

Chips

Club

House

Information

Processing

System

User Manual

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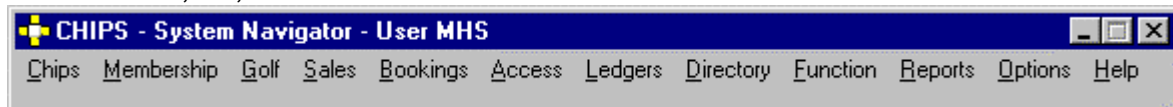
Chips

System Navigator

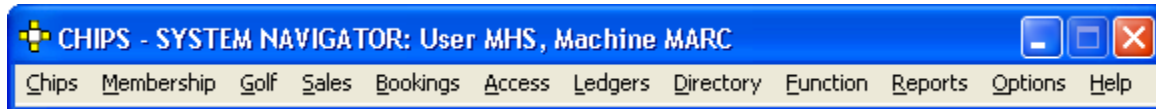
Chips is developed in full integration of Microsoft Windows® operating systems and is totally compatible with our Club Management Program, *GCGold*.

Depending on your version of Windows, the appearance of *Chips* could be slightly different but of course the functionalities, menus and options will be the same.

Windows 95, 98, NT and 2000 look:



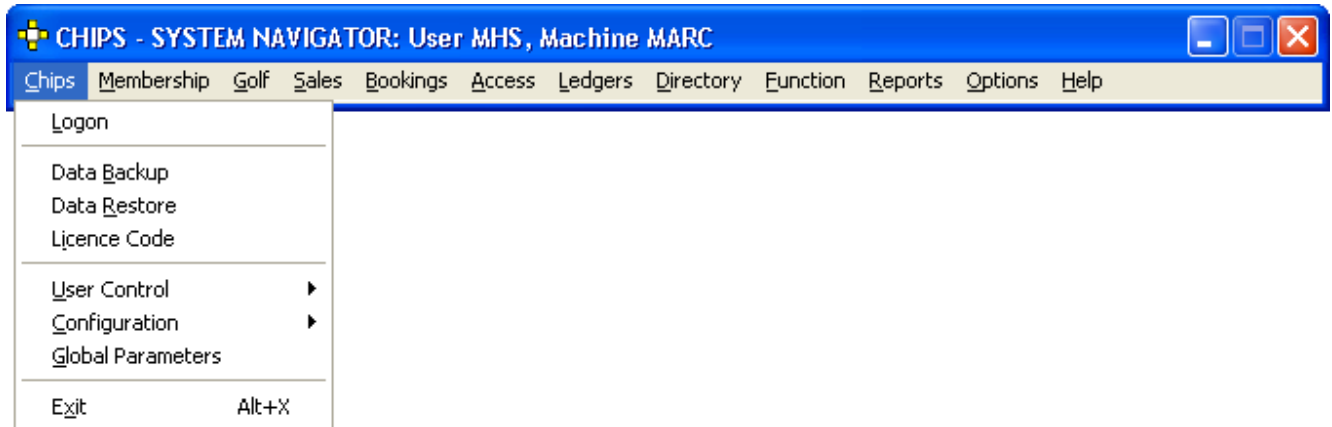
Windows XP look:



This manual has been updated on a XP machine so all screen dumps will be in the XP look.

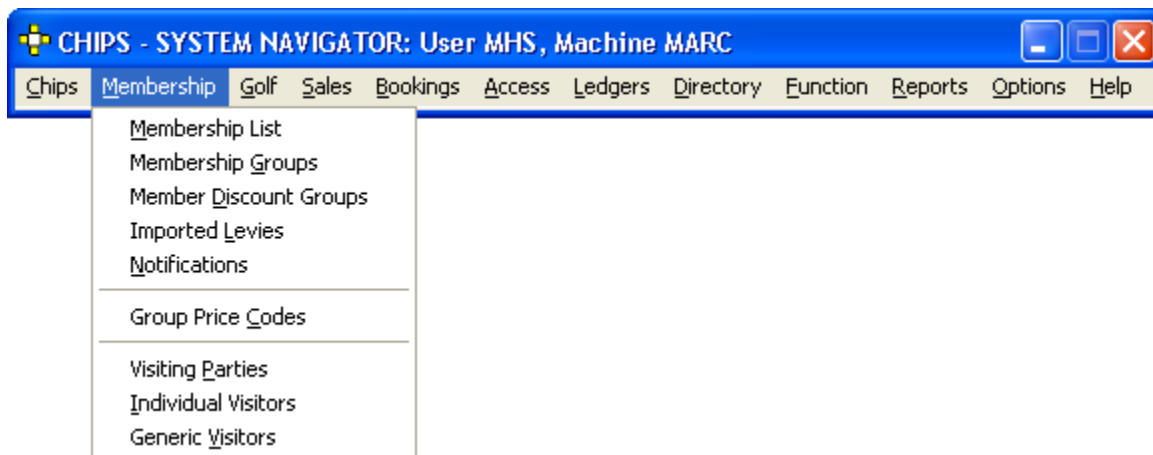
The *Chips* system is growing ever larger and therefore, to allow for future expansion, we have created a number of menu items which are, as yet, unused. As with any comprehensive computer system, knowing where things are is 90% of the battle. Use this section to help you “navigate” through the program.

Chips Menu



Logon		Allows you to logon as different users (assuming you know the password)
Data Backup		Enables you to make a Backup of your data.
Data Restore		<i>Currently under development.</i>
Licence Code		Field to register your Licence Code.
User Controls	<i>Logon Groups</i>	Defines what functions each user group can access. See Section System Configuration
	<i>User List</i>	Adds, remove and configures users. See Section Setting Up Users
Configuration	<i>Machines</i>	Configures the various PC's and tills in the network. See Section Customising Machine Set Up
	<i>System Set-up</i>	Refer to MH Systems before using these functions.
	<i>Data Import/Export</i>	Refer to MH Systems before using these functions.
	<i>Special Functions</i>	Refer to MH Systems before using these functions.
Global Parameters		General database configuration See Section Global Parameters
Exit		Closes the program

Membership Menu



Membership List

Displays the list of members stored in the database (linked with **GCGold** if this program is implemented).

Membership Groups

Shows the membership groups within the database (linked with **GCGold** if this program is implemented).

Member Discount Groups

Lists the discount groups created within the database (linked with **GCGold** if this program is implemented).

Imported Levies

Lists of imported levies.

Notifications

Lists of Accounts Re-directions.

Group Price Codes

Displays and enables to modify the Group Price Codes.

Visiting Parties

Displays and enables to modify the Visiting Party database.

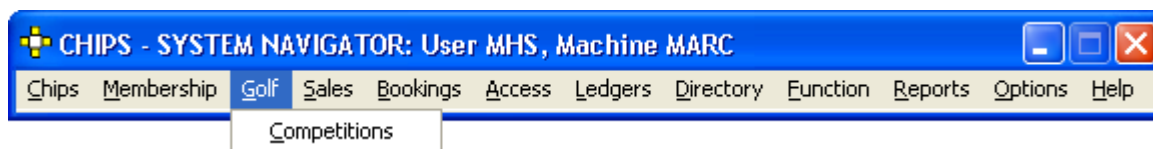
Individual Visitors

Displays and enables to modify the Public database.

Generic Visitors

Displays and enables to modify the Generic Visitors Type.

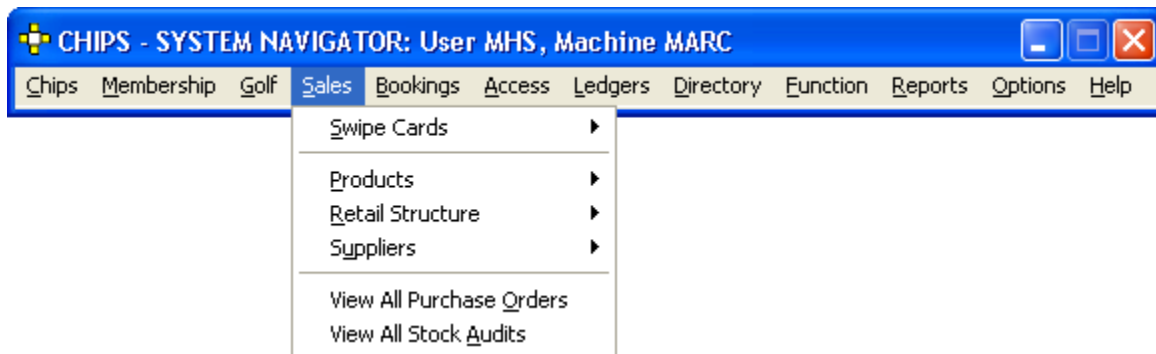
Golf Menu



Competitions

Displays and enables to modify Competitions.

Sales Menu



Swipe Cards	<i>Card List</i>	Displays a list of all valid cards. Cards can be issued to members of staff and visitors from this screen but members cards must be issued from within CCGold .
	<i>Card Profiles</i>	Displays and enables to modify the Swipe Card Profiles.
	<i>Balance Adjustments</i>	Currently under development.
Products	<i>Price List</i>	Draws together all of the information entered in the options below and creates a master price list. Sales groups, discount groups and prices are set and future price alterations pre-programmed.
	<i>Price Discount Groups</i>	The groups into which products can be included to determine the level of discount applied.
	<i>Discount Profiles</i>	Create tables to set the different levels of discount applied according to the identity of the buyer, the product and the time of transaction.
	<i>Sales Analysis Groups</i>	Create tables to set the Sales Groups you want to analyse.
	<i>Product list</i>	Manages your basic list of products, resources, recipes and packages. Apply stock groups and stock profiles which are used to automatically generate the price list. Allows you to print barcodes.
	<i>Stock Profiles</i>	Creates sets of rules to determine how groups of common products behave when bought and sold. Allows you to set up formulas and quantity modifiers to make till operations and goods-in much faster.
	<i>Stock Analysis Groups</i>	Create tables to set the Stock Groups you want to analyse.
	<i>Purchase Orders</i>	Enter goods received and, optionally, generate and print and track purchase orders

Stock Audit

Facility for entering the count from a stock take.

Retail Struct. *Retail Divisions*

Configures basic information about the organisation that “owns” stock within the system such as VAST numbers and nominal ledger accounts. Use only in conjunction with an MH Systems Engineer.

Retail Outlets

Create and configure different sales outlets within the system. Each outlet can have it’s own list of specific operators, till layouts, receipt messages and order identifiers such as table numbers. This, in conjunction with the machine configuration list and user groups allow you to specify what machines an operator can use and what goods can be sold.

Suppliers *Supplier List*

Create a list of suppliers so *Chips* can automatically print pre-addressed purchase orders.

Payments

Authorisation

Currently under development.

Print Cheques

Currently under development.

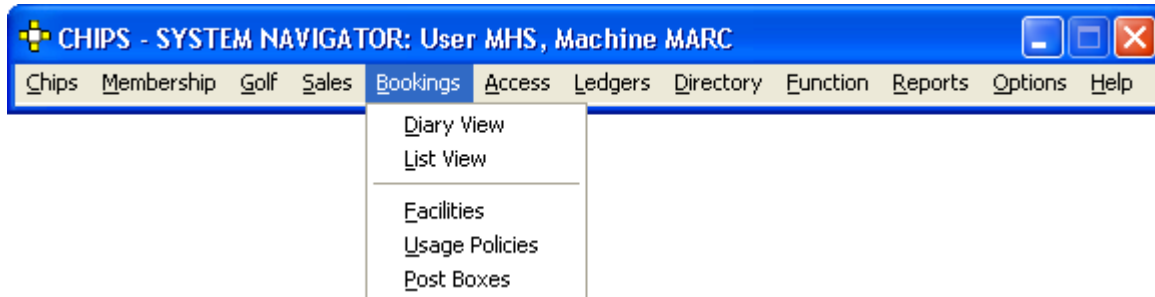
View All Purchase Orders

Displays all your purchase orders.

View All Stock Audits

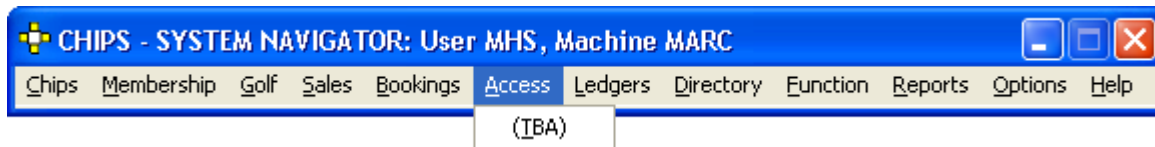
Displays all your stock audits.

Bookings Menu



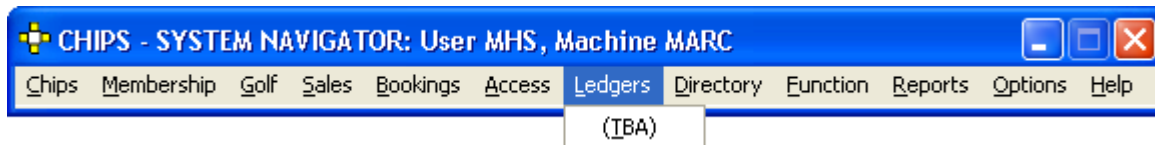
Please refer to the Booking Manual for further details of this menu.

Access Menu



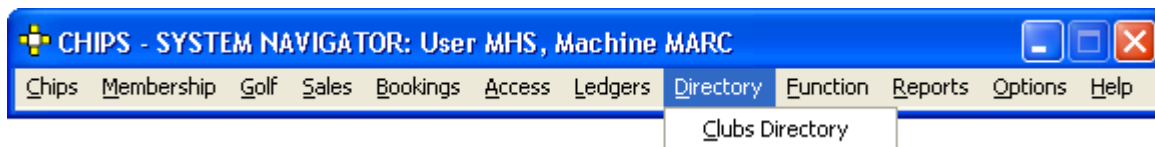
Currently under development.

Ledgers Menu



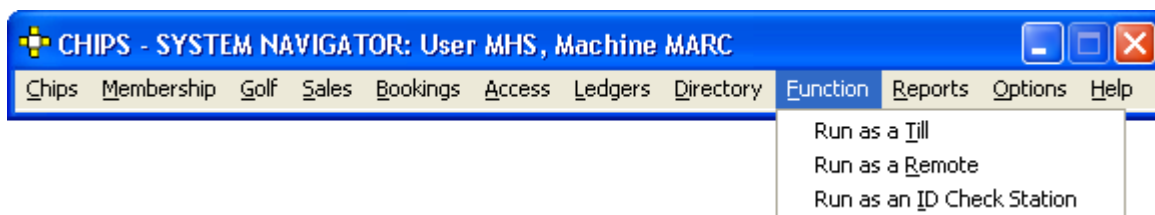
Currently under development.

Directory Menu



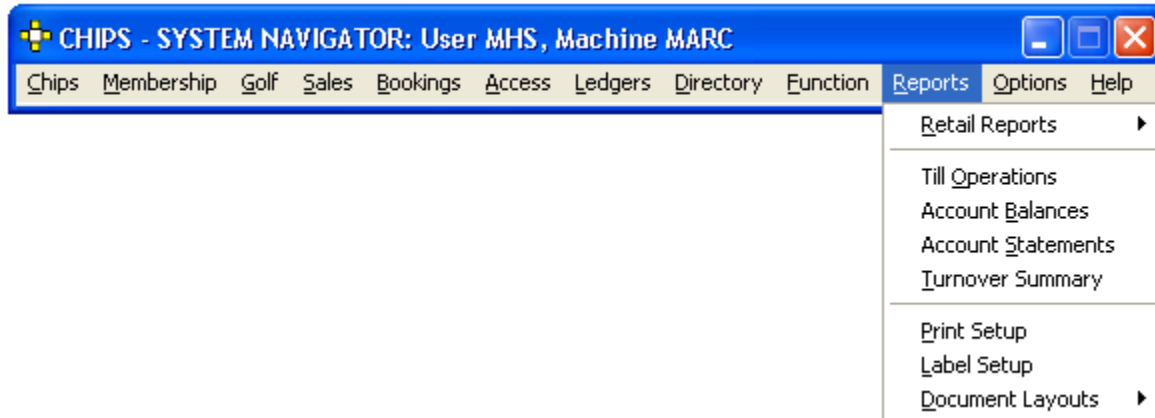
Displays and enables to modify the Clubs Directory database.

Function Menu



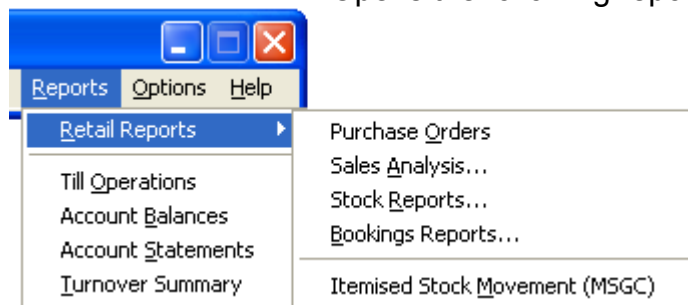
- **Run as a Till**
Opens the *Chips* till screen. This is the screen that will be opened automatically on each till but is also available in the back office for a variety of uses.
- **Run as a Remote**
- **Run as an ID Check Station**

Reports Menu



- **Retail Reports**

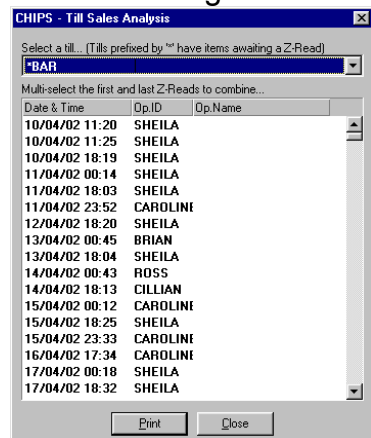
Opens the following report menu.



- **Reports > Till Operations**

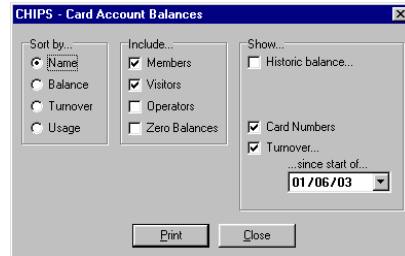
The till operations report allows you to reprint all previous till Z-reads. From the drop down list at the top of the screen, select the till you wish to reprint from and click the Z-read in the lower pane. Click print to see a preview.

You can also consolidate multiple Z-reads for period reporting purposes by clicking the first Z-read, holding down SHIFT and clicking the last Z-read you want to include. When you click print, Chips will create a summary with totalled figures.



- **Reports > Account Balances**

Account balances provides a snapshot of how much money each of your swipe cards currently hold. You can filter your report to include or exclude certain types of cards, for example till operator cards or visitors and look at historical balances. This last feature is particularly useful for finding the figures you need to include in your end of year accounts.



Print Setup

Opens the standard print setup window allowing you to select where to print your reports.

Label Setup

Create a list of options for printing bar codes

Document Layout

Currently under development

• Configuring a User Profile

GENERAL RESOURCES MEMBERSHIP SYSTEM TILLS EPOS STOCK

GENERAL

Group ID:	A required, unique internal code given to each group.
Group Name:	The name displayed in full.
Default Password:	A default password which can be over-ridden for a user.
Machine Logon Access:	The network names of the computer accessible to this user group. An asterisk indicates all machines.

RESOURCES

Resources

- Basic read-only restricted access
- Add/Modify visible reports
- Delete visible reports
- Fully administer report groups
- Modify public views
- Modify resource sets
- Full administration rights

Relates to the management of resources rather than stocked goods, for example, lists of hotel rooms, courts, lessons times or rented equipment.

MEMBERSHIP

Membership

- Basic read-only restricted access
- Add/Modify visible reports
- Delete visible reports
- Fully administer report groups
- View restricted address details
- Amend general membership details
- Administer subscription data
- Full administration rights

Relates to the management of the membership list which will be introduced into Chips later in 2001.

SYSTEM

System

- Modify/delete co-group users
- Modify/delete all users
- Modify/delete user groups
- Perform system-wide data backup
- Perform system-wide data restore
- General system and database management

Relates to the management of the more general supervisory functions within Chips.

TILLS

Tills

Retail Outlet Access (-*)

*

- Till Access
- Till Operator
- Print member statements
- Perform Z-readings
- Override prices
- Perform card refunds
- Change security level
- Full access rights

Determines the features accessible to these users at the till screen. You may restrict users to certain outlets such as a bar, reception area, shop or restaurant by naming them in this box. An asterisk indicates freedom to operate in all retail outlets.

EPOS

EPOS

- Basic read-only restricted access
- Add/Modify visible reports
- Delete visible reports
- Fully administer report groups
- Administer till layouts
- View till operations log
- Administer customer profiles
- Administer swipe-cards
- Administer discount profiles
- Full administration rights

Grants access to the setting up of the individual tills layouts, the swipe card list and discount profiles.

STOCK

Stock

Retail Division Access (-*)

*

- Enter goods received, enter stock-check
- Create purchase orders, print cheques
- Maintain supplier details
- Authorise supplier payments
- Modify pricing, apply stock-checks
- Create product groups/stock items/retail groups

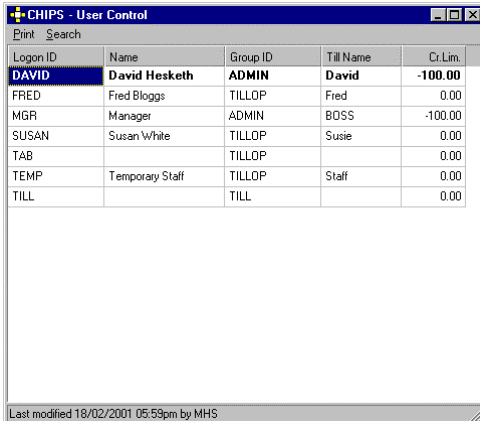
Grants access to the setting up of the stock list, stock profiles, supplier list, price lists and stock and price reporting groups.

Once created, save your profile by clicking on OK to return to the Chips navigator.

Setting Up Users

- Adding, deleting, editing

Select the **Chips menu**, select **User Control** and then **User List**.



Logon ID	Name	Group ID	Till Name	Cr.Lim.
DAVID	David Hesketh	ADMIN	David	-100.00
FRED	Fred Bloggs	TILLOP	Fred	0.00
MGR	Manager	ADMIN	BOSS	-100.00
SUSAN	Susan White	TILLOP	Suzie	0.00
TAB		TILLOP		0.00
TEMP	Temporary Staff	TILLOP	Staff	0.00
TILL		TILL		0.00

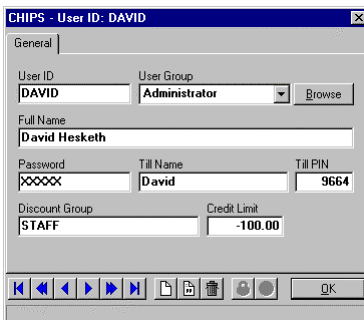
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To Insert a new user profile press INSERT on the keyboard

To delete an existing user profile press CTRL and DEL together

To change an existing user profile double click on the profile with the left mouse button

- **Configuring a User**



CHIPS - User ID: DAVID

General

User ID: DAVID User Group: Administrator Browse

Full Name: David Hesketh

Password: xxxxxx Till Name: David Till PIN: 9664

Discount Group: STAFF Credit Limit: -100.00

Navigation buttons: Back, Forward, Home, Stop, Print, Refresh, OK

- User ID** A unique code for each user. Required
- User Group** Select a Logon Group to determine access levels.
- Full Name** The users full name
- Password** Overrides the Logon Group default password
- Till Name** The name that will appear on the users till button
- Till PIN** A unique number of up to 7 digits for till security
- Disc. group** Set a discount to apply to purchases by this user.
- Credit limit** Allows the user to overspend on their staff card

Having created your user, click on the padlock at the bottom of the Window to save your work and click on OK to return to the Chips navigator.

Setting Up Stock

Groups and Profiles - Overview

Chips is designed to make stock management as accurate but as easy as possible. This is done by automating much of the work associated with accurate tracking of stock movement, deliveries and quick and easy reporting.

Stock Groups: Each stock item is placed in a stock group. Information can then be printed on either each individual stock item or collated and summarised for the group as a whole.

Stock Profiles: Certain products will behave in a similar ways as they progress from *Goods In* to *Stock Held* to being *Sales Items*. These can be grouped together and their behaviour automatically pre-determined by applying a particular stock profile to that group. This profile will then automatically convert from one unit of measure to another as the product moves through the system and also be used to offer options on products at the point of sale, for example:

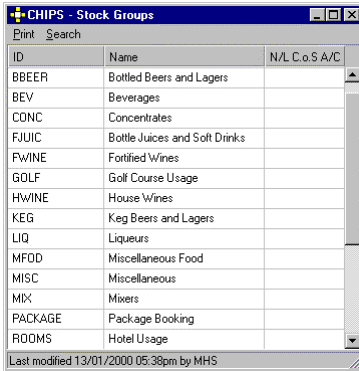
Product	Purchase Pack Size	Stock Unit	Sales Unit	Other Qty	Formula/Mixer
Bottled soft and alcoholic drinks					
A bottled beer	Bottles	Bottles	Bottle	None	None
Appetize	Bottles	Bottles	Bottle	None	None
Bottled Water	Bottles	Bottles	Bottle	None	None
KEG beers and lagers					
A draught lager	Keg	Gallon	Pint	Half	Shandy/Top
A draught beer	Keg	Gallon	Pint	Half	Shandy/Top
PostMix (lemonade, coke etc)					
Soft Drinks Gun	X Litre Box	Litre	50ml(half)	100ml(Pint)/Dash	None
Liqueurs					
A liqueur	70 cl Bottle	70 cl Bottle	25ml	None	None
Spirits					
A spirit	70 cl Bottle	70 cl Bottle	25ml	35ml/50ml	& mixer/dash etc.

The above 7 products are grouped into 5 example profiles which can then be used to handle most of the products sold in your bar. If these profiles are applied in the product list (see later) then the system will know how you order your stock, will know how to report current stock levels and will automatically reduce stock by the precise amount by pushing one button on the till. If a till operator sells a half of lager top (by pressing the lager button, the half and shandy), Chips will instantly sell and draw from stock one quarter of a pint of lager and 25ml of lemonade post mix.

Stock Groups

- Adding, deleting, editing

Select the **Sales** menu, select **Products**, then **Stock Groups**



ID	Name	N/L C.o.S A/C
BBEER	Bottled Beers and Lagers	
BEV	Beverages	
CONC	Concentrates	
FJUIC	Bottle Juices and Soft Drinks	
FWINE	Fortified Wines	
GOLF	Golf Course Usage	
HWINE	House Wines	
KEG	Keg Beers and Lagers	
LIQ	Liqueurs	
MFOD	Miscellaneous Food	
MISC	Miscellaneous	
MIX	Mixers	
PACKAGE	Package Booking	
ROOMS	Hotel Usage	

To Insert a new stock group press INSERT on the keyboard

To delete an existing stock group, select the group and press CTRL and DEL together

To change an existing stock group, double click on the group with the left mouse button

- **Configuring a Stock Group**



CHIPS - Product Report Group: KEG

General

Group ID
KEG

Group Name
Keg Beers and Lagers

N/L Cost of Sales Account
(if different to division default)

Navigation buttons: back, forward, search, print, delete, OK

Group ID

A unique code for each group. Required

Group Name

A description of the group

Having created your Group, click on the padlock at the bottom of the Window to save your work and click on OK to return to the Chips navigator.

Stock Profiles

- Adding, deleting, editing

Select the **Sales** menu, select **Products**, then **Stock Profiles**

ID	Name	Units	Formulae	Quantities
BBEER	Bottled Beers and Lagers	Bottle		
BSOFT	Bottled Soft Drinks	Bottle		
CONC	Soft Drinks Concentrates	ltr		Half, Pint
FOOD	Food Item	Portion		
FWINE	Fortified Wines	ltr		
HWINE	House Wine	ltr		Glass, Bottle
KEG	Keg Beers and Lagers	gal	Shandy, Top	Pint, Half
LIQ	Liqueurs	ltr		
MISC	Crisps, Nuts and Misc	Packet		
MISCHIRE	Hired Items	Session		
MIX	Mixers and Fruit Juices	Bottle		
SHERRY	Ports and Sherrys	ltr		
SLSH	Soft Splashes	ltr		
SPRTS	Spirits	ltr	and Mixer, and Juice	Single, Club
TOB	Tobacco	Item		
TSOFT	Soft Drinks on Tap			Pint, Half
WINE	Bottled Wines	ltr		

Last modified 21/02/2001 02:12pm by MHS

To insert a new stock profile press INSERT on the keyboard

To delete an existing stock profile, select the profile and press CTRL and DEL together

To change an existing stock profile, double click on the profile with the left mouse button

- **Configuring a Stock Profile**
 - **General Options**

CHIPS - Product Profile: KEG

General | Units | Formulae | Quantities | Reporting

Profile ID: Applicable to Stock Items Only

Description:

Navigation buttons: [Back] [Forward] [Print] [Delete] [OK]

Profile ID

A unique code for each profile. Required

Description

A description of the profile

Always place a tick in “Applicable to Stock Items”

- **Unit of Measurement**

CHIPS - Product Profile: KEG

General | Units | Formulae | Quantities | Reporting

Stock Type:

Stock Reporting Units: Default Ullage:

Default Sales Units = 'Pint': /

Default Purchase Pack Size = '116Keg': /

Navigation buttons: [Back] [Forward] [Print] [Delete] [OK]

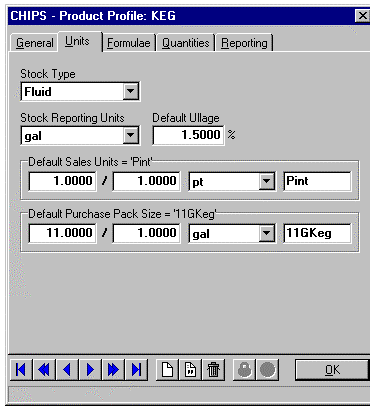
Stock Type

The selection here will determine the options offered in the boxes underneath.

"Unit" - You may now type in a generic name for the unit such as *Bottle*, or *Packet*. Sales units and purchase pack sizes will then be in multiples of this unit.

"Fluid" - The system will now offer you a list of recognised fluid measurements. You may set a different measurement for stock, sales and purchase pack as, internally, Chips converts all units to litres.

- **Unit of Measurement (cont'd.)**



Stock Reporting Units

Set this to the required unit of measurement

Default Ullage

Enter a percentage if you wish to automate ullage.

Default Sales Unit

Set this to the required unit and set multiple to apply as the default sales size e.g. 1/1 pint, 25/1 ml, 75/1 cl. You may also add a label to make the sales unit more meaningful

Default Purchase Pack Size

Set this to the required unit and set multiple to apply as the default purchase size e.g. 11/1 gal. You may also add a label to make the purchase pack unit more meaningful so "11/1" gal can be shown as an 11 GKeg

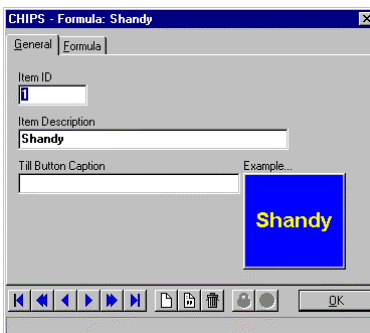
• Adding Formulas

(CAUTION - Please refer to an MH Systems Engineer first)

Double click on the **Stock Profile** and select the **Formulas** tab



To Insert a new formula press INSERT on the keyboard



Item ID

Enter a unique number (starting at 1) to set a unique code for each profile. Required

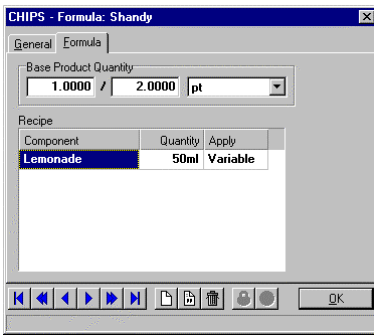
Item Description

A description of the profile

Till Button Caption

Initially, the name will appear as typed in the Item Description. You may, however, type in a different name to appear on the till to that which will be used in reports.

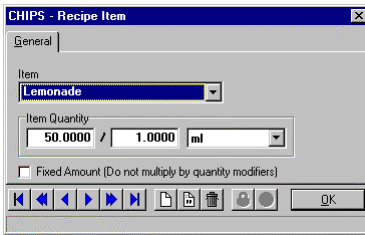
Click on the Formula tab



Base Product Quantity

Set a quantity modifier for your base product (i.e. if the base sales unit is a pint, set the modifier to 1/2 pints for a pint of shandy).

Add recipe items by pressing Insert on the keyboard



Recipe Item

Select the product from the list box at the top and specify how much product is to be included in the recipe per default sale unit i.e. 50 ml lemonade per mix for a pint of shandy.

Click on OK to return to the main formula window and on OK to return to the main Product Profile Window.

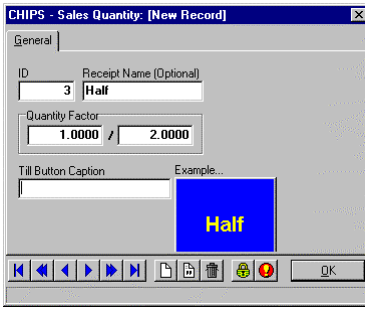
• Adding Quantity Modifiers

(CAUTION - Please refer to an MH Systems Engineer first)

Double click on the **Stock Profile** and select the **Quantities** tab



To Insert a new Modifier press INSERT on the keyboard



Item ID

Enter a unique number (starting at 1) to set a unique code for each profile. Required

Receipt Name

Enter the name the way it should appear on the receipt.

Quantity Factor

Set a ratio to alter the default sales quantity e.g. 1/2 for one half.

Till Button Caption

Enter the name the way it show appear on the till. Initially, the name will appear as typed in the Receipt Name. You may, however, type in a different name to appear on the till to that which will be used on receipts.

Click on OK to return to the main formula window and on OK to return to the main Product Profile Window.

If the profile is complete click on the padlock at the bottom of the Window to save your work and return back to the list of stock profiles.

The various options will now appear against the profile in the main stock profile table.

The Product List

Overview

The product list within Chips holds a list of all items for sale within the business. Each product may be set up as being either a stocked item, a resource, a recipe (a combination of stocked items) or a package (a combination of stocked items and resources). Products may be grouped together into stock reporting groups and individual stock items must also be allocated a stock profile to determine how they behave at the point of sale and what options appear for the product in the price list (please note that resources, recipes and packages need not have profiles as their component parts will already had stock profiles allocated).

Select the **Sales menu**, select **Products**, then **Product List**



PLU	Name	Group	Profile	Type
140	Famous Grouse	SPRT	SPRTS	Stock
141	J & B Rare	SPRT	SPRTS	Stock
142	Gordons Gin	SPRT	SPRTS	Stock
143	Gin and Tonic			Recipe
144	Gloans Gin	SPRT	SPRTS	Stock
145	Vladivar Vodka	SPRT	SPRTS	Stock
146	Lambs Navy Rum	SPRT	SPRTS	Stock
147	Bacardi	SPRT	SPRTS	Stock
149	Hennessy	SPRT	SPRTS	Stock
150	Remy V.S.O.P.	SPRT	LIQ	Stock
151	Club G & T			Recipe
152	Fundador	SPRT	SPRTS	Stock
160	Baileys Irish	LIQ	LIQ	Stock
161	Benedictine	LIQ	LIQ	Stock
162	Cointreau	LIQ	LIQ	Stock
163	Creme de Menthe	LIQ	LIQ	Stock
164	Drambuie	LIQ	LIQ	Stock
165	Grand Marnier	LIQ	LIQ	Stock
166	Kummel	LIQ	LIQ	Stock
167	Malibu	LIQ	LIQ	Stock
168	Royal Mint Choc.	LIQ	LIQ	Stock
169	Sambucca Roma	LIQ	LIQ	Stock
170	Tia Maria	LIQ	LIQ	Stock
171	Southern Comfort	LIQ	LIQ	Stock
172	Pimms	SPRT	SPRTS	Stock
173	Pimms Half			Recipe
175	Pernod	SPRT	SPRTS	Stock
190	Campari	SPRT	SPRTS	Stock
191	Cinzano Bianco	FWINE	FWINE	Stock
192	Martini Bianco	FWINE	FWINE	Stock
193	Martini Dry	FWINE	FWINE	Stock

Last modified 13/01/2000 06:33pm by MHS

Printing the Product List

To print the product list simply use the Chips Print menu item at the top left of the Windows.

Searching for a product

Click in the name column and click on the Search menu item. Select "Search", type in the name or part of the name and click on OK. Chips will go to the first product in the list matching the letters typed. If you wish to search for other, click on the Search menu item and select "Search Again". Chips will automatically repeat the last search.

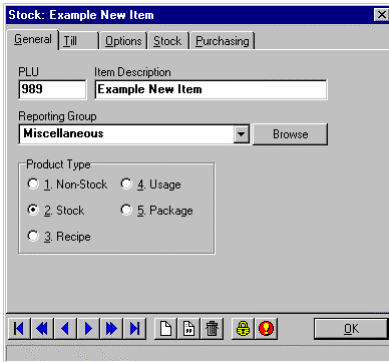
Specify the types of product to display

Select one or more of the square boxes at the top of the list to specify which type of products you want displayed in the list at any one time.

Sort the List

Select one of the four options at the top to sort the list in a particular order.

• Adding and Deleting Products

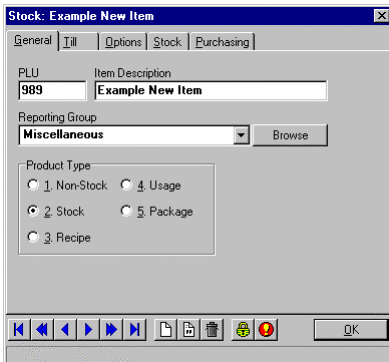


To Insert a new product press Insert on the keyboard

To create a copy of an existing product hold the shift key down and press Insert.

To delete an existing product, select the product and press CTRL and DEL together

To change an existing product, double click on the product with the left mouse button



PLU (Product Look Up)

Enter a unique number to set a unique code for each product. It is preferable to try to organise your product list so all similar products are grouped together with consecutive PLU's but this is not essential. Required

Item Description

Enter the name the way it should appear on the receipt.

Reporting Group

Select the Stock Group into which this product is to be included in stock reports and analysis. If a new group is to be created or one altered, use the Browse.

Product Type

Select the appropriate stock type.

Non-Stock: Items sold but no stock record is held.

Stock: Items sold with stock movements recorded.

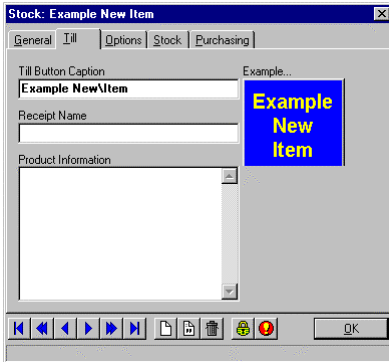
Recipe: A combination of several "Stock" products.

Usage: A resource which, when sold, has an impact on the resource booking system and diary

Package: A combination which can include a combination of any non-stocked or stocked items and resources.

- **Changing the default Till Button**

Click on the **Till** tab at the top



Till Button Caption

The till button defaults to the name entered in the product description described above. You may, however, type in a totally different name or edit the default using a back slash to introduce a carriage return on the button (as shown)

Receipt Name

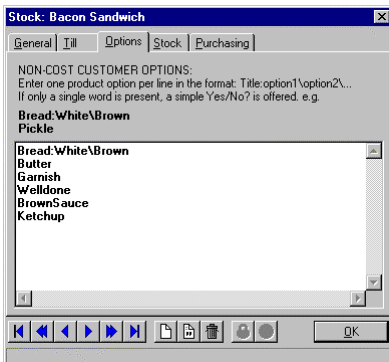
You may choose a different name to be printed on the receipt by entering it in the receipt name box.

Product Information

You may enter information on a product or instructions for operators to be displayed on the till (e.g. how to make certain cocktails or descriptions of wines)

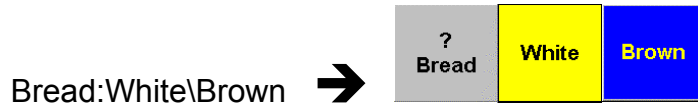
- **Non-cost options (e.g. Bread Type)**

Click on the **Options** at the top



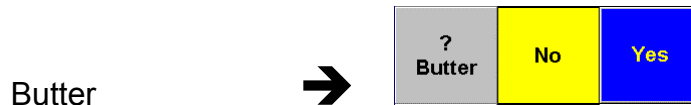
Alternative Options

Type the option name, then a colon, then the first option, a back slash and then the second option, for example



Yes/No Options

Type the option name only, for example,

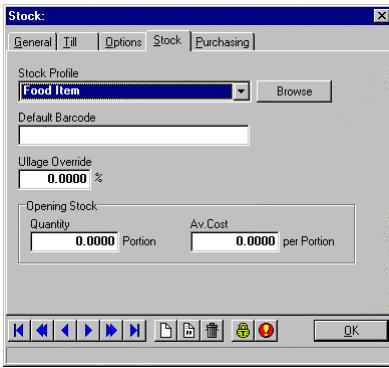


- **Set the Stock Profile**

Click on the **Stock** at the top

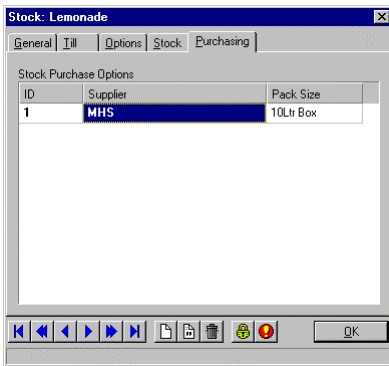
Stock Profile

Select the required stock profile from the list. If a new profile is to be required use the Browse button to access the product profile list as described in section xxxx.



- **Set the Purchasing Options**

Click on the **Purchasing** at the top



Supplier Options

Select the required supplier from the list. If a new supplier is to be required use the Browse button to access the Supplier list as described in section xxxx.

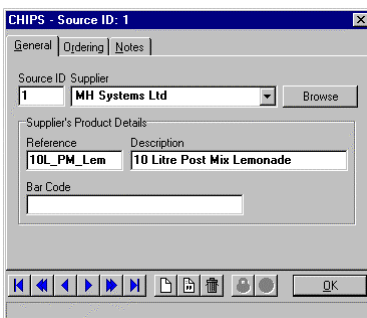
To insert a supplier press Insert on the keyboard

To delete an existing supplier, select the supplier and press CTRL and DEL together

To edit an existing supplier, double click on the supplier with the left mouse button

- **Adding a preferred Supplier (this section is currently under development)**

Press **Insert** on the keyboard



Stock Profile

Enter a unique number for each supplier in the list.

Supplier

Select the required supplier from the list. If a new supplier is required use the Browse button to access the list of suppliers and follow the instructions given in section xxxx.

Supplier Product Details

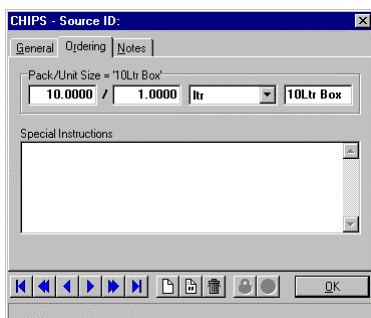
Reference: Enter a reference which will be understood by the supplier.

Description: Enter a description for that reference

Bar Code: Enter a specific bar code for this product which will be recognised by the supplier.

- **Override the default Purchase Pack Sizes**

Click on the **Ordering** tab



Pack/Unit Size

If the purchase pack size is different to that specified in the stock profile for this product, set the correct values in the boxes at the top.

Special Instructions

To be announced

The Price List

Sales Groups and Pricing - Overview

Select the **Sales menu**, select **Products**, then **Price List**

The price list is generated automatically by Chips. A price list entry is created for each product and additional sub-entries for each formula and quantity modifier specified by the profile to which the product belongs.

A unique price list code will be generated for each entry from a combination of the master id for the Retail Division (almost always set to 1), the PLU, the formula code and quantity code set up in the product profile list.

Example: Carlsberg, PLU 252, Profile is KEG (includes pints, halves, shandies and tops)

Chips will create two price list entries for Best Bitter as a pint and a half, then four subsequent entries for pints and halves of shandy and top.

1.252.0.1.	Carlsberg (Pint)
1.252.0.2.	Carlsberg (Half)
1.252.1.1.	Carlsberg (Shandy)
1.252.1.2.	Carlsberg (Shandy)
1.252.2.1.	Carlsberg (Top)
1.252.2.2.	Carlsberg (Top)

Please Note: Changing product profiles will automatically lead to changes in the price list. We recommend you refer to MH Systems customer support prior to doing so.

CHIPS - Price List A									
Print Search Pricing									
PLU	Product	Rpt.Grp	Dsc.Grp	Av.Cost	Cur.Price	Cur.G.P.	Rev.Date	Rev.Price	Rev.G.P.
1.250.2.2	Smooth Beer Top (Half)	KEG	STD	0.3091	0.85	57.27%			

PLU

The unique Product Look Up number generated by Chips for each item.

Product

The Product name with formula and quantity modifiers in brackets

Report Group

The sales report group in which this product will appear

Discount Group

The discount group setting the discount rates at the point of sale

Average Cost

Constantly updated Chips from all the purchase orders

Current Price

The current price at the point of sale

Current G.P.

The current gross profit updated in real-time.

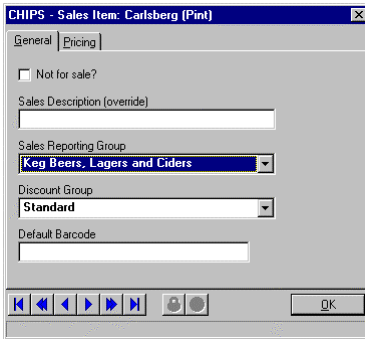
- **Printing the Price List**



Printing the Price List

To print the product list simply use the Chips Print menu item at the top left of the Windows. This is described in more detail in section xxxxx

- **Setting the Sales Group**



Double click on the box in the Rpt Group column and select the required group from the list.

- **Setting the Discount Group**



Double click on the box in the Dsc. Group column and select the required group from the list.

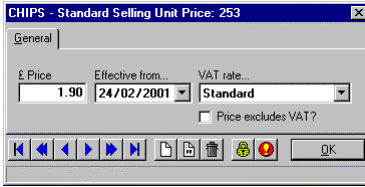
- **Setting the Price**



Double click in the Cur. Price box to bring up the price Windows.

If no price had been previously entered, initially, the box will be blank.

Double click the mouse or press Insert on the keyboard to bring up the Price Insertion Window.



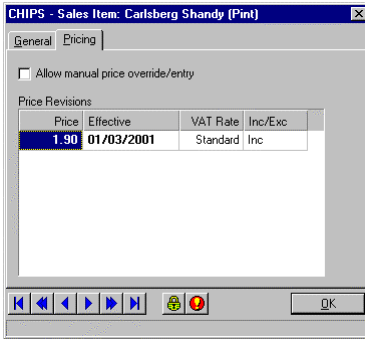
Enter the correct price and set the date from which this price is to be applied.

Note: The default date which will appear is set in the Global Parameters option under the Chips menu item.

Select the VAT rate and select if this price excludes VAT using the tick box (normally left blank)

Click on OK and you will see the new price and effective date shown in the Window.

You may choose to allow operators to alter the price at the till by ticking the "Allow manual price override/entry" box. If this is left blank prices cannot be changed.



• Programming future changes



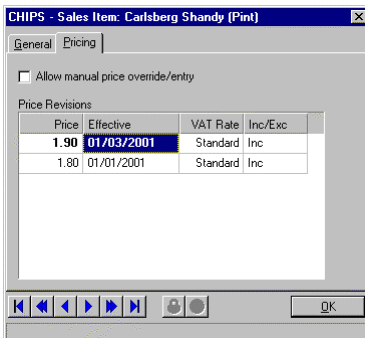
You may pre-program price changes to take effect in the future.

Double click in the box or press Insert on the keyboard to bring up the price insertion Windows. The current price will be shown in the box.

Press insert on the keyboard to open a new price insertion Windows and enter the required information.

Click on OK and the second price will be displayed above the current price

Once a future price revision has been entered this will also be shown in the price list itself in the Revision date, price and gross margin Windows as shown below. The price will change automatically at midnight the day before the entered date.



PLU	Product	Rpt.Grp	Dsc.Grp	Av.Cost	Cur.Price	Cur.G.P.	Rev.Date	Rev.Price	Rev.G.P.
1.253.0.2	Warsteiner (Half)	KEG	STD	0.3459	1.03	60.54%	01/03/2001	1.15	64.66%

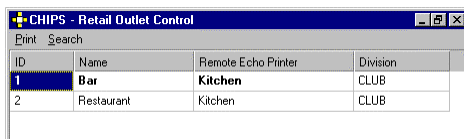
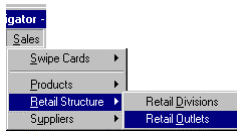
The Till Screens

Setting up Retail Outlets - Overview

Each till layout must belong to a "Retail Outlet" (usually a physical area of your club such as a bar or a restaurant) and each outlet can have a number of it's own different till layouts. You may, however, select to restrict operators to selling products within a certain retail outlet. For example, different layouts can be used in the restaurant for lunch and evening meals with drinks also being available to sell from the restaurant till. At the bar, however, you may wish to restrict operators to selling drinks only and no food. A supervisor, however, can be given access to all layouts from any point.

- **Creating and editing Retail Outlets**

Select the **Sales menu**, select **Retail Structure**, then **Retail Outlets**



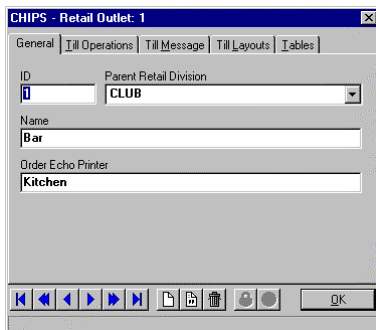
ID	Name	Remote Echo Printer	Division
1	Bar	Kitchen	CLUB
2	Restaurant	Kitchen	CLUB

In this example we have created two retail outlets, one for a bar and one a restaurant.

To create a new Retail Outlet press Insert on the keyboard

- **Configuring Retail Outlets**

Double click on the outlet you wish to change with the left mouse button



ID

Each outlet must have a unique distinguishing number.

Parent Retail Division

Each outlet can only sell goods belonging to one retail division. In most cases this will be "The Club"

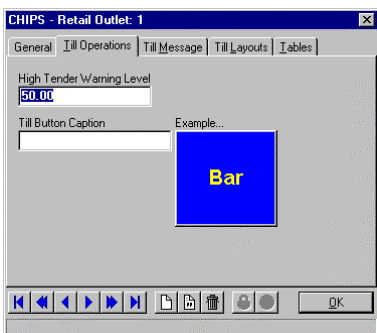
Bar

The name that will appear on receipts from this outlet.

Order Echo Printer

The name of the printer that will print all orders to be sent to the kitchen

- **High tender warning and till button**



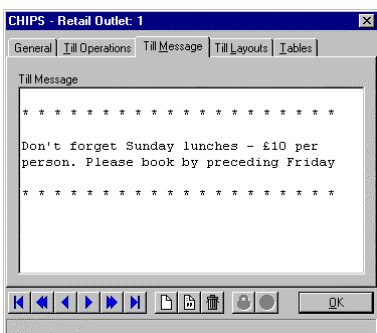
High tender warning

Any amount entered as a tender by an operator over this amount will bring up a warning screen asking for confirmation of the value tendered or a cancellation and re-entering of the correct amount.

Till Button Caption

The name that will appear on the button on the till to access the layouts within this outlet.

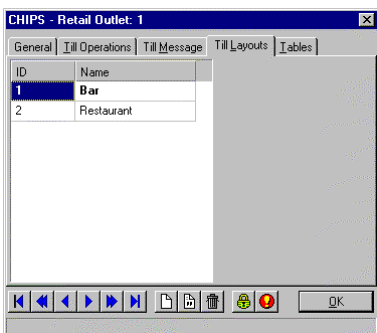
- **Till Receipt Message**



Till Message

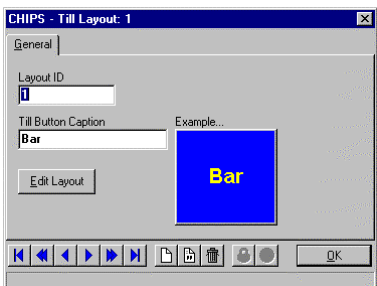
Enter a message you wish to have printed on any till operating within this retail outlet. This can be changed at any time by a supervisor.

- **Creating and editing till layouts**



In this example we have two different layouts available within one retail outlet. The first is for the bar and will be drinks only, the second is for food.

To create a new till layout press Insert on the keyboard
To edit an existing till layout double click on the layout



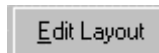
ID

Each layout must have a unique distinguishing number.

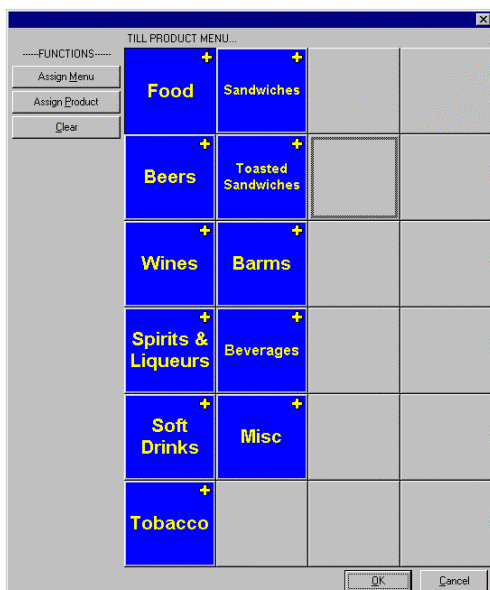
Till Button Caption

The name that will appear on the button on the till to access this layout.

To access the till layout designer press the **Edit Layout** button



The Till Designer



The till designer is really a set of blocks which can be filled by either a menu item or a product.

Primary Menu Item A button with a yellow cross on the first main screen which, when touched, will move itself to the very left hand column and allow products or sub menu's to be added in the other boxes to the right.



Sub-Menu Item A button which appears when a main menu is touched and which can then be touched to open a third screen of products.



Product Item A button underneath a main or sub-menu item which, when touched, will add that product to the order.



• Grouping products

The layout of a till, rather like the layout of furniture in a private house, is quite personal. Some prefer a smaller number of menu screens with each filled with as many product buttons as possible, others would prefer more menu options with products laid out in smaller more spaced out groups.

It is difficult to advise on the most appropriate layout for each club and so we have made the designing of screens as easy as possible to allow you to make changes quickly and, perhaps, try out different layouts until you and your staff are happy.

Basic Grouping Technique

Main Groups - Split your products into main groups (up to 24 of them) which represent your basic product types. The example above is for a bar but a restaurant may decide to use Starters, Main Course, Puddings, Bar Snacks, Specials, Drinks etc.

Sub Groups - Having decided on your groups you must then decide whether or not you will get all products within this group into the available 23 buttons, or whether you will need to introduce sub-groups underneath the main group (e.g. White Wine, Red Wine and Sparkling under a main group of WINES). Each sub group will then give you 17 additional buttons for products. You may add secondary and even tertiary sub groups providing an additional 11 and 5 buttons respectively. In total, 32,000 products can be located on the till simultaneously.

• Designing a Screen

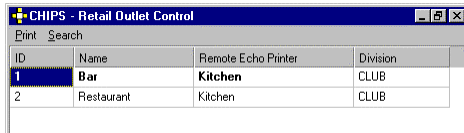
The following steps demonstrate the creation of a commonly used layout for wines on a till

Step 1



Access the till designer by selecting the **Sales** menu, select **Retail Structure**, then **Retail Outlets**.

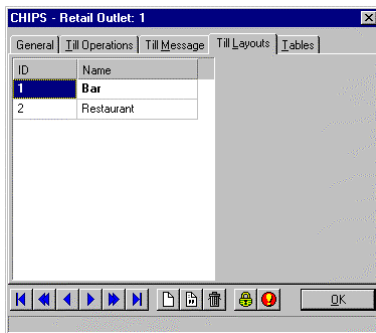
Step 2



ID	Name	Remote Echo Printer	Division
1	Bar	Kitchen	CLUB
2	Restaurant	Kitchen	CLUB

Double click on the outlet to which you wish add the wines on the till with the left mouse button.

Step 3

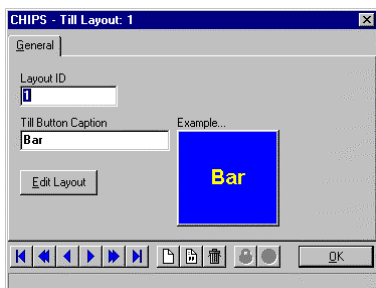


Select the Till Layout tab at the top of the Window

If a totally new layout is required press Insert on the keyboard.

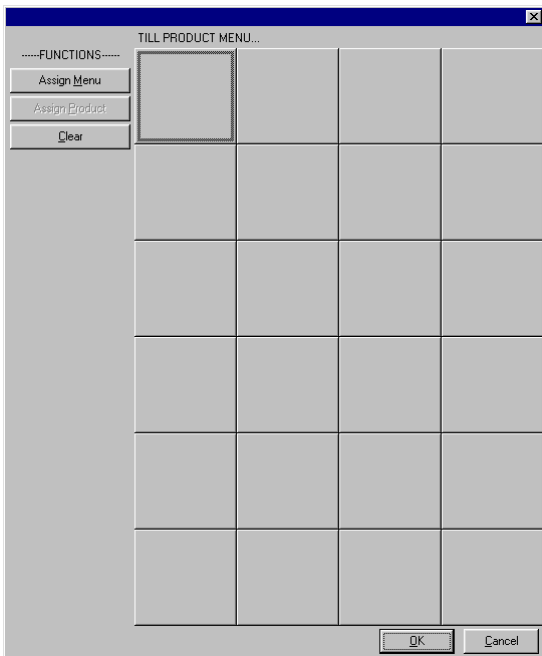
To edit an existing till layout double click on the layout in the list.

Step 4



Click  to access the till layout designer

Step 5 - Add a Main Menu



Click on a the grey square you want to be the Wine main menu button. A dark grey line appears around the box to show it is selected.

Click on the  button



Type "Wines" in the box

Click on the OK button

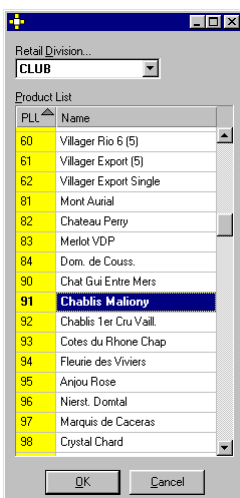
A blue main menu button saying "Wines" will appear in your selected square



Click on the button so it goes yellow

You are now working one level down underneath the Wines main menu. Any menu's or products you now add will only appear when you first touch the Wine main menu button. Click on the grey button directly to the right. You now have the option of adding a product or creating a second sub-menu.

To add a product click on the  button. A list of products appears.



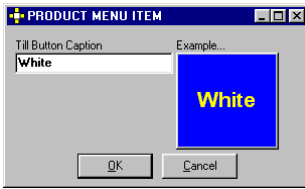
Use the scroll bar to locate your product or, if you know the PLU, simply type this on the key board and Chips will jump to the corresponding product.

Once you have located the product click on OK and the product will appear on the till layout.

For example, typing PLU 91 selects Chablis Maliony. Click on OK and the button is added to the layout.



To create a secondary menu to separate out your white wines simply click on the required blank square and click on the Assign Menu button and type the word White in the box.



The secondary menu will appear in the required box



Select the White button to access the buttons under this level

Click on a free button and repeat the procedure described on the previous page for adding a product to the layout.



The wine will then only appear under the secondary menu

• Moving Buttons Around

Having created your groups and added all your products in any one level, you may wish move the products around.

Click on the product you wish to move with the **RIGHT** mouse button so the cursor changes to a hand and drag it to a free space. Release the button and the product jumps to the new position.

Click on the product you wish to move with the **RIGHT** mouse button so the cursor changes to a hand and drag it to a already occupied by a product and the two products will swap positions.

Once you have created your layouts click on OK to return to the previous menu and click on the padlock to save your changes.

Your new layouts will be applied next time you start Chips on your tills.

- Example Screen Layout

Main Menu

Food	Misc
Beers	Common
Wines	
Spirits & Liqueurs	
Soft Drinks	
Tobacco	

First Level

Food	Sandwiches	Food	Smooth Beer	Manns Brown Ale	Strongbow	Food	Red	Food	Whisky	Food	Draught	Food	Matches (Small)	Swan Vesta
Beers	Toasted Sandwiches	Beers	Chairmans Choice	Holsten Pils	Lynx Pilsner	Beers	White	Beers	Spirits	Beers	Bottle	Beers	Hamlet x5	Hamlet Single
Wines	Barms	Wines	Carlsberg	Miller Genuine Draft	San Miguel	Wines	Fortified	Wines	Liqueurs	Wines	Fruit Juices	Wines	Castella Classic (5)	Castella Classic Single
Spirits & Liqueurs	Beverages	Spirits & Liqueurs	Warsteiner	Budweiser	Kaliber	Spirits & Liqueurs		Spirits & Liqueurs		Spirits & Liqueurs		Spirits & Liqueurs	Villager Export (5)	Villager Export Single
Soft Drinks	Misc	Soft Drinks	Guinness	Becks	Dash of Cordial	Soft Drinks		Soft Drinks		Soft Drinks		Soft Drinks	Villager Rio 6 (5)	Villager Rio 6
Tobacco		Tobacco				Tobacco		Tobacco		Tobacco		Tobacco	Classic Mild x10	Cafe Creme (10)

Second Level

Sandwiches	Ham & Cheese	Tuna	Bacon Cheese	Sausage	Sausage	Pot	Pot	Sandwiches	Soup Roll	Scones	Buttered Toast	Buttered Toast	Buttered Toast	Buttered Toast		
Beers	House	House	Crystal	Red	Campari	Fine Old Ruby	White	Cinzano Bianco	Bristol Cream	Fortified	Martini Bianco	Club Amont.	Martini Dry	Frontera Sherry		
Wines	Black	Jack	Whisky	Baileys Irish	Kummel	Spirits	Bene dictine	Malibu	Liqueurs	Cointreau	Royal Mint Choc.	Creme de Menthe	Sambucca Roma	Pernod	Drambuie	Tia Maria
Soft Drinks	Lemon	Half	Draught	Winder	Diet Pepsi	Bottle	Orange Juice	Pepsi Cola	Fruit Juices	Pineapple Juice	Apple 180ml	Orange 180ml	Apple 55 275ml	Orange 55 275ml	Orange 55 275ml	Orange 55 275ml
Tobacco																

The Card List

Overview of Loyalty Schemes

Although the card list is displayed and can be interrogated within the Chips software, it is managed from within the GCGold Membership system. In this way, new members can be allocated a new card quickly and the members card account can be linked to their subscription account, also held within GCGold.

Chips offers three different mechanisms of offering a loyalty scheme to members

Cash discounting

Members are issued with cards but are not asked to place money in their account. Once the list of items purchased has been added to the bill, swiping the members card applies a discount to the total owing. The member must still pay by cash, cheque or credit card.

Loyalty Spending Bonus

Members are provided with cards and are asked to place an amount of money against their account prior to using the card. The club applies a percentage bonus to that amount increasing the total available for spending at the point of sale.

Card Discounting

This is, in effect, a combination of the previous two mechanisms. Members are provided with cards and are asked to place an amount of money against their account prior to using the card. No bonus is added but a discount is applied to purchases when the card is swiped at the point of sale (assuming sufficient funds are available on the members card account. The money stored against a member is held within the Chips software rather than on the card as it is within more old-fashioned "electronic purse" systems. This ensures that, if a card is lost, stolen or damaged, no money is lost and the old card can be invalidated in Chips system and a new card issued instantly giving immediate access to the funds held within the members account.

Card discounting is the preferred and recommended option as it is far easier to manage and, from an accounting point of view, more accurately represents reality.


Managing the Card List

- **Creating a new list of cards**

This must be done in conjunction with an MH Systems engineer

- **Issuing to a new member**

First add the new member in the GCGold membership system.

Go into GCGold and click on the Membership button at the top left and click on the New button and the system will display an empty details sheet. 

Fill out the form and click on  to save or  to cancel.

Click on the Chips tab at the bottom and enter the number of a card to allocate in the Card Number box in the top left of the screen.

The member will automatically be added to the Chips card list within three minutes.

- **Changing for an existing member**

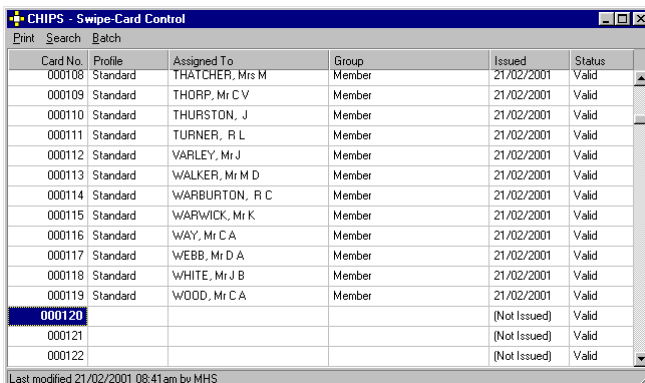
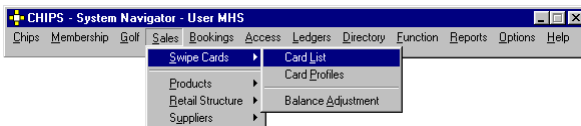
Go into GCGold, click on the Membership button, select the member and click on the Chips tab at the bottom.

Enter the number of a card to allocate in the Card Number box in the top left of the screen. The member will automatically be updated and the previous card may now be allocated to another member unless it has been invalidated within the Chips card list.

- **Allocating to an operator or visitor**

Staff and visitors will not have records within the GCGold Membership system as they are managed from within the Chips user list and visitor list modules. Card allocations, therefore, must be handled manually within the Chips card list.

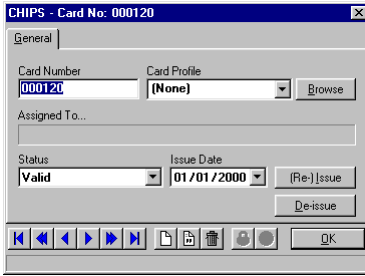
Select the **Sales menu**, select **Swipe Cards**, then **Card List**



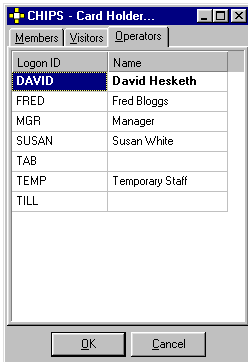
Card No.	Profile	Assigned To	Group	Issued	Status
000108	Standard	THATCHER, Mrs M	Member	21/02/2001	Valid
000109	Standard	THORP, Mr C V	Member	21/02/2001	Valid
000110	Standard	THURSTON, J	Member	21/02/2001	Valid
000111	Standard	TURNER, R L	Member	21/02/2001	Valid
000112	Standard	VARLEY, Mr J	Member	21/02/2001	Valid
000113	Standard	WALKER, Mr M D	Member	21/02/2001	Valid
000114	Standard	WARBURTON, R C	Member	21/02/2001	Valid
000115	Standard	WARWICK, Mr K	Member	21/02/2001	Valid
000116	Standard	WAY, Mr C A	Member	21/02/2001	Valid
000117	Standard	WEBB, Mr D A	Member	21/02/2001	Valid
000118	Standard	WHITE, Mr J B	Member	21/02/2001	Valid
000119	Standard	WOOD, Mr C A	Member	21/02/2001	Valid
000120				(Not Issued)	Valid
000121				(Not Issued)	Valid
000122				(Not Issued)	Valid

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To issue card number 120 to a member of staff (Chips operator) or a visitor, double click on the card number with the left mouse button.



Set the date from which the card may be used and click on the Re-Issue button.

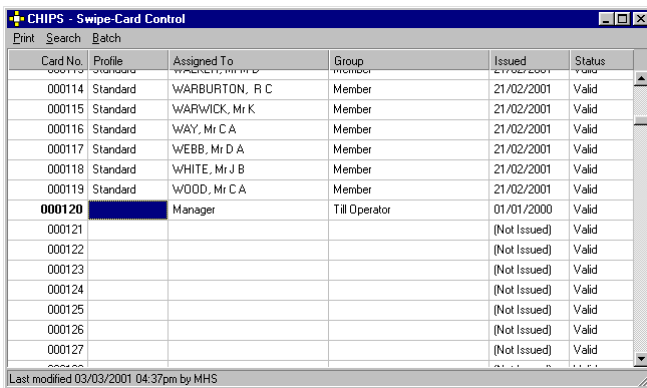
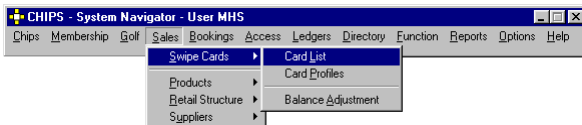


To issue to an operator - click on the Operators tab at the top. You will see a list of the operators that have already been configured in the Chips User List (see section xxxxx). Click on the selected operator and click on the OK button.

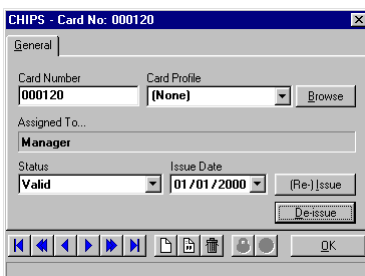
To issue to a visitor - click on the Visitors tab at the top. You will see a list of the visitors that have already been configured in the Visitor List (see section xxxxxx). Click on the selected visitor and click on the OK button.

- **De-allocating a card**

Select the **Sales menu**, select **Swipe Cards**, then **Card List**



To de-issue card number 120 from the Manager, double click on the card number with the left mouse button.



Click on the De-Issue button. The Managers name will disappear and "Assigned To" will become blank.

Card No.	Profile	Assigned To	Group	Issued	Status
000114	Standard	WARBURTON, R C	Member	21/02/2001	Valid
000115	Standard	WARWICK, Mr K	Member	21/02/2001	Valid
000116	Standard	WAY, Mr C A	Member	21/02/2001	Valid
000117	Standard	WEBB, Mr D A	Member	21/02/2001	Valid
000118	Standard	WHITE, Mr J B	Member	21/02/2001	Valid
000119	Standard	WOOD, Mr C A	Member	21/02/2001	Valid
000120				(Not Issued)	Valid
000121				(Not Issued)	Valid
000122				(Not Issued)	Valid
000123				(Not Issued)	Valid
000124				(Not Issued)	Valid
000125				(Not Issued)	Valid
000126				(Not Issued)	Valid
000127				(Not Issued)	Valid

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Card number 120 will now be shown as Not Issued

- **Searching for a name**

To find a member in the Card List click the mouse onto the name column, click on the Search menu item. Select "Search", type in the name or part of the name and click on OK. Chips will go to the first name in the list matching the letters typed. If you wish to search for other, click on the Search menu item and select "Search Again". Chips will automatically repeat the last search.

- **Searching for a number**

To find a specific card number in the Card List, click the mouse onto the number column and simply type the card number on the keyboard. Chips will go to that card record if it exists.

Discounts

Overview

Each till layout must belong to a “Retail Outlet” (usually a physical area of your club such as a bar or a restaurant) and each outlet can have a number of it’s own different till layouts. You may, however, select to restrict operators to selling products within a certain retail outlet. For example, different layouts can be used in the restaurant for lunch and evening meals with drinks also being available to sell from the restaurant till. At the bar, however, you may wish to restrict operators to selling drinks only and no food. A supervisor, however, can be given access to all layouts from any point.

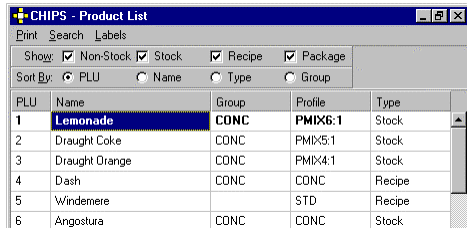
- **Creating and editing Retail Outlets**

Select the **Sales menu**, select **Retail Structure**, then **Retail Outlets**

General Options, Hints and Tips

Browsing Data


Almost all the information within Chips will be presented to you in the form of a table. The techniques for browsing data is the same whichever table you are looking at.



PLU	Name	Group	Profile	Type
1	Lemonade	CONC	PMIX6:1	Stock
2	Draught Coke	CONC	PMIX5:1	Stock
3	Draught Orange	CONC	PMIX4:1	Stock
4	Dash	CONC	CONC	Recipe
5	Windemere		STD	Recipe
6	Angostura	CONC	CONC	Stock

Searching for text (e.g. a name)

To find a record where certain text appears (e.g. a product or members name), click the mouse onto the column where the text will appear and click on the Search menu item.



CHIPS - Field Search

Search for: Tio

Look at:

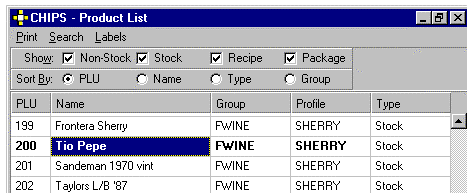
- Beginning of Field
- Beginning of any Word
- Anywhere

OK Cancel

Select "Search", type in the name or part of the name and click on OK. Chips will go to the first name in the list matching the letters typed. If you wish to search for other, click on the Search menu item and select "Search Again". Chips will automatically repeat the last search.

Searching for a record number

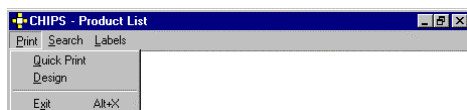
To find a locate a particular record number, click the mouse onto the number column and simply type the number of the record on the keyboard. Chips will go to that record.



PLU	Name	Group	Profile	Type
199	Frontera Sherry	FWINE	SHERRY	Stock
200	Tio Pepe	FWINE	SHERRY	Stock
201	Sandeman 1970 vint	FWINE	SHERRY	Stock
202	Taylor's L/B '87	FWINE	SHERRY	Stock

Printing Lists

Chips contains a large number of standard reports available through the reports menu option. In addition, however, any list contained within Chips such as the Price List or Card List, can also be printed using the menu options at the top of the Windows.



Select the Print option and click on Quick Print. This will generate a preview of the document to be printed on the screen (see next page).

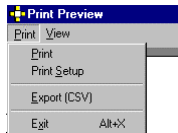
- **On-Screen Print Preview**

The screenshot shows a window titled "Print Preview" with a menu bar containing "Print" and "View". The main content area displays the following text and table:

GCGOLD DEMONSTRATION RETAIL SYSTEM
CHIPS - PRODUCT LIST

PLU	Name	Group	Profile	Type
1	Lemonade	CONC	PMIX6:1	Stock
2	Draught Coke	CONC	PMIX5:1	Stock
3	Draught Orange	CONC	PMIX4:1	Stock
4	Dash	CONC	CONC	Recipe
5	Windemere		STD	Recipe
6	Angostura	CONC	CONC	Stock
7	Concentrate	CONC	MISC	Recipe
8	Splash	CONC	SLSH	Recipe
9	Baby Mixer	MIX	MIX	Stock
10	Tonic	MIX	MIX	Stock
..

- **Print Options**



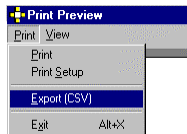
Print

Invokes your standard Windows printer where you can select to print the whole or only part of the report.

Print Setup

Allows you to select a different printer for the report.

- **Exporting data**

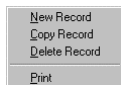


Export (CSV)

Will open a "Save As" box so you can save the contents of the report to a text file on disk and import it into other packages such as Sage or Excel.

Creating, copying and deleting records

You can quickly create, copy and delete records within Chips using the right mouse button.



New Record

Right clicking the mouse anywhere in the list and selecting this option will open a black new record window for this list.

Copy Record

Right clicking the mouse on a specific record and selecting this option creates a copy of that record which can be edited to create a new item.

Delete Record

Right clicking the mouse on a specific record and selecting this option creates a copy of that record which can be edited to create a new item.

Editing Records

To edit a record double click on the record with the left mouse button to open an edit box. A record can be edited in a number of ways

Text Boxes



Item Description
Tomato Juice

Click in this box and type the required text.

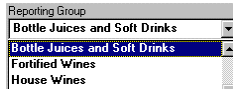
Check Boxes



1. Non-Stock 4. Usage
 2. Stock 5. Package
 3. Recipe

Click on the required option

List Boxes



Reporting Group
Bottle Juices and Soft Drinks
Bottle Juices and Soft Drinks
Fortified Wines
House Wines

Click on the required option

Browsing the Options



Browse

If you are unsure which option to choose from a list or wish to add or edit an item in a list, click on the Browse button next to the list box. This will open up the table for that list where you can use the techniques described above to create, copy, edit or delete items in a table.

Quick Guides

Adding a new product

- 1) Select the **Sales menu**, select **Products**, then **Product List**
- 2) To insert a new product right click on the table and select New Record.
To create a copy of an existing product, click on the product with the right mouse button and select Copy Record.
- 3) Enter a unique PLU, type a description, select the Stock Group and Product type in the General Page
- 4) Click on the Till tab if you wish to alter the appearance of the product name on the till.
- 5) Add non-cost options in the Options Tab
- 6) Click on the Stock tab and choose the required Stock Profile (which will determine the options appearing in the price list and the cost options on the till.
- 7) Close and re-start the Chips software (not the PC itself)
- 8) Select the **Sales menu**, select **Products**, then **Price List**
- 9) Scroll down to your newly added products and double click on the first entry.
- 10) Scroll down to your newly added products and double click on the first entry.

Add New Product

Sales

Product

Product List to end of list and highlight

Insert add new record

Add new PLU (add to PLU group already created if required)

Complete: **Item Description**

Reporting Group

Stock

Stock Profile (see stock profile page for set up)

Do this for each new product

The image shows two overlapping windows from the CHIPS software. The top window is titled "CHIPS - Product List" and displays a table of products. The bottom window is titled "CHIPS - Price List" and displays a detailed price list for the selected product, Bacardi.

PLU	Name	Group	Profile	Type
1	Bacardi	SPRT	SPRTS	Stock
2	Brandy	SPRT	SPRTS	Stock
3	Gordons Gin	SPRT	SPRTS	Stock
4	Plymouth Gin	SPRT	SPRTS	Stock
5	Lambs Run	SPRT	SPRTS	Stock
6	Vodka	SPRT	SPRTS	Stock
7	Bells Whisky (1.5 Ltr)	SPRT	SPRTS	Stock
8	Balls Whisky (Bottle)	SPRT	SPRTS	Stock
9	Bells Whisky (4.5 Ltr)	SPRT	SPRTS	
10	Famous Grouse	SPRT	SPRTS	
11	Black Label	SPRT	SPRTS	
12	Canadian Club	SPRT	SPRTS	
13	Glenfiddich	SPRT	SPRTS	
14	Glenmorange	SPRT	SPRTS	
15	J B Rare	SPRT	SPRTS	
16	Jack Daniels	SPRT	SPRTS	
17	Jameson	SPRT	SPRTS	
18	Knockando	SPRT	SPRTS	
19	Macallan Malt	SPRT	SPRTS	
20	Baileys Irish Cream	LIQ	LIQ	
21	Cointreau	LIQ	LIQ	
22	Drambuie	LIQ	LIQ	
23	Grand Marnier	LIQ	LIQ	
24	Kummel	LIQ	LIQ	
25	Lovane	LIQ	LIQ	

PLU	Product	Rpt.Grp	Disc.Grp	Av.Cost	Cur.Price	Cur.G.P.	Rev.Date	Rev.Price	Rev.G.P.
1.1.00	Bacardi								
1.1.01	Bacardi	SPRT	STD		1.10	100.00%			
1.1.02	Bacardi	SPRT	STD		2.20	100.00%			
1.2.00	Brandy								
1.2.01	Brandy	SPRT	STD		1.30	100.00%			
1.2.02	Brandy	SPRT	STD		2.60	100.00%			
1.3.00	Gordons Gin								
1.3.01	Gordons Gin	SPRT	STD		1.05	100.00%			
1.3.02	Gordons Gin	SPRT	STD		2.10	100.00%			
1.4.00	Plymouth Gin								
1.4.01	Plymouth Gin	SPRT	STD		1.05	100.00%			
1.4.02	Plymouth Gin	SPRT	STD		2.10	100.00%			
1.5.00	Lambs Run								
1.5.01	Lambs Run	SPRT	STD		1.10	100.00%			
1.5.02	Lambs Run	SPRT	STD		2.20	100.00%			
1.6.00	Vodka								
1.6.01	Vodka	SPRT	STD		1.10	100.00%			
1.6.02	Vodka	SPRT	STD		2.20	100.00%			
1.7.00	Bells Whisky (1.5 Ltr)								
1.7.01	Bells Whisky (1.5 Ltr)	SPRT	STD		1.05	100.00%			
1.7.02	Bells Whisky (1.5 Ltr)	SPRT	STD		2.10	100.00%			
1.8.00	Balls Whisky (Bottle)								
1.8.01	Balls Whisky (Bottle)	SPRT	STD		1.05	100.00%			
1.8.02	Balls Whisky (Bottle)	SPRT	STD		2.10	100.00%			
1.9.00	Bells Whisky (4.5 Ltr)								

Last modified 11/04/2000 11:10am by MHS

Last modified 19/04/2000 03:48pm by MHS

To alter a price

Price List

Highlight product

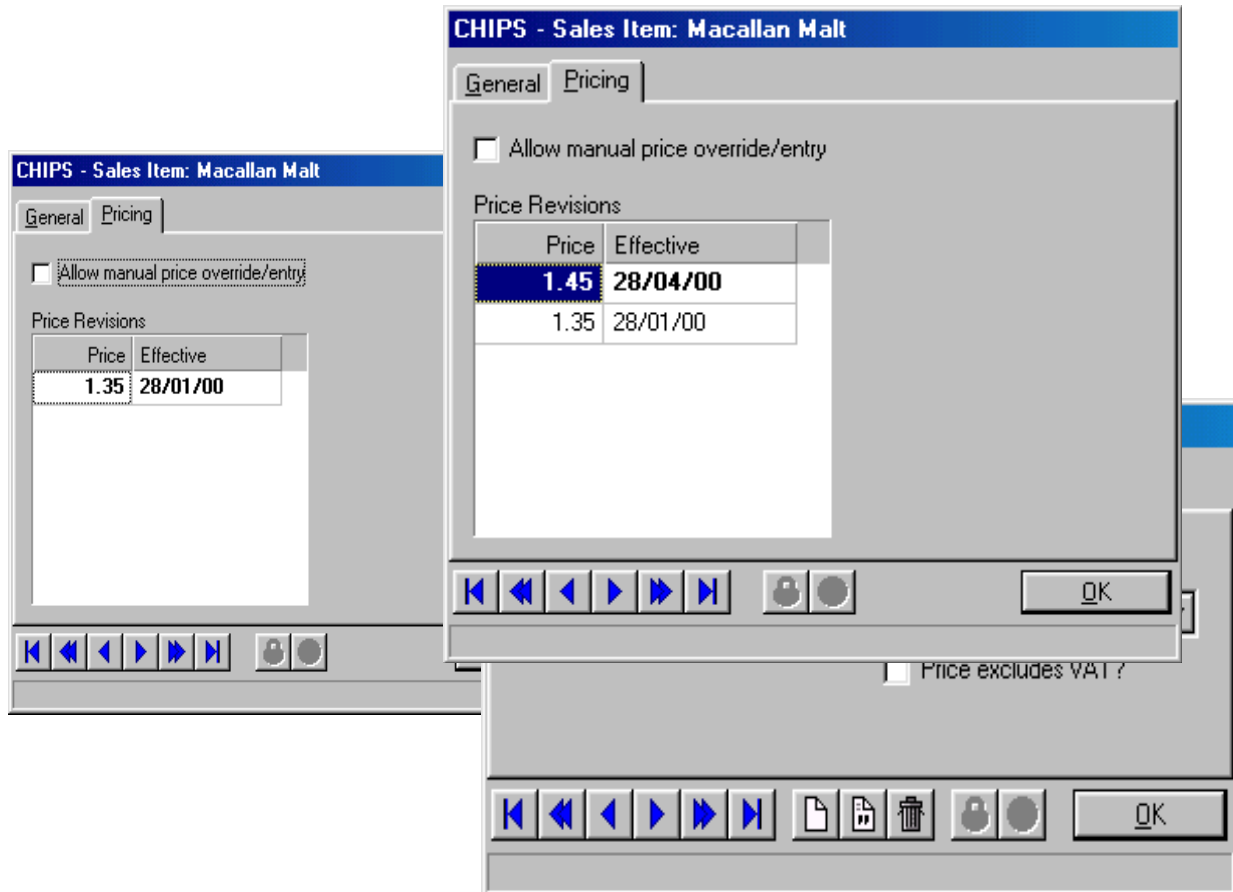
Select the **Pricing tab**

Double click on white box

Insert new price and the date to be effective from

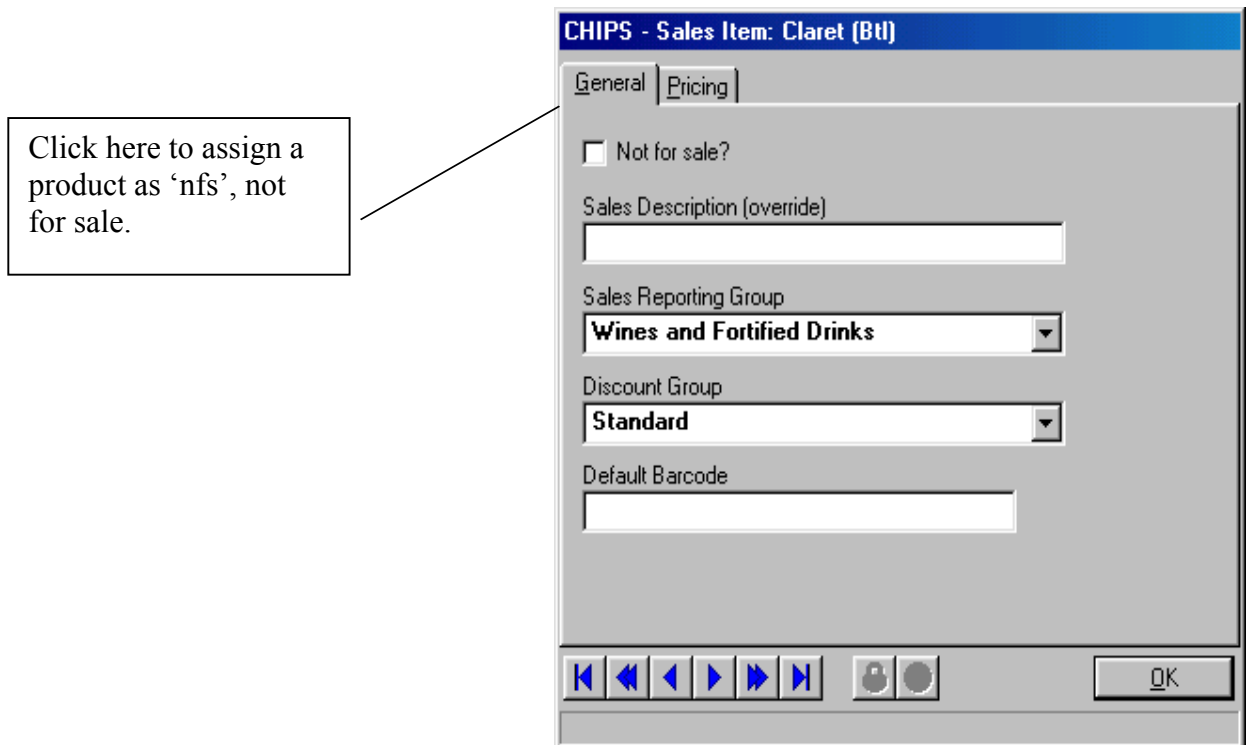
On saving and exiting the price tab you will see the new price and date from
appear at the top of the list of prices.

From the effective date the new price is automatically charged.



WHEN DOING DATE RELATED ACTIONS PLEASE MAKE SURE ALL
TILLS / PC'S ARE WORKING TO THE CORRECT DATE—THIS
CAUSES PROBLEMS IF DATES ARE DIFFERENT

Defining A Product AS 'nfs'



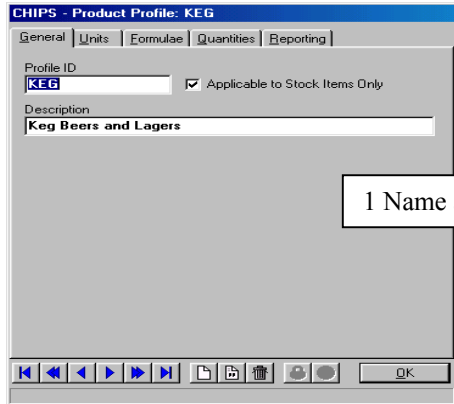
Defining a product as 'nfs', Not For Sale.

- Open the **Price List (Sales - Products - Price List)**.
- Double Click over the **Current Price** on the product to be changed.
- Go to the **General** option screen and Double Click in the **Not for sale** dialogue box (a tick appears in the box).
- Click **Padlock**, then click **OK**.
- This product will then show up as **'nfs'**, Not for sale under **Current Price** on the **CHIPS - Price List**.

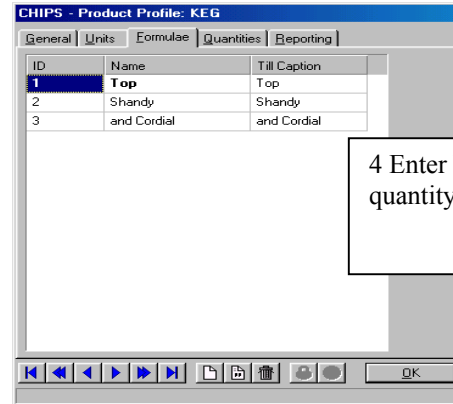
NB. This option can be used for product combinations, eg. Admans and lime, Guinness Shandy, that would not normally be sold so that this option does not appear in the modifiers when the product is selected on the till screen. It is a tool through which to manage the layout of the screen.

Set Up Stock Profiles

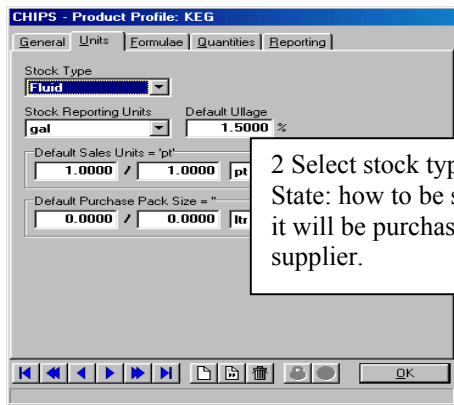
The stock profile determines the way in which the product is: stocked / sold ie shandy / pint etc. Selecting the profile gives the option within the price list to price a pint / half pint shandy etc for each draught beer.



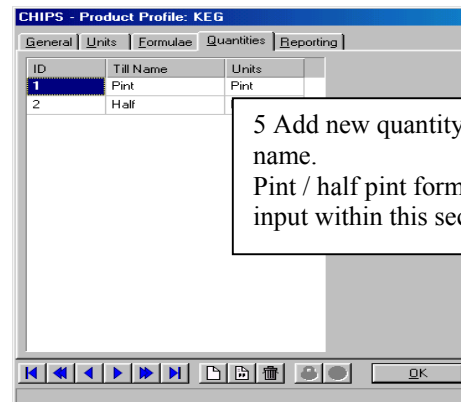
1 Name a new profile



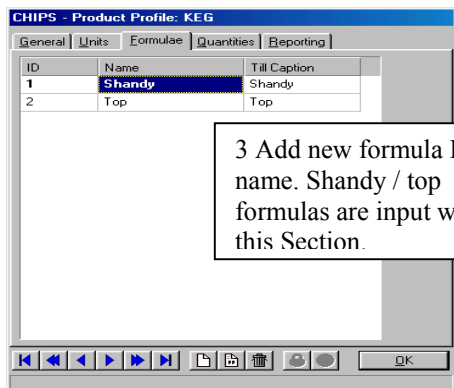
4 Enter base product & quantity & component



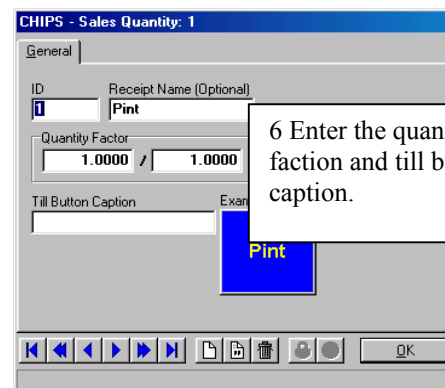
2 Select stock type State: how to be sold & how it will be purchased from supplier.



5 Add new quantity ID & name. Pint / half pint formulas are input within this section.

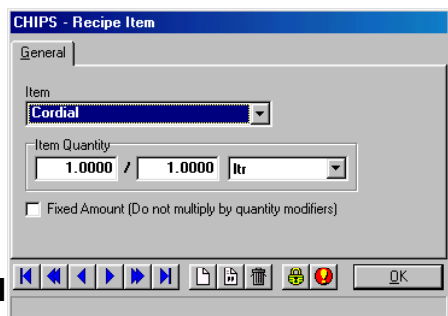
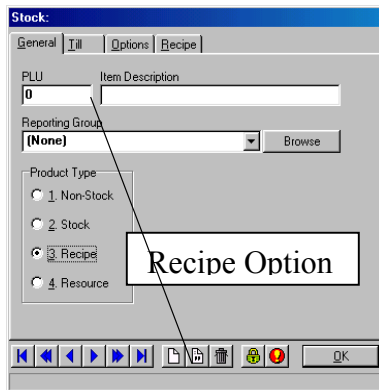


3 Add new formula ID & name. Shandy / top formulas are input within this Section.



6 Enter the quantity fraction and till button caption.

Creating A Recipe



Go to **Sal**

- Press **insert** on the keyboard.
- Assign a **PLU**, **Item Description** and **Reporting Group**.
- Under **Till** tab write the name of the product in the **Till Button Caption** box.
- Under the **Stock** tab, assign a **Stock Profile** and the cost price of the product under **Av. Cost**.
- Return to **General** tab and under **Product Type** select option **3 - Recipe**.
- Go to **Recipe** tab, press **insert** on the keyboard and assign the required item and quantity.
- Click **Padlock**, then **OK**.
- Repeat this process for all components of the recipe, when finished, click **Padlock**, then **OK**.
- Close the **CHIPS - Product List**.
- Assign the new product a till button (see **Assigning a Product a Till Button**).

Creating A Reporting Group

Go to **Sales—Products—Stock Groups**.

Press **Insert**.

Assign a **Group ID** (abbreviated name of group) and a **Group Name**.

Click **Padlock**, then **OK**.

CHIPS - Product Report Group: [New Record]

General

Group ID

Group Name

N/L Cost of Sales Account
 (if different to division default)

Navigation icons: Home, Previous, Next, End, Print, Save, Delete, Lock, Warning, OK

Adding A Button To The Till

Retail structure

Retail outlet

Select outlet

Till layout

Double click outlet

Edit layout

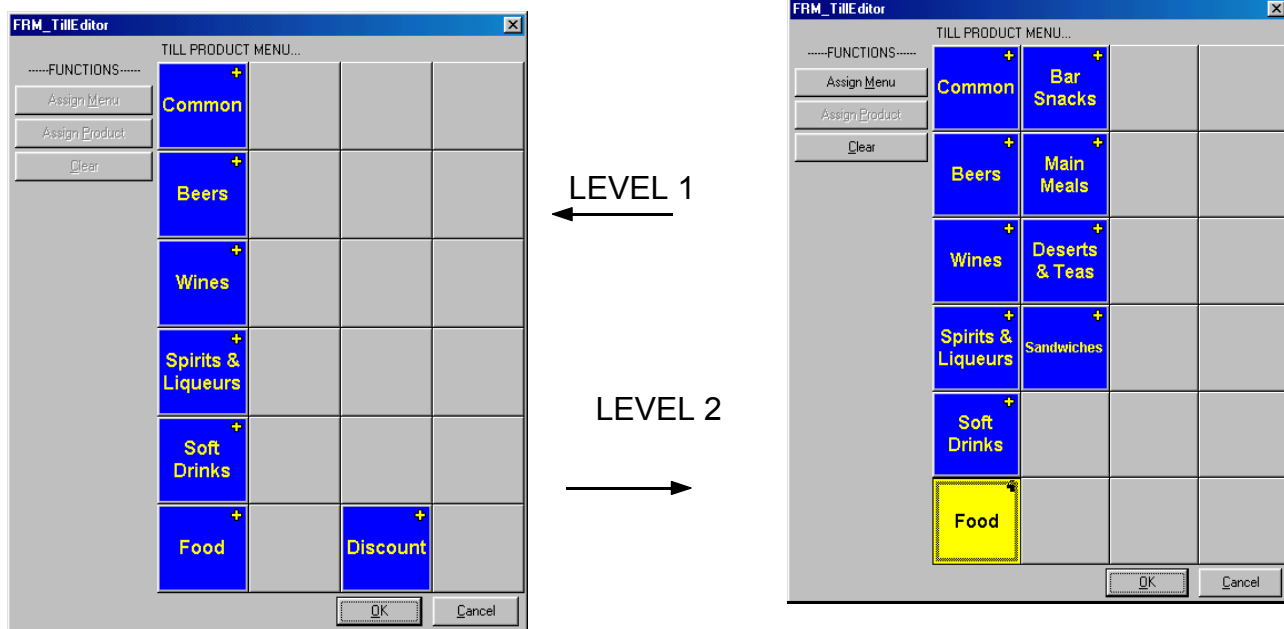
You will then see the till as currently set out TILL PRODUCT MENU

Level 1 This level creates the main menu options such as beers, food, drinks etc.

soft

select the
Select the
creates level 2.

To create a main menu button select the required box and then **'assign menu'** button naming the button as appropriate. named menu button this then goes yellow and



Level 2
can be
as above. To
select **'assign**
menu is
created until you
can be created. The
is highlighted in yellow.

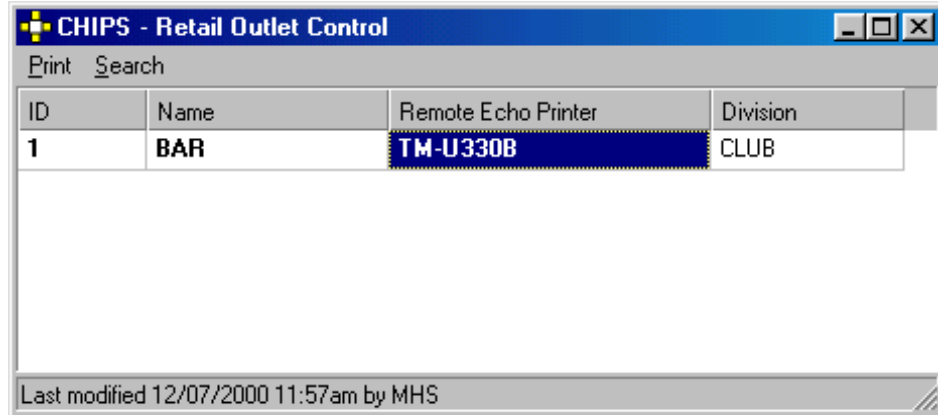
This level can have a further menu below the main level or a box allocated a product. To add a further level go through steps assign a product to a box highlight relevant box and

product' button and select product required from list. If a sub created on Level 2 any number of further levels can be are at the stage where a number of product boxes Level active when allocating a product

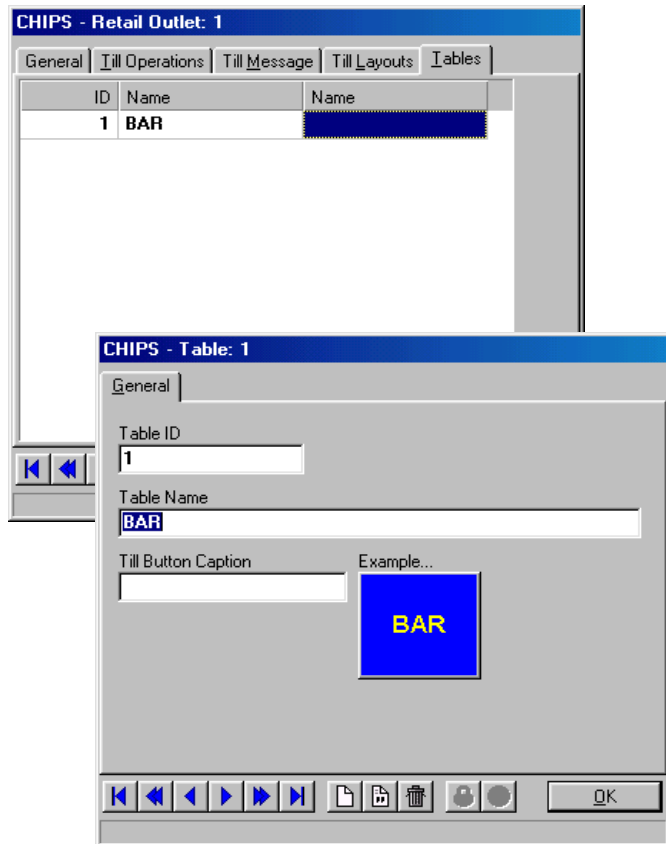
How To Identify An Order - Setting Up

Go to:

Sales
Retail outlet



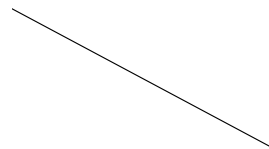
Double click **BAR**
Table s



Insert new 'table'
Next consecutive number
Name the 'table' BAR
OK

When wishing to identify an order create your order and then select the 'identify order' button.

SIGN ON	New Order	Amanda Croucher		NO SALE	PROD INFO	OTHER TASKS	Oops!
Amanda Croucher	(new)	NEXT ITEM...		Beer +	Daily Specials +		
				Misc +	Sunday Food +		
				Wines +	Bar Food Hot +		
				Spirits & Liqueurs +	Salads +		
				Soft Drinks +	Bag Sand Toasties +		
				Crisps / Choc +	Coffee Break +		
		To Pay: £ 0.00				REFUND +	
SIGN OFF	Identify Order	PAY					



Select the button named BAR and this will identify your order on the screen & receipt

SIGN ON	New Order	Identify By...			Oops!
Amanda Croucher	BAR	Table	BAR		
		Visitor Name			
		Card			
SIGN OFF	Identify Order				

Refunding

If refunding during a transaction the following actions should be followed.

(1). Refund for a resalable product (ie. unopened bottle of wine).

(a). During transaction: highlight the product to be refunded and placed back into stock, press the 'no sale' button and the product disappears from the display.

(b). After a completed transaction. Select product to go back into stock. Select QTY—1 product and the amount in the order window turns red. Pay and the refund either goes back onto members card or cash is given.

(2). Refund of a non-resalable product (ie. pint of beer). All draught products should be set for 'manual price override' allowable when setting up the price within the price list.

(a). During the transaction, providing the product has been 'pulled', set the price to zero and sell the product at that price.

(b). After the transaction, use the refund button (see below).

Creating a refund button.

Create a new product called Refund and assign it its own Reporting Group. Make the product a non-stock item.

Assign Refund its own till button, firstly by creating a refund menu at level 1, then assigning a button under this menu.

Procedure for using a Refund button on the till.

Press **Refund** button, in the price frame assign the total price of the refund. Press **OK**.

Go to **X QTY**, assign a value of—(minus) one. Press **OK**.

Go to **PAY**, select method of payment, press **OK**, press **REFUND GIVEN**.

SIGN ON	New Order	Casual One	OTHER TASKS	Oops!
Casual One	(new)	Cullinan View White 1 x Btl 8.25		
			Qty: <input type="text" value="-1"/>	
			7 8 9	
			4 5 6	
			1 2 3	
			0 +/- OK	
SIGN OFF	Identify Order	To Pay: £ 8.25	X QTY	

Creating Discount Groups

By creating discount groups it is possible to give all members of that group a set discount on the group of products the discount group applies to.

The following shows how to create a discount group, select the appropriate club members and give them a member of the correct discount group and then allocate a discount to certain products.

- **GC Gold**

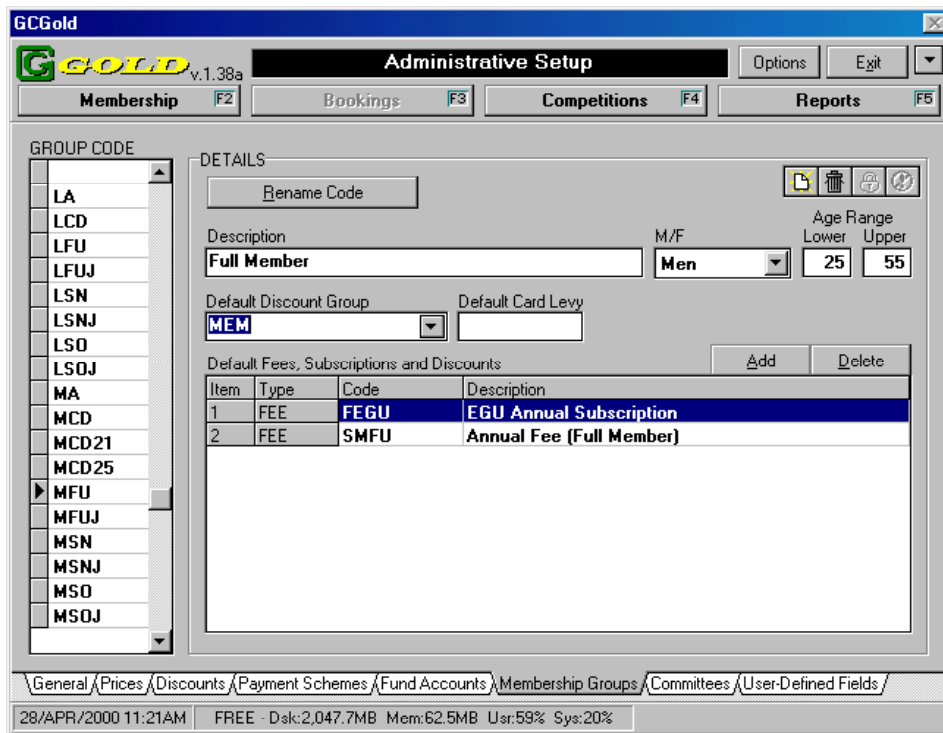
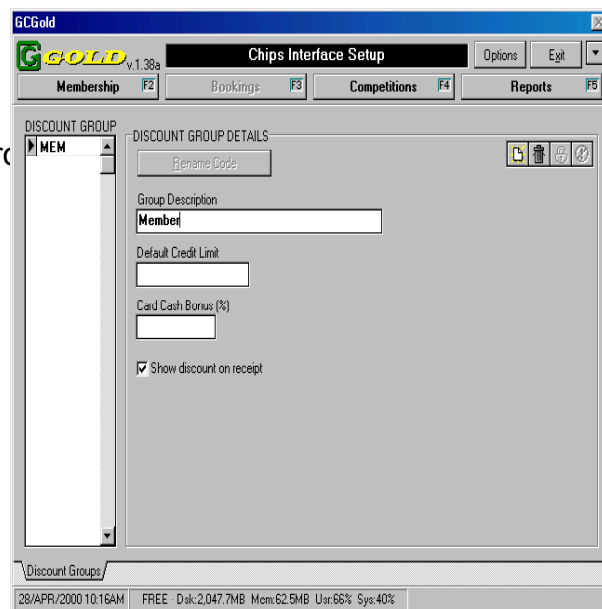
CTRL+F12—Chips Interface Setup
 Insert new record
 Name discount code ie MEM
 Complete description ie Member
 Only complete default credit limit if appropriate
 Complete ID & Name.

Repeat this for each discount group

group.

F12
 For the members get the correct
 group has to be attached to the

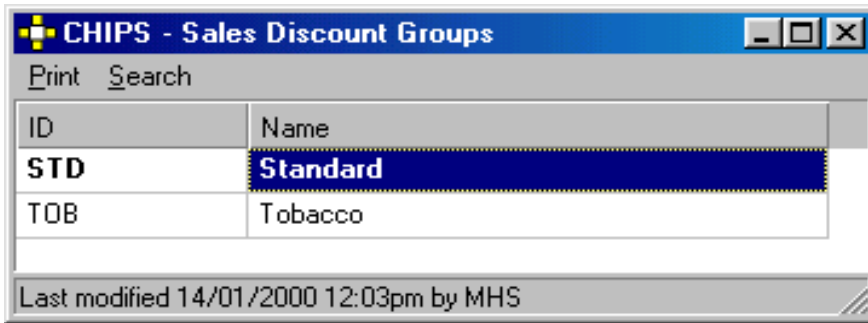
below).



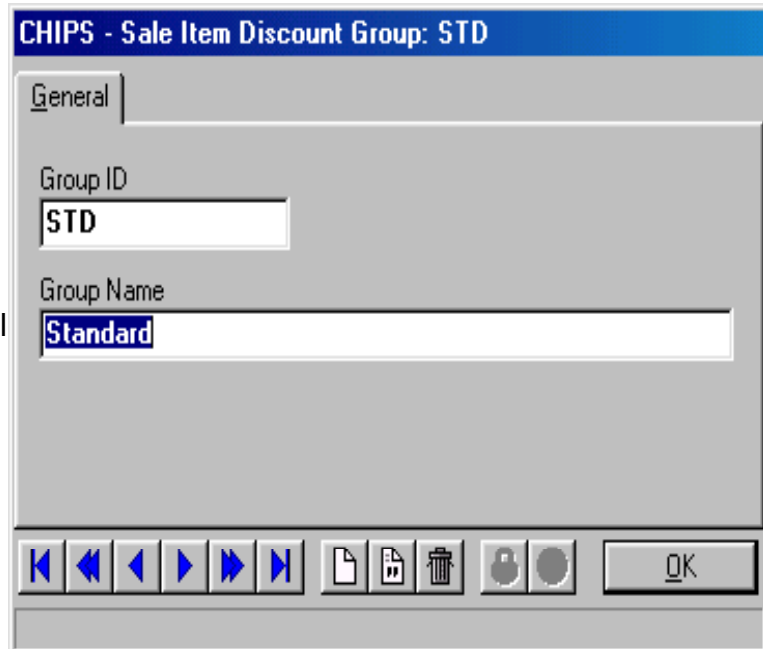
members to get the standard
 on all
 of the group codes listed
 membership codes tab must
 standard discount selected in
 discount group field.

- **Chips**

- Sales
- Product
- Price Discount Group
- Insert new record
- Complete ID & Name as appropriate.



Sales
Product
Sales Discount Profil
Double click to open



To set the amount of the discount
Sales
Product
Sales Discount Profiles
 Double click s
 Profile parameter box opens

Code	Description	Valid Dates	Valid Times	Days
s	Standard	(Always)	(All Day)	(All)

Last modified 27/01/2000 04:49pm by MHS

Complete parameters as required.

Select set discount
 Set the discount given to each group and by each category (see below).

CHIPS - Discount Profile: 0

General

Code: s Description: Standard [Set Discounts]

Valid Retail Outlets: *

Schedule of Application: DISABLED

Day Start)

Day End)

OK

Items by Group	MEM	NONE
STD	20.00	0.00
TOB	10.00	0.00

Last modified STD

Changing Discount Assigned To A Product

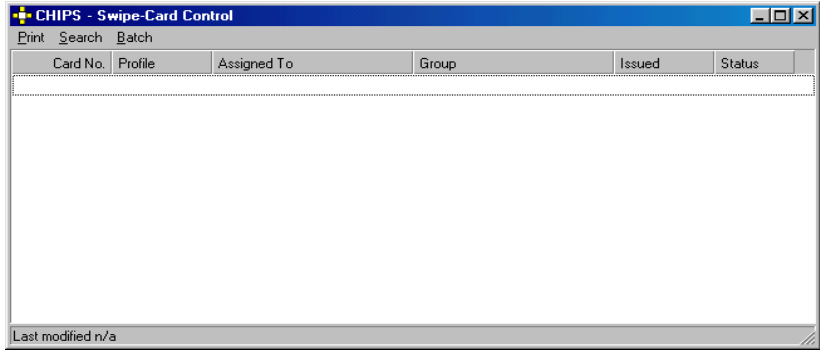
- Open the **Price List (Sales - Products - Price List)**
- Double click over the name of the product to be changed.
- In the **CHIPS—Sales Item window**, click on the **Discount Group** 'dropdown' menu, highlight and click on the required discount level.
- Click **Padlock** and **OK**.



The screenshot shows a software window titled "CHIPS - Sales Item: House White (Btl)". The window has two tabs: "General" and "Pricing". The "Pricing" tab is active. It contains a checkbox labeled "Not for sale?". Below this is a text field for "Sales Description (override)". Underneath is a dropdown menu for "Sales Reporting Group" with "Wines and Fortified Drinks" selected. Below that is another dropdown menu for "Discount Group" with "Standard" selected. A list is displayed below the "Discount Group" dropdown, showing three options: "(None)", "Standard" (which is highlighted in blue), and "No Discount". At the bottom of the window, there are navigation buttons (back, forward, etc.), a padlock icon, and an "OK" button.

Issuing New Swipe Cards

Sales Swipe Cards Card List

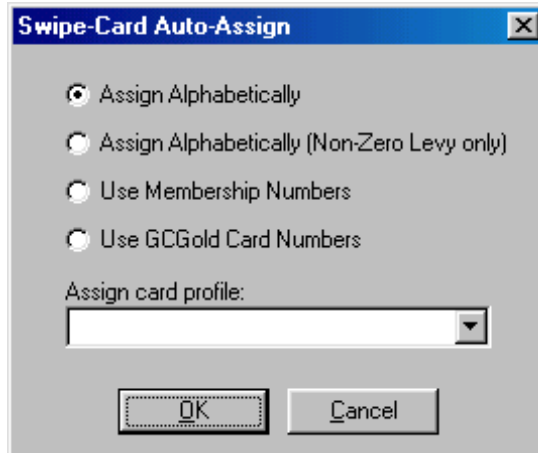


To issue a batch of card numbers

Batch

Load—enter range of numbered cards to be loaded

If issuing cards to the whole membership select assign and choose as required



Printing To Kitchen Printer

If you have a kitchen printer only the products coming from the kitchen need to be sent through from the respective till. To enable this to happen select:

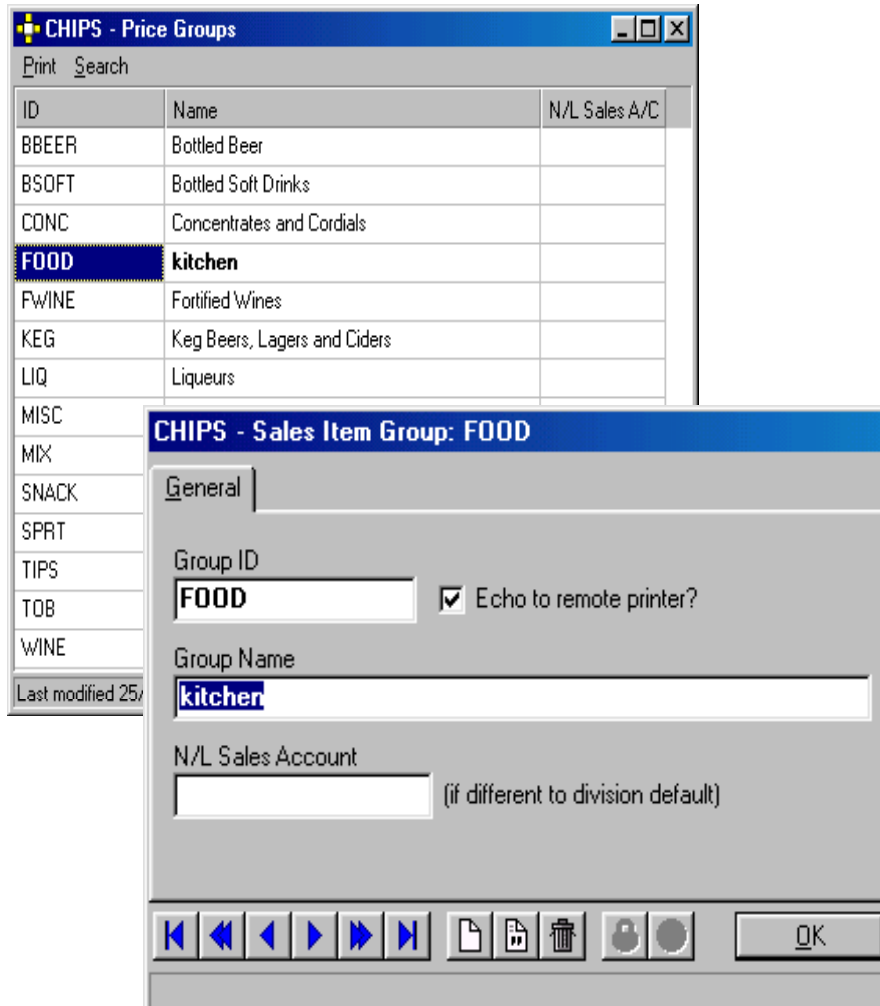
Sales

Product

Sales Group

Select the group of products ie food

Mark the Echo to remote printer box (as below)



Customising Machine Set Up

Chips Configuration Machines

Name	Description	Till ID	Configuration
DGH1		DGH1	(Standard PC)
PETER		PETER	(Standard PC)
SUZANNE		SUZANNE	(Standard PC)
TILL1		TILL1	(Standard PC)
TILL2		TILL2	(Standard PC)

Last modified 03/07/2000 12:30pm by MHS

For example any 'back office' machine should be customised so that the receipt printer prints to windows and not to a till printer.

To do this:
 Select machine name
 OPOS
 Receipt printer type = windows
 When setting up / checking the printer options set for a till, this screen is where you should check.

CHIPS - Machine: SUZANNE

General Settings OPOS Other

Cash Drawer Key: [] Cash Drawer Type: **(None)**

Display Unit Key: [] Display Unit Type: **(None)**

MSR Key: [] MSR Type: **(None)**

Receipt Printer Key: [] Receipt Printer Type: **Windows**

Echo Printer Key: [] Echo Printer Type: **(None)**

Echo to Receipt Printer

Bar Code Reader Key: [] Bar Code Reader Type: **(None)**

Navigation icons: [Back] [Home] [Forward] [Print] [Refresh] [Delete] [Lock] [OK]

How To Start Your Stock Control

Complete the first Purchase Order - reference this as 'initial stock'.

Sales

Products

Purchase Order

Add all products

making
Double click on first product enter current stock on the '**goods received**' line
sure that the
received radio button is selected
Enter the '**price each**' as price per packet
Close Chips and then re-open—the stock will then be adjusted

Then do a **Current Stock Valuation** dated day of or after the purchase order

Reports

Print

Standard

Retail

Stock Reports

To do stock reports during the month use the start reporting date as the date of the purchase order

At the month end do a **Stock Audit**

Sales

Products

Stock Audit—current date

take
Complete each line as per current stock - this will act as the end of month stock and the start of next months stock

Then do a **Period Stock Shrinkage report**—this then gives you the difference between last months stock and the new stock audit done

gives
Doing a **Current Valuation Report** at this stage using the last stock audit report date

current stock value.

Purchase Order

(Ordering and Receiving of Goods).

CHIPS - Purchase Order PO:00018

General Notes

Order No. **PO:00018** Order Date **15/04/00** Print Add All Products

Supplier **Matthew Clarke Ltd** Supplier Invoice No.

Order details...

#	PLU	Product	Qty	Price Ea.(Ex.VAT)	Status
1	1.141	Fruit Juice	(none)	(f.o.c.)	Received
2	1.16	Oxford Landing Red	(none)	(f.o.c.)	Received
3	1.30	Shiraz BIB	(none)	(f.o.c.)	Received
4	1.88	Taylors LBV	(none) 6 x Btl	(f.o.c.) 9.50	Received
5	1.33	Australian White BIB	(none)	(f.o.c.)	Received
6	1.32	S African White BIB	(none)	(f.o.c.)	Received
7	1.11	House Red	(none)	(f.o.c.)	Received

OK

CHIPS - Order Line 4

General Notes

Item **Taylors LBV** Line Status: On Order Back Ord. Received Paid

GOODS ORDERED...

Pack Size = 'Btl'

1.0000 / 1.0000 Bottle Btl Quantity 0.00 £ Price Ea. 0.00

GOODS RECEIVED...

Pack Size = 'Btl'

1.0000 / 1.0000 Bottle Btl Quantity 6.00 £ Price Ea. 9.50

In Stock as at... 28/07/00 00:00:00

VAT rate... Standard Prices include VAT?

OK

• Ordering

Go to **Sales—Products—Purchase Orders**, brings up **CHIPS—Purchase Orders** window.

Press **insert** on the keyboard and click on **Add all products**.

Double click on the product to be entered.

Under **GOODS ORDERED...** check pack size and alter if necessary.

Enter **Quantity** ordered and **£ Price Ea.**

Click **Padlock**, then **OK**.

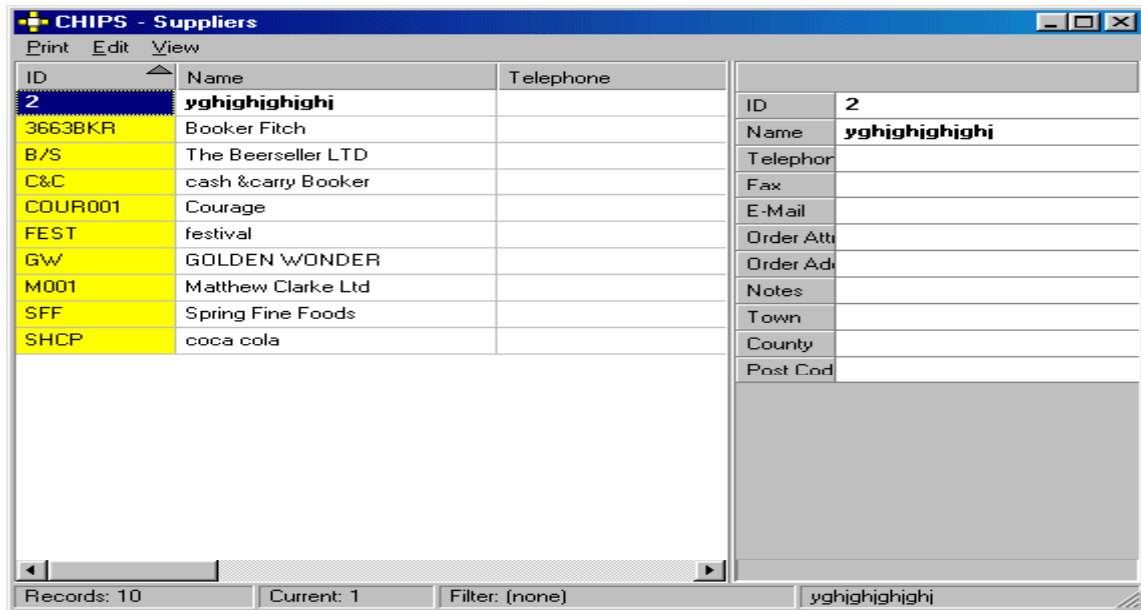
• Receiving

Go to the **Purchase Order** and select the product received.

Select the **received** radio button. This will transfer the ordered amount into the received box—amend this amount if only a part order received. (When looking at the overview of the purchase order a line will appear through the line when an amount has been adjusted).

The current stock will be updated with the goods received once CHIPS has been closed and re-opened.

Supplier List



Sales – Suppliers – Supplier List. Press Insert.

Under the **General Tab**, fill in **ID** (account number), **Name of supplier** and **Ordering Address**.

Under the **Contacts Tab**, double click on the entered supplier. Fill in details as required, including any notes. Click **Padlock** and **OK**.

Click **Purchasing Tab**, enter **Purchase Order Addressee** – Click **Padlock** and **OK**.

Global Parameters

To Change Format of Names Appearing in CHIPS

Chips

Global parameters

Name format

Follow instructions and select as required.

The screenshot shows a dialog box titled "CHIPS - Global Parameters" with four tabs: "General", "VAT Rates", "Name Formats", and "Tills". The "Name Formats" tab is selected. The dialog contains the following text and controls:

NAME FORMATTING CHARACTERS (Case Sensitive)
T=Title, S = Surname, F=Forename, I=Initials, N=Nominated Initial,
C=Composite Forename+Initials, X=Suffix

'Club' Name Format
 OTHER, Mr A N

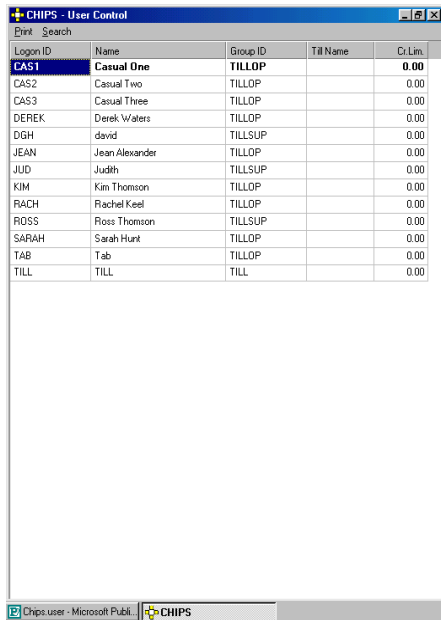
Dear Name Format
 ANDREW, Other

Label Name Format
 OTHER, Mr A N

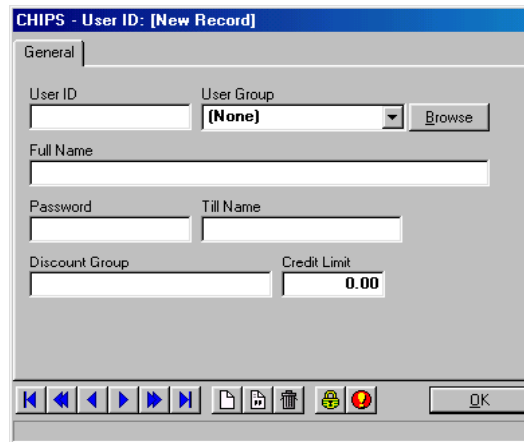
(Examples base on 'Mr Andrew N Other BA')

At the bottom of the dialog are two small circular icons on the left, and "OK" and "Cancel" buttons on the right.

User Controls



Logon ID	Name	Group ID	Till Name	Cr.Lim.
CAS1	Casual One	TILLOP		0.00
CAS2	Casual Two	TILLOP		0.00
CAS3	Casual Three	TILLOP		0.00
DEREK	Derek Waters	TILLOP		0.00
DGH	david	TILLSUP		0.00
JEAN	Jean Alexander	TILLOP		0.00
JUD	Judith	TILLSUP		0.00
KIM	Kim Thomson	TILLOP		0.00
RACH	Rachel Keef	TILLOP		0.00
ROSS	Ross Thomson	TILLSUP		0.00
SARAH	Sarah Hunt	TILLOP		0.00
TAB	Tab	TILLOP		0.00
TILL	TILL	TILL		0.00



CHIPS - User ID: [New Record]

General

User ID: User Group:

Full Name:

Password: Till Name:

Discount Group: Credit Limit:

- **Adding a New User.**

- Select **Chips, User Control, User List**.
- press **insert** on the keyboard.
- Assign a **User ID**, a **User Group** (using the 'dropdown' menu), enter the **Full Name** and **Till Name** (name that appears on the till button).
- Click on **Padlock** and then **OK**.

- **Deleting a User.**

- Select **Chips, User Control, User List**.
- Right click mouse button over user to be deleted, highlight **Delete Record**, left click mouse.

- **Modifying the Access characteristics of a User.**

- Select **Chips, User Control, User List**.
- Double click right mouse button over the name of the user to be modified.
- select 'dropdown' menu on **User Groups**.
- Highlight and select new **Group**.

Reports

- **Stock Reports.**
 - **Stock Valuation Report.**

Current stock and its valuation. Used for current stock levels and value of level of stock.
 - **Shrinkage Report.**

Shows shrinkage over a period.

 - (1). Budget ullage is determined by entry on the Product List ullage field.
 - (2). Actual gives wastage over and above the amount that was budgeted for above under ullage.
 - **Period Stock Movement Summary.**

Summary of opening, brought in, sold, closing and movement of stock over a given period by PLU. Used to give total overview of all activities on a PLU for a given period.
 - **Stock Audit Sheet.**

Prints an audit sheet listing all PLU's to be accounted for in the audit and the level of Stock in the system at the time.
 - **Period Transaction Summary.**

A breakdown of all transactions for a PLU over a given period. All receipt numbers are shown against each PLU.
- **Card Balances.**

Swipe card balances available, other options will be released in further versions of the software.