



## RUBY2 GENERAL NAVIGATION





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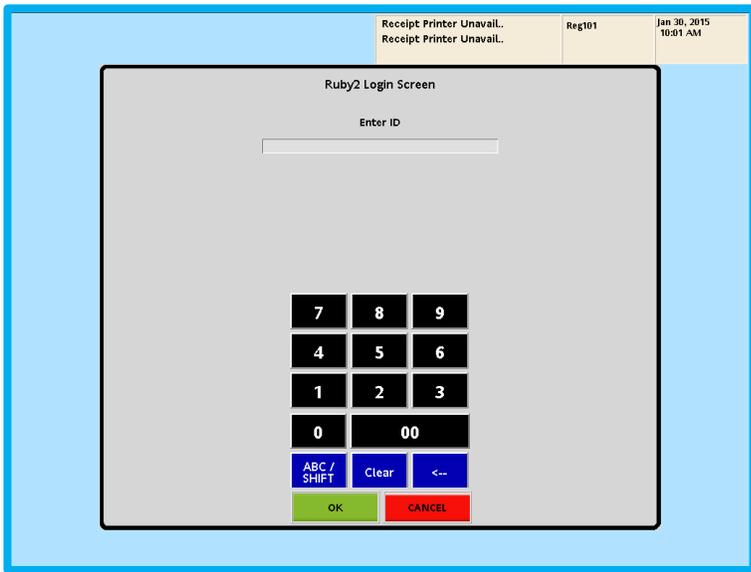
### Document Revision History

Revision Version	Revision Date	Author	Description
1.0	01/30/2015	Robert_E2	Original Document
1.1	03/12/2015	Crystal_F1	Updated to Branded Training Template
<b>Date of Last Review/Revision: MARCH 12, 2015</b>			

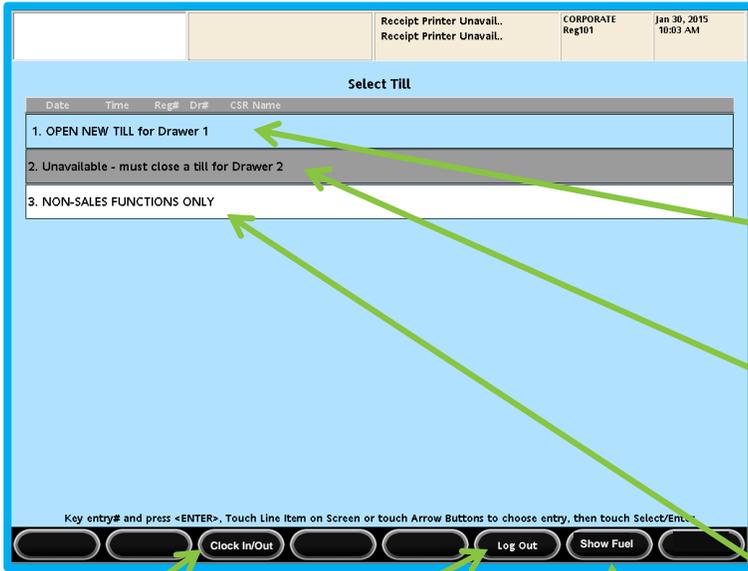
## General Navigation Logging into the Ruby2



1. Touch the Screen to begin



2. Enter a cashier ID, then touch "OK"
3. Enter the password for the cashier ID, then touch "OK" again.



This screen only appears if there is no cashier, or a different cashier already logged into the Ruby2. There are generally 3 options here.

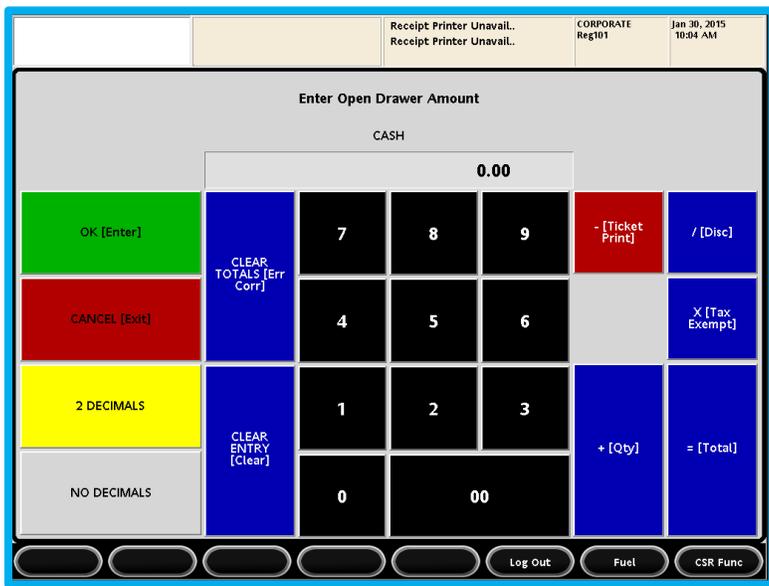
1. Open New Till for Drawer 1
  - This allows the user to open a new till for the beginning of their shift.
2. Unavailable – Must Close a Till for Drawer 2
  - This appears if cash drawer number two is in use or not configured
3. Non-Sales Functions Only
  - This allows the user to go directly to the CSR Function Menu

**Clock in/Out –**  
Allows the user to clock in and out if the site is using the POS system to track employee labor hours

**Log Out –** Returns the user to the login screen

**Show Fuel –**  
Displays the fueling positions for Approval, Stop etc.

If the user selects “1. Open New Till for Drawer 1” They will proceed to the **Open Drawer Amount screen.**



This screen will prompt for opening amounts for any methods of payment that will be tracked on Cashiers Reports.

It can also be used as a calculator while counting the drawer.

### Example 1: Counting the drawer

- Enter dollar amount of pennies
- Touch +[QTY]
- Enter dollar amount of nickels
- Touch +[QTY]
- Continue for each denomination in the drawer
- Touch OK [Enter] when all denominations have been counted

### Example 1: Counting the drawer

- Enter total dollar amount of drawer
- Touch OK [Enter]

## Main Sales Screen

### Invisible Button

This toggles the numeric keypad

### Current PINpad message

### Alarm history

Check here for fuel initialization messages, comm errors etc.

### Employee ID

This shows who's logged in, the register number, and the sequential till number

### Date and Time

The screenshot shows the Main Sales Screen interface. At the top, there are several informational sections: 'Ready' (with an invisible button), 'SWIPE CARD WELCOME TO OUR STORE SWIPE CARD', 'Receipt Printer Unavail..', 'CORPORATE Reg101 Till 10102', and 'Jan 30, 2015 10:32 AM'. Below these is a grid of 14 fuel pump icons numbered 1-14. The main area is a grid of buttons for transactions, including 'APPROVE', 'PREPAY', 'VIEW FUEL', 'FUEL', 'OTHER FUEL', 'PREPAY MOVE', 'STOP FUEL', 'Fuel Tax Addition', 'Fuel Tax Exempt', 'Fuel Preset', 'Fuel Discount', 'Convert Fuel MOP', 'FUEL TKT PRINT', 'TICKET PRINT', 'Pay In', 'Pay Out', 'Safe Drop', 'Safe Loan', 'SafeDrop Correx', 'Void Ticket', 'REPEAT LAST', 'No Sale', 'FLASH REPORTS', 'Clock In/Out', 'Tax Exempt', 'Refund', 'Void Line', 'ENTER PLU#', 'Modify', 'LG.COFFE', 'Other MOP', 'LOTTO', 'TAX COUPON', 'REST IN GAS', 'QTY', 'FOUNTAIN COFFEE', 'ROLLER GRILL', 'DRIVE OFF', 'LOTTERY', 'NTAX COUPON', 'EXACT CHANGE', 'Other Currency', 'HBA', 'DAIRY', 'PUMP TEST', 'IN-HOUSE', 'MAN CRED', 'Next Even \$\$', 'Total', 'CIGARETT', 'GROCERY TAXED', 'TAX COUPON', 'CHECK', '\$20 CASH', 'SPECIAL DISC', 'DEBIT', 'BEER', 'GROCERY NTAx', 'NTAX COUPN', 'MANUAL EBT', '\$50 CASH', 'CASH', 'CREDIT'. At the bottom is a 'Context sensitive static rail' with buttons: 'Price Check', 'Help', 'Recall', 'Reprint', 'Deli2', 'Main2', 'Show Fuel', and 'CSR Func'.

### Fuel Panel

This allows the user to interact with fueling positions to approve, stop etc.

### Custom Sales Screen

This is unique to each site and may contain Departments, PLUs, Menus and Functions

### Price Check

Touch this button to get the price of the next item you ring pretax. You will be offered the opportunity to add the item to the transaction or not.

### Help

This opens a built in indexed Sales Procedure manual

### Recall

This recalls suspended transactions

### Reprint

Opens a list of the 50 most recent transactions for printing

### Other Screens

This site has 3 screens configured. Deli2 is the screen to the left, Main2 is the screen to the right.

### Show Fuel

Not used on the main screen. This allows the user to call up the fuel panel when on a secondary screen or CSR menu.

### CSR Function

Accesses the CSR Function Menu

## Main Sales Screen With Open Sale



Notice "Recall" has become "Susp Trans"

## Secondary Sales Screen "Main2"



Notice "Main" is now the screen to the left and "Deli2" is now to the right

## Secondary Sales Screen "Deli2"



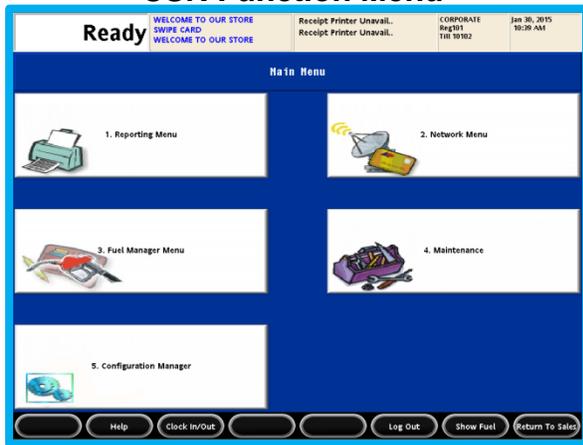
Notice "Main2" is now the screen to the left and "Main" is now to the right

## Deli2 With "Show Fuel" active



Notice "Show Fuel" become "Hide Fuel" and the Fuel panel is temporarily displayed.

## CSR Function Menu

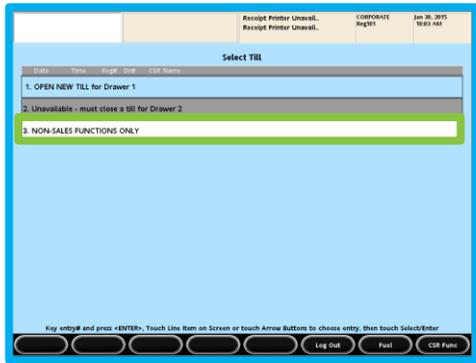


The CSR function menu can be accessed from Sales Mode as well as the Select Till screen

## CSR Function with "Show Fuel" Active



The Show Fuel function also works in the CSR Function Menu



Remember that the CSR Function Menu can be accessed from the Select Till screen during login, or from the CSR Function button in sales mode.



The CSR Function Menu includes access to Reporting, Network Functions, Fuel Configuration, Maintenance Configuration and Configuration Manager (Commander Configuration Client).

The CSR Function Menu is also where the user will find the “Log Out” button.

If a cashier has logged in and started ringing sales, even if the log out, they still own the till until a Cashier’s Report for their number is closed.



## Reporting Functions Menu

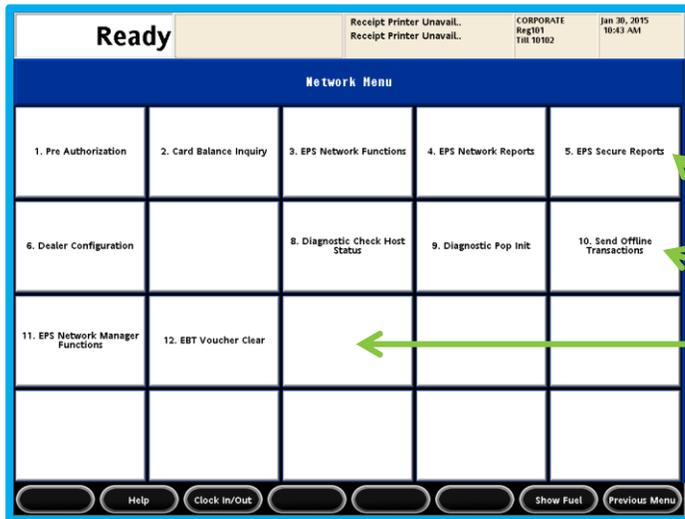
This menu houses all of the POS based report functions

Cashier Report functions

Close Periods (Shift, Day, Month and Year)

Print previously closed reports

Payroll, Funds Audit and Flash Reports



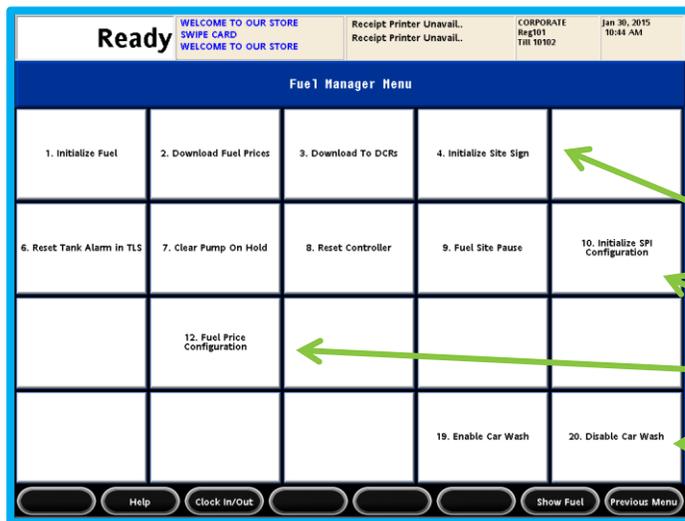
## Network Menu

This menu houses all of the POS based network functions

Balance Inquiries and EPS reports

Dealer Config and Diagnostic functions

Network Manager Functions



## Fuel Manager Menu

This menu houses all of the POS based fuel configuration functions

Initialization Functions

Troubleshooting Functions

Fuel Price Configuration

Enable and Disable Carwash at DCRs



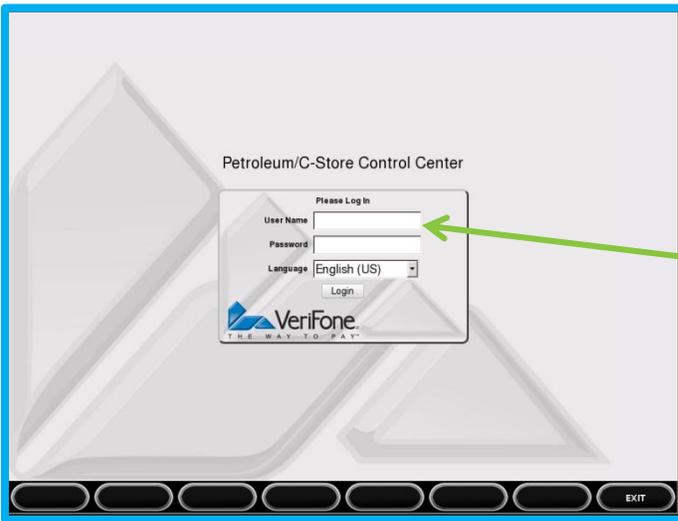
## Maintenance Menu

This menu houses all of the POS based maintenance configuration functions

Hardware Adjustments

Device Configuration

Login Toggles to allow remote access from helpdesk



## Configuration Manager

This opens a browser instance directed at the Controller's configuration IP address.

Log in using the same alpha-numeric credentials used in the back office for Configuration Client.

Touch the text entry field to activate an alpha-numeric keyboard.



Notice that the keyboard comes up in Caps mode. Touch the "abc" button to shift to lower case and numbers.