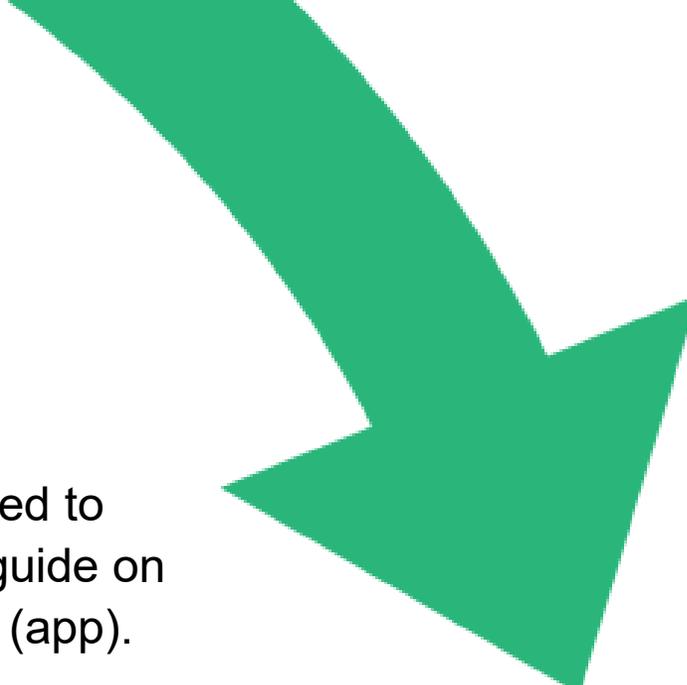


# POINT OF SALE

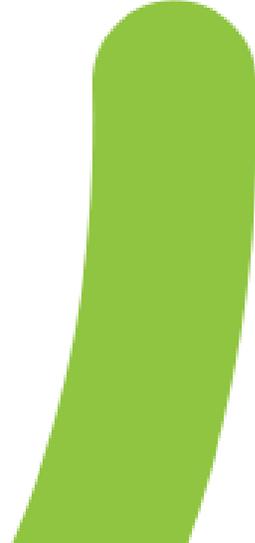
Point of Sale Basics for Users





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



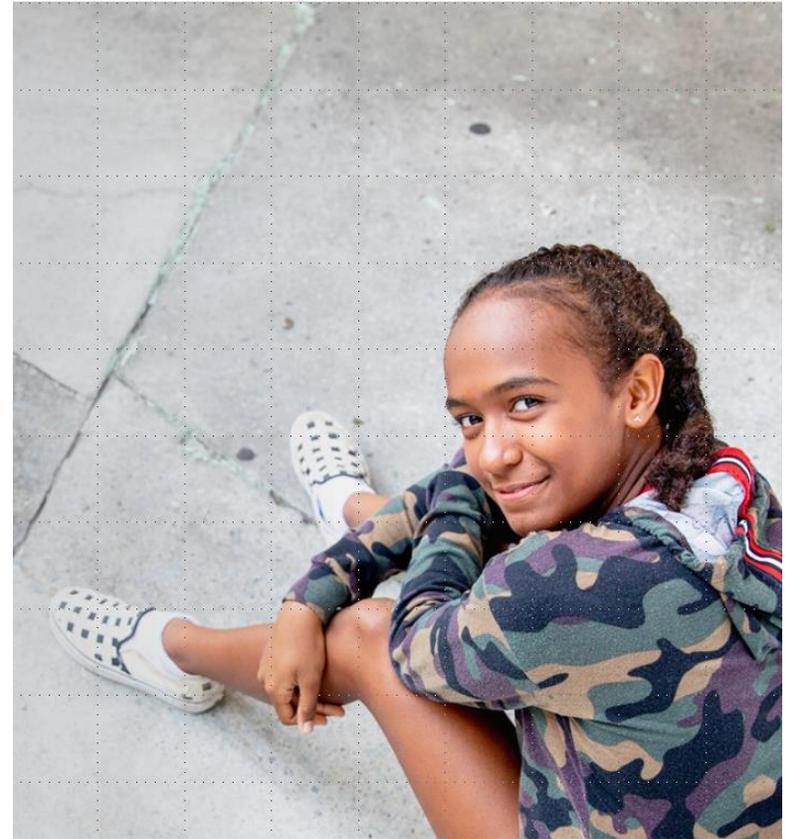
Processor Portal used for receipting shipments and processing Material

Sync Transactions  
Daily Reconciliation Report

# HOW TO USE THIS QUICK REFERENCE GUIDE

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- 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 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

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

The screenshot shows the POS application interface. At the top, there is a navigation bar with icons for COUNTER, DROP & GO, COLLECT, BINS, MANIFEST, REPORTS, SYNC, SETTINGS, and a user profile icon. Below the navigation bar, the main screen is divided into several sections. On the left, there is a sidebar with options: Current location (Exchange Depot - Forrestfield - Forrestfield 6058), Reference sync status, Version update status, Transaction sync status, and Enter kiosk mode. The main area displays the following information:

- POS 46463
- POS Version 6.3.0 (328)
- Collected: 0
- Value collected today: \$0.00

A callout box points to the top section with the text: "When you first open POS employee PIN is prompted". Another callout box points to the PIN entry field with the text: "Enter your 4-digit PIN to continue". The PIN entry field is a text input box labeled "Enter your employee PIN". Below the input field is a numeric keypad with buttons for digits 1-9, 0, Back, and Clear.



# LOGIN TO POS

POS devices can be shared by multiple operators using different logins

\*\*\*This version of POS 6.3.0 (328) is for testing only\*\*\*

CONTAINERS FOR CHANGE

COUNTER DROP & GO COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

POS 46463  
POS Version 6.3.0 (328)

Quantity collected today 0

\$0.00

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

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**

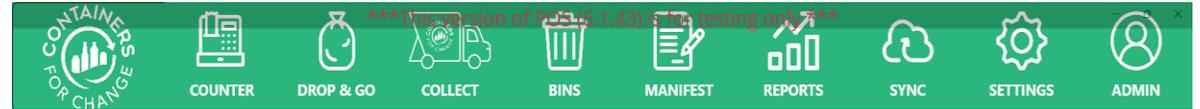
The unauthorised use of this software is strictly prohibited. If you have any questions regarding the use of this software, please contact 13 42 42 and ask for the B2B Technical Support team.

**POS 6.0 is now available.**

The latest version was released in September 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.



# LOGIN TO POS



## Using the Switch User button



Admin

Switch employee

Re-enrol POS

Terminate POS application

Reset POS application

Support



# 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

The screenshot shows the POS Home Screen with a green navigation bar at the top. The bar contains icons for COUNTER, DROP & GO, COLLECT, BINS, MANIFEST, REPORTS, SYNC, SETTINGS, and ADMIN. A red watermark reads: "\*\*\*This version of POS 6.3.0 (328) is for testing only\*\*\*".

Callout boxes provide the following information:

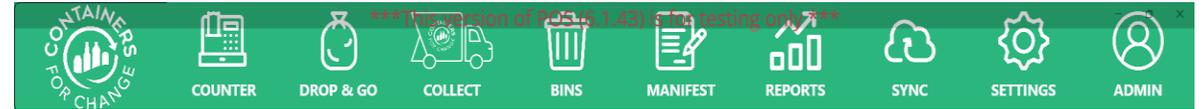
- "Click on this icon to navigate back to the Home screen at any time" (points to the Containers for Change logo).
- "Click on these links to navigate to different screens of the app" (points to the navigation bar icons).
- "Click on this button to go to Bag Drop Kiosk mode" (points to the "Enter kiosk mode" button).
- "Take a moment to look at information shown on the landing page" (points to the main content area).

The main content area displays:

- Current location: Exchange Depot - Forrestfield - Forrestfield 6058
- Referenced data status - OK
- Version update status - OK
- Transaction sync status - OK
- Quantity collected today
- Value collected today: \$0.00
- Banner: "EVERY CONTAINER COUNTS TOWARDS IMPROVING OUR COMMUNITIES AND THE ENVIRONMENT"
- Section: "Welcome to Containers for Change"
- Text: "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."
- Text: "POS 6.0 is now available."
- Text: "The latest version was released in September 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."



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



# COUNTER



Check device connections before you start using POS

Check eligible container	Quantity	Amount
Glass - Mixed		\$15.50
Aluminium		\$5.20
PET - Clear	Setup bin	
PET - Colour	Setup bin	
HDPE	Setup bin	
Liquid Paper Board		
Steel	Setup bin	
Other Materials	Setup bin	
Ineligible Containers	Setup bin	
		Re-print

Printer status: Canon MB5400

Sync status: Sync OK

RP: Exchange Depot - Forrestfield

Refund \$20.70

1 2 3

4 5 6

7 8 9

Del 0 Enter

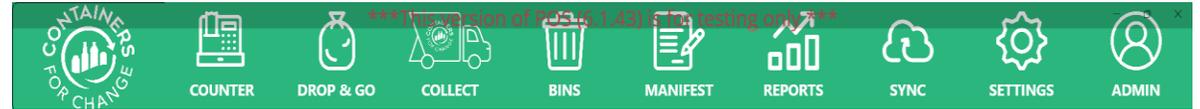
Pay refund

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

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



# COUNTER



## Search for eligible containers

Check eligible container	Quantity	Amount
Glass - Mixed	155	\$15.50
Aluminium		\$5.20
PET - Clear		
PET - Colour		
HDPE		
Liquid Paper Board		
Steel		
Other Materials		
Ineligible Containers		

Use this button to check for eligible containers.

Canon MB5400  
Printer status

Sync OK  
Sync status

RP: Exchange Depot - Forrestfield

Refund \$20.70

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 3.3.0 (328) is for testing only\*\*\*

Check eligible container	Quantity	Value	RP: Exchange Depot - Forreestfield
Glass - Mixed	155	\$15.50	Refund \$20.70
Aluminium	52	\$5.20	
PET - Clear	Setup bin		1 2 3
PET - Colour	Setup bin		4 5 6
HDPE	Setup bin		8 9
Liquid Paper Board			Del 0 Enter
Steel	Setup bin		Pay refund
Other Materials	Setup bin		
Ineligible Containers	Setup bin		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|

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

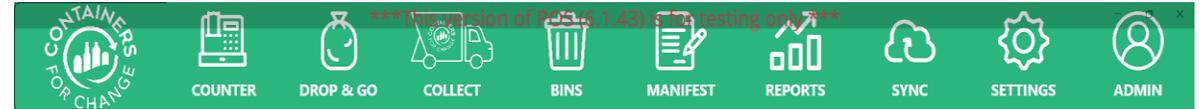
Type at least 4 characters of the product or barcode to search

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

Close

# COUNTER



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

\*\*\*This version of POS 6.3.0 (328) is for testing only\*\*\*

Check eligible container		Quantity	Amount
	Glass - Mixed	155	\$15.50
	Aluminium	52	\$5.20
	PET	Setup bin	
	PET	Setup bin	
	HDPE		
	Liquid Paper Board		
	Steel	Setup bin	
	Other Materials	Setup bin	
	Ineligible Containers	Setup bin	
		Re-print	

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

Printer status: RP: Exchange Depot - Forreestfield

Sync status: Sync OK

Refund \$20.70

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

Click the Pay refund button to see the Payment options

Click the appropriate field before entering the quantity

Use the Keypad to enter the quantity per material type



# COUNTER



## Member/Non-member Search

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

Member Non-member

Member no. Enter member or mobile number Search

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

Refund \$4.00

1	2	3
4	5	6
7	8	
Del	0	

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

Reset transaction Confirm & pay Back



# COUNTER

## Advanced Member Search

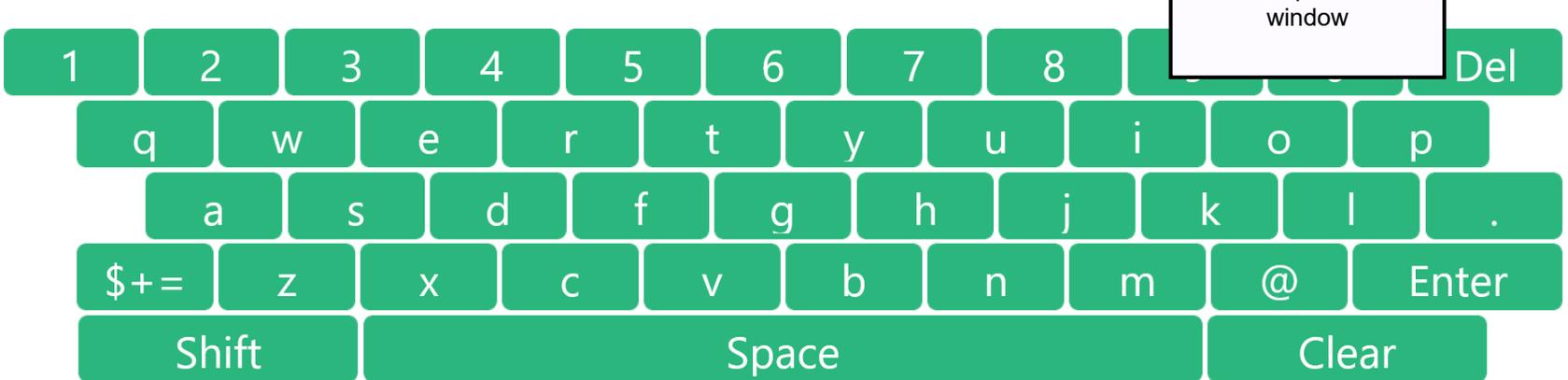
Enter one or many identifying values for a user and click Search

Member Search

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

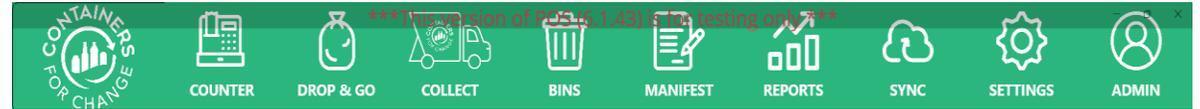
Member ID	Name	Legal name	Mobile	Postcode	Type
-----------	------	------------	--------	----------	------

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

Member no. C10725919

Search

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

Cash PayPal/Bank Donate

Payment is to be given in cash now.

Reset transaction Confirm & pay

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

Refund \$4.00



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



# COUNTER



## Member Number Search – Electronic Payment

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
Back		

Reset transaction Confirm & pay



# COUNTER



## One-Time Donation Payment

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

Member no. C10725919

WA Ind U.

Postcode: 5131

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

Cash PayPal/Bank Donate

Cause C10725919

The refund will be donated to: WA Ind U.

Reset transaction Confirm & pay

RP: Exchange Depot - Forrestfield

Refund \$4.00

1 2 3

4 5 6

7 8 9

0 Enter

Back

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



# 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

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 @ Enter

Shift Space Clear

# 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

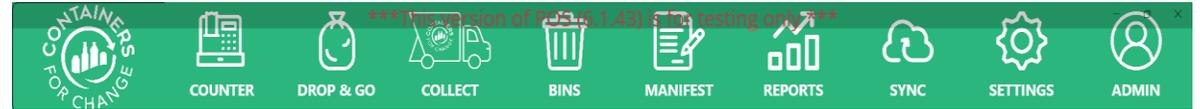
1 2 3 4 5 6 7 8 9  
w e r t y u i  
a s d f g h j k  
z x c v b n m @ Enter  
Shift Space Clear

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

The chosen Payment type and information will be shown below.

Member  Non-member

Member no. C10725919

WA Ind U. Postcode: 5131

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

Cash  PayPal/Bank  Donate

Use C10725919

The refund will be donated to: WA Ind U.

Refund \$37.70

1	2	3
4	5	6
	9	
		Enter

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

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



# 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

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

Thank you 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 Cash receipt

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

POS ID: POS 18218  
Invoice ID: 51153696590744379E42922EC2556AB7  
User ID: Admin  
Member no: C10723586  
Payment type: Electronic  
Date: 09-Feb-2022  
Time: 3:58 PM

Refund amount

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

Thank you 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

Donation Receipts show the Cause ID and Name

# 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.

Payment is to be given in cash

For cash or other payments, capture customer postcode

Details not provided



# COUNTER



## Non-Member Payment - Donate

The screenshot shows the mobile application interface for a "Non-Member Payment - Donate" transaction. At the top, there is a navigation bar with icons for COUNTER, BINS, MANIFEST, REPORTS, SYNC, SETTINGS, and ADMIN. Below this, there are two tabs: "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 content area shows a "Cash" payment method, a "Cause" field with the value "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 two buttons: "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, and "Printer status", "Sync status", and "Coord svcs" below. The "Refund \$4.00" is displayed above the keypad. The "Details not provided" checkbox is checked.



# COUNTER

## Non-Member Receipts

CONTAINERS FOR CHANGE  
TRANSACTION RECEIPT

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

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	Amount \$
		Price Incl.	GST
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 Cash receipt

CONTAINERS FOR CHANGE  
TRANSACTION RECEIPT

To: Exchange Depot - Forreestfield  
9 Webster Road  
Forreestfield  
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

Refund amount

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

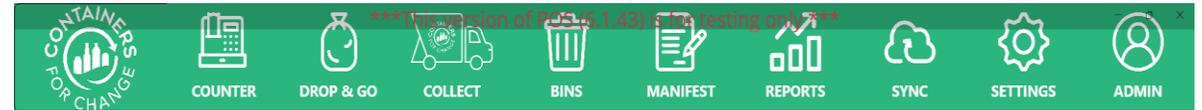
Thanks for joining the West Australians  
saving drink containers from landfill  
and giving them another life.  
We can beat it if we don't feed it.  
Get in touch: 13 4CHANGE (13 42 42)  
www.containersforchange.com.au

Non-Member Donation receipt

Donation Receipts show the Cause ID and Name



# COUNTER



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

**CONTAINERS FOR CHANGE**

COUNTER DROP & GO COLLECT BINS MANIFEST REPORTS SYNC SETTINGS

\*\*\*This version of POS 6.3.0 (328) is for testing only\*\*\*

Canon MB5400 Sync (Printer status Sync status)

RP: Exchange Depot - Forrestfield

Refund \$160.70

1 2 3

4 5 6

7 8 9

Del 0 Enter

Back

Reset transaction Confirm & pay

**Photo ID Verification Required**

Select photo ID type: Driver's licence

Enter customer name: Brain ledger

Enter photo ID number: 123#####45

Refund declaration completed?

Photo/photocopy of ID taken?

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

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

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

A photocopy of the ID must also be taken



# COUNTER

## Photo ID is required for high volume transactions

### 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

Select photo ID type

Enter photo ID number

Refund declaration completed?

Photo/Photocopy of ID taken?

# COUNTER

Select the Photo ID type used by the customer



Select the applicable Photo ID type

Select photo ID type

Driver's licence

Pre-existing commercial agreement

Passport

Proof of Age card

Student ID

Dangerous goods licence

High risk work licence

Marine / Skipper's licence

Gun licence

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

'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	Buttons
Glass - Mixed		1 2 3
Aluminium		4 5 6
PET - Clear	Setup bin	7 8 9
PET - Colour	Setup bin	Enter
HDPE	Setup bin	
Liquid Paper Bo	Setup bin	
Steel	Setup bin	
Other Materials	Setup bin	
Ineligible Containers	Setup bin	

Re-print      Pay refund

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



# Drop & Go



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.



# DROP & GO



Use Drop & Go to count containers left by customers

\*\*\* This version of PPS (v.1.43) is for testing only \*\*\*

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

Quantity Screen is identical to Counter

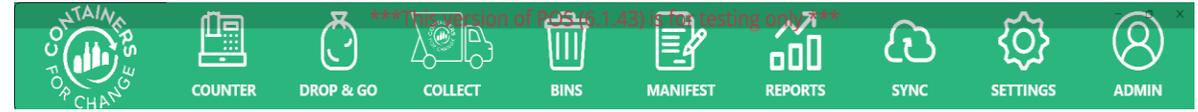
Change location to where the bag was collected from

Click here to proceed to Payment Options

Check eligible container	Quantity	Amount	Microsoft Print to	Sync OK	Not Setup
Glass - Mixed	1588	\$158.80	Printer status	Sync status	Coord scvs
Aluminium	88 ×	\$8.80	RP: Exchange Depot - Forrestfield		
PET - Clear	Setup bin		Refund \$167.60		
PET - Colour	Setup bin		1	2	3
HDPE	Setup bin		4	5	6
Liquid Paper Board	Setup bin		7	8	9
Steel	Setup bin		Del	0	Enter
Other Materials	Setup bin		Pay refund		
Ineligible Containers	Setup bin		Re-print		



# DROP & GO



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

**Amount will be shown by Material Type**

Check eligible container	Quantity	Amount
Glass - Mixed	155 <small>[No Title]</small>	\$15.50
Aluminium	69	\$6.90
PET - Clear	Setup bin	
PET - Colour		
HDPE		
Liquid Paper Board		
Steel	Setup bin	
Other Materials	Setup bin	
Ineligible Containers	Setup bin	

**Use the Keypad to enter the quantity per material type**

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

Canon MB5400  
Printer status: Sync status  
RP: Exchange Depot - Forrestfield  
Refund \$22.40

1	2	3
4	5	6
7	8	
Del	0	

**Once all containers have been counted click Pay refund to continue**

Re-print | Pay refund



# DROP & GO



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

Select bag issue

Member no. Enter member or mobile number Member search

Microsoft Print to Sync OK Not Setup

Printer status Sync status Coord svcs

RP: Exchange Depot - Forrestdfield

Refund \$167.60

1 2 3

4 5 6

7 8 9

Del 0 Enter

Reset transaction Confirm & pay Back

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



Bag drop label with QR code



# DROP & GO



Scanned Information is displayed. Bag issues must be recorded

\*\*\*This version of POS (6.1.43) is for testing only\*\*\*

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

Select bag issue Microsoft Print to Sync OK Not Setup

Member no. C10723588 Member name RP: Exchange Depot - Forrestfield

ABNNOTGST ABNNOTGST Postcode: 510 Refund \$167.60

Mobile: 04

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



# DROP & GO

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

Select bag issues

Bag ripped - has containers

Bag ripped - no containers

Bag contains rubbish / hazardous material

Cannot scan barcode - manual Member Number entered

Bag contains ineligible containers

Liquid left in containers

No bag label / Member Number

Select the applicable Bag Issue from the list shown.

Multiple Bag Issues can be selected



# DROP & GO



Click “Confirm & Pay” to complete the transaction

CONTAINERS FOR CHANGE

COUNTER DROP & GO COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

Select bag issue

Member no. C10723588 Member search

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

PayPal Donate

Payment Click “Confirm & Pay” to close the transaction and clear the screen to process the next transaction

Reset transaction Confirm & pay

Microsoft Print to Sync OK Not Setup

Printer status Sync status Coord scvs

RP: Exchange Depot - Forrestfield

Refund \$167.60

1 2 3

4 5 6

7 8 9

Del 0 Enter

Back



# 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 POS (1.43) 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

Check eligible container	Quantity	Amount	Canon MB5400 <small>Printer status</small>		Sync OK <small>Sync status</small>	
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		Del	0	Enter	
Ineligible Containers	Setup bin		Pay refund			
	Re-print					

Quantity Screen is identical to Counter



# COLLECT



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

\*\*\*This version of POS 3.1 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.

Select bag issue

Member/Agreement 1072358 Member search

Refund \$18.00

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

Reset transaction Confirm & pay

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



# 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
A621625	\$0.07 (per container)	Exchange Depot - Forrestdfield	30-Jan-2031
A682955	\$25.55 (total)	Exchange Depot - Forrestdfield	03-Nov-2029

Select an agreement from the following list.

Close

Reset transaction   Confirm & pay   Back



# COLLECT

## Advanced Member Search

Member search

Enter member details

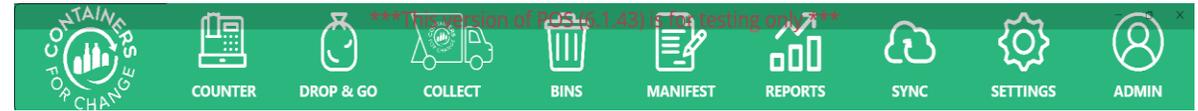
Member number	Name	Legal name	Mobile Number	Post code	Group Type
C10986235	Eric D.		04** *** 000	1004	INDIVIDUAL
C10848781	Eric K.		04** *** 000	1006	INDIVIDUAL
C10905511	Eric L.		04** *** 000	1002	INDIVIDUAL
C11653839	Eric M.		04** *** 000	1200	INDIVIDUAL
C11259522	Eric S.		04** *** 000	1005	INDIVIDUAL
C11281386	Eric Z.		04** *** 000	1010	INDIVIDUAL
C11185770	Erica G.		04** *** 000	1006	INDIVIDUAL
C10884238	Erica K.		04** *** 000	1001	INDIVIDUAL
C11014878	Erica Z.		04** *** 000	1008	INDIVIDUAL
C11192262	Erich B.		04** *** 000	1005	INDIVIDUAL
C11257679	Erich B.		04** *** 000	1005	INDIVIDUAL
	Erich W.		04** *** 000	1002	INDIVIDUAL
	ERICH'S MECHANICAL SERVICE			6510	BUSINESS
	Erick K.		04** *** 000	1009	INDIVIDUAL
	Erick P.		04** *** 111	1005	INDIVIDUAL
	Erica D.		04** *** 000	1001	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 (6.1.43) is for testing only\*\*\*

CONTAINERS FOR CHANGE

COUNTER DROP & GO COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

Member/Agreement: C10723586

Agreement ID: A679955

Member No: C10723586

Service provider: Exchange Depot - Forrestdfield

Name: IndividualMarch I.

Mobile: 04\*\* \*\*\* 000

Postcode: 6000

Service Fee: \$ 90.00 (inc GST)

Refund \$1.00

1 2 3

4 5 6

7 8 9

Del 0 Enter

Back

Reset transaction Confirm & pay

Member/Agreement details are displayed for the selected agreement.

A Flat fee agreement will deduct a pre-determined fee value from the Refund total.

Click "Confirm & Pay" to confirm the transaction.

The service fee cannot be higher than refund total



# COLLECT



## Flat Service Fee agreement validations in POS.

\*\*\*This version of POS (6.1.43) is for testing only\*\*\*

CONTAINERS FOR CHANGE

COUNTER DROP & GO COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

Select bag issue

None selected Sync OK Not Setup

Printer status Sync status Coord scvs

Member/Agreement C10723586 Member search

Agreement ID: A679955 Name: IndividualMarch I.

Member No: C10723586 Mobile: 04\*\* \*\*\* 000

Postcode: 6000

Service provider: Exchange Depot - Forreestfield

RP: Exchange Depot - Forreestfield

Service Fee: \$ 91.00

Reset

Reset transaction Confirm & pay Back

Service Fee cannot be increased above the agreement value

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

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



# 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

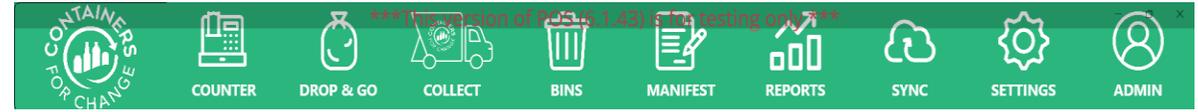
Close Print

Member Bank receipt

Service Fee applied to the refund total.



# COLLECT



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

\*\*\*This version of POS (6.1.43) is for testing only\*\*\*

Select bag issue

Member/Agreement: C10723587 Member search

Agreement ID: A621119      Name: ABNGSTREG ABNGSTREG

Member No: C10723587      Mobile: 04\*\* \*\*\* 678

Postcode: 6169

Service provider: Exchange Depot - Forreestfield

Service Fee: \$ 0.80 (inc GST)

Per container: \$ 0.08

Reset

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

RP: Exchange Depot - Forreestfield

Refund \$1.00

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

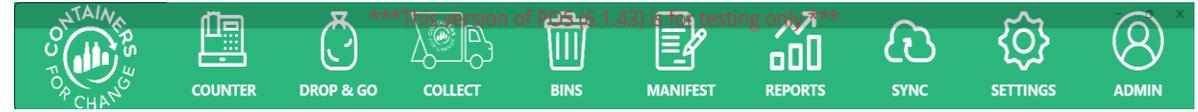
Reset transaction      Confirm & pay      Back

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 (6.1.43) is for testing only\*\*\*

Select bag issue

Member/Agreement: C10723587 Member search

Agreement ID: A621119      Name: ABNGSTREG ABNGSTREG

Member No: C10723587      Mobile: 04\*\* \*\*\* 678

Postcode: 6169

Service provider: Exchange Depot - Forreestfield

Service Fee: \$ 0.90

Per container: \$ 0.09 ↑ ↓ Reset

**Service Fee cannot be increased above the agreement value**

Reset transaction Confirm & pay Back

Microsoft Print to Sync OK Not Setup

Printer status      Sync status      Coord scvs

RP: Exchange Depot - Forreestfield

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.

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

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



# 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: 16C41E2C6A8E42558EBR4B7A0A57E76C  
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

After the Transaction is complete the Collect screen should be displayed

\*\*\*This version of POS (6.1.43) is for testing only\*\*\*

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

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

Last transaction details are displayed in the bottom left corner

Check eligible container	Quantity	RP: Exchange Depot - Forrestfield												
Glass - Mixed		<div style="text-align: center;"> <p>Refund Completed</p> <table border="1"> <tr><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td></tr> <tr><td></td><td></td><td>9</td></tr> <tr><td></td><td></td><td>Enter</td></tr> </table> <p>Pay refund</p> </div>	1	2	3	4	5	6			9			Enter
1	2		3											
4	5		6											
			9											
			Enter											
Aluminium	Setup bin													
PET - Clear	Setup bin													
PET - Colour	Setup bin													
HDPE	Setup bin													
Liquid Paper Board	Setup bin													
Steel	Setup bin													
Other Material	Setup bin													
Ineligible Container	Setup bin													

Last successful transaction: ABNGSTREG ABNGSTREG (C10723587)  
Refund \$1.00 at 11:31 AM

Re-print



# KIOSK MODE

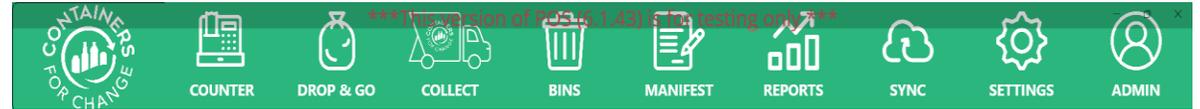


Kiosk Mode enables customers to print sticker labels to put on their bags

- 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



# KIOSK MODE



Kiosk Mode can be used at different Refund Point locations

Select your location

Select bag drop site

Current location :  
Exchange Depot - Forrestfield - 6058

Close Continue

Use this button to select the Refund Point location for the bag drop

Current Site Device is enrolled to

Enter kiosk mode

The latest version was released in September 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.



# KIOSK MODE



Select the RP site

Select refund point

- Exchange Depot - Bayswater- This is a long Refunf Point Name - 6053
- Exchange Depot - Bertram - 6167
- Exchange Depot - Esperance - 6450
- Exchange Depot - Forrestfield - 6058
- Exchange Depot - Kwinana Beach - 6167
- Exchange Depot - Picton - 6229
- Exchange Depot Byford - 6122

Close

List of all available refund points should be displayed



# KIOSK MODE



Click Continue after the RP site is selected

Select your location

Select bag drop site

Current location :  
Exchange Depot - Forrestfield - 6058

Close Continue

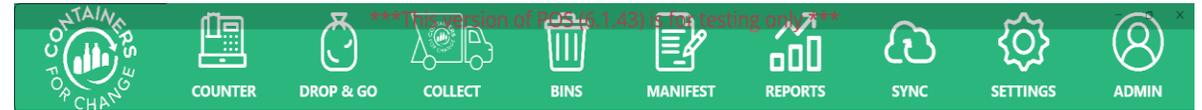
When the correct Site is displayed click **Continue**

Enter kiosk mode

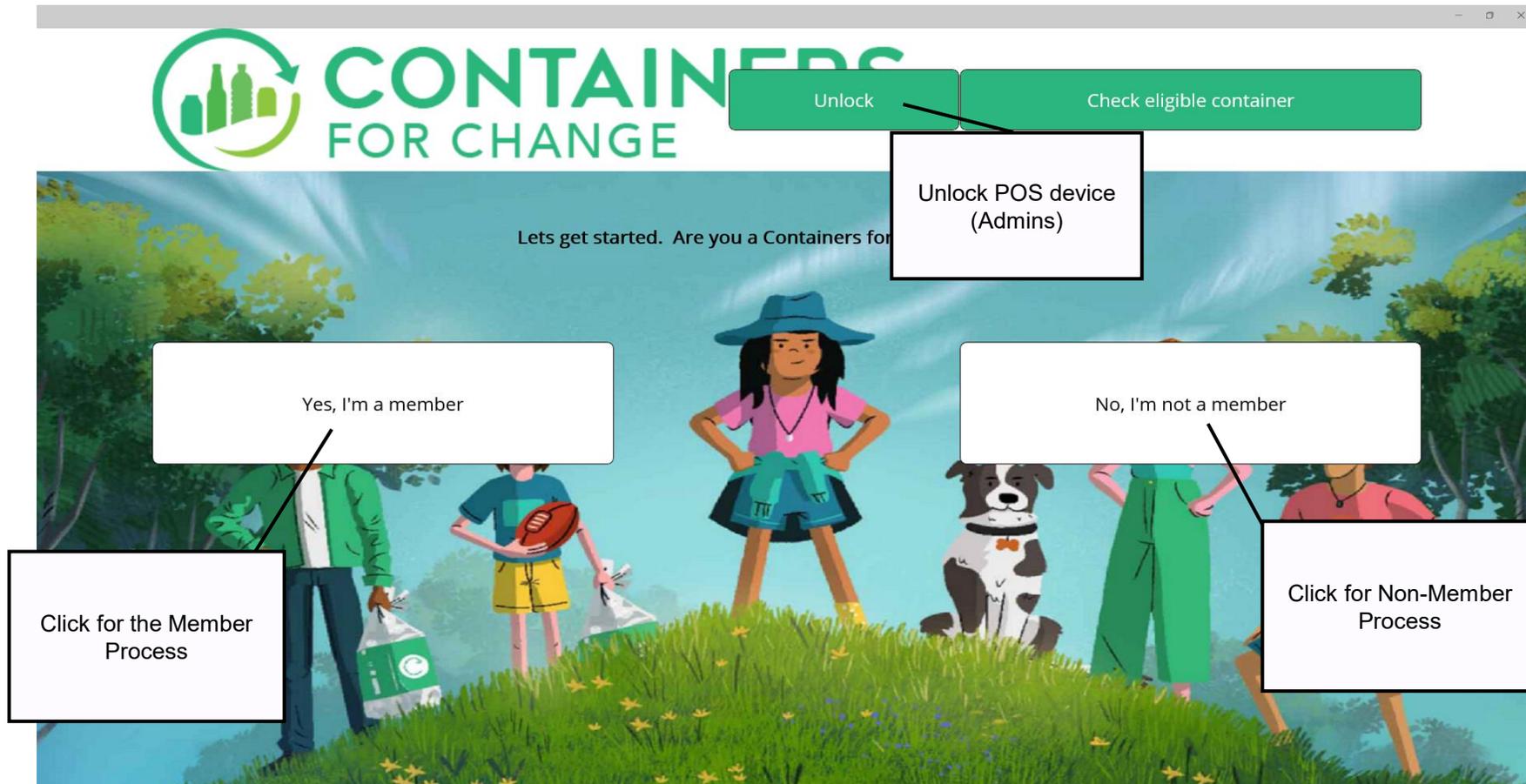
The latest version was released in September 2023. POS 6.0 is our latest update which upgrades the foundational .NET framework of POS to .NET Maui. This upgrade also includes a number of quality of life improvements, such as reduced application size, loading speed & security upgrades.



# KIOSK MODE



Customer selects whether they are a Member or Non-member



# KIOSK MODE



Customer enters their member details



Back Restart

WELCOME CHANGE MAKER!

Enter your mobile number, email address or member no.  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 @ .

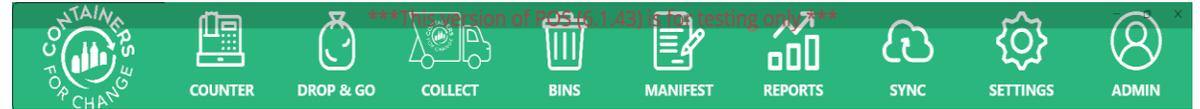
Shift Space Clear

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

Yes, this is correct      No, search again

Confirm Member Details

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



# KIOSK MODE



Select number of labels to print



**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

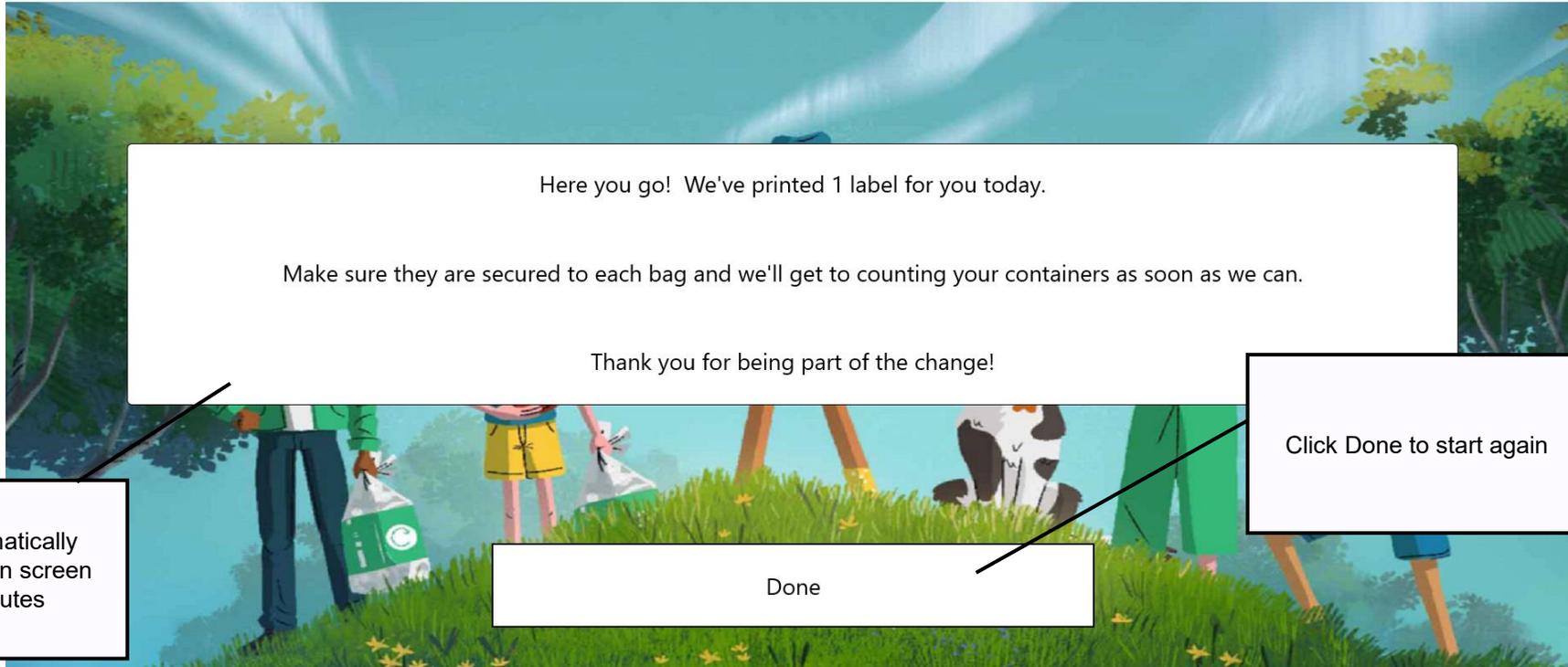
Click 'Print' when ready

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



# KIOSK MODE



Search for a Cause to donate to



Back Restart

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 @ .

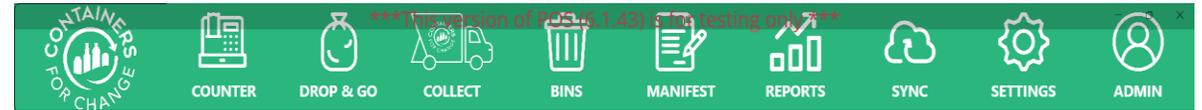
Shift Space Clear

Click 'Search' to continue

Customer enters charity details here to search



# KIOSK MODE

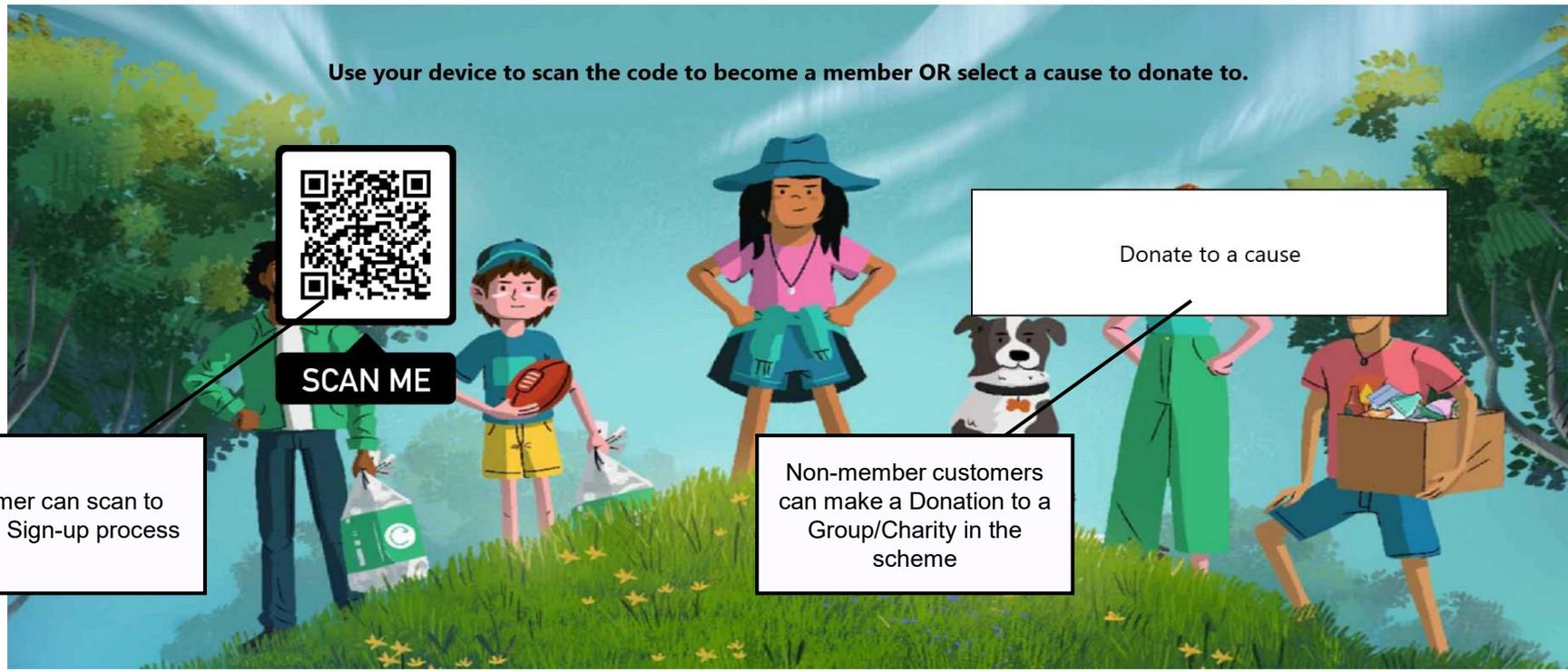


If not yet registered, customers can join the Scheme here



Back

Restart



Customer can scan to start the Sign-up process

Non-member customers can make a Donation to a Group/Charity in the scheme



# 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
-----------	--------------------------------------	--------------	------

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



**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



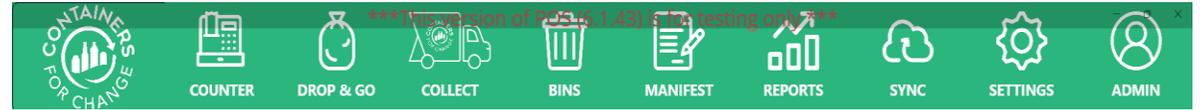
There are several stages of Bins: Setup, Active, Full and Closed

## 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

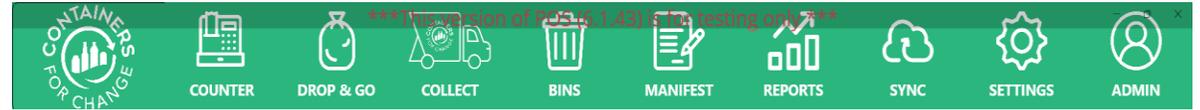


Hide and show the different bin stages on the screen by using the buttons

Bin Type	Material	Count
Active bins	Glass - Mixed 23	3638
	Aluminium 55g	1319
	PET - Colour 23fs	0
Full bins	PET - Colour For Kate	33
Closed bins	LPB t66f	52
	Other Materials setup	25



# BINS



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

\*\*\*This version of POST 3.0 (328) is for testing only\*\*\*

Setup bins	Active bins	Full bins	Closed bins																								
	<table border="1"><tr><td>Glass - Mixed 23</td><td>3638</td><td></td><td></td></tr><tr><td>Aluminium 55g</td><td>1319</td><td></td><td></td></tr><tr><td>PET - Colour 23fs</td><td>0</td><td></td><td></td></tr></table>	Glass - Mixed 23	3638			Aluminium 55g	1319			PET - Colour 23fs	0			<table border="1"><tr><td>PET - Colour For Kate</td><td>33</td><td></td><td></td></tr></table>	PET - Colour For Kate	33			<table border="1"><tr><td>LPB tfe</td><td>52</td><td></td><td></td></tr><tr><td>Other Materials setup</td><td>25</td><td></td><td></td></tr></table>	LPB tfe	52			Other Materials setup	25		
Glass - Mixed 23	3638																										
Aluminium 55g	1319																										
PET - Colour 23fs	0																										
PET - Colour For Kate	33																										
LPB tfe	52																										
Other Materials setup	25																										

Bins ready for activation

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

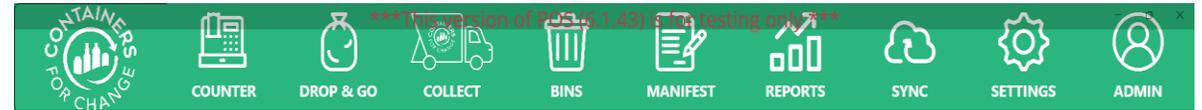
Filter buttons: All, Glass, Alum, Clear, Colour, HDPE, LPB, Steel, Other, Ineligible

Hide buttons: Hide setup, Hide active, Hide full, Hide closed

Bottom buttons: Create/Activate Bin, Hide filters, Refresh



# BINS



Create and activate a bin in one action

Category	Item	Count	Action
Active bins	Glass - Mixed 23	3638	[edit]
	Aluminium 55g	1319	[edit]
	PET - Colour 23fs	0	[edit]
Full bins	PET - Colour For Kate	33	[edit]
Closed bins	LPB t66f	52	[edit]
	Other Materials setup	25	[edit]



# BINS

## Select material type and bay

1. Select the Bin Type

2. Select the Material 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

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

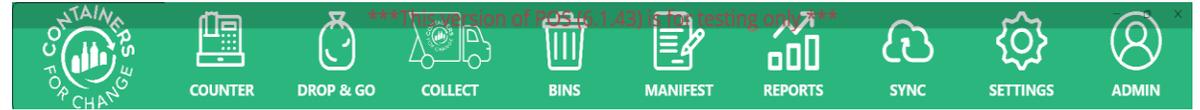
\$+= z x c v b n m @

Shift Space Clear

Cancel Create and Activate Bin



# 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.

Setup bins	Active bins	Full bins	Closed bins																		
Click on the bin to be moved	<table border="1"><tr><td>Glass - Mixed 23</td><td>3638</td><td></td></tr><tr><td>Aluminium 55g</td><td>1319</td><td></td></tr><tr><td>PET - Colour 23fs</td><td>0</td><td></td></tr></table>	Glass - Mixed 23	3638		Aluminium 55g	1319		PET - Colour 23fs	0		<table border="1"><tr><td>PET - Colour For Kate</td><td>33</td><td></td></tr></table>	PET - Colour For Kate	33		<table border="1"><tr><td>LPB t66f</td><td>52</td><td></td></tr><tr><td>Other Materials setup</td><td>25</td><td></td></tr></table>	LPB t66f	52		Other Materials setup	25	
Glass - Mixed 23	3638																				
Aluminium 55g	1319																				
PET - Colour 23fs	0																				
PET - Colour For Kate	33																				
LPB t66f	52																				
Other Materials setup	25																				

Bins ready for activation

Create/Activate Bin      Show filters      Refresh



# BINS



The newly created bin will be placed under Active Bins

\*\*\*This version of POS 3.0 (328) is for testing only\*\*\*

Category	Item	Count	Action
Active bins	Glass - Mixed 23 Bay 1	3638	✎
	Aluminium 55g Bay 1	1319	✎
	PET - Colour 23fs Bay 1	0	✎
	PET - Colour 576 Bay 2	0	✎
Full bins	PET - Colour For Kate	33	✎
Closed bins	LPB t6f	52	✎
	Other Materials setup	25	✎

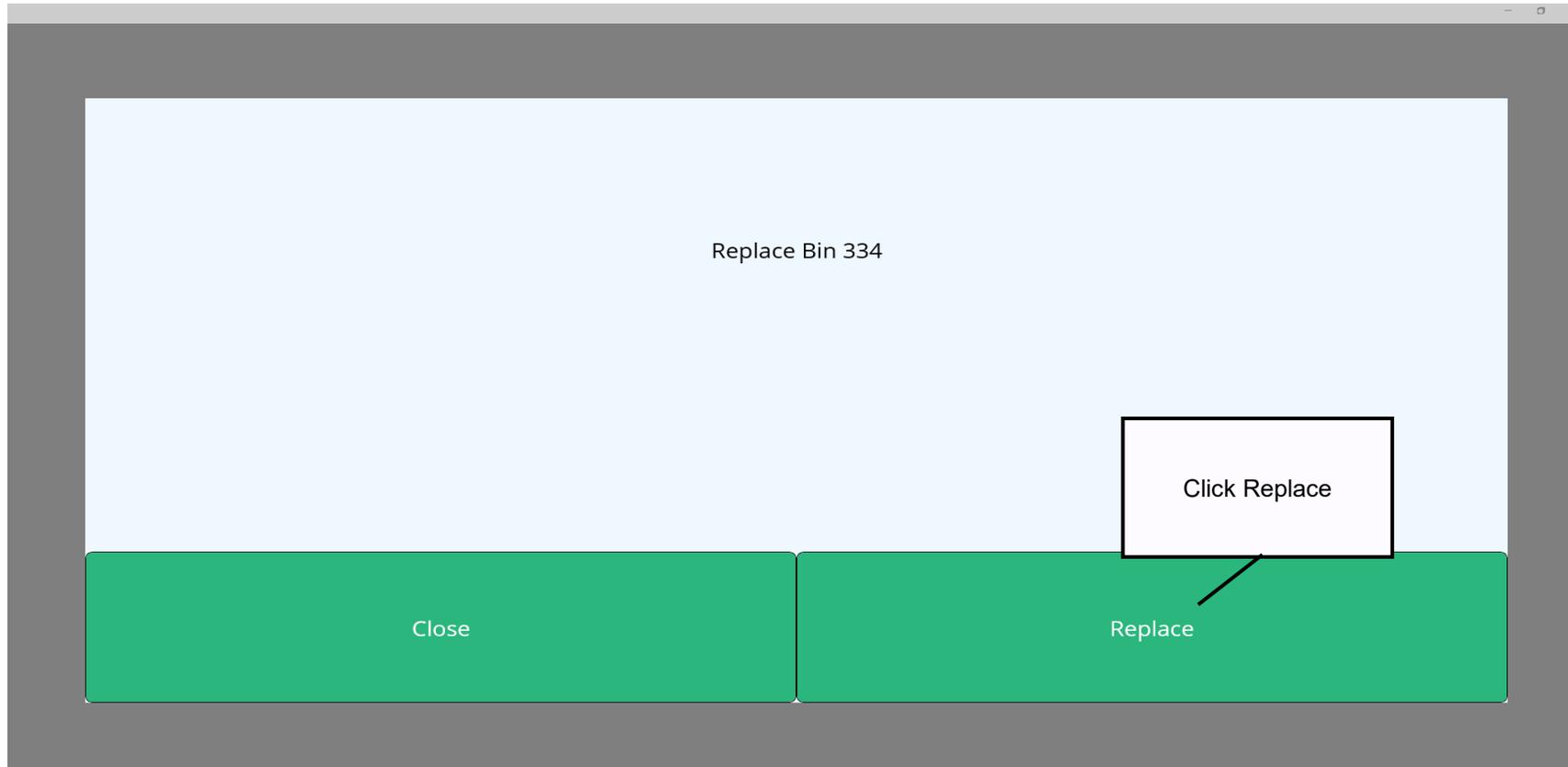
Bin created under Bay 2 in Active Bins

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 POS 3.0 (328) is for testing only\*\*\*

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

Setup bins

Bins ready for activation

This bin was moved from Active Bins to Full Bins

Full bins

PET - Colour For Kate	33
-----------------------	----

Closed bins

LPB t6f	52
Other Materials setup	25

Create/Activate Bin Show filters Refresh

# BINS

## Edit bins

CONTAINERS FOR CHANGE

COUNTER DROP & GO COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

\*\*\*This version of POS 3.0 (328) is for testing only\*\*\*

### Setup bins

Bins ready for activation

### Active bins

Glass - Mixed 23	3638	
Aluminium 55g	1319	
PET - Colour 23fs	0	

### Full bins

PET - Colour For Kate	33	
--------------------------	----	--

### Closed bins

LPB t6f	52	
Other Materials setup	25	

Click on the pencil icon to edit a bin

Create/Activate Bin Show filters Refresh

# BINS

## Edit Asset ID and/or Empty Unit Weight



Edit Bin

Material type

Asset ID

Empty Unit Weight

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 POS 3.0 (328) is for testing only\*\*\*

Setup bins	Active bins	Full bins	Closed bins																
	<table border="1"><tr><td>Glass - Mixed 23 Bay 1</td><td>3638</td><td></td><td></td></tr><tr><td>Aluminium 55g Bay 1</td><td>1319</td><td></td><td></td></tr><tr><td>PET - Colour 23fs Bay 1</td><td>0</td><td>PET - Colour For Kate 33</td><td>LPB t6f 52</td></tr><tr><td>PET - Colour 576 Bay 2</td><td>0</td><td></td><td>Other Materials 25</td></tr></table>	Glass - Mixed 23 Bay 1	3638			Aluminium 55g Bay 1	1319			PET - Colour 23fs Bay 1	0	PET - Colour For Kate 33	LPB t6f 52	PET - Colour 576 Bay 2	0		Other Materials 25		
Glass - Mixed 23 Bay 1	3638																		
Aluminium 55g Bay 1	1319																		
PET - Colour 23fs Bay 1	0	PET - Colour For Kate 33	LPB t6f 52																
PET - Colour 576 Bay 2	0		Other Materials 25																

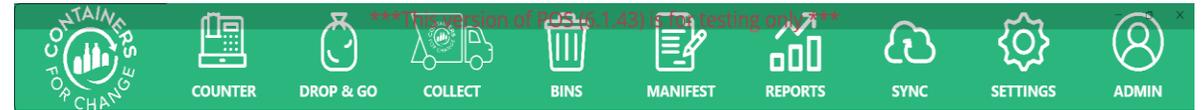
Bins ready for activation

Create/Activate Bin      Show filters      Refresh

Click on the bin in the Full Bins section to be closed



# BINS



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

Setup bins	Active bins	Full bins	Closed bins																
Bins ready for activation	<table border="1"><tr><td>Glass - Mixed 23 Bay 1</td><td>3638</td><td></td><td></td></tr><tr><td>Aluminium 55g Bay 1</td><td>1319</td><td></td><td></td></tr><tr><td>PET - Colour 23fs Bay 1</td><td>0</td><td>PET - Colour For Kate 33</td><td>LPB t6f 52</td></tr><tr><td>PET - Colour 576 Bay 2</td><td>0</td><td></td><td>Other Materials setup 25</td></tr></table>	Glass - Mixed 23 Bay 1	3638			Aluminium 55g Bay 1	1319			PET - Colour 23fs Bay 1	0	PET - Colour For Kate 33	LPB t6f 52	PET - Colour 576 Bay 2	0		Other Materials setup 25		
Glass - Mixed 23 Bay 1	3638																		
Aluminium 55g Bay 1	1319																		
PET - Colour 23fs Bay 1	0	PET - Colour For Kate 33	LPB t6f 52																
PET - Colour 576 Bay 2	0		Other Materials setup 25																



# BINS

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

The screenshot shows a software interface for closing a bin. The title bar reads "Close Bin 66". Below the title bar, the number "668" is displayed. The main area contains the text: "0 containers have been recorded in POS transactions whilst the bin was active." and "The refund point operator is responsible for recording the correct quantity of containers in each bin." At the bottom left is a "Cancel" button. On the right is a numeric keypad with buttons for digits 1-9, 0, "Back", and "Close". A callout box points to the "Close" button with the text "Click Close to complete the action".



# MANIFEST

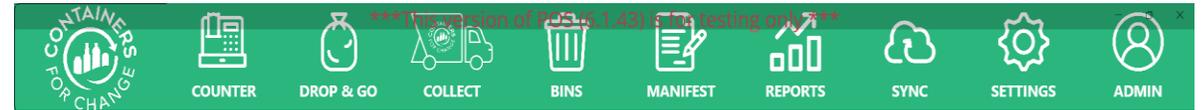


A manifest must be prepared to record and track bins and containers collected and delivered

- 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

Processor: REMONDIS AUSTRALIA PTY LTD

Carrier: REMONDIS AUSTRALIA PTY LTD

License Plate: 234 3456

Asset ID: [Search] [Reset]

Copies: 3

Material type:  Other Ma

<input type="checkbox"/>	Material ty	Q	empty weight
<input checked="" type="checkbox"/>	Other Ma	25	11
<input type="checkbox"/>	Liquid Paper Board	tf6f	52 2 3.02

Total selected: 1

Total quantity: 25 containers

Total weight: 11.57 kg

Create and print



# 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 POS 6.3.0 (328) is for testing only\*\*\*

CONTAINERS FOR CHANGE

- COUNTER
- DROP & GO
- COLLECT
- BINS
- MANIFEST
- REPORTS
- SYNC
- SETTINGS
- ADMIN

### Create manifest

Processor: REMONDIS AUSTRALIA PTY LTD

Carrier: REMONDIS AUSTRALIA PTY LTD

License Plate: 234 3456

Search: Asset ID Search Reset

Copies: 3

<input type="checkbox"/>	Material type	Asset ID	Quantity	Empty weight	Gross weight (kg)
<input checked="" type="checkbox"/>	Other Materials	setup	25	11	11.57
<input type="checkbox"/>	Liquid Paper		52		3.02

Total selected: 1      Total quantity: 25 containers      Total weight: 11.57 kg

Create and print

### Recent manifests

**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 POS 6.1.0 (328) is for testing only\*\*\*

CONTAINERS FOR CHANGE

COUNTER DROP & GO COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

Create manifest Recent manifests

Search Manifest ID Search Reset

Date/Time	Manifest ID	Destination	Status
13/09/2024 13:33:02	B264234B442F46EE859CE1B3EFD3AF68	REMONDIS AUSTRALIA PTY LTD	Printed
13/09/2024 13:32:53	49137E3F21BD4890895466574C3A84DE	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 POS 3.0 (328) is for testing only\*\*\*

**Daily Reconciliation Report for Friday, 13 September 2024**

Date	Material Type	RPO Paid Quantity	RPO Paid Value	Scheme Paid Quantity	Scheme Paid Value	Other Payment Quantity	Other Payment Value	Total Quantity	Total Value	Total GST
Friday, 13 September 2024	Glass - Mixed	0	\$0.00	505	\$50.50	0	\$0.00	505	\$50.50	\$4.59
Thursday, 12 September 2024	Aluminium	0	\$0.00	1215	\$121.50	0	\$0.00	1215	\$121.50	\$11.05
	<b>Grand total</b>	<b>0</b>	<b>\$0.00</b>	<b>1720</b>	<b>\$172.00</b>	<b>0</b>	<b>\$0.00</b>	<b>1720</b>	<b>\$172.00</b>	<b>\$15.64</b>

Print Reconciliation Report    Transaction History    Daily Summary    Weekly Summary    Monthly Summary



# REPORTS



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

Date	RPO Paid Quantity	RPO Paid Value	Scheme Paid Quantity	Scheme Paid Value	Other Payment Quantity	Other Payment Value	Total Quantity	Total Value	Total GST
Friday, 13 September 2024	0	\$0.00	505	\$50.50	0	\$0.00	505	\$50.50	\$4.59
Thursday, 12 September 2024	0	\$0.00	1215	\$121.50	0	\$0.00	1215	\$121.50	\$11.05
Grand total	0	\$0.00	1720	\$172.00	0	\$0.00	1720	\$172.00	\$15.64



# 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



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.



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

\*\*\*This version of POS 6.3.0 (328) is for testing only\*\*\*

Waiting to process	Recent	Reference data
	<ul style="list-style-type: none"> <li>Manifest B264234B442F46EE859CE1B3E Uploaded on 13-Sep-2024 at 1:30:15 PM</li> <li>Manifest 49137E3F21BD4890895466574 Uploaded on 13-Sep-2024 at 1:30:15 PM</li> <li>Counter member transaction 2FCF5D1519EB4A15974569B26BAD5348 Uploaded on 13-Sep-2024 at 11:25:52 AM</li> <li>Counter member transaction C83015B9BBAA4EF1A969C7FEA03D0E12 Uploaded on 13-Sep-2024 at 11:24:31 AM</li> <li>Counter member transaction 9547E7501ECF4433955912ACC3D2CB4D Uploaded on 13-Sep-2024 at 11:11:29 AM</li> </ul>	<ul style="list-style-type: none"> <li>Bag drop issues Sync'd on 12-Sep-2024 at 3:16:19 PM</li> <li>Carriers Sync'd on 12-Sep-2024 at 3:16:19 PM</li> <li>Refund point Sync'd on 12-Sep-2024 at 3:16:17 PM</li> <li>Members (All) Sync'd on 12-Sep-2024 at 3:15:52 PM</li> <li>Employees Sync'd on 12-Sep-2024 at 3:16:19 PM</li> <li>Material types Sync'd on 12-Sep-2024 at 3:16:18 PM</li> <li>Members (Delta) Sync'd on 13-Sep-2024 at 1:51:48 PM</li> <li>Software version data Sync'd on 13-Sep-2024 at 1:39:23 PM</li> <li>Photo IDs accepted Sync'd on 12-Sep-2024 at 3:16:17 PM</li> <li>Processors / Destinations Sync'd on 12-Sep-2024 at 3:16:20 PM</li> <li>Eligible products (All) Sync'd on 12-Sep-2024 at 3:15:58 PM</li> <li>Eligible products (Delta) Sync'd on 13-Sep-2024 at 5:18:46 AM</li> <li>Weight conversion factors Sync'd on 12-Sep-2024 at 3:16:19 PM</li> </ul>

Navigate to the Sync screen

Sync All

## Recently Uploaded shows records that have been successfully uploaded

CONTAINERS FOR CHANGE

COUNTER DROP & GO COLLECT BINS MANIFEST REPORTS SYNC SETTINGS ADMIN

\*\*\*This version of POS 6.3.0 (328) is for testing only\*\*\*

Waiting to process	Recently uploaded	Reference data
	<p><b>Manifest</b></p> <p>✓ B264234B442F46EE859CE1B3EFD3AF68 Uploaded on 13-Sep-2024 at 1:33:02 PM</p> <p><b>Manifest</b></p> <p>✓ 49137E3F21BD4890895466574C3A84DE Uploaded on 13-Sep-2024 at 1:32:53 PM</p> <p><b>Counter member transaction</b></p> <p>✓ 2FCF5D1519EB4A15974569B26BAD5348 Uploaded on 13-Sep-2024 at 11:25:52 AM</p> <p><b>Counter member transaction</b></p> <p>✓ C83015B9BBAA4EF1A969C7FEA03D0E12 Uploaded on 13-Sep-2024 at 11:24:31 AM</p> <p><b>Counter member transaction</b></p> <p>✓ 9547E7501ECF4433955912ACC3D2CB4D Uploaded on 13-Sep-2024 at 11:11:29 AM</p>	<p>✓ <b>Bag drop issues</b> Sync'd on 12-Sep-2024 at 3:16:19 PM <a href="#">Sync</a></p> <p>✓ <b>Carriers</b> Sync'd on 12-Sep-2024 at 3:16:19 PM <a href="#">Sync</a></p> <p>✓ <b>Refund point</b> Sync'd on 12-Sep-2024 at 3:16:17 PM <a href="#">Sync</a></p> <p>✓ <b>Members (All)</b> Sync'd on 12-Sep-2024 at 3:15:52 PM <a href="#">Sync</a></p> <p>✓ <b>Employees</b> Sync'd on 12-Sep-2024 at 3:16:19 PM <a href="#">Sync</a></p> <p>✓ <b>Material types</b> Sync'd on 12-Sep-2024 at 3:16:18 PM <a href="#">Sync</a></p> <p>✓ <b>Members (Delta)</b> Sync'd on 13-Sep-2024 at 1:51:48 PM <a href="#">Sync</a></p> <p>✓ <b>Software version data</b> Sync'd on 13-Sep-2024 at 1:39:23 PM <a href="#">Sync</a></p> <p>✓ <b>Photo IDs accepted</b> Sync'd on 12-Sep-2024 at 3:16:17 PM <a href="#">Sync</a></p> <p>✓ <b>Processors / Destinations</b> Sync'd on 12-Sep-2024 at 3:16:20 PM <a href="#">Sync</a></p> <p>✓ <b>Eligible products (All)</b> Sync'd on 12-Sep-2024 at 3:15:58 PM <a href="#">Sync</a></p> <p>✓ <b>Eligible products (Delta)</b> Sync'd on 13-Sep-2024 at 5:18:46 AM <a href="#">Sync</a></p> <p>✓ <b>Weight conversion factors</b> Sync'd on 12-Sep-2024 at 3:16:19 PM <a href="#">Sync</a></p> <p><a href="#">Sync All</a></p>

Records also show the time it was uploaded

# SYNC



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

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

Waiting to process	Recently uploaded	Reference data
	<ul style="list-style-type: none"> <li><b>Manifest</b>  <span style="color: green;">✔</span> B264234B442F46EE859CE1B3EFD3AF68                      Uploaded on 13-Sep-2024 at 1:33:02 PM</li> <li><b>Manifest</b>  <span style="color: green;">✔</span> 49137E3F21BD4890895466574C3A84DE                      Uploaded on 13-Sep-2024 at 1:32:53 PM</li> <li><b>Counter member transaction</b>  <span style="color: green;">✔</span> 2FCF5D1519EB4A15974569B26BAD5348                      Uploaded on 13-Sep-2024 at 11:25:52 AM</li> <li><b>Counter member transaction</b>  <span style="color: green;">✔</span> C83015B9BBAA4EF1A969C7FEA03D0E12                      Uploaded on 13-Sep-2024 at 11:24:31 AM</li> <li><b>Counter member transaction</b>  <span style="color: green;">✔</span> 9547E7501ECF4433955912ACC3D2CB4D                      Uploaded on 13-Sep-2024 at 11:11:29 AM</li> </ul>	<ul style="list-style-type: none"> <li><b>Bag drop issues</b>  <span style="color: green;">✔</span> Sync'd on 12-Sep-2024 at 3:16:19 PM <span style="float: right;">Sync</span></li> <li><b>Carriers</b>  <span style="color: green;">✔</span> Sync'd on 12-Sep-2024 at 3:16:19 PM <span style="float: right;">Sync</span></li> <li><b>Refund point</b>  <span style="color: green;">✔</span> Sync'd on 12-Sep-2024 at 3:16:17 PM <span style="float: right;">Sync</span></li> <li><b>Members (All)</b>  <span style="color: green;">✔</span> Sync'd on 12-Sep-2024 at 3:15:52 PM <span style="float: right;">Sync</span></li> <li><b>Employees</b>  <span style="color: green;">✔</span> Sync'd on 12-Sep-2024 at 3:16:19 PM <span style="float: right;">Sync</span></li> <li><b>Material types</b>  <span style="color: green;">✔</span> Sync'd on 12-Sep-2024 at 3:16:18 PM <span style="float: right;">Sync</span></li> <li><b>Members (Delta)</b>  <span style="color: green;">✔</span> Sync'd on 13-Sep-2024 at 1:51:48 PM <span style="float: right;">Sync</span></li> <li><b>Software version data</b>  <span style="color: green;">✔</span> Sync'd on 13-Sep-2024 at 1:39:23 PM <span style="float: right;">Sync</span></li> <li><b>Photo IDs accepted</b>  <span style="color: green;">✔</span> Sync'd on 12-Sep-2024 at 3:16:17 PM <span style="float: right;">Sync</span></li> <li><b>Processors / Destinations</b>  <span style="color: green;">✔</span> Sync'd on 12-Sep-2024 at 3:16:20 PM <span style="float: right;">Sync</span></li> <li><b>Eligible products (All)</b>  <span style="color: green;">✔</span> Sync'd on 12-Sep-2024 at 3:15:58 PM <span style="float: right;">Sync</span></li> <li><b>Eligible products (Delta)</b>  <span style="color: green;">✔</span> Sync'd on 13-Sep-2024 at 5:18:46 AM <span style="float: right;">Sync</span></li> <li><b>Weight conversion factors</b>  <span style="color: green;">✔</span> Sync'd on 12-Sep-2024 at 3:16:19 PM <span style="float: right;">Sync</span></li> </ul>
<span style="font-size: 1.2em;">Sync All</span>		



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

Waiting to process	Recently uploaded	Reference data
	<ul style="list-style-type: none"> <li><b>Manifest</b> B264234B442F46EE859CE1B3EFD3AF68 Uploaded on 13-Sep-2024 at 1:33:02 PM</li> <li><b>Manifest</b> 49137E3F21BD4890895466574C3A84DE Uploaded on 13-Sep-2024 at 1:32:53 PM</li> <li><b>Counter member transaction</b> 2FCF5D1519EB4A15974569B26BAD5348 Uploaded on 13-Sep-2024 at 11:25:52 AM</li> <li><b>Counter member transaction</b> C83015B9BBAA4EF1A969C7FEA03D0E12 Uploaded on 13-Sep-2024 at 11:24:31 AM</li> <li><b>Counter member transaction</b> 9547E7501ECF4433955912ACC3D2CB4D Uploaded on 13-Sep-2024 at 11:11:29 AM</li> </ul>	<ul style="list-style-type: none"> <li><b>Bag drop issues</b> Sync</li> <li><b>Carriers</b> Sync</li> <li><b>Refund point</b> Sync</li> <li><b>Members (All)</b> Sync</li> <li><b>Employees</b> Sync</li> <li><b>Material types</b> Sync</li> <li><b>Members (Delta)</b> Sync</li> <li><b>Software version data</b> Sync</li> <li><b>Photo IDs accepted</b> Sync</li> <li><b>Processors / Destinations</b> Sync</li> <li><b>Eligible products (All)</b> Sync</li> <li><b>Eligible products (Delta)</b> Sync</li> <li><b>Weight conversion factors</b> Sync</li> </ul>

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

\*\*\*This version of POS 6.3.0 (328) is for testing only\*\*\*

1. Navigate to the Bins & Bays screen

2. Add or reduce bays used in the RP

3

Number of bays:

Auto Select Bay 1:

Allow RVM bin processing:

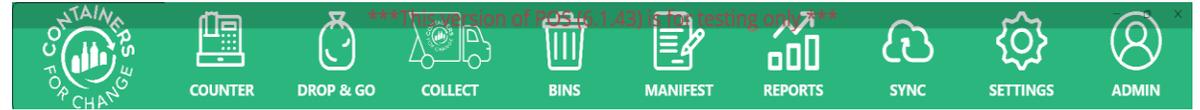
Recreate bins:  Disable  Automatic  Manual

Bin types		
1100L_BIN_1.1M3	Empty weight	0
1100L_SULU_BIN_1.1M3	Empty weight	0
BULK_BAG_0.8M3	Empty weight	0
BULK_BINS_1100L	Empty weight	0
CAGE_BIN_1.2M3	Empty weight	81
CAGE_BIN_2.4M3	Empty weight	123
COMPACTOR_BIN_40M3	Empty weight	2500
GLASS_CAGE_BIN_1.2M3	Empty weight	157
HOOK_BIN_17M3	Empty weight	2500
HOOK_BIN_20M3	Empty weight	2900
OTHER	Empty weight	0

Save bins & bays settings



# SETTINGS



## Bin Types

1. Navigate to the Bin Types screen

Number of bays: [ - ] 3 [ + ]

Auto Select Bay 1:

Allow RVM bin processing:

Recreate bins:  Disable  Automatic  Manual

Bin types

1100L_BIN_1.1M3		
1100L_SULU_BIN_1.1M3		
BULK_BAG_0.8M3		
BULK_BINS_1100L		
CAGE_BIN_1.2M3		
CAGE_BIN_2.4M3		
COMPACTOR_BIN_40M3	Empty weight	2500
GLASS_CAGE_BIN_1.2M3	Empty weight	157
HOOK_BIN_17M3	Empty weight	2500
HOOK_BIN_20M3	Empty weight	2900
OTHER	Empty weight	0

Save bins & bays settings

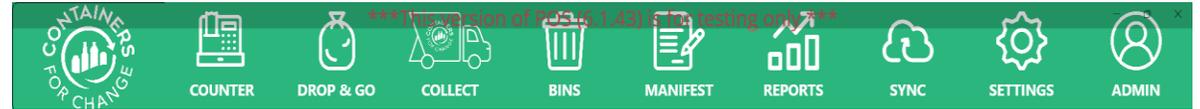
Rebuild bins from OCS

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

In case your Bins are out of sync with other devices, you can Rebuild bins from OCS to remove any discrepancies.



# SETTINGS



## Transactions

1. Navigate to the Transaction Settings Tab

2. Enable preferred payment method for Transactions

3. Enable preferred transaction type for POS

4. Save Transaction settings and Restart POS Application for changes to take effect.

Payment methods	Cash refund	Scheme paid	Other
	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input type="checkbox"/> Enabled

Transaction types	Counter	Drop & Go	Collect
	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled	<input checked="" type="checkbox"/> Enabled

Revert OCS  
Feature not available in Production.

Save transaction settings



# SETTINGS



## Users

1. Navigate to the Employees screen

Transaction control

Device idle time-out (180 seconds)

PIN re-entry interval (600 seconds)

Halt Sync

Simulate offline

Users	
Admin	Administrator
Clem	Administrator
Criseida	Administrator
Forrestfield	
GAdmin7552	
GTUser8876	
Josh	
Josh 2	Administrator

Save user settings      Manage users



# SETTINGS

## Users





Containers for Change  
Sign In

User Name

Password

[Sign In](#)

[Need help signing in? Click here](#)

Enter login credentials, username and password

Close



# SETTINGS



## Users

1. Navigate to POS Users tab

2. Select a RP

Close



# SETTINGS



## Users

CONTAINERS FOR CHANGE

Support

STOCK ON HAND CLAIMS POS USERS POS SOFTWARE

Home → CRP → POS Users

POS Users

Show D.M Webster & K.L Webster + Add User

USER NAME	USER PIN		
Admin	*****		Edit Delete
Admin8888	*****		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

1. The list of users in the select RP displays

2. Click Edit button



# SETTINGS



## Users

CONTAINERS FOR CHANGE

Support

STOCK ON HAND CLAIMS POS USERS POS SOFTWARE

Home → CRP → POS Users

POS Users

Show D.M Webster & K.L Webster

USER NAME	USER P	Role	Buttons
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

Close



# SETTINGS



## Users

CONTAINERS FOR CHANGE

STOCK ON HAND CLAIMS POS USERS POS SOFTWARE

Home → CRP → POS Users

POS Users

Show D.M Webster & K.L Webster + Add User

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: STOCK ON HAND, CLAIMS, POS USERS (selected), and POS SOFTWARE. Below the tabs, the breadcrumb path is 'Home → CRP → POS Users'. A 'Show' dropdown menu is set to 'D.M Webster & K.L Webster'. The main content area features a table with columns for USER NAME, USER PIN, and ACCESS. A modal form is open for adding a new user, with callouts for: 1. Enter Username and User PIN (pointing to the 'User name' and 'Enter PIN' fields), 2. Select Access (pointing to the 'Select access level' dropdown), 3. Click Save (pointing to the 'Save' button), and 4. Click Close to go back to the POS app (pointing to the 'Close' button at the bottom of the modal). The table lists existing users: Admin, Admin8888, Douglas Webster, Kelly Webster, Test New User, and Transaction7777, each with a 'Delete' button.

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

# SETTINGS



## Printing

1. Navigate to the Printing screen

2. Printing settings can be changed

Receipt message	<input type="text" value="Enter receipt message"/>	
Receipt printer	Microsoft Print to PDF	
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	Microsoft Print to PDF	
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

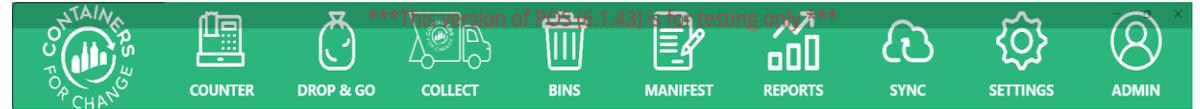


## Printing

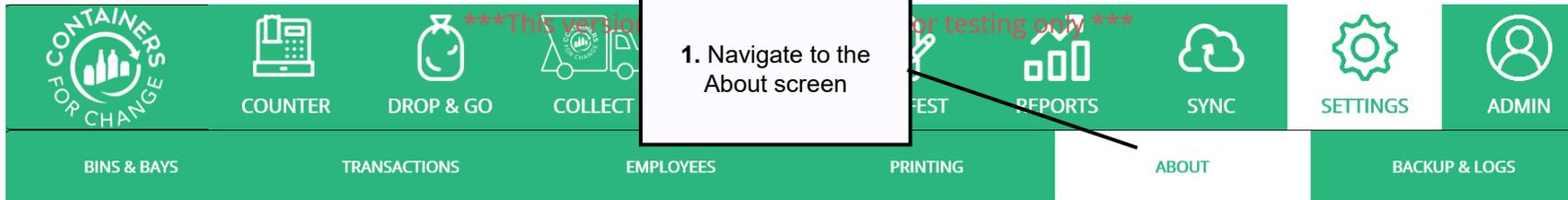
CONTAINERS FOR CHANGE		COUNTER	DROP & GO	COLLECT	BINS	MANIFEST	REPORTS	SYNC	SETTINGS	ADMIN	
BINS & BAYS		TRANSACTIONS			EMPLOYEES		PRINTING		ABOUT		BACKUP & LOGS
Receipt message	Enter receipt message										
Receipt printer	Microsoft Print to PDF										
Receipt orientation	<input checked="" type="checkbox"/>	Portrait				<input type="checkbox"/>	Landscape				
Non-Receipt printer	<input type="checkbox"/>										
Printer cutter	<input checked="" type="checkbox"/>	Automatic				<input type="checkbox"/>	Manual				
Label printer	Microsoft Print to PDF										
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



## About



Enrolled to refund Point	Exchange Depot - Forresterfield (WC20
POS ID	a105c6cd-ddfa-4456-9afc-c9630d1f6
POS name	POS 46463
POS version	6.3.0
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-PC18XTXZ
Device OS version	10.0.19044.3086
Device platform	Physical
Device idiom	Desktop
Base API URL	https://cesuapi.containersforchange.com.au/posapi/v2/
IP Address	192.168.1.9
Processors	REMONDIS AUSTRALIA PTY LTD WP20005001 3 Madison St Canning Vale WA 0765432123 WAGI ASS PTY LTD WP20006001 25 Jackson Street Basendean WA 498765432

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

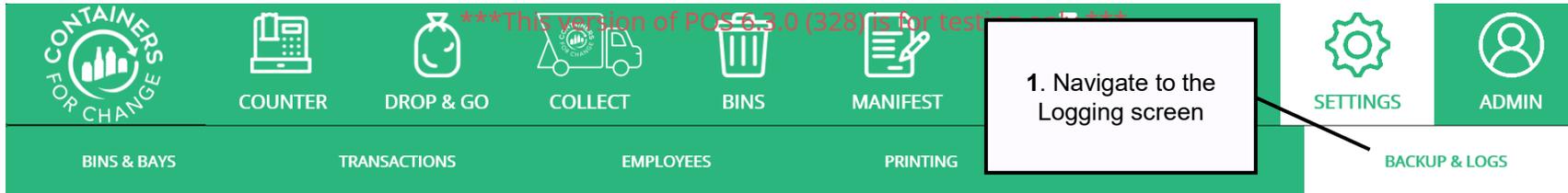
2. Use the scroll bar to show more information



# SETTINGS



## Logging



File name	Date	File size		
logfile20240911.log	11/09/2024	819467	View	Upload
logfile20240910.log	10/09/2024	1526908	View	Upload
logfile20240909.log	09/09/2024	1363146	View	Upload

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

3. Click View to see Logging history



# SETTINGS

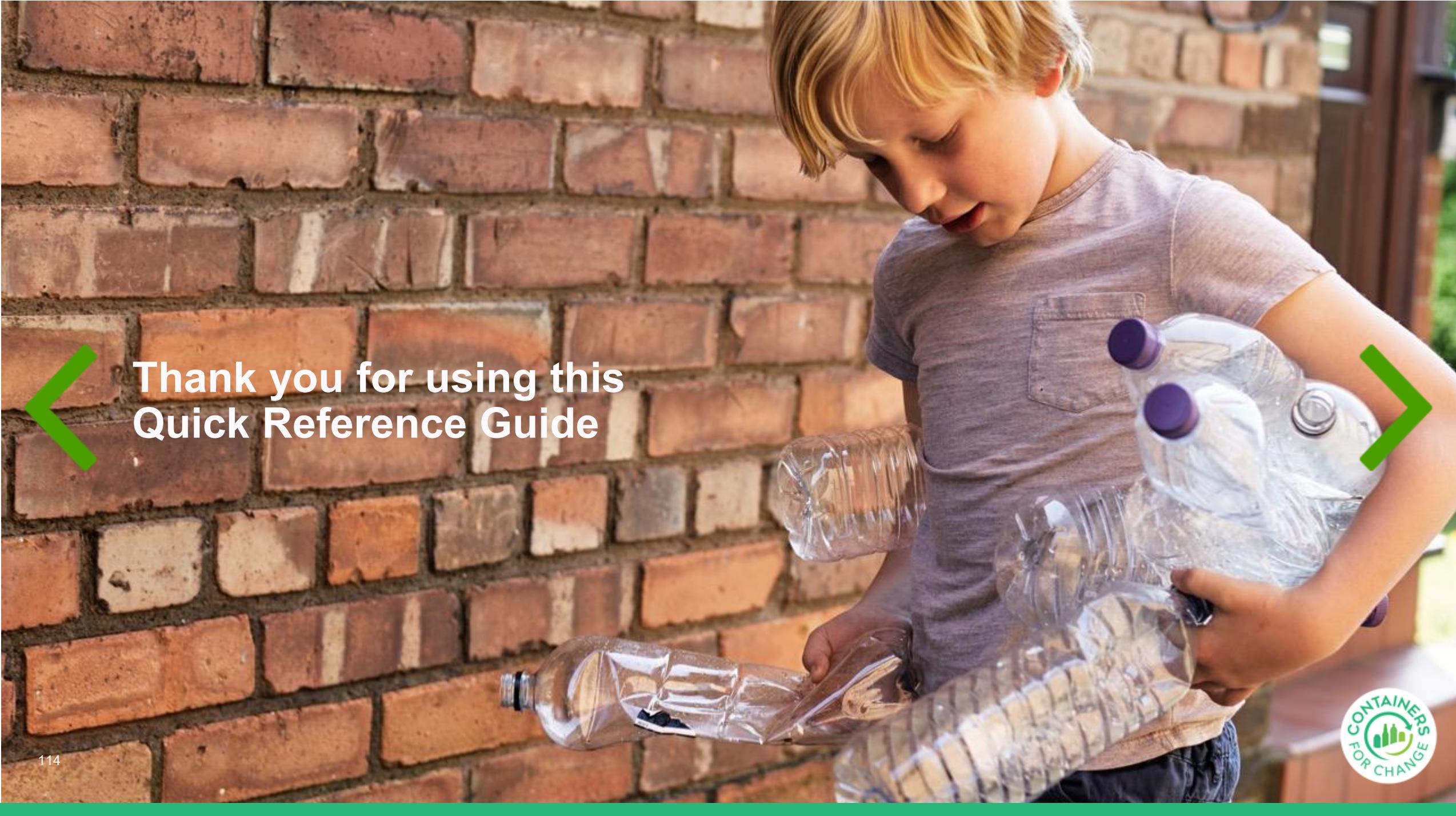
## Logging

```
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





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Quick Reference Guide



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