

ACCURATE BUSINESS SYSTEMS

TO VIEW JOURNALS ON BREAKPOINT SOFTWARE:

Right click on Start

Left Click on Explore

Move Slide bar on right side of the left screen till you find the lanes ie: Lane 1, Lane 2 etc

Double click on the appropriate Lane

There will be a folder (Directory) for that lane ie: BP101 for lane 1 BP102 for Lane 2

Double click on this folder

Within this folder are files such as for June 01,1999 the file name is PS990601.jnl

Double click on the appropriate file

The first time it may ask you what program to open it with use WORDPAD

Once the file is on your screen it will look just like the electronic journal on the till

When in wordpad you can scroll up and down with the cursor keys or the page up page down keys

You can also search by name or number

Click on edit on the tool bar

Click on find and enter the search string ie: refund if you are looking for all refunds

Continue to click on "Find next" to search through the whole day.

When finished close the window by clicking on the X in the top right corner

If asked if you want to save changes to the file ALWAYS PRESS NO

Close the remaining windows to get back to your desktop