



# Portal User Guide

## Vision and Advertising

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# Managing vision displays and customer advertising

Use vision display to create customer-facing displays on terminals, for advertising, menu boards, or other information.

Vision advertisements are controlled by three components:

- The Vision Group, which controls:
  - The start and end date for the vision screens in that group.
  - The days of the week and start and end times the screens are displayed.

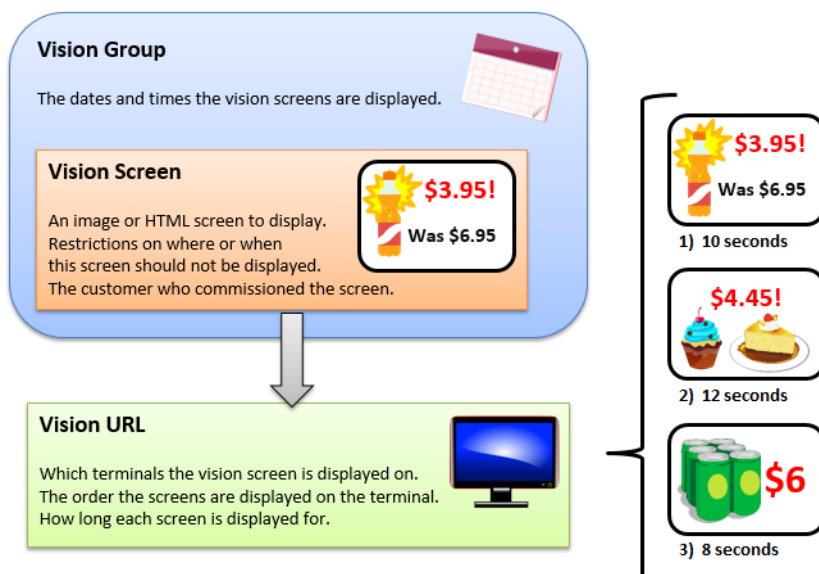
The Vision Group is configured using the *Vision Group Maintenance* on page 11.

- The Vision Screen, which controls:
  - The image or HTML to be shown for one screen
  - Restrictions on when or where the screen is displayed.
  - The customer who commissioned the screen, if applicable.

The Vision Screen is configured using the *Online Advertising Editor* on page 69.

- The Vision URL, which controls:
  - Which terminals the vision screen is displayed on.
  - The order the screens are displayed in on the terminal.
  - How long each screen is displayed for.

The Vision URL is configured using the *Vision URL Maintenance* on page 25



## Also see:

- *Vision Group Maintenance* on page 11.
- *Vision Groups report* on page 14.
- *Vision report* on page 46.
- *Vision URL Maintenance* on page 25.
- *Online Advertising Editor* on page 69.
- *Online Advertising Editor (HTML editor closed)* on page 74.
- *Vision Widget screen* on page 34.
- *Billing report* on page 61.
- *Menu Board report* on page 78
- *Add URL Widget Advertising screen* on page 50
- *Add URL Widget Advertising screen* on page 50.
- *URL report* on page 56.
- *Vision Flash Promotional List Maintenance screen* on page 87.

## What you can do:

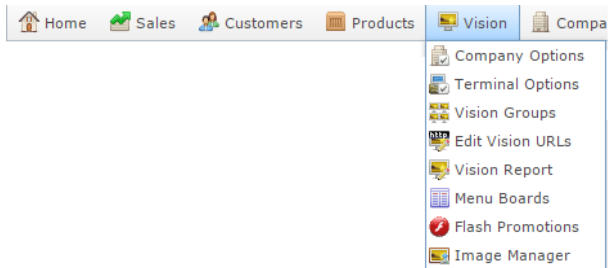
- *Creating a vision group* on page 5.
- *Editing a vision group* on page 7.
- *Deleting a vision group* on page 9.
- *Creating a new vision screen* on page 28.
- *Editing a vision screen* on page 30.
- *Adding a customer to a vision screen* on page 44.
- *Adding a screen to a vision screen to a terminal* on page 41.
- *Deleting a vision screen* on page 32.
- *Creating a new menu board* on page 65.
- *Adding a menu board to a terminal* on page 67.
- *Create an ad-hoc vision screen* on page 18.
- *Edit an ad-hoc vision screen* on page 21.
- *Delete an ad-hoc vision screen* on page 23.
- *Creating a new flash promotion* on page 82.
- *Editing a flash promotion* on page 84.
- *Deleting a flash promotion* on page 86.

## Creating a vision group

Create a new vision group to manage a set of vision screens.

To create a new vision group:

1. Press  from the menu bar.
2. Press **Vision Groups**.



The Vision Groups report is displayed.

Vision Groups

Descriptio	Start Date	End Date	Day of Week / Month	Start Hour	End Hour	Comments	Enabled	Exclusive
Group 1	12/12/2011	31/05/2012	Every Day	Midnight	Midnight	Default Group	✓	
Group 2	10/01/2011	13/01/2011	1	Midnight	Midnight	General group 2	✓	
jac test setup	1/04/2014	30/12/2011	Every Day	2 AM	Midnight	test1	✓	

Buttons: Add to Favourites, Create New Group

3. Press .

The Vision Group Maintenance screen is displayed.

Vision Group Maintenance

Details

Group: 0

Description:

Start Date:

End Date:

Day of Week / Month:

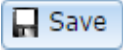
Start Hour:

End Hour:

Enabled:

Exclusive:

Comments:

4. Type a description to identify the group in the **Description** field.
5. Select the **Start Date** and **End Date**.
6. If you want the vision screens to only appear on certain days or during certain times, select these in the **Day of Week / Month**, **Start Hour** and **End Hour** fields.
7. Press .

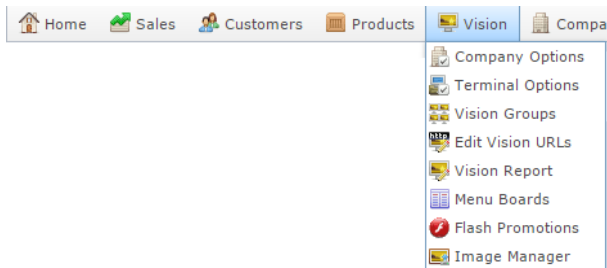
The vision group is created.

## Editing a vision group

Edit a vision group to manage the configuration for a set of vision screens.

To edit a vision group:

1. Press  from the menu bar.
2. Press **Vision Groups**.



The Vision Groups report is displayed.

### Vision Groups

Description	Start Date	End Date	Day of Week / Month	Start Hour	End Hour	Comments	Enabled	Exclusive
Group 1	12/12/2011	31/05/2024	Every Day	Midnight	Midnight	Default Group	✓	
Group 2	10/01/2011	13/01/2011	1	Midnight	Midnight	General group 2	✓	
jac test setup	1/04/2014	30/12/2011	Every Day	2 AM	Midnight	test1	✓	

Buttons: Add to Favourites, Create New Group

3. Press the **Description** of the vision group you want to view.

The Vision Group Maintenance screen is displayed.

### Vision Group Maintenance

Details

Group: 1

Description:

Start Date:

End Date:

Day of Week / Month:

Start Hour:

End Hour:

Enabled:

Exclusive:

Comments:

Buttons: Save, New Group, Delete Group

4. Edit the fields as required.

See *Vision Group Maintenance* on page 11.

5. Press  Save.

The vision group is saved.



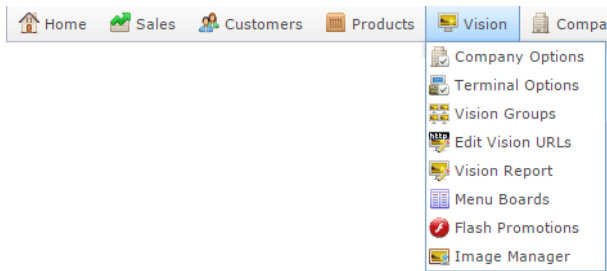
## Deleting a vision group

Delete a vision group to remove it from the Portal. Any vision screens belonging to this group are removed from the group and put into an ad-hoc group.

**Note:** This action cannot be undone.

To edit a vision group:

1. Press  from the menu bar.
2. Press **Vision Groups**.



The Vision Groups report is displayed.

Vision Groups

Description	Start Date	End Date	Day of Week / Month	Start Hour	End Hour	Comment	Enabled	Exclusive
Group 1	12/12/2011	31/05/2012	Every Day	Midnight	Midnight	Default Group	✓	
Group 2	10/01/2011	13/01/2011	1	Midnight	Midnight	General group 2	✓	
jac test setup	1/04/2014	30/12/2014	Every Day	2 AM	Midnight	test1	✓	

Buttons: Add to Favourites, Create New Group

3. Press the **Description** of the vision group you want to delete.

The Vision Group Maintenance screen is displayed.

**Vision Group Maintenance**

Details

Group	1
Description	<input type="text" value="Group 1"/>
Start Date	<input type="text" value="12/12/2012"/>
End Date	<input type="text" value="31/05/2024"/>
Day of Week / Month	<input type="text" value="Every Day"/>
Start Hour	<input type="text" value="Midnight"/>
End Hour	<input type="text" value="Midnight"/>
Enabled	<input type="text" value="Yes"/>
Exclusive	<input type="text" value="No"/>
Comments	<input type="text" value="Default Group"/>

4. Press .

The vision group is deleted.

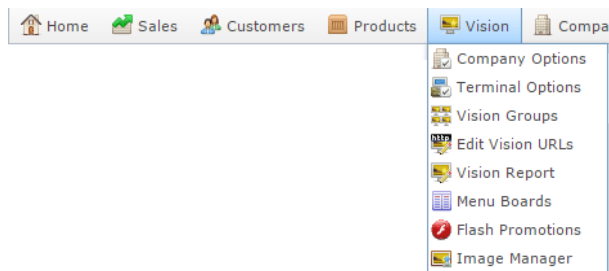
## Vision Group Maintenance

Use this screen to create and maintain the details and scheduling of vision groups.

### Opening the Vision Group Maintenance screen

To open the Vision Group Maintenance screen:

1. Press  from the menu bar.
2. Press **Vision Groups**.



The Vision Groups report is displayed.

Vision Groups

Description	Start Date	End Date	Day of Week / Month	Start Hour	End Hour	Comments	Enabled	Exclusive
Group 1	12/12/2011	31/05/2022	Every Day	Midnight	Midnight	Default Group	✓	
Group 2	10/01/2011	13/01/2011	1	Midnight	Midnight	General group 2	✓	
jac test setup	1/04/2014	30/12/2011	Every Day	2 AM	Midnight	test1	✓	

Buttons: Add to Favourites, Create New Group

1. Press the **Description** of the group you want to view.

The Vision Group Maintenance screen is displayed.

Vision Group Maintenance

Details

Group: 1

Description:

Start Date:

End Date:

Day of Week / Month:

Start Hour:

End Hour:

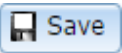
Enabled:

Exclusive:

Comments:

Buttons: Save, New Group, Delete Group

## Vision Group Maintenance screen key fields and buttons

Field	Description
<b>Group</b>	Unique code identifying the group.
<b>Description</b>	Description of the group.
<b>Start Date</b>	Date the vision screens in this group start.
<b>End Date</b>	Date the vision screens in this group end.
<b>Day of Week / Month</b>	Day of the week or month the vision screens are scheduled to run.
<b>Start Hour</b>	Time of day the vision screens are scheduled to start.
<b>End Hour</b>	Time of day the vision screens are scheduled to end.
<b>Enabled</b>	Select to allow this group to be used within the Portal.
<b>Exclusive</b>	Select to make this group exclusive. Exclusive groups override and disable any vision screen that is not in this group showing at the same time.
<b>Comments</b>	Any comment on the group.
 Save	Save any changes made to the group.

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Field	Description
New Group	Create a new vision group.
Delete Group	Delete this group, and add any vision screens within it to an ad-hoc group.

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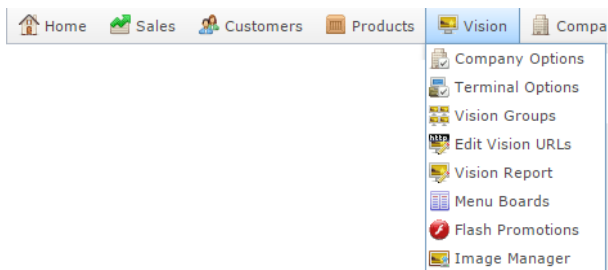
## Vision Groups report

Use the Vision Groups report to view vision groups you have configured.

### Opening the Vision Groups report

To open the Vision Groups report:

1. Press  from the menu bar.
2. Press **Vision Groups**.



The Vision Groups report is displayed.

Vision Groups

Descriptio	Start Date	End Date	Day of Week / Month	Start Hour	End Hour	Comments	Enabled	Exclusive
Group 1	12/12/2011	31/05/2012	Every Day	Midnight	Midnight	Default Group	✓	
Group 2	10/01/2011	13/01/2011	1	Midnight	Midnight	General group 2	✓	
jac test setup	1/04/2014	30/12/2011	Every Day	2 AM	Midnight	test1	✓	

Buttons: Add to Favourites, Create New Group

## Vision Groups report key fields

### Filters area

Use this area to filter the results shown in the report.

---

Field	Description
<a href="#">Add to Favourites</a>	Press to add this report to your Portal favourites for easier access.
<a href="#">Create New Group</a>	Press to create a new vision group.

---

## Report area

This area displays report information.

**Note:** Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
<b>Description</b>	Description of the vision group.
<b>Start Date</b>	Date the vision screen should start displaying.
<b>End Date</b>	Date the vision screen should stop displaying.
<b>Day of Week</b>	Day of the week to screen the vision display.
<b>Start Hour</b>	Time of day the vision screen should start displaying.
<b>End Hour</b>	Time of day the vision screen should stop displaying.
<b>Comments</b>	Any comment or further detail about this group.
<b>Enabled</b>	Indicates whether this group can be used on the Portal.



---

Field	Description
<b>Exclusive</b>	Indicates whether this group has exclusive control over scheduling. Any vision screen that is not part of this group is disabled from running at the same time and terminal as this group.

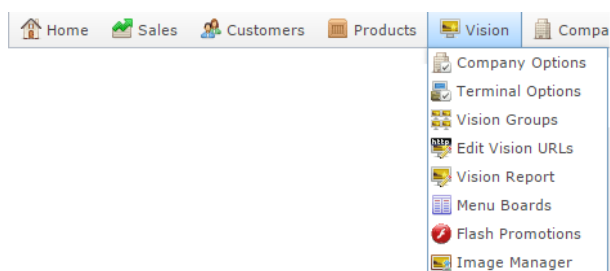
---

## Create an ad-hoc vision screen

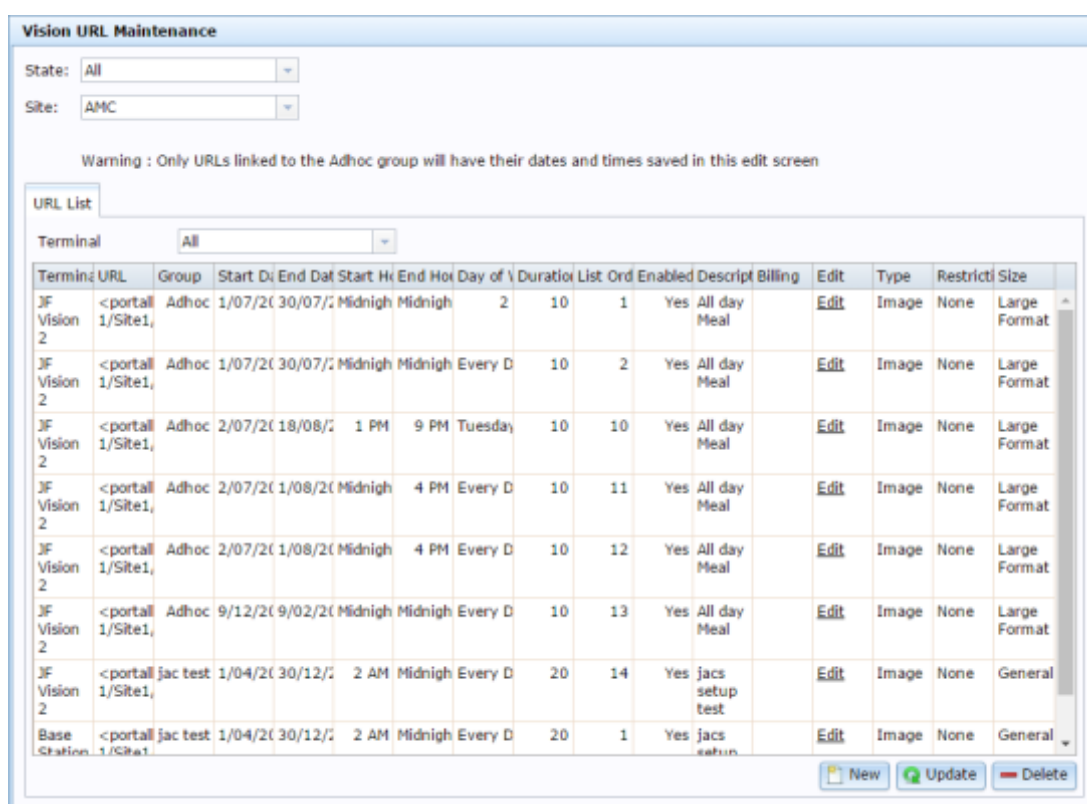
Create an ad-hoc vision screen to display a URL on a terminal.

To create an ad-hoc vision screen:

1. Press  from the menu bar.
2. Press **Edit Vision URLs**.

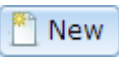


The Vision URL Maintenance screen is displayed.

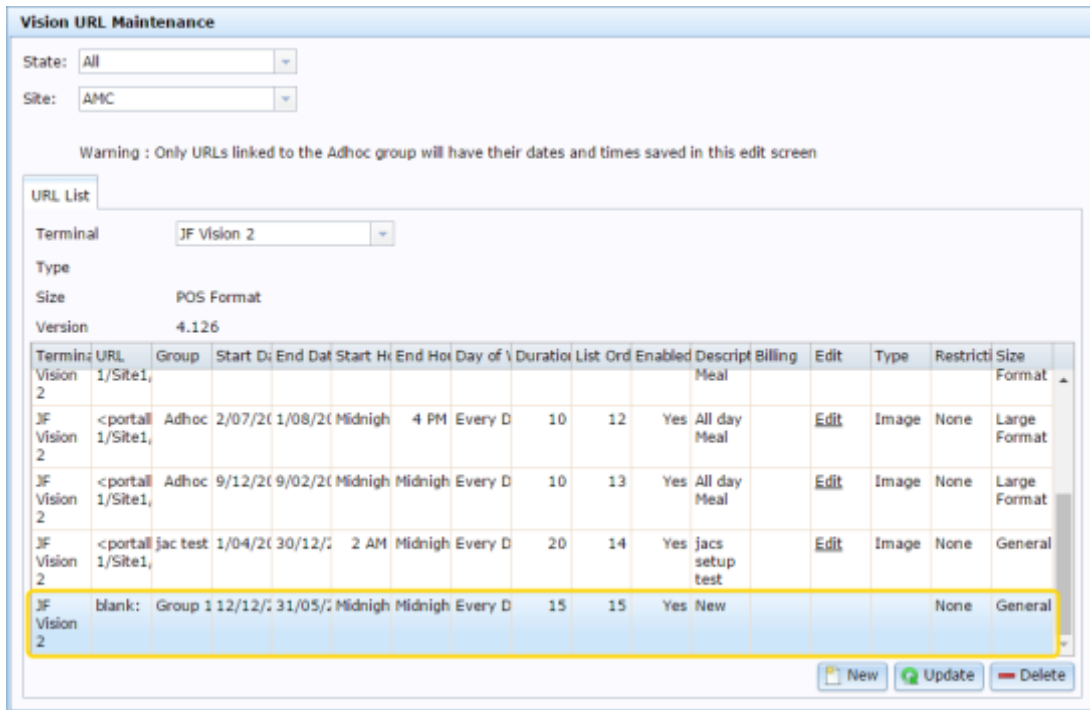


The screenshot shows the 'Vision URL Maintenance' window. It has filters for 'State: All' and 'Site: AMC'. A warning message states: 'Warning : Only URLs linked to the Adhoc group will have their dates and times saved in this edit screen'. Below is a 'Terminal List' with a 'Terminal' dropdown set to 'All'. The main table lists URL configurations with columns: Terminal, URL, Group, Start Date, End Date, Start Hour, End Hour, Day of Week, Duration, List Order, Enabled, Description, Billing, Edit, Type, Restrict, and Size. At the bottom are 'New', 'Update', and 'Delete' buttons.

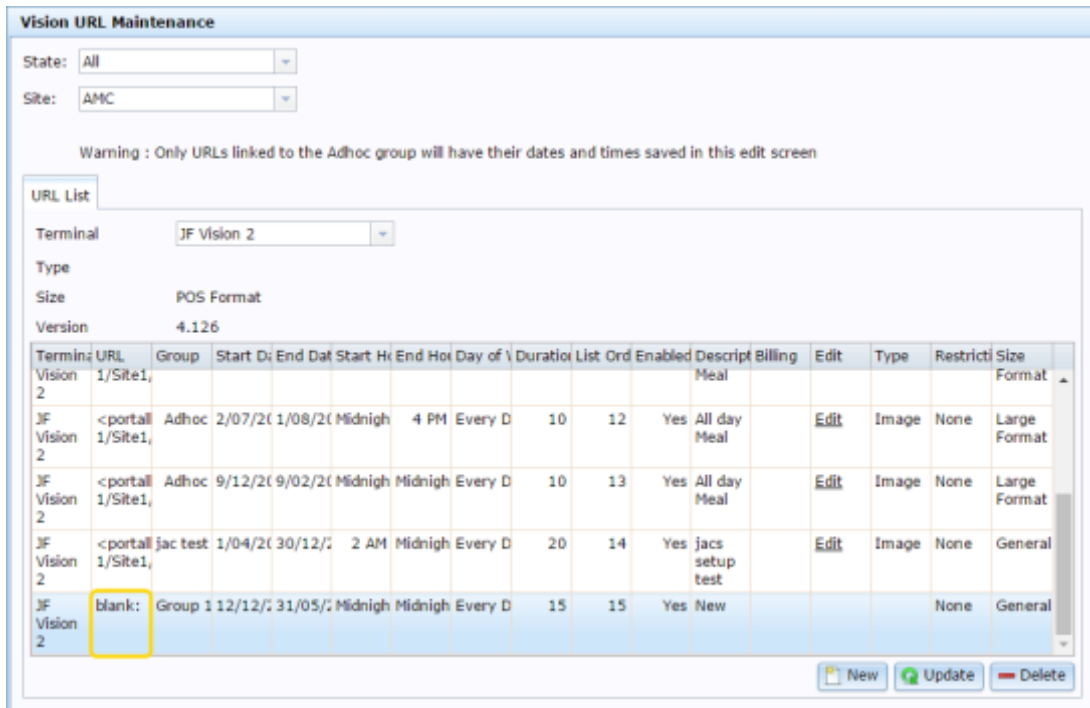
Terminal	URL	Group	Start Date	End Date	Start Hour	End Hour	Day of Week	Duration	List Ord	Enabled	Descript	Billing	Edit	Type	Restrict	Size
JF Vision 2	<portal1/Site1	Adhoc	1/07/2010	30/07/2010	Midnight	Midnight		2	10	1	Yes	All day Meal	Edit	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	1/07/2010	30/07/2010	Midnight	Midnight	Every D		10	2	Yes	All day Meal	Edit	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	2/07/2010	18/08/2010	1 PM	9 PM	Tuesday		10	10	Yes	All day Meal	Edit	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	2/07/2010	1/08/2010	Midnight	4 PM	Every D		10	11	Yes	All day Meal	Edit	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	2/07/2010	1/08/2010	Midnight	4 PM	Every D		10	12	Yes	All day Meal	Edit	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	9/12/2009	9/02/2010	Midnight	Midnight	Every D		10	13	Yes	All day Meal	Edit	Image	None	Large Format
JF Vision 2	<portal1/Site1	jac test	1/04/2010	30/12/2010	2 AM	Midnight	Every D		20	14	Yes	jacs setup test	Edit	Image	None	General
Base Station 1/Site1	<portal1/Site1	jac test	1/04/2010	30/12/2010	2 AM	Midnight	Every D		20	1	Yes	jacs setup	Edit	Image	None	General

2. Select the state and site you want to configure a vision screen for in the **State** and **Site** drop-down fields.
3. Select the terminal you want the vision screen to appear on in the **Terminal** drop-down list.
4. Press .

A new URL entry is created.



5. Press the URL field.



6. Type the identity code of the vision screen you want to display in the URL field.

7. Press and edit each field as required.


8. Press  Update.

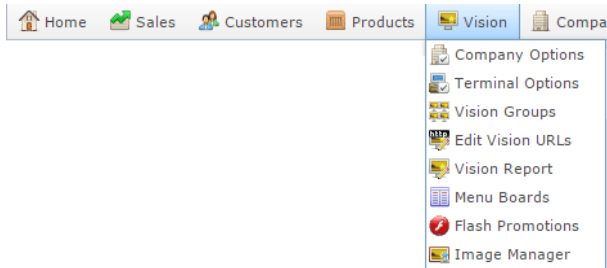
The new vision screen is created.

## Edit an ad-hoc vision screen

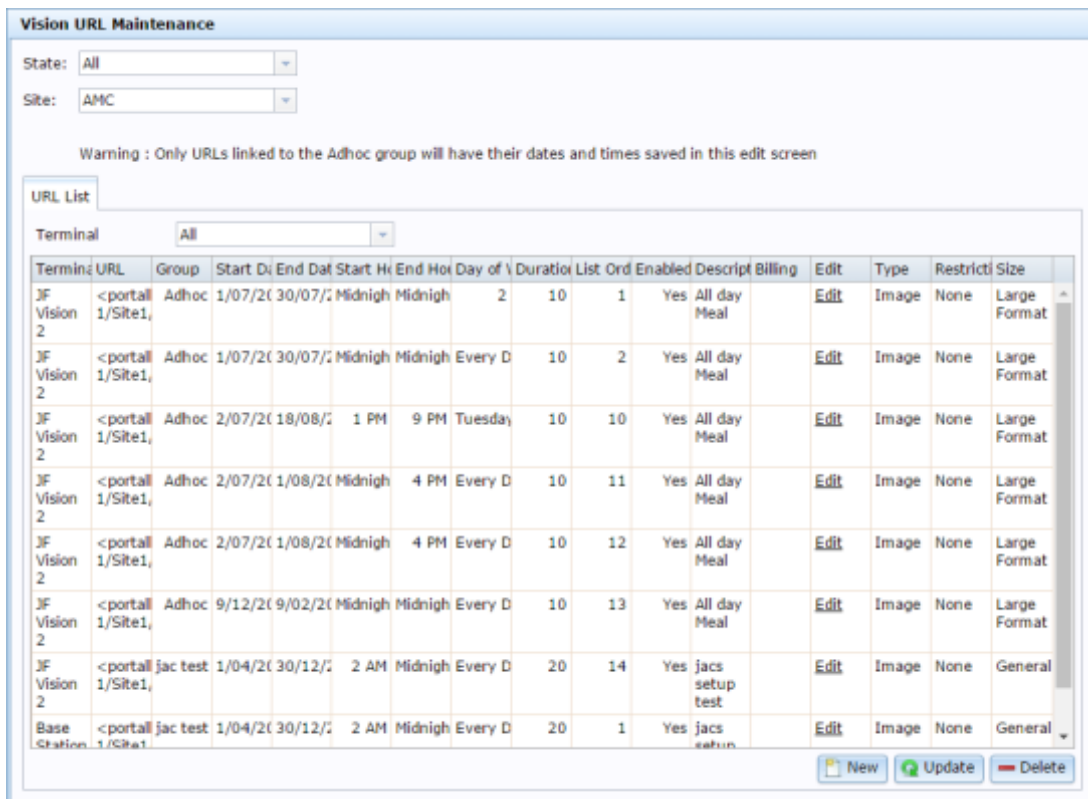
Edit an ad-hoc vision to change how it is displayed on the terminal.

To edit an ad-hoc vision screen:

1. Press  from the menu bar.
2. Press **Edit Vision URLs**.



The Vision URL Maintenance screen is displayed.



2. Select the URL entry you want to edit

**Vision URL Maintenance**

State: All

Site: AMC

Warning : Only URLs linked to the Adhoc group will have their dates and times saved in this edit screen

URL List

Terminal: All

Terminal	URL	Group	Start Date	End Date	Start Hour	End Hour	Day of Week	Duration	List Ord	Enabled	Description	Billing	Edit	Type	Restrict	Size
JF Vision 2	<portal1/Site1	Adhoc	1/07/2010	30/07/2010	Midnight	Midnight	Every D	2	10	1	Yes	All day Meal	Edit	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	1/07/2010	30/07/2010	Midnight	Midnight	Every D	10	2	Yes	All day Meal	Edit	Image	None	Large Format	
JF Vision 2	<portal1/Site1	Adhoc	2/07/2010	18/08/2010	1 PM	9 PM	Tuesday	10	10	Yes	All day Meal	Edit	Image	None	Large Format	
JF Vision 2	<portal1/Site1	Adhoc	2/07/2010	1/08/2010	Midnight	4 PM	Every D	10	11	Yes	All day Meal	Edit	Image	None	Large Format	
JF Vision 2	<portal1/Site1	Adhoc	2/07/2010	1/08/2010	Midnight	4 PM	Every D	10	12	Yes	All day Meal	Edit	Image	None	Large Format	
JF Vision 2	<portal1/Site1	Adhoc	9/12/2009	9/02/2010	Midnight	Midnight	Every D	10	13	Yes	All day Meal	Edit	Image	None	Large Format	
JF Vision 2	<portal1/Site1	jac test	1/04/2010	30/12/2010	2 AM	Midnight	Every D	20	14	Yes	jacs setup test	Edit	Image	None	General	
Base Station	<portal1/Site1	jac test	1/04/2010	30/12/2010	2 AM	Midnight	Every D	20	1	Yes	jacs setup	Edit	Image	None	General	

New Update Delete

3. Press and edit each field as required.

4. Press  Update.


The vision screen is saved.

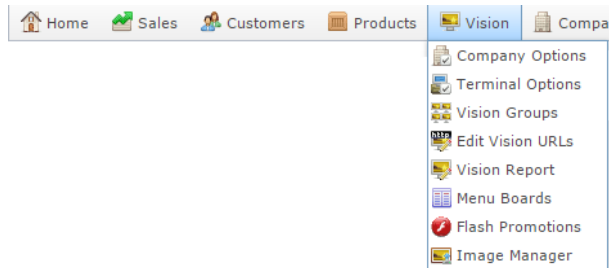
## Delete an ad-hoc vision screen

Delete an ad-hoc vision screen to remove it from the Portal.

**Note:** This cannot be undone.

To delete an ad-hoc vision screen:

1. Press  from the menu bar.
2. Press **Edit Vision URLs**.



The Vision URL Maintenance screen is displayed.

**Vision URL Maintenance**

State: All  
Site: AMC

Warning : Only URLs linked to the Adhoc group will have their dates and times saved in this edit screen

URL List

Terminal: All

Terminal	URL	Group	Start Date	End Date	Start Hour	End Hour	Day of Week	Duration	List Ord	Enabled	Description	Billing	Edit	Type	Restrict	Size
JF Vision 2	<portal1/Site1	Adhoc	1/07/2018	30/07/2018	Midnight	Midnight	2	10	1	Yes	All day Meal		Edit	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	1/07/2018	30/07/2018	Midnight	Midnight	Every D	10	2	Yes	All day Meal		Edit	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	2/07/2018	18/08/2018	1 PM	9 PM	Tuesday	10	10	Yes	All day Meal		Edit	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	2/07/2018	1/08/2018	Midnight	4 PM	Every D	10	11	Yes	All day Meal		Edit	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	2/07/2018	1/08/2018	Midnight	4 PM	Every D	10	12	Yes	All day Meal		Edit	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	9/12/2017	9/02/2018	Midnight	Midnight	Every D	10	13	Yes	All day Meal		Edit	Image	None	Large Format
JF Vision 2	<portal1/Site1	jac test	1/04/2018	30/12/2018	2 AM	Midnight	Every D	20	14	Yes	jacs setup test		Edit	Image	None	General
Base Station 1/Site1	<portal1/Site1	jac test	1/04/2018	30/12/2018	2 AM	Midnight	Every D	20	1	Yes	jacs setup		Edit	Image	None	General

New Update Delete

2. Select the URL entry you want to delete

**Vision URL Maintenance**

State: All  
 Site: AMC

Warning : Only URLs linked to the Adhoc group will have their dates and times saved in this edit screen

URL List

Terminal: All

Terminal	URL	Group	Start Date	End Date	Start Hour	End Hour	Day of Week	Duration	List Ord	Enabled	Description	Billing	Edit	Type	Restrict	Size
JF Vision 2	<portal1/Site1	Adhoc	1/07/2010	30/07/2010	Midnight	Midnight	Every D	2	10	1	Yes	All day Meal	Edit	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	1/07/2010	30/07/2010	Midnight	Midnight	Every D	10	2	Yes	All day Meal	Edit	Image	None	Large Format	
JF Vision 2	<portal1/Site1	Adhoc	2/07/2010	18/08/2010	1 PM	9 PM	Tuesday	10	10	Yes	All day Meal	Edit	Image	None	Large Format	
JF Vision 2	<portal1/Site1	Adhoc	2/07/2010	1/08/2010	Midnight	4 PM	Every D	10	11	Yes	All day Meal	Edit	Image	None	Large Format	
JF Vision 2	<portal1/Site1	Adhoc	2/07/2010	1/08/2010	Midnight	4 PM	Every D	10	12	Yes	All day Meal	Edit	Image	None	Large Format	
JF Vision 2	<portal1/Site1	Adhoc	9/12/2009	9/02/2010	Midnight	Midnight	Every D	10	13	Yes	All day Meal	Edit	Image	None	Large Format	
JF Vision 2	<portal1/Site1	jac test	1/04/2010	30/12/2010	2 AM	Midnight	Every D	20	14	Yes	jacs setup test	Edit	Image	None	General	
Base Station	<portal1/Site1	jac test	1/04/2010	30/12/2010	2 AM	Midnight	Every D	20	1	Yes	jacs setup	Edit	Image	None	General	

New Update Delete

3. Press .

The vision screen is deleted from that terminal.



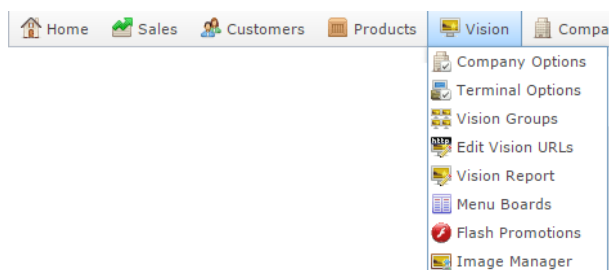
## Vision URL Maintenance

Use this screen to add, edit or remove ad-hoc visions screens from terminals. This allows you to control the screens individually, rather than controlling several screens together as a group.

### Opening the Vision URL Maintenance screen

To open the Vision URL Maintenance screen:

1. Press  from the menu bar.
2. Press **Edit Vision URLs**.



The Vision URL Maintenance screen is displayed.

**Vision URL Maintenance**

State:

Site:

Warning : Only URLs linked to the Adhoc group will have their dates and times saved in this edit screen

URL List




Terminal:

Terminal	URL	Group	Start Dt	End Dat	Start Hr	End Hor	Day of	Duration	List Ord	Enabled	Descript	Billing	Edit	Type	Restrict	Size
JF Vision 2	<portal 1/Site1	Adhoc	1/07/2010	30/07/2010	Midnight	Midnight	2	10	1	Yes	All day Meal		Edit	Image	None	Large Format
JF Vision 2	<portal 1/Site1	Adhoc	1/07/2010	30/07/2010	Midnight	Midnight	Every D	10	2	Yes	All day Meal		Edit	Image	None	Large Format
JF Vision 2	<portal 1/Site1	Adhoc	2/07/2010	18/08/2010	1 PM	9 PM	Tuesday	10	10	Yes	All day Meal		Edit	Image	None	Large Format
JF Vision 2	<portal 1/Site1	Adhoc	2/07/2010	1/08/2010	Midnight	4 PM	Every D	10	11	Yes	All day Meal		Edit	Image	None	Large Format
JF Vision 2	<portal 1/Site1	Adhoc	2/07/2010	1/08/2010	Midnight	4 PM	Every D	10	12	Yes	All day Meal		Edit	Image	None	Large Format
JF Vision 2	<portal 1/Site1	Adhoc	9/12/2009	9/02/2010	Midnight	Midnight	Every D	10	13	Yes	All day Meal		Edit	Image	None	Large Format
JF Vision 2	<portal 1/Site1	jac test	1/04/2010	30/12/2010	2 AM	Midnight	Every D	20	14	Yes	jacs setup test		Edit	Image	None	General
Base Station 1/Site1	<portal 1/Site1	jac test	1/04/2010	30/12/2010	2 AM	Midnight	Every D	20	1	Yes	jacs setup		Edit	Image	None	General

### Vision URL Maintenance screen key fields and buttons

<b>Field</b>	<b>Description</b>
<b>Terminal</b>	The terminal that will display the vision screen.
<b>URL</b>	The URL of the vision screen to display.
<b>Group</b>	Unique code identifying the group.
<b>Start Date</b>	Date the vision screen starts displaying on this terminal.
<b>End Date</b>	Date the vision screen stops displaying on this terminal.
<b>Day of Week / Month</b>	Day of the week or month the vision screens are scheduled to run.
<b>Duration</b>	Number of seconds to display the screen for.
<b>List Order</b>	Order the screens are displayed in. Lower numbers are displayed earlier.
<b>Description</b>	Description of the group.
<b>Enabled</b>	Select to allow this URL to be used within the Portal.
<b>Edit</b>	Press to edit this vision screen.
<b>Type</b>	How the screen is displayed. For example, an image.
<b>Restrict</b>	Restrictions placed on where this screen is displayed.

---

Field	Description
<b>Size</b>	Format the screen is displayed in.
 New	Create another screen.
 Update	Save any changes made to the URLs.
 Delete	Delete this URL.

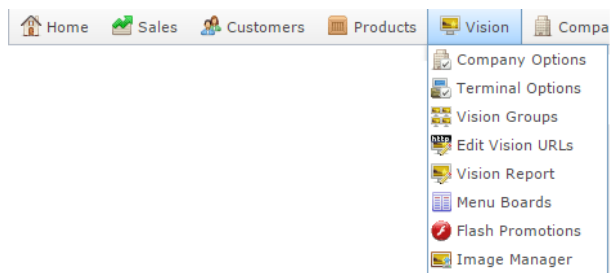
---

## Creating a new vision screen

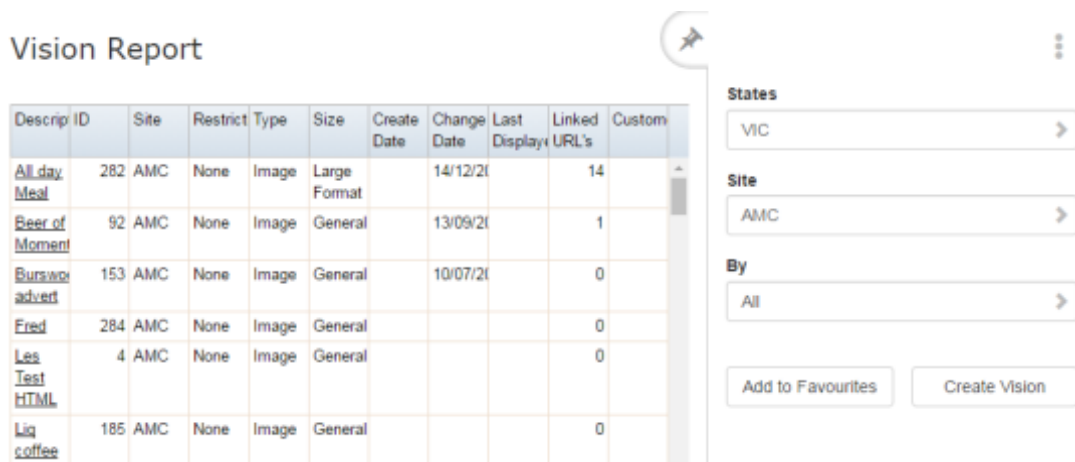
Create a new vision screen to display an advertisement or information on a customer-facing terminal.

To create a new vision screen:

1. Press  from the menu bar.
2. Press **Vision Report**.

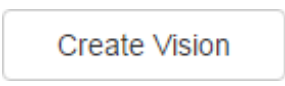


The Vision report is displayed.



The screenshot displays the 'Vision Report' interface. It features a table with columns: Descrip, ID, Site, Restrict, Type, Size, Create Date, Change Date, Last Display, Linked URL's, and Custom. The table contains several rows of data. To the right of the table are filter controls for 'States' (VIC), 'Site' (AMC), and 'By' (All). Below these filters are two buttons: 'Add to Favourites' and 'Create Vision'.

Descrip	ID	Site	Restrict	Type	Size	Create Date	Change Date	Last Display	Linked URL's	Custom
All day Meal	282	AMC	None	Image	Large Format		14/12/21		14	
Beer of Moment	92	AMC	None	Image	General		13/09/21		1	
Burrow advert	153	AMC	None	Image	General		10/07/21		0	
Fred	284	AMC	None	Image	General				0	
Les Test HTML	4	AMC	None	Image	General				0	
Liq coffee	185	AMC	None	Image	General				0	

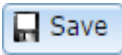
3. Press .

The Vision Widget screen is displayed.

The screenshot shows a dialog box titled "Vision Widget - New Advertising wrapper". At the top, there is a dropdown menu for "New Wrapper Type" set to "Image Wrapper". Below this is a "Details" tab. The "Details" section contains several fields: "Site" is a dropdown menu set to "AMC"; "Description" is a text input field; "Background Colour" is a dropdown menu set to "None (Black)"; "Background Image" is a dropdown menu set to "None"; "Width" is a text input field with "1024"; "Height" is a text input field with "764"; and "Image / AVI / SWF" is a dropdown menu set to "None". A "Save" button with a floppy disk icon is located at the bottom right of the dialog box.

4. Select the type of image to use in the display in the **New Wrapper Type** field.
5. Select the site to create the vision screen for in the **Site** drop-down field.
6. Type a description to identify the vision screen in the **Description** field.
7. Select the background colour to use for the vision screen in the **Background Colour** drop-down field.
8. Select the image to use as the background in the **Background Image** drop-down field.
9. Type the dimensions of the image in the **Width** and **Height** fields.

**Note:** If the image is larger or smaller than the dimensions you type, the Portal stretches or shrinks the image to fit.

10. Select the image, animation or flash file to use in the vision screen in the **Image / AVI / SWF** drop-down field.
11. Press  **Save**.

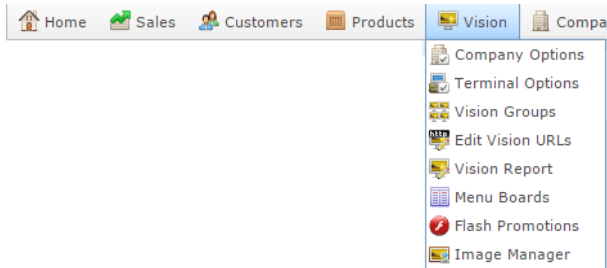
The vision screen is created.

## Editing a vision screen

Edit a vision screen to change its restrictions, format, type, or assign it to a customer.

To edit a vision screen:

1. Press  from the menu bar.
2. Press **Vision Report**.



The Vision report screen is displayed.

Vision Report

Descripti	ID	Site	Restricti	Type	Size	Create Date	Change Date	Last Displaye	Linked URL's	Custom
All day Meal	282	AMC	None	Image	Large Format		14/12/20		14	
Beer of Moment	92	AMC	None	Image	General		13/09/20		1	
Burswo advert	153	AMC	None	Image	General		10/07/20		0	
Fred	284	AMC	None	Image	General				0	
Les Test HTML	4	AMC	None	Image	General				0	
Liq coffee	185	AMC	None	Image	General				0	

States: VIC

Site: AMC

By: All

Add to Favourites Create Vision

Press **Description** on the Vision screen you want to edit.

A popup menu is displayed.

Vision Report

Descripti	ID	Site	Restricti	Type	Size	Create Date	Change Date	Last Displaye	Linked URL's	Custom
Puppies	279	AMC	None	Image	General		13/07/20		1 Flanagar	
Bob Hew			None	Image	General				0	
Advs			None	Image	General	13/09/20	14/09/20		1	
Stea Night			None	Image	General				0	
TC BEER ENDS FEB. 8	242	AMC	None	Image	General				0	

States: VIC

Site: AMC

By: All

Add to Favourites Create Vision

5. Press **Edit Vision Details**.

The Online Advertising Editor is displayed.

Online Advertising Editor Amc master

Site: AMC

Ident: 282 : All day Meal

Description: All day Meal

Customer: None

Restrictions: None

Type: Image

Size: Large Format


Advertising

Advertising File Details: : Length is 363 characters - Click Edit to change the HTML data

Test New Edit Update Delete Add Screens

6. Edit the fields as required.

See *Online Advertising Editor (HTML editor closed)* on page 74.

**Note:** If you want to edit the HTML of the vision, press . See *Online Advertising Editor* on page 69.

7. Press .

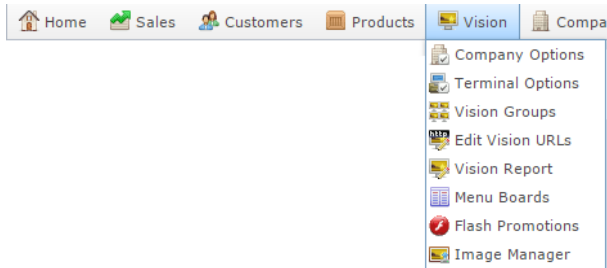
The vision screen is saved.

## Deleting a vision screen

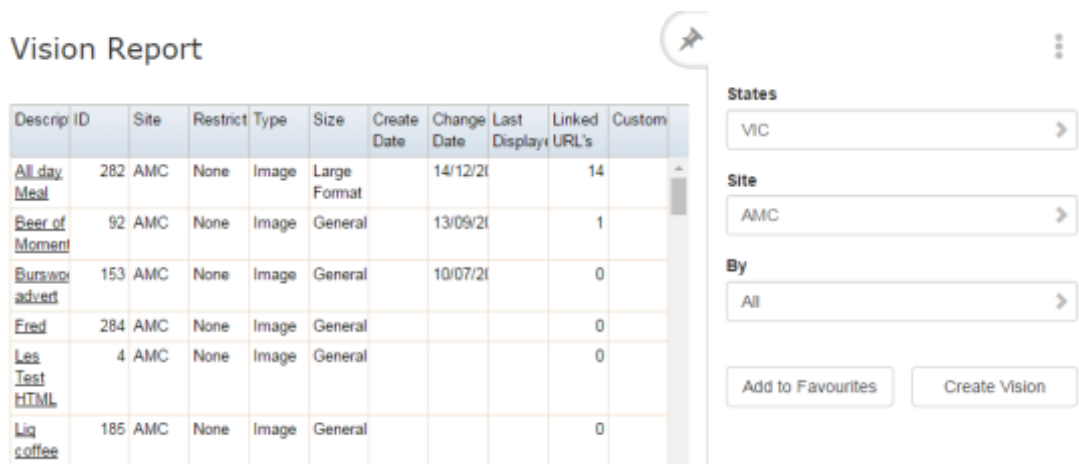
Delete a vision screen to remove it from the Portal.

To delete a vision screen:

1. Press  from the menu bar.
2. Press **Vision Report**.

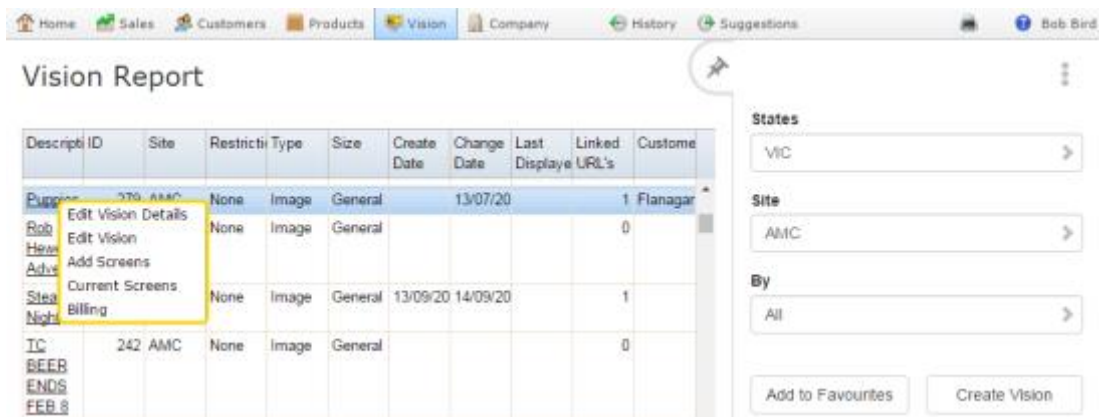


The Vision report screen is displayed.



Press **Description** on the Vision screen you want to edit.

A popup menu is displayed.



5. Press **Edit Vision Details**.



The Online Advertising Editor is displayed.

The screenshot shows the 'Online Advertising Editor Amc master' interface. It features several dropdown menus and text input fields. The 'Site' dropdown is set to 'AMC', 'Ident' to '282 : All day Meal', 'Customer' to 'None', 'Restrictions' to 'None', 'Type' to 'Image', and 'Size' to 'Large Format'. The 'Description' field contains 'All day Meal'. Below these fields is a text area for 'Advertising' with a status bar indicating 'Advertising File Details: : Length is 363 characters - Click Edit to change the HTML data'. At the bottom right, there are six buttons: 'Test', 'New', 'Edit', 'Update', 'Delete', and 'Add Screens'.

6. Press  .

The vision screen is deleted.

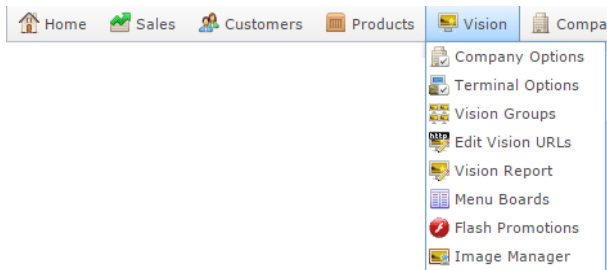
## Vision Widget screen

Use this screen to create and maintain the look of menu boards in Vision. For example, to create a series of menu boards displayed at a restaurant or cafe. Menu boards can have up to four columns, and use text or text and images.

### Opening the Vision Widget screen

To open the Vision Widget screen:

1. Press  from the menu bar.
2. Press **Menu Boards**.



The Menu Board report is displayed.

**Menu Board Report**

Descripti	Site	Restrictic	Type	Size	Create Date	Change Date	Last Displayer	Linked URL's	Custom
<a href="#">Test 2</a>	AMC							0	
<a href="#">Test 4</a>	AMC							0	
<a href="#">Test Menu Board</a>	AMC	None	Menu Board	General		3/09/2014		0	
<a href="#">test 3</a>	AMC							0	

States: VIC

Site: AMC

By: All

Add to Favourites Create Menu Board

3. Press the **Description** of the menu board you want to view.

A popup menu is displayed.

## Menu Board Report

Description	Site	Restrictio	Type	Size	Create Date	Change Date	Last Displayed URL's	Linked	Custom
Test_2	AMC							0	
Test_2	AMC		General			3/09/2014		0	
Test_3	AMC							0	

- Edit Message Board Details
- Edit Message Board
- Add Screens

### States

VIC

### Site

AMC

### By

All

Add to Favourites

Create Menu Board

Press Edit Message Board Details..

The Vision Widget screen is displayed.

**Vision Widget - New Advertising Menu Board wrapper**

Columns: Two Text, Price, Price 1 an

Form Header Body Footer

Site: AMC

Description:

Title:

CSS File: xml\_menu.css

Screen Background Colour: White

Body Background Colour: None (Black) Test Background

Save

## Vision Widget screen key fields and buttons

### Form tab

Paragraph introducing area

**Vision Widget - New Advertising Menu Board wrapper**

Columns: Two Text, Price, Price 1 an

Form Header Body Footer

Site: AMC

Description:

Title:

CSS File: xml\_menu.css

Screen Background Colour: White

Body Background Colour: None (Black) Test Background

Save

---

<b>Field</b>	<b>Description</b>
<b>Site</b>	Select the site to display the menu board.
<b>Description</b>	Type a description to identify the menu board.
<b>Title</b>	Title that appears at the top of the menu board.
<b>CSS File</b>	Select the CSS file to use to control the appearance of the menu board.
<b>Screen Background Colour</b>	Select the screen background colour of the menu board.
<b>Body Background Colour</b>	Select the menu board body background colour of the menu board.

---

## Header tab

Paragraph introducing area

The screenshot shows a configuration window titled "Vision Widget - New Advertising Menu Board wrapper". At the top, there is a "Columns:" dropdown menu set to "Two Text, Price, Price 1 an". Below this are four tabs: "Form", "Header", "Body", and "Footer", with "Header" being the active tab. The "Header" tab contains four input fields: "Screen Width Header:" with the value "1024", "Header Image:" with a dropdown menu set to "None", "Width:" with the value "800", and "Height:" with the value "92". A "Save" button is located in the bottom right corner of the window.

Field	Description
<b>Screen Width Header</b>	Type the number of pixels the header of the screen should take. <b>Note:</b> This is not the width of the header itself, but the width of the screen it is displayed on.
<b>Header Image</b>	Select the image to display in the header.
<b>Width</b>	Type the number of pixels the width of the header should be.
<b>Height</b>	Type the number of pixels the height of the header should be.

## Body tab

Paragraph introducing area

Vision Widget - New Advertising Menu Board wrapper

Columns: Two Text, Price, Price 1 an

Form Header **Body** Footer

Menu Title:

Screen Width Body:

Body Image:

Image Width:

Image Height:

Width Column A:

Width Column B:

Width Price:

Width Price 1:

Column Image Width:

Column Image Height:

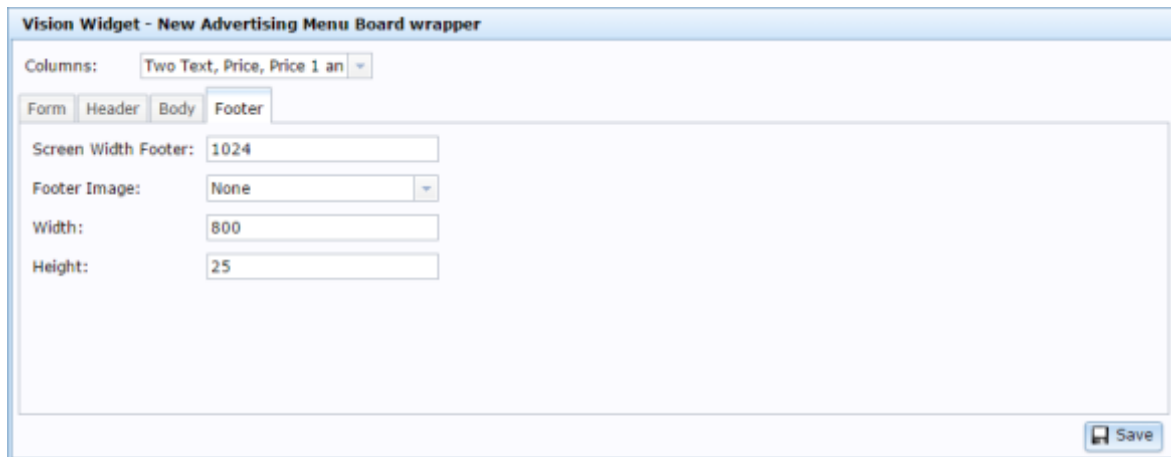
Save

Field	Description
<b>Menu Title</b>	The title of this menu board section.
<b>Screen Width Body</b>	Type the number of pixels the body of the screen should take. <b>Note:</b> This is not the width of the body itself, but the width of the screen it is displayed on.
<b>Body Image</b>	Select the image to display in the body.
<b>Image Width</b>	Type the number of pixels the width of the image should be.
<b>Image Height</b>	Type the number of pixels the height of the image should be.

<b>Field</b>	<b>Description</b>
<b>Width Column A</b>	Type the number of pixels the width of the first column should be.
<b>Width Column B</b>	Type the number of pixels the width of the second column should be.
<b>Width Price</b>	Type the number of pixels the width of the price should be.
<b>Width Price 1</b>	Type the number of pixels the height of the price 1 should be.
<b>Column Image Width</b>	Type the number of pixels the width of the column image should be.
<b>Column Image Height</b>	Type the number of pixels the height of the column image should be.

## Footer tab

Paragraph introducing area



Vision Widget - New Advertising Menu Board wrapper

Columns: Two Text, Price, Price 1 an

Form Header Body Footer

Screen Width Footer: 1024

Footer Image: None

Width: 800

Height: 25

Save

Field	Description
<b>Screen Width Footer</b>	Type the number of pixels the footer of the screen should take. <b>Note:</b> This is not the width of the footer itself, but the width of the screen it is displayed on.
<b>Footer Image</b>	Select the image to display in the footer .
<b>Width</b>	Type the number of pixels the width of the footer should be.
<b>Height</b>	Type the number of pixels the height of the footer should be.



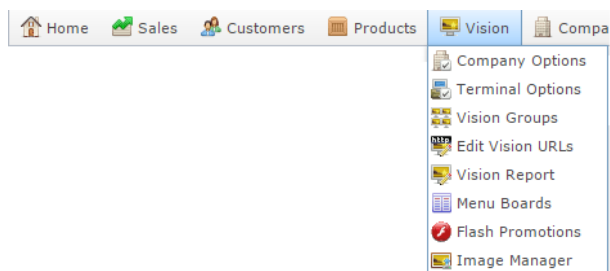
## Adding a screen to a vision screen to a terminal

Add a screen to a terminal to display the vision screen on another terminal.

**Tip:** To see the current URLs in a vision, view the URL Report. See *URL report* on page 56.

To add a screen to a vision screen:

1. Press  from the menu bar.
2. Press **Vision Report**.



The Vision report screen is displayed.

Vision Report

Descrip	ID	Site	Restrict	Type	Size	Create Date	Change Date	Last Display	Linked URL's	Custom
<a href="#">All day Meal</a>	282	AMC	None	Image	Large Format		14/12/20		14	
<a href="#">Beer of Moment</a>	92	AMC	None	Image	General		13/09/20		1	
<a href="#">Burswo advert</a>	153	AMC	None	Image	General		10/07/20		0	
<a href="#">Fred</a>	284	AMC	None	Image	General				0	
<a href="#">Les Test HTML</a>	4	AMC	None	Image	General				0	
<a href="#">Liq coffee</a>	185	AMC	None	Image	General				0	

States: VIC

Site: AMC

By: All

Add to Favourites Create Vision

Press **Description** on the Vision screen you want to edit.

A popup menu is displayed.

Descripti	ID	Site	Restricti	Type	Size	Create Date	Change Date	Last Displaye	Linked URL's	Custome
Puppies	279	AMC	None	Image	General	13/07/20			1	Flanagar
Bob			None	Image	General				0	
Hew										
Adv										
Stea			None	Image	General	13/09/20	14/09/20		1	
Night										
TC	242	AMC	None	Image	General				0	
BEER										
ENDS										
FEB.8										

5. Press **Add Screens**.

The Vision Add URL Widget Advertising screen is displayed.

Terminal	#	Add URL
JF Vision 2	8	<input type="checkbox"/>
Base Station P13 (20)	20	<input type="checkbox"/>
Base Station P12 (40)	40	<input type="checkbox"/>

6. Select the terminals you want to display the screen on.

**Vision : Add URL Widget Advertising**

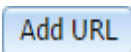
State: All  
 Site: AMC

Terminal List

Advertising: jacs setup test  
 Billing:   
 Restrictions: None Type: Image Size: General  
 Group: Group 1  
 Date: 10/11/2016 To: 10/01/2017  
 Day of Week / Month: Every Day  
 Start Hour: Midnight End Hour: Midnight  
 Duration: 10

Terminal	#	Add URL
JF Vision 2	8	<input checked="" type="checkbox"/>
Base Station PI3 (20)	20	<input type="checkbox"/>
Base Station PI2 (40)	40	<input type="checkbox"/>

Edit Add URL Set All Clear All

7. Press .

8. Press .

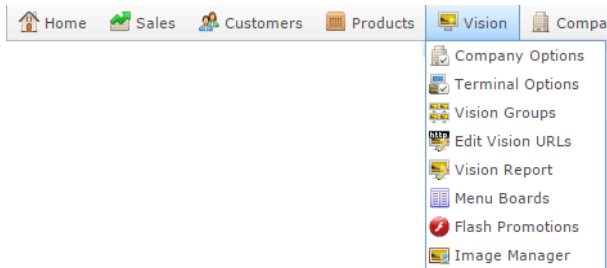
The vision screen is saved.

## Adding a customer to a vision screen

Add a customer to a vision screen to display an advertisement on their behalf. The Portal records the number of seconds each of the customer's vision screens are shown.

To add a customer to a vision screen:

1. Press  from the menu bar.
2. Press **Vision Report**.



The Vision report screen is displayed.

The screenshot shows the 'Vision Report' interface. On the left is a table with columns: Description, ID, Site, Restrict, Type, Size, Create Date, Change Date, Last Display, Linked URL's, and Customer. The table contains several rows of data. On the right, there are filter dropdowns for 'States' (VIC), 'Site' (AMC), and 'By' (All). Below the filters are two buttons: 'Add to Favourites' and 'Create Vision'.

Description	ID	Site	Restrict	Type	Size	Create Date	Change Date	Last Display	Linked URL's	Customer
All day Meal	282	AMC	None	Image	Large Format		14/12/20		14	
Beer of Moment	92	AMC	None	Image	General		13/09/20		1	
Burswo advert	153	AMC	None	Image	General		10/07/20		0	
Fred	284	AMC	None	Image	General				0	
Les Test HTML	4	AMC	None	Image	General				0	
Liq coffee	185	AMC	None	Image	General				0	

Press **Description** on the Vision screen you want to edit.

A popup menu is displayed.

This screenshot is similar to the previous one but shows a context menu (popup) open over the 'Description' column of the table. The menu items are: Edit Vision Details, Edit Vision, Add Screens, Current Screens, and Billing. The 'Description' column for the selected row is highlighted in blue.

Description	ID	Site	Restrict	Type	Size	Create Date	Change Date	Last Display	Linked URL's	Customer
Pugg...	376	AMC	None	Image	General		13/07/20		1	Flanagar
Rob			None	Image	General				0	
Here										
Advs										
Slea			None	Image	General	13/09/20	14/09/20		1	
Night										
TC	242	AMC	None	Image	General				0	
BEER										
ENDS										
FEB 8										

5. Press **Edit Vision Details**.

The Online Advertising Editor is displayed.

The screenshot shows the 'Online Advertising Editor Amc master' interface. It features several dropdown menus and text input fields. The 'Site' dropdown is set to 'AMC', 'Ident' to '282 : All day Meal', 'Description' to 'All day Meal', 'Customer' to 'None', 'Restrictions' to 'None', 'Type' to 'Image', and 'Size' to 'Large Format'. Below these fields is a text area for 'Advertising' with a status message: 'Advertising File Details: : Length is 363 characters - Click Edit to change the HTML data'. At the bottom right, there are buttons for 'Test', 'New', 'Edit', 'Update', 'Delete', and 'Add Screens'.

6. Select the customer from the **Customer** drop-down field.

7. Press .

The customer is added to the vision screen.

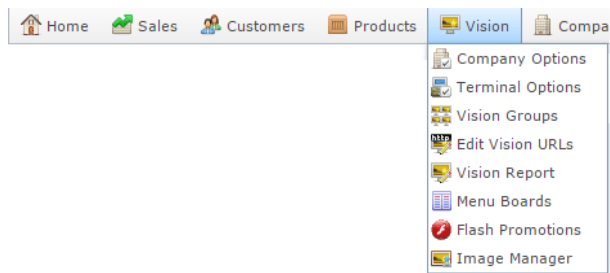
## Vision report

Use the Vision report to view the details of vision screens you have configured.

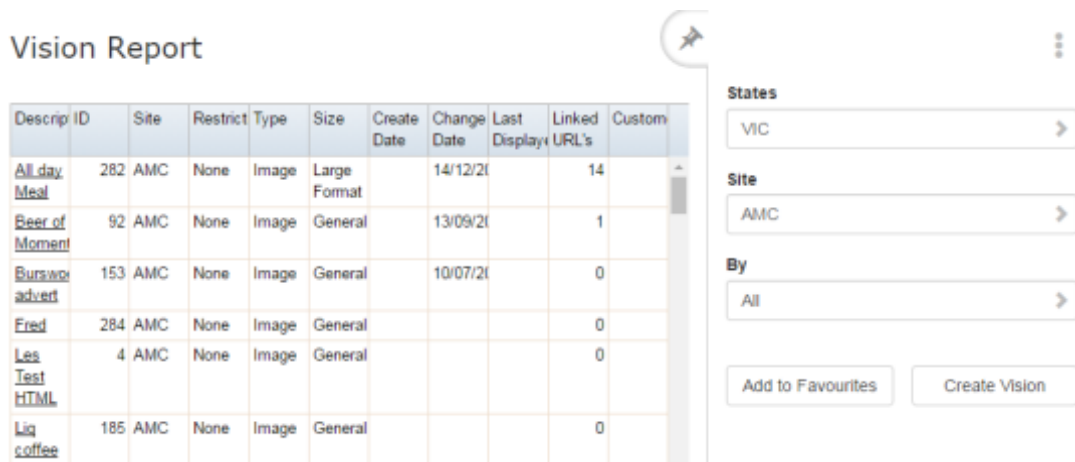
### Opening the Vision report

To open the Vision report:

1. Press  Vision from the menu bar.
2. Press Vision Report.



The Vision report is displayed.



The screenshot shows the 'Vision Report' interface. It features a table with columns: Descrip, ID, Site, Restrict, Type, Size, Create Date, Change Date, Last Display, Linked URL's, and Custom. The table contains several rows of data. To the right of the table is a sidebar with filters for States, Site, and By, and two buttons: 'Add to Favourites' and 'Create Vision'.

Descrip	ID	Site	Restrict	Type	Size	Create Date	Change Date	Last Display	Linked URL's	Custom
All day Meal	282	AMC	None	Image	Large Format		14/12/21		14	
Beer of Moment	92	AMC	None	Image	General		13/09/21		1	
Burrows advert	153	AMC	None	Image	General		10/07/21		0	
Fred	284	AMC	None	Image	General				0	
Les Test HTML	4	AMC	None	Image	General				0	
Liq coffee	185	AMC	None	Image	General				0	

## Vision report key fields

### Filters area

Use this area to filter the results shown in the report.

Field	Description
<input type="button" value="Add to Favourites"/>	Press to add this report to your Portal favourites for easier access.
<input type="button" value="Create Vision"/>	Press to create a new vision setup.
<b>Site / Sites</b>	Select the site or sites to report on.
<b>States</b>	Select a state or county to filter the report by.
<b>By</b>	Select to list the report information: <ul style="list-style-type: none"><li>▪ In no particular order.</li><li>▪ By the active URLs.</li><li>▪ By the date it was created.</li><li>▪ By the date it was last modified.</li><li>▪ By the date it was last displayed.</li></ul>

## Report area

This area displays report information.

**Note:** Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
<b>Description</b>	Description of the vision screen.
<b>ID</b>	Unique code identifying the vision screen.
<b>Site</b>	Site the vision screen is configured for.
<b>Restrictions</b>	What restrictions are applied to the vision screen, for example, restricting age-restricted vision screens where they might be seen outside the venue.
<b>Type</b>	Type of display. For example, an image.
<b>Size</b>	Size format of the vision screen.
<b>Create Date</b>	Date the vision screen was created.
<b>Change Date</b>	Date the vision screen was last changed.



---

<b>Field</b>	<b>Description</b>
<b>Last Display</b>	Date the vision display was last screen.
<b>Linked URLs</b>	Number of URLs linked to the vision screen.
<b>Customer</b>	Customer the vision screen has been created on behalf of.

---

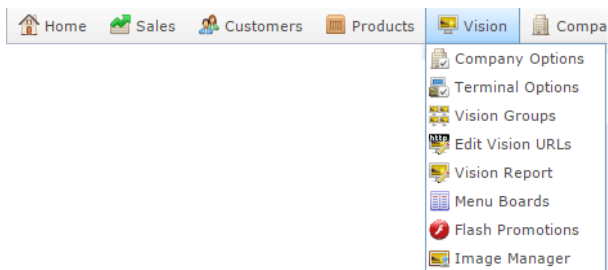
## Add URL Widget Advertising screen

Use this screen to maintain the details of a vision display.

### Opening the Add URL Widget Advertising screen

To open the Add URL Widget Advertising screen:

1. Press  from the menu bar.
2. Press **Vision Report**.



The Vision report screen is displayed.

### Vision Report

Descrip	ID	Site	Restrict	Type	Size	Create Date	Change Date	Last Display	Linked URL's	Custom
<a href="#">All day Meal</a>	282	AMC	None	Image	Large Format		14/12/20		14	
<a href="#">Beer of Moment</a>	92	AMC	None	Image	General		13/09/20		1	
<a href="#">Burswo advert</a>	153	AMC	None	Image	General		10/07/20		0	
<a href="#">Fred</a>	284	AMC	None	Image	General				0	
<a href="#">Les Test HTML</a>	4	AMC	None	Image	General				0	
<a href="#">Liq coffee</a>	185	AMC	None	Image	General				0	

States: VIC

Site: AMC

By: All

Add to Favourites Create Vision

Press **Description** on the Vision screen you want to edit.

A popup menu is displayed.

Descripti	ID	Site	Restricti	Type	Size	Create Date	Change Date	Last Display	Linked URL's	Custome
Puppies	279	AMC	None	Image	General		13/07/20		1	Flanagar
Bob Hew			None	Image	General				0	
Stea Night			None	Image	General	13/09/20	14/09/20		1	
TC BEER ENDS FEB 8	242	AMC	None	Image	General				0	

5. Press **Edit Vision Details**.

The Online Advertising Editor is displayed.

**Online Advertising Editor Amc master**

Site:

Ident:

Description:

Customer:

Restrictions:

Type:

Size:

Advertising

Advertising File Details: : Length is 363 characters - Click Edit to change the HTML data


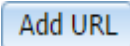
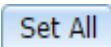
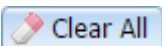
6. Press **Add Screens**.

The Add URL Widget Advertising screen is displayed.

## Add URL Widget Advertising screen key fields and buttons

Field	Description
<b>State</b>	Select the state the vision screen will display in.
<b>Site</b>	Select the site the vision screen will display in.
<b>Advertising</b>	Select the vision to edit.
<b>Billing</b>	Select the customer who commissioned the vision screen.
<b>Restrictions</b>	Select any restrictions to where and when the vision screen is displayed.

Field	Description
<b>Type</b>	Select the type of display: <ul style="list-style-type: none"> <li>▪ Image.</li> <li>▪ HTML.</li> <li>▪ MPEG/AVI.</li> <li>▪ Flash.</li> <li>▪ Jackpot.</li> <li>▪ Animation.</li> <li>▪ Menu Board.</li> </ul>
<b>Size</b>	Select the size of the display: <ul style="list-style-type: none"> <li>▪ General.</li> <li>▪ Small Format.</li> <li>▪ Medium Format.</li> <li>▪ Large Format.</li> <li>▪ POS Format.</li> <li>▪ POS Small Format.</li> <li>▪ iZen.</li> </ul>
<b>Group</b>	Select the vision group the vision screen belongs to.
<b>Date</b>	Select the date the vision screen is shown from.
	<p><b>Note:</b> This applies to ad-hoc vision screens only. If the vision screen is linked to a group, this field is ignored.</p>
<b>To</b>	Select the date the vision screen stops being displayed.
<b>Day of Week / Month</b>	Select the day of the week or month the vision screen is displayed.

Field	Description
<b>Start Hour</b>	Select the hour of the day the vision screen begins.
<b>End Hour</b>	Select the hour of the day the vision screen ends.
<b>Duration</b>	Select the number of seconds to screen the vision on the terminal each time it is shown.
 Edit	Press to edit the URLs. See <i>Vision URL Maintenance</i> on page 25.
 Add URL	Select to add the selected vision screen to the selected terminals.
 Set All	Press to select all of the terminals in the terminal grid.
 Clear All	Press to de-select all of the terminals in the terminal grid.

## Terminal grid

Use this grid to define which terminals display the vision.

---

Field	Description
<b>Terminal</b>	The name of the terminal to display the vision screenon.
#	The unique code identifying the terminal.
<b>Add URL</b>	Select to add the screen to this terminal.

---

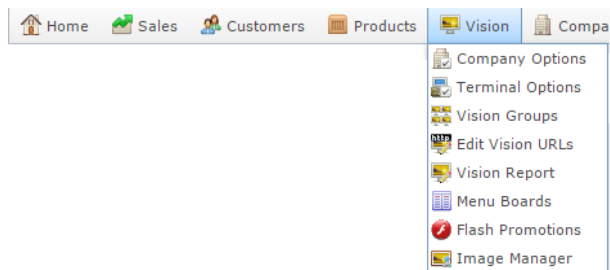
## URL report

Use the URL report to view the URLs connected to vision screens you have configured.

### Opening the URL report

To open the URL report:

1. Press  from the menu bar.
2. Press **Vision Report**.



The Vision report is displayed.

**Vision Report**

Descrip	ID	Site	Restrict	Type	Size	Create Date	Change Date	Last Display	Linked URL's	Custom
<a href="#">All day Meal</a>	282	AMC	None	Image	Large Format		14/12/21		14	
<a href="#">Beer of Moment</a>	92	AMC	None	Image	General		13/09/21		1	
<a href="#">Burswo advert</a>	153	AMC	None	Image	General		10/07/21		0	
<a href="#">Fred</a>	284	AMC	None	Image	General				0	
<a href="#">Les Test HTML</a>	4	AMC	None	Image	General				0	
<a href="#">Liq coffee</a>	185	AMC	None	Image	General				0	

States: VIC

Site: AMC

By: All

Add to Favourites Create Vision

3. Press the **Description** of the report you want to view.

A popup menu is displayed.



Description	ID	Site	Restrict	Type	Size	Create Date	Change Date	Last Display	Linked URLs	Customer
Purpose	270	AMC	None	Image	General		13/07/20			1 Flanagan
Rob			None	Image	General					0
Here										
Ads										
Steal			None	Image	General	13/09/20	14/09/20			1
Night										
IC	242	AMC	None	Image	General					0
BEER										
ENDS										
FEB 8										

4. Press **View Screens**.

The URL report is displayed.

Termin	Site	Restrict	Type	Size	Group	Day of Week / Month	Start Date	End Date	Start Hour	End Hour	Customer Description
J/E Vision 2	AMC	None	Image	Large Form	Adhoc	Every Day	9/12/21	9/02/21	Midnig	Midnig	All day Meal
J/E Vision 2	AMC	None	Image	Large Form	Adhoc	2	1/07/21	30/07/21	Midnig	Midnig	All day Meal
J/E Vision 2	AMC	None	Image	Large Form	Adhoc	Every Day	1/07/21	30/07/21	Midnig	Midnig	All day Meal

## URL report key fields

### Filters area

Use this area to filter the results shown in the report.

Field	Description
<input type="button" value="Add to Favourites"/>	Press to add this report to your Portal favourites for easier access.
<input type="button" value="Create Vision"/>	Press to create a new vision setup.
<b>Site / Sites</b>	Select the site or sites to report on.
<b>States</b>	Select a state or county to filter the report by.

## Report area

This area displays report information.

**Note:** Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
<b>Description</b>	Description of the vision screen.
<b>Terminal</b>	Number identifying the terminal displaying this URL.
<b>Site</b>	Site the vision screen is configured for.
<b>Restrictions</b>	What restrictions are applied to the vision screen, for example, restricting age-restricted vision screens where they might be seen outside the venue.
<b>Type</b>	Type of display. For example, an image.
<b>Size</b>	Size format of the vision screen.
<b>Group</b>	Vision group the vision screen belongs to.
<b>Start Date</b>	Date the vision screen should start displaying.

---

<b>Field</b>	<b>Description</b>
<b>End Date</b>	Date the vision screen should stop displaying.
<b>Day of Week</b>	Day of the week to screen the vision display.
<b>Start Hour</b>	Time of day the vision screen should start displaying.
<b>End Hour</b>	Time of day the vision screen should stop displaying.
<b>Customer</b>	Customer the vision screen has been created on behalf of.

---

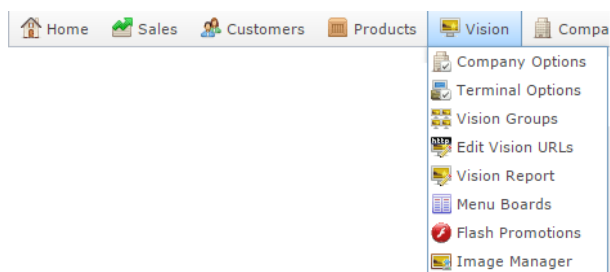
## Billing report

Use the Billing report to view description and site of vision screens displayed for paying customers, and the number of seconds they have been displayed.

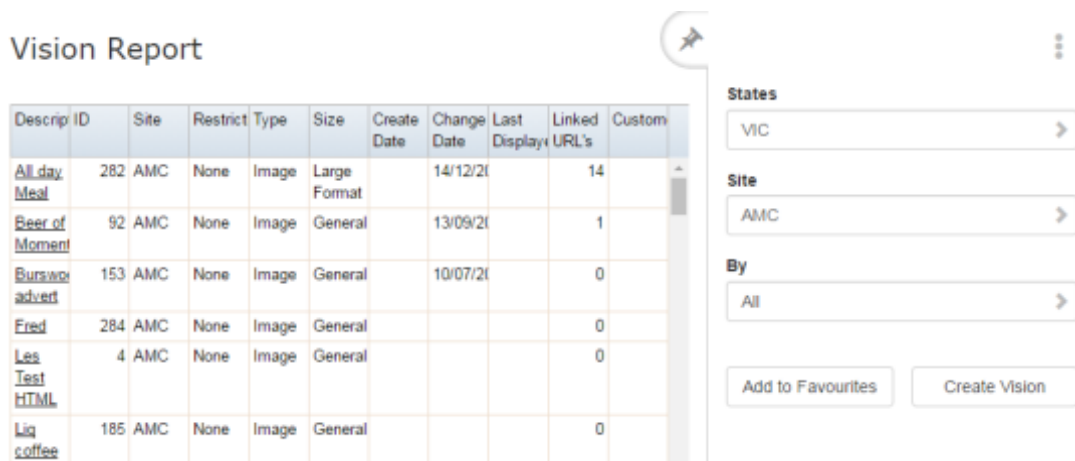
### Opening the Billing report

To open the Billing report:

1. Press  Vision from the menu bar.
2. Press **Billing Report**.



The Vision report is displayed.



The screenshot shows the 'Vision Report' interface. It features a table with columns: Descrip ID, Site, Restrict, Type, Size, Create Date, Change Date, Last Display, Linked URL's, and Custom. The table contains several rows of data. To the right of the table are filter controls for States (VIC), Site (AMC), and By (All), along with 'Add to Favourites' and 'Create Vision' buttons.

Descrip ID	Site	Restrict	Type	Size	Create Date	Change Date	Last Display	Linked URL's	Custom
All day Meal	282 AMC	None	Image	Large Format		14/12/20		14	
Beer of Moment	92 AMC	None	Image	General		13/09/20		1	
Burswo advert	153 AMC	None	Image	General		10/07/20		0	
Fred	284 AMC	None	Image	General				0	
Les Test HTML	4 AMC	None	Image	General				0	
Liq coffee	185 AMC	None	Image	General				0	

3. Press the **Description** of the vision screen you want to view.

A popup menu is displayed.

Home Sales Customers Products Vision Company History Suggestions Bob Bird

### Vision Report

Descripti	ID	Site	Restricti	Type	Size	Create Date	Change Date	Last Displaye	Linked URl's	Custom
Purpose	270	AMC	None	Image	General		13/07/20			1 Flanagan
Rob			None	Image	General					0
Here										
Ads										
Ste			None	Image	General	13/09/20	14/09/20			1
Night										
IC	242	AMC	None	Image	General					0
BEER										
ENDS										
FEB 8										

Edit Vision Details  
 Edit Vision  
 Add Screens  
 Current Screens  
 Billing

**States**  
 VIC

**Site**  
 AMC

**By**  
 All

Add to Favourites    Create Vision

4. Press **Billing**.

The Billing report is displayed.

### Billing Report

Customer	Site	Description	Seconds
----------	------	-------------	---------

**States**  
 VIC

**Site**  
 AMC

**Customer**  
 Flanagan, John

**Date From**  
 9/08/2016

**Date To**  
 7/11/2016

Add to Favourites

## Billing report key fields

### Filters area

Use this area to filter the results shown in the report.

Field	Description
<input type="button" value="Add to Favourites"/>	Press to add this report to your Portal favourites for easier access.
<b>Site / Sites</b>	Select the site or sites to report on.
<b>Date / Date From and Date To / As of / Start Date and End Date</b>	Select the date or date period to report on.
<b>States</b>	Select a state or county to filter the report by.
<b>Customer</b>	Select the customer to filter the report on.

## Report area

This area displays report information.

**Note:** Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
<b>Description</b>	Description of the vision screen.
<b>Site</b>	Site the vision screen is configured for.
<b>Customer</b>	Customer the vision screen has been created on behalf of.
<b>Seconds</b>	Number of seconds the customer has been billed for.

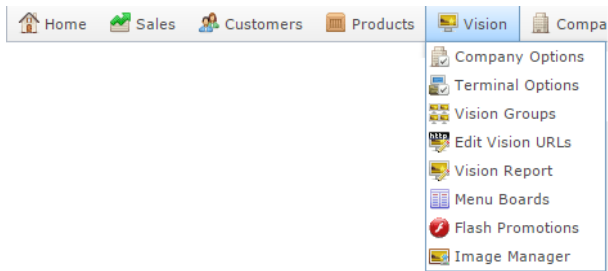


## Creating a new menu board

Create a new menu board to display items and prices on a customer-facing terminal.

To create a new menu board:

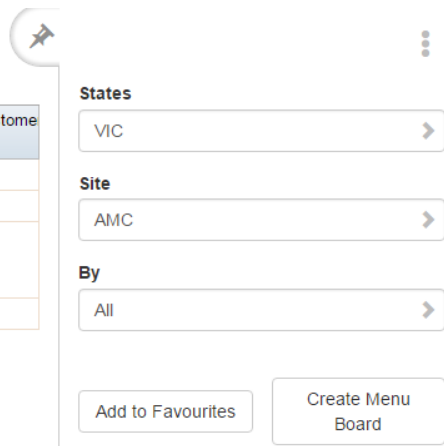
1. Press  from the menu bar.
2. Press **Menu Boards**.



The Menu Board report is displayed.

### Menu Board Report

Descripti	Site	Restrictic	Type	Size	Create Date	Change Date	Last Displaye	Linked URL's	Custome
<a href="#">Test 2</a>	AMC							0	
<a href="#">Test 4</a>	AMC							0	
<a href="#">Test Menu Board</a>	AMC	None	Menu Board	General		3/09/2014		0	
<a href="#">test_3</a>	AMC							0	



The sidebar contains filter options for States, Site, and By. The States filter is set to 'VIC', the Site filter is set to 'AMC', and the By filter is set to 'All'. There are also buttons for 'Add to Favourites' and 'Create Menu Board'.

3. Press .

The Vision Widget screen is displayed.

Vision Widget - New Advertising Menu Board wrapper

Columns: Two Text, Price, Price 1 an

Form Header Body Footer

Site AMC

Description:

Title:

CSS File: xml\_menu.css

Screen Background Colour: White

Body Background Colour: None (Black) Test Background

Save

4. Select the layout of the menu board in the **Columns** drop-down field.
5. Select the site the menu board is displayed on in the **Site** drop-down menu.
6. Type a description to identify the menu board in the **Description** field.
7. Type a title to display at the top of the menu board in the **Title** field.
8. Select the images sizes to use in the Header, Body and Footer tabs.

See *Vision Widget screen* on page 34.

9. Press  Save.

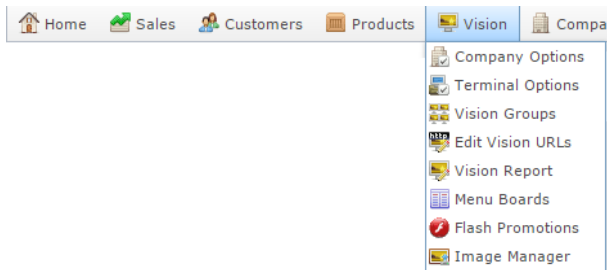
The menu board is saved.

## Adding a menu board to a terminal

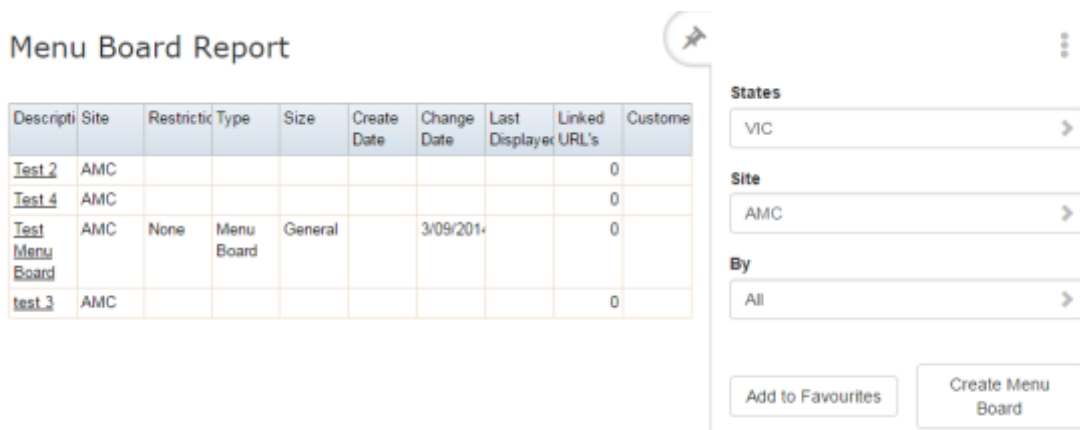
Add a menu board to a terminal to display that menu board on the selected terminal.

To add a screen to a menu board:

1. Press  from the menu bar.
2. Press **Menu Board**.



The Menu Board report screen is displayed.

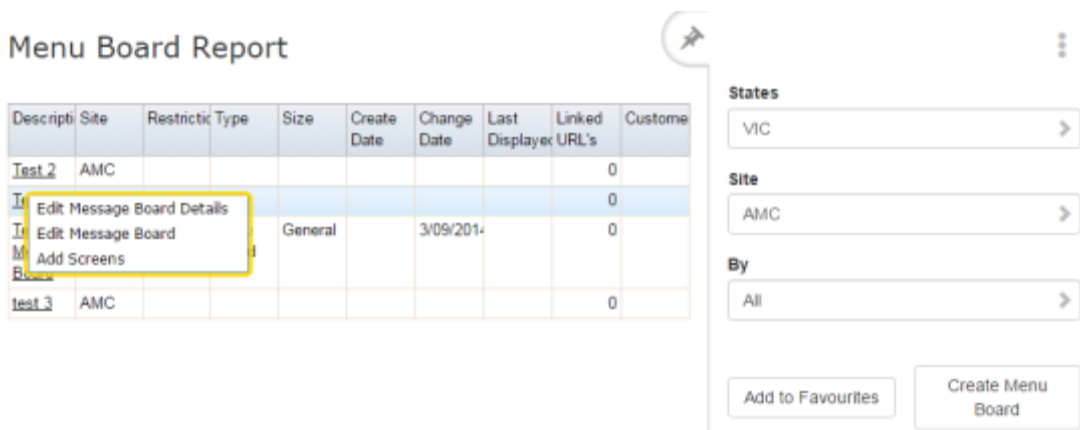


The screenshot shows the 'Menu Board Report' screen. It features a table with columns: Description, Site, Restrictio, Type, Size, Create Date, Change Date, Last Displayer, Linked URL's, and Custome. The table contains four rows of data. To the right of the table are filter dropdowns for States (VIC), Site (AMC), and By (All). At the bottom right, there are two buttons: 'Add to Favourites' and 'Create Menu Board'.

Description	Site	Restrictio	Type	Size	Create Date	Change Date	Last Displayer	Linked URL's	Custome
Test 2	AMC							0	
Test 4	AMC							0	
Test Menu Board	AMC	None	Menu Board	General		3/09/2014		0	
test 3	AMC							0	

Press **Description** on the menu board you want to display.

A popup menu is displayed.



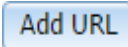
The screenshot shows the 'Menu Board Report' screen with a popup menu open over the 'Test Menu Board' row. The popup menu contains three options: 'Edit Message Board Details', 'Edit Message Board', and 'Add Screens'. The 'Add Screens' option is highlighted with a yellow box. The rest of the screen, including the table and filter dropdowns, is the same as in the previous screenshot.

5. Press **Add Screens**.

The Vision Add URL Widget Advertising screen is displayed.

Terminal	#	Add URL
JF Vision 2	8	<input checked="" type="checkbox"/>
Base Station PE3 (20)	20	<input type="checkbox"/>
Base Station PE2 (40)	40	<input type="checkbox"/>

6. Select the terminals you want to display the menu board on

7. Press .

8. Press .

The menu board is saved.

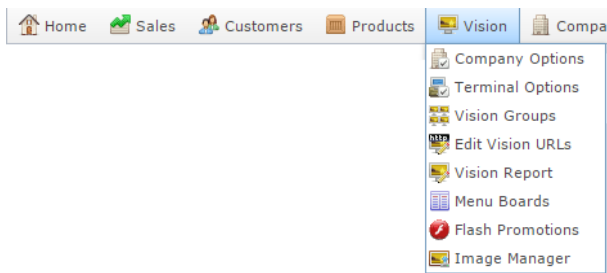
# Online Advertising Editor

Use this screen to create a vision screen.

## Opening the Online Advertising Editor screen

To open the Online Advertising Editor screen:

1. Press  from the menu bar.
2. Press **Edit Vision URLs**.



The Online Advertising Editor screen is displayed.

**Vision URL Maintenance**

State:

Site:

Warning : Only URLs linked to the Adhoc group will have their dates and times saved in this edit screen

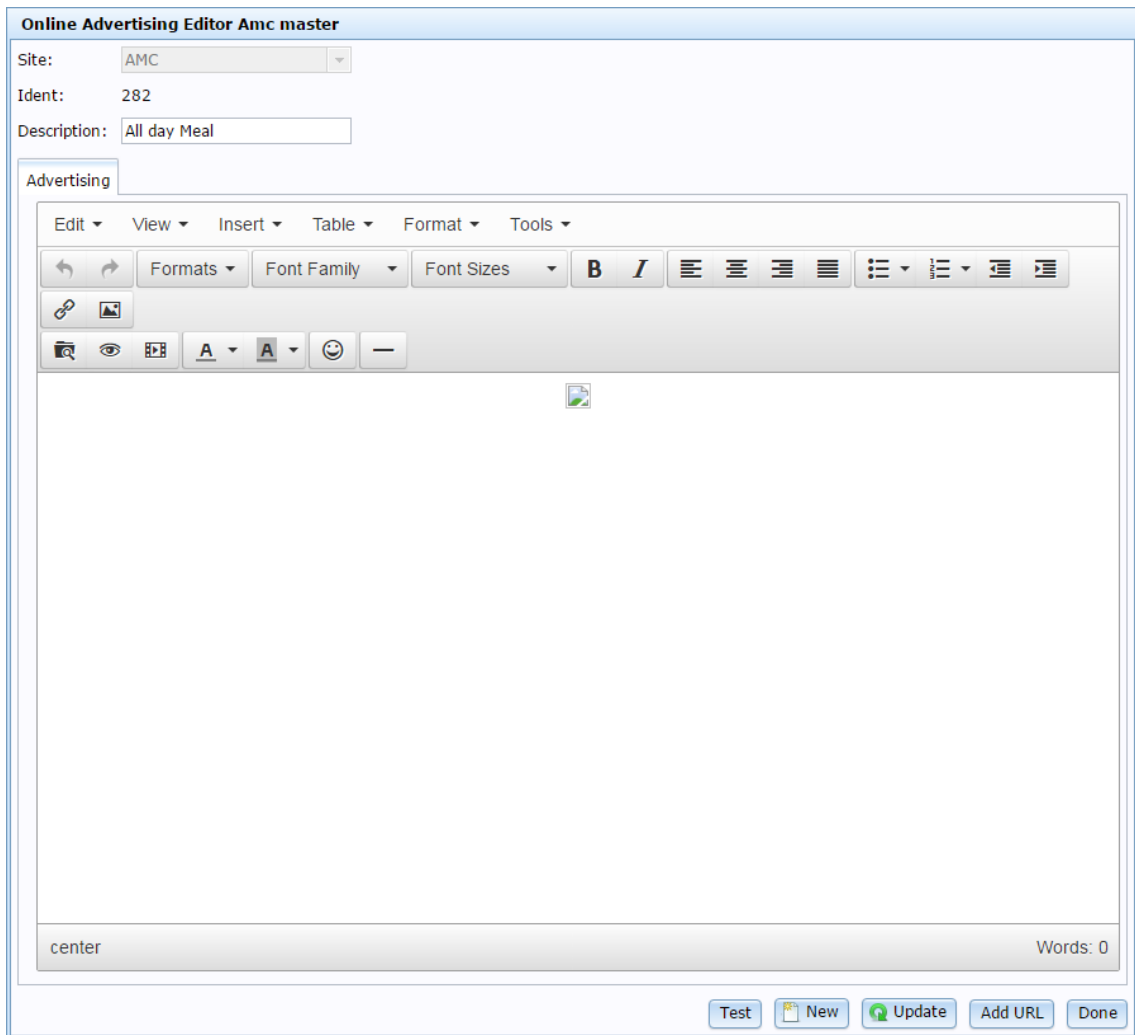
URL List

Terminal:

Terminal	URL	Group	Start Date	End Date	Start Hour	End Hour	Day of Week	Duration	List Ord	Enabled	Description	Billing	Edit	Type	Restrict	Size
JF Vision 2	<portal1/Site1	Adhoc	1/07/20	30/07/20	Midnight	Midnight	2	10	1	Yes	All day Meal		<a href="#">Edit</a>	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	1/07/20	30/07/20	Midnight	Midnight	Every D	10	2	Yes	All day Meal		<a href="#">Edit</a>	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	2/07/20	18/08/20	1 PM	9 PM	Tuesday	10	10	Yes	All day Meal		<a href="#">Edit</a>	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	2/07/20	1/08/20	Midnight	4 PM	Every D	10	11	Yes	All day Meal		<a href="#">Edit</a>	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	2/07/20	1/08/20	Midnight	4 PM	Every D	10	12	Yes	All day Meal		<a href="#">Edit</a>	Image	None	Large Format
JF Vision 2	<portal1/Site1	Adhoc	9/12/20	9/02/20	Midnight	Midnight	Every D	10	13	Yes	All day Meal		<a href="#">Edit</a>	Image	None	Large Format
JF Vision 2	<portal1/Site1	jac test	1/04/20	30/12/20	2 AM	Midnight	Every D	20	14	Yes	jacs setup test		<a href="#">Edit</a>	Image	None	General
Base Station	<portal1/Site1	jac test	1/04/20	30/12/20	2 AM	Midnight	Every D	20	1	Yes	jacs setup		<a href="#">Edit</a>	Image	None	General

Press **Edit** on the URL you want to edit.


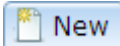

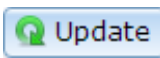
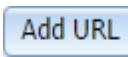
3. The Online Advertising Editor is displayed.



## Online Advertising Editor screen key fields and buttons

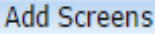

Field	Description
<b>Site</b>	Site the vision is configured for.
<b>Ident</b>	Unique code identifying the vision screen.
<b>Description</b>	Description of the vision screen.
<b>Customer</b>	Select the customer the vision is being displayed on behalf of.

Field	Description
<b>Restrictions</b>	<p>Select any restrictions for when or where the vision screen appears.</p> <div data-bbox="486 414 1388 616" style="border: 1px solid #0056b3; background-color: #d9e1f2; padding: 5px;"> <p><b>Note:</b> This field is only displayed when the HTML editing pane is closed. To open the Online Advertising Editor screen with the HTML editing pane closed, see <i>Online Advertising Editor (HTML editor closed)</i> on page 74.</p> </div>
<b>Type</b>	<p>Select the type of screen:</p> <ul style="list-style-type: none"> <li>▪ Image.</li> <li>▪ HTML.</li> <li>▪ MPEG/AVI.</li> <li>▪ Flash.</li> <li>▪ Jackpot.</li> <li>▪ Animation.</li> <li>▪ Menu Board.</li> </ul> <div data-bbox="486 1108 1388 1310" style="border: 1px solid #0056b3; background-color: #d9e1f2; padding: 5px;"> <p><b>Note:</b> This field is only displayed when the HTML editing pane is closed. To open the Online Advertising Editor screen with the HTML editing pane closed, see <i>Online Advertising Editor (HTML editor closed)</i> on page 74.</p> </div>

Field	Description
<b>Size</b>	<p>Select the size of the screen:</p> <ul style="list-style-type: none"> <li>▪ General.</li> <li>▪ Small Format.</li> <li>▪ Medium Format.</li> <li>▪ Large Format.</li> <li>▪ POS Format.</li> <li>▪ POS Small Format.</li> <li>▪ iZen.</li> </ul> <div data-bbox="486 784 1380 985" style="border: 1px solid #4a7ebb; background-color: #e6f2ff; padding: 5px;"> <p><b>Note:</b> This field is only displayed when the HTML editing pane is closed. To open the Online Advertising Editor screen with the HTML editing pane closed, see <i>Online Advertising Editor (HTML editor closed)</i> on page 74.</p> </div>
<b>Advertising</b>	Add and format the text and images you want to display.
	Display the vision.
	Create a new vision screen.
	<p>Press to edit the HTML.</p> <div data-bbox="486 1478 1380 1680" style="border: 1px solid #4a7ebb; background-color: #e6f2ff; padding: 5px;"> <p><b>Note:</b> This field is only displayed when the HTML editing pane is closed. To open the Online Advertising Editor screen with the HTML editing pane closed, see <i>Online Advertising Editor (HTML editor closed)</i> on page 74.</p> </div>
	Save changes to this vision screen.
	Open the Add URL Widget Advertising screen to add a URL to this vision screen.



---

Field	Description
	Press to add screens to the vision screen.  <div data-bbox="488 416 1393 620" style="border: 1px solid #0070C0; background-color: #D9E1F2; padding: 5px;"><p><b>Note:</b> This field is only displayed when the HTML editing pane is closed. To open the Online Advertising Editor screen with the HTML editing pane closed, see <i>Online Advertising Editor (HTML editor closed)</i> on page 74.</p></div>
	Close this vision screen.

---

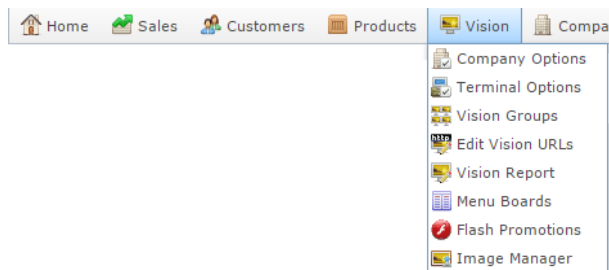
## Online Advertising Editor (HTML editor closed)

Use this screen to create restrictions and define the size and format of a vision screen.

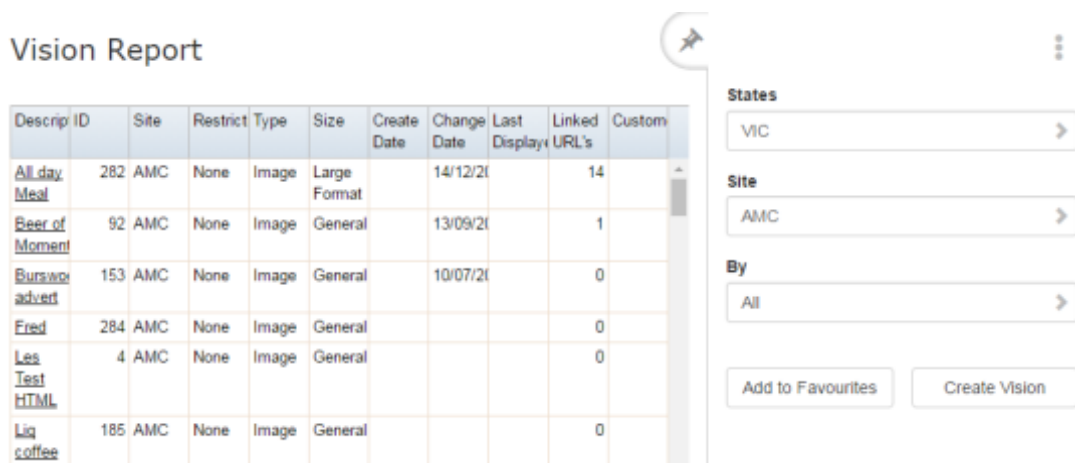
### Opening the Online Advertising Editor screen

To open the Online Advertising Editor screen:

1. Press  from the menu bar.
2. Press **Vision Report**.



The Vision report screen is displayed.

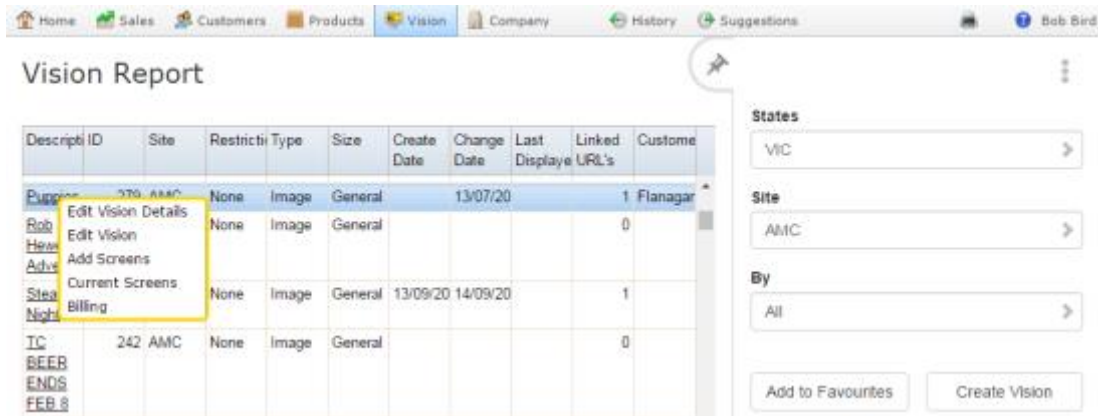


The screenshot displays the 'Vision Report' interface. It features a table with columns: Descrip, ID, Site, Restrict, Type, Size, Create Date, Change Date, Last Display, Linked URL's, and Custom. The table contains several rows of data. To the right of the table are filter controls for 'States' (VIC), 'Site' (AMC), and 'By' (All). There are also buttons for 'Add to Favourites' and 'Create Vision'.

Descrip	ID	Site	Restrict	Type	Size	Create Date	Change Date	Last Display	Linked URL's	Custom
All day Meal	282	AMC	None	Image	Large Format		14/12/21		14	
Beer of Moment	92	AMC	None	Image	General		13/09/21		1	
Burswood advert	153	AMC	None	Image	General		10/07/21		0	
Fred	284	AMC	None	Image	General				0	
Les Test HTML	4	AMC	None	Image	General				0	
Liq coffee	185	AMC	None	Image	General				0	

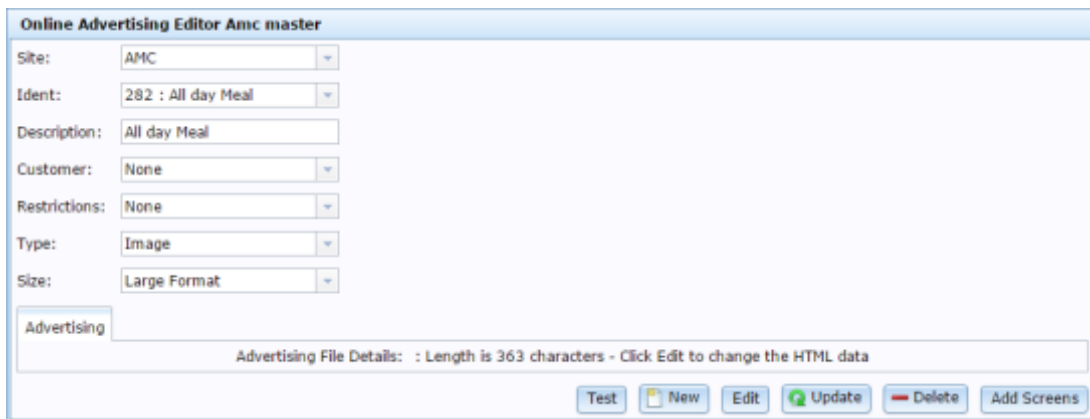
Press **Description** on the Vision screen you want to edit.

A popup menu is displayed.




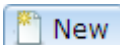
5. Press Edit Vision Details.

The Online Advertising Editor is displayed.


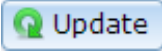
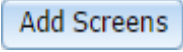


## Online Advertising Editor screen key fields and buttons

Field	Description
<b>Site</b>	Site the vision is configured for.
<b>Ident</b>	Unique code identifying the vision screen.
<b>Description</b>	Description of the vision screen.
<b>Customer</b>	Select the customer the vision is being displayed on behalf of.

Field	Description
<b>Restrictions</b>	Select any restrictions for when or where the vision screen appears. For example, whether this screen should only appear on terminals outside the venue, during lunch time, or is only appropriate for audiences 18 years old and over.
<b>Type</b>	Select the type of display: <ul style="list-style-type: none"> <li>▪ Image.</li> <li>▪ HTML.</li> <li>▪ MPEG/AVI.</li> <li>▪ Flash.</li> <li>▪ Jackpot.</li> <li>▪ Animation.</li> <li>▪ Menu Board.</li> </ul>
<b>Size</b>	Select the size of the display: <ul style="list-style-type: none"> <li>▪ General.</li> <li>▪ Small Format.</li> <li>▪ Medium Format.</li> <li>▪ Large Format.</li> <li>▪ POS Format.</li> <li>▪ POS Small Format.</li> <li>▪ iZen.</li> </ul>
<b>Advertising</b>	Add and format the text and images you want to display.
	Display the vision.
	Create a new screen for the vision.

---

Field	Description
	Press to edit the HTML.
	Save changes to this vision screen.
	Press to add screens to the vision screen.

---

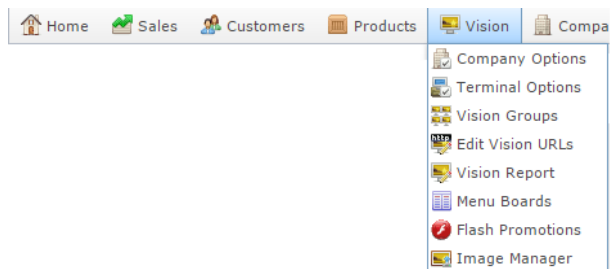
## Menu Board report

Use the Menu Board report to view the details of vision screens configured for a menu board.

### Opening the Menu Board report

To open the Menu Board report:

1. Press  Vision from the menu bar.
2. Press **Menu Boards**.



The Menu Board report is displayed.

### Menu Board Report

Descripti	Site	Restrictio	Type	Size	Create Date	Change Date	Last Displayer	Linked URL's	Custom
Test 2	AMC							0	
Test 4	AMC							0	
Test Menu Board	AMC	None	Menu Board	General		3/09/2014		0	
test_3	AMC							0	

States: VIC

Site: AMC


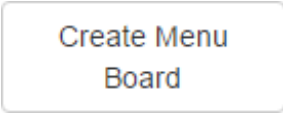
By: All

Add to Favourites    Create Menu Board

## Menu Board report key fields

### Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
	Press to create a new menu board.
<b>Site / Sites</b>	Select the site or sites to report on.
<b>States</b>	Select a state or county to filter the report by.
<b>By</b>	Select to list the report information: <ul style="list-style-type: none"><li>▪ In no particular order.</li><li>▪ By the active URLS.</li><li>▪ By the date it was created.</li><li>▪ By the date it was last modified.</li><li>▪ By the date it was last displayed.</li></ul>

## Report area

This area displays report information.

**Note:** Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
<b>Description</b>	Description of the menu board.
<b>Site</b>	Site the vision screen is configured for.
<b>Restrictions</b>	What restrictions are applied to the vision screen, for example, restricting age-restricted vision screens where they might be seen outside the venue.
<b>Type</b>	Type of display. For example, an image.
<b>Size</b>	Size format of the vision screen.
<b>Create Date</b>	Date the vision screen was created.
<b>Change Date</b>	Date the vision screen was last changed.
<b>Last Display</b>	Date the vision display was last screen.



---

<b>Field</b>	<b>Description</b>
<b>Linked URLs</b>	Number of URLs linked to the vision screen.
<b>Customer</b>	Customer the vision screen has been created on behalf of.

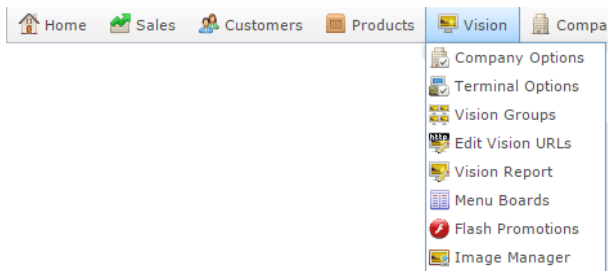
---

## Creating a new flash promotion

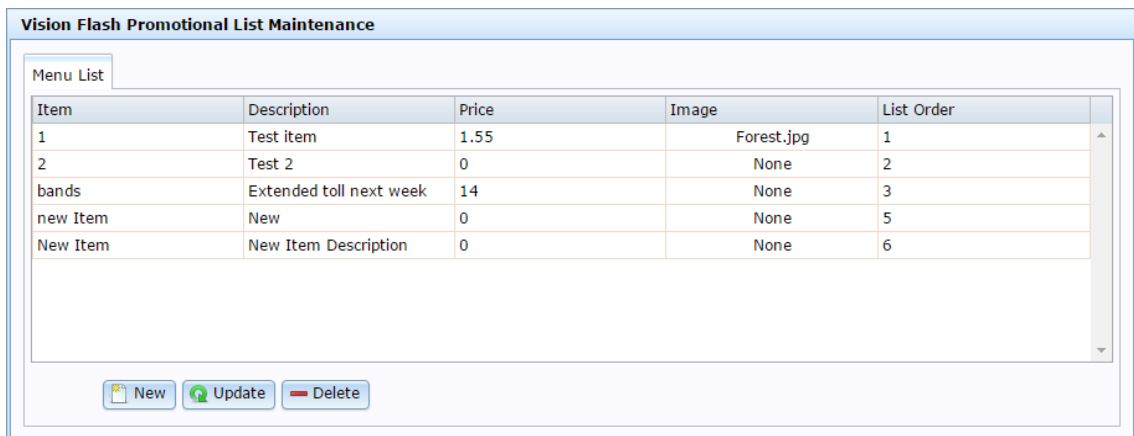
Create a new Adobe Flash promotion to display on a customer-facing terminal. Flash promotions can be created using an external program, or with the Portal's flash editor.

To create a new flash promotion:

1. Press  from the menu bar.
2. Press **Flash Promotions**.



The Vision Flash Promotional List Maintenance screen is displayed.



3. Press .

A new entry is created.

**Vision Flash Promotional List Maintenance**

Menu List

Item	Description	Price	Image	List Order
1	Test item	1.55	Forest.jpg	1
2	Test 2	0	None	2
bands	Extended toll next week	14	None	3
new Item	New	0	None	5
New Item	New Item Description	0	None	6
new Item	New	0	undefined	7

New Update Delete

4. Press the fields and add the information as required.

See *Vision Flash Promotional List Maintenance* screen on page 87.

5. Press .

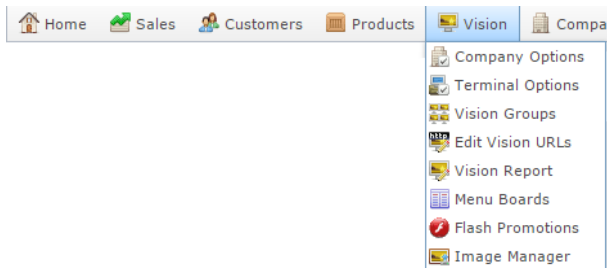
The flash promotion is saved.

## Editing a flash promotion

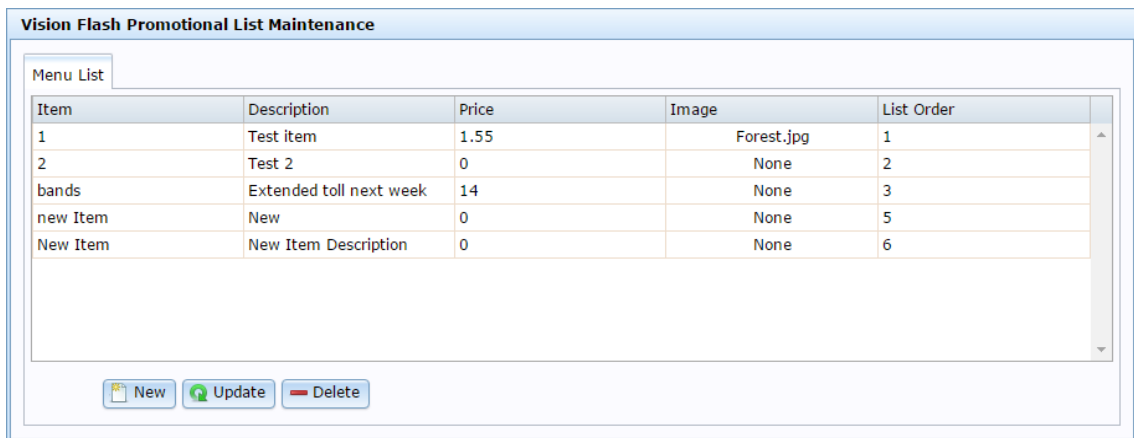
Edit a flash terminal to change the promotional display.

To edit flash promotion:

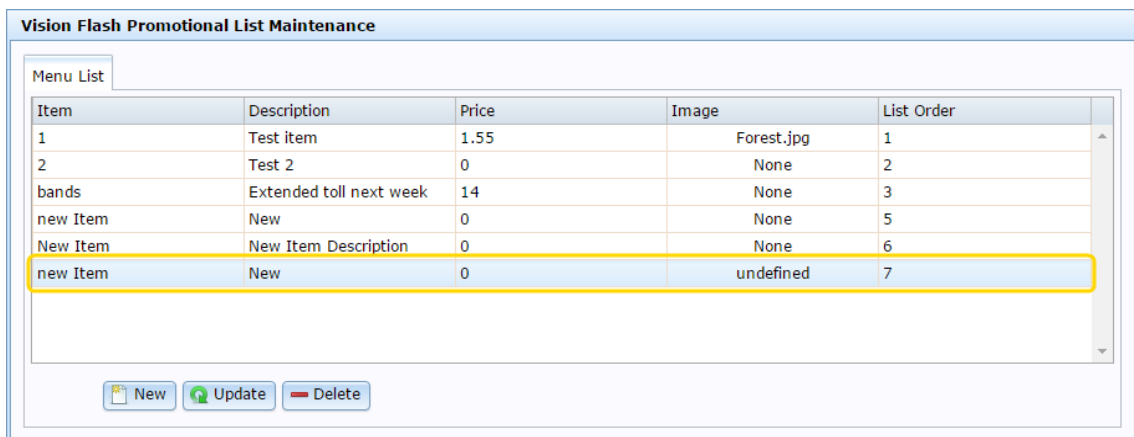
1. Press  from the menu bar.
2. Press **Flash Promotions**.



The Vision Flash Promotional List Maintenance screen is displayed.



3. Select the entry you want to edit.



4. Press the fields and edit the information as required.

See *Vision Flash Promotional List Maintenance* screen on page 87.

5. Press .

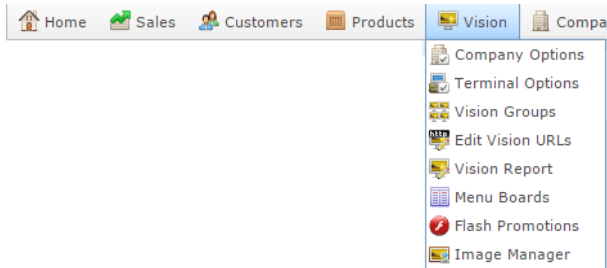
The flash promotion is edited.

## Deleting a flash promotion

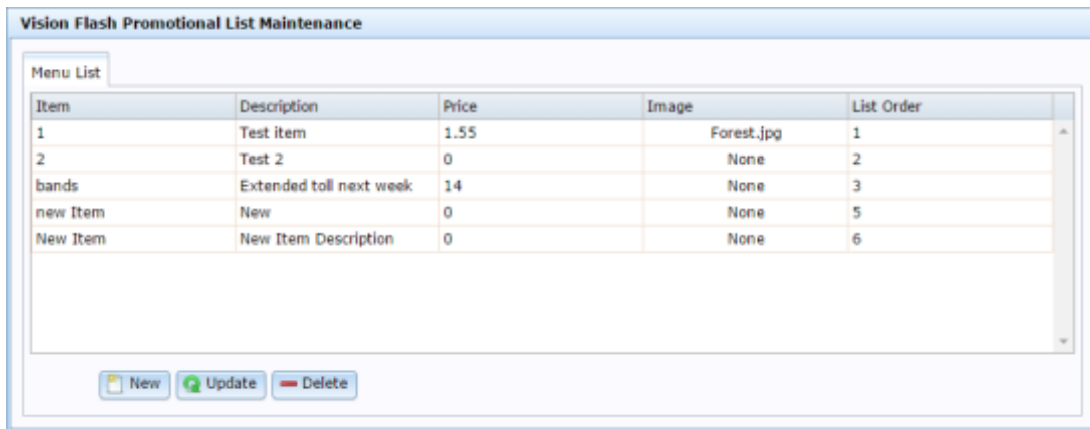
Delete a flash terminal to remove the promotional display from the Portal.

To delete flash promotion:

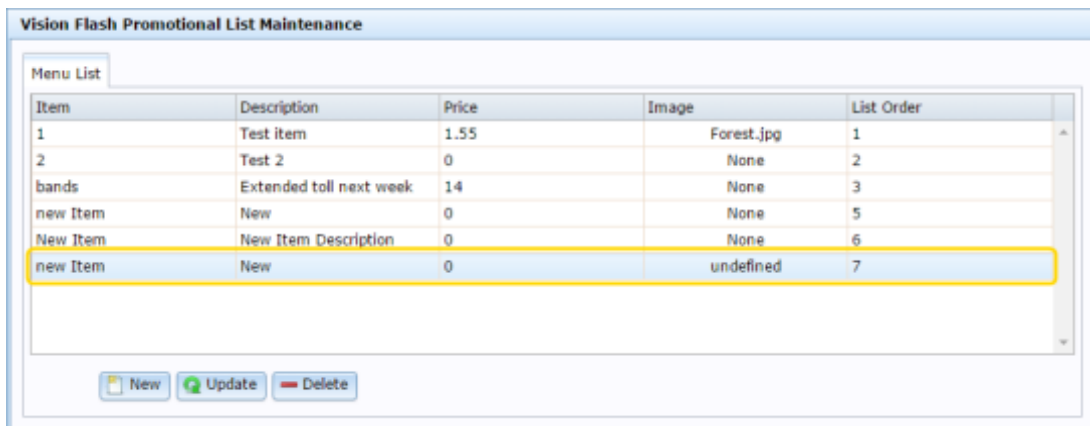
1. Press  from the menu bar.
2. Press **Flash Promotions**.



The Vision Flash Promotional List Maintenance screen is displayed.



3. Select the entry you want to delete.



4. Press .

The flash promotion is deleted.

## Vision Flash Promotional List Maintenance screen

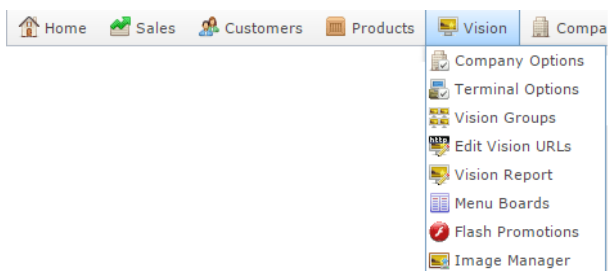
Use this screen to create and maintain flash-based promotions.

**Note:** Flash promotions can only be run on terminals with Internet Explorer, or PI-based terminals. Other browsers and terminal types do not support Adobe Flash.

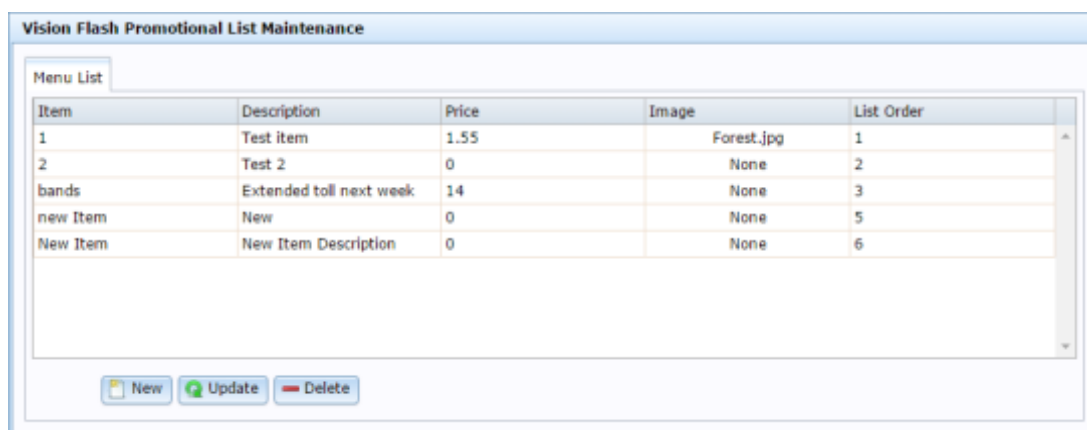
### Opening the Vision Flash Promotional List Maintenance screen

To open the Vision Flash Promotional List Maintenance screen:

1. Press  from the menu bar.
2. Press Flash Promotions.



The Vision Flash Promotional List Maintenance screen is displayed.



### Vision Flash Promotional List Maintenance screen key fields and buttons

Field	Description
<b>Item</b>	The unique code identifying the item in the Portal.

---

<b>Field</b>	<b>Description</b>
<b>Description</b>	The item's description.
<b>Price</b>	The price to advertise for this item.
<b>Image</b>	The image to display for this item.
<b>List Order</b>	The order the item appears in the list. Lower numbers appear earlier.

---



# Glossary

## Account

An account is a general ledger structure that categorises particular kinds of income or expenditure for financial reports.

## Advertising label

An advertising label is a large label designed to advertise the price of an item.

## Appointment (Scheduler)

An appointment is an entry for a customer in the Scheduler that represents one or more specific services scheduled at a particular time for the customer. It can be retrieved by the Point of Sale and added to a transaction. Appointments can be rescheduled, cancelled or duplicated.

## Aged balance

An aged balance is an amount of money owed that has been adjusted to factor an interest rate applied over time. For example: you owe a creditor \$1000, with a 10% interest. You pay \$700, leaving \$300 still to pay. After the interest period elapses, 10% interest is applied to the remaining \$300. Your aged balance is now \$330.

## Balance

A balance is the total amount of money owed either by yourself to a creditor, or by a debtor to you. A balance may be:

- Positive, indicating money is owed.
- Zero, indicating no money is owed.
- Negative, indicating the party who owed money has over-paid. For example, if you pay a creditor \$1000 when you only owed \$999, your balance would be -\$1.

## Barcode

A barcode is a string of numbers that links to an item. Items can have multiple barcodes assigned to them. Some barcodes called Price Embedded Barcodes encode information such as the quantity, weight or price of the item into the barcode. You can configure different types of price embedded barcodes in the Portal.

## Batch (kit manufacture)

When manufacturing kits, a batch identifies a single point in time where a specified number of kits were manufactured together.

## Batch (stock take)

When performing a continuous stock take, a batch identifies a collection of items scanned at one time by one or more PDTs.

## **Brand**

A brand is a means of identifying items that belong to the same product line. Items can only have one brand, but items from different suppliers may have the same brand.

## **Bonus loyalty points**

Bonus loyalty points are additional loyalty points accrued for certain activities, such as purchasing particular items, or participating in a promotion. Bonus points are accrued in addition to regular loyalty points.

## **Bulk discount**

A bulk discount is a discount on the purchase price that is offered when a certain number of units or weight of an item is purchased in a single transaction. An item can have different discount amounts depending on the number or amount purchased.

## **Company**

A company represents your organisation within the Portal. A company can have one or more sites, representing physical locations of stores, including online stores. Some Portal configurations and features affect the entire company, other configurations can be specified per site.

## **Complete Order**

A customer order is complete when:

- The order has been fulfilled on the Portal.
- The order has been marked as paid in full on the Portal or the customer has paid the remaining amount on the Point of Sale.
- The order has been collected or delivered.

## **Contract**

A contract is a set of rules dictating the price, quantity and incentives offered by a supplier for a specific item, used by the Portal when calculating the best supplier to purchase a particular quantity of that item. Each contract relates to a single supplier and item, and you can have multiple contracts for each supplier and each item.

## **Controlled purchase order / Controlled requisition**

A controlled purchase order or requisition cannot be finalised until it has been authorised by Head Office.

## **Cost matrix / price matrix**

A cost matrix or price matrix is a means by which the Portal can automatically calculate the price of an item at each price level based on the item's supplier cost. You can create multiple cost levels, so that the price levels of an item that cost \$5 might be calculated very differently from an item that cost \$10.

A price matrix can be:

- Department-based, where all items within a department follow the same cost level rules.
- Supplier-based, where all items from the same supplier follow the same cost level rules.

Only one method can be used. You can also elect to use neither.

### **Credit adjustment**

A credit adjustment adds credit to a balance, decreasing the amount of money owed. For example, if you owed a creditor \$100, a \$10 credit adjustment would mean you owed \$90. Credit adjustments are usually used to correct errors. If you need to decrease money owed due to a refund or return, you should use a credit note instead.

### **Credit limit**

A credit limit is the maximum amount of money a debtor is allowed to owe your organisation at any one time. For example, if a debtor's credit limit is \$1000 and they already owe \$900, they can only go into debt to the value of another \$100.

### **Credit note**

A credit note adds credit to a balance, decreasing the amount of money owed. It is usually created when a balance needs to be adjusted due to a return, refund or rebate.

### **Creditor**

A creditor is an entity to whom your company owes money. They may be a supplier, providing the items your company sells, or they may provide another service, such as a cleaner. The Portal treats suppliers and creditors the same. They have a balance tracking how much you owe them, and a credit limit that determines how much your company is allowed to owe them at a time.

### **Creditor contract**

A creditor contract is an agreement between your company and a creditor or supplier to supply a set quantity of an item at a set price for a set period of time.

### **Creditor payment**

A creditor payment is a Portal record of paying invoices or debit adjustments. More than one invoice or debit adjustment may be paid either partially or in full in a single payment record. Creditor payments are a Portal record only and are not connected to your bank account.

### **Cross-reference**

A cross-reference records the supplier's internal item code for an item to streamline the ordering process. Cross-references can make stock receipting easier, if suppliers use their internal codes on delivery dockets. Cross-references are also required to use the Portal Data Interchange (PDI) feature.

## **Colour**

A colour is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

## **Customer**

A customer on the iZen Point of Sale is a person or organisation who purchases items in advance, to be collected or delivered at a later date. Customers may also have debtor accounts, where they are allowed to owe money to your organisation and can pay off that debt via the Point of Sale.

A customer on the Portal is a person who has interacted with your company in some way: they may have signed up for a loyalty member, ordered items from your company, opened a debtor account, requested a quote or has some other kind of interaction that created a customer account with their details in the Portal system. A customer may also be a loyalty member, marketing member or a debtor.

## **Debtor**

A debtor is a customer who has been extended a line of credit by your organisation: they are allowed to owe a certain amount of money (up to their credit limit) to your organisation with the agreement the amount is paid off before a set period of time, which allows them to buy large quantities of goods, or buy items frequently and make payments at a later time. Customer orders that have not yet been collected or completed are not counted as "money owed". Customer accounts are separate from debtor accounts, and not all customers are debtors.

## **Debtor balance**

A debtor balance is the amount a debtor currently owes your organisation. This amount only includes finalised transactions that have been added to the debtor's account for future payment, and does not include orders that have not been completed or collected yet.

## **Debtor contract**

A debtor contract is an agreement between your company and a debtor, where they can purchase a set quantity of an item at a set price for a set period of time.

## **Debit adjustment**

A debit adjustment debits a balance, increasing the amount of money owed. For example, if you owed a creditor \$100, a \$10 debit adjustment would mean you owed \$110. Debit adjustments are usually only used for corrections. If you need to record a charge due to an order of goods or services, you should use an invoice.

## **Delivery docket**

A delivery docket is a type of stock receipt that records the incoming stock without creating a creditor invoice. Delivery dockets cannot record delivery fees or discounts. You can match delivery docket stock receipts to creditor invoices.

## Department

A department is a means of categorising items in your inventory. Items can belong to only one department. Depending on your Portal configuration, you may have up to five levels of departments in a hierarchy, by default called Departments, Sub Departments, Categories, Sub Categories and Ranges.

**Note:** This documentation uses the Portal default names for these levels: Department and Division. Your Portal may be configured to use different names, but the function is the same. You can see the names and levels your Portal uses in the Department Layers tab of Company Maintenance.

## Department cost level

A department cost level is a rule used by the Portal to automatically calculate prices for items within a certain cost bracket, according to how much they cost. For example, items below \$5 might be priced at 2 x cost. Items between \$5 and \$10 might be priced at 1.8 x cost.

## Department promotion

A department promotion is a promotion that applies to all items within a specific department. A department promotion allows you to provide a discount for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

## Discount

A discount is a reduction in the price of an item. Discounts can apply to:

- A selected item, calculated either per-unit or per-line.
- The whole transaction, calculated per-unit or per-line for every item in the transaction.

**Note:** Some items may have discount maximums. If the discount you select is greater than the maximum discount allowed for the item, the item is only discounted up to its maximum level.

Per-unit discounts can:

- Reduce an item's price by a percentage of the original price. For example, 10% off.
- Reduce an item's price by a flat amount. For example, \$1 off.
- Set the per-unit price to a set amount. For example, \$5 per item.
- Set the price of the item to its cost price plus a set amount.
- Remove the tax of an item.

Per-line discounts can:

- Cap the total price for an item line to a predetermined amount. For example, the line total may be anything up to a maximum of \$10.
- Set the total price for an item line to a predetermined amount. For example, the line total is \$10.

A discount may also prompt the operator for a discount amount.

**Note:** The item and transaction discounts available and the item discount maximums are configured in the Portal.

**Note:** Special discounts such as some senior citizens' or disability discounts make an item tax exempt. If a tax exempt discount is applied, the customer must supply their Senior Citizen or Tax Exempt ID during the tender process in order to receive the discount. The Point of Sale displays the discount as if from the normal tax-inclusive price.

## Division

Divisions are top-level classifications for departments in your company. The Portal offers two kinds of divisions to support the Oracle financial interfaces: Reporting and Financial. Each department belongs to a single reporting division and a single financial division.

## DSD

A DSD is an external supplier that is not part of your company. You may configure different rules and restrictions for direct suppliers than are used for the company warehouse. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.

## Employee

An employee is a member of your company staff that you want to roster on to your staff schedule. Employees may or may not have access to Portal and Point of Sale systems, depending on their privileges and account status.

## Fashion

Fashion is the Portal feature that allows you to create variation of items, such as different colours, sizes and styles of the same item. The default labels of colour, size and style can be changed to something that suits your inventory.

## Family card

A family card is a loyalty card that is linked to the loyalty cards of other customers who are immediate family members. Family cards may share loyalty points.

**Fixture**

A fixture is a physical structure or defined area within your site that contains stock. This may include gondolas, counters, refrigerators, back-room receipt trolleys, tables, wall sections or any other area that regularly contains stock on your site. Fixtures are used primarily during stock take.

**Frequent shopper item**

A frequent shopping item is an item that gives loyalty members additional loyalty rewards for purchasing it.

**Gambling machine**

A gambling machine is a single, specific machine at a gambling venue, such as a slot machine.

**Gambling session**

A gambling session is a period of continuous gambling.

**Gambling spin**

A gambling spin is a single instance of betting, for example betting on one round of a slot machine.

**Gambling venue**

A gambling venue is a place that provides gambling machines for customers to use. A venue may have multiple gambling machines.

**Global price change**

A global price change is an instruction to change the price of an item in the future, either at a single site, or across several sites at the same time.

**Group promotion**

A group promotion is a promotion that applies to all items within a group that you define. A group promotion allows you to provide a free item or a discount for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

**Group purchase order**

A group purchase order is a purchase order that combines the requisitions from several sites into one purchase order. Stock levels can be allocated to each site during the creation of the order.

**GSA card**

A GSA (Gambler's Subtle Assist) card is a card that anonymously identifies a gambling customer to the Portal, and helps prevent problem gambling by allowing a customer to set limits to their gambling time, periods and amounts.

### Home delivery

Home delivery is a feature that allows customers to order their items online, over a phone or by mail, and have them delivered to their house.

### Interest rate

An interest rate dictates the amount of interest that is charged on overdue debts by your company.

### Inventory

The inventory is the Portal feature of maintaining all items that you offer for sale in your company.

### Invoice

An invoice details an amount owed by an entity such as your company or a debtor, and the goods or services that incurred that cost. An invoice usually details the period of time by which it must be paid.

You can also receipt stock using an invoice. An invoice stock receipt automatically creates an invoice for that creditor in your Portal records, and allows you to record additional information such as delivery fees and discounts.

### Inter-branch transfers (IBT)

An inter-branch transfer is a transfer of stock from one site within a company to another.

### Item

An item represents a good or service provided by your organisation. Items are added to transactions in order to sell or return them. An item will include information about its:

- Barcode.

**Note:** An item can have more than one barcode.

- Description.
- Unit of measurement, for example an item may be sold by weight or as individual units.
- Price per unit of measurement.

Items also have additional information stored on the Portal, such as stock on hand, promotions and discount maximums.

### Item group

An item group is a group of items created for reporting purposes. For example, items that are frequently sold in an impulse purchase fixture. Items can belong to multiple groups.



### Item label

An item label is a label with price and barcode information for that item. It is usually attached to each unit of the item, whereas a shelf label provides a single label to describe all units of that item on the shelf.

### Item options

Items can be modified with options to detail the customer's specific request. For example, a coffee order may contain soy milk or extra sugar. The options available for each item must be configured in the Portal.

### Item type

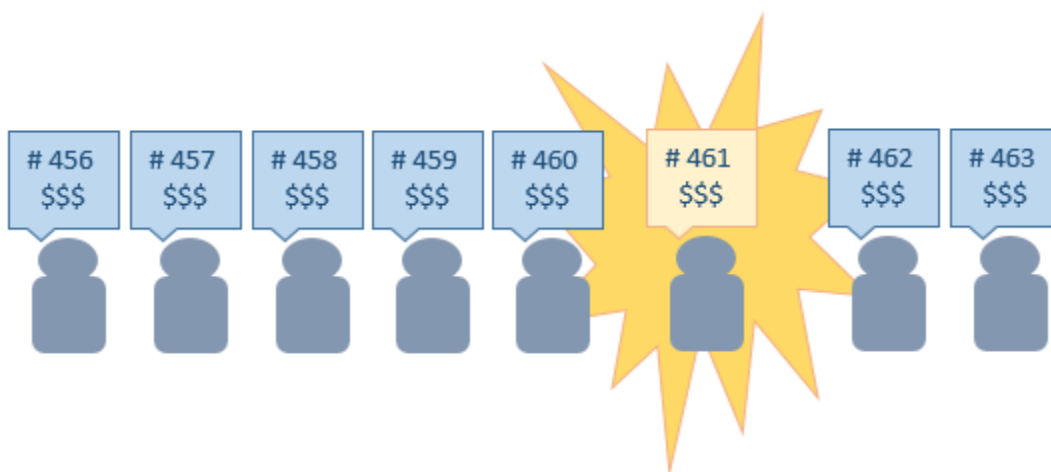
An item type is a way of categorising items for reporting purposes. Items can have only one type.

### Item variation

An item variation is an item that uses Fashion variations of colour, size and style. The default labels of colour, size and style may be renamed for your Portal configuration.

### Jackpot

A jackpot is a prize of loyalty points that accrue over a period from eligible transactions that are awarded to a randomly-selected transaction.



### Journal

A journal is a unique code identifying a date, site and terminal for a transaction within the Portal.

### Kit

A kit is an item that is made up of several other items in your inventory. The kit item itself does not have a stock-on-hand. Instead, when a kit item is sold, the stock-on-hand of the component items is decreased accordingly.

## Label

A label is attached to an item or a nearby fixture and displays information about that item, such as the item's price, best before date and quantity, cooking or nutritional information, or a barcode. Labels can be printed via the Point of Sale.

## Layby

A layby is a transaction where a customer commits to purchase a selection of items at a future date. The customer must pay the full balance by the due date or forfeit the items. The site commits to set the items aside for the customer, so they can be collected when the layby is paid in full. Depending on the company policy, laybys may incur additional setup fees, or require the customer to pay a minimum deposit when opening the layby.

Laybys can only be created and paid for through the Point of Sale, and can only be edited or cancelled on the Portal. Layby collection is not recorded.

## Loyalty

Loyalty is a system to encourage customers to return to your organisation. For example, by:

- Offering discounts on purchases.
- Offering exclusive promotions.
- Allocating points for each purchase that can be redeemed on future purchases.

Loyalty is configured for your organisation on the Portal.

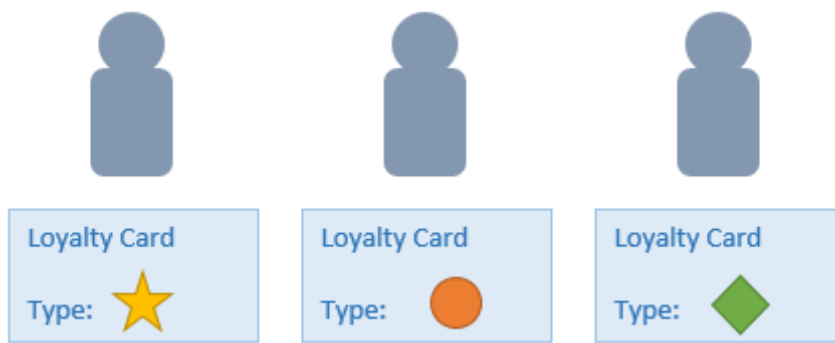
## Loyalty card

A loyalty card is a physical or electronic card that uniquely identifies a customer's loyalty account, and records:

- Contact information.
- Whether the customer wants to be notified of promotions, and which contact method to use.
- The customer's purchases on that card.
- The points balance, if your loyalty is configured to award points.

## Loyalty card type

A loyalty card type defines the rules of the loyalty card, such as how they accrue loyalty points, how points can be redeemed, and whether cards can be upgraded or downgraded to other types.

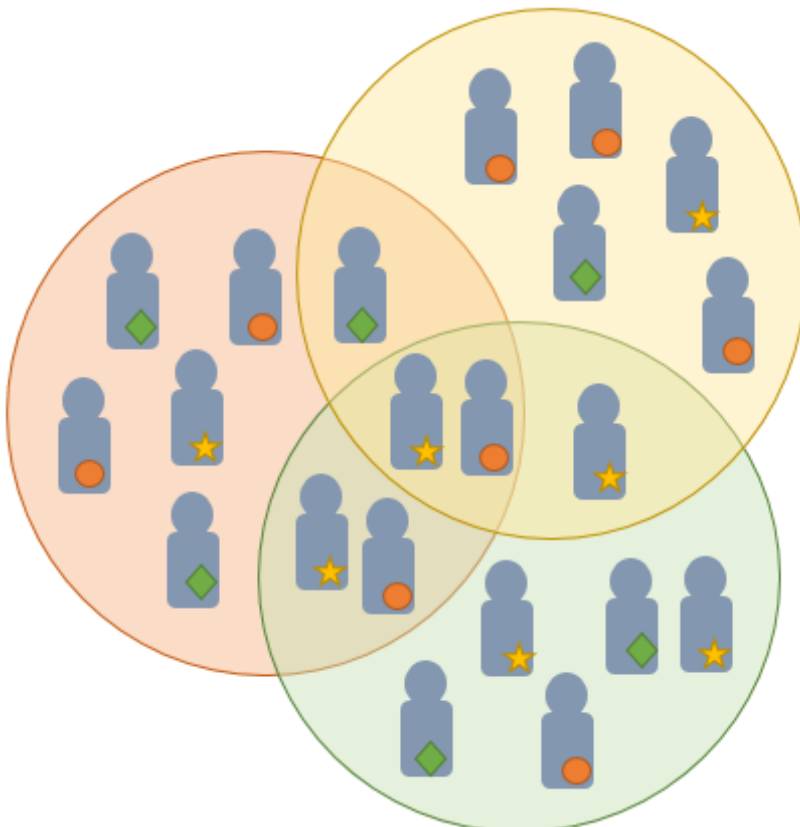


### Loyalty department

A loyalty department allows you to control how a department's items accrue loyalty points for customers who purchase them, and how points are redeemed on items in that department.

### Loyalty group

A loyalty group is a tool for categorising loyalty members to provide jackpots or rewards, or for reporting purposes. Loyalty members can belong to more than one group, and loyalty groups can contain loyalty members with different card types.



### **Loyalty points**

Loyalty points are accrued by loyalty members for purchasing your company's goods or services. The number of loyalty points a loyalty member receives from a purchase is controlled by the item, the loyalty card, loyalty departments and other settings. Loyalty points can be redeemed to purchase goods, or exchanged for vouchers.

### **Loyalty voucher**

A loyalty voucher is a voucher that can be used to purchase goods or services at your company. It is created by redeeming loyalty points for a specific value.

### **Ledger**

A ledger is a financial category or general ledger grouping that a transaction corresponds to for accounting purposes. For example, Expenses, Staff Salary, etc. The Portal uses a ledger for the Trail Balance Profit report. Your Portal may be configured not to use other ledgers.

### **Ledger type**

A ledger type is a category or grouping of ledgers for accounting and reporting purposes, such as Income or Expenses. Your Portal may be configured not to use ledgers.

### **Line minimum**

A line minimum is the minimum number of different items that must be in a transaction to trigger an effect, such as a promotion. Each unique item in a transaction creates its own line. Multiple units of the same item are recorded on the same line. A line minimum of 3 requires 3 unique items to be purchased.

### **Mail out**

A mail out is a communication sent to your customers via email, SMS or postal mail, with marketing, survey, promotion or other information attached.

### **Manufactured Kit**

A manufactured kit is an item that is made up of several other items in your inventory. The kit item must be manufactured on site before it can be sold, and the stock-on-hand of the kit item is tracked by the Portal. When you manufacture a kit, the stock-on-hand of the component items is decreased and the stock-on-hand of the kit item is increased accordingly.

### **Marketing member**

A marketing member is a customer who has joined your marketing program to receive marketing information. They may or may not be a loyalty member or other customer: the marketing list is maintained separately from the loyalty and customer lists.

## Matching

Matching is the process of linking a delivery docket receipt with a creditor invoice you have created in the Portal. Invoice-type stock receipts automatically create a creditor invoice and do not need to be matched.

## Menu area

A menu area is a category of items designed to group items into meal types during table service. For example, coffees, mains, desserts. Menu areas control which modifier items can be applied to which prime items.

## Modifier item

A modifier item is an item in your inventory that is used to add a modification to another item, such as adding 'soy milk' to a coffee. While modifier items can have costs and add to the price of the item they are modifying, they cannot be sold directly on the Point of Sale.

## Offer

An offer is a type of promotion that requires a coupon or code to be presented, and can be configured with a limit on the number redemptions allowed during a certain period. For example, instead of allowing 50% off to every customer, 50% off is only given to the customers who present the offer coupon, or only the first fifty customers who present the offer coupon each day.

## Open transaction

An open transaction is a transaction that has not yet been finalised. For example, a creditor invoice that has not been paid.

## Operator

An operator is a staff member who uses the Point of Sale to process transactions or manage the cash drawer. Each operator is identified by a unique operator code and password that they use to log into the Point of Sale. Operator codes are unique to each site, but do not have to be unique within a company.

## Pack

A pack represents the number of units that an item is supplied in. For example, you may sell cans of soft drink individually, but they are ordered in packs of 24 from the supplier. This is different to a referral, where both the single can and the pack of cans are tracked in the inventory.

## Pallet

A pallet is a set of cartons containing items that are grouped together as a specific collection so they can be tracked from supplier through to sale via barcodes. A pallet usually has a special barcode that encodes the number of cartons it contains, while each carton has a special barcode detailing the quantity of items it contains and their expiry dates.

Pallet barcodes may also be linked electronically to the carton barcodes.

### **Payment terms**

Payment terms is the number of days after issuing an invoice that a creditor expects to be paid. Common payment terms are 21, 30, 60 or 90.

### **PDT**

A PDT, or portable data terminal, is a small hand-held device with a touchscreen and an in-built scanner that can interact with the Portal to sell, order or count stock via the PDT software interface. PDTs are registered as terminals for a site, just as full Point of Sale terminals are, and require operators to log in to use them.

### **PLU group**

A Price Look Up (PLU) group is a way of categorising items for reporting.

### **PLU Loyalty group**

A loyalty Price Look Up (PLU) group provides special loyalty rewards to loyalty members when they purchase items in this PLU group.

### **Portal Data Interchange (PDI)**

The Portal Data Interchange (PDI) is a Portal feature that allows two separate companies that both use the AMC Convergent IT Portal to streamline their procurement process by automating the creation of customer orders and stock receipts between the companies.

### **Permission**

A permission is a configuration that determines whether an operator is allowed to perform a specific task. For example, the ability to authorise purchase orders or change employee records may be restricted to certain individuals.

### **Portal operator**

A Portal operator is someone with login credentials to your company's Portal. What a Portal operator can do depends on their permissions. A Portal operator cannot use their Portal login to log into the Point of Sale.

### **Point of Sale operator**

A Point of Sale operator is someone with login credentials to your site's Point of Sale and PDTs. Depending on their permissions, they may have limited access to some Portal functionality through a PDT, but they cannot use their Point of Sale login to log into the Portal.

### Point of Sale supervisor

A Point of Sale supervisor is a Point of Sale operator with some additional permissions to do things like authorise changes to the Point of Sale terminal, authorise gift voucher returns, or anything else that your Point of Sale configuration requires a supervisor's authorisation for. Their supervisor status is separate from any Portal permissions they may have. Depending on their permissions, they may have limited access to some Portal functionality through a PDT, but they cannot use their Point of Sale login to log into the Portal.

### Point of Sale Transaction

A Point of Sale transaction is an exchange of items, which represent goods or services provided by your organisation, for payment. Transactions include all the relevant information about the exchange, such as:

- The date, time, site and location of the transaction.
- The operator who performed the transaction, and which terminal they used.
- The items purchased or returned and in what quantities.
- The amounts and types of payments provided, including any change or reimbursement provided to the customer or redeemed loyalty points.

**Note:** Transactions cannot be finalised until they balance. That is, the amount owed by the customer is zero, and any amount that has been overtendered has been issued as change.

- The loyalty number linked to the transaction, if applicable.

You can view what is currently included in the transaction in the Transaction list of the Point of Sale.

**Note:** In the Portal, a transaction also refers to an exchange of money, such as the payment of a creditor, or a debit adjustment.

### Price change

A price change updates the Portal with new prices for each price level of an item. Price changes can only be performed by operators with sufficient Portal privileges.

### Price level

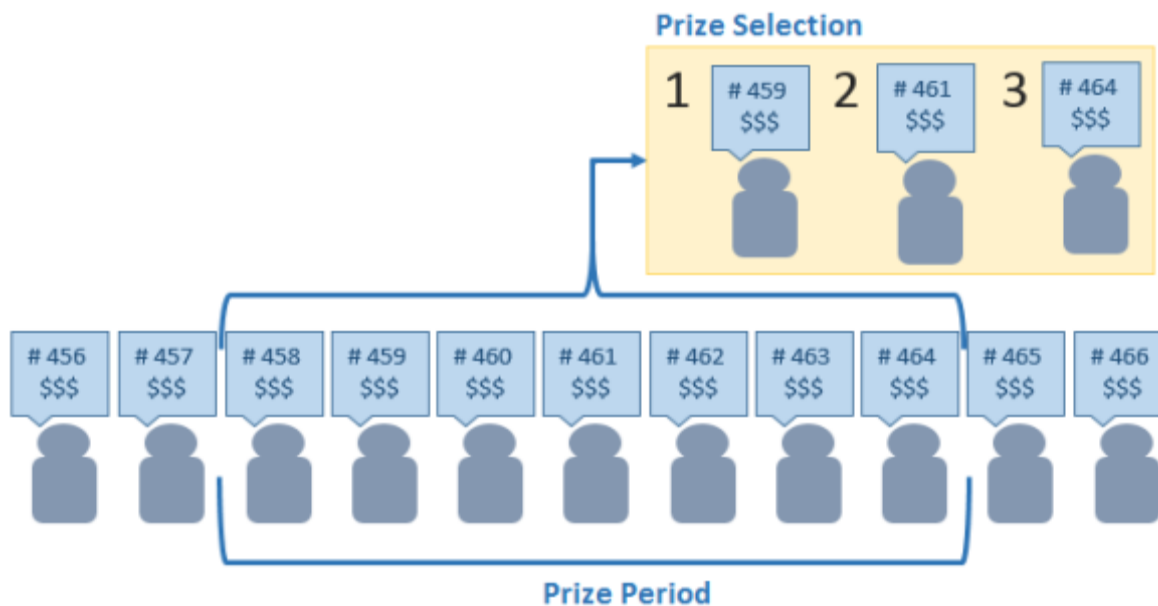
The Portal inventory system can store multiple price levels. For example, you may have one price level for retail customers and another for corporate or wholesale customers. The Point of Sale can be configured to use the appropriate price level when a debtor or customer is added to the transaction.

### Prime item

A prime item is an item that can be sold normally through your Point of Sale. Most of the items in your inventory are likely to be prime items.

## Prize

A prize is an award of loyalty points to one or more random transactions selected from all transactions in a specified period. For example, a prize may be awarded to three transactions every day.



## Procurement

The procurement system is the set of Portal features that manage and maintain the act of replenishing your stock levels, including managing creditors, contracts, requisitions, purchase orders, stock receipts, returns, adjustments and stock take.

## Promotion

A promotion is a Portal feature which lets you create sophisticated rules to offer discounts, free items or rebates when the customer purchases a particular set of or combination of items. The Portal allows you to create promotions based on departments, suppliers, or your own custom item groups.

## Promotion group

A promotion group is a group of items you define that either is used to trigger a promotion, or has the effects of the promotion applied to it. You can use the same group for multiple promotions.

## Purchase order

A purchase order is a request to an individual supplier to purchase a set quantity of specific items. Purchase orders can be created manually, automatically created from finalised requisitions, or generated using procurement configurations.



## Quote

A quote is an offer for your company to provide a specified good or service to a potential customer for a specified price. A quote is usually only valid for a set period, after which it expires.

## Rebate

A rebate is an amount of money offered back to the customer by a supplier as an incentive to purchase. As opposed to a discount, special or promotion, where your company covers the lost profit from the price reduction, the supplier is responsible for reimbursing your company.

## Rebate group

A rebate group is a collection of rebate item groups, used to easily control start and end dates of rebates.

## Rebate item group

A rebate item group is a collection of rebate items, where each item has its rebate rules defined.

## Receipt

A receipt is the printed record of a transaction, including the items, quantities and prices, any loyalty information, the tenders submitted and the operator, the terminal and date the transaction took place at.

## Referral

A referral is a connection between two items in your inventory, where one is considered part of the other. For example, if your inventory tracks both individual cans of soft drink and crates of 24 cans, you can use a referral so that purchasing a single can (Selling item) depletes your stock of crates (Stock item) by 1/24th. This is different to using packs, as both individual cans and whole crates of items are tracked in your inventory.

## Referred item

A referred item is an item that is depleted by the sale of another item. For example, if your inventory tracks both individual cans of soft drink and crates of 24 cans and sells the cans individually, the referred item is the crate of cans, which is depleted every time an individual can is sold. Referred items are also called Stock items in this documentation.

## Requisition

A requisition is a list of items requested by a particular site. Each item is given a requested supplier, and all items are included in a single requisition, even if they are from different suppliers. Finalising a requisition can automatically open a purchase order for the appropriate suppliers. Requisitions from multiple sites may be combined into a group purchase order for a supplier, if your Portal is configured to permit group purchase orders.

## Roster

A roster is a schedule of when specific staff members are supposed to work.

## Sale minimum

A sale minimum is a minimum transaction amount used to trigger a promotion or other effect. For example, a sale minimum of \$10 requires that at least \$10 of items are purchased in a single transaction.

## Scale label

A scale label is an item label for a packaged item sold by weight. It includes the item's weight and the price encoded into the barcode, so the packaged item can be scanned at the Point of Sale without having to be re-weighed.

## Selling item

A selling item is an item that uses a referral to track its stock levels on a different item. For example, if your inventory contains both individual cans of soft drink and crates of 24-cans, and your company sells the individual cans but tracks stock of the crates of 24 cans, then the individual can is the selling item.

## Size

A size is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

**Note:** This should not be confused with an item's size as defined in the Details tab of Inventory Maintenance, which details how units of an item should be measured and sold.

## Shelf label

A shelf label is an item label designed to site on a shelf denoting the price and other information for the item, rather than attaching a label to each unit of the item.

## Snap count

A snap count is a record of the stock-on-hand of an item or set of items at the time of the snap count, as tracked by the Portal. Snap counts are used for calculations and reporting.

## Special

A special is a temporary reduced price given to a specific item for a period of time. Where a promotion applies to a group of items, a special applies only to an individual item.

## Statement

A statement is a record of a debtor or customer's balance, for which an invoice has already been issued.

### **Stock adjustment / write-off**

A stock adjustment is a record of increasing or decreasing an item's stock-on-hand, with a reason. For example, stock was found after stock take, or stock has been damaged.

### **Stock item**

A stock item is an item that is referred to by another item, to track the stock-on-hand. For example, if your inventory contains both individual cans of soft drink and crates of 24-cans, and your company sells the individual cans but tracks stock of the crates of 24 cans, then the crate of 24 cans is the stock item.

### **Stock on hand**

Stock on hand is the number of units of a particular item a site currently has. It is updated automatically by stock receipting, transfers, adjustments and sales, and compared against stock take numbers to determine shrinkage.

### **Stock receipt**

A stock receipt is the process of recording stock incoming from a supplier to a site. Stock receipts record the supplier, date, item and quantities, including any items that were received but not ordered, or items that were listed but not delivered. Stock receipts may use a delivery docket, which is a plain record of incoming stock, or an invoice, which creates a corresponding creditor invoice in the Portal to link with the stock receipt.

### **Stock return**

A stock return is the process of returning stock to a supplier because it is faulty or otherwise unsuitable for sale. Stock returns record the date, item and quantity being returned and the reason for each item being returned.

### **Stock take**

A stock take is the process of counting all units of stock at a particular site to obtain an accurate stock-on-hand level. Stock takes can either be continuous, where stock is counted while the site is still open for trading, or manual, where all stock is counted in a single session while the site is closed for trading.

### **Style**

A style is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

### **Supplier**

A supplier is a creditor from whom you purchase items in your inventory.

### **Supplier promotion**

A supplier promotion is a promotion that applies to all items marked as purchased from a specific supplier. A supplier promotion allows you to provide a discount or supplier rebate for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

### **Survey**

A survey is a series of questions posed to customers through marketing mail outs. You can use surveys to create filters for other mailouts or surveys.

### **Table booking**

A table booking is a customer request to be served at a particular table at a specified time, with a specified number of guests.

### **Table section**

A table section is a category of tables, used to differentiate areas of your restaurant on the PDT, and for reporting purposes.

### **Table service**

Table service is the act of serving food or beverages to your customers, either as a take-away service or dine-in service.

### **Terminal (iZen Point of Sale)**

A terminal is the tablet or other device that runs the Point of Sale. Each terminal is connected to the site via the base station, and is identified by a unique terminal number, which is recorded in every transaction made by the terminal.

### **Tipping**

Tipping is a means of engaging your customers by awarding points if they correctly predict which team will win in a series of games.

### **Tipping game**

A tipping game is a single game played between two teams at a tipping venue during a tipping round.

### **Tipping group**

A tipping group is an organisation or sport that supports tipping, such as Australian Rules Football (AFL).

### **Tipping kiosk**

A tipping kiosk is the terminal where tipping members select their game tips.

## Tipping round

A tipping round is a group of games that occur over the same period, such as all the games in a single weekend. Tipping rounds are defined by the organisation body that manages the sport.

## Tipping team

A tipping team is a player or group of players that perform as a single unit, such as a football team.

## Team venue

A tipping venue is a venue or area that a game is played at, such as a stadium.

## Transaction line (iZen Point of Sale)

A transaction line is an entry in the Transaction list that contains an item and its quantity. If more than one unit of an item is added to a transaction, the units are grouped into a single line. Actions such as price overrides, voids, discounts or refunds then apply to all units in the line.

A transaction line is an entry in the Transaction list that contains an item and its quantity. If more than one unit of an item is added to a transaction, the units are grouped into a single line. Actions such as price overrides, voids, discounts or refunds then apply to all units in the line.

Rewards card <span style="float: right;">(i)</span>	
Brian Smith	
Ch & Veg Stirfry 3.992kg N x \$7.99/kg	\$31.90
Gift Voucher recharge	\$50.00
Banana Muffin	-\$2.57
Coffee, Latte	\$3.42
Extra sugar	
Skinny Milk	
Rewards card discount	-\$3.27
<b>Total:</b>	<b>\$79.48</b>
Cash	\$50.00
Credit Card	\$34.10
Rounding	\$0.02
Change	\$4.60

## User account

A user account is an account that allows a Portal or Point of Sale operator to log in and access features of the Portal or Point of Sale.

## **Voucher**

A voucher is a card or ticket preloaded with an amount that can be used to pay for purchases or services. Vouchers may or may not be rechargeable, redeemable or require a fee or deposit, depending on the rules detailed in the voucher type.

### **Voucher mask**

A voucher mask defines the pattern that a voucher code must fit to be accepted as that voucher type. You can define the initial digits of the code, and the acceptable length. For example, you can define that gift vouchers must start with 213 and be 13 digits long. Any gift voucher that does not match this pattern is then rejected by the Portal.

### **Voucher type**

A voucher type is a set of rules that control how a voucher operates within your company, including the voucher mask, whether the voucher can be recharged, or requires a deposit amount. Voucher types can have sub-types that follow the same rules, but are differentiated for reporting reasons.

## **Warehouse**

A warehouse is a supplier that represents your company's central warehouse, used when sites order some or all of their inventory from Head Office rather than directly from external suppliers. You may configure different rules and restrictions for warehouse suppliers than are used for direct suppliers. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.