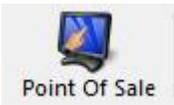


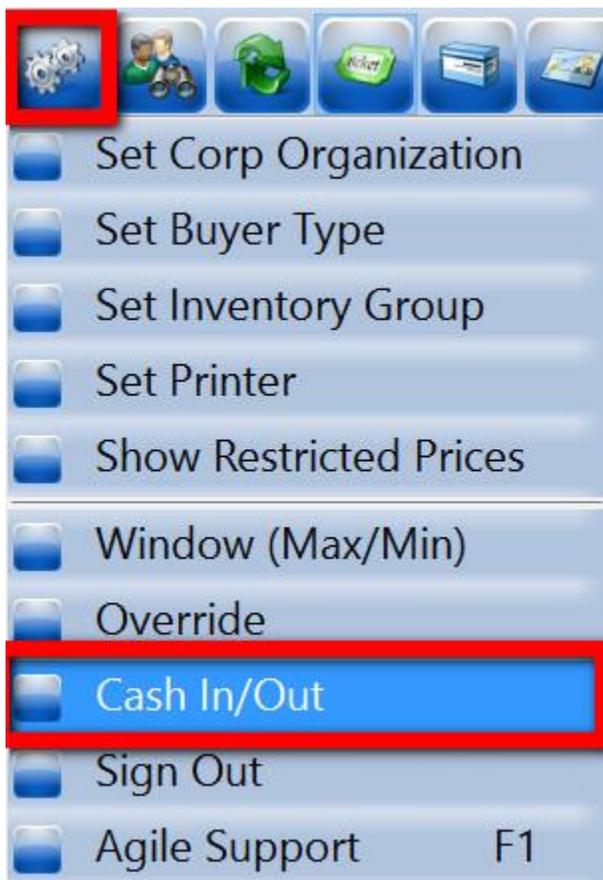
Selling Concessions using the POS

1. Log into **Sales**.

2. Click **Point of Sale** icon  in top toolbar.

3. Once you are in the **Point of Sale** click on the **Action** icon  at the top of the screen

4. From the **Action** drop down click on **Cash In/Out**.



5. In the **Cash In/ Out** pop up click the **Cash In** button at the bottom of the window.

Agent Cash In / Cash Out

User Batch Info User Batch Search

User Info: agilefilm1 (AF)

User ID: 4267 Opening Cash: 0.00

User Batch ID: 50399 Closing Cash: 0.00

Accounting Batch ID: 1085 Closing Checks: 0.00

Batch Open Date: 6/2/2016 2:19:10 PM

Batch Close Date: 6/6/2016 12:40:58 PM

Notes

View Report **Cash In** Apply Reset Close

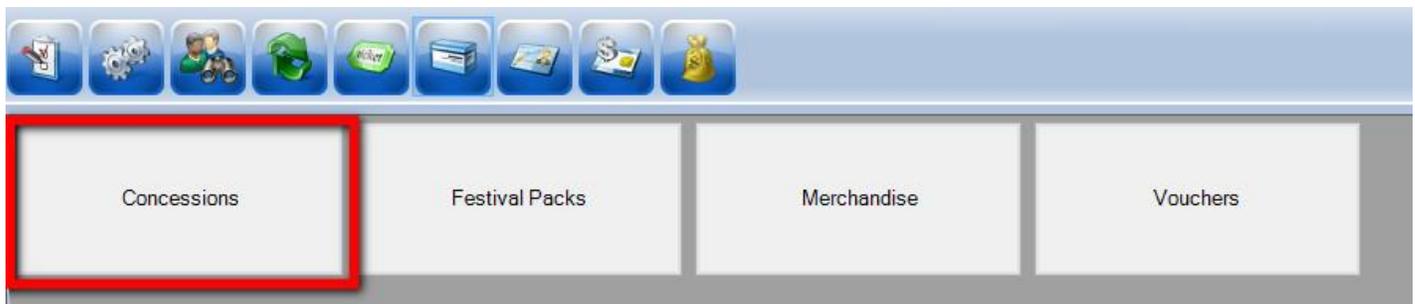
Signed On User: agilefilm1 (agilefilm1)



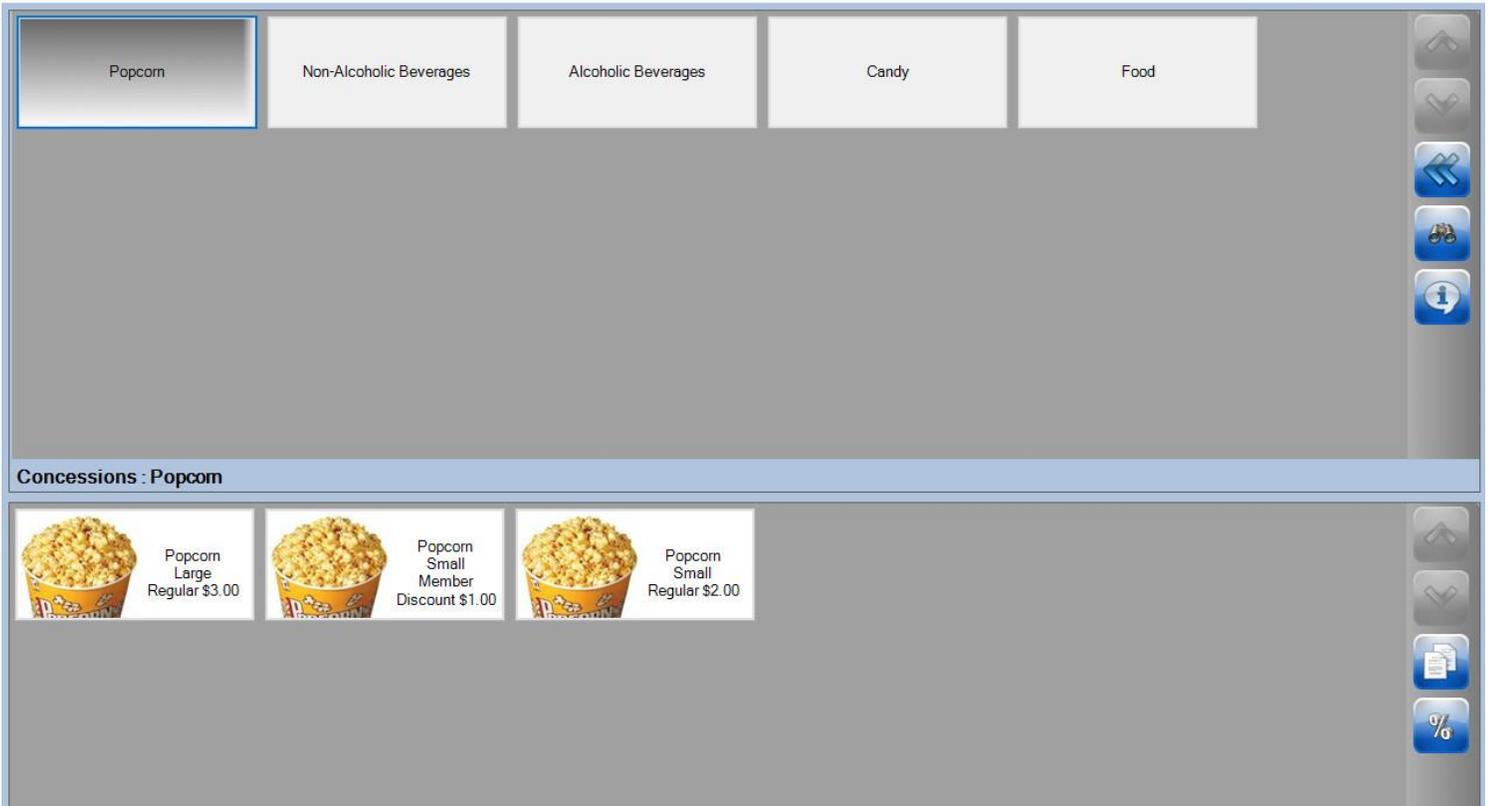
6. Once you **Cash In** for the day, click on the **Catalog** icon at the top of the screen.

7. Multiple **Sales Line Types** will appear in the top window. These **Sales Line Types** separate the different catalog items into their own categories that will allow us to sell different types of catalog items.

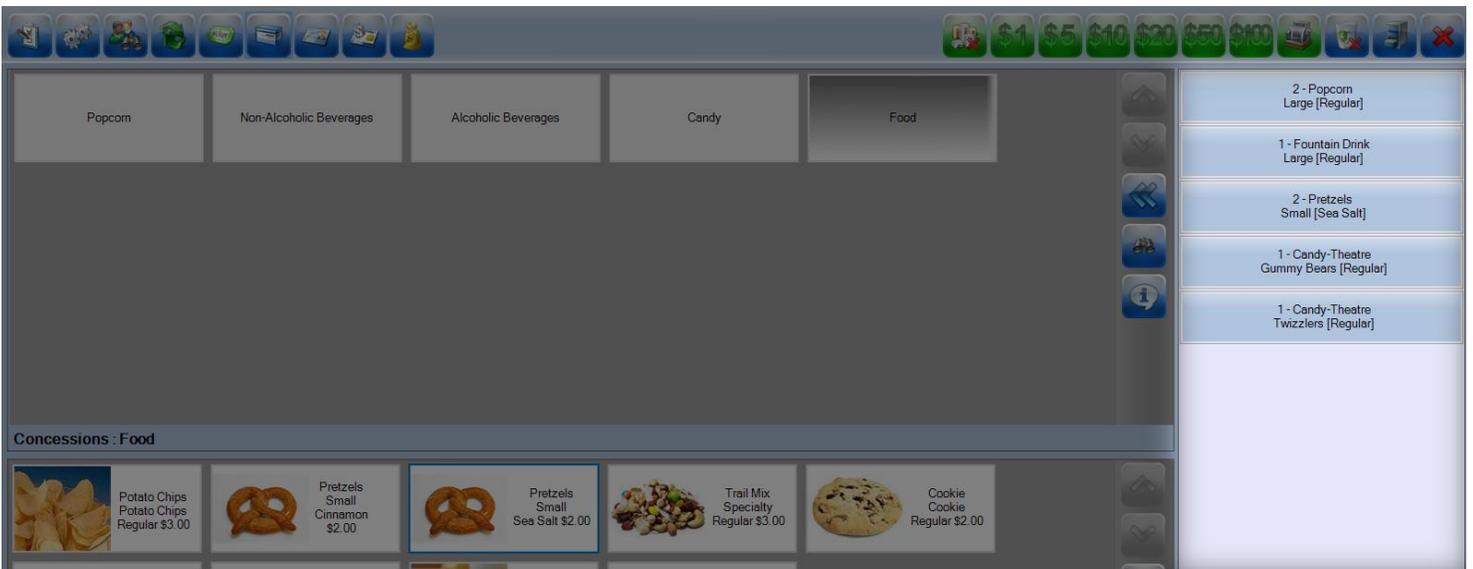
8. Select the Catalog Group that you wish to sell from (for this example we will be choosing **Concessions**).



9. Next you will see all of the **Product Group Names** (i.e. Popcorn, Non-Alcoholic Beverages, Beer Wine, Candy, etc.). Click on the **Product Group** that you wish to sell. You will see the list of prices at the bottom of the POS Screen for the items available in that group.



10. Click on the **Item** you wish to sell and it will added to the **Item Summary** located at the bottom right of the screen. Confirm the order with the customer before entering payment.



11. Once the order has been confirmed, click on the "**Enter Payment**" icon.

NOTE: If you have a **Credit Card swipe attached to your terminal** (either on mounted on your POS terminal OR via a USB swipe, you can swipe the credit card **instead** of clicking on the **Enter Payment** button. All the credit card information will populate and automatically finalize the order. For cash or check transactions or to manually enter in the credit card, follow the steps below.



- In the pop up window, you will see the **Amount Due** and the **Choose Method** drop down menu. Select the payment type that corresponds with how the customer wishes to pay (Example: Cash, MasterCard, Visa, Gift Card, etc.).

A screenshot of a software dialog box titled "Enter Payment" with a close button (X) in the top right corner. The dialog contains the following elements:

- An "Amount" text input field containing the value "28.00".
- A dropdown menu currently showing "Cash" with a downward arrow. The menu is open, displaying a list of options: "(Choose Method)", "Cash" (highlighted in blue), "Discover", "Gift Card - Film Cash", "MasterCard", "Visa", and "Apply Account Balance up to (\$31.00)".
- A "Security Code" label above an empty text input field.
- An unchecked checkbox labeled "Card Present".
- Two buttons at the bottom: "PROCEED" and "CANCEL".

- Click **Proceed** to complete the payment transaction and finalize the order.

Enter Payment

Amount

Cash

Document Number

Card Holder Name

Expiration Date

Security Code

Card Present

PROCEED CANCEL

12. Once the transaction is completed, the **Item Summary** in the lower right corner of the POS screen will turn yellow and **Last Order** will appear. This confirms that the last order you processed is completed.

Last Order

Customer: Joe Agile
Customer #: 23541
Member #:
Order #: 76435
Item Count: 3 Item(s)

Subtotal:	\$28.00
Fees:	\$0.00
Donations:	\$0.00
Tax:	\$0.00
Order Total:	\$28.00
Amount Tendered	\$28.00
Change Due	\$0.00