

CUSTOMER

- Customer Lookup
- Add new customer
- Edit Customer Info

SEARCH

- Quick Picks
- Product Search
- Firearm Inventory

SERVICE

- New Work Order (non-firearm only)
- Product Holds

CURRENT

- Layaway Payment/Finalize/Cancel
- Special Order Payment/Finalize/Cancel
- Firearm Void/Transfer
- Work Order Finalize
- Membership Payment/Upgrade/Renew
- Deposit Refund/Apply to Purchase
- House Account Payment
- Display list of:
 - Product Holds
 - Range Reservations
 - Classes

HISTORY

- Transaction History
- Void Transaction
- Reprint Receipt
- Initiate Return
- Suspended Transactions
- Credit Card Discrepancies

SELL

- New Special Order
- New Layaway
- New Membership
- Add family/group member
- New Class registration
- Change Class registration
- New Range reservation
- Cancel Range Reservation

RANGE

- Assign shooter to a lane
- Switch shooter to another lane
- Add secondary shooter
- Rent firearm
- Return rental firearm
- Indicate signed waiver
- Close/open lanes
- Cancel Range reservation

CC HOLD
Holds a Credit Card and suspends the transaction

VOID
Void transaction (requires Transaction ID from receipt)

DISCOUNT
Discount entire transaction

CANCEL
Cancel transaction

SPLIT TAB
Split item(s) from this transaction to another

NO SALE
Open cash drawer

DEPOSIT
Take a deposit

SUSPEND
Suspend transaction

SUBMIT
Finalize transaction

Subtotal: 76.95
Tax: 5.80
Total: 82.75

For technical assistance, contact **RTG Support** at 800.547.7120 or email Support@RTGHoldings.com

NOTES
 Add Color Coded Customer Notes
 Green - General
 Yellow - Warning
 Red - Prohibited

Customer Info
 Customer selected for transaction

Clear Customer
 Remove Customer from transaction

Party Control

- Customer information
- Recent transactions
- Range Rentals & Signed Waivers
- Pending range reservations

Notes

Customer Look-up

John Customer
 408 4th St N
 Sycamore IN 46936-4001
 (236) 423-4672



Gift Receipt
 Print gift receipt for selected item

Remove Item
 Remove selected item from transaction

CASH REGISTER

Enter or scan UPC Code

UPC	DESCRIPTION	REG PRICE	DISCOUNT REASON	SALES PRICE	QTY	EXT
078834351994	Federal Range Ammo 40 S&W	\$12.99		\$12.99	4	\$51.96
9001445761	Logo Hooded Sweatshirt (L)	\$24.99		\$24.99	1	\$24.99

Check Inventory Levels Adjust Price/Quantity Modify Description Salesperson Tax Shift

Check Inventory Levels

- On Hand Quantity
- On Order Quantity
- Committed Quantity

Adjust Price/Quantity

- Adjust price
- Percentage Off
- Adjust quantity (negative for returns)

Modify Description
 Change item description for this transaction

Salesperson
 Select Salesperson for this item/transaction

Tax Shift
 Include/Exclude Sales Tax for this item/transaction

Clear
 Removes payment entry

City Bucks Coupon Store Acct PAID OUT

CASH CREDIT DEBIT CHECK GIFT CC HOLD Tax Exempt 1 Receipt(s) Print Last Receipt Email Receipt DISCOUNT

Check	82.75
Subtotal	76.95
Tax	5.80
Total	82.75

Employee: Super User

SPLIT TAB NO SALE DEPOSIT VOID SUSPEND CANCEL SUBMIT

Payment Types
 Select tender type for this transaction

Payment Totals
 Displays transaction totals