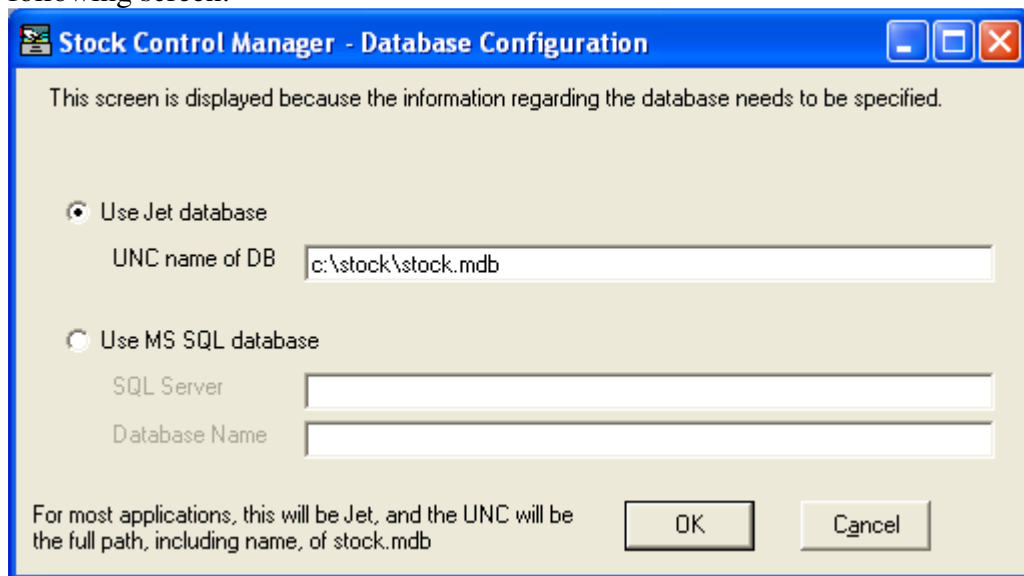


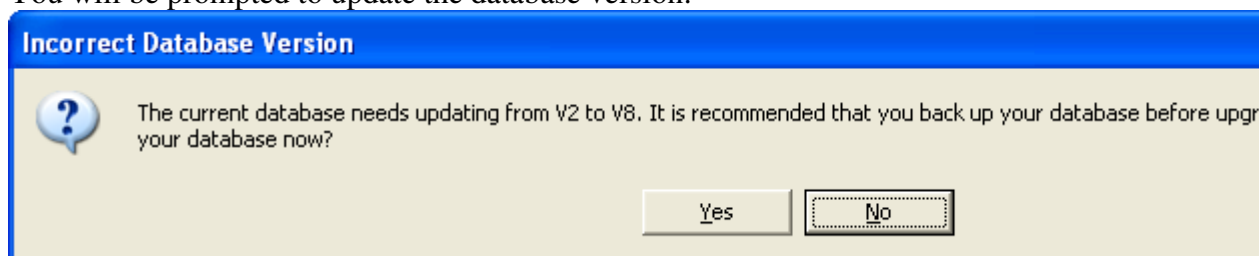
Instructions Installing EPoS Suite

This assumes you already have your licence keys and have downloaded Stock Control Manager (SCM), PCTill, and the blank database (stock.mdb)

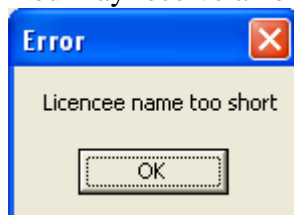
- Copy stock.mdb to a known location. If this is only to be used on a single PC, try c:\stock\stock.mdb, if it is to be used in a networked environment, place it in a known share.
- Install Stock Control Manager using the default options. If prompted, restart your machine.
- Run Stock Control Manager.
- If this is the first time you have run SCM, you will be presented with the following screen:



- Select Jet as database type, and the UNC is the full path (including filename) of where you copied your stock.mdb file earlier.
- You will be prompted to update the database version:



- Select Yes.
- You may receive an error about the licence name being too short:



- Press OK to go to the screen to enter licence details:



Enter Licence Information

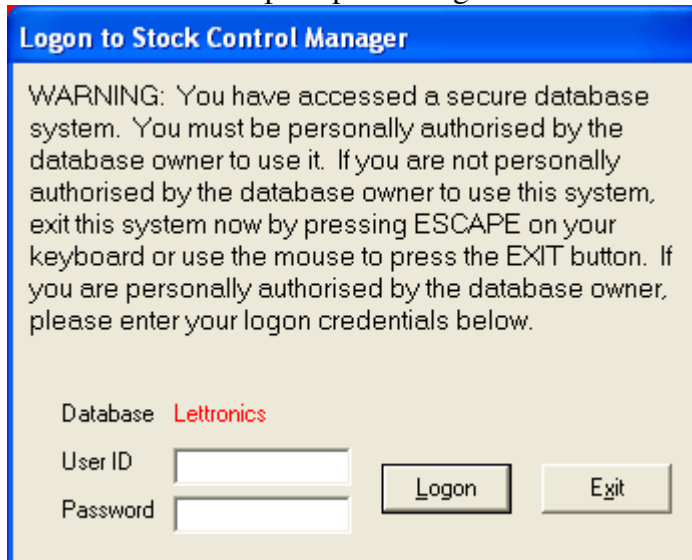
Licencee

Licence No

Licence Key

Need a free licence key? Go to
<http://www.retail-epos.co.uk>

- Enter the licence details that were emailed to you when you applied for your licence and press OK.
- You should now be prompted to log in:



Logon to Stock Control Manager

WARNING: You have accessed a secure database system. You must be personally authorised by the database owner to use it. If you are not personally authorised by the database owner to use this system, exit this system now by pressing ESCAPE on your keyboard or use the mouse to press the EXIT button. If you are personally authorised by the database owner, please enter your logon credentials below.

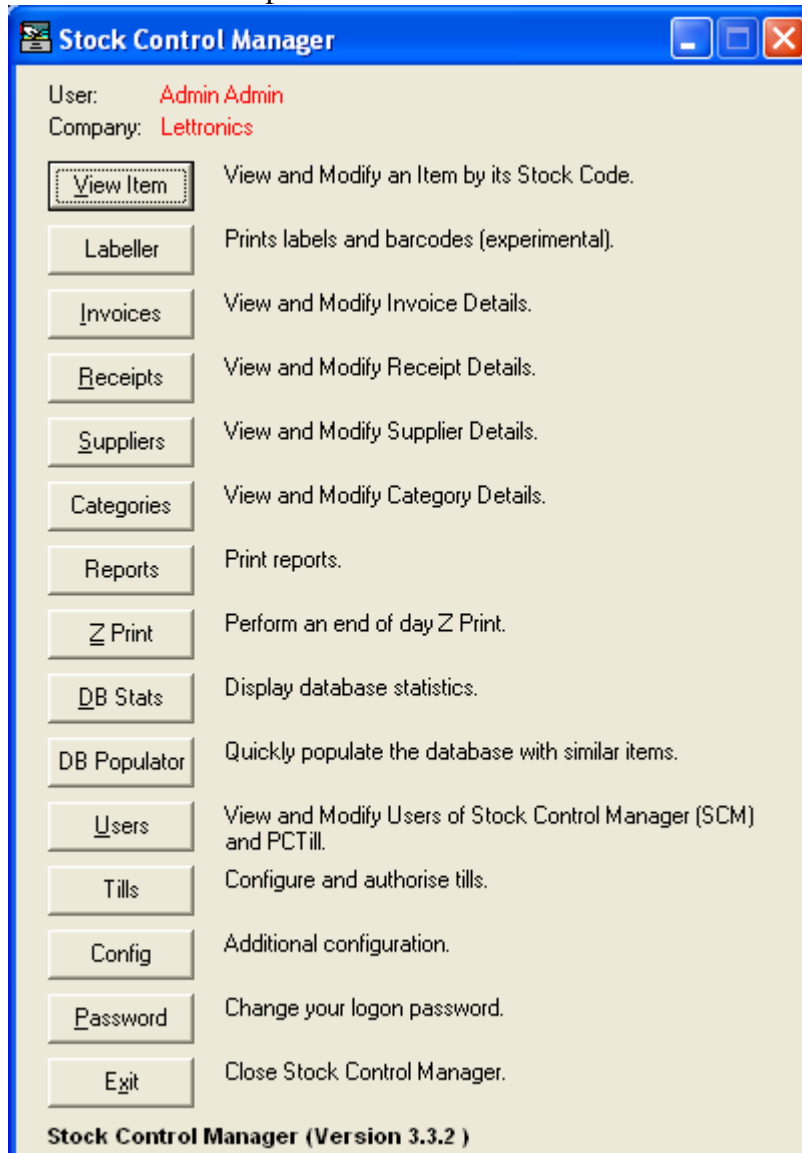
Database **Lettronics**

User ID

Password

- Enter User ID = admin and Password = admin

- You should now be presented with the main menu:



- We need to add a default supplier and category now – these are for selling items that have no stockcode. We recommend that you set up a supplier and category that is the name of your business, or called Default.

- Add a default Supplier by clicking on Suppliers:

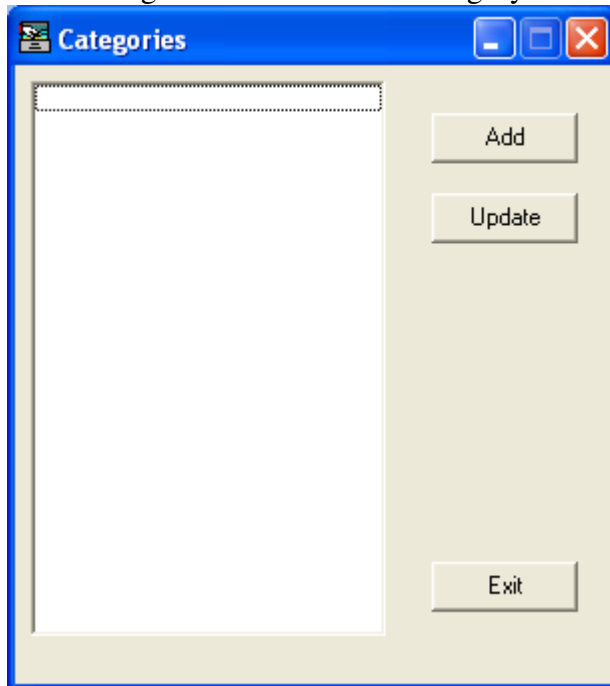
The screenshot shows a window titled "Stock Control Manager" with a sub-header "Suppliers". On the left is a list box for suppliers, currently empty, with "Add New" and "Exit" buttons below it. On the right is a "Supplier Details" form with the following fields: Name, Contact, Address (two lines), Town/City, County, Postcode, Country, Phone, Fax, E-Mail, Payment terms, and Notes. At the bottom right of the form is a "Supplier ID" label and an "Update" button.

- Press Add New:

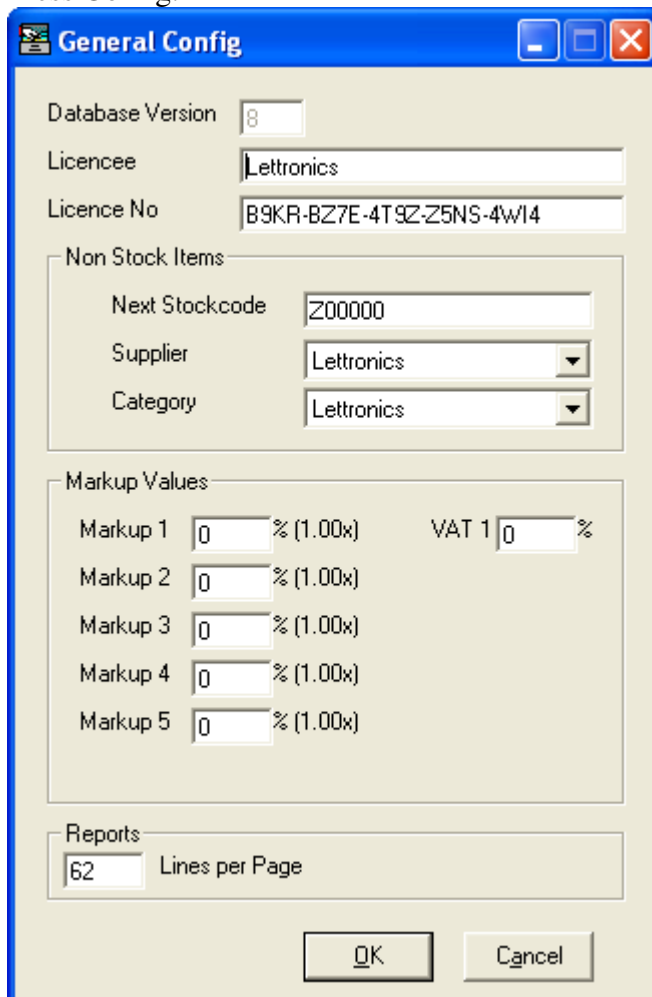
The screenshot shows a dialog box titled "Stock" with a close button (X) in the top right corner. The text inside reads "Please enter the Supplier Name of the new supplier." Below the text is an empty text input field. To the right of the input field are "OK" and "Cancel" buttons.

- Enter Supplier Name and select OK, then fill in the supplier details and press Update. Press Exit to return to main menu.

- Press Categories to enter a new category:



- Press Add and add a description for this new category, then press OK. Press Exit to return to main menu.
- Press Config:

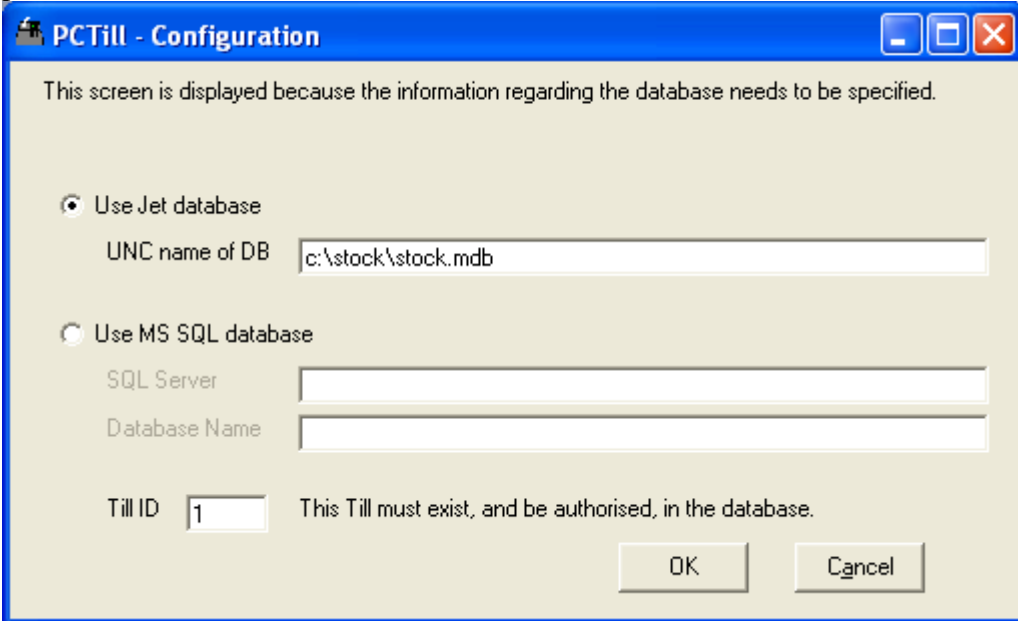


-

- Select your default supplier and category from the 2 dropdown boxes, then press OK to return to main menu.
- Press Tills to enter Till Config:

- Press New to create a new Till, and give the till a description, and press OK. It may take a few seconds to update the screen.
- Make a note of the TillID near the top left – you will need this later.
- Ensure that you tick the Authorise box, which is near TillID.
- Select printer type and port. If using a Windows printer, we recommend to click the A4 Defaults >>> or A5 Defaults >>> (depending on paper size) to get a starting point for the receipt layout. You can fine tune these later.
- Press Update, then Exit to return to main menu.
- Press Exit to exit application.
- Install PCTill, taking default options.
- Run PCTill.

- A similar dialog to that presented when first running SCM should be presented, and the database details filled out:



The screenshot shows a Windows dialog box titled "PCTill - Configuration". The dialog has a blue title bar with standard window controls (minimize, maximize, close). The main area is light beige and contains the following text and controls:

This screen is displayed because the information regarding the database needs to be specified.

Use Jet database

UNC name of DB

Use MS SQL database

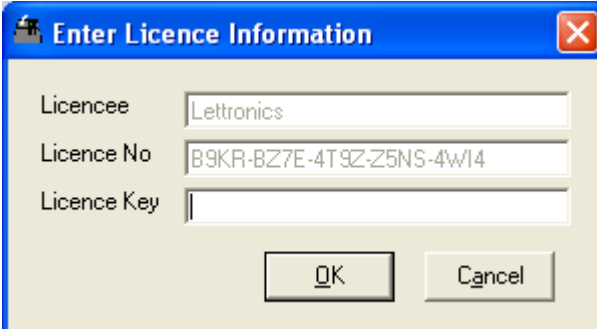
SQL Server

Database Name

Till ID This Till must exist, and be authorised, in the database.

At the bottom right, there are two buttons: "OK" and "Cancel".

- Enter the TillID that you wrote down earlier, then click OK.
- The Licence Details box should be shown:



The screenshot shows a Windows dialog box titled "Enter Licence Information". The dialog has a blue title bar with a close button. The main area is light beige and contains the following text and controls:

Licencee

Licence No

Licence Key

At the bottom, there are two buttons: "OK" and "Cancel".

- Enter your licence code for PCTill from your licence email, then press OK.

- You will now be prompted with the PCTill logon:

- Enter the admin's PCTill logon code = admin

That's it!

Now you need to enter some stock into SCM, and start selling ☺

