

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

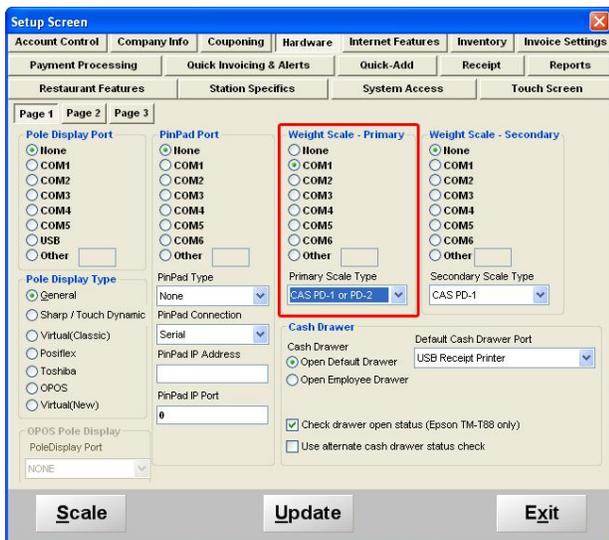


Manager

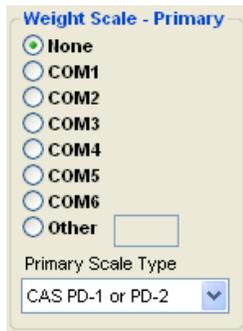


Options

1. Select the **Manager** or **Options** button.
2. Enter the administrator password (default: admin) where applicable.
3. Select **Setup** then, **Setup Screen**.



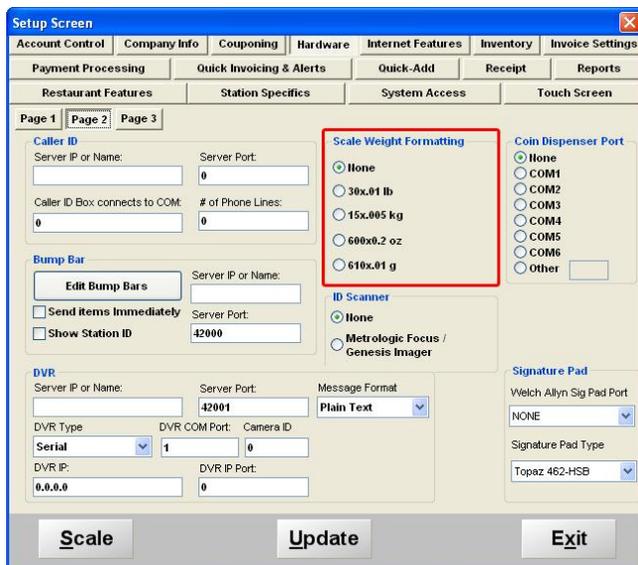
- You will want to select the appropriate port inside of the **Setup Screen's Hardware tab** which will prompt you to enter an **optional tare amount** (e.g. the weight of the bag that the items are in).



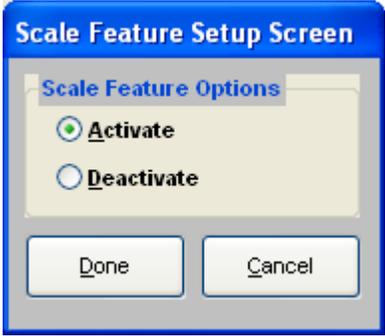
- Weight Scale - Primary** - Select which communications (serial) port your weight scale is connected to (you will be prompted to enter an optional Tare amount).

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.



- Make a selection for the **Scale Weight Formatting** option on **Page 2** of the **Hardware Tab**.

| | |
|---|---|
|  <p>The screenshot shows a dialog box titled "Scale Weight Formatting" with five radio button options: "None" (selected), "30x.01 lb", "15x.005 kg", "600x0.2 oz", and "610x.01 g".</p> | <p>The scale you will be interfacing into the software will determine which selection is made below:</p> <ul style="list-style-type: none"> • 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. <p>Note: Before making a selection here please be sure to setup either your Primary or Secondary Scale.</p> |
|  <p>A rectangular button with the text "Scale" in a bold, black font.</p> | <ul style="list-style-type: none"> • Select Scale. |
|  <p>The screenshot shows a dialog box titled "Scale Feature Setup Screen" with a sub-section "Scale Feature Options" containing two radio button options: "Activate" (selected) and "Deactivate". At the bottom are "Done" and "Cancel" buttons.</p> | <ul style="list-style-type: none"> • Select Activate. • Select Done. • Select Update. • Select Administrative then Inventory Maintenance. |

Inventory Maintenance
Item: Biscuits IB PB Print Labels Keyboard

Department for this Item: **Pastries** Cost: **\$0.00000** Tax
Item Number: **110026** Price You Charge: **\$5.5000** Tax 2
Description: **Biscuits IB PB** Price with tax: **\$5.94** Tax 3
2nd Description: Bar Tax
In Stock: **0** Click to Select Picture

Optional Info Pending Orders Properties Notes Modifiers Price Levels
Ordering Info Special Pricing Matrix Sales History Recipe Printers

Options Additional Info Online Attributes

Bonus Points: **0** # Barcodes: **0** Alternate SKUs: Tag Along Items:
Commission: % of Gross Profit: **0.0%**

Location:
Unit Size: **0** Unit Type:

Modifier Item Disable this Item Foodstampable
 Exclude from Account Limit Prompt Quantity Auto-Weigh
 Check ID Before Selling Prompt Price Use Serial/Batch #
 Check ID #2 Before Selling Allow Buyback Special Permission
 Count This Item Print on Receipt

Search by Item Number: Profit%: **0%** Retail Discount: **0%** Gross Margin: **100.0%**

Previous Look up Next Help Duplicate Delete Exit Add Item Save Transfer Instant PO

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).

Inventory Maintenance
Item: Biscuits IB PB Pizza Setup Print Labels Keyboard

Department for this Item: **Pastries** Cost: **\$0.00000** Tax
Item Number: **110026** Price You Charge: **\$5.5000** Tax 2
Description: **Biscuits IB PB** Price with tax: **\$5.94** Tax 3
2nd Description: Bar Tax
In Stock: **0** Click to Select Picture

Optional Info Pending Orders Properties Notes Modifiers Price Levels
Ordering Info Special Pricing Matrix Sales History Recipe Printers

Options Additional Info Online Attributes

Prompt Completion Date Exclude From Loyalty Plan **Scale Item Type** Discount Type (Retail Only)
 Prompt Invoice Notes Print Ticket Sold by Piece Percent
 Prompt Description Scale Single Deduct Weighed on Scale General Ledger Number
 Sell 'As Is' Allow Returns Weighed with Tare
 Require Customer Liability Item Barcoded
 Prompt for Description Over Allow on Deposit Invoices Never Print in Kitchen
 Allow on Fleet Card Days Valid: **0**
 Display Tax in Price

Search by Item Number: Profit%: **0%** Retail Discount: **0%** Gross Margin: **100.0%**

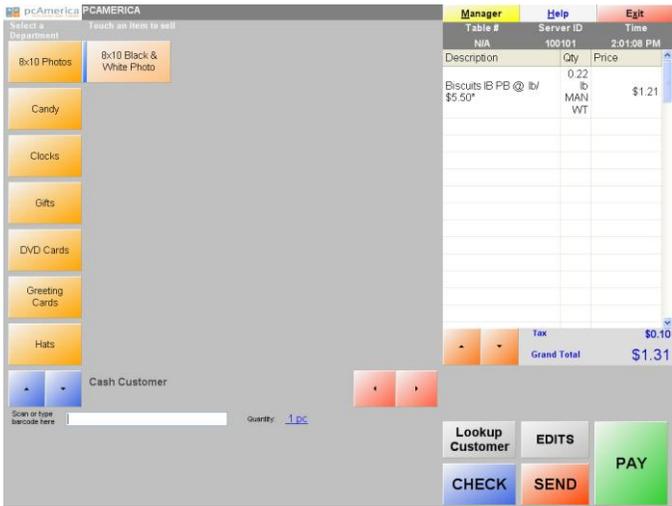
Previous Look up Next Help Duplicate Delete Exit Add Item Save Transfer Instant PO

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](http://faq.pcamerica.com/file-lockers/pdf-locker/Price%20Embedded%20Barcodes.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

Inventory Maintenance
Item: Biscuits IB PB Pizza Setup Print Labels Keyboard

Department for this Item: Pastries Cost: \$0.00000 Tax
 Item Number: 110026 Price You Charge: \$5.5000 Tax 2
 Description: Biscuits IB PB Price with tax: \$5.94 Tax 3
 2nd Description: # In Stock: 0 Bar Tax

Optional Info Pending Orders Properties Notes Modifiers Price Levels
 Ordering Info Special Pricing Matrix Sales History Recipe Printers

Options Additional Info Online Attributes

Bonus Points: 0 # Barcodes: 0 Alternate SKUs: Tag Along Items:
 Commission: % of Gross Profit: 0.0%

Modifier Item Disable this Item Foodstampable
 Exclude from Account Limit Prompt Quantity Auto-Weigh
 Check ID Before Selling Prompt Price Use Serial/Batch #
 Check ID #2 Before Selling Allow Buyback Special Permission
 Count This Item Print on Receipt

Search by Item Number Profit%: 0% Retail Discount: 0% Gross Margin: 100.0%

Buttons: Previous, Look up, Next, Add Item, Save, Transfer, Instant PO, Help, Duplicate, Delete, Exit

1. When a weight scale is NOT connected directly to the POS, the **Auto-Weigh** feature inside of Inventory Maintenance should be unchecked.

Inventory Maintenance
Item: Biscuits IB PB Pizza Setup Print Labels Keyboard

Department for this Item: Pastries Cost: \$0.00000 Tax
 Item Number: 110026 Price You Charge: \$5.5000 Tax 2
 Description: Biscuits IB PB Price with tax: \$5.94 Tax 3
 2nd Description: # In Stock: 0 Bar Tax

Optional Info Pending Orders Properties Notes Modifiers Price Levels
 Ordering Info Special Pricing Matrix Sales History Recipe Printers

Options Additional Info Online Attributes

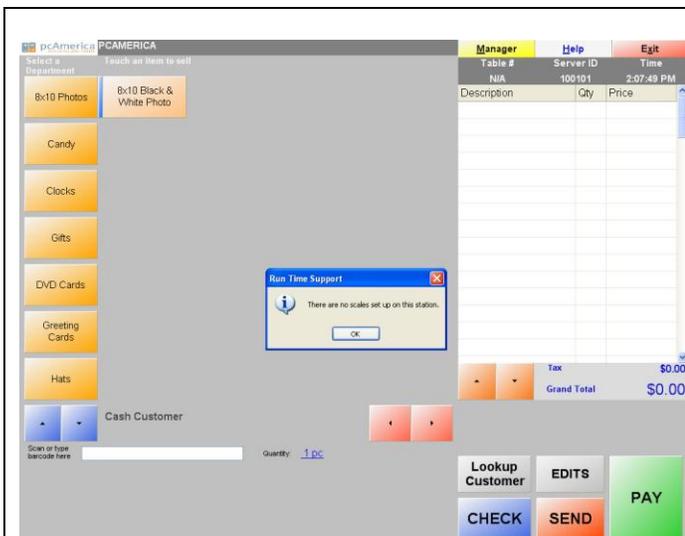
Prompt Completion Date Exclude From Loyalty Plan **Scale Item Type**
 Prompt Invoice Notes Print Ticket Sold by Piece Weighed on Scale
 Prompt Description Scale Single Deduct Weighed with Tare
 Sell 'As Is' Allow Returns Barcoded
 Require Customer Liability Item Never Print in Kitchen
 Prompt for Description Over: \$0.00 Allow on Deposit Invoices Days Valid: 0
 Allow on Fleet Card Display Tax in Price

Discount Type (Retail Only): Percent
 General Ledger Number:

Search by Item Number Profit%: 0% Retail Discount: 0% Gross Margin: 100.0%

Buttons: Previous, Look up, Next, Add Item, Save, Transfer, Instant PO, Help, Duplicate, Delete, Exit

2. For ALL items that need to be weighed. However, the Scale Item Type must remain as **Weighed on Scale**.



- 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**).



- 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).

- 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.

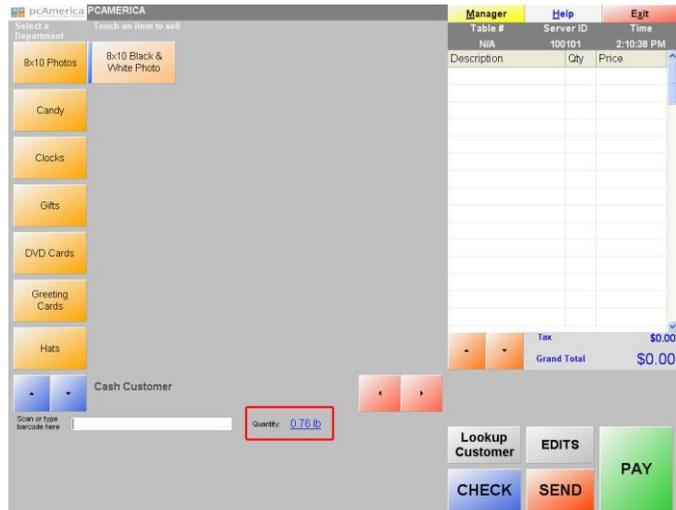
Enter quantity:

0.76

| | | |
|---|---|-----|
| 7 | 8 | 9 |
| 4 | 5 | 6 |
| 1 | 2 | 3 |
| . | 0 | +/- |

Clear Cancel

OK



| Manager | Help | Exit |
|---------------------------------|-------------------------|------------|
| Table # | Server ID | Time |
| N/A | 100101 | 5:59:45 PM |
| Description | Qty | Price |
| Biscuits 1B PB @ lb/ \$5.50* | 0.76 lb MAN WT | \$4.18 |
| | | |
| | | |
| | | |

- 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.