

Quick Guide - Common Administrative Tasks

Use this as a guide to help your during your initial few days with Kronos.

More guides can be found on our website.

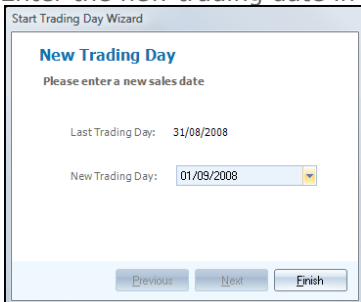
Start Trading

While you can create and modify bookings, you will not be able to enter transactions until trading has been started.

1. On the **Transaction Tab** select **Start Trading**



2. Enter the new trading date in the space provided

A screenshot of the "Start Trading Day Wizard" dialog box. The title is "Start Trading Day Wizard". The main heading is "New Trading Day". Below it, it says "Please enter a new sales date". There are two date fields: "Last Trading Day: 31/08/2008" and "New Trading Day: 01/09/2008". At the bottom, there are three buttons: "Previous", "Next", and "Finish".

Click **Finish** to Start Trading

Note: It is important to always start a new trading day every day. Get into the habit of starting the new trading day as soon as the store opens.

Entering your password

Kronos 2007 uses password security to protect its sensitive data, to allocate commissions to the correct salesperson, and to prevent unauthorised access to the terminal. To access the system, you must enter your password, scan in your personal barcode or insert your iButton.

1. When the password dialog appears

Password Required

User Authentication
User Authentication stops unauthorised activity on Kronos.
Please provide a valid username and password to continue.

Password requirements can be adjusted in Kronos Options.

CHGPWD

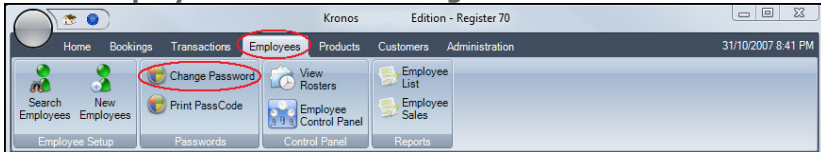
Continue Cancel

2. In the **User Name** field provided enter:
 - a. Your **User Name** and press **[Tab]**
or
 - b. Your **Employee Number** and press **[Tab]**
or
 - c. Scan your personal barcode
or
 - d. Insert your ibutton.
3. In the password field provided enter your password and press **[Enter]** or click **Continue**

Changing Passwords

Depending on your system setup, you may need to change your password from time to time.

4. On the **Employees Tab** select **Change Password**



5. Enter your password when requested
6. The Kronos Password Change screen will appear



If you have "Owner" Authority you can change another employee's password by entering their username in the **Username** field.

Enter the new password in both **New Password** fields.

Note: Depending on your system setup, there may be restrictions on the types of password you may use.

Click **Continue** to change your password

Product Categories

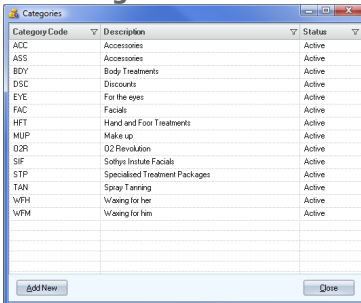
Kronos comes pre-installed with a set of commonly used categories. There may be a need to setup a new category or suspend an existing one.

To setup a new category:

1. On the **Product** tab click the **Categories** button.

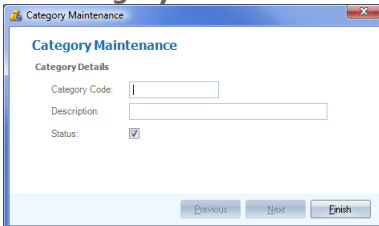


2. The **Categories** screen will display.



3. Click the **Add New** button.

4. The **Category Maintenance** screen will display.



5. Enter a 3 letter unique category code and a category description.

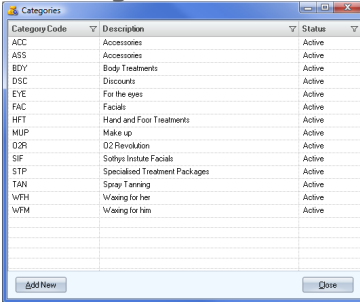
6. Click the **Finish** button

To edit an existing category:

1. On the **Product** tab click the **Categories** button.

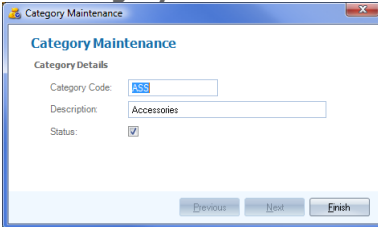


2. The **Categories** screen will display.



3. Double-Click the category you want to edit.

4. The **Category Maintenance** screen will display.



5. Edit the details as required.

Please note: The category code should not be changed once products have been assigned.

6. Click the **Finish** button

New Products

As new products arrive in your store, you will need to create them in Kronos.

1. On the **Products Tab** select **New Product**



2. The Item Maintenance screen will display
Note: The item code should be a short description for the product.

3. Follow the steps of the wizard to complete the setup.

Receive Stock

If you receive a shipment of products, they should be entered into Kronos as soon as possible.

Kronos runs on average costing. Receiving stock before you sell it is crucial if you want to keep your costs correct. If at any time your cost for a product becomes incorrect, simply write off all your stock holding and receive it again using the correct cost.

1. On the **Transaction Tab** select **Receive Goods**



2. The **Receive Goods** transaction screen will display
3. Please pay close attention to the costs you enter. Depending on your setup, Kronos will allow you to enter any combination of Inc. Tax or Ex. Tax costing. Enter the costs displayed on your invoices in any of the 4 fields.

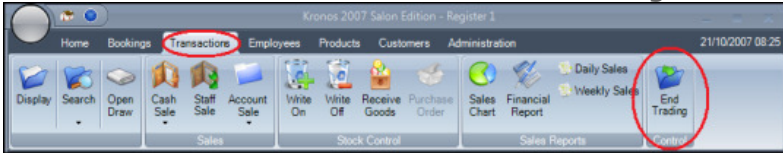
| Item Entry | | 0.00 | |
|------------|----------------------|-----------------|----------|
| Item | Description | Quantity | Cost Ex. |
| F/B Lotion | Fake Bake Tan Lotion | 10 | 20.000 |
| | | Each Tax Inc. | 22.000 |
| | | Total Cost Ex. | 200.000 |
| | | Total Cost Inc. | 220.000 |

4. Complete the transaction as you would a Cash Sale or a Booking Payment.

End Trading

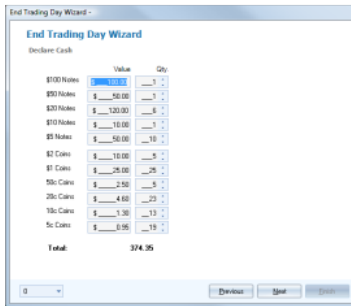
At the end of each day, End Trading should be performed.

1. Select the **Transaction** tab and click the **End Trading** button



2. The End Trading Day Wizard will display.
Count cash dominations and enter in the spaces provided.

Click **Next** to continue.



1. Declare other payment types like EFTPOS.
Enter each docket's amount and press **[Enter]** or click the **Add** Button.

Click **Next** to continue.

End Trading Day Wizard
Declare Electronics Funds Transfer

Docket Number: 000001 000

| Date Entered | Number | Value |
|--------------------|--------|---------|
| 20/10/2007 9:10 PM | 12345 | \$40.00 |
| | | \$40.00 |

Buttons: Previous, Next, Done

2. The Declaration screen will display misbalances.
 - a. If you wish to adjust the values, click **Next**.
 - b. If you are happy with the declaration, tick "I have checked the above values..." and click **Next**.

End Trading Day Wizard
Declaration

There is a major mis balance
This is the final declaration. Please confirm the value before proceeding.

| Payment Type | Debited | MisBalance | Takings | Float | Sale |
|----------------------------|----------------|---------------|----------------|---------------|---------------|
| Cash | \$40.00 | \$0.00 | \$40.00 | \$0.00 | \$0.00 |
| Electronics Funds Transfer | \$40.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Cheque | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Money Order | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Voucher Redeemed | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Grand Totals | \$40.00 | \$0.00 | \$40.00 | \$0.00 | \$0.00 |

I wish to adjust the above values before proceeding

Buttons: Previous, Next, Done, Cancel Declaration

3. Reports will now print and data will be backed up.