



A guide to modifying your Till in FLEX from Optinet.

Prepared by Chris Gray – chris.gray@optinetuk.com

Introduction

The Till module within FLEX is very simple to use, however its simplicity comes down to being properly setup. Whilst this will normally have been done for you, it is easy to change and update features yourself. This help file details how to add and update Till buttons, and on overview of the tabs within the **General** section.

Payment Methods, NHS Vouchers, Sales Groups, Dispensing Fees, VAT

These tabs will have been checked on your training day and should not need amending. The online help system lists all these pages and their functions in more detail, please visit <http://help.optinetuk.net>

Discounts

There is a Discounts button on the Till which maps back to this tab. Various Discounts can be set to be taken off the balance owing at the Till, and some example discounts have been entered below. Simply double-click and fill out the "free-text" boxes accordingly.

Each **Discount** has an **ID** automatically created for it. The **Amount** can be added, along with a **Description**. If the **Percentage** check-box is ticked, the discount applied will be the Amount as a percentage not pounds.

Discounts can be marked as active or inactive. This allows discounts to be created in advance and then activated when they are needed e.g. Christmas or Summer 2 for 1 promotion. Simply check the box in the **Active** column to turn discounts on and off.



ID	Description	Amount	Percentage	Active
12	Newspaper Offer Discount	10.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13	Summer Sale Offer	20.00	<input type="checkbox"/>	<input type="checkbox"/>
14	2nd Pair Discount	20.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To delete a Discount, right click on the one selected and press **Delete**.

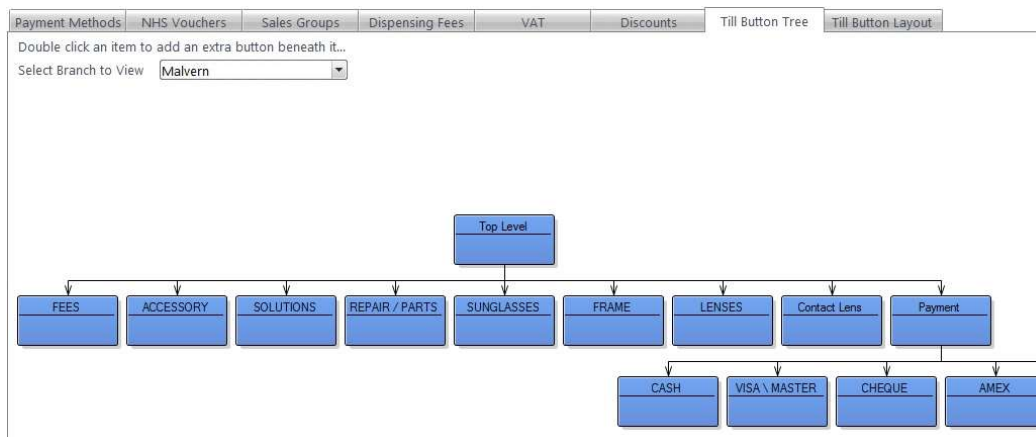
Petty Cash Groups

When [Petty Cash](#) is entered onto the system, a Petty Cash Group can be chosen. This will calculate VAT automatically. Click into a new row to enter a **Description** and the **VAT Rate**.



Description	VAT Rate
Office Stationary Vatable	20.00
Canteen	0.00
Post	0.00
Misc.	0.00
Cleaner	0.00
Shop Equipment Vatable	20.00
Incentives	0.00
Welfare Vatable	20.00
Refund	20.00
Refund No VAT	0.00
Total Expenses	0.00

The **Till Button Tree** allows users to update the buttons which appear on the Till and their hierarchy. The example till tree is shown below. Whether you have multiple branches or not, you will have to select your practice from the **Select Branch to View** menu.



Double-click on a button to update its function. To add a new button, press the button on the level above where it should appear. The dialogue box below comes up:



Add / Modify: See next page: the page is broadly similar for either action.

Delete: Asks you if you really want to delete the button.

Cancel: Gets rid of the box.

Add / Modify Till Button

The screenshot shows the 'Edit Till Button - Optomap' dialog box. It has a title bar with 'Flex™' and window controls. Below the title bar are 'Save' and 'Cancel' buttons. The dialog is divided into three sections: 'Button Description', 'Button Action', and 'Action Options'. In the 'Button Description' section, there are three dropdown menus: 'Button Title' (set to 'Eject Drawer'), 'Button Background Colour' (set to 'Thistle'), and 'Text Colour' (set to 'Black'). To the right of these is a preview button labeled 'Eject Drawer'. In the 'Button Action' section, there is an 'Action' dropdown menu that is open, showing a list of options: 'Open Drawer', 'Find Item by Sales Group', 'Go to Next Level', 'Open Drawer' (highlighted), 'Price Check', 'Sell Stock Item', and 'Take Payment'. In the 'Action Options' section, there are four dropdown menus: 'Take payment using', 'Voucher Option', 'Find by Sales Group', and 'Sell this stock item'. To the right of these is a 'Chip & Pin' icon.

Button Description:

Change the **title** of the button and the **background / text** colours.

Button Action:

Tells the button what to do.

Button Action (drop-down):

Tells the button what to do.

Find Item by Sales Group - activates the **Find by Sales Group** drop-down in the **Action Options**- see below.

Go to Next Level - goes to the next level down within the item.

Open Drawer - creates a button which allows a Till drawer to be opened (when connected via a Receipt Printer). Some setup is also required within [PC Settings](#) for this.

Sell Stock Item - activates the **Sell this stock item** drop-down in the **Action Options** - see below.

Take Payment - activates the **Take payment using** drop-down in the **Action Options** - see below.

Price Check - creates a button which allows a barcode to be entered and a price checked before selling. Does not activate anything in **Action Options**.

The **Action Options** field available will automatically appear depending on the **Button Action** specified above.

Take Payment Using will ask for the type of payment (Cash, Cheque, Visa etc.), including NHS Voucher, which can be set below. See also [Payment Methods](#)

Voucher Option allows and NHS voucher to be assigned, or can ask the user to select one from the list upon transaction.

Find by Sales Group (options set in [Sales Groups](#)) will bring up the Sales Group specified and items can be added to the Receipt.

Sell Stock Item allows a specific item to be sold.

To change the location of a button, click to **Till Button Layout**. The position number is shown and the button can be moved.

To refresh your buttons when you get back to the Till, press the "Top Level" button and the changes will be actioned.

Please see our separate guides for help with **Corporate** and **Loyalty**.

To make FLEX open the Till, you need to do two things:

- 1) As detailed above, create a new button with the action "Open Drawer".
- 2) The Eject command must be entered in Menu – Setup – System - PC Settings.

This should be ASCII values separated by a +. For the EPSON TMT88V, enter 27+112+48+55+121