Range Quick Reference

Range Control	Selling Range Time

Range Control

▶ Assigning Customer to a Lane

1. Complete steps for *Sell Primary Range Time* or *Sell Primary & Secondary Range Time*
2. Click to select customer session from **Range Queue**
3. Locate lane name
4. Click empty square below lane

▶ Return Customer to Range Queue

1. Open the **Register**
2. Click **RANGE**
3. Click customer session from range timeline
4. Click **Return to Queue**

▶ Move Customer to New Lane

1. Open the **Register**
2. Click **RANGE**
3. Click customer session from range timeline
4. Click lane selection dropdown menu (next to **Move to**)
5. Select a lane from dropdown menu
6. Click **Move to**

▶ End Customer Session

1. Open the **Register**
2. Click **RANGE**
3. Click customer session from range timeline
4. Click **End Session**

▶ Finalize Suspended Transaction from Range

1. Open the **Register**
2. Click **HISTORY**
3. Click the **Suspended Transactions** tab
4. Locate the suspended range transaction, click **Recall**
5. Select tender type and complete the transaction

Selling Range Time

▶ Sell Primary Range Time (single customer on one lane)

1. Open the **Register**
2. Search & Select the Customer
3. Scan the Primary Range Product UPC

   – or –

   Click **SEARCH** and select the Primary Range Product (from Search tab or Quick Picks if applicable)
4. Click **RANGE** to suspend the transaction and put the customer on a lane

   – or –

   Select tender type and complete the transaction

▶ Sell Primary & Secondary Range Time (multiple customers on one lane)

1. Open the **Register**
2. Search & Select the Primary Customer
3. Scan the Primary Range Product UPC

   – or –

   Click **SEARCH** and select the Primary Range Product (from Search tab or Quick Picks if applicable)
4. Scan the Secondary Range Product UPC

   – or –

   Click **SEARCH** and select the Secondary Range Product (from Search tab or Quick Picks if applicable)
5. Search & Select the Secondary Customer

   – and –

   Repeat step to add other customers sharing the lane
6. Click **RANGE** to suspend the transaction and put the customers on a lane

   – or –

   Select tender type and complete the transaction

Range Quick Reference

Attaching Customer Waivers	Firearm Rentals

▶ Attach **Customer Paper Waiver** (after the paper waiver is signed)

1. Open the **Register**
2. Search & Select the Customer
3. Click **Party Control**
4. Click the **P** box to designate that a paper waiver has been signed

▶ Attach **Customer Electronic Waiver**

NOTE: The Electronic Waiver must be setup in the *Datacenter* before use. Setup is located in the *Range tab*, within the *Waiver Setup* screen.

1. Open the **Register**
2. Search & Select the Customer
3. Click **Party Control**
4. Click the **E** box
5. Allow customer to review the Range Waiver on screen
6. Instruct customer to use the computer mouse for a signature
7. Click **Save**

▶ Attach **Customer Smartwaiver** (for use with the Smartwaiver integration)

1. Open the **Register**
2. Search & Select the Customer
3. Click **Party Control**
4. Click the **S** box
5. Utilize the Smartwaiver search to locate the customer's waiver
6. Click to select a waiver from the results
7. Click **Save**

▶ Renting **a Firearm**

1. Open the **Register**
2. Search & Select the Customer
3. Add Primary / Secondary Range Products
4. Click **Party Control**
5. Click the **Rentals** box (next to handgun icon)
6. Select rental firearm from list
7. Click **Rent**
8. Click **Close**

▶ **Returning Firearm Rental** from Range Control

1. Open the **Register**
2. Click **RANGE**
3. Double-Click on range session from timeline
4. Locate the Firearm Rental
5. Type in the rounds fired estimate in **Rounds Fired**
6. Type in firearm serial number in **Verify S/N**
7. Click **Return**

▶ **Returning Firearm Rental** from Register

1. Open the **Register**
2. Search & Select the Customer
3. Click **Party Control**
4. Locate the Firearm Rental
5. Type in the rounds fired estimate in **Rounds Fired**
6. Type the firearm serial number in **Verify S/N**
7. Click **Return**