




# ISS 45

-  *ISS45 Keyboard Macro Tool*
-  *User Reference*
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## ISS45 Keyboard Macro Tool User Reference

<b>Date of Issue</b>	<b>Product Identification Number</b>	<b>Part Number</b>	<b>Brief Description</b>
February 2006	45001/052	89000279	Initial Release

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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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# Chapter 1

## Introducing the Keyboard Macro Tool

This chapter provides an overview of the Keyboard Macro Tool.

### What is the Keyboard Macro Tool?

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



There are 10 soft-keys available (per screen) for Touch Screen POS. 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 relevant ISS45 POS terminals, and manually executing the conversion program ("DYNA CONV.EXE /X"). The new soft-key set will be in effect the next time the cashier logs into the POS terminal.

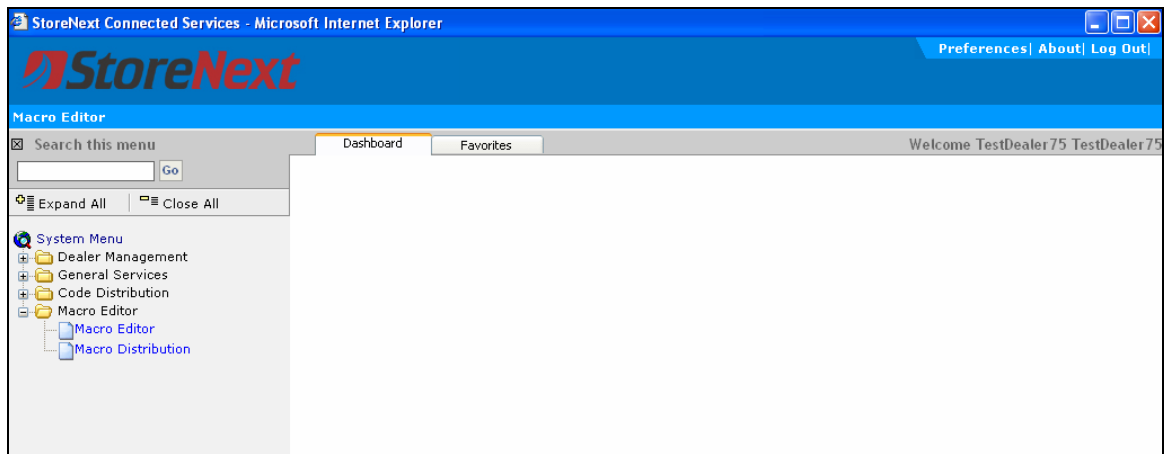
## Note:

The DYNA CONV 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 (or \Program Files\StoreLine\WinPOS folder).

You can run the conversion manually by executing **dynaconv /x** from a command prompt.

# CS Macro Editor Quick Reference

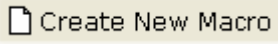


- 1 After logging into the Connected Services application environment, click on the **Macro Editor** entry in the System Menu.



- 2 The initial screen is a grid displaying the already available configuration files.

Macro ID	Macro Name	Description	Last Updated Date	Shared?
101	Main	Main menu file	2003-01-02 18:05:12	Y
102	MenuSys	MenuSys file	2003-01-14 12:10:10	Y
103	Ofer	Simple ofer menu	2003-02-21 13:59:03	Y
104	Messages	Messages file	2003-04-03 09:14:15	Y
105	POS	POS menu	2003-06-22 16:21:03	Y
107	Empty	Empty File	2003-09-09 14:35:09	N

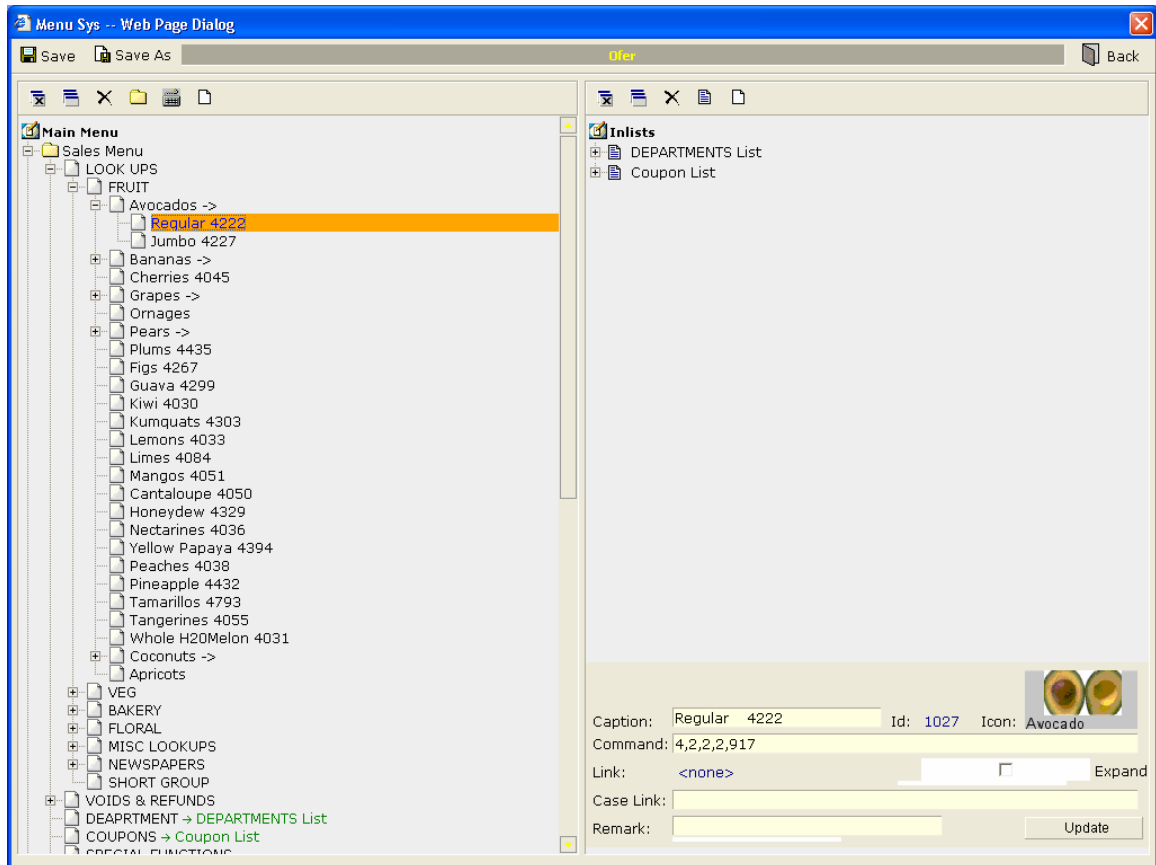
3 The following functionality is enabled in this screen:

- a. To create new macro file, click the  button. When creating a new macro file there is an option to share it with another dealer using CS.
- b. View a list of available macro files.
  - Private** – Displays macro files built by your dealership.
  - Shared** – Displays macro files built by other dealers and marked as shared.
- c. Click the  icon to edit an existing Macro file.
- d. Click the  icon to download a macro file to your local PC (from which you're accessing the Connected Services application).

**Note:**

The deployment of Macro files to the stores and relevant POS terminals needs to be facilitated by dealer.

4 Once you've selected a macro file to edit (or create a new one), the following screen will appear.



5 When editing is completed on the file, click on the following save options:

- SAVE** – To save the file in it's original name
  - SAVE AS** – To save the file in a different name.
- When selecting to edit a shared file, this will be the only option available, as you cannot change the original saved file.

6 Additional options:

**Restore** – Please [see below](#)

**Refresh** – Please [see below](#)

**Parameters** – Please [see below](#)

**Help** – Display help text file

# Chapter 2

## Getting Started with the Keyboard Macro Tool

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

### Macro Tool Terminology

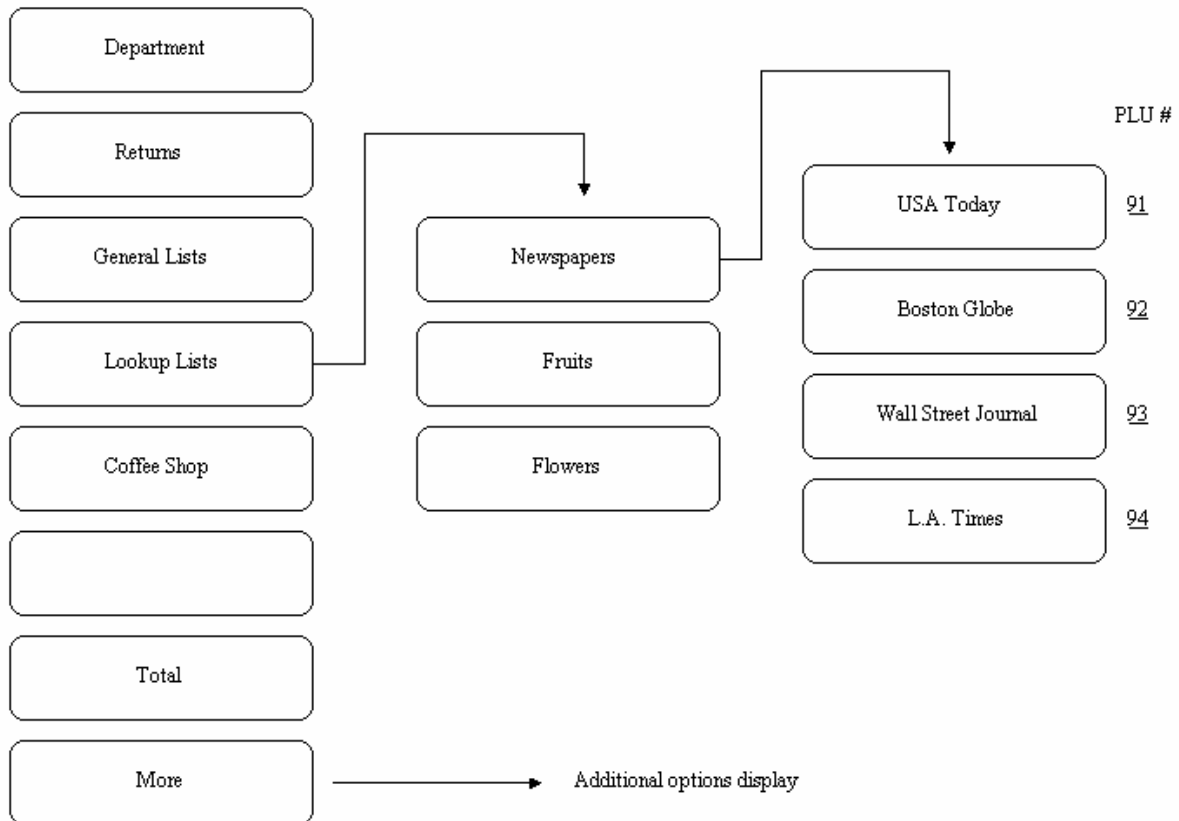
Throughout this manual the several different terms will used to describe the Keyboard Macro Tool application. Please be familiar with the following list:

Word	Description
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 <a href="#">Function Codes</a> for a complete list.
Elements	A generic term referring to States, Groups and Inlists.
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 the state and reside at the same tree-level.
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. 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 <a href="#">Keyboard Codes</a> for a complete list.

<b>Word</b>	<b>Description</b>
Link	Attaching an Inlist to a group.
POS Codes	The identification number associated with a POS function. Please see <a href="#">POS Codes</a> for a complete list.
Remark	Text that identifies the group. Remark text can be optionally set to display on the menu.
State	A POS situation that is called for by an application. 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 will appear when creating a new State.
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 <a href="#">Tender Codes</a> 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 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.

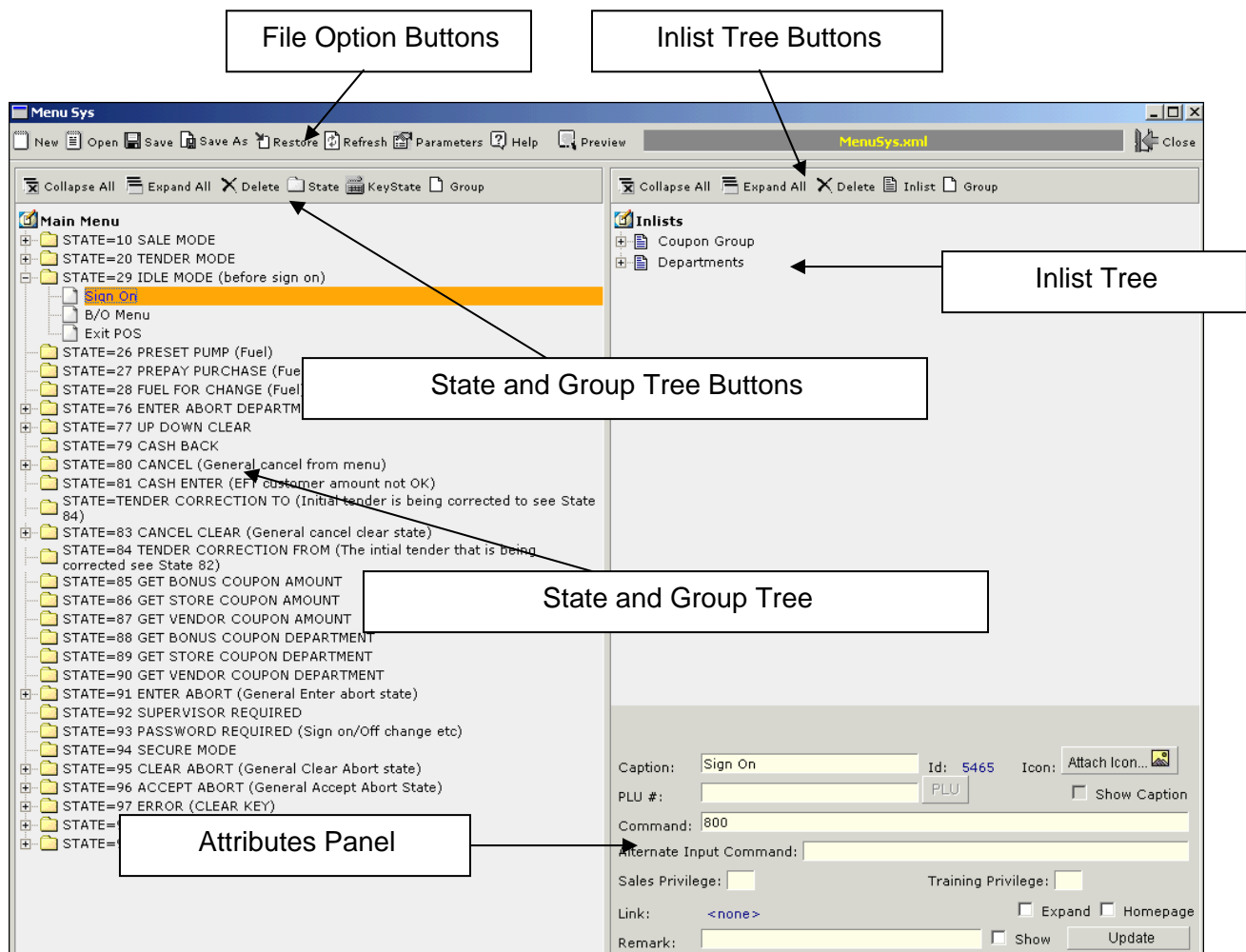


## Note:

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


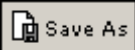

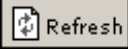
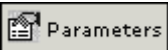

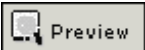



The screen contains the following elements:

- File Option Buttons
- State and Group Tree
- State and Group Tree Buttons
- Inlists Tree
- Inlists Tree Buttons
- Attribute Panel

# File Option Buttons

The File Option Buttons appear at the top portion of the Keyboard Macro Tool screen. The name of the file that is currently being editing appears as well ( **MenuSys.xml** ).

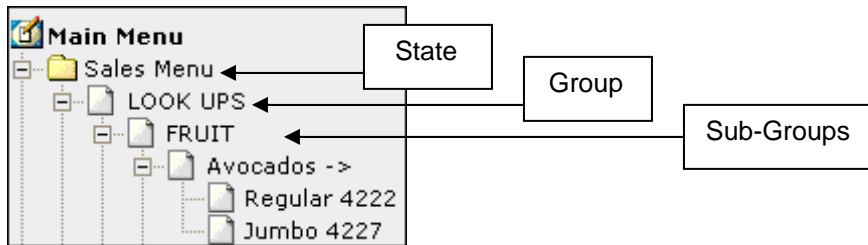
Button	Description
	Click this button to save the changes to the .XML file.
	Click this button to save the open .XML file to another filename.
	Click this button to restore the last saved version of the .XML file. All current changes will be lost.
	Click this button to refresh the screen and display the most recent changes.
	Used for POS keyboard soft-key deployment purposes. See <a href="#">Parameters Button</a> section for more information.
	Click this button to display the Help.txt file.
	Click this button to preview how the highlighted state will appear as a POS menu.
	Click this button to close the application.


# State and Group Tree

The State and Group tree (in the left-hand pane) provides a tree and branch view for all States and Groups. This tree is also know as the Main Menu tree.

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

States appears 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 (  **COUPONS** → **Coupon List** ).

Groups that have remark text flagged to **Show**, have the remark displayed in blue

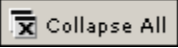
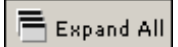

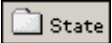
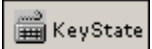

(  **Cash** ) (  **- Exact amount** ) within the tree.

The highlighted State and Group row will display in orange

() . The attributes of the highlighted row will appear in the Attribute Panel (see [Attribute Panel](#)) in the lower right-hand corner of the screen.

## State and Group Tree Buttons

The State and Group Tree buttons appear below the File Option buttons.

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. Not supported in this release.
 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.

**Note:**

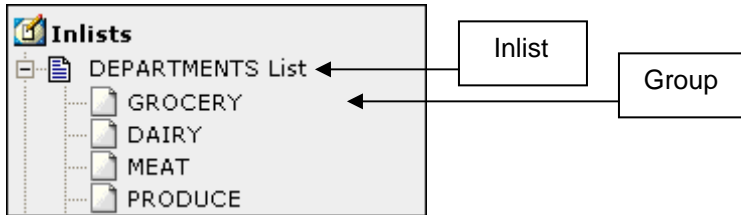
A new sub-group will be created if you create the group at an extended level.

# Inlists Tree

The Inlists tree (in the right-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 state (as page icons) at different sub-levels.



The highlighted Inlist row will display in orange (GROCERY). The attributes of the highlighted row will appear in the Attribute Panel (see [Attribute Panel](#)).

# Inlists Tree Buttons

The Inlist Tree buttons appear above the Inlist Tree.

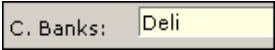


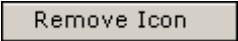



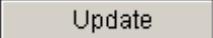
Button	Description
	Click this radio button to close all open branches.
	Click this button to open all levels of the tree.
	Click this button to delete the highlighted Inlist or Group. You can also right-click the highlighted Inlist to execute this command.
	Click this button to create a new Inlist.
	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.

**Note:** A new sub-group will be created if you create the group at an extended level.

# Attributes Panel

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

Field	Description
Caption	This field contains the text that will display on the soft-key.
ID	This field contains the identification code automatically assigned to the State, Group or Inlist.
Icon	This read-only field displays the icon attached to the group.
PLU#:	Use this field to enter in a PLU number prior to using the PLU button (to create a Command line for the <a href="#">PLU key</a> ).
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 <a href="#">Function Codes</a> and <a href="#">Macro Tool Commands</a> 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 <b>Command</b> field "9,4,6,5,13" (9465=PLU Number, 13=Enter) and enter the following in the <b>Alternative Input Command</b> 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.

Field	Description
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 <input type="checkbox"/> 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 <input type="checkbox"/> Homepage	Check (click) this box to have this group re-displayed on the screen (once a sub-group choice has been made).
Remark 	Enter text comments for the Group. Comment will appear on the tree if the <b>Show</b> checkbox is marked within the Keyboard Macro Tool. (See <a href="#">Show</a> below).
Remove Icon 	Right-click the icon you wish to remove and then click this button to detach its bitmap.
Show <input type="checkbox"/> Show	Check (click) this box to have the remark text appear on tree.
Button	Description
PLU 	Click this button to add a new PLU button without having to enter a comma-delimited entry in the <b>Command</b> field. See <a href="#">Creating a PLU Soft-Key</a> for more information.
Attach Icon 	Click this button to attach a bitmap to the soft-key.
Remove Link 	Click this button to remove the attached Inlist link.
Update 	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
[ ]	32
[ ! ]	33
[ " ]	34
[ # ]	35
[ \$ ]	36
[ % ]	37
[ & ]	38
[ ' ]	39
[ ( ]	40
[ ) ]	41
[ * ] MULTIPLY	42
[ + ]	43
[ , ]	44
[ - ]	45
DECIMAL POINT [ . ]	46
/	47
[ 0 ]	48
[ 1 ]	49
[ 2 ]	50
[ 3 ]	51
[ 4 ]	52
[ 5 ]	53
[ 6 ]	54

<b>Function</b>	<b>Keyboard Code</b>
[7]	55
[8]	56
[9]	57
[:]	58
[;]	59
[<]	60
[=]	61
[>]	62
[?]	63
[@]	64
[A]	65
[B]	66
[C]	67
[D]	68
[F]	69
[G]	70
[H]	71
[I]	72
[J]	73
[K]	74
[L]	75
[M]	76
[N]	77
[O]	79
[P]	80
[Q]	81
[R]	82
[S]	83
[T]	84
[U]	85
[V]	86
[W]	87
[X]	88

<b>Function</b>	<b>Keyboard Code</b>
[ Y ]	89
[ Z ]	90
[ 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
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
CHARGE INQUIRY	821
DECLARATION	822



Function	Keyboard Code
SAVE RECALL	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
RECOVER TICKET	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
GENERAL VOID	936
SLIP REVALIDATION	938
POS ITEM NAME	940
LOYALTY FLY BUYS	941
MARKDOWN	955

**Note:**

The General System Parameter "Function Code 955 (markdown) Allows a Zero Price" (located in the Store \ POST \ General folder) determines whether to allow the markdown key to accept a zero price amount.

MAIN MENU	956
SAVE ORDER	958

Function	Keyboard Code
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

**Note:**

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 StoreLine Tender Maintenance. If no tender number is specified with function code 992, StoreLine will continue to use the first tender type defined as "Check" in StoreLine Tender Maintenance.

DRIVE OFF	999
TRIPLE COUPON	1000
FORCE RELEASE	1001
BOTTLE DEPOSIT	1003
PUMP TEST	1005
POST MAIL	1011
REMOTE PICKUP	1012
REMOTE LOAN	1013
CAR WASH	1029
CANCEL CAR WASH	1030
GIFT CARD ACTIVATION	1032

Function	Keyboard Code
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
POS TILL CONTENTS REPORT	1113
SERVICES	1120

**Note:**

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.

TAX DISCOUNT

1138

**Note:**

Use this Keyboard Code to discount preset tax rates on transactions involving qualifying individuals. This is designed for those states that have implemented alternate tax rates for senior and disabled citizens.

## POS Codes

Function	POS Code
ENTER	13
EXIT / NO	27
TAX EXEMPT ON/OFF	62
STORE COUPON	64
VENDOR COUPON	65
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

Tender	Tender Code
CASH \$	91
CHECK	92
FOOD STAMPS \$	93
MISC TENDERED \$	94
DEBIT CARD \$	95
CREDIT CARD \$	96
WIC TENDER	97
NO SALE	100

Tender	Tender Code
GIFT CERTIFICATE	101
FUEL FOR CHANGE	104

**Note:**

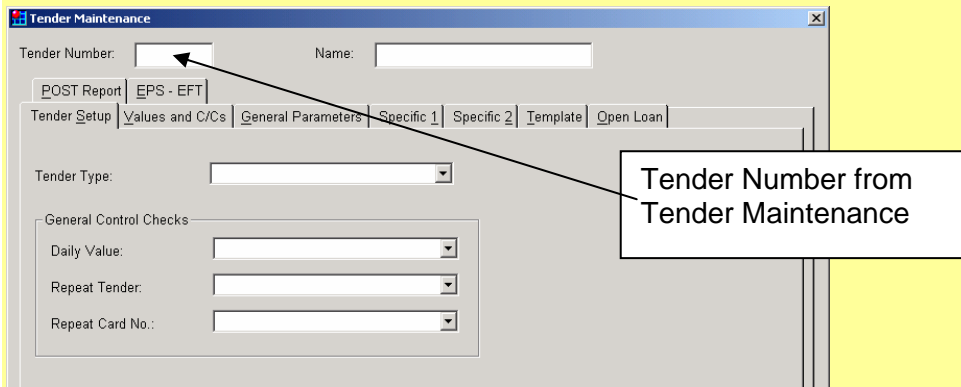
This is a list of pre-defined Tender Codes. Customized tender codes may use tender codes beginning with 102.

## 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 ISS45.



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

Name	Command Syntax	Explanation \ Example
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)

<b>Name</b>	<b>Command Syntax</b>	<b>Explanation \ Example</b>
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 ISS45 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 StoreLine/ISS45 tender number 3)
Non-Cash Tender Rounding	R [Dollar Amount w/o decimals] ,[Tender #], [Keyboard Code for “Tender”]	Creates a flexible non-cash tender key based on the transaction amount.  Example → R500,3,909  (Creates a \$5.00 soft key for ISS45 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

Name	Command Syntax	Explanation \ Example
Key in Exact Amount – Non Cash	[Tender Code]	<p>Creates a key that prompts you to key in the exact amount of the tender.</p> <p>Example → 92</p> <p>(Creates a key which prompts for the check amount)</p>
Popup List	File=[Filename].lst	<p>Displays a popup list</p> <p>Example → File=Badcheck.lst</p> <p>(Displays the contents of the Badcheck.lst text file)</p> <p><b>Note:</b></p> <p>The *.lst files need to be located in the C:\Program Files\POSware\WinPos folder (or \Program Files\StoreLine\WinPOS folder) on each POS.</p>
PLU Item Entry	PLU Number (delimited with commas), [Keyboard Code for “PLU Key”]	<p>Performs a lookup and sale of a PLU item.</p> <p>Example → 4,0,0,1,917</p> <p>(Sells PLU # 4001)</p> <p><b>Note:</b></p> <p>You may use the PLU Button to simplify this process. See <a href="#">Creating a PLU Soft-Key</a> for more information.</p>
Tender Key	[Tender #], [Keyboard Code for “Tender”]	<p>Creates a tender key for miscellaneous tenders (i.e. Coinstar, customer charge, traveler check, etc.)</p> <p>Example → 12,909</p> <p>(Creates a tender key for ISS45 tender number 12)</p>
Value	VL+, [POS Code]	<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.

# Chapter 3

## Keyboard Macro Tool Operations

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


### 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.



### Adding a State

Add a state if the default MENUSYS.XML is missing a desired POS state or if a previously deleted state is now implemented.

➤ **To add a state:**

- 1 From the Keyboard Macro Tool, click the  button from the File Options Buttons. The New State window appears, displaying the first available state ID number:



- 2 Click the selection arrow , choose the desired state number (see list below for State functionality descriptions) and then click . A new state folder (with a default caption of **New**) is placed at the root level of the bottom of the State and Group (Main Menu) tree.

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)

<b>State Number</b>	<b>Description</b>
29	Idle Mode Touch Screen (Before Sign-On)
30	Returns
31	Price Inquiry
32	Price Override
33	Not on File
77	Up / Down / Clear (Cash Lift, PPM File Selection)
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 (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	Alpha Key (Example – PLU Search Field)

**Note:**

To change the caption name, see [Modifying Attributes](#). To move the folder, see [Reordering your Elements](#).

## Creating a New Group

Create a new Group (at the desired tree level) 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 Navigate to and locate the level where you wish to create the new group.

#### **Note:**

This location can be on either the State and Group (Main Menu) Tree or the Inlists Tree.

- 2 Click or highlight the level directly above it. The row becomes highlighted.
- 3 From the Keyboard Macro Tool, click the  button from the File Options Buttons or the Inlist Tree Buttons. The Group is automatically created at the bottom of the tree with a caption of **New**.

#### **Note:**


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

To modify the caption name and group attributes, see [Modifying Attributes](#). To move the location of the group, see [Reordering your Elements](#).

## Creating a New Inlist

Create a new Inlist that can be edited to contain a common list of groups.

### ➤ To create a new Inlist:

- 1 From the Keyboard Macro Tool, click the  button from the Inlist Tree Buttons. The Inlist is automatically created at the bottom of the Inlist Tree with a caption of **New**.

#### **Note:**

To add groups to the Inlist, see [Adding a New Group](#). To modify group attributes, see [Modifying Attributes](#).

# Linking Inlists to States

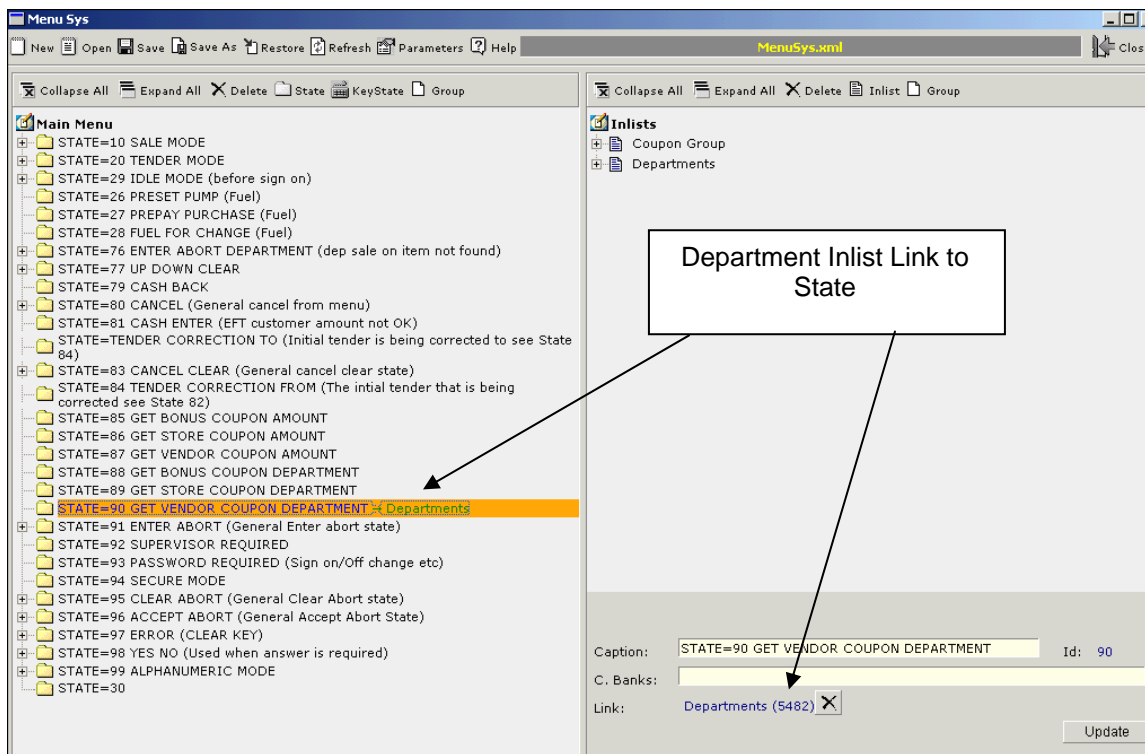
Inlists eliminate the redundant task of having to maintain common lists in multiple locations. For example, an Inlist of department soft-keys can be maintained in one area and attached to groups in multiple locations. Inlists can be linked to States using “drag-and-drop”.

➤ **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 State and Group (Main Menu) Tree. 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.

# Reordering Elements


New elements always appear at the bottom of the level or sub-level. Rearrange new and existing elements to achieve the desired soft-key layout.

➤ **To reorder elements:**

- 1 Locate the element you wish to move within the State and Group (Main) Tree or Inlists Tree.

**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 State & Group Tree, navigate to and locate the level where you wish to create the new key.

**Note:**

This location can be on either the State and Group (Main Menu) Tree or the Inlists Tree.

- 2 Click or highlight the level directly above it.
- 3 The row becomes highlighted.
- 4 From the Keyboard Macro Tool, click the  button from the File Options Buttons or the Inlist Tree Buttons.
- 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 then press the  button.
- 9 The Command field populates with the comma-delineated PLU and default **Enter** key from the PLU Function Code parameter.
- 10 Complete modifying the group attributes and then press the  button when finished.

**Note:**

The POS "Enter" Function Key default can be set to one of the following (through the [Parameters](#) settings):

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

## Modifying Attributes

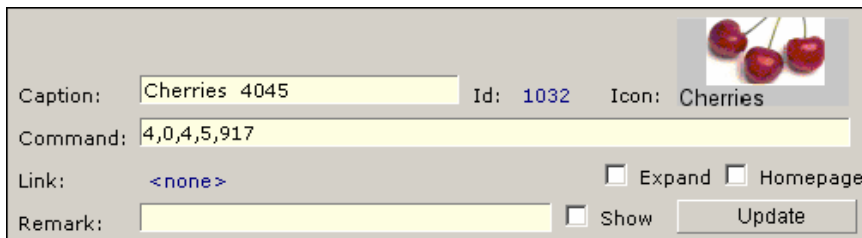
Modify the attributes of a newly created element for the desired result.

**Note:**

Modifying attributes requires a thorough knowledge of the Macro Commands. Please see [Attributes Panel](#), [Function Codes](#) and [Macro Tool Commands](#).

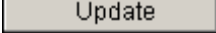
➤ **To modify the attributes of an element:**

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



The screenshot shows the Attributes Panel for an element named 'Cherries'. The fields are as follows:

- Caption: Cherries 4045
- Id: 1032
- Icon: Cherries (with a small image of cherries)
- Command: 4,0,4,5,917
- Link: <none>
- Remark: (empty field)
- Expand:
- Homepage:
- Show:
- Update: (button)

- 2 Make the desired changes to the element and then click .

**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. Attach the desired bitmaps to the group representing the soft-key.

**Note:**

Bitmaps used here must also be placed in the C:\Program Files\Posware\WinPOS\Data\images800\macro\_images (or \Program Files\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:



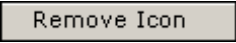
- 3 Locate the image you wish to attach. Drag the scroll bar up and down to view the complete list.

- 4 Highlight the bitmap and then 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.

➤ **To attach an Inlist:**

- 1 If attaching to a group, expand the State and Group (Main Menu) Tree so that the group appears.
- 2 From the Inlists Tree, click on the Inlist document icon 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:**

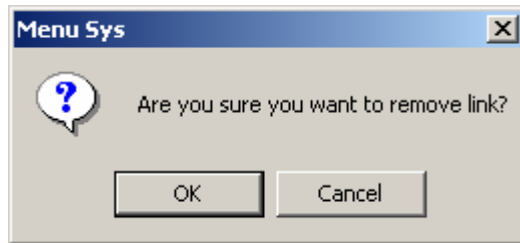
Once an Inlists are attached, they only need to be maintained in one location - the Inlists Tree.



## 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 State and Group (Main Menu) Tree, highlight (click) the Group with the attached Inlist.
- 2 In the Attributes Panel, click . The confirmation message appears:




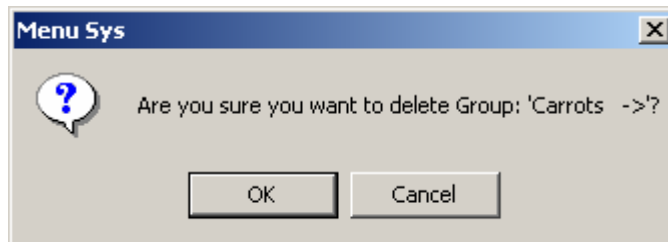
- 3 Click . The Inlist is detached.
- 4 Click the  button in the Attributes Panel.

## 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 either tree so that the element to be removed is displayed.
- 2 Highlight (click) the element and then click . The confirmation message appears.



- 3 Click . The element is deleted.


# Saving the XML File

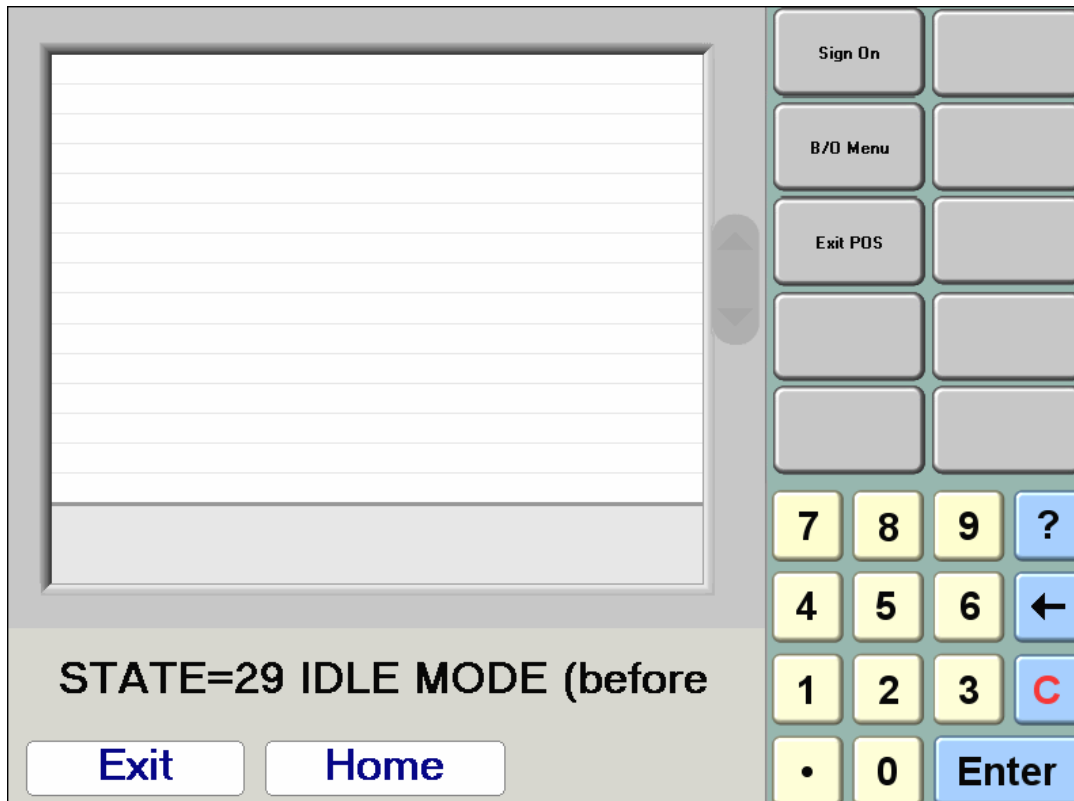
All changes made to the XML file being edited must be saved before modifications can be implemented.

# 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:**

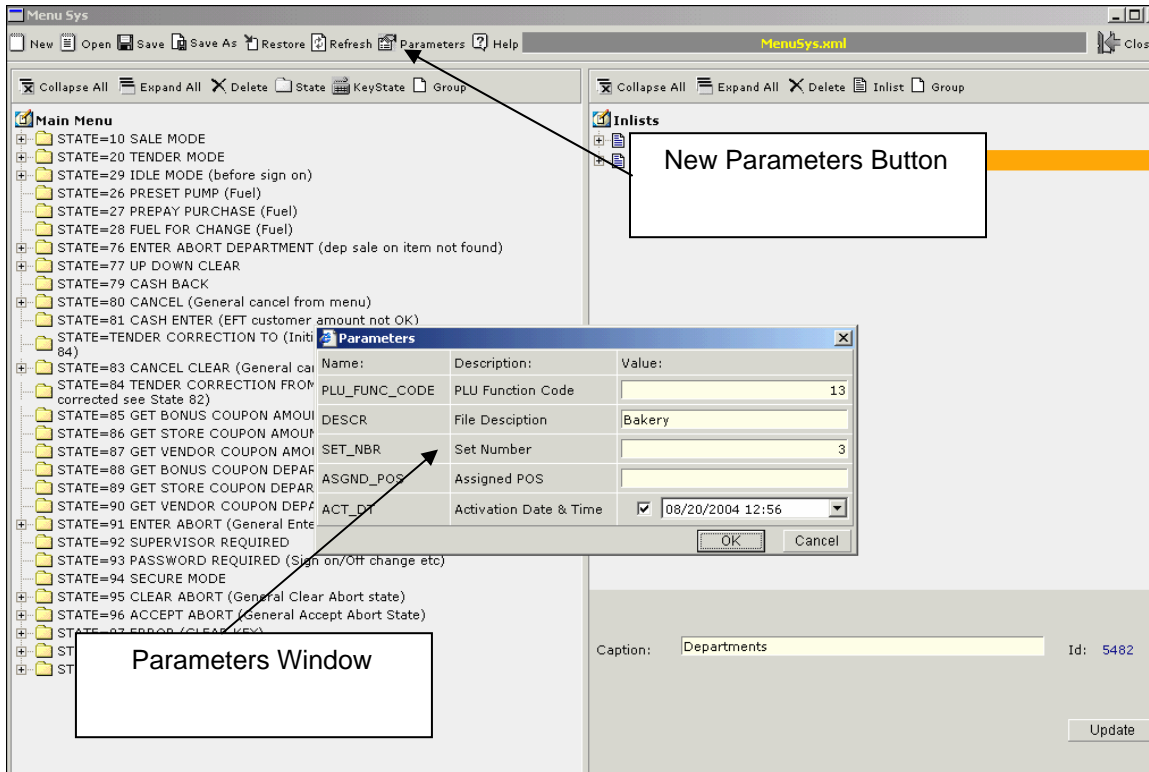
- 1 In the State and Group Tree, highlight the state to preview.
- 2 Click the  Preview button. The preview screen will display.



- 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.

## Parameters Button

The Keyboard Macro Tool screen contains the **Parameters File Options** button. Click this button to launch the Parameters Window.



The Parameters Window contains the following fields:

Field	Description
PLU Function Code	This field contains the default POS Enter Code to use with the attributes panel's <a href="#">PLU Key</a> .
File Description	The description of the POS Menu Configuration Set.
Set Number	The number assigned to the POS Menu Configuration Set.
Assigned POS	A memo field used to indicate which POS terminals use the configuration set.
Activation Checkbox	Check this field to activate the menu configuration set. If left unchecked, the configuration set can only be activated manually.
Activation Date & Time	Enter the date and time to make the configuration set available for implementing.

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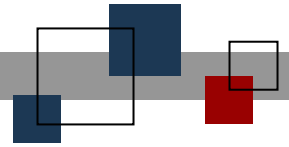
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