

**LOGGING IN**  
Press **LOGIN**  
Enter **VOLUNTEER Group #**  
Press **ENTER**  
Enter **Password #**  
Press **ENTER**

**LOGGING OUT**  
Press **LOGOUT**

**CASH TRANSACTION**  
Press **product key(s) # times OR**  
Press **Quantity number then items**  
Repeat until order complete  
Enter **cash tendered (fast keys 10, 20 & 50)**  
Give **correct change**

**CREDIT CARD TRANSACTION**  
Press **product key(s) # times OR**  
Press **Quantity number then items**  
Repeat until order complete  
Press **SWIPE CC**  
Swipe **Credit Card**  
Get **receipts from printer**  
If over **\$50 customer signs 1st receipt (under 20's)**  
Give **customer 2nd receipt**

**MANUAL CREDIT CARD ENTRY**  
Press **MANUAL CC**  
Enter **CC # = ENTER**  
Enter **expiration date mmyy on keypad**  
Press **SWIPE CC**  
Get **receipts from printer**  
Customer **signs 1st receipt (put under 20's)**  
Give **customer 2nd receipt**

**REVIEW TRANSACTION**  
Press **Previous item OR**  
Press **Next item**

**CORRECT TRANSACTION**  
Press **CANCEL ORDER** for total order  
Press **CANCEL ITEM** - single item on screen  
Press **Clear** all items on screen

**PRINT RECEIPT**  
Press **PRINT RECEIPT**

**GRATIS TICKET**  
Enter normal cash order  
Press **VIP & COUPON (Yellow)**  
Place **gratis ticket under 10's**

**REFUNDS/OVER RINGS**  
Press **Q**  
Press **0**  
Enter **password**  
Press **items to be deducted**  
Enter the amount, use the decimal point  
Use the appropriate payment keys

**TERMINAL REPORT**  
Must be logged on  
Press **Q**  
Press the **Cash key**  
Enter **password**

**NO SALE / OPEN CASH DRAWER**  
Must be logged on  
Press **Q**  
Press the **Key to right of Q**  
Enter **password**

**ENTERING ENDING INVENTORY**  
Log on to any terminal  
Press **Stock Entry**  
Enter **quantity from keypad**  
Press **item**  
Repeat above 2 steps until every item is entered  
Press **End Count key**

**ENTERING SPOILAGE**  
Log on to any terminal  
Press **Stock Entry**  
Enter **quantity from keypad**  
Press **item**  
Repeat above 2 steps until every item is entered  
Press **Spoilage key**

**GIFT CARDS**  
(VAB Mgr card - white; RBC card w arena picture)  
Normal cash transaction  
Press **VIP&Coupon (Gift Card)**  
Press **Swipe CC**  
Get **receipts from printer**  
Customer **sign 1st copy (put under 10's)**  
Give **customer 2nd copy**