

Guide to Saving Sales Data, And Electronic Journal Data To A SD Card with XEA 7 Series ECRs

The XEA 7 series ECRs can be programmed to save automatically, sales data and/or electronic journal data to a SD Card when the general Z1 report is produced. A SD card can hold up to 400 individual data sets. Each time a Z1 General reset is performed, a folder with its name as the date and a sequence number is created for the reset data.

For example if there is a folder named SALES, sales data would be saved at the following location: Drive letter:\SHARP\ECRXXX12\SALES\SALES\121109-1 this means that there is 1 sales data set for 09/11/2012.

Electronic Journal data (EJ) would be saved at: Drive letter:\SHARP\ECRXXX12\SALES\EJ\121109-1 this means that there is 1 EJ data set for 09/11/2012.

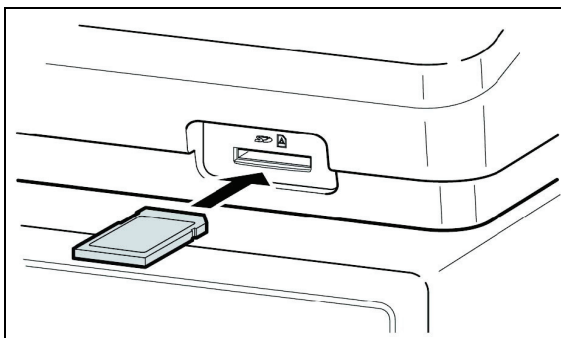
The folders created are stored in a folder which has been created on the SD card for storing ECR data. A SD card may have more than one folder created. Sales data will be saved to the folder which has the first position in the ASCII order of ascendancy. For example if you had 3 folders named AA, BB, and CC, the Z reset data would be saved in folder AA. If you wish to save data in one of the other folders you must manually select that folder before the General Z1 reset is performed.

Formatting the SD card and creating a folder

The SD card must be formatted before it can be used with the XEA 7 series cash register. It must also have a folder created to store data. Please follow the steps below to format the SD Card, and create a folder.

Formatting the SD card

1. Insert the SD Card into the cash register Insert the SD Card into the SD Card slot with the printed SD logo facing upwards. Push the card in with your finger until it clicks, and release it slowly. To remove the SD Card: Push the card gently with your finger, and release it. The card will come out. Never remove the SD card while the cash register is accessing it.



2. When the ECR is in the REG mode Press the [MODE] key The SELECT MODE screen will be displayed.

```
SELECT MODE
1 OPX2 MODE
2 OFF MODE
3 VOID MODE
4 X1/Z1 MODE
5 X2/Z2 MODE
MODE 01
```

3. Scroll down with the [↓] key until 7 SD CARD MODE is highlighted.

```
SELECT MODE
3 VOID MODE
4 X1/Z1 MODE
5 X2/Z2 MODE
6 PGM MODE
7 SD CARD MODE
MODE 01
```

4. Press the [TL/NS] key to select the SD CARD MODE. The SD CARD screen is displayed.

```
SD CARD
1 SAVING
2 LOADING
3 FOLDER CONTROL
4 FORMATTING
SD 01
```

5. Scroll down with the [↓] key until 4 FORMATTING is highlighted.

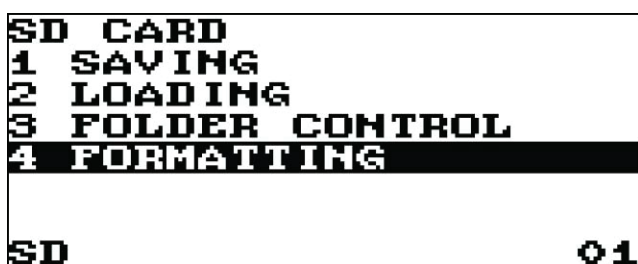
```
SD CARD
1 SAVING
2 LOADING
3 FOLDER CONTROL
4 FORMATTING
SD 01
```

6. Press the [TL/NS] key to select FORMATTING.

7. The SD CARD JOB FORMATTING screen is displayed. Press the [TL/NS] key to format the SD Card.

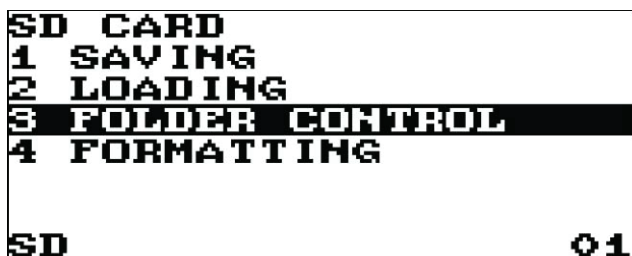


8. You will see “ACCESSING SD CARD” displayed. When the format job has finished you will see the SD CARD menu screen displayed.



Creating A Folder

1. From the SD CARD menu scroll up with the [↑] key until 3 FOLDER CONTROL is highlighted.



2. Press the [TL/NS] key to enter the FOLDER CONTROL menu



3. Press the [TL/NS] key to select 1 CREATE FOLDER

4. Use the keyboard to enter a folder name of up to 8 characters in length.



```
CREATE FOLDER
NAME        SALES
SD                                01
```

5. Press the [TL/NS] key to confirm the folder name.

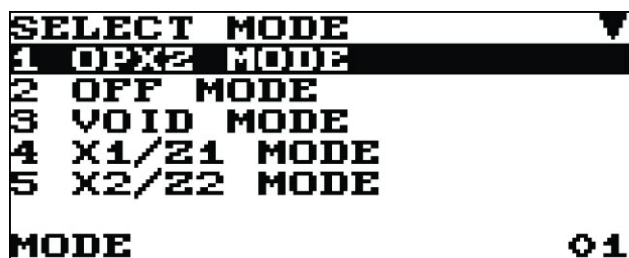


```
CREATE FOLDER
N SD CARD JOB
FOLDER CREATE
1.OK
2.CANCEL
SD                                01
```

6. Press the [TL/NS] key select 1.OK which will create the folder.
7. Press the [ESC/CANCEL] key to step back through the menus and return to the SELECT MODE screen or REG screen as required.

Setting the XEA 7 series ECR to save sales data and/or electronic journal data to the SD.

1. When the ECR is in the REG mode Press the [MODE] key The SELECT MODE screen will be displayed.



```
SELECT MODE
1 OPX2 MODE
2 OFF MODE
3 VOID MODE
4 X1/Z1 MODE
5 X2/Z2 MODE
MODE                                01
```

2. Scroll down until 6 PGM MODE is highlighted.

```
SELECT MODE      ▲▼
2 OFF MODE
3 VOID MODE
4 X1/Z1 MODE
5 X2/Z2 MODE
6 PGM MODE
MODE             01
```

Press the [TL/NS] key to select the PGM MODE

```
PGM MODE
1 READING
2 SETTING
PGM             01
```

3. Scroll down with the [↓] key until 2SETTING is highlighted. Press the [TL/NS] key to select 2 SETTING.

```
SETTING          ▼
1 ARTICLE
2 FUNCTIONS
3 MEDIA
4 FUNCTION TEXT
5 PERSONNEL
PGM             01
```

4. Scroll down with the [↓] key until 9 REPORT is highlighted.

```
SETTING          ▲▼
5 PERSONNEL
6 TERMINAL
7 DATE/TIME
8 OPTIONAL
9 REPORT
PGM             01
```

5. Press the [TL/NS] key to select 9 REPORT.

```
REPORT
1 0 SKIP
2 PRINT SELECT
3 2 COUNTER
4 Z1 GENERAL REPORT
5 HOURLY REPORT

PGM 01
```

6. Scroll down with the [↓] key until 4 Z1 GENERAL REPORT is highlighted.

```
REPORT
1 0 SKIP
2 PRINT SELECT
3 2 COUNTER
4 Z1 GENERAL REPORT
5 HOURLY REPORT

PGM 01
```

Press the [TL/NS] key to select 4 Z1 GENERAL REPORT.

```
Z1 GENERAL REPORT
SD: SAVE SALES YES
SD: SAVE EJ YES
SD: SAVE ALL RAM NO
CLEAR EJ YES
RESET GT NO

PGM 01
```

7. Move the cursor until SD SAVE SALES is highlighted on NO. Press the [●] key to toggle between NO and YES. Set to YES if you wish to save sales report data to the SD Card.
8. Move the cursor until SD SAVE EJ is highlighted on NO. Press the [●] key to toggle between NO and YES. Set to YES if you wish to save electronic journal (EJ) data to the SD Card.
9. Move the cursor until CLEAR EJ is highlighted on NO. Press the [●] key to toggle between NO and YES. Set to YES if you wish to clear the electronic journal (EJ) data after it has been saved to the SD Card.
10. Press the [TL/NS] key to confirm and save your selections. Press the [ESC/CANCEL] key to step back through the menus and return to the SELECT MODE screen or REG screen as required.

Now when a General Z1 reset report is printed, and a formatted SD card with a folder is in the SD Card slot, sales and/or electronic journal data will be saved to the SD Card.

Data is saved to the SD card before the report is printed and before the data is cleared from the ECR.

The follow sales data is written to the SD card when the Z1 general report is taken:

Transaction totals (Cash in Drawer, Cheque Total, Credit Total, etc.) daily and term totals

Department totals, daily and term totals

Clerk, daily totals (term totals are not available for clerk report)

Hourly totals, daily totals (term totals are not available for hourly report)

PLU totals, daily totals (term totals are not available for PLU report)

While the above totals are saved to the SD card when a general Z1 report is printed, only the department and transaction daily totals are reset in the cash register. All other daily totals are reset independently. The daily clerk, PLU, and hourly reset reports must be executed as well as the general Z1 report, if the PLU, hourly, and clerk daily totals have to be reset for the next trading period which will be subsequently saved to the SD card.