Husky Energy — Point Of Sale System Quick Reference Chart

Display Overview: Main Screen

Receipt Window:
All items in a transaction are displayed here. Each item is displayed by its name, price, quantity and total price. Other transaction details such as totals, voids, discounts and tender details are also displayed in the Receipt Window. Whenever the word "RECEIPT" appears, there's an open transaction.

Pump Controllers:
From here, the cashier can control the fuel pumps and permit them to be authorized or suppressed. Cashiers use these keys to bring a specific fuel sale into a transaction. Each pump is identified numerically and the cashier can see the status of each fuel transaction in this section of the display.

Total Button:
This button always shows the current total of the transaction in process. If the total appears in red, the transaction can be collected. If it appears in grey, there is no transaction in progress.

Pre-Set Items:
This area consists of up to 20 buttons. Each button is linked directly to a specific item in the store, allowing them to be sold at a touch of a button.

A preset item button may be linked to one or more group buttons.

Pre-Set Groups:
This area consists of 9 buttons representing groups of up to 20 items. A Toggle Button is used to move between the Pre-Set Group screens.

Function Panel Key:
This button displays the Function Panel screen. Each of the various buttons on this panel permit the operator to perform various functions before, during and after sales transactions.

For example: **Safe Drop, End of Shift** and **Suspend Transaction** are handled here.

Toggle Button:
This button is used to move between the Pre-Set Group button screens.

Display Overview: Pump Screen

Pump Controllers Details:
The Pump Controller on the left hand side of the main screen can indicate up to Four Pump States, and acts as a toggle for the display of the main pump window seen to your right.

Return
Changes the display to the main screen (containing the Pre-Set Items, Pre-Set Groups and Function Keys).

Force Release
Releases an inactive fuel transaction.

Suppress
Temporarily delays a Pump alarm.

Pre - Pay
Performs a pre pay fuel transaction.

Entering Fuel Sales

A call for authorization is indicated when the pump flashes red and the handle moves off the pump.

To authorize the pump, check that the customer is fueling in a legal manner, and press the pump button to authorize.

To Add Fuel Sales:
1. Touch the pump icon for the pump the customer fueled at.
2. Select the proper amount from the list of collectable sales.
3. The Fuel Transaction will be identified as a new transaction in the sales area of the screen.
4. Add any additional items to the sale, and continue tendering.

In addition, the pump icons may appear in four other states, which indicate:

Ready to Collect | Collected on Other Till | Uncollected Fuel Sale | Drive Off

1. Fuel Transaction (labels in screen): 2. Collectable Sales | 3. Fuel Transaction

Other Sales

Cylinder Propane Sales

1. Select the **Propane Cylinder** button from the functions menu.
2. Select the pump number that corresponds to the Propane Cylinder. This will generally be the last (highest-numbered) pump.
3. Select "**Cylinder Propane**".
4. Enter the dollar value and select OK.
5. Enter the litre amount and select OK.

Carwash
1. Select the carwash button.
2. Select the appropriate wash.

Shift Management

Clock In / Out

The Clock In and Out feature enables the store manager to keep a record of time schedules. Every time an operator and/or and attendant starts a shift, he or she must Clock In.

To Clock In to the POS terminal:
1. Select the Clock button in the Function Panel.
2. The Enter Password screen is displayed. Enter your password manually using the available numeric keypad.

To Clock Out of the POS terminal:
1. Select the Clock button in the Function Panel.
2. The Enter Password screen is displayed. Enter your password manually using the available numeric keypad.

Signing In And Out For a Shift

Cashiers must Sign In to the POS terminal to begin a shift.

Note: Ensure that the POS terminal successfully completes the End of Shift process before new cashiers sign in.

To Sign In:
1. Select Function Panel Key.
2. Select Sign In/Out.
3. The list of all authorized employees is displayed. Select your name from the list and select the OK button.
4. A numeric key panel is displayed prompting you to enter your 4 digit password. Enter Password and Select OK.

To Sign Out:
Note: Operators should sign out only after performing an End of Shift Function.
1. Select Function Panel Key.
2. Select Sign In/Out.
3. Select the Sign Out button and Select the OK button to confirm.
4. The key panel is displayed prompting you to enter your password. Enter your password and select OK.

Open Bank

The Open Bank feature enables you to withdraw money from the store's main safe to add to your cash drawer. The Open Bank function appears at the beginning of a shift immediately after the Sign In process is completed.

1. The system displays the Open Bank screen with the operator's name, and the cash drawer opens.
2. Enter the appropriate amount using the numeric keypad.

Close Bank

The Close Bank feature balances all accounts in the Back Office. This process is done at the end of a shift or a business day, either from the POS terminal or from the Back Office.

Note:The Open Bank amount and the Close Bank amount must match in order for the shift to balance.

1. Select Function Panel Key
2. Select the End of Shift function. The operator will then be prompted to perform a Safe Drop.
3. Complete the Safe Drop.
4. The system then prompts for the Close Bank function with the operator's name. Enter the appropriate amount using the numeric keypad.
5. Select OK to accept your entry.
6. The system prompts a second time for an Open Bank amount. Select Close to continue.

Safe Drop

The Safe Drop feature is used to remove cash from the cash drawer during your shift. A drop can also be performed via the Back Office.

To use the Safe Drop feature:
1. Select Function Panel Key
2. Select the Safe Drop button from the Function Panel.
3. Select OK to accept the reference number entered. The Tender screen is displayed showing tenders that can be dropped during your shift (coupons, gift certificates and cash).
4. Enter the appropriate amounts using the numeric keypad.
5. Select the various media types and enter the amounts for each tender type.
6. Select OK to accept the entries and return to the main menu. Example: for a cash drop of $500, select Safe Drop. Enter "500", select Cash and then Close.

End Of Shift Procedures

1. Select Function Panel Key
2. Select "End of Shift" from the Function Panel
3. Drop all cash into drop safe (Including $150 cash float). No Close Bank or Safe Drop is required, as this function will be performed in the Back Office. Cashiers are still responsible for completing cigarette and lottery ticket counts.

When a new cashier arrives, he or she must repeat the Sign In and Clock In functions.

Entering Item Sales

Items may be entered or removed at the POS terminal in one of the following ways:

A. Scan Item Codes
Scan the UPC barcode. Item details appear in the receipt window. Repeat for additional items.

`2  03489 34382  2`

B. Use a Preset Item Button
1. Select a Preset Item Group from the Preset Group menu.
2. Select the relevent Preset Item.

C. Search Items with the Lookup Screen
1. Select the Function Panel.
2. Select the Item Look up Button.

Select your item from the list, or perform a search by name or by code.

Enter the item code: | Select your item from the list: | Enter the item name:

D. Voiding Transactions

Line Void
With the item you want to void highlighted in the Receipt Window, select the Line Void button on the Main Screen. Select a reason from the list. The item is voided from the receipt.

Transaction Void
From the main screen, select Function Panel, then Void Trans. Select a reason form the list. The entire transaction is voided and a new one can be started.

Tendering

Main Tender Screen

The main Tender screen is always displayed after the total button is selected. The Operator then receives some form of payment for the goods purchased.

Toggle Button
This button is used to move between the Tendering button screens.

To tender a sale
1. Select the total button. The first screen that appears is the Loyalty Prompt.
2. Ask the customer for the loyalty card (Husky Loyalty or CAA).
3. Swipe or manually enter the number.

The tender screen is displayed. The total button appears with the total transaction amount. From the tender screen, a payment method is selected.

Cheque Sale
1. To tender a cheque sale, select the cheque button from the tender screen. The cheque tender screen is displayed:
2. Enter the amount, the cheque account number and the cheque serial number into the available fields.
3. Select OK to accept the details.

Credit Sale
1a. Select the total button to display the tender screen.
2a. Swipe the customer's card through the magnetic card reader. The POS terminal automatically picks up the card details and processes the payment with out manual entry of information.

OR

1b. You can manually enter the information by selecting the credit payment type on the tender screen.
2b. Enter the card type, number and expiration date.
3b. Select OK to accept the details.

If a credit card number does not match the date details required, the POS displays an error message.

Cash Sale
To tender a cash sale, select one of the predefined cash buttons or enter the appropriate amount with the numeric keypad from the tender screen.

Debit Sale
1. Select the total button to display the tender screen.
2. Swipe the customer's card through the magnetic card reader (MCR) and ask the customer to complete the transaction.

There may be times when the card reader appears not to read the card.
1. Select the Init Debit function from the functions panel.
2. Allow this process to complete and press OK.
3. Re-swipe the customer's card.

If the MCR fails to read the card after this function then the card is un-readable.

For additional information regarding Coupons, Foreign Currency, and Charge Accounts, please refer to the POS documentation.