

# *pssSB Atrium*

## *Manager User's Guide*

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**pssSB Atrium “OPEN the Store” Procedure**

From the Atrium Main Menu you can open and close the store and terminals set store time and date, enable and disable automatic operations and the Event Processor, import tables from terminal software, copy files to floppy, perform table maintenance and maintain layaway and price files.

pss Atrium									
MAIN MENU									
OPEN the Store Employee Table Maint Event ON/OFF Set time & Date TERMINATE Atrium					CLOSE the Store Reports Auto Ops ON/OFF System Maintenance Log OFF system				
STORE CLOSED		NO HOST COMM			AUTO OPS OFF			EVENT TASK OFF	
Use Arrow Keys or Space Bar to Make Selection - then Press Enter									
1	2	3	4	5	6	7	8	9	10 Main

Atrium Main Menu (Controller) with the Store Closed

At the beginning of the store processing day, you must activate the start-of-day process, called "Store Open". After the store opens, POS-support functions and controller system functions are operational. The first status box on all menu's display the store open/close status.

To OPEN THE STORE (Controller):

1. Arrow to "**OPEN the Store**" and press the <enter> key. The following screen will display:

OPEN the Store
Current date is: Wed 24-Mar-2004 Current time is: 11:22 am Is the date & time correct? (Y or N) Y
Enter Yes (Y) or NO (N) - and press Enter

2. If the date & time are correct, press the <enter> key. (If not correct go to steps a-e).  
The Store (Controller) will now OPEN.
3. Press and hold down the <ALT> key and press the <ESC> key until you see the **Terminal** (register - where you ring sales) displayed. (It will display "Closed").
4. Put the **key** in the **Manager** position.
5. Press the **Inquiry** key and the number **8** and press the <enter> key to open the Register.
6. Enter your **employee number** and press <enter>.

The **Register** is now **OPEN**.

## To Correct The Date & Time

*Note: Do not do these steps if the date and time are already correct.*

Date and time changes do not affect currently open POS terminals. You must close, then reopen the terminals to set the new date and time.

- a. If the current date and time are **NOT** correct, press **N**. The warning screen will display:

OPEN the Store
WARNING!!! Changing the date may Corrupt Period - to - Date Files Do You Wish to Proceed? N
Enter Yes (Y) or NO (N) - and press Enter

**Make sure you wish to make changes before proceeding.**

- b. Press the **N** for **NO** and press <enter>. The screen will display:

OPEN the Store
New Date is: 3/14/04 mm dd yy New Time is: 11:31 hh mm
Enter new date

- c. The cursor will be blinking under the month. Enter the new month, followed by the date (2 digits) and the new year (2 digits) and press <enter>.
- d. Enter the new time in HH:MM format (hour: minutes) and press <enter>.
- e. The Atrium will display the new date & time entered prompting "Press enter if correct". Press the <enter> key.

**pssSB Atrium “ CLOSE the Store” Procedure**

Closing the store initiates end-of-day processing, which inhibits all POS functions. To ensure that system totals are complete and accurate, close each terminal before closing the store.

If no terminals are open, and no transactions are suspended, the system processes the close and displays: “Store is Closing”, then returns to the Main Menu.

1. Press and hold down the <ALT> key and press the <ESC> key until you see the **Terminal** (register - where you ring sales) displayed. (It will display “Employee prompt”).
2. Put the **key** in the **Manager** position.
3. Enter your **employee number** and press <enter>.
4. Press the **Inquiry** key and the number **9** and press the <enter> key to **close** the register. The register is now **closed**.
5. Press and hold down the <ALT> key and press the <ESC> key until you see the **Controller** (Atrium Main Menu) displayed. Press the <enter> key.
6. Arrow to “CLOSE the Store” and press <enter>.

The store will now CLOSE.

pss Atrium									
MAIN MENU									
OPEN the Store Employee Table Maint Event ON/OFF Set time & Date TERMINATE Atrium					<b>CLOSE the Store</b> Reports Auto Ops ON/OFF System Maintenance Log OFF system				
STORE CLOSED		NO HOST COMM		AUTO OPS OFF			EVENT TASK OFF		
Use Arrow Keys or Space Bar to Make Selection - then Press Enter									
1	2	3	4	5	6	7	8	9	10 Main

Atrium Main Menu (Controller) with the Store Closed

## Employee Table Maintenance

### Adding Employees:

Adding or updating employee information is done by starting from the Atrium Main Menu Screen, not from the Point of Sale (POS) Terminal Screen.

*Note: This function must be performed prior to "Store Opening".*

1. From the Main Menu, arrow to: "**Employee Table Maint.**" and press the <enter> key.
2. From the employee Table Maintenance Screen, arrow to: "**Employee table**" and press the <enter> key.
3. At the "**Employee Number**" field, key in the **4 digit employee number** and press the <enter> key.
4. In the "**Employee Name**" field, type the **last** name of the employee, and press the <enter> key.
5. In the "**Employee Name**" field, type the **first** name of the employee and press the <enter> key.
6. Press the <F4> (**accept**) key and answer 'Y' to the question: "**Save new Record? (Y/N)**".
7. Continue to enter all new employee numbers. When complete, press the <F10> key. This will return you to the Main Menu.
8. To activate the new employee numbers you will need to redownload each primary terminal on your system. (Press **CTRL, ALT** and **DEL** simultaneously).

## Reports

To generate a department level report, complete the following instructions:

1. From the Main Menu, select "**Reports**" and press the <enter> key.
2. Select "**Store Position Reports**" and press the <enter> key.
3. Select "**Department/Class**" and press the <enter> key.
4. The print/display screen displays. Type in a **Y** or **N** to print and/or display and press the <enter> key.
5. Make selection:
  1. All Departments
  2. Range of Departments
  3. Single Department

and press the <enter> key.

If "1. All Departments" is selected, the report should begin to generate.

If "2. Range of Departments" is selected, the range screen will display.  
Enter the **start** and **end** department number ranges and press the <enter> key.

If "3. Single Department" is selected, **enter the department** and press the <enter> key.

If you generated the report to display to the screen, press the <ESC> key when finished to return to the Main Menu.

## Log Off System

To log off the system, select the “**Log Off System**” option from the Main Menu and press the <enter> key. The system automatically resets the security level to zero, thus preventing unauthorized use.

**DO NOT PERFORM ANY OF THESE FUNCTIONS WITHOUT DIRECT CONTACT WITH PSS!  
(978) 425-3003, OPTION #1.**

### **Event On/Off**

You can create or modify the Event Processor file, EVENT.POC, to define events to process after specific system events have successfully completed. System events occur either manually, through Auto Operations, or through the Event Processor.

**Caution: Do not edit EVENT.POC file while Event Processor is ON.**

### **Auto Ops On/Off**

You can create or modify the auto-operations timer file to schedule events to occur at specific times, intervals, and days.

When an event is to occur once, the start and end times must be the same, and the minutes-between-messages field must be zero. When an event is to occur more than once, the start and end times must be different and a value must be entered in the minutes-between-messages field.

### **System Maintenance**

To perform system maintenance functions, select System Maintenance from the Main Menu and press the <enter> key. This allows the user to access the Debug tools Menu, Price Maintenance, Open Cash Register, File Manager, PPLU Night Stream, Set Passwords and Close Cash Register.

### **Terminate Atrium**

Following are reasons to Terminate Atrium:

1. The application can clean up files and data, thus insuring that files do not become corrupted. Rebooting the system without terminating the application does not ensure that all tasks update and close files accurately.
2. If you have made parameter changes to system files via the File Manager, you must terminate and then restart Atrium for the changes to take effect.

To exit controller software and invoke the OS/2 operating system, select "Terminate Atrium" from the Main Menu, then press <enter>.

**DO NOT PERFORM ANY OF THESE FUNCTIONS WITHOUT DIRECT CONTACT WITH PSS!  
(978) 425-3003, OPTION #1.**

## Inquiry Code 16

Inquiry 16 allows input of Terminal Number, Store Number, Terminal Personality, Memory Control and Merchant numbers 1 and 2. Use this inquiry when setting up the system.

INQUIRY 16 - Key in AUX Position			
Step	Panel Display	Cashier Response	Press Key Function
1	CLOSED	Key in Aux position.	Inquiry
2	INQUIRY MENU	Press <b>16</b> .	Enter
3	TERMINAL NUMBER	Example:  00001/0001/0/0 REG.#/STORE#/0/0	ENTER
4	MERCHANT NUMBER 1		Enter
5	MERCHANT NUMBER 2		Enter
6	CLOSED	A receipt slip is generated with an I-16 header. Remove the slip from the printer.	

## Helpful Hints

Order of events should be:

1. Open the Store (Controller).
2. Open the Terminal (Register).
3. Close the Terminal (Register).
4. Close the Store (Controller).