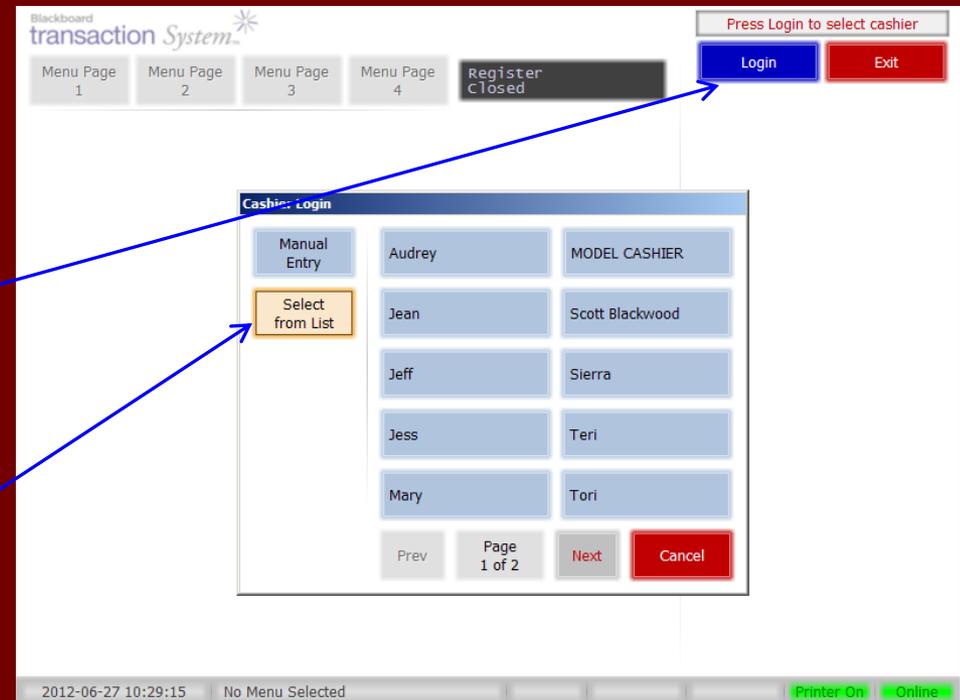


# BG1 Card

Point of Sale  
Terminal Procedures

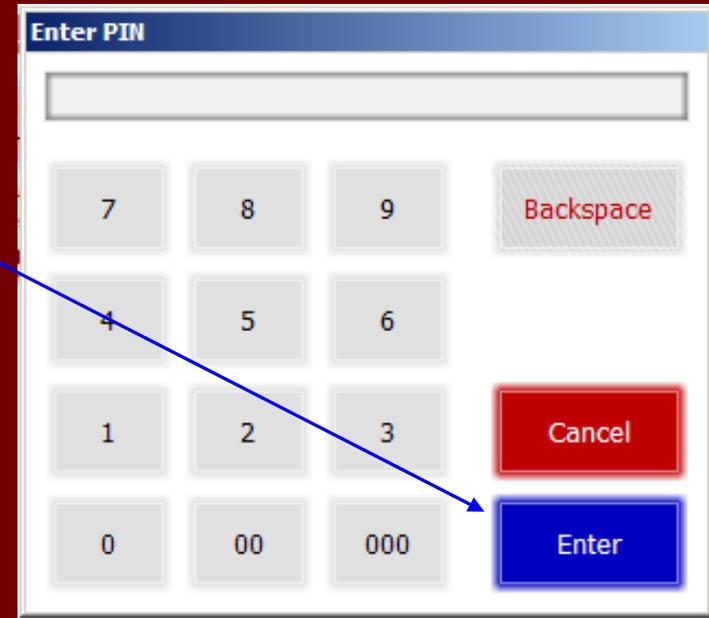
# Logging In

1. Touch the screen to make it active
2. Press the "Login" button
3. Press the "Select from List" button and touch your name



# Logging In (continued)

5. Enter in your PIN number, then press Enter



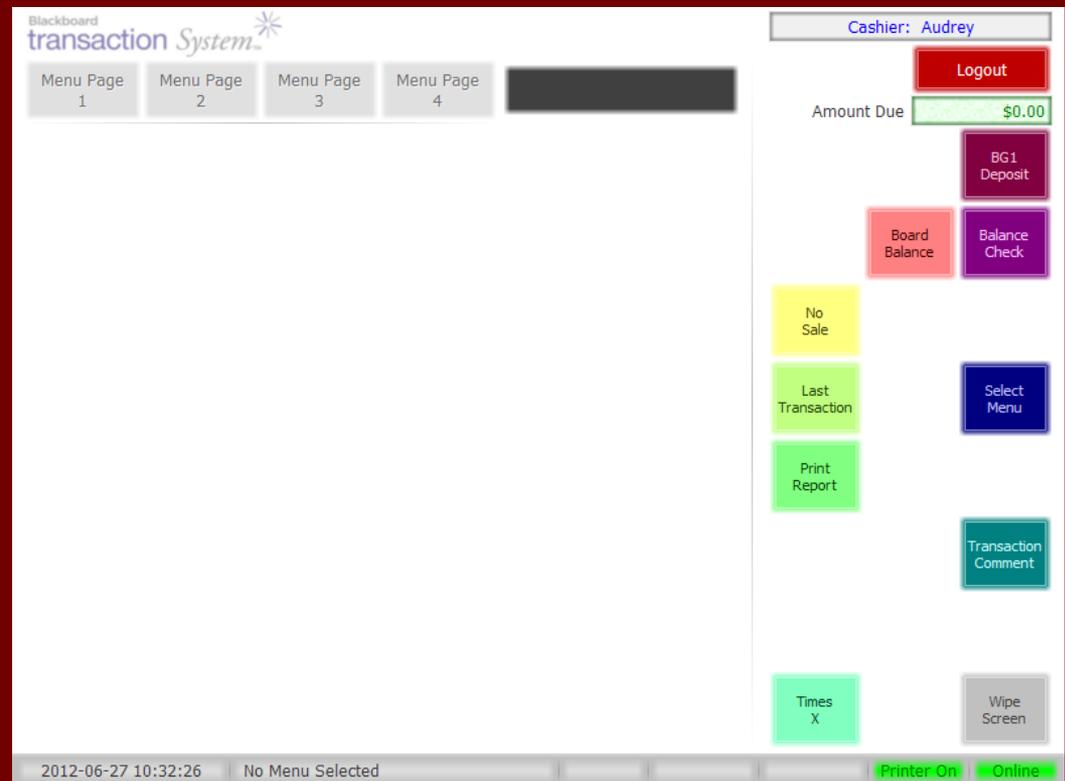
The image shows a screenshot of a dialog box titled "Enter PIN". At the top is a blue header bar with the text "Enter PIN". Below the header is a white text input field. Underneath the input field is a numeric keypad with buttons for digits 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, 00, and 000. To the right of the keypad are three buttons: a grey "Backspace" button, a red "Cancel" button, and a blue "Enter" button. A blue arrow points from the text "then press Enter" in the list item to the blue "Enter" button.

# Logging In (continued)

You are now ready to process a transaction at this point

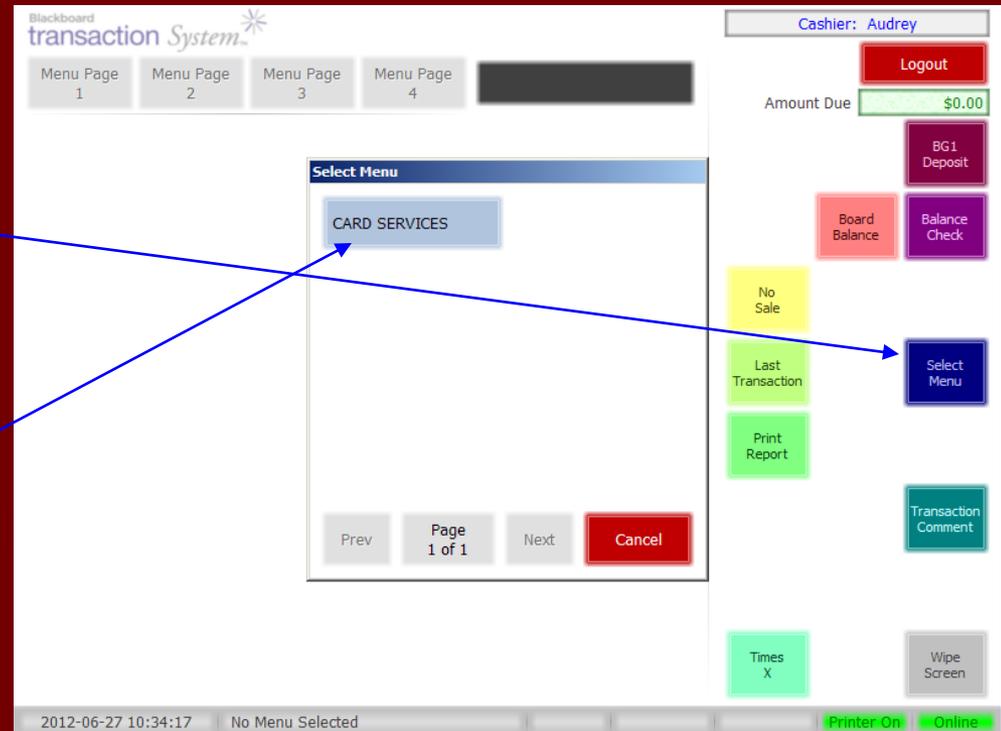
As well as:

- Reprint receipt
- Open drawer
- Check balance



# Product Sales

1. Login (if not already)
2. Press Select Menu
3. Click on your Point Of Sale [ i.e. Card Services ]

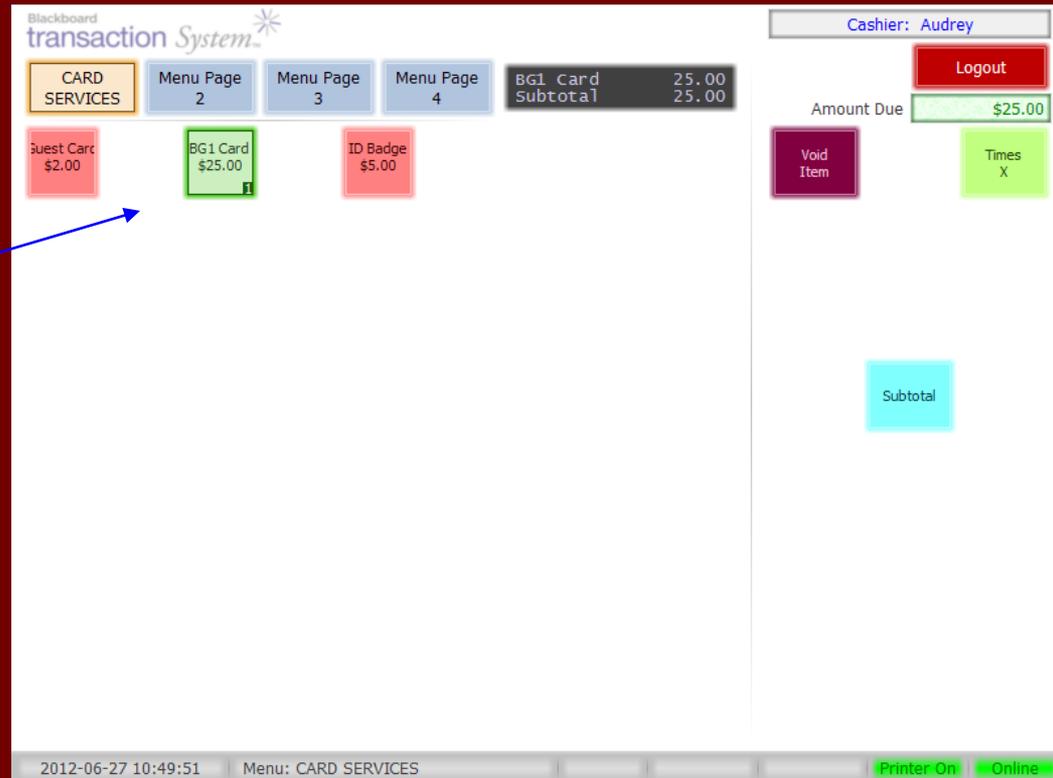


# Product Sales (continued)

4. Press the appropriate “product key” (such as Guest Card, BG1 Card, ID Badge, etc) that the customer is purchasing

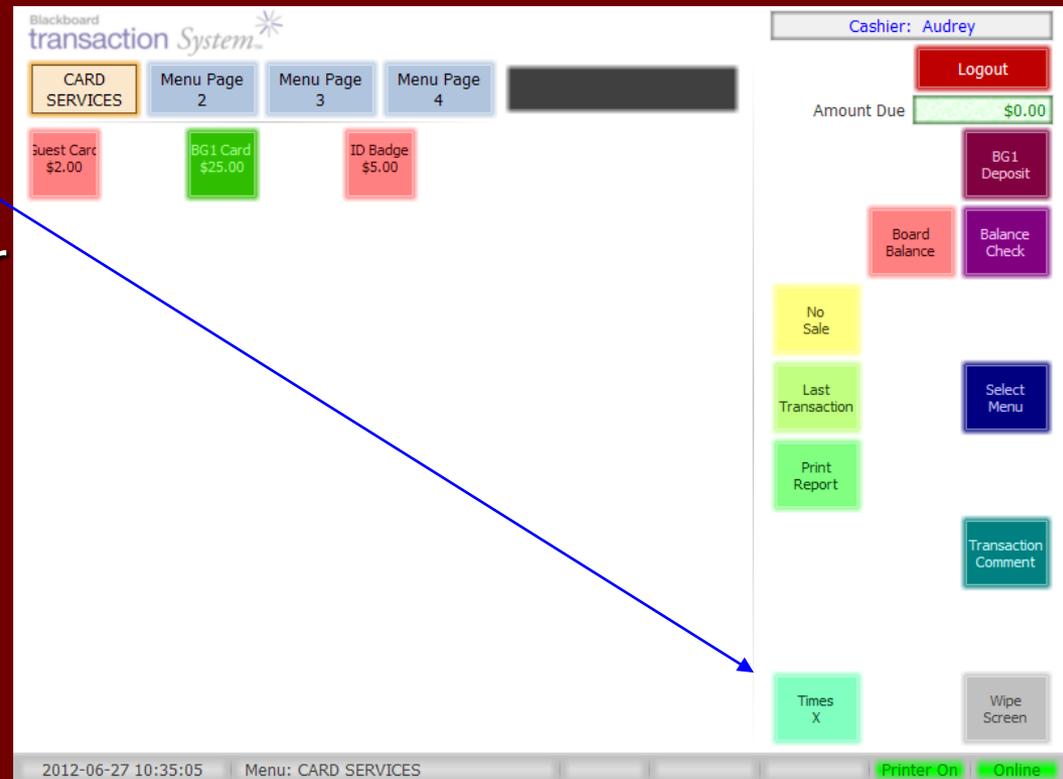
5. If a customer is purchasing multiple products, continue to press all the appropriate “product keys” one right after the other.

For example: A customer is purchasing a guest card, a BG1 card, and an ID badge. Press one right after the other.



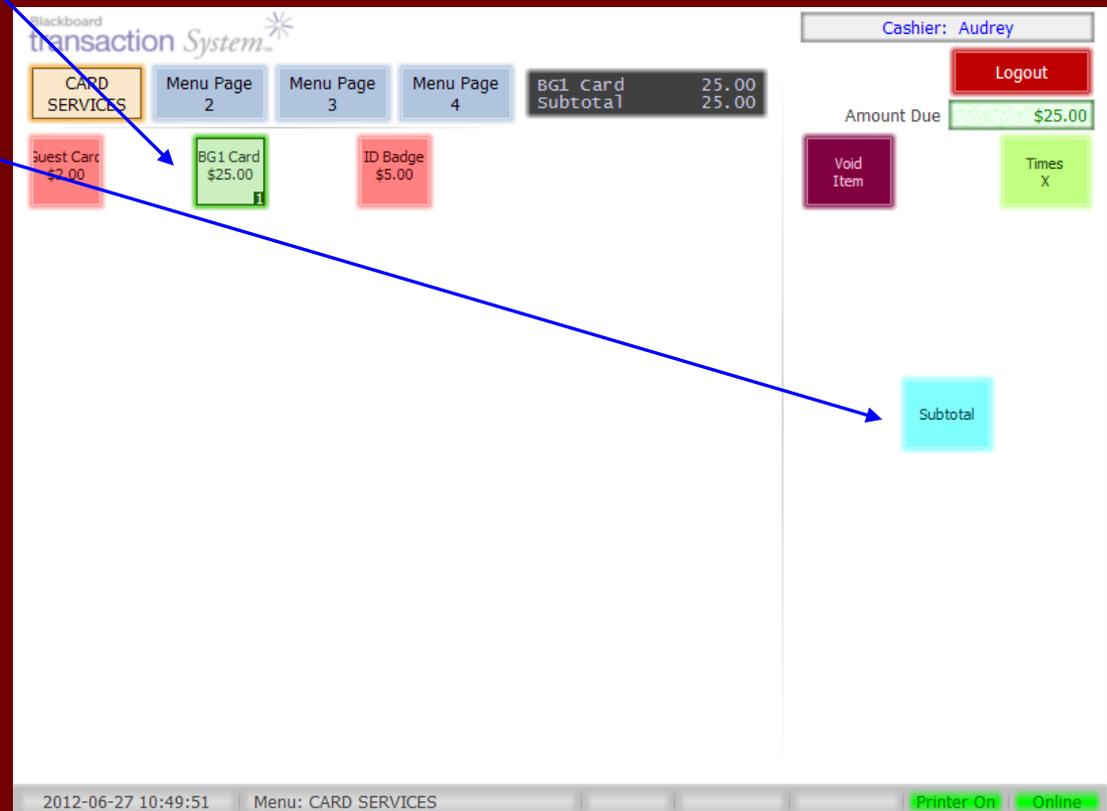
# Product Sales (continued)

6. If a customer is purchasing multiples of the same product, press the Times X button
7. Enter in the quantity of the product the customer is purchasing
8. Press Enter



# Product Sales (continued)

9. Press the product the customer is purchasing
10. Press Subtotal



# Product Sales (continued)

11. Press the correct tender (Cash, Check, Credit, or BG Bucks)

The screenshot displays the Blackboard transaction System interface. The main window is titled "Blackboard transaction System" and shows a transaction summary for a "Stored value Deposit" of \$5.00. The cashier is Audrey, and the transaction time is 06/27/2012 10:41 AM. The amount due is \$5.00. The interface includes several buttons for tender selection: "BG1 BUCKS", "CREDIT CARD", "CASH", and "CHECK". A blue arrow points from the instruction text to the "CASH" button. The interface also includes a "Logout" button, a "Subtotal" button, and a "Cancel Transaction" button. The status bar at the bottom shows the date and time, "No Menu Selected", and "Printer On" and "Online" indicators.

Item	Amount
BG1 BUCKS	5.00
Subtotal	5.00

Cashier: Audrey

Amount Due: \$5.00

Subtotal: \$5.00

Cashier: Audrey  
POS: MAIN CAMPUS Card office POS70  
Tran#: 5686  
Tran Time: 06/27/2012 10:41 AM

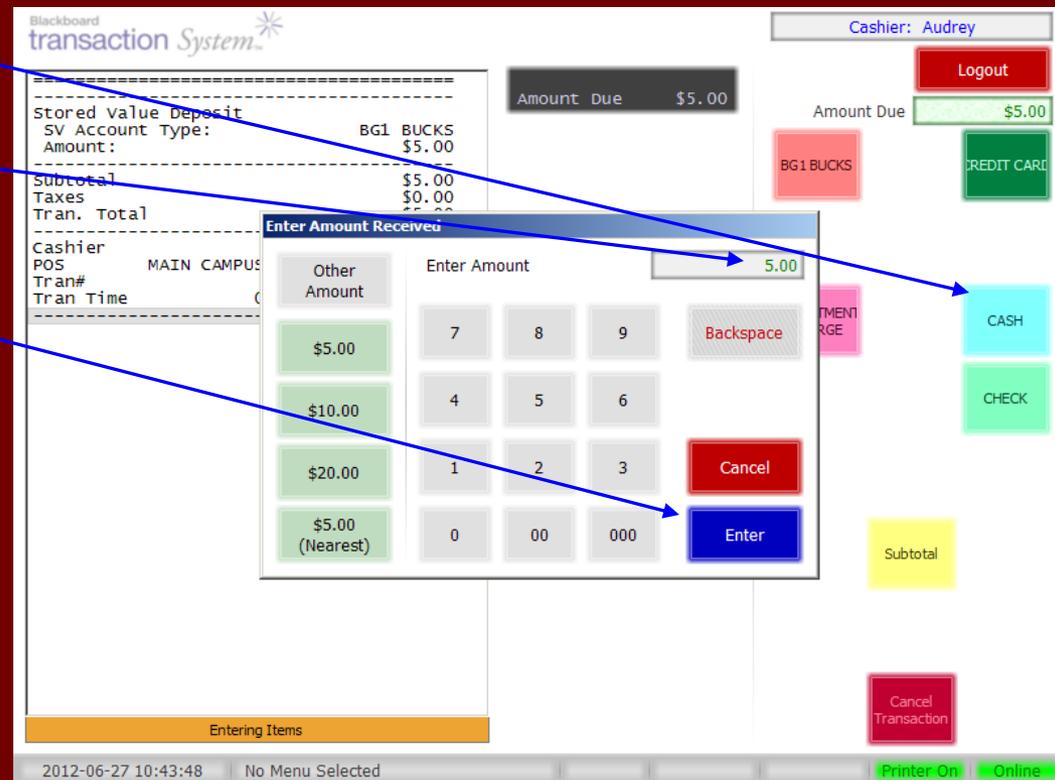
Buttons: Logout, BG1 BUCKS, CREDIT CARD, DEPARTMENT CHARGE, CASH, CHECK, Subtotal, Cancel Transaction

Status: 2012-06-27 10:42:15 | No Menu Selected | Printer On | Online

# Tender Types

## Cash

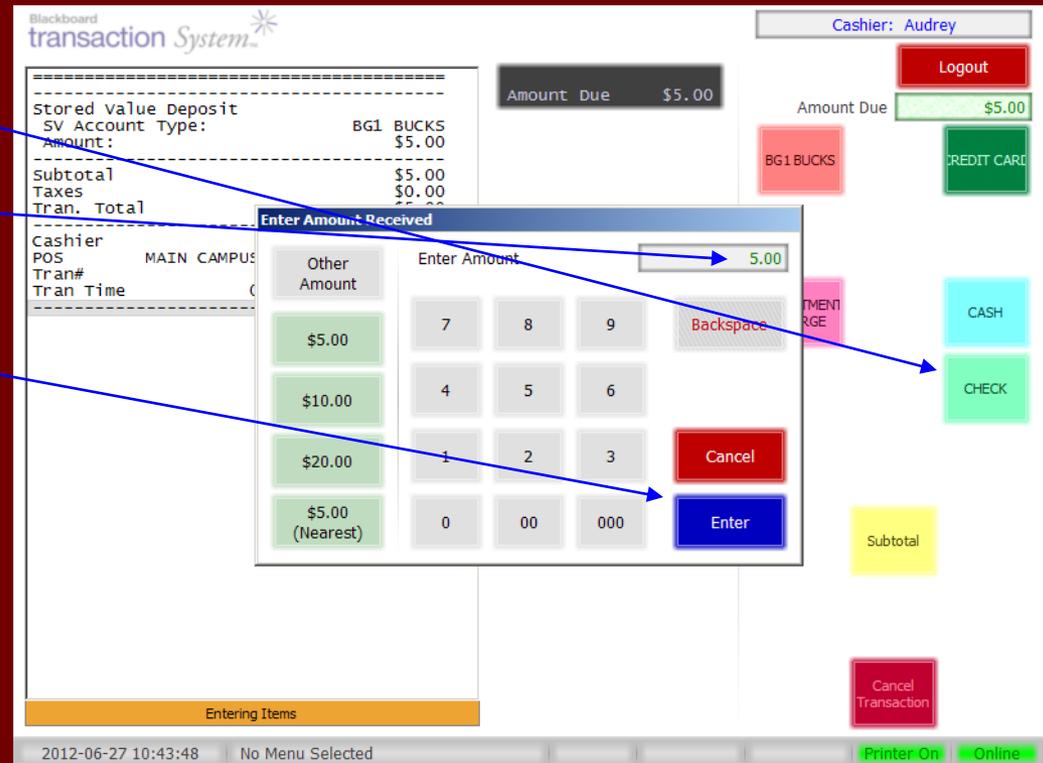
1. Press Cash
2. Enter the Amount Received from customer
3. Press Enter
4. Drawer will open and receipt will print
5. Put cash in drawer
6. Give back change if necessary
7. Close drawer
8. Press Continue



# Tender Types (continued)

## Check

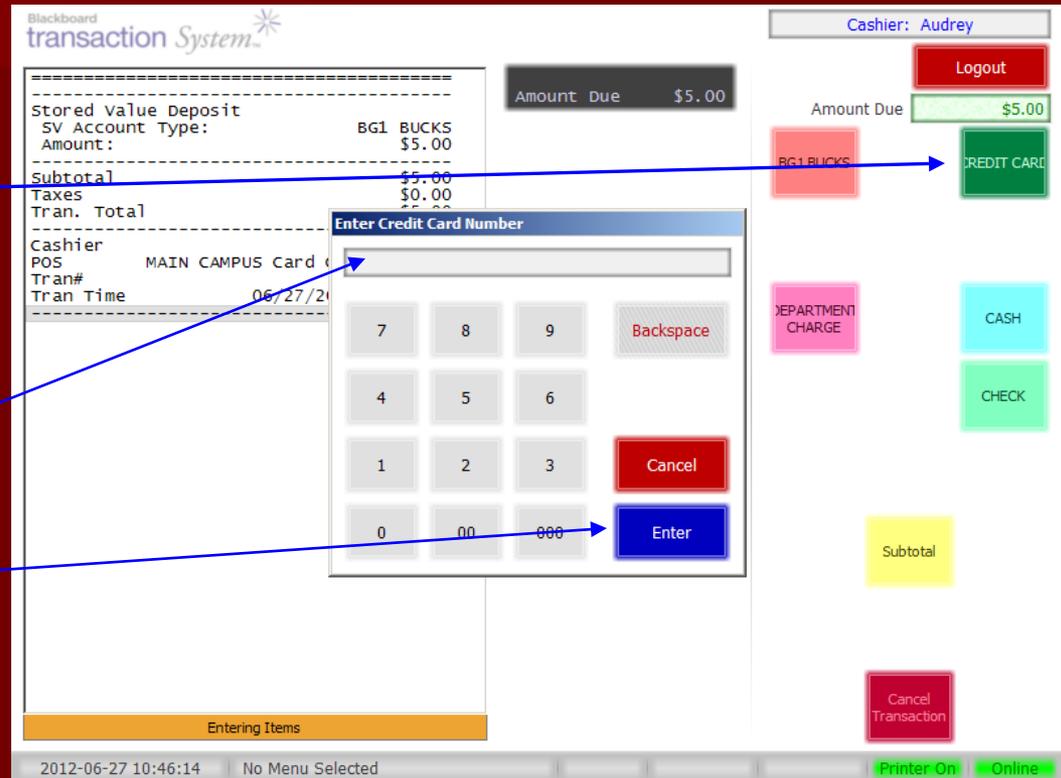
1. Press Check
2. Enter the Amount Received from customer
3. Press Enter
4. Drawer will open and receipt will print
5. Put check in drawer
6. Close drawer
7. Press Continue



# Tender Types (continued)

## Credit

1. Press Credit
2. Swipe the Credit Card  
**OR**  
Manually enter the number
3. If number was manually entered, press enter, enter the expiration date, press enter



*If the transaction is APPROVED, the drawer will open and 2 copies of the receipt will be printed. If NOT APPROVED, card holder will need to produce another form of payment.*

# Tender Types (continued)

4. Press Continue
5. Customer signs the one we keep
6. The other copy goes to the customer
7. Put the signed receipt in the drawer
8. Close drawer

# Tender Types (continued)

## BG Bucks

1. Press BG Bucks
2. Enter in the student or faculty/staff card number
  - a) Swipe the card  
OR  
Manually enter the number with the leading "606361" drop the first zero and continue with the rest of the id number
  - b) Press Enter
3. Receipt will print
4. Close drawer
5. Press Continue

The screenshot shows the Blackboard transaction System interface. The main window displays a transaction summary with the following items:

ID Badge	5.00
Subtotal	5.00
Taxes	\$0.00
Tran. Total	\$5.00

The cashier is identified as Audrey. The amount due is \$5.00. A dialog box titled "Enter Card Number" is open, showing the card number 6063610123456789. The dialog includes a numeric keypad and buttons for "Backspace", "Cancel", and "Enter". The "Enter" button is highlighted with a blue arrow from the instructions. The interface also features buttons for "BG1 BUCKS", "CREDIT CARD", "CASH", "CHECK", "DEPARTMENT CHARGE", "Subtotal", "Return", and "Cancel Transaction". The status bar at the bottom shows the date and time as 2012-07-02 09:28:46, the menu as CARD SERVICES, and the printer status as Printer On and Online.

# Void Product During Sale

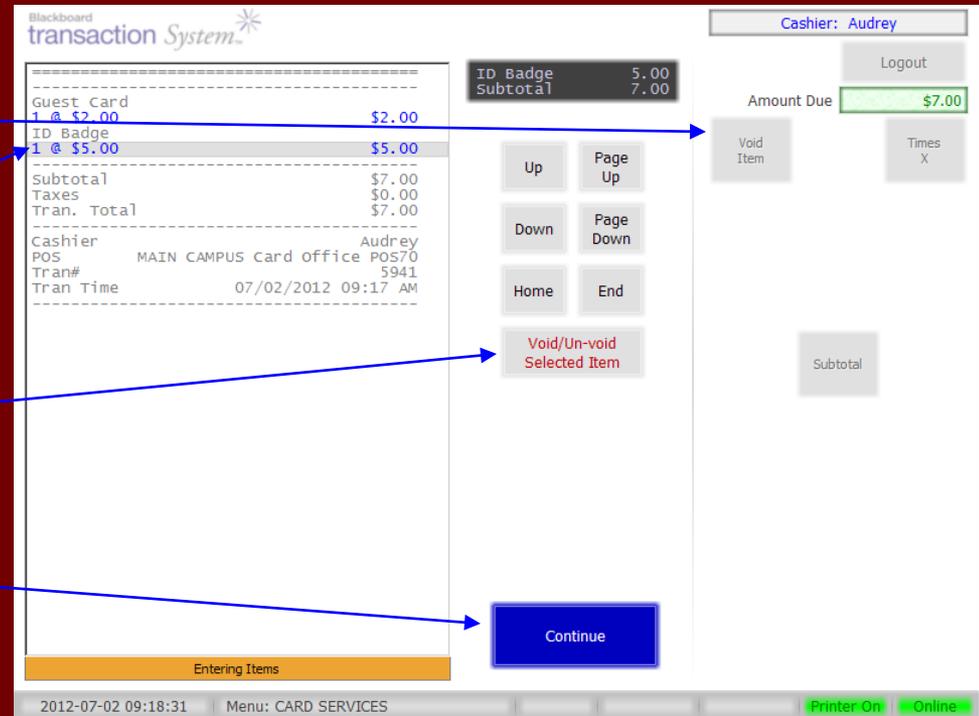
If a mistake is made during a transaction, you are able to void a product or cancel the transaction altogether.

For example: A customer is purchasing 3 guest cards and 1 Id badge. During sale, 3 guest cards are pressed and 2 Id badges. To void the extra Id badge, use the following procedures:

# Void Product During Sale

## BEFORE SUBTOTAL is pressed:

1. Press Void Item
2. Press item to be voided
3. Press Void/Un-Void Selected Item
4. Press Continue
5. Proceed with procedures from the Tender Type slides



# Void Product During Sale

## AFTER SUBTOTAL is Pressed:

\*There is no void option, you must cancel the entire transaction.

1. Click Cancel transaction, receipt will print.

\*You must now start the transaction over.

The screenshot displays the Blackboard transaction System interface. On the left, a receipt is shown with the following details:

ID Badge	2 @ \$5.00	\$10.00
Subtotal		\$10.00
Taxes		\$0.00
Tran. Total		\$10.00

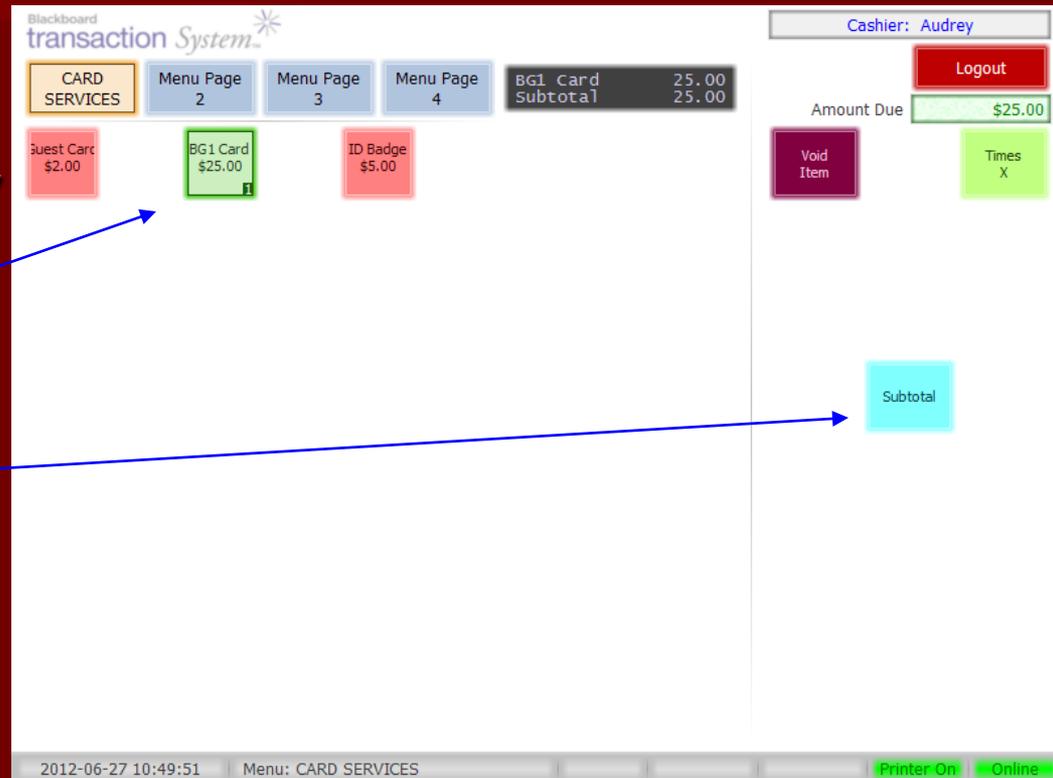
Below the receipt, the cashier information is displayed:

Cashier	Audrey
POS	MAIN CAMPUS Card office POS70
Tran#	5947
Tran Time	07/02/2012 09:22 AM

On the right side of the interface, the cashier's name is "Cashier: Audrey". A "Logout" button is visible. The "Amount Due" is \$10.00. Payment options include "BG1BUCKS", "CREDIT CARD", "DEPARTMENT CHARGE", "CASH", and "CHECK". A "Subtotal" button is highlighted in yellow. A "Return" button is visible. A "Cancel Transaction" button is highlighted in red, with a blue arrow pointing to it from the text "Click Cancel transaction, receipt will print." in the list above. At the bottom, the status bar shows "Entering Items", the date and time "2012-07-02 09:22:23", the menu "Menu: CARD SERVICES", and the printer status "Printer On" and "Online".

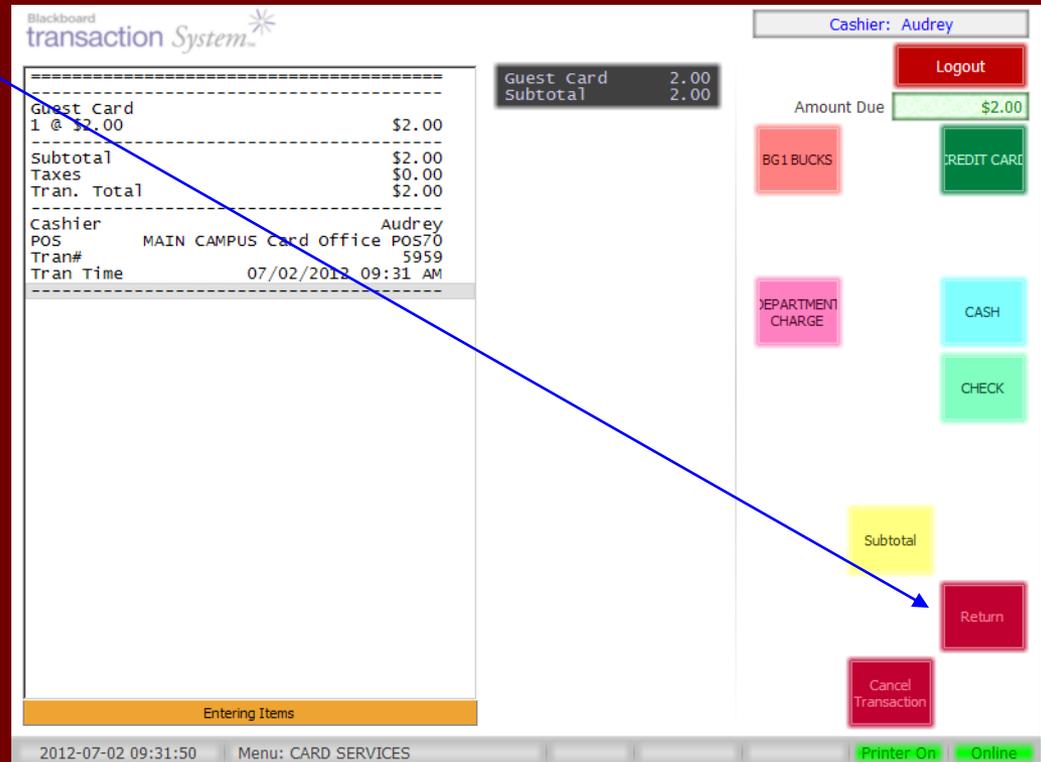
# Refund/Return After Sale

1. Login (if not already)
2. Press the "product key" for the item to be refunded/returned
3. Press Subtotal



# Refund/Return After Sale (continued)

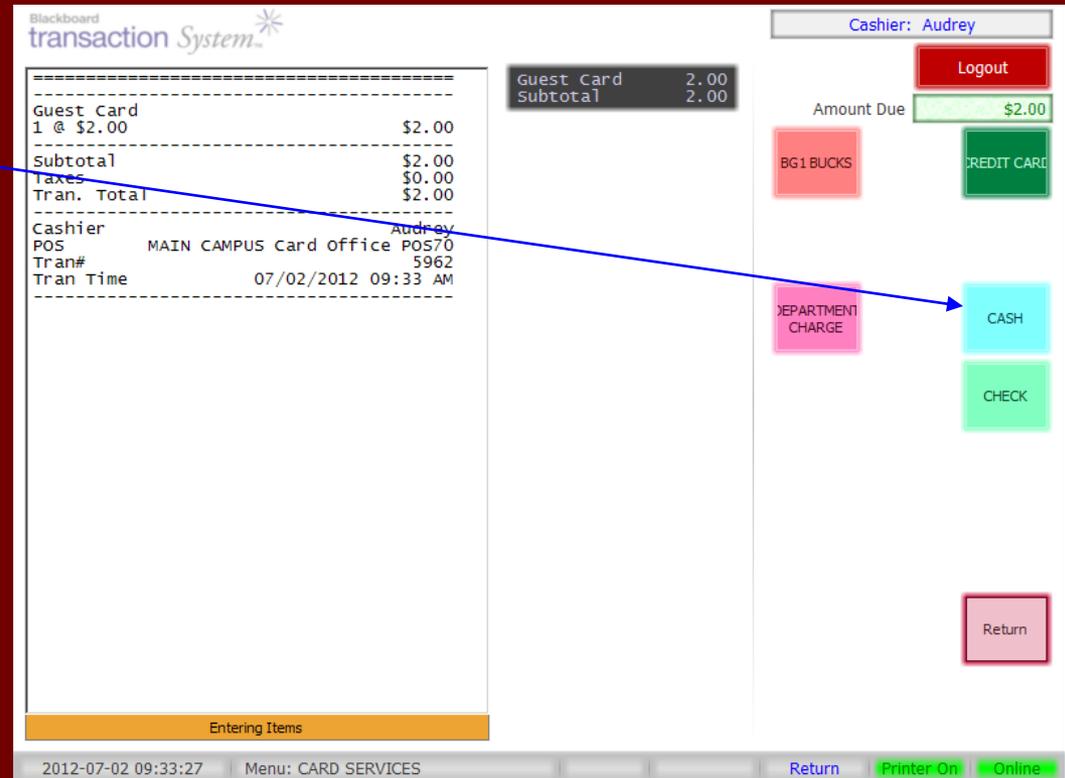
4. Press RETURN (red button)
5. Press the correct tender customer made purchase with (Cash, Check, Credit, or BG Bucks)



# Refund/Return After Sale (continued)

## Cash

1. Press Cash
2. Drawer will open and receipt will print
3. Give correct amount of cash back
4. Close drawer
5. Press Continue



# Refund/Return After Sale (continued)

## Check

1. Press Check
2. Drawer will open and receipt will print
3. Give correct amount of cash back
4. Close drawer
5. Press Continue

The screenshot displays the Blackboard transaction System interface. The main window is divided into several sections:

- Receipt Section (Left):** Shows a receipt for a Guest Card purchase. The total amount is \$2.00. The receipt text is as follows:

Guest Card	
1 @ \$2.00	\$2.00
Subtotal	\$2.00
Taxes	\$0.00
Tran. Total	\$2.00
- Payment Summary (Top Right):** Shows a 'Guest Card Subtotal' of 2.00.
- Amount Due (Middle Right):** Shows 'Amount Due' as \$2.00.
- Payment Options (Right):** Includes buttons for 'BG1 BUCKS', 'CREDIT CARD', 'CASH', and 'CHECK'. A blue arrow points from the 'CHECK' button to step 1 of the instructions.
- Transaction Details (Bottom Left):** Shows 'Cashier: Audrey', 'POS: MAIN CAMPUS Card office POS70', 'Tran#: 5962', and 'Tran Time: 07/02/2012 09:33 AM'.
- Footer (Bottom):** Includes the date and time '2012-07-02 09:33:27', the menu 'Menu: CARD SERVICES', and status indicators for 'Return', 'Printer On', and 'Online'.

# Refund/Return After Sale (continued)

## Credit

1. Press Credit Card
2. Swipe the Credit Card  
**OR**  
Manually enter the number
3. If number was manually entered, press enter, enter the expiration date, press enter

The screenshot displays the Blackboard transaction System interface. The main window is divided into several sections:

- Transaction Summary:** A table showing the transaction details:

Guest Card	2.00
Subtotal	2.00
Taxes	\$0.00
Tran. Total	\$2.00
- Payment Method Selection:** A panel on the right with buttons for "BIG BUCKS", "CREDIT CARD", "CASH", "CHECK", and "Return". The "CREDIT CARD" button is highlighted in green, and a blue arrow points from the instruction "Press Credit Card" to it.
- Amount Due:** A field showing "Amount Due \$2.00".
- Footer:** A status bar at the bottom with the text "Entering Items", "2012-07-02 09:33:27", "Menu: CARD SERVICES", "Return", "Printer On", and "Online".

*If the transaction is APPROVED, the drawer will open and 2 copies of the receipt will be printed. If NOT APPROVED, card holder will need to produce another form of payment.*

# Refund/Return After Sale (continued)

4. Receipt will print
5. Press Continue
6. Receipt goes to the customer
7. Close drawer

# Refund/Return After Sale (continued)

## BG Bucks

1. Press BG Bucks
2. Enter in the student or faculty/staff card number
  - a) Swipe the card  
OR  
Manually enter the number with the leading "606361" drop the first zero and continue with the rest of the id number
  - b) Press Enter
3. Receipt will print
4. Close drawer
5. Press Continue

The screenshot displays the Blackboard transaction System interface. On the left, a receipt shows a transaction for a Guest Card (\$2.00) with a subtotal of \$2.00. The cashier is Audrey, and the transaction time is 07/02/2012 09:33 AM. On the right, the 'Amount Due' is \$2.00. A blue arrow points from the 'BG Bucks' button to the 'Guest Card' line item on the receipt. The interface includes buttons for 'Logout', 'BG1 BUCKS', 'CREDIT CARD', 'DEPARTMENT CHARGE', 'CASH', 'CHECK', and 'Return'. The status bar at the bottom shows the date and time (2012-07-02 09:33:27), the menu (CARD SERVICES), and system status (Return, Printer On, Online).

Blackboard transaction System		Cashier: Audrey	
=====		Guest Card	2.00
-----		Subtotal	2.00
Guest Card			
1 @ \$2.00		\$2.00	
-----			
Subtotal		\$2.00	
Taxes		\$0.00	
Tran. Total		\$2.00	
-----			
Cashier		Audrey	
POS		MAIN CAMPUS Card office POS70	
Tran#		5962	
Tran Time		07/02/2012 09:33 AM	
-----			

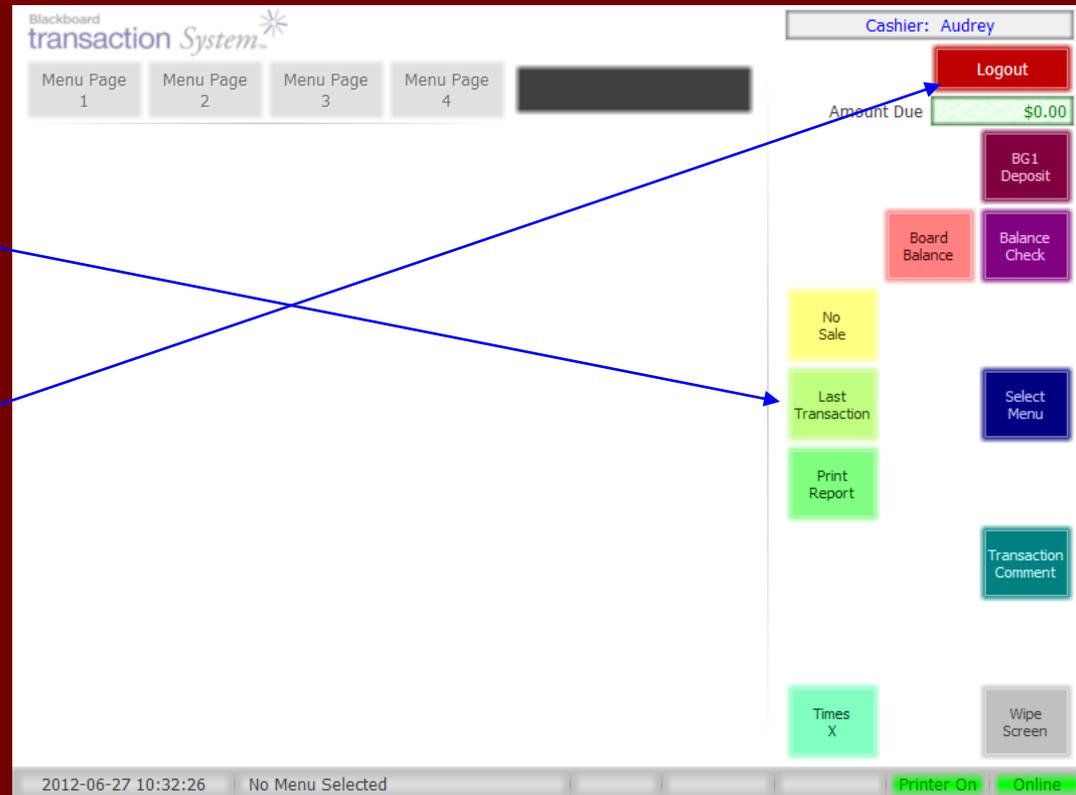
Amount Due: \$2.00

Buttons: BG1 BUCKS, CREDIT CARD, DEPARTMENT CHARGE, CASH, CHECK, Return

Status: 2012-07-02 09:33:27 | Menu: CARD SERVICES | Return | Printer On | Online

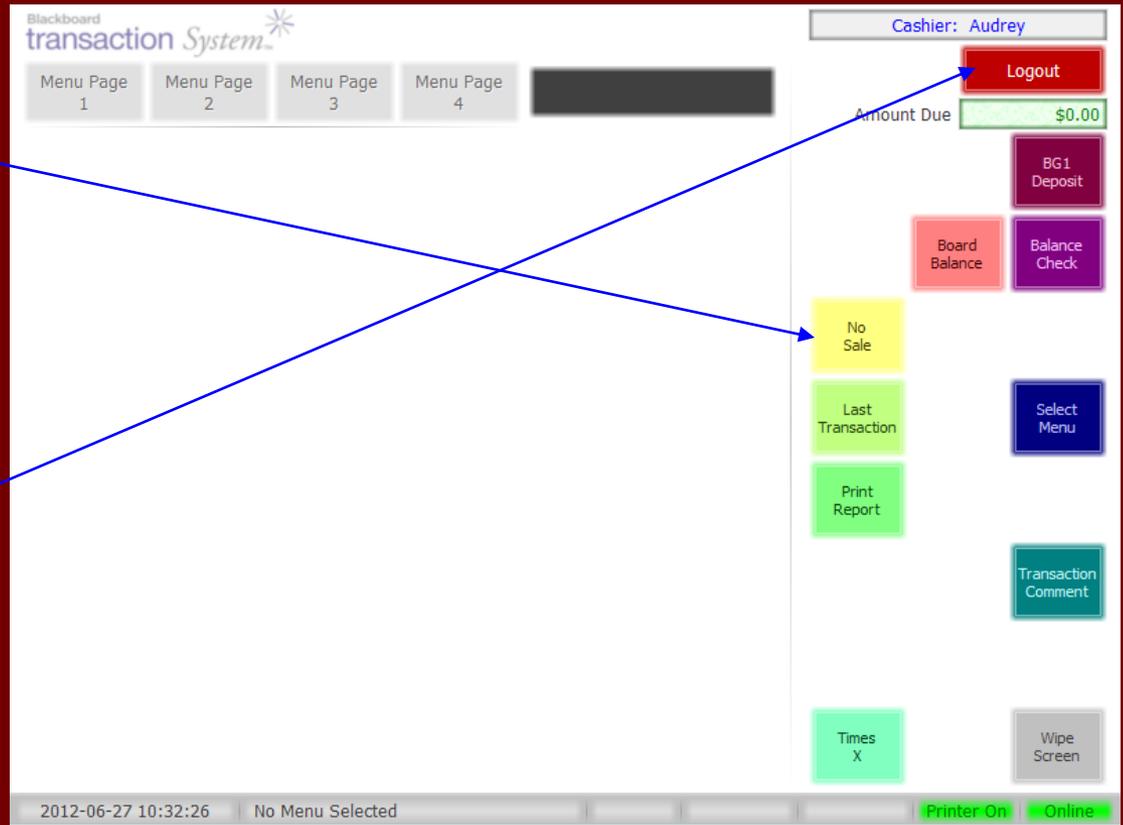
# Reprint a receipt

1. Login (if not already)
2. Press Last Tran
3. The receipt will reprint
4. Logout



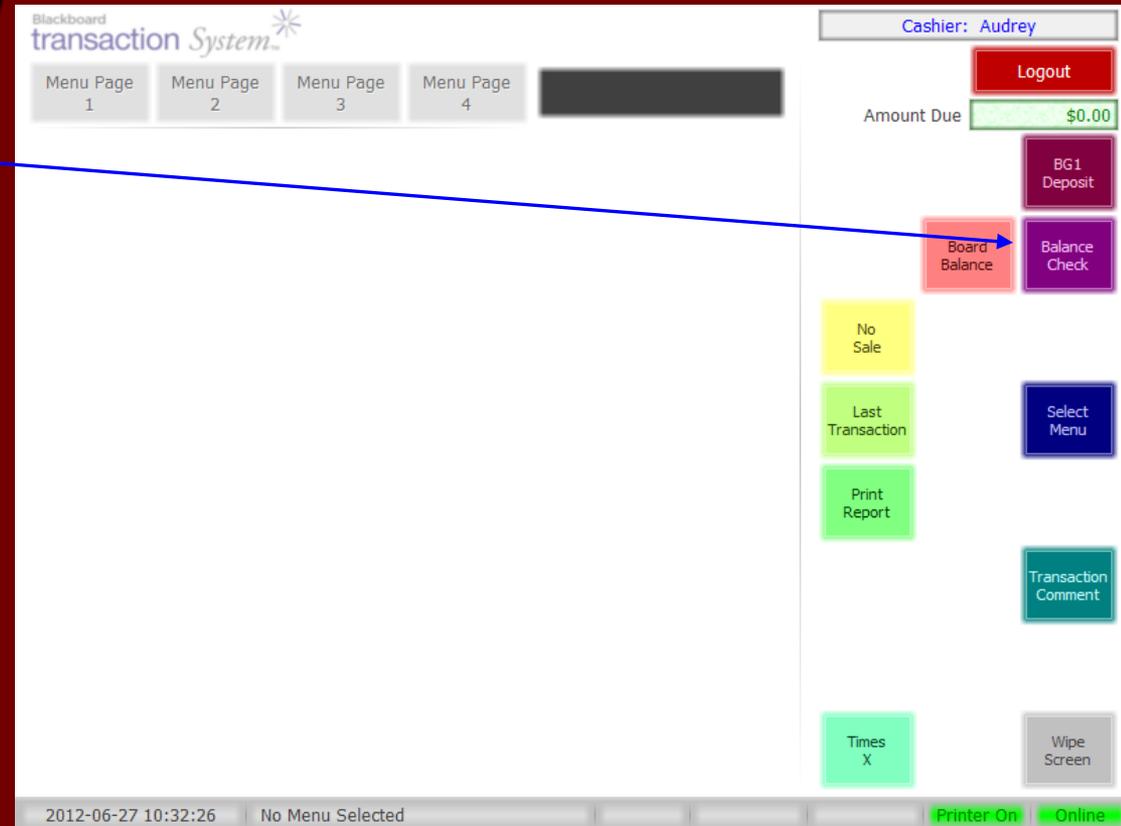
# Open the Cash drawer

1. Login (if not already)
2. Press No Sale
3. Drawer will open
4. Close drawer
5. Logout



# Check Balance

1. Login (if not already)
2. Press Balance Check



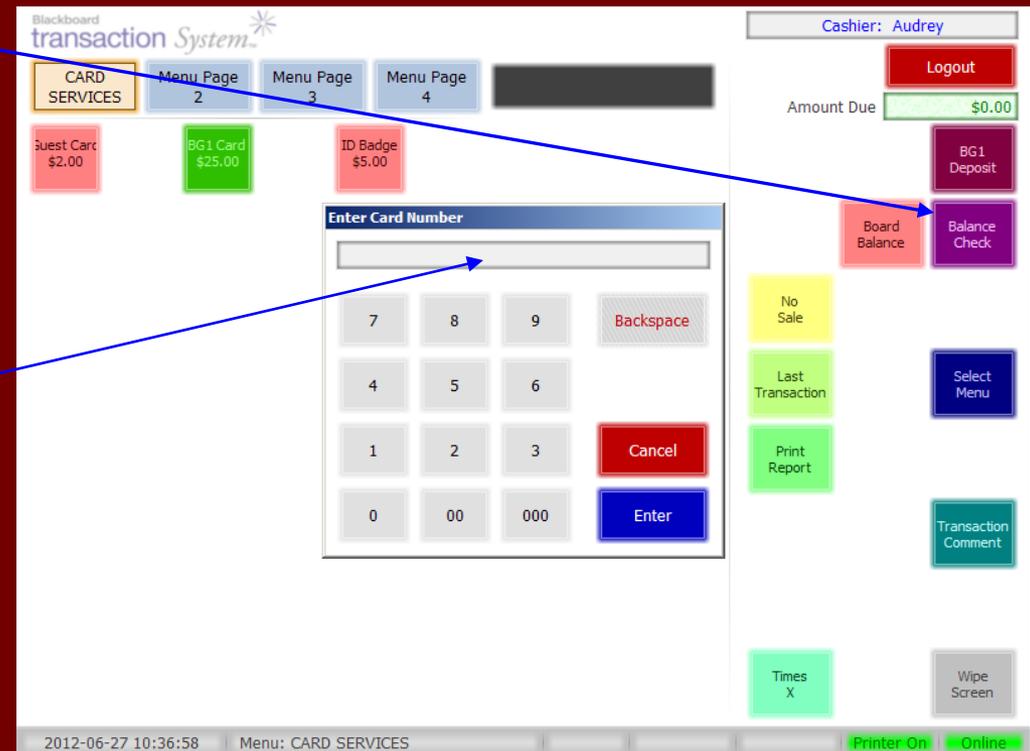
# Check Balance (continued)

3. Enter in the student or faculty/staff card number

a) Swipe the card  
OR

Manually enter the number with the leading "606361" drop the first zero and continue with the rest of the id number

b) Press Enter



# Check Balance (continued)

4. Print (if necessary)

5. Press OK

Balance Check

Last Name  
VAMOS

Stored Value Account Balance

Name	Balance	Credit Limit
BG1 BUCKS	\$0.00	\$0.00
BKS BUCKS	\$0.00	\$0.00
CW-FALL	\$0.00	\$0.00
CW-SPRING	\$0.00	\$0.00
CW-SUMMER	\$0.00	\$0.00
DINING\$-FA	\$0.00	\$0.00
DINING\$-SP	\$0.00	\$0.00
DINING\$-SU	\$0.00	\$0.00
FALCON\$-FA	\$0.00	\$0.00
FALCON\$-SP	\$0.00	\$0.00
FALCON\$-SU	\$0.00	\$0.00

Print OK