Idealpos 7.1 Build 15 - Update History

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Back Office

IP – 3157 – Import Promotions – Support for Discount Type, Trip Group, Trip Amount, Bonus Item Fields

This function adds the ability to specify additional options when importing promotions from a text file. Previous to this change, these promotion options could only be configured via the Create or Modify Promotions interface. With this change, these promotion options can now be set via the promotion import text file. The newly added options that can now be included in a text file when importing promotions are as follows:

- **Discount Type Field** The Discount Type specifies the way the promotion will behave such as \$ Discount off items, % Discount off items, Bonus Item, Cheapest Item % Discount, etc.
- **Trip Group Field** This option allows you to specify which Trip Group the items in the promotion import file should be created in.

In the create/modify promotion User Interface screen, the Trip Group setting refers to the "Trip Conditions Set 1/2/3". Trip Groups/Condition Sets are used when you want a promotion to trigger only when the customer purchases items from multiple Trip Condition Sets. E.g. You may want to offer customers a bonus promotion item when they purchase a meal, drink and a confectionery item. In this type of promotion, you would list all the Meal Stock Items in the Condition Set 1, all the drink stock items in the Condition Set 2 and all the confectionery items in the Condition Set 3. You will also need to specify the number of items that the customer has to purchase for each Trip Group/Condition Set in order to receive the Promotion. If they don't purchase the required number of items from each Trip Group/Condition Set, they will be ineligible for the promotion.

- Trip Amount Field This field can be used to set the Trip Amount required to trip the promotion (e.g. Spend \$5.00 on items to trigger the Promotion). In a Promotion Import File, you can have headers for both the Trip Quantity and Trip Amount, however, you can't specify a value for both the Trip Quantity and Trip Amount for a Promotion. Should this occur, Trip Amount will take precedence over Trip Quantity. Also note that when creating a Promotion Import File, you may want to have multiple items in a Trip Group/Trip Condition Set. Each item that you want to include in a Trip Group/Trip Condition Set will need to be included as a separate line within the Promotion Import File. Therefore, the first item of the Trip Group will need to have the Trip Quantity or Trip Amount defined, then concurrent items in the Trip Group can have the Trip Quantity/Trip Amount left as blank. Concurrent items in the Trip Group. Finally, if the Trip Value in the Import File differs for each item within the same Trip Group, the last or final Trip Value amount that Idealpos processes from the Import File will be used as the Trip Value.
- **Bonus Item Field** The Bonus Item Field is only used in combination with the Discount Type "Bonus Stock Item".

When using a Discount Type "Bonus Stock Item", the Bonus Item Field can then be included and used to specify which bonus item the customer will receive when the promotion is triggered.

The usage of the above fields in the Promotion Import file are outlined in further detail below:

 Discount Type – To define a Discount Type in the import file, ensure that you include a header of "DISCOUNT_TYPE".

Each Discount Type has a unique integer code which is outlined below:

- 1 \$ Discount off items
- 2 % Discount off items
- 3 Fixed Price for items
- 4 Bonus Stock Item (when using this integer code, add another header called "BONUS_ITEM" and specify the Stock Item Code within the BONUS_ITEM field; the entered Stock Item Code will be added to a sale when the Bonus Stock Item promotion is triggered)
- 5 Cheapest Item % Discount
- o 6 Unit Price Each
- 7 \$ Discount off total
- 8 Expensive Item % Discount
- 9 \$ Discount Each Item
- **Trip Group** To specify which Trip Group the items in Promotion will be added to, include a "TRIP_GROUP" header in the import file. The values that can be specified for the TRIP_GROUP field are 1, 2 or 3. This TRIP_GROUP header is optional and when not specified in the import file, it will default to the first Trip Group/Trip Condition Set.

Trip Amount – To specify the Trip Amount (e.g. spend \$5.00 on items), include a "TRIP_AMOUNT" header in the import file. Then specify the Trip Amount value for the Trip Amount field. Either a whole number can be entered (e.g. 5) which will set the "And Spend on items below" field to 5.00, or a decimal number can be entered (e.g. 5.50) which will set the "And Spend on items below" field to 5.50. If a TRIP_GROUP header with a value between 1 to 3 has not been included in the Promo Import file, the Trip Amount will be set against the Trip Group 1/Trip Condition Set 1 by default. Note that you can specify both "TRIP_AMOUNT" and "TRIP_QUANTITY" in a Promotion import file. When using Trip Amount and Trip Quantity in an import file, you should only populate one of the two options for each Trip Group/Trip Condition Set within a Promotion. Also note that it isn't necessary to populate the TRIP_QUANTITY or TRIP_AMOUNT field for every item in a Trip Group. Populating this field for the first item within a Trip Group/Trip Condition Set will result in all consecutive items in that Trip Group inheriting the same Trip value. It should also be noted that if the Trip Value differs for each item in a Trip Group/Trip Condition Set with contains a Trip Value will be set as either the Trip Quantity or Trip Amount.

 Bonus Item – The "BONUS_ITEM" field is used to specify a Stock Item Code that will be given to the customer as a bonus item when using the Bonus Stock Item Discount Type. Refer to the Discount Type 4 (Bonus Stock Item) above.

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To demonstrate various types of promotions within an import text file that utilise the newly added fields, please see the below example which will import three promotions. Each promotion is listed in a different colour to distinguish each promotion in the below example:

ZONE, DESCRIPTION, TRIP_QUANTITY, TRIP_AMOUNT, PROMO_PRICE, DISCOUNT_TYPE, BONUS_ITEM, TRIP_GROUP, START_DATE, END_DAT E, ITEM_CODE

1,BUY-3-COKE600ML-GET-BNS-COKE2L,3,,4,205401,1,01 Jan 2021,31 Jan 2021,205201 1,BUY-MEAL-DRINK-SNACK-BONUS-ITM,2,,4,305004,1,01 Jan 2021,31 Jan 2021,112001 1,BUY-MEAL-DRINK-SNACK-BONUS-ITM,,,4,305004,2,01 Jan 2021,31 Jan 2021,205201 1,BUY-MEAL-DRINK-SNACK-BONUS-ITM,,,4,305004,2,01 Jan 2021,31 Jan 2021,205202 1,BUY-MEAL-DRINK-SNACK-BONUS-ITM,,,4,305004,2,01 Jan 2021,31 Jan 2021,205203 1,BUY-MEAL-DRINK-SNACK-BONUS-ITM,,,4,305004,2,01 Jan 2021,31 Jan 2021,205203 1,BUY-MEAL-DRINK-SNACK-BONUS-ITM,,,4,305004,2,01 Jan 2021,31 Jan 2021,205203 1,BUY-MEAL-DRINK-SNACK-BONUS-ITM,,,4,305004,2,01 Jan 2021,31 Jan 2021,205205 1,BUY-MEAL-DRINK-SNACK-BONUS-ITM,,,4,305004,2,01 Jan 2021,31 Jan 2021,205205 1,BUY-MEAL-DRINK-SNACK-BONUS-ITM,,,4,305004,2,01 Jan 2021,31 Jan 2021,205207 1,BUY-MEAL-DRINK-SNACK-BONUS-ITM,,4,305004,3,01 Jan 2021,31 Jan 2021,125008 1,BUY-MEAL-DRINK-SNACK-BONUS-ITM,,4,305004,3,01 Jan 2021,31 Jan 2021,125009 1,BUY-MEAL-DRINK-SNACK-BONUS-ITM,,4,305004,3,01 Jan 2021,31 Jan 2021,125010 1,BUY-MEAL-DRINK-SNACK-BONUS-ITM,,4,305004,3,01 Jan 2021,31 Jan 2021,125011 1,BUY-MEAL-DRINK-SNACK-BONUS-ITM,,4,305004,3,01 Jan 2021,205407

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To import the promotions from a promotion text file, go to: File > Sales > Promotions > Promotions Press the "Import" button towards the bottom-right corner of the Promotions window.

	promotions	All Promotions		T	>	Expiring	🔽 🗌 Hide Exp	ired 🗿	s ×
Code	Description	Group	Discount	Date Range	Time Range	Days	Selection Range	Cust Type Rang	e Priority
2	Meat Raffle Ticket 10	Promotions	\$5.00 off Total	01 Oct 16 - 01 Jan 25	All Day	Every Day			1
1	Meat Raffle Ticket 5	Promotions	\$2.00 off Total	01 Oct 16 - 01 Jan 25	All Day	Every Day			2
3	Burger Meal Deal Small	Promotions	\$16.50 Price	01 Oct 16 - 01 Jan 25	All Day	Every Day			3
4	Burger Meal Deal Large	Promotions	\$18.50 Price	01 Oct 16 - 01 Jan 25	All Day	Every Day			4
5	Salad Deal \$1.50 Off	Promotions	\$1.50 off	01 Oct 16 - 01 Jan 25	All Day	Every Day			5
6	10% off RTD Singles	Promotions	10% off	01 Oct 16 - 01 Jan 25	All Day	Every Day	4		6
7	Corona Bucket Stubby Cooler	Promotions	Bonus Item	01 Oct 16 - 01 Jan 25	All Day	Every Day			7
22	Daily Specials \$4 Off	Promotions	\$4.00 off	Expired	All Day	Every Day			8
8	Main Meal Buy 1 Get 1 Free	Promotions	100% off cheapest	Expired	All Day	Every Day			9
9	Sides Only \$3	Promotions	\$3.00 Each	01 Oct 16 - 01 Jan 25	All Day	Every Day			10
10	20% Off Most Exp. Dessert	Promotions	20% off expensive	01 Oct 16 - 01 Jan 25	17:00 - 23:59	Every Day			11
11	2 School Outfits Bonus Cap	Promotions	Bonus Item	01 Oct 16 - 01 Jan 25	All Day	Every Day			12
12	Cocktail Happy Hour \$3 Off	Promotions	\$3.00 off Each	01 Oct 16 - 01 Jan 25	17:30 - 19:00	Every Day			13
13	Wine & Cheese 50% Off	Promotions	50% off cheapest	01 Oct 16 - 01 Jan 25	All Day	Every Day			14
4	5KG Bulk Buy 10% Discount	Promotions	10% off	01 Oct 16 - 01 Jan 25	All Day	Every Day			15
15	Millk & Bread for \$3	Promotions	\$3.00 Price	01 Oct 16 - 01 Jan 25	All Day	Every Day			16
16	Buy 2 Milk for \$3	Promotions	\$3.00 Price	01 Oct 16 - 01 Jan 25	All Day	Every Day			17
17	20% Off Bananas After 1pm	Promotions	20% off	01 Oct 16 - 01 Jan 25	13:00 - 14:59	Every Day			18
18	35% Off Bananas After 3pm	Promotions	35% off	01 Oct 16 - 01 Jan 25	15:00 - 23:59	Every Day			19
19	Snack Pack Small	Promotions	\$2.00 off Total	Expired	All Day	Every Day			20
0	Snack Pack Large	Promotions	\$3.00 off Total	Expired	All Day	Every Day			21
1	2 Flat Whites 25% Off	Promotions	25% off	01 Jan 17 - 01 Jan 25	All Day	Every Day			22
	Bonus Hat Promo	Promotions	Bonus Item	Expired	All Day	Every Day			23
23						,,			
		Promotions	Bonus Item	Expired	All Day	Every Day			24
24	Stella Ctn Promo - Free Glass		Bonus Item	Expired Expired	All Day All Day	Every Day Every Day			24
23 24 25 26		Promotions Promotions ImportPromo20210107_B	\$1.00 off	Expired Expired 01 Jan 21 - 31 Jan 21	All Day All Day All Day	Every Day Every Day Every Day			24 25 26
24 25	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5 6	Stella Ctn Promo - Free Glass LYNX OFFER 20210107-PROMO-TEST	Promotions	\$1.00 off	Expired	All Day	Every Day			25
4 5 6	Stella Ctn Promo - Free Glass LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25

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Browse to the folder that contains the import file, select it, then press "Open" as shown in the below example:

→ * ↑ → Th	is PC > Documents > Import		~	Ō	,⊃ Sear	ch Import	
ganize 🔻 New fold						== -	(
Customers ^	Name	Date modified	Туре	Size			
Documentation	Promos20210111.txt	11/01/2021 4:12 PM	Text Document		2 KB		
Yideos							
OneDrive							
This PC							
3D Objects							
🚽 Apple iPad							
📃 Desktop							
Desktop 🔮 Documents							
Documents							
 Documents Downloads 							
 Documents Downloads Music 							
 Documents Downloads Music Pictures 							
 Documents Downloads Music Pictures Videos OS (C:) 	ame: Promos20210111.txt			~	Text files		

If you don't have a promotion file, you can copy the example promotion shown further above and paste into a text file, then import it.

When used with the Idealpos Demo Database, it will create promotions using the following Stock Items:

205201 - Coke 600ml 205202 - Diet Coke 600ml 205203 - Coke Zero 600ml 205204 - Sprite 600ml 205205 - Lift 600ml 205207 - Fanta 600ml 112001 - Beef Burger 101002 - Bacon & Eggs 125008 - Mars Bar 125009 - Snickers 125010 - Violet Crumble 125011 - Crunchie

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After the promotions have been imported from the file, they will appear below the existing promotions in the list:

	promotions	All Promotions		•	>	Expiring	📕 🗌 Hide Expi	red 💿 S	>
de	Description	Group	Discount	Date Range	Time Range	Days	Selection Range	Cust Type Range	Priority
	Meat Raffle Ticket 10	Promotions	\$5.00 off Total	01 Oct 16 - 01 Jan 25	All Day	Every Day			1
	Meat Raffle Ticket 5	Promotions	\$2.00 off Total	01 Oct 16 - 01 Jan 25	All Day	Every Day			2
	Burger Meal Deal Small	Promotions	\$16.50 Price	01 Oct 16 - 01 Jan 25	All Day	Every Day			3
	Burger Meal Deal Large	Promotions	\$18.50 Price	01 Oct 16 - 01 Jan 25	All Day	Every Day			4
	Salad Deal \$1.50 Off	Promotions	\$1.50 off	01 Oct 16 - 01 Jan 25	All Day	Every Day			5
	10% off RTD Singles	Promotions	10% off	01 Oct 16 - 01 Jan 25	All Day	Every Day	4		6
	Corona Bucket Stubby Cooler	Promotions	Bonus Item	01 Oct 16 - 01 Jan 25	All Day	Every Day			7
	Daily Specials \$4 Off	Promotions	\$4.00 off	Expired	All Day	Every Day			8
	Main Meal Buy 1 Get 1 Free	Promotions	100% off cheapest	Expired	All Day	Every Day			9
	Sides Only \$3	Promotions	\$3.00 Each	01 Oct 16 - 01 Jan 25	All Day	Every Day			10
	20% Off Most Exp. Dessert	Promotions	20% off expensive	01 Oct 16 - 01 Jan 25	17:00 - 23:59	Every Day			11
	2 School Outfits Bonus Cap	Promotions	Bonus Item	01 Oct 16 - 01 Jan 25	All Day	Every Day			12
	Cocktail Happy Hour \$3 Off	Promotions	\$3.00 off Each	01 Oct 16 - 01 Jan 25	17:30 - 19:00	Every Day			13
	Wine & Cheese 50% Off	Promotions	50% off cheapest	01 Oct 16 - 01 Jan 25	All Day	Every Day			14
	5KG Bulk Buy 10% Discount	Promotions	10% off	01 Oct 16 - 01 Jan 25	All Day	Every Day			15
	Millk & Bread for \$3	Promotions	\$3.00 Price	01 Oct 16 - 01 Jan 25	All Day	Every Day			16
	Buy 2 Milk for \$3	Promotions	\$3.00 Price	01 Oct 16 - 01 Jan 25	All Day	Every Day			17
	20% Off Bananas After 1pm	Promotions	20% off	01 Oct 16 - 01 Jan 25	13:00 - 14:59	Every Day			18
	35% Off Bananas After 3pm	Promotions	35% off	01 Oct 16 - 01 Jan 25	15:00 - 23:59	Every Day			19
	Snack Pack Small	Promotions	\$2.00 off Total	Expired	All Day	Every Day			20
	Snack Pack Large	Promotions	\$3.00 off Total	Expired	All Day	Every Day			20
	2 Flat Whites 25% Off		25% off	01 Jan 17 - 01 Jan 25					22
		Promotions			All Day	Every Day			
	Bonus Hat Promo	Promotions	Bonus Item	Expired	All Day	Every Day			23
	Stella Ctn Promo - Free Glass	Promotions	Bonus Item	Expired	All Day	Every Day			24
	LYNX OFFER	Promotions	\$1.00 off	Expired	All Day	Every Day			25
_	20210107-PROMO-TEST	ImportPromo20210107_B/	Bonus Item	01 Jan 21 - 31 Jan 21	All Day	Every Day			26
	BUY-3-COKE600ML-GET-BNS-C		Bonus Item	01 Jan 21 - 31 Jan 21	All Day	Every Day			27
	BUY-MEAL-DRINK-SNACK-BON		Bonus Item	01 Jan 21 - 31 Jan 21	All Day	Every Day			28
	BUY-3XFANTA2L-FOR-\$3.50		\$3.50 Price	01 Jan 21 - 31 Jan 21	All Day	Every Day			29

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Each of the promotions that were imported from the promotions text file are shown below:

promotions <u>P</u> romotion <u>A</u> d	lvanced	×
Description BUY-3-COKE600ML-GET-BNS-COKE2L Group Promo210125 POS Customer Type V Multiple Trips	From 01 Jan 2021 00:00 to 31 Jan 2021 23:59 Continuous During Specific Times	Discount Type Bonus Stock Item 2054C > COKE 2L
Trip Conditions Set 1 Buy © Trip by Quantity 3 © Trip by Amount of items below 205201 COKE 600ML	Trip Conditions Set 2 And Buy O Trip by Quantity O Trip by Amount of items below	Trip Conditions Set 3 And Buy Trip by Quantity 0 of items below
Delete Promotion Add Add Link Enquiry Department Stock Item		

× promotions Promotion Advanced Discount Type Description > Bonus Stock Item -30500 From 01 Jan 2021 00:00 • BUY-MEAL-DRINK-SNACK-BONUS-ITM MATCHBOX CAR MUSTANG • to 31 Jan 2021 23:59 Group Continuous During Specific Times Promo210125 • POS > Customer > Type Multiple Trips Trip Conditions Set 1 Trip Conditions Set 2 Trip Conditions Set 3 Buy And Buy And Spend Trip by Quantity Trip by Quantity Trip by Quantity 2 2 5.00 Trip by Amount C Trip by Amount C Trip by Amount of items below of items below on items below 125011 CRUNCHIE 101002 BACON & EGGS 205201 COKE 600ML 112001 BEEF BURGER 205203 COKE ZERO 600ML 125008 MARS BAR 125009 SNICKERS 205202 DIET COKE 600ML 125010 VIOLET CRUMBLE 205207 FANTA 600ML 205205 LIFT 600ML 205204 SPRITE 600ML Add Department Add Department Add Add Stock Item Add Add Stock Item Department Stock Item

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× Promotion Advanced promotions Discount Type Description Fixed Price for Items -3.50 From 01 Jan 2021 00:00 • BUY-3XFANTA2L-FOR-\$3.50 • to 31 Jan 2021 23:59 Group Continuous During Specific Times Promo210125 • POS > Customer Type > Multiple Trips Trip Conditions Set 1 Trip Conditions Set 2 Trip Conditions Set 3 Buy And Buy And Buy • Trip by Quantity • Trip by Amount Trip by Quantity Trip by Quantity 0 3 0 C Trip by Amount of items below C Trip by Amount of items below of items below 205407 FANTA 2L Add Department Add Stock Item

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IP-3844 – Fast Customer Screen – Support for Email Filtering

This function adds the ability to filter the Fast Customer Screen by email addresses.

When pressing the Email button on the Fast Customer Screen, only customers that have an email address will be displayed. To perform further filtering, you can then begin entering their email address to only display customers that match the entered address. The list of customers that are displayed will live-update as you type the customer's email address.

There is no configuration required to enable the email button. The only steps that are required to use this function are:

- e only steps that are required to use this runction are:
- The "Fast Customer Searching" Yes/No Option must be enabled
- At least one customer will need to have an email address entered in their customer record
- Customers Button must exist on the POS Screen

To ensure that Fast Customer Searching is enabled, go to: Setup > Yes/No Options Enter Keyword Search: fast customer

Then ensure that "Fast Customer Searching" is enabled as shown in the below example:

ye	es/n	o options		Enter Keyword Search					fas	st customer	>	
Clerks	5	Confirmation	Customers	omers Home Screen Miscellan		llaneous	F	POS Screen		Receipt / Kitchen	Restaurant	Stock Control
						ALL	1	2	3			
		CU	STOMERS									
Fast	Custo	mer - New Custor	mer Code Field			~						
Fast	Custo	mer Modify can n	nodify Credit Lir	nit								
Fast	Custo	mer Search Includ	les Bar Tabs			1						
Fast	Custo	mer Searching				 Image: A second s						
Fast	Custo	mer Searching allo	ow Modify									

Once you've enabled the Yes/No Option, go to: Setup > POS Screen > POS Screen Setup

Select the POS Screen Layout then press the button labelled "Buttons" on the bottom-left corner of the window. Ensure that you have a button to open the Customers screen.

If a Customers button does not exist, select any unused/blank button and select the "Customer" option from the Function List. Customise the button as required, then press "Save":

Automatic Text			Customer	
Customer Type	-		Credit Note Enquiry Customer Customer Coupons Customer Statement	ſ
User-Defined Yes/No			Date Delivery Docket Department Dpt Sales Report	Ì
CUSTOMER	Button Ca CUSTON	100 F100 F10	Drawer 1 Clerk Drawer 2 Clerk Duplicate Receipt	
	Back Colour	Font	EAN	
	Text Colour	Δ ▲ Α ▼	EFTPOS Capture Tips EFTPOS CashOut	
	Double Width	Visible 🔽	EFTPOS Functions EFTPOS RePrint EFTPOS Settlement	
Graphic		>	Employee Log End of Shift	
Eormat All	<u>S</u> ave	<u>C</u> ancel	Enter ESC External Application	~

Close the POS Screen Layout windows once the Customer button has been created.

Once you've ensured that a Customer button exists, you will need to ensure that at least one or more customers have an email address entered in their customer record.

Go to: File > Customers > Customers

Select a Customer from the list and either double click on the Customer name, or press the "Modify" button on the bottom-right corner of the Customers window.

The email address field is located on the bottom-left corner of the Modify Customer window as shown in the example below. Once you've entered an email address, press the "Save" button on the bottom-right corner of the Modify Customer window:

modify	customer	<u>G</u> eneral	<u>A</u> dvanced			Second Ma			×
							5 C- d- 0050050057057		
Code	-			Customer Type		- 1	Scan Code 9850859357357	Auto	
Last Name				MEMBERS		•	Other Codes		
Given Names									
Title	Miss	<u>-</u>							
Address Details				Sales / Accounting					
Address	42 Wallaby Way			Auto % Disco	unt 0		Account		
				Price L	evel 1		Credit Limit 0.00		
Suburb	HAMPDEN				Bar Tab				
State	QLD 💌	Postcode 4741			Room In	terface			
				17		tenate			
- Delivery Address				Miscellaneous					
	Delivery Address sa	ame as Above		Company			Birth Date	06/09/1987	
Address				ABN			Birth Date 2	02/03/2015	
				Occupation			Password		
Suburb				Next of Kin			Gender	F	-
State	•	Postcode		Contact No			Marital Status		•
								Mail Out	
- Contact Details -								Discontin	nue
Phone									
	0499754163			Comments					
Fax									
Email	sarahcharlton@yopm	nail.com		C i D mpt					
									<u>S</u> ave

You can repeat the above process for each customer that requires an email address to be recorded. Once customers have had an email address entered against their customer record, close the Customers window. From the top-left corner of the Back-Office Dashboard, press the POS button to open the POS Screen. Press the "Customer" button to display a list of Customers.

Within the Customers screen, press the "Email" button located half-way down the screen.

A list of Customers which have an email address recorded will be displayed. Each customer's email address will appear on the button below the Customer's name.

custo	omers													×
Sarah Cha sarahcharito pmail.co	n@yo Johns	hn Smith mith0123@y mail.com	Roberts Robertso robertroberts email.con	on@										
			Name	Phon	e Com	pany C	Code	Email	•					
q	W	е	r	t	у	u	i	О	р	7	8	9	/	@
а	S	d	f	g	h	j	k	Ι	#	4	5	6	:	!
\uparrow	z	х	С	v	b	n	m	&	%	1	2	3	N	ew
CL						backs	space	$\boldsymbol{\lambda}$?	0	•	-	Cust	omer

To search for a specific customer by email address, enter the email address using the on-screen keyboard. Either the entire email address can be entered, or part of the email address can be entered (such as the domain name – e.g. @email.com, etc.).

Any customers that have an email address which matches the entered address will be displayed.

customers					
Robert Robertson robertrobertson email.com					
@email	_	Phone	Company	Code	Email

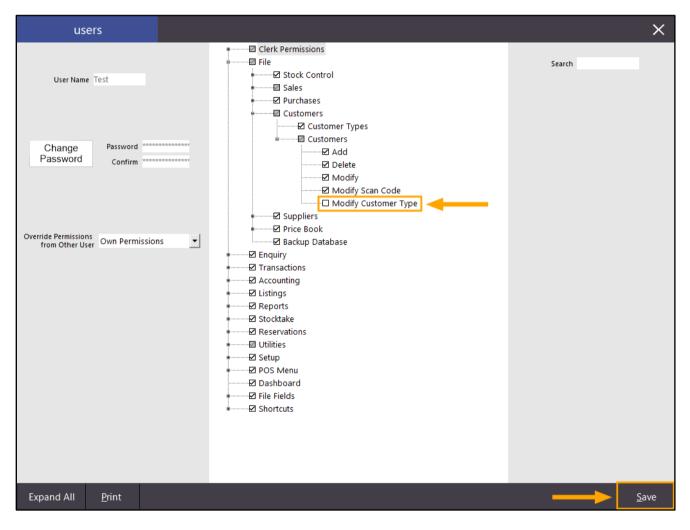
Users

IP-3951 – User Security Option – Modify Customer Type

This function adds the ability to control whether or not a User can access the Modify Customer Type function. Note that disabling access to the Modify Customer Type function only prevents a User from modifying an existing Customer's Customer Type. Access to the Customer Type dropdown box will still be available when a User is creating a new Customer regardless of the "Modify Customer Type" User permission setting.

To control a User's access to the Customer Type dropdown box, go to: Back Office > Setup > Users > Select User > Modify The Modify Customer Type setting can be configured by going to: File > Customers > Customers > Modify Customer Type

Toggle the option as required, then press the "Save" button on the bottom-right corner to save your change.



Once Saved, you will need to login as the User which the setting was applied to.

Go to: File > Log Out

Then enter the Username and Password of the User which this setting was applied to.

Once logged in, the Modify Customer Type function is available on the Modify Customer screen by going to:

Back Office > File > Customers > Customers > Select existing Customer > Modify.

When "Modify Customer Type" is enabled, the Customer Type dropdown box will be enabled and available when modifying an existing Customer as shown in the below example:

modify	v customer	<u>G</u> eneral	<u>A</u> dvanced						×
Code	2			Customer Type		So	an Code 9850859357357	Auto	
Last Name	Charlton			MEMBERS	-	Oth	er Codes		
Given Names	Sarah								
Title	Miss	-							
				<u> </u>					
- Address Details -				Sales / Accounting			Account		
Address	42 Wallaby Way			Auto % Discou Price Le			Credit Limit 0.00		
Suburb	Hampden				Bar Tab				
	NSW -	Postcode							
Delivery Address				Miscellaneous					
	Delivery Address sa	ame as Above		Company			Birth Date	06/09/1987	
Address				ABN			Birth Date 2	02/03/2015	
				Occupation			Password		
Suburb				Next of Kin			Gender	F 💌	·
State	•	Postcode		Contact No			Marital Status	-	·
								Mail Out	
- Contact Details -								Discontinue	
Phone	0765536455								
Mobile	0499754163			Comments					
Fax									
Email	sarahcharlton@yopm	nail.com		Sales Prompt					
									<u>S</u> ave

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When "Modify Customer Type" is disabled, the Customer Type dropdown box will be greyed out when modifying an existing Customer as shown in the below example:

modify	customer	<u>G</u> eneral	<u>A</u> dvanced						×
Code Last Name Given Names	Charlton Sarah			Customer Type MEMBERS	¥	Scan Code Other Codes	9850859357357	Auto	
-Address Details -	Miss			Sales / Accounting	0		Account		
	42 Wallaby Way			Auto % Discount Price Level		Credit	Limit 0.00		
	Hampden NSW 💌	Postcode			Bariab				
- Delivery Address				Miscellaneous					
Address	Delivery Address sa	me as Above		Company ABN			Birth Date 2	06/09/1987 02/03/2015	
Suburb				Occupation Next of Kin			Password Gender		•
State	•	Postcode		Contact No			Marital Status	Mail Out	•
- Contact Details -	0765536455						l	Discontinue	2
	0499754163			Comments					
Email	sarahcharlton@yopm	ail.com		Sales Prompt					
									<u>S</u> ave

Yes/No Options

IP-3919 – Yes/No Option – Stock Purchases – Show Indirect Items in Stock Items Grid

This function adds the ability to control whether or not Indirect Stock Items are displayed within the Stock Items grid when opened from a Stock Purchase.

In builds older than Idealpos 7.1 Build 12, Indirect Items could not be added to Stock Purchases.

In Idealpos 7.1 Build 12, we added the ability to add Indirect Stock Items to Stock Purchases (so that Idealpos could handle Indirect Stock Items that were received in a Stock Purchase generated via Stock Manage/Pocket Stock). Some customers may want the ability to hide Indirect Stock Items on the Stock Items screen (only when the Stock Items screen is opened via the Stock Purchases screen).

To enable this function, go to: Setup > Yes/No Options Enter Keyword Search: indirect

Disable the checkbox on the Yes/No Option "Stock Purchases – Show Indirect Items in Stock Items Grid"

yes/no options			Enter Keyword Search				indirect				>		
Clerks	Confirmation	Customers	Home Screen	Misce	llaneous	POS Screen		en l	Receipt / Kitchen	Restaurant		Stock Control	
					ALL	1	2	3					
	CONFIRMATION												
Confirm I	Confirm Indirect Component Count												
STOCK CONTROL													
Stock Pur	Stock Purchases - Show Indirect Items in Stock Items Grid												
										•			

Close the Yes/No Options window to save the change.

The change should apply without needing to restart Idealpos.

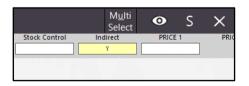
To confirm that Indirect Items no longer appear, go to: Back Office > Transactions > Stock Control > Stock Purchases

Either create a new Stock Purchase by pressing the "Add" button on the bottom-left corner of the screen, or modify an existing Stock Purchase by selecting it and pressing the "Modify" button on the bottom-left corner of the screen.

Press the dropdown arrow located in the Stock Code field to open the Stock Items window:

stock received	Purchase Type	Stock Received	Loca	tion Location 1	•		×
Supplier	Purchase Order No Invoice No Details			Date of Invoice Stock Process Date Due Date			>>>
Stock Code Supplier Code	Description			Quantity	Unit Disc Cost % Tax 1		Total Last ^ Cost
							~
Sales Quantity 🔽 Week Week 4 Week 3 0 0		Prices cations This Week 0		te 🗹 GST te 🗸 GST	Subtotal Freight Admin Fee Tax > Invoice Total	0.00 0.00 0.00 0.00 0.00	

In the Indirect field, enter a "Y" as shown in the below example. Indirect Items should no longer appear in the Stock Items grid:



When the above Yes/No Option is enabled, entering a "Y" into the Indirect field will display results (provided that you have Indirect Items in your system):

	M <u>u</u> lti Select	👁 S	×
Stock Control	Indirect	PRICE 1	۴A
	N N		
No	Yes	0.00	
No	Yes	0.00	
No	Yes	0.50	
No	Yes	0.00	
No	Yes	0.00	