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User Reference
Version 7.7*

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1

Getting Started

This chapter describes how to start and exit the Electronic Journal, and gives an overview of the options and functions.

In this chapter:

- **What is the Electronic Journal?, page 3**
- **Starting the Electronic Journal, page 3**
- **Navigating, page 4**
- **Exiting the Electronic Journal, page 5**

What is the Electronic Journal?

The Electronic Journal is a powerful query tool that lets you search for, and display, transactions from the POS terminals.

Use it to monitor cashier performance, sales of selected items or departments, and solve customer queries or complaints.

The Electronic Journal guides you through a series of menus and options, allowing you to define search criteria and sort the results according to your requirements.

Starting the Electronic Journal

You start the Electronic Journal from any Back Office PC (MFS), or PIP (POS in a PC).

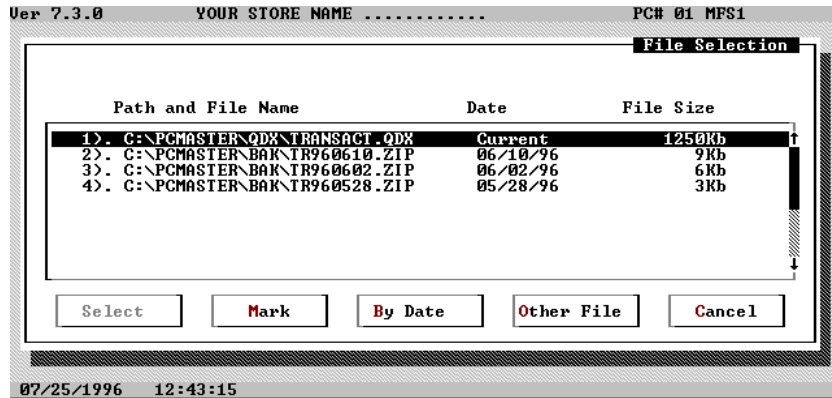
➤ To start the Electronic Journal

- 1 From the ISS45 Main Menu, choose System Maintenance & Utilities.



- 2 From the Maintenance & Utilities menu, select the Electronic Journal option.

The File Selection screen displays.



The File Selection screen lists the available transaction files, with the following information per file:

- Path and File Name
- Date
- File Size

Navigating

To

Press

Move between options, push buttons

Tab / Shift Tab

Scroll left or right, and up or down

or and or

Go to top (first line)

Home or Page Up

Go to bottom (last line)

End or Page Down

Select an option

Enter

Cancel / Exit

Esc

Most push buttons have a short-cut letter defined. To activate a function with a push button, hold down the *Alt* key and press the letter highlighted on the button. For example, *Alt+D* to Delete.

Exiting the Electronic Journal

➤ **To exit the Electronic Journal**

- 1 From anywhere in the program, press *Esc* until you reach the Maintenance & Utilities menu.
- 2 Select *OK* when the message `Return to File Selection screen?` displays.

2

Transaction Files

The File Selection screen provides access to the system's transaction files. These are the files you will search for transaction information.

In this chapter:

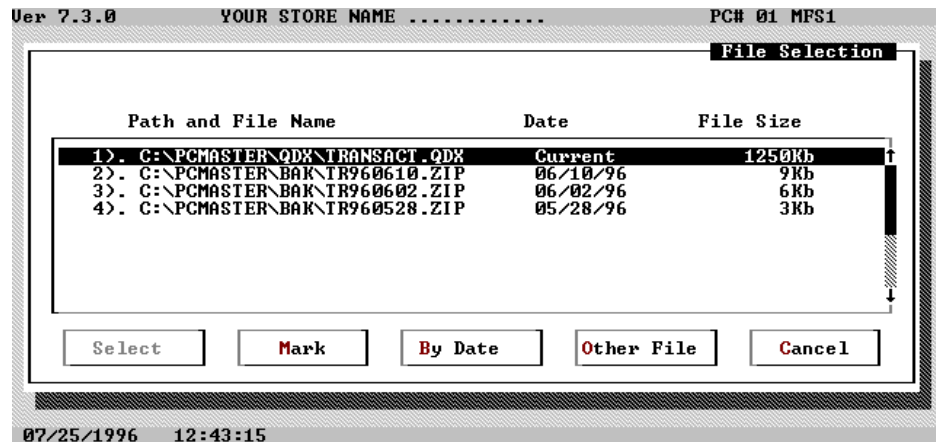
- Introduction, page 3
- Selecting a File to Search, page 3

Introduction

Depending on the size of your store, each day's transaction file size could be as big as 3MB. During the End of Day process, the transaction file TRANSACT.QDX is zipped and renamed with the current date. For example, TR950507.ZIP. The number of zipped transaction files retained on the disk depends on a parameter in the LOADDRV.BAT file. One of the lines in this file is `KEEPMONTHn`, where `n` is used to set the number of months to keep transaction files. The default is 3 months. With this in mind, remember you must always have at least 100MB of free disk space for ISS45 to operate efficiently.

Selecting a File to Search

Use the File Selection screen to select the file or files you want to search.



The first file at the top of the list is always the current (today's) transaction file. Note the `.QDX` file extension.

All the other transaction files listed are zipped (compressed QDX) files. These files are listed in date order, from newest to oldest.

Note

If End of Day has been done and no sales have been made yet, there will be no available data in the current file.

Selecting Files

➤ To select a file

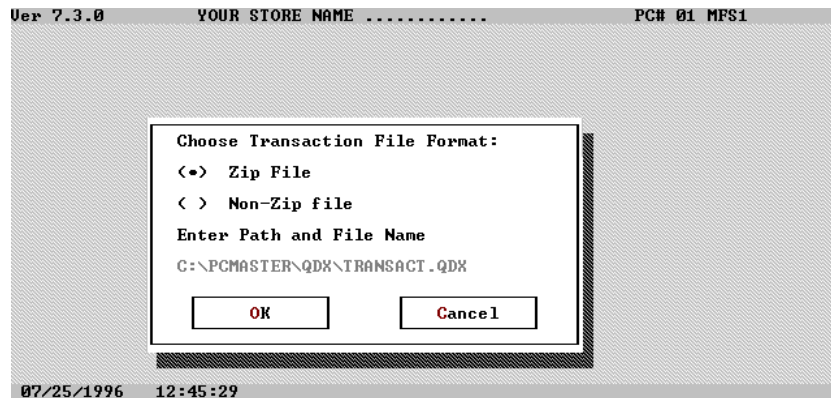
Use one of the following methods:

- Use the *Up Arrow* and *Down Arrow* keys to highlight the required file and activate the *Select (Alt+S)* function.
- To select several files for a more extensive search, highlight each required file and select *Mark (Alt+M)*. An asterisk (*) appears to the left of each file you mark.
- To select by date, use the *Tab* key to select the *Date* function and press *Enter* to activate the *By Date (Alt+B)* function. Note that the zipped files are named by date. The screen prompts you to enter the file date to search.



Enter the required date. The cursor either highlights the requested file, or the file closest to the date entered.

- Activate the *Other File* function (*Alt+O*). You are prompted to choose a Transaction File format.



- 1 Select a file format, either Zip or Non-Zip. Use the *Up Arrow*, *Down Arrow* or *Tab* key to move to the fields.
- 2 Enter the required drive, path, and file name. The default path is C:\PCMASTER\QDX.

The Search Options screen displays.



For information on searching transaction files, see the chapter 'Searching'.]

3

Searching

This chapter discusses the use of the Electronic Journal search options.

In this chapter:

- Introduction, page 3
- Single Choice Search, page 4
- Multiple Choice Search, page 15
- Event Search, page 16
- Sorting Results, page 18

Introduction

Once you select a file (or files) to search, you will want to search for some specific kind of transaction or information. There are a number of search options; these are described below. You can search many times, each search being a sub-search of the previous one, filtering out unwanted transactions, until you find the required information. Keep in mind that as you progress through searches, you are most likely excluding certain information. If you find that you have excluded data you intended keeping, re-select the transaction file from the File Selection screen, and start searching again.

There are three basic search types:

- Single choice
- Multiple choice (up to five choices)
- Events

Search Options

When you select a file to search, the Search Options menu displays.



Select one of the options, as described below:

- All Transactions
- Text Search
- Cashier Number
- POS Number
- Transaction Number
- Transaction Amount
- Tender Type
- Tender Amount
- Authorization Number
- Transaction Time
- Items
- Departments
- Account Number
- Multiple Choice (see further on in this chapter)
- Events (see later in this chapter)
- Not-Balanced
- Frequent Shopper Number
- Last Ticket (last transaction of a POS terminal)

Single Choice Search

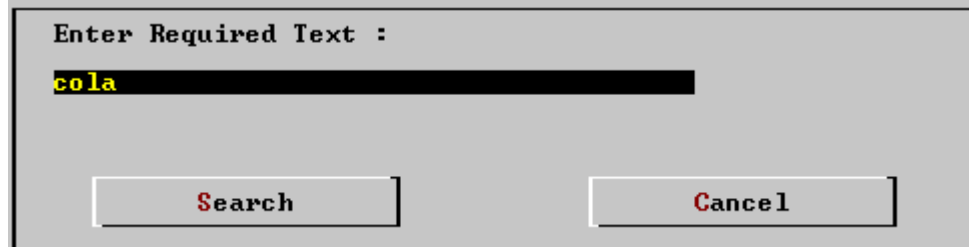
Use this option to request one search choice, or type of transaction, at a time. You have the option of setting a sort on the search at this point, or after the requested information is found. Sorting is described later in this chapter.

Note

You can choose a search option the first time the Search Options menu displays, as well as from the Search Results screen.

Text Search

From the Search Options menu, select text search. The following dialog box displays:



Enter Required Text :

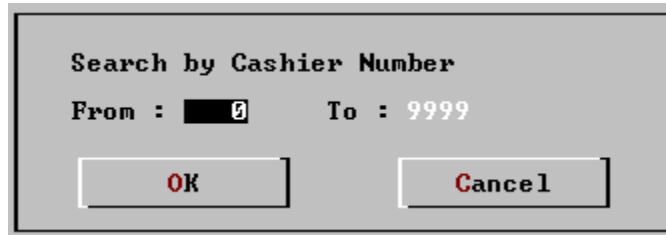
cola

Search Cancel

- 1 Type in the text to search for.
- 2 Select Search.

Cashier Number

From the Search Options menu, select Cashier Number. The following dialog box displays.



Search by Cashier Number

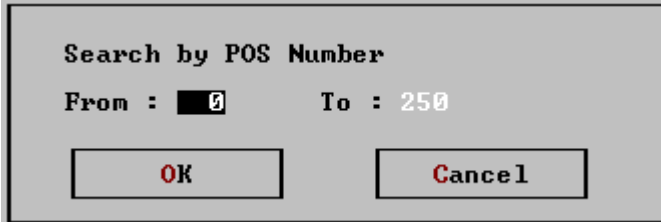
From : 0 To : 9999

OK Cancel

- 1 For a specific cashier number, type in the same number in the From and To fields.
- 2 For a range of cashier numbers, type in the first and last number of the required range.
- 3 To search for all cashiers (the default), select OK.

POS Number

From the Search Options menu, select POS Number. The following dialog box displays.

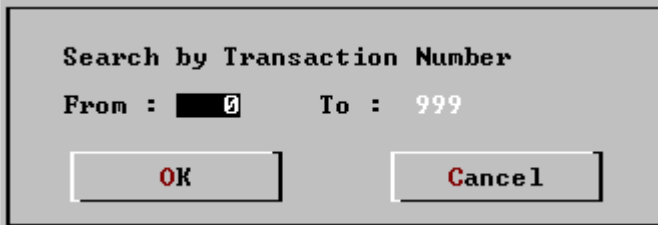


Search by POS Number
From : 0 To : 250
OK Cancel

- 1 For a specific POS terminal number, type in the same number in the From and To fields.
- 2 For a range of POS terminal numbers, type in the first and last number of the required range.
- 3 To search for all POS terminals (the default), select *OK*.

Transaction Number

- 1 From the Search Options menu, select Transaction Number. The following dialog box displays.

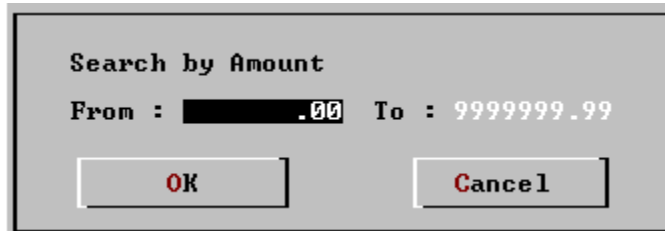


Search by Transaction Number
From : 0 To : 999
OK Cancel

- 2 For a specific transaction number, type in the same number in the From and To fields.
- 3 For a range of transaction numbers, type in the first and last number of the required range.
- 4 To search for all transaction numbers (the default), select *OK*.

Transaction Amount

From the Search Options menu, select Transaction Amount. The following dialog box displays.

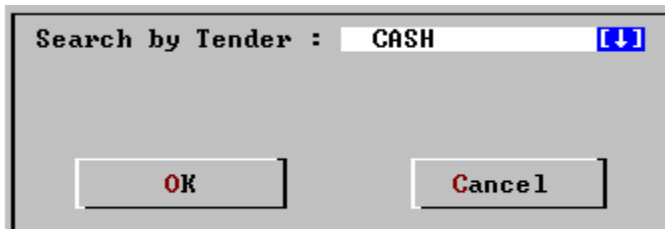


Search by Amount
From : [redacted].00 To : 9999999.99
OK Cancel

- 1 For a specific amount, enter the same amount in the From and To fields.
- 2 To search a range of amounts, enter the first and last amount of the required range.
- 3 To search for all amounts (the default), select *OK*.

Tender Type

- 1 From the Search Options menu, select Tender Type. The following dialog box displays.

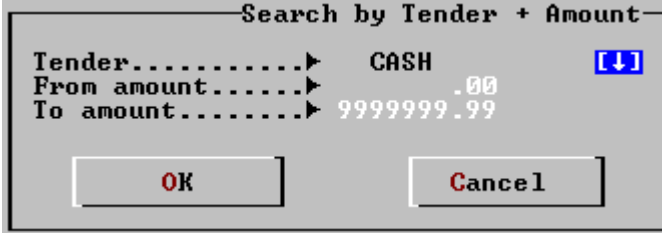


Search by Tender : CASH [down arrow]
OK Cancel

- 2 Use the *Right Arrow* key to open the drop-down list.
- 3 Scroll the list and select the required tender type.
- 4 Select *OK*.

Tender + Amount

From the Search Options menu, select Tender + Amount. The following dialog box displays.



Search by Tender + Amount

Tender.....▶ CASH [↓]

From amount.....▶ .00

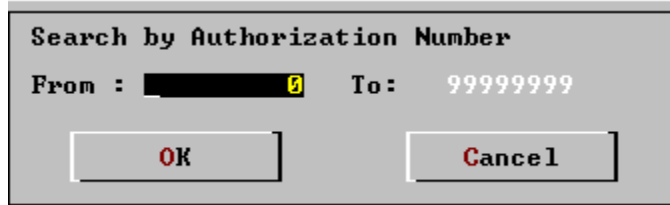
To amount.....▶ 9999999.99

OK Cancel

- 1 Use the *Right Arrow* key to open the tender drop-down list.
- 2 Scroll the list and select the required tender type.
- 3 For a specific tender amount, type in the same amount in the From and To fields.
- 4 For a range of tender amounts, type in the first and last amounts of the required range.
- 5 To search for all amounts (the default), select *OK*.

Authorization Number

- 1 From the Search Options menu, select Authorization Number. The following dialog box displays.

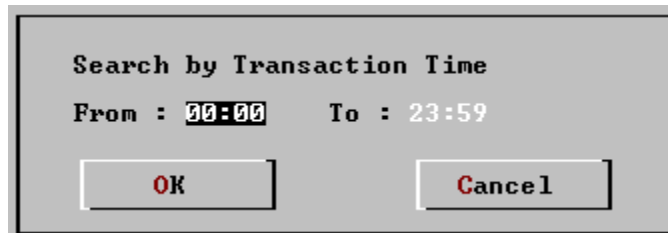


Search by Authorization Number
From : [redacted] 0 To : 99999999
OK Cancel

- 2 For a specific authorization number, type in the same number in the From and To fields.
- 3 For a range of authorization numbers, type in the first and last number of the required range.
- 4 To search for all authorization numbers (the default), select *OK*.

Transaction Time

- 1 From the Search Options menu, select Transaction Time. The following dialog box displays.



Search by Transaction Time
From : 00:00 To : 23:59
OK Cancel

- 2 For a specific time range, enter the required times in the From and To fields.
- 3 To search the entire time range (the default), select *OK*.

Items

- 1 Use this option to search transactions for specific item numbers (PLUs), and combinations of item numbers.
- 2 From the Search Options menu, select Items. The following screen displays.

Ver 7.1.0 YOUR STORE NAME..... PC# 01 MFS1

PLU No >> PLU Name: MEAT PIE Operation: AND [↓]

11	MEAT PIE	AND
12	WATERMELON	OR

Add Item Delete Item Update Info

Search [F8] List Cancel

08/08/1995 10:56:19

- 3 At the PLU No. Field, type in the required PLU number if you know it, or press *F8 (List)*, to display the Items List. Highlight the item of your choice and press *Enter* to select it.
- 4 At the Operation field, select *AND* or *OR* from the drop-down list, depending on how you want to search transactions. You can select many items, and choose *AND* or *OR* for each item.

Note

You can return to the AND/OR operation at any time, to change the condition for items in your list.

- Use *AND* (the default), if you want both conditions to be criteria in the search. That is, both PLUs must exist in the same transaction. For example: Use *AND* if you want to know how many customers bought meat pies *AND* watermelon.
 - Use *OR* to search for transactions containing either of the specified items, but not in the same transaction. For example: Search for transactions containing meat pies *OR* watermelon.
- 5 To add the item to your list, select *Add Item (Alt+A)*.
 - 6 If you want to delete an item from your list, select the item using the *Up Arrow* and *Down Arrow* keys, and select *Delete Item (Alt+D)*.
 - 7 To start the search, select *Search (Alt+S)*.

- 8 Use *Update Info (Alt+U)* if you make changes to the list or change the AND/OR condition.

Departments

- 1 This option works the same way as the Items option, above. Use it to search transactions for specific department numbers.
- 2 From the Search Options menu, select Departments. The following screen displays.

Ver 7.1.0 YOUR STORE NAME..... PC# 01 MFS1

Dep.No. >> 15 Dep.Name : SEAFOOD Operation:OR [↓]

2	MEAT	AND
15	SEAFOOD	OR

Add Department Delete Department Update Info

Search F8] List Cancel

08/08/1995 10:58:03

- 3 At the Department No. field, type in the required department number if you know it, or press *F8 (List)* to display the Department List. Highlight the department of your choice and press *Enter* to select it.
- 4 At the Operation field, select *AND* or *OR* from the drop-down list, depending on how you want to search transactions. You can select many departments, and choose *AND* or *OR* for each department.

Note

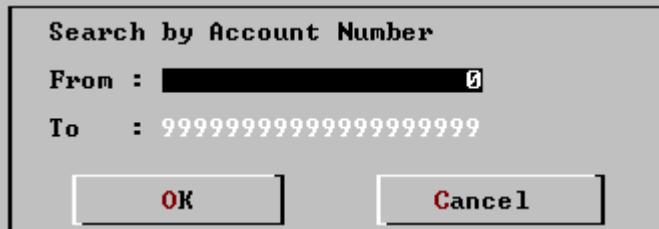
You can return to the AND/OR operation at any time, to change the condition for departments in your list.

- Use *AND* (the default), if you want both conditions to be criteria in the search. That is, both departments must exist in the same transaction. For example: Use *AND* if you want to know how many customers bought meat *AND* seafood.
- Use *OR* to search for transactions containing either of the specified departments, but not in the same transaction. For example: Search for transactions containing meat *OR* seafood.

- 5 To add the department to your list, select *Add Department (Alt+A)*.
- 6 If you want to delete a department from your list, select the department using the *Up Arrow* and *Down Arrow* keys, and select *Delete Department (Alt+D)*.
- 7 To start the search, select *Search (Alt+S)*.
- 8 Use *Update Info (Alt+U)* if you make changes to the list or the AND/OR condition.

Account Number

- 1 From the Search Options menu, select Account number. The following dialog box displays.

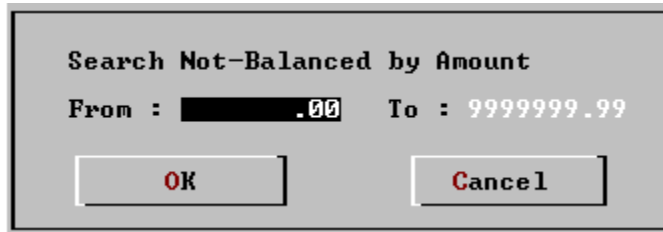


The dialog box is titled "Search by Account Number". It features two input fields: "From :" followed by a text box containing a cursor and a small icon, and "To : 99999999999999999999999999999999". At the bottom of the dialog are two buttons: "OK" and "Cancel".

- 2 For a specific account number, type in the same number in the From and To fields.
- 3 For a range of account numbers, type in the first and last number of the required range.
- 4 To search for all account numbers (the default), select *OK*.

Not-Balanced

- 1 Use this option to search for transactions with totals which do not balance with the items registered. Taxes are taken into account. From the Search Options menu, select Not-Balanced. The following dialog box displays.



Search Not-Balanced by Amount

From : ██████████.00 To : 99999999.99

OK Cancel

- 2 For a range of amounts, type in the first and last amount of the required range.
- 3 To search all transactions (the default), select *OK*.

Note

If the error message displays: No tickets found for these conditions!!!, this is good, as there should not be unbalanced transactions.

Multiple Choice Search

This option allows you to search for up to five different criteria simultaneously. From the Search Options menu, select Multiple Choice. The following dialog box displays.

Ver 7.1.0 YOUR STORE NAME..... PC# 01 MPS1

Multiple Choice Search

From	To
POS No. : 0	POS No. : 250
Cashier No. : 0	Cashier No. : 9999
Transaction No: 0	Transaction No: 999
Time : 00:00	Time : 23:59
Amount .00	Amount .00

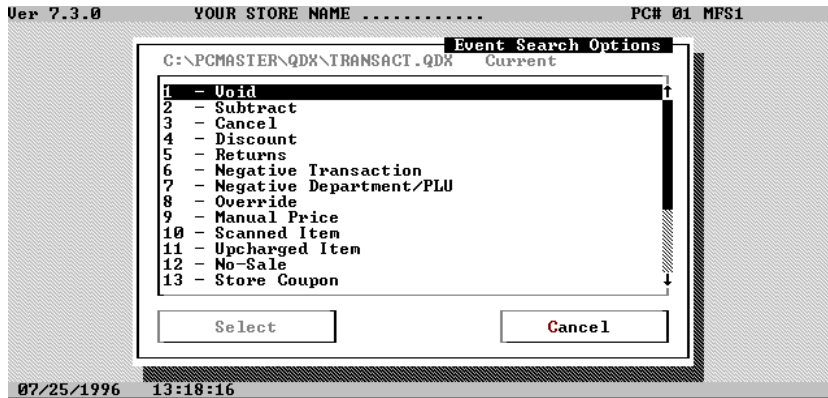
Search Cancel

10/08/1995 12:24:35

- 1 Similarly to the single choice searches, you can enter ranges to search, or accept the system defaults. Multiple choice searches are useful if you want to search for the basic transaction types first (listed below), and then use single choice searches to refine the results.
 - POS Number
 - Cashier Number
 - Transaction Number
 - Time
 - Amount

Event Search

- 1 This option lets you search for specific types of event. To access this option, select Events from the Search Options menu. The Event Search Options menu displays.



Event Search Options

- Void
- Subtract
- Cancel
- Discount
- Returns
- Negative Transaction
- Negative Department/PLU
- Override
- Manual Price
- Scanned Item
- Upcharged Item
- No-Sale
- Store Coupon
- Vendor Coupon
- Tax Exempt
- Training Mode

➤ **To search for events**

- 1 From the Events Search Options menu, use the *Up Arrow* or *Down Arrow* keys to highlight the required option. For example, Void. A dialog box prompts you to enter the amount range.



- 2 Enter the required amounts in the From and To fields and select *OK*. All voided transactions within the requested range display in the Search Results screen.
- When you perform an event search you must enter a range amount. This is true for all events, except the No-sale option.
 - You can only sort events after they display in the Search Results screen. See 'Sorting', below.

Sorting Results

- 1 You can choose to set sort options before or after searching.
 - To set the sort method before you search, use the *Set Sort* function in the Search Options menu.
 - To set the sort method after receiving the results use the *Set Sort* function in the Search Results screen (See 'Results' chapter).
- 2 You can select only one sort method at a time. However, you can sort the searches as many times as you wish.
- 3 From the Search Options menu, select *Set Sort* to set sort option. (*Alt+r*).



- 4 Move the cursor to the desired option, using the *Up Arrow*, *Down Arrow*, or *Tab* key and press the *Space Bar* to mark your choice.
- 5 Move the cursor to choose the sort order, (Ascending or Descending), and press the *Space Bar* to mark your choice.
- 6 To activate the sort, use *Select (Alt+S)*. You will see the sorted results only after you activate a search option.

4

Results

This chapter describes the results and statistics of searches performed.

In this chapter:

- Introduction, page 3
- Zoom In, page 4
- Statistics, page 7
- Set Sort, page 10
- Search By, page 11
- Last (Search), page 11
- Cancel, page 12

The functions available from this screen are described below. To move to the functions, use the *Tab* key, or use short cuts (*Alt* key + the highlighted letter) to activate them directly.

Zoom In

To view a transaction or event as it appears on the journal, highlight a transaction in the Search Results screen and select *Zoom in (Alt+Z)*. The transaction or event information displays on the screen, in the original format.

The screenshot shows a terminal window titled "Zoom In" with the following content:

```
Ver 7.3.0      YOUR STORE NAME .....      PC# 01 MFS1
                Zoom
-----
Pos#: 70      Ticket#: 82
-----
CASH          $11.00
TAX-CODE      TAXABLE-VAL  TAX-VALUE
Local Tax!!!  $10.00      $1.00 A
-----
S0001 R070 C0001 #0082 13:12:11 25JUL96
-----
Print      Toggle Hex/Ascii      Get Range      Cancel
```

The bottom status bar displays: 07/25/1996 13:21:50

The POS terminal number and ticket number display on the top of the screen. To view all the transaction details, scroll the display with the *Up Arrow* and *Down Arrow* keys.

The following options are available in the zoom screen:

Print

- 1 To print the transaction, select *Print (Alt+P)*. The following print options screen displays.

Ver 7.3.0 YOUR STORE NAME PC# 01 MFS1

Pos#: 70 Ticket#: 82

CASH \$11.00

TAX-CODE
Local Tax!!!

Print Options
File: VIEW.LST

Printer Print to File

Printer + File Cancel

S0001 R070 C

Print Toggle Hex/Ascii Get Range Cancel

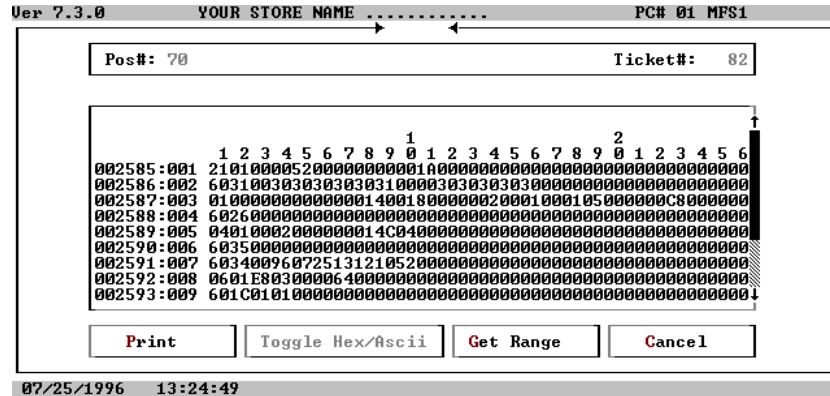
07/25/1996 13:21:50

- 2 You can route the transaction to different destinations: To a printer, to a file, or to a printer and a file. To specify the report destination:
 - Use the *Tab* key to select the relevant function button and press *Enter* to activate it, or;
 - Use the short cut keys, for example select *Alt+F* to send the print to a file.

The print file, residing in \PCMASTER, is always named VIEW.LST. Use a DOS editor or word processor to retrieve and print the transaction.

Toggle Hex/ASCII

This option is normally used by technical support personnel. To see transaction details in Hex format, select *Toggle Hex/ASCII (Alt+T)*.

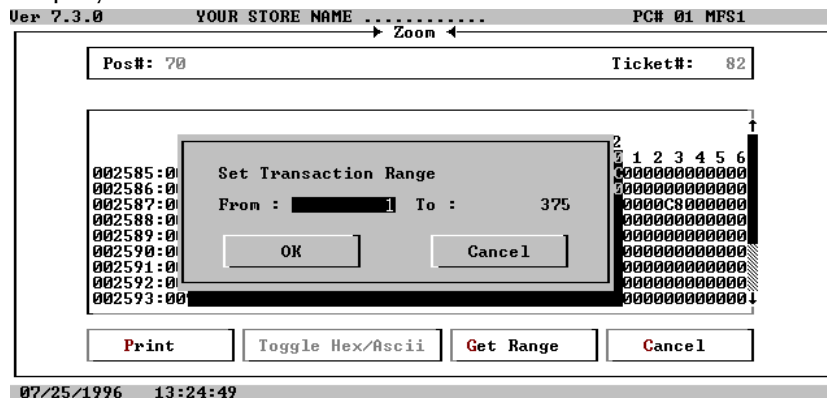


To return to ASCII mode, select *Toggle Hex/ASCII* again.

Get Range

Use this option to extract a specific range of transactions from the entire transaction file.

- 1 To specify a range, select *Get Range (Alt+G)*. The following screen displays.



- 2 Enter the required range in the From and To fields. The requested range displays in the window.

Cancel

Use this option to return to the Search Results screen.

Statistics

This option shows search and sales statistics relevant to the search performed.

```
Ver 7.3.0      YOUR STORE NAME .....      PC# 01 MFS1
G:\PCMASTER\QDX\TRANSACTION.QDX      Current
1 - All Transactions
***** Sales Statistics *****
Total Transactions searched      :      136      100.00%
  Transactions found            :      66      48.53%
Total value of Transactions found :    3718.94
Transactions not found          :      70      51.47%
Total Items in Transaction File  :      1585
  Items found                   :      1605
Average: Items per Customer     :      24.32
Print                            Cancel
07/25/1996  13:26:39
```

To view all information in the Sales Statistics screen, use *Up Arrow*, *Down Arrow* or *Page Up/Page down* keys.

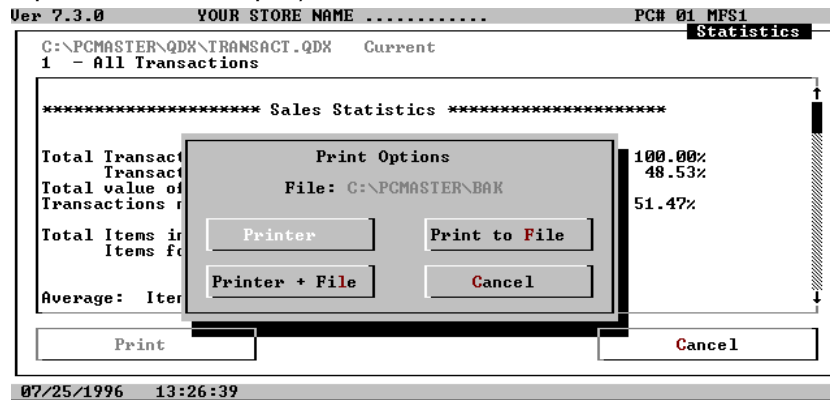
The following information is displayed:

Field	Description
Total Transactions Searched, and Percentage	Total number of transactions in the transaction file. The percentage will be 100% if the entire file is searched.
Total Transactions Found, and Percentage	The total number of transactions found, according to the search option used. The percentage indicates the proportion of transactions found, out of the total searched.
Total Value of Transactions Found	This is the total value of the transactions found.
Transactions Not Found, and Percentage	Number of transactions not matching the search option. This number, plus the Total transactions found, equals Total transactions searched. The percentage of transactions not found (out of the total searched), is also displayed.
Total Items in Transaction File	Total number of items in the current transaction file. (Or multiple files if you 'marked' files.)
Items Found	Total number of items found, according to the search.
	<ul style="list-style-type: none"> • Scroll down to view the following:
Average:	
Items per Customer	Average number of items per customer.
Sales per Customer	Average sale amount per customer.
Amount per Item	Average amount per item.

You can print the Statistics.

Print

- 1 To print the transaction, select *Print (Alt+P)*. The following print options screen displays.



- 2 The transaction can be routed to different destinations: to a printer, to a file or to a printer and a file. To specify the report destination:
 - Use the *Tab* key to select the relevant function button and press *Enter* to activate it, or;
 - Use the short cut keys, for example select *Alt+F* to send the print to a file.

The print file resides in the directory \PCMASTER\BAK. Use a DOS editor or word processor to retrieve and print the transaction.

Set Sort

This option lets you sort the results of the search.

You can select only one sort method at a time. However, you can sort the searches as many times as you wish.

➤ To set sort options

- 1 From the Search Results screen, select *Set Sort (Alt+r)*. The Sort Options screen displays.



- 2 Move the cursor to the desired option, using the *Up Arrow*, *Down Arrow*, or *Tab* key and press the *Space Bar* to mark your choice.
- 3 Move the cursor to choose the sort order. (Ascending or Descending) and press the *Space Bar* to mark your choice.
- 4 To activate the search, use *Select (Alt+S)*.

After a short wait, your search results are displayed, as illustrated below.

Ver 7.3.0 YOUR STORE NAME PC# 01 MFS1

C:\PCMASTER\QDR\TRANSACTION.QDR Current Search Results

POS	Trns	Cshr	Date	Time	Amount	Items	Tr	Off	Comments
70	73	1	25/07/96	13:06:49	.	.	√	.	!SIGN ON
70	74	1	25/07/96	13:06:52	4.40	2	√	.	!
70	75	1	25/07/96	13:07:36	5.19	2	√	.	!
70	76	1	25/07/96	13:07:58	.	.	√	.	!SIGN OFF
70	78	1	25/07/96	13:08:48	.	.	√	.	!SIGN ON
70	79	1	25/07/96	13:09:07	20.75	3	√	.	!
70	80	1	25/07/96	13:10:06	!CASHIER REPORT
70	81	1	25/07/96	13:10:19	!POS REPORT
70	82	1	25/07/96	13:12:08	11.00	5	.	.	!
70	83	1	25/07/96	13:12:34	-11.00	-5	.	.	!POST VOID
70	83	1	25/07/96	13:12:59	3.58	1	.	.	!VOID
70	84	1	25/07/96	13:13:27	!SIGN OFF
Total:					3672.77	1585			

SEARCH ALL

Zoom in Statistic Set Sort Search by Last Cancel

07/25/1996 13:14:54

Search By

This option lets you perform additional searches, but only on the results of the current search. For example, if the previous search was only for cashier number 1, and you start another search on those results, you will only find information for cashier number 1. If necessary, go back to the File Selection screen, reselect the desired file, and activate the required search.

In this way you can refine your search until you receive the exact results you require. Every Search that you do in this way will function on the results of the current search, until you select *Cancel*, when all the search results are canceled. Select *Search by (Alt+S)* to display the Search Options menu.

See the chapter 'Searching', for details on how to select search options.

Last (Search)

Use this function if you have performed more than one search, and wish to view the previous search results. Select *Last (Alt+L)*, to activate this function.

Note

You can go back only one search.

When you get to the first search made, the following error message displays: No previous search!!!.

Cancel

Use the *Cancel* function (*Alt+C*) to return to the File Selection screen. Whenever this function is used, a warning message appears:

```
Return to File Selection screen? If you select 'OK'  
previous searches will be lost!
```

If you don't want to lose searches already performed, select *Cancel* to abort, or select *OK* to return to the File Selection screen.

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