

## Configuring and Using a Honeywell / Metrologic ID Scanner



Focus



Genesis

Cash Register Express and Restaurant Pro Express are compatible with a special version of the Honeywell / Metrologic Focus and Genesis scanners which are able to read information off of Drivers Licenses for age verification purposes. This document will go through how to configure the scanners, set up CRE/RPE to read the scanner properly, and finally how to use the scanner with CRE/RPE.

## Programming the Scanner

In order to program the scanners to work correctly with CRE/RPE we have included special programming barcodes below. Simply scan the appropriate barcode and the scanner will be configured correctly to work with our software.

Print this document and scan the below barcode to auto-program the Honeywell / Metrologic Focus 1690.



The scanner is now programmed to work correctly with CRE/RPE.

Print this document and scan the below barcode to auto-program the Honeywell / Metrologic Genesis 7580.



The scanner is now programmed to work correctly with CRE/RPE.

## Configuration in CRE/RPE

First, you need to enable an inventory item to check for the ID when added to the invoice.

1. Select **Manager/Options** (enter credentials) > **Administrative > Inventory Maintenance**
2. Find your item that will need an ID prompt, and check **Check ID Before Selling**. **Check ID #2 Before Selling** can also be checked if it applies, which will be explained in the sections below.

Next, you need to make sure that CRE/RPE is setup to prompt for a birthday when selling an item. The option you will set will allow you to set the minimum age allowed for the sale of the item you previously checked before.

3. Select **Manager/Options** (enter credentials) > **Setup > Setup Screen**
4. Select the **Inventory** tab and check the **Check ID – Birthday Prompt**
5. Below this option, you will see **Level 1 – Age, Level 2 – Age, Level 1 – Prompt, Level 2 – Prompt**. You will enter the age you would like in both levels and the prompts the cashier will see when scanning an item that requires an ID check.
6. When finished with your selections, hit **Update** to save your changes.

## Explanation on Check ID – Birthday Prompt and the Level 1 and Level 2 fields:

After you select **Check ID – Birthday Prompt** you will notice that there are two levels with empty fields: **Level 1** and **Level 2**. These fields create the required ages. These are also the fields that relate to the inventory item that you checked for either **Check ID Before Selling** or **Check ID #2 Before Selling**.

### For Example:

If you place **21** for Alcohol in the **Level 1** – that means when the inventory item checked for **Check ID Before Selling** is scanned, it will prompt for you to check the ID of the customer and if the customer is 21 years or older, the item can be sold to them.

If you place **18** for cigarettes in the **Level 2** field, that means that an item checked for **Check ID #2 Before Selling** will look for a birthday that is either 18 years or older.

How the Levels relate to the inventory options:		
Level 1 – Age	→	Check ID Before Selling
Level 2 – Age	→	Check ID #2 Before Selling

The screenshot shows the 'Setup Screen' window with the 'Hardware' tab selected. The 'Page 2' tab is active, and the 'ID Scanner' section is highlighted with a red box. The 'ID Scanner' section has two radio buttons: 'None' (selected) and 'Metrologic Focus \ Genesis Imager'. Other sections include 'Caller ID', 'Scale Weight Formatting', 'Coin Dispenser Port', and 'Bump Bar'. The 'Update' button is visible at the bottom.

Now, you need to enable CRE/RPE to recognize the specific ID Scanners.

7. Select **Manager/Options** (enter credentials) > **Setup > Setup Screen**
8. Select the **Hardware** tab, then **Page 2**
9. Under **ID Scanner**, select **Metrologic Focus/Genesis Imager**
10. Select **Update** to save changes

CRE/RPE is now configured correctly to use your ID Scanner.

## Granting/Denying an Employee the Permission to Bypass the Birthday Prompt

The screenshot shows the 'Employee Maintenance' software interface. At the top, it says 'General Information For: Feras' with a 'Keyboard' button. Below this are various input fields for Department, Employee ID (01), Password, Display Name (POSUSER), and Hourly Wage (\$0.00). There are also checkboxes for 'Take CC Tips in Cash at End of Shift', 'Disable this Employee', 'Require Clock-In Before Login', and 'Administrative Card Access'. The interface has several tabs: 'Permissions', 'Personal Info', 'Job Codes & Wages', and 'Store Associations'. Under the 'Permissions' tab, there are three pages: 'Page 1', 'Page 2', and 'Page 3'. On 'Page 3', there is a list of permissions. The 'Override ID Scan' permission is highlighted with a red box and has a dropdown menu set to 'No'. Other permissions include 'Delete Sent Items', 'End Cash Transactions', 'End Account Transactions', and 'Force Checks', all with dropdown menus set to 'Yes'. At the bottom, there is a search bar for 'Employee ID' and a description: 'Ability for a manager to manually type a birthday for verification when an ID scanner is being used.' There are also several buttons: 'Add Employee', 'Save Changes', 'Job Code Setup', 'Time Clock Management', 'Previous', 'Next', 'Help', 'Duplicate', 'Delete', and 'Exit'.

The birthday prompt can be bypassed by an employee whose permission for **Override ID Scan** is set. With the employee granted permission, they will be able to select **SKIP** when prompted for the customer's birthday.

To set this permission, follow these steps:

1. Select **Manager/Options** (enter credentials) > **Administrator > Employee Maintenance**
2. Select **Functionality** category on the left, then **Page 3**. You will see this permission on the bottom of the list.
3. After selecting the appropriate permission, save your changes and exit the Employee Maintenance screen.

## Adding a Customer's Info by Scanning a License

In customer maintenance you can create a customer and input all of their address and contact information by simply scanning the license.

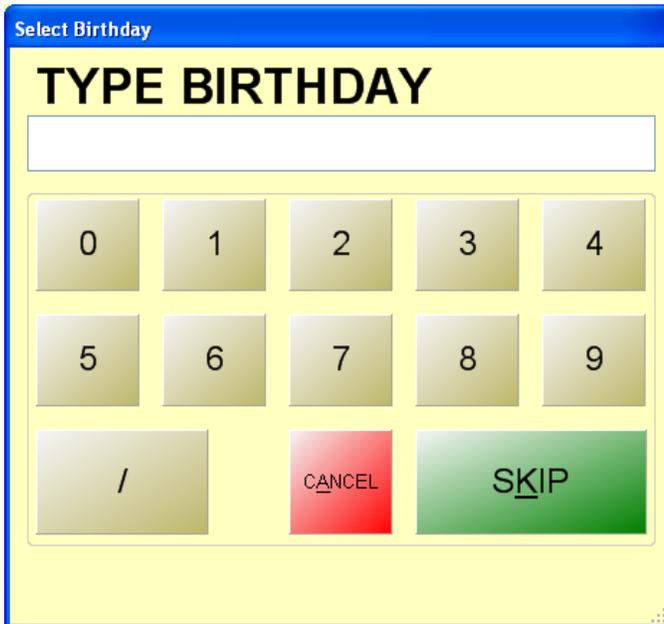
To do so, follow these steps:

4. Select **Manager/Options** (enter credentials) > **Administrator > Customer Maintenance**
5. Select **Add** so you can create a new customer then on the top left, select **Scan License**
6. After selecting the appropriate permission, save your changes and exit the Employee Maintenance screen.

When you select **Scan License**, a popup screen will appear prompting you to scan the license.

7. All fields will be filled for the Customer's name, address, and contact information
8. Select **Save** when you are finished adding the customer

## Selling an Item that Requires the Checking of ID

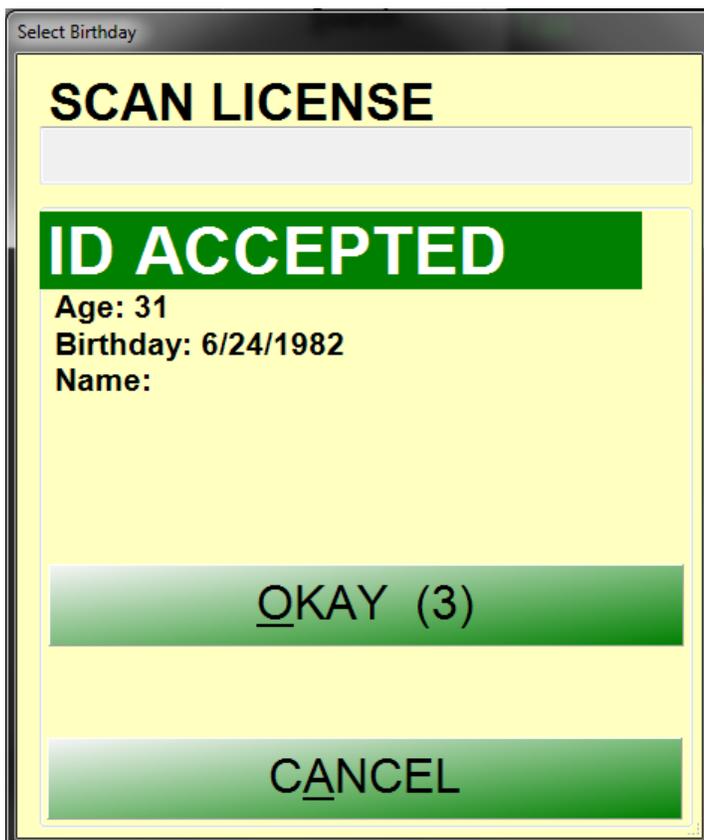


The image shows a software dialog box titled "Select Birthday" with a blue header. The main area has a yellow background and is titled "TYPE BIRTHDAY". At the top is a white text input field. Below it is a numeric keypad with buttons for digits 0-9, a forward slash (/), a red "CANCEL" button, and a green "SKIP" button.

While scanning items requesting an ID check, a box will appear like the image to the left.

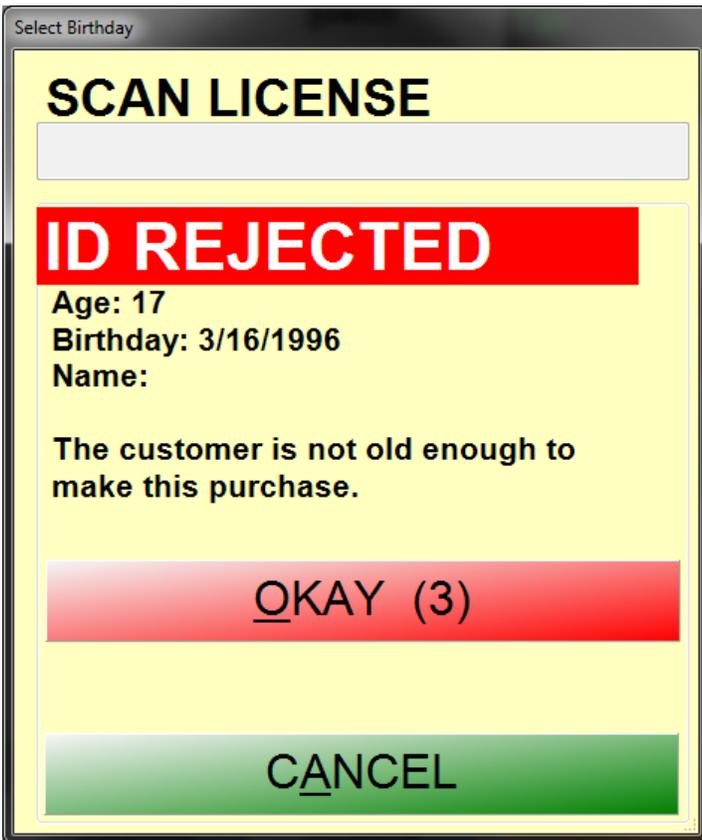
Within this prompt, you can either manually enter the birth date or you can scan the license with your ID Scanner.

If the employee's permission is set to **Yes** or **Override**, the employee will be able to **Skip** this box.



The image shows a software dialog box titled "Select Birthday" with a grey header. The main area has a yellow background and is titled "SCAN LICENSE". At the top is a greyed-out text input field. Below it is a green banner with the text "ID ACCEPTED" in white. Underneath, the following information is displayed: "Age: 31", "Birthday: 6/24/1982", and "Name:". At the bottom are two large green buttons: "OKAY (3)" and "CANCEL".

If the customer's birth date is **ACCEPTED**, you will receive a box like in the image to the left.



If the customer's birth date is **REJECTED**, you will receive a box like in the image to the left.