Revel Tips and Tricks and General Info 2018

Entire check out process: Press button for item or use search bar, Get Zip Code for Admissions, Tell guest the total before moving forward, Press Pay button at bottom to check out, Enter payment amount using keypad or press cash or credit to finalize transaction, Slide card or make change as needed, Auto prompt boxes are answered with an Ok and a No Receipt.

Use the buttons for Admissions

Use the search bar for gift shop: Search by name of object not by category. (E.g. "Erie Canal" not Card, "With Courage and Cloth" not Book)

New memberships are under the top Donations Button

Event Guest Button: Use for all activities such as MakerSpace, Summer Reading Programs, Etc.

Receipts must be signed if a credit transaction over $25 is processed.

Library Museum Pass Button: Other Local Libraries have passes that they loan out to their patrons.

Always input guests and members as such when they come

Reciprocal Program Members: Reciprocal Button, This includes Empire State, American Alliance of Museums(AAM), Muson-William-Proctor, Etc. Staff and members of other museums organizations. Museum Directors are our guests and Sue would like if we could get their business cards.

Blue Star Guest Button: The Blue Star program is that military and family (up to five) get in for free between Memorial Day and Labor Day

Blue Star Guest Button: Specifically for only our museum. Free entry for active duty Military and 50% off for party (up to five), after Labor Day and Before Memorial Day.

Community... Button is for registering Artwork sales.

Seniors are 65 and older.

Children are 11 and under.

If you accidentally press the top left back arrow and leave the Sales screen you will see a button to the top right that says New Orders, press that and you will return to the sales screen.

To cancel an order after you press Pay: go back to the sales screen, double tap on the item at the bottom of the screen, pop up box has a cancel option, give a reason for the void and OK it, don't return admissions to inventory but do return gift shop items.

Input Zip Code after order is finished: there is a little page symbol in the middle of the top of the screen, open and open Today's Orders, find the order by price or items, takes you back to the sales screen, press little head symbol left top side, input zip code number.

New zip code: open zip code symbol, type in number, not there? press new, first name use the zip code number, last name use a period such as"."

Discounts: by the Pay button there is an option menu, where the Discounts Button is, use preset or manual choices.

Inputting large numbers: By the Pay button there is a option menu, sliding it to the far right will display a Quantity Button, input the amount for the next item then select the item button(E.g. event guest) then number will come up. It only inputs that quantity for one item. The next item will go back to normal.

To Close an Order: You will always have to press the Pay button then Done.

Library

You have to press the fee button then the fee button beneath it, Two times, then input cost. Same with Fines.

Money for books from the tutor room goes into the library donation box, not through revel.