AMF

AMF BOSS MANAGEMENT

Version 9

ADMINISTRATIVE SETTINGS
Reference Manual

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Document Updates

In the interest of continual product and services improvement, AMF reserves the right to revise or update this manual at any time without obligation to notify any person or entity of such revision. The document number and revision date below indicate the edition and printing date of this manual.

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Introduction

Welcome to Administrative Settings

Administrative Settings is the backbone of your BOSS operations. The functions and options you set in Administrative Settings directly affect and impact the manner in which your system works.

Taking the time to set up all of the options before beginning to use the system will make it easier to operate and get the information you want.

How to Use This Book

This document assumes you have read the *System Overview Reference Manual* and know the screen layout, action icons, and how to use the navigation icons to move through the system screens.

This book emphasizes those functions you will use most often in the system. These functions include:

- *Setting Up Your Center*: This section covers how to record your center's name and address, how to add, edit, and delete labor categories, how to customize your receipts, and how to enable and set up alternate currency.

- *Setting Up Employees*: This section details how to add and delete employees. This section also tells you how to edit information on existing employees.

- *Setting Up Revenue Items*: This chapter explains what revenue keys are and how they impact your system. The section covers how to set up tax classes, how to add, edit, and delete revenue keys, and how to create revenue packages. Additionally, this section explains discounts and "quick keys" and how to create them.

- *Bowling And Miscellaneous Settings*: This section explains bowling and other miscellaneous settings that are crucial to your system—and your center's operations—working properly.

- *League And Tournament Settings*: This section discusses how to make default scorer feature settings for AMF generic leagues, interfaced programs, and AMF generic tournaments.

- *Billiards Front Desk Settings*: This section covers how to make default setting for your Billiards Front Desk module, including creating and editing

light groups. These settings are only available to those centers with Billiards Front Desk installed.

- *Generating Reports*: This section covers the various kinds of Administrative Settings reports, and the two methods you can use to generate these reports. Additionally, this section explains how to export your financial data to QuickBooks Pro.

- *Backing Up And Restoring Your System*: This section explains how to back up and restore your system data.

This book is designed to accompany system use—in other words, while you are actually using the system. For that reason, we don't detract from the procedures by using screen prints (because you are probably looking at the real thing as you read this!).

Logging On

Of course, to access Administrative Settings, you must first log onto BOSS. If necessary, see your System Administrator or center Manager for User ID and Password information, and also for instructions on how to log on.

After you have successfully logged on to BOSS, *the BOSS screen appears* with various module icons along the bottom.
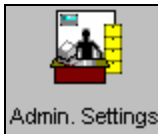
To access Administrative Settings after logging on, click the **Administrative Settings** icon. *The Administrative Settings welcome screen appears*. To begin operations in Administrative Settings, click one of the operations icons along the side of your screen.

Setting Up Your Center

Overview

As we mentioned earlier, Administrative Settings is the backbone of all of your center's operations. The information you enter and configure here drives the way your center's pricing, game parameters, and other business works.

The best place to start is to complete basic center setup which includes the following:

- *Setting the Center's Name and Address*

- *Adding Labor Categories*

- *Customizing Your Receipts*

Setting the Center's Name and Address

The Setup screen enables you to enter your center's name, address, and pertinent phone numbers. Your center's name as you enter it here appears at the top of all of the BOSS screens.

To set your center's name and address:
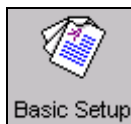
1. Click **Basic Setup**. *The Basic Center Setup screen appears*.

2. In the appropriate boxes, type your center's name, street address, city, state, and zip code. Optionally, enter your center's country, phone number, and fax number.

3. Click ◆ to save your data. To cancel without saving, click ✕.

Adding Labor Categories

Administrative Settings uses labor categories to group employees by which functions they have access to use. Your first step in this process is to actually define the category, then choose which system functions that particular category can access. For instance, you can define a category called **Manager**. You can then select from a list of functions which ones you want the Manager category to

access. Likewise, you can define a category called **Clerk**, then choose a more limited number of system functions employees in that category can access.

Note: You can add an unlimited number of labor categories.

The categories you add here appear as available categories during employee setup (see *Adding Employees*).

To add labor categories:
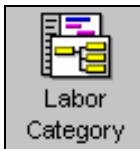
1. Click **Labor Category**. *The Labor Category Setup screen appears*.

2. Click ✚. *A new labor category entry called **New Category** appears in the Labor Categories list*.

3. Select **New Category** in the list, type a category name, then press **Enter**.

4. You can now assign system functions (see *Assigning System Functions To A Labor Category*, below) or assign them later.

5. Click ◆ to save your data or ✖ to cancel.

Assigning System Functions To A Labor Category

You can assign system functions to a labor category during the add process (above), or you can access the category and add/change available functions separately.

To assign system functions as you are creating the category

Before you click ◆ to save your data during the add process, select the functions in the **System Functions** area of the center's Labor Category Setup screen.

To assign system functions to an existing labor category

1. On the center's Labor Category Setup screen, select the category for which you want to add or change functions.

2. In the **System Functions** area of the screen, select those functions you want personnel in that category to access.

Note: To deselect a function, simply click the selected (checked) function.

3. Click ◆ to save your data or ✖ to cancel.

Editing Labor Category Names

You can only edit category names that have no system functions assigned to it—in other words, an "empty" category.

To edit a labor category name:

1. On the Labor Category screen, select the category name you want to edit.

2. Click the **Edit** button.

3. Type a new name, and then press **Enter**.

4. Click ◆ to save your data or ✕ to cancel.

Deleting Labor Categories

Note: You can delete only categories to which no employees are assigned.

To delete a labor category:

1. On the Labor Category screen, select the category in the list that you want to delete.

2. Click 🗑. *A message box appears*, asking you to confirm your deletion.

3. Click **Yes** to delete or **No** to cancel.

Customizing Your Receipts

If your center prints receipts, you can customize what appears on the top (header) and the bottom (footer).

Note: You can determine whether or not your center prints receipts on the Miscellaneous Center Setup screen. Most centers allow the front desk operator to print a receipt on demand—even if receipts are not automatically printed as part of a sales transaction. When you place customized headers and footers on the receipt, they appear both on the receipts automatically printed and those you manually print on demand.

To customize your receipts:

1. Click **Receipt Settings**. *The Receipt Printer Settings screen appears*.

2. Click the area under the **Header Lines** column heading.

3. Enter the words you want to appear in the first line of your receipt header. Repeat this step for each header line (up to 5) you want to appear on your receipt.

4. Click the area under the **Footer Lines** column heading.

5. Enter the words you want to appear in the first line of your receipt footer. Repeat this step for each footer line (up to 5) you want to appear on your receipt.

Note: You can enter headers without footers, and you can enter footers without headers.

6. Click ◆ to save your data or ✕ to cancel.

Note: To edit or delete a header or footer, click the appropriate area, then change or erase the words as necessary. Click ◆ to save the changes.

Enabling And Setting Up Alternate Currency

BOSS now allows your programs to accept and give change in a currency other than your primary currency. To set this functionality, you must enable and configure alternate currency in your Administrative Settings.

To enable and set up Alternate Currency:
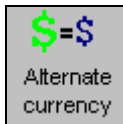
1. Click **Alternate Currency**. *The Alternate Currency screen appears*.

2. Click the box next to **Enable**, placing a check in it. At this point, the remaining boxes on the screen become active.

   If you leave this box unchecked, customers always pay and receive change in the primary currency, determined by your currency setup in Windows.

3. In the **Accept** area, select one or both of the following:

   - **Primary**: BOSS only accepts currency in the primary currency.

   - **Secondary**: BOSS only accepts currency in the secondary, or alternate, currency.

   - Both: BOSS accepts payment in both primary and secondary currencies.

4. In the **Give Change In** area, select one of the following:

   - **Selected**: When you choose this, you can choose one or both of the following:

     Primary−BOSS gives change in the primary currency only.

     Secondary−BOSS gives change in the secondary currency only.

     Both−BOSS gives change in both currencies.

   - **As the last payment**: You can give change only in the currency the customer tendered. In other words, if the customer pays in primary currency, the system gives change in the primary currency.

5. BOSS has already defined the most commonly used alternate currencies. From the **Defined Alternate Currencies** drop down list, select the currency you want to use in addition to the primary currency.

Note: You can define and use a currency not on this list. See *Creating A New Alternate Currency*, for instructions.

6. Click ◆ to save or ✕ to cancel.

Creating A New Alternate Currency

Note. Only perform this process if you understand how currencies are formed.

To create a new Alternate Currency:
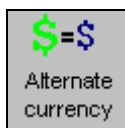
1. Click **Alternate Currency**. *The Alternate Currency screen appears*.

2. Click the box next to **Enable**, placing a check in it. At this point, the remaining boxes on the screen become active.

3. Complete the **Accept In:** and **Give Change In:** areas, as described in *Enabling And Setting Up Alternate Currency*.

4. From the **New Alternate Currency** drop down list, select the country and language for which you are defining the currency.

5. From the **Defined Alternate Currencies** drop down list, select the 3-letter abbreviation for the alternate currency.

6. In the first box in the **Alternate Currency Definition** area, notice the number **1.000000**. This is the U.S. dollar rate. Next to this number is a grayed-out box with the entry **USD**, which stands for "U.S. Dollars." Next to these 2 boxes are 2 additional boxes.

    In the first box, enter the exchange rate between the U.S. dollars and the alternate currency you are defining. The second box contains the abbreviation according to your selection from the **Defined Alternate Currencies** drop down list.

7. In the Currency symbol box, enter the symbol that identifies it. For example, the symbol that identifies the U.S. dollar is $. This box may be pre-filled according to the selection you chose in the **Defined Alternate Currency** drop down list.

8. From the **Positive currency format** drop down list, select the positive currency format.

9. From the **Negative currency format** drop down list, select the negative currency format.

10. In the **Decimal symbol** box, enter the decimal symbol for the alternate currency. For instance, in U.S. dollars, the decimal symbol is the period (.). Other currencies may use a comma (,).

11. From the **No. of digits after decimal** drop down list, select the number of digit places that can appear after the decimal. For example, in U.S. dollars, the number of digits behind the decimal is 2 ($1.25).

12. In the **Digit grouping symbol**, define the symbol used to group a large single number, thereby making it easier to read. For instance, the U.S. dollar uses a comma (,).

13. From the **No. of digits in group** drop down list, select the number of digits in a group. For instance, in US. Dollars, the number of digits in a group is 3.

14. From the **Display leading zeros** drop down list, select whether to place a zero before the decimal or leave it blank.

15. Click ◆ to save or ✕ to cancel.

Setting Up Employees

Overview

After you have completed your center's setup (including adding and defining labor categories), you can add employees to the system. This section includes:

- *Adding Employees*

- *Editing Employee Information*

- *Deleting Employees*

Adding Employees

To add an employee:

1. Click **Employee Setup**. *The Employee Setup screen appears.*

2. Click ✚. *The Employee Information dialog box appears*.

3. In the appropriate boxes, type the employee's name, date of birth (optional), and Social Security number (optional).

4. Type the user logon name that the employee will use in the **User ID** box.

5. Enter a password in the **Password** box and type it again in the **Confirm Password** box.

    Note: For security reasons, asterisks (*) appear as you type your password.

6. (Optional) Type the employee's start date in the **Employee Start Date** box. Leave the **Employee Termination Date** box blank.

7. In the **Labor Category** drop-down list, select the labor category you want to assign to this employee. The categories in this list are those you added during setup (see *Adding Labor Categories*).

8. Click ◆ to save your data or ✕ to cancel.

Editing Employee Information

To edit an employee's information:

1. Click **Employee Setup**. *The Employee Setup screen appears*.

2. Select the employee in the list whose information you want to edit.

3. Click the **Edit** button *The Employee Information dialog box appears*.

4. In the appropriate boxes, type any new or corrected information about this employee.

5. Click ◆ to save your data or ✕ to cancel.

Deleting Employees

To delete an employee:
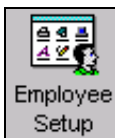
1. Click **Employee Setup**. *The Employee Setup screen appears*.

2. Select the name of the employee you want to delete.

3. Click 🗑. *A message box appears*, asking you to confirm your deletion.

4. Click **Yes**.

Setting Up Revenue Items

Overview

Note: If your center has a Point of Sale (POS) application interfaced to the BOSS Scoring™ system,, this section does not apply to you. For information about these functions, please see the manual(s) for the POS application you are using.

This chapter covers the following:

- *Setting Up Tax Class Data*

- *Adding Revenue Items*

- *Editing Revenue Items*

- *Deleting Revenue Items*

- *Creating A Revenue Package*

- *Creating Quick Purchase Items*

- *Creating Discounts*

What Is A Revenue Key?

A revenue key is tied to a particular bowling rate or item you sell at your center—each item has its own "key" in the system. When you set up a revenue key, you must tell the system the following about the item:

- the name of the item.

- the label for the item's button.

- the item's cost, tax rate, and rate types.

- whether the item is marked as manual pricing.

- whether the system should treat the item as a pre-pay or post-pay item.

- whether the system should treat the item as a bowling, Point of Sale (POS), or billiards item (if your center has the Billiards module installed).

Pre-Pay vs. Post-Pay

Items that are set as **pre-pay** must be paid for at the transaction time, before the activity takes place. For example, games set as pre-pay must be paid for at check in. Likewise, food, drinks and other items set as pre-pay must be paid for when ordered. Note that games set as pre-pay have either a pre-set number of play-time minutes or a pre-set number of pre-paid games. At a set time before the

pre-paid time expires, or at a set number of frames before the game expires, bowlers receive a warning. You can set these time/frame warnings are set in Bowling Settings (see *Bowling Settings*).

Items that are set as **post-pay** do not have to be paid for until checkout. The rate for this type of game is set in the revenue key setup in the Administrative Settings module.

Basically, your center's settings must be set up to allow post pay items (see *Allowing Post-Pay*), and then each item defined in the revenue key must be defined as pre- or post-pay.

What Is Manual Pricing?

Manual Pricing is a setting on the Administrative Settings Revenue Key screen that is assigned to items that are usually purchased in quantity (such as number of minutes in a pre-pay game) and may or may not change in price. Revenue items that are *not* assigned a manual pricing setting are those that rarely change price and are usually purchased one at a time.

We suggest that your games be set up in the Administrative Settings module as follows:

- **Pre-pay games and time, and POS items** should be set to allow manual pricing.

- **Post-pay games** should *not* be set to allow manual pricing. A post-pay game is paid for only after the time/frame is up. The system automatically calculates how much time the players have spent or how many frames the bowler has bowled, and assigns that amount to the bill to be paid at checkout.

Tax-Included Keys

Many times it is convenient for a center to create revenue keys using a final price that includes tax. For example, customers may find it better to pay exactly $2.00 for shoes, with the center taking the appropriate tax amount out of that price. BOSS allows the center to create keys in this manner, with the tax rate factored in. The user can also adjust the pre-tax portion of the final total price to help account for rounding issues.

Setting Up Tax Class Data

Tax classes can speed up the creation of new revenue keys and minimize the chance of typing data incorrectly.

When BOSS is installed at your center, the following Tax Class "default" values are included:

Class ID	Class Name	Amount %
105	League Tax	8.250
106	Open Play Tax	8.250
107	Locker Rent Tax	7.620
108	Shoe Rent Tax	7.620
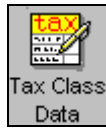
You can edit or delete these tax classes, or to add more tax classes, on the Tax Class Data screen. To access this screen, click the Tax Class Data button.

If some items in your center are not taxed, you can create a tax class with a percentage of "zero."

Adding A Tax Class

1. On the Tax Class Data screen, click ✚. *The **Class ID**, **Tax Class Name**, and **Tax Amount** boxes at the top of your screen appear as empty boxes, and an empty record line appears* in the table below the boxes.

2. In the empty **Tax Class Name** box, enter the name of the new tax class.

3. In the empty **Tax Amount** box, enter the percentage amount for the tax class. Do not enter the percentage in decimal format. In other words, if you enter **10**, the percentage amount will be 10 percent. If you enter **.10**, the percentage will be 1/10 percent!

4. Click ◆ to save your data or ✕ to cancel. *The new tax class appears* in the table.

Editing A Tax Class

1. On the Tax Class Data screen, select (click) the tax class you want to change. Select from the tax classes in the table. *The name and amount of the tax class you selected appears* in the boxes at the top of your screen.

2. Change the **Tax Class Name** and/or **Tax Class Amount** as necessary by tying in the appropriate box(es).

3. Click ◆ to save your data or ✕ to cancel. *The modified tax class information appears* in the table.

Deleting A Tax Class

1. On the Tax Class Data screen, select (click) the tax class you want to delete. Select from the tax classes in the table. *The name and amount of the tax class you selected appears* in the boxes at the top of your screen.

2. Click 🗑. *The Tax Class is removed from the table.*

3. Click ◆ to save the change.

Adding Revenue Items

The revenue items you set here show up as available items you can sell in Front Desk. You must define other aspects of each revenue item, such as the cost, whether the item is pre-pay or post-pay, and whether the item is a Bowling or Point of Sale (POS) item.

To add revenue items:
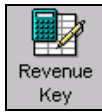
Revenue
Key

1. Click **Revenue Key**. *The Revenue Key Definition screen appears*.

2. Click ➕.

3. In the **Item Title** box, type a name for the new button (try to keep this as short as possible).

4. In the **Item Description** box, type a description for the new button. This description will appear on receipts and reports.

5. You must now set the revenue item type. On the Revenue Key Definition screen, select **Bowling Item**, **POS Item, or Billiards** (if your center has the Billiards module installed) in the **Item Type** area. Make certain that you have set this item type correctly, as you cannot change it after you click ◆ (step 8).

6. If you selected **Bowling Item**, select either **Game** or **Non-Game** (such as Shoes) in the **Item Subtype** section.

7. You can now set your revenue key cost and rate type (next section).

8. When you have finished completing all areas of the screen, click ◆ to save your data or ✖ to cancel.

Note: Once you click ◆ to save the information, the system permanently sets the Item Type, Item Sub-Type, Rate Type, Tax Rate %, Pre-Tax Amount, and Tax Rate Amount to whatever is entered or selected; they cannot be changed.

Setting Revenue Key Cost And Rate Type

1. On the Revenue Key Definition screen, select whether the item is pre-pay or post-pay by clicking the check box next to **Pre-Pay**. If unchecked, the key will be **Post-Pay**.

Manual Pricing is a setting that is assigned to items that are usually purchased in quantity and may or may not change price.

Revenue items that are not *assigned a manual pricing setting are those that rarely change price and are usually purchased one at a time.*

2. Click the check box next to the **Manual Pricing** field to place a check mark in the box if the revenue item requires manual pricing.

   When personnel sell items that are *not* set for manual pricing, the system simply adds the item with no intermediate screen asking how many and how much. Employees can override the set cost and quantity later, if necessary. When personnel sell items that *are* set to allow manual pricing, a screen appears prompting them to enter the quantity, and if necessary, a different price.

3. Click the check box for **Tax Included** if you wish to have the final listed price include tax. If you have made a revenue key **Tax Included**, the boxes marked **Pre-Tax Amount** and **Tax Amount** will indicate the breakdown of the total cost of the item. You may adjust these amounts by the lowest denomination of the selected currency (i.e. 1 cent) in either direction using the up and down arrow keys next to these boxes.

4. If the item is a coupon, click the box next to the **Coupon** field.

Note: You cannot set coupons as payout items (see *Designating The Item As A Payout*) or at a discount (see next step).

5. If the item is eligible for discounting, select the **Discount Applies** box. Most revenue items will be eligible for discounts; only items such as Alcohol (in most places) would not be eligible for discounts.

Note: If you do not check this box, you will not be able to apply any discounts to the item.

6. Type the cost of the revenue item in the **Set Cost $** box. To set up pricing that varies based on the day or time-of-day, see *Setting The Cost By Day-Of-Week And Time-Of-Day*. If you have made the key **Tax Included**, the cost here will represent the final cost to the customer including tax. Otherwise this cost will be the pre-tax amount.

7. If this is a Bowling Item and a Game (see steps 5 and 6 in *Adding Revenue Items*), select the rate type for this revenue item from the **Rate Type** drop-down list. If this is *not* a bowling item and a game, this box is disabled (grayed-out).

8. In the **Tax Class** box, select the tax class from the pick list. Click the arrow next to the box to access the available choices. These are the tax classes you set up when setting up your center. See *Setting Up Tax Class Data*. The box marked **Tax Rate %** will show the current percentage setting for the chosen tax class.

9. Enter the General Ledger number in the box next to **GL Number**. This number is used if you export your financial data to QuickBooks Pro (see *Exporting Data To Quickbooks Pro*) and in the General Ledger Report.

Note: Multiple items may have the same general ledger number to group them on the General Ledger Report.

10. You can now designate this revenue key as a payout item (see *Designating The Item As A Payout*, below).

11. When you have finished the screen, click ◆ to save your data or ✕ to cancel.

Designating The Item As A Payout

Note: If your center has a Point of Sale (POS) application interfaced to the BOSS Scoring™ system, this feature works differently than described below. Please see the manual(s) for the POS application you are using

This feature allows you to designate a revenue item as a payout. Payouts are revenue items that are always treated as a negative amount and are non-taxable. Like petty cash expenditures, payout expenses usually come from the cash drawer.

1. To set the item as a payout, click the box next to the **Payout** field to place a check mark in the box.

2. You can now set the item as a default, if you wish (see *Setting A Revenue Item As A Default*).

Note: When you select something as a payout, the **Advanced** button (next section) becomes disabled. You cannot set a payout revenue item with special day-of-week and time-of-day cost.

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3. When you have finished the screen, click ◆ to save your data or ✖ to cancel.

Setting The Cost By Day-Of-Week And Time-Of-Day

Note: If your center has a Point of Sale (POS) application interfaced to the BOSS Scoring™ system, this feature is handled by that application. Please see the manual(s) for the POS application you are using.

This feature in Administrative Settings allows you to specify a revenue item's price by the day-of-week and/or time-of-day. For instance, you can set an item to be a special price on weekends or evenings.

Note: The Day-of-week is determined by the end-of-business-date time you set in the Administrative Settings Miscellaneous settings (see *Setting Start Of Business Day Time*).

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1. Click Advanced... . *A screen appears*, allowing you to specify the day(s)/time(s) for the special pricing. You can set more than one. If no advanced rates are listed press the ✚ key to add a new rate.

2. In the Day Of Week field, click the arrow next to the box, then choose a day from the picklist. One of these days is **Special Holiday**—you can set a specific rate for a special holiday. When Front Desk personnel check the **Use Holiday Rates** on the Check-In or POS screens, this special rate will apply.

3. If you want to specify a time of day, click anywhere in the **Start Time** box. Notice that the special rate appears in the large area on the right of your screen. Now enter the correct start time.

4. Enter the end time in the **End Time** box. You can click the small up and down arrows next to the box to increase or decrease the time by minutes.

5. Enter the cost of the item for that time frame in the **Amount** box. If the key is tax included, you will see the pre-tax amount and the tax amount values in their respective boxes. These values can be manually adjusted by the lowest currency denomination (i.e. 1 cent) up and down using the arrow buttons.

6. Click ◆ to save.

7. You can now add other day/time prices for the revenue item by clicking ✚, then repeating steps 2-6. Remember to click ◆ to save your entries.

Note: You can delete an entry by selecting it (from the large area at the bottom of your screen), then clicking 🗑. Don't forget to click ◆ when you are through!

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8. When you are finished with this screen, click [⬅ Return] to return to the Revenue Key Definition screen and continue your setup. You can now set the revenue item as the default (see *Setting A Revenue Item As A Default*).

9. When you have finished the screen, click ◆ to save your data or ✕ to cancel.

Setting A Revenue Item As A Default

You must set a default bowling rate and a default frame rate. The default revenue item must be a bowling item with a subtype of game (see steps 5 and 6 in *Adding Revenue Items*).

Note: Once you click ◆ to save the information, the system permanently sets the Item Type, Item Sub-Type, Rate Type, Tax Rate %, Pre-Tax Amount, and Tax Rate Amount to whatever is entered or selected; they cannot be changed.

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1. If you want the item to be the center's default revenue item, select the **Default Revenue Item** check box on the Revenue Key Definition screen.

2. Click ◆ to save your data or ✕ to cancel.

Editing Revenue Items

To edit a revenue item:

1. On the Revenue Key Definition screen, select the item you want to edit.

2. Change the information as necessary.

3. Click ◆ to save your data or ✕ to cancel.

Deleting Revenue Items

Note: You cannot delete the default revenue key.

To delete a revenue item:

1. On the Revenue Key Definition screen, select the item you want to edit.

2. Click 🗑. *A dialog box appears*, asking you to confirm the deletion.

3. Click **Yes** to delete, or **No** to cancel.

Creating A Revenue Package

BOSS now allows you to group together items in a special package to be treated as one revenue item. For instance, you could create a revenue package for a Friday afternoon bowling special, to include an adult game, shoes, and a large drink.

To create a revenue package:

1. Click **Revenue Packages**. *The Revenue Packages Definition screen appears.*

2. Click ➕. *A button appears* in the Packages area with the name **New Package**.

3. In the **Package Name** box, enter the name of the revenue package. *That name appears* under the package button above.

4. In the **Available Revenue Items** area on the bottom right of the screen, select the first revenue item that will be part of the package.

5. Click the **Add** button on the right side of the screen. *That revenue item appears* in the top right area, **Revenue Items in the package**.

6. Repeat steps 4 and 5 for all revenue items in the package. You can also remove an item by selecting it and clicking **Remove**. To remove all items from the revenue package (before you save it), click **Remove All**.

7. To change the quantity of an item in a package, select it from the **Revenue Items in the package** area, and enter the desired quantity in the **Quantity** box.

8. Now that you have selected the items, you can determine the price of the package. Note that as you selected the items that make up the package, the system kept a tally of the actual total price in the **Line Items Total** box. Enter the discount in the **Discount** box to obtain the actual price of the package. The system subtracts this amount to calculate the actual price of the package.

   For example, if the package line item total is $12.00, and you want to charge $10.99 as a special package deal, enter **1.01** in the **Discount** box.

9. In the **Discount GL number** box, enter the general ledger number, if you wish to assign one.

10. Click ◆ to save your data or ✕ to cancel.

11. Restart your system. After restarting, the revenue package will be included on the Front Desk check in and check out screens.

Creating Quick Purchase Items

Note: If your center has a Point of Sale (POS) application interfaced to the BOSS Scoring™ system, this feature is handled by that application. Please see the manual(s) for the POS application you are using.

This feature allows you to select a non-lane revenue item and designate it as a Quick Purchase Items—or Quick Keys. You can select a special icon to represent the revenue item and then display the icon on the Front Desk screen. Additionally, you can create a CTRL keystroke combination for even faster access to the item.

Note: You must first create the revenue key for this item (see *Adding Revenue Items*). What you are doing here is linking a quick key to a revenue item you have already created, providing quicker access to it from the front desk.

To create a Quick Key:

1. Click **Quick Purchase**. *The Quick Purchase screen appears*.

2. Click ✚. *The icon you selected appears* in the large area on the left side of the screen.

3. In the **Revenue Key** box, select the item for which you want to create the quick key. Click the arrow next to the box to access a pick list of available revenue keys.

Note: These are the items you added during revenue item setup. See *Adding Revenue Items*.

4. Select the Icon you wish to appear for this item on the front desk screen. In the box next to **Icon**, use the scroll bar to peruse the available icons. Click the icon to place a box around it (thereby selecting it).

5. If you want the Front Desk system to prompt for a quantity, click the Quantity Prompt box to place a check mark in the box.

6. If you want to create a keyboard shortcut key for the item, place that in the box next to **Shortcut Key**. Front Desk employees can then press **CTRL** and the key you specify simultaneously on the keyboard to access the quick key.

Note: Not all letters are available for use as quick keys.

7. Click ◆ to save your data or ✖ to cancel.

8. You can add up to 7 quick keys by repeating steps 2 through 7.

Note: You can delete a quick key by selecting it (from the large area on the left of your screen), then clicking ◣. Don't forget to click ◆ when you are through!

Creating Discounts

This feature allows you to create discount amounts – percentage and dollar amounts – that you can apply to revenue items. The discounts you create here appear on a Discount tab on the Check-in, Check-Out and POS screens. When you check a party in or out, you can apply these discounts to your revenue items.

Note: When you set up a revenue item, you will see an item called Discount Applies. Checking this box allows the item you are setting up to be discounted. If you do not check this box, the discounts you create here cannot be applied to that item. For more information, see *Setting Revenue Key Cost And Rate Type*.

To create discounted items:

1. Click **Discounts**. *The Discounts screen appears*.

2. Click ✚. Notice that a button with no title appears in the large white area on the left of your screen.

3. In the **Item Title** box, enter a name for the discounted item. Notice that as you type the name, the title appears under the button.

4. In the **Item Description** box, enter a short description of the item.

5. In the **Tax Class** box, select the tax class category you want to apply to the item. You can click the arrow next to the box to access a picklist of available tax classes.

Note: See *Setting Up Tax Class Data*, for more information on adding, editing, and deleting tax classes.

6. Click the circle next to one of the following:

   Amount: if you want the item to have a set discounted amount

   Percentage: if you want the item to have a set discount percentage

7. Enter the value—either the percentage or the amount, depending on what you selected in step 6.

8. Click one of the following:

   Applies To All: The amount or percentage will be applied to all of the items on the check. In other words, if you apply a 10% discount to "all," that 10% will apply to all items – the total amount of the check.

   Applies To Previous: The percentage will be applied to the previous line item on the check. For instance, if you ring up 3 games, then you add 1 shoe rental and apply a 10% discount to "previous," the discount will be applied to the shoes only.

Note: If you chose **Amount** in step 6, you can only choose **Applies To All**. Additionally, an applied discount may not be larger than the item's cost.

9. Enter the General Ledger number in the box next to **General Ledger**.

10. Click ◆ to save your data or ✖ to cancel.

Deleting Discounts

1. On the Discounts screen, select the button of the discount you want to delete.

2. Click .

3. Click to save your data or to cancel.

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Bowling And Miscellaneous Settings

Overview

In addition to the information you provided in the Center Setup and Revenue Key sections, Administrative Settings offers additional settings that determine how your center operates. These settings include:

- *Bowling Settings*: You can set warnings that alert bowlers when time or frames are about to expire. You can also determine the default alternation mode, scorer format, display format, and scorer language.

- *Miscellaneous Center Information*: Settings in this area include:

  - the number of free frames allocated,

  - any additional tax rate (on top of the tax set when adding a revenue key),

  - the start time of the business day,

  - whether or not your center tracks open sheet numbers,

  - whether or not your center allows bowlers to post-pay games and other items,

  - whether your center prints receipts automatically,

  - whether you start pre-paid time immediately at check-in or after the first ball has been thrown,

  - types of payment your center accepts,

  - your pinspotter type,

  - the number of hours of scores the system should save during a data purge, and

  - the number of days your center holds financial data before automatically purging them.

  - The rate split mode your center uses.

Bowling Settings

You can change bowling settings such as pre-paid time and game warnings, frame warnings, slow bowler minutes, and system defaults on the Bowling Settings screen. To access the Bowling Settings screen:

Click **Bowling Settings**.

Setting Warnings

The warnings you set here appear on the Front Desk Main screen and on the bowler's scorer. The warnings will also turn the lane icon box on the Front Desk Main screen yellow.

To set warnings:

1. On the Bowling Settings screen, you can allow a pre-paid *time* warning by typing a number of minutes in the **Minutes Before Limit Reached** box.

2. You can allow pre-paid *game* notice by typing a number of frames in the **Frames Before Limit Reached** box.

3. You can enable a 9th or 10th frame warning by selecting the **9th/10th Frame Warning** check box.

4. Set the number of minutes that the lane must be idle before a message appears in the **Slow Bowler Minutes** box.

5. You can enable **Deferred Checkout** for the center by checking the box on this screen. This will allow the front desk software to check in a new party on a lane before the previous party has paid for their games.

6. Set the number of seconds the system waits before turning off the pinspotters after league play has eneded in the **AutoShutoff Delay** box.

7. Click ◆ to save your data or ✕ to cancel.

Setting Bowling System Defaults

These are default settings about the way lanes turn on. Front Desk personnel can override these settings as necessary. To set bowling defaults:

1. On the Bowling Settings screen, use the arrow keys in the **Alternation Mode** drop-down list to select the desired default alternation mode.

Note: Single lanes will always default to non-alternating.

2. In the **Scorer Format** drop-down list, use the arrow keys to select the desired default score format.

3. In the **Display Format** drop-down list, use the arrow keys to select the desired default display format.

4. In the **Scorer Language** drop-down list, use the arrow keys to select the desired default scorer language.

5. In the **Game Type** drop-down list, use the arrow keys to select the desired default scorer language.

6. To turn the have the pinspotters turn off automatically after a league completes their games, check the **Automatic League Shutoff** box. This will apply to all leagues in the center. If you choose this option, you may specify the delay (in seconds) after the last ball before the pinspotter shuts off. This delay may be useful depending on the make and model of pinspotter.

7. If you wish to have a scores ticket printed each time the bowler hits "END BOWLING" down at the scorer, check the **Auto Ticket Printing** box. This will be applied center wide (all lanes), although compatibility with older versions of scoring may not be guaranteed. For Auto Ticket Printing to work, the full network path name of the scorer must be typed into the **Printer** box. Check with technical support if you have questions about how to determine the printer path name. In most configurations, this will be a printer connected to one of the front desk workstations.

8. Click ◆ to save your data or ✖ to cancel.

Miscellaneous Center Information

You can find other miscellaneous settings on the Miscellaneous Settings screen. To access this screen:

Click **Misc. Settings**.

Allocating Free Frames Per Session

1. On the Miscellaneous Settings screen, type the number of free extra frames *per session* (not per bowler or lane) your center allows in the **Number of Free Frames** box.

2. Click ◆ to save your data or ✖ to cancel.

Setting Additional Tax %

The additional tax % setting is mostly applicable in countries which impose city, state, or other local taxes. The additional tax is applied after the tax rate set in the revenue key definition is applied—in other words, a tax on a tax.

1. On the Miscellaneous Settings screen , type the percentage over the normal state/federal tax amount your center charges (if any) in the **Additional Tax %** box.

2. Click ◆ to save your data or ✕ to cancel.

Setting Start Of Business Day Time

This feature allows you to designate the time your business start of the day begins. Administrative Settings uses this setting when looking for special pricing by day-of-week (see *Setting The Cost By Day-Of-Week And Time-Of-Day*) and for printing reports.

To set the start of day time:

1. On the Miscellaneous Settings screen, enter the correct time in the **Start of Business Day** Time box. You can use the up and down arrows next to the box to increase or decrease the time by minutes, or you can type it in directly.

2. Click ◆ to save your data or ✕ to cancel.

Setting When Pre-Paid Time Starts

Administrative Settings allows you to set your prepaid time to start at check-in or after the bowler throws the first ball.

1. On the Miscellaneous Settings screen, in the Prepaid Time Option area, select **Start time after first ball thrown** or **Start time immediately**.

2. Click ◆ to save your data or ✕ to cancel.

Choosing Payment Types

1. On the Miscellaneous Settings screen, in the Payment Types Supported section, select the **Credit**, **Gift Certificate**, and/or **Check** check box for each payment type supported by your center. (Cash is always accepted.)

2. Click ◆ to save your data or ✕ to cancel.

Allowing Sheet Number Support

1. If you want to track open play sheet numbers at the center, select the **Sheet Number Support** box on the Miscellaneous Settings screen.

2. Click ◆ to save your data or ✕ to cancel.

Allowing Post-Pay

If your center allows any post-pay revenue items or games, it must first be allowed here. Post-pay games do not have to be paid for until checkout.

1. If you want to allow bowlers to post-pay games, select the **Allow Post-Pay** check box on the Miscellaneous Settings screen.

2. Click ◆ to save your data or ✕ to cancel.

Automatically Printing Receipts

1. If your center prints receipts, select the **Receipt Printer** check box on the Miscellaneous Settings screen.

2. Click ◆ to save your data or ✕ to cancel.

Note: AMF recommends that this setting is enabled.

Prompting For User ID

You can set when you require a user ID and password prompt to appear during center operations. To make this setting:

1. In the **Prompt for User ID** area, select one of the following on the Miscellaneous Settings screen:

   - **At startup and end** – the user will be required to enter an ID and password when first accessing BOSS and when quitting BOSS.

   - **When accepting payment** – the user will be required to enter an ID and password only when accepting payment during sales transactions.

   - **At checkin, checkout and modify** – the user will be required to enter an ID and password only when checking in, checking out, and changing any sales transaction.

Note: You can select only one.

2. Click ◆ to save your data or ✕ to cancel.

Setting Pinspotter Type

1. In the **Pinspotter Type** section on the Miscellaneous Settings screen, select the type of pinspotter system your center uses.

2. Click ◆ to save your data or ✕ to cancel.

Preserving Financial Data In The System After Purging Data

1. In the **Do Not Purge Ticket Data Less Than** box on the Miscellaneous Settings screen, type the number of hours to retain score (ticket) data.

2. In the **Days before data purge** box, type the number of days your center retains detail financial data.

3. In the **Days before revenue history data purge** box, type the number of days your center retains summary financial data.

4. Click ◆ to save your data or ✕ to cancel.

Selecting Rate Split Mode

If your center uses "advanced" pricing (see *Setting The Cost By Day-Of-Week And Time-Of-Day*), you know that there will be times when a customer's session may span more than one time period.

For example, let's say that your game rate before 5:00 p.m. is $2.00, and your game rate after 5:00 P.M. is $3.00. And let's also say that a customer checks in and bowls 2 games before 5:00 p.m. and 3 games after 5:00 p.m. By using the rate split mode, your center has the option to charge this customer one of the following ways:

- all at the check in price ($2.00),

- all at the check out price ($3.00),

- or split it between the two according the how much they bowled in each time period (2 games at $2.00, and 3 games at $3.00).

Note: The system uses the time a game begins (by when **Next Game** is selected at the Bowler's terminal) to determine which rate period to use.

To set your center's rate split mode:

1. In the Rate Split Mode area, select one of the following from the **Game** drop-down list:
   - **Check-In** – if you want to charge all of the games or time at the price in effect at the time of check-in
   - **Check-Out** – if you want to charge all of the games or time at the price in effect at the time of check-out
   - **Split** – if you want to split the price according to when the game was begun

2. In the **Rate Split Mode** area, select one of the following from the **Time** drop-down list:
   - **Check-In** – if you want to charge the time at the price in effect at the time of check-in
   - **Check-Out** – if you want to charge the time at the price in effect at the time of check-out
   - **Split** – if you want to split the price according to the time bowled in each time period

3. In the Rate Split Mode area, select one of the following from the **Flat** drop-down list:
   - **Check-In** – if you want to charge the rate at the price in effect at the time of check-in
   - **Check-Out** – if you want to charge the rate at the price in effect at the time of check-out

4. Click ◆ to save your data or ✕ to cancel.

League And Tournament Settings

Overview

Administrative Settings allows you to set default scorer feature settings for Generic Leagues, Interfaced Programs, and Generic Tournaments.

You can set these default scorer feature settings on the League/Tournament Check-In Settings screen. To access this screen:

Click **Leag/Tourn Settings**.

The process for making default settings is the same for generic leagues, interfaced programs, and generic tournaments.

Default Settings

Note: If your center uses the AMF League and Tournaments Module, these default settings are determined by each particular league or event. See that manual for information on making these settings. These default settings will apply to non-open checkouts using an undefined ID#.

To set scorer feature settings for AMF generic leagues, interfaced programs, and generic tournaments:

1. On the League Tournament Check-In Settings screen, select **League**, **Interfaced Programs**, or **Tournaments** from the Bowl Type list (in the center of your screen).

2. Click the **Scorer Features Settings** button, located on the inside left of the screen. *The Scorer Information screen appears*.

3. From the Game Type drop-down list, select the default game type (10 Pin, 40 Frame Game, or Strike Shot).

4. From the Lane Alternation drop-down list, select the default alternation style (Non Alternating, Alternating, or Alternating After Game).

5. From the Scoring Method drop-down list, select the default scoring method (9 Pin no-tap, 8 Pin no tap, 3-6-9, or Regular).

6. From the Frame Sequencing drop-down list, select the default number of frames per bowler (1, 2, 5, or 10 Frames per Bowler).

7. From the Download Information drop-down list, select the default information you want the system to download (Full Roster, Team Name, or No Data).

8. From the Display Format drop-down list, select the default display format (10 Frames, 5 Frames, or Tournament Format)

9. If you want to allow practice sessions before actual play begins, select the **Practice** box, and then enter the number of minutes you want to allow for practice in the **Practice Time** box. Additionally, if you want to allow practice with the pinspotter on, select the **Practice with Pins** box.

10. If you want to activate the television, select the **T.V.** box, then enter the **Channel Number**. You can also set the volume by choosing a default level in the **Volume Level** drop down list.

11. If you want to activate AMF graphics, select the **Graphics** box.

12. Click to save your data or to cancel.

13. Repeat the process for each bowling type.

Billiards Front Desk Settings

Overview

If your center has the Billiards Module installed, your Administrative Settings main screen includes 2 Billiards settings icons, allowing you to make default Billiards and Light settings.

This section covers the following:

- *Default Billiards Settings*

- *Billiards Lights Settings*

Note: Your Administrative Settings main screen will not include this functionality unless your center has Billiards Front Desk installed.

Default Billiards Settings

To set your default Billiards Front Desk Settings:

1. Click **Billiards Settings**. *The Billiards Settings screen appears*.

2. Several minutes before the time limit is up on a pre-paid game, the lights turn dim to alert the players. This light dimming serves as a warning or an alert. In the **Mins before limit reached** box, enter the number of minutes before the time is "up" the warning occurs.

3. Check the **Allow Post Pay** box if your center allows post pay billiards games.

4. In the **Number of Tables** box, enter the number of billiards tables you have at your center. The number you enter here determines the number of "table boxes" that appear on the Billiards Front Desk Main screen.

5. Select the default light group from the **Light Group** drop down list. A light group is comprised of 8 lights – over the respective 8 tables – in your center (see below).

6. In the **Default Play Time** box, enter the default number of play time minutes for a pre-paid billiards game. You can override this number as needed in Billiards Front Desk.

7. Click ✓ to accept the settings, or ✗ to cancel.

Billiards Lights Settings

Note: In this version of BOSS, only Billiards Front Desk uses light groups.

Administrative Settings allows you to create light groups and then set the light group your center will use as a default. The groups you create here appear as choices in Billiards settings (so you can choose the default group).

A light group is comprised of 8 lights – over 8 billiards tables. Within a light group, there is mapping from the physical light number (the number on the light controller board) to the number posted on the table. So, for example, you can use switch 9 to control the lights over Table 4. This functionality allows you to number your billiards tables any way you want.

Control over table lights is a function of the AMF Light Controller, an option to the Billiards Module. If your center has not purchased the AMF Light Controller, don't worry. While you won't be able to control the lights over the tables (they will always remain on), your Billiards Front Desk module will work, and you can still track play time and payments.

Creating Light Groups

1. Click **Light Settings**. *A screen appears,* allowing you to add light groups.

2. Click **Add Group**. *The text **New Group** appears* in the **Light Object Group Name** box..

3. Enter the name of the new group in the **Light Object Group Name** box.

4. Click ✓.

5. Click ✚. This adds the group to the list of groups in the table. You can click ✚ as many times as necessary for each table number in the group of lights.

    Notice that as you click ✚, a line is added to the grid in the middle of your screen.

6. Set the table number associated with each light (line in the table) by clicking in the **Number in the Group** column. Enter the number assigned to the table associated with that light. This number is usually posted on the

table. Each table number must be unique within the group – the system will not allow you to assign the same table number to more than one light within a light group.

7. For each table number/light (line in the table), set the physical number of the light switch that controls the light by clicking in the **Output ID** column. Enter the switch's number.

8. Click ◆ to save your data or ✕ to cancel.

Editing Light Groups

1. Click **Light Settings**.

2. Select the light group you want to modify from the Light Object Group name drop down list.

3. If you need to locate a particular light within the group, you can choose the search criteria from the **Search By** drop down list, then enter the actual value of the criteria in the **Search For** box. The light(s) matching the search criteria is highlighted.

4. Change the group and/or the group's lights as necessary.

5. Click ◆ to save your data or ✕ to cancel.

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Generating Reports

Overview

Administrative Settings offers two types of reports, current and historical.. The current reports contain the information for the current day's activities. The historical reports contains stored data (the length data is stored is determined by the type of data).

The current reports are:

- **Detailed Information**: Details all transactions for the cash drawer/shift you are reporting on.

- **Summary Information**: Shows the total number of transactions, total monetary adjustments, and total sales amounts, then subtracts refunds. Also shows cash drawer and shift totals.

- **Lane Usage**: For each lane, shows the total games/frame and total time the lane was active. Note that all other reports can be specific to the associated cash drawer, but the Activity report is center-wide for that time period.

- **Financial Exception**: Lists those transactions which required an adjustment to the amount due. It also details any refunds ignored.

- **Payment**: Lists totals for each payment type (cash, credit, check, coupons, and refunds) your center allows.

- **Revenue**: Totals the sales by revenue key. This report also shows separate totals for bowling and non-bowling (POS) revenue.

- **Financial Exception**:

- **Payment:**

- **Revenue:**

- **Utility Exception**: Displays the following occurrences of the Front Desk Utilities: clearing and unlocking lanes and changing front desk assignments.

- **Lineage Summary**: Displays lineage and revenue for open play, leagues, and tournaments.

- **Advanced Rate Revenue**: Displays a breakdown of the revenue keys based on day, time period, price, quantity, and revenue.

- **Billiards Table Usage**: For each table, shows the total time the table was in use.

- **Payout**:

The historical reports are

- **Revenue History**: Totals, by business day, revenue items by group. Since this report covers an entire business day, you would not print it during Shift Reports. Note that in Administrative Settings, detail data is stored up to 14 days, historical revenue data is retained longer than 14 days, and summary data is stored up to 1 year. Data is stored for one year.

  Note: If your center has a Point of Sale (POS) application interfaced to the BOSS Scoring™ system, please see the manual(s) for the POS application you are using for information about this report.

- **General Ledger (GL):** Totals, by business day, items by general ledger number. Since this report covers an entire business day, you would not print it during Shift Reports.

- **League/Tournament Transaction**: Displays the revenue for each league and tournament.

- **User Activity Log**: This report records actions done by user, time and date within the application.

There are two ways to generate these reports:

1. You can select reports on the Shift Setup screen that will generate when you access the Shift Reports screen and end a shift.

2. You can also select specific reports to print based on a particular shift, time period, or business day.

The following sections detail these two methods of generating reports.

Note: The User Activity Report is actually a display-only log. See *Setting Up And Viewing The User Activity Log*.

Generating End-of-Shift Reports

There are two steps involved in generating end-of-shift reports:

1. First, you need to select the reports to print.

2. Second, access the Shift reports screen to print reports and, optionally, end the shift.

Selecting The Reports

1. Click **Shift Setup**. *The Shift Reports Setup screen appears*.

2. In the **Available types of reports:** area, select the report you want to print, and click **Add>>**. *The report moves to the **Selected types of reports:** area*. If you want to de-select the reports, simply select them, and click **<<** to move them back.

3. Repeat step 2 for each report you want to include.

4. You can now print the reports (below).

Printing The Reports

This button appears at the bottom right of your screen in both Administrative Settings and on each workstation.

1. On the button bar at the bottom of your screen, click **Shifts**. *The BOSS-Engineering Shift reports screen appears*.

2. Click the **Shift Reports** button in the middle of your screen.

   A dialog box appears, asking you if you want to print reports.

3. Click **Yes**. *The reports you selected on the Shift Setup screen print*.

   Another dialog box appears, asking you if you want to end the shift.

4. Click **Yes** if you want to end the shift, or click **No** if you do not want to end the shift.

   If you chose to end the shift, the total shift (beginning and ending date/time) appears on the Reports screen, and a new shift with a zero total begins. You can select one or more of these shifts for specific reports (see *Generating Specific Reports*).

Generating Specific Reports

You can choose to reprint reports for a particular shift or time period.

To generate shift or time-specific reports:

1. Click **Reports**. *A reports screen appears*.

2. From the **Station number** drop-down list, select the cash drawer for which you want to generate the reports., or select **<All>**.

3. Do one of the following:

   To run reports for a particular shift: click **Select Shift**, then select the shift on which you want to report from the list. You can only generate reports for a shift if a specific cash drawer is selected. If you selected **All** in the previous step, this option is disabled.

   Note: Only those shifts you ended on the shift screen appear in this list. See *Generating End-of-Shift Reports*.

OR

To run reports for a particular time period: enter the date/time range (**From** and **To**). You can use the arrows next to the boxes to increase or decrease the dates/times.

4. In the **Game Type** box, choose from the drop-down menu the business area you want to report on: POS, Bowling, Billiards, Both.

5. In the **Select Reports to print** area, check the boxes next to those reports you want to print.

6. Optionally, you can click the **Save as Default** button to record your report selections. The reports you selected will be marked as selected each time you access this screen. You can "unselect" any selected reports by clicking the associated box again.

7. If you selected Detailed Info Report, you may select criteria for filtering the report. This includes Employee ID (choose from drop down list), Lane ID (enter range, or choose no Lane ID for transactions not associated with IDs), and Transaction Amount

Preview Report button

Click the **Preview Report** button to preview the reports on your screen.

OR

Click the **Print Reports** button to print the reports.

Note: These buttons appear on the upper left of the screen (next to the action buttons). They are not labeled.

Print Reports button

Setting Up And Viewing The User Activity Log

BOSS now offers a report that records all user activity, including time, date, and action. You can also configure the report, setting how many actions to record and save in the database.

To set up and view the User Activity Log:

1. Click **User Activity Log**. *The User Activity Log screen appears*. From here, you can do the following:

Records Button

*   **Set the number of records**: Click the icon that looks like a card file. *A screen appears* with one box, labeled **Set Number of Records to keep in the User Activity Log**. Enter the number of records to be kept in the database at any one time in the box.
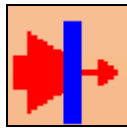
Filter Button

Refresh Button

- **Apply filters to the log**: Click **Filter**. *A screen appears*, allowing you to specify a range of dates, range of lanes, specific actions to display, specific modules and employees, and specific stations to cover. After you set your filters, click the refresh button; *your User Activity Log reappear*s showing the information you set.

2. Click ◆ to save or ✕ to cancel after each action.

Exporting Data To Quickbooks Pro

This feature in Administrative Settings allows you to export your general ledger data to QuickBooks Pro.

To export General Ledger data to QuickBooks Pro:

1. Click **Reports**. *A reports screen appears*.

Export Financial Data to QuickBooks button

2. Click the Export Financial data to QuickBooks button. *The* **Administrative Settings – Export to QuickBooks** *dialog box appears.*

Note: This button appears on the left of the screen (next to the action buttons). It is not labeled.

This dialog works the same way as your standard Windows Save As dialog boxes. Simply locate the folder where you normally save your QuickBooks files, enter the name of the file in the **File name** box, and click **Save**. The **Save As type** should already be set with the appropriate QuickBooks extension. Administrative Settings automatically exports the file.

3. After you have exported the file, you must import the data into QuickBooks using that program's import feature. See your QuickBooks user's guide for more information.

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Backing Up And Restoring Your System

Overview

To protect your module configuration, full system backups (to tape or CD) automatically run every Monday at 4:00 a.m. Additionally, incremental backups automatically run every other morning (Sunday, Tuesday, Wednesday, Thursday, Friday, and Saturday) at 4:00 a.m. However, you can manually back up your system at any time using the processes in this chapter. These backups are your emergency restores after a hardware failure or other data loss.

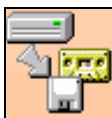This section covers the following:

- *Backing Up The System*

- *Restoring Data*

Backing Up The System

To back up the system at a time other than the automatic backup:

1. Insert a T4 tape into the tape drive, 3.5 floppy into the floppy drive, or a CD into the CD drive.

2. Click **Reports**. *A reports/backup screen appears*.

Note: The screen that appears is actually the same screen from which you can generate shift or time-specific reports. This may be confusing.

3. Click the **Backup** button. *A message box appears*, asking you to continue with the backup.

Note: This button appears on the upper left of the screen (next to the action buttons). It is not labeled.

Backup Center Settings to Disk button

4. Click **Yes**. The system backs up your data to the tape. *A black DOS window appears* during the process.

Note: Depending on the amount of data you are backing up, this process could take up to 15 minutes (or longer) to complete.

5. When the backup is complete, *the DOS window disappears*. There is no message that the backup is complete. Remove the tape, floppy, or CD from the drive and store in a safe place, or leave the tape, floppy, or CD in the drive to be used for automatic backups.

Restoring Data

This process restores information from your backup tape onto your hard drive. Before restoring data, run reports and purge data, and make sure all Open Play and League lanes are off.

CAUTION: Restore your information only when absolutely necessary. This process can cause problems, as all data—including league, bowler, and financial data—is restored, which could conflict with existing data. We suggest that you call AMF Technical Support to try and resolve any technical issues prior to attempting this procedure.

To restore data:

1. Insert the backup tape into the tape drive, 3.5 floppy into the floppy drive, or the CD into the CD/ drive.

2. Click **Reports**. *A reports/backup screen appears*.

Note: The screen that appears is actually the same screen from which you can generate shift or time-specific reports. This may be confusing.

3. Click the **Restore** button. *Your data is restored onto the system*.

Note: This button appears on the upper left of the screen (next to the action buttons). It is not labeled.

Restore Center Settings from Disk button

4. Remove the tape, floppy, or CD from the drive and store it in a safe place.