Weight Scale Usage Guide
Non Weight Embedded: RPE

These instructions will walk you through the different ways a Weight Scale can be used within RPE.

For a list of compatible weight scales please see:

http://faq.pcamerica.com/hardware/weight-scales

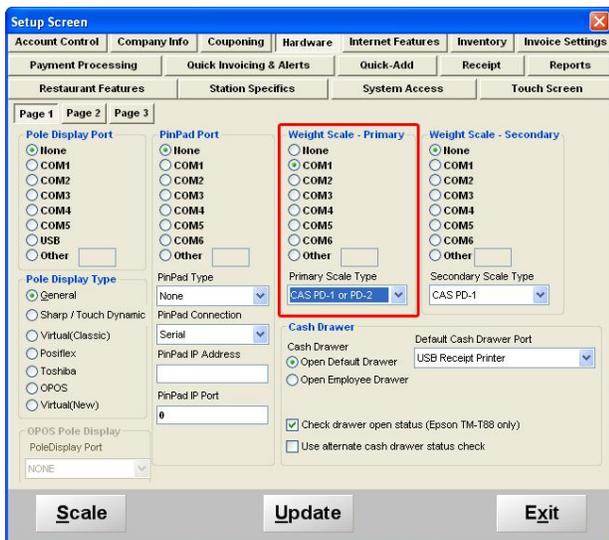**Using RPE w/ a Weight Scale connected directly to the POS**
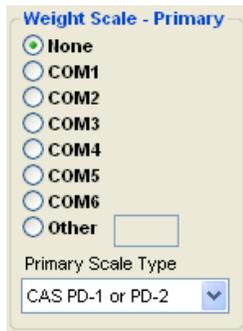
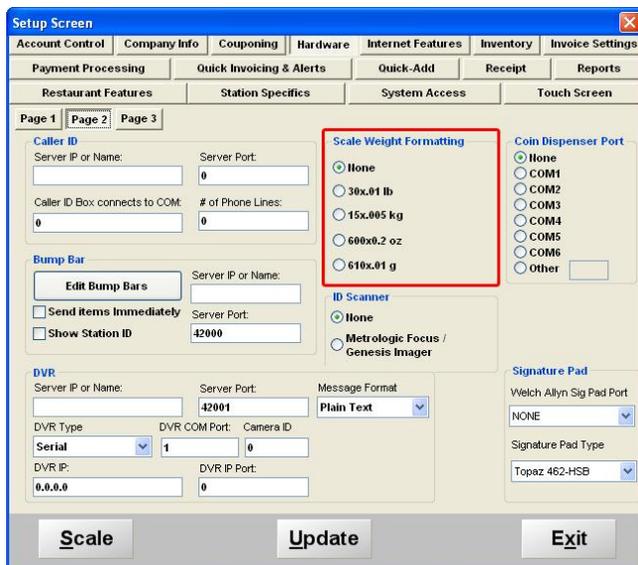|	
	1. Select the **Manager** or **Options** button. 2. Enter the administrator password (default: admin) where applicable. 3. Select **Setup** then, **Setup Screen**.

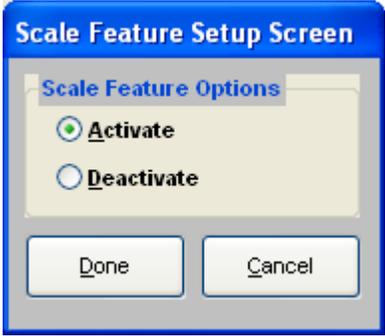|	
	4. You will want to select the appropriate port inside of the **Setup Screen's Hardware tab** which will prompt you to enter an **optional tare amount** (e.g. the weight of the bag that the items are in).
	• **Weight Scale - Primary** - Select which communications (serial) port your weight scale is connected to (you will be prompted to enter an optional Tare amount). If there is no Weight Scale present, select **None**. • **Primary Scale Type** - Use the dropdown to select which type of scale is connected to your computer.
	5. Make a selection for the **Scale Weight Formatting** option on **Page 2** of the **Hardware Tab**.

Scale Weight Formatting ● None ○ 30x.01 lb ○ 15x.005 kg ○ 600x0.2 oz ○ 610x.01 g	**The scale you will be interfacing into the software will determine which selection is made below:** • **None** - Select this option if no scale is present. • **30x.01 lb** - Select this option if the scale that is being connected uses lb (pound) formatting. • **15x.005 kg** - Select this option if the scale that is being connected uses kg (kilogram) formatting. • **600x0.2 oz** - Select this option if the scale that is being connected uses oz (ounce) formatting. • **610x0.1 g** - Select this option if the scale that is being connected uses g (grams) formatting. **Note**: Before making a selection here please be sure to setup either your **Primary or Secondary Scale**.
Scale	• Select **Scale**.
Scale Feature Setup Screen **Scale Feature Options** ● Activate ○ Deactivate [Done] [Cancel]	• Select **Activate**. • Select **Done**. • Select **Update**. • Select **Administrative** then **Inventory Maintenance**.

6. When a weight scale is connected directly to the POS, the **Auto-Weigh** feature inside of Inventory Maintenance should be used on ALL items that need to be weighed. When this option is enabled for an item, RPE automatically takes the weight from one of the supported scales without the cashier having to manually tell the scale to weigh them (when enabling this option you will be prompted to enter an optional Tare amount).

7. On the Additional Info tab, the Scale Item Type should be **Weighed on Scale** The **Price you charge** for this item should be the cost per each unit (i.e. $5.00 per pound).

- **Scale Item Type**:

  - **Sold by Piece** - This option will sell the item as a regular item, and will deduct one from stock each time one is sold.

  - **Weighed on Scale** - This option requires the item to be weighed on a scale.

  - **Weighed with Tare** - This option requires the item to be weighed on a scale, and will include the tare amount configured when setting up the scale.

  - **Barcoded** - This option is used with **Price Embedded Barcodes**. For more information please see:

  http://faq.pcamerica.com/file-lockers/pdf-locker/Price_Embedded_Barcodes.pdf
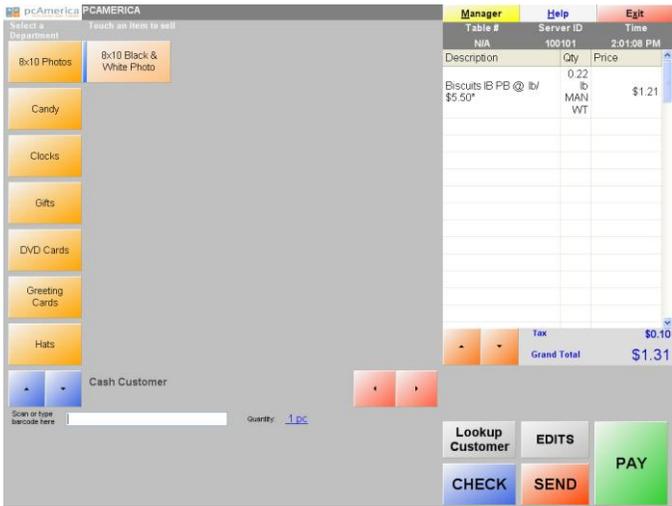
8. When using the Touch Screen Invoicing buttons to ring up this weighable item, RPE will automatically weight the item and adjust the Cost depending on the weight on the scale. Notice the **Biscuits IB PB** item is $5.50/lb, but when weighing only 0.22lb's the total Cost is $1.21.

Using RPE with NO Weight Scale connected directly to the POS

	1. When a weight scale is NOT connected directly to the POS, the **Auto-Weigh** feature inside of Inventory Maintenance should be unchecked.
	2. For ALL items that need to be weighed. However, the Scale Item Type must remain as **Weighed on Scale**.
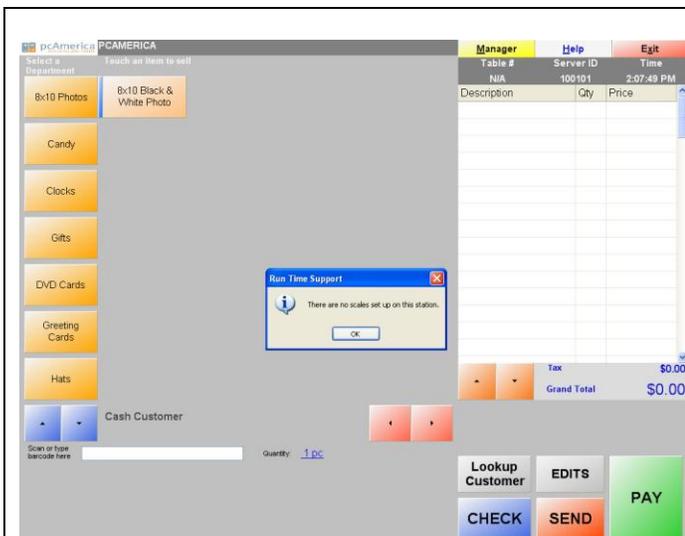
3. When a weight scale is NOT connected directly to the POS, the user will first have to manually enter the weight of the item, and then choose the item from the Touch Screen Invoicing buttons. To do this they will have to touch inside of the Quantity section of the Retail Invoice Screen. (A message currently appears that states **There are no scales set up on this station**, Select **OK**).

4. The following screen will ask the user to enter a Tare; A tare refers to the weight of the container, which you should not charge the customer for. (Select 0, if the item is not weighed inside of a container or one that will not affect the pricing of the item).

5. Once you have selected the appropriate Tare, it will prompt for a Quantity. This quantity refers to the weight of the item that is going to be rung up. Enter the appropriate weight (typically received from the user's scale that is not connected to the POS. Notice the value inside of the Quantity section.
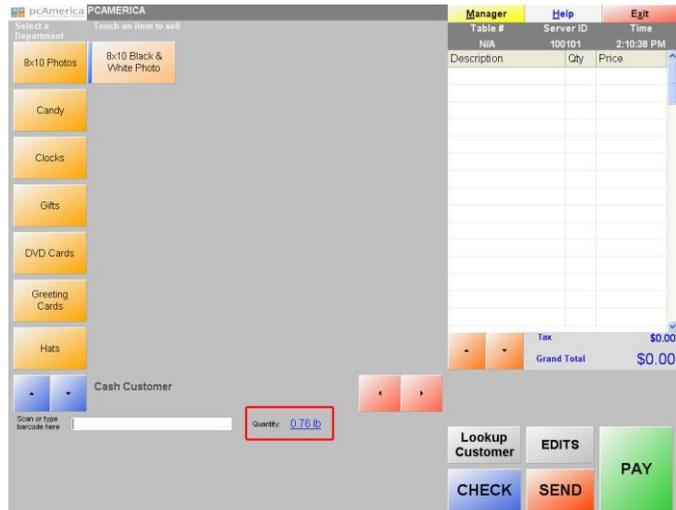
Enter quantity:

0.76

6. Once the weight of the item has been entered correctly inside of the Quantity section, choose the corresponding item using the Touch Screen Invoicing buttons.