pcAmerica
Retail and Restaurant Solutions

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Pearl River, NY 10965
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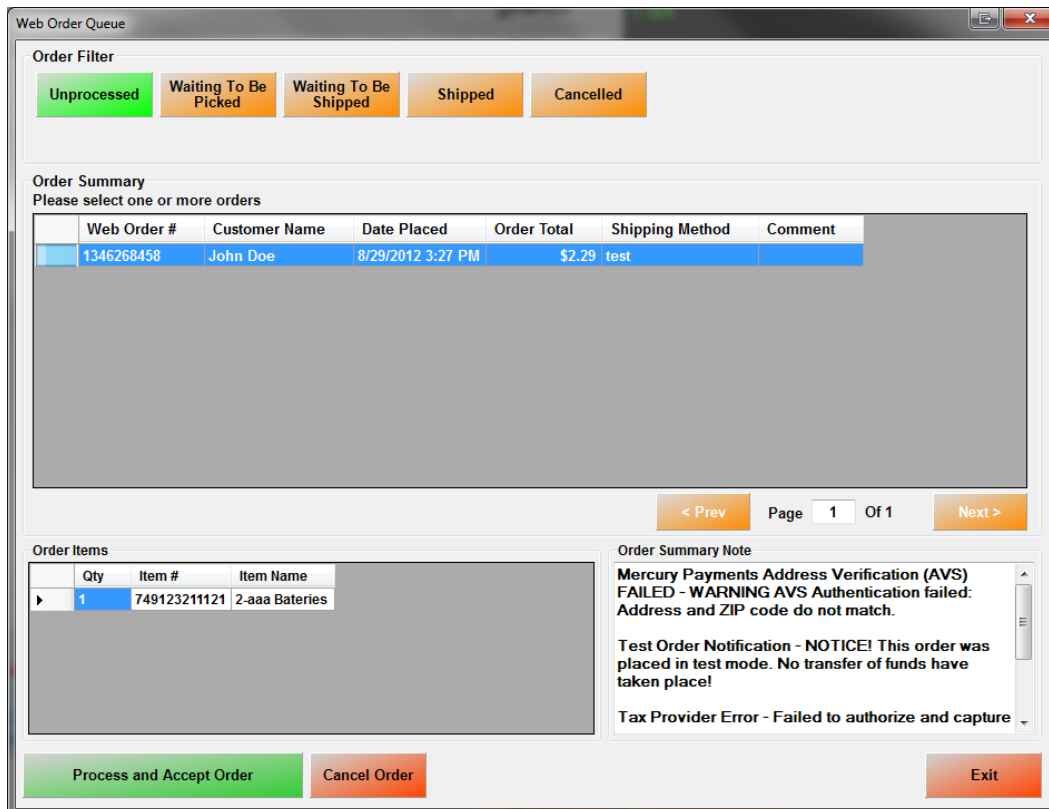*(Voice) 845-920-0800 (Fax) 845-920-0880*

Ecommerce with Cash Register Express

Cash Register Express now provides ecommerce for your store. This document will explain the integration setup in CRE and the NSC Sync Application.

Before setting up Ecommerce with Cash Register Express, please contact your pcAmerica Authorized Reseller or pcAmerica at 1-800-722-6374.

Before beginning the integration you will want to know that only one station will be processing orders from your site.

Important Information Regarding Ecommerce

As there are subtle differences between Nitrosell and Cash Register Express most of your menu will upload although, there will be some required configuration to make the menu ready for Ecommerce orders to be processed. Below are a few differences to be aware of as well as some other important information:

- Most of your inventory items will pull into the Ecommerce site such as, Standard Items and items created using the Styles Matrix. Items created in the styles matrix will be presented online as one item with dropdowns for your customers to select size and color.

- Items that will not pull over into the online store are, Assigned and Unassigned Modifiers, Modifier Groups, Choice Items, Mix & Match Items, Sub Modifiers, Rentals, Fuel Station Items, Disabled Items, Kit Items, Coupons and Tag-Along Items.

- No Tax Rates will be uploaded. Taxcloud.net will be handling all tax rate applications for Ecommerce orders. For more information please contact NitroSell directly.

- If you currently have pictures in place of the buttons on the touch screen in CRE those images will not upload to the Ecommerce interface. It is possible to have an image of your inventory item in the Ecommerce interface which, will have to be configured in Inventory Maintenance.

- 1 station in your store will handle all of the Ecommerce orders. The station designated to handle these orders will need to be running during the hours that Ecommerce orders can be processed.

- All Emails sent to customers will be sent through NitroSell Directly.

- Customers that do not exist in your database that place orders online will be automatically created in CRE.

Before setting up Ecommerce with Cash Register Express, please contact your pcAmerica Authorized Reseller or pcAmerica at 1-800-722-6374.

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Creating the Mapped Network Drive for Images

Before beginning the integration we will want to create a network storage location for the image that will be assigned to your inventory. We are doing this so that the images can be seen by all the stations in the location and online.

Note: Your network must be configured prior to doing this on the computers in your store. Please contact your network administrator for more assistance.
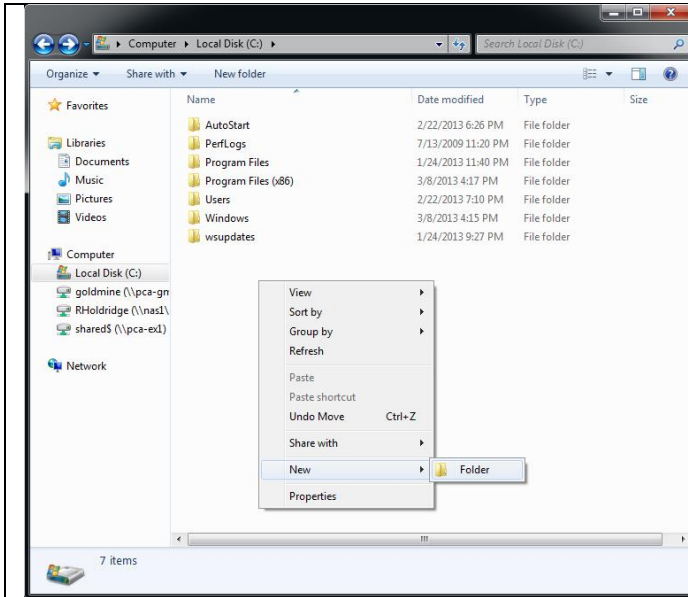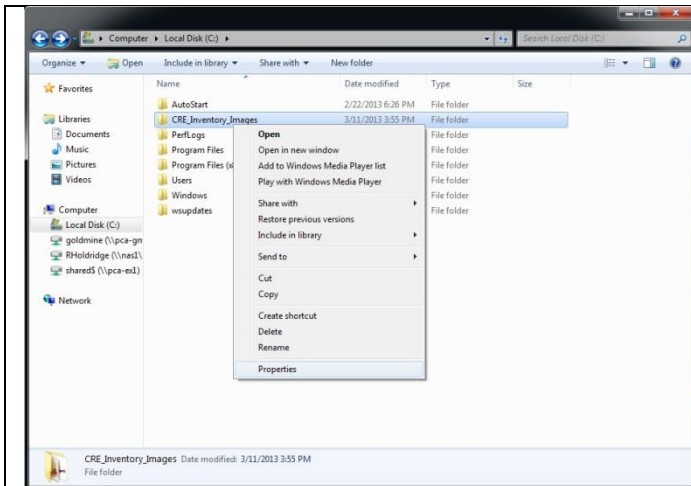
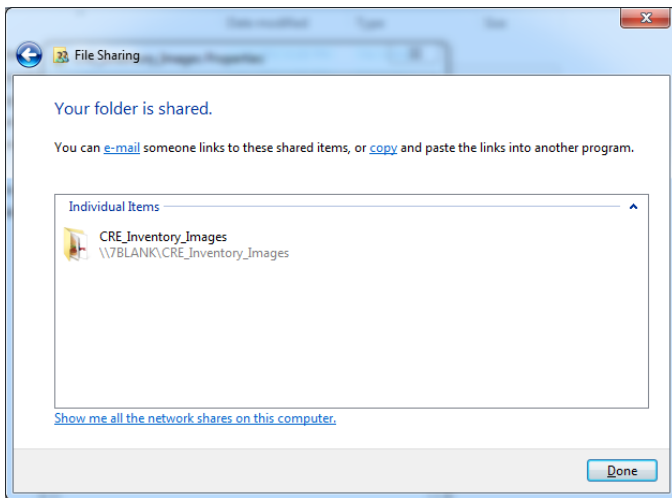|	
	1. Open the (C:) drive then right-click the blank area then select **New** then **Folder**.
	2. Enter a name for the folder (in this example "CRE_Inventory_Images"). 3. Open that folder and if you have images of your inventory you can copy them here at this time. **Note**: It is recommended to separate your images in separate folders per department.
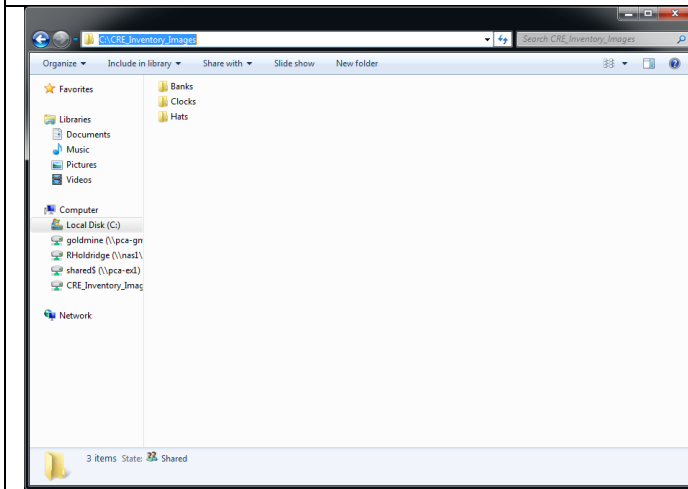
4. Navigate 1 level up and right-click on the folder that we just created (in this example "CRE_Inventory_Images") then select **Properties**.
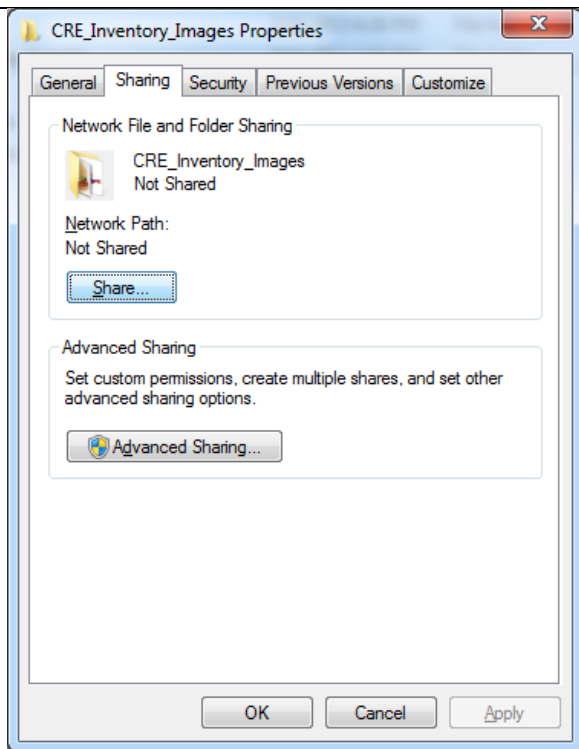

5. Select the **Sharing** tab.

6. Select the **Share…** button.
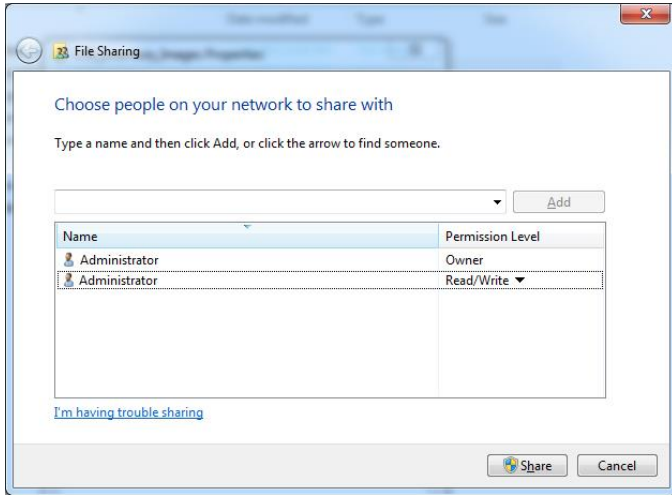
File Sharing Choose people on your network to share with Type a name and then click Add, or click the arrow to find someone. [_____▼] [Add] | Name	Permission Level
Administrator	Owner
Administrator	Read/Write ▼ | I'm having trouble sharing [🌐 Share] [Cancel]	7. Add the user(s) that you would like to share the folder with (in this example we added Administrator and gave that user Read/Write Access). 8. When done select **Share**.
File Sharing Your folder is shared. You can e-mail someone links to these shared items, or copy and paste the links into another program. Individual Items CRE_Inventory_Images \\7BLANK\CRE_Inventory_Images Show me all the network shares on this computer. [Done]	9. Note that the network location for the share is under the name of the folder, in this example: **\\7Blank\CRE_Inventory_Images** 10. When finished select **Done**. 11. Select **Close** on the **Properties** window.
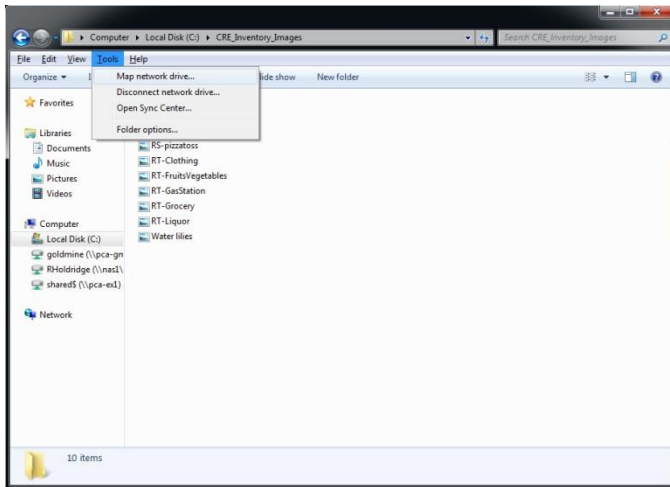
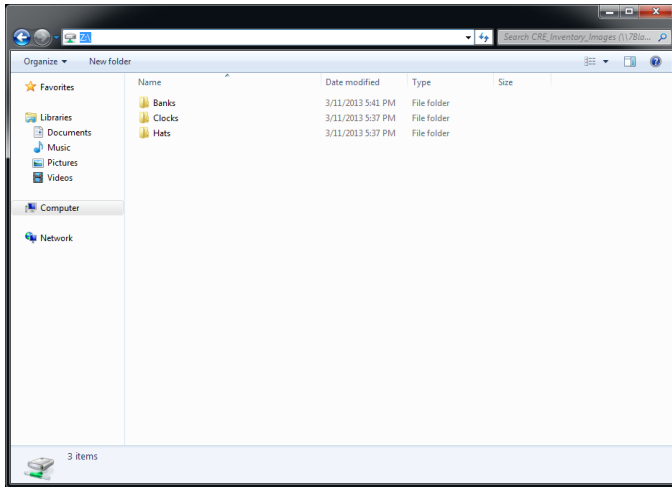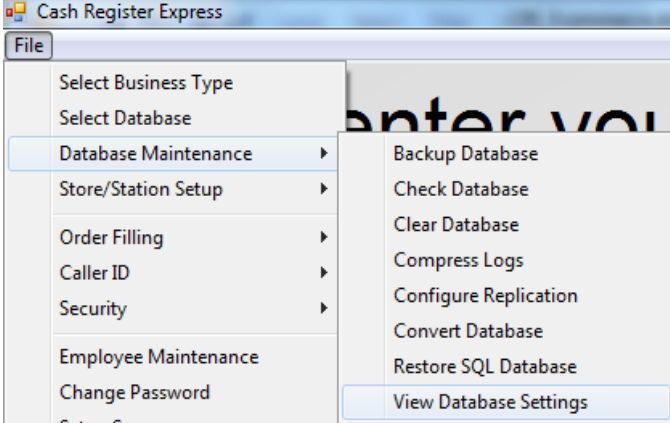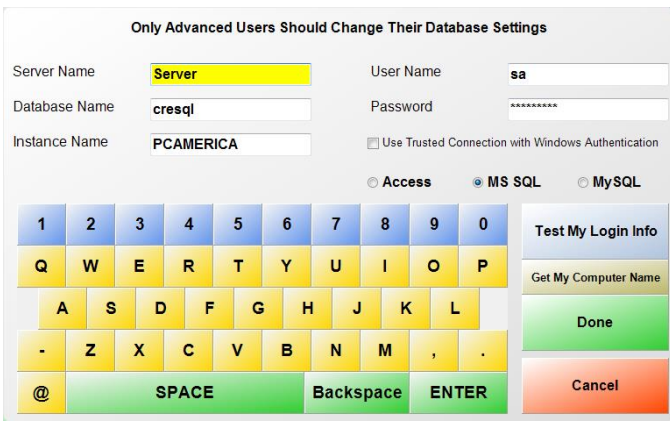|	
	12. Select **Tools** then select **Map network drive…** **Note:** If the Tools option is not visible then press the **ALT** key on your keyboard.
	13. Assign a Drive letter using the dropdown (in this example **Z:**). **Note:** The mapped network drive will need to be the same on all computers on the network. 14. Enter the location for the shared drive in the Folder field (in this example \\7Blank\CRE_Inventory_Images). 15. Make sure that **Reconnect at logon** is checked. 16. Select **Finish**.
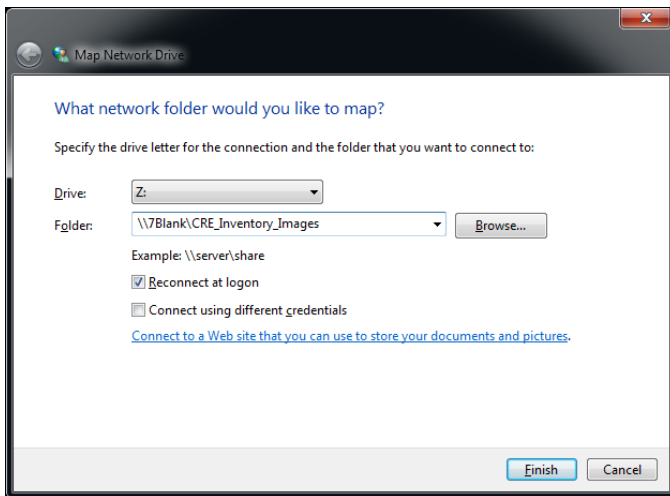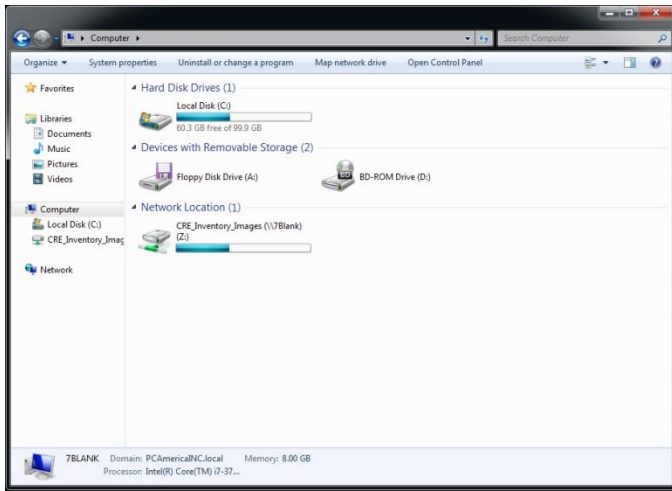
17. The drive will then appear as a listing under Network Locations.

18. When you have new images of your Inventory make sure to save it to the new mapped drive (in this example Z:).

Mapping the Network Location to Other Computers

After creating the network location we can then map it to all the other stations in the location.

The following will need to be done on all stations you would like to see the inventory Images in Inventory Maintenance.

Note: Your network must be configured prior to doing this on the computers in your store. Please contact your network administrator for more assistance.
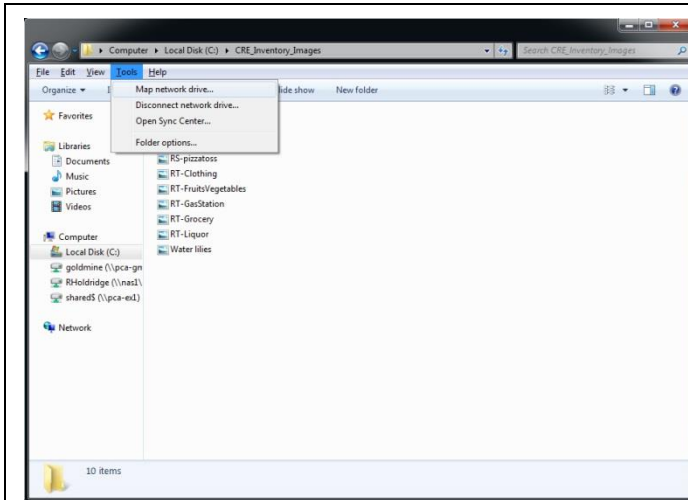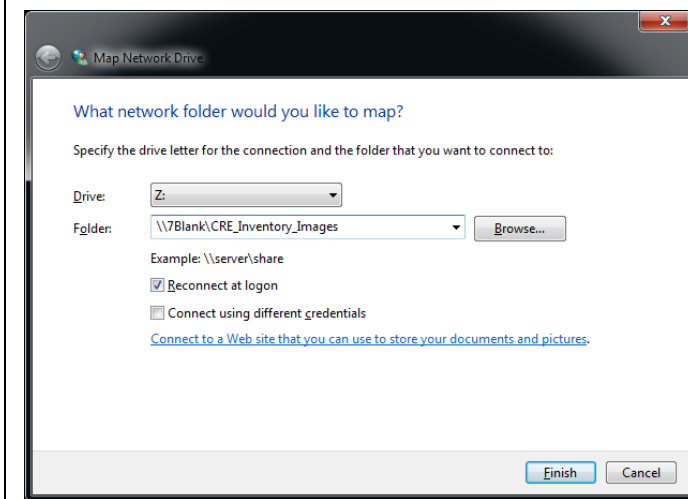
	1. Select **Tools** then select **Map network drive…** **Note:** If the Tools option is not visible then press the **ALT** key on your keyboard.
	2. Assign a Drive letter using the dropdown (in this example **Z:**). **Note:** The mapped network drive will need to be the same on all computers on the network. 3. Enter the location for the shared drive in the Folder field (in this example \\7Blank\CRE_Inventory_Images). 4. Make sure that **Reconnect at logon** is checked. 5. Select **Finish**.
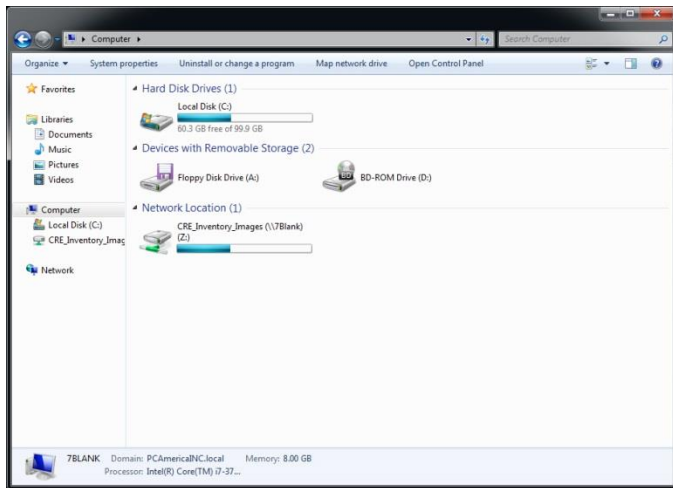
6. The drive will then appear as a listing under Network Locations.
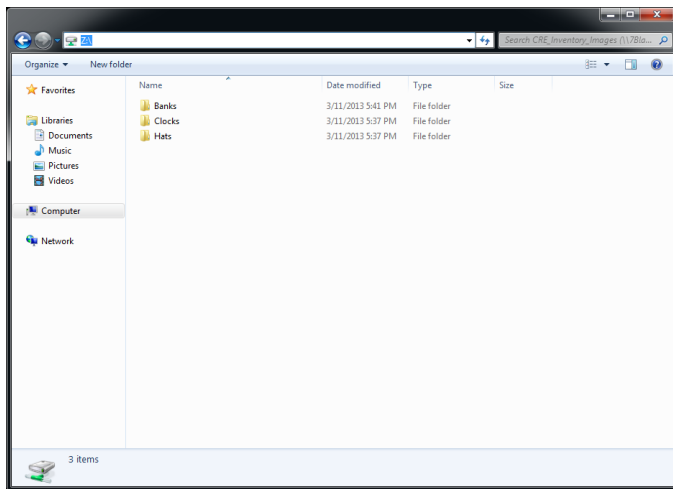
19. When you have new images of your Inventory make sure to save it to the new mapped drive (in this example Z:).
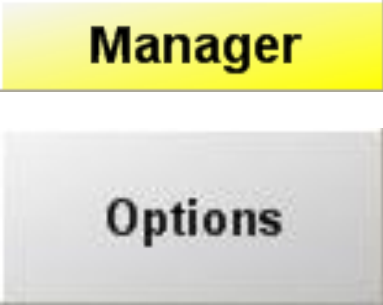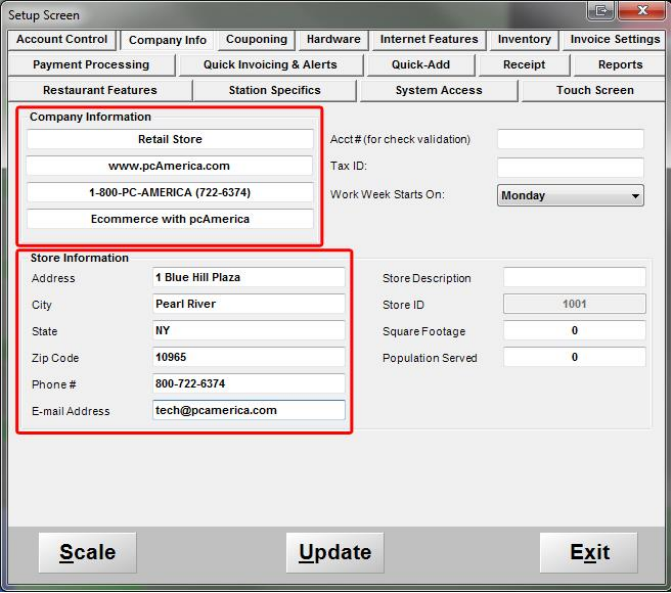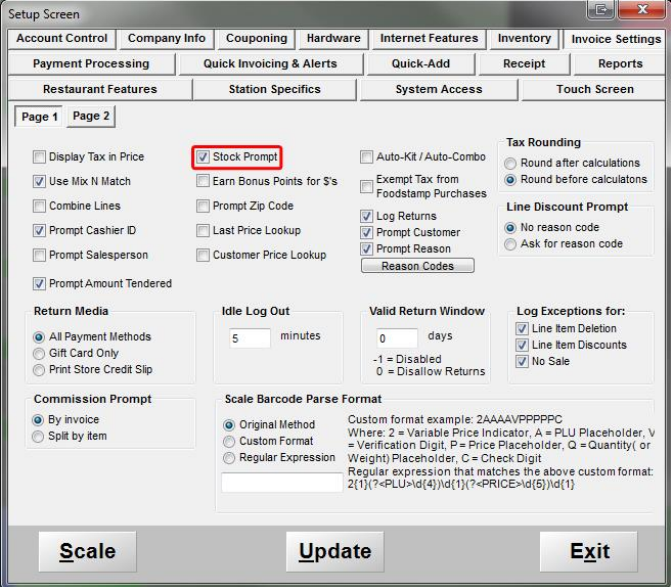
CRE Database Information

Before beginning the integration some information will need to be acquired from your system.

	On the Server computer: 1. Select **File** from the **Login** screen. 2. Mouse over **Database Maintenance** then select **View Database Settings**.
	3. Enter the administrator password (default: admin) where applicable.
	4. We will want to write down the following information: **Server Name** **Database Name** **Instance Name** **Username** **Password** If the **Instance Name** is **PCAMERICA** then in most cases the password will be **pcAmer1ca**. If the instance name is different please contact technical support for assistance. 5. When done select **Cancel**.

This information will be helpful later when we are installing the Nitrosell sync application.
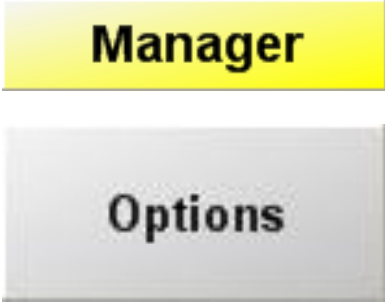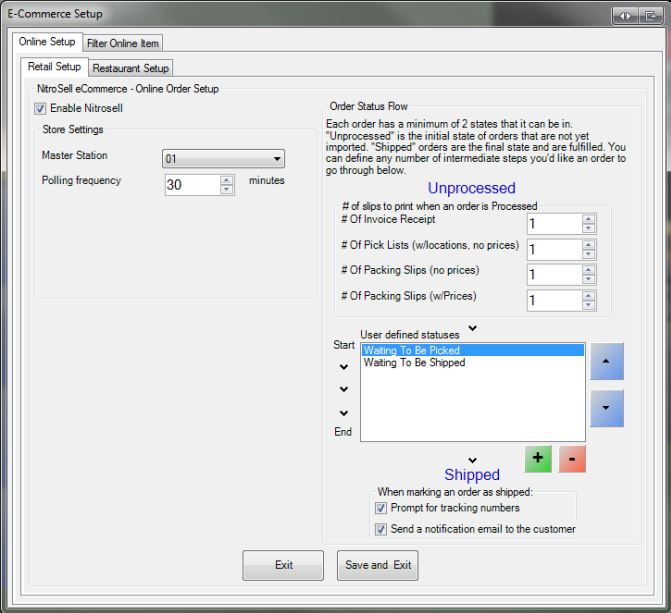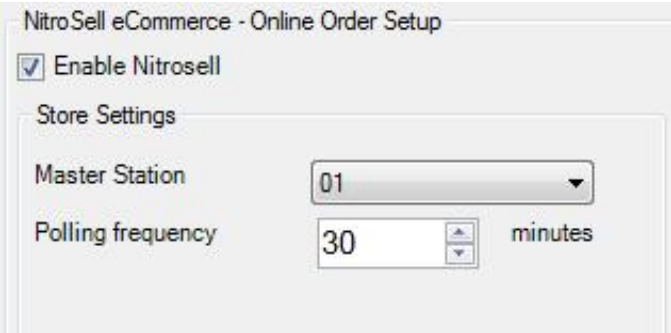
Configuring Settings/Options in CRE

Before beginning the integration some settings must be first configured in Cash Register Express.

1. Select the **Manager** or **Options** button.

2. Enter the administrator password (default: admin) where applicable. If prompted, enter the user ID (default: 01).

3. Select **Setup** then, **Setup Screen**.

4. Select the **Company Info** tab.

5. The **Company Information** section MUST be filled out.

6. The **Store Information** section MUST also be filled out.

7. If you will be tracking stock levels, the option **Stock Prompt** MUST be checked on the **Invoice Settings** tab.

8. When done select **Update**.

Interface Setup in CRE

Note: Before uploading your menu you will want to filter the items to be uploaded and enable Nitrosell.

Manager **Options**	1. Select the **Manager** or **Options** button. 2. Enter the administrator password (default: admin) where applicable. If prompted, enter the user ID (default: 01). 3. Select **Setup** then, **E-commerce Setup**.
	When on the **Online Setup** tab under **Retail Setup**: 4. **Enable Nitrosell** MUST be checked.
	5. Under **Store Settings**: • Use the dropdown next to **Master Station** to select the station ID that will be handeling all of the ecommerce orders. • Set the **Polling Frequency** to an amount of time to have CRE communicate with Nitrosell and sync the data. This field is set to 5 mins (minimum) by default.

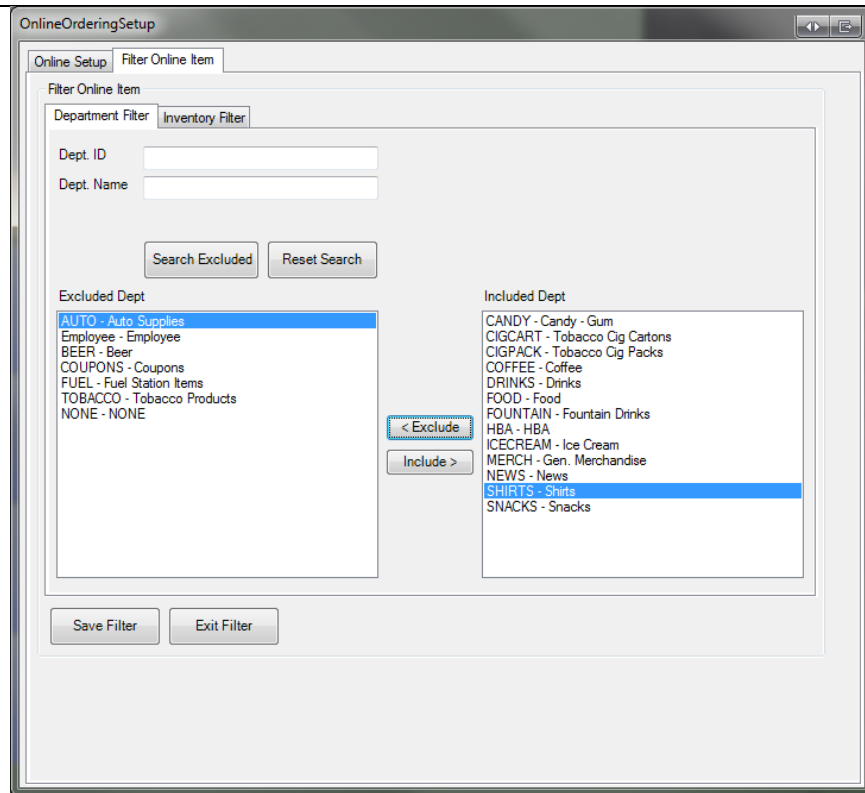|	
	Under **# of slips to print when an order is Processed**: • Set the **# Of Invoice Receipts** (regular receipts). • Set the **# Of Pick Lists** (with Locations, and No Prices). • Set the **# Of Packing Slips** (with No Prices). • Set the **# Of Packing Slips** (with Prices).
	There are three statuses that cannot be deleted from the system: Unprocessed, Shipped, Cancelled. By default CRE comes with two additional statuses which can be removed: **Waiting To Be Picked** (Items that have been sold online, but are waiting to be taken off the shelf for shipping), **Waiting To Be Shipped** (items that have been taken off the shelf and are waiting to be packaged and shipped). Optionally you can add up to 5 statuses to have each order go through. For example you can have Processed, Waiting To Be Picked, Picked, Packaged, Waiting To Be Shipped (in addition to the three which cannot be deleted). • To add new statuses, select the green + sign and then enter the status name. • To delete statuses, highlight the status to be deleted then select the red – sign.
	Under **When marking an order as shipped**: • Select whether or not you would like CRE to **Prompt for tracking numbers** (for shipments). • Select whether or not you would like CRE to **Send a notification email to the customer** (when the order has been shipped).

OnlineOrderingSetup

Online Setup | Filter Online Item

Filter Online Item

Department Filter | Inventory Filter

Dept. ID [   ]

Dept. Name [   ]

[Search Excluded] [Reset Search]

Excluded Dept
AUTO - Auto Supplies
Employee - Employee
BEER - Beer
COUPONS - Coupons
FUEL - Fuel Station Items
TOBACCO - Tobacco Products
NONE - NONE

[< Exclude]
[Include >]

Included Dept
CANDY - Candy - Gum
CIGCART - Tobacco Cig Cartons
CIGPACK - Tobacco Cig Packs
COFFEE - Coffee
DRINKS - Drinks
FOOD - Food
FOUNTAIN - Fountain Drinks
HBA - HBA
ICECREAM - Ice Cream
MERCH - Gen. Merchandise
NEWS - News
SHIRTS - Shirts
SNACKS - Snacks

[Save Filter] [Exit Filter]

6. Select the **Filter Online Item** tab then select the **Department Filter** tab.

7. If applicable you can search through the excluded departments (for ones you would like to include) by entering your search text into either the **Department ID** or the **Department Name** fields. Select **Search Excluded** to filter out the departments matching your search text. Select **Reset Search** to clear the search text.

8. To include departments on your Ecommerce site simply find the department in the **Excluded Dept** list then highlight it and select **Include** this should then move the selected department from **Excluded Dept** to **Included Dept**.

9. To exclude departments from your Ecommerce site simply find the department in the **Included Dept** list then highlight it and select **Exclude** this should then move the selected department from **Included Dept** to **Excluded Dept**.

10. Select **Save Filter** to save your changes.
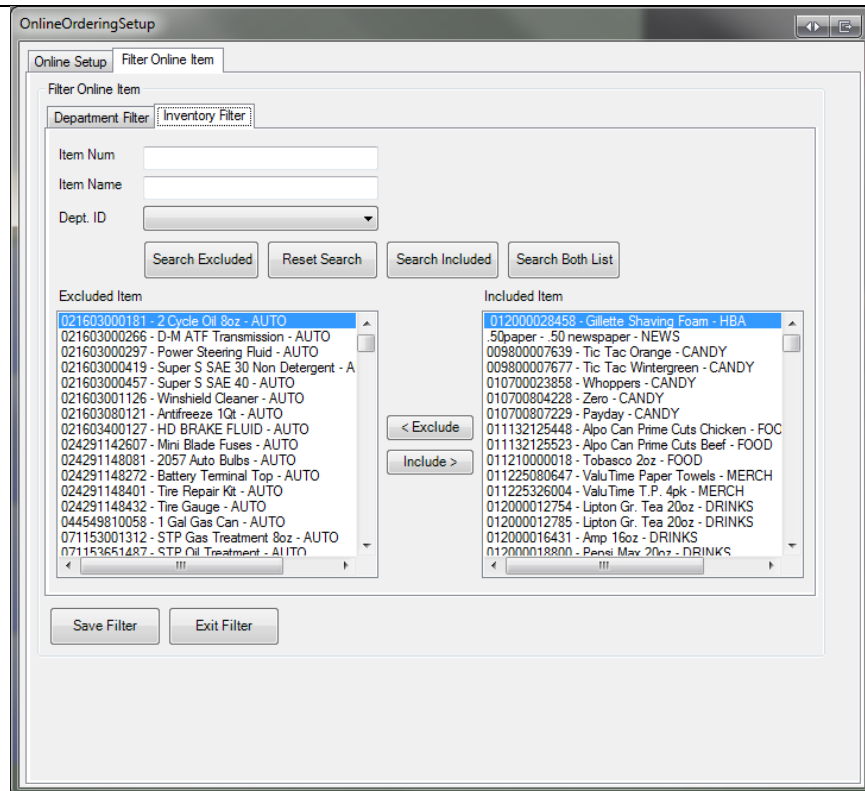
11. Select the **Inventory Filter** tab.

12. If applicable you can search through the Inventory (for items you would like to include) by entering your search text into either the **Item Num** or the **Item Name** fields.

- Select **Search Excluded** to filter out the items matching your search text under the **Excluded Item** column.

- Select **Reset Search** to clear the search text.

- Select **Search Included** to filter out the items matching your search text under the **Included Item** column.

- Select **Search Both List** to filter out the items matching your search text under both columns.

13. To include inventory on your Ecommerce site simply find the item in the **Excluded Item** list then highlight it and select **Include**, this should then move the selected item from **Excluded Item** to **Included Item**.

14. To exclude inventory from your Ecommerce site simply find the item in the **Included Item** list then highlight it and select **Exclude**, this should then move the selected item from **Included Item** to **Excluded Item**.

15. Select **Save Filter** to save your changes.

Inventory Maintenance – Inventory Configuration

At the very least one item from each department will need to be configured with the below settings BEFORE any upload and configuration can take place.

To configure your existing inventory, select **Manager** from the login screen, provide the requested credentials, and follow these steps.
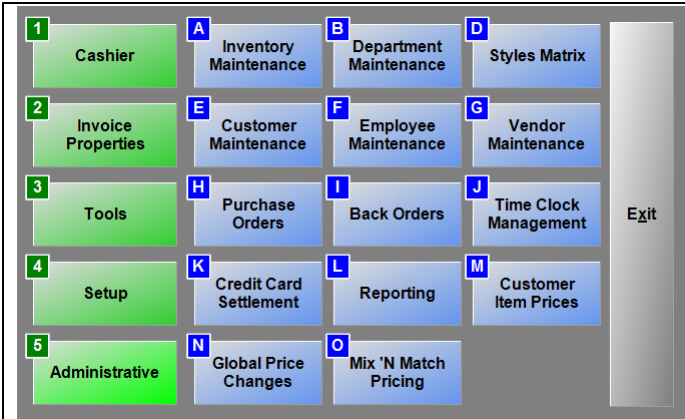
	1. Select **Inventory Maintenance**.
	2. Select the item that was filtered to be sold online. 3. It is recommended that you update your item **Descriptions** to be customer friendly. Some inventory items may have abbreviations, misspellings and/or descriptions that may make sense to a cashier but may not make sense to someone who is ordering that item online. 4. If you will be keeping track of inventory in both CRE and online then **Count This Item** MUST be checked. 5. If you will be printing a Pick List for your orders then there MUST be information entered in the **Location** field. Here you will enter the location of the inventory in your store.

Click to Select Picture

6. In the top right corner of this screen (above Click to Select Picture) you can select there, to be prompted to add Images for the item.
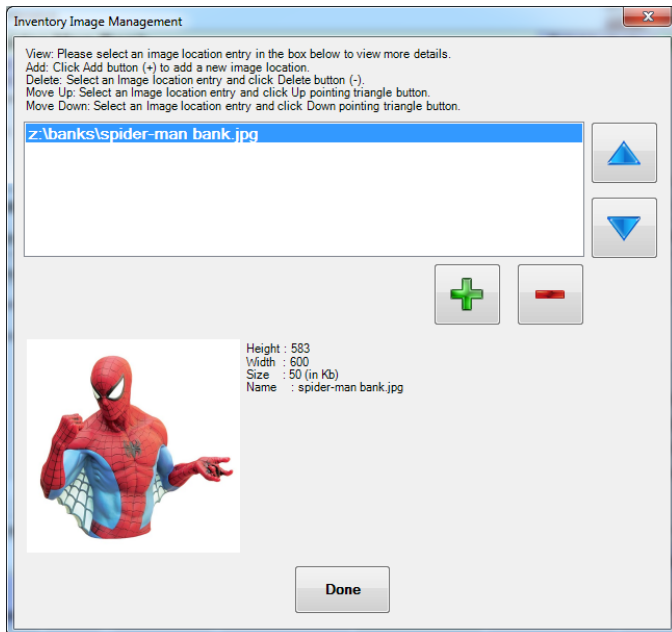
7. You will be brought to the image selection window here you will be able to select multiple images for your inventory.
   - Use the green + button to add images.
   - Use the red – button to remove the selected image.
   - Use the Up and Down arrows to move the selected image up and down in the list.

Note: The image at the top of the list will be the one that is displayed in **Inventory Maintenance**, as well as the default one to be displayed online.

Note: You will want to select the images from the mapped network drive that was created earlier (in this example **Z:**).

Notes:

   - The Ideal Image size is 600x600 or 800x800
   - The only acceptable image formats are .jpeg and .gif.
   - If your images are moved after selecting them CRE will not automatically update them.

8. When finished select **Done**.

9. Select the **Online Attributes** tab.

Note: This tab will only be displayed when the option **Enable Nitrosell** is checked (enabled).

Under the **Regular Fields** tab:

- **Web Price** – Here you can optionally enter a price that will be charged for ordering the item online. The lowest price calculated online will be used (lowest price calculated based on price level, web price and coupon discount). Customers will be shown the regular price, the online sale price and then the discount amount.
- **Keywords** – Here you can enter terms to search online for the item by. When entering multiple terms here make sure to separate them with a comma.
- **Brand** – Here you can optionally enter a brand of each item. You will be able to filter and group your inventory online by items with the same Brand.
- **Theme** – You can enter a Theme for the clothing which you will be able to view online. You will be able to filter and group your inventory online by items with the same Theme.
- **Sub Category** – This is a sub department which can be used to further group the items by online.
- **Lead Time** – This is the approximate amount of time (either a number or text) required to prepare and ship the item to the customer. This will be displayed with each item where it is entered.
- **Weight** – Here you can enter the weight of the item. This is used when calculating the shipping cost online.

Release Date 1/12/2013 Priority 1 Rating 5	• **Release Date** – Here you can enter the date which any pre-order item will be available online. This is used in conjunction with the option **Product on Promotion Or Pre-Order**. • **Priority** – Here you can enter the priority in which the item will be displayed in the results of the department or a search. The value range is 0-254, items with a higher value will be shown at the top of the listing. • **Rating** – Here you can set the retailer rating for the product. A value between 1- 5 can be selected (5 = 5 Stars).
Extended Description This is an awesome Spiderman bank.	• Here you can enter an Extended Description for the item. Optionally you can use html to stylize the description: For Example: *This is an awesome Spiderman bank.*

Product on Promotion Or Pre-Order Product On Special Offer New Product Discountable Available Online Not for Web Sale	• **Product on Promotion Or Pre-Order** – This option will set the item to be in a special section, for promotional or pre-order purposes. This is used with the Release Date entered. An Image must be added to the item in inventory maintenance for this to work. • **Product On Special Offer** – This option will add the item to a special offer section. An Image must be added to the item in inventory maintenance for this to work. • **New Product** – This option will place the item in a featured section on the site as a new product. An Image must be added to the item in inventory maintenance for this to work. • **Discountable** – This option will determine if an item will be able to be discounted online or not. • **Available Online** – This option will specify which items will be available online. When inventory has been filtered to be online this option will automatically be checked. • **Not for Web Sale** – This option will allow the item to be displayed online but not allow it to be sold.
Default Matrix Item	• **Default Matrix Item** – This option will be available only on matrix items. This will allow you to choose which size is displayed (with price information) by default, on the dropdown online.

10. Select the **Custom Fields** tab.

The fields on this page can be used for custom information, to be mapped online.

You are given five custom number fields. Here you can enter numbers for each item to be mapped online. You can only enter numbers in these fields.
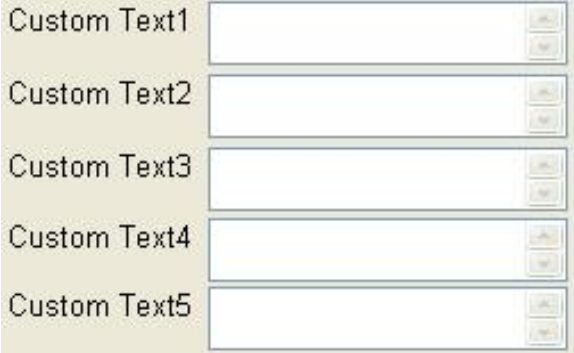
These fields can be mapped online to be displayed on the page for the items.
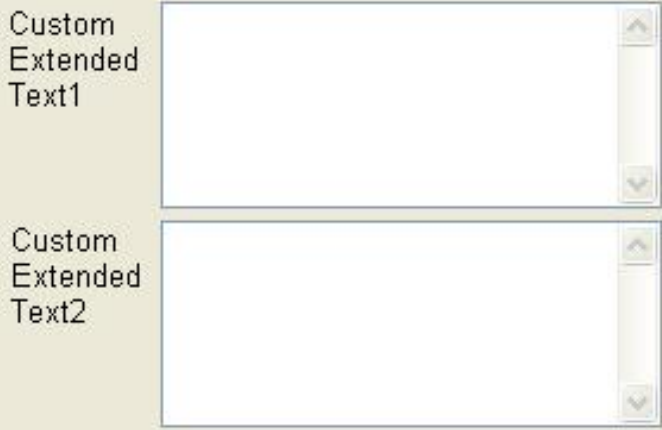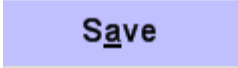

You are given three fields to enter a sub description for the items. You can enter either text or numbers in these fields.

These fields can be mapped online to be displayed on the page for the items.

Custom Text1 ☐ Custom Text2 ☐ Custom Text3 ☐ Custom Text4 ☐ Custom Text5 ☐	You are given five fields for custom text. You can enter either numbers or text in these fields. These fields can be mapped online to be displayed on the page for the items.
Custom Extended Text1 ☐ Custom Extended Text2 ☐	You are given two fields for custom extended text. Here you can enter more of a description for items. These fields can be mapped online to be displayed on the page for the items.
S a ve	11. When finished, select **Save**.

Important E-Commerce Information

- **Gift Cards**
- **Customer Information**

Gift Cards

Only 3rd party gift cards can be used as a gift card payment type online (i.e. Gift Cards created through Mercury directly). Gift Cards created in CRE will not be able to be redeemed online, only in-store.

Customer Information

If you currently have customers in your database (with a valid Email address) then the customer account will be uploaded. They can then create orders with their auto-created account.

- When the customer goes to your website to place an order online then they can login with the following credentials:
    o Username = E-mail Address
    o Password = First Name + first Initial of Last Name (i.e. John Doe would use JohnD as their password)

    Note: Any special characters (i.e. ' - , …) will be removed from the First and Last Name fields when entering the password online.

- Customers that do not exist in your CRE will be automatically created in CRE when placing an order online.

- If using Customer loyalty with online orders, bonus points will be applied to the customer provided a loyalty plan and incentives have been properly configured.

    For more information please see:

    o http://faq.pcamerica.com/file-lockers/pdf-locker/Customer_Loyalty_Detailed.pdf

- When placing orders online the customer will receive two emails, one as an order confirmation and the other to confirm that the order has been processed. The Processed Confirmation email will also include tracking information for their order (provided it was entered).
    o All Emails sent to customers will be sent through NitroSell Directly.

- The 26 price levels that are configured in CRE for your customers will also be uploaded. This can be used to apply discounts to your customers online.

    For more information please see:
    o http://faq.pcamerica.com/file-lockers/pdf-locker/Price_Levels.pdf

- If a customer is placing an order online and they don't know their password then they can reset it to a new password through their email.

Nitrosell NSC Sync Application Installation

Please follow the directions below to install the NSc Sync application which will be provided from NitroSell.
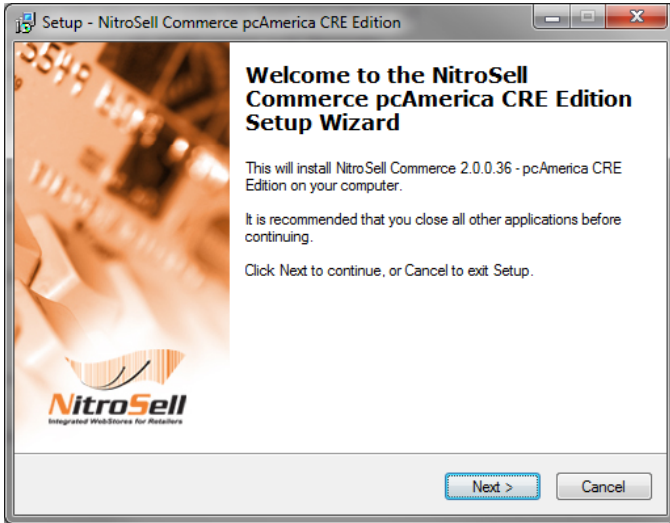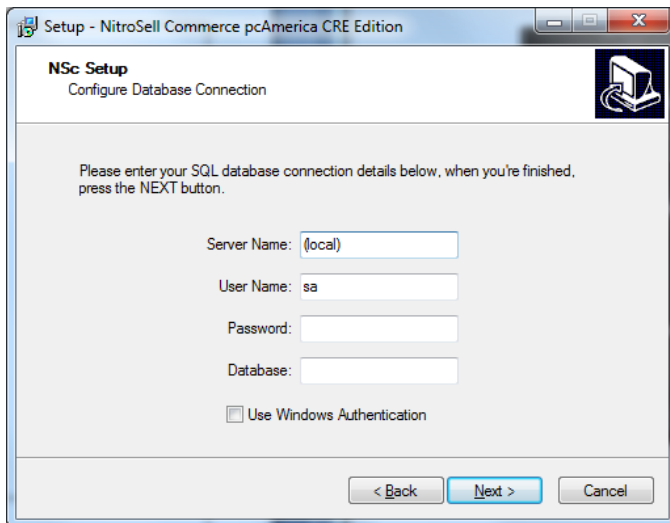
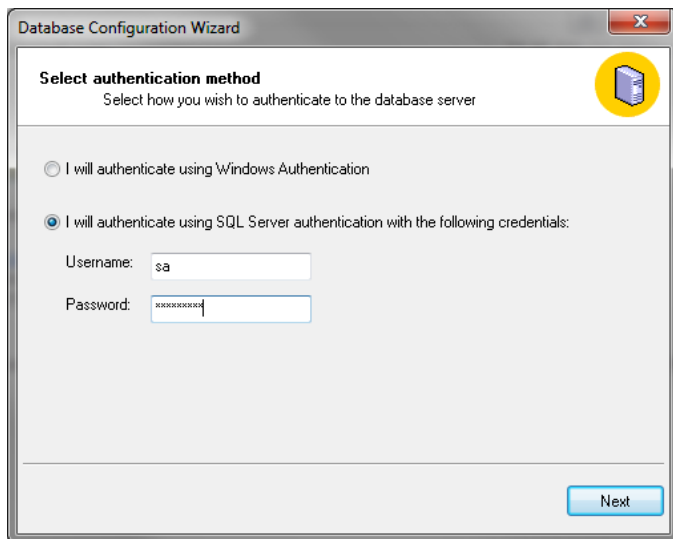|	
	1. Select **Next.**
	2. You may be prompted to enter some information.
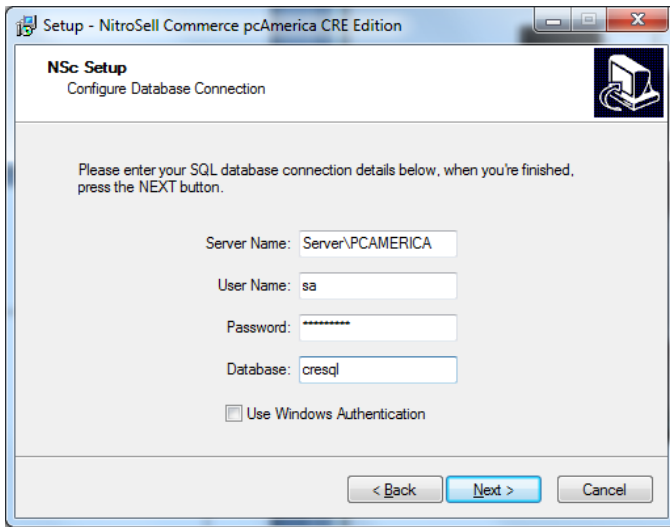
Setup - NitroSell Commerce pcAmerica CRE Edition **NSc Setup** Configure Database Connection Please enter your SQL database connection details below, when you're finished, press the NEXT button. Server Name: Server\PCAMERICA User Name: sa Password: ********* Database: cresql ☐ Use Windows Authentication < Back Next > Cancel	3. Enter the following information: • **Server Name**: Enter the computer name* followed by the instance name of SQL that you are using. o For example: computername\PCAMERICA • **User Name**: Enter **sa**. • **Password**: Enter the password for the SQL instance (default: **pcAmer1ca**). • **Database**: Enter the database that you are using (default: **cresql**). 4. Select **Next**. ***Computer Name** - This information can be acquired by right-clicking **My Computer** then by selecting **Properties**. From there you can select the computer name tab (Windows XP), or it will be displayed next to computer name (Windows Vista/7).
Setup - NitroSell Commerce pcAmerica CRE Edition **Ready to Install** Setup is now ready to begin installing NitroSell Commerce pcAmerica CRE Edition on your computer. Click Install to continue with the installation. < Back Install Cancel	5. Select **Install**.
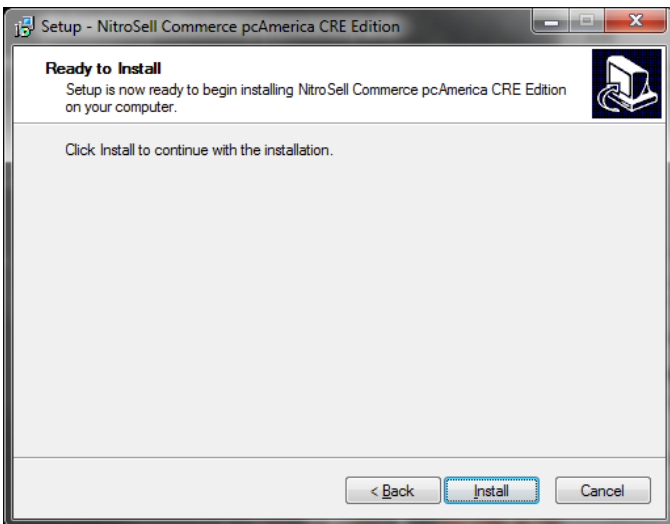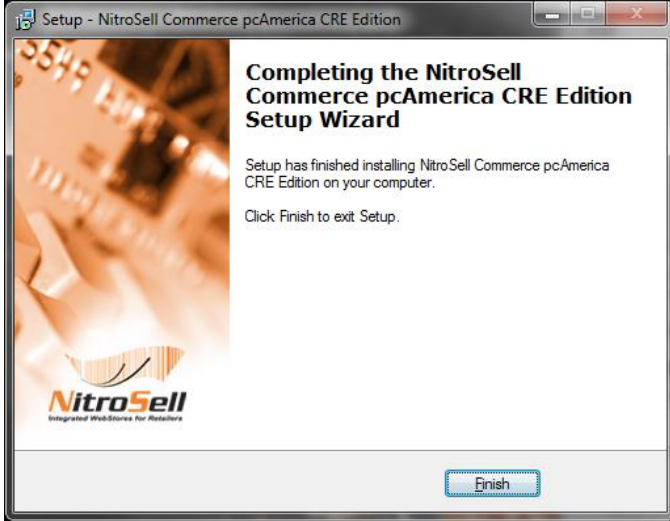
6. Select **Finish**.

When opening the NSC Sync Application in Windows 7 make sure to right-click the icon and select Run as Administrator.

Nitrosell NSC Sync Application Setup and Configuration

Please follow the directions below to configure the NSc Sync application which will be provided from NitroSell.
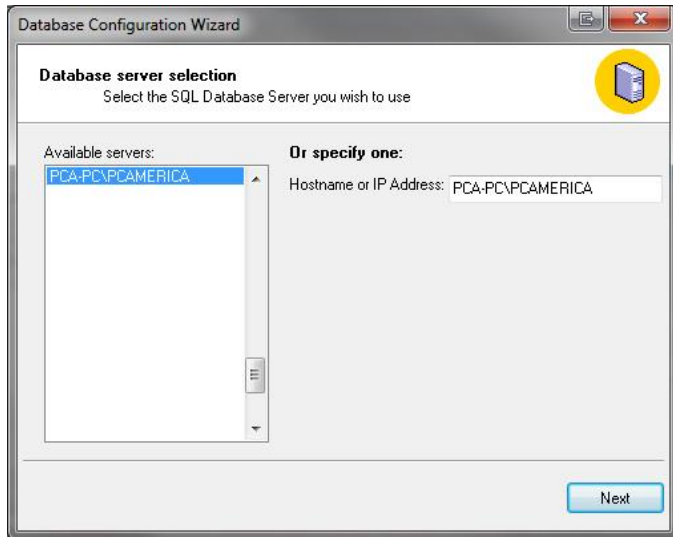
<table>
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1. Select the location of the SQL Instance we will need to connect to. In most cases it will be:

   The local computer name\SQL Instance
   For example
   PCA-PC\PCAMERICA

2. Select **Next.**

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3. Select **I will authenticate using SQL Server authentication with the following credentials.**
   - Username = sa
   - Password = pcAmer1ca

4. Select **Next**.

</td>
</tr>
</table>
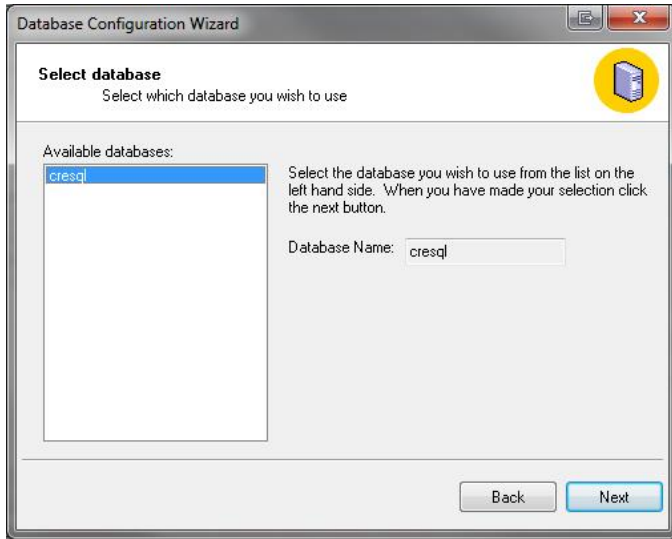
	5. Select the database you will be using. In most cases it will be cresql. 6. Select **Next**.
	7. Select **Finish**.
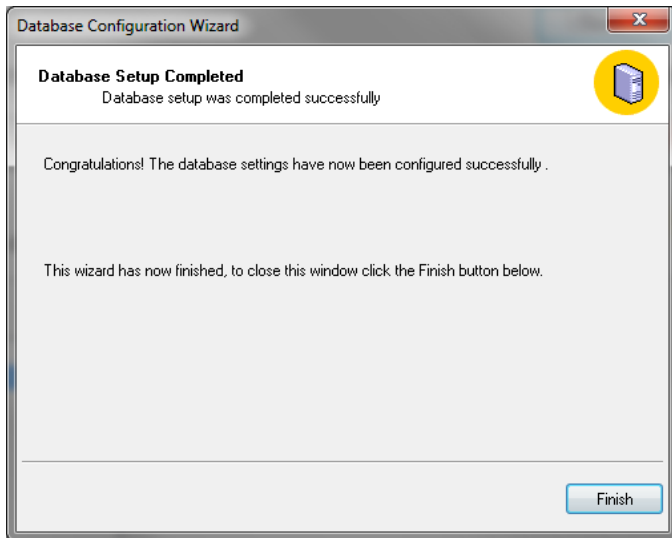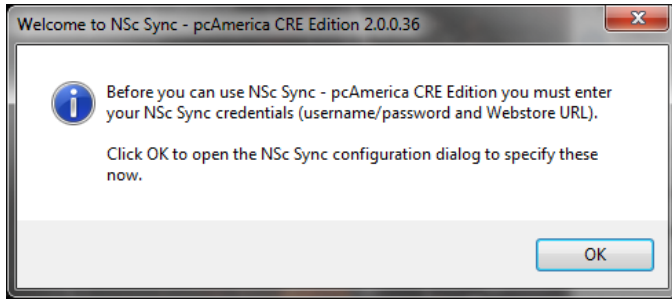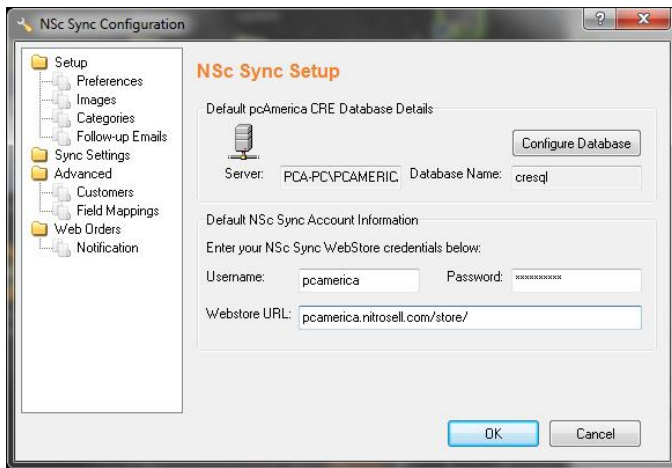
	8. Select **OK**.
	9. Enter the **Username**, **Password**, and **Webstore URL**. **Note**: This information will be provided to you from NitroSell. 10. Select **OK**.
	11. In the system tray right-click the NSc Sync application and select **Close & Exit**.
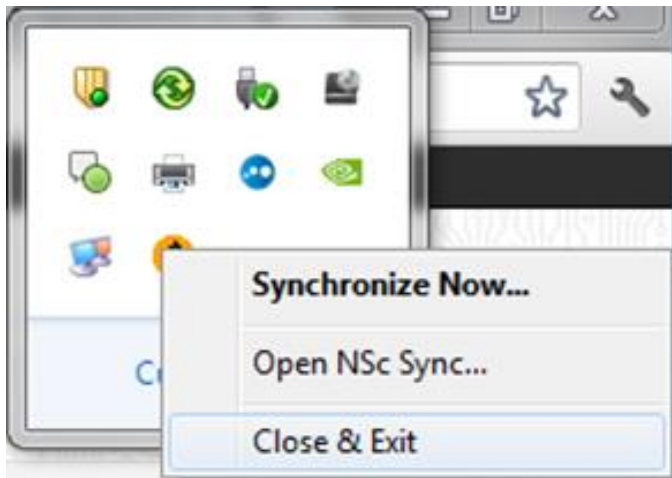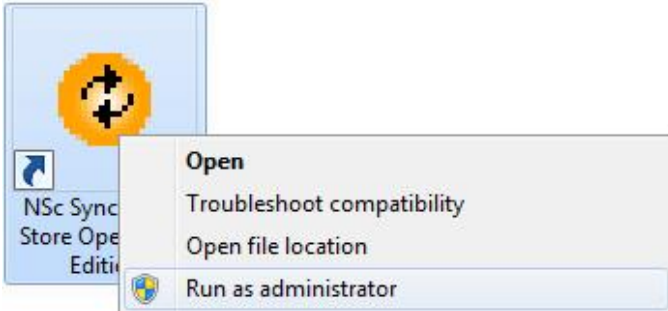
12. We will now need to open the NSc Sync application again.

Note: In Windows 7 right-click (or hold shift and right-click) the NSc Sync application and select **Run as administrator**.
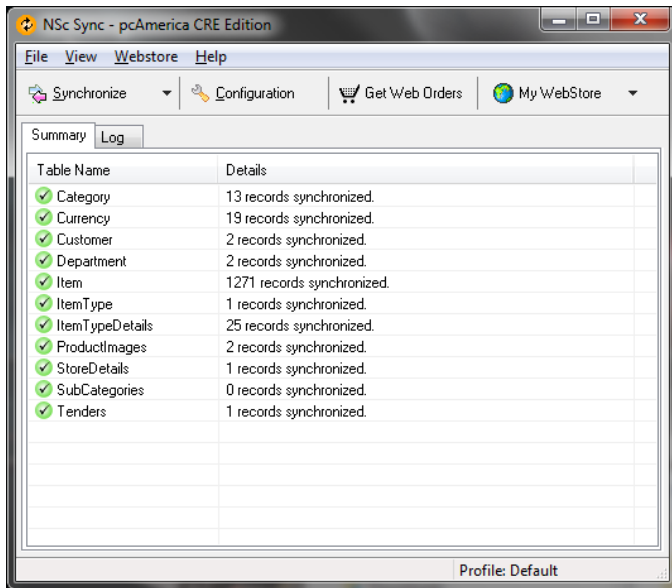
13. After the application opens select **Synchronize**.

Your database will then be uploaded.

Example Inventory

This section will show examples of the following item types that can be setup to be sold online:

- **Standard Inventory**

- **Matrix Items**

Notes about Inventory

- Most of your inventory items will pull into the Ecommerce site such as, Standard Items and items created using the Styles Matrix. Items created in the styles matrix will be presented online as one item with dropdowns for your customers to select size and color.

- Items that will not pull over into the online store are, Assigned and Unassigned Modifiers, Modifier Groups, Choice Items, Mix & Match Items, Sub Modifiers, Rentals, Fuel Station Items, Disabled Items, Kit Items, Coupons and Tag-Along Items.

- No Tax Rates will be uploaded. Taxcloud.net will be handling all tax rate applications for Ecommerce orders. For more information please contact NitroSell directly.

Standard Inventory

In CRE	Online

Matrix Items

In CRE

Online