

Volunteer Training

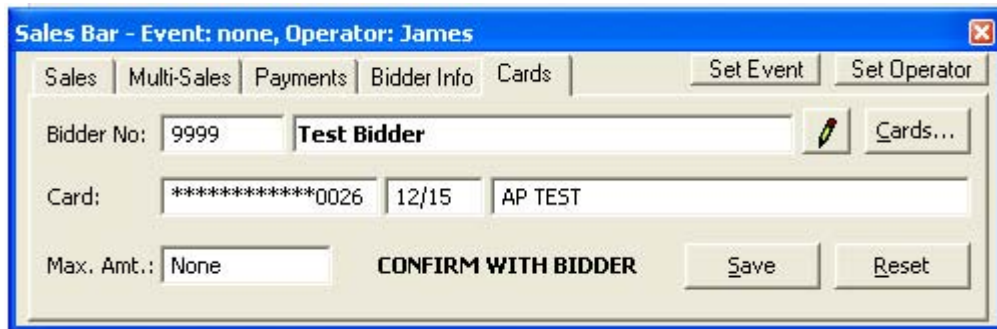
In order to train volunteers and test the workflow for event night, test bidder(s) need to be created and test sale(s) recorded that will be deleted after training.

First, create a test bidder:

1. Press F6 to add a new bidder.
2. When prompted for a name enter "Test Bidder"
3. Enter 9999 in the Bidder # field for the Bidder No.
4. Press F10 to save the test bidder.
5. Click OK

Second, register test bidder with test card:

1. Activate the Sales Bar if it is not shown by pressing F8.
2. Select the Cards tab of the Sales Bar.
3. Type 9999 into the Bidder No. field and press Enter.
4. Swipe the test card. The card reader should beep twice to confirm the card was successfully read.
5. Press Enter to save the card data.



Sales Bar - Event: none, Operator: James

Sales | Multi-Sales | Payments | Bidder Info | Cards | Set Event | Set Operator

Bidder No: 9999 Test Bidder Cards...

Card: *****0026 12/15 AP TEST

Max. Amt.: None CONFIRM WITH BIDDER Save Reset

Third, record sale(s) for test bidder:

1. Select the Sales tab on the Sales Bar (F8).
2. Enter the package number of one of the packages from your catalog into the Package No. field and press Enter.
3. Enter 9999 into the Bidder No. field and press Enter.
4. Enter 22 as the Sale Price and press Enter.
5. Press Enter again to complete the sale.

Fourth, print out test bidder receipt:

1. Select the Bidder Info tab on the Sales Bar (F8)
2. Click the Action field and select Print Receipt from the drop down menu.
3. Enter 9999 into the Bidder No. field and press Enter.
4. Press Enter again to print the receipt. A \$22 charge should show on the test card.

Finally, delete training data:

1. Select the Bidder tab of the Query Bar.
2. Under the Bid# fields, enter 9999 to 9999 and press Enter. A Query Results grid will appear with the test bidder selected.
3. Press the Delete key to delete the test bidder. Confirm deletion when prompted.
4. Under the Bid# fields, enter 9999 to 9999 and press Enter. A Query Results grid will appear with the test bidder selected.