

cps air 3.8

user guide

CPS Document 1.0



CLUB **PROPHET**
systems



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about this cps document

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Version History

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

welcome

Club Prophet Systems, the world's leader in golf management software, is pleased to bring you CPS Air. This software combines the power of the CPS suite of tools with the convenience of mobile technologies. With it, your business can bring transactions to the customer wherever you can connect an iPad to a WiFi or cellular network.

Once CPS Air is installed on an iPad, the device can be used as a mobile terminal anywhere it can best serve your business needs, such as stationed at the starter hut, traveling on the beverage cart, or promoting merchandise at an outdoor event. You can manage sales transactions and tee time reservations with ease and convenience.

Now there is nothing to stop you from increasing customer satisfaction and raising your bottom line with the convenience of mobile terminals. Equip your sales associates with the ability to sell on-the-go at special events or high traffic hours. Install CPS Air on multiple devices across your facility to maximize your sales potential.

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.

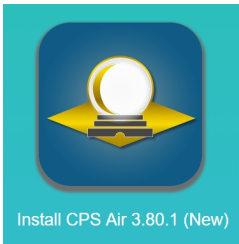
You will need:

- 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.

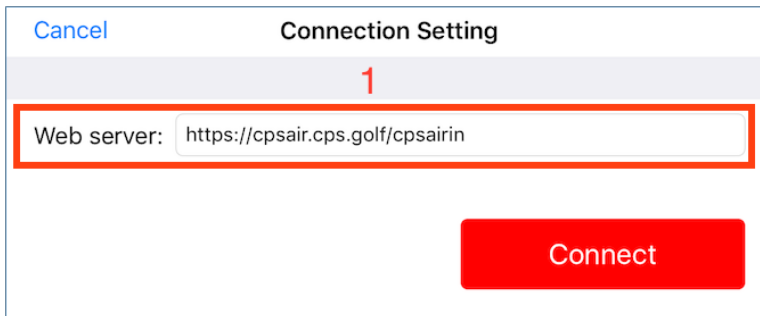
If you were to try opening the app, the iPad will display a “Untrusted Enterprise Developer” message. You must set the iPad to trust the app under Settings.

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.

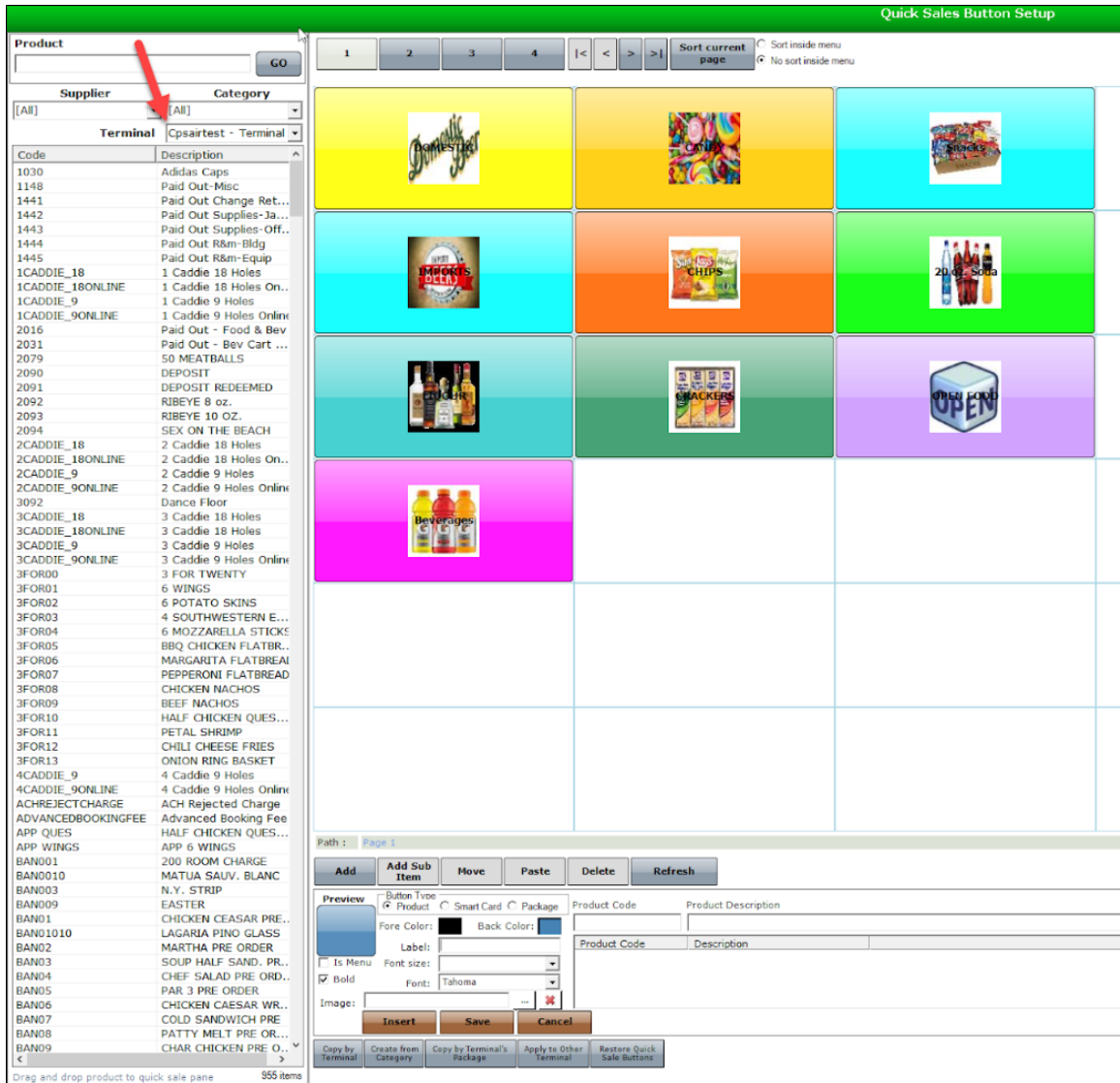
6. Open POS Express. From the POS Express menu:
 - Go to **Tools > Options > Reference Tables > Terminal Information**.
 - Click on the name of the iPad.
 - From this screen, you will approve the iPad as a terminal.

Option List	Terminal Information									
<ul style="list-style-type: none"> Accounting Credit Card/Gift Card/ACH Customer Management Options Employee Extension General Options Global Options Handicap Hardware/Receipt Inventory Options Kiosk Options Loyalty Options Reference Tables <ul style="list-style-type: none"> Block Item Category Calendar Color Code Company Coupon Coupon Setup Currency Exchange Rate Customer Class Customer Group Customer Occupations Customer Preference Customer Student Status Customer Suffix Name Customer Title Name Customer Type Department Discount Button Setup Discount Reason Discount Tee Time FB Web Order ZipCode Gratuity Item Kits Location Code Lost Opportunity Reason Mobile Carrier Nationality Information Payout Description Picking Location Code PMS Itemizer Profit Center Sales Category Sales Category Group Sales Referrals Sales Types Season Code Store Group Store Information Tax Terminal Group Terminal Information Web Store Departments Report Options Sales Options Security TimeKeeper 	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Terminal Setting iOS Setting </div> <div style="margin-bottom: 5px;"> iOS Device Settings: <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Authenticate the terminal: Approved </div> </div> <div style="margin-bottom: 5px;"> Credit card: <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Credit Server (URL): <input type="text" value="https://secure.west-prophetservices.com/PADSSServicesDemo"/> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> User Name: <input type="text" value="mycos"/> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> User Token: <input type="text" value="*****"/> </div> <div style="margin-top: 2px;"> <input type="checkbox"/> Moneris Tableside Option <input type="checkbox"/> Non-Integrated Credit Cards(must run credit card transactions on a separate device) </div> </div> <div style="margin-bottom: 5px;"> Receipt: <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Custom Receipt: <input type="text" value="CPS AIR Receipt Email Template"/> </div> </div> <div style="margin-bottom: 5px;"> Payment Methods Accepted: <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Member Account <input checked="" type="checkbox"/> JCB </div> <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> Master Card </div> <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Visa <input checked="" type="checkbox"/> American Express </div> <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Discover <input checked="" type="checkbox"/> Gift Card </div> <div style="text-align: right; margin-top: 5px;"><input type="checkbox"/> Select all</div> </div> </div> <div style="margin-bottom: 5px;"> Default Value: <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Tips % (15, 18, 20) : <input type="text" value="10,20,30"/> </div> </div> <div style="margin-bottom: 5px;"> Discount Button Setup <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> <div style="display: flex; justify-content: space-between;"> Specify Discount value for each button. <input type="checkbox"/> Discount to Cost </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Discount Button 1: <input type="text" value="5"/></td> <td style="width: 33%;">Discount Button 4: <input type="text" value="20"/></td> <td style="width: 33%;">Discount Button 7: <input type="text" value="40"/></td> </tr> <tr> <td>Discount Button 2: <input type="text" value="10"/></td> <td>Discount Button 5: <input type="text" value="25"/></td> <td>Discount Button 8: <input type="text" value="50"/></td> </tr> <tr> <td>Discount Button 3: <input type="text" value="15"/></td> <td>Discount Button 6: <input type="text" value="30"/></td> <td>Discount Button 9: <input type="text" value="100"/></td> </tr> </table> <div style="margin-top: 5px;"> <input checked="" type="checkbox"/> Default to 'A Cash Account' <input checked="" type="checkbox"/> Signature for Member Charge </div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Cancel Test Ip Connection </div> </div>	Discount Button 1: <input type="text" value="5"/>	Discount Button 4: <input type="text" value="20"/>	Discount Button 7: <input type="text" value="40"/>	Discount Button 2: <input type="text" value="10"/>	Discount Button 5: <input type="text" value="25"/>	Discount Button 8: <input type="text" value="50"/>	Discount Button 3: <input type="text" value="15"/>	Discount Button 6: <input type="text" value="30"/>	Discount Button 9: <input type="text" value="100"/>
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Discount Button 3: <input type="text" value="15"/>	Discount Button 6: <input type="text" value="30"/>	Discount Button 9: <input type="text" value="100"/>								

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](#).

sales transactions

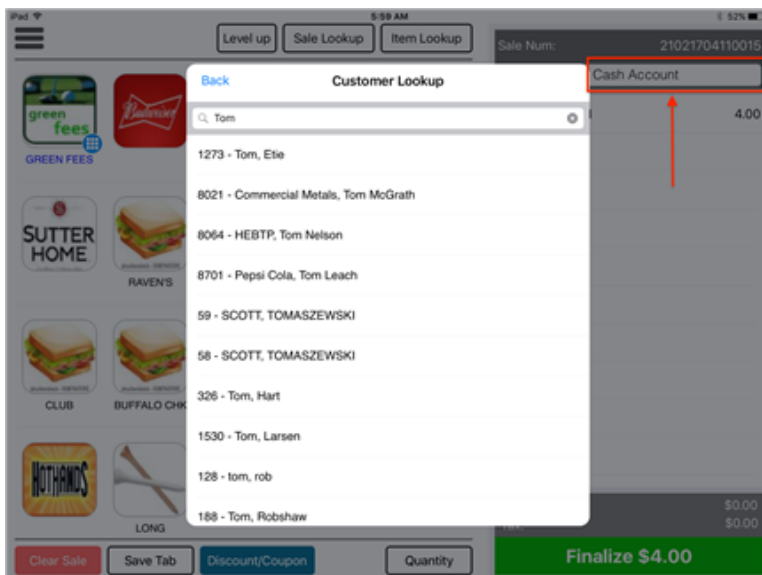
Take an Order

You will take an order directly from the main sales screen in CPS Air.

Step by step:

1. First, determine whether the customer has an account. Touch the search field at the top right, and then enter or select the customer's name, if the customer has an account. You may also swipe a membership card.

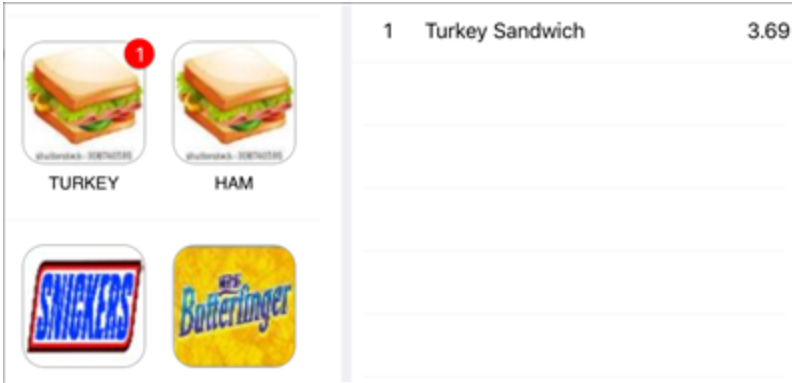
"A Cash Account" displays by default for customers without an account.



2. Touch a menu key to add an item to an order.

The selected item will display in the sales panel on the right side of the screen.

The menu key will display the item's selected quantity in a red circle, as shown in the turkey sandwich example below.



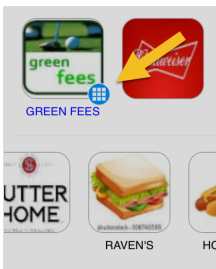
Find items using one of the following ways:

Quick Sale: The main sales screen displays commonly purchased items.

Item Lookup: Touch the Item Lookup button to search for an item.

Item Sub Menu: Touch a submenu item to look up items under a category, and then use the Level Up button to return to the main menu.

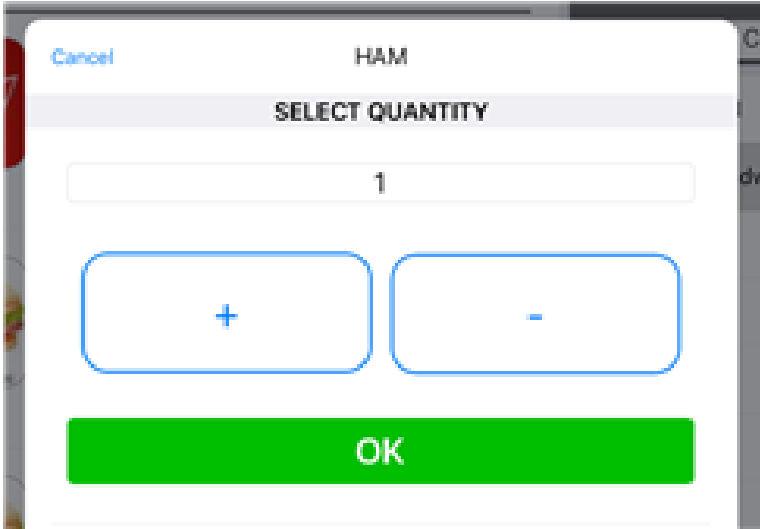
The submenu button is shown in the "Greens Fees" example below.



3. To order more than one of the same item, touch the item in the sales panel.

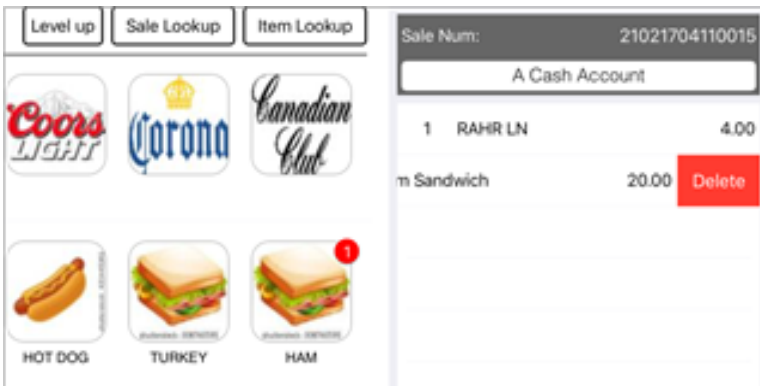
Select the **Quantity** button at the bottom of the screen.

Touch the **+** (plus) and **-** (minus) buttons to designate the total number of items, and then select **OK**.



4. To remove an item, swipe the item on the sales panel, and then touch **Delete**.

You can delete all items that have been selected in the sales panel by touching **Clear Sale** at the bottom of the screen.



5. Complete the sale by selecting the green **Finalize** button at the bottom of the sales panel.

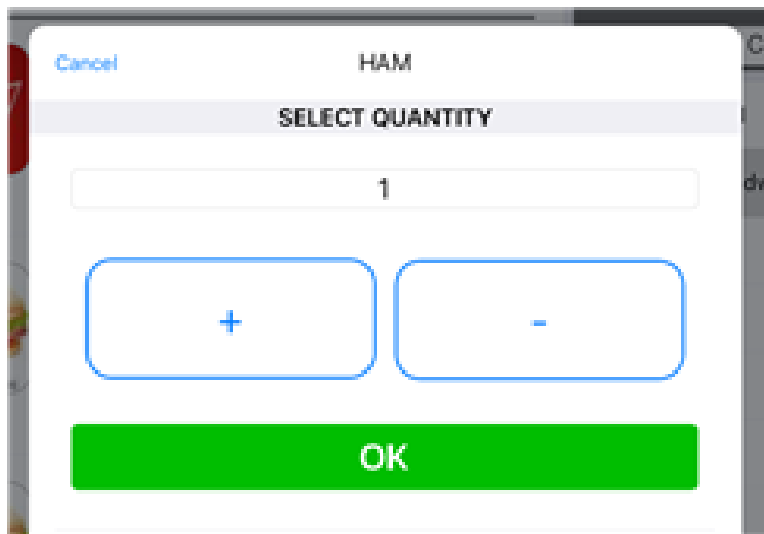
Follow the [Sales Transactions](#) procedures to process any payments.

Add Order Items

To increase the quantity of an item in a customer's order **before payment has been made**, follow the steps below.

Step by step:

1. Select the item in the sales panel.
2. Touch the **Quantity** button at the bottom of the screen.



3. Tap the + (plus) button to increase the quantity to the desired number. Use the - (minus) button to decrease the number.
4. Select **OK**.
The number you designated will display next to the name of the item in the sales panel.

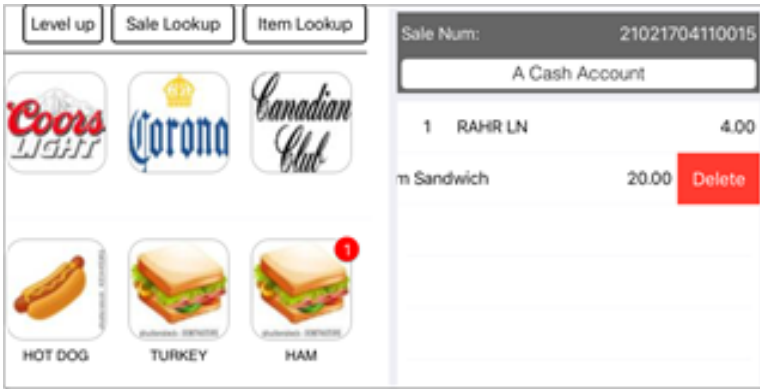
Remove Order Items

If you would like to remove one or more items from a customer's order **before payment has been made**, follow the steps below. To return a purchase, please see the steps to [return a sale](#).

Step by step:

1. In the sales panel, swipe the item you wish to remove from the customer's order.

A red Delete button will display.

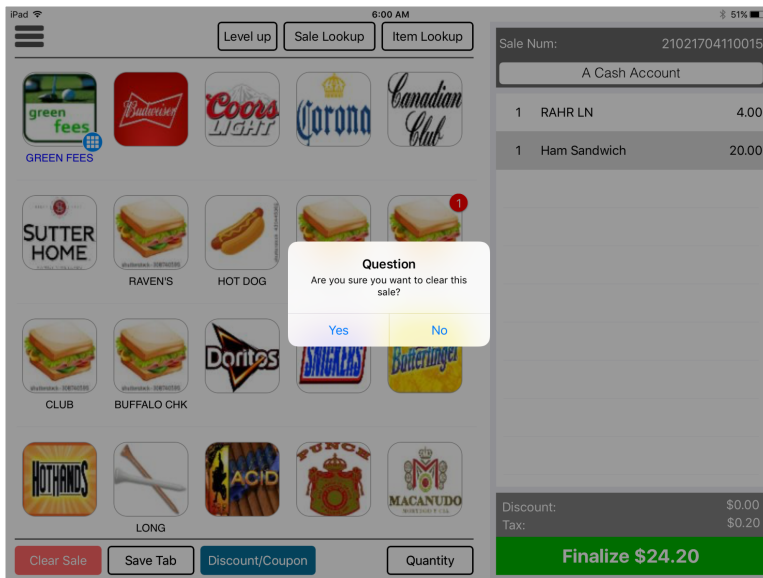


2. Touch the Delete button.

The item will be removed from the order.

Tip: Touch the red **Clear Sale** button at the bottom left of the screen to remove all items.

A dialog window will ask you to confirm you wish to clear the sale.



3. Touch the **Yes** button.

All items will be removed from the sales panel.

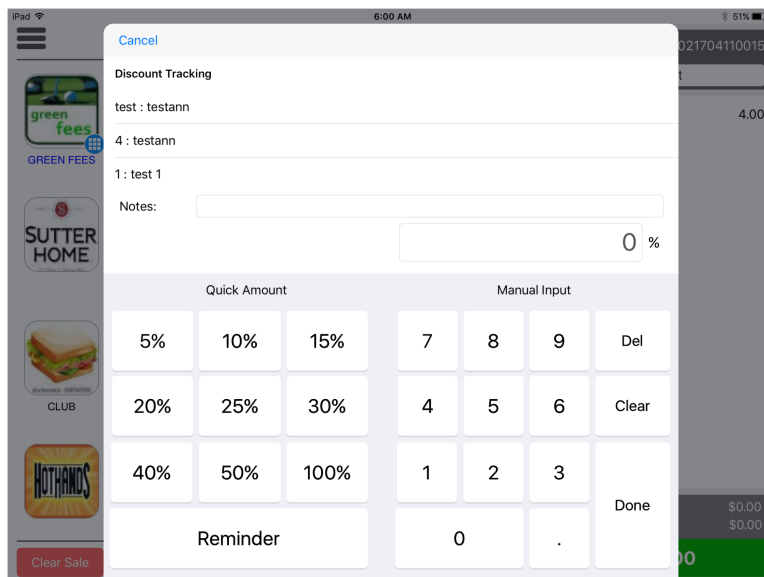
Apply a Discount

The main sales screen will allow you to apply a discount. It supports discount tracking as well.

Step by step:

1. Touch an item in the sales panel, and then select the **Discount** button at the bottom of the screen.

A Discount dialog window will display for entering the discount and the reason for the discount.



2. Select a discount. Touch the quick discount you wish to apply, or enter the discount on the numerical keypads.
3. Select the **Done** button to close the discount window.

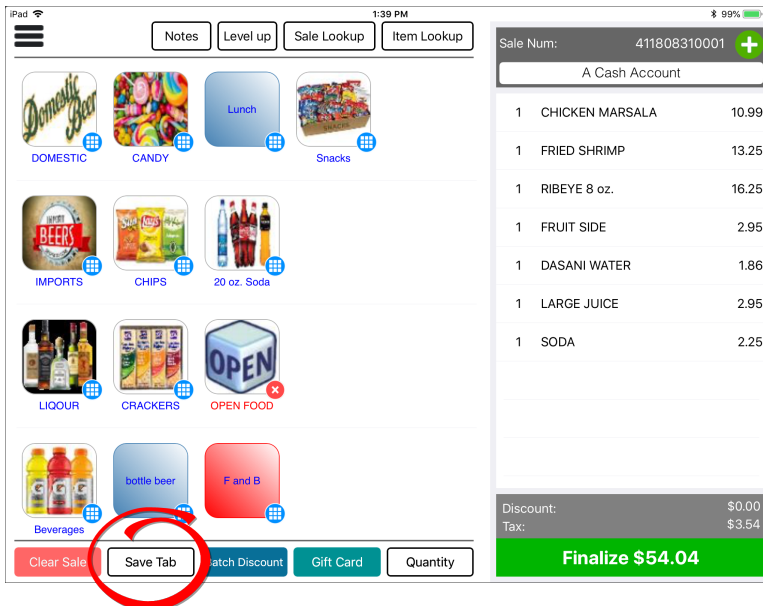
The discount will be applied and will display in the sales panel.

Run a Tab

You can set up a tab quickly in CPS Air from the main sales screen. Plus, once you swipe a credit card to set up a tab, you won't need it again. You'll be able to finalize the sale whenever the customers are ready to go, without the need to ask for the credit card a second time, and enable customers to quickly be on their way.

Step by step:

1. Touch the **Save Tab** button at the bottom of the screen.

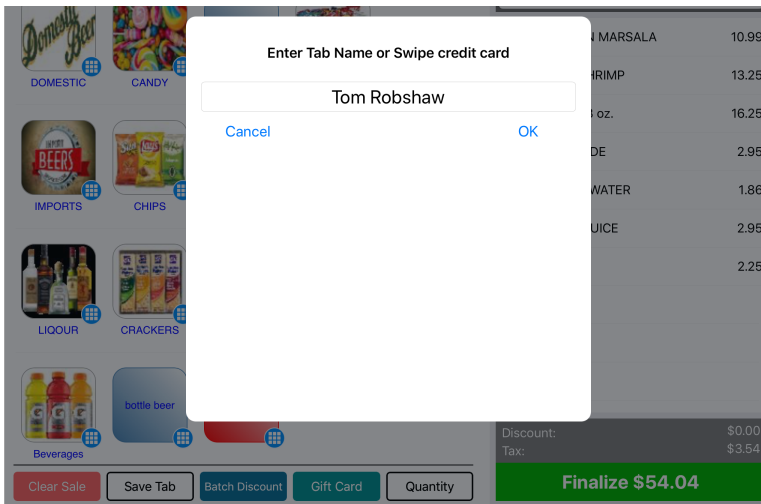


2. Enter the account settings for the tab.

- Enter a name for the tab.
- Swipe a credit card, if you wish to keep the customer's credit card number on file.

Note: You only need to swipe the credit card once. CPS Air will save the credit

card number until the customer is ready to finalize the sale.



3. Select **OK**.

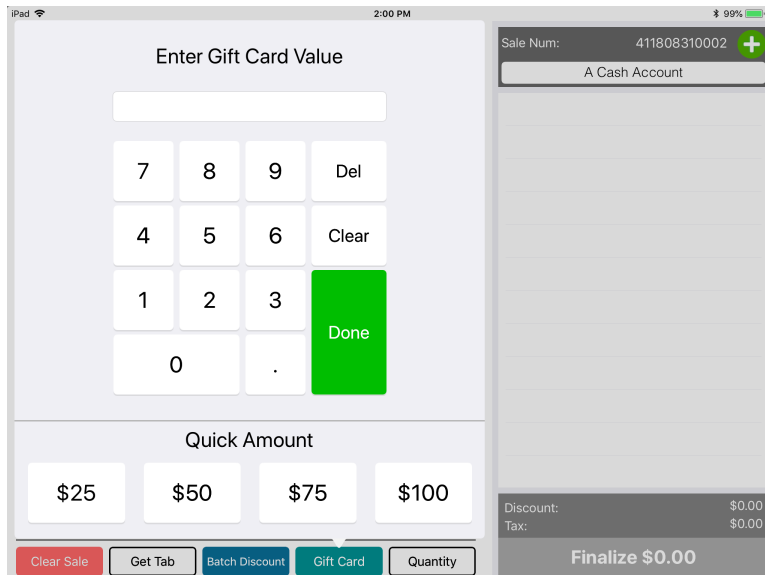
You completed creating a tab. Touch the **Get Tab** button for adding items or closing out a tab. The Get Tab button will display all open tabs.

Sell a Gift Card

CPS Air gives you the option to apply a credit to a gift card and take payment for it. With this feature, you will be able to sell gift cards from any mobile terminal.

Step by step:

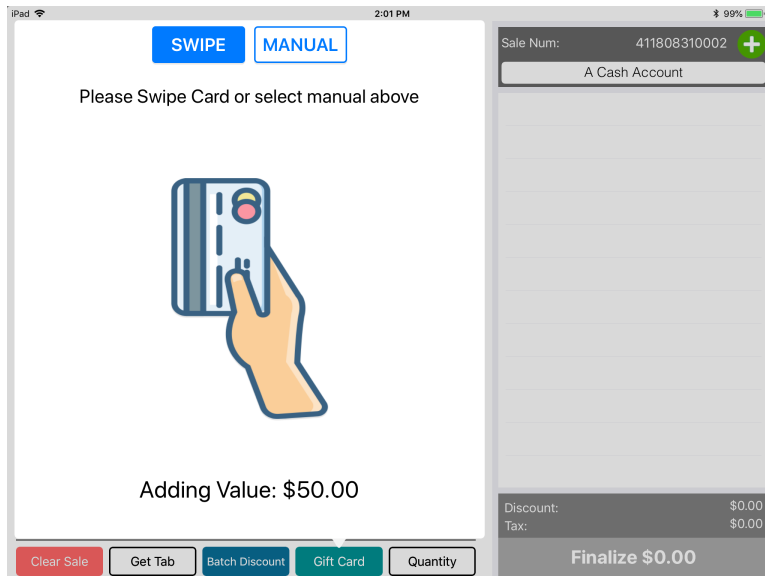
1. Touch the **Gift Card** button at the bottom of the main sales screen.



2. Ask the customer how much credit to apply to the gift card. Enter the amount.

Tip: Use the Quick Amount buttons to save time when entering an amount.

3. Swipe a gift card in order to load the credit on the card.



4. A dialog box will ask "Who is receiving the Gift Card?" Ask the customer for the name of the gift card recipient. Enter the person's name.
5. Touch the **Finalize** button, and process the payment as you would any other sale.

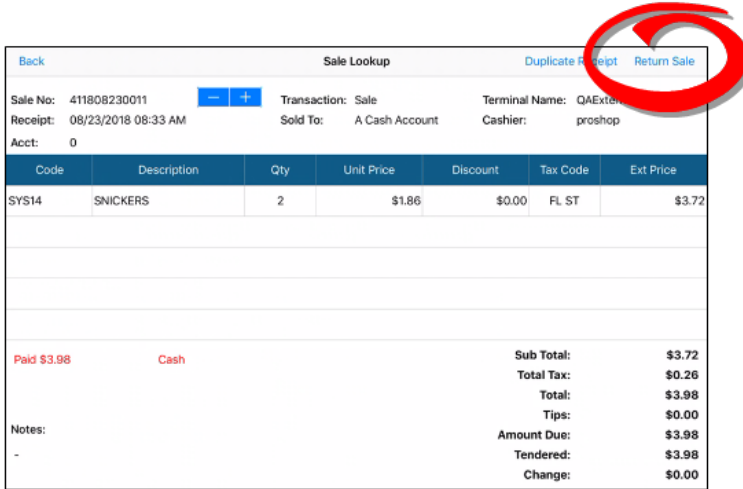
The gift card is now loaded with a credit.

sales management

Return a Sale

Step by step:

1. Touch the **Sale Lookup** button from the main sales screen.
2. Locate and touch the sale you wish to return. The details screen will display.



3. Touch the **Return Sale** link at the top right.
4. Touch the red **Return** button at the bottom of the Sale Panel. A confirmation message will display the Sale Number. Cross-check the Sale Number with the purchase to confirm you have selected the correct sale. Tap the **Return** link in the dialog window to confirm.

The sale item, or items, will be removed from the Sale Panel.

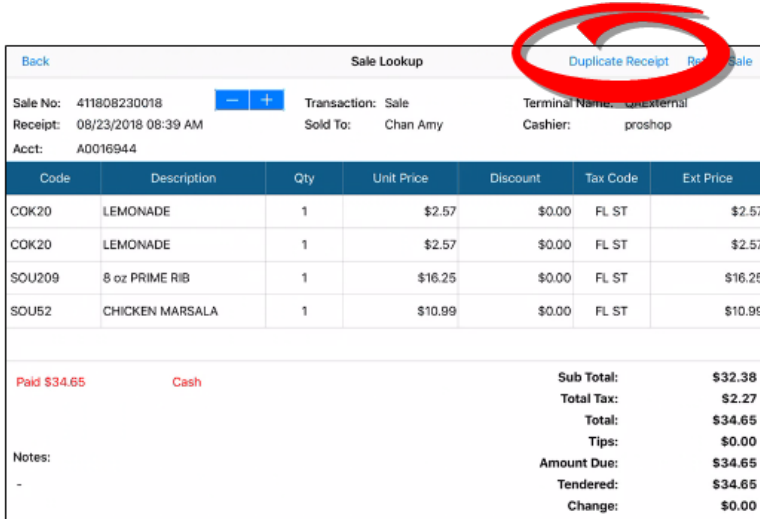
5. Return payment to the customer. The return will be recorded in the daily sales report. Touch the **Sale Lookup** button to see it listed among the transactions that day.

Make a Duplicate Receipt

Step by step:

1. Touch the **Sale Lookup** button from the main sales screen.
2. Locate the sale by Sale Number, Date/Time, or Sold To field. Tap on the sale.

The screen will display sale details.



The screenshot shows the 'Sale Lookup' screen. At the top right, there are three links: 'Duplicate Receipt', 'Print Receipt', and 'Email Receipt'. A red circle highlights the 'Duplicate Receipt' link. Below the links, there is a table with columns: Code, Description, Qty, Unit Price, Discount, Tax Code, and Ext Price. The table contains four rows of items: LEMONADE, LEMONADE, 8 oz PRIME RIB, and CHICKEN MARSALA. At the bottom right, there is a summary section with fields: Sub Total, Total Tax, Total, Tips, Amount Due, Tendered, and Change. The 'Paid \$34.65' and 'Cash' fields are highlighted in red.

Code	Description	Qty	Unit Price	Discount	Tax Code	Ext Price
COK20	LEMONADE	1	\$2.57	\$0.00	FL ST	\$2.57
COK20	LEMONADE	1	\$2.57	\$0.00	FL ST	\$2.57
SOU209	8 oz PRIME RIB	1	\$16.25	\$0.00	FL ST	\$16.25
SOU52	CHICKEN MARSALA	1	\$10.99	\$0.00	FL ST	\$10.99

Paid \$34.65	Cash	Sub Total:	\$32.38
		Total Tax:	\$2.27
		Total:	\$34.65
		Tips:	\$0.00
Notes:		Amount Due:	\$34.65
-		Tendered:	\$34.65
		Change:	\$0.00

3. Touch the **Duplicate Receipt** link at the top right.

The screen will display the receipt options: No Receipt, Print Receipt, or Email Receipt.

4. Ask the customer for a receipt preference, and tap the desired option.

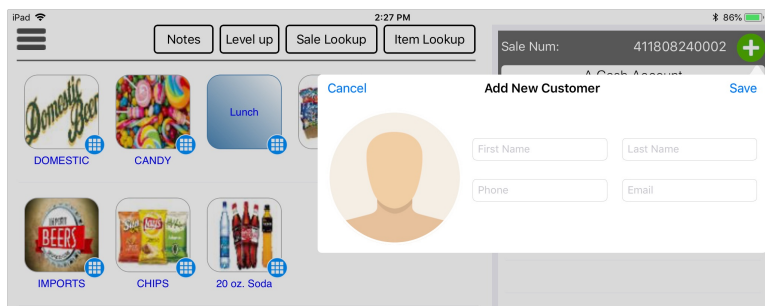
The receipt will be printed or will be emailed accordingly.

Add a Customer Account

CPS Air facilitates customer management. You can add a customer account from the main sales screen.

Step by step:

1. Touch the green plus symbol at the top of the Sale Panel.
2. Enter the customer's first name, last name, phone number, and email address.
3. Select the Save button at the top right.



The new customer account will be saved. Select the search field at the top of the Sale Panel to find a customer account.

Check In, Check Out Inventory

CPS Air equips an iPad to be a mobile terminal for selling items on a beverage cart or any other location.

To begin, an employee will select inventory items and gain manager approval. At closing, the manager will need to approve the quantities of any unsold inventory.

Step by step:

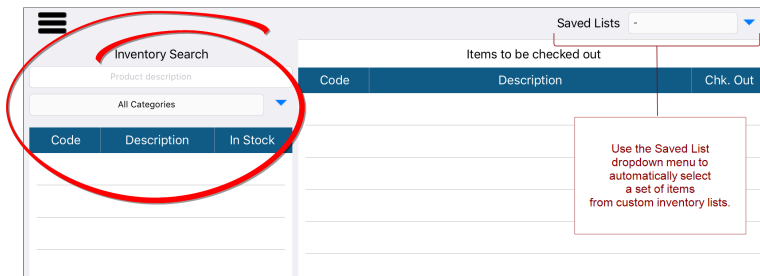
1. Tap on the mobile menu, and select **Inventory**.

The inventory screen will display. The left side will show available inventory. It can be searched by keyword or category. The right side will show any items you select to be checked out.

2. Use the search field or category menu at the top left to find and select inventory items to be checked out. The item and quantity will display at the right.

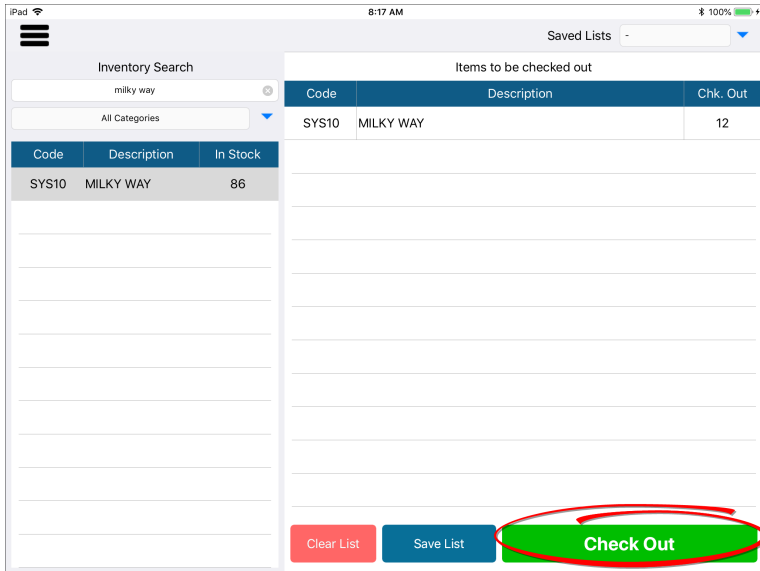
- Tap the item name to select it.
- Enter the quantity you wish to check out.
- Tap **OK**.

Note: The Saved Lists dropdown menu will load a set of saved inventory items. The Saved List feature is a time-saver if you tend to check out the same inventory items and quantities repeatedly.



3. Continue checking out items until you are satisfied with the inventory.

- Next, you will gain approval from a manager. Touch the **Check Out** button.



- Pass the iPad to a manager for approval.

Note: This manager needs to have been setup to approve inventory. Refer to the [iPad Setup](#) section.

- The manager must review the items and quantities.

The manager taps the circle in the Approval column for each item.

When finished, the manager taps the **Approval** button.

Proshop would like to check out these items:			
Code	Description	Chk. Out	Approved
SYS10	MILKY WAY	12	
Cancel		Approve	

7. The manager must enter a PIN for approval.

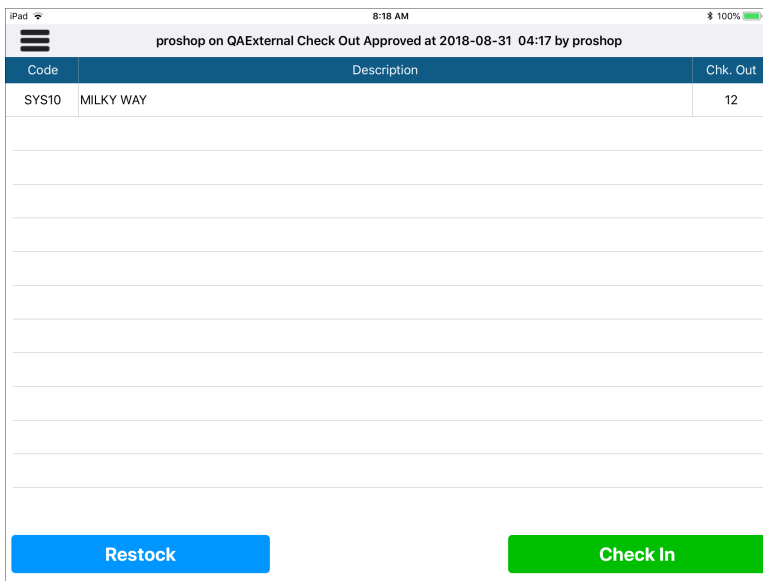
Once entered, the iPad will enter Beverage Cart Mode shown in red at the top.

The employee is ready to sell! CPS Air can only sell checked-out inventory while in Beverage Cart Mode. The employee will follow a similar process to return unsold items, check in the inventory, and receive manager approval.

Continue with the next steps for the Check In process.

8. To check in items, touch the mobile menu, and select **Inventory**.

9. Touch the **Check In** button.

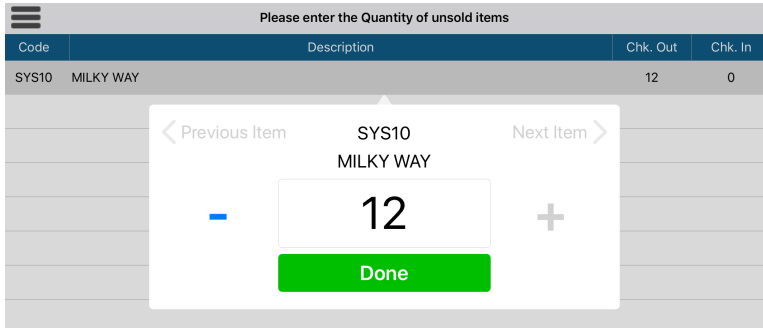


10. The manager will enter the PIN and then touch **Yes** in the dialog window to confirm.

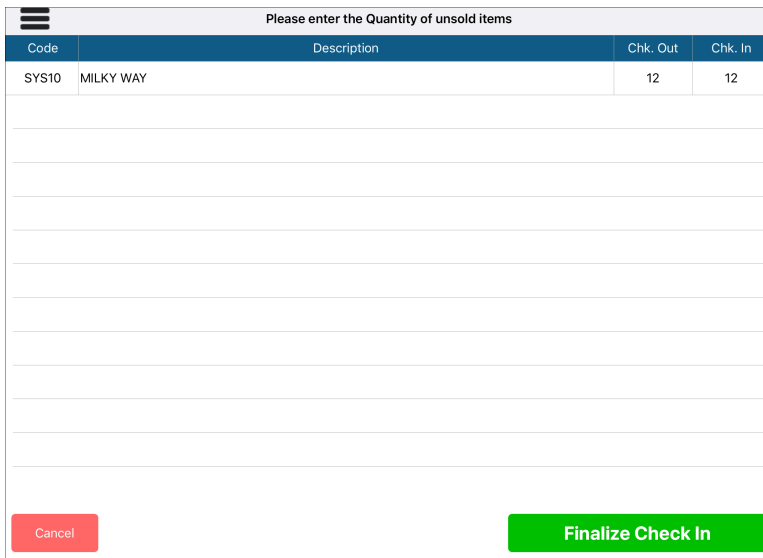
11. The manager will touch each item, enter the quantity being checked in, and tap **Done**.

The inventory screen will display the items and quantities as they are entered.

Repeat this step until the manager has approved each item and quantity.



12. After reviewing and entering all unsold inventory, the manager will touch the **Finalize Check In** button.



The inventory check-in is complete. An empty inventory screen will display. Now you can use the mobile menu to leave the inventory screen, to log out, or to return to the main sales screen. If you return to the main sales screen, the iPad will no longer be in Beverage Cart Mode. Now learn how to [take an order](#).

Reserve Tee Times

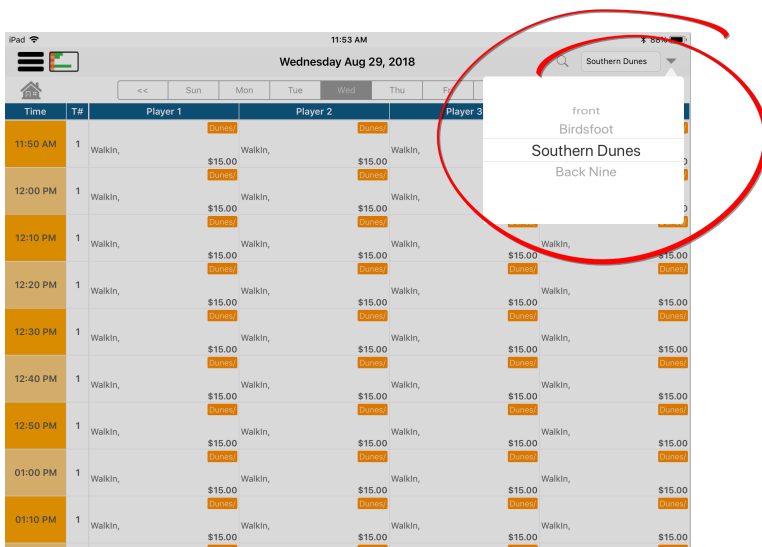
In Starter Hut on CPS Air employees can book tee times from an iPad, as well as [check-in or make changes](#) to reservations.

Here's how to reserve a tee time.

Step by step:

1. Tap on the mobile menu, and select **Starter Hut**.

A calendar screen will display. You will need to select a course from the drop-down menu to see a schedule for that course.

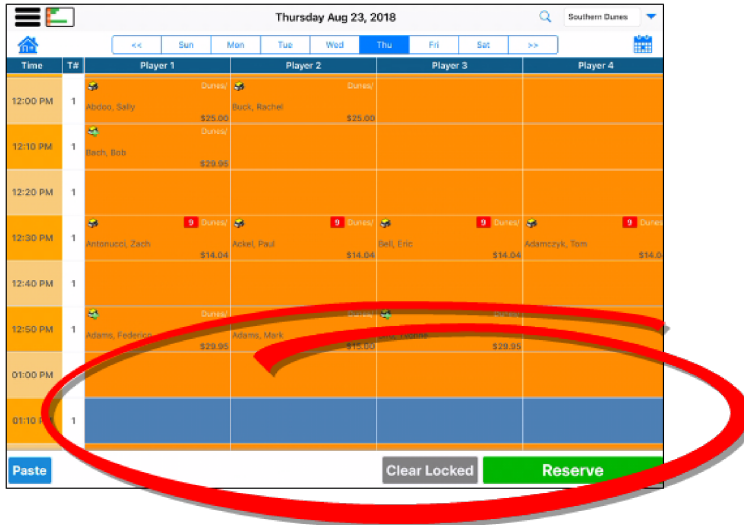


2. Select the course name from the dropdown menu at the top right.

Once a course is selected, the calendar screen will populate with reservations for that day. You can view tee times for other days simply by touching a different day of the week at the top, or by touching the calendar icon at the top right.

3. Touch the time slot to be reserved in the Player 1 column. Drag over the spaces to the right to reserve slots for Player 2, Player 3, and Player 4, respectively.

The screen below shows four players selected for the tee time.



4. Tap the **Reserve** button.

A reservation window will open showing details of the tee time.

Tip: When entering multiple golfers who are in the database, CPS Air will display names to the right, suggesting golfers who are likely to play together. Simply tap a name to enter it.

Cancel		-		+		Southern Dunes 01:10 PM on Wednesday Aug 29, 2018				Reserve	
01:10 PM	Mary Anderson	[email]		Dunes/ \$15		18	Trash				
01:10 PM	Joan Barkere	[email]		Dunes/ \$15		18	Guest				
01:10 PM	Sarah Brown	[email]		Dunes/ \$15		18	Guest				
01:10 PM	Zoey Humphreys	[email]		Dunes/ \$15		18	Guest				

5. Customize the details of the reservation in the window.

Enter a name: You may search in a member database or enter a walk-in customer.

Fee button: Tap to assign the fee structure to the customer.

Cart button: Tap to add a cart, or half of a cart, to the reservation.

18 or 9 Holes button: Tap to select a 9-hole or 18-hole reservation.

Cancel		-		+		Southern Dunes 01:10 PM on Wednesday Aug 29, 2018				Reserve	
01:10 PM	Mary Anderson	[email]		Dunes/ \$29.95	[Cart Icon]	18	Trash				
01:10 PM	Joan Barkere	[email]		Dunes/ \$15		18	Guest				
01:10 PM	Sarah Brown	[email]		Dunes/ \$14.04	[Cart Icon]	9	Guest				
01:10 PM	Zoey Humphreys	[email]		Dunes/ \$14.04	[Cart Icon]	9	Guest				

6. Tap the **Reserve** button to complete the reservation.

The reserved tee time will display in the calendar on the screen.

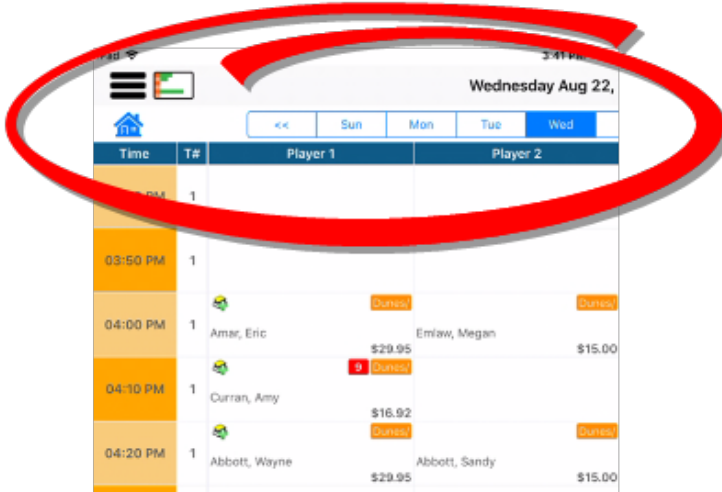
Check In for Tee Time

The Starter Hut in CPS Air is designed to ease the check-in process. Employees can use the mobile terminal to find their reserved tee time, check in, and make any necessary payments without a hassle or long wait. It is as simple as following the steps below.

Step by step:

1. Tap on the mobile menu, and select **Starter Hut**.

A calendar screen will open. Simply tap any day of the week at the top to view that day's schedule. Tap the house icon to see an overview of reserved tee times.



2. Locate the reserved tee time. Tap to open.

The details screen will display details, including any cart reservations and whether a 9-hole or 18-hole game is reserved.

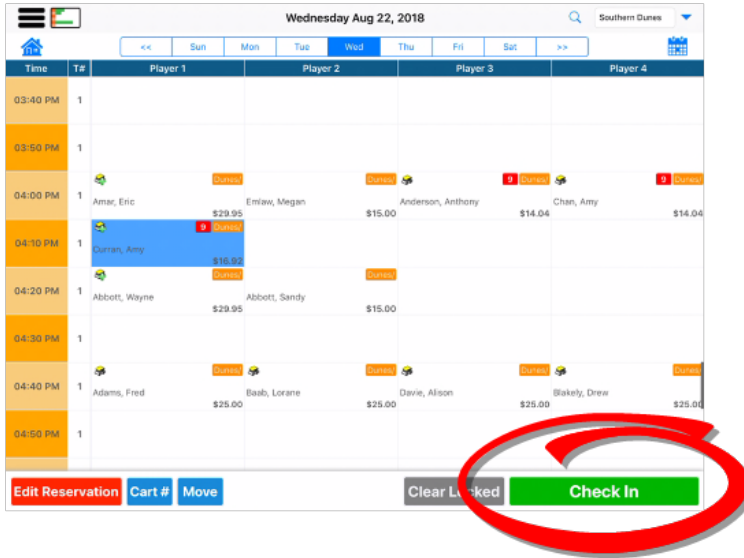
3. Tap the name. A row of commands will display at the bottom of the screen.

From here, if any changes need to be made, you have the option to select **Edit Reservation**:

- Add a cart or a half cart.
- Change a game from 18 holes to 9 holes.
- Designate a cart to a player using the **Cart#** button.

- Change the time of a reservation using the **Move** button.

4. Touch the **Check In** button.



The main sales screen will display. The golf game will display in the Sale Panel, along with any associated fees for a cart, discounts, and tax.



5. Touch the **Finalize** button.

From here, CPS Air will take you through the screens to [process a payment](#).

Note: Sometimes the individual playing a tee time is different from the person who is actually named in the schedule. When this happens, it is possible to change the player field in the tee sheet after the tee time has been paid for, so that your records remain as accurate as possible. With the tee time selected, touch the **Change Player** button. If the **Change Player** button is not visible, you will need to enable this option in POS Express. In the POS Express Tee Sheet module, go to Admin>Facility Options and select the check box for "Allow change player on paid cell."

payments with cps air

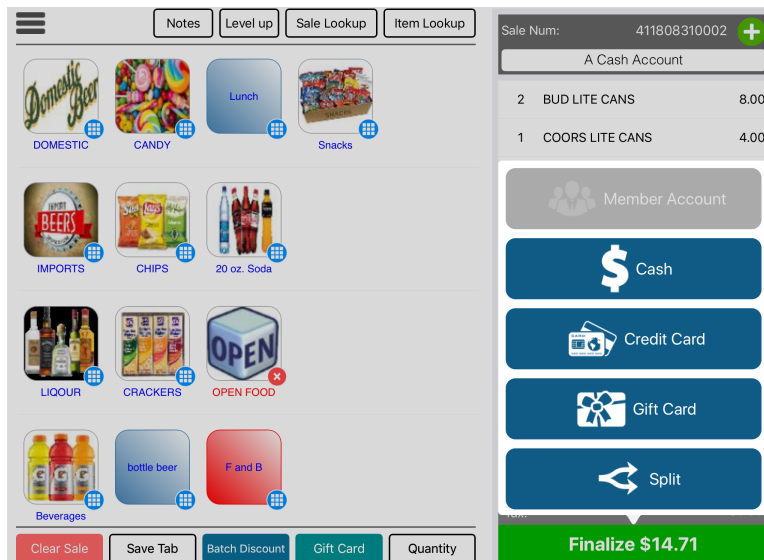
Take a Payment: Cash

CPS Air supports cash, credit card, member account payment, and gift cards. It also supports split payments.

Other forms of payment, such as paper gift cards, can be customized for your facility in the configuration settings under Sale Payment Information in POS Express.

Step by step:

1. Touch the green **Finalize** button in the sales panel. Payment options will display: Member Account, Cash, Credit Card, Gift Card, and Split.



2. Choose the customer's payment method. In this case, touch the blue **Cash** button.

The screen will display the total and the option to add a tip.

The screenshot shows a mobile payment interface on an iPad. At the top, there are navigation options: 'Cancel', 'Cash', 'Add Tips', 'Sign', and 'Receipt'. The main display area shows the following information:

Total \$	14.71
Tips \$	0.00
Tendered: \$	0.00
Change: \$	0.00
Amount Due \$	14.71

Below the table, there is a prompt: "Please enter Cash payment information above." At the bottom, there is a large green button labeled "PAY".

3. Ask if the customer would like to include a tip. In the **Tip** field, tap and enter a tip amount, or leave the field at \$0.00 accordingly.
4. Tell the customer the total. In the Tendered field, enter the total amount of cash received. Tell the customer the amount of change due, if needed.
5. Touch the green **Pay** button, and then provide the customer with any change due.

The customer's sale is now complete and will be available in the sales report under the **Sales Lookup** button.

Take a Payment: Credit Card

Step by step:

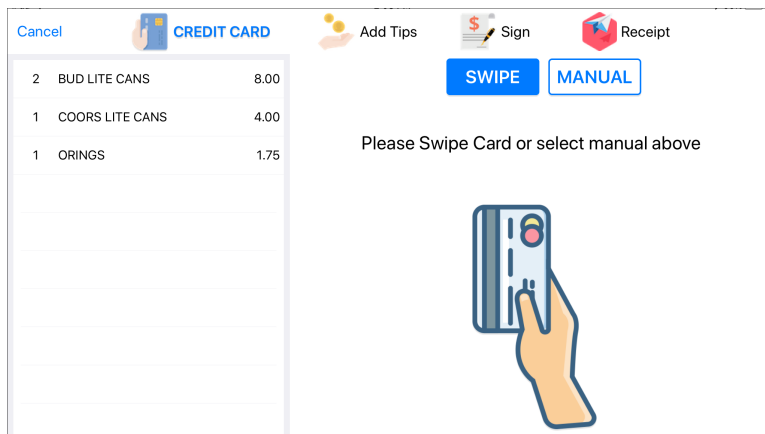
1. Touch the green **Finalize** button in the sales panel.

Payment options will display: Member Account, Cash, Credit Card, Gift Card, and Split.



2. Choose the customer's payment method. In this case, touch the blue **Credit Card** button.

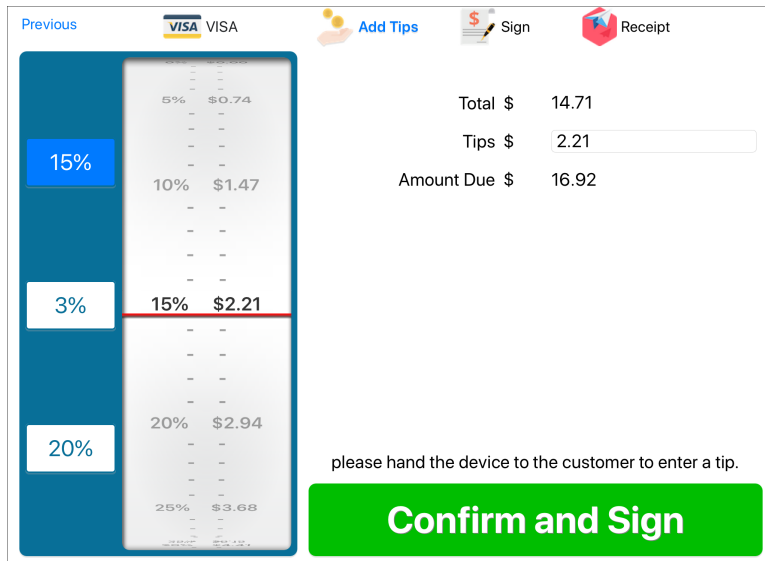
A screen will display for entering the credit card number.



3. Swipe the credit card, or touch the Use Card On File button, if applicable. Alternatively, you can manually enter the credit card information by tapping the **Manual** button and entering on the keypad.

In the next screen, the customer has the option to add a tip.

- Tap the **15%** and **20%** quick buttons at the left to automatically calculate a tip.
- Draft the red slider to customize a tip value on the percentage scale.



4. Allow the customer to adjust the tip amount.

5. The customer will touch the **Confirm and Sign** button.

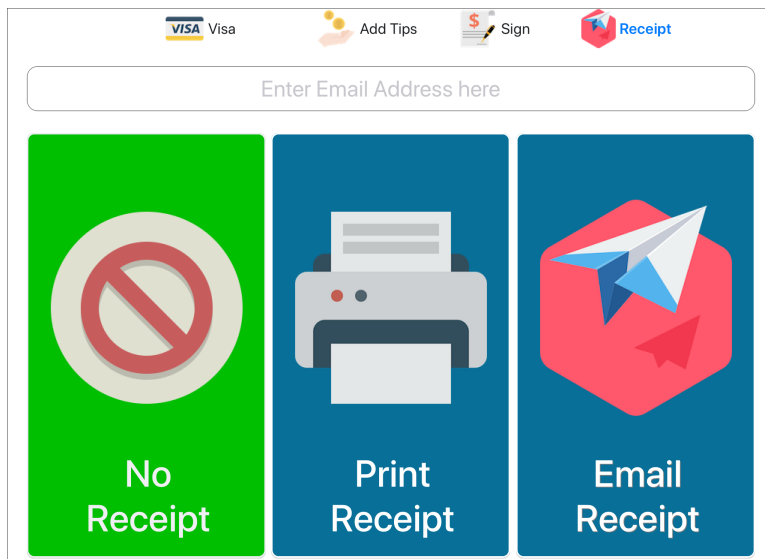
The signature screen will display.

6. The customer will sign the signature field using a fingertip or a stylus, and then touch the green **Accept Signature** button.

7. Ask the customer for a receipt preference, and tap the desired option.

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.



The customer's sale is now complete and will be available in the list of daily transactions that are documented under the **Sale Lookup** button.

Take a Payment: Gift Card

Step by step:

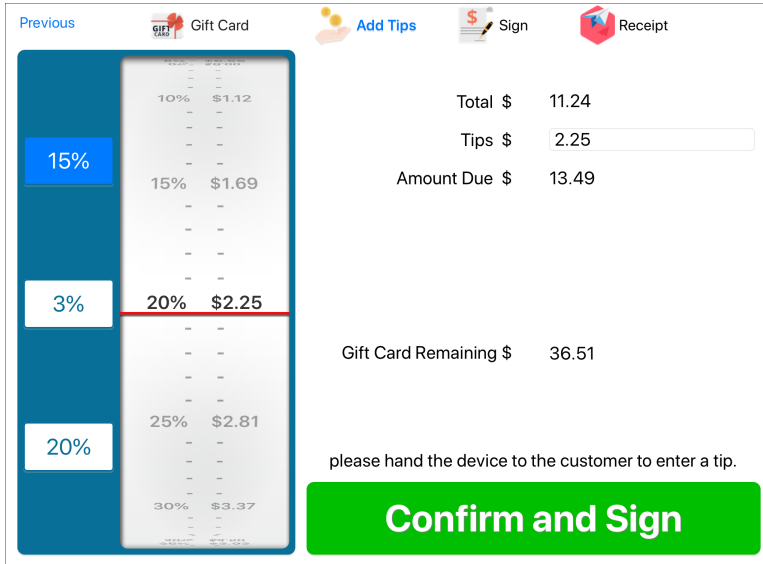
1. Touch the green **Finalize** button in the sales panel.

Payment options will display: Member Account, Cash, Credit Card, Gift Card, and Split.

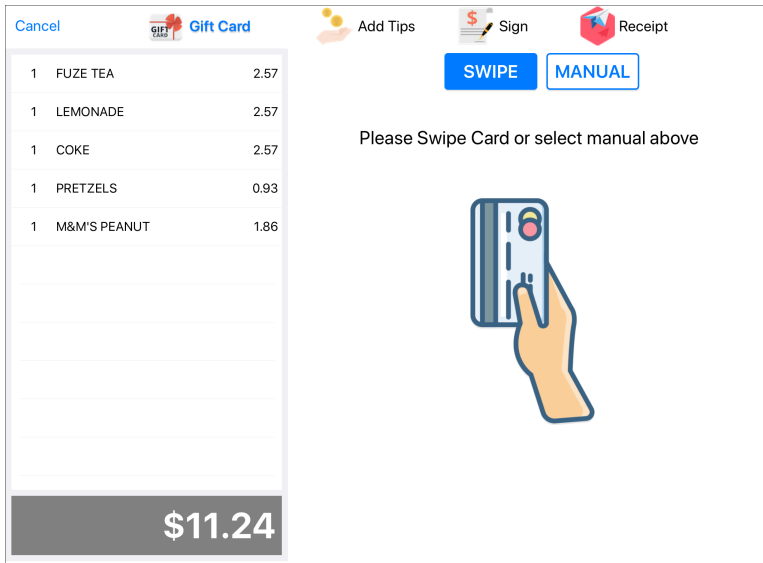


2. Choose the customer's payment method. In this case, touch the blue **Gift Card** button.

The screen will display the total and the option to add a tip.



3. Swipe the gift card. Alternatively, touch the **Manual** button and enter the card number.



4. Return the gift card to the customer.

The customer's sale is now complete and will be available in the sales report under the **Sales Lookup** button.

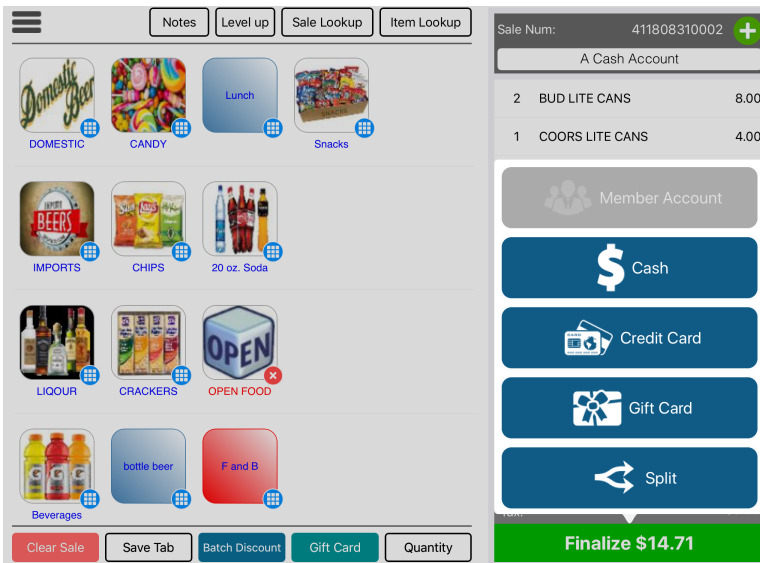
Split a Payment

CPS Air supports split payments to allow two or more customers to share the total cost of a bill. The customers do not need to choose the same method of payment. They can split the payment between methods made with cash, credit card, member account payment, and gift cards, or any other form of payment your facility has configured CPS Air to accept under the Sale Payment Information in POS Express.

Step by step:

1. Touch the green **Finalize** button in the sales panel.

Payment options will display: Member Account, Cash, Credit Card, Gift Card, and Split.



2. Touch the **Split** button.

The payment methods screen will display.

Cancel Choose Payment Method(s)

Member Account	Cash	Credit Card
Gift Card		

Sale Total :
\$11.50

Payment	Amount

Balance Due
\$11.50

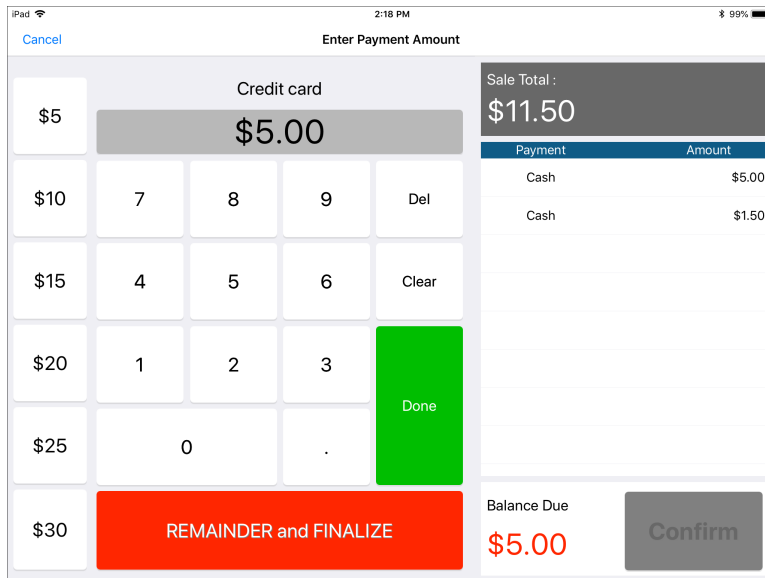
Confirm

3. Determine which payment to process first. Touch the first method, such as **Cash**.

4. Enter the amount of the first payment, and touch the **Done** button.

	Cash			
\$5	1.50			
\$10	7	8	9	Del
\$15	4	5	6	Clear
\$20	1	2	3	Done
\$25	0		.	
\$30	REMAINDER and FINALIZE			

5. Touch the next payment method, enter the value, and tap **Done**. Repeat until one payment is left, in which case, tap **Remainder and Finalize**.



6. Touch the **Remainder and Finalize** button if there are no other payments. If there are more than two payments, enter the payment amount, touch the **Done** button, and go back to Step 5 until you reach the last payment.

7. Touch the green **Pay** button, and enter the tendered amount.

8. Provide the customer with any change due.

The customer's sale is now complete and will be available in the sales report under the **Sales Lookup** button.

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**](mailto: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.