Tango

# **Getting Started With RecTrac**

20 Steps View on Tango

Created by

Asia Stuart

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### Go to RecTrac

#### STEP 2

### Click on and enter Username

•	Welcome Back!	
+ .		• •
	Password	
	Sign In	
	Forgot Password?	Made with Tango.us



### Click on and enter password

	Welcome Back!	
* *	<b>O</b> Username	* •
	Password	
	Sign In	
	Forgot Password?	
+	RECTRAC 🔗	+ Made with Tango.us

STEP 4

### Click on Sign In

	Welcome Back!	
	C <sup>Username</sup> E30767	
	Password	
	Sign In	
	Forgot Password?	*
* +	RECTRAC	+
		Made with Tango.us



### 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"



#### STEP 6

### Click on the appropriate menu group

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





### **Click on Continue**



#### STEP 8

#### **Tee Sheet Screen**

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

	ieesneet - ivo Housenoia			
	Tee Sheet Touch			Inventory, Service, Ticket
	Los Altos Thu Apr 14 2022 🔹	Date 🗎 04/1	14/2022	
		06:00 am 1	12:00 pm 06:00 pm	Shopping Cart
		Book Choose Slot/Time	Current Time	
		Move	Today	HH Lookup
		Cancel	Friday	Total Due Des
		Slot	Saturday	
		Check In	Monday	
		Squeeze	Tuesday	
		Search	Wednesday	
		Available	Thursday	No rec
		Notes		
		Receipt		
		Print Sheet		
L.		Statistics		Taul Due
		Thumbnail		\$ 0.00
\$		Refresh		Remove -
AS				
ch.				
			Made wit	h Tango.us



### **Click on Touch**

 () TeeSheet - No Household	
TeeSheet - No Household	
Tee Sheet Touch	
	Los Altos The
	Made with Tango.us

#### STEP 10

### **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.

e Sheet Touch	LOS ALTO	OS GOLF	COURS	E	)		Inventor
18 HOLE - SINGLE CART 9 HOLE - SINGLE	18 HOLE - HALF CART 9 HOLE - HALF	EXECUTIVE 9 - SINGLE CART	SUMMER SPECIAL CART SUMMER SPECIAL	PULL CART - 9 HOLES	WEEKDAY GREEN FEES	INVENTORY	Shopping HH L
CART HAPPY HOUR CART	CART CART SPECIAL	CART COACHES CART	HAPPY HOUR CART SPECTATOR CART \$15	HOLES 9 HOLE - CLUB RENTAL	WEEKEND GREEN FEES	MISCELLANEOUS GREEN FEES	Te
PROMO CART SUMMER SPECIAL 18 HOLES 1/2 CART \$10	WEEKEND SUMMER SPECIAL CART SUMMER SPECIAL 18 HOLES 1/2 CART \$12	WEEKEND SUMMER SPECIAL HAPPY HOUR CART SUMMER SPECIAL 9 HOLES 1/2 CART \$6	SPECTATOR CART \$20 5PM SUMMER	18 HOLE - CLUB RENTAL	EXECUTIVE 9 GREEN FEES	RAIN CHECKS	
			CARI		ANNUAL PASSES TO BE SOLD AT GOLF MANAGEMENT OFFICE (MONFRL 8AM-5PM)	Cash Disc/MC/Visa	
RANGE BALL TOKEN SMALL RANGE BALL	HIGH SCHOOL RANGE BALL \$1	Colby Reddoch Lessons Bill Barclay Lesson	Year Round Special Fee- Monday YEAR ROUND SPE CART \$12	CIAL Year Round Sp	ecial Drink	AMEX	
RANGE BALL TOKEN LARGE	UNM GROUP RANGE BALL -	Dave Muttitt Lessons	YEAR ROUND SPE CART \$16	CIAL		Gift Card CHECK	
		GM Gift Card	RANGE BALLS			Reprint Last Receipt	Rem
						Made with Tan	go.us



STEP 11

### **Example: Click on INVENTORY**



#### STEP 12

### **Example: Click on GOLF BAGS**





### Example: Click on Add To Cart

4	
Inventory Quantity () 1.00	
Add To Cart Cancel	
	Made with Tango.us

#### STEP 14

### Example: Click on Amount and enter retail price

Prom	npt For Fees -al	l optional - Selec	t a Maximum of 99990	Fee(s)	
Add	Line	Description	Amount	Discount	Quantity
~	74945983	Golf Bags	0.00	0.00	1.
Con	tinue	Cancel			



### **Click on Continue**



#### STEP 16

### See items in Shopping Cart







### Click on any of these payment options to expedite the transaction

#### STEP 18

#### **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

#### STEP 20

#### **Click on Process**

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

-										
Shoppi	ing Cart									
Op	tions 🗇 Templates 🖸	(0) C Refresh								
© Op	tions 🗇 Templates 💀 Description	(0) C Refresh	Fee Am	ount	Fee Pai	d	New Fe	ee Paid	Depos	it <mark>A</mark> m
© Op	tions	2 (0) C Refresh First Name ∇	Fee Am	ount \$	Fee Pai	d \$	New Fe	ee Paid \$	Depos	iit Am



## Created in seconds with





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