

User Manual

***Microinvest* Billiards Pro**



Microinvest

2013

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Introduction

Microinvest Billiards Pro is a specialized module for automating and managing billiard clubs and performs control over the billiard controllers. The program assumes the functions of sales items, thereby creating a complete system for automation of clubs. The system calculates the revenue after rebate and automates the work of the staff.

The application can't create its own database and must use a previously created by **Microinvest Warehouse Pro** database. It must meet the same requirements as database **Microinvest Warehouse Pro Light - Restaurant**.

Installation

The installation process is similar to installing **Microinvest Warehouse Pro Light**. As a feature can be observed that the installation does not require additional components and passing substantially faster.

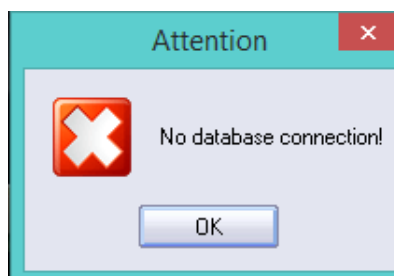
- MS Windows operating system to run stable;
- Setting the date in Short Date Format is the type: dd.mm.yyyy

The program can be installed by an installation file that can be downloaded from our website <http://en.microinvest.net/EN/Software-snooker-gym-Billiards-Pro>.

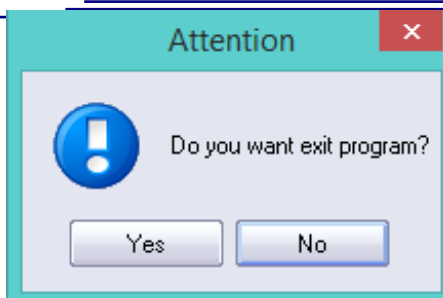
Licensing

Licensing **Microinvest Warehouse Pro Light** can be done by hardware key, online activation, licensing by internet site and register by phone. The same technology as in **Microinvest Warehouse Pro**. The only difference is that the window of licensing is called the hotkey Ctrl + R or Windows **Settings / Special/Button Licensing**.

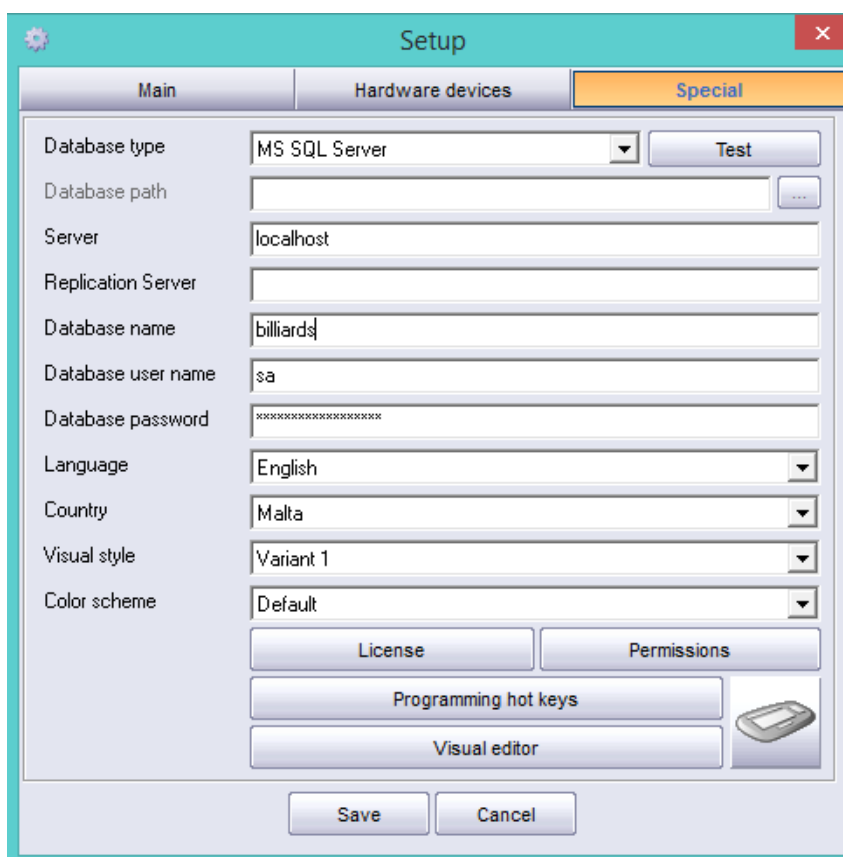
Upon initial startup **Microinvest Billiards Pro** following message appears:



This is normal because the program configuration is not set and there is no connection to the database. In confirmation of this window the following window appears:



In this window it is important to choose **NO**, because we do not want to get out of the program. Pressing **NO**, the program enters the setting mode and the following window appears:



This window is completely analogous to the corresponding window in **Microinvest Warehouse Pro Light** and contains the same settings. When selecting the appropriate base or server is necessary to fill in the appropriate fields.

This system setup is required only at the initial start of the program the next time **Microinvest Billiards Pro** automatically loads the selected database.

If the steps for selecting the database are made in advance **Microinvest Warehouse Pro Light**, **Microinvest Billiards Pro** automatically loads this database.

Starting **Microinvest Billiards Pro**

The application has one mode and start icon:



When you start **Microinvest Billiards Pro** test window appears that performs system checks whether the database is set to work. In the event that some of the checks are displayed in red, the marked parameters must be setup in **Microinvest Warehouse Pro**:

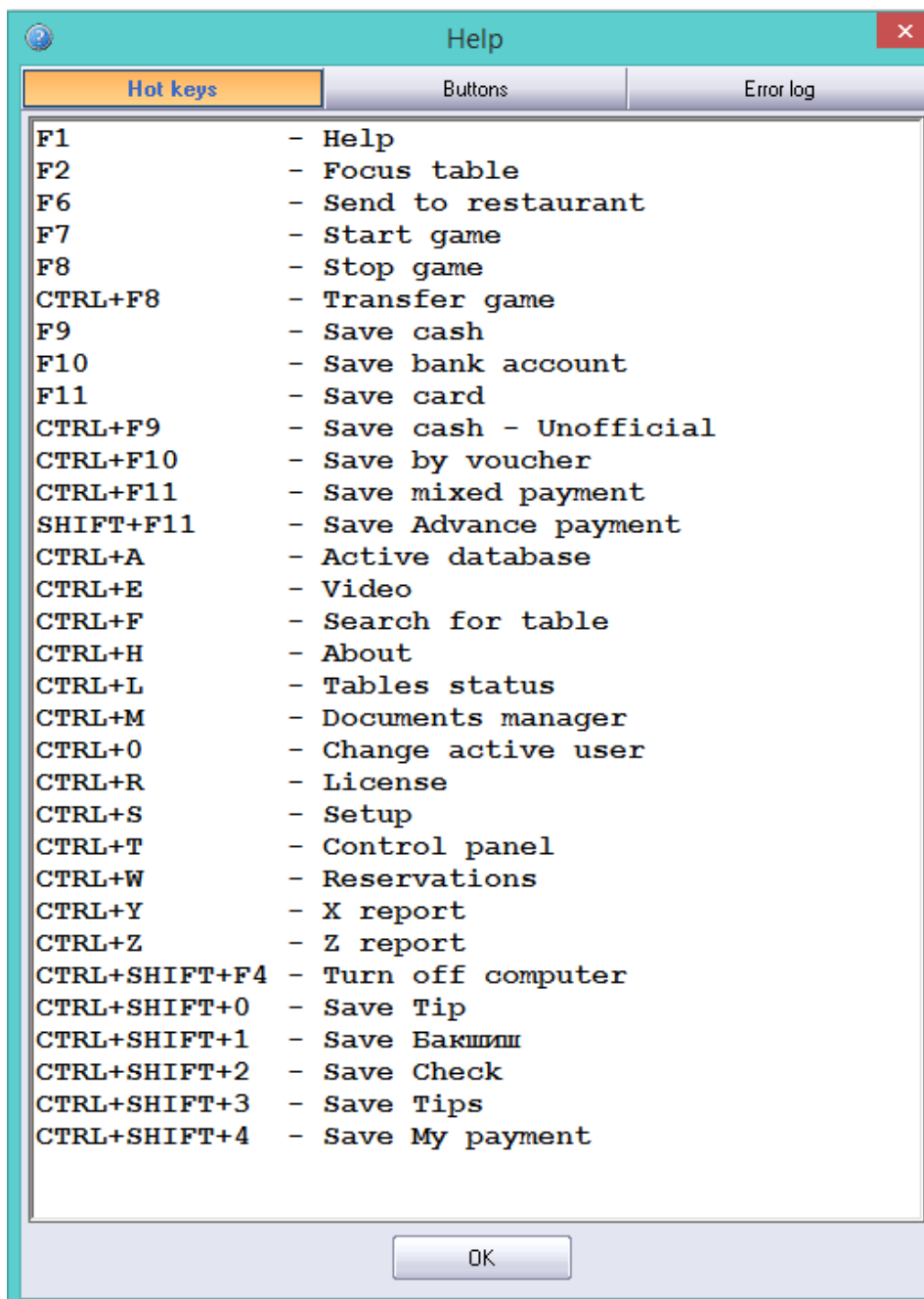


If all the settings are made correctly, the following window should appear:



Help

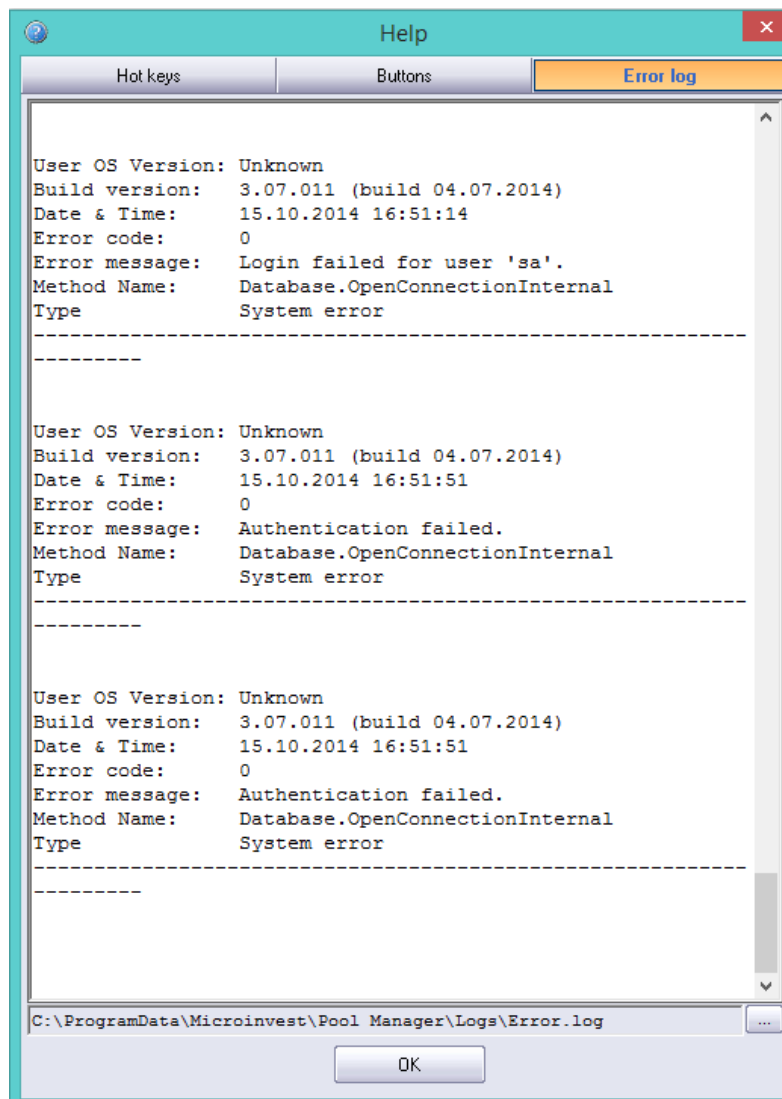
Help window in the application is invoked by pressing F1. It is divided into three sections. The first contains a list of keyboard shortcuts for quick access to program functions. They can be changed and adjusted according to the specific requirements and needs of the user.



The second section contains information about the function of the various buttons in the program.



The third section provides a list of all errors encountered during work.

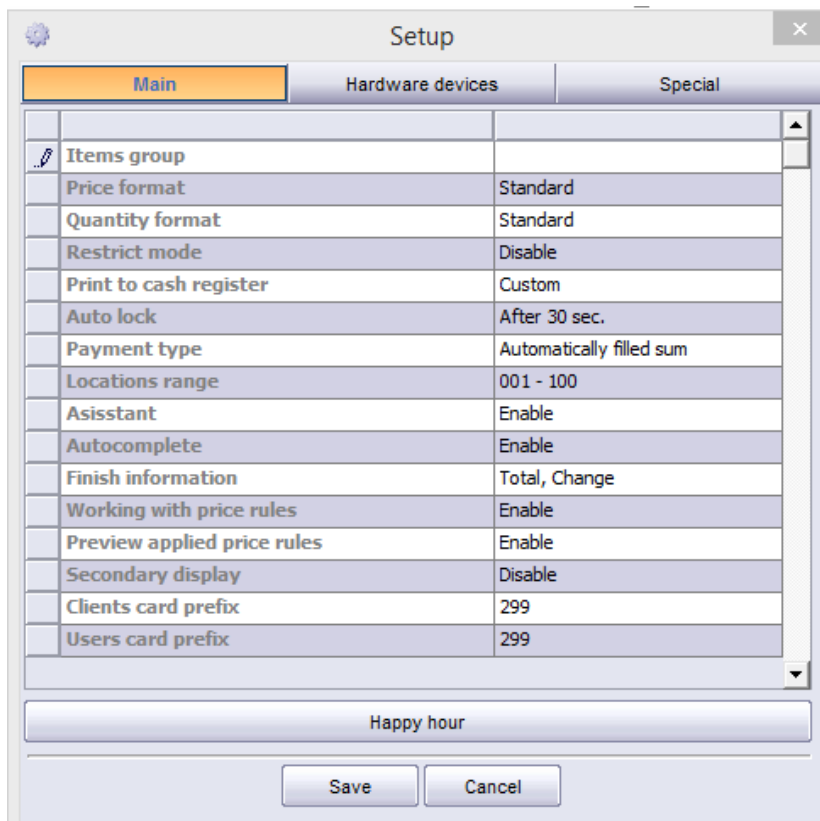


Preparation for work

Before you start working with the application, you must make several additional settings in the database.

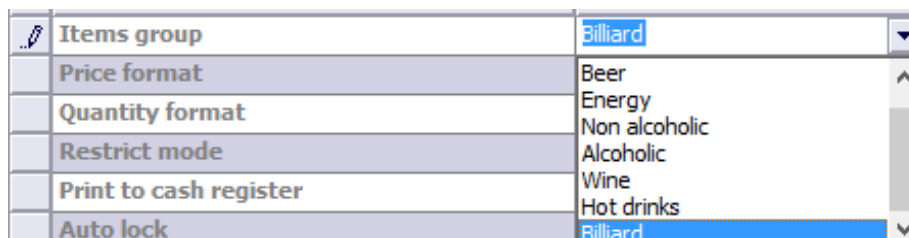
Items Groups

The first prerequisite is to choose a product group that the application will operate with. This is done in the Settings window (Ctrl + S), Main Section.



Setup		
Main	Hardware devices	Special
Items group		
Price format	Standard	
Quantity format	Standard	
Restrict mode	Disable	
Print to cash register	Custom	
Auto lock	After 30 sec.	
Payment type	Automatically filled sum	
Locations range	001 - 100	
Asisstant	Enable	
Autocomplete	Enable	
Finish information	Total, Change	
Working with price rules	Enable	
Preview applied price rules	Enable	
Secondary display	Disable	
Clients card prefix	299	
Users card prefix	299	
Happy hour		
Save		Cancel

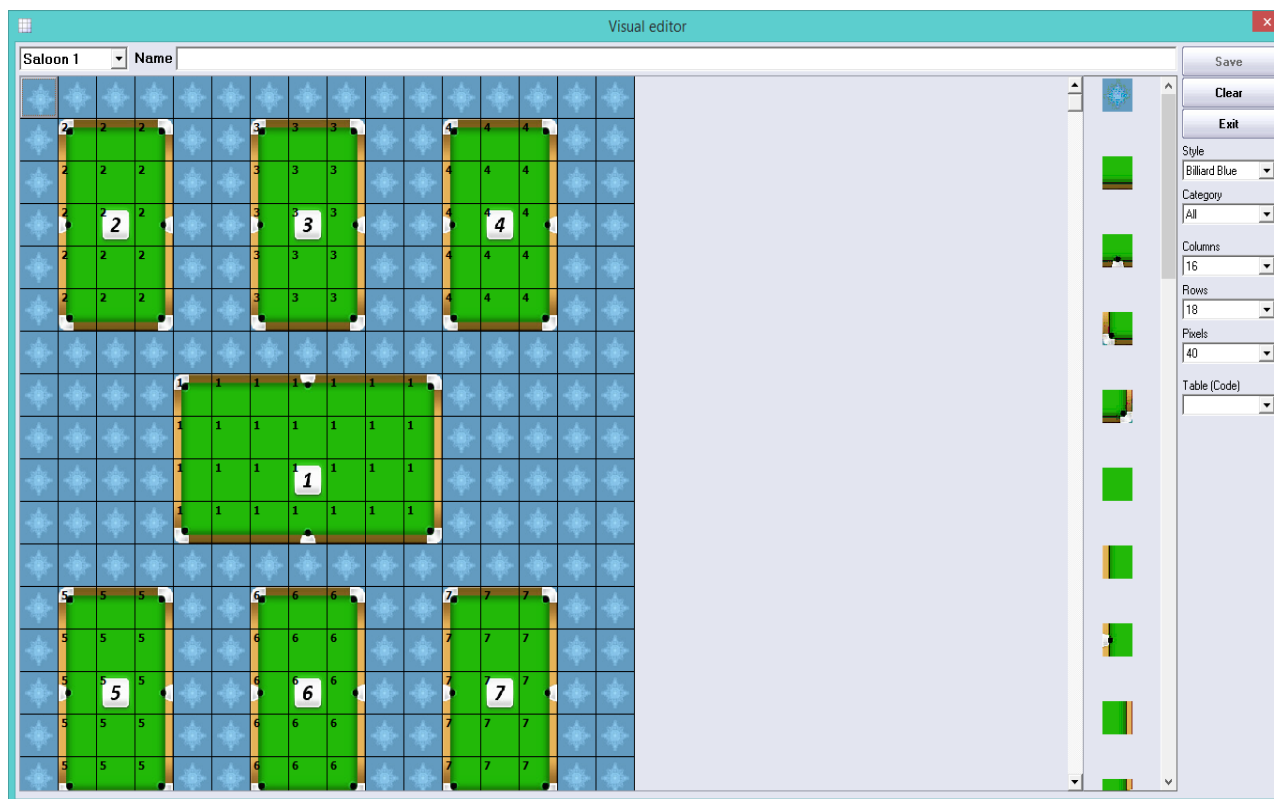
The selected group of goods must be predefined in *Microinvest Warehouse Pro* and because of the way the application works, the prices in this group should be defined for measure “per minute” (for example, for item "Billiards", retail price of 0.05 \$ per minute!).



Items group	Billiard
Price format	Beer
Quantity format	Energy
Restrict mode	Non alcoholic
Print to cash register	Alcoholic
Auto lock	Wine
	Hot drinks
	Billiard

Scheme of tables in the Billiard Club

The next step is the definition of the scheme in the club and the tables in it. This action is obligatory, because the application works only with one visual style and this is the only way to select an object. This feature is accessible from the menu **Settings/Special/Button Visual Editor masses**.



Module “Visual editor of tables” is used to create visual models of the tables in the billiards club with their appropriate positions, which makes easier the work of the operator. The user has a wide range of standard forms, elements and colors, by which to shape the scheme of the club in one or more salons.

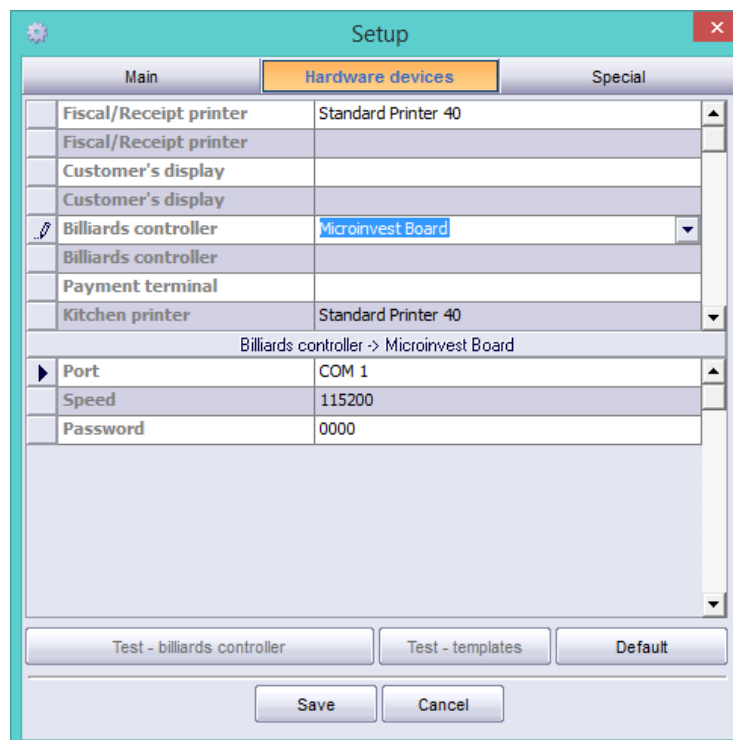
To create a scheme follow these steps:

- Select Salon (room)
- Determine the size of the scheme - the menu columns, rows and Pixels
- Select code table
- Create a model of the club - from the Style drop-down menu choose the main color of the scheme. The Category menu contains all the elements which will help you to build the scheme of the club.

To keep the created model press the **Save** button.

Peripherals

From the **Hardware Devices** tab in the Setup window (CTRL+S), in the program can be configured different peripherals (such as fiscal device, customer display, billiards controller, card terminal, kitchen printer) and also can be determine what the printing devices print and in what order to activate.



When selecting a particular device model from drop-down menus, the program automatically displays the settings that are configured by the manufacturer and are necessary for the proper functioning of this device. Note that these settings can be changed, if it is necessary. **Save** button keeps the made changes and close the window and the button **Cancel** (or Esc on the keyboard) closes the window without performing a record.

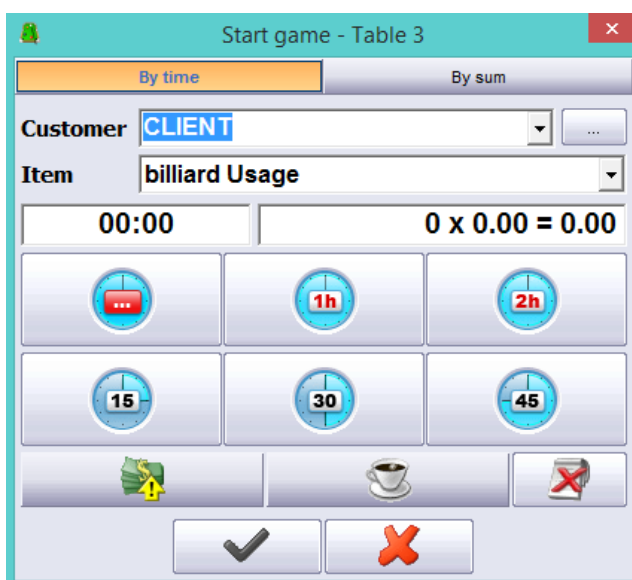
The application works in one visual style. The largest part of the main program window is occupied by the scheme of the club and the function keys are located on the right side of the window.



Opening table




After selecting a table and pressing this button (F7 from keyboard), a window pops up for opening table.



The choice of customer and product are made from the drop-down lists and Customer/ Item and for prepayment of operation are used buttons labeled with time intervals of 15 minutes to 2 hours.




Note: By pressing the buttons several times, the time is accumulated, for example, if you press the button 1h. three times the occupation of the table will be set to 3 hours.

If the operation is prepaid time after pressing the button  , the window for mixed payment appears.

Mixed payment
✕


billiard Usage - Table 7 - CLIENT


240 x 0.06


AMOUNT	14.40	  
PAID	14.40	
CHANGE	0.00	

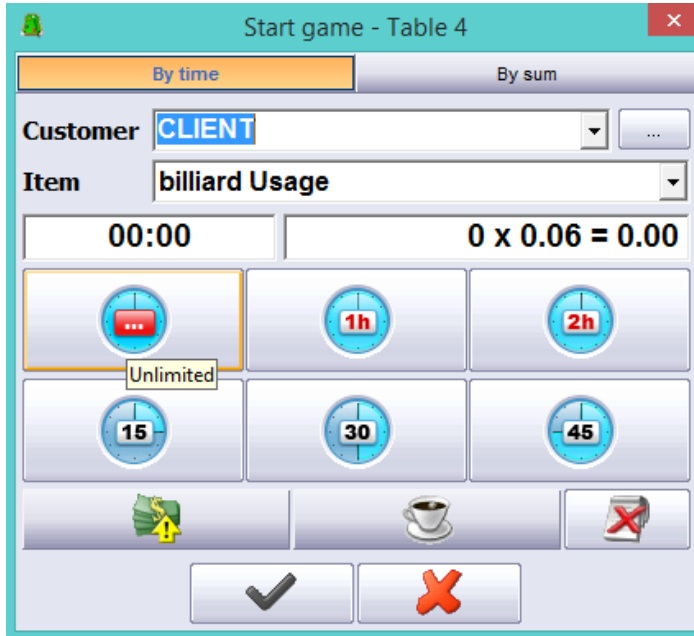
Payment in Cash	14.40
Bank transfer	0.00
Check	0.00
Debit/Credit Card	0.00
Payment by voucher	0.00

Transaction





Another option when opening a new table is to be for unlimited period of time and without prepayment of the operation. This is done by a button . The payment is done when you close the table.



Closing Table



The close of a table in both cases is made from this button or F8 key on your keyboard. When closing a table with unlimited time, the payment is issued from the drop down menu with types of payments.



The status of the tables is indicated as follows: free tables in green, red tables - occupied and table is off but unpaid - yellow.

Transfer orders to *Microinvest* Warehouse Pro Light

The program allows a transfer of orders from *Microinvest Billiards Pro* to the restaurant mode



of *Microinvest Warehouse Pro Light*. That is done by clicking this button (F6 from keyboard), when opening a table or when a table is not closed.

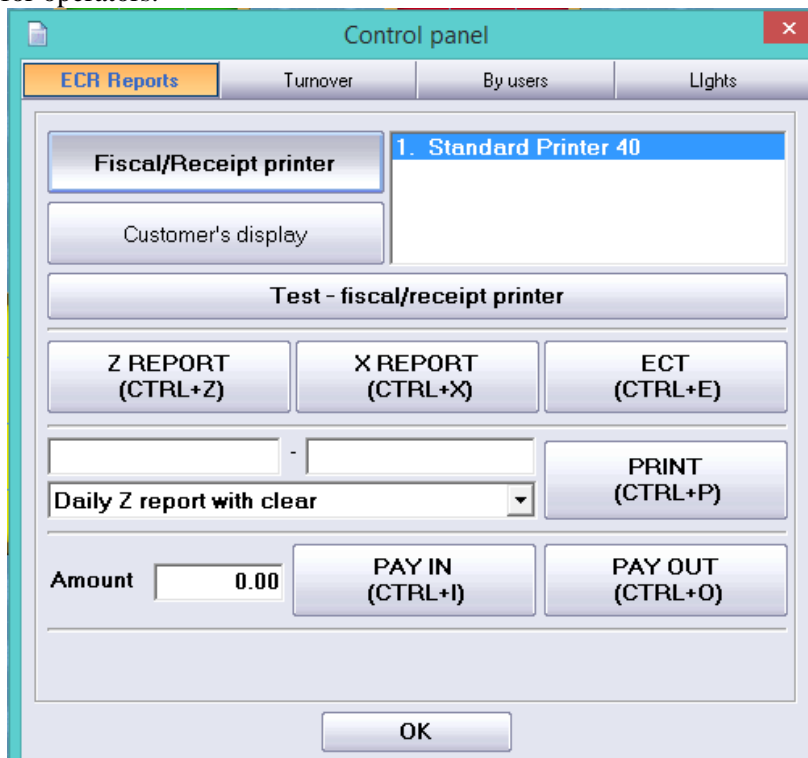
Control Panel

In *Microinvest Billiards Pro* is implemented a mechanism for quick reports and references. This

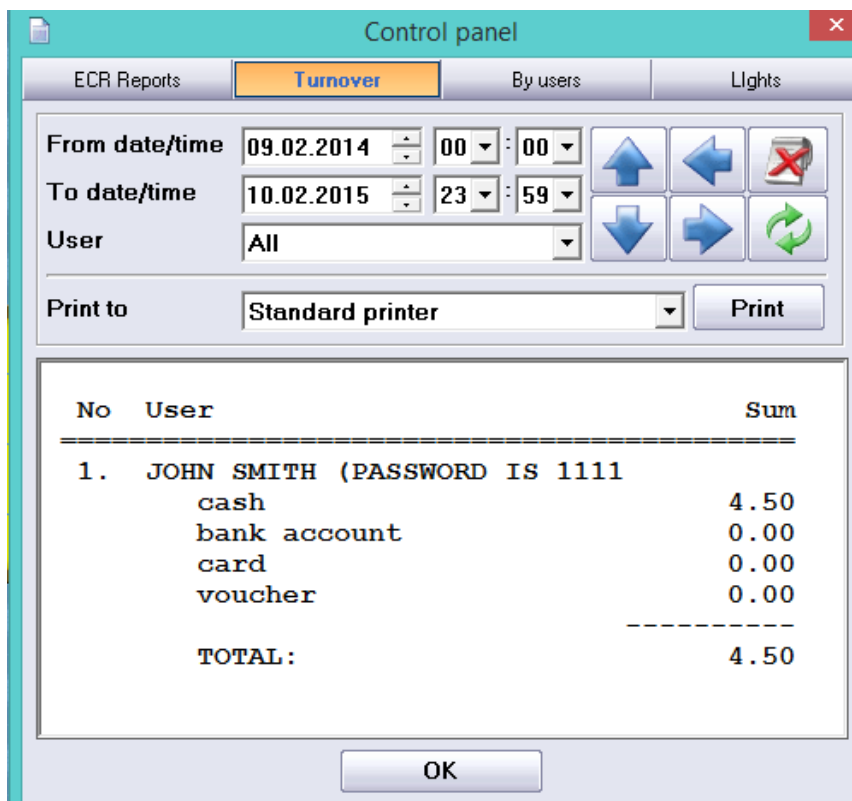


feature is activated by the button below:

A special window through which you can run various reports from the fiscal devices and to make reports for operators.

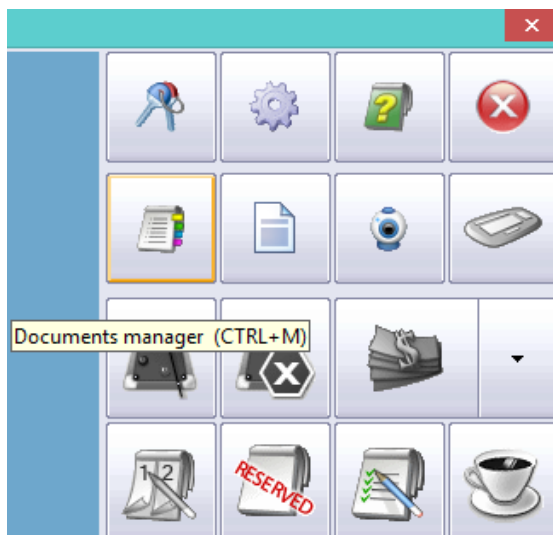


Information about turnover by users, date and time can be obtained by the "Turnover" and "By users".

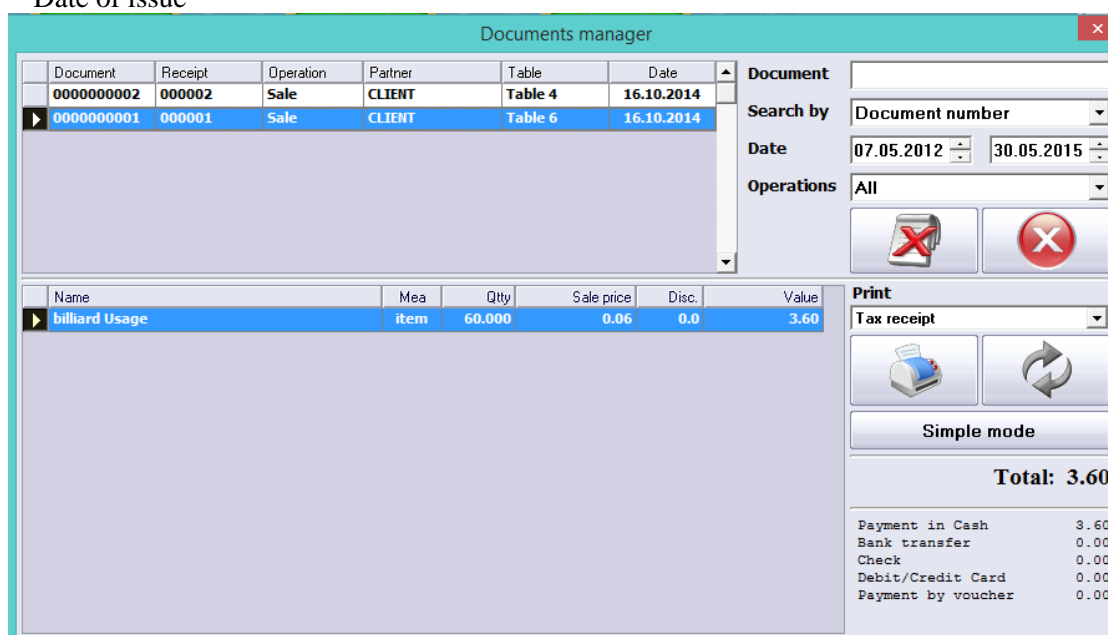


Documents Manager

The button Documents manager (Ctrl + M) opens a window that stores information about documents issued based on to operations. The module offers the possibility to filter the data according to the following criteria:



- Document number
- Document type
- Operation type
- Date of issue




Document	Receipt	Operation	Partner	Table	Date
0000000002	000002	Sale	CLIENT	Table 4	16.10.2014
0000000001	000001	Sale	CLIENT	Table 6	16.10.2014

Name	Mea	Qty	Sale price	Disc.	Value
billiard Usage	item	60.000	0.06	0.0	3.60


Search results are displayed in two sections - data on the document itself (number, type of operation, partner, date) and the items contained in it.




Button  is used for reprinting the selected document.

Document Manager can operate in a mode in which documents are displayed only 24 hours earlier than the current time. The table with items for every sale is hidden. It is used in regime of work with the setting 'Print bon before the payment' and it is called by the button "Simple mode".



Button  clears the criteria and returns the initial state of the window.




Button  is to close the window.

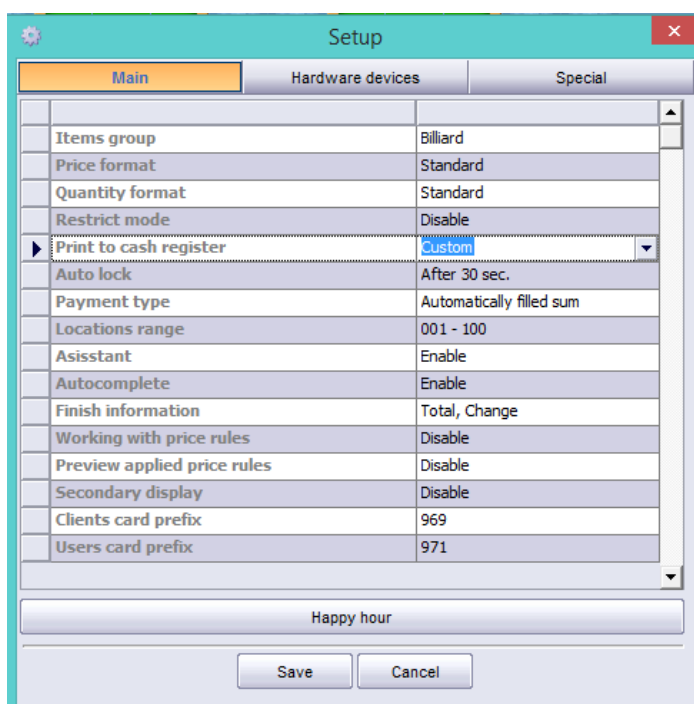
Program settings

Microinvest Billiard Pro has a powerful system setup, which serves to configure the program



according to specific user requirements. The settings can be activated by the button  or by Ctrl+S from the keyboard. The setup window is visible and accessible only for users, who have access level Owners or Administrators. It is protected for users with a lower access level, so that they can not disturb the operation of the system.

From the Setup window can be made all the desired changes in the settings of program.



From the tap "Main" can be made the following settings of the product:

1. **Items group** - in this field is setup the items group with which the program will work.
2. **Format the price** - this setting determines how to look the prices of the items. From here you can select the decimal places, process and record the price of the item. The most commonly used format is 0.00, which is the standard format of the program.
3. **Format quantities** - This setting determines how to look the quantities of items. From here you can choose where to be the decimal point to record the quantity of items. In the Retail mode usually amounts are 0.000, while in the "Restaurant" - the quantities are 0 (sold only whole numbers, no fractional part).
4. **Work in restricted mode** - When restricted mode is enabled, the operators are not allowed to leave the program, to change parameters or change something in the functions of the program. Therefore, adjustment and exit can be made only by a user with administrator rights or owner.
5. **Print to cash register** - This is assigned to control the cash register. Possible values are three. When **Never** in selected the data is not sent to the cash register. When selected a **Custom** - a window is shown to confirm sending. When **Always** is selected, data is sent automatically to the cash register

6. **Payment method** - the methods are as follows:
 - *The customer always pays everything* - always pays and nothing remains as a credit.
 - *Window with manually filled sum* - shows a window for payment, the amounts shall be manually entered.
 - *Window with automatically filled sum* - a window with automatically completed payment amounts and the possibility of editing is shown.
7. **Locations range** - with this setting is filtered the range of locations and in the list with locations remain only those who are within the selected range. The idea of such a division is the presence of two or more floors in the facility and that one POS terminal can handle only one of the ranges, in this case "tables".
8. **Assistant** - if enabled, the help texts are shown
9. **Autocomplete** – the setting controls automatic completion of the nomenclatures by code or name. When this setting is enabled, the program automatically completes words.
10. **Finish information** – this is a setting for management of information, which appears at the end of operations.
11. **Clients card prefix** – here is setup the prefix used for loyalty cards. The prefix must be composed only of digits and the maximum length is 3 characters.
12. **Users card prefix** - here is setup the prefix for all operators cards. The prefix must be composed only of digits and the maximum length is 3 characters.

In the tap "Hardware devices" can be made the following settings:

- Model of the peripheral device/s
- Parameters related to the peripheral device/s
- Type of document and coding of the symbols.

Main	Hardware devices	Special
Fiscal/Receipt printer	Standard Printer 40	
Fiscal/Receipt printer		
Customer's display		
Customer's display		
Billiards controller	Microinvest Board	
Billiards controller		
Payment terminal		
Kitchen printer	Standard Printer 40	
Billiards controller -> Microinvest Board		
Port	COM 1	
Speed	115200	
Password	0000	

Test - billiards controller Test - templates Default

Save Cancel

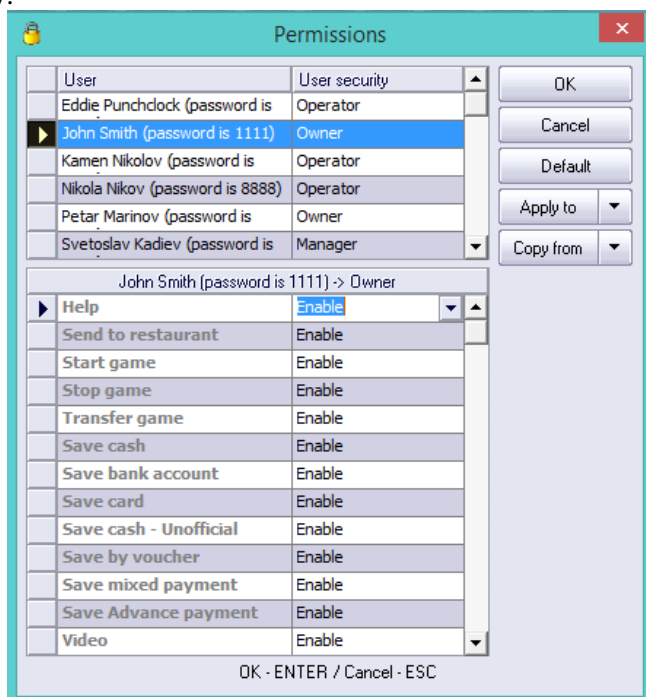
From the drop down menu choose the model of fiscal device / Receipt printer and fill all the parameters to connect to the computer, which are generally described in the documentation of the device. All other devices are setup in the same way.

By the "**Specials**" tab can be made the following settings:

1. Changing the active database
2. Change the language and country
3. Change the color scheme of the interface
4. Change the permissions of operators
5. Creating and editing scheme of the restaurant
6. Change the keyboard shortcuts in the program
7. Licensing the product

Permissions

The module for user access rights serves to limit the access for the operators to certain functions in the program. These limitations may be made only by users with access level "Owner" or "Admin". The window can be called from "Permissions" button, which is located in the "Special" section of Settings window.



From **User** section is selected the user, which will apply restrictions.

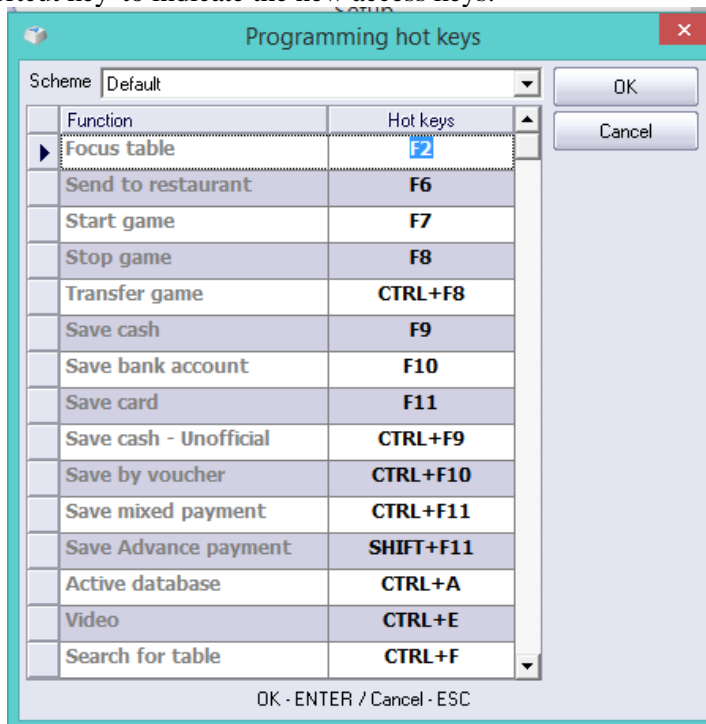
Each feature can have two states:

- Enabled - feature is available
- Disabled - feature is not available

The **Save** button confirms the changes and closes the window. The button **Cancel** closes the window without saving. The **Default** button returns the initial settings of the software.

Programming keyboard shortcuts

The module programming keyboard shortcuts allows the user to set his own shortcuts to the functions of the program according to his needs and preferences. Opening the window is done through the following sequence of actions: open the **Settings** window (**Ctrl + S**), **Special** section, press the **Programming hot keys**. To change a key combinations is necessary to select the desired function, then in the 'Shortcut key' to indicate the new access keys.



OK button (or **Enter** on the keyboard) saves the changes and closes the window and **Cancel** button (or **Esc** on the keyboard) closes the window without performing action. Default button returns the shortcuts in their intinal settings in the program.

In case that a key combination is changed, but the **OK** button is inactive, it means that it is duplicated and should be corrected.

