

cps go

installation manual

CPS Document 1.0



CLUB **PROPHET**
systems

about this cps document

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v0.1	2018-09-28	AR	Released internally
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v1.0	2018-11-01	AR	First release

introducing cps go

Tee time check-in just got easier.

Club Prophet Systems, the world's leader in golf management software, offers comprehensive solutions to fit the needs of every size golfing venue. CPS Go is a mobile solution designed to enhance the customer's experience by equipping your facility with self-serve kiosks for tee times. CPS Go streamlines the check-in process by allowing golfers to "pay and be on their way." Compatible with the iPad and easy enough for anyone to use, CPS Go will position your business to process transactions swiftly while also keeping your customers delighted with the level of ease and convenience you provide.

Use CPS Go anywhere with WiFi or cellular network. Once installed, CPS Go will complement the power of the CPS suite of tools with the convenience of mobile technologies. Becoming a more efficient and more competitive business is at your fingertips. It's time to accelerate your profitability. It's time for CPS Go.

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install cps go

To begin, you will need an iPad running iOS 10 or higher. You may decide to deploy several iPads, depending on the size of your facility.

You will need to install CPS Go on any iPad that will be used by your customers for tee time check-in. The installation process will be the same each time, but every iPad will have a unique name. You will need to connect each iPad as a terminal in POS Express and configured it for your system.

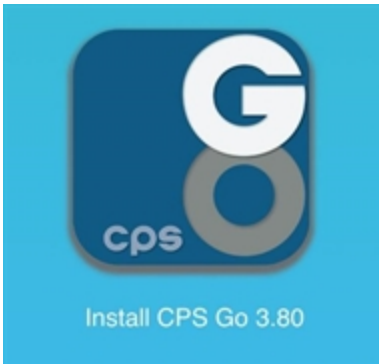
First, install the CPS Go app. It takes a couple of quick steps to install it and then to set the iPad to trust the app.

The CPS API connection string will be needed for connecting the app to the web server. Your CPS support representative will be able to provide it.

Step by step:

1. Navigate to <https://cpsair.cps.golf/apps>. Find the CPS Go app.

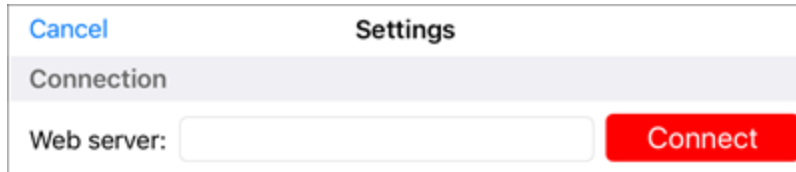
CPS Go Icon



2. Select the CPS Go icon.
Selecting the icon will begin the download of the application to the iPad. When the download is complete, the icon will display on the iPad's home screen.

3. Once downloaded onto the iPad, set your iPad to trust the app.
Follow the link to instructions on **How to trust an enterprise app**, if needed.
The link to the instructions is available at <https://cpsair.cps.golf/apps/>.
4. Open the CPS Go app.
The screen will display the Web server field for the CPS API connection string.

CPS API Connection String Field



The screenshot shows a settings screen titled "Settings" with a "Cancel" button in the top left. Below the title is a section header "Connection". Underneath, there is a label "Web server:" followed by a text input field and a red "Connect" button.

5. Enter the CPS API connection string (provided by the CPS Support team) in the **Web server** field. Tap the **Connect** button.

If the app connects successfully, the screen will display instructions to [Connect the iPad](#) and configure it with POS Express.

Connect the iPad

You will use POS Express to connect the iPad to the point-of-sale system and then authenticate the iPad as a terminal.

Complete this process for any iPad you wish to use as a self-serve kiosk at your facility, after you have installed the CPS Go app.

Be sure you have set the iPad to trust the app. Go to **Settings > General > Profiles or Device Management** from the iPad's home screen. Tap **Pro Shopkeeper Computer Inc** and follow the prompts to trust CPS Go.

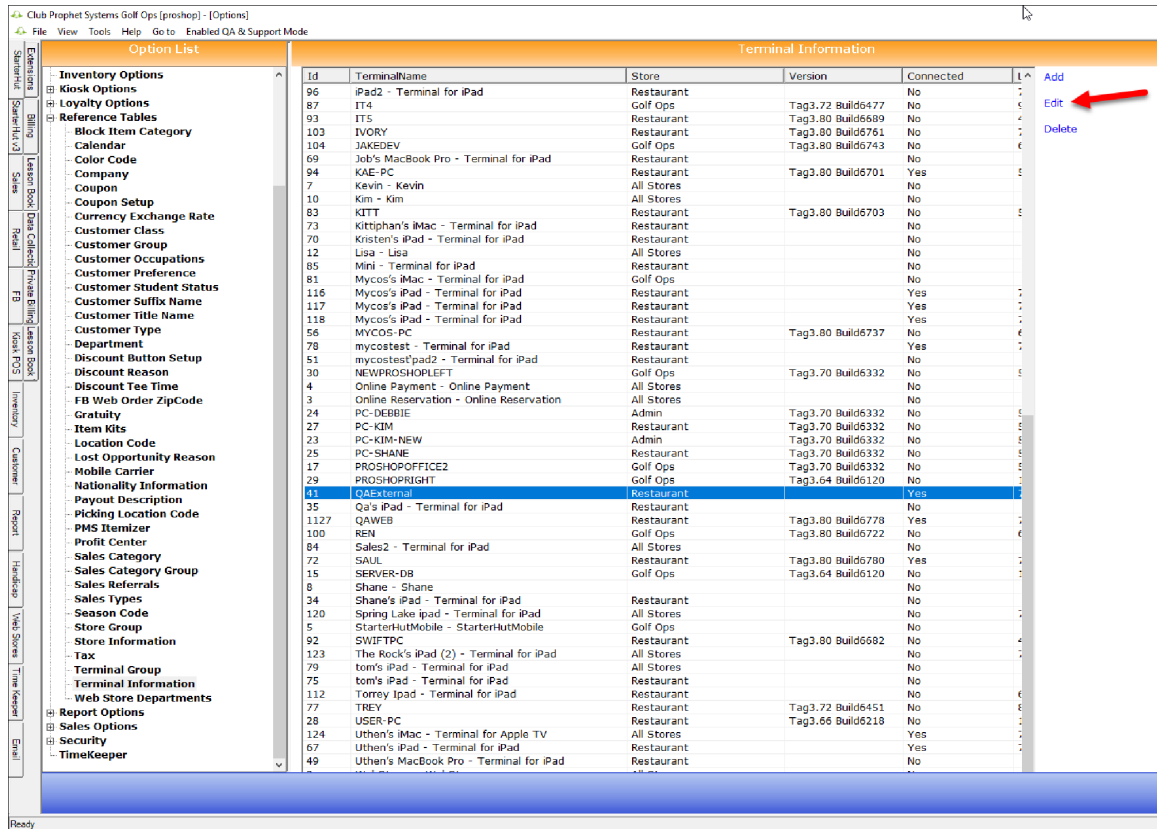
Step by step:

1. Open POS Express.

Go to **Tools > Options > Reference Tables > Terminal Information**.

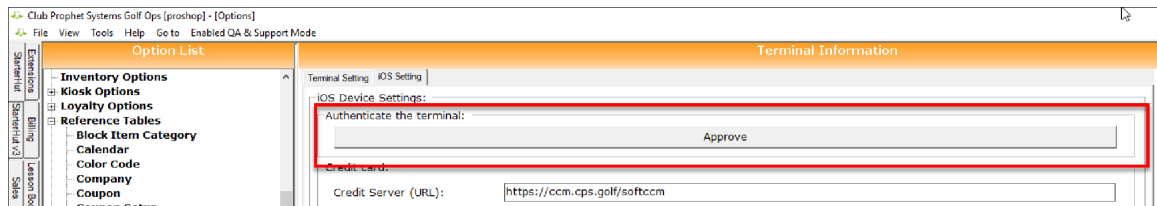
2. Under Terminal Information, locate the name of the iPad.

Double-click on the iPad's name, or select the name and click **Edit**.



3. Select the **iOS Setting** tab at the top of the window.

An option will display to **Authenticate the terminal.**



4. Click the **Approve** button.

Once the terminal is approved, scroll to the other options in the window.

Configure the settings according to the preferences of your facility.

Configure CPS Go

The Terminal Information screen in POS Express enables you to configure an iPad installed with CPS Go according to the preferences of your facility.

Note, the Terminal Information screen will display settings for CPS Air as well as CPS Go. The following areas are applicable to CPS Go:

- Credit Card
- Receipt
- Welcome Screen Images
- Footer Text

Before you begin, you must go to **Tools > Options > Reference Tables > Terminal Information** in POS Express. Double-click on the iPad's name, or select the name and click Edit, and approve the iPad as a terminal.

The iOS Device Settings screen will display configuration options.

Step by step:

1. Start on the Terminal Information screen in POS Express.

You should have already authenticated the iPad as a terminal.

Under the **Authenticate the terminal** setting, iPad will be listed as **Approved**.

2. View the available options under iOS Device Settings.

iOS Device Settings

iOS Device Settings:

-Authenticate the terminal: Approve

Credit card:

Credit Server (URL):

User Name:

User Token:

Credit Card Parent Terminal: JasonETS

Moneris Tableside Non-Integrated Credit Cards(must run credit card transactions on a seperate device)

Receipt:

Email Receipt: CPS AIR Receipt Email Template

Receipt Printer: CoryBAR Cash Drawer

Payment Methods Accepted:

American Express Other

Cash Gift Card

Master Card JCB

Visa Discover

CPS AIR ONLY.
This section will not affect CPS GO.

Select all

Default Value:

Tps % 1: 15 CPS AIR ONLY. This section will not affect CPS GO. 20

Discount Button Setup

Specify Discount value for each button. Discount to Cost

Discount Button 1: 5	Discount Button 2: 10	Discount Button 3: 15	Discount Button 4: 20	Discount Button 5: 25	Discount Button 6: 30	Discount Button 7: 40	Discount Button 8: 50	Discount Button 9: 64
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CPS AIR ONLY.
This section will not affect CPS GO.

Other Options:

Show line items as included tax price? Signature for Member Charge

Default to 'A Cash Account' Approval for Inventory Check In Required

Check-In Settings:

Allow Check-In: 30 minutes before Tee-time Allow Check-In: 40 minutes after Tee-time

Welcome Screen Settings:

Splash image:

Logo image:

Footer text:

3. **CPS Credit Card Module:**

This section contains the settings to configure the CPS Credit Card Module, including the server URL, user name, user token, and the credit card parent terminal. The CPS support representative will configure this module for your facility.

4. **Receipt:**

Select the templates to use for receipts in email and print formats.

5. Other Options:

Check-in Settings: Select how much time you will allow for early and late check-ins.

Allow Check-In ____ minutes before a Tee-time:

This setting is the number of minutes permitted for early arrivals.

Allow Check-In ____ minutes after Tee-time:

This setting is the number of minutes permitted for late arrivals.

Configure in the unit of minutes. For example, enter 60 to allow a full hour.

- Welcome Screen Settings:** Upload a background image and a logo image to customize the welcome screen on the iPad. The Splash Image is the background image on the home screen. The Logo Image is the smaller image that displays at the top left.
- Footer text:** Enter a welcome text or instructions. For example, the footer text "Tap anywhere to check in" is a helpful direction for getting golfers into CPS Go quickly.



8. When finished, select **Save** at the bottom of the screen.

After reviewing the settings on the screen, the configuration will be complete. Be sure to click **Save** after you have configured all of the settings. You can now begin using the iPad as a self-serve kiosk.

check in for a tee time using cps go

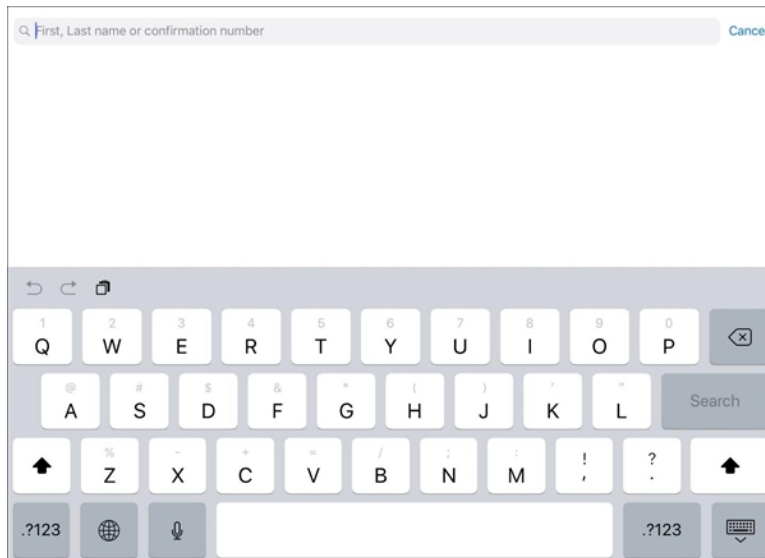
CPS Go empowers customers to check in and pay for a tee time all on their own.

Customers can jump right into their game without the hassle of waiting in line, which gives them more time to enjoy your facility.

From the iPad home screen, tap anywhere to open up the check-in module.

Step by step:

1. Tap the home screen to begin. A search prompt will display.

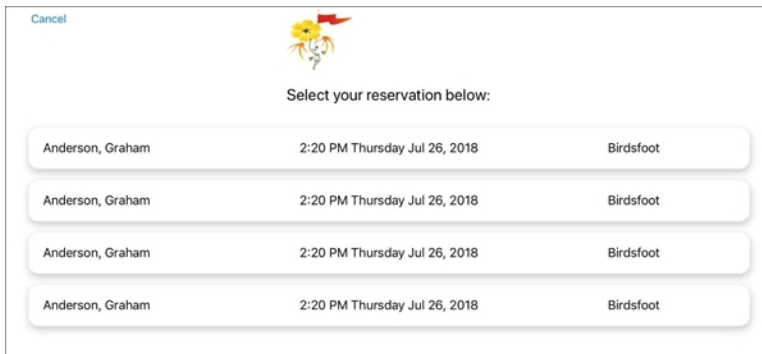


2. Enter the customer's first name or last name, or a confirmation number.
3. Tap **Search**.
The screen will display all relevant results.

Relevant results will be based on the number of minutes before and after the tee time a player can check in.

For example, if CPS Go is configured to permit check-in 30 minutes before tee time, a player will not be able to check in at 12:58 p.m. for a 1:30 p.m. tee time. The golfer must wait until 1:00 p.m. Similarly, a check-in will not be permitted a set number of minutes after the tee time.

Note: CPS Go allows you to set the value in minutes to permit early and late check-in during the configuration process. The value can be modified in POS Express.



4. Touch the tee time to check in. Opt to check in additional players at this time. Any cost for checking in other players displays on the right side of the screen.

You may move onto the next step without checking in any others.

Cancel

1 Search 2 Confirm 3 Payment

Welcome Anderson, Graham, you are about to check in for your 2:20 PM Tee Time on Birdsfoot would you like to check in any other players in your reservation

Anderson, Graham	2:20 PM	\$30.00
Anderson, Graham	2:20 PM	\$30.00
Anderson, Graham	2:20 PM	\$30.00

Continue

5. Tap **Continue**.

Next, follow the steps [to make a payment](#).

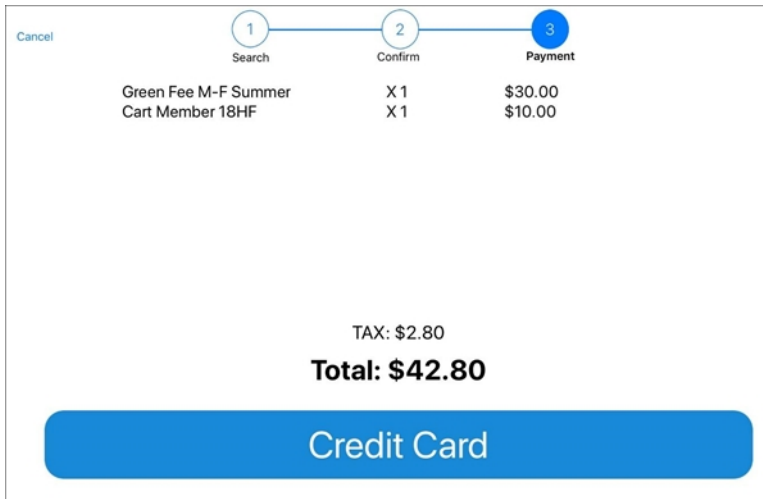
Pay Using CPS Go

A golfer's first step is to check in for a tee time. After the tee time has been selected, the payment screen will display. It will show all items being charged to the golfer.

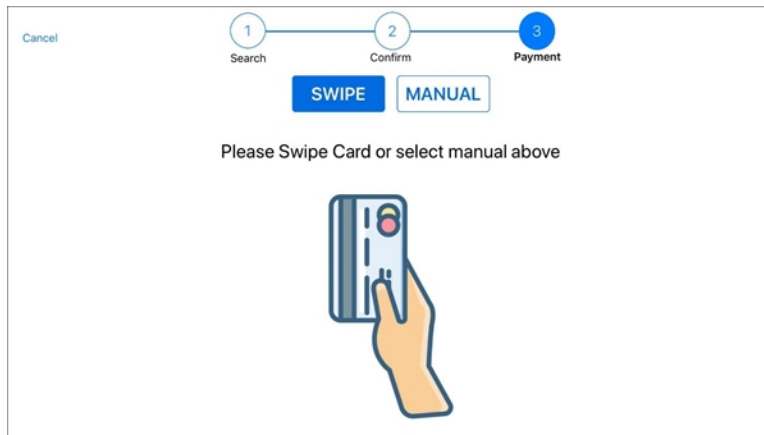
Step by step:

1. Review the amount due, shown on the payment screen.
2. Tap the preferred payment method, which is **Credit Card** in this example.

On the screen below, Credit Card is the only available option. In this example, the golfer does not have permission to charge the amount to a customer account. Other golfers may have this permission, in which case, the Customer Account would also display as a payment method.



3. Swipe the credit card following the example on the screen with the magnetic strip facing the user and on the left.



4. Follow the prompt to sign the screen, using a finger in the signature field.
5. Tap **Accept Signature** button once complete.
6. Tap a receipt preference.
No Receipt, Print Receipt (printer icon), or Email Receipt (paper airplane icon) are the available options.

The receipt will be printed or will be emailed accordingly.

CPS Go will return to the splash screen. The next golfer may check in.

contact cps support

Outstanding "Anytime" Assistance for All of Your Questions

Whether you need a quick answer, want to see a demonstration, need more detailed instructions, or have a big challenge to solve that is specific to your facility, the CPS Support Team is ready to help! Send us an email and we will respond promptly.

support@cps.golf

United States Technical Support Line

724-270-0200

International Technical Support Line

+31 20 450 99 81

From 9:00 to 21:00, Central European Time, or press the pager option.

About Club Prophet Systems

For over 26 years, Club Prophet Systems has designed fully integrated golf management software systems for point-of-sale (POS), food and beverage (F&B), customer history and member management with billing and online statements, real time tee sheet scheduling and online tee time reservations, email marketing, mobile solutions, integrated credit card processing, reporting, inventory, and much more. Serving over 1,700 facilities in 16 countries in 9 languages, CPS provides solutions for every type of golf facility, including driving ranges, public and private courses, resort and municipal destinations, multi-course operators and management companies. CPS can tailor a system to fit every need and budget. Learn more at www.ClubProphetSystems.com.