

Back Office Settings

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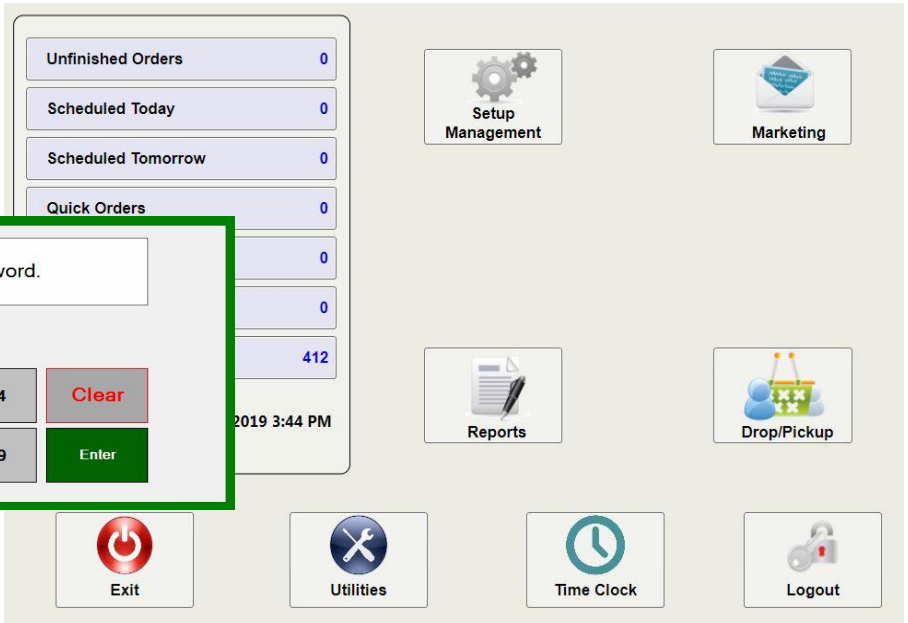
1. To access back office settings, click Setup Management from the main screen.

2. At the prompt enter password and "Enter".



Please Enter Your Password.

0	1	2	3	4	Clear
5	6	7	8	9	Enter

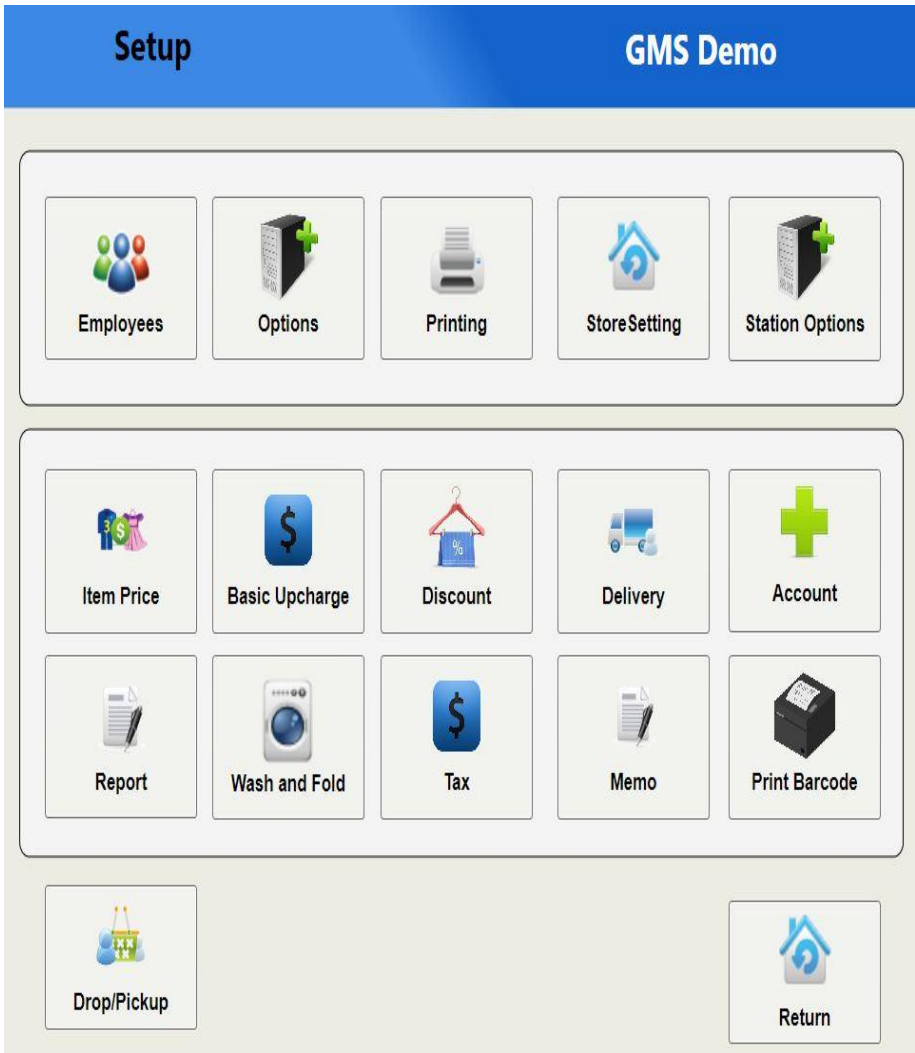


Unfinished Orders 0
Scheduled Today 0
Scheduled Tomorrow 0
Quick Orders 0
412
2019 3:44 PM

Setup Management Marketing
Reports Drop/Pickup
Exit Utilities Time Clock Logout

Setup

1. **Employee** – add /edit employees
2. **Options** – turn on / off various settings
3. **Printing** – use **Station Options** instead.
4. **Store Settings** – enter store information
5. **Station Options** – individual station options such as printers and credit card terminals
6. **Item Price** – set / edit item or service prices
7. **Basic Upcharge** – set / edit upcharge items
8. **Discount** - preset discounts and set surcharge
9. **Delivery** – view delivery routes
10. **Account** –view and print account statements
11. **Reports** – view various reports concerning your business
12. **Tax** – set tax rates
13. **Memo** – create memos
14. **Print Barcode** – for printing custom barcodes



Setup GMS Demo

Employees Options Printing StoreSetting Station Options
Item Price Basic Upcharge Discount Delivery Account
Report Wash and Fold Tax Memo Print Barcode
Drop/Pickup Return

Store Settings

1. Enter store information
2. Click Save

Setup**GMS Demo**

Business Name :

Business Phone :

Address :

City / State / Zip

Website :

Cancel

Save

Return

Employees

1. Click New to add new employee
2. Enter Name and Password for this employee
3. Choose Employee Level
4. Click Others tab to assign specific privileges for this employee
5. Click Add to save
6. Select employee and click Delete to remove employee from system

GeneralOthers

Name

Password

Default Employee

Employee Level

- Owner
- General Manager
- Manager
- Cashier

New

Add

Delete

Return

Station Options

You can set options for each station in multi-station setting

1. Machine ID – station identifier. Use unique identifier for each station.
2. Invoice Printer Name - enter the exact name of the printer installed in Windows.
3. Tag Printer Port – 0 for no tag printer, S1 for com port 1, S2 for com port 2.
4. Tag Printer Model – Enter supported tag printer model, SP700.
5. Swiper IP – IP address of credit card terminal
6. Swiper Port – leave at 10009 (default setting)
7. Swiper Integration – 1 for integration enabled. 0 for no integration.

No.	Description	Value	Comment
1	machineID	01	
2	InvoicePrinterName	kp	
3	tagPrinterPort	0	
4	tagPrinterModel	Star700S	
5	swiperIP	192.168.1.48	
6	swiperPort	10009	
7	swiperIntegration	1	

Up
Down

Cancel
Save
Return

Options

- Line 2. DueDay – enter numerical value. Default pick up date from drop off date.
- Line 3. DueDayTime – default pick up time.
- Line 4. DueDayTime_Sat – default Saturday pick up time.
- Line 5~8. Business Hour – Enter business hours. It will print at bottom of receipt.
- Line 9. Check Password – checks for login password for every transaction.
- Line 16~19. Enter sender’s email address information.

No.	Description	Value
2	DueDay	2
3	DueDayTime	5:00 PM
4	DueDayTime_Sat	4:00 PM
5	Business Hour1	
6	Business Hour2	
7	Business Hour3	
8	Business Hour4	
9	Check Password	False

Line 21. Print Address – Prints customer’s address on receipt.
 Line 22. Coupon Amount – enter numerical value. This will be the coupon amount.
 Line 23. Coupon Option – Percent or Amount for coupon.
 Line 24. Coupon Minimum – minimum amount to be spent before coupon can be applied.
 Line 25. Coupon Expires – when coupon expires
 Line 26. No of Drop Invoices – number of invoices to print for drop off.
 Line 27. No of Edit Invoices – number of invoices to print for edited invoice.
 Line 28. No of Quick Invoices – number of invoices to print for Quick Drop.
 Line 29. No of QuickEdit Invoices – number of invoices to print for Quick Edit.
 Line 30. Ask for Tag - prompt to print tags
 Line 31. Show Keyboard – shows virtual keyboard.
 Line 32. No of Shirt Invoices – 0 for no invoice, 1 for one invoice, 2 for two invoices
 Line 33. Source – source of program destination
 Line 34. Destination – back up destination.
 Line 36. SMS Racking – choose when, where to send text to customer after racking.
 Line 39. Keyboard – select type of virtual keyboard layout.
 Line 40. Name Search – display Name Search field
 Line 41. Phone No on Inv – phone number format to print on invoice.
 Line 42. Total on Inv – display combined total or dry cleaner and laundry total separately
 Line 43. Print Business Hours – option to print business hours
 Line 44. Print Employee ID – print employee information on invoice.

No.	Description	Value
21	Print Address	2
22	Coupon Amount	10
23	Coupon Option	P1
24	Coupon Minimum	10
25	Coupon Expires	30
26	No of Drop Invoices	2
27	No of Edit Invoices	1
28	No of Quick Invoices	2
29	No of QuickEdit Invoices	2
30	Ask for Tag	0
31	Show Keyboard	1
32	No of Shirt Invoices	1

No.	Description	Value
33	Source	c:\Global\
34	Destination	d:\backup\
36	SMS Racking	0
37	Data Transfer	0
39	Keyboard	1
40	Name Search	0
41	Phone No on Inv	0
42	Total on Inv	1
43	Print Business Hours	1
44	Print Employee ID	1

Line 45 ~ 52 applies to credit card integration. However, lines 49, 50, 52 can be ignored.

Line 45. Comm Type – default value is 1 for TCP/IP

Line 46. Destination IP – IP address of credit card terminal.

Line 47. Destination Port – 10009

Line 48. Timeout - -1

Line 49. CreditCard Integration – 1 to enable credit card integration.

Line 53~55 Condition Message – these messages print at bottom of the invoice.

No.	Description	Value
45	Comm Type	1
46	Destination IP	192.168.0.39
47	Destination Port	10009
48	TimeOut	-1
49	BaudRate	9600
50	SerialPort	1
51	CreditCard Integration	1
52	Merchant ID	0
53	Condition Message1	Price Does Not Include ...
54	Condition Message2	
55	Condition Message3	

Line 59. Default Starch – assign default starch level for the entire customer

Line 60. Same Day Option – extra charge type for same day pick up option

Line 61. Same Day Surcharge – enter percent or amount for same day surcharge

Line 62. Individual as Default – default item view

Line 63. Print One Option – enable to allow to print one copy of invoice by pressing “1” and print.

Line 64. No of Household Invoices – 1 to enable. Additionally print separate invoices for Household items.

Line 65. Copied for Delivery – enable to print extra invoice for delivery.

Line 66. Edited Date – option to print original drop off date or latest invoice edited date.

Line 67. Default Payment Type – pre-select default payment type.

Line 68. Default Option Panel – default option screen to show (Fabric, Color, Full Upcharge)

Line 69. Auto Rack Print – automatically prints rack #.

No.	Description	Value
59	Default Starch	0
60	Same Day Option	0
61	Same Day Surcharge	0
62	Individual as Default	0
63	Print One Option	1
64	No of Household Invoices	0
65	Copied for Delivery	0
66	Edited Date	1
67	Default Payment Type	1
68	Default Option Panel	0
69	Auto Rack Print	0

Line 70~73 Endline – prints at the bottom of the invoice
 Line 73. Blank Lines for Customer – leaves space on customer copy invoice to write notes.
 Line 74. Blank Lines for Store - leaves space on store copy invoice to write notes.
 Line 75. Pickup Direct – enables program to go directly to pick up screen after scanning invoice barcode.
 Line 76. No of Shirt Box Invoices – number of shirt box invoices to print.
 Line 78. Conveyor – enable conveyor integration with ACF.
 Line 79. Conveyor Folder – destination folder for conveyor data.
 Line 80. Block Discount – block discount with password.

Line 82. Voice Function- reads racking # out loud.
 Line 85. Env Charge – environmental charge. Percentage amount, it will be charged automatically.
 Line 86. Env Option – enter 1 to enable environmental charge.
 Line 91. Default Employee – use default (Owner) password to login.
 Line 93. Business Model – 0 for typical dry cleaner business model
 Line 94. Rounding – rounding dollar amounts, use 0 for exact amount.
 Line 95. Check PWD Enter – check password after enter key.

No.	Description	Value
70	Endline 1	
71	Endline 2	
72	Endline 3	
73	Blank Lines for Customer	0
74	Blank Lines for Store	4
75	Pickup Direct	0
76	No Of Shirt Box Invoices	0
77	Prepay Hold	0
78	Conveyor	0
No.	Description	Value
81	Only Wash and Fold	0
82	Voice Function	2
83	Show Prepay Details	0
84	Quick Button	0
85	Env Charge	0
86	Env Option	0
91	Default Employee	0
92	Print Income	0
93	Business Model	0
94	Rounding	0
95	Check PWD Enter	1

Line 99. Separate Invoice – 0000 for no separate invoice. 1 for laundry, 2 for household, 3 for alteration.

Line 100. Scale Port No – specify port for scale integration.

Line 101. Print Rack Slip – option to print rack slip.

Line 102. Date for Charge Account – pickup date or drop date

Line 105. Big Letter for DropDate – enable to print enlarged drop date.

Line 106. Summary Password – check password to access summary.

Line 107. Void Password – check password for void.

Line 108. Edit Password – check password for Editing invoice.

Line 109. OpenDrawer Password – check password to open cash drawer.

Line 110. Shirt Invoice Items – option to print only shirts or all laundry items for shit invoice.

Line 111. Price at Invoice – display price on invoice.

Line 112. Tag Option – enable Tag print to all, dry clean, or laundry.

Line 114. Print Phone in Shirt Inv – print phone # on shirt invoice.

Line 115. Reprint Default Copy – reprint customer or store copy of invoice.

Line 116. Pay Return Button – show Pay Return button.

Line 117. Web Camera – enable to take pictures of dropped items.

Line 118. Months for Pictures – how long to keep pictures.

Line 119. Tag Space – blank space on tag prints

Line 121. Payable To – enter payable to information for Account Charge Statement.

Line 122. Manual Tag – auto format or manual format for tag prints.

Line 123. Tracking Cashdrawer – enable cash drawer tracking.

Line 124. Popup Note – enable customer popup notes when customer is pulled up.

Line 125. Creditcard Receipt – number of credit card receipt to print.

No.	Description	Value
99	Seperate Invoice	0000
100	Scale Port No	0
101	Print Rack Slip	0
102	Date for Charge Account	0
103	Voice for Ready Day	0
104	Print With DryCleaning	0
105	Big Letter for DropDate	0
106	Summary Password	0
107	Void Password	0
108	Edit Password	0
109	OpenDrawer Password	0
110	Shirt Invoice Items	0

No.	Description	Value
111	Price at Invoice	0
112	Tag Options	0
113	Press Only Method	0
114	Print Phone in Shirt Inv	0
115	Reprint Default Copy	2
116	Pay Return Button	1
117	Web Camera	0
118	Months For Pictures	2
119	Tag Space	0
120	Wash Fold Button	0
121	Payable To	
122	Manual Tag	11
123	Tracking Cashdrawer	0
124	Popup Note	0
125	Creditcard Receipt	1

Basic Upcharge

The Basic Upcharge will be displayed on item upcharge screen.

To add Basic Upcharge

1. Select category – fabric, color, alteration, brand, pattern.
2. Click New – enter upcharge name, price
3. Click Save.

To Edit upcharge

1. Double Click the description / price of upcharge you want to edit.
2. Enter new description or price.
3. Enter new order #.
4. Click Save.

To Edit Starch

1. Double Click the description / price of starch you want to edit.
2. Enter new description or price.
3. Enter new order #.
4. Click Save.

CHANGE UPCHARGE INFORMATION

Name

Price

Extra Pieces



<ul style="list-style-type: none"> Fabric Color Alteration Brand Pattern 	Description	Pieces	Price	Order	Up
	SILK	0	1.00	18	
	LINEN	0	1.00	19	Down
	RAYON	0	0.00	20	
	VELVET	0	1.00	21	
	WOOL	0	0.00	22	Save Changes
	COTTON	0	0.00	23	
	CASHMERE	0	1.00	24	
	CORDUROY	0	1.00	25	Delete
DENIM	0	0.00	26		
					Return
Cancel	Starch	New			

Item Price

To add Item Price

1. Select category – Dry Clean, Laundry, Alteration, Press Only, Other
2. Click Add – enter Name, Price, Pieces, Tax, Icon location. Optionally enable Tag.
3. Click Save.

To Edit Item Price

1. Select category – Dry Clean, Laundry, Alteration, Press Only, Other
2. Click Change – enter new Name, Price, Pieces, Tax, Icon location. Optionally enable Tag.
3. Click Save.

To Delete Item Price

1. Select category – Dry Clean, Laundry, Alteration, Press Only, Other
2. Click Change – enter new Name, Price, Pieces, Tax, Icon location. Optionally enable Tag.
3. Click Save.

The Upcharge

The upcharge for items are carried over from Basic Upcharge.

To add Basic Upcharge

1. Select category – item upcharge, fabric, color, alteration, brand, pattern.
2. Click Add – enter upcharge name, price
3. Click Save.

To Edit upcharge

1. Select category – item upcharge, fabric, color, alteration, brand, pattern.
2. Select upcharge item and click Change – enter upcharge name, price
3. Click Save.

To Delete upcharge

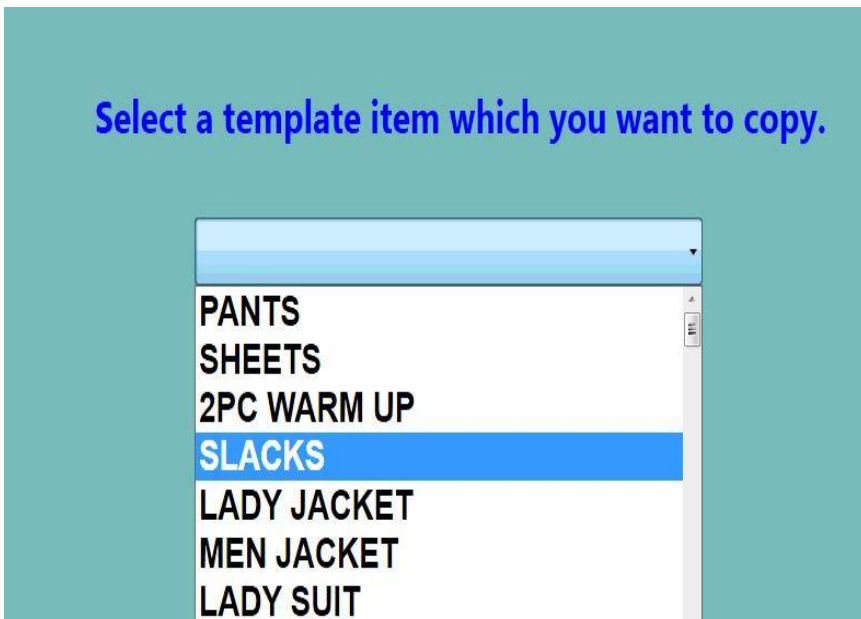
1. Select category – item upcharge, fabric, color, alteration, brand, pattern.
2. Select upcharge item and click Delete
3. Click Save.

Dry Clean	Laundry	Alteration	Press Only	Other	Item Upcharge	Fabric	Color	Alteration	Brand	Pattern and Others
PANTS 5.45	SHORTS 4.95	LADY SUIT 12.45	MAN SUIT 11.95	3PC.SUIT 16.95						
MEN JACKET 6.75	LADY JACKET 6.75	BLOUSE 4.95	SHIRTS 4.95	HAND PRESS 3.50						
GOLF SHIRTS 4.95	T-SHIRTS 4.25	SKIRT 4.95	DRESS 12.50	2PC.DRESS 14.50						
SWEATER 5.50	C. SWEATER S 9.50	TOP COAT 18.95	3/4 COAT 15.95	FULL COAT 19.95						
RAIN COAT 18.95	JUTER JACKET 13.95	HEAVY JACKET 15.00	TIE 4.75	Next				Previous	Next	
Add	Change	Delete	Move	Quick Price Change	Add	Change	Delete	Move	Change Upcharge Price	
Price Group	Regular			Create Alteration Options	Wash and Fold			Return		

Create Alteration Options

You can copy the entire alteration options from existing item to newly created item.

1. Create New Item.
2. Select the item just created.
3. Click Alteration Options
4. Select the item you want to copy alteration template.
5. Click Create.



Discount

1. Check off the days you want to apply the discounts.
2. Pre-Pay – if this is checked, discounts will be applied to pre-pay.
3. Enter Discount percentage for each category.
4. Minimum amount – minimum amount before discount can be applied.
5. Same Day Surcharge – you can charge by total percentage of the invoice or amount by piece.
6. Click Save Changes.

Discount				<input type="checkbox"/> Prepay	
<input type="checkbox"/> Sunday	Dry Cleaning	<input type="text" value="0"/>	%	<input type="text" value="0"/>	%
<input type="checkbox"/> Monday	Laundry	<input type="text" value="0"/>	%	<input type="text" value="0"/>	%
<input type="checkbox"/> Tuesday	Alteration	<input type="text" value="0"/>	%	<input type="text" value="0"/>	%
<input type="checkbox"/> Wednesday	Press Only	<input type="text" value="0"/>	%	<input type="text" value="0"/>	%
<input type="checkbox"/> Thursday	Others	<input type="text" value="0"/>	%	<input type="text" value="0"/>	%
<input type="checkbox"/> Friday	Shirt	<input type="text" value="0"/>	%	<input type="text" value="0"/>	%
<input type="checkbox"/> Saturday		\$ <input type="text" value="0.00"/>		\$ <input type="text" value="0.00"/>	
<input type="checkbox"/> 7 days	Minimum Amount	<input type="text" value="0.00"/>			

Sameday Surcharge

<input type="radio"/> Total % :	<input type="text"/>	%
<input type="radio"/> \$ / Pcs :	<input type="text"/>	Cents

Delivery

You can view delivery routes and customers assigned to the route.

1. From Delivery Route drop down, select a group.

Route	Name	Serial No.
Local Ro...	Bravo2, Johnny2	1

Account

You can view due balance, print, and send statements to customers who charges to account.

1. Select the date range
2. Select Customer
3. View Statement – actual statement will be produced. You can print or email the statement.
4. Print Statement – prints statement for the selected customer.
5. Payment – makes payment for the selected customer.
6. View Payments – displays payment history for the selected customer. You can void payment.
7. Email Statements – email statement to the selected customer.

From: To:

Individual Group Refresh

Account Customer List [Redacted] Search Total: \$4.95 1/1

Sel	Account Group	Customer Name	Phone No.	Last Paid Date	Last Payment	Balance
<input checked="" type="checkbox"/>		Bravo2, Johnny2	(215) 659-2400		0.00	4.95

Select 0 Balances

View Statement | Print Statements | Print Summary | Payment | View Payments | Email Statements | Return

Account Billing Invoice

GMS Demo
 1120 easton road
 willow grove, pa 19090
 Phone # : 215-659-2300

Date	04/15/2019
Billing Period	03/01/19 - 04/15/19
Last Payment Amt	\$0.00
Last Payment Date	
Amount Due	\$4.95
Due Date	04/30/2019

Bravo2, Johnny2

Please return this portion with the payment.

Invoice No.	Transaction Date	Pieces	Total Amt	Balance
1207	03/06/2019	1	4.95	4.95

Billing Period Balance : 4.95
 Past Due : 0.00

Total Due : 4.95

Thank you for your business.

Previous

Next

Email Statement

Print

Return

From: To:

Refresh

Total: \$0.00 0/0

Sel	Customer Name	Phone No.	Last Paid Date	Last Payment	Balance	Toekn	ToekCE	Status

Submit Batch Process Process One Customer Return

Report

There are three categories.
Select the appropriate report
from each category.

1.Sales report category.

Sales
Income Summary
Dropoff by Item
Dropoff by Group
Edited Invoices
Voided Invoices
Prepaid Invoices

2.Inventory report category

Sales	Inventory
By Rack No.	Dry Cleaning
By Invoice No.	Laundry
By Customer	Shirt
Aged Invoice	Alteration
Rack History	Others
Send Text	

3.Customer report category

Sales	Inventory	Customer
New Customer	Delivery Manifest	
Customer By Name		
Top 100 Customers		
Inactive Customers		
Delivery Customers		
A/R Customers		

Tax

Set tax rate for each category and save changes.

Tax Setup

Dry Cleaning	Laundry	Alteration	Press Only	Others
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="6"/>
<input type="button" value="Cancel"/>		<input type="button" value="Save Changes"/>		<input type="button" value="Return"/>

Memo

Memos can be added to an invoice from the drop of screen by clicking "Memo" located towards the bottom right.

To Edit

1. Select memo category from left.
2. Double click on description and make desired changes.
3. Click Save.

To Delete

1. Select memo category from left.
2. Select Description and click Delete.
3. Click Save.

<input type="button" value="Item Memo"/>	Description	<input type="button" value="Up"/>
<input type="button" value="Invoice Memo"/>	No Guarentee	<input type="button" value="Down"/>
<input type="button" value="Unpickup Reason"/>	Box N/C	
	Hanger	
	Fold	
	No Button	
	Hand Press	
	No Belt	<input type="button" value="Save Changes"/>
	Fancy	
	Heavy Stain	
	Bead	
	Crease	<input type="button" value="Delete"/>
	Military Crease	
<input type="button" value="Cancel"/>	<input type="button" value="New"/>	<input type="button" value="Return"/>

Print Barcode

The printed barcode can be used to scan-in the rack # when racking.

1. Enter Start, End, and Interval value.
2. Click Print. It will print to thermal printer.

PRINT BARCODE

Start	<input type="text"/>
End	<input type="text"/>
Interval	<input type="text" value="0"/>
<input type="button" value="Print"/>	<input type="button" value="Return"/>