gITs

The Back Office Program from KIS

User Manual

KIS B.V.
Ramgatseweg 7A
4941 VN RAAMSDONKSVEER
THE NETHERLANDS

CONTENT

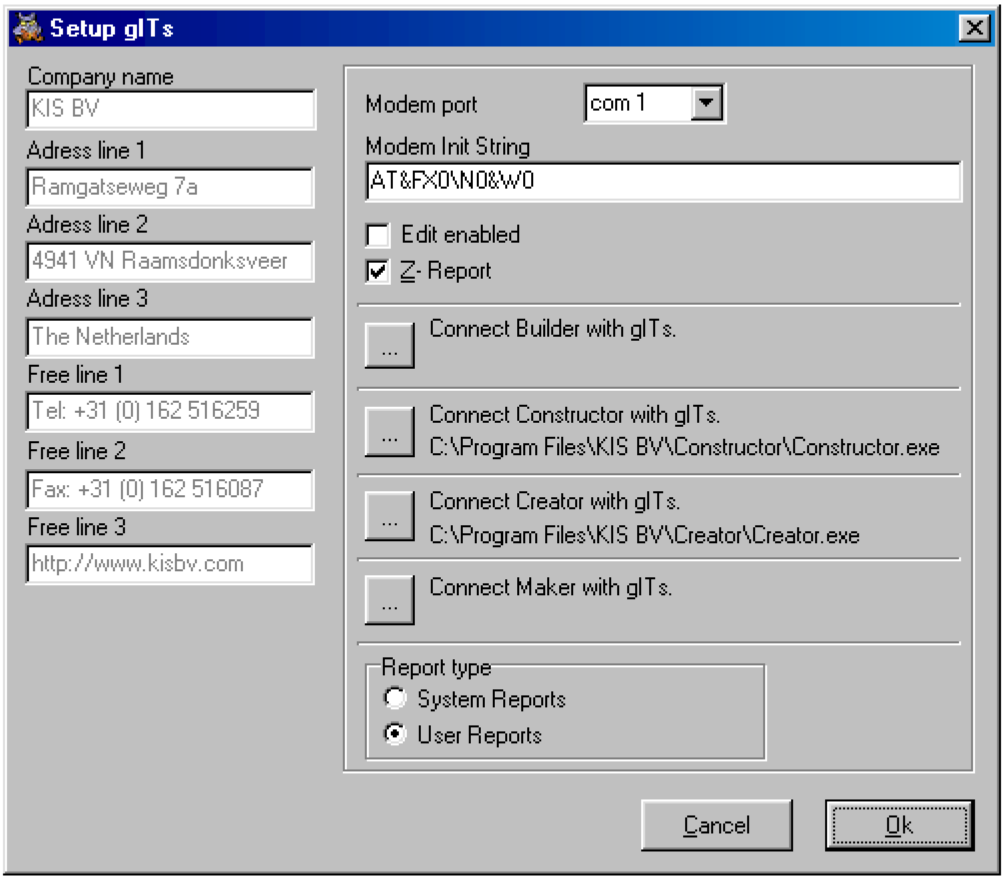
GITS – HOW TO START

I. PROGRAM OPTIONS

After installing gITs on your computer go in the Setup to connect gITs with the program you are using for editing your application (Builder for Ninja, Constructor for Sensei, Creator for Samurai, Maker for Optima) by clicking on the button related to the program.

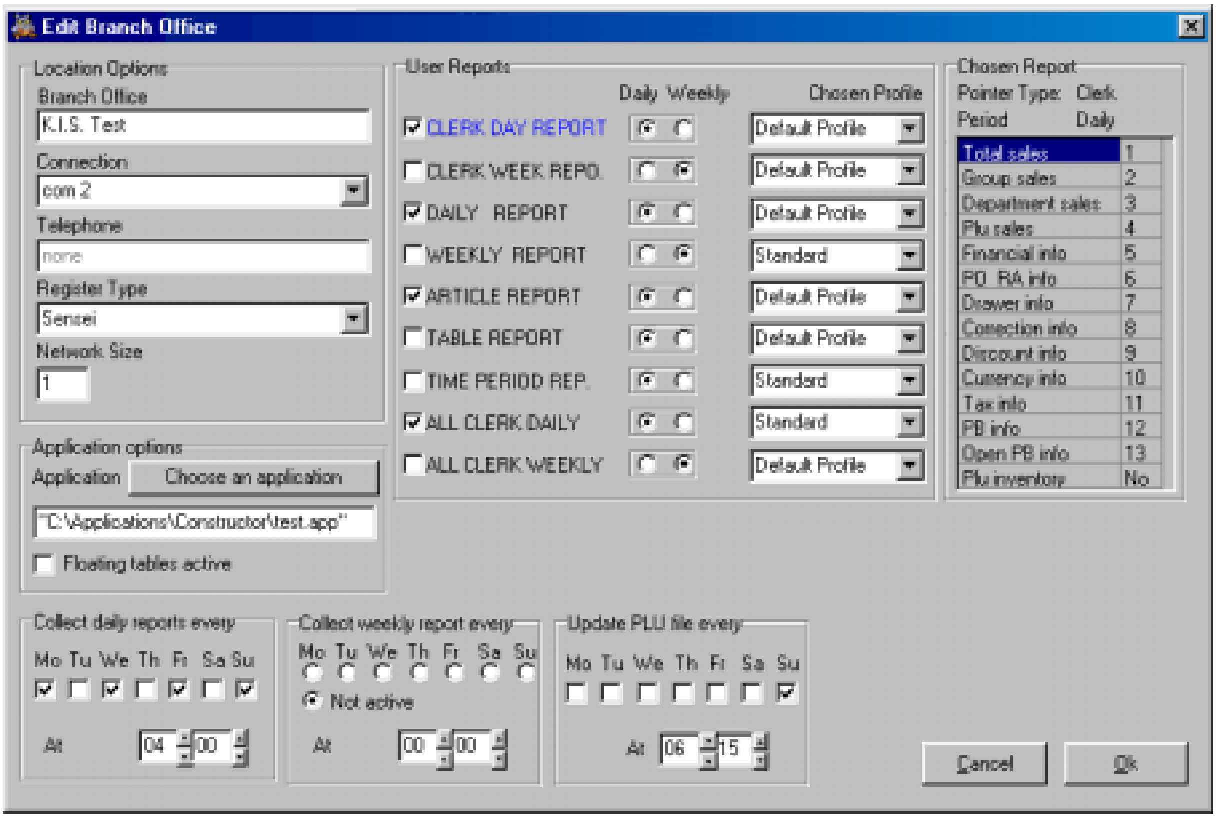
If you are connected with your cash register by modem, please define the computer port the modem is connected to. You can also enter the initialisation string of the modem. However the initialisation string of your modem is not necessarily the same as the one in our example!

By default gITs works with user reports but you can also work with system reports. Only the data taken as a Z-Report goes into the data base!!!
The data on the left side you can only change if your branch office is registered!!!



II. BRANCH OFFICES

Before you start to use gITs you have to create a branch office(s). To do this you have to go in menu “Setup/Branch Offices”, where you get the following window: **Edit/Add Branch Office**



<u>Location options</u>

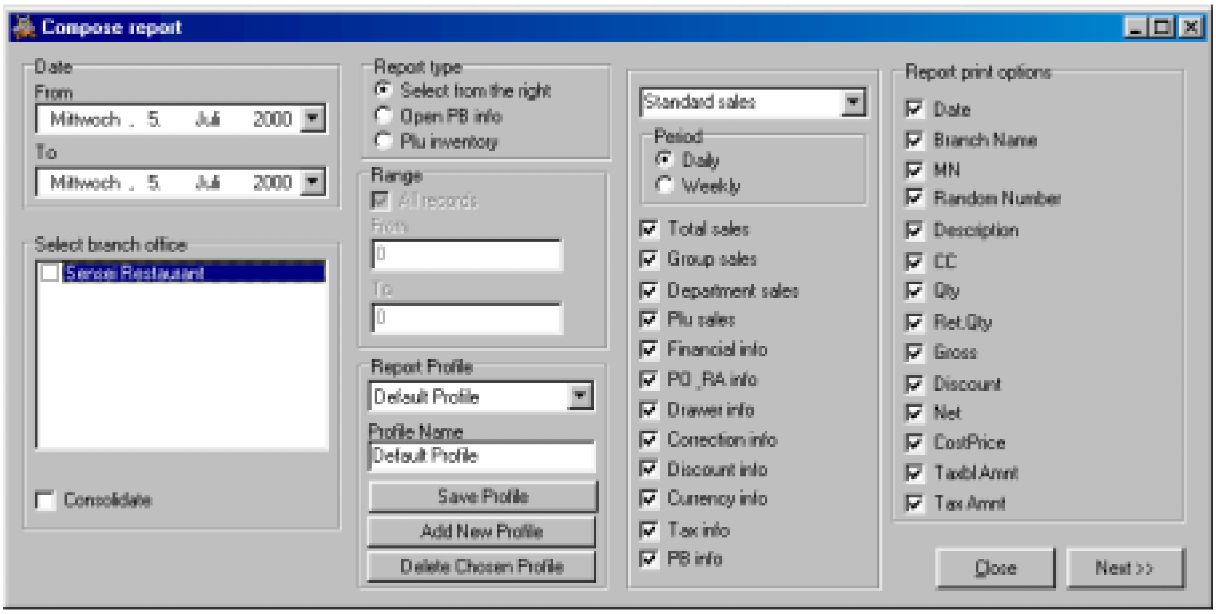
- ➢ Enter the name of the branch office.
- ➢ Chose connection (computer port connected with cash register or modem if you communicate with cash register through modem).
- ➢ If you use a modem enter the phone number you have to dial to connect with the cash register.
- ➢ Network Size – enter the number of machines you are using in the branch office
- ➢ Chose an application - connect your Branch Office with the application installed in the machine(s) in the office you are describing.
- ➢ If you want gITs to take reports automatically you have to program the scheduler. In the above example daily reports are taken on Monday, Wednesday, Friday and Sunday at 4.00 am.
- ➢ The weekly reports are not taken; the PLU update file is sent every Sunday at 6.15 am.

- <u>**User Reports**</u>

If in the Setup you have activated “User Reports” then in this section you will get a list of all defined user reports of that application. By clicking on the Check box you can chose the reports you want to be taken.
By clicking on the user report name you get information (in the box beside) about the pointer type, the period as well as a description of the content of this report in the section <u>**”Chosen Report**</u>”. The report in focus is **coloured blue.**

In the User Report section you also have the possibility to define different **Report Profiles** for each user report. In the report profile you define which items (e.g. total sales, departments sales, corrections etc.) of your user report should be included in the **Quick report,** which is the document you print can print out. While the first box defines the *content* of the report, the second box – the Report print options, define the *layout* of the report. Each Quick report is then saved automatically in the directory “…\gITs\reports”.

To create the report profile, go to **Reports/Compose Reports:**



- In Report type chose “Select from the right”
- Then enter the name you want to give to your new report profile in **“Profile Name”** and click the box **“Add New Profile”**
- Then select from the list the items (Total sales, Plu sales,…) you want to assign to the profile. In this section you also define the layout (**Report print options**) of your Quick report.
- After you have made the choice from both lists click on the box **“Save Profile”.**
- Then go back to your branch office and select for each user report the desired report profile.

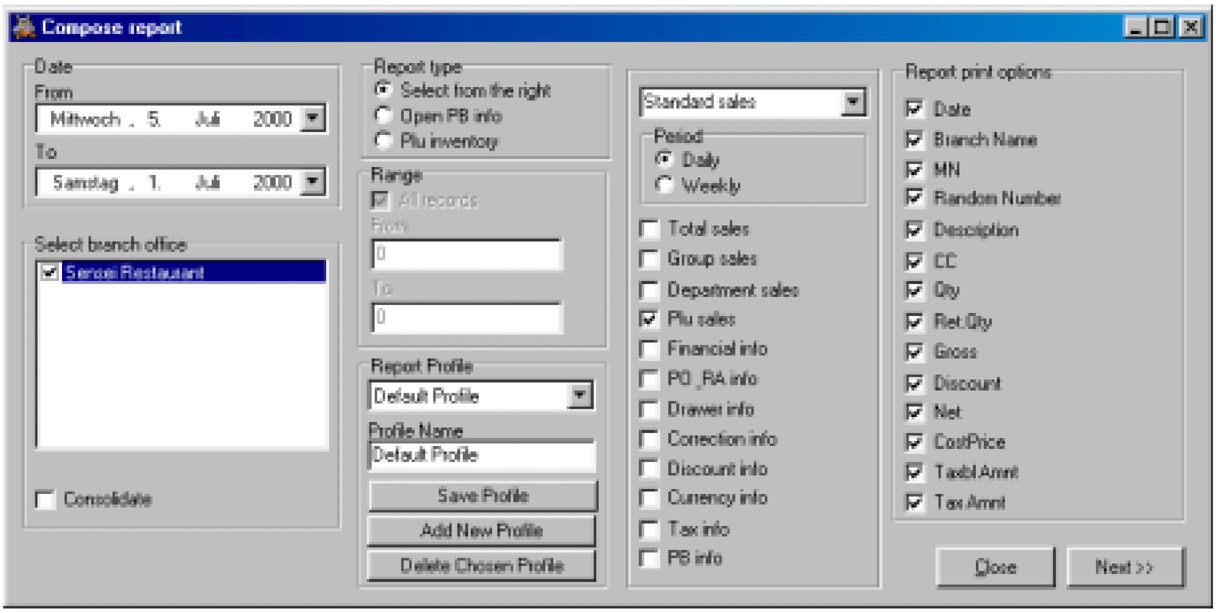
III. COLLECT REPORTS

For the collection of reports you have two different options: either collect them manually (directly) or with the help of the scheduler.

- When collecting them manually go to **“Reports/Collect manually”:** chose daily or weekly, select the Branch office and click OK.
- When using the scheduler go to **“File/Run Schedule”** and then your reports are taken automatically at the programmed time. **Please make sure that the scheduler is running!!!**
- To have a look at the taken reports or to print them out go to **“Reports/Open existing”** and click the button load reports. Then you get a window with all your collected Quick reports, including the name of the user report, the date as well as the time when it was taken. Know you can either print the reports out or save them.

IV. COMPOSE REPORTS FROM THE DATABASE

Report data taken as a Z-Report go into a database, from which you can then compose your own reports, e.g. if you would like to know the number of a certain article sold in a given period of time.



- Go to **“Reports/Compose”**
- Then select the **date** as well as the **branch office** for which you want to track information. You can go back as far as you want to retrieve the needed data.
- Depending on the report you want to compose either activate **“Select from the right”** and then select the items you want to be in the report, or activate **“Open PB info”** or **“Plu inventory”** if you need information concerning open tables or articles you have in stock. When using the same pattern for your user reports just click on the profile you have defined, e.g. for your standard sales or for your clerk sales (includes also the Report print options).
- In case you do not use a given profile select the **Report print options** and then click **Next>>.**

V. CLEAN UP RECORD FILES

So far only the complete record file can be cleaned up. To do so go to “**Maintenance/Clean up record file”.**

VI. TOOLS

- **<u>Edit application & send update file:</u>**
  With gITs you have the possibility to connect directly to Builder, Constructor, Creator or Maker. This means that you can edit the applications of your different branch offices at home, e.g. adding new Plus, change descriptor or prices, etc. and then send the update file to the register either directly or via the scheduler. All you have to do is select the branch office.

- **<u>Clear and install the application:</u>**
  When you need to make changes in the Setup of an application you cannot send an update file but you have to clear and install the application. In **“Setup/Branch Office/Edit”** chose the modified application for the required branch office and then go to **“Tools/Clear and Install Application”.**

- **<u>View gITs Journal:</u>**
  The gITs Journal is a summary of all transactions, which have taken place in gITs. Like this you can see if all requested reports have been taken successfully or if you need to take a report again manually because gITs was not able to connect to a certain branch office.