



## Manager Quick Reference Sheet

### HOW TO VIEW THE PREVIOUS PAID-OUT SALE

1. Select **MODE 17**.
2. Press and hold the desired pump select number.
3. While holding pump select number, press the VOL button to display the volume amount for that sale.
4. Repeat steps 2 and 3 as needed.
5. Press the SELECT button to resume normal operation.

**HOW TO CHANGE SHIFTS:** This resets the totals for present shift to zero, moves those totals to the previous shift, and prints the report.

To change shifts, follow these steps:

1. Select **MODE 40**.
2. Press and hold the CHNG button.

**HOW TO VIEW THE PRESENT SHIFT TOTAL:** The 60's MODES display the totals for the sales that are completed during the present/current shift totals. To print these totals on a report, Select **MODE 67** for the current shift, then press the PRINT button. Review the following list of the CURRENT SHIFT MODES:

**MODE 60** Display the grand total of the cash and credit sales.

**MODE 63** Display the grand total of the volume dispensed.

**MODE 64** Display the total volume pumped from each real tank.

**MODE 65** Display the time the current-shift started.

**MODE 66 65** Display the date the current shift started.

To view the PRESENT SHIFT totals by individual fueling positions and product hoses, follow these steps:

1. Select the desired MODE.

**MODE 60** = cash and credit total

**MODE 63** = volume total

2. Press and HOLD the desired PUMP SELECT position.
3. Press and release the desired product (A, B, C, and D) button.
4. Read the information for the MODE, fueling position, and product hose selected.
5. Repeat steps 3 and 4 for all product hoses at that fueling position.
6. Release pump select button.
7. Repeat steps 2 through 6 for each fueling position.

To display real tank volume totals, follow these steps:

1. Select the **MODE 64**.
2. Hold the desired tank number on the DATA ENTRY keypad.
3. While holding the tank number, press and hold the VOL button to display the volume total for the tank selected.
4. Repeat steps 2 and 3 as needed.

**NOTE:** The "DUMMY" tank(s) always read zero. Grade totals are available on printed reports only

**HOW TO DISPLAY THE PREVIOUS SHIFT TOTALS:** The 70's MODES display the totals for the sales that were completed during the previous shift. To print these totals on a report, Select **MODE 77**, then press the PRINT button. Review the following list of the PREVIOUS SHIFT MODES:

**MODE 70** Display the grand total of the cash and credit sales.

**MODE 73** Display the grand total of the volume dispensed.

**MODE 74** Display the total volume pumped from each real tank.

**MODE 74** Display the total volume pumped by tank (grade totals are only reported via the TMS-35 printer).

**MODE 75** The time the previous shift started.

**MODE 76** The date the previous shift started.

To view the PREVIOUS SHIFT totals by individual fueling positions and product hoses, follow these steps:

1. Select the desired MODE.

**MODE 70** = cash and credit total

**MODE 73** = volume total

2. Press and HOLD the desired PUMP SELECT position.
3. Press and release the desired product (A, B, C, and D) button.
4. Read the information for the MODE, fueling position, and product hose selected.
5. Repeat steps 3 and 4 for all product hoses at that fueling position.
6. Release pumps select button.
7. Repeat steps 2 through 6 for each fueling position.

To display real tank volume totals, follow these steps:

1. Select the **MODE 74**.
2. Hold the desired tank number on the DATA ENTRY keypad.
3. While holding the tank number, press and hold the VOL button to display the volume total for the tank selected.
4. Repeat steps 2 and 3 as needed.

**NOTE:** The second and third shift totals can be printed, but are not accessible through the console's display and cannot be viewed.

**HOW TO PRINT/RESET AND PRINT THE MANAGER'S REPORT:** The manager's report prints a total of sales. The report starts with the first completed sale, and ends at the time the report is printed and **reset to zero**. The manager's report can be printed, or reset to zero after the report prints, at any time.

To print the manager's report **without resetting** the totals to zero, follow these steps:

1. Select **MODE 41**.
2. Press the **PRINT** button.

To print the Manager's report **and reset the totals to zero**, follow these steps:

1. Turn the Manager's key switch to the ON (horizontal) position.
2. Select **MODE 41**.
3. Press the **CHNG** button.

**HOW TO VIEW THE ACCUMULATING MONEY AND VOLUME TOTALS:** the console can display a limited amount of digits in the amount side of the window, so the accumulating money totals have been divided.

**MONEY:** **MODE 51** displays the five LEAST SIGNIFICANT digits, while **MODE 52** displays the five MOST SIGNIFICANT digits of the money total.

**VOLUME:** **MODE 53** displays the five LEAST SIGNIFICANT digits, and **MODE 54** displays the volume total's five MOST SIGNIFICANT digits.

The maximum money amount that the console can show is \$9,999,999.990 (up to ten digits). MODE 52 shows \$9,999,9 and MODE 51 shows 99.990. The maximum volume total the console can show is 9,999,999.900. MODE 54 would show 9,999,9 and MODE 53 would show 99.900. The totals displayed in MODES 51 through 54 can be noted, then combined to show a total money or volume total for each fueling position by product hose. These totals can be printed, if a printer has been connected to the console, by selecting MODE 57 and pressing the PRINT button.

To **view** the accumulating total readings, follow these steps:

1. Select the desired MODE:

**MODE 51** = least significant MONEY TOTAL

**MODE 52** = most significant MONEY TOTAL

**MODE 53** = least significant VOLUME TOTAL

**MODE 54** = most significant VOLUME TOTAL

2. Press and HOLD the desired pump select position.
3. Press and release the corresponding product (A, B, C, and D) button.
4. Read the information for the MODE, fueling position, and product hose selected.
5. Repeat steps 3 and 4 for all product hoses at that fueling position.
6. Release pump select button.
7. Repeat steps 2 through 6 for each fueling position as needed.

### **RESET MODES 51 THROUGH 54 ACCUMULATING MONEY AND VOLUME TOTALS TO**

**ZERO:** If the console accumulating method was chosen in MODE 50, the money portions of the accumulating totals, MODES 51 and 52, can be reset to zero separately from the volume portions of the accumulating totals, MODES 53 and 54 (this excludes the TANK ACTIVITY shown on the MODE 57 printout).

To **reset the accumulating totals to zero**, follow this procedure:

1. Select the desired MODE:

**MODE 51** or **52** = \$ TOTAL

**MODE 53** or **54** = VOLUME TOTAL

2. Press and HOLD the "0" (zero) button.
3. Press CHNG button.
4. Repeat steps 1 through 3 as needed.

**REMEMBER:** The MANAGER key switch must be in the ON position (horizontal) before the console will accept entered or changed programmed data.

**HOW TO CHANGE THE PRICE PER GALLON BY GRADE:** Changing prices by tank (or grade) sends the prices to every fueling position assigned to the tank selected. To program information by tank, follow these steps:

1. Select the appropriate MODE for the desired tank.

**MODE 21** = tank 1

**MODE 22** = tank 2

**MODE 23** = tank 3

**MODE 24** = tank 4

**MODE 25** = tank 5

**MODE 26** = tank 6

2. Press the product button (A or B) at the bottom left corner of the console.

A = tank's SELF SERVICE PRICE

B = tank's FULL SERVICE PRICE

\*For **SINGLE TIER** pricing (cash and credit price the same, both the cash and credit lights on):

- a) Enter the price per gallon.
- b) Press the CHNG button (all lights turn off).

\*For **TWO TIER** (cash price not equal to credit) pricing:

- a) Press CASH PAID button (CASH lights turns on).
- b) Enter cash price per gallon.
- c) Press CHNG button (all lights turn off).
- d) Press "A" product button (A light turns back on).
- e) Press CREDIT PAID button (CREDIT light turns on).
- f) Enter credit price per gallon.
- g) Press CHNG button (all lights turn off).

3. Repeat steps 1 and 2 for each grade as needed.

**HOW TO CHANGE THE DECLINING TANK INVENTORY BALANCE:** The new tank levels must be measured, then entered as a total into the console's memory. To enter the new tank inventory balance, follow these steps:

1. Select the appropriate MODE for the desired tank.

**MODE 21** = tank 1

**MODE 22** = tank 2

**MODE 23** = tank 3

**MODE 24** = tank 4

**MODE 25** = tank 5

**MODE 26** = tank 6

2. Press the D product button at the bottom left corner of the console.
3. Enter the new level.
4. Press the CHNG button.
5. Repeat steps 1 through 4 as needed.

**HOW TO PRINT THE DECLINING TANK INVENTORY REPORT:** Select **MODE 27** and press the PRINT button.

**HOW TO PRINT THE PROGRAMMED DATA REPORT:** Select **MODE 37** and press the PRINT button.

**HOW TO PRINT THE ACCUMULATING TOTAL REPORT:** Select **MODE 57** and press the PRINT button.

**HOW TO PRINT THE CURRENT SHIFT TOTAL REPORT:** Select **MODE 67** and press the PRINT button. This report can be printed at any time, to check the current shift sales data of the fuel dispensed.

**HOW TO PRINT THE PREVIOUS SHIFT TOTAL REPORT:** Select **MODE 77** and press the PRINT button. This report can be printed at any time, to review the previous shift sales data of the fuel dispensed.

**HOW TO PRINT THE SECOND PREVIOUS SHIFT TOTALS:** Select **MODE 87** and press the PRINT button. This report can be printed at any time, to review the second previous shift sales data of the fuel dispensed.

**HOW TO PRINT THE THIRD PREVIOUS SHIFT TOTALS:** Select **MODE 97** and press the PRINT button. This report can be printed at any time, to review the third previous shift sales data of the fuel dispensed.