



AXIS™ 2.15 Release Notes

May 2018

Notices

AXIS 2.15 Release Notes
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Overview

The **Retail Technology Group** (RTG) provides this document as a high-level summary of the latest release of the AXIS software system.

Sales Orders

This functionality is ideal for online orders when the customer prefers to pay for the order in store. The new Sales Order function allows you to send Sales Orders from the Data Center to the Register.

Move a Sales Order to the Register

1. Log in to the Data Center to display the Data Center Ribbon Menu.
2. Click the **Purchasing** tab to display the Purchasing Ribbon Menu.
 - a. Click the **Sales Orders and Quotes** button to display the Sales Orders and Quotes screen.
 - i. A list of “in process” Sales Orders displays accordingly.
 - b. Click the **Details** magnifying glass icon for the specific Sales Order to process.
 - i. The Sales Order Details screen displays the order.
 - c. Click the drop down arrow in the **Payment Type** field.
 - d. Select **Move to Register**.
3. Click AXIS **Register** icon to open.
 - a. Look up customer.
 - b. Click on the customer’s red **Current** Tab.
 - c. Locate and single click on the **Sales Order** line item to view the details.
 - d. Click **Move to Register**.
 - e. Select the tender type the customer wishes to pay with and process the transaction.

Note: It is strongly recommended to NOT make any price changes in the Register as this will not update the Sales Order in the Sales Order History button in the Data Center.

New Label Types

The New Label Types function now allows you to print product shelf labels.

Set up and Print Shelf Labels

1. Log in to the Data Center to display the Data Center Ribbon Menu.
2. Click the **Setup** tab to display the Setup Ribbon Menu.
3. Click the **Label Printer Setup Printing** button to display the Label Printer Setup screen.
 - a. Under the Label Format heading for Firearms Labels, there are three choices.

NOTE: Images are approximate size.

1- Small Price 2x3

2- Large Price 2x3

3- No Price 2x3



- b. Under the Label Format heading for Product Labels, there are three choices.

NOTE: Images are approximate size.

1- Product 1.5 x 1



2-Shelf 2 x 1



3-Shelf 1.25 x 2.5



Note: Only one format may be selected for Product Labels and Firearm labels.

The Product Label selection is a global setting and when a "Shelf Label" format is selected, only 1 "shelf label will print in the selected format no matter what the quantity received total is for that single item.

Extend Memberships

You can now extend a membership in monthly increments.

Option: Extending Memberships in Customer Admin

1. Log in to the Data Center to display the Data Center Ribbon Menu.
2. Click the **Customer Admin** tab to display the Customer Admin Menu.
 - a. Click the **Select Customer** button to display the Customer Look-up screen.
 - i. Enter the Phone or Last Name of the customer, if needed.
 - ii. Press the Enter Key on the keyboard.
 - iii. Highlight and double click the customer's name.
 - b. Select the **Memberships** button In the Customer Admin Menu across the top and the **Memberships screen** for the customer displays.
 - i. Click **pencil icon** in the Edit column.
 - ii. Click the **calendar icon** next to the date field; select the desired month to extend the membership.
 - iii. Click **Submit**.
3. The Memberships screen will display with the new date in the Expiration column.

Option: Extend a Membership - In Memberships Tab

1. Log in to the Data Center to display the Data Center Ribbon Menu.
2. Click on the **Memberships Tab** to display the Memberships Ribbon Menu.
 - a. Click on the **Member List** button.
 - b. Click on the **Edit Pencil** for desired customer.
 - c. Click on the **calendar icon** next to the date field; select the desired month/year to extend the membership.
 - d. Click **Submit**.
3. The Member List screen will display the new date in the Expiration column.

Note: Extending a membership will also extend payments for the member. To remove additional payments, go to Memberships > Process Payments > Details. Delete any unwanted payments.

House Account Invoices

House Account Invoices can now be printed from the Register. House Account Invoices are ideal for agencies that required an invoice to pay balances due.

To activate House Account Receipts

1. Contact RTG at 1-800-547-7120 or RTGSupport@acusport.com
 - a. A new sub-folder will be added to the **Shared Path folder** and Support will assist with formatting as needed.
 - i. Below is a sample of a **House Account Receipt**.

Invoice # 460976

All AXIS Firearms
940 Industrial Drive Suite 107
Sauk Rapids, MN 56379
(320)123-1111

Bill To: Stearns County
Law Enforcement
721 Main St
St. Cloud, MN 56137
(320)777-3333

ATTN:

3/26/2018 12:21:18 PM
Rita B.
Registrar1

UPC	Description	Sale Price	Qty	Ext. Price
400100000006	S&W M&P 15T W/M-LOK Model 11600, 5.56M, q6" Barrel Log# 820 Serial # SW789456-123 NICS Approval Code:	\$899.00	1	\$899.00
Subtotal:				\$899.00
Tax:				\$0.00
Total:				\$899.00
Account: 102101000086		ACCOUNT:		\$590.89
Account: 102101000086		CREDIT:		\$308.11

TERMS:
Nick Adams

Signature _____

NO RETURNS WITHOUT SALES SLIP