

# ENCOR

- Keyboard Macro Tool for DynaKey™
- Technical Reference
- Version 1.0.0.0
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## ENCOR Keyboard Macro Tool for DynaKey™ Technical Reference

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# About This Guide

The Keyboard Macro Tool guide is divided into chapters as follows:

**Chapter 1, Introducing the Keyboard Macro Tool**, provides an overview of the Keyboard Macro Tool.

**Chapter 2, Getting Started with the Keyboard Macro Tool**, introduces you to the Keyboard Macro Tool screen, common terminology, functions and command codes.

**Chapter 3, Keyboard Macro Tool Operations**, details the steps involved to perform desired keyboard maintenance, menu deployment and image file distribution.

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# 1

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## Introducing the Keyboard Macro Tool

*This chapter provides an overview of the Keyboard Macro Tool.*

### *In this chapter:*

**What is the Keyboard Macro Tool?, page 1-3**

**How does the Macro Tool Work?, page 1-4**



## What is the Keyboard Macro Tool?

Welcome to the NCR Keyboard Macro Tool®. The Keyboard Macro Tool is a program that defines the layout and functionality of your store's NCR DynaKey POS soft-keys. Regardless of whether your chain uses a touch screen DynaKey or non-touch screen DynaKey POS Terminals (or a combination of both), only one menu layout is required to be maintained.

**Note:**

See *Front Office POS Configuration Settings for DynaKey Terminals* on page 3-19 for more information.

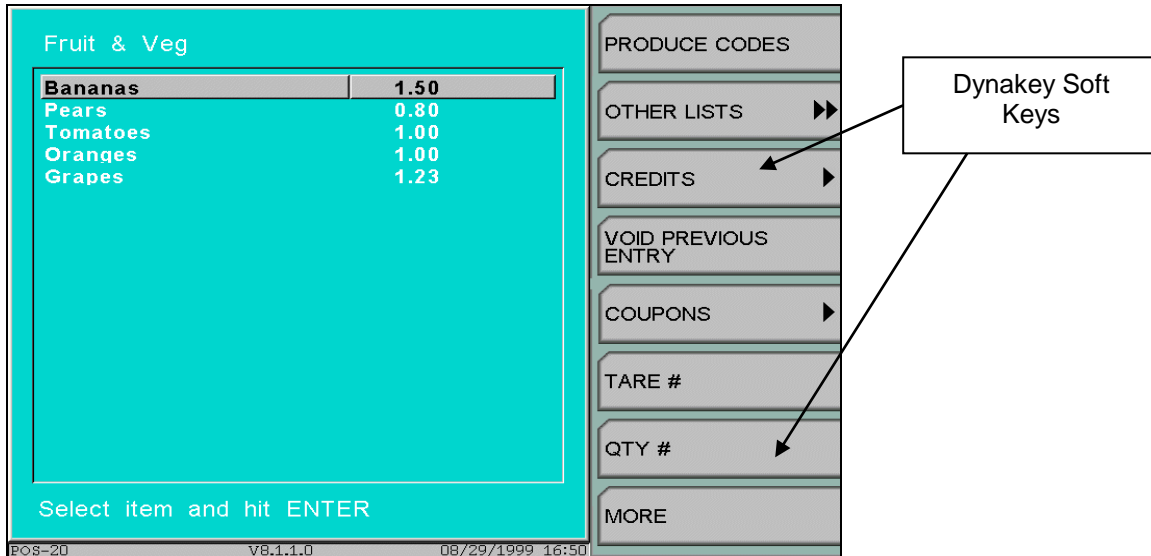


There are 8 soft-keys available (per screen) for the DynaKey. In addition to providing a specific POS function (for example — Price Inquiry, Tax Reverse, Void, Quantity), soft-keys can be user-defined for:

- **Rounded Cash Tendered Denominations**
- **Paid-in Lists**
- **Fruit and Vegetable PLU Lookups**

**Note:**

If using a Touch Screen POS, bitmaps can be attached to the soft-key to assist in identifying produce.



## How does the Macro Tool work?

The Keyboard Macro Tool is distributed with a standard soft-key set that can be modified to meet your store's requirements. The soft-key set is maintained in the MENUSYS.XML file. Modifications to the soft-key set are made using the Keyboard Macro Tool's editing utilities. Once customization is complete, the MENUSYS.XML file is imported into ENCORN and later deployed to the POS terminal(s). The POS terminal will be updated automatically:

- When WinPOS.exe is restarted (during EOD, at reboot)
- When Dynaconvert (Dynaconv.exe) is run manually on the POS

**Note:**

You can run the conversion program manually by executing **dynaconv /x** from a command prompt. The DYNACONV program only recognizes the MENUSYS.XML filename. While you may maintain different XML files, they must be renamed to MENUSYS.XML when placed in the Program Files\POSWare\WinPOS folder). The DYNACONV program processes it into the menusys.qdx file. The menusys.qdx file is then read by the POS to establish the states and key sequences on the POS terminal.

- When the MenuSys.xml file that the POS is linked to is updated in BinData.qdx via MenuSys maintenance from Front Office (see page 3-33).
- When the MenuSys Assignment field in POS Configuration is updated (via maintenance from Front Office)

The new soft-key set will be in effect the next time the cashier logs into the POS terminal.

The store can also make small changes to various MenuSys.xml files without re-deploying the entire MenuSys.xml file. This “Partial Export/Import” functionality streamlines the process of maintaining and updating multiple POS menus for each store. A partial MenuSys file (XMP) can be created and sent to one or more stores, targeting specific POS terminals within the store.

## Before you Get Started

The following components are required in order for the Macro Tool to work:

- **Assets** folder
- **Images** folder
- **Macro\_Images** folder
- **Templates** folder
- **Zip** folder
- Attributes.xsl
- BrowseFiles.asp
- BrowseFiles.htm
- Coolbuttons.js
- ExportBmp.htm
- Help.txt
- HMenu.css
- HMenu.js
- KeyState.htm
- MenuSys.hta
- MenuSys.htm
- MenuSys.xml
- MenuSys.xsd
- MenuSys.xsl
- MenusysLib.xml
- Parameters.htm
- Parameters.xsl
- Partial.htm
- Partial.xsl
- POSPreview.exe
- State.htm
- UpdateXML.xml

**Note:**

The \Images\Skins folder (under where the Keyboard Macro Tool resides) contains three sub-folders: 1, 2 and 3. Bitmaps in these folders give the POS screen and buttons three different appearance options. If the bitmaps are used they must also be placed in the \Program Files\POSWare\WinPOS\Data\images800\macro\_images folder on each POS.

The Macro Tool is launched by opening (double-clicking) the Menusys.hta file. By default, when the Macro Tool is launched the MENUSYS.XML file is placed in edit mode.



# 2

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## Getting Started with the Keyboard Macro Tool

*This chapter introduces you to the Keyboard Macro Tool screen, common terminology, functions and command codes.*

### *In this chapter:*

**Macro Tool Terminology,**  
page 2-3

**Organizing Your Menus,**  
page 2-5

**The Macro Tool Screen,**  
page 2-7

**Function Codes, page 2-18**

**Macro Tool Commands,**  
page 2-27



# Macro Tool Terminology

Throughout this manual the several different terms will used to describe the Keyboard Macro Tool application. Please be familiar with the following list:

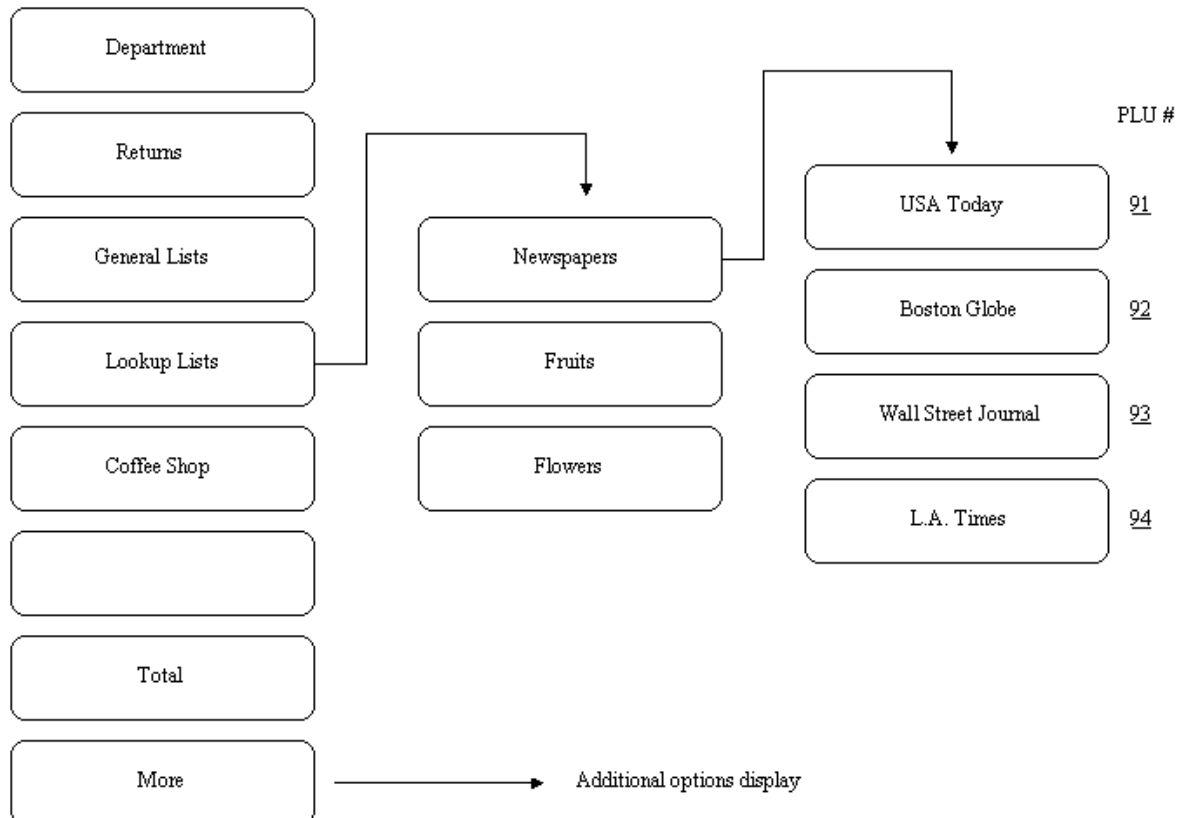
Word	Description
Bitmap	An image associated with a group that is stored in a file with a .bmp extension.
Caption	The text that displays on the soft-key. <b>Note:</b> For lookup soft-keys, if you want the PLU number to display on the soft-key include it within the caption. (For example, "Pears Green 4416").
Command	The identification number associated with a WinPOS keyboard function. Please see <i>Function Codes</i> on page 2-18 for a complete list.
Element	A generic term referring to a State, Group or Inlist.
Expand	To use the entire POS screen to display additional menu choices. It is only functional on Touch Screen POS Terminals. More than 10 soft-keys will display for an extended list. (For example, fruits and vegetables lists).
Group	A collection of one or more soft-keys that are called by an Inlist or State.
Group ID	The identification number automatically assigned to the group when it is created.
Homepage	The group of soft-keys to appear once a sub-menu selection is made. For example, once a fruit or and vegetable selection is made, you may elect to return to a fruit or vegetable sub-menu (to make another selection) before returning to the Main Menu.
Icon	The picture to display on the soft-key. <b>Note:</b> This feature is only functional on Touch Screen POS Terminals.
Inlist	A pre-defined list that can be attached to one or more groups or states. Inlists eliminate the redundant task of having to maintain common lists in multiple locations. For example, an Inlist of department soft-keys can be maintained in one area and attached to groups in multiple locations.
Keyboard Code	The identification number associated with a keyboard function. Please see <i>Keyboard Codes</i>

<b>Word</b>	<b>Description</b>
	on page 2-19 for a complete list.
KeyState	A designated key selection used to program the hard keys on the keyboard.
Library	A collection of States, Inlists, Groups and KeyStates that is outside of any particular MenuSys.xml (POS menu) file. Libraries assist the store in maintaining consistency across multiple XML files by providing a source where KeyStates, States, Groups, and Inlists can be copied to (and from) and easily inserted into the XML files. The default file name for the Library is <b>MenuSysLib.xml</b> .
Link	Attaching an Inlist to a group.
MenuSys.hta	The Keyboard Macro Tool (executable) application.
MenuSys.xml	The file created by MenuSys.hta that contains the POS Menu.
Partial Export File	Part of the MenuSys.xml file saved off separately into another file. This partial file can then be sent to the store and processed into the MenuSys.xml file(s) at the store. This partial file is distinguished by the extension .XMP
POS Codes	The identification number associated with a POS function. Please see <i>POS Codes</i> on page 2-26 for a complete list.
Remark	Text that identifies the group. Remark text can be optionally set to display on the menu.
Snippet	A part of a MenuSys.xml file that contains a specific element. A Snippet can be exported and stored in a MenuSys.XMP file.
State	A POS situation mode that is called for by an application (i.e. Idle Mode, Sale Mode, Tender Mode, etc). A state then opens a specific menu.
State ID	The identification number assigned to a state. Many State Identification Numbers have been allocated for specific POS functions. A list of available State IDs and their description will appear when creating a new State.
Static ID	An attribute for an element that allows the store to identify the element. Stores that wish to use the Partial Export/Import functionality must use Static

<b>Word</b>	<b>Description</b>
	IDs.
Sub-element	Any element that exists below the tree of parent element. (Sometimes referred to as “children”).
Sub-group	A group of one or more soft-keys that are called by a group or another sub-group.
Tender Codes	The identification number associated with a tender type. Please see <i>Tender Codes</i> on page 2-27 for a complete list.
Tree	The soft-key menu system from its trunk (beginning state) to the groups and sub-groups that make up its sub-menus.

## Organizing Your Menus

Using a spreadsheet or on blank sheets of paper, identify how you want your menus to look starting from the main menu and then branching to the next level where a specific action is to be performed (or the next menu option is to be displayed). For PLU lookup lists, list the PLU numbers that will accompany each soft key.



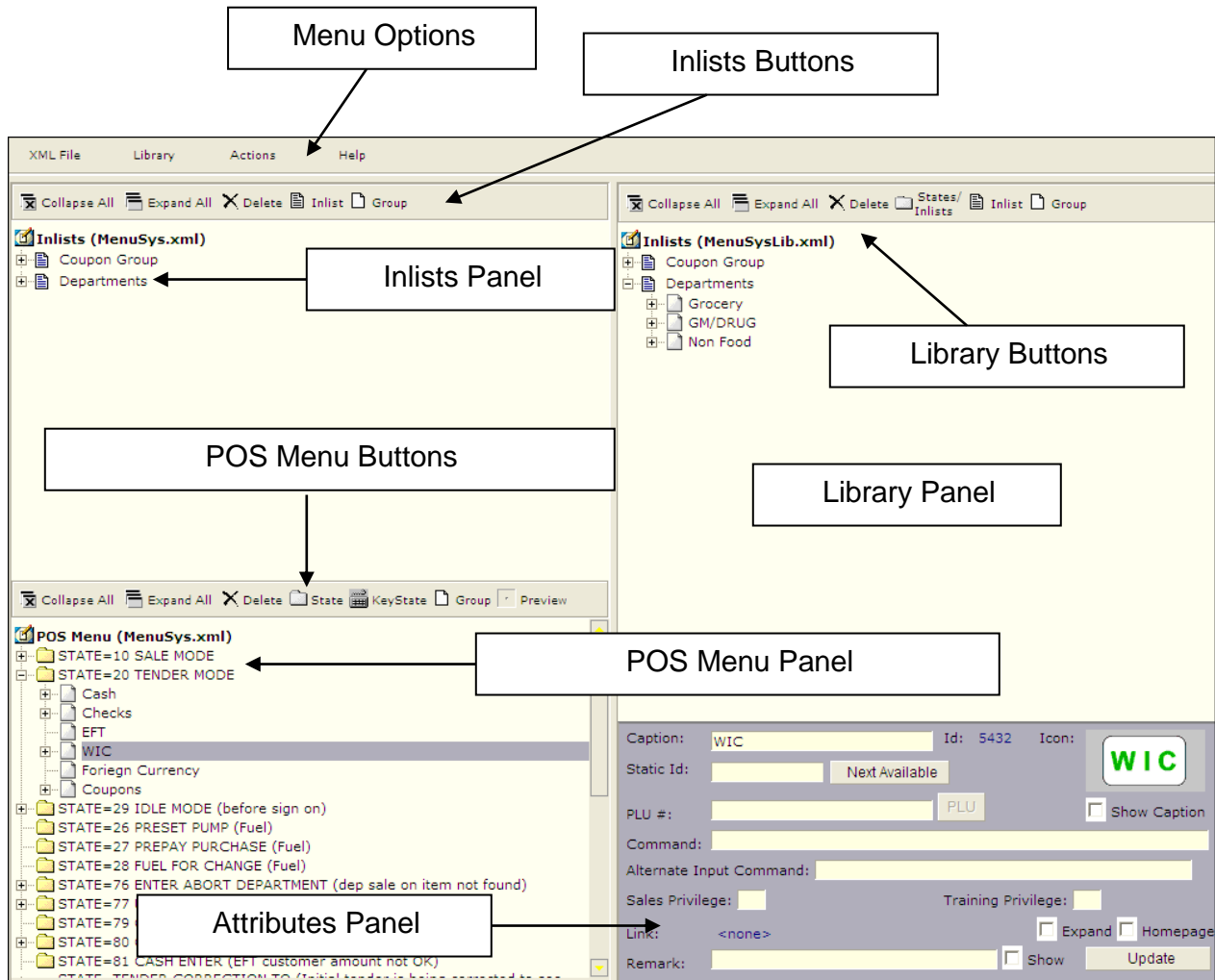
### Note:

When creating long lookup lists that extend past the soft-key quantity per screen limitation (8 or 10 keys), the "MORE" keys are automatically created and inserted when the MENUSYS.XML file is converted. In the Keyboard Macro Tool, you only need to identify the complete list. Menu pagination and "MORE" keys are handled automatically.

Once this process is completed, you can begin to use the Keyboard Macro Tool to edit the MENUSYS.XML file to match your menu design.

# The Macro Tool Screen

When the Keyboard Macro Tool is launched, the last saved MENUSYS.XML file is retrieved and ready for editing.



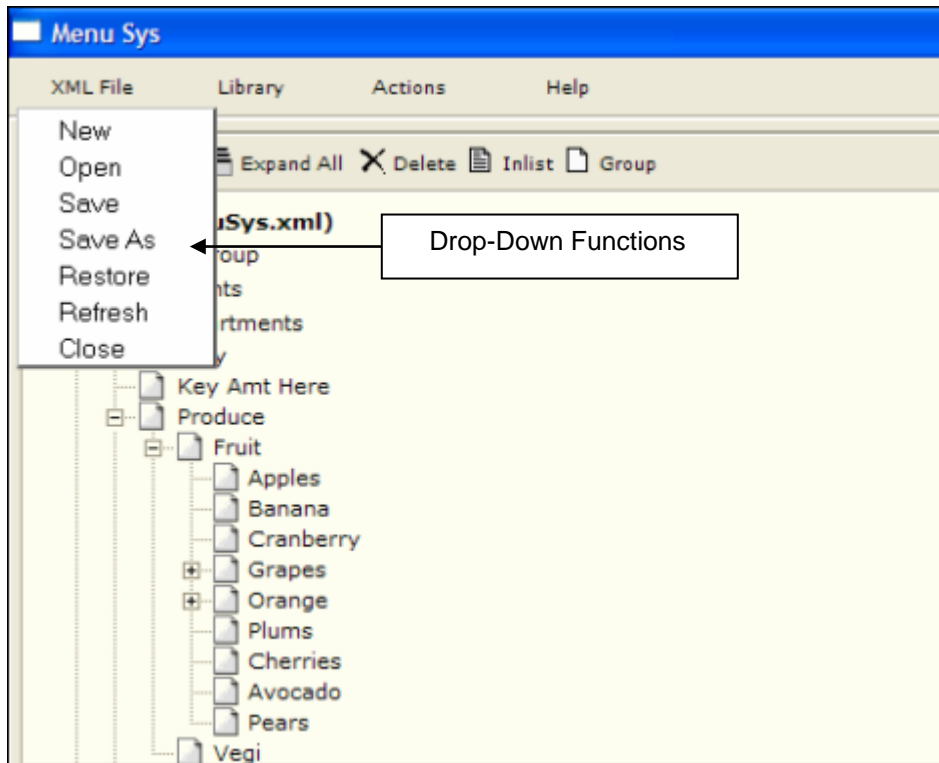
The screen contains the following elements:

- Menu Options
- Inlists Panel
- Inlists Buttons
- POS Menu Panel
- POS Menu Buttons

- Library Panel
- Library Buttons
- Attribute Panel

## Menu Options

The Menu Options that display at the top of the screen (XML File, Library, Actions, Help) use dropdown-style menus.



The following drop-down functions appear under each Menu Option.

### XML File Menu

New	Opens a new XML file (from BasicTemplate.xml) and clears the name of the XML file. The User will be prompted for a name when saving.
Open	Presents a standard dialog box for selecting an XML file to open.
Save	Saves the XML file in the existing location and prompts when saving a new file.
Save As	Prompts for a location and saves the XML file.
Restore	Re-reads the XML file from the disk and unsaved

	changes are lost.
Refresh	Redraws the screen with the information in memory.
Close	Exits the application.

### Library Menus

New	Opens new library file in the Library Panel and clears the name of the previous library file. The User will be prompted for a name when saving.
Open	Presents a standard for selecting a Library file to open.
Save	Save the Library file in the existing location and prompts when saving a new file.
Save As	Prompts for a location and saves the Library file.
Restore	Re-reads the library file from the disk and unsaved changes are lost.
Refresh	Redraws the screen with the information in memory.

### Actions Menus

Parameters	Display the parameter dialog box for the current MenuSys.xml file. See (page 3-23) for more information.
Export Partial	Export the selected item(s) to a partial file (XMP). User will be prompted for the partial file parameters.
Export BMP's	Export the needed bitmaps to update the POS.
Import Partial	Displays a file open box and allows user to browse to an .XMP file. The .XMP information is imported into the current .XML file.

### Help Menus

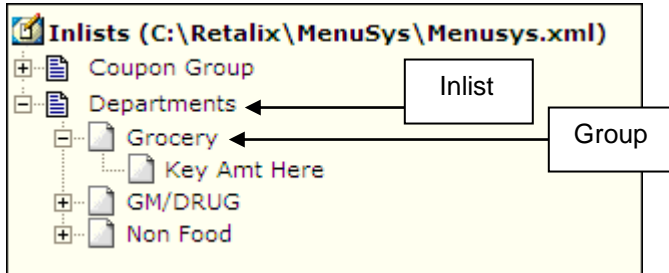
Help	Display text information useful for the program.
About	Display information about the version of the application.

## Inlists Panel

The Inlists Panel (in the upper left-hand pane) provides a tree and branch view for all Inlists in the XML file.

To expand a branch of the tree, click the expand (⊕) icon. To collapse a branch, click the collapse (⊖) icon.

Inlists appear as a document icon below the Inlists tree. Groups (and sub-groups) appear below the Inlist (as page icons) at different sub-levels.






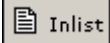

The highlighted Inlist row will display in gray (Grocery). The attributes of the highlighted row will appear in the Attribute Panel (see *Attribute Panel* on page 2-15).

### Note:

Inlists eliminate the redundant task of having to maintain common lists in multiple locations. For example, an Inlist of department soft-keys can be maintained in one location (the Inlist Panel) and attached (linked) to groups in multiple locations.

## Inlists Buttons

The Inlist buttons appear above the Inlist Panel.

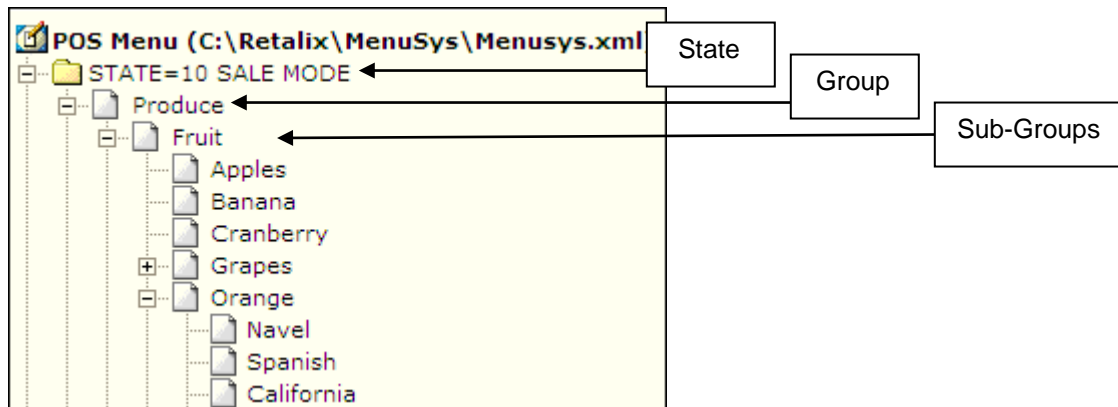
Button	Description
 Collapse All	Click this button to close all open branches.
 Expand All	Click this button to open all levels of the tree.
 Delete	Click this button to delete the highlighted Inlist or Group. You can also right-click the highlighted Inlist to execute this command.
 Inlist	Click this button to create a new Inlist.
 Group	Click this button to create a new Group at the bottom of the highlighted Inlist or Group level. You can also right-click the highlighted Inlist to execute this command. <b>Note:</b> A new sub-group will be created if you create the group at an extended level.

## POS Menu Panel

The POS Menu Panel (in the lower left-hand pane) provides a tree and branch view for all States and Groups in the POS Menu.

To expand a branch of the tree, click the expand (⊕) icon. To collapse a branch, click the collapse (⊖) icon.

States appear as yellow folders directly off the Main Menu tree (at the same level). Groups (and sub-groups) appear below the state (as page icons) at different sub-levels.




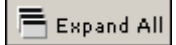
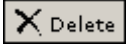
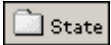


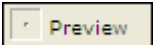
Groups that have an attached Inlist will also display the name of its linked Inlist in green (⊕ Store → Departments).

Groups that have remark text flagged to "show", have the remark displayed in blue (⊖ \$ - Exact Amt) within the tree.

The highlighted State and Group row will display in blue (STATE=26 PRESET PUMP (Fuel)). The attributes of the highlighted row will appear in the Attribute Panel (see *Attribute Panel* on page 2-15) in the lower right-hand corner of the screen.

## POS Menu Buttons

The POS Menu buttons appear above the POS Menu Panel.

Button	Description
 Collapse All	Click this radio button to close all open branches.
 Expand All	Click this button to open all levels of the tree.
 Delete	Click this button to delete the highlighted State or Group. You can also right-click the highlighted State or Group to execute this command.
 State	Click this button to add a State to the XML file (from a list of available States).
 KeyState	Click this button to add a KeyState.
 Group	Click this button to create a new Group at the bottom of the highlighted State or Group level. You can also right-click the highlighted State or Group to execute this command. <b>Note:</b> A new sub-group will be created if you create the group at an extended level.
 Preview	Click this button to preview the POS Menu State (as it will appear on the POS Terminal).

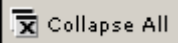
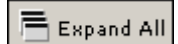
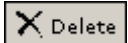
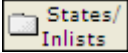


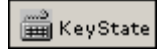

## Library Panel

The Library Panel displays a collection of saved States, Inlists, Groups and KeyStates (known as a library) that is independent of the POS Menu file. The default library (**MenuSysLib.xml**) or user-selected library is open while editing the POS Menu. Library entries can be used (and reused) for dragging and dropping into POS Menu locations.



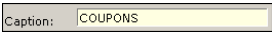
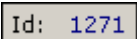

## Library Panel Buttons

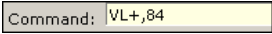




The Library buttons appear above the Library Panel.

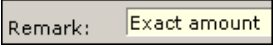
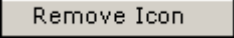

Button	Description
 Collapse All	Click this radio button to close all open library branches.
 Expand All	Click this button to open all library trees.
 Delete	Click this button to delete the highlighted Library component. You can also right-click the highlighted State or Group to execute this command.
 States/ Inlists	Click this button to toggle the library display between States and Inlists.
 Inlist	Click this button to add a new Inlist to the library.
 State	When states are displaying, click this button to add a State to the library (from a list of available States).
 KeyState	When states are displaying, click this button to add a KeyState to the library.
 Group	Click this button to create a new Group at the bottom of the highlighted State, Group or Inlist level. You can also right-click the highlighted State, Group or Inlist to execute this command.

## Attributes Panel

The Attributes Panel displays the attributes of the highlighted State, Group or Inlist. The fields and buttons that display depend on which object is highlighted. Below is a list of all possible attribute fields:

Field	Description
<p>Caption</p> 	<p>This field contains the text that will display on the soft-key. <b>Note:</b> When the Caption of an element is changed, if other elements exist with the same Static ID, the user will be prompted if all elements with that Static ID should be updated with the same caption.</p>
<p>ID</p> 	<p>This field contains the identification code automatically assigned to the State, Group or Inlist.</p>
<p>Static ID:</p>	<p>This field is used to identify each element within a Library or XML file. Static IDs can range from 1-10000. The range 1 – 500 is reserved for State and KeyState Static IDs (and cannot be edited). The range 501 – 5000 is reserved for Inlists. The range 5001 – 10000 is reserved for Groups. Static IDs are unique for each caption. Multiple Groups or Inlists with different captions and the same Static ID are not allowed.</p> <p><b>Note:</b></p> <p>Static IDs are required if the Partial Export/Import functionality is to be used.</p>
<p>Icon</p> 	<p>This read-only field displays the icon attached to the group.</p>

Field	Description
PLU#:	Use this field to enter in a PLU number prior to using the PLU button (to create a Command line for the PLU key). See page 3-10.
Show Caption	Check this field to display both a picture and the caption together on a single soft-key.
Command 	This field displays the code and/or command string associated with the group. See <i>Function Codes</i> on page 2-18 and <i>Macro Tool Commands</i> on page 2-8 for more information.
Alternate Input Command	This field holds a second command line that can be accepted by this function. For example, for a vendor coupon with a manual price PLU, you could enter the following in the Command field "9,4,6,5,13" (9465=PLU Number, 13=Enter) and enter the following in the Alternative Input Command field "84,9,4,6,5,13" (84=Alternate Price Entry). This gives the cashier the option of entering the coupon value before the coupon key is selected or at the time when the manual price form is presented.
Sales Privilege	Specify the privilege level (1-8) required by the cashier in Sales Mode to use this group function.
Training Privilege	Specify the privilege level (1-8) required by the cashier in Training Mode to use this group function.
C. Banks 	This remark field (for States only) is used to identify the Checkout Banks associated with the state. Checkout Bank Groups are logical or physical groups of POS terminals. Some States may only be valid for certain POS terminals. (For example, the deli POS terminal and not a front-end terminal).
Link 	This field displays the Inlist linked to the Group.
Expand 	Check (click) this box to have the entire group (list) displayed to the screen (and not limited to 10 soft-key). <b>Note:</b> This feature is only available for Touch Screen POS terminals.
Homepage 	Check (click) this box to have this group re-displayed on the screen (once a sub-group choice has been made). <b>Note:</b> The Homepage option may also be used for

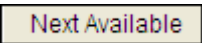



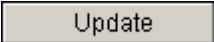
Field	Description
	QSR plug-in menus. For example, once a sandwich selection is made (i.e. Meatball), you may elect to return to a sandwich sub-menu (i.e. Italian) to make another selection before returning to the QSR Main Menu. In addition, when the "Clear" key is used the POS sends a message to QSR to bring the user to the default Homepage (State 150 – QSR Menu).
<p data-bbox="289 573 402 604">Remark</p> 	Enter text comments for the Group. Comment will appear on the tree if the "Show" checkbox is marked within the Keyboard Macro Tool. (See "Show" below).
<p data-bbox="256 726 440 758">Remove Icon</p> 	Right-click the icon you wish to remove and then click this button to detach its bitmap.
<p data-bbox="305 831 386 863">Show</p> 	Check (click) this box to have the remark text appear on tree.

**Note:**

The modifiable fields of a **States** are Caption and Checkout Banks.

The modifiable fields of a **Keystate** are Caption, Remark and Show.

The modifiable fields of an **Inlist** are Caption and Static ID.

Button	Description
<p data-bbox="248 279 448 306">Next Available</p> 	Click this button to assign the next available identification number to the Static ID field (based on the field's element type).
<p data-bbox="310 401 386 428">PLU</p> 	Click this button to add a new PLU button without having to enter a comma-delimited entry in the Command field. See page 3-10.
<p data-bbox="269 522 427 550">Attach Icon</p> 	Click this button to attach a bitmap to the soft-key.
<p data-bbox="258 638 438 665">Remove Link</p> 	Click this button to remove the attached Inlist link.
<p data-bbox="298 753 396 781">Update</p> 	Click this button to update the State, Group or Inlist.

# Codes

Codes are used to define a specific keyboard function, POS command or tender type. The next few pages list the codes available to use within the Keyboard Macro Tool. Please refer to this list when performing attribute maintenance.

## Keyboard Codes

**Note:**

Keyboard Codes 32 through 337 are typically not used within the Macro Tool but are shown here for informational purposes.

Function	Keyboard Code
EXIT POS	1
B/O MENU	2
[YES]	3
[CLEAR]	4
[00] 2 ZEROES	5
PERFORMANCE TEST	6
[<-] BACKSPACE	8
[ENTER]	13
EXIT / NO	27
[ ]	32
[!]	33
["]	34
[#]	35
[\$]	36
[%]	37
[&]	38
[']	39
[ ( ]	40
[ ) ]	41
[ * ] MULTIPLY	42
[ + ]	43
[ , ]	44

<b>Function</b>	<b>Keyboard Code</b>
[ - ]	45
DECIMAL POINT [ . ]	46
/	47
[ 0 ]	48
[ 1 ]	49
[ 2 ]	50
[ 3 ]	51
[ 4 ]	52
[ 5 ]	53
[ 6 ]	54
[ 7 ]	55
[ 8 ]	56
[ 9 ]	57
[ : ]	58
[ ; ]	59
[ < ]	60
[ = ]	61
[ > ]	62
[ ? ]	63
[ @ ]	64
[ A ]	65
[ B ]	66
[ C ]	67
[ D ]	68
[ E ]	69
[ F ]	70
[ G ]	71
[ H ]	72
[ I ]	73
[ J ]	74
[ K ]	75
[ L ]	76

<b>Function</b>	<b>Keyboard Code</b>
[ M ]	77
[ N ]	79
[ O ]	80
[ P ]	81
[ Q ]	82
[ R ]	83
[ S ]	84
[ T ]	85
[ U ]	86
[ V ]	87
[ W ]	88
[ X ]	89
[ Y ]	90
[ Z ]	91
[ HOME ]	327
[ UP ]	328
[ PGUP ]	329
[ <- ]	331
[ -> ]	333
[ END ]	335
[ DN ]	336
[ PGDN ]	337
KEY SIGN ON	800
KEY SIGN OFF	801
KEY BREAK / SECURE MODE	802
WAIT MODE	803
PICKUP	804
PAID OUT	805
X READ REPORT	806
TRAINING MODE	807
RECEIPT / ROA	808
ADD LOAN	809

<b>Function</b>	<b>Keyboard Code</b>
POS REPORT	810
MANUAL END OF DAY	811
TENDER PURCHASE	812
CHANGE PASSWORD	813
TAX REPORT	814
LANGUAGE CHANGE	815
SIGN ON/OFF	816
CASH TENDER PURCHASE	817
HELP	818
CHARGE PAYMENT	819
REVERSE CHARGE PAYMENT	820
DECLARATION	822
LOAD HEADERS FROM MFS	827
SUPERVISOR MENU	829
PIP EXIT	830
DEPARTMENT REPORT	831
SUSPEND PRINTER	832
RESUME PRINTER	833
REFRESH TICKER HEAD.	834
EFT MENU	835
ZERO SCALE	836
RECORD	838
PLAYBACK	839
EFT TENDER	840
VGA CUST DISP MODE	841
EBT BALANCE INQUIRY	842
ITEMIZED CHECK REPORT	843
SHOW DRAWER	845
RELEASE DRAWER	846
VOID TRANSACTION	900
CANCEL ITEM	901
SUBTRACT ITEM	902

---

<b>Function</b>	<b>Keyboard Code</b>
DISCOUNT	903
DEPARTMENT	904
RETURN	905
TOTAL	906
WEIGHT	907
NO SALE	908
TENDER	909
REPEAT	910
TARE WEIGHT	911
INQUIRY	912
SAVE / RECALL TRANS.	913
CLEAR PLU FILE	914
CLEAR & LOAD PLU	915
LOAD/UPDATE PLU FILE	916
PLU KEY (WITHOUT CHECK DIGIT)	917
CREDIT KEY	918
SHORT GROUP	919
TAX EXEMPT	920
TAX REVERSE	921
FOOD STAMP REVERSE	922
PRINT LAST TRANS.	923
BACKGROUND PLU LOAD	924
UPC KEY (WITHOUT CHECK DIGIT)	925
DISCOUNT REVERSAL	926
BAGGER ID	927
POST VOID TRANSACTION	928
COST PLUS PERCENT	929
PRICE OVERRIDE	930
CUST INFORMATION	931
SWIPE MEMBER CARD	932
ABORT BUFFER PRINT	934

Function	Keyboard Code
GENERAL VOID	936
SLIP REVALIDATION	938
POS ITEM SEARCH	940
LOYALTY FLY BUYS	941
MARKDOWN	955
SAVE ORDER	958
RECALL ORDER	959
ENTER FREQUENT SHOPPER	961
ALTERNATE ID	965
CHECK TENDER KEY	966
SUPRESS BONUS CPN	973
SAVINGS PLUS	974
COMPETITIVE COUPON	977
STORE COUPON	978
FAST PAYMENT	980
TENDER CORRECTION	981
VENDOR COUPON	982
ITEM RETURN	983
EVENT GENERAL VOID	984
CASH DEPOSIT	989
CASH WITHDRAWAL	990
CASH CHECK PURCHASE	992
<b>Note:</b>	
This Keyboard Code can be used along with a check tender designation number. For example, enter "6,992" in the command line for the "Cash Check Purchase" key for Tender Number 6 in ENCOR Tender Maintenance. If no tender number is specified with function code 992, ENCOR will continue to use the first tender type defined as "Check" in ENCOR Tender Maintenance.	
DRIVE OFF	999
TRIPLE COUPON	1000
FORCE RELEASE	1001

---

<b>Function</b>	<b>Keyboard Code</b>
BOTTLE DEPOSIT	1003
PUMP TEST	1005
PREPAY	1007
RECALL PREPAY	1008
CANCEL PREPAY	1009
POST MAIL	1011
TRANSFER OUT	1012
TRANSFER IN	1013
SUSPEND/RESUME PRINTER	1028
CAR WASH	1029
CANCEL CAR WASH	1030
GIFT CARD ACTIVATION	1032
PRESET PUMP	1033
CANCEL PRESET PUMP	1034
OPT IN ALTERNATE ID	1049
OPT IN LOYALTY CLUB	1050
OPT OUT LOYALTY CLUB	1051
EXPRESS POS	1052
TOUCH ALPHA KEYBOARD	1053
Q-BUSTER	1055
SEND TO Q-BUSTER	1064
OTP CARD TRANSFER	1071
OTP POINTS ADJUST	1072
WIC TICKET KEY	1073
EXIT POS	1081
BACK OFFICE MENU	1082
YES	1083
CLEAR	1084
PERFORMANCE TEST	1086
VCPN MODIFIER	1090
FORCE LOG OFF	1095
SERVICES	1120

Function	Keyboard Code
	<b>Note:</b>
	To add a POS alert key, enter the alert command (separated by commas) followed by "1120". For example, to add cleanup alert "20002", enter "2,0,0,0,2,1120" in the command line for the "Need Cleanup" manual alert key.
PRICE SHIFT 1	1174
PRICE SHIFT 2	1175
PRICE SHIFT 3	1176
EBT WIC BALANCE	1297
EBT WIC CERTIFY MODE	1298
WIC CVV SALE MODE	1299
LOYALTY DISCOUNT	1412
MANUAL FUEL ENTRY	1423
REPRINT ORIGINAL RECEIPT	1429
ACCEPT	1432
REJECT	1433
SUSPEND	1434
TOGGLE – APP. MSG	1435
MANUAL DATABAR ENTRY	1438
ALT. CUSTOMER LOOKUP	1441
ENTER FUEL VOUCHER	1444
PRINT HIPAA	1445
PRINT RX PICKUP	1446
CONSUMER ID NUMBER	1448
PHONE NUMBER CAPTURE	1454

## POS Codes

Function	POS Code
TAX EXEMPT ON/OFF	62
STORE COUPON	64
VENDOR COUPON	65

<b>Function</b>	<b>POS Code</b>
BONUS COUPON	66
MERCHANDISE RETURN	67
VOID	70
TARE #	71
WEIGHT	72
CLEAR	73
PRICE	74
QUANTITY	75
NON-FOOD STAMPABLE	76
TAX / NON TAX	77
OVERRIDE	79
ENTER	80
TOTAL	81
PRICE ALTERNATE	84
KEY CHECK ID	90

## Tender Codes

<b>Tender</b>	<b>Tender Code</b>
CASH \$	91
CHECK	92
FOOD STAMPS \$	93
MISC TENDERED \$	94
DEBIT CARD \$	95
CREDIT CARD \$	96
WIC TENDER	97
NO SALE	100
GIFT CERTIFICATE	101

**Note:**

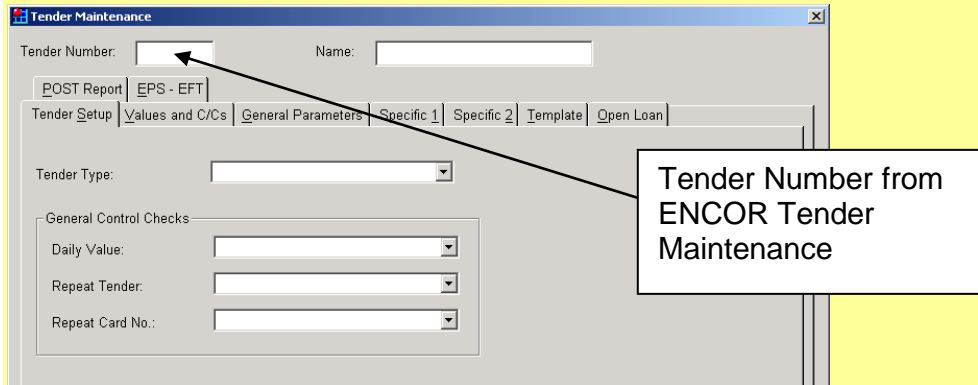
This is a list of pre-defined Tender Codes. Customized tender codes may use tender codes beginning with 102.

## Macro Tool Commands

Macro Tool Commands are unique syntax that accompany codes in order to execute a soft-key action. The commands are listed below along with their instructions for use.

**Note:**

Make sure that you have a list of tender identification numbers from ENCOR.



Each tender is assigned a number when created through the back office. Cash is always identified as Tender #1.

<b>Name</b>	<b>Command Syntax</b>	<b>Explanation \ Example</b>
Cash – Exact Amount	+R0,91	Makes the first soft key in the group the exact total amount of the transaction.
Cash Rounding	+R [Dollar Amount w/o decimals], 1, [Keyboard Code for “Tender”]	Creates a flexible cash tender key based on the transaction amount. Example → +R100,1,909 (Creates a soft key for \$1.00. However, if the transaction amount is for \$1.85, this key will display as \$2.00)
Department (3 – digit)	10 [3 digit Department Number, zero-filled]	Assigns a department number to a soft-key. Example → 10100 (Creates a department key for Department 100)
Department (4 – digit)	3 [4 digit Department Number, zero-filled]	Assigns a department number to a soft-key. Example → 31002 (Creates a department key for Department 1002)
Food Stamp Rounding	+ R [Dollar Amount w/o decimals] , [Tender #], [Tender Code for “Food Stamps”]	Creates a flexible food stamp tender key based on the transaction amount. Example → +R100,6,93 (Creates a soft key for \$1.00 for ENCOR Tender Number 6 – Food Stamps. However, if the transaction amount is for \$1.85, this key will display as \$2.00)
Gift Certificate	Amount (delimited with commas), [Tender Code for “Gift Certificates”]	Sells a gift certificate Example → 2,5,0,0,101 (Sells a \$25.00 gift certificate)
Non-Cash Tender – Exact Amount	R0,[Tender #], [Keyboard Code for “Tender”]	Creates a soft-key for the total amount of the transaction. Example → R0,3,909 (Creates an exact tender key for ENCOR tender number 3)
Non-Cash Tender	R [Dollar Amount w/o decimals] ,[Tender #], [Keyboard Code for	Creates a flexible non-cash tender key based on the transaction amount.

Name	Command Syntax	Explanation \ Example
Rounding	"Tender"]	Example → R500,3,909 (Creates a \$5.00 soft key for ENCOR Tender Number 3. However, if the transaction amount is for \$5.65, this key will display as \$6.00)
Key in Exact Amount - Cash	1, [Keyboard Code for "Tender"]	Creates a key that prompts you to key in the exact amount of cash tendered. Example → 1,909
Key in Exact Amount – Non Cash	[Tender Code]	Creates a key that prompts you to key in the exact amount of the tender. Example → 92 (Creates a key which prompts for the check amount)
Popup List	File=[Filename].lst	Displays a popup list Example → File=Badcheck.lst (Displays the contents of the Badcheck.lst text file)
		<b>Note:</b> The *.lst files need to be located in the C:\Program Files\POSware\WinPOS folder on each POS.
PLU Item Entry	PLU Number (delimited with commas), [Keyboard Code for "PLU Key"]	Performs a lookup and sale of a PLU item. Example → 4,0,0,1,917 (Sells PLU # 4001)
		<b>Note:</b> You may use the PLU Button to simplify this process. See page 3-10 for more information.
Manual Tare	[Tare Code], [POS Code for Tare]	Assigns a Tare Weight to an Item. Example → 4,71 (Assigns Tare Code of 2 to item)
Tender Key	[Tender #], [Keyboard Code for "Tender"]	Creates a tender key for miscellaneous tenders (i.e. Coinstar, customer charge, traveler check, etc.) Example → 12,909

Name	Command Syntax	Explanation \ Example
Value	VL+, [POS Code]	<p>(Creates a tender key for ENCOR Tender Number 12)</p> <p>Allows the entry of a value before the function key and bypasses the amount prompt.</p> <p>Example → VL+,64</p> <p>(Allows an amount to be entered before selecting the store coupon button. If the store coupon button is pressed first, you will still be prompted for a coupon amount).</p>

**Note:**

Tender soft-keys for cash and check dynamically adjust based on the transaction amount. For example, if the transaction total is \$25.95 you will not see individual soft-keys for \$1.00, \$5.00, \$10.00 and \$20.00. Based on your rounding settings (see below), the soft-keys may change to \$26.00, \$30.00, \$40.00 and \$50.00.



# 3

## Keyboard Macro Tool Operations

*This chapter details the steps involved to perform desired keyboard maintenance.*

### *In this chapter:*

**Preparing the Keyboard Macro Tool for Operation, page 3-3**

**Creating a new State, Group, or Inlist, page 3-3**

**Lining Inlists to States, page 3-8**

**Reordering Elements, page 3-10**

**Creating a PLU Soft-Key, page 3-10**

**Modifying Attributes, page 3-10**

**Attaching \ Detaching an Inlist, page 3-13**

**Deleting an Element, page 3-14**

**Previewing a State, page 3-15**

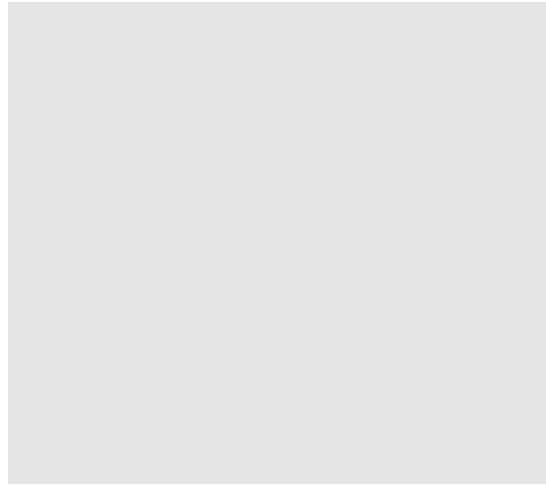
**Importing Partial (XMP) files, page 3-15**

**Saving the XML file, page 3-15**

**Saving the Library File, page 3-18**

**POS Soft-key Deployment, page 3-18**

**Image File Distribution, page 3-34**



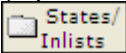
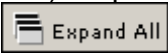
# Macro Tool Operations Overview

Understanding Macro Tool Operations requires basic knowledge of the application. It is recommended that you read Chapter 2, *Getting Started with the Keyboard Macro Tool* before proceeding.

## Preparing the Keyboard Macro Tool for Operation

Regardless of the task at hand, use the following steps to prepare the Keyboard Macro Tool for operation.


➤ **To prepare the Macro Tool for operation:**

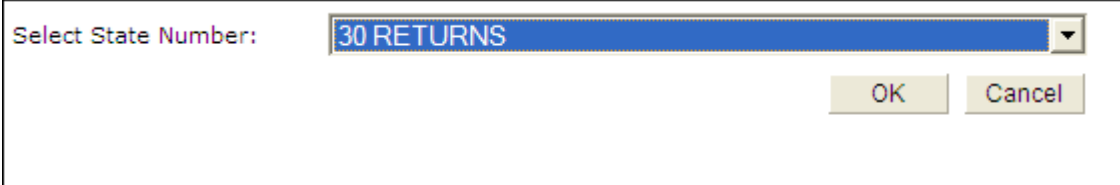
- 1 Execute (double-click) the **MenuSys.hta** application from the folder where the Keyboard Macro Tool resides. *By default, the Macro Tool displays the default Inlists and POS Menu residing in the **MenuSys.xml** file and the default library residing in the default **MenuSysLib.xml** file.*
- 2 (Optional) To retrieve a previously created POS Menu, click **Open** from the XML File Menu, locate and double-click the desired XML file. *The file's Inlists and POS Menu display (and the file's path and filename are listed in each Panel).*
- 3 (Optional) To create a new POS Menu, click **New** from XML File Menu. The Inlists and POS Menu titles change to **Untitled**.
- 4 (Optional) To retrieve a previously created library to use in modifying an existing XML file or for creating a new XML file, click **Open** from the Library Menu, locate and double-click the desired library file. *The Library's Inlist displays (and the library's path and filename are listed).*
- 5 (Optional) To create a new Library, click **New** from Library Menu. The Library title changes to **Untitled**.
- 6 (Optional) If desired, toggle the library to display States by clicking the  button
- 7 (Optional) Expand the desired location on the POS Menu tree to be modified or click  to expand all trees.



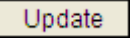
## Adding a State

Use the following steps to add a state to either the POS Menu or Library.

➤ **To add a state:**

- 1 From the Keyboard Macro Tool, click the  button (above either the POS Menu or Library Panels). *The New State window appears, displaying the first available state ID number:*



- 2 Click the selection arrow , choose the desired state number (see full list below) and click . *The state is placed at the root level of the bottom of the POS Menu or Library tree.*
- 3 Drag and drop the state into its desired location in the POS Menu or Library.
- 4 (Optional) In the Attributes Panel, modify the States settings as desired and click .

**Note:**

You may also add a new state by dragging the existing state from the Library Panel to the POS Menu (or visa versa) and placing it at the desired location in the opposite panel.

State Number	Description
10	Sales Menu (Selling Items)
20	Tender Mode (Tendering Sale)
26	Preset Pumps (Fuel)
27	Prepay Purchase (Fuel)
28	Fuel for Change (Recall Prepay)
29	Idle Mode Touch Screen (Before Sign-On)
30	Returns
31	Price Inquiry
32	Price Override
33	Not on File
40	Scale No Sale

<b>State Number</b>	<b>Description</b>
74	Suspend Printing
76	Enter Abort Department (Dept Sale on Item Not Found)
77	Up / Down / Clear (Cash Lift, PPM File Selection)
78	Manual Entry Cancel
79	Cash Back
80	General Cancel (Example – After Alpha Keyboard is Displayed, Paying with EFT)
81	Cash / Enter (Example – Customer Requests Different EFT Amount)
82	Tender (Correcting “To” Tender)
83	Cancel / Clear (Example – Preset and Prepay)
84	Tender (Correcting “From” Tender)
85	Bonus Amount (Get Bonus Coupon Amount)
86	Store Amount (Get Store Coupon Amount)
87	Vendor Amount (Get Vendor Coupon Amount)
88	Bonus Coupon (Get Bonus Coupon Department)
89	Store Coupon (Get Store Coupon Department)
90	Vendor Coupon (Get Vendor Coupon Department)
91	Enter / Abort (Example – Input Info into POS Field, Customer Survey)
92	Get Supervisor
93	Password Required (Used for Sign-On, Change Password)
94	Break (Secure Mode Menu)
95	Clear / Abort
96	Accept / Abort
97	Error (Clear Key)
98	Yes / No (Specifically for Yes/No Answers)
99	Alphanumeric Key Mode (Example – PLU Search Field)
100	States Codes
101	EFT Error
102	Manual Check Entry

State Number	Description
103	View Velocity Data
108	Favor Scale
109	Touch Item
114	Use Customer MSR
120	Dynamic Tare
156	HIPAA Print
157	Rx Pickup Print

**Note:**

The No Sale State (State 40) is permitted outside of Sale Mode to allow access to functions most often used before the POS enters Sales Mode. This reduces the number of functions the cashier must scroll through while in the Sales Menu (State 10).

**Note:**


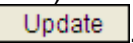
To change the caption name, see *Modifying Attributes* on page 3-10. To move the folder, see *Reordering your Elements* on page 3-10.

## Creating a New Group

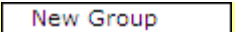
Use the following steps to create a new Group (at the desired tree level in the Inlist, POS Menu or Library) that can be used:

- To launch a list of sub-menu options
- Perform a soft-key keyboard function or POS command
- As a designated tender type or lookup code

➤ **To create a new Group:**

- 1 From the Keyboard Macro Tool, navigate to and locate the level where you wish to create the new group.
- 2 Click or highlight the level directly above it. *The row becomes highlighted.*
- 3 From the Keyboard Macro Tool, click the  button (above the Inlist, POS Menu or Library Panels). *The Group is automatically created at the bottom of the tree with a caption of "New".*
- 4 (Optional) In the Attributes Panel, modify the Group settings as desired and click .

**Note:**

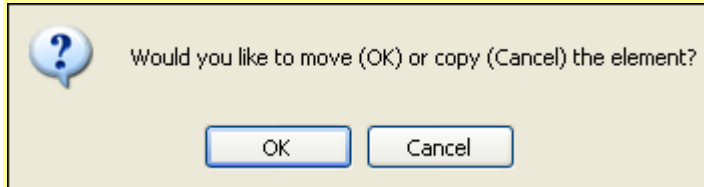
You can optionally right-click at the insertion location and select .

**Note:**

If a partial file export is to be performed involving the Group, a Static ID is required. Click **Next Available** to see the next available Static ID to assign.

**Note:**

If the group you want to create is similar to one already in place, you may add a new group by dragging a pre-existing group (from the Inlist, POS Menu or Library panel) and attaching it at the desired location in an opposite panel. If the Group is copied to the POS Menu, a confirmation message will display:



Click **OK** to confirm the attachment.

**Note:**

A new sub-group will be created if you create the group at the tree's most extended level.


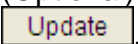
**Note:**

To modify the caption name and group attributes, see *Modifying Attributes* on page 3-10. To move the location of the group, see *Reordering your Elements* on page 3-10.

## Creating a New Inlist

Use the following steps to create a new Inlist (in the either the Inlist or Library Panel) that can be edited to contain a common list of groups.

➤ **To create a new Inlist:**

- 1 From the Keyboard Macro Tool, click the  **Inlist** button above the Inlist or Library Panels. *The Inlist is automatically created at the bottom of the Inlist Tree with a caption of "New".*
- 2 (Optional) In the Attributes Panel, modify the Inlist settings as desired and click .

**Note:**

If a partial file export is to be performed involving the Inlist, a Static ID is required. Click **Next Available** to see the next available Static ID to assign.


**Note:**

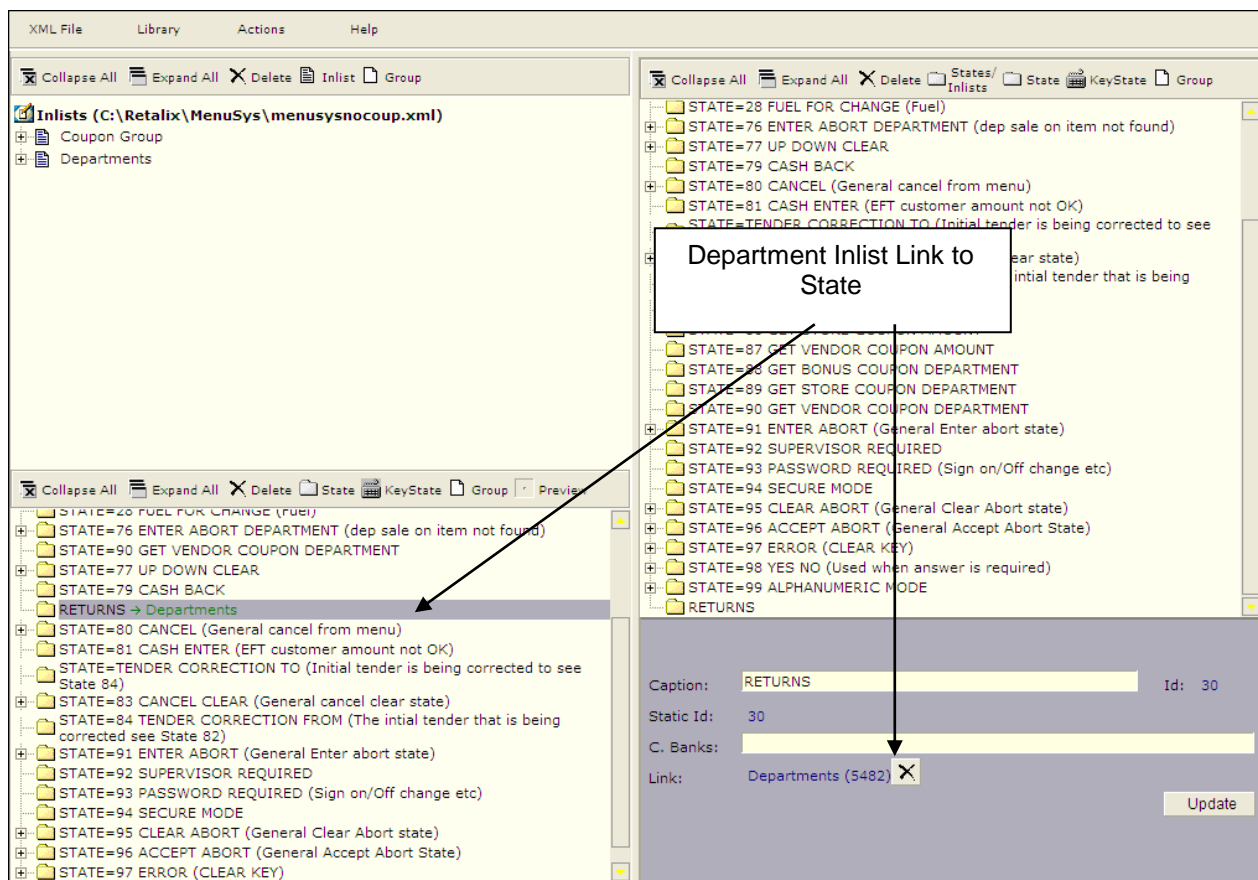
To add groups to the Inlist, see *Adding a New Group* on page 3-6. To modify group attributes, see *Modifying Attributes* on page 3-13.

## Linking Inlists to States

Inlists eliminate the redundant task of having to maintain common lists in multiple locations. For example, an Inlist of department soft-keys can be maintained in one area and attached to groups in multiple locations. Inlists can be linked to States using “drag-and-drop”.

### ➤ To attach an Inlist to a State using drag-and-drop:


- 1 From the Inlists Tree, click on the Inlist Description you wish to attach and hold down on the left-mouse button.
- 2 Drag the Inlist to the POS Menu or Library Panel. *The drag icon will display*  

- 3 Place the icon on the State where it is to be attached.
- 4 Release the left-mouse button. *The Inlist name displays next to the State and in the Attributes Panel's Link field.*



**Note:**

You cannot link an Inlist to a State that already has groups attached.

**Note:**

To remove the Inlist Link, you can click the  button in the Attributes Panel.

## Reordering Elements


New elements always appear at the bottom of the level or sub-level. Use the following steps to rearrange new and existing elements.

➤ **To reorder elements:**

- 1 Locate the element you wish to move within the Inlist, POS Menu and Library Panel.



**Note:**


If you are not moving the element within the same level or sub-level, make sure that the destination level is expanded and displayed.

- 2 Click on the element and hold down on the left-mouse button.
- 3 Drag the element to the location where you want it to be located. *The drag icon will display* .
- 4 Release the left-mouse button. *The element is inserted and any existing elements with the level are automatically reordered.*

## Creating a PLU Soft-Key

➤ **To add a PLU Key using the PLU button.**

- 1 In the Inlist, POS Menu or Library Panel, navigate to and locate the level where you wish to create the new key.
- 2 Click or highlight the level directly above it.
- 3 The row becomes highlighted.
- 4 From the Keyboard Macro Tool, click the  button above the panel.
- 5 The Group is automatically created at the bottom of the tree with a caption of "New".
- 6 Highlight (click) the "New" group.
- 7 In the Attributes Panel, modify the caption accordingly.
- 8 Enter the item's PLU number in the **PLU #** field and press the  button.
- 9 The Command field populates with the comma-delineated PLU and default "Enter" key from the PLU Function Code parameter (see **Note** below).

- 10 Complete modifying the group attributes and press the  button when finished.

**Note:**

The POS “Enter” Function Key default can be set to one of the following (through the Parameters settings – see page 3-23):

- 13 (Enter Key)
- 917 (PLU without check digit)
- 80 (Enter)

**Note:**

You can use these steps to establish a soft-key for a barcode used to process third-party sales on virtual POS Terminals.

## Modifying Attributes

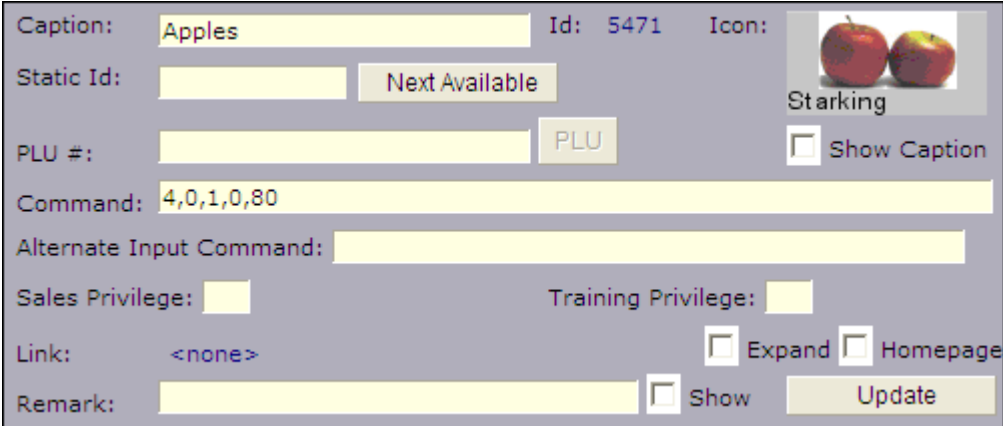
Modify the attributes of a newly created element for the desired result.

**Note:**

Modifying attributes requires a thorough knowledge of the Macro Commands. Please see Attributes Panel (page 2-15), Function Codes (page 2-18) and Macro Tool Commands (page 2-27).

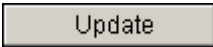
➤ **To modify the attributes of an element:**

- 1 Highlight (click) the element (State, Group or Inlist) you wish to modify. *The Attributes Panel displays for the selected element:*



The screenshot shows the 'Attributes Panel' for an element named 'Apples'. The panel includes the following fields and controls:

- Caption:** Apples
- Id:** 5471
- Icon:** Starking (with an image of two apples)
- Static Id:** Next Available
- PLU #:** (empty field) with a 'PLU' button
- Command:** 4,0,1,0,80
- Alternate Input Command:** (empty field)
- Sales Privilege:** (empty field)
- Training Privilege:** (empty field)
- Link:** <none>
- Remark:** (empty field)
- Buttons:** Show Caption, Show, Expand, Homepage, and Update.

- 2 Make the desired changes to the element and click . (See page 2-15 for more information on each field).

**Note:**

If you do not click the **Update** button, no changes will be saved.

## Attaching an Icon

Icons may display on Touch Screen POS Terminal soft-keys. Use the following steps to attach the desired bitmaps to the group representing the soft-key.

### Note:

The macro\_images folder containing the icon bitmaps must be located in the same directory as the Menusys.hta file. Bitmaps used here must also be placed in the C:\Program Files\POSware\WinPOS\Data\images800\macro\_images directory on each POS.

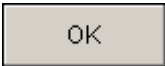
### ➤ To attach an icon:

1 Highlight the group that you wish to display an icon.

2 In the Attributes Panel, click . *The Select File window appears:*



3 Locate the image you wish to attach by dragging the scroll bar up and down to view the complete list.

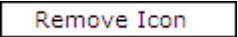
4 Highlight the bitmap and click . *The bitmap displays in the Attributes Panel.*

5 Click  to update the group.

## Removing an Icon

If you want to replace an icon (or remove an icon altogether) it must first be detached.


➤ **To remove an icon:**

- 1 Highlight the group whose icon you wish to remove.
- 2 In the Attributes Panel, right-click its icon. *The Remove Icon button appears.*
- 3 Click . The icon is detached from the group.

## Attaching an Inlist to a Group

Once an Inlist has been created, it can be easily attached to one or more Groups in the POS Menu or Library Panel.

➤ **To attach an Inlist:**

- 1 If attaching to a group, expand the Panel Tree so that the group appears.
- 2 From the Inlists Tree, click on the Inlist document icon you wish to attach and hold down on the left-mouse button.
- 3 Drag the Inlist to the State and Group (Main Menu) Tree. *The drag icon will*  
*display* .
- 4 Place the icon on the Group where it is to be attached.
- 5 Release the left-mouse button. *The Inlist name displays next to the Group and in the Attributes Panel's Link field.*


**Note:**

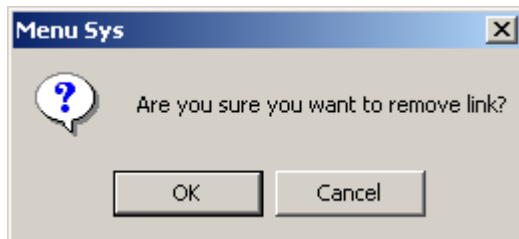
Inlists only need to be maintained in the Inlist Panel. Once Inlists are linked to Groups, they will be automatically updated in all locations when modified in the Inlists Panel.



## Detaching an Inlist

If the list requirements for a group become unique and its attachment to an Inlist no longer makes sense, the Inlist can be detached.

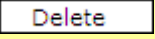
➤ **To detach an Inlist:**

- 1 In the Panel Tree, highlight (click) the Group with the attached Inlist.
- 2 In the Attributes Panel, click . *The confirmation message appears:*



- 3 Click . *The Inlist is detached.*
- 4 Click the  button in the Attributes Panel.


**Note:**

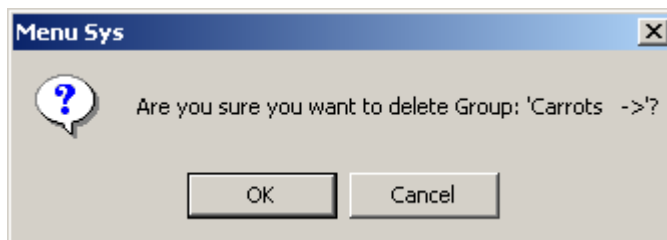
You can optionally right-click at the Inlist location and select .

## Deleting an Element

Delete an element if it is no longer needed or if it is to be replaced.

➤ **To delete an Element:**

- 1 Expand the Panel Tree so that the element to be removed is displayed.
- 2 Highlight (click) the element and click . *The confirmation message appears.*



- 3 Click . *The element is deleted.*

**Note:**

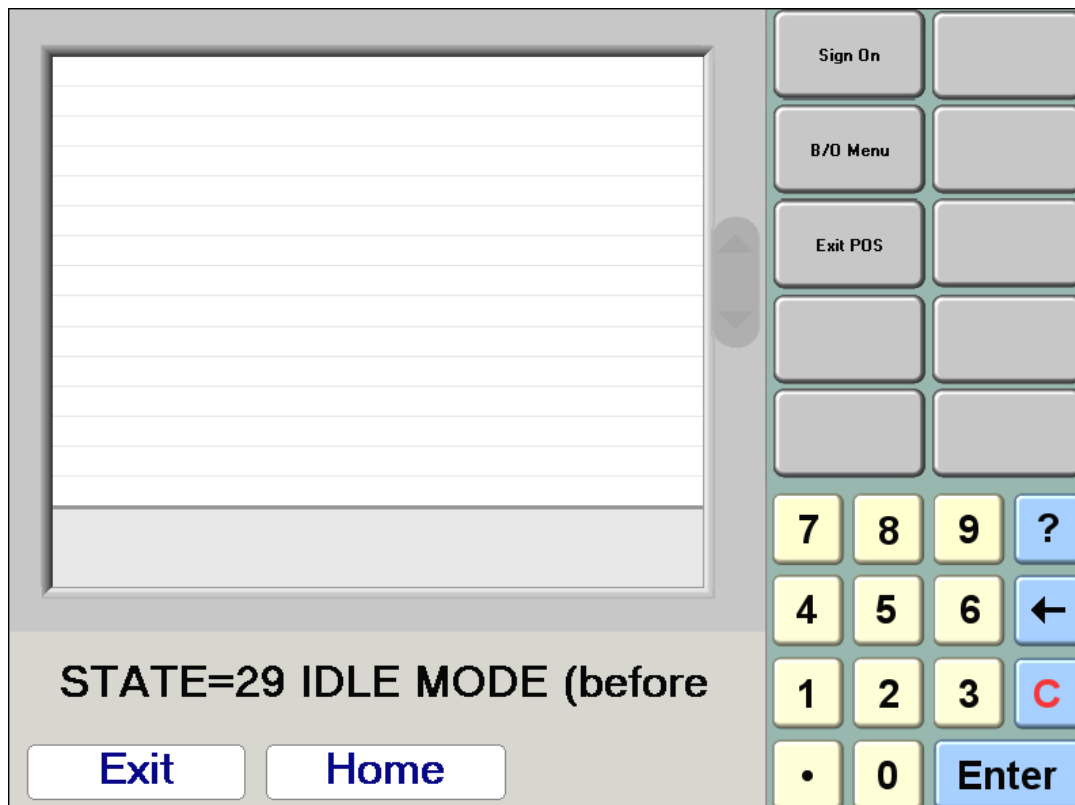
You can optionally right-click the element and select .

## Previewing a State

Use the Preview button to preview how the highlighted state will appear and function as a POS menu.

➤ **To preview a State:**

- 1 In the POS Menu Panel, highlight the state you wish to preview.
- 2 Click the  button. The preview screen will display.



- 3 (Optional) Click a labeled soft-key to view the next level of group soft-keys. At any point you may click the **Home** button to return to the beginning of the State.
- 4 When finished, click the **Exit** button. *You are returned to the Macro Tool screen.*

## Importing Partial Files

The Import Partial function will update the current POS Menu (XML) file being edited using the modifications contained in a partial (XMP) menu file.

### Note:

For stores that have built their menu file elements using Static IDs, the Partial Export function is available for creating partial menu update files for specified POS terminals. The function creates partial MenuSys (XMP) files containing only those elements that have been added, changed or need removing from target MenuSys (XML) files. See page 3-26 for more information.

The XMP file will be imported using the rules below:

**State/KeyState Insert** – If the State/Keystate does not exist, it will be inserted in the target file at the position specified in the Sequence ID field (along with any sub-elements). If the State/Keystate exists, an error will be logged to the MenuSysImport.log file.

**Inlist Insert** – If the Static ID does not exist, the Inlist (and its sub-elements) will be inserted in the target file at the position specified in the Sequence ID field (along with any sub-elements). If the Static ID exists, an error will be logged to the MenuSysImport.log file.

**Group Insert** – If the Static ID does not exist under the specified Parent ID, for each occurrence of the Parent ID in the target file the Group will be inserted at the position specified in the Sequence ID field (along with any sub-elements). If the Static ID for this Group already exists under the Parent ID (in any location), an error will be logged to the MenuSysImport.log file.

**State/KeyState Replace** – If the State/Keystate exists, it will be replaced in the target file (along with any sub-elements). If the element does not exist, an error will be logged to the MenuSysImport.log file.

**Inlist Replace** – If the Static ID exists, the Inlist will be replaced in the target file (along with any sub-elements). If the Static ID does not exist, an error will be logged to the MenuSysImport.log file.

**Group Replace** – If the Static ID exists under the specified Parent ID, for each occurrence of the Parent ID in the target file the Group will be replaced at the matching position specified in the Sequence ID field (along with any sub-elements). If the Static ID for this Group already exists under the Parent ID in any other location, an error will be logged to the MenuSysImport.log file.

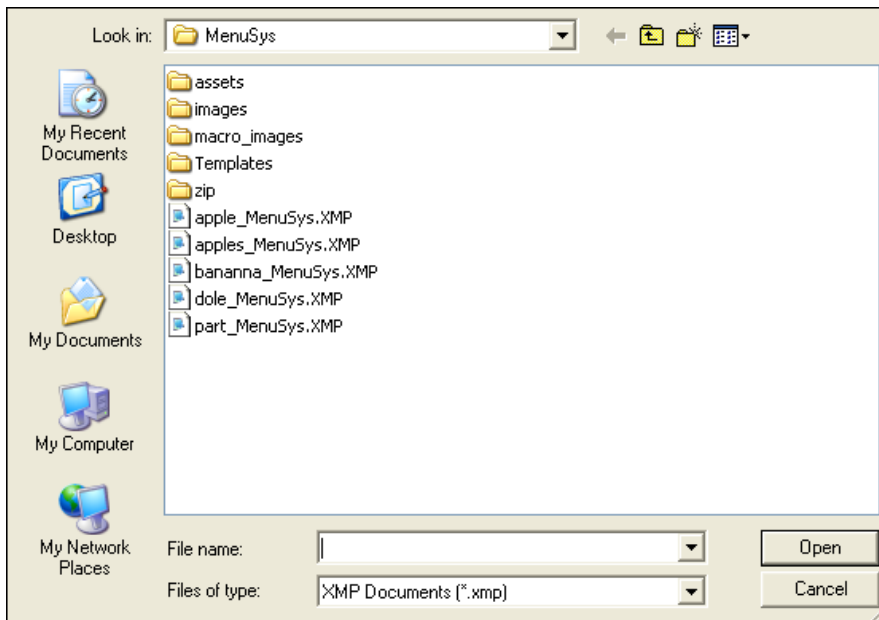
**State/KeyState Delete** – If the State/Keystate exists, it will be removed from the target file (along with any sub-elements). If the element does not exist, an error will be logged to the MenuSysImport.log file.

**Inlist Delete** – If the Inlist exists, it will be removed from the target file (along with any sub-elements). If the Inlist does not exist, an error will be logged to the MenuSysImport.log file.

**Group Delete** – If the Group exists, it will be removed from the target file (along with any sub-elements) for every location of the specified Parent ID. If the Group does not exist under the specified Parent ID anywhere in the target file, an error will be logged to the MenuSysImport.log file.

➤ **To import a partial (XMP) file:**

- 1 From the Keyboard Macro Tool, retrieve the file whose elements will be modified by a partial file.
- 2 Click **Import Partial** from the Action Menu. *The **Select MenuSys Partial File** window displays.*



- 3 Locate and highlight (click) the partial file to import.
- 4 Click **Open**. The partial maintenance is imported.

**Note:**

Like other XML maintenance, import modifications must be saved to take effect.

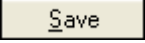
## Saving the XML File

All changes made to the XML file must be saved before modifications can be implemented or a partial export is performed.

➤ **To save the XML file being modified:**

- 1 Click **Save** from the XML File Menu.

**OR**

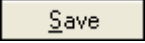
- **To create a new XML based on the file being modified:**
  - 1 Click **Save As** from the XML File Menu. *The **Save XML As** window displays.*
  - 2 (Optional) Browse to an alternate folder location if desired.
  - 3 In **File name** field, enter a name for the XML file.
  - 4 Click . *The new file's path and filename are displayed in the Inlists and POS Menu Panels.*

## Saving the Library File

Use the following steps to save modifications to the library file.

- **To save the Library file being modified:**
  - 1 Click **Save** from the Library Menu.

**OR**

- **To create a new Library based on the file being modified:**
  - 1 Click **Save As** from the Library Menu. *The **Save XML As** window displays.*
  - 2 (Optional) Browse to an alternate folder location if desired.
  - 3 In **File name** field, enter a name for the Library file.
  - 4 Click . *The new library's path and filename are displayed in the Library Panel.*

# POS Configuration Settings for DynaKey Terminals

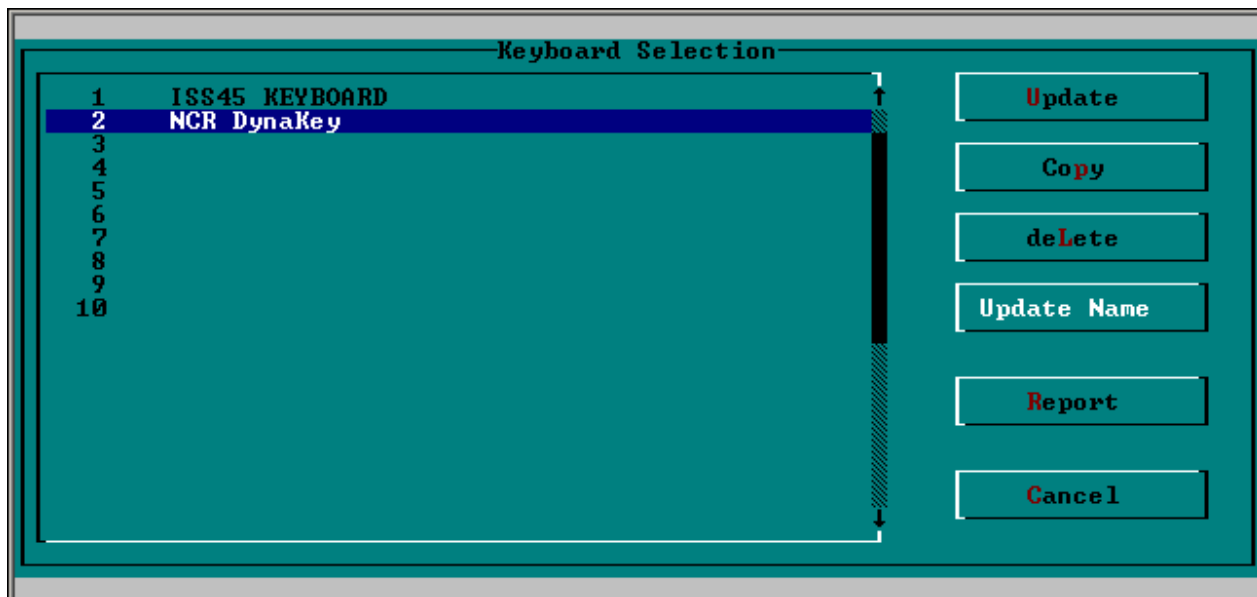
The following steps are required to modify the Front Office to support the NCR DynaKey:

1. Map the non-DynaKeys to the desired Keyboard Functions in Keyboard Programming.
2. Configure the DynaKey terminals in POST Configuration.
3. Modify WinPOS.INI for touch screen.

## Keyboard Programming

In the Front Office, go to System Administration -> POS Setup -> POS Keyboards -> Keyboard Programming and define the DynaKey keyboard keys that will function in Sale and/or Tender Mode.

The following screens are examples of a certified DynaKey keyboard mapping:



Keyboard Name: NCR DynaKey Keyboard Data

[.]	0046	-[.] Decimal po	0046-[.] Decimal po	0	0
[0]	0048	-[0]	0048-[0]	0	0
[1]	0049	-[1]	0049-[1]	0	0
[2]	0050	-[2]	0050-[2]	0	0
[3]	0051	-[3]	0051-[3]	0	0
[4]	0052	-[4]	0052-[4]	0	0
[5]	0053	-[5]	0053-[5]	0	0
[6]	0054	-[6]	0054-[6]	0	0
[7]	0055	-[7]	0055-[7]	0	0
[8]	0056	-[8]	0056-[8]	0	0
[9]	0057	-[9]	0057-[9]	0	0
[A]	0816	-SIGN ON/OFF	0816-SIGN ON/OFF	0	0
[B]	0936	-GENERAL VOID	0936-GENERAL VOID	0	0
[C]	0978	-STORE COUPON	0978-STORE COUPON	0	0

Update      Insert      delete      Cancel

Keyboard Name: NCR DynaKey Keyboard Data

[D]	0001	-EXIT POS	0001-EXIT POS	0	0
[E]	0842	-Balance Inquiry	0842-Balance Inquiry	0	0
[F]	0982	-VENDOR COUPON	0982-VENDOR COUPON	0	0
[G]	0904	-DEPARTMENT	0904-DEPARTMENT	0	0
[H]	0903	-DISCOUNT	0903-DISCOUNT	0	0
[I]	0013	-[ ENTER ]	0013-[ ENTER ]	0	0
[J]	0906	-TOTAL	0906-TOTAL	0	0
[K]	0004	-[ CLEAR ]	0004-[ CLEAR ]	0	0
[L]	8001	-PRESET	8001-PRESET	0	0
[M]	8001	-PRESET	8001-PRESET	0	0
[Up]	0328	-[ UP ]	0328-[ UP ]	0	0
[<-] - Left	0008	-[<-] BACK SPACE	0008-[<-] BACK SPACE	0	0
[->] - Right	0003	-[ YES ]	0003-[ YES ]	0	0
[Down]	0336	-[ DN ]	0336-[ DN ]	0	0

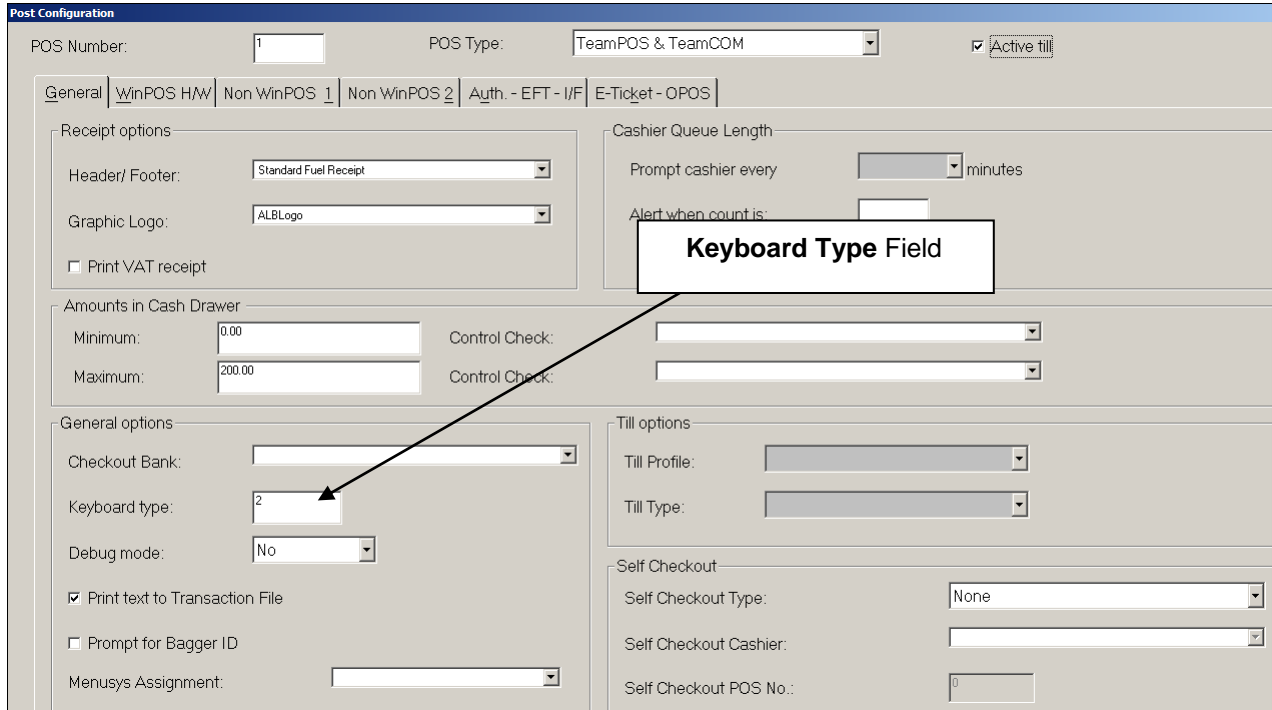
Update      Insert      delete      Cancel

**Note:**

**Do not map** < Shift>< F1> through <Shift>< F8> (as they have been previously mapped as the eight DynaKeys).

**POST Configuration**

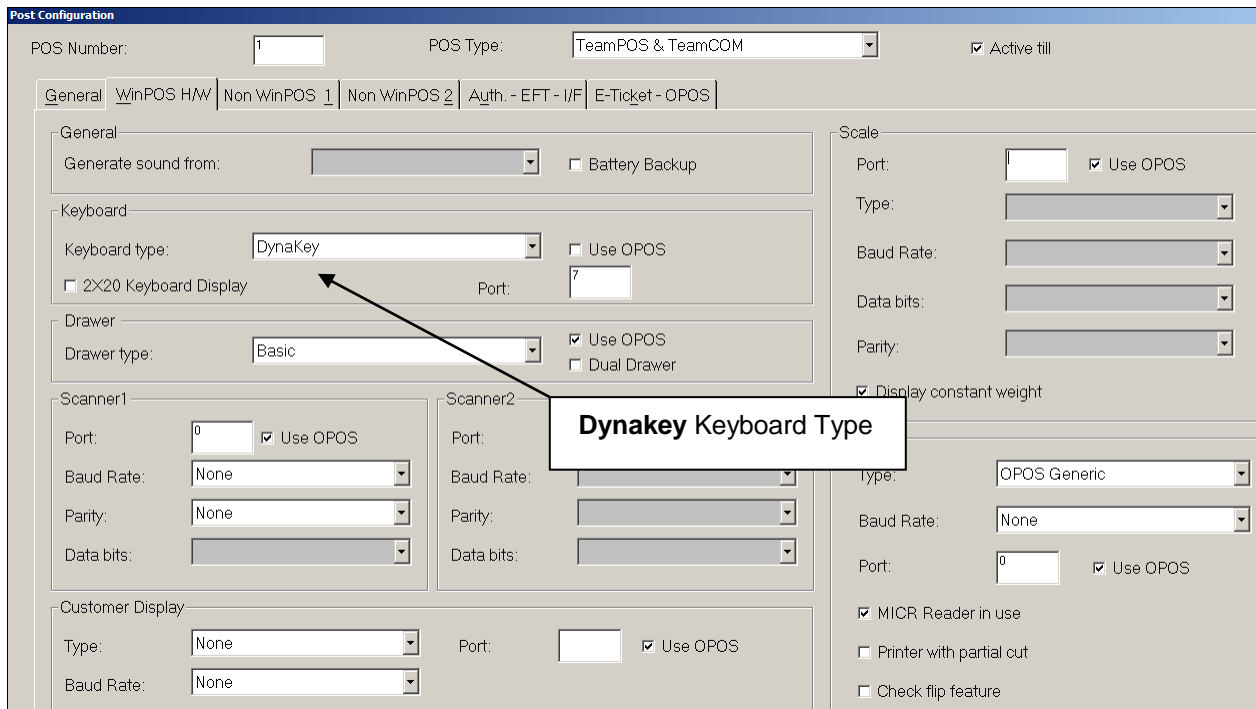
In the Front Office, go to System Administration -> POS Setup -> POS Configuration -> POS Configuration. For each DynaKey terminal, confirm the Keyboard Type field has the Keyboard number defined in Keyboard Programming (above).



**Note:**

See page 3-13 for assigning the POS Menu Configuration Set (Menusys) on the same tab.

On the WinPOS H/W Tab, set the **Keyboard Type** to Dynakey (and leave the **Use OPOS** checkbox blank).



If using a touch DynaKey, set the Touch Screen type to None on the Non WinPOS 1 Tab

The screenshot shows the 'Post Configuration' window with the 'Non WinPOS 1' tab selected. The 'Screen' section contains a 'Type:' dropdown and a 'Touch Screen type:' dropdown. A callout box with an arrow points to the 'Touch Screen type:' dropdown, containing the text: 'Leave Touch Screen type field blank'. Other sections include 'Customer Display', 'Drawer', and 'General'.

## WinPOS.INI Considerations

In the WinPOS.ini file on each DynaKey terminal, confirm the following lines exist:

TouchPanelRows = 8

TouchPanelColumns = 1

MenuShiftKeys=Yes

### Note:

If the F1 thru F8 keys are remapped in Keyboard Programming to not use a shift key, set the **MenuShiftKeys** setting to "No".

## POS Soft-Key Deployment

ENCOR supports individualized maintenance and assignment of POS Menu files and their subsequent deployment to the POS. POS Menu (MenuSys.xml) files are created by the Keyboard Macro Tool.

### Note:

This feature is not available to those customers who are maintaining the POS Menu files by manually editing the MenuSys.Mac file.

## Workflow Distribution Steps

The following steps are required to implement POS Menu Deployment.

1. Establish the Parameters for each menu file.
2. The “Update States” program is run on the default MENUSYS.XML file to make it compatible for POS Menu Deployment (See page 3-25).
3. POS specific MENUSYS.XML files are created using the Keyboard Macro Tool’s “Parameters” tool.
4. (Optional) Partial Export (XMP) files are created using Partial Export Parameters.
5. The XML and XMP files are imported into ENCOR (on MFS1) using the Menusys Import application.

### Note:

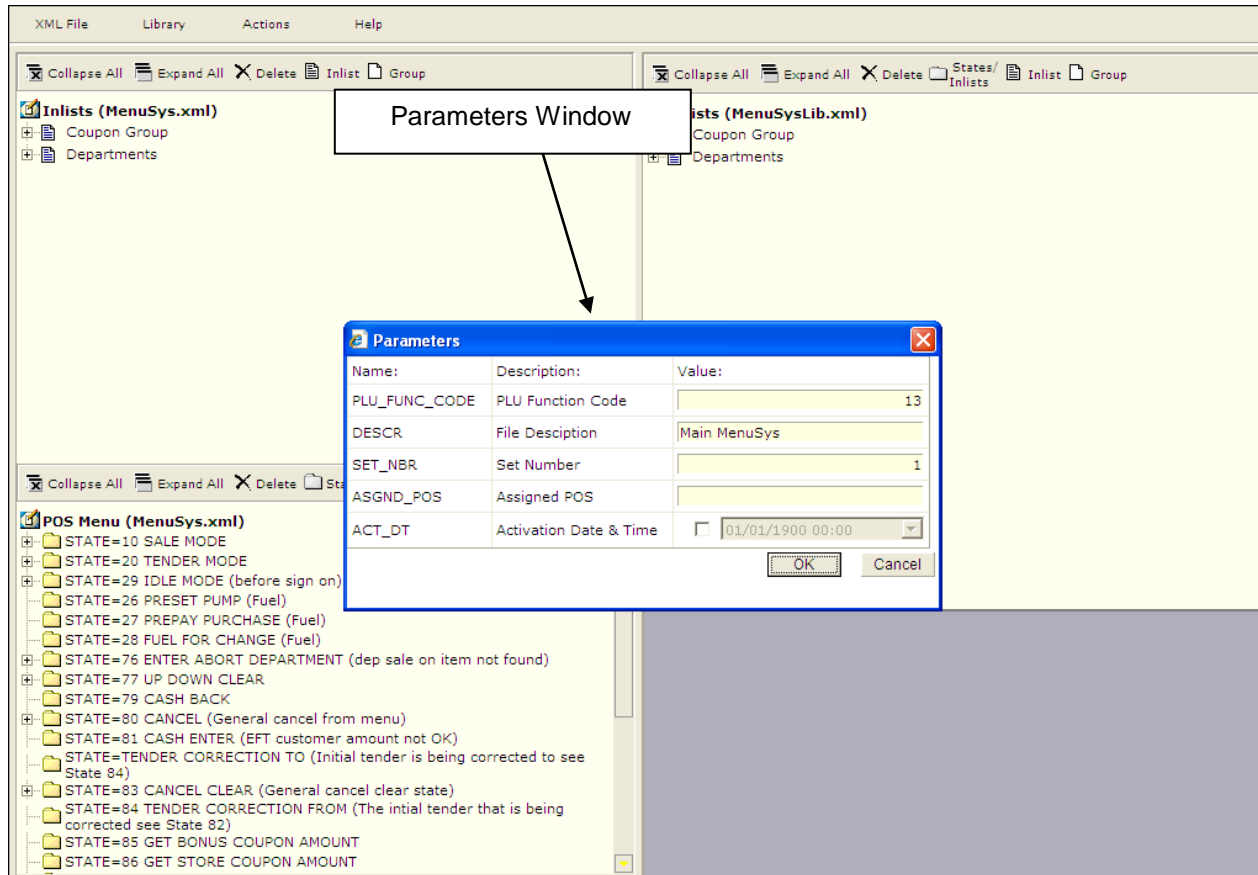
The new menu is updated at the POS when the DYNACONV program runs and detects a menu version change. The program is run automatically during End-of-Day Processing or upon the re-initialization (reboot) of WinPOS.

## Setting File Parameters

Set the file parameters prior to running the Update States program (below).

➤ **To set the file parameters:**

- 1 Click **Parameters** from the Action Menu. *The **Parameters** window displays.*



## 2 Set the file parameters, using the fields described below:

Field	Description
PLU Function Code	This field contains the default POS "Enter" Code to use with the attributes panel's PLU Key. (See page 3-10).
File Description	Enter the description of the POS Menu Configuration Set.
Set Number	Enter the number assigned to the POS Menu Configuration Set.
Assigned POS	Enter the specific POS terminal numbers in the store to which the menu file should be applied. If entering multiple POS Numbers, separate each POS Number with a comma.
Activation Checkbox	Check this field to automatically activate the menu configuration set. If left unchecked, the configuration set can only be activated manually.

Field	Description
Activation Date & Time	Enter the date and time to make the configuration set available for implementing.

**Note:**

If no Activation Date and Time is defined, the maintenance to the POS must be triggered manually.

- 3 Click **OK**.
- 4 Click **Save** from the XML File Menu.

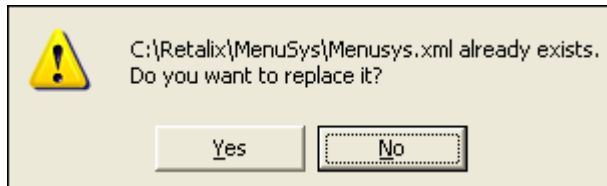
## Updating Existing MenuSys.xml Files


Use the following steps to run a validation check of the MenuSys.xml file.

**Note:**

The Update States program below only executes on the MENUSYS.XML file.

- **To make the existing MENUSYS.XML files compatible for POS Menu Deployment:**
  - 1 From the Keyboard Macro Tool, retrieve the file selected for deployment.
  - 2 Click **Save As** from the XML File Menu.
  - 3 Highlight **Menusys.xml** and click **Save**. A confirmation message displays:



- 4 Click **Yes**.
- 5 Using Windows Explorer, browse to the folder that contains the Keyboard Macro Tool.
- 6 Double-click the **UpdateXML.hta** file.
- 7 The Update States window appears.
- 8 Click the  button. *The “Are you sure you want to save your changes in MenuSys.xml” message appears.*
- 9 Click the **OK** button.
- 10 The “MenuSys.xml Updated” message appears.

- 11 Click the **OK** button.
- 12 Close the Update States window.

**Note:**

After setting the file parameters and running the Updates States program, use the **Save As** function to create POS-specific MENUSYSxx.XML files (where xx is the number assigned to a POS-specific XML file). You may maintain up to 10 files. See page 3-15 for more information.

## Exporting Partial Menu Files

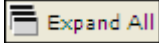
For stores that have built their menu file elements using Static IDs, the Partial Export function is available for creating partial menu update files for specified POS terminals. The function creates partial MenuSys (XMP) files containing only those elements that have been added, changed or need removing from target MenuSys (XML) files.

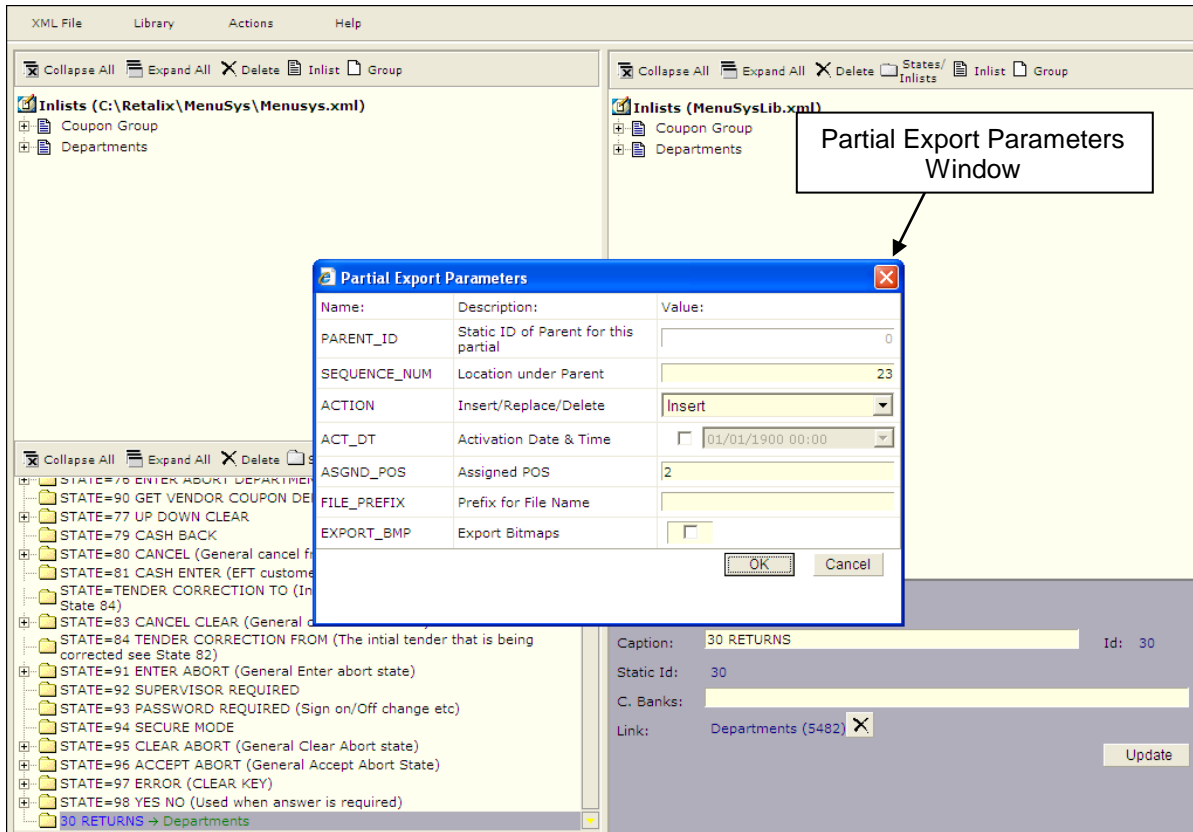
**Note:**

Partial (XMP) Menu Files will automatically update XML files when detected in the store's Office\Import folder (based on the file's Assigned POS setting).

**Note:**

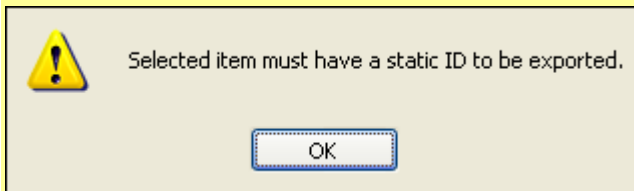
The Export Partial may also take place from Library Panel. The instructions below assume the export will take place from the POS Menu Panel.

- **To create a partial export file:**
- 1 From the Keyboard Macro Tool, retrieve the file whose elements will be selected for partial deployment.
  - 2 Click  above the POS Menu Panel.
  - 3 In the POS Menu Panel, highlight the element level to export.
  - 4 Click **Export Partial** from the Action Menu. *The **Partial Export Parameters** window displays.*



**Note:**

If Static IDs have not been assigned to the element (or all sub-elements) the following message will display:



- 5 Set the file parameters, using the fields described below.

Field	Description
Static ID of Parent for this Partial	Enter the Static ID in the destination file under which this partial file element will be imported. If the Static ID is in the target file in multiple locations, the snippet will be copied into the target file in each location.

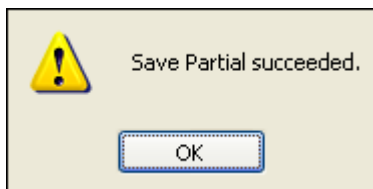
**Note:**

The Parent ID for a State, KeyState or Inlist is always 0 and is not editable. This field is required entry for partial export of Groups.

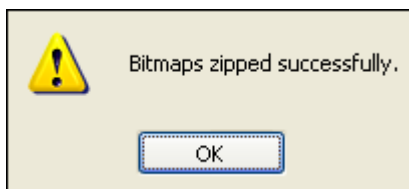
Field	Description
Location under Parent (a.k.a. Sequence Number)	<p>Enter the location in the menu underneath the Parent ID where the root of the element will be inserted. A Sequence Number of <b>0</b> indicates the first element under the Parent ID. A Sequence Number of <b>1</b> indicates the second element under the Parent ID.</p> <p><b>Note:</b> The Sequence Number is required for all element "Inserts" as well as for group "Replacements".</p>
Insert/Replace/Delete	<p>Click the field selection arrow and choose how to insert the partial element: <b>Insert</b> - The element will be inserted into the XML immediately at the location specified in the Sequence Number field. <b>Replace</b> - The element that exists in the location specified in the Sequence Number field (and any sub-element) will be replaced with the partial export element. <b>Delete</b> - The instance of the element (and any sub-element) underneath the specified Parent ID will be removed.</p> <p><b>Note:</b> For deletes, all sub-elements will be removed if the Static ID and Parent ID match the target XML file.</p>
Activation Date & Time	<p>Enter the date and time that the updated MenuSys.xml file is to be sent to the POS terminals after the partial changes are applied.</p> <p><b>Note:</b> This is not the date and time to update the XML file with the partial update. That is performed manually (see page 3-31).</p>

Field	Description
Assigned POS	<p>Enter the POS terminal numbers in the store to which the partial export should be applied. At least 1 valid POS Number must be entered. If entering multiple POS Numbers, separate each POS Number with a comma.</p> <p><b>Note:</b></p> <p>The partial file changes (XMP files) will be processed to any MenuSys.xml file with any of these POS Numbers linked in the POS Configuration Screen's MenuSys Assignment field. (See page 3-32). For example, if POS numbers 1 through 10 are assigned to Front End terminals, the POS Number List only needs to include "1" and all others will be updated.</p>
Prefix for File Name	<p>Enter up to a 10-character alphanumeric prefix that defines the partial export file. This prefix will be appended with "_MenuSys.XMP". <u>The prefix is a required field.</u></p>
Export Bitmaps	<p>Check this box to create a zip file of all the required graphics for the exported element (and its sub-elements).</p> <p><b>Note:</b></p> <p>A zip file will be assigned a name of &lt;Prefix for File Name&gt;_IMG_UPDATE.ZIP. This file will need to be sent to the store under the name of MenuSysImg_Update.zip in order to be automatically processed (see page 3-34).</p>

- 6 Click **OK**. The confirmation message displays:



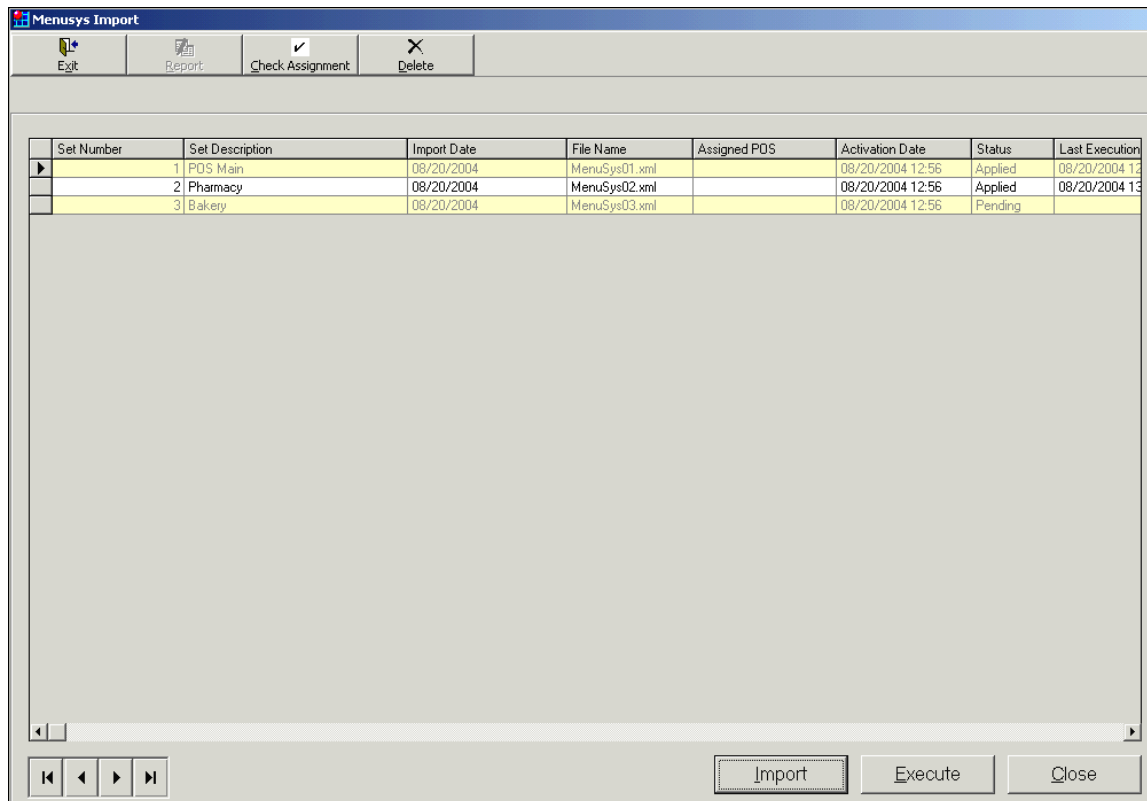
- 7 Click **OK**. If bitmaps are exported, the following message will display:



- 8 Click **OK**.

## MenuSys Import Application

The ENCOR Menusys Import application appears as a POS Configuration option (under the System Administration's POS Setup folder). The application will display all previously imported POS Menus (i.e. POS Configuration Sets).



The screen contains the following fields and buttons:

### Note:

Fields marked with an asterisk (\*) are imported from the established POS Configuration Set Parameters (see page 3-23).

Field	Description
Set Number *	The number assigned to the POS Menu Configuration Set.
Set Description *	The description of the POS Menu Configuration Set.
Import Date	The date the POS Menu Configuration Set was last imported.
Filename	The filename assigned to the POS Menu Configuration set.
Assigned POS *	The POS numbers assigned to the POS Menu Configuration Set.

Field	Description
Activation Date *	The date and time the POS Menu Configuration Set will become available for implementation.
Status	The implementation status of the POS Menu Configuration Set. This field will display "Pending" while it awaits implementation. Once successfully implemented, the status will change to "Executed". If problems occur with implementation, the status will display "Errors".
Last Execution	The data and time the POS Menu Configuration Set was last implemented.

Button	Description
Exit	Click this button to return to the Main Menu.
Report	Click the button to generate the Menusys Import Report.
Check Assignment	Click this button to display POST Configurations have been assigned the highlighted POS Menu Configuration Set (see below).
Delete	Click this to delete the highlighted POS Menu Configuration Set.
<b>Note:</b>	
You cannot remove a configuration set that is presently assigned to a POST.	
Import	Click this button to import a POS Menu Configuration Set configured using the Keyboard Macro Tool.
Execute	Click this button to manually implement the POS Menu Configuration Set.
Close	Click this button to return to the Main Menu.

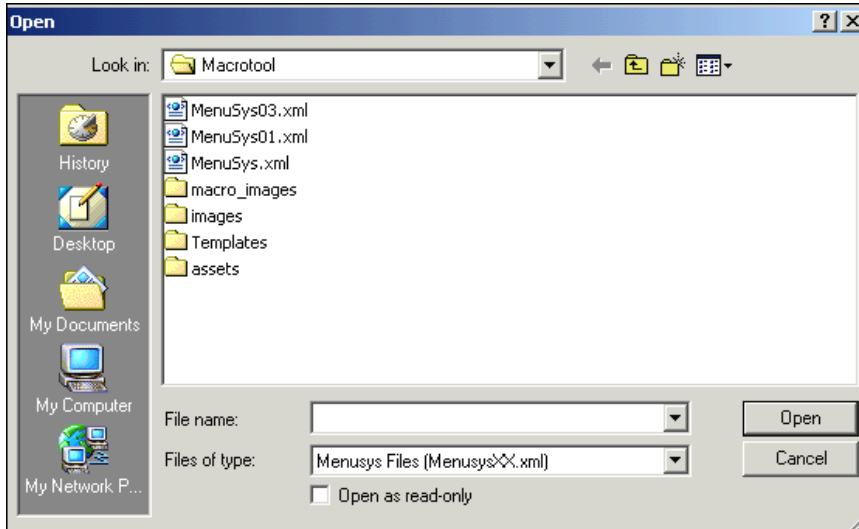
## Importing XML Files

The steps below describe the manual import of XML files. If the Activation Checkbox and Activation Date were selected and entered when setting the file parameters (see page 3-23) the XML file will be imported automatically.

### Note:

Partial (XMP) Menu Files will automatically update XML files when detected in the Office\Import folder (based on the file's Assigned POS setting).

- **To import a POS Configuration Set (on MFS1):**
- 1 From the ENCOR Menusys Import Screen, click the **Import** button.
  - 2 The Open window appears:



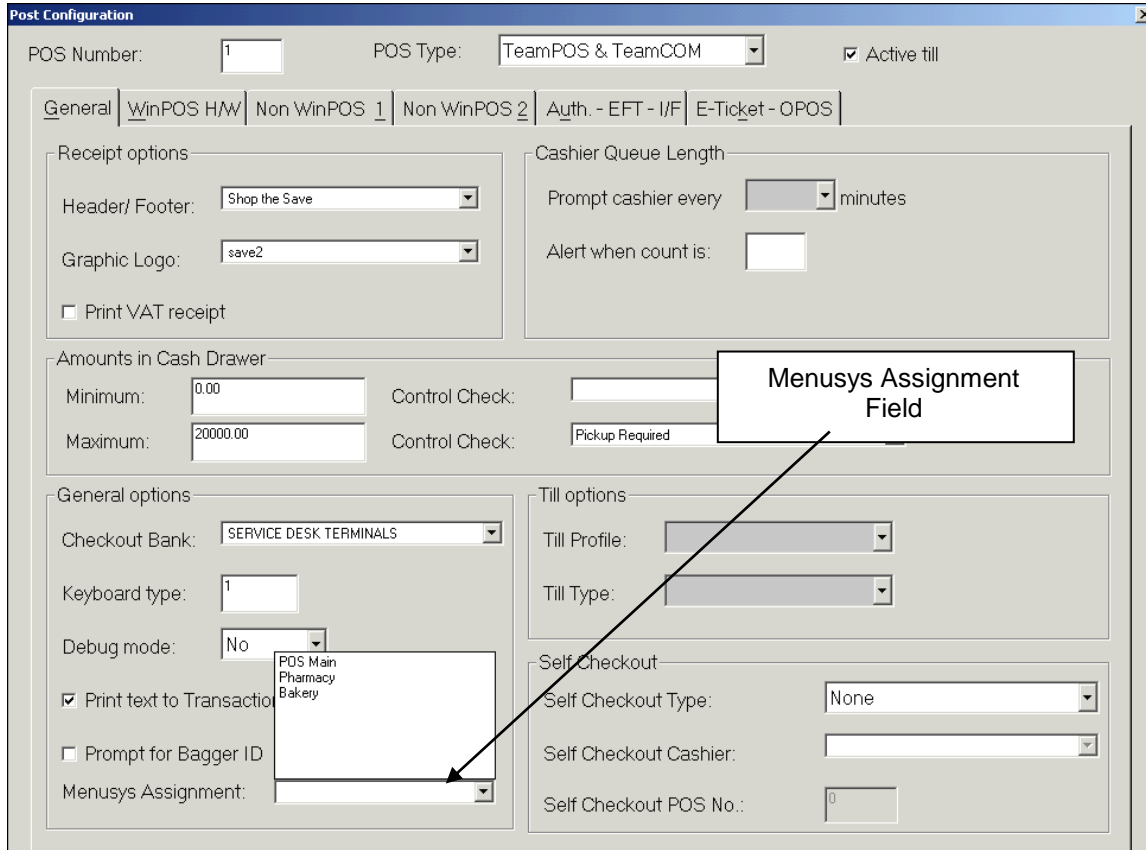
- 3 Browse to the location of the XML files maintained by the Keyboard Macro Tool. Highlight the XML file to import and click the **Open** button.
- 4 The file is imported and given a “Pending” status.
- 5 (Optional) If manually implementing the set at the POS immediately, highlight the Set and click **Execute**.
- 6 Repeat steps 1 through 3 to import additional sets.
- 7 When finished, click the **Close** to return to the Main Menu.

**Note:**

The success or failure of detecting and validating the partial file is logged to the Office\Log\BatchExe.log file. The success or failure of modifying the MenuSys.xml files and sending MenuSys maintenance to the POS terminals is logged to the Office\Log\MenuSysImport.log file.

## MenuSys Assignment

The ENCOR POST Configuration screen’s General Tab contains the Menusys Assignment field.



Field	Description
Menusys Assignment	Click the field's selection arrow and choose the POS Menu Configuration Set to assign to this POS.

**Note:**

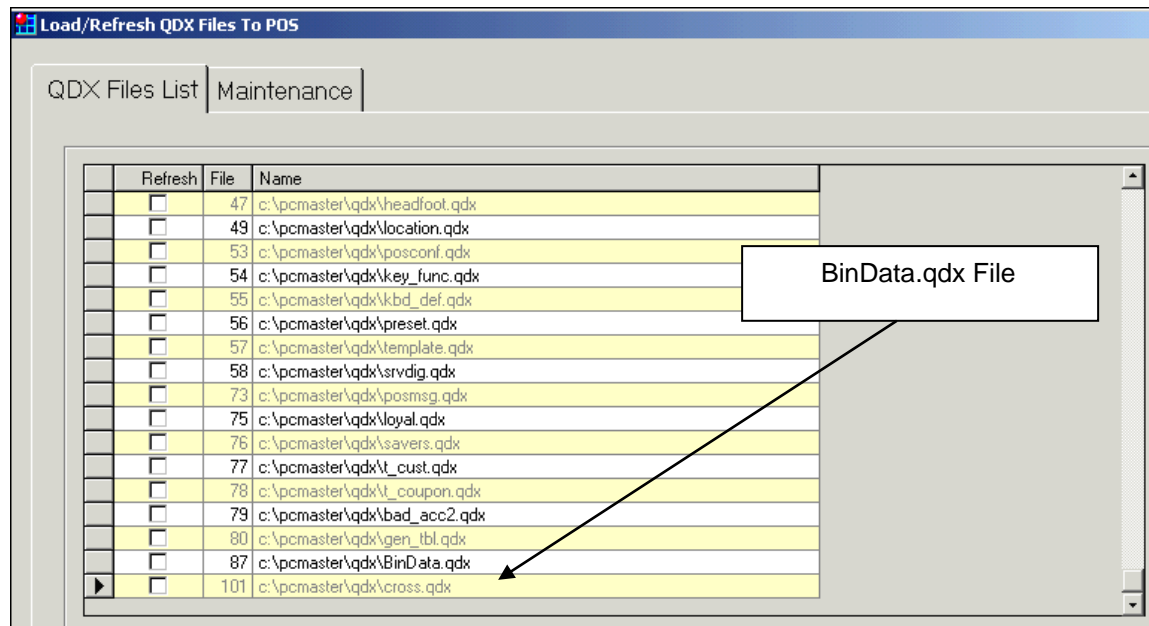
The descriptions that display come from the File Description entered when establishing Parameters for the XML file (see Setting File Parameters on page 3-23).

**Note:**

Updating the POS Configuration Screen's Menusys Assignment field can only be done by importing a full MenuSys.xml file or by changing the assignment directly in POS Configuration.

## QDX File

The BinData.qdx file holds POS Menu Configuration Set data. The Load/Refresh QDX Files to POS application (under the ENCOR Technical Support's System Integrity folder) has an entry for this file.



## Image File Distribution

Using ENCOR's image file hosting functionality, bitmap images (used for touch-screen POS terminal soft-keys) can be updated at the POS at the same time a new soft-key set (MenuSys file) is activated. This feature streamlines the image maintenance and distribution process.

In addition to creating touch-screen menus, the Keyboard Macro Tool is also used to maintain the bitmap images used on the corresponding soft-keys. The zipped image files can be created one of two ways:

- By zipping Keyboard Macro Tool's Macro\_Images folder (Full)
- By using the Keyboard Macro Tool's Export BMPs function (Partial)

The zip files are then placed by the store in an import directory on the MFS1 for each desired store location. The image files are imported and distributed by the existing ENCOR MenuSys Import application. When ENCOR activates a new MenuSys at the POS workstation (either manually or by activation date), the new image file is detected and unzipped on the desired POS workstations.

### Note:

A new image file may be manually activated to update the images at the workstation without updating the MenuSys file.

Image files at the workstation can either be updated or replaced. The action that occurs depends on the supported naming convention.

## Supported Import Files

The following two supported image filenames will perform the action described below:

**Menusysimg\_Replace.zip** - The system will delete all image files in the image directory on the POS and replace them with the newly imported images from the zip file.

**Menusysimg\_Update.zip** - The system will append the image file on the POS with the images in the import file. Any images in the Menusysimg\_Update.zip that do not already exist on the POS will be added. Any images in the Menusysimg\_Update.zip that currently exist on the POS will be replaced.

## Exporting BMPs

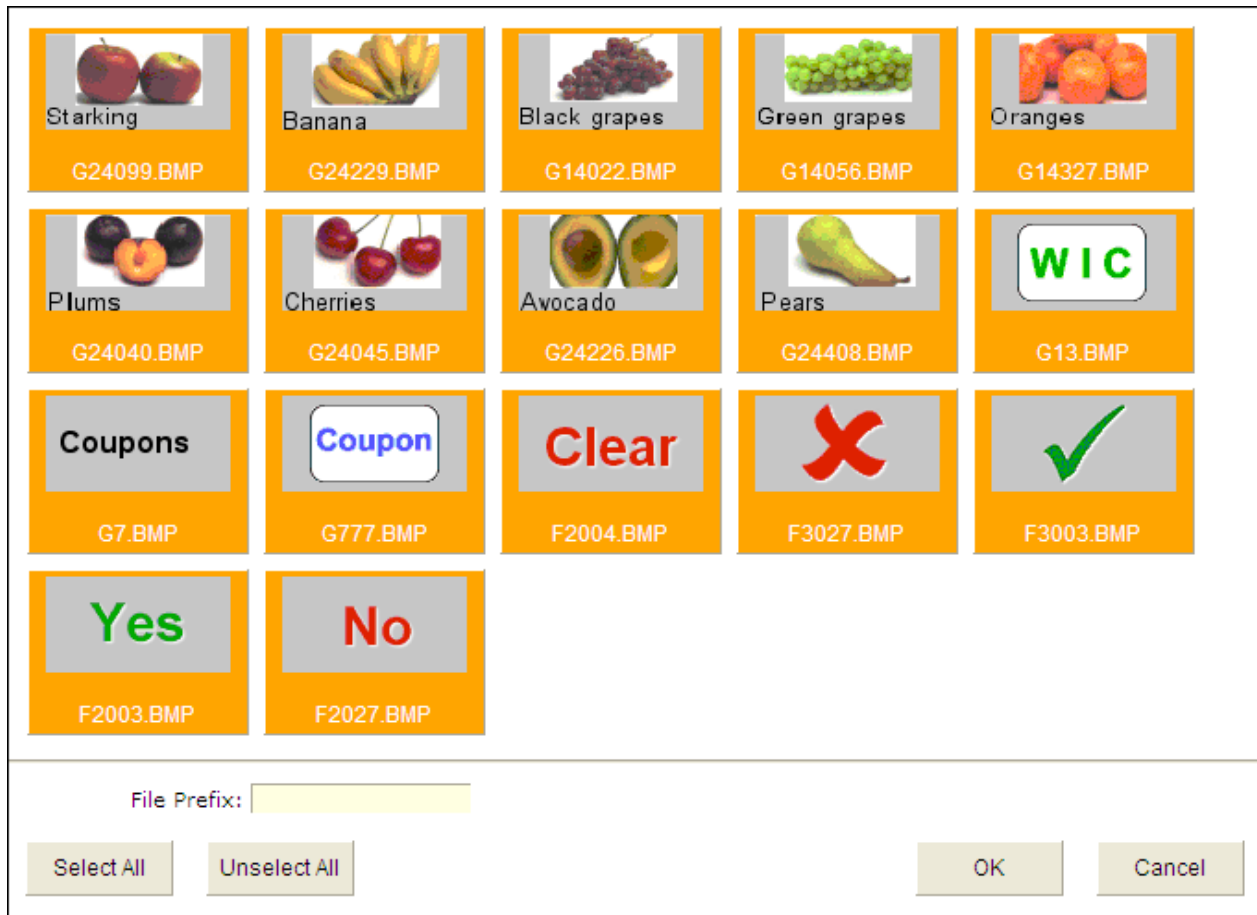
Use the Keyboard Macro Tool's Export BMPs function to create an update zip file of the bitmaps used in a selected element for submitting to the POS.

### Note:

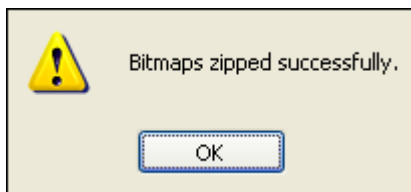
The Export BMP function creates a \*\_IMG\_Update.zip file (where \* is the file prefix from step 3 below) in the folder where the MenuSys.hta resides. The file needs to be renamed to Menusysimg\_Update.zip and sent to the store before it can be processed.

### ➤ To create a zip of bitmaps:

- 1 From the Keyboard Macro Tool, highlight the element in either the desired POS Menu or Library Panel (holding the bitmaps for export).
- 2 Click **Export BMPs** from the Actions Menu. *The Select Files window displays the bitmaps (with all images selected for export).*



- (Optional) To limit the export to selected files, click the **Unselect All** button. *The files are unselected.* Locate and click (highlight) the desired files for export.
- In the **File Prefix** field, enter an alpha-numeric name for the zip file (up to 10-characters in length).
- Click **OK**. The confirmation message displays:



- Click **OK**.

## Workflow Distribution Steps

The following steps are required to implement POS Image File Deployment.

- Create a `Menusysimg_Update.zip` or `Menusysimg_Replace.zip` file that contains the (bitmap) image files to be used by the POS menus (either from the

Keyboard Macro Tool's Macro\_Images folder or using Export BMP function above).

**Note:**

The persons responsible for maintaining the MenuSys files (using Keyboard Macro Tool) are also responsible for manually zipping the image files and transporting the zipped file into the C:\Program Files\POSware\Office\Import folder on MFS1 for each ENCOR site.

- 2 After the image file is sent to the store, the Menusysimg\_Update.zip or Menusysimg\_Replace.zip file may be manually imported into ENCOR (see *Importing Image Files* on page 3-38). Otherwise the Batchexe service will import the file automatically when the zip file is found in the C:\Program Files\POSware\Office\Import folder on MFS1.

**Note:**

Batchexe.exe is the same service that automatically imports the MenuSys file sent from the host into the MenuSys Import table.

- 3 (Optional) To send the image file immediately to the POS Workstations (without waiting for a Keyboard Set to be activated), **Execute** the image file.
- 4 The image zip file is sent to each workstation when the corresponding MenuSys file (for that workstation) is activated.
- 5 The image file will be extracted into the C:\WinPOS\Data\Images800\Macro\_Images\ folder on the POS Workstation (or to the alternate location specified in the WinPOS.INI file) when the menu conversion program is next run (manually using the "DYNA CONV.EXE /X" command), during the next cold start or when end-of-day is next performed on the workstation. The new or updated image set will be in effect the next time the cashier logs into the POS terminal.

**Note:**

Depending on the maintenance sent from ENCOR, the POS will load a new MenuSys file, Image File or both.

## Image File Backup and Extraction

When the image file is extracted (see step 5 above), the following processes are performed:

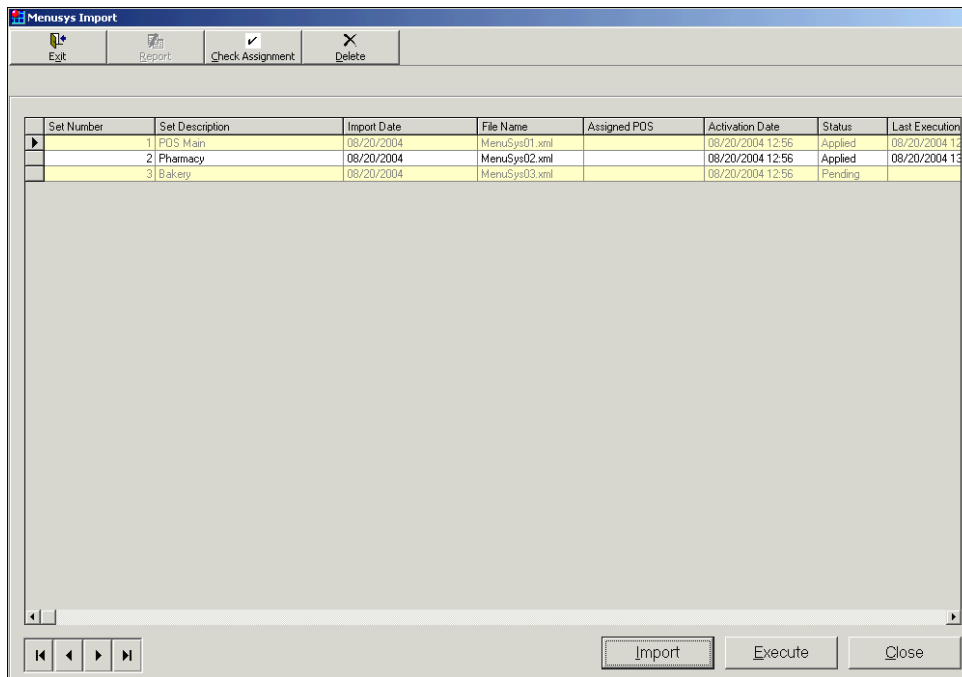
- When a Menusysimg\_Replace.zip is received alone or with a MenuSys.xml, the POS will:
  - Save the current image files in the C:\WinPOS\Data\Images800\Macro\_Images directory.
  - Unzip the Menusysimg\_Replace.zip file to the Macro\_Images directory.
  - If unzip is successful, the previously saved images will be removed.

- When a Menusysimg\_Update.zip is received alone or with a MenuSys.xml, the POS will:
  - Unzip and append the image files in the C:\WinPOS\Data\Images800\Macro\_Images directory.

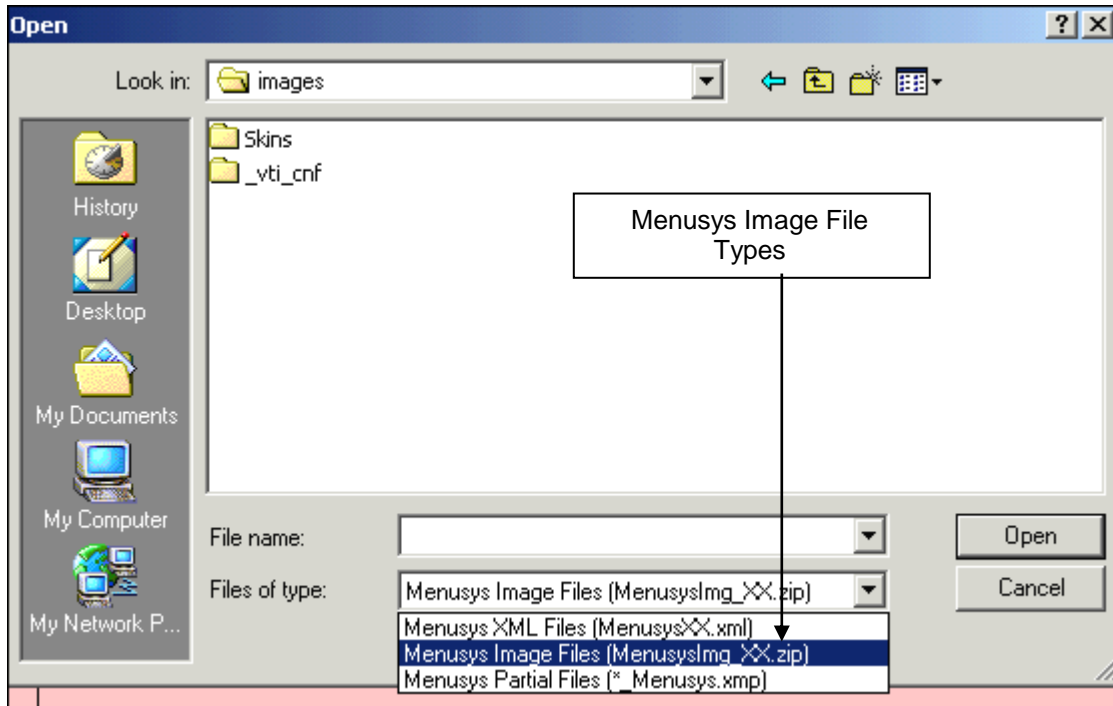
## Importing Image Files

Use the following steps to manually import an image file.

- **To import an Image File (on MFS1):**
- 1 Select MenuSys Import from the ENCOR System Administration \ POS Setup \ POS Configuration folder. The MenuSys Import screen displays all previously imported POS Configuration Sets.



- 2 Click the **Import** button.
- 3 The Open window appears.
- 4 Browse to the location of the zipped image files and change the "Files of Type" setting to MenuSys Image Files. Highlight the zip file (**Menusysimg\_Update.zip** or **Menusysimg\_Replace.zip**) to import and click the **Open** button.



- 5 The file is imported with a name of “Menusys Images” and given a “Pending” status. The zip file will be sent to the POS when a Keyboard Set is activated.

Set Number	Set Description	Import Date	File Name	Assigned POS	Activation Date	Status	Last Execution
1	POS Main	08/20/2004	MenuSys01.xml		08/20/2004 12:56	Applied	08/20/2004 12:56
1	Menusys Images	12/08/2004	MenuSysimg_Update			Pending	
2	Pharmacy	08/20/2004	MenuSys02.xml		08/20/2004 12:56	Applied	08/20/2004 12:56
3	Bakery	08/20/2004	MenuSys03.xml	1, 2, 3	08/20/2004 12:56	Applied	08/20/2004 12:56

**Note:**

There is only one image file set (Set Number 1) stored in the Menusys Import table at one time.

**Note:**

The image file will not be imported if an image set exists in the Menusys Import table with a status of “Pending”.

- 6 (Optional) If manually implementing a Keyboard Set (or just the Image File Set) at the POS immediately, highlight the set (or Image File) and click **Execute**.
- 7 When finished, click the **Close** to return to the Main Menu.

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