



Welcome, Justin Goulet!

Account ▾

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Front Desk \* + Pending Receipt #1

Pending Receipt #1

**Receipt Actions**

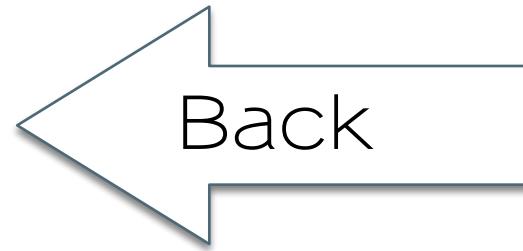
- ▶ Registration
  - [Enroll](#)
  - [Enroll from Waiting List](#)
  - [Transfer](#)
- ▶ POS
  - [Sell](#)
- ▶ Reserve
  - [Reserve Facility](#)
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  - [Refund Payments](#)
- ▶ Refund/Withdraw
  - [Refund/Withdraw Transaction](#)
- ▶ Membership
  - [Renew Membership](#)
  - [Sell Membership](#)
- ▶ Account Actions
  - [Refund from Account](#)
  - [Pay on Account](#)
- ▶ Donation
  - [Make Donation](#)

Trainer Site [Pay](#) [Finish](#) [Cancel](#)



Task:

Open the "POS" Module



**STOP!**

Please follow the Onscreen Instructions to Continue!



Merchandise / Food & Beverage

Admissions / Drop-Ins



Task:  
Select Your Common Transaction Type

Drop-In Customer  
UPC / name search

Qty	Desc	Price
-----	------	-------

Admissions & Drop Ins      Merchandise      Concessions      Vending      Customer Search

Special Events      Snack Bar      Parties      Product Search

Rentals      Over / Short      Card Replacement      Cash

Credit Card

Delete Last Item      \$20      7      8      9      Check

Delete Selected Item      \$10      4      5      6      Credit From Account

Refund Item      \$5      1      2      3

Backspace      Void Receipt      Open Drawer      0      -      00      Finish / Tender

[Return to Menu](#)



Task:

Select "Concessions"  
We are going to sell a Hamburger Combo

Receipt #1 × | +  
Point of Sale

Drop-In Customer UPC / name search								
Qty	Desc	Price	Pizza Combo		Hot Dog		Customer Search	
Food			Splash Down Combo	Back		Cheeseburger Combo		Pizza Combo
Beverage			Hamburger Combo	Cheeseburger		Splash Down Burger	7" Cheese	16" Cheese
			Chicken Sandwich Combo	Hamburger		Cheeseburger	7" Pepperoni	16" Pepperoni
			Hot Dog Combo	Chicken Sandwich		Hamburger	7" Speciality	16" Speciality
			Delete Last Item	\$20		Chicken Sandwich, \$6.00	Sub Fries	Spoilage
			Delete Selected Item	\$10		7	8	9
			Refund Item	\$5		4	5	6
			Backspace	Void Receipt		1	2	3
				Open Drawer		0	-	00
						Finish / Tender		

Return to Menu



Task:

Select "Hamburger Combo"

Drop-In Customer		
UPC / name search		
Qty	Desc	Price
1	Combo - Hamburger	6.48
1	(Combo - Hamburg...	0.00
1	(Combo - Hamburg...	0.00
1	(Combo - Hamburg...	0.00



Task:

Add Another Burger Combo

Receipt #4

Point of Sale

Drop-In Customer			UPC / name search	
Qty	Desc	Price		
1	Combo - Hamburger	6.48		
1	(Combo - Hamburg...	0.00		
1	(Combo - Hamburg...	0.00		
1	(Combo - Hamburg...	0.00		
1	Combo - Hamburger	6.48		
1	(Combo - Hamburg...	0.00		
1	(Combo - Hamburg...	0.00		
1	(Combo - Hamburg...	0.00		

Back	Splash Down Combo		Pizza Combo		Hot Dog		Customer Search	
Food	Cheeseburger Combo		Splash Down Burger		7" Cheese	16" Cheese	Product Search	
	Hamburger Combo		Cheeseburger		7" Pepperoni	16" Pepperoni		
Beverage	Chicken Sandwich Combo		Hamburger		7" Specialty	16" Specialty	Cash	
	Hot Dog Combo		Chicken Sandwich		Sub Fries	Spoilage	Credit Card	
	Delete Last Item		\$20	7	8	9	Check	
	Delete Selected Item		\$10	4	5	6	Credit From Account	
	Refund Item		\$5	1	2	3	Finish / Tender	
	Backspace		Void Receipt	Open Drawer	0	.	00	

Subtotal	12.96
Sales Tax	1.04
Charges	14.00
<a href="#">Return to Menu</a>	

Task:

Remove Previous Burger Combo

Receipt #1  
Point of Sale

Drop-In Customer

UPC / name search

Qty	Desc	Price
1	Combo - Hamburger	6.48
1	(Combo - Hamburg...	0.00
1	(Combo - Hamburg...	0.00
1	(Combo - Hamburg...	0.00



Subtotal 6.48

Sales Tax 0.52

Charges 7.00

Return to Menu



Task:

Click the "Cash" Button

Drop-In Customer		
UPC / name search		
Qty	Desc	Price
1	Combo - Hamburger	6.48
1	(Combo - Hamburg...	0.00
1	(Combo - Hamburg...	0.00
1	(Combo - Hamburg...	0.00



# Task:

Change the Amount to \$10

Drop-In Customer					
UPC / name search					
Qty	Desc	Price			
1	Combo - Hamburger	6.48			
1	(Combo - Hamburg...	0.00			
1	(Combo - Hamburg...	0.00			
1	(Combo - Hamburg...	0.00			
Back			Splash Down Combo		
Food			Pizza Combo		
Beverage			Hot Dog		
			Customer Search		
			Product Search		
			Cash		
			Credit Card		
Delete Last Item			\$20		
Delete Selected Item			\$10		
Refund Item			\$5		
Backspace			Void Receipt		
			Open Drawer		
			7 8 9 4 5 6 1 2 3 0 - 00		
			Check Credit From Account		
			Finish / Tender		
			Cash Payment Amount <input type="text" value="10"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/> Subtotal <input type="text" value="6.48"/> Sales Tax <input type="text" value="0.52"/> Charges <input type="text" value="7.00"/> <input type="button" value="Return to Menu"/>		



Task:  
Select "Ok" Directly Under the Amount

Drop-In Customer		
UPC / name search		
Qty	Desc	Price
1	Combo - Hamburger	6.48
1	(Combo - Hamburg...	0.00
1	(Combo - Hamburg...	0.00
1	(Combo - Hamburg...	0.00
	Cash Payment	-10.00

<b>Back</b>	Splash Down Combo	Pizza Combo	Hot Dog	Customer Search
<b>Food</b>	Cheeseburger Combo	Splash Down Burger	7" Cheese	16" Cheese
	Hamburger Combo	Cheeseburger	7" Pepperoni	16" Pepperoni
<b>Beverage</b>	Chicken Sandwich Combo	Hamburger	7" Speciality	16" Speciality
	Hot Dog Combo	Chicken Sandwich	Sub Fries	Spoilage
	Delete Last Item	\$20	7	8
	Delete Selected Item	\$10	4	5
Subtotal	6.48		1	2
Sales Tax	0.52			3
Charges	7.00			
Payments	10.00			
Change	3.00			
<b>Return to Menu</b>			0	.00
				Finish / Tender



# Task:

Finish the Transaction

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAssignWorkstation

ActiveNet - City of Carlsbad

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account

**ACTIVENet**

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Receipt #1 Point of Sale

Drop-In Customer

UPC / name search

Qty	Desc	Price
-----	------	-------

Open Play Instructor Insurance - Hazard I Donations Special Events Customer Search

Instructor Insurance - Hazard I: Sports Sports

Instructor Insurance - Hazard II Lights

Kidz Camp T-Shirt Vending

Delete Last Item \$20 7 8 9 Cash

Delete Selected Item \$10 4 5 6 Credit Card

Refund Item \$5 1 2 3 Check

Backspace Void Receipt Open Drawer 0 . 00 Credit From Account

Finish / Tender

Return to Menu

ACTIVE



Task:

Click "2"

We are going to sell 2 Kidz Camp T-Shirts

File Edit View Favorites Tools Help

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

**ACTIVENet**

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Receipt #1 Point of Sale

Drop-In Customer  
UPC / name search

Qty	Desc	Price
Open Play		
Instructor Insurance - Hazard I		
Instructor Insurance - Hazard I: Sports		
Instructor Insurance - Hazard II		
Donations		
Sports		
Lights		
Kidz Camp T-Shirt		
Vending		
Delete Last Item		
\$20		
Delete Selected Item		
\$10		
Refund Item		
\$5		
Backspace		
Void Receipt		
Open Drawer		
7	8	9
4	5	6
1	2	3
0	.	00

Enter Quantity  
Qty: 2

Return to Menu

Instructor Insurance - Hazard I

Instructor Insurance - Hazard I: Sports

Instructor Insurance - Hazard II

Donations

Sports

Lights

Kidz Camp T-Shirt

Vending

Delete Last Item

\$20

Delete Selected Item

\$10

Refund Item

\$5

Backspace

Void Receipt

Open Drawer

7

8

9

4

5

6

1

2

3

0

.

00

Product Search

Over / Short

Cash

Credit Card

Check

Credit From Account

Finish / Tender

ACTIVE



Task:  
Select the "Kidz Camp T-Shirt" Button



Receipt #1

Point of Sale

Drop-In Customer

UPC / name search 

Qty	Desc	Price
2	Kidz Camp T-Shirt	20.00

Open Play

Instructor Insurance - Hazard I

Donations

Special Events

Customer Search

Instructor Insurance - Hazard I: Sports

Sports

Product Search

Instructor Insurance - Hazard II

Lights

Over / Short

Kidz Camp T-Shirt

Cash

Vending

Credit Card

Delete Last Item

\$20

7

8

9

Check

Delete Selected Item

\$10

4

5

6

Credit From Account

Refund Item

\$5

1

2

3

Finish / Tender

Backspace

Void Receipt

Open Drawer

0

.

00



Task:

Add Another T-Shirt



File Edit View Favorites Tools Help

Snagit Convert Select

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account

**ACTIVENet**

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Receipt #1 Point of Sale

Drop-In Customer

UPC / name search

Qty	Desc	Price
2	Kidz Camp T-Shirt	20.00

Open Play Instructor Insurance - Hazard I Donations Special Events Customer Search

Instructor Insurance - Hazard I: Sports Sports

Instructor Insurance - Hazard II Lights

Kidz Camp T-Shirt Vending

Delete Last Item \$20 7 8 9 Cash

Delete Selected Item \$10 4 5 6 Credit Card

Refund Item \$5 1 2 3 Check

Charges 20.00 Backspace Void Receipt Open Drawer 0 . 00 Credit From Account

Return to Menu Finish / Tender

ACTIVE

Task:

Search For a Customer

Receipt #1    
Point of Sale > Find Customer

## Customer Search for Point of Sale or Equipment Lending

Help

## ▼ Customer Search

First Name <input type="text"/>	Email Address <input type="text"/>
Middle Name <input type="text"/>	Phone ( <input type="text"/> ) <input type="text"/>
Last Name <input type="text"/>	Cell Phone ( <input type="text"/> ) <input type="text"/>
Family Name <input type="text"/>	Retired <input type="checkbox"/> Exclude Retired <input type="checkbox"/>
Address <input type="text"/>	Entered On or After <input type="text"/> <input type="button" value="Calendar"/>
<input type="button" value="Search"/>	
City, State, Zip Code <input type="text"/> <input type="button" value="Select"/>	
Scan Card <input type="text"/> <input type="button" value="Submit"/>	
Pass Number <input type="text"/> <input type="button" value="Submit"/>	

Add New



Task:

Enter a First Name

Receipt #1    
Point of Sale > Find Customer

## Customer Search for Point of Sale or Equipment Lending

Help

## ▼ Customer Search

First Name <input type="text" value="Justin"/>	Email Address <input type="text"/>
Middle Name <input type="text"/>	Phone ( <input style="width: 20px; height: 20px; border: none;" type="text"/> ) <input type="text"/>
Last Name <input type="text"/>	Cell Phone ( <input style="width: 20px; height: 20px; border: none;" type="text"/> ) <input type="text"/>
Family Name <input type="text"/>	Retired <input type="checkbox"/> Exclude Retired <input type="button" value="▼"/>
Address <input type="text"/>	Entered On or After <input type="text"/> <input type="button" value="▼"/>
<input type="button" value="Search"/>	
City, State, Zip Code <input type="text"/> <input type="button" value="▼"/> <input type="text"/>	
Scan Card <input type="text"/> <input type="button" value="Submit"/>	
Pass Number <input type="text"/> <input type="button" value="Submit"/>	

Task:

Enter a Last Name



Receipt #1    
Point of Sale > Find Customer

## Customer Search for Point of Sale or Equipment Lending

Help

## ▼ Customer Search

First Name	Justin
Middle Name	
Last Name	Goulet
Family Name	
Address	
City, State, Zip Code	

Email Address	
Phone (	)
Cell Phone (	)
Retired	Exclude Retired <input type="checkbox"/>
Entered On or After	<input type="text"/>

Scan Card	<input type="text"/>	<input type="button" value="Submit"/>
Pass Number	<input type="text"/>	<input type="button" value="Submit"/>



Task:

Use Information to Search

Receipt #1 X +  
Point of Sale » Select Customer List

## Customer Search Results

Help

Name	Address	Phone	Email	Date of Birth	Customer Type	Retired?	Family
Justin A. Goulet	1462 Countryview Lane Vista, CA 92081	H: -- W: (760) 602-4680	carlsbadconnect@carlsbadca.gov	Jun 20, 1994	Individual	No	<a href="#">Goulet (#1324) : Adult / Guardian</a> <a href="#">Add Family Member</a>

[Add New](#)

Task:

Select the Name of the Client



File Edit View Favorites Tools Help

Snagit Convert Select

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account

**ACTIVENet**

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Receipt #1 x +

Point of Sale

Justin A. Goulet

UPC / name search

Qty	Desc	Price
2	Kidz Camp T-Shirt	20.00

Open Play Instructor Insurance - Hazard I Donations Special Events Customer Search

Instructor Insurance - Hazard I: Sports Sports Product Search

Instructor Insurance - Hazard II Lights Over / Short

Kidz Camp T-Shirt Cash

Vending Credit Card

Delete Last Item \$20 7 8 9 Check

Delete Selected Item \$10 4 5 6 Credit From Account

Refund Item \$5 1 2 3

Backspace Void Receipt Open Drawer 0 . 00 Finish / Tender

Charges 20.00

Return to Menu

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ACTIVE

Task:  
Pay for the Shirts with Cash

File Edit View Favorites Tools Help

Snagit Convert Select

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account

**ACTIVENet**

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Receipt #1 Point of Sale

Justin A. Goulet

UPC / name search  
Qty Desc Price  
2 Kidz Camp T-Shirt 20.00

Open Play Instructor Insurance - Hazard I Donations Special Events Customer Search

Instructor Insurance - Hazard I: Sports Sports Product Search

Instructor Insurance - Hazard II Lights Over / Short

Kidz Camp T-Shirt Cash

Vending Credit Card

Delete Last Item \$20 7 8 9 Check

Delete Selected Item \$10 4 5 6 Credit From Account

Refund Item \$5 1 2 3

Backspace Void Receipt Open Drawer 0 . 00 Finish / Tender

Cash Payment Amount 20.00 OK Cancel Charges 20.00 Return to Menu

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ACTIVE

Task:  
Select "Ok" Directly Under the Amount

File Edit View Favorites Tools Help

Snagit Convert Select

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account

**ACTIVENet**

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Receipt #1 Point of Sale

Justin A. Goulet

UPC / name search

Qty	Desc	Price
2	Kidz Camp T-Shirt	20.00
	Cash Payment	-20.00

Open Play Instructor Insurance - Hazard I Donations Special Events Customer Search

Instructor Insurance - Hazard I: Sports Sports Product Search

Instructor Insurance - Hazard II Lights Over / Short

Kidz Camp T-Shirt Cash

Vending Credit Card

Delete Last Item \$20 7 8 9 Check

Delete Selected Item \$10 4 5 6 Credit From Account

Refund Item \$5 1 2 3

Backspace Void Receipt Open Drawer 0 . 00 Finish / Tender

Charges 20.00

Payments 20.00

Return to Menu

Task:

Finish the Transaction



ACTIVE



Front Desk



Customers



Organizations



POS



Reports



Admin

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
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- ▶ Help Center
- ▶ Active Support

Receipt #1196267.002    
Front Desk Home » Receipt #1196267.002

## Trainer Site

Carlsbad Parks & Recreation  
799 Pine Avenue  
Suite 200  
Carlsbad, CA 92008  
Phone: (760) 434-2826  
FAX: (760) 434-5088  
Email: carlsbadconnect@carlsbadca.gov

[Print](#)[Send Email](#)[New Receipt](#)

## Receipt #1196267.002

May 25, 2016 3:09 PM



Prepared By: Justin Goulet  
Customer ID: 2902

JUSTIN A. GOULET  
1462 COUNTRYVIEW LANE  
VISTA, CA 92081

Home phone: --, Work phone: (760) 602-4680

## ▼ Payment Summary

Cash: \$20.00

Total Received: \$20.00

Total Payments: \$20.00

## ▼ Transactions

Customer Description  
Justin A. Goulet Kidz Camp T-Shirt  
1462 Countryview Lane Action: Product Sale  
Vista, CA 92081 Quantity: 2  
Home phone: --  
Email:  
carlsbadconnect@carlsbadca.gov  
ID: 2902

Item	Unit	Qty	Fee	Charge
Kidz Camp T-Shirt	Each	2.00	\$10.00	\$20.00

Total Charges	\$20.00
Total Payments	\$20.00
Balance	\$0

Task:

Send Email to Client

x Snagit

Litmos ActiveNet Trainer Intranet Admin Login

x Convert Select

**Email Receipt Confirmation**[Help](#)**Recipients**

# 1 justin.goulet@carlsbadca.gov

# 2

# 3

# 4

# 5

# 6

# 7

# 8

# 9

# 10

**Send Email****Cancel** Task:

Send Email to Client

[Snagit](#)[Litmos](#)[ActiveNet Trainer](#)[Intranet](#)[Admin Login](#)X [Convert](#) [Select](#)**Email Queued**[Help](#)

Email Queued

TRAINER

**Task:****Success!**

Please Proceed to the Next Module

Receipt #1196263.002 [+/-](#)  
[Front Desk Home](#) » Receipt #1196263.002

## Trainer Site

Carlsbad Parks & Recreation  
799 Pine Avenue  
Suite 200  
Carlsbad, CA 92008  
Phone: (760) 434-2826  
FAX: (760) 434-5088  
Email: carlsbadconnect@carlsbadca.gov

[Print](#)[Send Email](#)[New Receipt](#)

DROP-IN CUSTOMER

## Receipt #1196263.002

May 25, 2016 10:46 AM



Prepared By: Justin Goulet  
Customer ID: 1

Home phone: --, Work phone: --

## ▼ Payment Summary

Cash: \$7.00  
Total Received: \$7.00

Total Payments: \$7.00

## ▼ Transactions

Customer	Description	Item	Unit	Qty	Fee	Charge
Drop-In Customer	Combo - Hamburger	Combo - Hamburger	Each	1.00	\$6.48	\$6.48
Home phone: -- Email: carlsbadconnect@carlsbadca.gov ID: 1	Action: <a href="#">Product Sale</a>					
Drop-In Customer	(Combo - Hamburger) Hamburger					
Home phone: -- Email: carlsbadconnect@carlsbadca.gov ID: 1	Action: <a href="#">Product Sale</a>					
Drop-In Customer	(Combo - Hamburger) Chips - Assorted					
Home phone: -- Email: carlsbadconnect@carlsbadca.gov ID: 1	Action: <a href="#">Product Sale</a>					
Drop-In Customer	(Combo - Hamburger) Fountain Drink - Regular					
Home phone: --	Action: <a href="#">Product Sale</a>					

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Task:

Success!

Please Proceed to the Next Module

