



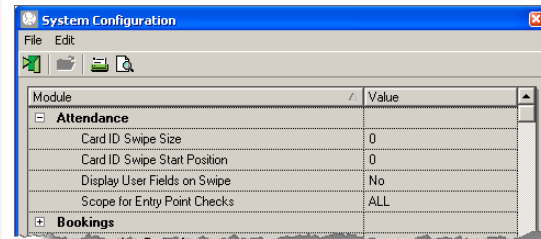
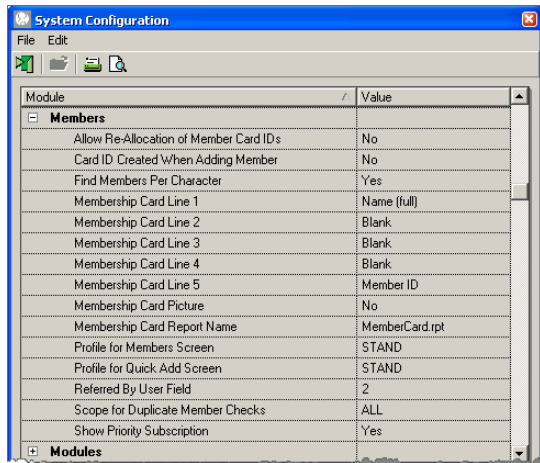
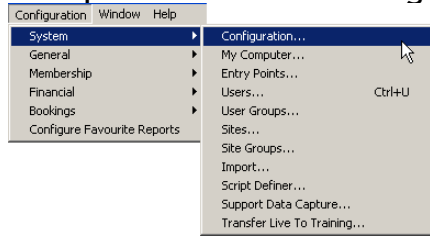
1 Reception Till - Pre-Configuration

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NOTES:

Reception Till - Pre Configuration



Your Site Configuration

Scope for Entry Point Checks - This allows customers from a site or group of sites to swipe an attendance to those sites only. It prevents members outside that site or group of sites to enter the site. By default this is ALL site groups.

Card ID Created When Adding Member - If set to No this allows the manual assigning of card IDs to members. By default, it is Yes.

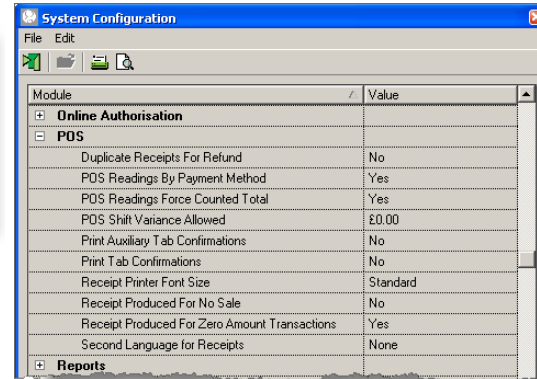
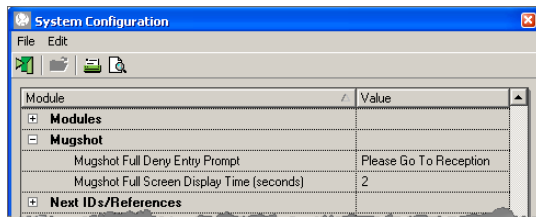
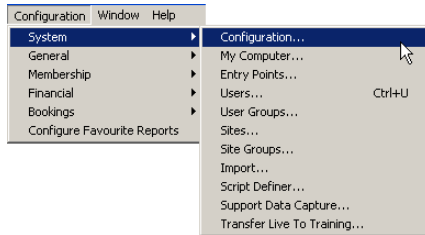
Membership Card Lines - If configured allows information to be printed onto membership cards through a card printer

Scope for Duplicate Member Checks - This allows restriction of the duplicate members checking screen to be site group specific. By default this is ALL.

NOTES:

Reception Till - Pre Configuration

Your Site Configuration



Mugshot Full Screen Display Time (seconds) - If an entry point is configured to **Display Full Screen Mugshot Image When Swiping** the mugshot will be displayed for a set period. By default, this is 5 seconds. The mugshot displayed will time out after this period, but can be manually cancelled by the user.

Duplicate Receipts For Refund - This will give 2 receipts when performing a refund from the Reception screen

POS Readings By Payment Method - This only works in conjunction with payment methods that are configured to allow a counted total. When performing POS readings, a **Counted Totals** tab is available in which to key the amounts taken by each payment method.

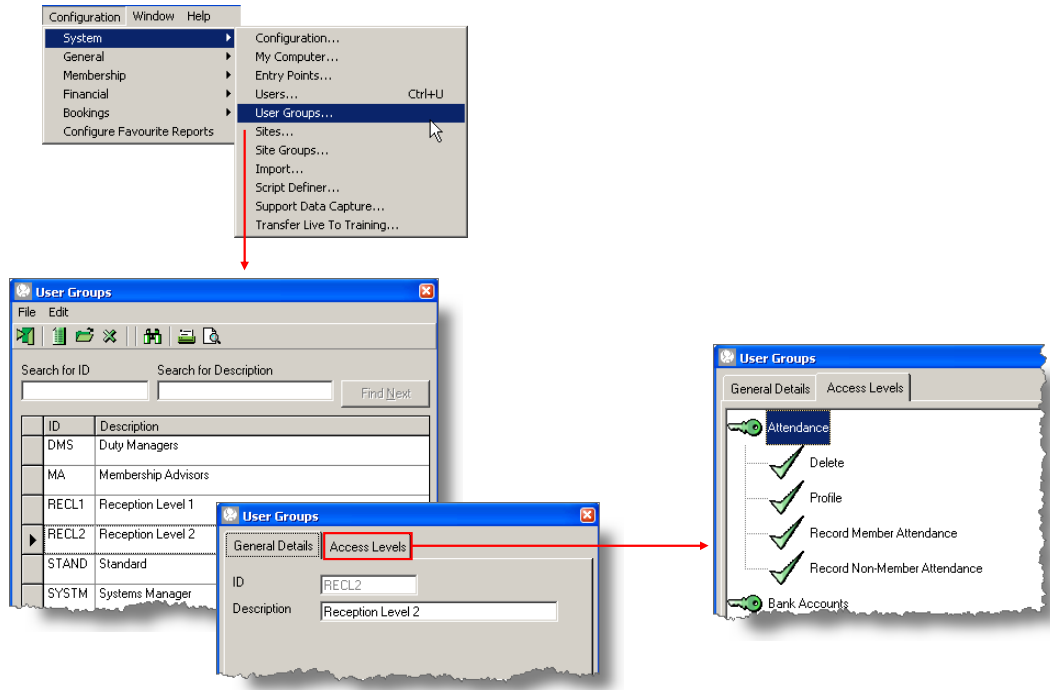
POS Readings Force Counted Total - This only works in conjunction with POS Readings By Payment Method. It will force the user to key in the counted totals by payment method.

POS Shift Variance Allowed - This is the amount by which the user's money can vary from the recorded money before the system shows an unacceptable variance

Receipt Produced For No Sale - This will will print a receipt when the user selects No Sale on the POS

Receipt Produced For Zero Amount Transactions - This will print a receipt where the sale total is zero.

Reception Till - Pre Configuration



Your Site Configuration

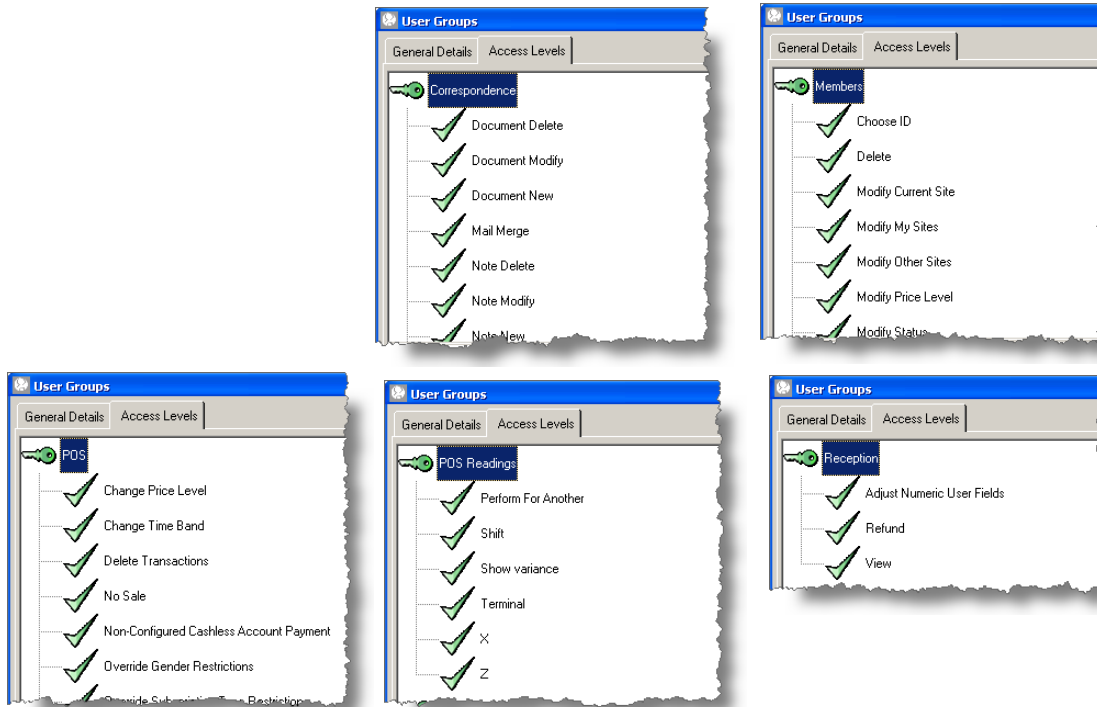
Access Levels - User Groups will be needed to give Receptionists access to functions within the system

Attendance - This controls the ability to view and record attendance. It is only visible if the Swipe (Attendance) module is invoked.

NOTES:

Reception Till - Pre Configuration

Your Site Configuration



Correspondence - This controls all aspects of correspondence.

Members - This controls access to various options within the Members and Prospects screens, either from the toolbar, or from the **Options** menu. Some of these access levels also control options within the Reception screen.

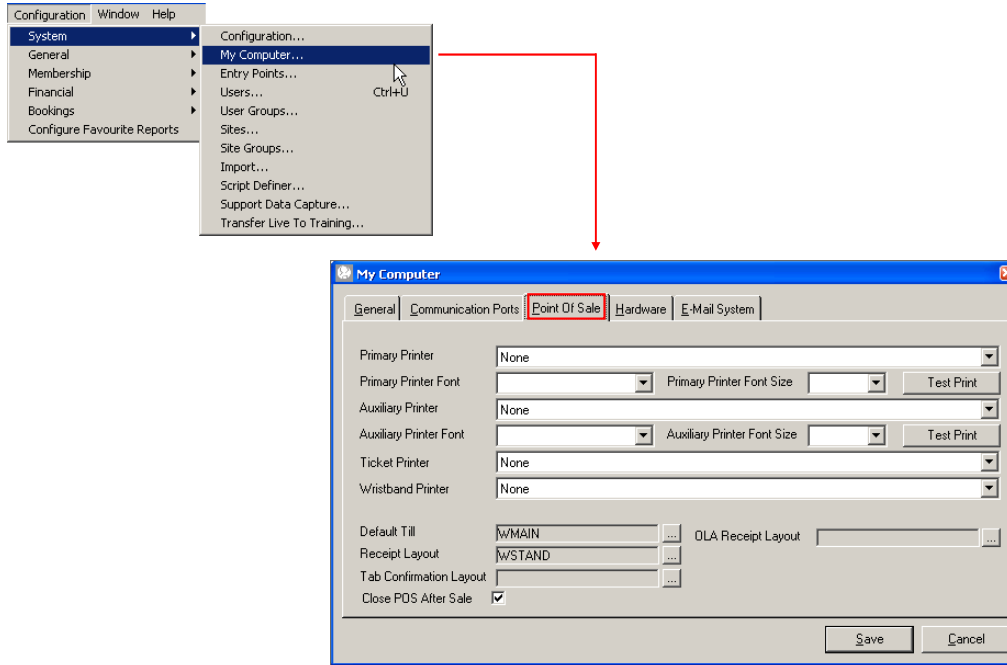
POS - This controls various aspects of POS functionality. It is only relevant if the Till (POS) module is invoked.

POS Readings - This controls access to POS Readings. It is only visible if the Till (POS) module is invoked.

Reception - This controls access to various options within the Reception screen.

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Reception Till - Pre Configuration



Your Site Configuration

My Computer - Point of Sale - This tab controls various settings for controlling POS on this PC.

Printer settings - This specifies which printer to print to.

Printer Font - This specifies the type and size of the font to be used on the receipts at Point of Sale.

Default Till - Select the till that will show when the Point of Sale is opened.

Receipt Layout - Select the Receipt Layout that will show when a receipt is printed.

Close POS After Sale - This will close the till after the monies have been paid

NOTES:

Reception Till - Pre Configuration

Your Site Configuration

Entry Points - The Reception and Booking Sheet Entry Points need to be configured

Entry Point Settings:-

Display Reception when swiping - This will show the Reception Screen when recording a swipe for a customer

Display POS when Swiping - This will show the POS screen when recording a swipe for the customer

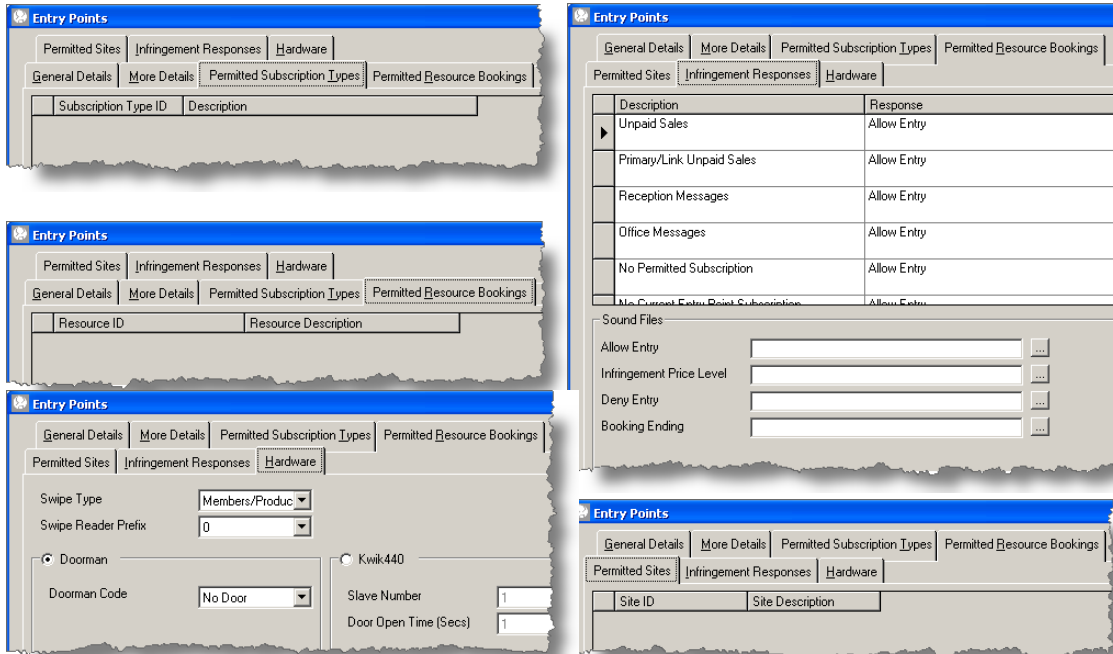
Display Full Screen Mugshot Image When Swiping - This will show the picture of the customer with their First and Last Name when recording a swipe for the customer

Record Attendance - This will record an attendance for reporting purposes

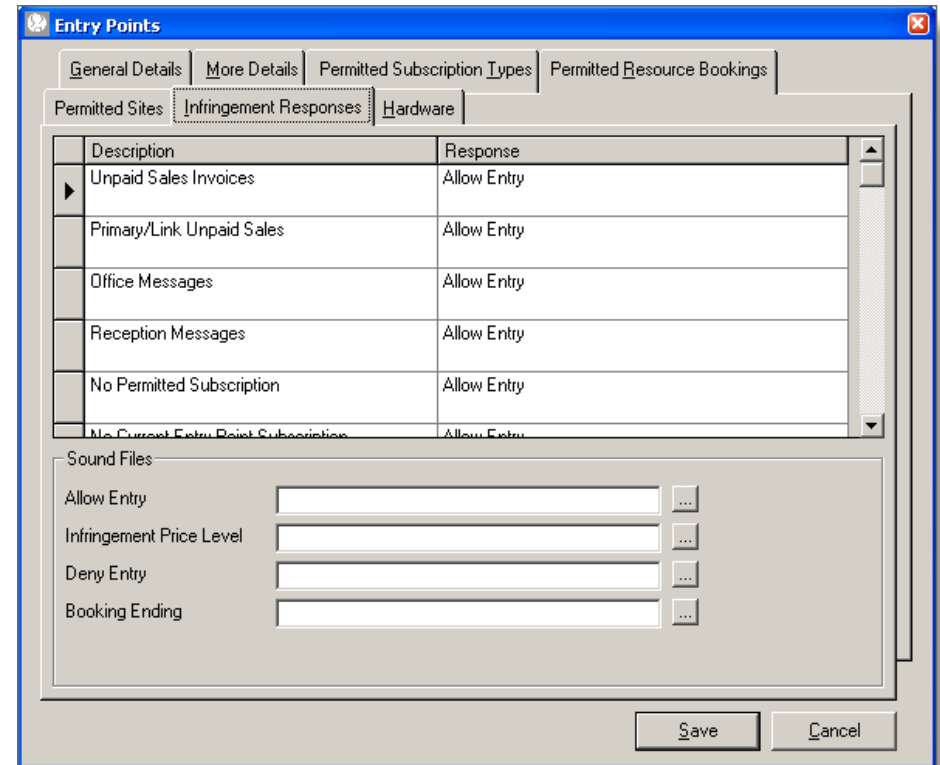
Duplicate Swipe - Every swipe will record an attendance even if the same membership card is swiped consecutively unless a Duration is set

NOTES:

Reception Till - Pre Configuration



Your Site Configuration



Permitted Subscription Types - If a customer has an in date subscription that is listed in this screen the customer will be allowed access (normally configured on a door or turnstile)

Permitted Resource Bookings - If a customer has a booking on an area that is listed in this screen the customer will be allowed access (normally configured on a door or turnstile)

Permitted Sites - If a customer belongs to a site that is added in this screen access will be allowed

Infringement Responses - There are 3 responses for the situations listed

- **Allow Entry** - This will allow the customer access
- **Allow Entry , Charge Infringement Price Level** - This will allow the customer access but charge the Infringement price when charging monies
- **Deny Entry** - This will deny the customer access

NOTES:

Reception Till - Pre Configuration

The process begins with the 'Configuration' menu, where 'Financial' is selected, leading to 'Point Of Sale' and then 'Tills...'. This opens the 'Tills' window. In the 'Buttons' tab, the 'ID' is set to 'ALL' and 'Display Short Cut Keys' is checked. A 'Blank Button' dialog is shown with a list of buttons including 'Multiple', 'No Sale', 'Payment Method', 'Till Lookup', 'Product', 'Activity / Reservation', 'Class Book & Pay', 'Subscription Type', 'Usage Subscription', 'Subscription Search', 'Roll Subscription', 'Price Level', 'Time Band', and 'Time Band Lookup'. A grid of letters A through R is also visible, representing the button layout for the till.

Your Site Configuration

The 'Tills' window is shown with the 'Buttons' tab selected. The grid contains letters A through Z, with 'R' appearing in the bottom row of the second column. The 'Save' and 'Cancel' buttons are at the bottom right of the window.

Tills

The tills need to be created with all the relevant buttons on them

NOTES:

Reception Till - Pre Configuration

Configuration Window Help

- System
- General
- Membership
- Financial
 - Bank Details...
 - EFT Credit Card Validation
 - Sites Bank Accounts
 - Site Accounts
 - Payment Methods...
 - Payment Method Groups...
 - Tax Codes...
 - Price Levels...
 - Financial Periods...
 - Products
 - Subscriptions
 - Time Bands
 - Point Of Sale
 - Tills...
 - Receipt Layouts...
 - Ticket Layouts...

Your Site Configuration

The first screenshot shows the 'Receipt Layout' dialog with the following fields:

- ID: W/STAND
- Description: W D W Standard
- Header Text: L I V E
Tax Number : 0183 4567 8912
Telephone : 1234 123456
- Footer Text: Thank you for your visit
- Buttons: Set As Default, Set As OLA Default, Save, Cancel

The second screenshot shows the 'Receipt Layout' dialog with the following fields:

- Hide Tax Totals:
- User Detail: ID, Name
- Member User Fields: None, None
- Buttons: Set As Default, Set As OLA Default, Save, Cancel

The third screenshot shows the 'Receipt Layout' dialog with the following fields:

- Hide Tax Totals:
- User Detail: ID, Name
- Member User Fields: None, None
- Buttons: Save, Cancel

Receipt Layout

This needs to be configured

NOTES:

Reception Till - Pre Configuration

The screenshots show the following configurations:

- Payment Methods (Options tab):**
 - Micros Mapping: 0
 - Raw Currency (Cash):
 - Open POS Cash Draw:
 - Produce Duplicate Receipt:
 - Print Signature strip on Receipt:
 - Print Cheque Audit Information:
 - Award Loyalty Points:
 - Restrict Split Tender:
 - Non Banked Income:
 - Allow Counted Total:
 - EFT System: None
- System Configuration (POS section):**

Module	Value
Online Authorisation	
POS	
Duplicate Receipts For Refund	No
POS Readings By Payment Method	Yes
POS Readings Force Counted Total	Yes
POS Shift Variance Allowed	£0.00
Print Auxiliary Tab Confirmations	No
Print Tab Confirmations	No
Receipt Printer Font Size	Standard
Receipt Produced For No Sale	No
Receipt Produced For Zero Amount Transactions	Yes
Second Language for Receipts	None
- Terminal Reading (Options tab):**
 - PC ID: 4
 - Counted Total: £0.00
 - Reference: [Empty]
 - Print Payment Details:
 - Print Sales Details:
 - Print Cost Centre Details:
 - Print Department Details:
 - Print Product Details:
 - Print Cashless Summary:
 - Include Transactions From Office PCs:
 - Include Transactions From Office PCs Only:
 - Show Readings:
- Terminal Reading (Counted Totals tab):**

Payment Method	Counted Total
Cash	£0.00
Cheque	£0.00
Debit/ Credit Card	£0.00

Your Site Configuration

The screenshot shows the **Payment Methods** window with the following settings:

- Micros Mapping: 0
- Raw Currency (Cash):
- Open POS Cash Drawer:
- Produce Duplicate Receipt:
- Print Signature strip on Receipt:
- Print Cheque Audit Information:
- Award Loyalty Points:
- Restrict Split Tender:
- Non Banked Income:
- Allow Counted Total:
- EFT System: None

Allow Counted Total - When using 'POS Readings by Payment Method' each payment method to be shown in the 'Counted Totals' list will need to have 'Allow Counted Total' ticked

- Payment Method** - Allow Counted Total
- POS Readings by Payment Method** - Yes
- Terminal Reading** - Counted Totals

NOTES:

Reception Till - Pre Configuration

The screenshot shows the 'Membership Wizards' menu path: Configuration > Membership > Membership Wizards > Membership Wizard Groups... This opens a search window with the following table:

Description	ID
Administration	ADMIN
Add Child To Swim Lesson Waiting List	SLJWL
Lapsed Member	LAPSE
Member Information	MEMIN
Prosp To Member Cash	MPRSC
Prosp To Member D D	MPRSD

The 'Membership Wizards' configuration window shows the following details:

- ID: MPRSD
- Description: Prosp To Member D D
- Wizard Group: Administration
- Introduction: Please be aware that money is taken during this process and this cannot be stopped once undertaken. PLEASE ENSURE THAT THE CUSTOMER HAS FUNDS AVAILABLE
- Conclusion: Please ensure that the DD Mandate is fully completed and is signed. Pass the Mandate to Office In Tray

The 'Membership Wizards' steps window shows the following table:

Step No.	Description	ID
1	Status To Current	STCUR
2	Price Lev To Member Adult	PL MA
3	Add D D Sub	SADD
4	Prosp To Member -Office Mes	MPRS4

Your Site Configuration

The 'Membership Wizards' configuration window in 'Your Site Configuration' mode shows empty input fields for the following fields:

- ID
- Description
- Wizard Group
- Introduction
- Conclusion

Membership Wizard

Prospect to Member Wizard

- Change Status
- Change Price Level
- Add Subscription
- Add Office Message

NOTES:
