



Till Rental - Introduction

Till Rental is the complete solution to a business dealing in the sale and hiring of Formalwear, Wedding Outfits, and Highlandwear. It handles Sale and Hire, point of sale transactions, phone and internet transactions, booking and availability of outfits, customer and party details, the creation of outfit packages for both sale and hire, payments, stock control, ordering, and incorporates a range of management functions including a wide range of reports. This introduction is aimed at giving an overview of the sale and hire processes and getting the retailer up and running with the program. An in depth help file gives details of the operations of the many aspects of the program from both an Operator and Management perspective.

Overview – The Hire Process

The company has a stock of items for hire, a customer requires items for an event or occasion, these are booked in the customer's name for that date, the customer collects the day before the event or items are shipped to the customer and payments taken or finalised, the customer returns the items, the items are checked for damage and laundered, the items are made available for the next hire.

The above is a simplified summary of the processes involved. Many additional factors have to be taken into account and Till Rental guides the retailer through these processes in a step by step fashion enabling even a new shop assistant to complete the processes correctly with minimal training.

The initial screen enables the assistant to log into the system. This is to allow for sales tracking, commission aspects, and for security – it may be important to check which assistant handled a particular transaction. The next screen enables selection between a Sale or a Hire. Sale and Hire use different stock (although it is possible to sell an item to the customer during the Hire process). The system then asks if the customer is a new customer or an existing customer – once a customer's details have been entered into the system it is not necessary to enter them again. Details can be changed in the event of, for example, an address change.

Once the customer details have been verified the Hire screen is entered. The Occasion date is entered. This will then set the Collect date (normally the day before unless the shop is closed) and the return date – normally the day after. (The retailer has the facility to set days when the shop is closed as well as public holidays). It is usual for a retailer to set up Packages. These are predetermined outfit combinations. With Highlandwear, for example, a package would consist of a jacket, a kilt, a sporrán, hose, shoes, and accessories. Any number of packages can be set up and each package has a set price. The operator selects a particular

package and the various items that make up the package are displayed in the main window. It is now possible to highlight each individual item in the package and select a size and check availability for the date range of the Occasion. In the event of an item not being available the operator has two options: find an alternative item e.g. a kilt in a different tartan and suggest to the customer that their first choice is not available but an alternative is. The second option is to book the item even though it is not available. This will result in 'negative stock' for this particular item on the Occasion date – management are alerted to this and can order the item from a supplier, 'borrow' or trade hire the item from another retailer or branch, or move an item from Sale stock to Hire stock. A report is available to management detailing forthcoming 'negative stock' issues by date and allowing them time to ensure stock is available for the dates involved.

The screenshot shows the 'Hire Items' software interface. At the top, there is a toolbar with icons for various functions like 'New Sale', 'New Hire', 'Manage Hire', etc. Below the toolbar, there are tabs for 'New Cust.' and 'Existing'. The main area is divided into several sections:

- Customer Details:** Includes fields for Title (Mr), First Name (Mike), Surname (Tucker), Street 1 (Willow Farm), Street 2, Town (Ambridge), State/Country (Borsetshire), Zip/Postcode (B01 9TG), and Country.
- Hire ID:** 10088
- Hire Dates:** Party Name, Party ID, Collect date (11/02/2004), Occasion date (12/02/2004), and Return by (13/02/2004).
- Packages:** A list of packages including 'Irish Outfit Package' (P-KBB000) and 'Prince Charlie Outfit Package' (P-KPC000). There is an 'Add Selected Package to Order' button.
- Package: Prince Charlie Outfit Package:** A table showing the items included in the package.

| Code | Name | Unallocated Stock | Note | Status |
|--------------|-----------------------------------|-------------------|------|---------|
| H-FLSTDNVY | STANDARD FLASHES - NAVY | 99 | | Ordered |
| H-K0200MARR | KILT HOSE HIRE | 19 | | Ordered |
| H-KFS446-25H | FLOWER OF SCOTLAND - W: 44-46 - L | 6 | | Ordered |
| H-SDSAFE01 | SAFETY SGIAN DUBH | 29 | | Ordered |
| H-SPRG3DW | DRESS SPORRAN | 29 | | Ordered |
| H-VPC46RBL | PRINCE CHARLIE - BLACK - 46R | 3 | | Ordered |
| H-BELT1M | HIRE BELT GRADE 1 | 9 | | Ordered |
- Additional Items:** A table for items not part of the package.

| Code | Name | Unallocated Stock | Qty | Total | Note | Status |
|------|------|-------------------|-----|-------|------|--------|
| * | | | | | | |
- Totals:** Package: 111.63, Additional Items: 0.00, Shipping: 0.00, Grand Total: 111.63.

At the bottom, there are buttons for 'Cancel Transaction' and 'Check Totals & Proceed To Payment'. The status bar at the very bottom shows 'User: Admin', 'Station: CIRCA70', 'Last Sale:', 'Last Hire: 10086', and 'Date: 11/02/2004 14:58:45'.

Additional Items (items not part of a package) can be reserved as part of the hire. The cost of these Additional Items are added to the Package price. It is also possible to include purchases within the Additional Items window. This allows the customer to purchase any Sale item in the shop in the same transaction as the Hire.

If the Hire is being shipped shipping details are taken at this stage and costs are added to the total transaction. The final price for the transaction is detailed – adjustments can be made here to allow for discounts or additions (to cover, for example, an extended hire period) to be made to the final price. When the Hire Details page has been completed the operator moves to the Payments page.

Payments track all monies paid by a particular customer. A deposit or full payment can be taken and the customer can pay by cash, cheque, or credit or debit card. If a deposit is taken the balance still due is displayed by the system.

An important aspect is security and identifying the customer. It is necessary for the operator to enter the forms of identity the customer presents. These are normally a passport or driver's licence and some form of recent utility bill. Once these have been entered it is then possible to print a receipt and complete the transaction. The Complete Rental button is pressed which returns the operator to the main menu screen.

When the customer comes to collect the hire the operator logs in, selects the Collect Hire from within Manage Hires. In the Collect Hire screen adjustments can be made (it is possible, for example, to include additional Hire or Sale items at this stage). The operator then moves to payments and takes any remaining payments due, checks security, and prints a receipt, if required. The Complete Rental button is pressed which returns the operator to the main menu screen. The hire items are recorded as having left the premises at this stage.

When the customer comes to return the hire the operator logs in, selects the Return Hire from within Manage Hires, checks that all items have been returned (it is again possible to include new Sale items at this stage or to charge for late returns, damaged or missing items). The operator then moves to payments and takes any payments due, and prints a receipt if required. The Complete Rental button is pressed which returns the operator to the main menu screen. The hire items are recorded as having been returned the premises at this stage.

Sales

The Sales process is similar in a number of respects to the Hire process. The operator logs in, chooses New Sale, identifies the customer as New or Existing (this is at the discretion of the operator – it may not be appropriate for small sales and there is an option to skip identification), and moves to the Sales screen.

The screenshot shows the 'Sale Items' software interface. At the top, there is a menu bar with icons for New Sale, New Hire, Manage Hire, Manage Sale, Open Trans., Completed, Admin., Suppliers, Products, Nominal, Packages, Launch Help, Calculator, Calendar, and Printer. Below the menu bar, there is a header area with 'New Sale' and 'Sale Details' buttons. The main interface is divided into several sections:

- Customer Details:** Fields for Title (Mr), Surname (Smith), Street 1 (1 The Street), Street 2, Town (Ambridge), State/Country (Boreceshire), Zip/Postcode (F27 8YZ), and Country.
- Sale ID:** 400005
- Collect date:** A dropdown menu.
- Customer Collect:** Radio buttons for 'Ship To Customer' (selected) and 'Alternate Shipping Address'.
- Packages:** A table with columns for Product Code and Product Name.
- Table of Items:** A table with columns for Code, Name, Items, Total, Note, and Status. The first row is selected: Code: H-SDSAFE01, Name: SAFETY SGIAN DUBH, Items: 1, Total: 35.25, Note: , Status: Collected.
- Shipping:** Fields for Select Shipping Method, Shipping date, and Cost of Shipping (0.00).
- Totals:** Package: 0.00, Additional Items: 35.25, Shipping: 0.00, Grand Total: 35.25.
- Buttons:** Cancel Transaction, Check Totals & Proceed To Payment, Find Stock, Remove Package, Add Item, Remove Item, and Find Stock.

At the bottom, there is a status bar with the following information: User: Admin, Station: CIRCA70, Last Sale: 400005, Last Hire: 10079, Date: 11/02/2004 15:03:44.

Sale Packages can be selected from the Package list, sizes selected (or made to measure details taken). Non package items can be selected (or scanned by a barcode reader). The Collect Date box is filled in if items are to be ordered or are made to measure. Shipping details can be entered if items are to be shipped. The total cost of the items is displayed and any adjustments can be made – discounts, additions, etc.

The payments page is similar to the Hire payments page – full or part payments can be taken, identity can be confirmed (required if customers are ordering items) and payment method entered. A receipt is then printed and the transaction is completed.

Getting Started

Before the program can be used some consideration must be given to stock and packages. It is essential that Hire stock and Sales stock are regarded as separate items. Sales stock can be moved into hire stock and hire items can be sold – there are management procedures that enable this, but it is essential that sale and hire stock are identified separately. This is standard practice in any organised retailer – some going to the extent of physically separating sale and hire stock.

Stock Codes

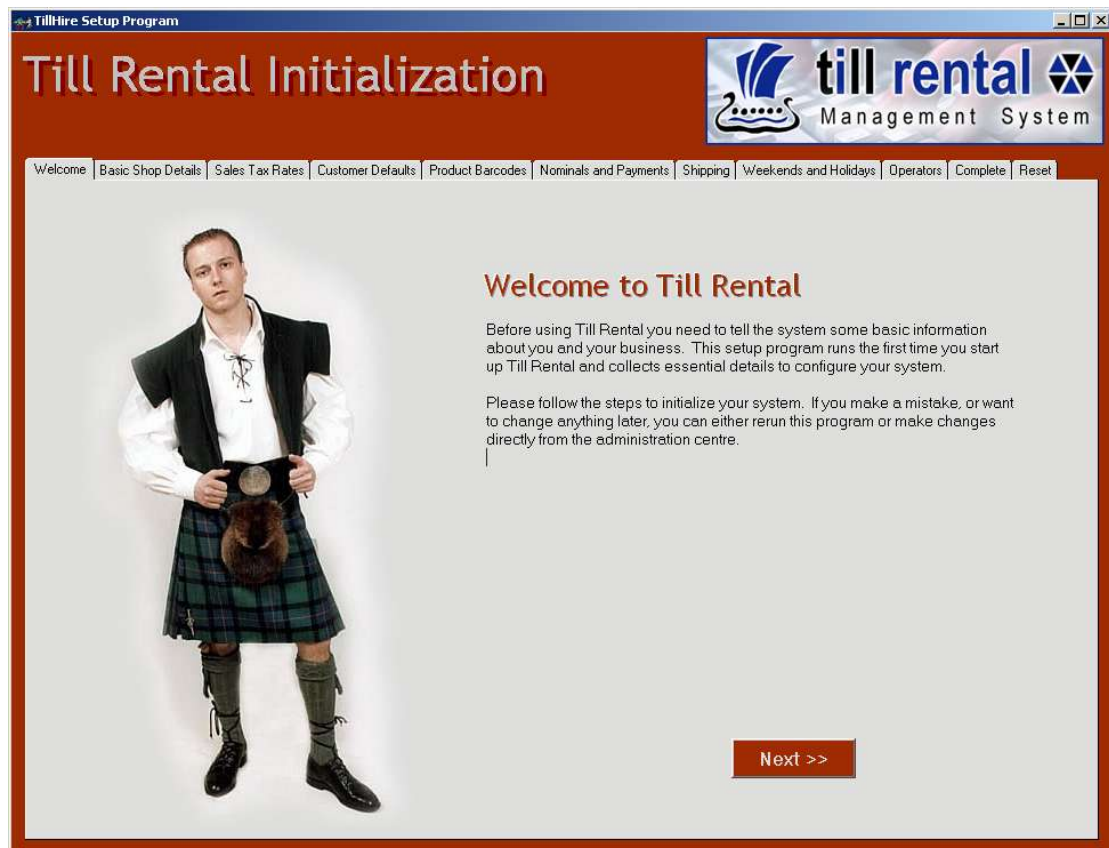
It is best to allocate two types of stock codes to items. If an item is for sale start the stock code with an S-. If an item is for hire begin the code with an H-. It is then useful to create meaningful stock codes – e.g. H-BOWT01 for a black bow tie would enable an operator to quickly verify that the item is for hire, a bow tie, and of type 1. It is worth spending some time creating a range of meaningful stock codes for the items to be sold and hired as this will enable quick and error free stock entry, both when setting up the system and also when inputting new stock deliveries into the system. They also enable an operator to quickly select the correct product when selecting items from a list.

Packages

Once stock has been entered into the system Packages can be created. A Package is a combination of a number of stock items that are sold or hired as a single unit or set. A Package enables an 'offer' price or set price to be set for the Package and saves considerable time and reduces the chance of errors when selling, for example, an outfit where there may be between ten and fifteen components. In highlandwear a typical Package may be 'The Prince Charlie Hire Outfit'. This would consist of a jacket, waistcoat, kilt, sporran, shirt, shoes, hose, flashes, sgian dubh, kilt pin, and perhaps a belt and buckle and cap with cap badge. Any number of packages can be created and any package can contain any number of items. It would be possible to have 'Prince Charlie Delux Hire Outfit' and 'Prince Charlie Coloured Jacket Hire Outfit' or any other appropriate combination each with their own components and set price. When creating a Package the most common size for any item is chosen – perhaps a size 40 jacket, and size 9 shoes, etc. When the sale or hire is being filled in the operator can choose alternative sizes if the defaults are not correct for the particular customer.

Till Rental Initialization

The first stage is to run the Till Rental Initialization program – this sets up the basic company parameters. It can be accessed from the Start|Programs|Viking Technology menu as Till Rental Initialization. (It can also be accessed from the Management area of the main program). It sets the basic parameters and defaults for the program – it can be re-ran at any stage if some aspect of the company changes – address, change in tax rate, etc. The Till Rental Initialization program is password protected to prevent unauthorised access.



Each screen is reasonably self explanatory – the following pages show each screen in turn with some additional notes.

Basic shop Details

Till Rental Initialization

Navigation: Welcome | **Basic Shop Details** | Sales Tax Rates | Customer Defaults | Product Barcodes | Nominals and Payments | Shipping | Weekends and Holidays | Operators | Complete | Reset

Please supply basic details about your shop.

| | | | |
|----------|-------------------------------------|--------------|------------------------|
| Name | Gaelic Themes | Contact Name | Scott Chalmers |
| Address | 14 Park Circus | Tel. | 0141 332 0407 |
| | | FAX | 0141 333 9143 |
| Town | Glasgow | eMail | sales@gaelicthemes.com |
| County | Scotland | Web | www.gaelicthemes.com |
| Postcode | G3 6AX | VAT No. | 1234567 |
| Country | | Company No. | |
| In EC? | <input checked="" type="checkbox"/> | | |

Next >>

This screen enables the basic shop details to be entered. These details appear on any printed receipts or orders.

Sales Tax Rates

Till Rental Initialization

Navigation: Welcome | Basic Shop Details | **Sales Tax Rates** | Customer Defaults | Product Barcodes | Nominals and Payments | Shipping | Weekends and Holidays | Operators | Complete | Reset

Enter Sales Tax Rates

Please enter or amend Sales Tax rates. In the EC this is VAT and we supply standard EC VAT codes as defaults.

| Tax Code | Description | Tax Rate (%) |
|----------|---|--------------|
| T0 | Zero rated | 0 |
| T1 | Standard rate | 17.5 |
| T2 | Exempt transactions | 0 |
| T4 | Sales to customers in EC | 2.5 |
| T7 | Zero rated purchases from suppliers in EC | 0 |
| T8 | Standard rated purchases from suppliers in EC | 17.5 |
| T9 | Transactions not involving VAT | 0 |

Buttons: Insert Rate, Delete Rate

Location

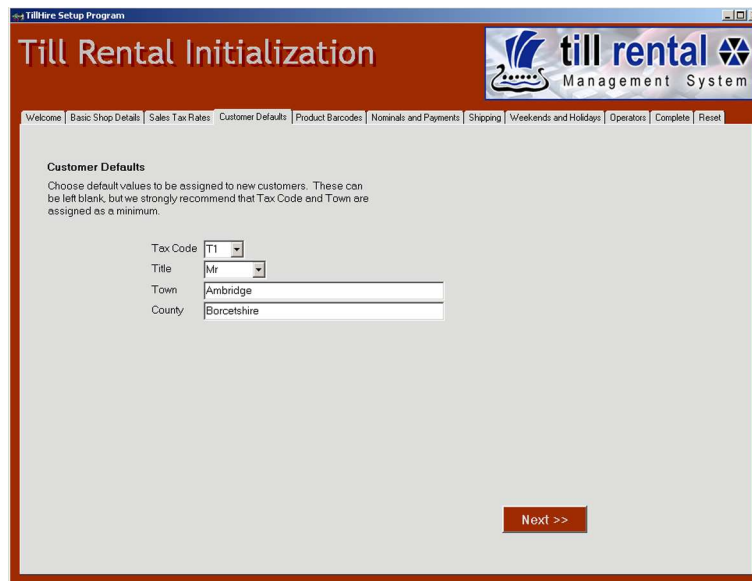
Sales Tax and VAT are handled slightly differently. Check the box if your shop is in the EC (and therefore is subject to VAT)

Shop is in EC

Next >>

The tax rates follow standard accounting package practice (e.g. Sage, QuickBooks, etc) and allow default rates to be set. Any number of tax codes can be entered – users in the US will have to allow for state taxes.

Customer Defaults



The screenshot shows the 'Till Rental Initialization' window with the 'Customer Defaults' tab selected. The window title is 'TillHire Setup Program'. The main heading is 'Till Rental Initialization' with the 'till rental Management System' logo. A navigation bar at the top includes: Welcome | Basic Shop Details | Sales Tax Rates | Customer Defaults | Product Barcodes | Nominals and Payments | Shipping | Weekends and Holidays | Operators | Complete | Reset.

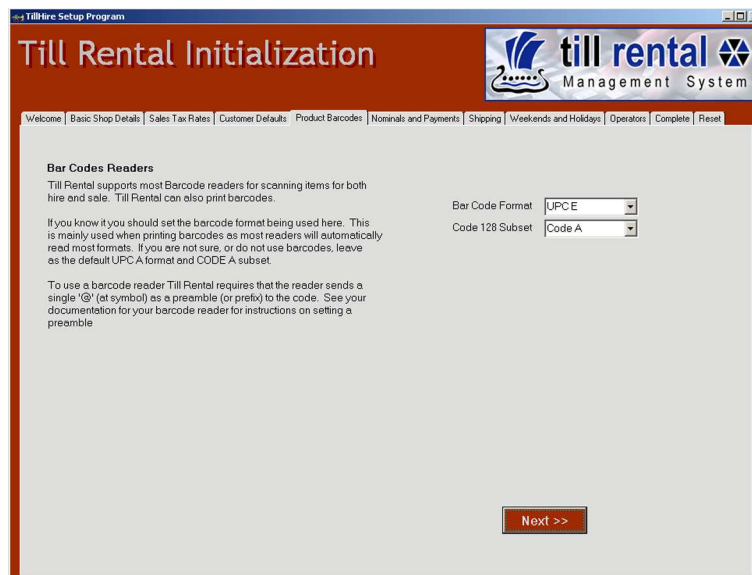
Customer Defaults
Choose default values to be assigned to new customers. These can be left blank, but we strongly recommend that Tax Code and Town are assigned as a minimum.

Tax Code: T1
Title: Mr
Town: Ambridge
County: Borecetshire

Next >>

These are the defaults which appear when a new customer is entered into the system. A shop or branch located in a particular town would set the default to that town and also the normal tax rate that would apply. This speeds up the entry of a new customer to the system but can be changed on the New Customer input form if they are not appropriate for a particular customer.

Product Bar Codes



The screenshot shows the 'Till Rental Initialization' window with the 'Product Barcodes' tab selected. The window title is 'TillHire Setup Program'. The main heading is 'Till Rental Initialization' with the 'till rental Management System' logo. A navigation bar at the top includes: Welcome | Basic Shop Details | Sales Tax Rates | Customer Defaults | Product Barcodes | Nominals and Payments | Shipping | Weekends and Holidays | Operators | Complete | Reset.

Bar Codes Readers
Till Rental supports most Barcode readers for scanning items for both hire end sale. Till Rental can also print barcodes.
If you know it you should set the barcode format being used here. This is mainly used when printing barcodes as most readers will automatically read most formats. If you are not sure, or do not use barcodes, leave as the default UPC A format and CODE A subset.
To use a barcode reader Till Rental requires that the reader sends a single '@' (at symbol) as a preamble (or prefix) to the code. See your documentation for your barcode reader for instructions on setting a preamble

Bar Code Format: UPC E
Code 128 Subset: Code A

Next >>

A number of different barcode formats are supported. If an existing format is in use this can be matched. If no existing system is in use leave the default unchanged.

Nominals and Payments

Till Rental Initialization

Welcome | Basic Shop Details | Sales Tax Rates | Customer Defaults | Product Barcodes | **Nominals and Payments** | Shipping | Weekends and Holidays | Operators | Complete | Reset

Nominals and Payments
Till Rental assigns payments and purchases to a set of nominal codes. These are set and cannot be altered but are shown here for reference.
You can set up your own payment methods. We include a typical set of defaults but you can edit these or add your own.

Nominal Codes

| Nominal Code | Name |
|--------------|----------------------|
| 1250 | Credit Card Receipts |
| 1250 | Blank |
| 1300 | Float |
| 4000 | Misc Sales |
| 4500 | Misc Hires |
| 5000 | Stock Purchases |

Payment Methods

| Payment Method | Nominal Code | Credit Card? |
|----------------|--------------|-------------------------------------|
| Access | 1250 | <input checked="" type="checkbox"/> |
| Amex | 1250 | <input checked="" type="checkbox"/> |
| Cash | 1200 | <input type="checkbox"/> |
| Cheque | 1200 | <input type="checkbox"/> |
| Diners | 1250 | <input checked="" type="checkbox"/> |
| Mastercard | 1250 | <input checked="" type="checkbox"/> |
| Non-Sales | 1200 | <input type="checkbox"/> |

Refund Password
This is a special password required to issue refunds
viking

Insert Delete Next >>

Accepted forms of payment can be entered here – these show on the payment screens and give feedback to the operator as to, for example, which credit cards are accepted by the business.

The nominal codes are for reference and allow cash to be correctly reconciled between Till Rental and the accounting package in use.

Shipping

Till Rental Initialization

Welcome | Basic Shop Details | Sales Tax Rates | Customer Defaults | Product Barcodes | Nominals and Payments | **Shipping** | Weekends and Holidays | Operators | Complete | Reset

Shipping
Shipping methods available. You should always have at least 'Collect' as an option.

Shipping Method

- Collect
- FedEx
- Parcel Force
- Post

Insert Delete Next >>

This allows the operator to specify a carrier from a drop down list on the Sales and Hire screens. It is of further use if the company engages in on-line sales.

Weekends and Holidays

Shop closed dates

Till Rental keeps a list of all days that your shop is shut, and uses this when calculating hire collection and return dates. You can automatically generate a list of closed dates here for standard days, then add specific holiday dates.

| Date | Reason |
|------------|---------------|
| 09/11/2003 | Closed Sunday |
| 16/11/2003 | Closed Sunday |
| 23/11/2003 | Closed Sunday |
| 30/11/2003 | Closed Sunday |
| 07/12/2003 | Closed Sunday |
| 14/12/2003 | Closed Sunday |
| 21/12/2003 | Closed Sunday |
| 28/12/2003 | Closed Sunday |
| 04/01/2004 | Closed Sunday |
| 11/01/2004 | Closed Sunday |
| 18/01/2004 | Closed Sunday |
| 25/01/2004 | Closed Sunday |
| 01/02/2004 | Closed Sunday |
| 08/02/2004 | Closed Sunday |
| 15/02/2004 | Closed Sunday |
| 22/02/2004 | Closed Sunday |
| 29/02/2004 | Closed Sunday |
| 07/03/2004 | Closed Sunday |
| 14/03/2004 | Closed Sunday |
| 21/03/2004 | Closed Sunday |
| 28/03/2004 | Closed Sunday |
| 04/04/2004 | Closed Sunday |
| 11/04/2004 | Closed Sunday |

Closed Saturday Closed Monday
 Closed Sunday Closed Tuesday
 Closed Wednesday
 Closed Thursday
 Closed Fridays

Clear and Regenerate
 Insert Day Delete Day
 Next >>

Days the shop is closed can be specified here. This is necessary for Till Rental to calculate Collect and Return dates around an occasion. Specific closed dates can be entered to allow for Public Holidays or annual holidays if the shop will be closed during these times.

Operators

Till Rental Operators

Enter the operators - users - of the Till Rental system. You should always have one user with 'Admin' status. User IDs are used for auditing and order tracing purposes so should be meaningful names if possible.

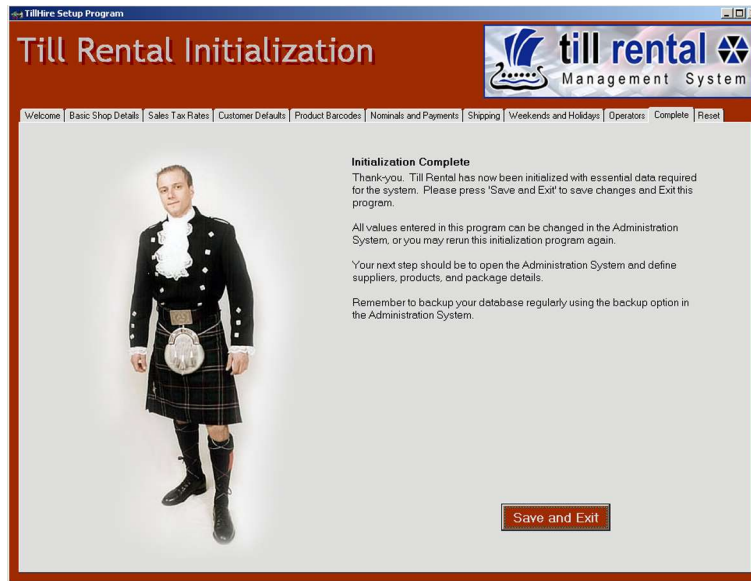
Tick boxes indicate the functions the user can access. Workstation indicates the workstation the user is currently logged on at. In the event of Till Rental not being shut down correctly you may need to blank this field out to restore access to the user.

| User ID | Password | User Status | Hire | Sales | Suppliers | Products | Nominals | Packages | Reports | Backup | Stock In | Stock Out | Load Products | Sup. Receipt | Workstation |
|---------|----------|-------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------|
| Admin | admin | Admin | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | DIRCA70 |
| Gordon | gordon | User | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Scott | scott | User | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Insert Delete
 Next >>

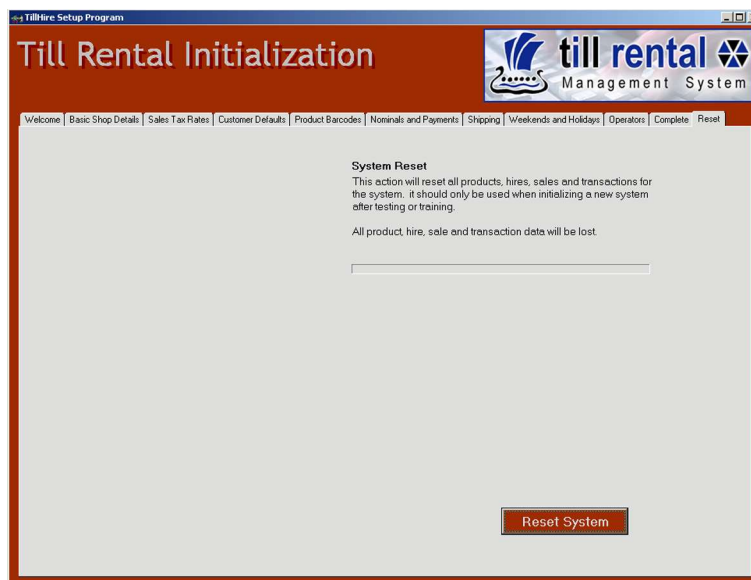
Operators can be added or removed. Passwords can be set and access rights to parts of the program can be set in accordance with the role of the operator within the company.

Complete



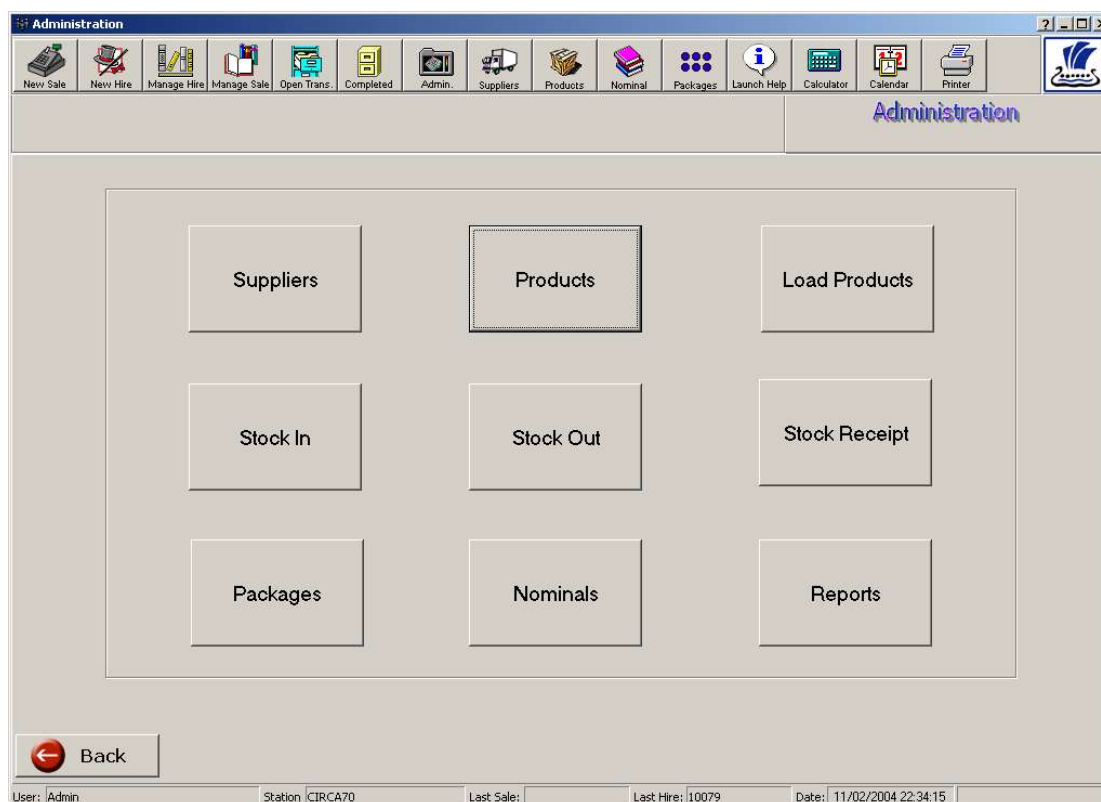
When details have been finalised the system is updated with the new parameters.

Reset



This is normally used only when setting up a new system. It must be used with extreme caution as all data will be lost. A master password is required before the reset can be executed.

Getting Started – adding Stock and Packages



From the main menu press the Admin button – the screen above will appear. (This screen is only accessible by a user with Administrative permissions.) A number of administrative tasks are available from this screen. For the purposes of getting started it is necessary to enter stock and to set up some packages.

Products Overview

It is first necessary to define an individual product. This involves deciding on a stock code, a description of the product, its category, sub category (e.g. Shoe, Kippen), the size and colour, cost, etc. Every variation of a product must have its own stock code thus Kippen shoes will have an individual stock code for every size and colour stocked. Further details can be added as required – main supplier, bar code reference number, etc. It is worth spending some time getting the product details right – it is a once only operation and meaningful stock codes and good descriptions will aid in clearly identifying products to the operator as well as when entering new stock.

Once a product has been defined it is then possible to enter a stock level for that particular product. When new stock arrives from a supplier it is then simply a case of adjusting stock levels to reflect the new supply – a relatively quick and straightforward operation. Note that Sale and Hire stock must have different stock codes – it is suggested that Sale stock is prefixed by S- and Hire stock by H- (the same code reference can be used in the body of the code) thus H-BKP105 would be KIPPEN - LIGHT/DRESS - SIZE 10.5 for hire and S-BKP105 would be KIPPEN - LIGHT/DRESS - SIZE 10.5 for sale.

Adding Products

The screenshot shows the 'Products' software interface. On the left is a 'Product List' table with columns 'Product Code' and 'Name'. The 'Name' column contains descriptions like 'HIRE BELT GRADE 1' and 'KIPPEN - LIGHT/DRESS - SIZE 6'. The 'Product Code' column contains codes like 'H-BELT1L'. The 'H-BELT1L' row is selected. On the right is the 'Product Details' form. It has tabs for 'Details', 'Stock Adjustment', 'Memo', and 'Activity'. The 'Details' tab is active. It contains fields for 'Hire Product?' (checked), 'Product Code' (H-BELT1L), 'Product Type' (belts), 'Subtype' (belt), 'Color' (BLACK), 'Size' (SMALL), 'Description' (HIRE BELT GRADE 1), 'Location', 'Commercial Code', 'Bar Code', and 'Supplement'. There are 'Generate Bar Code' and 'Print Bar Code' buttons. On the right side of the form are sections for 'Ordering' (Supplier: Gaelic Themes, Supplier Code: H-BELT1L, Last Cost Price: 5.95, Average Cost Price, In Stock: 10, Delivery days: 0), 'Sale Details' (Sale Price: 20, Sales Nominal Code: 4000, Unit of Sale: Single), 'Hire Details' (Hire Price: 15, Hire Nominal Code: 4100), and 'Defaults' (Tax Code: T1). At the bottom of the form are navigation buttons: 'Export Product List', 'First', 'Prev', 'Next', 'Last', 'Insert', 'Delete', 'Save', and 'Undo'. A 'Back' button is at the bottom left. The status bar at the very bottom shows 'User: Admin', 'Station: CIRCA70', 'Last Sale:', 'Last Hire: 10079', and 'Date: 11/02/2004 22:33:09'.

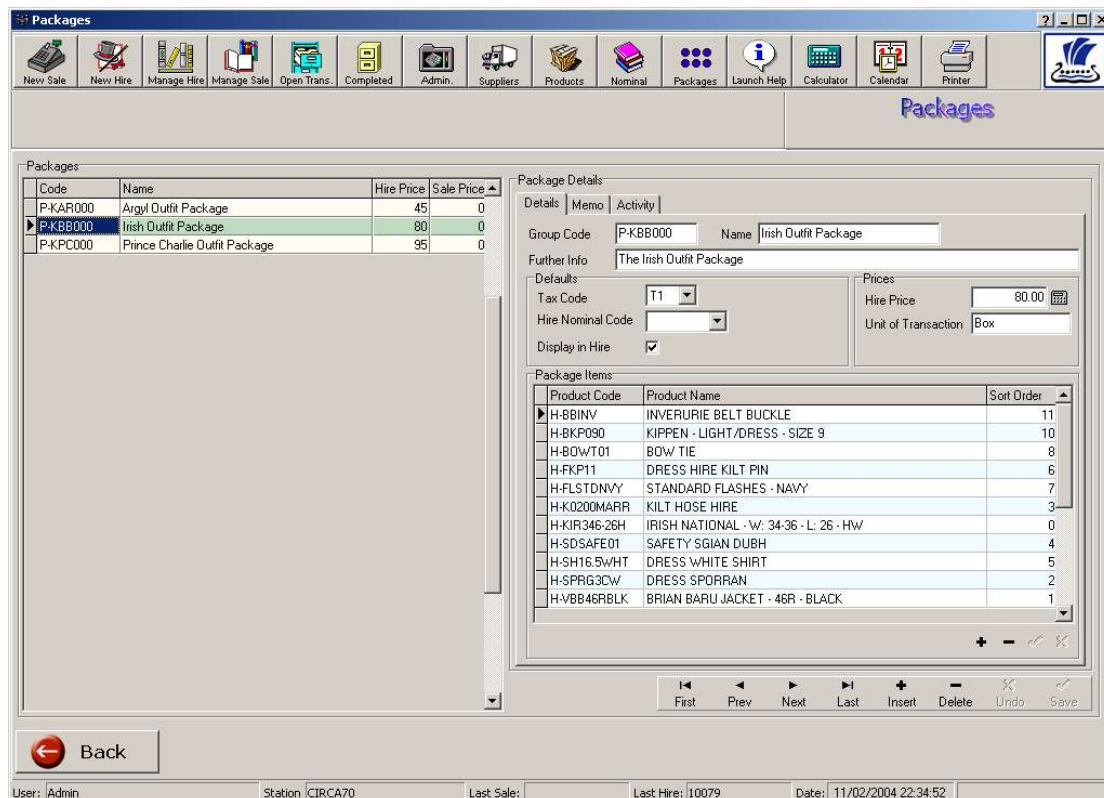
Adding a new product is very straightforward but consideration should be given to a) deciding on a meaningful stock code and b) an accurate description. It is worth aiming at some form of conformity in both codes and descriptions – e.g. size variation of a particular product should use a similar stock code incremented as the size goes up and the same description with the size as part of the description. This will ensure that products can be easily selected from a list by scrolling down to the appropriate size (see screen shot above for an example).

To add a product:

- 1) click on the insert symbol.
- 2) check the Hire Product box if the product is for hire, uncheck if it is for sale.
- 3) if a hire product start the Product Code with H-, for a sale product start with S-.
- 4) enter a meaningful Product code e.g. BELT01 if it is a belt. (Every Product Code must be unique.)
- 5) Decide on the Product Type and Sub Type – again consistency is required.
- 6) Enter the colour and size in the boxes provided.
- 7) Enter a meaningful description – use colour, size, style, again within the description if appropriate as this can aid quick selection by an operator.
- 8) Enter the Hire or Sale cost.

Some other details are required – tax code (some items e.g. Children's shoes and clothes are tax exempt in the EU), nominal codes – 4000 for Sales and 4100 for Hires. When a product has been defined click on the Stock Adjustment Tab and set the initial stock level for the product.

Adding Packages



A Package is simply a grouping of products that are sold or hired together at a set price. Any number of Packages containing any combination of products can be created. These can be named as desired by the retailer. Packages offer a number of advantages: quick selection by the operator with less chance of errors – some outfit combinations can contain up to fifteen different components, can be combined with advertising e.g Argyll Standard Outfit at only £xxx – a saving of £xx over buying the items individually, Argyll Delux Outfit at only £xxx – a saving of £xx over buying the items individually, etc.

Creating a Package

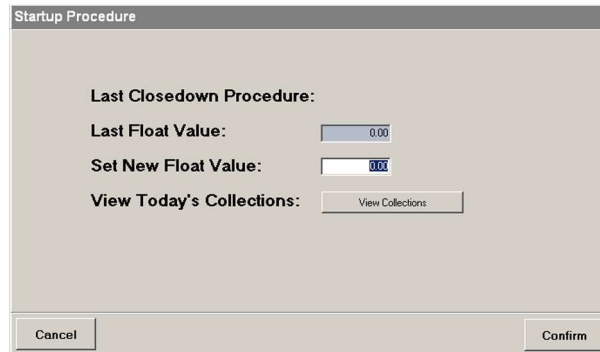
- 1) Click on the lower Insert button.
- 2) Enter a name for the Package in the left hand window.
- 3) Enter a Group Code (we suggest using a prefix of SP- for Sale Packages and HP- for Hire packages)
- 4) Tick the Hire box if the Package is for Hire.
- 5) Add individual Products by clicking on the Insert button in the Product area and selecting a product from the Product Code drop down list. Select the most common size for any individual product – this can be reselected by the operator when making the sale or hire but will speed up selection in many cases.

The Sort Order determines how the Package components will be displayed – set the display order for each product – perhaps with Jacket as 1, Kilt as 2, etc.

When the Package has been completed click on the Save button.

Startup/Closedown Procedures

When the program is initially run the following screen will appear:

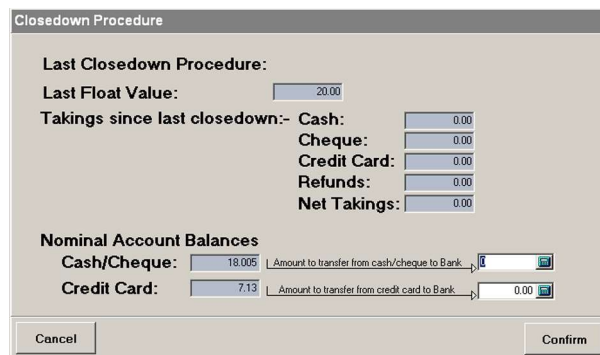


The screenshot shows a dialog box titled "Startup Procedure". It contains the following fields and buttons:

- Last Closedown Procedure:** (Label)
- Last Float Value:**
- Set New Float Value:**
- View Today's Collections:**
- Cancel** (button)
- Confirm** (button)

This enables a float to be set and offers quick access to the collection report for today's hires.

At close of business the Closedown procedure should be followed – from the main menu choose Daily Close.



The screenshot shows a dialog box titled "Closedown Procedure". It contains the following fields and buttons:

- Last Closedown Procedure:** (Label)
- Last Float Value:**
- Takings since last closedown:-**
 - Cash:**
 - Cheque:**
 - Credit Card:**
 - Refunds:**
 - Net Takings:**
- Nominal Account Balances**
 - Cash/Cheque:** | Amount to transfer from cash/cheque to Bank
 - Credit Card:** | Amount to transfer from credit card to Bank
- Cancel** (button)
- Confirm** (button)

A summary of the day's takings will be displayed and funds transferred to the bank can be entered.

If the Daily Close is not performed and Till Rental is started on a following date the Closedown screen will appear automatically before the system will run.

The Next Step

This introduction will get the system to the point that some trials can be carried out. It is recommended that a selection of products is added to the system, some packages are created to enable demo hires/sales to be entered into the system. This will familiarise the retailer with the basic processes involved and give the opportunity for exploration of the many other features of Till Rental. We suggest running the system in demonstration format for perhaps a week and adding new products, etc, during this period. Any existing system e.g. a paper based system, can be ran in parallel. Staff training can also be carried out during this period. An extensive context sensitive on screen help is available from within the program and will answer the majority of questions.