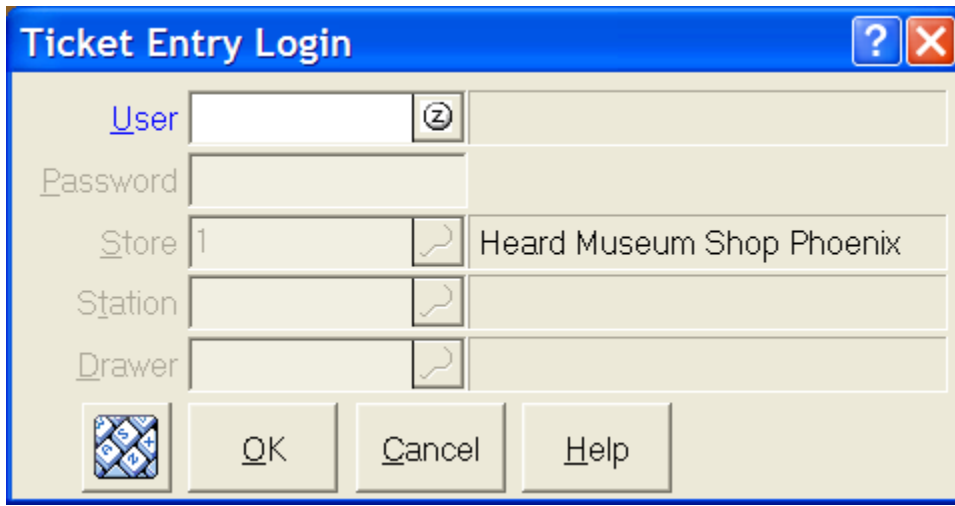


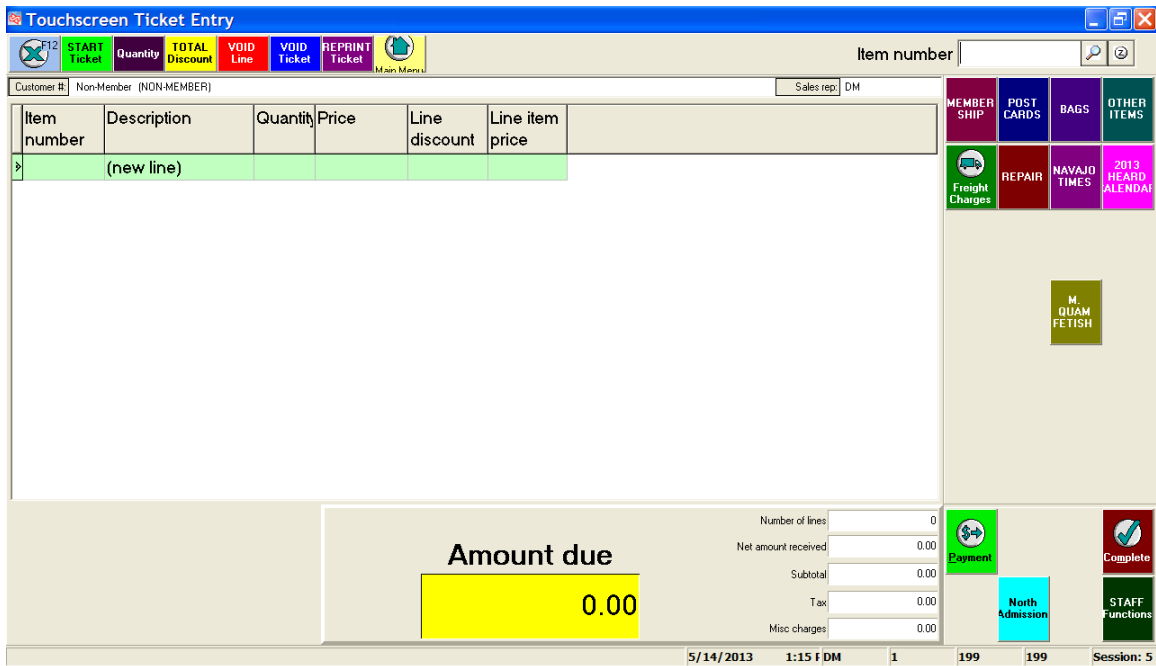
Volunteer POS (Point of Sale) Training



The 'Ticket Entry Login' dialog box features a blue title bar with a question mark and close button. It contains five input fields: 'User' (with a help icon), 'Password', 'Store' (set to '1' with a dropdown arrow), 'Station' (with a dropdown arrow), and 'Drawer' (with a dropdown arrow). The 'Store' field is expanded, showing 'Heard Museum Shop Phoenix'. At the bottom are 'OK', 'Cancel', and 'Help' buttons, along with a keyboard icon.

Please enter your login under USER

Please enter your password under PASSWORD




The 'Touchscreen Ticket Entry' interface has a blue title bar and a toolbar with buttons: 'START Ticket', 'Quantity', 'TOTAL Discount', 'VOID Line', 'VOID Ticket', 'REPRINT Ticket', and 'Main Menu'. It includes an 'Item number' search field and a 'Customer #' field set to 'Non-Member (NON-MEMBER)'. A table with columns 'Item number', 'Description', 'Quantity', 'Price', 'Line discount', and 'Line item price' shows a '(new line)' entry. A right-hand menu contains buttons for 'MEMBER SHIP', 'POST CARDS', 'BAGS', 'OTHER ITEMS', 'Freight Charges', 'REPAIR', 'NAVAJO TIMES', '2013 HEARD ALLENDAY', and 'M. QUAM FETISH'. A bottom summary section displays 'Amount due' as '0.00' in a yellow box, with fields for 'Number of lines', 'Net amount received', 'Subtotal', 'Tax', and 'Misc charges'. A status bar at the bottom shows the date '5/14/2013', time '1:15 PM', and session information.


Depress the START TICKET button

Ask if the customer is a member or not. If a member, please ask them for their card.



Enter Customer

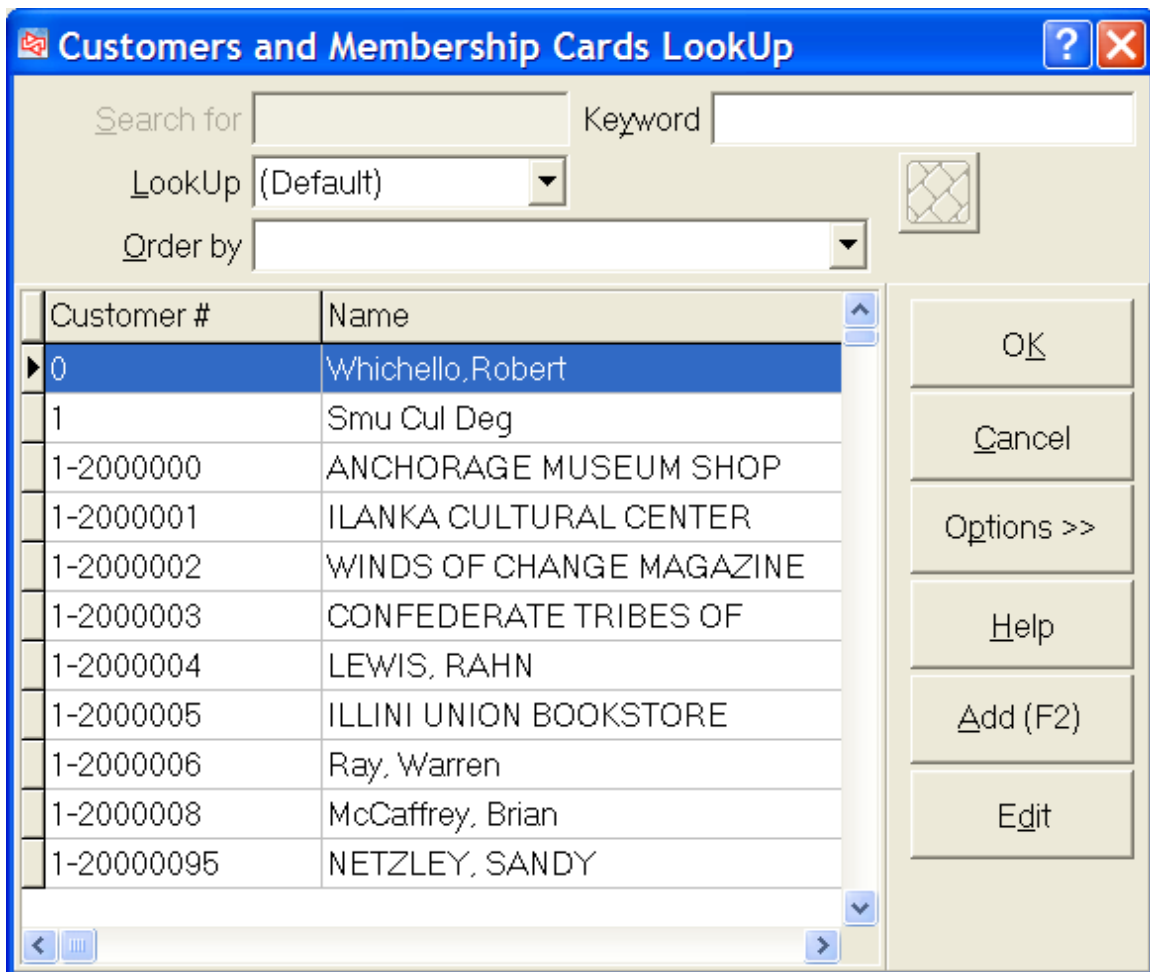
Customer #  Non-Member



If the customer is a NON MEMBER, simply depress OK.



If the customer is a member and has his/her card, type in their member number including any hyphens and depress enter. Check the card to ensure that the membership is not expired. Names should appear to ensure you typed properly.


If the customer is a member and does not have his/her card press the eye glass look up.






Customers and Membership Cards LookUp

Search for Keyword

LookUp (Default)  

Order by 

Customer #	Name
0	Whichello, Robert
1	Smu Cul Deg
1-2000000	ANCHORAGE MUSEUM SHOP
1-2000001	ILANKA CULTURAL CENTER
1-2000002	WINDS OF CHANGE MAGAZINE
1-2000003	CONFEDERATE TRIBES OF
1-2000004	LEWIS, RAHN
1-2000005	ILLINI UNION BOOKSTORE
1-2000006	Ray, Warren
1-2000008	McCaffrey, Brian
1-20000095	NETZLEY, SANDY

Type in his/her last name under keyword (the cursor is already there waiting for you to type).
Touch the correct listing and touch edit.

Customers and Membership Cards LookUp ? X

Search for Keyword

LookUp

Order by

Filtered

Name	First
John Murdy	John
Dee Murdy	
John Murdy	John
John Murdy	John

OK

Cancel

Options >>

Help

Add (F2)

Edit

Customers (from lookup)

File Edit Data Help

Customer # 57696 Auto-assign Customer type Cash Name type Business

Name John Murdy Ship-To Addresses

Main Activity Contacts Payment A/R info Profiles Ecommerce Custom

Salutation First name John

Last name Murdy

Address 1 2005 E. Glenn Dr.

Address 2

Address 3

City Phoenix State AZ

Zip code 85020 Country United States

Phone 1 (602) 955-6588

Fax 1

Email 1 jax2phx@cox.net

Comment Current Member from RE7

Category ACTIV

Sales rep HMS

Store 1

Tag code NON

Tax exempt number

Tax exemption date / /

Credit limit Unlimited

Order balance 0.00

Layaway balance 0.00

Credit available Unlimited

>>

When this screen appears, touch the PROFILE tab which shows his/her level of membership and expiration date.

Customers (from lookup)

File ▾ Edit ▾ Data ▾ Help ▾

Customer # 57696 Customer type Cash Name type Business

Name John Murdy

Main | Activity | Contacts | Payment | A/R info | Profiles | Ecommerce | Custom

Patron Level Patron

2nd Cardholder Last Name Murdy

2nd Cardholder First Name John

Expiration Date 2/28/2014

>>

If his/her membership is not current, you can mention this to him/her and ask if he/she would like to renew now.

If the membership is current then press the green back arrow and depress the OK button.

Customers and Membership Cards LookUp [?] [X]

Search for Keyword

LookUp (Default) [v]

Order by [v]

Filtered [v]

Customer #	Name
18011	John Murdy
249274	Dee Murdy
57696	John Murdy
57696	John Murdy

OK

Cancel

Options >>

Help

Add (F2)

Edit

Depress OK again.

Enter Customer [?] [X]

Customer # [v] *** Not on file ***

[v] OK Cancel

Touchscreen Ticket Entry

F12 START Ticket Quantity TOTAL Discount VOID Line VOID Ticket REPRINT Ticket Main Menu

Item number

Customer # John Murdy (57696) Sales rep. DM

Item number	Description	Quantity	Price	Line discount	Line item price
>	(new line)				

MEMBER SHIP POST CARDS BAGS OTHER ITEMS

Freight Charges REPAIR NAVAJO TIMES 2013 HEARD ALENDAI

QUAM FETISH

Payment North Admission Complete STAFF Functions

Number of lines: 0

Net amount received: 0.00

Subtotal: 0.00

Tax: 0.00

Misc charges: 0.00

Amount due

0.00

5/14/2013 1:43 PM 1 199 199 Session: 5

You will notice the member's name listed by the CUSTOMER # on the screen.

Now you are ready to begin scanning the customer's items .

Please make sure that you are looking at the screen as you scan to ensure that the item is scanned only once and accurately.

The bottom of the screen tells you the number of line items scanned so when you put them in a bag you can count to make sure that you got them all.

Once you have completed scanning, touch the total discount button located at the top of the screen and the following screen will appear .

Member x

OK Cancel Help

Put an "X" in the box and depress the OK button .

You will notice that the prices reduce by 10% (except for consignment and already reduced merchandise). Also, please note that there is NO SALES TAX as we are a not-for-profit organization and the purchase fully supports the Heard Museum.

Now it is time to take the payment; depress the payment button.

Touchscreen Ticket Entry

Customer #: John Murdy (57696) Sales rep: DM

Item number	Description	Quantity	Price	Line discount	Line item price
31699	NATIVE AMERICAN WISDOM...	1	4.95	0.00	4.95
	(new line)				

Amount due 4.95

Number of lines: 1
 Net amount received: 0.00
 Subtotal: 4.95
 Tax: 0.00
 Misc charges: 0.00

Payment North Admission Complete STAFF Functions

5/14/2013 1:51 PM 1 199 199 Session: 5

The payment types will appear. Let the customer know the total and ask how he/she would like to pay.

Touchscreen Ticket Entry

Customer: John Murdy (57636) Sales rep: AAE

Item number	Description	Quantity	Price	Line discount	Line item price
31699	NATIVE AMERIC...	1	4.46	0.00	4.46
	(new line)				

Amount due
4.46

Number of lines: 1
Net amount received: 0.00
Subtotal: 4.46
Tax: 0.00
Misc charges: 0.00

Buttons: MEMBER SHIP, POST CARDS, BAGS, OTHER ITEMS, Freight Charges, REPAIR, NAVAJO TIMES, 2013 HEARD ALMANAC, M. QUAM FETISH, Payment, Complete, North Admission, STAFF Functions

5/21/2013 1:38 P AAE 1 106 106 Session: 6

If CASH: depress the cash button.

Amount

Pay code: CASH Cash

Amount: 0.00

Buttons: Pay ticket balance, OK, Cancel, Help

Document totals

	Sale
Total:	4.95
Net amount received:	0.00
Amount due:	4.95

Buttons: Clear, Backsp, 7, 8, 9, 4, 5, 6, 1, 2, 3, -, 0, .

Enter the amount of cash they are giving you and then depress OK.

Print

Change Due
Cash: 0.54

Ticket 1-1160068

Alt+R
Receipt

Gift Recpt

Close Help

Note: The cash register tells you the change. Don't forget to ask if he/she need a gift receipt. If needed, press the Gift receipt button; if none is needed depress the CLOSE button.

For payment by CHECK, depress payment and then the check button. If he/she are not a member, please write the Drivers License number and phone number on the front of the check.

Amount

Pay code CHECK Check

Amount 4.95

Pay ticket balance OK Cancel Help

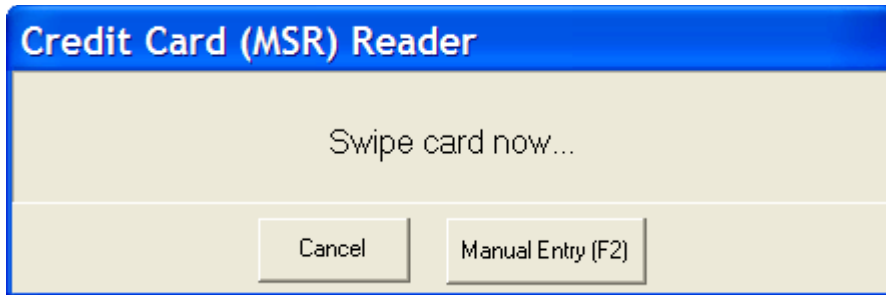
Document totals		Sale
Total:		4.95
Net amount received:		0.00
Amount due:		4.95

Clear Backsp

7	8	9
4	5	6
1	2	3
-	0	.

Depress OK.

If paying by CREDIT CARD (we process debit cards as a credit card) then depress the payment button, credit card button and then the OK button.



Now you are ready to slide the credit card. Please slide the card.

Next the receipt will print and the customer needs to sign the receipt.

Place the signed receipt in the cash drawer.

Thank the guest for his/her purchase and let them know we look forward to seeing them again. You can also remind them that we have an on-line shop, **Collector's Room**, Books & More shops for them to browse.