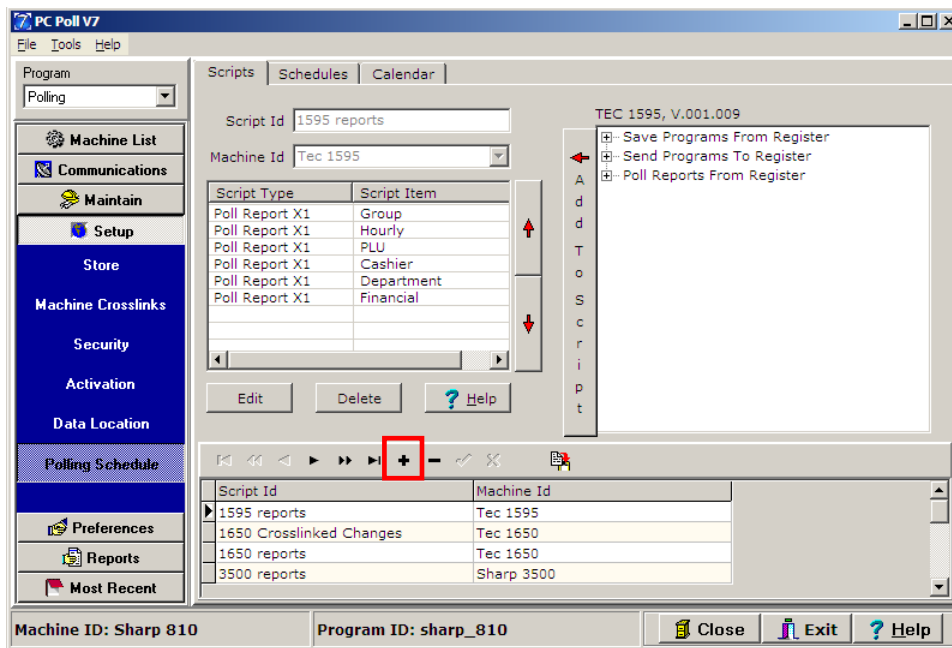
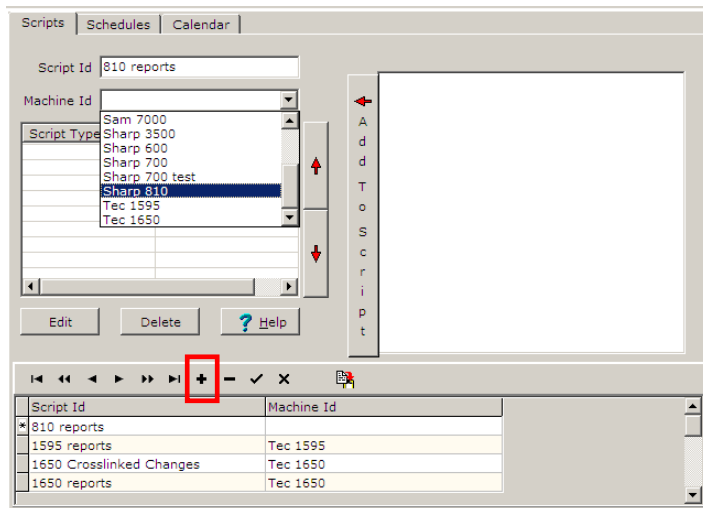


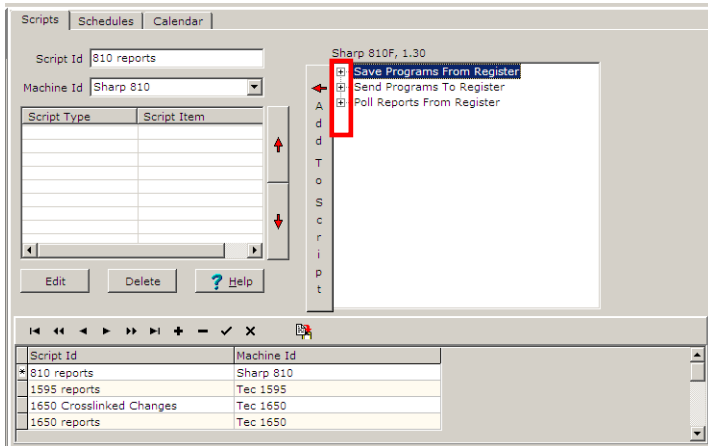
Scripts




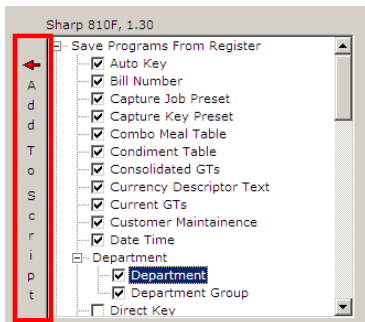
1. Open Version 7 Polling. Click on the **Setup** button from the menu on the left, then on **Polling Schedule**.



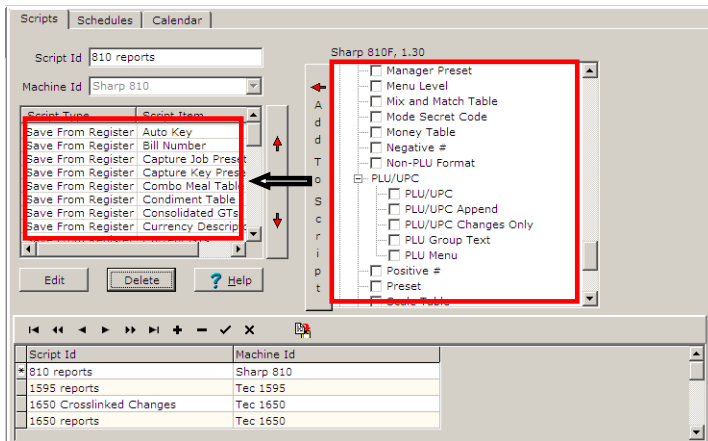
2. On the **Scripts** tab, click the **Insert New Record** **+** button to add a new script.
3. At the top of the screen, not within the lower grid, enter a **Script ID** as in the example “810 reports”. This will be the name of the script.
4. Next, select a **Machine ID** from the dropdown menu. The dropdown menu will display all previously created machines.



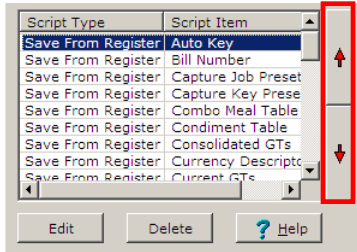
5. After those selections have been made, the right side of the screen will be populated with Save, Send & Reports lists.
6. Expand each of the desired lists by clicking on the plus sign  button.



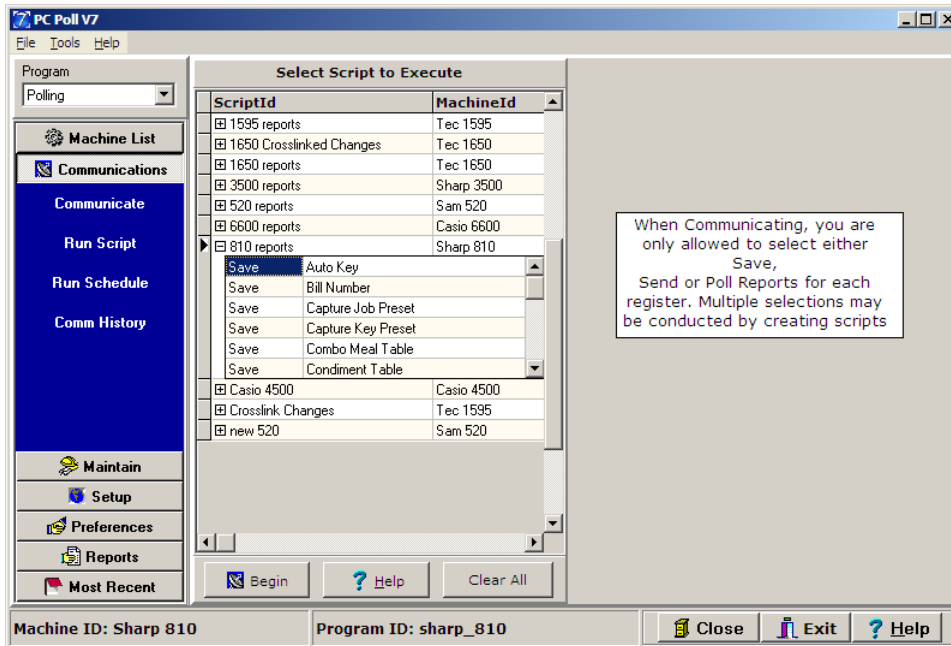
7. Check off the desired events. When completed, click on the **Add To Script** button in the red box.



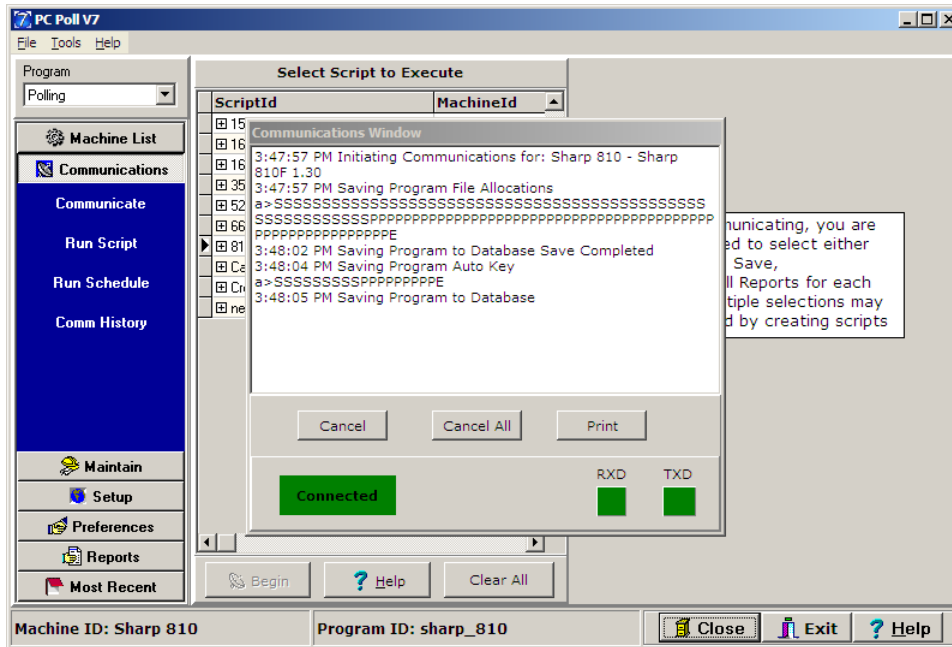
- This will move all selected events from the right side of the screen to the Script Type/Script Item grid. *Note: All report items will require the user to enter additional information, such as X or Z reports, register range, etc., on the Reports Option screen. Make those selections and click the **OK** button.*



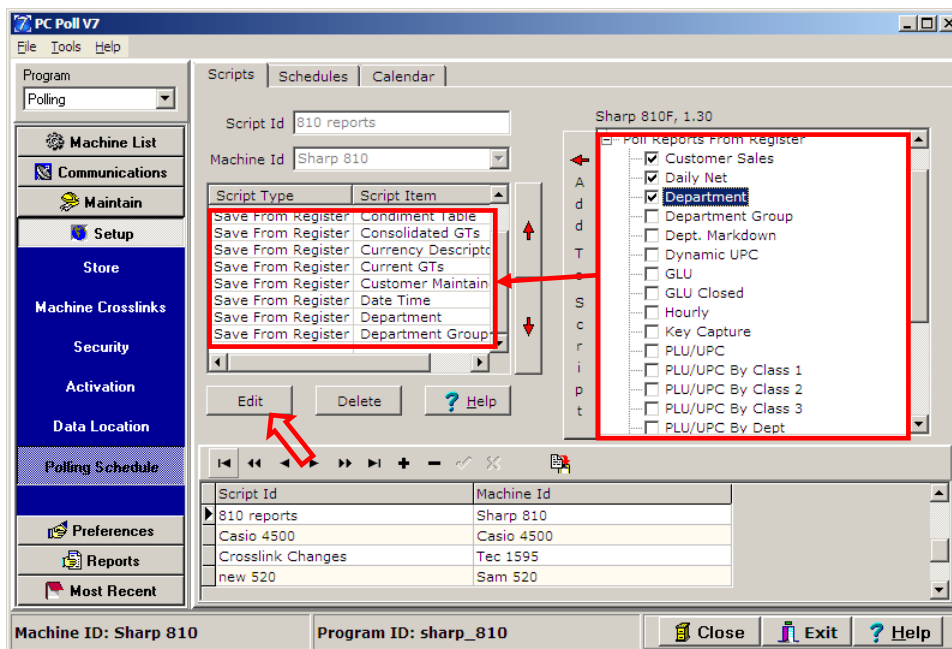
- The order of the items in the grid can be changed by clicking on an item to highlight it, then by using the up and down arrows on the right in the red box above.
- Repeat steps 5 thru 8 until all options have been added.
- Click the check mark button on the toolbar to save the script.
- Repeat steps 2-11 for all desired scripts.



- Scripts can be run manually from within the Communications area. Click on **Communications** on the left menu, then **Run Scripts**. Click on the plus sign in front of the appropriate report. Select the report and click the **Begin** button .
- When a script is selected to run, it will run all reports in the script. It is not possible to run an individual report in a script.



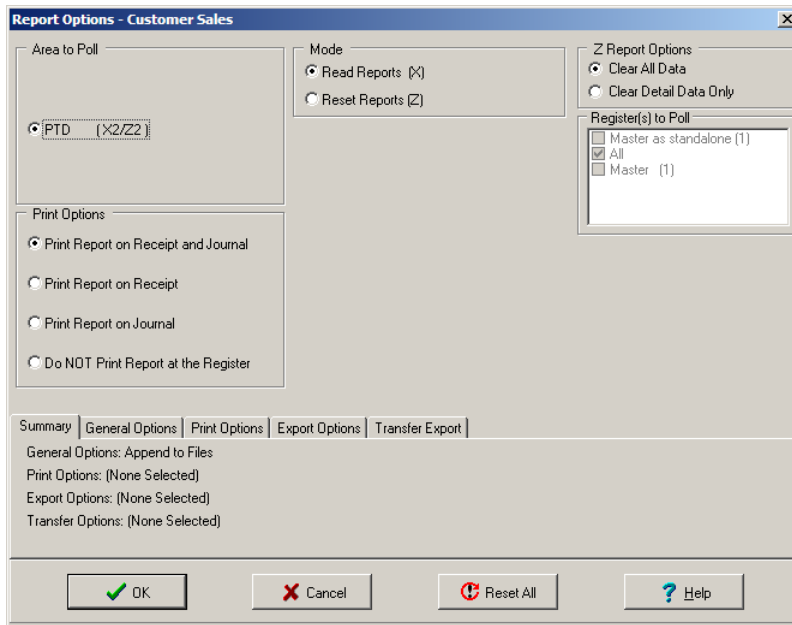
15. The Communications Window opens. When the process is done the window will close automatically.



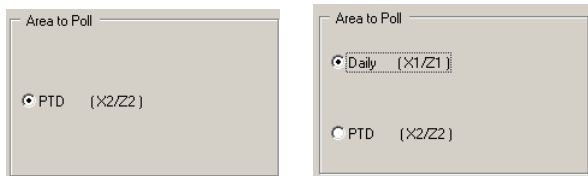
16. To open the Report Options screen. Select **Setup** for the left menu, and then select **Polling Schedule**.

17. Select the script from the lower grid by highlighting it. On the right side, check off the reports you want to set the options for and click the **Add to Script** button to transfer it to the left. Click **Edit** above the lower grid.

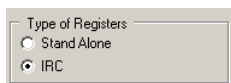
18. If you are editing the report options for a script, you select a script in the bottom grid, then select a report item and click on **Edit**.



19. The Report Option screen will open. The options depend on the register and the setup.



20. The **Area to Poll** varies depending on the register. Please consult your cash register dealer.



21. **Types of Registers** lets the user pick Stand Alone or IRC registers.



22. The **Consolidate** area allows the user to pick the registers to poll and have the data consolidated into one report. This feature varies between register manufacturers.

Consolidation Options

- Register Reports Only
- Register and Consolidate
- Consolidate Report Only

23. **Consolidate Options** are:

- A. **Register Report Only** – a report will be generated for each register.
- B. **Register and Consolidate** – a report will be generated for each register plus a consolidated report.
- C. **Consolidated Report** – totals from each register will be consolidated into one report.

Print Options

- Print Report on Receipt and Journal
- Print Report on Receipt
- Print Report on Journal
- Do NOT Print Report at the Register

24. The **Print Options** area allows the user to decide where to print the report. This allows the user to print to the report at the register.

Mode

- Read Reports (X)
- Reset Reports (Z)

25. In the **Mode** area of the screen, the user can check either **Read Reports (X)**, which will read but not delete the register data or **Reset Reports (Z)**, which will read the Z Reports and reset the register data.

Z Report Options

- Clear All Data
- Clear Detail Data Only

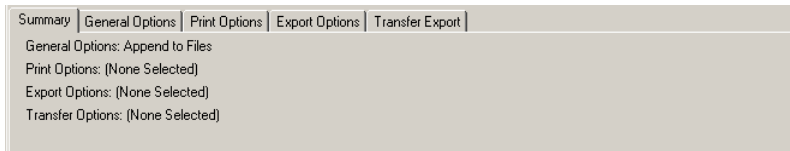
26. In the **Z Report Options** area, either **Clear All Data** or **Clear Detail Data Only** can be picked. This is only available on Timekeeping reports.

Register(s) to Poll

- Master as standalone (1)
- All
- Master (1)

27. The **Register(s) to Poll** area allows the user to decide which registers to poll.

Summary Tab

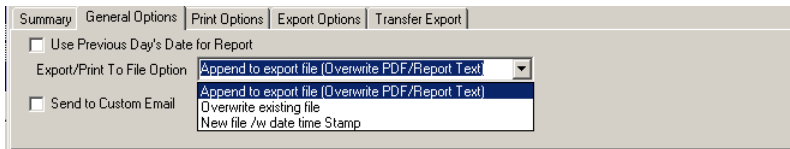


Summary | General Options | Print Options | Export Options | Transfer Export

General Options: Append to Files
Print Options: (None Selected)
Export Options: (None Selected)
Transfer Options: (None Selected)

28. This tab summarizes the options picked on this page.

General Tab



Summary | General Options | Print Options | Export Options | Transfer Export

Use Previous Day's Date for Report

Export/Print To File Option: **Append to export file (Overwrite PDF/Report Text)**

Send to Custom Email

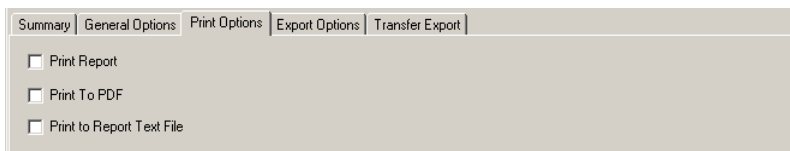
29. If the **Use Previous Day's Date for Report** check box is checked, the report will contain the previous day's date.

30. The drop down **Export/Print To File Option** menu offers the options below:

- A. **Append to export file (Overwrite PDF/Report Text)** appends to a text file. The software cannot append to PDF and Report text files.
- B. With the **Overwrite existing file** option, if the file exists, it is overwritten with new data.
- C. The **New file/w date time Stamp** option will create a new file with the time and date added to its name.

31. The **Send to Custom Email** option emails the report as defined in Preferences.

Print Options Tab



Summary | General Options | Print Options | Export Options | Transfer Export

Print Report

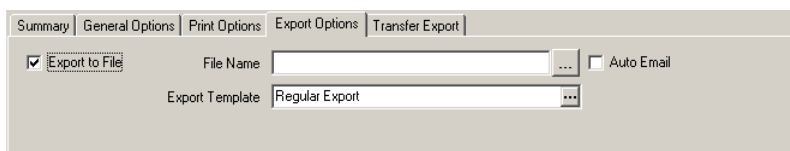
Print To PDF

Print to Report Text File

32. The Print Options Tab offers three choices.

- A. **Print to Report**
- B. **Print to PDF**
- C. **Print to Report Text File**

Export Tab



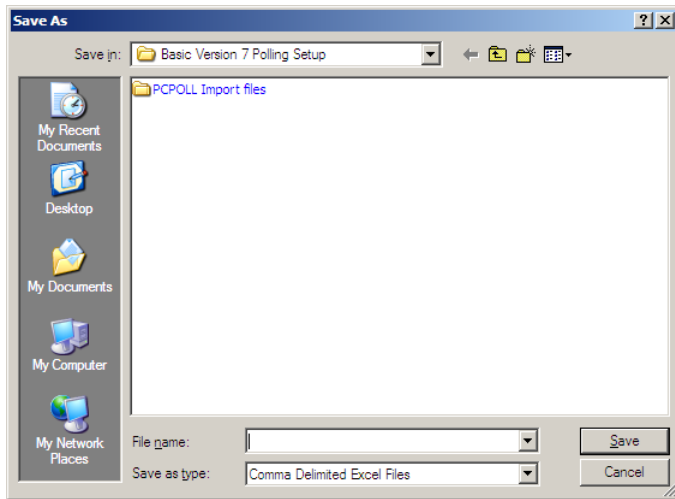
Summary | General Options | Print Options | Export Options | Transfer Export


Export to File

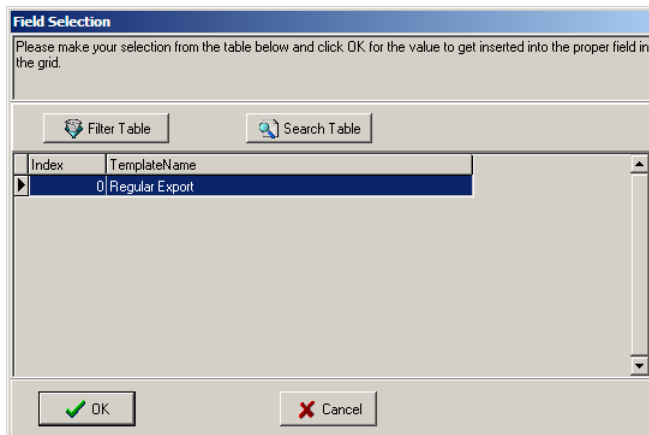
File Name: ... Auto Email


Export Template: Regular Export ...

33. Checking the **Export to File** option will allow the user to:

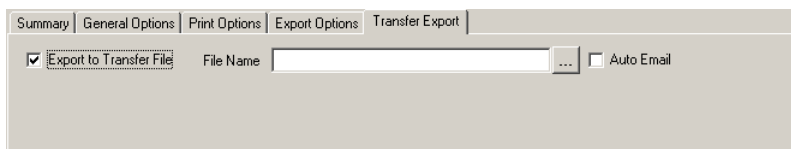



- A. Enter a File Name for the report. Clicking the  button at the end of the File Name entry box opens a Save As screen. Enter a name for the file and select the file type. Click **Save** button.

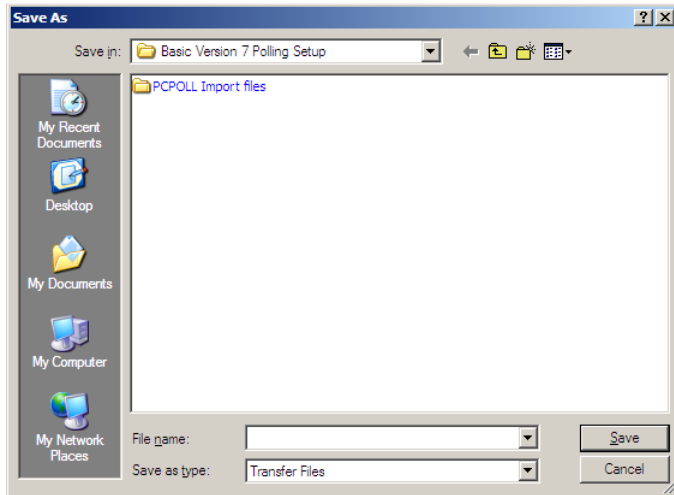


- B. Pick the Export Template to use from the grid above, by clicking on the  button at the end of the **Export Template** entry box.
- C. Check off **Auto Export**, which automatically emails the report to the email set in Preferences.

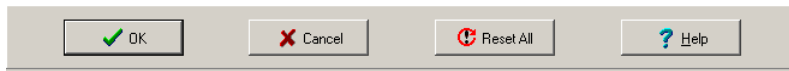
Transfer Export Tab



34. The Transfer Export tab has the following options:
- A. Checking off the **Export to Transfer File** box allows the user to pick a File Name by clicking the  button at the end of the File Name entry box.



- A **Save As** screen will open, enter a file name and click **Save**.
- B. Checking off the **Auto Export** box allows the file to be sent automatically to the email address set in Preferences.



- 35. After setting the options on the Report Options screen, click **OK**.
- 36. To close the screen, click **Cancel**.
- 37. The **Reset All** button returns the screen to the default values.
- 38. For automatic options, please create a schedule & link it to the Calendar. See **Communicate** in the Help Files.