

QSL

POS[™]

Users Manual for
Point Of Sale System

QSL Operators Manual
Version 1.4
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Operators Manual
Point of Sale System

CONTENTS

1.	<u>PREFACE:</u>	3
1.1.	GLOSSARY OF TERMS:	3
1.2.	MANUAL INTRODUCTION:	4
1.3.	CAUTIONS:	4
2.	<u>QUICK START INSTRUCTIONS</u> QUICK START INSTRUCTIONS	5
2.1.	THE DISPLAY LIST MENU DISPLAY LIST MENU	5
2.2.	THE EDIT MENU EDIT MENU	5
2.3.	BASIC PROCEDURE	6
2.3.1.	ADDING A DATA IMAGE TO THE DISPLAY:	6
2.3.2.	EDITING A DATA IMAGE:	6
3.	<u>OPERATIONAL DETAILS</u>	7
3.1.	GENERAL:	7
3.1.1.	SYSTEM PRINCIPLES:	7
3.2.	OPERATIONAL DETAIL:	7
3.2.1.	DETAILS ON ADDING A DATA IMAGE TO THE DISPLAY:	7
3.2.2.	DETAILS ON EDITING A DATA IMAGE:	8
3.3.	LIST USAGE:	12
3.3.1.	LIST NAVIGATION:.....	12
3.3.2.	RECORD SELECTION:.....	12
3.3.3.	DOUBLE CLICK ACTIONS:.....	12
3.4.	DATA IMAGE MANAGEMENT:	13
3.4.1.	HOUSE KEEPING:	13
4.	<u>BASIC COMPUTER PRINCIPLES</u>	14
4.1.	KEYBOARD:	14
4.1.1.	STANDARD KEYS:.....	14
4.1.2.	KEY COMBINATION PRESS'S	14
4.2.	MOUSE: MOUSE:	15
4.2.1.	TIPS:	15
4.3.	WINDOWS:	16
4.3.1.	FUNDAMENTALS:	16
4.3.2.	USING THE KEYBOARD TO "CLICK" A SCREEN BUTTON:	17
4.3.3.	ADVANCED WINDOW USAGE	17
4.3.4.	HISTORY	17
5.	<u>FAULTS & MAINTENANCE:</u>	18
5.1.	GENERAL FAULTS:	18
5.1.1.	LOCKS AND UNEXPECTED ERRORS:.....	18
5.1.2.	NETWORK FAULTS:	19
6.	<u>INDEX:</u>	20

Operators Manual
Point of Sale System

1. Preface:

1.1. Glossary of Terms:

RPOS™	Railway Point Of Sale System, anagram trademark for this system.
PC, IBM PC™ Terminal, User Terminal, Node	System Computer and /or User Terminal (“PC” derived from “Personal Computer”).
Screen, Monitor	PC Monitor
Displays	Public Displays
Display Controller	Data to Video Converter. Controls cycling information on Displays
DOS, MS DOS™	Disk Operating System
Windows, MS Windows™	Refers to the user application operating system and visual user environment
Window	A frame that is visible on screen that contains and groups menus and tools such as buttons, text box's,
Highlighted Window , Active Window, Window with Focus	A Window that has a darker border to indicate that it is active and therefore the only window that will accept keyboard input
Key , keyboard, keys, keypress	All refer to the user keyboard
Mouse , Mouse button, Click, Mouse Key	All refer to the use of mouse or mouse keys
Click , clicked	Means to click the left mouse key
Double Click	Means to click the left mouse key twice quickly. See Mouse Details on page 15
Pointer	Refers to the mouse pointer
Cursor	Refers to the text insertion point pointer
Button , Control , Icon, Box	This is an object on screen that can be clicked to perform an action
ESC key (See also Keyboard Chapter).	Refers to the key marked “ESC” at the top left of the keyboard. Pressing it will “escape” from the current function
Enter Key (See also Keyboard Chapter).	Refers to the key marked ↵ on the keyboard. There is another duplicate key marked “Enter”. Pressing it will “enter” or perform the current function
Cursor Keys (See also Keyboard Chapter).	Refers to the keyboard cursor ←↑↓→ keys. For allowing the user to go up and down lists, and to assist text editing.
List , File List	List of data records or images
Record	Individual picture or image in a database
Image	Finished Picture with users text.
Bitmap	Electronic Picture, usually a photo.

Operators Manual Point of Sale System

1.2. Manual Introduction:

RPOS is a feature rich Point Of Sale application for use with Cathode Ray Tube monitors. An overview description of the product this manual pertains to is given on page 7. This user manual should provide all the information required to control this system.

This manual contains a Quick Start section for almost immediate usage by untrained individuals and a Detailed section as a reference for advanced / frequent users.

1.3. Cautions:



This equipment contains high voltage components and cabling. Additionally the equipment is fragile and care should be exercised in use and maintenance. Safety precautions should include observation of electrical safety regulations and frequent power safety checks. For maintenance, this manual at all times assumes the application of skills by technically qualified authorised individuals who have attained suitable certification in electronics and computer studies and electrical safety and assumes individuals are competent with such equipment. For usage, this manual assumes that users will only consist of authorised trained competent staff.

Physical precautionary checks and frequent maintenance should also be carried out for structural safety and obstruction safeguard including the inspection of heavy equipment, suspended equipment, sharp edged equipment and cable layout.

Disclaimers:

This manual is not intended for use by untrained or inexperienced individuals. No liability by the originators is meant or implied, financial or otherwise, in terms of safety, functionality or performance by the contents of this manual or the system it describes.

Operators Manual
Point of Sale System

2. Quick Start Instructions Quick Start Instructions

If you are unfamiliar with RPOS and you wish to start using it straight away, read this chapter. See next chapter for Details.

2.1. The Display List Menu Display List Menu

After powering up, this is the first menu to appear: See next page for usage.

Menu Bar

Prompt/Tip Bar

Display List

Data List

Add button

Clear Button

Edit Button

Buttons for File Management

View Picture

2.2. The Edit Menu Edit Menu

This menu appears after clicking Edit above. See next page for usage.

Menu Bar

Save Button

Abandon Button

Bitmaps Button

Attributes Box

Edit Box

Edit Cursor

Fore colour box

Back colour box

Special Character Grid

2.3. Basic Procedure

For an immediate start, refer to the diagrams on the previous page and proceed as below. Note that *Click* means use of the left mouse button, *Press* means use of a keyboard key. If you are unfamiliar with such terms, see the Glossary on page 3 and see Chapter 4 on Basic Principles, page 14.

2.3.1. Adding a Data image to the display:

The simplest way to add an image to the display list (carousel of displayed images) is:

1. Click (with the mouse) the desired image in the DATA LIST.
2. Click the point on the DISPLAY LIST grid that is the intersection of the desired Monitor and Page number.
3. Click the ADD button. The image will be displayed shortly.

2.3.1.1. Removing or Clearing an Image:

1. Click the image name on the DISPLAY LIST grid to be removed.
2. Click the CLEAR button. The image will be removed shortly.

2.3.2. Editing a Data Image:

The editor is rich with features but the simplest way to edit an image is:

1. Click (with the mouse) the desired image in the DATA LIST.
2. Click the EDIT button. The Edit Menu will appear.
3. Click on the text in the position where you want to begin editing. A cursor will begin flashing in that position.
4. Type in the desired text. (Use backspace to correct - see page 14).
5. You can click SAVE to save and escape or click ABORT to escape without saving.

2.3.2.1. Changing Attributes:

This is dealt with in detail in the next chapter but for quick information on attribute change (colour, size, font, etc), then:

1. After entering the text to be changed, Drag Select the text. To Drag Select, press left mouse button over the start (top left) of the desired selection, drag to the end of the desired selection and release. The selected text will be hilited by a "Strike Through" line (Eg: "word" will become "~~word~~").
2. Click the desired attribute in the ATTRIBUTES BOX or the desired colour in the FORE COLOUR BOX (Use of the Back Colour Box requires more attention to detail - see next chapter). The selected text will be changed.

3. Operational Details

3.1. General:

RPOS_{RPOS} is a low complexity display system for window and counter displays. It will provide a multi media image of good colour depth on a standard television monitor. The package was designed with the infrequent user in mind ensuring that operation is intuitive and requires minimal specialist skills.

The user can select from a variety of standard or textured background bitmaps and write directly over the top of the image. The text portion of the image is always available for re-editing.

3.1.1. System Principles:

The standard RPOS package provides a carousel of up to 7 images for each of up to 16 monitors. On the Display List _{Display List} (refer to orientation picture, page 5), the monitors are arranged horizontally in columns. The image pages are arranged vertically in each monitor column.

The term carousel_{Carousel} describes the cycling_{Cycling} action that results if any one monitor has more than one page of images added to it. Each page will stay on the monitor for 10 seconds before the next page appears. RPOS will then cycle back to the first page in any one column after the last page of images in any vertical column has been reached.

3.2. Operational Detail:

This section provides functional detail on each aspect of an operation. Refer to the previous chapter for abbreviated operational techniques.

Proceed as below to make full use of the features provided or to control the system in a more efficient way:

3.2.1. Details on Adding a Data image to the display:

There are many methods of displaying an image. The simplest way is described briefly in chapter 2. This method is called the orthodox method and is described here again with more detail:

3.2.1.1. Orthodox Display Method:

1. Click the desired image in the DATA LIST_{Data List}. The image will appear in the adjacent View Picture box for your confirmation.
2. Click the point on the DISPLAY LIST (carousel of displayed images) that is the intersection of the desired Monitor (listed along the top of the Display List grid) and Page number (listed down the left of the Display List grid).
3. Click the ADD button. The image will be displayed shortly (there may be a delay as the carousel controller program refreshes all monitors to the left of your chosen monitor).

Operators Manual
Point of Sale System

3.2.1.2. Drag Drop Display Method:

The desired image can be displayed by simply dragging it over and dropping it on the desired display position. For this method, proceed as follows:

1. To drag file: press left mouse button over the desired file in the Data List.
2. While keeping the left mouse button down, Drag to the desired monitor position and release.

This is considered by some users to be quicker and easier.

Note that passing the mouse over the screen controls (buttons and lists etc) will provide help and tips which will appear in the caption/prompt bar near the top of the Display Menu screen.

3.2.1.3. Multiple Monitor Display Method:

The desired image can be displayed on more than one monitor at once by drag selecting more than one monitor before clicking Add. To add or clear to multiple monitors:

1. If adding, Select a Data Image to post from the Data List.
2. Instead of clicking just one monitor in the Monitor List, drag the mouse over as many monitors and pages as desired (press left mouse button at start of selection, drag to end of selection and release). This selection will all be changed if the ADD or CLEAR button is then clicked.

3.2.1.4. Immediate Display Method:

Double clicking an entry in the DISPLAY LIST will cause the last item selected in the DATA LIST to be displayed immediately.

3.2.2. Details on Editing a Data image:

The main editor provided with RPOS is a text editing environment allowing text to be written across a selection of bitmaps. Simple editing techniques are described in chapter 2. Editing is described here again with more detail:

3.2.2.1. Initial Editing Procedure Detail:

1. From the Data List (Display Menu), Click (with the mouse) the desired image. The image will appear in the adjacent View Picture box to help confirm your selection.
2. Click the EDIT button. The Edit Menu will appear. (Note that Double clicking an entry in the DATA LIST will cause that record to be called up for editing immediately without the need for the EDIT button).
3. Click on the text in the position where you want to begin editing. A cursor will begin flashing in that position. If the clicked position was invalid (eg: where there is not text), the cursor will flash at the nearest valid position.

Operators Manual Point of Sale System

4. Type in the desired text. Characters will appear after the flashing cursor and will be inserted into the current string of text.
If typing mistakes are made, delete the character to the left of the flashing cursor by pressing the Backspace key. If you do not know where the backspace button is, See page 14. Press the Delete key to delete letters to the right of the cursor.
5. You can click SAVE (or press the Escape key) to save and escape or click ABORT to escape without saving.

3.2.2.2.Changing Attributes:

Text Attributes describe the style of character that RPOS draws text in. Every character has its own set of attributes defining:

- Font (differing type faces)
- Foreground / background colour (for background colour, see 3.2.2.3)
- Size (wide range of sizes - depends on selected font)
- Bold, underline, italics (font variations)
- Centring (applies entire box)

These attributes are all available in the control and attribute box to the right of the edit box.

There are two ways of setting text attributes. Firstly the user can change the attributes for existing text or secondly, you can set the attributes at the cursor position for new typing.

1. After entering the text to be changed, Drag Select the text. To Drag Select, click and hold down the left hand mouse button at the top left of the text to be changed. Move the mouse downward and / or to the right. A selection box will begin to appear. After the desired text is covered, release the mouse button. The selection box will now disappear and the text that was selected will be hilited by a Strike Through bar (Eg: "word" will become "~~word~~").
2. Click the desired attribute in the ATTRIBUTES BOX or the desired colour in the FORE COLOUR BOX (use of the Back Colour Box requires more attention to detail - see next section). The selected text will be changed. Continue using step 2 for all other attributes to be changed.

The second alternative method of setting attributes is to click in a single position where you wish to begin typing, select the desired attributes and start typing new text. When you start typing, the new text will inherit the new attributes.

3.2.2.3.Background colours:

If you wish to have characters displayed with their own individual background colour, select the BACKGROUND colour from the lower of the two colour select panels. The effect will be to but a small rectangle

Operators Manual Point of Sale System

of the selected colour below each character. If you do not want this effect, click the "Transparent Background" check box.

Background colours are not recommended as they tend to defeat the purpose of using a Backdrop picture. See Backdrops, section 3.2.2.5.

3.2.2.4. Cut And Paste:

The Edit Menu on the top white Menu Bar (see page 5) will allow you to Cut, Copy or Paste a selection of text.

To create a text selection press left mouse button over the start (top left) of the desired selection, drag to the end of the desired selection and release (as in section 3.2.2.2 above). The selected text will be hilited by a ""Strike Through"" bar (Eg: "word" will become "~~word~~").

Once a selection is made, click "Edit Menu" on the Menu Bar and click the appropriate function in the drop down list that will appear. For example, to move text:

1. Select the text to be moved as above
2. Click "CUT" in the menu bar (accessed as described above)
3. click the new position in text that you want the text moved to
4. Click "PASTE" in the menu bar (accessed as described above)

Note that there are short cut keys shown in the Edit Menu that will make use much easier. These short cut keys, (Shift+Delete for Cut, Ctr+Insert for copy, Shift+Insert for paste), are standard key combinations for use in any Microsoft Windows application.

Notes:

- To remove a selection hilite, click anywhere else in the picture.
- The Edit Menu can be used to copy text from picture to picture (copy from one picture, exit the picture, select another picture and paste).

3.2.2.5. Backdrops:

To select a new or different backdrop, click the BITMAPS button, select the desired bitmap and click CLOSE when finished. Notes follow:

- You can keep clicking different backdrops until you find a suitable or acceptable backdrop;
- You can change the backdrop after you have entered the text. The text will not be lost;
- Do not attempt to edit the text while the backdrop list is displayed;
- If you do not want a backdrop, click "NONE". The total back colour can then be changed (through out the picture) by clicking the BACKCOLOUR colour select box.

3.2.2.6. Using Special Characters:

The special character grid at the bottom of the Edit Menu contains all the special characters (arrows etc) available for general purpose use. To insert a special character, move your flashing cursor to the desired insertion point and click the character. Note that latter selection and changing of the font may alter the character completely.

3.3. List Usage:

3.3.1. List Navigation:

To select an entry from a list (data list, bitmap list), simply click the desired entry. However, if the desired entry is beyond the visible portion of the list, use the mouse to click on the List Scroll Bar as follows. (For Mouse usage, see Chapter 4, Basic Principles, on page 14).

The Scroll Bar provides a mouse interface to list positioning and can be used in three ways to change the list scroll position:

1. To move the list up and down one line, click the List Scroll Arrow Chevrons at the top and bottom of the scroll bar;
2. To move the list up and down one page, click above or below the List Scroll Position Chevron (usually in the middle of the scroll bar depending on whereabouts in the list you are currently);
3. To move the list to any position (home / end etc), Drag on the List Scroll Position Chevron.

Notes:

- The Hilite Bar is not moved with the list. The user must therefore click the desired record to hilite it once the desired record is visible.
- For horizontal scroll bars, the same rules apply but instead of clicking above the chevron, click to the left of the chevron etc.

3.3.2. Record Selection:

To assist understanding of terminology used in Windows, it is helpful to define the word select. When an item in a list is clicked, it is selected ready for use.

A record (image, picture, etc) is said to be selected when it is hilited with the Hilite Bar as described above. Once selected, it is ready for copying, displaying, editing etcetera as described in other sections.

The selected item therefore is generally not actioned simply by clicking it. There are exceptions, for example, special characters are inserted as soon as they are clicked. Often double clicking will produce an action. See next..

3.3.3. Double Click Actions:

Double clicking an entry in the DATA LIST will cause that record to be called up for editing immediately.

Double clicking an entry in the DISPLAY LIST will cause the last item selected in the DATA LIST to be displayed immediately.

3.4. Data Image Management:

In order to keep files manageable, they should be correctly named and thinned out occasionally (unused records deleted). Data Management is also called House Keeping and can be effected as below.

3.4.1. House Keeping:

To create, rename, delete, and copy records, first got to the Display Menu (press Escape if you are in any other menu) and proceed as follows:

3.4.1.1. New Record Button:

This prompts you to provide the name for a new record (image or picture). A new blank record will be created ready for you to edit.

3.4.1.2. Copy Record Button:

This duplicates the currently selected record. It will prompt you to provide the name for the new record. The duplicate record will be created and the hilite bar will be placed on it ready for you to edit. If the record is a train, the time will be automatically altered in the record for the Summary and for the main record text. See also Advanced Record Manipulation below.

3.4.1.3. Rename Record Button:

This will rename the currently selected record and will prompt you to provide the new name for the record. The hilite bar will be placed on the newly named ready for you to edit. If the record is a train, the time will be automatically altered in the record for the Summary and for the main record text.

3.4.1.4. Delete Record Button:

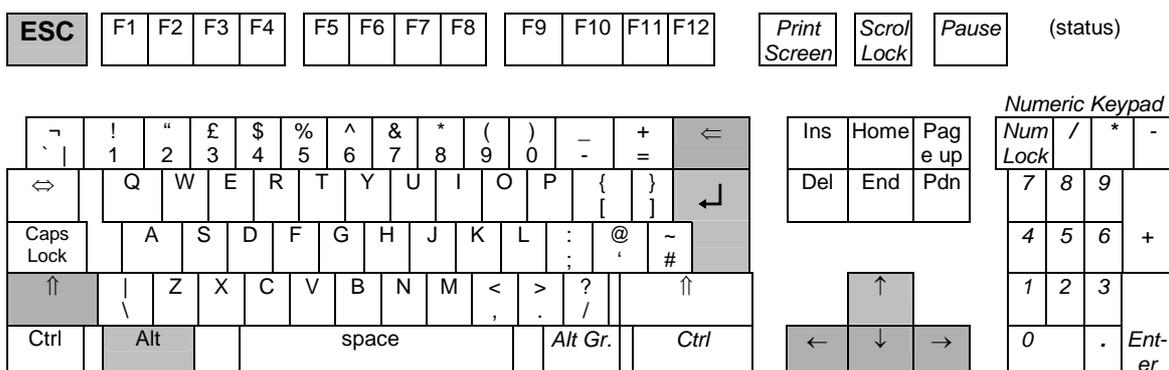
This deletes the currently hilited record. The DELETE key performs the same function. You will prompted to confirm the operation before deletion occurs.

Operators Manual Point of Sale System

4. Basic Computer Principles

If you are entirely unfamiliar with PC's then you are advised to read this chapter for orientation and familiarisation before reading any other chapter. This chapter has been put near the rear of the book as much of the subject is self explanatory and many users are familiar with PC's.

4.1. Keyboard:



4.1.1. standard keys:

The important keys for the RPOS application are highlighted. All important keys are described in detail elsewhere.

- **ESC**: This is used to exit the current function or menu.
- **F9**: This is used to Depart trains and Clear notices
- **F10**: This is used to Post (display) trains and notices
- **1 to 5**: Whilst in the Todays List, these numbers select the relevant platform.
- **Enter Key “↵”**: When you are entering text and you wish to create a new line, use the Enter Key at the end of the last line.
- **The cursor keys “←↑↓→”**: These can be used to navigate during text editing (as an alternative to the mouse).
- **The backspace key “←”**: This used to delete a text letter to the left of your cursor during editing. This is commonly used after a typing error.

The keys which are shown in italics (including the entire numeric keypad to the right) are not relevant to the RPOS application and there usage is not recommended.

4.1.2. Key Combination press's

Some functions are only accessible by pressing a combination of the above keys. Combinations include Shift+Key (eg: for capital letters), Alt+Key (eg: to activate a screen button). If you are unfamiliar with key combinations, the precise method (using the example of shift+w to achieve an upper case W) is to press and hold the Shift key (“↑”) and then (while still holding the Shift key) press key “W”.

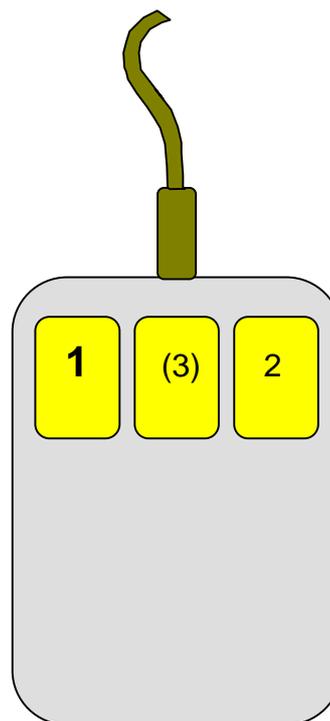
4.2. Mouse: Mouse:

The mouse will be as shown or similar. Note the orientation of the mouse (ie: the wire should be pointing away from you as you manoeuvre it). Use with the RIGHT hand is used (use with the left hand is not recommended unless you are left handed). The index finger of the right hand should be poised on the left mouse button (labelled "1").

The Master Mouse Button is the left mouse button (labelled "1") and is used to click text, a control or screen button or to select a list item.

Double Clicking is achieved by quickly clicking the left mouse button (labelled "1") twice. The Double Click is generally used to action a selected list item.

The 2nd button (labelled "2") is generally unused but may be used in a similar way to the ESC key (keyboard). The 3rd button "(3)" is never used and may not be fitted depending on the mouse supplied.

**4.2.1. Tips:****Keyboard Care** Keyboard Care:

The keyboard requires no maintenance other than to ensure that it does not have fluid or ash spilt on it. If there is a fluid spill, the keyboard may be salvaged by immediately turning it upside down and at an angle so that it will drain and dry. Shaking it may cause fluid to be forced further into the switches. Leaving it over a heater will warp it. Flushing it with water will probably cause more damage.

Mouse Care:

Keep the mouse in a clean environment. Fluids, dust and ash are particular causes of mouse jamming.

If the mouse appears to jam, (will not move or will only move horizontally or vertically), the ball and rollers should be examined and cleaned.

Dust can be cleaned off the rollers by removing the circular cover that contains the ball on the bottom of the mouse. Instructions for removing this cover are shown by way of arrows on the bottom of the mouse (instructions vary depending on the mouse provided).

4.3. Windows:**4.3.1. Fundamentals:**

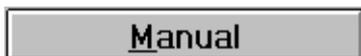
<u>QUESTIONS</u>	<u>ANSWERS</u>
What are Windows?	Windows are the visible frames that appear on the screen to contain controls and menus
Do I need to know about Windows?	Much of the window management is done for you but there are some prerequisite concepts.
What do I need to know?	Mainly that if a window is not active, you will not be able to control it with the keyboard! This is called having focus - the focal point for your keyboard. Also, some windows "take over" when they appear and you will not be able to control the system again until that window is closed. This is called a Modal Window (or a Dialogue box).
How will I know if a window is active?	It's border will be hilited. The hilite colour varies as this is set up in Windows according to preference. However, normally a window with focus (active window) has a cyan/blue border whereas a non active window has a washed out grey border. Only one window has focus at a time.

<u>ACTION</u>	<u>METHOD</u>
To open (fetch) a window	Use the screen buttons provided. They are titled to show the window that they will open. You must click these with the mouse button (see p15).
To close a window	The RPOS application has been designed so that windows automatically close when you press the ESC key. The last window you called will reappear
To make a window active	As explained above, a window must have focus (be active) before you can control it with the keyboard. Normally the window that you last opened is active. If it is not active, click it on it's border.
To move a window	You should not need to. However, you should know that it is possible to move a window if it has a title bar. This is performed by dragging on the title bar (see para 4.3.3, p17).
To click a control	A control or button is a screen object within a window that performs some function. The function is usually written on the button or control. To action that function, you must click it with the mouse. This requires that the mouse pointer is moved to the button and then the Left Mouse Key is pressed.
To activate a control using the keyboard	See the next section.

4.3.2. Using the Keyboard to “click” a screen button:

Almost all the screen buttons provided within the Window Menus have associated keys or key combinations allowing the user to use the keyboard to *click* the button. The two types of key are Function Key (as written on the screen button where applicable) or the Alt+Letter combination.

The Alt+Letter combination is indicated by the underlined letter (where provided) in the text on the screen button. For example:



In the above example, the correct key combination would be ALT+M.

If there is more than one button with the same underlines letter then Windows will alternatively hilite (make the border darker) every button in turn each time you press the combination. Once the desired button is hilited, press the Enter key.

For more information on pressing Alt+Key combinations, see the previous Keyboard Section, page 14.

4.3.3. Advanced Window Usage

If you are familiar with MS Windows™, you will be aware that there are many complex functions associated with Windows. Most of these functions (such as resize, minimise, maximise) have been removed to simplify RPOS.

The only remaining function that may be of residual interest is Moving Windows. This is achieved by placing the mouse on the top “title bar” of the window and dragging it. To drag, press the left mouse key and hold it on the object (in this case the window) while moving the mouse so as to effect movement of the object. Once the desired position is achieved, release the mouse key. This functionality is not essential to RPOS and as such, the title bar has been removed from most of the windows.

4.3.4. History

For RPOS, MS Windows™ was selected to provide a frame oriented graphical menu structure. This format has the advantages of commonality allowing the user to adapt quickly between differing applications (other than RPOS) and allowing added scope for upgrade. Whilst at first it may appear complex, it should become evident that Windows offers a very flexible, consistent approach. The two main advantages are the self explanatory graphics and the windows clipboard. The clipboard allows the user to copy text anywhere between text boxes.

5. Faults & Maintenance:

5.1. General Faults:

5.1.1. Locks and Unexpected Errors:

Faults in the system can occur due to a number of reasons. The most common reason being electrical noise caused by power surges, electrical storms or rail track power transients. These faults are generally compounded by the complex nature of the operating system (Windows). Such faults exhibit themselves in a number of relatively inconsistent ways. For example, a menu may no longer appear as it did or the system may slow up or the system may simply no longer function. In all of these instances, the solution is to Reset The Computer.

To Reset the Computer:

1. **Exit any current activity.** (First, where possible, press the ESC keys until the Main Menu is shown).
2. **Wait 10 seconds.** (This will ensure that all current actions have time to complete where applicable).
3. **Press *Ctrl+Alt+Delete*.** (Press and hold the Ctrl key, while holding Ctrl, press and hold the Alt key, while holding both the Ctrl and Alt keys, press the Delete key).
4. **Press *Ctrl+Alt+Delete* again.** (You have to press *Ctrl+Alt+Delete* twice at this stage). This is due to Windows internal checks.

After about 5 seconds, the computer should begin to reset. Note that resetting can take as long as 2 minutes. If the computer does not respond to the above, switch it off and on again at the rear of the computer itself or at the power outlet. **Do not power down except as a last resort.**

If the above does not cure the problem, or if the problem persists, or if the problem consistently reappears at a later time, then contact your maintenance department.

If Windows displays an error and exits:

If a failure causes you to see a screen with only white text on a black background, Windows has exited to DOS. Usually, you will see a prompt first. If this is the case, follow the instructions. As instructed, you should reboot the system (press Ctrl-Alt-Delete as above after a 20 second pause).

Operators Manual
Point of Sale System

5.1.2. Network Faults:

All networks are prone to failure. Where applicable, the RPOS system employs a proprietary serial daisy chain network which features extremely low catastrophic failure rates. However, minor errors will occur and the user(s) will be required to know how to deal with most eventualities. Discrepancies between nodes are typically dealt with directly by the user.

The most common problem is where the data between terminals becomes out of synch. In this case, use the SYNCH buttons provided on each menu and follow the prompts (Synch buttons are not visible where there is only one terminal).

In order to reduce the instances and severity of such discrepancies, the system should never be switched off while it is performing normally.

Operators Manual Point of Sale System

6. INDEX:

A	
Acknowledgements	1
Active window	16
Active Window	3
Add An Image	6
Add Button	7
Arrows	11
Attributes	9
B	
Background	9
Background Colours	9
Backspace Key	9, 14
Basic Computer Principles	14
Basic Procedure	6
Bitmap defined	3
Button defined	3
C	
Carousel	7
Cautions	4
Changing Attributes	6, 9
Chevrons	12
Clearing An Image	6
clipboard	17
Contents	2
Copy	13
Create	13
Cursor defined	3
Cut And Paste	10
Cycle	7
Cycling	7
D	
Data List	7
Data Management	13
Delete Key	9
Delete Record	13
Details On Display	7
Details On Editing	8
Dialogue Box	16
Display List	7
Display List	7
Display List Menu	5
Double Click Actions	12
Drag Drop Display Method	8
E	
Edit Menu	5
Editing Data	6
Editing Procedure Detail	8
F	
Faults	18
Focus	3, 16
G	
Glossary	3
H	
House Keeping	13
I	
Image defined	3
K	
Keyboard	3, 14
Keyboard Care	15
keyboard to click	17
L	
List Usage	12

Operators Manual Point of Sale System

M

Maintenance	18
Management	13
Mouse Care	15
mouse jamming	15
Mouse Key defined	3
Mouse:	15
Moving Windows.....	17
MS Windows™	17
Multiple Monitor Display Method.....	8

N

navigation	12
Network Faults.....	19
New Record	13

O

Orthodox Display Method	7
-------------------------------	---

P

Page	7
Pointer defined	3
Principles	7

Q

Quick Start Instructions	5
--------------------------------	---

R

Record Selection	12
Rename record	13
Reset	18
RPOS.....	7
Rpos defined	3

S

Scroll Bar	12
Selected.....	12
Shift+key	14
Special Characters	11

T

Text Attributes	9
title bar	17

V

View Picture	8
--------------------	---

W

Window defined	3
Windows	16
Windows defined	3