WinSale
Quick Start Guide

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Thank you for your interest in WinSale. WinSale is the easiest and the most powerful Retail Management / Point of Sale system on the market today.

WinSale has evolved from the culmination of over 25 years of providing retail point of sale systems for the Small to Medium Sized single or multi-store chains.

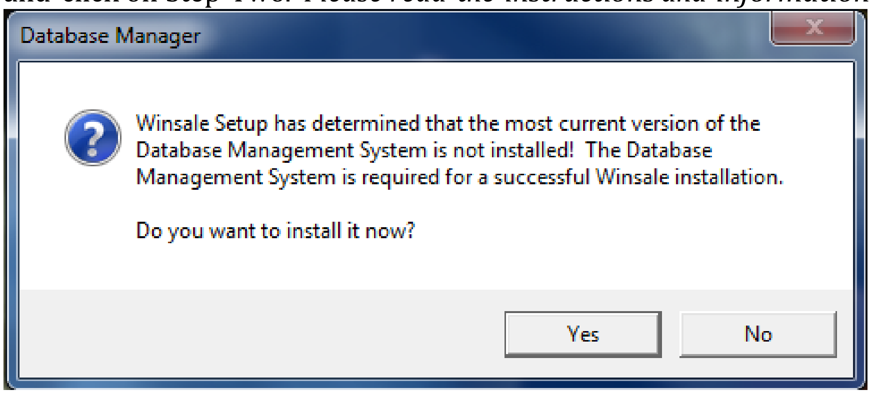
This quick start guide has been designed to help you get WinSale installed and configured quickly and easily. As you experiment with WinSale, follow along with this guide to learn the basics of how easy it is to use.

Section One – Installation

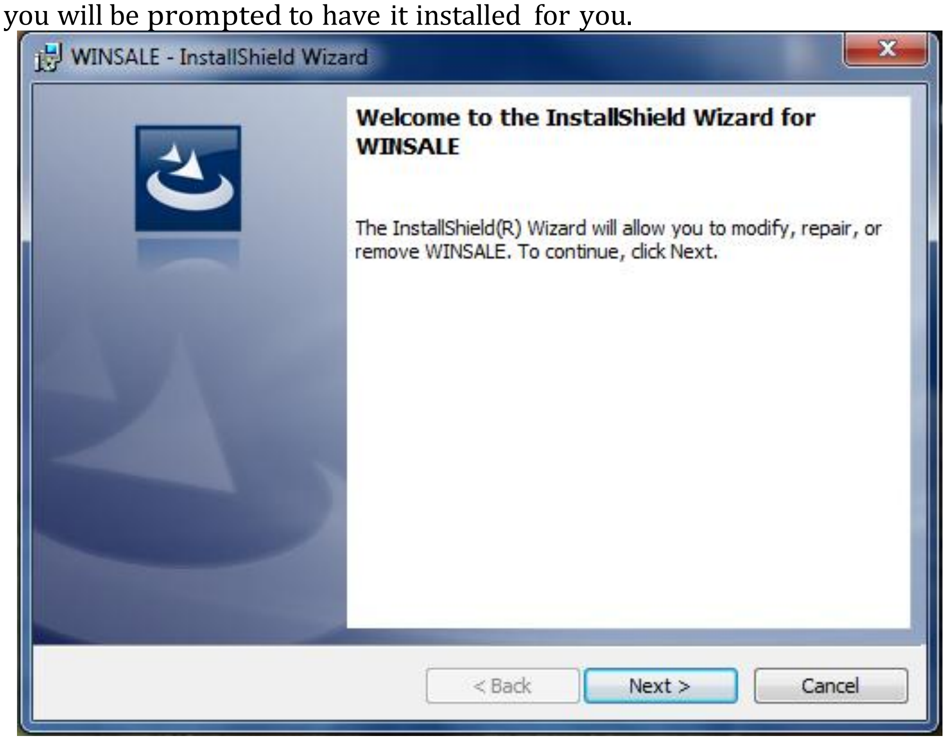
Note: If Magnum Software setup your system at their corporate office location, you can skip this section and only reference it when doing updates, etc.

Before physically installing WinSale you should make sure that your system has the minimum system requirements. WinSale system requirements match your Operating System minimum hardware requirements, and can be different, depending on OS version you use (e.g. Windows 2000, XP, Vista, 7).

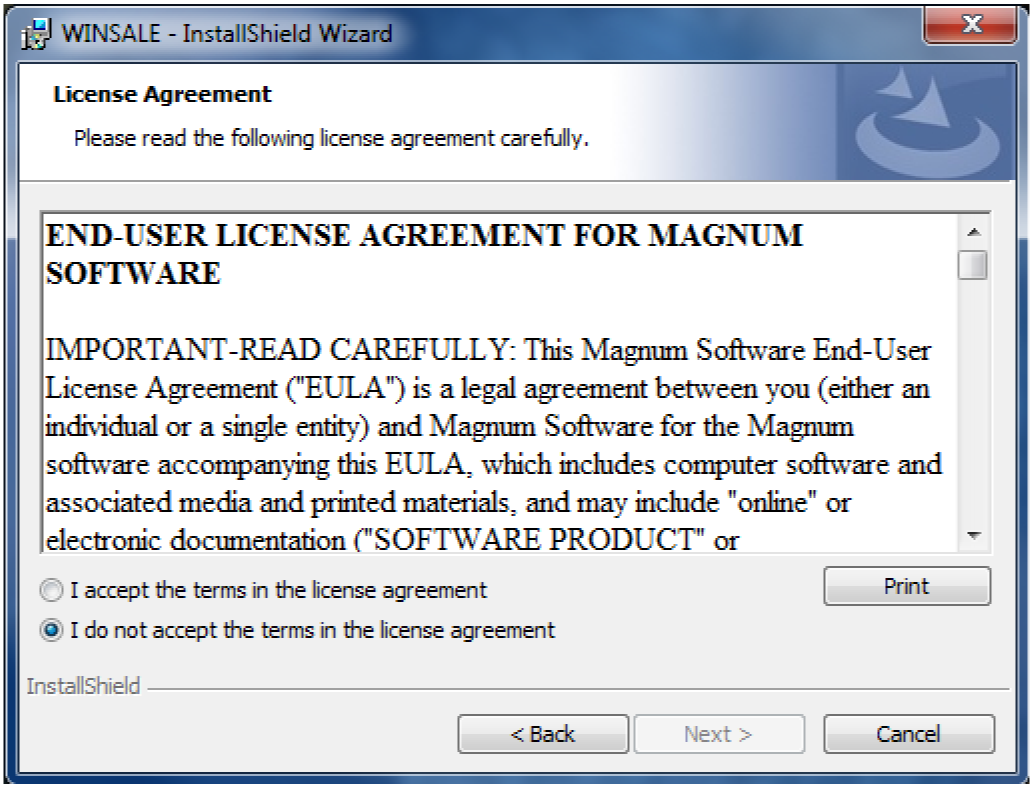
1. Place the CD label side up into the CD ROM drive. The installation program should automatically start. If this in an upgrade installation you may skip Step One of the installation and click on Step Two. *Please read the instructions and information on the screen carefully!*



WinSale requires the Database Management system to be installed. If there is not one detected then you will be prompted to have it installed for you.



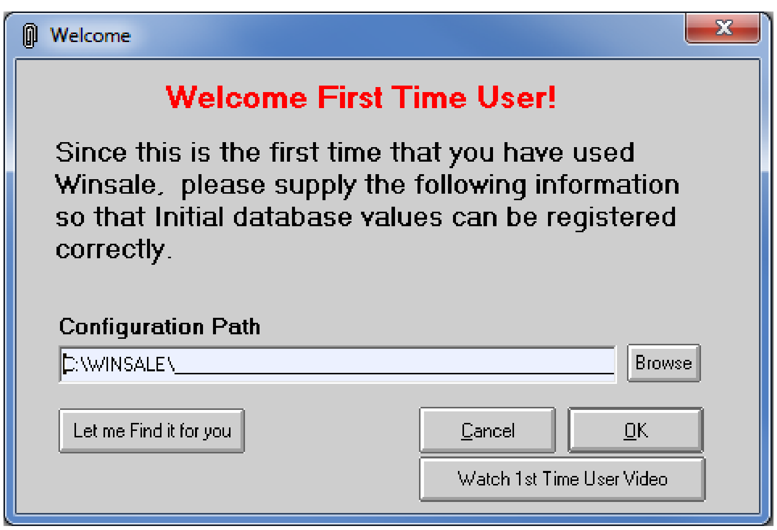
2. First screen displays the intentions of the installation and warns you that this program is Copyrighted and that illegal copying is prohibited. Accept the terms in the license agreement, then click Next to proceed.



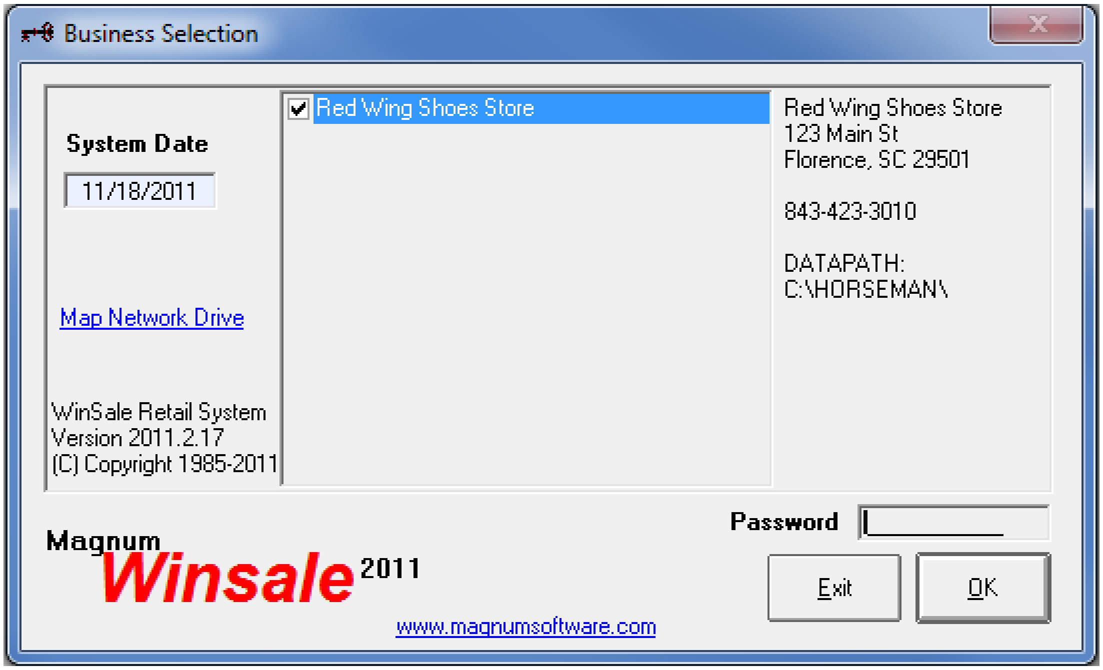
3. The next screen displays the standard License agreement. You should read this if you have any questions about ownership of the software and the rules of copying software. Accept the terms of the license agreement to continue with installation.

4. That is all the information that is needed for WinSale to begin installation. Click on Next to continue.

Section Two - First Time Setup

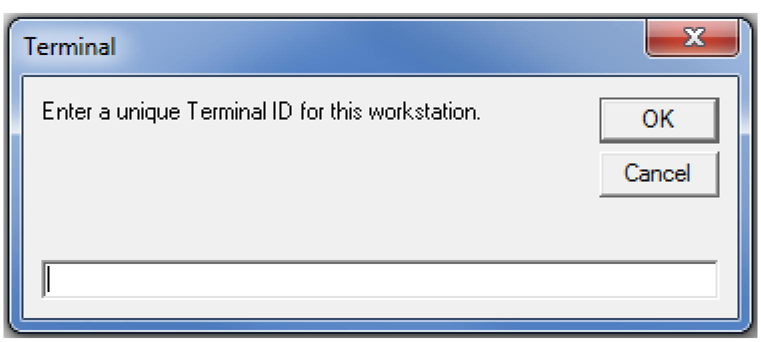


When starting up WinSale for the very first time you will be greeted with the above screen. This screen is used for specifying where the program is installed and where it should look for the Configuration files. Since WinSale allows you to have many configurations as well as up to 99 businesses per configuration, it is imperative that this information be given. WinSale will automatically search your hard drives and network drives for any possible configuration. If you have never had any other Magnum Software Products on your network the most likely path is the one shown above. (C:\WINSALE\). Click OK to continue.



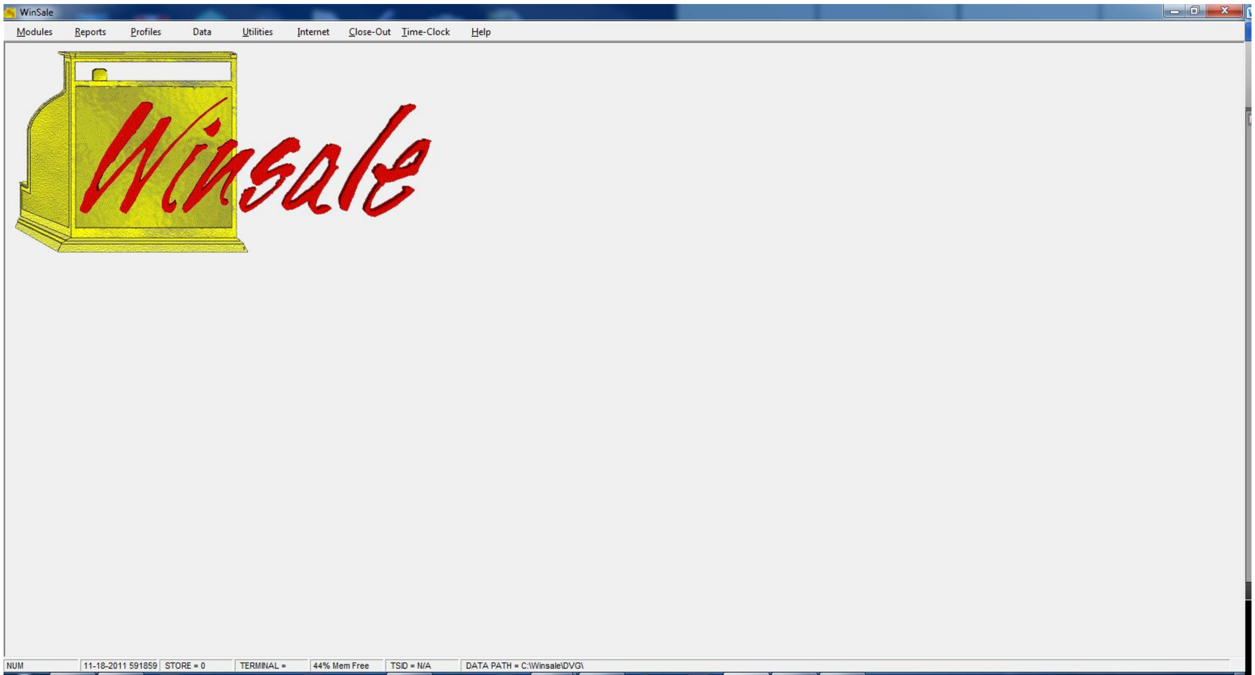
The next screen you will see is the Business Selection screen. In this case, the current configuration has only one business set up. Red Wing Shoe Store is the demonstration company supplied with WinSale. It has some very simple data already configured for you. The top left of the Business Selection Screen has a Date prompt. This allows you to perform any function in the software on the date specified. This date does not change the computer's system date and will not affect any other workstation using the system on a network. However, any transaction that you make will be time stamped with this date.

The Password prompt allows you to enter the system under a predefined user level. The user level that is employed is based on the password entered here. If the user level that you enter in the system does not have privileges to do a certain function then a password over-ride will occur. The password over-ride will usually be entered by management or a more powerful privilege level. Appropriate passwords can be produced at a later date.



Terminal Environment Variable

WinSale requires that each individual workstation or terminal has an ID that uniquely identifies it. This Terminal ID can be any three consecutive characters. Typically this will be numeric like 001, 002, or 003, etc.



The screen above is the main menu of the system. If you are familiar at all with Windows programs then you will feel right at home here. The bottom of the screen above has some pertinent information that might come in handy as you work with the program. The first two are self explanatory and are simply the status of the num locks key and the system date.

The next item is the current store number. WinSale can easily manage hundreds of retail stores in real time over the internet. Inventory levels move seamlessly between stores on a nightly basis. The main location also receives all sales history, customer history, vendor history, employee time sheets and commissions, etc. WinSale has been written from the ground up to handle multi-locations. Even if you don't have multi-locations now, why limit your future.

The next item is the Terminal ID. Each workstation/register has a unique ID assigned. This allows for easier auditing of transactions. WinSale can handle any number of registers in a store, and without extra cost. Some software companies charge you per register. As always with WinSale you have an open path to expansion without having to worry about costly and complicated license agreements.

The next item displays the amount of free memory available to the program. Always try and keep this number above 20%. If it falls below 10% your system may respond sluggishly. This may mean that you may have to exit some other programs or maybe even consider purchasing more RAM memory.

The last item on the main screen in the above figure is the operating system path to the data. You will rarely have to be aware of this, but, if for nothing else other than backups, this is a necessity to know.

Section Three - Entering your Data

1. Configuration Information - The Configuration is located under the Modules Menu. The Configuration must be completely set up! Go through each section until all necessary information has been filled. A demonstration company has already been setup for you. If you are evaluating the software then no further setup is required.

2. Passwords (Optional) - The Password Input Screen is located on the Main Screen, under the Profiles Menu. At this stage, we recommend not changing anything until you are fully setup later, you may choose to set up other password levels. Passwords define who can access different functions or portions of the program and should be defined according to user levels, for example: Owner, Manager, Salesperson, etc.

3. Tax Codes Definitions - If you will be doing in-house charge sales or sales which need tax percentages and/or Exemptions other than the default tax rate that you set up in the configuration, then the Tax Code Definition Table should be set up before inputting customer data. If you do not specify a tax code when setting up a customer or Major Account, the default sales tax rate, as defined in the configuration will be applied to that customer. The Tax Code Definition Table is located in the Profiles men u from the Main Screen.

4. Terms Code Definition - Terms Definition is located under the Profiles Menu on the Main Screen. This information must be filled in for two purposes.

> **A.** If you will be using the Accounts Payable module or plan to use it later. You may enter your terms codes now or assign Terms C odes while you are inputting Vendor Information. This information will be printed on Purchase Orders to notify your vendor of your payment terms. It will also be used by the Accounts Payable Modules for early payment discounts.
> **B.** If you plan to give your customers payment or discounting terms. You may also assign Terms Codes while you are inputting Customer Information. This information is only necessary if you intend to print the Terms Definition on your Sales Receipts.

5. Vendors - Vendor Information is located in the Profiles Menu on the Main Screen. This information must be entered before you begin inputting your inventory. The inventory file has a field called Vendor Account Number, which should always be filled in because it is used to identify the primary vendor for the inventory item.

6. Department/Class Codes Definition - Department Code setup is located in the Profiles menu on the Main Screen. This information departmentalized your inventory and gives you the ability to generate Sales History by Department (Class). Careful consideration should be given to setting up departments. You should consider a meaningful numbering scheme that will allow you to take the most advantage of grouping inventory together for reports. If your system has been pre- loaded with default departments, you should still go through the departmental listing to view and/or add any necessary departmental information that may be needed.

7. Alt Department Codes - Alternate Departmental Code setup is also located in the Profiles menu on the Main Screen. This information can be used to further classify your inventory information. E.g. Red Wing Shoe Stores will be using the Alternate Department fields to classify and report on their different shoe brands. (Red Wing, Vasque, Worx, etc.)

8. Inventory - Inventory is the first choice of the Modules menu. Inventory should be filled in as completely as possible to take full advantage of the reporting features that WinSale has to offer. (See Matrix Inventory in this booklet for more information. Detailed information can be found in the WinSale Online Manual.)

A. Matrix Inventory Entry - You should use the Matrix Table to enter any size, width, and color combinations that you need to add to your inventory. The Matrix may also be used to validate available items by entering a Zero in the field instead of a quantity on hand.

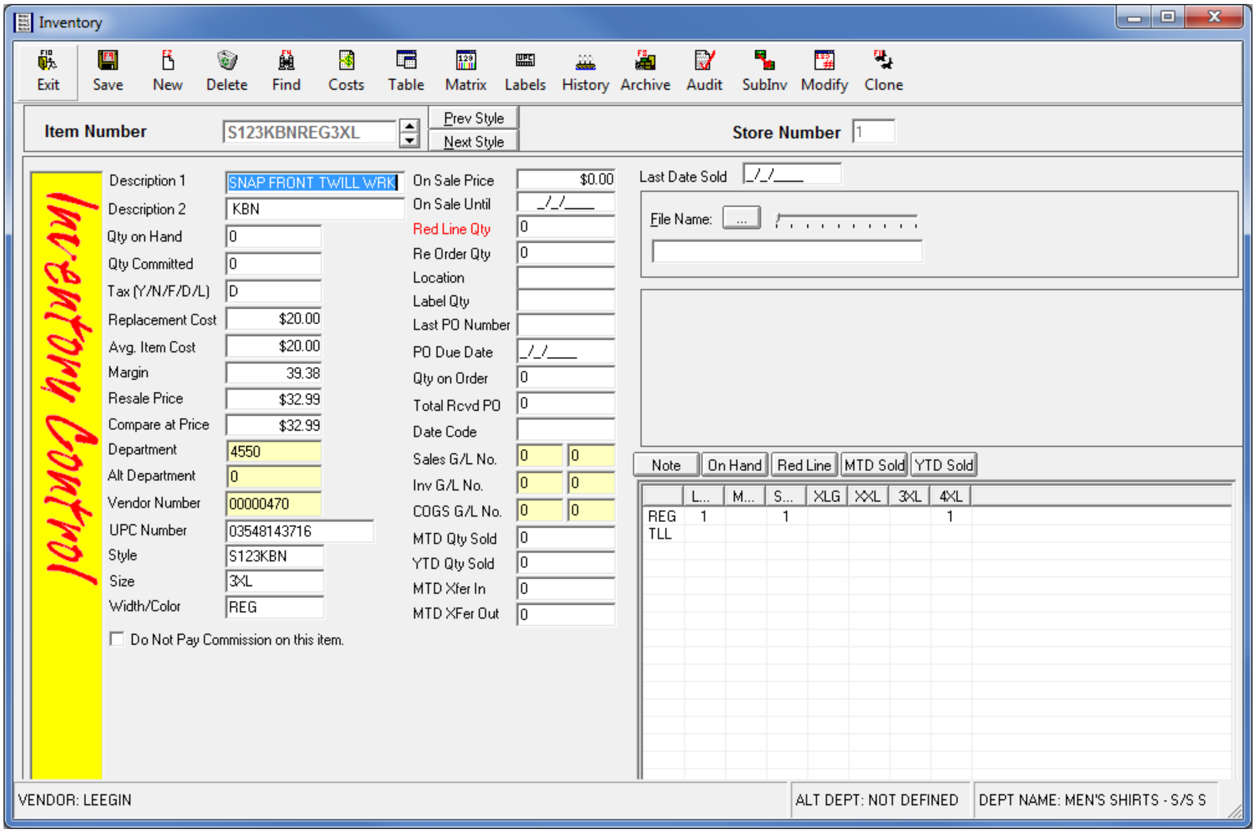
B. Item Number Entry - You will probably have items that need to be entered into your Inventory database that are not Matrix items. These items should be added through the Inventory Screen. Simply click on New, then begin adding your information. Once you have completed the fields that are important to you, click on Save. (We recommend that you assign Departments, and Vendors to each item for historical and reporting purposes)

C. Re-Order Points (Red Lines) - You may also use the Matrix to setup your re-order points by style number. Simply choose Re-Order points from the options, enter your style number, then choose the correct Matrix table from the list. Then using your arrow keys, enter each re-order point for the amounts that you wish to keep on hand at all times. (You may run the Re-Order Notification listing to view what you need to re-order at any time).

9. Salesperson Information - Salesperson information is located in the Profiles Menu on the Main Screen. Each Sales person should be assigned a sales number so that they can be credited for their own sales. If you are not using the Sales Commission module, you may skip the commission sections of the setup. However, before you ring up any sales, you must have, at least, a house account setup with an assigned number.

10. Customers/Industrial Accounts - Customer/Major Account Profiles are located in the Profiles menu on the Main Screen. If you wish to track your sales by customer, enter your existing customer base. Customer can be added to the program at any time, even during the sales process through quick add. Their information may also be modified during the sale directly from the customer lookup module by using the Modify function. Major Account information is located in the same profile, although there are several differences. You will choose to mark your Major Accounts in the AR information section of the profile. This will allow you to report on your Major Accounts separately from your customers if you wish . This will also allow you to choose to only access Major Account profiles on the customer lookup if necessary.

11. Customer/Industrial Account Current Balances - The current A/R balances should be entered after all customer information and any previous sales that you wish to enter have been completed. Future account balances will be aged based on the Last Transaction Date field in the Customer Profile, so if you know the last transaction date, that should be input as well. The quickest way to enter these balances is by using the Initial Balance Loader located under the Utilities Menu, under Customer Utilities. This will allow you to scroll through your accounts, and simply type in their current A/R balances. Once you have completed this process, you will need to run the AR Integrity Check from the C lose Out, Monthly Close Out menu. This will update all customer profiles with the current balances, and will ensure the integrity of you’re A/R Aging Report.



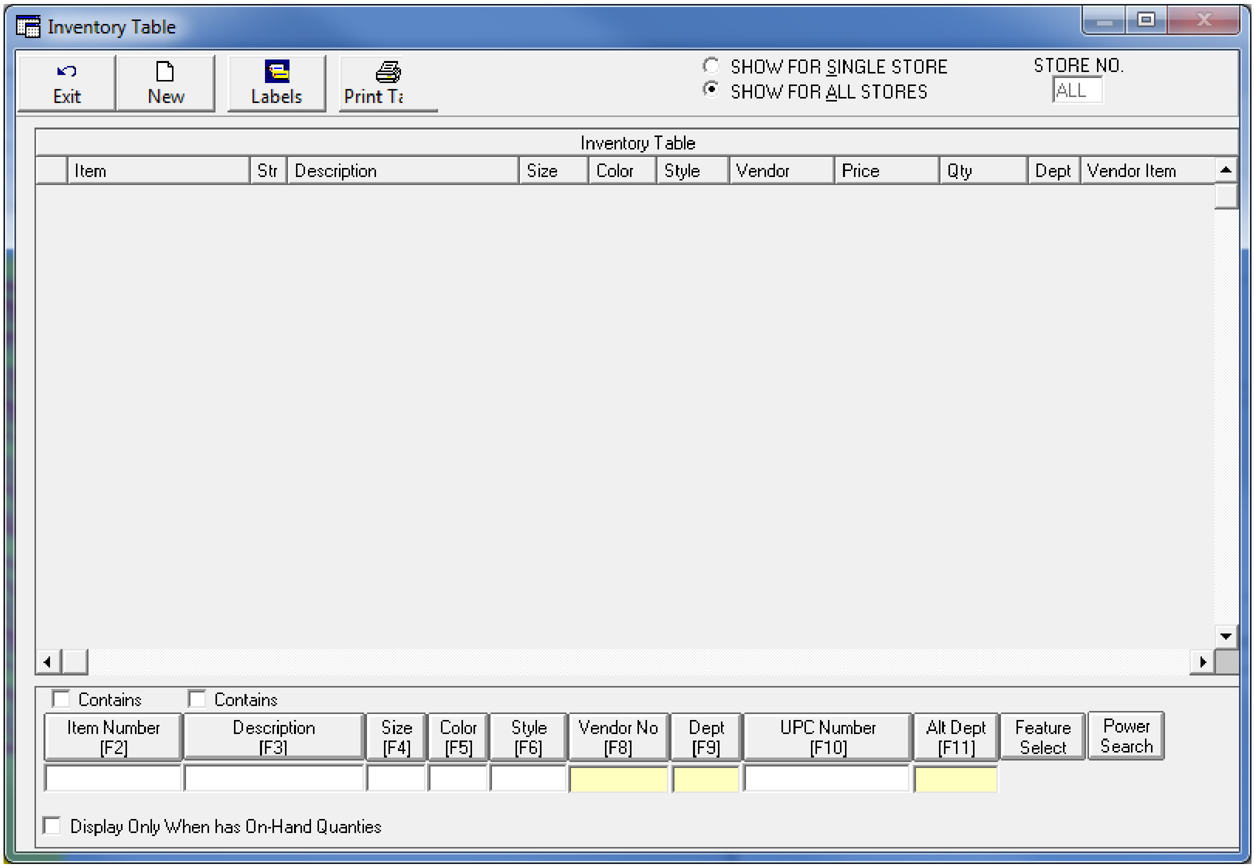
INVENTORY

The Main Inventory Screen is the control panel for many of the other inventory utilities. The toolbar at the top of the screen shows off some of the power of this retail inventory control system. As this is a quick start we won't explain each and every field shown, but will instead discuss some of the power of WinSale's Inventory Control System. All yellow fields are able to look up information by double clicking tin the appropriate field or by simply typing the name of what you are looking for.

Exit, Save, New, Delete, Find

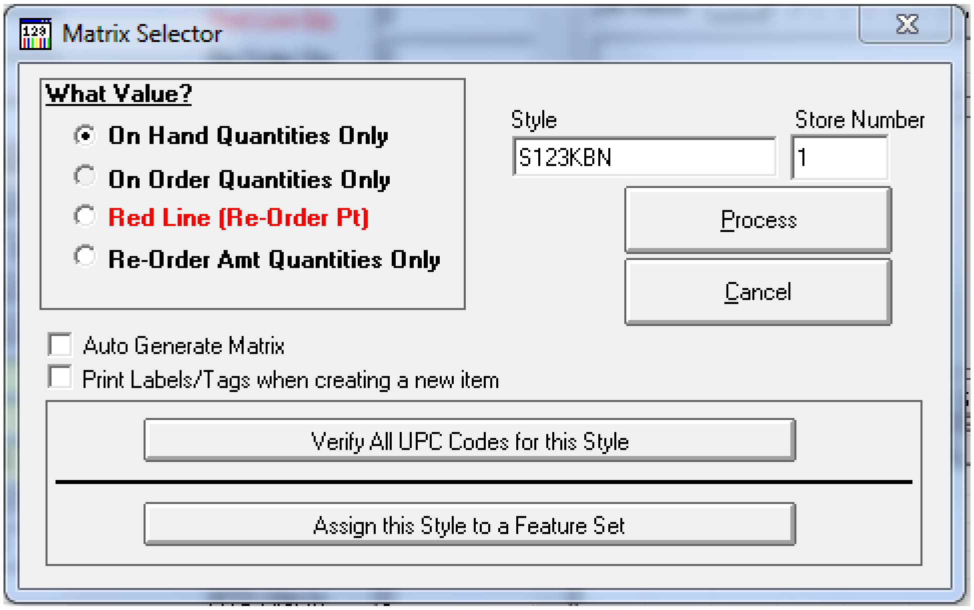
The first five icons on the inventory toolbar are similar to those seen on most of the profile screens throughout WinSale. In short they represent Exit, Save, New, Delete, Find...respectively. Each of these icons also have keys assigned to them consistently throughout the system. You may choose to use these keys or use the mouse. By having keys assigned as well keeps data entry moving fast without having to use the mouse.

Exit = F10 | Save = F9 | New = F2 | Delete = F3 |Find= F4



Inventory Table (F4 + F4)

The next icon on the toolbar is the Inventory Table. The Inventory table is probably the most powerful and most used inventory lookup feature available in WinSale (and as far as we know any other software). It allows you to look up your inventory in a precision format without knowing the item number. This table is so powerful that we have included it in its own section later in this booklet.



Matrix Inventory (F5)

The matrix inventory icon is used for adding, modifying, and generally working with like items. For example, clothing retailers buy and sell a garment of a single style or model number, but have it in different sizes and colors, or a shoe store buys and sells shoes in different sizes and widths and colors. There are numerous occasions when it is handy to use the power of the matrix table. WinSale's matrix inventory uses a base Style to generate its own item number for different colors and sizes. For example, in the Red Wing Shoe Store Demonstration database there is a shoe that has a Style of 00105 and a width D and the Size is 100. The item number for this item is thus 00105D100. This makes it easy to identify and keep consistent throughout. This method also allows you to have different costs and resale prices for those larger sized garments or shoes while maintaining consistent pricing for the others of the same style number.

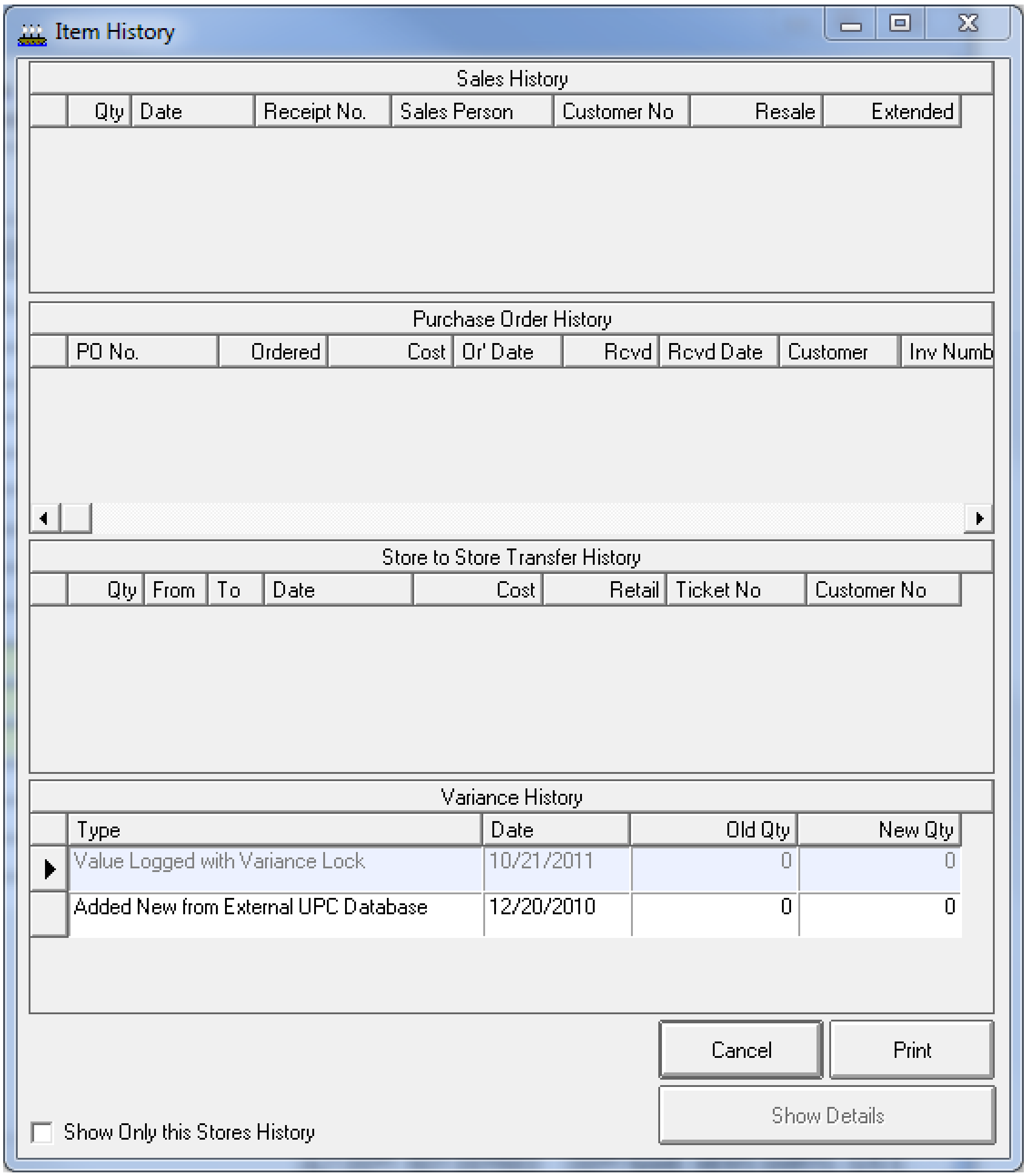
Using Matrix to Add Inventory

To add inventory by using Matrix, click New on the inventory screen. Go to Description and enter product description. Enter thru until you come to Current Cost and enter the cost. Fill in the margin, retail price and the list price. Enter the department number of the item (if you don't know the department just start typing and the window will drop down and give you a list of departments to choose from). Enter the vendor number next(if you don _t know, start typing as you did in the department box and a list will drop down for you to choose from). Next add the style number of the merchandise, a prompt will come up asking you if you are creating a matrix item, click YES and enter the number of sizes and colors into the matrix grid. Make sure to click on save to log your entire inventory. Once you hit save the Matrix has created your item number automatically for you.

Labels (Control-L)

Printing Labels or Hang tags is as easy as clicking the mouse or Pressing Control-L). The design of the tag is completely definable via WinSale's Form Definition Utility (found under Utilities on the main menu). You may place bar codes on the tag plus you may place any information that is on the Inventory Screen itself. In addition you may also have it print Date Codes and Cost Codes.

The default quantity to print is what is displayed in the quantity field. You can change this field to print whatever quantity you want. If you only want one tag printed you can change the Label Quantity field to 1. Next select your bar code printer and click OK to begin printing.

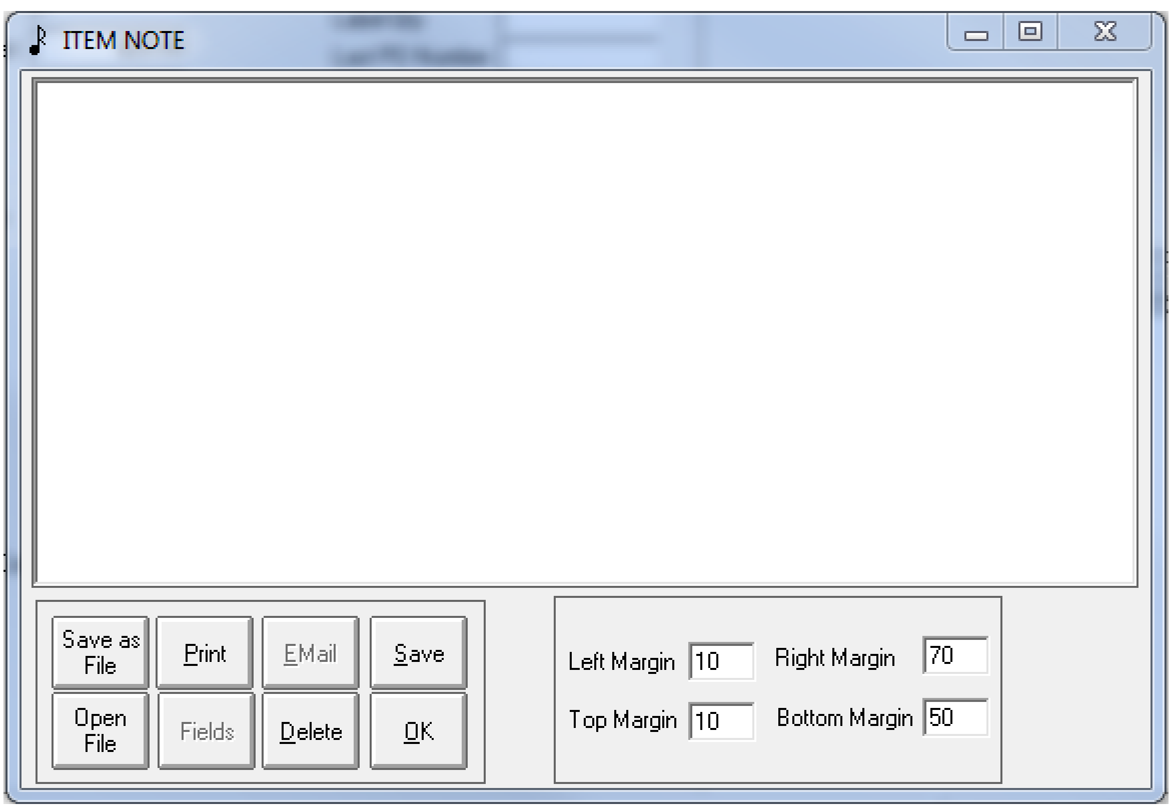


History (Control-H)

Item History can be viewed by pressing Control-H or by clicking on the picture of the birthday cake on the toolbar of the main inventory screen. The History is displayed in four categories. These categories are Sales History, Purchase Order History and Store to Store Transfer History and Inventory Variance. Each of these sets will display totals on the last row of the grid. In addition to being just a simple history viewer, this window can also be used to display the entire sales invoice the item was sold on and even reprint or void the transaction. Also please note that you may place a check mark on the bottom left that will force WinSale to show only the current store number item history.

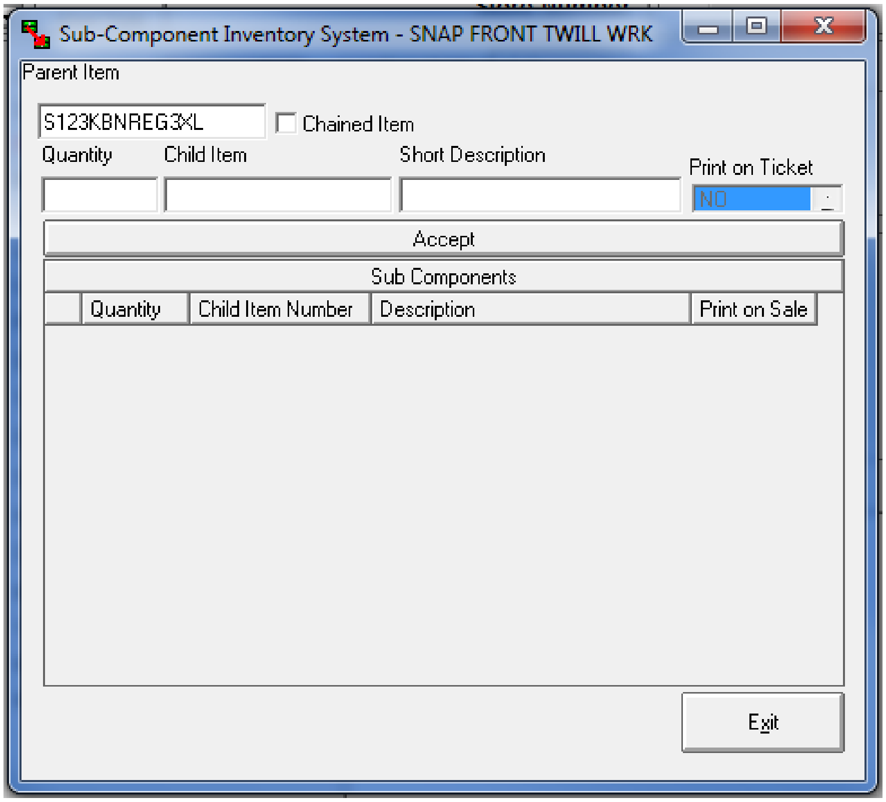
Archive (F8)

Archiving inventory involves removing an item number from the active inventory file and instead placing it into a special file called Archive Inventory. The reason this is done is to remove dead stock (items without any quantities that will probably never be sold again) from the active inventory file, yet still keep the ability to have sales history. If the item was simply deleted without storing it elsewhere WinSale would have no way of knowing what department, vendor, and etcetera it was assigned to. Without this information Sales History would be incomplete. Items that have been Archived can easily be restored into active inventory should they be needed again. Archiving is the stores option. If the store prefers the inventory item can, be cleanly deleted instead of archiving. Archiving is the recommended method of removing from active inventory. The month to date and the year to date closeout procedures prompt for the archiving of dead stock. Archive screen is set up identical to the inventory screen. Make and verify which screen you are in.



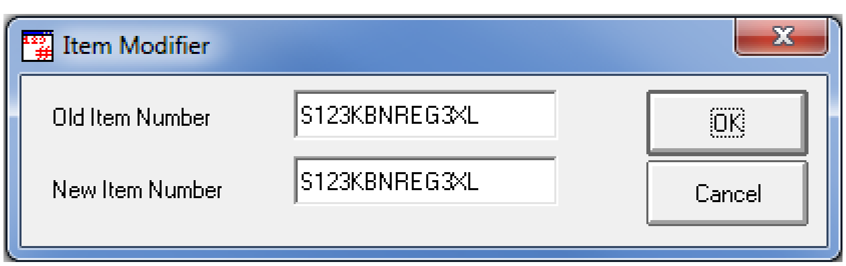
Item Notes (Control-N)

You may add electronic post it notes to any inventory item. These notes stay with the item throughout WinSale. At the point of sale the item is displayed when the clerk is selling it. The purpose of the note can be anything that you want. Typical uses are for notifying the clerk of cross-references and groupings. If the item is part of a group and should not be sold separately than this could be displayed to the sales clerk automatically.



Sub-Inventory

WinSale has an extremely powerful sub-inventory system. Sub-inventory is a Parent / Child relationship between items. It can be used to keep groups together and automatically relieve child items whenever the parent item is sold. The child items (sub items) can be printed on the sales ticket or they do not have to. It depends on how it was configured when setting up the parent child relationship.

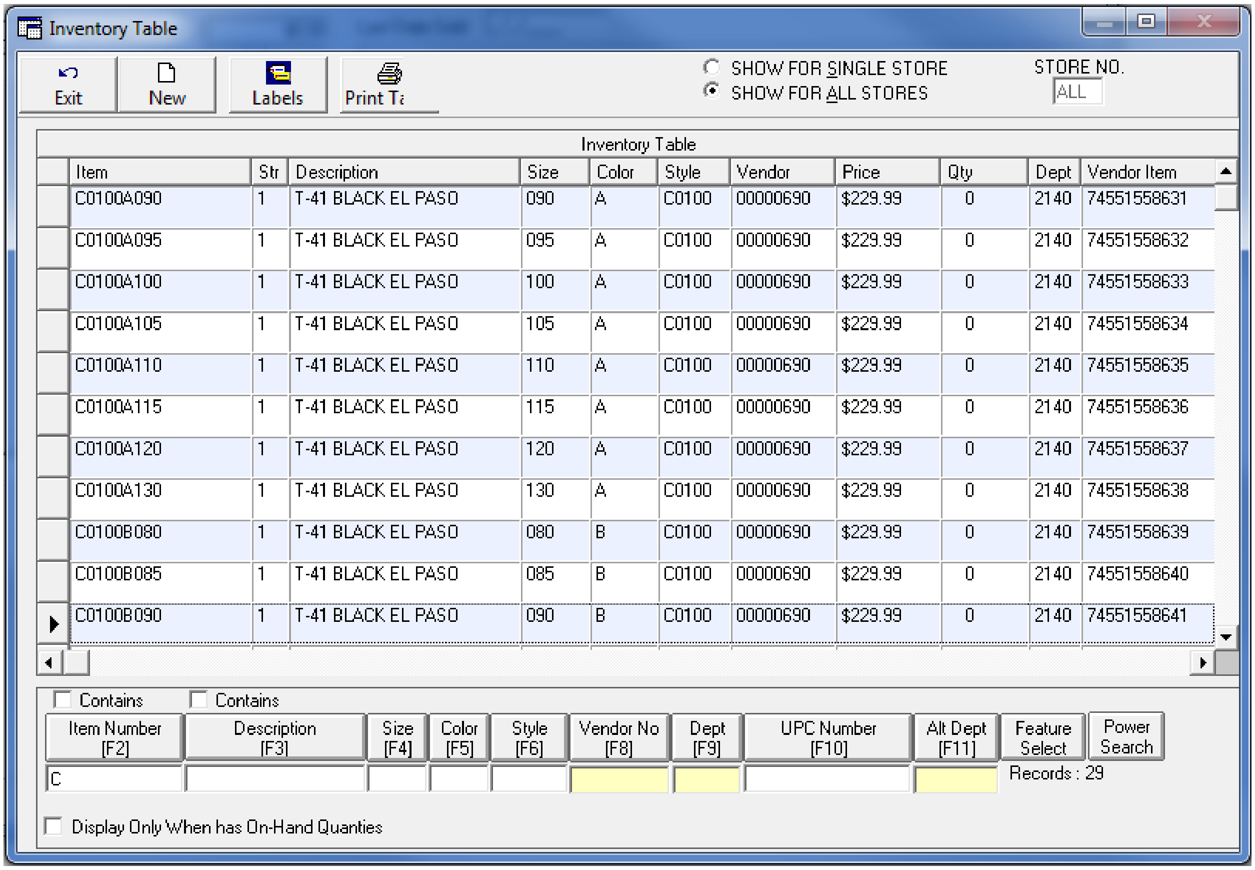


Item Number Modifier

The item number modifier is used to change item numbers. As you sell or place items on purchase orders the item number is logged into history. You need a utility to change this history in case you ever need to change an item number.

Inventory Picture

You may assign pictures to any inventory item. These pictures are then displayed at the point of sale thus enabling the clerk to catch any discrepancies. This will also allow you to let your potential customers to view an item before it arrives at the store.



Item	Str	Description	Size	Color	Style	Vendor	Price	Qty	Dept	Vendor Item
C0100A090	1	T-41 BLACK EL PASO	090	A	C0100	00000690	$229.99	0	2140	74551558631
C0100A095	1	T-41 BLACK EL PASO	095	A	C0100	00000690	$229.99	0	2140	74551558632
C0100A100	1	T-41 BLACK EL PASO	100	A	C0100	00000690	$229.99	0	2140	74551558633
C0100A105	1	T-41 BLACK EL PASO	105	A	C0100	00000690	$229.99	0	2140	74551558634
C0100A110	1	T-41 BLACK EL PASO	110	A	C0100	00000690	$229.99	0	2140	74551558635
C0100A115	1	T-41 BLACK EL PASO	115	A	C0100	00000690	$229.99	0	2140	74551558636
C0100A120	1	T-41 BLACK EL PASO	120	A	C0100	00000690	$229.99	0	2140	74551558637
C0100A130	1	T-41 BLACK EL PASO	130	A	C0100	00000690	$229.99	0	2140	74551558638
C0100B080	1	T-41 BLACK EL PASO	080	B	C0100	00000690	$229.99	0	2140	74551558639
C0100B085	1	T-41 BLACK EL PASO	085	B	C0100	00000690	$229.99	0	2140	74551558640
C0100B090	1	T-41 BLACK EL PASO	090	B	C0100	00000690	$229.99	0	2140	74551558641

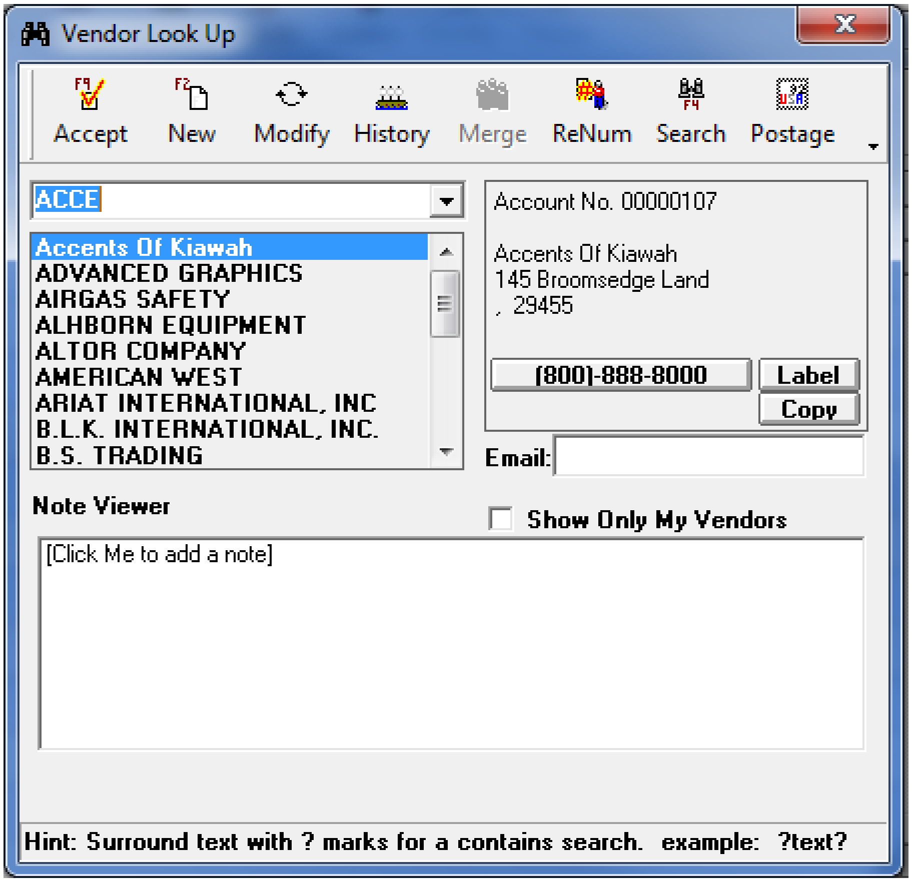
Inventory Table

This Inventory Table is used to narrow in on a particular item when the exact item number is not known. Whenever you are prompted to look up an item number, you may use the inventory table. Usually this is done by double clicking on the item number field or, if shown, clicks on the ellipses (...) to the right-side of the item number prompt. You may look up an unknown vendor number or department number by double clicking in that field and choosing from a drop down list.

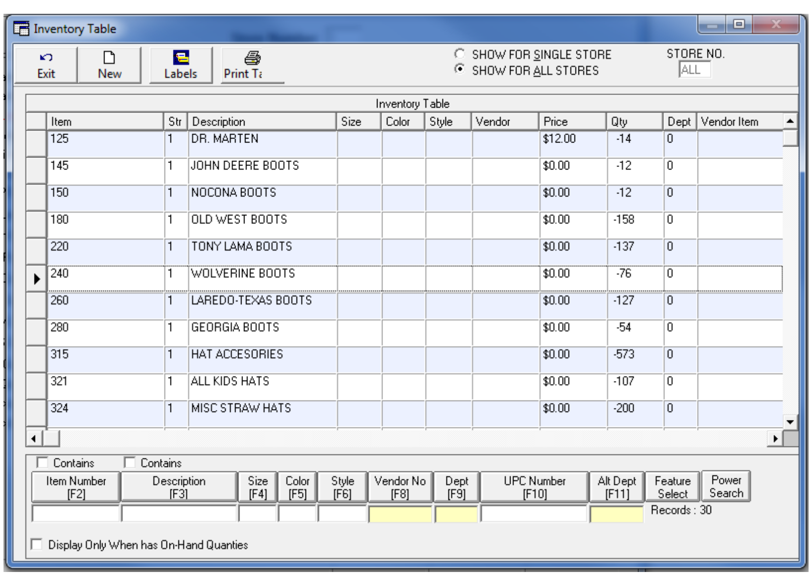
To use the inventory table choose one or more of the buttons above the segment of inventory to look up. Then enter in a partial search string. You can use any combination of the buttons to narrow in on the item being search for. Here is an example:

The Customer has brought up a black dress to the sales counter. We can see on the garment tag that the Vendor is Accents of Kiawah and that the size is 10. However, the price tag has been removed and we are unsure of the price and the correct item number. The clerk will use WinSale's Inventory table to locate the item number in inventory. Here are the steps required.

> Step one. Bring up a blank inventory table screen as shown on the figure to the right. Since we know that the vendor is Accents of Kiawah we will want to start the search there.



Step two. Press the F8 key (located at the bottom of the screen) since we are going to start the process by looking up the garment by vendor number. Uh oh! We don't know Accents of Kiawah's vendor number. With WinSale not knowing an account number is never a problem. Simply start typing the vendor name into the vendor account number prompt. Alternatively, you could double click into the vendor number prompt. Either way, a lookup table will be displayed as shown to the left. Continue typing the Vendor name until the correct vendor is highlighted blue in the list box. Note that the name address and phone number appear to the right of the list box for easy reference. When the vendor name is highlighted, press ENTER or double click on the vendor name in the list box. All of the inventory for this vendor is displayed in the look up table.



Step three. At this point we could scan the grid to find the right item. However, this is too time consuming. We will choose the F5 (Color) selection and type in BLK. This will then show us everything in inventory from the vendor Accents of Kiawah that is the color BLK. Notice that each selection works in conjunction with the prior selection to continue narrowing down on the inventory item. If you want to start a new view then you may press F7 or click on New at the top of the inventory table. This would clear the entire view and will start fresh.

Print Table

You may print out the inventory table grid by clicking on the Print Table button on the toolbar at the top of the window. This will print out the grid as it is selected. This includes the sort ordering and column placement.

Vendor & Departmental Information

When you place the mouse pointer over a vendor number in the vendor number column, a tool tip will appear that will display the vendor name. A departmental description tool tip will display when you place the mouse pointer above a department number.

Label Printing

Printing labels/hang tags from the inventory table is easy. Simply place your mouse cursor above the item that you want to print. Place it over the vendor number column so that the grid will reposition itself to the appropriate row, then slide the mouse off of the vendor number column and up to labels button on the toolbar. (Be careful not to slide the mouse cursor back over the vendor number or department column as that will reposition the grid.) Enter the quantity of labels to print and press enter or click OK. The labels will then be printed.

The following information is pretty much generic throughout WinSale as it pertains to the display grids. Any function shown below will work on any grid throughout.

Sorting

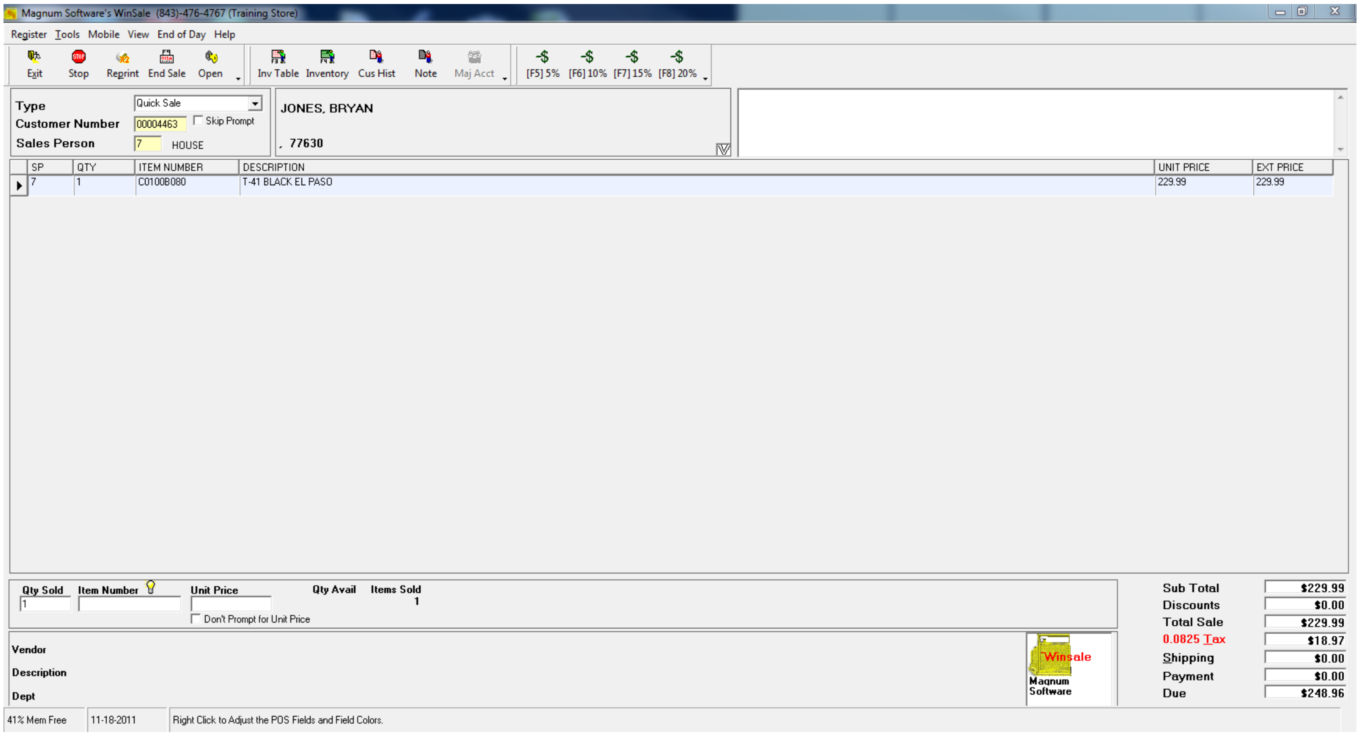
Most grids in WinSale will allow you to sort the columns in either ascending or descending order. Click on the column header that you wish to sort. The first time you click the column of the grid you will see that the column is designated with a ‘<<’ symbol. This represents an ascending sort. Click the column again and the symbol is changed to ‘>>’. This represents a descending sort.

Column Placement and Sizing

You may rearrange the placement and column sizing to suit your needs. To resize a column, place your mouse on the right border of the column that you want to resize and the left border of the column next to it. The mouse pointer will change to an arrow point left and right with a bar in between. Click and drag left or right to resize the column. To change the placement of the column, click on the column header without letting up on the mouse button drag the column either to the left or to the right. When the column is where you want it, let off of the mouse button.

Row Sizing

You may increase or decrease the height of the rows to suit your viewpoint. Follow the directions for column sizing described above except drag up or down. The next time you visit the grid it will remember the row sizing.

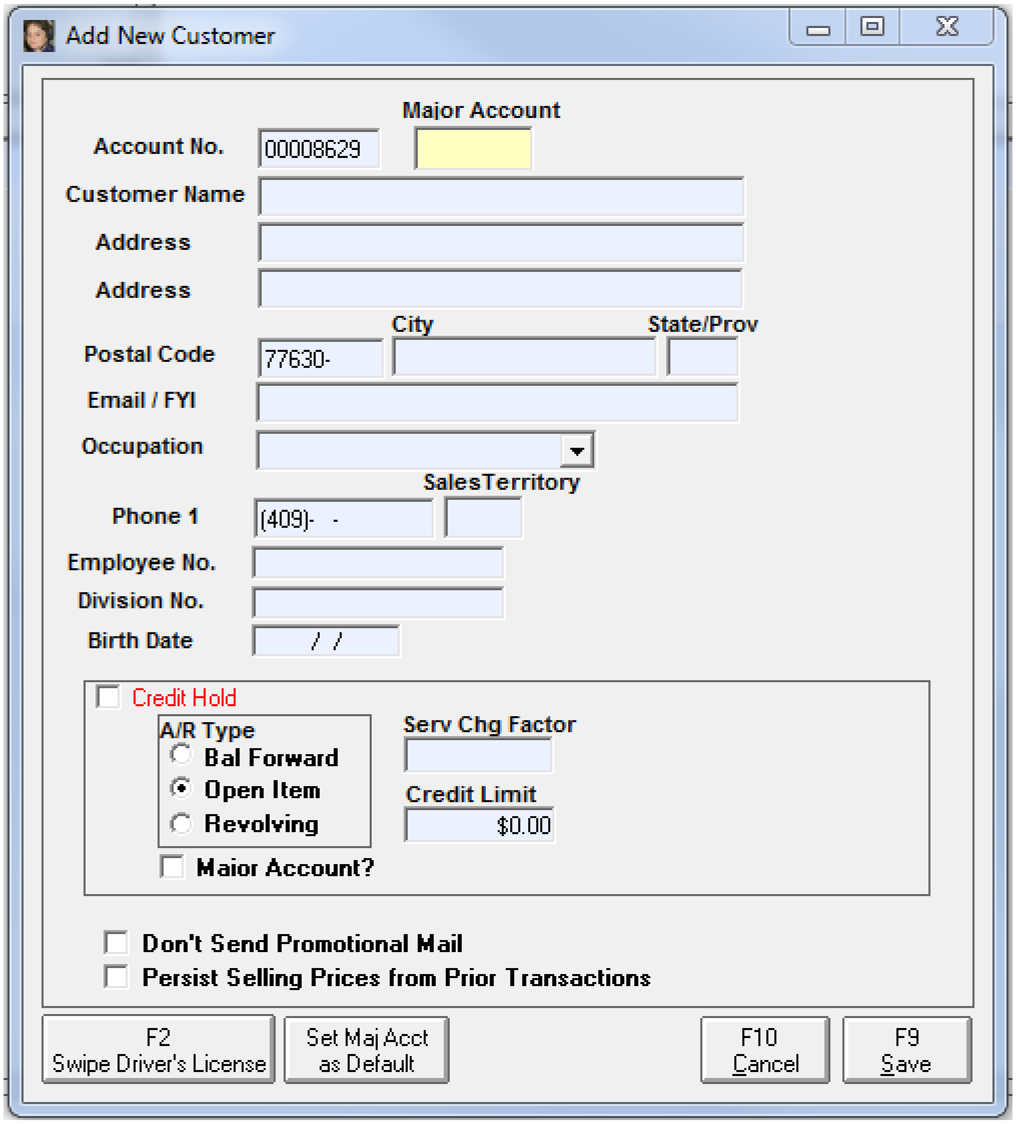


Point of Sale

The point of sale screen shown above (located in the main menu under the Modules setting) is the only screen that your employees will be required to know and understand. Once they have mastered any function on this one screen they will know all that they will ever have to know about WinSale. (For more detailed information please reference the Sales Clerk Reference Guide) During the course of the average sale the clerk will only be prompted for four pieces of information.

These are:
1. Customer Name (Only if you want to track this)
2. Clerks Name
3. The Item being sold
4. How the customer is paying.

WinSale doesn't require any customer information, and if you do not require it, the first step can be dropped completely. If you do require customer information then the following outline should help you understand the inputting of the customers information.



A. Enter the Phone Number into the Customer Number prompt. WinSale uses phone numbers for customer numbers. This allows you to ask the customer for their phone number when you can't remember the customer's name. If you remember their name then simply start typing it at the Customer Number prompt. The window below will be displayed to let you look up the customer number with their name.

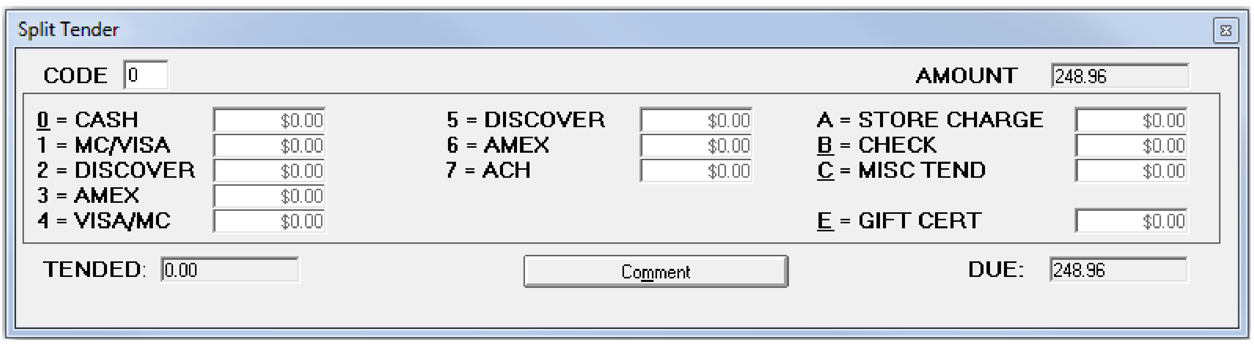
B . If after using the Customers phone number and you discover that they are not in the customer database you will automatically be prompted to enter them into the database. Of course, once entered into WinSale, they will never have to be entered in again. (See the Quick add screen below.) You should put in the customer name Last Name, First for easy lookup. Notice that WinSale asks you for the zip code before the City and State. This is because WinSale will automatically look it up for you, saving you needless typing. Also notice that WinSale will also fill in the phone number for you since you used the phone number for the account number. Tracking customer information is invaluable. With it you will be able to target mailings, trunk shows, refitting, and notification of sales etcetera. In addition, you will always know what your customers are buying, how much are they spending, what sizes they are buying. Let's face it, you spend a fortune getting your customers to come into your store, why not get to know who they are when you get them in!

Clerks Name

Each employee is given a number. This number is used for numerous things such as Clocking in and out, ringing up sales, etc. The clerk will know their own number to input at the time of thesale. If they are ringing it up for someone else, they can use the look up table. To use the look up table simply start typing the employee name at the employee number field.

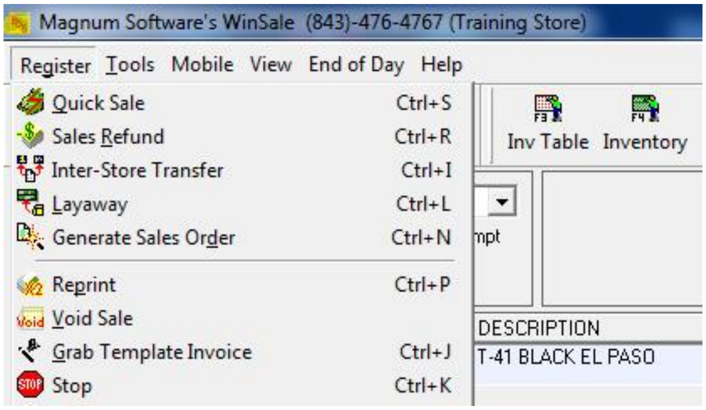
Item Number

Each item will have either a manufacturer bar code or your store will have assigned the item number. Either way, there will be a bar code or simply a sticker on the item being sold. The clerk will simply scan it or either type it into the item number field. WinSale will automatically show the description, and the resale price. The clerk will simply scan each item until the last item.



Tending

Pressing F9 or clicking on the Visa Card on the toolbar will bring up the split tender screen. You may select any combination of tendering that you want. For example, the customer may pay with part cash, part check, and the rest on a credit card. You may also click on comment and attach a comment that will actually print on the sales receipt and will remain in that sales history. Of course this example is of the most basic sales you would ring up. WinSale will allow you numerous anomalies from this basic transaction. For example, you can have WINSALE backorder items when not in stock, charge tax on some items and not others, discount the whole transaction or only a few particular items. In addition to simple sales WinSale's Point of Sale module also lets the clerks perform numerous other transactions just as easily. Once you know how to do one transaction you know how to do all others and all on the same screen.



Refunds

Refunds can be a hassle, but not anymore. WinSale has created a hassle free refunds program that is as easy as ringing a Quick Sale. Follow these quick and easy steps to refunds and you'll never be hassled again.

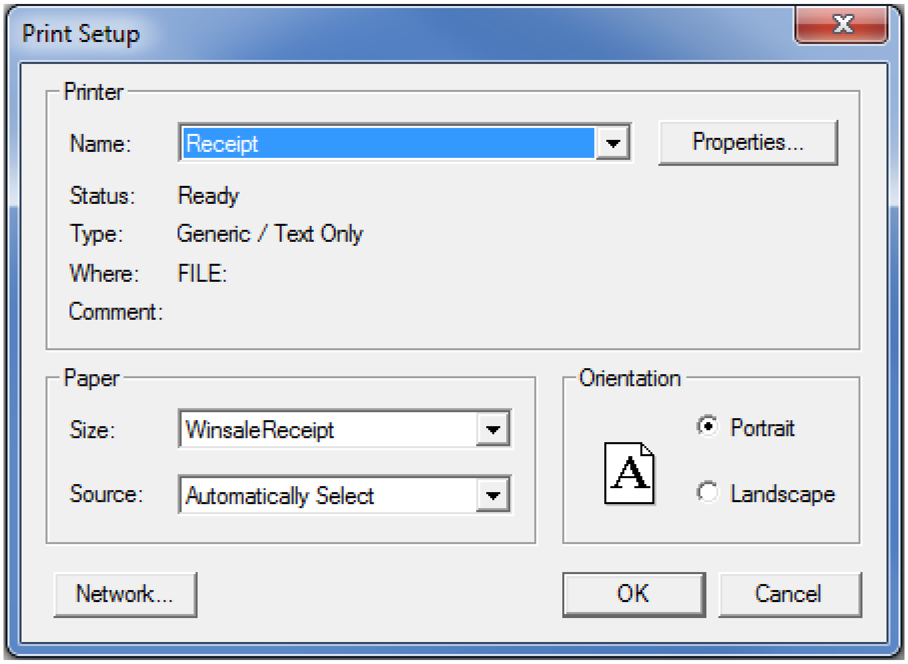
> **Step One**: Click the register icon on the top of the Point of Sale screen Click on **Sales Refund**
> **Step Two**: Enter your information as you would a Quick Sale and click End Sale (no need for entering negative numbers).
> **Step Three**: Enter in the correct tender type that you will be using to refund the customers money and print receipt. The receipt will print out with Sales Refund on the heading instead of Sale, as in a regular sale.

Exchanges

WinSale has made exchanges just as quick and easy as Refunds.

> **Step One**: From your Quick Sale screen enter all your information normally, as you would with a Quick Sale, until you reach the quantity.
>
> **Step Two**: Enter a negative quantity for the item being exchanged with a positive price.
>
> **Step Three**: For the new item being purchased enter a positive quantity with a positive price. The computer will default the prices and give you the new total . Click on End Sale and enter the tender type the store or customer will be using (Depending on if the customer will be receiving money or paying out money). The receipt will print with Sale at the heading.

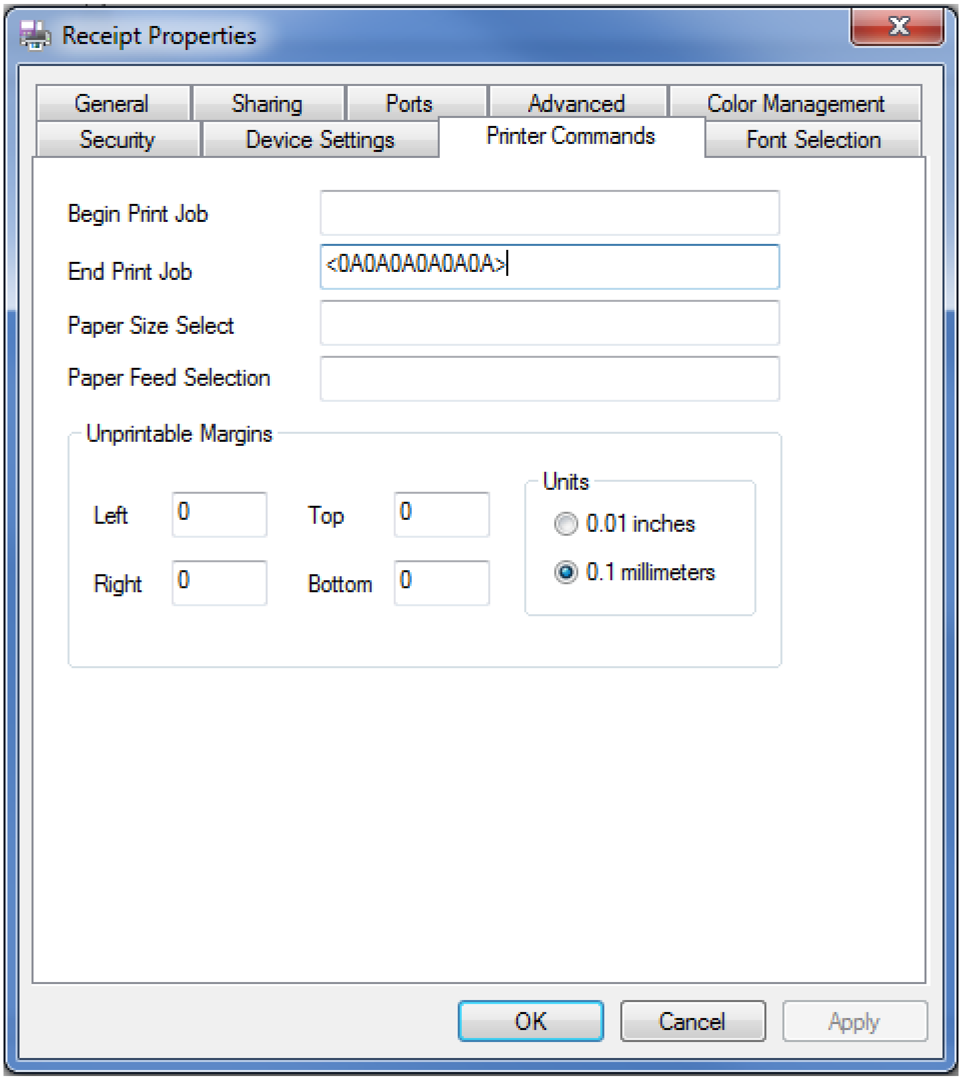
Installing Barcode Printers



Install Receipt Printer

1. WinSale uses a Generic/Text only printer driver for printing receipts.
2. This is created by clicking on Start/Settings/Printers.
3. Once you have your printers folder opened, choose Add Printer.
4. Click Next to begin installing your new printer.
5. From the next screen, choose local printer if the receipt printer is physically attached to your Point of Sale computer. Choose Network Printer if the receipt printer is on the network. Then browse the network for the correct printer.
6. When you are prompted for the Manufacturer of your printer, click on Generic.
7. Then select Generic/Text only from the printers list and click on Next.
8. Choose LPT1: if this is a local printer. Then click on finish. Printing a test page is not necessary.

Receipt Printer Device Options

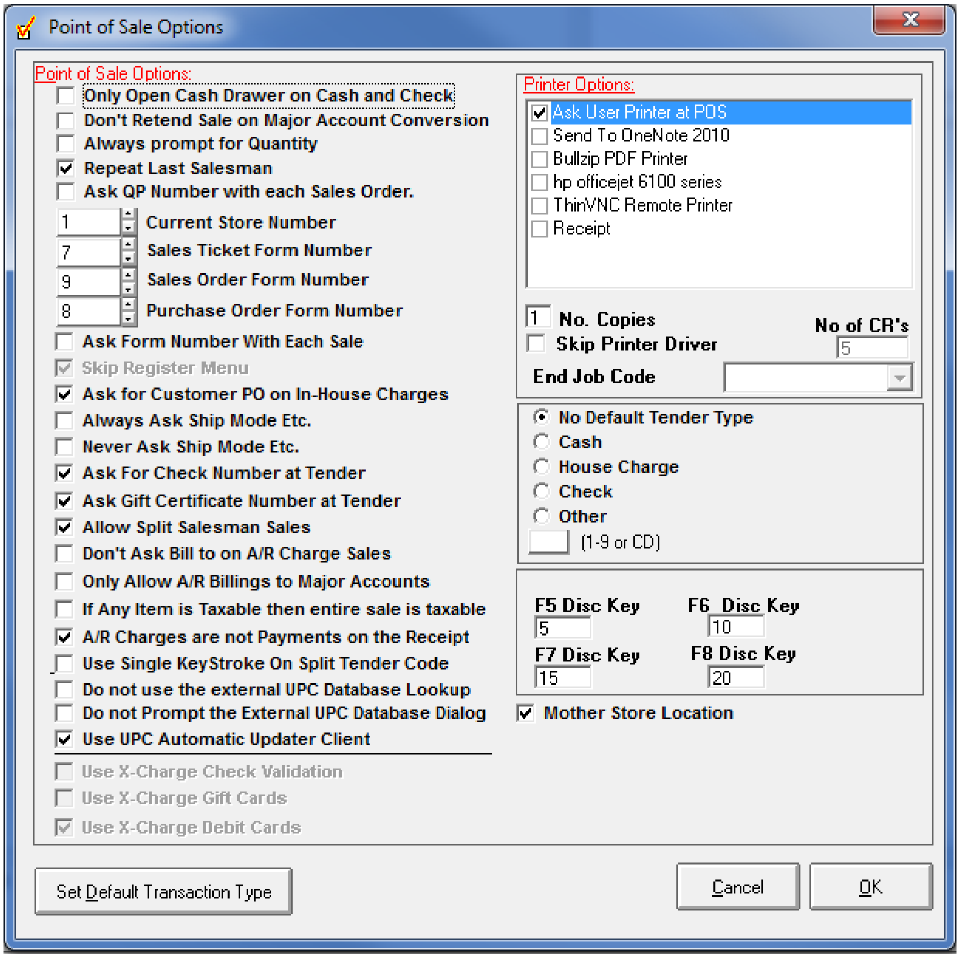


Configuring your printer

1. Click on Start/Devices and Printers.
2. Once you have your folder's open, right click on the Generic/Text only printer icon.
3. Highlight and click on printer properties from the menu that appears.
4. From the properties screen, click on the Printer Commands tab.
5. Click on the End Print Job field and type < then type several (five or six recommended) 0A 's. (Zero, not o) This will notify the printer to carry out one carriage return for every 0A you place in this field after the receipt has been printed.
6. Make sure that paper source reads, Continuous- With Page Break.(Device Settings Tab)
7. Once you have finished the setup, click on Apply then click on OK.

Paper Source Settings that work best:

Cont Feed With Break	Cont Feed No Break	Automatically Select
Star SP 200 Series	Zebra Label Printers	Epson U220B
	Star SP 300 Series	Star SP 500 Series



If your receipt printer is driven by a LPT or Serial Port (Not USB) WinSale can have much better control over it. If it is a USB Printer or it is being handled over the internet via WinSale Terminal Server then it must be controlled via the printer driver only. For local Parallel and Serial printers WinSale can print directly to the printer instead of using a device driver. Because of this WinSale has full control over the paper size and Printer Control Codes for cutting the receipt and popping open cash drawers.

To Skip the printer driver do the following:

1. Install the printer normally within Windows
2. From the point of sale screen choose the Tools drop down menu
3. Choose POS Options and then check the Skip Printer Driver check box.
4. You can control then amount of paper tape feeding at the end of the sale with the No. of CR's setting (Number of Carriage Returns)

Installing Barcode Printers

Install Generic/Text Only Printer
1. WinSale uses a Generic/Text only printer driver for printing bar code labels/hang tags.
2. This is created by clicking on Start/Devices and Printers.
3. Once you have your printers folder opened, choose Add Printer.
4. Click Next to begin installing your new printer.
5. From the next screen, choose local printer if the label printer is physically attached to your Point of Sale computer. Choose Network Printer if the receipt printer is on the network. Then browse the network for the correct printer.
6. When you are prompted for the Manufacturer of your printer, click on Generic.
7. Then select Generic/Text Only from the printers list and click on Next.
8. Choose LPT1: if this is a local printer. Then click on finish. Printing a test page is not necessary.

Configuring your Printer

1. Click on Start/Devices and Printers.
2. Once you have your printer's folder open, right click on the Generic/Text only printer icon.
3. Highlight and click on properties from the menu that appears.
4. From the properties screen, click on the Paper TAB.
5. Make sure that paper source reads, Continuous-No Page Break.
6. Click the Printer Commands Tab and Place a <0D> code string in the End Printer Job.
6. Once you have finished the setup, click on Apply then click on OK.
7. You are now ready to print your bar code stickers/hang tags.