



# TOUCHSCREEN SERVER CONFIGURATION



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## ADD A USER GROUP

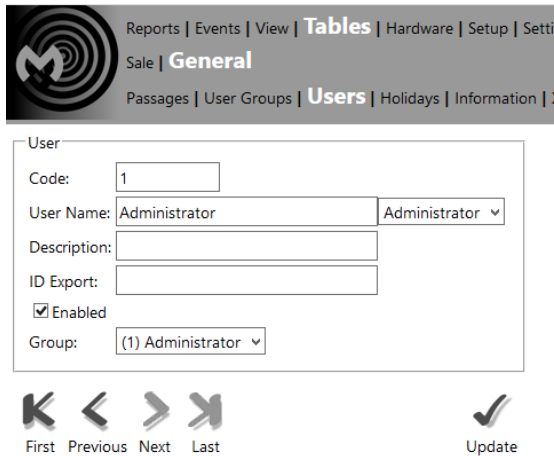
1. Click on **Tables > General > User Groups**
2. Click **Add**
3. Enter a description (e.g. Administrator)
4. Click **All** at the bottom of the form. All checkboxes should be checked



5. Click **Update**

## ADD A USER

1. Click on **Tables > General > Users**
2. Click **Add**
3. Enter a username or select one from the drop-down list
4. Check *Enabled*
5. Ensure the previously created user group is selected

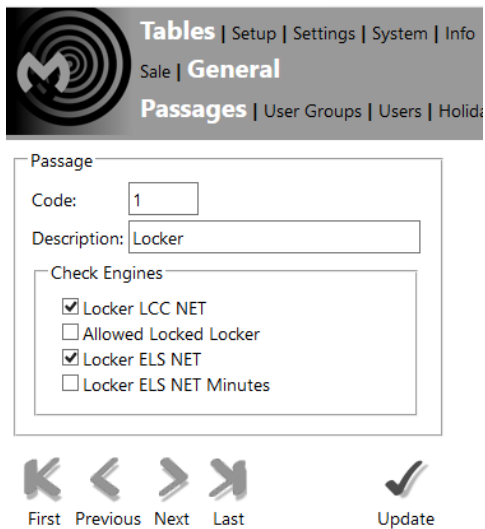


The screenshot shows the 'Users' configuration page in the METRA AUSTRALIA system. The breadcrumb trail is: Reports | Events | View | **Tables** | Hardware | Setup | Settings | Sale | **General** | Passages | User Groups | **Users** | Holidays | Information | ... The 'User' form contains the following fields: Code: 1; User Name: Administrator (with a dropdown arrow); Description: (empty); ID Export: (empty); Enabled: checked; Group: (1) Administrator (with a dropdown arrow). Below the form are navigation buttons: First, Previous, Next, Last, and an Update button with a checkmark icon.

6. Click **Update**

## ADD A LOCKER PASSAGE

1. Click on **Tables > General > Passages**
2. Click **Add**
3. Enter a description (e.g. Locker)
4. Check *Locker LCC NET* and *Locker ELS NET*



Tables | Setup | Settings | System | Info  
Sale | **General**  
Passages | User Groups | Users | Holidays

Passage

Code:

Description:

Check Engines

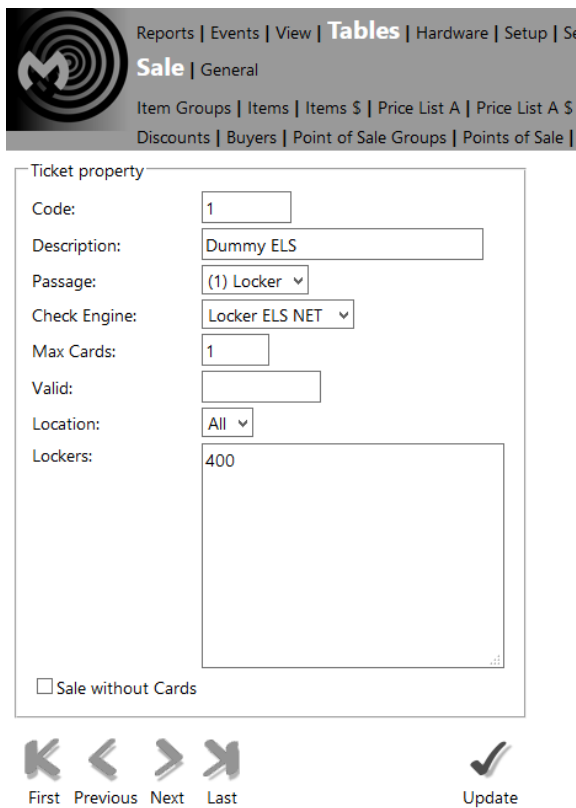
- Locker LCC NET
- Allowed Locked Locker
- Locker ELS NET
- Locker ELS NET Minutes

First Previous Next Last Update

5. Click **Update**

## ADD A DUMMY ELS NET TICKET

1. Click on **Tables > Sale > Ticket properties**
2. Click **Add**
3. Enter a description (e.g. Dummy ELS)
4. Choose *ELS NET* as the Check Engine
5. Enter *1* in the Max Cards textbox
6. Enter an unused locker locker number (e.g. 400)



Reports | Events | View | **Tables** | Hardware | Setup | Se

**Sale** | General

Item Groups | Items | Items \$ | Price List A | Price List A \$

Discounts | Buyers | Point of Sale Groups | Points of Sale |

Ticket property

Code: 1

Description: Dummy ELS

Passage: (1) Locker

Check Engine: Locker ELS NET

Max Cards: 1

Valid:

Location: All

Lockers: 400

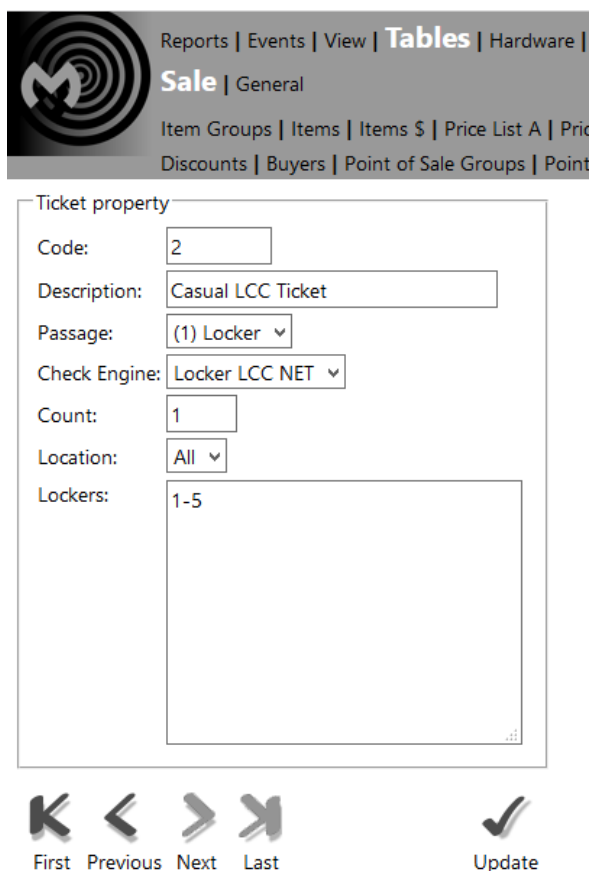
Sale without Cards

First Previous Next Last Update

7. Click Update

## ADD AN LCC NET TICKET

1. Click on **Tables > Sale > Ticket properties**
2. Click **Add**
3. Enter a description (e.g. Casual LCC Ticket)
4. Choose *LCC NET* as the Check Engine
5. Enter *1* in the Count textbox
6. Enter the required locker number(s) / range



Reports | Events | View | **Tables** | Hardware |  
**Sale** | General  
Item Groups | Items | Items \$ | Price List A | Pric  
Discounts | Buyers | Point of Sale Groups | Point

Ticket property

Code:

Description:

Passage:

Check Engine:

Count:

Location:

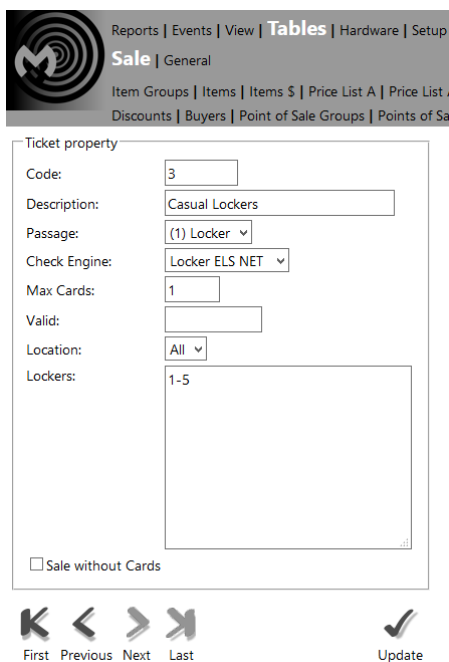
Lockers:

First Previous Next Last Update

7. Click **Update**

## ADD AN ELS NET TICKET

1. Click on **Tables > Sale > Ticket properties**
2. Click **Add**
3. Enter a description (e.g. Casual LCC Ticket)
4. Choose *ELS NET* as the Check Engine
5. Enter *1* in the Max Cards textbox
6. Enter the required locker number(s) / range



Reports | Events | View | **Tables** | Hardware | Setup

**Sale** | General

Item Groups | Items | Items S | Price List A | Price List  
Discounts | Buyers | Point of Sale Groups | Points of Sale

Ticket property

Code: 3

Description: Casual Lockers

Passage: (1) Locker

Check Engine: Locker ELS NET

Max Cards: 1

Valid:

Location: All

Lockers: 1-5

Sale without Cards

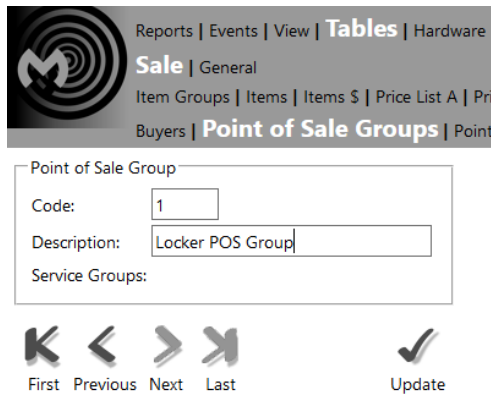
First Previous Next Last Update

7. Click **Update**



## ADD A POINT OF SALE GROUP

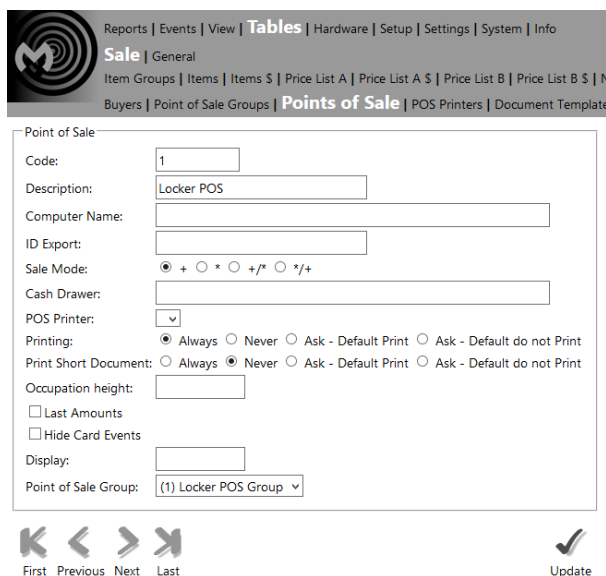
1. Click on **Tables > Sale > Point of Sale Groups**
2. Click **Add**
3. Enter a description (e.g. Locker POS Group)



4. Click **Update**

## ADD A POINT OF SALE

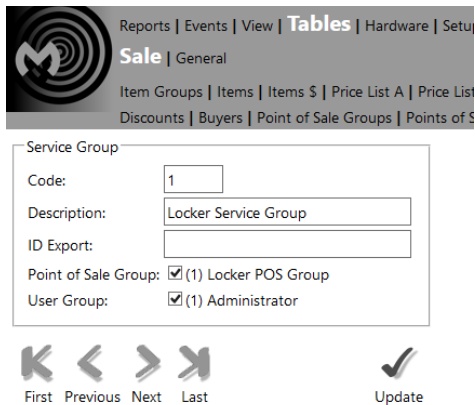
1. Click on **Tables > Sale > Points of Sale**
2. Click **Add**
3. Enter a description (e.g. Locker POS)



4. Click **Update**

## ADD A SERVICE GROUP

1. Click on **Tables > Sale > Service Groups**
2. Click **Add**
3. Enter a description (e.g. Locker Service Group)



Service Group

Code:

Description:

ID Export:

Point of Sale Group:  (1) Locker POS Group

User Group:  (1) Administrator

First Previous Next Last Update

4. Click **Update**

## ADD A SERVICE

1. Click on **Tables > Sale > Services**
2. Click **Add**
3. Enter a description (e.g. Locker Service)
4. Check *Enabled*
5. Check the *Locker Passage*
6. Check the *Locker LCC NET* Ticket
7. Check the *Locker ELS NET* Ticket



Service

Code:

Description:

Enabled

Tax:

Group:

(1) Locker

Locker LCC NET

(2) Casual LCC Ticket

Locker ELS NET

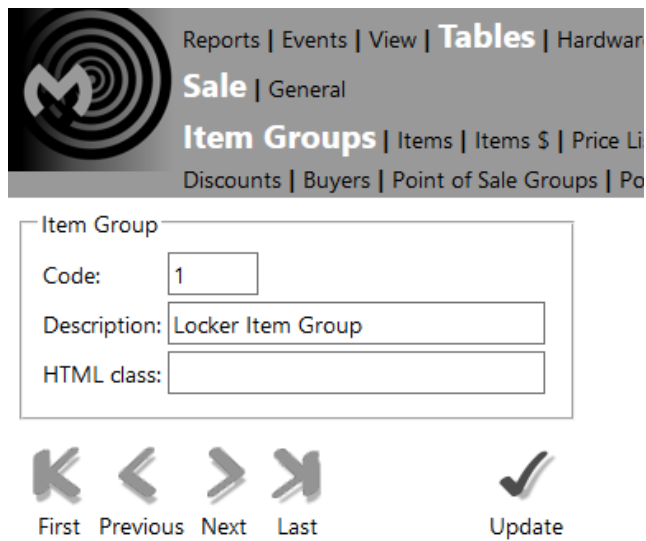
(1) Dummy ELS

First Previous Next Last Update

8. Click **Update**

## ADD AN ITEM GROUP

1. Click on **Tables > Sale > Services**
2. Click **Add**
3. Enter a description (e.g. Locker Item Group)

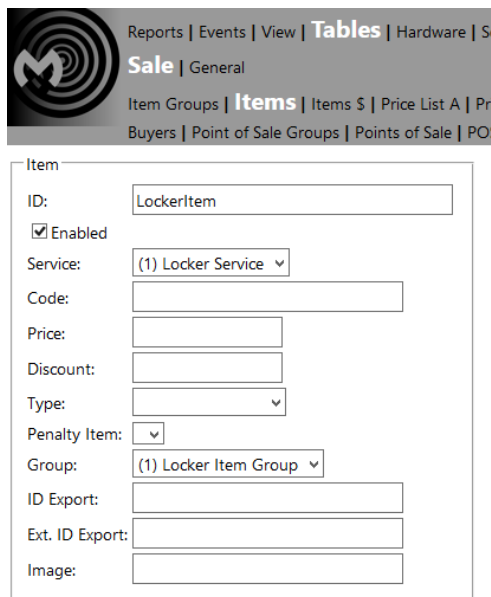


The screenshot shows the 'Item Groups' configuration screen. At the top, there is a navigation menu with 'Tables' selected. Below the menu, the breadcrumb path is 'Sale | General | Item Groups'. The form contains three input fields: 'Code' with the value '1', 'Description' with the value 'Locker Item Group', and 'HTML class' which is empty. At the bottom of the form, there are four navigation buttons: 'First', 'Previous', 'Next', and 'Last', and an 'Update' button with a checkmark icon.

4. Click **Update**

## ADD AN ITEM

1. Click on **Tables > Sale > Items**
2. Click **Add**
3. Enter an ID (e.g. LockerItem)
4. Check *Enabled*



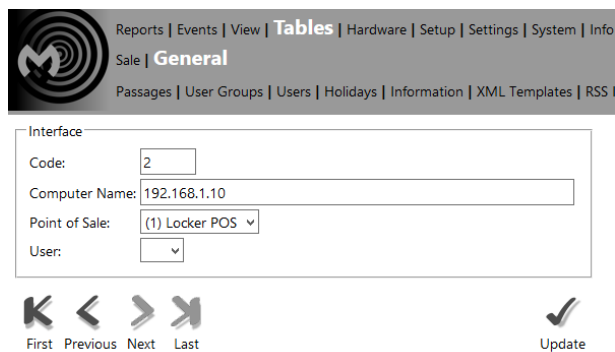
The screenshot shows the 'Item' configuration form in the METRA AUSTRALIA system. The breadcrumb navigation at the top reads: Reports | Events | View | **Tables** | Hardware | Sale | General. Below this, the current path is: Item Groups | **Items** | Items S | Price List A | Buyers | Point of Sale Groups | Points of Sale | POI. The form fields are: ID: LockerItem; Enabled: checked; Service: (1) Locker Service; Code: (empty); Price: (empty); Discount: (empty); Type: (dropdown); Penalty Item: (dropdown); Group: (1) Locker Item Group; ID Export: (empty); Ext. ID Export: (empty); Image: (empty).

5. Click **Insert**



## ADD A PC INTERFACE

1. Click on **Tables > General > Interfaces**
2. Click **Add**
3. Enter a Client Computer IP Address (e.g. 192.168.1.10)
4. Select a *Point of Sale*



The screenshot shows the METRA AUSTRALIA web interface. The breadcrumb navigation is: Reports | Events | View | **Tables** | Hardware | Setup | Settings | System | Info. The current page is 'Sale | General'. The sub-navigation includes: Passages | User Groups | Users | Holidays | Information | XML Templates | RSS. The 'Interface' form contains the following fields:

- Code:
- Computer Name:
- Point of Sale:
- User:

Navigation buttons are located below the form: First, Previous, Next, Last, and Update (with a checkmark icon).

5. Click **Update**