

Counter Service - Cash Register - Prepack - Inventory

Presets

Art. group

Search

Operator

Department

Receipt

Functions

INFO

CODE

1/ 1	1	1/ 3	2	1/ 9	3
Chaumes		Vignotte cheese		Emmentaler AOC	
1/ 10	4	1/ 63	5	1/ 16	6
VALDOR cheese		Edam cheese, Holland		Turkey cutlet	
1/ 2	7	1/ 23	8	1/ 22	9
Stilfser, mountain cheese		Gouda, mature		Gouda, medium mature	
1/ 21	10	1/ 18	11	1/ 8	12
Gouda young		Cordon Bleu		Pork sausage	
1/ 5	13	1/ 6	14	1/ 65	15
Veal cutlet		Pork cutlet		Serrano ham	
1/ 16	16	1/ 29	17	1/ 42	18
Turkey cutlet		Turkey salami		Minced meat	
1/ 32	19	1/ 33	20	1/ 34	21
Salmon		Shrimp		Yellowfin tuna	

Min 40 g

0.158 kg

PT

0.00 €/kg

0.00 €

Sale

1

02.12.2016

13:06

7	8	9	×
4	5	6	-
1	2	3	+
0	00	C	*

1/5

>>

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1 Your FreshBase Software

You have decided to purchase the high-quality extensive FreshBase Software. This software is tailor-made to meet the requirements of the retail industry and is optimised for the selling of fresh produce.

Please use this manual to familiarise yourself with the FreshBase Software and to ensure you are able to make optimum use of the FreshBase functionality.

The FreshBase Software, together with your high-quality system scale from METTLER TOLEDO, will in general be configured by a member of your METTLER TOLEDO Service or personnel authorized by METTLER TOLEDO.

For further information on the usage and functionality of your individual system scale, please refer to the separate scale user guide.

Software version

This manual describes software version V 2.30.2.

 Please contact your METTLER TOLEDO Service or your supplier if you have any further questions or if you require your scale's configuration to be changed.

1.1 Conventions and symbols used in this user manual

Symbol	Description
	Safety sign that warns the user of situations resulting in death or serious injury, in case of non-compliance with the indicated safety advices.
	Safety sign that warns the user of situations resulting in material damage, in case of non-compliance with the indicated safety advices.
	Information that makes working with the device easier.
■	Precondition for an action.
-	Individual action that must be carried out.
1 2	Action sequence that must be carried out in the order stated.
⇒	Result of an action or an action sequence.
[▶ 18]	Cross-reference (example: reference to page 18)
[Mode] key	Software key
Sale, Cash register	Software texts (messages, menus etc.)
Menu level 1 Menu level 2	Menu path/navigation sequence in the software

2 Start-up

- Start-up your scale as described in the separate scale quick guide.
- ⇒ The software is started.

3 Overview of the user interface (user display)

i The user interface can be customised to meet special customer requirements. Therefore, your user interface and available options may differ from the screenshots in the following chapters, depending on your company's settings and configurations and on your user permissions.

The software offers the following scale modes that systematically support diverse sales processes:

Mode	Description	Reference
Sale	Scale mode for counter sales by sales personnel	[Sale mode (counter service) ► Page 33]
Cash register	Advanced mode for counter sales by sales personnel, with additional payment functions (licence required)	[Cash register mode (licence required) ► Page 54]
Prepacking (Packing)	Scale mode for the labelling of pre-packed articles	[Prepacking mode (Packing) ► Page 69]
Inventory	Scale mode for inventory recording or the recording of other stock or stock movements (depending on configuration, up to 10 different recording levels are supported)	[Inventory mode ► Page 76]
Self service	Scale mode for customer self service, e.g., in fruit or vegetable departments	see User manual Self Service

i Depending on your scale's configuration, you can switch modes in the **Functions** tab [Switching scale modes ► Page 29].

Note that, depending on the acquired software licences, you have access to either **Sale** mode (no licence required) or **Cash register** mode (licence required). If you have acquired a **Cash register** licence, **Sale** mode is not available. The **Sale** functions are included in the **Cash register** mode.

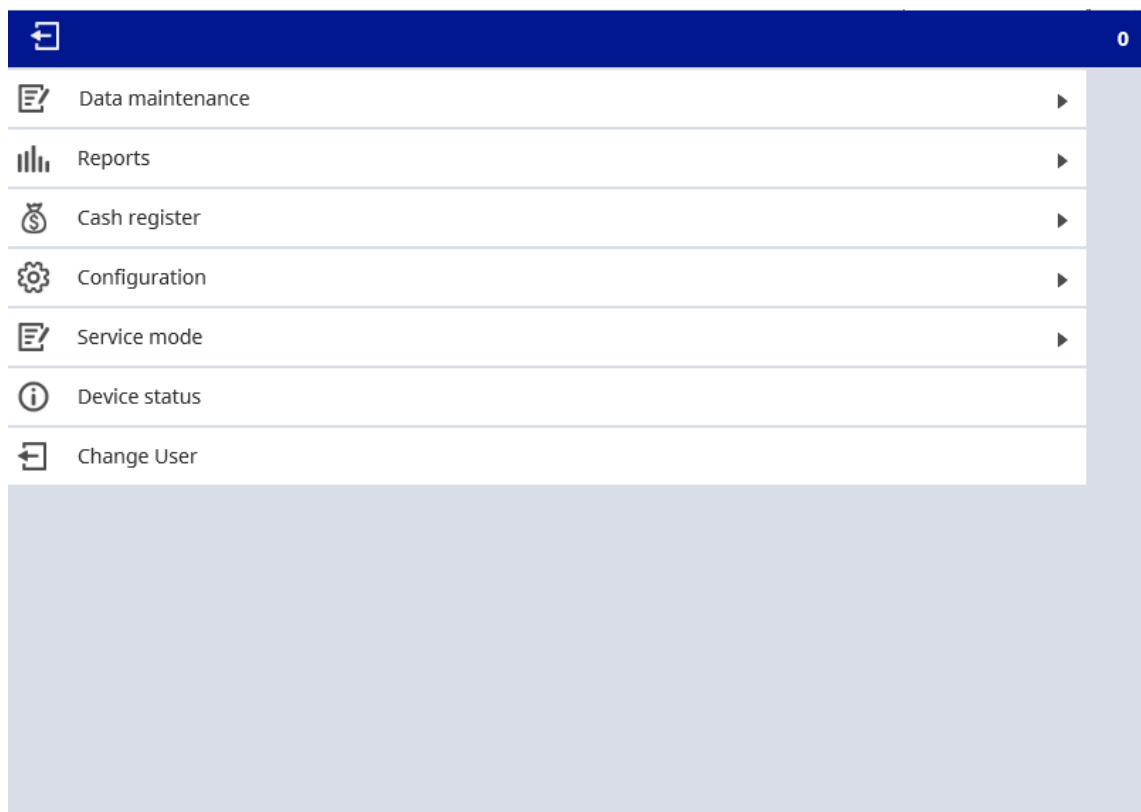
Example:

Sale mode:

The screenshot displays the FreshBase Software user interface in Sale mode. On the left, there is a vertical menu with icons for Presets, Art. group, Search, Operator, Department, Receipt, Functions, INFO, and CODE. The main area shows a grid of product items, each with a code (e.g., 1/1, 1/3, 1/9) and a name (e.g., Chaumes, Vignotte cheese, Emmentaler AOC). To the right of the grid, there is a display showing the current weight (0.158 kg), the price per unit (0.00 €/kg), and the total amount (0.00 €). Below the display is a numeric keypad with buttons for digits 0-9, a decimal point, a plus sign, and a multiplication sign. At the bottom, there is a status bar showing the date (02.12.2016) and time (13:06).

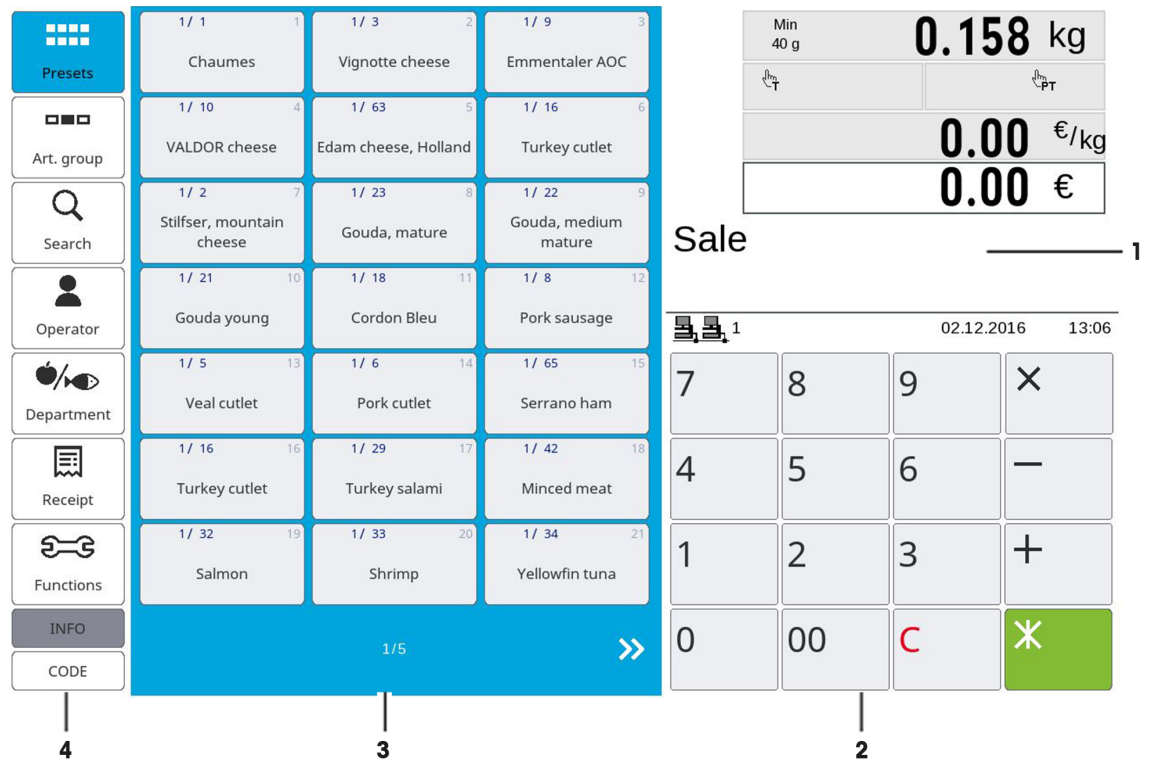
In addition, a configuration mode is available for users with special user profiles: Data maintenance/ Configuration or "ASM" (Application Setup Mode, see [Operating the ASM main menu ► Page 79]).

ASM is a stand-alone scale administration and sales reports mode. Access to this scale mode is restricted by corresponding user permissions or code numbers.



3.1 Elements of the user interface

In all modes, the user interface consists of the following elements:



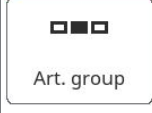
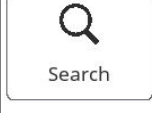
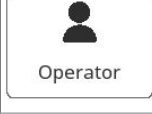
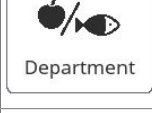
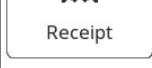
No.	Element	Description	Reference
1	Display, weighing and message area	Depending on the selected mode and functions	[Display, weighing and message area ► Page 18] [Status bar ► Page 26]
2	Number block	Number and calculation function keys	Number block
3	Function keys	- Depending on the selected mode and functions - Usually, the PLU keys in the Preset function tab are displayed after start-up	Function keys and options
4	Function selector/tabs	Select subset of function keys	Function selector/tabs

See also

- ▢ Status bar ► Page 26
- ▢ Display, weighing and message area ► Page 18

3.1.1 Function selector/tabs

In this area you can select your required function tab and display the respective keys/options Function keys and options:

Name	Description	Reference
 Presets	Display quick access keys for PLUs	[Booking articles via preset PLU keys ▶ Page 35]
 Art. group	Select required article group	[Booking articles via articles groups ▶ Page 35]
 Search	Display PLU search function	[Booking articles via search function ▶ Page 36]
 Operator	Select or switch operator	[Operator functions ▶ Page 51]
 Department	Select required department. Not available in Inventory and Prepacking mode	[Booking articles from another departments ▶ Page 36]
 INFO	Display additional PLU information	[Displaying and printing product tips ▶ Page 41]
 Functions	Display additional receipt functions	-
 CODE	Select required mode and display mode-related functions	-
 Receipt		

3.1.2 Function keys and options

This area displays the available functions and keys for the selected function tab Function selector/tabs. The key selection in the individual tab also depends on the selected scale mode (Sale, Inventory etc.).

Presets tab

In the `Presets` tab, PLU quick access keys for frequently used PLUs are displayed [Booking articles via preset PLU keys ▶ Page 35].

Example:

1 1 / 1 Chaumes	2 1 / 3 Vignotte cheese	3 1 / 9 Emmentaler AOC
4 1 / 10 VALDOR cheese	5 1 / 63 Edam cheese, Holland	6 1 / 16 Turkey cutlet
7 1 / 2 Stilfser, mountain cheese	8 1 / 23 Gouda, mature	9 1 / 22 Gouda, medium mature
10 1 / 21 Gouda young	11 1 / 18 Cordon Bleu	12 1 / 8 Pork sausage
13 1 / 5 Veal cutlet	14 1 / 6 Pork cutlet	15 1 / 65 Serrano ham
16 1 / 16 Turkey cutlet	17 1 / 29 Turkey salami	18 1 / 42 Minced meat
19 1 / 32 Salmon	20 1 / 33 Shrimp	21 1 / 34 Yellowfin tuna
1/5 >>		

- 1 Department number
- 2 PLU number
- 3 Continuous key number

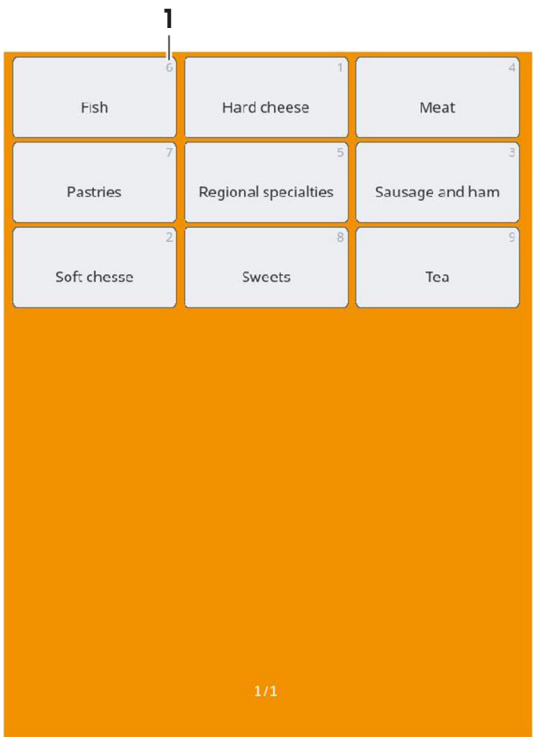
Use the white navigation arrows at the bottom to display further PLU keys.

i In `Cash register` mode, additional keys are available [Presets tab function keys ▶ Page 55].

Art. group tab

In the `Art. group` tab, the available article groups for easy PLU selection are displayed [Booking articles via articles groups ▶ Page 35].

Example:

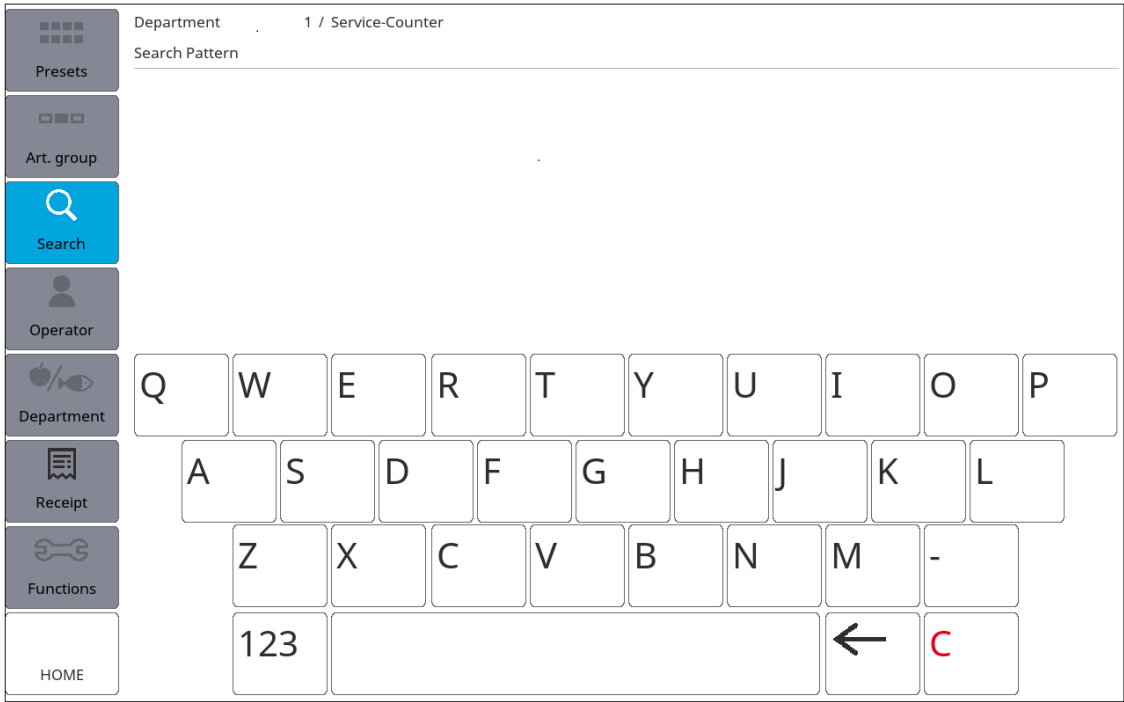


1 Article group ID number

Search tab

In the `Search` tab, you can perform text searches for easy PLU selection [Booking articles via search function ▶ Page 36].

Example:



Operator tab

In the `Operator` tab, the available operators for easy operator selection are displayed.

Example:

Waters Theo	3 Samson John	32.82 Brown Lisa

1

2

- 1 Number of currently booked articles
- 2 Total sum of currently booked articles

Department tab

In the `Department` tab, the available PLU departments for easy PLU selection are displayed [Booking articles from another departments ▶ Page 36].

Example:

Fruits and vegetable
Service-Counter

Info tab

In the **Info** tab, additional PLU information is displayed (if configured in ASM), e.g., ingredients, recipes and helpful product information, e.g., allergens [Displaying and printing product tips ► Page 41].

The key is only active if corresponding information is defined for the PLU in ASM. Otherwise the key remains inactive, when a PLU is selected.

Example:

Presets Art. group Search Operator Department Info Functions HOME	Department 1 / Service-Counter	PLU 33 / Shrimp
	Zutaten: SHRIMPS	
	Rezept: Gemüsespaghetti mit Shrimps: Zutaten: 100 g Spaghetti, Salzwasser, 1 mittelgroße Zucchini, 2 Möhren, 1 Paprikaschote rot, 1 Paprikaschote gelb, 1 Zehe Knoblauch, 2 EL Olivenöl, 100 g frische Shrimps, 1/2 Becher Frischkäse. Die Zucchini und Möhren mit dem Spiralschneider in "Spaghetti" hobeln oder mit dem Sparschäler dünne Streifen schneiden. Die Paprika in kleine Würfel schneiden. Die Spaghetti im Salzwasser nach Anweisung kochen, ca. 5 Min. vor Ende der Garzeit die "Möhrenspaghetti" bzw. Möhrenstreifen dazugeben. Inzwischen die Sauce in Ölwanne mit dem Knoblauch	Produktbeschreibung: Besonders aromatisch mit zartem rosa Fleisch, vielseitig kulinarisch verwendbar.

Receipt tab

In the **Receipt** tab, the available receipt functions are displayed.

Examples:

Receipt tab in Sale mode:

Receipt tab in Cash register mode:

Presets Art. group Search Operator Department Receipt Functions INFO CODE				Presets Art. group Search Operator Department Receipt Functions INFO CODE			
	Σ	📄			Σ	📄	
	Receipt void	Repeat receipt	Inventory		Receipt void	Repeat receipt	Inventory
	Line void	Reprint last receipt	Change		Line void	Reprint last receipt	Change

i The available keys in the **Receipt** tab depend on the selected mode.

Functions tab

In the Functions tab, the available functions are displayed.

The selection of available function keys depends on the actual operating step and the selected mode. In some operating steps, the number and types may vary from the function keys displayed below. The following images show the initial state of the respective scale mode which offers the largest selection of functions within a mode.

Examples:

Functions tab in Sale mode:



Functions tab in Cash register mode:



The available keys in the Functions tab depend on the selected mode.

3.1.3 Display, weighing and message area

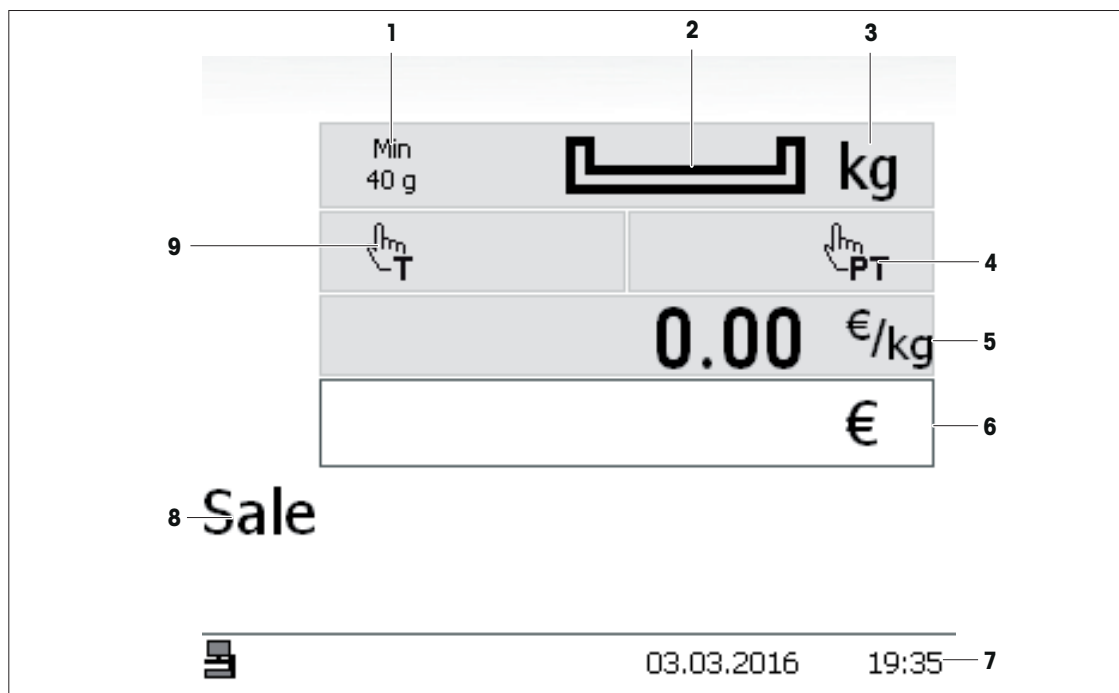
This area serves as weighing, message and status display.

i The elements of the display, weighing and message area and their respective state change according to the respective operating step.

Grey areas are active fields or keys in the current operating step. The keys can be pushed to execute a function, e.g., pressing the [Unit price] field/button allows you to enter the unit price manually.

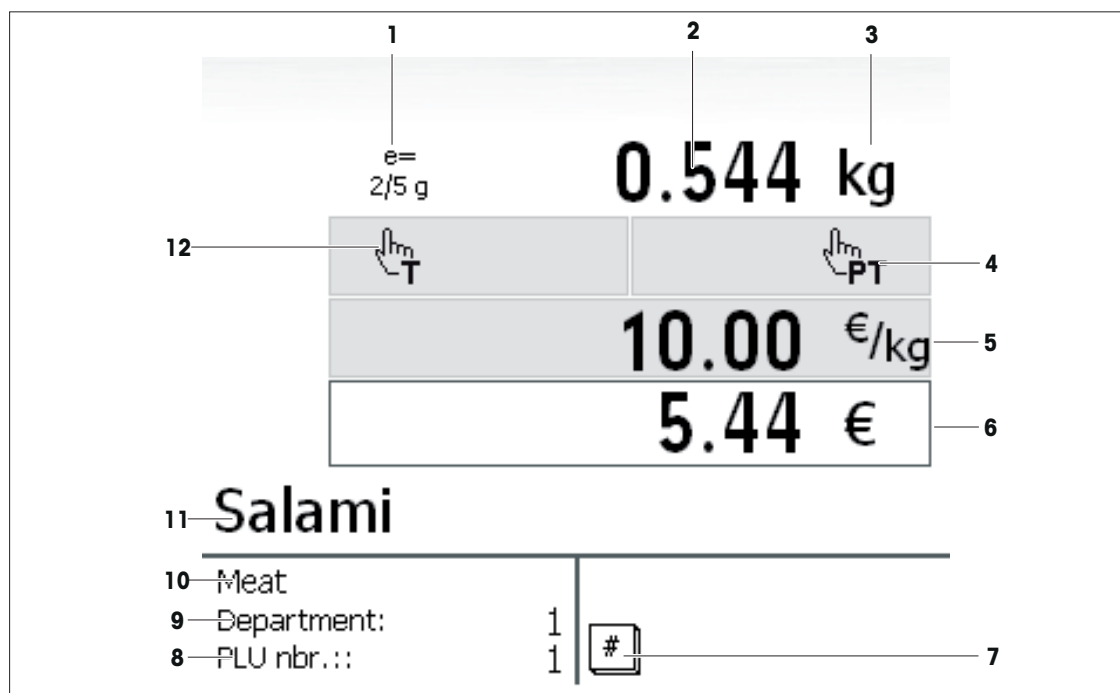
White areas, with the exception of keys, are for display only.

Weighing, empty load plate (example: Sale mode)



No.	Element	Description	Reference
1	Minimum/maximum weight	Permissible minimum and maximum weight	-
2	Load weight or actual weight	- Empty load plate: Symbol indicates that no articles are loaded (image 1) - Loaded plate: Weight is displayed (image 2)	-
3	Net weighing unit	Weighing unit, e.g., kg	-
4	[Preset tare] key	Select a predefined tare from tare memory	[Selecting a tare from the tare memory ► Page 43]
5	Unit price	Price per unit, e.g., price in pound per kilo	-
6	PLU total price	Total PLU amount	-
7	Status bar	System status information	[Status bar ► Page 26]
8	Scale mode	Scale mode, e.g., Sale, Inventory	-
9	[Tare] key	Define a manual tare	[Taring an empty container ► Page 42]

Weighing, loaded plate, PLU selected, no tare selected (example: Sale mode)



No.	Element	Description	Reference
1	Minimum/maximum weight	Permissible minimum and maximum weight	-
2	Load weight or actual weight	- Empty load plate: Symbol indicates that no articles are loaded (image 1) - Loaded plate: weight is displayed (image 2)	-
3	Net weighing unit	Weighing unit, e.g., kg	-
4	[Preset tare] key	Select a predefined tare from tare memory	[Selecting a tare from the tare memory ► Page 43]
5	Unit price	Price per unit, e.g., price in pound per kilo	-
6	PLU total price	Total PLU amount	-
7	Advice symbol	- Depending on the current operating step or the selected article, additional symbols may be displayed near the Advice symbol (7), indicating a potential additional operating step to be carried out - In this example, # signifies that the basic price of the selected article can be overwritten (depending on the overwrite settings for the article)	-
8	PLU number	ID of the selected PLU	[Booking articles ► Page 35]
9	Department number	Department ID of the selected PLU	
10	Department name	Department name of the selected PLU	
11	PLU name	Name of the selected PLU	
12	[Tare] key	Define a manual tare	[Taring an empty container ► Page 42]

Weighing, loaded plate, PLU selected, manual tare selected (example: Sale mode)

Min
40 g

NET

0.522 kg

T

0.022 kg

10.00 €/kg

5.22 €

Beef salami

Service counter

Department: 1

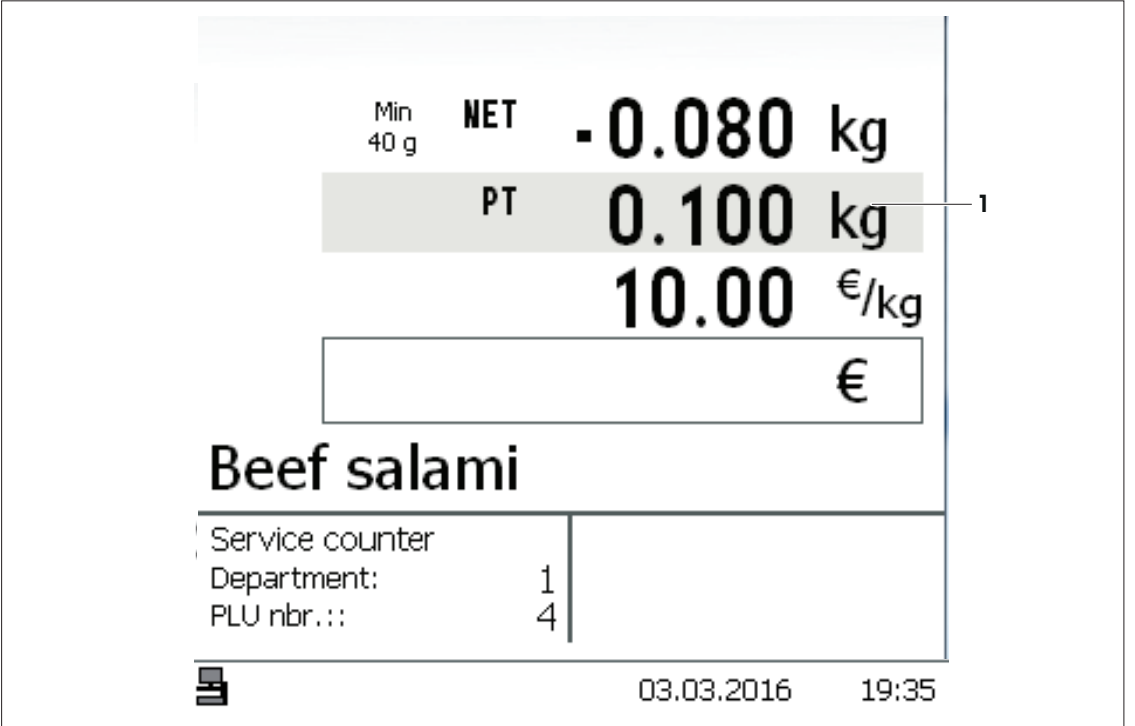
PLU nbr.: 4



03.03.2016 19:35

No.	Element	Description	Reference
1	Manual tare weight	Tare weight (manual tare selected)	-

Weighing, loaded plate, PLU selected, predefined tare selected (example: Sale mode)



No.	Element	Description	Reference
1	Tare weight from tare memory	Tare weight (tare selected from tare memory)	-

Receipt preview ("running receipt")

If a "running receipt" is activated in the configuration, the receipt item and total sum are displayed beneath the actual weighing item.

Example:

Min
40 g

0.000 kg

T

PT

0.00 €/kg

0.00 €

Shrimp	0.158 kg	4.72
Serrano ham	0.436 kg	13.04
Pork sausage	0.416 kg	2.45
Gouda young	0.574 kg	4.31
Samson John	4 Items	24.52

Message and configuration display

The display area also serves as a message "window" or displays input fields for configuration tasks.
Examples:



cancellation

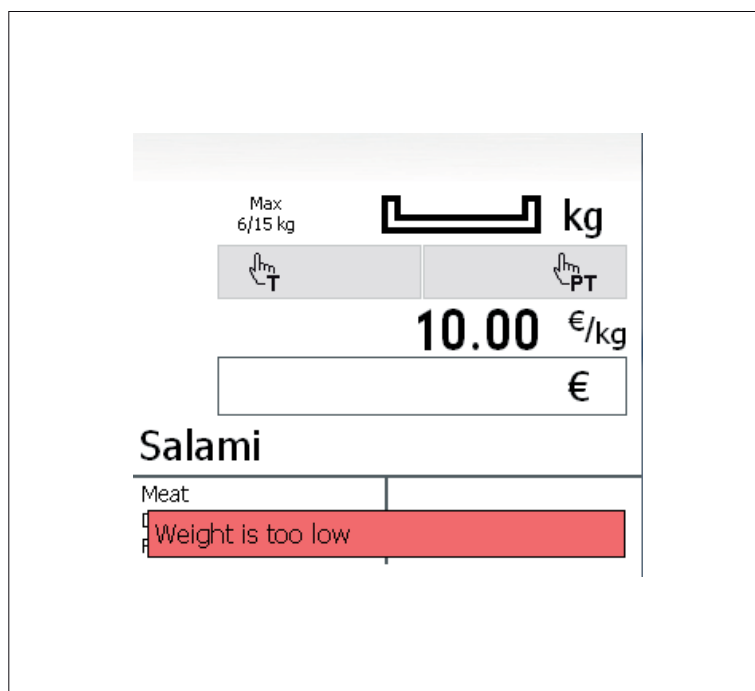
Samson John

Department: 1	Device: 1	V2
Shrimp	0.158 kg	4.72
Serrano ham	0.436 kg	13.04
Pork sausage	0.416 kg	2.45
Gouda young	0.574 kg	4.31
total	4 Items	24.52

Error display

In case of an operating error, an error message is displayed in a red box in the display area for approx. 1-2 seconds.

Example:



Code function display

Users who prefer to use code functions can display the code list in the display area, see Working with codes.

Example:

Code functions

Code *	Device status
Code Info	Memory status
Code Vx	Operator temporary logoff
Code xxxxxx Vx	Operator login/off
Code A xxx A	Priority department
Code II	Priority price
Code ST	Receipt void
Code R	Sensor adjustment
Code PLU Vx	Rapid service
Code T	Training mode
Code C	Zero setting, clear tare
Code X	Service alerts

Code

↓

*

7

8

9

×

4

5

6

↑

1

2

3

↓

0

00

C

*

See also

- Display, weighing and message area ▶ Page 18
- Status bar ▶ Page 26

3.1.4 Status bar

From left to right, the status bar displays the scale's network status, date and time.



i The Floating Clerk function can be configured and activated in the configuration.
With the Floating Clerk function, operator memories are stored on all scales in the network and operators can perform bookings on all scales.

Symbol	Description
	• The Floating Clerk function is not active • Operators are logged on locally to the scale (network connection inactive) • PLUs can only be booked locally on the selected scale
	• The Floating Clerk function is configured (Floating Clerk group 1) • The Floating Clerk server is active (right icon) • The Floating Clerk function is active, the active network connection is represented by the connection between the 2 icons • PLUs can only be booked on all scales in the network
	• The Floating Clerk function is configured (Floating Clerk group 1) • The Floating Clerk server is down (right icon is crossed out) • The Floating Clerk function is inactive, the unconnected icons represent the inactive network connection • PLUs can only be booked locally on the selected scale, operators are logged off and must log on locally
	An error has occurred, press the [Info] key for details, e.g.: Warnings: Floating Clerk server not reachable. Temporarily logged in at local server.
	• Data is transferred to the internal database or to another device • Transaction data and turnover is not fully booked yet • Do not switch off the scale or disconnect it from the network as long as this symbol is displayed: data loss!

3.1.5 Number block

Use the number block to enter digits and perform calculating functions.

In messages or in code mode, the [*] key also serves as [OK] key and the [C] key as [Clear]/[Cancel] key.

7	8	9	×
4	5	6	−
1	2	3	+
0	00	C	*

Key	Description
x	Multiplication key
-	Manual entry of negative amounts
+	Manual entry of positive amounts
*	• Weighing mode: [Customer total] key • Message or code mode: [OK] key
C	• Weighing mode: [Clear article] key • Message or code mode: [Cancel] key

3.2 Navigating the user interface

3.2.1 Entering the menu of a function tab

i The selection of available function keys depends on the actual operating step. In some operating steps, the number and types may vary from the function keys displayed below.

The following images show the initial state of the respective scale mode and offers from the largest selection of functions within a mode.

To enter the submenu of a function tab and to display the available function keys, proceed as follows:

- 1 Tap on the corresponding tab in the function selector, e.g., *Functions*:



⇒ The submenu is displayed:



- 2 Select the required function.

3.3 Switching scale modes

The software allows you to switch scale modes (Sale, Packing etc.) during operation.

In the `Functions` tab, some direct access keys are available, depending on the currently selected mode (e.g., `Packing` or `Inventory` while you are in `Sale` mode).

i Note that, depending on the acquired software licences, you have access to either `Sale` mode (no licence required) or `Cash register` mode (licence required). If you have acquired a `Cash register` licence, `Sale` mode is not available. The `Sale` functions are included in the `Cash register` mode.

- 1 In the function tab, select `Functions`.
- 2 If you want to switch to `Prepacking` mode, select the `[Packing]` key, if available.
`Prepacking` mode is started automatically.
- 3 If you want to switch to `Inventory` mode, select the `[Inventory]` key, if available.
`Inventory` mode is started automatically.
- 4 If you want to have access to the full selection of modes, select the `[Mode]` key.
The full selection of modes is displayed:
 - `Data maintenance/Configuration` [Operating the ASM main menu ► Page 79]
 - `Sale` [Sale mode (counter service) ► Page 33]
 - `Self service`, see User manual Self Service
 - `Inventory` [Inventory mode ► Page 76]

The scale provides up to 10 `Inventory` modes, which can be used for separate and independent recording of goods movement. For example, `Inventory 1` can be used for the registration of returned goods, and `Inventory 2` for the registration of discarded goods. The number of `Inventory` modes can be defined in the configuration of the scale. By default, 3 `Inventory` modes are available.

- `Prepacking (Packing)` [Prepacking mode (Packing) ► Page 69]
 - `Cash register` [Cash register mode (licence required) ► Page 54]
 - `Operating system` (entry of password code number required)
- 5 Select the desired mode key.
The selected mode is started automatically.

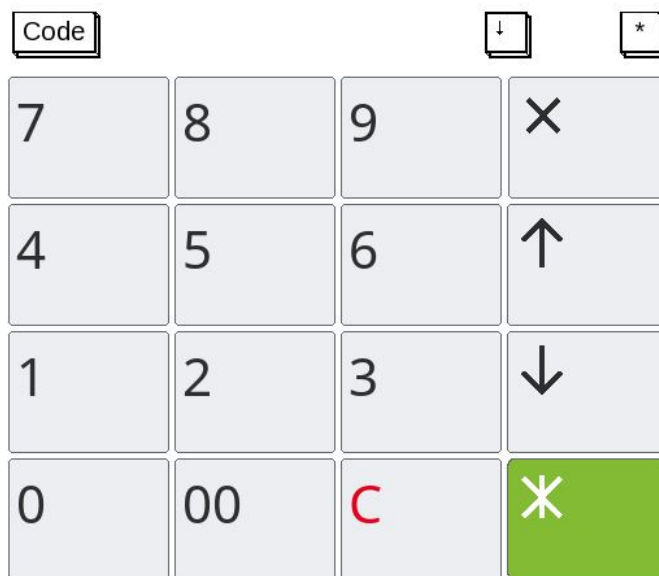
3.4 Working with codes

For users accustomed with using codes for quick access to particular functions, FreshBase offers code functions:

- 1 In the upper right of the user interface, press the [Code] key.
In the display area, the code menu is displayed:

Code functions

Code *	Device status
Code Info	Memory status
Code Vx	Operator temporary logoff
Code xxxxxx Vx	Operator login/off
Code A xxx A	Priority department
Code II	Priority price
Code ST	Receipt void
Code R	Sensor adjustment
Code PLU Vx	Rapid service
Code T	Training mode
Code C	Zero setting, clear tare
Code X	Service alerts



- 2 Use the and keys to navigate to the required code.
- 3 When the required code is highlighted, tap on the [*] key in the number block.
- 4 To leave the code mode, tap on the [C] key in the number block.
The code function is executed.

3.5 Displaying and printing the device status

For information on working with codes, see Working with codes.

- 1 Select the [Code] key.
- 2 To display the device status, select the [*] key or select the Device status key in the Operator tab.
⇒ The device status is displayed in the display area.
- 3 Use the keys to navigate through the status list.
- 4 To print the device status, select the [*] or [Print] key.
⇒ The device status is printed.
- 5 To return to the main menu, select the [C] key.

3.6 Remote service

i This function requires the scale to be connected to the METTLER TOLEDO "InTouch" Remote Service System. When this function is called, your METTLER TOLEDO Service is informed via InTouch that a Remote Service Activity is required and can access the device via the remote maintenance system.

To enable remote service access, proceed as follows:

- 1 Select the `Functions` tab.
- 2 Select the `[Remote service]` key.
⇒ `Enable remote service access: OK` is displayed briefly in the display area.

3.7 Paper feed

To start paper feeding without pressing the button on the printer, proceed as follows:

- 1 Select the `Functions` tab.
- 2 Select the `[Paper feed]` key.
- 3 Tear off excess paper.

3.8 Sensor adjustment

This function allows you to adjust the sensor for label position detection.

- The scale is configured for label print.
 - A label roll is inserted in the printer.
- 1 Select the `[Code]` key.
⇒ The `Operator` tab is displayed.
 - 2 Select the `[Sensor adjustment]` key.
⇒ `Adjustment position sensor: Active` is displayed briefly in the display area.
- ⇒ A new label is pushed forward.
- ⇒ The sensor is adjusted.

3.9 Display cleaning tips

To display cleaning tips, proceed as follows:

- 1 Select the `Functions` tab.
- 2 Select the `[Display cleaning]` key.
⇒ Display cleaning tips are displayed.
- 3 To exit, select the `[Home]` key.

4 Overview of the user interface (customer display)

Depending on your individual configuration, the customer display shows the following relevant information for your customers:

Element	Description	Reference
NET display	NET is only displayed when tare is active	-
(Net) weight	(Net) weight of the article on the load plate	-
Tare display	Manual tare is active	[Taring ► Page 42]
Tare weight	Tare amount in the tare unit	
Unit price	Price per unit, e.g., price in pound per kilo	-
PLU total price	Total PLU amount	-
PLU name	Name of the selected PLU	[Booking articles ► Page 35]

5 Sale mode (counter service)

i For information on selecting scale modes, see [Switching scale modes ► Page 29].
The function and procedures described in this section are mostly identical for all scale modes. In the sections concerning the other scale modes, they are therefore not contained. These sections contain only particular, scale mode specific information.

Sale mode is used for counter sales by sales personnel.

Sale mode:

The screenshot displays the Sale mode interface. On the left is a sidebar with function keys: Presets, Art. group, Search, Operator, Department, Receipt, Functions, INFO, and CODE. The main area is a grid of 21 product buttons, each with a number and a product name. The top right shows a display area with 'Min 40 g', '0.158 kg', '0.00 €/kg', and '0.00 €'. Below this is a 'Sale' label and a numeric keypad with additional function keys like 'C' and a green asterisk key. The bottom of the grid shows '1/5' and a right arrow.

5.1 Mode-specific function keys

5.1.1 Receipt tab function keys

The Sale mode offers the following function keys in the Receipt tab:

Key	Description	Reference
Show subtotal	Display and print the customer subtotal of an operator	[Displaying customer subtotal and adding subtotal to receipt ► Page 45]
Reopen receipt	Reopen a receipt of an operator and continue booking	[Reopening a customer receipt for further bookings ► Page 46]
Receipt void	Void a booked, closed receipt	[Voiding a booked, closed receipt ► Page 47]
Repeat receipt	Repeat a customer receipt	[Repeating a customer receipt ► Page 46]
Inventory	Perform a temporary inventory and print an inventory receipt	[Temporary inventory ► Page 50]
Line void	Void a booked article in an active receipt	[Voiding a booked article in an active receipt ► Page 47]
Reprint last receipt	Reprint the last customer receipt	[Reprinting a customer receipt ► Page 46]
Change	Print a customer total receipt with manual change calculation	[Printing a customer total receipt with manual change calculation ► Page 45]

5.1.2 Functions tab function keys

The **Sale** mode offers the following function keys in the **Functions** tab.

i The selection of available function keys depends on the actual operating step. In some operating steps, the number and types may vary from the function keys displayed below.

The following table lists the function keys available in the initial state of the respective scale mode.

If a PLU is selected, other function keys are displayed.

Key	Description	Reference
Data maintenance/ Configuration	Access to ASM start menu	[Data maintenance/Configuration ▶ Page 53] - ASM: [Logging in to the ASM main menu ▶ Page 80]
Price change	Access to ASM article data for defining a new price	[Price change ▶ Page 53] - ASM: [Price change ▶ Page 115]
Article maintenance	Access to ASM article data for defining article data	[Article maintenance ▶ Page 53] - ASM: [Article data ▶ Page 105]
X-Reports	Print an intermediate single report	[Printing reports ▶ Page 53]
Turnover reports	Print a final single report	
Packing	Switch to Prepacking mode	[Prepacking mode (Packing) ▶ Page 69]
Inventory	Switch to Inventory mode	[Inventory mode ▶ Page 76]
Mode	Switch scale modes	[Switching scale modes ▶ Page 29]
Remove	Remove a PLU key assignment	[Removing PLU key assignments from the Presets tab ▶ Page 50]
Paper feed	Perform paper feed on the printer	[Paper feed ▶ Page 31]
Display cleaning	Display cleaning tips	[Display cleaning tips ▶ Page 31]
Remote service	Display the scale network status	[Remote service ▶ Page 31]
FIX	Set a fixed tare for several bookings	[Fixing a tare for several bookings ▶ Page 42]
2 nd price	Use second article prices	[Switching priority prices ▶ Page 40] [Booking an article using the second price ▶ Page 40]
Priority department	Switch priority departments	[Switching priority departments ▶ Page 40]

5.2 Zero setting

Due to soiling on the load plate or unfavourable external influences, it is possible that the weight display of an unloaded load plate may no longer be 0.000 kg. In such cases, the scale must be reset to zero.

- 1 Unload the scale.
 - 2 Tap on the displayed weight in the display area.
 - ⇒ ----- is displayed briefly.
- ⇒ The scale is set to zero.

5.3 Booking articles

There are several possibilities of selecting and booking PLUs:

- via PLU number and the number block [Booking articles via PLU numbers ► Page 35]
- via preset PLU key [Booking articles via preset PLU keys ► Page 35]
- via article group [Booking articles via articles groups ► Page 35]
- via the search function [Booking articles via search function ► Page 36]
- via department [Booking articles from another departments ► Page 36]

5.3.1 Booking articles via PLU numbers

- 1 Weighed articles only: Place the article to be weighed on the load plate.
- 2 Select the PLU number of the article with the keys of the number block.
- 3 Book the article with your operator key.

5.3.2 Booking articles via preset PLU keys

- 1 Weighed articles only: Place the article to be weighed on the load plate.
- 2 Select the preset PLU key for your article.
- 3 Book the article with your operator key.

5.3.3 Booking articles via articles groups

- 1 Weighed articles only: Place the article to be weighed on the load plate.
- 2 Select the `Art. group` tab.
 - ⇒ All article groups are displayed.
- 3 Select the article group of your article.
 - ⇒ All articles in the article group are displayed.
- 4 Select the key for your article.
- 5 Book the article with your operator key.

5.3.4 Booking articles from another departments

i Usually, articles are selected from the currently active department. If an article from another department is required, select the department as described below.
The department selection is only active for the current process. Configuration settings are not altered.

- 1 Weighed articles only: Place the article to be weighed on the load plate.
- 2 Select the `Department` tab.
⇒ All departments are displayed.
- 3 Select the department of your article.
⇒ All articles in the department are displayed.
- 4 Select the key for your article.
- 5 Book the article with your operator key.

5.3.5 Booking articles via search function

i Articles in other departments that meet the search criteria are not displayed in the search result.

- The required department is selected via the `Department` tab.
- 1 Weighed articles only: Place the article to be weighed on the load plate.
 - 2 Select the `Search` tab.
 - 3 Enter the PLU name or part of the PLU name with the keyboard keys, e.g., "beef".

The screenshot shows the FreshBase software interface. On the left is a vertical sidebar with icons for Presets, Art. group, Search, Operator, Department, Receipt, and Functions. The main area has a header with 'Department 1 / Service-Counter' and 'Search Pattern BEEF'. Below this is a search input field containing 'Beef salami' and a quantity of 4. A keyboard layout is displayed below the search field, with keys for letters Q through P, A through L, Z through M, and a numeric keypad (123, arrows, C). The 'HOME' button is at the bottom left.

- ⇒ All articles meeting the search criterion are listed in alphabetical order.
 - ⇒ If more articles are found than can be displayed in the search result area, arrows are displayed on the right of the search results.
- 4 If necessary, use the arrows to navigate to the required article.
 - 5 Select the key for the required article.
 - 6 Book the article with your operator key.

5.3.6 Booking articles with manual unit price entry

 This function must be activated in the configuration.

To book an article at a different price than the configured price, proceed as follows:

- 1 Weighed articles only: Place the article to be weighed on the load plate.
- 2 Select the required article using the available selection options [Booking articles ► Page 35].
- 3 Select the manual entry key in the display area .
- 4 Enter the price via the number block.
- 5 Book the article with your operator key.

5.4 Booking articles with manual entries

5.4.1 Booking articles with manual price entry

 This function must be activated in the configuration.

To book an article at a different price than the configured price, proceed as follows:

- 1 Weighed articles only: Place the article to be weighed on the load plate.
- 2 Select the manual entry key in the display area .
- 3 Enter the price via the number block.
- 4 Book the article with your operator key.

5.4.2 Entering article weights manually (wholesale)

 This function must be activated in the configuration.

To enter an article weight manually for articles that cannot be weighed on the scale, proceed as follows:

- 1 Select the required article using the available selection options [Booking articles ► Page 35].
- 2 Select the `Functions` tab.
- 3 Select the `[Fix weight]` key.
⇒ `Manual entry` is displayed in the display area.
- 4 Enter the article weight via the number block.
- 5 Book the article with your operator key.

5.4.3 Assigning manual price bookings to an article group

 This function must be activated in the configuration.

To assign a manual price booking to an article group for correct turnover assignments within reports, proceed as follows:

- 1 Weighed articles only: Place the article to be weighed on the load plate.
- 2 Select the required article using the available selection options [Booking articles ► Page 35].
- 3 Select the manual entry key in the display area .
- 4 Enter the price via the number block.
- 5 Select the `Art. group` tab.
- 6 Select the required article group.
- 7 Select the `Operator` tab.
- 8 Book the article with your operator key.

5.4.4 Booking positive or negative prices without PLU

 This function must be activated in the configuration.

To book positive or negative prices without PLU, proceed as follows:

- 1 Select the [+] or [-] key in the number block.
- 2 Enter the price via the number block.
- 3 Book the price with your operator key.

5.4.5 Booking multiple positive or negative prices without PLU

 This function must be activated in the configuration.

To use a multiplication factor to book positive or negative prices without PLU, proceed as follows:

- 1 Select the [+] or [-] key in the number block.
- 2 Enter the price via the number block.
- 3 Select the [x] key in the number block.
- 4 Enter the multiplication factor via the number block.
- 5 Book the price with your operator key.

5.4.6 Booking multiple piece articles

- 
- Only for piece articles.
 - This function must be activated in the configuration.
 - The max. multiplication factor is 999.

To book several piece articles of the same PLU, e.g., bread rolls, proceed as follows:

- 1 Select the required article using the available selection options [Booking articles ► Page 35].
- 2 Select the [x] key in the number block.
- 3 Enter the multiplication factor via the number block.
- 4 Book the article with your operator key.

5.5 Advanced booking functions

5.5.1 Switching priority departments



For information on working with codes, see Working with codes.

To switch priority departments temporarily without changing the configuration, proceed as follows:

- 1 Select the `Functions` tab.
- 2 Select the `[Priority department]` key.
 - ⇒ The available departments are displayed in the display area and in the `Department` tab.
- 3 Select the number of the required department with the keys of the number block and confirm with the `[*]` key or select the department in the `Department` tab.
 - ⇒ The priority department is changed.

5.5.2 Switching priority prices

To switch between first and second PLU prices, proceed as follows:

- 1 Select the `[Code]` key.
 - ⇒ A subset of function keys is displayed in the `Functions` tab.
- 2 Select the `[Priority price]` key.
 - ⇒ `II` is displayed in the display area on the left of the unit price to indicate that the second PLU price is used.

5.5.3 Booking an article using the second price

To switch between first and second PLU prices for one booking, proceed as follows:

- 1 Select the `Functions` tab.
- 2 Select the `[2nd price]` key.
 - ⇒ `II` is displayed in the display area on the left of the unit price to indicate that the second PLU price is used.
- 3 Book the required articles [Booking articles ► Page 35].

5.5.4 Displaying and printing product tips

i After displaying and printing product tips, you can also book the article, if required.

To display and print product tips to advise customers about ingredients, allergens, recipes etc., proceed as follows:

- Product tips are defined for the article.
- 1 Weighed articles only: Place the article to be weighed on the load plate.
- 2 Select the required article using the available selection options [Booking articles ► Page 35].
- 3 Select the **Info** tab. Note that it is only active if product information is available. Otherwise it is greyed out.
 - ⇒ Product information is displayed.

 Presets	Department 1 / Service-Counter		PLU 33 / Shrimp	
	 Art. group		Zutaten: SHRIMPS	
				
 Search	 Operator			
 Department	Rezept: Gemüsespaghetti mit Shrimps: Zutaten: 100 g Spaghetti, Salzwasser, 1 mittelgroße Zucchini, 2 Möhren, 1 Paprikaschote rot, 1 Paprikaschote gelb, 1 Zehe Knoblauch, 2 EL Olivenöl, 100 g frische Shimps, 1/2 Becher Frischkäse. Die Zucchini und Möhren mit dem Spiralschneider in "Spaghetti" hobeln oder mit dem Sparschäler dünne Streifen schneiden. Die Paprika in kleine Würfel schneiden. Die Spaghetti im Salzwasser nach Anweisung kochen, ca. 5 Min. vor Ende der Garzeit die "Möhrenspaghetti" bzw. Möhrenstreifen dazugeben. Inzwischen die Paprika in Olivenöl mit dem Knoblauch		Produktbeschreibung: Besonders aromatisch mit zartem rosa Fleisch, vielseitig kulinarisch verwendbar.	
 Info	 Functions			
 HOME				

- 4 To print specific product information, select the respective [Print] key.
- 5 Optionally, select the **Operator** tab to book the article.
- 6 Book the article with your operator key.

5.6 Taring

Use the [Tare] or [Preset tare] keys in the weight display area to apply tare to a booking [Display, weighing and message area ► Page 18]. If a tare is used, the tare value is printed on the receipt and indicated with a "T" (depending on your receipt configuration).

It is possible to apply multiple tares during one booking. In this case, the tare values are added. It is not possible to reduce tare. In case of multiple tare up via the tare key, the tare values of individual article bookings are printed on the customer receipt.

Example:

1. Weight 0.100 kg on the scale + tare > Tare display: 0.100 kg
2. Weight 1.000 kg on the scale + book > Tare printout: 0.100 kg
3. Weight remains on the scale
4. Weight 0.200 kg on the scale + tare > Tare display: 1.300 kg
5. Weight 2.000 kg on the scale + book > Tare printout: 0.200 kg

5.6.1 Resetting tare to zero

 It is only possible to reset the tare when the load platter is empty.

To reset the tare, proceed as follows:

- 1 Remove all items from the load platter.
- 2 Select the [Tare] key.

5.6.2 Taring an empty container

To tare an empty container and weigh articles, proceed as follows:

- 1 Place the empty container on the load plate.
- 2 Select the tare entry key in the display area .
- ⇒ The displayed weight is zero.
- 3 Place the filled container on the load plate.
- 4 Select the required article using the available selection options [Booking articles ► Page 35].
- 5 Book the article with your operator key.

5.6.3 Fixing a tare for several bookings

To tare an empty container and weigh articles, proceed as follows:

- 1 Place the empty container on the load plate.
- 2 Select the tare entry key in the display area .
- ⇒ The displayed weight is zero.
- 3 Select the Functions tab.
- 4 Select the [FIX] key.
- ⇒ FIX is displayed in the display area on the left of the tare weight to indicate that the defined tare is used for all bookings.
- 5 Book the articles with your operator key.
- ⇒ Tare and unit price are not deleted when the scale is unloaded.
- 6 To remove the tare, select the Functions tab.
- 7 Select the [FIX] key again.
- ⇒ FIX is no longer displayed in the display area on the left of the tare weight. The tare is removed.

5.6.4 Selecting a tare from the tare memory

i Tare is deleted as soon as the item is booked and the scale is unloaded, but tare fixing is possible.

To use predefined tare values configured in the tare memory, proceed as follows:

- Predefined tares are available in the scale database.
- 1 Select the tare entry key in the display area  .
 - ⇒ The tare list with all defined tare values is displayed.
- 2 If necessary, use the arrows to navigate to the required tare.
- 3 Select the tare.
 - ⇒ The selected tare weight is displayed in the display area.
- 4 Place the filled container on the load plate.
- 5 Select the required article using the available selection options [Booking articles ► Page 35].
- 6 Book the article with your operator key.

5.6.5 Entering a tare via the number block

i Tare is deleted as soon as the item is booked and the scale is unloaded, but tare fixing is possible.
Manually entered tare values have to be a multiple of the smallest divisor of the scale.

Example: When using a scale with 2 gram resolution, a 5 gram tare cannot be entered. You have to enter a 6 gram tare.

To enter manual tare values via the number block, proceed as follows:

- 1 Select the tare entry key in the display area  .
 - ⇒ The tare list with all defined tare values is displayed.
- 2 Select the `Functions` tab.
- 3 Select the [Tare manual entry] tab.
- 4 Enter the required tare via the number block.
- 5 Select the [Accept tare value] tab.
 - ⇒ The tare weight is displayed in the display area.
- 6 Place the filled container on the load plate.
- 7 Select the required article using the available selection options [Booking articles ► Page 35].
- 8 Book the article with your operator key.

5.6.6 Using article tares

To use article tares, proceed as follows:

- A tare number is assigned to the article in the scale database.
- 1 Place the article to be weighed on the load plate.
- 2 Select the required article using the available selection options [Booking articles ► Page 35].
 - ⇒ The tare is set automatically.
 - ⇒ The tare weight and net weight are displayed in the display area.
- 3 Book the article with your operator key.

5.6.7 Assigning and using operator tares

To enable multiple operators to work simultaneously on the same scale, it is possible for an operator to temporarily store a tare value. Then another operator can use the scale while the first operator goes away to prepare the goods. Afterwards, the first operator can recall the stored tare when he comes back to the scale again to weigh his item.

Assigning an operator tare

- 1 Place the empty container on the load plate.
- 2 Select the tare entry key in the display area .
- 3 Select the `Operator` tab.
- 4 Select your operator key.
 - ⇒ Tare saved [operator name] is displayed in the display area.
 - ⇒ The operator tare is saved and can be used in future bookings.

Using an operator tare when booking

- The load plate is empty.
- 1 Select the tare entry key in the display area .
 - 2 Select the `Operator` tab.
 - 3 Select your operator key.
 - ⇒ Tare activated [operator name] is displayed in the display area.
 - ⇒ The operator tare is activated and is used in the next bookings of the selected operator.
 - 4 Place the filled container on the load plate.
 - 5 Select the required article using the available selection options [Booking articles ► Page 35].
 - 6 Book the article with your operator key.

5.7 Customer receipts

5.7.1 Displaying customer subtotal and adding subtotal to receipt

To display and print the customer subtotal of an operator, proceed as follows:

- Articles are weighed and booked [Booking articles ► Page 35].
 - 1 Select the `Receipt` tab.
 - 2 Select the [Show subtotal] key.
 - 3 Select your operator key.
 - ⇒ The customer subtotal is displayed.
 - 4 To print a customer subtotal receipt, select your operator key again.
 - ⇒ The customer subtotal is saved in the receipt memory.
 - ⇒ Further articles can be booked.
- ⇒ When the receipt is printed, a corresponding subtotal line is printed on the receipt.

5.7.2 Printing customer receipts

To display and print the customer total of an operator, proceed as follows:

- Articles are weighed and booked [Booking articles ► Page 35].
- Select the [*] key.



It depends on the scale configuration if the receipt is closed with or without change entry.

Configuration "without change"

- Select your operator key.
 - ⇒ The customer total is printed.

Configuration "with change"

- 1 Select your operator key.
 - ⇒ The customer total is displayed.
- 2 Enter the amount of money given via the number block.
- 3 Select your operator key.
 - ⇒ The change amount is displayed.
 - ⇒ The customer total is printed.

5.7.3 Printing a customer total receipt with manual change calculation



This function is only available if the configuration is set to "without change".

To print a customer total receipt with manual change calculation, proceed as follows:

- Articles are weighed and booked [Booking articles ► Page 35].
 - 1 Select the `Receipt` tab.
 - 2 Select the [Change] key.
 - 3 Select your operator key.
 - ⇒ `Money given` is displayed in the display area.
 - 4 Enter the amount via the number block.
 - 5 Select your operator key.
 - ⇒ The customer total receipt is printed, indicating the change amount.
 - ⇒ The change amount is displayed below `Money given` in the display area.

5.7.4 Reprinting a customer receipt

 Only the most recently created customer receipt can be reprinted, without regard to the respective operator.

To reprint the last customer receipt, proceed as follows:

- 1 Select the `Receipt` tab.
- 2 Select the `[Reprint last receipt]` key.
⇒ The last customer receipt is printed.

5.7.5 Repeating a customer receipt

To repeat a customer receipt, proceed as follows:

- 1 Select the `Receipt` tab.
- 2 Select the `[Repeat receipt]` key.
⇒ By default the number of the last printed customer receipt is displayed.
- 3 Enter the customer receipt number via the number block.
- 4 Select the `[Repeat receipt]` key again to confirm the entry.
⇒ The customer receipt is printed.

5.7.6 Reopening a customer receipt for further bookings

To reopen the last customer receipt of an operator and continue booking, proceed as follows:

- The memory of the required operator is empty.
 - No articles are booked for the operator.
- 1 Select the `Receipt` tab.
 - 2 Select the `[Reopen receipt]` key.
⇒ By default the number of the last printed receipt is displayed.
 - 3 Enter the receipt number via the number block.
 - 4 Select the `[Reopen receipt]` key again to confirm the entry.
 - 5 Select your operator key.
⇒ The receipt is opened and displayed in the display area.
⇒ Further articles can be booked.

5.8 Voiding

5.8.1 Voiding a booked article in an active receipt

To void a booked article, proceed as follows:

- Line voiding is activated in the configuration.
 - At least one article is booked.
 - The receipt is still active.
- 1 Select the `Receipt` tab.
 - 2 Select the `[Line void]` key.
 - 3 Select your operator key.
 - ⇒ A list of all booked articles is displayed in the display area.
 - 4 Use the `↓` `↑` keys to navigate to the required article.
 - 5 Confirm with the `[Void booking position]` key.
 - ⇒ The voided article is marked with `ST` in the display area.
 - ⇒ Further articles can be booked or voided.
 - ⇒ When the customer total receipt is printed, the voided items are marked with an additional line, displaying "Void" and a negative price.

5.8.2 Voiding a booked, closed receipt

To void a booked, closed receipt, proceed as follows:

- The receipt code number or the receipt date is available.
- 1 Select the `Receipt` tab.
 - 2 Select the `[Receipt void]` key.
 - ⇒ `Receipt void. Input code number` is displayed.
 - 3 Enter the password (666666) via the number block and confirm with the `[*]` key.
 - ⇒ A dialog to enter the receipt number or receipt date is displayed.
 - 4 Use the `↑` `↓` keys to navigate to the required input fields: `Receipt nbr. or Receipt date` (day - month - year).
 - 5 Enter the required data via the number block.
 - 6 Confirm with the `[Select receipt]` or `[*]` key.
 - ⇒ The details of the selected receipt are displayed in the display area.
 - 7 To void the receipt, confirm with the `[Void receipt]` key.
 - ⇒ During the voiding process, the following message is displayed: `Voiding receipt.`
 - ⇒ If the receipt is voided successfully, the following message is displayed: `Receipt voided.`
 - ⇒ A voiding report is printed.
 - ⇒ Further receipts can be voided.
 - 8 To quit voiding, select the `[Cancel receipt void]` key.

5.9 Markups and discounts

5.9.1 Giving a discount or booking a markup on a customer total

To grant a customer a discount on the customer total or book an additional markup, proceed as follows:

Standard procedure with selection from markup/discount list

- Predefined markups/discounts are configured.
 - "Markup/discount for totals" is activated in the configuration.
 - At least one article is booked.
 - The receipt is still active.
- 1 Select the [*] key in the display area.
 - 2 Select the `Receipt` tab.
 - 3 Select the [Markup/Discount] key.
 - ⇒ The markup/discount list with all defined markups/discounts is displayed.
 - 4 If necessary, use the arrows to navigate to the required markup/discount.
 - 5 Select the markup/discount.
 - 6 Select your operator key.
 - ⇒ The customer total receipt is printed, displaying the markup/discount and the increased/reduced total.

Alternative procedure with free entry of the percentage value or absolute markup/discount

- Predefined markups/discounts are configured.
 - "Markup/discount for totals" is activated in the configuration.
 - "Overwriting allowed" is activated in the configuration.
 - At least one article is booked.
 - The receipt is still active.
- 1 Select the [*] key in the display area.
 - 2 Select the `Receipt` tab.
 - 3 Select the [Markup/Discount] key.
 - ⇒ The markup/discount list with all defined markups/discounts is displayed.
 - 4 If necessary, use the arrows to navigate to the required markup/discount.
 - 5 Select the markup/discount.
 - 6 Press the [C] key.
 - ⇒ The percentage or absolute display is cleared.
 - 7 Enter the new value via the number block.
 - 8 Select your operator key.
 - ⇒ The customer total receipt is printed, displaying the markup/discount and the increased/reduced total.

5.9.2 Giving a discount or booking a markup on individual articles

To grant a customer a discount or book a markup on an individual article:

- Predefined markups/discounts are configured.
 - "Markup/discount for articles" is activated in the configuration.
 - "Markup/disc. allowed" is activated in the article data record in the configuration.
- 1 Place the article to be weighed on the load plate.
 - 2 Select the required article using the available selection options [Booking articles ► Page 35].
 - 3 Select the `Functions` tab.
 - 4 Select the [Markup/Discount] key.
 - ⇒ The markup/discount list with all defined markups/discounts is displayed.
 - 5 If necessary, use the arrows to navigate to the required markup/discount.
 - 6 Select the markup/discount.
 - 7 Select your operator key.
 - ⇒ The article is booked, displaying the markup/discount and the increased/reduced article price.
 - ⇒ Further articles can be booked.
 - ⇒ When the customer total receipt is printed, the articles with a markup/discount are marked with an additional line, displaying the description and the amount of the markup/discount.

5.10 Temporary inventory

To perform a temporary inventory, proceed as follows:

- Articles are weighed and booked [Booking articles ► Page 35].
- 1 Select the `Receipt` tab.
- 2 Select the `[Inventory]` key.
 - ⇒ `Inventory` is displayed in the display area.
- 3 Select your operator key.
 - ⇒ The inventory receipt is printed.

5.11 PLU key assignments

5.11.1 Creating PLU key assignments in the Presets tab

To assign a PLU to a PLU key in the `Presets` tab, proceed as follows:

- 1 Call up a PLU [Booking articles ► Page 35].
- 2 Select the `Functions` tab.
- 3 Select the `[Define]` key.
 - ⇒ The PLU keys in the `Presets` tab are displayed.
- 4 Select an empty PLU key to which you want to assign the PLU.
 - ⇒ The assignment of the PLU to the key is created and the key description is added.

5.11.2 Removing PLU key assignments from the Presets tab

To remove a PLU key assignment from the `Presets` tab, proceed as follows:

- 1 Select the `Functions` tab.
- 2 Select the `[Remove]` key.
 - ⇒ The PLU keys in the `Presets` tab are displayed.
- 3 Select the PLUs key to be deleted.
 - ⇒ The assignment of the PLU to the key is deleted and the key description is emptied.
 - ⇒ A new PLU can be assigned to the key.

5.12 Operator functions

5.12.1 Using the rapid service function

 For information on working with codes, see Working with codes.

With this function you can activate rapid service and perform bookings without having to press the operator key.

When rapid service is activated and you select an article by using a preset key, the article will be booked immediately to the selected operator.

Proceed as follows:

- 1 Select the [Code] key.
⇒ The `Operator` tab is displayed.
- 2 Select the [Rapid service] key.
- 3 Select the required operator key.
⇒ `Rapid Service: On` is displayed in the display area.
⇒ `Vx` (x = number of the operator) is displayed in the display area on the left of the unit price to indicate that all bookings are limited to the selected operator.
- 4 To return to normal booking, select the [Code] key again.
⇒ The `Operator` tab is displayed.
- 5 Select the [Rapid service] key again.
- 6 Select the operator key of the active operator.
⇒ `Rapid Service: Off` is displayed in the display area.
⇒ `Vx` (x = number of the operator) is no longer displayed in the display area on the left of the unit price.
⇒ All operators are active again.

5.12.2 Assigning an operator to an operator key

To assign a new or unassigned operator to an operator key, proceed as follows:

- The required operator is not assigned to another key yet.
 - The required operator key is unassigned.
- 1 Select the `Operator` tab.
 - 2 Select the required, unassigned operator key.
⇒ The operator list is displayed.
 - 3 If necessary, use the arrows to navigate to the required operator.
 - 4 Select the required operator.
⇒ If the operator is assigned successfully, the following message is displayed: `Operator logged in`.
-  • If the operator is already assigned to another key, the following message is displayed: `Operator already logged in`.
- A maximum of 18 operators can be logged on at the same time.

5.12.3 Unassigning an operator from an operator key

To unassign an assigned operator from an operator key, proceed as follows:

- 1 Select the [Code] key.
- 2 Select the `Operator` tab.
- 3 Select the required operator key.
 - ⇒ If the operator is unassigned successfully, the following message is displayed: `Operator logged off`.



After unassigning the operator, another operator can be assigned to the now unassigned key.

5.12.4 Training mode

With this function you can operate the scale in training mode. Bookings made in training mode do not appear in reports etc., but are still tracked internally in the transaction memory.

Proceed as follows:

- 1 Select the [Code] key.
 - ⇒ The `Operator` tab is displayed.
- 2 Select the [Training mode On/Off] key.
 - ⇒ `Training: on` is displayed briefly in the display area.
 - ⇒ All receipts are marked with `Training`.

5.13 ASM quick access for data maintenance tasks



Each scale mode enables quick access to the most important data maintenance functions of ASM.
For more information on working with ASM, refer to section [Operating the ASM main menu ▶ Page 79].

5.13.1 Printing reports

Depending on the scale mode, several report types can be printed:

- X-reports: Intermediate single reports [Single reports ▶ Page 150]
 - Turnover reports: Final single reports [Single reports ▶ Page 150]
 - Cash register reports: Balance the cash register [Cash register report ▶ Page 160]
 - Cash register X-reports: Intermediate financial report [Financial report ▶ Page 162]
 - Cash register turnover reports: Final financial report [Financial report ▶ Page 162]
- 1 Select the `Functions` tab.
 - 2 Select the required report key, e.g., [X-Reports].
 - ⇒ You are transferred to ASM.
 - ⇒ Depending on the selected report key, you can select a report type first before you can select the turnover level.
 - 3 If applicable, select the report type, then select the turnover level.
 - 4 Confirm with the [Accept] key .
 - ⇒ The report is printed.
 - 5 To return to your normal scale mode, select the [Exit] key .

5.13.2 Data maintenance/Configuration

To switch to ASM for advanced maintenance tasks, proceed as follows:

- 1 Select the `Functions` tab.
- 2 Select the [Data maintenance/Configuration] key.
 - ⇒ You are transferred to ASM [Logging in to the ASM main menu ▶ Page 80].

5.13.3 Article maintenance

To switch to ASM for PLU maintenance, proceed as follows:

- 1 Select the `Functions` tab.
- 2 Select the [Article maintenance] key.
 - ⇒ You are transferred to ASM [Article data ▶ Page 105].

5.13.4 Price change



Not available in `Cash register` mode.

To switch to ASM for PLU price changes, proceed as follows:

- 1 Select the `Functions` tab.
- 2 Select the [Price] key.
 - ⇒ You are transferred to ASM [Price change ▶ Page 115].

6 Cash register mode (licence required)

`Cash register` mode is an advanced mode for counter sales by sales personnel, with additional payment functions (licence required).

This scale mode supports additional functions for payment transactions, cash management and counter sales.

i In this chapter, particular cash register functions are described. For instructions on general sale functions, PLU selection etc., see [Sale mode (counter service) ► Page 33].

For information on selecting scale modes, see [Switching scale modes ► Page 29].

6.1 Mode-specific function keys

6.1.1 Presets tab function keys

The `Cash register` mode offers the following function keys in the `Presets` tab:

Key	Description	Reference
Goods receipt	Create and print goods receipts	[Goods receipts ► Page 58]
Order	Create orders and print order receipts	[Order receipts ► Page 59]
Customer number	Take payments for goods or order receipts	• [Registering and billing goods receipts of a customer number on a cash receipt ► Page 58] • [Completing an order ► Page 60]
Delivery note	Create and finalise delivery notes for customers buying articles on an account	[Delivery notes ► Page 64]

6.1.2 Receipt tab function keys

The `Cash register` mode offers the following function keys in the `Receipt` tab:

Key	Description	Reference
EC payment	Perform payments via credit, EC and money cards	[Card payment (licence required) ► Page 63]
Tender	Perform payments in other currencies, via coupons etc.	[Tenders (methods of payment) ► Page 61]
Show subtotal	Display and print the customer subtotal of an operator	[Displaying customer subtotal and adding subtotal to receipt ► Page 45]
Reopen receipt	Reopen a receipt of an operator and continue booking	[Reopening a customer receipt for further bookings ► Page 46]
Ordering	Ordering articles	[Ordering articles ► Page 66]
Receipt void	Void a booked, closed receipt	[Voiding a booked, closed receipt ► Page 47]
Repeat receipt	Repeat a customer receipt	[Repeating a customer receipt ► Page 46]
Inventory	Perform a temporary inventory and print an inventory receipt	[Temporary inventory ► Page 50]
Line void	Void a booked article in an active receipt	[Voiding a booked article in an active receipt ► Page 47]
Reprint last receipt	Reprint the last customer receipt	[Reprinting a customer receipt ► Page 46]
Change	Print a customer total receipt with manual change calculation	[Printing a customer total receipt with manual change calculation ► Page 45]

6.1.3 Functions tab function keys

The `Cash register` mode offers the following function keys in the `Functions` tab.

i The selection of available function keys depends on the actual operating step. In some operating steps, the number and types may vary from the function keys displayed below.

The following table lists the function keys available in the initial state of the respective scale mode.

If a PLU is selected, other function keys are displayed.

Key	Description	Reference
Data maintenance/ Configuration	Access to ASM start menu	[Data maintenance/Configuration ▶ Page 53] - ASM: [Logging in to the ASM main menu ▶ Page 80]
Article maintenance	Access to ASM article data for defining article data	[Article maintenance ▶ Page 53] - ASM: [Article data ▶ Page 105]
Mode	Switch scale modes	[Switching scale modes ▶ Page 29]
X-Reports	Print an intermediate single report	[Printing reports ▶ Page 53]
Turnover reports	Print a final single report	
Cash register X-Reports	Print an intermediate financial report	
Cash register turnover reports	Print a final financial report	
Paid in	Access to ASM to define paid-in amounts without flow of articles	[Paid in ▶ Page 158]
Paid out	Access to ASM to define amounts paid out from the cash register	[Paid out ▶ Page 159]
Cash float	Access to ASM to define a cash flow amount (loan)	[Cash float ▶ Page 159]
Pick up	Access to ASM to define the withdrawal from the cash register	[Pickup ▶ Page 159]
Cash register report	Access to ASM to balance the cash register	[Cash register report ▶ Page 160]
Packing	Switch to <code>Prepacking</code> mode	[Prepacking mode (Packing) ▶ Page 69]
Inventory	Switch to <code>Inventory</code> mode	[Inventory mode ▶ Page 76]
Export file	Access to ASM to generate a country-specific export file	[Generate export file ▶ Page 161]
Remove	Remove a PLU key assignment	[Removing PLU key assignments from the Presets tab ▶ Page 50]
Paper feed	Perform paper feed on the printer	[Paper feed ▶ Page 31]
Display cleaning	Display cleaning tips	[Display cleaning tips ▶ Page 31]
Remote service	Display the scale network status	[Remote service ▶ Page 31]
FIX	Set a fixed tare for several bookings	[Fixing a tare for several bookings ▶ Page 42]
2 nd price	Use second article prices	[Switching priority prices ▶ Page 40] [Booking an article using the second price ▶ Page 40]
Priority department	Switch priority departments	[Switching priority departments ▶ Page 40]

6.2 Cash receipts

A cash receipt is a settled goods receipt/order receipt (i.e., where items listed have been paid for).

i The cash receipt functions in `Cash register` mode are identical to the customer receipts functions in `Sale` mode.

For information on creating/printing cash receipts, see [Customer receipts ► Page 45].

Taking cash receipt payments with tender splitting

To take cash receipt payments with tender splitting (example: payment in Swiss Franc, US Dollar and Euro), proceed as follows:

- Articles are weighed and booked [Booking articles ► Page 35].
- 1 Select the `Receipt` tab.
- 2 Select the `[Tender]` key.
 - ⇒ The tender list with all defined tenders is displayed.
- 3 If necessary, use the arrows to navigate to the required tender.
- 4 Select the tender (e.g., Swiss Franc).
- 5 Select your operator key.
 - ⇒ Total amount and amount paid are displayed.
- 6 Enter the amount paid by the customer.
- 7 Select your operator key.
 - ⇒ The remainder is displayed.
- 8 Select the `[*]` key.
 - ⇒ The total amount and the amount paid are displayed (in Euro).
- 9 Enter the amount paid by the customer in Euro.
- 10 Select your operator key.
 - ⇒ The receipt is printed.

6.3 Goods receipts

A goods receipt is an unsettled receipt (payment is still due) listing all items booked for purchase, including those from various departments.

The goods receipt process is divided into 2 steps. It can be used when the customer shops and receives goods at different counters and pays them all together at the end.

1. Goods are booked to one or more goods receipts and to a temporary customer number. The number may also be the number of a shopping basket or shopping cart.
2. The customer number is billed on one of the scales, the "cash point". All goods receipts generated earlier for one customer number are registered on a cash receipt and billed (with further articles, if applicable).

6.3.1 Printing goods receipts

With this function you can print goods receipts with manually defined goods receipt numbers.

The scale generates a customer number automatically. You can continue to print the goods receipt with this generated customer number or overwrite the customer number manually, for example with the basket number of your customer. By overwriting the customer number you can create several goods receipts for the same customer which will then be booked to the cash receipt when the customer number gets registered for payment [Registering and billing goods receipts of a customer number on a cash receipt ► Page 58].

Proceed as follows:

- Articles are weighed and booked [Booking articles ► Page 35].
- 1 Select the [Goods receipt] key.
 - 2 To overwrite the current customer number (optional): Enter a customer number via the number block.
 - 3 Select your operator key.
 - ⇒ The goods receipt is printed.
 - ⇒ Further articles can be booked later.

6.3.2 Registering and billing goods receipts of a customer number on a cash receipt

To take payments for all goods receipts registered under a certain customer number, proceed as follows:

- 1 Select the [Customer number] key.
- 2 Enter the customer number.
- 3 Select your operator key.
 - ⇒ The operator, items and goods receipt information is displayed briefly.
 - ⇒ You can continue booking further articles [Booking articles ► Page 35] or print the cash receipt (customer receipt in `sale` mode [Customer receipts ► Page 45]).
 - ⇒ The goods receipts are booked and printed on the cash receipt, once the cash receipt is printed.

6.4 Order receipts

An order receipt is a slip issued for a customer order.

The order process is divided into 3 steps:

1. The operator takes an order and reserves a customer number by setting up an (advance) order on the scale. The operator can book a prepayment.
2. The operator books the ordered article on the same or another scale on an order receipt with the corresponding customer number.
3. When the customer picks up the ordered articles, one or more advance order receipts of the same customer number are registered on a cash receipt and are billed (with further articles, if applicable).

6.4.1 Creating orders with prepayments (prepayment optional)

To create orders with prepayments and print the respective order receipts, proceed as follows:

- 1 Select the [Order] key.
- 2 Select your operator key.
 - ⇒ `Prepayment` is displayed in the display area.
 - ⇒ The automatically generated customer number is displayed in the display area.
- 3 Optional: Enter the prepayment amount.
- 4 Select your operator key.
 - ⇒ The prepayment order receipt is printed, linking the ordered items with the customer number.
 - ⇒ A customer receipt is printed.
 - ⇒ An order with the same order number can be created [Preparing the ordered articles for pickup ► Page 59]. The prepayment is taken into account when payment is taken.

6.4.2 Preparing the ordered articles for pickup

With this function you can create orders. This enables you to print order receipts for the already booked items and add further articles to the order later in the process.

Proceed as follows:

- Articles are weighed and booked [Booking articles ► Page 35].
- 1 Select the [Order] key.
 - 2 Enter the customer number via the number block.
 - 3 Select your operator key.
 - ⇒ The order receipt for labelling the ordered items is printed.
 - ⇒ Further articles can be booked and labelled for the order under the same customer number in the same way.

6.4.3 Completing an order

i Prepayment is taken into account when payment is taken.

To complete an order, proceed as follows:

- 1 Select the [Customer number] key.
- 2 Enter the customer number.
- 3 Select your operator key.
 - ⇒ The operator, items and order receipt information is displayed briefly.
 - ⇒ You can continue booking further articles [Booking articles ► Page 35] or print the cash receipt (customer receipt in *Sale* mode [Customer receipts ► Page 45]).
 - ⇒ The orders which are linked to the customer number are booked and printed on the cash receipt, once the cash receipt is printed.

6.5 Voiding receipts

i The voiding functions for receipts in *Cash register* mode are identical to the voiding functions in *Sale* mode.

For information on voiding receipts, see [Voiding ► Page 47].

6.6 Tenders (methods of payment)

i If payment methods other than cash in the local currency are used (e.g., Swiss Franc, US Dollar, coupons, tokens), follow the instructions in the chapters below.

Beside the basic currency (local currency, e.g., €), payments can be made in other tenders (means of payments), e.g., coupons or foreign currencies.

The scale also supports splitting the payment into different means of payment (tender splitting Taking cash receipt payments with tender splitting).

If the amount given in tenders other than the basic currency is below the total amount, the remaining amount has to be paid in the basic currency. If the amount given in tenders other than the basic currency is higher than the total amount, the change amount is calculated in the basic currency.

6.6.1 Taking cash receipt payments with tenders

To take cash receipt payments with tenders, proceed as follows:

- Articles are weighed and booked [Booking articles ► Page 35].
- 1 Select the [*] key.
- 2 Select the `Receipt` tab.
- 3 Select the [Tender] key.
 - ⇒ The tender list with all defined tenders is displayed.
- 4 If necessary, use the arrows to navigate to the required tender.
- 5 Select the tender.
- 6 Select your operator key.
 - ⇒ The total amount and the amount paid are displayed in foreign currency.
- 7 Select your operator key.
 - ⇒ The receipt is printed.

6.6.2 Taking cash receipt payments with tender, markup/discount and change rendered

To take cash receipt payments with tender, markup/discount and change rendered, proceed as follows:

- Articles are weighed and booked [Booking articles ► Page 35].
- 1 Select the `Receipt` tab.
- 2 Select the `[Tender]` key.
 - ⇒ The tender list with all defined tenders is displayed.
- 3 If necessary, use the arrows to navigate to the required tender.
- 4 Select the tender (e.g., Swiss Franc, US Dollar).
- 5 Select the `Receipt` tab.
- 6 Select the `[Markup/Discount]` key.
 - ⇒ The markup/discount list with all defined markups/discounts is displayed.
- 7 If necessary, use the arrows to navigate to the required markup/discount.
- 8 Select the markup/discount.
- 9 Select your operator key.
 - ⇒ The total amount and the amount paid are displayed in foreign currency.
- 10 Enter the amount paid by the customer in foreign currency.
- 11 Select your operator key.
 - ⇒ The receipt is printed.

6.7 Card payment (licence required)

This application enables payment to take place via a card reader terminal and credit, EC or money cards. The methods of payment available are determined by the deployed card reader terminal, the chosen network operator and the supplier providing the finalised contracts.

Tender splitting with card payment is also supported. Card payment will always be applied to complete remaining total. Overpayment is not supported.

Receipt voiding

Receipt voiding must always be performed on the card reader terminal AND on the scale. Receipt voids and credit notes are not transmitted from the scale to the card reader terminal.

Cash register balancing

Cash register balancing/End of Day must be started manually on the card reader terminal by the operator. For more information, please refer to your card reader terminal documentation.

Error analysis

The card payment option only includes communication between the scale and the card reader terminal. The actual authorisation procedure is performed independently by the card reader terminal.

Note on installation and printing configuration

For installation and configuration, please contact your METTLER TOLEDO Service or your dealer.

6.7.1 Making EC cash payments

To make EC cash payments, proceed as follows:

- Articles are weighed and booked [Booking articles ► Page 35].
- 1 Select the `Receipt` tab.
- 2 Select the `[EC payment]` key.
 - ⇒ `Start EC payment` is displayed in the display area briefly.
 - ⇒ `Insert card` is displayed in the display area.
- 3 Insert the card into the card reader terminal, or swipe it through the terminal's magnetic card reader.
- 4 If required, let the customer enter the card's PIN into the card reader terminal.
- 5 Let the customer confirm the entry on the terminal in accordance with the displayed prompts.
 - ⇒ `Procedure running` is displayed in the display area.
 - ⇒ If the payment was successful, the receipt is printed automatically and the scale returns to its initial state.
- 6 If applicable, please ensure you place a copy of the card reader receipt in the cash drawer.



Cancelling payment

Depending on the card reader, payment can be cancelled on the card reader and scale with the `[C]` key.

`Error card payment` is displayed in the display area, indicating a cancelled or unsuccessful card payment.

6.8 Delivery notes

Use the delivery note function if a customer wants to buy items on an account. The customer is then not required to pay with each purchase, but is instead billed for a defined time, e.g., to the end of the month. A customer can have several delivery notes open simultaneously.

Delivery notes can be newly created, reopened and finalized.

Example use case: The customer buys articles every day but wants to get a common final delivery note once a week on Friday. Then you would create the delivery note on Monday, reopen it on the next three days and finalise it on Friday.

 Delivery note customers have to be defined and configured in ASM before delivery notes can be created for them [Delivery Note Customers ► Page 142].

6.8.1 Creating and saving a new delivery note

To create a new delivery note and save it for further use, proceed as follows:

- The delivery note customer is defined [Delivery Note Customers ► Page 142].
 - Articles are weighed and booked [Booking articles ► Page 35].
- 1 Select the [Delivery note] key.
 - ⇒ The delivery note customer list with all defined customers is displayed.
 - 2 If necessary, use the arrows to navigate to the required customer.
 - 3 Select the customer.
 - 4 Select your operator key.
 - ⇒ The `Receipt` tab is displayed.
 - 5 Select the [Save delivery note] key.
 - ⇒ The delivery note is saved and printed, indicating `status: discontinued`.
 - ⇒ It can be reopened later and further articles can be added.

6.8.2 Reopening a saved delivery note

To open an existing delivery note and add further articles, proceed as follows:

- The delivery note is created [Creating and saving a new delivery note ► Page 64].
 - Articles are weighed and booked [Booking articles ► Page 35].
- 1 Select the [Delivery note] key.
 - ⇒ The delivery note customer list with all defined customers is displayed.
 - 2 If necessary, use the arrows to navigate to the required customer.
 - 3 Select the customer.
 - 4 Select your operator key.
 - ⇒ The `Receipt` tab is displayed.
 - 5 Select the [Reopen delivery note] key.
 - ⇒ The delivery note list with all delivery notes for the selected customer is displayed.
 - 6 If necessary, use the arrows to navigate to the required delivery note.
 - 7 Select the delivery note.
 - 8 Select your operator key.
 - ⇒ The `Receipt` tab is displayed.
 - ⇒ You can either save the delivery note for further use [Creating and saving a new delivery note ► Page 64] or finalise it [Finalising a delivery note ► Page 65].

6.8.3 Finalising a delivery note

To open an existing delivery note and add further articles, proceed as follows:

- The delivery note is created [Creating and saving a new delivery note ► Page 64].
- 1 Select the [Delivery note] key.
 - ⇒ The delivery note customer list with all defined customers is displayed.
- 2 If necessary, use the arrows to navigate to the required customer.
- 3 Select the customer.
- 4 Select your operator key.
 - ⇒ The `Receipt` tab is displayed.
- 5 Select the [Reopen delivery note] key.
 - ⇒ The delivery note list with all delivery notes for the selected customer is displayed.
- 6 If necessary, use the arrows to navigate to the required delivery note.
- 7 Select the delivery note.
- 8 Select your operator key.
 - ⇒ The `Receipt` tab is displayed.
- 9 Select the [Finalize delivery note] key.
 - ⇒ The delivery note is printed, indicating all articles that have been booked to the delivery note in the course of time.

6.9 Ordering articles

This function enables the entry and editing of order lists for ordering from a central location.

6.9.1 Creating a new order

To create a new order and save it for further use, proceed as follows:

- 1 Select the `Receipts` tab.
- 2 Select the `[Ordering]` key.
 - ⇒ The orders list with all existing orders is displayed.
 - ⇒ `Enter/select order number` is displayed in the display area.
- 3 Enter an order number that is not in use via the number block and confirm with the `[*]` key.
 - ⇒ `Enter Delivery date` is displayed in the display area.
- 4 Use the   keys to navigate to the required input fields: `Date` (day - month - year) and `Time` (hour - minutes) and enter the required digits via the number block.
- 5 Confirm all entries with the `[*]` key.
 - ⇒ The ordering list is displayed in the display area, indicating order number and delivery date/time.
 - ⇒ `Enter/select item` is displayed in the display area.
- 6 Select the required article [`Booking articles ▶ Page 35`].
- 7 Confirm with the `[*]` key.
 - ⇒ `Enter order quantity` is displayed in the display area.
- 8 Use the   keys to navigate to `Number` (order quantity) and enter the required digits via the number block.
 - ⇒ You can also enter an optional delivery ID to help you or the central location to identify or to assign the order.
- 9 To enter a delivery ID, use the   keys to navigate to `Del. ID` and enter the required digits via the number block.
- 10 Confirm all entries with the `[*]` key.
 - ⇒ The article appears in the ordering list in the display area, indicating ordering position, department number, PLU and quantity.
 - ⇒ Further articles can be added to the list as described above.
- 11 Once all articles are added, select the `Receipts` tab and print the order with the `[Print ordering]` key.
 - ⇒ The order is printed.
- 12 To finalise the order, select the `Receipts` tab and the `[Finalize ordering]` key.
 - ⇒ The order is saved and closed.

 For information on copying and deleting order positions or changing order weights/amounts [`Modifying an order ▶ Page 67`].

6.9.2 Modifying an order

To create a new delivery note and save it for further use, proceed as follows:

- 1 Select the **Receipt** tab.
- 2 Select the **[Ordering]** key.
⇒ The orders list with all existing orders is displayed.
- 3 If necessary, use the arrows to navigate to the required order.
- 4 Select the required order.
⇒ The ordering list is displayed in the display area, indicating ordering position, department number, PLU and quantity of all articles.

Changing the delivery date and time

i You can skip this step by directly selecting the **[*]** key.

- 1 Use the **↓** **↑** keys to navigate to the required input fields and enter new values via the number block.
- 2 Confirm with the **[*]** key.
⇒ You can now edit or delete individual ordering positions.

Changing order weight or pieces

Order: 2		Deliv. date: 05.12.2016 15:58	
Pos.	Dept.	PLU	
1	1	1 Chaumes	0.033 kg
2	1	3 Vignotte cheese	0.020 kg
3	1	32 Salmon	0.036 kg

Enter/select item

Service-Counter		Salmon	
Department:	1	Weight:	0.036
PLU nbr.:	32	Del. ID:	0

7	8	9	×
4	5	6	↑
1	2	3	↓
0	00	C	*

- 1 Use the **↓** **↑** to select the ordering position in the display area.
- 2 Confirm with the **[*]** key.
⇒ The **Receipt** tab is displayed.
- 3 Select the **[Change weight/pieces]** key.
⇒ The **Weight** input field is displayed and activated in the display area.
- 4 Enter a new value for weight or pieces via the number block.
- 5 Confirm with the **[*]** key

Copying an ordering position

- 1 Use the   keys to select the ordering position to be copied in the display area.
- 2 Confirm with the [*] key.
 - ⇒ The `Receipt` tab is displayed.
- 3 Select the [Copy ordering position] key.
 - ⇒ The ordering position is copied and the resulting new ordering position is displayed in the display area.
 - ⇒ The `Weight` input field is activated in the display area.
- 4 If you want to change order weight or pieces, enter the value in the input field.
- 5 Enter a new value for weight or pieces via the number block.
- 6 Confirm with the [*] key

Deleting an ordering position

- 1 Use the   keys to select the ordering position in the display area.
- 2 Select the `Receipt` tab and the [Delete ordering position] key.
 - ⇒ `Delete item in order` is displayed in the display area.
- 3 To confirm the deleting process, select the [*] key.
 - ⇒ `Deleting order item` is displayed briefly in the display area.
 - ⇒ The ordering position is deleted.

6.9.3 Deleting an order

To delete an existing order, proceed as follows:

- 1 Select the `Receipt` tab.
- 2 Select the [Ordering] key.
 - ⇒ The orders list with all existing orders is displayed.
- 3 If necessary, use the arrows to navigate to the required order.
- 4 Select the required order.
 - ⇒ The `Receipt` tab is displayed.
- 5 Select the [Delete order] key.
 - ⇒ The ordering list is displayed in the display area, indicating ordering position, department number, PLU and quantity of all articles.
- 6 To confirm the deleting process, select the [*] key.
 - ⇒ `Deleting order` is displayed briefly in the display area.
 - ⇒ The order is deleted.

7 Prepacking mode (Packing)

i In this chapter, particular (pre)packing functions are described. For instructions on general sale functions, PLU selection etc., see [Sale mode (counter service) ► Page 33].

For information on selecting scale modes, see [Switching scale modes ► Page 29].

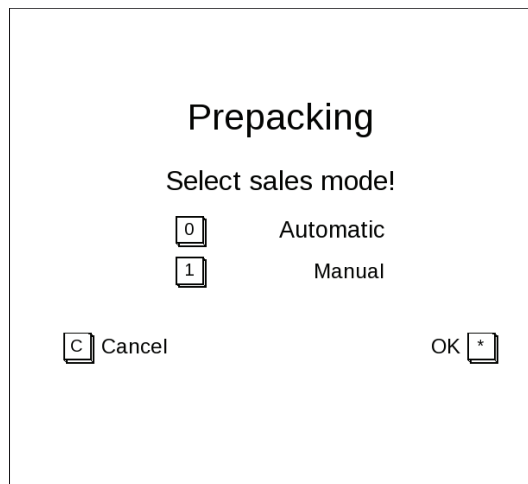
In **Prepacking** mode, labels can be printed for article labelling.

Label printing can be started manually or automatically. The printing mode can be selected when **Prepacking** mode is started ([Selecting the Prepacking mode type ► Page 69]).

7.1 Selecting the Prepacking mode type

You can select between 2 **Prepacking** mode types:

- Automatic: The label is printed once the weight is stable.
- Manual: The label is printed when the [Print] key is pressed.



- **Prepacking** mode is selected [Switching scale modes ► Page 29].
 - **Select sales mode!** is displayed in the display area.
- 1 For automatic mode, select "0" via the number block.
 - 2 For manual mode, select "1" via the number block.
 - 3 Confirm with the [*] key.

7.2 Mode-specific function keys

7.2.1 Receipt tab function keys

The **Prepacking** mode offers the following function keys in the **Receipt** tab:

Key	Description	Reference
Totalization	Print a total label which contains the sum of all previously printed labels since the last total label has been printed	-
Article summation	Print a total label which contains the sum of all previously printed labels for the same article since the article has been selected	-
Receipt void	Void a transaction label	[Voiding a booked, closed receipt ► Page 47]

7.2.2 Functions tab function keys

The `Prepacking` mode offers the following function keys in the `Functions` tab.

i The selection of available function keys depends on the actual operating step. In some operating steps, the number and types may vary from the function keys displayed below.

The following table lists the function keys available in the initial state of the respective scale mode.

If a PLU is selected, other function keys are displayed.

Key	Description	Reference
Data maintenance/ Configuration	Access to ASM start menu	[Data maintenance/Configuration ▶ Page 53] - ASM: [Logging in to the ASM main menu ▶ Page 80]
Price change	Access to ASM article data for defining a new price	[Price change ▶ Page 53] - ASM: [Price change ▶ Page 115]
Article maintenance	Access to ASM article data for defining article data	[Article maintenance ▶ Page 53] - ASM: [Article data ▶ Page 105]
X-Reports	Print an intermediate single report	[Printing reports ▶ Page 53]
Turnover reports	Print a final single report	
Inventory	Switch to <code>Inventory</code> mode	[Inventory mode ▶ Page 76]
Cash register	Switch to <code>Cash register</code> mode	[Cash register mode (licence required) ▶ Page 54]
Mode	Switch scale modes	[Switching scale modes ▶ Page 29]
Remove	Remove a PLU key assignment	[Removing PLU key assignments from the Presets tab ▶ Page 50]
Rewrapping	Relabel articles that are already labelled, e.g., if the original label is no longer readable	[Rewrapping ▶ Page 75]
Labels	Switch label templates	[Switching label templates ▶ Page 73]
Paper feed	Perform paper feed on the printer	[Paper feed ▶ Page 31]
Display cleaning	Display cleaning tips	[Display cleaning tips ▶ Page 31]
Remote service	Display the scale network status	[Remote service ▶ Page 31]
FIX	Set a fixed tare for several bookings	[Fixing a tare for several bookings ▶ Page 42]
2 nd price	Use second article prices	[Switching priority prices ▶ Page 40] [Booking an article using the second price ▶ Page 40]
Priority department	Switch priority departments	[Switching priority departments ▶ Page 40]

7.3 Printing a single label

i For both weighed and piece articles.

To print a single label for an article, proceed as follows:

- A label template is configured which matches the label format in the printer. Otherwise, if the configuration is missing or does not match the label format, an error message is displayed: `No printout template Or Wrong label format`.
- 1 Place the article to be weighed on the load plate.
 - 2 Select the required article using the available selection options [Booking articles ► Page 35].
 - ⇒ The [Print] key is displayed:
 - 3 In manual mode, when piece articles are booked or in case of manual price entering, select the [Print] key. Note that in automatic mode, the label is printed once the weight is stable (only weighed articles).
 - ⇒ The label is printed.
 - ⇒ Further labels can be printed for the same article.



7.4 Printing multiple labels (repeat labelling)

i Only for piece articles.

To print several identical labels for a piece article, proceed as follows:

- 1 Select the required article using the available selection options [Booking articles ► Page 35].
⇒ The [Print] key is displayed:
- 2 Select the `Functions` tab.
- 3 Select the [Print number of labels] key.
– or –
Select the [*] key.
⇒ `Carrier tape: no` is displayed in the display area.
- 4 If a label roll with carrier tape is used, select "0" via the number block and confirm with the [Print number of labels] key.
– or –
Confirm with the [*] key.
- 5 If a label roll without carrier tape is used, select "1" via the number block and confirm with the [Print number of labels] key.
– or –
Confirm with the [*] key.
⇒ `label: no` is displayed in the display area.
- 6 Select the number of labels to be printed via the number block.
- 7 Confirm with the [Print number of labels] key.
– or –
Confirm with the [*] key.
⇒ The labels are printed.



7.5 Switching label templates

i Only for weighed articles and manual `Prepacking` mode.

Depending on your configuration, you can use the `[Labels]` key in the `Functions` tab to switch label templates, e.g., a shorter label with less information or short-sided endless labels for variable label lengths.

Proceed as follows:

- Label templates or Variolabel templates are configured.
- 1 Select the `Functions` tab.
- 2 Select the `[Labels]` key.
 - ⇒ The number of the label layout is displayed in the display area.
 - ⇒ If more than one label layout is configured, you can switch between the layouts.
- 3 To switch between label layouts, select the `[Labels]` key again.

See also

- 📄 Printing a single label ► Page 71
- 📄 Printing multiple labels (repeat labelling) ► Page 72

7.6 Configuring dates for labels

i Only for weighed articles and manual `Prepacking` mode.

To configure dates for labels, such as packing, sell-by and best-before date, proceed as follows:

- 1 Place the article to be weighed on the load plate.
- 2 Select the required article using the available selection options [Booking articles ► Page 35].
- 3 Select the `Functions` tab.
- 4 Select the `[Date]` key.

The screenshot shows the device's display in Prepacking mode. At the top, it displays 'e= 2/5 g' and a large '0.000 kg'. Below this are two buttons: 'T' (left) and 'PT' (right). The next line shows '12.90 €/kg'. Below that is a box containing '0.00 €'. The name 'Chaumes' is displayed below the price. At the bottom, there is a table with date configuration options:

Abpackd.:	09 . 12 . 2016	Abpackdatum eingeben
Verk. bis:	09 . 12 . 2016	
Haltb. bis:	09 . 12 . 2016	

Below the table are several navigation and action buttons: '+', '-', '↓', '↑', and '*'.

- ⇒ The packing, sell-by and best-before dates are displayed in the display area.
 - ⇒ You can now define one date after the other.
- 5 Use the `↓` `↑` keys to navigate to the required input fields (day, month, year) and enter the required digits via the number block.
 - 6 Confirm all dates with the `[*]` key.
 - ⇒ The label/s can be printed ([Printing a single label ► Page 71] or [Printing multiple labels (repeat labelling) ► Page 72]).

7.7 Rewrapping

i Only for weighed articles and manual `Prepacking` mode.

You can use the `[Rewrapping]` key in the `Functions` tab to relabel articles that are already labelled, e.g., if the original label is no longer readable. In this case, the turnover is not saved.

Proceed as follows:

- 1 Select the `Functions` tab.
- 2 Select the `[Rewrapping]` key.
 - ⇒ `Rewrapping` is displayed in the display area, indicating that the rewrapping mode is now active.
 - ⇒ The label/s can be printed (`[Printing a single label ▶ Page 71]` or `[Printing multiple labels (repeat labelling) ▶ Page 72]`).
- 3 To exit rewrapping mode, select the `Functions` tab.
- 4 Select the `[Rewrapping]` key again.
 - ⇒ `Rewrapping` is no longer displayed in the display area.

7.8 Printing labels with markup/discount on price

i Only for weighed articles and manual `Prepacking` mode.

To print labels indicating a markup or discount, proceed as follows:

- 1 Place the article to be weighed on the load plate.
- 2 Select the required article using the available selection options `[Booking articles ▶ Page 35]`.
- 3 Select the `Functions` tab.
- 4 Select the `[Markup/Discount]` key.
 - ⇒ The markup/discount list with all defined markups/discounts is displayed.
- 5 If necessary, use the arrows to navigate to the required markup/discount.
- 6 Select the markup/discount.
 - ⇒ The label/s can be printed (`[Printing a single label ▶ Page 71]` or `[Printing multiple labels (repeat labelling) ▶ Page 72]`).

8 Inventory mode

i In this chapter, particular inventory functions are described. For instructions on general sale functions, PLU selection etc., see [Sale mode (counter service) ► Page 33].

For information on selecting scale modes, see [Switching scale modes ► Page 29].

The `Inventory` mode allows you to perform inventory control (stock-taking) of articles available on the counter by back-weighing.

The booking of an article is automatically documented in the accompanying inventory report. The inventory report printout is marked as "INVENTORY".

Via scale mode switch, the inventory process can be interrupted and proceeded at any time. Registered inventory bookings are saved.

Inventory modes

The scale offers several `Inventory` modes (inventory memories) which can be used at the same time or independently of one another. The number of `Inventory` modes can be defined in the scale configuration (up to 10 modes). Depending on this configuration, one or more [Inventory] keys are displayed in the mode-switch screen [Switching scale modes ► Page 29].

The operating sequences are identical for all `Inventory` modes.

By default, 3 `Inventory` modes are available. For example, `Inventory 1` can be used for the actual inventory process, `Inventory 2` for the registration of returned goods and `Inventory 3` for the registration of discarded goods.

8.1 Mode-specific function keys

8.1.1 Receipt tab function keys

The **Inventory** mode offers the following function key in the **Receipt** tab:

Key	Description	Reference
Show subtotal	Display and print the customer subtotal of an operator	[Displaying customer subtotal and adding subtotal to receipt ▶ Page 45]

8.1.2 Functions tab function keys

The **Inventory** mode offers the following function keys in the **Functions** tab.

i The selection of available function keys depends on the actual operating step. In some operating steps, the number and types may vary from the function keys displayed below.

The following table lists the function keys available in the initial state of the respective scale mode.

If a PLU is selected, other function keys are displayed.

Key	Description	Reference
Data maintenance/ Configuration	Access to ASM start menu	[Data maintenance/Configuration ▶ Page 53] - ASM: [Logging in to the ASM main menu ▶ Page 80]
Price change	Access to ASM article data for defining a new price	[Price change ▶ Page 53] - ASM: [Price change ▶ Page 115]
Article maintenance	Access to ASM article data for defining article data	[Article maintenance ▶ Page 53] - ASM: [Article data ▶ Page 105]
X-Reports	Print an intermediate single report	[Printing reports ▶ Page 53]
Turnover reports	Print a final single report	
Packing	Switch to Prepacking mode	[Prepacking mode (Packing) ▶ Page 69]
Inventory	Switch to Inventory mode	[Inventory mode ▶ Page 76]
Mode	Switch scale modes	[Switching scale modes ▶ Page 29]
Remove	Remove a PLU key assignment	[Removing PLU key assignments from the Presets tab ▶ Page 50]
Paper feed	Perform paper feed on the printer	[Paper feed ▶ Page 31]
Display cleaning	Display cleaning tips	[Display cleaning tips ▶ Page 31]
Remote service	Display the scale network status	[Remote service ▶ Page 31]
FIX	Set a fixed tare for several bookings	[Fixing a tare for several bookings ▶ Page 42]
2 nd price	Use second article prices	[Switching priority prices ▶ Page 40] [Booking an article using the second price ▶ Page 40]
Priority department	Switch priority departments	[Switching priority departments ▶ Page 40]

8.2 Performing an inventory

- 1 Place the article to be weighed on the load plate.
- 2 Select the required article using the available selection options [Booking articles ► Page 35].
 - ⇒ The [Print] key is displayed:
- 3 Select the [Print] key.
 - ⇒ The article is added to the inventory receipt.
 - ⇒ Further articles can be booked.
- 4 To display the inventory total, select the [*] key.
- 5 To print the inventory receipt, select the [Print] key.

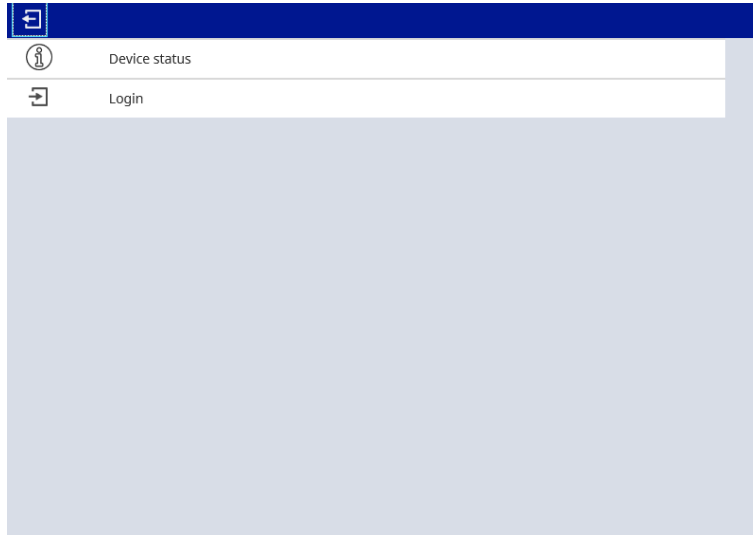


9 Operating the ASM main menu

i The available menus depend on the settings and rights of your user profile, see [Logging in to the ASM main menu ▶ Page 80].

9.1 Entering the ASM menu

- 1 In the start menu, select the `Functions` register in the function selector.
⇒ The `Functions` tab with its corresponding function keys is displayed.
- 2 Press the [Data maintenance/Configuration] key.
⇒ The ASM entry menu is displayed:



9.1.1 Logging in to the ASM main menu

The access to ASM functions is limited by user profiles. The user permissions are predefined and designed for particular tasks. Depending on the user profile selected upon login, a particular sub-set of ASM's overall functions is available. A standard password is assigned to each user profile which has to be entered upon login. If required, standard passwords can be changed individually, see below.

i The following user profiles are available. The codes/passwords in the table are the default values. Depending on the installed licenses, your list of users may differ from the following list.

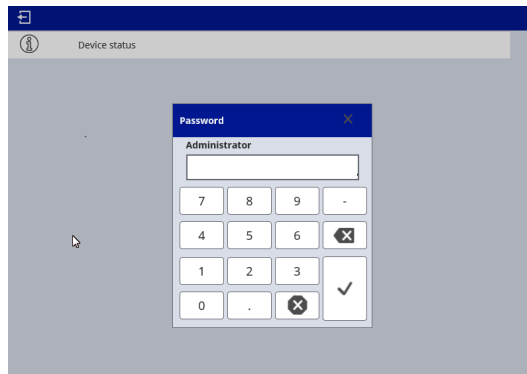
User profile	Description	Code/password
Price Change	Change prices and tara values of existing articles	8
Data Maintenance	Create, modify and delete article-related data and texts and certain other data types that are available on all devices in the scale network	1
Intermediate Reports	Call up sales report without delete permission	22
Final Reports	Call up sales report with delete permission	333
Cash Register Functions	Control and manually record payment transactions (Cash register mode only)	7
Cash Register Reports	Call up cash register financial reports	77
Keyboard Configuration	Create, modify and delete assignments of articles and functions to keys within keyboard tables	99
Change password	Change passwords for all user profiles individually	-

The following user profiles are not designed for regular scale users but for trained personnel from your METTLER TOLEDO Service. Therefore, these functions are not part of this manual.

User profile	Description
Administrator	Access all ASM functions
Configuration	Create, modify and delete any configuration profile or setting designed to adapt the scale to the customer's requirements
Service Alerts	Configure service-related messages, e.g., information about upcoming maintenance
Euro Phases	Manage a currency changeover, e.g., the introduction of the euro

- 1 In the ASM menu, select **Login**.
- 2 Select the required user profile.

- 3 Enter your password with the number keys:



- 4 Confirm with the [Accept] key ✓.
The ASM main menu is displayed, see [The ASM main menu and its submenus ▶ Page 84]:



- i**
- To delete the last digit you entered, press the [Delete] key ✕.
 - To delete the whole password, press the [Empty] key ✕.

9.1.2 Logging out of ASM

In the ASM main menu

- Press the [Exit] key 𐀀.

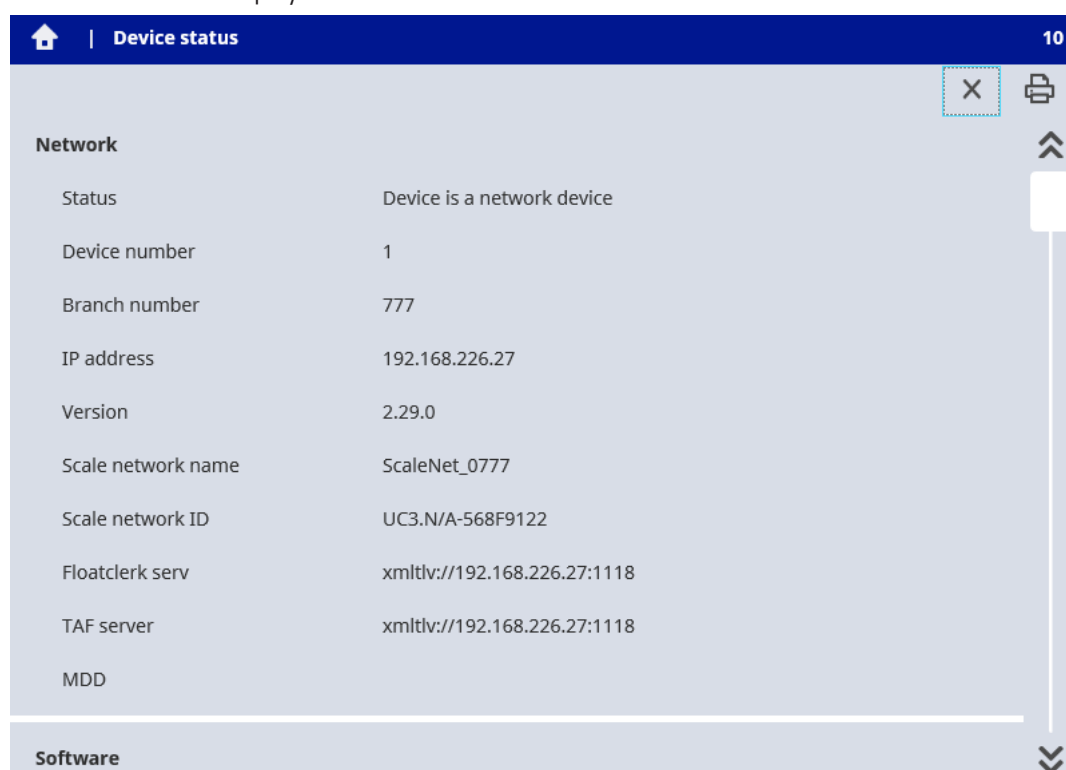
In a submenu

- 1 Press the [Home] key 𐀁.
- 2 Press the [Exit] key 𐀀.

9.1.3 Displaying the device status

- 1 In the ASM main menu, select `Device status`.

The device status is displayed:



It provides information on:

- Network
 - Software (operating system, printer, database etc.)
 - Hardware
 - Software version
- 2 If you need to print the status information, press the [Print] key .

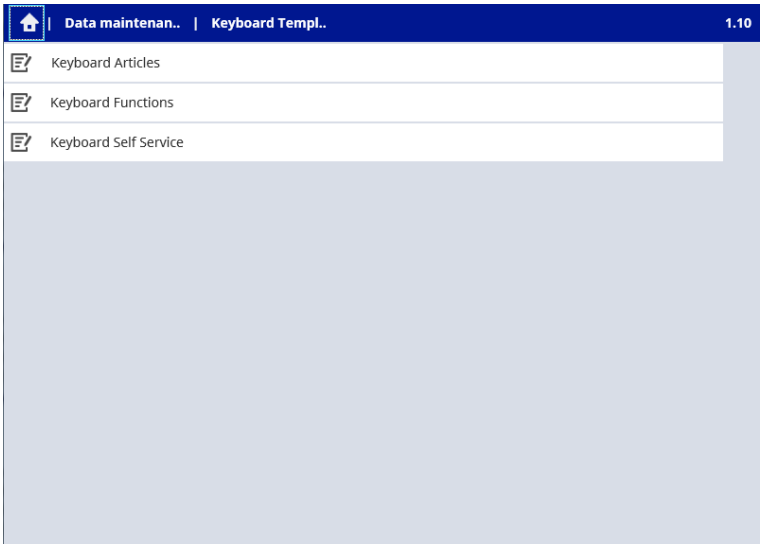
9.2 Views in ASM

ASM distinguishes between 3 different types of views to display data and information:

- Menu view
- List view
- Edit view

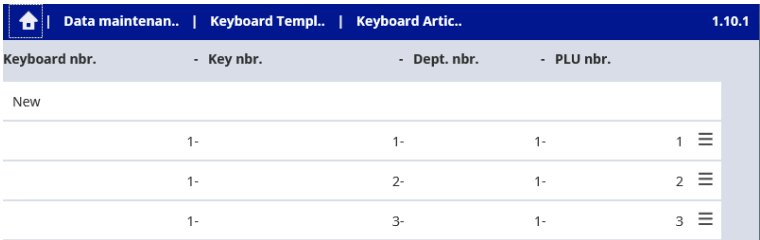
Menu view

Allows you to navigate through the ASM software, e.g., the `Keyboard Templates` menu with 3 submenus, see [The ASM main menu and its submenus ► Page 84].



List view

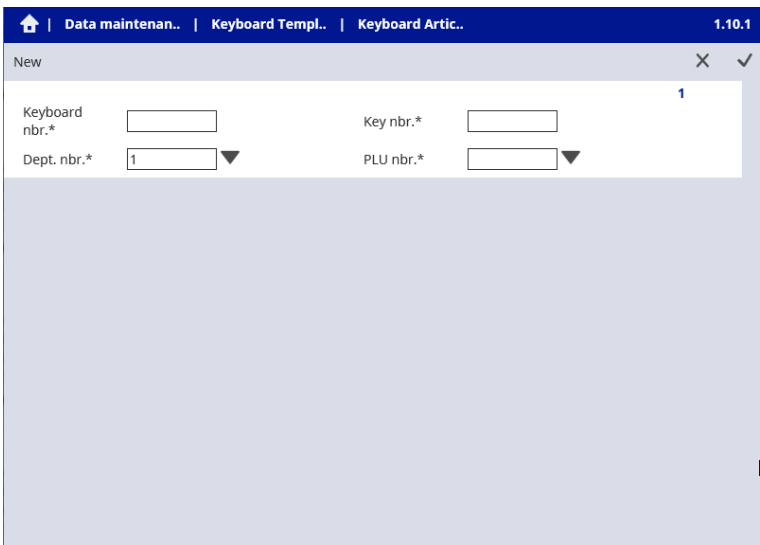
Lists existing data records within a submenu, e.g., `Keyboard Articles` within the `Keyboard Template` menu displayed above, see [Working with data records ► Page 89].



Keyboard nbr.	Key nbr.	Dept. nbr.	PLU nbr.
New			
	1-	1-	1-
	1-	2-	1-
	1-	3-	1-

Edit view

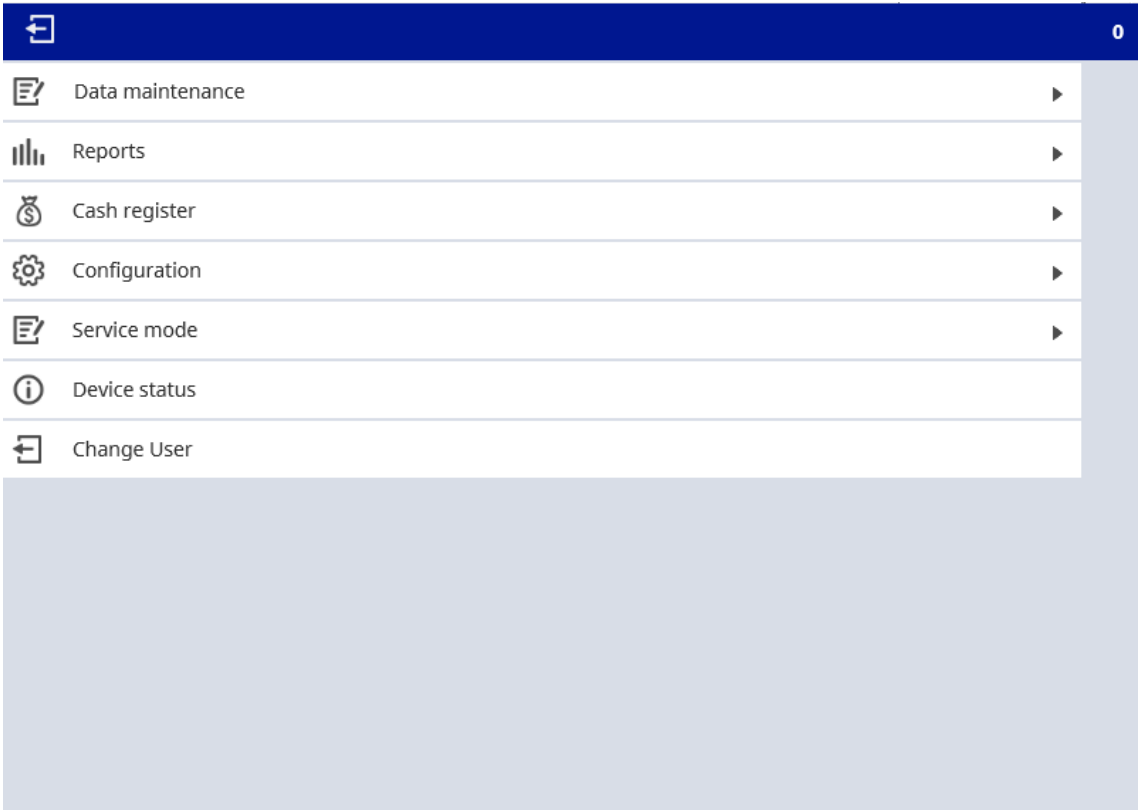
Allows you to add new data records or to modify, copy or delete existing data records, e.g., a new `Keyboard Article`, see [Working with data records ► Page 89].



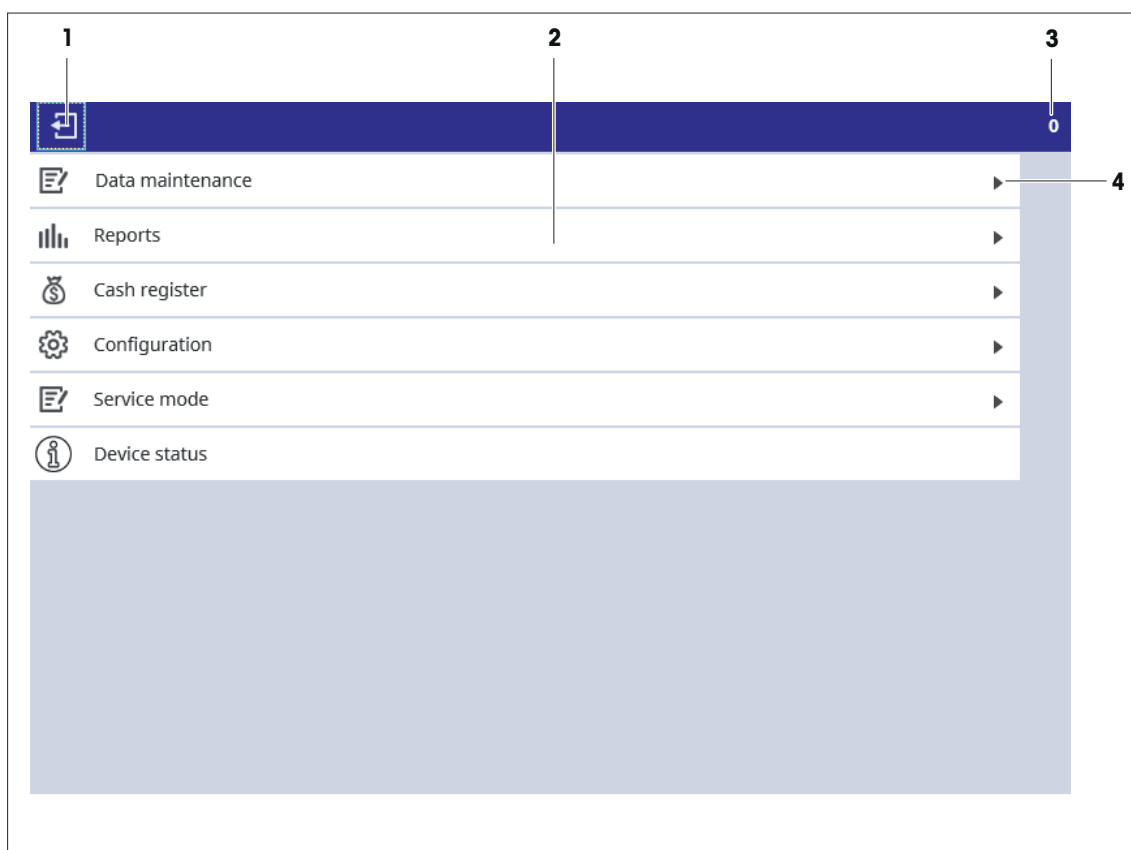
Keyboard nbr.*	Key nbr.*	Dept. nbr.*	PLU nbr.*
		1	

9.3 The ASM main menu and its submenus

The ASM main menu consists of the following submenus or menu items:



Elements in the main menu



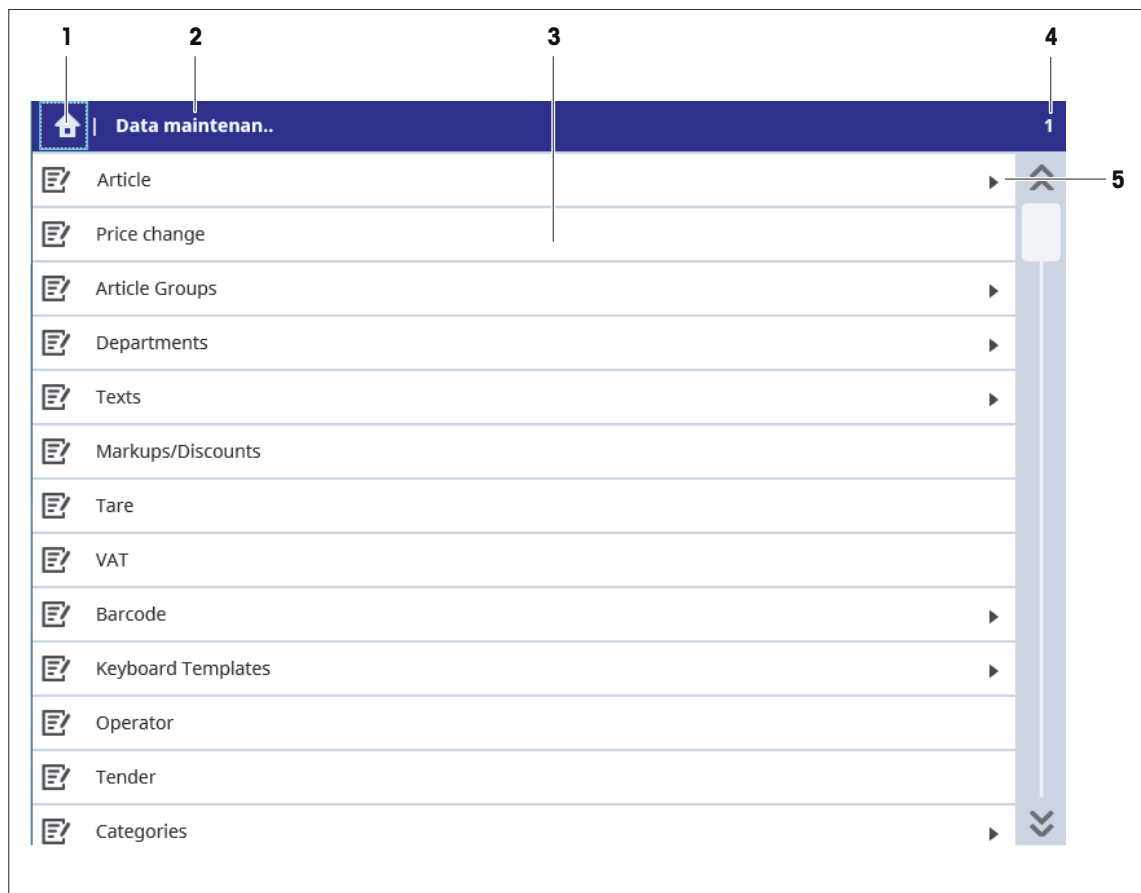
No.	Element	Description	Reference
1	[Exit] key	Exit ASM mode	[Logging out of ASM ▶ Page 81]
2	Main menu items	- List of menus - Select menu by tapping on it	[The ASM main menu and its submenus ▶ Page 84]
3	Menu level number	Indicates the number of the current menu (identifier)	[Navigating the ASM menus ▶ Page 87]
4	Navigation arrow	- Indicates existing submenus - Display submenus by tapping on it	[Entering a submenu ▶ Page 87]

Main menu items

Menu item	Description	Menu level no.	Reference
Data maintenance	Add, edit and delete data records (articles, departments etc.)	1	[Data maintenance menu (ASM) ▶ Page 101]
Reports	Create intermediate and final reports (articles, departments etc.)	2	[Reports menu (ASM) ▶ Page 149]
Cash register	Create financial reports	3	[Cash register menu (ASM) ▶ Page 157]
Configuration	For METTLER TOLEDO Service only	4	[Configuration menu (ASM) ▶ Page 166]
Service Mode	For METTLER TOLEDO Service only		
Device status	Display the device status	10	[Displaying the device status ▶ Page 82]
Change User	Logout and login as a different user	-	[Logging in to the ASM main menu ▶ Page 80]

Elements in the submenus

i If you enter a submenu, the display slightly differs from the main menu display:

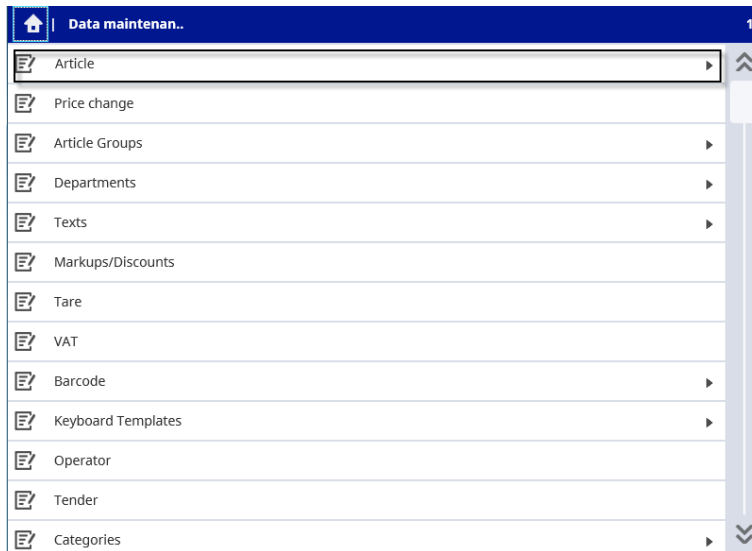


No.	Element	Description	Reference
1	[Home] key	Return to the main menu	[Returning to the ASM main menu directly ► Page 88]
2	Navigation bar	Indicates the current menu path	[Using the navigation bar ► Page 88]
3	Submenus	- List of submenus - Select submenu by tapping on it	[The ASM main menu and its submenus ► Page 84]
4	Menu level number	Indicates the number of the current menu (identifier)	[Navigating the ASM menus ► Page 87]
5	Navigation arrow	- Indicates existing submenus - Display submenus by tapping on it	[Entering a submenu ► Page 87]

9.4 Navigating the ASM menus

9.4.1 Entering a submenu

- To enter a submenu, press the corresponding menu entry (example: *Article*):



⇒ The available submenus are displayed.

- i** • The navigation arrow ► on the far right indicates that further submenus are available.
- If no navigation arrow ► is displayed, you have reached the lowest menu level.

9.4.2 Working with scrollbars

Some views are more extensive than the scale's screen. To navigate to elements further below, use the scrollbar (1) (example: Data maintenance submenu).



- 1 Tap on the white slider button (2) and hold down.
- 2 Slide the slider button in the desired direction (arrow up or arrow down) along the list of elements.
- 3 When the desired element is reached, let go of the slider button.

9.4.3 Returning to the ASM main menu directly

- Press the [Home] key .

9.4.4 Using the navigation bar

The navigation bar displays the menu path, e.g., Data maintenance | Article | Article data. On the right side of the navigation bar, the menu level number is displayed (example: 1.1.1).



- To return to an upper menu level, tap on the corresponding menu level, e.g., Article.

9.5 Working with data records

In all ASM submenus, data is stored in data records, e.g., each PLU has its own data record.

The procedure of creating and editing data records is identical for all menus/submenus.

A menu usually displays:

- the **New** menu option (creates a new data record and displays it in the Edit view for further editing, see [Creating a new data record ► Page 90]),
- the list of existing data records (e.g., 1- Fish, 2-Cheese etc.).

Dept. nbr.	Main article group r-	Main Article Group Name
New		
1-	1-	Fish
1-	2-	Cheese
1-	5-	Meat
10-	1-	Vegetables
10-	2-	Fruit

- To open a specific data record directly in the Edit view for further editing, tap on the data record, see [Displaying and editing an existing data record ► Page 90].
- To open the submenu for a specific data record (for editing, copying or deleting the data record), press the [Submenu] key .

⇒ The data record options are displayed:

Dept. nbr.	Main article group r-	Main Article Group Name
New		
1-	1-	Fish
1-	2-	Cheese
1-	5-	Meat
10-	1-	Vegetables
10-	2-	Fruit

Key	Name	Description	Reference
	[Edit] key	Displays an existing data record in the Edit view for further editing	[Displaying and editing an existing data record ► Page 90]
	[Copy] key	Copies the settings, entries and values of an existing data record into a new data record and displays the new data record in the Edit view	[Copying an existing data record ► Page 91]
	[Delete] key	Deletes an existing data record from the list	[Deleting an existing data record ► Page 91]

9.5.1 Creating a new data record

i When a new data record is created, you have to at least fill out the required fields (marked with an asterisk *, see [Field types ► Page 92]). All other fields are optional.

- 1 In the desired menu or submenu (List view), select **New**.
The dialog to fill out the fields for the new data record is displayed (Edit view).
- 2 Fill out all required fields, see [Field types ► Page 92].
- 3 If required, fill out the optional fields.

Exit saving changes

- To save your changes and exit the dialog, select the [Accept] key .

i If required fields are not filled out, the following message is displayed: **Mandatory field(s) unfilled!**

- Fill out the required fields (marked with an asterisk *).

i If the selected ID/number of the new data record already exists, the following message is displayed: **You are about to overwrite!**

- 1 To overwrite the existing data record, select **Continue**.
- 2 To return to the dialog and alter the settings, select **Cancel**.

Exit discarding changes

- 1 To exit without saving changes, select the [Quit] key .
- ⇒ The message **Data will be lost** is displayed.
- 2 Confirm with **Continue**.

9.5.2 Displaying and editing an existing data record

i When an existing data record is edited, the required fields (marked with an asterisk *) are for display only and cannot be edited (e.g., PLU number, see [Field types ► Page 92]). All optional fields are editable.

- 1 In the desired menu or submenu (List view), press the [Submenu] key .
- 2 Press the [Edit] key .
- Note: To open a specific data record directly in the Edit view for further editing, tap on the data record.
The dialog to edit the fields of the selected data record is displayed (Edit view).
- 3 Change the required fields (see [Field types ► Page 92]).
- 4 To save your changes and exit the dialog, select the [Accept] key .

9.5.3 Copying an existing data record

i When a data record is copied, the contents of fields are copied from the source data record and are editable. The required fields (marked with an asterix *) have to be changed (e.g., PLU number, see [Field types ► Page 92]). The editing of all other fields is optional.

- 1 In the desired menu or submenu (List view), press the [Submenu] key .
- 2 Press the [Copy] key .
The dialog to edit the fields of the new data record is displayed (Edit view).
- 3 Change the required fields (see [Field types ► Page 92]).
- 4 To save your changes and exit the dialog, select the [Accept] key .

9.5.4 Deleting an existing data record

- 1 In the desired menu or submenu (List view), press the [Submenu] key .
- 2 Press the [Delete] key .
The following message is displayed: `You are about to delete! Confirm!`
- 3 To delete the data record, select `Delete`.
Otherwise, select `Cancel`.

9.5.5 Typical elements when working with data records

9.5.5.1 Field types

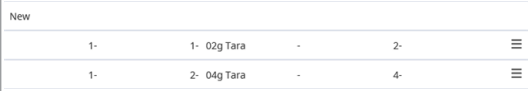
The user interface for creating and editing data records contains the following standard field types (example: detail of Article data submenu):



Key fields:

Some keys are so-called "key fields", e.g., `Dept. nbr.` and `PLU nbr.` in the above screen. These fields are only editable when a new item (PLU, special offer, tare, etc.) is created. When an existing item is changed, the fields are for display only and not editable.

Field	Element	Description
Price 1* 1.99 €	Required field, marked by asterix *	- The asterix * next to the field name indicates a required field - This field has to be filled out; otherwise, changes cannot be saved
PLU Short name Roastbeef	Text field	- Tap on the field to enter text or special characters - A virtual keyboard is displayed, see [Keyboards for entering characters, special characters and digits ► Page 95]
Price 2 0.00 €	Number field	- Tap on the field to enter digits - A virtual keyboard is displayed, see [Keyboards for entering digits ► Page 97]
Start date:* 2016-02-29T08:00:00	Date/time field	- Tap on the field to enter a date and/or time in the displayed format - A virtual keyboard is displayed, see [Keyboards for entering dates and times ► Page 98]

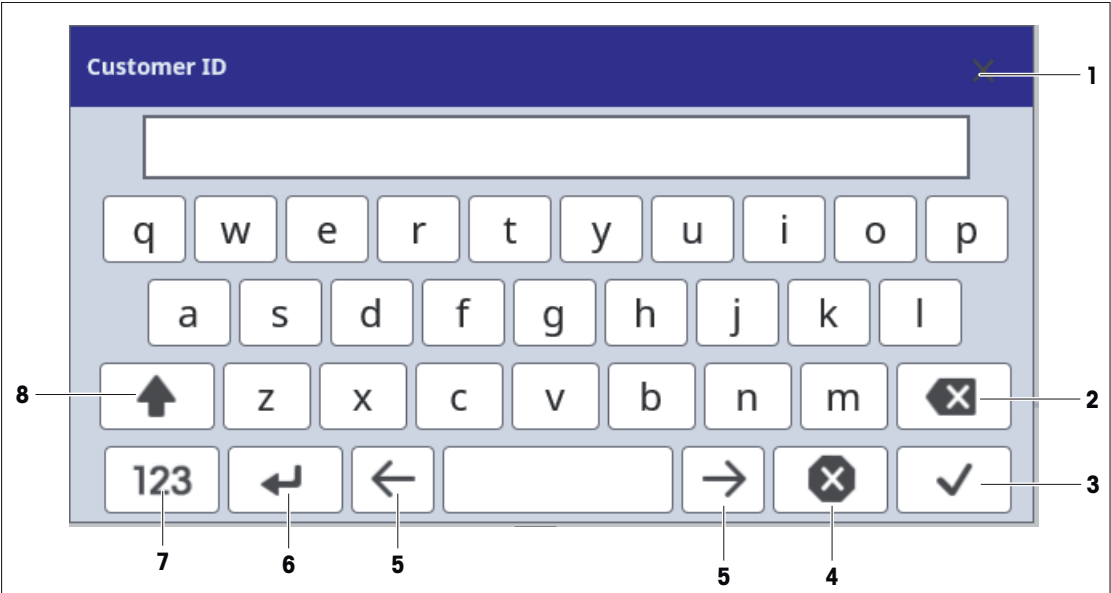
Field	Element	Description
Tare nbr. 1: 444 ▼	Drop-down list field	- Tap on the arrow Depending on the individual drop-down list field type, the following options are available (all examples from the Data maintenance Article Article data menu): - Predefined list: A pop-up window is displayed. Tap on the desired option. The selected option is displayed in the field.  - Reference to a data record/data records: The List view with all available data records is displayed. Tap on the data record which you want to link with the field. In some cases, a new data record can be created and linked.  - File selection: A pop-up window displaying the contents of a folder on the scale's hard disk opens (very similar to type 1). Tap on the desired file. The selected file is displayed in the field. 
Dept. nbr.* 1 ▼	Inactive field	- The field is greyed out - Editing is not possible
☐ Price overwrite	Deactivated checkbox	- The function is deactivated - To activate the function, tap on the checkbox
☒ Price overwrite	Activated checkbox	- The function is activated - To deactivate the function, tap on the checkbox

Field	Element	Description
☐ Company name	Checkbox and field combination	- In this combination, one or more fields (of all types) can be dependent on the status of the checkbox - Activate the corresponding checkbox - The "linked" field(s) is/are activated: ☒ Company name - Fill out the "linked" fields

9.5.5.2 Keyboards for entering characters, special characters and digits

This keyboard type allows you to enter characters, special characters and digits.
It consists of 3 pages:

Start page/page 1: Characters (upper or lower case)



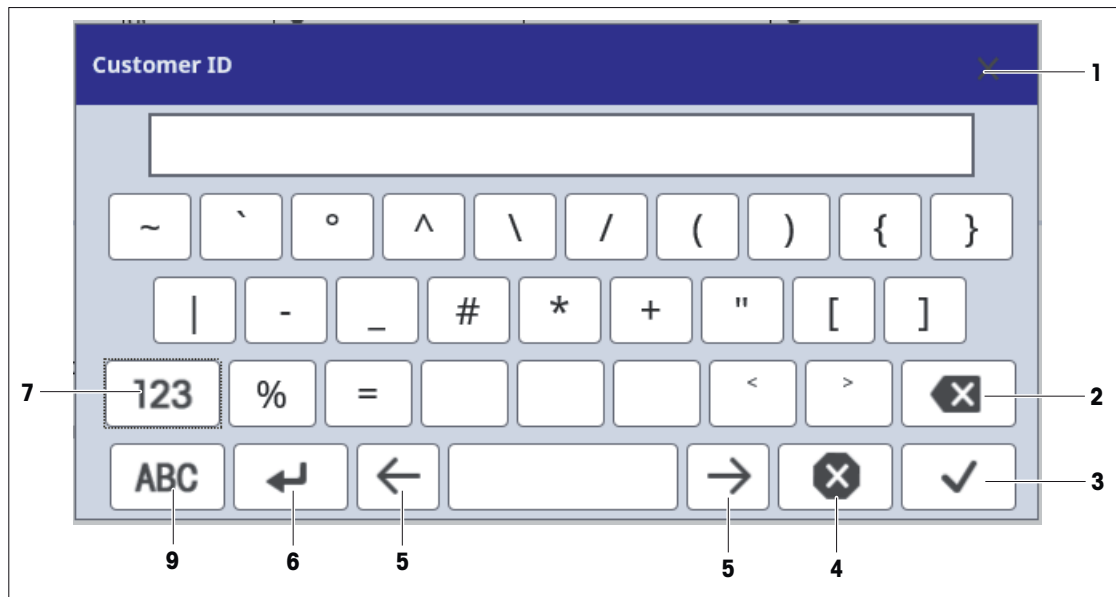
Page 2: Digits and special characters

- Display page 2 of the keyboard by selecting the 123 key (7) on page 1.



Page 3: Further special characters

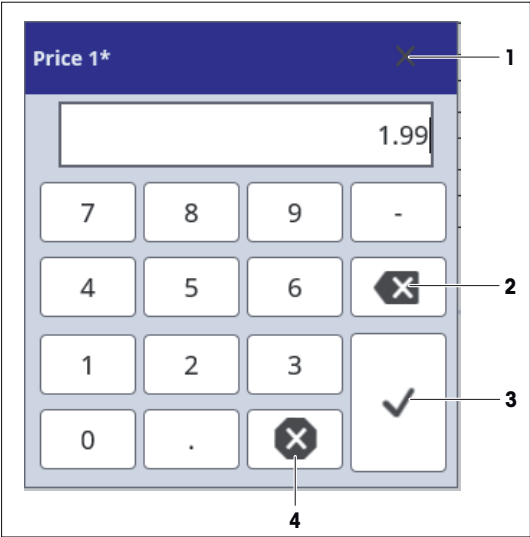
- Display page 3 of the keyboard by selecting the <~> key (10) on page 2.



No.	Key	Element	Description
1	✕	[Exit] key	Exit without saving changes
2	✕	[Delete] key	Delete last digit
3	✓	[Accept] key	Exit saving changes
4	✕	[Empty] key	Delete complete field content
5	← →	[Cursor] keys	Move the cursor to the left or right
6	↵	[Enter] key	Move the cursor to a new line
7	123	[Toggle] key (page 1 and 3)	Toggle between keyboard page 3 and 2 (special characters > digits/special characters)
8	↑ ↓	[Upper case] and [Lower case] keys	Toggle between upper and lower case (page 1 only)
9	ABC	[Toggle] key (page 2 and 3)	Display keyboard page 1 (character mode)
10	<~>	[Toggle] key (page 2)	Toggle between keyboard page 2 and 3 (digits/special characters > special characters)

9.5.5.3 Keyboards for entering digits

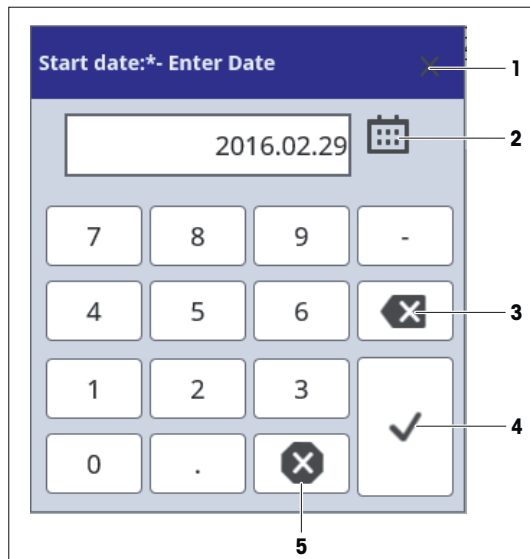
This keyboard type allows you to enter digits only.



No.	Key	Element	Description
1		[Exit] key	Exit without saving changes
2		[Delete] key	Delete last digit
3		[Accept] key	Exit saving changes
4		[Empty] key	Delete complete field content

9.5.5.4 Keyboards for entering dates and times

This keyboard type allows you to enter dates and times only.



No.	Key	Element	Description																																										
1		[Exit] key	Exit without saving changes																																										
2		[Calendar] key	Display a calendar for easy date selection: Jun ▾2016 ▾ <table><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr></table>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Su	Mo	Tu	We	Th	Fr	Sa																																							
			1	2	3	4																																							
5	6	7	8	9	10	11																																							
12	13	14	15	16	17	18																																							
19	20	21	22	23	24	25																																							
26	27	28	29	30																																									
3		[Delete] key	Delete last digit																																										
4		[Accept] key	Exit saving changes																																										
5		[Empty] key	Delete complete field content																																										

Some fields are date-only fields. However, sometimes they are combined date-and-time fields.

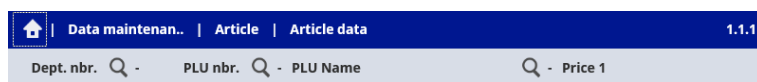
In this case, when you confirm the selected date with the [Accept] key ✓, the time keyboard is displayed:

The image shows a software interface for entering a time. It features a blue header bar with the text "Start date:*- Enter Time" and a close button (X). Below the header is a white text input field containing the time "08:00". Underneath the input field is a numeric keypad with buttons for digits 0-9, a decimal point, a minus sign, and a checkmark (Accept) button. There are also buttons with an 'X' for clearing or canceling.

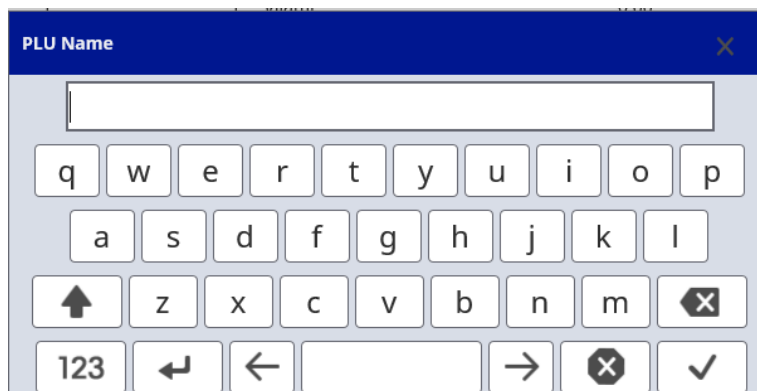
- Enter the time and confirm with the [Accept] key ✓.

9.5.5.5 Using search/filter functions

The search/filter function facilitate the search for data records. Note, that it depends on the data type if you can set filters or not.



- 1 To set a filter, tap on the magnifying glass  on the right of the desired option, e.g., **PLU Name**.
⇒ A virtual keyboard is displayed:



- 2 Enter your search text or number, e.g., **beef**.
- 3 Confirm with the [Accept] key ✓.
⇒ The desired data record is displayed.
⇒ The magnifying glass  is transformed into a filter icon  indicating that a filter is set.
- 4 To remove the filter, tap on the filter icon.
⇒ The complete list of data records is displayed.

 **Tip:** Filters can be combined. Example: Search for "beef" only in department "3".

10 Data maintenance menu (ASM)

The `Data maintenance` menu allows you to create new master data (e.g., article data, markups etc.) and to display, change, copy or delete existing master data. The master data is identical on all scales in the scale network. New data or data changes are automatically transferred to all other scales in the network via the scale on which the data was created or modified.

Overview of the `Data maintenance` menu

Level 1	Level 2	Level 3	Reference
Article	Article data	-	[Article data ► Page 105]
	Special offers	Special offer	[Special offer ► Page 111]
		Article by Special offer	[Article by Special offer ► Page 111]
	Forward prices	-	[Forward Prices ► Page 112]
	Ingredients	-	[Ingredients ► Page 112]
	Article images	Display	[Display ► Page 113]
		Printer	[Printer ► Page 113]
	Article special offers	-	[Article special offers ► Page 114]
Price change	-	-	[Price change ► Page 115]
Article Groups	Main article group	-	[Main article group ► Page 116]
	Article group	-	[Article group ► Page 116]
Departments	Main departments	-	[Main departments ► Page 117]
	Department	-	[Department ► Page 117]
Texts	Advertising texts	-	[Texts ► Page 120]
	Date texts	-	
	Company name	-	
	Branch texts	-	
	Header texts	-	
	Footer texts	-	
	Product tips	-	
	Operator texts	-	
	Proof of Origin (PO) texts	-	
	Hint texts	-	
Markups/Discounts	-	-	[Markups/Discounts ► Page 121]
Tare	-	-	[Tare ► Page 122]
VAT	-	-	[VAT ► Page 123]
Barcode	Printing	-	[Barcodes for printing ► Page 125]
	Scanning	-	[Barcodes for scanning ► Page 126]

Level 1	Level 2	Level 3	Reference
Keyboard Templates	Keyboard Articles	-	[Keyboard Articles ▶ Page 128]
	Keyboard Functions	-	[Keyboard Functions ▶ Page 129]
	Keyboard Self Service	-	[Keyboard Self Service ▶ Page 130]
Operator	-	-	[Operator ▶ Page 132]
Proof of Origin (PO)	PO masks	-	[PO masks ▶ Page 133]
	PO lots	-	[PO lots ▶ Page 136]
	PO article assignment	-	[PO article assignment ▶ Page 137]
	PO department assignment	-	[PO department assignment ▶ Page 137]
	PO lot reports	Report 1	[PO lot reports ▶ Page 138]
		Report 2	
		Report 3	
Tender	-	-	[Tender ▶ Page 139]
Categories	Categories definition	-	[Categories definition ▶ Page 140]
	Categories article assignment	-	[Categories article assignment ▶ Page 140]
	Category images	-	[Category images ▶ Page 141]
Delivery Note Customers	-	-	[Delivery Note Customers ▶ Page 142]
Payback coupon	-	-	Payback coupon
Nutrition Facts	-	-	[Nutrition Facts ▶ Page 143]
Text highlighting	Term lists	-	[Term lists ▶ Page 146]
	Term	-	[Term ▶ Page 146]
	Ingredient assignment	-	[Ingredient assignment ▶ Page 146]
QR Code	Article QR Code	-	[Article QR Code ▶ Page 148]
	Total QR Code	-	[Total QR Code ▶ Page 148]

10.1 Example for creating a PLU

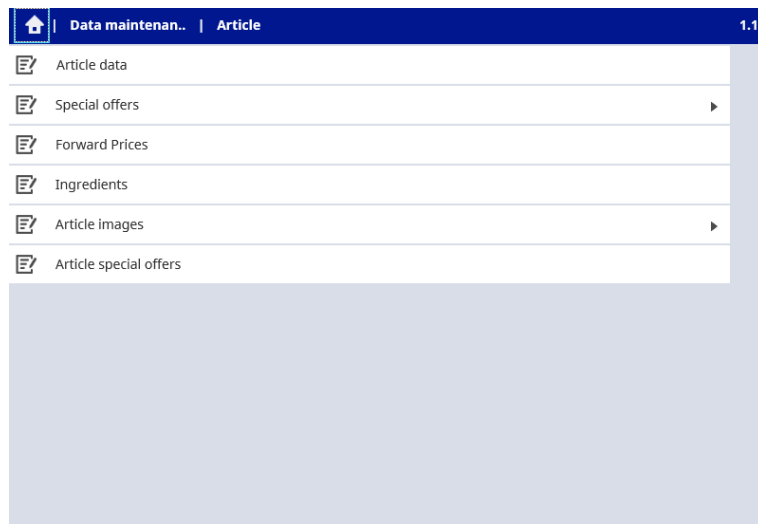
- For navigating the ASM menu and submenus, see [Navigating the ASM menus ► Page 87].
- For further information on working with data records (for PLUs and other items), see [Working with data records ► Page 89].

- You are logged in to ASM with a suitable user profile, see [Logging in to the ASM main menu ► Page 80].

1 In the ASM main menu, select **Data maintenance** | **Article**:



2 In the **Article** submenu, select **Article data**:



3 In the Article data menu, select New:

The screenshot shows the 'Article data' menu with a search bar and a table. The table has columns for 'Dept. nbr.', 'PLU nbr.', 'PLU Name', and 'Price 1'. A 'New' button is visible at the top left of the table area.

Dept. nbr.	PLU nbr.	PLU Name	Price 1
1-	1-	Salami	- 0.00

4 Fill out all fields required for the new PLU, see [Field types ► Page 92]:

The screenshot shows the 'New' dialog box for creating a new PLU. It contains several input fields and a sidebar with navigation buttons.

Section 1:

- Dept. nbr.*: 1
- Price 1*: 0.00 €
- Price 2: 0.00 €
- UAN:
- Tare nbr. 1:
- Text nbr.:
- PLU nbr.*: 1
- VAT 1 number: 0
- VAT 2 number: 0
- Article group nbr.:
- Tare nbr. 2:

Section 2:

- Name:
- PLU Name*:
- Language Specific Name (Self-s): de

Section 3:

-

5 To save your changes and exit the dialog, select the [Accept] key

i If required fields are not filled out, the following message is displayed: Mandatory field(s) unfilled!

- Fill out the required fields.

i If the selected ID/number of the new PLU already exists, the following message is displayed: You are about to overwrite!

- 1 To overwrite the existing PLU, select Continue.
- 2 To return to the dialog and alter the settings, select Cancel.

10.2 Article

Menu path

Data maintenance | Article



Some fields offer lists of options to select from. Therefore, you do not have to enter data manually.

To create these lists, go to the following submenus:

- Tare, see [Tare ► Page 122]
- VAT, see [VAT ► Page 123]

10.2.1 Article data

Function

This menu allows you to create new articles and to display, change, copy or delete existing article data.

Menu path

Data maintenance | Article | Article data

Fields

Section 1

Field	Description	Comments on the field
Dept. nbr.	Department of the article	• Key field, see [Field types ► Page 92] • Max. 4 digits
PLU nbr.	PLU number	• Key field, see [Field types ► Page 92] • Max. 6 digits
Price 1	Selling price 1	• This price is linked to <code>VAT 1 number</code> in order to calculate the VAT amount of an article sale • Each article can have 2 selling prices which can be selected via the scale's keyboard during selling
VAT 1 number	VAT number for price 1	• An entry is only necessary if VAT sales (turnover) are required • A corresponding VAT list must exist which includes the desired VAT number with the associated VAT rate, e.g., Nbr.1=7%, see [VAT ► Page 123]
Price 2	Selling price 2	There are 2 application scenarios for <code>Price 2</code> : 1. 2 different selling prices are available for the article. The operator can select the required price. 2. 2 different VAT values are available for the article. In this case, selling prices are identical (<code>Price 1</code> = <code>Price 2</code>). The price is linked to <code>VAT 2 number</code> in order to calculate the VAT amount of an article sale.
VAT 2 number	VAT number for price 2	A corresponding VAT list must exist which includes the desired VAT number with the associated VAT rate, see [VAT ► Page 123]

Field	Description	Comments on the field
UAN	Optional article number which can be used for barcodes or for article selection	- Max. 13 digits - If less than 13 digits are used, leading zeros are prefixed
Article group nbr.	Article group for the article	-
Tare nbr. 1	Number of the tare data record to be applied to this article (e.g., a 4 gram tare)	A corresponding tare list must exist which includes the desired tare number with the associated tare weight
Tare nbr. 2	Number of the second tare data record to be applied to this article (e.g., an 8 gram tare)	- A corresponding tare list must exist which includes the desired tare number with the associated tare weight - Tare 1 and tare 2 are combined or added - Application example: Tare 1 (container) + tare 2 (separating foil) = total tare
Text nbr.	Short form of the article text which is printed on receipts and labels	Max. 20 digits

Section 2

Field	Description	Comments on the field
PLU Name	PLU name	Max. 100 characters
Language specific name (Self Service)	PLU name in different languages, for switching the language in <code>Self service</code> mode	– First select the language, then enter the name in the selected language in the field on the right hand side: Language Specific Name (Self-s) de ▼ The text is stored automatically for the corresponding language. – If you want to add further names for further languages, select a new language and enter the corresponding name in the field on the right hand side.

Section 3

Field	Description	Comments on the field
PLU type	PLU type	Possible values: • Article by weight • Article by piece • Fixed weight (ETICA only) • Fixed weight/fixed price (ETICA only) • Fixed Weight • Fixed Weight Override • Fixed Piece number • Fixed Piece number override • Fixed Volume • Fixed Volume Override • Piece / Weight selectable • Piece, Fixed Weight • Piece, Fixed Weight, Unit Price • Piece, weighed • Piece, weighed, Unit Price calc.
PLU short name	Short form of the article text which is printed on receipts and labels	Max. 20 characters
Language specific name (Self Service)	See "Section 2"	-
Purchase price	Purchase price of the article	-
Customer ID	• Use at your discretion as any required ID you might want to add to the PLU, e.g., as shelf ID or storage location etc. • Can be added to the transaction data record and written into a transaction file (TAF) for later data evaluation by a merchandise management system, e.g., for automatic re-ordering	-
Product tip mode	Defines if extra text is displayed and/or printed	Possible values: • Do not use extra text • Show extra text • Show and print extra text • Let the operator decide

Section 4

Field	Description	Comments on the field
Smiley	Information on the article's selling value for the company	Possible values: - Without: The smiley function is deactivated for this article - Smiling: "Good article" for the company - Weeping: "Bad article" for the company
Price overwrite	The price of the selected article can be overwritten by another price	-
Article locked	This option temporarily prevents an article from being sold	-
Markup/disc. Allow	The price of the selected article can be changed with a markup or a discount	-
Customer article no. 1	Can be used to sort articles specifically	Max. 20 digits
Customer article no. 2	Can be used to sort articles specifically	Max. 20 digits

Section 5

Field	Description	Comments on the field
QR Data	Individual URL address for encryption into QR code	-
Nutrition facts nr.	Selection of nutritional information	-
Delete date	Deletes the PLU if the entered delete date and the offset delete date have passed	Example: 2016-02-20 is the delete date and 4 is the offset delete date - The article is deleted on 22016-02-24
Delete date offset		

Section 6

You can define modified prices for various quantities.

Quantity	0.000	1st price	0.00	€
Quantity	0.000	1st price	0.00	€
Quantity	0.000	1st price	0.00	€

Field	Description	Comments on the field
Quantity	Quantity-dependent price in grams (weighed article) or as pieces (piece article)	-
1st price	Modified first price; decreases with increasing quantity	-

Section 7

i Templates are created in cooperation with your METTLER TOLEDO Service.

Field	Description	Comments on the field
Template	• Template for labels with fixed lengths • Defines if and which template is used for label printing for this article: If no template is defined in this field, the default template is used	The list shows the templates available on the scale's hard disk
Variotempl.	• Template for labels with variable lengths • Defines if and which template is used for vario-label printing for this article: If no template is defined in this field, the default vario-label template is used; it depends on the configuration of the printout if a label or vario-label is printed	
TLU Font 1 ... 4	PLU name line 1 to 4	The line is not printed if you highlight a font without selecting a font type
Ingred. font	Font type for the printed ingredients	• Recommended font for ingredients is font nbr. 8 • This ensures that the specified minimum font size is adhered to
Advertisement text	Advertising text printed on each label	-
Company name	Company name printed on each label	-
Auto Date	Automatic printing of the current date	-
Storage temp.	Storage temperature required for this article	-

Section 8

Field	Description	Comments on the field
Date texts: - Packing date - Sell by - Best before	Additional date texts	-
Date format: - Packing date - Sell by - Best before	Date format	[Texts ► Page 120] - If you check a checkbox without entering a date format, the default format (dd.MM.yyyy) is used
Date offset: - Sell by - Best before	Packing date and number of days	Format: number plus value (days, ½ days, hours)
Barcode	Barcode 1 for the PLU	A corresponding barcode configuration must exist
Barcode 2	Barcode 2 for the PLU	A corresponding barcode configuration must exist
QR Code	QR code for the PLU	A corresponding QR code configuration must exist
Fixed quantity	Fixed quantity of a piece article	-

Section 9

Field	Description	Comments on the field
Second label: Template	- The name of the template that shall be used for printing the second label on the first label printer "Second label" means that an additional label for the same article/item is printed on the same printer - Use this function to print 2 identical labels of the same size and label type	-
Label for second label printer: - Template - Variotempl.	- The name of the template that shall be used for printing the second label on the second label printer "Second label" means that an additional label with a different size and label type is printed on a second label printer for the same article/item - Use this function to print 2 different labels	-

10.2.2 Special offers

Function

A special offer defines a group or list of articles to which a different price shall be applied temporarily during a certain period of time. The special offers are automatically activated at a particular start date and deactivated at a defined end date. Once the special offer period ends, the standard prices are applied again to all articles in the special offers list.

Menu path

Data maintenance | Article | Special offers

10.2.2.1 Special offer

Function

This menu allows you to create new special offers and to change, copy or delete existing special offers.

Menu path

Data maintenance | Article | Special offers | Special offer

Fields

Field	Description	Comments on the field
Special offer nbr.	Special offer ID number	Key field, see [Field types ► Page 92]
Special Offer Name	Special offer name	The name entered in this field is shown on the display
Start date	Date and time on which the special offer becomes active	-
End date	Date and time on which the special offer expires	-
Receipt text	The text to be printed on receipts	Max. 20 characters

10.2.2.2 Article by Special offer

Function

This menu allows you to add articles to special offers or to remove articles from a special offer.

Menu path

Data maintenance | Article | Special offers | Article by Special offer

Fields

Field	Description	Comments on the field
Deptn. nbr.	Department of the article	Key field, see [Field types ► Page 92]
PLU nbr.	PLU number	
Special offer nbr.	ID of the special offer to which the PLU is to be added	• Key field, see [Field types ► Page 92] • Filled out automatically when the special offer is selected
Price 1	Special offer price 1 for the article	-
Price 2	Special offer price 2 for the article	-
Purchase	Modified purchase price of the special offer article	-



In the column on the right side, the prices defined in the `Article` data menu are displayed, see [Article data ► Page 105].

10.2.3 Forward Prices

Function

Forward prices are used for automatic price changes that can be activated at a defined point in time. Unlike special offers, which are used for temporary price changes, forward prices are permanent (new) prices.

This menu allows you to create new forward prices and to display, change, copy or delete existing article data.

Menu path

Data maintenance | Article | Forward Prices

Fields

Field	Description	Comments on the field
Deptn. nbr.	Department of the article	Key field, see [Field types ► Page 92]
PLU nbr.	PLU number	
Start date	Start date and start time of the forward price	-
Forward price 1	Forward price 1 for the article	-
Forward price 2	Forward price 2 for the article	-

10.2.4 Ingredients

Function

Up to 99 text blocks can be added to each article. These text blocks can be used as ingredients texts, but also as any other kind of article related reference text like cooking advice, recipes etc. Depending on the individual configuration of the scale, the texts can be displayed with the [Info] key, see Function selector/ tabs, and/or printed.

This menu allows you to add new article ingredients blocks and to display, change, copy or delete existing article ingredient blocks.

Menu path

Data maintenance | Article | Ingredients

Fields

Field	Description	Comments on the field
Deptn. nbr.	Department of the article	Key fields, see [Field types ► Page 92]
PLU nbr.	PLU number	
Ingredients nbr.	ID number of the article ingredients block	
Ingredients name	Description for the article ingredients block	The name will be printed as a headline for the label text
Ingredients	List of ingredients	Text excerpts can be printed: • in bold via and tags (example: milk) • underlined via <u> and </u> tags (example: <u>peanuts</u>) The tagging can be used to highlight allergens etc.

10.2.5 Article images

Function

This menu allows you to assign images to articles in 2 submenus:

- Images for display on the customer display
- Images for printout

Display images are taken from the "...\\unicorn\\images\\display\\article" hard disk folder.

Printer images are taken from the "...\\unicorn\\images\\printer\\article" hard disk folder.

Menu path

Data maintenance | Article | Article images

10.2.5.1 Display

Function

This menu allows you to assign images to articles for display on the customer display and to display, change, copy or delete existing image assignments.

 Up to 99 images can be assigned per article.

Menu path

Data maintenance | Article | Article images | Display

Fields

Field	Description	Comments on the field
Deptn. nbr.	Department of the article	Key field, see [Field types ► Page 92]
PLU nbr.	PLU number	
Image nbr.	Image ID number	
Image file name	Full image location path and image name	-

10.2.5.2 Printer

Function

This menu allows you to assign images to articles for printout on labels and to display, change, copy or delete existing image assignments.

 Up to 99 images can be assigned per article.

Menu path

Data maintenance | Article | Article images | Printer

Fields

Field	Description	Comments on the field
Deptn. nbr.	Department of the article	Key field, see [Field types ► Page 92]
PLU nbr.	PLU number	
Image nbr.	Image ID number	
Image file name	Full image location path and image name	-

10.2.6 Article special offers

Function

This menu allows you to add new article special offers and to display, change, copy or delete existing article special offers.

The `Article special offers` function constitutes an alternative method to manage temporary price changes.

Unlike in the special offers function, see [Special offers ► Page 111], articles are not grouped into special offer lists in this menu, but handled individually with individual start and end dates for each article.

In case of conflicting prices (special prices defined both in the special offers function and in the menu described in this section), the special offers take precedence over article special offers.

Menu path

Data maintenance | Article | Article special offers

Fields

Field	Description	Comments on the field
Deptn. nbr.	Department of the article	Key field, see [Field types ► Page 92]
PLU nbr.	PLU number	
Article special offer id	Selection of the special offer ID	• Key field, see [Field types ► Page 92] • Max. 20 characters • Any text for marking the special offer
Start date	Date and time on which the special offer becomes active	-
End date	Date and time on which the special offer expires	-
Receipt text	The text to be printed on receipts	Max. 20 characters
Price 1	Special offer price 1 for the article	-
Price 2	Special offer price 2 for the article	-
Purchase price	Modified purchase price of the special offer article	-
Priority	Customer specific priority of the article specific special offer prices	• This field can be used optionally to control overlapping article special offer data coming from different sources • Values: 1-10 (1 = highest priority)

10.3 Price change

Function

This menu allows you to perform price changes for article special offers and to display, change, copy or delete existing article special offers.

Menu path

Data management | Price change

Fields

Field	Description	Comments on the field
Deptn. nbr.	Department of the article	For display only
PLU nbr.	PLU number	
PLU Name	PLU name	
VAT 1 number	VAT ID number for price 1	
VAT 2 number	VAT ID number for price 2	
UAN	Optional article number. Can be used for barcodes or for article selection.	
Article group nbr.	Article group for the article	
Tare nbr. 1	Number of the tare data record to be applied to this article (e.g., a 4 gram tare)	A corresponding tare list must exist which includes the desired tare number with the associated tare weight
Tare nbr. 2	Number of the second tare data record to be applied to this article (e.g., an 8 gram tare)	- A corresponding tare list must exist which includes the desired tare number with the associated tare weight - Tare 1 and tare 2 are combined or added - Application example: Tare 1 (container) + tare 2 (separating foil) = total tare
Price 1	Selling price 1	- This price is linked to <code>VAT 1 number</code> in order to calculate the VAT amount of an article sale - Each article can have 2 selling prices which can be selected via the scale's keyboard during selling
Price 2	Selling price 2	There are 2 application scenarios for <code>Price 2</code>: 2 different selling prices are available for the article: The operator can select the required price 2 different VAT values are available for the article: In this case, selling prices are identical (<code>Price 1</code> = <code>Price 2</code>); the price is linked to <code>VAT 2 number</code> in order to calculate the VAT amount of an article sale

10.4 Article Groups

Function

Article groups as well as main article groups are used for reporting purposes.

All articles must be assigned to article groups. These article groups can then be combined into main article groups.

This enables a turnover based evaluation of articles that are assigned to the same article group.

Menu path

Data maintenance | Article Groups

10.4.1 Main article group

Function

This menu allows you to add new main article groups and to display, change, copy or delete existing main article groups.

Menu path

Data maintenance | Article Groups | Main article group

Fields

Field	Description	Comments on the field
Deptn. nbr.	Selection of the department	Key field, see [Field types ► Page 92]
Main article group nbr.	Main article group ID number	
Main Article Group Name	Main article group name	

10.4.2 Article group

Function

This menu allows you to add new article groups and assign them to main article groups and to display, change, copy or delete existing article groups.

Menu path

Data maintenance | Article Groups | Article group

Fields

Field	Description	Comments on the field
Deptn. nbr.	Selection of the department	Key field, see [Field types ► Page 92]
Article group nbr.	Article group ID number	
Article Group Name	Article group name	
Main article group nbr.	Selection of the main article group number the article group is to be assigned to	-
VAT 1 number	VAT ID number for price 1	- Entry is only necessary if VAT sales (turnover) are required - A corresponding VAT list must exist, which includes the desired VAT number with the associated VAT rate, e.g., Nbr.1=7%, see [VAT ► Page 123]
VAT 2 number	VAT ID number for price 2	A corresponding VAT list must exist, which includes the desired VAT number with the associated VAT rate, see [VAT ► Page 123]

i In case of conflicting VATs (individual VATs defined for both the article and the article group), the article VAT takes precedent over the article group VAT.

When a PLU is selected, the VATs defined in this menu are ignored. The article group VATs are used only when prices are entered manually or basic prices are defined without selecting a PLU.

10.5 Departments

Function

You can create main departments to which scale departments can be assigned. This enables a turnover based summary of different departments for evaluation purposes.

Menu path

Data maintenance | Departments

10.5.1 Main departments

Function

This menu allows you to add new main departments and to display, change, copy or delete existing main departments.

Menu path

Data maintenance | Departments | Main departments

Fields

Field	Description	Comments on the field
Main department nbr.	Main department ID number	Key field, see [Field types ► Page 92]
Main Department Name	Main department name	-

10.5.2 Department

Function

This menu allows you to add new departments and assign them to main departments and to display, change, copy or delete existing departments.

Menu path

Data maintenance | Departments | Department

Fields

Field	Description	Comments on the field
Deptn. nbr.	Department number	Key field, see [Field types ► Page 92]
Department Name	Department name	-
Main department nbr.	Selection of the main department ID number	-
Department ID	Department code to be encrypted into barcodes	-
Template	• Template for labels with fixed lengths • Defines if and which template is used for label printing for this article: If no template is defined in this field, the default template is used	The list shows the templates available on the scale's hard disk
Variotempl.	• Template for labels with variable lengths • Defines if and which template is used for vario-label printing for this article: If no template is defined in this field, the default vario-label template is used; it depends on the configuration of the printout if a label or vario-label is printed	
TPU Font 1 ... 4	PLU name line 1 to 4	The line is not printed if you highlight a font without selecting a font type

Field	Description	Comments on the field
Inged. font	Font type for the printed ingredients	Recommended font for ingredients is font nbr. 8. This ensures that the specified minimum font size is adhered to
Advertisement text	Advertising text printed on each label	-
Company name	Company name printed on each label	-
Auto Date	Automatic printing of the current date	-
Storage temp.	Storage temperature required for this article	-
Date texts: - Packing date - Sell by - Best before	Additional data texts	-
Date format: - Packing date - Sell by - Best before	Date format	[Texts ► Page 120] - If you check a checkbox without entering a date format, the default format (dd.MM.yyyy) is used
Date offset: - Sell by - Best before	Packing date and number of days	Format: number plus value (days, ½ days, hours)
Barcode	- The Barcode settings are used for all articles within the department, unless Barcode settings are existent on article level - If Barcode 2 is unassigned, the Barcode settings are used for both piece and weighed articles - If Barcode 2 is assigned, Barcode is used for weighed articles and Barcode 2 is used for piece articles	A corresponding barcode configuration must exist
Barcode 2	- The Barcode settings are used for all articles within the department, unless barcode settings are existent on article level - If Barcode 2 is unassigned, the Barcode settings are used for both piece and weighed articles - If Barcode 2 is assigned, Barcode is used for weighed articles and Barcode 2 is used for piece articles	A corresponding barcode configuration must exist
QR Code	QR code used for all articles within the department, unless QR code settings are existent on article level	A corresponding QR code configuration must exist

Field	Description	Comments on the field
Second label: Template	- The name of the template that shall be used for printing the second label on the first label printer "Second label" means that an additional label for the same article/item is printed on the same printer - Use this function to print 2 identical labels of the same size and label type	-
Label for second label printer: - Template - Variotempl.	- The name of the template that shall be used for printing the second label on the second label printer. "Second label" means that an additional label with a different size and label type is printed on a second label printer for the same article/item - Use this function to print 2 different labels	-

i In case of conflicting settings (settings defined on both article and department level), the article settings take precedent over the department settings.

10.6 Texts

Function

This menu allows you to add new texts (e.g., to be printed on labels) and to display, change, copy or delete existing texts of the following categories:

- Advertising texts
- Date texts, e.g., describing the sell-by, packing and best-before dates
- Company name
- Branch texts appear in addition to the receipt header text on each of the scale's receipts
- Header texts appear as the first text on the total receipt (irrelevant for self service scales)
- Footer texts appear as the last text on the total receipt (irrelevant for self service scales)
- Product tips for articles or article groups can be used as additional information for the operator (display) and customers (printed on receipts). A product tip is assigned to an article in the `Article Maintenance` menu
- .
- Proof of Origin (PO) texts can be printed on receipts and labels. They are split into PO text titles (e.g., for "born", "raised", "slaughtered") and up to 10 PO text groups (e.g., for region/city and country).
- Operator texts
- Hint texts trigger a pop-up window displaying additional sales information.

Menu path

Data management | Texts

Fields

All submenus contain the following fields:

Field	Description	Comments on the field
Text nbr.	Text ID number	Max. 999,999 characters
Text	The respective text to be printed or displayed	Max. 1,000 characters

10.7 Markups/Discounts

Function

This menu allows you to add new markups and discounts and to display, change, copy or delete existing markups and discounts. They are to be applied to individual bookings or totals.

Menu path

Data maintenance | Markups/Discounts

Fields

Field	Description	Comments on the field
Number	Markup/discount ID number	Key field, see [Field types ► Page 92]
Name	Markup/discount name	-
Type	Markup/discount type	Possible values: • Percental: Percentage value • Absolute: Absolute value
Percental Value	Percentage value of the markup or discount	Only active if the corresponding value is selected in the <code>Type</code> field
Absolute Value	Absolute value of the markup or discount	
Overwriting allowed	Markup or discount requested by the cash register can be modified by entering a new value	
Receipt text	Additional text which is printed instead of the already available markup or discount text	-

10.8 Tare

Function

This menu allows you to add new tare values and to display, change, copy or delete existing tare values.

Tares can be retrieved manually by the operator or can be assigned to articles. Tares are organized in a tare list and sorted by tare numbers.

The graduation of the attached scales must be taken into account.

If the scale cannot display the entered tare value, it will round this value to its next best weight value.

Example: A scale with 2 gram resolution. A 5 gram tare will be rounded to 6 grams.

Menu path

Data maintenance | Tare

Fields

Field	Description	Comments on the field
Deptn. nbr.	Selection of the department	Key field, see [Field types ► Page 92]
Tare nbr.	Tare ID number	
Name	Name of the tare	
Tare Type	Tare in weight (grams) or in percent	Possible values: • Weight • Percent
Tare Value	Weight value in grams or in percent (consider the scale's graduation)	-

10.9 VAT

Function

This menu allows you to add new VAT rates and to display, change, copy or delete existing VAT rates. The values can then be linked to articles via the VAT number. When articles are booked for purchase, the corresponding VAT can be calculated and printed.

Menu path

Data maintenance | VAT

Fields

Field	Description	Comments on the field
Number	VAT ID number	Key field, see [Field types ► Page 92]
VAT Name	Name of the VAT rate	-
VAT Value	Percentage of the VAT rate	-
VAT ID	VAT code to be encrypted into barcodes	-

10.10 Barcode

Function

The appearance of a barcode is defined in the `Barcode` menu. Each code is saved with a number. This number is used to assign the barcode to either departments, scales or for example a label definition.

The menu distinguishes between barcodes used exclusively for printing or for scanning.

Example on how to design a barcode (EAN-13):

Code	Meaning	Maximum Digits (0-x)	Position EAN-13	Remarks
0-9	Numbers	12	1-12	-
A	Article	12	1-12	For label printing
	Department	4	1-6	For receipt printing
B	Amount	8	8-12	-
C	Checksum	1	7+8, 13	Mandatory for last position
D	Date	6	-	Not supported
E	Calendar day	3	1-12	-
N	Receipt number	5	1-6	-
P	PLU	6	1-6	-
Q	Amount	5	8-12	Piece PLU
	Weight	5	8-12	Weighed PLU
R	Weight to 3 dec. places	5	8-12	Weighed PLU
S	Weight to 2 dec. places	5	8-12	Weighed PLU
T	Weight to 1 dec. place	5	8-12	Weighed PLU
W	Article group	4	1-6	-
U	Department ID	12	1-12	-



- Each code can only be linked as a block. Each block can occur only once.
- Exception: Numbers can be located anywhere, even in several blocks.
- EAN-13: The checksum must be at position 13, however it can additionally be at position 7 or 8.
- EAN-8: The checksum must be at position 8. The PLU is our internal PLU number, article number is the SAN (standard article number, unique worldwide). Amount and weight are always printed without a comma, amount with decimal places, weight in grams. Code Q is printed in the format supplied by the cell. Codes R, S and T are unformatted with fixed decimal places. Code T can have various meanings.

Menu path

Data maintenance | Barcode

10.10.1 Barcodes for printing

Function

This menu allows you to add new barcodes exclusively for printing on receipts and labels and to display, change, copy or delete existing barcodes.

Menu path

Data maintenance | Barcode | Printing

Fields

Field	Description	Comments on the field
Barcode number	Barcode ID number	Key field, see [Field types ► Page 92]
Barcode type	Barcode encoding	Possible values: • EAN13 • EAN8 • CODE39 • Code 93 > only ETICA • EAN128 • ITF 14 > only ETICA • UPC A > only ETICA • UPC E > only ETICA • 2/5 interleaved • EAN14 > only ETICA • Code128 • GS1-DataBar-14 • GS1-DataBar-14 Stacked • GS1-DataBar Expanded (Stacked)
Definition	Field to enter the barcode definition	Example for barcode definition, see [Barcode ► Page 124]



For additional information on how to configure barcodes, please contact your METTLER TOLEDO Service organisation.

10.10.2 Barcodes for scanning

Function

This menu allows you to add new barcodes exclusively for scanning and to display, change, copy or delete existing barcodes.

Menu path

Data maintenance | Barcode | Scanning

Fields

Field	Description	Comments on the field
Barcode number	Barcode ID number	Key field, see [Field types ► Page 92]
Barcode type	Barcode encoding	Possible values: • EAN13 • EAN8 • CODE39 • Code 93 > only ETICA • EAN128 • ITF 14 > only ETICA • UPC A > only ETICA • UPC E > only ETICA • 2/5 interleaved • EAN14 > only ETICA • Code128 • GS1-DataBar-14 • GS1-DataBar-14 Stacked • GS1-DataBar Expanded (Stacked)
Definition	Field to enter the barcode definition	Example for barcode definition, see [Barcode ► Page 124]

 For additional information on how to configure barcodes, please contact your METTLER TOLEDO Service organisation.

10.11 Keyboard Templates

Function

A keyboard template is a table which defines the assignment of articles or functions to a keyboard area on the operator screen. You can create more than one table. The information which table is used for each operational mode is defined in the scale configuration (mode profiles). Example: It is possible to use different tables in `Sale` and `Prepacking` mode.

This menu allows you to add new keyboard templates for individual departments and to display, change, copy or delete existing keyboard templates.

The menu distinguishes between keyboard templates for:

- Articles
- Functions
- Self Service

Menu path

Data maintenance | Keyboard Templates

10.11.1 Keyboard Articles

Function

This menu allows you to assign PLUs to PLU preset keys and to display, change, copy or delete existing key assignments.

The PLUs are assigned chronologically to the keys, from upper left to lower right.

Example with keys assigned to PLUs:

Key	PLU	PLU Name
1	1 / 1	Chaumes
2	1 / 3	Vignotte cheese
3	1 / 9	Emmentaler AOC
4	1 / 10	VALDOR cheese
5	1 / 63	Edam cheese, Holland
6	1 / 16	Turkey cutlet
7	1 / 2	Stilfer, mountain cheese
8	1 / 23	Gouda, mature
9	1 / 22	Gouda, medium mature
10	1 / 21	Gouda young
11	1 / 18	Cordon Bleu
12	1 / 8	Pork sausage
13	1 / 5	Veal cutlet
14	1 / 6	Pork cutlet
15	1 / 65	Serrano ham
16	1 / 16	Turkey cutlet
17	1 / 29	Turkey salami
18	1 / 42	Minced meat
19	1 / 32	Salmon
20	1 / 33	Shrimp
21		
22		
23		
24		

Menu path

Data maintenance | Keyboard Templates | Keyboard Articles

Fields

Field	Description	Comments on the field
Keyboard nbr.	Number of the keyboard template for which a new key is to be created	Key field, see [Field types ► Page 92]. Max. 999 digits.
Key nbr.	ID number of the key to be created/modified	
Dept. nbr.	Department of the article	-
PLU nbr.	Selection of the PLU number to be assigned to the key	-

10.11.2 Keyboard Functions

Function

This menu allows you to assign functions to function keys and to display, change, copy or delete existing key assignments.

It depends on the scale's configuration and on the screen layout where these keys are displayed on the operator screens, see [Presets tab function keys ► Page 55] in *Cash register* mode.

Menu path

Data maintenance | Keyboard Templates | Keyboard Functions

Fields

Field	Description	Comments on the field
Keyboard nbr.	Number of the keyboard template for which a new key is to be created	Key field, see [Field types ► Page 92]
Key nbr.	ID number of the key to be created/modified	
Visible	Show or hide the key	-
Type	Selection of the key type/function of the key	Examples for possible functions: • 2nd price • Preset Tare • Order Receipt • Article group • Price change • Show subtotal
Image	Selection of the image/icon to be assigned to the key	A corresponding image must exist.
Button text type	Key text type	Possible values: • Value: Shows the entered text • Reference: Text will be taken out of the language file of the scale software to handle different languages with the same configuration
Button text	Text which is to be shown on the key	Max. 20 characters

10.11.3 Keyboard Self Service

Function

This menu allows you to add new keyboard layouts for the `Self Service` mode and to display, change, copy or delete existing keyboard layouts.

Menu path

Data maintenance | Keyboard Templates | Keyboard Self Service

Fields

Field	Description	Comments on the field
Keyboard layout	ID of the keyboard layout	- Internal reference to the Layout template file - For display only
Button ID	Unique ID of a button in the screen layout.	To be entered as a combination of a <code>Page ID</code> and a <code>Button ID</code>, separated by a "." Examples: "Frontpage.forward", "Category1.Preset1", "Category3.back": Possible values for <code>Page ID</code>: - Frontpage - Category (followed by a number) Possible values for <code>Button ID</code>: - Preset (followed by a number) - back - forward The corresponding key number must always be entered for a preset key. Counting on the screen is from upper left to lower right. In case of a forward or back key, enter the screen page on which the key is located.
Key Type	Key type	Select <code>Page Key</code> or <code>Preset Key</code> according to the <code>Button ID</code> configuration

The remaining key display depends on the selected key type.

Additional fields if `PAGE` key option is selected:

Field	Description	Comments on the field
Dept. nbr.	Department of the article	For display only
PLU nbr.	PLU number	
Next page	Number of the display page to which this key switches	-
Label	Text which is shown on the key	-
Image	Selection of the image/icon to be assigned to the touchkey	A corresponding image must exist

Additional fields if PLU key option is selected:

Field	Description	Comments on the field
Dept. nbr.	Department of the article	-
PLU nbr.	Selection of the PLU number to be assigned to the key	-
Next page	Inactive	-
Use Article Name	Show or hide the article name	Only active if Use Short Name is deselected
Use Short Name	Show or hide the article short name defined for the article in the master data	• [Article data ► Page 105] • Only active if Use Article name is deselected
Label	Modified short name of the article that is assigned to a preset key	• Only active if Use Article Name and User Short Name are deselected • Not saved in the master data
Use Customer ID	Show or hide customer ID defined for the article in the master data	-
Shelf ID	Modified shelf ID that is assigned to a preset key	• Only active if Use Customer ID is deselected • Not saved in the master data
Use Std Image	Show or hide standard image defined for the article in the master data	-
Image	Modified image that is assigned to a preset key	• Only active if Use Customer ID is deselected • A corresponding image must exist • Not saved in the master data

10.12 Operator

Function

This menu allows you to add new operators and to display, change, copy or delete existing operators.

Menu path

Data maintenance | Operator

Fields

Field	Description	Comments on the field
Operator nbr.	ID number of the operator	Key field, see [Field types ► Page 92]
Operator name	Name of the operator	-

10.13 Proof of Origin (PO, licence required)

Function

This menu allows you to define proof of origin information, see [Additional information on proof of origin ► Page 167]:

- `PO masks`
Masks describe the data structure and define how data belonging to a particular article category is displayed. These masks can be created individually for articles or for article types, e.g., different masks with individual data fields can be created for fish or beef.
- `PO lots`
A lot constitutes a product unit of an article or a group of articles created from a common unit. Example: beef products: an individual animal. Fish products: an individual catch.
- `PO article assignment`
Via PO article assignments, specific PO masks can be assigned to articles. This assignment defines the PO data structure of the articles. Example: PO mask "Beef" can be assigned to article "Beef fillet".
- `PO department assignment`
Via PO department assignments, specific PO masks can be assigned to articles of a specific department (similar to `PO article assignment`). This assignment defines the PO data structure of the articles. Example: PO mask "Beef" can be assigned to all articles of the "Beef" department.
- `PO lot reports`
Reports on newly created lots of articles or several articles can be called up.

Menu path

Data maintenance | Proof of Origin (PO)

10.13.1 PO masks

Function

This menu allows you to add new PO masks/PO types for proof of origin labelling and to display, change, copy or delete existing PO masks/PO types.

Menu path

Data maintenance | Proof of Origin (PO) | PO masks

Fields

Section 1

Field	Description	Comments on the field
Proof of Origin	Short name for the PO mask definition, displayed in the scale software during article assignment	• Key field, see [Field types ► Page 92] • Max. 20 characters
Proof of Origin Type Name	Long name/description for the PO mask definition	Max. 100 characters
Proof of Origin Type	Lot type	Possible values: • Multiple lots: Several PO lots can be defined for the PO mask; during operation, the appropriate lot must be selected • Single lot: Only one PO lot can be defined for the PO mask; during operation, the lot is assigned automatically • Auto LOT ID: Several PO lots can be defined for the PO mask; during operation, the lot is assigned automatically via best-before and sell date
Preselection of field (instead of lot ID)	Field in which the cursor is located when a PO mask is opened	-

The remaining key display depends on the lot type in the **Proof of Origin Type** field:

Additional fields in section 1 if `multiple lots` option is selected:

Field	Description	Comments on the field
Last used lot	Defines which one of the PO lots last used is opened	Possible values: - Linked to article: Last used PO lot of article is opened - Linked to mask: Last used PO lot of this PO mask is opened
Show lots list first	Defines if the lot list is displayed first	-
Allow lots create	Allows new lots to be created in <code>Sale</code> mode	If this field is empty, only predefined lot numbers can be selected

Additional fields in section 1 if `Auto LOT ID` option is selected:

Field	Description	Comments on the field
Last used lot	Defines which one of the PO lots last used is opened	Possible values: - Linked to article: Last used PO lot of article is opened - Linked to mask: Last used PO lot of this PO mask is opened
Show lots list first	Defines if the lot list is displayed first	-

Section 2

Field	Description	Comments on the field
Print Proof of Origin info on receipt	Defines if Proof of Origin information is printed on receipts	-
Print Proof of Origin info on label	Defines if Proof of Origin information is printed on tickets	-

Additional fields in section 2 if `Auto LOT ID` option is selected:

Field	Description	Comments on the field
Verification article packed-on date	Defines the method for automatic packed-on date verification when a lot is created	-
Adjustment best-before/sell-by dates	Defines the method for automatic adjustment of dates when a lot is created	-

Section 3

The section is divided into several groups, each consisting of the same set of fields described below. They can be activated or deactivated individually.

The fields are designed to define the data structure of the PO mask. A maximum of 20 data elements can be defined per mask. For each data element, you can select if it is supposed to be active (visible) or inactive (invisible) in the display.

For active fields, the following parameters can be selected.

Field	Description	Comments on the field
visible	Activates the field group and defines if the group is visible when the lot data is shown on the display	-
Title mask	Selection of the existing PO text titles for display	- Entered as a link to PO Texts and PO Text Groups - PO texts. see [Texts ► Page 120]
Title print	Selection of the existing PO text titles for print	
Text gr.	Selection of the existing PO text group	
Change.	Defines if this data element of the lot can be overwritten when an article is selected	-
TAF	Defines if PO data will be added to transaction data record and written into a transaction file (TAF)	-
Mand. Field	- Defines if this field must be filled with valid data when a new lot is created - Otherwise, the field could be left empty	-

10.13.2 PO lots

Function

This menu allows you to add new PO lots and to display, change, copy or delete existing PO lots, based on predefined assignments by entries in the PO mask to generate the lot ID.

Menu path

Data maintenance | Proof of Origin (PO) | PO lots

Fields

The following fields are only examples. The available fields depend on:

1. the PO mask configuration defined in [PO masks ► Page 133]
2. on the PO texts defined in [Texts ► Page 120]

Field	Description	Comments on the field
Proof of Origin	PO type name	[PO masks ► Page 133]
Lot ID	Lot ID (number/name)	-
BBD	Best-before date	• Only active if the <code>Auto Lot ID</code> lot type was selected in the <code>Proof of Origin Type</code> field, see [PO masks ► Page 133] • In this case, this best-before date is used for the automatically created lot
Origin	Region/country of origin of the animal	• These fields are only examples • In this section, the fields defined for this lot ID in section 3 of PO masks are displayed, see [PO masks ► Page 133]
Reared in	Region/country in which the animal was reared	
Slaughtered	Region/country in which the animal was slaughtered	
Cutting	Region/country in which the animal was cut	

10.13.3 PO article assignment

Function

This menu allows you to add new assignments of PLUs to PO masks and to display, change, copy or delete existing assignments.

Menu path

Data maintenance | Proof of Origin (PO) | PO article assignment

Fields

Field	Description	Comments on the field
Dept. nbr.	Selection of the PLU's department	Key fields, see [Field types ► Page 92]
PLU nbr.	Selection of the PLU ID number	
Proof of Origin	Selection of the PO mask	[PO masks ► Page 133]
Lot best before offset	Selection of the PO lot or of the offset best-before date	[PO lots ► Page 136]

10.13.4 PO department assignment

Function

This menu allows you to add new assignments of departments to PO masks and to display, change, copy or delete existing assignments.

All articles of the department are assigned to the selected PO mask, unless an assignment at the article level has already taken place.

Menu path

Data maintenance | Proof of Origin (PO) | PO department assignment

Fields

Field	Description	Comments on the field
Dept. nbr.	Selection of the department ID	Key field, see [Field types ► Page 92]
Proof of Origin	Selection of the PO mask	[PO masks ► Page 133]
Lot best before offset	Selection of the PO lot or of the offset best-before date	[PO lots ► Page 136]

10.13.5 PO lot reports

Function

This menu allows you to print lot reports:

- Report 1: "Article usage list" report
Report on the usage of an article within the lots.
- Report 2: "Cross reference article to creation date" report.
Report on all lots that were newly created within the defined time span.
- Report 3: "Best-before date" report
Report on articles with lot-best-before date within the given period of time

Menu path

Data maintenance | Proof of Origin (PO) | PO lot reports | Report 1, Report 2 or Report 3

Fields for Report 1

Field	Description	Comments on the field
Dept. nbr.	Selection of the PLU's department	-
PLU nbr.	Selection of the PLU ID number	-
Start date	Earliest creation date for article lots to be included in the report	-
End date	Latest creation date for article lots to be included in the report	-

Fields for Report 2

Field	Description	Comments on the field
Start date	Earliest creation date for lots to be included in the report	-
End date	Latest creation date for lots to be included in the report	-

Fields for Report 3

Field	Description	Comments on the field
Start date	Earliest lot best-before date of articles to be included in the report	-
End date	Latest lot best-before date of articles to be included in the report	-

10.14 Tender

Function

 Means of payment are only available in the `Cash register` mode (licence required).

This menu allows you to add new means of payment (tenders) and to display, change, copy or delete existing tenders.

Menu path

Data maintenance | Tender

Fields

Field	Description	Comments on the field
Tender nbr.	ID number of the tender	Key field, see [Field types ► Page 92]
Tender name	Name of the tender	-
Short name	Short name of the tender	-
Decimals	Number of decimal places (0-3)	-
Rounding	Rounding of the smallest decimal place (country-specific)	Possible values: • 1 • 2 • 5
Factor	Number of tender units	Possible values: • 1 • 10 • 100 • 1000 • 10000 • 100000
Rate	Rate in your national currency in comparison to the selected factor	-

10.15 Categories

Function

Categories can be used to group articles to support the `matchcode search by category` feature. This constitutes an optional, additional way to freely define groups of articles, e.g., a group of articles in the same self service shelf or in the same location in the counter, with the main goal to simplify searching the article on the scale.

The `matchcode search by category` feature must be enabled in the scale's configuration for each scale mode.

Menu path

Data maintenance | Categories

10.15.1 Categories definition

Function

This menu allows you to add new categories and to display, change, copy or delete existing categories. Categories can for example be used on the main screen of self service scales to allow customers to select categories like "Fruits", "Vegetables", "Others".

Menu path

Data maintenance | Categories | Categories definition

Fields

Field	Description	Comments on the field
Category no.	Category ID number	Key field, see [Field types ► Page 92]
Category name	Category name	-

10.15.2 Categories article assignment

Function

This menu allows you to assign categories to PLUs and to display, change, copy or delete existing assignments.

Menu path

Data maintenance | Categories | Categories article assignment

Fields

Field	Description	Comments on the field
Deptn. nbr.	Department of the article	Key fields, see [Field types ► Page 92]
PLU nbr.	PLU number	
Category no.	Selection of the category ID number	-

10.15.3 Category images

Function

This menu allows you to assign images to categories and to display, change, copy or delete existing assignments.

These images can for example be used on the main screen of self service scales to allow customers to select categories like "Fruits", "Vegetables", "Others".

Menu path

Data maintenance | Categories | Category images

Fields

Field	Description	Comments on the field
Category no.	Selection of the category ID number	Key field, see [Field types ► Page 92]
Image nbr.	Image number	
Image file name	Full image location path and image name	-

10.16 Delivery Note Customers

Function

 This menu is only available in the `Cash register` mode (licence required).

This menu allows you to add new customers who receive delivery notes and to display, change, copy or delete existing customers.

Menu path

Data maintenance | Delivery Note Customers

Fields

Field	Description	Comments on the field
Customer number	Customer ID number	-
Customer name	Customer data, such as name and address of the delivery note customer	-
Customer card number	Card number of the delivery note customer	-
Header text	Number of the header text on the delivery note	[Texts ► Page 120]
Footer text	Number of the footer text on the delivery note	
Markup/Discount	Number of the markup or discount to be applied to the delivery note item	[Markups/Discounts ► Page 121]
Number of copies	Number of delivery note copies to be printed	-
No credit	Selection if customer credit is to be withheld or not	-
No prices	Show or hide prices	-
With signature	Signature is required for the delivery note receipt	-

10.17 Nutrition Facts

Function

This menu allows you to add new nutritional information (e.g., to be printed on labels/receipts) and to display, change, copy or delete existing nutritional information.

Menu path

Data maintenance | Nutrition Facts

Logic for printing nutritional values, vitamins and minerals

Example:

Nährwerte / Nutrition Facts	
pro / per	100 g
Brennwert / Energy Value	1506 kJ 360 kcal
Fett / Fat	30.79 g
- Gesättigte Fettsäuren / Saturates fats	11.21 g
- Einfach ungesättigte Fettsäuren / Mono-unsaturates	14.49 g
- Mehrfach ungesättigte Fettsäuren / Polyunsaturates	3.46 g
Kohlenhydrate / Carbohydrate	1.85 g
- Zucker / Sugars	1.76 g
- Stärke / Starch	0.09 g
Ballaststoffe / Fibre	0.47 g
Eiweiß / Protein	19.71 g
Salz / Salt	2.87 g
Vitamin A / Vitamin A 8.00 µg, Vitamin D / Vitamin D 0.00 µg, Vitamin E / Vitamin E 385.00 µg, Vitamin K / Vitamin K 13.00 µg, Vitamin C / Vitamin C 0.00 µg, Thiamin / Thiamin 520.00 µg, Riboflavin / Riboflavin 224.00 µg, Niacin / Niacin 3354.00 µg, Vitamin B6 / Vitamin B6 334.00 µg, Folsäure / Folic acid 2.00 µg, Vitamin B12 / Vitamin B12 2.00 µg, Biotin / Biotin 2.00 µg, Pantothensäure / Pantothenic acid 470.00 µg, Kalium / Potassium 381.00 mg, Chlor / Chloride 1646.00 mg, Calcium / Calcium 29. 00 mg, Phosphor / Phosphorus 185.00 mg, Magnesium / Magnesium 33.00 mg, Eisen / Iron 1.78 mg, Zink / Zinc 2.69 mg, Kupfer / Copper 121.00 µg, Mangan / Manganese 285.00 µg, Fluor / Fluoride 57.00 µg	



If the required mandatory values are missing, the nutritional value table is not printed on the label.

Mandatory?	Nutritional values:
Mandatory	Nutritional values
*	Energy
*	Fat
*	Saturated fats
-	Mono-unsaturated fats
-	Poly-unsaturated fats
*	Carbohydrate
*	Sugar
-	Polyhydric alcohols
-	Starch
*	Salt
-	Fiber
*	Protein
-	Vitamins:
-	Vitamin A
-	Vitamin D
-	Vitamin E
-	Vitamin K
-	Vitamin C
-	Thiamine
-	Riboflavin
-	Niacin
-	Vitamin B6
-	Folic acid
-	Vitamin B12
-	Biotin
-	Pantothenic acid
-	Minerals:
-	Potassium
-	Chlorine
-	Calcium
-	Phosphorous
-	Magnesium
-	Iron
-	Zinc
-	Copper
-	Manganese
-	Fluoride
-	Selenium
-	Chromium
-	Molybdenum
-	Iodine
*	For printing required mandatory fields (for 100 g/100 ml)

Fields

Sections 1 - 4

Field	Description	Comments on the field
Nutrition facts Nr.	Nutritional information ID	Key field, see [Field types ► Page 92]
Template	Nutritional table template to be used to print nutritional information within the label template or within the vario label template	A template does not exist in the initial state. If no template is specified, the template used is the one defined within the label template or within the vario label template. All nutritional value templates are in accordance with legal requirements. Nutritional value templates are available which enable printing based on a consumption, a serving, or the disclosure of vitamins and minerals.
Serving Size	Serving size for the nutritional information	The default is 0, i.e., no serving size defined. The serving size is defined in the smallest unit of the load cell, thus in "g" for a "Kg" load cell.
Serving Size Text 1 - Primary Language uk	First text line of serving description in primary language	The macro \$(servings) can be entered on these lines at any position. When the text is printed, the calculated value for Number of servings of the weighed article is used instead of \$(servings). A serving size must already be defined.
Serving Size Text 2 - Primary Language uk	Second text line of serving description in primary language	

Section 5

Definition of energy values

Values are entered as text, i.e., a decimal point can also be entered as well as a "<" character (examples: "123," "1.20," "<0.1," ...).

The units for the quantities (kJ/kcal) and for the daily requirement (%) are fixed.

Field	Description	Comments on the field
Quantity kJ	Quantity in kJ, per 100 g/100 ml and per serving	-
Quantity kcal	Quantity in kcal, per 100 g/100 ml and per serving	-
Daily value %	Daily requirement in percent, per 100 g/100 ml and per serving	-

Sections 6-18

Definition of further nutritional information, vitamins and minerals.

Each section is divided into several groups, each consisting of the same set of fields described below.

Values are entered as text, i.e., a decimal point can also be entered as well as a "<" character (examples: "123," "1.20," "<0.1," ...).

The units for the quantities can be selected, while the unit for the daily requirement (%) is fixed.

Field	Description	Comments on the field
Quantity	Quantity in the required unit, per 100 g/100 ml and per serving	-
Daily value %	Daily requirement in percent, per 100 g/100 ml and per serving	-

10.18 Text highlighting

Function

This menu allows you to define which terms in an ingredients block are to be automatically changed to bold, underlined and/or capitals.

In addition to manually highlighting text using `<b>...</b>` and `<u>...</u>` tags, word lists can be defined.

Menu path

Data maintenance | Text highlighting

10.18.1 Term lists

Function

This menu allows you to add new term lists and to display, change, copy or delete existing term lists.

Menu path

Data maintenance | Text highlighting | Term lists

Fields

Field	Description	Comments on the field
Term list nbr.	Term list ID number	Key field, see [Field types ► Page 92]
Name	Name for the term list	-

10.18.2 Term

Function

This menu allows you to add new term lists and to display, change, copy or delete existing term lists.

Menu path

Data maintenance | Text highlighting | Term lists

Fields

Field	Description	Comments on the field
Term list nbr.	Selection of the term list the term is to be assigned to	Key field, see [Field types ► Page 92]
Term nbr.	Term ID number	
Term	Term text	For usage of wildcards, see table below
Bold	The text in the <code>Term</code> field is printed/ displayed in bold print	-
Underlined	The text in the <code>Term</code> field is underlined	-
Capitel letters	The text in the <code>Term</code> field is printed/ displayed in capital letters	-

The following table shows you how to highlight text with wildcards (a symbol such as * used in a keyword search to represent the presence of zero, one, or more than one unspecified characters). The wildcard function does not distinguish between upper-case and lower-case letters.

Term	Meaning
Mill*	All words that begin with "milk" or the stand-alone word "milk"
*Milk	All words that end with "milk" or the stand-alone word "milk"
Milk	The word "milk" with leading and trailing spaces
Milk	All words containing "milk"

10.18.3 Ingredient assignment

Function

This menu allows you to assign term lists to ingredients.

Menu path

Data maintenance | Text highlighting | Ingredient assignment

Fields

Field	Description	Comments on the field
Ingredients nbr.	Ingredient ID number	• Key field, see [Field types ► Page 92] • [Ingredients ► Page 112]
Term list nbr.	Selection of the term list to be assigned to the ingredient	-

10.19 QR codes

 For information on configuring QR codes, see separate QR code document available at your METTLER TOLEDO Service or contact the METTLER TOLEDO Service for configuration.

Function

This menu allows you to create new QR codes and to display, change, copy or delete existing QR codes of the following types:

- Article QR codes
- Total QR codes

Menu path

Data maintenance | QR codes

10.19.1 Article QR Code

Function

This menu allows you to create new QR codes containing article-related data for printout and to display, change, copy or delete existing QR codes.

Menu path

Data maintenance | QR codes | Article QR Code

10.19.2 Total QR Code

Function

This menu allows you to create new QR codes for printout, including all articles of a receipt and the receipt sum, and to display, change, copy or delete existing QR codes.

Menu path

Data maintenance | QR codes | Total QR Code

11 Reports menu (ASM)

This menu allows you to create sales reports.

Contrary to financial reports (cash reports) these reports constitute statistical evaluations of goods movements.

You can create either single reports or combined reports. A combined report summarises several single reports in one printing operation.

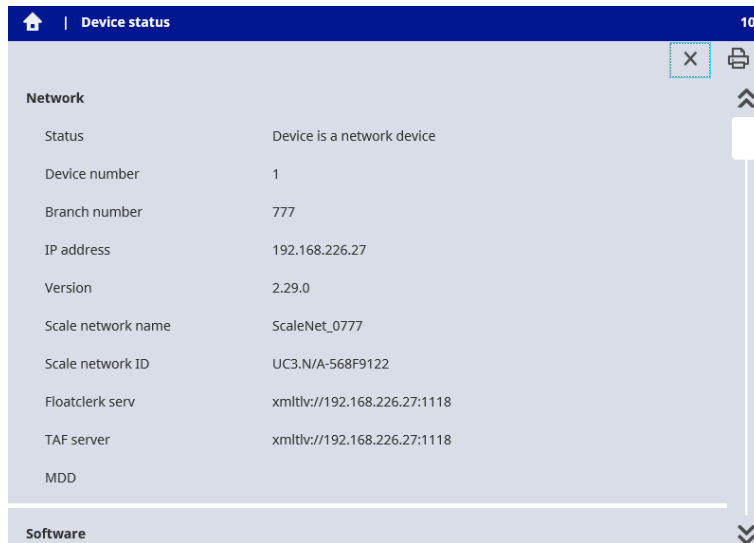
For combined reports printout, report lists can be configured in the scale's configuration menu, defining which single reports are to be printed in a particular combined report.

Overview of the Reports menu

Level 1	Level 2	Level 3	Reference
Single reports	Intermediate Report	Vx/Scale report	[Vx/scale report ▶ Page 151]
		Department	[Department ▶ Page 152]
		Article	[Article ▶ Page 152]
		Article Groups	[Article Groups ▶ Page 153]
		Main Article Groups	[Main Article Groups ▶ Page 154]
		Main Department	[Main Department ▶ Page 154]
		Special offers	[Special offers ▶ Page 155]
		Time related	[Time related ▶ Page 155]
	Final Report	Vx/Scale report	[Vx/scale report ▶ Page 151]
		Department	[Department ▶ Page 152]
		Article	[Article ▶ Page 152]
		Article Groups	[Article Groups ▶ Page 153]
		Main Article Groups	[Main Article Groups ▶ Page 154]
		Main Department	[Main Department ▶ Page 154]
		Special offers	[Special offers ▶ Page 155]
		Time related	[Time related ▶ Page 155]
Special Reports	Price changes	-	[Price changes ▶ Page 156]
Combined Reports	-	-	[Combined reports ▶ Page 156]

11.1 Printing reports and setting overviews

In some dialogs, printout is possible, indicated by the [Print] key  on the upper right of the dialog:



 Ensure that enough paper is available in the scale's printer compartment.

- Press the [Print] key .
- ⇒ Printout is started on the scale.

11.2 Single reports

Function

For sales reports, you can configure up to 4 turnover layers. The turnover layers are used to analyse different evaluation time periods.

Example: Layer 1 is used for the analysis of daily sales, layer 2 for weekly sales and layer 3 for monthly sales.

Intermediate reports constitute statistical evaluations of goods movements without the option of setting the sales counter to zero. On the contrary, zero-setting is possible when final reports are created. After final report printout, you are asked if you wish to delete the corresponding turnover layer, and thus the evaluation time period, and if you also wish to delete all transactions stored in the transaction file (TAF).

Once deletion is complete, voiding of receipts for the corresponding evaluation time period is no longer possible, since the receipts are no longer available in the TAF.

Menu path

Reports | Single reports

11.2.1 Creating reports

i The procedure of creating reports is identical for all single report types, both intermediate and final.

- 1 Tap on the required report type.
- 2 Fill out the required fields for the report type (see chapters below).
- 3 Select the [Print] key .
Printout is started.

11.2.2 Vx/scale report

Function

This menu allows you to create Vx/scale reports.

Menu path

Reports | Single reports | Intermediate reports | Vx/scale report

Or

Reports | Single reports | Final Report | Vx/scale report

Fields

Field	Description	Comments on the field
Turnover layer	Number of the required turnover level	-

11.2.3 Department

Function

This menu allows you to create department reports.

Menu path

Reports | Single reports | Intermediate reports | Department

Or

Reports | Single reports | Final Report | Department

Fields

Field	Description	Comments on the field
Turnover layer	Number of the required turnover level	-
all departments	Create a report on all departments	-
Dept. Nbr. begin	Create a report on a range of departments: Department number the report begins with	• Inactive if all departments is selected • If you want to create a report on a single department, enter the same department number in both fields
Dept. Nbr. end	Create a report on a range of departments: Department number the report ends with	

11.2.4 Article

Function

This menu allows you to create article reports.

Menu path

Reports | Single reports | Intermediate reports | Article

Or

Reports | Single reports | Final Report | Article

Fields

Field	Description	Comments on the field
Turnover layer	Number of the required turnover level	-
all departments	Create a report on all departments	-
Dept. Nbr.	Create a report on a particular department	• Inactive if all departments is selected • If you want to create a report on a single department, enter the same department number in both fields
all articles	Create a report on all articles	
Plu. Nbr. begin	Create a report on a range of articles: PLU number the report begins with	• Inactive if all articles is selected • If you want to create a report on a single article, enter the same PLU number in both fields
Plu. Nbr. end	Create a report on a range of articles: PLU number the report ends with	

11.2.5 Article Groups

Function

This menu allows you to create article group reports.

Menu path

Reports | Single reports | Intermediate reports | Article Groups

Or

Reports | Single reports | Final Report | Article Groups

Fields

Field	Description	Comments on the field
Turnover layer	Number of the required turnover level	-
all departments	Create a report on all departments	-
Dept. Nbr.	Create a report on a particular department	• Inactive if all departments is selected • If you want to create a report on a single department, enter the same department number in both fields
all article groups	Create a report on all article groups	-
Agrp. Nbr. begin	Create a report on a range of article groups: Article group number the report begins with	• Inactive if all article groups is selected • If you want to create a report on a single article group, enter the same article group number in both fields
Agrp. Nbr. end	Create a report on a range of article groups: Article group number the report ends with	

11.2.6 Main Article Groups

Function

This menu allows you to create main article group reports.

Menu path

Reports | Single reports | Intermediate reports | Main Article Groups
Or

Reports | Single reports | Final Report | Main Article Groups

Fields

Field	Description	Comments on the field
Turnover layer	Number of the required turnover level	-
all departments	Create a report on all departments	-
Dept. Nbr.	Create a report on a particular department	• Inactive if all departments is selected • If you want to create a report on a single department, enter the same department number in both fields
all main article groups	Create a report on all main article groups	-
MAgrp. Nbr. Begin	Create a report on a range of main article groups: Main article group number the report begins with	• Inactive if all main article groups is selected • If you want to create a report on a single main article group, enter the same main article group number in both fields
MAgrp. Nbr. End	Create a report on a range of article groups: Main article group number the report ends with	

11.2.7 Main Department

Function

This menu allows you to create main department reports.

Menu path

Reports | Single reports | Intermediate reports | Main Department
Or

Reports | Single reports | Final Report | Main Department

Fields

Field	Description	Comments on the field
Turnover layer	Number of the required turnover level	-
all main departments	Create a report on all main departments	-
MDept. Nbr. Begin	Create a report on a range of main departments: Main department number the report begins with	• Inactive if all main departments is selected • If you want to create a report on a single main department, enter the same main department number in both fields
MDept. Nbr. End	Create a report on a range of main departments: Main department number the report ends with	

11.2.8 Special offers

Function

This menu allows you to create special offers reports.

Menu path

Reports | Single reports | Intermediate reports | Special offers

Or

Reports | Single reports | Final Report | Special offers

Fields

Field	Description	Comments on the field
Turnover layer	Number of the required turnover level	-
Special offers	Include special offers in the report	-
all special offers	Create a report on all special offers	Only active if Special offers is selected
Special offer Nbr. Begin	Create a report on a range of special offers: Special offer number the report begins with	- Only active if Special offers is selected, inactive if all special offers is selected - If you want to create a report on a single special offer, enter the same special offer number in both fields
Special offer Nbr. End	Create a report on a range of special offers: Special offer number the report ends with	
Article special offers	Include article special offers in the report	-

11.2.9 Time related

Function

This menu allows you to create time-related reports.

Menu path

Reports | Single reports | Intermediate reports | Time related

Or

Reports | Single reports | Final Report | Time related

Fields

Field	Description	Comments on the field
Turnover layer	Number of the required turnover level	-
Accurate to hour	- Activated: Report is printed on the hour - Deactivated: Report is printed per day of the week	-
all departments	Create a report on all departments	-
Dept. Nbr.	Create a report on a particular department	Inactive if all departments is selected

11.3 Special reports

Function

Special reports are not related to article transactions. In the current software version, only one special report type is available: price changes.

Menu path

Reports | Special reports

11.3.1 Price changes

Function

This menu allows you to create price change reports.

Menu path

Reports | Special reports | Price changes

Fields

Field	Description	Comments on the field
price changes in total	Total number of price changes	For display only
all departments	Create a report on all departments	-

11.4 Combined reports

Function

This menu allows you to select and print a combined report.

A combined report summarizes several single reports in one printing operation. For combined reports printout, report lists can be configured in the scale's configuration menu, defining which single reports are to be printed in a particular combined report.

Menu path

Reports | Combined reports

12 Cash register menu (ASM)

The `Cash register` menu provides several functions to manage cash and payment. This feature is only available in the `Cash register` mode (licence required).

Overview of the `Cash register` menu

Level 1	Level 2	Level 3	Reference
Cash register functions Note: Only visible for "Cash Register Functions" and "Administrator" user profiles	Enable/disable payments	-	[Enable/disable payments ► Page 158]
	Paid in	-	[Paid in ► Page 158]
	Paid out	-	[Paid out ► Page 159]
	Cash float	-	[Cash float ► Page 159]
	Pickup	-	[Pickup ► Page 159]
	Cash register report	-	[Cash register report ► Page 160]
	Cash count	-	- This function will not be available until the next version - This function will only be visible if the <code>Cash Count</code> feature is enabled (licence required)
	Fiscal regulation	Generate export file	[Generate export file ► Page 161]
		New fiscal year	[New fiscal year ► Page 161]
Financial reports Note: Only visible for "Financial reports" and "Administrator" user profiles	Financial report	Intermediate Report	[Financial report ► Page 162]
		Final Report	
	Cash register stock	-	[Cash register stock ► Page 163]
	Grand Total	-	[Grand Total ► Page 163]
	Goods Receipt	Print	[Goods Receipt ► Page 164]
		Delete	
	Order Receipt	Print	[Order Receipt ► Page 164]
		Delete	
	Delivery notes	Print	[Delivery notes ► Page 165]
		Delete	

12.1 Cash register functions

Functions

This menu allows you to configure various cash register functions.

Menu path

Cash register | Cash register functions

12.1.1 Enable/disable payments

Function

This menu allows you to enable and disable payments.

If payments are disabled, the respective scale can still be used to register articles, but it is not possible to close and print receipts.

 On at least one scale in a scale network, payments must be enabled.

Depending on the actual setting, one of the following messages is displayed:

- Payments are enabled. Do you want to disable?
To disable payments, select the [Disable] key.
- Payments are disabled. Do you want to enable?
To enable payments, select the [Enable] key.

Menu path

Cash register | Cash register functions | Enable/disable payments

12.1.2 Paid in

Function

This menu allows you to register paid-in amounts without flow of articles.

Menu path

Cash register | Cash register functions | Paid in

Fields

Field	Description	Comments on the field
Paid in amount	Miscellaneous amount paid in	-
Reference	• Use at your discretion as any required ID you might want to add to a transaction • Can be added to the transaction data record and written into a transaction file (TAF) for later data evaluation, e.g., for assigning the transaction to a payment	-

12.1.3 Paid out

Function

This menu allows you to register amounts paid out from the cash register.

Menu path

Cash register | Cash register functions | Paid out

Fields

Field	Description	Comments on the field
Paid out amount	Miscellaneous amount paid out	-
Reference	- Use at your discretion as any required ID you might want to add to a transaction - Can be added to the transaction data record and written into a transaction file (TAF) for later data evaluation, e.g., for assigning the transaction to a payment	-

12.1.4 Cash float

Function

Cash float represents the change money in the cash register when the shop opens.

This menu allows you to register the cash float amount (loan). The amount is then recorded in the cash register reports.

Menu path

Cash register | Cash register functions | Cash float

Fields

Field	Description	Comments on the field
Cash float amount	Cash float amount/loan	-

12.1.5 Pickup

Function

Pickups represent cash withdrawals or levies.

This menu allows you to register the cash stock reduction during opening hours, e.g., if too much money has built up in the cash drawer.

The withdrawn amount is then recorded in the cash register reports.

Menu path

Cash register | Cash register functions | Pickup

Fields

 The displayed fields depend on the defined tenders, e.g., foreign currencies or vouchers, see [Tender ► Page 139].

12.1.6 Cash register report

Function

This menu allows you to balance the cash register.

After balancing the cash register, the registered values are cleared and payment counters are set to zero. To avoid unintended data loss, you must confirm the following message: Are all transaction voids registered?

- 1 Confirm with the [Continue] key.
⇒ The message Is there enough paper in the printer is displayed.
- 2 Confirm with the [Continue] key.
- 3 Enter the values in the Number of copies field (see below).
- 4 Confirm with the [Print] key.
⇒ The message Are all input amounts correct? is displayed.
- 5 Confirm with the [Continue] key.
⇒ The report is printed.

Menu path

Cash register | Cash register functions | Cash register report

Fields

 The displayed fields depend on the defined tenders, e.g., foreign currencies or vouchers, see [Tender ▶ Page 139].

Field	Description	Comments on the field
Number of copies	Required cash register report copies	"1" = 1 additional copy, "2" = 2 additional copies etc.

12.1.7 Cash count

 This function will not be available until the next version.
This function will only be visible if the Cash Count feature is enabled (licence required).

12.1.8 Fiscal Regulation

Functions



The availability of this menu on your scale depends on the following aspects:

- the country the scale is used in
- the available scale modes (only available in the `Cash register` mode (licence required))

This menu allows you to generate an export file and define a new fiscal year.

Menu path

`Cash register` | `Cash register functions` | `Fiscal Regulation`

12.1.8.1 Generate export file

Function

This menu allows you to store business transactions as electronically evaluable data which is registered with a cash register system.

When you call up this menu, the following message is displayed: `Generate export file for fiscal year: [start and end date of the fiscal year]`.

1 Confirm with the `[Continue]` key.

⇒ The message `Fiscal File export. Export status: Complete!!!` is displayed on the screen.

⇒ The fiscal data will be exported to the media defined in the `Cash register` mode configuration on your scale.

2 Confirm with the `[Ok]` key.

Menu path

`Cash register` | `Cash register functions` | `Fiscal Regulation` | `Generate export file`

12.1.8.2 New fiscal year

Function

This menu allows you to define a new fiscal year, e.g., `2016-01-01` to `2016-12-31`.

The old fiscal year is displayed below the editable fields.

When you enter and confirm a new fiscal year, the following message is displayed: `Generate new fiscal year? The old fiscal year will be deleted.`

– Confirm with the `[Continue]` key.

⇒ The new fiscal year is created.

Menu path

`Cash register` | `Cash register functions` | `Fiscal Regulation` | `New fiscal year`

Fields

Field	Description	Comments on the field
Start date	Start date of the new fiscal year	-
End date	End date of the new fiscal year	-

12.2 Financial reports

Functions

This menu allows you to create various financial report types.

Menu path

Cash register | Financial reports

12.2.1 Financial report

Function

This menu allows you to print intermediate or final financial reports.

Menu path

Cash register | Financial reports | Financial report

Options

Option	Description	Instructions
Intermediate Report	Create an intermediate financial report	1. Select [Intermediate Report]. 2. Fill out all required fields, see below. 3. Select the [Accept] key ☒. The intermediate financial report is printed.
Final Report	Create a final financial report	1. Select [Final Report]. 2. Fill out all required fields, see below. 3. Select the [Accept] key ☒. The final financial report is printed.

Fields if Intermediate Report option is selected

Field	Description	Comments on the field
Turnover layer	Number of the required turnover level	-
all cash registers	Create a report on all cash registers	-
From cash register	Create a report on a range of cash registers: Cash register number the report begins with	• Inactive if all cash registers is selected • If you want to create a report on a single cash register, enter the same cash register number in both fields
To cash register	Create a report on a range of cash registers: Cash register number the report ends with	

Fields if Final Report option is selected

Field	Description	Comments on the field
Turnover layer	Number of the required turnover level	-

12.2.2 Cash register stock

Function

This menu allows you to print cash register stock reports.

Menu path

Cash register | Financial reports | Cash register stock

Fields

Field	Description	Comments on the field
All cash registers	Create a report on all cash registers	-
From cash register	Create a report on a range of cash registers: Cash register number the report begins with	• Inactive if All device is selected • If you want to create a report on a single cash register, enter the same cash register number in both fields
To cash register	Create a report on a range of cash registers: Cash register number the report ends with	

12.2.3 Grand Total

Function

This menu allows you to print the grand total as a report.

Menu path

Cash register | Financial reports | Grand Total

Fields

Field	Description	Comments on the field
All cash registers	Create a report on all cash registers	-
From cash register	Create a report on a range of cash registers: Cash register number the report begins with	• Inactive if All device is selected • If you want to create a report on a single cash register, enter the same cash register number in both fields
To cash register	Create a report on a range of cash registers: Cash register number the report ends with	

12.2.4 Goods Receipt

Function

This menu allows you to print or delete goods receipts.

Menu path

Cash register | Financial reports | Goods Receipt

Fields

Option	Description	Instructions
Print	Print a goods receipt	1. Select [Print]. 2. Select the [Accept] key . The receipt is printed.
Delete	Delete good receipts for one particular customer or all customers	1. Select [Delete]. 2. If you want to delete receipts for all customers, select <code>All customers</code>. Or If you want to delete receipts for one particular customers, deselect <code>All customers</code> and enter the customer number in the <code>Customer nbr. field</code>. 3. Select the [Accept] key . The receipt is deleted.

12.2.5 Order Receipt

Function

This menu allows you to print or delete (advance) order receipts.

Menu path

Cash register | Financial reports | Order Receipt

Options

Option	Description	Instructions
Print	Print an order receipt	1. Select [Print]. 2. Select the [Accept] key . The receipt is printed.
Delete	Delete order receipts for one particular customer or all customers	1. Select [Delete]. 2. If you want to delete receipts for all customers, select <code>All customers</code>. Or If you want to delete receipts for one particular customers, deselect <code>All customers</code> and enter the customer number in the <code>Customer nbr. field</code>. 3. Select the [Accept] key . The receipt is deleted.

12.2.6 Delivery notes

Function

This menu allows you to print or delete delivery notes.

Menu path

Cash register | Financial reports | Delivery notes

Options

Option	Description	Instructions
Print	Print delivery notes	1. Select [Print]. 2. Fill out all required fields, see below. 3. Select the [Accept] key ☒. The receipt is printed.
Delete	Delete delivery notes	1. Select [Delete]. 2. Fill out all required fields, see below. 3. Select the [Accept] key ☒. The receipt is deleted.

Fields

Field	Description	Comments on the field
Customer nbr. + text field	List delivery notes for a particular customer number	Only active if Delivery note nbr. and All delivery notes are deselected
Delivery note nbr. + text field	List a particular delivery note number	Only active if Customer nbr. and All delivery notes are deselected
All delivery notes	List all delivery notes	Only active if Customer nbr. and Delivery note nbr. are deselected
State: • finalized • discontinued	Delivery note status: Print finalized, discontinued or both types of delivery notes	-

13 Configuration menu (ASM)



For METTLER TOLEDO Service only.

Please contact your METTLER TOLEDO Service or your supplier if you require your scale's configuration to be changed.

14 Appendix

14.1 Additional information on proof of origin

The proof of origin is used to label beef, fish, etc. and it guarantees traceability of the items.

Regulation amendment for beef labeling

On 1 September 2000, compulsory labelling of beef came into force in all member states of the European Union. With regard to beef, in accordance with Regulation (EC) nbr. 1760/2000, amending Regulation (EC) nbr. 820/97, in addition to a reference number used for the traceability of the meat, it is also necessary to specify the place of birth, rearing and slaughter, or the group of animals from which the meat originates. Furthermore, the cutting of the meat, as well as the certification number of the slaughter and cutting plant or plants must also be provided.

This data is deemed as "compulsory information".

Compulsory information for beef labelling (beef from the EU)

Reference number/code	The number guarantees the traceability of the meat. This number can be the code number of the animal from which the meat originates, or the code number of a group of animals (lot). The lot size should never exceed the daily production of a plant and the lot must entirely originate from the slaughterhouse, i.e., only animals originating from one particular slaughterhouse may be included in the lot.
Born in	The name of the EU member state or third country. Use of country abbreviations is not permitted!
Reared in	The name of the EU member state or third country. Use of country abbreviations is not permitted!
Slaughtered in	The name of the EU member state or third country. Use of country abbreviations is not permitted!
European slaughterhouse number (ES nbr.)	If the slaughterhouse does not have a European certification number, the national registration number must be noted. If the number is also not available, then the name and address of the slaughterhouse must be indicated. A lot must originate entirely from one slaughterhouse, i.e., only the number or address of one slaughterhouse must be mentioned.
Cut in	The name of the EU member state or third country in which the animal was cut. Use of country abbreviations is not permitted!
European cutting plant number (EZ nbr.)	If the cutting plant does not have a European certification number, the national registration number must be noted. If the number is also not available, then the name and address of the cutting plant are to be indicated. In contrast to slaughtering, several numbers can be included, as long as the beef can be retraced to its delivery at a slaughter plant.

14.2 Date format legend

When entering the date format, only the following specified characters may be used. A dot (.) is used as the separation character between the individual characters.

Character	Meaning	Prints
y	Year	Number
M	Month of year	Number (1-12)
d	Day of month	Number (1-31)
h	Hour in AM/PM	Number (0-11)
H	Hour of day (24-hour schedule)	Number (0-23)
m	Minute of hour	Number (0-59)
s	Second of minute	Number (0-59)
E	Day of week	Number (1-7)
D	Day of year	Number (1-365)
a	AM/PM	Text (am or pm)
'	Text delimiter	Double quotes
"	Apostrophe	Single quotes

Examples:

Characters	Prints
yyyy.MM.dd 'at' HH:mm:ss	2015.12.08 at 15:08:56
yy.M.d	15.12.8
h:mm a	10:08 PM
HH 'o'clock'	12 o'clock

14.3 Fonts

Normal	Fonts Bold	Underline
1 Letter Size Text	BoldText	UnderlineText
2 Letter Size Text	BoldText	UnderlineText
3 Letter Size Text	BoldText	UnderlineText
4 Letter Size Text	BoldText	UnderlineText
5 Letter Size Text	BoldText	UnderlineText
6 Letter Size Text	BoldText	UnderlineText
7 Letter Size Text	BoldText	UnderlineText
8 Letter Size Text	BoldText	UnderlineText
9 Letter Size Text	BoldText	UnderlineText
10 Letter Size Text	BoldText	UnderlineText
11 Letter Size Text	BoldText	UnderlineText
12 Letter Size Text	BoldText	UnderlineText
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89	Letter	Size	Bold	Under
90	Letter	Size	Bold	Under
91	Letter	Size	Bold	Under
92	Letter	Size	Bold	Under
93	Letter	Size	Bold	Under
94	Letter		Bold	Under
95	Letter		Bold	Under
96	Letter		Bold	Under
97	Letter		Bold	Under
98	Letter		Bold	Under
99	Letter		Bold	Under
100	Letter		Bold	Under
101	Letter		Bold	Under
102	Letter	Size Text	BoldText	UnderlineText
103	Normal	BoldText	BoldText	UnderlineText
104	Letter	Size Text	BoldText	UnderlineText
105	Letter	Size Text	BoldText	UnderlineText
106	Letter	Size Text	BoldText	UnderlineText

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