# Toshiba Electric Keyboard Owner's Manual

Toshiba electric keyboard owner's manual

1
2
Table Of Contents
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17

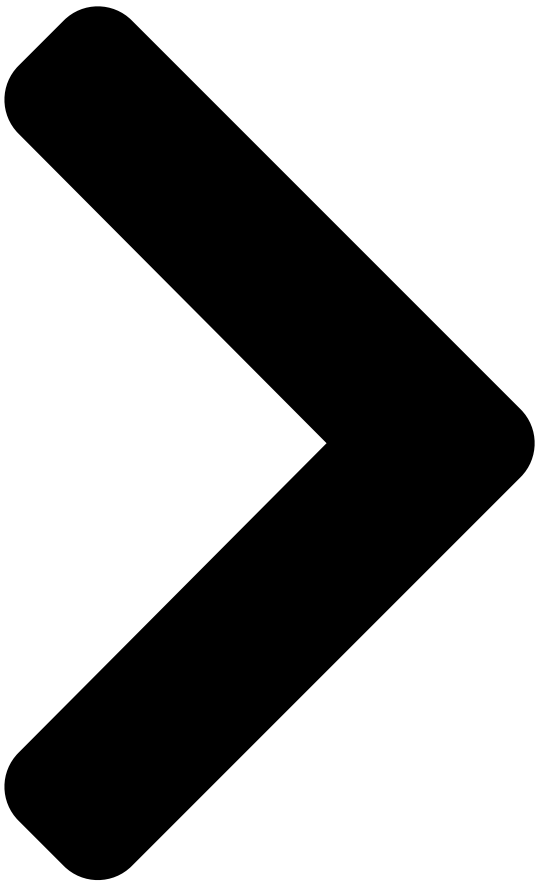
- 

Table of Contents

Bookmarks

Quick Links

Download this manual



# Symphony Pro Owners Manual

Revision 1.0a

Distributed By

TOSHIBA TEC AMERICA

© 2005

Table of Contents

Next Page

1
2
3
4
5

# Summary of Contents for Toshiba Electric Keyboard

Page 1 Symphony Pro Owners Manual Revision 1.0a Distributed By TOSHIBA TEC AMERICA © 2005...

Page 2 Changes are periodically made to the information herein; these changes will be incorporated in new editions of the help file. TOSHIBA TEC AMERICA RETAIL INFORMATION SYSTEMS, INC. may make improvements and/or changes in the product(s) and/or...

## Page 3: Table Of Contents

... 38 4 Help ... 38 Part IV Maintenance Application 1 Maintenance Main Menus ... 40 2 Common Data Edit Toolbars ... 41 3 Displaying Data Lists ... 42 © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Contents...

Page 4 ... 112 Custom messages ... 113 8 Register Menu ... 114 Operator Table ... 115 Functions Table ... 116 Totalizer Table ... 121 Terminal Table ... 123 Gift Certificates ... 127 © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 5 1 Programming Events ... 165 Part X Monitoring Utility Part XI Form Manager 1 Template Editor ... 170 2 Tools ... 172 3 Menus ... 174 Part XII File Maintenance Utility © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Contents...

Page 6 Symphony Pro User Manual 2.0.2.15 Part XIII Glossary © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 7: Part I Limited Warranty

TOSHIBA TEC AMERICA RETAIL INFORMATION SYSTEMS, INC. warrants this product to be free from defects in materials and workmanship for a period of 90 days from the date of purchase from an authorized TOSHIBA TEC AMERICA RETAIL INFORMATION SYSTEMS, INC.dealer. This warranty is limited to the original purchaser, and to TOSHIBA TEC AMERICA RETAIL INFORMATION SYSTEMS, INC.

## Page 8: Part Ii About Symphony Pro Application

The Symphony Pro Software application is designed as the back office controller for Symphony POS front end terminals and TEC ECRs. Together, they represent TOSHIBA TEC AMERICA RETAIL INFORMATION SYSTEMS, INC.'s most recent store management tools. Symphony Pro is the core application for back office control, acting as the centralized data storage, programming interface, communication center, event scheduler, and office application launcher.

## Page 9: Navigation

To print a single page from the help viewer ·Select the page you wish to print. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a About Symphony Pro application You can download the reader from the Adobe website free...

## Page 10: Understanding Communications

During a communication failure, each Symphony POS relies on its own database for item prices and other item information so the store can continue normal sales operations. Several factors are involved if the front end uses "floating cashiers" or customer accounts. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 11: Data Maintenance

NOTE: By default, Symphony Pro keeps the daily financial data for 365 days. The cleanup period can be defined in the configuration settings. We recommend you consult your © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a About Symphony Pro application...

## Page 12: Protecting Your Data

Authorized TEC Dealer. For more on how to restore using the Symphony Pro file maintenance utility, see the File Maintenance Utility help page in this manual. © 2005 TOSHIBA TEC AMERICA

AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 13: Part Iii Symphony Pro Main Menus

You can also generate a report that shows cashiers with in-drawer amounts different than 0.00. File Menu File Menu Options With the exception of the Login, Logout and Viewer options, the File menu option accesses system © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Symphony Pro Main Menus...

## Page 14: Login

·Enter the user number from the keyboard* . (see note below about user numbers ) ·Press [Enter]. * You can also double click the data entry area to open an on-screen numeric keypad, useful for touch screen situations. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 15: Logout

·Press the "OK" button to accept the language change, or ·Press the "Cancel" button (or top right hand window "X") to cancel the language change. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Symphony Pro Main Menus Operator Table...

## Page 16: View Internal Process

The viewer has both a top bar main menu and buttons to control how the viewer behaves, and to allow you to determine what exchanges are being traced. The help pages below this topic explain the functions and controls for the "View Internal Process" viewer utility. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 17: Process Viewer Buttons

Use this option to determine if the key is functioning properly. The viewer does not show the content or value the key returns, only that the communication was successful. For example: 11:08:27.300 Send Key MailSlot 11:08:27.520 Mailslot received: Key info © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Symphony Pro Main Menus...

## Page 18: Process Viewer Menus

Export: Information files sent to external destinations, such as PLU files sent to another store or head office. Misc: Other types of files, messages. Errors: Error messages communicated through the system after an error occurs, normal, urgent etc. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 19: View Polling Status

Symphony does not control the language displayed in the viewer. To change languages, you must change the settings in the Window's Control Panel - Regional Settings utility. This example shows the Polling Process viewer. Menu Options © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Symphony Pro Main Menus...

## Page 20: Execute Command File

There are some situations that may require you to execute these commands manually. For example, internal commands that either failed, or could not be executed automatically at the scheduled time, © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 21: Deploy Individual File

NOTE 2: If the border of the Deploy individual file window is blue, the current operator's security settings will not allow him to select the replace file option. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Symphony Pro Main Menus...

## Page 22: Configuration Panel

The configuration panel is divided into tabbed sections: Company: Company name, address and other information used to personalize report pages etc. System: Store number, database type, server and office disk location and other installation setups. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 23: Company

Allow multi-store selection: This option is used to determine if this Symphony Pro installation will control multiple stores for pricing, inventory, etc. When selected, this option will affect certain utilities © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Symphony Pro Main Menus...

## Page 24: Email

Settings depend largely on the type of station being installed, such as server or secondary office station. In network situations, Symphony Pro uses the same database for all back office stations. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 25 Database type: Select Paradox unless you are using MSSQL to manage the database tables. User: The user default for the native Paradox database is SA. Password: Leave this entry blank with the Paradox database. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 26 902. By default the message terminal is set to 901. Messages 2: Use this setting to send a copy of urgent messages received by the Main message © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 27: Misc

Gift certificate section: Gift cert.valid for is used to determine the expired date that will be printed on gift certificates issued by Symphony POS. Next number is the number that Symphony Pro will assign © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 28: Host

The Symphony Pro communication method and set-up is defined under the Host tab. Different communication types are supported such as dial up with modem to modem, or internet enabled data transfer. Entry module's help section © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a in this manual for more...

Page 29 This could be called, for example C:\OutBoxHost\ or any other directory you create for this purpose. The HQ Symphony Pro terminal does not need an entry for host path. Each store that connects must © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Symphony Pro Main Menus...

Page 30 The event set-up for once a day automatic communications would be set as follows in each store: terminal list in the Maintenance application © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a of the...

## Page 31: Cleanup

Number of days to keep individual terminal This is the number of days to keep individual terminal item sales. Past this number of days, the data © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Symphony Pro Main Menus...

## Page 32: Load Files

The database tables with screen layout, function lists, etc. were all created in the system. If you need to load a second profile or reload the original set-up, select the Load files tab. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 33 (sample files) and screen modifications (Keyboard 800X600, Touch 800X600). If you think you need to use these files in a live installation please back up your data first because it will be overwritten. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Symphony Pro Main Menus...

## Page 34: Security

Column 3 - "Modify" - the minimum security level required to change data or settings. Column 4 - "Add / Delete" - the minimum security level required to add or remove data. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 35 "no user" security level. Symphony Pro will still execute any scheduled operations,

including polling or other communications, even if no user is logged. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Symphony Pro Main Menus Operator Table...

## Page 36: Send Urgent Message To Symphony Pro

This example shows the Symphony Pro "File" menu's "Date Conversion" utility. Julian Date © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 37: 3.1.11 Messages

901 as the main back-end station. Symphony POS lanes are usually numbered starting at 001.) ·You can also enter "ALL" to "broadcast" the message to all stations that are currently online. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Symphony Pro Main Menus...

## Page 38: 3.1.12 Show Tips

·No financial reports for the TEC ECR can be taken from the Symphony Pro back end station. ·Scheduled task events will not run until the Symphony Pro software is restarted. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 39: Modules Menu

Entry Module: Receive / Order merchandise, fix inventory quantities etc. Help with Entry module. Events Tasks: The Event / Task launcher, scheduler. Help on Events/Tasks. View Logs: View system events, system in / out boxes contents, etc. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 40: Special

If you wish to have a printed copy of the Symphony Pro User Manual, please see the Monitoring. This feature is not supported by the TEC ECR. page. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a EJ Help file. This feature is...

## Page 41: Part Iv Maintenance Application

This is because the Maintenance application accesses data tables, locking them to prevent simultaneous access. If there are data tables open and modified, the changes will be saved . © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a section in this manual. Symphony Pro Main Menus...

## Page 42: Maintenance Main Menus

Windows: Because the Maintenance application is a "multi-window" environment, this menu provides controls such as tiling or cascading views. Help: Launch this help document or view the About for version number and contact information. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 43: Common Data Edit Toolbars

These icons appear to the right of the "Filters" section of this help file. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application view mode and displays the tools used for setting filters and and are explained in the...

## Page 44: Displaying Data Lists

. As soon as it cannot find the full description you searched for, the cursor will stop moving and display the first record it finds with as much as possible of the descriptor you © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 45 So the first list may show no results unless there are products that start with Berry. But the second list would show strawberry, blueberry, raspberry , etc. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

## Page 46: File Menu

SQL Command !Warning!: This option should only be accessible to programmers! You should only use this Symphony Pro Main Menus help section © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a in this manual.

## Page 47: Item Options

For more about sub- departments, see the Sub-department help © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application in this manual. Use this test to find any items that are not...

Page 48 This is usually done by the Authorized TEC Dealer at installation time. If you are unsure about how to setup the table, please consult your Authorized TEC Dealer. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 49 : This option can be used to personalize the home (quick) page of the PLU editing screens. When the quick page editor is activated, a yellow banner is displayed as a warning. Select a © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 50: Other File Options

If there are un- referenced departments, the sub-department will appear in a list. You can then either correct the entry, © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 51: Edit Menu

POS table, including descriptor, status etc. Often there is only one POS target for items, (all terminals) except in multi-store situations, for example where some © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

## Page 52: Other Edit Options

For most other tables, the edit menu contains the same options and utilities as the toolbar. Post Record: is the same as the help. tool. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Price tab help page below. To...

## Page 53: Plu Menu

Vendor: Use this option to add / modify records in the vendor table so that PLUs can be linked with suppliers. Scale: Opens the scalable items programming interface for electronic scales. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application tool.

## Page 54: Item Tables

1. Multiple cost records can be associated with the item. The PLU information centres on the object table. It is the the table that contains the unique identifier for each product in the system. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 55: Quick Tab

Quick tab may not resemble the image shown below. In an effort to improve your productivity your dealer may have selected other fields on your Quick tab. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 56: Editing The Quick Tab

Continue selecting the fields to be moved the same way. When all fields are selected, © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 57: Object Tab

NOTE: If you are not sure of yourself on this we recommend that you contact your dealer for assistance. 4.6.1.3 Object Tab Object Tab Previous Next © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

Page 58 For example, if all soft drinks are in one sub-department, you may want a report comparing sales of different colas, or perhaps the most popular size. The Family field is user defined; enter the numeric Family code, up to 6 digits . © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 59: Pos Tab

A check-box with a grayed-out check-mark is the same as a blank check-box. This is a peculiar default behavior of the database system used with Symphony Pro . © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

Page 60 Taxable 4: Select this flag if tax rate 4 should be applied when this item is used. Food Stamp: Select the food stamp flag if this item can be paid for with Food stamps and you are in a © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 61 Any price assigned to the item will be ignored. MPF: The Multi Purpose Flag (used for varying needs, hence the name multi-purpose.) © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 62: Price Tab

Quick tab. To modify any other price type you will need to select the Price tab. You can also access the price tab using the [Ctrl-4] keyboard shortcut. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 63 To change the price level for an item, double-click the Level field. If the price level exists, it will be displayed with the related price information. If the price level does not exist, the system allows you to © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 64 NOTE: Although the system allows items without a base price, items should always have a Base price, even if there are other pricing Methods programmed for the item. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 65 The POS can be programmed to calculate and display (or print on the receipt) the difference, showing a "You Save" type message, based on the Suggested Retail Price field. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 66 30%. Symphony Pro calculates 30% of the cost ($0.30), and adds that to the cost to obtain a sales price of $1.30 (note that this is a MARGIN of 23.1%) Margin vs. Markup Comparison Chart Margin Markup the"Misc" tab's help page. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 67 Margin Markup 22.0 28.3 37.5 60.0 23.1 30.0 39.0 63.9 24.0 31.6 39.4 65.0 25.0 33.3 40.0 66.7 25.9 35.0 41.0 69.5 10.0 26.0 35.1 41.2 70.0 10.0 11.1 27.0 © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 68 43.0 75.4 13.0 15.0 29.0 40.8 44.0 78.6 14.0 16.3 30.0 42.9 44.4 80.0 15.0 17.6 31.0 45.0 45.0 81.8 16.0 19.0 32.0 47.1 45.9 85.0 16.7 20.0 33.3 50.0 © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 69 58.7 49.0 96.1 50.0 100.0 NOTE: To apply price calculations to all items, or to filtered items, please see the Maintenance application's "Edit menu", "Item options" help section. Rental Items © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 70 Type H items use the price exactly the way normal items do. NOTE: Other information on the rental system is available in the System set-up screen under the Rent tab. help page below. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 71: Cost Tab

For items that have more than one cost from the same vendor, select the correct cost target to modify. The Cost tab is divided into two (2) sections, Regular cost and Cost break. The Regular cost section © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

Page 72 For example, if a vendor offers several cost break levels, they can all be entered, so that when purchasing items in the Entry module's Order option, the system can alert you that there may be a © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 73: Inventory Tab

The table below shows the fields that can be defined in regards to the inventory tracking for each item. There are four fields to define. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

Page 74 In the reorder quantity you will enter the number of cases you want the system to suggest as an order when the minimum is reached. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 75: Sales Tab

MAKEWEEK command. Normally, the daily, weekly and monthly closing commands are configured as events in the Events / Tasks manager at installation to run automatically at appropriate times. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

## Page 76: Picture Tab

The name is actually created from the item code, so that the POS lane will select the correct image according to the PLU scanned or manually entered at sale time. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 77: 4.6.1.10 Ecl Tab

3- Set the Store Coupon flag on this item (it will make the price negative so this PLU acts like a coupon). 4-Set the price of this item to be the price reduction price for this item combination. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

Page 78 Meal deal price is used. Purchase any Pastry (pastries may have several different prices) and a coffee for 1.99 no matter what the total price would have been. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 79 The coupon can be set to issue when a pre-determined quantity or amount is purchased. NOTE: When DPT is the selected type, the " Code " field contains the department © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

## Page 80: 4.6.1.11 Kit Tab

PLU item, setting its price, subdepartment and other information that you normally define. To define the item as a kit, select the kit flag on the Object tab. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 81 This will toggle the cost tab to become the kit tab. Access the kit tab to select the items that should be deducted from inventory when the kit PLU is sold. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 82 Note: The kit tracking feature is not available with all POS systems. It is functional with Symphony POS front end terminals. Please inquire with your dealer to verify that kits are available with your front- end terminals. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 83: Working With Items

"Criteria" used to filter the description. The choices are available by using the pull-down menu in the Alpha-numeric window as shown below. Filtering with an Alphanumeric Field © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application from the icons area of the PLU maintenance screen. You can also...

Page 84 A "Logical Field" is a field that has only two (2) possible values, for example, On or OFF, True or False, selected or not selected. When you set a filter by right clicking on a logical field such as taxable, the window appears like the example below: © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 85 All prices will be calculated and then rounded up to numbers ending with 7, such as 1.37, 1.47, 1.57, etc. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a

icon. The system will display the list of fields icon.

## Page 86: Add / Copy / Delete Items

Maintenance application is restarted . This will save time by reducing the operator prompting. Copy uses the item on the screen as a template for the new item being added. All data fields will be © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 87: Deploying Modified Items

"Deploy All Changes" event from the "Events / Tasks" main menu option. NOTE: When you first create items, some of the option check boxes will appear to be "grayed out" or © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a delete tool on the toolbar to remove it.

## Page 88: Rental Items

If you select a default rental period, the Price Modify button can be used to override the default status an pop up the list to permit operator selection. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 89

Same thing for an item rented at 11PM tonight, it will be due tomorrow at 6:00PM if a return time is specified. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

## Page 90: Item Label Setup

"POS" tab, there is a section titled "Label", which includes a label type selection tool. Double click in the "Type " box to open the label selection tool. Symphony delivers 3 default label types. Type A uses © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 91: Sub-Department Table

"Quick" or "POS" tab. This way you only need to manage the exceptions within a sub-department. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application under the Report System section in this manual.

## Page 92: Sub-Department Programming

Taxable 4 :Select this flag if tax rate 4 should be applied when this item is used. Food stamp : Select the food stamp flag if this item can be paid for with Food stamps and you are in a jurisdiction that accepts food stamps. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 93

Using the instant deploy tool will send any modification that was made to the sub-department. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 94: Department Table

For example, when you need to send different tax programming to different target zones this will be how you do it. Main Description is used to set a main item descriptor used on the report system. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 95

To prohibit a cashier from using the refund function entirely, change the function authorization rights in function setup. Modified is used to advise the operator that changes have been programmed on this department but © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 96: Other Item Related Tables

Certain regions require that products sold in glass, plastic or other types of containers be levied with a deposit or an environmental fee amount to encourage the return / recycling of empty containers. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a tool will send...

## Page 97

Totalizer number: Set the totalizer you want to use for this fee. It will be both printed on the register © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

## Page 98: Tare Table

Create a category called cookies and associate all the cookie PLU's with that category. This example shows a Category table record. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 99: Price Level Table

This example shows a Mix & Match table record. NOTE: The price is entered into the PLU table. The description of the Mix Match is only used as a © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

## Page 100: Vendor Table

Electronic scales interfaced with the Maintenance application must have their own communication "drivers". There must also be a proprietary conversion utility to determine the electronic scale data format. To configure communications requires customization not included with the standard Symphony © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 101 Product Description: This is often a list of ingredients used by the electronic scale to produce a label when weighed. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

## Page 102: Batches

Sale price column of the PLU maintenance will be erased the next time the system checks to see if all batches are up to date in the price fields. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 103 Adding records (items) to the batches Items can be added several ways into a batch. From the batch entry screen, press [F6] to open an © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application toolbar icon.

Page 104 When the lowest price is activated, the next price will be automatically updated by the next sale or promo batch. So in the case of a weekly special that is run during a 3 month long term low © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 105: Statistics

The Statistics option allows you to test the cross-references, and delete the invalid records from the © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application delete tool. While editing any batch you...

Page 106 Number of Items: This indicates the number of items that exist in the selected target's Object table. The Object table is the main item table, used to store the item's core information, accessed in the © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 107 Item Target : The target data that is being tested for the results that show in the Statistics panel. This determines which Object table is being used for the statistics. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Price...

## Page 108: Account Related Maintenance

"main" user. Accounts must be linked to both a risk level and a customer level. Terminal Table client table). If an account number is modified or the account is deleted, past © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a programming help in this manual.

Page 109 Expiry / Expiration Date: is the date until which this account remains active. This field is not supported by the TEC ECRs. Phone and Fax: are used to enter the telecommunications data for the customer. This field is not supported by the TEC ECRs. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 110 English or French. Symphony POS will print receipts based on the customer's default language. Account statements will also print using the default language. This feature is not supported by the TEC ECR. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC.

R1.0a...

Page 111 NOTE: When the customer table is being edited the Menu bar is modified to include a View option. This is where you can toggle on or off the displaying of the customer photo on the maintenance screen. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

## Page 112: Client Level Table

Risk levels are required to establish credit parameters and check cashing privileges. An unlimited number of Risk levels can be created. An unlimited number of customer records can be assigned to each risk level. This feature is not supported by the TEC ECRs. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 113 Enter the YEARLY interest rate without the percent sign "%". For example, a 2% monthly rate is entered as 24. NOTE: The interest calculation is a scheduled task called "Generate Interest" found in the Symphony Pro "Events / Tasks" menu, but can also be triggered manually. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 114: Account View

Now let's add into the equation that customers assigned to Client level 2 receive 10% off the price of items in sub-department 1 and 20% off the price of items linked to sub-department 2. Getting more complex, but still a way of life in some retail stores. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 115: Custom Messages

NOTE: Account Related Maintenance is an optional module availalable from your Authorized TEC Dealer. If this module is not purchased in addition to the Symphony Pro Software the following options © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

## Page 116: Register Menu

Gift Certificates : If your store uses certificates as tender, they must exist as records in the certificate table to show up in reports. This feature is not supported by the TEC ECRs. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 117: Operator Table

Level: This field is used to associate the operator with a security level to restrict usage of certain functions. An operator with level 4, for example, will have access to functions designated as level 4 and less. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 118: Functions Table

Totalizers are created by selecting Totalizer from the Maintenance application's "Register" menu. From the Maintenance application's "Register" menu, select "Functions". © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 119 This might be the case for a price verify function used without an operator present. Alpha Parameters © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

Page 120 You cannot store both. Once that decision is made, here are the modifications you must make in the function table: If you want to collect sub-department information you need to modify the PLU function (710) and the sub-department function 715. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 121 715 if you assigned open sub-department buttons on the Symphony POS keyboard. You would modify the department function 716 if you assigned open department buttons on the Symphony POS keyboard. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 122 Symphony Pro User Manual 2.0.2.15 © 2005 TOSHIBA TEC AMERICA AMERICA

RETAIL SYSTEMS, INC. R1.0a...

## Page 123: Totalizer Table

Please consult your TEC Dealer if you require additional support. Totalizers are used to collect the sales or transaction data that was entered using a function on the system. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 124 In order to capture sub-department data in the Cashier report database you need to instruct Symphony POS to generate that data. It does not occur © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 125: Terminal Table

4.8.4 Terminal Table Terminal Table Programming !!WARNING!! The Terminal table setup should only be used by programmers. Tampering with the terminals and their respective groups will cause system communication problems. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 126 Symphony Pro, rather than Symphony POS. Then you would right-click on the terminal type to determine the file exclusion list. Right clicking on the terminal type opens the following window: tool). Symphony Pro will prompt for the Store number © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 127 When you are using both touch screen and a keyboard POS set-up in the same store, you will need to set up a separate program group for each register type so the screen layouts stored in © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

Page 128 Merge lane data flag in the Host configuration tab. If you need to report on each lane individually at the head office, then you must create a terminal for tool between the 2 window areas to © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 129: Gift Certificates

Symphony POS can offer. To add a gift certificate to the system access the Maintenance application and select the Gift © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

## Page 130: Navigation Menu

·Open the "Navigation" menu. ·Select the "Save current navigation" option. A "Save new navigation" panel opens: ·Enter a meaningful name for this navigation, for example "Cost and Price edit " © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 131: Transfer Menu

Selecting open windows from a list: If you have multiple windows open on the desktop, you can open the "Window" menu and select the window to "bring to front" from the list at the bottom of the menu. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Maintenance Application...

## Page 132: Part V Report System

If you have special reporting needs that are not covered by the default reports, consult your Authorized TEC Dealer to find out about customized reports. List of Default Reports © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 133 (The TEC ECR must be configured to use hourly reports). · PLU sales - Item movement totals with various sort and selection criteria. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Report System...

## Page 134: Report Selection

Depending on how the security levels are programmed, you may be required to login. The Report utility will open, displaying the reports available according to the logged user. Report Properties help page © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a

below)

Page 135 Use the "Preview " button if you want to view the report on screen before printing. Like any "print preview" option, you will still be able to send the report to the printer after viewing on screen. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Report System...

## Page 136: Opening Reports

Reports That Require Dates Some reports will require that you select the date(s) for the report. When you select a report that requires a date, the selection tool opens a calendar panel. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 137 The default system removes daily product movement history after 92 days. This setting can be changed by a system administrator. The system © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Report System...

## Page 138: Report Viewer

Next: Is used to move between open reports if you have more than one report open. If there is only one report open, the next button returns to the Report Selection utility. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 139: Report Printing

PrinterName="Epson 556677" (where Epson 556677 is an example used to show what needs to be entered to define a specific printer. This is the name of the ). © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Report System...

## Page 140: Printing Labels

After choosing how the items are selected, press the "Preview" to see the label page on screen, or "Print" button to send the labels to the printer. Selection prompt window , under the "Working with items" Maintenance application help © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 141 First Label Selection To conserve label pages (ink jet and laser printers), the selection process also includes a step that requires you to determine which label to start printing from. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Report System...

Page 142 Printer dialogue option. This will open the printer menu so you can select a printer when it is time to print the specified labels. Available printers and options will be available through the printer dialogue window. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 143: Report Properties

File names, extensions and contents follow internal Symphony Pro conventions that MUST be respected for the report system to function properly. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Report System...

Page 144 Authorized TEC Dealer to register the Form Manger module for your installation. see the "Security" help page under the Symphony Pro "File" menu © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 145 New page is also linked with the Trigger field; when selected, it forces the report to print a new page for every time the Trigger field changes value. To continue with the cashier example, each time the © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Report System...

## Page 146: Report Sql Editor

Report Editor, displaying the Symphony Pro proprietary commands along with the SQL code required to extract the data for the report. This example shows the cashier report in the Report SQL Editor. Report SQL Editor Window © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 147: Part Vi Entry Module

Click any "F" field in the query to see which field is referenced. This example shows the Editor's SIL field decode feature. The cursor is on the first field in the query - (F1185) Entry Module Entry Module Overview © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 148 This menu allows you to select the different Entry program sections in lieu of clicking on the main form with your mouse. Item Table help section © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a in this manual. You...

## Page 149: Purchase Orders

Manual Orders Symphony Pro prompts you to enter the information in the header of the purchase order screen. This example shows a Purchase Order Vendor information edit panel. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Entry Module...

Page 150 Press [Tab] to switch to the Units field if you want to order by unit count. ·Confirm the cost for the line entry and press [F2-Add] to accept this line. You may also press [Enter] when the [F2-Add] button is highlighted. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 151 ·It is compulsory to enter a remark for tracking purposes. Symphony Pro will display a list of all items that need to be ordered. You may change the suggested © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Entry Module...

## Page 152: Receiving Stock

Stock Receiving Without a Purchase Order Access the receiving module and select Manual. When you select manual, you need to supply information for Symphony Pro to track the incoming stock. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 153 ·You can delete a line entry with the [F3-Delete] function. ·You can modify the current cost record by pressing [F4-Cost]. ·To view movement information on this product for today's date press the [F6-Info] button. Select the © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 154 Once the transaction has been posted you will be prompted with the following window. You can use any of the printing options as many times as required. Once you are satsified with the printed contents of your transaction press close to continue other operations. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 155: Counting And Adjusting Stock

The count will then be saved so that you can finish working on it later. Inventory Adjustments It may become necessary to modify the stock level of a product because of breakage, returns, etc. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Entry Module...

## Page 156: Transfer

If any change is made to an order that had already been posted you need to use the Compute option to recalculate the stock levels. A warning will appear to this effect. Purging Old Inventory Records © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 157: Pickups And Loans

$102.41 and was posted, you can either enter the difference as a "new declaration" and post, which will add the new entry to the previous, or you can enter -102.41, post and re-start from zero. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Entry Module...

Page 158 If you use "Loans" at the beginning of a cashier's shift to create the drawer (or "float") amounts, enter the "Loan" amounts by tender type for the current cashier. If you use "Pickups" during a cashier's shift to remove tender types from the drawer amounts, enter © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 159: Part Vii View Log

"urgent messages. This example shows the System Log viewer. Used as a "trouble shooting" tool, the viewer provides a complete system report tool. The View Log © 2005 TOSHIBA TEC

AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Entry Module...

## Page 160: Logs And Messages

Inbox, action is required to determine the problem. If there are files located in the register outbox you have not collected all the sales. This is not a normal situation and should be addressed immediately. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 161: Urgent Messages

NOTEThe Symphony Pro stops all further processing when file(s) are present in the unprocessed folder. It is imperative that the files are processed before the system can resume normal operation. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a View Log...

## Page 162: Part Viii Electronic Journal (L-Tracker)

Missing transactions will list any transactions that are mising in the EJ file sequence. Rebuild pointers will create files that assist Syphony Pro in positioning start tranaction position for a © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 163

The track-bar moves proportionally to the size of the file (indicated below the Store and Terminal numbers.) Press "Esc-Exit" to close the EJ program. Press "F3-Search" to extend the EJ window to the following layout: © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Electronic Journal (L-Tracker)

## Page 164

For example, if you need to see all transactions between 10:00AM and 2:00PM that included manual amount entries into the subdepartment 5, you would set the following: © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 165: Part Ix Events / Tasks

Symphony Pro displays a list of currently assigned tasks or events. The task list shows all events programmed on the system. The events set to run automatically appear with a date in the "next event" column. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Electronic Journal (L-Tracker)

## Page 166

·Select the command to run in the directory and press the "Execute" button. ·To return to the main task list, press the [BackSpace] key, or ·Double click the ".." directory at the top of the list. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 167: Programming Events

Command: This is a combination of the Symphony Pro programming and the actual command file to execute manually or at the specified time. Since some commands can overwrite or otherwise change © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Common Data Edit Toolbar help page in this manual.

## Page 168

( .5 hours = 30 minutes ) Days: Enter the number of days (often 1) to execute this command. You can also use days to execute once a week or once a year. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 169

NOTE: "Directories" can be moved up and down the list the same way as individual Tasks, that is by selecting the directory, holding down the [Alt] key and using the up and down arrow keys to move the directory. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Events / Tasks...

## Page 170: Part X Monitoring Utility

You can set the Monitoring utility to alert you with a "BEEP" when certain functions are used, notably button. Select the terminal to monitor by placing a check mark © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 171: Part Xi Form Manager

If the reports and forms that were included in your installation adequately display your information, you do not need the Form Manager. The Form Manager uses a visual programming interface that allows the user to "drag and drop" fields © 2005 TOSHIBA TEC AMERICA AMERICA

RETAIL SYSTEMS, INC. R1.0a Monitoring Utility...

## Page 172: Template Editor

"Template File" properties field. To the right of the Template's .frp file name, the editor. button opens the Form Manager's template © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 173 · Field objects are green , and contain fields associated with the SQL file's SIL fields that their data comes from. · Prompt objects are blue , and are the variables used in the report's SQL file to collect information © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a Form Manager...

## Page 174: Tools

The Form Manager's top bar show's the template's title assigned when it was created. To change an existing title, use the "File" menu's "Save As" option. This will open a panel asking for a new © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 175 Click and drag the red arrow (top left corner of the rulers) along the top ruler to use a line to help align objects vertically. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 176: Menus

This example shows the Form Manager's label page setup The measure used (inches or centimeters), depends on the template's rulers, set using the © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 177 It also causes the Form Manager to track the cursor's X / Y position displayed at the top of the Form Manager. Setting the "Show position" option to on uses more system resources, and may slow down the system. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 178 Re-snap to grid: The Form Manager uses a hidden "grid" to help position objects on the form or report template. This option forces all objects to "snap to" the closest invisible grid line. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

## Page 179: Part Xii File Maintenance Utility

To ensure the tables are not being accessed, you should close Symphony Pro before running this utility. This example shows the Symphony Pro "stand alone" File and Data table Maintenance Utility. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 180 ·In the "Repeating cycle" box, enter 1 "days" to have the backup performed every day. ·Press the check mark icon on the Task Editor top bar to save the new task and close the editor. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 181 NOTE: The "Edit" menu also has preset selection patterns that simplify the selection process. For example, if you want to select all the report tables, use the "Edit" menu's "Select Report files" option. View File Properties and Contents © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a File Maintenance Utility...

Page 182 NOTE: Close all Symphony Pro programs and modules before running the re-index command. If you re-index while there are tables open, the process will stop, indicating that a table is busy. You must close all Symphony Pro programs and re-start the re-index process. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 183 Deploy: Prepare to send; place information in an outbox, or in a target inbox. Electronic Journal: In the front end terminal, an electronic version of a register tape, used to store ALL transaction details tracked by a front end terminal. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a File Maintenance Utility...

Page 184 PLU: Price Look Up, the same as "item" or UPC, a unique number used to identify a single product. Polling: The communication process between front and back end terminals, normally used in relation © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC.

R1.0a...

Page 185 Vendor Code: Vendors or suppliers usually have a proprietary code they use to track items they wholesale. Often used when ordering or returning items to vendors, linked to a cost. © 2005 TOSHIBA TEC AMERICA AMERICA RETAIL SYSTEMS, INC. R1.0a...

Page 186 Back Cover...