Department of Recreational Services

Fusion Manual Service Counter

Version 1 December 10, 2020

Table of Contents

Sign In/Out of Fusion	4
Sign into Fusion	4
Prompt for Sign In	4
Sign in Using Credentials	4
Sign out of Fusion	5
Confirm Sign Out	5
Members	6
Add a New Member	6
Select "New Member"	7
Enter New Member Information	7
Capture Photo	8
Create a Family	8
Select Edit Family	9
Select Add Family Member	10
Complete the New Member information	11
Select the appropriate Relationship to the member	11
Continue to add additional family members or close the window.	12
Membership Sales	12
Faculty/Staff/Affiliate	12
Navigate to the Sales Tab	12
Choose the Patron	13
Navigate to the Membership Wizard	13
Select a Membership Type	13
Select Duration Category	14
Select Duration Period	15
Select the date range	15
Complete Waivers	16
Verify information and press done	16
Proceed to Check Out	17
Choose Payment Option	17
Authorization Number	17
Choose Receipt Option	18
Choose Registration Confirmation Option	19
PhD Student	19
Navigate to the Sales Tab	20
Choose the Patron	20
Navigate to the Membership Wizard	21
Select Duration Category	
Select Duration Period	23
Select the date range	22

Complete Waivers	24
Verify information and press done.	24
Proceed to Check Out	o
Choose Payment Option	0
Authorization Number	1
Choose Receipt Option	1
Family Membership	2
Navigate to the Sales Tab	2
Navigate to the Membership Wizard	2
Choose the Current Member	3
Select the desired Membership Type	3
Select Duration Category	4
Select Duration Period	4
Select the date range	5
Select Family Members	5
Press Done	6
Verify information and press done.	7
Proceed to Check Out	7
Choose Payment Option	8
Authorization Number	8
Choose Receipt Option	9
Choose Registration Confirmation Option	9
Waiver – New Family Membership	9
Program Registration	10
Navigate to the Sales Tab	10
Choose the Patron	10
Navigate to the Registration Wizard	11
Registration Wizard	11
Complete Waivers	13
Review Registration Summary	13
Proceed to Check Out	14
Choose Payment Option	14
Authorization Number	14
Choose Receipt Option	15
Choose Registration Confirmation Option	16
Misplaced ID process	16
Troubleshooting	17

Sign In/Out of Fusion

This lesson will provide an overview on how to **Sign In** and/or **Out** of Fusion.

Sign into Fusion

Locate the Fusion Desktop Icon



The Fusion icon can be found on your desktop after being installed. To start the Sign In process, doubleclick the icon.

Prompt for Sign In



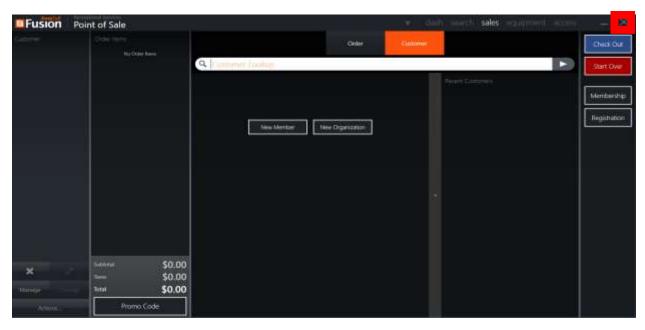
After Fusion has completed the loading process for your Personal Settings, click the SIGN IN button.

Sign in Using Credentials



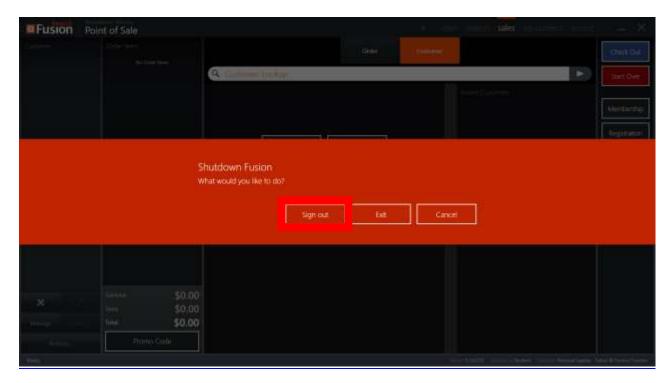
Once the Georgia State log in landing page loads, sign in with your campus credentials. Then, click Login.

Sign out of Fusion



From Fusion's home screen, locate the close (\mathbf{X}) icon at the top right of the screen. Click once on the close icon to Sign Out of Fusion.

Confirm Sign Out

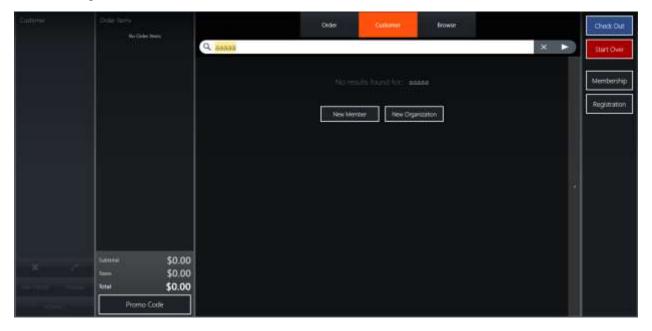


Once you have clicked on the icon, Fusion will prompt you to confirm the sign out process.

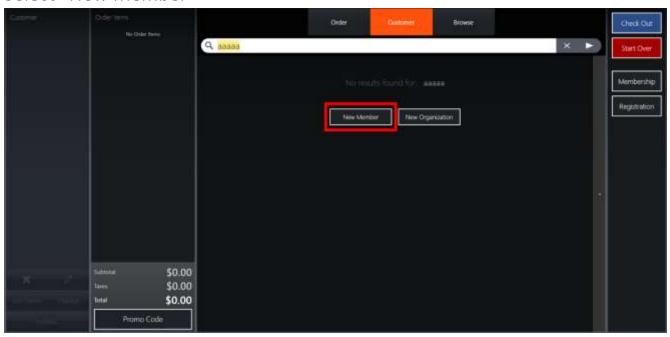
Members

Add a New Member

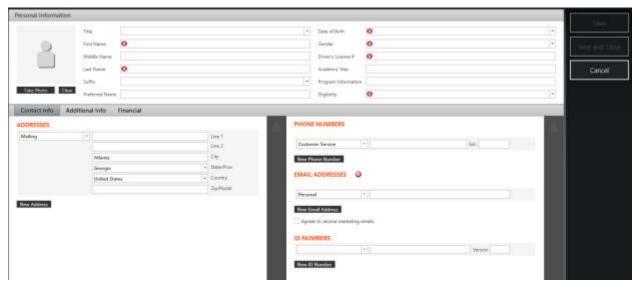
New members can be added from several locations within Fusion. This tutorial will begin at the Sales Screen. Navigate to the Sales Tab.



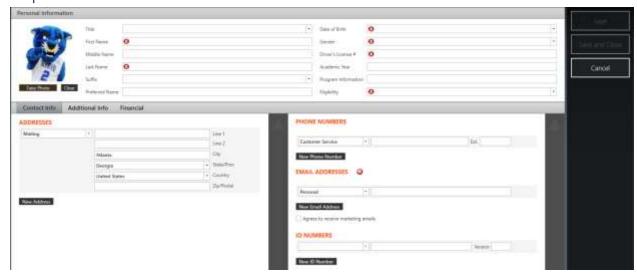
Select "New Member"



Enter New Member Information



Capture Photo



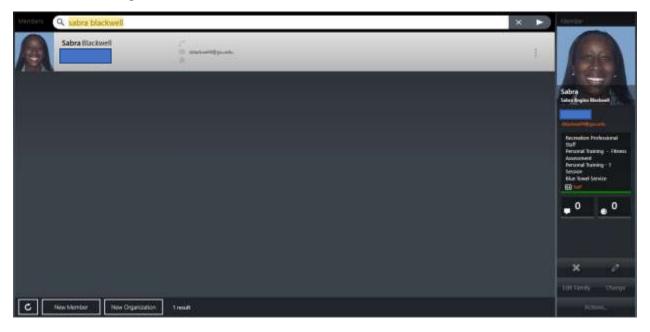
To add a picture to your new Member profile:

- 1. Select Take Photo under the picture area.
- 2. Select Capture Image if you are using a webcam to take the photo.
- 3. Select OK to select the image you want.

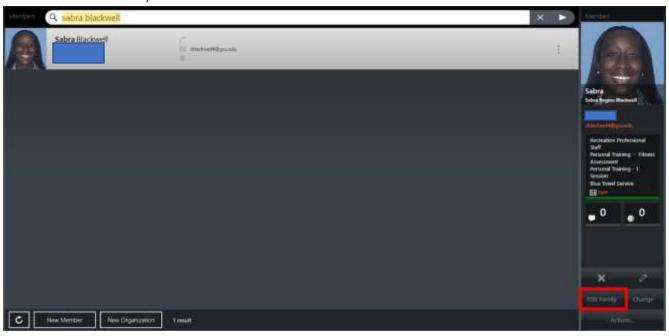
Select save and close

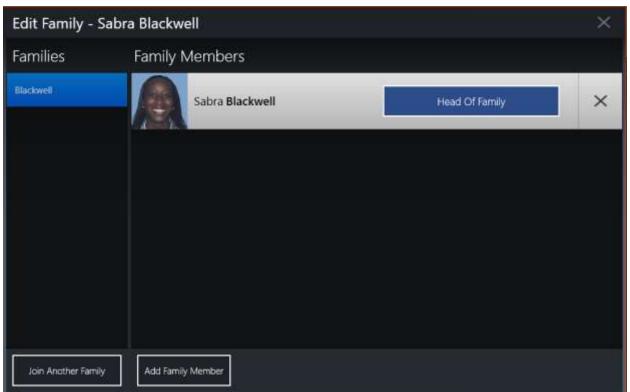
Create a Family

Families can be created/modified from several locations within Fusion. This tutorial will begin at the Search screen. Navigate to the Search Tab. Search for the member.



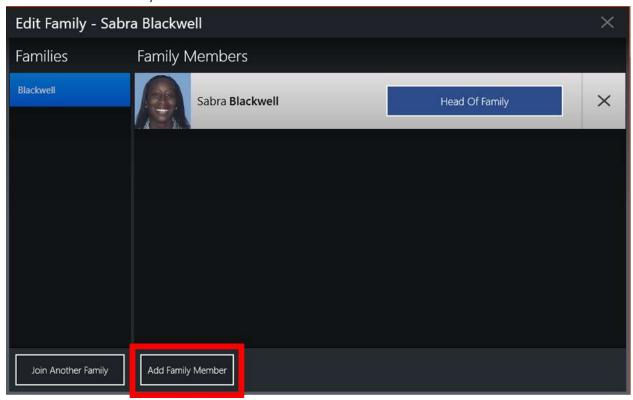
Select Edit Family



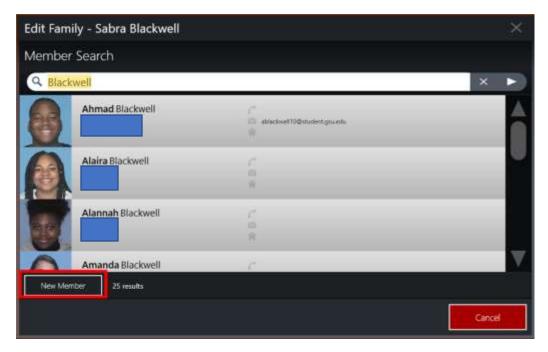


From this screen, the member can join another family or add another individual to this member's family profile.

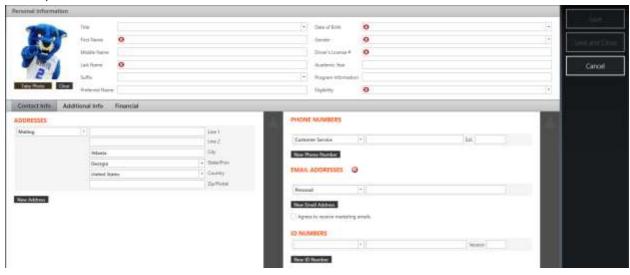
Select Add Family Member



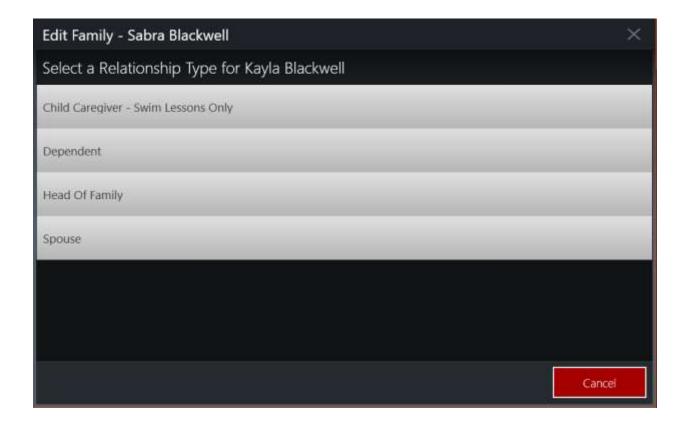
If searching for every individual with the same last name does not yield the desired individual, select new member.



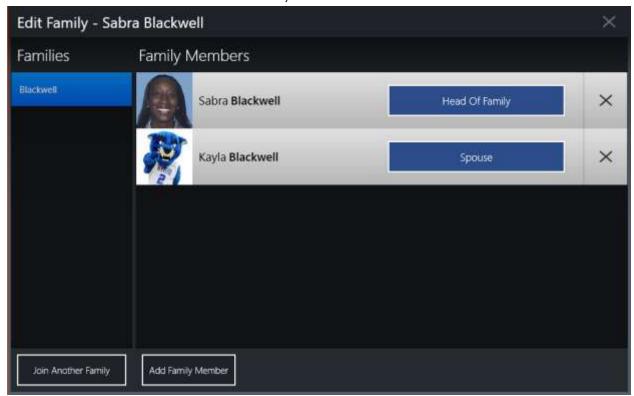
Complete the New Member information



Select the appropriate Relationship to the member



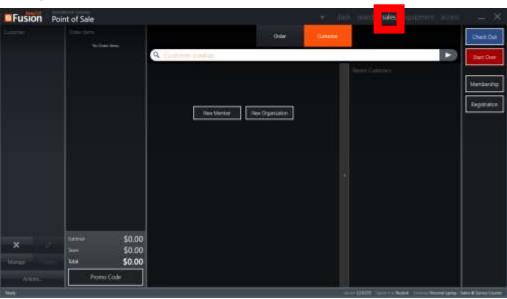
Continue to add additional family members or close the window.



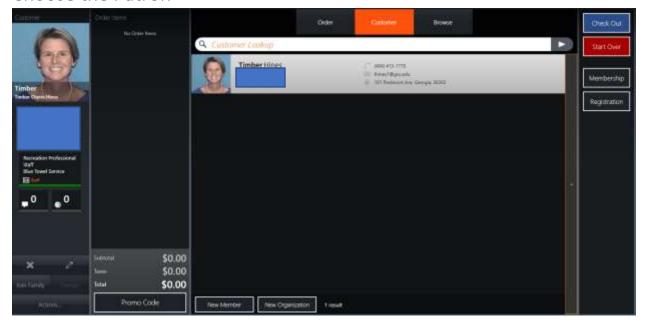
Membership Sales

Faculty/Staff/Affiliate

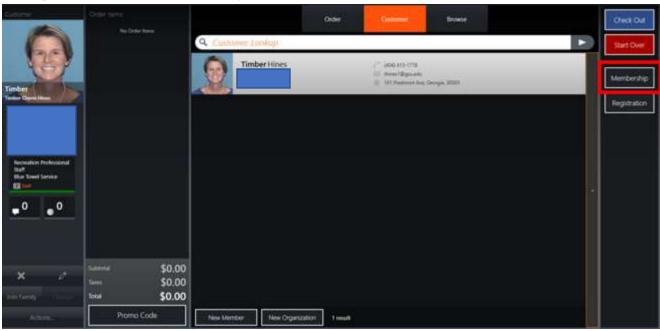
Navigate to the Sales Tab



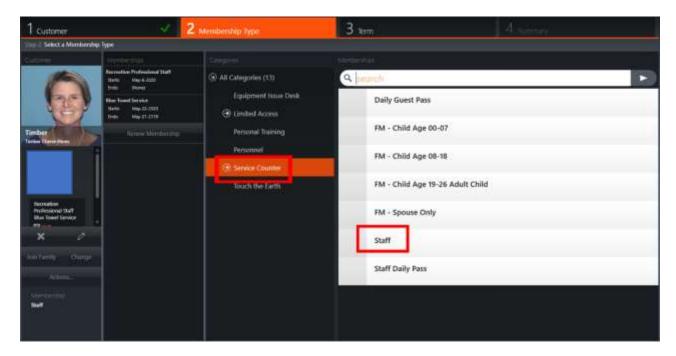
Choose the Patron



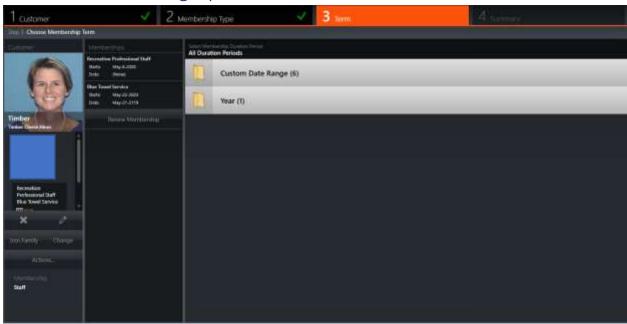
Navigate to the Membership Wizard



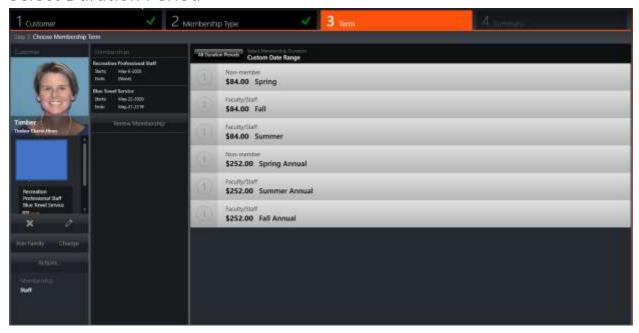
Select a Membership Type (Select Appropriate Category if necessary)



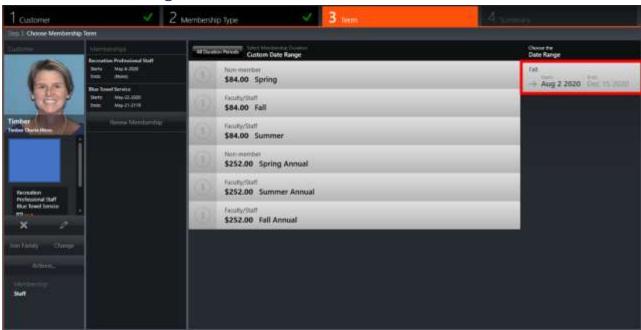
Select Duration Category



Select Duration Period



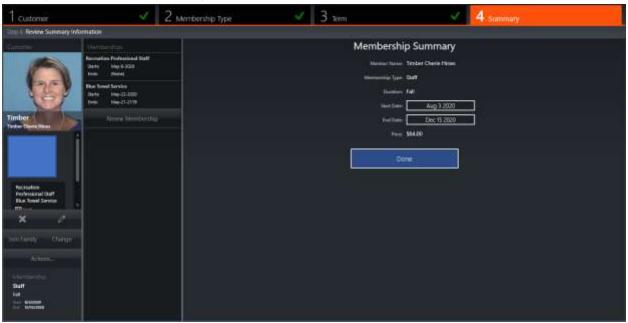
Select the date range



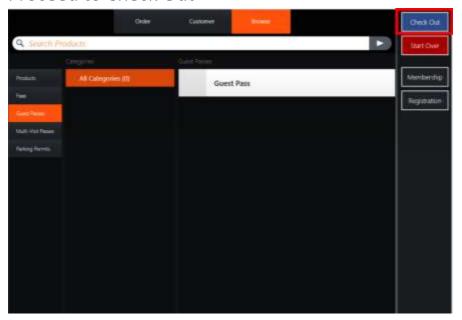
Complete Waivers



Verify information and press done.



Proceed to Check Out

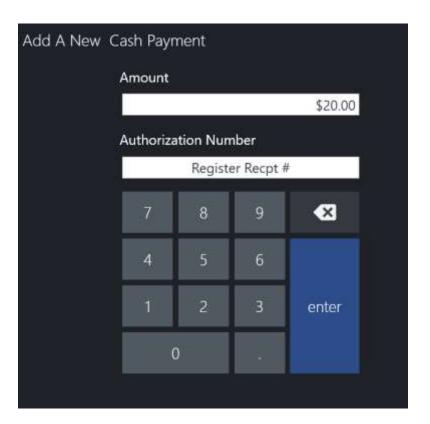


Choose Payment Option

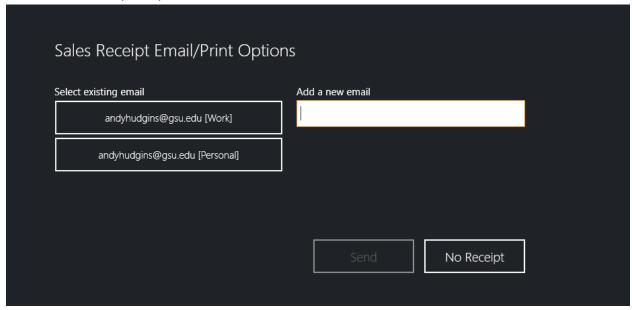


Authorization Number

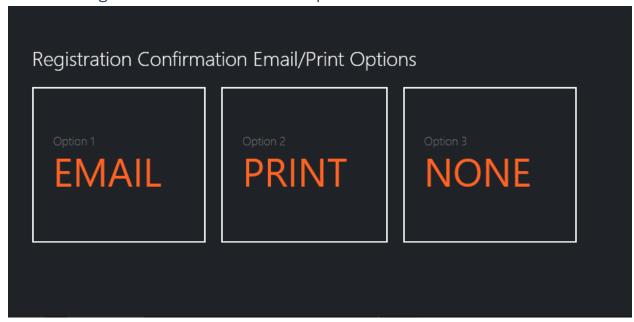
Enter Register Receipt Number in the Authorization Number Field



Choose Receipt Option

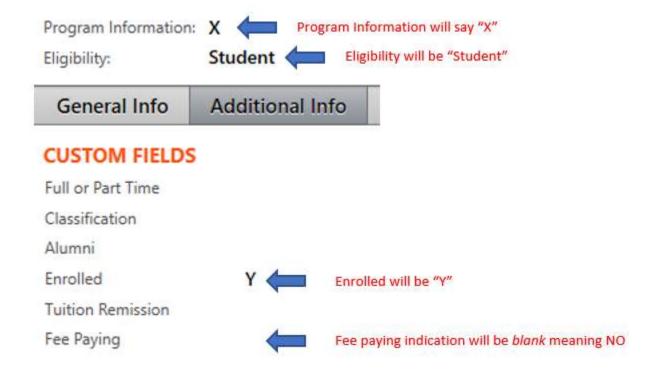


Choose Registration Confirmation Option

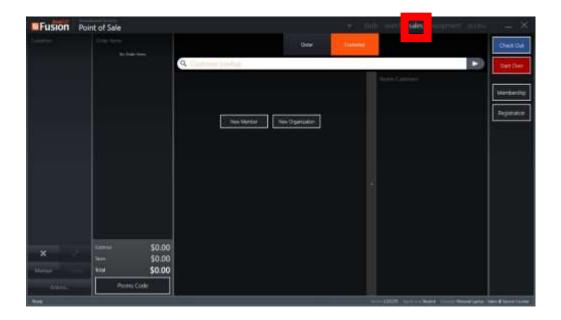


PhD Student

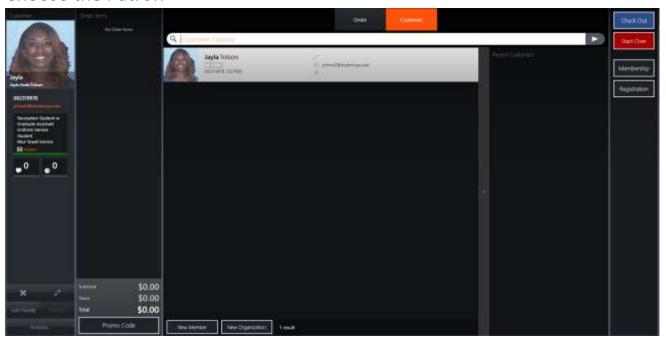
There is a small group of enrolled students that have their fees waived because they are Teaching Assistants or Graduate Assistants. These enrolled students are eligible to purchase a PhD student membership. See the Member Details below for qualifications:



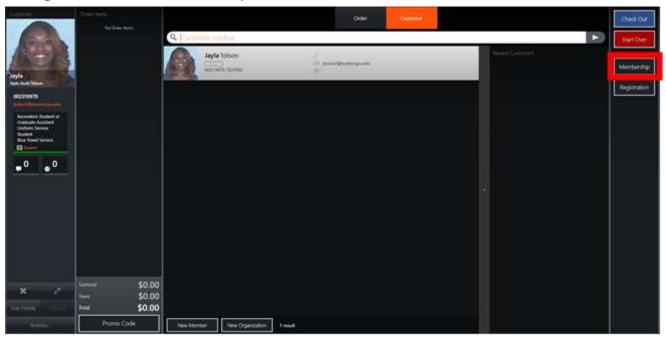
Navigate to the Sales Tab



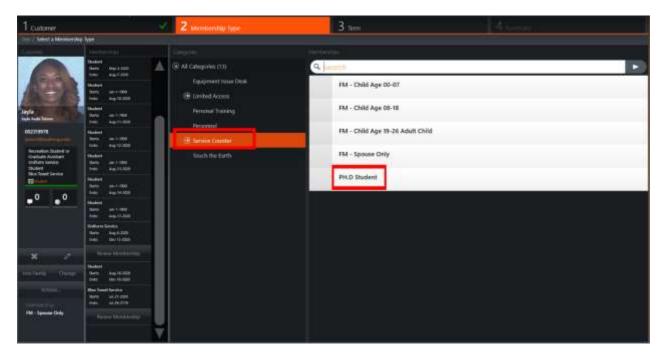
Choose the Patron



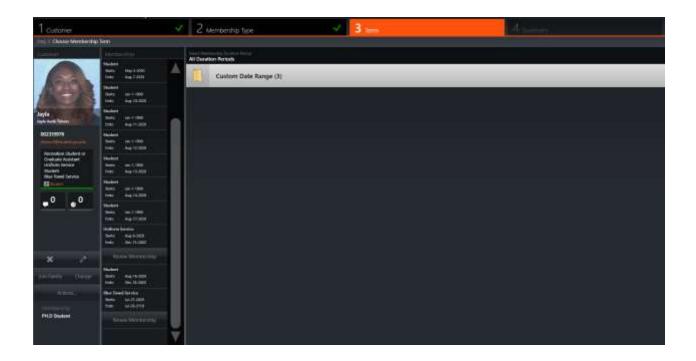
Navigate to the Membership Wizard



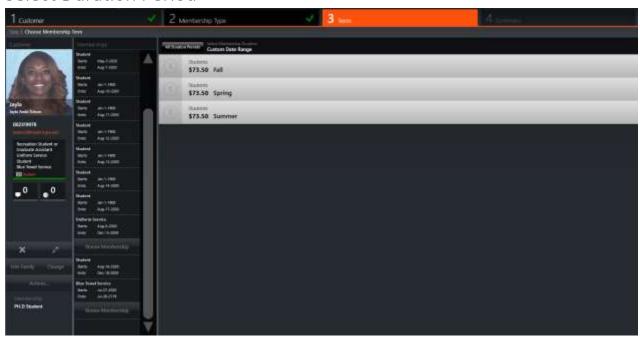
Select a Membership Type (Select Appropriate Category if necessary)



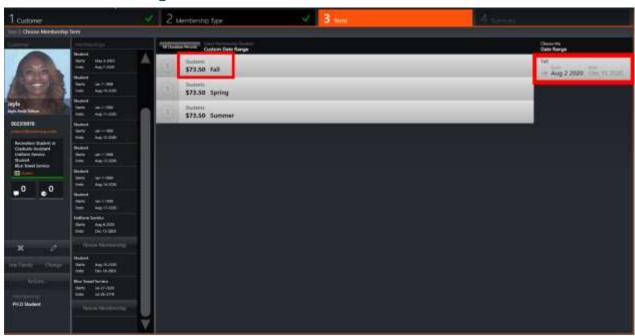
Select Duration Category



Select Duration Period



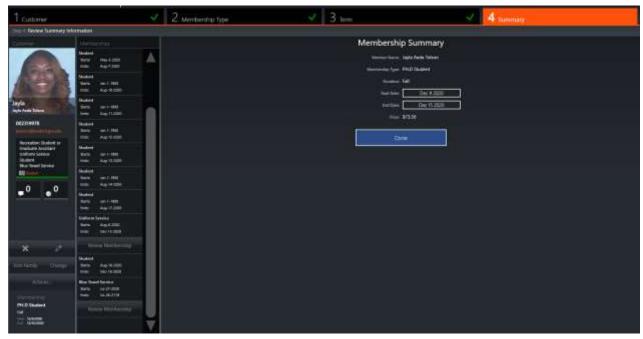
Select the date range



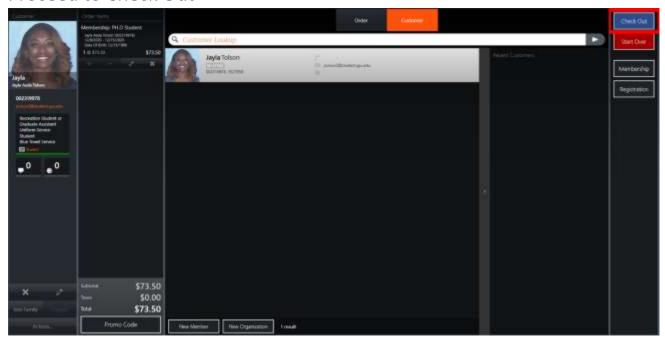
Complete Waivers



Verify information and press done.



Proceed to Check Out



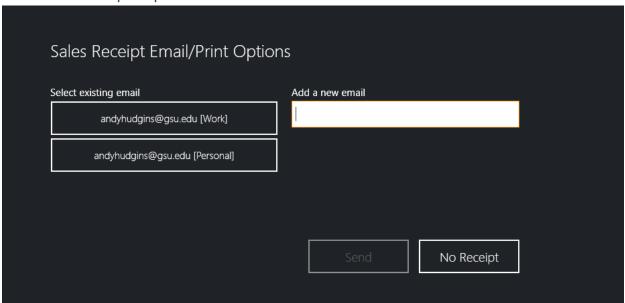
Choose Payment Option



Authorization Number



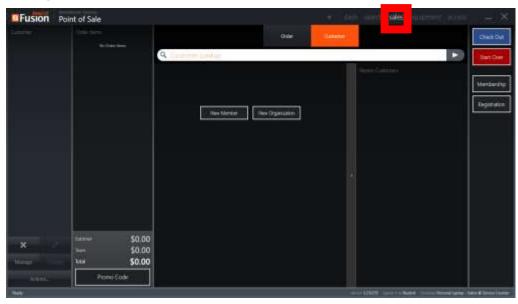
Choose Receipt Option



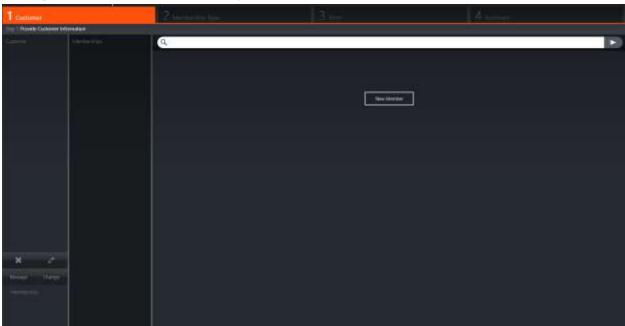
Family Membership

If the family hasn't been created within Fusion, please go to the **Create a Family** section of this document.

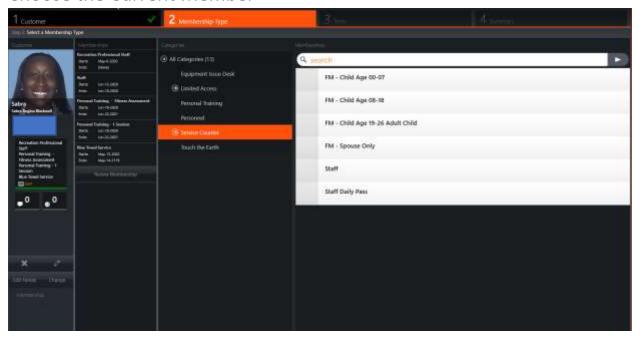
Navigate to the Sales Tab



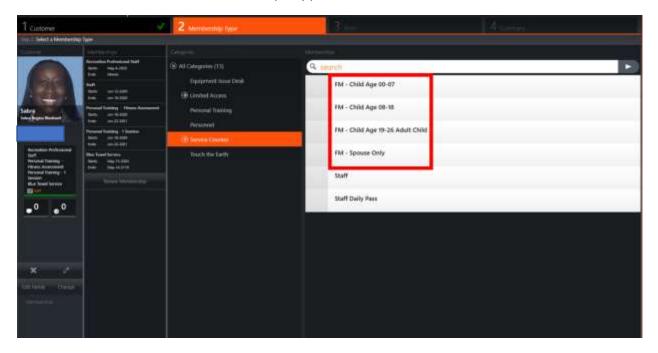
Navigate to the Membership Wizard



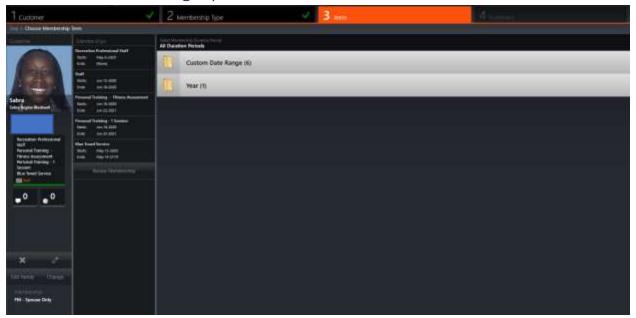
Choose the Current Member



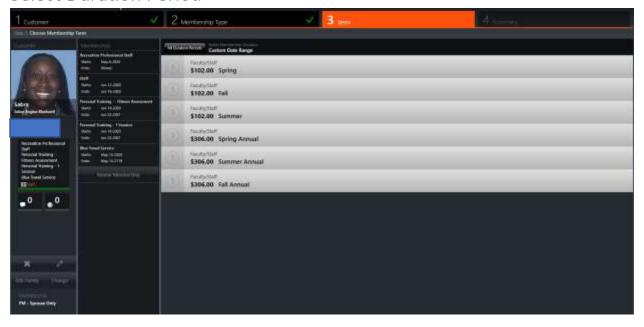
Select the desired Membership Type (Select Appropriate Category if necessary)



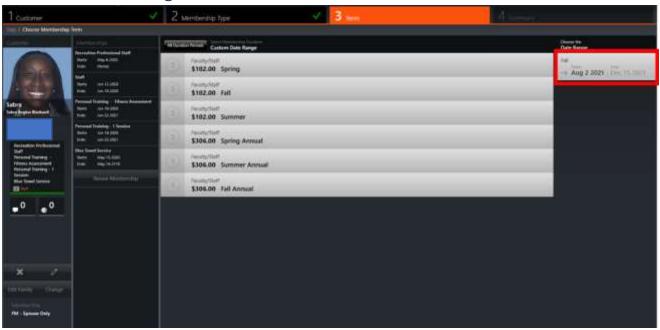
Select Duration Category



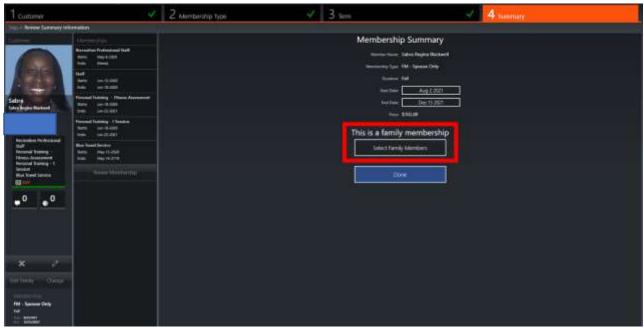
Select Duration Period

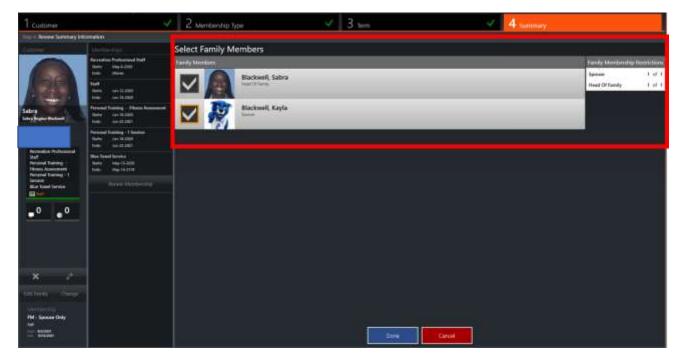


Select the date range



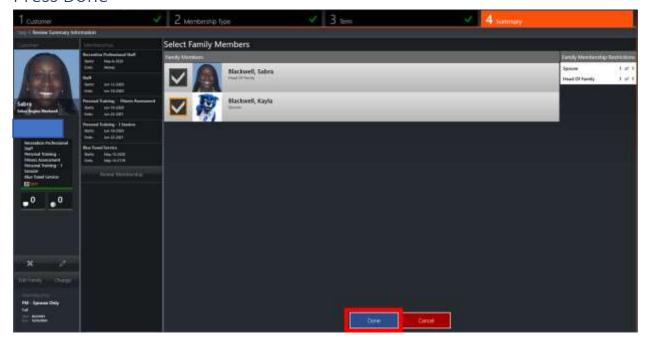
Select Family Members



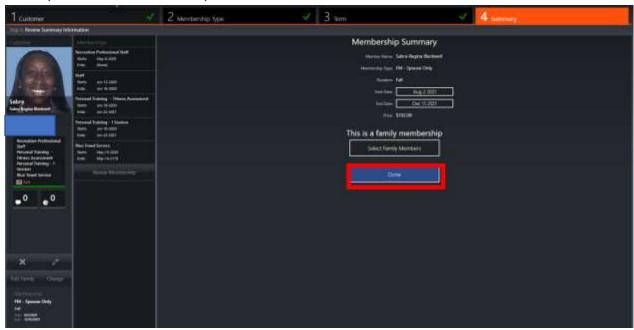


Make sure the Family Membership Restrictions are met. The paying member should be selected as "Head Of Family."

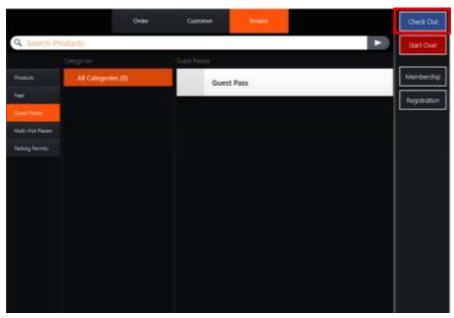
Press Done



Verify information and press done.



Proceed to Check Out

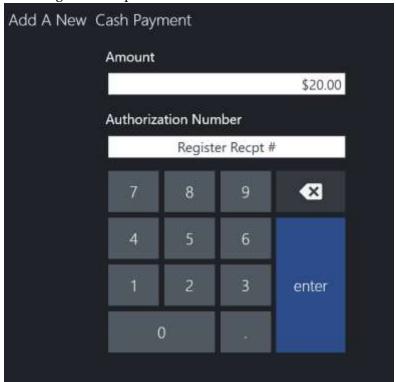


Choose Payment Option

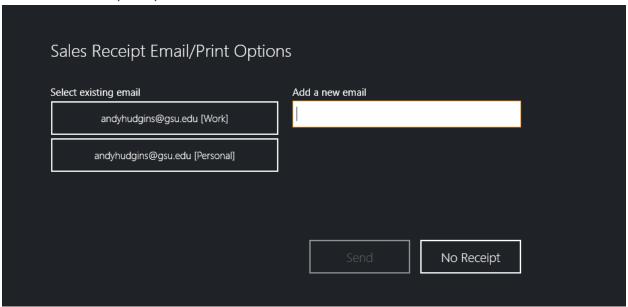


Authorization Number

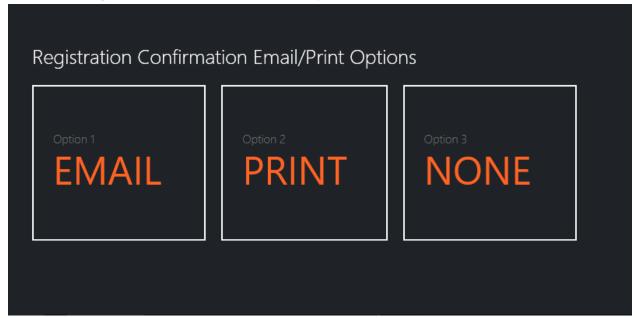
Enter Register Receipt Number in the Authorization Number Field



Choose Receipt Option



Choose Registration Confirmation Option

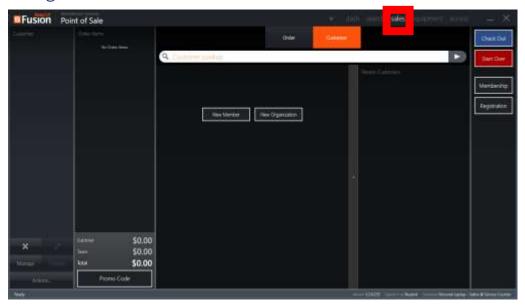


Waiver – New Family Membership

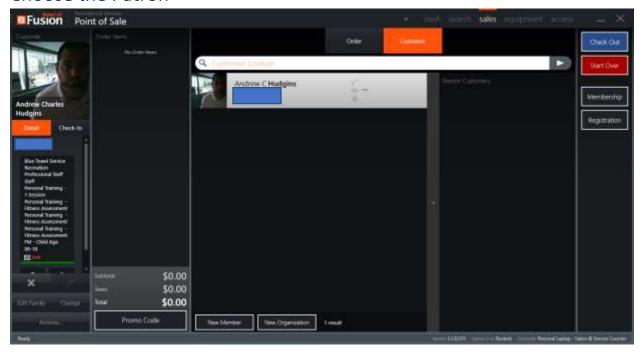
Please make sure the new patron signs a **paper waiver** and manually update within Fusion.

Program Registration

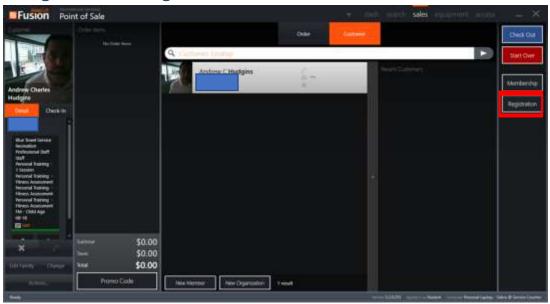
Navigate to the Sales Tab



Choose the Patron



Navigate to the Registration Wizard



Once the Customer has been selected, choose the Registration button on the far right of the Point of Sale screen.

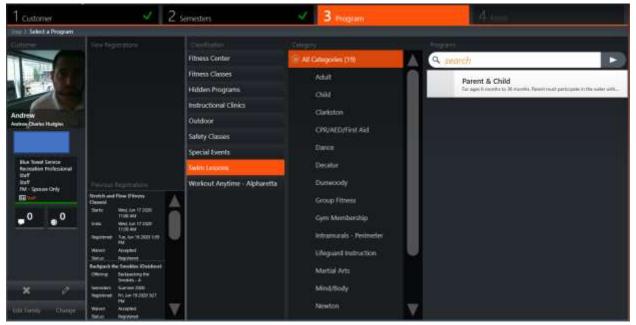
Registration Wizard

Choose a Semester



Select the appropriate Semester

Find and Choose the Program



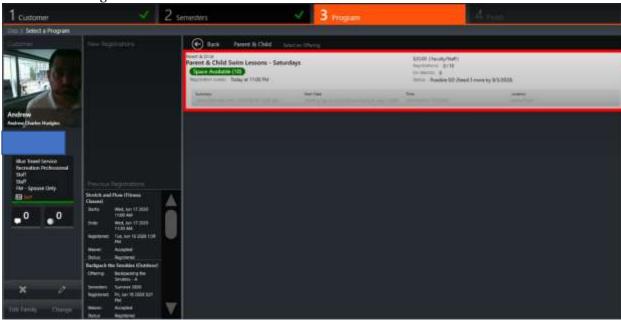
To find the desired Program:

Select the Classification.

Choose the applicable Category (optional).

Select the Program.

Select an Offering or Class

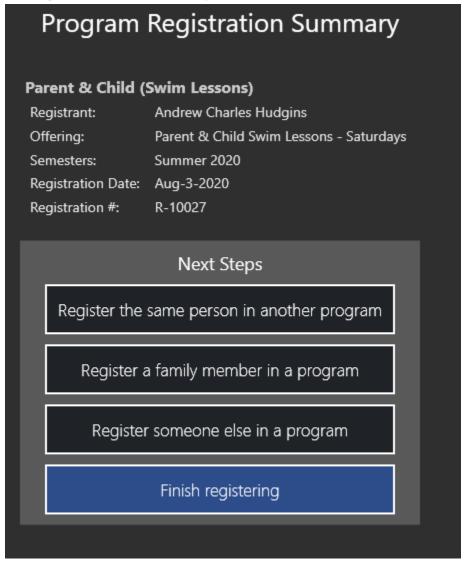


Choose the Program Offering or Class by clicking on its entry in the list.

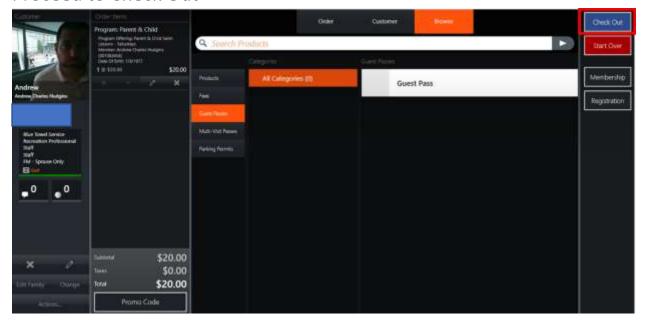
Complete Waivers



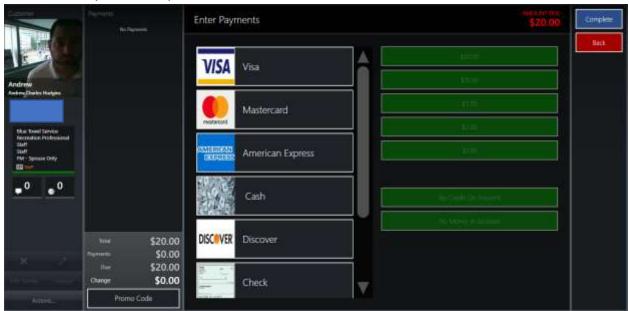
Review Registration Summary



Proceed to Check Out



Choose Payment Option

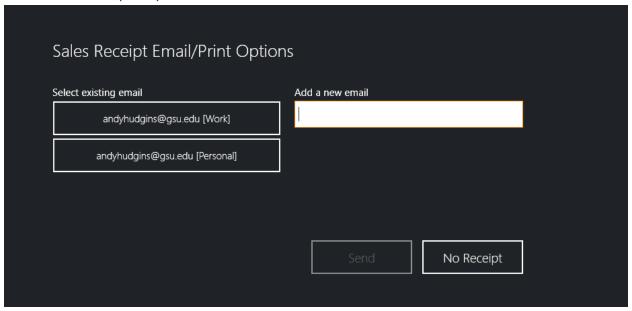


Authorization Number

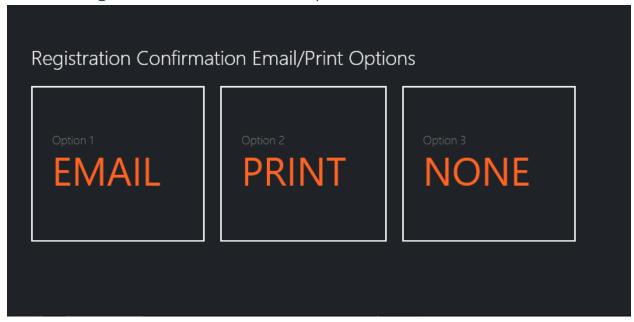
Enter Register Receipt Number in the Authorization Number Field



Choose Receipt Option



Choose Registration Confirmation Option



Misplaced ID process

- 1. Navigate to 'Access' tab in Fusion
- 2. Search for member using panther number or name
- 3. Select 'Forgot' under the patron profile box on the right side of the screen
- 4. Select 'Turnstile'
- 5. Next to member's name, the number '1' will appear in green indicating courtesy entry has been used.
 - 1. For any additional times, the bar will turn red indicating that they will need to pay the \$5 Misplaced ID fee. (proceed to the below steps)

Once you see the bar is red, you'll charge them \$5 using these steps:

- 1. Navigate to 'Sales' tab in Fusion
- 2. Search for member under Customer tab using panther number or name
- 3. Click on 'Fees' under the search bar
- 4. Click on 'Service Counter' under Categories
- 5. Select 'Misplaced ID'
- 6. The \$5 fee will appear next to member under Order Items.
- 7. Click the blue 'Check Out' button at the top right
- 8. Follow normal procedures within Fusion and cash register to complete the transaction.
- 6. Go back to 'Access' tab
- 7. Search for member using panther number or name
- 8. Select 'Allow under the patron profile box on the right side of the screen
- 9. Select 'Turnstile'
- 10. Open gate to let patron through

Troubleshooting