

Philcon Art Show Cashier Instructions

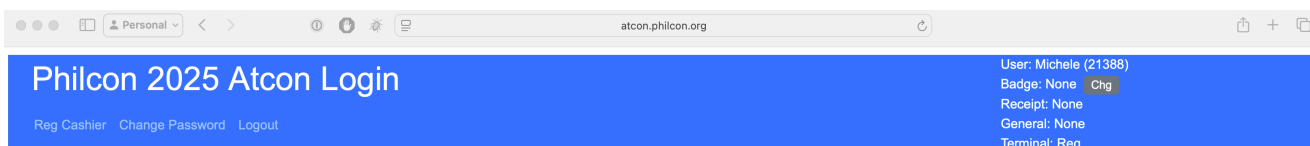
Job Description: Help people find their art/prints. Update the inventory for what they purchased. Check them out and accept credit card, check, or cash paymentd.

The Checkout Desk Layout: At the desk you will find:

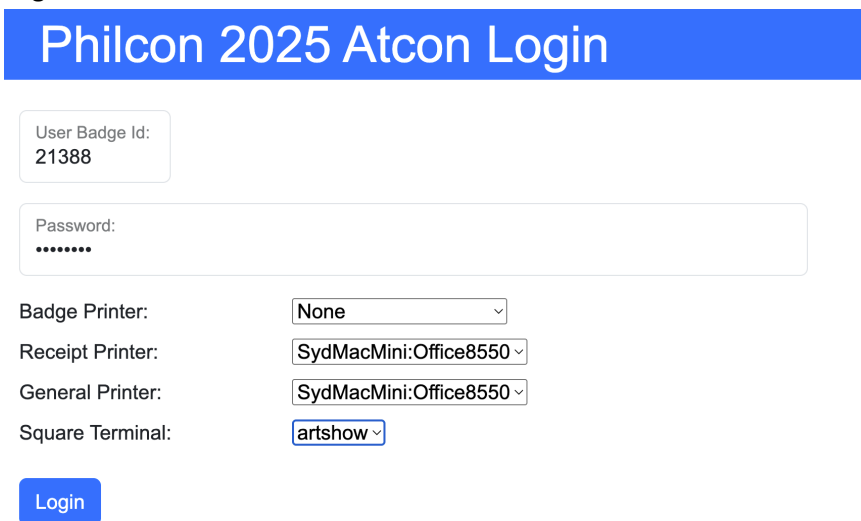
- Chromebook: Your Point of Sale (POS) Terminal to access the Philcon Atcon system.
- Credit Card Payment Device: A Square Terminal that will accept credit and debit cards as well as print credit card receipts. Depending on the shift, there may be one or two Square Terminals shared across the registration desk.

Log in with your Badge Number and password.

1. If the Chromebook POS terminal does not show the Philcon 2025 Atcon screen
 - a. Access the site using the URL: <https://atcon.philcon.org>
2. If the POS terminal shows someone else logged in to your station, log them out by selecting the “Logout” menu item.



3. Log into the POS terminal



- a. Use your badge number and password.
- b. If there is a receipt printer (check with the Art Show Team) select it from the pulldown. One is not required, if there is none, you will be using the Square Terminal as your receipt printer.
- c. Set the general printer to the same entry as the receipt printer.
- d. Select the name of the Square terminal nearest you. (There is normally only one Square terminal shared for the entire desk. Its name is also on the side of the terminal.)

4. Once logged in, select the “Art Show Cashier” menu option from the menu bar

Philcon 2025 Atcon Login

[Art Show Cashier](#)
[Change Password](#)
[Logout](#)

User: Michele (21388)

Badge: None Chg

Receipt: SydMacMini:Office8550

General: SydMacMini:Office8550

Terminal: artshow

- a. If you ever need to change your printer or terminal selection, you can access the printer select screen using the “Chg” gray box in the upper right next to the Badge printer’s name.
- b. When you are done, you logout using the “Logout” menu item.

The Point of Sale Art Show Cashier Screen

The Art Show Screen Cashier screen is divided into three main areas:

Philcon 2025 Point of Sale (artsales)

[Art Show Cashier](#)
[Change Password](#)
[Logout](#)

User: Michele (21388)

Badge: None Chg

Receipt: SydMacMini:Office8550

General: SydMacMini:Office8550

Terminal: artshow

[art-show](#) [art-show2](#)

Find Customer Add Art to Cart Payment Release Art

Stats: Active Customers: Awaiting Awaiting Release:

0 0 0

Artwork	Price	Paid
Total:		
	\$0.00	\$0.00

Start Over

Find person buying the items

Search for:

Find Person

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- a. If it exists, the tabs at the top select which area for which you are a cashier. If none are selected you are covering all of them. If it’s missing, there is only one area.
- b. The left side is for data entry. It is used to:
 - Find people
 - Either by selecting the to stats item to open pending customers
 - Or by typing the number off their badge into the system
 - Selecting artwork to add to the cart
 - Adding the payment information and accepting payment
 - Emailing/Printing receipts beyond the one printed by the square terminal
 - Releasing art to the customer at the end of the show
- c. The right side is the current cart. It shows the artwork being purchased in this transaction

The screen should look like the one above before starting with a new customer. If it still shows the prior customer, click “Start Over” to abandon the prior customer, or “Next Customer” if shown to move on to this new customer.

Finding the customer record

1. Ask the customer for their badge and type the badge id number into the “Search for:” field. Badge numbers are just the 3-6 digits in the lower center of the badge label. It usually has a letter or abbreviation of the type of membership in front of it. You used your badge id to login to Atcon. Once the number is typed in, either press the “Find Person” button or type a carriage return.

Find person buying the items

Search for:

Find Person

2. The screen will either
- Show you a red message at the bottom “No Person Found”. Check the number and if it’s wrong, try again. If it looks correct, ask for assistance. All purchasers must have current, valid entries in the system.
 - Bring up a popup to show you the information about this person:

Find Person Search Results

Search Results

Person ID:

23014

Badge Name:

A Friday Person

Name:

OneDay Member

Address:

ad

ci, st zi

Email Address:

one@day.com

Phone:

One Person Found, 0 art pieces found

Retry or Cancel Search

Start Checkout

Double check the badge and with the person to make sure this is them. If not, use the “Retry or Cancel Search” button to go back to the search screen and try again.

If it matches, press the “Start Checkout” button to proceed to adding art to the cart.

Adding Art to the Cart

The following screen is used to add art.

Find Customer

Add Art to Cart

Payment

Release Art

Artwork For OneDay Member

Price

Paid

Total:

\$0.00

\$0.00

Add Additional Art to Cart

Start Over

Artist Number

Piece Number

Unit Number

Item Code Scan

OR

Find Art to Add

The fields on the left are used to find the art.

Look at the bid sheet or the print price tag. There are two ways of entering the piece of art from those screens:

- The cursor will automatically be on the “Item Code Scan” field. Using the bar code scanner, scan the bar codd on the bottom of the bid sheet or print price tag. This will automatically look up the piece of art.
- Click in the “Artist Number” field and enter the “Artist #” field from the tag in that field, press the tab key and enter the “Piece #” field in the “Piece Number” field. If this is a print, press tab and enter the “UNIT” field from the price tag into the “Unit Number” field. Once the data is entered press the return key to retrieve the piece of art.

This returns a screen similar to:

Add Additional Art to Cart

Artist Number

Piece Number

Unit Number

Item Code Scan

102

3

4

OR

Find Art to Add

Item Details

Artist Number:

102

Artist Item #:

3

Type:

print

Status:

Entered

Artist Name:

Syd's DVDs

Title:

Print 1

Material:

Photo Paper

Sale Price:

\$5.00

Remaining Quantity:

10

Update Art Item Inventory

Philcon is using in-line art inventory, so items not in the correct status will show a yellow button to ask you to correct their status. Items in the “Entered” state have not been checked in to the show yet. Clicking the “Update Art Item Inventory” will show the following screen to allow you to update the item:

Update Inventory Record:

Item Details

Artist Number:

102

Artist Item #:

3

Type:

print

Status:

Entered

Artist Name:

Syd's DVDs

Title:

Print 1

Material:

Photo Paper

Sale Price:

\$5.00

Original Quantity:

10

Remaining Quantity:

10

The item is not available for sale because of it's status. If you are sure the item is checked in, click "Update Inventory Record" to set it to "Checked In"

The item is of type print, please verify it's available quantity before updating the record:

10

No Inventory Changes

Update Inventory Record

Cancel Update

The system knows that the correct status is “Checked In” and it offers to set the status for you. Being that this item is a print, it asks you to verify that the actual quantity before selling any matches the quantity artist said they were

bringing. The Original Quantity is what the artist said they were bringing and you are filling in the Remaining Quantity. After verifying the quantity, click the “Update Inventory Record” button to continue. The item is updated and the art is added to the cart.

Find Customer

Add Art to Cart

Payment

Release Art

Add Additional Art to Cart

Artist Number

Piece Number

Unit Number

Item Code Scan

102

3

4

OR

Find Art to Add

Artwork For OneDay Member

Price

Paid

Art Item: 102-3 (print)

Remove

Artist:

Syd's DVDs

Title:

Print 1

Material:

Photo Paper

Quantity:

1 of 10 remaining

Sale Price:

\$5.00

\$0.00

Total:

\$5.00

\$0.00

Pay Cart

Start Over

If the item you added was a print, you will be prompted for confirmation if this is a quick sale, or the current high bid.

Update Inventory Record:

Item Details

Artist Number:

102

Artist Item #:

2

Type:

art

Status:

Entered

Artist Name:

Syd's DVDs

Title:

Auction Item 2

Material:

Plain

Minimum Bid:

5.00

Quick Sale Price:

10.00

The item is not available for sale because of it's status. If you are sure the item is checked in, click "Update Inventory Record" to set it to "Checked In"

Is this a quick sale? Yes

Current High bid? 5.00

No Inventory Changes

Update Inventory Record

Cancel Update

If this is a quick sale, just leave it as yes, do not change the bid field and click “Update Inventory Record” to add the item to the cart. This will update the bidder number on the sale and set the final price to the quick sale price.

If this is not a quick sale, set the quick sale field to No, and enter the final bid off the bid sheet as the current high bid. Then click “Update Inventory Record” to add the item to the cart. This will update the bidder # on the sale and the final price.

If the item is a print not eligible for quick sale you will be reminded it's not a quick sale, and asked to enter the high bid amount.



Update Inventory Record:

Item Details	
Artist Number:	102
Artist Item #:	10
Type:	art
Status:	Entered
Artist Name:	Syd's DVDs
Title:	bad
Material:	null
Minimum Bid:	5.00
Quick Sale Price:	0.00
Quick Sale:	Item is not available for quick sale.

The item is not available for sale because of it's status. If you are sure the item is checked in, click "Update Inventory Record" to set it to "Checked In"

Current High bid?

No Inventory Changes

Update Inventory Record

Cancel Update

Again, enter the final sale price and press "Update Inventory Record" to update the price and bidder number and add the art to the cart.

If someone else is recorded as the current high bidder on this item, you will get the screen:



Update Inventory Record:

Item Details	
Artist Number:	102
Artist Item #:	10
Type:	art
Status:	Entered
Artist Name:	Syd's DVDs
Title:	bad
Material:	null
Already Sold:	Item has already been sold to someone else.
Minimum Bid:	45.00
Bidder:	6942
Quick Sale:	Item is not available for quick sale.

The item is not available for sale because of it's status. If you are sure the item is checked in, click "Update Inventory Record" to set it to "Checked In"

This item is current bid on by 6942, change it to this person?

Current High bid?

No Inventory Changes

Update Inventory Record

Cancel Update

Verify that the bid sheet shows this bidder as the now current high bidder and the bid price is greater than the current high bid shown on the screen. If so, select "Yes" for the change it to this person and update the current price. Then press "Update Inventory Record" to change the bidder number and record the new final sales price.

Repeat these steps until all their items are in the cart.

In this sample the cart now contains all their items and appears as:

Artwork For OneDay Member		Price	Paid
Art Item: 102-3 (print)		Remove	
Artist:	Syd's DVDs		
Title:	Print 1		
Material:	Photo Paper		
Quantity:	1 of 10 remaining		
	Sale Price:	\$5.00	\$0.00
Art Item: 102-2 (art)		Remove	
Artist:	Syd's DVDs		
Title:	Auction Item 2		
Material:	Plain		
	Quick Sale Price:	\$10.00	\$0.00
Art Item: 102-10 (art)		Remove	
Artist:	Syd's DVDs		
Title:	bad		
Material:	null		
	Final Price:	\$50.00	\$0.00
	Total:	\$65.00	\$0.00

Pay Cart
Start Over

Use the “Pay Cart” button to switch to the Payment screen to process their payment.

Accepting Payment

Pressing the “Pay Cart” button shows the “Payment” screen on the left hand side.

Find Customer
Add Art to Cart
Payment
Release Art

New Payment Transaction ID: 4123

	Balance Due
Art Total:	\$65.00
NJ Sales Tax 7 % sales tax:	\$4.55
Amount Due:	\$69.55

Payment
☐ Credit Card Terminal
☐ Check
☐ Cash

Type:

Description:

Confirm Pay

The sales tax is automatically computed and added to the order. Select the payment type:

- Credit Card Terminal: They will pay by credit card using the Square Terminal. No further input is needed on this screen.
- Check: The screen will update to show you the field to enter the Check Number. Use the description field to add other info about the check, including the account name printed on the check if it doesn’t match their name on the right and the bank name. Record the transaction number on the memo line of the check. Only checks for the exact amount due can be accepted.

- Cash: Enter the actual amount tendered. The system will compute and record the amount of change required to be returned to the customer.

-

Once everything is entered press “Confirm Pay” to start the process. For check or cash that will also finish the payment processing. For the “Credit Card Terminal” hand the terminal to the customer and tell them to follow the instructions on the terminal screen. You should not handle the credit card for the customer. The steps on the terminal are as follows:

- Confirm the order: A copy of the order (cart) is shown to the customer and they must click the confirm screen to agree this is their order.
- Tap/Insert to pay: They should tap their card to the screen if their card has the same logo on it as the screen. Without that logo, have them insert their card in the slot on the front of the terminal. In either case wait for the terminal to beep before removing the card. If the card is chipless (Almost no current cards do not have the chip), you will need to swipe the card on the card reader on the side of the terminal. Place the card with the stripe down and facing the terminal and swipe it from one end to the other (it does not matter which way, but the recommend way is from the top of the terminal towards the bottom.
- If square already knows the email address for that credit card it will email them the receipt. If it doesn’t they need to select how they want to receive a receipt.
- When they are done, and the terminal screen has returned to the idle screen, they should hand the terminal back to you.

At that point, press the “Payment Complete” button on the screen and you will be shown a “Email Receipt” screen. The payment process is now complete.

Receipt and Release Artwork

The final step in the process is releasing the artwork to the customer. This is a separate step because releasing the artwork might be delayed until later in the show.

Prints are auto-released and nothing further is needed to be done with print sales.

Quick Sales can only be released after a certain point in the show. Check with the Art Show Coordinators about when Quick Sales can be released.

Regular art sales are only released after the show closes.

If no further releases need to be processed beyond “Prints” now, click the next customer and tell them when to come back to pick up their art that wasn’t prints.

If it is time to release some or all of the remaining items sold, press “Release Artwork” to proceed to the next screen.

Check Artwork Purchased by OneDay Member

CO	Exh #	Item #	Exhibitor Name	Qty	Type	Title	Material
✗	102	10	Syd's DVDs	1	art	bad	
✗	102	2	Syd's DVDs	1	art	Auction Item 2	Plain

Page Size 25
First
Prev
1
Next
Last

Mark All Released
Mark All Not Released
Cancel Release
Process Release of Artwork

For all the items the purchaser is taking with them now, change the red x at the front of the row to a green check mark by clicking on it.

The two shortcut buttons will set all of the rows “Release” or none of the rows “Release”. This makes it easier to set them all and clear only those they are not taking if that is faster.

When all of them are marked correctly, press “Process Release of Artwork” to finish up with this customer. If all the items are not being released you will be asked to confirm this. Once confirmed the screen will change to allow you to click “next customer” to start working on the next person in line.