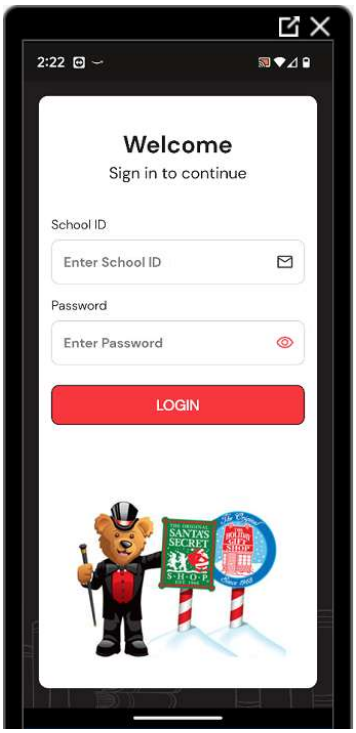
PROGRAM OVERVIEW & OPERATING INSTRUCTIONS

HANDHELD DEVICES & SMART PHONES

You and your volunteers can download and install our FunRegister 2.0 cash register app on your smartphone using the login credentials provided in your chairperson dashboard.



Scan here to get our app on your smartphone

Download on the App Store

GET IT ON Google Play

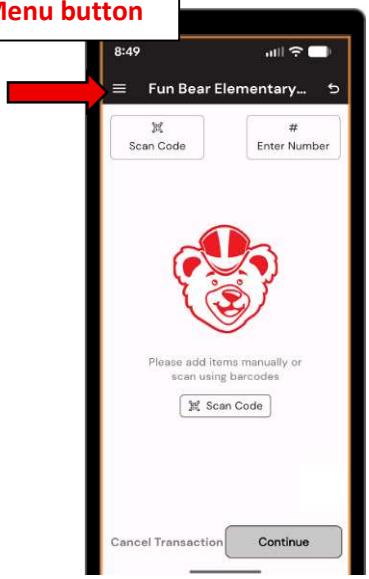
Please watch our tutorial videos to see the FunRegister program in action!

TEST MODE OPTION

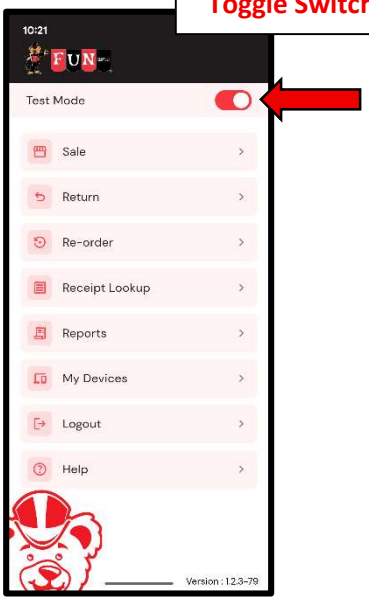
You can use our Test Mode option to get comfortable with the program or to train your volunteers. Anything that happens in the Test Mode function will NOT be recorded in your totals.

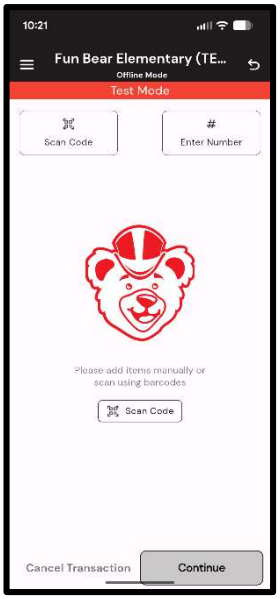
Please be sure to switch back out of Test Mode before you are ready to work with students.

Press the Menu button



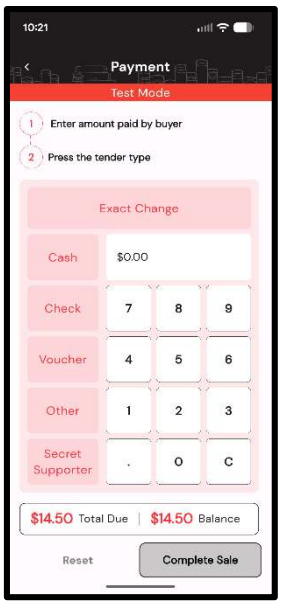
Test Mode Toggle Switch

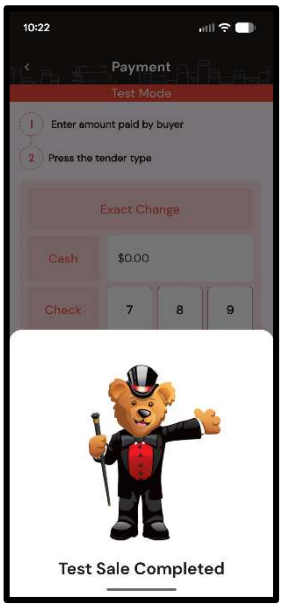




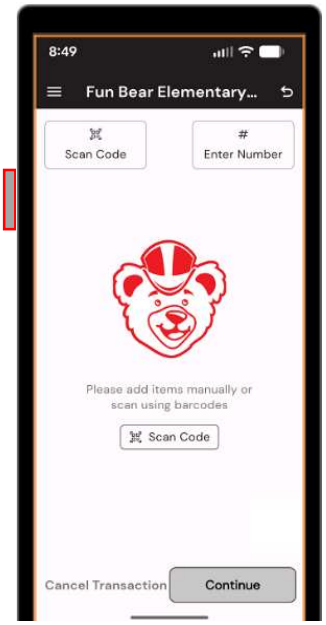
BE SURE TO TURN OFF THE TEST MODE BEFORE WORKING WITH STUDENTS!





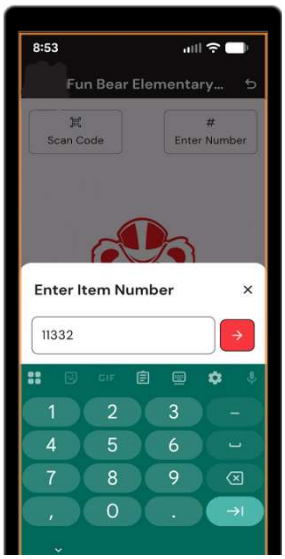


TRANSACTION PROCESS



To start a transaction, **scan** an item using the top left button on the Handheld Device or the Scan Code button on the app screen if you are using a mobile phone, 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, then 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.



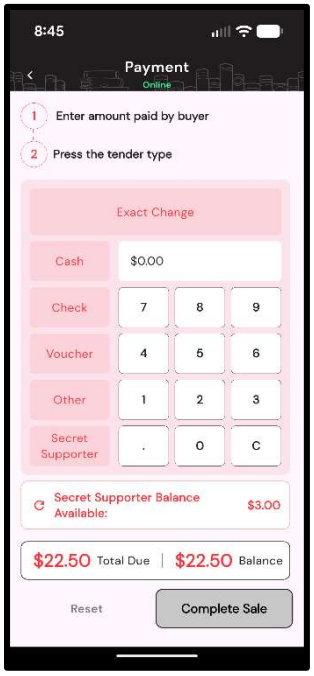
If you need to adjust a quantity or remove an item **DURING A TRANSACTION**, you can press the − 1 + to change a quantity or the button to completely remove an item.

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

Press the **Continue** button to process payment.

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.

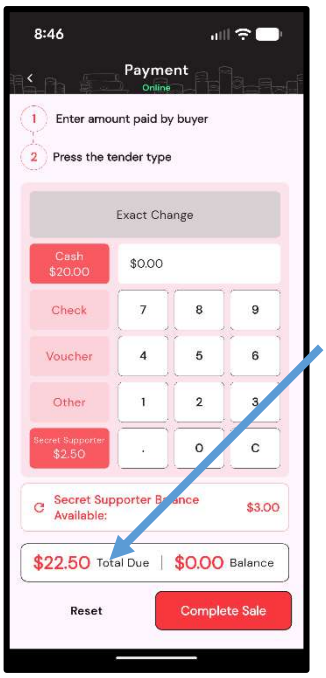
The default exact change tender method is cash. If you are accepting a different form of tender, please use the appropriate button for that tender option.

If you are receiving payment via **Cash, Check** or **Secret Supporter**, type in the amount received using the **number keys** then press the corresponding **tender key**. The **Other** tender button could be used if you are using your own credit card processing or digital payment method.

The amount entered will be displayed below the tender type.

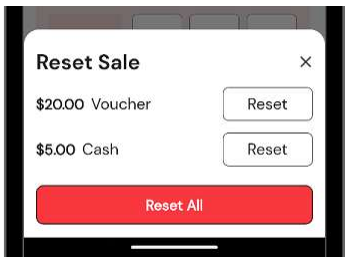
If your school is using the Secret Supporter funds, you can view your available balance on the Payment Screen. As long as you are connected to the Wi-Fi, Internet, or cellular service, this will update.

You can accept **Multiple Tender Methods**

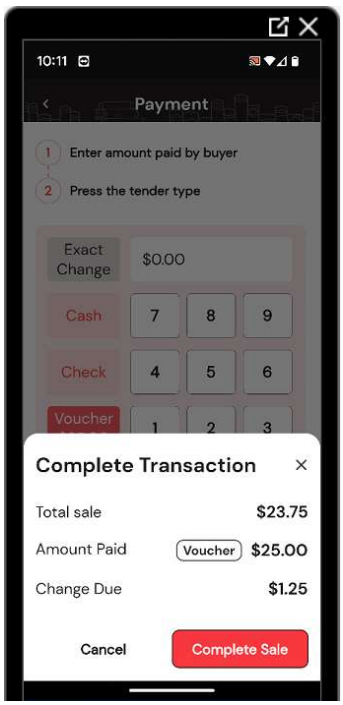


If you press the wrong button, simply press the Reset button.

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

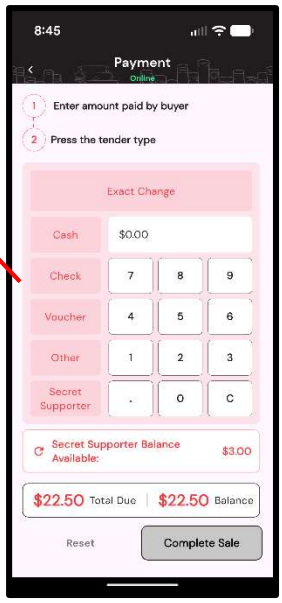


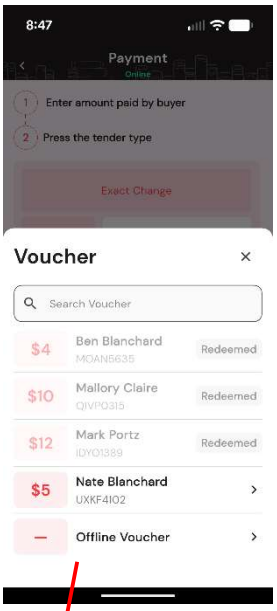
To finish, press the **Complete Sale** button.



ACCEPTING A VOUCHER

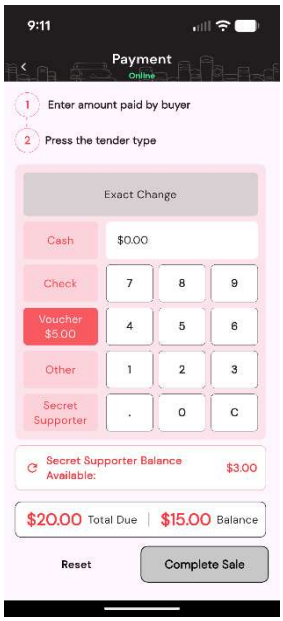
If you are accepting vouchers at your school, you will first press the Voucher tender button to bring up the vouchers that have been purchased for your students.





The Voucher screen will show available vouchers, and you can select the correct one by pressing on it. You can search by student name or voucher number in the search box.

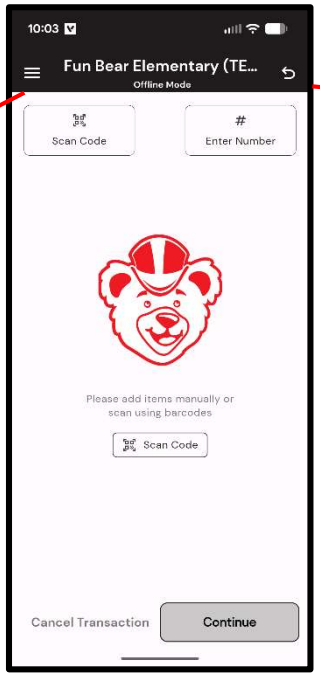
Once you select a voucher, you will be returned to the Payment Screen. You will see the selected voucher amount listed in the Voucher Tender box.



The **Offline Voucher** should only be used if you are operating on a device that is not connected to the Wi-Fi, internet, or cellular service. The chairperson should then verify vouchers using the Chairperson Dashboard.

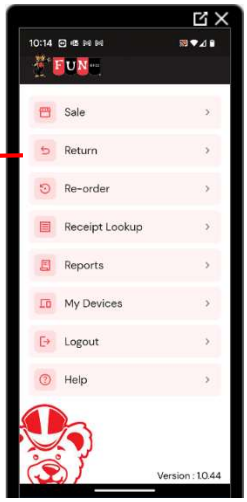
PROCESSING A RETURN

Before scanning an item, please press the RETURN button in the top right-hand corner OR press the menu button, and select the return screen.



Quick Return

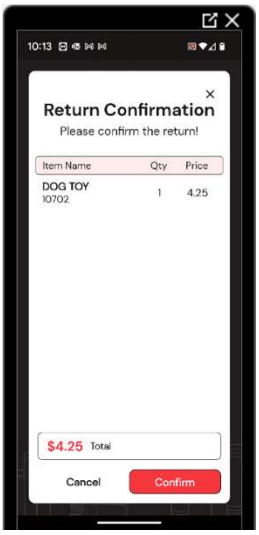
Return





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

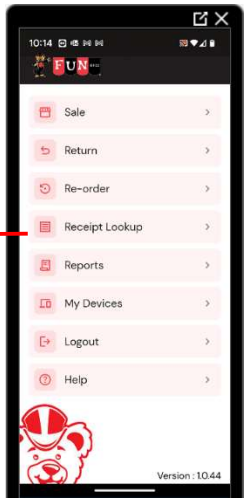
A **Confirm Refund** window will appear to ensure you really want to do a refund transaction.



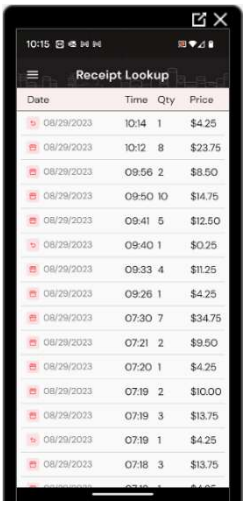
Once the Return Transaction is completed, the program will default back to the sales/transaction page.

RECEIPT LOOKUP OPTION

Press the menu button and select the Receipt Lookup option.

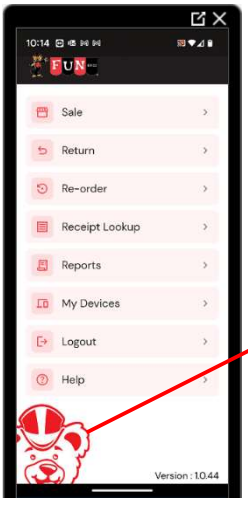


Receipt Lookup



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

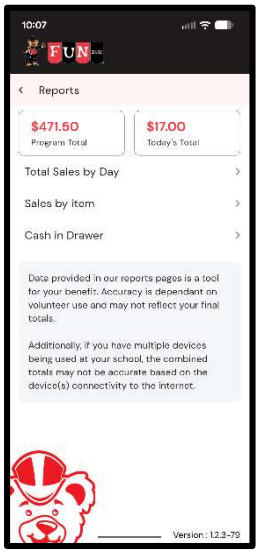
DAILY REPORTS



Press the menu button, and select the Reports option.

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 **connect to Wi-Fi/cellular** and **sync** by pressing **Sir Fun Bear's head before leaving for the day.**

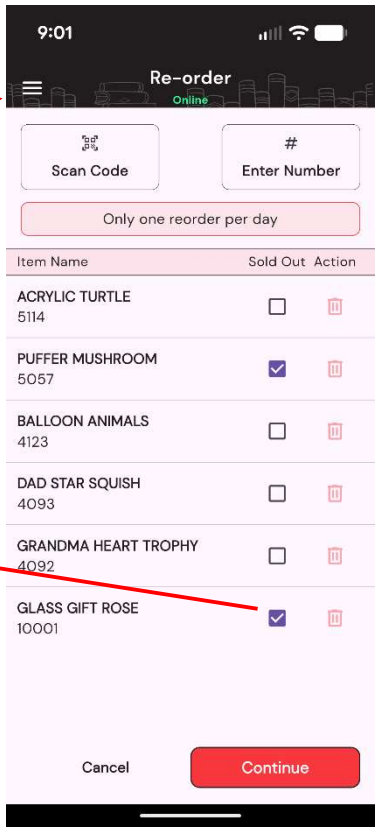
1. Total Sales by Day gives you a running total of each day your shop uses the program.
2. Sales by Item allows you to see which items are selling the most.
3. Cash in Drawer Report shows how much in cash, checks, vouchers & Secret Supporter (if applicable to your school) you should have at the end of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



REORDER PROCESS

(Can only be done using the device if you are connected to Wi-Fi or cellular.)

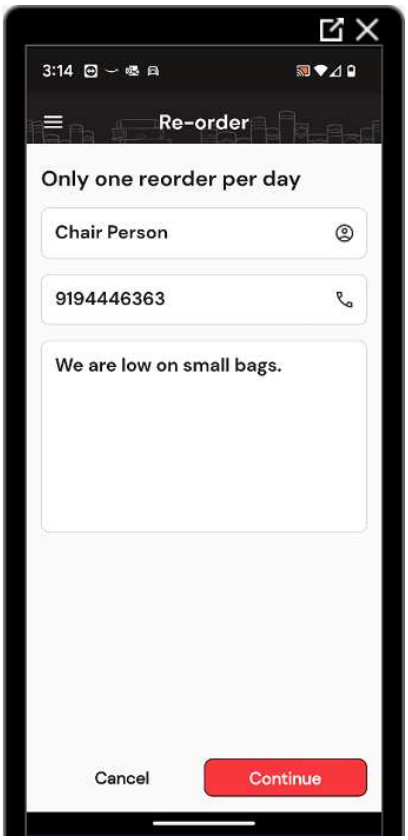
Press the Menu Button, then press the Re-order button



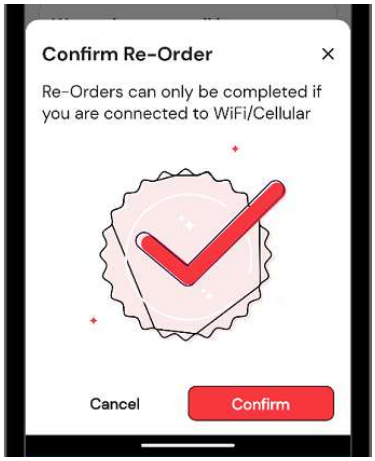
The reorder process is similar to a sale transaction. Please scan or enter the items you are running low on or have completely sold out of.

If you are completely sold out of an item, please press the select box next to that item.

Press the **Continue** button.



Complete the information on the second page, and then press the **Continue** button to submit your reorder request.



You will need to confirm the reorder request. Remember, you can only submit **ONE** reorder per day, and only through the app if you are **confirmed** ahead of time by Fun Services.