



1-877-CAT-SCALE

www.catscale.com

2005 Update: CAT SCALE Indicator

2005 update

CAT Scale

Operators' Manual INTALOGIX



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CAT Scale Operators' Manual

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Using the CAT Scale Operators' Manual

This manual is designed to be read both as a continuous unit and in a shorter, separated form for distribution to managers, bookkeepers and weighmasters/clerks. Each of the two main sections, the "Accounting Guide" and the "Weighmasters' Guide" are stand-alone documents-that is, each should provide its intended reader with all necessary information to perform his or her task.



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What Is a CAT Scale?

A CAT Scale is a Certified, Automated Truck Scale owned by CAT Scale Company of Walcott, Iowa and operated by some of the best truckstops in the country. An individual CAT Scale is part of a growing network of scales across the United States and Canada which offers both the name recognition and advertising budget of a large company as well as the customer loyalty and reliable service of a local operation.

Each scale consists of three platforms designed for durability, accessibility and accuracy.

CAT Scales-

- are large enough to accommodate the entire vehicle
- meet length and slope standards for approach and exit pads
- measure gross vehicle weight
- measure individual axle weight
- meet DOT standards for billing validation
- are operated by state certified Weighmasters
- are monitored by video camera and intercom
- maintain records of every weigh ticket for seven years



Installed on the lots of corporate and family owned truck-stops alike, CAT Scales remain the property of CAT Scale Company which bears responsibility for maintenance of the scales. Thanks to frequently scheduled testing and calibration, CAT Scales are certified accurate by the states in which they do business. CAT Scales' accuracy meets or exceeds all requirements for certification.

This attention to maintenance and accuracy allows CAT Scale Company to make the guarantee, "Weigh What We Say or We Pay."[®] If a driver gets an overweight fine after weighing legal on a CAT Scale they are protected by the following Guarantee:

If you get an overweight fine from the state after our scale showed you legal, we will immediately check our scale. If our scale is wrong, we will reimburse you for the fine. If our scale is correct, a representative of CAT Scale Company will appear in court with the driver as a witness.



The History of CAT Scale Company

The first truck scales were generally public scales run by cities or found at moving companies and scrap yards. As the interstate system began to bypass urban areas, coin-operated axle scales began to appear at truckstops. Along with the unreliability of the coin mechanism was the inherent inaccuracy of mechanical scales. Difficult to maintain, these scales became a method of last resort for truckers who had begun to suspect their accuracy.

The first CAT Scale opened in May, 1977 at the South Holland Truckomat along the route of the heavy shipping out of Chicago's south side. It, like all the CAT Scales which have come after it, was a three platform electronic scale.

Ten years later, the handful of CAT Scales scattered around the country at independent and chain truckstops were doing well enough to support an expansion of nearly 100%--14 new scales were built.

Since 1988, when the CAT Scale Company was incorporated, the network of CAT Scales has spread to both coasts and into Canada. With over 950 scales in operation today, and more openings planned in the years to come, CAT Scale Company has developed into an organization devoted to accuracy for the truck driver and service to the truckstop operator.



CAT Scale Company Policy

As per the CAT Scale Agreement, CAT Scale Company sets the fee to be charged for weighing trucks. The following is a summary of our scale ticket policy.

1. A full weigh fee of \$8.00 is charged on the initial weigh.
2. A reweigh fee of \$1.00 is charged when all of the following conditions are met:
 - a. same vehicle (tractor and trailer) is weighed
 - b. full price ticket is presented by customer and its number is recorded on reweigh ticket
 - c. reweigh must be at the same scale as the full price weigh
 - d. reweigh must be within 24 hours of the full price ticket
3. Every time a truck crosses the scales a ticket must be printed **there are no exceptions to this rule.**
4. Occasionally a customer will have a difficult time adjusting his load and / or axles. After three paid weighs (one full price and two reweighs for a total of \$10.00), the on-duty manager may elect to void all further weigh tickets until the driver gets legal. Once the truck is legal, the customer is charged \$1.00 for the last reweigh. The maximum charge for one customer or truck in this instance would be \$11.00- one full price weigh plus three reweighs. All copies of the voided tickets are to be signed by the on-duty manager and filled out in full including the ticket number of the full price weigh.



There is no limit to the number of reweighs during the 24 hour "Reweigh Period."

A reweigh MUST occur using the same tractor and trailer at the same location as the original weigh.



If you have questions or need state-specific procedures . . . Call 1-877-CAT-SCALE, ext. 6



If the scale ticket isn't completed properly, the guarantee and certification may be voided.

5. Although some states have slightly different requirements, the general rules for filling out scale tickets are as follows:
 - a. full name of trucking company
 - b. tractor or license number
 - c. trailer number or "none" if there is no trailer
 - d. commodity weighed (if the driver refuses to disclose the freight, fully mark through the section to prevent fraud. Lack of commodity does not void CAT Scale Guarantee.)
 - e. full signature of weighmaster (no initials or first names only)
 - f. full weigh fee or reweigh fee
 - g. ticket number of initial full priced weigh ticket (if reweigh)
6. Any single vehicle combination that cannot be accommodated by our scale on one ticket should be printed on two or more separate tickets and charged at the rate of one full priced weigh (\$8.00). There is no extra charge for splitting tandem axles, double trailers, or other special or oversized trucks. **(Note: Your CAT SCALE Indicator will allow storing of up to seven individual axle weights on one ticket. If the truck has more than seven axles contact CAT SCALE at 1-877-CAT-SCALE, extension 6 for instructions on how to proceed).**
7. The customer receives two copies of the scale ticket.
8. One copy must be sent to the CAT Scale headquarters weekly.
9. All four copies of voided tickets must be returned to CAT Scale Company. Any tickets that are lost will be assumed to be full price weighs for the purpose of calculating the truck stop operator's remuneration.



10. **NOTE: (CA scales only)-All copies of voided California Certified tickets must be kept at the location of the scale.**
11. No artificial weights are allowed to be issued.
12. No axles are to be adjusted on the scale platforms.
13. CAT Scale Company is to be notified immediately of all problems and difficulties.
14. The CAT Scale Company Guarantee is to be in force at all times.
15. CAT Scales are to be open 24 hours (never closed).



In This Section

Before You Begin

Shift Summary

Daily Summary

Weekly Summary

Mailing

Accounting Helpful Hints

Accounting Guide

Keeping up with the daily auditing and accounting is an integral part of the agreement between truckstop operators and CAT Scale. In response to the volume of tickets produced at the individual site and the cumulative tickets received weekly at headquarters, CAT Scale has developed an accounting system which, when followed carefully, insures that the volume of tickets is manageable for all concerned. **This equipment can automatically do the shift, weekly, and daily sales reports for you. This information is provided to you as a help should you have any questions on how the accounting is to be done.** The system described in these instructions is broken down into four parts: Shift Summary, Daily Summary, Weekly Summary and Return of Tickets to CAT Scale.



Refer to Using Function Keys on page 44 for information on how to print out shift, weekly and daily sales reports.



Before You Begin



The weighmasters / cashiers have been given these instructions in the section of the CAT Scale Operators' Manual called the "Weighmasters' Guide."

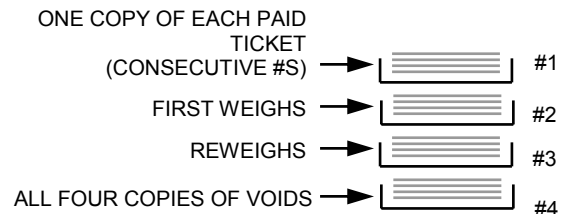


Incorrectly filed tickets can slow you down—make sure the tickets are being handled accurately as they are generated.



At the very least, do checkouts daily. Problems are resolved more easily and quickly when the number of scale tickets is small.

You have been provided with a four bin document holder in which the weighmasters / cashiers are to file the scale tickets as they are generated. The top two yellow copies of every paid ticket are given to the driver and the two white copies are retained by the weighmaster / cashier. These two tickets are filed according to the type of transaction they record:



You have the option of organizing scale checkouts by shift or by day. If you organize your other checkouts by shift, it will probably be simplest if you use the same method for the scale checkout. Since most truckstops do their own checkouts by shift, the examples in these instructions will demonstrate the shift method.

At the end of each period (either shift or day) the weighmaster / cashier will staple or clip together the contents of each bin to provide you with four stacks of pre-sorted scale tickets, grouped by the period in which they were generated. These organized stacks give you an orderly place to begin the scale checkout.



Shift Summary



For our example, the last ticket used is #10050

1. Find the last ticket used in the shift. It should be at or near the top of the sequentially numbered stack of tickets from bin #1.
2. Check to make sure the last ticket used wasn't a void. Remember that all copies of the voided tickets are put into the bottom tray and will not be included in the sequentially numbered stack.
3. Write the number of the last ticket used in the column on the CAT Scale checkout form headed END-ING # or END #.



For our example, the starting ticket is #10000.

4. Calculate the number of tickets used during the shift. This is done by subtracting the starting number from the ending number and adding 1.

$$\begin{array}{r}
 10050 \text{ END \#} \\
 - 10000 \text{ START \#} \\
 \hline
 50 + 1 = 51 \text{ TICKETS USED}
 \end{array}$$

5. Write the number of tickets used in the column headed TICKETS USED.
6. Count the number of reweigh tickets (the stack from bin # 3). Every reweigh ticket must have the number of a full price ticket written on it. The full price ticket must have been sold at your location less than 24 hours before the reweigh. If there is no full price weigh ticket number listed on the reweigh ticket, you must assume an error has been made and that the ticket was actually a full price weigh. If there is no full price weigh ticket referenced, move the ticket in question to the weigh stack (collected from bin # 1).



Occasionally check to see if the full price weigh ticket was valid. Match the company, driver, truck #, etc. It isn't necessary to check every weigh ticket, but CAT Scale does, and your patience will avoid chargebacks and may alert you to any problems on site.



For our example, there are two reweigh tickets.

7. Write the number of reweighs in the column headed REWEIGHS.



For our example, there are 45 weigh tickets.

8. Count the number of full priced weigh tickets used.
9. Write the number of full priced weigh tickets used in the column headed WEIGHS.



10. Add together the number of reweighs and the number of weighs.

$$\begin{array}{r} 2 \text{ REWEIGHS} \\ + 45 \text{ WEIGHS} \\ \hline 47 \text{ TOTAL WEIGH \& REWEIGH} \end{array}$$

11. Subtract the resulting number from the number of tickets used (calculated in step 4). The result should equal the number of voided tickets you have—remember that there are four copies of each in the stack from bin #4.

$$\begin{array}{r} 51 \text{ TICKETS USED} \\ - 47 \text{ TOTAL WEIGH \& REWEIGH} \\ \hline 4 \text{ VOID TICKETS} \end{array}$$

12. If the calculated number of voids matches the actual number of voids, write the number in the column headed VOIDS.



For our example, there are four void tickets, so everything checks out!

A. If you don't have enough void tickets:

- Make sure you have the correct starting and ending numbers.
- Recount the reweigh tickets.
- Recount the weigh tickets.
- Recheck your math.

If you still cannot account for the voids, you must assume a weigh ticket was issued and all four copies of the ticket were accidentally given to the driver. Add the number of missing voided tickets to the number of tickets in the WEIGH column and write the actual number of voids in the VOID column.

B. If you have too many void tickets:

- Make sure you have the correct starting and ending numbers.
- Recount the reweigh tickets.



c. Recheck your math.

13. Calculate the sales for the period. Multiply the number in the WEIGH column by \$8.00.

$$\begin{array}{r} 45 \text{ WEIGHS} \\ \times \$8.00 \\ \hline \$360.00 \end{array}$$

14. Multiply the number in the REWEIGH column by \$1.00.

$$\begin{array}{r} 2 \text{ REWEIGHS} \\ \times \$1 \\ \hline \$2 \end{array}$$

15. Adding the two figures together gives the total sales for the shift. Write this number in the column headed SALES.

$$\begin{array}{r} \$360.00 \\ + \$2.00 \\ \hline \$362.00 \end{array}$$



For our example, the last ticket used was number 10050, so add 1 to it to come up with 10051 as the start # for the next shift.

16. Add 1 to the last scale ticket number used and write it in the column headed START # on the CAT Scale checkout form for the next shift.

Daily Summary

Begin the daily summary after completing the checkouts for all three shifts. List the starting ticket number of the first shift and the ending ticket number of the third shift. Then total the tickets used, weighs, reweighs, voids and total sales for the three shifts. Enter the figures in the appropriate columns on the CAT Scale summary form.



The figure in the total sales column represents the amount you will deposit in the CAT Scale Company bank account later in the day. Clip together the stacks of tickets from each shift to leave you with one bundle for each day.

Weekly Summary

At the end of each week—on Friday or the report day for your location—the CAT Scale Tape Printer will print out a weekly sales summary report for the entire week.

The weekly sales summary report must be faxed to CAT Scale Company on Friday (or the report day for your location) by noon CST. In order for your truckstop to be paid at the end of the week.



Faxing is the preferred way to report. Using this method prevents errors associated with incorrectly copying or reading numbers over the phone—and it saves time!

Fax in your weekly sales summary report to (563)284-6475 . If your fax is down, you may call in your totals at 1-877-CAT-SCALE. Please keep these lines open for your use by not giving these numbers to salesmen or other truckstops.

Mailing



Feel free to give CAT Scale a call if you aren't sure about any of these procedures. If, after a few weeks, daily checkouts take more than ten minutes—sometimes more at high volume locations—please call for help at 1-877-CAT-SCALE between 8:30 a.m. and 5:00 p.m. CST

At the end of the week, mail all the sorted scale tickets, the verified daily deposit tickets and the checkout sheet to:

CAT Scale Company

P.O. Box 630 (via U.S. Post Office)

515 Sterling Drive (via UPS or FedEx)

Walcott, IA 52773

END OF ACCOUNTING GUIDE



Accounting Helpful Hints

We realize that you are very busy and completing the CAT Scale Sales Report is just one of many jobs that you do. Here are a few things that you can do that will allow us to do our job better and get your CAT Scale revenue check to you faster.

Daily Summary

1. Complete your checkouts daily. You'll be able to catch errors more easily.
2. Double check your summary to make sure that it is complete and accurate so your CAT Scale deposit is correct.

Weekly Summary

1. Please make sure that all of your ticket numbers are entered in their entirety. This helps us make sure that you get paid for all tickets sold.
2. If you change to a new box of tickets, please enter the beginning and ending ticket numbers.
3. Please make sure that you use all tickets in a box before opening a new one. This helps you keep track of the tickets and helps us so we don't incorrectly charge you for missing tickets.
4. Make sure that reports are legible (This is your weekly sales summary report).
5. On your weekly sales summary report, please include your city, state and CAT Scale number (your CAT Scale number prints in the middle of your scale tickets).

Sending in Scale Tickets

1. Always keep a copy of the Sales Report for your records (just in case you need to refer to it).
2. Bundle your tickets with rubber bands and put a copy of the Sales Report on top.
3. At the end of the week, mail all scale tickets, your daily deposit receipts and checkout sheet to:

CAT Scale Company
P.O. Box 630 *(via U.S. Post Office)*
515 Sterling Drive *(via UPS or FedEx)*
Walcott, IA 52773

Questions?

If you ever have any questions about your Sales Report or other CAT Scale Procedures, please give us a call at 1-877-CAT-SCALE. We're happy to help.



Technical Reference



Never close the scale. Always report the problem to CAT Scale Headquarters. Call 1-877-CAT-SCALE, ext. 6. Many times problems can be resolved over the phone.

If you are experiencing any problems with the CAT scales, monitor, intercom, weight indicator or printer, please call the CAT Scale Help Desk at 1-877-CAT-SCALE (extension 6).

Always report problems directly to CAT Scale, not to a scale service company.

Even though CAT Scale employs technicians to maintain the scale, there are a few simple steps you can take to make sure it performs accurately and reliably...

If the Weight Indicator Registers a Weight When no Truck is on the Scale

The scale is sensitive and many factors can cause it to give a weight when the scale itself is empty. To reset the scale to zero follow this simple step.

1. Press the yellow “ZERO” button on the CAT SCALE Indicator.

If a Vehicle Has Different Gross Weights Upon Reweighing

If the difference is less than 60 pounds, monitor the situation and if you find it happens consistently, call CAT Scale Maintenance. Otherwise, an occasional 60 pound variance is well within tolerance.



If a vehicle has a difference in gross weight of more than 60 pounds:

1. Determine if the vehicle was weighed under the same conditions.
 - a. Was the driver in the truck both times?
Was the passenger?
 - b. Was the driver leaning on the intercom?
 - c. Was the truck positioned correctly?
 - d. Did the truck take on fuel?
2. Weigh the vehicle again (a third weigh). If the third gross weight matches either of the other tickets, void the mismatched ticket.
3. If the third gross weight matches neither of the other gross weights, call CAT Scale Help Desk at 1-877-CAT-SCALE (extension 6).

If You Suspect That the Scale Is Inaccurate

Call CAT Scale at 1-877-CAT-SCALE (extension 6) as soon as possible.



If the CAT Scale Weigh Ticket Printer Isn't Responding

Tally Printers

Locate the display above the keypad on the front of the printer. The display will flash between “online tear exit” and “tear position tract 1”.

If this display is not flashing on your printer, follow these steps:

1. Locate the power switch. It is on the printer's right side, near the back.
2. Reset the printer by turning the power switch off, waiting for 1 minute, then turn it back on.

If the display doesn't come on, check to make sure the power switch is in the "on" position. Also check to make sure that the power cord is securely attached. The power cord is on the right side on the back of the printer.

If you have a type or brand of printer other than Tally, contact CAT Scale. Call the CAT Scale Help Desk at 1-877-CAT-SCALE (extension 6).

If the CAT Scale Tape Printer isn't Responding

1. Verify that the green power light and green error light located on top of the printer are both on.
2. If the lights are off, turn the printer off and then back on to verify that you have power to the printer.
3. The tape printer must have a paper roll that is 3 inches wide. (a narrower paper roll will cause the printer to operate incorrectly).



4. If your paper roll is near the end and close to running out, you may need to replace it for the printer to operate correctly.
5. When changing the paper roll, feed it from the back of the printer, and not from the bottom of the printer.
6. You can contact CAT Scale Company for replacement paper rolls for your tape printer.

Call CAT Scale Help Desk at 1-877-CAT-SCALE (extension 6), if you need paper rolls, or if your tape printer is still not working correctly.

If the Camera / Monitor Isn't Responding

If the monitor isn't on:

1. Check the power cord and coaxial cable located on the back side of the monitor. Make sure that neither is loose.
2. Check the circuit breaker in the electric power panel.
3. Verify that there isn't any water in the scale pit. The sump pumps are on the same circuit as the camera.

If the power and the breaker are on, the scale pit is dry and the coaxial cable is connected but the monitor isn't receiving a signal, the camera may need to be reset:

1. Switch the camera's circuit breaker to the "off" position. After 4 hours, return the breaker to the "on" position and the camera should resume operation.



If the Time and Date Must be Reset

The CAT Scale Indicator will reset for daylight savings time as needed in your area. If for some reason the time and date need to be reset please call the CAT Scale Help Desk at 1-877-CAT-SCALE (extension 6).

If Ice and Snow Accumulate on the Scale

Always keep the scale clear of ice and snow. They will cause the readings to be inaccurate, and can damage equipment.



Do not use salt on the scale. Call CAT Scale for other options at 1-877-CAT-SCALE, ext. 6

Cold Weather Maintenance

1. Check scale pits weekly to catch water problems before its too late.
2. Never use salt on your scale. It will erode the concrete and damage your platform. Call CAT Scale for options.
3. Remove snow by backing the plow off of the scale and dragging the snow rather than pushing it off the scale.
4. Remove any stray debris in a timely manner.
5. Call the CAT Scale Help Desk ASAP at 1-877-CAT-Scale, ext. 6 if you have a scale problem.



In This Section

*Your Responsibility as
Weighmaster*

CAT Scale Equipment

*Identifying Trailer Con-
figurations &
Using the 3 Weigh
Modes*

Weighing Procedures

Printing a Scale Ticket

Reweigh Mode

CAT Scale Pricing Policy

Using the Function Keys

Voiding a Scale Ticket

*Entering Weighmaster
Pin Numbers*

*Entering Scale Ticket
Numbers*

*Keeping Track of the
Scale Tickets*

Weighmasters' Guide

This guide is designed to give you, a CAT Scale Weighmaster, some advice on how to save time and avoid mistakes while operating a CAT Scale. After a brief introduction, you'll be given tips about identifying the types of vehicles that use a CAT Scale, performing the weighing process, and keeping track of CAT Scale tickets.

Keep an eye on the left-hand margin. As you read through this guide, important information and commonly made mistakes will be highlighted there.



Your Responsibility as Weighmaster

The “CAT” in CAT Scale stands for Certified, Automated Truck Scale. To become certified, the scale you operate must be inspected regularly to make sure that it gives an accurate weight. If the state in which you work requires it, you may need to be licensed in order to be a weighmaster (see state supplement for further information about regulations specific to your state). If you have questions or need state-specific procedures call 1-877-CAT-SCALE (extension 6) for information.



*If a CAT Scale ticket is unsigned—or just initialed—by the weighmaster, it is not valid as a state certified document of a truck’s weight. Always sign a completed scale ticket with your **complete name!***

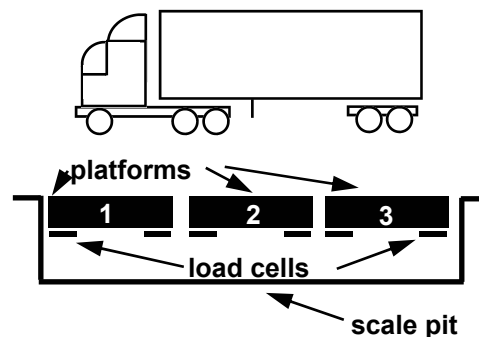
As a CAT Scale Weighmaster, you are responsible for making sure that the truck being weighed is properly aligned on the scales and for verifying the information that is automatically printed on the scale ticket when a driver’s truck is weighed. The scale ticket is only a legally certified weight when you, the Weighmaster, have filled in all the required information about the truck and trailer and signed the ticket with your full name. This is very important since CAT Scale guarantees that its scales are accurate and occasionally needs to go to court in order to defend a driver who has been fined for being overweight. Incorrectly completing the weigh ticket could also prevent the driver from being paid in whole or part for his load.



CAT Scale Equipment

Every CAT Scale is made up of five basic pieces of equipment: the scale, a monitor, an intercom, a weight indicator, and a printer.

The **scale** consists of three platforms which cover a shallow, concrete-lined hole (called a scale pit).



Although the **platforms** are designed to hold a lot of weight, the electronics beneath them can be damaged by standing water, lightning strikes or by the pressure of a driver adjusting the truck's axles while on the scale platforms. While CAT Scale doesn't expect you to be able to affect lightning or heavy rain, you can prevent damage caused by drivers who attempt to adjust their axles (called sliding an axle) while on the platforms. Please politely remind them that doing so will damage the scale.



Use the monitor to make sure the vehicle is correctly placed on the scale. A tire even one inch out of position will cause a large error in the registered weight.

The **monitor** is a closed circuit TV camera that allows you to keep track of the scale area and to make sure that the truck being weighed is in the correct position on the scale. Use the monitor to assist the driver in moving the truck and trailer and to insure that an accurate weight will be given.

The **intercom** keeps you in touch with the driver. Please remember that wind, rain and the noise of idling engines can make it difficult for the driver to hear you. Speak slowly, clearly and a little louder than you normally do.



To reset the indicator after a power outage, call CAT Scale for instructions at 1-877-CAT-SCALE, ext. 6.

The ***weight indicator*** is a small computer which controls how the three scale platforms work. Sometimes power to the weight indicator is interrupted by lightning strikes or outages. When this happens, the weight indicator may need to be reset before you continue to use it.

The ***printer*** automatically produces four copies of the scale ticket. Make sure when you load a new sheet of tickets into the printer that the top edge of the first one is perfectly straight. Doing so will prevent jams in the printer as you get to the last tickets on the sheet



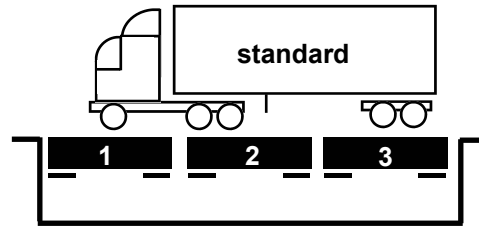
Identifying Trailer Configurations and the Three Weigh Modes

CAT Scales have been designed to accommodate many different types of trucks and trailers. Because the three scale platforms can be independently controlled through the weight indicator, a CAT Scale can weigh all trucks which fall into one of three categories. As part of your job as Weighmaster, you need to be able to recognize the three ways a trailer may be configured (the way a trailer is set-up).

Because there are three different trailer configurations, and because trucks and trailers often have very different spans between axles, the CAT Scale weight indicator is programmed to weigh using the platforms individually. The way you use the individual platforms is called a **Mode**. There are three weigh modes, each used for one of the three trailer configurations.



Standard Configuration



Most trucks that weigh on a CAT Scale are of the standard configuration. These trucks pull a single trailer which has its rear axles locked very near each other at the rear of the trailer.

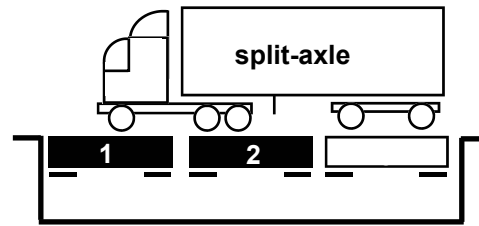
Standard Weigh Mode is used for trailers in standard configuration. Notice that each set of axles rests on a scale platform. Because the entire truck and trailer fit on the scale, standard weigh mode requires only one position on the platforms. In this position, the weight on platforms 1, 2 and 3 is calculated to give a total weight.

Split-Axle Configuration

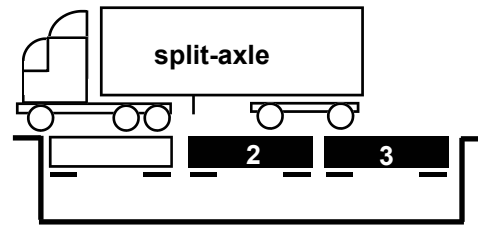


Drivers use the split-axle configuration in order to more evenly distribute the weight of their load over the rear axles. Notice that the pair of axles at the rear of the trailer has been “split” and a good distance separates them.

Split-Axle Mode is used because, even though a trailer in split-axle configuration can fit on the scale platforms all at once, it cannot be weighed in standard weigh mode. Because the driver of a split-axle trailer needs to know the weight on each of the trailer’s rear axles, they must be weighed separately. To do this, the truck and trailer must be weighed in two different positions on the platforms.

**Position 1**

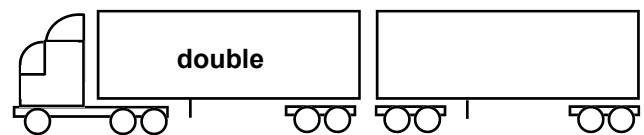
In the first position, the weight indicator reads the weight on platforms one and two only. So in position one, the rear axles on platform three are not weighed.

**Position 2**

In the second position, the rear, “split” axles are weighed on platforms two and three. In position two, platform one is not used.

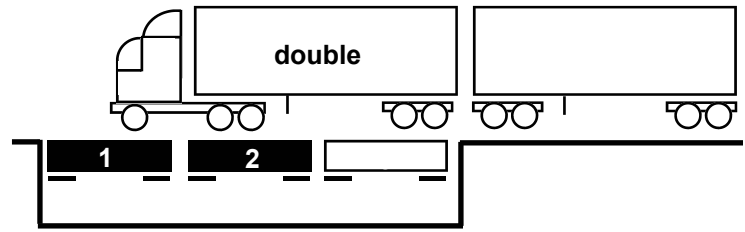
The weight indicator then adds the weight on platforms one and two from the first position to the weigh on platforms two and three from the second position to give a total weight of the truck.

Double Configuration

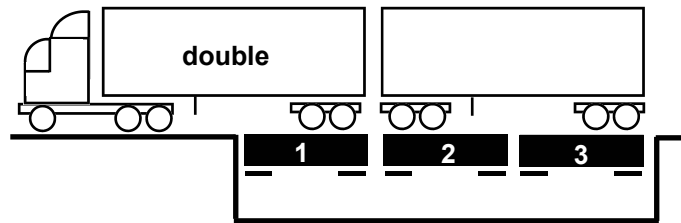


Doubles can quickly be identified as trucks which pull two trailers. Some people refer to a double as a “Tandem.”

Double Mode is used because a double trailer is too long to fit on the scale platforms all at once. It must be weighed in two positions.

**Position 1**

The first position in the double mode weighs the front axle on platform one and the tractor's rear axle on platform two. In the first position, platform three is not used.

**Position 2**

In the second position, all three platforms are used and the weight recorded is added to the weight on platforms one and two taken in the first position.

Weighing Procedures

The process of weighing a truck on a CAT Scale is mostly automated, but you must follow several steps manually in order to assure that the driver is given an accurate weight. Most of what a Weighmaster does to weigh a truck is the same regardless of the configuration of its trailer, but pay special attention to how the following instructions are different for different weigh modes.

1. Say, "Hello, welcome to CAT Scale. Is this your first weigh, or a reweigh." Remember to speak clearly and directly into the microphone. The truckstop's lot can be loud and the driver may have a hard time hearing you.



The Blue/Green area of the screen will prompt you on what to say to the drivers, the Yellow area of the screen will give you specific instructions on how to proceed.

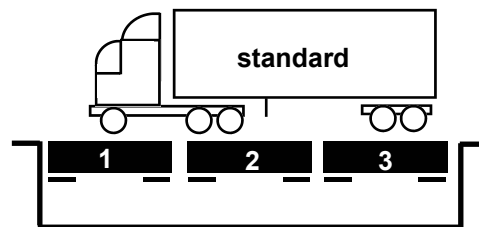


2. If the driver needs a reweigh see **Reweight Mode on page 37.**
3. If the driver needs a first weigh press ENTER. Decide which weigh mode you need to choose based on the way the trailer is configured. If you aren't sure how the trailer is configured, ask the driver.

Standard Mode



Use the monitor to make sure the vehicle is correctly placed on the scale. A tire even one inch out of position will cause a large error in the registered weight.



The tractor's front axle must be on platform 1.
The tractor's rear axles must be on platform 2.
The trailer's rear axles must be on platform 3.

4. Using the arrow keys on the keyboard, highlight STANDARD and press ENTER
5. You will be prompted with "WHAT IS YOUR TRACTOR NUMBER". Ask the driver for his Tractor Number. Key in the TRACTOR NUMBER and press ENTER.
6. *If that truck number is already in memory, you will be prompted with "WHAT IS YOUR TRAILER NUMBER". Ask the driver for his trailer number. Key in the TRAILER NUMBER and press ENTER.*
7. You will be prompted to "TYPE IN YOUR FOUR DIGIT PIN NUMBER". Key in your 4 digit WEIGHMASTER PIN NUMBER, and press ENTER **(Do not instruct the driver to pull off the scale until this is done).**



If you are not prompted for the trailer number move to step 7.



NEVER ANNOUNCE THE TRUCK'S WEIGHT OVER THE INTERCOM.



If the driver pulls off of the scale before you have entered your pin number and pressed Enter, the weights will not be stored in the CAT SCALE Indicator. You will then need to ask driver pull back on the scale to weigh his truck.

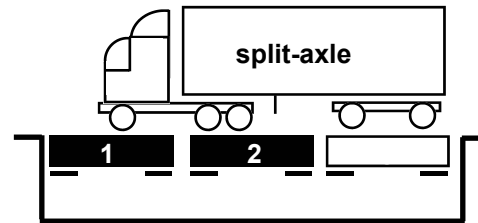
8. You will be prompted with “PLEASE PULL OFF THE SCALE AND COME TO FUEL DESK FOR YOUR TICKET”.
9. **The system will not print a ticket with a truck on the scale.**

NOTE: The drivers weight information is now stored in the CAT SCALE Indicator. When the driver comes to the Fuel Desk for his ticket see **Printing a Scale Ticket on page 36.**

Split Axle Mode



Use the monitor to make sure the vehicle is correctly placed on the scale. A tire even one inch out of position will cause a large error in the registered weight.



Position 1

For position #1:

The tractor's front axle must be on platform 1.
The tractor's rear axles must be on platform 2.
Platform 3 isn't used at this time.

4. Using the arrow keys on the keyboard, highlight DBL/SPLIT and press ENTER.
5. You will be prompted with “WHAT IS YOUR TRACTOR NUMBER”. Ask the driver for his tractor number. Key in the TRACTOR NUMBER and press ENTER.
6. *If that truck number is already in memory. You will be prompted with “WHAT IS YOUR TRAILER NUMBER”. Ask the driver for his trailer number. Key in the TRAILER NUMBER and press ENTER.*



If you are not prompted for the trailer number move to step 7.



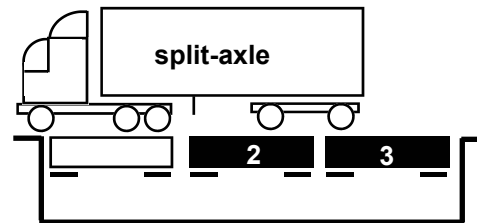
Instructions will appear on your screen. Read these instructions and proceed with weighing the truck in the Split Axle Mode.



NEVER ANNOUNCE THE TRUCK'S WEIGHT OVER THE INTERCOM.

2005 Update: CAT SCALE Indicator

7. Instructions will appear on the indicator screen. Read these instructions and press ENTER.
8. Using the arrow keys on the keyboard, highlight the axle weights that you want to store.
9. Arrow to Scale 1 for the steer axle and press ENTER. Arrow to Scale 2 for the drive axle and press ENTER. By pressing enter for Scale 1 and Scale 2 you are telling the CAT SCALE Indicator to register the weight on platforms one and two only. The axles you selected will be displayed on the indicator screen.
10. Say, "Please move to the second position."
11. Make sure the truck and trailer are in the correct position on the scale platforms.



Position 2

For position #2:



Some drivers won't know what the second position is—explain it to them using this description. ►

The trailer's first split axle must be on platform 2. The trailer's second split axle must be on platform 3. Platform 1 isn't used at this time.

12. Arrow to Scale 2 for the first trailer axle and press ENTER. Arrow to Scale 3 for the second trailer axle and press ENTER. By pressing enter for Scale 2 and Scale 3 you are telling the CAT SCALE Indicator to register the weight on platforms two and three only. The axles you selected will be displayed on the indicator screen.
13. Arrow to "COMPLETE" and press ENTER.
14. You will be prompted with "TYPE IN YOUR FOUR DIGIT PIN #". Key in your 4 digit WEIGHMASTER PIN NUMBER and press ENTER. **(Do not instruct the driver to pull off the scale until this is done).**



If the driver pulls off of the scale before you have entered your pin number, and pressed Enter. The weights will not be stored in the CAT SCALE Indicator. You will then need to ask the driver pull back on the scale to weigh his truck.

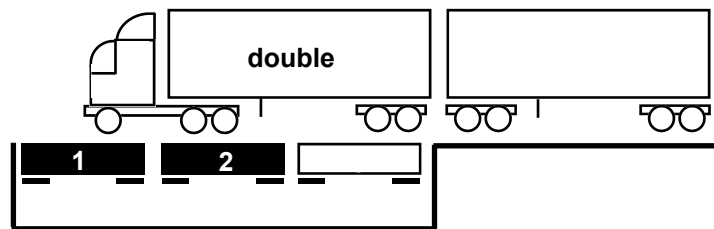


15. You will be prompted with “PLEASE PULL OFF THE SCALE AND COME TO THE FUEL DESK FOR YOUR TICKET”.
16. **The system will not print a ticket with a truck on the scale.**

Note: The drivers weight information is now stored in the CAT Scale Indicator and when the driver comes to the Fuel Desk for his ticket, see **Printing a Scale Ticket on page 36.**

Double Mode

3. Make sure the truck and trailer are in the correct position on the scale platforms.



Position 1

For position #1:

The tractor's front axle must be on platform 1.
The tractor's rear axles must be on platform 2.
Platform 3 isn't used at this time.



Use the monitor to make sure the vehicle is correctly placed on the scale. A tire even one inch out of position will cause a large error in the registered weight.



NEVER ANNOUNCE THE TRUCK'S WEIGHT OVER THE INTERCOM.



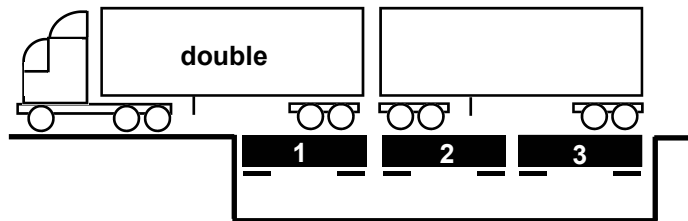
If you are not prompted for the trailer number move to step 7.

4. Using the arrow keys on the keyboard, highlight DBL/SPLIT and press ENTER.
5. You will be prompted with “WHAT IS YOUR TRACTOR NUMBER”. Ask the driver for his tractor number. Key in the TRACTOR NUMBER and press ENTER.
6. *If that truck number is already in memory. You will be prompted with “WHAT IS YOUR TRAILER NUMBER”. Ask the driver for his trailer number. Key in the TRAILER NUMBER and press ENTER.*



Instructions will appear on your screen. Read these instructions and proceed with weighing the truck in the Double Mode.

7. Instructions will appear on the indicator screen. Read these instructions and press ENTER.
8. Using the arrow keys on the keyboard, highlight the axle weights that you want to store.
9. Arrow to Scale 1 for the steer axle and press ENTER. Arrow to Scale 2 for the drive axle and press ENTER. By pressing enter for Scale 1 and Scale 2 you are telling the CAT SCALE Indicator to register the weight on platforms one and two only. The axles you selected will be displayed at the bottom of the screen.
10. Say, “Please move to the second position”.
11. Make sure the truck and trailer are in the correct position on the scale platforms.



Position 2

For position #2:



Some drivers won't know what the second position is—explain it to them using this description. ►

The first trailer's axles must be on platform 1.
The second trailer's front axles must be on platform 2.
The second trailer's rear axles must be on platform 3.

12. Arrow to Scale 1 for the trailer axle of the first trailer and press ENTER. Arrow to Scale 2 for the front trailer axle of the second trailer and press ENTER. Arrow to Scale 3 for the rear trailer axle of the second trailer and press ENTER. By pressing enter for Scale 1, Scale 2 and Scale 3 you are telling the CAT SCALE Indicator to register the weight on platforms one, two and three. The axles you selected will be displayed at the bottom of the screen.
13. Arrow to “COMPLETE” and press ENTER.
14. You will be prompted with “TYPE IN YOUR FOUR DIGIT PIN #”. Key in your 4 digit WEIGHMASTER PIN NUMBER and press ENTER. **(Do not instruct the driver to pull off the scale until this is**



If the driver pulls off of the scale before you have entered your pin number, and pressed Enter. The weights will not be stored in the CAT SCALE Indicator. You will then need to ask the driver pull back on the scale to weigh his truck.



Instructions will appear on your screen. Read these instructions they will help guide you.

done).

15. You will be prompted with “PLEASE PULL OFF THE SCALE AND COME TO THE FUEL DESK FOR YOUR TICKET”.
16. **The system will not print a ticket with a truck on the scale.**

Note: The Trucks weight information is now stored in the CAT Scale Indicator and when the driver comes to the Fuel Desk for his ticket, see **Printing a Scale Ticket on page 36.**



Printing a Scale Ticket



A first weigh is always \$8.00 and a confirmed reweigh is always \$1.00. No CAT Scale location charges more or less.



To view the lookup table press the Print Screen key then the function key F5. You will be able to view all weights that have been stored, but have not been printed out yet.



This CAT SCALE Indicator is equipped with a Smart Database. This Smart Database will store the top 100 companies using the CAT Scale at your location. When you begin to type in the Company name, if the one you want appears just press ENTER.



The commodity section must be filled in or fully blocked out to be a legal document. Don't let the driver fill the section in later, after you have signed the ticket.

1. To print a scale ticket there **MUST** be a weight stored in the CAT SCALE Indicator memory.
2. Press the PRINT SCREEN key on the keyboard.
3. You will be prompted with "TRACTOR NUMBER". Ask the driver for his tractor number. Enter his tractor number on the keyboard and press ENTER.
4. If the number is incorrect, keyed in incorrectly or a duplicate tractor number is already in memory a look-up table will appear with all tractor numbers and times showing. Use the arrow keys to highlight the correct record and press ENTER. **(Note: use the trailer number to help identify the correct truck number if duplicate tractor numbers are in memory).**
5. You will be prompted with "COMPANY". Ask the driver for his company name. Enter his company name on the keyboard and press ENTER.
6. You will be prompted with "TRAILER NUMBER". Ask the driver for his trailer number. Enter the trailer number on the keyboard and press ENTER.
7. You will be prompted with "COMMODITY". The default for COMMODITY is "FREIGHT ALL KINDS". Press ENTER to use this or key in what the driver requests for commodity and press ENTER.
8. You will be prompted with "WEIGHMASTER PIN NUMBER". Enter your weighmaster pin number and press ENTER to print the ticket.



Reweigh Mode

A driver can get a reweigh from your location when all of the following conditions are met:



The driver must present the full priced CAT Scale ticket in order to receive a reweigh.

- a. Same vehicle (Tractor and Trailer are weighed).
- b. Full priced ticket is presented by customer.
- c. Reweigh must be at the same scale that the full price weigh ticket was issued from.
- d. Reweigh must be within 24 hours of the full price weigh as indicated on the weigh ticket.

If the original weigh ticket was issued in the Standard Mode, use the following procedure:



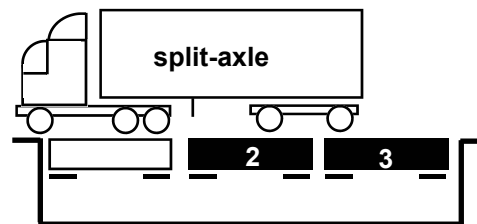
The Blue/Green area of the screen will prompt you on what to say to the drivers, the Yellow area of the screen will give you specific instructions on how to proceed.

1. Using the arrow keys on the keyboard, highlight “REWEIGH” and press ENTER.
2. You will be prompted with “WHAT IS THE FOUR DIGIT WEIGH NUMBER LOCATED ON THE LOWER LEFT HAND CORNER OF THE ORIGINAL WEIGH TICKET?”. Ask the driver for this 4 digit number shown on the original weigh ticket. Key in this number and press ENTER.
3. The CAT SCALE Indicator will show the following information. “TRACTOR NUMBER”, “COMPANY”, “TRAILER NUMBER”, and “COMMODITY” as they appear on the original weigh ticket.
4. If the information is correct type your four digit PIN NUMBER and press ENTER. The CAT Scale Ticket will print. Ask the driver to come to the fuel desk to get their ticket.
5. If the information is incorrect select REJECT and press ENTER. You will need to start the reweigh process over.



If the original weigh ticket was issued in the Split Axle Mode, use the following procedure:

1. Using the arrow keys on the keyboard, highlight “REWEIGH” and press ENTER.
2. You will be prompted with “WHAT IS THE FOUR DIGIT WEIGH NUMBER LOCATED ON THE LOWER LEFT HAND CORNER OF THE ORIGINAL WEIGH TICKET?”. Ask the driver for this 4 digit number shown on the original weigh ticket. Key in this number and press ENTER.
3. Instructions will appear on the indicator screen. Read these instructions and press ENTER.
4. Arrow to Scale 1 for the steer axle and press ENTER. Arrow to Scale 2 for the drive axle and press ENTER. By pressing enter for Scale 1 and Scale 2 you are telling the CAT SCALE indicator to register the weight on platforms one and two only. The axles you selected will be displayed at the bottom of the indicator screen.
5. Say, “Please move to the second position.”
6. Make sure the truck and trailer are in the correct position on the scale platforms.



Position 2



Some drivers won't know what the second position is—explain it to them using this description. ►

For position #2:

The trailer's first split axle must be on platform 2.
The trailer's second split axle must be on platform 3.
Platform 1 isn't used at this time.

7. Arrow to Scale 2 for the first trailer axle and press ENTER. Arrow to Scale 3 for the second trailer axle and press ENTER. By pressing enter for Scale 2 and Scale 3 you are telling the CAT SCALE Indicator to



register the weight on platforms two and three only. The axles you selected will be displayed on the indicator screen.

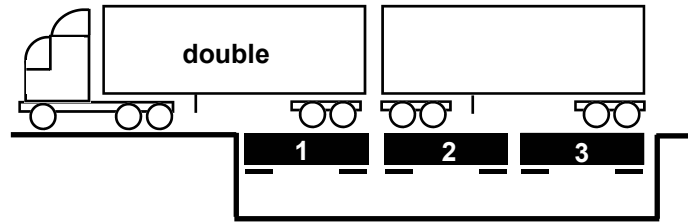
8. Once you have selected the axle weights to store, arrow to “COMPLETE” and press ENTER.
9. The CAT SCALE Indicator will show the following information. “TRACTOR NUMBER”, “COMPANY”, “TRAILER NUMBER”, and “COMMODITY as they appear on the original weigh ticket.
10. If the information is correct type your four digit PIN NUMBER and press ENTER. The CAT Scale Ticket will print. Ask the driver to come to the fuel desk to get their ticket.
11. If the information is incorrect select REJECT and press ENTER. You will need to start the reweigh process over.

If the original weigh ticket was issued in the Double Mode, use the following procedure:

1. Using the arrow keys on the keyboard, highlight “REWEIGH” and press ENTER.
2. You will be prompted with “WHAT IS THE FOUR DIGIT WEIGH NUMBER LOCATED ON THE LOWER LEFT HAND CORNER OF THE ORIGINAL WEIGH TICKET”. Ask the driver for this 4 digit number. Key in this number and press ENTER.
3. Instructions will appear on the indicator screen. Read these instructions and press ENTER
4. Arrow to Scale 1 for the steer axle and press ENTER. Arrow to Scale 2 for the drive axle and press ENTER. By pressing enter for Scale 1 and Scale 2 you are telling the CAT SCALE Indicator to register the weight on platforms one and two only. The axles you selected will be displayed at the bottom of the screen.
5. Say, “Please move to the second position.”
6. Make sure the truck and trailer are in the correct



position on the scale platforms.



Position 2

For position #2:



Some drivers won't know what the second position is—explain it to them using this description. ►

The first trailer's axles must be on platform 1.
The second trailer's front axles must be on platform 2.
The second trailer's rear axles must be on platform 3.

7. Arrow to Scale 1 for the trailer axle of the first trailer and press ENTER. Arrow to Scale 2 for the front trailer axle of the second trailer and press ENTER. Arrow to Scale 3 for the rear trailer axle of the second trailer and press ENTER. By pressing enter for Scale 1, Scale 2 and Scale 3 you are telling the CAT SCALE Indicator to register the weight on platforms one, two and three. The axles you selected will be displayed on the indicator screen.
8. Once you have selected the axle weights to store, arrow to "COMPLETE" and press ENTER.
9. The CAT SCALE Indicator will show the following "TRACTOR NUMBER", "COMPANY", "TRAILER NUMBER", and "COMMODITY", as they appear on the original weigh ticket.
10. If the information is correct type your four digit PIN NUMBER and press ENTER. The CAT Scale Ticket will print. Ask the driver to come to the fuel desk to get their ticket.
11. If the information is incorrect select REJECT and press ENTER. You will need to start the reweigh process over.



Notes on Reweighing:

1. You must use the 4 digit number that appears on the original full priced weigh ticket for all reweighs.
2. If the 4 digit number you are given by the driver is not eligible for a reweigh, you will be prompted with. "PLEASE RECHECK THE FOUR DIGIT WEIGH NUMBER ON THE LOWER LEFT HAND CORNER OF THE ORIGINAL WEIGH TICKET". Ask the driver for the 4 digit number again to verify. Key in the number again.
3. If that number is not eligible for a reweigh you will get the same prompt as in #2 above. You can ask the driver again for the number, or press the ESC key on the keyboard to return to the main screen on the CAT SCALE Indicator.
4. If that number is not valid for a reweigh at your location it could be because of one of these reasons:
 - A. The driver has gone over the 24 hour time limit for a reweigh at your location.
 - B. They did not purchase their original ticket at your location so they are not eligible for a reweigh at your location.
 - C. **If the driver wants to weigh they will have to pay the full price.**
5. If you have any problems with the reweigh procedure, contact CAT Scale Headquarters. Call 1-877 CAT-SCALE, ext. 6.



CAT Scale Pricing Policy



A first weigh is always \$8.00 and a confirmed reweigh is always \$1.00. No CAT Scale location charges more or less.

The price for a weigh and the price for a reweigh is set by CAT Scale company and is standard at each one of the hundreds of CAT Scale locations.

Always charge \$8.00 for a first weigh. This is the price that is automatically printed on a scale ticket.

When a truck has been reweighed, charge the \$1.00 price printed on the ticket. When the driver comes in to sign the ticket, ask to see the original ticket and confirm that the first weigh took place within 24 hours of the reweigh. If more than 24 hours have passed, you must charge the driver at the full price of \$8.00. The number of the original ticket will be printed in the correct space on the reweigh ticket.

CAT Scale will never charge a driver more than \$11.00 to weigh any one truck at a given time. This policy saves the driver money when a load is especially difficult to adjust.

If a driver is having trouble getting the load distributed within legal specifications, it may take more than three reweighs to confirm the truck's axle weights. When a driver has reweighed twice, wait until he is satisfied with the weight and charge him for the last reweigh. Void the tickets that you don't charge the driver for. The \$11.00 maximum charge is broken down like this:

\$8.00	first weigh
\$1.00	reweigh
\$1.00	second reweigh
Void	third reweigh
Void	fourth reweigh, etc.
+ \$1.00	last reweigh
<hr/>	
\$11.00	total charge



Using Function Keys

F1—FUEL DROP WEIGHS:

Using this function key you are able to weigh your fuel drops, using the following procedure.

1. Press the function key (F1).
2. You will be prompted with “ASK THE DRIVER FOR HIS TRACTOR NUMBER”. Ask the driver for his Tractor Number. Key in the TRACTOR NUMBER and press ENTER.
3. If that truck number is already in memory, you will be prompted with “ASK THE DRIVER FOR HIS TRAILER NUMBER”. Ask the driver for his trailer number. Key in the TRAILER NUMBER and press ENTER.
4. You will be prompted with “WEIGHMASTER PIN NUMBER”. Key in your 4 digit WEIGHMASTER PIN NUMBER, and press ENTER. **(Do not instruct the driver to pull off the scale until this is done).**
5. You will be prompted with “PLEASE PULL OFF THE SCALE AND COME TO THE FUEL DESK FOR YOUR TICKET”.
6. **The system will not print a ticket with a truck on the scale.**



If that truck number is not in memory you can move to step 4.



If the driver pulls off of the scale before you have entered your pin number, and pressed Enter. The weights will not be stored in the CAT SCALE Indicator. You will then need to ask the driver pull back on the scale to weigh his truck.

NOTE: The drivers weight information is now stored in the CAT SCALE Indicator. When the driver comes to the Fuel Desk for his ticket do the following:

1. Press the PRINT SCREEN key on the keyboard.
2. You will be prompted with “TRACTOR NUMBER”. Ask the driver for his tractor number. Enter his tractor number on the keyboard and press ENTER.
3. The CAT SCALE Indicator will have your location



Instructions will appear on your screen. Read these instructions they will help guide you.

name filled in under Company. Ask the driver for his TRAILER NUMBER. Enter the trailer number on the keyboard and press ENTER.

4. The CAT SCALE Indicator will have “LIQUID FUEL” filled in for COMMODITY. Press ENTER.
5. You will be prompted with “WEIGHMASTER PIN NUMBER”. Enter your weighmaster pin number and press ENTER to print the ticket.
6. The ticket will show \$0.00 for the fee.
7. This is to be used for Fuel Deliveries to your location only.
8. There are no reweighs for a FUEL DROP. Use the F1 Key for all FUEL DROP tickets either loaded or empty.

F3—POSTER FRAME SERVICE KEY:

CAT Scale uses poster frame service companies to fill the CAT Scale brochure holder at your location with CAT Scale directories. To verify that they have done this service they need to get a time and location stamped receipt. Use the following procedure when they ask for a receipt.

1. Press the Function key F3.
2. A date and time stamped receipt will print out.
3. Give this receipt to the poster frame company employee.

F5—TRUCK NUMBERS IN MEMORY:

Using this function key you are able to view weights that have been stored, but have not yet been printed.

1. Press the PRINT SCREEN key.



Instructions will appear on your screen. Read these instructions they will help guide you.

2. You will be prompted with “TRACTOR NUMBER”. Press function key F5.
3. The screen will show all weights in memory that have not yet been printed.
4. If there are no stored weights you will be prompted with “NO TRUCKS IN MEMORY”.
5. Using the arrow keys, highlight the correct weigh record and press ENTER. **(hint: use the tractor number, trailer number and time as your guide).**
6. Complete the printing of the ticket. **(See Printing a Scale Ticket on page 36, for detailed instructions).**

F10—WEEKLY REPORTS:

Use this function key to reprint out your last Weekly Report.

1. Press the Function key F10.
2. The last Weekly Report, will print.
3. Press Function key F10 for each copy you need.

F11—SHIFT REPORTS:

Use this function key to print your shift reports.

1. Press the Function key F11.
2. You will be prompted to ENTER the ticket number from the start of your shift. ENTER this number and press ENTER.
3. Type in the Ending Ticket Number of your shift and press ENTER.



4. The report will print.

F12—DAILY REPORTS:

Use this function key to print extra copies of your last Daily Report.

1. A Daily Report will print out automatically at Midnight each day.
2. Press the Function Key F12 for additional copies of your last Daily Report.



Voiding Scale Tickets

When voiding tickets there are only two types of voids:

Type A: These are tickets which have been printed on. The CAT SCALE Indicator will have these tickets in its memory.

Type B: These are tickets which have not been through the printer. They may have been caught in the printer or torn. The CAT SCALE Indicator will not have these ticket numbers in its memory.

If the ticket is either type of **Voided Ticket** follow the procedure outlined below:

1. Press the MENU key on the CAT SCALE Indicator.
2. Using the arrow keys on the keyboard, arrow to "VOID TICKET" and press ENTER.
3. The indicator screen will show you the void ticket policy.
4. You will be prompted with "TYPE THE COMPLETE TICKET NUMBER". Key in the Ticket Number to void and press ENTER. You will be asked to confirm your entry.
5. You will be prompted with "WEIGHMASTER PIN NUMBER". Key in your "WEIGHMASTER PIN NUMBER" and press ENTER.
6. You will be prompted with "TICKET VOIDED OPERATE ANY KEY TO CONTINUE". Press any key.
7. You will be returned to "VOID TICKET" on the CAT SCALE Indicator. You may now void more tickets or press the "MENU" key on the CAT SCALE Indicator to return to the main screen.



Instructions will appear on your screen. Read these instructions they will help guide you.



Entering Weighmater Pin Numbers

From time to time it will be necessary to enter Weighmaster Pin Numbers into your CAT Scale Indicator. **(Each Pin Number must be unique to that Weighmaster. Do not use recurring numbers like 1111. They are too easy for others to guess).**

1. Press the MENU key on the CAT SCALE Indicator. Using the arrow keys, arrow to PIN NUMBERS and press ENTER.
2. You will be prompted with “ENTER SECURITY CODE”. Type in EDIT and press ENTER.
3. You will be prompted with “PIN NUMBERS” (all weighmasters that have a pin number in memory will be listed). Using the arrow keys, arrow to the first open Weighmaster Number and press ENTER. Type in the name of the weighmaster that you want to add and press ENTER.
4. You will be prompted with “PIN NUMBER”. Type in the pin number for that weighmaster and press ENTER. You can now enter more weighmasters if you wish.
5. When you are done entering weighmasters press the MENU key once, you will be prompted with “WRITE CONFIGURATION DATA TO FLASH MEMORY FOR RECOVERY”. Press ENTER for yes.
6. Using the arrow keys arrow to “RETURN TO WEIGHING” and press ENTER. You will be returned to the main screen.

Note: When weighmasters leave your location, you can either:

- A. Edit their weighmaster record. Using the arrow keys arrow to the name of the invalid weighmaster and type in the name of the replacement weighmaster.



Instructions will appear on your screen. Read these instructions they will help guide you.



Press ENTER. Then follow the instructions above starting with #4.

- B. Delete their weighmaster record. Using the arrow keys arrow to the name of the invalid weighmaster and press ENTER, then DELETE. You will then have to press ENTER and DELETE again to delete their pin number. When done press the MENU key on the CAT Scale Indicator.

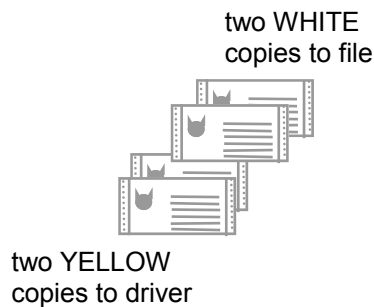
Entering Scale Ticket Numbers

When you load a new box of scale tickets or discover that the incorrect scale ticket number is displayed, it will be necessary for you to enter the new or correct ticket number into your CAT Scale Indicator.

1. Press the MENU key on the CAT SCALE Indicator. Using the arrow keys, arrow to "TICKET NUMBER" The next ticket number to be printed on will be shown.
2. If correct press the MENU key, if not correct press ENTER.
3. Type in the correct ticket number (which is either the first ticket number in a new box or the next one in the printer) and press ENTER.
4. You will be prompted with "TO CONFIRM ENTER NUMBER AGAIN". Type in the correct ticket number again and press ENTER.
5. Indicator will return to Weigh Mode.



Keeping Track of the Scale Tickets

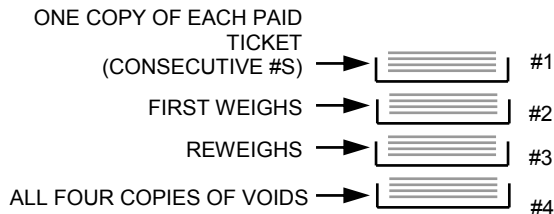


A busy shift can produce a large number of scale tickets which must eventually be sorted and accounted for. You can make the accounting process easier by carefully and consistently sorting the tickets as they are received.

After the driver has paid for the weigh, separate the four copies of the ticket and give the driver the top two—yellow—copies.

The two copies you have left—white copies—must now be filed in the accounting bins. The accounting bins have four sections, numbered from top to bottom. One copy of each paid ticket goes into the first—the top—bin. This bin holds the tickets in sequential order

The other copy is put in one of the remaining bins based on what type of weigh the driver selected. If the ticket was for a first weigh (\$8.00), put the second copy in the second bin. If the ticket was for a reweigh (\$1.00), put the second copy in the third bin. And if the ticket was voided, put all four copies in the fourth bin.



END OF SECTION