



A METHOD OF COMMERCE FOR USE WITH FOOD OUTLETS

FIELD OF THE INVENTION

The present invention relates to a method of commerce for use with food outlets and in particular to a method of commerce involving the use of portable data storage and transfer devices.

BACKGROUND ART

Data storage and transfer systems using portable devices such as cards with some memory capability, for example, a magnetic strip, and terminals to which the portable devices can be connected are well known. Generally they are used to control access to some area or service. Usually the terminals are connected to a central processing unit or computer which controls access and is the ultimate storage facility for the information on the card.

One such early prior art system comprises a portable card with a magnetic track and a peripheral device or terminal which is connected to a central computer. Many of the cards referred to as prior art use magnetic track memories which could easily be modified or the contents read. Also the memory storage capacity is quite low and the memory is susceptible of accidental modification such as erasure when in region of a magnetic field. This leaves such systems vulnerable to abuse from fraudulent intervention.

Later devices address the problem of lack of memory capacity and volatility by use of a portable device or card containing an integrated circuit memory. The device still suffers from the problem that the memory could be read and the contents extracted or changed. Inhibiting means have been added to prevent the transfer of data out of or into prohibited areas of the memory of the portable device.

There are also systems for interchanging information which are similar to those described above, but without the error prone direct connections from the peripheral devices connected to the central computer. The peripheral devices contain a write mechanism which can transfer the information from the portable device to the peripheral device. The peripheral devices can then be collected on some regular basis and taken to the central computer where the information can be transferred to the central computer's memory.

Portable cards or devices are also used in systems which authorise access to a service offered by an authorising entity. These systems generally have a portable card



with memory and a microprocessor, and an authorising entity system capable of communicating with the card and also performing computer program operations. The card and the system have the same algorithm to be executed and each has secret data upon which the algorithms operate to produce a result which can be compared to ensure that proper access is granted. This system is rather complicated and involves an operator at the authorising entity end.

More advanced systems are known. For example, some systems encode a fingerprint on a portable card to verify the identity of the user. One such system discloses a credit or similar card which incorporates a computer generated image of the fingerprint of the authorised user. When a transaction is to be verified the user's finger print is scanned by a finger print reader and the result is compared with the information on the card. The user is authorized to have access if the prints match. Such devices are presently commercially available.

The systems described above suffer from the problem of complexity or they are susceptible to fraudulent and unauthorised access and tampering with the information in the card or the terminal. Most of the systems above provide cards or other devices which may be used at more than one venue in more than one system. Conventional credit cards are examples of these types of systems.

A credit card may be used in any type of reader at virtually any type of sales outlet. They can be used to purchase goods or services over the Internet. Such cards have drawbacks due to their utility. They can be used extensively within a short period of time and keeping track of the balance can be difficult. In the situation where a younger person has a card with a parent paying the bills, the parent often has little control over the spending of the younger person.

Known smart-cards are generally configured differently depending upon the particular functions they are to perform. Typically, the memory space of prior art smart-cards contain various segments of fixed size, each of which may be dedicated to the storage of a particular kind of data relating to a specific application/programme. Such utilisation of the limited resources generally available in a smart-card results in limited overall functionality.

It is known to format data on smart-cards such that each application resides in a separate directory, for example in accordance with International standard ISO 7816.

In practice however, these formats may not be suited for devices such as

smart-cards if they are configured to support large numbers of applications and programmes because the amount of resources required to support the resulting elaborate application and directory structure is excessive.

5 Additionally, the differing formats adopted by different card providers for different applications or programmes seriously limits the inter-operability of present day smart-card systems. In other words, a smart-card supplied by a given card provider or card issuer for a particular programme and configured to fulfil a particular function, will general not be compatible with the hardware and operating systems of different card providers, or hardware and operating systems designed to fulfil a
10 different function, or the potential limitless number of different programmes or functions required by the many different card providers, card issuers or users of the different functions and programmes.

As can be appreciated, cards or other devices having a prepayment stored on or associated with them may be lost or stolen. This is also the case with credit cards.
15 When such devices are lost or stolen, they may be used by others. A person finding a credit card for example, can use the card over the phone to purchase goods or use the card in millions of shops worldwide. The very convenience of the cards is a problem.

When a card is lost or stolen, the owner, if aware of the loss or theft, can cancel the card so it may not be used. The owner is not always aware of the loss or
20 theft. In these situations, the owner can be liable for a large sum if someone else finds and uses the card.

These devices are not without security. Generally a user's signature is required and modern cards often have a photo of the owner on the card or similar type security measures. These reduce the likelihood that the cards may be misused, but the
25 risk cannot be eliminated.

Prepaid cards have similar problems. They are generally designed to be used at a large number of shops or outlets. If one is lost and subsequently found by another person, it can be used, resulting in a loss to the owner to the value of the prepayment.

Similarly, it is well understood that if you lose an amount of cash, you are not
30 likely to see it returned. More likely is that the finder of the cash will smile upon their good fortune and spend the cash.

It would therefore be advantageous to provide a system similar to the above systems but which overcomes the difficulties of cards which are lost or misplaced.

SUMMARY OF THE INVENTION

The present invention is directed to a method of commerce for use with food outlets, which may at least partially overcome the abovementioned disadvantages or provide the consumer with a useful or commercial choice.

5 In one form, the invention resides in a method of commerce for use with food outlets comprising the steps of issuing a portable data storage device to a user, presenting said portable data storage device at a food outlet, ordering at least one item from the food outlet in a transaction, accessing the data stored on the portable data storage device to verify the particulars of the transaction,
10 and filling the order subject to the verification of the particulars of the transaction.

The invention disclosed herein may be used in any food outlet, including retail outlets but finds particular application when used in conjunction with a school shop, canteen or "tuckshop" situation where children who attend the school purchase food items or stationery.

15 In a broad form, the method provides a system wherein the portable data storage device may be coded or otherwise limited so that use is only possible within the particular system for which the personal data storage device was issued. There may be numerous systems in any one geographical area but a personal data storage device issued under one system will preferably not be able to be used in another
20 system. Alternatively, the portable data storage devices may be limited to use in a small number of systems within a geographical area.

For example, a school may issue a card with a prepaid funds limit to a child attending the school. The card then may only be used at that school. If the card is lost, and a student from another school finds the card, the value cannot be used in the
25 second student's school. If a student of the original school finds the card, additional security means such as a photo of the child or a password may protect the card.

The method may suitably be based in or associated with a computer system allowing the control and storage of a large amount of information that may be required according to the method.

30 The portable data storage (PDS) device may preferably also be capable of recording or transmitting data. The PDS device may suitably be a card with a data storage strip, an integrated circuit memory or microchip or other type of computer ship. The PDS device may suitably be a key or other portable device that is adapted to

be inserted or swiped through a data reader device. According to a particularly preferred embodiment, the type of card used according to the method may be chosen from the following group:

1. Barcode Cards - using existing School's identification cards. The system may use the local process (Point of Sale Computer) to emulate the Smart card feature;
2. Smart Cards 4K Contact-less using the MIFARE® system. A True Smart Card having 2 personal identification numbers (one allows read only, the other read-write. The pin numbers are controlled by the software, not the user, and almost impossible to break the encryption) these types are known as Memory Cards.
3. Smart Card Contact-less 16k memory - it operates like a miniature computer, using encrypted networking protocol to communicate. It possesses very high security protocols but is relatively expensive.

The storage means on the PDS device may be digital, electrical or magnetic in nature. It may also be a simple bar code.

The data may typically be stored on the PDS device or it may be stored in an associated central processing unit or computer system which is accessed using the data stored on the PDS device. In this way, a large amount of stored information may be available to the user of the system upon access using the card.

The PDS device may be "loaded" or charged by prepayments of cash, cheques, Electronic Funds Transfer (EFT) or credit. The PDS device may also be linked to a bill-producing facility whereby the device may be used as a credit type device as opposed to a debit type device. The prepayments may also be stored in an associated computer or computer system.

In a particularly preferred embodiment, the method may operate as a debit-only method.

The "loading" may be accomplished in a variety of ways including over the telephone or over the Internet but is not limited to these ways.

The PDS devices may be listed in the system as "active" when issued or "lost" when they are lost or stolen. The amount "loaded" onto the device may be associated with an expiry date by which date it must be used or it will be voided. The unused portion of any prepayment together with any other information may be transferred to a

new device issued in replacement. There may be additional security provided on the PDS device including a school logo, student photograph, signature, barcode or the like.

5 The system may also include a reward system to encourage particular behaviour by the card holder or user. An example of such behaviour is eating or at least purchasing more healthy foods or beverages. The user may accumulate bonus points or discount points which accrue. These points may then be used to gain prizes or rewards or discounts on other purchases.

10 A spending limit may preferably be capable of being imposed on each PDS device. This amount may be set by the person responsible for the card for example the parent of the child. The limit may be a set limit or a limit of spending over a period of time.

15 It is known that certain foods or beverages may cause illness to people. Problem such as allergies, asthma, lactose intolerance and diabetes may be aggravated if children accidentally consume the incorrect or trigger foods. In a preferred embodiment, the system may be capable of being programmed with a list of foods which a user is not able to be sold. This list may be available to the filler of the order or an alert may be given when a foods present on such a list is scanned during the order filling process. Preferably, a list of "banned "foods may be maintained for all
20 users of the system which require such a list.

The system may comprise computer software operable on a computer system to optimize the canteen performance. Functions such as normal accounting and stock control functions may be provided by the software. Some examples of required functions are reporting, stocktaking, transaction control, account balances and
25 inventory control. The software may be capable of producing reports containing any information stored within the system and filtered according to a wide variety of parameters including date of action and student name.

The system utilised may include a data reader, a display device, a data entry device for entering the types of information required and a printer to produce receipts.

30 The PDS device may be useable only in a particular school. In this way, parents can be assured of where the money which they load onto the device is spent. The PDS may also carry a photograph of the child or other identifying means, such as a password.

In a particularly preferred embodiment, the method may operate as follows: A parent may tender an amount of \$20 to the school to be loaded onto their child's device. The child is then issued a card with information stored upon it to access that child's account. The card may only be used in the system at the child's school and at
5 no other venue. They may preferably not work in other schools systems or other shop systems. The portable card with a magnetic track may be readable by a peripheral device or terminal which is connected to a central computer. Records and computer software on the computer may maintain records relating to the use of the card.

When the child has lunch, he/she goes to the school shop, which stocks a
10 variety of food and beverages. The child orders the foods and tenders the card. The card is swiped through a card reader at the school shop by an attendant. Swiping the card allows the child access to their account. Provided that there are sufficient funds in the account and no other conditions are provided, the child receives his/her order.

The cost of the order is then deducted from the account balance and the system
15 updated. The student may also earn bonus points if the food ordered is healthy. These bonus points may accrue and be updated in the child's account records. Once a predetermined level is reached, the child may receive food items at a reduced cost or no cost or receive a prize.

Alternatively, the transaction process may be described as follows:

20 The operator enters the card data into the system by swiping the card under the laser scanner, plugging it into a smart card reader or keying in the data manually.

The software validates the card by checking the data and displaying an appropriate response. For example, when the card number is entered, the system will identify the type of card and user.

25 It is the responsibility of the operator to check the details displayed against those which may be displayed on the card.

The system checks the card number against a list of lost or stolen cards. If the card number matches one on the list, the operator must decline the transaction retain the card and advice the school personnel.

30 Once the card has been validated, the system will ensure that the cardholder has sufficient funds to cover the purchase. If the transaction amount is more than a floor limit and less than the daily expenditure limit, the system will automatically authorise the transaction. Note: The floor limit is usually set to zero, all transactions

will be sent on-line to the server for authorisation. The transaction is sent on-line and the server returns one of following responses:

- a) Authorised. The funds are available and the canteen will receive payment for the transaction.
- 5 b) Insufficient funds. The server has refused the transaction. The operator is informed why the transaction was declined, but it is advised not to publicly disclose the information
- c) Messages. The operator needs more information before deciding whether to authorise the transaction.

10 If the transaction is authorised, the cardholder's available spending amount is adjusted. Occasionally, the school may instruct the operator to cancel the transaction and retain the card.

Details of all transactions that have been updated live and payment are sorted and settled in the database (payments). The server acknowledges receipt of the
15 transaction, checks the data, identifies that all transactions and satisfies the data integrity checks.

The reconciliation process provides the school with reports to help correlate the data.

As stated previously, the method has been described as applied to a school
20 food outlet but may be applied to any type of food outlet.

A particular embodiment of the invention is described in the instruction manual included as ANNEX 1 and forming part of the specification.

In the present specification, the word "comprising" and its derivatives including "comprises" and "comprise" include each of the stated integers but does not
25 exclude the inclusion of one or more further integers.

In compliance with the statute, the invention has been described in language more or less specific to structural or methodical features. It is to be understood that the invention is not limited to specific features shown or described since the means herein described comprises preferred forms of putting the invention into effect. The
30 invention is, therefore, claimed in any of its forms or modifications within the proper scope of the description and appended ANNEX 1 appropriately interpreted by those skilled in the art.

ANNEX 1

IntelliSmart

Back Office Manual

IntilliSmart

IntilliSmart is a powerful and infinitely adaptable Point Of Sale software package.

This document is designed to help you quickly and easily utilise the Back Office Software. Following through the manual in a sequential manner will enable you to successfully start using your IntilliSmart. We hope that it proves helpful.

Features of the system:

- Prepayment debit card
- Alert/prohibit feature
- Student ID card
- Birthday acknowledgement
- Stock/profit analysis software
- Generates revenue
- Low balance warning
- Loyalty reward points
- Ability to promote products
- Card usage audited by software
- Internet enabled
- Easy to use

Security

- Student's photo appears on screen for each transaction
- Individually assigned student number
- Signature (optional)
- Preset daily spend limit
- Disabling function for lost/stolen cards
- Photo ID (optional but recommended)

Cashless Environment

- Touch screen ensures faster processing of sales
- Bullying is reduced dramatically
- Theft and wastage are minimised
- Profits/turnover are tracked daily
- Improved cash-flow as money is prepaid
- Increase capture of money intended (previously spent on way to and from school)
- Turnover is increased in the range of 15% - 40%!

Stock Control Improved

- Track theft, wastage, giveaways etc
- Track profit margin by item
- Daily/weekly/monthly reporting
- Records transactions for increased accountability
- Full training and help desk provided

Technology

- Barcode, Magnetic Stripe or Electronic Chip may be used
- TCP/IP allows integration into school's existing network
- Software audits all transactions as well as card usage
- Tracking of canteen stock and profits

Table Of Contents

Contact details

Chapter 1

Getting Started

General back office information

Chapter 2

File menu

How to exit the IntellisSmart Back Office

Chapter 3

View menu

How to view / remove the toolbar

How to view / remove the status bar

Chapter 4

Administration Menu - How to set up locations

How to add a location to the location list

How to modify a location listed in the location list

How to remove a location listed in the location list

How to filter records in the location list

Chapter 5

Administration Menu - How to set up payment types

How to add a payment type to the payment list

How to modify a payment type listed in the payment list

How to remove a payment type from the payment type

How to filter records in the payment type list

Chapter 6

Administration Menu - How to set up tax rates

How to add a tax rate to the tax rate table

How to modify a tax rate in the tax rate list

How to remove a tax rate from the tax rate list

How to filter recodes in the tax rate list

Chapter 7

Administration Menu - How to set up employee groups

How to add an employee group to the employee group list

How to modify an employee group listed in the employee group list

How to filter records in the employee group list

Chapter 8

Administration Menu - How to set up employees

How to add an employee to the employee list

How to modify an employee in the employee list

How to remove an employee from the employee list

How to filter records in the employee list

Chapter 9.....
Administration Menu - How to set up security and system users

Chapter 10.....
Administration Menu - How to set up your departments
How to add a department to the department list
How to modify a department in the department list
How to remove a department listed in the department list
How to filter records in the department list

Chapter 11.....
Administration Menu - How to set up price schedules
How to add a pricing schedule to the price schedule list
How to modify a pricing schedule listed in the price schedule list
How to remove a price schedule from the price schedule list
How to filter records in the price schedule list

Chapter 12.....
Administration Menu - How to add items to the item list
How to add an item to the item list
How to add pricing information to an item
How to modify an item listed in the item list
How to remove an item from the item list
How to filter records in the item list

Chapter 13.....
Administration Menu - How to set up package (recipes) and stock items
How to build a package item
How to create a stock item

Chapter 14.....
Administration Menu - How to set up output devices
How to add an output device to the output device list
How to modify an output device listed in the output devices list
How to remove an output device from the output device list
How to filter records in the output device list

Chapter 15.....
Administration Menu - How to set up suppliers
How to add a supplier to the supplier list
How to modify a supplier listed in the supplier list
How to remove a supplier from the supplier list
How to filter records in the supplier list

Chapter 16.....
Administration Menu - How to set up customer groups
How to add a customer group to the customer group list
How to modify a customer group listed in the customer group list
How to remove a customer group from the customer group list
How to filter records in the customer groups list

Chapter 17.....**Administration Menu - How to set up customers**

- How to add a customer to the customer list
- How to modify a customer listed in the customer list
- How to remove a customer from the customer list
- How to filter records in the customer list

Chapter 18.....**Administration Menu - How to set up item banning**

- How to add an item ban to the item ban list
- How to remove an item ban from the item ban list
- How to filter records in the item banning list

Chapter 19.....**Administration Menu - How to set up receipt templates**

- How to add receipt templates to the receipt template list
- How to modify a receipt template listed in the receipt template list
- How to remove a receipt template from the receipt template list
- How to filter records in the receipt template list

Chapter 20.....**Administration Menu - How to set up the terminals**

- How to add a terminal to the terminal list
- How to modify a terminal listed in the terminal list
- How to remove a terminal from the terminal list
- How to filter records in the terminal list

Chapter 21.....**Administration Menu - How to set up the cards**

- How to add a card to the card list
- How to modify a card listed in the card list
- How to remove a card from the card list
- How to filter records in the card list

Chapter 22.....**Administration Menu - How to set up hotlist reasons**

- How to add a hotlist reason to the hotlist reason list
- How to modify a hotlist reason in the hotlist reason list
- How to remove a hotlist reason from the hotlist reason list

Chapter 23.....**Functions Menu - How to process stock****Chapter 24.....****Functions Menu - How to create a purchase order**

- How to view all purchase orders
- How to add a purchase order to the purchase order list
 - How to remove an item from a purchase order
- How to modify a purchase order listed in the purchase order list
- How to remove a purchase order from the purchase order list

Chapter 25.....**Functions Menu - How to receive stock**

- How to remove stock from the receive stock dialog box

Chapter 26.....**Functions Menu - How to write off stock**

How to remove stock from the writeoff dialog box

Chapter 27.....**Functions Menu - How to enter a stocktake****Chapter 28.....****Functions Menu - MYOB Export****Chapter 29.....**

How to preview reports

How to print reports

How to export reports

Chapter 30.....**Reports menu - Sales reports**

Sales summary

Terminal Sales Summary

Staff Sales Summary

Customer sales

Customer sales history

Product sales

Department sales

Half hourly sales

Detailed Half Hourly Sales

Chapter 31.....**Reports menu - Tax Reports**

Tax Sales Reports

Tax Sales Summary Report

Chapter 32.....**Reports menu - Transaction reports**

Transaction history

Staff Transaction History

Transaction history detailed

Chapter 33.....**Reports menu - Card reports**

Card balance

Card by group

Card liability

Card transaction

Disabled card

Card statement

Chapter 34.....**Reports menu - Customer reports**

Customer eating habits

Chapter 35.....**Reports menu - Misc reports**

Production report
Refund report
Voids report

Chapter 36.....
Windows menu

How to view all open windows
How to close all open windows

Chapter 37.....
Help menu

How to view IntelliSmart version information

Chapter 38.....
House Keeping

Chapter 39.....
Data Back up Procedures

Appendix

(i) Menu Structure of the Back Office

(ii) Report Export format

(iii) Definitions

Contact Details

Townsville

54 Blackwood Street
Townsville QLD 4810
Australia

Phone: 07 47725000

Fax: 07 477242170

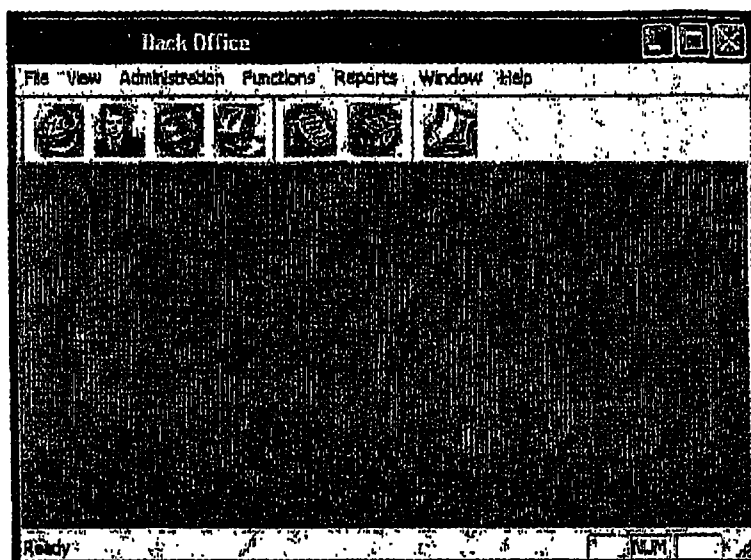
Email: info@intillismart.com.au

Website: <http://www.dairyfarmerssmartcard.com.au>

PO BOX 1771
Townsville
QLD 4810

Chapter 1

General Back Office Information



This is the main screen that you will use to enter details into the IntelliSmart database. It is divided into four main sections.

The title bar

- This shows your current location, the IntelliSmart Back Office.
- This has buttons to minimise, maximise and close the IntelliSmart application

The File Menus

- These include File, View, Administration, Functions, Reports, Window, and Help.

The Toolbar

- These include icons for Items, Customers, Cards, Terminals, Purchase Order, Receive Stock, and Reports.

The status bar

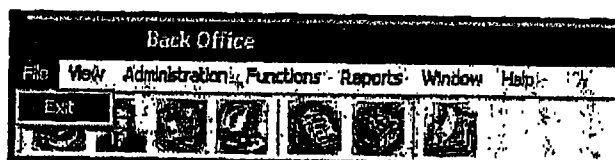
- Details of the currently opened windows, and file menu selection are displayed in this area.

Chapter 2

File Menu

How to Exit the IntelliSmart Back Office

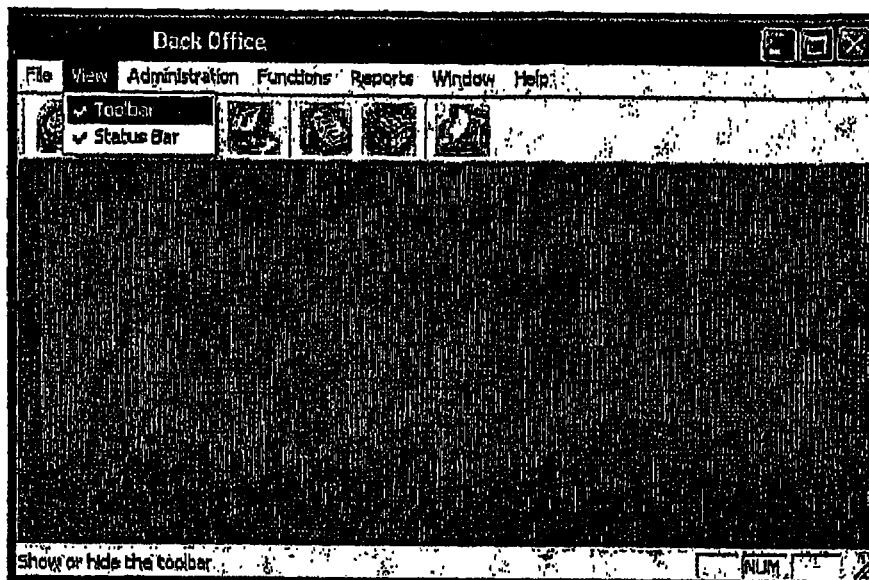
This can be done using the keyboard shortcut Alt F4, or, by clicking the File Menu and selecting Exit.



Chapter 3

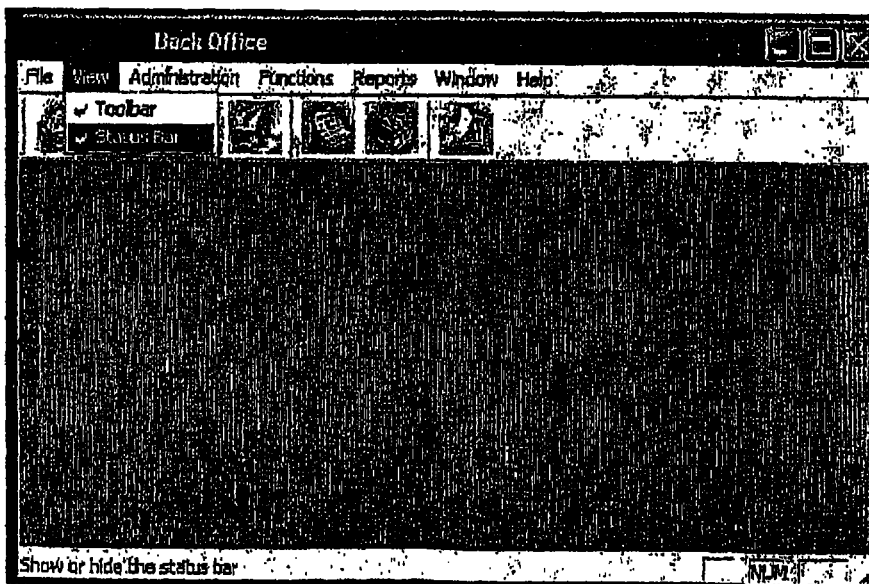
View Menu

How to View / Remove the Toolbar



- To view the Toolbar, click "Toolbar". This will place a tick next to the word "Toolbar"
- To remove the Toolbar, click "Toolbar" to remove the tick

How to View / Remove the Status Bar



- To view the Status Bar, click "Status Bar". This will place a tick next to the word "Status Bar"
- To remove the Status Bar, click "Status Bar" to remove the tick

PAGE INTENTIONALLY LEFT BLANK

Chapter 4

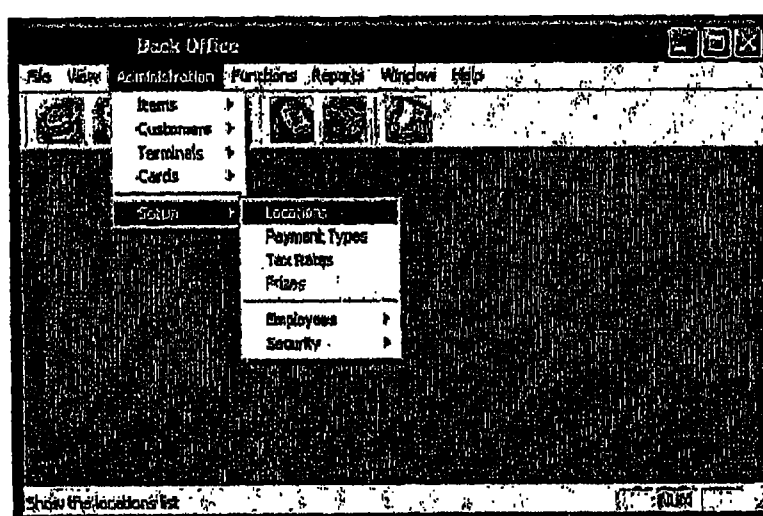
Administration Menu

How to set up Locations

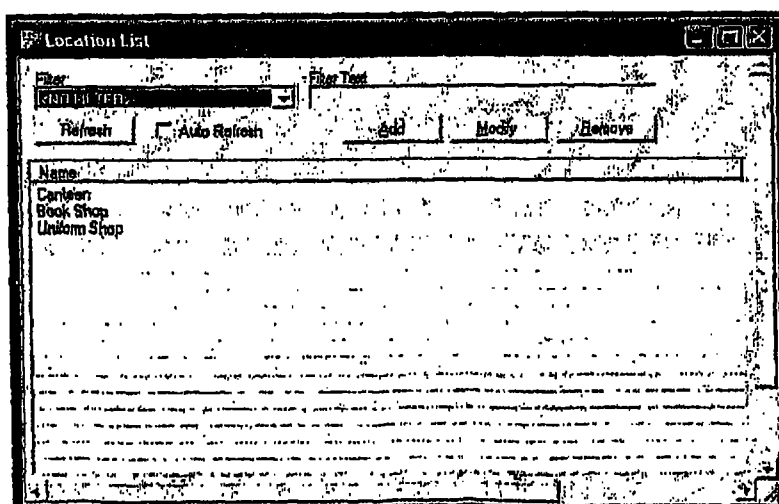
A location is basically a site where your terminals reside. It may be that you have separate locations within your environment that are semi independent, such as uniform shop, canteen, library etc. You can have one or more terminals assigned to any one location.

You must have at least one Location set up before setting up your terminals.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office icon on your desktop
2. Click on Administration > Setup > Locations



3. The Location List dialog box will appear



How to add a location to the Location List

Click the Add button to display the Location dialog box. This will display the Location dialog box, containing two separate areas:

Location

LOCATION DETAILS

Name

Description

Address

Town/Suburb State Postcode

Phone Fax

Email

SERVER DETAILS

Server Name (or network address)

☐ Use dial up networking

Dial up networking number

Username Password

OK Cancel

Location Details

Name

Enter in a name to identify the location

Description

Enter in a description for the location

Address

Enter the address of the location

Town / Suburb

Enter the town / suburb

State

Enter the state

Postcode

Enter the postcode

Phone

Enter the phone number

Fax

Enter the fax number

Email

Enter in the email address in the format location@location.com

Server Details

Server Name (or network address)

Enter in the server name

Use Dial up Networking checkbox

If this box is checked, you need to enter in the dial up networking number below

Dial up Networking Number

Enter the dial up networking number

Username

Enter your username

Password

Enter your password

OK Button

Select OK to accept entries made

CANCEL Button

Select CANCEL to delete entries made

How to modify a location listed in the Location List

1. Select the location to be modified (the location will become highlighted)
2. Click the Modify button to display the Location dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove a location from the Location List

1. Select the location to be removed (the location will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the location
5. Click CANCEL to save the location

How to filter records in the Location List

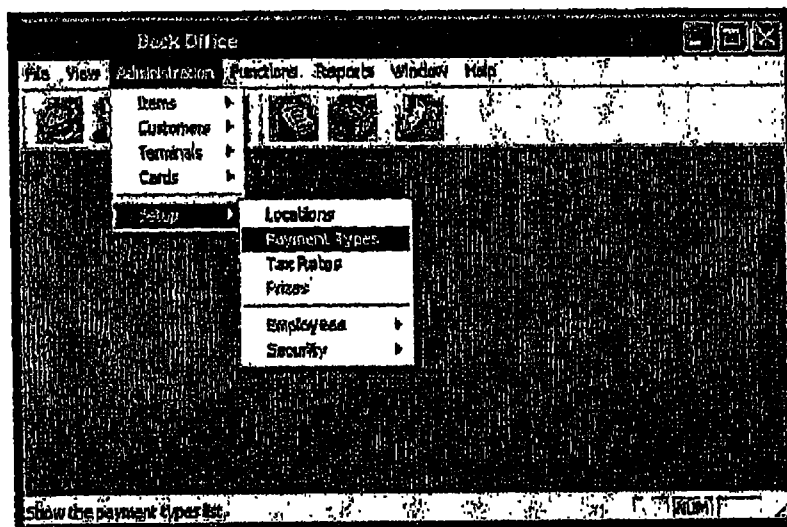
1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Code
 - c. Name (Whole Name)
 - d. Name (Start of Name)
 - e. Name (Any part of Name)
2. Enter the code, name, or part of the name into the Filter Text field
3. Click the Refresh button
4. Check the Auto Refresh checkbox to automatically refresh the Location List Dialog box

Chapter 5

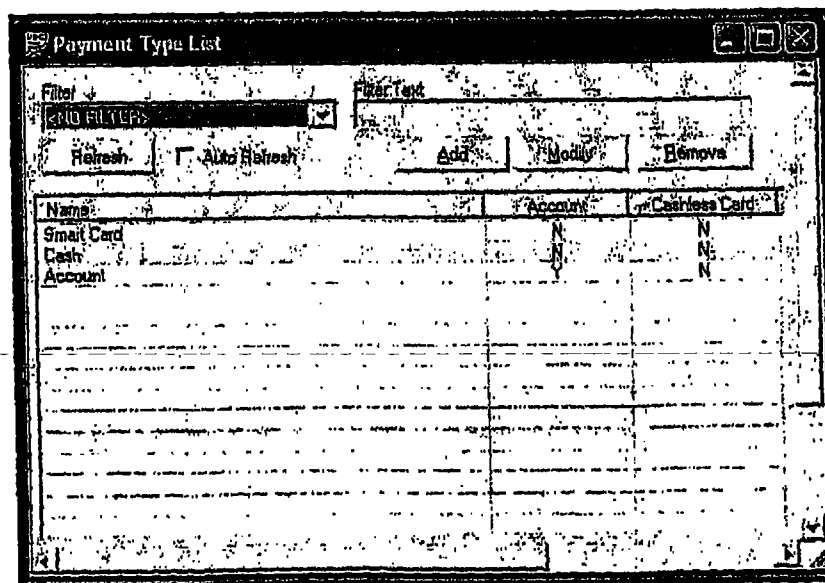
How to set up Payment Types

Before sales can be made you must have set up your payment types. Payment types are the currency used by customers to make purchases. For example: Cash, Smart Card, Account, etc

1. Open up the IntellSmart Back Office by selecting
Start > Programs > IntellSmart Back Office Or by double click the
IntellSmart Back Office icon on your desktop
2. Click on Administration > Setup > Payment Types

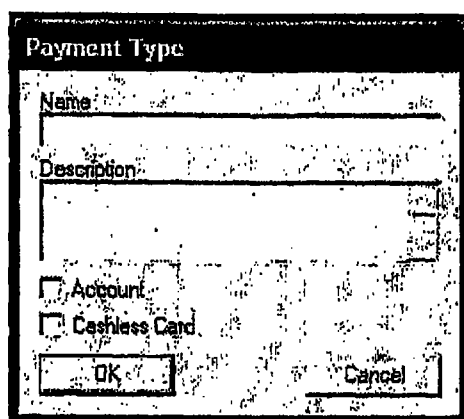


3. The Payment Type List dialog box will appear



How to add a payment type to the Payment Type List

1. Click the Add button to display the Payment Type dialog box. This contains

**Name field**

Enter in the payment type name

Description field

Enter in a description of the payment type

Account checkbox

Check this box if it is an account

Cashless Card checkbox

Check this box if it is a cashless card

OK Button

Select OK to accept entries made

CANCEL Button

Select CANCEL to delete entries made

How to modify a payment type listed in the Payment Type List

1. Select the payment type to be modified (the payment type will become highlighted)
2. Click the Modify button to display the Payment Type dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove a payment type from the Payment Type List

1. Select the payment type to be removed (the payment type will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the payment type
5. Click CANCEL to save the payment type

How to filter records in the Payment Type List

1. Select one of the following methods to filter records

- a. <NO FILTER>
 - b. Code
 - c. Name (Whole Name)
 - d. Name (Start of Name)
 - e. Name (Any part of Name)
 - f. Accounts Only
 - g. Cashless Cards Only
2. Enter the code, name, or part of the name into the Filter Text field, or, select accounts only or cashless cards only
 3. Click the Refresh button
 4. Check the Auto Refresh checkbox to automatically refresh the Payment Type List Dialog box

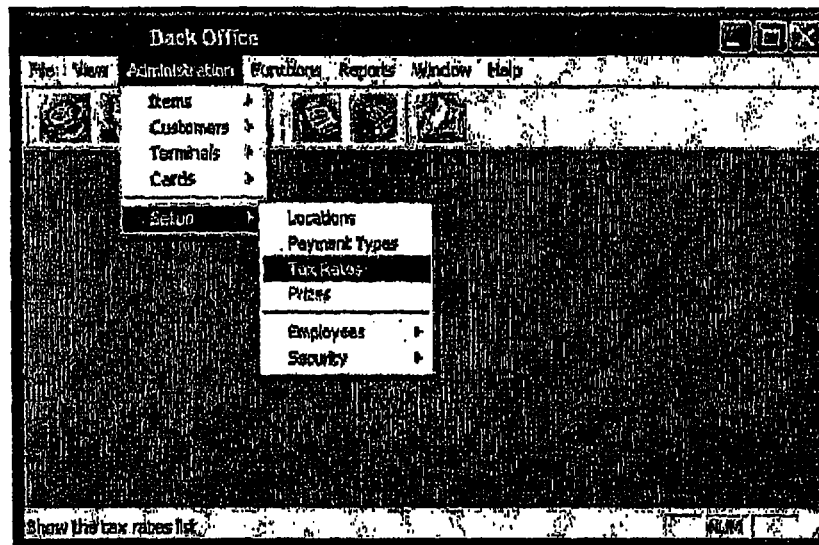
Chapter 6

How to set up Tax Rates

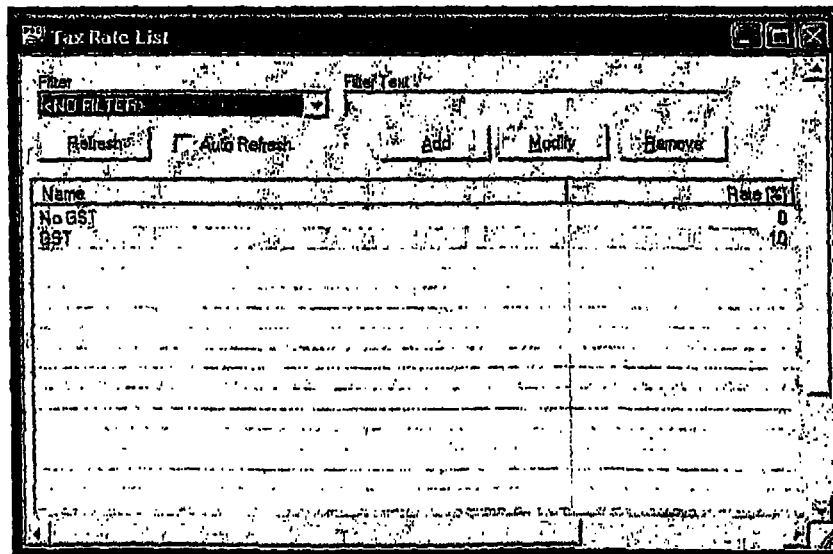
Tax rates are used to apply tax to items sold to customers.

You can have as many tax rates as you like. The two most widely used are 'GST 10%', and 'No GST 0%'.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office icon on your desktop
2. Click on Administration > Setup > Tax Rates



3. The Tax Rates dialog box will appear



How to add a tax rate to the Tax Rate table

Click the Add button to display the Tax Rate dialog box. This contains:

Name field

Enter in the tax rate name

Tax Rate %

Enter in the tax rate %

Description

Enter in a description for the tax rate

OK Button

Select OK to accept entries made . .

CANCEL Button

Select CANCEL to delete entries made

How to modify a tax rate listed in the Tax Rate List

1. Select the tax rate to be modified (the tax rate will become highlighted)
2. Click the Modify button to display the Tax Rate dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove a tax rate from the Tax Rate List

1. Select the tax rate to be removed (the tax rate will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the tax rate
5. Click CANCEL to save the tax rate

How to filter records in the Tax Rate List

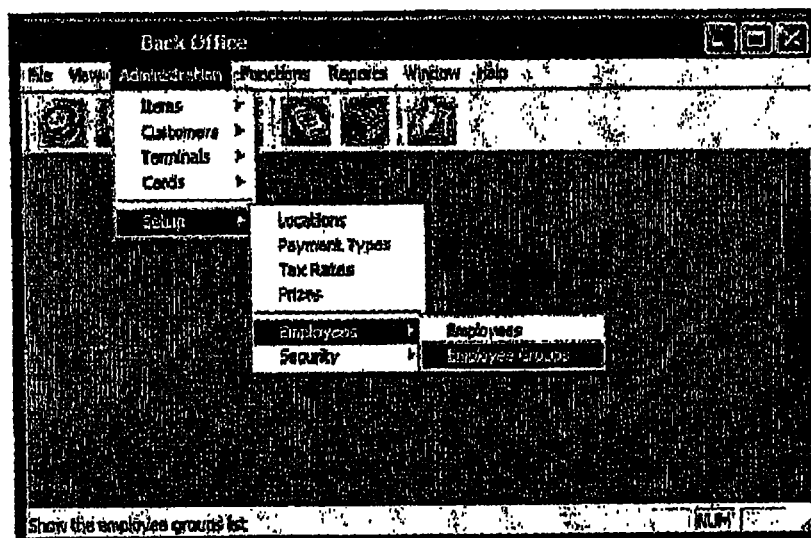
1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Name (Whole Name)
 - c. Name (Start of Name)
 - d. Name (Any part of Name)
2. Enter the code, name, or part of the name into the Filter Text field
3. Click the Refresh button
4. Check the Auto Refresh checkbox to automatically refresh the Tax Rate Dialog box

Chapter 7

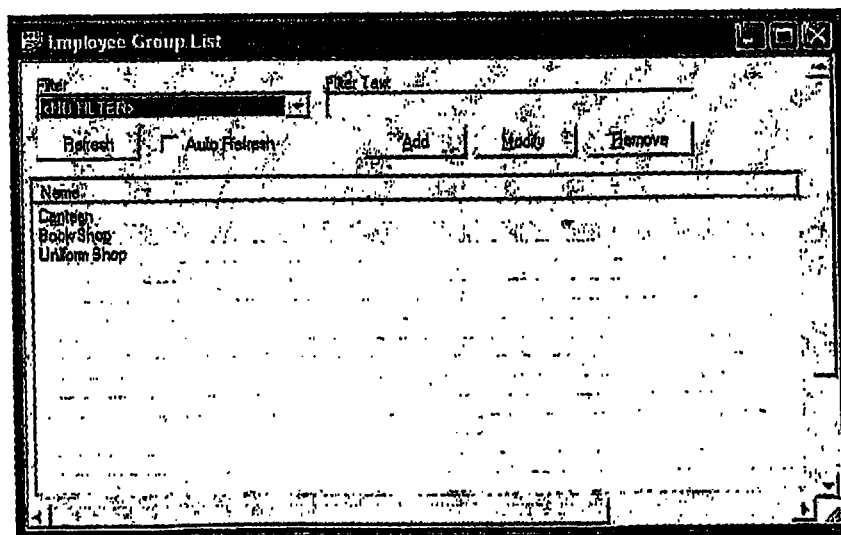
How to set up Employee Groups

Employee groups are specific groups of staff. For example, you may have two separate locations, with two separate groups of staff such as library staff and canteen staff.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office icon on your desktop
2. Click on Administration > Setup > Employee Groups

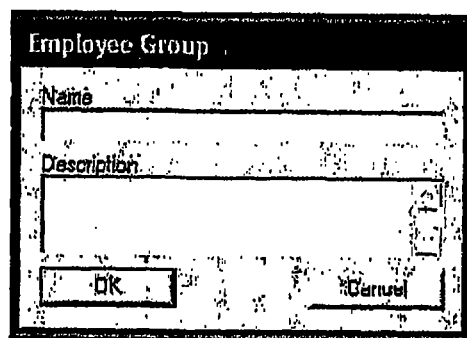


3. The Employee Group List dialog box will appear



How to add an employee group to the Employee Group List

Click the Add button to display the Employee Group List dialog box. This will contain:

**Name**

Enter in the employee group name

Description

Enter in a description for the employee group

OK Button

Select OK to accept entries made

CANCEL Button

Select CANCEL to delete entries made

How to modify an employee group listed in the Employee Group List

1. Select the employee group to be modified (the employee group will become highlighted)
2. Click the Modify button to display the Employee Group List dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove an employee group from the Employee Group List

1. Select the employee group to be removed (the employee group will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the employee group
5. Click CANCEL to save the employee group

How to filter records in the Employee Group List

1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Name (Whole Name)
 - c. Name (Start of Name)
 - d. Name (Any part of Name)
2. Enter the code, name, or part of the name, or position into the Filter Text field
3. Click the Refresh button
4. Check the Auto Refresh checkbox to automatically refresh the Employee Group List Dialog box

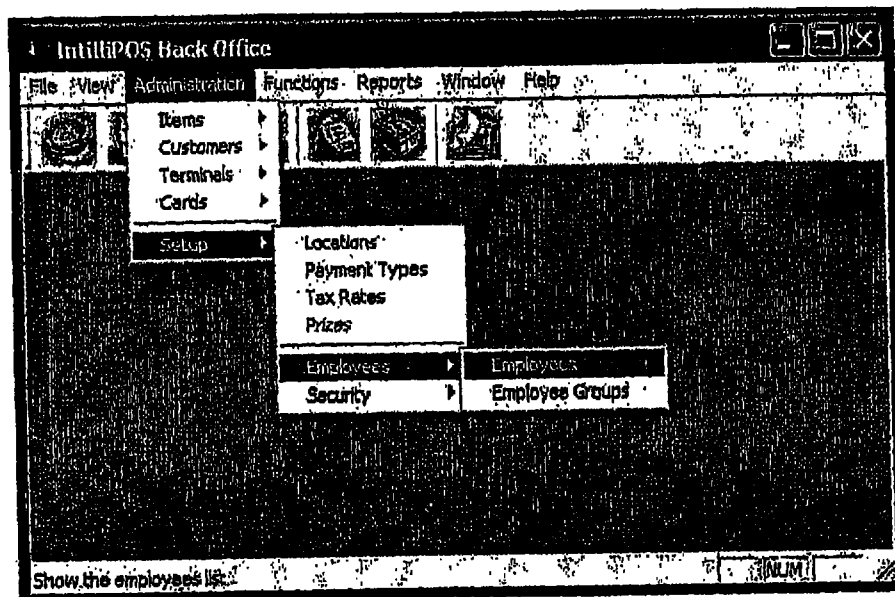
Chapter 8

How to set up Employees

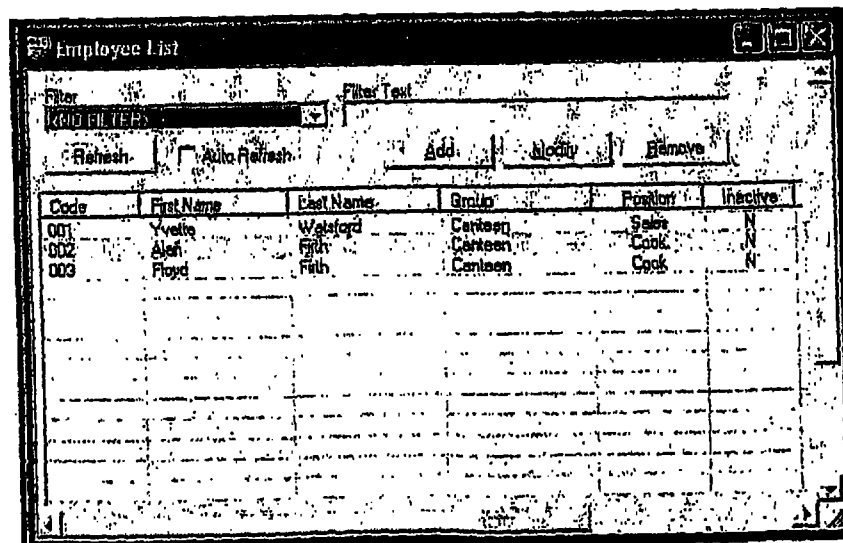
After your Employee Groups have been set up, you will need to add employees with access to the terminals. To do this you will have to set up the system so that it knows who your employees are.

Note: Use the Template Designer to deny access to employee groups from certain buttons, such as managerial functions.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office Icon on your desktop
2. Click on Administration > Setup > Employees



3. The Employee List dialog box will appear



How to add an employee to the Employee List

Click the Add button to display the Employee dialog box. This will contain two separate areas:

The screenshot shows a dialog box titled "Employee". It is divided into two main sections: "PERSONAL DETAILS" on the left and "SYSTEM/ACCESS DETAILS" on the right. The "PERSONAL DETAILS" section contains fields for First Name, Last Name, Code, Address, Town/Suburb, State, Postcode, Home Phone, Mobile Phone, Email, Emergency Phone, Emergency Contact, and Position. The "SYSTEM/ACCESS DETAILS" section contains a checkbox for "Allow access to terminals", a dropdown for "User Group", a text field for "Login Code", and a checkbox for "Inactive". At the bottom of the dialog box are "OK" and "Cancel" buttons.

Personal Details**First Name**

Enter the first name of the employee

Last Name

Enter the last name of the employee

Code

Enter the employee code

Address

Enter in the address of the employee

Town / Suburb

Enter in the town or suburb of the employee

State

Enter in the state of the employee

Postcode

Enter in the postcode

Home Phone

Enter in the home phone number of the employee

Mobile Phone

Enter in the mobile phone number of the employee

Emergency Number

Enter in the emergency phone number

Emergency Contact

Enter in an emergency contact name for the employee

Position

Enter in the employee position

System / Access Details**Allow access to terminal checkbox**

Check this box if the employee is to use the terminals

User Group

Select a user group from the drop down menu

Note: This will be blank if you have not set up your employee groups

Logon Code

Enter the employee logon code

Inactive checkbox

Check this box if the employee is inactive

OK Button

Select OK to accept entries made

CANCEL Button

Select CANCEL to delete entries made

How to modify an employee listed in the Employee List

1. Select the employee to be modified (the employee will become highlighted)
2. Click the Modify button to display the Employee dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove an employee from the Employee List

1. Select the employee to be removed (the employee will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the employee
5. Click CANCEL to save the employee

How to filter records in the Employee List

1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Code
 - c. First Name (Whole First Name)
 - d. First Name (Start of First Name)
 - e. First Name (Any part of First Name)
 - f. First Name (Whole Last Name)

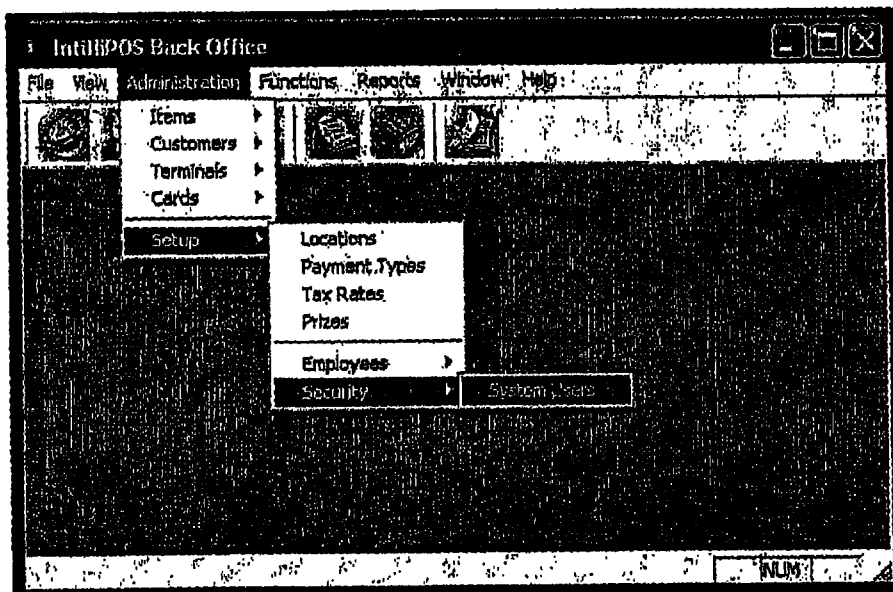
- g. First Name (Start of Last Name)
 - h. First Name (Any part of Last Name)
 - i. Position
 - j. Active Only
 - k. Inactive Only
2. Enter the code, name, part of the name, or position into the Filter Text field, or, select Active Only or Inactive Only
 3. Click the Refresh button
 4. Check the Auto Refresh checkbox to automatically refresh the Employee List Dialog box

Chapter 9

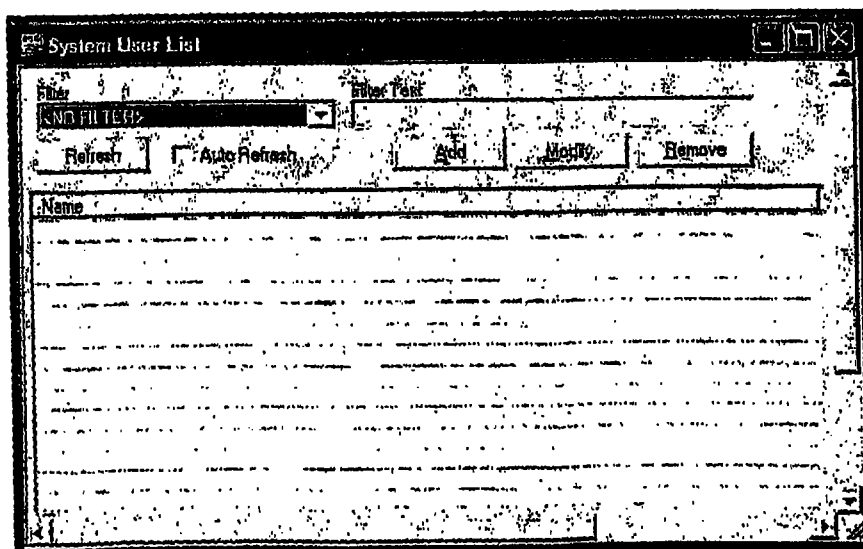
How to set up Security and System Users

The security feature enables elements of the back office to be locked out to different users. I.e., you may set one user to be able to add/modify/delete/view stock items, but have no access to customers or cards.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office Icon on your desktop
2. Click on Administration > Setup > Security > System Users



3. The System User List dialog box will appear

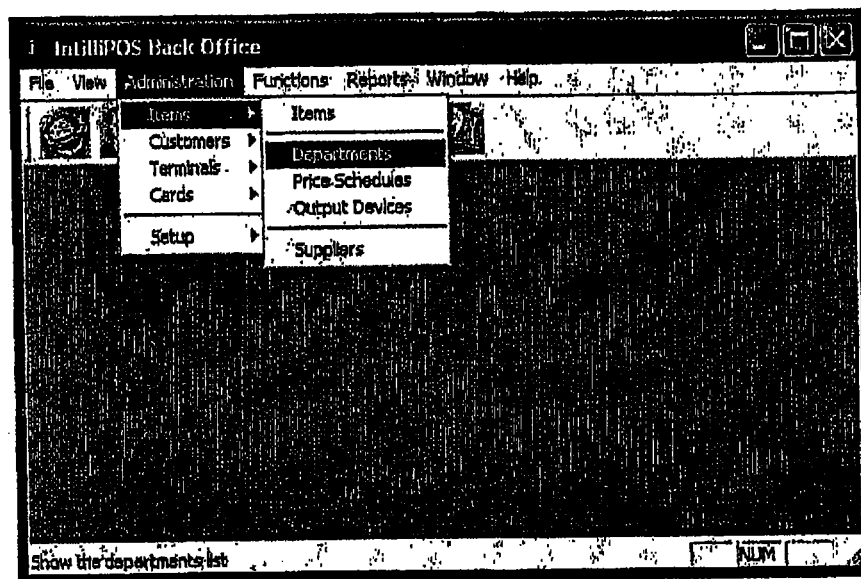


Chapter 10

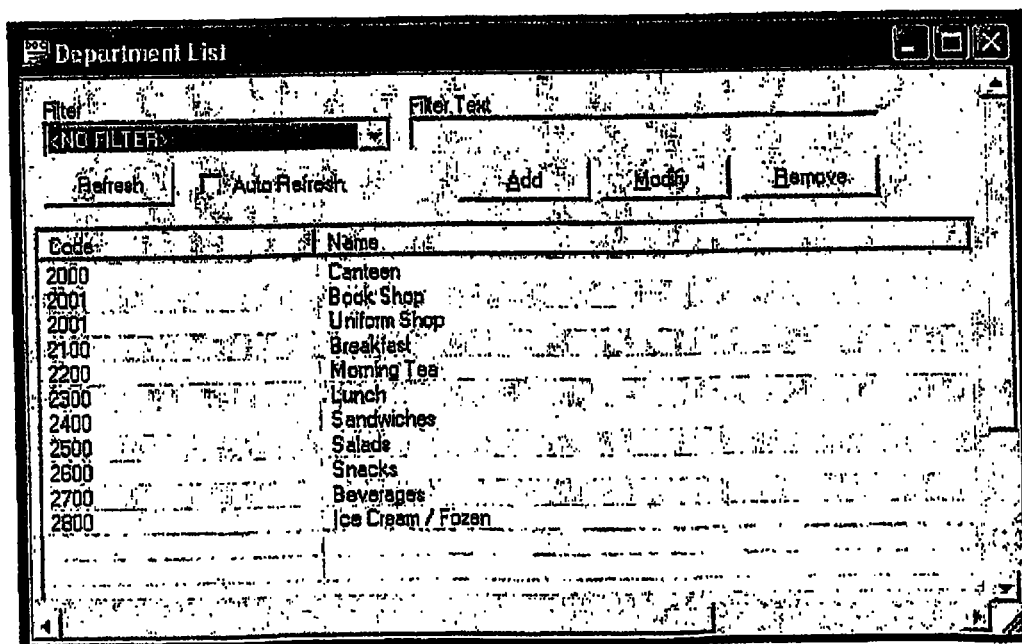
How to set up your departments

Your IntelliSmart system can be split up into multiple departments, with different stock, products and even pricing. For example, you may have a bar and a restaurant, each requiring completely different details.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office Icon on your desktop
2. Click on Administration > Items > Departments

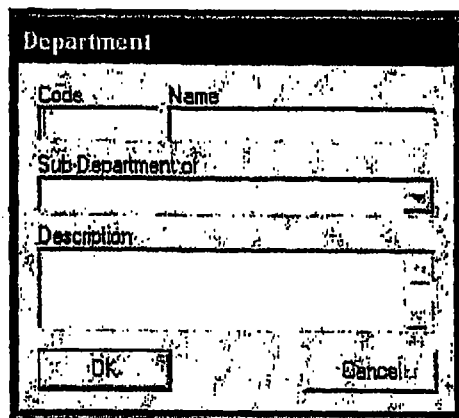


3. The Department List dialog box will appear



How to add a department to the Department List

Click the Add button to display the Department dialog box. This will display the following items:



The screenshot shows a dialog box titled "Department". It has four text input fields: "Code", "Name", "Sub-Department of", and "Description". The "Code" field is the first, followed by "Name", then "Sub-Department of", and finally "Description". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Code field

Enter in the department code

Name field

Enter in the department name

Sub-department of field

Enter in the sub-department name here, or select <not a sub department>

Note: This field will gain values as departments are entered

OK button

Select OK to accept entries made

CANCEL button

Select CANCEL to delete entries made

How to modify a department listed in the Department List

1. Select the department to be modified (the department will become highlighted)
2. Click the Modify button to display the Department dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove a department from the Department List

1. Select the department to be removed (the department will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the department
5. Click CANCEL to save the department

How to filter records in the Department List

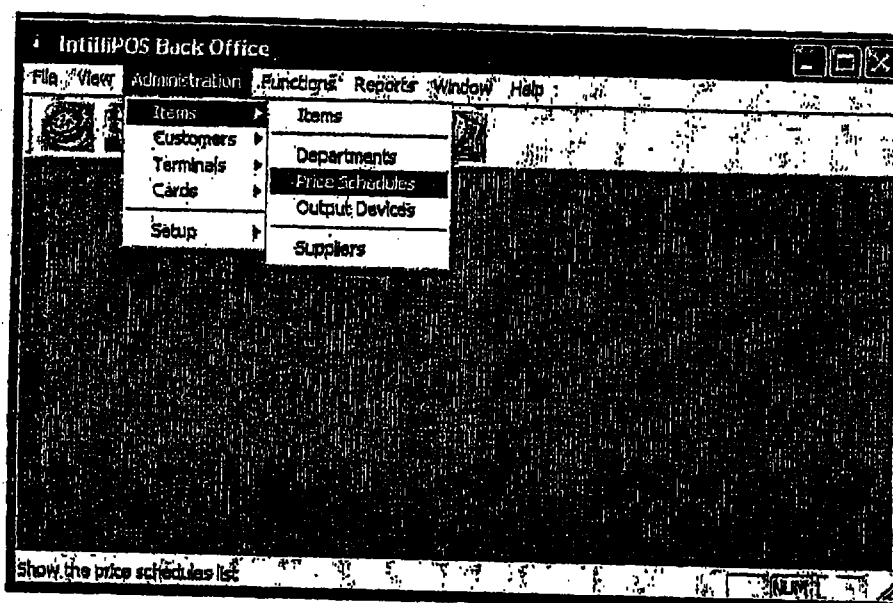
1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Code
 - c. Name (Whole Name)
 - d. Name (Start of Name)
 - e. Name (Any part of Name)
2. Enter the code, name, or part of the name into the Filter Text field
3. Click the Refresh button
4. Check the Auto Refresh checkbox to automatically refresh the Department List Dialog box

Chapter 11

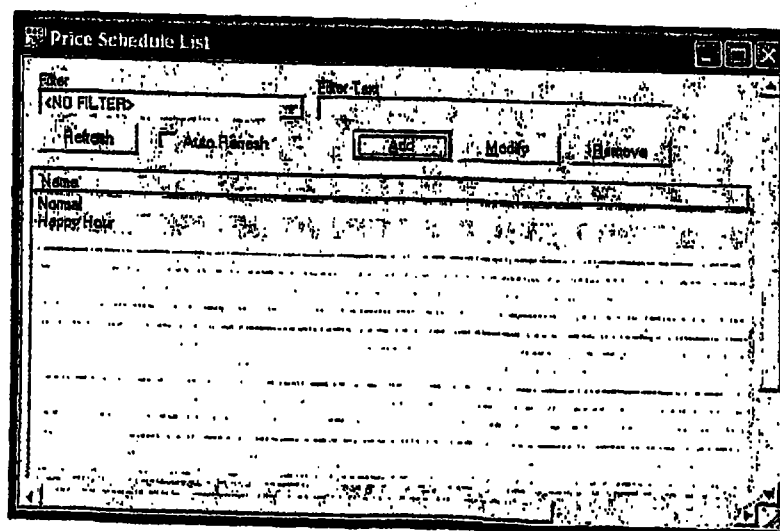
How to set up the Price Schedules

Pricing schedules are a way of grouping prices for products together so that multiple price changes can take effect easily and efficiently. For example, the price of all beverages might half during happy hour. You would simply set up a normal and happy hour pricing schedule. By setting up the prices you can have all beverages cost half normal when the schedule is changed. Even if you don't plan on changing your pricing you still need to set up a default pricing schedule.

1. Open up the IntelliSmart Back Office by selecting Start > Programs > IntelliSmart Back Office Or by double click the IntelliSmart Back Office icon on your desktop
2. Click on Administration > Items > Price Schedule

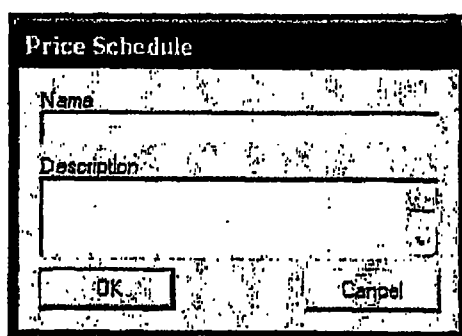


3. The Price Schedule List dialog box will appear



How to add a price schedule to the Price Schedule List

Click the Add button to display the price schedule dialog box.

A screenshot of a 'Price Schedule' dialog box. It has a title bar 'Price Schedule'. Inside, there are two text input fields: 'Name' and 'Description'. Below these fields are two buttons: 'OK' and 'Cancel'.

This will display the following items:

Name Field

Enter the pricing schedule name

Description field

Enter in a description for the pricing schedule

OK Button

Select ENTER to accept changes

CANCEL Button

Select CANCEL to delete changes

How to modify a pricing schedule listed in the Pricing Schedule List

1. Select the item to be modified (the price schedule will become highlighted)
2. Click the Modify button to display the price schedule dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove a pricing schedule from the Pricing Schedule List

1. Select the item to be removed (the pricing schedule will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the item
5. Click CANCEL to save the item

How to filter records in the Pricing Schedule List

1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Name (Whole Name)
 - c. Name (Start of Name)
 - d. Name (Any part of Name)
2. Enter the code, name, or part of the name in the filter text field
3. Click the Refresh button
4. Check the Auto Refresh checkbox to automatically refresh the Pricing Schedule List

Chapter 12

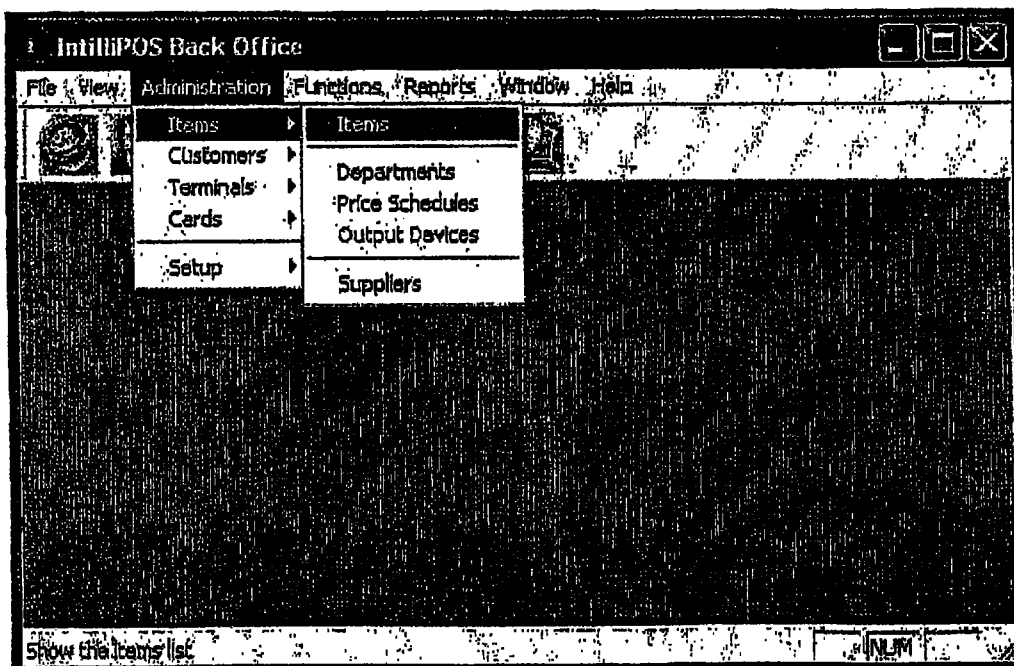
How to add Items to the Item List

Items are the end saleable product, and are usually made up with a quantity of stock items. A sandwich may include bread, margarine, chicken, sandwich wrap, and a brown paper bag. The sandwich, wrapper and all would be the product, while the individual items would be stock items.

Entering your items is a two step process. First enter your item with a barcode, name, description, department and item type and save the item. Once listed in the item list, you can modify and items pricing details and make up package items (recipes) by selecting the item and clicking **MODIFY**. See below for more details.

Note: Before items can be listed in the Item List, you must have set up your Departments

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office icon on your desktop
2. Click on Administration > Items > Items



3. The Item List dialog box will appear

Item List

Filter: Filter Text:

☐ Auto Refresh

Code	Name	PLU	Dept	Type	Inactive
10010	Flavoured Yoghurt	10010	Breakfast	Stock	N
10011	Flavourd Milk Small	10011	Breakfast	Stock	N
10012	Flavourd Milk Large	10012	Breakfast	Stock	N
10013	Fruit Juice Small	10013	Breakfast	Stock	N
10014	Fruit Juice Large	10014	Breakfast	Stock	N
10015	Bottled Water	10015	Breakfast	Stock	N
10016	Chocolate Chip Cookies	10016	Morning Tea	Stock	N
10017	Vanilla Slice	10017	Morning Tea	Stock	N
10018	Donuts Small	10018	Morning Tea	Stock	N
10019	Donuts Large	10019	Morning Tea	Stock	N
10020	Pies	10020	Morning Tea	Stock	N
10021	Sausage Rolls	10021	Morning Tea	Stock	N
10022	Pasties	10022	Morning Tea	Stock	N

How to add an item to the Item List

Click the Add button to display the Item dialog box. This will display the following items:

Item

Item Code: Item Name:

PLU: Name printed on receipts: Department:

Description: BARCODES:

Item Type: Output Device:

☐ Item is inactive

Item Code field

Enter in the Item Name

Item Name field

Enter in the Item name

PLU (Price Look Up)

Enter in the PLU

Name on Printed Receipts

Enter the name to be printed on the receipts

Department

Select a department from the drop down list

Note: If you have not entered in your departments, nothing will appear here.
Return to "Set up your Departments" (See step number 1.)

Description

Enter in a description for the item

Barcodes

This option can not be entered until AFTER you have entered the item into the item list.

Item Type

Select the item type from the drop down list.

- **Non stock item.** These are items that you do not wish to track, such as salt, dishwashing liquid; straws etc.
- **Package item.** Package items are made up of stock items. For example: sandwiches, or other things that you make.
- **Stock item.** These make up the package items. For example: ingredients for a sandwich.

Output Device

Select an output device from the drop down list

Item is Inactive checkbox

Select this checkbox if you would like the item to be inactive

OK button

Select OK to accept changes

CANCEL Button

Select CANCEL to delete changes

How to modify an item listed in the Item List

1. Select the item to be modified from the Item list (the item will become highlighted)
2. Click the Modify button to display the Item dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove an item from the Item List

1. Select the item to be removed from the item list (the item will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the item
5. Click CANCEL to save the item

How to filter records in the Item List

1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Code
 - c. Name (Whole Name)
 - d. Name (Start of Name)
 - e. Name (Any part of Name)
 - f. PLU
 - g. Non Stock Items
 - h. Stock Items
 - i. Stock Packages
 - j. Active Only
 - k. Inactive Only
2. Enter the code, name, part of the name, or PLU into the Filter Text field, or, select Non Stock Items, Stock Items, Stock Packages, Active Only or Inactive Only in the filter text field
3. Click the Refresh button
4. Check the Auto Refresh checkbox to automatically refresh the Item List Dialog box

How to add Pricing Information to an Item

Before any pricing information can be entered for an item, you must have entered the item to the item list.

Code	Name	PLU	Desc	Type	Inactive
10010	Flavoured Yoghurt	10010	Breakfast	Package	N
10011	Flavoured Milk Small	10011	Breakfast	Package	N
10012	Flavoured Milk Large	10012	Breakfast	Package	N
10013	Fruit Juices Small	10013	Breakfast	Package	N
10014	Fruit Juices Large	10014	Breakfast	Package	N
10015	Bottled Water	10015	Breakfast	Package	N
10016	Chocolate Chip Cookies	10016	Morning Tea	Package	N
10017	Vanilla Slice	10017	Morning Tea	Package	N
10018	Donuts Small	10018	Morning Tea	Package	N
10019	Donuts Large	10019	Morning Tea	Package	N
10020	Pies	10020	Morning Tea	Package	N
10021	Sausage Rolls	10021	Morning Tea	Package	N
10022	Pasties	10022	Morning Tea	Package	N
10023	Mini Pies	10023	Morning Tea	Package	N
10024	Vegetable / Chicken / Hamb...	10024	Lunch	Package	N
10025	Hot Dog W Cheese	10025	Lunch	Package	N

1. Select the item by either double clicking the item OR by highlighting the item and clicking modify
2. The item dialog box will appear
3. This dialog box contains the following extra fields and buttons:

Pricing Details tab

Build Package tab (for package items) OR **Stock Properties tab** (for stock items)

Location

Select the location from the list of locations

Pricing Information**Add Price button**

Click this button to add pricing information.

Modify Price button

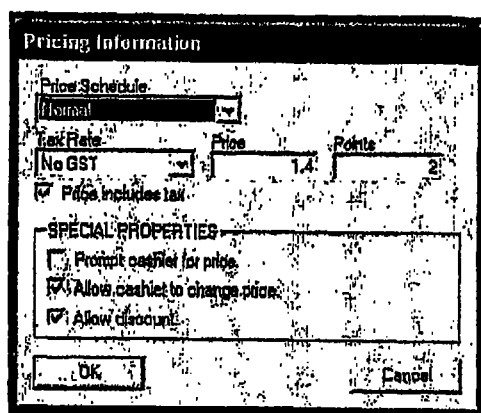
Select the price you wish to modify, and click this button

Remove Price button

Select the price you wish to remove, and click this button

How to add Pricing Information to an item

Click the Add Price button, to display the Pricing Information dialog box will appear:



The image shows a 'Pricing Information' dialog box. It contains the following fields and controls:

- Price Schedule:** A dropdown menu with 'Normal' selected.
- Tax Rate:** A dropdown menu with 'No GST' selected.
- Price:** A text input field containing '1.4'.
- Points:** A text input field containing '2'.
- Price includes tax:** A checked checkbox.
- SPECIAL PROPERTIES:** A section containing three checkboxes:
 - ☐ Prompt cashier for price
 - ☒ Allow cashier to change price
 - ☒ Allow discount
- Buttons:** 'Ok' and 'Cancel' buttons at the bottom.

Price Schedule

Select the price schedule from the drop down list

Tax Rate

Select the tax rate from the drop down list

Price

Enter the price in the format 2.50, i.e. no dollar signs

Points

Enter in the point value for the item

Price Includes Tax checkbox

Check this box if the price includes tax.

Note: It is a good practice to check this box whether the price includes GST or not.

Special Properties**Prompt cashier for price**

Check this box to prompt the cashier for the price

Allow cashier to change price

Check this box to allow the cashier to change the price

Allow discount

Check this box to allow the item to be discounted

OK button

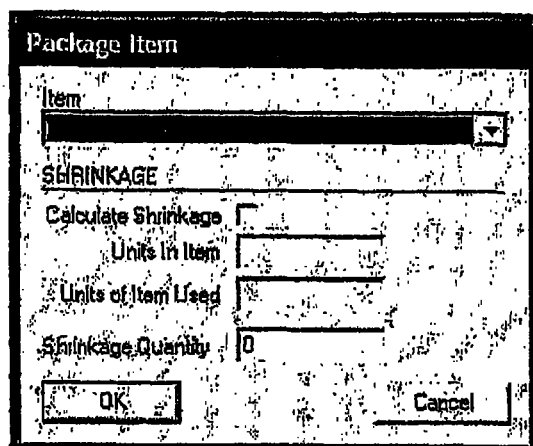
Click the OK button to accept changes

CANCEL button

Click the CANCEL button to delete changes

Package Items

Click the Add Price button. This will display the package item dialog box:



The screenshot shows a dialog box titled "Package Item". It has a dropdown menu for "Item". Below it is a section labeled "SHRINKAGE" which contains a checkbox for "Calculate Shrinkage". Under this checkbox are three input fields: "Units in Item", "Units of Item Used", and "Shrinkage Quantity". The "Shrinkage Quantity" field contains the number "0". At the bottom of the dialog box are two buttons: "OK" and "Cancel".

Item

Select the item from the drop down list of package items

Shrinkage

You can choose to calculate the shrinkage by either entering the units in item and units of item used, or, by entering the shrinkage quantity in the shrinkage quantity field

Calculate Shrinkage

Check this box to calculate the shrinkage amount. This will allow you to enter values in the units in item and units of items used fields.

Units in item

Enter the units in the item

Units of Item used

Enter the units of the item used

Shrinkage Quantity

Enter the shrinkage quantity

OK button

Click OK to accept the changes

CANCEL button

Click CANCEL to delete the changes

Chapter 13

How to build a package item (also called recipes)

Package items are made up of stock items. To build a package item you must add all of the stock items used that make up the package if you wish to calculate the shrinkage.

1. Select the Item you wish build the package for and click the **MODIFY** button
2. In the Item list box click on the **BUILD PACKAGE** tab

The screenshot shows a software window titled "Item". It contains several input fields and a table for building a package item.

Fields at the top:

- Item Code: 10025
- Item Name: Hot Dog W Cheese
- PLU: 10025
- Name printed on receipts: Hot Dog W Cheese
- Department: Lunch
- Description: (empty)
- BARCODES: (empty)

Buttons: Add, Remove

Item Type: Package

Output Device: None

Tabs: Pricing Details, Build Package (selected)

Item	Qty	Units

Buttons: Add Item, Modify Item, Remove Item

Item is inactive

Buttons: OK, Cancel

3. Click the Add Item button to display the Package Item dialog box

Package Item

Item: [dropdown menu]

SHRINKAGE

Calculate Shrinkage: ☐

Units in Item: [input field]

Units of Item Used: [input field]

Shrinkage Quantity: [input field with value 0]

OK Cancel

4. Select a stock item from the drop down list
5. To calculate the shrinkage for the item tick the calculate shrinkage checkbox
6. Enter in the amount of Units in the Item in the Units in Item field. For example; if you have a loaf of bread, the number of items in the unit is the total amount of slices of bread.
7. Enter in the Units of Item used that make up the package item. For example; enter in two if you use two slices of bread to make up a sandwich
8. Select OK to accept the changes
9. Select CANCEL to delete changes

How to create a stock item

A stock item is an item that you use to make up other package item. For example, slices of bread, margarine, etc.

Item					
Item Code		Item Name			
45678		Wonder White Bread			
PLU		Name printed on receipts		Department	
45678		Wonder White Bread		Canteen	
Description			BARCODES		
			Add		
			Remove		
Item Type		Output Device			
Stock Item		Canteen 1 Monitor			
Pricing Details		Stock Properties			
Selling Qty		Selling Unit			
1		loaves			
Location		Preferred Supplier			
Book Shop		Felders Bakery			
Canteen		Buying Qty		Buying Unit	
Uniform Shop		20		loaves	
		Cost		Last Cost	
		28000		28000	
		Lead Time		Re-Order Level	
		1 day		5	
		Qty in Stock		Out of Order	
		10		0	
☐ Item is inactive					
OK		Cancel			

Selling Qty

Enter in the selling quantity

Selling Unit

Enter in the selling unit

Note: This is a descriptive term and not a numerical value, such as carton for cartons of drinks.

Location

Select the location from the location list

Preferred Supplier

Select the preferred supplier from the drop down list

Buying Qty

Enter the buying quantity

Buying Unit

Enter in the buying unit

Note: This is a descriptive term and not a numerical value, such as carton for cartons of drinks.

Cost

Enter the cost of the item

Last Cost

The last cost of the item will be listed here

Lead Time

This is a descriptive time for the amount of time it takes to get the item, such as 1 day.

Re-Order Level

Enter a level at which to re-order the item

Qty In Stock

Enter the quantity in stock

Qty on Order

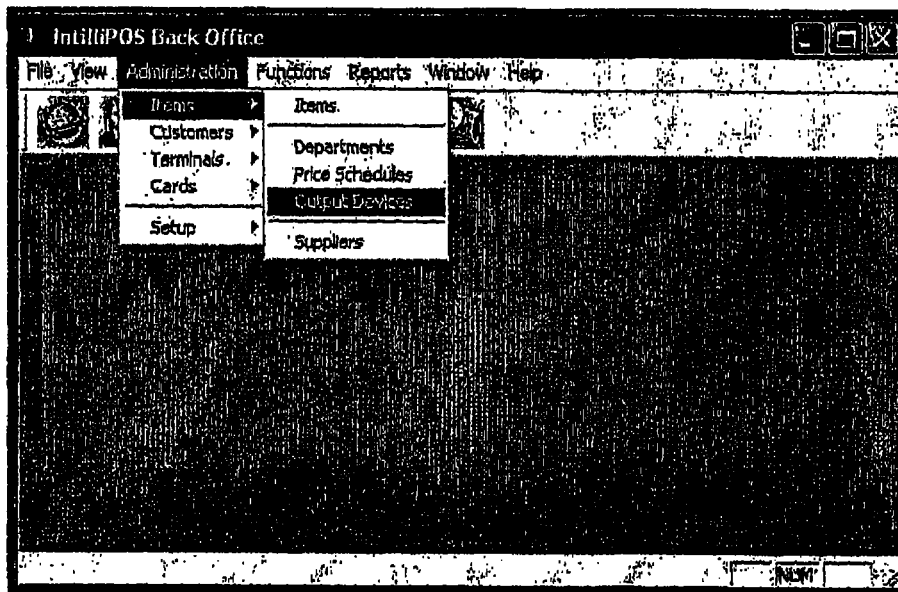
Enter the quantity on order

Chapter 14

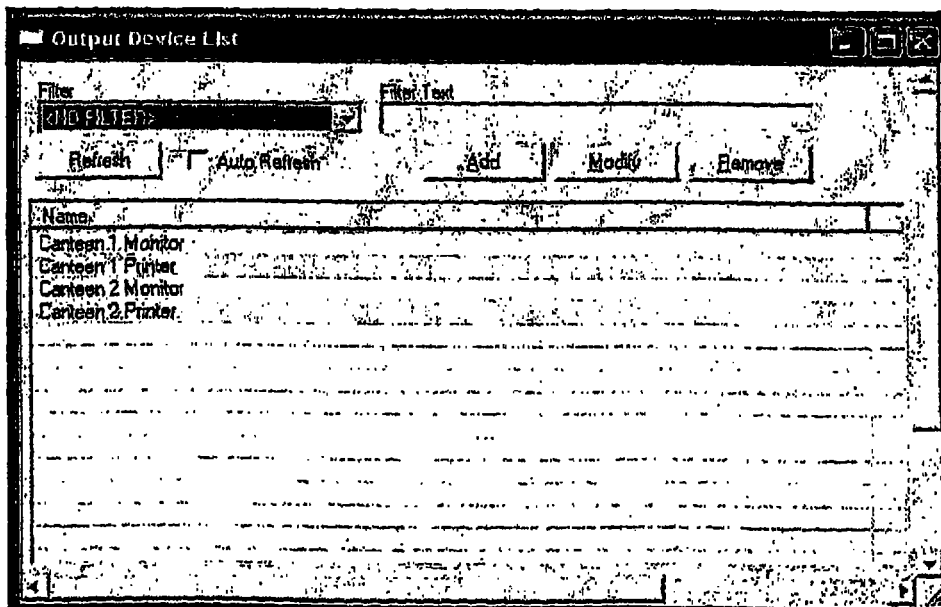
How to set up Output Devices

Output Devices are machines capable of representing information from a computer. These include display screens and printers.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office icon on your desktop
2. Click on Administration > Items > Output Devices



3. The Output Device List dialog box will appear



How to add an output device to the Output Device List

Click the Add button to display the output device dialog box. This will display the following items:

Name Field

Enter the Output Device Name

Output Device Type field

Select an output device type from the drop down list.

Note: Kitchen Monitor and Kitchen Printer are listed by default

OK Button

Select OK to accept changes

CANCEL Button

Select CANCEL to delete changes

How to modify an output device listed in the Output Device List

1. Select the item to be modified in the output device list (the output device will become highlighted)
2. Click the Modify button to display the Output Device List dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove an output device from the Output Device List

1. Select the item to be removed in the output device list (the output device will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the item
5. Click CANCEL to save the item

How to filter records in the Output Device List

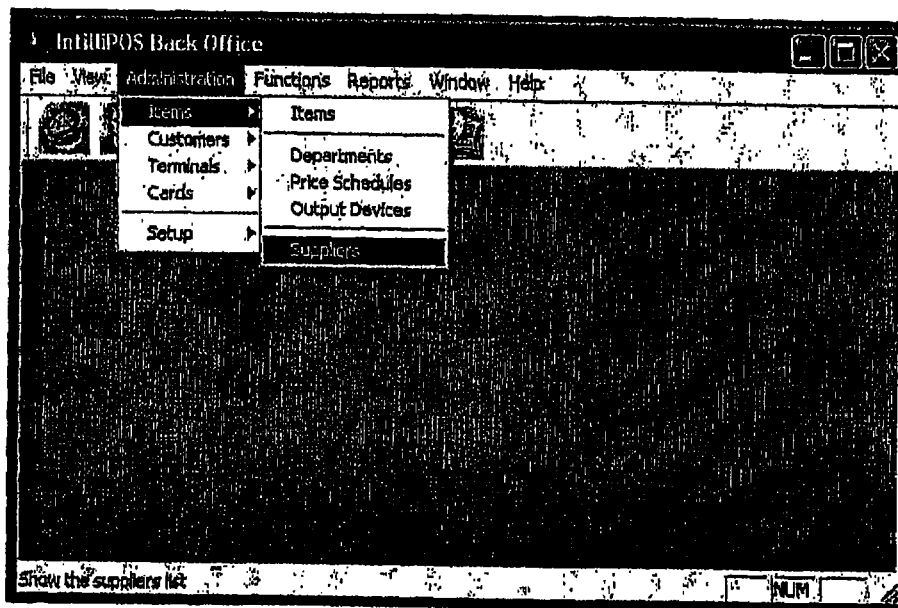
1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Name (Whole Name)
 - c. Name (Start of Name)
 - d. Name (Any part of Name)
2. Enter the name, start of the name, or part of the name in the filter text field
3. Click the Refresh button
4. Check the Auto Refresh checkbox to automatically refresh the Output Device List

Chapter 15

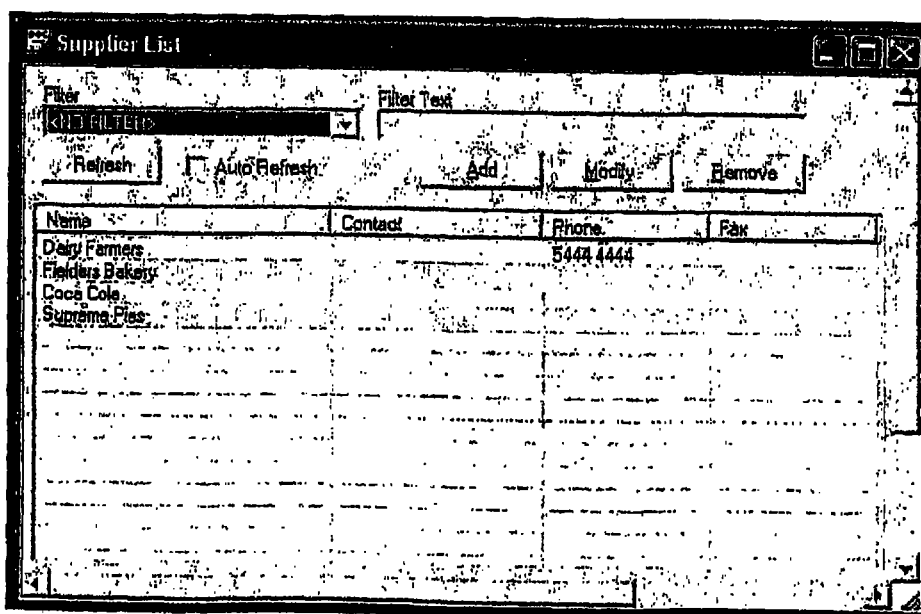
How to set up Suppliers

This section allows you to enter all of the suppliers that you currently deal with. This dealer list is then used by other sections of the programs. For example, assigning where stock is ordered from.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office Icon on your desktop
2. Click on Administration > Items > Suppliers

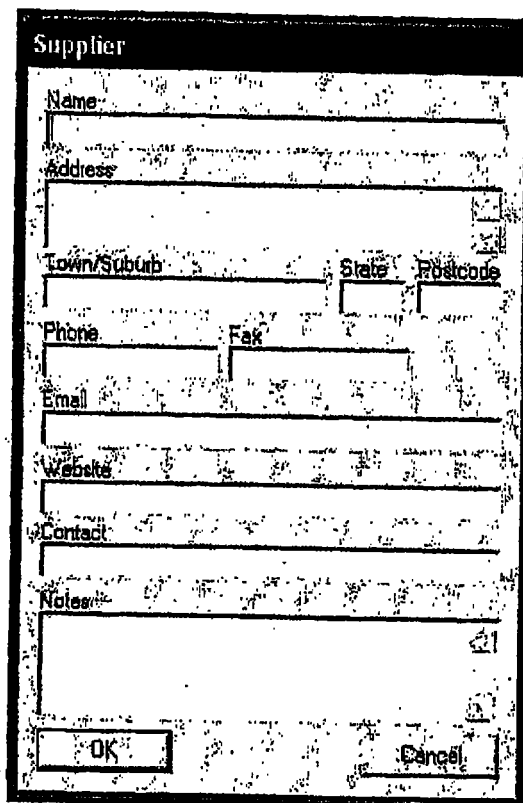


3. The Supplier List dialog box will appear



How to add a supplier to the Supplier List

Click the Add button to display the supplier dialog box. This will display the following items:

A screenshot of a 'Supplier' dialog box. The form contains the following fields: 'Name' (a single-line text box), 'Address' (a multi-line text box), 'Town/Suburb' (a single-line text box), 'State' (a single-line text box), 'Postcode' (a single-line text box), 'Phone' (a single-line text box), 'Fax' (a single-line text box), 'Email' (a single-line text box), 'Website' (a single-line text box), 'Contact' (a single-line text box), and 'Notes' (a multi-line text box). At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.**Name Field**

Enter the supplier name

Address field

Enter the supplier address

Town / Suburb field

Enter the town / suburb

State field

Enter the state

Postcode field

Enter the postcode

Phone field

Enter the phone number

Fax field

Enter the fax number

Email field

Enter the email address in the format supplier@supplier.com

Website field

Enter the website address in the format `www.supplier.com`

Contact field

Enter the supplier contact name

Notes field

Enter in any notes on the supplier

OK Button

Select OK to accept changes

CANCEL Button

Select CANCEL to delete changes

How to modify a supplier listed in the Supplier List

1. Select the supplier to be modified from the supplier list (the supplier will become highlighted)
2. Click the Modify button to display the Supplier List dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove a supplier from the Supplier List

1. Select the supplier to be removed from the supplier list (the supplier will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the item
5. Click CANCEL to save the item

How to filter records in the Supplier List

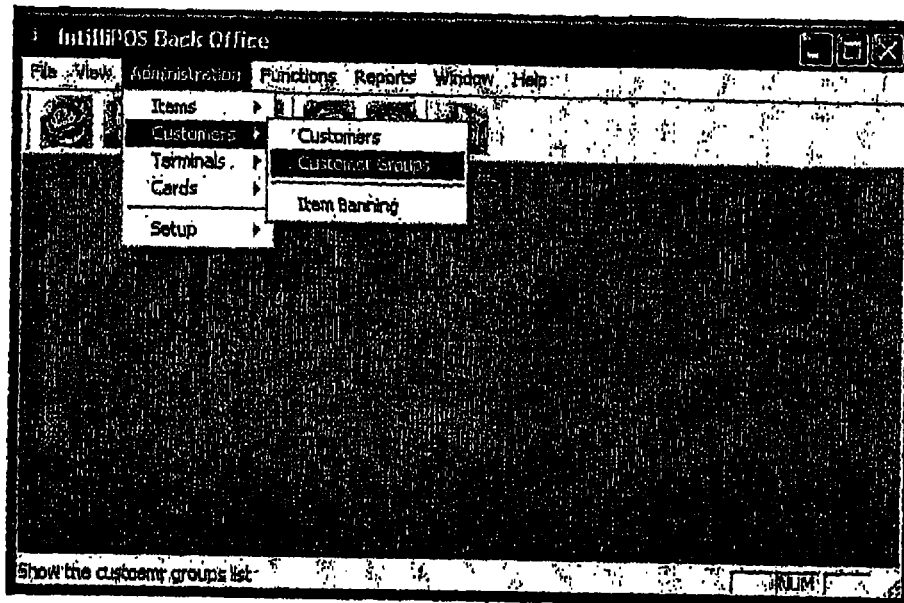
1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Name (Whole Name)
 - c. Name (Start of Name)
 - d. Name (Any part of Name)
2. Enter the name, start of the name, or part of the name into the filter text field
3. Click the Refresh button
4. Check the Auto Refresh checkbox to automatically refresh the Supplier List

Chapter 16

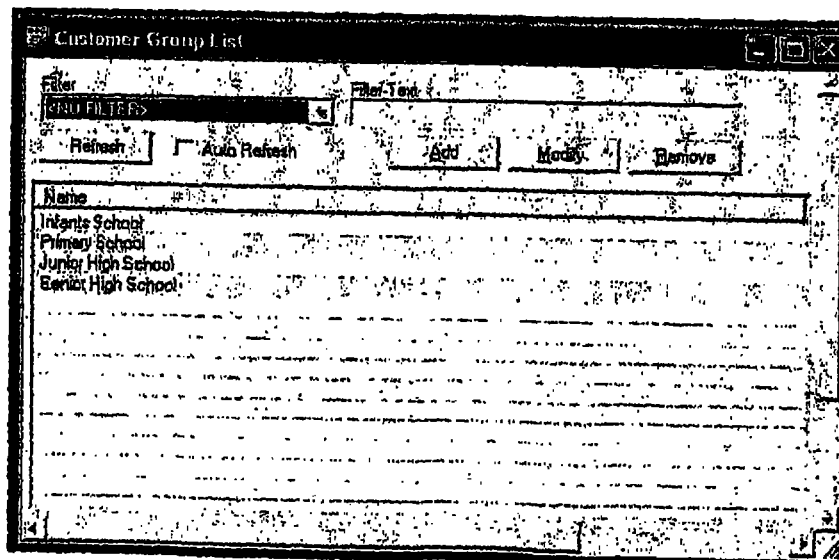
How to set up Customer Groups

Customer Groups allow you to specify separate groups to assign your customers to. These might include Staff, Visitors, Primary School etc.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office Icon on your desktop
2. Click on Administration > Customers > Customer Groups

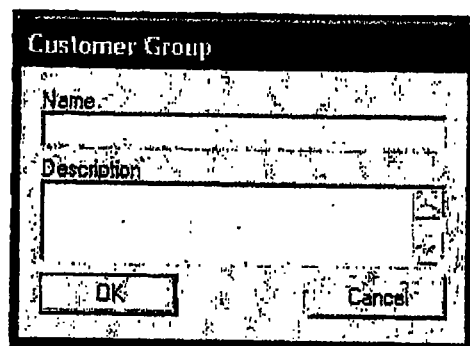


3. The Customer Group List dialog box will appear



How to add a customer group to the Customer Group List

Click the Add button to display the Customer Group dialog box. This will display the following items:

**Name Field**

Enter the customer group Name

Description field

Enter in a description for the customer group

OK Button

Select OK to accept changes

CANCEL Button

Select CANCEL to delete changes

How to modify a customer group listed in the Customer Group List

1. Select the customer group to be modified from the customer group list (the customer group will become highlighted)
2. Click the Modify button to display the Customer Group List dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove a customer group from the Customer Group List

1. Select the customer group to be removed from the customer group list (the customer group will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the item
5. Click CANCEL to save the item

How to filter records in the Customer Group List

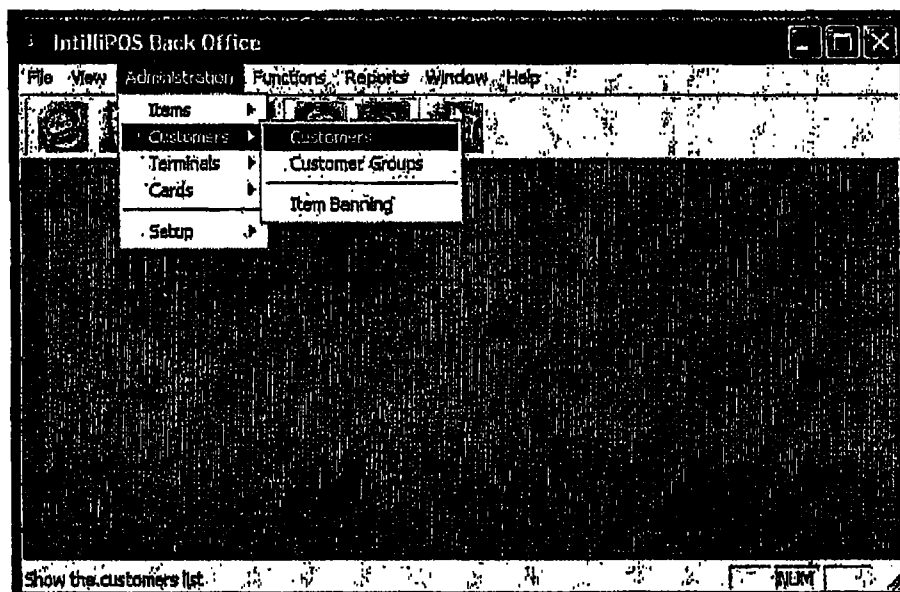
1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Name (Whole Name)
 - c. Name (Start of Name)
 - d. Name (Any part of Name)
2. Enter the name, start of the name, or part of the name into the filter text field
3. Click the Refresh button
4. Check the Auto Refresh checkbox to automatically refresh the Customer Group List

Chapter 17

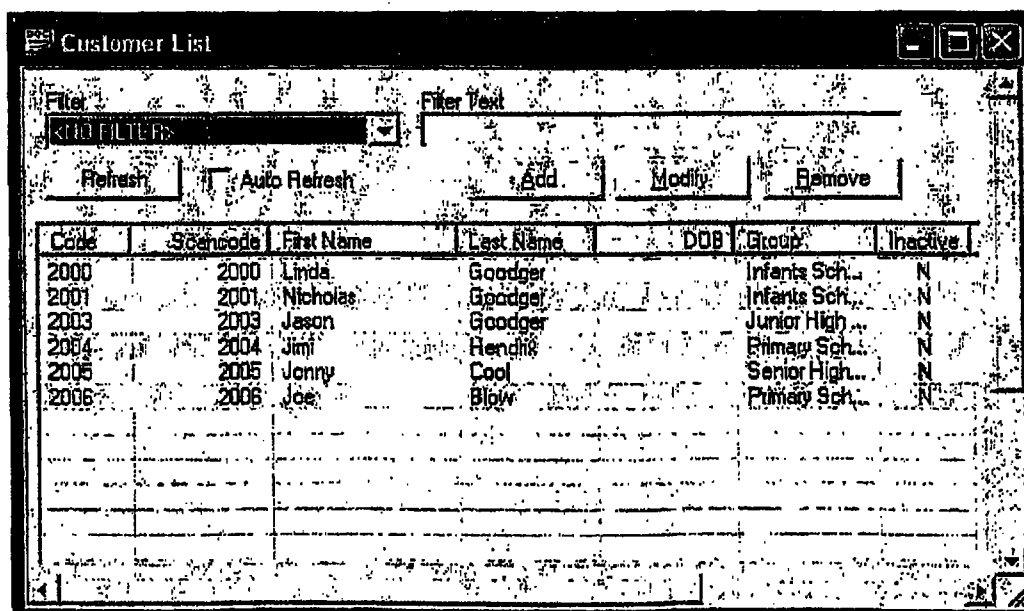
How to set up Customers

If you are going to place a transaction on to an account, then you will need to set up the details for that customer and assign them to a customer group.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office Icon on your desktop
2. Click on Administration > Customers > Customers



3. The Customer List dialog box will appear



How to add a customer to the Customer List

1. Click the Add button to display the Customer dialog box. This will display the following items:

The screenshot shows a 'Customer' dialog box with the following fields and controls:

- First Name
- Last Name
- Date Of Birth
- Customer Code
- Scancode
- Group (dropdown menu)
- Address
- Town/Suburb
- State
- Postcode
- Phone
- Email Address
- Image Path
- Add Image
- Clear
- Default Price Schedule (dropdown menu)
- Inactive (checkbox)
- OK
- Cancel

First Name Field

Enter the customer first name

Last Name field

Enter the customer last name

Date of Birth field

Enter the customer date of birth

Customer Code field

Enter the customer code. This may be the student id

Scancode field

Enter the customer scancode. This may be the same as the customer code, or it may be the barcode on the student smartcard.

Group drop down list

Select a group from the drop down list

Address field

Enter the customer address

Town / Suburb field

Enter the town / suburb

State field

Enter the state

Postcode field

Enter the postcode

Phone field

Enter the customer phone number

Email Address field

Enter the email address in the format customer@customer.com

Default Price Schedule drop down list

Select the default price schedule from the drop down list

Inactive checkbox

Click this box if the customer is to be inactive

Image Path field

This will contain the path to the image

Add Image Button

Click this button to add an image, and browse to the location of the image file

Clear Button

Select clear to clear the image

OK Button

Select OK to accept changes

CANCEL Button

Select CANCEL to delete changes

How to modify a customer listed in the Customer List

1. Select the customer to be modified in the customer list (the customer will become highlighted)
2. Click the Modify button to display the Customer List dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove a customer from the Customer List

1. Select the customer to be removed in the customer list (the customer will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the item
5. Click CANCEL to save the item

How to filter records in the Customer List

1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Code
 - c. Scancode

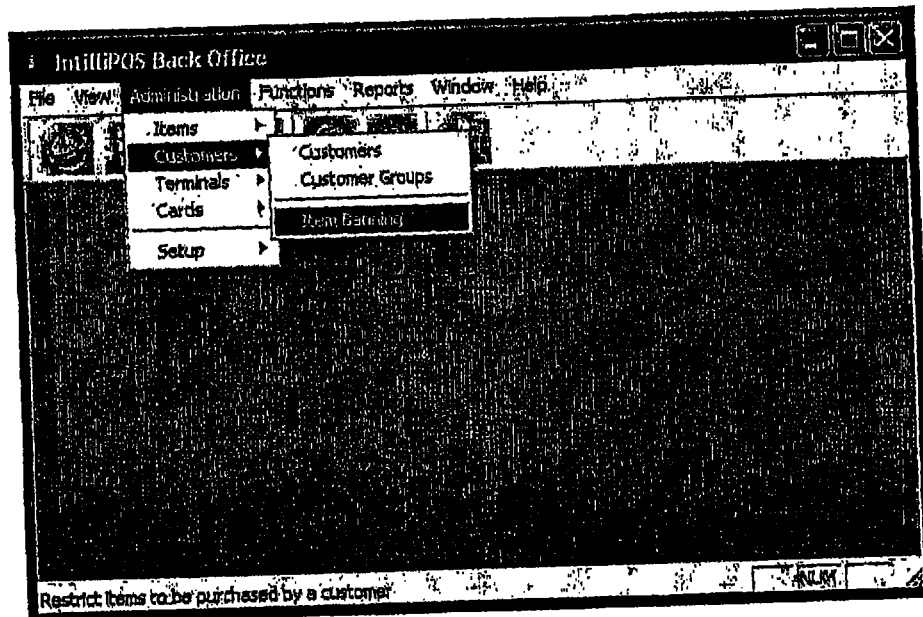
- d. First Name (Whole Name)
 - e. First Name (Start of Name)
 - f. First Name (Any part of Name)
 - g. Last Name (Whole Name)
 - h. Last Name (Start of Name)
 - i. Last Name (Any part of Name)
 - j. Active only
 - k. Inactive only
2. Enter the code, scancode, first name, start of the first name, part of the first name, last name, start of the last name, part of the last name, active only or inactive only into the filter text field
 3. Click the Refresh button
 4. Check the Auto Refresh checkbox to automatically refresh the Customer List

Chapter 18

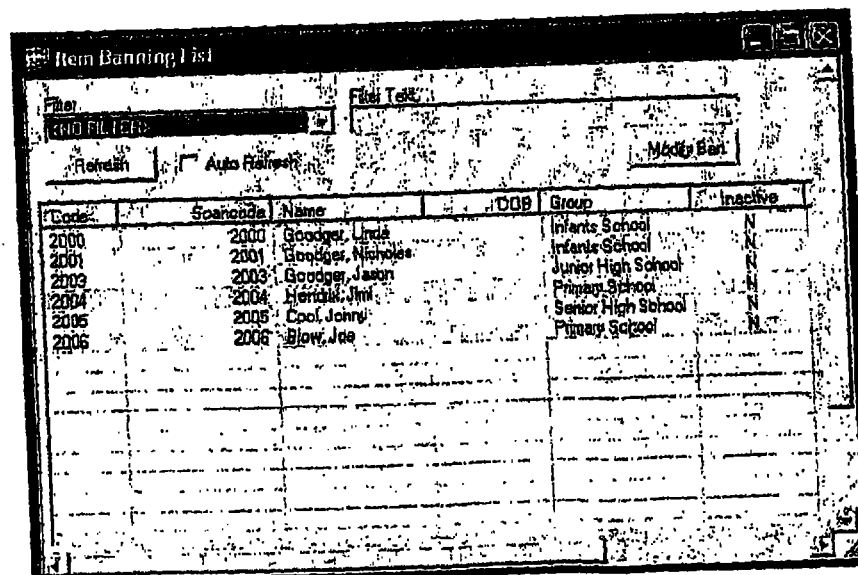
How to set up Item Banning

Item Banning allows you to ban card holders from purchasing certain items. This may be because of allergy or dietary restrictions.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office icon on your desktop
2. Click on Administration > Customers > Item Banning

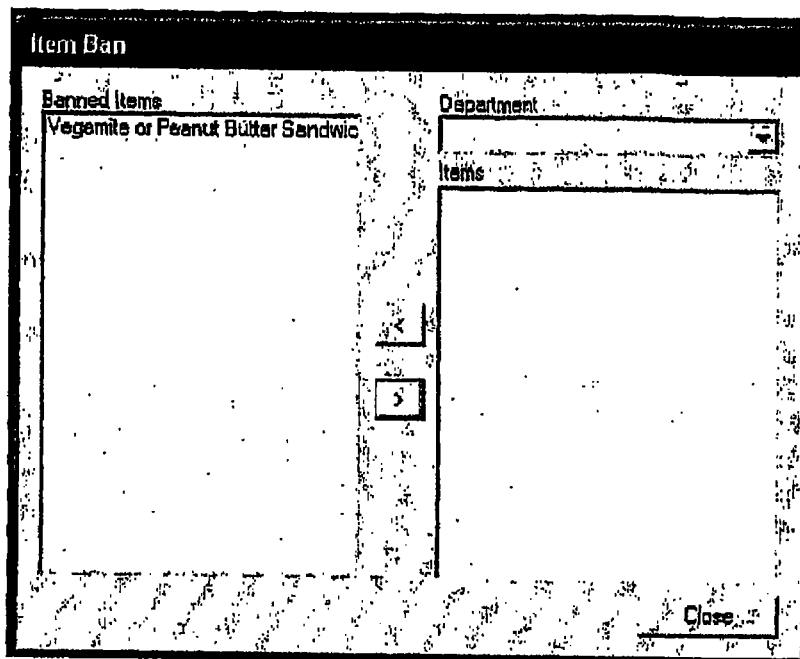


3. The Item Banning List dialog box will appear



How to add an item to the item ban list

1. Click on a customer name and select Modify, or, double click on the customer name
2. The Item Ban dialog box will appear.

**How to add an item to the Item Ban List**

1. Click on a customer name and select Modify, or, double click on the customer name
2. The Item Ban dialog box will appear.
3. Select a Department from the drop down list
4. A list of all items for that department will appear
5. Select an item for item banning by either, clicking on it and clicking the left arrow, or by double clicking the item.
6. This will move the item to the Item Bans list in the left side of the dialog box
7. Click the CLOSE button

How to remove an item from the Item Ban List

1. Click on a customer name and select Modify, or, double click on the customer name
2. The Item Ban dialog box will appear.
3. Remove the item by either, selecting the item to be removed from the Item Ban list and clicking the right arrow, or, by double clicking the item
4. This will remove the item from the Item Ban List
5. Click the CLOSE button

How to filter records in the Item Banning List

1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Code
 - c. Scancode

- d. Name (Whole Name)
 - e. Name (Start of Name)
 - f. Name (Any part of Name)
 - g. Active only
 - h. Inactive only
2. Enter the code, scancode, name, start of the name, part of the name, active only or inactive only into the filter text field
 3. Click the Refresh button
 4. Check the Auto Refresh checkbox to automatically refresh the Item Banning List

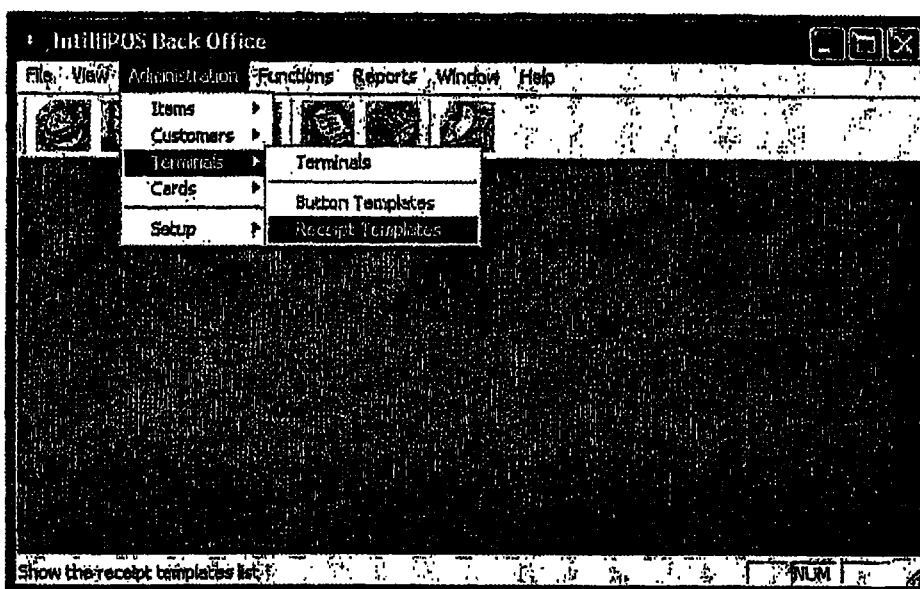
Chapter 19

How to set up the Receipt Templates

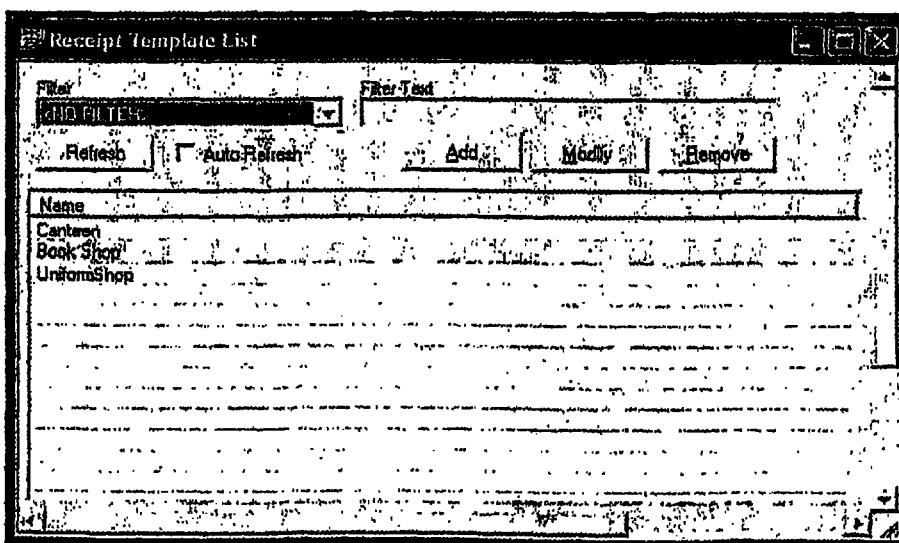
The Receipt Templates are used to add a message to the receipt given to the customer. For example you might add, "Have a nice day", or another seasonal greeting.

Note: The terminal number, location, time and date are printed on the receipt by default.

1. Open up the IntillSmart Back Office by selecting
Start > Programs > IntillSmart Back Office Or by double click the
IntillSmart Back Office icon on your desktop
2. Click on Administration > Terminals > Receipt Templates



3. The Receipt Template List dialog box will appear



How to add a receipt template to the Receipt Template List

Click the Add button to display the Receipt Template dialog box. This will display the following items:

The image shows a screenshot of a 'Receipt Template' dialog box. It has a title bar that says 'Receipt Template'. Inside the dialog, there are four text input fields. The first field is labeled 'Name' and contains the text 'Canteen'. The second field is labeled 'Description' and contains the text 'Canteen Receipt Template'. The third field is labeled 'Receipt Header' and contains the text 'CANTEEN'. The fourth field is labeled 'Receipt Footer' and contains the text 'HAVE A NICE DAY!'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

Name Field

Enter the Receipt Template Name

Description

Enter in a description for the receipt template

Receipt Header

Enter in a receipt header, such as the IntelliSmart location

Receipt Footer

Enter a receipt footer, such as "Have a nice day"

OK Button

Select OK to accept changes

CANCEL Button

Select CANCEL to delete changes

Note: Receipt templates include the following information by default:

- The current date and time
- The terminal number
- The receipt number
- A list of items sold with prices
- The total amount of the sale

How to modify a receipt template listed in the Receipt Template List

1. Select the receipt template to be modified in the receipt template list (the receipt template will become highlighted)
2. Click the Modify button to display the Receipt Template dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove a receipt template from the Receipt Template List

1. Select the receipt template to be removed in the receipt template list (the receipt template will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the item
5. Click CANCEL to save the item

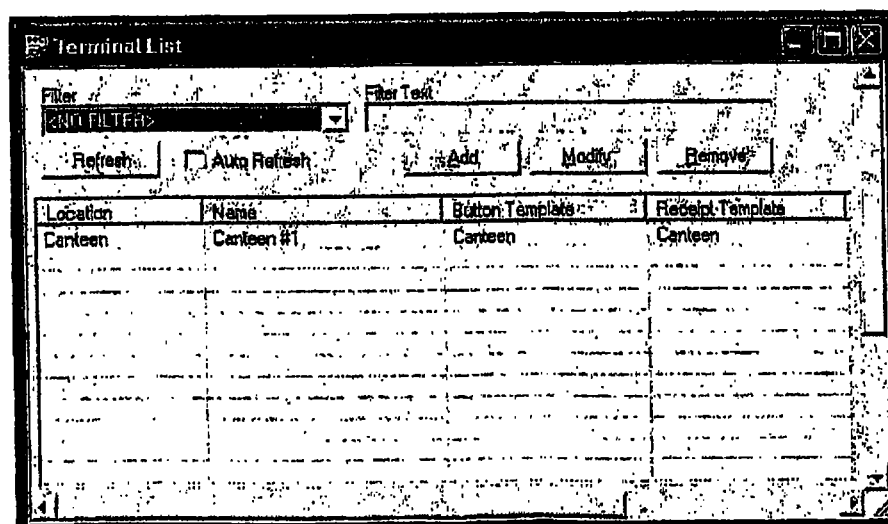
How to filter records in the Receipt Template List

1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Name (Whole Name)
 - c. Name (Start of Name)
 - d. Name (Any part of Name)
2. Enter the first name, start of the first name, or part of the first name into the filter text field
3. Click the Refresh button
4. Check the Auto Refresh checkbox to automatically refresh the Receipt Template List

Chapter 20

How to set up the Terminals

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office Icon on your desktop
2. Click on Administration > Terminals > Terminals



How to add a terminal to the Terminal List

Click the Add button to display the Terminal dialog box. This will display the following items:

Terminal

Name	Canteen #1	Location	Canteen
Button Template	Standard	Receipt Template	Canteen
Default Price Schedule	Normal	Default Payment Type	Smart Card
Description Canteen Terminal #1			
☒ Print Receipts by Default			
OK		Cancel	

Name Field

Enter the Name of the Terminal

Location field

Enter in the Location of the Terminal

Button Template

Select the Button Template from the drop down list

Receipt Template

Select the Receipt Template from the drop down list

Default Price Schedule

Select the default price schedule from the drop down list

Default Payment Schedule

Select the default payment schedule from the drop down list

Description

Enter in a description for the terminal

Print receipts by default checkbox

Check this box to print receipts by default

OK Button

Select OK to accept changes

CANCEL Button

Select CANCEL to delete changes

How to modify a terminal listed in the Terminal List

1. Select the terminal to be modified in the terminal list (the terminal will become highlighted)
2. Click the Modify button to display the Terminal dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove a terminal from the Terminal List

1. Select the terminal to be removed in the terminal list (the terminal will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the item
5. Click CANCEL to save the item

How to filter records in the Terminal List

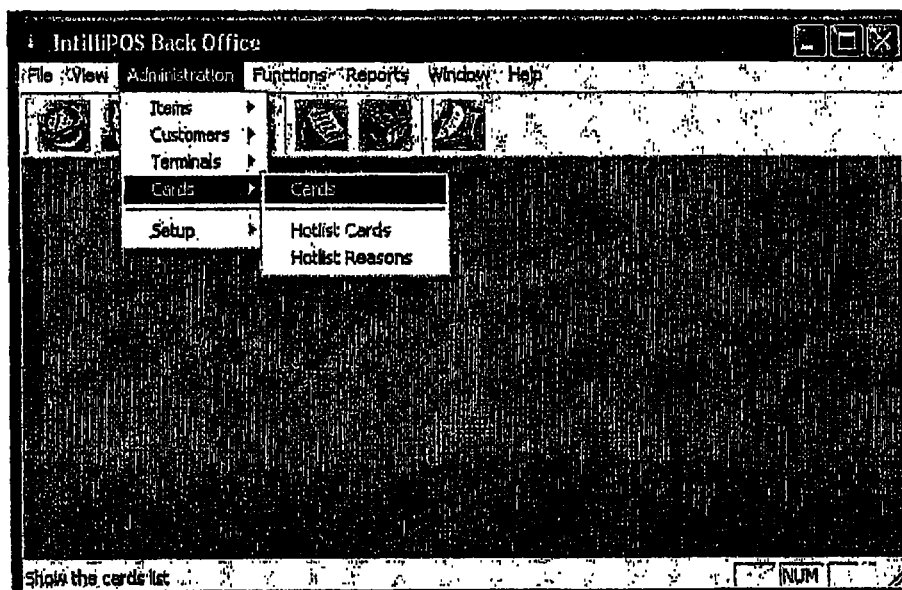
1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Name (Whole Name)
 - c. Name (Start of Name)
 - d. Name (Any part of Name)
2. Enter the first name, start of the first name, or part of the first name into the filter text field
3. Click the Refresh button
4. Check the Auto Refresh checkbox to automatically refresh the Terminal List

Chapter 21

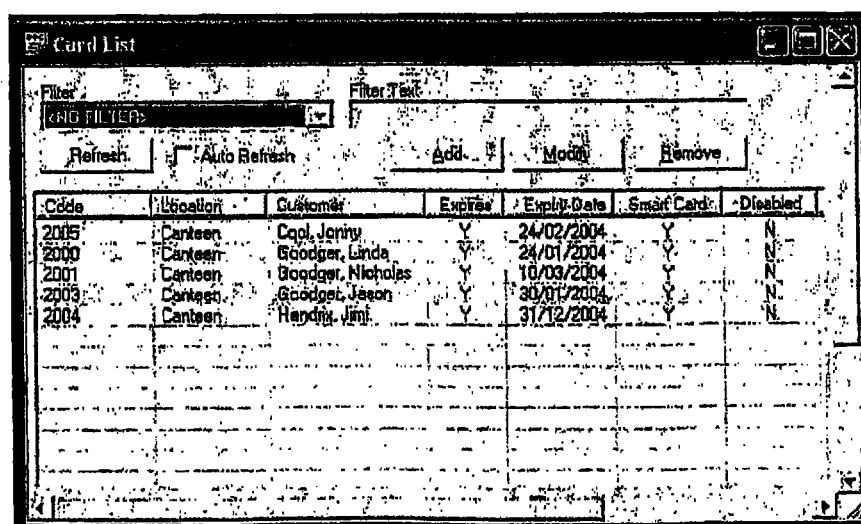
How to set up the Cards

Setting up the cards enables you to use the IntelliSmart as a cashless point of sale equipment. Cards can be disabled, or have spending limits, expiry dates, and card messages can be applied here.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office Icon on your desktop
2. Click on Administration > Cards > Cards



3. The Card List dialog box will appear



How to add a card to the card list

Click the Add button to display the Card dialog box.

Card

Card #	Location	Customer				
1	Canteen	Cool, Jidini				
Code	Spend Limit	Card Expires				
2005	20,000	☒ Card Expires				
		Expiry Date				
		24/02/2004				
☒ Card is a smart card ☐ Card is disabled						
Note						
<table border="1"> <thead> <tr> <th>Type</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>Alert Message</td> <td>Allergic to peanuts</td> </tr> </tbody> </table>			Type	Message	Alert Message	Allergic to peanuts
Type	Message					
Alert Message	Allergic to peanuts					
Add Message Remove Message						
Pused Balance		Point Balance				
34,1000		18				
OK		Cancel				

Location

Select the card location from the drop down list

Customer

Select the customer from the drop down list

Code

Enter the card code

Spend Limit

Enter the customer spend limit

Card Expires

Check the card expires checkbox if you would like to set an expiry date

Expiry date

Enter in the expiry date in the format 01/01/01

Card is smart card

Check the card is a smart card checkbox IF the card is a smart card

Card is disabled

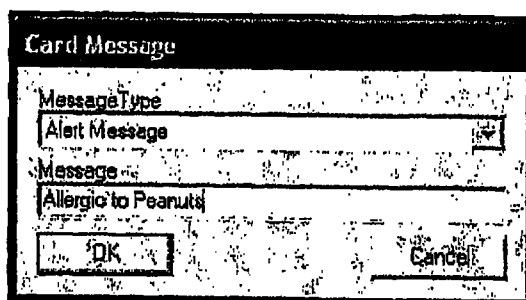
Check the card is disabled checkbox IF you want the card disabled

Note

Enter in a note about the card

Add message

To enter in a message, click the add message button. This will display the following dialog box:



Select a message type from the drop down list. This can be either a simple message, or an alert message.

1. Enter in the message
2. Select OK to accept changes
3. Select CANCEL to delete changes

Remove message

1. Select the message to be removed
2. Click the remove button
3. A message saying "Are you sure you wish to delete?" will appear
4. Select OK to accept changes
5. Select CANCEL to delete changes

Purse balance

This will display the current purse balance of the card

Point balance

This will display the point balance of the card

OK button

Select OK to accept changes

CANCEL button

Select CANCEL to delete changes

How to modify a card listed in the Card List

1. Select the card to be modified in the card list (the card will become highlighted)
2. Click the Modify button to display the card dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove a card from the Card List

1. Select the card to be removed in the card list (the card will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the item
5. Click CANCEL to save the item

How to filter records in the Card List

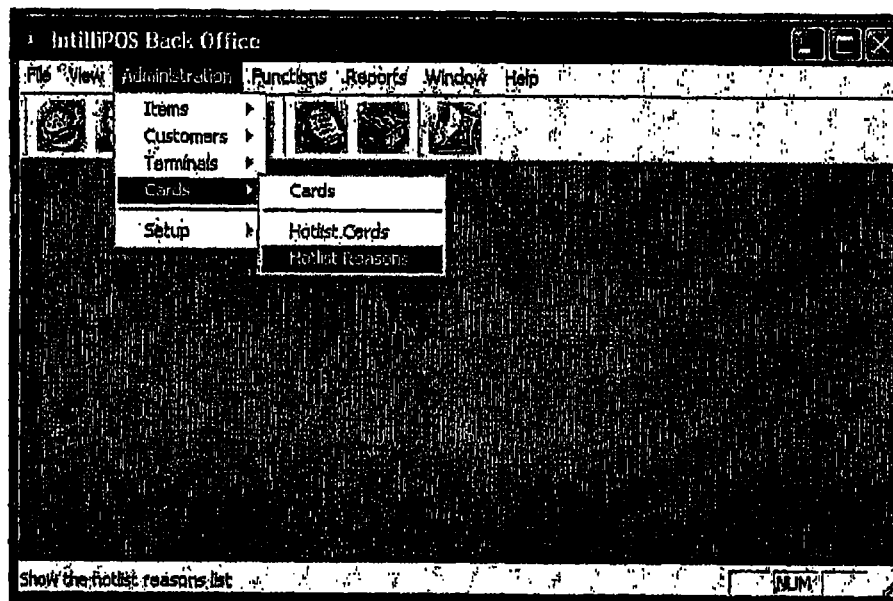
1. Select one of the following methods to filter records
 - a. <NO FILTER>
 - b. Code
 - c. Expired cards only
 - d. Smart cards only
 - e. Disabled cards only
2. Enter the code (if this option selected) into the filter text field
3. Click the Refresh button
4. Check the Auto Refresh checkbox to automatically refresh the Card List

Chapter 22

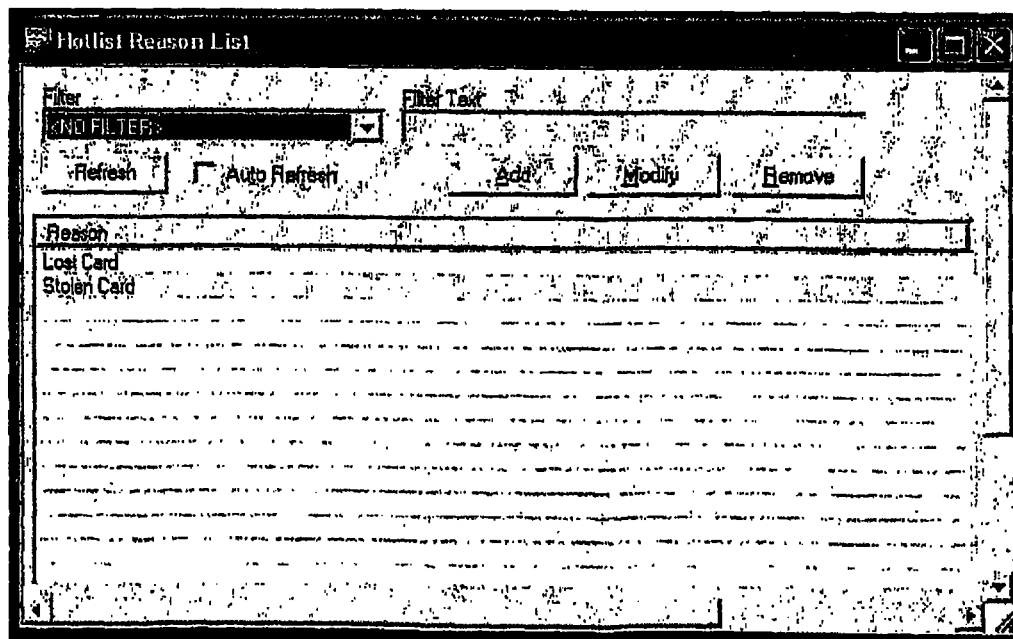
How to set up Hotlist Reasons

Hotlist Reasons are the reason you would select for hotlisting a card. These might include Lost or Stolen Card.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office Icon on your desktop
2. Click on Administration > Cards > Hotlist Reasons



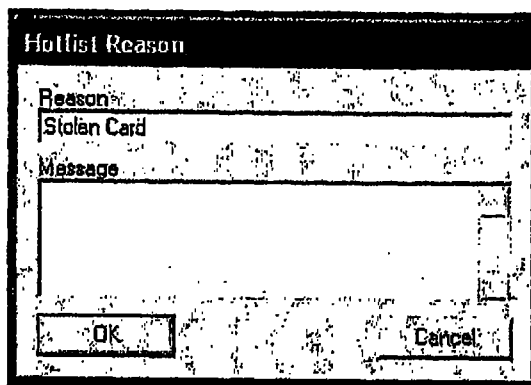
3. The Hotlist Reason List dialog box will appear



How to add a hotlist reason to the Hotlist Reason List

Click the Add button to display the Hotlist Reason dialog box.

This will display the following items:

**Reason**

Enter the reason for hotlisting, for example lost or stolen card

Message

Enter in a relevant message

OK Button

Select OK button to accept changes

CANCEL Button

Select CANCEL to delete changes

How to modify a hotlist reason in the Hotlist Reason List

1. Select the hotlist reason to be modified in the hotlist reason list (the hotlist reason will become highlighted)
2. Click the Modify button to display the hotlist reason dialog box
3. Alter any of the fields
4. Select OK to accept changes
5. Select CANCEL to delete changes

How to remove a hotlist reason from the Hotlist Reason List

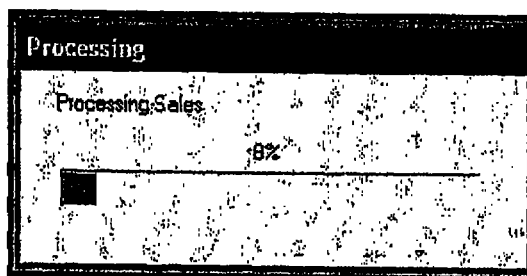
1. Select the hotlist reason to be removed in the hotlist reason list (the hotlist reason will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the item
5. Click CANCEL to save the item

Chapter 23

How to process Stock

Stock is processed for the purpose of updating the stock levels in the Back Office. This might include decrementing the stock values after sales are made.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office Icon on your desktop
2. Click on Functions > Daily Processing > Process Sales / Stock
3. The Processing Stock dialog box will appear



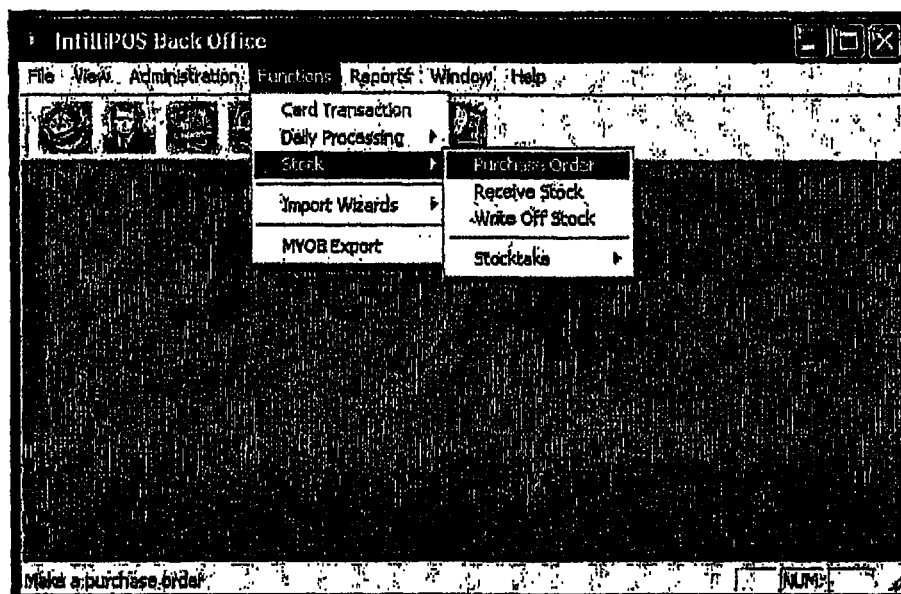
4. This dialog box will show a percentage amount and progressive bar.
5. Upon finishing a dialog box with the message "Processing Complete" will appear.

Chapter 24

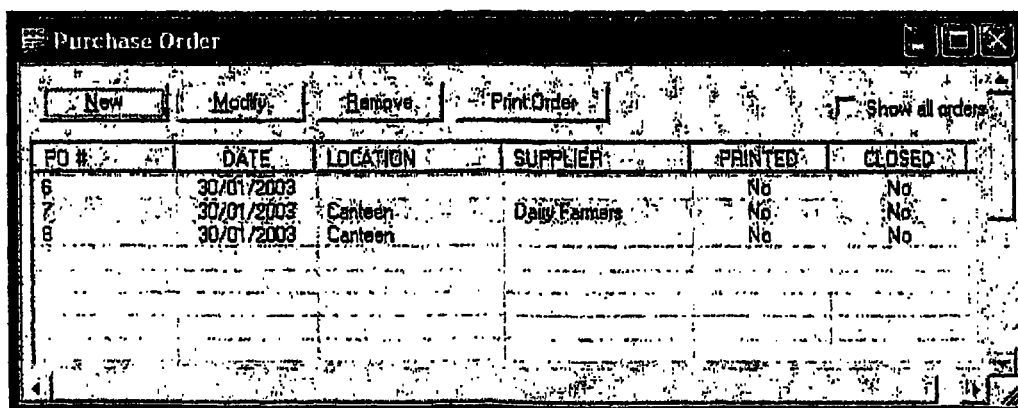
The Purchase Order Dialog Box

Purchase orders are made for the purpose of ordering stock. Purchase Orders can be created, modified, removed and printed with this function. A purchase Order is closed after the closed checkbox has been checked.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office Icon on your desktop
2. Click on Functions > Stock > Purchase Order



3. The Purchase Order dialog box will appear



How to view all Purchase Orders

- a. Check the "Show all Orders" checkbox
- b. The table will update automatically

How to create a Purchase Order

Click the New button to display the Purchase Order dialog box. This will display the following items:

Order #

This number will be assigned automatically starting at number 1

Ordered by

This field will be automatically filled in after you sign in

Order Date drop down list

Select the date from the drop down list.

Note: today's date is circled.

Location drop down list

Select the location from the drop down list

Supplier drop down list

Select the supplier from the drop down list

Note: Not selecting a supplier will show only stock items in the "item" drop down list

Supplier Address field

Enter in the supplier address

Delivery Address field

Enter in the delivery address

Closed checkbox

Check this box to close the order

Order Printed checkbox

This checkbox indicates if the order was printed

Note: Print orders from the purchase order list

Add Item button

Click this button to add an item to the order

Item

Select the item from the drop down list

Description

The description will be automatically entered

Qty

Enter in the quantity to be ordered

Units

The units filed will be automatically entered

Qty / Unit

Enter the Qty / Unit

Total Qty

The total quantity will be automatically calculated

Unit cost

The unit cost will be automatically calculated

Memo

Enter in a memo for the purchase order

OK button

Select the OK button the accept changes

CANCEL button

Select the CANCEL button the delete changes

How to remove an item form a purchase order

1. Click the New button to display the Purchase Order dialog box.
2. Select the item to be removed form the items list
3. Select the remove item button
4. The item will be removed immediately

OK Button

Select OK button to accept changes

CANCEL Button

Select CANCEL to delete changes

How to modify a purchase order in the Purchase Order List

1. Select the purchase order to be modified in the purchase order list (the purchase order will become highlighted)
2. Click the Modify button to display the purchase order dialog box
3. Alter any of the fields
4. Select OK to accept changes

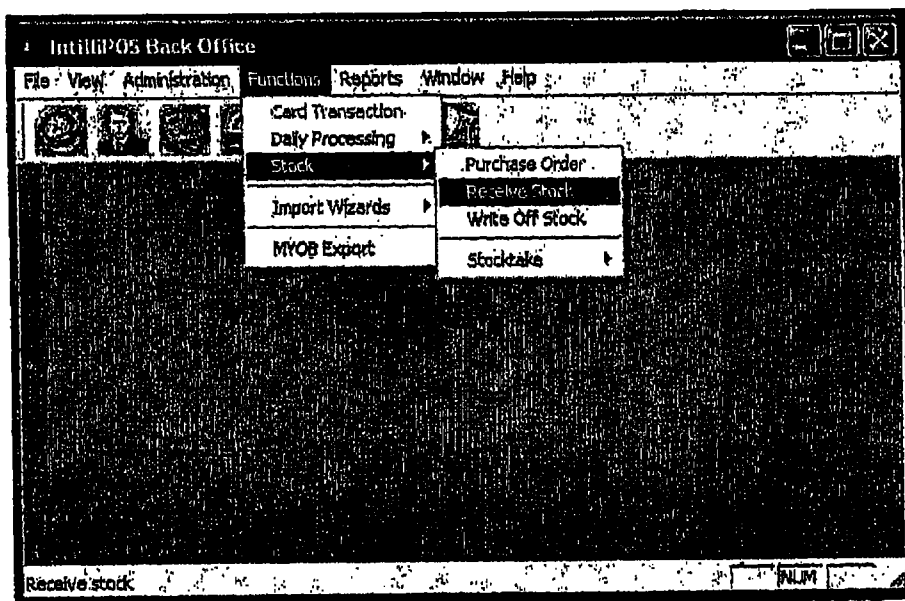
5. Select CANCEL to delete changes

How to remove a purchase order from the Purchase Order List

1. Select the purchase order to be removed in the purchase order list (the purchase order will become highlighted)
2. Click the Remove button
3. A message will appear saying "Are you sure you wish to delete?"
4. Click OK to delete the item
5. Click CANCEL to save the item

Receiving Stock brings stock into the IntelliSmart Back Office for the purpose of making sales.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office icon on your desktop
2. Click on Functions > Stock > Receive Stock



- 3. The Receive Stock dialog box will appear**

[illegible]

How to Receive Stock

Received by

Date

Select the date from the Date drop down list. Note: Today's date will be circled.

Location

Select the location from the drop down list

Memo

Enter in a memo if relevant

Add Item button

Click this to select an Item from the Item drop down menu

Units received

Enter the Units Received

Note: This does not have to be a numerical value. It could be cartons for cartons of drinks, loaves for loaves of bread, etc.

Buying Unit

This value is added automatically

Buying Qty

This value is added automatically

Qty received

Enter the Quantity Received

Note: Repeat steps 5 – 7 to add more stock items

OK button

Click OK to accept the information entered

This will display a processing stock dialog box with a percentage indicator.

At 100% another dialog box with the message "Stock Levels successfully Updated" will appear.

Select OK to close the boxes

CLOSE button

Click CLOSE to delete the items entered

How to Remove Stock from the Receive Stock dialog box

1. Select an Item from the Item List of Received Stock
2. Click the Remove button to remove the item

Note: This can only be done while the Receive Stock dialog box is open

This will display a processing stock dialog box with a percentage indicator.

At 100% another dialog box with the message "Stock Levels successfully Updated" will appear.

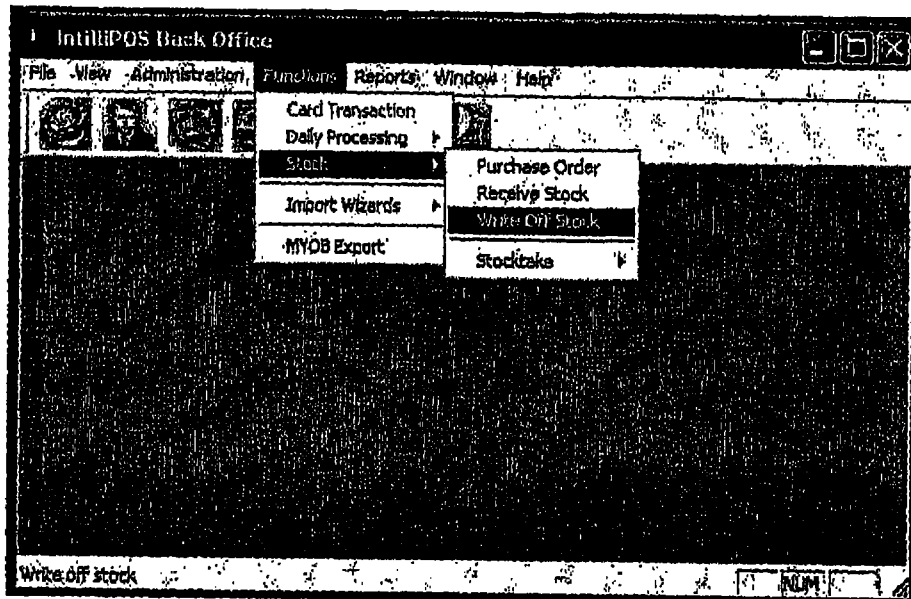
Select OK to close the boxes

Chapter 26

The Write Off Stock Dialog Box

Write Off Stock is for the purpose of reconciling your stock levels when variations occur due to stock being written off for various reasons. Possible write off reasons could include; breakage, promotions, or donations.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office icon on your desktop
2. Click on Functions > Stock > Write Off Stock



- 3. The Write Off Stock dialog box will appear**

[illegible]

How to Write Off Stock**Date**

Select the date from the Date drop down list.

Note: Today's date will be circled.

Location

Select the location from the drop down list

Memo

Enter in a memo if relevant, or a reason for the stock write-off

Add Item button

Select Add Item

Item drop down menu

Select an Item from the Item drop down menu

Enter the Units to Write Off

Note: This does not have to be a numerical value. It could be cartons for cartons of drinks, loaves for loaves of bread, etc.

Qty to write off

Enter the Quantity to Write Off

Repeat steps 5 – 7 to write off more items

OK button

Click OK to accept the information entered

This will display a processing stock dialog box with a percentage indicator.

At 100% another dialog box with the message "Stock Levels Successfully Updated" will appear.

Select OK to close the boxes

CLOSE button

Click CLOSE to delete the items entered

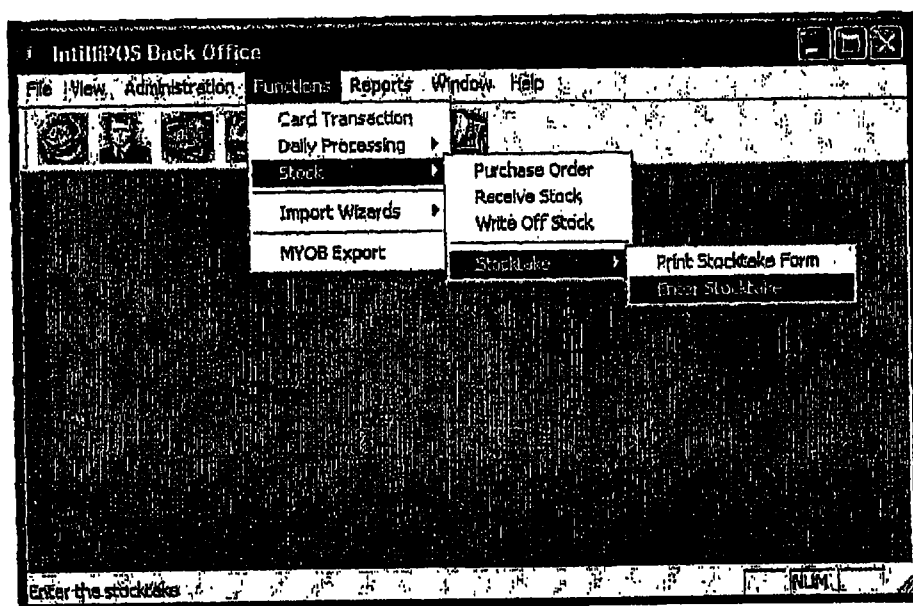
How to Remove Stock from the Receive Stock dialog box

1. Select an Item from the Item List of stock to Write Off
2. Click the Remove button to remove the item

Note: This can only be done while the Stock Write Off dialog box is open

The Enter Stocktake Dialog Box

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office Icon on your desktop
2. Click on Functions > Stock > Stocktake > Enter Stocktake



3. The Enter Stocktake dialog box will appear

[illegible]

Stocktake by

This field will be automatically filled after you log on

Date

Select the date from the Date drop down list.

Note: Today's date will be circled.

Location drop down list

Select the location from the drop down list

Item

Select an Item from the Item list

Units counted

Enter the Units Counted

Qty counted

Enter the Quantity Counted

OK button

Click OK to accept the information entered

This will display a processing stock dialog box with a percentage indicator.

At 100% another dialog box with the message "Stock Levels Successfully Updated" will appear.

Select OK to close the boxes

CLOSE button

Select the CLOSE button to delete any changes

How to Enter a Stocktake

Note: Before you enter your stock count, ensure your stock items have been adequately set up. This means setting up your stock properties in the Items > Items list, and listing the selling quantity, selling unit, preferred supplier, buying quantity, buying unit, cost, lead time and re-order level.

1. Select date for the enter stock
2. Select a Location from the Enter Stock Take window,
- A list of the stock items for that location will be listed
3. Select the item you wish to add a count for by clicking it
4. Enter in the units counted
5. Enter the quantity counted
6. Repeat as necessary
7. Enter in a memo, such as who counted the items etc (or leave this field blank)
8. Select the OK button **only** when you are completely satisfied with the amounts entered

Note: For items that were counted, but had no stock on hand, enter 0 (zero) into the quantity counted field

For example:

The soft drink stock item has been set up with the following information:

- Selling Quantity = 1
- Selling Unit = can
- Buying Quantity = 24
- Buying Unit = carton

To enter a stock take for cans of soft drink where you have 10 cartons of soft drink as well as 7 loose cans, enter the following information:

- For 10 whole cartons of cans of soft drink, enter the number 10 in the **Units Counted** field
- For 7 loose cans of soft drink, enter the number 7 in the **Quantity Counted** field

Note: The amount listed in the total quantity field is the total amount of all the cans of soft drink, i.e: 247

Chapter 28

MYOB Export

The MYOB export option is used to export the IntelliSmart data to MYOB.

The screenshot shows a dialog box titled "MYOB Export". It contains several input fields and two buttons. The fields are labeled as follows:

- Customer Sales Code
- Card Purchases Account Code
- Card Recharge Item Code
- Undeposited Funds Account Code
- MYOB Program Path
- MYOB Data Path
- MYOB Login Name
- Login Password

At the bottom of the dialog, there are two buttons: "Begin Export" on the left and "Cancel" on the right.

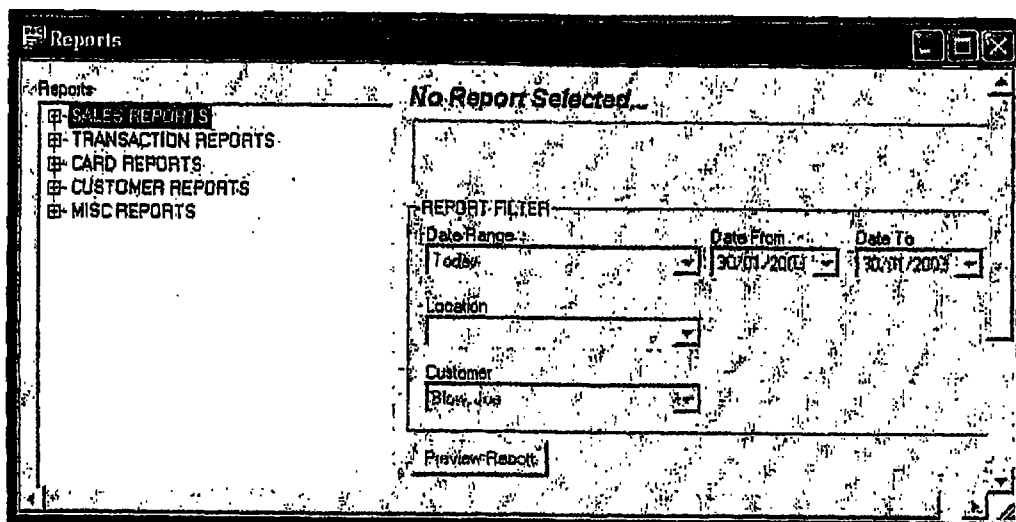
Chapter 29

The Reports Dialog Box

At the end of the day you will need to get facts and figures from the software to analyze your business. This is done using a series of reports that access the data stored by your terminals. These reports have been created using a third person software package called Crystal Reports. This means that new reports can be created or old ones modified by purchasing Crystal Reports.

Reports can also be exports to other various third party software applications.

1. Open up the IntelliSmart Back Office by selecting
Start > Programs > IntelliSmart Back Office Or by double click the
IntelliSmart Back Office Icon on your desktop
2. Click on Reports
3. The Reports dialog box will appear



4. This dialog box is divided into three sections.

Reports section containing:

- Sales Reports
- Transaction Reports
- Card Reports
- Customer Reports
- Misc Reports

The second section contains:

- The name of the currently selected report (or, "No Report Selected" by default):
- A description of the selected report

Reports Filter containing:

- Date Range drop down list
- Date From field
- Date To field
- Location drop down list

- Customer drop down list
- Preview Report button

How to preview a Report

1. Select a Report from the left hand reports menu
2. Select a date range from the drop down menu, or
3. Select Custom
4. Select dates from the Date From and Date To drop down lists
5. Select the location from the Location drop down list
6. Click the Preview Report button

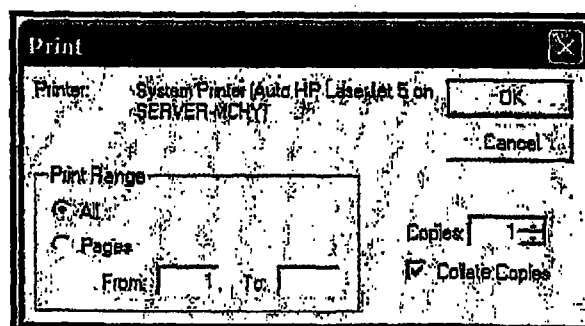
When Previewing a Report, you are presented with an exact preview of how the report will print. This screen is divided into two sections; one containing the report, and the other containing these buttons:



- | | |
|---------------------------|---------------------|
| 1. Go to first record | 7. Print |
| 2. Go to previous record | 8. Export |
| 3. Page 1 of 1 | 9. View |
| 4. Go to next record | 10. Total records |
| 5. Go to last record | 11. Percentage read |
| 6. Cancel reading records | 12. Records read |

How to Print a Report

1. To Print a Report, click the Printer icon when in Preview Mode
2. The following dialog box will appear with information on the Default printer (your printer will be different to the one listed here), Print Range, number of Copies, and an option to Collate Copies

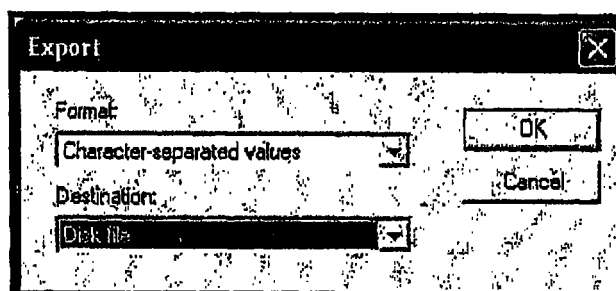


3. Select All to print all pages in the report
4. Select Pages to specify which pages to print
5. Select the number of Copies to print (the default value is 1)
6. Check the Collate Copies check box to collate copies of the printed report
7. Select OK to Print
8. Select CANCEL to close the Print dialog box

How to export a Report

The export function of IntelliSmart allows you to export reports to a variety of applications including Crystal Reports, Microsoft Excel, Microsoft Access, Microsoft Word, as well as Internet Browsers.

1. To Export as Report, click the Export Icon when in Preview Mode
2. The following dialog box will appear containing a Format drop down list from which you select your preferred export format, a destination drop down list from which you select the destination for the exported file, an OK button, and a CANCEL button



3. Select your export Format from the drop down list. This list contains the following formats:
 - Character-separated values (this is selected by default)
 - Comma-separated values (CSV)
 - Crystal Reports (RPT)
 - Crystal Reports 7 (RPT)
 - Ata Interchange Format (DIF)
 - Excel 5.0 (XLS)
 - Excel 5.0 (XLS) (Extended)
 - Excel 7.0 (XLS)
 - Excel 7.0 (XLS) (Extended)
 - Excel 8.0 (XLS)
 - Excel 8.0 (XLS) (Extended)
 - HTML 3.0 (Draft Standard)
 - HTML 3.2 (Extended)
 - HTML 3.2 (Standard)
 - Lotus 1-2-3 (WK1)
 - Lotus 1-2-3 (WK3)
 - Lotus 1-2-3 (WK5)
 - ODBC – dBASE Files
 - ODBC – Excel Files
 - ODBC – MS Access Database
 - Paginated Text
 - Record Style (columns of values)
 - Report Definition
 - Rich Text Format
 - Tab-separated text
 - Tab-separated values
 - Text
 - Word for Windows document

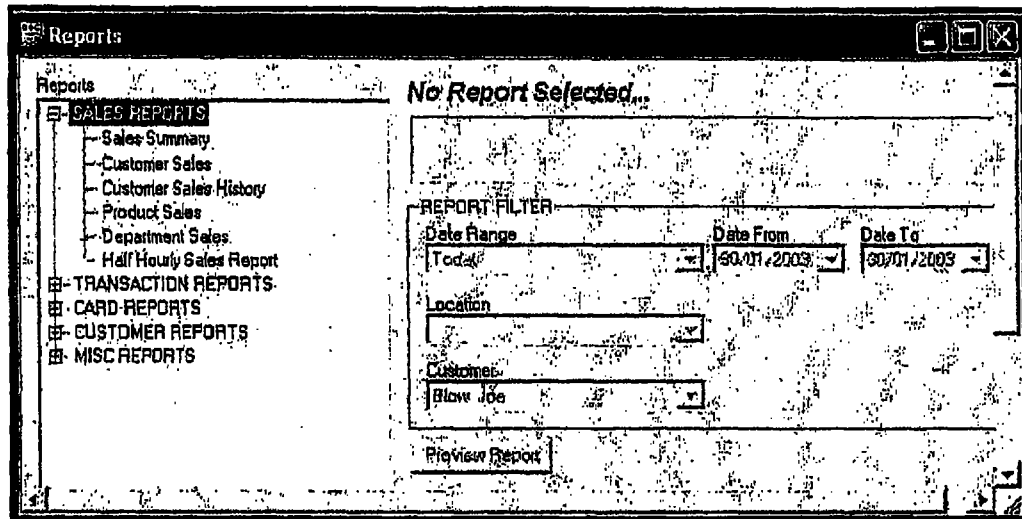
4. Select your export Destination from the drop down list. This list contains the following destinations:
 - Application
 - Disk File (this is selected by default)
 - Exchange Folder
 - Lotus Notes Database
 - Microsoft Mail (MAPI)
5. Select OK to export
6. Select CANCEL to close the dialog box

Chapter 30

Sales Reports

Sales Reports total and group every item that has been sold through your IntellSmart system.

Select Sales Report from the Reports menu on the left



Sales Reports

- Sales Summary
- Customer Sales
- Customer Sales History
- Product Sales
- Department Sales
- Half Hourly Sales Report

Date Range drop down list contains:

- All
- Today (this is the default value)
- This week
- This week-to-date
- This month
- This month-to-date
- This year
- This year-to-date
- This financial year
- This financial year-to-date
- Yesterday
- Last week
- Last week-to-date
- Last month
- Last month-to-date
- Last year
- Last year-to-date
- Last financial year
- Last financial year-to-date
- Custom

Note: Selecting Custom allows you to select a date from the **Date From** drop down list, and the **Date To** drop down list. The current date is circled

Location drop down list

The Location drop down list contains all current locations on your network

Customer drop down list

The Customer drop down list contains names of all customers

Preview Report button

Sales Summary

Summary of sales grouped by day and filtered by location

Customer Sales

Summary of customer sales, filtered by location

Customer Sales History

Summary of sales made by a customer

Product Sales

Summary of product sales detailing the quantity and value of all products sold, filtered by location

Department Sales

Summary of department sales, filtered by location

Half Hourly Sales

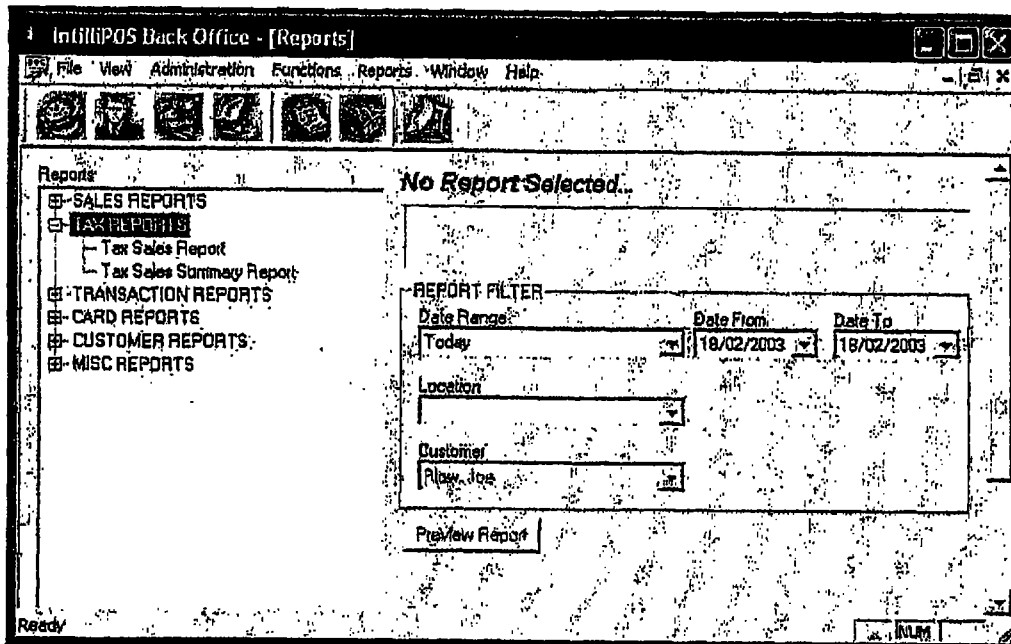
Summary of sales grouped by half hour intervals and filtered by location

Chapter 3 1

Tax Reports

Tax Reports produce a summary of all sales grouped by tax rate

Select Tax Report from the Reports menu on the left



Tax reports:

- Tax Sales Report
- Tax Sales Summary Report

The Date Range drop down list contains:

- All
- Today (this is the default value)
- This week
- This week-to-date
- This month
- This month-to-date
- This year
- This year-to-date
- This financial year
- This financial year-to-date
- Yesterday
- Last week
- Last week-to-date
- Last month
- Last month-to-date
- Last year
- Last year-to-date
- Last financial year
- Last financial year-to-date
- Custom

Note: Selecting Custom allows you to select a date from the **Date From** drop down list, and the **Date To** drop down list. The current date is circled.

Location drop down list

The Location drop down list contains all current locations on your network.

Preview Report button

Tax Sales report

Summary of all sales grouped by tax rate and department, filtered by location.

Tax Sales Summary Report

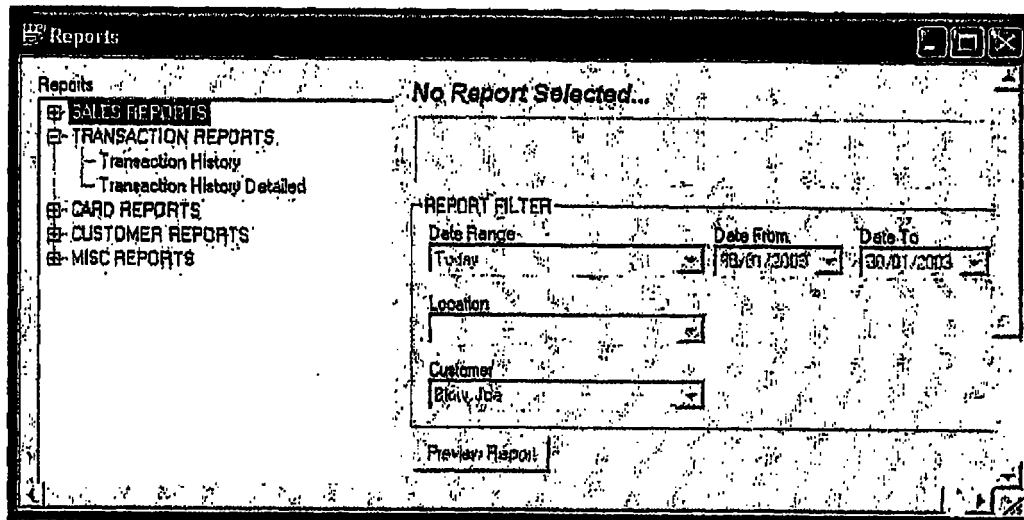
Summary of all sales grouped by date and tax rate, filtered by location.

Chapter 32

Transaction Reports

Transaction Reports produce a break down of sales

Select Transaction Report from the Reports menu on the left



Transaction reports:

- Transaction History
- Transaction History Detailed

The Date Range drop down list contains:

- All
- Today (this is the default value)
- This week
- This week-to-date
- This month
- This month-to-date
- This year
- This year-to-date
- This financial year
- This financial year-to-date
- Yesterday
- Last week
- Last week-to-date
- Last month
- Last month-to-date
- Last year
- Last year-to-date
- Last financial year
- Last financial year-to-date
- Custom

Note: Selecting Custom allows you to select a date from the **Date From** drop down list, and the **Date To** drop down list. The current date is circled

Location drop down list

The Location drop down list contains all current locations on your network

Preview Report button

Transaction History

A list of all transactions made, filtered by location

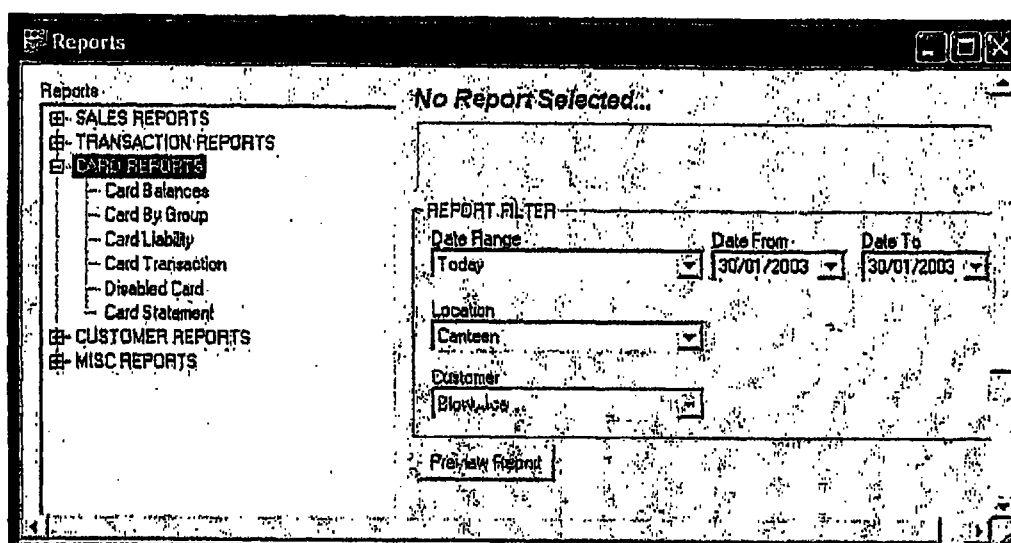
Transaction History Detailed

A detailed list of all transactions made with products breakdown, filtered by location

Chapter 33

Card Reports

Select Card Reports from the Reports menu on the left



Card reports:

- Card Balances
- Card by Group
- Card liability
- Card transaction
- Disabled Card
- Card Statement

The Date Range drop down list contains:

- All
- Today (this is the default value)
- This week
- This week-to-date
- This month
- This month-to-date
- This year
- This year-to-date
- This financial year
- This financial year-to-date
- Yesterday
- Last week
- Last week-to-date
- Last month
- Last month-to-date
- Last year
- Last year-to-date
- Last financial year
- Last financial year-to-date
- Custom

Note: Selecting Custom allows you to select a date from the **Date From** drop down list, and the **Date To** drop down list. The current date is circled.

Location drop down list

The Location drop down list contains all current locations on your network

Customer drop down list

The Customer drop down list contains names of all customers

Preview Report button**Card Balance**

Summary of all card balances, filtered by location

Card By Group

Enter correct description

Card Liability

Enter correct description

Card Transaction

Summary of all card credits and debits, filtered by location

Disabled Card

Summary of all disabled cards including balances, filtered by location

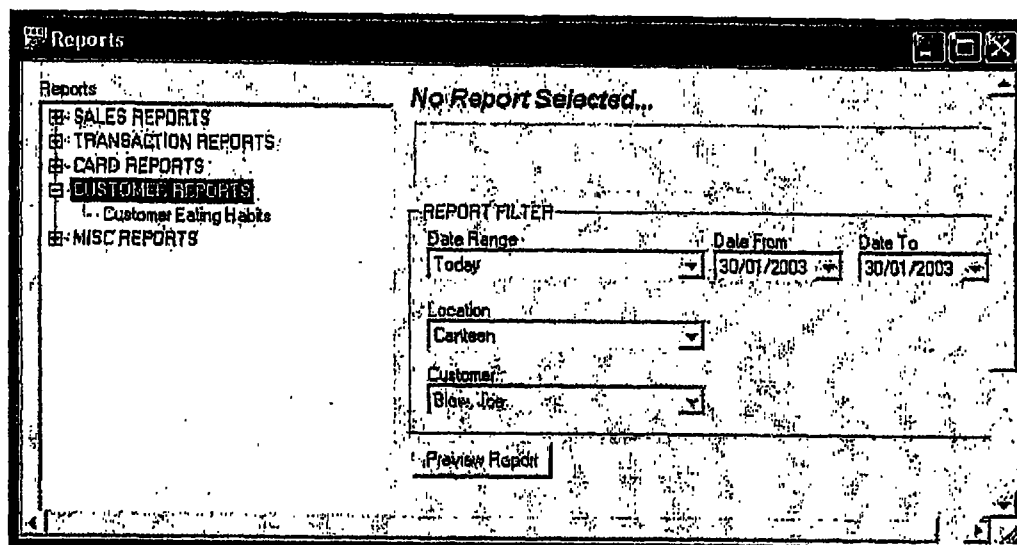
Card Statement

A list of all transactions made on a card, filtered by location

Chapter 34

Customer Reports

Select Customer Reports from the Reports menu on the left



This menu will expand to display the following report:

- Customer Eating Habits

The Date Range drop down list contains:

- All
- Today (this is the default value)
- This week
- This week-to-date
- This month
- This month-to-date
- This year
- This year-to-date
- This financial year
- This financial year-to-date
- Yesterday
- Last week
- Last week-to-date
- Last month
- Last month-to-date
- Last year
- Last year-to-date
- Last financial year
- Last financial year-to-date
- Custom

Note: Selecting Custom allows you to select a date from the Date From drop down list, and the Date To drop down list. The current date is circled.

Location drop down list

The Location drop down list contains all current locations on your network

Customer drop down list

The Customer drop down list contains names of all customers

Preview Report button

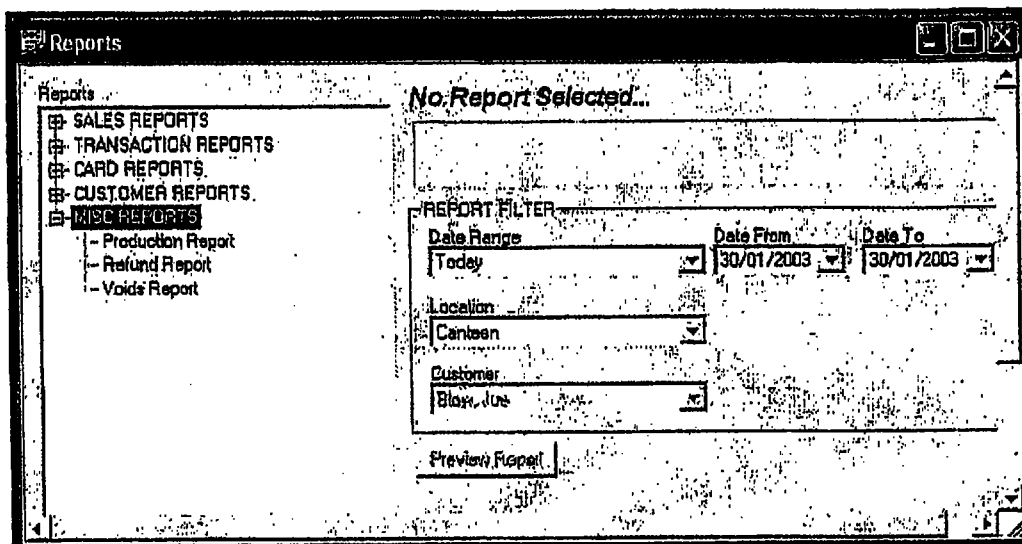
Customer Eating Habits

Summary of all products purchased by a customer

Chapter 35

Misc Reports

Select Misc Reports from the Reports menu on the left



Misc reports:

- Production Report
- Refund Report
- Voids Report

The Date Range drop down list contains:

- All
- Today (this is the default value)
- This week
- This week-to-date
- This month
- This month-to-date
- This year
- This year-to-date
- This financial year
- This financial year-to-date
- Yesterday
- Last week
- Last week-to-date
- Last month
- Last month-to-date
- Last year
- Last year-to-date
- Last financial year
- Last financial year-to-date
- Custom

Note: Selecting Custom allows you to select a date from the **Date From** drop down list, and the **Date To** drop down list. The current date is circled

Location drop down list

The Location drop down list contains all current locations on your network

Customer drop down list

The Customer drop down list contains names of all customers

Preview Report button

Production Report

Summary of all products to be prepared

Refund Report

Summary of all products refunded

Voids Report

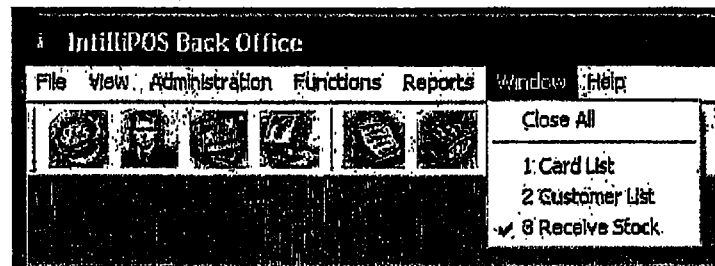
Summary of all products voided

Chapter 36

Window Menu

How to view all open windows

This can be done by selecting Window and viewing the window names



How to close all open windows

Select Window > Close All

Chapter 37

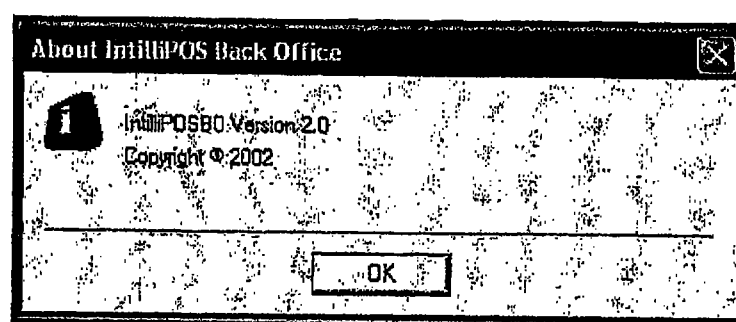
Help Menu

How to view IntelliSmart version information

This can be done by selecting Help > About IntelliSmart back office



This will display the following version information



Chapter 38

House Keeping

Usage Instructions

Use only with finger or rubber tipped stylus held between the fingers.

Do not use any metal, abrasive, sharp or hard objects on the screen.

Any physical damage to screen invalidates warranty.

Cleaning

Clean only with a soft cleaning cloth that has been lightly dampened with clean water

In a dusty environment your terminals should be covered with a cloth.

Chapter 39

Data Back up Procedures

We strongly urge all IntilliSmart users to implement a daily backup routine into their daily schedule. It is recommended that the IntilliSmart database is regularly backed up onto a media other than the hard disk drive of your computer where your data is usually stored.

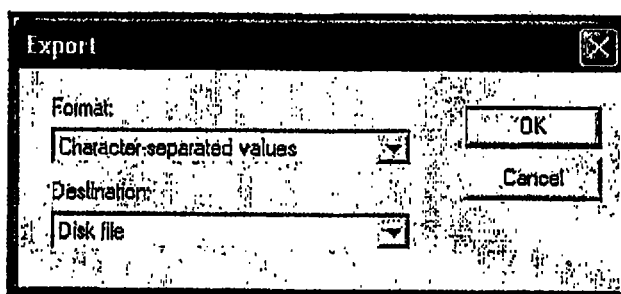
If you have a hardware or network crash that corrupts your IntilliSmart database, you will be relying on the backed up data to get your system going again.

DO NOT LEAVE THIS PROCESS UNTIL IT IS TOO LATE

Appendix

(I) Menu Structure of the Back Office

File	Exit		
View	Toolbars Status Bar		
Administration	Items	Items Departments Price Schedules Output Devices Suppliers Customers Customer Groups Item Banning Terminals Receipt Templates Cards Hotlist Reasons Locations Payment Types Tax Rates Employees	Employees Employee Groups System Users
	Customers		
	Terminals		
	Cards		
	Setup		
Functions	Daily Processing Stock	Process Sales / stock Purchase Order Receive Stock Write Off Stock Stocktake	Enter Stocktake
	MYOB Export		
Reports			
Window			
Help			

(ii) Report Export format**To export Character Separated Values**

Claims:

1. A method of commerce for use with food outlets comprising the steps of issuing a portable data storage device to a user for use within a food outlet system, presenting said portable data storage device at a food outlet, ordering at least one item
5 from the food outlet in a transaction, accessing the data stored on the portable data storage device to verify the particulars of the transaction, filling the order subject to the verification of the particulars of the transaction and including a reward system to encourage particular behaviour by the user eating or at least purchasing more healthy foods or beverages, wherein the system itself is limited to specified geographical
10 locations or areas and the portable data storage device is coded or otherwise limited so that use of the portable data storage device is only possible within the particular system for which the personal data storage device was issued.
2. A method of commerce according to claim 1 wherein the method is based in or associated with a computer system allowing the control and storage of a large amount
15 of information required according to the method.
3. A method of commerce according to claim 1 wherein the portable data storage (PDS) device includes a data storage means which is digital, electrical or magnetic in nature.
4. A method of commerce according to claim 1 wherein the portable data storage
20 (PDS) device is a contactless smart card.
5. A method of commerce according to claim 3 wherein there are at least two data sets, a first data set comprises identification information stored on the portable data storage device authorising access to the system and a second data set is stored in the computer system which is accessed using the identification.
- 25 6. A method of commerce according to claim 1 wherein the portable data device is "loaded" or charged by prepayments of cash, cheques, Electronic Funds Transfer (EFT) or credit, the "loading" accomplished in a variety of ways including over the telephone, direct transfer between accounts or over the Internet.
7. A method of commerce according to claim 3 wherein the portable data storage
30 devices can be listed in the system as "active" when issued or "lost" when they are lost or stolen.
8. A method of commerce according to claim 3 wherein, the system is adapted to be programmed with a list of foods which a user is not able to be sold.

9. A method of commerce according to claim 3 wherein the system comprises computer software operable on a computer system to optimize the performance, functions of the software including normal accounting and stock control functions, reporting, stocktaking, transaction control, account balances and inventory control
5 producing reports containing any information stored within the system and filtered according to a wide variety of parameters including date of action and user name.

10. A method of commerce according to claim 3 wherein the system includes a data reader, a display device, a data entry device for entering information required, and a printer to produce receipts.

10