

# **CASIO**

## **Email Reporter Tool 1.02**

### **Manual**

**V-R100, V-R200, V-R7000, V-R7100**

**Version 1.00**

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Revision History

<b>Date</b>	<b>Note</b>
13/02/17	Initial version

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## Overview

The Email Reporter Tool allows you to set up a V-R terminal to automatically send Sales reports in Excel format to nominated email addresses. This is useful for non-Cloud customers who still wish to receive electronic report data from their tills on a regular basis. The tool can be set up to send the reports automatically when a Z Report is performed or to send them via a manual option on the till. *The automatic reports are sent on a per till basis* – you must set up the tool on each till from which you want data. The data is in a raw format – see the example reports section at the end of this manual for some guidance on interpretation.

Any or all of the following reports can be sent:

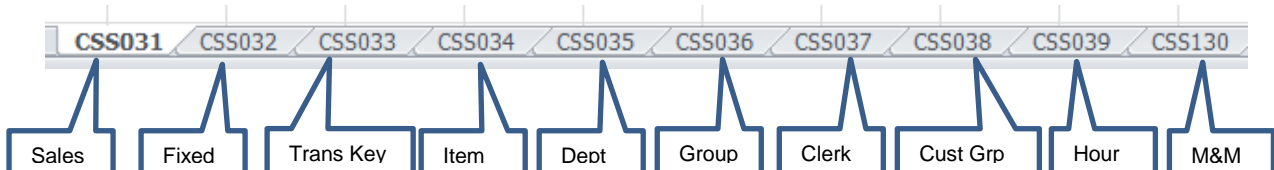
### Sales

- CSS011 - Sales total
- CSS012 - Fixed total
- CSS013 - Transaction Key total
- CSS014 – Item (up to 5000 items)
- CSS015 – Department
- CSS016 – Group
- CSS017 – Clerk
- CSS018 - Customer Group
- CSS019 – Hourly
- CSS110 - Mix & Match

### Stock

- CZT001 - Stock in/out total
- CZT002 - Stock in/out detail

The 'CSS' codes in the tool relate to the actual database tables that are stored in the V-R. Please note that the codes used to identify the individual Sales reports in the Excel spreadsheet are CSS031, CSS032, etc. That is, the above codes +30.

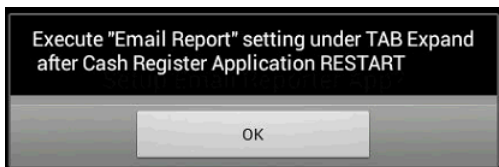


## 1 – Installation and Setup

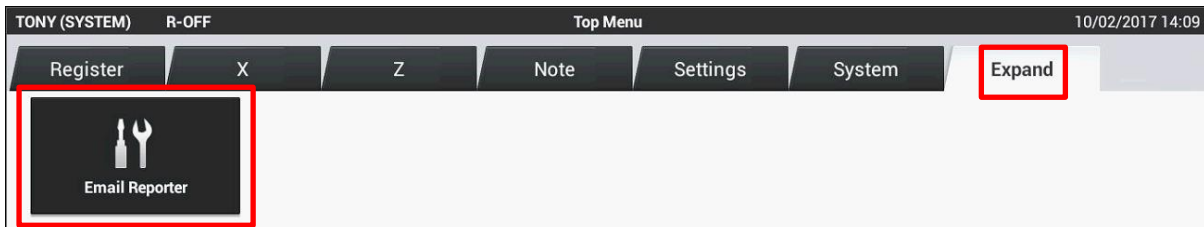
1. Download the .apk file from the Casio Dealer website and copy it to the V-R.
2. In **'Open Manager'**, tap the .apk file and then tap **'Install'**.
3. Tap **'Open'**.
4. A prompt will be displayed – **"Setup Email Reporter App?"** Tap **'OK'**.



5. A confirmation message will appear. Tap **'OK'**.

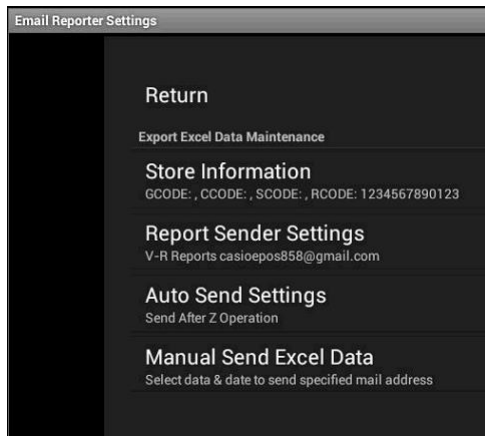


6. The install program will have replaced the existing **'Internet'** tab in the cash register application with an **'Expand'** tab. Within the **'Expand'** tab, you will find the icon for the **'Email Reporter'**.



If required, you can set up the **'Expand'** tab again by tapping the **'Email Reporter'** icon in the **'Apps'** screen.

## 2 – Main Menu



### 2.1 Store Information

This screen is for setting up information that will be included in the Excel filename to help identify its origin.

### 2.2. Report Sender Settings

This screen is for setting up the email sender details (the email account from which the reports will be sent).

### 2.3 Auto Send Settings

This screen is for setting whether reports are automatically sent.

### 2.4 Manual Send Excel Data

This screen allows a user to generate an immediate report manually.

Tap '**Return**' to exit from the application.

## 3 – Store Information

The tool allows you to set up 4 pieces of information that will enable you to tell which specific V-R till within an organisation has generated and sent a report. The information is incorporated into the Excel filename.

There is no restriction on how these codes are set up – you can devise any scheme of numerical identification of the individual elements you like or choose not to use the system at all. For example, if you only want to have a code for individual V-R terminals, just use a numbering scheme for '**Register code**' and set all the other fields to blank. If a field is blank, a single underscore is used in the Excel filename for each blank field.

### 3.1 Group code

Enter 3 numerical digits to identify the 'Group' (i.e. company group) to which the till belongs.

### 3.2 Corporate code

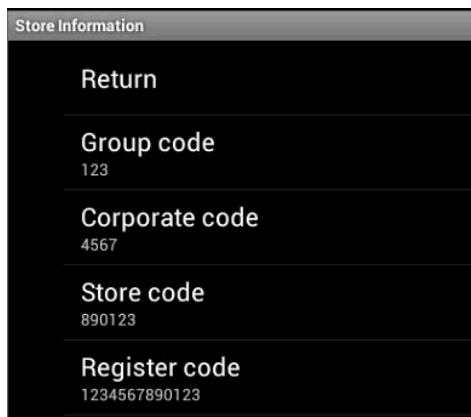
Enter 4 numerical digits to identify the part of the Group to which the till belongs. We call this the 'Corporate code'.

### 3.3 Store code

Enter up to 4 numerical digits to identify the actual store in which the till is located.

### 3.4 Register code

Enter up to 13 numerical digits to identify the actual till that has generated the report.



The screenshot shows a dark-themed form titled "Store Information". It contains five input fields, each with a label and a value:

- Return**: (empty)
- Group code**: 123
- Corporate code**: 4567
- Store code**: 890123
- Register code**: 1234567890123

In this example, the delivered Excel file would look something like this:

**SUMMARY\_123\_4567\_890123\_1234567890123\_20170210\_000003.xls**

The final two elements of the name are the date and the Z Counter number.

When you have entered the relevant details, tap '**Return**' to return to the main menu.



## 4 – Report Sender Settings

You must have an email account which will act as the 'sender' of the reports. You can use one of your own existing email accounts or set up a specific account (Gmail or similar) to do this job. In any case, you will need to know the '**Username**', '**Password**' and the '**SMTP Server**' details for the account before configuring this screen.

### 4.1 Sender Information

#### 4.1.1 Email Address

Enter the email address that will act as the 'sender' of the reports.

#### 4.1.2 Display Name

Enter the name that will appear as the 'sender' when the email arrives at the destination inbox.

### 4.2 SMTP Server Information

#### 4.2.1 Username

Enter just the 'Username' part of the email address that is acting as the sender.

#### 4.2.2 Password

Enter the 'Password' for the email account.

#### 4.2.3 SMTP Server

Enter the 'SMTP Server' address for the email provider. For example, if you are using a Gmail account, this is 'SMTP.gmail.com'.

#### 4.2.4 Security Type

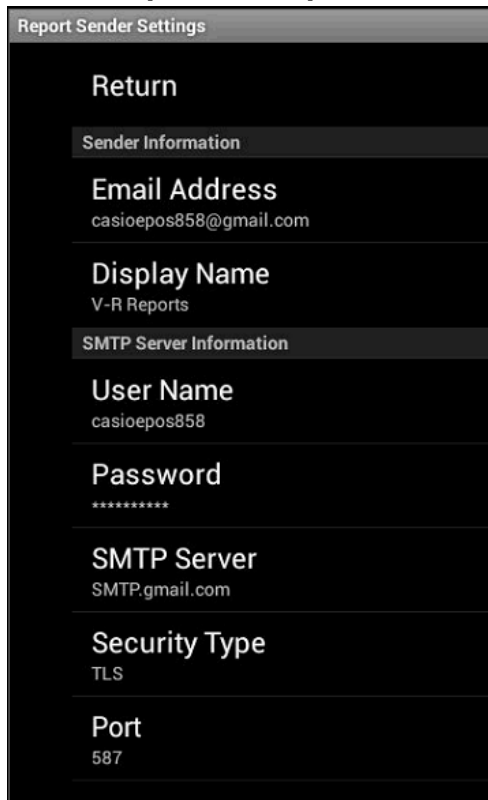
You can choose 'TLS', 'SSL' or 'None'.

For the majority of email providers, you should select '**TLS**' and set the port to '**587**'. Some providers will support '**SSL**' and port '**465**' (for example, Gmail supports both of these settings). Check with your email provider for details. However, when you tap '**Return**' in this screen the application will attempt to connect to the SMTP Server and will notify you if there is a problem. If this occurs, try the other settings.

#### 4.2.5 Port

You can select '**587**', '**465**' or '**25**'. You will usually use '**587**' along with '**TLS**'.

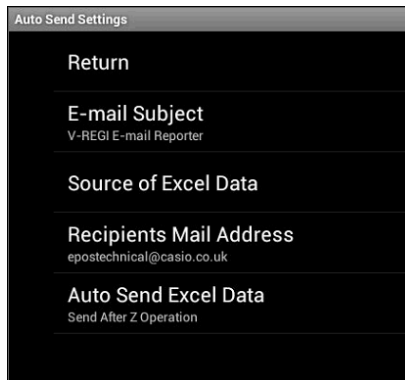
### 4.3 Example of completed settings



The image shows a screenshot of a configuration window titled "Report Sender Settings". The window has a dark background with light text. It is organized into several sections, each with a header and a value below it. The sections are: "Return" (no value), "Sender Information" (a sub-section header), "Email Address" (casioepos858@gmail.com), "Display Name" (V-R Reports), "SMTP Server Information" (a sub-section header), "User Name" (casioepos858), "Password" (represented by eight asterisks), "SMTP Server" (SMTP.gmail.com), "Security Type" (TLS), and "Port" (587).

Section	Value
Return	
Sender Information	
Email Address	casioepos858@gmail.com
Display Name	V-R Reports
SMTP Server Information	
User Name	casioepos858
Password	*****
SMTP Server	SMTP.gmail.com
Security Type	TLS
Port	587

## 5 - Auto Send Settings



The screenshot shows a dark-themed dialog box titled "Auto Send Settings". It contains five sections, each with a title and a value:

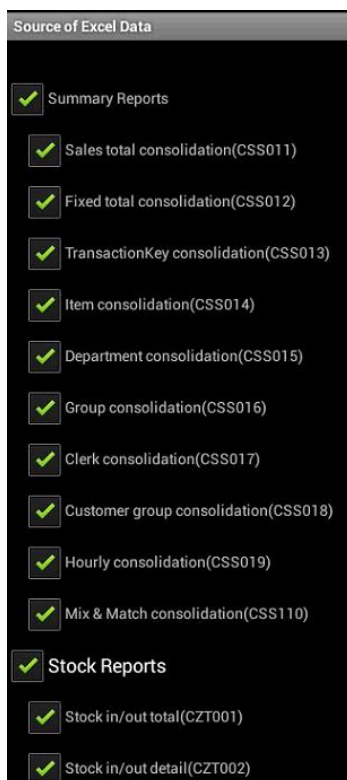
- Return**
- E-mail Subject**: V-REGI E-mail Reporter
- Source of Excel Data**
- Recipients Mail Address**: epostechncal@casio.co.uk
- Auto Send Excel Data**: Send After Z Operation

### 5.1 E-mail Subject

Enter the text that you want to appear on the 'Subject' line of the report emails.

### 5.2 Source of Excel Data

This is where you can choose which reports to include in the Excel file.



The screenshot shows a dark-themed dialog box titled "Source of Excel Data". It contains a list of checkboxes, all of which are checked:

- Summary Reports
- Sales total consolidation(CSS011)
- Fixed total consolidation(CSS012)
- TransactionKey consolidation(CSS013)
- Item consolidation(CSS014)
- Department consolidation(CSS015)
- Group consolidation(CSS016)
- Clerk consolidation(CSS017)
- Customer group consolidation(CSS018)
- Hourly consolidation(CSS019)
- Mix & Match consolidation(CSS110)
- Stock Reports
- Stock in/out total(CZT001)
- Stock in/out detail(CZT002)

### 5.3 Recipients Mail Address

Enter the email address of the report recipient. You can enter multiple addresses – just separate each address with a comma.

### 5.4 Auto Send Excel Data

You can set the tool to automatically send a report when a Z Report operation is performed on the till. If you prefer to only send reports manually, select '**No Send**' in this dialog.

## 6 - Manual Send Excel Data

### 6.1 Select the required reports

Tick the reports you want to include in the email and tap 'OK'.

Source of Excel Data

- Summary Reports
- Sales total consolidation(CSS011)
- Fixed total consolidation(CSS012)
- TransactionKey consolidation(CSS013)
- Item consolidation(CSS014)
- Department consolidation(CSS015)
- Group consolidation(CSS016)
- Clerk consolidation(CSS017)
- Customer group consolidation(CSS018)
- Hourly consolidation(CSS019)
- Mix & Match consolidation(CSS110)
- Stock Reports
  - Stock in/out total(CZT001)
  - Stock in/out detail(CZT002)

### 6.2 Set the date range

Set the 'Start Date' and 'End Date' to define the report period. The maximum date range for which you can send data is up to one month. The reports are Z data so it is assumed that Z reports are being regularly performed on the V-R.

Enter the email address or addresses to which you want to send the report. Separate email addresses with a comma.

Manual Send Excel Data

1. Range Setting of Report Send

Start Date

+	+	+
08	Feb	2017
-	-	-

End Date

+	+	+
10	Feb	2017
-	-	-

2. Report Send Mail Address Accept Multi Address

epostechical@casio.co.uk

Tap 'Send'.

## 7- Inline Z Reports

### 7.1 Note about 'Inline' Z reports

In situations where there are networked V-R tills, a Z is usually performed 'Inline' by one V-R in the network. Z data for each V-R is stored in the SD Card drive of the master V-R (the one performing the Inline report).

This is performed by going to the 'Z' tab and tapping 'REPORT(INLINE)'. The master V-R is set by going to 'REG SETTINGS – Feature – General Feature – Inline Z consolidation style'. The master V-R is set up as 'Start from master'; the other V-Rs in the network are set as 'Satellite' (Note: This is nothing to do with Check Master/Satellite settings).

The screenshot shows the 'Report (Inline)' interface. At the top, there are tabs for 'Receive', 'Report', and 'Periodic'. The 'Report' tab is active. Below the tabs, there is a field for 'Business day for receive' with the value '10/02/2017'. Below this, there is a text box that says 'Receives data from the specified Terminal'. Below the text box, there is a table with two columns: 'Terminal No.' and 'Terminal Name'. The table contains two rows: one with '01' and 'joe', and another with '15' and 'Adrian'. Both rows have a blue checkmark in the first column.

Terminal No.	Terminal Name
<input checked="" type="checkbox"/> 01	joe
<input checked="" type="checkbox"/> 15	Adrian

### 7.2 Inline Z Reports and the 'Email Reporter' Tool

#### 7.2.1 Automatic reports

When the 'Email Reporter' tool is configured on all V-Rs in a network, and an Inline Z Report is performed, this will trigger the tool to send a report to the configured email addresses *for each V-R*. In these cases, the emailed report contains report data for ONLY the till that sent the report. It does not contain the Z data for all tills that are members of the inline network.

#### 7.2.2 Manual reports

If a V-R is acting as the master in an Inline Z setup, and a 'Manual Send Excel Data' is performed, the report that is emailed contains data from ALL the tills that were part of the inline Z that this master performed. This is because the Z data from all the V-Rs will have been saved in the SD storage on that master V-R. The data for each individual V-R is listed separately in each report in the Excel file.

Therefore, to get one report for all V-Rs in the inline network, run a 'Manual Send Excel Data' operation on the V-R that is configured as the master for inline reports.

## 8 – Example Reports

The data that is included in the reports is the same data you can obtain by going to **'X – X REPORT'** on the V-R.

Select Report	
<input type="checkbox"/>	Fixed Total
<input type="checkbox"/>	Function Key
<input type="checkbox"/>	PLU
<input type="checkbox"/>	Department
<input type="checkbox"/>	Group
<input type="checkbox"/>	Clerk
<input type="checkbox"/>	Customer Type
<input type="checkbox"/>	Hourly
<input type="checkbox"/>	Mix&Match

Enter

**The same report options shown in the V-R 'X REPORT' tool.**

As the data is in a raw format, some interpretation of it may be necessary in some cases.

### 8.1 Hourly

The X Report on the V-R breaks the sales into time intervals based on a setting in **'General Feature'**. The report interval is set in **'REG SETTINGS – Feature – General Feature – Report – Hourly report time zone interval'**. It can be 15, 30 or 60 minutes. The default is 30 minutes.

However, in the Excel report the time slot is recorded by the number of the slot in the sequence with midnight as the starting point (For 60 minutes intervals, 00.00 – 01.00 is slot 1, 01.00 – 02.00 is slot 2....11.00 – 12.00 is slot 12, etc.). For example, the screen shots below show the same report on the V-R and in the Excel report when using 60 minute slots.

<pre> 13/02/2017 REPORT TOP MESSAGE      11:13 CLERK 0000090000                15  HOURLY CONSOLIDATION              X REPORT ----- 10:00-&gt;11:00 ORDER QTY                        29 ORDER AMT                        £110.58 QTY                               29 AMT                              £110.58 COVER                             0 11:00-&gt;12:00 ORDER QTY                        16 ORDER AMT                        £70.73 QTY                               16 AMT                              £70.73 COVER                             0 ----- TOTAL ORDER QTY                        45 ORDER AMT                        £181.31 QTY                               45 AMT                              £181.31 COVER                             0 </pre>	<p>29 items were registered between 10.00-11.00. 16 items were registered between 11.00-12.00.</p>																				
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">G</th> <th style="width: 15%;">H</th> <th style="width: 15%;">I</th> <th style="width: 15%;">J</th> <th style="width: 15%;">K</th> </tr> <tr> <th>ZCOUNTER</th> <th>TIMEZONECODE</th> <th>ORDERQTY</th> <th>ORDERAMT</th> <th>QTY</th> </tr> </thead> <tbody> <tr> <td>000009</td> <td>600011</td> <td>29.0000</td> <td>110.58</td> <td>29.0000</td> </tr> <tr> <td>000009</td> <td>600012</td> <td>16.0000</td> <td>70.73</td> <td>16.0000</td> </tr> </tbody> </table>	G	H	I	J	K	ZCOUNTER	TIMEZONECODE	ORDERQTY	ORDERAMT	QTY	000009	600011	29.0000	110.58	29.0000	000009	600012	16.0000	70.73	16.0000	<p>29 items in slot 11, 16 items in slot 12. The '60' at the start denotes that 60 min slots are in use. This would be '15' if 15 min slots were in use. It would be '00' for 30 min slots because this is the default.</p>
G	H	I	J	K																	
ZCOUNTER	TIMEZONECODE	ORDERQTY	ORDERAMT	QTY																	
000009	600011	29.0000	110.58	29.0000																	
000009	600012	16.0000	70.73	16.0000																	

## 8.2 Clerk

On the V-R, the various reporting elements for each clerk are aggregated name by name. In the Excel report, by default, the report is aggregated by the elements (GROSS, NET, etc.). You can easily re-sort this by sorting the sheet on the 'CLKNAME' column if you prefer the V-R style presentation of the data.

<pre> 13/02/2017 REPORT TOP MESSAGE      11:14 CLERK 0000090000                   15  CLERK CONSOLIDATION                 X REPORT ----- Adrian                               0000000001 GROSS                                000001 QTY                                  21 AMT                                  £82.73 NET                                  000002 QTY                                  5 AMT                                  £82.73 CASH IN DRAWER                      000003 QTY                                  0 AMT                                  £67.27 CHARGE IN DRAWER                    000004 QTY                                  0 AMT                                  £15.46 BRANCA                               0000000002 GROSS                                000001 QTY                                  4 AMT                                  £16.43 NET                                  000002 QTY                                  1 AMT                                  £16.43 CASH IN DRAWER                      000003 </pre>	<p>Each clerk's data is separated clerk by clerk.</p>																																																																																										
<table border="1"> <thead> <tr> <th></th> <th>I</th> <th>J</th> <th>K</th> <th>L</th> <th>M</th> </tr> <tr> <th></th> <th>CLKSUMCODE</th> <th>CLKNAME</th> <th>CLKSUMNAME</th> <th>QTY</th> <th>AMT</th> </tr> </thead> <tbody> <tr><td>1</td><td>000001</td><td>Adrian</td><td>GROSS</td><td>21.0000</td><td>82.73</td></tr> <tr><td>2</td><td>000001</td><td>BRANCA</td><td>GROSS</td><td>4.0000</td><td>16.43</td></tr> <tr><td>3</td><td>000001</td><td>CHRIS</td><td>GROSS</td><td>7.0000</td><td>26.88</td></tr> <tr><td>4</td><td>000001</td><td>DESMOND</td><td>GROSS</td><td>9.0000</td><td>38.84</td></tr> <tr><td>0</td><td>000001</td><td>JOE</td><td>GROSS</td><td>4.0000</td><td>16.43</td></tr> <tr><td>1</td><td>000002</td><td>Adrian</td><td>NET</td><td>5.0000</td><td>82.73</td></tr> <tr><td>2</td><td>000002</td><td>BRANCA</td><td>NET</td><td>1.0000</td><td>16.43</td></tr> <tr><td>3</td><td>000002</td><td>CHRIS</td><td>NET</td><td>2.0000</td><td>26.88</td></tr> <tr><td>4</td><td>000002</td><td>DESMOND</td><td>NET</td><td>2.0000</td><td>38.84</td></tr> <tr><td>0</td><td>000002</td><td>JOE</td><td>NET</td><td>1.0000</td><td>16.43</td></tr> <tr><td>1</td><td>000003</td><td>Adrian</td><td>CASH IN DRAWER</td><td>0.0000</td><td>67.27</td></tr> <tr><td>2</td><td>000003</td><td>BRANCA</td><td>CASH IN DRAWER</td><td>0.0000</td><td>16.43</td></tr> <tr><td>3</td><td>000003</td><td>CHRIS</td><td>CASH IN DRAWER</td><td>0.0000</td><td>26.88</td></tr> </tbody> </table>		I	J	K	L	M		CLKSUMCODE	CLKNAME	CLKSUMNAME	QTY	AMT	1	000001	Adrian	GROSS	21.0000	82.73	2	000001	BRANCA	GROSS	4.0000	16.43	3	000001	CHRIS	GROSS	7.0000	26.88	4	000001	DESMOND	GROSS	9.0000	38.84	0	000001	JOE	GROSS	4.0000	16.43	1	000002	Adrian	NET	5.0000	82.73	2	000002	BRANCA	NET	1.0000	16.43	3	000002	CHRIS	NET	2.0000	26.88	4	000002	DESMOND	NET	2.0000	38.84	0	000002	JOE	NET	1.0000	16.43	1	000003	Adrian	CASH IN DRAWER	0.0000	67.27	2	000003	BRANCA	CASH IN DRAWER	0.0000	16.43	3	000003	CHRIS	CASH IN DRAWER	0.0000	26.88	<p>Each reporting element is reported in sequence. You can sort the sheet on column J to change to format to match the V-R style.</p>
	I	J	K	L	M																																																																																						
	CLKSUMCODE	CLKNAME	CLKSUMNAME	QTY	AMT																																																																																						
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3	000003	CHRIS	CASH IN DRAWER	0.0000	26.88																																																																																						

## 8.3 Function Key

The other reports are relatively easy to interpret. For example, here is the one for Function Keys (which keys were used to finalise a sale). It corresponds closely to the V-R report.

<pre> 13/02/2017 REPORT TOP MESSAGE      11:15 CLERK 0000090000                   15  TRANSACTION CONSOLIDATION          X REPORT ----- CASH                                001076 COUNT                              10 AMT                                  £165.85 WAY2PAY                              002012 COUNT                              1 AMT                                  £15.46 ----- </pre>	<p>Report from the V-R</p>																												
<table border="1"> <thead> <tr> <th></th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> <th>L</th> <th>M</th> </tr> <tr> <th></th> <th>FUNCKEYCODE</th> <th>FUNCKEYNAME</th> <th>FUNCTIONCODE</th> <th>FUNCTIONNAME</th> <th>CT</th> <th>AMT</th> </tr> </thead> <tbody> <tr><td>001076</td><td>CASH</td><td></td><td>000001</td><td></td><td>10</td><td>165.85</td></tr> <tr><td>002012</td><td>WAY2PAY</td><td></td><td>000002</td><td></td><td>1</td><td>15.46</td></tr> </tbody> </table>		H	I	J	K	L	M		FUNCKEYCODE	FUNCKEYNAME	FUNCTIONCODE	FUNCTIONNAME	CT	AMT	001076	CASH		000001		10	165.85	002012	WAY2PAY		000002		1	15.46	<p>Excel report equivalent</p>
	H	I	J	K	L	M																							
	FUNCKEYCODE	FUNCKEYNAME	FUNCTIONCODE	FUNCTIONNAME	CT	AMT																							
001076	CASH		000001		10	165.85																							
002012	WAY2PAY		000002		1	15.46																							