

# Pro-Shop

## User's Guide



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**Bio-Logic, Inc.**

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# Before You Start

## **Introduction**

Pro-Shop is an effective yet simple-to-use system to help the gym owner manage and maintain front-desk retail sales. Rather than trying to be the “ultimate” point-of-sale application, Pro-Shop provides an easy-to-use solution specifically designed for the small gym with modest requirements.

This guide describes how to get started with Pro-Shop.

**Important:** *These instructions assume that you're familiar with standard mouse techniques such as clicking and dragging and manipulating basic window controls (menus, buttons, etc.). If you need more information about basic computer operations, please see the documentation that came with your computer.*

## **System Requirements**

### **For Microsoft Windows**

Windows 95/98/Me/NT/2000, 4MB RAM Available, 5MB hard disk space available

Pentium 200 recommended

### **For Macintosh**

System 7.0 or greater, 4MB RAM Available, 5MB disk space available

PowerPC required, G3 recommended

## **Contacting Bio-Logic**

For technical support, please contact:

### **Bio-Logic, Inc.**

2000 Arrowhead Drive, Oakland, CA 94611

Phone: 510-339-6227 or toll-free 877-496-2778 (877-GYM-ASST)

Fax: 510-339-6151

Email: [support@gymassistant.com](mailto:support@gymassistant.com)

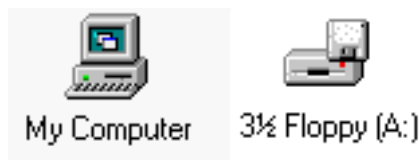
Web: <http://www.gymassistant.com>

# Installing the Software

## **Windows 95/98/NT/2000**

Launch the installer program “Pro-Shop Installer.exe” from the installation disk.

Open up My Computer on the Desktop, then open the Floppy (A:) drive.



Open the "Pro-Shop Installer.exe" application.

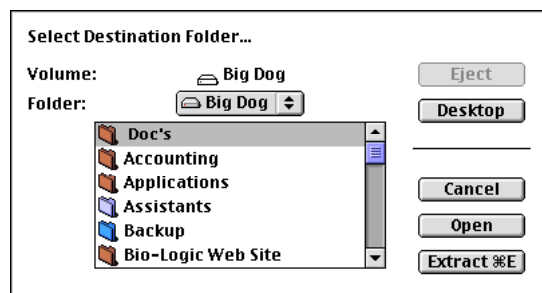
The following window appears:



Click the Next button in this window and the windows that follow. The software will be installed in a new folder on your C: drive called “Pro-Shop”. When the installation is complete, click Finished.

## **Macintosh**

Launch the installer program “Pro-Shop Installer” from the installation disk. The following window will appear:



Click the Desktop button. Then open your hard drive from the list by double-clicking on its name. When your hard disk appears in the Folder: item, click the Extract button. The software will be installed in a new folder called “Pro-Shop”. When the installation is complete the installer will quit automatically.

# Starting Pro-Shop for the first time

## **Windows**

Click on the Start button at the left end of the Task Bar to bring up the Start Menu.



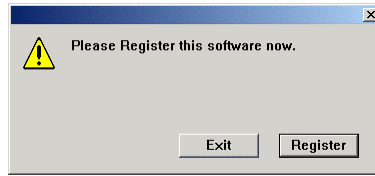
In the Start Menu, click on Pro-Shop.

## **Macintosh**

Open the Pro-Shop folder on your hard drive. Double-click on the Pro-Shop application icon.



The first time that you start Pro-Shop, the program will require you to register.

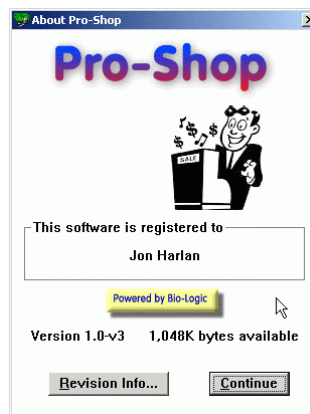


Click the Register button to continue. The Software Registration window below will appear.

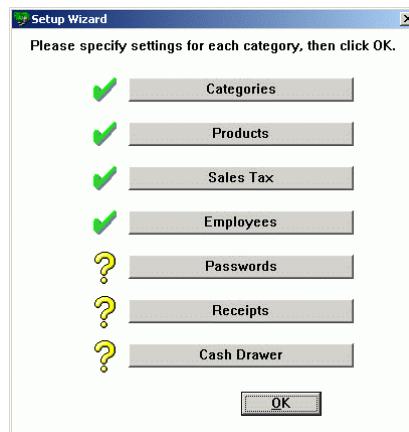


Enter the User Name and Registration Code that you received from Bio-Logic to activate the software.

When the Pro-Shop Welcome window below appears, press the ENTER key to continue.



The Settings Wizard window below appears next.



This window will appear each time you start Pro-Shop until you have specified all of the necessary settings. Note that one employee (with name and login “user”) has already been defined, as well as several categories and products. Click OK to continue.

# Pro-Shop Overview

In order to get the most out of Pro-Shop, you should first understand some of the basic concepts and terms used in the software and throughout this User's Guide.

## **Employees**

Pro-Shop is structured around employee shifts. Only one employee is signed in at a time, and transactions can only be recorded while an employee is signed in.

Pro-Shop supports up to 64 different employees.

## **Categories**

A **category** is used to group a set of related products. Typical categories for a small club might include: Drinks, Supplements, Tanning, Training and clothing. A category might include many different **products** or it might include just one product.

Pro-Shop supports up to 32 different categories.

## **Products**

A **product** is any item with a set price. Each product, however, may have many different **options** as long as all the items are the same price. For example, "Power Bar" may be a \$1.50 item with four different flavor options (Chocolate, Malt Nut, Banana and Peanut Butter).

If you are going to use a hand-held scanner to read UPC codes directly from the items then you should define a different option for each unique UPC code. This is especially important if you are tracking inventory.

Pro-Shop supports up to 16 options per product.

## **Sales Tax**

Sales tax can be either **added** to the price of an item (customer pays \$1.08 for a \$1 item) or **included** in the price of an item. Either way, Pro-Shop will calculate both the customer sales tax **due** at purchase and the business tax **liability** for each transaction.

For those areas with more than one sales tax rate, Pro-Shop supports up to 16 different tax rates.

## **Transactions**

Every Pro-Shop sales transaction includes the list of items purchased (the number of each item and sales tax due for each item) and the method of payment (cash, check credit-card, ATM or Other). Pro-Shop shows the total amount due and calculates change due.

## **Journal Entries**

Every Pro-Shop sale is recorded in a transaction journal. After a transaction is recorded the only modifications that can be made to that transaction are to VOID the sale or change the payment method.

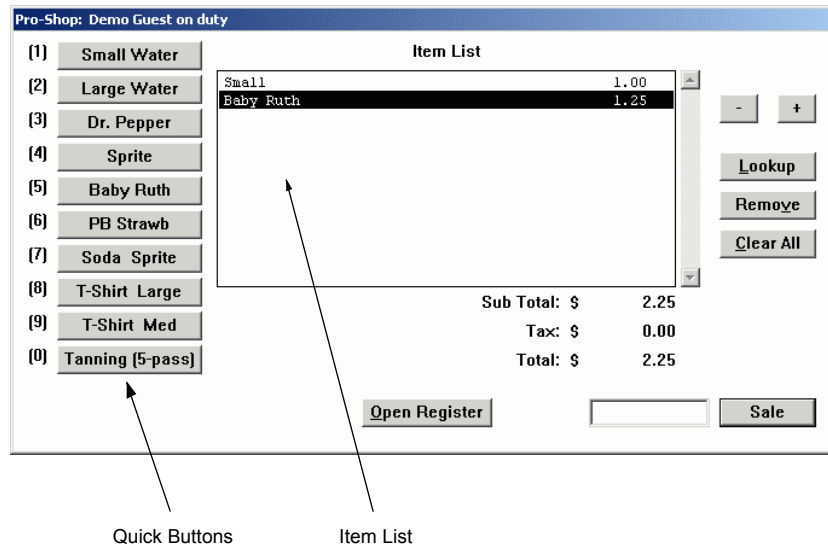
## **Inventory**

Pro-Shop tracks movement of inventory from long-term **storage** to **display** and eventual sale. Every time an item is sold, that item is removed from the display inventory. Inventory numbers (for both Display and Storage) can be modified at any time if necessary. Inventory can also be quickly moved between long-term storage and display.

# Pro-Shop Quick Start

## The Main Window

The main Pro-Shop window is where all the work gets done -- this is where you will ring up transactions.



You should quickly become familiar with the following features:

- Quick Buttons -- allow you to very quickly ring up commonly-used items.
- Item List -- shows all items added to this transaction
- Lookup button -- allows you to quickly select items from a categorized list
- Scan/Item text field and Sale/Scan button -- where you type in product codes

## Scanning product UPC codes

If you are using a product scanner, just scan the product's UPC code. The item will appear in the list. To add more of the same item, just scan the item multiple times.

## Selecting items using the Quick Buttons

At the left of the main window are ten **Quick Buttons**, which allow very quick entry of commonly sold items. To sell a small water, just type "1" and press the **ENTER** key (or click the **Scan** button). A small water item will appear in the item list, and the small water price will be added to the total amount due.

## Changing quantities of an item

To increase or decrease the quantity of a selected item, press the **+** or **-** keys on the keyboard or click the **+** or **-** buttons. To remove an item completely from the items list, click the **Remove** button.

## Selecting items using Lookup

In the Main Window, click the Lookup button (or type "L" in the scan field and press ENTER). The Select Items window (below left) appears:

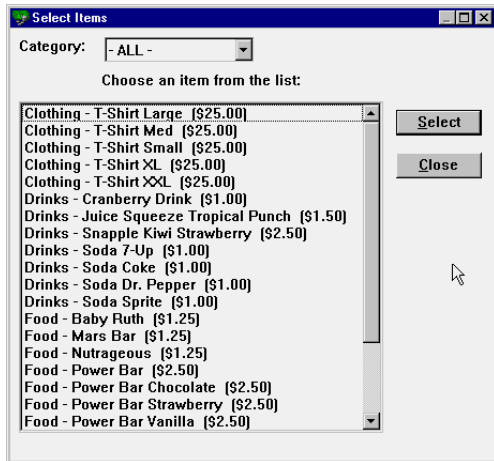


Figure 1 - Select Items window, All categories

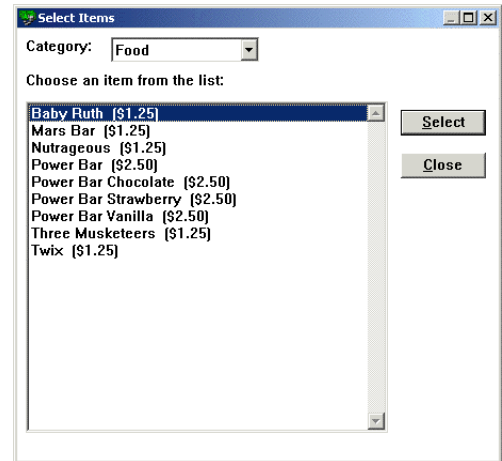


Figure 2 - Select Items window, Food category

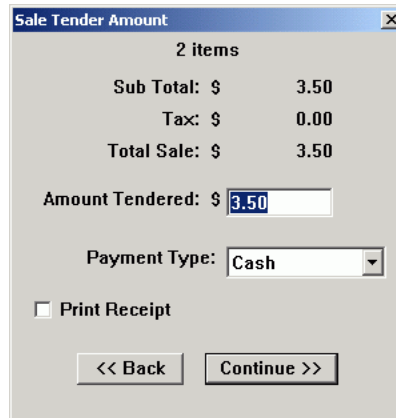
Click on the Category list (which is currently showing "- All -"), and select **Food** from the list to show only items in the Food category (above right).

To add an item from the list to the current transaction, select the item in the list and press the **ENTER** key (or click the **Select** button).

Press the **ESC** key (or click the **Close** button) when you are finished selecting items to return to the main Pro-Shop window.

## Finishing a Sale

To finish a sale, press the ENTER key or click the Sale button. The Sale Tender Amount window will appear.

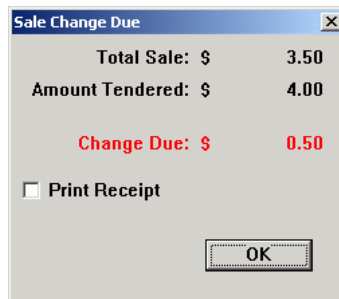


2 items	
Sub Total: \$	3.50
Tax: \$	0.00
Total Sale: \$	3.50
Amount Tendered: \$	3.50
Payment Type:	Cash
<input type="checkbox"/> Print Receipt	

Figure 3 - Sale Tender Amount window

Enter the amount given by the customer. Specify the payment type if the customer pays with a credit card or check, then press the ENTER key (or click Continue) to accept this transaction.

The Sale Change Due window will appear.



Total Sale: \$	3.50
Amount Tendered: \$	4.00
Change Due: \$	0.50
<input type="checkbox"/> Print Receipt	

Figure 4 - Sale Change Due

Pro-Shop displays the change due back to the customer.

Check the **Print Receipt** checkbox if you want to print a receipt for this transaction.

Press the ENTER key (or click OK) to end the transaction.

# Reports Menu

## Shift Summary

The Shift Summary report shows a summary of all sales for today by the current employee.

The screenshot shows a window titled "Sales Transaction Summary". The report content is as follows:

```
*** TRANSACTION SUMMARY ***
09/26/01 11:35P
Employee: Demo Guest
Report Date: 09/26/01

Number of sales: 55
Number of voids: 0
Total transactions: 55

Cash      Check   Credit Card   ATM   Other   Total
-----
Number of Sales: 47      3      3      2      0      55
Money Collected: 314.61  8.50   9.25   34.56  0.00   366.92

-----
Items Subtotal: 352.50
Tax Collected: 14.42
=====
Total Collected: 366.92
Sales Tax Liability: 18.09
```

At the bottom of the window are buttons for "Print", "Copy", "Cancel", and "OK".

Figure 5 Shift Summary

## Shift Detail

The Shift Detail report shows a detailed report of all sales for today by the current employee.

The screenshot shows a window titled "Sales Transaction Detail". The report content is as follows:

```
*** TRANSACTION DETAIL ***
09/26/01 11:35P
Employee: Demo Guest
Report Date: 09/26/01

-----
Trans#  Date      Time  Empl  Type  Subtot  Tax  Total  Payment Type
-----
001504  09/26/01 12:14A  DEMO  Sale  2.25  0.00  2.25  Cash
001505  09/26/01 12:36A  DEMO  Sale  1.00  0.00  1.00  Cash
001506  09/26/01 12:58A  DEMO  Sale  5.25  0.00  5.25  Cash
001507  09/26/01 01:20A  DEMO  Sale  4.50  0.00  4.50  Cash
001508  09/26/01 02:04A  DEMO  Sale  2.50  0.00  2.50  Cash
001509  09/26/01 02:26A  DEMO  Sale  30.50  2.06  32.56  Cash
001510  09/26/01 02:48A  DEMO  Sale  2.50  0.00  2.50  Cash
001511  09/26/01 03:32A  DEMO  Sale  4.25  0.00  4.25  Cash
001512  09/26/01 03:54A  DEMO  Sale  3.25  0.00  3.25  Cash
001513  09/26/01 04:16A  DEMO  Sale  5.00  0.00  5.00  Cash
001514  09/26/01 04:38A  DEMO  Sale  1.00  0.00  1.00  Cash
001515  09/26/01 05:00A  DEMO  Sale  2.50  0.00  2.50  Cash
001516  09/26/01 05:22A  DEMO  Sale  2.00  0.00  2.00  Cash
```

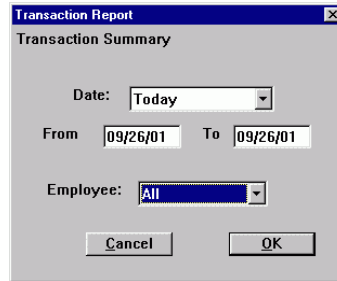
At the bottom of the window are buttons for "Print", "Copy", "Edit", and "Close".

Figure 6 Shift Detail

## Sales Summary

The Sales Summary report shows a summary of all sales for a specified date range.

You specify the dates for the report and which employees should be included (or all) in the Transaction Report dialog below that appears:



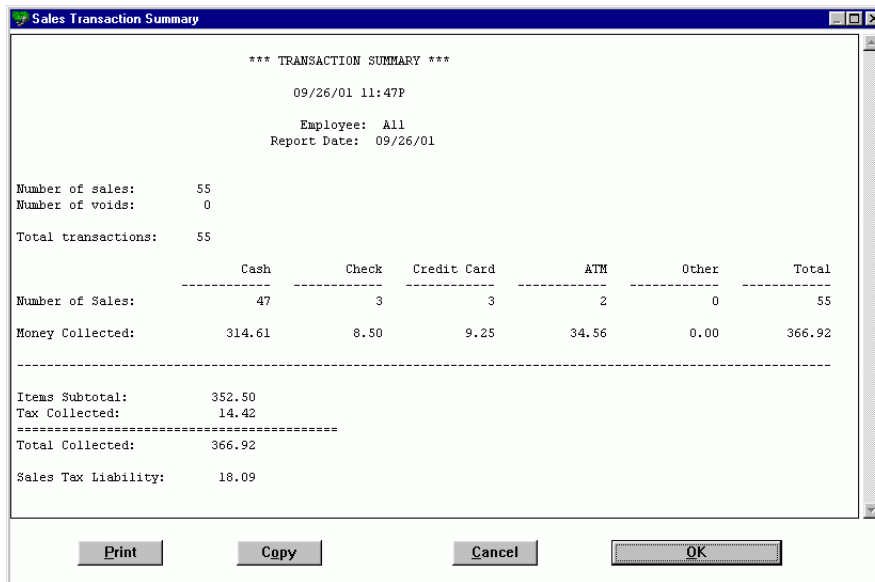
The image shows a dialog box titled "Transaction Report" with a subtitle "Transaction Summary". It contains the following fields and controls:

- Date: A dropdown menu currently set to "Today".
- From: A text box containing "09/26/01".
- To: A text box containing "09/26/01".
- Employee: A dropdown menu currently set to "All".
- Buttons: "Cancel" and "OK".

**Figure 7 Transaction Report - Specifying dates and employee(s)**

Select a specific date range from the pulldown menu (Today, Yesterday, Past Week, etc.).

Select a single employee, or All for all employees.



The image shows a window titled "Sales Transaction Summary" displaying a report. The report content is as follows:

```
*** TRANSACTION SUMMARY ***
09/26/01 11:47P
Employee: All
Report Date: 09/26/01

Number of sales: 55
Number of voids: 0
Total transactions: 55

      Cash      Check  Credit Card      ATM      Other      Total
-----
Number of Sales: 47      3      3      2      0      55
Money Collected: 314.61  8.50  9.25  34.56  0.00  366.92
-----

Items Subtotal: 352.50
Tax Collected: 14.42
=====
Total Collected: 366.92
Sales Tax Liability: 18.09
```

At the bottom of the window are four buttons: "Print", "Copy", "Cancel", and "OK".

**Figure 8 Sales Summary**

## Sales Detail

The Sales Detail report shows a detailed report of all sales within the dates specified. Dates are selected the same as for the Sales Summary above.

\*\*\* TRANSACTION DETAIL \*\*\*

09/26/01 11:47P

Employee: All  
Report Date: 09/26/01

Trans#	Date	Time	Empl	Type	Subtot	Tax	Total	Payment Type
001504	09/26/01	12:14A	DEMO	Sale	2.25	0.00	2.25	Cash
001505	09/26/01	12:36A	DEMO	Sale	1.00	0.00	1.00	Cash
001506	09/26/01	12:58A	DEMO	Sale	5.25	0.00	5.25	Cash
001507	09/26/01	01:20A	DEMO	Sale	4.50	0.00	4.50	Cash
001508	09/26/01	02:04A	DEMO	Sale	2.50	0.00	2.50	Cash
001509	09/26/01	02:26A	DEMO	Sale	30.50	2.06	32.56	Cash
001510	09/26/01	02:48A	DEMO	Sale	2.50	0.00	2.50	Cash
001511	09/26/01	03:32A	DEMO	Sale	4.25	0.00	4.25	Cash
001512	09/26/01	03:54A	DEMO	Sale	3.25	0.00	3.25	Cash
001513	09/26/01	04:16A	DEMO	Sale	5.00	0.00	5.00	Cash
001514	09/26/01	04:38A	DEMO	Sale	1.00	0.00	1.00	Cash
001515	09/26/01	05:00A	DEMO	Sale	2.50	0.00	2.50	Cash

Print Copy Edit Close

Figure 9 Sales Detail

## Sales by Product

The Sales by Product report shows a summary of sales for all products or categories within the dates specified. Dates are selected the same as for the Sales Summary above.

\*\*\* SALES REPORT BY PRODUCT \*\*\*  
 09/26/01 11:48P  
 Employee: All  
 Report Date: 09/26/01

UPC	Item Description	Price	#Sold	SubTotal	Tax	Total
	Clothing		3	75.00	6.18	81.18
	Drinks		13	13.00	0.00	13.00
	Food		68	85.00	0.00	85.00
	Services		0	0.00	0.00	0.00
	Water		25	43.00	0.00	43.00
	TOTAL		136	352.50	14.42	366.92

Buttons: Print, Copy, Cancel, OK

Figure 10 Sales by Product - Categories only

\*\*\* SALES REPORT BY PRODUCT \*\*\*  
 09/26/01 11:49P  
 Employee: All  
 Report Date: 09/26/01

UPC	Item Description	Price	#Sold	SubTotal	Tax	Total
	Sweatshirt Large	35.00	0	0.00	0.00	0.00
	Sweatshirt Med	35.00	0	0.00	0.00	0.00
	Sweatshirt Small	35.00	0	0.00	0.00	0.00
	Sweatshirt XL	35.00	0	0.00	0.00	0.00
	Sweatshirt XXL	35.00	0	0.00	0.00	0.00
32	T-Shirt Large	25.00	1	25.00	2.06	27.06
31	T-Shirt Med	25.00	1	25.00	2.06	27.06
30	T-Shirt Small	25.00	2	50.00	4.12	54.12
33	T-Shirt XL	25.00	0	0.00	0.00	0.00
34	T-Shirt XXL	25.00	3	75.00	6.18	81.18
	*** Total for 'Clothing' ***		3	75.00	6.18	81.18
09661934151	Cranberry Drink	1.00	10	10.00	0.00	10.00
07514000122	Juice Squeeze Tropical Punch	1.50	0	0.00	0.00	0.00

Buttons: Print, Copy, Cancel, OK

Figure 11 Sales by Product - All products

## Sales by Employee

The Sales by Employee report shows a summary of sales for each employee within the dates specified.

Employee Name	# of Sales	Items Subtotal	Tax Collected	Total Collected
Alice	0	0.00	0.00	0.00
Bilbo	0	0.00	0.00	0.00
Demo	55	352.50	14.42	366.92
Jon	0	0.00	0.00	0.00
TOTAL:	55	352.50	14.42	366.92

Figure 12 Sales by Employee

## Inventory

The Inventory report shows a listing of inventory.

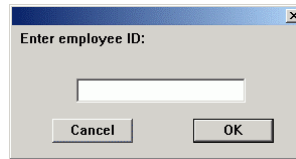
UPC/Code	Description	Price	Tax	Display	Storage	Total
35	Baby Ruth	1.25		26	0	26
09661934151	Cranberry Drink	1.00	N	50	0	50
07514000122	Juice Squeeze Tropical Punch	1.50		16	0	16
'LW'	Large	2.00		(1)	0	(1)
36	Mars Bar	1.25		32	0	32
39	Nutrageous	1.25		---	---	---
'PB'	Power Bar	2.50	N	21	0	21
41	Power Bar Chocolate	2.50	N	57	(20)	37
43	Power Bar Strawberry	2.50	N	30	0	30
'VN'	Power Bar Vanilla	2.50	N	0	0	0
'SW'	Small	1.00		(1)	0	(1)
	Snapple Ice Tea	2.50		0	0	0
	Snapple Lemonade	2.50		0	0	0

Figure 13 Inventory Report

# Employee Menu

## ***Sign-In***

To sign in as the current employee, elect **Sign-In** from the Employees menu (or hit **CTRL+I**). Then enter your employee login and press the ENTER key.



**Figure 14 - Employee Sign-In window**

Employees can be created and modified by selecting **Employees** from the **Settings** menu.

## ***Sign-Out***

To sign out as the current employee, select **Sign-Out** from the Employees menu (or hit **CTRL+O**).

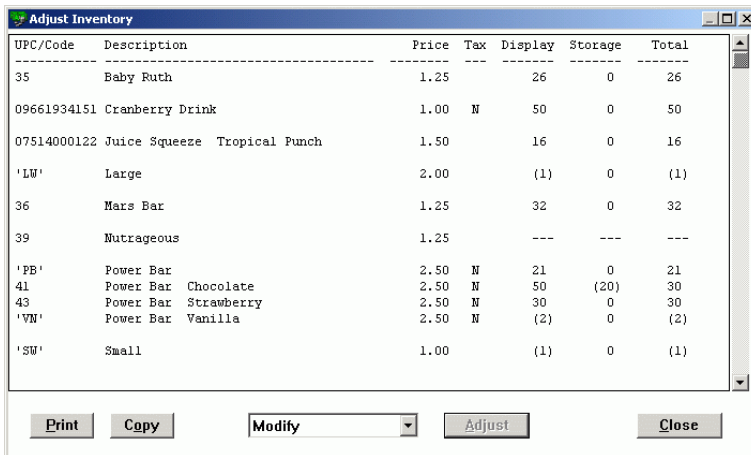
**Note:** Pro-Shop will automatically sign out the current employee if the mouse or keyboard are not used for an extended period of time. The timeout interval can be specified by selecting Preferences from the Settings menu.

# Inventory Menu

Pro-Shop tracks movement of inventory from long-term **storage** to **display** and eventual sale. Every time an item is sold, that item is removed from the display inventory. Inventory numbers (for both display and storage) can be modified at any time if necessary. Inventory can also be quickly moved between long-term storage and display.

## Modify Inventory

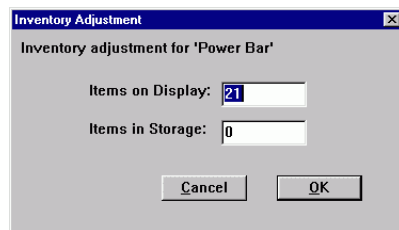
To directly adjust the number of items in Display and Storage select **Modify** from the Inventory menu. The Adjust Inventory window appears:



UPC/Code	Description	Price	Tax	Display	Storage	Total
35	Baby Ruth	1.25		26	0	26
09661934151	Cranberry Drink	1.00	N	50	0	50
07514000122	Juice Squeeze Tropical Punch	1.50		16	0	16
'LW'	Large	2.00		(1)	0	(1)
36	Mars Bar	1.25		32	0	32
39	Nutrageous	1.25		---	---	---
'PB'	Power Bar	2.50	N	21	0	21
41	Power Bar Chocolate	2.50	N	50	(20)	30
43	Power Bar Strawberry	2.50	N	30	0	30
'VN'	Power Bar Vanilla	2.50	N	(2)	0	(2)
'SW'	Small	1.00		(1)	0	(1)

Buttons: Print, Copy, Modify (dropdown), Adjust, Close

Click on an item to select it, then click the Adjust button (or press CTRL+A). The Inventory Adjustment window appears.



Inventory Adjustment  
Inventory adjustment for 'Power Bar'

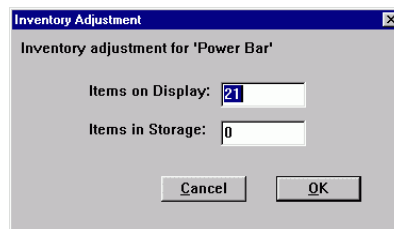
Items on Display:

Items in Storage:

Buttons: Cancel, OK

Enter the number of items in Display and in Storage, then click OK.

Click on an item to select it, then click the Adjust button (or press CTRL+A). The Inventory Adjustment window appears.



Inventory Adjustment  
Inventory adjustment for 'Power Bar'

Items on Display:

Items in Storage:

Buttons: Cancel, OK

Enter the number of items in Display and in Storage, then click OK.

### ***Add to Display***

To add items to the Display inventory, select Add to Display from the Inventory menu. The Add Inventory to Display window (identical to the Adjust Inventory window above) appears. Click on an item to select it, and then click the Add button (or press CTRL+A). When the Inventory Adjustment window appears, enter the number of units that you are adding to the Display.

### ***Move to Display***

To move items from Storage to Display inventory select Move to Display from the Inventory menu. The Move Inventory to Display window (identical to the Adjust Inventory window above) appears. Click on an item to select it, and then click the Move button (or press CTRL+M). When the Inventory Adjustment window appears, enter the number of units that you are moving to the Display.

### ***Add to Storage***

To add items to the Storage inventory select Add to Storage from the Inventory menu. The Add Inventory to Storage window (identical to the Adjust Inventory window above) appears. Click on an item to select it and click the Add button (or press CTRL+A). When the Inventory Adjustment window appears, enter the number of units that you are adding to the Storage.

### ***Move to Storage***

To move items from Storage to Storage inventory select Move to Storage from the Inventory menu. The Move Inventory to Storage window (identical to the Adjust Inventory window above) appears. Click on an item to select it and click the Move button (or press CTRL+M). When the Inventory Adjustment window appears, enter the number of units that you are moving to the Storage.

# Settings Menu

## Products

To add or remove products, select **Products** from the Settings menu. The Product List window (below) will appear.

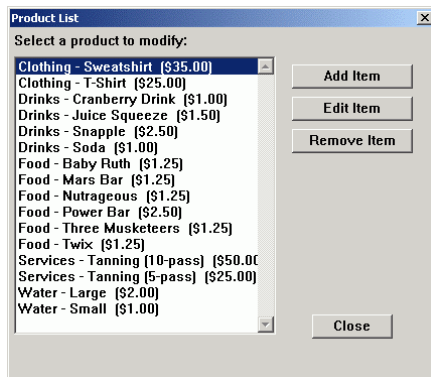


Figure 15 Product List window

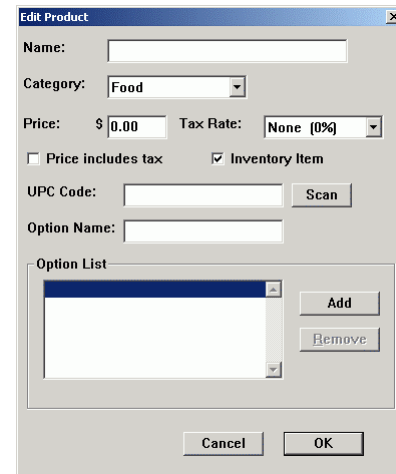


Figure 16 - Edit Product window

To add a new item, click the **Add Item** button.

To edit an existing item, click that item in the list to select it then click the **Edit Item** button.

To remove an existing item, click that item in the list to select it then click the **Remove Item** button.

If you Add or Edit an item, the Edit Product window will appear.

Enter a **Name** for the product and select a category for the product.

Enter a **Price** for the product.

Specify a **Tax Rate** for the product from the pull down list.

If the price for the product includes the necessary sales tax, then check the **Price Includes Tax** checkbox.

If you want to track inventory for this item, then check the **Inventory Item** checkbox.

If you are using a UPC scanner and want to automatically enter the product's code, click the **Scan** button, then scan the product code.

If you are using your own product codes, then enter the code for this item in the **UPC Code** text box.

If you will be defining more than one option for this item, then enter the name for the first option and click the Add button in the Option List.

## Categories

To edit the Category list, select Categories from the Settings menu. The Category List window will appear.

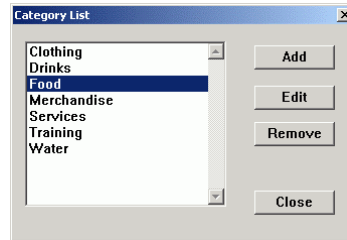


Figure 17 - Category List window

Click the **Add** button to add another category name.

Click the **Edit** button to edit the selected category name.

Click the **Remove** button to remove the selected category. Note: You will not be allowed to remove a category if that category is referenced by any current product.

## Sales Tax Rates

To edit the list of sales tax rates select **Sales Tax Rates** from the Settings menu. The Sales Tax Rates window will appear.

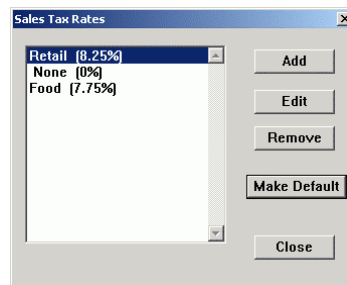


Figure 18 - Sales Tax Rates list window

Click the **Add** button to add a new sales tax rate.

Click the **Edit** button to edit the selected sales tax rate.

Click the **Remove** button to remove the selected sales tax rate. Note: You will not be allowed to remove a sales tax rate if that tax rate is referenced by any current product.

Click the **Make Default** button to make the selected tax rate the default for new products.

## Quick Buttons

To modify the Quick Buttons that appear to the left of the Product Selection window, select **Quick Buttons** from the Settings menu. The Quick Buttons list window (below) will appear.

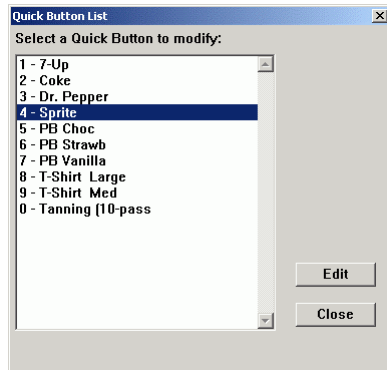


Figure 19 - Quick Buttons list window

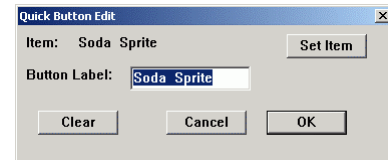


Figure 20 - Quick Button Edit window

To edit a selected Quick Button, click the **Edit** button. The Quick Button Edit window (above) will appear.

To select the item for this Quick Button, click the **Set Item** button.

To change the label for this Quick Button, edit the **Button Label** text.

To clear and disable this Quick Button, click the **Clear** button.

## Employees

To edit employees, select Employees from the Settings menu. The Employee List window (below) will appear.

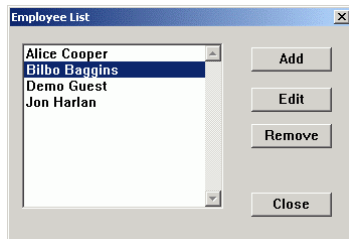


Figure 21 - Employee List window

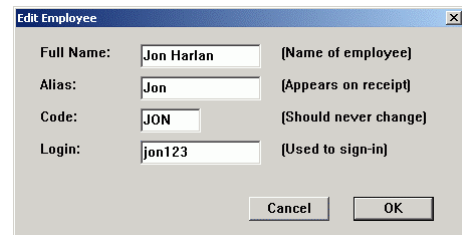


Figure 22 - Edit Employee window

To add a new employee, click the **Add** button.

To edit the selected employee, click the **Edit** button.

To remove the selected employee, click the **Remove** button.

When editing an employee in the Edit Employee window (above), the following fields should be specified:

- |           |  |
|-----------|--|
| Full Name | the employee's name  |
| Alias     | the name that appears on printed receipts and in reports   |
| Code      | a unique 4-character code to identify the employee internally. This code should never be changed.                              |
| Login     | a unique code that the employee will enter to sign in as the current employee. Only the employee should know his/her login id. |

## Passwords

The following functions require an **Admin** password:

Reports (except for Shift reports)

Inventory

Cash Drawer settings

The following functions require a **Master** password:

Settings: Categories, Products, Quick Buttons, Sales Tax Rates, Employees

*Note: The Master password also provides access to all Admin functions.*

To change the Pro-Shop passwords, select Passwords from the Settings menu. The Passwords window will appear.



The screenshot shows a dialog box titled "Passwords" with a close button (X) in the top right corner. The text inside the dialog reads: "Enter password for each level of access. Leave password empty if no password needed." Below this text are two rows of input fields. The first row is labeled "Admin:" and contains a text box with "GUM" and the text "Inventory, etc." to its right. The second row is labeled "Master:" and contains a text box with "CANDY" and the text "Access to All Features" to its right. At the bottom of the dialog are two buttons: "Cancel" and "OK".

**Figure 23 - Passwords window**

Be sure to remember the passwords you set! If you forget your passwords, you can call Bio-Logic for access.

## Receipt Printing

Pro-Shop will interface with any standard serial receipt printer. To modify the receipt printing options, select Receipt Printing from the Settings menu. The Receipt Settings window will appear.

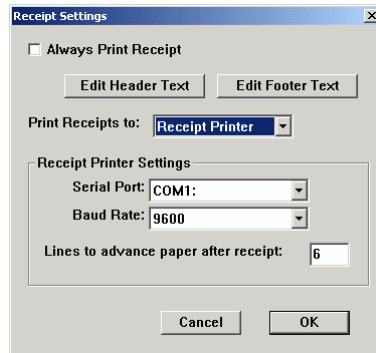


Figure 24 - Receipt Settings window

Check the **Always Print Receipt** checkbox if you want to print a receipt for each transaction. Regardless of this setting, receipt printing can be selected at the time of the transaction.

Click the **Edit Header Text** button to edit the text that appears at the top of receipts.

Click the **Edit Footer Text** button to edit the text that appears at the bottom of receipts.

Set the **Print Receipts To** item to **Default Printer** to print receipts to the currently selected default Windows print, such as a laser printer or inkjet printer. *Note: This option will disable the Receipt Printer Settings controls referred to below.*

Set the **Print Receipts To** item to **Receipt Printer** if you are using a serial receipt printer, such as Star Micronics or Epson printers. Select the **Serial Port** and **Baud Rate** for your particular printer. Also set the number of lines to advance the paper after printing the receipt, which will position the printing correctly for tearing off the receipt.

## Cash Drawer

Pro-Shop will interface with any standard serial cash drawer. To modify the cash drawer options, select Cash Drawer from the Settings menu. The Cash Drawer Settings window will appear.

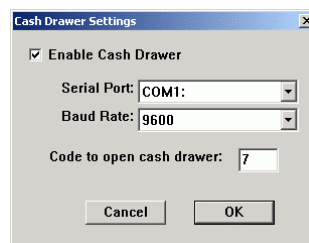


Figure 25 - Cash Drawer Settings window

Select the **Serial Port** and **Baud Rate** for your particular cash drawer. Note that many cash drawers actually interface through a receipt printer, in which case the serial port and baud rate should be set to the same values as for the receipt printer.

Set the character **code** to open the cash drawer. This should be set to 7 for most printers. If this value does not work, then please refer to the documentation for your equipment.