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GUARDIAN XP

GXP-BE & GXP-CL
Operations
Manual

Part #8M00591 Rev. 1

GXP-BE-CL OPERATING MANUAL
8M00591

OPERATOR INSTRUCTIONS

Operator features are set using the hand held (DT) Data Terminal. The DT menu navigation uses left and right arrows to step through the various menus. The up and down arrow buttons are used to scroll down or up in a list of settings for a particular menu.

Missing digits on the DT display – some messages may exceed the length currently available on the DT display. There may be up to 4 missing characters from each line of the display. Ex: the top line of the display will show "disc code 1 na". There are up to 4 characters missing so it should read "disc code 1 na<u>me</u>". If you are unclear about what the message means press the built in help button for a full explanation of the message.

Built In Help Feature – you can press the "?" button on the DT while in any menu setting to view help information for the setting you are looking at. The DT will display the help information in consecutive lines (sentences). Press the "?" button again to view the next sentence. You will be returned to the setting feature after the last sentence is viewed.

You will enter the "Settings" by answering *Yes / No question,* selecting an answer from a *multiple-choice question,* or by *entering a character or number.*
- *Yes / No questions* – these are answered using the Y or N buttons on the DT. The DT display will show a "?" following the setting question.
- *Multiple Choice questions* – these will show the current answer selected inside the < > brackets. To see the next choice press the right or left arrow button on the DT. The answer that is present inside the < > brackets when you leave the setting question is the one that will be used.
- *Entering a character or number* – Use numeric button on the DT to enter numeric entries and use them much same as you would on a cell phone for alpha character entries. For alpha character entries use the right or left arrow to move to the next alpha entry or the previous one.

Important Notes:
- The Settings menu allows for a variety of setting in a variety of machine models. There are only a few settings that are applicable to the GXP-BE-CL "code only" model. Only the settings that are pertinent to the GXP-BE-CL model are discussed below. Leave all settings at their factory default values. The DT and Printer are portable devices. The GXP-BE-CL must be power down before plugging either of these devices in. Failure to do so can result in a loss of setup programming and undesirable printing. The portable audit printer should be stored in an indoor location between uses

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- You can print any of the Setup (programming) in the machine. Be sure to have the printer connected while programming the machine so when prompted you can print the corresponding settings.

Setting the Wash Value and Bay In Use Signal:

- Press the right arrow button until you find the "BUTTON SETTINGS" menu. Scroll down in this menu until you find "SELECTION 1, value = $x.xx". Selection 1 is the only wash that will be setup.
  Hint - The value of this wash should be set to equal the "cost" of the wash (in quarter increments) or the price you are charging for someone else to use it. Setting this to match your cost for each wash will allow you to quickly see your total "cost" on any reports. Setting the price of the wash to equal the price you are charging someone else to use it will allow you to include a usage report (Promotion Report) that shows the total amount owed to you for the washes used.
- Scroll down again until you find the "enable Equip In / signal check?" Answer this question with no ("N" button on the keypad) if the wash bay does not provide a Cycle Inhibit (bay in use) signal.
- Press the "EXIT" button one time to get back to the top menu selections.

Setting up a Code for each machine user:

User codes are programmed into the system by first setting up the code and then associating the code with a Promotion. The "Promotion" settings provide a way to restrict the use of the code(s) based on time-of-day and day-of-week, as well as to "group codes" for reporting purposes.
Hint – This is useful for tracking code use for each department or for another business that may be using your wash system. Setup a Promotion for each group (department) so you can generate a report (Promotion Report) for each group. Example: a car dealership has 5 employees that all work in the service department and use the wash bay to wash the vehicles on the lot. Create a Promotion called "Service". Assign each of the 5 employees a different wash code so each employee's wash usage can be tracked. The dealership also allows the rental car agency down the street to wash cars but wants to track how many are washed. The rental car agency has two employees that will wash cars so they wish to track each employee's wash usage separately. Setup another Promotion called "Rental Cars". Assign each of the two employees a wash code number.

- Press the right arrow button until you find the "DISCOUNT TYPE SETTINGS" menu. Scroll down and:
  - "maximum number of discount codes" - Set the number of codes to be used. A total of 20 codes can be setup regardless of the number of promotions setup. Important note – when setting the number of codes to a value greater than 9 the second digit (ones digit) will not show up

on the DT display. For example, if you set the max number of codes to 12 you will not see the 2 on the display. This is a temporary limitation of the display, the number has still been entered and you can setup the 12 codes. If the 2 was not entered you will know when you attempt to enter the third code. *Hint: Do not set this number higher than is necessary. It will make setting up a promotion easier because you will only be asked questions related to the number of codes that you are actually using. In the example above it would be 7 (5 for car lot employees and 2 for rental car agency employees.*

- o "discount code 1" name" – You can accept the default name or setup the code-name to match the employees name or employee ID number. *Hint: You can use the default name or assign one that you will easily recognize when viewing the report (Promotion Report). In the example above you could actually assign the initials of each employee to the code name.*
- o Setup the code number for each code name - Setup each employees wash code number (discount code number).
- o "print discount settings report?" – press yes to print a copy of the discount settings so you have a paper copy showing what you have setup.
- o Exit the Discount Settings Menu and enter the Promotion Settings menu.

Setting A Promotion:

Reminder - The "Promotion" settings provide a way to restrict the use of the code(s) based on time-of-day and day-of-week, as well as to "group codes" for reporting purposes. The general concept is to group the code numbers of only those users you wish to include an a given promotion so you can set usage time restrictions and so you can include the group of users in their own usage report (promotion report). There are four steps involved in setting up a new promotion:

1) Name the promotion so it is easily recognized on a report (promotion report).
2) Setup active times for the promotion so you can set usage restrictions if desired.
3) Add the user codes for anyone allowed to use the wash during the "active times" for the wash.
4) Identify the amount of the discount to apply toward the wash purchase when the code is entered. Important - this will always equal the value that you set for the wash. Ref: Setting Up a Wash, ("SELECTION 1, value = $x.xx), step 1 of the machine setup process.

- Press the right arrow button until you find the "PROMOTION SETTINGS" menu. Scroll down and:
    - Create a New Promotion using a name that will identify the group that will be included in it.
    - Set a starting and ending date for the promotion. *Hint – you can set the date out as far as you would like so if the promotion never ends you can set it to run all day, every day of the week, until the year 2099. You can also set it to run only during certain business hours if you wish to restrict the wash use during a certain time of the day.*
- Set the days of the week the promotion is active. This is the days of the week that the code numbers can be used on. The promotion can run "all day" or any part of the day.
- Scroll down until you find the "use/edit discount". This is a question so you will answer it with a Yes or No. The name you assigned to for the first discount will appear on the second line of the display. If you named it by the employees name or ID you will recognize it quickly. Apply a discount for only those employees (discount codes) that you want to group into this promotion. Reminder - this will always be the amount that you set for the value of the wash. Do not setup an amount to apply toward a Charity, only setup the "$x.xx discount off".
- Repeat the step above for each code number that should be included in this promotion.
- Scroll down until you find the "enable (promotion name)" question. Answer Yes to enable the promotion. Hint – at anytime you can turn of a promotion by answering this with a No. This feature allows a quick way of shutting of a group of users without deleting the associated Promotion Setup information.
- Scroll down to "print promotions settings report?" – press yes to print a copy of the discount settings so you have a paper copy showing what you have setup.
- Exit this menu.

Setting The Automatic Code Length

This allows the code to be automatically entered as soon as the last digit (button) is pressed thereby eliminating the need for the user to press the "ENT" button. To use this feature you would assign the same length to any code you provide. *Hints: The longer the code the greater the inherent security; less likely it is to be used accidentally. If codes are assigned that are shorter in length than the automatic entry amount, then the user must press the "ENT" (enter) after entering the last digit.*

- Press the right arrow button until you find the "POS Settings" menu.

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- Scroll down and be sure the "POS type" is set to "NONE". This is a multiple-choice setting.
  Scroll down again until you find "auto enter after x digits". Set this to the number of digits for the employee codes. A typical setting is 5 digits.
  Reminder - This must match the number of digits you assigned to the users.
  Hint: If codes were assigned and they are shorter in length than the automatic entry amount, then the user must press the "ENT" (enter) after entering the last digit.

- Exit this menu.

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Printer Settings

Various printers can be used in the GXP machine series. The one used in the GXP-BE-CL will be the "CMP-10". You can also setup a feature that allows you to quickly print a group of reports by entering a special code on the external keypad. The two benefits of this feature are that it does not require the DT to be present and you can print a group (multiple) of reports all at one time.
Hint: set this up to print all Promotion reports.

- Press the right arrow button until you find the "PRINTER SETTINGS" menu.
- Scroll down and be sure the "printer used" is set to <CMP-10>.
- Scroll down until you find the "Quick Print settings?". Press "Yes" to view the reports that can be grouped and printed using the special code. *Hint: To print All promotion reports answer Yes when asked about the "print Promotion Audit Report?*
- Scroll down until you find "Quick Print code". Enter the special code that you will use to activate the Quick Print from the external keypad. Hint: you cannot make this code length longer than the Automatic Code Length setting. The code length for the Quick print feature can be shorter or the same length as the employee codes.
- Exit this menu.

Printing a Promotion Report using the DT

Reminder – the Quick Print feature can be used to print Promotion reports and it does not require that the DT be present.

- Press the right arrow button until you find the "PROMOTION AUDIT REPORT" menu.
- Scroll down and print the available reports. Hint: the report can be printed with summary level information or detailed. The most common use is Summary level.
- Exit this menu.

ENTERING A WASH CODE

The user will enter the code assigned to them. If the length of the assigned code is equal to the length required for the automatic code entry feature, the code will be accepted. If it was not equal to the automatic length then the user will need to press the "ENT" (enter) button to enter the code into the machine.

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Important - If the wash was already in use when the code was entered the wash bay may or may not stack the wash depending on the model of wash bay used. If the wash bay does not stack the wash and the code is entered a second time (and accepted), the accounting report will show an additional transaction.

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