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.

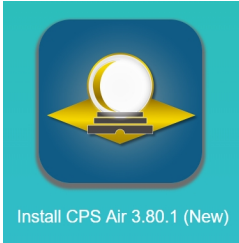Install CPS Air on every iPad you would like to use as a mobile terminal.

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.
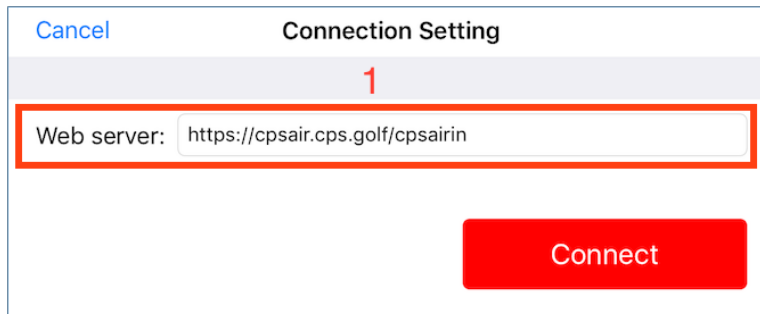
   Note: Do not open the app yet.

   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.

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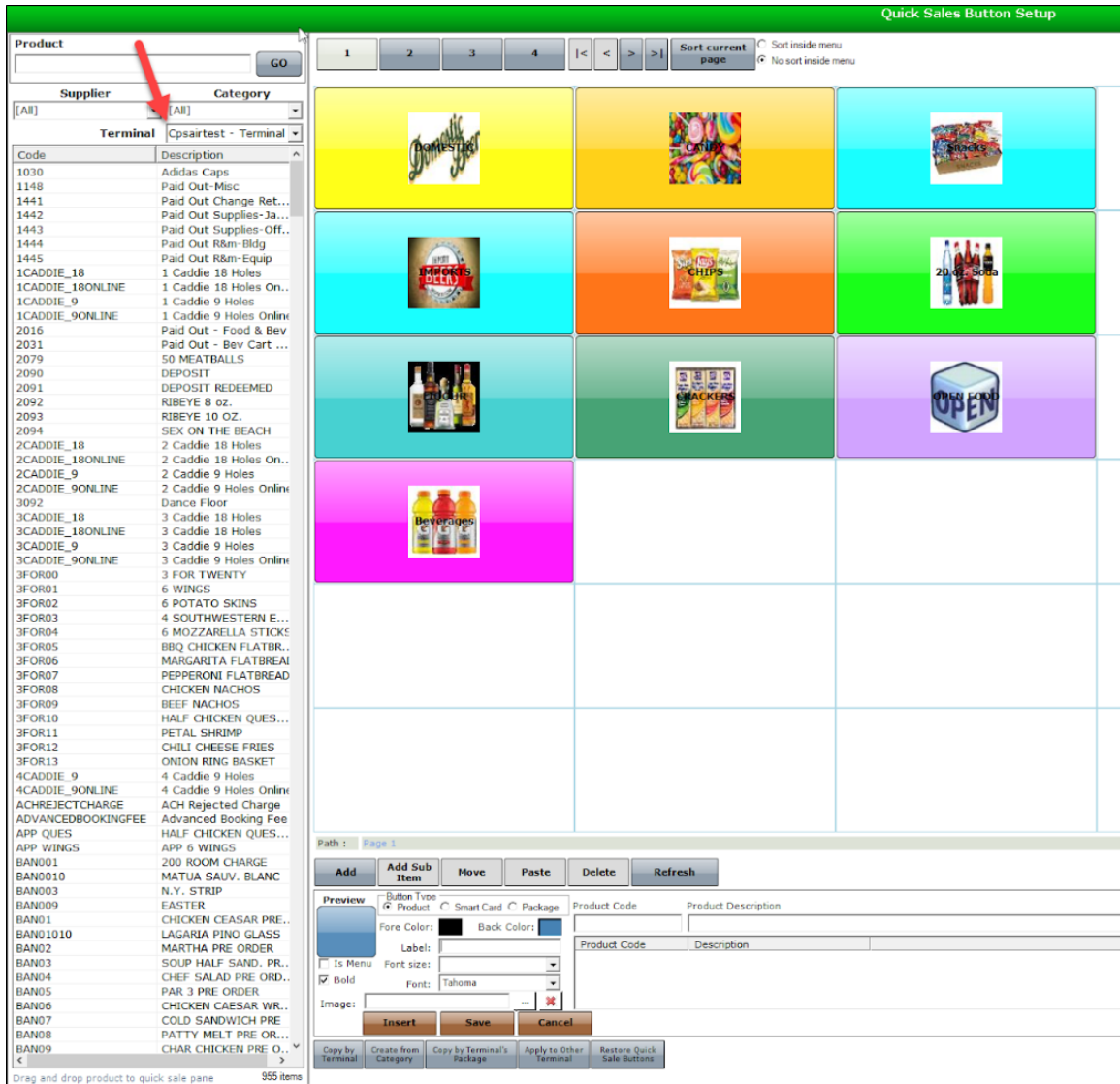
9. To set functions in CPS Air, go to **Tools > Options > Security > User Rules**.

• 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 processing sales and reserving tee times.

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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.