

SELLING A WINTER WATER AEROBICS PASS

1. Selecting the household

- First look up person on Global Sales:
 - o Look up by last name

Global Sales Lookup

stuart

Household Last Name Family Member Household Number Phone Address Email Organization Name Team Name Reservation Number Statement Number

Options Templates (1) Refresh Household DataGrid

Last Name	First Name	HH ID	Address 1	Address 2	City	State	Zip Code	Email #1	Phone #1	Ph
Stuart	Asia		8 400 MARQUETTE AV NW		Albuquerque	NM	87102	astuart@cabq.gov	(505)274-2534	0
STUART	CAROLJ	93611	909 BOSQUE RD NE		Albuquerque	NM	87113		(505)265-7315	
STUART	CAROLJ	41800			ALBUQUERQUE	NM	87113		(505)265-7315	

- Select Household

- Select purchase history and Type in winter in the description:

Global Sales

Activity Purchase History Facility Standard Pass POS Service POS Inventory POS Ticket Touch Visit Super Grid League Waitlist

Options Templates (0) Refresh Purchases 1 to 0 of 0 (Filtered from 61)

Tran Date	Module	Description	First Name	Status	Total Due	Total Paid	Current
	(0) Selected	winter		(31) Activ...			

There are no records to display. Use the filters to change the results.

2. Purchasing a pass for the first time

- If there are no records to display go touchscreen and sell up to four winter water aerobics passes. If there are records that include the winter water aerobics pass, proceed to step 5

TouchScreen - No Household

Daily Pass	Monthly Passes	Year Passes	United Way
Attendance	Lessons	Certifications	
Facility Rental	Fees	Promotions	

TouchScreen - No Household

% OFF

Black Friday
15%

Winter Water
Aerobics
Punch Pass

Teen Month
50%

Global Sales Selection Matrix

Asia Stuart

Select All Select None

Winter Water Aerobics Punch Pass

Benji Stuart

Select All Select None

Winter Water Aerobics Punch Pass

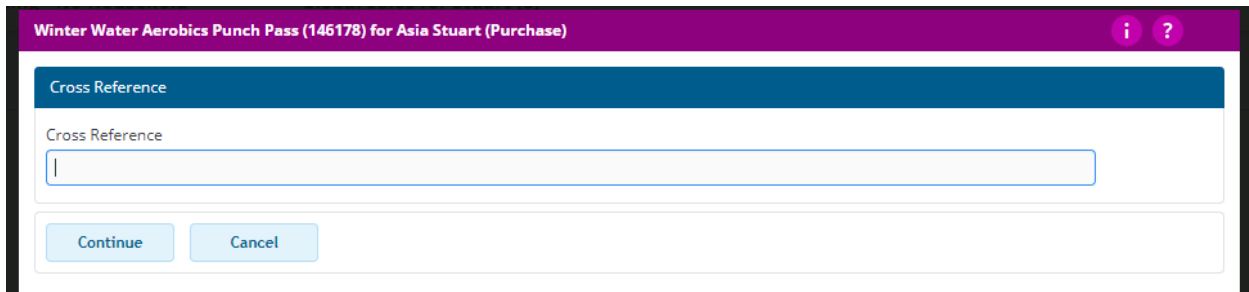
Teenage Stuart

Select All Select None

Winter Water Aerobics Punch Pass

Continue

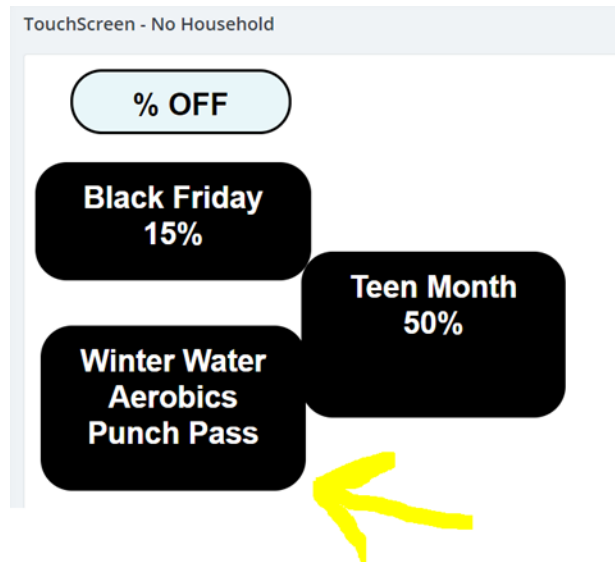
Cancel



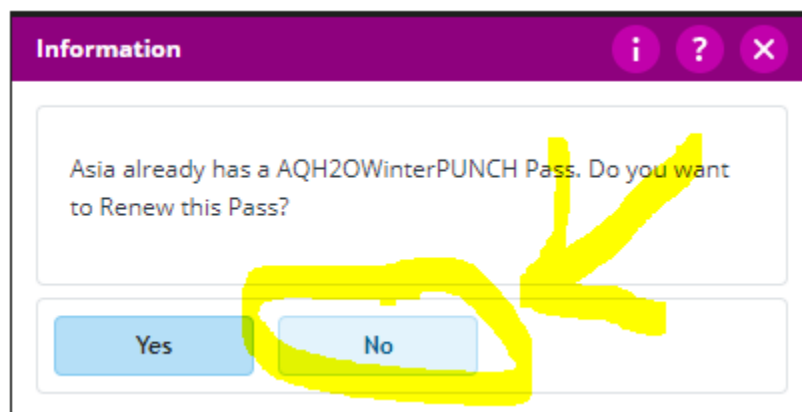
- Scan barcode then select continue

3. Purchasing more than one winter aerobics pass

If they want to purchase more than one pass click on winter water aerobics pass again



- You will get this window – click no to add a new



- Select individual. You don't need to add barcode again since you did it on the first pass.
 - You now have two in your cart

Shopping Cart

HH Lookup

HH Reset

Change From Cart

Update Fees from Cart

Finish

Update Fees from Cart

	Description	Total Due
<input type="checkbox"/>	Winter Water Aerobics Punch Pass (...)	\$ 23.00
<input type="checkbox"/>	Winter Water Aerobics Punch Pass (...)	\$ 23.00
		Total Due \$ 46.00

Remove From Cart

Empty Cart

\$46.00 Payment

4. Purchasing Max

- You can repeat these steps two more times if they want to purchase the max:

Shopping Cart

HH Lookup HH Reset Change From Cart

Update Fees from Cart Finish

Update Fees from Cart

	Description	Total Due
<input type="checkbox"/>	Winter Water Aerobics Punch Pass (...	\$ 23.00
<input type="checkbox"/>	Winter Water Aerobics Punch Pass (...	\$ 23.00
<input type="checkbox"/>	Winter Water Aerobics Punch Pass (...	\$ 23.00
<input type="checkbox"/>	Winter Water Aerobics Punch Pass (...	\$ 23.00

Total Due
\$ 92.00

Remove From Cart Empty Cart

\$92.00 Payment

- Now just click payment and process payment.

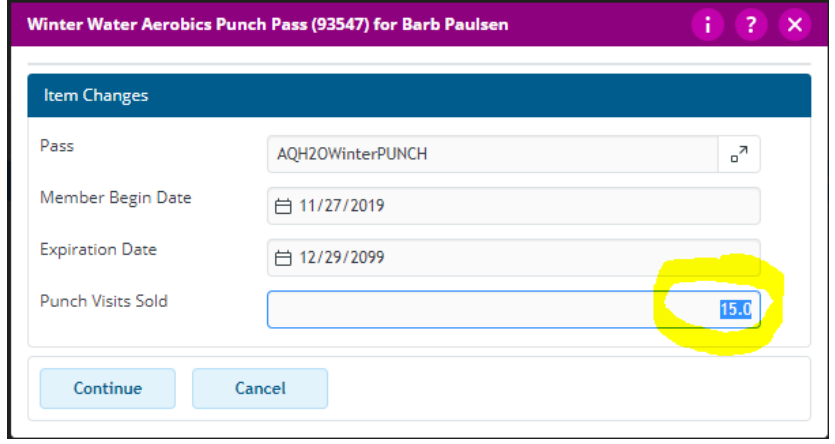
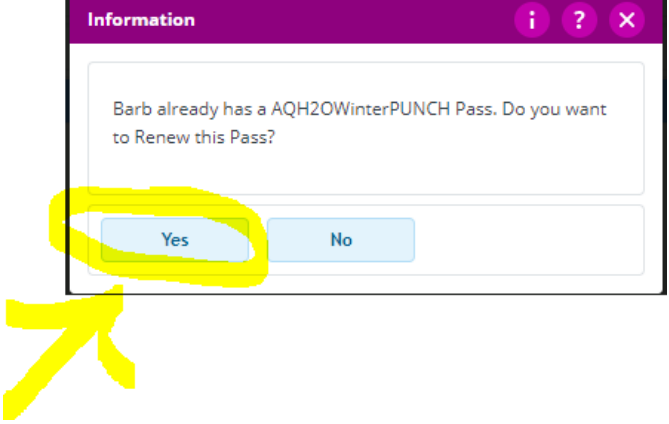
5. Selling to someone who has a Winter Water aerobics pass in their history

If you see a winter water aerobics pass in their history look at transaction date. If the transaction date is from the previous year and they do not have any winter water aerobics passes purchased in 2019 you can add up to 60 more visits to their pass and adjust the fee accordingly.

- Go to the Touch Screen and select the Winter Water Aerobics pass



Renew the old pass



- Change punch visits sold to 60

Item Changes

Pass

Member Begin Date

Expiration Date

Punch Visits Sold

Continue

Cancel

- Now update fees from cart (if you added 15 visits sold, don't change fees)

Shopping Cart



Description	Total Due
<input type="checkbox"/> Winter Water Aerobics Punch Pass (...)	\$ 23.00

Total Due
\$ 23.00

- Change quantity to 4 and continue
(If you changed visits sold to 30, change quantity to 2)
(if visits sold=45, change quantity to 3)

Fees							
Add	Line	Description	Amount	Discount	Quantity	Time Count	Net Fee
<input checked="" type="checkbox"/>	35720646	Water Aerobics Punch Pass WMAC	23.00	0.00	4.00	1.00	92.00

Continue Cancel Cancel This and All Remaining Items

See new fees in cart:

Shopping Cart

	Description	Total Due
<input type="checkbox"/>	Winter Water Aerobics Punch Pass (...)	\$ 92.00
		Total Due \$ 92.00

Now click payment and process

!!! RecTrac TRAINING DATABASE !!!

West Mesa Aquatics Center

6705 Fortuna Rd NW

Albuquerque NM 87121

Phone: (505)836-8718 Ext: 227

Clerk: E18181

Date: 11/27/2019 @ 8:38 pm

H/H: Barb Paulsen

H/H #: 10300

Barb Paulsen

Description	Ext Price
Pass Updated	92.00
Winter Water Aerobics Punch Pass	
Pass: 93547 (AQH2OWinterPUNCH)	
From 11/27/2019 - 12/29/2099	
Visits Left: 61	

Note: Punch Plays Remaining: 61

Total New Fees	92.00
Total Due	92.00

Total Fees Paid	92.00
Total Paid	92.00

Household Balance Information	
Overall Balance Due	0.00

Payment of: 92.00 Made By: Cash

Receipt # 1896619

Notice total amount of visits left ☺

Note: Renewing a pass can only be done in person – purchasing for the first time can be done by the user online at **play.cabq.gov**