



PROGRAM OVERVIEW & OPERATING INSTRUCTIONS

9:35 AM

Summer School Test

\$2827.00
Program Total

\$533.25
Today's Total

1 Enter amount paid by

Exact Change

Cash

Check

Voucher

Fun Buck

\$0.00
Total Due

Cancel Transaction

Camera

Enter Number

Please add items manually or scan using barcodes

Scan Code

Sales/Home Page

Return Page

Reorder Page

Receipt Lookup Page

Reports Page

Devices Page

Information Page

Log Out Page

We are here to help in any way we can. Please feel free to call into our office to speak with one of our representatives if you have any questions or need help.

Warm regards,
Doug & Emily Blanchard

919-556-4030

Videos are available on our website

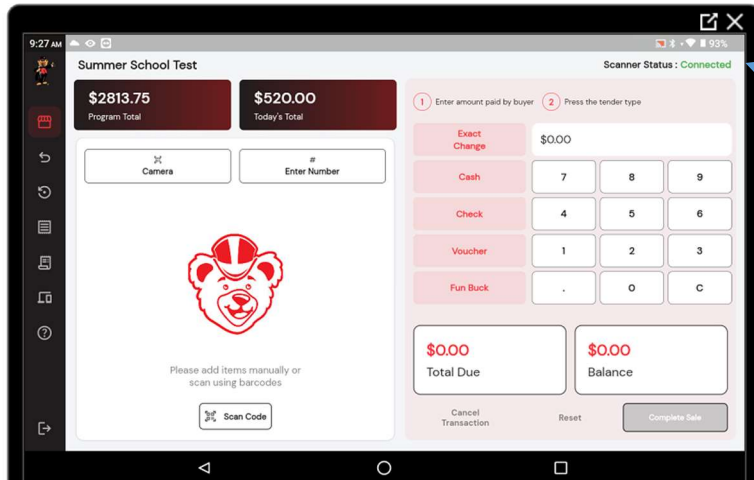
www.holidaygiftshopnc.com/chairperson-tools



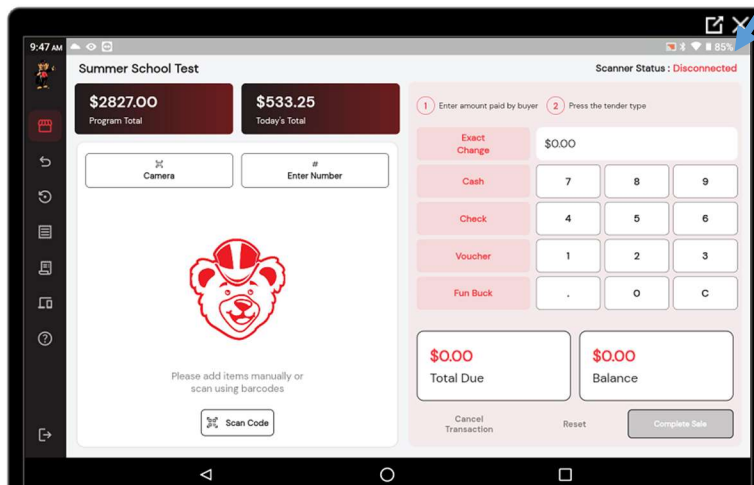
BARCODE SCANNER CONNECTION

The cash register system includes a tablet and a barcode scanner. The barcode scanner connects to the tablet using Bluetooth, and will automatically connect to the tablet once it is turned on. To turn on the scanner, simply squeeze the trigger one time and release. The lights on top of the scanner will flash, and then turn blue once the connection is established. (Please note; this could take up to 30 seconds, but is normally faster.) The scanner will also beep to confirm connection.

Additionally, you can check the Scanner Status in the top right section of the app screen.



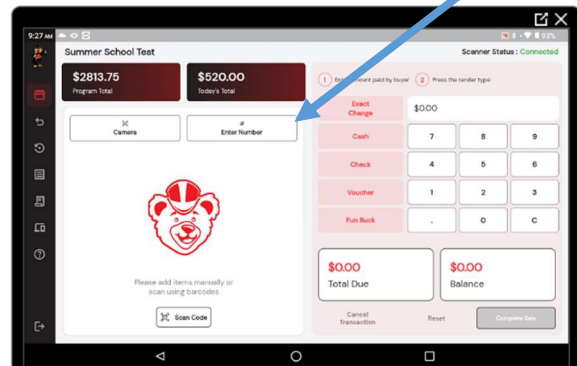
QUICKLY SEE SCANNER STATUS HERE



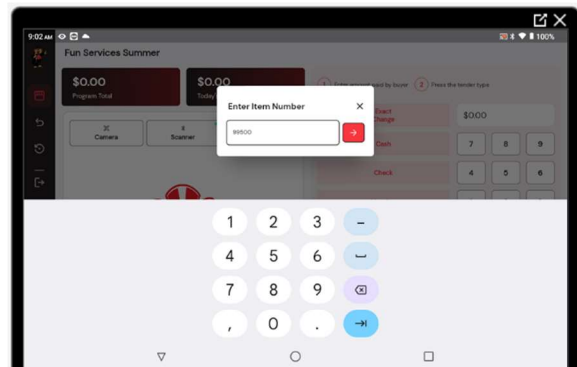
If the scanner does not connect, please turn it off and back on again.

TRANSACTION PROCESS

To start a transaction, **scan** an item using the barcode scanner or press the Enter Number button below Today's Total, and manually enter the item number.



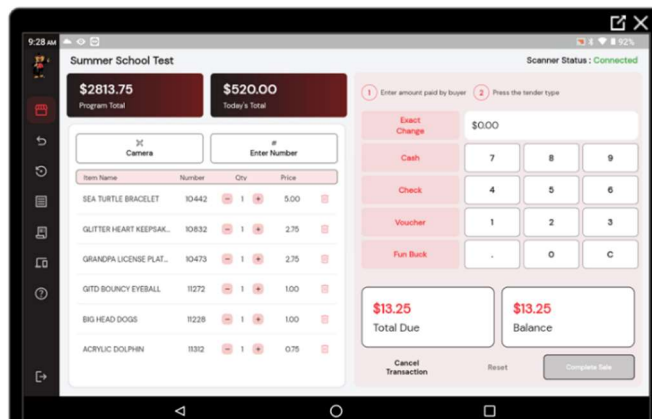
When you select the Enter Number option, a new window will pop up & you can either enter the item number from the item list provided in your packet **OR** manually enter a price as instructed below.







Manually Entering a Price

To manually enter a price for an item that does not scan or that does not have a barcode, please type in the item number as the price with a prefix of 99. For example, if your item's price is \$2.25, then you would type in **99225** as the item number. If your item's price is \$.50, they you would type in **99050** as the item number. (*Paying attention to the zero before 50.*)

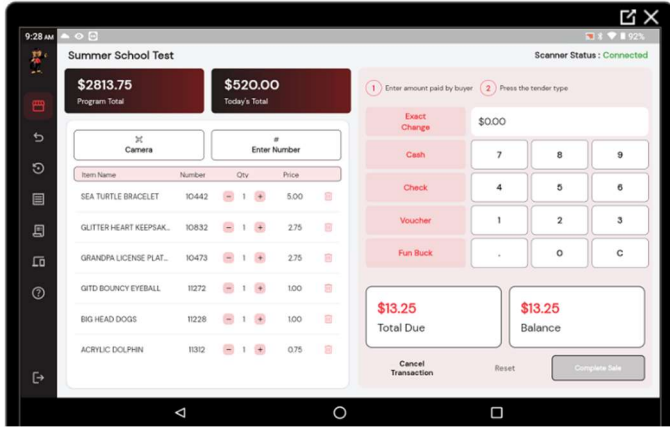
Continue scanning the items or manually entering the item numbers until all items are entered.



If you need to adjust a quantity or remove an item **DURING A TRANSACTION**, you can press the    to change a quantity or the  button to completely remove an item.

Alternatively, you can cancel the entire transaction with the **Cancel Transaction** button.

RECEIVING PAYMENTS



1. Enter amount paid by buyer.
2. Press the tender type button.

Once all items have been scanned or entered, you have **multiple options** to receive payment from the students.

Using the **Exact Change** button is the quickest way. Use this button if the student is paying with exact change, or if you can easily figure the change to be given.

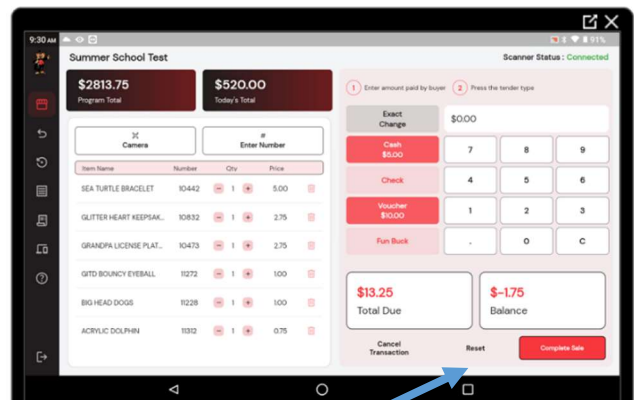
The default exact change tender method is cash. If you are accepting a different form of tender, please use the appropriate blue button for that tender option.

If you are receiving payment via **Voucher, Check** or **Fun Bucks** (not all schools receive Fun Bucks), type in the amount received using the **number keys**

then press the corresponding **tender key**.

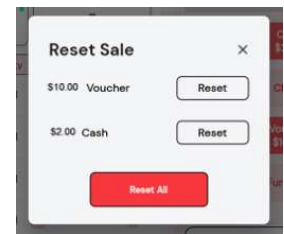
The amount entered will be displayed below the tender type.

You can accept **Multiple Tender Methods**

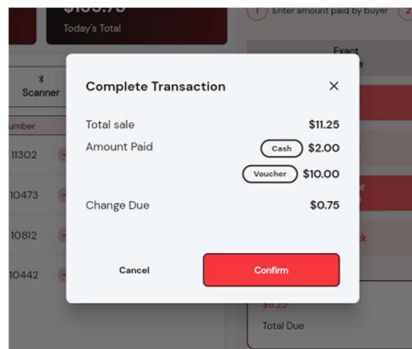
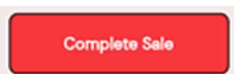


If you press the wrong button, simply press the Reset button.

You can choose to Reset one tender method, or Reset All.



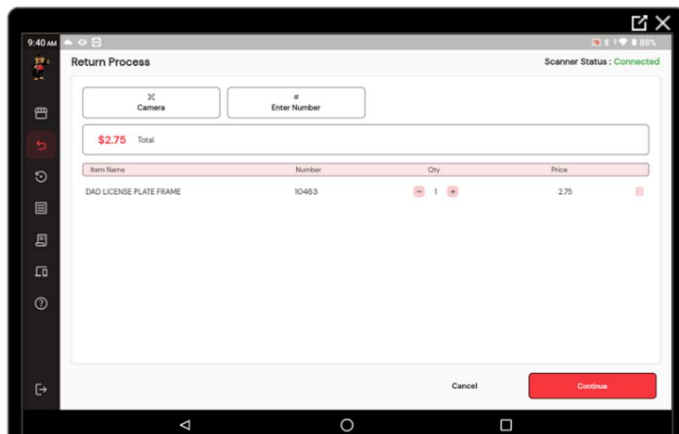
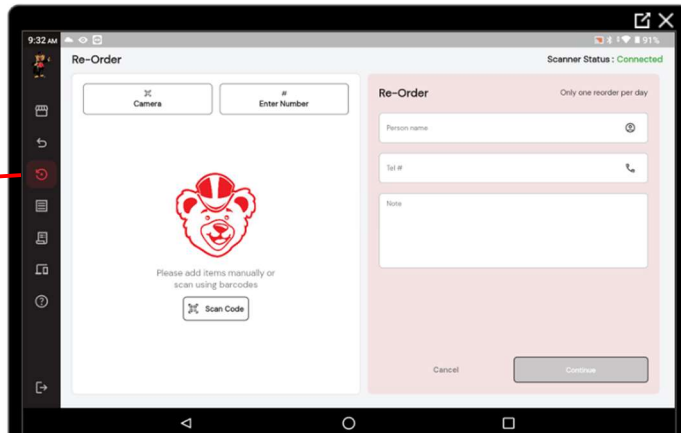
Press the **Complete Sale** button, then Confirm in the next window.



PROCESSING A RETURN

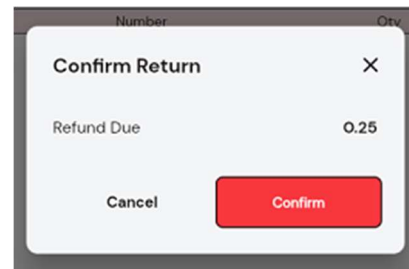
Before scanning an item, please press the RETURN button.

Return Screen



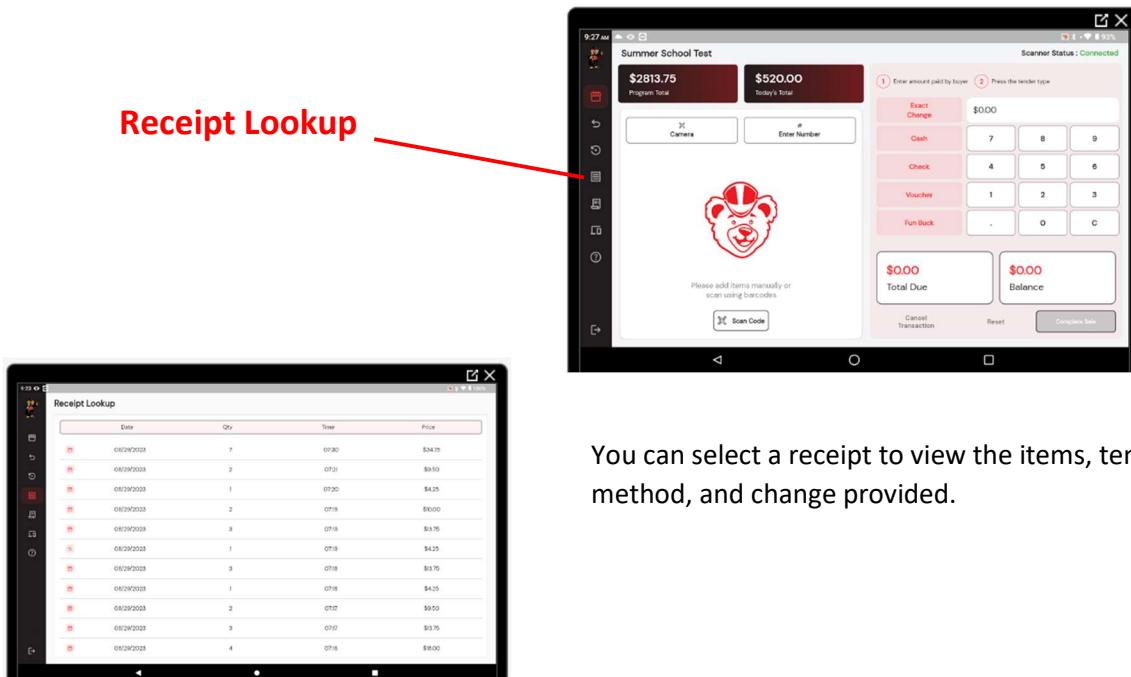
Simply scan the item or manually enter the item, then touch the **Continue** button on the right hand side.

A **Confirm Refund** window will appear to ensure you really want to do a refund transaction.



RECEIPT LOOKUP OPTION

Press the Receipt Lookup button along the lefthand side.

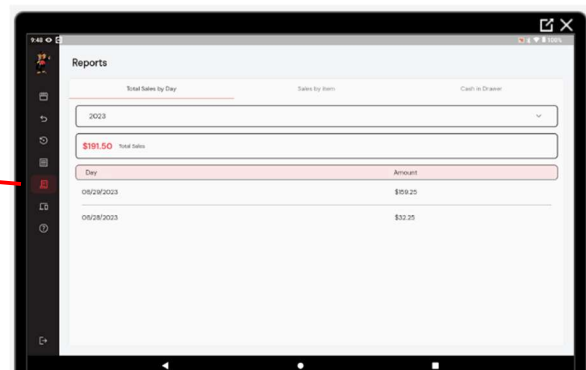


You can select a receipt to view the items, tender method, and change provided.

DAILY REPORTS

Press the Reports button along the left-hand side

Reports

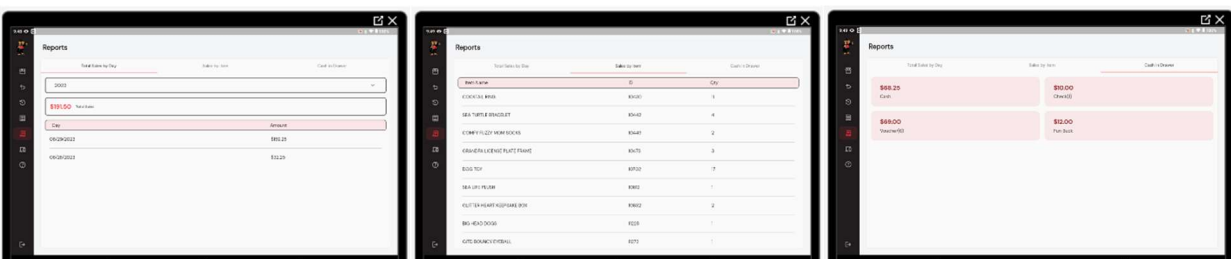


If all of your devices are connected to wifi/internet/cellular, then you will have a grand total for all devices running transactions at your school.

To ensure the totals are accurate, please be sure your volunteers are connected to wifi/cellular before leaving, and go to the reports page.

1. Total Sales by Day gives you a running total of each day your shop uses the program.
2. Sales by Item allows you to see which items are selling the most.
3. Cash in Drawer Report shows how much in cash, checks, vouchers & Fun Bucks (if applicable to your school) you should have at the end of each day.

Remember to subtract your starting bank.



REORDER PROCESS

(Can only be done using the Tablet if you are connected to Wi-Fi or cellular,
AND if your school is confirmed for the tablet reorder process.)

The reorder process is similar to a sale transaction. Please scan or enter the items you are running low on or have completely sold out of. Complete the section on the right hand side, and then press the **Continue** button to submit your reorder request.

Re-Order

Scanner Status : Connected

Only one reorder per day

Item Name	Number
SCENTED CUPCAKE ERASER	11332
LASER TOPS	11359
FROG SLINGSHOT	11342
ACRYLIC DOLPHIN	11312
BIG HEAD DOGS	11228
GITD BOUNCY EYEBALL	11272
GRANDPA LICENSE PLATE FRAME	10473
GLITTER HEART KEEPSAKE BOX	10832

Re-Order

Chairperson

9195551234

we could use more small bags

Cancel Continue

Complete Transaction

Re-Orders can only be completed if you are connected to WiFi/Cellular

Cancel Confirm

You will need to confirm the reorder request. Remember, you can only submit **ONE** reorder per day.