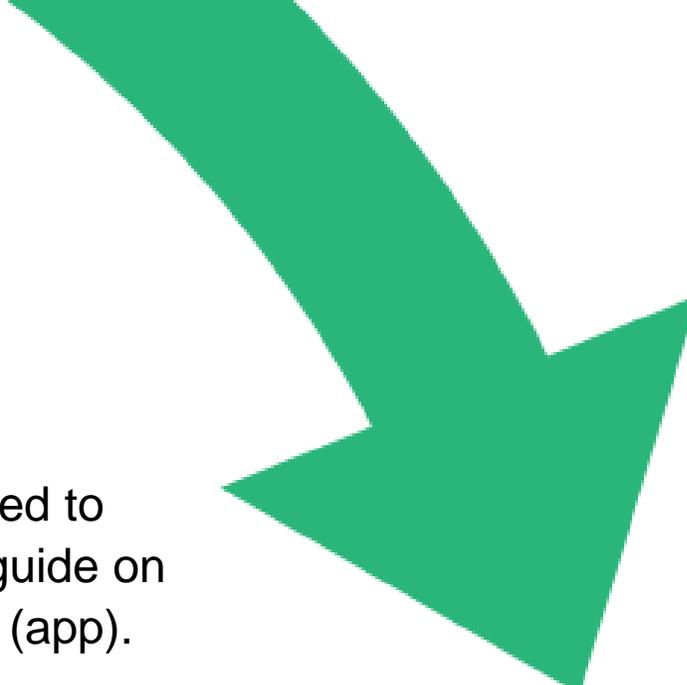


# POINT OF SALE

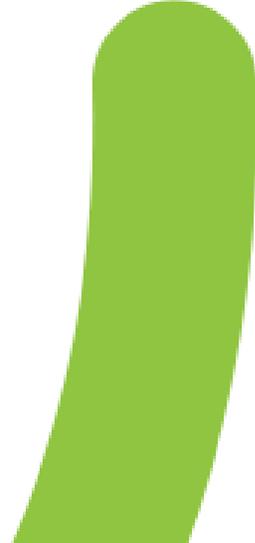
Point of Sale Basics for Users





This Quick Reference Guide (QRG) is designed to provide Refund Point Operators a step-by-step guide on how to use the Point of Sale (POS) application (app).

The data entered and captured in the POS app is synchronised to the POS supporting database on a regular basis.



# PROCESS MAP

## Business (RPO) Portal

Download POS Software  
Set up POS Users

Daily Stock on Hand

Submit Weekly Claims

Daily Tasks

**Logistics Portal**  
Ordering Vehicle Logistics  
(Under Construction)

Weekly Tasks

## POS Application

POS used to set up: #Bays, Bins, Printers

Customers returning Containers



POS used for Sorting, Counting and Transacting with Customers



POS used for Bin or Collection Infrastructure Management



POS used for creating Manifests and sending Bins to Processor



Processor Portal used for receiving shipments and processing Material

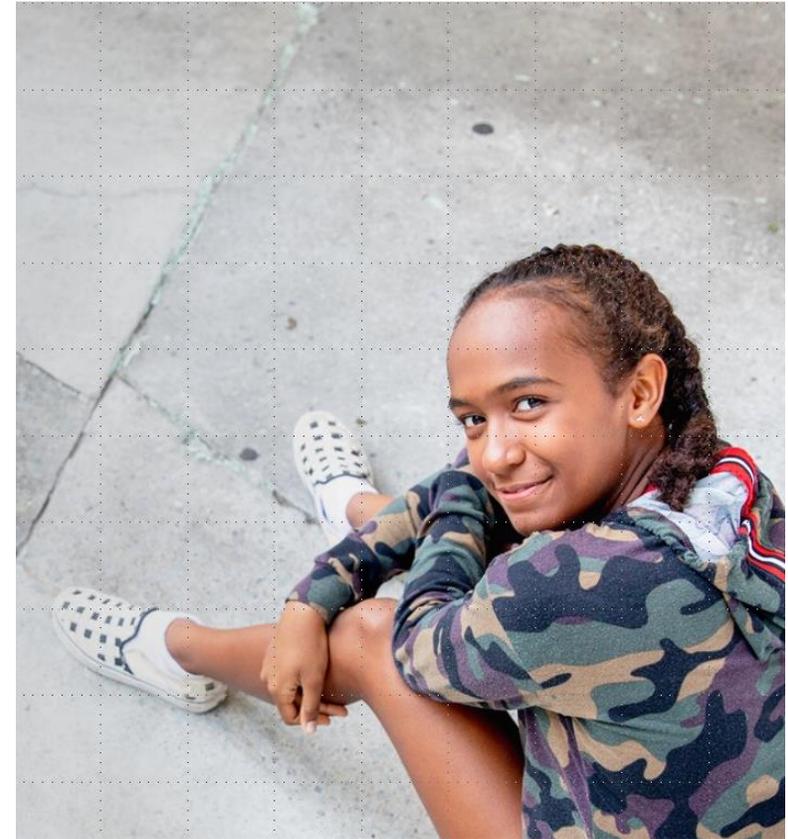
Sync Transactions  
Daily Reconciliation Report

# HOW TO USE THIS QUICK REFERENCE GUIDE

- It is suggested to use the flow that is built into this guide to ensure you go through all the POS screens.
- Move back and forth between slides by using the arrows.
- The POS menu bar is embedded in all the slides to facilitate navigation within this presentation.



- Click on any icon to go to that specific topic.
- Use the icons above to review topics.



# THE POINT OF SALE (POS) APP

## Login to the app

- To access the POS application (app), POS admin or transaction users have to login to the App via a 4-digit Personal Identification Number (PIN).
- For security reasons, POS will request this PIN every 3 minutes when not in use, and every 10 minutes whilst in use.
- Transaction Level users will also be required to enter their PIN when changing screens or after transactions are completed.



# LOGIN TO POS

POS devices can be shared by multiple operators using different logins

CONTAINERS FOR CHANGE

COUNTER BAG DROP COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

POS 38978  
POS Version 6.1.20

Quantity collected today 0

\$0.00

Current location:  
Exchange Depot - Forrestdfield - Forrestdfield 6058

Referenced data status - OK

Version update status - OK

Transaction sync status - OK

Enter kiosk mode

EVERY CONTAINER COUNTS TOWARDS IMPROVING OUR COMMUNITIES AND THE ENVIRONMENT

**Welcome to Containers for Change**  
The unauthorised use of this software is strictly prohibited. If you have any questions regarding the use of this software, please contact 13 42 42 and ask for the B2B Technical Support team.

POS 6.0 is now available.

The latest version was released in July 2023. POS 6.0 is our latest update which upgrades the foundational .NET framework of POS to .NET Maui. This upgrade also includes a number of quality of life improvements, such as reduced application size, loading speed & security upgrades.

**How to Upgrade**  
**Back up your data**  
We recommend taking note of your current bins and quantities so that in the unlikely event you have an issue with your upgrade, you can recreate your Bins correctly. To do this, simply take a photo or screenshot of the data on your 'Bins' page, ensuring all your columns are on display. Note for larger sites, you may have to scroll down and take an extra photo/screenshot.

You can also use the profile icon to switch to your user login



# LOGIN TO POS

Employee PIN is required to enter POS when the application is launched.

FOR CONTAINERS FOR CHANGE

COUNTER BAG DROP COLLECT BINS MANIFEST REPORTS SYNC SETTINGS

POS 38978  
POS Version 6.1.20

When you first open POS employee PIN is prompted

Please enter your employee PIN

Enter your employee PIN

Enter your 4-digit PIN to continue

1 2 3  
4 5 6  
7 8 9  
Back 0 Clear



# LOGIN TO POS



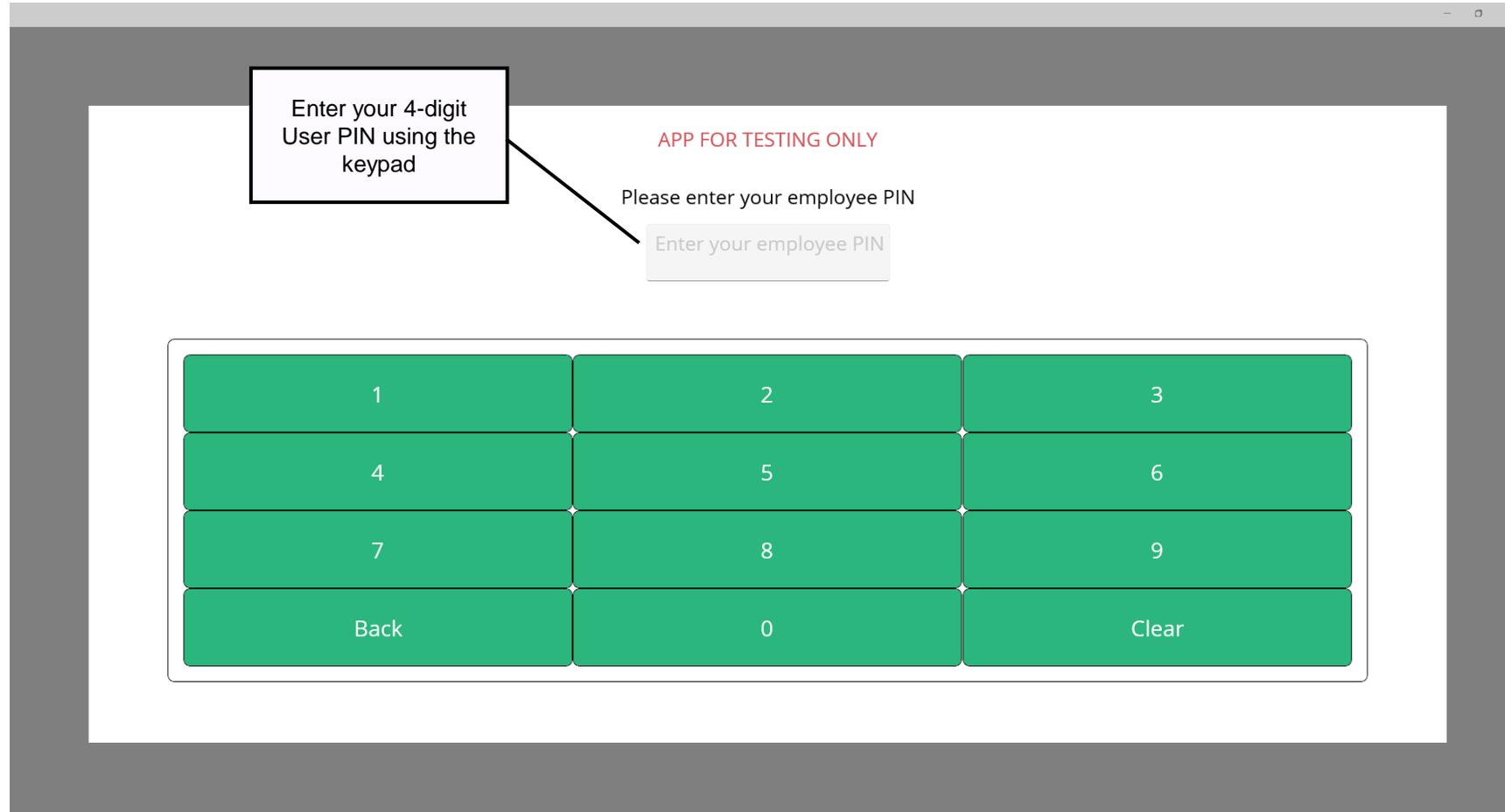
## Using the Switch User button

A screenshot of the POS application interface. At the top is a dark green navigation bar with the logo 'FOR CONTAINERS FOR CHANGE' on the left and icons for COUNTER, BAG DROP, COLLECT, BINS, MANIFEST, REPORTS, SYNC, SETTINGS, and ADMIN on the right. A red text overlay reads: "\*\*\*This version of POS (6.1.17) is for testing only\*\*\*". Below the navigation bar is a white box containing the text "Click on this Switch User button to enter your Login PIN". An arrow points from this box to a button labeled "Switch employee" in the Admin menu. The Admin menu is a vertical list of green buttons: "Switch employee", "Re-enrol POS", "Terminate POS application", "Reset POS application", and "Support". The word "Admin" is written below the navigation bar. Large green arrows on the left and right sides of the screenshot indicate navigation.



# LOGIN TO POS

## Enter your Personal Identification Number (PIN)



Enter your 4-digit User PIN using the keypad

APP FOR TESTING ONLY

Please enter your employee PIN

Enter your employee PIN

1	2	3
4	5	6
7	8	9
Back	0	Clear



# POS HOME SCREEN



Navigate to different screens of the app

\*\*\*This version of POS (6.1.20) is for testing only\*\*\*

FOR CONTAINERS FOR CHANGE

COUNTER BAG DROP COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

Quantity collected Value collected today \$0.00

Current location:  
Exchange Depot - Forresterfield - Forresterfield 6058

Referenced data status - OK

Version update status - OK

Transaction sync status - OK

Enter kiosk mode

EVERY CONTAINER COUNTS TOWARDS IMPROVING OUR COMMUNITIES AND THE ENVIRONMENT

**Welcome to Containers for Change**  
The unauthorised use of this software is strictly prohibited. If you have any questions regarding the use of this software, please contact 13 42 42 and ask for the B2B Technical Support team.

POS 6.0 is now available.

The latest version was released in July 2023. POS 6.0 is our latest update which upgrades the foundational .NET framework of POS to .NET Maui. This upgrade also includes a number of quality of life improvements, such as reduced application size, loading speed & security upgrades.

**How to Upgrade**  
Back up your data  
We recommend taking note of your current bins and quantities so that in the unlikely event you have an issue with your upgrade, you can recreate your Bins correctly. To do this, simply take a photo or screenshot of the data on your 'Bins' page, ensuring all your columns are on display. Note for larger sites, you may have to scroll down and take an extra photo/screenshot.

Click on this icon to navigate back to the Home screen at any time

Click on these links to navigate to different screens of the app

Click on this button to go to Bag Drop Kiosk mode

Take a moment to look at information shown on the landing page



# COUNTER



## Customers bring in recyclable containers to the Refund Point to be refunded

- The Counter screen is used for customers who would like to have their containers counted.
- Customer can be paid in cash or can choose to donate to a cause.
- Members of the scheme can be paid in cash, to a bank account, PayPal account or donated to a cause of their choosing.
- The recyclable containers are counted, and the refund may be paid out as cash, a donation or through electronic funds transfer, if they are Member number holders.
- For refund amounts equal to or above \$82.50, customer ID verification is required.
- Additional documentation is required for refund amounts equal to or more than \$150.00.



# COUNTER



Check device connections before you start using POS

\*\*\*This version of POS (6.1.20) is for testing only\*\*\*

Check eligible container	Quantity	Amount	Canon MB5400 <small>Printer status</small>	Sync OK <small>Sync status</small>	Not Setup <small>Coord scvs</small>
Glass - Mixed		\$15.50			
Aluminium		\$22.20			
PET - Clear	Setup bin				
PET - Colour	Setup bin				
HDPE	Setup bin				
Liquid Paper Board	Setup bin				
Steel	Setup bin				
Other Materials	Setup bin				
Ineligible Containers	Setup bin				
		Re-print			

Check that the Printer is connected, Sync is OK and Coordination Services is Online (if set up)

Green - working correctly  
 Yellow - currently syncing  
 Red - there is an issue  
 Grey - not setup

RP: Exchange Depot - Forrestdfield

Refund \$37.70

1	2	3
4	5	6
7	8	9
Del	0	Enter

Pay refund



# COUNTER

## Search for eligible containers

\*\*\*This version of POS (6.1.20) is for testing only\*\*\*

Check eligible container		Quantity	Amount
	Glass - Mixed	155	\$15.50
	Aluminium		\$22.20
	PET - Clear		
	PET - Colour		
	HDPE	Setup bin	
	Liquid Paper Board	Setup bin	
	Steel	Setup bin	
	Other Materials	Setup bin	
	Ineligible Containers	Setup bin	

Use this button to check for eligible containers.

Canon MB5400 <small>Printer status</small>	Sync OK <small>Sync status</small>	Not Setup <small>Coord scvs</small>
RP: Exchange Depot - Forrestdfield		
Refund \$37.70		
1	2	3
4	5	6
7	8	9
Del	0	Enter
Pay refund		

Re-print



# COUNTER



Recyclable containers brought in by a customer must be counted individually for each material type.

\*\*\*This version of POS (6.1.20) is for testing only\*\*\*

Check eligible container	Quantity	Value	Printer status	Sync status	Coord scvs
Glass - Mixed	155	\$15.50	MB5400	Sync OK	Not Setup
Aluminium	222	\$22.20	RP: Exchange Depot - Forrestfield		
PET - Clear	Setup bin		Refund \$37.70		
PET - Colour	Setup bin		1	2	3
HDPE	Setup bin			5	6
Liquid Paper Board	Setup bin				
Steel	Setup bin			8	9
Other Materials	Setup bin		Del	0	Enter
Ineligible Containers	Setup bin		Pay refund		
		Re-print			

Enter the number of containers counted per material type here

This is the Refund Point location where the POS is in use.

All accepted material types are shown on the left of the screen



# COUNTER

## Search for eligible containers

### ELIGIBLE CONTAINER CHECK

Enter product name or barcode

Coke

2.0 PET X8 D/COKE VAN	9300675021579	PET - Clear
300 COKE NO SUGAR	9300675084413	Glass - Mixed
1.5 PET VANILLA COKE NO SUGAR BONUS	9300675086318	PET - Clear
1.5 PET DIET COKE BONUS	9300675086349	PET - Clear
200 CAN 3X8 VANILLA COKE	9300675071505	Aluminium
VANILLA COKE NO SUGAR CAN 375ml	9300675085427	Aluminium
375 CAN X24 VANILLA COKE	9300675020923	Aluminium
250 PET X24 VANILA COKE	93549196	PET - Clear
1.5 PET X8 DIET COKE	9300675011013	PET - Clear
Coke lite	1234856799	PET - Colour
200 CAN 3X8 COKE ZERO	9300675038966	Aluminium
330 CAN X24 COKE	9300675007276	Aluminium
330 NRB X24 D/COKE ACL	9300675047296	Glass - Mixed
1.0 NRB X6 COKE ZERO	9300675055833	Glass - Mixed
330 CAN X18 COKE ZERO ALDI	9300675033848	Aluminium

Showing 81 of 81 matched products

The search will show the full Product Name, Barcode and Material Type

Type at least 4 characters of the product or barcode to search

Close



# COUNTER



Use the onscreen keypad or keyboard to enter the number under quantity

\*\*\*This version of POS (6.1.20) is for testing only\*\*\*

Check eligible container	Quantity	Amount
Glass - Mixed	155	\$15.50
Aluminium	222	\$22.20
PET	Setup bin	
PET	Setup bin	
HDPE		
Liquid Paper Board		
Steel	Setup bin	
Other Materials	Setup bin	
Ineligible Containers	Setup bin	

Cancel Printer status Sync status Coord scvs Not Setup

RP: Exchange Depot - Forrestfield

Refund \$37.70

1	2	3
4	5	6
7	8	9
Del	0	Enter

Pay refund

Re-print

The total amount to be paid out is calculated and displayed here

Click the appropriate field before entering the quantity

Use the Keypad to enter the quantity per material type

Click the Pay refund button to see the Payment options



# COUNTER



## Member/Non-member Search

Choose between Member or Non-member depending on the customer's choice

Member will be automatically selected after hitting Pay refund button

The Member ID field will dynamically search for customers if a Member number or Mobile Number is entered

The search button can be used for advanced searches of users if their Member number is unknown

Click Back at any time to return to the main Counter screen

Member no. Enter member or mobile number

Search

Refund \$4.00

1	2	3
4	5	6
7		
Del		

Reset transaction

Confirm & pay

Back



# COUNTER

## Advanced Member Search

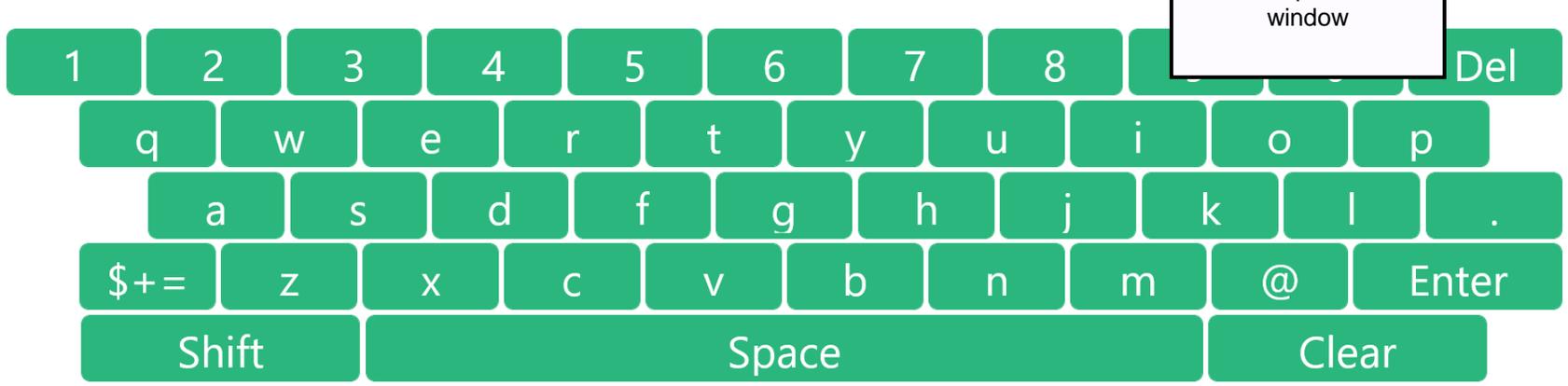
Enter one or many identifying values for a user and click Search

Member Search

Enter member details Enter details and press search Search Close Hide Keyboard

Member ID	Name	Legal name	Mobile	Postcode	Type

Click Close to return to the previous window



# COUNTER

## Advanced Member Search



Here we've searched for "Scott", however this will display a large number of results.

This column helps differentiate between Individual customers and Business/Charity Groups

Member Search

Enter member details  Search Close Hide Ke...

Member ID	Name	Le...	Mobile	Postcode	Type
C10341822	SCOTT D.		04** *** 864	6174	Individual
C10386914	SCOTT E.		04** *** 553	6027	Individual
C10298654	SCOTT M.		04** *** 251	6168	Individual
C10390339	SCOTT S.		04** *** 666	6163	Individual
C10417130	SCOTT T.		04** *** 070	6163	Individual
C10350408	Scott B.		04** *** 549	6169	Individual
C10355996	Scott B.		04** *** 875	6152	Individual

Consider adding more detail to narrow down your search (ie add the last three digits of the mobile number eg "Scott 864")

When the correct Member is found click the row to select them and return to the Counter Payment screen

For security reasons the full mobile numbers are not displayed



# COUNTER



## Member Number Search – Cash Payment

Once a Member is found it will display the Member number in this field

Name, Postcode and Mobile number are displayed to help confirm the Member details are correct

Available Payment types are shown, and can be changed depending on the customers choice

Payment is to be given in cash now.

Member no. C10725919

Search

WA Ind U. Postcode: 5131 Mobile: 04\*\* \*\*\* 222

Cash PayPal/Bank Donate

Refund \$4.00

1	2	3
4	5	6
7	8	9
Del	0	Enter

Reset transaction Confirm & pay Back



# COUNTER



## Member Number Search – Electronic Payment

Member

Member no. C10725919

Search

WA Ind U. Postcode: 5131 Mobile: 04\*\* \*\*\* 222

Cash **PayPal/Bank** Donate

RP: Exchange Depot - Forrestfield

Refund \$4.00

1	2	3
4	5	6
7	8	9
Del	0	Enter

Reset transaction Confirm & pay Back

Printer status: None selected Sync status: Syncing ... Coord scvs: Not Setup

Whatever choice the customer has made in their account will appear in this button (i.e. Bank, PayPal, Cause).

If the customer has not setup their preferred payment option, POS will advise you below and display the tile as "PayPal/Bank" as shown.

Bank/PayPal payment has not been set up. Payment will only be made once the customer has updated their preferred payment method in the portal.



# COUNTER



## One-Time Donation Payment

\*\*\*This version of POS (6.1.17) is for testing only\*\*\*

Click Donate if the customer wants to make a one-time donation to a Charity or Group

Member

Member no. C10725919

WA Ind U.

Postcode: 5131

Mobile: 04\*\* \*\*\* 222

Cash PayPal/Bank Donate

Cause C10725919 Search

The refund will be donated to: WA Ind U.

Enter the Cause ID or hit Search to find the Charity/Group

The Search button will open up an Advanced Cause Search screen similar to Advanced Member Search

None selected Syncing ... Not Setup

Printer status Sync status Coord svcs

RP: Exchange Depot - Forrestfield

Refund \$4.00

1 2 3

4 5 6

7 8 9

0 Enter

Reset transaction Confirm & pay Back



# COUNTER

## Advanced Cause Search

Search for a cause

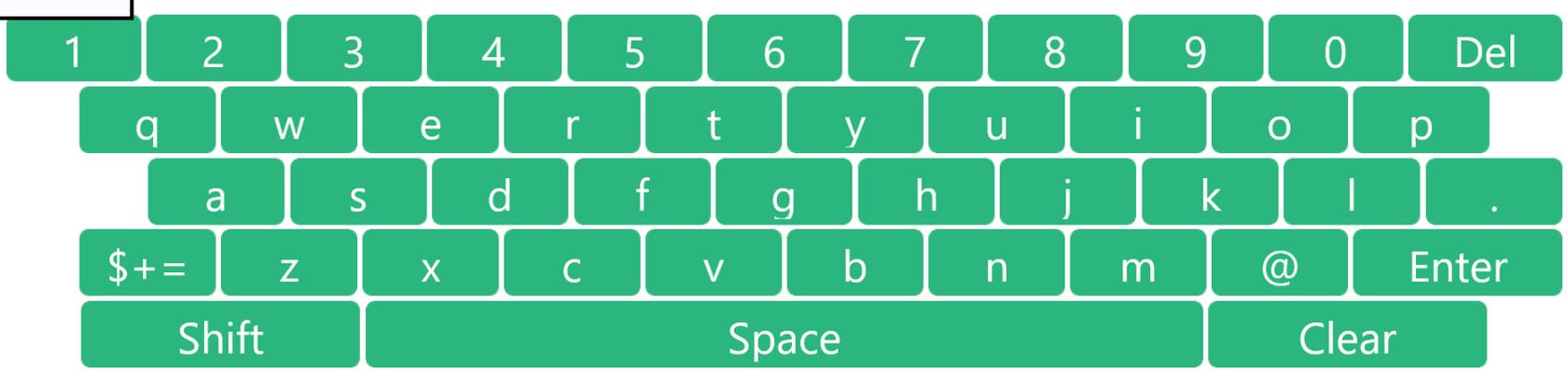
Enter cause details

Search Close Hide Keyboard

Member ID	Name	Legal name	Mobile	Postcode	Type
-----------	------	------------	--------	----------	------

Enter the name of a Cause and hit Enter or click Search

Any Charity or Groups that match the searched field will be displayed below



# COUNTER

## Advanced Cause Search

Search for a cause

Enter cause details Perth Search Close

Member ID	Name	Legal name	Mobile	Postcode	Type
C10283278	PERTH BAPTIST CHURCH INCORPORATED	PERTH BAPTIST CHURCH INCORPORATED	04** *** 507	6000	CHARITY
C10403243	PERTH BLOOD INSTITUTE	THE PERTH BLOOD INSTITUTE LIMITED	04** *** 528	6005	CHARITY
C10299701	Perth Chihuahua Rescue Inc	Perth Chihuahua Rescue Inc	04** *** 058	6121	CHARITY
C10273017	Perth Childrens Hospital Foundation Limited	PERTH CHILDRENS HOSPITAL FOUNDATION LIMITED	04** *** 550	6009	CHARITY
C10302923	Perth City Farm	Perth City Farm Inc.	04** *** 337	6004	CHARITY
C10297749	Perth Hills and Wheatbelt Band Inc	Perth Hills And Wheatbelt Band Inc	04** *** 257	6070	CHARITY
C10276198	Perth Rescue Angels	Perth Rescue Angels Inc	04** *** 318	6009	CHARITY

1 2 3 4 5 6 7 8 9  
w e r t y u i  
a s d f g h j k  
z x c v b n m @ Enter  
Shift Space Clear

Click the appropriate line to return to the Counter screen and continue payment

All Charities or Groups that matched the searched field have been displayed

The Member No will be displayed and can be provided to the customer on request



# COUNTER



## Finalise Payment

\*\*\*This version of PPS (6.1.20) is for testing only\*\*\*

CONTAINERS FOR CHANGE

COUNTER BAG DROP COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

Member Non-member

Member no. C10725919 Search RP: Exchange Depot - Forreestfield

WA Ind U. Postcode Mobile: C10725919 Search

Cash PayPal/Bank

Refund \$37.70

1 2 3

4 5 6

9 Enter

Reset transaction Confirm & pay Back

The chosen Payment type and information will be shown below.

Once the customer has confirmed all details click 'Confirm & Pay' to print their receipt

If at any point you want to clear all fields (including Quantity) click 'Reset transaction'

The refund will be donated to: WA Ind U.



# COUNTER



## Member Receipts



Member Bank receipt

CONTAINERS FOR CHANGE  
TRANSACTION RECEIPT

To: Exchange Depot - Forrestfield  
9 Webster Road  
Forrestfield  
WA, 6058  
Phone : 99870110  
ABN: 51638664847

POS ID: POS 18218  
Invoice ID: 556429DB009B477EB410C09315945F9F  
User ID: Admin  
Member ID: C10725919  
Payment Type: Cash  
Date: 03-Feb-2022  
Time: 4:04 PM

Refund Amount	Item	Qty	Unit	Amount \$
				Price Incl. GST
	Glass - Mixed	25	0.10	2.50
TOTAL (incl. GST)				\$2.50

Member Cash receipt

g the West Australians  
ainers from landfill  
n another life.  
we don't feed it.  
4CHANGE (13 42 42)  
www.containersforchange.com.au

CONTAINERS FOR CHANGE  
TRANSACTION RECEIPT

To: Exchange Depot - Forrestfield  
9 Webster Road  
Forrestfield  
WA, 6058  
Phone : 99870110  
ABN: 51638664847

POS ID: POS 18218  
Invoice ID: 51153690590744379E42922EC2556AB7  
User ID: Admin  
Member no: C10723586  
Payment type: Electronic  
Date: 09-Feb-2022  
Time: 3:58 PM

Refund amount

Item	Qty	Unit	Amount \$
			Price Incl. GST
Glass - Mixed	1	0.10	0.10
TOTAL (incl. GST)			\$0.10

Thanks for joining the West Australians  
saving drink containers from landfill  
and giving them another life.  
We can beat it if we don't feed it.  
Get in touch: 13 4CHANGE (13 42 42)  
www.containersforchange.com.au

CONTAINERS FOR CHANGE  
TRANSACTION RECEIPT

To: Exchange Depot - Forrestfield  
9 Webster Road  
Forrestfield  
WA, 6058  
Phone : 99870110  
ABN: 51638664847

POS ID: POS 18218  
Invoice ID: DFF163546322404D9CD8D1E0410CEC7B  
User ID: Admin  
Member ID: C10725919  
Payment Type: Scheme  
Cause ID: C10299701  
Cause Name: Perth Chihuahua Rescue Inc  
Date: 03-Feb-2022  
Time: 3:58 PM

Refund Amount

Item	Qty	Unit	Amount \$
			Price Incl. GST
Aluminium	40	0.10	4.00
TOTAL (incl. GST)			\$4.00

Donation Receipts  
show the Cause ID  
and Name

Thanks for joining the West Australia  
saving drink containers from landf  
and giving them another life.  
We can beat it if we don't feed it.  
Get in touch: 13 4CHANGE (13 42 42)  
www.containersforchange.com.au



# COUNTER



## Non-Member Payment - Cash

Click 'Non-member' to open the Non-member payment options

No further steps are required if a Cash Payment is requested

The default choices are Cash, One-Time Donate payment.

Click 'Confirm & Pay' to finalise transaction and print receipt.



# COUNTER



## Non-Member Payment - Donate

The screenshot shows the Counter POS interface for a Non-Member Payment - Donate transaction. The interface is divided into several sections. At the top, there is a navigation bar with icons for COUNTER, BAG DROP, COLLECT, BINS, MANIFEST, REPORTS, SYNC, SETTINGS, and ADMIN. Below this, there are tabs for 'Member' and 'Non-member', with 'Non-member' selected. A callout box points to the 'Donate' button with the text 'Click 'Donate' button to start a One-Time Donation Non-member transaction'. The main transaction area shows 'Cash' and 'Cause' fields. The 'Cause' field contains 'C10725919' and a 'Search' button. A callout box points to the 'Search' button with the text 'Similar to Member One-Time Donate, a Cause must be entered or searched'. Below the 'Cause' field, it says 'The refund will be donated to: WA Ind U.'. At the bottom, there are buttons for 'Reset transaction' and 'Confirm &amp; pay'. On the right side, there is a numeric keypad with buttons for digits 0-9, 'Del', 'Enter', and 'Back'. The keypad also shows 'None selected', 'Syncing ...', and 'Not Setup' at the top. The background of the interface is green and white.



# COUNTER

## Non-Member Receipts

CONTAINERS FOR CHANGE  
TRANSACTION RECEIPT

To: Exchange Depot - Forrestfield  
9 Webster Road  
Forrestfield  
WA, 6058  
Phone : 99870110  
ABN: 51638664847

Non-Member Cash receipt

POS ID: POS 18269  
Invoice ID: 4F67DAC8298347B099143F90A0012C2B  
User ID: Admin  
Payment type: Cash  
Date: 09-Feb-2022  
Time: 4:22 PM

Refund amount			
Item	Qty	Unit Price Incl. GST	Amount \$
Glass - Mixed	25	0.10	2.50
TOTAL (incl. GST)			\$2.50

Thanks for joining the West Australians saving drink containers from landfill and giving them another life.  
We can beat it if we don't feed it.  
Get in touch: 13 4CHANGE (13 42 42)  
www.containersforchange.com.au

Non-Member Donation receipt

CONTAINERS FOR CHANGE  
TRANSACTION RECEIPT

To: Exchange Depot - Forrestfield  
9 Webster Road  
Forrestfield  
WA, 6058  
Phone : 99870110  
ABN: 51638664847

POS ID: POS 18269  
Invoice ID: 22A928F880604664ACF2385CA99FA6EF  
User ID: Admin  
Member no: C10299701  
Payment type: Electronic  
Cause ID: C10299701  
Cause name: Perth Chihuahua Rescue Inc  
Date: 09-Feb-2022  
Time: 4:34 PM

Donation Receipts show the Cause ID and Name

Refund amount			
Item	Qty	Unit Price Incl. GST	Amount \$
Glass - Mixed	25	0.10	2.50
TOTAL (incl. GST)			\$2.50

Thanks for joining the West Australians saving drink containers from landfill and giving them another life.  
We can beat it if we don't feed it.  
Get in touch: 13 4CHANGE (13 42 42)  
www.containersforchange.com.au



# COUNTER



For refund amounts equal to or over \$82.50, customer ID verification is required

\*\*\*This version of PES (5.1.20) is for testing only\*\*\*

The field displays the list of acceptable ID types

Enter ID Number as shown on the ID provided

Click 'Confirm & pay' to complete the transaction

Photo ID Verification Required

Select photo ID type: Driver's licence

Enter customer name: Brain Ledger

Enter photo ID number: 12####895

Signature and declaration completed?

Photo/photocopy of ID taken?

Canon MB5400 (Printer status)

Sync OK (Sync status)

Not Setup (Coord scvs)

RP: Exchange Depot - Forrestfield

Refund \$199.90

1 2 3

4 5 6

7 8 9

Del 0 Enter

Back

Reset transaction

Confirm & pay



# COUNTER



Additional documentation is required for refund amounts equal to or more than \$150.00

\*\*\*This version of PPS (6.1.20) is for testing only\*\*\*

A filled Refund Declaration form must be provided before the transaction can complete

For "Pre-Existing Commercial Agreements" you must record the Agreement Number and confirm an agreement is in place.

Photo ID Verification Required

Select photo ID type: Driver's licence

Enter customer name: Brain Ledger

Enter photo ID number: 12#####895

Refund declaration completed?

Photo/photocopy of ID taken?  A photocopy of the ID must also be taken

Canon MB5400 (Printer status) Sync OK (Sync status) Not (Coord scvs)

RP: Exchange Depot - Forrestfield

Refund \$199.90

1 2 3

4 5 6

7 8 9

Del 0 Enter

Reset transaction Confirm & pay Back

For refund amounts equal to or more than \$150.00 a Refund Declaration Form is required.



# COUNTERS

## Photo ID is required for high volume transactions

### Transactions of 825 or more eligible containers

- Photo ID must be SIGHTED. The person's name and ID should be recorded directly into POS.
- Required under taxation law.

#### Photo ID Verification Required

Enter customer name

Customer name

Select photo ID type

Driver's licence

Enter photo ID number

ID Number

### Transactions of 1500 or more eligible containers

- Photo ID must be COPIED and a Refund Declaration SIGNED. The person's name and ID should be recorded directly into POS.
- Required under the CDS Regulations.

#### Photo ID Verification Required

Enter customer name

Customer name

Select photo ID type

Driver's licence

Enter photo ID number

ID Number

Refund declaration completed?

Photo/Photocopy of ID taken?

# COUNTERS



## The script for customers

### Transactions over 825 eligible containers

- “The 10 cents per container is inclusive of GST. When you present containers to redeem your 10 cent deposit, that is considered a sale with GST. For redemptions over \$82.50, GST rules require the recipient of the sale (us) to receive a tax invoice.
- Our system can generate the tax invoice, but to do this we must sight your ID and record your details before we can issue your refund.”

### Transactions over 1500 eligible containers

- “The Container Deposit Scheme regulations requires that all people who present 1500 or more containers for a refund must sign a Refund Declaration form and present photo ID.”

Refund Declaration form

**Refund Declaration - Bulk Quantity**  
*Regulation 4E(3) of the Waste Avoidance and Resource Recovery Act 2007 (WA)*  
*(Container Deposit Scheme) Regulations 2019*

**NOTICE TO DECLARANT:** It is an offence under the Waste Avoidance and Resource Recovery Act 2007 (WA) to make a Refund Declaration that is false or misleading in a material particular.

With regard to the \_\_\_\_\_ (no. of containers, being 1,500 or more) containers that I have today presented at the refund point specified below for the purpose of claiming or attempting to claim a refund amount,

\_\_\_\_\_ (full name)  
of \_\_\_\_\_ (address)

hereby declare:

(a) that the containers were collected in Western Australia for the purpose of claiming the refund amount under the scheme; and

(b) I reasonably believe that:

(i) all of the containers were first supplied in Western Australia on or after 1 October 2020; and

(ii) the relevant beverage product in relation to each container is an approved beverage product; and

(iii) a refund amount has not previously been paid for any container; and

(iii) none of the containers is or was part of a bale.

Signature of declarant \_\_\_\_\_  
Date of declaration \_\_\_\_\_  
Witness signature \_\_\_\_\_  
(Refund point operator or an employee of the refund point)  
Witness name \_\_\_\_\_  
(Print)  
Witness position \_\_\_\_\_  
(Refund point operator or employment position with the refund point operator)  
Name of refund point operator \_\_\_\_\_  
Address of refund point \_\_\_\_\_

**PROOF OF IDENTITY OF THE DECLARANT:** This declaration must be accompanied by an official document containing the declarant's photograph (for example, a passport or driver's licence) as proof of the declarant's identity. The refund point operator is required to —

(a) keep this Refund Declaration; and

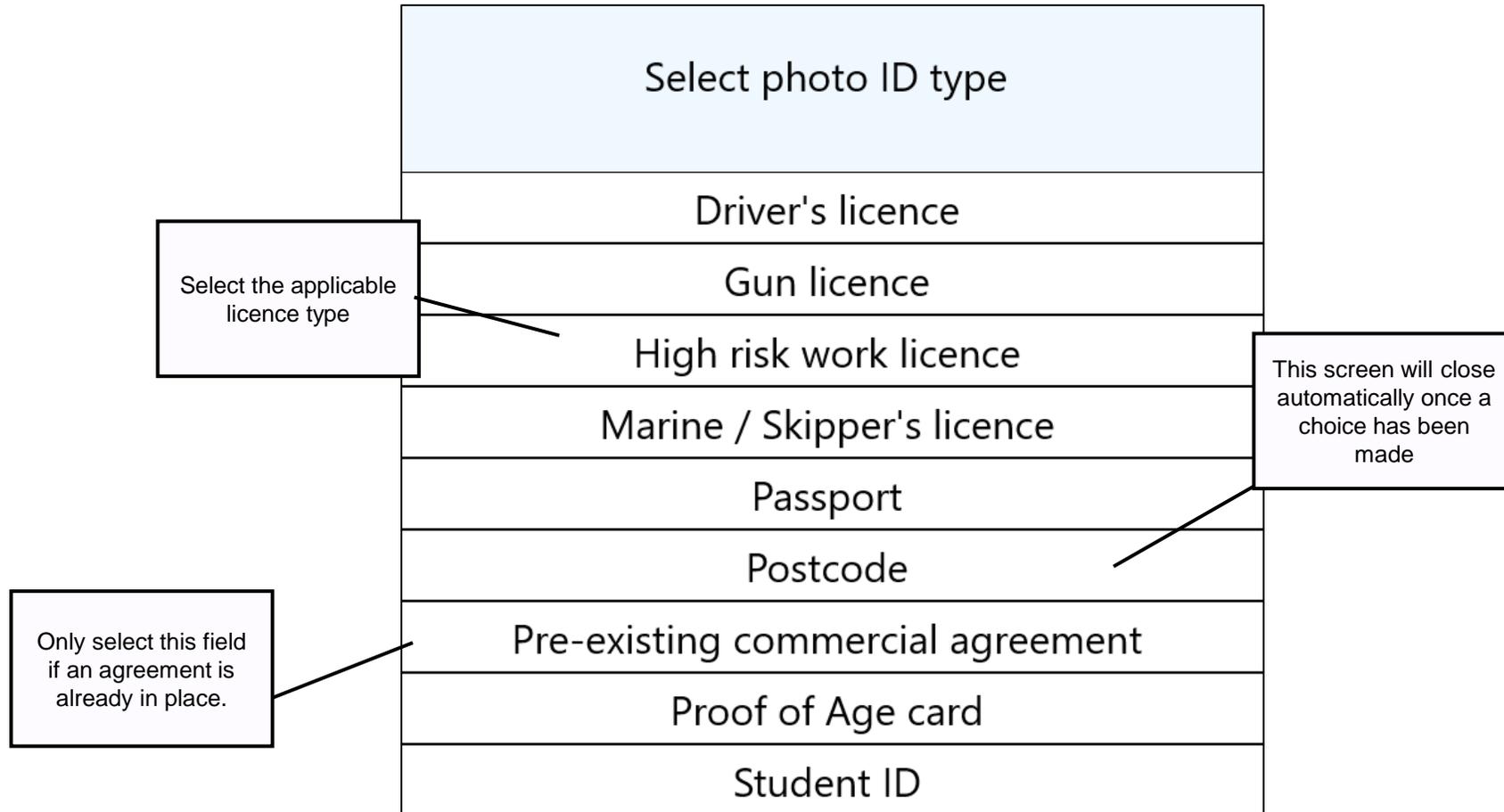
(b) make a copy of the official document referred to above and keep the copy with this Refund Declaration,  
for at least 3 years after the Refund Declaration is given.

Refer to the **Green Guide** Section 4.2.1 “Encouraging Best Practice Customers” for further ideas on communicating these requirements.



# COUNTER

Select the Photo ID type used by the customer



Select photo ID type

Driver's licence

Gun licence

High risk work licence

Marine / Skipper's licence

Passport

Postcode

Pre-existing commercial agreement

Proof of Age card

Student ID

Select the applicable licence type

Only select this field if an agreement is already in place.

This screen will close automatically once a choice has been made

# COUNTER



## Transaction Complete

After the Transaction is complete the Counter screen should be displayed

\*\*\*This version of PPS (v.1.20) is for testing only\*\*\*

'Refund Completed' will be shown until a new value is entered in a quantity field

Last transaction details are displayed in the bottom left corner

Click 'Re-print' for the last successful transaction receipt to be re-printed

Check eligible container	Quantity	Sync status	Settings status	Admin status
Glass - Mixed		Sync OK	Not Setup	
Aluminium				
PET - Clear	Setup bin			
PET - Colour	Setup bin			
HDPE	Setup bin			
Liquid Paper Bo	Setup bin			
Steel	Setup bin			
Other Materials	Setup bin			
Ineligible Containers	Setup bin			

Refund Completed

1 2 3

4 5 6

9

Enter

Pay refund

Re-print

Last successful transaction: W...nd U. (C10725919)  
Refund \$199.90 at 04:44 PM



# BAG DROP



Customers may drop off bags containing the recyclable containers they want to exchange

- Customers use POS in Kiosk Mode to print labels and apply them to their bags holding their containers.  
(Please see the QRG for Customer Kiosk Mode for more details of this process.)
- The containers inside the bags are sorted, counted, and quantities are entered into POS at a Refund Point.
- Identify the Owner of the bag by using a scanner device to scan the QR code on the bag label or entering the Member Number manually.
- If not using a printed label, encourage customers to ensure that their Member Number is in a waterproof sleeve as liquids may spill on any handwritten notes.



# BAG DROP

Use Bag Drop to count containers left by customers

\*\*\*This version of POS (v.1.20) is for testing only\*\*\*

Count the containers in the provided bag and enter quantities in these fields

Check eligible container	Quantity	Amount	Canon MB5400 Printer status		
Glass - Mixed	1558	\$155.80	Sync OK	Not Setup	
Aluminium	88	\$8.80	Sync status	Coord svcs	
PET - Clear	Setup bin		RP: Exchange Depot - Forrestfield		
PET - Colour	Setup bin		Refund \$164.60		
HDPE	Setup bin		1	2	3
Liquid Paper Board	Setup bin		4	5	6
Steel	Setup bin		7	8	9
Other Materials	Setup bin		Del	0	Enter
Ineligible Containers	Setup bin		Pay refund		
		Re-print			

Change location to where the bag was collected from

Click here to proceed to Payment Options

Quantity Screen is identical to Counter



# BAG DROP

Sort and count all the containers in the bag. The total refund amount due is calculated by the app

The screenshot shows the 'BAG DROP' screen with the following elements:

- Navigation Bar:** Includes 'COUNTER', 'BAG DROP' (active), 'MANIFEST', 'REPORTS', and 'SYNC'.
- Material Type List:**

Material Type	Quantity	Amount
Glass - Mixed	155	\$15.50
Aluminium		
PET - Clear		
PET - Colour		
HDPE	55	\$5.50
Liquid Paper Board		
Steel	Setup bin	
Other Materials	Setup bin	
Ineligible Containers	Setup bin	
- Summary:** Shows 'Refund \$96.40'.
- Keypad:** A numeric keypad (1-9, 0, Del, Enter) and a 'Pay refund' button.
- Callouts:**
  - 'Amount will be shown by Material Type' points to the 'Amount' column.
  - 'Use the Keypad to enter the quantity per material type' points to the keypad.
  - 'The total amount to be paid out is calculated and displayed here' points to the 'Refund \$96.40'.
  - 'Once all containers have been counted click Pay refund to continue' points to the 'Pay refund' button.



# BAG DROP



## Scan Bag Label or enter Member Number to start Payment

\*\*\*This version of PPS (v.1.20) is for testing only\*\*\*

Select bag issue

Member no.

Canon MB5400 Printer status: Sync OK Not Setup  
RP: Exchange Depot - Forrestdfield

Refund \$164.60

1	2	3
4	5	6
7	8	9
Del	0	Enter
Back		

Scan the label on the bag (or enter the Member number) to populate Member details



Bag drop label with QR code



# BAG DROP



Scanned Information is displayed. Bag issues must be recorded

\*\*\*This version of POS (6.1.20) is for testing only\*\*\*

CONTAINERS FOR CHANGE COUNTER BAG DROP COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

Selected bag issue : Bag contains rubbish / hazardous material

Canon MB5400 Sync OK Not Setup

Member no. C10723588

RP: Exchange Depot - Forrestfield

ABNNOTGST ABNNOTGST Postcode: 61 Mobile: 04\*\*

Refund \$164.60

PayPal Donate

1 2 3

5 6

8 9

Del 0 Enter

Reset transaction Confirm & pay Back

If the bag has an issue, click this button and select the reason

Where the payment is going to is displayed for confirmation (if required)

The name displayed should match the Bag Label

Payment will be made to the customer's nominated PayPal account



# BAG DROP

For bags without an issue, 'No Bag issue' will be the default for the transaction

Select the applicable Bag Drop Issue from the list shown.

Select bag drop issue
No bag issue
Bag contains rubbish / hazardous material
Bag ripped - has containers
Bag ripped - no containers
Cannot scan barcode - manual Member no. entered
Contains ineligible containers
Lids on containers
No bag label / Member no.

Multiple Bag Issues can be selected



# BAG DROP



Click "Confirm & Pay" to complete the transaction

\*\*\*This version of POS (6.1.20) is for testing only\*\*\*

CONTAINERS FOR CHANGE

COUNTER BAG DROP COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

Selected bag issue : Bag contains rubbish / hazardous material

Canon MB5400 Sync OK Not Setup  
Printer status Sync status Coord scvs

Member no. C10723588 Search

ABNNOTGST ABNNOTGST Postcode: 6169  
Mobile: 04\*\* \*\*\* 678

RP: Exchange Depot - Forrestdfield

Refund \$164.60

PayPal Donate

Payment method: Customer's nominated PayPal account

1 2 3  
4 5 6  
7 8 9  
Del 0 Enter

Reset transaction Confirm & pay Back



Click "Confirm & Pay" to close the transaction and clear the screen to process the next transaction



# Collect



Customers may opt for a collection service wherein recyclable containers can be picked up from an agreed address.

- CCSP's or Click & Collect Service Providers collect containers from customers address and bring these containers to a refund point.
- Service Providers return bags of customer containers to a local refund point and, for doing so, receive a portion of the refund value of a transaction.
- In POS the value a Service Provider receives for their service is called a Service Fee.
- To submit a Collect Transaction an agreement is required between a Customer and a CCSP which creates an Agreement ID, that agreement ID can be searched in POS.
- A Service Fee can either be charged at a Per Container or Flat Fee rate



# COLLECT



The Collect screen is identical to Counter screen.

\*\*\*This version of PCS (6.1.20) is for testing only\*\*\*

Count the containers and enter quantities in these fields

Use this button to check for eligible containers.

Change location to where the bag was collected from

Click here to proceed to Payment Options

Quantity Screen is identical to Counter

Check eligible container	Quantity	Amount	Canon MB5400 Printer status Sync OK Sync status Not Setup Coord sovs		
Glass - Mixed	155	\$15.50	RP: Exchange Depot - Forrestfield		
Aluminium	25	\$2.50	Refund \$18.00		
PET - Clear	Setup bin		1	2	3
PET - Colour	Setup bin				
HDPE	Setup bin		4	5	6
Liquid Paper Board	Setup bin				
Steel	Setup bin		7	8	9
Other Materials	Setup bin				
Ineligible Containers	Setup bin		Del	0	Enter
	Re-print		Pay refund		



# COLLECT



Collect transactions can only be performed for members. Search using member number.

Selected bag issue : Bag contains rubbish / hazardous material

Member/Agreement C1072358 Search

\*\*\*This version of FCS is for testing only\*\*\*

If the bag has an issue, click this button and select the reason.

The search button can be used for advanced searches of users if their Member number is unknown.

The Member/Agreement number field will dynamically search for agreements if a Member/Agreement number is entered.

Refund \$95.40

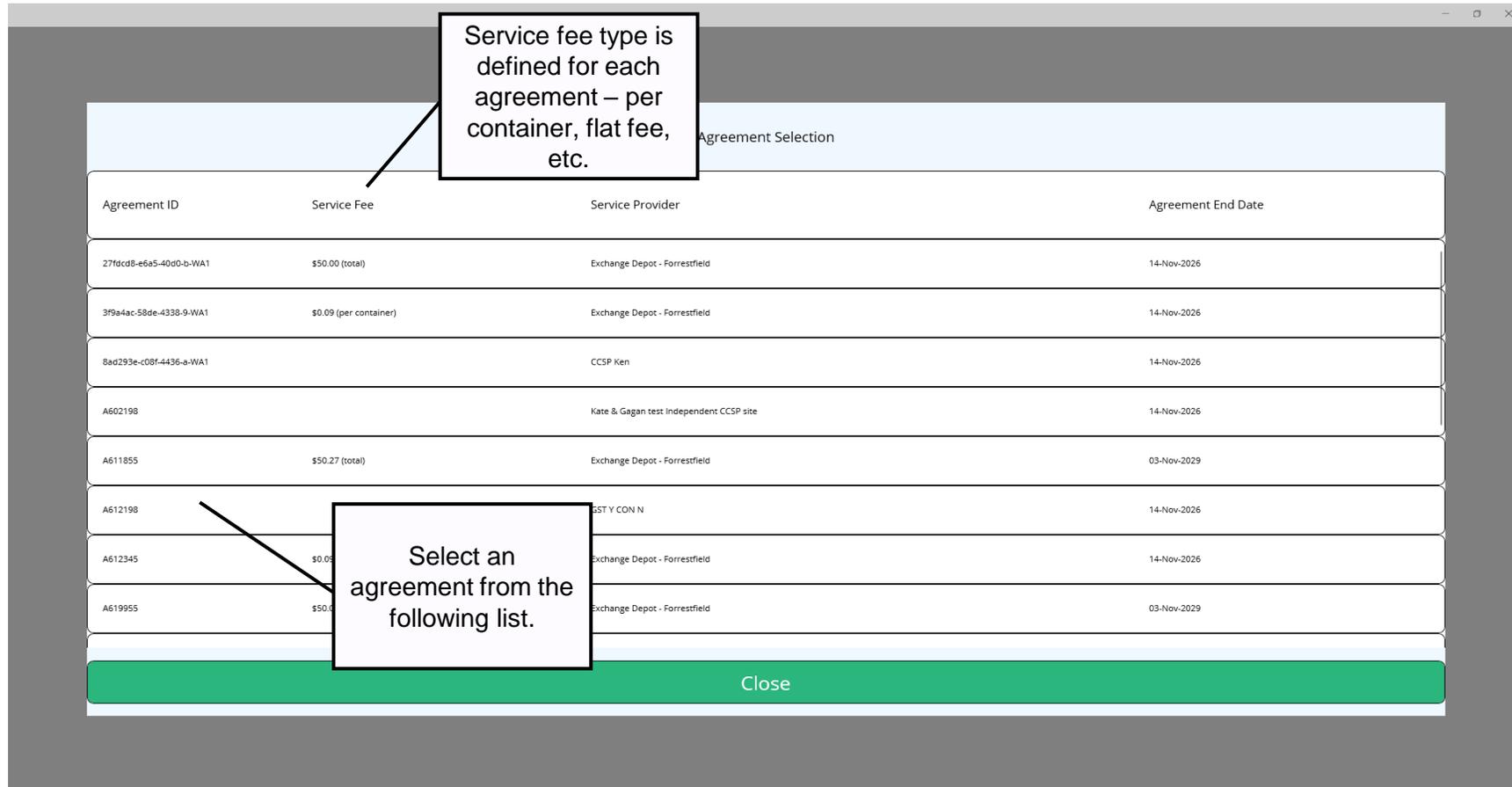
1	2	3
4	5	6
7	8	9
Del	0	Enter
Back		

Reset transaction Confirm & pay



# COLLECT

In case POS has multiple agreements for the entered member number – list of all agreements is displayed.



Service fee type is defined for each agreement – per container, flat fee, etc.

Agreement ID	Service Fee	Service Provider	Agreement End Date
27fdcd8-e6a5-40d0-b-WA1	\$50.00 (total)	Exchange Depot - Forrestdfield	14-Nov-2026
3f9e4ac-58de-4338-9-WA1	\$0.09 (per container)	Exchange Depot - Forrestdfield	14-Nov-2026
8ad293e-c08f-4436-a-WA1		CCSP Ken	14-Nov-2026
A602198		Kate & Gagan test Independent CCSP site	14-Nov-2026
A611855	\$50.27 (total)	Exchange Depot - Forrestdfield	03-Nov-2029
A612198		CCSP Y CON N	14-Nov-2026
A612345	\$0.09	Exchange Depot - Forrestdfield	14-Nov-2026
A619955	\$50.00	Exchange Depot - Forrestdfield	03-Nov-2029

Select an agreement from the following list.

Close

# COLLECT



## Advanced Member Search

Member search

Enter member details

Member number	Name	Legal name	Mobile Number	Post code	Group Type
C10311944	ERICHS MECHANICAL SERVICE			6510	BUSINESS
C11086175	Ericka W.		04** *** 000	1010	INDIVIDUAL

Member details are displayed as per user input in the search field.

Select a member to continue with the collect transaction.



# COLLECT



Flat Fee agreement, allows operators to charge a flat service fee in POS.

\*\*\*This version of POS (6.1.20) is for testing only\*\*\*

Member/Agreement C10723586

Agreement #:A619955

Member ID:C10723586

Name:IndividualMarch I.

Service provider:Exchange Depot - Forrestfield

Service Fee:\$ 50.00 (inc GST)

Refund \$145.30

Buttons: Reset transaction, Confirm & pay, Back

Keypad: 1, 2, 3, 4, 5, 6, 7, 8, 9, Del, 0, Enter

Status: Sync OK

RP: Exchange Depot - Forrestfield



# COLLECT



## Flat Service Fee agreement validations in POS.

\*\*\*This version of POS (v 1.20) is for testing only\*\*\*

CONTAINERS FOR CHANGE

COUNTER BAG DROP COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

Select bag issue

Microsoft Print to Sync OK Not Setup  
Printer status Sync status Coord scvs

Member/Agreement C10723586 Search

Agreement #:A619955 Mobile: 04\*\* \*\*\* 000

Member ID:C10723586 Postcode: 6000

Name:IndividualMarch I.

Service provider:Exchange Depot - Forrestfield

Service Fee:\$ 55.00 (inc GST)

Reset

Service Fee cannot be increased above the agreement value

Reset transaction Confirm & pay Back

RP: Exchange Depot - Forrestfield

Other validations for Flat Service Fee in POS:

- Fee cannot be below zero.
- Fee cannot be above the agreed rate.
- Fee cannot be above the Refund Total.
- Must not be more than 2 decimal places.
- Numeric values only.

POS validation message is displayed, and the transaction cannot be completed until a valid Service Fee is entered.

POS can validate the Service Fee amount based on pre-determined fee amount



# COLLECT



## Member Receipts for Flat Fee

CONTAINERS FOR CHANGE  
CLICK & COLLECT  
TRANSACTION RECEIPT

To: Exchange Depot - Forrestfield  
9 Webster Road  
Forrestfield  
WA, 6058  
Phone : 13 42 42  
ABN: 51638664847

POS ID: POS 38978  
Invoice ID: 08691A9FD0C04DC39D61E867F48D3F8A  
User ID: Admin  
Member no: C10723586  
Agreement ID A619955  
Payment type: Electronic  
Date: 06-Sep-2023  
Time: 1:49 PM

Refund amount			
Item	Qty	Unit	Amount \$
			Price Incl. GST
Glass - Mixed	1643	0.10	164.30
			TOTAL (incl. GST) 164.30
			Service Fee 50.00
			Net Total (incl. GST) 114.30

Member Bank receipt

Service Fee applied to the refund total.

Close Print



# COLLECT



Per container Service Fee agreement calculates fee based on container quantity.

\*\*\*This version of POS (6.1.20) is for testing only\*\*\*

CONTAINERS FOR CHANGE

COUNTER BAG DROP COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

Select bag issue

Microsoft Print to Sync OK Not Setup  
Printer status Sync status Coord scvs

Member/Agreement: C10723586 Search RP: Exchange Depot - Forrestfield

Agreement #: A612345 Mobile: 04\*\* \*\*\* 000

Member ID: C10723586 Postcode: 6000

Name: Individual March I.

Service provider: Exchange Depot - Forrestfield

Service Fee: \$ 131.04 (inc GST)

Per container: \$ 0.09 ↑ ↓

Reset

Refund \$145.60

1	2	3
4	5	6
7	8	9
Del	0	Enter

Reset transaction Confirm & pay Back



Total Service Fee is calculated based on the agreed Per Container rate and the total quantity of containers returned.

POS operator can set the per container price using adjustment arrows.



# COLLECT



## Per container Service Fee agreement validations in POS.

\*\*\*This version of POS (6.1.20) is for testing only\*\*\*

CONTAINERS FOR CHANGE

COUNTER BAG DROP COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

Select bag issue

Microsoft Print to Sync OK Not Setup

Printer status Sync status Coord scvs

Member/Agreement: C10723586 Search

Agreement #: A612345 Mobile: 04\*\* \*\*\* 000

Member ID: C10723586 Postcode: 6000

Name: Individual March I.

Service provider: Exchange Depot - Forrestfield

Service Fee: \$ 131.04 (inc GST)

Per container: \$ 0.09

Reset

Reset transaction Confirm & pay Back

RP: Exchange Depot - Forrestfield

Other validations in POS for per container rate:

- Fee cannot be below zero (0.00).
- Fee cannot be above the agreed rate.
- Must not be more than 2 decimal places.
- Numeric values only.

An error message is displayed, and the transaction cannot be completed until a valid Service Fee is entered.

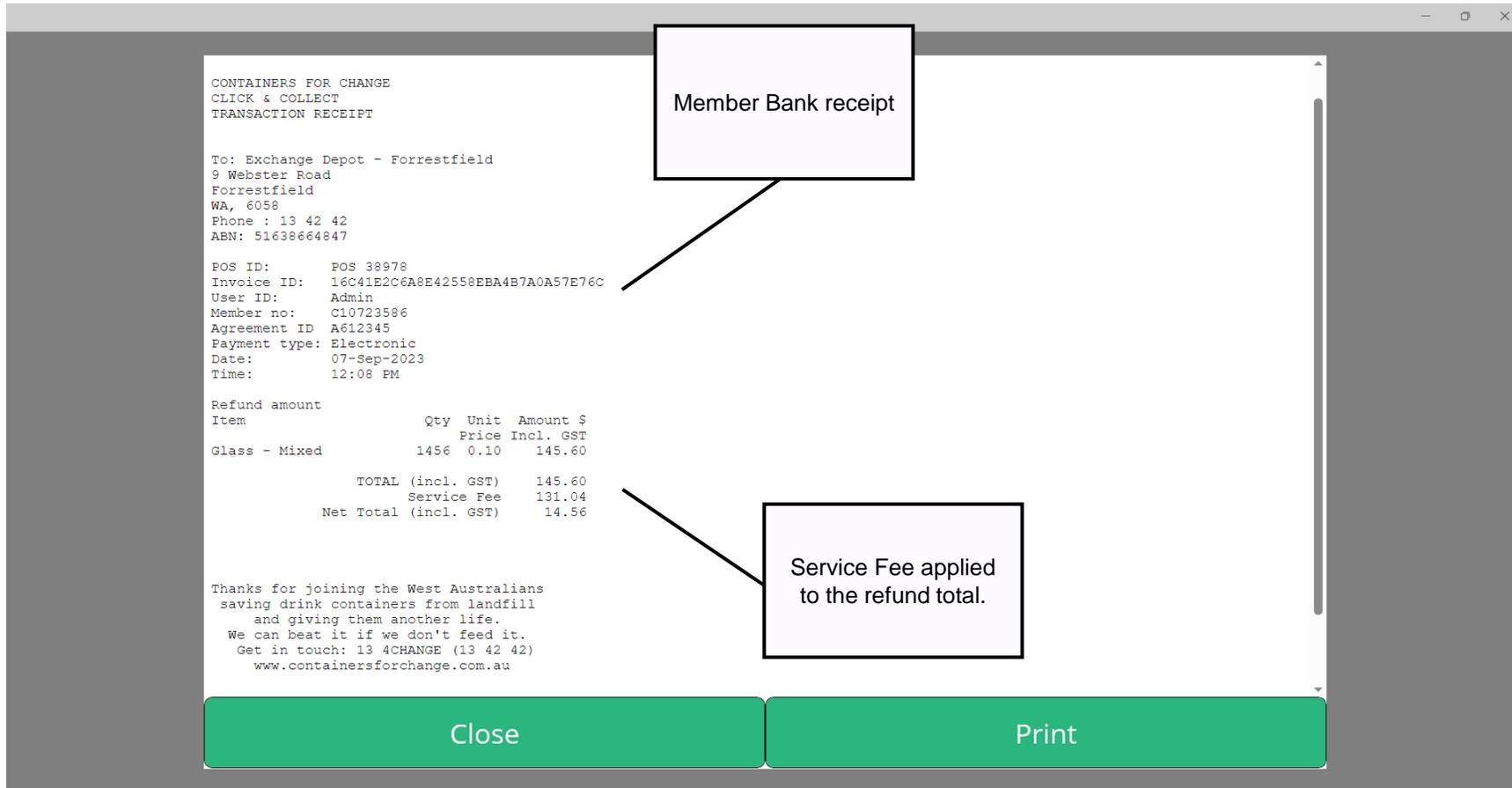
Service Fee cannot be increased above the agreement value

POS will validate the Service Fee value against the Total Refund.



# COLLECT

## Member Receipts for per container Service Fee



CONTAINERS FOR CHANGE  
CLICK & COLLECT  
TRANSACTION RECEIPT

To: Exchange Depot - Forrestfield  
9 Webster Road  
Forrestfield  
WA, 6058  
Phone : 13 42 42  
ABN: 51638664847

POS ID: POS 38978  
Invoice ID: 16C41E2C6A8E42558EBB4B7A0A57E76C  
User ID: Admin  
Member no: C10723586  
Agreement ID A612345  
Payment type: Electronic  
Date: 07-Sep-2023  
Time: 12:08 PM

Refund amount

Item	Qty	Unit	Amount \$
Glass - Mixed	1456	0.10	145.60
TOTAL (incl. GST)			145.60
Service Fee			131.04
Net Total (incl. GST)			14.56

Thanks for joining the West Australians  
saving drink containers from landfill  
and giving them another life.  
We can beat it if we don't feed it.  
Get in touch: 13 4CHANGE (13 42 42)  
www.containersforchange.com.au

Member Bank receipt

Service Fee applied to the refund total.

Close Print



# COLLECT



## Refund transaction completed

\*\*\*This version of POS (6.1.20) is for testing only\*\*\*

After the Transaction is complete the Collect screen should be displayed

Check eligible container	Quantity	Amount	Bay	
Glass - Mixed			1	<div style="border: 1px solid black; padding: 5px;"> <p>'Refund Completed' will be shown until a new value is entered in a quantity field</p> </div>
Aluminium	Setup bin			
PET - Clear	Setup bin			
PET - Colour	Setup bin			
HDPE	Setup bin			
Liquid Paper Board	Setup bin			
Steel	Setup bin			
Other Materials	Setup bin			
Ineligible Container	Setup bin			

Last transaction details are displayed in the bottom left corner

Click 'Re-print' for the last successful transaction receipt to be re-printed

Pay refund

Last successful transaction: Individual March I. (C10723586)  
 Refund \$123.30 at 02:30 PM



# KIOSK MODE



Kiosk Mode enables customers to print sticker labels to put on their bags

- Kiosk Mode enables bag labels to be printed.
- These labels are printed using a dedicated label printer attached to a POS device. The labels are stuck on bags as identification.
- Customers can leave their recyclable containers for refund at a depot or bag drop location.
- If a customer wants to use the bag drop but has not yet registered for the Scheme, they can register through the Kiosk (by scanning a QR code).



# KIOSK MODE



Kiosk mode may be accessed from the Home page

\*\*\*This version of POS 6.1.20 is for testing only\*\*\*

CONTAINERS FOR CHANGE

COUNTER BAG DROP COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

POS 38978  
POS Version 6.1.20

Quantity collected today 0

Value collected today \$0.00

Current location:  
Exchange Depot - Forrestfield - Forrestfield 6058

Referenced data status - OK

Version update status - OK

Transaction sync status - OK

Enter kiosk mode

EVERY CONTAINER COUNTS TOWARDS IMPROVING OUR COMMUNITIES AND THE ENVIRONMENT

**Welcome to Containers for Change**  
The unauthorised use of this software is strictly prohibited. If you have any questions regarding the use of this software, please contact 13 42 42 and ask for the B2B Technical Support team.  
POS 6.0 is now available.  
The latest version was released in July 2023. POS 6.0 is our latest update which upgrades the foundational .NET framework of POS to .NET Maui. This upgrade also includes a number of quality of life improvements, such as reduced application size, loading speed & security upgrades.

**How to Upgrade**  
**Back up your data**  
We recommend taking note of your current bins and quantities so that in the unlikely event you have an issue with your upgrade, you can recreate your Bins correctly. To do this, simply take a photo or screenshot of the data on your 'Bins' page, ensuring all your columns are on display. Note for larger sites, you may have to scroll down and take an extra photo/screenshot.



# KIOSK MODE



Kiosk Mode can be used at different Refund Point locations

A screenshot of a kiosk application interface. At the top left is a help icon (a question mark in a circle). The main heading is "Select your location". Below this, the text "Current site: Exchange Depot - Forreestfield - Forreestfield 6058" is displayed. A callout box points to this text with the text "Current Site Device is enrolled to". Below the site information are three large green buttons: "Select Bag Drop Site", "Close", and "Continue". A callout box points to the "Select Bag Drop Site" button with the text "Use this button to select the Refund Point location for the bag drop". The interface is flanked by large green arrow icons pointing left and right.



# KIOSK MODE

Select the RP site

Select refund point

Exchange Depot - Bayswater - Bayswater 6053
Exchange Depot - Esperance - Esperance 6450
Exchange Depot - Forreestfield - Forreestfield 6058
Exchange Depot - Kwinana Beach - Kwinana Beach 6167
Exchange Depot - Picton - Picton 6229
Exchange Depot Bertram - Bertram 6167
Exchange Depot Byford - Byford 6122

List of all available refund points should be displayed

Close

# KIOSK MODE



Click Continue after the RP site is selected



?

Select your location

Current site: Exchange Depot - Kwinana Beach - Kwinana Beach 6167

RP:Exchange Depot - Kwinana Beach - Kwinana Beach 6167

Close Continue

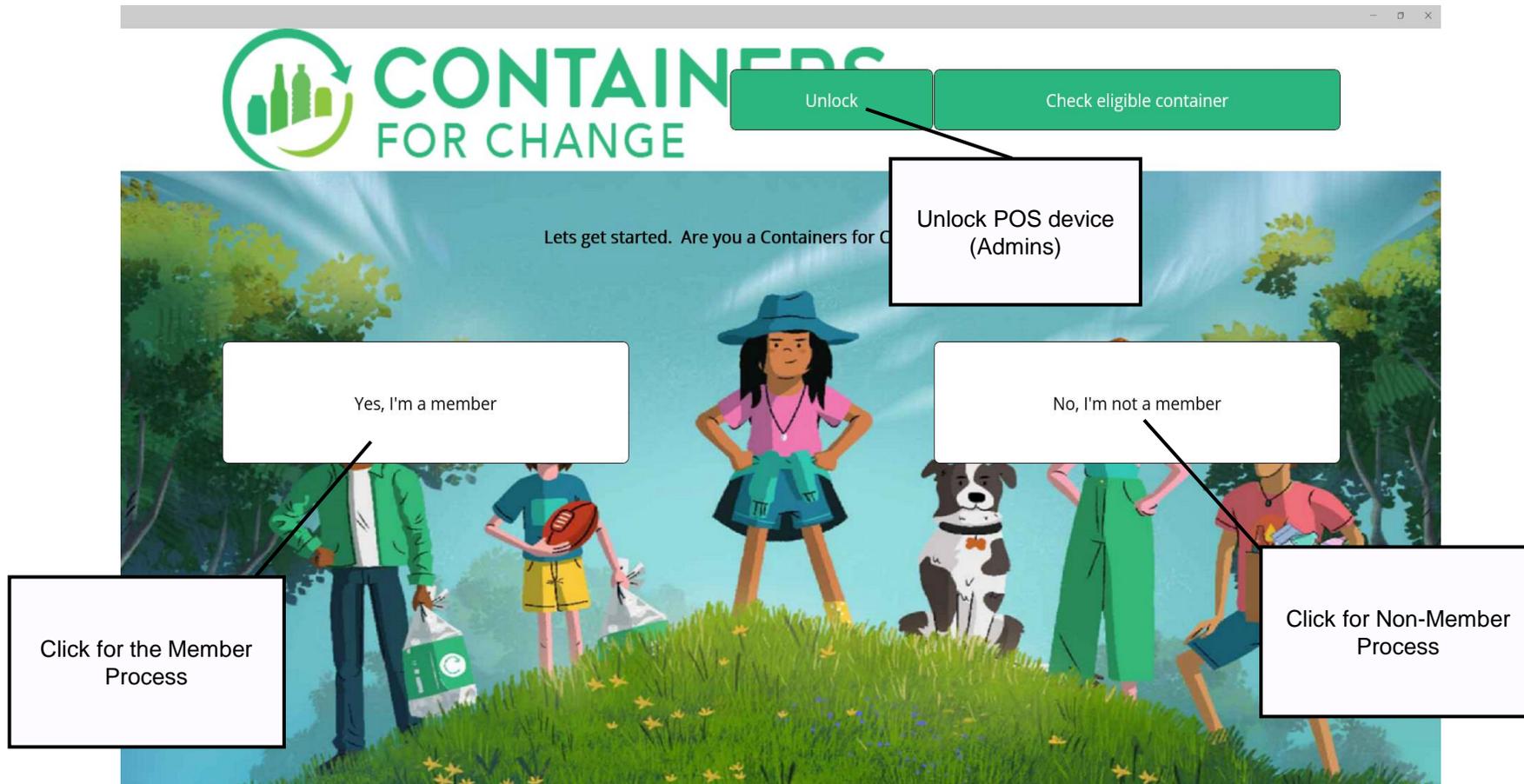
When the correct Site is displayed click **Continue**

A screenshot of a kiosk interface. At the top left is a question mark icon. The main heading is "Select your location". Below it, the current site is listed as "Exchange Depot - Kwinana Beach - Kwinana Beach 6167". A large green button displays the selected site name: "RP:Exchange Depot - Kwinana Beach - Kwinana Beach 6167". Below this are two smaller green buttons: "Close" and "Continue". A callout box with a black border points to the "Continue" button, containing the text "When the correct Site is displayed click **Continue**".

# KIOSK MODE



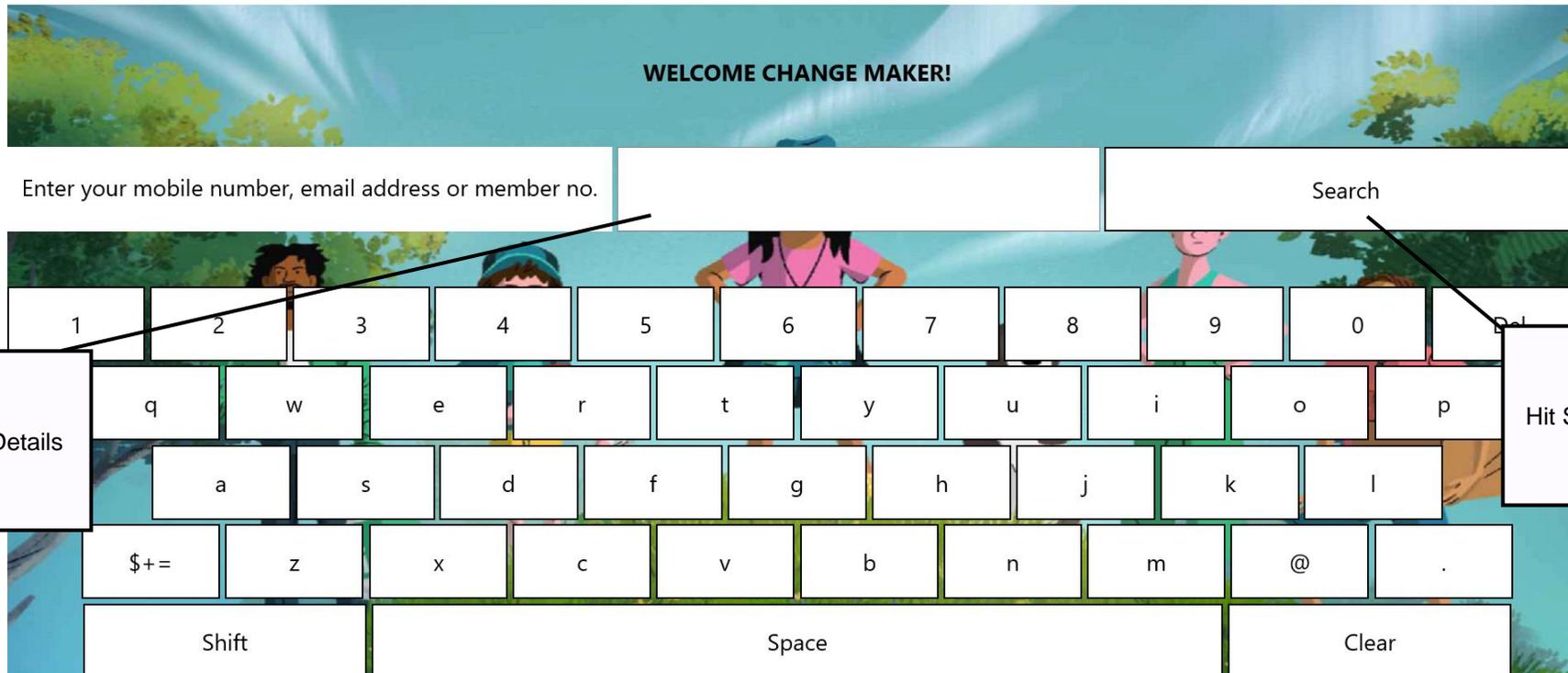
Customer selects whether they are a Member or Non-member



# KIOSK MODE



Customer enters their member details



Enter Member Details

Hit Search when ready



# KIOSK MODE



## Confirm member details



**Please confirm your identity:**

Name:	GroupTest01 ..
Member no.:	C10759201
Mobile:	04** *** 678
Postcode:	6000

Confirm Member Details

Click 'No, search again' to return to the Member search screen and try again

Yes, this is correct

No, search again



# KIOSK MODE



Select number of labels to print



Back Restart

Please select the number of labels you require and press PRINT

Name:	GroupTest01 ..
Member no.:	C10759201
Mobile:	04** *** 678
Postcode:	6000
Labels:	1

More  
Less

Print

Click 'Print' when ready

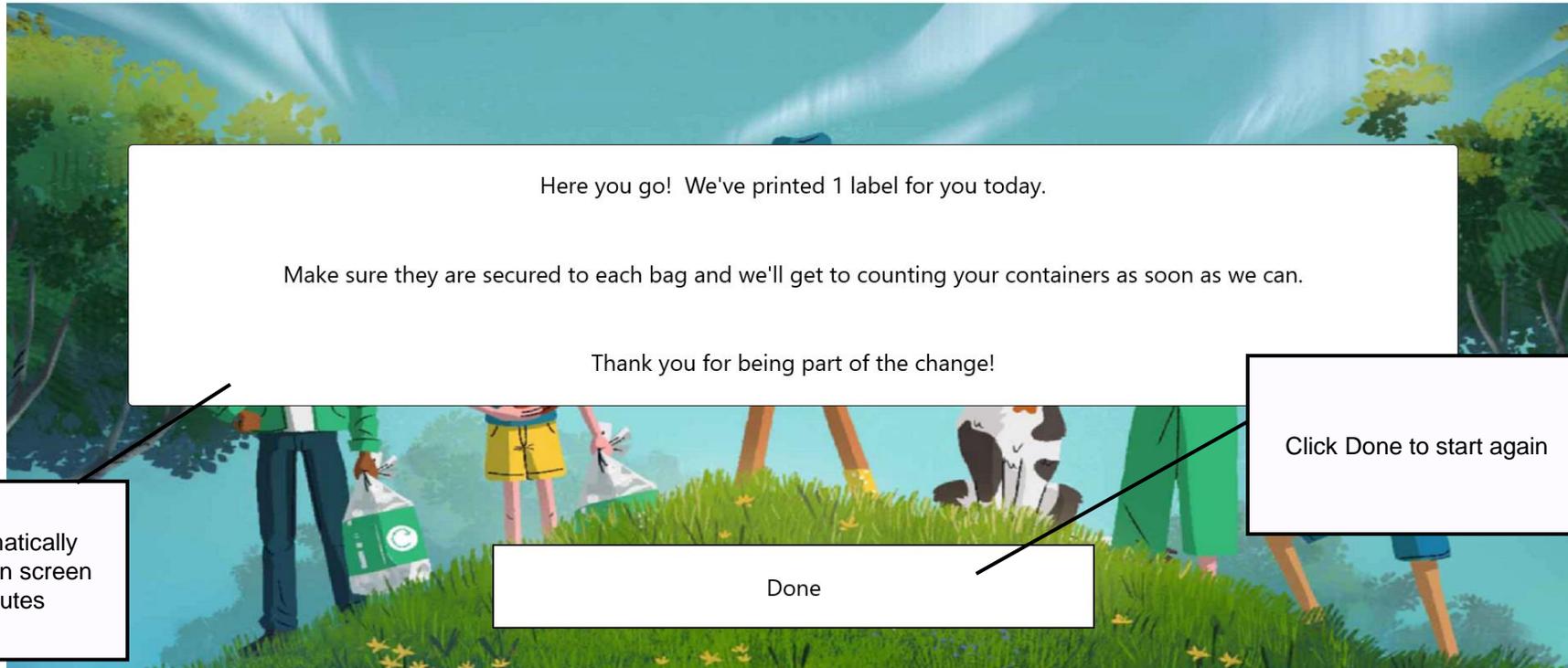
Hit 'More' or 'Less' to change the number of Labels to be printed



# KIOSK MODE



Printing complete



POS will automatically return to the Main screen after ~2 minutes

Click Done to start again

Done



# KIOSK MODE



Search for a Cause to donate to



Back Restart

Click 'Search' to continue

Select the cause you want to donate to:

Red Cross

Search

1 2 3 4 5 6 7 8 9 0 Del

q w e r t y u i o p

a s d f g h j k l

\$+= z x c v b n m @ .

Shift Space Clear

Customer enters charity details here to search



# KIOSK MODE



If not yet registered, customers can join the Scheme here



Back

Restart



# KIOSK MODE



Search for a Cause to donate to



Back

Restart



Please select your cause from list

C10321997	AUSTRALIAN RED CROSS NATIONAL OFFICE	04** *** 329	3051
-----------	--------------------------------------	--------------	------

An illustration of a diverse group of people and a dog in a park. A man in a green jacket holds a recycling bag. A boy in a blue shirt holds a football. A girl in a pink shirt has her hands on her hips. A dog sits in the center. A man in a green tank top stands nearby. A man in a red shirt carries a cardboard box. The scene is set in a grassy field with trees in the background.

All Groups/Charities that are found will be displayed

Click the appropriate Group/Charity to continue



# KIOSK MODE



Confirm details and enter the number of labels to print



Back Restart



**Please select the number of labels you require and press PRINT**

Name:	AUSTRALIAN RED CROSS NATIONAL OFFICE
Member no.:	C10321997
ABN:	50169561394
Postcode:	3051
Labels:	1

More  
Less

Print

Details of Donation

Change the number of Labels to be printed



# KIOSK MODE



Click five times on the logo and enter an Admin PIN code to exit out of Kiosk Mode



Then Click the Unlock Button to return to RP POS

Unlock

Click or tap on the icon 5 times in quick succession to open 'Unlock' button

Yes, I'm a member

No, I'm not a member



# BINS



## Bins that will be filled with containers must be set up in POS

- A bin is a piece of collection infrastructure that is either:
  - Picked up and taken to a Processor.
  - Emptied into a truck for transporting to a Processor.
- Each bin should have a unique ID that is used for reference within the POS application.
- The POS app will be used to manage the bins including setup, activate, declaring a bin to be full and closing it, ready for collection by a Logistics Service Provider (LSP).



# BINS

## Typical BIN volumes

Volume Per 1 M3	
Material Type	Per 1 M3
Glass	1600
PET	520
Aluminium	1320
HDPE	1300
LPB	2630

**Note:** These are estimated numbers based off scheme assumption information provided by CES/CCA/LN and trials conducted by service providers and information provided by COEX.

Collection Infrastructure Volume							
Collection Infrastructure Type	M3	Glass	PET	Aluminium	HDPE	LPB	Note
Single Cage (Non Glass)	1.2	NA	624	1584	1560	3156	
Double Cage (Non Glass)	2.4	NA	1248	3168	3120	6312	
Single Cage (Glass)	1.2	1920					
1100L Bin	1.1	NA	572	1452	1430	2893	
On Site Compactor	200	NA	104000	264000	NA	NA	Compactor is 40 M3 with 5 : 1 compaction estimated
20 M3 Hook Bin	20	32000	NA	NA	NA	NA	
17 M3 Hook Bin	17	27200	NA	NA	NA	NA	
15 M3 Hook Bin	15	24000	NA	NA	NA	NA	
12 M3 Hook Bin	12	19200	NA	NA	NA	NA	
Skip Bin	4.5	7200	NA	NA	NA	NA	
Bulka Bag	0.8	NA	416	1056	1040	2104	Will vary depending on bag from 0.5 - 1.2 M3

# BINS



There are several stages of Bins: Setup, Active, Full and Closed

\*\*\*This version of PCS (6.1.20) is for testing only\*\*\*

**1. Types of Bins**

Bins ready for activation

Material Type	Asset ID	Quantity
Aluminium	357	1687
PET - Colour	433	14
HDPE	689	5
LPB	22	77

**2. Each bin will have Material Type, Asset ID and Quantity**

Material Type	Asset ID	Quantity
PET - Clear	475	7

Material Type	Asset ID	Quantity
Glass - Mixed	456	4163

Buttons: Create/Activate Bin, Show filters, Refresh

## Note:

- It is recommended to have bin naming conventions by material type to avoid confusion during bin management e.g. PET Clear = PC
- Also use the Material Type and Collection Infrastructure number for the "Asset ID". For example: PET Clear – A14523 = **PC-A14523**



# BINS



Hide and show the different bin stages on the screen by using the buttons

\*\*\*This version of PPS (6.1.20) is for testing only\*\*\*

The screenshot displays the BINS management interface. At the top is a navigation bar with icons for COUNTER, BAG DROP, COLLECT, BINS, MANIFEST, REPORTS, SYNC, SETTINGS, and ADMIN. The main content area is divided into four sections: Setup bins, Active bins, Full bins, and Closed bins. The Active bins section contains a table with the following data:

Material	Count	Action
Aluminium 357	1687	[Edit]
PET - Colour 433	14	[Edit]
HDPE 689	5	[Edit]
LPB 22	77	[Edit]

The Full bins section contains a table with the following data:

Material	Count	Action
PET - Clear 4r5	7	[Edit]

The Closed bins section contains a table with the following data:

Material	Count	Action
Glass - Mixed 456	4163	[Edit]

At the bottom of the interface are three buttons: Create/Activate Bin, Show filters, and Refresh. A callout box points to the Show filters button with the text: "You can apply different filters by clicking on show filters button".



# BINS



Show hidden stages by using the same buttons at the bottom of the screen

\*\*\*This version of PCS (6.1.20) is for testing only\*\*\*

Setup bins	Active bins	Full bins	Closed bins																		
Bins ready for activation	<table border="1"><tr><td>Aluminium 357</td><td>1687</td><td></td></tr><tr><td>PET - Colour 433</td><td>14</td><td></td></tr><tr><td>HDPE 689</td><td>5</td><td></td></tr><tr><td>LPB 22</td><td>77</td><td></td></tr></table>	Aluminium 357	1687		PET - Colour 433	14		HDPE 689	5		LPB 22	77		<table border="1"><tr><td>PET - Clear 45</td><td>7</td><td></td></tr></table>	PET - Clear 45	7		<table border="1"><tr><td>Glass - Mixed 456</td><td>4163</td><td></td></tr></table>	Glass - Mixed 456	4163	
Aluminium 357	1687																				
PET - Colour 433	14																				
HDPE 689	5																				
LPB 22	77																				
PET - Clear 45	7																				
Glass - Mixed 456	4163																				

Buttons at the bottom of the screen:

- Filter buttons: All, Glass, Alum, Clear, Colour, HDPE, LPB, Steel, Other, Ineligible
- Hide buttons: Hide setup, Hide active, Hide full, Hide closed
- Action buttons: Create/Activate Bin, Hide filters, Refresh

This screen shows all filter options to slice and dice appropriate bins.



# BINS



Create and activate a bin in one action

\*\*\*This version of PCS (6.1.20) is for testing only\*\*\*

The screenshot shows the 'BINS' section of the application. It features a navigation bar at the top with icons for COUNTER, BAG DROP, COLLECT, BINS, MANIFEST, REPORTS, SYNC, SETTINGS, and ADMIN. Below the navigation bar, there are four panels: 'Setup bins', 'Active bins', 'Full bins', and 'Closed bins'. The 'Active bins' panel contains a table with the following data:

Material	Count	Action
Aluminium 357	1687	[Edit]
PET - Colour 433	14	[Edit]
HDPE 689	5	[Edit]
LPB 22	77	[Edit]

Below the 'Active bins' table, there is a section labeled 'Bins ready for activation' with a callout box that says: 'Click this button to create and activate a bin in one action'. At the bottom of the interface, there are three buttons: 'Create/Activate Bin', 'Show filters', and 'Refresh'.



# BINS

## Select material type and bay

**2. Select the Material Type**

**1. Select the Bin Type**

**3. Select the Bay/s if required.**

**4. Click this button to create and activate a bin in one action**

Create a Bin

Material type: PET - Colour

Bin type: CAGE\_BIN\_1.2M3

Asset ID: 543

Empty Unit Weight: 81

Bay: 1, 2, 3

3 4 5 6 7 8 9 0 Del

q w e r t y u i o p

a s d f g h j k l

\$+= z x c v b n m @

Shift Space Clear

Cancel Create and Activate Bin

# BINS



The newly created bin will be placed under Active Bins

\*\*\*This version of PCS (6.1.20) is for testing only\*\*\*

Setup bins	Active bins	Full bins	Closed bins
Bins ready for activation	Aluminium 357 Bay 1	PET - Clear 4r5	Glass - Mixed 456
	PET - Colour 433 Bay 1	7	
	HDPE 689 Bay 1		
	LPB 22 Bay 1		
	Glass - Mixed 234 Bay 2	1242	

Bin created under Bay 2 in Active Bins

Create/Activate Bin      Show filters      Refresh



# BINS



Once a bin is full, it can be moved to the Full Bins area. Creating and Activating a new bin for this material type will also push the old Active bin to Full status.

\*\*\*This version of PCS (6.1.20) is for testing only\*\*\*

Setup bins	Active bins	Full bins	Closed bins																												
	<table border="1"><tr><td>Aluminium 357 Bay 1</td><td>1687</td><td></td><td></td></tr><tr><td>PET - Colour 433 Bay 1</td><td>14</td><td></td><td></td></tr><tr><td>HDPE 689 Bay 1</td><td>5</td><td></td><td></td></tr><tr><td>LPB 22 Bay 1</td><td>77</td><td></td><td></td></tr><tr><td>Glass - Mixed 234 Bay 2</td><td>1242</td><td></td><td></td></tr></table>	Aluminium 357 Bay 1	1687			PET - Colour 433 Bay 1	14			HDPE 689 Bay 1	5			LPB 22 Bay 1	77			Glass - Mixed 234 Bay 2	1242			<table border="1"><tr><td>PET - Clear 4r5</td><td>7</td><td></td><td></td></tr></table>	PET - Clear 4r5	7			<table border="1"><tr><td>Glass - Mixed 456</td><td>4163</td><td></td><td></td></tr></table>	Glass - Mixed 456	4163		
Aluminium 357 Bay 1	1687																														
PET - Colour 433 Bay 1	14																														
HDPE 689 Bay 1	5																														
LPB 22 Bay 1	77																														
Glass - Mixed 234 Bay 2	1242																														
PET - Clear 4r5	7																														
Glass - Mixed 456	4163																														

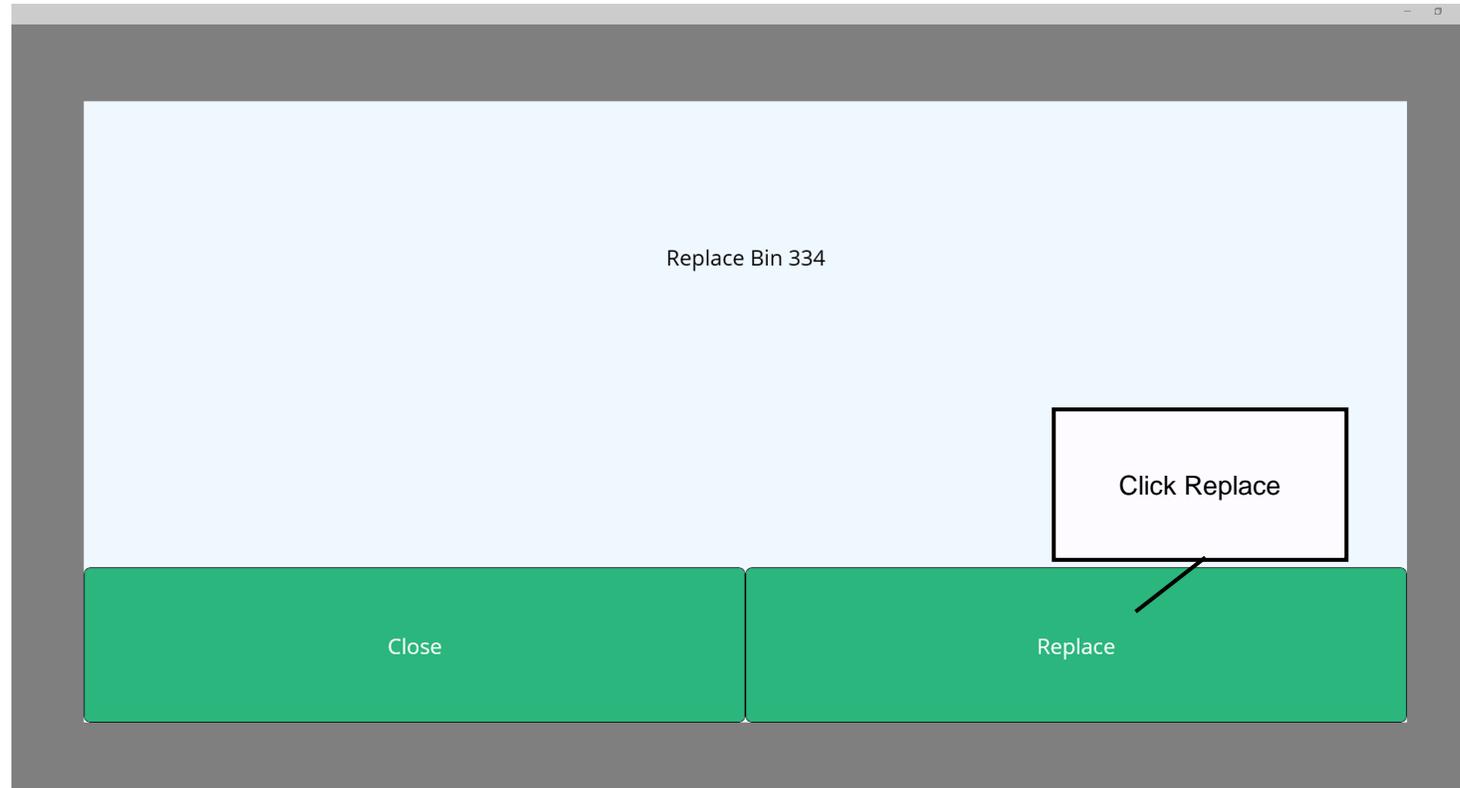
Click on the bin to be moved

Create/Activate Bin      Show filters      Refresh



# BINS

Replace Bin will move it to Full Bins



# BINS



## Replaced bins now show under Full Bins

\*\*\*This version of PCS (6.1.20) is for testing only\*\*\*

The screenshot shows the 'BINS' section of the interface. It is divided into three columns: 'Setup bins', 'Full bins', and 'Closed bins'. The 'Setup bins' column contains a message 'Bins ready for activation' and a 'Create/Activate Bin' button. The 'Full bins' column contains a table of bins, including one that has been moved from Active Bins. The 'Closed bins' column contains a table of closed bins. A callout box points to the 'Full bins' table with the text 'This bin was moved from Active Bins to Full Bins'. The bottom of the interface has buttons for 'Create/Activate Bin', 'Show filters', and 'Refresh'.

Bin Type	Material	Count
Active Bins	LPB 22 Bay 1	77
Active Bins	Glass - Mixed 234 Bay 2	1242
Full Bins	PET - Clear 4r5	7
Closed Bins	Glass - Mixed 456	4163



# BINS



## Edit bins

\*\*\*This version of POS (6.1.20) is for testing only\*\*\*

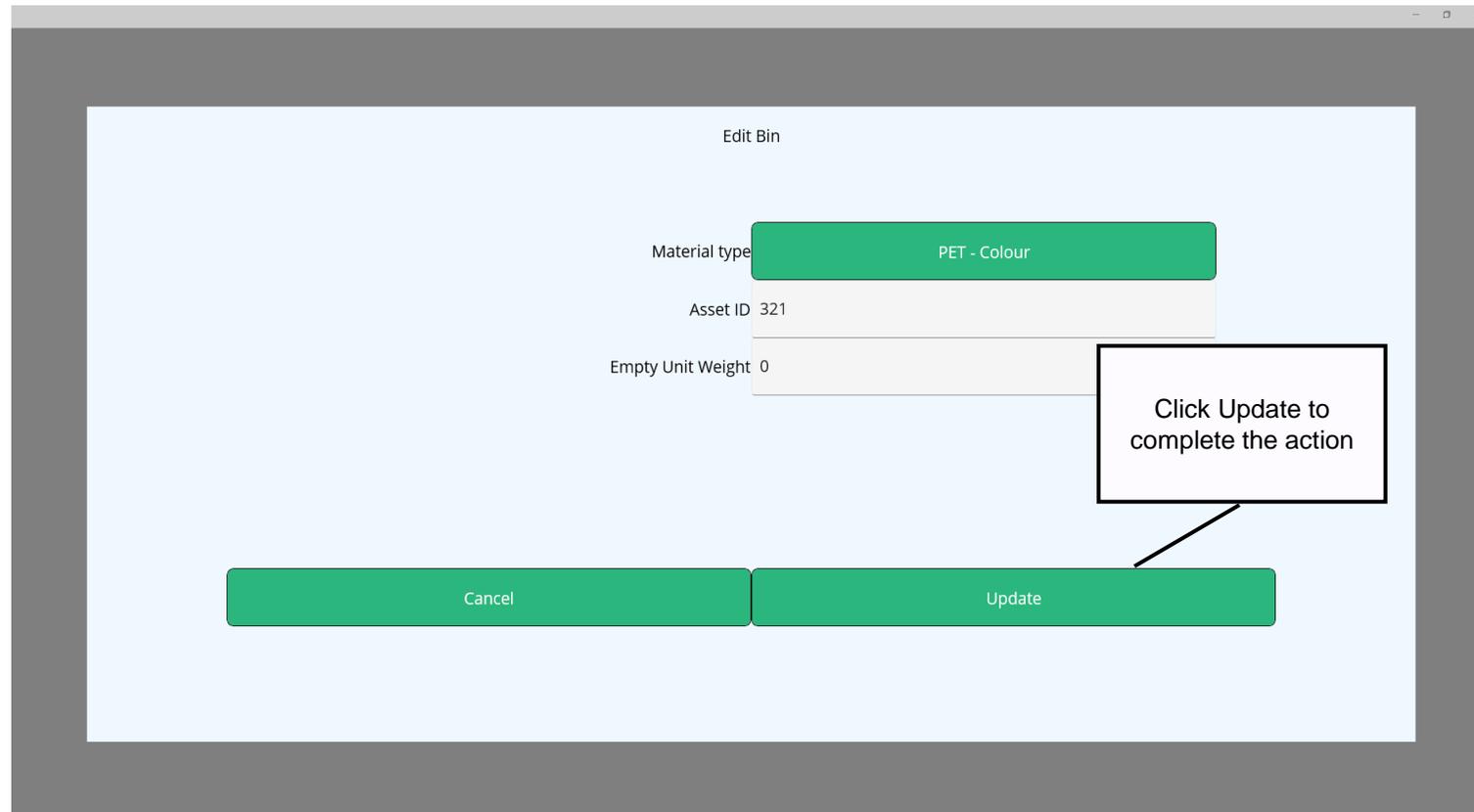
Setup bins	Active bins	Full bins	Closed bins
Bins ready for activation	Aluminium 357 Bay 1 1687	PET - Clear 4r5 7	Glass - Mixed 456 4163
	PET - Colour 433 Bay 1 14		
	HDPE 689 Bay 1 5		
	LPB 22 Bay 1 77		
	Glass - Mixed 234 Bay 2 1242		

Buttons: Create/Activate Bin, Show filters, Refresh



# BINS

## Edit Asset ID and/or Empty Unit Weight



Form titled "Edit Bin" with the following fields and buttons:

- Material type: PET - Colour
- Asset ID: 321
- Empty Unit Weight: 0
- Buttons: Cancel, Update

A callout box points to the Update button with the text: "Click Update to complete the action"

# BINS



Move bins to Closed Bins to indicate that they are ready for collection by the Logistics Service Provider (LSP)

\*\*\*This version of PCS (6.1.20) is for testing only\*\*\*

Section	Bin Name	Count	Action
Active bins	Aluminium 357 Bay 1	1687	🗑️
	PET - Colour 433 Bay 1	14	🗑️
	HDPE 689 Bay 1	5	🗑️
	LPB 22 Bay 1	77	🗑️
	Glass - Mixed 234 Bay 2	1242	🗑️
Full bins	PET - Clear 4r5	7	🗑️
Closed bins	Glass - Mixed 456	4163	🗑️

Buttons: Create/Activate Bin, Show filters, Refresh



# BINS



The bin is moved to Closed Bins and can now be viewed in Manifest screen

\*\*\*This version of PCS (6.1.20) is for testing only\*\*\*

The screenshot shows the 'BINS' section of the application. It is divided into four columns: 'Setup bins', 'Active bins', 'Full bins', and 'Closed bins'. A callout box points to a bin in the 'Full bins' column, indicating it has been moved to the 'Closed bins' column.

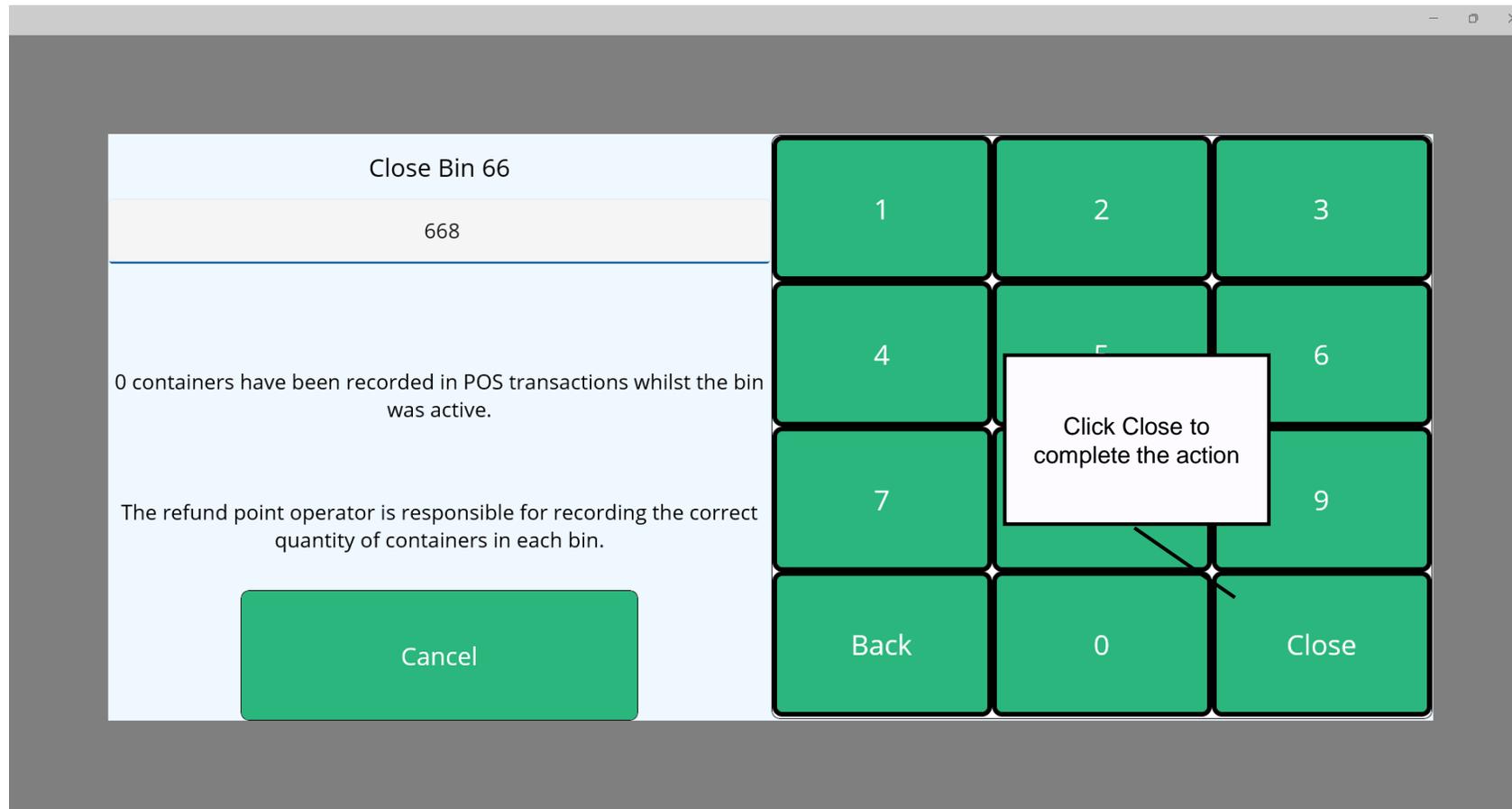
Setup bins	Active bins	Full bins	Closed bins
Bins ready for activation	<ul style="list-style-type: none"><li>Aluminium 357 Bay 1: 1687</li><li>PET - Colour 433 Bay 1: 14</li><li>HDPE 689 Bay 1: 5</li><li>LPB 22 Bay 1: 77</li><li>Glass - Mixed 234 Bay 2: 1242</li></ul>	<ul style="list-style-type: none"><li>PET - 4/5</li></ul>	<ul style="list-style-type: none"><li>Glass - Mixed 456: 4163</li></ul>

Buttons at the bottom: Create/Activate Bin, Show filters, Refresh



# BINS

To Close a bin, provide the final quantity for the material type.



Close Bin 66

668

0 containers have been recorded in POS transactions whilst the bin was active.

The refund point operator is responsible for recording the correct quantity of containers in each bin.

Cancel

1 2 3

4 5 6

7 8 9

Back 0 Close

Click Close to complete the action

# MANIFEST

A manifest must be prepared to record and track bins and containers collected and delivered

- Once the bins are closed, they are ready to be assigned to a logistics service provider and a processing facility.
- The carrier or logistics service provider will need an inventory of what was picked up from the RP and what is delivered to the processor in the form of a shipping manifest.
- The RPO must dispose of the bins for ineligible containers if they are unable to ask the customer to take them away.
- Ineligible container bins should **not** be put on a manifest or sent to the Processor for disposing.



# MANIFEST



Create the manifest when the Logistics Service Provider (LSP) vehicle arrives at the RP

\*\*\*This version of POS (v1.20) is for testing only\*\*\*

CONTAINERS FOR CHANGE

COUNTER BAG DROP COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

Create manifest Recent manifests

Processor REMONDIS AUSTRALIA PTY LTD License Plate 3GDIQ

Carrier REMONDIS AUSTRALIA PTY LTD Asset ID Search Reset

Material type Q weight

<input type="checkbox"/>	Liquid Paper	77	0		
<input type="checkbox"/>	Aluminium	357	1628	1	23.3
<input checked="" type="checkbox"/>	PET - Colour	433	14	0	0.35
<input checked="" type="checkbox"/>	PET - Clear	4r5	7	0	0.19

Total selected: 3 Total quantity: 98 containers Total weight: 2.05 kg

Create and print

1. Select the processor

2. This field identifies the LSP

3. Enter the vehicle rego once the LSP arrives at the RP



# MANIFEST



Once the bins are closed, they are ready to be assigned to a LSP who transports it to a processing facility.



\*\*\*This version of PPS (6.1.20) is for testing only\*\*\*

**Create manifest**

Processor: REMONDIS AUSTRALIA PTY LTD

Carrier: REMONDIS AUSTRALIA PTY LTD

License Plate: 3GDIQ

Search Asset ID [ ] Search [ ] Reset [ ]

Copies: 3

<input type="checkbox"/>	Material type	Asset ID	Quantity	Empty weight	Gross weight (kg)
<input checked="" type="checkbox"/>	Liquid Paper Board	22	77	0	1.51
<input type="checkbox"/>	Aluminium	357	1628		23.3
<input checked="" type="checkbox"/>			14		0.35
<input checked="" type="checkbox"/>			7		0.19

Total quantity: 98 containers      Total weight: 2.05 kg

Create and print [ ]

**4.** Tick the box beside the specific bin/s that is being included in the Manifest.

**5.** Click Create and print



# MANIFEST

Here is a sample Freight Manifest:

**FREIGHT MANIFEST / DELIVERY NOTE**  
**63E2C920F76942E69E9EF5BE93EDA0DF**



Pick up Point for Closed Bins

**COLLECT FROM**  
 WC20010001  
 ASHLEY J GABRIELSON & DESLIE S ASKEW T/A  
 MANDURAH SCRAP METAL  
 5 Rafferty Road  
 MANDURAH WA 6210  
 404777111

**DELIVERY TO**  
 WP20006001  
 WAGLASS PTY LTD  
 25 Jackson Street  
 Basendean WA 6054  
 418148094

Destination for Logistics Operator

DATE: 07-Sep.-2020  
 USER ID: admin

REG NO: Asdqwe  
 LOGISTIC PROVIDER: WAGLASS PTY LTD

Individual BIN Information



CRP				Processor		Driver
Asset ID	Bin Type	Material Type	QTY	Gross Bin Weight (kg)	Net Bin Weight (kg)	Notes
A1	CAGE_BIN_1.2M3	Glass - Mixed	800	271		

Total Number of Bins	1
Gross Load Weight (kg)	271

Chain of Responsibility Requirements and signature

I hereby declare that the freight has been loaded and restrained in accordance with the current applicable Chain of Responsibility Legislation in Western Australia.

_____ (Consignor Signature - Operator)	_____ (Date)	_____ (Print Name)
_____ (Driver Signature)	_____ (Date)	_____ (Print Name)
_____ (Consignor Signature - Processor)	_____ (Date)	_____ (Print Name)



# MANIFEST



You can view and reprint recent Manifests on the right-hand side

\*\*\*This version of PMS (6.1.20) is for testing only\*\*\*

CONTAINERS FOR CHANGE

COUNTER BAG DROP COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

Create manifest Recent manifests

Search Manifest ID Search Reset

Date/Time	Manifest ID	Destination	Status
01/09/2023 17:44:39	292871AFDBDA4F82819B43345D1F0B5E	REMONDIS AUSTRALIA PTY LTD	Printed
01/09/2023 17:44:55	C83D1DD076E94284894F0B32E1EC71D5	WAGLASS PTY LTD	Printed

The manifest now displays under Recent Manifests

Today Yesterday Last 7 days All



# REPORTS

View the reports on daily operations

- Only Admin users have access to Reports.
- The Daily Reconciliation Report provides a summary of the POS' operations on a daily basis.
- The Daily Reconciliation Report should be printed daily and stored.
- Recent Transactions Receipts can be searched for and reprinted as required.



# REPORTS



Daily Reconciliation Reports and transaction history are available on the Reports screen

\*\*\*This version of PPS (v1.20) is for testing only\*\*\*

CONTAINERS FOR CHANGE

COUNTER BAG DROP COLLECT BINS MANIFEST **REPORTS** SYNC

Navigate to the Reports screen

Date

Friday, 1 September 2023

Wednesday, 30 August 2023

Daily Reconciliation Report for Friday, 1 September 2023

Material Type	RPO Paid Quantity	RPO Paid Value	Scheme Paid Quantity	Scheme Paid Value	Total Quantity	Total Value	Total GST
Glass - Mixed	2955	\$295.50	0	\$0.00	2955	\$295.50	\$26.86
Aluminium	1188	\$118.80	0	\$0.00	1188	\$118.80	\$10.80
PET - Clear	7	\$0.70	0	\$0.00	7	\$0.70	\$0.06
PET - Colour	14	\$1.40	0	\$0.00	14	\$1.40	\$0.13
HDPE	5	\$0.50	0	\$0.00	5	\$0.50	\$0.05
Liquid Paper Board	77	\$7.70	0	\$0.00	77	\$7.70	\$0.70
Grand total	4246	\$424.60	0	\$0.00	4246	\$424.60	\$38.60

Print Reconciliation Report Transaction History Daily Summary Weekly Summary Monthly Summary



# REPORTS



Option to print both the Daily Reconciliation Report and Transactions is available

\*\*\*The version of MCX (6.1.17) is for testing only\*\*\*

COUNTER
BAG DROP
COLLECT
BINS
MANIFEST
REPORTS
SYNC
SETTINGS
ADMIN

Daily Reconciliation Report for Friday, 1 September 2023

Date	Mate	RPO Paid Quantity	RPO Paid Value	Scheme Paid Quantity	Scheme Paid Value	Total Quantity	Total Value	Total GST
Friday, 1 September 2023								
Wednesday, 30 August 2023								
	Glass	2955	\$295.50	0	\$0.00	2955	\$295.50	\$26.86
	Aluminium	1188	\$118.80	0	\$0.00	1188	\$118.80	\$10.80
	PET - Clear	7	\$0.70	0	\$0.00	7	\$0.70	\$0.06
	PET - Colour	14	\$1.40	0	\$0.00	14	\$1.40	\$0.13
	HDPE	5	\$0.50	0	\$0.00	5	\$0.50	\$0.05
	Liquid Paper Board	77	\$7.70	0	\$0.00	77	\$7.70	\$0.70
	Grand total	4246	\$424.60	0	\$0.00	4246	\$424.60	\$38.60

Print Reconciliation Report
Transaction History
Daily Summary
Weekly Summary
Monthly Summary

1. Select the day you want to view

2. Click this button to print the Daily Reconciliation Report

93

# REPORTS

Print the report on a document printer

**POS Daily Reconciliation Report for 1/01/0001**

D,M Webster & K,L Webster  
78 James Street  
Mount Morgan  
QLD, 4714

POS ID: POS 11040  
Report Date: 1/01/0001  
Date Printed: 11/08/2020  
Time: 8:28 PM

Cash Reconciliation Refund Amount

Operator Paid Amt: \$0.00  
Operator Paid Qty: 0

POS Claims - POS ID: POS 11040

Day/Date	Paid By	QTY
01/01/0001	Scheme	0
01/01/0001	Operator	0
	Total	0

Material Types - Quantities

Material Type	Daily QTY	WTD QTY
Grand Total	0	0
Scheme	0	0
Operator	0	0
Total	0	0

Daily GST Reporting  
Refund Amount

Unit Price \$0.10

Paid By	Daily QTY	Amt \$	GST Amt \$
---------	-----------	--------	------------

1. Use the slider to view the rest of the report

2. Click the Print button to print to a document printer

Close Print



# SYNC



The synchronisation process ensures data integrity between the POS database & POS devices.

- After transactions have been entered into the POS, they are queued up for immediate transmission.
- This functionality is typically initiated automatically, though it can also be done manually.
- Only Admin users have access to Sync screens.



# SYNC



Whilst ad hoc synchronisation can be performed, POS is designed to Self-Heal

\*\*\*This version of POS (v.1.20) is for testing only\*\*\*

Waiting to process	Recently uploaded	Reference data
	<b>Manifest</b> C83D1DD076E94284 Uploaded on 01-Sep	<b>Bag drop issues</b> Sync'd on 30-Aug-2023 at 10:47:26 AM <span>Sync</span>
	<b>Manifest</b> 292871AFDBDA4F82 Uploaded on 01-Sep	<b>Carriers</b> Sync'd on 30-Aug-2023 at 10:47:26 AM <span>Sync</span>
	<b>Cash Counter Trans</b> BE9ECA006109431E Uploaded on 01-Sep	<b>Refund point</b> Sync'd on 30-Aug-2023 at 10:47:24 AM <span>Sync</span>
	<b>Cash Counter Transaction</b> C3A1C26AC9F04FF4AA38F475257CD0BC Uploaded on 01-Sep-2023 at 5:32:27 PM	<b>Members (All)</b> Sync'd on 29-Aug-2023 at 4:20:53 PM <span>Sync</span>
	<b>Cash Counter Transaction</b> 5C810703C1E442BA86A627523F5D8D0A Uploaded on 01-Sep-2023 at 4:44:53 PM	<b>Employees</b> Sync'd on 30-Aug-2023 at 10:47:25 AM <span>Sync</span>
		<b>Material types</b> Sync'd on 30-Aug-2023 at 10:47:25 AM <span>Sync</span>
		<b>Members (Delta)</b> Sync'd on 30-Aug-2023 at 4:12:02 PM <span>Sync</span>
		<b>Software version data</b> Sync'd on 01-Sep-2023 at 5:37:13 PM <span>Sync</span>
		<b>Photo IDs accepted</b> Sync'd on 30-Aug-2023 at 10:47:24 AM <span>Sync</span>
		<b>Processors / Destinations</b> Sync'd on 30-Aug-2023 at 10:47:26 AM <span>Sync</span>
		<b>Eligible products (All)</b> Sync'd on 29-Aug-2023 at 4:20:56 PM <span>Sync</span>
		<b>Weight conversion factors</b> Sync'd on 30-Aug-2023 at 10:47:25 AM <span>Sync</span>
		<b>Member relationships (All)</b> <span>Sync</span>
		<b>Sync All</b>



## Recently Uploaded shows records that have been successfully uploaded

\*\*\*This version of P23 (6.1.20) is for testing only\*\*\*

Waiting to process	Recently uploaded	Reference data
<div style="border: 1px solid black; padding: 5px; text-align: center;">                     Records also show the time it was uploaded                 </div>	<b>Manifest</b> C83D1DD076E94284894F0B32E1EC71D5 Uploaded on 01-Sep-2023 at 5:44:55 PM	<b>Bag drop issues</b> Sync'd on 30-Aug-2023 at 10:47:26 AM <span>Sync</span>
	<b>Manifest</b> 292871AFDBDA4F82819B43345D1F0B5E Uploaded on 01-Sep-2023 at 5:44:39 PM	<b>Carriers</b> Sync'd on 30-Aug-2023 at 10:47:26 AM <span>Sync</span>
	<b>Cash Counter Transaction</b> BE9ECA006109431EA387AB0BBBC4DFC7 Uploaded on 01-Sep-2023 at 5:37:12 PM	<b>Refund point</b> Sync'd on 30-Aug-2023 at 10:47:24 AM <span>Sync</span>
	<b>Cash Counter Transaction</b> C3A1C26AC9F04FF4AA38F475257CD0BC Uploaded on 01-Sep-2023 at 5:32:27 PM	<b>Members (All)</b> Sync'd on 29-Aug-2023 at 4:20:53 PM <span>Sync</span>
	<b>Cash Counter Transaction</b> 5C810703C1E442BA86A627523F5D8D0A Uploaded on 01-Sep-2023 at 4:44:53 PM	<b>Employees</b> Sync'd on 30-Aug-2023 at 10:47:25 AM <span>Sync</span>
		<b>Material types</b> Sync'd on 30-Aug-2023 at 10:47:25 AM <span>Sync</span>
		<b>Members (Delta)</b> Sync'd on 30-Aug-2023 at 4:12:02 PM <span>Sync</span>
		<b>Software version data</b> Sync'd on 01-Sep-2023 at 5:37:13 PM <span>Sync</span>
		<b>Photo IDs accepted</b> Sync'd on 30-Aug-2023 at 10:47:24 AM <span>Sync</span>
		<b>Processors / Destinations</b> Sync'd on 30-Aug-2023 at 10:47:26 AM <span>Sync</span>
		<b>Eligible products (All)</b> Sync'd on 29-Aug-2023 at 4:20:56 PM <span>Sync</span>
		<b>Weight conversion factors</b> Sync'd on 30-Aug-2023 at 10:47:25 AM <span>Sync</span>
		<b>Member relationships (All)</b> <span>Sync</span>
		<span>Sync All</span>



# SYNC



Transactions could be in **Waiting to Upload**, either because the POS was off-line, or the automatic upload process has not yet happened.

\*\*\*This version of POS v6.1.20 is for testing only\*\*\*

Waiting to process	Recently uploaded	Reference data
	<b>Manifest</b> C83D1DD076E94284894F0B32E1EC71D5 Uploaded on 01-Sep-2023 at 5:44:55 PM	<b>Bag drop issues</b> Sync'd on 30-Aug-2023 at 10:47:26 AM <span>Sync</span>
	<b>Manifest</b> 292871AFDBDA4F82819B43345D1F0B5E Uploaded on 01-Sep-2023 at 5:44:39 PM	<b>Carriers</b> Sync'd on 30-Aug-2023 at 10:47:26 AM <span>Sync</span>
	<b>Cash Counter Transaction</b> BE9ECA006109431EA387AB0BBBC4DFC7 Uploaded on 01-Sep-2023 at 5:37:12 PM	<b>Refund point</b> Sync'd on 30-Aug-2023 at 10:47:24 AM <span>Sync</span>
	<b>Cash Counter Transaction</b> C3A1C26AC9F04FF4AA38F475257CD0BC Uploaded on 01-Sep-2023 at 5:32:27 PM	<b>Members (All)</b> Sync'd on 29-Aug-2023 at 4:20:53 PM <span>Sync</span>
	<b>Cash Counter Transaction</b> 5C810703C1E442BA86A627523F5D8D0A Uploaded on 01-Sep-2023 at 4:44:53 PM	<b>Employees</b> Sync'd on 30-Aug-2023 at 10:47:25 AM <span>Sync</span>
		<b>Material types</b> Sync'd on 30-Aug-2023 at 10:47:25 AM <span>Sync</span>
		<b>Members (Delta)</b> Sync'd on 30-Aug-2023 at 4:12:02 PM <span>Sync</span>
		<b>Software version data</b> Sync'd on 01-Sep-2023 at 5:37:13 PM <span>Sync</span>
		<b>Photo IDs accepted</b> Sync'd on 30-Aug-2023 at 10:47:24 AM <span>Sync</span>
		<b>Processors / Destinations</b> Sync'd on 30-Aug-2023 at 10:47:26 AM <span>Sync</span>
		<b>Eligible products (All)</b> Sync'd on 29-Aug-2023 at 4:20:56 PM <span>Sync</span>
		<b>Weight conversion factors</b> Sync'd on 30-Aug-2023 at 10:47:25 AM <span>Sync</span>
		<b>Member relationships (All)</b> Sync'd on 30-Aug-2023 at 10:47:25 AM <span>Sync</span>
		<b>Sync All</b>

The Sync Transactions button will appear to manually upload these transactions to the database



# SYNC



Reference Data information in the POS system are maintained and kept on the POS device to allow efficient and offline processing of transactions.

\*\*\*This version of POS v6.1.20 is for testing only\*\*\*

Waiting to process	Recently uploaded	Reference data
	<b>Manifest</b> C83D1DD076E94284894F0B32E1EC71D5 Uploaded on 01-Sep-2023 at 5:44:55 PM	<b>Bag drop issues</b> Sync'd on 30-Aug-2023 at 10:47:26 AM <span>Sync</span>
	<b>Manifest</b> 292871AFDBDA4F82819B43345D1F0B5E Uploaded on 01-Sep-2023 at 5:44:39 PM	<b>Carriers</b> Sync'd on 30-Aug-2023 at 10:47:26 AM <span>Sync</span>
	<b>Cash Counter Transaction</b> BE9ECA006109431EA387AB0BBBC4DFC7 Uploaded on 01-Sep-2023 at 5:37:12 PM	<b>Refund point</b> Sync'd on 30-Aug-2023 at 10:47:24 AM <span>Sync</span>
	<b>Cash Counter Transaction</b> C3A1C26AC9F04FF4AA38F475257CD0BC Uploaded on 01-Sep-2023 at 5:32:27 PM	<b>Members (All)</b> Sync'd on 29-Aug-2023 at 4:20:53 PM <span>Sync</span>
	<b>Cash Counter Transaction</b> 5C810703C1E442BA86A627523F5D8D0A Uploaded on 01-Sep-2023 at 4:44:53 PM	<b>Employees</b> Sync'd on 30-Aug-2023 at 10:47:25 AM <span>Sync</span>
		<b>Material types</b> Sync'd on 30-Aug-2023 at 10:47:25 AM <span>Sync</span>
		<b>Members (Delta)</b> Sync'd on 30-Aug-2023 at 4:12:02 PM <span>Sync</span>
		<b>Software version data</b> Sync'd on 01-Sep-2023 at 5:37:13 PM <span>Sync</span>
		<b>Photo IDs accepted</b> Sync'd on 30-Aug-2023 at 10:47:24 AM <span>Sync</span>
		<b>Processors / Destinations</b> Sync'd on 30-Aug-2023 at 10:47:26 AM <span>Sync</span>
		<b>Eligible products (All)</b> Sync'd on 29-Aug-2023 at 4:20:56 PM <span>Sync</span>
		<b>Weight conversion factors</b> Sync'd on 30-Aug-2023 at 10:47:25 AM <span>Sync</span>
		<b>Member relationships (All)</b> Sync'd on 30-Aug-2023 at 10:47:25 AM <span>Sync</span>
		<span>Sync All</span>

Use the Sync All or Sync it per Reference Data



# SETTINGS



Admin users can modify the various settings of the POS

- Site Admins/Leaders should be familiar with what features the POS application can offer.
- Only Admin Level users have access to Settings screens.



# SETTINGS



## Material Types

1. Navigate to the Bins & Bays screen

2. Add or reduce bays used in the RP

Number of bays:

Allow RVM bin processing:

Recreate bins:  Disable  Automatic

Bin types

1100L_BIN_1.1M3	Empty weight	0
1100L_BIN_1.1M3	Empty weight	0
1100L_SULU_BIN_1.1M3	Empty weight	0
BULK_BAG_0.8M3	Empty weight	0
BULK_BAG_1M3	Empty weight	1
BULK_BINS_1100L	Empty weight	0
CAGE_BIN_1.2M3	Empty weight	81
CAGE_BIN_1.2M3	Empty weight	81



# SETTINGS

## Bin Types

1. Navigate to the Bin Types screen

Number of bays: [ - ] 3 [ + ]

Allow RVM bin processing:

Recreate bins:  Disable  Automatic  Manual

Bin types

BULK_BAG_0.8M3		
BULK_BAG_1M3		
BULK_BINS_1100L		
CAGE_BIN_1.2M3		
CAGE_BIN_1.2M3	Empty weight	81
CAGE_BIN_2.4M3	Empty weight	123
CAGE_BIN_2.4M3	Empty weight	123
COMPACTOR_BIN_40M3	Empty weight	2500

Save bins & bays settings

Sites running RVMs can enable this setting to support adding bins straight to a FULL state



# SETTINGS



## Users

1. Navigate to the Employees screen

Transaction control	
<input type="checkbox"/>	

Users	
Admin	Administrator
Clem	Administrator
Criseida	Administrator
Forrestfield	
GAdmin7552	
GTUser8876	
Josh	
Josh	
Munir-tst	Transaction

Save user settings      Manage users

2. Click the Manage Users button



# SETTINGS



## Users

A screenshot of the 'Containers for Change' sign-in page. The page features the company logo at the top, followed by the text 'Containers for Change' and 'Sign In'. Below this are two input fields: 'User Name' with a placeholder 'User name or email' and 'Password' with a placeholder 'Password'. A blue 'Sign In' button is positioned below the fields. At the bottom of the form, there is a link that says 'Need help signing in? Click here'. A callout box with a black border and white background is overlaid on the right side of the form, containing the text 'Enter login credentials, username and password'. A black arrow points from the callout box to the 'User Name' input field. The entire screenshot is set against a light gray background. On the left and right sides of the gray background, there are large green chevron arrows pointing outwards. At the bottom of the gray background, there is a green bar with the word 'Close' in white text.



# SETTINGS



## Users

A screenshot of the 'CONTAINERS FOR CHANGE' web application. The top navigation bar is visible, with the 'POS USERS' tab highlighted in green. Below the navigation bar, there are tabs for 'STOCK ON HAND', 'CLAIMS', 'POS USERS', and 'POS SOFTWARE'. The main content area shows a breadcrumb trail 'Home → CRP → POS Users' and the title 'POS Users'. There is a 'Show' dropdown menu currently set to 'My CRPs'. A dropdown menu is open below it, showing three options: 'D.M Webster &amp; K.L Webster', 'D.M Webster &amp; K.L Webster', and 'The Trustee for Impact Recycling Unit Trust'. A message below the dropdown says 'Please choose a CRP from the list above'. Two callout boxes with black borders and white text are overlaid on the screenshot. The first callout box, labeled '1. Navigate to POS Users tab', has a line pointing to the 'POS USERS' tab in the navigation bar. The second callout box, labeled '2. Select a RP', has a line pointing to the dropdown menu. At the bottom of the screenshot, there is a green bar with the text 'Close' in white.



# SETTINGS



## Users

The screenshot shows the 'POS Users' management page. At the top, there is a navigation bar with icons for 'STOCK ON HAND', 'CLAIMS', 'POS USERS', and 'POS SOFTWARE'. Below this, the breadcrumb path is 'Home → CRP → POS Users'. The main heading is 'POS Users'. A dropdown menu shows 'D.M Webster & K.L Webster' and an '+ Add User' button is on the right. The main content is a table with columns for 'USER NAME', 'USER PIN', and 'Administrator' (role). Each row has 'Edit' and 'Delete' buttons. Two callout boxes are present: one pointing to the table header with the text '1. The list of users in the select RP displays' and another pointing to the 'Edit' button of the 'Douglas Webster' row with the text '2. Click Edit button'. A green 'Close' button is at the bottom of the modal.

USER NAME	USER PIN	Administrator
Admin	*****	<a href="#">Edit</a> <a href="#">Delete</a>
Admin8888	*****	<a href="#">Edit</a> <a href="#">Delete</a>
Douglas Webster	*****	<a href="#">Edit</a> <a href="#">Delete</a>
Kelly Webster	*****	<a href="#">Edit</a> <a href="#">Delete</a>
Test New User	*****	<a href="#">Edit</a> <a href="#">Delete</a>
Transaction7777	*****	<a href="#">Edit</a> <a href="#">Delete</a>
User	*****	<a href="#">Edit</a> <a href="#">Delete</a>



# SETTINGS



## Users

CONTAINERS FOR CHANGE

Support [User Icon]

STOCK ON HAND CLAIMS POS USERS POS SOFTWARE

Home → CRP → POS Users

POS Users

Show D.M Webster & K.L Webster

USER NAME	USER PIN	ACCESS	Actions
Admin	*****	Administrator	Delete
Admin8888	*****	Administrator	Delete
Douglas Webster	*****	Administrator	Save Cancel
Kelly Webster	*****	Administrator	Delete
Test New User	*****	Administrator	Delete
Transaction7777	*****	Transaction	Delete
User	*****	Transaction	Delete

1. Change the user's role and access here

2. Click the Save button

3. Click Delete to delete a user

4. Click Close to go back to the POS app

Close



# SETTINGS



## Users

The screenshot shows the 'POS Users' management page. At the top, there's a navigation menu with 'POS USERS' selected. Below it, a breadcrumb trail reads 'Home → CRP → POS Users'. A 'Show' dropdown is set to 'D.M Webster & K.L Webster'. A green '+ Add User' button is highlighted with a callout box that says 'Click this button to Add a user'. Below the button is a table of users with columns for 'USER NAME', 'USER PIN', and 'ACCESS'. Each row has 'Edit' and 'Delete' buttons.

USER NAME	USER PIN	ACCESS		
Admin	*****	Administrator	Edit	Delete
Admin8888	*****	Administrator	Edit	Delete
Douglas Webster	*****	Administrator	Edit	Delete
Kelly Webster	*****	Administrator	Edit	Delete
Test New User	*****	Administrator	Edit	Delete
Transaction7777	*****	Transaction	Edit	Delete
User	*****	Transaction	Edit	Delete

Close



# SETTINGS



## Users

The screenshot shows the 'POS USERS' management page. At the top, there are navigation tabs for 'STOCK ON HAND', 'CLAIMS', 'POS USERS', and 'POS SOFTWARE'. Below the tabs, the breadcrumb path is 'Home → CRP → POS Users'. The main content area has a 'Show' dropdown set to 'D.M Webster & K.L Webster'. Below this is a form to add a new user with fields for 'User name', 'Enter PIN', and 'Select access level', along with 'Save' and 'Cancel' buttons. A table below the form lists existing users with columns for 'USER NAME', 'USER PIN', 'ACCESS', and 'Delete' buttons. A green 'Close' button is at the bottom of the interface.

USER NAME	USER PIN	ACCESS	
Admin			Delete
Admin8888			Delete
Douglas Webster	*****	Administrator	Delete
Kelly Webster		Administrator	Delete
Test New U		Administrator	Delete
Transaction7777	*****	Transaction	Delete



# SETTINGS



Network – Coordination Services are used to share data across multiple POS devices

1. Navigate to the Network screen

2. Toggle to enable Coordination Services

3. Toggle to enable Automatic Reference Data Sync (leave ON)

4. Click the Save Network Settings to save changes

CONTAINERS FOR CHANGE

COUNTER BAG DROP COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

BINS & BAYS TRANSACTIONS EMPLOYEES NETWORK PRINTING ABOUT BACKUP & LOGS

Coordination services host/ IP address localhost8525

Coordination services code 123456

Coordination services enabled

Automatic reference data synchronisation

Repair coordination services

Rebuild Bins from coordination services

Save network settings Restore defaults Check connection



# SETTINGS



## Network

\*\*\*This version of POS (1.20) is for testing only\*\*\*

CONTAINERS FOR CHANGE

COUNTER BAG DROP COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

BINS & BAYS TRANSACTIONS EMPLOYEES NETWORK PRINTING ABOUT BACKUP & LOGS

Coordination services host/ IP address localhost855

Coordination services code 458774

Coordination services enabled

Automatic reference data synchronisation

Repair coordination services

Rebuild Bins from coordination services

Save network settings Restore defaults Check connection

Click this button to check connection for Coordination Services



## Network

### Coordination Services Check

Coordination Services network check successful: [http://localhost:8525/api/test\\_connection](http://localhost:8525/api/test_connection)

OK

# SETTINGS



## Printing

\*\*\* This version of LMS (6.1.17) is for testing only \*\*\*

1. Navigate to the Printing screen

2. Printing settings can be changed

Receipt message	Season greetings	
Receipt printer	Canon MB5400 series Printer	
Receipt orientation	<input checked="" type="checkbox"/> Portrait	<input type="checkbox"/> Landscape
Non-Receipt printer	<input type="checkbox"/>	
Printer cutter	<input checked="" type="checkbox"/> Automatic	<input type="checkbox"/> Manual
Label printer	None selected	
Label orientation	<input checked="" type="checkbox"/> Portrait	<input type="checkbox"/> Landscape
Print transaction QRcode on receipt	<input type="checkbox"/>	(For Epson TM-m30 series printers only)
Print transaction counter receipts	<input type="checkbox"/> One	<input checked="" type="checkbox"/> Two
Save printer settings		Restore printer default settings



# SETTINGS



## Printing

\*\*\*This version of PPS (5.1.20) is for testing only\*\*\*

BINS & BAYS	TRANSACTIONS	EMPLOYEES	NETWORK	PRINTING	ABOUT	BACKUP & LOGS
Receipt message <input type="text" value="Enter receipt message"/>						
Receipt printer		Canon MB5400 series Printer				
Receipt orientation		<input checked="" type="checkbox"/> Portrait	<input type="checkbox"/> Landscape			
Non-Receipt printer		<input type="checkbox"/>				
Printer cutter		<input checked="" type="checkbox"/> Automatic	<input type="checkbox"/> Manual			
Label printer		cted				
Label orientation		<input checked="" type="checkbox"/> Portrait	<input type="checkbox"/> Landscape			
Print transaction QRcode on receipt		<input type="checkbox"/>	(For Epson TM-m30 series printers only)			
Print transaction counter receipts		<input type="checkbox"/> One	<input checked="" type="checkbox"/> Two			
Save printer settings				Restore printer default settings		

Click Save Printer Settings if they were changed



# SETTINGS



## About

1. Navigate to the About screen

2. Use the scroll bar to show more information

3. Displays information about the version of the POS installed on the device or workstation

Enrolled to refund Point	Exchange Depot - Forrestfield (WC20012002)
POS ID	e6b38de2-7ea2-4a6e-84aa-d2a08d99a751
POS name	POS 38198
POS version	6.1.17
POS environment code	UAT
POS environment name	Western Australia User Acceptance Test Environment
Operating system	Microsoft Windows NT 10.0.19044.0
Runtime platform	WinUI
Device model	20NXS01900
Device manufacturer	LENOVO
Device name	CES-LT045
Device OS version	10.0.19044.2965
Device platform	Physical
Device idiom	Desktop
Base API URL	https://cesuapi.containersforchange.com.au/posapi/v2/
Coordination services user ID	Magia.COEX
Coordination services time interval	300
Coordination services enabled	No
Coordination services IP address	localhost



# SETTINGS



## Logging

\*\*\*This version of POS (6.1.20) is for test\*\*\*

1. Navigate to the Logging screen

2. Log files contain information including messages about usage of the POS device

3. Click View to see Logging history

File name	Date	File size		
logfile20230901.log	01/09/2023	210999	View	Upload
logfile20230831.log	31/08/2023	45983	View	Upload
logfile20230830.log	30/08/2023	7049	View	Upload
logfile20230830_001.log	30/08/2023	160496	View	Upload
logfile20230829.log	29/08/2023	55043	View	Upload



# SETTINGS

## Logging

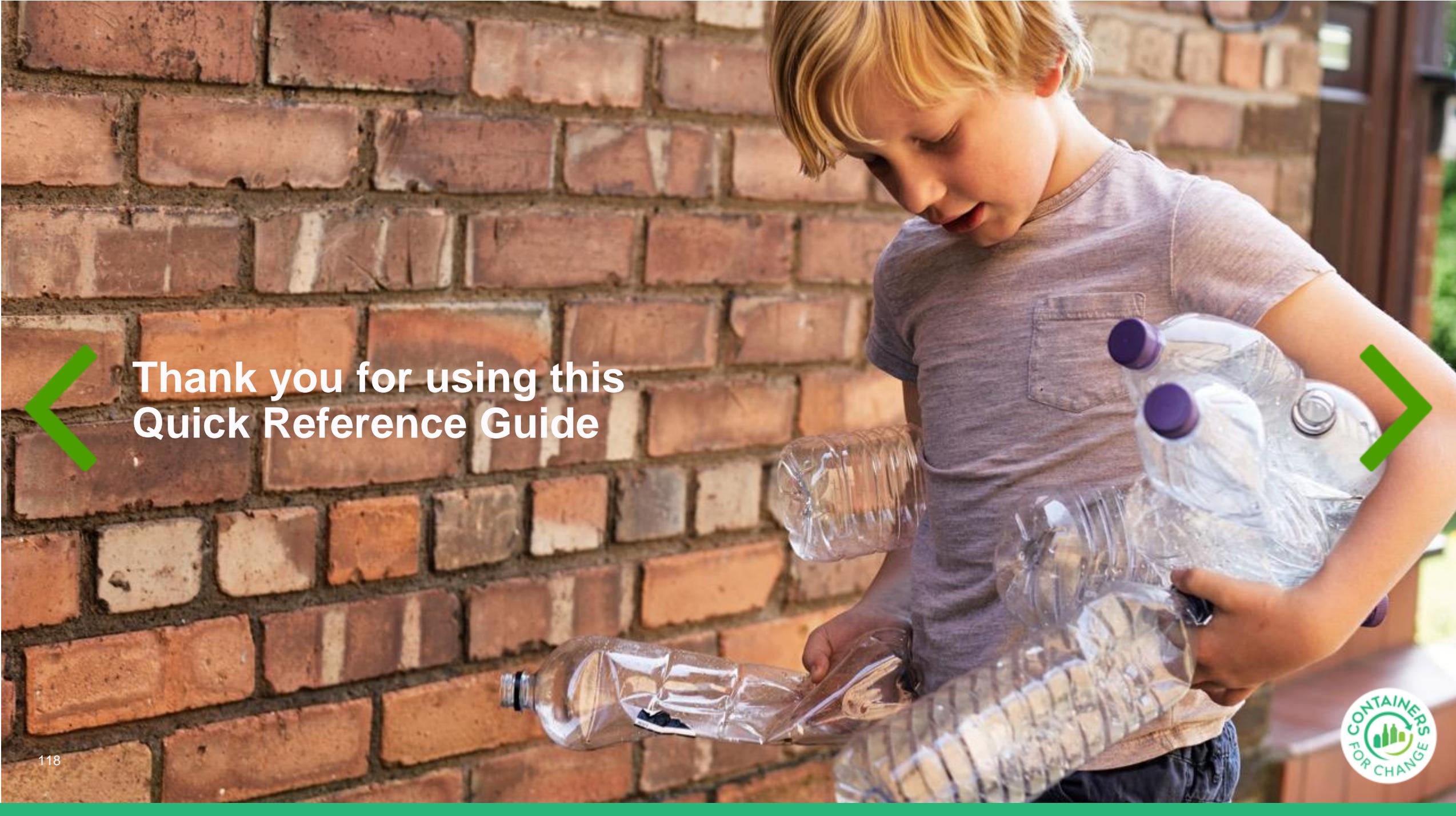
```
2023-08-14 16:16:19.360 +10:00 [INF] ***** NEW SESSION *****  
2023-08-14 16:16:19.401 +10:00 [INF] Started new serilogger LoggingService on file C:\Users\GaganJotSingh\AppData\Local\logfile.log  
2023-08-14 16:16:19.404 +10:00 [INF] Log File Path : C:\Users\GaganJotSingh\AppData\Local\logfile.log  
2023-08-14 16:16:19.404 +10:00 [INF] Log Rolling Interval : Day  
2023-08-14 16:16:19.406 +10:00 [INF] Database Open time : 0 secs  
2023-08-14 16:16:19.408 +10:00 [INF] Logger Startup task took 0.09 secs  
2023-08-14 16:16:19.409 +10:00 [INF] Logger started by Admin  
2023-08-14 16:16:19.569 +10:00 [INF] Resetting Settings On StartUp by Admin  
2023-08-14 16:16:19.955 +10:00 [INF] Purge Log Files by  
2023-08-14 16:16:19.973 +10:00 [INF] Purging Log Files by  
2023-08-14 16:16:20.001 +10:00 [INF] Number of active Log files detected : 11  
2023-08-14 16:16:20.001 +10:00 [INF] Number of old log files deleted : 0  
2023-08-14 16:16:20.001 +10:00 [INF] Log file purge date : Monday, 7 August 2023  
2023-08-14 16:16:20.001 +10:00 [INF] Purge Refund Transactions by  
2023-08-14 16:16:20.002 +10:00 [INF] Starting PIN Timer by  
2023-08-14 16:16:20.027 +10:00 [INF] ***** Transaction Purge ***** by  
2023-08-14 16:16:20.027 +10:00 [INF] Number of Transaction Rows = 0 by  
2023-08-14 16:16:20.027 +10:00 [INF] Number of Day Detail Rows = 0 by  
2023-08-14 16:16:20.028 +10:00 [INF] Number of Day Summary Rows = 0 by  
2023-08-14 16:16:20.028 +10:00 [INF] Number of Manifests = 0 by
```

Error only

Close

All actions and processes are logged in the POS and may be viewed here





Thank you for using this  
Quick Reference Guide



[containersforchange.com.au](http://containersforchange.com.au)