

**PLEASE READ THE ENTIRE PACKET BEFORE
OPERATING THE SCANNER TABLET!
DAILY REPORTS MUST BE RUN!**

TABLET SCANNER CHEAT SHEET

Ring up a sale:

Scan - Scan Bar Codes

Enter Three Digit Item # or bar code - Click the “To Start an Order, Scan or click here” bar enter three digit item # OR barcode # and click Done.

Hit “Exact Change” and then Complete Sale.

If NOT exact dollar amount, enter amount given and click “Give Change”

If they are paying with part cash and part check you will need to hit “Split Tender”, then Complete Sale.

To change the quantity entered OR delete an item entirely:

Click on the item description and hit -1 or +1 until at desired quantity OR click “Delete Line” then click Done Editing. If deleting an entire item, you will be asked to confirm.

Ring up multiple quantities: Look to the right of “To Start an Order, Scan or click here” click the “1X”. Type in the quantity you need. Click Done. Scan or enter item.

To CANCEL an entire sale: Click on the CANCEL ORDER Button

Return – ONLY used after a sale is complete:

Click “RETURN”. Scan or enter items being returned. Click “Complete”, make sure refund amount is correct and then click “Complete Refund.” You will be asked to confirm.

DO NOT USE “RETURN” BUTTON DURING A SALE, see above instructions to change a quantity or delete an item during a sale.

DO NOT USE DECIMAL POINT WHEN ENTERING DOLLAR AMOUNTS INTO TABLET!

Using your Tablet and Scanner

IMPORTANT! - Please read all instructions before using the tablet.

A. What You Receive

1. A tablet, printer, and scanner loaded with your shop's pre-selected prices
2. Extra receipt paper rolls and power cords for each item
3. Tablet Instruction Manual and UPC Picture Booklet
4. Shipping/Carrying case with cash drawer

B. Getting Started

1. Plug in the power cord connected to the tablet, printer and scanner. You can use extension cords if needed. Each of these items will run without being plugged in for approximately 3 hours, we suggest keeping them charging at all times.
2. Turn on tablet by pressing button on top. It takes a minute for the tablet to load and turn on.
3. Turn on both the printer (press and hold power button) and scanner (hold down the trigger for 5 seconds).
4. Click the Fun Services App at the top of the home screen.

C. Getting Familiar with Your App



1. Program name header; you should see your school's name when you start the program.
2. To start an order touch this box or scan an item with the barcode scanner
3. The default transaction is SALE. There is no need to push the SALE button.
4. If you need to process a return, first touch the RETURN button.
5. As you enter or scan items, the running Total Due will display here.
6. Touch the DAY END button to get to the CASH IN DRAWER report or the SUMMARY SALES REPORT.
7. This is the main programming button for your tablet. This button is password protected and should not be used at the school level.

D. Ringing up the Sale

<<--To Start an Order, Scan or click here

To start a new transaction, scan an item with the barcode scanner OR by touching the “click here” bar. Scanning an item will automatically add the transaction to the current order. If you have selected the “click here” bar, a new window will pop up (see below) and you can search for an item by item #, or item name/description. Continue scanning or manually entering items until all items are entered.



If you need to adjust a quantity or remove an item DURING A TRANSACTION, click on the item description.

You can touch the -1 or +1 box to subtract or add to the quantity or you can delete the item entirely by touching the Delete Line button. Once you are finished, touch the Done Editing button.



For gifts without a bar code, look up the gift bar code in the Picture UPC booklet and either scan bar code or enter the item number or description.

Once all of the items have been scanned or entered, you have three choices to receive payment from the students.



Use this button if student is paying with exact change or a check. Select the tender method and touch Complete Sale.





Enter total cash received using the **keypad (see below)**, then touch Give Change button. Another screen will appear to provide you with the change due amount. Touch COMPLETE SALE, and give the change back to the student.



How to accept multiple payment methods using the Split Tender button:



If a student is paying with multiple payment methods, type in the total of the first amount given, then touch Split Tender Button. On the next screen enter in the other tender type in the right section and touch Complete Sale.



In this example the student paid \$10 with a check and the remaining \$8.50 with cash. **NOTE:** the program will default the second tender amount to be the remaining balance. If the student pays with more, you can manually enter the second tender amount by touching on the green screen. The program will then calculate the change due amount for you.

E. Processing a Refund/Return – DO NOT use the “RETURN” button during an active sale! See instruction above if you need to adjust a quantity or delete an item during a sale.

BEFORE scanning an item, please press the RETURN button.



Once pressed, the right side will be greyed out. Simply scan the item or manually enter the item, then touch the “Complete” button on the right hand side.

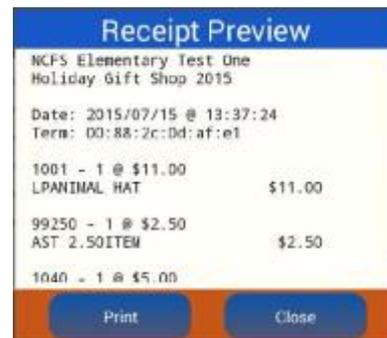


A Confirm Refund window will appear. Select the original method(s) of payment and touch Complete Refund. A confirm screen will appear to ensure you really want to do a refund.

F. Receipt Lookup Option



Touch  on the main screen.



You can then click on a receipt from an earlier transaction if you need to either reprint it or verify it. Scroll to find day and time of sale.

G. If an item will not scan.

Enter Three Digit Item # - Click the “To Start an Order, Scan or click here” bar, enter three digit item #, click Done. It will ring up.

How to Run Reports and Figure Bill

You will be required to run reports from your tablet at the end of each day and you will be required to run a final report when your sale is completely over. You're "End of Day Reports" and "End of Sale Report" will determine what you will owe Fun Services for payment, as well as allowing you to balance the money in your register. The following instructions will give you all of the information needed to run these required reports. Please follow these instructions carefully.

AT THE END OF EACH DAY WE REQUIRE A "DAY END" REPORT:

This allows you to record your sales and balance the money in your cash register with sales. Add these totals to the "End of Sale Billing Summary" sheet each day.

End-of-Day Report: Click "Day End". Then click "Summary Sales Report". Finally, click "Print". Add the current days total to your "End of Sale Billing Summary" and staple the receipt to it.

On the LAST DAY of your sale you will RECORD THE LAST DAY "DAY END" TOTAL and the "TOTAL SALES" FROM YOUR PRINTED REPORT ONTO YOUR "END OF SALE BILLING SUMMARY"

TROUBLE SHOOTING QUESTIONS & ANSWERS

Q: *We have run out of receipt paper.*

A: Your tablet is delivered with extra receipt paper. Only use the paper provided. To insert, remove the printer cover. Load new roll making sure the paper is fed from the bottom of the roll. Pull the leading end of the paper over the printer and close the platen arm. Make sure the printer cover is fully pressed down.

Q: *Do we still need to count inventory at the end of the sale?*

A: No. Fun Services will do an audit back at our warehouse location.

Q: *What if our profit as shown on the billing sheet is different from actual profit that remains after we pay Fun Services?*

A: These amounts should be the same unless an operator error occurred in giving out change. To help avoid this, we suggest you balance your cash drawer at the end of each sale day.

Q: *I forgot to do a "Day End" report, what should I do?*

A: You can do the report as soon as you realize your error and add the previous days' total to the billing summary. The sales total showing for the CURRENT days sales should NOT be added to the billing summary. You will still need to run a NEW "Day End" after the current day's sales are complete and add the final "Day End" total for the current day to the billing summary.

Q: *What if I want to see how we are doing during the day?*

A: At the top the Fun Services App, you will see a running total for today and for the entire sale.

Q: *What if the cash and checks in the drawer do not match the daily report?*

A: If you have counted and recounted the cash and checks in drawer and they still do *not* match the report, one of the following may have happened: the proper money was not taken or given back, theft of monies.