



Portal Administrator Guide

Tipping Management

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Managing team tipping

You can manage team tipping competitions such as footy tipping through the Portal. The Portal manages tipping uses groups, teams, venues and rounds.

A group represents the overarching game league that the tipping applies to, such as the AFL (Australian Football League), NRL (National Rugby League), etc. Each group has several teams that play games against each other, and several venues that the games occur at.

A round represents a period of time during which several teams may play games against each other. Tipping participants place predictions on how well each team will perform in each round, and are awarded points for each round based on how accurate they were.

Note: All creation and maintenance of tipping groups, teams, venues and rounds is performed by AMC Convergent IT administrators. If you need help setting up tipping for your company, contact AMC Convergent IT for assistance.

Also see *Configuring tipping for your company* on page 5.

See:

- *Tipping Group Details report* on page 14.
- *Tipping Group Maintenance screen* on page 17.
- *Tipping Member report* on page 56.
- *Tipping Teams Details report* on page 36.
- *Tipping Team Maintenance screen* on page 40.
- *Tipping Venue Details report* on page 25.
- *Tipping Venue Maintenance screen* on page 28.
- *Tipping Round Details report* on page 49.
- *Tipping Round Scores report* on page 60.
- *Tipping Round Details Maintenance screen* on page 53.

What you can do:

- *Creating a tipping group* on page 8.
- *Editing a tipping group* on page 10.
- *Deleting a tipping group* on page 12.
- *Creating a tipping venue* on page 19.
- *Editing a tipping venue* on page 21.
- *Deleting a tipping venue* on page 23.

Managing team tipping

- *Creating a tipping team* on page 30.
- *Editing a tipping team* on page 32.
- *Deleting a tipping team* on page 34.
- *Creating a game in a tipping round* on page 42.
- *Editing a tipping round* on page 45.
- *Deleting a game from a tipping round* on page 47.

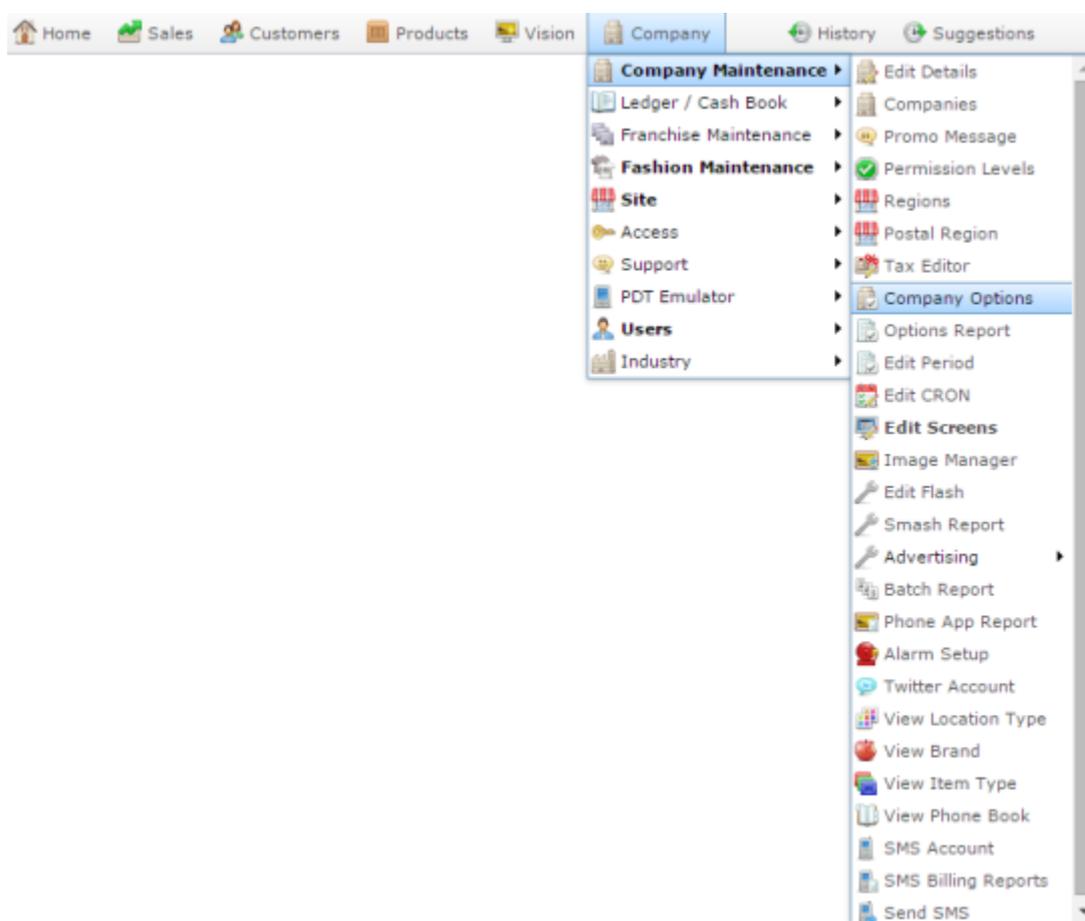
Configuring tipping for your company

Use the Company Options - Tipping section to configure your company for football tipping.

Opening the Company Options - Tipping section

To open the Company Options - Tipping section:

1. Press  **Company**.
2. Press **Company Maintenance > Company Options**.



The Artist section of the Company Options screen is displayed.

3. Open the **Section** drop-down list.

Managing team tipping

The screenshot shows the 'Options Maintenance' window for 'Example Company'. Under the 'Configuration' tab, the 'Group' is set to 'Portal' and the 'Section' is set to 'Artist'. A table lists the following configurations:

Name	Value	Description
Artist Label	Artist	Set to to match company requirements
CD Label Label	CD Label	Set to to match company requirements
Catalog Label	Catalog	Set to to match company requirements
Release Date Label	Release Date	Set to to match company requirements
Title Label	Title	Set to to match company requirements

Buttons for 'Update' and 'Delete' are visible at the bottom right.

4. Press Tipping from the [Section](#) drop-down list.

The Tipping section is displayed.

The screenshot shows the 'Options Maintenance' window for 'AMC Master'. Under the 'Configuration' tab, the 'Group' is set to 'Portal' and the 'Section' is set to 'Tipping'. A table lists the following configuration:

Name	Value	Description
Away Games	True	Set to True to award away games to thoes that forget to tip, or False to award Home games

Buttons for 'Update' and 'Delete' are visible at the bottom right.

Company Options - Tipping section key fields and buttons

Field	Description
Away Games	<p>Select how default points are awarded to tippers who do not tip a game:</p> <ul style="list-style-type: none">▪ Type True to award the points as if the tipper had tipped the Away team.▪ Type False to award the points as if the tipper had tipped the Home team.

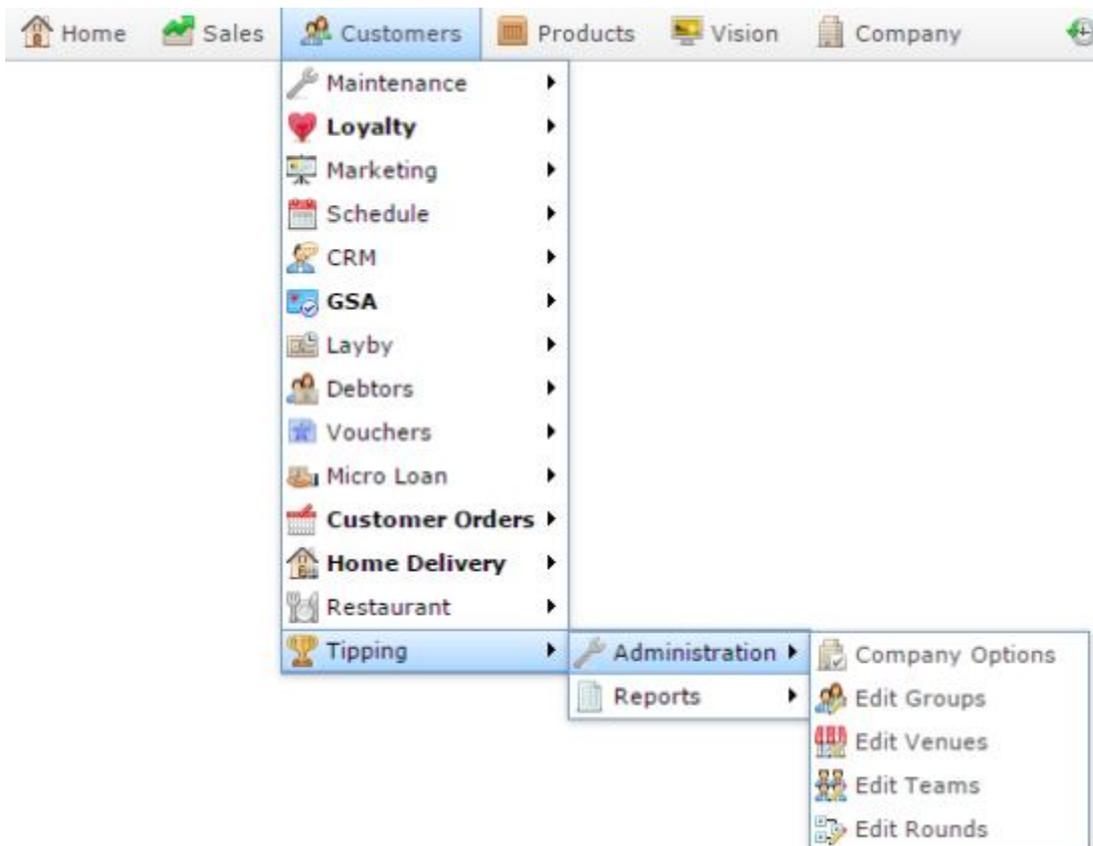
Creating a tipping group

Create a tipping group run a tipping competition.

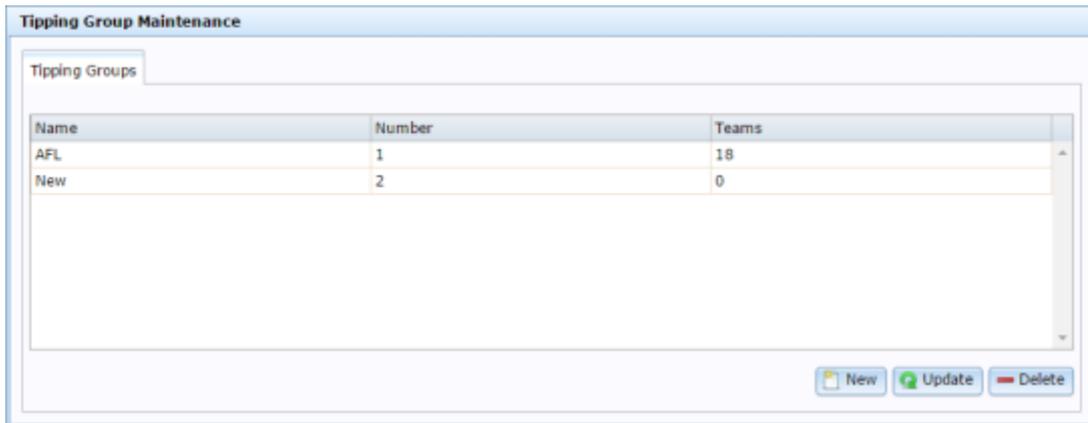
Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

To create a tipping group:

1. Press  Customers
2. Press Tipping > Administration > Edit Groups.



The Tipping Group Maintenance screen is displayed.



3. Press  **New**.
4. A new row is created in the grid.
5. Type the name of the group in the **Name** column.

Note: The **Number** column is automatically populated by the Portal, you do not have to change this column.

6. Type the number of teams in the league in the **Teams** column.
7. Press  **Update**.

The new group is created.

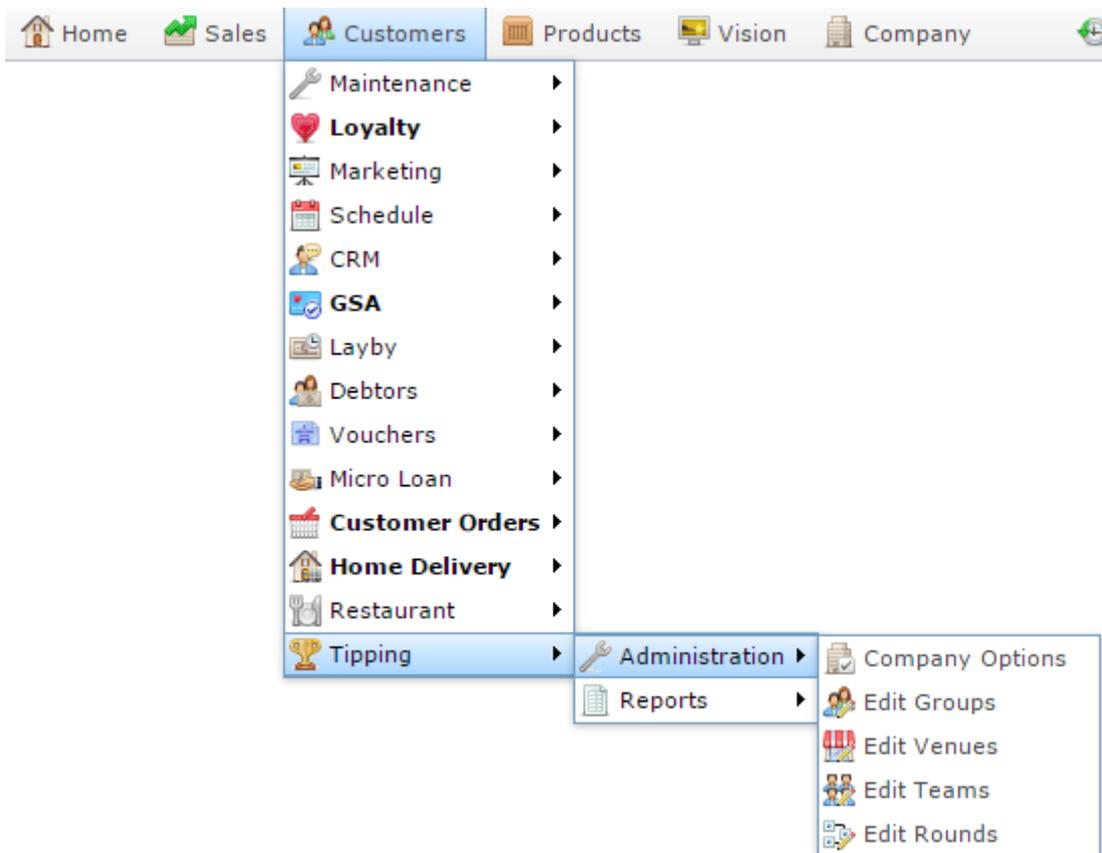
Editing a tipping group

Edit a tipping group when you want to rename it, or change the number of teams it has.

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

To edit a tipping group:

1. Press  Customers.
2. Press Tipping > Administration > Edit Groups.



The Tipping Group Maintenance screen is displayed.

Tipping Group Maintenance

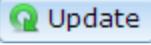
Tipping Groups

Name	Number	Teams
AFL	1	18
New	2	0

New Update Delete

3. Make the required changes.

See *Tipping Group Maintenance* screen on page 17.

4. Press .

The group is edited.

Deleting a tipping group

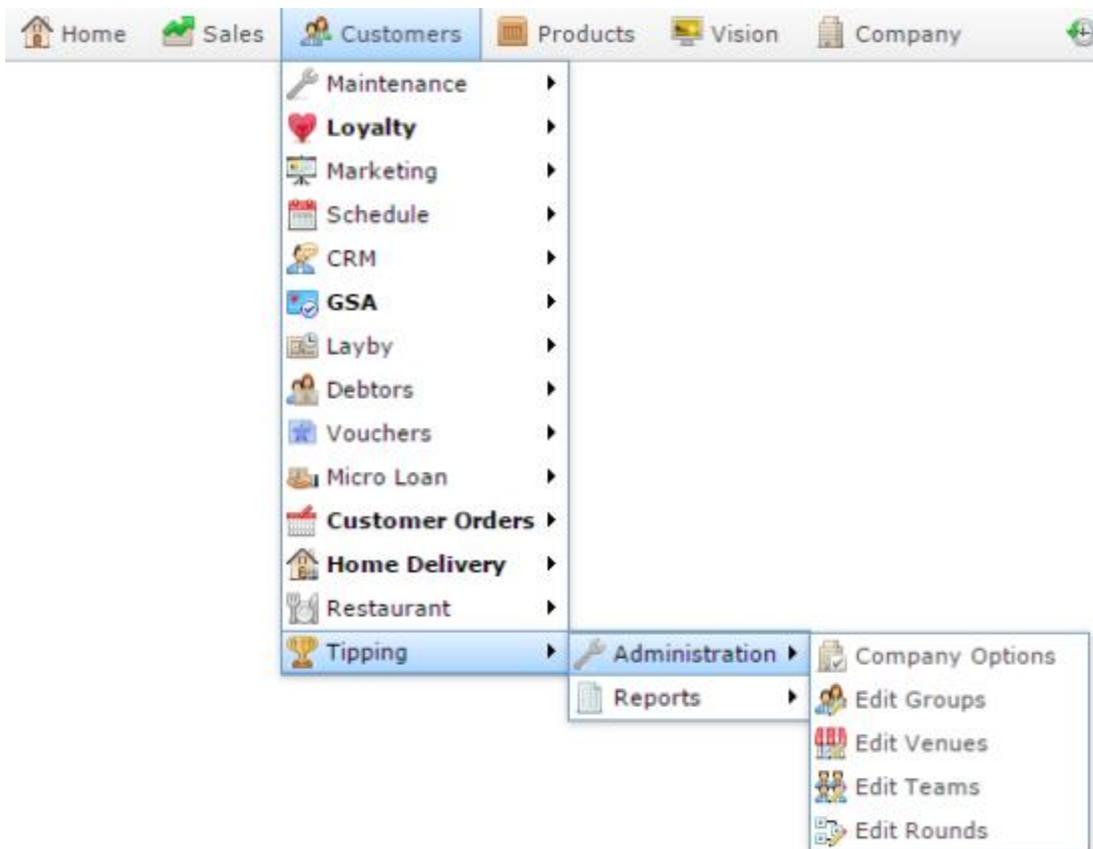
Delete a tipping group when you want to remove it from the Portal.

Note: Tipping groups cannot be deleted while they contain tipping history. To delete a tipping group, you must wait until the tipping history has been archived and deleted.

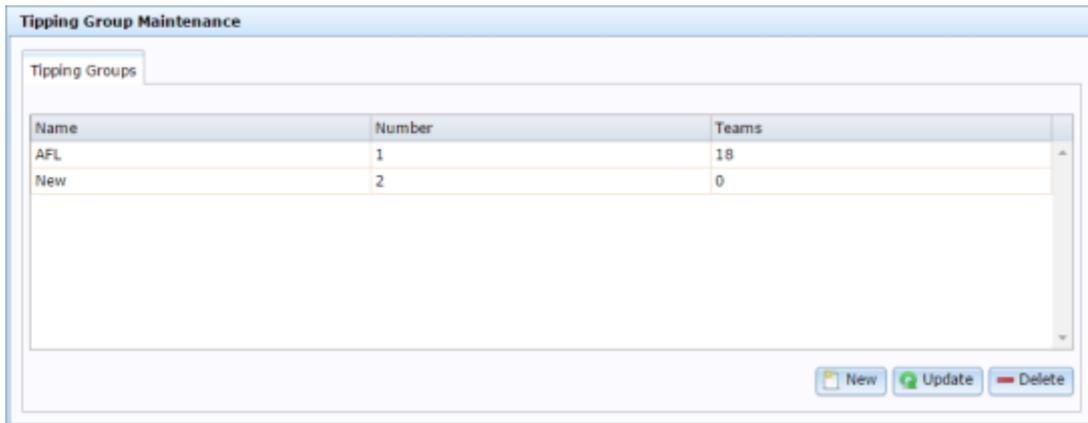
Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

To delete a tipping group:

1. Press  Customers.
2. Press Tipping > Administration > Edit Groups.



The Tipping Group Maintenance screen is displayed.



3. Select the group you want to delete in the grid.

4. Press  .

The group is deleted.

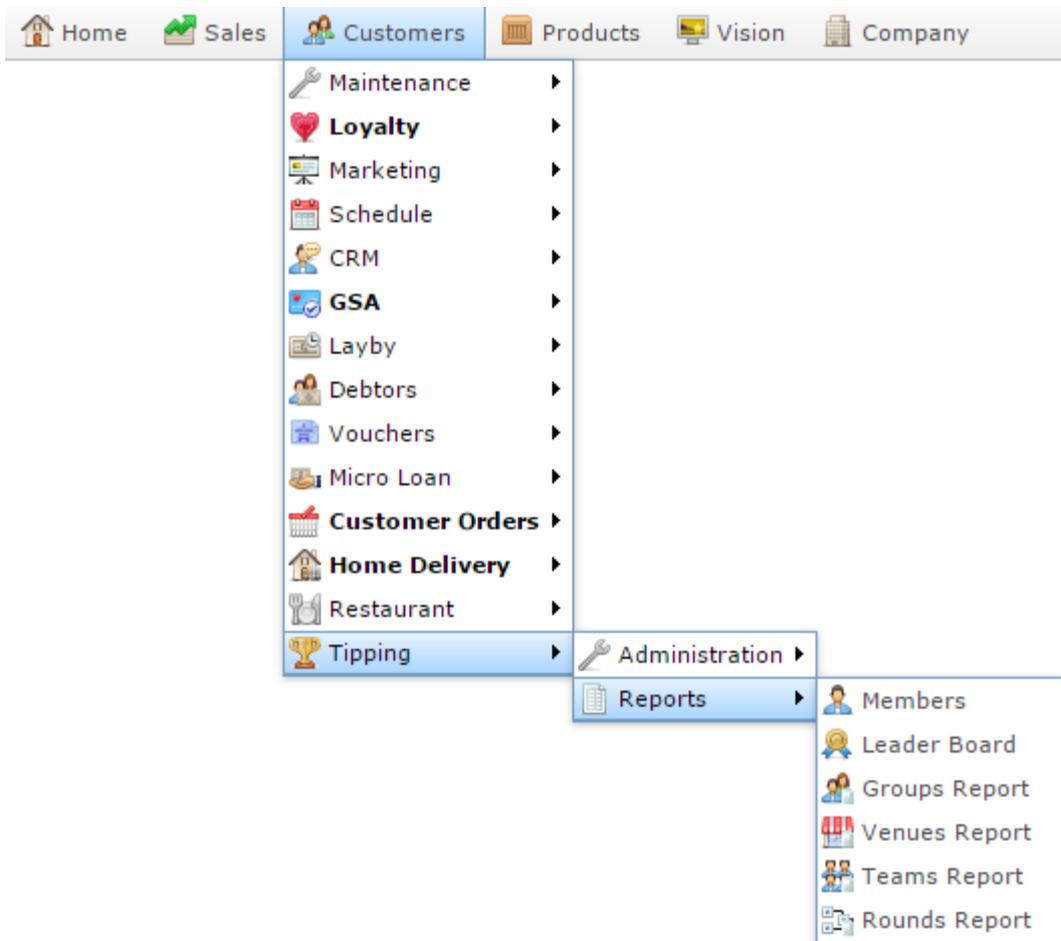
Tipping Group Details report

Use the Tipping Group Details report to view the tipping groups configured in the Portal.

Opening the Tipping Group Details report

To open the Tipping Group Details report:

1. Press  Customers from the menu bar.
2. Press Tipping > Reports > Groups Report.



The Tipping Group Details report is displayed.

Tipping Group Details

Description	Group #	Team Count	User
AFL	1	18	Bob
New	2	0	Noel

Add to Favourites

Tipping Group Details report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description / Group	Description of the group.
Group #	Unique number identifying the group.
User	User who last performed an edit.
Team Count	Number of teams in the group.

Tipping Group Maintenance screen

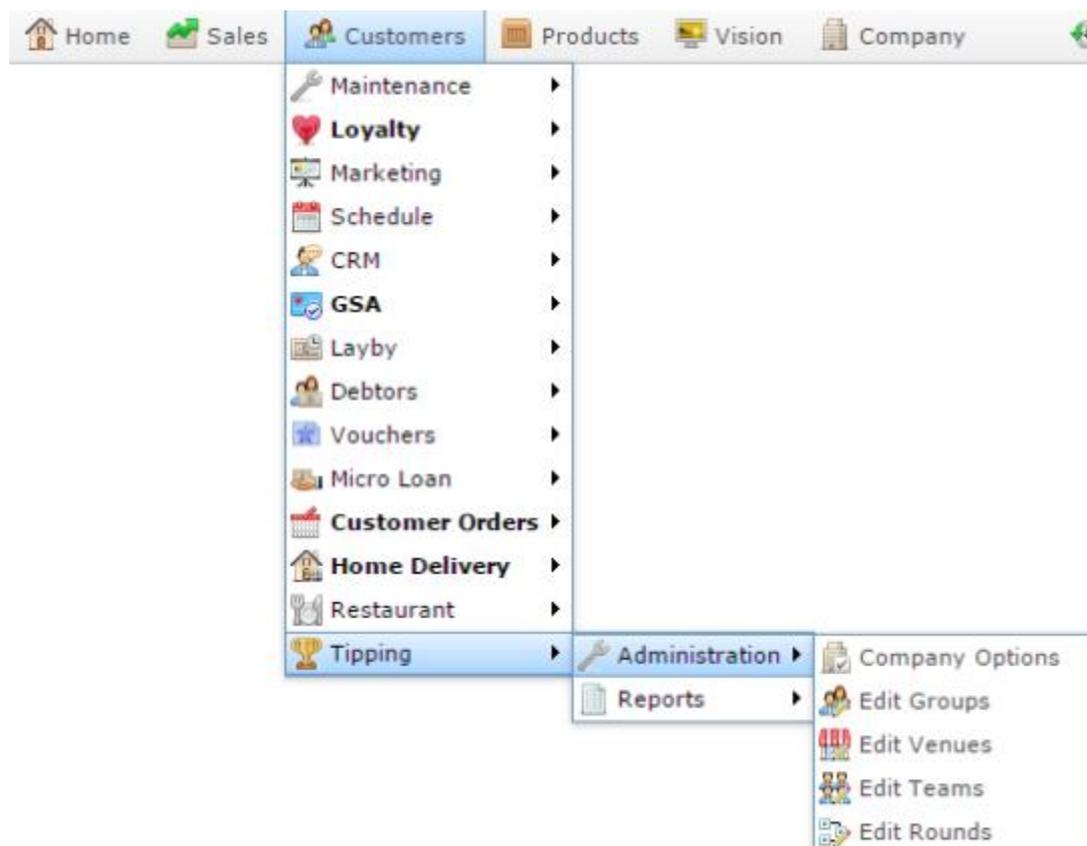
Use this screen to maintain the groups you run tipping competitions for, for example, the Australian Football League (AFL) or National Rugby League (NRL).

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

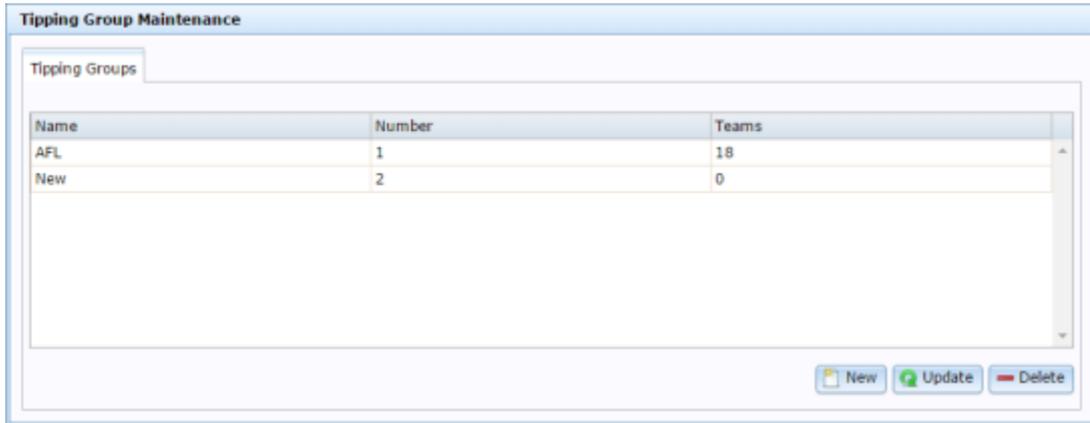
Opening the Tipping Group Maintenance screen

To open the Tipping Group Maintenance screen:

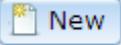
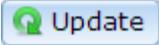
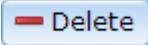
1. Press  Customers.
2. Press Tipping > Administration > Edit Groups.



The Tipping Group Maintenance screen is displayed.



Tipping Group Maintenance screen key fields and buttons

Field	Description
Name	Type the name of the group.
Number	A unique number to identify the group.
Teams	The number of teams competing in this group.
 New	Press to create a new tipping group.
 Update	Press to save changes to the tipping groups.
 Delete	Press to delete the selected tipping groups.

Creating a tipping venue

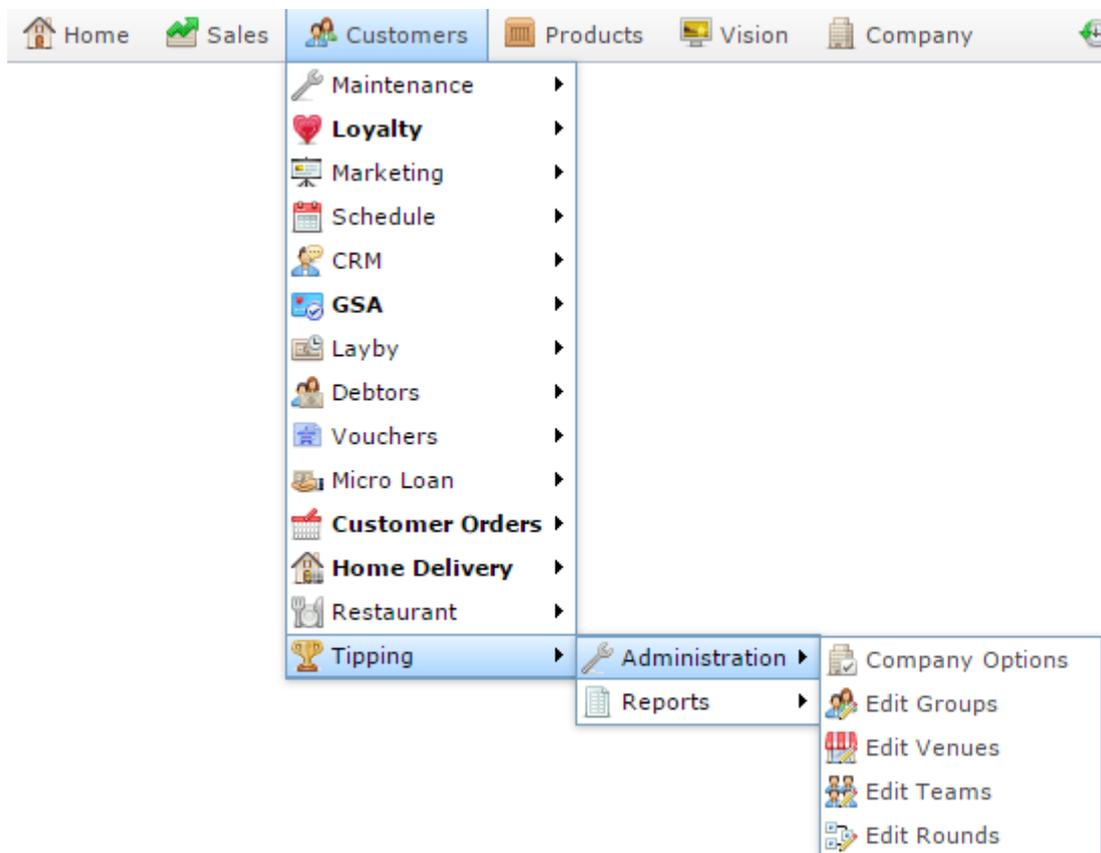
Create a tipping venue to record where teams played.

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

Tip: Teams are assigned as "home" and "away" teams to venues during the rounds. See *Creating a game in a tipping round* on page 42.

To create a tipping venue:

1. Press  Customers.
2. Press Tipping > Administration > Edit Venues.



The Tipping Venue Maintenance screen is displayed.

Managing team tipping

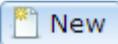
Tipping Venue Maintenance

Group:

Tipping Venues

Name	Number
AAMI Stadium	2
ANZ Stadium	8
Aurora Stadium	9
Blacktown Park	17
Blundstone Arena	18
Cazalys Stadium	14
Etihad Stadium	13
Gabba	5

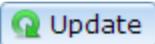
  

3. Press .

A new row is created in the grid.

4. Type the name of the venue in the Name column.

Note: The **Number** column is automatically populated by the Portal, you do not have to change this column.

5. Press .

The new venue is created.

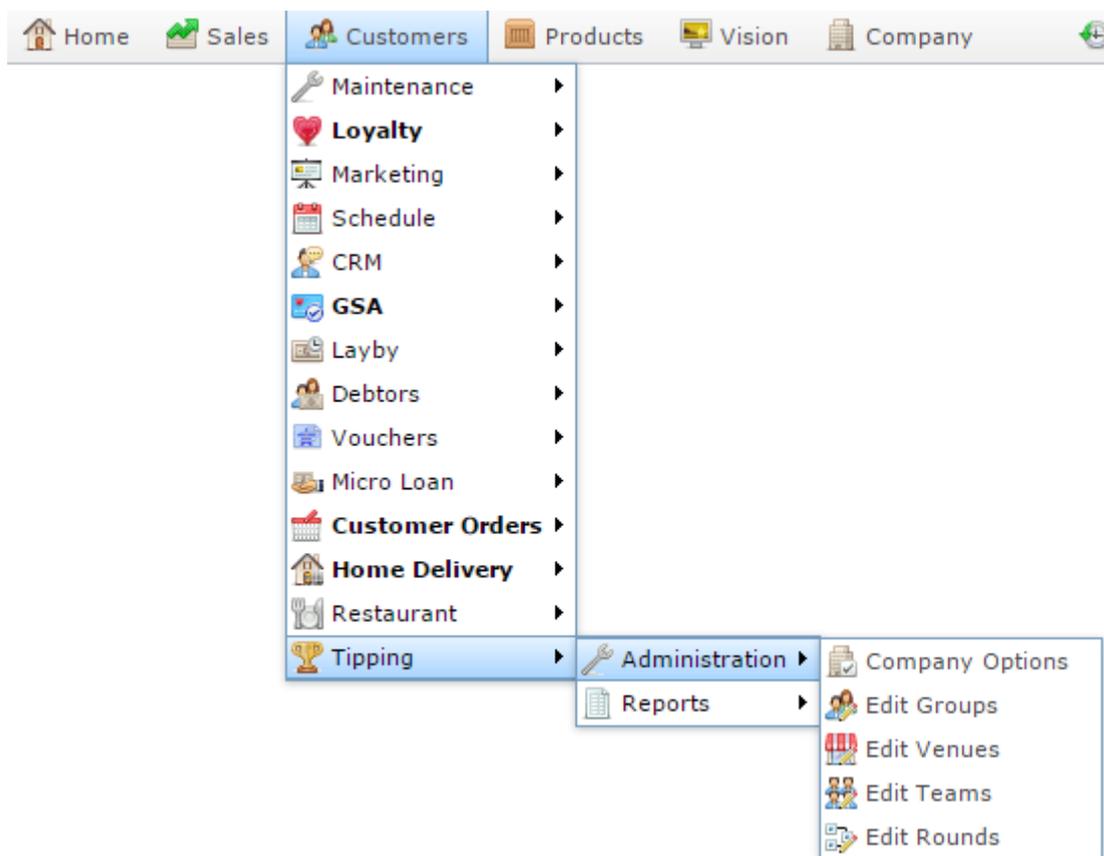
Editing a tipping venue

Edit a tipping venue when you want to rename it.

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

To edit a tipping venue:

1. Press  Customers
2. Press Tipping > Administration > Edit Venues.



The Tipping Venue Maintenance screen is displayed.

Managing team tipping

Tipping Venue Maintenance

Group:

Tipping Venues

Name	Number
AAMI Stadium	2
ANZ Stadium	8
Aurora Stadium	9
Blacktown Park	17
Blundstone Arena	18
Cazalys Stadium	14
Etihad Stadium	13
Gabba	5

3. Make the required changes.

See *Tipping Venue Maintenance* screen on page 28.

4. Press .

The venue is edited.

Deleting a tipping venue

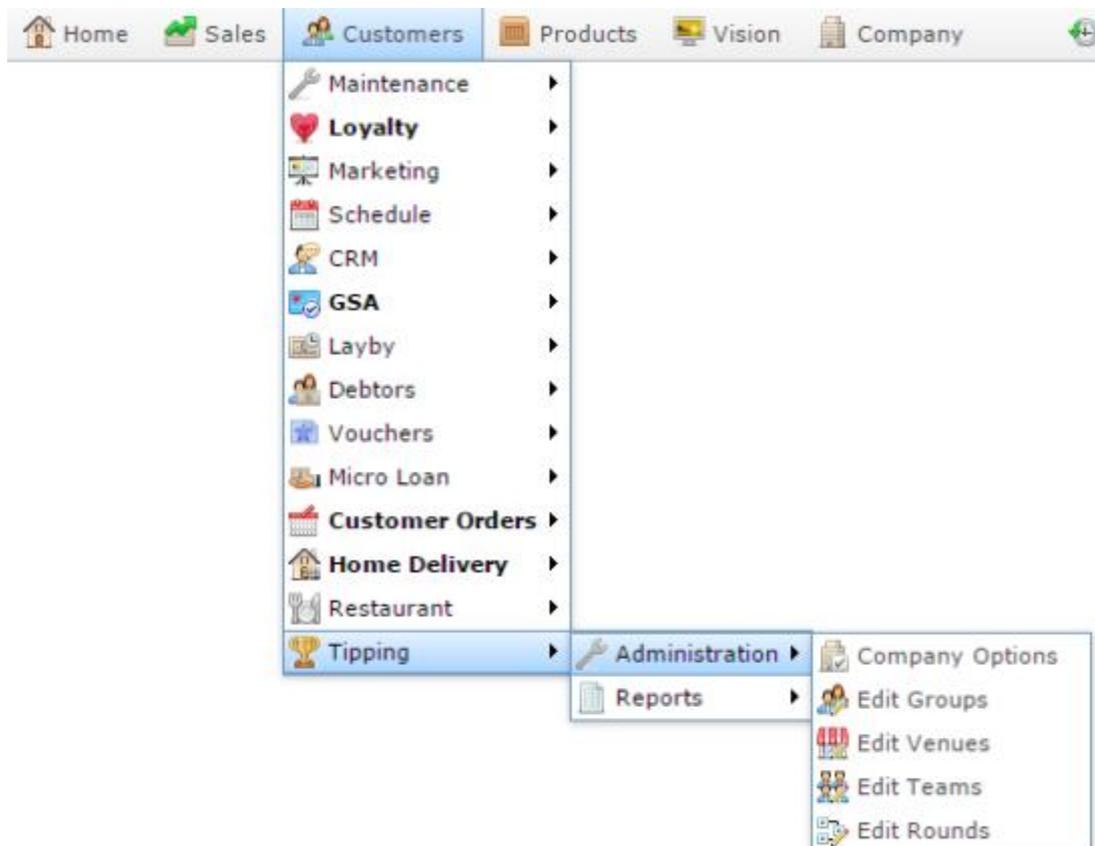
Delete a tipping venue when you want to remove it from the Portal.

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

Note: Do not delete venues if games have been played there this season, as the kiosk cannot display deleted venues.

To delete a tipping venue:

1. Press  Customers.
2. Press Tipping > Administration > Edit Venues.



The Tipping Venue Maintenance screen is displayed.

Managing team tipping

Tipping Venue Maintenance

Group:

Tipping Venues

Name	Number
AAMI Stadium	2
ANZ Stadium	8
Aurora Stadium	9
Blacktown Park	17
Blundstone Arena	18
Cazalys Stadium	14
Etihad Stadium	13
Gabba	5

3. Select the venue you want to delete in the grid.

4. Press .

The venue is deleted.

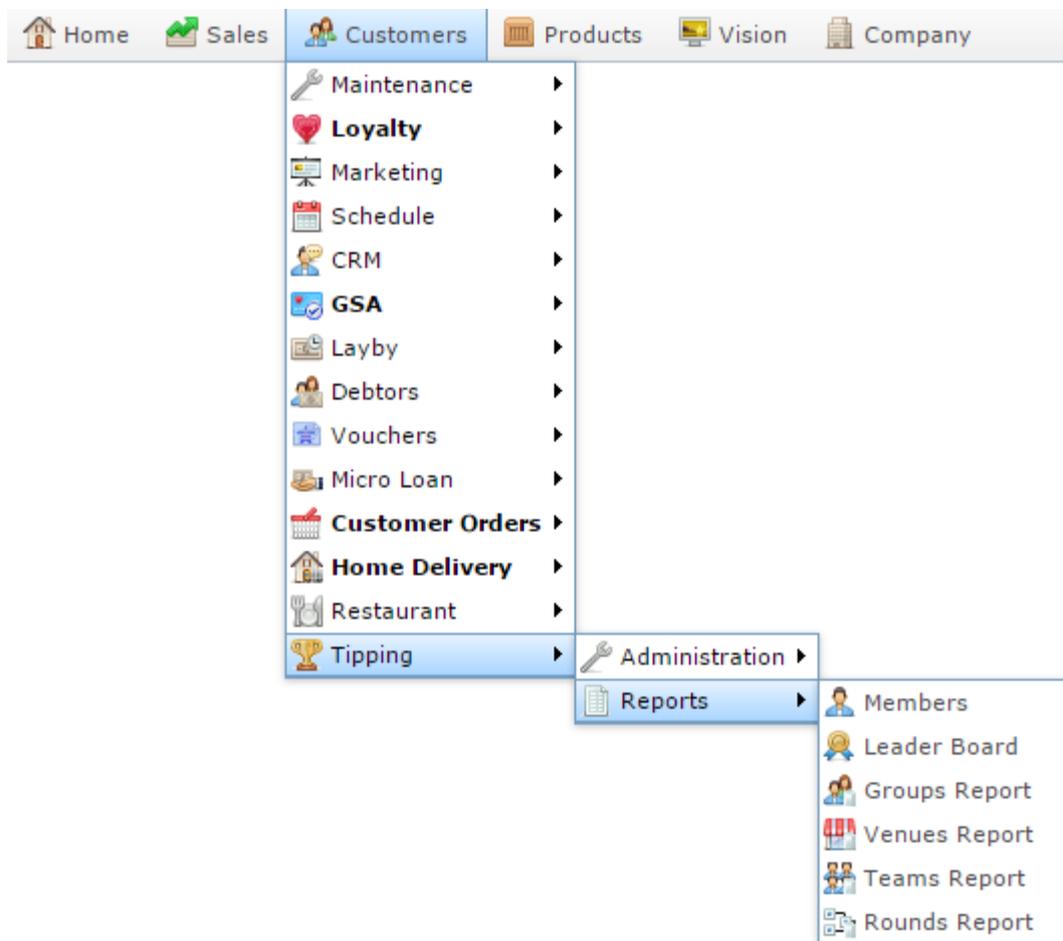
Tipping Venue Details report

Use the Tipping Venue Details report to view the tipping venues available in the Portal.

Opening the Tipping Venue Details report

To open the Tipping Venue Details report:

1. Press  Customers from the menu bar.
2. Press Tipping > Reports > Venues Report.



The Tipping Venue Details report is displayed.

Tipping Venue Details

Description	Group	Venue #	User
AAMI Stadium	AFL	2	CSV Load
ANZ Stadium	AFL	8	CSV Load
Aurora Stadium	AFL	9	CSV Load
Blacktown Park	AFL	17	CSV Load
Blundstone Arena	AFL	18	CSV Load

Group:

Tipping Venue Details report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Group	Select the tipping group to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description	Description of the venue.
Description / Group	Description of the group.
Venue #	Unique number identifying the venue.
User	User who last performed an edit.

Tipping Venue Maintenance screen

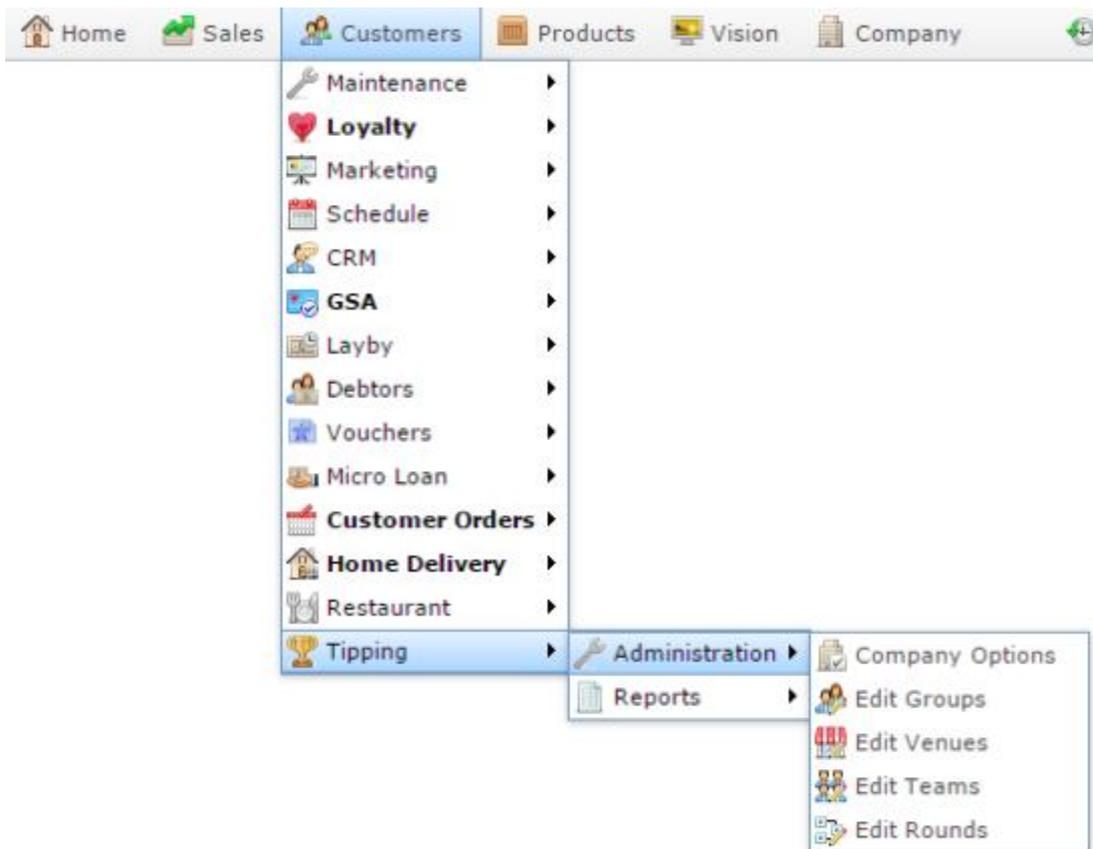
Use this screen to maintain the venues that teams compete at for each tipping group.

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

Opening the Tipping Venue Maintenance screen

To open the Tipping Venue Maintenance screen:

1. Press  Customers.
2. Press Tipping > Administration > Edit Venues.



The Tipping Venue Maintenance screen is displayed.

Tipping Venue Maintenance

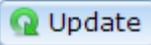
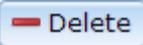
Group: AFL

Tipping Venues

Name	Number
AAMI Stadium	2
ANZ Stadium	8
Aurora Stadium	9
Blacktown Park	17
Blundstone Arena	18
Cazalys Stadium	14
Etihad Stadium	13
Gabba	5

New Update Delete

Tipping Venue Maintenance screen key fields and buttons

Field	Description
Group	Select the tipping group to edit.
Name	Type the name of the venue.
Number	A unique number to identify the venue.
 New	Press to create a new tipping venue.
 Update	Press to save changes to the tipping venues.
 Delete	Press to delete the selected tipping venues.

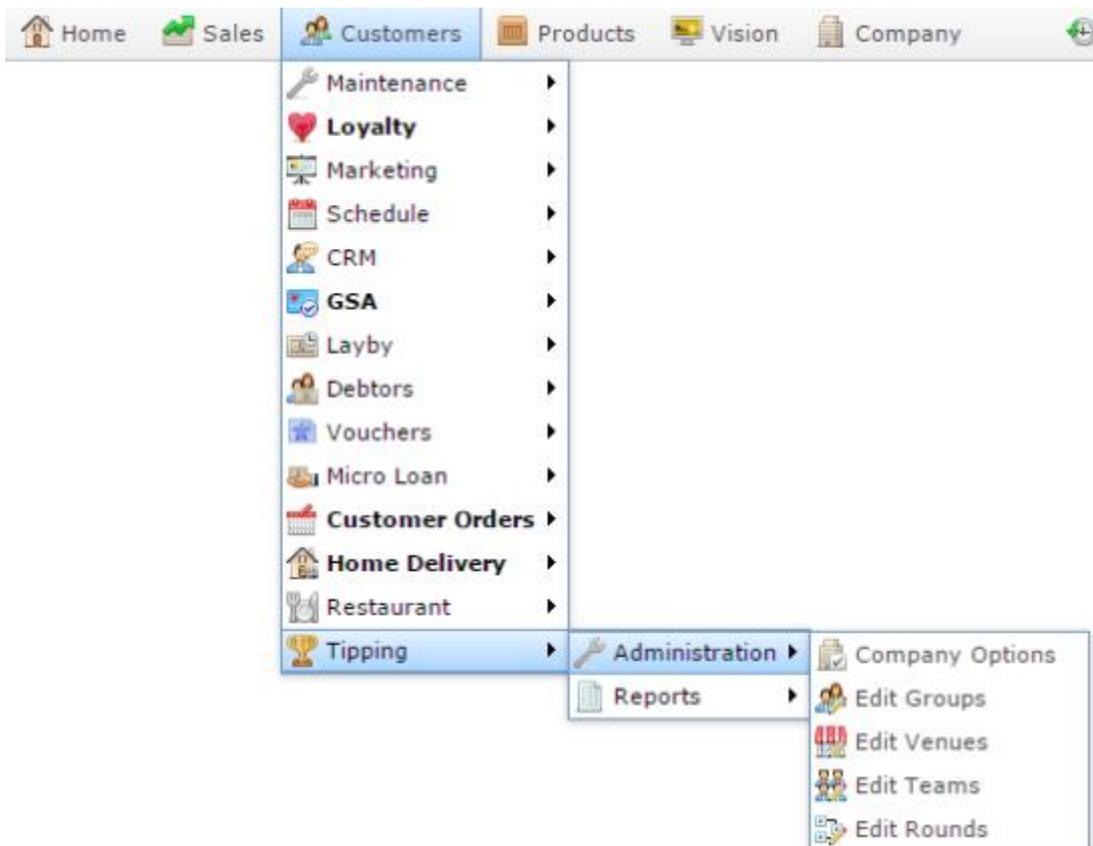
Creating a tipping team

Create a tipping team to record which teams played in games each round.

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

To create a tipping team:

1. Press  Customers
2. Press Tipping > Administration > Edit Teams.



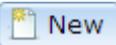
The Tipping Team Maintenance screen is displayed.

Tipping Team Maintenance

Group:

Tipping Teams

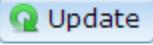
Name	Team Number
Adelaide Crows	1
Brisbane Lions	2
Carlton	3
Collingwood	4
Essendon	5
Fremantle Dockers	6
GW5 Glants	18
Geelong Cats	7

3. Press .

A new row is created in the grid.

4. Type the name of the team in the **Name** column.

Note: The **team Number** column is automatically populated by the Portal, you do not have to change this column.

5. Press .

The new team is created.

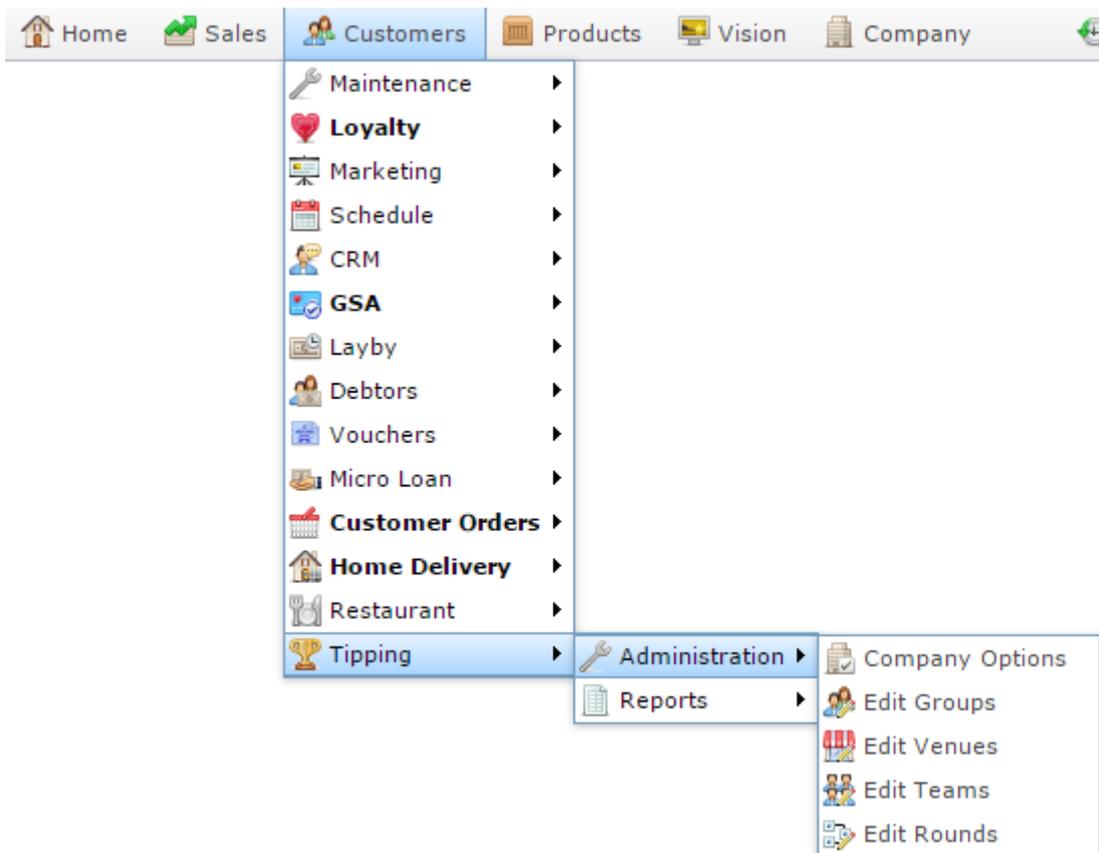
Editing a tipping team

Edit a tipping team when you want to rename it.

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

To edit a tipping team:

1. Press  Customers.
2. Press Tipping > Administration > Edit Teams.



The Tipping Team Maintenance screen is displayed.

Tipping Team Maintenance

Group:

Tipping Teams

Name	Team Number
Adelaide Crows	1
Brisbane Lions	2
Carlton	3
Collingwood	4
Essendon	5
Fremantle Dockers	6
GWS Giants	18
Geelong Cats	7

3. Make the required changes.

See *Tipping Team Maintenance* screen on page 40.

4. Press .

The team is edited.

Deleting a tipping team

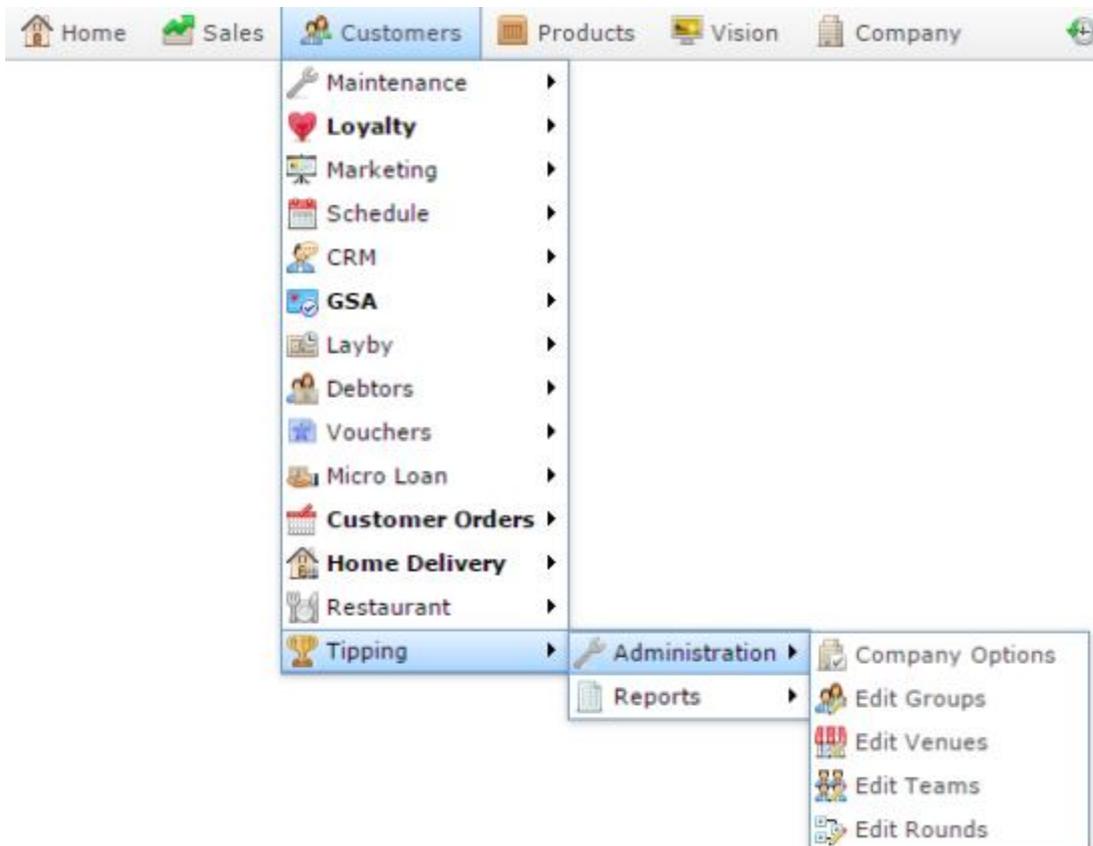
Delete a tipping team when you want to remove it from the Portal.

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

Note: You cannot delete teams in the middle of a season. If you need to change the teams, wait until the end of the session when the tipping information is archived and deleted.

To delete a tipping team:

1. Press  Customers.
2. Press Tipping > Administration > Edit Teams.



The Tipping Team Maintenance screen is displayed.

Tipping Team Maintenance

Group:

Tipping Teams

Name	Team Number
Adelaide Crows	1
Brisbane Lions	2
Carlton	3
Collingwood	4
Essendon	5
Fremantle Dockers	6
GWS Giants	18
Geelong Cats	7

3. Select the team you want to delete in the grid.

4. Press .

The team is deleted.

Tipping Teams Details report

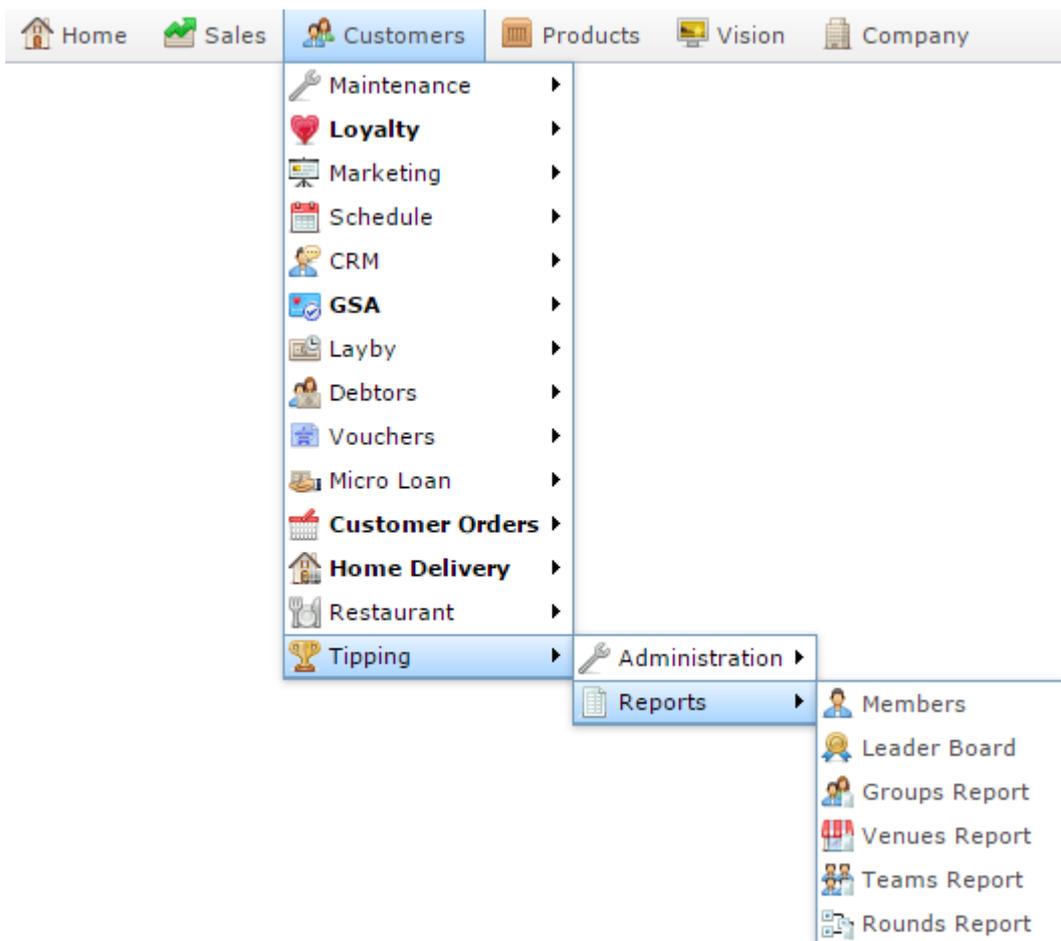
Use the Tipping Teams Details report to view the tipping teams available in the Portal.

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

Opening the Tipping Teams Details report

To open the Tipping Teams Details report:

1. Press  Customers from the menu bar.
2. Press Tipping > Reports > Teams Report.



The Tipping Teams Details report is displayed.

Tipping Teams Details

Description	Group	Image #
Adelaide Crows	AFL	1
Brisbane Lions	AFL	2
Carlton	AFL	3
Collingwood	AFL	4
Essendon	AFL	5

Group

AFL 

[Add to Favourites](#)

Tipping Teams Details report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Group	Select the tipping group to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description	Description of the team.
Description / Group	Description of the group.
Image #	Unique number identifying the team logo to display on the tipping kiosk.

Tipping Team Maintenance screen

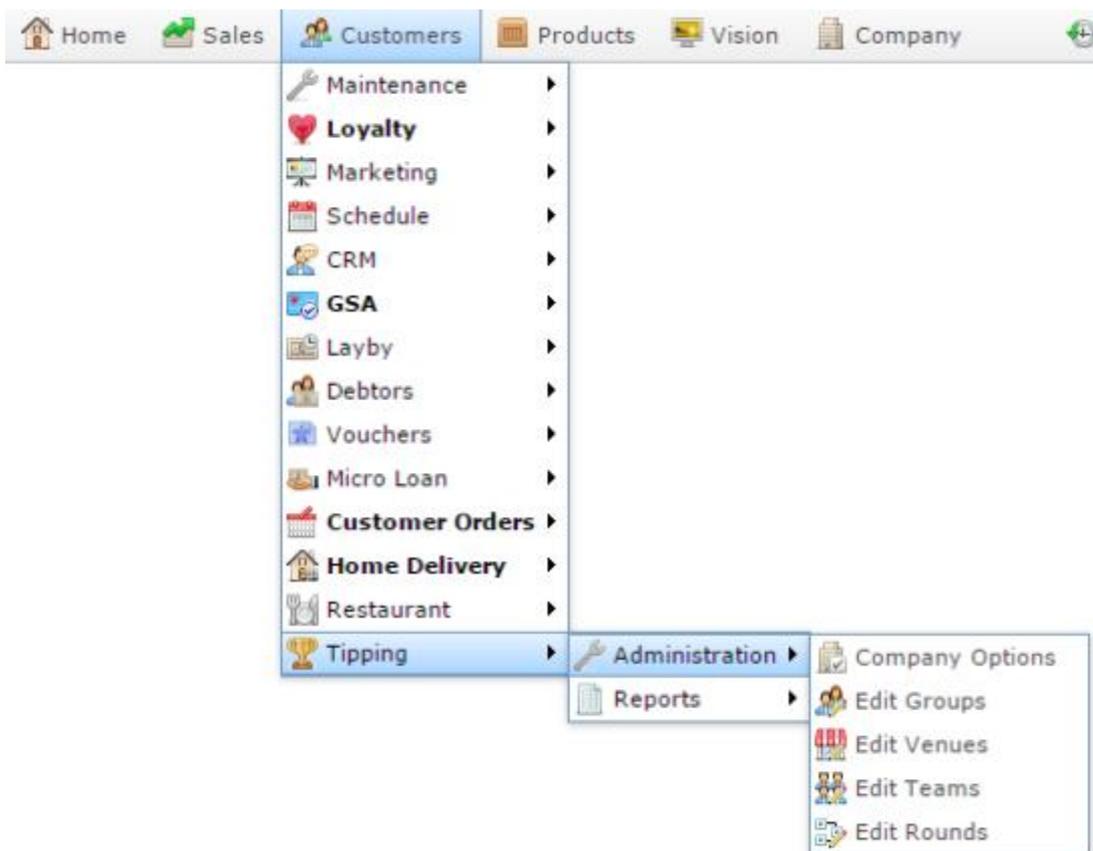
Use this screen to maintain the teams that compete in each tipping group.

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

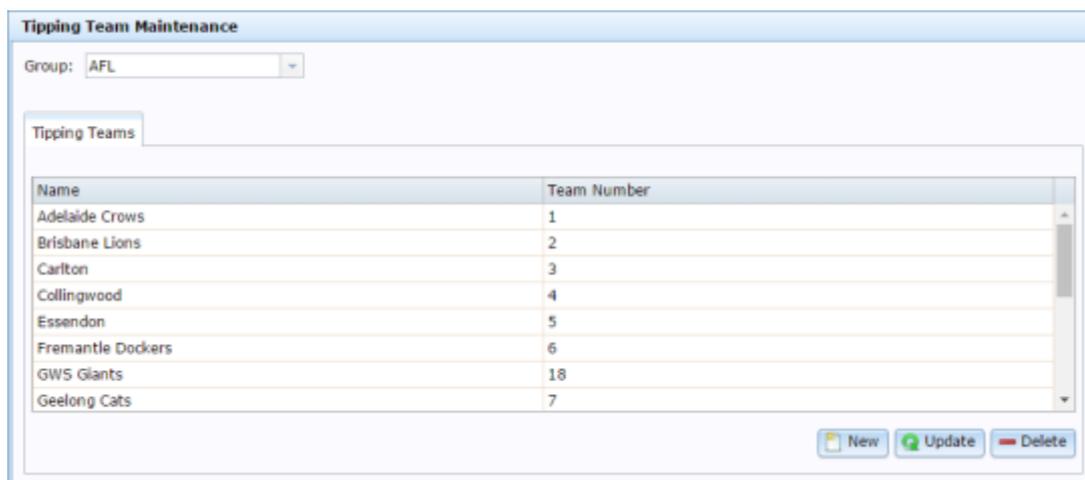
Opening the Tipping Team Maintenance screen

To open the Tipping Team Maintenance screen:

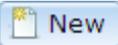
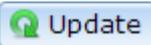
1. Press  Customers.
2. Press Tipping > Administration > Edit Teams.



The Tipping Team Maintenance screen is displayed.



Tipping Team Maintenance screen key fields and buttons

Field	Description
Group	Select the tipping group to edit.
Name	Type the name of the team.
Team Number	A unique number to identify the team.
 New	Press to create a new tipping team.
 Update	Press to save changes to the tipping teams.
 Delete	Press to delete the selected tipping teams.

Creating a game in a tipping round

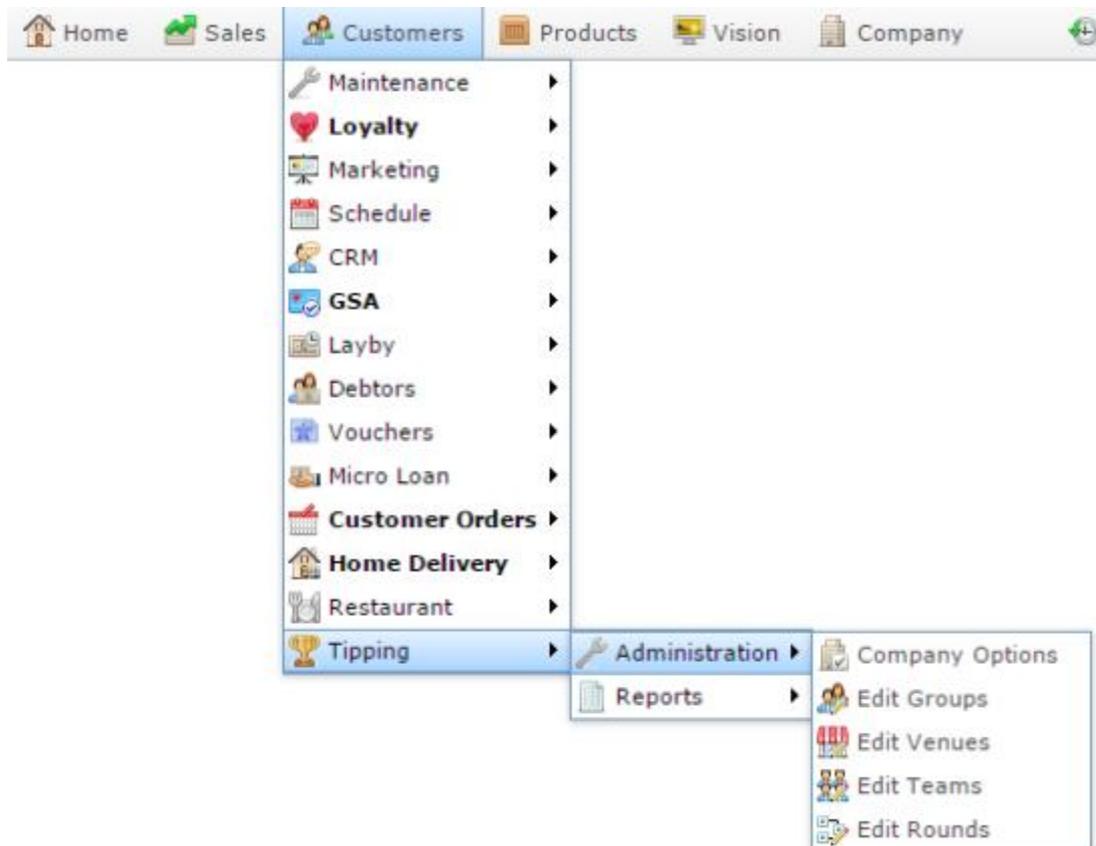
Create a game in a tipping round to record two teams playing, where and when they played and who won.

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

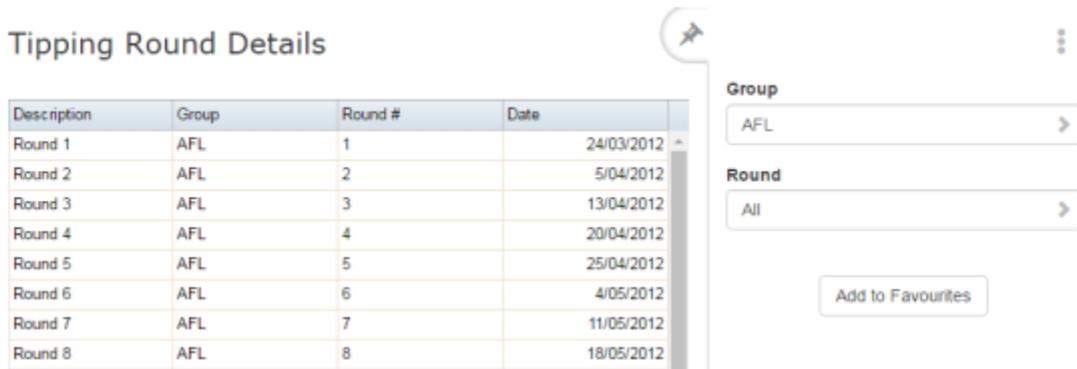
Note: Game rounds are defined by the organisations that control the sport, and cannot be changed. You cannot create a new round in the Portal.

To create a game in a tipping round:

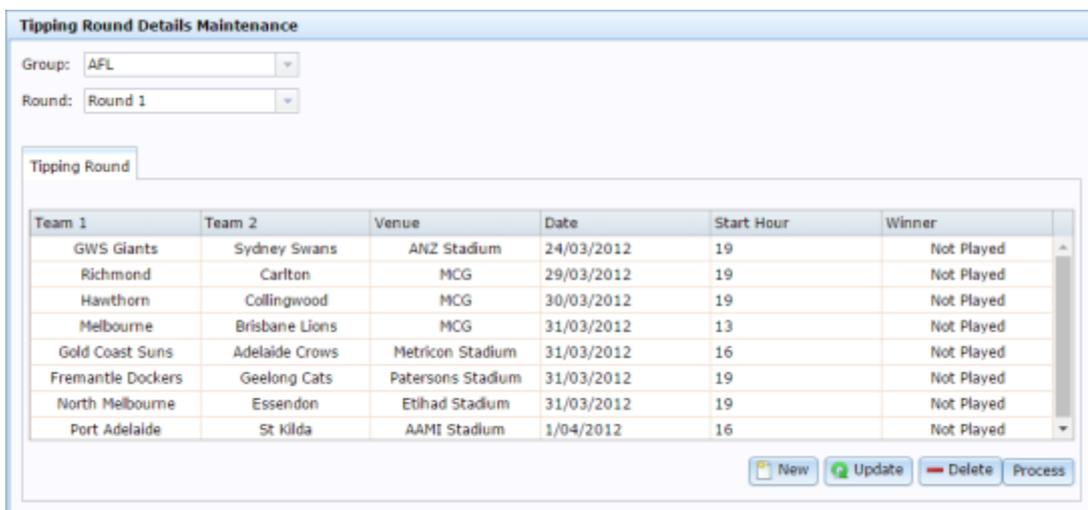
1. Press  Customers.
2. Press Tipping > Administration > Edit Rounds.



The Tipping Round Details report is displayed.



3. Press the **Description** of the round you want to view or edit.
The Tipping Round Details Maintenance screen is displayed.



4. Press  **New**.

A new row is added to the bottom of the grid.

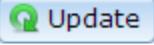
Note: The row is automatically populated with the first alphabetical teams in the list. It is not blank.

5. Select the home team to play in the **Team 1** drop-down list.

Note: This should be the team playing at their own local venue.

6. Select the away team to play in **Team 2** drop-down list.
7. Select the venue the teams will play at in the **Venue** drop-down list.
8. Select the date the teams will play in the **Date** column.
9. Type the hour the teams will start the game in the **Start Hour** column.

Note: Start Hours are in 24-hour time. For example, **7:00pm** is written as **19**. Round to the nearest hour, do not use minutes.

10. Select the winner of the game in the **Winner** drop-down list.
11. Press .

The game is added to the round.

Editing a tipping round

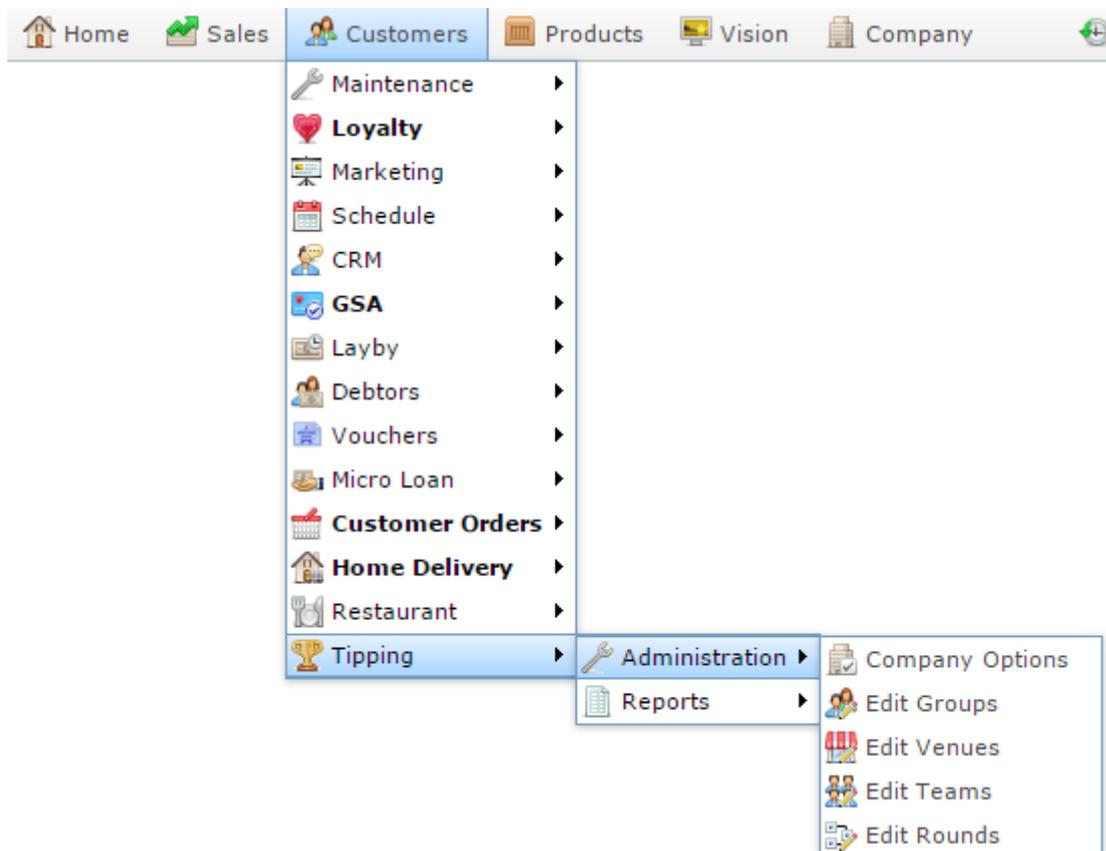
Edit a tipping round when you want to change:

- The teams that played.
- The venue teams played at.
- The date and times teams played.
- Who won a game.

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

To edit a tipping round:

1. Press  Customers.
2. Press Tipping > Administration > Edit Rounds.



The Tipping Round Details report is displayed.

Tipping Round Details

Description	Group	Round #	Date
Round 1	AFL	1	24/03/2012
Round 2	AFL	2	5/04/2012
Round 3	AFL	3	13/04/2012
Round 4	AFL	4	20/04/2012
Round 5	AFL	5	25/04/2012
Round 6	AFL	6	4/05/2012
Round 7	AFL	7	11/05/2012
Round 8	AFL	8	18/05/2012

Group

Round

- Press the **Description** of the round you want to view or edit.
 The Tipping Round Details Maintenance screen is displayed.

Tipping Round Details Maintenance

Group:

Round:

Tipping Round

Team 1	Team 2	Venue	Date	Start Hour	Winner
GWS Giants	Sydney Swans	ANZ Stadium	24/03/2012	19	Not Played
Richmond	Carlton	MCG	29/03/2012	19	Not Played
Hawthorn	Collingwood	MCG	30/03/2012	19	Not Played
Melbourne	Brisbane Lions	MCG	31/03/2012	13	Not Played
Gold Coast Suns	Adelaide Crows	Metricon Stadium	31/03/2012	16	Not Played
Fremantle Dockers	Geelong Cats	Patersons Stadium	31/03/2012	19	Not Played
North Melbourne	Essendon	Etihad Stadium	31/03/2012	19	Not Played
Port Adelaide	St Kilda	AAMI Stadium	1/04/2012	16	Not Played

- Make the required changes.
 See *Tipping Round Details Maintenance* screen on page 53.
- Press .
 The round is edited.

Deleting a game from a tipping round

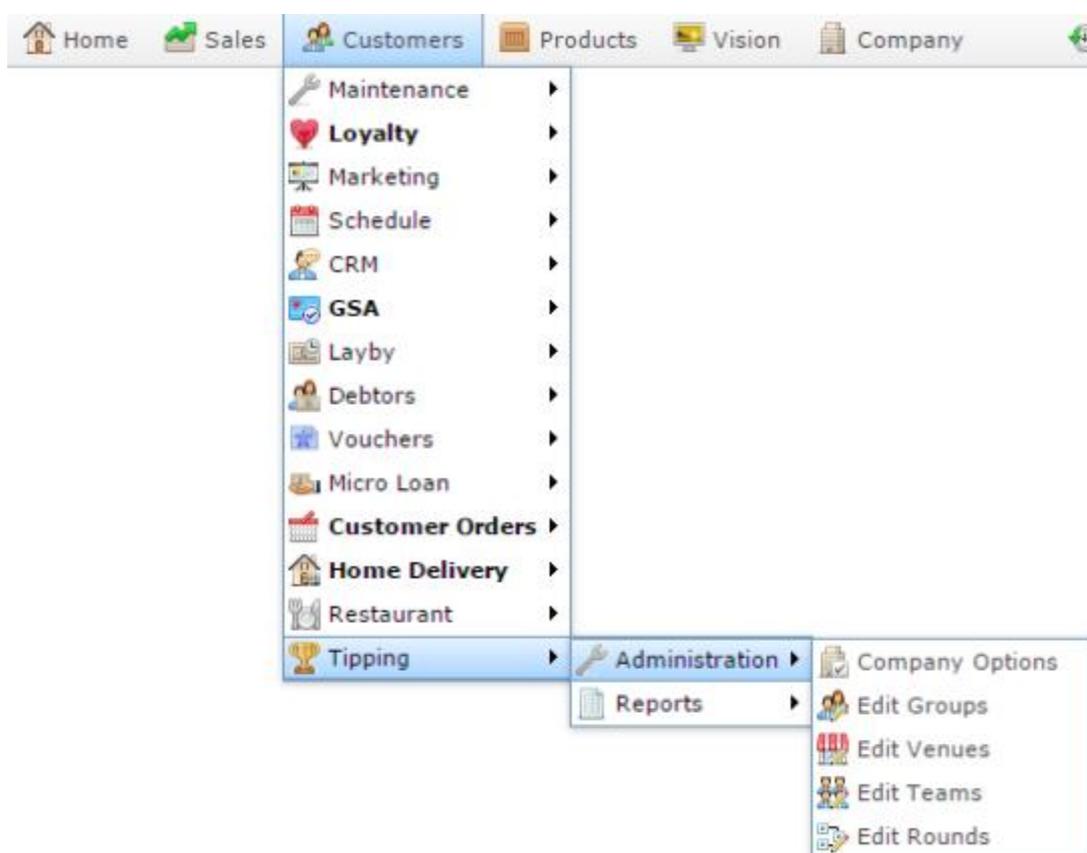
Delete a game from a tipping round when you do not want the game processed for tipping points.

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

Note: Game rounds are defined by the organisations that control the sport, and cannot be changed. You cannot delete an entire round in the Portal.

To delete a game from a tipping round:

1. Press  Customers.
2. Press Tipping > Administration > Edit Rounds.



The Tipping Round Details report is displayed.

Tipping Round Details

Description	Group	Round #	Date
Round 1	AFL	1	24/03/2012
Round 2	AFL	2	5/04/2012
Round 3	AFL	3	13/04/2012
Round 4	AFL	4	20/04/2012
Round 5	AFL	5	25/04/2012
Round 6	AFL	6	4/05/2012
Round 7	AFL	7	11/05/2012
Round 8	AFL	8	18/05/2012

Group:

Round:

3. Press the **Description** of the round you want to view or edit.
The Tipping Round Details Maintenance screen is displayed.

Tipping Round Details Maintenance

Group:

Round:

Tipping Round

Team 1	Team 2	Venue	Date	Start Hour	Winner
GWS Giants	Sydney Swans	ANZ Stadium	24/03/2012	19	Not Played
Richmond	Carlton	MCG	29/03/2012	19	Not Played
Hawthorn	Collingwood	MCG	30/03/2012	19	Not Played
Melbourne	Brisbane Lions	MCG	31/03/2012	13	Not Played
Gold Coast Suns	Adelaide Crows	Metricon Stadium	31/03/2012	16	Not Played
Fremantle Dockers	Geelong Cats	Patersons Stadium	31/03/2012	19	Not Played
North Melbourne	Essendon	Etihad Stadium	31/03/2012	19	Not Played
Port Adelaide	St Kilda	AAMI Stadium	1/04/2012	16	Not Played

4. Select the game you want to delete in the grid.
5. Press .
The game is deleted.

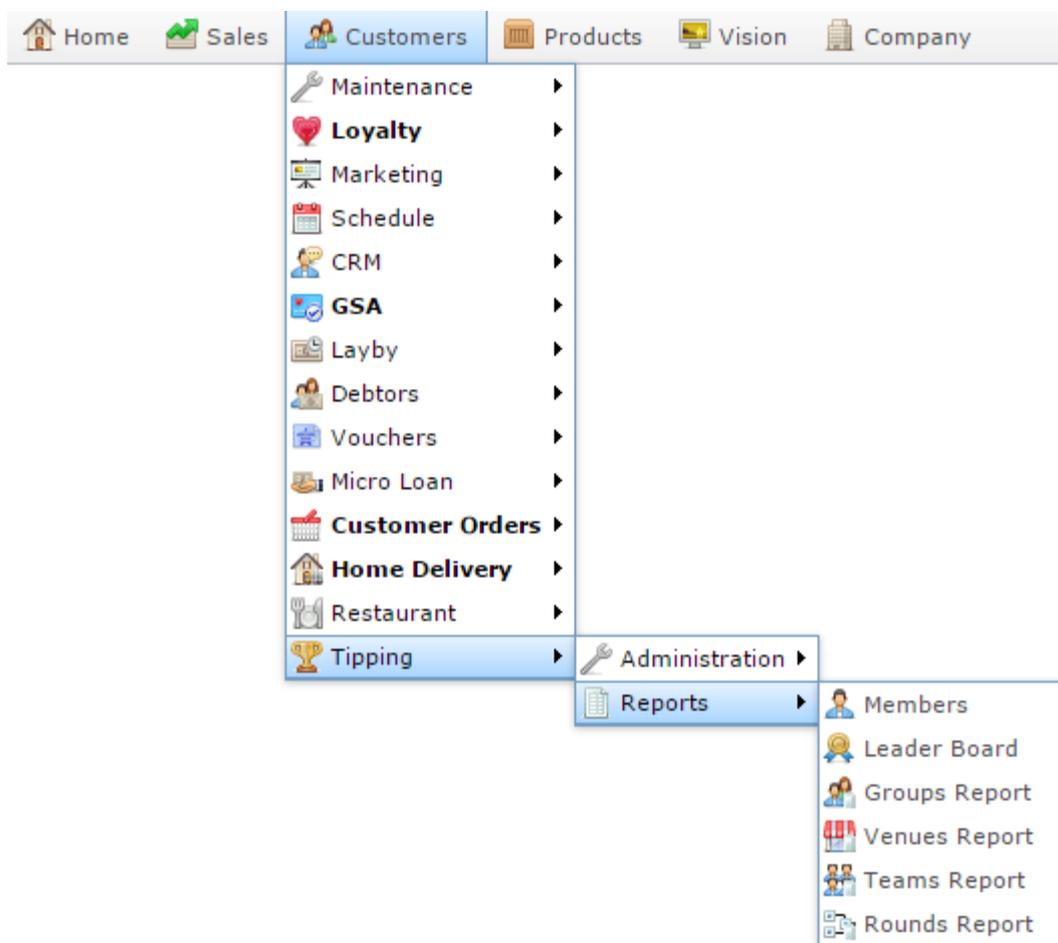
Tipping Round Details report

Use the Tipping Round Details report to view the tipping rounds in the Portal.

Opening the Tipping Round Details report

To open the Tipping Round Details report:

1. Press  Customers from the menu bar.
2. Press Tipping > Reports > Rounds Report.



The Tipping Round Details report is displayed.

Tipping Round Details

Description	Group	Round #	Date
Round 1	AFL	1	24/03/2012
Round 2	AFL	2	5/04/2012
Round 3	AFL	3	13/04/2012
Round 4	AFL	4	20/04/2012
Round 5	AFL	5	25/04/2012
Round 6	AFL	6	4/05/2012
Round 7	AFL	7	11/05/2012
Round 8	AFL	8	18/05/2012

Group

AFL

Round

All

Add to Favourites

Tipping Round Details report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
<input type="button" value="Add to Favourites"/>	Press to add this report to your Portal favourites for easier access.
Round	Select the round to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description	Description of the round.
Description / Group	Description of the group.
Round #	The number identifying the round.
Date	Date the round edited.

Tipping Round Details Maintenance screen

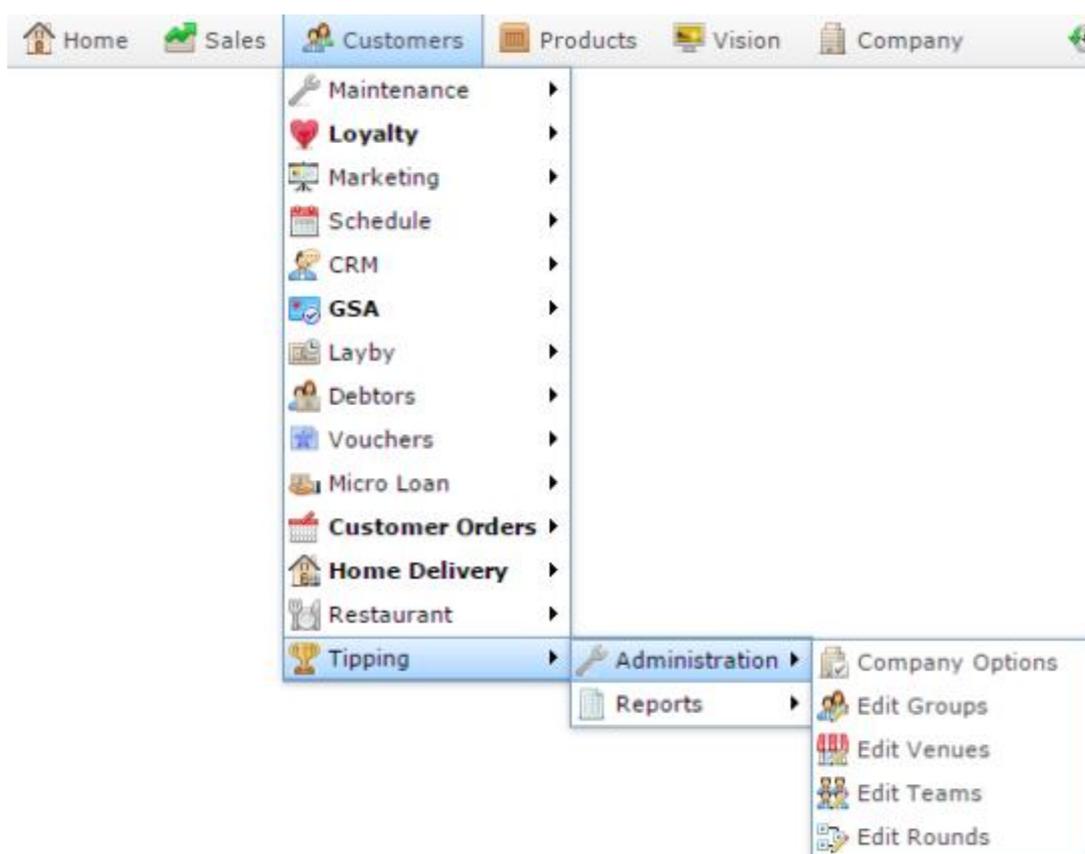
Use this screen to maintain the rounds of competition in each tipping season.

Note: Only Master Administrators can create and edit tipping information. Contact AMC Convergent IT if you need assistance setting up tipping.

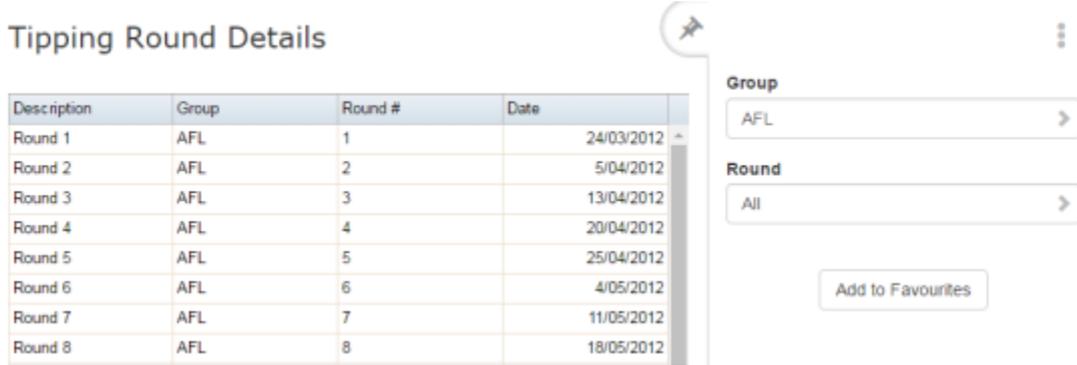
Opening the Tipping Round Details Maintenance screen

To open the Tipping Round Details Maintenance screen:

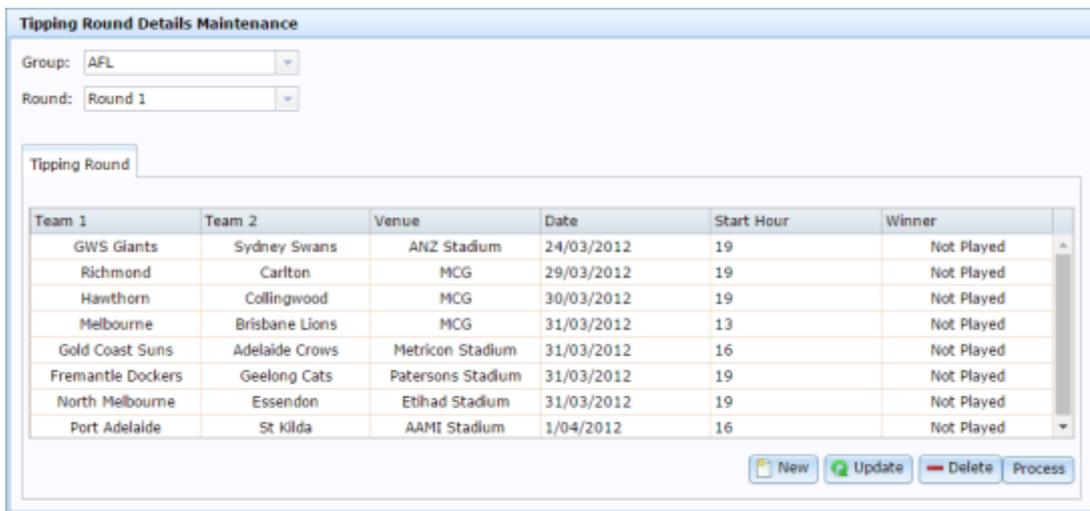
1. Press  Customers.
2. Press Tipping > Administration > Edit Rounds.



The Tipping Round Details report is displayed.

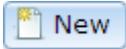
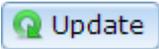
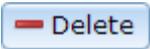
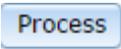


3. Press the **Description** of the round you want to view or edit.
The Tipping Round Details Maintenance screen is displayed.



Tipping Round Details Maintenance screen key fields and buttons

Field	Description
Group	Select the tipping group to edit.
Round	Select the tipping round to edit.
Team 1	The name of a team competing in this round.

Field	Description
Team 2	The name of the team competing against team 1 this round.
Venue	The venue these teams compete at this round.
Date	The date these two teams compete this round.
Start Hour	The time the game starts between these two teams this round.
Winner	The name of the team that won the game this round.
 New	Press to create a new game in this tipping round.
 Update	Press to save changes to this tipping round.
 Delete	Press to delete the selected games in this tipping round.
 Process	Press to process the tipping participant's points for this round.

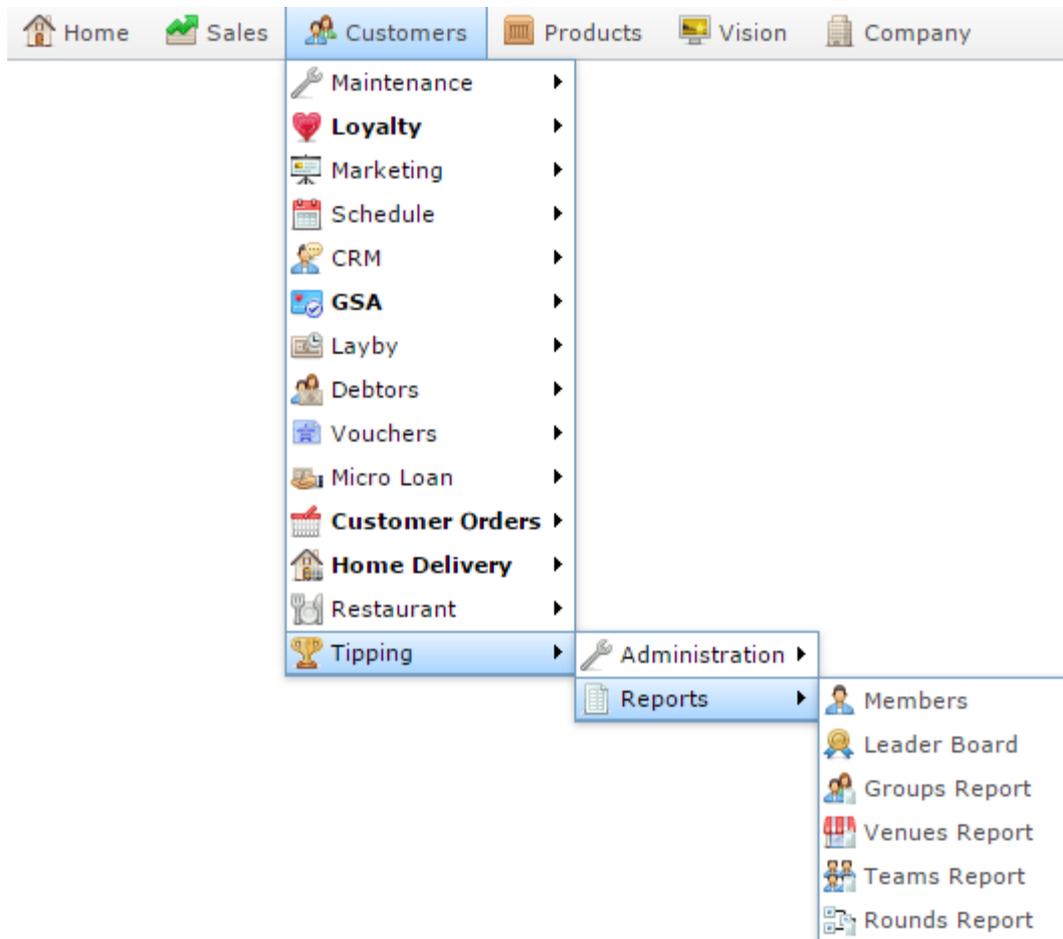
Tipping Member report

Use the Tipping Member report to view participants' details in the Portal.

Opening the Tipping Member report

To open the Tipping Member report:

1. Press  Customers from the menu bar.
2. Press Tipping > Reports > Members.



The Tipping Member report is displayed.

Tipping Member Report

Name	Card #	Mobile	Phone	Email	Post Code
Bird,Bob	2100999999999	411103370			

Group

All >

Home Site

All >

Card Type

Default >

Round

All >

Add to Favourites

Tipping Member report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Group	Select the tipping group to report on.
Home Site	Select the home site to filter the report to.
Round	Select the round to report on.
CardType	Select the filter the report to a card type.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Name	Name of the participant.
Card #	Unique number identifying the participant.
Mobile	Participant's mobile number.
Phone	Participants phone number.
Email	Participant's email address.
Postcode	Participant's post code.

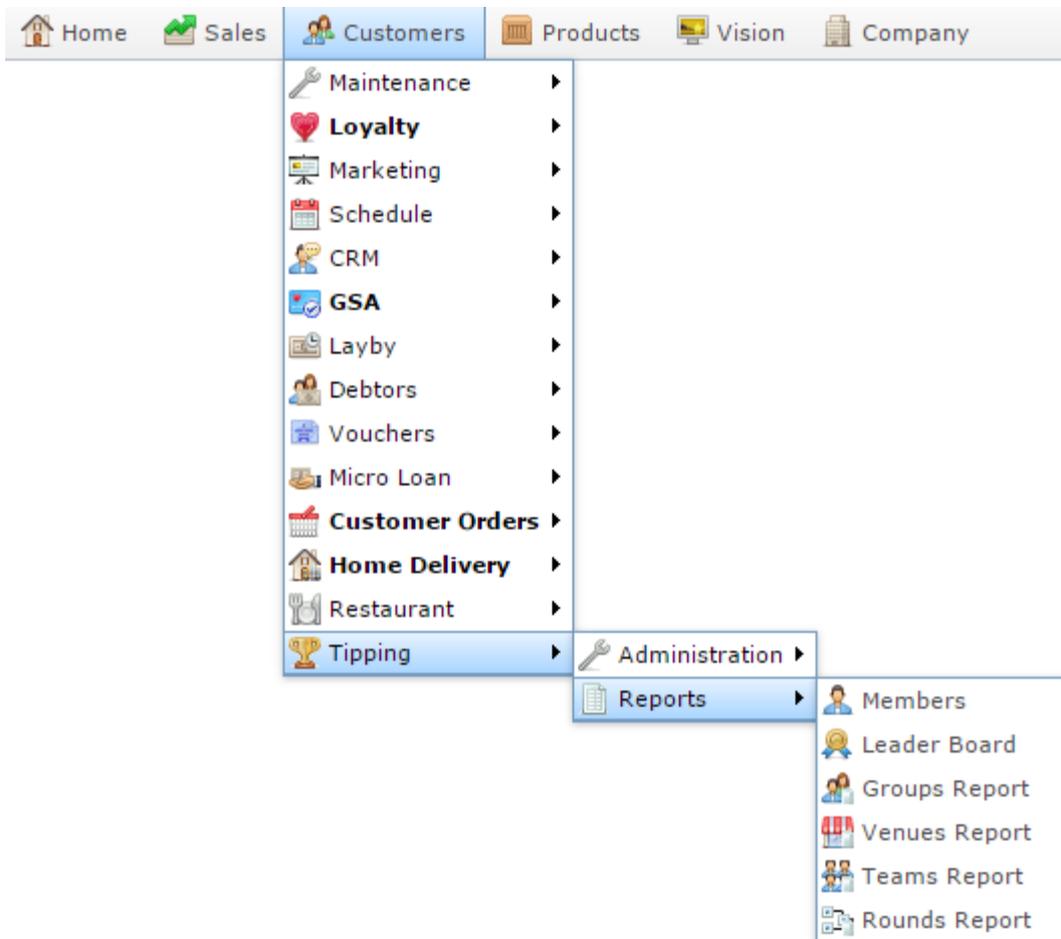
Tipping Round Scores report

Use the Tipping Round Scores report to view individual's tipping progress in the Portal.

Opening the Tipping Round Scores report

To open the Tipping Round Scores report:

1. Press  Customers from the menu bar.
2. Press Tipping > Reports > Leader Board.



The Tipping Round Scores report is displayed.

Tipping Round Scores

Name	Card #	Tipped	Given	Total	Rank
Bird,Bob	2100999999999 0	0	0	0	10000

Group
AFL >

Round
All >

Home Site
All >

Card Type
Default >

[Add to Favourites](#)

Tipping Round Scores report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
<input type="button" value="Add to Favourites"/>	Press to add this report to your Portal favourites for easier access.
Group	Select the tipping group to report on.
Home Site	Select the home site to filter the report to.
Round	Select the round to report on.
CardType	Select the filter the report to a card type.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Name	Name of the participant.
Card #	Unique number identifying the participant.
Tipped	Points awarded to the participant from successful tipping. 1 point is awarded for each team the participant picked correctly each round.
Given	Points awarded to the participant by default, when the participant did not tip a game, and the away team won.
Total	Total points accrued by the participant.
Rank	Participant's current tipping rank.

Glossary

Account

An account is a general ledger structure that categorises particular kinds of income or expenditure for financial reports.

Advertising label

An advertising label is a large label designed to advertise the price of an item.

Appointment (Scheduler)

An appointment is an entry for a customer in the Scheduler that represents one or more specific services scheduled at a particular time for the customer. It can be retrieved by the Point of Sale and added to a transaction. Appointments can be rescheduled, cancelled or duplicated.

Aged balance

An aged balance is an amount of money owed that has been adjusted to factor an interest rate applied over time. For example: you owe a creditor \$1000, with a 10% interest. You pay \$700, leaving \$300 still to pay. After the interest period elapses, 10% interest is applied to the remaining \$300. Your aged balance is now \$330.

Balance

A balance is the total amount of money owed either by yourself to a creditor, or by a debtor to you. A balance may be:

- Positive, indicating money is owed.
- Zero, indicating no money is owed.
- Negative, indicating the party who owed money has over-paid. For example, if you pay a creditor \$1000 when you only owed \$999, your balance would be -\$1.

Barcode

A barcode is a string of numbers that links to an item. Items can have multiple barcodes assigned to them. Some barcodes called Price Embedded Barcodes encode information such as the quantity, weight or price of the item into the barcode. You can configure different types of price embedded barcodes in the Portal.

Batch (kit manufacture)

When manufacturing kits, a batch identifies a single point in time where a specified number of kits were manufactured together.

Batch (stock take)

When performing a continuous stock take, a batch identifies a collection of items scanned at one time by one or more PDTs.

Brand

A brand is a means of identifying items that belong to the same product line. Items can only have one brand, but items from different suppliers may have the same brand.

Bonus loyalty points

Bonus loyalty points are additional loyalty points accrued for certain activities, such as purchasing particular items, or participating in a promotion. Bonus points are accrued in addition to regular loyalty points.

Bulk discount

A bulk discount is a discount on the purchase price that is offered when a certain number of units or weight of an item is purchased in a single transaction. An item can have different discount amounts depending on the number or amount purchased.

Company

A company represents your organisation within the Portal. A company can have one or more sites, representing physical locations of stores, including online stores. Some Portal configurations and features affect the entire company, other configurations can be specified per site.

Complete Order

A customer order is complete when:

- The order has been fulfilled on the Portal.
- The order has been marked as paid in full on the Portal or the customer has paid the remaining amount on the Point of Sale.
- The order has been collected or delivered.

Contract

A contract is a set of rules dictating the price, quantity and incentives offered by a supplier for a specific item, used by the Portal when calculating the best supplier to purchase a particular quantity of that item. Each contract relates to a single supplier and item, and you can have multiple contracts for each supplier and each item.

Controlled purchase order / Controlled requisition

A controlled purchase order or requisition cannot be finalised until it has been authorised by Head Office.

Cost matrix / price matrix

A cost matrix or price matrix is a means by which the Portal can automatically calculate the price of an item at each price level based on the item's supplier cost. You can create multiple cost levels, so that the price levels of an item that cost \$5 might be calculated very differently from an item that cost \$10.

A price matrix can be:

- Department-based, where all items within a department follow the same cost level rules.
- Supplier-based, where all items from the same supplier follow the same cost level rules.

Only one method can be used. You can also elect to use neither.

Credit adjustment

A credit adjustment adds credit to a balance, decreasing the amount of money owed. For example, if you owed a creditor \$100, a \$10 credit adjustment would mean you owed \$90. Credit adjustments are usually used to correct errors. If you need to decrease money owed due to a refund or return, you should use a credit note instead.

Credit limit

A credit limit is the maximum amount of money a debtor is allowed to owe your organisation at any one time. For example, if a debtor's credit limit is \$1000 and they already owe \$900, they can only go into debt to the value of another \$100.

Credit note

A credit note adds credit to a balance, decreasing the amount of money owed. It is usually created when a balance needs to be adjusted due to a return, refund or rebate.

Creditor

A creditor is an entity to whom your company owes money. They may be a supplier, providing the items your company sells, or they may provide another service, such as a cleaner. The Portal treats suppliers and creditors the same. They have a balance tracking how much you owe them, and a credit limit that determines how much your company is allowed to owe them at a time.

Creditor contract

A creditor contract is an agreement between your company and a creditor or supplier to supply a set quantity of an item at a set price for a set period of time.

Creditor payment

A creditor payment is a Portal record of paying invoices or debit adjustments. More than one invoice or debit adjustment may be paid either partially or in full in a single payment record. Creditor payments are a Portal record only and are not connected to your bank account.

Cross-reference

A cross-reference records the supplier's internal item code for an item to streamline the ordering process. Cross-references can make stock receipting easier, if suppliers use their internal codes on delivery dockets. Cross-references are also required to use the Portal Data Interchange (PDI) feature.

Colour

A colour is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

Customer

A customer on the iZen Point of Sale is a person or organisation who purchases items in advance, to be collected or delivered at a later date. Customers may also have debtor accounts, where they are allowed to owe money to your organisation and can pay off that debt via the Point of Sale.

A customer on the Portal is a person who has interacted with your company in some way: they may have signed up for a loyalty member, ordered items from your company, opened a debtor account, requested a quote or has some other kind of interaction that created a customer account with their details in the Portal system. A customer may also be a loyalty member, marketing member or a debtor.

Debtor

A debtor is a customer who has been extended a line of credit by your organisation: they are allowed to owe a certain amount of money (up to their credit limit) to your organisation with the agreement the amount is paid off before a set period of time, which allows them to buy large quantities of goods, or buy items frequently and make payments at a later time. Customer orders that have not yet been collected or completed are not counted as "money owed". Customer accounts are separate from debtor accounts, and not all customers are debtors.

Debtor balance

A debtor balance is the amount a debtor currently owes your organisation. This amount only includes finalised transactions that have been added to the debtor's account for future payment, and does not include orders that have not been completed or collected yet.

Debtor contract

A debtor contract is an agreement between your company and a debtor, where they can purchase a set quantity of an item at a set price for a set period of time.

Debit adjustment

A debit adjustment debits a balance, increasing the amount of money owed. For example, if you owed a creditor \$100, a \$10 debit adjustment would mean you owed \$110. Debit adjustments are usually only used for corrections. If you need to record a charge due to an order of goods or services, you should use an invoice.

Delivery docket

A delivery docket is a type of stock receipt that records the incoming stock without creating a creditor invoice. Delivery dockets cannot record delivery fees or discounts. You can match delivery docket stock receipts to creditor invoices.

Department

A department is a means of categorising items in your inventory. Items can belong to only one department. Depending on your Portal configuration, you may have up to five levels of departments in a hierarchy, by default called Departments, Sub Departments, Categories, Sub Categories and Ranges.

Note: This documentation uses the Portal default names for these levels: Department and Division. Your Portal may be configured to use different names, but the function is the same. You can see the names and levels your Portal uses in the Department Layers tab of Company Maintenance.

Department cost level

A department cost level is a rule used by the Portal to automatically calculate prices for items within a certain cost bracket, according to how much they cost. For example, items below \$5 might be priced at 2 x cost. Items between \$5 and \$10 might be priced at 1.8 x cost.

Department promotion

A department promotion is a promotion that applies to all items within a specific department. A department promotion allows you to provide a discount for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Discount

A discount is a reduction in the price of an item. Discounts can apply to:

- A selected item, calculated either per-unit or per-line.
- The whole transaction, calculated per-unit or per-line for every item in the transaction.

Note: Some items may have discount maximums. If the discount you select is greater than the maximum discount allowed for the item, the item is only discounted up to its maximum level.

Per-unit discounts can:

- Reduce an item's price by a percentage of the original price. For example, 10% off.
- Reduce an item's price by a flat amount. For example, \$1 off.
- Set the per-unit price to a set amount. For example, \$5 per item.
- Set the price of the item to its cost price plus a set amount.
- Remove the tax of an item.

Per-line discounts can:

- Cap the total price for an item line to a predetermined amount. For example, the line total may be anything up to a maximum of \$10.
- Set the total price for an item line to a predetermined amount. For example, the line total is \$10.

A discount may also prompt the operator for a discount amount.

Note: The item and transaction discounts available and the item discount maximums are configured in the Portal.

Note: Special discounts such as some senior citizens' or disability discounts make an item tax exempt. If a tax exempt discount is applied, the customer must supply their Senior Citizen or Tax Exempt ID during the tender process in order to receive the discount. The Point of Sale displays the discount as if from the normal tax-inclusive price.

Division

Divisions are top-level classifications for departments in your company. The Portal offers two kinds of divisions to support the Oracle financial interfaces: Reporting and Financial. Each department belongs to a single reporting division and a single financial division.

DSD

A DSD is an external supplier that is not part of your company. You may configure different rules and restrictions for direct suppliers than are used for the company warehouse. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.

Employee

An employee is a member of your company staff that you want to roster on to your staff schedule. Employees may or may not have access to Portal and Point of Sale systems, depending on their privileges and account status.

Fashion

Fashion is the Portal feature that allows you to create variation of items, such as different colours, sizes and styles of the same item. The default labels of colour, size and style can be changed to something that suits your inventory.

Family card

A family card is a loyalty card that is linked to the loyalty cards of other customers who are immediate family members. Family cards may share loyalty points.

Fixture

A fixture is a physical structure or defined area within your site that contains stock. This may include gondolas, counters, refrigerators, back-room receipt trolleys, tables, wall sections or any other area that regularly contains stock on your site. Fixtures are used primarily during stock take.

Frequent shopper item

A frequent shopping item is an item that gives loyalty members additional loyalty rewards for purchasing it.

Gambling machine

A gambling machine is a single, specific machine at a gambling venue, such as a slot machine.

Gambling session

A gambling session is a period of continuous gambling.

Gambling spin

A gambling spin is a single instance of betting, for example betting on one round of a slot machine.

Gambling venue

A gambling venue is a place that provides gambling machines for customers to use. A venue may have multiple gambling machines.

Global price change

A global price change is an instruction to change the price of an item in the future, either at a single site, or across several sites at the same time.

Group promotion

A group promotion is a promotion that applies to all items within a group that you define. A group promotion allows you to provide a free item or a discount for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Group purchase order

A group purchase order is a purchase order that combines the requisitions from several sites into one purchase order. Stock levels can be allocated to each site during the creation of the order.

GSA card

A GSA (Gambler's Subtle Assist) card is a card that anonymously identifies a gambling customer to the Portal, and helps prevent problem gambling by allowing a customer to set limits to their gambling time, periods and amounts.

Home delivery

Home delivery is a feature that allows customers to order their items online, over a phone or by mail, and have them delivered to their house.

Interest rate

An interest rate dictates the amount of interest that is charged on overdue debts by your company.

Inventory

The inventory is the Portal feature of maintaining all items that you offer for sale in your company.

Invoice

An invoice details an amount owed by an entity such as your company or a debtor, and the goods or services that incurred that cost. An invoice usually details the period of time by which it must be paid.

You can also receipt stock using an invoice. An invoice stock receipt automatically creates an invoice for that creditor in your Portal records, and allows you to record additional information such as delivery fees and discounts.

Inter-branch transfers (IBT)

An inter-branch transfer is a transfer of stock from one site within a company to another.

Item

An item represents a good or service provided by your organisation. Items are added to transactions in order to sell or return them. An item will include information about its:

- Barcode.

Note: An item can have more than one barcode.

- Description.
- Unit of measurement, for example an item may be sold by weight or as individual units.
- Price per unit of measurement.

Items also have additional information stored on the Portal, such as stock on hand, promotions and discount maximums.

Item group

An item group is a group of items created for reporting purposes. For example, items that are frequently sold in an impulse purchase fixture. Items can belong to multiple groups.

Item label

An item label is a label with price and barcode information for that item. It is usually attached to each unit of the item, whereas a shelf label provides a single label to describe all units of that item on the shelf.

Item options

Items can be modified with options to detail the customer's specific request. For example, a coffee order may contain soy milk or extra sugar. The options available for each item must be configured in the Portal.

Item type

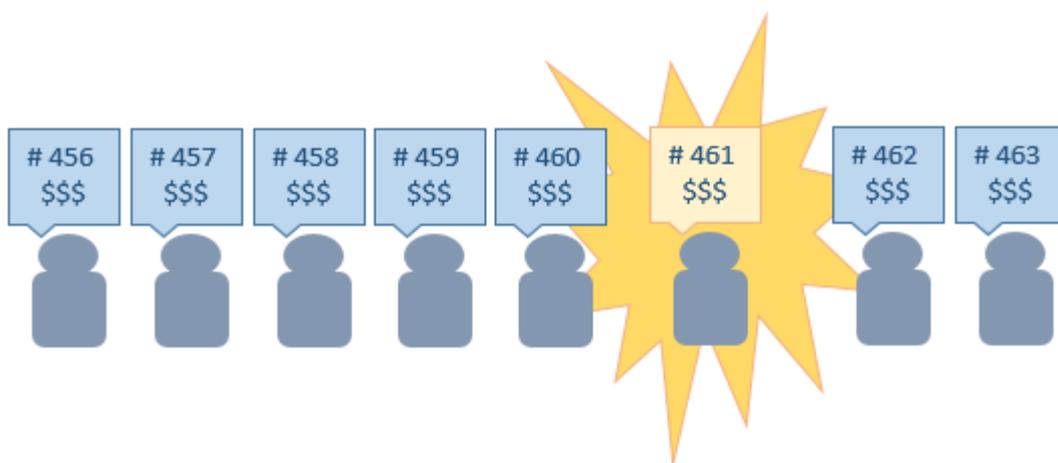
An item type is a way of categorising items for reporting purposes. Items can have only one type.

Item variation

An item variation is an item that uses Fashion variations of colour, size and style. The default labels of colour, size and style may be renamed for your Portal configuration.

Jackpot

A jackpot is a prize of loyalty points that accrue over a period from eligible transactions that are awarded to a randomly-selected transaction.



Journal

A journal is a unique code identifying a date, site and terminal for a transaction within the Portal.

Kit

A kit is an item that is made up of several other items in your inventory. The kit item itself does not have a stock-on-hand. Instead, when a kit item is sold, the stock-on-hand of the component items is decreased accordingly.

Label

A label is attached to an item or a nearby fixture and displays information about that item, such as the item's price, best before date and quantity, cooking or nutritional information, or a barcode. Labels can be printed via the Point of Sale.

Layby

A layby is a transaction where a customer commits to purchase a selection of items at a future date. The customer must pay the full balance by the due date or forfeit the items. The site commits to set the items aside for the customer, so they can be collected when the layby is paid in full. Depending on the company policy, laybys may incur additional setup fees, or require the customer to pay a minimum deposit when opening the layby.

Laybys can only be created and paid for through the Point of Sale, and can only be edited or cancelled on the Portal. Layby collection is not recorded.

Loyalty

Loyalty is a system to encourage customers to return to your organisation. For example, by:

- Offering discounts on purchases.
- Offering exclusive promotions.
- Allocating points for each purchase that can be redeemed on future purchases.

Loyalty is configured for your organisation on the Portal.

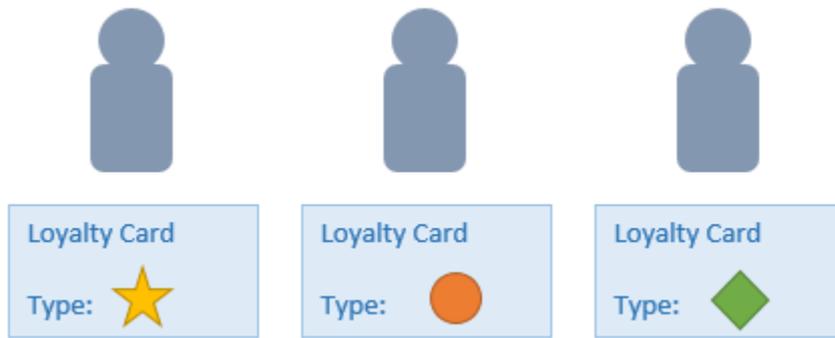
Loyalty card

A loyalty card is a physical or electronic card that uniquely identifies a customer's loyalty account, and records:

- Contact information.
- Whether the customer wants to be notified of promotions, and which contact method to use.
- The customer's purchases on that card.
- The points balance, if your loyalty is configured to award points.

Loyalty card type

A loyalty card type defines the rules of the loyalty card, such as how they accrue loyalty points, how points can be redeemed, and whether cards can be upgraded or downgraded to other types.

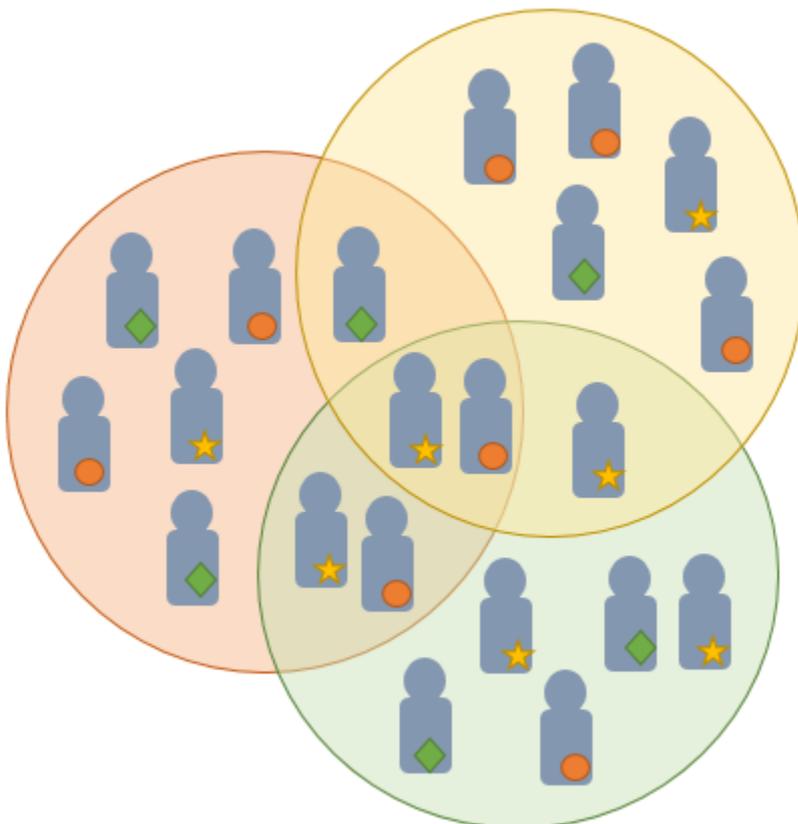


Loyalty department

A loyalty department allows you to control how a department's items accrue loyalty points for customers who purchase them, and how points are redeemed on items in that department.

Loyalty group

A loyalty group is a tool for categorising loyalty members to provide jackpots or rewards, or for reporting purposes. Loyalty members can belong to more than one group, and loyalty groups can contain loyalty members with different card types.



Loyalty points

Loyalty points are accrued by loyalty members for purchasing your company's goods or services. The number of loyalty points a loyalty member receives from a purchase is controlled by the item, the loyalty card, loyalty departments and other settings. Loyalty points can be redeemed to purchase goods, or exchanged for vouchers.

Loyalty voucher

A loyalty voucher is a voucher that can be used to purchase goods or services at your company. It is created by redeeming loyalty points for a specific value.

Ledger

A ledger is a financial category or general ledger grouping that a transaction corresponds to for accounting purposes. For example, Expenses, Staff Salary, etc. The Portal uses a ledger for the Trail Balance Profit report. Your Portal may be configured not to use other ledgers.

Ledger type

A ledger type is a category or grouping of ledgers for accounting and reporting purposes, such as Income or Expenses. Your Portal may be configured not to use ledgers.

Line minimum

A line minimum is the minimum number of different items that must be in a transaction to trigger an effect, such as a promotion. Each unique item in a transaction creates its own line. Multiple units of the same item are recorded on the same line. A line minimum of 3 requires 3 unique items to be purchased.

Mail out

A mail out is a communication sent to your customers via email, SMS or postal mail, with marketing, survey, promotion or other information attached.

Manufactured Kit

A manufactured kit is an item that is made up of several other items in your inventory. The kit item must be manufactured on site before it can be sold, and the stock-on-hand of the kit item is tracked by the Portal. When you manufacture a kit, the stock-on-hand of the component items is decreased and the stock-on-hand of the kit item is increased accordingly.

Marketing member

A marketing member is a customer who has joined your marketing program to receive marketing information. They may or may not be a loyalty member or other customer: the marketing list is maintained separately from the loyalty and customer lists.

Matching

Matching is the process of linking a delivery docket receipt with a creditor invoice you have created in the Portal. Invoice-type stock receipts automatically create a creditor invoice and do not need to be matched.

Menu area

A menu area is a category of items designed to group items into meal types during table service. For example, coffees, mains, desserts. Menu areas control which modifier items can be applied to which prime items.

Modifier item

A modifier item is an item in your inventory that is used to add a modification to another item, such as adding 'soy milk' to a coffee. While modifier items can have costs and add to the price of the item they are modifying, they cannot be sold directly on the Point of Sale.

Offer

An offer is a type of promotion that requires a coupon or code to be presented, and can be configured with a limit on the number redemptions allowed during a certain period. For example, instead of allowing 50% off to every customer, 50% off is only given to the customers who present the offer coupon, or only the first fifty customers who present the offer coupon each day.

Open transaction

An open transaction is a transaction that has not yet been finalised. For example, a creditor invoice that has not been paid.

Operator

An operator is a staff member who uses the Point of Sale to process transactions or manage the cash drawer. Each operator is identified by a unique operator code and password that they use to log into the Point of Sale. Operator codes are unique to each site, but do not have to be unique within a company.

Pack

A pack represents the number of units that an item is supplied in. For example, you may sell cans of soft drink individually, but they are ordered in packs of 24 from the supplier. This is different to a referral, where both the single can and the pack of cans are tracked in the inventory.

Pallet

A pallet is a set of cartons containing items that are grouped together as a specific collection so they can be tracked from supplier through to sale via barcodes. A pallet usually has a special barcode that encodes the number of cartons it contains, while each carton has a special barcode detailing the quantity of items it contains and their expiry dates.

Pallet barcodes may also be linked electronically to the carton barcodes.

Payment terms

Payment terms is the number of days after issuing an invoice that a creditor expects to be paid. Common payment terms are 21, 30, 60 or 90.

PDT

A PDT, or portable data terminal, is a small hand-held device with a touchscreen and an in-built scanner that can interact with the Portal to sell, order or count stock via the PDT software interface. PDTs are registered as terminals for a site, just as full Point of Sale terminals are, and require operators to log in to use them.

PLU group

A Price Look Up (PLU) group is a way of categorising items for reporting.

PLU Loyalty group

A loyalty Price Look Up (PLU) group provides special loyalty rewards to loyalty members when they purchase items in this PLU group.

Portal Data Interchange (PDI)

The Portal Data Interchange (PDI) is a Portal feature that allows two separate companies that both use the AMC Convergent IT Portal to streamline their procurement process by automating the creation of customer orders and stock receipts between the companies.

Permission

A permission is a configuration that determines whether an operator is allowed to perform a specific task. For example, the ability to authorise purchase orders or change employee records may be restricted to certain individuals.

Portal operator

A Portal operator is someone with login credentials to your company's Portal. What a Portal operator can do depends on their permissions. A Portal operator cannot use their Portal login to log into the Point of Sale.

Point of Sale operator

A Point of Sale operator is someone with login credentials to your site's Point of Sale and PDTs. Depending on their permissions, they may have limited access to some Portal functionality through a PDT, but they cannot use their Point of Sale login to log into the Portal.

Point of Sale supervisor

A Point of Sale supervisor is a Point of Sale operator with some additional permissions to do things like authorise changes to the Point of Sale terminal, authorise gift voucher returns, or anything else that your Point of Sale configuration requires a supervisor's authorisation for. Their supervisor status is separate from any Portal permissions they may have. Depending on their permissions, they may have limited access to some Portal functionality through a PDT, but they cannot use their Point of Sale login to log into the Portal.

Point of Sale Transaction

A Point of Sale transaction is an exchange of items, which represent goods or services provided by your organisation, for payment. Transactions include all the relevant information about the exchange, such as:

- The date, time, site and location of the transaction.
- The operator who performed the transaction, and which terminal they used.
- The items purchased or returned and in what quantities.
- The amounts and types of payments provided, including any change or reimbursement provided to the customer or redeemed loyalty points.

Note: Transactions cannot be finalised until they balance. That is, the amount owed by the customer is zero, and any amount that has been overtendered has been issued as change.

- The loyalty number linked to the transaction, if applicable.

You can view what is currently included in the transaction in the Transaction list of the Point of Sale.

Note: In the Portal, a transaction also refers to an exchange of money, such as the payment of a creditor, or a debit adjustment.

Price change

A price change updates the Portal with new prices for each price level of an item. Price changes can only be performed by operators with sufficient Portal privileges.

Price level

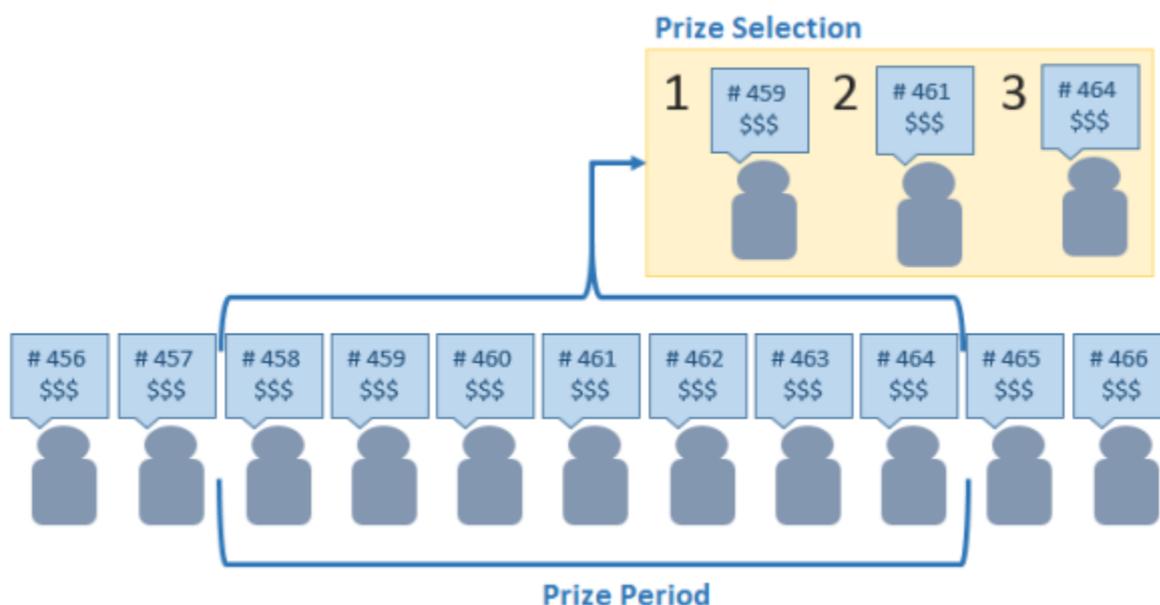
The Portal inventory system can store multiple price levels. For example, you may have one price level for retail customers and another for corporate or wholesale customers. The Point of Sale can be configured to use the appropriate price level when a debtor or customer is added to the transaction.

Prime item

A prime item is an item that can be sold normally through your Point of Sale. Most of the items in your inventory are likely to be prime items.

Prize

A prize is an award of loyalty points to one or more random transactions selected from all transactions in a specified period. For example, a prize may be awarded to three transactions every day.



Procurement

The procurement system is the set of Portal features that manage and maintain the act of replenishing your stock levels, including managing creditors, contracts, requisitions, purchase orders, stock receipts, returns, adjustments and stock take.

Promotion

A promotion is a Portal feature which lets you create sophisticated rules to offer discounts, free items or rebates when the customer purchases a particular set of or combination of items. The Portal allows you to create promotions based on departments, suppliers, or your own custom item groups.

Promotion group

A promotion group is a group of items you define that either is used to trigger a promotion, or has the effects of the promotion applied to it. You can use the same group for multiple promotions.

Purchase order

A purchase order is a request to an individual supplier to purchase a set quantity of specific items. Purchase orders can be created manually, automatically created from finalised requisitions, or generated using procurement configurations.

Quote

A quote is an offer for your company to provide a specified good or service to a potential customer for a specified price. A quote is usually only valid for a set period, after which it expires.

Rebate

A rebate is an amount of money offered back to the customer by a supplier as an incentive to purchase. As opposed to a discount, special or promotion, where your company covers the lost profit from the price reduction, the supplier is responsible for reimbursing your company.

Rebate group

A rebate group is a collection of rebate item groups, used to easily control start and end dates of rebates.

Rebate item group

A rebate item group is a collection of rebate items, where each item has its rebate rules defined.

Receipt

A receipt is the printed record of a transaction, including the items, quantities and prices, any loyalty information, the tenders submitted and the operator, the terminal and date the transaction took place at.

Referral

A referral is a connection between two items in your inventory, where one is considered part of the other. For example, if your inventory tracks both individual cans of soft drink and crates of 24 cans, you can use a referral so that purchasing a single can (Selling item) depletes your stock of crates (Stock item) by 1/24th. This is different to using packs, as both individual cans and whole crates of items are tracked in your inventory.

Referred item

A referred item is an item that is depleted by the sale of another item. For example, if your inventory tracks both individual cans of soft drink and crates of 24 cans and sells the cans individually, the referred item is the crate of cans, which is depleted every time an individual can is sold. Referred items are also called Stock items in this documentation.

Requisition

A requisition is a list of items requested by a particular site. Each item is given a requested supplier, and all items are included in a single requisition, even if they are from different suppliers. Finalising a requisition can automatically open a purchase order for the appropriate suppliers. Requisitions from multiple sites may be combined into a group purchase order for a supplier, if your Portal is configured to permit group purchase orders.

Roster

A roster is a schedule of when specific staff members are supposed to work.

Sale minimum

A sale minimum is a minimum transaction amount used to trigger a promotion or other effect. For example, a sale minimum of \$10 requires that at least \$10 of items are purchased in a single transaction.

Scale label

A scale label is an item label for a packaged item sold by weight. It includes the item's weight and the price encoded into the barcode, so the packaged item can be scanned at the Point of Sale without having to be re-weighed.

Selling item

A selling item is an item that uses a referral to track its stock levels on a different item. For example, if your inventory contains both individual cans of soft drink and crates of 24-cans, and your company sells the individual cans but tracks stock of the crates of 24 cans, then the individual can is the selling item.

Size

A size is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

Note: This should not be confused with an item's size as defined in the Details tab of Inventory Maintenance, which details how units of an item should be measured and sold.

Shelf label

A shelf label is an item label designed to site on a shelf denoting the price and other information for the item, rather than attaching a label to each unit of the item.

Snap count

A snap count is a record of the stock-on-hand of an item or set of items at the time of the snap count, as tracked by the Portal. Snap counts are used for calculations and reporting.

Special

A special is a temporary reduced price given to a specific item for a period of time. Where a promotion applies to a group of items, a special applies only to an individual item.

Statement

A statement is a record of a debtor or customer's balance, for which an invoice has already been issued.

Stock adjustment / write-off

A stock adjustment is a record of increasing or decreasing an item's stock-on-hand, with a reason. For example, stock was found after stock take, or stock has been damaged.

Stock item

A stock item is an item that is referred to by another item, to track the stock-on-hand. For example, if your inventory contains both individual cans of soft drink and crates of 24-cans, and your company sells the individual cans but tracks stock of the crates of 24 cans, then the crate of 24 cans is the stock item.

Stock on hand

Stock on hand is the number of units of a particular item a site currently has. It is updated automatically by stock receipting, transfers, adjustments and sales, and compared against stock take numbers to determine shrinkage.

Stock receipt

A stock receipt is the process of recording stock incoming from a supplier to a site. Stock receipts record the supplier, date, item and quantities, including any items that were received but not ordered, or items that were listed but not delivered. Stock receipts may use a delivery docket, which is a plain record of incoming stock, or an invoice, which creates a corresponding creditor invoice in the Portal to link with the stock receipt.

Stock return

A stock return is the process of returning stock to a supplier because it is faulty or otherwise unsuitable for sale. Stock returns record the date, item and quantity being returned and the reason for each item being returned.

Stock take

A stock take is the process of counting all units of stock at a particular site to obtain an accurate stock-on-hand level. Stock takes can either be continuous, where stock is counted while the site is still open for trading, or manual, where all stock is counted in a single session while the site is closed for trading.

Style

A style is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

Supplier

A supplier is a creditor from whom you purchase items in your inventory.

Supplier promotion

A supplier promotion is a promotion that applies to all items marked as purchased from a specific supplier. A supplier promotion allows you to provide a discount or supplier rebate for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Survey

A survey is a series of questions posed to customers through marketing mail outs. You can use surveys to create filters for other mailouts or surveys.

Table booking

A table booking is a customer request to be served at a particular table at a specified time, with a specified number of guests.

Table section

A table section is a category of tables, used to differentiate areas of your restaurant on the PDT, and for reporting purposes.

Table service

Table service is the act of serving food or beverages to your customers, either as a take-away service or dine-in service.

Terminal (iZen Point of Sale)

A terminal is the tablet or other device that runs the Point of Sale. Each terminal is connected to the site via the base station, and is identified by a unique terminal number, which is recorded in every transaction made by the terminal.

Tipping

Tipping is a means of engaging your customers by awarding points if they correctly predict which team will win in a series of games.

Tipping game

A tipping game is a single game played between two teams at a tipping venue during a tipping round.

Tipping group

A tipping group is an organisation or sport that supports tipping, such as Australian Rules Football (AFL).

Tipping kiosk

A tipping kiosk is the terminal where tipping members select their game tips.

Tipping round

A tipping round is a group of games that occur over the same period, such as all the games in a single weekend. Tipping rounds are defined by the organisation body that manages the sport.

Tipping team

A tipping team is a player or group of players that perform as a single unit, such as a football team.

Team venue

A tipping venue is a venue or area that a game is played at, such as a stadium.

Transaction line (iZen Point of Sale)

A transaction line is an entry in the Transaction list that contains an item and its quantity. If more than one unit of an item is added to a transaction, the units are grouped into a single line. Actions such as price overrides, voids, discounts or refunds then apply to all units in the line.

User account

A user account is an account that allows a Portal or Point of Sale operator to log in and access features of the Portal or Point of Sale.

Voucher

A voucher is a card or ticket preloaded with an amount that can be used to pay for purchases or services. Vouchers may or may not be rechargeable, redeemable or require a fee or deposit, depending on the rules detailed in the voucher type.

Voucher mask

A voucher mask defines the pattern that a voucher code must fit to be accepted as that voucher type. You can define the initial digits of the code, and the acceptable length. For example, you can define that gift vouchers must start with 213 and be 13 digits long. Any gift voucher that does not match this pattern is then rejected by the Portal.

Voucher type

A voucher type is a set of rules that control how a voucher operates within your company, including the voucher mask, whether the voucher can be recharged, or requires a deposit amount. Voucher types can have sub-types that follow the same rules, but are differentiated for reporting reasons.

Warehouse

A warehouse is a supplier that represents your company's central warehouse, used when sites order some or all of their inventory from Head Office rather than directly from external suppliers. You may configure different rules and restrictions for warehouse suppliers than are used for direct suppliers. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.