

System Settings

What each option on Setup → System does. There is no Save button: every change saves as soon as you make it.

The **Configuration** tab — Demo Mode, QuickBooks, Pricing & Billing, RFID readers, Scales, the phone app, Kiosk, Camera and Driver Signature — only appears for the **support** login, and only support can change those settings or add, change or delete scales, kiosks, cameras and card readers. Anyone else can view the Scales, Kiosks and Cameras pages from the **Equipment** card, with everything locked. The support password is the site's date as yyMMdd (29 September 2026 is 260929); the login page shows that date. These settings are marked (Configuration) below.

Most options are simple on/off switches. Several unlock a page of their own: the Scales, Kiosks, Cards, Readers, Cameras and Bins buttons beside them take you there.

System

Setting	What it does
Recall Last Values	The office Weigh In form starts filled in with the customer, commodity, location, destination and bin of the last ticket. Useful when most trucks haul the same thing all day.
Kiosk PIN Code	With logins on, the PIN a kiosk, signature pad or ticket view enters once to be let in. Kiosks have no keyboard for a login, so they use this instead. Someone signed in to the office doesn't need it: Kiosk → Simulated Kiosk opens straight away.
Enable Spanish	Lets the driver-facing screens (kiosk, phone page, signature pad, ticket views) run in Spanish, with an EN/ES button. Office pages stay English. Off, no language button appears anywhere.
Default Language	What those screens show before anyone presses EN/ES. One device can be pinned to a language by adding ?lang=es to its address.
Theme	The colours of the office pages: Default (blue), Dark, Earth, Gray, Charcoal (a dark gray), Navy & Gold, Forest Green, Safety Orange or Burgundy. The page reloads to apply it.
Display Time Zone	The time zone every date and time is shown and printed in: grids, date pickers, tickets, reports and emails. Set it to where the scale is, whatever clock the server keeps.

Site Configuration (Configuration)

Only the support login sees these.

Setting	What it does
Site Number	1 to 99 gives this site its own block of a million ticket and invoice numbers, so sites that sync to one master never clash: site 2 numbers tickets from 2,000,001 and invoices from 2,001,001. 0 = none. Tickets and invoices already made keep their numbers.
Demo Mode	Demo runs the site on simulated weights, with the Simulate button in the top bar to set them, for training and demonstrations. Normal takes weights from the real scale indicators; a site weighing real trucks must be on Normal.
Connect to QuickBooks	Adds Send to QuickBooks to Completed Trucks, which sends finished tickets through the QuickBooks Sync Service. Check tests whether that service is connected.
Use Pricing & Billing	Loads are priced from a price list (per ton or unit, flat charge, minimum, special rates per customer or job) with sales taxes; the Billing menu invoices, takes payments and sends statements. See the Jobs & Billing help sheet.
Use RFID/ID	Yes : drivers present RFID cards at a reader, and every screen calls them cards. No : the number is only keyed in, as a shortcut to a load's details, so every screen says ID instead (ID Setup, Use ID, Enter Ticket or ID Number) and the Readers button and reader settings are hidden. Wording only — what a card or ID does is the same.

Scales (Configuration)

Setting	What it does
Scales button	Opens the Scales page, where each scale is named, tied to its indicator, given a printer and, for phones, a position.
Axle Weighing	Scales page → Axles / Stop Light on the scale's row. For trucks weighed an axle at a time. As an axle comes on the kiosk and any phone on that scale show a red STOP ; once the weight has held still for the Settle time it is recorded and they show a green PULL FORWARD for the next one. No light is needed.
Stop Light	Optional, in the same dialog: a physical stop / go light from a connected Stop Light Service. It follows axle weighing too, green with the scale empty. With one set, the dashboard's display for the scale shows the lamp and GO , STOP and OFF buttons, so the office can tell a driver to move. LIGHT OFFLINE means its service isn't connected.
Settle / First axle / Step	Settle: seconds the weight must hold still (default 2). First axle: the weight that counts as the first axle, and below which the scale is empty (default 1,000 lb). Step: how much the weight must rise before the next axle counts (default 1,000 lb).

One recorded weight is an ordinary weighment. From the second, it is axle weighing: the kiosk shows the weights beside the weight with **Print** (or the P key), the phone shows them with **Save PDF**, and every office page shows *Scale N has axle weights* with **View / Print** and **Dismiss**. Each axle is shown as its own weight, with the whole truck as the total. The weights of the last 50 trucks are kept until the server restarts.

The **Stop Light Service** is installed on the PC or Pi wired to the light (port 5260). A light shows Green, Red or Off. **Streaming** sends the scale's weight and a state character over a serial port, **Command** just the character, and **Discrete** switches two outputs on a Raspberry Pi, one for green and one for red. The lights are described on that box at <http://<box>:5260/swagger>; the README in its package has examples. If the service loses the web app, its lights go red.

Mobile (Configuration)

The driver's phone page (/Mobile), for weighing without the kiosk.

Setting	What it does
Phone App	On: drivers can weigh from their phones at /Mobile. Off: that page says the phone app is turned off, and the links to it are hidden.
Require Location on Mobile	A phone only weighs on the scale it is standing at: it must share its location and be within range of a scale whose position is set on the Scales page. The server checks again on every weighment. Phones only share location with an https:// site, so on plain http the phone cannot weigh with this on. With several scales the phone connects to the one it is at. When two are in range (side-by-side scales) it prefers the one with a truck on it, and only switches to another scale if that one is clearly nearer. The driver can also tap the scale name at the top of the page to choose between the scales in range. Out of range, the phone lists how far it is from every scale, which shows at a glance if a scale's position was set in the wrong place. Off, the phone picks up the last scale it used; with more than one scale, tap the scale name at the top to choose another.
Mobile Range (meters)	How close the phone must be to the scale, 10 to 1,000 metres.

Kiosk (Configuration)

The unattended screen drivers use at the scale.

Setting	What it does
Kiosk Count	No Kiosk , One Kiosk (one screen handles in and out), or In/Out Kiosk (separate screens for the two directions). Anything but No Kiosk shows the options below and the Kiosk columns on the Prompts tab.
Kiosk Dark Mode	Dark or light kiosk screens.
Kiosks button	The kiosk displays that have registered, and the scale, printer and card reader each one uses.
Live Kiosks (Kiosk menu)	A live copy of every kiosk screen. Click one to enlarge it, or Pop Out to give it its own window. There, a Manager or Admin can press Take Control to use the kiosk from the office: clicks, scrolling and typing go to the kiosk as if touched there, and the kiosk shows "The office is using this kiosk". Stop Control , or closing the view, hands it back. A dark kiosk can't be controlled.
Show Keypad When a Truck Is on the Scale	For a kiosk with no keyboard: once a truck is settled on the scale, the keypad opens by itself with a Weigh In button beside it, so nobody has to press Enter.
Hide Scan / Ticket Button at the Kiosk	Removes the blue scan / key-in button from the ready screen, for sites where drivers never key a ticket number. A barcode scanner still works.
Hide On-Screen Buttons	Hides every on-screen button (keypad, Cancel, Skip, Done, Weigh In) for a kiosk driven entirely with a physical keyboard or scanner. A touchscreen kiosk with no keyboard needs this off .
Kiosk Screen Off	Never ; After Hours between the Off From and Back On At times (it may run overnight); or Off Now until set back. While dark, the kiosk ignores touches, keys and cards and the server refuses its weighments.

Cards

A card carries a load's details (customer, commodity and so on), so the driver skips the kiosk questions. Without RFID readers the screens call it an **ID** instead — the settings below read the same way.

Setting	What it does
Use Cards	Turns cards on: the Cards and Card Setup pages appear, and kiosks accept cards at a reader or keyed in on the keypad. Off, nothing card-related shows and readers are ignored.
Recycle Cards	Deactivate after each load: the card must be issued again for the next load. Recycle: it stays issued with the same details for the next load. A single card can be set differently on Card Setup.
Cards / Readers buttons	Register cards and issue them; check the card readers and their serial ports. Readers shows only with RFID readers on.
Allow Cards at the Kiosk / on the Weigh Forms / on the Phone	Where a card may fill in a load. Turn one off and cards are refused there while the others carry on. The kiosk one hides while there is no kiosk, the phone one while the phone app is off.
Hide Weigh In Button at the Kiosk	Every kiosk load must start from a card or a ticket number, so no load goes through without its card's details. Hidden while there is no kiosk.
Use the Truck's Card at the Kiosk	A driver who picks a carrier and truck that exactly one issued card belongs to gets that card's details filled in, as if they had keyed its number. Hidden while there is no kiosk.

Camera (Configuration)

Setting	What it does
Save Picture for Ticket	A camera photo is taken at each weighment and kept with the ticket. Thumbnails appear on Completed Trucks.
Use Live View	Adds a live picture from the cameras for the operator to watch the lane. Independent of saving pictures, and only shows once the camera service reports it can stream.
Cameras button	Opens the Cameras page to set the cameras up.

Other

Setting	What it does
Use Retained Tare	A truck's empty weight is kept when it weighs out, and its next weigh-in uses it, so the load completes in one weighment. Off, every truck weighs in and out. A weigh-out whose two weights are within 10% of each other (a truck weighed out loaded on an old open ticket) carried no load, so it leaves the stored tare as it was. Manage opens the trucks and their stored tares.
Retained Tare Applies To	All loads , or Selected commodities, customers & carriers : only loads whose commodity, customer or carrier is ticked in the Retained Tare column of Database → Tables (any one is enough). Those loads are always asked Carrier and Truck ID and can't skip them; every other load weighs in and out normally and is asked only what Kiosk Prompts says - so Truck ID can be left off for them.
Type Truck ID When Not on File	With no carrier, or a carrier with no trucks on file, the kiosk and phone let the driver type the Truck ID instead of picking it. Off, no carrier skips Truck ID and a carrier with no trucks stops the kiosk with "see the office".
Auto-Clear Tares at Midnight	Stored tares only last the day they were taken. Off, they last until cleared by hand.
Allow Tare Reset at the Kiosk / on the Phone / from a Card	Whether a driver there may throw away the stored tare and weigh out again for a fresh one. Off, the stored tare is used without asking (on the phone the driver can still skip it for one load). The kiosk one hides while there is no kiosk, the phone one while the phone app is off.
Use Jobs	A Job field (optional) follows Customer on the weigh forms, kiosk and phone; jobs are kept on Database → Tables → Jobs. Several customers can haul to one job. See the Jobs & Billing help sheet.
Use Bin Inventory	Tickets record a bin, bins are kept on Database → Tables → Bins, and Reports gains a Bin Inventory tab: loads in add to a bin, loads out take away, plus manual adjustments.
Bin Entry	Required : a ticket cannot be saved without a bin, and the kiosk cannot skip the question. Optional : it may be left blank.
Lock Bin to Commodity	A bin holding something only takes that commodity, and picking the bin fills the commodity in. It frees up once the bin is emptied.
Default Reporting Unit	The unit report columns use for a commodity that has no reporting unit of its own (Database → Tables → Commodities): pounds or kilograms.
Use Basic Ticket	Adds Basic Ticket to the dashboard and the Weighments menu: it prints the scale weight with the date, time and comments. It is not saved and has no ticket number. Layout opens it in the Report Designer.

Users & Security

There is no login switch. A new site has no user logins and runs open: anyone who can reach it can use every page. Adding the first user (always an Admin) turns login on, and from then on everyone signs in. Delete every user and the site runs open again.

Setting	What it does
Manage Users	Add, edit and remove users. Each has a role, which decides what they reach: Admin everything, including Setup; Manager the weigh pages plus Database (Tables and Dropdown Fields) and the Audit Trail; User the weigh pages; Mobile the phone page only. Every user needs an email address.
Two-Factor Sign-In	Off by default. On, a 6-digit code is emailed to the user after their password and must be entered to finish signing in; it lasts 10 minutes, and five wrong tries start the sign-in over. It can only be turned on once email is set up (Email tab) and every user has an address.
Keep me signed in	A tick box on the sign-in page, on by default. The computer stays signed in until someone presses Logout (renewed as it is used). Untick it on a shared computer: the sign-in then ends when the browser closes. Deactivating or deleting a user, or changing their role, signs them out.
Login / Logout	Always in the top bar: Logout when signed in, Login otherwise, so the support login can sign in even while the site runs open.
Database tab	Load Test Data, Clear Transactions and Clear Database appear on their own Setup tab only for the support login.

Driver Signature (Configuration)

Setting	What it does
Signature Capture	Off ; Operator Device : the driver signs on the operator's screen at weigh-out; Remote Signature Pad : a tablet at the window shows the request and the driver signs there.
Signature Required	Required : a weigh-out cannot be saved unsigned. Optional : the operator is asked but may save without one.
Print Signature on Ticket	The signature prints on the completed ticket.
Signature Pad ID	Which tablet receives the requests, when there is more than one. Scan the QR code with the tablet, or open the link shown, to set it up as the pad.

Icon

Setting	What it does
Icon	The small logo in the top bar, the browser tab and on the printed ticket. Choose a picture file; tick Remove to go back to the default, the Michelli icon. A PNG or JPG is safest: SVG shows in the browser but cannot print on tickets. The name beside it in the top bar is the first company line (Setup → Company & Ticket), <i>Foundation</i> on a new site.

Leaving with unsaved changes. On the office weigh forms, going to another page before saving asks what to do: **Stay** on the form, **Leave without saving**, or **Save** first.