

JIAA Closing the Loop

Completing Sales at the Desk

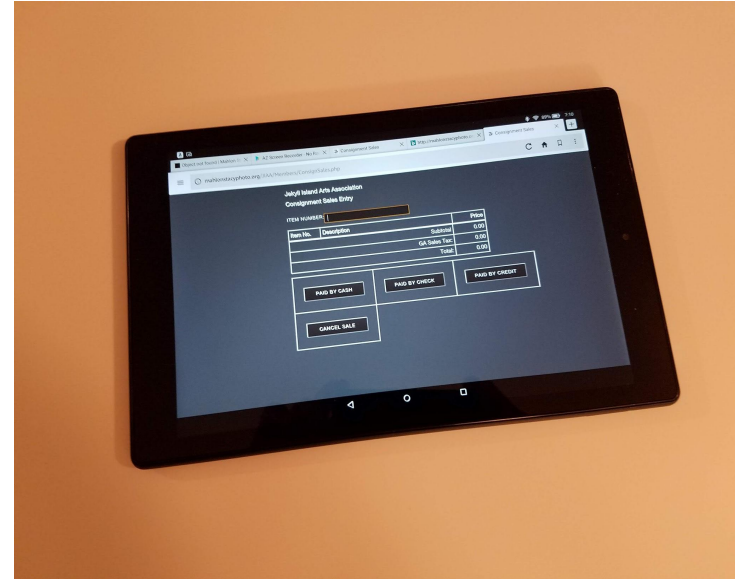
The parts

There are three new pieces of equipment at the desk to process sales

1. A tablet
 - a. The sales software program runs on the tablet and captures sales into a database.
2. A barcode scanner
 - a. The scanner reads the barcodes on the price labels. All items in Goodyear will carry price labels with “QR” barcodes.
3. A receipt printer
 - a. When a sale is completed, 2 copies of the receipt will be printed, one for the customer and one for the drawer.

The tablet

- The tablet connects to the internet via wifi
- It connects to the barcode scanner via Bluetooth
- It connects to the receipt printer via wifi
- It runs a web program in a standard web browser for sales. The URL is:
 - <https://jekyllartists.com/Members/ConsignSales.php>



The Barcode Scanner

- The scanner is battery powered. Plug it into the charger at the end of the day.
- To turn the scanner on, press the trigger once.
 - The blue light on top will flash a few times, then stay on steady
 - There will be a beep indicating that you turned it on
 - There will be a second beep indicating that it's ready when it connects to the tablet
- The scanner turns itself off after 60 seconds, and beeps when it does.



The Barcode Scanner

- To scan a barcode, aim the scanner at the code and press and hold the trigger. A distance of about 6-12 inches works well
 - A red line will illuminate the label. Position the line over the square barcode.
 - A beep will be heard when the scanner reads the barcode, and the item will appear in the program



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The Receipt Printer

- The printer has a power switch on the front. Press the white dot to turn it on.
 - Wait about 2 minutes for the printer to connect before starting to process a sale.



Tearing off receipts

- The printer cuts the paper after each receipt, leaving a small bit attached. Tear the receipt away from the printer and separate the two copies.
 - The copies are marked “Customer Copy” and “JIAA Copy” at the bottom



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Replacing Printer Paper

- An orange light indicates that the paper is almost out.
- To replace a roll of paper:
 - Press the gray tab on the top right until the top opens
 - Remove the core from the old paper roll
 - Place the new roll with the free end feeding from the bottom and keep about 3 inches extending out near the cutter.
 - Close the cover and tear off the excess using the cutter.



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Starting a sale

- Before you can scan an item, the tablet must have the sales program ready.
- The program must be visible on the screen
- The program must be “active”, meaning it is ready to receive input from the scanner. To make it “active”, touch the program itself on the tablet screen. (It will only become inactive if you did something else on the screen)



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Completing a Cash Sale

- When you have scanned all the items for a sale, give the customer the total and ask how they will pay.
- When they have completed the payment (Provided cash or a check, or completed a credit transaction), tap the button for the type of sale.
 - A cash sale is shown here



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Items Out of Stock

- You may scan an item which has been sold out (this should not happen!)
- You will see a message on the screen “All of these items have been sold or returned”
- If this occurs, hand write a paper receipt for this item only



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Deleting a single line item

- If you scan an item twice, or if the customer changes their mind, you can delete a single line item from the invoice.
 - Double tap on the line in the invoice display
 - A dialog will pop up, asking you to confirm the deletion.
 - To remove it, tap “Delete”
 - To keep it, tap “Cancel”



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Cancelling an Entire Sale

- If a customer decides not to buy anything on the invoice, cancel the entire sale by tapping the “Cancel Sale” button



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Manual keying without the barcode scanner

- Occasionally, you may have a tag but the scanner will not read the code.
- If you need to enter an item for a sale without the barcode scanner:
 - Touch the “Item Number” entry area to pop up the keyboard on the screen
 - Enter the item number, including the dash
 - Touch “Enter” on the keyboard. The item should appear on the next line in the invoice
- You can enter more items manually or with the scanner.

Daily Summary

- There is a “Daily Summary” button on the program
- Use this at the end of the day to print a report of sales to add to the cash, checks and receipts for the day
- You can print it any time during the day to see your progress.