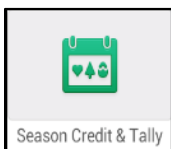




Season Credit & Tally



A **Season Credit** will issue a \$ credit due to the account based on terms once transmitted while a **Season Tally** will only transmit an inventory and will show a true wholesale \$ amount.



CROWNCONNECT USER'S GUIDE

- A. Select **Season Credit & Tally**.
- B. Tap on **Add Credit** or **Add Tally**. (Based on account direction.) If **previous credits & tallies** have been done in the account, a list will show up with **credits** displaying for **3 weeks** and **tallies** done displaying for **2 weeks**. It will show if they are **active** or have been **transmitted with confirmation #s**.
- C. You can **scan** or **manually** enter the **form number** using the keyboard. Type a **note** giving **details** about what product the credit/tally is for. E.g. Xmas.

*Note: This information must be entered **before** beginning the credit. It cannot be added at the end.*

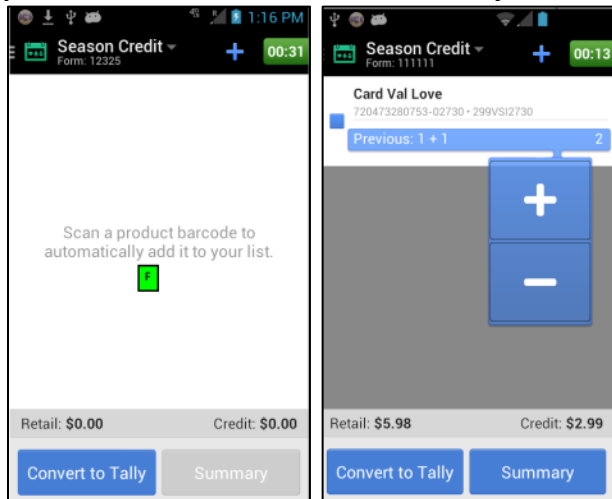
- D. You can set a wholesale **Credit Limit**. Slide the button to **Yes** and use the picker to enter Credit Limit if given one. Tap **Accept** or **Cancel**. You will be notified when that **wholesale Credit Limit** has been **reached** by a screen popup, but you will be **allowed to continue** the credit/tally. You will see a **red notification** on top of the screen as you add additional items.

- E. You can then enter **additional information** as needed about the credit/tally such as a **Store Claim #**. You can be **audibly notified** when a **new price point** is scanned if your account requires by sliding from **No** to **Yes**. You can choose if it is a **Christmas Markdown** with different terms.



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Note: Be sure to enter the credit information first. Don't begin scanning product until you see the **Scan a product bar code...** screen below. The first screen allows you to scan a **credit form not product**.



When the user scans a product, an **overlay appears** allowing them to **increase/decrease the quantity** amount quickly.

After 15 seconds of inactivity the overlay automatically fades away. It can also be dismissed by tapping in the gray area.

In **Settings**, the overlay can be **moved** to the other side of the screen to accommodate left handed users.

The unit will go into continuous scan mode after pressing the scan button once while scanning a UPC.

F. Scan product to add to the Credit/Tally. **Note:** This is the first screen you will see if you chose **Season Tally**. There will not be a screen to enter a form number.



G. Product can also be entered by **stock #** or **UPC** if it cannot be scanned. Tap on the **+ sign** in the upper right corner and tap on **Stock #** or **UPC** with selection indicated by the underline. Enter the complete stock # or UPC including the supplemental. Tap **Next**.

H. Use the **+/-** to quickly enter the **total quantity** for that item without scanning each one.



CROWNCONNECT USER'S GUIDE

- I. **Product** that is **not recognized** by scanning, UPC or Stock #, can be **manually entered**. Enter the **stock #** or **UPC**, **total quantity** and **price point**. The product will be **added** to the credit/tally and show up as **Unknown Product** in the list.
- J. If **everyday** product is entered, you will receive an **audible** and a **message** that the product is everyday and cannot be added to the Seasonal Credit/Tally.

Edit or Delete Season Credit/Tally Entry

- A. As items are scanned or entered, they will **add** to your **list**. If you **scan** the **same item** at **different times**, each entry will be displayed and **added together** for a **total** for that item. You can **edit an entry** by **manually adding** or **subtracting quantities** to items by tapping on the **Quantity #**. Use the **picker** to select the correct quantity. Tap **Accept**.
- B. You can **delete entries** by tapping the **blue square** in front of the entry. You can choose to **remove** just that **one entry** or **remove all entries**.



Season Credit/Tally Summary

Season Credit - Thanksgiving

Item	Quantity
Card Tgiving Anyone (92100335182 • 184WTK330K)	3
Card Tgiving Anyone (92100526528 • 400WTK503M)	6
Card Tgiving Anyone (92100513771 • 100WTK754L)	11
Card Tgiving Husband (92100569143 • 300WTK107N)	6

Retail: \$58.52 Credit: \$21.22

Summary

Summary (Seasonal Credit)

Summary (Seasonal Credit)

Summary (Seasonal Credit)

- Tap on **Summary** to view details of Credit/Tally – Retail/Wholesale \$ and # of pieces.
- Tap on **Categories** to view breakdown by **product line**.
- Tap on **Items** to view **details** by **stock #, UPC, retail and total quantity** of each item entered line by line.

Summary (Seasonal Credit)

Summary (Seasonal Credit)

- Tap on **Price Points** for a **breakdown by price, # of pieces and Retail/Credit Total**.
- Tap on **Seasonal** to get a **Price Point breakdown by season** if you are doing multiple seasons on one form.
- Select **Edit** or **Confirm**.



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Verizon Wireless 70-APPLE MARKET 00:13

Credit: 02 / 21 / 14
22356

\$22.78	Active
Credit Total	Confirmation #

Credit: 02 / 21 / 14
1111136 • Thanksgiving

\$21.22	Transmitted
Credit Total	Confirmation #

Credit: 02 / 20 / 14
1233335 • extra product

\$19.82	0220145519104
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Add Credit **Add Tally**

Verizon Wireless 70-APPLE MARKET 00:13

Credit: 02 / 21 / 14
22356

\$22.78	Active
Credit Total	Confirmation #

Credit: 02 / 21 / 14
1111136 • Thanksgiving

\$21.22	Transmitted
Credit Total	Confirmation #

Credit: 02 / 20 / 14
1233335 • extra product

\$19.82	0220145519104
---------	---------------

Add Credit **Add Tally**

Verizon Wireless 70-APPLE MARKET 00:13

1 Selected **Cancel**

Credit: 02 / 21 / 14
22356 • Thanksgiving

\$22.78	Active
Credit Total	Confirmation #

Credit: 02 / 21 / 14
1111136 • Thanksgiving

\$21.22	Transmitted
Credit Total	Confirmation #

Credit: 02 / 20 / 14
1233335 • extra product

\$19.82	0220145519104
---------	---------------

Delete Selected

- You can **edit a Credit/Tally** until it is **transmitted**. Tap on **Edit** to edit details such as form number or notes.
- To **edit items or view Summary**, tap in the **gray area** to open the Credit/Tally.
- Tap the **blue square** to **Delete the entire Credit/Tally** by tapping **Delete Selected**.

Verizon Wireless 70-APPLE MARKET 00:24

Card Tgiving Husband
92100520601 • 250WTK268M

Quantity 7

Card Tgiving Anyone
70000382741-03013 • 199TKD3013

Quantity 8

Card Tgiving Anyone
720473252552-01031 • 99THV1031

Quantity 5

Card Tgiving Anyone
92100212858 • 184WTK629H

Quantity 9

Retail: \$62.81 Credit: \$22.78

Convert to Tally **Summary**

Verizon Wireless 70-APPLE MARKET 00:44

Tally: 02 / 21 / 14
Thanksgiving

\$22.78	Active
Wholesale Total	Status

Credit: 02 / 21 / 14
1111136 • Thanksgiving

\$21.22	Transmitted
Credit Total	Status

Credit: 02 / 20 / 14
1233335 • extra product

\$19.82	0220145519104
---------	---------------

Add Credit **Add Tally**

Add Credit **Cancel** **Add**

FORM NUMBER
Enter Form Number

Note
Enter note here

Credit Limit **No**

Price Point Changes **No**

Store Claim # Enter Store Claim #

1	2	3
4	5	6
7	8	9
	0	
Delete	Space	Done

- To **convert a Tally** to a **Credit** or vice versa, tap the **Convert to Tally** or **Convert to Credit** button. This will transfer the product information entered to the format desired. If you are converting a **Tally to Credit**, you will be given the opportunity to enter information such as **form/store claim #**.
- You can do **multiple Credit or Tallies** for an account on the **same day**. Tap on **Add Credit/Add Tally** and a new box will open to enter form information and to begin scanning products. This can be useful if you processing multiple seasons at one time and store policy is that each season must be on a separate form.