

Codax™

Owner/Operator Manual

Section One

Safety Information

Important before you start; read and understand the safety information relating to operating, installing and servicing this product

Section Two

Operator Instructions

Use this section of the manual for day-to-day operation of Codax

Section Three

Owner/Manager & Set-up Information

Use this section of the manual to customise the system settings

Notes

Display changes to:

MON - [OFF]

Use 'STAR' button to toggle between ON – OFF

Use any other button to scroll through the days of the week. When all days of the week have been set to your requirements (details must match the settings at the Codax Ticket Unit) press button E to set off peak settings, the display confirms this and returns to normal use.

Note:

The Off-peak data/configuration entered at the Access Terminal must be identical the data entered at the Ticket Issue Terminal.

Introduction

*Codax*TM is a customer access control system for use by retailers in a retail environment and in many other situations where access needs to be controlled. Codax has endless applications and is suitable for use where coins, token or cards have traditionally been used for access and making retail sales.

Codax Ultra, Codax Retro and Codax Customised Systems

Codax is often manufactured and or programmed to have specific features for specific clients, therefore some functions and operations may not be available or may be operated slightly differently within the system software of your chosen system/installation. Check with your installer. Text prompts will always guide you through the system menus.

*Codax*TM is designed and manufactured by Programmable Systems Design Limited (PSD), Bristol England BS48 1JJ.

www.psdcodax.com

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For service and advice, please contact your equipment installer/service provider.

3.8 ACCESS TERMINAL OFF-PEAK SETTINGS - RETRO MODE (CABLE-LESS INSTALLATIONS)

If your system includes this option and the option has been enabled from the Ticket Terminal menu, the Access Terminal will also require configuring as follows:

Setting Clock

At the Access Terminal press 'STAR' button

Display changes to:

ENTER OPTION =

Now enter the set clock code 2222E

Display changes to:

**YMMDDTTT
 TIME = *******

Use keypad digit buttons to enter year, month, day and time using the 24-hour clock.

Press 'E' button to register times as entered

Check display and press 'E' button to confirm/enter settings.

Setting Off-peak available days and times

At the Access Unit press 'STAR' button

Display Changes to:

ENTER OPTION =

Now enter set code 1111E

Display changes to:

**START > 10:00
 END > 15:00**

Use keypad (any key) to scroll through times (hours only)
 Use 'STAR' button to toggle between start and end time (set the END time first)

Press 'E' button to set/confirm off-peak start and end time settings, system will step forward to allow Days of the week ON/OFF set-up.

3.7 CHECK SYSTEM CURRENT SETTINGS

This function provides a printout of the current system settings. Always check the current settings following changes/initial set-up.

Within the 'SET-UP' menu, press **ENTER** when 'SYSTEM' is displayed, this will produce a printout of the current system settings.

A typical system configuration example is shown below:

PSD CODAX [2v - -] SYSTEM CONFIGURATION				< Header message & [Software version]
INITIALISED PERIPHERALS				
BRUSH WASH				< Machine Header
*	NORM	- PROMO	- O/PEAK	
1	6.50	5.00	4.00	
2	6.00	4.50	3.50	
3	5.50	4.00	3.50	< Programme prices
4	5.00	3.50	3.50	
5	4.00	3.50	3.50	
BRUSH WASH 1 SET-UP CODE = 123-456				< Machine (Brush Wash) Set-up code
VALID AT PLACE OF PURCHASE ONLY [04]				< Footer message & [Operator number]

Caution:

Codax has been designed to provide a good level of control and security for the owner/manager and provides ease of use for your customers. It is important that the Codax reporting systems are used on a daily basis and that you adopt good internal controls.

Important Safety Information

Prior to installing or operating this equipment please read this Important Safety Information carefully

Codax must only be installed or serviced by a competent person who has sufficient electrical and product service knowledge. End users/owners should not attempt any service operations or remove any covers.

The only end-user serviceable components are replacement ticket rolls and replacement printer ribbons (refer to operator instruction manual).

The person responsible for installing or commissioning Codax must ensure that the Operating Manuals are presented to the owner/operator of the system.

The components of the system, ticket issue terminal and machine access terminal must only be powered by a Codax 24 volt AC power supply. The Codax communication cables, the Codax system or any component of the Codax system must not be powered, connected too, or installed in such a way that voltage from any external source is allowed or could be allowed to pass through the system. Failure to carefully follow these instructions may lead to fatal accidents from electric shock.

The CE certificate relating to Codax relates to Codax as a standalone system. It is the responsibility of the installer and or equipment manufacturer to ensure that the integrity of Codax or the equipment, especially the electrical integrity is not affected or compromised in any way.

The Codax power supply units must be installed in a dry environment and only connected to an electrical supply that has been installed by a qualified electrician.

The Codax Ticket Issue Terminal is designed to be installed and operated indoors. Do not allow fluids to enter or be splashed over it.

Codax is not designed to be installed or operated in hazardous areas.

CE Compliance: Codax and its original components are manufactured to observe the EC EMC legislation and safety standards. Programmable Systems Design Ltd cannot guarantee that the product/system will continue to observe these regulations when installed onto other equipment and or used with non-original equipment and/or cabling. This is the responsibility of the installer and/or equipment manufacturer.

Section Two

2.1 CHANGING PAPER ROLLS

Before proceeding, display should be as shown below. If it is not press, **CLEAR**.

PSD CODAX CTT2vRX 10:49

Press **PRINT** to enter Printer Control menu. The display will change to:

PRINTER CONTROL			
[ON]	FEED	CUT	TEST
A	B	C	D

Press buttons 'A-D' to operate printer functions

Lift rear cover to reveal paper tray. If the end of the last roll of paper is visible, remove it by pulling from rear of printer.

Ensure end of new roll is cut clean and square.

Feed the end of the paper roll into slot in rear of printer. Activate paper feed by pressing option button 'B' or by using CUT/FEED switch located under the cover to left rear of printer.

Ensure end of paper emerges from top of printer. Activate paper cut by selecting **CUT** by pressing option button 'C' or by using CUT/FEED switch.

Printer operation can be tested if required by selecting **TEST** option button **D** and a printer test ticket will be printed.

Press **CLEAR** to exit Printer menu.

Note: *Whoops run out of Codax Paper...*

It is possible to operate Codax with the printer turned off (as instructed above). Access Pin Numbers will be displayed in the text display, you can then write the number down for the customer, but please remember to order further paper rolls urgently!

Always ensure that Codax yellow paper is used, this will help your customer to easily identify their Access Ticket and prevent problems/queuing at the machine/service. Genuine Codax paper rolls are made from high quality paper, other paper types can cause paper dust and damage to your Codax printer unit.

Printer Ribbons

Printer ribbons should be changed regularly. Carefully lift out and replace ribbon cartridge as shown ribbon case. Always use genuine Epson ribbons as problem are often caused when using non-Epson ribbons.

The top line of the display shows only the last 14 characters of the selected message to be modified; the edited message will scroll off the display as you edit the text.

3.6 HOW TO EDIT TICKET MESSAGE LINE TEXT

Pressing option button 'A' or 'B' or 'C' below the text display allows insertion of characters in the range indicated above that key. Repeated pressing of that option button steps through the range of characters associated with it. Pressing **button 'D'** allows stepping backwards through the range of characters currently selected.

Pressing option buttons 'A' or 'B' or 'C' changes the display above option button 'D' to confirm the current selection.

When the required character is on the cursor, press **ENTER** to insert that character, the cursor moves right for insertion of the next character or a space.

Spaces can be entered into the text line by pressing **ENTER**.
(Note - to print a "£" (currency) sign on the printer select the "#" character on the display.)

Pressing **CLEAR** deletes the character at the cursor position.

To move the cursor forward or backward along the text line use the '+' and '-' keys.

Numbers are entered directly from the numeric keypad.

When the editing is complete, press **PRINT** to confirm editing of line completed.

Display confirms **MESSAGE CHANGED**

Select **NEXT** by pressing button option 'D' to select next message line for editing.

Pressing **PRINT** will print a list of system messages currently enabled. If a message is line is not enabled 'MESSAGE OFF' will be printed.

When message changing/enabling is complete, press **CLEAR** to exit the menu.

For example you could construct a special message over to lines to read:

'For safety sake, always read and understand the safety and operating instructions at the wash bay'

3.5 ENABLE TICKET MESSAGE LINES

The system has the capability of printing customised message lines on the access tickets. There are 5 separate message lines. 3 of the lines are allocated specifically to the 3 main machines (normally Brush wash, Spray wash/Touchless and Hand/Jet wash machines (1 line each machine) and 2 lines of message are general lines which will appear on all access tickets. Each of these message lines can be enabled or disabled independently. Together with the footer message a variety of customer information messages can be incorporated onto a ticket.

Select **NEXT** or **BACK** to scroll through the menu until the **MESSAGE LINES** mode is shown as below:

MESSAGE LINES
BACK NEXT

Press **ENTER** to select MESSAGE LINES function.

The display changes to:

MESSAGE 0 [OFF] >>B<< NEXT
--

The top line shows the first 24 characters of the message. (Default reads MESSAGE 0) The maximum number of characters per line is 42. In the centre of the second line is an indication of which message line is displayed; this example shows message line 'B'

Each message line is identified as follows:
>>B<< = Brush Wash. >>H<< = Hand/Jet Wash.

>>1<< = General message 1. >>2<< = General message 2.

The beginning of the second line shows if printing of that message line is disabled [OFF] or enabled [ON]. To change the mode press option button 'A'

Selecting **NEXT** (option button 'D') cycles through the message lines.

To change a selected message line text, press **ENTER** when the line is identified >>...<<

The display changes to;

MESSAGE 0 [A>Z] [a.z] [!. ?] [<]
--

(Alternatively, it will display your current message)

2.2 ISSUING ACCESS TICKET/S

Before proceeding to print tickets, the display should be as shown below. If it is not press, **CLEAR**.

PSD CODAX CTT2vRX 10:49
--

A **B** **C** **D**
Print Customer Access Ticket (Normal Category)

Select machine service i.e. BRUSH, JET etc

BRUSH WASH SELECT PROGRAM No

Use keypad to select the programme number required

BRUSH WASH 1 PROGRAM 1 SELECTED
--

Select **PRINT** to issue the Access Ticket, ticket will now print.

Pressing **ENTER** before **PRINT** allows ticket requests to be stored and then printed together, useful if customer requires a ticket for more than one service.

For issuing of multiple tickets to one customer (maximum 5), use the + - keys to select quantity before pressing the **PRINT** button. A separate ticket is printed for each use.

It should be noted that when multiple tickets are printed their validity period is independent of the single ticket validity period. Multiple ticket validity is calculated as [number of days for single issued ticket] x [the number of tickets printed] up to a maximum of 30 days for each ticket, i.e. if 2 tickets were printed and the validity period has been set at 7 days per ticket each ticket will have 14 days validity, 5 tickets will have 30 days.

Print Special Access Tickets: (Off-peak, promotion etc)

Select '**SPECIAL**'

Press one of the 'A' – 'D' option buttons to select access ticket category i.e. Promo = Promotional, O/P = Off-peak, Site = Site use ticket, Acc = Customer Account ticket

Select machine service i.e. BRUSH, JET etc

Select '**PRINT**' to issue the Access Ticket

Site Use and Account Tickets act as normal tickets but when they are issued, they are recorded in separate columns within the end of shift reports. No cash value for these ticket categories is shown in the reports as it is assumed that payment is made at a latter date or the ticket is for internal use. A unit value is recorded within the reports.

Print/Cancel Engineers Ticket & Check a Ticket Status

Select '**TICKET MENU**' button

Press one of the 'A' – 'D' option buttons (when checking or cancelling a ticket the text display will prompt you to enter the ticket pin number)

Press ENTER to confirm

When selecting '**CHECK**' or '**CANCEL**' ticket, a status report will be automatically printed

When an Engineers ticket is cancelled, a duplicate usage report is automatically printed
Only two test tickets are allowed to be in operation at the same time. For security, always cancel non-required open tickets

If a customer says that a ticket has not worked you should inspect his ticket for the issue time/date and the valid period, from this you can tell when the valid period finishes, you can then use the 'check a ticket' function to see why it has not been accepted. (Check a ticket function not a available with cables operation) .

Brush Wash 693-501

OK FOR PROGRAM 3 - Ticket unused and still within its valid period

OLD USED TICKET - Ticket that has been used and is past its valid period (and no used data is now available)

USED (DATE) - Ticket used but is still in its valid period

EXPIRED - Ticket that has not been used but has gone past its valid period

VALID TEST TICKET - Open Engineer's test ticket

Notes:

For some systems the above functions may have restrictions, changes and or may not be available, always follow instructions on text display.

Visiting Engineers must only attempt to use your machine via the issue of a 'TEST TICKET', this provides the owner/operator with improved usage control and accounting.

Press 'Ticket Menu' and select 'Test' now select 'Issue' to open the service session or 'Close' to end the service session.'

Print Promotions Voucher:

Press option button 'D'

Display changes to:

**PROMOTION VOUCHER
VOUCHER VALUE = 1**

**ENTER TIME = YYMMDDHHMM
 - - - - -**

Enter the data in the correct format and sect '**ENTER**', display prompts you to '**CHANGE**' or '**SET**' the data as entered.

When task complete, press **CLEAR** to exit the Admin Menu. The system will then prompt user to start a new shift by entering the 3-digit supervisors' pass code plus a 2-digit operator identity number.

Vend price data

When changing vend prices use the '**PRINT**' button to move onto the next machine/service. When all prices are entered the system will print a report, check data entered is correct and select '**SET**' or '**CHANGE**'. There in option just to print vend price data within the Set-up menu.

3.4 USING SYSTEM SET- UP/ADMIN MENU OPTIONS

The System Set-up menu allows individual clients to customise ticket header and footer messages, change prices, change validity, set time/date etc. To access the set-up menu, follow the procedure below.

Remember, in this mode option buttons A and B will allow scrolling and selection of the functions displayed in the text menu.

Before proceeding, display should be as shown below. If it is not press, **CLEAR**.

PSD CODAX			
CTT2v	--	10:09	AM
A	B	C	D

Press **ADMIN MENU**, the display changes to.

ADMIN MENU	
SET-UP	COMMAND

Press option button '**A**' below the text display to select system **SET-UP** menu.

The display prompts for a password.

ADMIN MENU
ENTER PASSWORD =

Enter management pass code (default management pass code is 12345).

If the password is correct display changes to.

TIME/DATE		
BACK		NEXT

At this stage, selecting **NEXT** by pressing button '**D**' below the text display cycles forwards through the set-up menu options. To scroll **BACK** through the menu options press button '**A**' below the text display.

For example:

Press **ENTER** to enter TIME/DATE set-up menu options.

The display changes to.

Use the '+' or '-' keys to increase or decrease voucher unit value (maximum 5 units)

Select **PRINT** to print the voucher.

2.3 PRINTING INCOME and USAGE REPORTS

Before proceeding display should be as shown below. If it is not press, **CLEAR**.

PSD CODAX	
CTTv_ _	10:49

Press **SHIFT MENU** display changes to:

SHIFT REPORTS	
SHIFT	MANAGER

Select level of report, by pressing one option button for, **SHIFT** or **MANAGER**.

Display changes to:

SHIFT REPORTS	
MIDDLE	END

Or

MANAGER REPORTS	
MIDDLE	END

Select **MIDDLE** or **END** to print a report. If **END** is selected system will prompt for the manager pass code. Refer to Section one for more report information.

2.4 SYSTEM and MACHINE FAULT MESSAGES

Printed reports showing a fault number are printed at the Ticket Issue Unit. The Report Ticket should be kept to show your service provider. Fault Codes will normally automatically clear from the text if the fault self rectifies or is intermittent. With cable-less installations, (Codax Retro) fault codes are displayed, whilst the fault is present, at the Machine Access Terminal only.

For each of the possible reportable faults that can occur there is a fault code number, these are listed below.

FAULT CODE 0 - SYSTEM ERROR

This error code informs that there is a system fault in the Access Terminal. Make a note of the error message displayed on the appropriate Access Terminal Text Display and contact your equipment service provider for information/assistance. The Access Terminal can be re-started by pressing its "STAR" key.

FAULT CODE 1 - MACHINE LINK ERROR

This error code informs that the car wash is not responding to the wash code output data (instruction to start) transmitted by the Access Terminal. Try again with another ticket, if problem persists contact your equipment service provider.

FAULT CODE 2 - MACHINE FAULT

This error code informs that the 'car wash present signal' required by the Access Terminal has disappeared. Check car wash power, if the power is on; contact your equipment service provider.

FAULT CODE 3 – Similar to Code 2, but is for Engineer use at the Access Terminal

FAULT CODE 4 - KEYPAD ERROR

This error code alerts you that there have been 4 unsuccessful attempts to enter a pin code at the Access Terminal.

FAULT CODE 5 - ACCESS LINK ERROR

This error code informs that the data link to the access terminals has developed a fault; contact your equipment service provider.

Note:

With cable-less installations (Codax Retro), fault codes are only displayed at the Machine Access Terminal.

9) Change system title

The system title is printed at the top of all tickets and reports. The default title is PSD Codax. You could enter your business name here.

10) Change ticket footer message

A footer message is printed at the bottom of every ticket and shift/test report. This usually consists of the site name etc.

The default message is 'VALID AT SITE OF PURCHASE ONLY'.

11) Change ticket header message

The ticket header is the name of the particular machine type for which the ticket is valid.

The defaults are BRUSH WASH, SPRAY WASH, JET WASH and VACUUM.

12) Change Managers/Supervisors passwords

There are two levels of password, which can be personalised. The manager's password is required to access system set-up and run audit/manager reports. The supervisor's password is required for printing end reports. The supervisor's password is the first three digits of the five-digit number (333); the last two digits are for use as operator/sales assistant identifiers and are allocated by management. The default passwords are 333 (Supervisor). 12345 (Manager).

The defaults are: -	Set-up & Managers'	= 12345
	First Level/Supervisors'	= 333 - -

13) Load factory default settings

This function reloads the factory default settings; it will clear all customised settings for header & footer messages etc, supervisor password, sets validity period to 7 days and clears all prices etc.

14) Print systems current set-up information

Enables the printing of a report detailing the current settings; including prices etc.

15) Other Options

Other configurable options are often included for client specific operational/marketing requirements, follow on screen/display instructions or refer to separate option specific instructions.

3.3 SET- UP/ADMINISTRATION OPTIONS

The PSD Codax system has a comprehensive set-up menu to allow for system management and customisation to be accomplished. Details of management and customisation features available are listed below.

(1) Changing time/date

Date and or time information is printed onto tickets and reports.

2) Change ticket validity

The life of a single ticket can be set from 1 to 30 days. The exception to this is when issuing multiple tickets (see issuing tickets page 7). The default is 7 days. With Retro models (cable-less installation), ticket validity cannot be set, but to encourage early usage a validity period message can be shown on the ticket. With Codax Retro immediate use of tickets should always be encouraged.

3) Change ticket hold period

Ticket hold period is the length of time (in days) that ticket information remains in the database after it has been used or expires. The maximum is 7 days.

4) Change program prices

Normal, promotional and Off-peak prices can be entered allowing actual sales income total to be printed onto reports. This also allows the price to be printed onto the Access Ticket and can act as a secondary control function. The default is all prices are set to.

5) Change/enable ticket message lines

The system has the capability of printing customised message lines on the access tickets. There are five separate message lines. Three are allocated specifically to the three main machines (normally Brush wash, Spray wash/Touchless and Hand/Jet wash machines (1 line each) and two lines are general lines for all access tickets. Each of these message lines can be enabled or disabled independently. Together with the footer message, a variety of customer information messages can be incorporated onto a ticket.

6) Voucher message

Enables you to have a customised message printed on voucher tickets, vouchers can be used to operate promotions; example collect five vouchers for a free wash – one voucher free with every 30 litres of fuel.

7) Configure Off-peak days of the week and times

Sets the days and time period that Off-peak tickets will be accepted at the machine Access Terminal. If an Off-peak ticket is presented at the wrong time, the machine's Access Terminal display advises 'sorry Off-peak use only'. (For cable-less installations some of the set-up modes for this function will also need to be set at the Machine Access Terminal). (see page 21)

8) Off-peak ticket message

Enables you to have a customised message printed onto Off-peak Access Tickets; example, 'Off-peak available – Mon – Thurs 10:00 – 15:00hrs.

Section Three

3.1 ACCESS TICKET CATEGORIES

The PSD Codax system can issue various types of ticket; these are listed below together with an explanation of the differences and suggestions on how they can be used within your business.

When a shift report is printed it contains a sales total figure. This figure is the total of normal, promotion and off-peak sales by units, if prices have been set, this total will be the income value.

1) Normal Tickets

Most tickets issued will be normal tickets. These are tickets issued in the normal way using the normal price structure (assuming prices have been set been up in the system set-up menu).

2) Promotion Tickets

The system supports additional ticket price structures. Use this option so price promotions can be implemented e.g. free base wash with £5 of petrol, half price wash on certain days of the week etc. When a promotion ticket is issued it appears on the shift report in a separate column to normal tickets sales. This allows you to keep a track of income and usage of the promotion.

3) Off-peak Tickets

Off-peak tickets allow you to offer reduced prices during quiet periods in order to increase throughput during quiet periods. When an Off-peak ticket is issued, its sale/issue is reported in the shift report in a separate column. This allows you to keep a track of income and usage of the Off-peak promotion. The machine Access Unit will not accept an Off-peak ticket if the user attempts to use it out side of your pre-set Off-peak times. Off-peak times are set via system the "system option" within the set-up menu.

4) Site (S) and Account Tickets (A1/2 (Account Tickets are not always available)

These ticket categories are for instances when no immediate payment for the usage is made. Site tickets should be reserved for site use only e.g. checking machine operation, giving a complimentary wash/vend to a dissatisfied customer etc. A manual record of each issue is normally kept for accounting/management control. Account tickets are designed for issuing tickets to account customers, regular users or internal usage. A manual ledger/record of each issue/sale is normally kept for later invoicing of Account Clients. Usage of these ticket categories are reported by 'units issued' and will not affect the reported total cash income. Depending on the software version in your system normally one or two separate account totals will be available. (Special software versions are available that provide Account Multi-use Tickets).

5) Test Tickets (T)

Test tickets should be issued to the visiting service engineer. Depending on the Codax system model being used, the usage of Test tickets and the associated reporting are slightly different. A more in-depth reporting and control function is available for Codax Ultra (cabled installations).

When all servicing and testing is complete, the test ticket/session should be closed at the Ticket Issue Terminal. Two copies of a test report will then be printed detailing the number of machine operations performed by the engineer and on which machines they were used. The engineer should sign the report, retaining one copy for his records and hand the other copy to the client.

With Codax Ultra the engineer can be issue an open test ticket (max 15 vends), with Codax Retro the unit number (maximum 5) and machine type must be specified.

With Ultra systems, if the engineer has lost the test ticket or leaves the site without cancelling the ticket the test ticket number can be found by printing a mid-shift report, where the number is printed at the bottom. This will enable cancellation/closing and report printing of the visit report by the client.

End shift reports cannot be selected if a test ticket is still open.

6) Voucher Tickets (If available)

To suit each client's particular operational/promotional requirements, Codax can be used to issue Vouchers. To use the voucher option this mode must be selected in the set-up menu. The number of vouchers issued will be shown on the income and usage reports. Each voucher ticket can be given a unit value (maximum. 5 units) prior to printing.

Vouchers do not allow access to the machine, as an example use of vouchers; a number of vouchers or voucher units could be exchanged for a machine Access Ticket.

7) Multi-use Tickets (upgraded software versions)

With the Multi-use Ticket facility you can sell a single Ticket/pin-number for use for 5, 10 or 15 washes/vends. This facility helps to create special customer offerings and loyalty schemes and can greatly assist to increase income from your machine.

The customer/end-user can ask the cashier to check the status of the Ticket at any time. With this option you should note that the 'ticket validity period settings are different than in standard software.

Please ensure you read our separate help document when choosing to operate this additional feature.

3.2 INCOME AND USAGE REPORTS

Two different levels of Income and Usage Reports are normally available from Codax Ultra Plus, they are' Shift Reports and Manager/Auditor Reports. The reporting functions within Codax reports can be used in a manner dictated by the client's particular internal control requirements. Manager Report options provide a second level of reporting, for example a client may choose to reserve Manager Reporting for an external Manager/ Auditor. End Reports will require the Mangers pass code to be entered. To assist with control End Reports have a sequential report number and are dated. Manager End Reports will display a 'Report Open' date, together with any price change dates. Manger Reports do not include counts from current open shift; close the current shift if these counts should be included.

General Advice for Good Administration and Control

Codax is designed to provide the owner with revenue control system combined with a customer friendly interface and access to the machine/service, it is vitally important that good procedures are adopted to back-up the system. *If you purchase a safe box and leave the key in the door you have defeated the objective!*

- Produce regular End of Shift Reports from the Codax system and carryout accounting reconciliation
- Maintain a shift report log and or archive file for reports (End Reports are dated and carry a consecutive number)
- If operating Codax POS Embedded or Codax POS Link-up systems regularly reconcile Codax unit counts with POS sales records.
- Ensure visiting engineers open and close a Test Ticket for all session. Test Tickets should only be used by visiting engineers.
- Keep the Manger Passcode safe
- For maximum features and control opt for Codax Ultra (cabled) installations and or consider linking Codax to your POS-Retail control system

1) End Report

In a similar way to the Middle Report, the End Report details and total cash value for all tickets issued including test washes that have occurred since the last End Report was run. It zeros the shift readings and cash total. It also provides a lifetime total of tickets issued. An End Report cannot be printed if a test ticket is still active.

To start and close a shift, the operator is asked for a password, this password is a 5-digit password made up of the 3-digit supervisor's password plus a 2-digit operator's code. The 2-digit operator's code is printed on every ticket issued.

2) Middle Reports

The Middle Report provides details of all usage and income since the last End Report.

If any test tickets are still active when a Middle Report is printed the test ticket number is printed on the report. This is particularly useful if the engineer has lost his ticket or has left the site without cancelling the ticket.