OPOS.Cash V22

User Manual
V1.0c

SKIDATA®

User Manual – OPOS.Cash V22
October 2024 Edition, Software Version 22.0

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1 About this documentation

This manual contains **software operating instructions** for OPOS.Cash V22. All program functions are described in this Manual.

The procedures described in this manual do not include troubleshooting. In case of problems, please send an accurate problem description to SKIDATA Customer Service.

1.1 Print layout

For optimum printing, set your printer to **Color** and **Double-Sided** Printing.

1.2 Symbols

Important text passages and notes are marked by symbols and special typefaces throughout this Manual.

The following symbols are used:

Notice: Warns against actions that might cause hardware and/or software damage.

Hint: Provides explanations on the proper use of the device or software.

Task: Specifies particular tasks to be completed.

Example: Describes practical applications to illustrate features, functions, etc.

1.3 Warranty and Liability

Except for all stipulated warranty and liability regulations, all warranty and liability claims shall be excluded, in particular if the harm or damage should be attributable to one or more of the following instances:

- Misapplication (i. e., non-intended use) of the software
- Inappropriate installation
- Irregular or insufficient updating/upgrading
- Use of material not approved by SKIDATA
- Failure to apply error correction measures recommended by SKIDATA
- Insufficient training of operating personnel
- Minor errors that do not impair or limit the essential functions of the software
- Faults that do not fall within the liability of SKIDATA
- Non-required changes applied to the software by the principal or third parties without a written approval from SKIDATA
- Failure to pay the full amount of the agreed-upon fee
- Damage caused by the actions of third parties, atmospheric discharges, instable networks, chemical influences or Acts of God

Note on data privacy

The operator is solely responsible for ensuring compliance with applicable legal requirements. As the operator, please ensure conformity with applicable (data protection) laws and legal requirements when configuring SKIDATA systems.
If in doubt, seek the assistance of your legal counsel and obtain the required authorizations from your customers where necessary.

2 System Overview

OPOS.Cash can be easily set up in hotels, shops, tourist offices, etc., allowing for local advance sale of tickets. Decentralizing the points of sale helps to reduce queues at the ticket booths at lifts to ensure maximum convenience for guests.

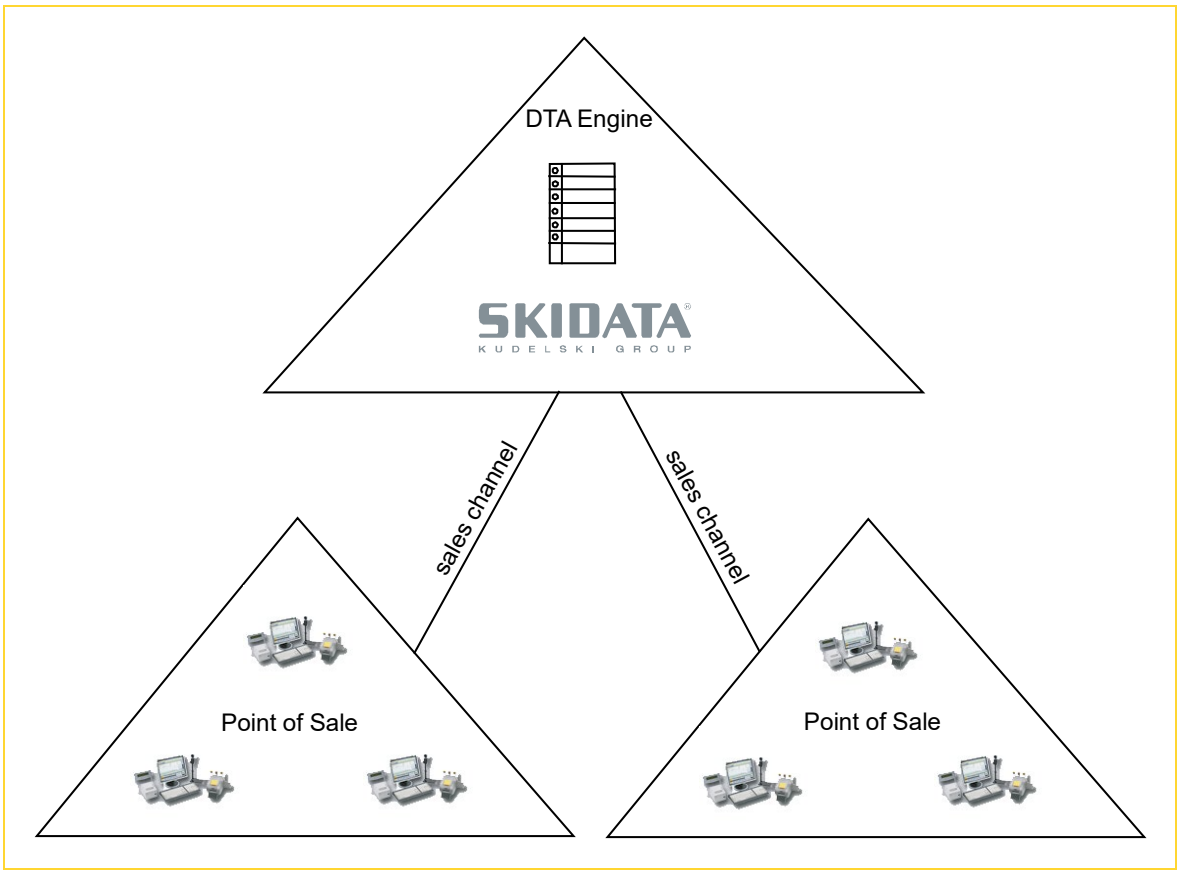
OPOS.Cash is a solution with minimum hardware requirements and is available in two versions:

- OPOS.Cash ‘Professional’, Package including SKIDATA Coder Light ‘OPOS’ for electronic coding and visual imprinting of tickets or
- OPOS.Cash ‘Starter’, Package including SKIDATA Keydetector.Gate ‘Duo’ for electronic coding of tickets.

OPOS.Cash provides many benefits. Not only does it provide a reliable sales system for issuing fully valid, ready-to-use tickets; it also offers all the benefits of a centrally administered ticket system, such as real-time updating of prices and validities.

OPOS.Cash is a state-of-the-art product and the result of many years of experience in dealing with customers' requirements. SKIDATA has designed OPOS.Cash as a product that is not only user-friendly but also provides intuitive and fast user interaction.

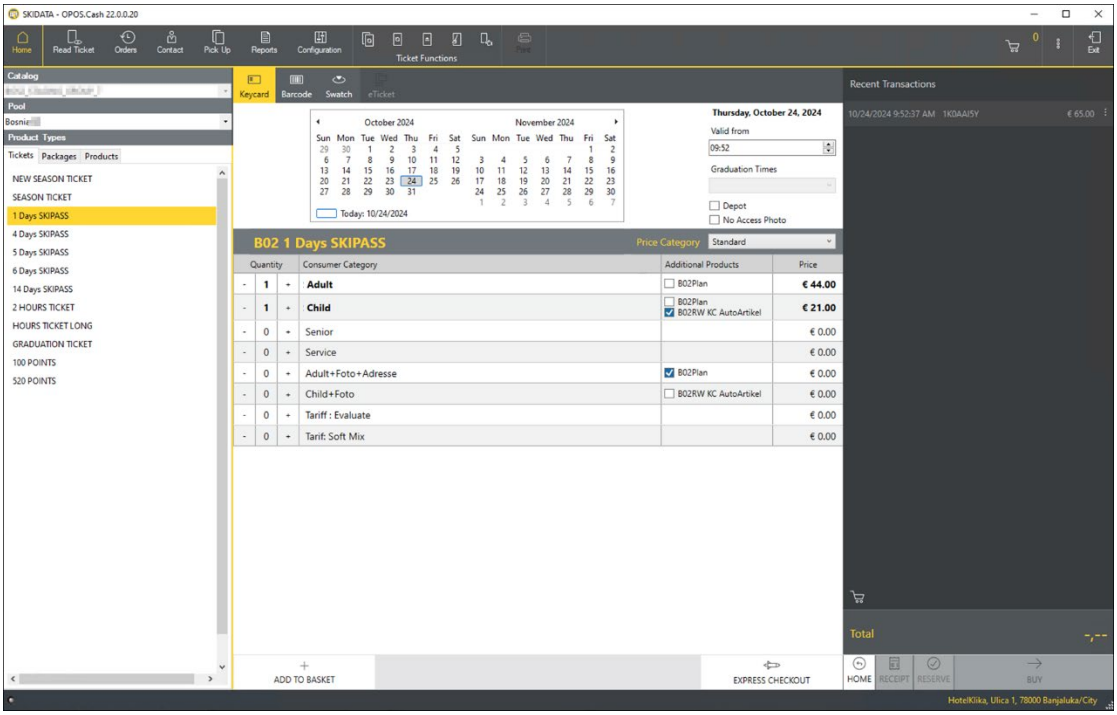
Fig. 1: Overview



3 Description GUI

The compact version of the GUI OPOS Classic provides quick, well-structured access to an e-selling (shopping basket) function. All transactions can be monitored on-screen.

Fig. 2: Interface with shopping basket in main view



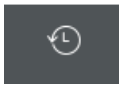
The layout of the GUI is divided into different areas.

3.1 Menu Bar

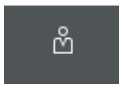
This provides access to configuration functions and settings of OPOS.Cash, software functions and an overview of selected products.

Home

Read Ticket: Opens the Read-Ticket dialog.



Orders: Opens the transaction list.

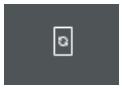


Contact: Opens the search function for contacts via full text or contact search.

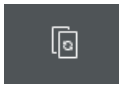
Pick Up: Enables the production of a reserved product by entering the reservation number.

Reports: Selection area for displaying reports.

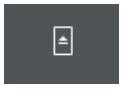
Configuration: Input of all configuration data.



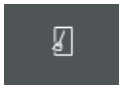
Delete Imprint: Deleting a data carrier imprint.



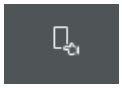
Delete Imprint Batch: Deleting the data carrier imprint of an undefined number of data carriers.



Eject Ticket



Predelete Ticket

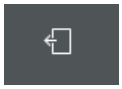


Manual Ticket feed: Change to manual ticket feed for coders with shaft.

Print Shopping Basket Preview

Menu items Help, About, Check for Updates

Shopping basket



Exit

3.2 System information

Displays system related information in the lower right corner of the user surface.

Fig. 3: System information

Displayed details include Name and address of the OPOS.Cash sales station.

3.3 Work area

The main work area is subdivided into the following sections:

- Panel for selecting catalogs, pools, tickets, product packages and articles
- Panel for selecting data carriers and setting ticket validities
- This shows details of the selected tickets, packages and articles and allows for input of quantities and activation of add-on articles (where applicable).

3.4 Program startup

Tipp: The installation initial setup of OPOS.Cash are described in detail in chapters **5 Installation** and **6 Initial Configuration**.

To launch the SKIDATA OPOS.Cash Advance Sales System:

Go to Start - Programs - SKIDATA - OPOS.Cash or click the program symbol on the desktop.

To be able to log in to the advance sales system, a SKIDATA ticket printer must be connected and Internet access must be available. Note that the parameter settings must be set correctly.

Logging on

Logging on is possible in various ways, depending on the configuration settings:

- **Automatic**: If automatic logon is selected, OPOS.Cash will be launched without the need for further confirmation.
- **Key Logon**: Key-based logon requires a special ID keycard, which must be placed on the antenna of the printer for identification. If the keycard is password protected, this password must be entered and confirmed. OPOS.Cash will launch once the user is successfully logged on.

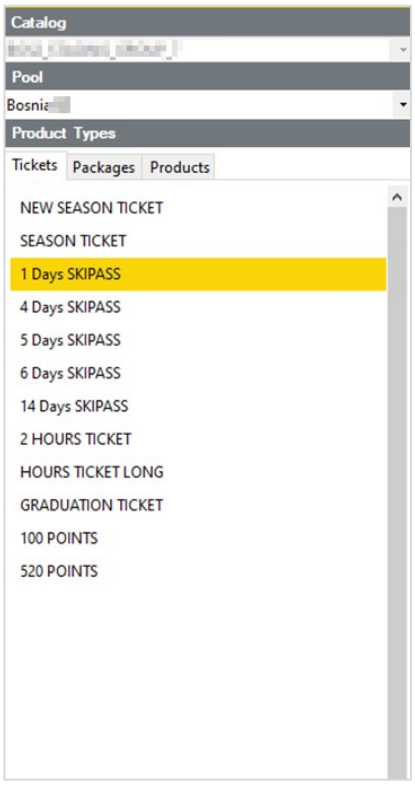
4 Using the OPOS Classic GUI

The following sections provide descriptions of all operating steps, settings and functions of OPOS.Cash under GUI version OPOS Classic.

4.1 Selecting products for the shopping basket

Note that available products may vary, depending on the specified catalog and pools. All products, product packages and articles available in the catalog can be selected and added to the shopping basket.

Fig. 4: Catalog, pool, product types



Selection of:

- Catalog
- Pool
- Product Types
  (Tickets, Packages, Articles)

4.1.1 Catalog

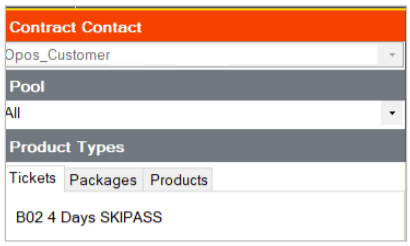
Clicking the Catalog list will reveal the list of all available catalogs. When a catalog is selected, the product offering of the selected resort will be loaded. The Catalog list is only enabled if more than one catalog can be selected. If only one catalog is available, it will be loaded automatically, and the selection cannot be changed.

The pools, tickets, product packages and articles of the selected catalog will be loaded and displayed.

4.1.1.1 Contract

Alternatively to the catalog, a contract is selected automatically. A contract is then displayed if this is configured in the background. By selecting the contract, products of this contract are loaded and can be sold. Depending on the configuration pools can be selected or the pool selection is ommited when selling for a contract.

Fig. 5: Contract



Display of the contract

4.1.2 Selecting a pool

The selected pool determines the validity and range of tickets, product packages and articles available. Clicking the Pool list will reveal the list of available pools. A pool can be selected from the list by clicking on its name.

4.1.3 Product Types

Depending on the selected pool's product range, the following tabs are available:

- Tickets
- Packages
- Articles

If the selected pool does not offer packages or articles, these tabs will not be shown.

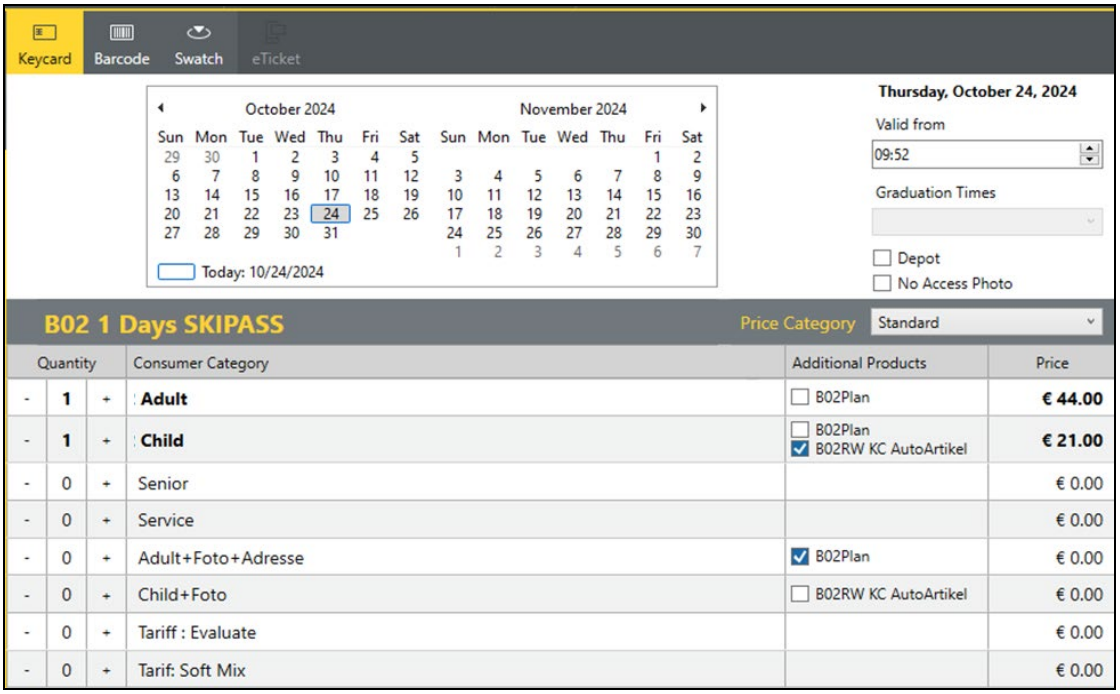
4.1.4 Selecting tickets

The available ticket types are listed on the Tickets tab. A ticket may be linked to an Additional Article; this article will be displayed automatically when the ticket is selected and can be activated or deactivated as needed.

- Click on the required ticket to select it.
- This will bring up the corresponding consumer categories in the panel on the right.
- Select a consumer category.
- Enter the required quantity of tickets.
- Additional prodducts (articles, tickets):
  if checkbox is activated: additional product will be placed in shopping basket
  if checkbox is deactivated: additional product will not be placed in shopping basket
  An additional product can also be another ticket that is booked on a shared data carrier.
- To predate a ticket, click on first day of validity in the calendar.

The price for each article line will change automatically, depending on the quantity and checkbox status for add-on articles.

Fig. 6: Quantity, data carriers and validity



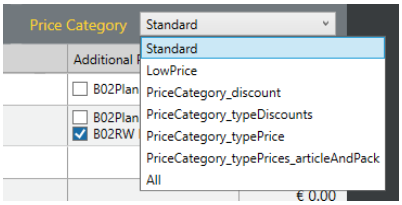
4.1.4.1 Selecting data carriers and validities:

- **Data carrier**: Select data carrier Keycard, Barcode, Swatch or eTicket. A data carrier can only be selected if the data carrier is permitted for the selected authorization. Data carriers that are not permitted are inactive.
  Eticket is allowed for either email tickets (see 4.2.4) or smartphone tickets (MobileFlow). Depending on what is configured in the background different Icon of datacarrier is displayed. An email ticket is not produced, but the data carrier serial number is linked to the permission serial number and stored in the system. For eTicket for smartphones, a receipt is produced which is then read in via the smartphone.
- **Ticket valid from**: The ticket can be pre-dated by selecting a date; certain ticket types also allow for specifying a time:
  - Valid from: Allows for specifying a start date of the validity (e.g. for hour-based cards)
  - Graduation Time: Allows for selecting a start time for Time Scale Tickets
- **Depot**: Certain pre-defined tickets can be issued 'on depot' (i.e., for activation upon first use) by activating the **Depot** checkbox.
- **No access photo:** activating this checkbox will prevent a photo to be taken at the point of access and stored on the Mini Central.

Hint: Issuing a ticket on depot means that the start date/time of its validity is hard-coded onto the ticket upon its first use at a reader. The checkbox will be shown only if the ticket may be sold on depot.

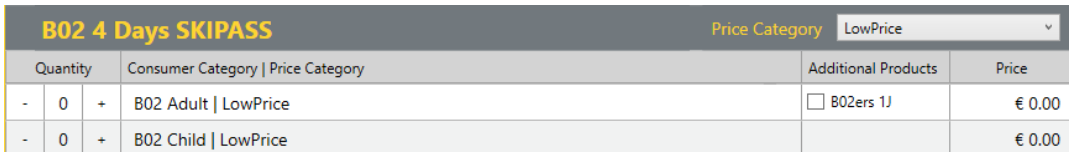
4.1.5 Price Category

Fig. 7: Price Categorie



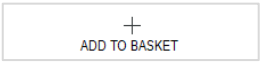
If a price category is defined for a ticket, a drop-down list with all price categories for the selected ticket type is displayed. Select the desired price category from the list and the price will be adjusted accordingly.

Fig. 8: Quantity, data carriers and validity



Price categories allow flexible ticket pricing. A price is stored for each of the configured categories. The price category is also displayed in brackets in the shopping cart [Text].

4.1.6 Adding tickets to the shopping basket:



- Check your input for correctness.
- Click **the Add to Shopping Basket** button.

4.1.7 Selecting product packages

The Packages tab lists all available product packages. A package is a combination of several products (permissions and/or articles.

Adding product packages to the shopping basket

- Click on the required package to select it.
- Enter the desired quantity.
- Click the Add to Shopping Basket button.

4.1.8 Selecting articles

The Articles tab lists all available articles. To add articles to the shopping basket:

- Click the desired article to select it
- Enter the desired quantity
- Click the Add to Shopping Basket button

4.1.9 Express Checkout

This function speeds up the production process.
In this case the function **Add to basket** will be skipped.

4.2 Contents of the shopping basket

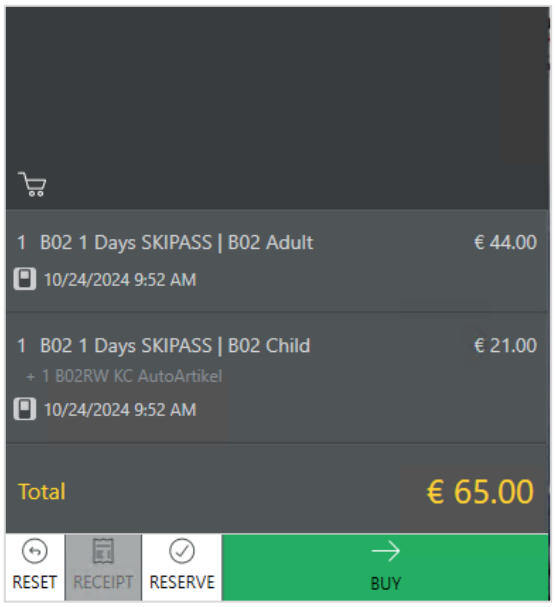
The shopping basket can be opened by clicking the button; it will open automatically when a product is added. Further products can be added at any time (see Chapter 4.1 Selecting products for the shopping basket). Per default the shopping basket is shown.

The content of the shopping basket is displayed on the right side of the screen. Additional products can be added at any time. Each line in the shopping basket can be changed by clicking and selecting the pen symbol or deleted via the trash can symbol. In a view with shopping basket, the last 5 orders are visible in the upper part of the cart.

4.2.1 Editing the shopping basket

Here all products added to the shopping basket can be listed and edited prior to production.

Fig. 9: View with shopping basket



Click into the respective line to edit it.

Shopping basket:

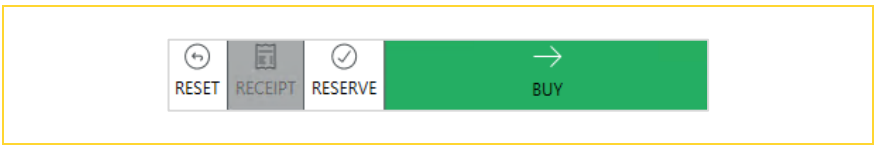
- **Delete:** by clicking on the button, the respective line is deleted.
- **Quantity**: the selected quantity can be overwritten or changed using the +/- buttons.
- **Product**: Display of the selected product.
- **Additional product** (if available): the sale of additional items can be controlled by activating/deactivating the checkbox.
- **Data carrier**: Select the data carrier via the drop-down list, all available data carriers can be selected here.
- **Unit price**: Display of the unit price.
- **Price**: Total price of the line with additional items.
- **Total**: Total sum of shopping basket contents.

4.2.2 Shopping basket – selling process

Once the added products have been checked for correctness, they are available for purchasing by end consumers. The following buttons are provided:

- **Express Checkout**: This function is only available if the shopping basket is empty. It is relevant if products are to be sold immediately without being placed in the shopping basket.
- **Buy:** Starts production/sale of the article(s).
- **Reserve:** Adds a reservation for the products to the shopping basket.
- **Reset:** Clears the contents of the shopping basket.
- **Receipt:** Prints a receipt for the current sales transaction

Fig. 10*: Shopping Basket selling*



The individual item lines of the shopping basket will be processed (i.e., produced and registered) successively; the first column shows the current production status. The list of items already produced contains the following details (table columns):

- **Status icon:**
  Product sold and registered successfully
  Production cancelled
  Product has been reserved
- **Product – Quantity:** Overall quantity (quantity produced/total quantity)
- **Product**
- **Additional product**
- **Data carriers**
- **Unit price:** Price per product
- **Price:** Item line price
- **Total:** Sum total (all products)

When all items are produced, a receipt can be printed on the specified printer by clicking the **Receipt** button. If you have defined more than one receipt template in the Configuration Settings, a selection window containing all existing templates will open. You can then select the template to be used and click **OK** to issue the receipt.

Clicking **Reset** will empty the shopping basket, removing all items in it at the time.

4.2.2.1 Permissions with address registration

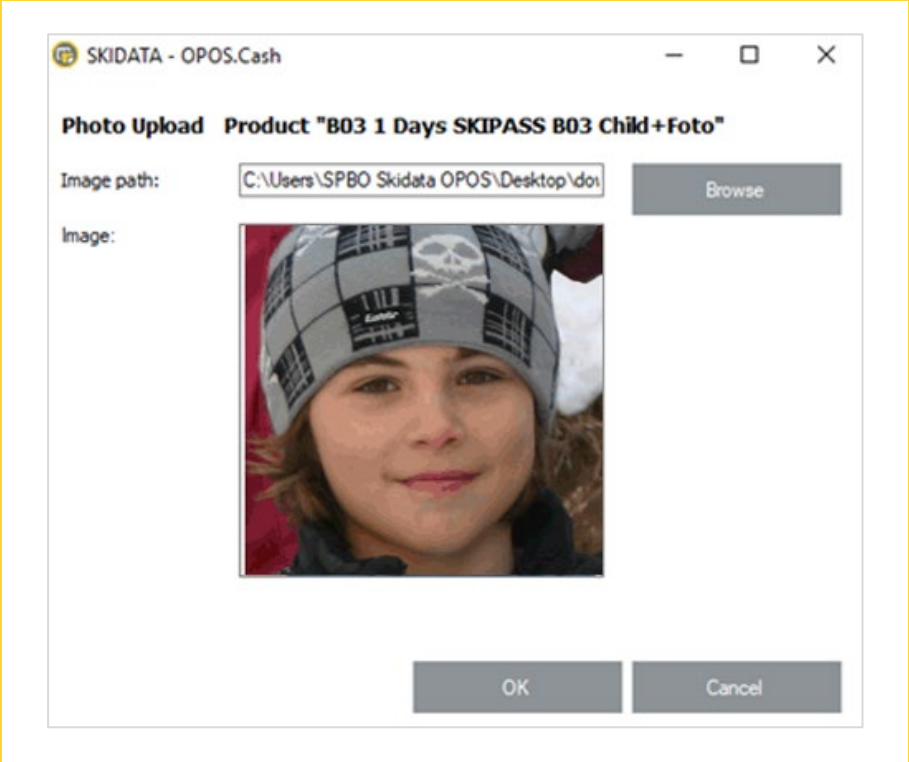
When a permission with address registration is selected for production, the Contacts Management program will be launched automatically. The name of the customer must be selected from the contact list or entered via address registration.

Depending on which permission is selected, certain input fields may be defined as mandatory. In other words, the details that must be filled in on the address registration dialog depend on the selected permission.

4.2.2.2 Permissions with ID photo

Permissions with ID photo require capturing or uploading a photo image.

Fig. 11*: Permission with ID photo*



The photo can be either searched for and loaded via the **Search** button or generated via the **Capture Photo**

4.2.2.3 Age Check

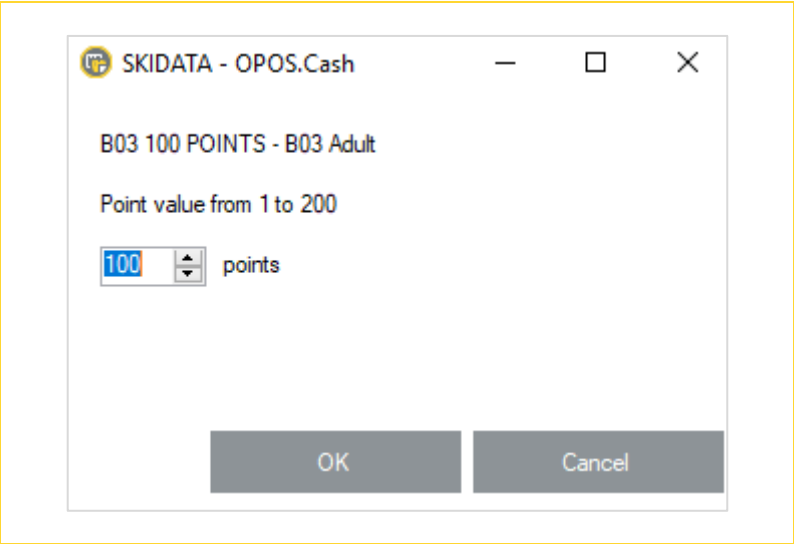
When issuing a permission that requires an address registration, you can check whether the customer details match the selected person group. For example, if a child ticket is issued, you can check to verify that the specified birth date actually fulfills the requirements for that person group. If the selected person group does not match the specified birth date, a message will be displayed.

You have the option of issuing the permission anyway or terminating the procedure to select another person group.

4.2.2.4 Variable permissions

A variable ticket is a ticket with a freely definable value (e.g. point value). When a ticket of this type is generated, a dialog window for entering the value will open. The maximum value corresponds to a pre-defined limit.

Fig. 12: Variable point ticket



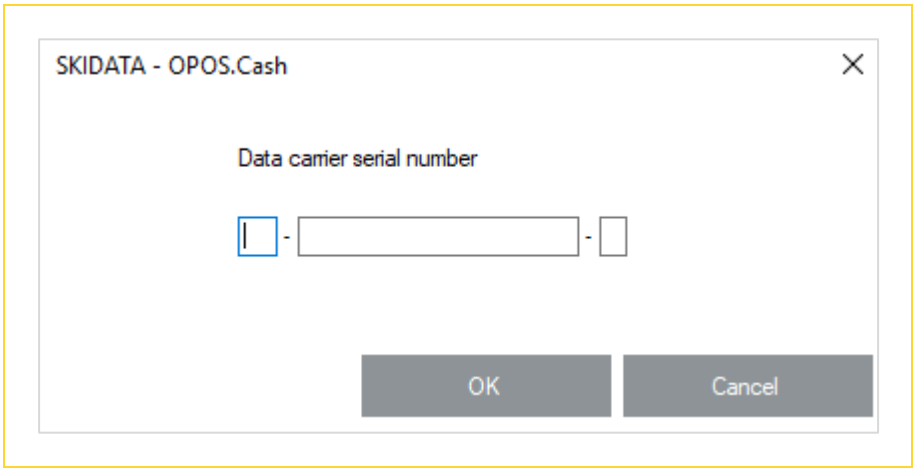
The value can be entered into the corresponding field and confirmed with **OK**.

4.2.3 Ticket sale via manual input of serial number

Hint: This sales mode requires the Manual Input of Serial No. option (Configuration – Printer) to be activated.

Permissions can also be sold and activated via OPOS.Cash by specifying their serial number. You will be prompted to enter the data carrier's serial number before the products are encoded on them:

Fig. 13*: Input of serial number*



The (unique) serial number is engraved on the data carrier. Entering the serial number will cause the data carrier to be activated and encoded upon its first use at a reader.

Hint: To cancel a permission by manual input of a serial number, select the Read/Cancel ticket function and re-enter the serial number of the data carrier.

4.2.4 eTicket

If a ticket is selected as an eTicket, it will not be produced by the coder but will be sent to the eTicket server instead. For this function contact data selection is necessary. The email address has to be set for an eTicket at least.

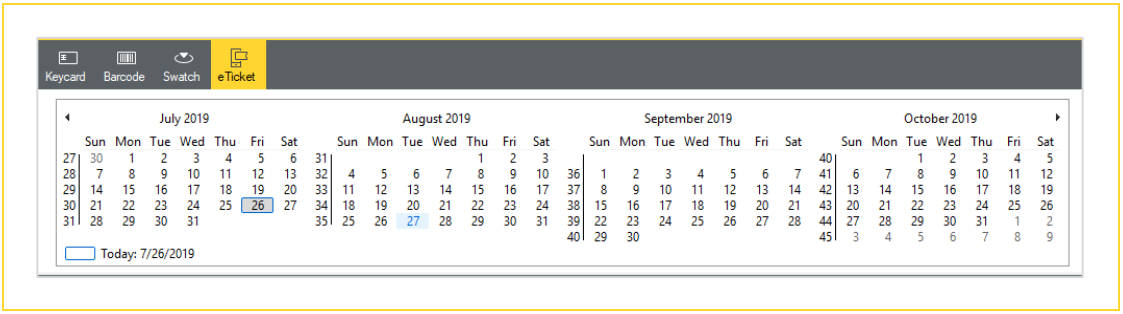
The costumer receives an email from the eTicketing server with an eTicket, which includes the barcode in PDF or on the appropriate application on the mobile phone.

When a ticket is issued as "eTicket" in order history "eTicket" is displayed as a prefix of the (barcode) serial number.

Order History List is displayed from the beginning: The top entry must be visible as it represents the most recent order.

It is possible to cancel an eTicket via the Order History Dialog.

Fig. 14*: eTicket*



4.2.5 Reserve

This function requires appropriate configuration settings.

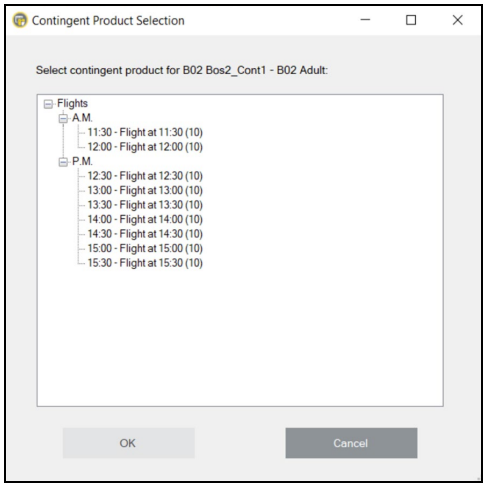
A reservation refers to the advance ordering and payment of tickets without producing them. The tickets are identified by the reservation number. When a reservation has been made, a receipt showing the reservation number must be issued.

The reservation number can then be used to collect the reserved ticket(s) at the appropriate ticket desks or ticket vending machines. The cashier then enters the reservation number on the system or scans the barcode. This will cause the ticket details to be shown in the shopping basket or the production list on the POS Terminal, where they can then be produced.

4.2.6 Issuing products with limited resources

If a certain contingent is available, products can be configured so that a certain number of units is available.

Fig. 15: Product with contingent

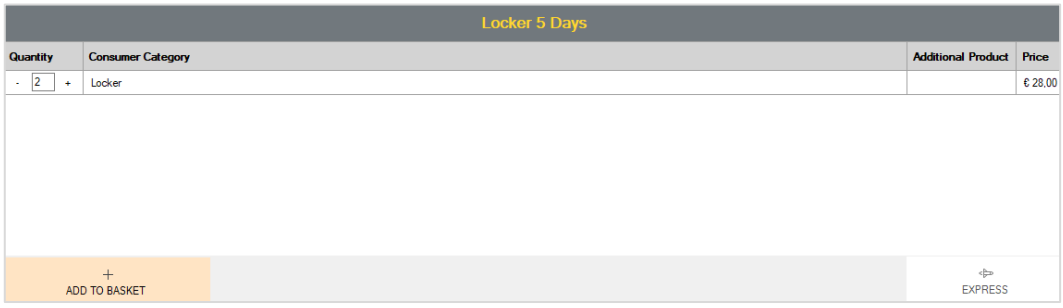


For example, tickets are sold for a Flying Fox flight. For every half hour 10 tickets can be sold. All free flights are displayed. Click on the row that should be selected. The product will be added to the shopping cart.

4.3 Locker

A locker is an access permission for a physical locker that is valid for a specific period of time (e.g., one day). The locker can be created on the Ski System, sold via the POS Station and assigned to one or more data carriers. This means that the locker can be opened with any one of the assigned data carriers. Lockers can be sold individually and assigned to an existing data carrier later on, or they can be sold as a complete package that includes the data carrier (ticket).

Fig. 16 Locker Overview



4.3.1 Assigning data carriers automatically

If the number of data carriers is the same as the number of locker permissions, the system will suggest an automatic assignment.

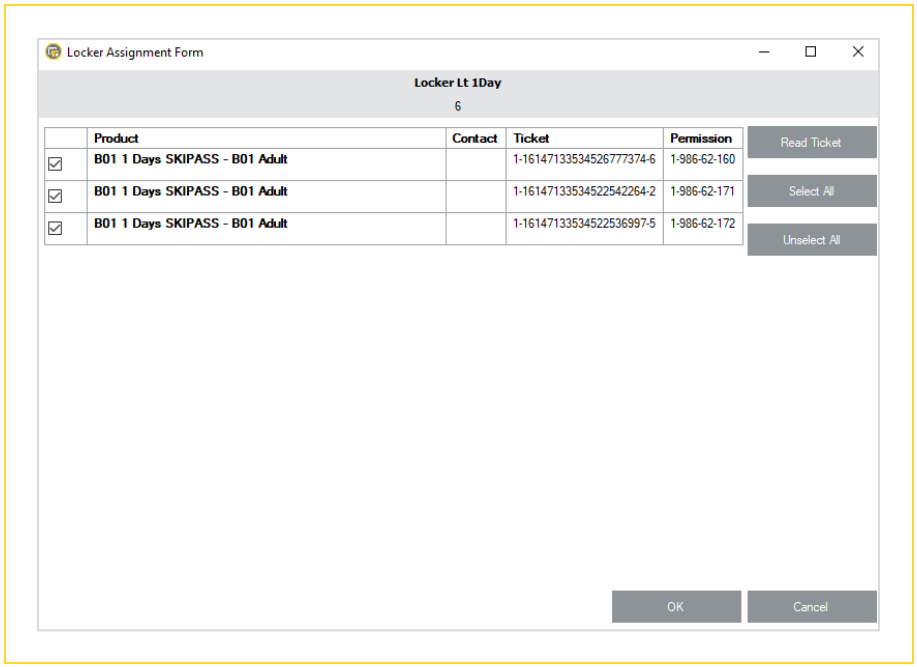
- **Yes:** The lockers will be assigned to the data carriers automatically
- **No:** The lockers must be be assigned to the data carriers manually

Alternatively, you can also assign the locker permission to a separate (previously purchased) data carrier. In that case, you will be prompted to insert that data carrier.

4.3.2 Assigning data carriers manually

The locker permission will be issued at the POS Station and can be assigned to the data carrier upon payment. This determines which data carrier(s) should be used to carry the locker permission. Note that the same locker may be assigned to more than one data carrier. Each of the assigned data carriers can then be used to access the locker.

Fig. 17 Assigning data carriers manually



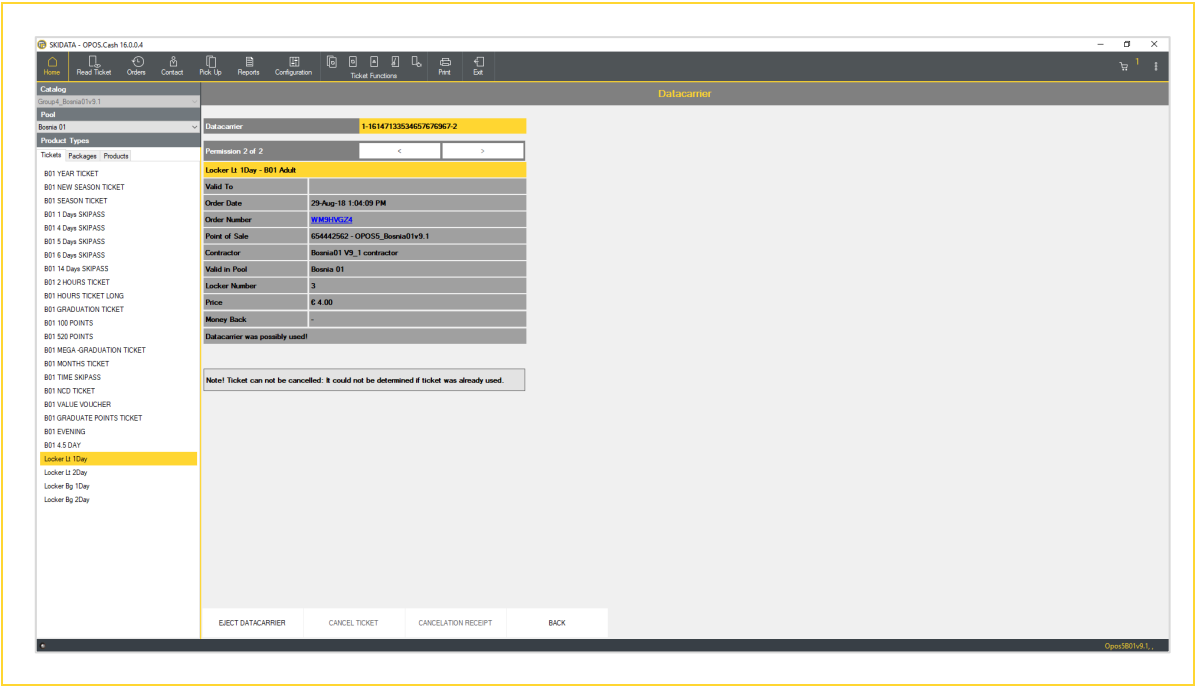
- **Read Ticket:** Reads the ticket's permission details.
- **Select All:** Activates all tickets on the current list.
- **Unselect All:** Deactivates all tickets on the current list.

Clicking **OK** will cause the locker to be assigned to all the activated tickets listed here.

4.3.3 Canceling locker permissions

A locker permission can be canceled at the POS Station. This will release it for other use, and the sales price will be credited to the user's account.

Fig. 18: Cancelling a locker permission



- **Cancel Ticket:** Cancels the locker permission of all tickets assigned to the selected locker.
- **Previous Permission:** This provides a list of all previous permissions encoded on the data carrier. Clicking the button **<** / **>** will show the previous or the next permission.
- **Next Permission:** Shows the next permission on the data carrier. Clicking the button **<** / **>** will show the previous or the next permission.

4.4 Functions

Various functions are available via the menu bar and by clicking the buttons in the tool bar:

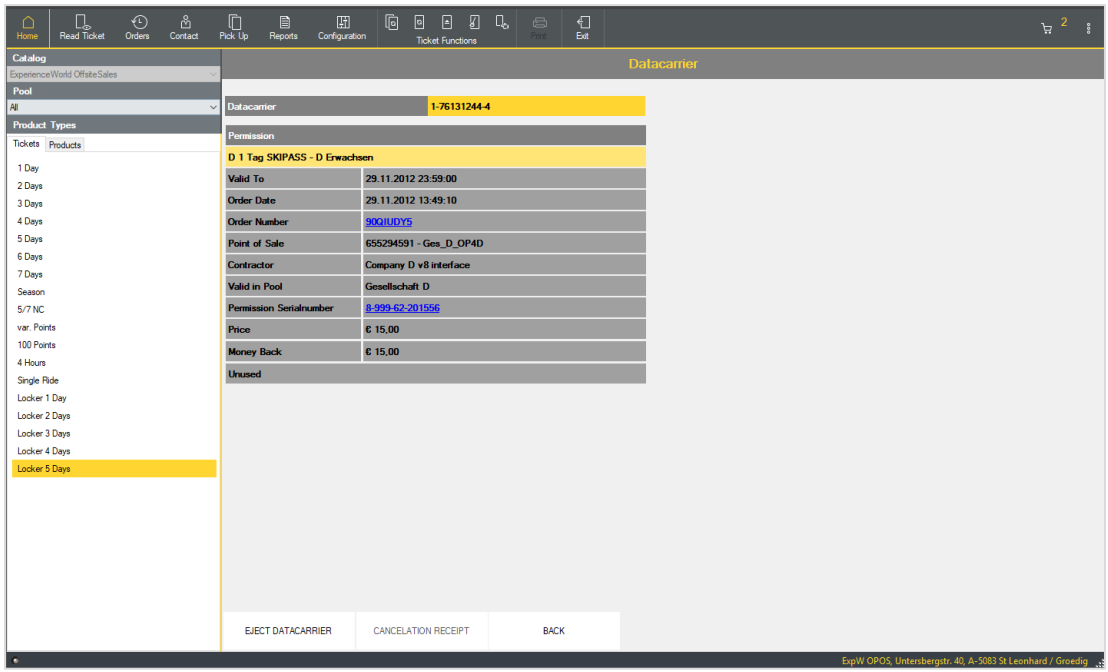
4.4.1 Home

Reset to home.

4.4.2 Read / Cancel Ticket

Select **Cancel** and supply the ticket to the printer. This will cause the ticket details will be read and shown on-screen. The ticket can now be cancelled.

Fig. 19*: Reading ticket details*



The following information will be shown:

- **Data carrier:** serial number of the data carrier
- **Eject data carrier:** Ejects the inserted data carrier
- **Permission:** Shows permission details of the inserted data carrier
  - **Valid until:** specifies the time when the validity of the ticket expires.
  - **Order Date:** the date and time when the ticket was issued.
  - **Order No.:** the internal number of the ticket issuing job. Clicking the number will bring up the corresponding list of transactions for the data carrier.
  - **Point of Sale:** the number and name of the sales terminal where the ticket was issued.
  - **Contractor:** the name of the contractor.
  - **Valid in Pool:** specifies where the ticket is valid.
  - **Permission Serial No.:** the serial number of the permission. Clicking the permission serial number will open the permission history.
  - **Price:** the price of the ticket.
  - **Money Back:** the cash refund to be paid when a ticket is canceled.
  - **Usage Status:** specifies whether or not the ticket has been used **Used** / **Unused.**
- **Cancel ticket:** Cancels the permission; a cancellation mark is printed on the ticket. Note that this function is only available for new tickets that have not been used yet.
- **Previous/Next Permission:** When reading data carriers that contain multiple permissions on various levels, this button allows for switching between the levels.
- **Back:** Aborts the transaction cancellation without cancelling the permission

Caution: When canceling tickets that were issued at a bulk discount (reduced price for a specific minimum quantity), the full price will be refunded (instead of the discounted price).

Hint: Reservations and merchandise can only be canceled via the transaction history.

4.4.2.1 Canceling a package

To cancel a ticket that is part of a package, you will need to cancel the entire package.

Hint: When canceling a ticket of a package, all tickets of the package will be canceled and blocked, which means they can no longer be used. Tickets that are part of a package cannot be canceled individually.

4.4.3 Orders

Direct selection in shopping basket – last orders

The shopping basket shows you the last transactions in the upper area. Open the transaction list by clicking on the settings ⋮ on the right side of the row.

Printing the transaction

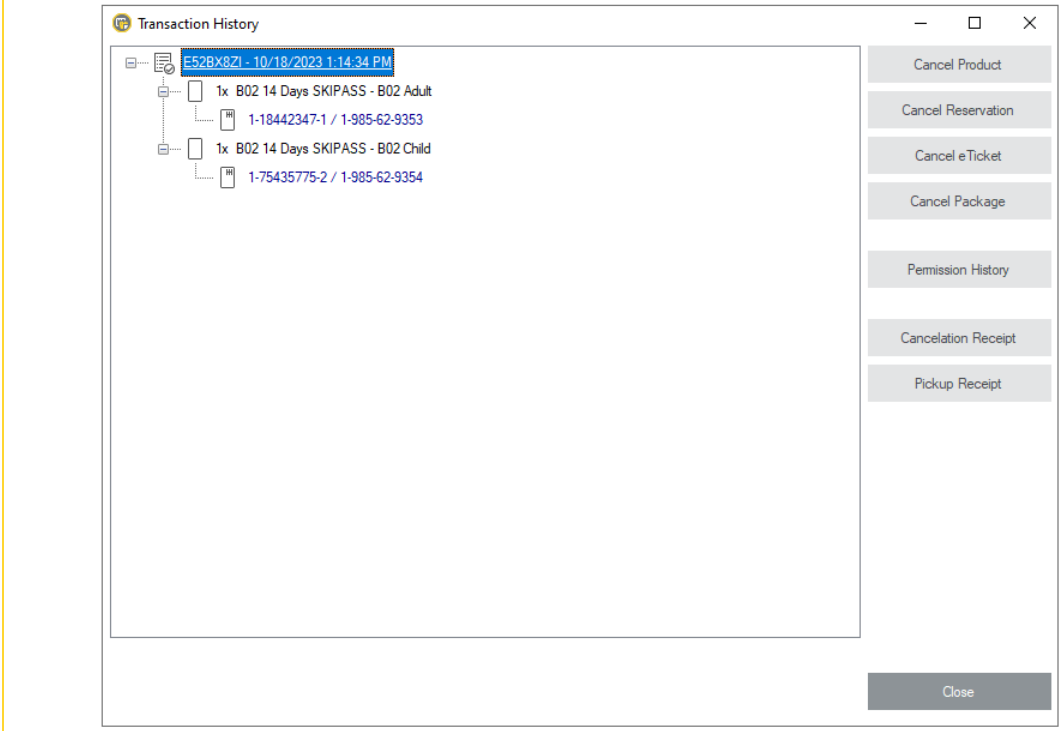
If the **Allow document printing from the transaction list in the shopping cart** checkbox is activated in **Configuration > Receipt**, the transaction can be printed directly. To do this, click on the transaction in the list and on Settings on the right in the line ⋮. Choose from the following items:

- **Open in transaction view:** Opens the transaction details.
- **Print receipt:** Prints the transaction.

Via menu bar

Clicking symbol **Orders** on the menu bar (or specifying the order confirmation number) will open a dialog, allowing you to search for and view all registered transactions of the respective OPOS point of pre-sale. You can also use the transaction history for performing cancelations, viewing the permission history or printing a cancelation slip.

Fig. 20: Transaction history



Searching for a transaction

- **Order Confirmation No.:** here you can enter an order number to search for a specific transaction.
- **Order Date**: here you can specify a time period (date range) to list only the transactions that were completed during the specified period.
- **Search:** Clicking the button will start the search for the specified transactions.

Search Result window

The matching transactions will be listed in this window in the form of a tree structure. The tree structure indicates the content of the transaction at the various levels. You can view the individual level details by clicking and hide them by clicking . The following details are shown:

- **Order:** the number, date and time of the order
- Products that were sold in the transaction, i.e. one or more of the following:
  - **Ticket:** quantity and name specification of the sold ticket(s).
  - **Package:** the quantity and name of the package. In case of package sales, there will be an additional level detailing the quantity and name of the items included in the package.
  - **Merchandise:** The quantity and name of merchandise items sold in the transaction.
- **Permission:** the data carrier serial number and permission serial number of the ticket.
- **Canceled:** tickets, merchandise and packages marked with this symbol were canceled; the information is sorted by serial number.

Data Carrier

- **Keycard, keytix:** from stacker or on external antenna

  Barcode

  eTicket (ID-based): The permission serial number is assigned to a data carrier serial number. The ticket itself is not encoded. The reader recognizes the permission by using the data carrier serial number. An eTicket it will not be produced by the coder but will be sent to the eTicket server instead. The costumer receives an email from the eTicketing server with an eTicket, which includes the barcode in PDF or on the appropriate application on the smartphone.
- **eTicket** Smartphone: A receipt with a QR code is issued. This receipt is scanned with the smartphone. With the appropriate app and settings, the cell phone becomes a ticket.

The following reservation details will be shown:

- **Reservation:** Reservation number, date and time
  reserved item(s), as with orders.
- **Permission:** Shows the permissions that have already been produced and those for which production is still pending.

- **Canceled**: Indicates that the ticket reservation has been canceled.

By clicking the various levels you can perform various functions. The following functions are available:

- **Cancel Production** (canceling merchandise items): you can cancel the sale of a merchandise item by clicking the entry in the transaction list and clicking the **Cancel Product** button.
- **Cancel reservation:** Cancel the reservation, the function is active only if the reservation has not been produced yet.
- **Cancel eTicket:** Cancel a ticket that was issued electronically. E.g. smartphone.
- **Cancel package:** Cancel the entire package with all tickets and items.
- **Permission History:** clicking a ticket entry on the transaction history and then clicking the **Permission History** button will bring up a window with usage details about the selected ticket.
- **Cancelation Receipt:** Clicking this button will print a cancelation slip (called a cancelation receipt). If you have defined more than one receipt template in the Configuration Settings, a selection window containing all existing templates will open. You can then select the template to be used and click **OK** to issue the receipt.
- **Pickup Receipt:** Clicking this button will print a pickup slip for the reservation.

Hint: The Pickup Receipt function also allows for issuing a retroactive reservation receipt.

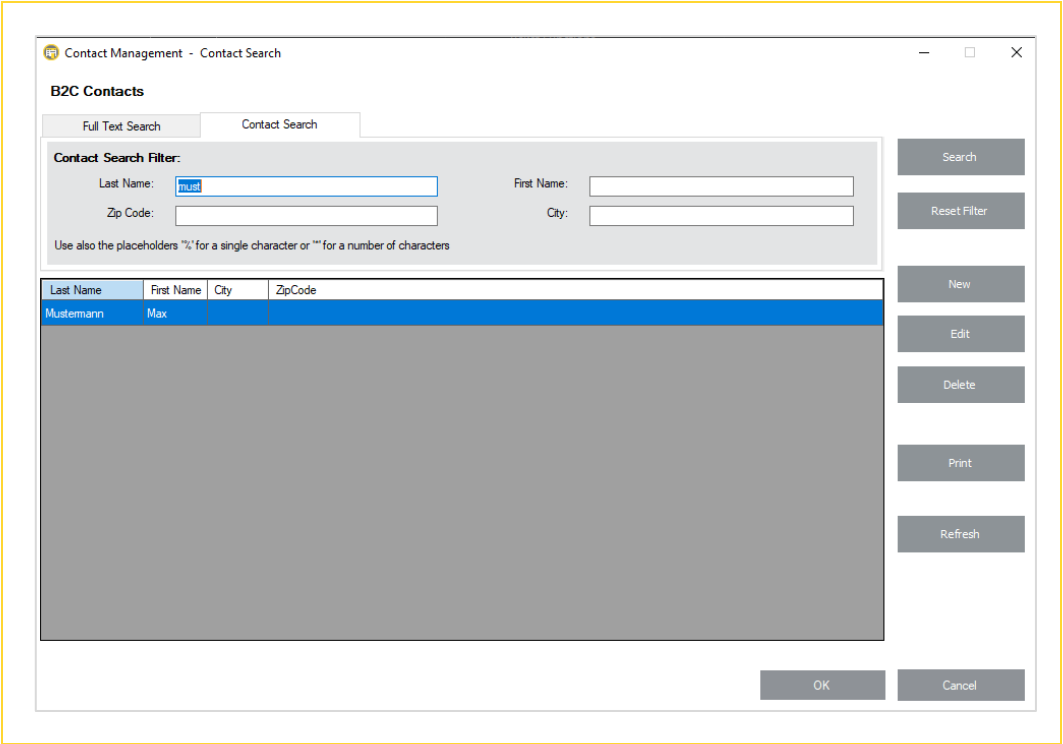
4.4.4 Contacts

Clicking the Contacts menu item or selecting a ticket with address registration will start the Contact Administration dialog.

Hint: Loading the contact records from the server may take some time. When loading more than 500 records, it is necessary to apply a data filter; when loading between 100 and 500 records, using a data filter is recommended. In these cases, an on-screen message to that effect will be displayed.

Refining the search by means of a filter will reduce the number of records that need to be loaded, which will speed up the search.

Fig. 21: Contacts



Full-text Search

You can enter contact search criteria in the search box. The text entered here will be matched against Contact Name. You can enter first or last name.

Contact Search

You can enter search strings in the Name, First Name, ZIP Code or City fields. You can enter whole word Depending on your Input, only addresses that match the specified string will be shown. To refine your search, you can enter search strings in multiple fields.

User-friendly customer search

The user-friendly search accepts a single text parameter and returns the matching contacts.

Hint: You may include wildcards in your (full-text or contact) search string:
? stands for exactly one alphanumerical character (letter or number)
* stands for any number of alphanumerical characters (letter or number)

Example:
Searching for all names beginning with "M":
M*

Searching for Meier, Maier or Meyer (uncertain spelling):
M??er

Search: Clicking the Search button will start the search of the database for records matching the search criteria. If the number of matching records is greater than 500, you will need to refine the search (filter) criteria.

Reset Filter: Clicking this button will clear all search input boxes, allowing you to enter new search text. When you are finished, click Search again to find all matching records.

Select an Address: An existing address can be selected by clicking the corresponding adderss line. Searching for a specific existing address can be simplified by setting a search filter. When an address entry is opened, the contacts window will open, showing only the last name and first name fields. To view more details, simply click the **More>>** button.

4.4.4.1 Creating a new address

By clicking the **New** button, the form for Contacts Management will open.

When an address entry is opened, the contacts window will open, showing only the last name and first name fields. To view more details, simply click the **More>>** button.

Yellow framed fields are mandatory fields and must be filled in; the rest of the fields may be filled in.

Hint: Input in the first name and last name fields (input boxes) is always mandatory!

Once you have entered the ZIP code, the city will be filled in automatically.

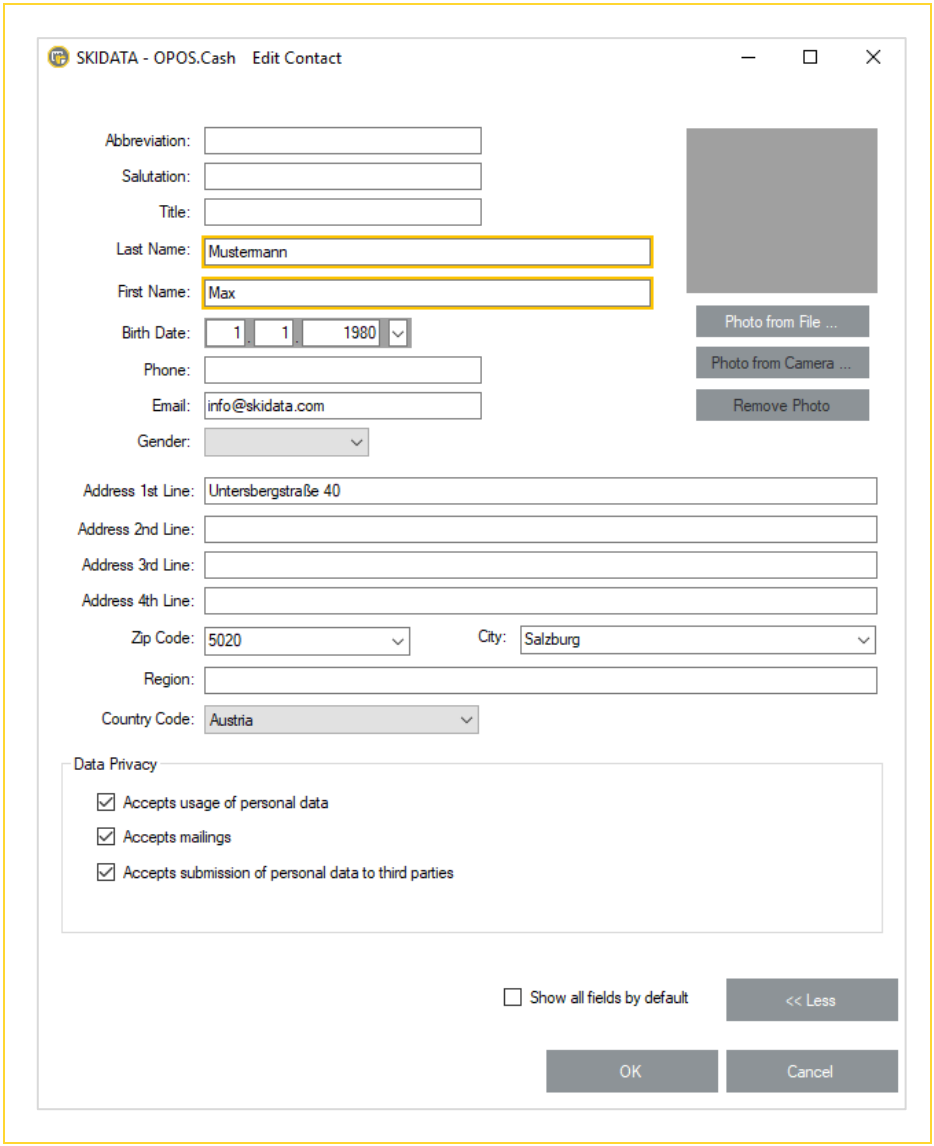
Every address can/must be assigned a photo image file (depending on whether the Photo field is a mandatory field or not). The following functions are available:

- **Photo from file:** Uses an existing photo. The photo is opened by entering the path of the file.
- **Photo from camera:** Allows using an external camera to capture the photo. This button is only enabled, if an external camera is connected to the device.
- **Remove photo:** Deletes the existing photo.

The address input can only be confirmed after all mandatory fields have been filled in.

If a customer selects the data privacy flags, he accepts to keep his data, accepts mailings and that the data can be forwarded to 3rd party.

Fig. 22: Enter address



4.4.4.2 Edit

Clicking **Edit** will open the customer record for editing.

4.4.4.3 Delete

Click **Delete** to remove the selected customer from the database.

4.4.4.4 Refresh

Clicking the Refresh button will re-load all contact address details.

4.4.5 Pickup

The **Pickup** option allows searching and producing reserved tickets. Reservations can be searched for via the reservation number or via the contact. Reservations are usually made via a web store and sent from there to the point of sales.

The order confirmation number is stated on the customer's reservation confirmation notice.

Abb. 23: Pickup search

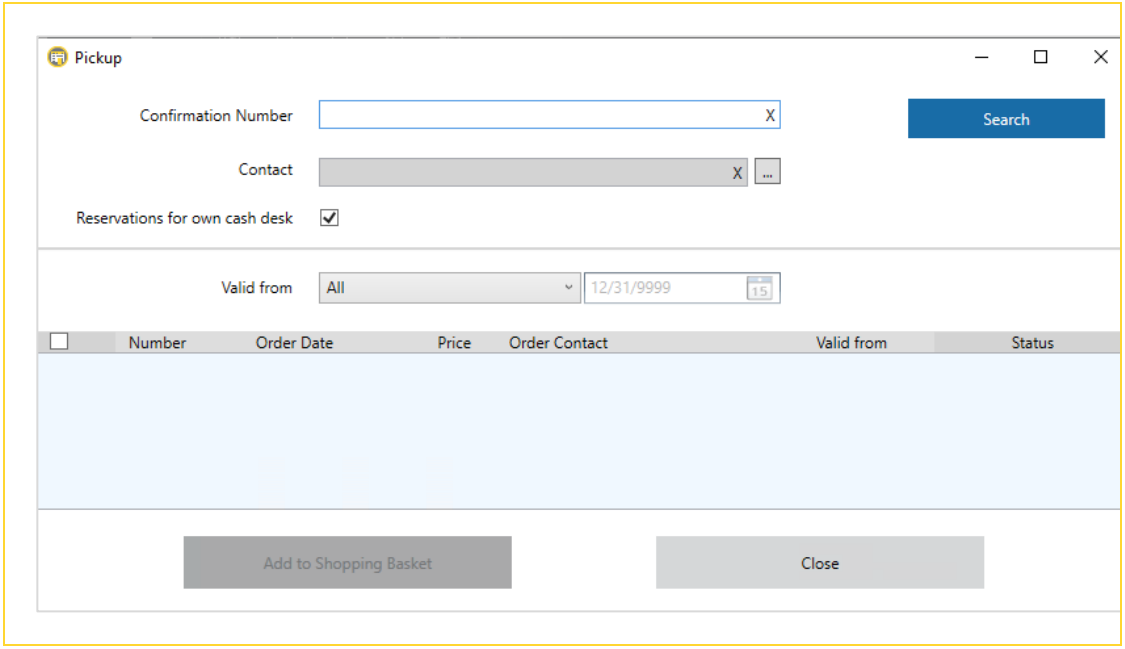
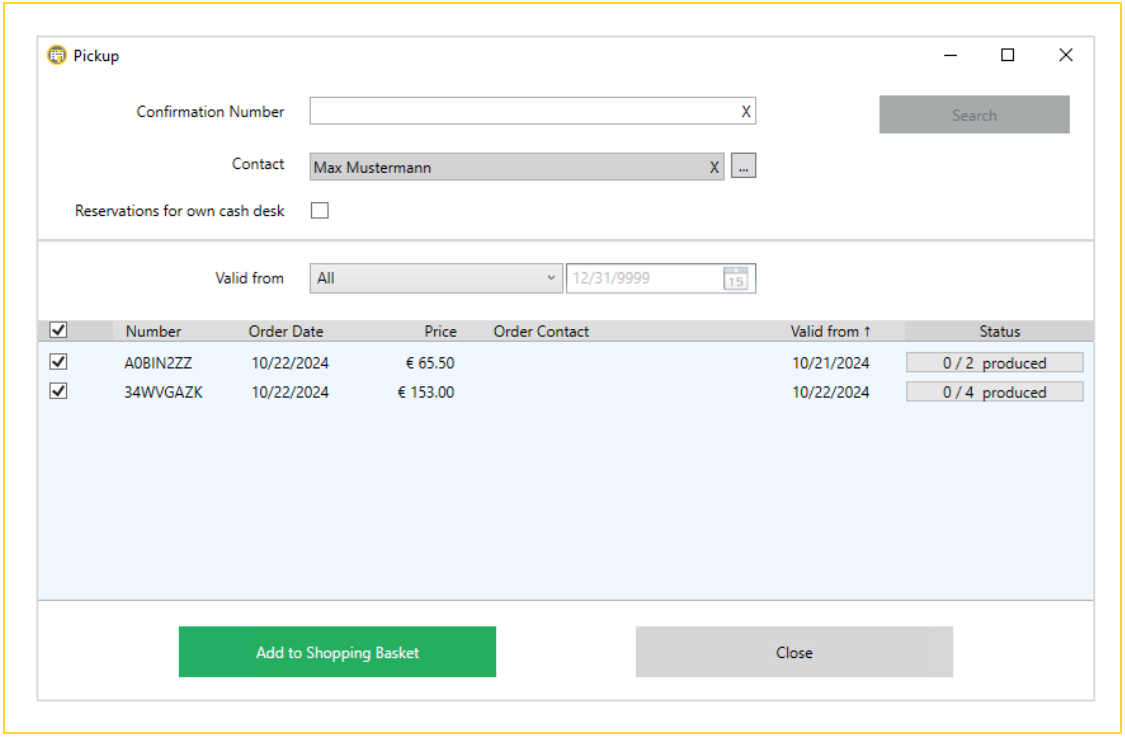


Abb. 24: Pickup



Confirmation number
The confirmation number can be found on the buyer's reservation confirmation. Enter the number and click on **Search**. The reservation is displayed.

Contact
Click on the … button next to the Contact line to start the contact search. Enter the contact details. The search starts as soon as more than 3 characters have been entered. To start the search manually, click on Search. The search is started and all contacts found are listed. Activate the checkbox in front of the customer name to select the customer. Click OK to return to the Collection dialog. Make sure that the checkbox Reservations for own cash register is inactive and click on Search.

Reservations for own cash register (multiple production)
Prerequisite: under **Configuration > Reservation** the checkbox **Enable reservation for own cash desk** must be activated. This setting is default.
The reservation from the webshop contains the information that it has been saved for this cash desk. Activate the checkbox and click on **Search**. All reservations assigned to this cash register are listed and can be produced in one process. Click Add to basket. The first reservation is displayed, an orange field indicates that there are several reservations in the queue. The text of the button changes from **Produce** to **Produce all**. If production is canceled or an error occurs, the user can decide whether the entire production should be canceled or whether to continue with the next reservation.

When the checkbox is unselected, you can produce (PickUp) reservations from other Clients, like default behaviour.

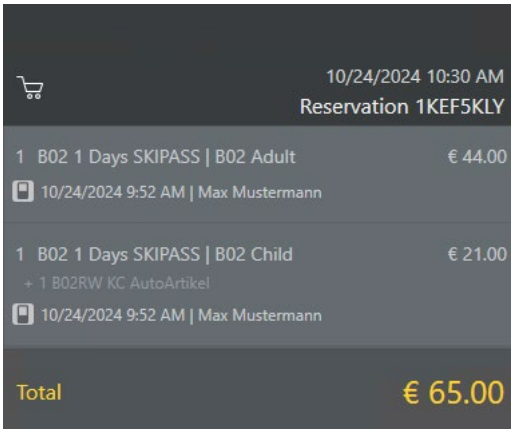
- **Valid from**
  Restrict reservations by date:
- Until tomorrow included
- Included until one week from now
- Up to and including date - Select date.

Production process:

- Search for the reservation by number, contact or reservations assigned to the cash register.
- Check the displayed reservation.
- Activate the checkbox for the reservations that are to be produced.
- Click on the Add to basket button.
- Produce the content in the shopping cart.

The status of the reservation is displayed in each line.

Abb. 25: Reservation in Shopping Basket

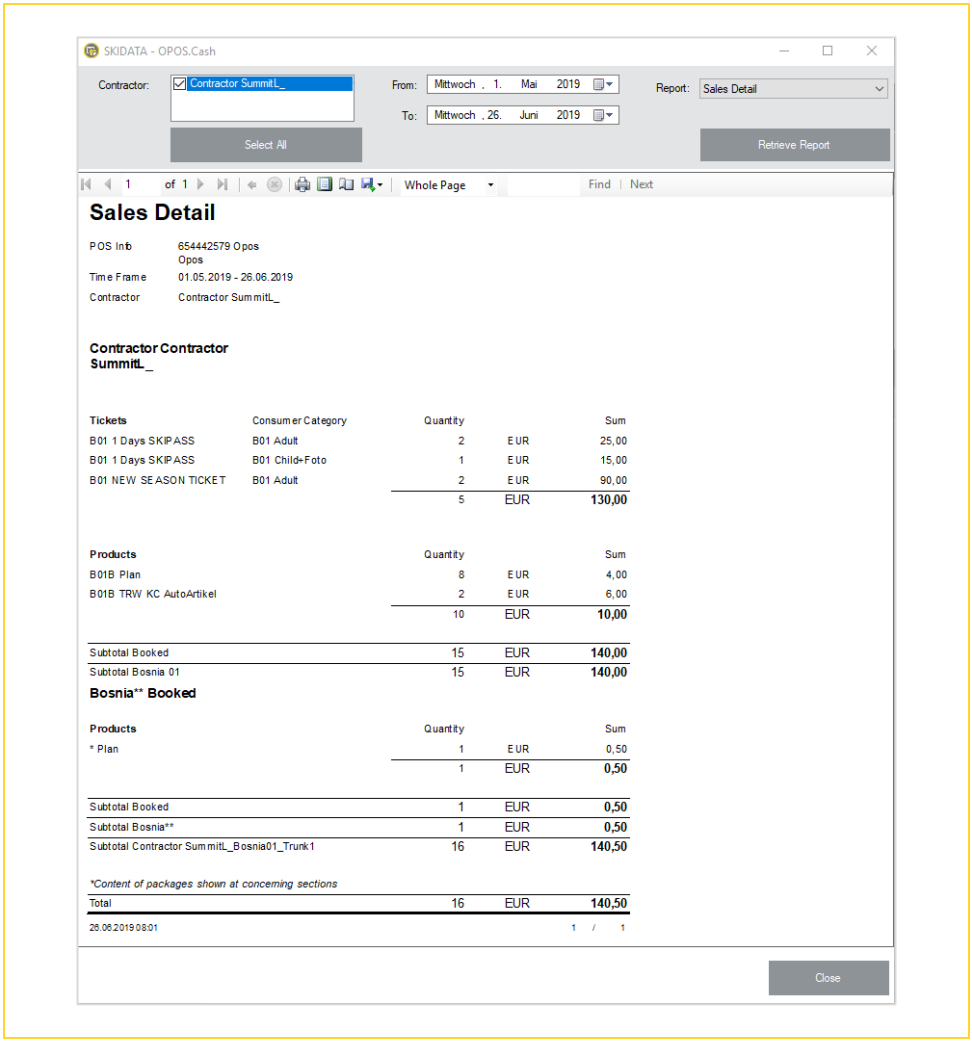


- Click on the **Produce** button to issue the reservation,
  or
- Click the **Reset** button to cancel production and empty the shopping cart again.

4.4.6 Reports

Selecting **Reports** will open the reporting dialog:

Fig. 26: Report



Report details can be filtered by **Contractor (operator),** Date **From – Until** and **Report**.

The report can be issued by clicking the **Retrieve Report** button. The data are displayed on the screen and can be printed.

The following reports are available:

- **Sales Total:** Lists all sales transactions.
- **Sales Detail:** Lists all sales transactions; tickets are listed separately.
- **Sales Detail User:** Lists all sales transactions, broken down by cashier.
- **Transaction List Standard:** Lists all transactions that have been correctly performed by the system.
- **Transaction list dubious:** Lists all transactions that have not been completed correctly by the system.
- **Transaction list production:** This lists all tickets produced by means of the Pick Up function.

4.4.7 Configuration

Selecting **Configuration** will open a dialog for editing the main configuration settings.
See Chapter 6 Configuration for more details.

4.4.8 Help

Selecting **Help** will open the Help file (PDF format).

4.4.9 About

Clicking the About button will open a window showing the installed versions.

- **Info:** Displays the version of OPOS.Cash.
- **Details:** The detail view provides an overview of the installed software and firmware versions, as well as the serial numbers of OPOS.Cash and the connected issuing device. By clicking the Send button this information can be sent by e-mail.

4.4.10 Exit

Selecting **Exit** will close the program OPOS.Cash.

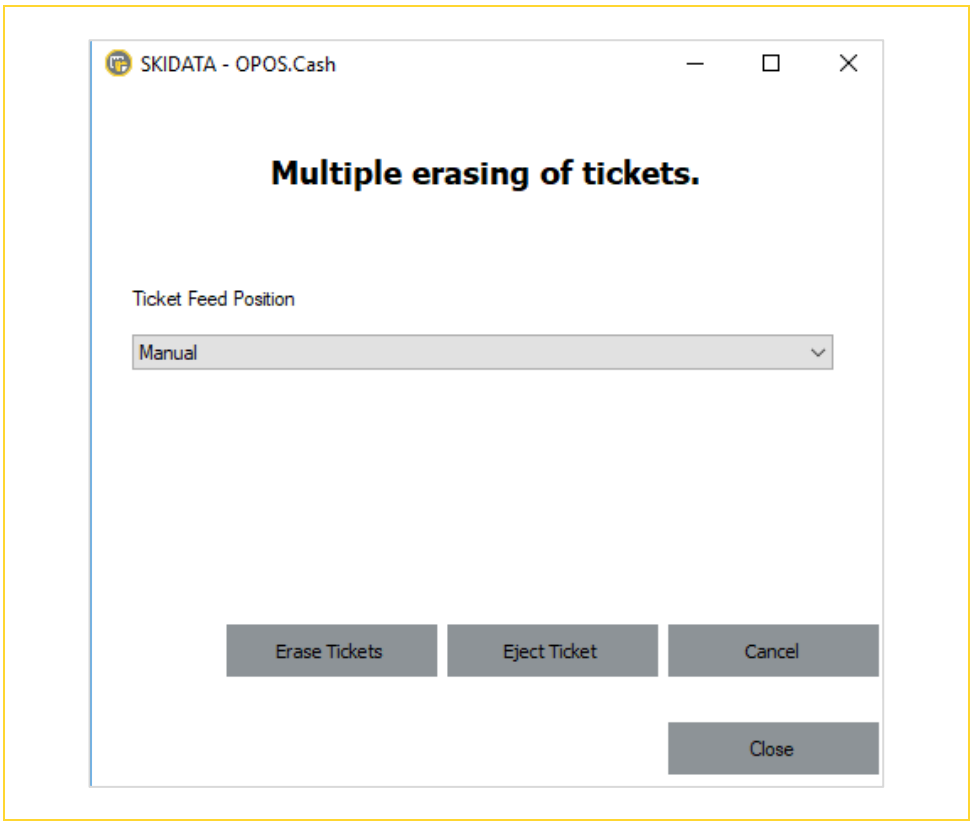
4.5 Function Tool Bar

The tool bar contains buttons for various functions.

4.5.1 Batch Delete

Clicking this icon will open a dialog for erasing tickets.

Abb. 27: Multiple erasing of tickets



This dialog provides the following functions:

- **Ticket intake position:** Drop-down list for defining where tickets should be drawn in for erasing. Clicking a ticket stack will cause all tickets in it to be erased. Activating the Manual option allow you to insert the tickets manually for erasing.
- **Erase tickets:** Starts the erasing process
- **Eject Ticket:** Causes the currently processed ticket to be ejected
- **Cancel:** Terminates the erasing process

The Erase function will remain active until the stack is empty or no more ticket is supplied manually.

4.5.2 Delete

Clicking this button will erase the imprint on a single keycard; this must be supplied manually.

4.5.3 Eject Ticket

Causes the ticket to be ejected. This will cause the printer to eject the previously drawn in ticket.

4.5.4 Pre-Erase

This allows for erasing the label text of multiple tickets. The function will remain active until it is deactivated again. When issued, all keycards will automatically be pre-erased before they are printed.

Hint: While the Pre-Erase function is active, the keycard must be supplied manually two times: once for erasing the keycard's label text, and once for printing and encoding.

4.5.5 Switching to manual feed

Clicking this icon will activate manual ticket feed mode. Note that this function is only available for printers with ticket supply trays. Activating this function will switch from automatic to manual ticket supply; this means that for coding, erasing, etc. all tickets must be inserted manually.

4.5.6 Print shopping basket preview

Clicking this symbol will print a summary of the current shopping basket contents.

Abb. 28: Example shopping basket printout

OPOS.Cash Shopping Basket Preview

1 x	+ 1 Tag SKIPASS - + Erwachsen Valid from:10/19/2023	€ 15.00
1 x	+ 1 Tag SKIPASS - + Kind Valid from:10/19/2023	€ 9.00
		€ 24.00

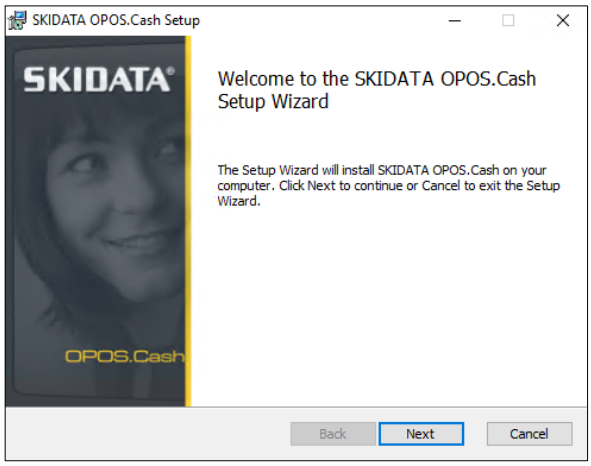
5 Installation

OPOS.Cash can be installed either with a setup wizard (accessible via a link provided by SKIDATA), or a data carrier (CD or USB stick).

Note: Make sure that the coder is not connected to the PC while installing the OPOS.Cash software.

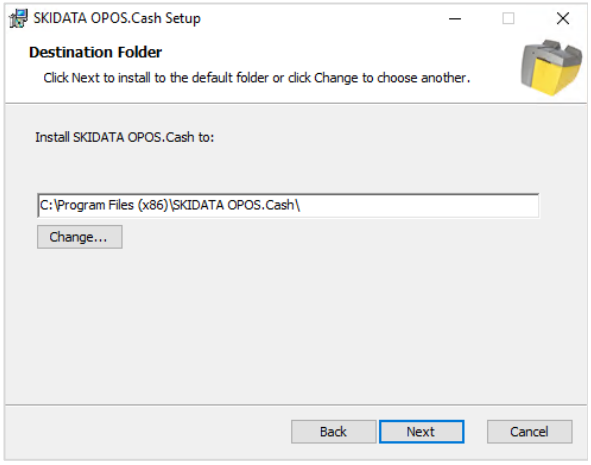
A Setup Wizard will guide you through the installation process. The Setup Wizard will launch in the language of the operating system.

Install via download from www.skidata.com or via data carrier. Install 32bit or 64bit in accordance with your local hardware.



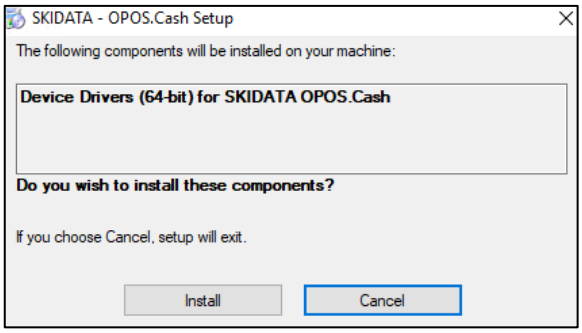
This will bring up the Setup Wizard.

To continue, click **Next**.



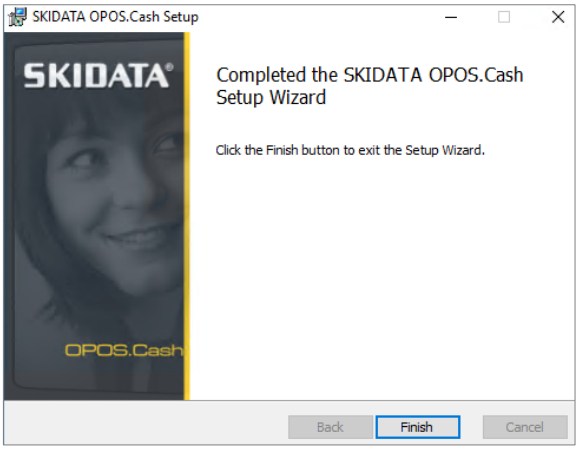
Type a path in the input box or leave the suggested default path.

Click **Next** to continue.



Check all the components that you want to be installed.

Click **Install** to continue.



Wait for the installation to complete, then click **Finish**.

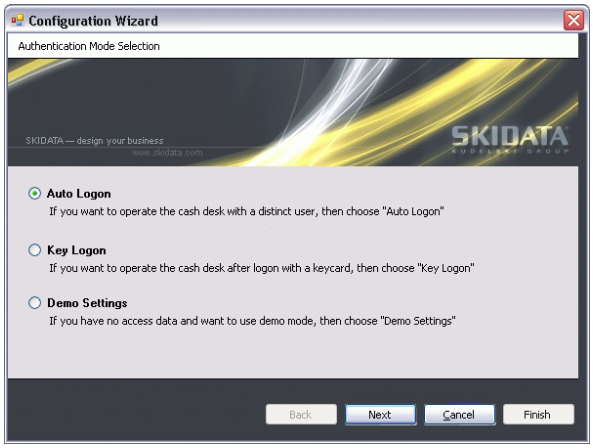
6 Initial Configuration

When installing OPOS.Cash for the first time, the Configuration Wizard will launch automatically.

Hint: The Wizard will launch only if no previous OPOS.Cash version was installed before.

6.1 Configuration Wizard

The Configuration Wizard helps you to configure all the user and connection settings required for operating OPOS.Cash.



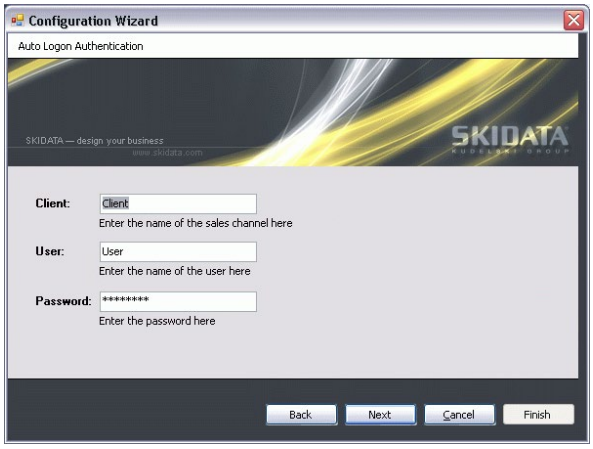
Select your preferred logon option by activating the corresponding checkbox:

Auto Logon: logs the user on automatically with their user credentials when OPOS.Cash starts.

Key Logon: lets the user log on using a Keycard for identification.

Demo Settings: runs OPOS.Cash in demo mode without logging on.

Click **Next to continue.**



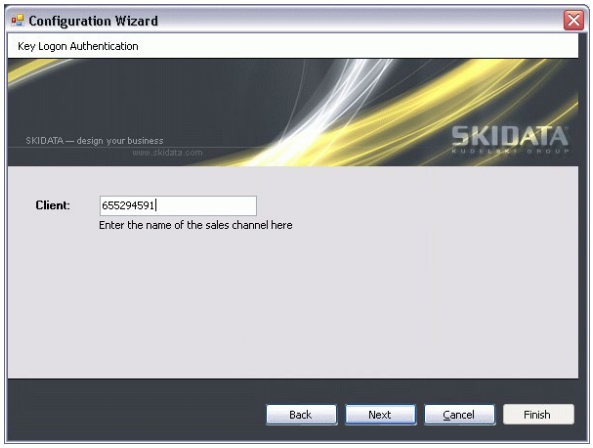
Auto Logon settings:

Client: enter the name of the sales channels.

User: enter the name of the user.

Password: enter the password.

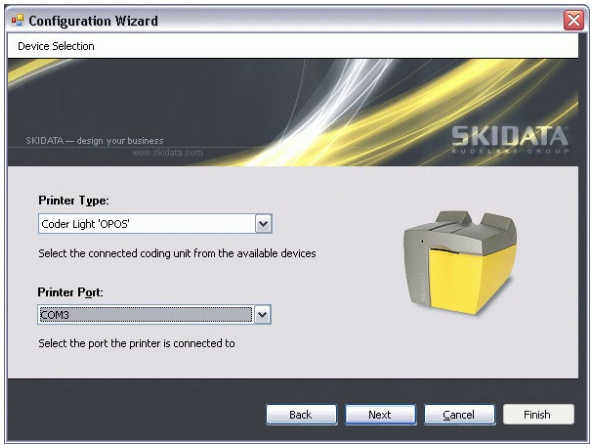
Click **Next to continue.**



Auto Logon settings:

Client: enter the number of the sales channel here.

Click **Next** to continue.

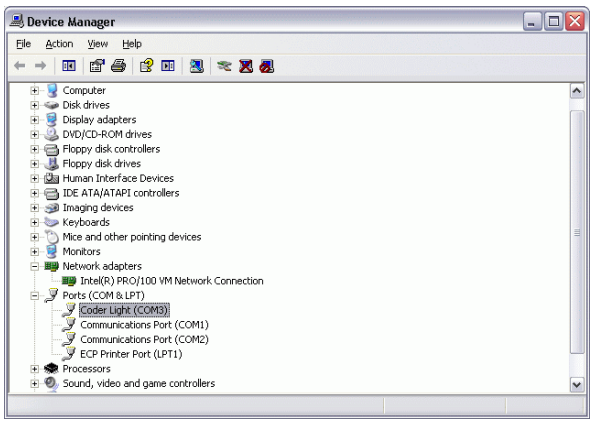


Select a printer from the drop-down list.

Setting the printer port

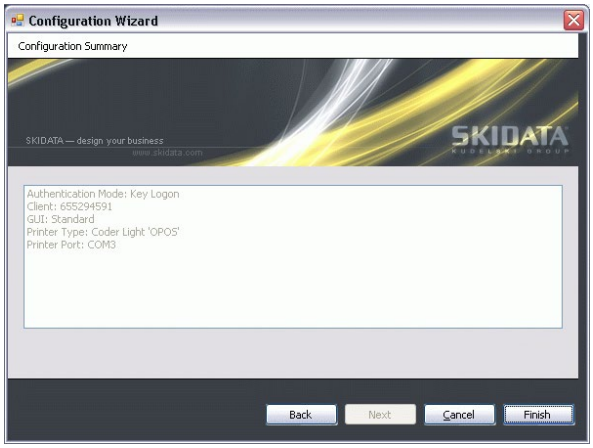
For Coder Light the printer port must be specified manually; for all other models, the port is selected automatically.

The printer port for Coder Light should be selected as follows:



Selecting the printer port for Coder Light
Start Device Manager:
Start – Control Panel – System – Hardware – Device Manager

The port used for the ticket printer is indicated in the Port section f the Device Manager. Click **Next** to continue.



An overview of the configuration of installed components will be shown. To change any of the settings, click **Back**.

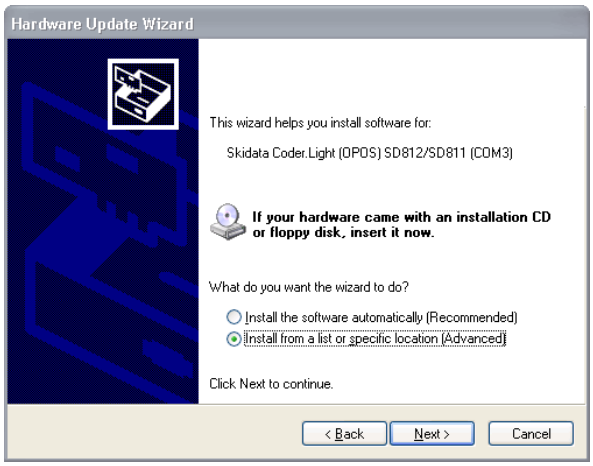
Click **Finish** to complete the configuration.

6.2 Installing USB-based coders

Hint: The driver for the coder is automatically installed together with the OPOS.Cash software. This means you will not have to install any further drivers.

When installing USB-based coders, make sure of the following:

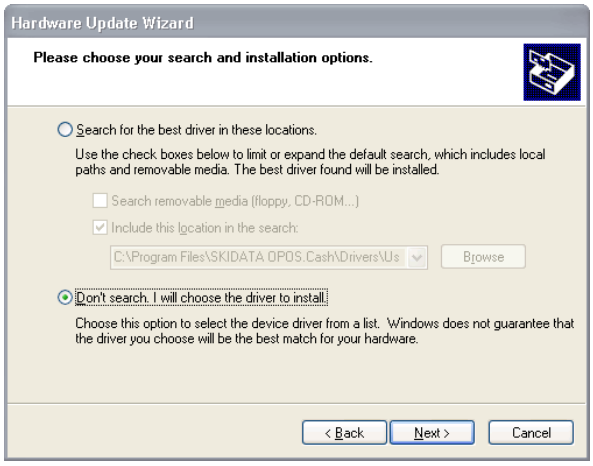
- The coder can be plugged in once the installation of the OPOS.Cash software has completed.
- When connecting the coder, the software will automatically detect it.
- The Hardware Update Wizard will open.



The connected coder will be detected and indicated.

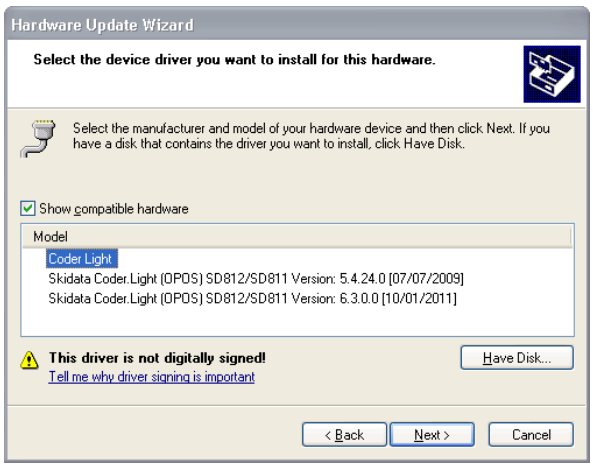
Activate the checkbox **Install from a list of specific location (Advanced)**.

Click **Next** to continue.



Select the **Don’t search. I will choose the driver to install** checkbox.

Click **Next** to continue.



Coder Light will be listed in the **Show compatible hardware** window.

Click **Next** to continue.

This completes the installation of the coder.

The PC may need to restart after the installation.

Hint: The COM port through which Coder Light ‘OPOS’ is addressed (this is required for the OPOS configuration) is indicated in the LPT/COM Ports section of the Device Manager.

6.3 Configuring connections

All configuration settings are programmed via the Configuration Wizard but can be modified later on at any time via Configuration Settings.

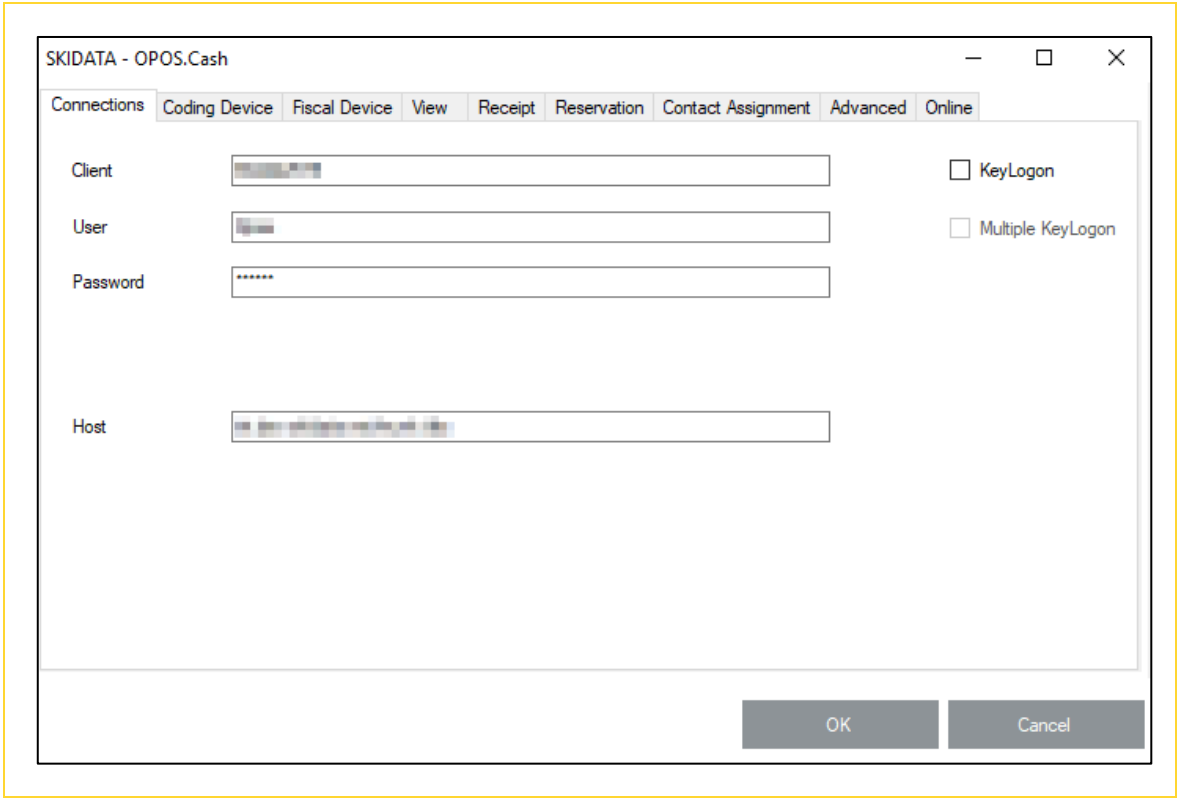
To open the Configuration Settings dialog, do the following:

- SKIDATA Cash Desk GUI: Click **System - Configuration**
- OPOS Standard GUI: Click **Configuration**

6.3.1 Configuration – Connections

The **Connections** tab lists the configuration settings of the connection.

Fig. 29: Configuration – Connections



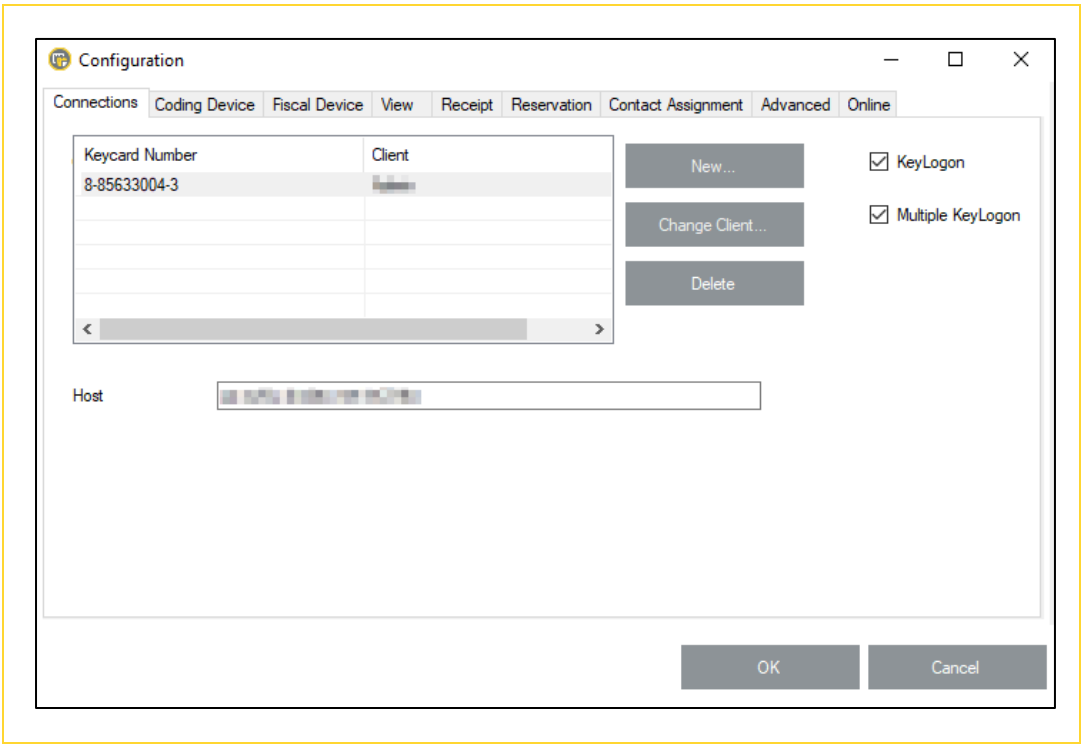
- **Client**: ID No. of the sales channel
- **User:** registered user name
- **Password:** User password
- **KeyLogon:** logon is via Key Logon, i. e. by keycard as a means of identification
- **Multiple KeyLogon**: Multiple logging-on is only available if the KeyLogon option is activated.
- **Host:** Host address

6.3.1.1 Multiple KeyLogon

Multiple KeyLogon assigns a keycard to each individual client. When the user logs on with a keycard, the product catalog of the respective client will be shown.

When this checkbox is activated, another input dialog for defining the client details will be shown.

Fig. 30: Configuration – Connections

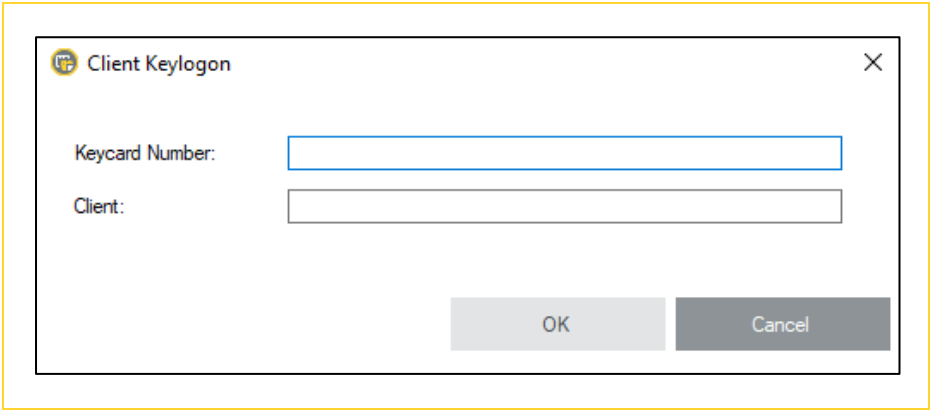


Clicking the **New** button will bring up a dialog for specifying a keycard number and client:

The following functions are available:

- **New:** Creates a new client account and keycard number for logging on.
- **Change:** Allows for modifying the client account and/or keycard number.
- **Delete:** Deletes the client account and keycard number.

Fig. 31: Configuration – Edit client



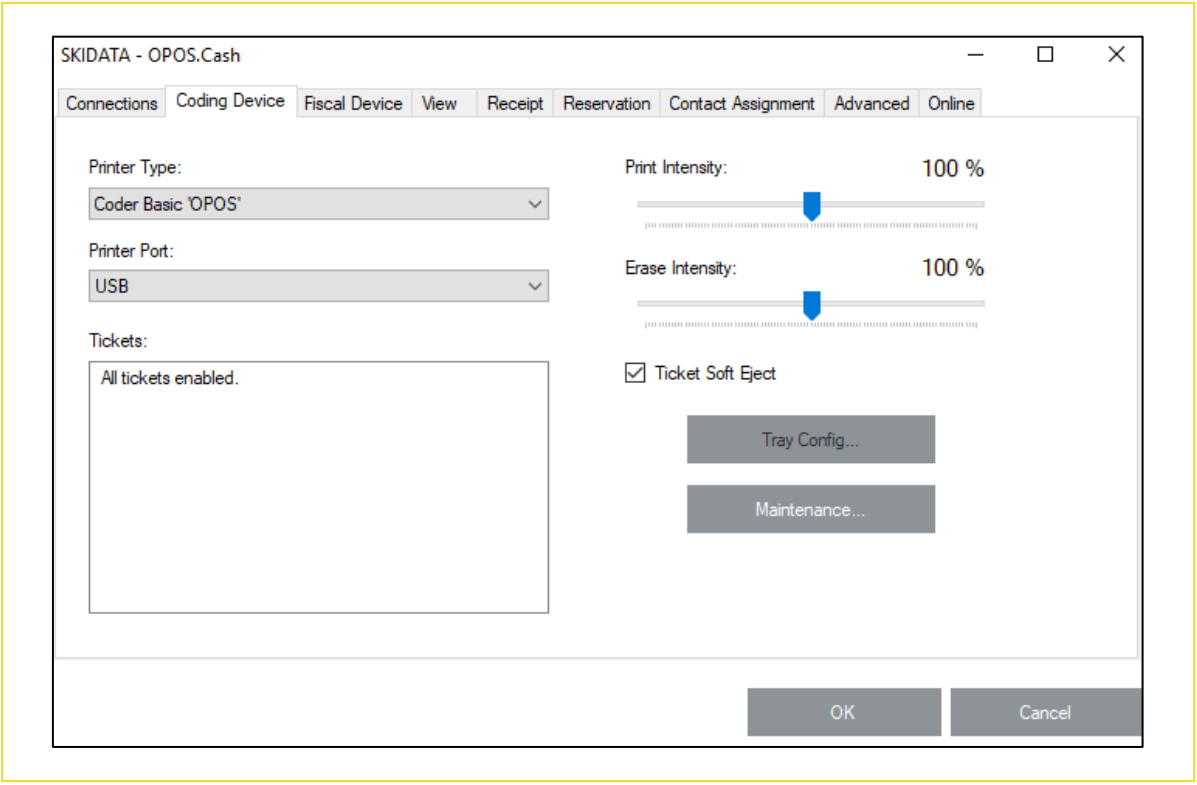
- **Keycard Number:** Enter serial number of the data carrier that will be used for logging on.
- **Client:** Enter the name of the client to whom the sales should be assigned that are made with the specified keycard.

Logging on with the keycard will automatically open the detail view of the specified client. The tickets, packages and articles assigned to the client will be displayed and may be sold. Switching to another client is possible at any time by logging on with the client's keycard.

6.3.2 Configuration – Coding Device

All relevant configuration Coding Device and tickets can be accessed via the **Printer** tab.

Fig. 32: Configuration – Coding Device



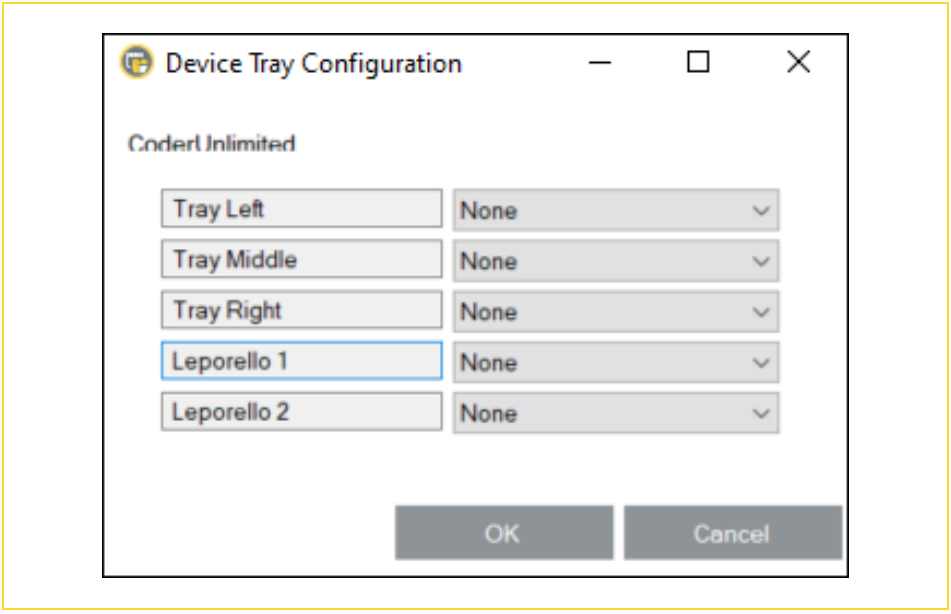
- **Printer Type**
  Here you can select the ticket printer from the drop-down list. The option Manual Serial No. Input allows for pre-selling tickets via manual input of their serial number.
- **Printer Port**
  This specifies the port through which the printer is to be addressed. To check the port used by Coder Light 'OPOS', go to Control Panel – System – Hardware – Device Manager.
- **Tickets**
  This lists all ticket supported for the current Client setting. Tickets can be activated and deactivated by clicking the respective checkbox.
- **Print Intensity/Erase Intensity**
  These values can be adjusted to ensure optimum print and erasure quality of ticket label text. The intensity is set by means of the sliding controllers. **The default value for both printing and erasing is 100%.**

- **Ticket Soft Eject**
  This function is only available with Coder Basic and Coder Unlimited. If this checkbox is activated, the ticket will not be ejected fully, but will remain in the output slot when issued so that it can be taken manually. If this option is not activated, the ticket will be ejected by default.
- **Reset Device:** Causes the device's settings to be reset to their default values.

6.3.2.1 Tray configuration (Coder Unlimited and CO x70 TX only)

This button opens a dialogue for configuring tray-to-ticket allocations.

Fig. 33: Printer Configuration – Tray Configuration

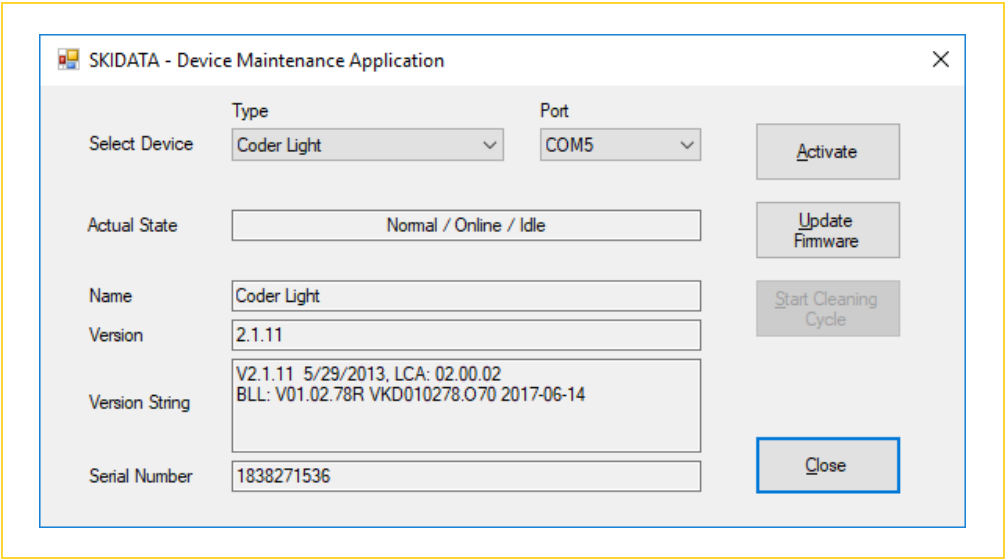


This is where the blank tickets for the single trays and for the Leporello feed can be selected. Options: **keycard / Barcode / None** The trays must be filled with the blank tickets as specified by the tray-to-ticket allocation settings.

6.3.2.2 Maintenance

Clicking this button will bring up a window indicating the device, status, port, name, version, version text and serial number of the connected ticket printer.

Fig. 34: Configuration – Printer-Maintenance

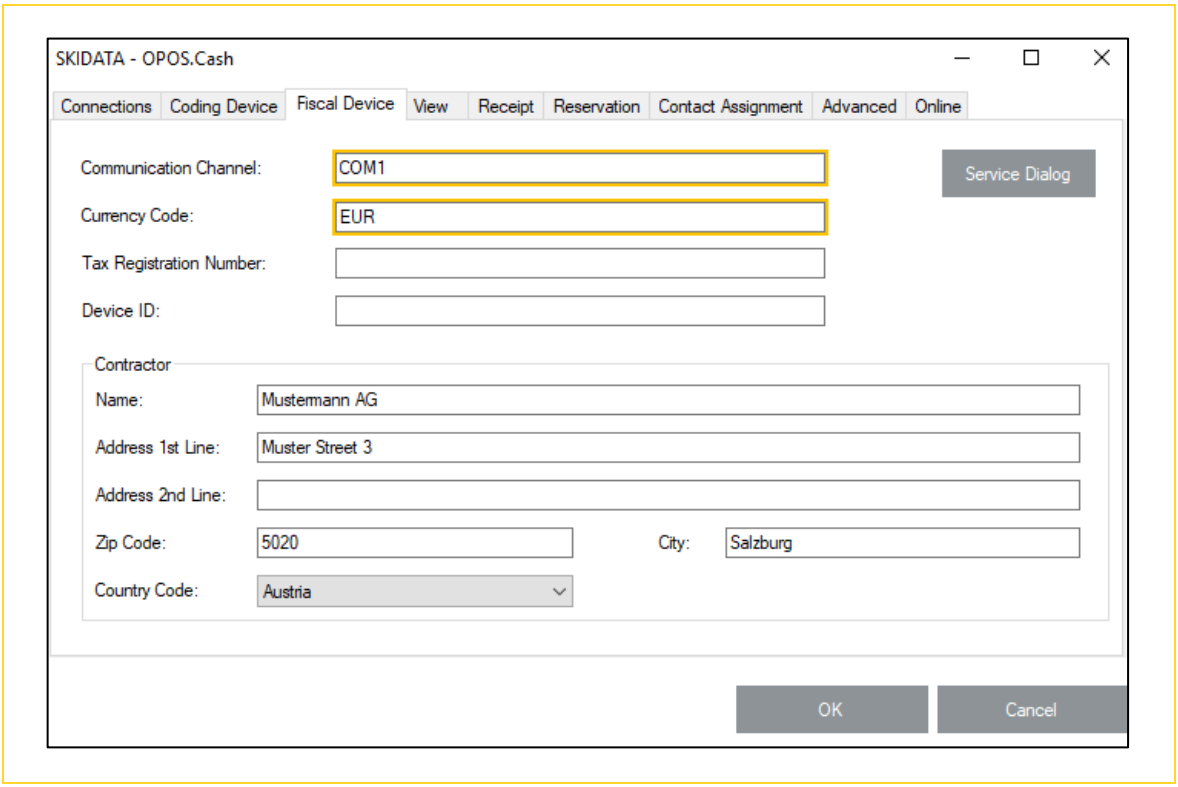


- **Activate**
  This button can only be used when the printer is off-line. In that case, clicking **Activate** will set the printer to on-line mode.
- The **Update Firmware** button allows for running a manual update of the firmware.
- **Start Cleaning Cycle**
  Clicking this button will bring up a dialogue prompting you to insert a cleaning ticket. The cleaning procedure will start once the ticket has been inserted.
- **Close**
  This closes the maintenance dialogue.

6.3.3 Configuration – Fiscal Devices

The **Fiscal Device** tab contains the configuration options of the fiscal printer.

Fig. 35: Configuration – Fiscal Device



- **Communication channel:** specifies the interface port for the fiscal printer.
- **Currency Code:** specifies the currency.

All other settings are optional and can be set as required.

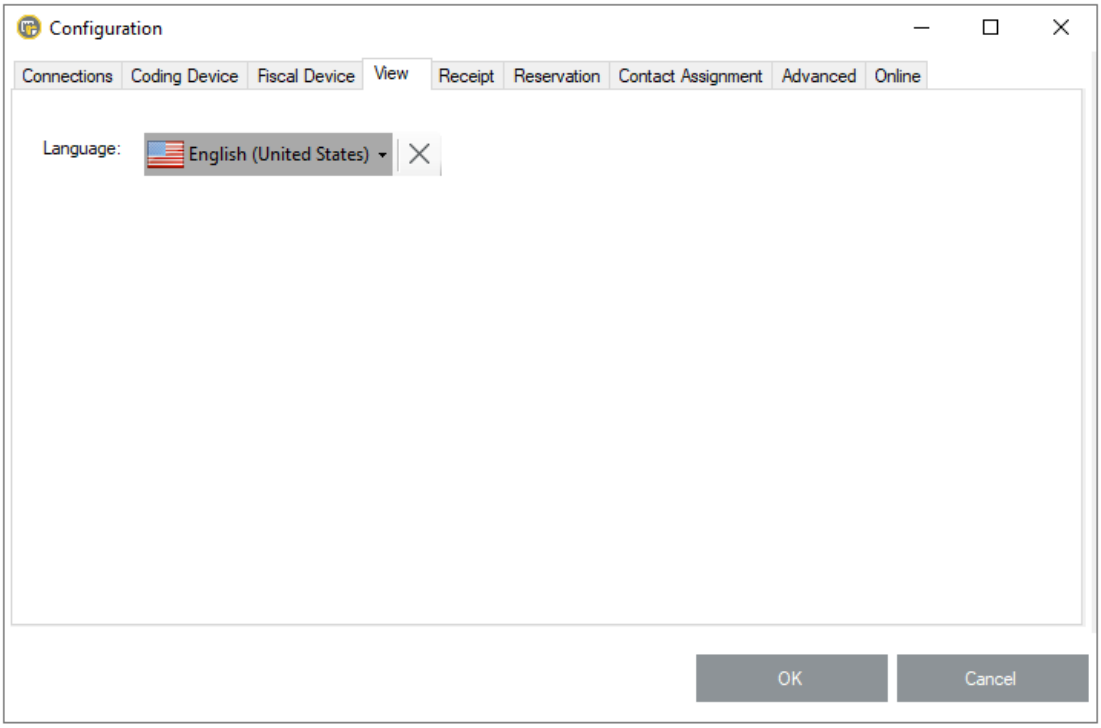
Service Dialog: Clicking this button will bring up a dialog for special settings of the fiscal printer.

Hint: If OPOS.Cash is operated by a contractor, it must also fulfill the Cash Register Directive. Therefore OPOS.Cash has to support the FDI / EFSTA service, by implementing FDI 4.0.0.5, and print the fiscal receipt lines on the receipt.

6.3.4 Configuration – View

On the **View** tab you can set the language and viewing features of OPOS.Cash.

Fig. 36: Configuration – View



Language: lets you select the language for the user interface.

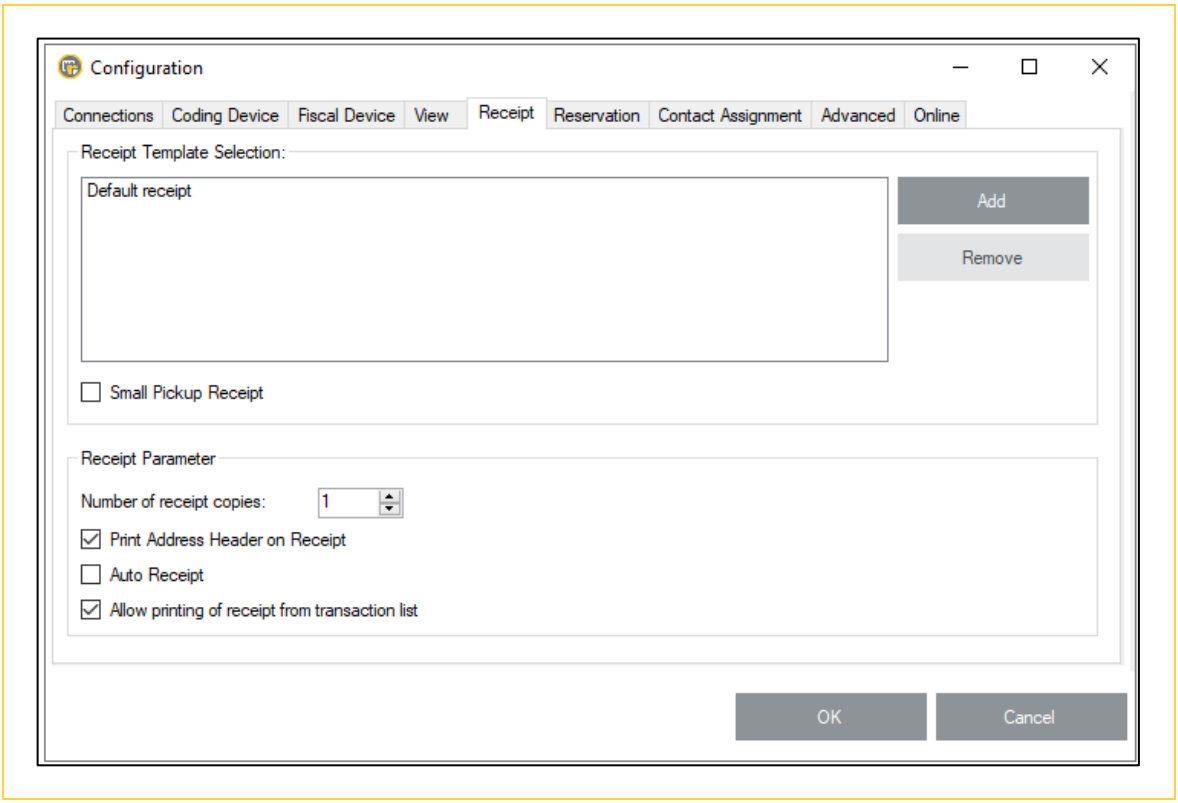
Reset: changes the language selection back to the default setting (i.e., the operating system language).

Hint: Changing the user interface setting will require OPOS.Cash to be re-started.

6.3.5 Configuration – Receipt

On the Receipt tab, you can manage invoice templates and configure relevant invoice settings.

Fig. 37: Configuration – Receipt

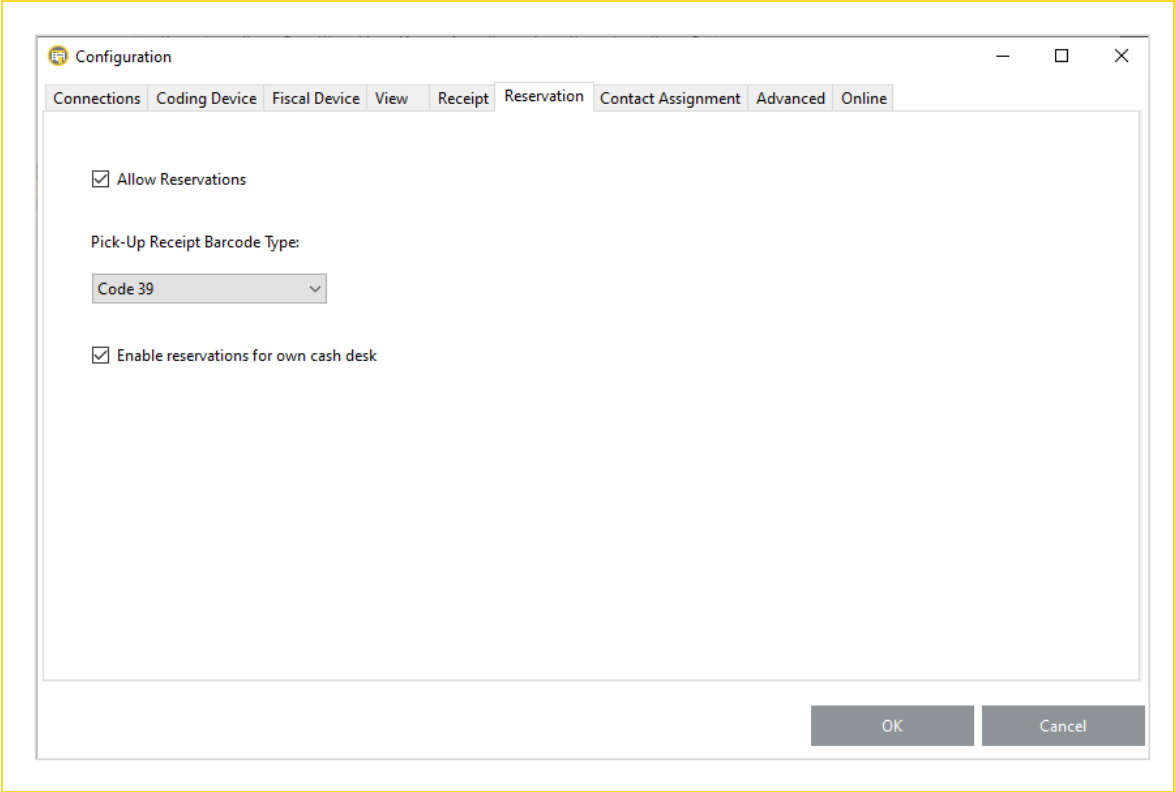


- **Receipt Template Selection:** This lists all receipt templates that are approved for issuing. When concluding a sales transaction, you can click the required template to use it for issuing a sales receipt.
- **Add:** Brings up a window containing all existing receipt templates. Clicking a template and **OK** applies the selection to the current transaction. The following templates are available by default:
  - Default receipt
  - Booking info without tax
  - Contractor receipt
  - Contractor receipt without tax
  - Narrow receipt
  - Receipt without prices
  - Receipt without tax
- **Remove:** Removes the selected receipt template from the list.
- **Number of receipt copies:** Specifies the number of receipts to be issued along with each invoice.
- **Small Pickup Receipt:** When the **narrow receipt** template was selected, the function **Small Pickup Receipt** is sufficient.
- **Print Address Header on Receipt:** If this option is selected, the pre-defined address header will be printed on the invoices.
- **Auto Receipt:** Selecting this option causes a receipt to be issued for each sale.
- **Allow printing of receipt from transaction list:** If the checkbox is active, each transcation action can be printed via the menu ⋮ in the transcation line.

6.3.6 Reservation – Configuration

On the Reservation tab you can specify whether reservations should be allowed and which barcode type should be used.

Fig. 38: Configuration – Reservation



Allow Reservations: Checkbox for activating the reservation function.

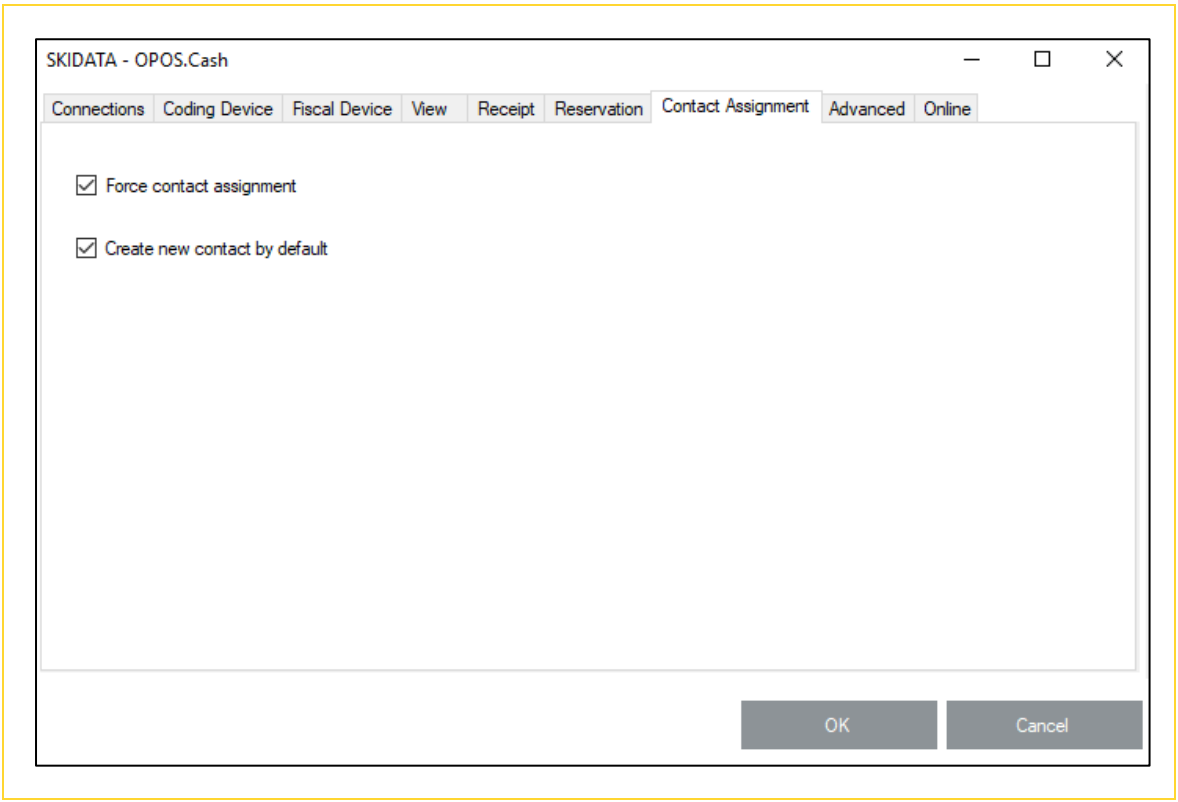
Pick-Up Receipt Barcode Type: Drop-down list for selecting the barcode type to be used for printing the reservation barcode.

Enable reservations for your own cash desk: Checkbox to activate the pick-up function for the cash register. As soon as this checkbox is activated, the function **Reservations for own cash desk is** displayed in the Pickup dialog. This function enables tickets stored for this cash register to be issued multiple times.

6.3.7 Configuration – Contact Assignment

On the Contact Assignment tab you can configure the basic settings for assigning contacts to sales transactions.

Fig. 39: Configuration – Contact Assignment



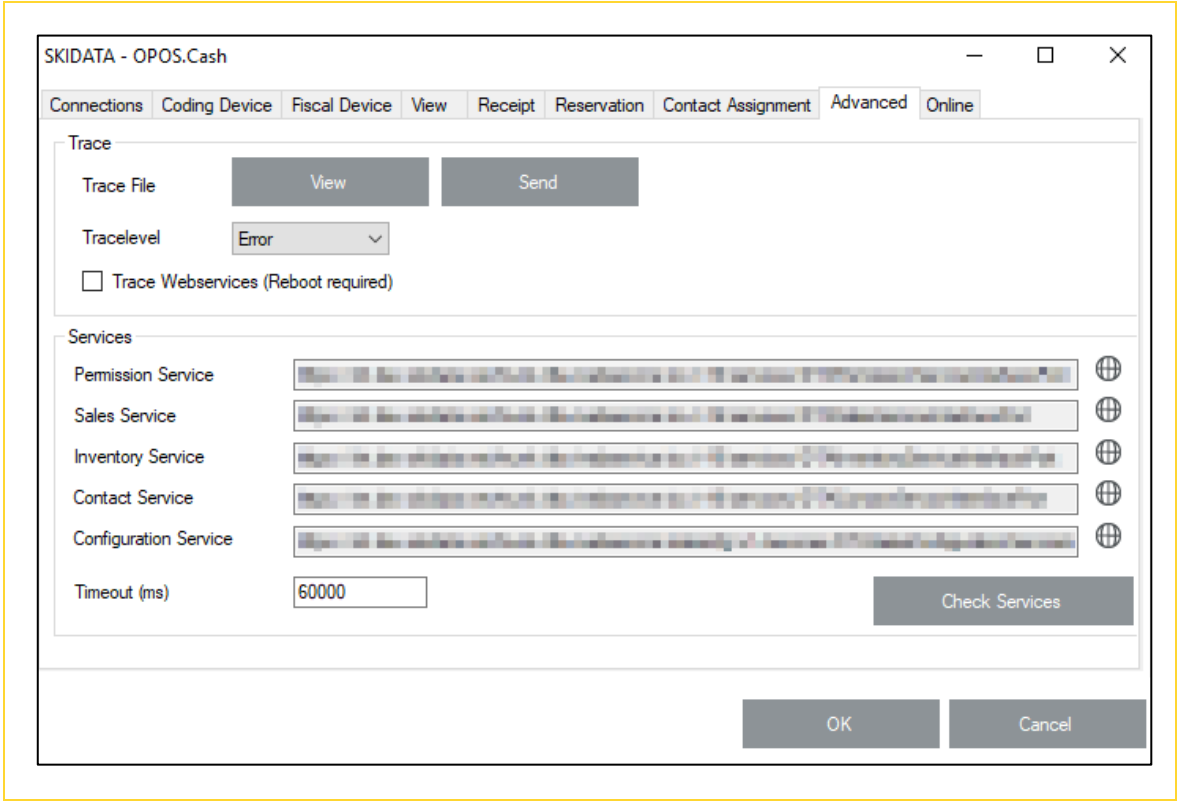
Force contact assignment: This option will cause the Contact Search dialog to open every time a sales transaction is made, allowing you to select the contact to be assigned to the transaction.

Create new contact by default: Activating this option will open the New Contact dialog every time a sales transaction is made, allowing you to add a new contact or photo.

6.3.8 Configuration – Advanced

The **Advanced** tab contains general options for the use of OPOS.Cash.

Fig. 40: Configuration – Advanced



- The Trace log is recorded automatically. It can be opened and viewed by clicking the **View** button and sent to the previously defined address by clicking the **Send** button. The address is automatically retrieved from the system during the installation.
- **Print Address Header on Receipt**: The address header is automatically retrieved from the ski system and printed on the receipt.
- **Trace Level**: Defines the events to be recorded in the Trace log. Depending on the options selected, the following events are logged:
  - **Errors:** errors only (default setting)
  - **Warnings:** all warnings and errors
  - **Information:** all information, warnings and errors
  - **All:** all events
- Permission Service, Sales Service, Inventory Service Contact Service and Configuration Service are connection parameters that are applied automatically after the installation.
- **Timeout:** if the program does not receive a response within this time, the transaction is cancelled, and a corresponding error message is displayed. The time is given in milliseconds; the default is 6000 ms (= 6 seconds).
- **Check Services:** Performs a test of all connections; a positive result is indicated by the following symbol:

6.3.9 Online Configuration

These details may only be input or changed by SKIDATA technicians.