cps air 3.8

installation manual

CPS Document 1.0



about this cps document

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Version History

CPS Document Number	Date Issued	Prepared By	Purpose
v0.1	2018-09-28	AR	Released internally
v0.2	2018-10-19	AR	For final review
v1.0	2018-11-01	AR	First release

ipad setup

Installing CPS Air

To get started using CPS Air, you must first install it.

Install CPS Air on every iPad you would like to use as a mobile terminal.

You will need:

- An iPad, running iOS 10 or newer
- An Infinea Tab M, for credit card processing
- A server address

Step by step:

1. Navigate to https://cpsair.cps.golf/Apps/ on the iPad.

Look for the Install CPS Air 3.80.1 icon.



2. Touch the icon to install CPS Air 3.80.1. The icon will display on the iPad when the download is complete.

Note: Do not open the app yet.

If you were to try opening the app, the iPad will display a "Untrusted Enterprise Developer" message. You must set the iPad to trust the app under Settings.

- 3. To trust the application:
 - Tap the **Settings** (gear) icon on the iPad.
 - Touch the **General** tab.
 - Scroll to the bottom of the right-side menu, and tap **Device Management**.
 - Touch the Trust Pro Shopkeeper Computer Inc button.
 - Click on the red **Trust** button.

You can now exit Settings, and open the CPS Air app.

4. Tap the CPS Air icon to open the app.

5. You will be prompted to enter the web server. Enter the server address (https://YourConnectionSettingInformationHere). Tap **Connect**.

Cancel	Connection Setting		
	1		
Web server:	https://cpsair.cps.golf/cpsairin		
		Connect	

Next Step Options:

If the iPad has already been approved in POS Express as a terminal, you do not need to do anything further. The settings in POS Express will remain the same.

If the iPad is new to POS Express, then continue on to approve the device as a terminal.

- 6. Open POS Express. From the POS Express menu:
 - Go to Tools > Options > Reference Tables > Terminal Information.
 - Click on the name of the iPad.
 - From this screen, you will approve the iPad as a terminal.

Option List		Termin	al Information
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Credit Card/Gift Card/ACH	-iOS Davisa Sattings		
Customer Management Options	tos bevice securigs.		
Employee	Authenticate the terminal:	Approved	
- Extension			
General Options	Credit card:		
Global Options	Credit Server (URL):	https://secure.west.prophetservices.com/PADSSServicesDemo	
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Hardware/ Receipt	User Name:	mycos	
- Inventory Options	User Teken	******	
- Klosk Options	User roken.		
Reference Tabler		🗌 Moneris Tableside Option 👘 Non-Integrated Credit Cards(must run credit card transactions on a seperate device)	1
-Block Item Category			
- Calendar	Receipt:		
- Color Code	Custom Receipt:	CPS AIR Receipt Email Template	¥
Company		o e i ar roscipe anali i anharo	_
- Coupon	Payment Mathode Accort	tadi	
- Coupon Setup	Payment Methods Accept		
Currency Exchange Rate	Member Account	M hCR	
- Customer Class	⊠ Cash		
- Customer Group	Master Card		
- Customer Occupations	Visa		
- Customer Preference	Discover		
- Customer Student Status	Gift Card		
- Customer Suffix Name	S dire card		
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- Item Kits			_
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Mobile Carrier	Discoupt Button 2:	a Discount Button St. an Discount Button St. Fo	a
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– Sales Types			
-Season Code			
-Store Group	Save Cancel	Test	Ip Connection
- Store Information			
Tax			
- Terminal Group			
-Terminal Information			
- Web Store Departments			
Report Options			
Sales Options			
TimeKeeper			
- mickeeper			

- 7. Select **Store Code**, if applicable. Go to the **iOS Settings** tab at the top. Approve the device (which will add the iPad to the online license). Now, set all other applicable settings, including the credit card settings. When finished, select **Save**.
- 8. Next, customize the Quick Sale Menu settings.
 - Go to Tools > Options > Sales Options > Quick Sales Button Setup.
 - Select the iPad terminal, and set up the quick sale keys.

Note: You can copy quick sale keys from another terminal (only page 1).

			Quick Sales Button Setup
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Product		1 2 3 4 < < > > Sort current C Sort inside menu	
	GO	page (* No sort inside menu	
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1441	Paid Out Change Ret		
1442	Paid Out Supplies-Ja		
1443	Paid Out Supplies-Off		
1444	Paid Out R&m-Bidg		
1445	Paid Out R&m-Equip		
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2093	RIBEYE 10 OZ.		CHEIN
2094	SEX ON THE BEACH		
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2CADDIE_18ONLINE	2 Caddie 18 Holes On		
2CADDIE_9	2 Caddie 9 Holes		
2CADDIE_9ONLINE	2 Caddie 9 Holes Online		
3092	Dance Floor		
3CADDIE_18	3 Caddie 18 Holes	Beverages	
3CADDIE_18ONLINE	3 Caddie 18 Holes		
3CADDIE_9	3 Caddie 9 Holes		
3CADDIE_9ONLINE	3 Caddie 9 Holes Online		
3FOR00	3 FOR TWENTY		
3FOR01	6 WINGS		
3FOR02	6 POTATO SKINS		
3FOR03	4 SOUTHWESTERN E		
3FOR04	6 MOZZARELLA STICKS		
3FORUS	BBQ CHICKEN FLATBR.		
3FOR00	MARGARITA FLATBREAD		
3FOR07	CHICKEN NACHOS		
3EOR08	REEE NACHOS		
3FOR09	HALE CHICKEN OUES		
3FOR10	DETAL SHRIMD		
3FOR12	CHILL CHEESE ERIES		
3EOR13	ONION RING BASKET		
4CADDIE 9	4 Caddie 9 Holes		
4CADDIE 9ONLINE	4 Caddie 9 Holes Online		
ACHREJECTCHARGE	ACH Rejected Charge		
ADVANCEDBOOKINGFEE	Advanced Booking Fee		
APP QUES	HALF CHICKEN QUES		
APP WINGS	APP 6 WINGS	Path : Page 1	
BAN001	200 ROOM CHARGE	Add Sub	
BAN0010	MATUA SAUV. BLANC	Add Item Move Paste Delete Refresh	
BAN003	N.Y. STRIP	Permise Button Type	
BAN009	EASTER	O Product O Smart Card O Package Product Code Product Description	
BAN01	CHICKEN CEASAR PRE	Fore Color: Back Color:	
BAN01010	LAGARIA PINO GLASS	Dendust Code Dennis The	
BAN02	MARTHA PRE ORDER	Label: Product Code Description	
BAN03	SOUP HALF SAND. PR	Is Menu Font size:	
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BANUS	CHAR CHICKEN DRE C	Courter Courte from Courter Territority Courter Other	
< C	CHAR CHICKEN PRE 0	Terminal Category Package Terminal Sale Buttons	
Drag and drop product to gui	ick sale page 955 items		

9. To set functions in CPS Air, go to **Tools > Options > Security > User Rules**.

Check In/Out Inventory:

This will set the items to be sold on a beverage cart.

• Check Out Inventory Approval:

This will set the supervisor's review of the checked out items on a beverage cart.

• Tee Sheet:

This setting gives the user access to the tee times reservation sheet.

• Returns Day of Only: This setting permits a return transaction for a sale completed that day.

10. On the iPad, enter the employee PIN and touch **OK**.

Once logged in, tap the mobile menu, and go to **Sales** to view the CPS Air main sale screen. The main sale screen should display the product keys you set up for the Quick Sale Menu.

The iPad setup is complete.

You can now deploy it as a mobile terminal at your facility for <u>processing sales</u> and <u>reserving tee times</u>.

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.