Point of Sale (POS) Setup and Operation Manual

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Introduction

Thank you for purchasing or evaluating the CampWorks POS module. This module will allow you to sell items and track inventory for your store without having to add charges to a reservation. You can, however, choose to charge a POS sale to a guest's reservation. This POS module has integrated credit card processing using our payment partner CloverConnect. Integrated processing provides safe, secure, PCI compliant credit card processing through an internet connection directly from within CampWorks and POS. Through the CampWorks reporting interface, you can report on POS sales, balance tills, and review inventory status. With the combination of the POS module, CampWorks, and our integrated payment partners, all of your sales can be easily managed through the CampWorks reporting interface. The Accounting Summary & Business Summary reports in CampWorks combines all the financial transactions of your business into one concise summary report. Our CampWorks QuickBooks integration can be used to transfer daily summary of financial information to your QuickBooks Desktop software saving you countless hours of bookkeeping work and providing a complete solution to manage your business.

Hardware Recommendations

These are the basic pieces of equipment you will need to fully utilize the POS system. Please contact us to get specific equipment recommendations.

USB Card Swiper or ChipCard Reader (from integrated payment partner)
USB Bar Code Scanner
3.25" Receipt Printer with Cash Drawer Capability
Cash Drawer which plugs into Receipt Printer

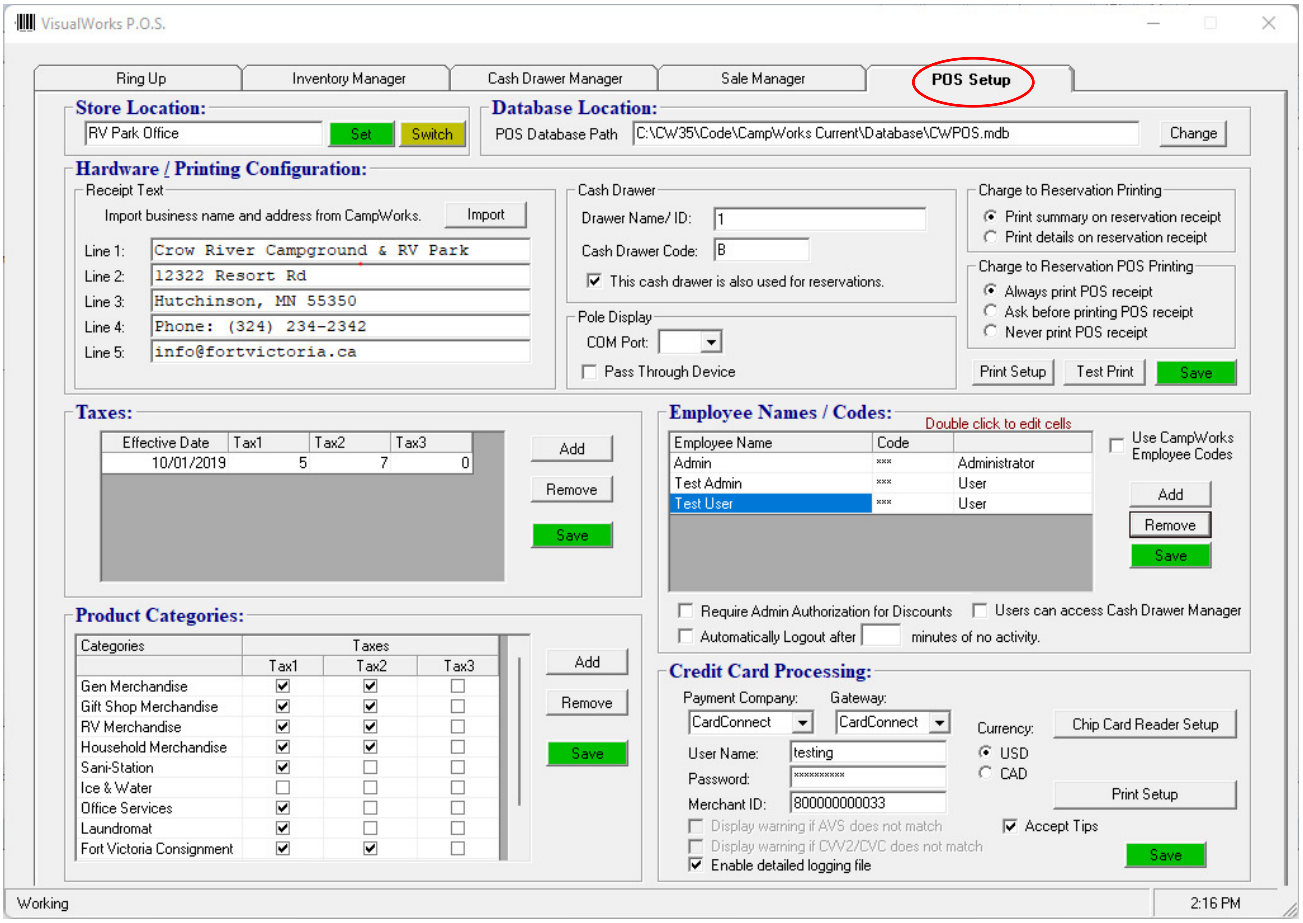
Setting up CampWorks POS

Setting up CW's POS system is quite simple. There are only a few necessary steps and you will be up and running in no time.

Let's start by opening the CampWorks POS system. From the CampWorks main screen, click the *Point of Sale (P.O.S.)* button. Another pop-up window will appear asking you to log on. The default logon user code is "123". After logging on, the POS module should appear. You will be able to change the default logon user code in one of the next steps.

When you first open CW POS you may find that the screen is not positioned or sized where you want it. You can change the size and or position by maximizing the form or dragging the borders. POS will store these values so that POS opens to the same size/position every time it is opened.

Receipt Printing & Cash Drawer Setup



Click on the POS Setup tab. If you only have one store (standard) you can leave the Store Location field blank. If you have multiple stores / POS locations (ie Store, Food Truck, Rentals shack, Marina,…) then you want to use the Location feature. Enter a name for what store location this workstation is assigned to. If you have multiple computers in the same location, then the same name must be entered in each computer for that location or all inventory, transactions will not be visible by each computer. The location field determines what inventory, transactions, etc are visible in the main program. This way a food truck can only ring up food truck items and doesn't have to sift through store items or sales transactions. Use the SET button to initially set a location or change a name. The Switch button allows a workstation to be SWITCHED to a new location to look at transactions or inventory from a different location. A good example of how this would be used, would be the manager wanting to look up a transaction at a different location (ie food truck) to make a change, setup inventory, etc. When they are done, they may switch back to the main store.

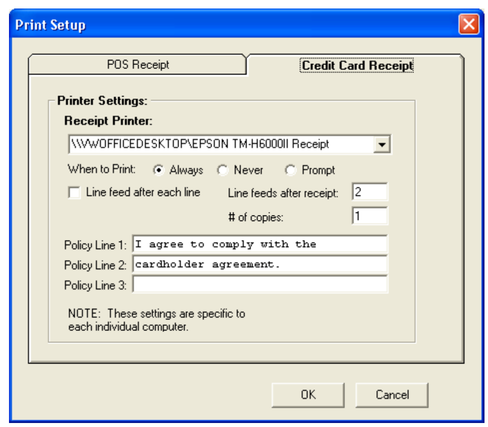
If you have previously entered receipt printing information in CampWorks you can press the import button to automatically load the receipt printing setup from CampWorks into POS. If you did not have receipt printing setup in CW, you will need to type in the information you want displayed at the top of your POS receipts. Select a name for this particular POS terminal in the Store/Till ID field. This is used to track which transactions occur at which terminal/till.

Cash Drawer: If you are using a cash drawer that connects through your printer, you need to enter the code your printer requires to open the cash drawer. This code can typically be found in the manuals for your specific printer, since the cash drawer is hooked up through the printer. When the cash drawer needs to be opened, CW sends the entered code to the printer. When the printer sees an appropriate code, it sends the signal to the cash drawer to kick open. For Epson printers, this code is typically “A”. If you are using a USB cash drawer, then this setting does not apply and you can leave it blank.

Charge to Reservation Printing: Specify the options you want for POS charge to reservation printing. These settings will determine if the camping receipt has a one line summary or all POS charge detail printed on the camping receipt. When a guest charges to a reservation, you can also specify several options for the POS receipt to print at time of charge to the reservation.

Printer Setup: Select your printer by pressing the print setup button. Select your receipt printer for POS receipts and then select the Credit Card Receipt tab and select the printer for Credit Card Receipts. You can use the same printer for credit card receipts and POS sales receipts.

There are 3 options for printing CC receipts (Always, Never, or Prompt which will ask the user if they want to print a receipt). Checking line feed after each line will place an additional character feed or line space after each line. Line feeds after receipt will add additional space between receipts. # of copies determines how many to print. The policy text is the text that will be displayed under the cardholder signature line. Click OK to return to the POS Setup screen. After all settings have been entered press save. You will need to repeat the printing / cash drawer setup on each POS PC, since printer paths and hardware can be different for each computer.



After the top section of the main setup form is complete, press Save to save your changes.

POS Database Path:

The POS database path is the name and path of the database where all POS data is stored. The name of the CampWorks 3 POS database is CWPOS.mdb. The default location for this file unless changed during setup is C:\Program Files\CampWorks\Database\CWPOS.mdb on the computer you installed as the Server or Master computer. If you are setting CampWorks POS up to run on a network, you need to have a logical drive mapped to the Master/Server computer (ie G: drive). If you do not know how to do this consult your IT professional or give us a call and we can help you get it set up. All computers running CWPOS will need to be set to point to this database. You should only have one computer which has your database installed on it. If you install the database on multiple computers and this path gets accidentally changed, data will be saved to the wrong file and the other computers will not be able to see or access it, resulting in lost data or missing data when running reports. *It is extremely important that this setting is* *correct on all PCs at all times.* The path should have been specified and setup during the install process and the program likely will not run if it is incorrect. On Server/Master or stand alone installations, the path will be set during install and should not need to be changed. On a client / network install, CW realizes it is a network install and will ask you to select the location of the database when you try to start CW POS for the 1st time. If you should need to change the database path, press the *Change* button and browse and select the "CWPOS.mdb" master database.

Tax Setup

The Tax Information setup allows you to enter up to three different taxes. The tax percentages are used to calculate taxes for correct billing information. The effective date is used if there is a tax change that you need to manage. This is pretty rare, but CW POS gives you the ability to manage it through this screen. To add a tax line to the grid, press the add button. Next double left click the 1st row in the grid under effective date and select a date. Next double click the tax columns and enter a number. Do not enter % signs. For example, if your sales tax is 6.5%, simply enter 6.5. Click Save to save the tax. Remove a tax line by left clicking on the desired line and press remove, and answer yes to the prompt.

Employee Names / Codes Setup

User codes are used as a fast secure logon to the system. User codes are a type of password that identifies the user and security access level. At log on a user code is requested to gain access to the POS system. When the user types in their code, CW POS looks up their name and security access level. It then enables/disables the appropriate functions based on the employee’s access level. Administrators have access to everything, including the setup screen. The User access level will only have the ability to ring up sales, enter payments. Manager Level 1 has User access plus access to the Cash Drawer Manager screen. Manager Level 2 has access to L1 plus the Sale Manager and Inventory Manager screens. To enter a new employee, just click New. Type the name of the employee as you want it to appear in the software and on reports, etc. Tab to the next column and assign a code and the next column to select their security level. To remove an employee just click on the employee name you wish to remove and click delete. To edit an existing employee or code, just double click, make changes and then click on save. POS can import your users/codes from CampWorks. If you want to use this option, then click the checkbox to use CampWorks Employee codes. If this is checked on POS startup, the latest usercodes from CampWorks will be imported so all usercode changes can be managed in CampWorks.

<u>Discounts</u>: If you want to make sure discounts must be approved by an administrator level, check the require admin authorization checkbox. If this is checked, users will not be able to enter discounts unless an admin clicks the authorize discounts button and enters their code. This will enable the user to enter discounts for the current ring up operation. As soon as the payment process is completed for that checkout, discounts are disabled and admin approval is required again to authorize a discount. Note this is a per computer setting.

Auto Logoff: Check the box next to Automatically log off after __ minutes of activity if you want CW POS to time out and log off the employee. This is useful if you have several different staff and you want to track who is doing each transaction. Enter the number of minutes of inactivity before the employee is logged off. After this time the Logon box will be displayed and an employee code must be entered before continuing. If automatic log off is not enabled, then the current employee stays logged into the system until manually logged off. The auto log off settings are specific to each computer so can be customized by PC, but must also be setup on each computer.

Product Category Setup

To setup your products start with entering product categories or departments (ie Grocery, Clothing, etc). It is very important that you plan out the appropriate categories. These categories will be used to setup which taxes apply for individual items, therefore all items within a category are required to use the same taxes. You can only have 1 set of tax rules per category. We recommend that you keep the categories/departments to a minimum at first. Categories are used for tax, reporting, and product lookup functions. If you use the integrated QuickBooks functionality in CampWorks, each POS category can be exported to a corresponding category in QuickBooks, so this should also be part of your category planning. Having too many categories will make reporting and product lookup functions more difficult. Keep the categories as generic as possible, yet meet the tax rule requirement (ie Clothing, Groceries). You can always add more categories later if necessary and reclassify products into new categories. To add a new product category, select Add, type the category name and press OK. In the grid, find the new category and then check the taxes that apply and press Save. You can add all of your category names at one time and then come back and set taxes on all of them and save all at one time if you wish. To remove a category, select the category and then press Remove. Note that the General Merchandise category will be added when you start setting up your categories. This category will not be able to be removed.

CloverConnect Payment Card Processing

Our integration for payment card processing is with CloverConnect. CloverConnect provides a well-rounded service with the best combination of processing technology, cost, and technical support. They offer the latest technologies such as (such as point to point encrypted chip card equipment) and a clean and simple CardPointe web reporting interface so you can easily see the status of your transactions and account. CloverConnect is seamlessly integrated into CampWorks and is fully PCI compliant. All sensitive data is stored at CloverConnect and not on your system, keeping CampWorks and your business PCI compliant. To find out more information on whether CampWorks integration with CloverConnect is right for you and to get started, visit https://integrate.clover.com/partner/campworks

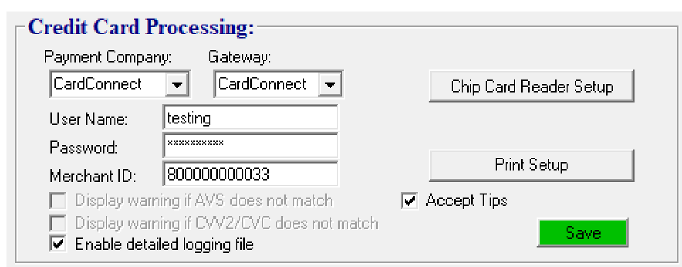
<u>Setup Instructions for CloverConnect Payment Processing</u>:

Once you have decided to utilize CloverConnect as your payment processor setting up the integration with CampWorks is pretty simple. You will fill out an application with CloverConnect who will then setup an account for you and will provide us with the credentials necessary to process payment cards. We will test the credentials and will then send you the welcome email with your credentials to enter into CampWorks so you can begin processing credit cards.

1. Setup CampWorks Integration

Log into POS as an administrator and click on the Setup tab. In the credit card processing area, select CloverConnect as your payment processing company and CloverConnect as the gateway. Enter the UserName, Password, and Merchant ID provided in your welcome email.

Address verification and CVV are managed via your CardPointe Administrator panel directly with CloverConnect and are disabled in our setup. Leave detailed logging off unless instructed by VisualWorks. If you want your employees to be able to accept Tips via credit card check Accept Tips.

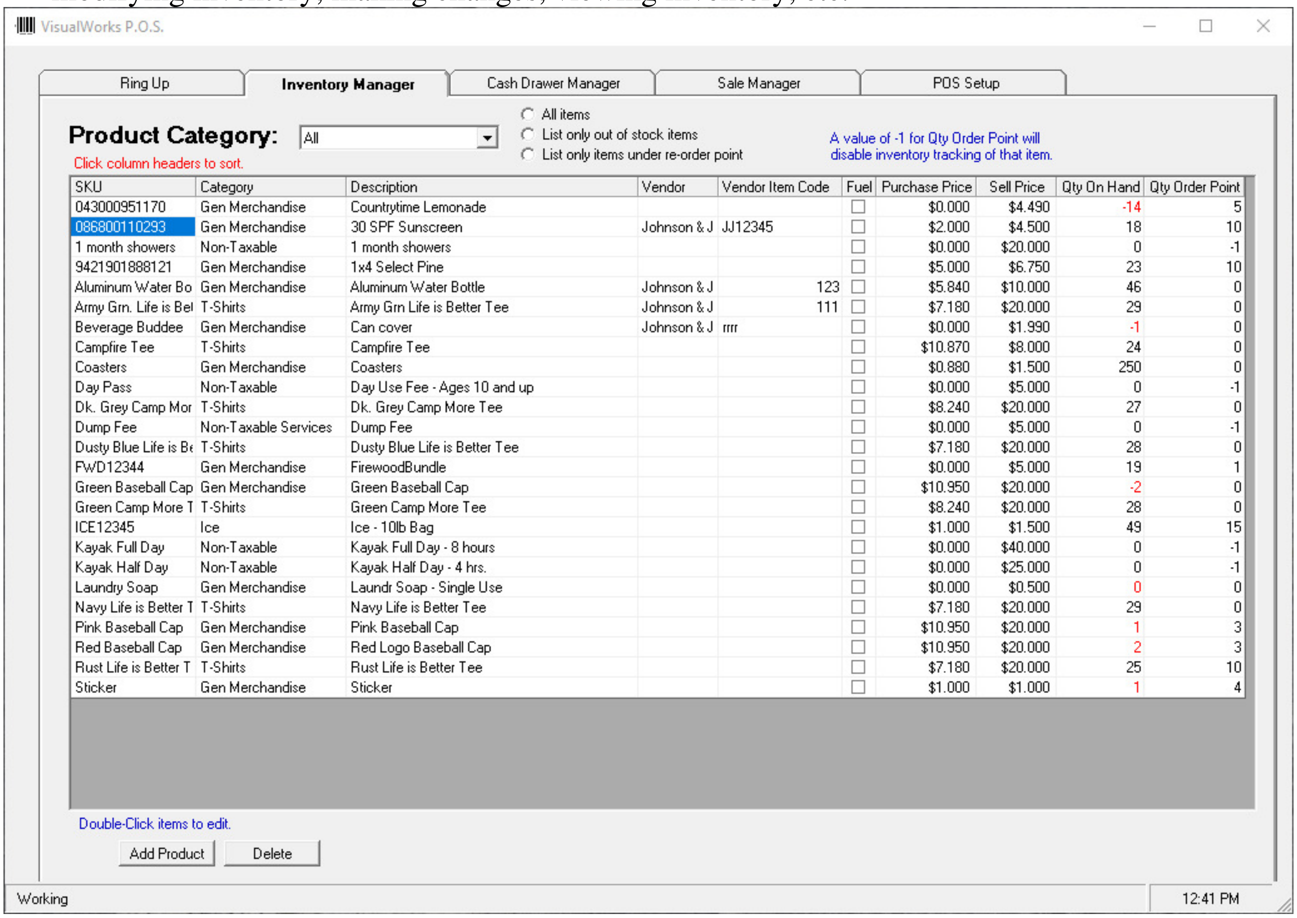


2. Hardware Setup

If you only plan to manually enter credit cards or to use an encrypted USB card swiper, then no further setup is required. If you will use a chip card reader provided by CloverConnect, click on the Chip Card Reader setup button and enter the credentials provided in your welcome letter for the chip reader hardware and the Hardware Serial Number displayed on your chip card reader's screen.

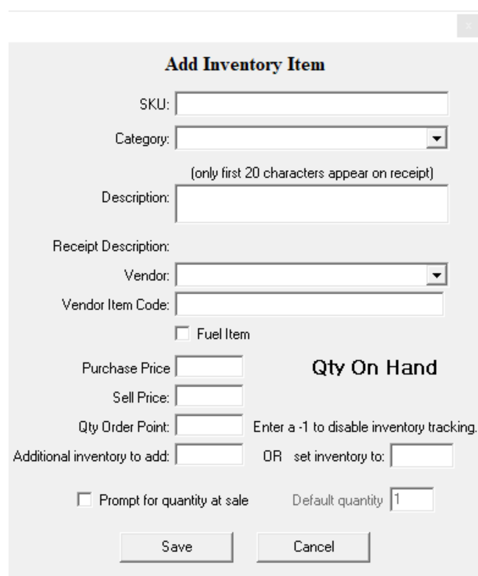
Product Setup

Use the Inventory Manager tab to enter your product items. You must be logged on with a Manager L2 or Administrator to have access to the Inventory Manager tab. The Inventory Manager will also be used to adjust inventory or modify an item. At this point however, we will only discuss adding new Product Items. See the section later in this manual for instruction on modifying inventory, making changes, viewing inventory, etc.



SKU	Category	Description	Vendor	Vendor Item Code	Fuel	Purchase Price	Sell Price	Qty On Hand	Qty Order Point
043000951170	Gen Merchandise	Countrytime Lemonade			☐	$0.000	$4.490	-14	5
086800110293	Gen Merchandise	30 SPF Sunscreen	Johnson & J	JJ12345	☐	$2.000	$4.500	18	10
1 month showers	Non-Taxable	1 month showers			☐	$0.000	$20.000	0	-1
9421901888121	Gen Merchandise	1x4 Select Pine			☐	$5.000	$6.750	23	10
Aluminum Water Bo	Gen Merchandise	Aluminum Water Bottle	Johnson & J	123	☐	$5.840	$10.000	46	0
Army Grn. Life is Bet	T-Shirts	Army Grn Life is Better Tee	Johnson & J	111	☐	$7.180	$20.000	29	0
Beverage Buddee	Gen Merchandise	Can cover	Johnson & J	rrrr	☐	$0.000	$1.990	-1	0
Campfire Tee	T-Shirts	Campfire Tee			☐	$10.870	$8.000	24	0
Coasters	Gen Merchandise	Coasters			☐	$0.880	$1.500	250	0
Day Pass	Non-Taxable	Day Use Fee - Ages 10 and up			☐	$0.000	$5.000	0	-1
Dk. Grey Camp Mor	T-Shirts	Dk. Grey Camp More Tee			☐	$8.240	$20.000	27	0
Dump Fee	Non-Taxable Services	Dump Fee			☐	$0.000	$5.000	0	-1
Dusty Blue Life is Be	T-Shirts	Dusty Blue Life is Better Tee			☐	$7.180	$20.000	28	0
FWD12344	Gen Merchandise	FirewoodBundle			☐	$0.000	$5.000	19	1
Green Baseball Cap	Gen Merchandise	Green Baseball Cap			☐	$10.950	$20.000	-2	0
Green Camp More T	T-Shirts	Green Camp More Tee			☐	$8.240	$20.000	28	0
ICE12345	Ice	Ice - 10lb Bag			☐	$1.000	$1.500	49	15
Kayak Full Day	Non-Taxable	Kayak Full Day - 8 hours			☐	$0.000	$40.000	0	-1
Kayak Half Day	Non-Taxable	Kayak Half Day - 4 hrs.			☐	$0.000	$25.000	0	-1
Laundry Soap	Gen Merchandise	Laundr Soap - Single Use			☐	$0.000	$0.500	0	0
Navy Life is Better T	T-Shirts	Navy Life is Better Tee			☐	$7.180	$20.000	29	0
Pink Baseball Cap	Gen Merchandise	Pink Baseball Cap			☐	$10.950	$20.000	1	3
Red Baseball Cap	Gen Merchandise	Red Logo Baseball Cap			☐	$10.950	$20.000	2	3
Rust Life is Better T	T-Shirts	Rust Life is Better Tee			☐	$7.180	$20.000	25	10
Sticker	Gen Merchandise	Sticker			☐	$1.000	$1.000	1	4

To add a product to the list, click on the Add Product button at the bottom of the screen. The form to the right will appear. If you have a bar code scanner installed, scan the item you wish to put into the system. The SKU field should become filled with characters. If you are not using a scanner, you can make up your own SKU or a SKU from the packaging. Select the category of the item from the dropdown selection. This selection is populated from the categories that were setup on the POS setup screen. Taxes will be applied based on the category. Type a description that you want for the item. Keep in mind only the 1st 20 characters will be displayed on the printed receipt. The description field can be used to lookup an item if for some reason the UPC is

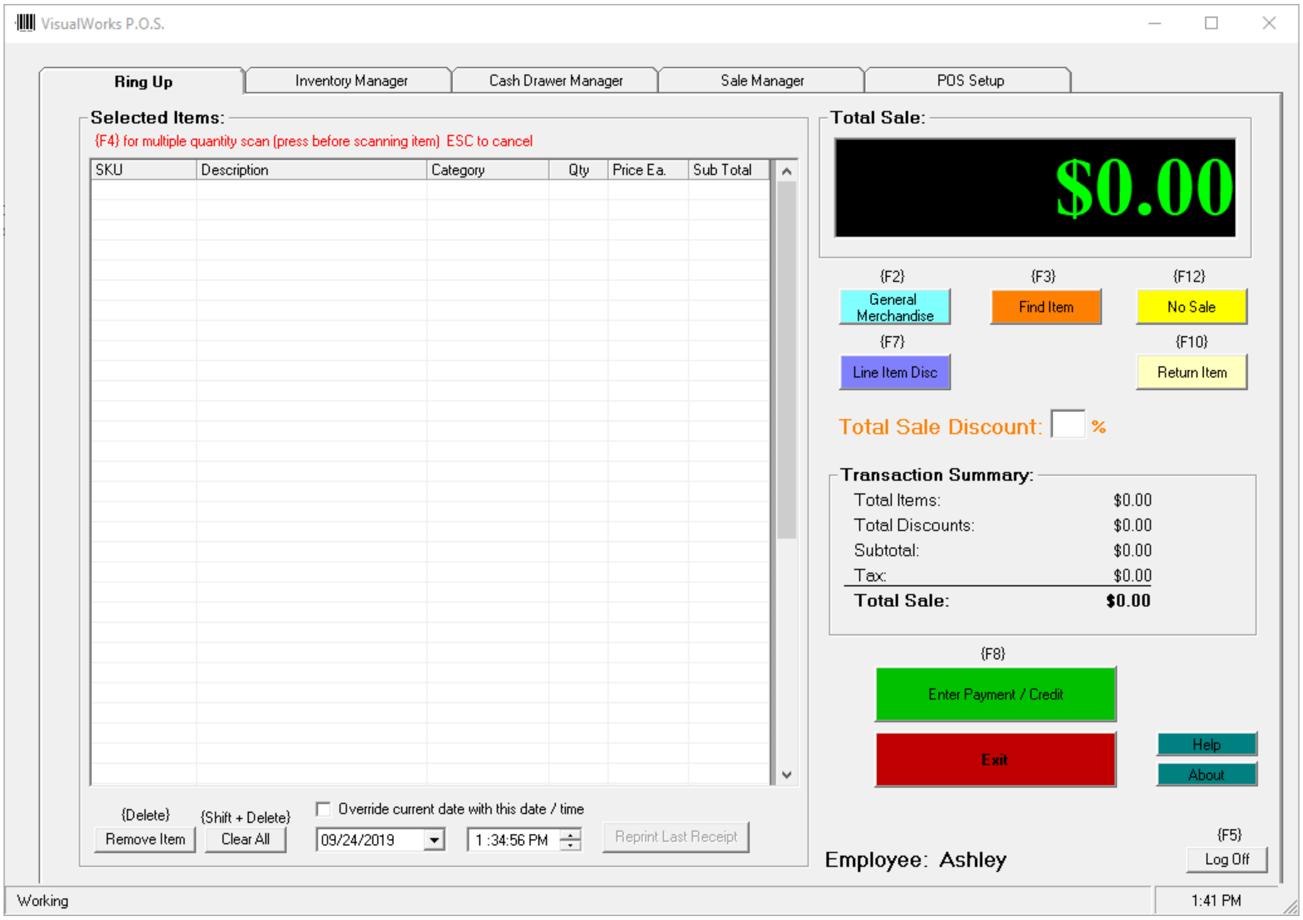


unreadable. For this reason, we recommend that at least the beginning of the description is exactly as shown on the product itself. This will greatly aid in speed of product lookup when necessary. Use the vendor fields to track the vendor and vendor number being used for this item to make it easier to re-order inventory. If you wish to track the purchase price, enter it. The purchase price * the quantity on hand will be used on the inventory reports to show you the total cost of goods on hand. Enter the selling price for this item. This is the price that POS will use when ringing up an item. If the item has a variable price (ie fuel), you can leave the price empty. If you leave the price empty, then at checkout, the employee running the POS system will be prompted to enter the price. Next enter the Qty Order Point. This is the point that flags you it is time to re-order. When the inventory drops below this amount, it will be flagged as low inventory and will show up on the list and reports of items with low inventory. If you do not want to track inventory on an item, enter –1 and the item will not show on inventory reports. Lastly, enter the number of items you want to add into inventory or enter the total inventory level that you want this item set to. Press Save to save your changes and add the items into your product list and inventory. The form will clear and immediately be ready to enter a new item. Repeat the process for each new product you wish to enter. When done select Cancel.

Fuel Items: CampWorks POS has a special provision for fuel items. If the item is a type of fuel, then check the fuel item box. When a new Fuel Item is purchased, POS will ask the user to enter the total fuel sale as observed by the pump readout. POS will calculate the gallons sold and print this on the receipt with the price per gallon. The gallons are also subtracted from your fuel inventory so you can make sure you are keeping tabs on the total fuel sold when you might need to reorder, and detect potential theft.

To Delete an item, just select the item in the product list and press delete. The item and all inventory will be deleted.

Using CampWorks POS



Logging On / Off

CW POS will automatically prompt for a logon on startup or if automatic log off is enabled and the timer specified for automatic log off in setup has expired. Enter a valid employee code to gain entry into CW POS. Depending on the user's access level, the appropriate tabs are available. The employee's name who is currently logged on is displayed in the lower right hand corner. To log off, just press the log off button in the far lower right hand corner or press the F5 key.

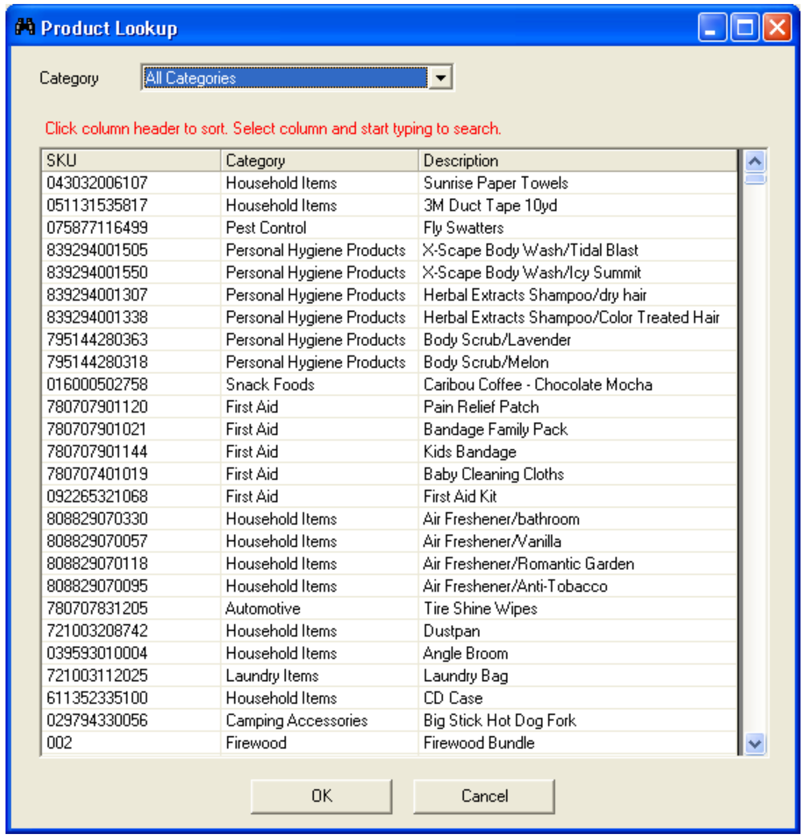
Sale Ring Up

To ring up a sale, select the Ring Up tab. If logged in as a user, this is the only tab visible.

<u>Scanning or Entering Items</u>:
To enter an item, simply scan the first item with the bar code scanner. The item should automatically appear in the selected items list. You can also manually enter a number by just typing in the number and pressing the enter key. To enter multiple quantities of an item, press the F4 button, enter the quantity, then scan the item.

Looking Up an Item:

If the item does not have a bar code and you need to manually look it up, you can press the Find Item button or press the F3 key on your keyboard.



Use the pull down menu to select a category to narrow your search. Clicking on each column heading will sort the items by that column. Typing letters will search the column you clicked on for those letters. For example to find an item named "Tire Shine Wipes" start typing "tire" on your keyboard and the grid will automatically scroll to the first item in the category starting with "tire". If you delay to long in between keystrokes the grid will think you are starting over.

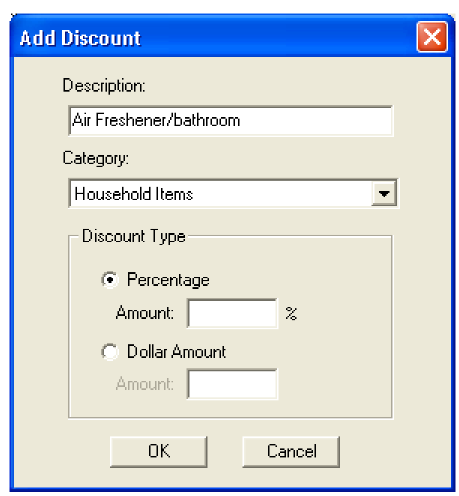
Once you have found the item in the grid, double click it with your mouse or single click it and press OK to enter the item into the Selected Items list for ring up.

Removing Items:

To remove an item from the Selected Items list, just select it and press the Remove Item button or press the Delete key on your keyboard. To clear the entire list, select Clear All or press the Shift and Delete keys at the same time to clear the list.

Applying Discounts:

There are 2 types of discounts that can be entered: Line Item Discounts and Total Sale or Overall Discounts.



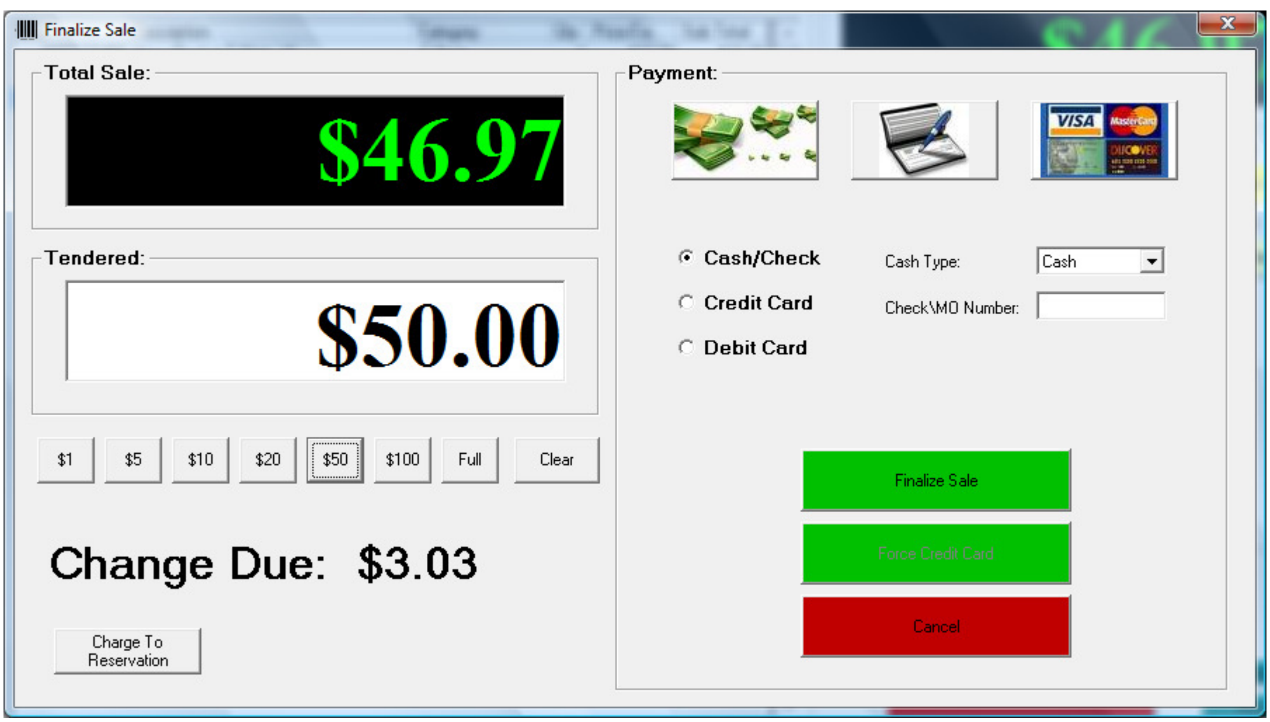
If you want to enter a discount that is specific to a particular item, click on the item in the Selected Items grid and then press the Line Item Discount or press F7 on your keyboard. The form to the right will display. You can modify the description of the discount and the amount as a percentage or fixed dollar amount. An example of this type of discount is a clearance items sale. Anything marked clearance is 50% off of the lowest ticketed price. You put clearance tags on anything you want to get this sale. When the employee scans the item and sees the clearance tag, they click on the item, line item discount and type 50%

Note that if Line Item Discount is selected without first selecting an item in the grid, the description will be blank and a percentage will not be available, since no item was selected. In this case you can only enter a fixed dollar amount discount. This is useful if you just want to give the customer a fixed dollar amount discount for the sale.

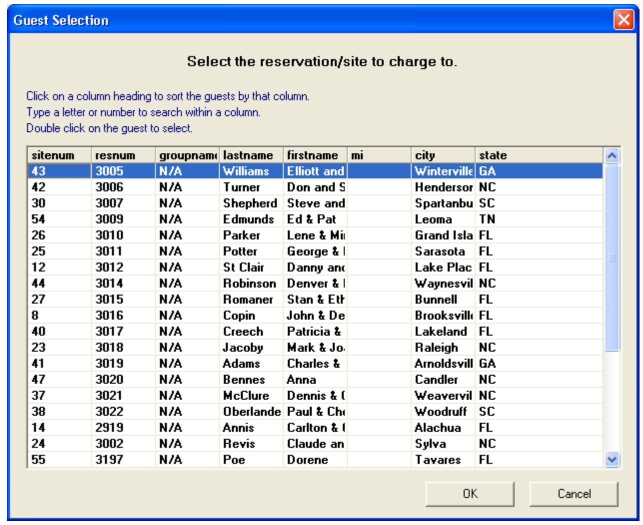
To enter a total sale or overall discount, select the checkbox next to the Overall Discount text on the right side of the ring up screen. Enter the percentage of the discount. The discount will be applied across the entire sale and calculated into the discount amount.

For security on user level discounts see the setup information on users & discount authorization earlier in this manual.

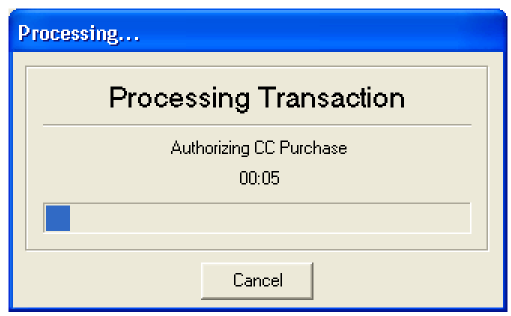
Entering/Processing Payments:
Now that the items are scanned and discounts have been applied, you are ready to accept the customer's payment. Click on the green Enter Payment/Credit button. The Finalize Sale screen will appear. First enter the amount being tendered. You can either manually type this amount or click on the buttons below to enter the correct amount. Clicking on one of the dollar amounts will add that amount into the tendered box. Clicking on the amount again will add that amount to the tendered amount. For example: If the customer gives you 2 $20 bills, you could click the $20 button twice. Clicking on Full will put in the exact amount due. If this is a credit card transaction, you can skip this step and just press the credit card icon to the right. The amount tendered will automatically be filled in with the total sale amount.



Selecting Charge To Reservation, will bring up a selection list of currently checked in reservations. To find the correct reservation, you can click on the heading of each column to sort the reservations by that column. Start typing to search that column for the correct guest. Once you find the correct guest, double left click with your mouse or highlight it and press OK. You will be asked if you are sure this is what you want to do. After answering yes, a line will appear on the finalize sale screen indicating that this sale will be charged to reservation XXX. Also a cancel button will appear next to this text. If you wish to cancel charging and/or want to charge to a different reservation, press cancel and repeat the process for a different reservation.



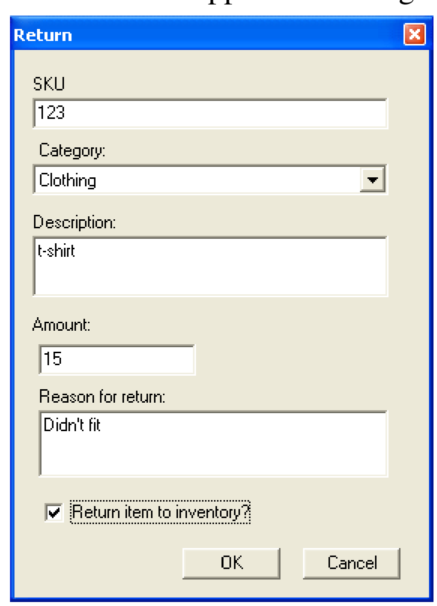
Next click on the icon of the appropriate currency below the sale amount (Cash, Check, or Credit Card). Cash is the default, so you can skip this step if you are doing a cash sale. For a cash sale, you can simply press the Finalize Sale button to complete the transaction. For checks, you can enter the check # if you want to save this information before pressing Finalize Sale. If credit card is selected and you have payment card processing enabled, a new secure payment processing form will appear to enter the card information. After entering/scanning card a Processing Transaction screen will appear as the credit card is being approved. If you are not using one of our integrated payment card processing solutions, you can process the credit card offline and enter the last 4 digits of the card # into the POS system.



After pressing the Finalize Sale or Process Credit Card button, a text box will appear indicating how much change is due. The cash drawer should kick open, and lastly, the receipts should print. Your sale is now complete and CW POS is ready for the next sale.

<u>Opening the Cash Drawer without a Sale</u>:
If you need to open the cash drawer without entering a sale transaction, just click on the No Sale button. The cash drawer should kick open. Note that no data is logged to this event.

<u>Product Returns</u>:
To return a product, select the Return Item button or press F10 on your keyboard. Scan or type the item SKU. Enter a reason for the return and select whether or not the item

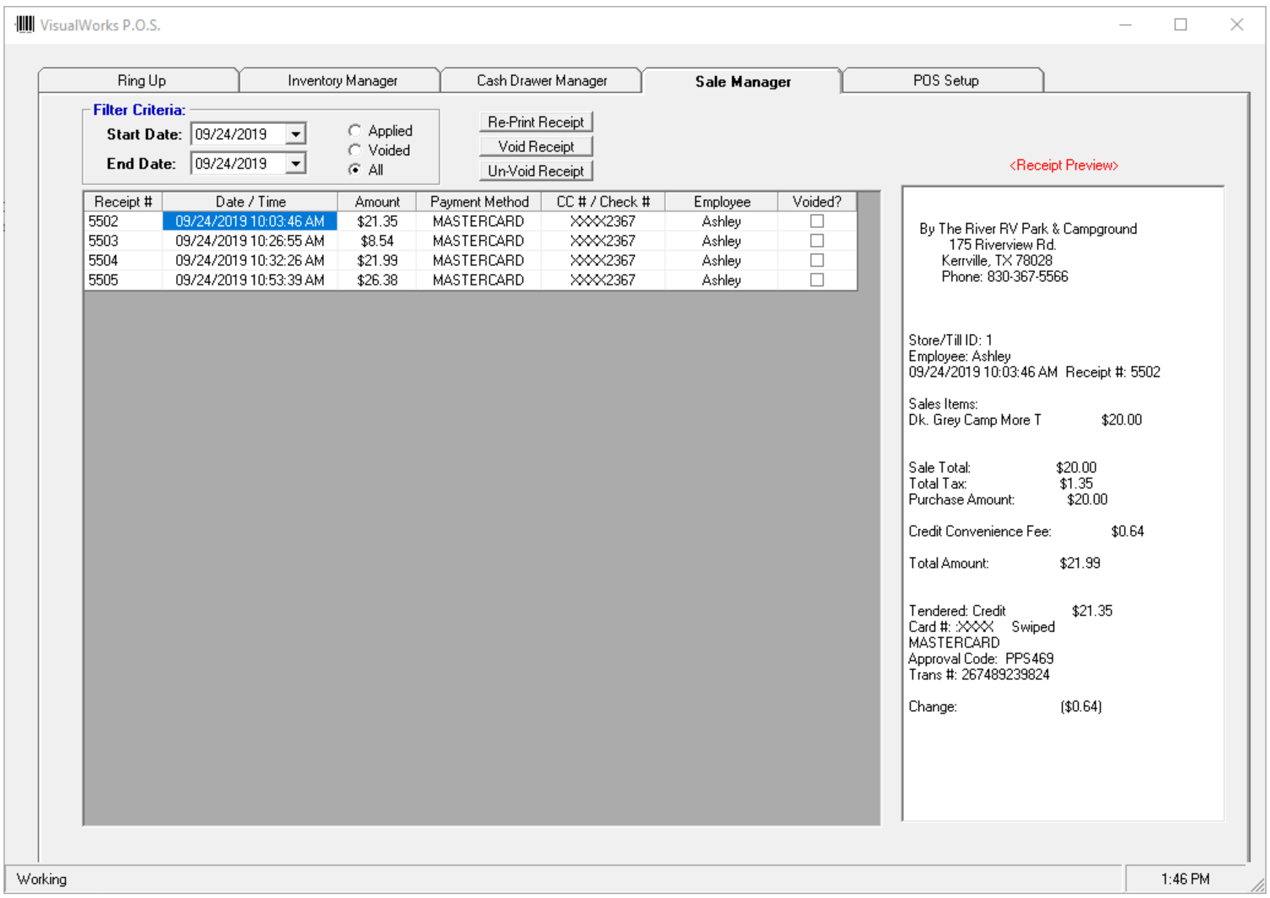


should be returned to inventory. If you select to return the item to inventory, the inventory count for that item will be increased by one. Press OK to finish the product return. Select Enter Payment/Credit. Select the Full amount and the payment method (usually either Cash or Credit) and finalize the sale.

Reprint Last Receipt:
If you have a printer jam and need to fix the printer and reprint the last receipt, you can do this by pressing the Reprint Last Receipt button. To reprint an earlier receipt you need to use the Sales Manager tab.

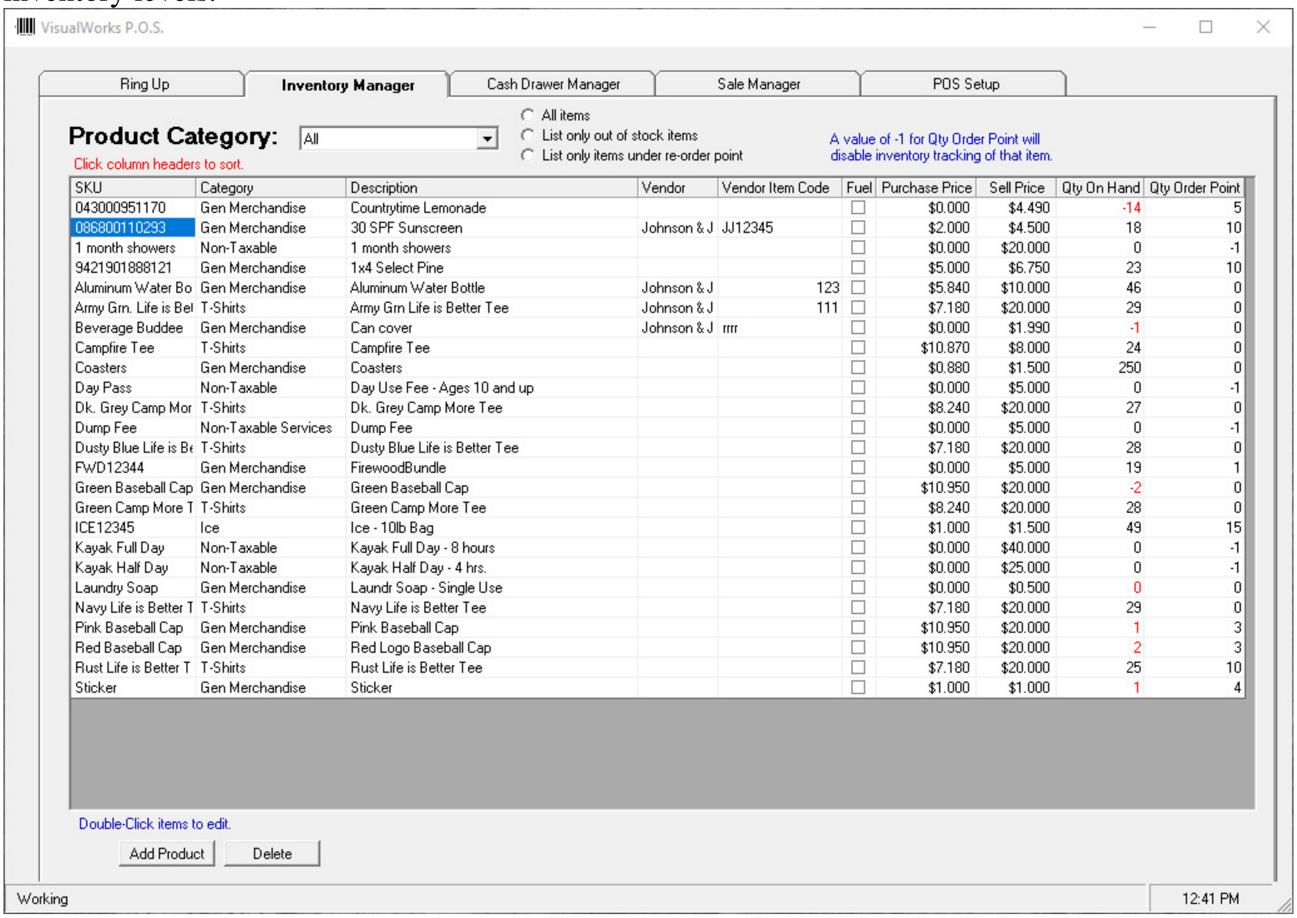
Management Functions

Voiding a Sale or Reprinting a Receipt using the Sales Manager Tab:
Use the Sale Manager tab to void a sale. You must be logged on with a Manager L2 or Administrator to have access to this tab.



You can use the Sale Manager Filter Criteria to narrow down the display of receipts. Use the start / end dates and/or select Applied, Voided, or All to find receipts. Voided receipts are noted in red and have a checkbox activated on the right hand side. Use the buttons to void, un-void or reprint the receipt. Note, when voiding, un-voiding, you will be asked whether the items should get returned to inventory. If you answer yes, each item in the sale will have the inventory adjusted by the appropriate amount.

Managing Inventory using the Inventory Manager Tab:
To adjust inventory or edit product items, use the Inventory Manager tab. You must have administrator or Manager L2 level access to utilize this function. Through this screen you can manage your inventory levels and see what products are low on inventory. Select a category or leave as all. Select out of stock or items under re-order point to see an active list of the product inventory levels.

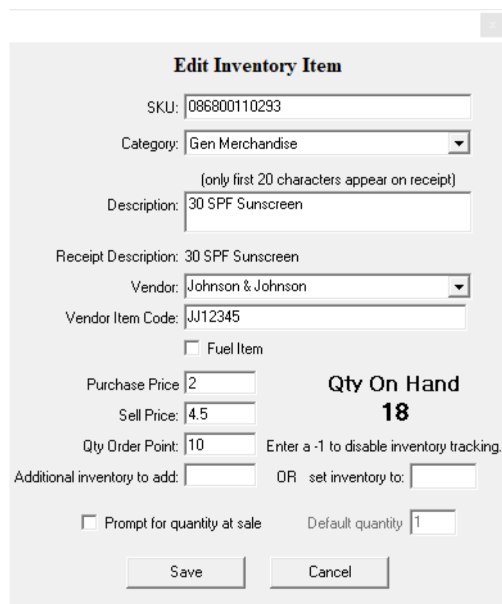


SKU	Category	Description	Vendor	Vendor Item Code	Fuel	Purchase Price	Sell Price	Qty On Hand	Qty Order Point
043000951170	Gen Merchandise	Countrytime Lemonade			☐	$0.000	$4.490	-14	5
086800110293	Gen Merchandise	30 SPF Sunscreen	Johnson & J	JJ12345	☐	$2.000	$4.500	18	10
1 month showers	Non-Taxable	1 month showers			☐	$0.000	$20.000	0	-1
9421901888121	Gen Merchandise	1x4 Select Pine			☐	$5.000	$6.750	23	10
Aluminum Water Bo	Gen Merchandise	Aluminum Water Bottle	Johnson & J	123	☐	$5.840	$10.000	46	0
Army Grn. Life is Bet	T-Shirts	Army Grn Life is Better Tee	Johnson & J	111	☐	$7.180	$20.000	29	0
Beverage Buddee	Gen Merchandise	Can cover	Johnson & J	rrrr	☐	$0.000	$1.990	-1	0
Campfire Tee	T-Shirts	Campfire Tee			☐	$10.870	$8.000	24	0
Coasters	Gen Merchandise	Coasters			☐	$0.880	$1.500	250	0
Day Pass	Non-Taxable	Day Use Fee - Ages 10 and up			☐	$0.000	$5.000	0	-1
Dk. Grey Camp Mor	T-Shirts	Dk. Grey Camp More Tee			☐	$8.240	$20.000	27	0
Dump Fee	Non-Taxable Services	Dump Fee			☐	$0.000	$5.000	0	-1
Dusty Blue Life is Be	T-Shirts	Dusty Blue Life is Better Tee			☐	$7.180	$20.000	28	0
FWD12344	Gen Merchandise	FirewoodBundle			☐	$0.000	$5.000	19	1
Green Baseball Cap	Gen Merchandise	Green Baseball Cap			☐	$10.950	$20.000	-2	0
Green Camp More T	T-Shirts	Green Camp More Tee			☐	$8.240	$20.000	28	0
ICE12345	Ice	Ice - 10lb Bag			☐	$1.000	$1.500	49	15
Kayak Full Day	Non-Taxable	Kayak Full Day - 8 hours			☐	$0.000	$40.000	0	-1
Kayak Half Day	Non-Taxable	Kayak Half Day - 4 hrs.			☐	$0.000	$25.000	0	-1
Laundry Soap	Gen Merchandise	Laundr Soap - Single Use			☐	$0.000	$0.500	0	0
Navy Life is Better T	T-Shirts	Navy Life is Better Tee			☐	$7.180	$20.000	29	0
Pink Baseball Cap	Gen Merchandise	Pink Baseball Cap			☐	$10.950	$20.000	1	3
Red Baseball Cap	Gen Merchandise	Red Logo Baseball Cap			☐	$10.950	$20.000	2	3
Rust Life is Better T	T-Shirts	Rust Life is Better Tee			☐	$7.180	$20.000	25	10
Sticker	Gen Merchandise	Sticker			☐	$1.000	$1.000	1	4

If you have received new inventory and wish to add it to the system. Double click on an item in the grid. The edit inventory item form will display. Enter the new quantity received into the additional inventory to add box. The inventory count for this item will be increased by that amount.

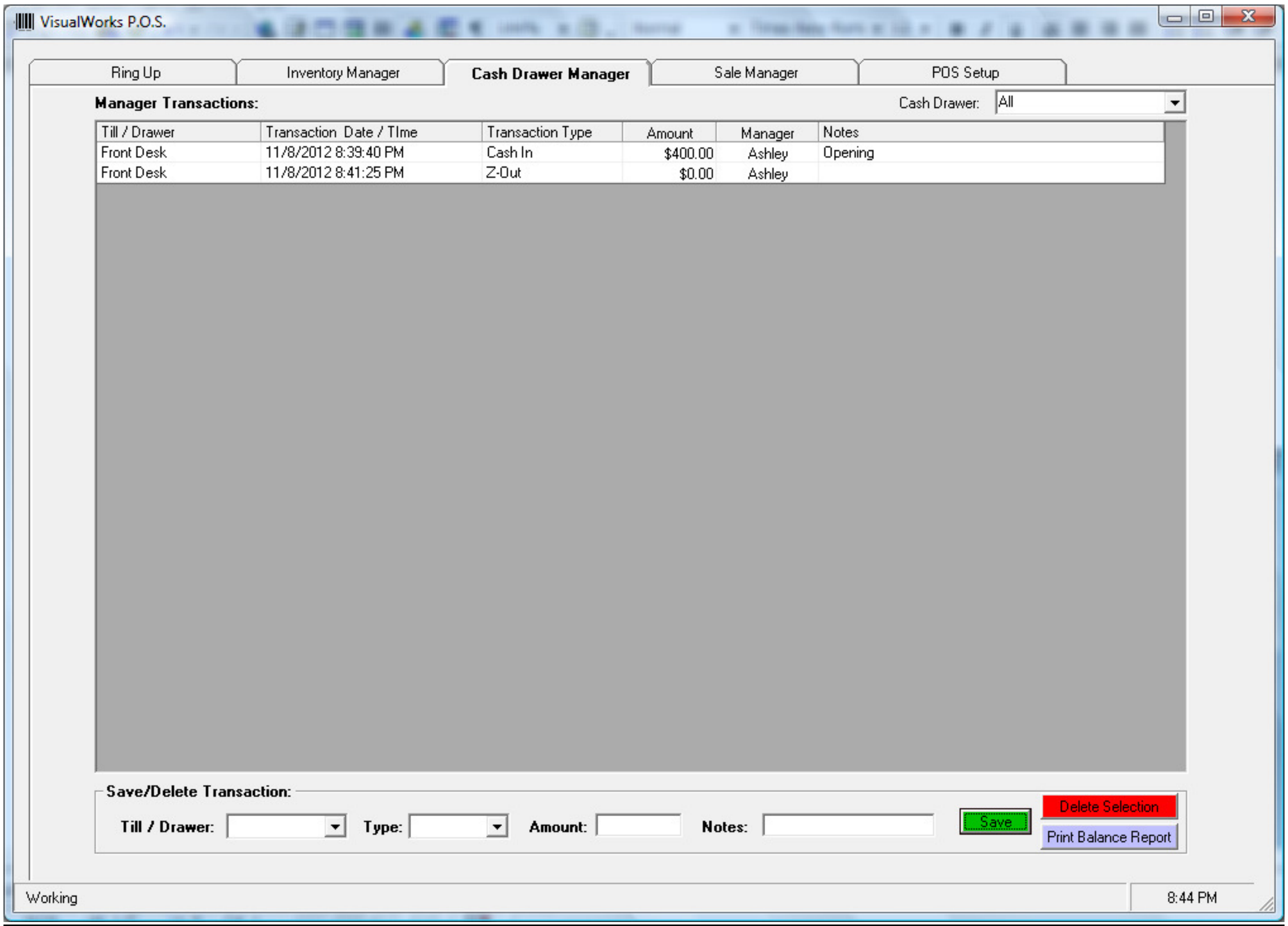
If you just want to reset the inventory to a known level enter the total inventory in the set inventory to text box.

You can also change any other information including the item SKU/barcode # on this screen. Click on Save to save changes.

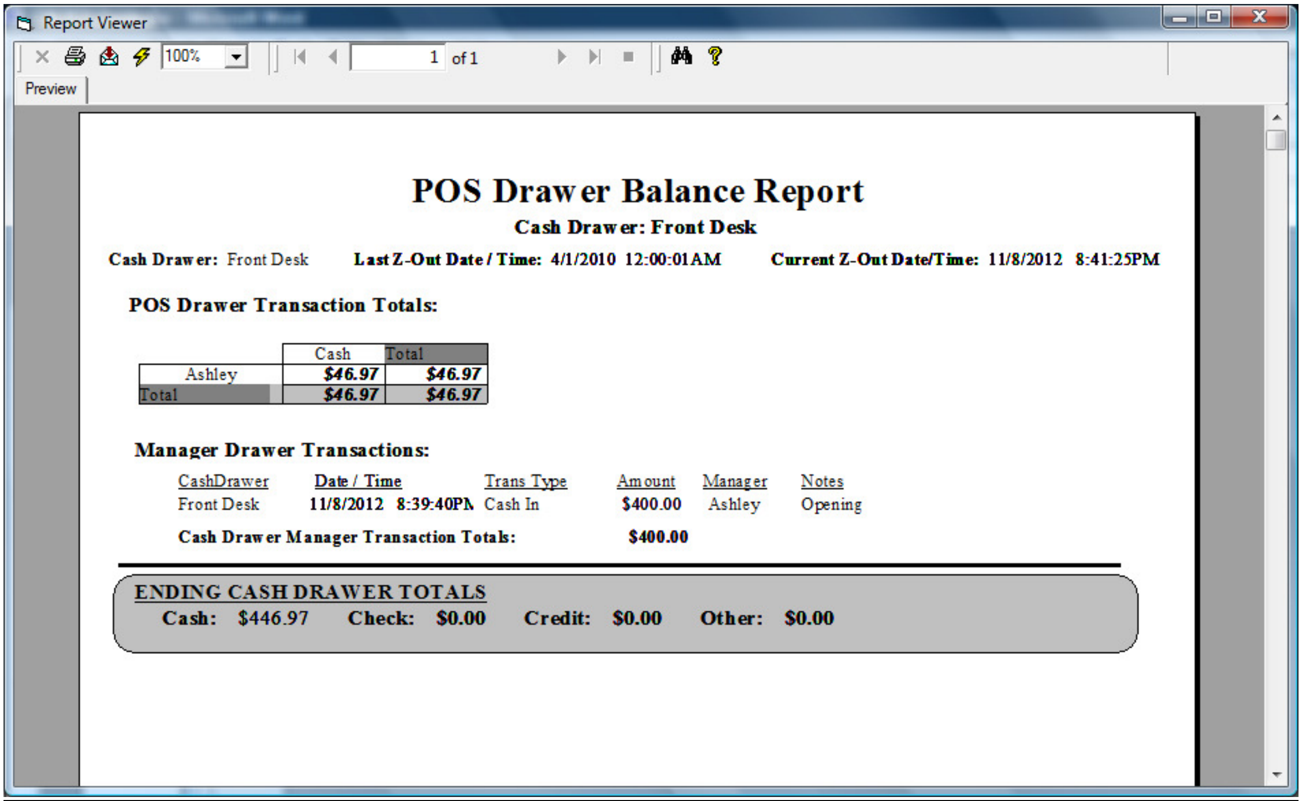


Cash Drawer Manager:

The cash drawer manager helps you keep track of your employee's transactions in POS and make sure that your cash drawer stays in balance. The cash drawer manager is only available if you are logged in as a Manager L1/2 or an administrator. Each POS station should have been setup with a different cash drawer name. By selecting the cash drawer from the pull down, you can see all drawer management functions for each drawer or for all drawers combined.



To start managing a drawer, select the drawer, select Cash In and enter the amount of cash the drawer is starting with. Enter any notes and press save. All transactions from this point until Z-Out will be logged to the drawer and displayed on the Balance Report. If you need to take cash out of the drawer (to move to another drawer for example), select the drawer, select Cash Out, enter the amount, notes and Save. Finally, when you are ready to Z-Out (for example end of the day or end of an employee's shift) select the drawer, Z-Out, enter notes and press save. POS will ask if you want to print a balance report. This report will show the amount of currency that should be in the drawer, transaction totals by employee and all cash in/out management transactions for POS and reservations. An example of the report is shown below.



POS Drawer Balance Report

Cash Drawer: Front Desk

Cash Drawer: Front Desk **Last Z-Out Date / Time:** 4/1/2010 12:00:01AM **Current Z-Out Date/Time:** 11/8/2012 8:41:25PM

POS Drawer Transaction Totals:

	Cash	Total
Ashley	***$46.97***	***$46.97***
Total	***$46.97***	***$46.97***

Manager Drawer Transactions:

CashDrawer	Date / Time	Trans Type	Amount	Manager	Notes
Front Desk	11/8/2012 8:39:40PM	Cash In	$400.00	Ashley	Opening

Cash Drawer Manager Transaction Totals: **$400.00**

ENDING CASH DRAWER TOTALS

Cash: $446.97 **Check:** $0.00 **Credit:** $0.00 **Other:** $0.00

Viewing POS Reports:

POS management reports are viewed through the CampWorks Reporting screen. There are several reports to list inventory, display inventory status, sales, & returns. After the POS module is installed, you will have a new “POS” category. Select the category and the report that you want to run. The Accounting Summary and Business Summary reports under financial reporting will combine all of the POS and CampWorks sales into one report. This is a key advantage of using the CW POS system along with the CampWorks system. All financial data is neatly combined together to give you a complete view of your daily operations.