



21st Century Programming

Custom Software Solutions for the Recycling Industry

1051 E. Wardlow Road • Long Beach, CA 90807 • (562) 981-1030/FAX (562) 981-1040

Public Scale Functions

Name: _____



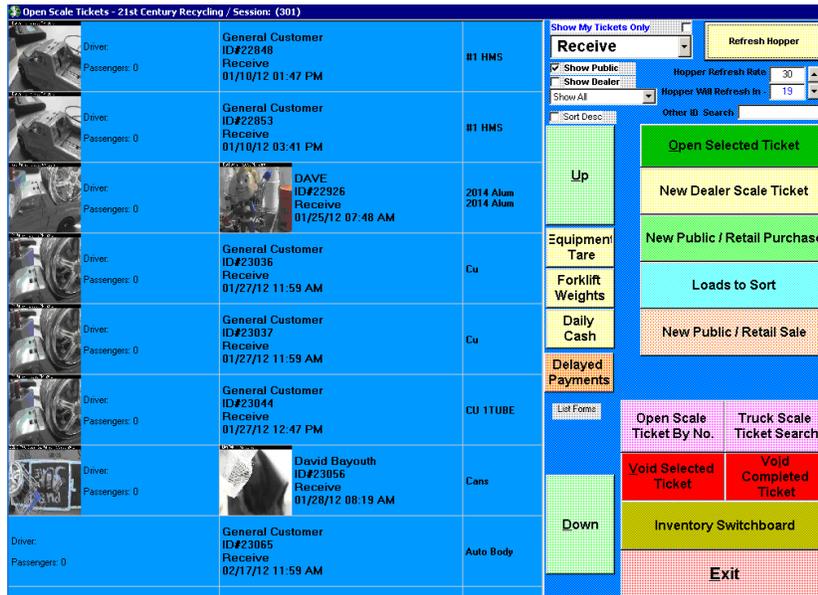
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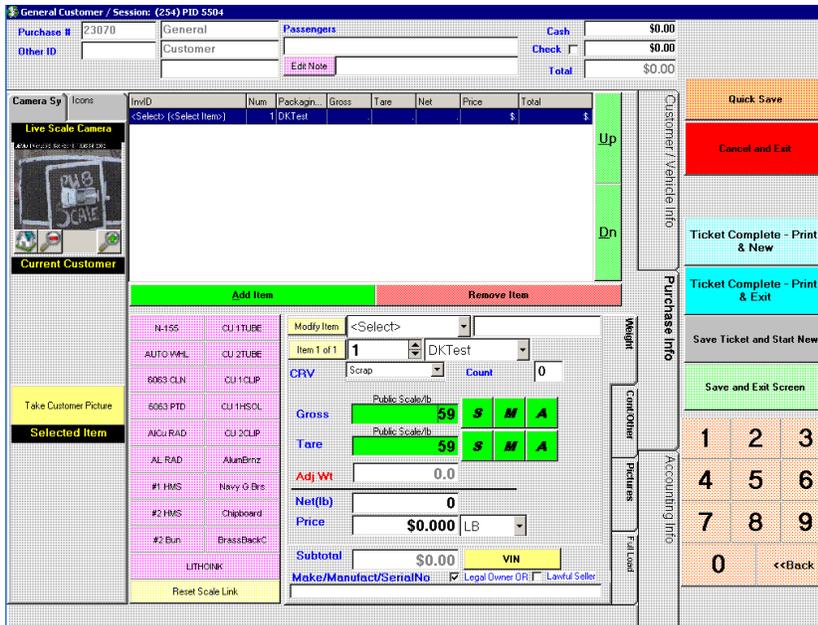
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Public Purchase Ticket - Creating a Public Purchase Ticket

- 1) Start at the Scale hopper screen. Hi-speed login will default here after logging in.
- 2) To start a new Public Purchase ticket, click the “New Public/ Retail Purchase” button.



- 3) New Purchase ticket is started.



- 4) First, select the item commodity that is being purchased. This can be done in 2 ways:
 - a. Press the appropriate “hot button” shortcut. N-155 CU 1TUBE
 - b. Press the Add Item button for full item list.
- 5) Current weight on scale will be shown in the ‘Gross’ and ‘Tare’ sections. Take the Gross weight of the item using the S button by the gross Weight.



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- 6) Remove item from scale, leaving only the Tare weight.
- 7) Take tare weight using the following ways:
 - a. If taking tare weight using scale weight, press the **\$** button next to the Tare weight.
 - b. If entering weight manually, press the **M** next to the tare weight. Weight can be entered manually using the number pad on the bottom right of screen.
- 8) This item is weighed and completed. Press the **Quick Save** button to save this weight.
- 9) Repeat steps 4 through 8 for each additional item to be weighed.
- 10) When all items are weighed, ticket is ready to be completed. In the below image, this customer has sold 2 item which have both been weighed.

Camera Sy	Icons	InvID	Num	Packagin...	Gross	Tare	Net	Price	Total
		AL RAD (Aluminum Radia...	1	DKTest	23	3	20	\$.25	\$5
		6063 CLN (Aluminum 6063 ...	1	DKTest	11		11	\$ 45	\$4 95

General Customer / Session: (254) PID 5504	Purchase # 23070	General	Passengers	Cash \$9.95
Other ID	Customer		Check <input type="checkbox"/>	\$0.00
			Total	\$9.95

Modify Item	AL RAD
Item 1 of 2	1
Scrap	DKTest
Count	0
Gross	23
Tare	3
Adj Wt	0.0
Net(lb)	20
Price	\$0.250
Subtotal	\$5.00
Make/Manufact/SerialNo	Legal Owner ORI <input type="checkbox"/> Lawful Seller

- 11) Customer materials have all been weighed. Finish ticket using the following methods:
 - a. To complete this ticket and start a new purchase, press the **Ticket Complete - Print & New** button. This marks the current ticket as 'Done' and returns user to step #3 to weigh materials for next customer.
 - b. To complete this ticket and return to Scale Hopper, press the **Ticket Complete - Print & Exit** button. This marks the current ticket as 'Done' and returns user to step #1.
- 12) Customer is given stub to receive payment at Cashier. Purchase ticket in Hopper is now marked as "Done", indicating no more weights needed.

Driver:	General Customer	AL RAD
Passengers: 0	ID#23070	6063 CLN
	Receive	
	02/18/12 11:06 AM	
	Done - 02/18/12 11:24 AM	

- 13) The **price** for the item is automatically populated if the price list is set-up. The Price can be added or changed if user has rights.
- 14) If applicable, add additional items by clicking on [Add Item] and repeating steps 3-4.
Note: If an item needs to be changed, click [Modify].



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- 15) Click on the “**Cont/Other**” tab to add contamination if applicable.
- 16) Select Item with Contamination FIRST. Contamination can be done is percent or lbs. Only one contamination can be entered per line item.

Remove Item

Alum Rad

Contamination Show Contamination

0

Adjustment

10.0 %

Weight

Cont/Other

Purchase Info

- 17) The **Pictures** tab stores all of the pictures for this ticket if you have cameras at the scales. Each line item keeps its own pictures. Additional pictures can be captured or imported.
 - a. Based on settings a picture can automatically be captured when Gross and tare weight are captured.
 - b. If you would like to add an additional picture, click [Take Another Picture]
 - c. Each Picture can be printed by clicking [Print Picture]
 - d. If you would like to manually import a picture, click [Add Picture to Ticket] and locate file
 - e. If a picture was added by mistake it can be removed by clicking [Remove Picture From Ticket]

Remove Item

Date	Picture Description
06/22/11	Gross - Platform Scale 1 - Platform Scale 1
06/22/11	Tare - Platform Scale 1 - Platform Scale 1

Take Another Picture

Print Picture

Add Picture to Ticket

Remove Picture From Ticket

Weight

Cont/Other

Pictures

Full Load

Purchase Info

Accounting Info

- 18) If there will be truck weights in addition to Retail/Small scale weights, Use “**Full Load**” tab. User takes the gross weight of the vehicle, then the truck either dumps its load (Ferrous) or may go to the retail scale to weight (Non-ferrous) material. The retail scale will use the “**Weight**” tab to weight all Non-ferrous material. When Vehicle return for the Tare/light weight, the scale will see a difference between the weight that was added at the retail scale and the truck scale. This difference can then be changed to the non-ferrous material by clicking, [Make this A Purchase Item]. If there is a discrepancy between the weights as scales are normally within 50/lbs of each other and the user will allow the discrepancy then they have to click the button [Allow Weight Discrepancy].

Remove Item

Full Load Weights

Gross Truck Scale/lbs 2000

Tare Truck Scale/lbs 1820

Net (lbs) 180

Items Net 175

This Item Net 5

Make this A Purchase Item

Discrepancy 5

Allow Weight Discrepancy

Print Discrep Stub

Weight

Cont/Other

Pictures

Full Load

Purchase Info

Accounting Info

Public Scaling Functions



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19) Click on the “**Customer/Vehicle Info**” tab to choose an Existing customer or add a new Customer.
General Customer for a generic cash only customer

Cust ID	DL/ID	Veh Plate	Street	Customer
200119	14036933		24 W LORETTA LN	ACOSTA, JOSE
200122	B9200003		139 RUMFIELD AVE	ALVIDREZ, RUBEN/I
200187	B8914872		3130 SIERRA ST	ARREOLA, JOSE
200035				BOONE, PAT
200109	A488898		4443 BARES	BUR, DAVID
200064	3047143		123 DAVID DR	CASTILLO RODRIGUEZ, CRUZ
				Customer, General
10071	B9494423		890 SMALLVILLE CIR	DANG, VINH

Existing Customer- Use “Search Customer Fields to find customer in the list.

- i. Cust ID- ROM Generated customer number
- ii. Driver’s Lic- Customer’s driver’s license number
- iii. Vehicle Tag- Customer’s License Plate number
- iv. Last Name ,First Name/Company- Customer or Company name
- v. Click [Use Selected Customer] or double click to add to purchase ticket

New Customer- Click on [New Customer] and complete all applicable fields. Or Scan Driver’s License.

20) Click [Save & Close]



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Public Sales Ticket

1. Public Sales can be accessed in 2 places. Start at the ROM Main Menu.
2. From the Main Menu, go to Public → Public Sale
3. Alternately, Public Sales can be accessed from Scale Hopper by pressing the “New Public/Retail Sale” button.

Driver	Passengers	General Customer ID	Receive	Equipment
	0	ID#22840	01/10/12 01:47 PM	#1 HMS
	0	ID#22853	01/10/12 03:41 PM	#1 HMS
	0	DAVE ID#22926	01/25/12 07:48 AM	2014 Alum 2014 Alum
	0	ID#23036	01/27/12 11:59 AM	Cu
	0	ID#23037	01/27/12 11:59 AM	Cu
	0	David Bayouth ID#23056	01/28/12 08:19 AM	Cans
	0	ID#23067	02/17/12 12:07 PM	Auto Body

4. Either method opens the Public Sales Screen.
5. Public Sales screen is Inactive at first. To start a new sale, press the **New** button.

Item Desc	Net	Price	Total
	0.0	\$0.0000	0.00

6. To begin the sale, a commodity must be chosen. Press the **Item** button to open the item list.



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7. On the item list, Sale items are arranged by inventory group. To select an item, select the appropriate group then press the corresponding hot button for the commodity being sold.

8. Item has been selected for sale.

Item Desc	Net	Price	Total
3105 Clips	0.0	\$250.0000	0.00

9. To enter gross weight, click in the 'Gross' weight field.
 10. Number entry will appear. Enter the gross weight. When entered, press the "Continue" button.

11. Repeat with 'Tare' weight field to enter tare weight, if needed.
 12. This item has been added and given weights. No more entry needed for thi commodity.
 13. If another commodity is being sold, use the **Add Sale Item** button to add another item.
 14. Repeat steps 6 through 13 until all items being sold have been added and given weights.
 15. When all items are weighed, a customer must be selected. To select a customer, use the **Customer** button.
 16. Customer search screen is opened.
 a. If this is a returning customer, customer can be selected from the list. The filters in the 'search customer' box can be used to search by name, DL number, or vehicle plate. When customer is selected, press **Use Selected Customer** button to select this customer for the sale. Proceed to step #18.
 b. If this is a first-time sale for this customer, a new customer entry must be created. Press the **Create New Customer** button.
 17. To add customer, enter customer information as needed. Use the 'Save & return" button to save new customer.

18. With customer selected, Payment type must be selected to register how customer paid. To select a payment type, click on the "Payment received" drop-down.



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19. Payment type options appear. Choose the payment type by clicking on the appropriate hot button.

20. Note that choosing payment type of 'Cash' does reflect in cash drawer totals and will be included in balancing at end of day.

21. To finish the Public Sale, press the  button.

22. ROM will prompt if this sale is complete. Press 'yes'

23. Public sale has been completed.

24. To generate a printout, use either the  or  buttons.

25. [Close] – Closes the ticket. (This does not save the ticket)

Other Options:

[Void] - Voids this ticket (This cannot be undone)

[Edit] - Click to make changes to this ticket

[Print] - Print document

[Print to Screen] - Open document on screen before printing.

Public Sales Ticket Search

1. Go to Report/Search → Search Grid and select "Public Sale" in the grid

2. Use the filters to search for the Public Sales Ticket. Click Search.

3. The tickets that meet your search criteria will show in the grid below. The column headers can be arranged to your preferences.

4. Double click on the line for the ticket to open that ticket on your screen.