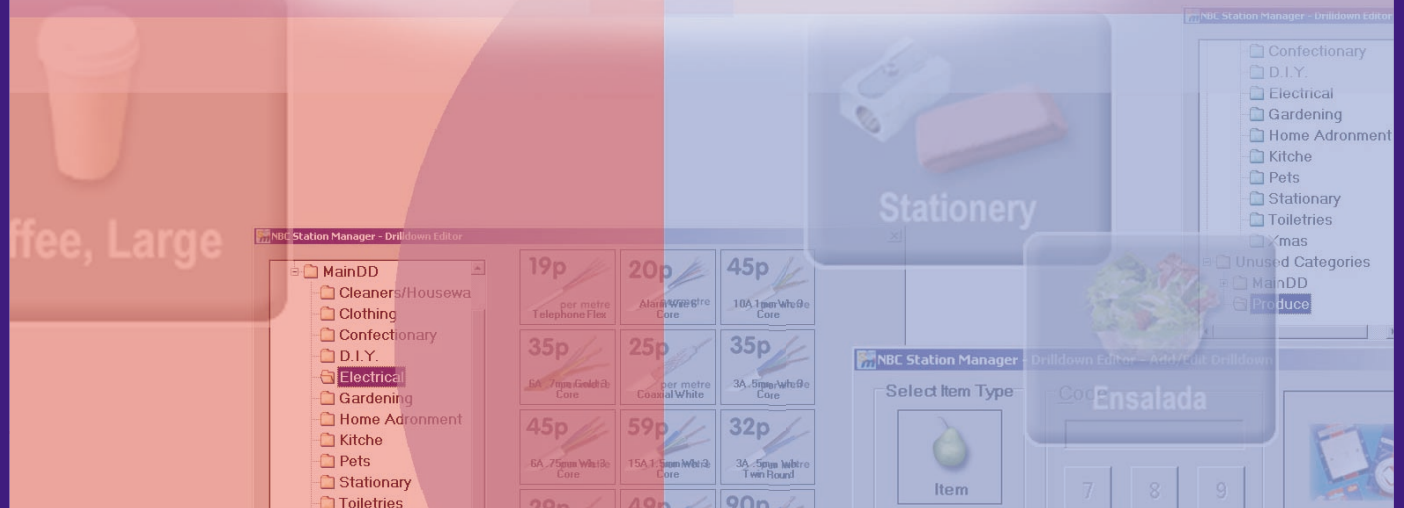
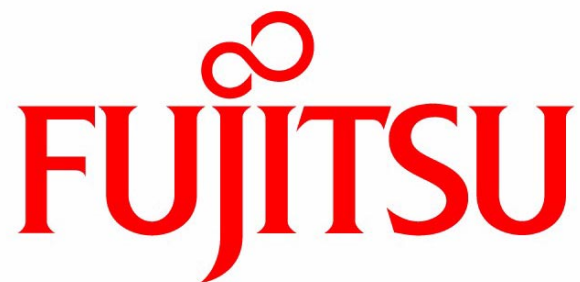


# U-SCAN

## NBC STATION MANAGER





<b>Title:</b>	U-Scan NBC Station Manager
<b>Date:</b>	September 13, 2004
<b>Audience:</b>	Fujitsu Corporate Clients
<b>Version:</b>	StationManager.exe: 1.2.27.0

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# NBC Station Manager

The Non Bar-Coded (NBC) Station Manager is a U-Scan software feature that **allows stores to customize NBC item menus** (drilldown menus) in a user-friendly fashion through three applications:

- [NBC Item Editor](#): Stores can **add items** to and **change information** in their **NBC item database** through the NBC Item Editor application.
- [Drilldown Editor](#): Stores can **set up the NBC item menus** that display at the Customer Station through the Drilldown Editor application.
- [Synchronization Manager](#): Stores can **schedule** NBC item database **updates** with the **Store Controller** through the Synchronization Manager. (Function currently not available.)

The information in this guide is presented in several sections:

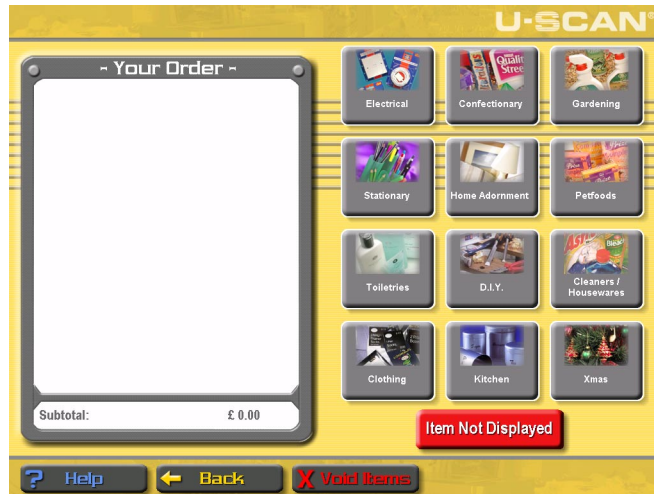
- [Customer Station Functionality](#) (page 2): Brief description of the major functionality added to the Customer Station through the NBC Station Manager.
- [Starting the NBC Station Manager](#) (page 3): Step-by-step instructions on how to start the NBC Station Manager.
- [NBC Item Editor](#) (page 5): Detailed description of the NBC Item Editor functionality and screen layout. Includes **image specifications** for the images you add to your database.
- [Using the NBC Item Editor](#) (page 8): Step-by-step instructions on how to use the NBC Item Editor.
- [Drilldown Editor](#) (page 15): Detailed description of the Drilldown Editor functionality and screen layout.
- [Using the Drilldown Editor](#) (page 17): Step-by-step instructions on how to use the Drilldown Editor.
- [Synchronization Manager](#) (page 28): Brief description of the planned functionality of the Synchronization Manager.

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# Customer Station Functionality

## NBC Item Menus

The NBC Station Manager allows stores to modify the NBC item menus that appear at the Customer Station when the customer selects the **No Bar Code** button. The NBC item menus can display up to 12 buttons. The diagram below shows a possible NBC item menu.



## Search Screen

The information for the buttons on these screens is stored in an NBC item database that stores can update and edit. Customers can perform an alphabetical search of the NBC item database. If a customer selects the **Item Not Displayed** button, the following alphabetical search screen displays:



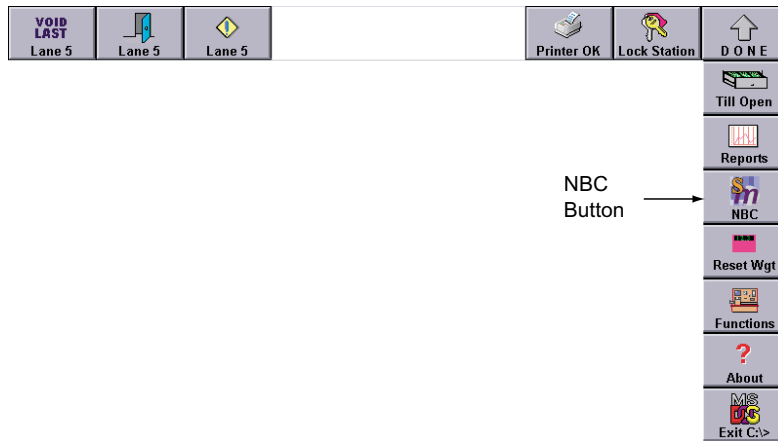
The customer can use the key pad to enter the name of the item, or use the arrows to scroll through the items.

**NOTE:** *When a customer performs a search, items that include the letter in **any part of the description** entered in the NBC item database will be displayed. This includes the text that appears on the button and the Store Controller description.*

---

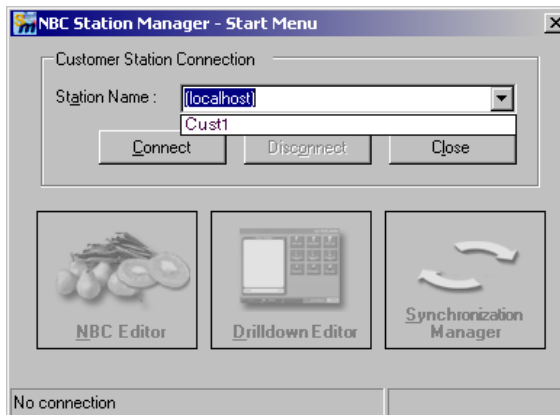
# Starting the NBC Station Manager

1. From the **Manager** menu at the Attendant Station, touch the **NBC** button.  
The **Password Req'd** screen appears.



2. Enter the password, then press **ENTER**.  
The **NBC Station Manager - Start Menu** appears.
3. From the drop-down list, select the Customer Station you wish to connect to.

**NOTE:** *You can connect to any Customer Station. The other Customer Stations will be updated when the databases are synchronized.*



---

4. Click **Connect**.

The NBC Station Manager connects to the Customer Station specified. The **NBC Item Editor** and **Drilldown Editor** buttons become enabled.



5. Click **NBC Editor** to access the NBC Item Editor.

**OR**

Click **Drilldown Editor** to access the Drilldown Editor.

**NOTE:** *The Synchronization Manager is currently unavailable.*

---

# NBC Item Editor

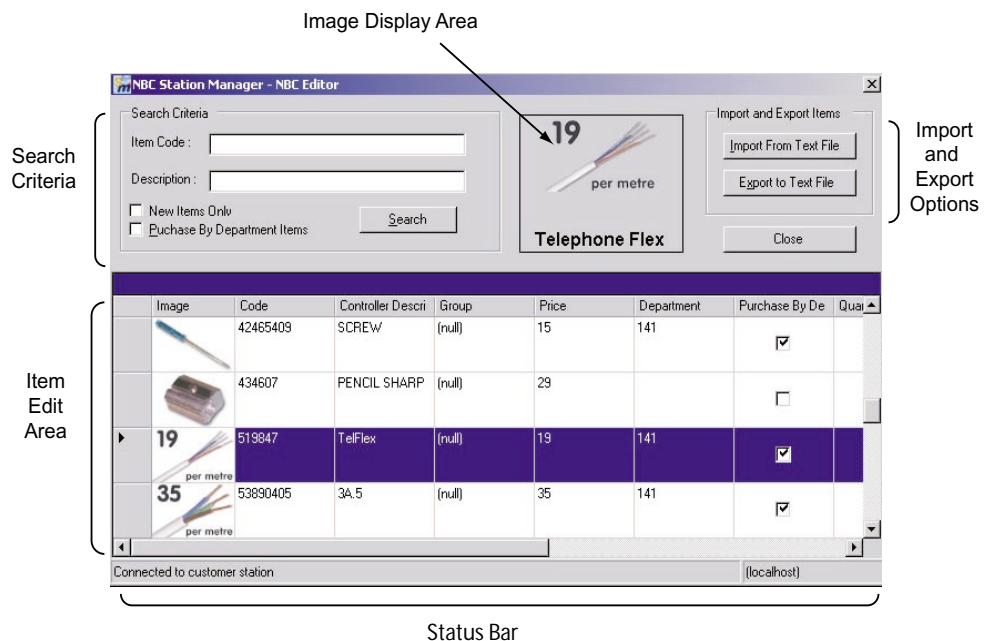
## Function

The NBC Item Editor allows you to modify the contents of the NBC item database. Through the NBC Editor, you can perform the following functions:

- View all items in the NBC item database.
- Perform a search to display specific items.
- Remove items from the database.
- Modify the current database by changing the information for a particular item, including the item price, description, or the image that displays on the button at the Customer Station.
- Add item information and image files to the database.

## NBC Item Editor Interface

The NBC Item Editor allows you to modify the contents of the NBC item database from the following interface:



### Search Criteria

The fields in this area allow you to search the NBC item database for specific items or sets of items. For example, enter the description **apple** to search for items that include the text **apple** in the description. For more information on searching the NBC item database, refer to “[Searching the NBC Item Editor Database](#)” on page 10.

### Image Display Area

When one row is selected in the item edit area, the image displays in the image display area.

---

## Import and Export Options

The **Import From Text File** button allows you to import information from a text file. You may wish to use this function when you add large sets of data to the database.

The **Export From Text File** button allows you to export the information from the database into a text file. You may wish to use this function when you modify large amounts of information in the database.

For more information on how to use these features, refer to [“Modifying Information in a Text File”](#) on page 12 and [“Adding Information through a Text File”](#) on page 15.

## Item Edit Area

The item edit area allows you to add information to the database or modify the information already in the database. The fields in this area include:

- Image
- Code (an SKU, PLU, or any other number)
- Controller description (description assigned to the item in the Store Controller)
- Group (best-seller group assigned to the item)
- Price
- Department number
- Purchase By Department (enabled if item is purchased by department)
- Quantity Required (enabled if a quantity must be specified when item is purchased)
- Weight Required (enabled if the weight is required when item is purchased)
- English (English text that appears on buttons)
- French (French text that appears on buttons)
- Spanish (Spanish text that appears on buttons)

For more information, refer to [“Modifying Information from the “NBC Editor” Screen”](#) on page 9.

## Status Bar

The bottom left corner of the status bar displays the Station Manager status. For example, The message **Connected to customer station** displays if the Station Manager is connected to a Customer Station.

The name of the Customer Station that the Station Manager is connected to also displays on the right of the status bar.

---

## Image Specifications

The NBC Item Editor also allows you to add your own image file for an item. All images added to the NBC Item Editor Database **must** conform to the following format specifications:

### Size

- Images must be 100 pixels wide by 64 pixels high.

### Format

- Images must be saved in portable network graphics (PNG) 24 full-colour format.

**NOTE:** Use Adobe Photoshop Version 6.0 or later, JASC Paintshop Pro, or Macromedia Fireworks to create PNG files.

### Effects

- Mask the image content so that only the image is shown by removing any background information from the image.
- Use transparent effects only, such as drop-shadows.

### Location

- Store all image files in **C:\Robot\Data\IEMedia\NBC**.

### EXAMPLES

The following images conform to the specifications above:



---

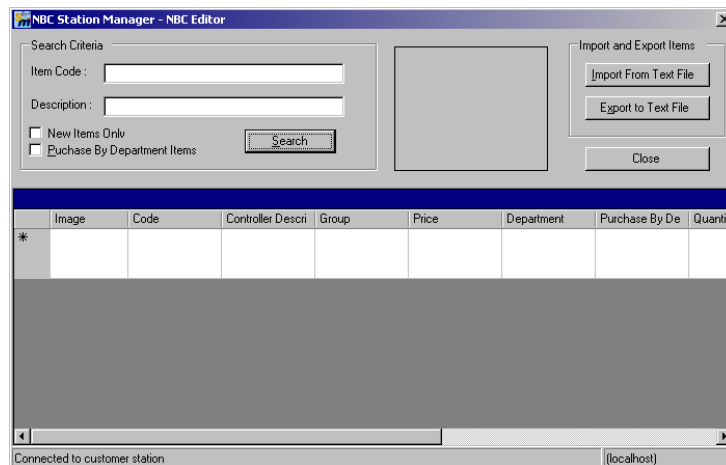
## Using the NBC Item Editor

The following procedures are included in this section:

- [Searching the NBC Item Editor Database](#) (page 8)
- [Modifying Information in the NBC Item Editor Database](#) (page 9)
- [Adding Information to the NBC Item Editor Database](#) (page 12)
- [Deleting an Item from the NBC Item Editor](#) (page 14)

### Searching the NBC Item Editor Database

1. Connect to a Customer Station database and access the NBC Item Editor. Refer to “[Starting the NBC Station Manager](#)” on page 3.  
The **NBC Editor** appears.

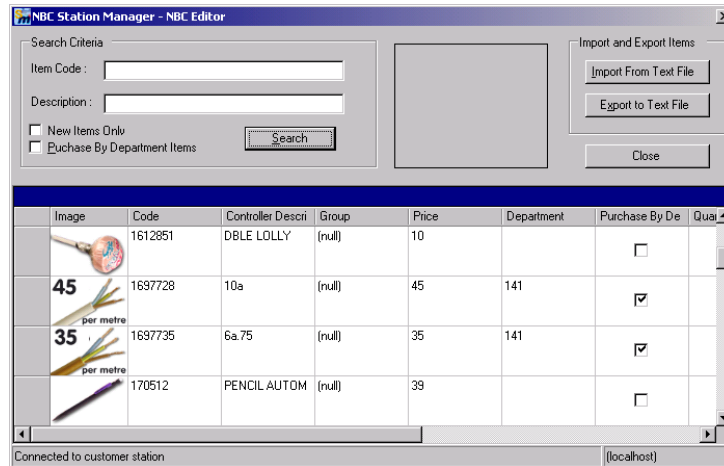


2. Set the search criteria. Use any combination of the following criteria:
  - a. Enter an item’s code (or partial item code) in the **Item Code** field.
  - b. Enter an item’s description (or partial description) in the **Description** field. This searches the English language description.
  - c. Enable **New Items Only** to search for recently added items.
  - d. Enable **Purchase By Department Items** to search for items that can be purchased by department.

**OR**

To view all entries in the database, leave all fields empty and all check boxes disabled.

- When the search criteria is set, click **Search**.  
The results of the search display. The diagram below shows the results of an open search.



## Modifying Information in the NBC Item Editor Database

You can modify the information in the NBC Item Editor Data in one of two ways:

- from the **NBC Editor** screen
- in a text file

### Modifying Information from the “NBC Editor” Screen

- Locate the item you wish to modify. Refer to “[Searching the NBC Item Editor Database](#)” on page 8 for more information about locating a specific item.
- Click the cell you would like to modify.

**NOTE:** *If you wish to change the image displayed, you will need to double-click the current image.*

- Make the necessary modifications. In most cases, you need only erase the current information and enter the new information, or enable or disable a check box. If you need to modify a graphic, follow the steps below.
  - Ensure that the modified graphic is already saved in PNG format in **C:\Robot\Data\IEMedia\NBC**.
  - From the **NBC Editor** screen, double-click the graphic.  
The **Open** screen appears. The contents of **C:\Robot\Data\IEMedia\NBC** display.
  - Click the modified graphic, then click **Open**.  
The modified graphic displays in the **NBC Editor**.

### Modifying Information in a Text File

It may be quicker and easier to make significant changes to the NBC Item Editor in a text file.

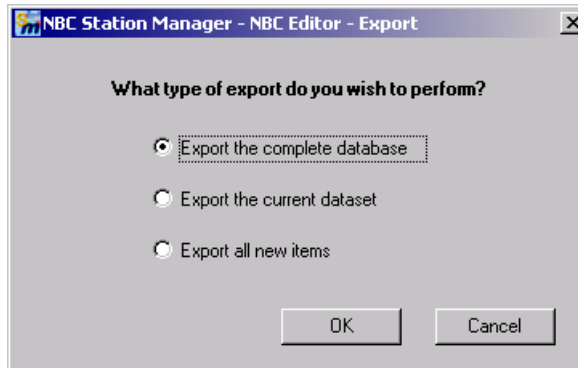
---

## Exporting the Information to a Text File

**NOTE:** *If you wish to only export certain information, such as items from a particular department, perform a search in the database. For more information, refer to “Searching the NBC Item Editor Database” on page 8.*

1. Click **Export to Text File**.

The **NBC Editor - Export** screen appears.

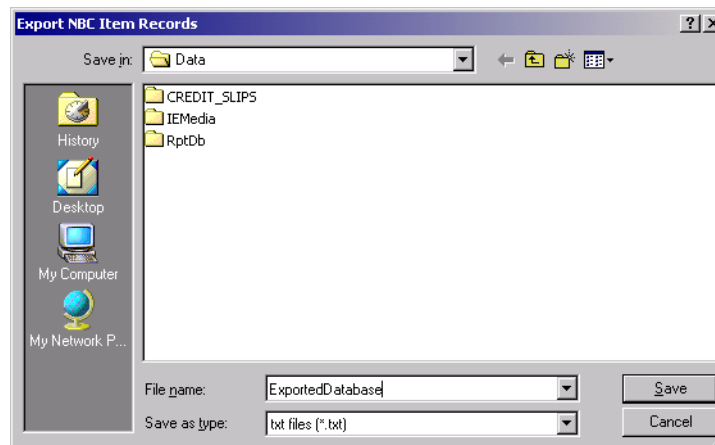


2. Select the type of export you wish to perform, then click **OK**.

The **Export NBC Item Records** screen appears.

3. Specify a name for the file, then click **Save**.

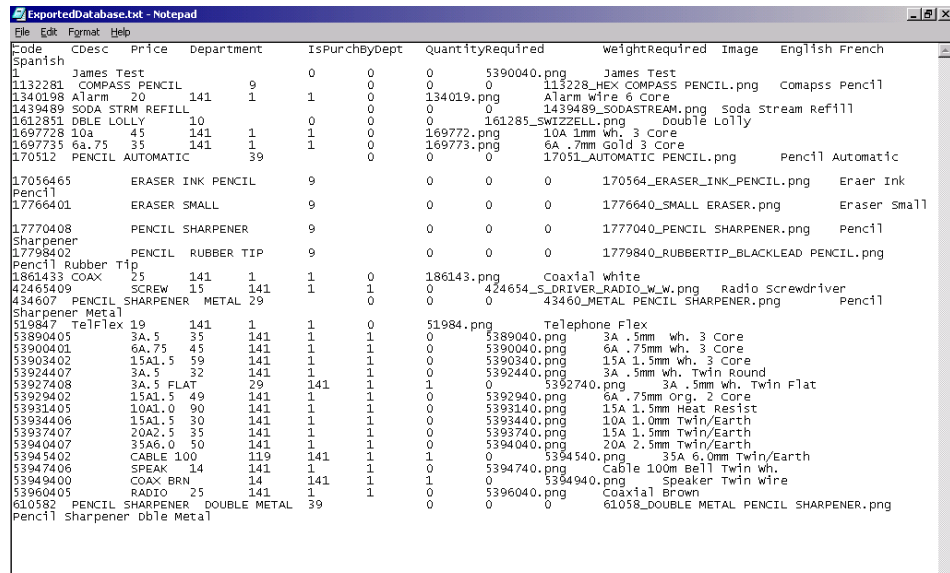
The file is saved in **C:\Robot\Data**.



## Modify the Text File

1. Go to **C:\Robot\Data**.

2. Double-click the text file to open it.



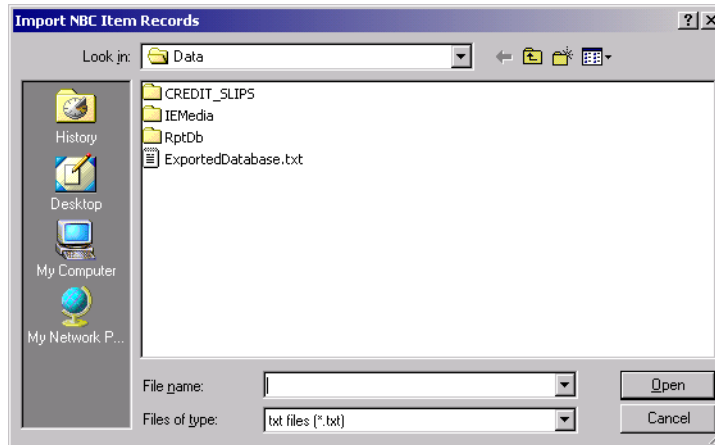
3. Make any necessary modifications to the text file.

**NOTE:** You may find it easier to modify the file in Excel format. If so, you **MUST** save the Excel file in **tab delimited** format before reimporting it.

4. Save and close the text file.

**Import the Modified Text File**

1. From the NBC Editor screen, click **Import From Text File**.  
The **Import NBC Item Records** screen appears.



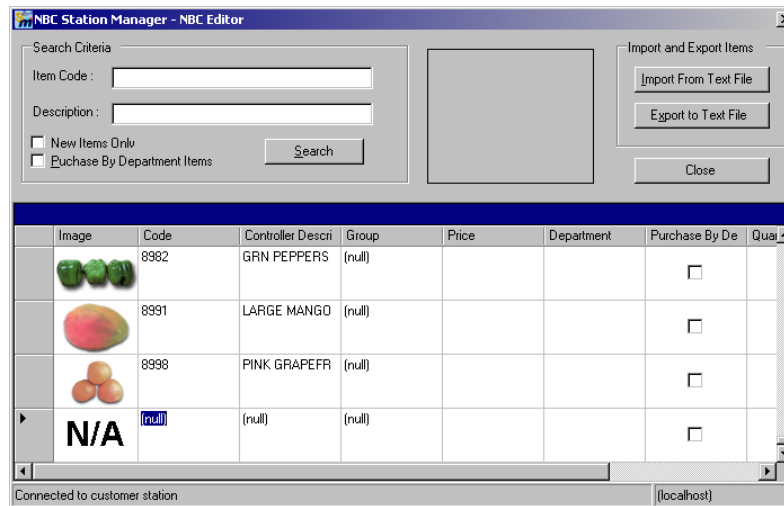
2. Click the text file you wish to import, then click **Open**.  
The file is imported.

---

## Adding Information to the NBC Item Editor Database

### Adding Information from the “NBC Item Editor” Screen

1. Ensure that the graphic you wish to use is saved in PNG format in **C:\Robot\Data\IEMedia\NBC**.
2. From the **NBC Editor**, click an empty row.  
The cells in the row become enabled, as shown below.



3. Enter the item’s code in the **Code** cell.

**NOTE:** *You must enter the item’s code first. The item code can be a PLU code, an SKU, or any other number. It is very important that you enter the correct code.*

4. Double-click the **Image** cell.  
The **Open** screen appears. The contents of **C:\Robot\Data\IEMedia\NBC** display.
5. Click the file you wish to use once to highlight it, then click **Open**.  
The graphic displays in the image cell.
6. Enter the controller description in the **Controller Description** cell. This description must match the actual description of the item in your Store Controller.
7. If applicable, enter the group the item belongs to in the **Group** field. The **Group** field is used to classify best-seller items in separate groups.
8. Enter the item price in the **Price** cell. You do not need to enter a decimal point.
9. Enter the department number in the **Department** cell.
10. If applicable, enable **Purchase By Department**.

**NOTE:** *If **Purchase By Department** is disabled, you cannot specify that an item is quantity- or weight-required.*

- 
11. If applicable, enable **Quantity Required**. If this cell is enabled, the customer will have to specify the quantity (for example, the length of a cable) purchased.
  12. If applicable, enable **Weight Required**. If this cell is enabled, the customer will have to place the item on the Scanner Scale to be weighed.
  13. Enter a description in the **English Description** cell. This is the text that will appear on the button beneath the image.
  14. If applicable, enter a description in the **French Description** or **Spanish Description** cell.
  15. Repeat step 3 to step 14 to add additional items.
  16. When you have finished adding items, click **Close**.  
The new information is saved in the database.

**NOTE:** *The Customer Station databases are synchronized. Changes made to one database are automatically transferred to the other databases.*

### **Adding Information through a Text File**

If you are making major changes to the database, you may find it easier to add the information in a tab-delimited text file.

1. Ensure that you have all the necessary information.
  - a. Ensure that all the image files are saved in PNG format in **C:\Robot\Data\IEMedia\NBC**.
  - b. Ensure that you have noted down all information, including the image file name and Store Controller description.
2. Export part of the database to a text file. If necessary, refer to [“Exporting the Information to a Text File”](#) on page 10 for more information.
3. Go to **C:\Robot\Data** and locate the file.
4. Double-click the text file to open it.
5. Save the file under a different name.

**NOTE:** *You may find it easier to modify the file in Excel format. If so, you **MUST** save the Excel file in **tab delimited** format before reimporting it.*

6. Using the file as a template, enter the new information in the columns. Overwrite the existing information.

**NOTES:** *Set **Purchase By Department**, **Quantity Required**, or **Weight Required** to 0 if they are disabled, and to 1 if they are enabled.*

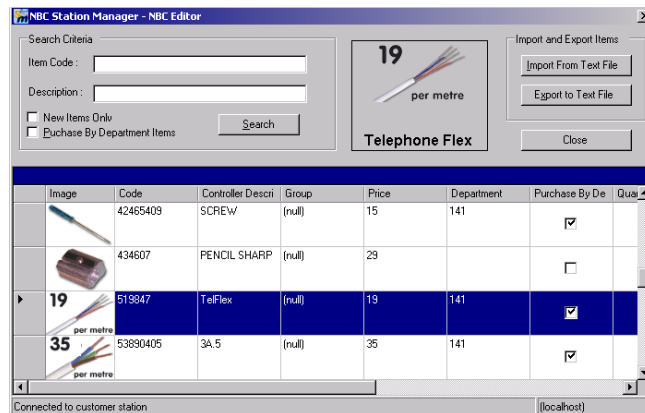
*If you wish to set the image file through the user-friendly NBC Item Editor, set the file name to N/A in the text file. Refer to [“Adding Information from the “NBC Item Editor” Screen”](#) on page 12 for more information.*

7. Save and close the file.

- 
8. Import the file into the database. If necessary, refer to [“Import the Modified Text File”](#) on page 11 for more information.

## Deleting an Item from the NBC Item Editor

1. Access the NBC Item Editor. If necessary, refer to [“Starting the NBC Station Manager”](#) on page 3.
2. Locate the item you wish to delete. If necessary, refer to [“Searching the NBC Item Editor Database”](#) on page 8 for information about how to locate the item quickly.
3. Click to the left of the item row so that the row is highlighted.



4. Press **DELETE**.  
The message **Are you sure you want to delete this item?** appears.
5. Click **Yes**.  
The row is removed from the NBC Item Editor.
6. Remove any references to the item in the drilldown menus. Refer to [“Deleting an Item from the Drilldown Editor”](#) on page 25.

---

# Drilldown Editor

## Function

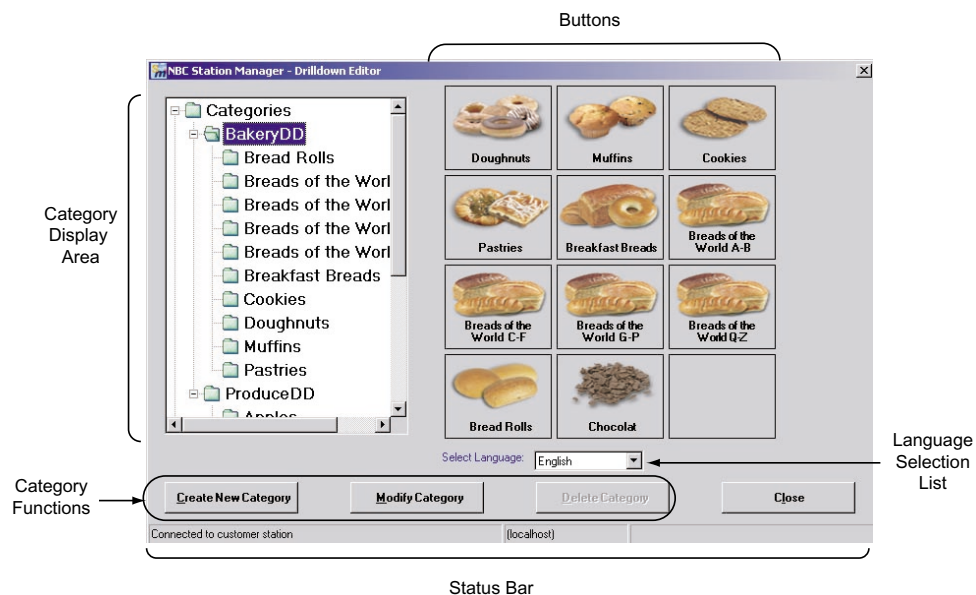
The Drilldown Editor allows you to modify the NBC item menus that appear at the Customer Station. Use the Drilldown Editor to perform the following functions:

- Specify that a certain button will display a category, specific item, or best-seller item.
- Create a new category.
- Add items to a category.
- Remove items from a category.
- Delete an unused category.

For information on how to perform these functions, refer to [“Using the Drilldown Editor”](#) on page 17.

## Drilldown Editor Interface

An NBC item menu appears when a customer selects **No Bar Code** at the Customer Station. The following interface allows you to modify the screens:



### Buttons

A maximum of 12 buttons can be displayed on an NBC item menu. Stores can set up the buttons to display a best-seller item, specific item, or category. (Refer to [“Button Types”](#) on page 16.) In the example above, only 11 buttons are configured.

### Category Display Area

The category display area shows all categories added to the **Drilldown Editor**. Each category is represented by a folder. The example above shows two NBC categories: **Bakery** and **Produce**. The contents of the **Bakery** category are displayed.

---

## Language Selection List

The **Language Selection** list allows to choose which language text displays on the buttons in the Drilldown Editor. In the example above, English is selected. You can enter the text for different languages in the NBC Item Editor.

## Category Functions

The category function buttons allow you to add, modify, or delete a category. For more information on how to perform these functions, refer to [“Adding a New Category”](#) on page 18, [“Modifying a Category”](#) on page 20, or [“Deleting a Category”](#) on page 25.

## Status Bar

The bottom left corner of the status bar displays the Station Manager status. For example, The message **Connected to customer station** displays if the Station Manager is connected to a Customer Station.

The name of the Customer Station that the Station Manager is connected to also displays in the middle of the status bar.

## Button Types

### Best-Seller Item

Best-seller item buttons represent the most frequently sold items at the U-Scan System in your store. The U-Scan System keeps a database of the best-selling NBC items and updates the best-seller item buttons between every order. The sales information in this database determines which items are displayed on the buttons.

In addition, stores can specify that an item belongs to a certain best-seller **group**, such as **Produce** or **Bakery**. In this way, you can set a specific button to display the best-seller for a particular group. These groups are set up in the item information through the NBC Item Editor.

**Example:** A screen showing a selection of bakery items could display the best-seller from the bakery group on a certain button.

For information on how to configure a button to display a best-seller item, refer to [“Setting a Button to Display a Best-Seller”](#) on page 22.

### Specific Item

Specific item buttons represent one item in particular.

**Example:** A long-term promotion for kiwifruit could prompt store personnel to display the **KIWIFRUIT** specific item button.

For more information on how to configure a button to display a specific item, refer to [“Setting a Button to Display a Specific Item”](#) on page 21.

### Category

Category buttons represent a category of non-bar coded items. When customers touch a category button, a screen displaying items or other categories appears.

**Example:** The **Produce** category could contain the items **Bananas** and **Pears**, and the categories **Apples** and **Citrus Fruit**.

For more information on how to configure a button to display a category, refer to [“Adding a New Category”](#) on page 18.

---

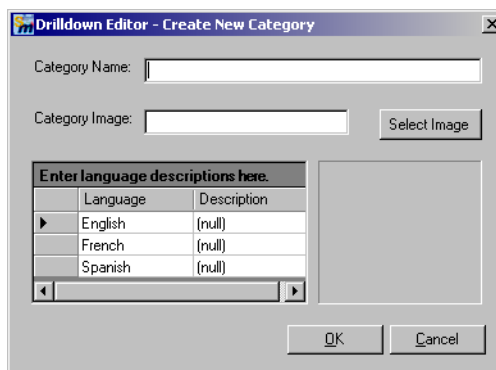
## Using the Drilldown Editor

The following procedures are included in this section:

- [Adding a New Category](#) (page 17)
- [Modifying a Category](#) (page 20)
- [Setting a Button to Display a Specific Item](#) (page 21)
- [Setting a Button to Display a Best-Seller](#) (page 21)
- [Adding an Item to a Category](#) (page 24)
- [Deleting an Item from the Drilldown Editor](#) (page 25)
- [Deleting a Category](#) (page 25)

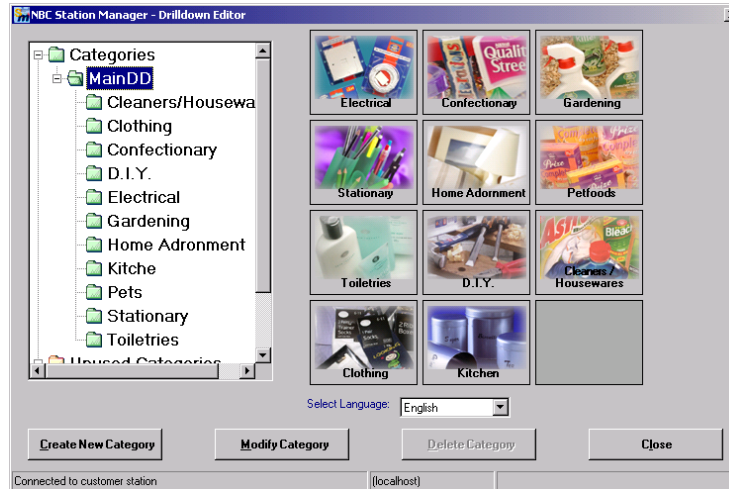
### Adding a New Category

1. Ensure that image you wish to display on the category button is saved in PNG format in **C:\Robot\Data\IEMedia\NBC**.
2. Access the Drilldown Editor. Refer to [“Starting the NBC Station Manager”](#) on page 3. The **Drilldown Editor** screen appears.
3. Click **Create New Category**.  
The **Create New Category** screen appears.

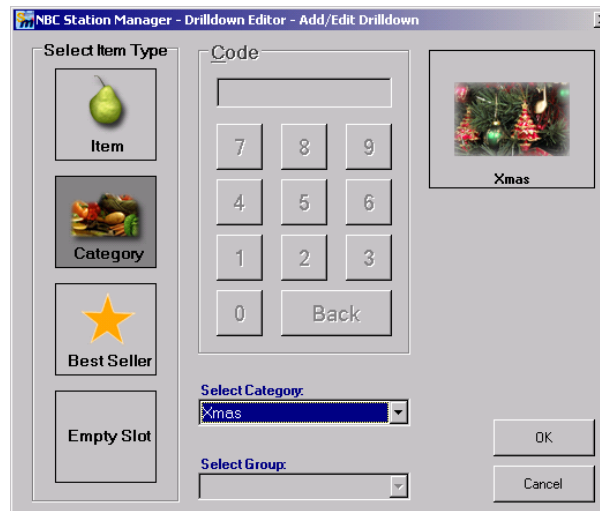


4. Enter the category name in the **Category Name** field. This is the folder name that will appear in the left display frame on the **Drilldown Editor** screen.
5. Select the image file to display on the category button.
  - a. Click **Select Image**.  
The **Open** screen appears. The contents of **C:\Robot\Data\IEMedia\NBC** display.
  - b. Locate the image file.
  - c. Click the file once to highlight it, then click **Open**.  
The image displays on the right of the screen.
6. Enter the English description in the **Description** field. This is the text that will appear on the button on the Customer Station screen.
7. If applicable, enter the French or Spanish description in the **Description** field.

8. Click **OK**.  
The **Create New Category** screen exits. The new category displays under **Unused Categories** on the **Drilldown Editor** screen.
9. In the left display frame, highlight the location where you wish to display the category. For example, if you would like the category button to display on the main NBC item menu, click **MainDD**.



10. Click the button on which you would like to display the category.  
The **Add/Edit Drilldown** screen appears.
11. If the **Category** drop-down list is disabled, click **Category**.  
The **Category** drop-down list becomes enabled.
12. Select the **Category** from the drop-down list.  
The category image displays.



13. Click OK.

The **Add/Edit Drilldown** screen exits. The category button displays on the **Drilldown Editor** screen.



**NOTE:** For instructions on how to add items to a category, refer to [“Adding an Item to a Category”](#) on page 24.

---

## Modifying a Category

Follow these steps to modify the description or image displayed on a category button. You cannot change the name of the category.

1. Access the Drilldown Editor. Refer to “Starting the NBC Station Manager” on page 3. The **Drilldown Editor** screen appears.
2. In the left display frame, click the category you wish to modify.



3. Click **Modify Category**.  
The **Modify Category** screen appears.



4. If necessary, modify the image displayed on the button.
  - a. Click **Select Image**.  
The **Open** screen appears. The contents of C:\Robot\Data\IEMedia\NBC display.
  - b. Click the appropriate image file, then click **Open**.
  - c. The new image displays on the **Modify Category** screen.
5. If necessary, enter a new description in the English **Description** field. This is the text that appears on the button.

- 
6. If necessary, enter a new description in the French or Spanish **Description** field.
  7. Click **OK**.  
The **Modify Category** screen exits. The new information displays on the button.

## Setting a Button to Display a Specific Item

Perform the following to set a button up to display a specific item.

1. Access the Drilldown Editor. If necessary, refer to [“Starting the NBC Station Manager”](#) on page 3.
2. In the left display frame, browse to the location of the button you wish to set up to display a specific item.
3. On the right side of the screen, click the button.  
The **Add/Edit Drilldown** screen appears.
4. Click the **Item** button on the left of the screen.
5. Use the number pad to enter the item code in the **Code** field.
6. The item’s image appears on the right of the screen.
7. Click **OK**.  
The **Add/Edit Drilldown** screen exits. The button now displays the item.

## Setting a Button to Display a Best-Seller

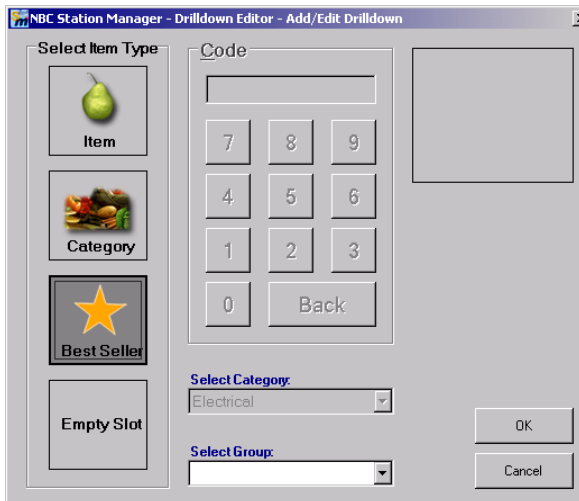
Perform the following steps to specify which button positions will display best-seller items. You must have already specified that in the NBC Item Editor that certain items belong to a group.

1. Access the Drilldown Editor. If necessary, refer to [“Starting the NBC Station Manager”](#) on page 3.

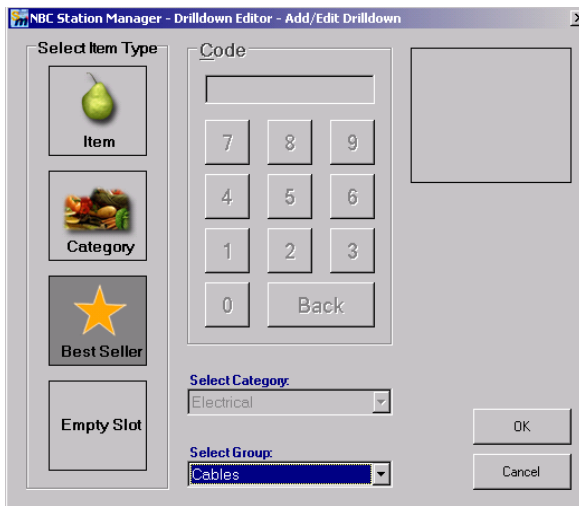
2. In the left display frame, browse to the location of the button you wish to set up as best-seller item button.



3. On the right side of the screen, click the button.  
The **Add/Edit Drilldown** screen appears.
4. Click **Best Seller**.  
The **Select Group** drop-down list enables.



5. Select the appropriate group from the drop-down list.



6. Click **OK**.  
The button will display a best-seller item for the group specified. In the Drilldown Editor, the button displays a star.



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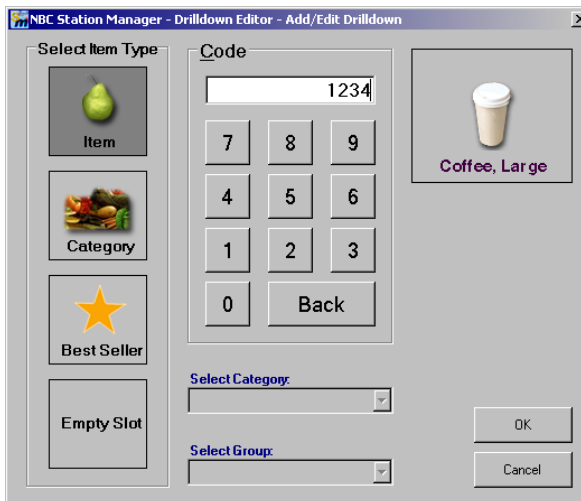
## Adding an Item to a Category

**NOTE:** Before you add an item to a category, the item must already be entered in the NBC Item database. If necessary, refer to “[Adding Information to the NBC Item Editor Database](#)” on page 12 for instructions.

1. Ensure that image you wish to display on the item button is saved in PNG format in **C:\Robot\Data\IEMedia\NBC**.
2. Access the Drilldown Editor. Refer to “[Starting the NBC Station Manager](#)” on page 3. The **Drilldown Editor** screen appears.
3. In the left display frame, click the category you wish to add the item to. The item buttons for the category display.

**NOTE:** If there are no items in the category, the buttons are empty.

4. Double-click the button where you wish to display the item. The **Add/Edit Drilldown** screen appears.



5. Click the **Item** button on the left of the screen.
6. Use the number pad to enter the item code in the **Code** field.
7. The item’s image appears on the right of the screen.
8. Click **OK**.  
The **Add/Edit Drilldown** screen exits. The item is added to the category.

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## Deleting an Item from the Drilldown Editor

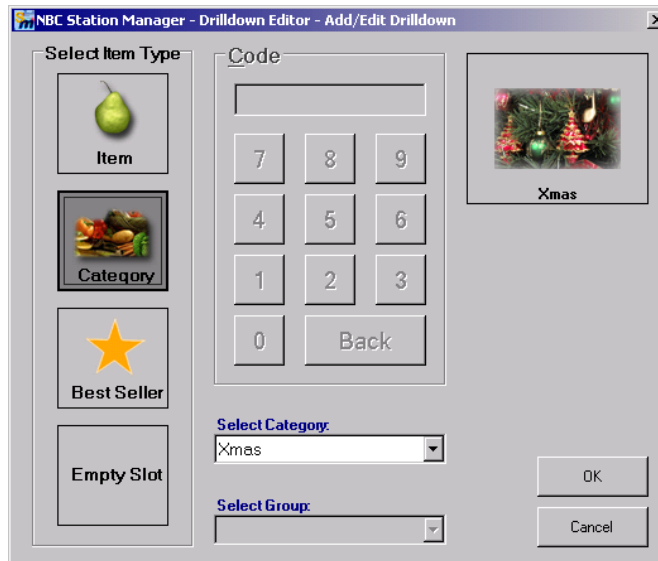
1. Access the Drilldown Editor. If necessary, refer to [“Starting the NBC Station Manager”](#) on page 3.
2. In the left frame, browse to the location of the item you wish to remove.  
**NOTE:** *If you have removed the item from the NBC item database, the button will display the text **Item Not Found** in red.*
3. Click the button.  
The **Add/Edit Drilldown** screen appears.
4. On the left side of the screen, click **Empty Slot**.  
The message **Are you sure that you want to delete the content of this drilldown?** appears.
5. Click **Yes**.
6. If the item was referenced in any other location in the drilldown menus, repeat step 2 to step 4.

## Deleting a Category

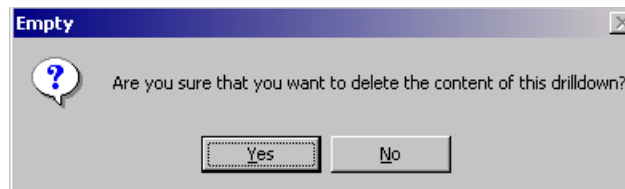
1. Access the Drilldown Editor. If necessary, refer to [“Starting the NBC Station Manager”](#) on page 3.
2. In the left display frame, browse to the location of the category you wish to delete. For example, if you wish to delete a category displayed on the **Main Drilldown** screen, click **MainDD**.



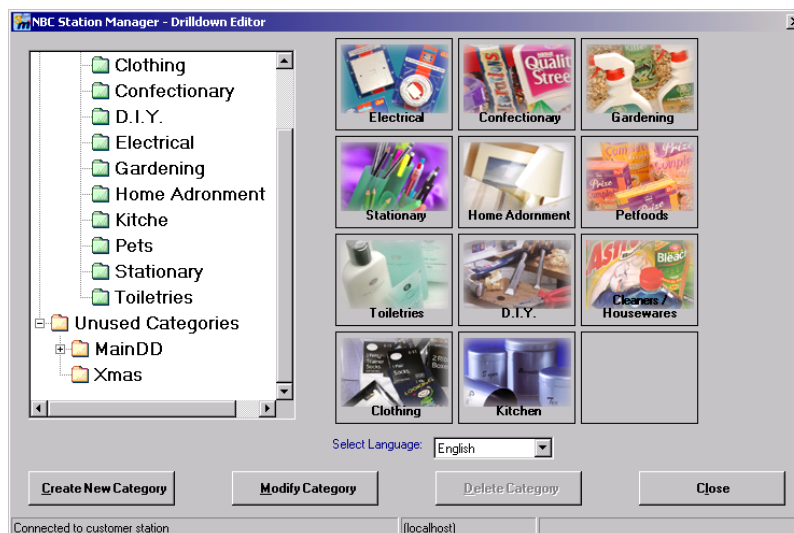
- On the right of the screen, click the category button you wish to delete. The **Add/Edit Drilldown** screen appears.



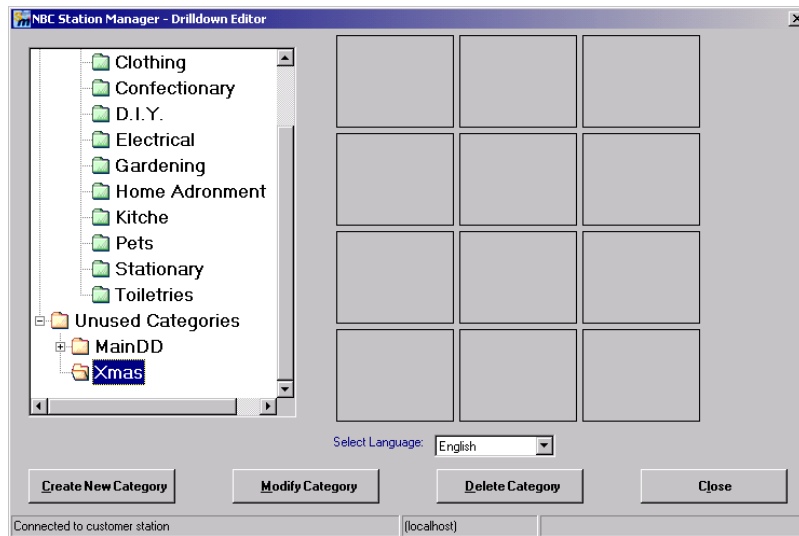
- On the left side of the screen, click **Empty Slot**. The message **Are you sure you want to delete the contents of this drilldown?** appears.



- Click **Yes**. The category is moved from the **MainDD** folder to the **Unused Categories** folder in the left display frame.



- 
6. To permanently remove the category, follow these steps:
    - a. In the left display frame, click the category folder in the **Unused Categories** folder.



- b. Click **Delete Category**.  
The category is permanently deleted.
7. Click **Close**.


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## Synchronization Manager

**NOTE:** *The Synchronization Manager is currently unavailable.*

The Synchronization Manager allows you to periodically synchronize the information in the NBC item database with the information from the Store Controller. The update will add any new items in the Store Controller to the NBC item database, and delete any items from the database that have been removed from the Store Controller.



  
**FUJITSU**

**T H E P O S S I B I L I T I E S A R E I N F I N I T E**