

# User Manual

# QProg Lite



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Original User Manual

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# 1 Information on This Document

## 1.1 Validity

This document is valid for the Lite version of the software QProg.  
This document is intended for end users.

## 1.2 Intended Use

The Software is used for comfortable, PC-based input of fundamental POS system data such as departments, articles, taxes, clerks as well as the design of the receipt.

## 1.3 Symbols Used and Signal Words

### 1.3.1 Design of Additional Information



#### HINT!

Information that is important for a specific topic or goal

### 1.3.2 Symbols Used

In the following table you will find the explanation of the symbols used in this document.

| Symbol                              | Explanation  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Condition which must be met for a particular result or additionally required material that is needed for a specific result |
| <input checked="" type="checkbox"/> | Desired result   |
| ■                                   | Call to action   |
| 1. ... x.                           | Call to actions that must be performed chronologically   |
| –                                   | Listing  |
| ⇒                                   | Cross reference „see chapter/table... „xx“ on page „xx“  |
| ↻                                   | Path   |

### 1.3.3 Typographies

| Typography    | Usage                     | Example   |
|---------------|---------------------------|---|
| <b>bold</b>   | – Buttons                 | – Click the button <b>Operating Mode</b> (C) in the status bar. |
| <i>italic</i> | – Menus<br>– Dialog boxes | – opens the menu <i>Function Mode</i>                           |

### 1.3.4 Nomenclature

| Complete designation | Designation in this document |
|----------------------|------------------------------|
| QProg Lite           | Software                     |

## 2 Installation

### 2.1 System Requirements

To guarantee reliable operation of the software, your PC has to meet the following minimum requirements:

- Operation system: Windows XP of higher
- Working memory: min. 512 MB
- Hard disc space: min. 20 MB

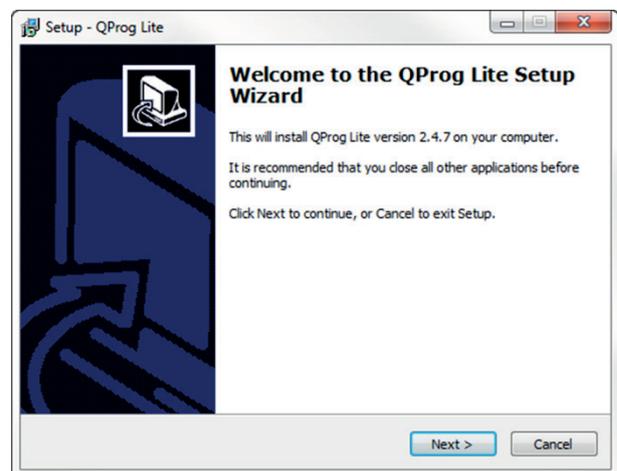
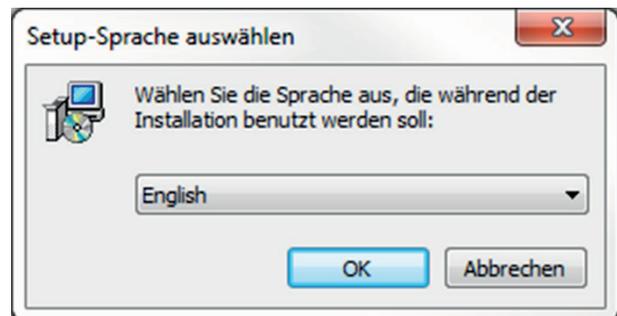
### 2.2 Installing QProg

**Requirement:**

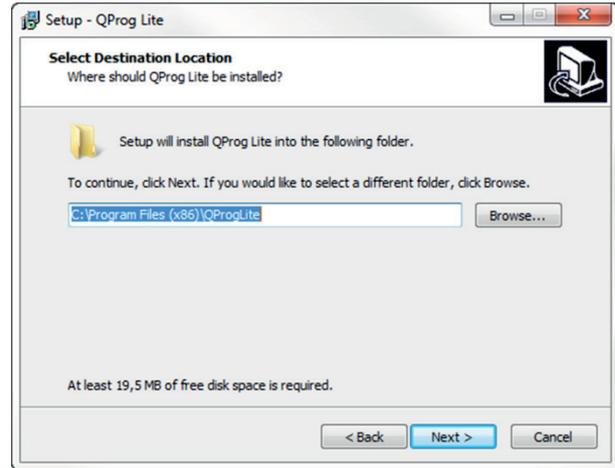
- QProg Lite is downloaded from the QUORION website and is stored.

**Procedure:**

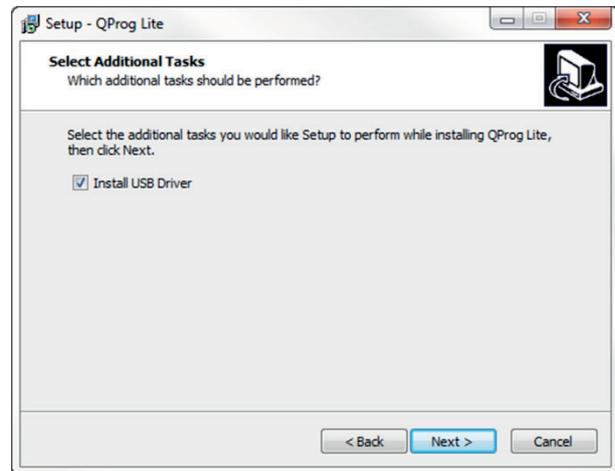
1. Open the QProg Lite installation file. For this purpose double-click the program icon.
2. Select in the window your language.
3. Click the button **OK**.
4. Click in the window *Setup Wizard* the button **Next**.



5. Select in the window *Select Destination Location* the storage location of the program:
  - Click the button **Next** to confirm the default storage location.
  - click the button **Browse** to select another storage location. Confirm the storage location by clicking the button **OK**. Click the button **Next**.



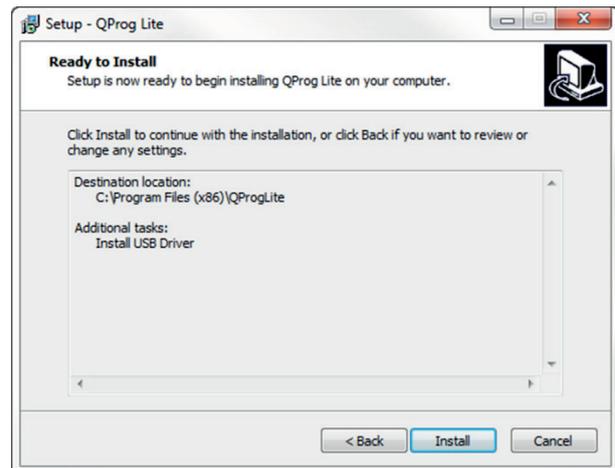
6. Select or deselect in the window *Select Additional Tasks* the USB driver installation.
7. Click the button **Next**.



**HINT!**

To guarantee reliable connection of POS system and PC, we recommend to install the USB driver when installing QProg Lite for the first time.

8. Click in the window *Ready to Install* the button **Install**.
  - ☑ The installation starts.
  - ☑ If you selected the USB driver installation in the previous window, it will start (⇒ see Chapter 2.3, S. 7).



9. Click the button **Finish**.



- QProg Lite is properly installed.

## 2.3 Installing USB Driver

Procedure:

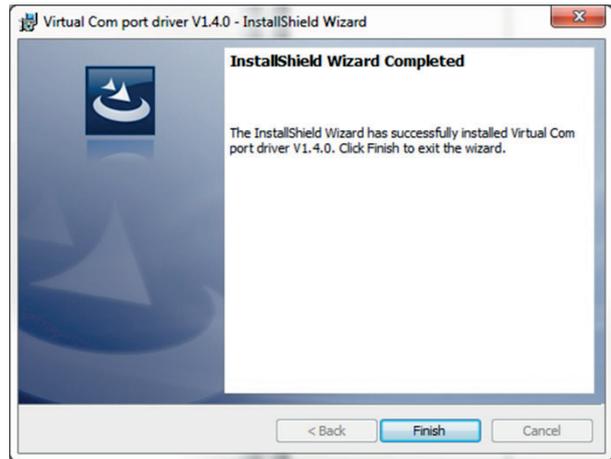
1. Click in the window *Welcome ...* of the USB driver installation the button **Next**.



2. Click the button **Install**.
  - The USB driver will be installed.



3. Click the button **Finish**.



- The USB driver is properly installed.

## 3 Operation

### 3.1 Overview Start Screen

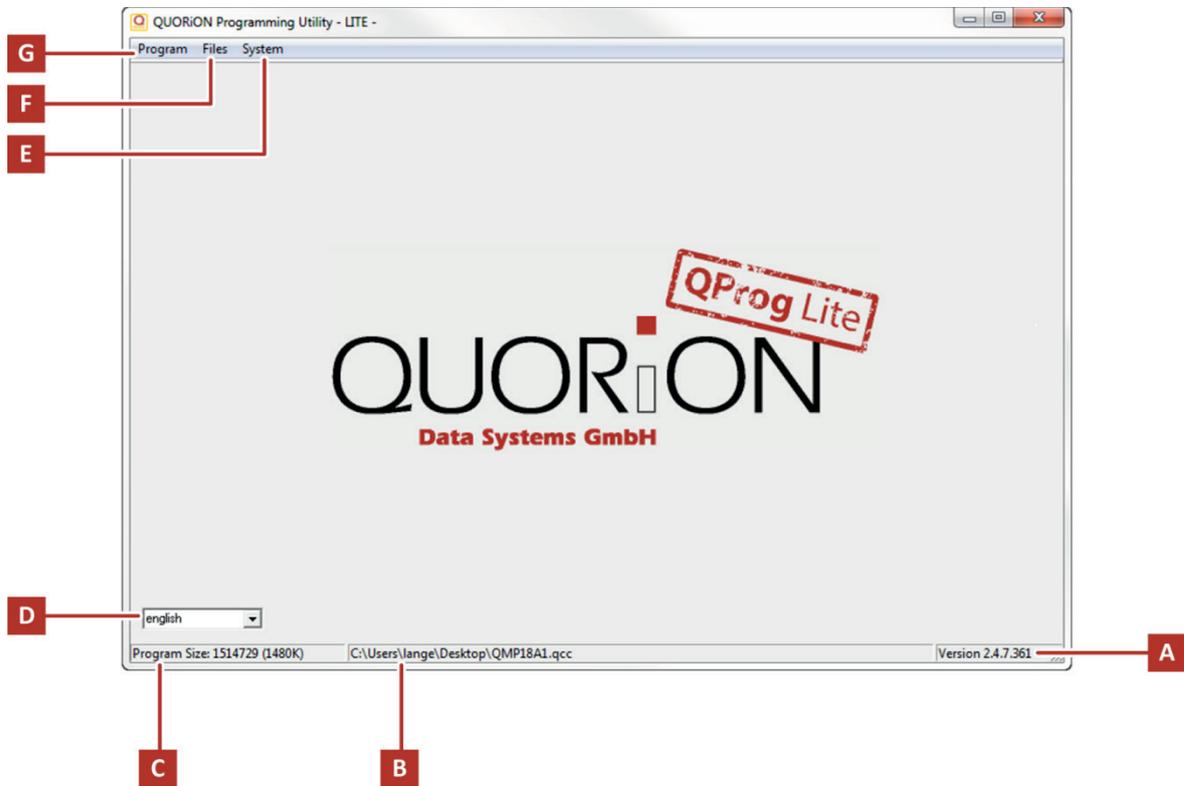


Figure 1: Overview Start Screen

| Position | Designation      | Functions   |
|----------|------------------|---|
| A        | Versioning       | Shows the program version   |
| B        | Storage location | Shows the storage location of the configuration   |
| C        | Program size     | Shows the program size  |
| D        | Localization     | The language of the user interface is selected via the drop down menu. You can choose from German, English and Spanish.   |
| E        | Menu System      | You can view and edit the content of the header, footer as well as the business logo of the receipt via the menu items of the menu <i>System</i> .                        |
| F        | Menu Files       | You can view and manage the departments, articles, taxes and clerks via the menu items of the menu <i>Files</i> .   |
| G        | Menu Program     | You can load configurations form the POS system, save customized configurations on your PC or send them to the POS system via the menu items of the menu <i>Program</i> . |

### 3.2 Loading/Sending POS Data

With QProg Lite you can load POS data directly from the POS system, edit them and send them back to the POS system as well as save them for later use.

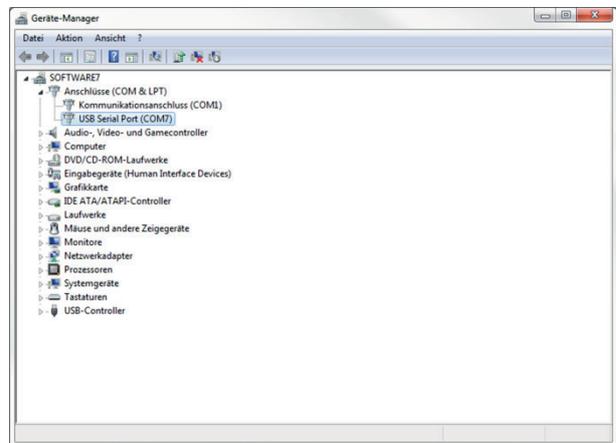
#### 3.2.1 Connecting POS System with PC

Additionally required material:

- USB 2.0 A/B cable

Procedure:

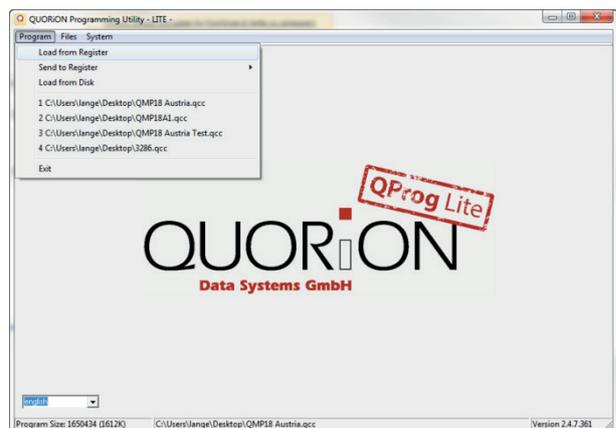
4. Connect the USB-B port of the POS system with a USB-B port of your PC via a corresponding USB 2.0 A/B cable.
  5. Switch the POS system on.
- The initialization of the driver runs automatically.
  - In the Windows Device Manager the USB connection is assigned to a virtual COM port.



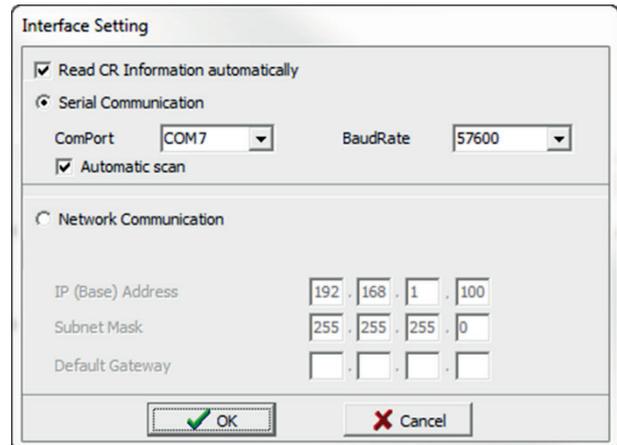
#### 3.2.2 Loading POS Data from POS System

Procedure:

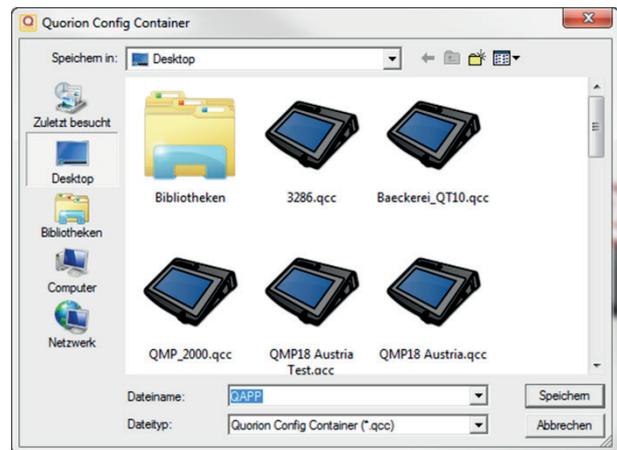
1. Click in the starting screen of QProg the menu item *Program* → *Load from Register*.
  - The window *Interface Setting* is displayed.



2. Select the button Serial Communication.
3. Select in the options menu *ComPort* the corresponding COM port (see the Windows Device Manager above).
4. Click the button **OK**.



5. Select a storage location for the POS data on your hard disk.
6. Enter a name for the POS data in the field *Data name*:
7. Click the button **Save**.
  - The window *Receive Data* is displayed.

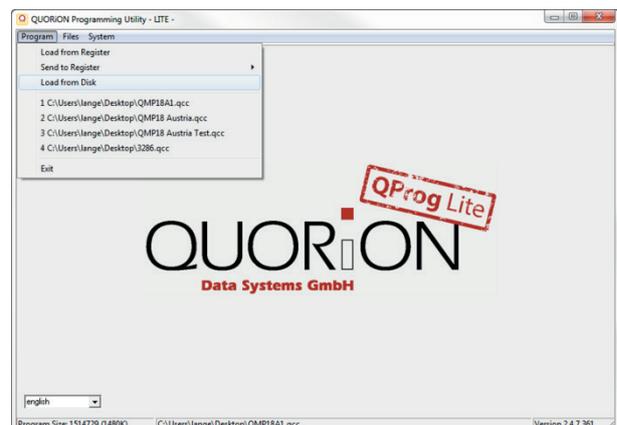


- The POS data is properly loaded from the POS system.

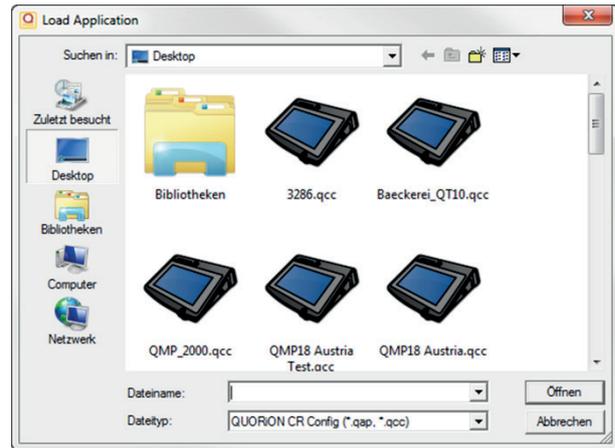
### 3.2.3 Loading POS Data from Hard Disk

#### Procedure:

1. Click in the starting screen of QProg the menu item *Program* → *Load from Disk*.
  - The window *Load Application* is displayed.



2. Select the POS data you want to load.
3. Klick the button **Open**.

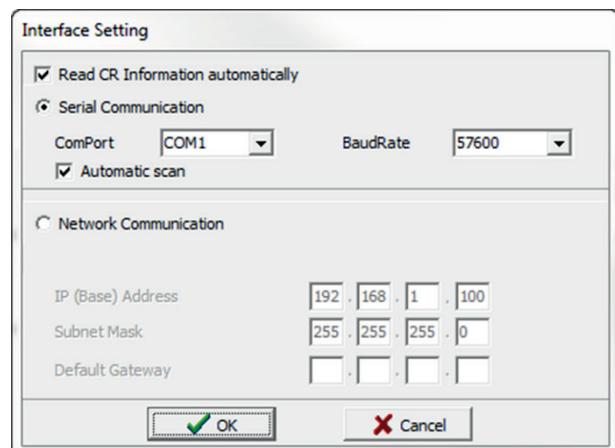
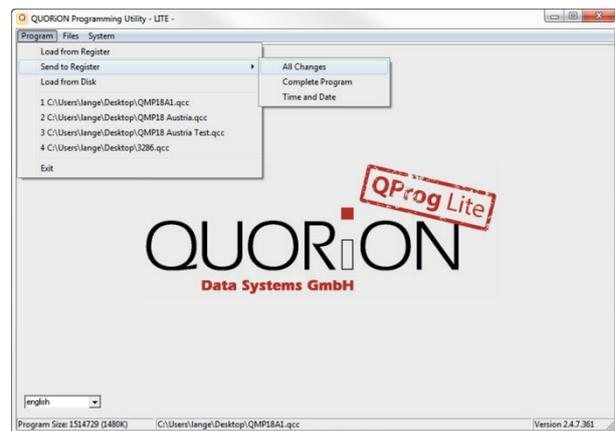


- The POS data are properly loaded from the hard disk.

### 3.2.4 Sending POS Data to POS System

**Procedure:**

1. Click in the starting screen of QProg the menu item *Program* → *Send to Register*:
  - Select the menu item *All changes*, if you want to transfer only the changed POS data to the POS system.
  - Select the menu item *Complete Program*, if you want to transfer the complete POS data to the POS system.
  - Select menu item *Time and Date*, if you want to transfer only the time and date to the POS system.
- The window *Interface Setting* is displayed.
2. Select the Button *Serial Communication*.
3. Select in the options menu *ComPort* the corresponding COM port (see the Windows Device Manager above).
4. Click the button **OK**.



- The POS data are properly sent to the POS system.

### 3.3 Managing POS Data



**HINT!**

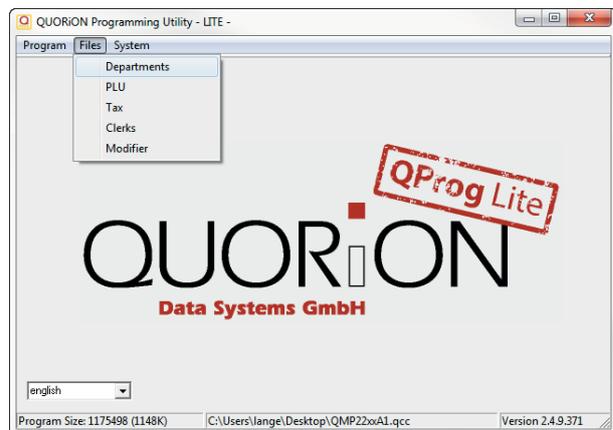
The column # in each menu provides a consecutive numbering and clear identification of the respective entry.

#### 3.3.1 Managing Departments

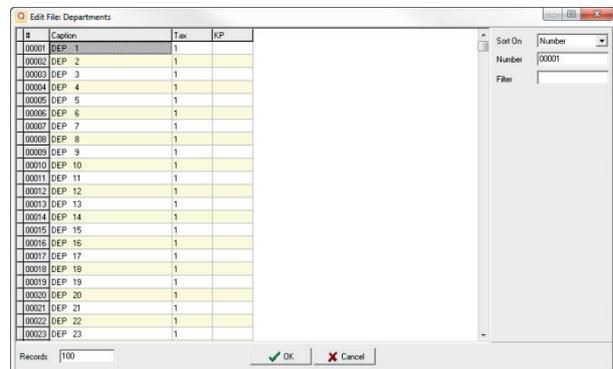
Here you can manage the departments. Under a department similar articles are combined. You can for example group different dishes containing fish goods under the department fish dishes. All articles are assigned to an appropriate department. Thus you can search and select articles quick and intuitive via the concerning department

**Procedure:**

1. Click in the starting screen of QProg the menu item *Files* ➔ *Departments*.
  - The window *Edit File: Departments* is displayed.



2. Enter in the column *Caption* the name of the corresponding department.
3. Use the column *Tax* to assign a tax rate to the corresponding department. The number refers to the number of the tax rate, which is defined within the menu *Taxes* (➔ see chapter 3.3.3, p. 16).
4. Use the column *KP* to assign a kitchen printer to the corresponding department.



**HINT!**

The column *kitchen printer* is only available in the configurations of the POS system of series 22XX (Gastronomy).

5. Click the button **OK** to save the settings.

### 3.3.2 Managing Articles

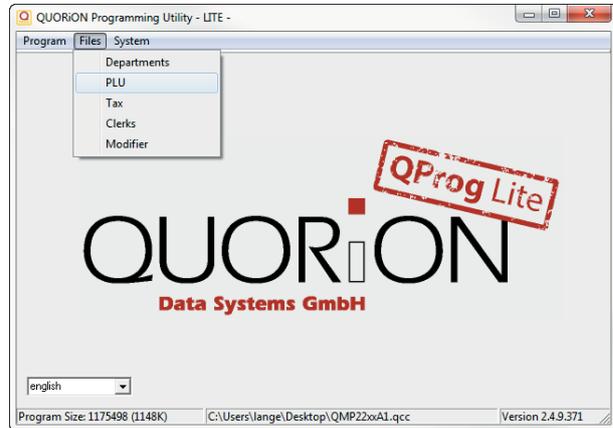
Here you can specify the articles of the stock – also described as PLUs. A PLU consist of an article identification number, article prices and an article name.

#### Creating Articles

##### Procedure:

1. Click in the starting screen of QProg the menu item *Files* ➔ *PLU*.

- The window *Edit File: PLU* is displayed.



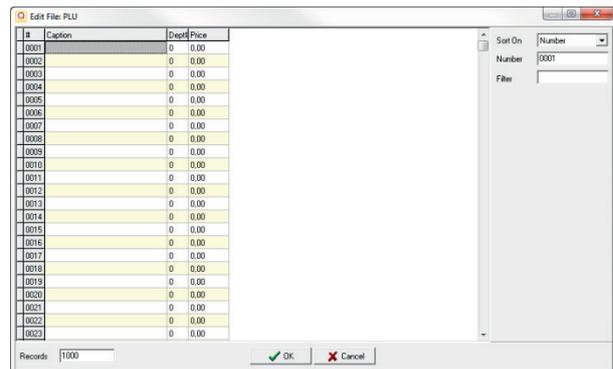
2. Create a scan code or a PLU number:

- Click in the column *Code*.
- Enter the scan code or the PLU number.
- Press the **enter key** or **tab key** on the PC keyboard.

- The window *Not found!!Create Article?* Is displayed.

- Click the button **OK**.

- The cursor jumps to the column *Caption*.



#### HINT!

The column *Code* is not available in the configurations of the POS systems of series QMP 22XX. In these configurations the articles are already created. It is merely necessary to adapt the columns *Caption*, *Dep.* and *Price*.

3. Enter in the column *Caption* the name of the corresponding article.
4. Enter in the column *Dep.* The number of the department to which the article should be assigned.  
For example, if you want to assign an article to department 1, enter the character 1 in the corresponding input field.
5. Enter in the column *Price* the price of the corresponding article.



**HINT!**

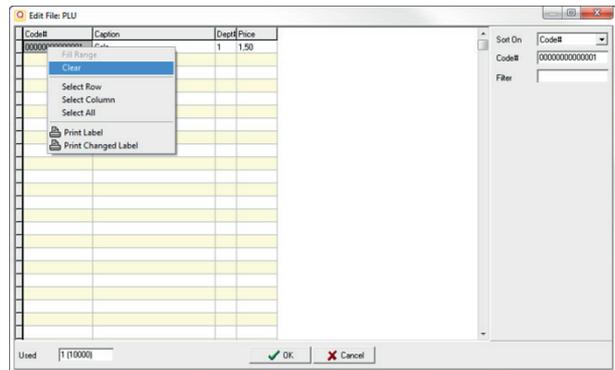
The input of prices has to be made by entering the price without comma but with 2 decimal places. A price of 2.50 € must be entered as follows: 250.

6. Click the button **OK** to save the settings.

**Deleting Articles**

**Procedure:**

1. Right-click on the article you want to delete.
2. Click the menu item *Clear*.
  - The article will be marked (☒)
3. If you want to delete other articles, repeat step 1 and 2.
4. Klick the button **OK**.
  - The Article is deleted form the article list.



**HINT!**

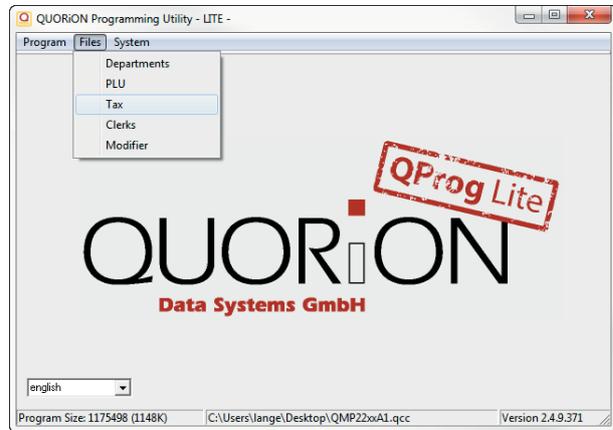
In the configurations of the POS systems of series QMP 22XX, articles cannot be erased completely. Only the entries of the column Deception, Dept. and price can be deleted individually.

### 3.3.3 Managing Taxes

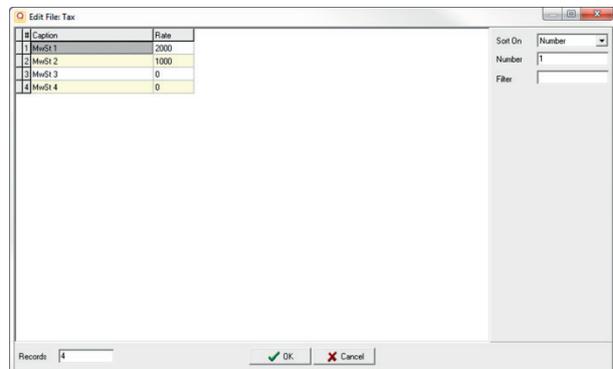
Here you can determine the different tax rates of the articles or departments.

**Procedure:**

1. Click in the starting screen of QProg the menu item *Files* → *Tax*.  
 The window *Edit File: Tax* is displayed.



2. Enter in the column *Caption* the name of the tax rate which will be displayed and printed.
3. Enter in the column *Rate* the percentage value of the tax rate.
4. Click the button **OK** to save the settings.



**HINT!**

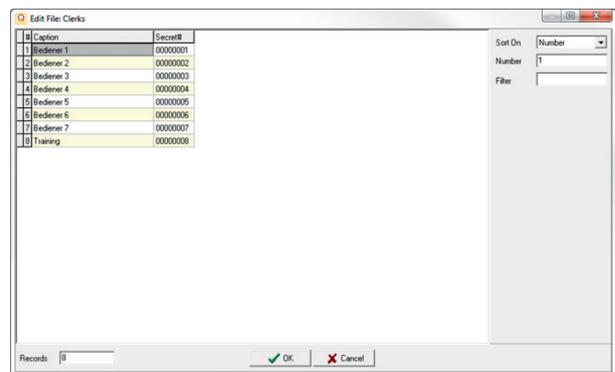
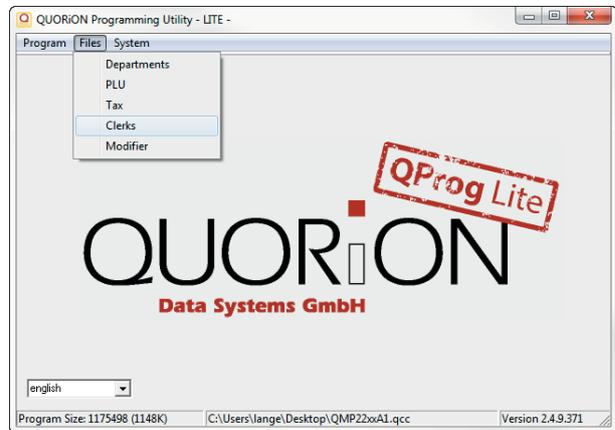
The input of tax rates has to be made by entering the tax rate without comma but with 2 decimal places. A tax rate of 19.00 % must be entered as follows: 1900.

### 3.3.4 Managing Clerks

Here you can manage the clerks. A clerk is the person who is working on the point-of-sale and performing registrations. Before starting any transaction, it is necessary to sign in a clerk. Now all sales and actions can be assigned to each single clerk in the reports.

**Procedure:**

1. Click in the starting screen of QProg the menu item *Files* → *Clerk*.
  - The window *Edit File: Clerk* is displayed.
2. Enter in the column *Caption* the name of the corresponding clerk.
3. Enter in the column *Secret#* a numerical code for the registration on the POS system.
4. Click the button **OK** to save the settings.



**HINT!**

The numerical code has to consist of 8 digits in hexadecimal form.

### 3.3.5 Managing Modifier (only QMP 22XX)

Here you can manage the modifier. Modifiers enable you to record additional information, such as method of preparation or side dishes during the registration. For this purpose, the methods of preparation and side dishes have to be created in the configuration. To create these the lines 1 to 199 are available in the menu *Modifier*.

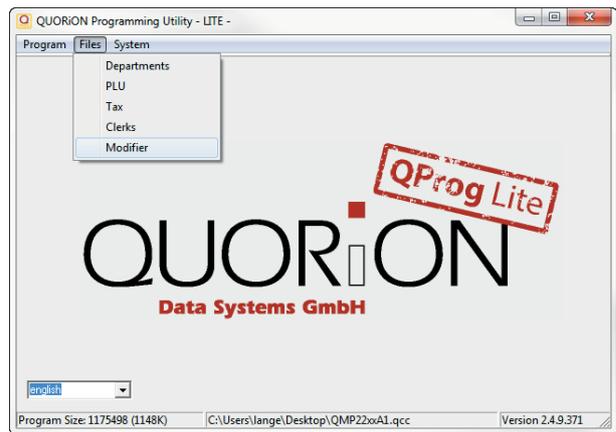


**HINT!**

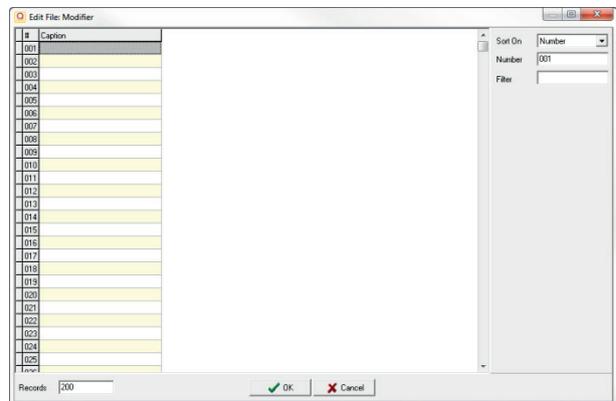
The line 200 is reserved for free text input during the registration process at the POS system and should be left blank.

**Procedure:**

1. Click in the starting screen of QProg the menu item *Files* → *Modifier*.
  - The window *Edit File: Modifier* is displayed.



2. Enter in the column *Caption* the name of the corresponding clerk.
3. Click the button **OK** to save the settings.



### 3.4 Designing Receipt

#### 3.4.1 Setting Text

The receipt can be individualized with text and a graphic. After the actual text a number to adjust the font style has to be entered:

| Character | Font Style/Function | Example        |
|-----------|---------------------|----------------|
| 1         | Default font        | Max Mustermann |
| 2         | Double font width   | Max Mustermann |
| 3         | Double font height  | Max Mustermann |
| 4         | Double font size    | Max Mustermann |

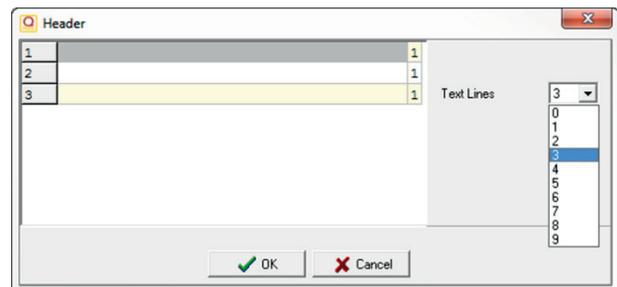
#### Setting Text for Header

##### Procedure:

1. Click in the starting screen of QProg the menu item *System* → *Header*.  
 The window *Header* is displayed.



2. Select via the drop down menu the number of lines.
3. Enter the corresponding text, which will be printed on the beginning of the receipt.
4. Enter the number for setting the font style (→ see table above).
5. Click the button **OK** to save the settings.



##### HINT!

A maximum of 9 lines can be entered in the header. In the POS system the lines will be automatically centered.

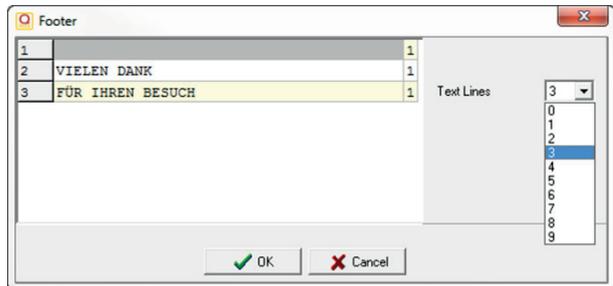
## Setting Text for Footer

### Procedure:

1. Click in the starting screen of QProg the menu item *System* → *Footer*.  
 The window *Footer* is displayed.



2. Select via the drop down menu the number of lines.
3. Enter the corresponding text, which will be printed at the end of the receipt.
4. Enter the number for setting the font style (⇒ see table above).
5. Click the button **OK** to save the settings.



### HINT!

A maximum of 9 lines can be entered in the footer. In the POS system the lines will be automatically centered.

### 3.4.2 Setting Graphic Logo

The receipt can be customized with a graphic. The graphic is placed above the text in the header.

#### Requirement:

- The graphic is stored in bitmap or JPEG file format.

#### Procedure:

1. Click in the starting screen of QProg the menu item *System* → *Graphic Logo*.

- The window *Graphic Logo* is displayed.



2. Click the checkbox **enable Logo**.

- The button **Load New Logo** and **Save Logo** are activated.

3. Click the button **Load New Logo** to upload the desired logo.

4. Select via the drop down menu *Printertype* the printer or rather the width of the receipt.

5. Use the settings in panel *Convertfunction* to optimize the graphic:

- Select the menu item *Monochrome* and move the sliding controller to optimize the color value.
- Select the menu item *Dithering* to optimize the shade of colored graphics.

6. Click the button **Save Logo** to save the graphic with the settings.

7. Click the button **OK** to save the settings.



#### HINT!

The optimization of the graphic in the field *Convertfunction* can be made only immediately after the first time you upload the graphic. If you want to change the optimizations, the original graphic must be uploaded again.

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