INVENTORY MODULE MANUAL

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OVERVIEW

Tick-It! Trak Pro Software Modules

The *Tick-It! Trak Pro* system consists of software modules that are purchased and deployed to provide the functionality required for the intended application. At a minimum, there are three modules that are required to deploy the system, and they are indicated as such below. The modules are:

The **ADMIN** Module (required)
The **POS** Module (required)
The **REPORT** Module (required)
The **INVENTORY** Module (optional, but needed for retail sales operations)
The **VALIDATION** Module (optional, but needed for Census tracking)
The **PACKAGE** Module (optional, but needed for easy multiple event sales and seat renewals)
The **INTERNET TICKETING** ASP Application (optional, but needed for Web Based Sales, if desired)
The **CRYSTAL REPORTS** writer from Crystal Decisions (optional, but strongly recommended, as it is needed for custom reporting, if desired)

A brief description of the functions of each module follows:

The **ADMIN** Module

This is the module that supervisors or administrators use to set up Attraction Schedules, Ticket Prices, Ticket Designs, POS Station Options, Operator Security settings and other manager duties. From this module your season of attractions is entered and maintained.

The **POS** Module

This is the Point of Sale interface, which allows transactions to take place. It is written to take advantage of touch screen stations, although a standard keyboard and mouse will also work. This is the module that does the actual transactions with the public, selling tickets, refreshments, souvenirs, etc.

The **REPORT** *Module*

This is another management tool that allows you to produce a variety of pre made and custom reports. All the reports of the *Tick-It! Trak Pro* system are designed and maintained using *Crystal Reports*, and can be modified using that program. *Crystal Reports* is available separately from Business Objects. In many organizations, there is usually a copy of *Crystal Reports* already on hand. It is a very common report writing program.

The **INVENTORY** *Module*

This module allows you to enter inventory items for retail sale, and to lay out and configure your POS Station Menus for sale of such items. You can maintain lists of suppliers (vendors), issue purchase orders to them and receive inventory from them. This is the module covered by this manual

*The **VALIDATION** Module*

The Validation Module is an interface for "scanning" barcodes on your tickets to record and track actual usage. This module can be used manually, with an attendant scanning tickets or entering in the ticket ID number, or this module can be interfaced to custom turnstiles, which will unlock automatically upon presentation of a valid ticket. In amusement park environments, season passes and multi-use tickets are often issued, frequently in the form of tough plastic cards. As long as they have the proper barcode issued by **Trak Pro**, this module will read them like any other ticket.

*The **PACKAGE** Module*

The Package Module allows you to sell flexible, multiple attraction packages in a few steps. With the Package Module, you can re-assign the same seats to your customer (if available) from one season to the next. You can mix venues, mix seating types, allow for "Customer Chooses X Attractions from Y Selections", specify revenue splits and more.

*The **KIOSK** Module*

The Kiosk Module allows you to set up self service stations so that customers may purchase tickets with a credit card. As of this writing, this module is still under development.

*The **INTERNET TICKETING ASP** Application*

This is an independent web based application based on Microsoft's IIS **A**ctive **S**erver **P**ages technology. This application is licensed for use on your server on a per transaction basis. A server within your domain becomes your 24/7 Internet ticketing processor. Ticket sales are performed using your live database and are recorded in real time. Users can select their seats after seeing the view from a given section.

CRYSTAL REPORTS *from Crystal Decisions*

This is the report writer used by the **Tick-It! Trak Pro** system. Existing reports can be modified, and new ones created. While strictly speaking it is an optional component, it is strongly recommended that you get a copy of this. As mentioned above, this is an industry standard report writer, and you might want to inventory your own software, to check to see if you already own this package. You might be surprised to learn you already have it.

Accessing the Inventory Module

MONTY: PICTURE HERE

From the ADMIN Module Menu, select POS Functions. Then, **Select Concessions and Inventory**.

This opens the Inventory Module. You will see a screen similar to this:

MONTY: PICTURE HERE

The Main Menu – Overview

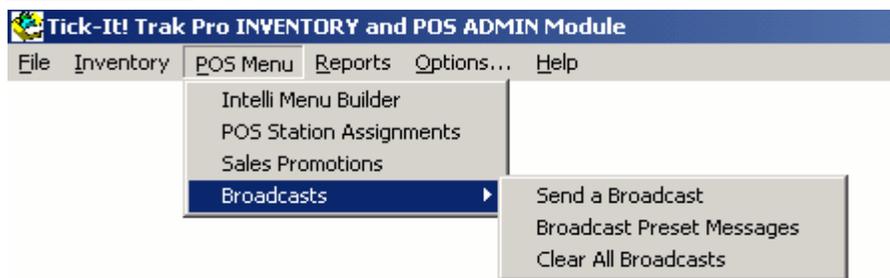The Main Menu is where you select from the primary functions of the Inventory Module

Tick-It! Trak Pro INVENTORY and POS ADMIN Module
File   Inventory   POS Menu   Reports   Options...   Help

There are 6 choices:

The File Menu

Tick-It! Trak Pro INVENTORY and POS ADMIN Module
File   Inventory   POS Menu   Reports   Options...   Help
Exit

The only function in the File Menu is to Exit the Program.

The Inventory Menu

Tick-It! Trak Pro INVENTORY and POS ADMIN Module
File   Inventory   POS Menu   Reports   Options...   Help
Create / Edit / Delete Inventory Items
Purchase Orders
Inventory Browser
Receive Inventory
Inventory Categories
Suppliers
Payment Terms

This menu allows you to enter, edit or view Inventory Items and Related Records

The POS Menu

Tick-It! Trak Pro INVENTORY and POS ADMIN Module
File   Inventory   POS Menu   Reports   Options...   Help
Intelli Menu Builder
POS Station Assignments
Sales Promotions
Broadcasts ▶   Send a Broadcast
                Broadcast Preset Messages
                Clear All Broadcasts

The POS menu is where you define your Retail Point of Sale screens

The Options Menu

Tick-It! Trak Pro INVENTORY and POS ADMIN Module
File   Inventory   POS Menu   Reports   Options...   Help
Data Source
Background ▶   Custom Image
               Default
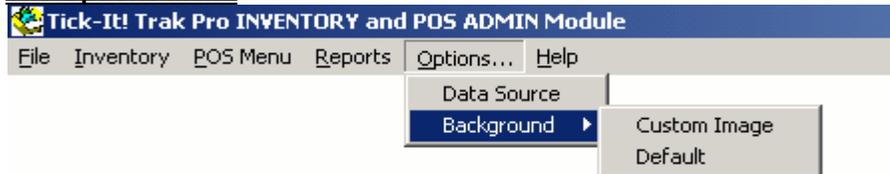
This menu allows you to set various options for the Program.

The Help Menu

Tick-It! Trak Pro INVENTORY and POS ADMIN Module
File   Inventory   POS Menu   Reports   Options...   Help
Contents
Search For Help On...
Tips for Novice Administrators
About
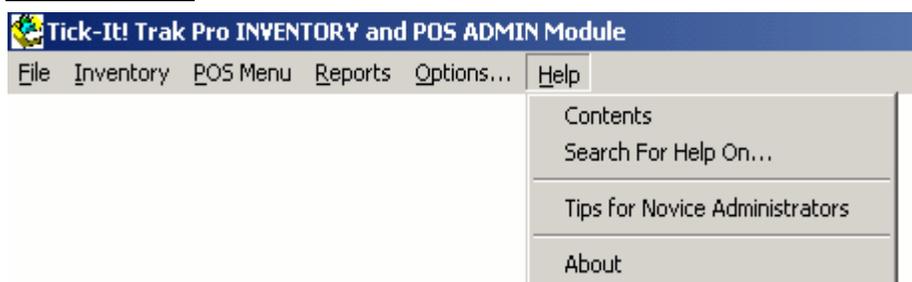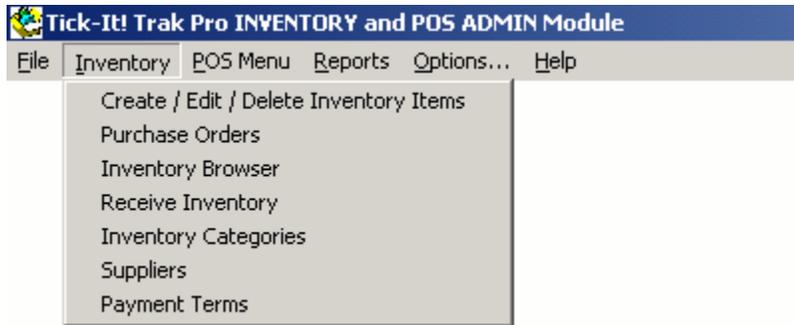
Here is where you access the help reference, enable or disable tips, and view program version and system information.

The Inventory Menu

Tick-It! Trak Pro INVENTORY and POS ADMIN Module

File   Inventory   POS Menu   Reports   Options...   Help

Create / Edit / Delete Inventory Items
Purchase Orders
Inventory Browser
Receive Inventory
Inventory Categories
Suppliers
Payment Terms

Use the Inventory Section to take care of anything relating to Retail Inventory. Create or edit Inventory Records, Manage Purchase Orders, set up Suppliers (Vendors), etc.

Create / Edit / Delete Inventory Items

From the Inventory Menu, click on "Create / Edit / Delete Inventory Items." You will be presented with this screen:

Inventory Search Form

Product Types:

Candy

Search String:

Search Field
- Product Name
- Supplier Part Number
- Product Description
- UPC Number
- Previous ID Number
- Tick-It! GA ID
- Supplier Name
- User Field 1

Search Now

	Inv ID	Inventory Item	Description	Retail Price	On Hand	
	1356	JuJu Fruits	Box of JuJu Fruits automatically added b	$1.50	546	
	1357	Junior Mints	Box of Junior Mints automatically added	$1.50	45	
	1358	Kit Kat Bars	Box of Kit Kat Bars automatically added I	$1.50	456	
	1359	Lemonheads	Box of Lemonheads automatically added	$1.50	0	
	1360	Mike and Ikes	Box of Mike and Ikes automatically adde	$1.50	456	
	1361	Milk Duds	Box of Milk Duds automatically added by	$1.50	65	
	1362	Nerds	Box of Nerds automatically added by the	$1.50	5	
	1363	Peanut Chews	Box of Peanut Chews automatically adde	$1.50	6	
	1364	Raisinets	Box of Raisinets automatically added by	$1.50	6	
	1365	Red Fish	Box of Red Fish automatically added by	$1.50	53	
	1366	Reese Cups	Box of Reese Cups automatically added	$1.50	144	
	1367	Reese Pieces	Box of Reese Pieces automatically adde	$1.50	56	
	1368	Runts	Box of Runts automatically added by the	$1.50	36	
	1369	Sno Caps	Box of Sno Caps automatically added by	$1.50	0	
	1370	Sour Patch Kids	Box of Sour Patch Kids automatically ad	$1.50	56	
	1371	Twizzlers	Box of Twizzlers automatically added by	$1.50	567	
	1372	Whoppers	Box of Whoppers automatically added b	$1.50	756	

New Product   This Product

Select All   Cancel

Click on "New Product" to create a new product record

You will be presented with a Blank Inventory Record. Fill in the information. Pictured below is a sample inventory record, a concession size package of Reese's Peanut Butter Cups.

The ID Number is generated by the program. It is shown for reference only.

Enter the name, description, current quantity on hand, reorder point, reorder quantity, unit cost, units per package, package cost, supplier stock number and retail price.

IMPORTANT TIP:
Notice that we **DID NOT** type in the apostrophe (') in the name REESES. The apostrophe is used by many SQL engines to mark the end of a text string. Many also use the double quote character ("). AVOID TYPING apostrophes and quotes. It will save you trouble later.

Select a category for the inventory item or create a new category for the item. Select a principle supplier for the item, or create a new supplier for the item.

Click on the PICTURE tab, to view a graphic image or assign an image for the item. This can help educate new employees by showing them EXACTLY what item the record represents

Pictured here is the image that has been assigned to our Reese's Cup record. There is little doubt as to what item the record represents

Related Topics:
<u>Searching for Inventory Records</u>
<u>Inventory Categories</u>
<u>Supplier Records</u>
<u>Common Database Record Controls</u>
<u>The Inventory Menu</u>

Searching for Inventory Items

Whenever you need to locate an inventory item record for any purpose, such as editing the record, or creating a purchase order, you will be presented with the "Search Screen":

Inv ID	Inventory Item	Description	Retail Price	On Hand
1356	JuJu Fruits	Box of JuJu Fruits automatically added b	$1.50	546
1357	Junior Mints	Box of Junior Mints automatically added	$1.50	45
1358	Kit Kat Bars	Box of Kit Kat Bars automatically added	$1.50	456
1359	Lemonheads	Box of Lemonheads automatically added	$1.50	0
1360	Mike and Ikes	Box of Mike and Ikes automatically adde	$1.50	456
1361	Milk Duds	Box of Milk Duds automatically added by	$1.50	65
1362	Nerds	Box of Nerds automatically added by the	$1.50	5
1363	Peanut Chews	Box of Peanut Chews automatically adde	$1.50	6
1364	Raisinets	Box of Raisinets automatically added by	$1.50	6
1365	Red Fish	Box of Red Fish automatically added by	$1.50	53
1366	Reese Cups	Box of Reese Cups automatically added	$1.50	144
1367	Reese Pieces	Box of Reese Pieces automatically adde	$1.50	56
1368	Runts	Box of Runts automatically added by the	$1.50	36
1369	Sno Caps	Box of Sno Caps automatically added by	$1.50	0
1370	Sour Patch Kids	Box of Sour Patch Kids automatically ad	$1.50	56
1371	Twizzlers	Box of Twizzlers automatically added by	$1.50	567
1372	Whoppers	Box of Whoppers automatically added b	$1.50	756

Inventory Search Form — Product Types: Candy. Search String. Search Field: Product Name, Supplier Part Number, Product Description, UPC Number, Previous ID Number, Tick-It! GA ID, Supplier Name, User Field 1. **Search Now** button. New Product, This Product, Select All, Cancel buttons.

In the example above, we have selected a specific inventory category CANDY.

You could further limit the search by entering in text and selecting a filter field. After you set the search criteria, Click on the big SEARCH NOW button to view the results.

When you ask for a text search, for example, by Product Name, the program will find all product names that BEGIN with the text you have entered. If you entered **BL** for your search text, the program would select:

BLACKBERRY
BLIMP
BLUEBERRY
BLUENOSE

Use a "wild card" for broader text searches. The wild card character is the percent sign (%). By entering the wild card character IN FRONT of your search text the computer will find items that have the text ANYWHERE in the search field, not only the beginning. If you entered **%AC** for your search text, the program would select:

ACME BATTERIES
ACTION FIGURE
V**AC**CUUM CLEANER
VALUE P**AC**K

Select a record by clicking on the line item to highlight the row. Then click on THIS PRODUCT. Or, double click on the "record selectors" on the left hand side of the list. Select multiple records by clicking on the record selectors while holding the CTRL button on your keyboard:

Inventory Search Form

Product Types:
All Categories

Search String:

Search Field
- ● Product Name
- ● Supplier Part Number
- ● Product Description
- ● UPC Number
- ● Previous ID Number
- ● Tick-It! GA ID
- ● Supplier Name
- ● User Field 1

Search Now

Inv ID	Inventory Item	Description	Retail Price	On Hand
1465	Molecule Ball Cap	Ball Cap #4 automatically added by the (	$0.00	0
1463	NASA Ball Cap	Ball Cap #2 automatically added by the (	$0.00	-1
1464	Science Ball Cap	Ball Cap #3 automatically added by the (	$0.00	1
1466	Star Ball Cap	Ball Cap #5 automatically added by the (	$0.00	0
1462	TCSM Ball Cap	Ball Cap #1 automatically added by the (	$0.00	0
1476	DNA for Dummies (Hardcover)	DNA for Dummies (Hardcover) automatid	$0.00	0
1477	DNA for Dummies (Softcover)	DNA for Dummies (Softcover) automatic.	$0.00	0
1474	Einstein Biography (Hardcover)	Einstein Biography (Hardcover) automati	$0.00	0
1475	Einstein Biography (Softcover)	Einstein Biography (Softcover) automatid	$0.00	0
1472	Hawkings Universe (Hardcover)	Hawkings Universe (Hardcover) automa	$0.00	0
1473	Hawkings Universe (Softcover)	Hawkings Universe (Softcover) automati	$0.00	0
1478	Story of Electricity (Hardcover)	Story of Electricity (Hardcover) automatid	$0.00	0
1479	Story of Electricity (Softcover)	Story of Electricity (Softcover) automatic.	$0.00	0
1321	Foot Long Hot Dog Bun	Foot Long Hot Dog Bun Record automa	$0.00	-6
1325	Hamburger Bun	Hamburger Bun Record automatically ad	$0.00	-55
1309	Hot Dog Bun	Hot Dog Bun Record automatically adde	$0.00	-9
1347	Buncha Cruncha	Box of Buncha Cruncha automatically ad	$1.50	1

4 Items Selected

New Product | These Products

Select All | Cancel

Related Topics:
Inventory Records
The Inventory Menu

Creating a Purchase Order

Trak Pro can assist you in creating Purchase Orders for your Suppliers. The form is divided into two parts:

The Top Portion of the PO Form
Shows the Purchase Order Details
and Allows you to Edit them.

PO ID: **35** Supplier: **Candy And Popcorn.Com** Terms: **Net 30 Days** Issued: **11/27/03** Required: **12/10/03** OrderedBy: **JMB**

Bill To: **2879 Hillcrest Drive / PO Box 788 / Podemska MI 48888**

Ship To: **2879 Hillcrest Drive / PO Box 788 / Podemska MI 48888**

Notes:

	ID	Item	Supplier #	Price	Qty	Ext'd
1	1344	Choc Gummi Bears	879645	0.90	144.0	129.60
2	1347	Buncha Cruncha	756546	0.90	144.0	129.60
3	1343	Choc Almonds	878568	0.90	144.0	129.60
4	1351	Gobstoppers	124344	0.90	288.0	259.20
5	1359	Lemonheads	947467	0.90	144.0	129.60
6	1354	Hersheys Almond	097578	0.90	144.0	129.60

Shipping: 0.00
Taxes: 0.00
Misc Charges Description:
Misc Charges: 0.00
Total: 907.20

Here are the Line Items
Being Ordered, and
the Resulting Totals

Select the Supplier from the Pull Down list. If you are placing an order to a Supplier not currently in the system, create a new Supplier Record. Click on the button next to the pull down list and The Bill to and Ship to addresses fill in for you automatically, based on entries in your Company Information record. Edit if necessary.

The Bottom Portion of the PO Screen
is a Built In Inventory Browser

Select items to enter in your PO by double clicking on the record selectors in the Inventory Browser.

	ID	Item Name	Supplier	Stock Num	On Hand	Reord Pt	Reord Qty	Cost
14	1359	Lemonheads	Candy And Popcorn.(	947467	0.0	10.0	144.0	$0.90
15	1362	Nerds	Candy And Popcorn.(	679656	5.0	10.0	144.0	$0.90
16	1363	Peanut Chews	Candy And Popcorn.(		6.0	10.0	144.0	$0.90
17	1364	Raisinets	Candy And Popcorn.(		6.0	10.0	144.0	$0.90
18	1369	Sno Caps	Candy And Popcorn.(		0.0	10.0	144.0	$0.90

☑ Only Show Products from this Supplier
☑ Only Show Products At or Below the Re-Order Point

Hide Inventory Browser   New Inventory Item

You can filter out Inventory Records,
Showing Only Items from the Supplier
You are Issuing the PO to, and/or
Items that are at or below the reorder point.

You can Hide the Inventory Browser,
or even create new Inventory Records

When you select an item, a window will pop up, prompting you to fill in specific ordering information, as shown here:

Creating a New Purchase Order

PO ID: 35   Supplier: Candy And Popcorn.Com   Terms: Net 30 Days   Issued: 11/27/03   Required: 12/10/03   OrderedBy: JMB

Bill To: 2879 Hillcrest Drive / PO Box 788 / Podemska MI 48888

Ship To: 2879 Hillcrest Drive / PO Box 788 / Podemska MI 48888

Notes:

	ID	Item	Supplier #	Price	Qty	Ext'd
1	1344	Choc Gummi Bears	879645	0.90	144.0	129.60
2	1347	Buncha Cruncha	756546	0.90	144.0	129.60
3	1343	Choc Almonds	878568	0.90	144.0	129.60
4	1351	Gobstoppers	124344	0.90	288.0	259.20
5	1359	Lemonheads	947467	0.00	144.0	129.60
6	1354	Hersheys			144.0	129.60

Enter Ordering Information for this Product

Product ID: 1355   Supplier Part Number: 456745   Product Name: Hot Tamales

Order: 144.0   Price: $0.90   Extended: 129.60

Cancel   OK, Add It!

Shipping: 0.00
Taxes: 0.00
Misc Charges: 0.00
Total: 907.20

	ID	Item Name	Supplier	Stock Num	On Hand	Reord Pt	Reord Qty	Cost
11	1353	Hersheys	Candy And Popcorn.(	768945	0.0	10.0	144.0	$0.90
12	1354	Hersheys Almond	Candy And Popcorn.(	097578	0.0	10.0	144.0	$0.90
13	1355	Hot Tamales	Candy And Popcorn.(	456745	0.0	10.0	144.0	$0.90
14	1359	Lemonheads	Candy And Popcorn.(	947467	0.0	10.0	144.0	$0.90
15	1362	Nerds	Candy And Popcorn.(	679656	5.0	10.0	144.0	$0.90

☑ Only Show Products from this Supplier
☑ Only Show Products At or Below the Re-Order Point

Hide Inventory Browser   New Inventory Item

Close

The dollar amount of your order will be totaled for you automatically. You may also enter any shipping or misc. fees as shown.

When finished, click the CLOSE button. You will be asked to confirm that you are finished with the PO. You will also be given the option to print the PO. If you elect to print, you will be taken to the Report Preview Panel, to view the PO before sending it to your printer.

Related Topics:
Browsing Purchase Orders
Inventory Records
The Inventory Menu

Browsing Purchase Orders

View issued Purchase Orders using the Purchase Order Browser, pictured below:

To limit your search, FILTER your POs:

View ALL Purchase Orders
View COMPLETED Purchase Orders
View INCOMPLETE Purchase Orders

Or, SORT your POs:

Descending PO Number (most recent on top)
By Supplier
By Ascending Required Date (things needed first on top)

Double click on the record selector to bring up the PO for modification or printing.

To create a NEW PO, Click on the CREATE NEW PURCHASE ORDER button.

To BROWSE INVENTORY LEVELSclick on the BROWSE INVENTORY LEVELSbutton.

Related Topics:
Creating a Purchase Order
The Inventory Menu

Selecting a Purchase Order for Receiving

When you place orders with your suppliers, merchandise arrives. . The process of recording your shipments and updating your database is referred to as "Receiving Items into Inventory". Your first step from this screen is to either click on the FIND ITEM button to <u>search through your inventory records</u>, or scan or enter the Inventory ID:

In this example, we are receiving a case of 144 "Hot Tamale" candies. If you are receiving an item that has no inventory record, create a record by clicking on the <u>CREATE NEW ITEM button</u> Enter the appropriate information. In this example, the case was $129.60, or 90 cents each. Once you enter the shipment and pricing information, click on the RECEIVE AS SHOWN button.

At this point, the computer will search for any outstanding Purchase Orders that are "expecting" this item. If there are any, you will be presented with a list to choose from. Select the Purchase Order to receive against. The computer will update the records. In this example, we are receiving against PO # 35, issued to the Candy and Popcorn dot com company.

After your item records are updated, you will see this confirmation message.

Related Topics:

<u>Browsing Purchase Orders</u>
<u>Creating a Purchase Order</u>
<u>The Inventory Menu</u>

The Crystal Report Viewer

The Purchase Order Forms generated by the *Tick-It! Trak Pro Inventory Module* are created and maintained using the Crystal Reports Designer, available from Crystal Decisions.
(their website is www.CrystalDecisions.com)

When you run a Purchase Order Crystal Report from the Inventory Module, a Preview Form will appear, much like the one you see below:
MONTY: PICTURE {BMC ReportViewer1.bmp}

By default, the viewer will set the scaling to attempt to show you the entire page of the report, assuming that it is formatted for an 8 ½ by 11 sheet of paper.

Along the top you will see a set of controls that allow you to do some pretty neat things with the report you are previewing.

Here are the controls in detail:

MONTY: PICTURE {BMC ReportViewer2.bmp}

Click on the printer icon to send the report to your default printer. (Change the printer by clicking on the PRINTER button at the bottom of the viewer.)

Click on the envelope icon allows you to export the report in a variety of formats, and send the exported file to a disk, or email the file to someone. You must have the appropriate email client and web connection available to send the file.

Click on the little lightning bolt icon to re-generate the report, using the most current data. This is useful in networking environments, where transactions could be occurring all the time, and you want to see the latest results.

The pull down control with the percentages allows you to set the "zoom level" of the preview. Enlarge or shrink the report image depending upon your computer's video hardware and your eyesight!

The middle controls are for page navigation through the report.

The icon with the magnifying glass allows you to search for and locate an item of interest in a lengthy report.

Related Topics:

The Inventory Menu
Creating a Purchase Order

Inventory Level Browser

You can scan through your Inventory Levels using the Inventory Level Browser, pictured below:

	ID	Item Name	Supplier	Stock Num	On Hand	Reorder Point	Reorder Qty	Cost
1	1347	Buncha Cruncha	Candy And Popcorn.Com	756546	1.0	10.0	144.0	$0.90
2	1348	Butterfingers	Candy And Popcorn.Com	978657	-2.0	10.0	144.0	$0.90
3	1343	Choc Almonds	Candy And Popcorn.Com	878568	0.0	10.0	144.0	$0.90
4	1344	Choc Gummi Bear	Candy And Popcorn.Com	879645	0.0	10.0	144.0	$0.90
5	1345	Choc Peanuts	Candy And Popcorn.Com	354353	0.0	10.0	144.0	$0.90
6	1346	Choc Raisins	Candy And Popcorn.Com	674745	0.0	10.0	144.0	$0.90
7	1349	Dots	Candy And Popcorn.Com	457566	0.0	10.0	144.0	$0.90
8	1351	Gobstoppers	Candy And Popcorn.Com	124344	0.0	10.0	144.0	$0.90
9	1350	Goobers	Candy And Popcorn.Com	854545	-1.0	10.0	144.0	$0.90
10	1352	Gummi Bears	Candy And Popcorn.Com	786767	0.0	10.0	144.0	$0.90
11	1353	Hersheys	Candy And Popcorn.Com	768945	0.0	10.0	144.0	$0.90
12	1354	Hersheys Almond	Candy And Popcorn.Com	097578	0.0	10.0	144.0	$0.90
13	1355	Hot Tamales	Candy And Popcorn.Com	456745	0.0	10.0	144.0	$0.90
14	1359	Lemonheads	Candy And Popcorn.Com	947467	0.0	10.0	144.0	$0.90
15	1362	Nerds	Candy And Popcorn.Com	679656	5.0	10.0	144.0	$0.90

Browsing Inventory Levels

Supplier

Product Category: Candy

☐ Only Show Products from the Selected Supplier
☑ Only Show Products At or Below the Re-Order Point
☑ Only Show Products of the Selected Category

There are 18 Records Listed.

Create New Purchase Order   Done

You can filter the list in several ways:

Restrict the list to a specific supplier and/or
Restrict the list to a specific product category (in the example above we are only looking at CANDY) and/or
Restrict the list to show only items at or below their re-order points.

Double click on the record selector to bring up the Inventory Record.

If you need to order more of an item, create a purchase order by clicking on the "Create New Purchase" button.

Related Topics:

Inventory Records
The Inventory Menu
Creating a Purchase Order

Receiving Items into Inventory

When you place orders with your suppliers, merchandise arrives. The process of recording merchandise received and updating your database is called "Receiving Items into Inventory". From the Inventory Menu, Select Receive Inventory. Click on the FIND ITEM button to <u>search through your inventory records</u> or scan or enter the Inventory ID:

Receiving Items Into Inventory for Sales

Item Name: | Qty On Hand: | Last Cost:
Hot Tamales | 0 | 0.90

Supplier Part Number: | UPC Scan Code:
456745 |

Item Description:
Box of Hot Tamales automatically added by the Concession Wizard. Edit as needed for costs and quantities.

Scan Item ID: | Qty Recvd: | Cost Each: | Total Cost:
1355 | Find Item | 144 | 0.90 | 129.60

Receive as Shown
Create New Item
Clear | Done

In this example, we are receiving a case of 144 "Hot Tamale" candies. If you are receiving an item that has no inventory record, create a record by clicking on the <u>CREATE NEW ITEM button</u> Enter the appropriate information. In this example, the case was $129.60, or 90 cents each. Once you enter the shipment and pricing information, click on the RECEIVE AS SHOWN button.

Selecting a Purchase Order to Receive Against

Shipments of this Product are "Expected" on the Following Purchase Orders

00035 And Popcorn.Com Qty: 144.00 11/27/2003 Rcd: 0.00 BkO: 0.00

Use Selected Purchase Order | None of the Above Purchase Orders | Cancel

At this point, the computer will search for any outstanding Purchase Orders that are "expecting" this item. If there are any, you will be presented with a list to choose from. Select the Purchase Order to receive against. The computer will update the records. In this example, we are receiving against PO # 35, issued to the Candy and Popcorn dot com company.

Tick-It! Trak Pro

Item Information Updated! 144 Units Received.

OK

After your item records are updated, you will see this confirmation message.

Related Topics:

<u>Inventory Records</u>
<u>Creating a Purchase Order</u>
<u>Browsing Purchase Orders</u>
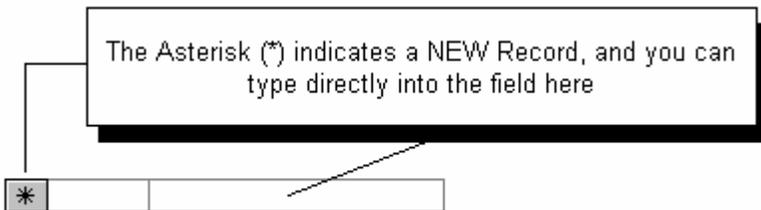<u>The Inventory Menu</u>

Inventory Categories

A limitless number of inventory item categories can be created to help you organize your inventory records. Below is a typical list. Depending on your operation, and the items you offer for sale, your categories may differ.

ID Numbers for the categories are generated automatically.

Enter the name of the category you want to create. Either type directly into the NEW record indicated by the asterisk (*), or click the ADD button.

NOTE: You cannot delete an Inventory Category if it is in use by any other records in your database.

Related Topics:
Inventory Records
Searching for Inventory Records
Common Database Record Controls
The Inventory Menu

Suppliers (Vendors)

Suppliers are where you purchase your inventory items for retail sales. By entering in your supplier information, Trak Pro will assist you in creating purchase orders.

Pictured here is a sample supplier record.

Supplier Search Form

Search Field
- ⦿ Supplier Name
- ⦿ ID Number
- ○ Contact
- ○ City

Search Now

Search String:

	ID	Supplier Name	Contact	City
1	24	American Apparel		Los Angeles
2	12	American Internationl Concession Products	Barbara Gatto	Farminndale
3	2	American Popcorn Co.	Wrede H. Smith	Sioux City
4	13	Bil Mar Foods, Inc.	Bernie Duignan	Zeeland
5	14	Blevins Concession & Theatre Equipment C	Jim Bellows	Tampa
6	20	C.J. Dannemiller Co.		Norton
7	22	Candy And Popcorn.Com		Schodack Ldg
8	15	Cinema Supply Co.	Gina DiSanto	Millersburg
9	18	Concession Supply Co.	Robert Brockway	Toledo
10	19	Dart Container Corp.	Alfonso Nigro	Mason
11	21	Jarco Industries		
12	1	Katom	Anyone	Anothertown
13	23	Klosterman Baking		Cincinnati
14	27	Midwest Cameral and Film Supply	John Holden	Winifred
15	16	New Concepts Software, Inc.	Maggie	Roseville
16	26	Wizard Default Supplier		
17	17	World Wide Ticket and Label	Erik Covitz	Deerfield Beach

New Supplier   This Supplier   Cancel

(Yes, there REALLY is a **World Wide Ticket and Label**. Contact them for High Quality Thermal Ticket Stock. Phone: 877-426-5754.)

Enter the expected contact information, along with any account number that the supplier may have assigned.

Select a payment term for the supplier, or create a new payment term for the supplier.

Related Topics:
Inventory Records
Common Database Record Controls
The Inventory Menu

Searching for Suppliers (Vendors)

To locate a supplier record, select POS functions from the ADMIN module. Next, select Inventory. Then, select Suppliers. You will be presented with the following "Search Screen":

	ID	Supplier Name	Contact	City
1	24	American Apparel		Los Angeles
2	12	American Internationl Concession Products	Barbara Gatto	Farminndale
3	2	American Popcorn Co.	Wrede H. Smith	Sioux City
4	13	Bil Mar Foods, Inc.	Bernie Duignan	Zeeland
5	14	Blevins Concession & Theatre Equipment C	Jim Bellows	Tampa
6	20	C.J. Dannemiller Co.		Norton
7	22	Candy And Popcorn.Com		Schodack Ldg
8	15	Cinema Supply Co.	Gina DiSanto	Millersburg
9	18	Concession Supply Co.	Robert Brockway	Toledo
10	19	Dart Container Corp.	Alfonso Nigro	Mason
11	21	Jarco Industries		
12	1	Katom	Anyone	Anothertown
13	23	Klosterman Baking		Cincinnati
14	27	Midwest Cameral and Film Supply	John Holden	Winifred
15	16	New Concepts Software, Inc.	Maggie	Roseville
16	26	Wizard Default Supplier		
17	17	World Wide Ticket and Label	Erik Covitz	Deerfield Beach

Search Field: Supplier Name, ID Number, Contact, City

Search String:

[Search Now] [New Supplier] [This Supplier] [Cancel]

Specific search criteria was not entered, which produces a list of **all** supplier records. Limit the search by entering in text and selecting a field to filter. After setting your search criteria, click the SEARCH NOW button.

When you ask for a text search, the program will attempt to find all names that BEGIN with the text you have entered. If you enter **BL** for your search text, the program would select:

BLACK BEARDS COSTUME SUPPLY
BLIMPS R US
BLOOMBERG INFO SERVICES
BLUE BLOOD SUPPLY HOUSE

Use a "wild card" for broader text searches. The wild card character is the percent sign (%). By entering the wild card character IN FRONT of your search text the computer will find items that have the text ANYWHERE in the search field, not only the beginning. If you entered **%AC** for your search text, the program would select:

ACME BATTERY COMPANY
ACTION FIGURE EMPORIUM
BILLS V**AC**CUUM CLEANERS
VALUE P**AC**K SYSTEMS

Select a record by clicking on the line item to highlight the row, then clicking on the THIS SUPPLIER button. Or, double click on the "record selectors" on the left hand side of the list.

Related Topics:
Supplier Records
Inventory Records
The Inventory Menu

Payment Terms

When dealing with suppliers, you may have a variety of payment terms for each vendor. Create a list of common payment terms, and you will not have to re-type the same phrase over again when generating purchase orders.
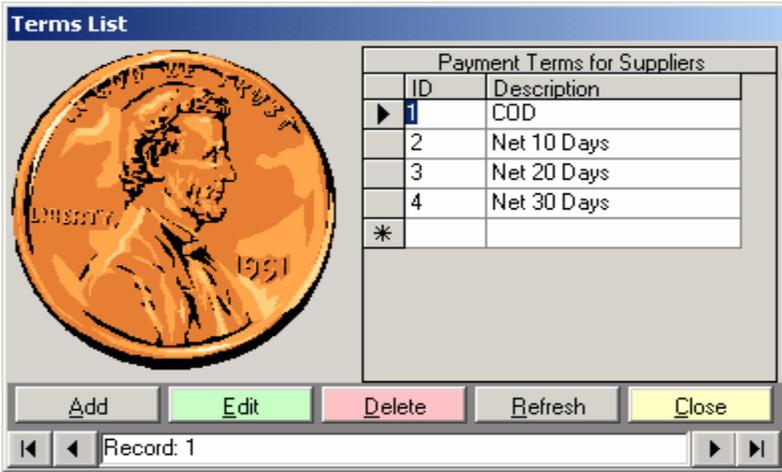
The ID Numbers for the payment terms are generated for you automatically.

Type in the description of the payment term you want to create.

Either type directly into the NEW record indicated by the asterisk (*), or by clicking the ADD button.

Related Topics:

Supplier Records
Creating a Purchase Order
Common Database Record Controls
The Inventory Menu

The POS Menu
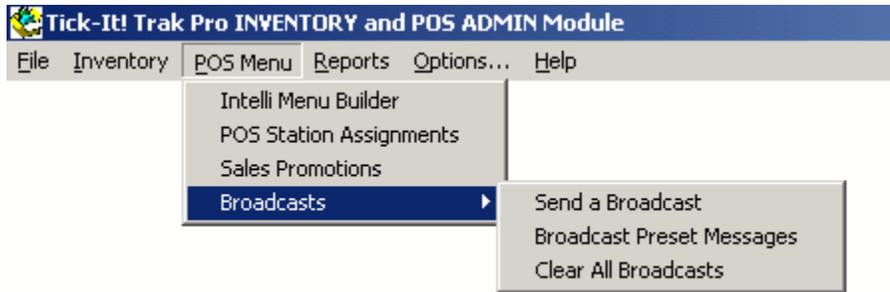
This section controls what is shown on the buttons of the POS Module for general retail sales operations. For information regarding these menu selections, refer to the topics below:

> Intelli-Menu Builder
> POS Station Assignments
> Sales Promotions
> Broadcasts
> > Send a Broadcast
> > Broadcast Preset Messages
> > Clear All Broadcasts

See Also:
The Main Menu
The Intelli-Menu Builder

The Point Of Sale Menu Builder

The following Topics are available for Help:
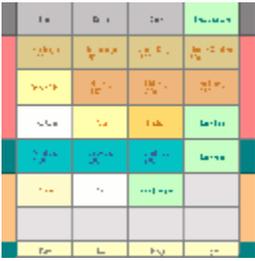
Learn about the Menu Builder Basics and overall operations:
Menu Builder Overview

Walk thru an example of adding an item (illustrated using Popcorn):
Creating a POS Item Example (Popcorn)

Learn about setting default button colors:
Default Button Colors

Learn about using the Concession Wizard to automatically build a menu for you:
The Concession Wizard

Learn about using the Souvenir Wizard to automatically build a menu for you:
The Souvenir Wizard

Menu Builder Overview

NCS calls its Point of Sale Menu the "Intelli-Menu", because it is designed differently than other POS software menus. With the Intelli-Menu, the choices presented to the user during POS operations depend upon such factors as the privileges of the user and what station they are logged into. The program rebuilds the POS menu every time someone logs in at a POS station, presenting only the choices for their security and station options. The Intelli-Menu is built along a cascading, top down principle. You begin from the top row of buttons and work downward. Each selection you make presents additional selections, if available. The operator is only looking at buttons needed to make decisions on the current item in the transaction. Visual clutter is reduced, and operator sensory overload is diminished.

Here is an illustration of the over-all Intelli-Menu Builder:

The left side of the screen shows design controls. These controls are not visible during normal POS operations. The upper right portion of the screen shows your current, POS Menu. It will look like the menu presented on the POS Stations, exception for the "NEW" buttons used to create new POS choices. The lower right portion of the screen displays various controls and options when defining new POS buttons.

Assign Default Menu Colors	Let's you assign Default Colors
Delete FOOD and ALL its Buttons	Deletes a Menu Category and ALL Its Sub Buttons
Duplicate POP CORN and ALL its Buttons	Duplicates a Menu Item and ALL Its Sub Buttons
Delete POP CORN and ALL its Buttons	Deletes a Menu Item and ALL Its Sub Buttons
Delete SMALL BAG (1.00)	Deletes the Selected Size
Delete ALL Sizes for POP CORN	Deletes ALL Sizes for a Menu Item
Delete BUTTER	Deletes the Selected Modifier
Delete ALL Modifiers for POP CORN	Deletes ALL Modifiers for a Menu Item
Concession Wizard	Invokes the Concession Wizard
Souvenir Wizard	Invokes the Souvenir Wizard
POS Messages	Defines POS "Reminder" Messages
Exit Menu Builder	Exits the Menu Builder

Here are the design control buttons found on the left hand side of the screen.

Here is an overview of the POS Menu Buttons, the levels at work during setup and normal sales operation:

<			New Catagory		>	This is the SALES CATEGORY Level. 4 Visible, No Limit
<					>	This is the MENU ITEM Level. 12 Visible, Limit of 60 per CATEGORY. Only MENU ITEMS for the CURRENT CATEGORY are shown.
		New Item				
<			New Size		>	This is the ITEM SIZE Level. 4 Visible, Limit 60 per MENU ITEM
<					>	This is the ITEM MODIFIER Level. 4 Visible, Limit 60 per MENU SIZE
		New Modifier				
	Extra	No	Heavy	Light		MODIFIER MODIFIERS (if allowed)

Here is a POS Menu, using food concessions as an example.

<	Food	Drinks	Candy	New Catagory	>
	Hamburger 1.50	Cheeseburger 1.75	Jumbo Burger 2.00	Chicken Sandwich 2.50	
<	French Fries	Hot Dog 1.50	Chili Dog 2.00	Foot Long 2.50	>
	Pop Corn	Pizza	Nachos	New Item	
<	Small Bag 1.00	Large Bag 2.00	Small Tub 3.00	New Size	>
<	Butter	Salt	New Modifier		>
	Extra	No	Heavy	Light	

> To Create a New Button on the POS Menu, Simply Click on the "New" Button for the Appropriate Menu Position, as Shown Here.

For any button that is NOT a Category, you can assign the following:

- A Label, such as HOT DOG or MEDIUM
- A Price, such as $2.50
- A List of Applicable Sales Taxes (if any)
- A List of Inventory Items to deduct (if any)
- A "Sort Position Order", to help group like buttons together
- A Set of simple rules as to what to do when the button is selected.

The rule that you will pay attention to the most often is the rule that determines whether or not a button can "complete" an item. A CATEGORY button can never complete an item. Here are some examples when a button can "complete" an item:

Boxes of CANDY: You offer big boxes of M&M's or GOOBERS, etc. For these menu items, each can be assigned to a button, given a price, and set to complete. The operator does not need to give any further information about the item.

SOFT DRINKS. You might offer PEPSI or COKE in a variety of sizes. For the MENU ITEM buttons, you assign the labels PEPSI or COKE, but these buttons cannot complete an item. The operator needs to indicate a SIZE for the soft drink, in order to assign a price, and any inventory items to pull (such as cups or lids). In the SOFT DRINKS category, MENU ITEM buttons cannot complete items, but SIZE buttons can.

You may assign foreground and background colors for each button created. If you do not assign a color, the program will use the default color for the button level. Set the default colors for the menu by clicking on **Default Button Colors**.

The Menu Builder contains two "Wizards" to help you jump-start your menu definition. These wizards will create buttons, assign sizes and prices, and set up inventory items

Related Topics:

Default Colors for the POS Menu Buttons

When designing your POS Menu, it is possible to assign a different color to every button you define. However, you might not want to change every single button. Let the system default to a set of colors of your own choosing.
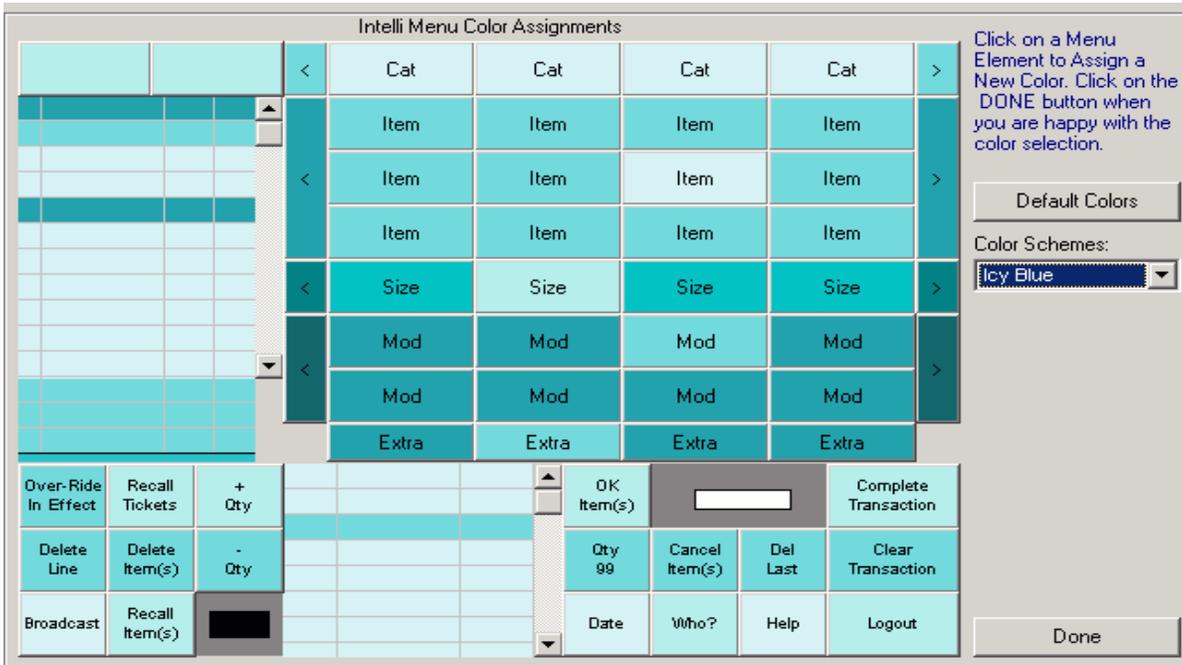
Assign Default Menu Colors   Click on the Default Color Button:

You will see a mock up of the POS Screen. Double click any of the elements to set a color for that element.
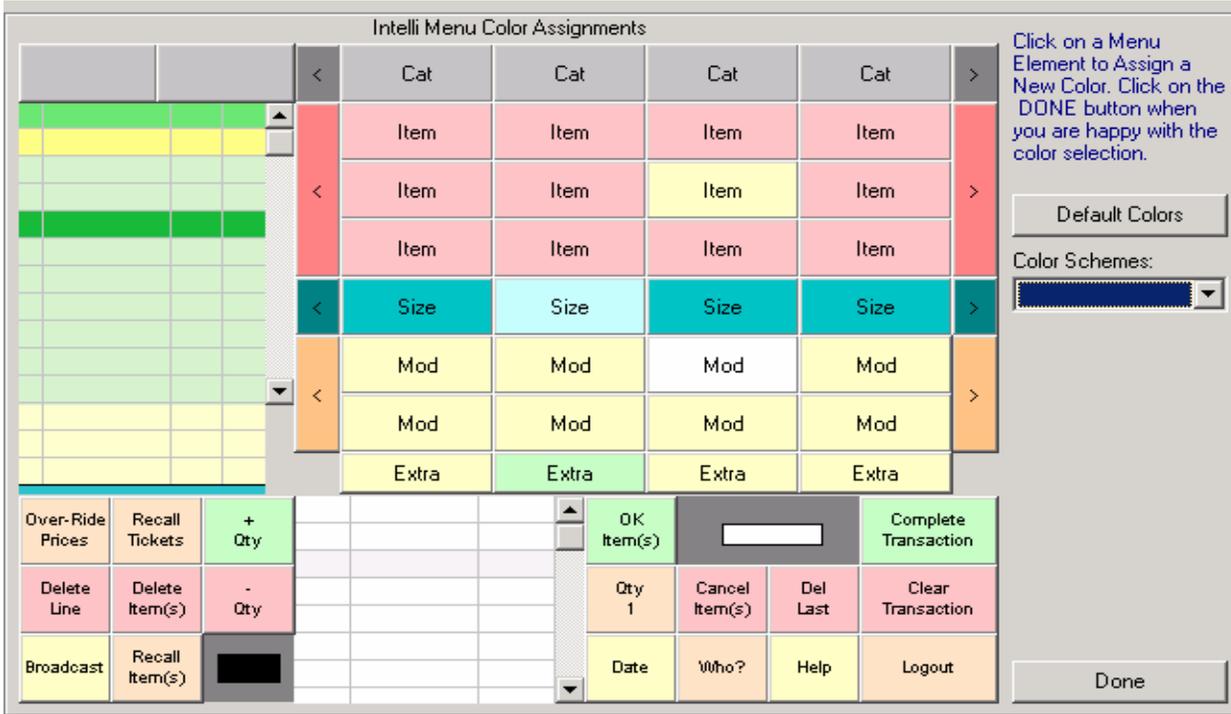
We have preset some button color schemes for you. These choices are Icy Blue, Valentine Pinks, and Irish Green.

Here is "Icy Blue":

When you are satisfied with the colors, save the color scheme as your "User Defined" color defaults.

Remember, these will be the colors used for buttons *IF YOU DON'T SPECIFICALLY CALL OUT A COLOR*. Otherwise, whatever color you pick for a specific button is the color that will be used.

Related Topics:

The Intelli-Menu Builder
The POS Menu

The Concession Wizard

To assist your menu operations, the Intelli-Menu Builder has a built in "Concession Wizard". From the POS Menu, Select Intelli-Menu Builder.

Click on the Concession Wizard button:

Concession Wizard

This starts the Wizard, and brings you to this screen:

STEP 1: CATEGORY AND INVENTORY
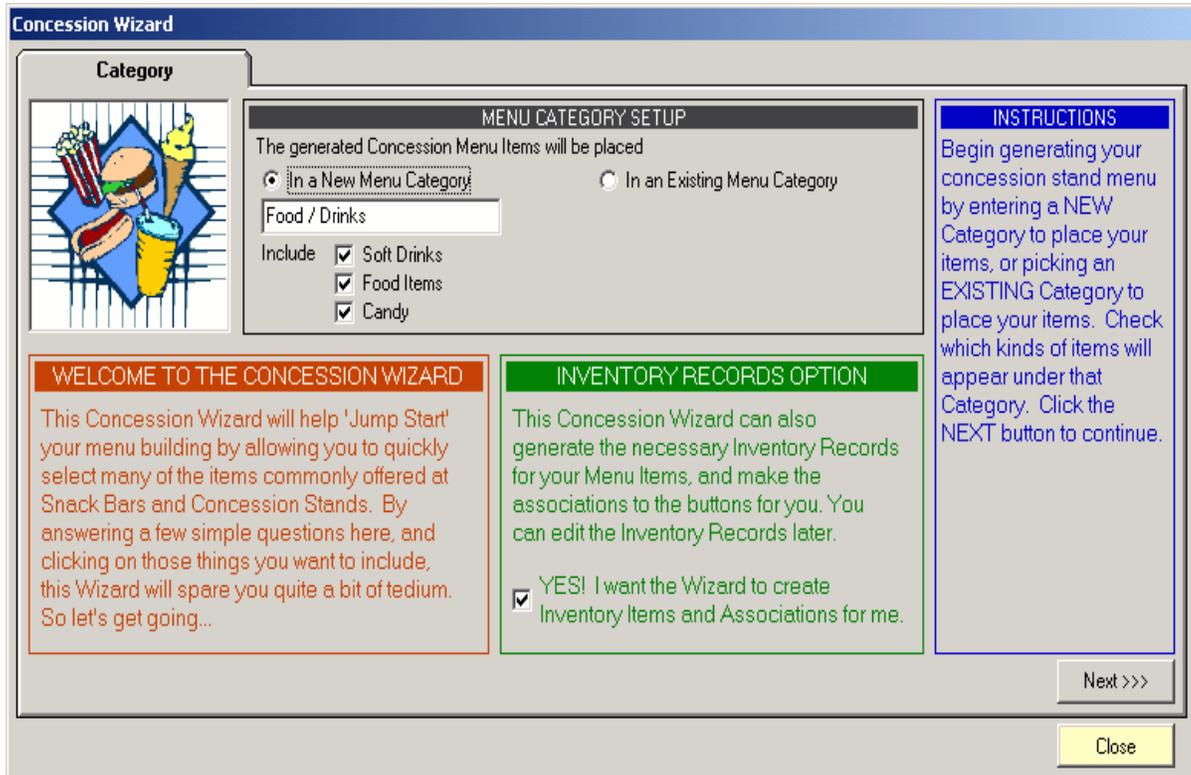
Place your new menu items in a NEW Menu Category (as shown in the example above) or in an existing Menu Category. Select the items you want to add. Your choices are:

Soft Drinks
Food Items and
Candy

The Automatic Inventory option.

When the Wizard creates Menu Items for you, it can also generate the appropriate inventory item records. For example, the Wizard can add inventory records for soft drink cups, lids and straws, or buns and meat patties for burgers. It is a quick shortcut for building your inventory records.

In this example, we selected all the options, so you can see what the Wizard can do for you. Click the NEXT >>> button:

STEP 2: SOFT DRINKS
Pictured here is the Soft Drink Wizard panel.

Choose from 45 commonly offered soft drinks, and from 8 different serving size options.

Check the drinks and sizes you will offer.

Enter the prices you will charge. Select any taxes that will be applied to soft drink sales.

Pictured here is the State Sales Tax., your sales may be tax exempt.

Click on the NEXT >>> button

STEP 3: FOOD / SNACKS

This is the Food / Snacks Wizard panel.

Choose from 6 different food items typically offered at concession stands, along with sizes, prices and modifiers (like condiments and extras).

Select the items you will offer. Fill in the prices, and set any sales taxes

Click the NEXT >>> button.

STEP 4: CANDY

Concession Wizard

Candy

CANDY

☑ Choc Almonds	2.00	☑ Kit Kat Bars	2.00
☑ Choc Gummi Bears	2.00	☑ Lemonheads	2.00
☑ Choc Peanuts	2.00	☑ Mike and Ikes	2.00
☑ Choc Raisins	2.00	☑ Milk Duds	2.00
☑ Buncha Cruncha	2.00	☑ Nerds	2.00
☑ Butterfingers	2.00	☑ Peanut Chews	2.00
☑ Dots	2.00	☑ Raisinets	2.00
☑ Goobers	2.00	☑ Red Fish	2.00
☑ Gobstoppers	2.00	☑ Reese Cups	2.00
☑ Gummi Bears	2.00	☑ Reese Pieces	2.00
☑ Hersheys	2.00	☑ Runts	2.00
☑ Hersheys Almond	2.00	☑ Sno Caps	2.00
☑ Hot Tamales	2.00	☑ Sour Patch Kids	2.00
☑ JuJu Fruits	2.00	☑ Twizzlers	2.00
☑ Junior Mints	2.00	☑ Whoppers	2.00

TAXES

[01] State Sales Ta

Select Sales Tax

[01] State Sales ▼

INSTRUCTIONS

Select any candy or sweets that you plan on offering, and adjust the prices and taxes accordingly. Remember, you will be able to modify these items in the POS Menu Builder, so even if they are not an EXACT match, you might find that including some with similar sizes and options will save you a lot of tedious menu design later.

Select All

Clear All

<<< Prev   Next >>>

Close

Here is the Candy Wizard panel. Choose from 30 different candy items typically offered at concession stands.

Check the items you want to offer, fill in the prices, and set any sales taxes.

Click the NEXT >>> button:

STEP 5: CONFIRMATION

You will receive the final confirmation screen before you build your concession menu.

Concession Wizard

Ready !

Ready to Build Your Concession Menu!

Generating The Concession Menu, Please Wait...

INSTRUCTIONS

The Concession Wizard now has enough information to build your initial concessions menu. After it is done, you will be returned to the Intelli Menu Builder, where you may further customize and modify the concession menu that is created. You may re-run this wizard later to add other concession items in this or any other category. Click FINISH to build your Menu.

<<< Prev   Finish

Close

To make any changes, click on the <<< PREV button.
If you are satisfied with your options, click on the FINISH button. Your concession menu will be constructed for you.

Related Topics:

The Souvenir Wizard
The Intelli-Menu Builder
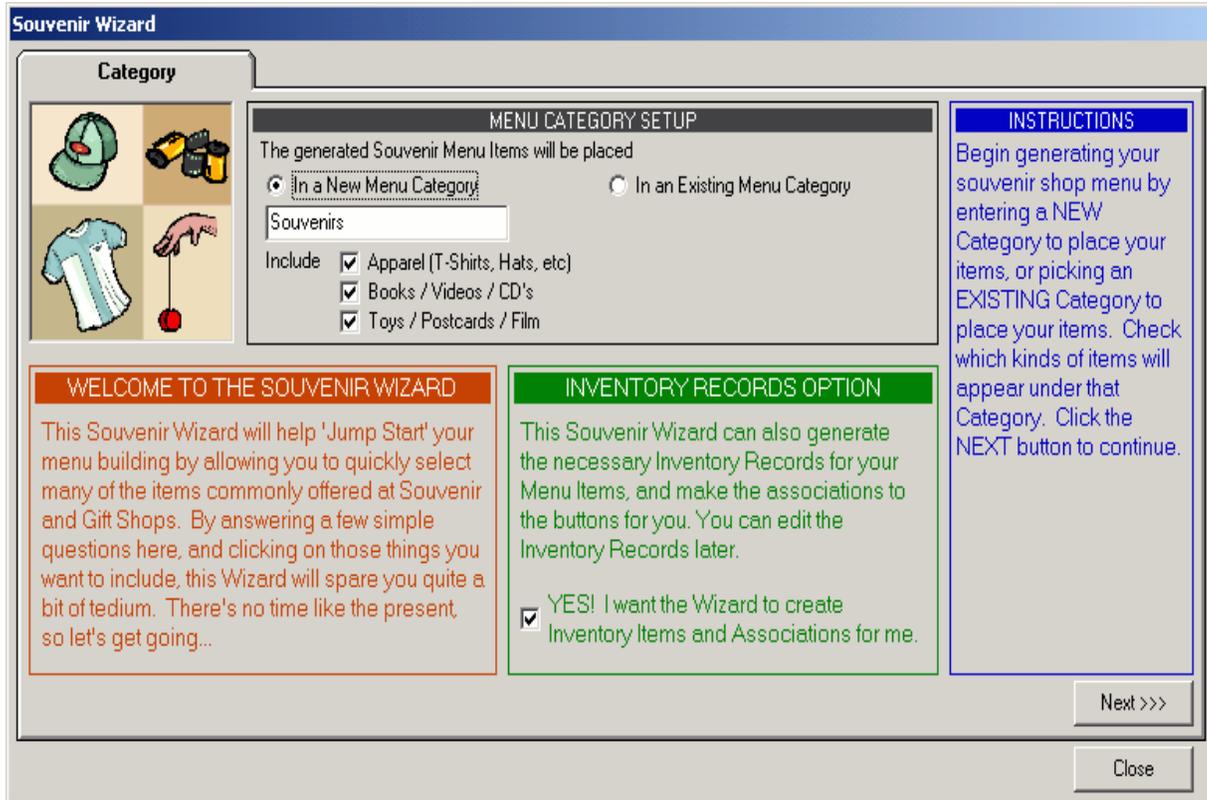Inventory Records
The POS Menu

The Souvenir Wizard

The Intelli-Menu Builder has a built in "Souvenir Wizard" to assist in creating your retail souvenir menus. From the POS Menu, Select Intelli-Menu Builder.

Click on the Souvenir Wizard button:
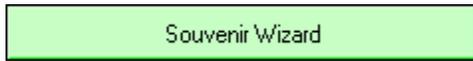
Souvenir Wizard

This starts the Wizard, and brings you to this screen:

STEP 1: CATEGORY AND INVENTORY

Place your new menu items in a NEW Menu Category (as shown in the example above) or in an existing Menu Category. Select which items you want to add in this session. Your choices are:

Apparel (T-Shirts, Hats, etc)
Books / Videos / CD's
Toys / Postcards / Film

The Automatic Inventory option.

When the Wizard creates Menu Items for you, it can also generate the appropriate inventory item records. For example, the Wizard can add inventory records for soft drink cups, lids and straws, or buns and meat patties for burgers. It is a quick shortcut for building your inventory records.

In this example, we selected all the options, so you can see what the Wizard can do for you. Click the NEXT >>> button:

STEP 2: APPAREL ITEMS
This is the Apparel Wizard panel:

Choose from 6 different clothing items, and from 7 size options, where appropriate.

Check the items you will offer. Enter the prices you will charge.

Select any taxes. Pictured above is the State Sales Tax. Your sales may be tax exempt.

Click on the NEXT >>> button:

STEP 3: BOOKS / VIDEOS / MUSIC
This is the Books / Videos Wizard panel.

Choose from Books, Videos and Music/Audio items.

Check the items you want to offer.

Fill in the names and prices, and set any sales taxes.

:

Click the NEXT >>> button

STEP 4: TOYS / FILM / BATTERIES

This is the Toys / Film Wizard panel.

Choose from 10 different film items.Enter up to 14 general retail items (they are listed as "Toys" in the Wizard, but they can be anything)

Check the items you want to offer, fill in the prices, and set any sales taxes.

Click the NEXT >>> button:

STEP 5: CONFIRMATION

This is the final confirmation step before you build your souvenir menu. If you need to make changes, click on the <<< PREV button.
When you are satisfied with your options, click on the FINISH button. Your souvenir menu will be constructed for you.

Related Topics:

The Concession Wizard
The Intelli-Menu Builder
Inventory Records
The POS Menu

Creating a POS Menu Item (POPCORN!)

We are using popcorn as an example because almost everyone is familiar with this item.

Our concession stand will offer popcorn in four sizes:

A 10 oz "small" bag for $1.00
A 20 oz "large" bag for $2.00
A 32 oz "small" tub for $3.00
A 64 oz "large" tub for $4.00

Customers will want varying degrees of salt and butter on their popcorn, and we would like to record their selections using the POS system.

For inventory control, we will have the computer deduct the appropriate container from inventory when a sale is made. So, when someone purchases a small tub of popcorn, the quantity of small paper tubs will be reduced by one. Then, we will know when to order more tubs, or bags.

Here is what we have:

MENU ITEM:
Popcorn

SIZES:
Small Bag
Large Bag
Small Tub
Large Tub

MODIFIERS:
Salt
Butter

MODIFER MODIFERS:
Extra
No
Heavy
Light

First, We Need a Category!

Depending upon how you want your POS Menu organized, you will need to create a category appropriate for the POPCORN menu item. Examples of such categories might be:
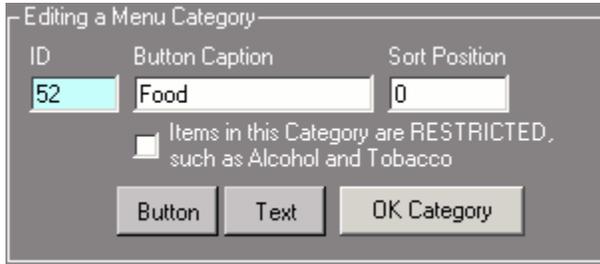
"FOOD"
"SNACKS"
"CONCESSIONS"
For our example, we will create a category called "FOOD". :

New Catagory   Click on the "New Category" button

In the area below the POS Menu buttons, a dialog will appear allowing you to enter the specifics for the new category:

The ID will be automatically assigned, and is shown for reference only.

Type in any appropriate (short) phrase to fit on the category button. In our example, we have typed "Food". The "Sort Position" is a number used to position buttons on the POS screen. The lower the number, the closer to the left the button will appear. We want "Food" to appear right after any ticketing category (if the POS Station can sell tickets as well). We have entered a Sort Position of 0 (zero). If you are creating a category for restricted items, such as tobacco, check that option. In this example, Food is an unrestricted category. Any operator can view this category.

If you want the button for the category to appear in a color other than the default colors, click on the "Button" and or "Text" buttons to set the button background color and button text color. Once you have selected the colors, the buttons will change to preview the colors.

The Menu Item

When you see the buttons appear for the new category of "Food", click on the "New Item" button:

In the area below the POS Menu buttons, a dialog will appear allowing you to enter the specifics for the new item:

The ID will be automatically assigned. It is shown for reference only.

Type any appropriate (short) phrase to fit on the menu item button. Here, we typed "Pop Corn". At this level, we are not going to assign a price to Pop Corn. We will do that at the Size level. Leave the Price field set to 0.00 (zero).

The "Sort Position" is a number used to position buttons on the POS screen. The lower the number, the closer to the left and top the button will appear. We want "Pop Corn" to appear after more "meaty" food items. We have entered a Sort Position of 8 (eight).
Clicking "Pop Corn" is not sufficient to complete an item. You need to know what SIZE the customer wants in order to assign the proper price, and pull the correct container from inventory. Leave the option for completing an item UNCHECKED, as shown. If there were a special on Pop Corn, and you wanted the POS Module to display the button in the Highlighted Color, check the Highlight this Button option. This is also a good way to remind sales staff about up-selling.

The Bar Code field is where you scan in the UPC code for the item, if it is a pre-packaged product. Here the field is left blank.

The unlabelled pull down is for sales taxes. In this example, we selected the State Sales Tax as applicable to this menu item. Add as many taxes as appropriate for any menu item.
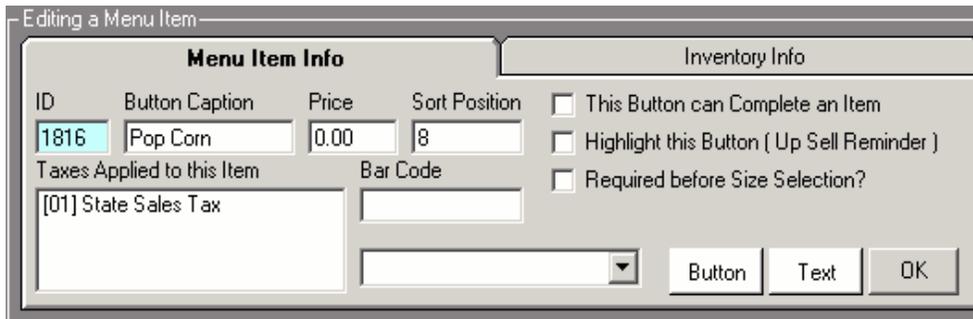
If you want the button for the Menu Item to appear in colors other than the default colors, click on the "Button" and or "Text" buttons to set the button background color and button text color. Once you have selected the colors, the buttons will change to preview the colors. You see how they will look before committing to them. In this example, we have set the button to appear white, with black text.

Click OK to save the button and re-generate the menu.

When the buttons appear for the new category of "Food", you should now see "Pop Corn" listed. Click on the "Pop Corn" button:

Pop Corn

Item Sizes

When the Size buttons appear for the new item of "Pop Corn", click on the "New Size" button:

New Size

Editing a Size Selection

Menu Size Info				Inventory Info

ID	Button Caption	Price	Sort Position	☑ This Button can Complete an Item
5556	Small Bag	1.00	0	☐ Highlight this Button (Up Sell Reminder)
				☐ Required before Modifer Selection?
				☐ Size is a 'One Shot' Choice

Button   Text   OK Size

The ID is automatically assigned, and is shown for reference only.

Type in any short phrase to fit on the menu size button. We typed "Small Bag". Set the price. We entered a price of one dollar (1.00). The "Sort Position" is a number used to position buttons on the POS screen. The lower the number, the closer to the left button will appear. We want the size to appear from smallest to largest. We entered a Sort Position of zero (0). Clicking "Small Bag" IS now sufficient to complete an item. CHECK the option for completing an item, as shown. To display the button in a Highlighted Color, check the Highlight this Button option. This is a good way to remind sales staff about up-selling.

Click on the INVENTORY INFO tab at the top of this dialog:

Editing a Size Selection

Menu Size Info				**Inventory Info**

	Menu	Inv ID	Description	Qty
1	5556	1305	Small Bag for Popcorn	1

Add an Inventory Item

Delete Selected Inventory Item

+   −   OK Size

We want to deduct a single small paper bag from inventory each time a small bag of popcorn is sold. Click on the Add Inventory Item button:

Add an Inventory Item

Browse the Inventory Records to locate the paper size. For other sales items, designate any number of inventory items to be deducted during sales. For example, a single "Hamburger" could be set to deduct one bun, one meat patty and one Styrofoam container. Our popcorn example is a single bag.

If you want the button for the Size to appear in colors other than the default colors, click on the "Button" and/or "Text" buttons to set the button background color and button text color. Once you have selected the colors, the buttons will change to preview the colors, so you may see how they look before committing to them. In this example, we are using the default "cyan" color.

Click OK to save the button and re-generate the menu. Repeat these steps for the Sizes of "Large Bag", "Small Tub" and "Large Tub".

The Modifiers for the Item / Sizes

When the buttons appear for the new category of "Food", you should see "Pop Corn" listed.

Click on the "Pop Corn" button:

Small Bag
1.00

Click on the "Small Bag" button

New Modifier

Click on the "New Modifier" button:

The ID will be automatically assigned. It is shown for reference only.

Type in any appropriate (short) phrase to fit on the menu modifier button. We typed "Butter". Since we are not charging extra for butter, enter a price of 0.00 (zero).

The "Sort Position" is a number used to position buttons on the POS screen. The lower the number, the closer to the left button will appear. We only are going to have two modifiers, namely Butter and Salt. There is not a lot of concern about the Sort Order, so we entered a Sort Position of 0 (zero). Enter 1 (one) for Salt. Clicking "Butter" is not sufficient to complete an item, so, UNCHECK the option for completing an item, as shown above.

If there were a special on Small Bags of Pop Corn with Butter, and we wanted the POS Module to display the button in the Highlighted Color, check the Highlight this Button option. This is a good way to teach your sales staff about up-selling.

Since people can ask for things like HEAVY BUTTER or LIGHT SALT, we want the "Modifier Modifier" buttons to be active. We checked the option that the Modifier can be Modified.

If you want the button for the Menu Item to appear in colors other than the default colors, click on the "Button" and or "Text" buttons to set the button background color and button text color. Once you have selected the colors, the buttons will change preview the colors, so you may see how they will look before committing to them.

In this example, we set the button to appear pale yellow, with black text. We hope the color pale yellow will be associated with "Butter" in the user's mind, making the selection process a little more intuitive.

Click OK to save the button and re-generate the menu. Repeat these steps for the SALT modifier. Repeat all the steps for each size. (Each size for an item can have unique modifiers, so you must enter them)

Related Topics:

The Intelli-Menu Builder
The POS Menu
Searching for Inventory Records

Defining POS Reminder Messages

The bottom of the POS Screen is reserved for messages. These messages can be important broadcast messages from other stations or administrators. When no messages are pending in the broadcast queue, the POS station will rotate through a list of reminder messages. These messages can be training aids, or cheerful pick-me-ups.
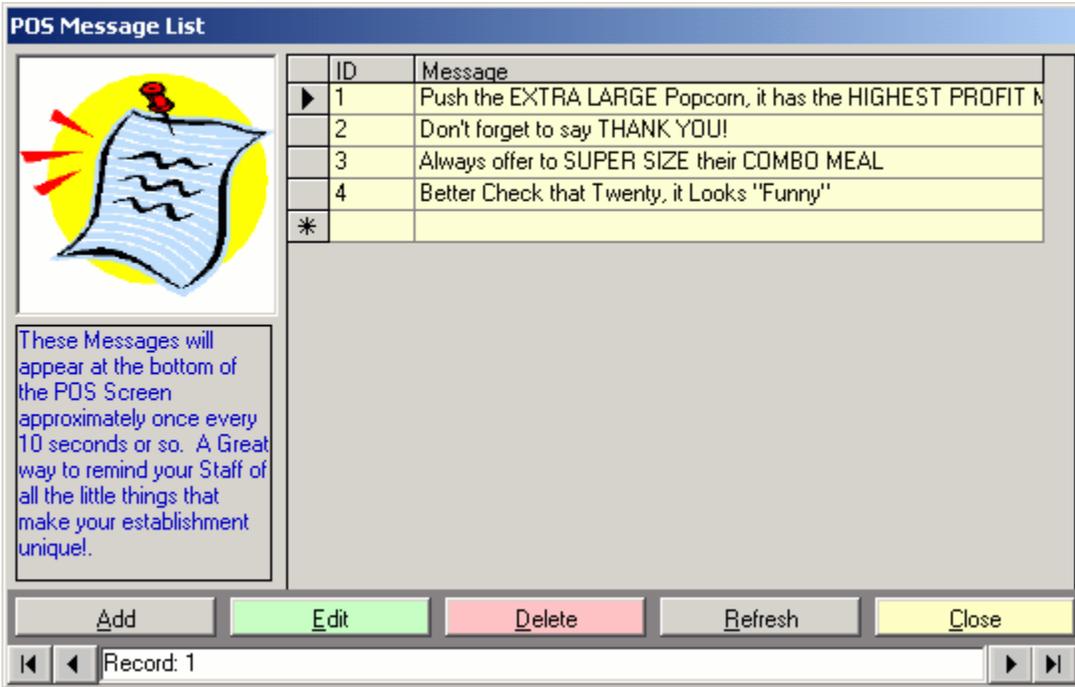
Enter any number of messages that you want to rotate through at the bottom of the POS Screen.

Use seasonally appropriate messages for the holidays, or special sales events, whatever.

Change the messages as often as you like.

Related Topics:

The Intelli-Menu Builder
The POS Menu

POS Station List

From the ADMIN Module or the INVENTORY Module, you can define POS Station records. As each station logs in and identifies itself, you set the appropriate sales options.

For example, POS Stations in concession stands might not be able to sell tickets, and vice versa.   Here is a sample POS Station definition:

The UNIQUE identifier given to this station is NORTH_WIND, an abbreviation for North Window. POS ID's can be up to 10 characters long, and must be UNIQUE.

While not illegal, spaces are frowned upon. Use the underline key_instead.

This station is set to sell Tickets and Gift Certificates, but NOT Memberships. The only general retail category this station is allowed to see is MISC FEES.

Configure all your stations throughout your facility, and manage them from a single location.

Related Topics:
Database Record Controls
The POS Menu

Sending a Broadcast

From the ADMIN Module or the INVENTORY Module, you can send a broadcast message that will be displayed on the bottom line of all active POS stations. Enter the message you want to broadcast, or pull down and select from a list of frequently sent messages.
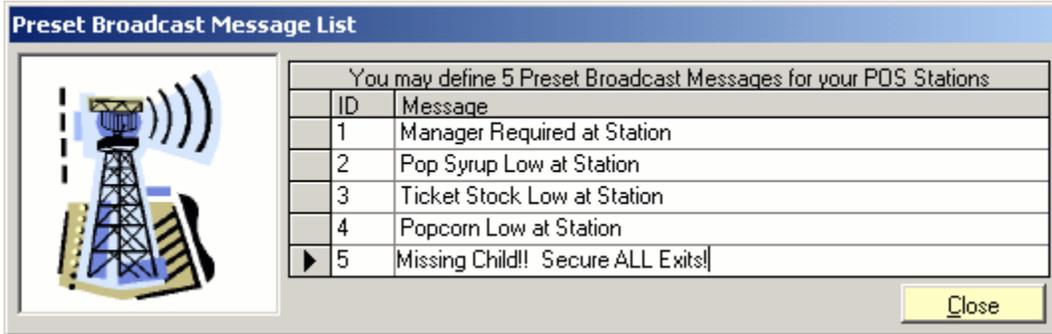

This is a great way to call a POS operator to the manager's office, to inform everyone of an early closing, or other unusual event.

Related Topics:

The POS Menu

Preset POS Broadcast Messages

Operators at POS Stations can send broadcasts to other POS Stations, but ONLY from a selection of 5 pre-defined messages. This way, you will not be getting a lot of useless "chatter" at your POS stations because Suzy and her boyfriend are working the registers. Here is where you define the 5 allowable preset messages for POS Station broadcasts.

Preset Broadcast Message List

You may define 5 Preset Broadcast Messages for your POS Stations

ID	Message
1	Manager Required at Station
2	Pop Syrup Low at Station
3	Ticket Stock Low at Station
4	Popcorn Low at Station
5	Missing Child!! Secure ALL Exits!

Close

In this example we listed ideas for preset broadcast messages, such as needing a Manager, or that a CHILD MISSING alert has been issued. Enter your own messages to suit your needs.
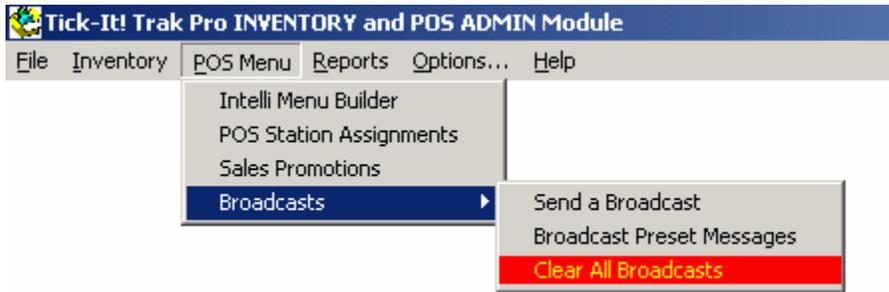
Related Topics:

Database Record Controls
The Intelli-Menu Builder
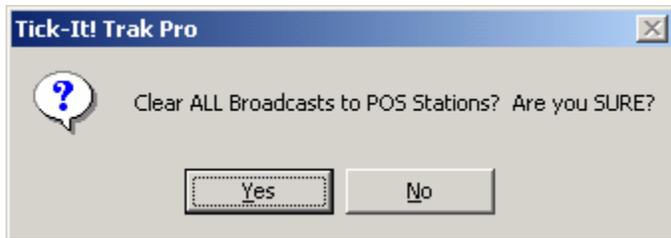The POS Menu

Clearing All Broadcasts

Sometimes, after heavy use, the Broadcast Message Queue can be filled with so many messages that it would take hours to clear them. Or, you might have an emergency broadcast that you want to send to all stations without waiting.

When you need to clear all messages, follow these steps:

From the POS Menu, Select Broadcasts.

Select Clear All Broadcasts.

You will be asked to confirm.
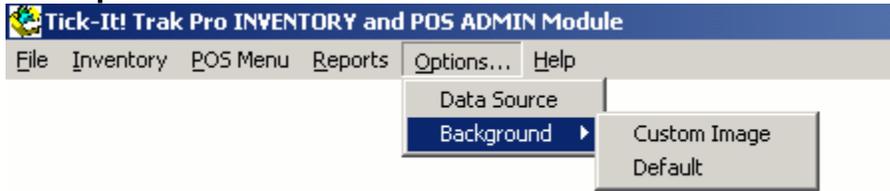
Click YES to clear the broadcast queue.

Related Topics:
Send a Broadcast
Broadcast Preset Messages
The POS Menu

The Options Menu

Tick-It! Trak Pro INVENTORY and POS ADMIN Module

File   Inventory   POS Menu   Reports   Options...   Help

Data Source
Background   ▶   Custom Image
Default

There are two options to set for the Inventory Module.
1) Where your data is, and
2) What background you would like to see on the Main Screen of the Inventory Module.

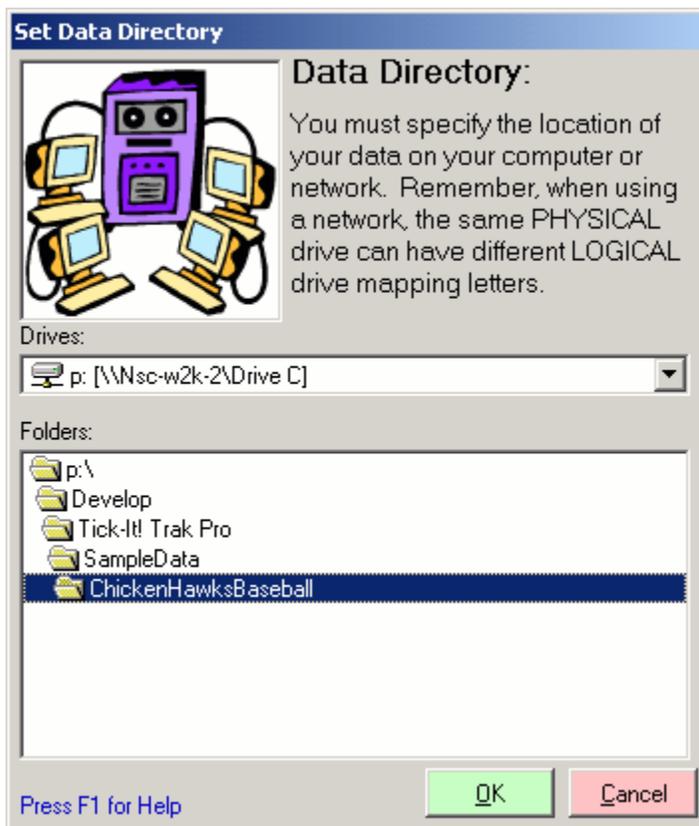For more information regarding these menu selections, refer to the topics below:

Data Source
Background
Custom Image
Default

See Also:
Your Data Source
Selecting a Picture
The Main Menu

Your Data Source

The "Data Source" is the location you specify for the program to search for its database, report, configuration and other files.

Set Data Directory

Data Directory:

You must specify the location of your data on your computer or network. Remember, when using a network, the same PHYSICAL drive can have different LOGICAL drive mapping letters.

Drives:

p: [\\Nsc-w2k-2\Drive C]

Folders:

p:\
Develop
Tick-It! Trak Pro
SampleData
ChickenHawksBaseball

Press F1 for Help   OK   Cancel

Upon installation, the default is the directory (or "Folder") where you installed the program.

If you are running in a networked environment, you may have to change the working directory on each station running the program.

The directory you indicate should have been already created on the server by your network administrator. Files needed for the program to work should already be copied there.

Once the Data Source has been changed, you must re-start the program, in order to load the new data.

See Also:
The Options Menu
Selecting a Sample Dataset

BACKGROUND--Selecting a BMP or JPEG Picture File

You are able to choose your own graphic image for certain areas of the program. These images can be in Windows Bitmap (BMP) or JPEG (JPG) formats. There are two instances when you are able to select images in the INVENTORY Module.

1. The background of the main screen of the Inventory Module. Below is an example selecting the default image provided by NCS. Create your own background, using a program, such as PAINTBRUSH, or other graphics editor.
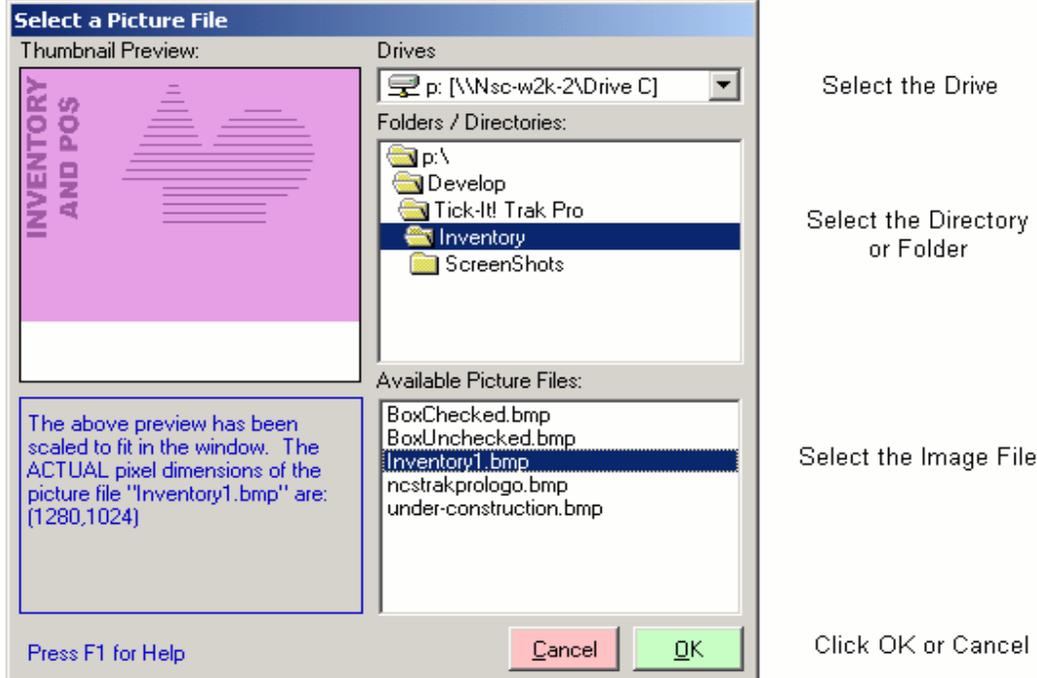
2. When you assign an image to an inventory record. Here is the example used for the inventory record, a Reese's Peanut Butter Cup.
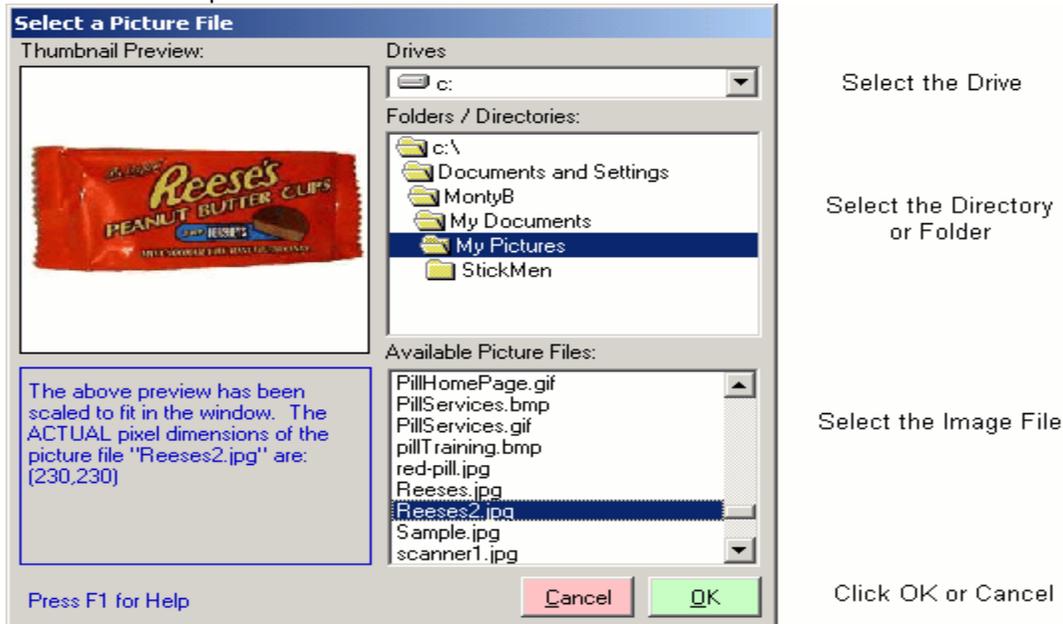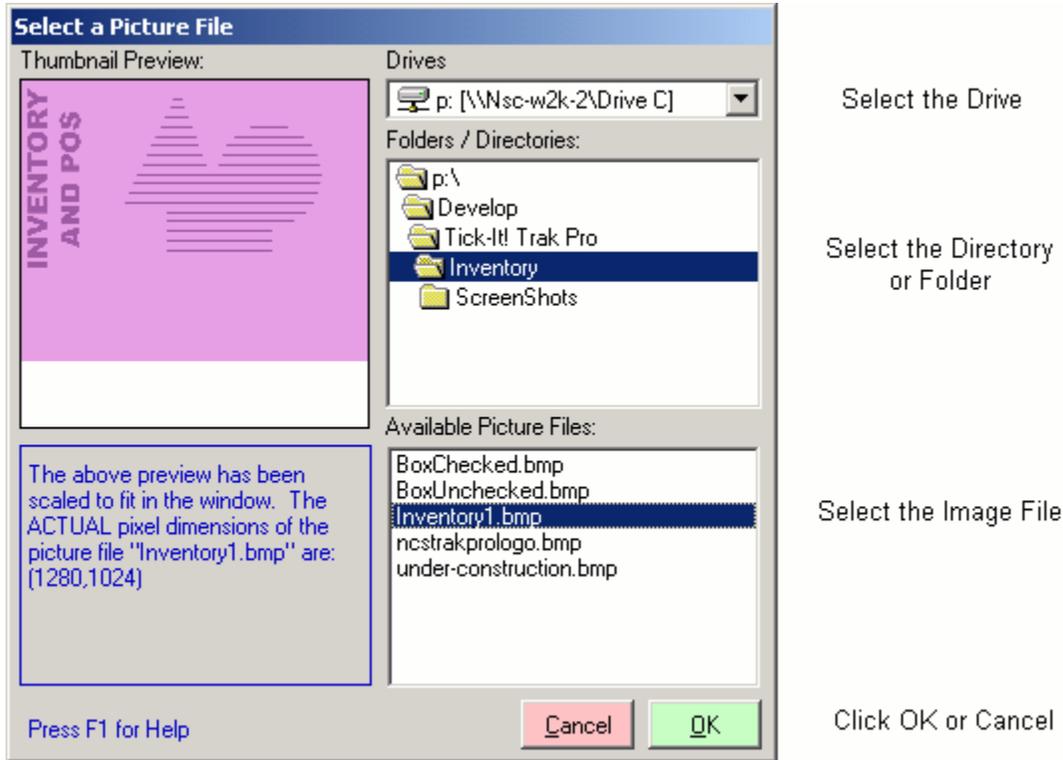

Related Topics:

The Options Menu
Inventory Records

Default Background Image

Each Module of the Trak Pro System (except the Validation and Redemption Module) can be set to use a specific background for the Main Menu Form. You can set a look that is consistent throughout your facility. Use an image with your company logo, or graphics that indicate the function of the module. Change them seasonally to brighten up the day. Here is a little spot where you can use your imagination.
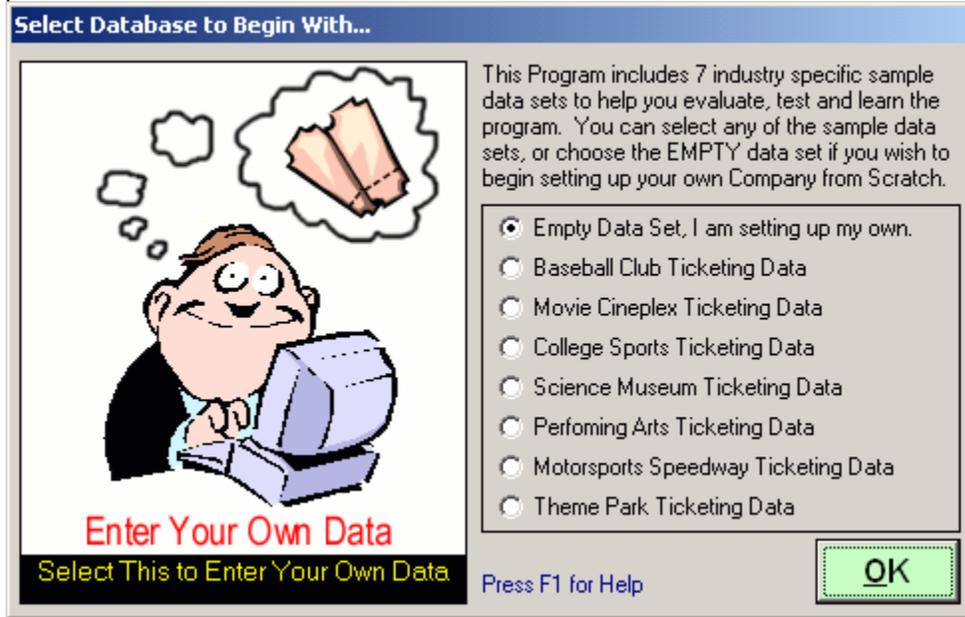

Related Topics:

Custom Image

Selecting a Sample Dataset

When *Tick-It! Trak Pro* is set up, you are given the opportunity to install any of seven different sample data sets, to evaluate the system with various ticketing applications. At the start-up of any *Tick-It! Trak Pro* Module, you will be presented with a choice of data sets.

NOTE: Not all of these choices may be available to you, if they were not installed during the program set up.

In addition to an "empty" data set to begin work for your own organization, the seven sample data sets are:

Baseball
This example uses the "Podemska Chicken Hawks" minor league ball club to illustrate typical sporting event ticketing. There is a 71 game season pre-programmed. Their home stadium, Podemska Field, has 16,361 reserved seats and 2000 general admission bleacher seats. Concessions and souvenirs have also been added.

Cineplex
This sample uses a Movie Cineplex called the Stellar Cinemas. There are 8 movie theaters and a pre-loaded schedule of popular movies. All seats offered are General Admission. Concessions and souvenirs have also been added.

College Sports
Podemska City College has two venues for its sporting events:
(a) Podemska Football Field with 36035 Reserved Seats and 2000 General Admission Seats
(b) Podemska Arena with 6967 Reserved Seats and 2000 General Admission Seats
Concessions and souvenirs have also been added.

Science Museum
The Tri-City Science Museum serves as an example of typical museum ticketing. The museum is mostly a general admission facility, with an IMAX theater and Planetarium. There are also some special events which require reserved seating. Concessions and souvenirs have also been added.

Performing Arts
The AMB Performing Arts Center is a large facility with 3 different venues:
(a) The large Amphitheater, with 3000 General Admission Lawn Seats and 6421 Reserved Seats
(b) The Main Stage Theater with 699 Reserved Seats and
(c) The Bantam Theater, with 184 Reserved Seats.
Concessions and souvenirs have also been added.

Motorsports
The AMB Motorsports Speedway is home to all kinds of exciting racing. Admission is mixed with 4000 General Admission Grandstand seats, as well as 2140 Reserved Seats along with Pit Access. Concessions and souvenirs have also been added.

Theme Park
The World of Fun Amusement park is actually two parks in one! There is World of Fun, a roller coaster type park, as well as "World of Water", a super-splashing and water sliding Water Park. Admission to the parks is separate. Tickets can also be purchased for some reserved seating shows, and special park rides. Concessions and souvenirs have also been added.

Click to select your data set.

In this example, the operator has selected the Science Museum Data set.

The best way to evaluate **Tick-It! Trak Pro,** or initiate user training, is to select a sample data set that most closely matches your organization.
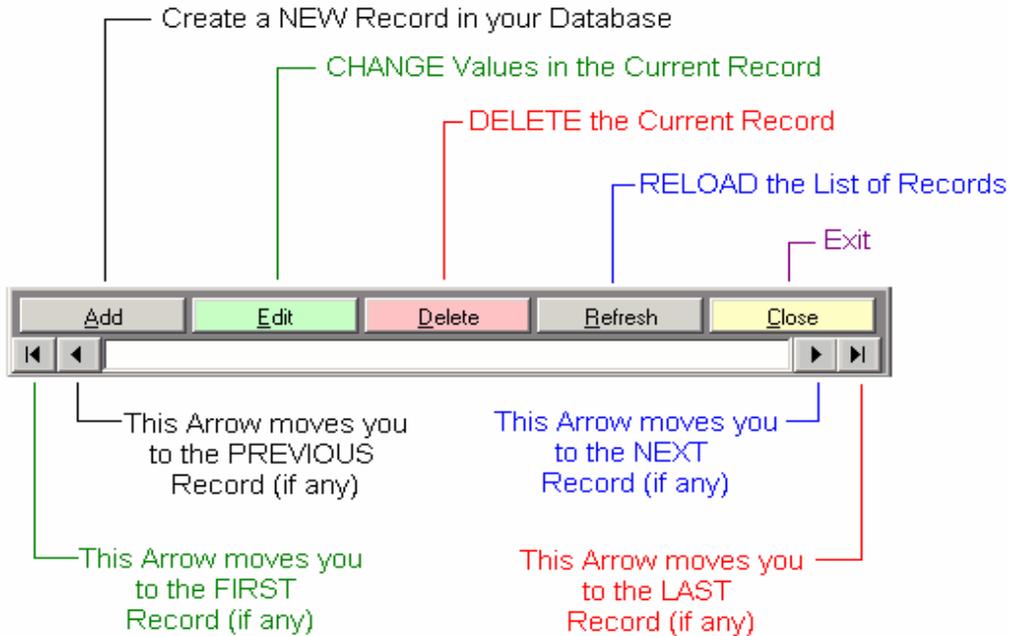
See Also:
Your Data Source

Database Record Operations

When you are working with records in your *Tick-It! Trak Pro* database, you will see a consistent set of controls, and a consistent method of operations. At the bottom of any record form, the following buttons are displayed:

These buttons appear and work the same way for all records in your database.

When a database record is initially called up, the fields will be locked. You are prevented from editing the displayed data.

Locked fields have a pale yellow background

To edit any of the values, click on the green **EDIT** button, as shown above. While in EDIT mode, the fields are unlocked. Their background will change to white.

Unlocked fields have a white background

Some fields have values which are assigned by the program, and cannot be changed by the operator. These fields are always locked. They are indicated by a pale blue background.

Computer generated fields have a pale blue background.

Typically, these are system ID fields, where the numbers are generated by the program. They are displayed for your reference only
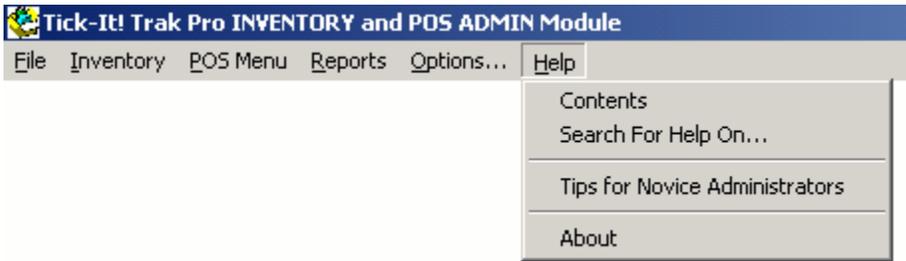
Related Topics:

Inventory Categories
Inventory Records
Supplier Records

The Help Menu

This is the place to go to get answers to your questions about the program. Here you access the help reference, enable or disable tips, and view program version and system information.

At any time during operation of *Tick-It! Trak Pro,* you are able to access the help contents by pressing the F1 key.

See Also:
Tips for Novice Users
About the Program
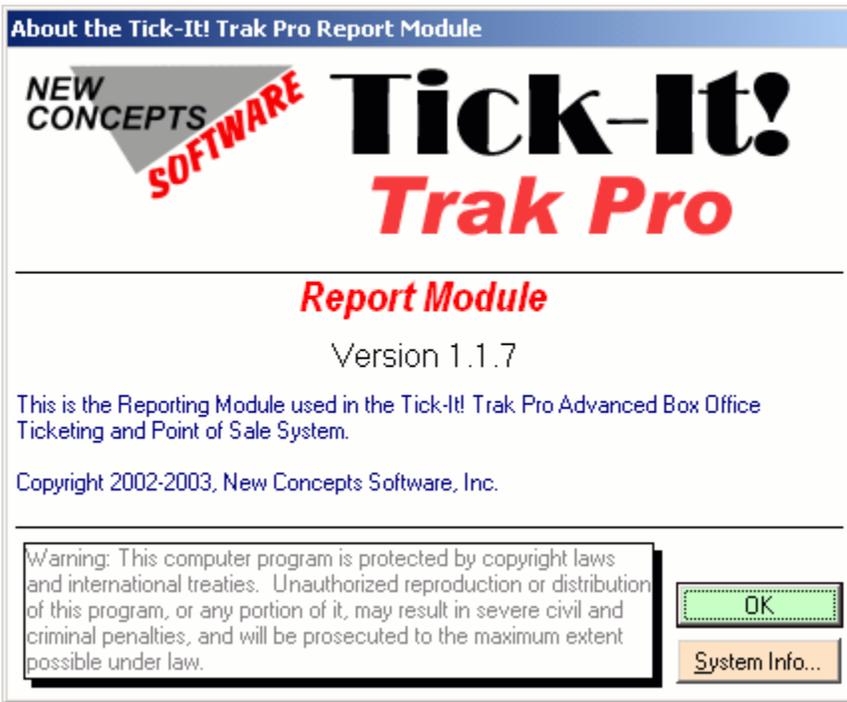The Main Menu

Tips for Novice Users

The "Tips" screen will appear upon entry to complex forms and other areas of the program. Turn this feature on or off via the Help Menu.

From the Help Menu, select Tips. Click the box to show tips. Click again to disable the tips.

Related Topics:

The Help Menu

About the Program

This pop-up window details the version number and licensing information for the currently running copy of the Program. You can also view computer system information as will from this selection.

When calling for tech support, NCS personnel might request that you open this window to check on items such as the version number, etc. By clicking on the SYSTEM INFO button, a detailed listing of your computer's hardware and software manifest will be produced, as shown below:
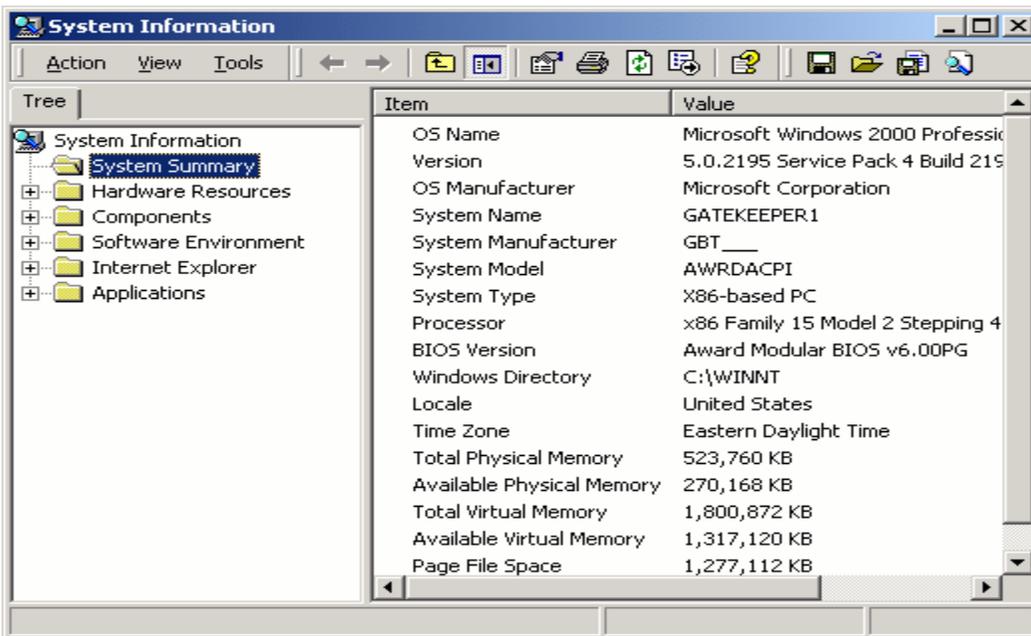
An NCS Tech Support representative might ask you to open this form, for a more detailed diagnosis of any problem you might be having.

See Also:
The Help Menu