



## QUICKSELL 2000 Installation Guide

# QuickSell 2000

## Installing QuickSell 2000

QuickSell 2000 may be installed to run on a stand-alone computer system or on multiple computers in a network. The number of computers which QuickSell 2000 may be installed onto is reflected by the number of licenses purchased. The QuickSell 2000 setup program make installing the software as and straightforward for any store configuration. Once started, the Setup program guides you through the installation process.

Microsoft Windows, Windows for Workgroups, or Windows 95 must be installed and working on the he computer before installing QuickSell 2000. At least fifteen megabytes of available space should be present on the Windows disk drive for the QuickSell 2000 setup program to perform properly. The installation program copies the various components of QuickSell 2000 to the WINDOWS/SYSTEM directory and updates the WIN.INI file. If a virus detection utility is present, disable it before running QuickSell 2000 Setup to prevent any possible conflicts with open files. Also close all open Windows applications (other than Program Manager in Windows or Windows for Workgroups) prior to starting the Setup process.

**Note:** QuickSell 2000 comes with a software copy protection device (called a dongle). Although not required for installation, this device is required to run QuickSell 2000 POS. It must be mounted on the parallel port of a POS station. On a local area network, this device is needed on only one POS station.

**IMPORTANT: The station that the copy protection device is installed on must be the first station to run QuickSell 2000 POS each day.**



### To install QuickSell 2000 onto a stand-alone computer:

1. Place the diskette labeled QuickSell 2000 Program Disk 1 into any available 3.5" disk drive.
2. Make sure Windows is running and the Program Manager (or the Desktop in Windows 95) is displayed.
3. Select RUN from the FILE menu and type **a:\setup** (assuming the disk is in drive A).
4. When the option appears, select STAND ALONE option, either by clicking on its icon or by pressing ALT+S.
5. Change and/or confirm the location where the main QuickSell 2000 files are to be located.

Upon completion of the Setup\up process, a program group titled QuickSell 2000 will appear in the Program Manager window for Windows and Windows for Workgroups. In Windows 95, a folder titled QuickSell 2000 will appear in the Programs folder in the Start menu.



## **To install QuickSell 2000 on a network of computers:**

In an network environment, QuickSell 2000 must be installed onto the back-office server first, then onto each POS station in the network. Each station in the network is assigned a unique register number, with the back-office server designated as register number 1 by default. The number of stations QuickSell 2000 may be installed onto is determined by the number of licenses purchased.

### **Installing QuickSell 2000 onto a back-office server:**

1. Perform steps 1 through 3 from the installation procedure, *To install QuickSell 2000 onto a stand-alone computer.*
2. When the option appears, select the NETWORK option, either by clicking its icon or by pressing ALT+N.
3. Select the BACK-OFFICE SERVER option, either by clicking the appropriate radio button or pressing ALT+B.
4. Confirm the location or directory where the main QuickSell 2000 files are to be located. Make sure the location where the files are to be installed is fully accessible by all networked POS stations (e.g. read and write protection is removed). Refer to the operating system's manual for instructions on how to assign read/write privileges for shared directories.

When the Setup process is complete, a program group titled QuickSell 2000 will be placed in the Program Manager for Windows for Workgroups. In Windows 95, a folder titled QuickSell 2000 will appear in the Programs folder in the Start Menu.

## **Installing QuickSell 2000 onto a POS station:**

Prior to beginning this Setup process, confirm that the back-office server is sharing the QuickSell 2000 directory where the previous installation procedure installed to. Also confirm that the POS station has a drive letter mapped to this directory on the back-office server.

### **Sharing your Server/Main PC:**

1. Make sure that the network is setup and configured and that all machines to use the POS software can be seen within your network neighborhood.
2. Make sure that the POWER POS program is loaded on the server as indicated above in the section **Windows Installation on a Server or Stand Alone PC.**
3. From the Server/Main PC, double left click on the **MY COMPUTER** icon on your windows desktop
4. Right click on the "C" drive

5. Left Click on the **SHARING** option, the sharing properties window will appear.
6. Left click on the **FULL** option for Access Type
7. Left click on the **SHARE AS** option
8. Type in the Share Name (i.e. "C")
9. Left click the **APPLY** button
10. Left click the **OK** button, this will take you back to the MY COMPUTER window
11. Left click on the "**X**" in the upper right corner to close this window.

### **Install QuickSell 2000 onto a POS Station as follows:**

1. Perform steps 1 through 3 from the installation procedure, *To install QuickSell 2000 onto a stand-alone computer.*
2. When the option appears, select the POS STATIONS option, either by clicking the appropriate radio button or pressing ALT+P.
3. Move to the REGISTER NUMBER field by clicking in the field or pressing ALT+R. Enter a register number to be assigned to the current POS station.

**Note:** Do not use register number 1 because that number is assigned to the back-office server by default. Do not repeat any register numbers throughout the store, as this may cause unpredictable results.

4. Enter the location (directory or folder) on the back-office server where QuickSell 2000 was previously installed (i.e., the path the current POS station uses to access the back-office server QuickSell 2000 files). The directory (or folder) must be the path to the back-office server QuickSell 2000 files as seen **from** the POS station. For example, if the drive letter H on the POS station is mapped to the QuickSell 2000 directory on the back-office server, "**H:\**" would be entered.

5. When the Setup process is completed, a program group titled QuickSell 2000 will be displayed in the Program Manager window for Windows for Workgroups. In Windows 95, a folder titled QuickSell 2000 will appear in the Programs folder in the Start menu.

#### **Notes:**

1. When Windows 3.1 (not 3.11 or windows 95) is being used, the following statement must appear in the autoexec.bat file:

**LOADHIGH C:\DOS\SHARE.EXE/L:500**

2. If QuickSell 2000 is to be run automatically when a POS station is powered up, follow the instructions found in Section III A. pages 11 - 12.

## Upgrading from a Previous Version

To upgrade from a previous version of QuickSell 2000:

1. For each register in your store, you **must** close out the register by running the Z report and exiting. This will properly save sales data to the existing database.
2. Backup your existing version of QuickSell 2000 and its database if you have not done so. As a minimum, all files under the DATA subdirectory (the default is C:\QS2000\DATA) should be backed up.
3. Follow the instructions installing QuickSell 2000. The installation program will detect an existing database in your system and will ask if you want to replace it. If you answer "Yes", your existing database will be replaced with an empty (sample) database. Do not replace the existing database if you want to keep the data in your database.
4. After the installation is completed, use the QuickSell 2000 Doctor program to upgrade your old database to the current version.
5. Invoke QuickSell 2000 Manager program. Review the system settings in the Options tab of the Configuration menu to ensure that the settings are correct for your store. Also verify that cashiers are assigned to same rights as in previous version.
6. Verify that the database upgrade and QuickSell 2000 are working properly before use.

## Starting QuickSell 2000

QuickSell 2000 may be started in one of two modes: *manager mode* or *POS mode*.

Running QuickSell 200 in manager mode invokes the QuickSell 2000 is initially installed, Cashiers 1 is created and assigned an ID number 1 and password PASSWORD. This cashier is granted full manager rights unless otherwise changed . Use this cashier number and password when QuickSell 2000 is first started and the following screen appears:

### **Notes:**

1. Remember, a default cashier is created with ID number **1** and password **"PASSWORD"**. Use this combination to initially log onto QuickSell 2000 Manager.
2. The QuickSell 2000 software copy protection device (dongle) must be installed on the register's parallel port or in a networked configuration, on the **first** POS station that will run QuickSell 2000 POS each business day.
3. When QuickSell 2000 is initially installed, a sample database is provided to allow QuickSell 2000 to run immediately. This database contains skeletal information for a fictitious store that may be used to learn about QuickSell 2000 features. This database may be modified for use with the store.

To set up the store database from scratch, change the database switch in the **QS2000.INI** file from the sample database (SAMPLE.MDB) to the empty database (QS2000.MDB) using QuickSell 2000 Doctor. For a networked configuration, this process must be repeated for each POS station in the LAN. QuickSell 2000 Manager must be initially started on register 1. To start a QuickSell 2000 program from a register other than 1, appropriately configure the register database using register 1.

## Stand Alone Configuration

### **QuickSell 2000 POS:**

- If the POS station is configured to run the QuickSell 2000 POS program automatically, the program will be started after the POS station is turned on. Otherwise, locate the QuickSell 2000 program group and select the QS2000 POS icon.
- In order to log on, a valid Cashier ID and Password must be entered.

### **QuickSell 2000 Manager**

- Locate the QuickSell 2000 program group and select the QS2000 Manager icon.
- In order to log on, a valid Cashier ID and Password must be entered. Only cashiers with manager rights may log onto QuickSell 2000 Manager.

## Network Configuration

### QuickSell 2000 POS

- Confirm that the back-office server is sharing the QuickSell 2000 files if starting from a satellite register.
- Locate the QuickSell 2000 program group and select the QS2000 POS icon.
- In order to log on, a valid Cashier ID and Password must be entered.

### QuickSell 2000 Manager

- Conform that the back-office server is sharing the QuickSell 2000 files if starting from a satellite register.
- Locate the QuickSell 2000 program group and select the QS2000 Manager icon.
- In order to log on, a valid Cashier ID and Password must be entered. Only cashiers with manager rights may log onto QuickSell 2000 manager.

## Quitting QuickSell 2000

### QuickSell 2000 POS

- Press the Esc key until the message “Do you really want to quit?” appears.
- Select appropriate button. (Yes or No)

**Note:** Only cashiers with privilege to exit the point-of-sale may fully quit from QuickSell 2000 POS. Those cashiers who do not have the necessary privilege are logged of and the logged off screen appears.

### QuickSell 2000 Manager

- Select EXIT from FILE menu.

## Setting Up The QuickSell 2000 Database

With its Windows-based graphical user interface, QuickSell 2000 Manager helps set up and configure the database with ease.

The following material represents a recommended course of action when initially setting up the database. The suggested sequence of steps does **not** represent the **only** way of setting up the database. However, SM's years of experience combined with significant user input have contributed to these suggestions. Refer to the appropriate section herein for details on filling in each field in each step. All the steps are initiated from the FILE menu.

## Step 1: Set Store-Wide Parameters

Begin setting up store-wide parameters by selecting the CONFIGURATION OPTION from FILE menu.

Enter your store name and address using the *Store tab*.

If you allow layaway, enter the expiration limit and the minimum deposit in the *Lay-away tab*.

QuickSell 2000 will update the cost of received items according to cost update. The information entered in the *Account tab* is used by QuickSell 2000 to process customer statements.

Select the sales tax method to be used using the *Tax tab*.

Enter any additional information you may wish to keep track of in the *Customer Fields tab*.

Review the list of options provided under the *Options tab* and select the ones that match your store policies and operating procedures. Keep in mind that the selected options will affect all POS registers in the store.

## Step 2: Define Departments

Although it is not required, we suggest grouping the inventory items by departments and categories within each department. By using this method, QuickSell 2000's extensive reporting features may be used to monitor activities in the various sections of the store, to review each department's contribution to the overall profit, and to adjust pricing based on departmental grouping.

The DEPARTMENTS OPTION is used to categorize the store inventory into different sections or departments.

## Step 3: Define Categories

The CATEGORIES OPTION is used to categorize the departments previously defined into different section or sub-departments. As with departments, by using categories it is much easier to determine the overall profit for each set of items.

## Step 4: Enter Suppliers Information

The supplier information is entered by using the SUPPLIERS OPTION. You can enter supplier information at any time. However, it is a good idea to enter the supplier information prior to entering item information.



## **Step 5: Define Sales Tax**

QuickSell 2000 allows flexible schemes for computing sales taxes. Each item tax is computed based on one or more sales as tables. This scheme allows QuickSell 2000 to apply the correct tax in even the most demanding retail environments. Because the item tax requires sales tax tables to be defined, this step should be performed prior to defining an item tax.

## **Step 6: Define Item Tax**

Use the ITEM TAX OPTION to gather and sort all tax breaks (sales tax) defined in the previous step into separate tax codes. The tax codes created during this step are the tax definitions that are actually applied to an item.

## **Step 7: Set Up Pole Display Messages**

If a pole display is connected to a POS station, use the POLE DISPLAY MESSAGES OPTION to configure different messages display. The selected message will continually display whenever a sale is not in progress and the register is idle.

## **Step 8: Enter Receipt Header Information**

This feature allows customization of the information that will print in the header of receipts. Using multiple configurations, different header types may be applied any time desired. Also during this step, receipt template-styles may be chosen for each transaction type.

## **Step 9: Set Up POS Register configuration**

The REGISTERS OPTION is used to inform QuickSell 1000 what types of POS equipment are installed at each register. By using the tab method of configuration, the parameter of any register terminal may be changed to reflect its current configuration easily.

## **Step 10: Enter Tender Types**

You can probably anticipate what types of tender your customers are likely to present and what types you are willing to accept. By setting up the various types, such as cash, checks, credit cards, etc. you facilitate how the cashier will conduct each transaction at the point-of-sale.

## **Step 11: Set Up Cashiers**

This feature allows the specification of exactly what rights and limitations each cashier has. For example, a “head” cashier may be allowed to open the cash drawer when there is no transaction in progress.

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### **Step 12: Define Item Messages**

By using this feature, QuickSell 2000 can display a certain message whenever a desired item for purchase at the register terminal. Use this option to remind the cashier of important regarding an item, such as, to check for a minimum age requirement.

### **Step 13: Enter Each Item**

This is generally the last step to perform in setting up the store database. In this step, enter the enter the pertinent details for each item in the store. The item is readily accessible, virtually at the cashier’s fingertips, at the point of sale.

If more than one POS station is installed, configure each one prior or entering the items. This way more than one register may be used to enter the item information at the same time, thus reducing the time needed to enter all the items into the database. If a barcode scanner is present, use it to scan item lookup code into the database. This way no numbers will be missed.

## To Add QuickSell 2000 to Start-Up Group

1. From your Windows Desktop, right-click on **START**.
2. Left click on **OPEN**.

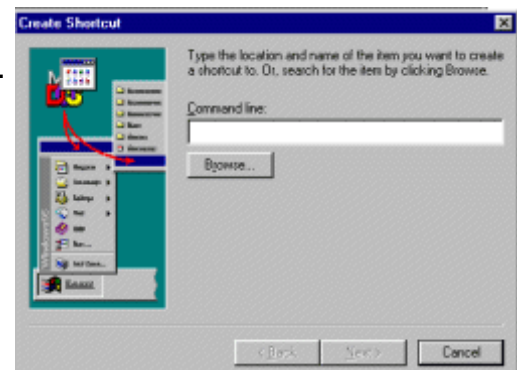
3. Double left-click on the **PROGRAMS FOLDER**.

4. Double left-click on the **START-UP FOLDER**.

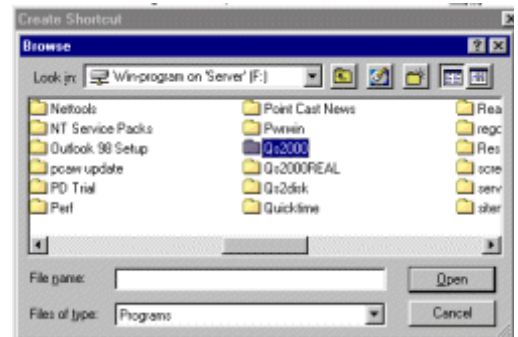
5. Right-click in the **START-UP** window anywhere that is free of any program icons.

6. Left-click on **NEW**, left click on **SHORTCUT**.

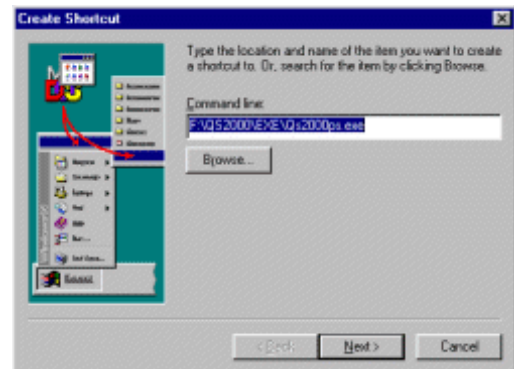
7. Left-click on **BROWSE**, navigate to the QS2000 folder and double left-click on the folder to open it.



8. Double left-click on the **QS2000ps** ICON.

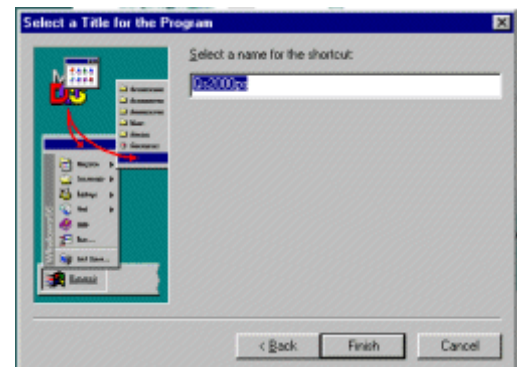


This will return you to the browse screen with the path name to QS2000 in the field.



Click **NEXT**.

9. Shortcut will be named **QS2000ps** or you can change the name to another name of your preference.



Click **FINISH**.