

# **Quick Start Guide**

## ***Microinvest Warehouse Pro Light* Retail**

2009

## I. Application Installation

During the initial installation of the product, the application “gets to know” the computer system, on which it shall work and configures its features. The memory, processor and disk space are tested, as well as the availability of local network, printer and other peripheral devices. In order to facilitate the procedure, it is necessary that:

- The operation system MS Windows is stable;
- The date format in Short Date Format is dd.mm.yyyy.

The application can be installed from a CD-ROM or by obtaining the installation file directly from our web site <http://www.microinvest.net/en>.

### Installing from CD-ROM

Place the CD-ROM containing **Microinvest Warehouse Pro Light** in the CD drive of the computer. Wait while the installation file loads. The main application window with the list of products appears.

**Note:** If the installation file does not load within 30 seconds after the CD is placed, you must select the CD-ROM and start Autorun.exe or go to the “Products” folder and select the application you wish to install.

1. The installation process consists of 3 stages:
  - System checking and installation of the required additional applications (*Microsoft.NET Framework, Crystal Reports, Windows Installer*);
  - Selection of working directory;
  - Copying of files in the working directory.
2. After the installation process is completed, the last window contains an option to start the application.

### Installing from the Internet

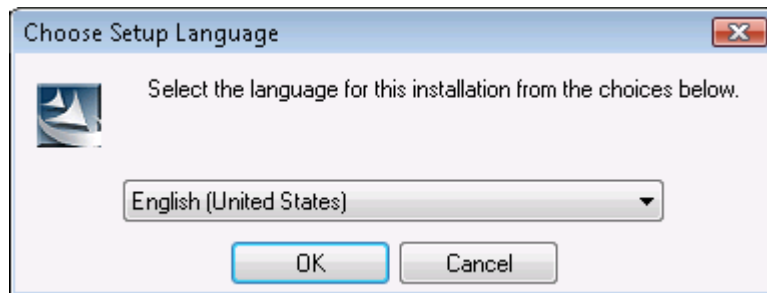
Go to <http://www.microinvest.net/en>, then go to the product page of the **Microinvest Warehouse Pro Light**. Click the **Download** button.

1. The installation file will be saved on your computer.
2. The installation process consists of 3 stages:
  - System checking and installation of the necessary additional applications (*Microsoft.NET Framework, Crystal Reports, Windows Installer*);
  - Selection of working directory;
  - Copying of files in the working directory.

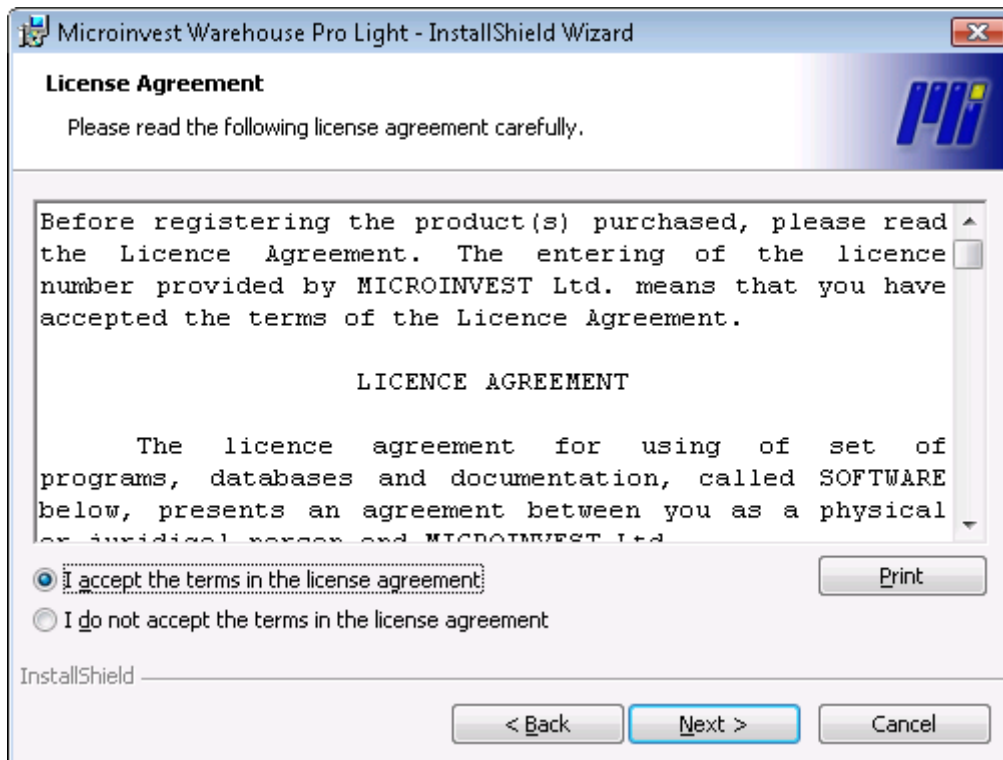
Please, note that **Microinvest Warehouse Pro Light** point of sale application can be downloaded and installed for a free 30 day trial, after which you should purchase a license key.

## II. Microinvest Warehouse Pro Light Installation Steps

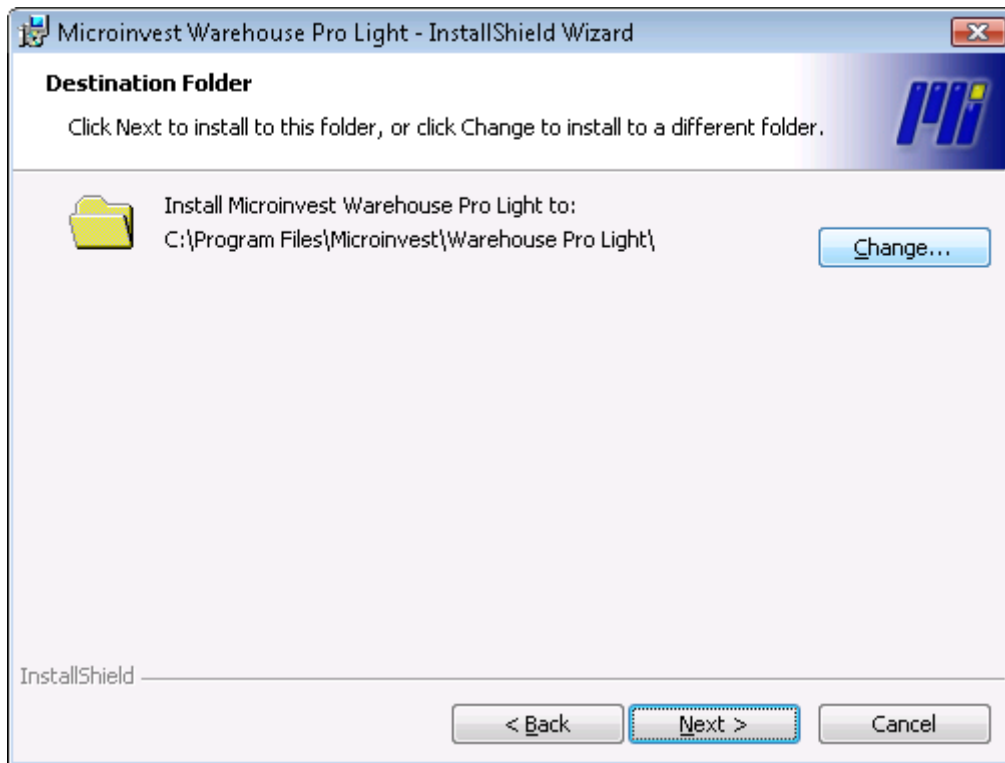
1. Choose the language you will work with. Then press **OK**.



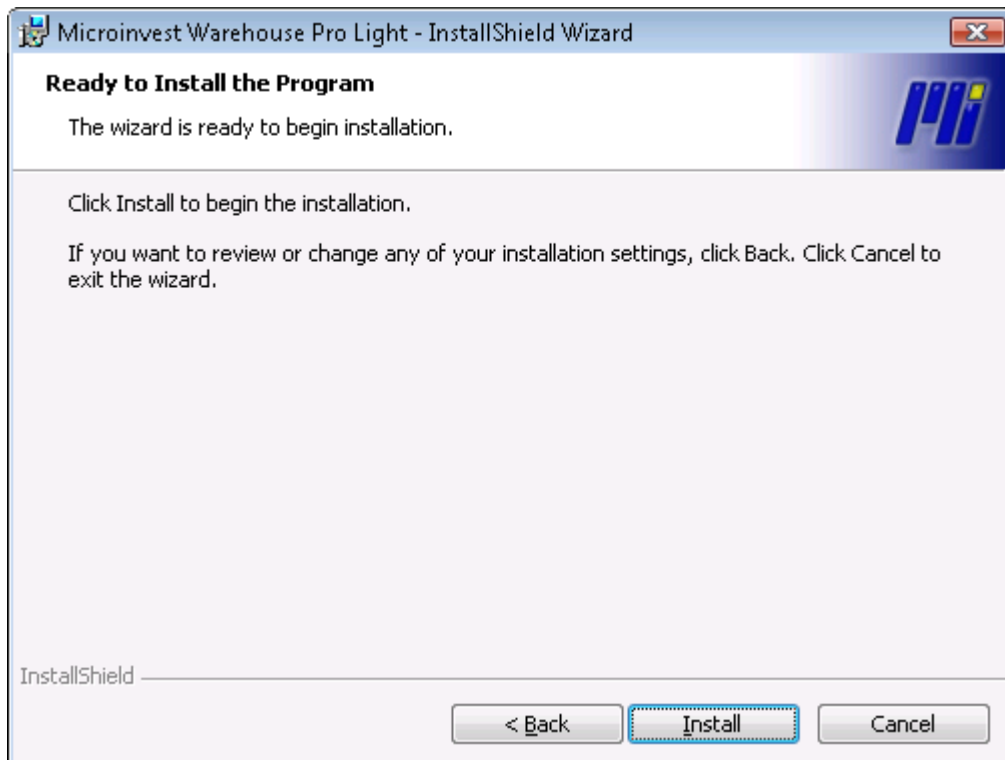
2. The installation wizard will start up, press **Next**.
3. Read carefully the License Agreement and confirm that you agree with it. Then press **Next**.



- The Installation Wizard will install **Microinvest Warehouse Pro Light** by default in **Program Files** folder. If you prefer other folder enter the directory path using **Change** button.



- Press **Install** button to start the process.



- When the installation is completed successfully press **End** button.

7. Start up the application from the following icon on your desktop:

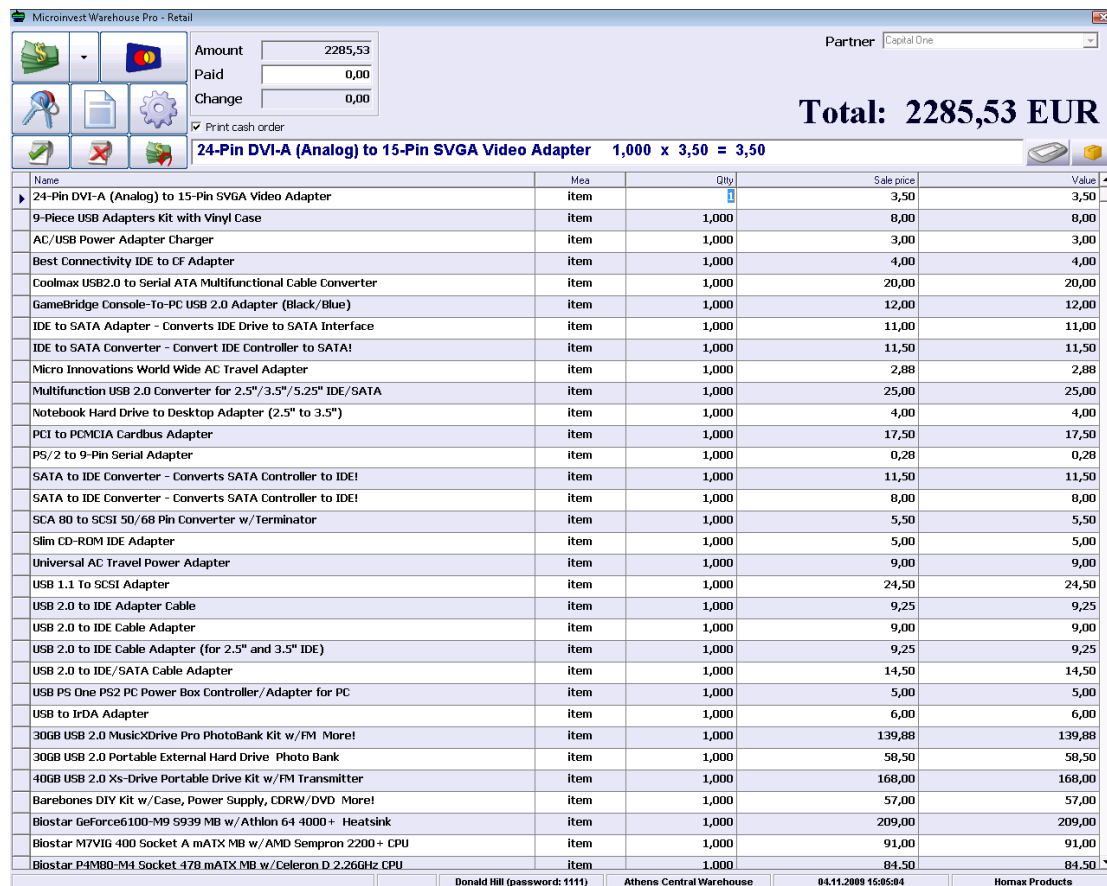


## IV. Working with *Microinvest Warehouse Pro Light Retail*

**Important note:** When you initially start the application you must set additional data related to your business setup. The application opens **the Select location window**. You must select a location from the list. To change the location, use the keyboard or keyboard shortcut **Ctrl+J** (the locations list depends on the active database). Then you must select a **partner**. The database contains specific information about each partner, as well as price groups and discounts associated with that person or company. To select a partner click in the Partner field or use keyboard shortcut **Ctrl+P** and select one from the list.

**Important note:** “Partner” is the general term used for sales counterparts. If you are selling to a counterpart that is not part of your list and will not be entered as an identified sales partner, you must select “Default Partner”. This operation is used for retail sales to the general public that are not part of a loyalty program and usually eligible for special pricing due to that membership.

When **Location** and **Partner** are already selected, you can perform sales. The window has the following appearance:



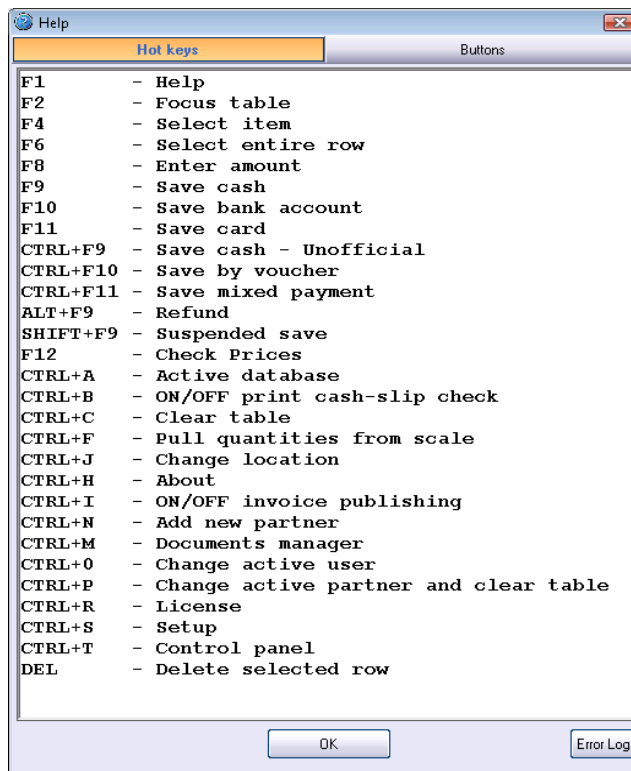
The screenshot shows the 'Microinvest Warehouse Pro - Retail' application window. At the top, there are fields for 'Amount' (2285,53), 'Paid' (0,00), and 'Change' (0,00). A 'Partner' dropdown menu is set to 'Capital One'. A large 'Total: 2285,53 EUR' is displayed. Below this, a summary line reads: '24-Pin DVI-A (Analog) to 15-Pin SVGA Video Adapter 1,000 x 3,50 = 3,50'. The main area contains a table with columns for Name, Mea, Qty, Sale price, and Value.

Name	Mea	Qty	Sale price	Value
24-Pin DVI-A (Analog) to 15-Pin SVGA Video Adapter	item	1,000	3,50	3,50
9-Piece USB Adapters Kit with Vinyl Case	item	1,000	8,00	8,00
AC/USB Power Adapter Charger	item	1,000	3,00	3,00
Best Connectivity IDE to CF Adapter	item	1,000	4,00	4,00
Coolmax USB2.0 to Serial ATA Multifunctional Cable Converter	item	1,000	20,00	20,00
GameBridge Console-To-PC USB 2.0 Adapter (Black/Blue)	item	1,000	12,00	12,00
IDE to SATA Adapter - Converts IDE Drive to SATA Interface	item	1,000	11,00	11,00
IDE to SATA Converter - Convert IDE Controller to SATA!	item	1,000	11,50	11,50
Micro Innovations World Wide AC Travel Adapter	item	1,000	2,88	2,88
Multifunction USB 2.0 Converter for 2.5"/3.5"/5.25" IDE/SATA	item	1,000	25,00	25,00
Notebook Hard Drive to Desktop Adapter (2.5" to 3.5")	item	1,000	4,00	4,00
PCI to PCMCIA Cardbus Adapter	item	1,000	17,50	17,50
PS/2 to 9-Pin Serial Adapter	item	1,000	0,28	0,28
SATA to IDE Converter - Converts SATA Controller to IDE!	item	1,000	11,50	11,50
SATA to IDE Converter - Converts SATA Controller to IDE!	item	1,000	8,00	8,00
SCA 80 to SCSI 50/68 Pin Converter w/Terminator	item	1,000	5,50	5,50
Slim CD-R/DW IDE Adapter	item	1,000	5,00	5,00
Universal AC Travel Power Adapter	item	1,000	9,00	9,00
USB 1.1 To SCSI Adapter	item	1,000	24,50	24,50
USB 2.0 to IDE Adapter Cable	item	1,000	9,25	9,25
USB 2.0 to IDE Cable Adapter	item	1,000	9,00	9,00
USB 2.0 to IDE Cable Adapter (for 2.5" and 3.5" IDE)	item	1,000	9,25	9,25
USB 2.0 to IDE/SATA Cable Adapter	item	1,000	14,50	14,50
USB PS One PS2 PC Power Box Controller/Adapter for PC	item	1,000	5,00	5,00
USB to IrDA Adapter	item	1,000	6,00	6,00
30GB USB 2.0 MusicXDrive Pro PhotoBank Kit w/FM More!	item	1,000	139,88	139,88
30GB USB 2.0 Portable External Hard Drive Photo Bank	item	1,000	58,50	58,50
40GB USB 2.0 Xs-Drive Portable Drive Kit w/FM Transmitter	item	1,000	168,00	168,00
Barebones DIY Kit w/Case, Power Supply, CDRW/DVD More!	item	1,000	57,00	57,00
BioStar GeForce6100-M9 S939 MB w/ Athlon 64 4000+ Heatsink	item	1,000	209,00	209,00
BioStar M7VIG 400 Socket A MATX MB w/AMD Sempron 2200+ CPU	item	1,000	91,00	91,00
BioStar P4M80-N4 Socket 478 mATX MB w/Celeron D 2.26GHz CPU	item	1,000	84,50	84,50

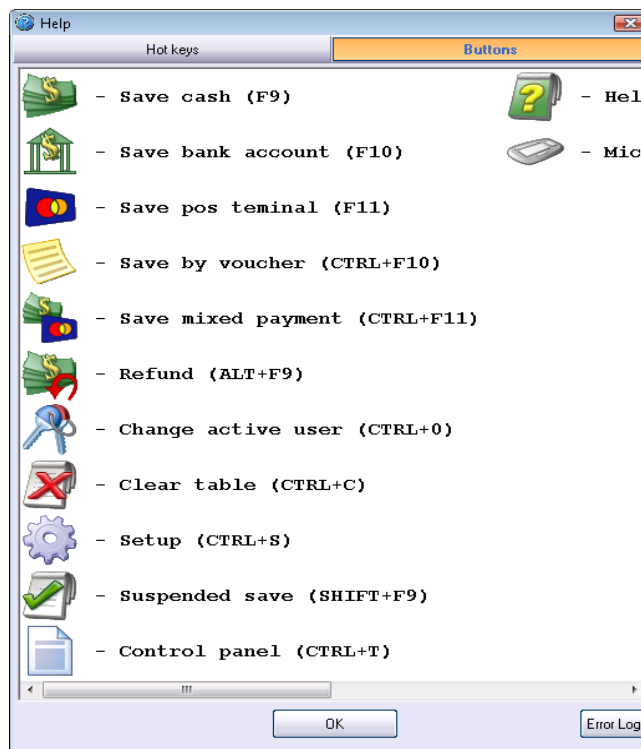
At the bottom of the window, there are fields for 'Donald Hill (password: 1111)', 'Athens Central Warehouse', '04.11.2009 15:05:04', and 'Homax Products'.

## Work with Help Menu

You can open the Help menu by pressing **F1**. The first tab **Hot keys** contains a description of the keyboard shortcuts in the application:




All function can be accessed via the buttons on the screen as well:



## Work with peripheral devices

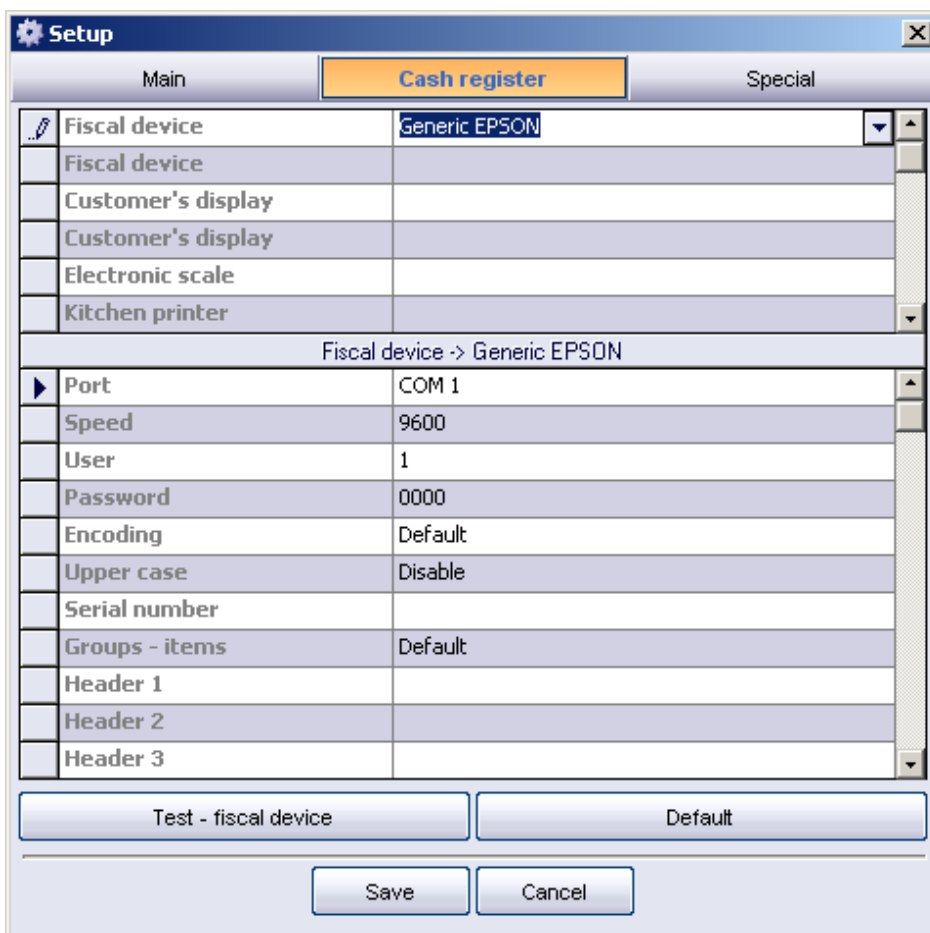
*Microinvest Warehouse Pro Light Retail* has a powerful settings system for configuring the

application according to specific user needs. To activate the settings click the  icon or use keyboard shortcut **Ctrl+S**. Settings are visible only to owners or administrators. Users with lower access level cannot open them for better system protection.

The **Cash register** tab allows you to work with various peripheral devices and you can specify what shall be printed on them and in what order. When choosing a particular device model from the dropdown menu, the program automatically displays the settings that are configured by the manufacturer and are necessary for the proper functioning of this device. These settings can be changed if necessary.

1. Connect the devices to your computer. Start up *Microinvest Warehouse Pro Light Retail* and input your peripheral device specifications in the device setup windows.
2. Go to settings icon, **Cash Register** tab.
3. From the dropdown menu for every peripheral device, select the model and specify system settings.
4. Press the button **Test – fiscal device** in order to test the device.
5. Press **Save** button to save all changes and close the window.

To set again the default settings, press **Default** button.




Setup		
Main	Cash register	Special
Fiscal device	Generic EPSON	
Fiscal device		
Customer's display		
Customer's display		
Electronic scale		
Kitchen printer		
Fiscal device -> Generic EPSON		
Port	COM 1	
Speed	9600	
User	1	
Password	0000	
Encoding	Default	
Upper case	Disable	
Serial number		
Groups - items	Default	
Header 1		
Header 2		
Header 3		
Test - fiscal device		Default
Save		Cancel

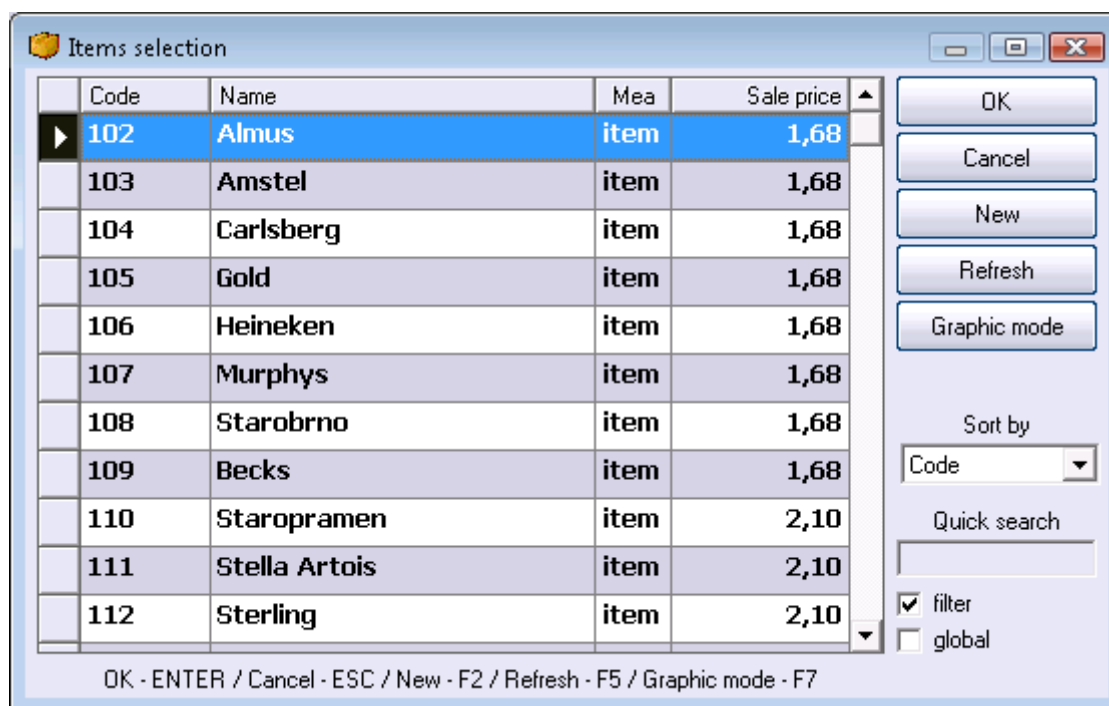
Additional peripherals such as customer displays, electronic scales, cash drawers or additional printers can be set up via this module as well.

### How to make a sale?

1. Select the Partner you want to work with (use keyboard shortcut **Ctrl+P**). Don't forget that after this selection all conditions set for this partner in the back office systems will be automatically applied.

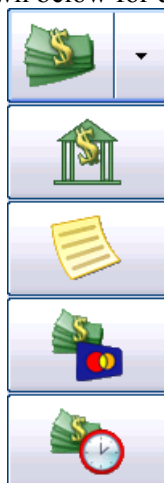
Partner

2. To select the items for sale use  button or press **F4**.



Code	Name	Mea	Sale price
102	Almus	item	1,68
103	Amstel	item	1,68
104	Carlsberg	item	1,68
105	Gold	item	1,68
106	Heineken	item	1,68
107	Murphys	item	1,68
108	Starobrno	item	1,68
109	Becks	item	1,68
110	Staropramen	item	2,10
111	Stella Artois	item	2,10
112	Sterling	item	2,10


3. When you have entered also the quantities for each item, select payment type to close the operation. Use one of the icons shown below for different payment types.



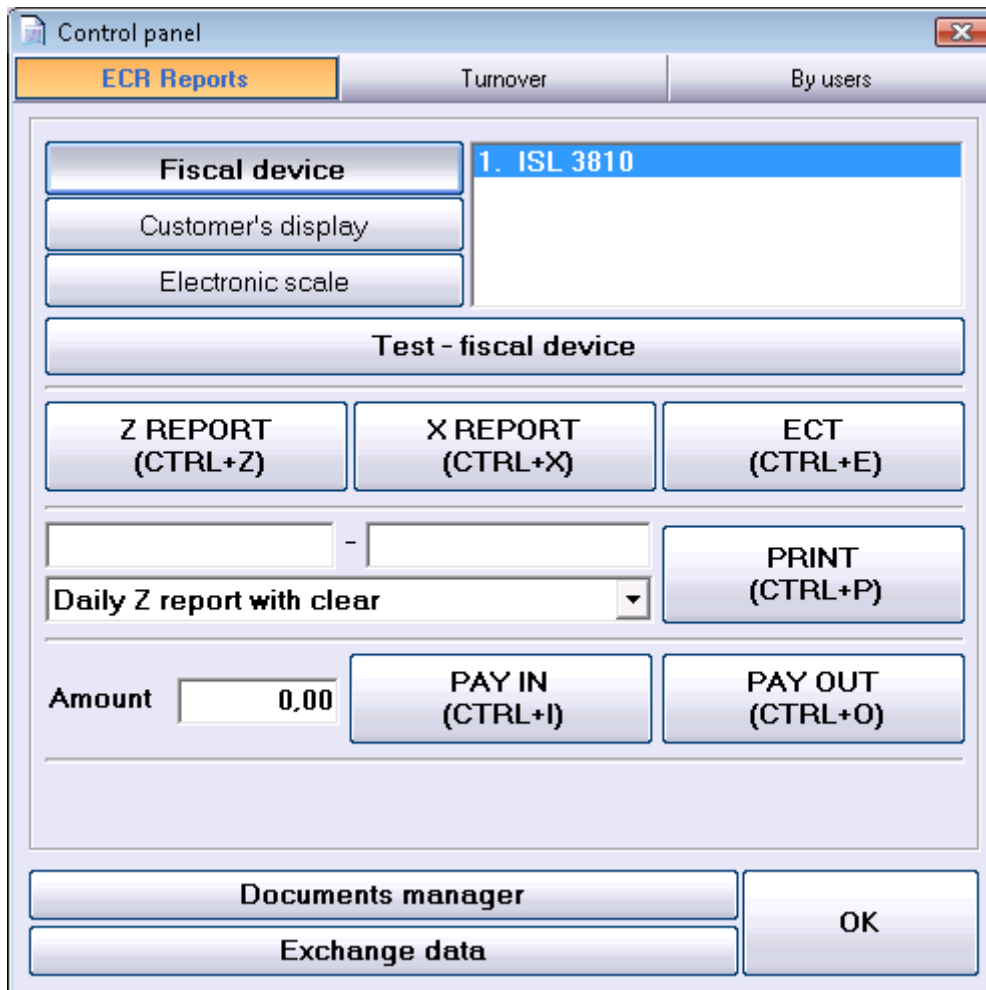
## Management daily reporting function

Most often reports made at the end of the day are so called Z and X reports. Below we'll give you some tips.



To create some of them go to **Control panel** (use keyboard shortcut **Ctrl+T** or  button), then to the first tab **ECR Reports**. In this tab are managed different fiscal reports:

- Daily Z report with clear - made at the end of the day, this report clear all transactions for this day;
- Daily X report without clear - made at the end of the day;
- Print ECT – Print Electronic Journal
- Report for period by dates – short;
- Report for period by dates – full;
- Report for period by records- short;
- Report for period by records- full.



The buttons **Pay In (Ctrl+I)** and **Pay Out (Ctrl+O)** allows the operator to deposit and withdraw official money in the cash register.

To make a report by turnover go to **Turnover** tap and select the criteria you want (date, time, user, and printing device).

Control panel
✕

ECR Reports
Turnover
By users

From date/time: 04.11.2009 00 : 00

To date/time: 04.11.2009 23 : 59

User: All

Print to: Standard printer Print

No	User	Sum
=====		
1.	DONALD HILL (PASSWORD: 1111)	
	cash	4344,12
	bank account	0,00
	card	0,00
	voucher	0,00
		-----
	<b>TOTAL:</b>	<b>4344,12</b>

Documents manager
OK

Exchange data

To make a report by turnover go to **By users** tap and select the criteria you want (date, time, user, printing device).

Document	Date/Time	Customer	Sum
Sale	0000000038 04.11.09/12:17	Bechtel Corporat	2058,59
Sale	0000000039 04.11.09/15:07	Capital One	2285,53
Refund	0000000001 04.11.09/15:08	Capital One	-61,50
Total:			4282,62

Please note that all transactions created via the **Microinvest Warehouse Pro Light Retail** will be available to managers using the main **Microinvest Warehouse Pro** where the more robust reporting is available.

Feel free to send us an email with a specific question and we will be glad to assist you. Thank you for choosing **Microinvest Warehouse Pro**!

<http://www.microinvest.net/en>