QUICK REFERENCE

BOSS *Installation and Routine Maintenance Procedures*

Assigning Shopper Assistant Cards

To Add a Card:

1. Click on the Add Entry icon - the Edit Assistant ID window will display.

2. Click in the box next to the ID is Active field to activate the card.

3. Click in the Badge Number field. Type the badge number. The key modifier codes and card numbers are printed on the shopper assistant card. Card number in the format xxxxxxyyyzz; where xxxxxx = manufacturer's code (always 081513), yyy = card's key modifier (from card), and zz = card's number (on card located in center of card).

4. Click in the Assistant Name field. Type the shopper assistant's name. Click in the boxes next to the desired fields to activate the access privileges for this user. Click OK and the name will appear on the list.

To Modify a Card:

1. Double click on the shopper assistant's name (or single click on the name and press the Modify Entry icon). The Edit Assistant ID window will display.

2. Change information as needed and click OK.

To Delete a Card:

1. Click on the shopper assistant's name, click on the Delete Entry icon, and click Yes.

Configuring Quick Lookup Screens

To Add an Item to a Quick Lookup Screen:

1. Select the page you wish to edit by clicking on the tabs along the bottom. Note: You must access a blank space in order to add an item. If a page is full, you can go to the next page within the tab or delete an item to make room for the new item.

2. From the menu bar, click on Edit and Insert New (or click on the Insert icon). The Edit Item window will display.

3. From the Item Image list, use the scroll bars to move to the item you wish to add.

4. Click on the item name to select. The picture will display in the Sample window.

5. In the Button Text field, type the name of the item or leave the default wording as is. The wording will display in the Sample window.

6. In the POS Item ID/PLU field, enter the item's PLU code or leave the default code as is.

7. Click on OK.

To Modify an Item on a Quick Lookup Screen:

1. Double click on the item's picture to select the item you wish to modify. The Edit Item window will display.

2. Change information as needed by selecting or de-selecting fields.

3. Click on OK.

To Delete an Item from a Quick Lookup Screen:

1. Click on the item's picture to select the item you wish to delete.

2. From the menu bar, click on Edit and Delete (or click on the Delete icon). The item will disappear.

NOTE: After Making Changes to a Quick Lookup Screen be sure to:

1. Distribute changes to the lanes

2. Close and open lanes

NOTE:
From the **BOSS** Desktop, click on the System Configuration icon, then click Cancel.

NOTE:
From the **BOSS** Desktop, click on the Quick Lookup Screen Generator icon.

Modifying Item Records in the Security Database

To Modify Transport Methods:

1. Click in the Item ID field. Enter the item's barcode. Press Enter. The security record for the item will display.

2. Click on the down arrow next to the Transport Method field. Choose a transport method.

   - Must pass through arches: The system voices the price and the belt begins moving, signaling the customer to place the item on the belt.

   - Optionally pass through arches: These items can optionally be placed on the belt (i.e., greeting cards, flowers, etc.).

   - Must not pass through arches: A voice prompt informs customers that the item does not need to be placed on the belt and can be carried to the bagging area. The belt does not move. (For large, heavy, or awkward objects, i.e., 50 pound bag of dog food, etc.)

3. Close the file by clicking on the [X] in the top right corner. You will be prompted to save changes.

To Modify Tare Values for Weight Required Items:

1. Click in the Item ID field. Enter the item's barcode. Press Enter. The security record for the item will display.

2. Click in and assign a value to the Tare Value field.

3. Close the file by clicking on the [X] in the top right corner. You will be prompted to save changes.

To Force a Prompt for Quantity:

1. Click in the Item ID field. Enter the item's barcode. Press Enter. The security record for the item will display.

2. Click in the Item Type field and choose Prompt for Quantity.

3. Close the file by clicking on the [X] in the top right corner. You will be prompted to save changes.

To Modify Positive and Negative Tolerances for Type 2 Items:

1. Click in the Item ID field. Enter the item's barcode. Press Enter. The security record for the item will display.

2. Click in and assign a value to the Positive and/or Negative Tolerance field.

   - Positive Tolerance is used to adjust the item to weigh more (i.e., packing an item in ice).

   - Negative Tolerance is used to adjust the item to weigh less (i.e., items that are steamed or deboned).

3. Close the file by clicking on the [X] in the top right corner. You will be prompted to save changes.

NOTE:
From the **BOSS Desktop**, click on the Security Database Maintenance icon.