

DAILY OPERATIONS FOR TICKETPRO SYSTEMS

Version 12

AT CONCESSION STAND:

Turn on the concession terminals and attached printers.

AT THE BOX OFFICE:

Turn on all terminals and printers. Ensure that there is adequate ticket stock for the anticipated business.

IN THE OFFICE:

Turn on monitor and printer switch.

The screen should be displaying

Please Login:

type start and press enter.

This will start the ticketing and concession system and place you in a TicketPro security screen.

type your user id and press enter.

type your password and press enter.

This will place you in the Ticketing Operations Menu.

Upon initial startup of the system, If the automatic End of Day Clearance was not carried out, a warning screen will be displayed **and it must be carried out immediately**. You will then be placed in the End Of Day Clearance section. Make sure that the date is for the previous date. Upon completion, press F4 to return to the Operations menu.

Ticket Sellers may now login and ticket selling can begin.

Select " Concessions "

Select " Concession Management"

Select "Open Concession Stands"

Press A to open all stands or S to open some stands.

As stands are opened, messages relating to each stand will be displayed at the bottom of the screen.

Once all stands are opened, you will be returned to the concession menu.

CONCESSION SELLERS MAY NOW LOGIN.

Press F4 to return to the Operations menu. The Theater is now open for business.

END OF DAY OPERATIONS

Login as start. This will place you in the TicketPro security screen. Type in your user id and password, pressing enter after each.

Make sure that all tickets have been voided prior to the cashier logging off of their terminal.

From the Operations Menu, select "6-Reports"

From the reports menu select "1- Weather Information Entry."

Press enter to select the date displayed. Type in the weather for the afternoon and press enter

Type in the weather for the evening and press enter which will return you to the reports menu.

Press F4 to return to the Operations Menu.

Select "G - Concessions", then select "4 - Concession Management".

If nightly physical inventory counts are being done:

Have the concession staff input the counts on the concession pads and logout.

No sales may be made after a physical count is entered.

Select "8 - Inventory Report"

Press enter to select the start and finish dates.

Press enter to confirm that the report is for All departments.

Press enter to view the report on the screen.

If the counts are exactly correct the value 0 should be displayed in the variance column.

This column is the variance between the physical counts and the computer sold figures. If any variances are extreme, the departments should be recounted.

Once management is satisfied that the counts are correct, this report should be printed.

Select "2 - Close Concession Stands" and press A for all stands. A message will be displayed at the bottom of the screen as each stand is disabled. Once all stands are disabled you will be returned to the concession menu.

Select "5 - Daily Stand Report " and press enter to select A for all

Press "P" to print the report.

Select "6 - End of Day Clearance" The system will then ask you if you wish to continue. Press "Y" and press enter. Press enter to confirm the date. The system will then display messages as it closes the business day. This procedure can only be run once for each day of trading. When completed you will be returned to the Concession Management Menu.

Select "7 - Consolidated Sales Report" and press enter to confirm the starting date and press enter to confirm the finish date. Press "P" to print the report.

Press F4 twice to return to the Operations Menu.

This Completes Concessions.

Select " 6 - Reports "

Select " 5 - Daily Transaction Entry" Press enter to confirm the date displayed and press enter. The system will then open a window displaying various sales items, Enter data for each item using the number keys and the decimal if necessary. Pressing enter proceeds to the next item. Upon completion of all items you are returned to the date entry screen. Any errors made during the original entry can be corrected by going back through the items. Pressing F4 returns you to the reports menu.

Selecting " 6 - Daily Trading Statement" Confirm the date and send the report to the screen. Pressing the spacebar moves you through the report. Note the Expected Deposit

**STOP HERE UNTIL ALL CASH IS COUNTED AND
MATCHES THE COMPUTER EXPECTED DEPOSIT.**

Once the actual cash and computer expected deposit **match**, run the daily trading statement again and print the report.

Press F4 to return to the Operations Menu.

Press F4 to logout of the system, Confirm that you want to quit by pressing "Y"

You will then be returned to the Please Login: screen

When the Please Login: screen returns, turn the monitor and printer switches located under the monitor off. The computer is left running. On the way out, check to make sure that the concession terminals and ticket terminal monitor have been turned off.

FRIDAY

Once a film has finished playing it must be archived through the system.

From the reports menu, select Film Summary Report.

Select Final report.

ALWAYS select Specific films.

Using the arrow keys, highlight the film title. If the film has finished it's play, pressing enter will change the selection from N to Y. Once all films have been selected,

Press C to continue.

This report must be printed.

DAILY OPERATIONS FOR TICKETPRO SYSTEMS

Version 12

AT CONCESSION STAND:

Turn on the concession terminals and attached printers.

AT THE BOX OFFICE:

Turn on all terminals and printers. Ensure that there is adequate ticket stock for the anticipated business.

IN THE OFFICE:

Turn on monitor and printer switch.

The screen should be displaying

Please Login:

type start and press enter.

This will start the ticketing and concession system and place you in a TicketPro security screen.

type your user id and press enter.

type your password and press enter.

This will place you in the Ticketing Operations Menu.

Upon initial startup of the system, If the automatic End of Day Clearance was not carried out, a warning screen will be displayed **and it must be carried out immediately**. You will then be placed in the End Of Day Clearance section. Make sure that the date is for the previous date. Upon completion, press F4 to return to the Operations menu.

Ticket Sellers may now login and ticket selling can begin.

Select " Concessions "

Select " Concession Management"

Select "Open Concession Stands"

Press A to open all stands or S to open some stands.

As stands are opened, messages relating to each stand will be displayed at the bottom of the screen.

Once all stands are opened, you will be returned to the concession menu.

CONCESSION SELLERS MAY NOW LOGIN.

Press F4 to return to the Operations menu. The Theater is now open for business.

END OF DAY OPERATIONS

Login as start. This will place you in the TicketPro security screen. Type in your user id and password, pressing enter after each.

Make sure that all tickets have been voided prior to the cashier logging off of their terminal.

From the Operations Menu, select "6-Reports"

From the reports menu select "1- Weather Information Entry."

Press enter to select the date displayed. Type in the weather for the afternoon and press enter

Type in the weather for the evening and press enter which will return you to the reports menu.

Press F4 to return to the Operations Menu.

Select "G - Concessions", then select "4 - Concession Management".

If nightly physical inventory counts are being done:

Have the concession staff input the counts on the concession pads and logout.

No sales may be made after a physical count is entered.

Select "8 - Inventory Report"

Press enter to select the start and finish dates.

Press enter to confirm that the report is for All departments.

Press enter to view the report on the screen.

If the counts are exactly correct the value 0 should be displayed in the variance column.

This column is the variance between the physical counts and the computer sold figures. If any variances are extreme, the departments should be recounted.

Once management is satisfied that the counts are correct, this report should be printed.

Select "2 - Close Concession Stands" and press A for all stands. A message will be displayed at the bottom of the screen as each stand is disabled. Once all stands are disabled you will be returned to the concession menu.

Select "5 - Daily Stand Report " and press enter to select A for all

Press "P" to print the report.

Select "6 - End of Day Clearance" The system will then ask you if you wish to continue. Press "Y" and press enter. Press enter to confirm the date. The system will then display messages as it closes the business day. This procedure can only be run once for each day of trading. When completed you will be returned to the Concession Management Menu.

Select "7 - Consolidated Sales Report" and press enter to confirm the starting date and press enter to confirm the finish date. Press "P" to print the report.

Press F4 twice to return to the Operations Menu.

This Completes Concessions.

Select " 6 - Reports "

Select " 5 - Daily Transaction Entry" Press enter to confirm the date displayed and press enter. The system will then open a window displaying various sales items, Enter data for each item using the number keys and the decimal if necessary. Pressing enter proceeds to the next item. Upon completion of all items you are returned to the date entry screen. Any errors made during the original entry can be corrected by going back through the items. Pressing F4 returns you to the reports menu.

Selecting " 6 - Daily Trading Statement" Confirm the date and send the report to the screen. Pressing the spacebar moves you through the report. Note the Expected Deposit

**STOP HERE UNTIL ALL CASH IS COUNTED AND
MATCHES THE COMPUTER EXPECTED DEPOSIT.**

Once the actual cash and computer expected deposit **match**, run the daily trading statement again and print the report.

Press F4 to return to the Operations Menu.

Press F4 to logout of the system, Confirm that you want to quit by pressing "Y"

You will then be returned to the Please Login: screen

When the Please Login: screen returns, turn the monitor and printer switches located under the monitor off. The computer is left running. On the way out, check to make sure that the concession terminals and ticket terminal monitor have been turned off.

FRIDAY

Once a film has finished playing it must be archived through the system.

From the reports menu, select Film Summary Report.

Select Final report.

ALWAYS select Specific films.

Using the arrow keys, highlight the film title. If the film has finished it's play, pressing enter will change the selection from N to Y. Once all films have been selected,

Press C to continue.

This report must be printed.