Getting Started With RecTrac

20 Steps   <u>View on Tango</u>

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Go to RecTrac

Click on and enter Username
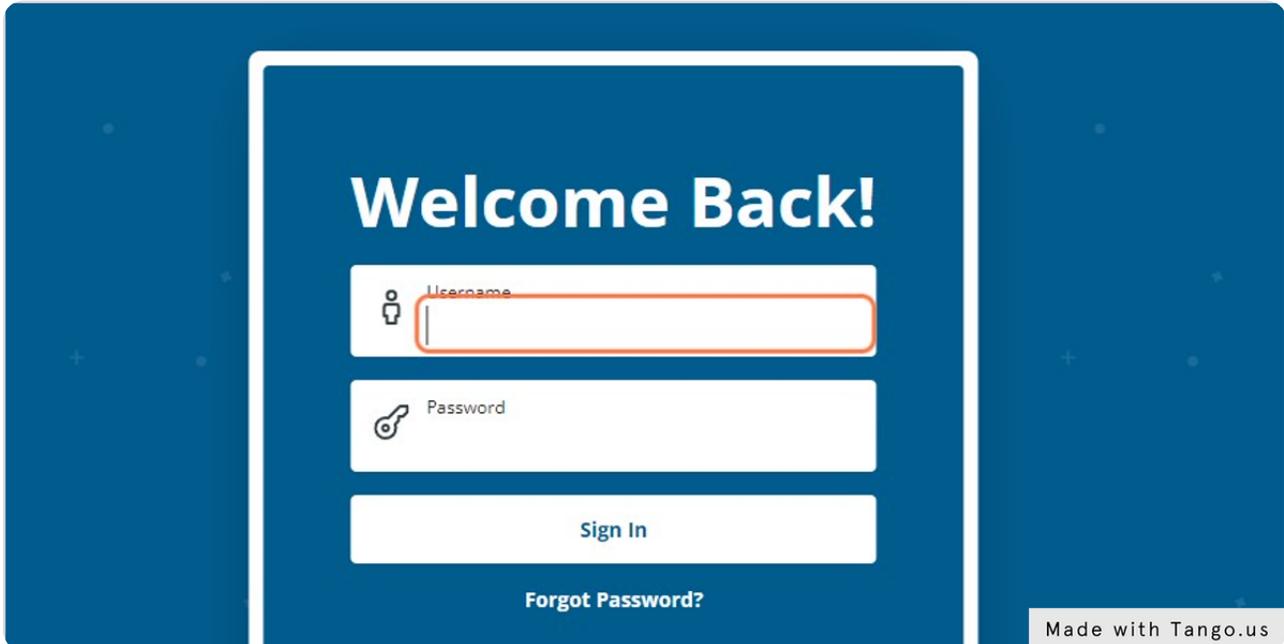
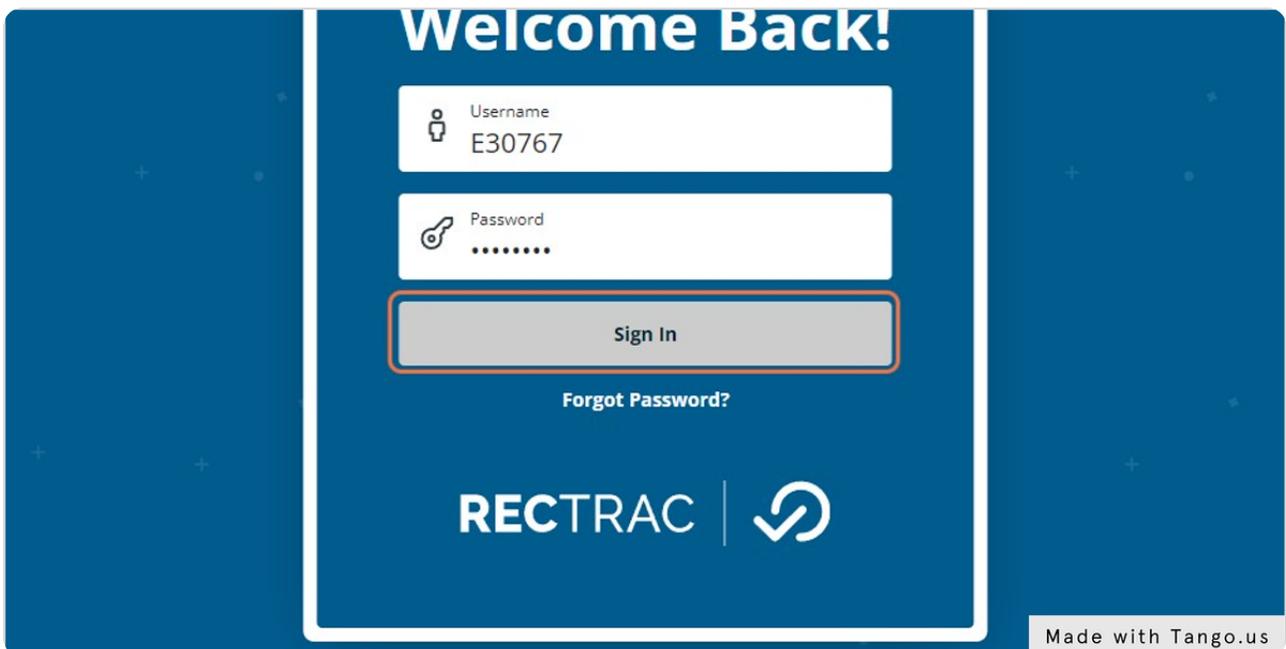## Click on and enter password
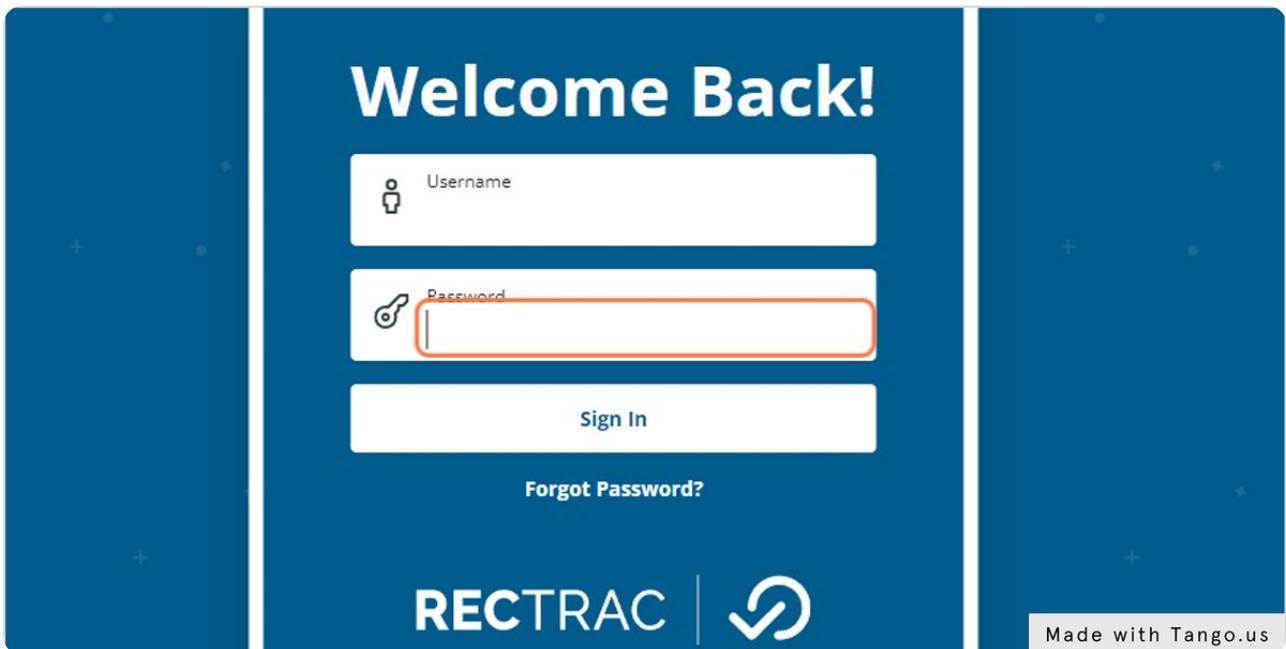
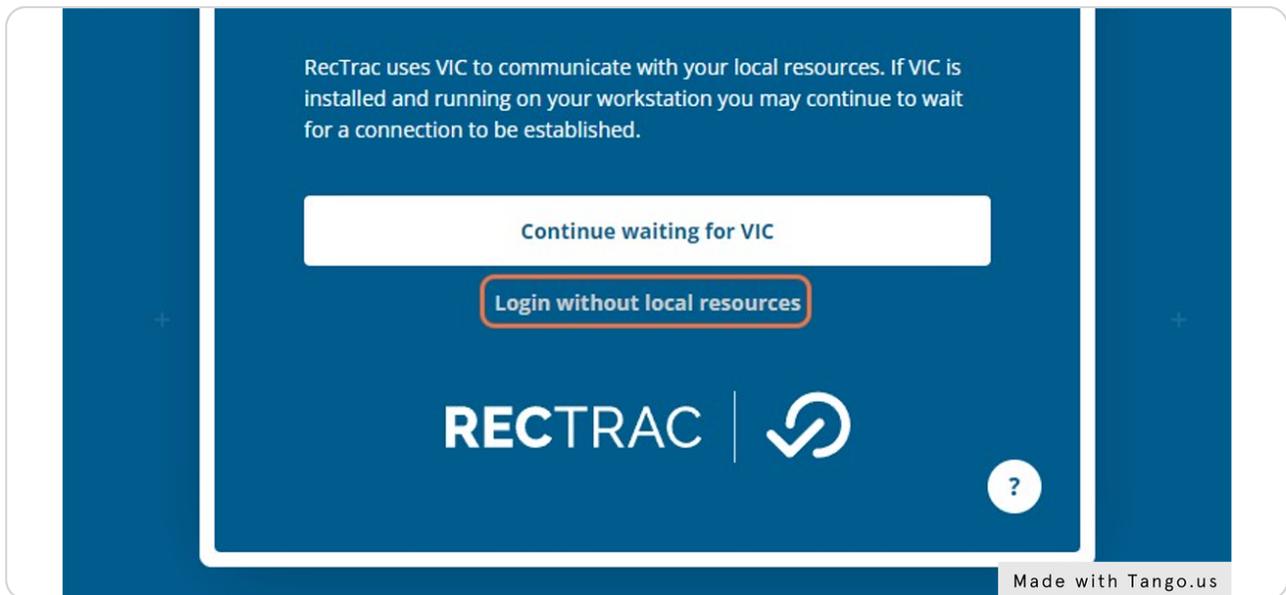## Click on Sign In

Click on Login without local resources
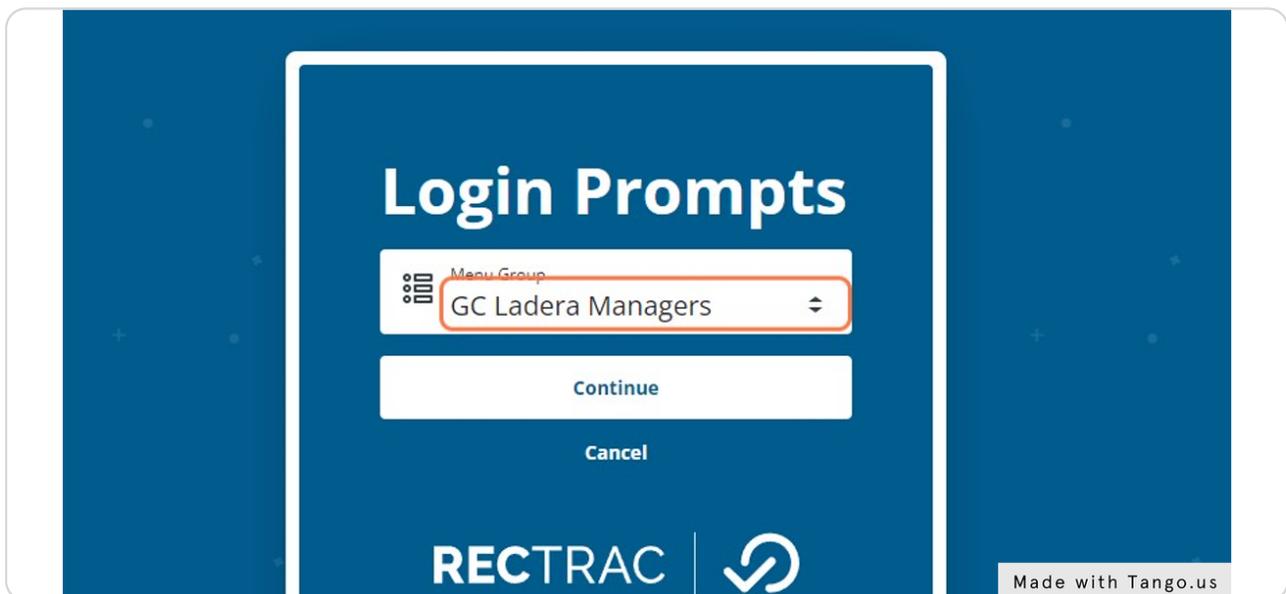
If you are logging in from ANY computer other than a point of sale device, you will see this message. Click on "Login without local resources"

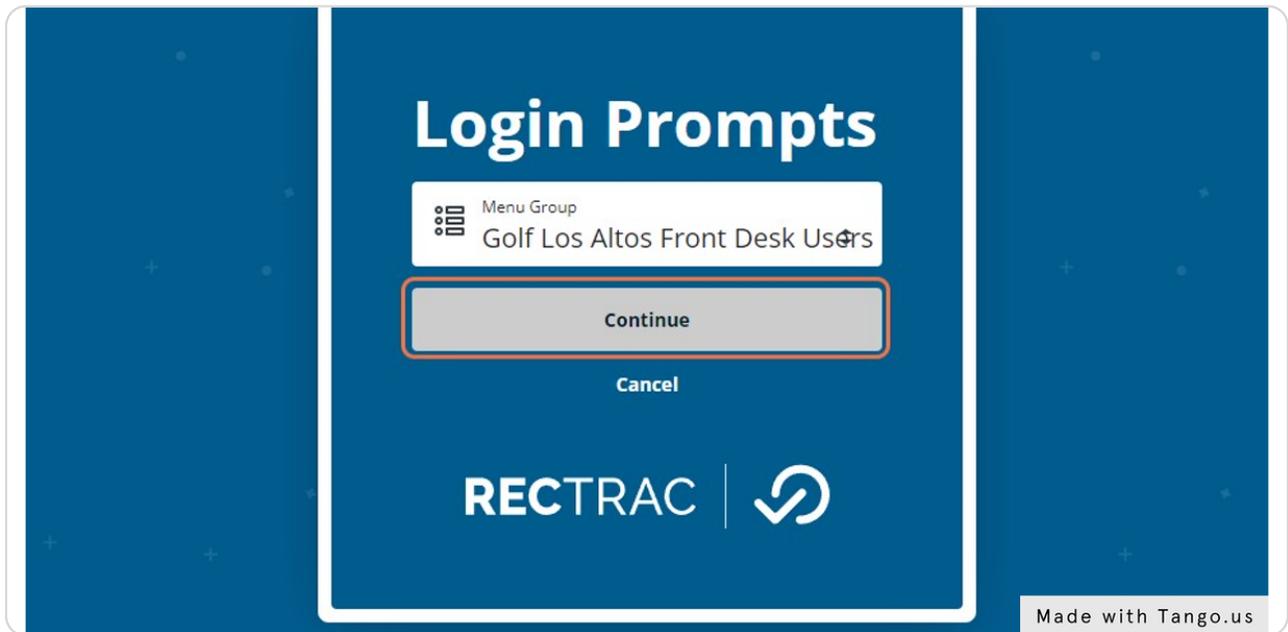## Click on the appropriate menu group

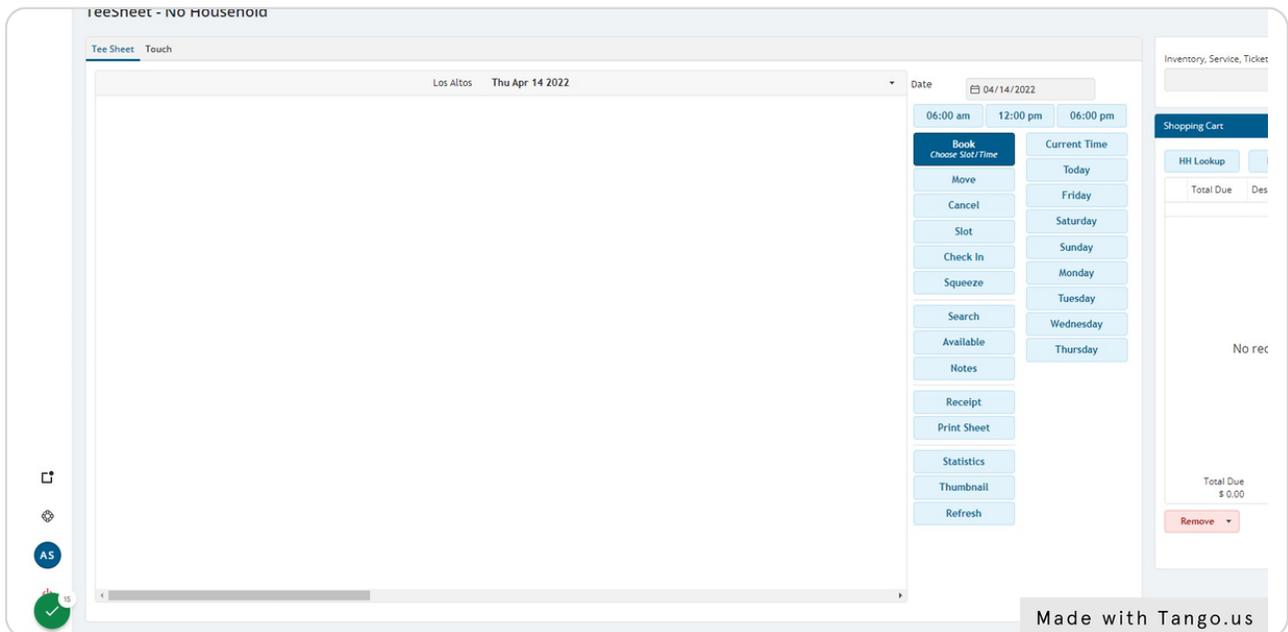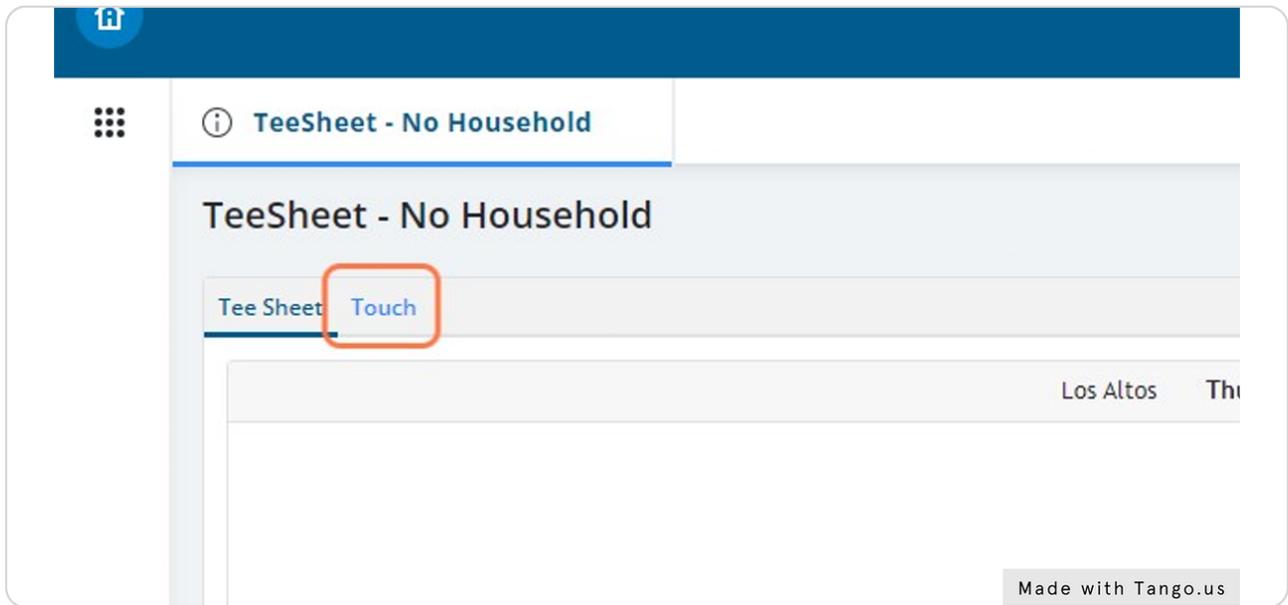You may not see this option if you are only in one menu group.

Click on Continue

Tee Sheet Screen

When Tee Times have been generated, you will see them here.
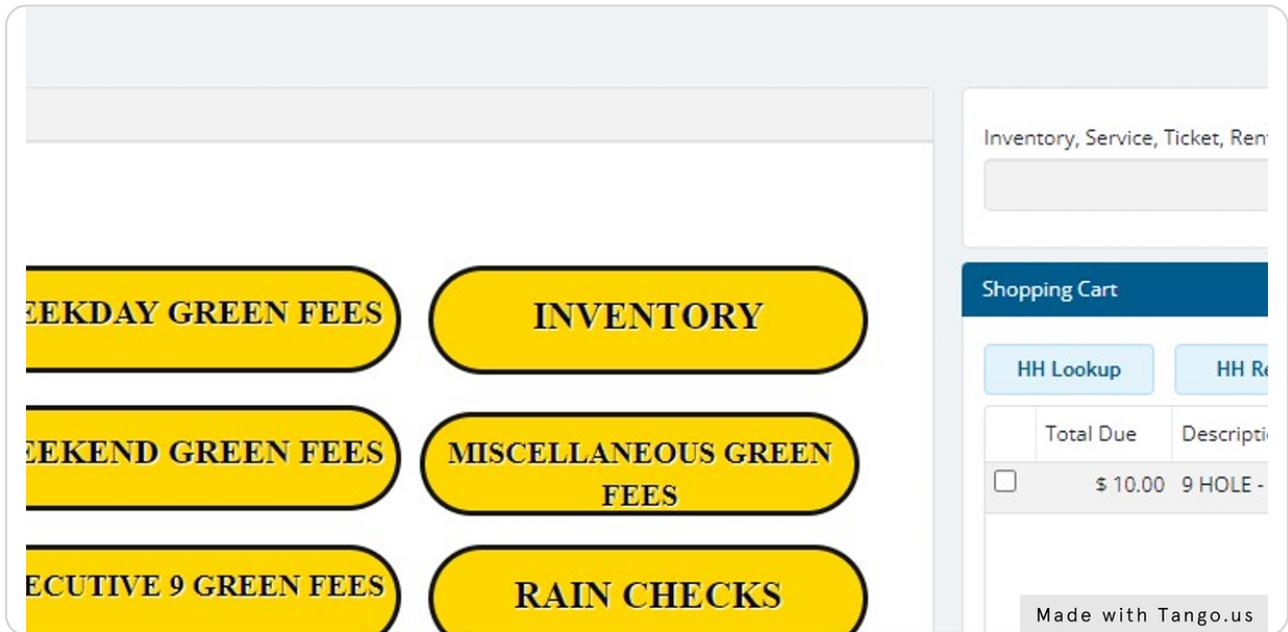
Click on Touch

Click on Touch Buttons

On the touch screen there are many button options.
Some buttons will bring up other touch screens or extra options.
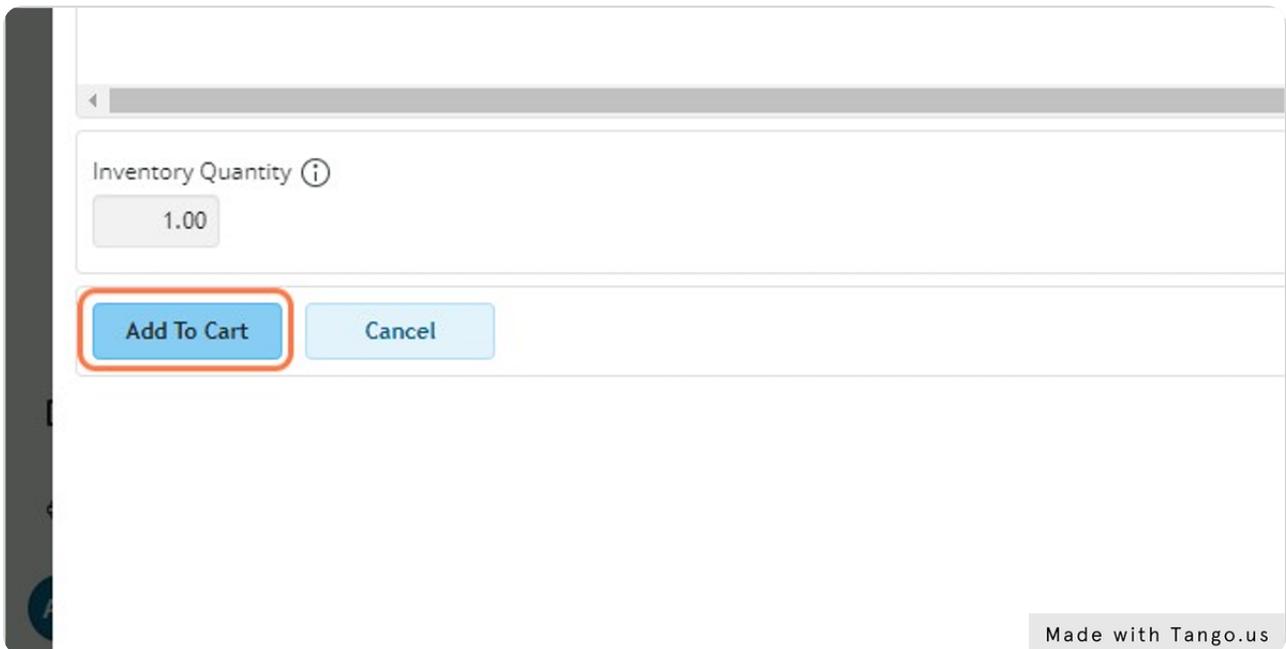Some buttons will go directly to the cart.

Example: Click on INVENTORY

Example: Click on GOLF BAGS

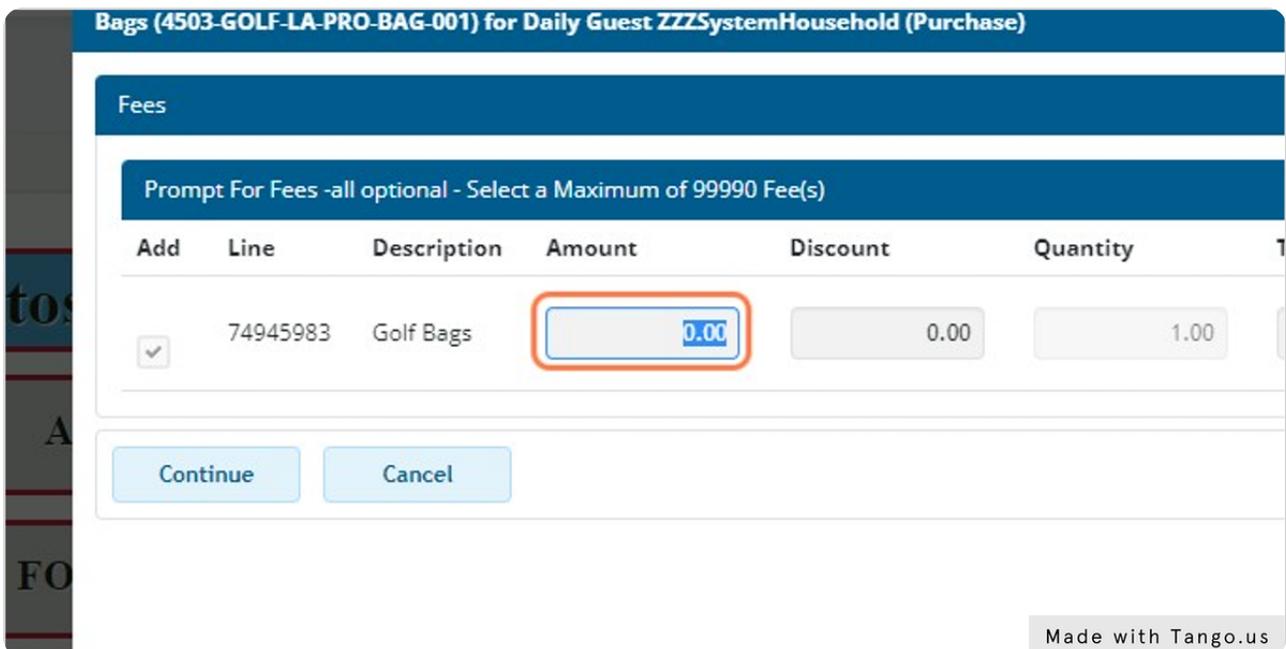**Example: Click on Add To Cart**

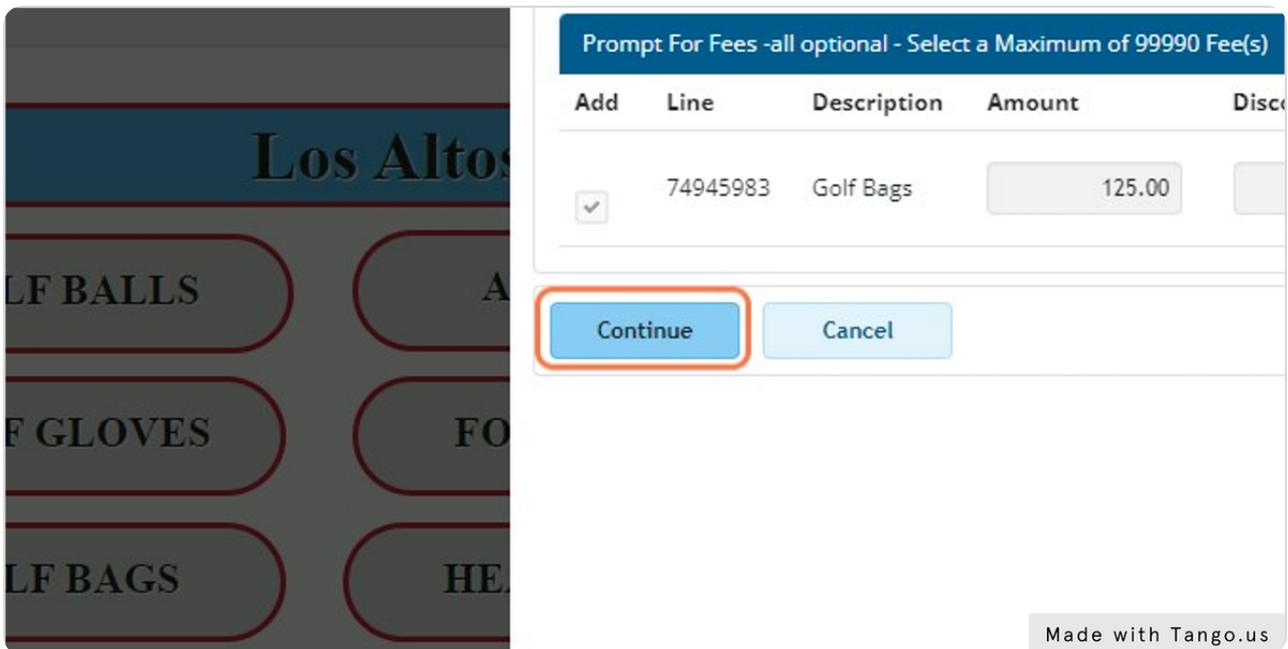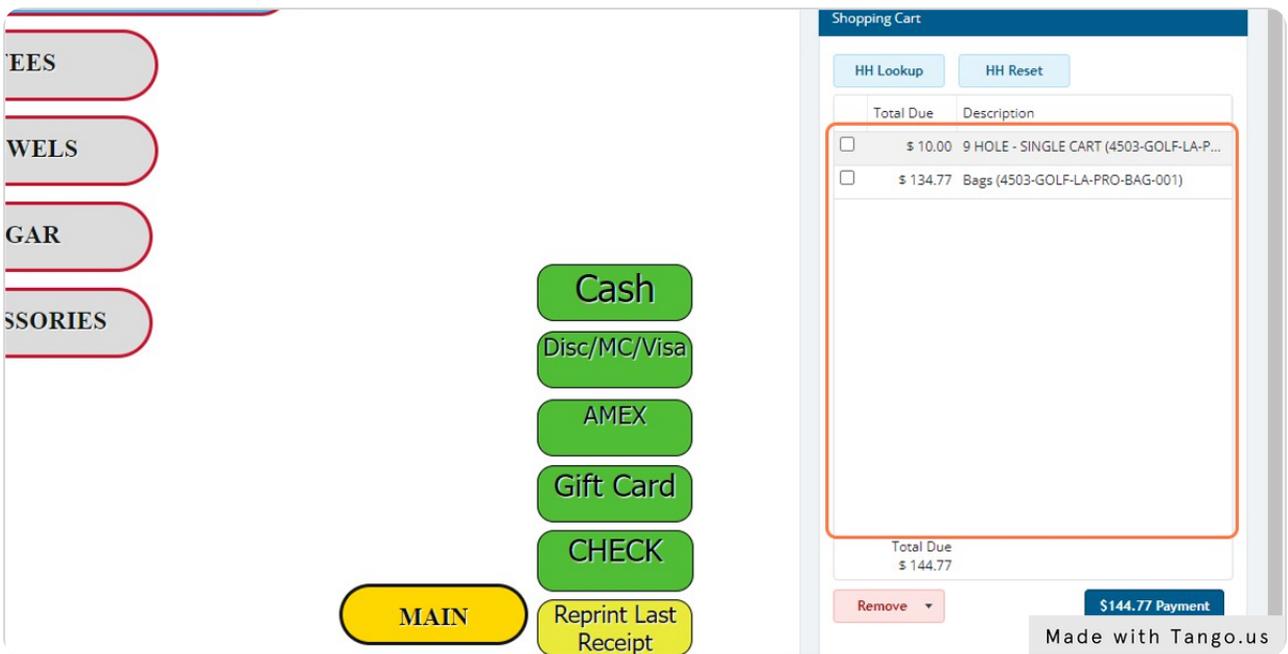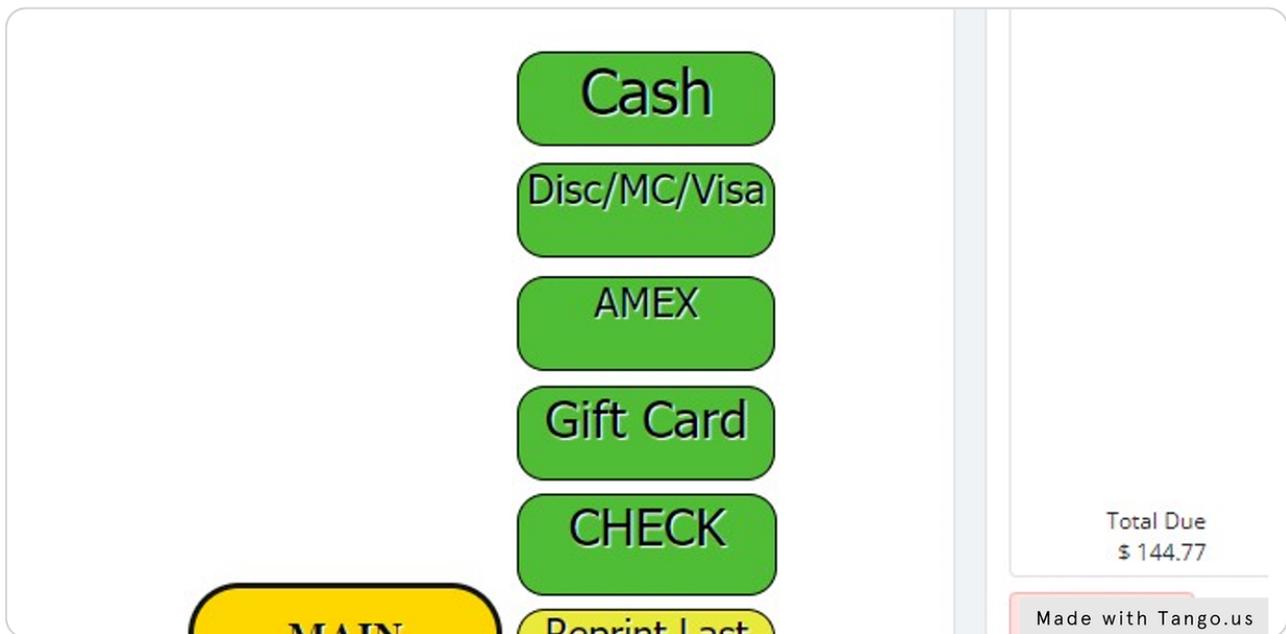**Example: Click on Amount and enter retail price**
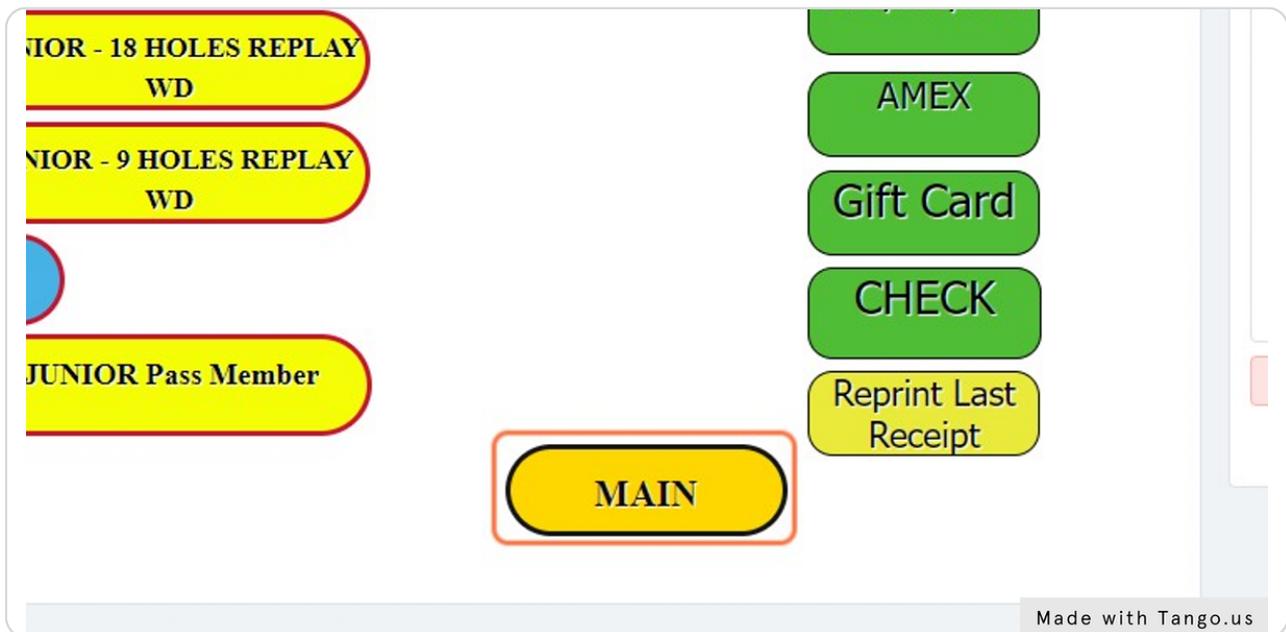
Click on Continue

See items in Shopping Cart

Click on any of these payment options to expedite the transaction

Click on MAIN
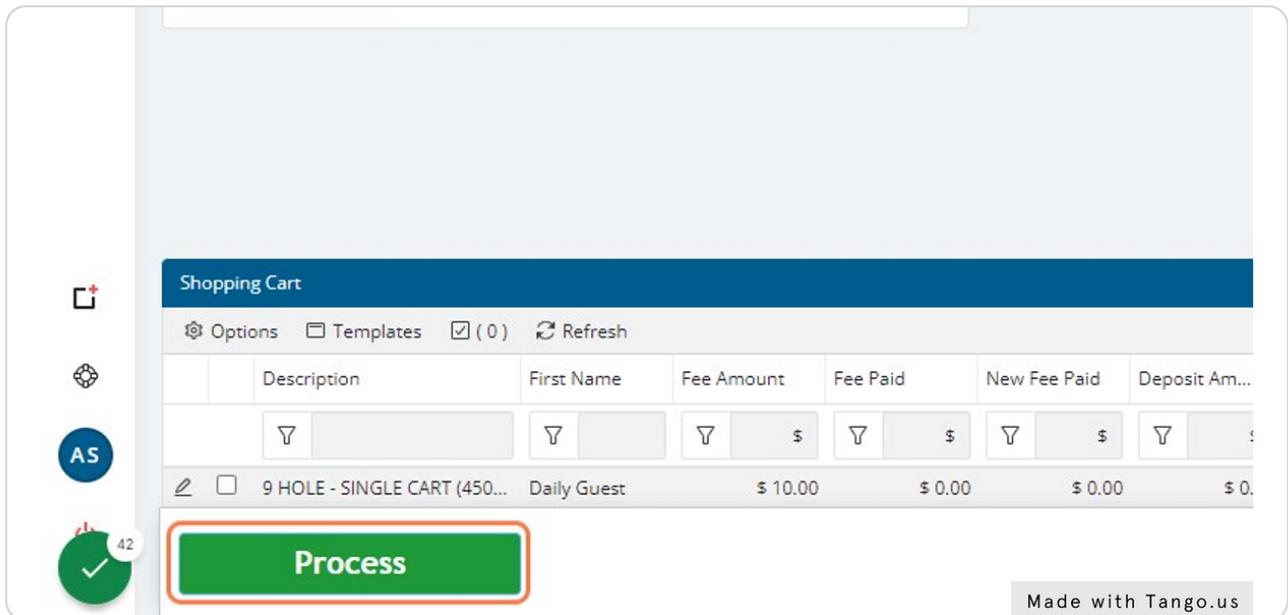
Use the main button to return to the main home screen.

Click on $10.00 Payment

Total Due
$ 10.00

Remove ▼

$10.00 Payment

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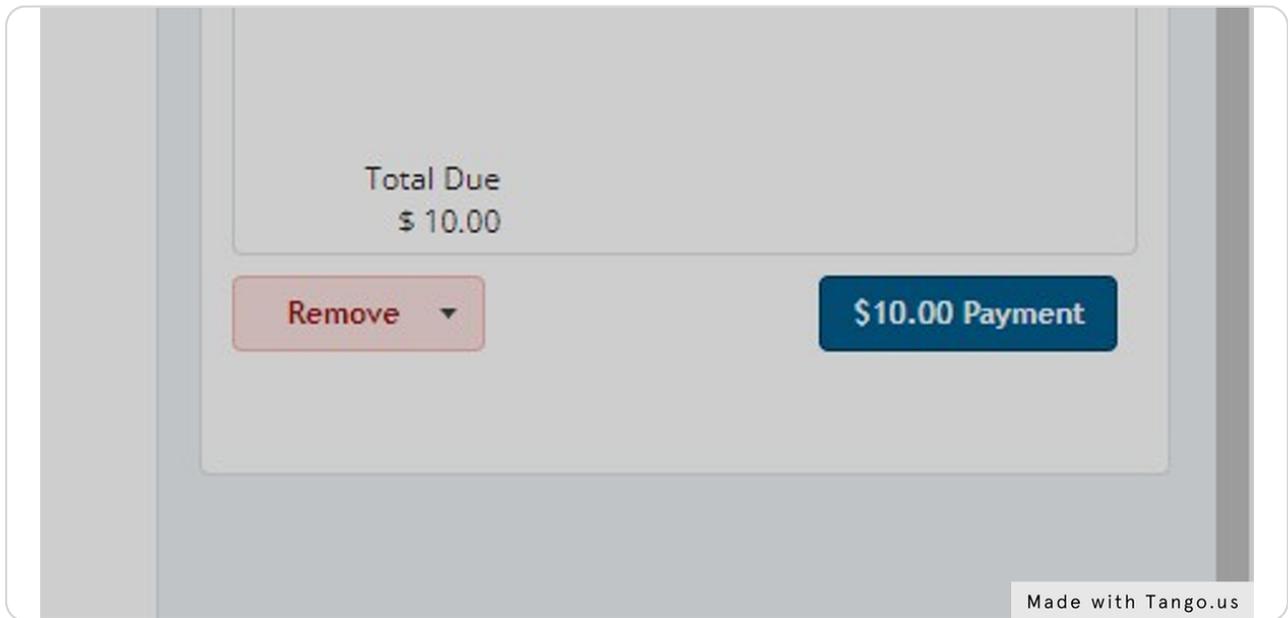
Click on Process

If you are taken to the payment processing page, you will need to select Process.
You are done!

		Description	First Name	Fee Amount	Fee Paid	New Fee Paid	Deposit Am...
		▽	▽	▽ $	▽ $	▽ $	▽ $
✎	☐	9 HOLE - SINGLE CART (450...	Daily Guest	$ 10.00	$ 0.00	$ 0.00	$ 0.

Shopping Cart

⚙ Options   ▢ Templates   ☑ (0)   ⟳ Refresh

Process

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Created in seconds with

Tango