculation.

Q: I'd like my receipts to be printed to a Roll printer. How do I do this?

A: First, from Preferences - Printing 2, click the List Printers button. Take a note of the Index No corresponding to your Roll printer, then close this window. Within the Index Numbers frame of the Preferences - Printing 2 window, enter the Index No in the Roll Printer box. Use a similar procedure for other printers. Also you will need to adjust the Roll Print column positioning (Preferences - Printing 1) and output to suit your printer paper.

Q: What's an easy way of replacing the shipped dummy Inventory data with real data?

A: One way to reset the databases for your products is:

- 1) Clear the Inventory database stock.mdb (from Menu)
- 2) Clear the Group Titles (accessible from Menu). Add your own titles. Note: You must add Group titles prior to adding inventory items.
- 3) Go to Inventory database window. Messages may appear indicating that the database is empty. Ignore these and click AddNew button. Select the appropriate Group from the dropdown box then add your inventory item data. Click Update when complete.
- 4) Repeat Inventory database entries for your products. Add to your Groups if you wish. When finished go back to the TouchScreen, where all your products are available. Remember to back up your databases.

Note that if you choose to restore previously backed-up data, SP Utility (Restore facility) will automatically overwrite all [dummy] data in your current databases.

Q: Can I use new versions of SabrePoint?

A: SabrePoint Software continually enhances SabrePoint. All registered users are free to download the latest version from our Web site for a period of 3 years following registration; following which an upgrade charge may be made. A word about versions: Unless otherwise available from our Web site, upgrading is best performed by replacing all user files with those of

the latest version, following which your existing data and settings are written to the new database tables. Note: SP Utility **must** be for backing up and restoring your files to ensure seamless password, data and settings restoration.

Refer to the Upgrading to the Latest Version topic prior to upgrading.

Q: Some items have barcoded Serial Numbers. Can I track issue of these?

A: SabrePoint provides numeric serial number tracking. Numbers can be associated with inventory items, and attached to customers at sale time.

Q: Does SabrePoint handle Service Charges and Tips?

A: SabrePoint allows automatic (user-defined %) service charges to be applied to sales; alternatively manual tips can either be entered into the transaction (eg: credit card tips) or retained outside the transaction (cash tips). In addition, bills can be printed prior to receipting which provide for tips to be written in by customer.

Q: What Multi-User restrictions are there?

A: The program is designed to allow multiple users simultaneously, with automatic avoidance of conflicts. If we didn't build interlocks in, conflicts could otherwise occur when more than one user is trying to write to, say, the Inventory database at the same time. So we've built protection in to avoid this. We also needed to restrict user access when the inventory levels are being updated during a sale - otherwise what could happen is that a second user could resell an item when there is none available! The stock count may also get out of kilter.

The number of users connected is limited only by the network configuration and number of licenses purchased, but a practical number of users actually performing transactions or other database write functions at any one time should be restricted to perhaps 5 or 6 to avoid unnecessary delays. In particular, if a user selects an item with the Auto/Man switch set Manual, the selection process should be completed quickly (say within a few seconds), as during this period there are limitations on the functions other users' computers can perform. Similarly, it may prove more suitable to add a large variety stock to the inventory database at times other than when other users are performing transactions (this will also keep your stock levels correct too!). Likewise for the customer and supplier databases.

Note that it is possible for the user to **switch off** the multiuser interlocks. Refer Preferences - Networking.

Each networked workstation requires a unique temporary password initially, and registrations are controlled through this means. But following registration, all workstations would generally be given the same access password by the customer. ...

Q: My computer is networked. Why does it sometimes lock up and beep continuously?

A: It's not a lockup actually - your computer is cycling while waiting for another computer to finish its process. The interlock will release automatically in due course, but every machine can remove the interlock at startup, where a message appears if it is currently engaged. Note: Even single-users may experience the MU Interlock being engaged if the computer is shut down incorrectly - if this happens just defeat the interlock at start.

Q: Our government has just increased the VAT rate. How do I handle this?

A: Use the Update Inventory Database facility on SP Utility. Choose scenario C1 or C2 (or D1/D2 if you wish to change the optional second tax); set your tax increase (eg: if your tax rate has increased from 10 % to 12.5 %, set the multiplier to 1.136363636); choose to apply to all price groups or selected ones; then click Calculate. SP Utility runs through all database items and edits prices based on your selection.

Q: Many of my inventory item costs have changed. How should I update the database?

A: For a small number of changes, use the Inventory Database window and edit each item cost. Another way is to use the Database Editor then change each 'Cost' to the new amount. If you wish to apply a factor to all items within a price group, use the Update Inventory Database facility on SP Utility. Choose scenario F1 or F2; set your cost increase (eg: if your costs have all increased by 20 %, set the multiplier to 1.20); choose to apply to all price groups or selected ones; then click Calculate. SP Utility runs through all database items and edits costs based on your selection. Note that SP Utility can be used to adjust records based on changes in tax, cost, sell prices (with or without tax), or margins.

Q: Tell me more about the Transaction Manager (Simultaneous Transactions)

A: Simultaneous Transactions allow users (standalone or networked) to perform transactions for any number of customers at the same time - ie: there is no need to close the sale for a particular customer before starting a sale for the next. It is anticipated that busy shops; restaurants etc will benefit from use. The facility is provided free during the Trial, but after the Trial period, as an option which requires an electronic key (password) to be purchased for each computer requiring the facility. The key only needs to be used once unless the facility is switched off later, in which case the key is reused to reset the system for simultaneous transactions. Refer to the section **Opening SabrePoint** for more information.

Refer to our Web site <http://www.sabrepoint.com> to purchase a key.

Q: At present, SabrePoint automatically selects only one of each item I choose. Can I select other quantities?

A: Yes. On the TouchScreen, click the Auto/Man toggle button (set to manual). Now when you use SabrePoint, you can type in (TouchScreen users can use the on-screen keypad) any quantity. If you have the Price Computer set to Auto, you may alter

the time the window is displayed on screen, by adjusting the Delay button on the Price Computer - when set 0 (zero) as shipped, the price computer is not displayed. In addition, the default quantity selected can be changed to a value other than '1' by changing the Default Quantity field on the price computer (eg: to select two of each item when set Auto, change the Default Quantity to 2).

Q: How do I get the my printer-connected Cash Drawer to kick open?

A: Firstly, refer to the Cash Drawers topic of Help. If you still don't succeed, visit our Web site <http://www.sabrepoint.com> and download the EPSON Technical Guide. While specifically for EPSON printers and drawers, it is very useful as a guide to the configuration of other manufacturers' equipment too. To view the guide, you must have the Adobe Acrobat reader installed - if you don't have this, refer to our site for download details.

Q: My computer sometimes reports it is short of memory! Why is this?

A: On ...occasions users have complained that their computer runs short of "memory" (system resources actually) when using SabrePoint - this problem is not at all peculiar to SabrePoint, and may occur when a number of other applications (including those in the System Tray) are also open. Many programs these days put their icons in your system tray during installation; each icon represents a running program that's using RAM and other system resources. Many are not required nor desirable - they increase Windows boot time too. Try right-clicking and Exiting or Closing the app, or try removing it from your Start Menu. In some cases more extreme measures are needed to stop these apps running such as changing the StartUp tab in msconfig. Some Windows printer drivers exacerbate the problem during prints.

The best solution is to (if practicable) limit the number of other applications running or loaded simultaneously. If you still find an occasional problem, you can reduce the resources SabrePoint uses by not using colored touch screen buttons; ie: ensure the 'Color TouchScreen buttons' box (on the Connection window during startup) is unchecked.

Note: System resource shortages are avoided with Windows 2000 (NT5) and Win XP.

Q: Why can't I put a decimal point in a textbox?

A: You need to set the appropriate sort of symbol depending on your locale. The Sabrepoint default symbol is the period (full stop), but some European countries require the comma to be used. Other symbols may also be used. Alter the symbol under Preferences.

Q: What's happened to my prints after I upgraded to the latest version?

A: Perhaps your transaction totals no longer print! You may need to reset your print mm following upgrades, as the fields may now carry unsuitable values. Do this under Preferences - Printing 1.

Q: How do I get a Touch Screen to work?

A: You need to purchase either a purpose-built touch screen monitor, or retro-fit a special membrane to your existing monitor. Refer to the Hardware and Software suppliers section. Touch screen drivers are provided by the supplier that make the touch system appear to be a mouse to the application code. The driver emulates the standard Microsoft mouse driver protocol. With the touch system connected and the mouse emulator loaded, applications that use a mouse may be used with touch instead.

Q: Every time I try to print to my printer, my fax (or something else) software runs instead! Why?

A: You need to set up SabrePoint so your print output is directed to your printer. Click the List Printers button (Preferences - Printing 2) and note the appropriate printer Index No. Close the list, then alter the text box Index No to the correct value.

Q: How can I view the databases?

A: All SabrePoint user data is written to Microsoft Access 2000 databases (.mdb files). SabrePoint includes a Database Editor which may be used for adding, editing or (sometimes) deleting database records. Otherwise you must use MS Access 2000 or XP or a compatible database manager (MS Access 95 and 97 will not work). Ensure that you do not attempt to open a file which has already been opened - for instance, you will not be able to open stock.mdb with the same instance of MS Access if SabrePoint already has the file opened.

Once you open the files with MS Access, you might wish to produce custom reports or alternative prints etc.

Q: I'd like to transfer my inventory data from another database I'm using. Is this possible?

A: Use the Import/Export module to import text data from external sources. Refer to the Import/Export topic for more information.

Q: What if a customer decides not to buy an item after selection during a transaction?

A: You need to credit such items. Ensure the Auto box on the Barcode Reader is unticked, then reselect the item in the usual manner. Change the Quantity if necessary, then press the on-screen minus (-) button - alternatively, precede the Quantity with a minus and hit the Enter key. The item is then credited. Of course, you can cancel the entire transaction by pressing the Cancel button as an alternative.

Q: How do I order and purchase (register) SabrePoint?

A: The easiest and safest way is to register via either of the secure servers (ie: PayPal or Element5) on our Web site. We then issue you the required passwords (depending on what you order) which you enter into the yellow Registration utility TryBuy, shipped with SabrePoint. Otherwise you may mail, phone or fax us your order - please be sure to have valid credit card details handy for phone orders.

Allow 48 hours for the registration process, so be sure that you register prior to the end of the 50-start trial to ensure continuous usage.

Q: What support do you offer?

A: SabrePoint Software provides free phone, fax, email and a Web-based Helpdesk ... please phone during normal working hours (NZST). Where you have purchased SabrePoint through a reseller, please contact them in the first instance.

Q: Can I change my SabrePoint optional password?

A: A password to access each copy of SabrePoint is provided upon registration. If you wish to use this optional facility (set up under Preferences - General) it is recommended that users immediately change and record the new password. In the case of Simultaneous Transactions, a password ... is provided (when purchased) which has to be entered once only. It can not be altered.

Q: Can I upgrade later from the Single-user version to Multi-user?

A: Sure. Just install another instance of SabrePoint and advise the Code Number, together with your payment (as scheduled on our Web site). Every copy of SabrePoint is network-ready (after input of the Multi-user password). Upon registration, we will issue a Registration Number in the normal manner. Please note that there are real cost advantages where multiple copies of SabrePoint are purchased in the same order.

Q: My Inventory item prices don't appear as I set them. Why?

A: This should happen only if you transferred your price data from another database or used MS Access directly when filling your data. It is probable that some of your fields are incorrectly filled. In particular, ensure that the 8 tax boxes on the Inventory window contain values - if necessary, insert a 0 (zero value) in each unused box. Please note that SabrePoint automatically fills the unused tax boxes with zeros so will not cause this problem.

The most reliable means of transferring data is to use SP Utility, which allows all prices to be appropriately set and recalculated. Refer to the Import/Export topic for more information.

Q: Can I access a database remotely?

A: Yes, provided that you have a SabrePoint Multi-user license. For instance, if you have your data server at work, but wish to update the inventory database (stock.mdb) from home, you could use a modem to dial up the server using Dial-Up Networking locally and Dial-Up Server on your server. Alternatively, you could configure a LAN to transfer your data. Refer to your networking software user guide.

Q: Would you explain more about the Price Groups and Price Categories?

A: Price Groups. SabrePoint allows you to assign up to four prices per item. These four Price Groups are entitled Price A, Price B, Price C, Special. When using SabrePoint, you select which Price Group to use (you may change the Group on the Customer or Maintenance forms). All pricing from this point on will use the selected price tier; the actual item prices being those you have entered in the Inventory database for the Group selected.

A note about Special Prices. The Price Group "Special" may be used simply as a 4th Price Group if required. But it has another (optional) function: If you wish to sell items using any of the normal price groups but wish to offer some items the Special price, tick the corresponding Use Special? box. For instance, you are using Price Group C, but wish to offer some items at the Special price, you would tick the Use Special? box under Price Group C for each required item. SabrePoint will automatically select the Special Price rather than that of Price Group C.

Price Categories. The Price Category is changed, and prices set up, on the Inventory window; the default % changes are set up under Preferences - General. These allow automatic price changes (reductions or increases) to be applied to Groups B, C and Special, using Price A as the base price. Up to five Categories can be set up for each Group. You may, of course, subsequently change the prices manually.

For instance, Price A is typically the normal Retail price for the items, and Price B could be an across-the-board reduced rate (in this example less 30 %) for Wholesalers. When setting a Selling Price of \$20.00 for Price Group A, the price for Group B will automatically change to [\$20.00 less 30 % =] \$13.33.

Q: How are the taxes assigned to item prices?

A: Each price can be assigned individual tax rates (including zero-tax). Two taxes (eg: Federal and State) may be attached to each item. Taxes are entered on the Inventory window. If you have only one tax to consider, use only boxes corresponding to the **first** tax. SabrePoint applies each tax to the required Selling Price - in the case of the second tax (if used), this tax is applied to the non-taxed Selling Price (thus it is non-cascading). Note that all eight tax boxes must be filled for each item - SabrePoint automatically inserts a 0 (zero) into unused tax boxes.

Set up Tax Names (eg: GST; VAT; Sales) under Preferences - Printing 2. Set up the default tax rates for the four Price Groups under Preferences - General.

Q: How do I set up our computers for Multi-user operation?

A: Generally, you assign one computer as the Server (the server does not have to be dedicated - you may use it in much the same way as the clients). Assign the other machines as Clients. Clients must be configured to point to the server. Refer to the Networking section of Help and your computer guides for information on configuring your drives etc.

Q: Where can I get information on Touch screens, Cash Drawers, Roll Printers, Customer Displays and Barcode Scanners?

A: Refer to the Hardware ... Suppliers section.

Q: How do I alter the Price Categories, Tax rates, Security and so on?

A: Most user-definable items are located within the four Preferences forms. Familiarise yourself and adjust the values and settings to suit your application. All values and settings on these forms are auto-saved upon window exit. A number of other forms also include user-adjustable items - generally, the settings are auto-saved so will not need resetting after exiting SabrePoint.

Q: How come my stock levels aren't reducing when I transact items?

A: Firstly, make sure you have the the Maintain Inventory Levels checkbox ticked on Preferences - General. Also, each item must be assigned a unique item identifier. This can be any of the Item Name, the Inventory Number or the Barcode Number. Refer to [Unique Item Identifier](#) under the Inventory Database topic.

Q: SabrePoint includes sound. How do I get these to go?

A: SabrePoint includes standard Windows wave files which are used throughout operations. The full set of files are:

cashreg.wav, laser.wav, type.wav, whoosh.wav, utopia default.wav

These sounds are shipped with SabrePoint and auto-installed in your SabrePoint folder. You will of course need the appropriate sound-processing (eg: SoundBlaster) hardware installed.

Q: How do I contact SabrePoint Software?

A: Use **MessagePost** chat and messaging facility on our Web site or...

Email support@sabrepoint.com

Phone +64 7 308 4513 during normal NZST business hours or Fax +64 7 308 4514

Mailing address SabrePoint Software, 10 Pouwhare St, Whakatane 3080, New Zealand.

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