



POS Transaction

[Click here to Begin](#)



Front Desk * +
Pending Receipt #1

Pending Receipt #1

Help

▼ Receipt Actions

► Registration

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- [Enroll from Waiting List](#)
- [Transfer](#)

► POS

- [Sell](#)

► Reserve

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- [Schedule Reservations](#)
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► 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

Tip:

Open the POS Module

Error!

Please Follow the On-Screen
Instructions to Continue

[Go Back](#)



Merchandise
&
Food & Beverage
(Snack Bar, Concession Stands)

Admissions
&
Drop-Ins
(Open Play, Special Events)

Tip:

Select your common Transaction type

Receipt #1 × | +
Point of Sale

| Drop-In Customer UPC / name search | | |
|-------------------------------------------|------|-------|
| Qty | Desc | Price |
| Admissions & Drop Ins | | |
| Merchandise | | |
| Concessions | | |
| Vending | | |
| Customer Search | | |
| Parties | | |
| Product Search | | |
| Rentals | | |
| Over / Short | | |
| Card Replacement | | |
| Cash | | |
| Credit Card | | |
| Delete Last Item | | |
| \$20 | | |
| 7 8 9 | | |
| Delete Selected Item | | |
| \$10 | | |
| 4 5 6 | | |
| Refund Item | | |
| \$5 | | |
| 1 2 3 | | |
| Backspace Void Receipt Open Drawer 0 . 00 | | |
| Finish / Tender | | |



Select Concessions
We are going to sell a Hamburger Combo

File Edit View Favorites Tools Help

Dashboard Admin Login WhenToWork - Home Login Intranet Account for jstngoulet Cr...

ACTIVENet City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Welcome, Justin Goulet! Account

Receipt #1 x Point of Sale

Drop-In Customer
UPC / name search

| Qty | Desc | Price |
|-----|------------------------|---------------------|
| | Back | Splash Down Combo |
| | Cheeseburger Combo | Pizza Combo |
| | Hamburger Combo | Hot Dog |
| | Chicken Sandwich Combo | Customer Search |
| | Food | Product Search |
| | 7" Cheese | 16" Cheese |
| | 7" Pepperoni | 16" Pepperoni |
| | 7" Speciality | 16" Speciality |
| | Hamburger | Cash |
| | Chicken Sandwich | Credit Card |
| | Sub Fries | Spoilage |
| | Delete Last Item | Check |
| | Delete Selected Item | Credit From Account |
| | Refund Item | Finish / Tender |
| | Backspace | |
| | Void Receipt | |
| | Open Drawer | |
| | 0 | |
| | . | |
| | 00 | |

7 8
4 5 6
1 2 3
0 . 00

Chicken Sandwich, \$6.00

Terr

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Tip:

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 |



Tip:

Add another **Hamburger Combo**

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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 Pass Scan Reports Communication Admin

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 |

Food Beverage

Back Splash Down Combo Pizza Combo Hot Dog Customer Search

Cheeseburger Combo Splash Down Burger 7" Cheese 16" Cheese Product Search

Hamburger Combo Cheeseburger 7" Pepperoni 16" Pepperoni

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

Subtotal 12.96 Sales Tax 1.04 Charges

Backspace Void Receipt Open Drawer 0 . 00 Finish / Tender

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Tip:

Remove the **Last Item**

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 |



Tip:

Select **Cash**

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 |

Food

| | | | | |
|------------------------|--------------------|---------------|----------------|-----------------|
| Back | Splash Down Combo | Pizza Combo | Hot Dog | Customer Search |
| Cheeseburger Combo | Splash Down Burger | 7" Cheese | 16" Cheese | Product Search |
| Hamburger Combo | Cheeseburger | 7" Pepperoni | 16" Pepperoni | |
| Chicken Sandwich Combo | Hamburger | 7" Speciality | 16" Speciality | Cash |
| Hot Dog Combo | Chicken Sandwich | Sub Fries | Spoilage | Credit Card |

Beverage

| | | | | | |
|----------------------|--------------|-------------|---|---|---------------------|
| 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 | . | Finish / Tender |

Cash Payment

| | |
|------------------------------------------|-----------|
| Amount <input type="text" value="7.00"/> | OK Cancel |
| Sut... 6.48 | |
| Sales Ta... 0.52 | |
| Charge 7.00 | |



Tip:

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 | Pizza Combo | Hot Dog | Customer Search |
| Food | Cheeseburger Combo | Splash Down Burger | 7" Cheese | 16" Cheese |
| | Hamburger Combo | Cheeseburger | 7" Pepperoni | 16" Pepperoni |
| Beverage | 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 |
| | Refund Item | \$5 | 1 | 2 |
| | Backspace | Void Receipt | Open Drawer | 0 |
| | | | | 00 |
| | | | | Finish / Tender |

| |
|--------------------------------------------|
| Cash Payment |
| Amount <input type="text" value="10"/> |
| OK Cancel |
| Subtotal <input type="text" value="6.48"/> |
| Tax <input type="text" value="0.52"/> |
| Total <input type="text" value="7.00"/> |



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Tip:

Select **Okay** directly under the amount

Welcome, Justin Goulet!

Account ▾

Tip:

Finish the Transaction

File Edit View Favorites Tools Help

ACTIVENet - City of Carlsbad ActiveNet - City of Carlsbad

Snagit Convert Select

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 |

Tip:

Click 2

We are going to sell 2 Kidz Camp T-Shirts

ACTIVE network

Tip:

Click 2

We are going to sell 2 Kidz Camp T-Shirts

File Edit View Favorites Tools Help

Snagit Convert Select

ACTIVENet - City of Carlsbad

Welcome, Justin Goulet! Account

ACTIVENet City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

Receipt #1 X + 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

Enter Quantity Qty 2 P

Finish / Tender

Tip: Select the Kidz Camp T-Shirt button

ACTIVE Network

Tip: Select the Kidz Camp T-Shirt button

ACTIVE Network

Tip:

Select the **Kidz Camp T-Shirt** button

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

Backspace Void Receipt Open Drawer 0 . 00 Credit From Account

Finish / Tender

Charges P

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Tip:

Add Another T-Shirt

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

ActiveNet - City of Carlsbad

ActiveNet - City of Carlsbad

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 |
| 1 | Kidz Camp T-Shirt | 10.00 |

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

Delete Selected Item \$10 4 5 6

Refund Item \$5 1 2 3

Backspace Void Receipt Open Drawer 0 . 00

Charges P

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Tip:

Remove the Last T-Shirt

File Edit View Favorites Tools Help

Snagit Convert Select

ACTIVENet - City of Carlsbad

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 Backspace Void Receipt Open Drawer 0 . 00 Credit From Account

Finish / Tender

Tip: Search for a Customer

ACTIVE Network

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"/> |
| City, State, Zip Code <input type="text"/> <input type="button" value="Get Address"/> | <input type="button" value="Search"/> |
| Scan Card <input type="text"/> <input type="button" value="Submit"/> | |
| Pass Number <input type="text"/> <input type="button" value="Submit"/> | |

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Tip: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 | Justin |
| Middle Name | |
| Last Name | |
| 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"/> |

Add New

Search

| | | |
|-------------|----------------------|--------|
| Scan Card | <input type="text"/> | Submit |
| Pass Number | <input type="text"/> | Submit |

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Tip:

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"/> <input type="button" value="Calendar"/> |

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



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Tip:

Use the information to Search

Receipt #1

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 | Goulet (#1324) : Adult / Guardian Add Family Member |

Add New

Select the **Name** of the client

ACTIVENet City of Carlsbad

File Edit View Favorites Tools Help

Snagit Convert Select

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account

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

Instructor Insurance - Hazard II Lights

Kidz Camp T-Shirt Vending

Delete Last Item \$20 7 8 9 Credit Card

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

Charges Refund

Tip:

Pay for the shirts with **Cash**

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 |
| | Delete Selected Item | \$10 | 4 | 5 | 6 |
| | Refund Item | \$5 | 1 | 2 | 3 |
| | Backspace | Void Receipt | Open Drawer | 0 | . |
| | | | | 00 | Finish / Tender |

Cash Payment

Amount 20.00

OK Cancel

Charges

T

Tip:

Select **Ok**, directly under the amount

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

Vending

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

Finish / Tender

Charges 20.00

Payments

Return

Backspace

Void Receipt

Open Drawer

0

.

00

Tip:

Finish the Transaction





Front Desk



Customers



Organizations



POS



Reports



Admin

Front Desk Menu

- ▶ Favorites
- ▶ FlexReg/Private Lessons
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ 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 1462 Countryview Lane Vista, CA 92081 Home phone: -- Email: carlsbadconnect@carlsbadca.gov ID: 2902 | Kidz Camp T-Shirt Action: Product Sale Quantity: 2 |

| 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 |

Tip:

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****Tip:***Confirm the address*



Complete!

Please Navigate to the next module
within this course to continue

[Start Over](#)



Complete!

Please Navigate to the next module
within this course to continue

[Start Over](#)