



SENIOR AFFAIRS POINT OF SALE SYSTEM MEMBERSHIPS TRAINING COURSE

Section 6

Alternate DSA Membership Eligibility/Linking in
Point of Sale System- Special Codes

Revised December 28, 2016

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Alternate Membership Eligibility/Linking in Point of Sale System- Special Codes

- **Scenario:** Under AAA and DSA guidelines, there are certain instances where a person qualifies for the same benefits as eligible seniors. Review alternate eligibility criteria below:

Scenario	Alternate Membership Eligibility/System Meal Special Code	Membership Card Color/Benefits
Spouse under 60 years of age	Eligible for lunch on a donation basis-needs to fill out a SAMS form and be entered into the SAMS system. (32AGSpouse)	Same card banner age eligibility color as qualified senior. Eligible for Title III congregational meal. A spouse under 60 is also eligible to participate in Activities/Trips, etc. with qualified senior present.
Disabled child living with qualified senior 60+	Eligible for lunch on a donation basis - needs to fill out SAMS form and enter into the SAMS system. (32AGDISWE)	Same card banner age eligibility color as qualified senior. Eligible for Title III congregational meal. A disabled child living with a qualified senior under 60 is also eligible to participate in Activities/Trips, etc. with qualified senior present.

- For this process, you will begin by following the same steps as creating a New Membership. (Refer to Section 4 New Membership process for screenshots)

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- **Membership > Member New > Select Appropriate Age Option > Set Guest**
 - Enter the following information for the eligible member (**Please Refer to section 3- New Membership process for screenshots**):
 - Birth Date- Age Calculated Automatically
 - Zip Code
 - Phone Number
 - Address
 - Email
 - Enter SAMS Access Information Number- 1 + Birthdate (mm/dd/yy) Enter SAMS Access Information Number(Addit No) – 1+Birthdate (dd/mm/yy) e.g. Birthday 01/07/1937, Last four of SSN: 1234: **AdditNo = 10107371234**
 - Save – Return to main screen.
 - **“Pass Ready”** Must be visible

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The screenshot displays a Point of Sale (POS) system interface. At the top, the status bar shows "Sales32C SAND02 E29297 Sale#=36059001 03/30/2016 02:24:33 PM". Below this, there are buttons for "-Top-" and "-Back-". A price display shows "\$0.00". To the right of the price are buttons for "Coupon", "Special", "DateTime", and "Ac". The main menu area contains several items: "Membership ..." (blue button), "ATTENDANCE COUNT" (blue button), "Full Breakfast" (red button), "Meal Site Lunch 60+" (cyan button), "Meal Site Lunch <60" (cyan button), "Meal Site Lunch" (cyan button), "Meal Site Lunch ShareCare" (cyan button), "COFFEE-SM" (yellow button), "Milk" (yellow button), "Juice" (yellow button), and "Meal Refund" (light blue button). A red arrow points from the "ATTENDANCE COUNT" button to the "Membership ..." button. A callout box on the right contains the text: "To begin a new membership, click the 'Membership' button".

Sales32C SAND02 E29297 Sale#=36059001 03/30/2016 02:24:33 PM

-Top- -Back-

\$0.00

Coupon Special DateTime Ac

Membership ... ATTENDANCE COUNT

Full Breakfast

Meal Site Lunch 60+ Meal Site Lunch <60

Meal Site Lunch Meal Site Lunch ShareCare

COFFEE-SM Milk Juice

Meal Refund

To begin a new membership, click the "Membership" button



-Top-

. Memberships

\$0.00

Coupon

Special

Date Time

Account

Message



60+ Member New

50-59 Member New

18-49 Member New

Member Child < 18

60 Plus Renewal

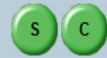
50-59 Renewal

18-49 Renewal

Click the appropriate age eligibility class based on the applicant's age and/or special qualifications.

Clear	Drawer	Reprint	Print CC Receipt	Debitware	Finalize
Logout	Tools	Guest Lookup	Update	Close Out	

Sale Total	0.00
Discount	0.00
Subtotal	0.00
Tax/Fees	0.00
Total	0.00



hold 1

hold 2

hold 3

hold 4

hold 5

ITEMS CREATED: 1 OF

Enter Required Member Information in the indicated fields:

- First Name
- Last Name
- Date of Birth
- Phone Number
- Address

Parent:

- Guest Info
- Guest Info 2
- Guest Info 3
- Summary
- Pass Swipe
- Access Information

Next

Second Guest

Salute
Salute

Mailing

Type

Company

Address

City State

Zip Country

Phone Ext. Phone 2 Ext. Fax Ext.

No Mail No Phone No E-Mail

Click the "New Photo" Button to take the member's photo with the camera attached to the ELO screen at the front desk



Birth Date Age

Height ft / in cm

Weight pounds kg

E-Mail

Group

Gender

Notes

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- From the main screen you will now enter the Qualified Child or Spouse info (Follow steps in Issuing a New Membership Section 4):
 - **60+ (Same as Qualified member to ensure the correct card color is printed) > Special> Select the correct Special Code> Click “Okay”>Set Guest > Enter the following information of the qualifying person**
 - Birth Date- Age Calculated Automatically
 - Zip Code
 - Phone Number
 - Address
 - Email
 - Enter SAMS Access Information Number(Addit No) – 1+Birthdate (dd/mm/yy) e.g. Birthday 01/07/1937, Last four of SSN: 1234: **AdditNo = 10107371234**
 - Save – Return to main screen.
 - **“Pass Ready”** Must be visible

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Alternate Membership Eligibility/Linking in Point of Sale System- Special Codes

The screenshot displays the Point of Sale system interface for DSA Memberships. The top bar shows system information: Sales32C, DRELO1, E24295, Sale#=68044001, and 04/15/2016 01:41:57 PM. The main area features a grid of membership selection buttons: 60+ Member New (blue), 50-59 Member New (yellow), 18-49 Member New (light blue), Member Child < 18 (white), 60 Plus Renewal (blue), 50-59 Renewal (yellow), and 18-49 Renewal (light blue). A callout box with a red arrow points to the 18-49 Member New button, containing the text: "Click the appropriate age eligibility class based on the applicant's age and/or special qualifications." The bottom bar includes transaction controls: Clear, Drawer, Reprint, Print CC Receipt, Debitware, Finalize, Logout, Tools, Guest Lookup, Update, and Close Out. A summary table on the right shows the following values:

Sale Total	0.00
Discount	0.00
Subtotal	0.00
Tax/Fees	0.00
Total	0.00

At the bottom of the interface, there are five hold slots labeled hold 1, hold 2, hold 3, hold 4, and hold 5. The Siriusware logo is visible in the top right corner.

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Enter required member information in the indicated fields: First Name Last Name Date of Birth Phone Number Address

A

*Name (First/Last)

Second Guest

Salute

Salute

Mailing

Type

Link

Link All

Unlink All

Prefer

Click the "New Photo" button to take the member's photo with the camera attached to the ELO screen at the front desk

B

Birth Date / /

Age

Height /

ft / in

cm

Weight

pounds

kg

E-Mail

Account

Group

Gender

Male

Female

Enter CC-Info

New Photo

ID Card

Notes

Notify

History

Activity

Pass Inquiry

Quick Select Guest

Zip

Country

Phone

Ext.

Phone 2

Ext.

Fax

Ext.

No Mail

No Phone

No E-Mail

Search

Clear

Create New

Set Primary

Reset Web Password

Advanced Search

Card/Pass Search

Get from Self-Entry

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The screenshot displays the SIRIUSWARE Point of Sale interface. At the top left, the total amount is \$13.00. The top menu includes buttons for Coupon, Special, DateTime, Account, and Message. Below this, a transaction list shows a single item with a price of 13.00. A red arrow points to the 'Special' button in the secondary menu, which is highlighted. A callout box contains the following text:

After entering the eligible citizen's information, click the **"Special"** button to select the appropriate special code

The bottom of the screen features a toolbar with icons for Clear, Drawer, Print Sale, Print CC Receipt, Debitware, Finalize, Logout, Tools, Guest Lookup, Update, and Close Out. On the right side, a summary table shows the following values:

Sale Total	13.00
Discount	0.00
Subtotal	13.00
Tax/Fees	0.00
Total	13.00

At the bottom, there are three hold buttons labeled 'hold 3', 'hold 4', and 'hold 5', along with 'S' and 'C' buttons.

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Special Selection Dialog

Enter Special or Select From List

32AG STAFF | 32AG STAFF

- CUSTOM SPECIAL -

Special Name	Description
32AG STAFF	32AG STAFF
32AG TRIBE	32AG TRIBAL AGE SPECIFIC
32AGDISEH	32AG DISABLED ELDER HOUSE
32AGDISWE	32AG DISABLED WITH ELDER
32AGEXPIRE	32AG EXPIRED PASS
32AGNOTIND	32AG NOT INDICATED
32AGSPOUSE	32AG SPOUSE
32AGVOL	32AG VOLUNTEER
32MEMBER	32MEMBER N/C

Stick

Modify

None

OK

Cancel

UP

DOWN

Disabled child living with a qualified Senior that is 60+

Spouse under sixty years of age with qualified senior

Click the "OK" button after selecting the appropriate eligibility special code.

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- **Process Payment:** Click the **Finalize button** to process the transaction and collect payment in the Siriusware System.
- **Test Cards:** Ensure that **both** of the cards are printed with the same appropriate age eligibility color (White 18-49, Yellow 50-59, Blue 60+) work by swiping them each through both the Siriusware and SAMS systems.

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Alternate Membership Eligibility/Linking in Point of Sale System- Special Codes

- Congratulations! You have completed Section 6- Alternate Membership Eligibility/Linking in Point of Sale System – Special Codes for the DSA Memberships Course

