



AXESS CLICS

PART 2 - BASICS, TARIFFS

USER MANUAL V 4.0_2019

English

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1 Perform these Work Steps

Use menu **System** and **Tariff Management** to define the necessary basic settings for your tariffs. The **Price Sheets** with its **Tariffs** are created in menu **Tariff Management**.

We recommend: Perform the work steps in this order

1. System configuration
 - a. User and User profile
 - b. General data, Currencies, Tax rates, Number ranges
 - c. Points of Sale
 - d. Cashiers, Cashier rights
 - e. Payment Types
 - f. POE's, Signals
 - g. Journals
2. Basic Data
 - a. Person Types
 - b. Ticket Types
 - c. Schedules: Season Parameter, Day, Time, Special Days
3. Tariffs
 - a. Price Sheets
 - b. Tariffs
 - c. Keyboard Layout, Contracts

The work steps 1 and 2 can be performed in in any order, but work step 3, *Tariffs*, needs the previous work steps.

Keep in mind that some settings must be done to be available for further steps. If you want to delete settings you probably must proceed in reverse order. Child elements must be deleted first.

First put together a price sheet in written form. Here you write down all the desired settings that you want to enter, such as:

- Schedules: Season Parameter, Day, Time, Special Days
- Person Types, regular and with special conditions
- Ticket Types, Ticket Price, CardMask for tickets etc.

2 Enter Basic Data

2.1 Person Types

Function: **General Data / Person Types**

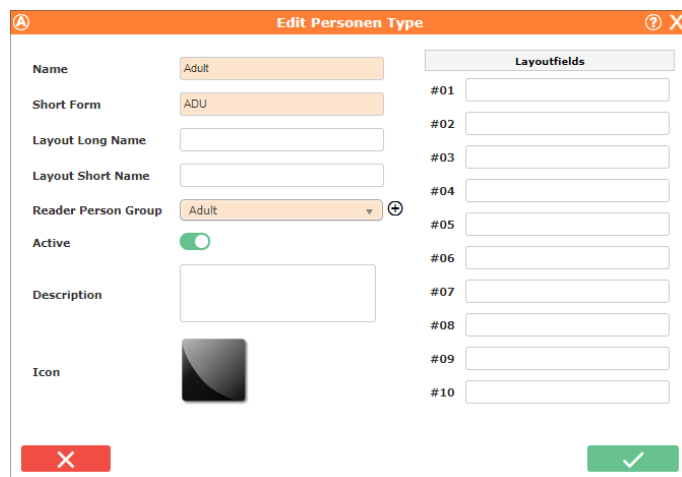
Use function **Person Type** to define a number of types which are basically necessary for ticket sales.

Person Types **MUST** be defined to create a tariff in combination with *Ticket Type* and *Schedules*.
Use precise terms whenever possible.

2.1.1 Create New Person Type

Unable to render include or excerpt-include. Could not retrieve page.

Example:



Person Types					
Name	Short Form	Contract	Active	EDE No.	Read
4_Kind (63)	4_Kind		Yes		Child
6_Erm (64)	6_Erm		No		Locals
Adult (8)	ADU		Yes		Adult
Adult + Locker (38)	AD+LOCK		Yes		Adult
ADULT FAM (46)	AD FAM		Yes		Adult
ADULT MC (6)	ADULT MC		Yes		Adult

2.1.2 Copy Person Type

Function in menu: **General Data / Person Types**

Recommendation: Use function **Copy** if you want to create several similar person types. The selected parameters are accepted. Afterwards, adjust the new person type to your needs. Use function **Edit** person type.

Copy Person Type

1. Function ... / **Person Types** -> *List Person Types*
2. Context menu, **Copy** -> *Person Type*
A duplicate of the person type is created.
3. **Edit** parameter

Save!

All non-modified parameters remain as they were in the original person type.

Example: We copy person type Adult and edit it to Adult 50%

Person Types					
Name	Short Form	Contract	Active	EDE No.	Read
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6_Erm (64)	6_Erm		No		Local
Adult (8)	ADU		Yes		Adult
Adult 50% (98)	AD%		Yes		Adult
ADULT FAM (46)	AD FAM		Yes		Adult
ADULT MC (6)	ADULT MC		Yes		Adult
ADULT SPECIAL (45)	ADULT SP		Yes		VIP

2.1.3 Edit or Delete Person Type

Function in menu: **General Data / Person Types**

Edit Person Type

1. Function ... / **Person Types** -> *List Person Types*
2. Select **Person Type**
3. Context menu, **Edit** -> *Dialog Person Type*
4. **Edit** parameter

Save!

A *Person Type* cannot be deleted if it is already included in a tariff. Then, you first need to delete the tariff from your system to enable the delete-process.

2.1.4 Assign Person Type to EDE Number

Occasionally the operator wants to transfer data from a non-Axess system into the Axess system. Use function **EDE Assignment** to create a mapping for the external system by entering an external *EDE Custom Ticket Number*.

Function in menu: **General Data / Person Types**

1. Function ... / **Person Types**; -> List *Person Types*
2. **Select** the person type
3. Context menu **EDE Assignment** -> List *EDE Person Type*
4. Context menu **New** -> Dialog *Create EDE Custom Ticket*
5. Enter Parameter

Save!

Example:

EDE Person Type		
Number	Name	Person Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
12345678	Adult	Adult

Person Types					
Name	Short Form	Contract	Active	EDE No.	Reader Person Group
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4_Kind (63)	4_Kind		Yes		Child
6_Erm (64)	6_Erm		No		Locals
Adult (8)	ADU		Yes	12345678	Adult
Adult + Locker (38)	AD+LOCK		Yes		Adult
Adult 50% (98)	AD%		Yes		Adult
ADULT FAM (46)	AD FAM		Yes		Adult

Edit EDE Assignment

1. Function ... / **Person Types**; -> List *Person Types*
2. **Select** person type
3. Context menu **EDE Assignment** -> List *EDE Person Type*
4. Context menu **Edit** -> Dialog *Create EDE Custom Ticket*
5. *Edit* parameter

Save!

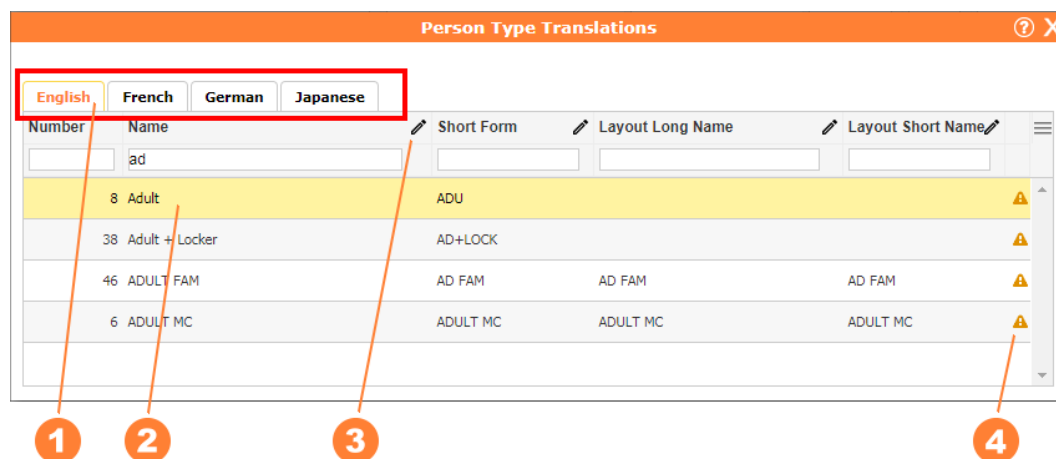
When editing an **EDE assignment**, you can only change the **Custom Ticket Name**. The **EDE Custom Ticket Number** cannot be changed! If you want to edit the **EDE Custom Ticket Number**, you must delete the **EDE Assignment** and then subsequently create a new **EDE Assignment**; see below.

2.1.5 Person Types Translation

Function Übersetzungen (Translations) features to support when switching the user language the Axess Webshop. The translated names of the person types are visible on screen during ticket selection.

Übersetzungen (Translations)

1. Menu **General Data / Person Types** -> *Person Types*
2. Context menu, **Übersetzungen** -> *Person Type Translations*
3. Click on language-tab to open the desired user language



- 1 Language tab
- 2 Name of Person Type
- 3 Symbol: Terms in this column can be changed
- 4 Symbol: "This entry has no translation into "English "

As long as no translation is available, the term is displayed in the source language.

Change Term

1. Filter to find **person type**; here filter "ad"
2. **Double-click** on Name
3. Enter translation;
the translation is saved immediately;
Symbol "No translation ..." disappears

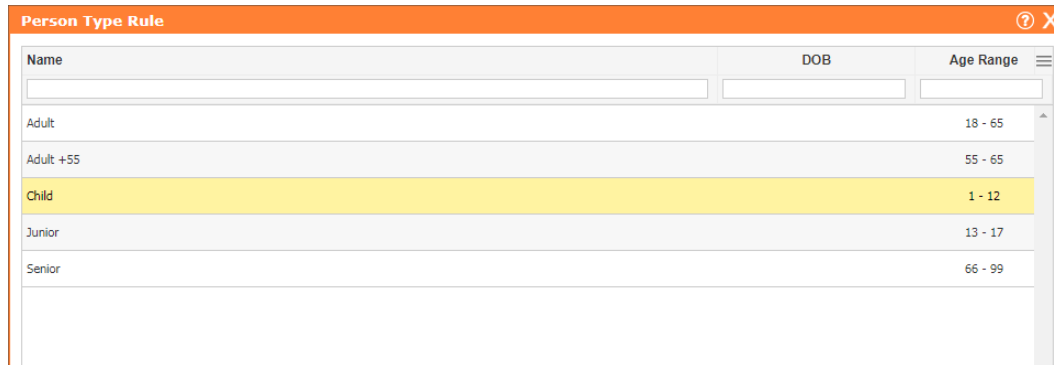
Example: Translate person type "adult 50%"

Person Types					
Name	Short Form	Contract	Active	EDE No.	Reader Person Group
ad					
Adult (8)	ADU		Yes		Adult
Adult 50% (98)	AD%		Yes		Adult
ADULT FAM (46)	AD FAM		Yes		Adult
ADULT MC (6)	ADULT MC		Yes		Adult
ADULT SPECIAL (45)	ADULT SP		Yes		VIP
ADULT. (1)	AD		Yes		Adult
Adulto (80)	AD		Yes		Adult

Person Type Translations					
<div>English French German Japanese</div>					
Number	Name	Short Form	Layout Long Name	Layout Short Name	
	ad				
8	Adult	ADU			
38	Adult + Locker	AD+LOCK			
98	Reduced Adult 50%	AD%	ADULT	AD	
6	ADULT MC	ADULT MC	ADULT MC	ADULT MC	
45	ADULT SPECIAL	ADULT SP	ADULT SP	ADULT SP	
1	ADULT.	AD	ADULT	ADULT	

2.1.6 Group Person Types by defining Age Rules

In setting **Person Type Rules**, you define who is a *child*, *teenager* or an *adult*, basing on the age of a person. Person Type Rules apply throughout the system.



Name	DOB	Age Range
Adult		18 - 65
Adult +55		55 - 65
Child		1 - 12
Junior		13 - 17
Senior		66 - 99

Function in menu: **General Data / Person Types**

1. Select *person type*, context menu **New**, → Dialog *Edit Person Type*
2. Button **Advanced**
3. Set **Age Rules** to *Gender Neutral* if you do NOT want to distinguish between male and female
or
Set **Age Rules** to *Gender Specific* if you want different age rules for women and men
4. Create or select **Rule**; Click on symbol **"+" Add**;
5. Context menu **New**
or
select *person type*, context menu **Edit**
6. Define person type with
 - a. Entry of an exact timespan *from / to*, or
 - b. Dynamic input of an age in years

Edit Personen Type

Name: Adult

Short Form: ADU


Layout Long Name:

Layout Short Name:

Reader Person Group: Adult (+)

Active: ☒

Description:

Icon: 

— Advanced —

Number: 8

Train price sheet: [Dropdown]

Contract: [Dropdown]

Ref. Person Type: [Dropdown]

Price overrideable: ☒

Age Rules: Gender Neutral [Dropdown]

Rule: [Dropdown] (+)

Max. Person:

Layoutfields	
#01	[Input]
#02	[Input]
#03	[Input]
#04	[Input]
#05	[Input]
#06	[Input]
#07	[Input]
#08	[Input]
#09	[Input]
#10	[Input]

Buttons: [Close], [Save]

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2.2 Ticket Types

Find function in menu: **General Data / Ticket Types**

Use function **Ticket Type** to define a number of *ticket types*, which are basically necessary for ticket sales; for example: *Day tickets, Half-Day, Hour Tickets, or Season Passes.*

Ticket Types **MUST** be defined to create a tariff in combination with Person Types and Schedules.
Use precise terms whenever possible.

Ticket Types					
Name	Short Form	System Type	Active EDE No.	Layout Long Name	Layout Short Name
Day (20)	1 D	Time Card (max 9 Days)	No		
1 DAYTICKET (239)	1D	Time Card (max 9 Days)	Yes		
10 DAYS (275)	10 D	Time Card with defined First Entry or Counter	Yes		
1DAY BONUS POINTS (36)	1D BP	Time Card (max 9 Days)	Yes	1DAY BP	1D BP
1DAY D (5)	1DAY D	Time Card in Depot (max 9 Days)	Yes	1DAY D	1DAY D
2 1/2 DAYS (7)	2,5D	Time Card (max 9 Days)	Yes	2,5DAYS	2,5D
2 DAY TEST (270)	2DT	Time Card (max 9 Days)	Yes		
2 DAYS (2)	2 DAYS	Time Card (max 9 Days)	Yes	2 2 DAYS	2 DAYS
2 DAYS + SINGLE RIDE (265)	2 DAYS + SR	Non Consec. XoY Days in Depot w. single ride Area	Yes	2 DAYS + SINGLE RIDE	2 DAYS + SR

2.2.1 Create New Ticket Type

Select Ticket Type

- Menu **General Data / Ticket Types** -> *List Ticket Types*
- Context menu, **NEW**; -> Select Box: *System Ticket Types*
- Select **System Ticket Type**; -> Dialog *Edit Ticket*

! Attend help by function Wizard!

Save!

Create Ticket Type

- Enter parameter**
! Attend mandatory fields!
- Set checkbox **Active**
- Click on button **A** for **Advanced Mode**
- Enter number of days for ticket validity!

Assign Data Carrier

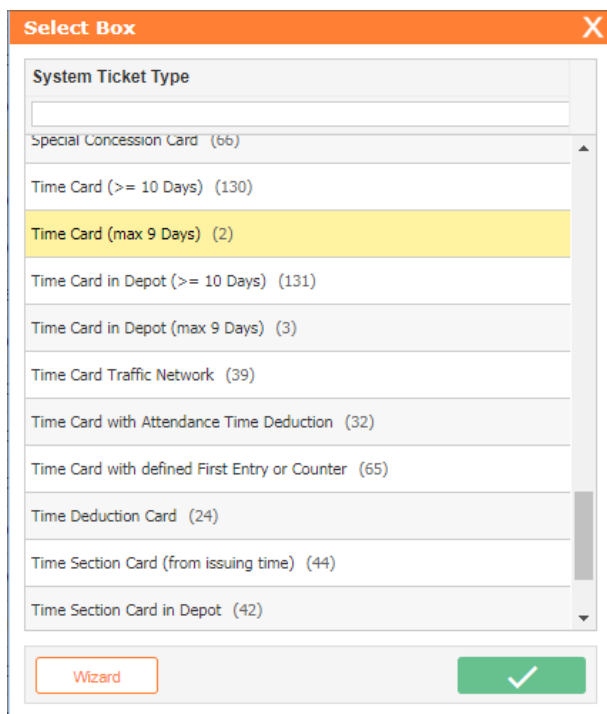
Assign one or more Data Carrier to the new Ticket Type; e.g. *ISO Format, Barcode Ticket*

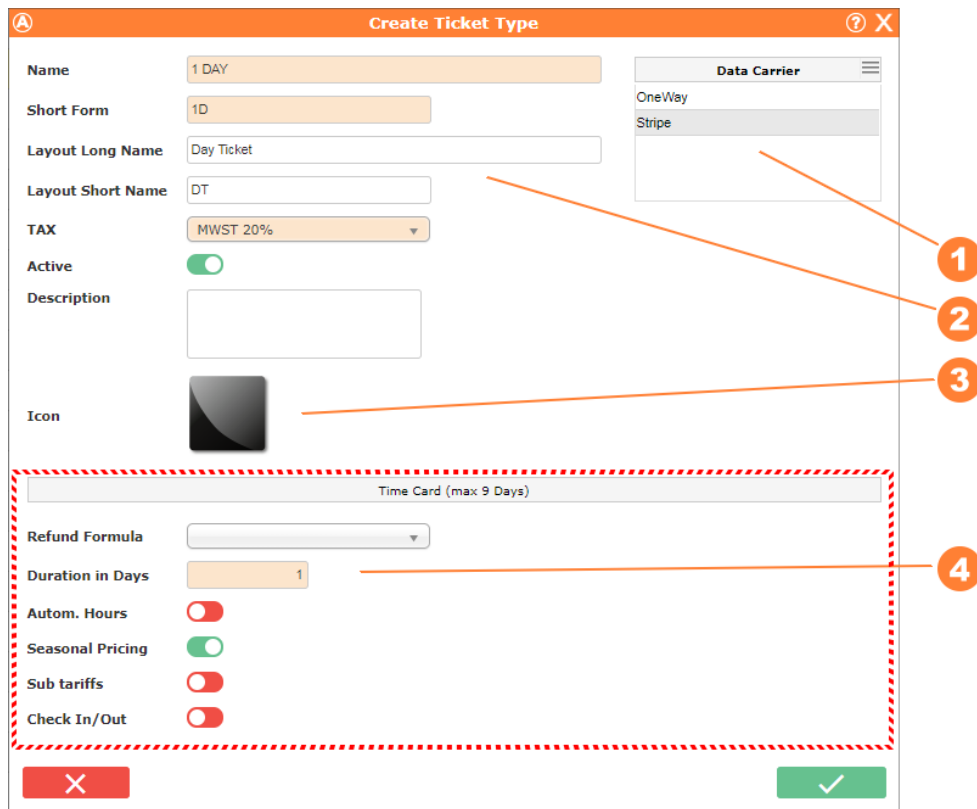
1. Place cursor in list **Data Carrier**
2. Context menu **Assign**; -> Transferbox *Assign Data Carrier*
3. **Select Data Carrier**

Save!

The new *Ticket Type* is saved in AX500 DataCenter. You will receive a short message: "Operation successful!".

Example:





- 1 Data carrier for this ticket type
- 2 General parameters for the ticket type
- 3 Select Icon for display on the POS screen
- 4 Special settings depending on the selected ticket type (via the wizard)

Name	Short Form	System Type	Active	EDE No.	Layout Long Name	Layout Short Name
Day						
1 1/2 DAYS (6)	1,5D	Time Card (max 9 Days)	Yes	5	1,5DAYS	1,5D
1 DAY (309)	1D	Time Card (max 9 Days)	Yes		Day Ticket	DT
1 DAY (1)	1 DAY	Time Card (max 9 Days)	Yes	1	1 Day	1 Day
1 DAY (BONUS) (16)	1D B	Time Card (max 9 Days)	Yes		1DAY B	1D B
1 DAY (GRADED) (80)	1DAY (GRAD)	Time Card (max 9 Days)	Yes		1Day G	1D G
1 DAY (RETURN) (8)	1DAY R	Returnable Time Card	Yes		1DAY R	1DAY R
1 DAY / LPR (78)	LPR DAY	Time Card (max 9 Days)	Yes		PARKING DAY	
1 DAY / VOUCHER (277)	1 DAY / V	Time Card (max 9 Days)	Yes			

Select very short and precise *Short Forms* for *Ticket Types* and find unique aberrations. The combination of the two short forms will be displayed on the screen (virtual keyboard) later on.

Function WIZARD

Use function **Wizard** to find the appropriate *ticket type* fast and precisely. In the header several characteristics of the ticket type will be queried. Your response cuts down the list of potential results until ONE single *ticket type* will remain for your final choice.

Example:

1. Click on button **Wizard** -> Dialog Assistant: Ticket Types
2. System Ticket Type: Please choose one category!
Select your answer
3. **Next**
4. e.g. Days: Good for how many days?;
Select your answer
5. **Next**
6. e.g. Returnable: Can this product be returned to the POS?;
Select your answer
7. **Next**
8. e.g. Depot function: Depot function as default?;
Select your answer

Once an proper *ticket type* has been found, the dialog *Edit Ticket Type* opens automatically. You can select a ticket type from the list at any time and so make a shortcut to dialog *Edit Ticket Type* with function Save.

Example:

The image shows two screenshots of the 'Assistant: Ticket Types' dialog. The left screenshot shows the 'Category' step with a list of ticket types. The right screenshot shows the 'Days' step with a dropdown menu for 'Good for how many days?'.

Left Screenshot: Assistant: Ticket Types - Category

Please choose one category: Day and Multidays

Next

Number	Name
131	Time Card in Depot (>= 10 Days)
44	Time Section Card (from issuing time)
38	Group Card/Area/Selectable Routing
14	Multi Day Pass - Hour Value
7	Multi Day Pass - Point Value Ticket
35	Custom Season Pass
17	Day Pass - Hour Value in Depot (max 9 Hours)

Next

Right Screenshot: Assistant: Ticket Types - Days

Good for how many days?

Back

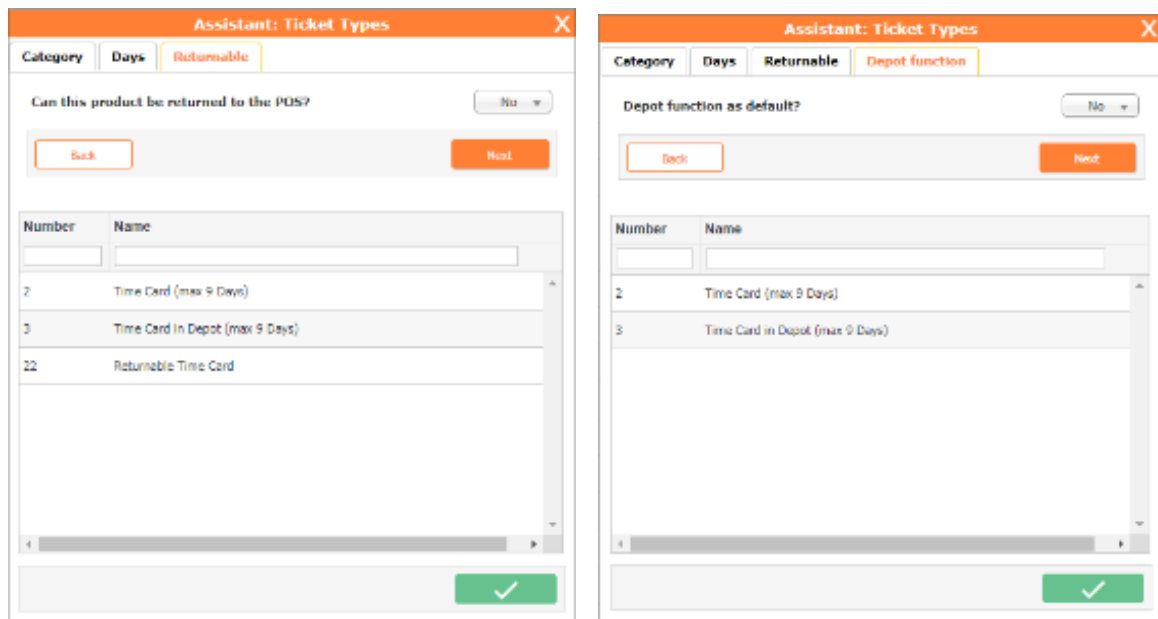
1 - 255 Tage (37)

1 - 9 Days (16)

10 - 511 Days (17)

Number	Name
131	Time Card in Depot (>= 10 Days)
65	Time Card with defined First Entry or Counter
2	Time Card (max 9 Days)
130	Time Card (>= 10 Days)
3	Time Card in Depot (max 9 Days)
22	Returnable Time Card

Next



Assistant: Ticket Types

Category Days **Returnable**

Can this product be returned to the POS? No

Back Next

Number	Name
2	Time Card (max 9 Days)
3	Time Card in Depot (max 9 Days)
22	Returnable Time Card

4

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Assistant: Ticket Types

Category Days Returnable **Depot function**

Depot function as default? No

Back Next

Number	Name
2	Time Card (max 9 Days)
3	Time Card in Depot (max 9 Days)

4

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2.2.2 Copy Ticket Type

Use function **Copy** if you want to create several similar ticket types. The selected parameters are accepted. Afterwards adjust the new ticket type afterwards to your needs. Use function **Edit** ticket type.

Copy Ticket Type

1. Menu **General Data / Ticket Types** -> *List Ticket Types*
2. Context menu, **Copy** -> *Dialog Ticket Type*
A duplicate of the ticket type will be created.
3. Edit parameter

Save!

All non-modified parameters are transferred from the original ticket type.

2.2.3 Edit Ticket Type

Function in menu : **General Data / Ticket Types**

Edit Ticket Type

1. Function ... / **Ticket Type**; -> List *Ticket Types*
2. **Select** the Ticket Type
3. Context menu, function **Edit**
4. **Edit** parameter as desired
!Attend mandatory fields!

Save!

Delete Ticket Type

1. Function ... / **Ticket Type** -> List Ticket Types
2. **Select** Ticket Type
3. Context menu, function **Delete**

A ticket type for example cannot be deleted if it is already included in a tariff. Then, you first need to delete the tariff from your system to enable the delete-process.

Or: Remove the checkmark from Checkbox *Active* in dialog *Edit Ticket Type*. Then the ticket type is not deleted, but will be no longer visible when selecting for a new tariff.

Example: Day Ticket

- 1 Setting **Active**; Make the ticket type visible for selection during ticket sales process
- 2 Select icon for display on the POS screen
- 3 Number of days for ticket validity
- 4 Price of the tariff can vary according to the selected season

2.2.4 Assign Ticket Type to EDE Number

Function in menü: **General Data / Ticket Types**

Occasionally the operator wants to transfer data from a non-Axess system into the Axess system. Use function **EDE Assignment** to create a mapping for the external system by entering an external **EDE Custom Ticket Number**.

EDE Assignment

1. Function ... / **Ticket Types**; -> List *Ticket Types*
2. **Select** ticket type
3. Context menu, **EDE Assignment**
4. Context menu, **New**
5. Enter Parameter

Save!

A ticket type can be assigned to several *EDE Numbers* at the same time. The assignments can be deleted individually.

Example:

The screenshot shows the 'EDE Custom Ticket Types' window with a modal dialog titled 'Create EDE Custom Ticket'. The dialog has the following fields:

- Access Ticket Name: 1 Day
- Custom Ticket Name: 1 Day Ticket
- EDE Custom Ticket Number: 3523648
- Data Carrier: OneWay
- Media: OneWay
- Description: (empty text area)

At the bottom of the dialog are two buttons: a red 'X' button and a green checkmark button.

The screenshot shows the 'EDE Custom Ticket Types' window with a table containing the following data:

Number	Name	Ticket Type	Data Carrier	Media
3523649	1 DAY Staffel	1 DAY Staffel	Stripe	

You can also use a different ticket type, as the associate marked. To do this, first change the *Internal Name* and then make an assignment. The assignment is then entered in the selected ticket type.

Media carrier and blanks are already determined by the configuration of the ticket type, but may be changed at this point, if this is enabled by the system.

When editing an *EDE Assignment*, you can only change the **Custom Ticket Name**. The *EDE Custom Ticket Number* is not changeable! If you want to change the *EDE Custom Ticket Number*, you need to delete the EDE assignment and then create a new one.

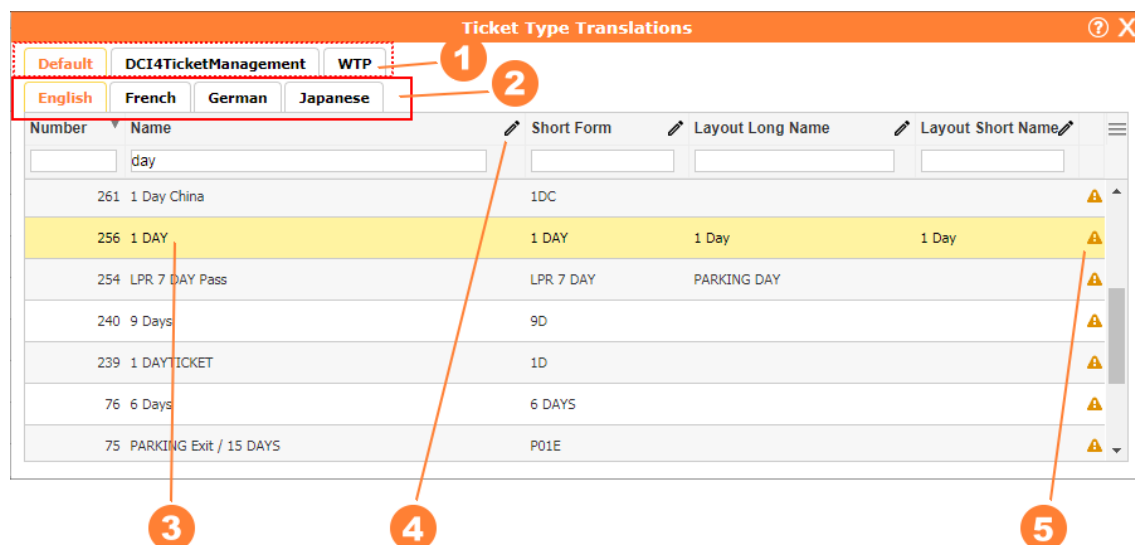
The *EDE Assignment* will be deleted and removed from the list. The ticket type itself will not be deleted!

2.2.5 Ticket Types Translation

Function **Übersetzungen (Translations)** features to support when switching the user language the Axess Webshop.

Übersetzungen (Translations)

1. Menu **General Data / Person Types** -> *Person Types*
2. Context menu, **Übersetzungen** -> *Person Type Translations*
3. Click on language-tab to open the desired user language
4. Select language



Number	Name	Short Form	Layout Long Name	Layout Short Name
261	1 Day China	1DC		
256	1 DAY	1 DAY	1 Day	1 Day
254	LPR 7 DAY Pass	LPR 7 DAY	PARKING DAY	
240	9 Days	9D		
239	1 DAY TICKET	1D		
76	6 Days	6 DAYS		
75	PARKING Exit / 15 DAYS	P01E		

- 1 Applications
- 2 Target language
- 3 Name of Ticket Type
- 4 Symbol *Pencil*: Terms in this column can be changed
- 5 Symbol *Caution*: "This entry has no translation into "English"

As long as no translation is available, the term is displayed in the source language.

Change Term

1. Filter to find **ticket type**; here filter "day"
2. **Double-click** on Name
3. Enter translation;
the translation is saved immediately;
Symbol "No translation ..." disappears

Example: Translate card type "1 DAY"

Ticket Type Translations				
Default	DCI4TicketManagement	WTP		
English	French	German	Japanese	
Number	Name	Short Form	Layout Long Name	Layout Short Name
	day			
261	1 Day China	1DC		
256	1 DAY Light	1 DAY	1 Day	1 Day
254	LPR 7 DAY Pass	LPR 7 DAY	PARKING DAY	
240	9 Days	9D		
239	1 DAYTICKET	1D		
238	1 DAY NEW	1 D N		
87	5 of 21 days	5/21		

Using function *Sprache exportieren* (Export language) and *Alle Sprachen exportieren* (Export all languages) from the context menu, you can export the names of all card types to an Excel list.

2.2.6 Assign Allotment to a Ticket Type

Assign an **Allotment** to a ticket type. The result is the same as in function **General Data / Allotment / (Select Allotment) / (Context Menu) Assign Allotment**.

1. Menu **General Date / Ticket Types**; -> List *Ticket Types*
2. Select ticket type
3. Context menu, **Assign Allotment**
4. *Assign Allotment*

Save!

Example:

Ticket Types						
Name	Short Form	System Type	Active	EDE No.	Layout Long Name	Layout Short Name
1 1/2 DAYS (6)	1,5D	Time Card (max 9 Days)	Yes	5	1,5DAYS	1,5D
1 DAG (61)	1D	Time Card (max 9 Days)	No			
1 DAY (1)	1 DAY	Time Card (max 9 Days)	Yes	1	1 Day	1 Day
1 DAY (BONUS) (16)		Time Card (max 9 Days)	Yes		1DAY B	1D B
1 DAY (GRADED) (80)	D)	Time Card (max 9 Days)	Yes		1Day G	1D G
1 DAY (RETURN) (8)		Returnable Time Card	Yes		1DAY R	1DAY R
1 DAY / LPR (78)		Time Card (max 9 Days)	Yes		PARKING DAY	
1 DAY / VOUCHER (277)		Time Card (max 9 Days)	Yes			
1 DAY BEACH (295)		Pool - Single or Multi Ride (max 10)	Yes	12345678		
1 Day China (261)	1DC	Time Card (max 9 Days)	Yes			

Assign Allotment

Nicht zugeordnet

1 Day Adult Special (2)	1/1/2019	12/31/2019
3days Spezial (1)	6/1/2017	12/31/2017
Apres Ski-Party (14)	10/19/2019	3/15/2020
Bergfahrt (5)	5/9/2018	5/31/2018
MUSEUM (8)	3/1/2019	2/21/2030
VIP PARTY SCHMA (16)	6/17/2019	6/1/2023
Zipline Kat.1 (6)	1/1/2018	1/1/2022
Zipline Kat.2 (9)	5/24/2019	1/1/2022

Zugeordnet

Elevator Uphill (15)	6/1/2019	9/30/2019

✓

2.3 Pools

Pool means a grouping of gates. The grouping specifies which ticket will work at the gates of which group.

Pools									
Number	Name	Short Form	Price Sheet	Type	Master/Reference	Point of E	EDE No.	Point of Entry	Overwritten
4	Alle Leser		Demo System Ski	Normal		53	2	Handheld DEMO 4 (14)	No
20	AX Showroom - Periods	AXPeriods	Test Periods	Normal		46		Handheld DEMO 5 (7)	No
1	Axess Showroom	Showroom	Demo System Ski	Normal		36	1	Security Gate ENTRY (45)	No
2	Parken Entry/Exit	Parken	Demo System Ski	Normal		2		Security Gate EXIT (46)	No
9	Parking Entry		Demo System Ski	Normal		1		SG Floor Exhibition BaBo Mobile SMS600 (31)	No
21	Sub Showroom	Sub Show	Demo System Ski	SUB Area	Axess Showroom	2		SG Floor SR Single Hedge (35)	No
22	TestPool	TP	Sports Fun Park	Normal		0		SMG Floor Leisure SMS600_Entry (30)	No
18	Training	TR		Normal		5	1234567	SMG Floor Leisure SMS600_Exit (33)	No

- 1 All **Pools** in the system
- 2 List of corresponding **Point of Entries** for the marked pool

Different colors used to identify a particular pool are especially useful if you are selling tickets for multiple operator pools at the same POS. The keys on the POS screen appear in the selected color and visually support the cashier.

2.3.1 Create a Pool

Create New Pool or Edit Pool

1. Menu **General Data / Pools** -> List *Pools*
2. Context menu, **NEW (Edit)** -> Dialog *Create Pool*;
!Attend Mandatory Fields!
3. Enter parameter;
!Attend Mandatory Fields!
4. Assign Schedules;
!Attend Mandatory Fields!
5. Select Price Sheet
6. Assign specific color for Pool-Identification, refer to Info box

Save!

Example:

A

Create Pool

?

X

Name

Test Pool

Short Form

TP

Layout Long Name

Layout Short Name

Type

Normal

Table of Season Restrictions

Season Schedule

+

Table of Day Restrictions

Day Schedule

+

Time Schedule Table

Time Schedule

+

Price Sheet

Sports Fun Park

Color

Icon

X

✓

Pools

Number

Name

Short Form

Price Sheet

Type

Master/Reference

Point of E

EDE No.

2

Parken Entry/Exit

Parken

Demo System Ski

Normal

2

9

Parking Entry

Demo System Ski

Normal

1

21

Sub Showroom

Sub Show

Demo System Ski

SUB Area

Axess Showroom

2

22

TestPool

TP

Sports Fun Park

Normal

0

18

Training

TR

Normal

5

3

VIP Pool

VIP Pool

Demo System Ski

Normal

17

5

Zutritt 22

Demo System Ski

Normal

2

9

Parking Entry

Demo System Ski

Normal

1

Point of Entry

Overwritten

A pool cannot be removed if it is already involved in a tariff. Then, first delete the tariff from your system to enable function *Delete*.

2.3.2 Assign Entries to a Pool

Assign one or more entries to a pool

1. Select **Pool**
2. Place cursor in list *Point of Entry*
3. Context menu, **Assign**
4. Select Entries and assign

Save!

Example:

Number	Name	Short Form	Price Sheet	Type	Master/Reference	Point of E	EDE No.
22	TestPool	TP	Sports Fun Park	Normal		0	

Point of Entry: Assign

Not Assigned

- Allmend (56)
- Axess SMART GATE RUSSIA (44)
- Axess SMART SCANNER WALL (43)
- AxRuDemo (8)
- Demo Parking Entry (96)
- Demo Parking Exit (97)
- Duesseldorf_Ausgang (93)
- Duesseldorf_Eingang (92)
- Eigargletscher (59)
- Handheld DEMO 3 (18)

Assigned

- Axess Gate 1 (9)
- Axess SMART LOCK 600 (19)
- Axess SMART SCANNER 600 (49)
- Axess SMART SCANNER DESKTOP (42)
- SMG Floor LR Single Post SC600 (32)

✓

Number	Name	Short Form	Price Sheet	Type	Master/Reference	Point of E	EDE No.
22	TestPool	TP	Sports Fun Park	Normal		5	

Point of Entry:

Point of Entry	Overwritten
Axess Gate 1 (9)	No
Axess SMART LOCK 600 (19)	No
Axess SMART SCANNER 600 (49)	No
Axess SMART SCANNER DESKTOP (42)	No
SMG Floor LR Single Post SC600 (32)	No

2.3.3 Assign EDE Nummer to Pool

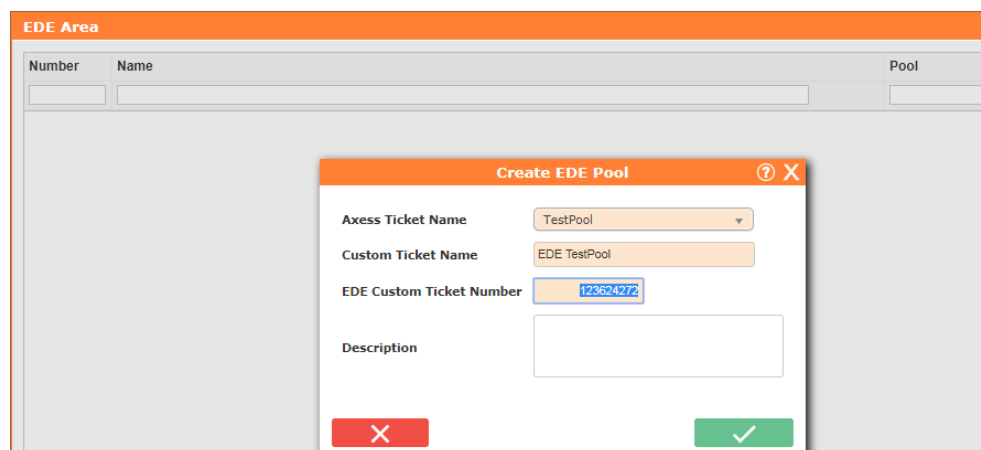
Occasionally, the operator wishes to export the data from the CLICS into a Not-Axess system. Enter the ID of the record to produce a mapping with the external system via the EDE map.

Assign EDE number to pool

1. Menu **General Data / Pools**; -> Dialog Pools
2. **Select pool**
3. Context menu **EDE Pool Assignment**; -> Dialog EDE Pool
4. Context menu, **New**; -> Dialog Create EDE Pool
5. *Select Axess Ticket Name*
6. *Enter Custom Ticket Name*
7. *Enter EDE Custom Ticket Number*

Save!

Example:



EDE Area		
Number	Name	Pool
123624272	EDE TestPool	TestPool

Pools									
Number	Name	Short Form	Price Sheet	Type	Master/Reference	Point of E	EDE No.	Point of Entry	Overwritten
4	Alle Leser		Demo System Ski	Normal		53	2	Axess Gate 1 (9)	No
20	AX Showroom - Periods	AXPeriods	Test Periods	Normal		46		Axess SMART LOCK 600 (19)	No
1	Axess Showroom	Showroom	Demo System Ski	Normal		36	1	Axess SMART SCANNER 600 (49)	No
22	TestPool	TP	Sports Fun Park	Normal		5	123624272	Axess SMART SCANNER DESKTOP (42)	No
18	Training	TR		Normal		5		SMG Floor LR Single Post SC600 (32)	No
3	VIP Pool	VIP Pool	Demo System Ski	Normal		17			
5	Zutritt 22		Demo System Ski	Normal		2			

2.3.4 Override POE Settings for a Pool

Use function **POE Modifiers** if you want to have other settings for the tickets of a specific pool than the default settings. New values override the default settings and are always valid when tickets are read from this pool at the reader.

Find function: **General Data / Pools / (select Pool) / (Select POE) / (context menu) POE Modifiers**

One entry can be assigned to several pools. So the tickets of different pools work on this entry.
POE Modifiers may be different for different pools at the entry.

Override POE Settings

1. Menu **General Data / Pools**; Dialog -> Pools
2. **Select Pool**
3. **Select POE**
4. Context menu, **POE Modifiers**; -> Dialog Adjust Modifiers
5. Enter settings

Save!

Example:

Number	Name	Short Form	Price Sheet	Type	Master/Reference	Point of E	EDE No.	Point of Entry	Overwritten
22	TestPool	TP	Sports Fun Park	Normal		5	123624272	Axess Gate 1 (9)	No
								Axess SMART LOCK 600	No
								Axess SMART SCANNER 600 (41)	No
								Axess SMART SCANNER DESKTOP (42)	No
								SMG Floor LR Single Post SC600 (32)	No

Adjust Modifiers	
Point Deduction	5
Credit Line	4 Points
Table of Season Restrictions	
Table of Day Restrictions	
Time Schedule Table	
Anti Pass Back Time	0

You can also mark and override several POEs at the same time.

2.4 Schedules

Every tariff always includes the schedules season parameter, Day and Time!

The **Schedules**, sometimes called time schedules, are defined in advance.

Schedules serve for:

- **Pricing at ticket** during ticket sales at the POS
- **Validity check** of the ticket at the POE

In the following chapters the schedules will be explained by examples.

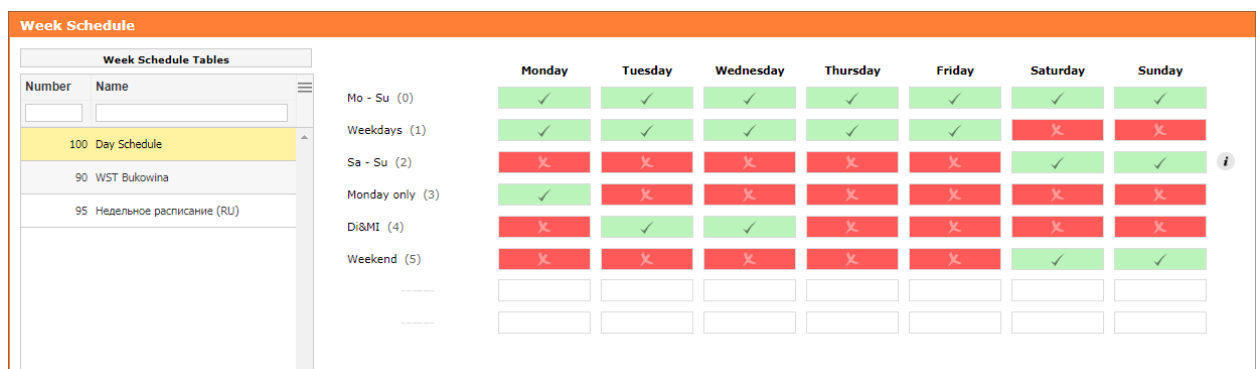
- **Season parameters:** define, e.g. main season, pre and mid season
- **Day** schedules: define ticket validity depending on the day of the week.
- **Time** scales: define ticket validity depending on the time of day
- **Special Days:** consider holidays and other occasions

2.4.1 Day Schedule

Find function in menu: **General Date / Schedules / Day**

Schedule / Day determines on which days of the week a ticket should be valid, e.g. Weekdays, Sat / Sun, etc.

Example: Create several day schedules.



The screenshot shows the 'Week Schedule' interface. On the left, there is a sidebar with 'Week Schedule Tables' containing a list of schedules: '100 Day Schedule', '90 WST Bukowina', and '95 Недельное расписание (RU)'. The main area displays a table with columns for the days of the week (Monday to Sunday) and rows for different schedule types. Each cell in the table contains a green checkmark (valid) or a red 'X' (invalid).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mo - Su (0)	✓	✓	✓	✓	✓	✓	✓
Weekdays (1)	✓	✓	✓	✓	✓	✗	✗
Sa - Su (2)	✗	✗	✗	✗	✗	✓	✓
Monday only (3)	✓	✗	✗	✗	✗	✗	✗
Di&Mi (4)	✗	✓	✓	✗	✗	✗	✗
Weekend (5)	✗	✗	✗	✗	✗	✓	✓

Day Schedule Tables

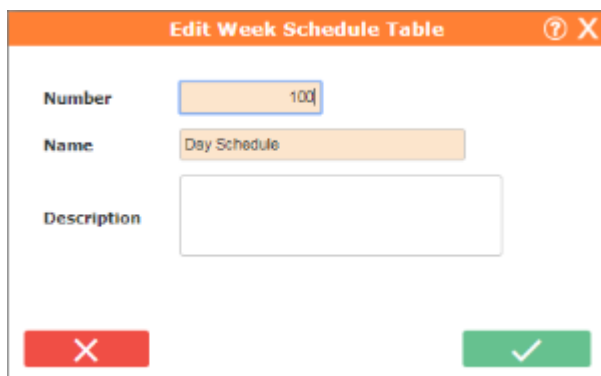
Find function: **General Data / Schedules / Day**

Create Week Day Schedules

1. -> List *Day*
2. **Position cursor** in list *Week Schedule Table*
3. *Context menu*, **New** -> Dialog *Edit Week Schedule Schedule*
! Attend mandatory fields!
4. Enter **Name**

Save!

Example:



A Weekday Schedule Table can not be deleted if it is already included into a tariff. First delete the tariff from your system to enable function Delete.

Schedule of Days

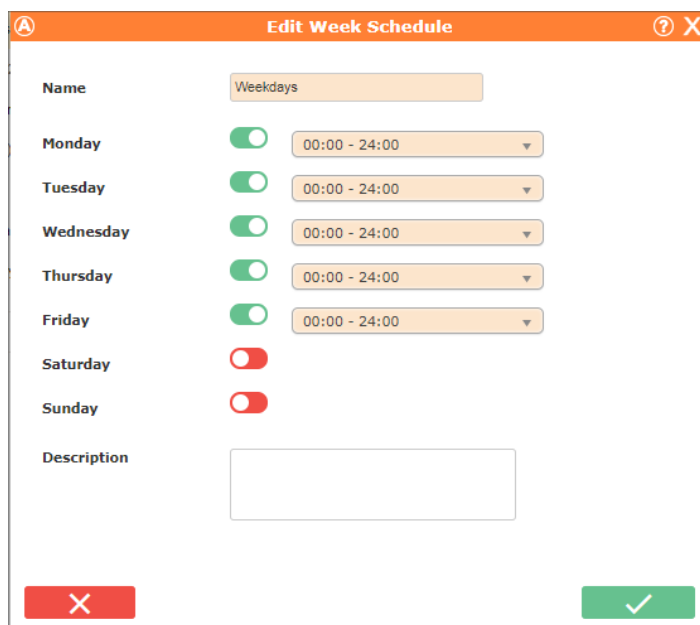
Find function: **General Data / Schedules / Day**

Create New Week Schedule

- Week Schedule Table
- Select **Week Schedule Table**
- Position cursor on right area of Week Schedules
- Context menu, New** -> Dialog Edit Week Schedules;
!Attend mandatory fields!
- Enter Name**
- Select Days** which shall be valid for ticket
- Select Time range; -> refer to description below **Time Range**

Save!

Example: Week Schedule Workdays



Edit Week Schedule

Name: Weekdays

Monday: ☒ 00:00 - 24:00

Tuesday: ☒ 00:00 - 24:00

Wednesday: ☒ 00:00 - 24:00

Thursday: ☒ 00:00 - 24:00

Friday: ☒ 00:00 - 24:00

Saturday: ☐

Sunday: ☐

Description:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mo - Su (0)	✓	✓	✓	✓	✓	✓	✓
Weekdays (1)	✓	✓	✓	✓	✓	✗	✗

Select Time Range

Recommendation: If a tariff shall apply throughout the operating day, so just leave the default setting 0.00-24.00. The validity of the ticket is then limited by the operation hours of the gates anyway. You can define the time range of a day starting FROM a certain point in time, or a ticket can be valid UNTIL a certain point in time.

Example: Day schedule Senior Days should be valid FROM Sunday noon (from 12:00 o'clock) UNTIL Wednesday noon (13.00 o'clock).

Edit Week Schedule

Name: Senior Days

Day	Status	Time Range
Monday	Active	00:00 - 24:00
Tuesday	Active	00:00 - 24:00
Wednesday	Active	To
Thursday	Active	00:00 - 24:00
Friday	Active	00:00 - 24:00
Saturday	Active	00:00 - 24:00
Sunday	Active	00:00 - 24:00

Description:

Choose Time

Time: 12:30 PM

Hour: 12a 04a 08a 12p 04p 08p

Minute: 00 10 20 30 40 50

Buttons: Now, [Checkmark]

Edit Week Schedule

Name: Senior Days

Day	Status	Time Range
Monday	Active	00:00 - 24:00
Tuesday	Active	00:00 - 24:00
Wednesday	Active	To 12:30 PM
Thursday	Inactive	
Friday	Inactive	
Saturday	Inactive	
Sunday	Active	From 12:00 PM

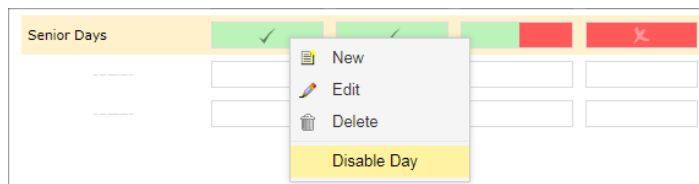
Description:

Buttons: [X], [Checkmark]

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mo - Su (0)	✓	✓	✓	✓	✓	✓	✓
Weekdays (1)	✓	✓	✓	✓	✓	✗	✗
Senior Days	✓	✓	✗	✗	✗	✗	✗

Fast processing of Days directly in the graphical presentation

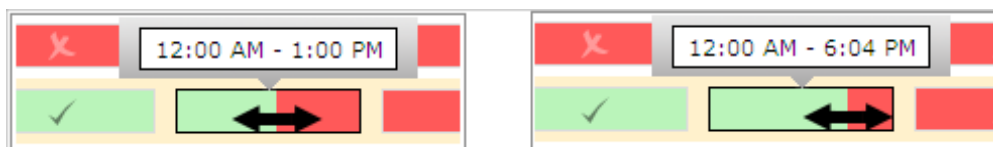
Make a right mouse click on a day and use context function **Allow Day** or **Disable Day** to switch the setting.



Change the **time range**. Place the cursor on the desired day of the week.

Use the mouse wheel:

- Mouse wheel onwards or backwards -> change time range in 15 MINUTES steps
- Press key SHIFT + turn mouse wheel onwards-backwards -> change time range in 1 MINUTE steps
- Press key CTRL + turn mouse wheel onwards-backwards -> change time range in 1 HOUR step



A *Week Schedule* can not be deleted if it is already included in a tariff. You must first delete the tariff from your system to enable the delete process.

2.4.2 Special Days

Using schedule **Special Days** you can exclude individual days from all other seasons and define special conditions for these days, e.g. a separate price sheet for special days.

You can input the special days for several years in advance.

Special days can be:

- designed unique and will so occur without repetition, e.g. an anniversary
- defined with setting "Repeat every year" for annual repetition, e.g. annual holidays

Menu: **General Data / Schedules / Special Days**

Example: Special Day Schedule in october, november and december.

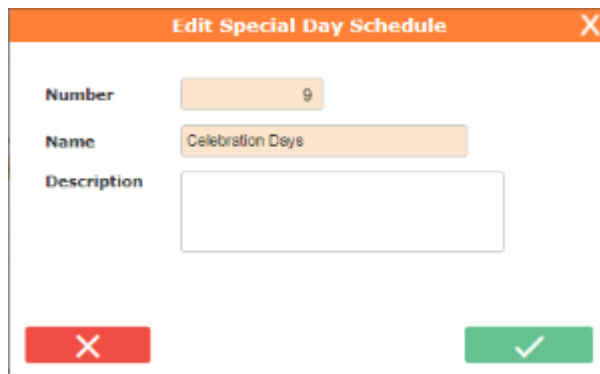
Special Day Schedule

Create New Special Day Schedule

1. Function ... / **Special Days**; -> List Special Day Schedule
2. **Position cursor** in table Special Day Schedule
3. Context menu **New** -> Dialog Edit Special Day Schedule;
! Attend mandatory fields!
4. Enter Name

Save!

Example:



Edit Special Day Schedule

Number: 9

Name: Celebration Days

Description:

Buttons: [X] [✓]

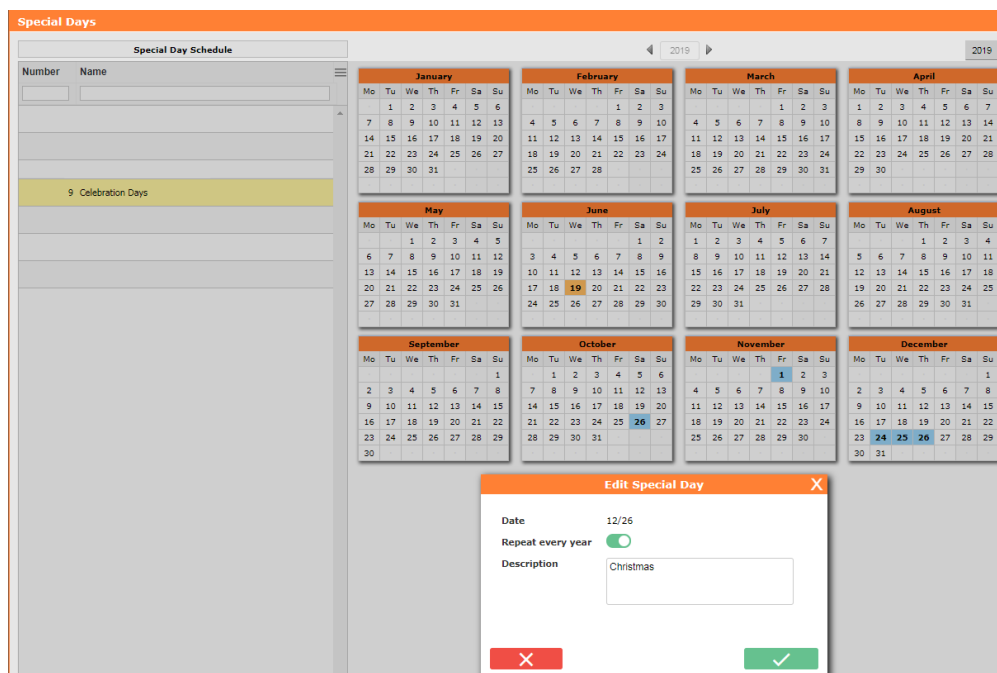
Input Special Days

Input Special Days

1. Select *Special Day Schedule*
2. Click on the desired day in the calendar; -> Dialog *Edit Special Day*
3. Click on checkbox *Repeat every year*
4. Enter *Description*

Save!

Example: *Special Days*



Special Days

Special Day Schedule

Number	Name
9	Celebration Days

Calendar Grid (2019):

- January: 1-31
- February: 1-28
- March: 1-31
- April: 1-30
- May: 1-31
- June: 1-30
- July: 1-31
- August: 1-31
- September: 1-30
- October: 1-31
- November: 1-30
- December: 1-31

Edit Special Day

Date: 12/26

Repeat every year: ☒

Description: Christmas

Buttons: [X] [✓]

View Special Days of the following years

Click on the arrows **Forward** and **Backwards**

1. Switch to previous and next year
2. Back to the current year, here 2019

2.4.3 Season Parameter

Function in menu: **General Date / Schedules / Season Parameter**

A season is usually divided into sections such as pre-season, main season and off-season. Each season affects a corresponding price.

Be careful when using and defining seasonal seasons!

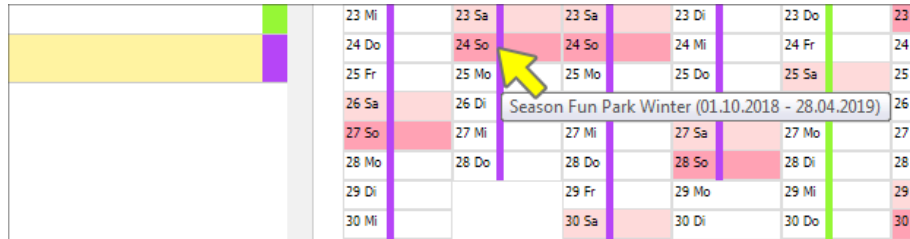
Incorrect entries have a direct effect on pricing at the POS and therefore on the sales volume.

Example:

The screenshot shows the 'Season Schedule' interface. On the left, there is a 'Season Table' with columns 'Number' and 'Name'. It lists '91 Season Fun Park' and '100 Season Schedule'. Below this is a 'Season Schedule' section with columns 'Number' and 'Name'. It lists '1 Season Fun Park Summer' and '0 Season Fun Park Winter'. On the right, there is a large grid showing the months of the year (Jan to Dec) and the days of the week (Su to Tu). The grid is color-coded to represent different seasons. The colors are: light blue for Summer, light green for Spring, light orange for Autumn, and light pink for Winter. The grid is divided into sections for '1 Season Fun Park Summer' and '0 Season Fun Park Winter'.

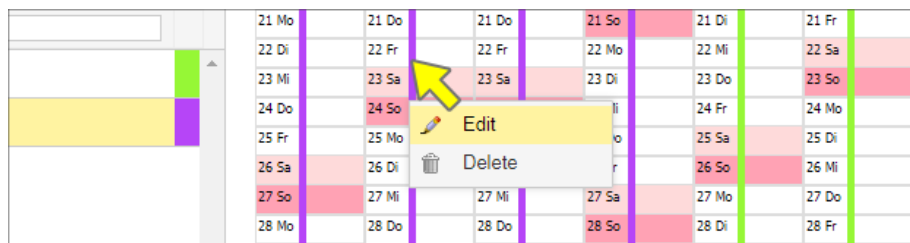
- 1 Season Table
- 2 Season schedule
- 3 Date range

View details while hovering over the calendar



23 Mi	23 Sa	23 Sa	23 Di	23 Do	23 So
24 Do	24 So	24 So	24 Mi	24 Fr	24 Sa
25 Fr	25 Mo	25 Mo	25 Do	25 Sa	25 So
26 Sa	26 Di	Season Fun Park Winter (01.10.2018 - 28.04.2019)			26 So
27 So	27 Mi	27 Mi	27 Sa	27 Mo	27 Do
28 Mo	28 Do	28 Do	28 So	28 Di	28 Fr
29 Di		29 Fr	29 Mo	29 Mi	29 Sa
30 Mi		30 Sa	30 Di	30 Do	30 So

Use direkt editing of calendar via context menu



21 Mo	21 Do	21 Do	21 So	21 Di	21 Fr
22 Di	22 Fr	22 Fr	22 Mo	22 Mi	22 Sa
23 Mi	23 Sa	23 Sa	23 Di	23 Do	23 So
24 Do	24 So	24 So	24 Fr	24 Mo	24 Do
25 Fr	25 Mo	25 Mo	25 Sa	25 Di	25 So
26 Sa	26 Di	26 Di	26 So	26 Mi	26 Do
27 So	27 Mi	27 Mi	27 Sa	27 Mo	27 Do
28 Mo	28 Do	28 Do	28 So	28 Di	28 Fr

Season Tables

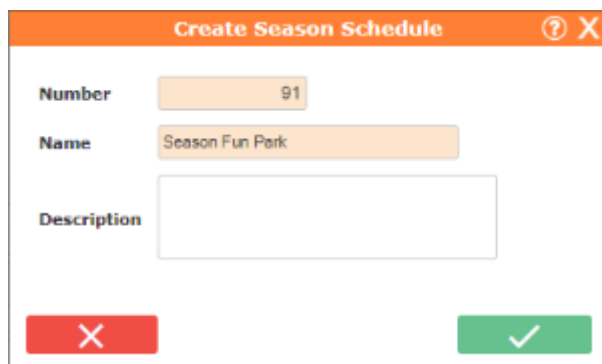
Function in: **General Data / Schedules / Season Parameter**

Create New Season Table

1. -> List Season Schedule
2. **Position cursor** in list Season Table
3. **Context menu, New;** -> Dialog Create Season Schedule
!Attend mandatory fields!
4. Enter name

Save!

Example: Season table



Create Season Schedule

Number: 91

Name: Season Fun Park

Description:

Buttons: [X] [✓]

Attention when deleting! The season table will be deleted with all the corresponding seasons!

Season Schedules

Function in: **General Data / Schedules / Season Parameter**

Create New Season Schedule

1. -> List *Season Schedule*
2. Cursor in list *Season Schedule*
3. Context menu, **NEW** -> Dialog Create Season
!Attend mandatory fields!
4. **Enter Name and Priority**
5. Checkbox *Exclusive*
6. Select **Color** as a list marker

Save!

Example:

Priority (0, 1, 2, ... 9):

Each entry in the season table is assigned a value. Using the value, both pricing of tickets and ticket validity at the reader can be controlled. "0" is the lowest value and should be assigned, e.g. for a continuous season.

Pricing during ticket sales

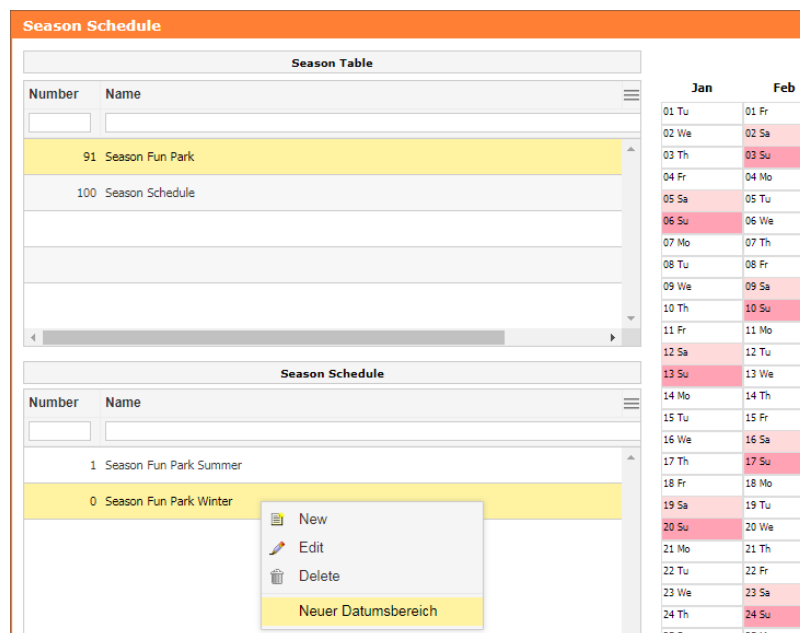
The POS assigns the currently valid season (seasons) by using the actual date. The one season with the highest value is used for ticket pricing.

Checkbox Exclusive serves to include special days, such as 24.12., 31.12.

Enter new Date Range or edit Date Range

1. → List Season Schedule
2. Select *Season Schedule*
3. Context menu, **New date range**
4. Enter data range FROM and TO
5. Add more date ranges ...

Example:



The screenshot displays the 'Season Schedule' interface. On the left, there is a table with columns 'Number' and 'Name'. The table lists two seasons: '91 Season Fun Park' and '100 Season Schedule'. Below this, there is a section for 'Season Schedule' with a table listing '1 Season Fun Park Summer' and '0 Season Fun Park Winter'. A context menu is open over the '0 Season Fun Park Winter' entry, showing options: 'New', 'Edit', 'Delete', and 'Neuer Datumsbereich'. On the right, there is a calendar view showing dates from January 1st to February 25th. The calendar is organized by week, with days of the week (Tu, We, Th, Fr, Sa, Su, Mo) listed for each date. The dates are color-coded: pink for weekends (Su, Sa) and light blue for weekdays (Tu, We, Th, Fr, Mo).

Define from - to Date

From

10/1/2019

To

4/30/2020

Description

Winter Season

Season Schedule

Season Table

Number

Name

91 Season Fun Park

100 Season Schedule

0 Season Fun Park Winter

2019

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
01 Tu	01 Fr	01 Mo	01 We	01 Sa	01 Mo	01 Th	01 Su	01 Tu	01 Fr	01 Su	
02 We	02 Sa	02 Tu	02 Th	02 Su	02 Tu	02 Fr	02 Mo	02 We	02 Sa	02 Mo	
03 Th	03 Su	03 We	03 Fr	03 Mo	03 We	03 Sa	03 Tu	03 Th	03 Su	03 Tu	
04 Fr	04 Mo	04 Th	04 Sa	04 Tu	04 Th	04 Su	04 We	04 Fr	04 Mo	04 We	
05 Sa	05 Tu	05 Fr	05 Su	05 We	05 Fr	05 Mo	05 Th	05 Sa	05 Tu	05 Th	
06 Su	06 We	06 Sa	06 Mo	06 Th	06 Sa	06 Tu	06 Fr	06 Su	06 We	06 Fr	
07 Mo	07 Th	07 Su	07 Tu	07 Fr	07 Su	07 We	07 Sa	07 Mo	07 Th	07 Sa	
08 Tu	08 Fr	08 Mo	08 We	08 Sa	08 Mo	08 Th	08 Su	08 We	08 Fr	08 Mo	
09 We	09 Sa	09 Tu	09 Th	09 Su	09 Tu	09 Fr	09 Mo	09 We	09 Sa	09 Mo	
10 Th	10 Su	10 We	10 Fr	10 Mo	10 We	10 Sa	10 Tu	10 Th	10 Su	10 Tu	
11 Fr	11 Mo	11 Th	11 Sa	11 Tu	11 Th	11 Su	11 We	11 Fr	11 Mo	11 We	
12 Sa	12 Tu	12 Fr	12 Su	12 We	12 Fr	12 Mo	12 Th	12 Sa	12 Tu	12 Th	
13 Su	13 We	13 Sa	13 Mo	13 Th	13 Sa	13 Tu	13 Fr	13 Su	13 We	13 Fr	
14 Mo	14 Th	14 Sa	14 Tu	14 Fr	14 Su	14 We	14 Sa	14 Mo	14 Th	14 Sa	
15 Tu	15 Fr	15 Mo	15 We	15 Sa	15 Mo	15 Th	15 Su	15 We	15 Fr	15 Su	
16 We	16 Sa	16 Tu	16 Th	16 Su	16 Tu	16 Fr	16 Mo	16 We	16 Sa	16 Mo	
17 Th	17 Su	17 We	17 Fr	17 Mo	17 We	17 Sa	17 Tu	17 Th	17 Su	17 Tu	
18 Fr	18 Mo	18 Th	18 Sa	18 Tu	18 Th	18 Su	18 We	18 Fr	18 Mo	18 We	
19 Sa	19 Tu	19 Fr	19 Su	19 We	19 Fr	19 Mo	19 Th	19 Sa	19 Tu	19 Th	
20 Su	20 We	20 Sa	20 Mo	20 Th	20 Su	20 We	20 Sa	20 Tu	20 Fr	20 We	
21 Mo	21 Th	21 Su	21 Tu	21 Fr	21 Su	21 We	21 Sa	21 Mo	21 Th	21 Sa	
22 Tu	22 Fr	22 Mo	22 We	22 Sa	22 Tu	22 Th	22 Su	22 We	22 Fr	22 Mo	
23 We	23 Sa	23 Tu	23 Th	23 Su	23 Tu	23 Fr	23 Mo	23 We	23 Sa	23 Mo	
24 Th	24 Su	24 We	24 Fr	24 Mo	24 We	24 Sa	24 Tu	24 Th	24 Su	24 Tu	
25 Fr	25 Mo	25 Th	25 Sa	25 Tu	25 Th	25 Su	25 We	25 Fr	25 Mo	25 We	
26 Sa	26 Tu	26 Fr	26 Su	26 We	26 Fr	26 Mo	26 Th	26 Sa	26 Tu	26 Th	
27 Su	27 We	27 Sa	27 Mo	27 Th	27 Su	27 We	27 Sa	27 Tu	27 Fr	27 We	
28 Mo	28 Th	28 Su	28 Tu	28 Fr	28 Su	28 We	28 Sa	28 Mo	28 Th	28 Sa	
29 Tu	29 Fr	29 Mo	29 We	29 Sa	29 Mo	29 Th	29 Su	29 We	29 Fr	29 Mo	
30 We	30 Sa	30 Tu	30 Th	30 Su	30 Tu	30 Fr	30 Mo	30 We	30 Sa	30 Mo	
31 Th	31 Su	31 Fr			31 We	31 Sa			31 Th	31 Tu	

Date ranges must not overlap!

The **Date Ranges** of WITHIN the same SEASON TABLE MUST NOT OVERLAP! You will get an immediate error message. Adjust the date range!

2.4.4 Time Schedules

Function in: **General Data / Schedule / Time**

Use function **Time** to limit the **validity of a ticket over the time**, e.g. Full Day, Morning, etc.

Create several times schedules which are relevant for your system. Later on, these are combined with other time tables during the creation of tariffs.

Example: Time Schedule Table



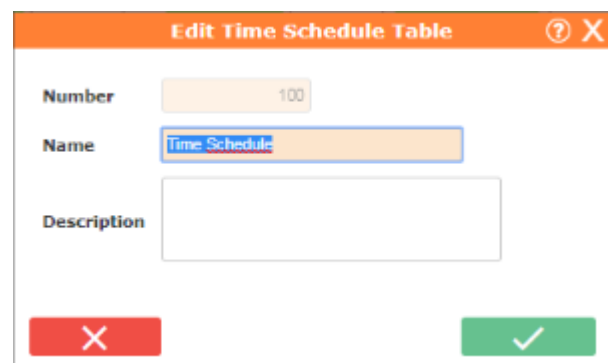
Time Tables

Create New Time Table

1. → List Time Tables
2. **Position cursor** in list Time Table
3. Context menu, **New** -> Dialog Create Table for Time Schedule
!Attend mandatory fields!
4. Enter **Name**

Save!

Example:



The screenshot shows the 'Edit Time Schedule Table' dialog box. It has an orange header bar with the title 'Edit Time Schedule Table' and a close button (X). The dialog contains three input fields: 'Number' with the value '100', 'Name' with the value 'Time Schedule', and 'Description' which is empty. At the bottom, there are two buttons: a red button with a white 'X' and a green button with a white checkmark.

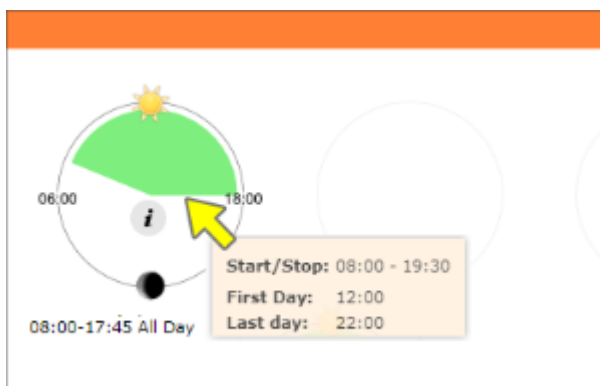
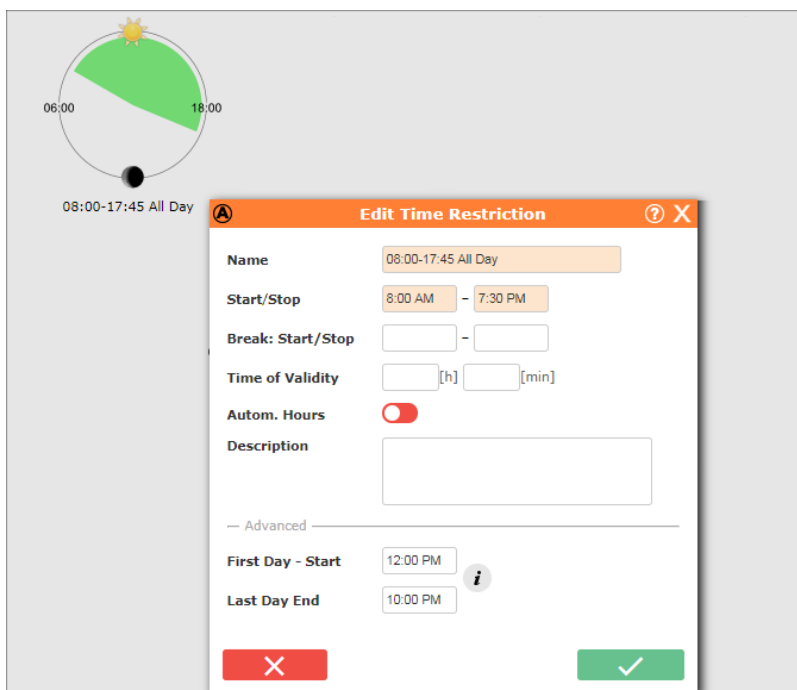
Schedule of Time

Create New Time Schedule

1. Select Time Table
2. Position cursor in area of Time Schedule
3. Context menu, New -> Dialog Create Time Schedule;
!Attend mandatory fields!
4. Enter Name
5. Set Time Start / Stop, Enter time when the ticket will be valid at the gate (or use slide control)

Save!

Example:



Break within the Time Schedule

During the break, the ticket will be invalid at the gate. This could, for example, be a fixed lunch for ski lessons.

Example:



2.5 Allotment

Use function **Allotment** to limit the number of tickets which are sold of one (or several) ticket types. By defining a **Suballotment**, you can set a maximum number for your guests at a given time. This assures a guest a seat, e.g. to ride a gondola at a certain time, to find a place in the car of the railway or in the limited group of a guided tour. The reservation for certain time takes place during ticket sales.

Function: **General Data / Allotment**

2.5.1 Create an Allotment - Maximum Number of Guests

Using an Allotment without setting up a suballotment at the same time is particularly suitable for events of limited duration, e.g. a framework program or a party.

Find function: **General Data / Allotment**

Create an Allotment

1. -> *Allotment*
2. Context menu, **New**, → *Create an Allotment*
3. Enter parameters,
!Attend mandatory fields!

Save!

Example: A maximum of 500 guests per day are allowed to attend the apres-ski party

The 'Create Allotment' form contains the following fields and controls:

- Number:** Input field with value 14.
- Name:** Input field with value 'Apres Ski-Party' (Callout 1).
- Short Form:** Input field with value 'ASP'.
- Quantity:** Input field with value 500 (Callout 2).
- From:** Date picker with value 10/19/2019 (Callout 3).
- To:** Date picker with value 3/15/2020 (Callout 3).
- Suballotment:** Toggle switch (inactive) (Callout 4).
- Daily:** Toggle switch (active) (Callout 5).
- From Issuing:** Toggle switch (inactive).
- Active:** Toggle switch (active).
- Description:** Text area.

At the bottom are two buttons: a red 'X' (cancel) and a green checkmark (confirm).

- 1 Name of Allotment
- 2 Maximum number of guests
- 3 Period in which the allotment applies
- 4 **Checkbox Daily (active) -> Max. Number can be reached daily;**
Checkbox Daily (inactive) -> Max. Number may be reached during the entire period of allotment validity

Allotment								
Number	Name	Short Form	Quantity	Daily	From	To	Active	
2	1 Day Adult Special	1 Day AcSP	50	Yes	1/1/2019	12/31/2019	No	
1	3days Spezial	3D S	10	Yes	6/1/2017	12/31/2017	No	
14	Apres Ski-Party	ASP	500	Yes	10/19/2019	3/15/2020	Yes	
5	Bergfahrt	BF	0	Yes	5/9/2018	5/31/2018	Yes	
15	Elevator Uphill	ElevUP	0	Yes	6/1/2019	9/30/2019	Yes	
8	MUSEUM	C	0	Yes	3/1/2019	2/21/2030	Yes	
7	Parking Test	Parking	50	No	1/31/2019	4/30/2019	Yes	
4	Tageskarten	TK	25	Yes	10/9/2017	10/31/2017	Yes	
11	TICKET DOWN	B	0	Yes	2/21/2019	2/21/2030	Yes	
10	TICKET UP	Z	0	Yes	2/21/2019	2/21/2030	Yes	
16	1st Party - COMMA	1stP	50	Yes	6/1/2019	6/1/2030	No	

The context menu provides you with additional functions for this allotment.

An allotment cannot be deleted if other settings have been made, e.g. assign a map, manage days. Delete these settings first.

2.5.2 Manage Days

Set the maximum number of available tickets for individual days.

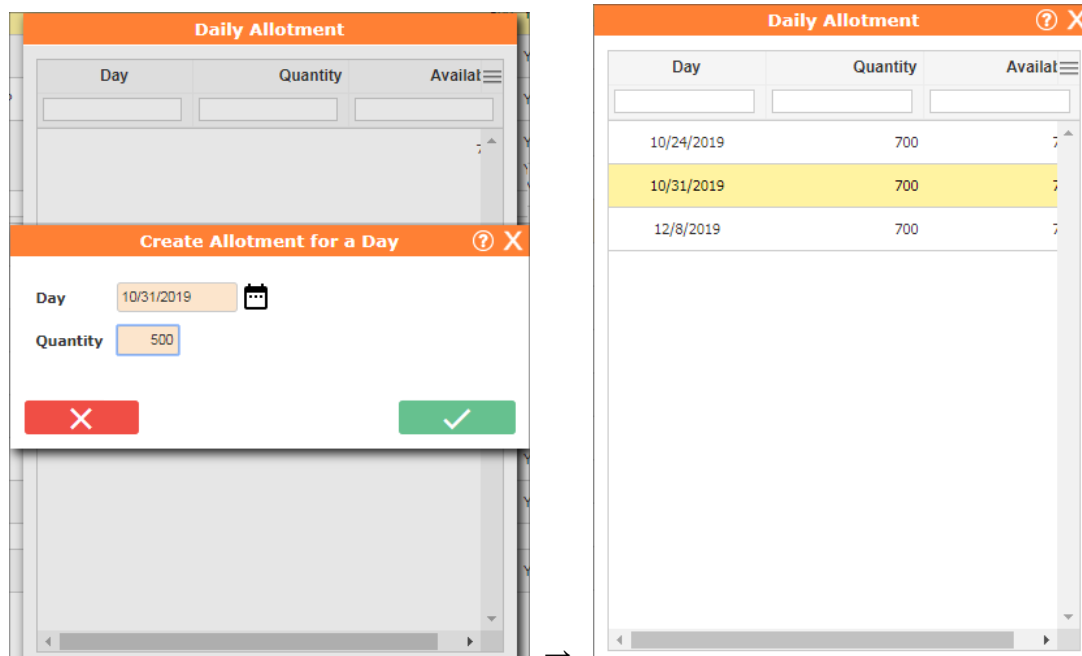
Function is only available for contingents that have daily maximum guest numbers. This feature does not exist for total allotments over a longer period.

Manage Days

1. Menu **General Date / Allotment**, -> *Allotment*
2. Select allotment
3. Context menu, **Manage Days**; -> *Daily Allotment*
4. Context menu, **New**, -> *Edit Allotment for a day*
5. Set date
6. Enter number

Save !

Example: 3 extra days with higher number of available tickets



2.5.3 Create Allotment - plus Sub-Allotment

Use function **Allotment** plus setting up a **Sub-Allotment** at the same time, when providing the possibility of reservations to your guests as well as timewise reservations.


Menu: **General Data / Allotment**

Create an Allotment

1. -> *Allotment*
2. Context menu, **New**; → Create Allotment
3. Enter parameters,
!Mandatory fields!

Save!

Example: A maximum of 50 guests may board each uphill train; Turn on ticket reservation for a specific selected time.



The screenshot shows the 'Create Allotment' dialog box with the following fields and controls:

- Number:** 14
- Name:** Apres Ski-Party (Callout 1)
- Short Form:** ASP
- Quantity:** 500
- From:** 10/19/2019 (Callout 2)
- To:** 3/15/2020 (Callout 3)
- Suballotment:** ☒ (Callout 4)
- Daily:** ☒ (Callout 5)
- From Issuing:** ☒
- Active:** ☒
- Description:** (Empty text area)

At the bottom, there are two buttons: a red 'X' button and a green checkmark button.

- 1 Name of the *Allotment*
- 2 *Time span* of validity of the allotment
- 3 **Checkbox Suballotment (active) -> Switch on the reservation system**
- 4 When buying a ticket the "*reservation*" is possible, but not obligatory;
Optional "*Off*" → Reservation is mandatory
- 5 (not in use)

Allotment							
Number	Name	Short Form	Quantity	Daily	From	To	Active
2	1 Day Adult Special	1 Day AcSP	50	Yes	1/1/2019	12/31/2019	No
5	Bergfahrt	BF	0	Yes	5/9/2018	5/31/2018	Yes
15	Elevator Uphill	ElevUP	0	Yes	6/1/2019	9/30/2019	Yes
8	MUSEUM	C	0	Yes	3/1/2019	2/21/2030	Yes
7	Parking Test	Parking	50	No	1/31/2019	4/30/2019	Yes
4	Tageskarten	TK	25	Yes	10/9/2017	10/31/2017	Yes
11	TICKET DOWN	B	0	Yes	2/21/2019	2/21/2030	Yes
10	TICKET UP	Z	0	Yes	2/21/2019	2/21/2030	Yes
16		VIP	50	Yes	6/17/2019	6/1/2023	No
6		ZIP	0	Yes	1/1/2018	1/1/2022	Yes
9		ZIP2	0	Yes	5/24/2019	1/1/2022	Yes

There are more functions offered in the context menu.

An allotment can not be deleted if other settings had been made, e.g. assign Ticket, Manage days.
Delete these settings first.

2.5.4 Create Sub-Allotment

You can create several Sub-Allotments for an allotment. Set a total number of guests, e.g. for admission to the train, the guided tour, etc. Define the proportion of reserved tickets for groupwise bookings and what percentage is offered in retail sale. Also define the points in time for the access.

Create Sub-Allotment

1. General Data / Allotment
2. Select allotment
3. Context menu, **Suballotment**
4. Cursor in List **Subkontingent**
5. Context menu, **New**, -> **Create Suballotment**

Save!

1. Select suballotment
2. Cursor in list Days
3. Context menu, **New**; -> **Create Allotment for a Day**
4. Enter parameter

Save!

Example: Setting up a suballotment "Daily ride on an elevator at 9:00 am"

The screenshot shows the 'Suballotment' window with a table of suballotments. A 'Neu' button is highlighted with a red arrow pointing to the 'Create Suballotment' dialog box. The dialog box contains the following fields:

- Name: Ride UPHILL
- Short Form: UP
- Match code: (empty)
- Description: (empty)

At the bottom of the dialog are a red 'X' button and a green checkmark button.

The screenshot shows the 'Create Allotment for a Day' dialog box with the following fields and callouts:

- Type: Täglich
- from/until: 6/1/2019 - 9/30/2019
- Days of the week: Mo, Tu, We, Th, Fr, Sa, Su (all active)
- Quantity: 35
- Starttime: 9:00 AM
- Duration in Minutes: 20
- Quantity for groups: 15
- Total Number: 50
- Active: (checked)
- Sellable: (checked)
- Reservable: (checked)
- Information: (empty)
- Description: (empty)
- Color: green

At the bottom are a red 'X' button and a green checkmark button.

- 1 Type of suballotment: this day, daily, monthly, weekly
- 2 Period in which the suballotment should be valid
- 3 Days of the week on which the suballotment should be active, here for example: all days of the week except Monday, which can be a rest day or another allotment is valid on Monday
- 4 Number of seats for individual reservations for sale at the POS or in the webshop
- 5 Start time (departure time) of the elevator; (Travel) Duration
- 6 Number of reserved cards for groupwise bookings
- 7 Total number of possible guests for this trip
- 8 Possibility to sell (single reservations via webshop / cash register)
- 9 Enable reservation option (groupwise reservation in Reservation Manager)

Suballotment

Name	Short Form	Match code
Ride UPHILL	UP	

Suballotment

Name	Start	Quantity	Quantity for gro.	Total Number	Active	Sellable	Reservable	Language
Ride UPHILL	6/1/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
Ride UPHILL	6/2/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
Ride UPHILL	6/4/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
Ride UPHILL	6/5/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
Ride UPHILL	6/6/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
Ride UPHILL	6/7/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
Ride UPHILL	6/8/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
Ride UPHILL	6/9/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
Ride UPHILL	6/13/2019 9:00 AM	35	15	50	Yes	Yes	Yes	

Rename the Suballotment for better overview:

Suballotment

Name	Short Form	Match code
9 AM UPHILL	9AM UP	

Suballotment

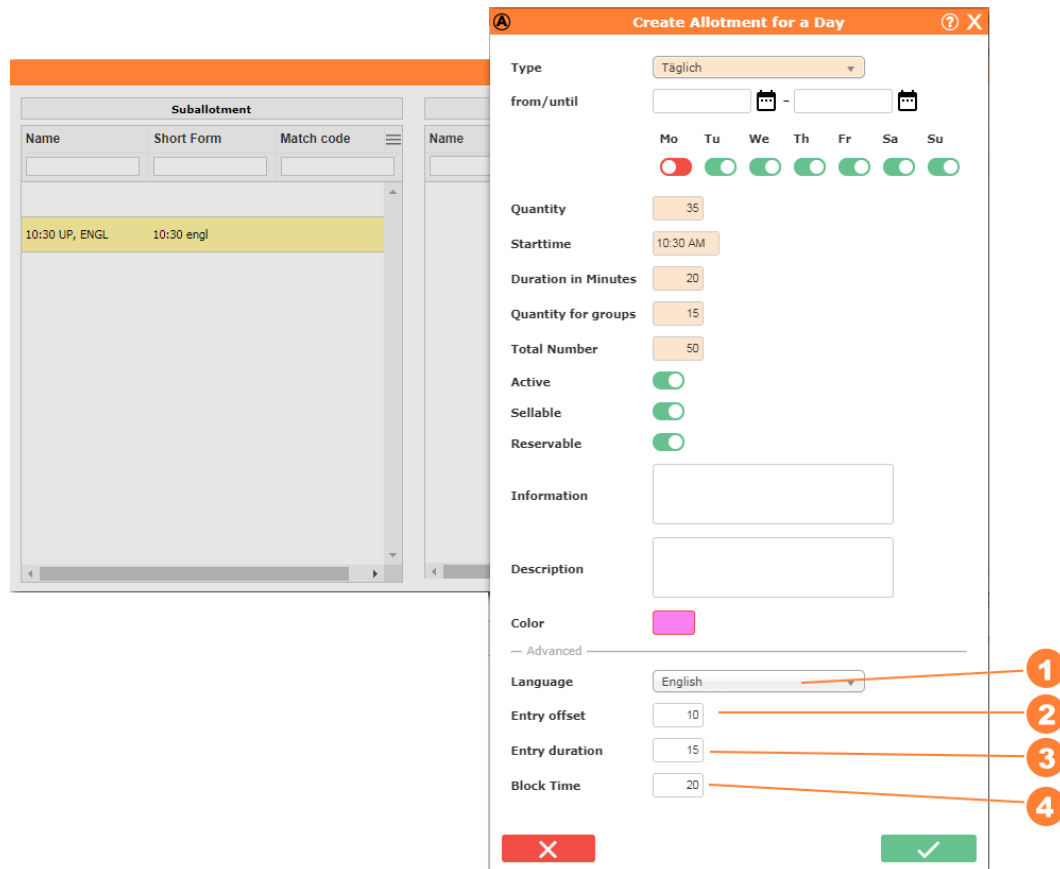
Name	Start	Quantity	Quantity for gro.	Total Number	Active	Sellable	Reservable	Language
9 AM UPHILL	6/1/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
9 AM UPHILL	6/2/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
9 AM UPHILL	6/4/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
9 AM UPHILL	6/5/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
9 AM UPHILL	6/6/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
9 AM UPHILL	6/7/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
9 AM UPHILL	6/8/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
9 AM UPHILL	6/9/2019 9:00 AM	35	15	50	Yes	Yes	Yes	
9 AM UPHILL	6/13/2019 9:00 AM	35	15	50	Yes	Yes	Yes	

2.5.5 Examples for Setting up Suballotments

Example: Rides with an elevator to an attraction including a guided tour

Advanced mode

- The tour at 10.30 AM is offered in English
- Participants should be able to enter 10 minutes ahead of the planned departure



- 1 Language of the guided tour
- 2 Entry 10 minutes ahead of the planned departure
- 3 Latest entry 5 minutes after scheduled departure
- 4 Entry will be blocked for 20 minutes after departure of the elevator

Example: Setting up a Special Ride

- exact date and time
- Increase share of tickets for group booking

Suballotment

Name	Short Form	Match code
10:30 UP, ENGL	10:30 engl	
20:00 Midsummer Night 20:00 Midsum		

Create Allotment for a Day

Type

An dem Tag

Day

7/22/2019

Quantity

20

Starttime

8:00 PM

Duration in Minutes

20

Quantity for groups

30

Total Number

50

Active

☒

Sellable

☒

Reservable

☒

Information

Description

Color

Suballotment									
Suballotment			Days						
Name	Short Form	Match code	Name	Start	Quantity	Quantity for groups	Total Number	Active	Sellable
10:30 UP, ENGL	10:30 engl		20:00 Midsummer Night	7/22/2019 8:00 PM	20	30	50	Yes	Yes
20:00 Midsummer Night 20:00 Midsum									

2.5.6 Assign Allotment to a Ticket Type

Use function **Assign Customer Card** to enter all tariffs which include a specific ticket type and assign them into the allotment. This means that all tariffs which enclose the assigned ticket types are included to the allotment until the total number is reached.

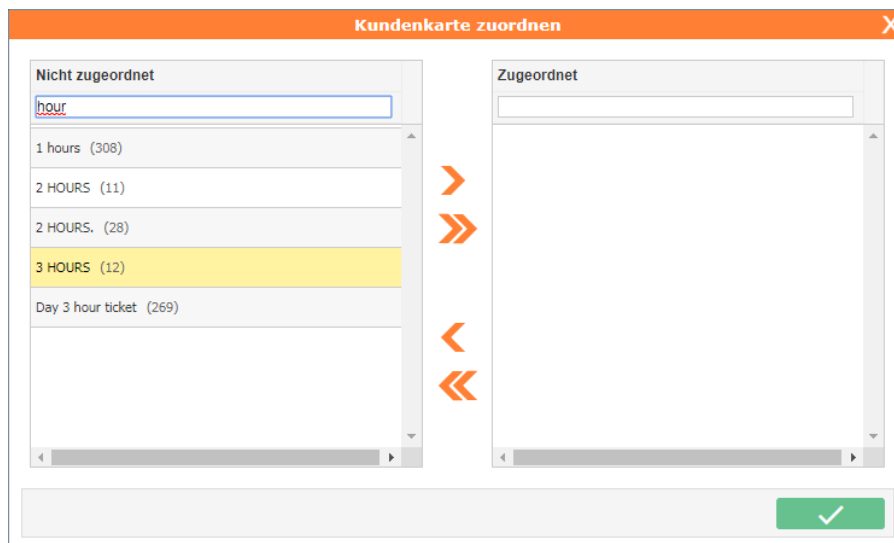
If you create a new ticket type later on, you can select and assign an allotment directly in list Ticket Types; please refer

Assign Ticket Types

1. Menu **General Data / Allotment**; -> *Allotment*
2. Select allotment
3. Context menu, **Assign Customer Card**; → *Assign customer card*
4. Select card type and drag to list Assigned

Save!

Example:



2.5.7 Assign Allotment to a Tariff

Use function **Assign Tariff** to assign one or more tariffs to an allotment.

When you create a tariff later on, you can select and assign an allotment directly from list *Tariffs* in the *price sheet*.

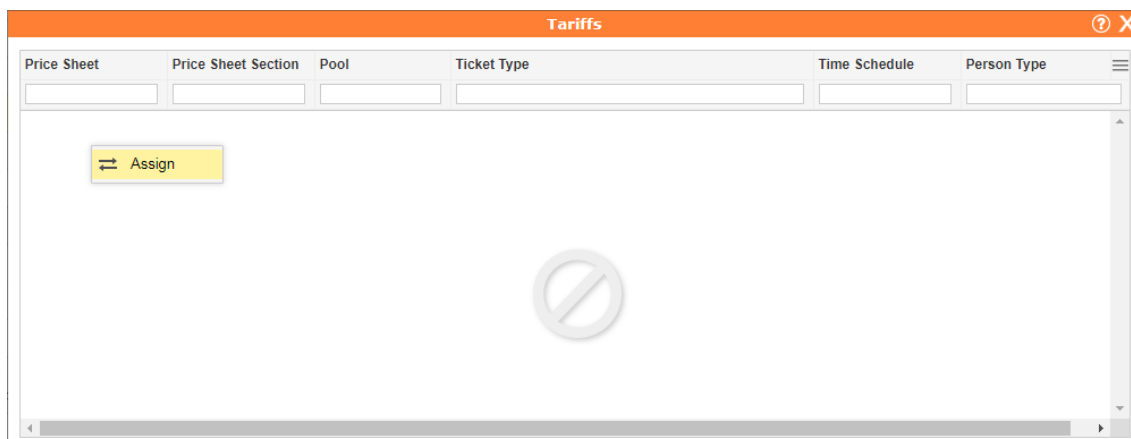
Assign tariff

1. Menu **General Data / Allotment**; -> *Allotment*
2. Select allotment
3. Context menu, **Assign Tariff**; -> *Tariffs*
4. Context menu, **Assign**; -> *Tariff assistant*
5. *Select price sheet*
6. *Select validity period*
7. Mark desired tariffs; use the filters for search

Save!

The tariffs are assigned to the allotment.

Example:



Tariff Assistant

Tariff Sheet

Please select a tariff sheet Demo System Ski

Next

Price Sheet	Price Sheet Section	Pool	Ticket Type	Time Schedule	Person Type

⊘

✓

Tariffs

Price Sheet	Price Sheet Section	Pool	Ticket Type	Time Schedule	Person Type
Demo System Ski	Saison bis 2020	Axess Showroom	3 HOURS	08:00-16:00 (3h)	ADULT.

Assign more tariffs

Tariffs

Price Sheet	Price Sheet Section	Pool	Ticket Type	Time Schedule	Person Type
Demo System Ski	Saison bis 2020	Axess Showroom	3 HOURS	08:00-16:00 (3h)	ADULT.
Demo System Ski	Saison bis 2020	Axess Showroom	3 HOURS	08:00-16:00 (3h)	CHILD REDUCED
Demo System Ski	Saison bis 2020	Axess Showroom	3 HOURS	08:00-16:00 (3h)	JUNIOR REDUCED
Demo System Ski	Saison bis 2020	Axess Showroom	3 HOURS	08:00-16:00 (3h)	JUNIOR.
Demo System Ski	Saison bis 2020	Axess Showroom	3 HOURS	08:00-16:00 (3h)	SENIOR.
Demo System Ski	Saison bis 2020	Axess Showroom	3 HOURS	08:00-16:00 (3h)	SKI INSTRUCTOR

2.5.8 Assign an Allotment while creating a New Tariff

Within the **Tarif sheet**, you can assign existing or newly created tariffs to an allotment right away.

Function in menu: **Tarif Management / Tariff Sheets / Tickets**

Assign tariff to an Allotment

1. → *List Tariffs*
2. Select tariff
3. Context menu, **Assign Allotment**
4. Select allotment

Save!

Example:

Nicht zugeordnet			Zugeordnet		
1 Day Adult Special (2)	1/1/2019	12/31/2019	Elevator Uphill (15)	6/1/2019	9/30/2019
3days Spezial (1)	6/1/2017	12/31/2017			
Apres Ski-Party (14)	10/19/2019	3/15/2020			
Bergfahrt (5)	5/9/2018	5/31/2018			
MUSEUM (8)	3/1/2019	2/21/2030			
VIP PARTY SCHMA (16)	6/17/2019	6/1/2023			
Zipline Kat.1 (6)	1/1/2018	1/1/2022			
Zipline Kat.2 (9)	5/24/2019	1/1/2022			

2.5.9 Assign Allotment to a Product

The term **Product** here describes a filter for the collection of tariffs. All enclosed tariffs are identical in the properties **ticket type + person type + pool**. From then on all tariffs that have these characteristics in common will be included in the allotment, even if they are created later.

Assign product

1. Menu **General Data / Allotment**; -> *Allotment*
2. Select allotment
3. Context menu, **Assign Tariff**; -> *Tariffs*
4. Select tariff
5. Context menu, **Change to Product**; -> *Products*

Save!

Example: Convert tariff into product

Tariffs					
Price Sheet	Price Sheet Section	Pool	Ticket Type	Time Schedule	Person Type
Demo System Ski	Saison bis 2020	Axess Showroom	3 HOURS	08:00-16:00 (3h)	ADULT.
Demo System Ski	Saison bis 2020	Axess Showroom	3 HOURS	08:00-16:00 (3h)	CHILD REDUCED
Demo System Ski	Saison bis 2020	<div> Delete select all Change to Product Assign </div>		08:00-16:00 (3h)	JUNIOR REDUCED
Demo System Ski	Saison bis 2020			08:00-16:00 (3h)	JUNIOR.
Demo System Ski	Saison bis 2020			08:00-16:00 (3h)	SENIOR.
Demo System Ski	Saison bis 2020			08:00-16:00 (3h)	SKI INSTRUCTOR

Products		
Pool	Ticket Type	Person Type
Axess Showroom	3 HOURS	CHILD REDUCED

2.5.10 Assign POE

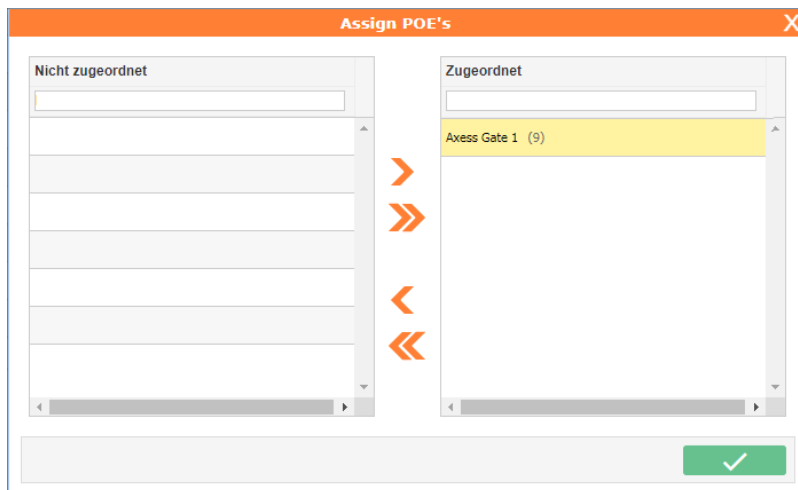
You can **Assign POE's** to the tickets of an allotment. The tickets are then valid for the assigned POE's.

Assign POE's

1. Menu **General Data / Allotment**; → *Allotment*
2. Select allotment
3. Context menu, **Assign POE's**; → *Assign POE's*
4. Select POE and drag into list Assigned

Save!

Example:



This feature is only available if you have selected an Allotment PLUS Sub-Allotment.

As soon as a POE is assigned, the reservations will be checked at the POE. This means, the *Reservation Cube* is required additionally to the POE in order to validate tickets and the allotment.

3 Ticket Tariffs and Price Sheets

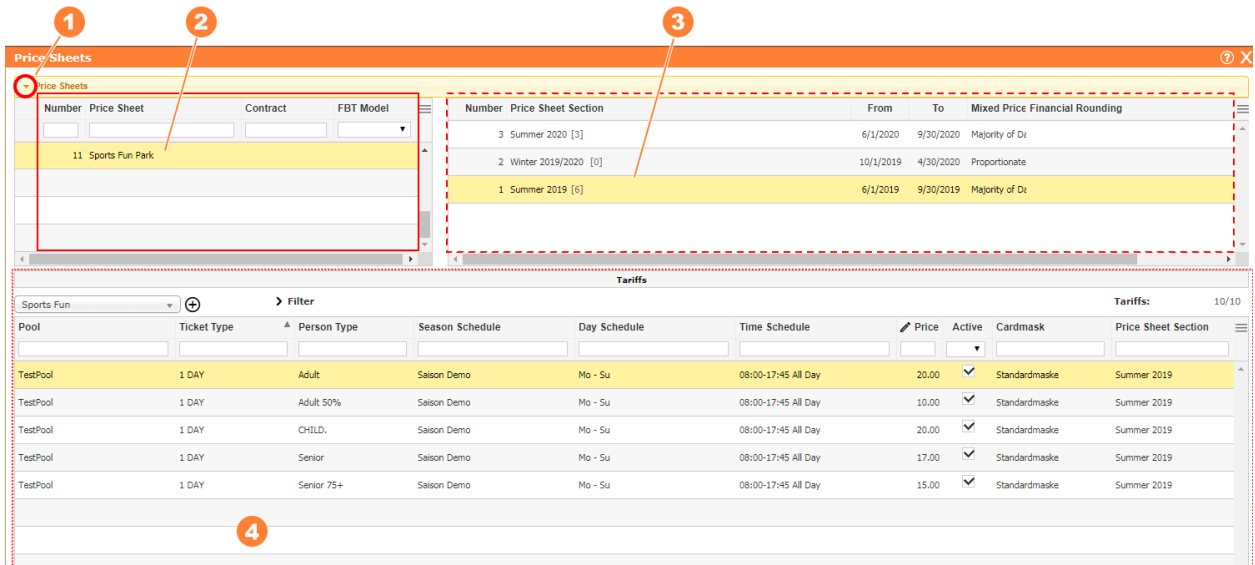
When creating Tariffs for tickets (cards), the general data Ticket Type, Person Type and Pool are processed, as well as the time schedules.

You should perform these steps:

1. Create a *Price Sheet* (sometimes called 'tariff sheet')
2. Create *Price Sheet Sections*
3. Create *Tariff*
4. Define *Keyboard Layout*

The tariff is necessary for ticket sales at the POS.

Find function in menu: ***Tariff_Management / Tariff Sheets***



The screenshot shows the 'Price Sheets' window. Callout 1 points to a dropdown arrow. Callout 2 points to the 'Number Price Sheet' field. Callout 3 points to the 'Price Sheet Sections' table. Callout 4 points to the 'Tariffs' table.

Number	Price Sheet	Contract	FBT Model
11	Sports Fun Park		

Number	Price Sheet Section	From	To	Mixed Price Financial Rounding
3	Summer 2020 [3]	6/1/2020	9/30/2020	Majority of Di
2	Winter 2019/2020 [0]	10/1/2019	4/30/2020	Proportionate
1	Summer 2019 [6]	6/1/2019	9/30/2019	Majority of Di

Pool	Ticket Type	Person Type	Season Schedule	Day Schedule	Time Schedule	Price	Active	Cardmask	Price Sheet Section
TestPool	1 DAY	Adult	Saison Demo	Mo - Su	08:00-17:45 All Day	20.00	<input checked="" type="checkbox"/>	Standardmaske	Summer 2019
TestPool	1 DAY	Adult 50%	Saison Demo	Mo - Su	08:00-17:45 All Day	10.00	<input checked="" type="checkbox"/>	Standardmaske	Summer 2019
TestPool	1 DAY	CHLD.	Saison Demo	Mo - Su	08:00-17:45 All Day	20.00	<input checked="" type="checkbox"/>	Standardmaske	Summer 2019
TestPool	1 DAY	Senior	Saison Demo	Mo - Su	08:00-17:45 All Day	17.00	<input checked="" type="checkbox"/>	Standardmaske	Summer 2019
TestPool	1 DAY	Senior 75+	Saison Demo	Mo - Su	08:00-17:45 All Day	15.00	<input checked="" type="checkbox"/>	Standardmaske	Summer 2019

- 1 Function to Hide or Unhide the lists Price Sheets and Price Sheet Sections
- 2 List of Price Sheets
- 3 List of Price Sheet Sections which are enclosed in the selected price sheet
- 4 Tariffs which are enclosed in the selected price sheet section

3.1 Create or Copy a Price Sheet

Create a **NEW Price Sheet**, or copy an existing price sheet, e.g. to take over the price sheet of one company for another company. The **Price Sheet Sections** and **Tariffs** are also copied and can then be edited. Single tariffs can not be copied!

Function in: **Tariff_Management / Tariff Sheets / Tickets**

Create a NEW Price Sheet

1. Menu **Tariff_Management / Price Sheets**; -> *List Price Sheets*
2. Position cursor in list of the price sheets
3. Context menu **NEW** -> Dialog *Create Tariff Table*;
!Attend mandatory fields!
4. Enter Name
5. Select *Season Schedule*
6. Select *Day Schedule*
7. Select *Time Schedule*

Save!

Example:

Create Tariff Table

Number: 11

Name: Sports Fun Park

Season Schedule: Season Schedule

Day Schedule: Day Schedule

Time Schedule: Time Schedule

Description:

[Red X button] [Green Check button]

Price Sheets

Number	Price Sheet	Contract	FBT Model
11	Sports Fun Park		

Number	Price Sheet Section	From	To	Mixed Price	Financial Rounding
(No data visible)					

Tariffs

Pool	Ticket Type	Person Type	Season Schedule	Day Schedule	Time Schedule	Price	Active	Cardmask	Price Sheet Section

Use symbol **PLUS**, to create more seasons if the drop-down list does not contain the desired schedule.

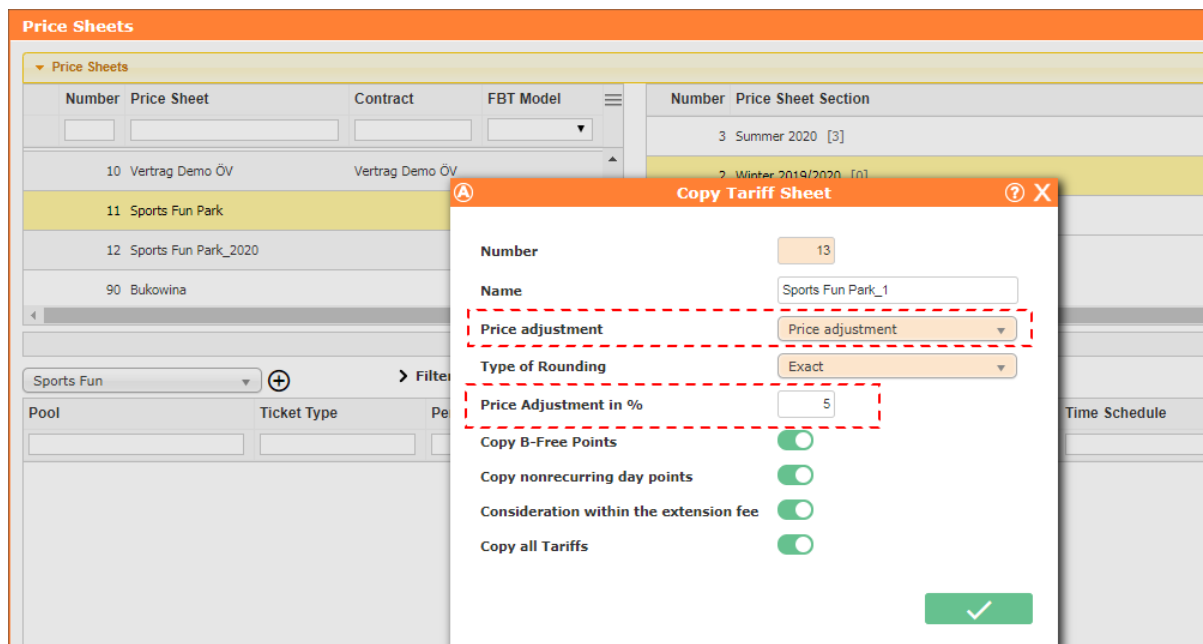
Copy Price Sheet

1. Select price sheet which you want to copy
2. Context menu **Copy Tariff Sheet** -> *Copy Tariff Sheet*;
!Attend mandatory fields!
3. Enter **Name**
4. Make **settings for copy process**; for example *price changes* in % which affects all prices of all tariffs;

Save!

The new price sheet will be saved and listed in list *price sheets*.

Example:



The screenshot shows the 'Price Sheets' interface with a 'Copy Tariff Sheet' dialog box open. The dialog box contains the following fields and options:

- Number:** 13
- Name:** Sports Fun Park_1
- Price adjustment:** Price adjustment (dropdown menu)
- Type of Rounding:** Exact (dropdown menu)
- Price Adjustment in %:** 5
- Copy B-Free Points:** ☒
- Copy nonrecurring day points:** ☒
- Consideration within the extension fee:** ☒
- Copy all Tariffs:** ☒

A red dashed box highlights the 'Price adjustment', 'Type of Rounding', and 'Price Adjustment in %' fields.

All price sheet sections and included tariffs of the new price sheet can be edited or deleted!

Setting **Copy all Tariffs** to **ON (green)** → All tariffs will be copied immediately. You can delete tariffs as long as they have not yet been used for ticket sales.

Setting **Copy all Tariffs** to **OFF (red)** → You can select all tariffs individually which will be copied.

3.2 Create Price Sheet Section

A **Price Sheet** can contain several **Price Sheet Sections**, each of them defines a time frame for ticket sale, *from / until*. Price sheet sections can last several weeks, months or up to several years. Tariffs are created within the price sheet section and are set up with a corresponding price.

Find function: **Tariff_Management / Tariff Sheets / Tickets**

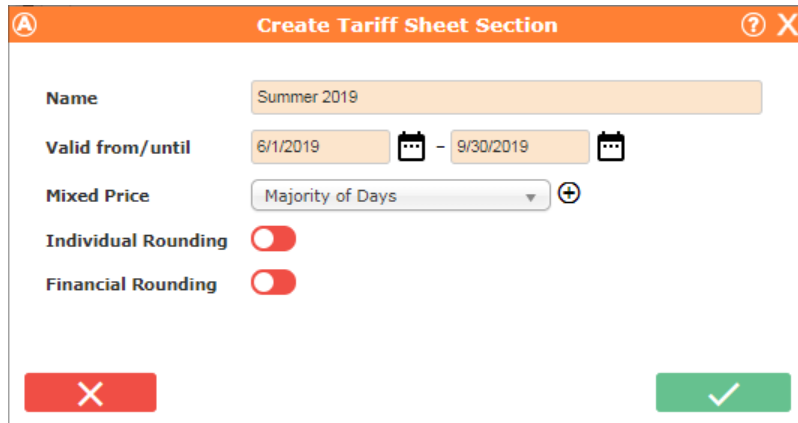
Number	Price Sheet Section	From	To	Mixed Price Financial Rounding
2	Winter 2019/2020 [10]	10/1/2019	4/30/2020	Proportionate
1	Summer 2019 [10]	6/1/2019	9/30/2019	Majority of Ds

Create New Price Sheet Section

1. → list *Price Sheets*
2. Select price sheet
3. Position cursor in list Price sheet section
4. Context menu, **New**; → *Create Tariff Sheet Section*
!Attend mandatory fields!
5. Enter time span **Valid from/until**
6. Enter parameter

Save!

Example:



Create Tariff Sheet Section

Name: Summer 2019

Valid from/until: 6/1/2019 - 9/30/2019

Mixed Price: Majority of Days

Individual Rounding: ☒

Financial Rounding: ☒

Buttons: [X] [✓]

Don't mix it!

The **General Data "Schedules"** which you need to create the tariff, such as *Season parameter*, *Day and Time*, are good for the ticket readers at the POE; they define the "Validity" of the ticket.

It is not possible to delete a *price sheet section* if it already encloses a tariff. You need to delete the tariff first in order to enable function *Delete*.

3.3 Create Tariff

Find a list of tariffs in dialog **Price Sheets**. These apply to the selected **Price Sheet** and the marked **Price Sheet Section**. You can here *create new tariffs, edit or delete tariffs*.

Function in: **Tariff_Management / Tariff Sheets / Tickets**

Number	Price Sheet	Contract	FBT Model	Number	Price Sheet Section	From	To	Mixed Price Financial Rounding
3	Summer 2020 [3]			3	Summer 2020 [3]	6/1/2020	9/30/2020	Majority of Dt
2	Winter 2019/2020 [0]			2	Winter 2019/2020 [0]	10/1/2019	4/30/2020	Proportionate
1	Summer 2019 [6]			1	Summer 2019 [6]	6/1/2019	9/30/2019	Majority of Dt

Pool	Ticket Type	Person Type	Season Schedule	Day Schedule	Time Schedule	Price	Active	Cardmask	Price Sheet Section
TestPool	1 DAY	Adult	Saison Demo	Mo - Su	08:00-17:45 All Day	20.00	<input checked="" type="checkbox"/>	Standardmaske	Summer 2019
TestPool	1 DAY	Adult 50%	Saison Demo	Mo - Su	08:00-17:45 All Day	10.00	<input checked="" type="checkbox"/>	Standardmaske	Summer 2019
TestPool	1 DAY	CHILD.	Saison Demo	Mo - Su	08:00-17:45 All Day	20.00	<input checked="" type="checkbox"/>	Standardmaske	Summer 2019
TestPool	1 DAY	Senior	Saison Demo	Mo - Su	08:00-17:45 All Day	17.00	<input checked="" type="checkbox"/>	Standardmaske	Summer 2019
TestPool	1 DAY	Senior 75+	Saison Demo	Mo - Su	08:00-17:45 All Day	15.00	<input checked="" type="checkbox"/>	Standardmaske	Summer 2019

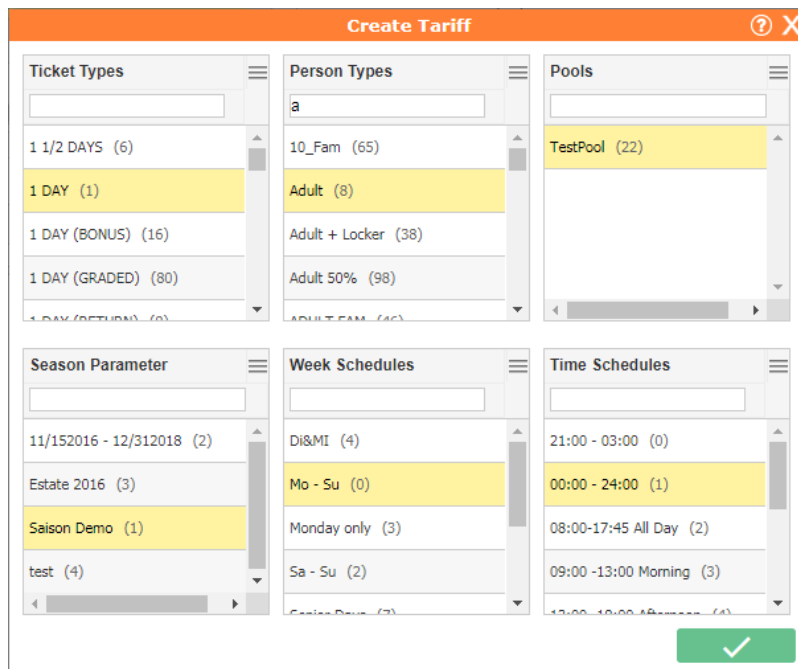
Create Tariff

- List Price Sheets
- Select Price Sheet**
- Select Price Sheet Sections**
- Cursor in list Tariffs
- Context menu, **New**; -> List Create Tariff
- Select components for tariff**: Ticket Type; Person Type; Pool and time tables: Season; Day; Time

Save!

One element from each list **MUST** be selected to create a tariff.

Example: Day Ticket Adult for TEST Pool



Ticket Types	Person Types	Pools	Season Parameter	Week Schedules	Time Schedules
1 1/2 DAYS (6)	10_Fam (65)	TestPool (22)	11/152016 - 12/312018 (2)	Di&MI (4)	21:00 - 03:00 (0)
1 DAY (1)	Adult (8)		Estate 2016 (3)	Mo - Su (0)	00:00 - 24:00 (1)
1 DAY (BONUS) (16)	Adult + Locker (38)		Saison Demo (1)	Monday only (3)	08:00-17:45 All Day (2)
1 DAY (GRADED) (80)	Adult 50% (98)		test (4)	Sa - Su (2)	09:00 -13:00 Morning (3)
1 DAY (RETURN) (0)	ADULT FAM (40)			Senior Days (3)	13:00 - 18:00 Afternoon (4)

Configure the Tariff

Automatically, the next dialog opens: (*price sheet section*) -> Key in tariff

The top row lines show the entries of the components selected previously. Enter additional parameters to specify the tariff. Enter a price.

1. Enter parameters
2. Enter the price!

Save!

Example:

If you create a tariff successfully, then it will also work at the POS and the gate!

During the creation process of a tariff, CLICS runs several check-routines at the AX500 DataCenter. If any necessary parameter is missing or the combination is invalid, you will get an error message.

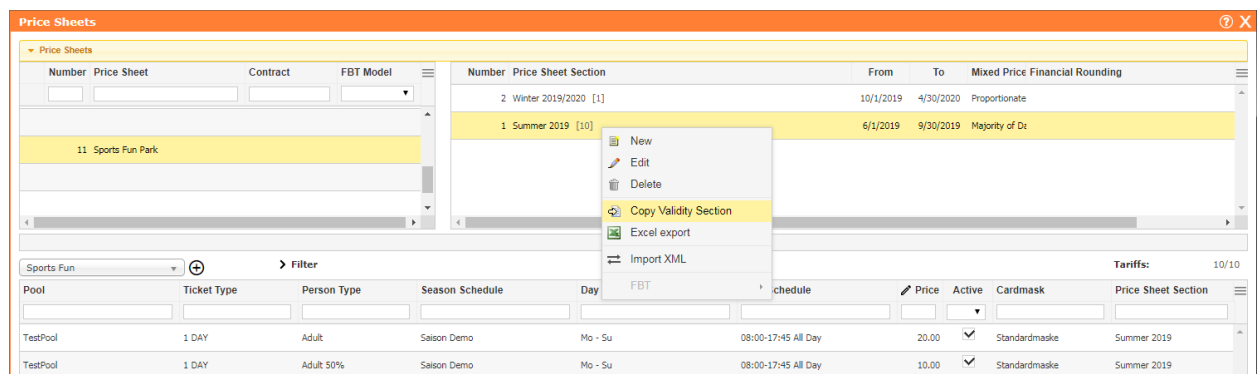
The exact same tariff may occur only once in the validity period! So you can not copy a tariff! You can, however, Copy to person types or Copy to ticket types. All settings are retained, only the person type, respectively ticket type changes.

3.4 Copy Price Sheet Section

Save several work steps with function **Copy Validity Section**, e.g. copying from one season to the next season. Either all, or selected, tariffs will be copied. Then change the name of the new validity section and edit the included tariffs as desired.

Function in: **Tariff_Management / Tariff Sheets / Tickets**

Example:



Copy Validity Section

1. → List *Price Sheets*
2. *Select Price Sheet*
3. *Select Price Sheet Section*
4. Context menu, **Copy Validity Section**; → *Copy Tariff Sheet Section*;
!Attend mandatory fields!
5. Mark checkbox **Copy all Tariffs**;
-> Tariffs are copied without further confirmation

Save!

We recommend:

All *Validity Sections* and including tariffs of the new tariff sheet can be edited or deleted.

Setting **Copy all Tariffs** to **ON (green)** → All tariffs will be copied immediately. You can delete tariffs as long as they have not yet been used for ticket sales.

Setting **Copy all Tariffs** to **OFF (red)** → You can select all tariffs individually that are to be copied along.

Example:

Copy Tariff Sheet Section

Name

Summer 2019_1

Price Sheet

Sports Fun Park

Price Sheet Section

Copy B-Free Points

☒

Copy nonrecurring day points

☒

Valid from/until

6/1/2019 - 9/30/2019

Expiration Date

Do not change

Price adjustment

Price adjustment

Price Adjustment in %

0.00

Type of Rounding

Exact

Consideration within the extension fee

☒

Copy all Tariffs

☒

✓

Copy Tariff Sheet Section

Name

Summer 2019_1

Price Sheet

Sports Fun Park

Price Sheet Section

Copy B-Free Points

☒

Copy nonrecurring day points

☒

Valid from/until

6/1/2019 - 9/30/2019

Expiration Date

Do not change

Price adjustment

Price adjustment

Price Adjustment in %

0.3

Type of Rounding

Exact

Consideration within the extension fee

☒

Copy all Tariffs

☒

✓

Select Tariffs which will be copied

1. Deactivate setting *Copy all Tariffs*

Save!

-> Copy list *Validity Period*; Tariffs that are available for copying mark desired tariffs

2. **Mark** all **tariffs** which shall be copied.

Save!

The marked tariffs are copied to the new price sheet section.

Example:

Copy Tariff Sheet Section

Name

Summer 2020

Price Sheet

Sports Fun Park

Price Sheet Section

Copy B-Free Points

☒

Copy nonrecurring day points

☒

Valid from/until

6/1/2019 - 9/30/2019

Expiration Date

Do not change

Price adjustment

Price adjustment

Price Adjustment in %

0.3

Type of Rounding

Exact

Consideration within the extension fee

☒

Copy all Tariffs

☐

✓

Copy Tariff Sheet Section						
Price Sheet Section	Pool	Season Schedule	Day Schedule	Time Schedule	Person Type	Ticket Type
Summer 2019	TestPool	Saison Demo	Mo - Su	00:00 - 24:00	Kleinkind	1 Tageskarte
Summer 2019	TestPool	Saison Demo	Sa - Su	13:00 - 18:00 Afternoon	Erwachsen	Nachmittagskarte
Summer 2019	TestPool	Saison Demo	Mo - Su	08:00-17:45 All Day	Adult	1 DAY
Summer 2019	TestPool	Saison Demo	Mo - Su	08:00-17:45 All Day	Senior 75+	1 DAY
Summer 2019	TestPool	Saison Demo	Mo - Su	08:00-17:45 All Day	Senior	1 DAY
Summer 2019	TestPool	Saison Demo	Mo - Su	08:00-17:45 All Day	CHILD.	1 DAY
Summer 2019	TestPool	Saison Demo	Mo - Su	08:00-17:45 All Day	Adult 50%	1 DAY

Price Sheets

▼ Price Sheets

Number	Price Sheet	Contract	FBT Model
11	Sports Fun Park		

Number	Price Sheet Section	From	To	Mixed Price Financial Rounding
3	Summer 2020 [5]	6/1/2019	9/30/2019	Majority of Dc
2	Winter 2019/2020 [1]	10/1/2019	4/30/2020	Proportionate
1	Summer 2019 [10]	6/1/2019	9/30/2019	Majority of Dc

Tariffs

Sports Fun

⊕

Filter

Pool	Ticket Type	Person Type	Season Schedule	Day Schedule	Time Schedule	Price	Active	Cardmask	Price Sheet Section
TestPool	1 DAY	Adult	Saison Demo	Mo - Su	08:00-17:45 All Day	20.06	✓	Standardmaske	Summer 2020
TestPool	1 DAY	Adult 50%	Saison Demo	Mo - Su	08:00-17:45 All Day	10.03	✓	Standardmaske	Summer 2020
TestPool	1 DAY	CHLD.	Saison Demo	Mo - Su	08:00-17:45 All Day	20.06	✓	Standardmaske	Summer 2020
TestPool	1 DAY	Senior	Saison Demo	Mo - Su	08:00-17:45 All Day	17.05	✓	Standardmaske	Summer 2020
TestPool	1 DAY	Senior 75+	Saison Demo	Mo - Su	08:00-17:45 All Day	15.05	✓	Standardmaske	Summer 2020

Tariffs: 5/5

3.5 Edit Tariff

You can edit the tariffs within a *price sheet section* at any time. The changes will affect all ticket transactions from the moment of synchronization of the POS. Already completed sales transactions are not affected.

Find function in menu: **Tariff_Management / Tariff Sheets** / (*select price sheet and price sheet section*) / (mark tariff, context menu) **Edit**

Edit Tariff

1. → Dialog Price Sheets
2. Select **Prince Sheet** and **Price Sheet Section**
3. Select **Tariff** in list Tariffs
4. Context menu, **Edit**
5. Change parameter

Save!

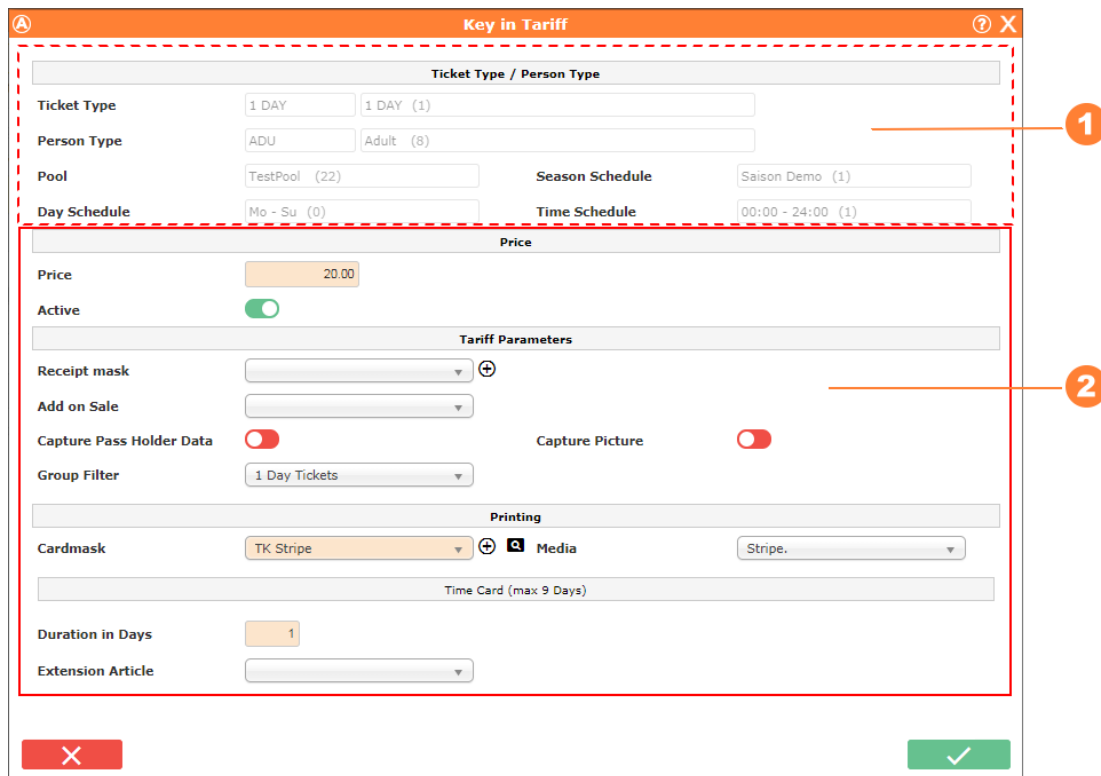
The changes are saved and the tariffs are ready for ticket sales as soon as the synchronization to the POS's is complete.

Any changes in parameters, e.g. in Tariff parameters/Add on Sale, overdrive the settings for THIS SINGLE tariff. It does not affect any other tariff.

Note! Use symbol "+" to make changes in a card mask. The "+" symbol takes you directly into the *Ticket Layout Editor*. Changes in the card mask affect all tariffs which use this cards mask.

The screenshot shows a dialog box for editing a tariff. At the top right is a 'Printing' button. Below it is a 'Cardmask' dropdown menu currently showing 'TK Stripe'. To the right of the dropdown is a '+' icon circled in red. Below the dropdown is a 'Time Card (max 9 Days)' section. At the bottom, there is a 'Duration in Days' input field with the value '1' and a red arrow pointing to it.

Example:



- 1 this area cannot be edited
- 2 Parameter which can be changed

Change price and parameter *Active* directly in list *Tariffs*

1. List *Tariffs*
2. Select tariff
3. Change price: Double click on column *Tariff*;
an input field opens up
4. Enter new price
5. Return-key or click on any other position of the list
The changed price is saved immediately
6. Disable Tariff: Click on Checkbox *Active*;
The setting is saved immediately!

CLICS confirms the correct saving with message, *Changes Saved*.

Example: Change of price

Tariffs									
Pool	Ticket Type	Person Type	Season Schedule	Day Schedule	Time Schedule	Price	Active	Cardmask	Price Sheet Section
TestPool	1 DAY	Adult	Saison Demo	Mo - Su	08:00-17:45 All Day	21.00	✓	Standardmaske	Summer 2020
TestPool	1 DAY	Adult 50%	Saison Demo	Mo - Su	08:00-17:45 All Day	10.03	✓	Standardmaske	Summer 2020
TestPool	1 DAY	CHILD.	Saison Demo	Mo - Su	08:00-17:45 All Day	20.06	✓	Standardmaske	Summer 2020
TestPool	1 DAY	Senior	Saison Demo	Mo - Su	08:00-17:45 All Day	17.05	✓	Standardmaske	Summer 2020
TestPool	1 DAY	Senior 75+	Saison Demo	Mo - Su	08:00-17:45 All Day	15.05	✓	Standardmaske	Summer 2020

3.6 Set Filter for List Tariffs

There are numerous tariffs within an access control system. We recommend: Set **filter** parameters in order to restrict the display of tariffs on screen. This will give you a better overview and helps to locate a specific tariff. We also recommend: Save those filter settings that you want to use more frequently. You will get a list of different, so called **Views**.

Function in: **Tariff_Management / Tariff Sheets / Tickets**

Set Filter to list Tariffs

1. Select *Price Sheet*
2. Select *Price Sheet Section*
3. Click on function **Filter**, -> *Filter options are shown*
4. Select filter settings

Save!

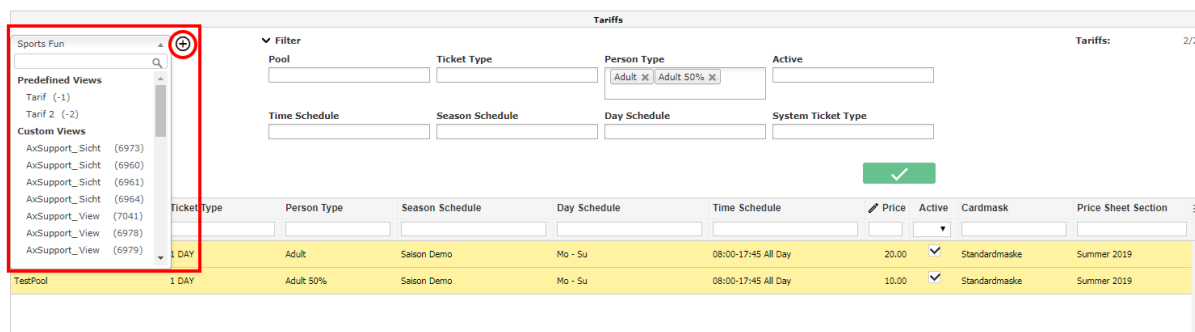
Example: Set filter for person type Adult

Tariffs									
Sports Fun		Filter		Tariffs:		2/2			
Pool	Ticket Type	Person Type	Season Schedule	Day Schedule	Time Schedule	Price	Active	Cardmask	Price Sheet Section
TestPool	1 DAY	Adult	Saison Demo	Mo - Su	08:00-17:45 All Day	20.00	✓	Standardmaske	Summer 2019
TestPool	1 DAY	Adult 50%	Saison Demo	Mo - Su	08:00-17:45 All Day	10.00	✓	Standardmaske	Summer 2019

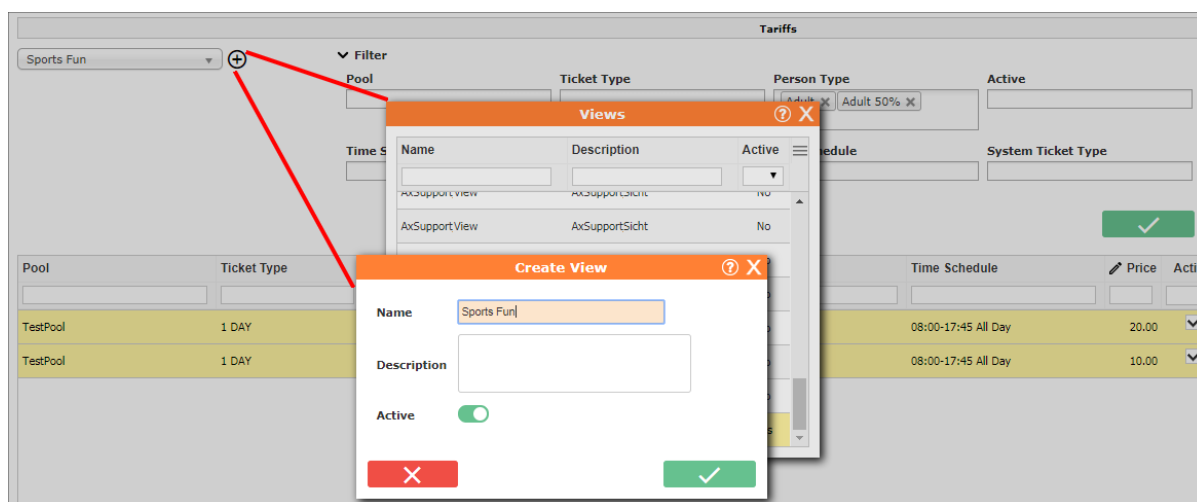
3.7 Save Filter Settings for List Tariffs

Save the filter settings by using a name or designation. You can create and save multiple different **Views**. Using the selection list, you can freely switch from one view to the other. When selecting a new view CLICS automatically updates the filter settings according.

All available views can be seen in the selection list.



Click on symbol "+" to create a new view or rename a view.



Create a NEW view

1. Click on symbol "+"; -> Dialog Views
2. Context menu **New**
3. **Enter name**

Save!

Display the List of Tariffs

1. **Position cursor** on title of the table
2. **Right-click of mouse**
3. **Select the parameter** you want to see on screen
The display on screen will adjusted immediately

Example:

Tariffs									
Sports Fun	+	Filter							1
Pool	Ticket Type	Person Type	Season Schedule	Day Schedule	Time Schedule	Price	Active	Cardmask	
TestPool	1 DAY	<input checked="" type="checkbox"/> Pool <input checked="" type="checkbox"/> Ticket Type <input checked="" type="checkbox"/> Person Type <input checked="" type="checkbox"/> Season Schedule <input checked="" type="checkbox"/> Day Schedule <input checked="" type="checkbox"/> Time Schedule <input checked="" type="checkbox"/> Price <input checked="" type="checkbox"/> Active	<input type="checkbox"/> Extendable <input type="checkbox"/> Extension Fee <input type="checkbox"/> Check In/Out <input type="checkbox"/> Number <input type="checkbox"/> Data Carrier <input type="checkbox"/> Receipt Mask <input type="checkbox"/> Media <input type="checkbox"/> Prompt <input type="checkbox"/> Additional Article <input type="checkbox"/> Extension Article <input type="checkbox"/> Prompt Package <input type="checkbox"/> Article Package <input type="checkbox"/> Pers. Data (WTP) <input checked="" type="checkbox"/> Price Sheet Section <input type="checkbox"/> Absolute Start Date <input type="checkbox"/> Time frame <input type="checkbox"/> EDE Area	Mo - Su	08:00-17:45 All Day	20.00	<input checked="" type="checkbox"/>	Standardmas	
TestPool	1 DAY			Mo - Su	08:00-17:45 All Day	10.00	<input checked="" type="checkbox"/>	Standardmas	
TestPool	1 DAY			Mo - Su	08:00-17:45 All Day	20.00	<input checked="" type="checkbox"/>	Standardmas	
TestPool	Nachmittagskar			Sa - Su	13:00 -18:00 Afternoon	10.00	<input checked="" type="checkbox"/>	Standardmas	
TestPool	Nachmittagskar	<input checked="" type="checkbox"/> Cardmask <input type="checkbox"/> Sub Area		Sa - Su	13:00 -18:00 Afternoon	10.00	<input checked="" type="checkbox"/>	Standardmas	
TestPool	1 Tageskarte	<input type="checkbox"/> Sub Area 2 <input type="checkbox"/> Expiration Date <input type="checkbox"/> Offset: Days		Mo - Su	00:00 - 24:00	5.00	<input checked="" type="checkbox"/>	Standardmas	
TestPool	1 DAY	<input type="checkbox"/> Return <input type="checkbox"/> Rides		Mo - Su	08:00-17:45 All Day	17.00	<input checked="" type="checkbox"/>	Standardmas	
TestPool	1 DAY	<input type="checkbox"/> Duration in Days <input type="checkbox"/> Duration in Hours <input type="checkbox"/> Number of Days		Mo - Su	08:00-17:45 All Day	15.00	<input checked="" type="checkbox"/>	Standardmas	
TestPool	Nachmittagskar			Sa - Su	13:00 -18:00 Afternoon	10.00	<input checked="" type="checkbox"/>	Standardmas	
TestPool	1 Tageskarte			Mo - Su	00:00 - 24:00	20.00	<input checked="" type="checkbox"/>	TK Stripe	

3.8 Tariff Overview

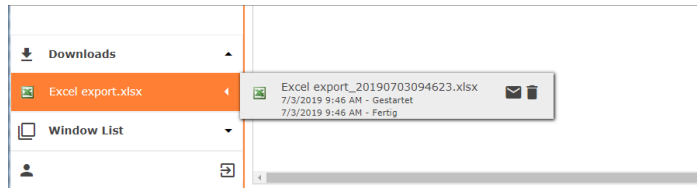
Use function **Excel Export** to export the overview of a price sheet as an *Excel* file. You will get a list of **ALL tariffs of ALL validity periods**. The file can be further processed in *Excel*. Click on the symbol *trashcan* to delete the file.

Function in: **Tariff_Management / Price Sheets / Tickets**

Export Tariffs to Excel List

1. → List *Price Sheets*
2. Select Price Sheet
3. Context menu, **Tariff Overview**
4. Excel file will be created and the file name is displayed in the download area

Example:



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
1	Price Sheet	Price Sheet Section	From	To	Pool	Season Schedule	Sul	Su	Exp	Off	Return	Rid	Duration in Days	Du	Nu	Pol	Mu	Nu	Ticket Type	Card Type No.	Day Schedule	Time Schedule	
2	Sports Fun Park	Summer 2019	6/1/2019	9/30/2019	TestPool	Saison Demo					No		1						Nachmittagskarte	206 Sa - Su	13:00 - 18:00 After		
3	Sports Fun Park	Summer 2019	6/1/2019	9/30/2019	TestPool	Saison Demo					No		1						Nachmittagskarte	206 Sa - Su	13:00 - 18:00 After		
4	Sports Fun Park	Summer 2019	6/1/2019	9/30/2019	TestPool	Saison Demo					No		1						1 Tageskarte	307 Mo - Su	00:00 - 24:00		
5	Sports Fun Park	Summer 2019	6/1/2019	9/30/2019	TestPool	Saison Demo					No		1						1 Tageskarte	307 Mo - Su	00:00 - 24:00		
6	Sports Fun Park	Summer 2019	6/1/2019	9/30/2019	TestPool	Saison Demo					No		1						Nachmittagskarte	206 Sa - Su	13:00 - 18:00 After		
7	Sports Fun Park	Summer 2020	6/1/2019	9/30/2019	TestPool	Saison Demo					No		1						1 DAY	1 Mo - Su	08:00-17:45 All Da		
8	Sports Fun Park	Winter 2019/2020	10/1/2019	4/30/2020	TestPool	Saison Demo					No		1						1 DAY	1 Mo - Su	00:00 - 24:00		
9	Sports Fun Park	Summer 2019	6/1/2019	9/30/2019	TestPool	Saison Demo					No		1						1 DAY	1 Mo - Su	08:00-17:45 All Da		
10	Sports Fun Park	Summer 2020	6/1/2019	9/30/2019	TestPool	Saison Demo					No		1						1 DAY	1 Mo - Su	08:00-17:45 All Da		
11	Sports Fun Park	Summer 2019	6/1/2019	9/30/2019	TestPool	Saison Demo					No		1						1 DAY	1 Mo - Su	08:00-17:45 All Da		
12	Sports Fun Park	Summer 2020	6/1/2019	9/30/2019	TestPool	Saison Demo					No		1						1 DAY	1 Mo - Su	08:00-17:45 All Da		
13	Sports Fun Park	Summer 2019	6/1/2019	9/30/2019	TestPool	Saison Demo					No		1						1 DAY	1 Mo - Su	08:00-17:45 All Da		
14	Sports Fun Park	Summer 2020	6/1/2019	9/30/2019	TestPool	Saison Demo					No		1						1 DAY	1 Mo - Su	08:00-17:45 All Da		
15	Sports Fun Park	Summer 2019	6/1/2019	9/30/2019	TestPool	Saison Demo					No		1						1 DAY	1 Mo - Su	08:00-17:45 All Da		

3.9 Assign Tariff to an Allotment

Within the **Tarif sheet**, you can assign existing or newly created tariffs to an allotment right away.

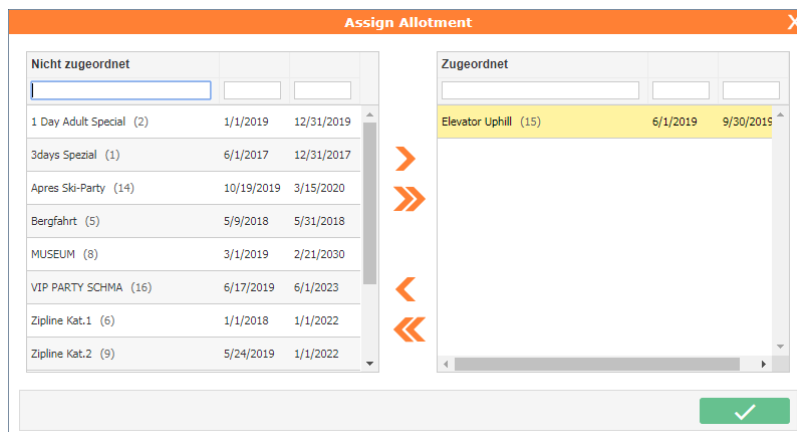
Function in menu: **Tarif Management / Tariff Sheets / Tickets**

Assign tariff to an Allotment

- List *Tariffs*
- Select tariff
- Context menu, **Assign Allotment**
- Select allotment

Save!

Example:



3.10 Copy Tariff to other Person or Ticket Types

Save work steps by copying a tariff. The same tariffs cannot exist multiple times within a price sheet section! Therefore use function **Copy to Person Types** or **Copy to Ticket Types**! When copying, the only parameter that is changed is the type of person or card type. This creates a new tariff that you can then edit.

Function in: **Tariff_Management / Tariff Sheets / Tickets**

Copy Tariff to Person Types

1. → List *Tariffs*
2. Select tariff
3. Context menu **Copy to Person Types**; → *Copy to Person Types*;
4. Select and assign person types

Save!

A new tariff is created for each assigned person type.

Example:

The screenshot shows the 'Tariffs' table in the AXESS system. The table has columns for Pool, Ticket Type, Person Type, Season Schedule, Day Schedule, Time Schedule, Price, Active, Cardmask, and Price SI. A context menu is open over the first row, showing options like 'New', 'Edit', 'Delete', 'Assign Allotment', 'Excel export', 'Assign to WTP profile', 'Copy to person types', and 'Copy to ticket types'. The 'Copy to person types' option is highlighted.

Below the screenshot is a dialog box titled 'Copy to person types'. It has two columns: 'Not Assigned' and 'Assigned'. The 'Not Assigned' column lists person types: 1_Erw (62), 10_Fam (65), 15_Erw (61), 4_Kind (63), Adult + Locker (38), ADULT FAM (46), ADULT MC (6), and Erwachsenen Kreditkarte (14). The 'Assigned' column lists person types: CHILD FAM (18), CHILD REDUCED (51), JUNIOR. (52), and SENIOR. (55). Arrows indicate the movement of person types between the two columns. A green checkmark button is at the bottom right.

Tariffs									
Sports Fun	⊕	Filter	Tariffs: 9/9						
Pool	Ticket Type	Person Type	Season Schedule	Day Schedule	Time Schedule	Price	Active	Cardmask	Price SI
TestPool	1 DAY	Adult	Saison Demo	Mo - Su	08:00-17:45 All Day	21.00	✓	Standardmaske	Summer
TestPool	1 DAY	Adult 50%	Saison Demo	Mo - Su	08:00-17:45 All Day	10.03	✓	Standardmaske	Summer
TestPool	1 DAY	CHILD FAM	Saison Demo	Mo - Su	08:00-17:45 All Day	21.00	✓	Standardmaske	Summer
TestPool	1 DAY	CHILD REDUCED	Saison Demo	Mo - Su	08:00-17:45 All Day	21.00	✓	Standardmaske	Summer
TestPool	1 DAY	CHILD.	Saison Demo	Mo - Su	08:00-17:45 All Day	20.06	✓	Standardmaske	Summer
TestPool	1 DAY	JUNIOR.	Saison Demo	Mo - Su	08:00-17:45 All Day	21.00	✓	Standardmaske	Summer
TestPool	1 DAY	Senior	Saison Demo	Mo - Su	08:00-17:45 All Day	17.05	✓	Standardmaske	Summer
TestPool	1 DAY	Senior 75+	Saison Demo	Mo - Su	08:00-17:45 All Day	15.05	✓	Standardmaske	Summer
TestPool	1 DAY	SENIOR.	Saison Demo	Mo - Su	08:00-17:45 All Day	21.00	✓	Standardmaske	Summer

Copy Tariff to Ticket Types

- List *Tariffs*
- Select tariff
- Context menu **Copy to Ticket Types**; → *Copy to Ticket Types*;
- Select and assign ticket types

Save!

- Setting "Copy parameters from tariff or ticket type:"

Select setting *Tariff*

Save!

Example:

Tariffs									
Sports Fun	⊕	Filter	Tariffs: 9/9						
Pool	Ticket Type	Person Type	Season Schedule	Day Schedule	Time Schedule	Price	Active	Cardmask	Price SI
TestPool	1 DAY	SENIOR.	Saison Demo	Mo - Su	08:00-17:45 All Day	21.00	✓	Standardmaske	Summer
TestPool	1 DAY	Senior 75+	Saison Demo	Mo - Su	08:00-17:45 All Day	15.05	✓	Standardmaske	Summer
TestPool	1 DAY	Senior	Saison Demo	Mo - Su	08:00-17:45 All Day	17.05	✓	Standardmaske	Summer
TestPool	1 DAY		Saison Demo	Mo - Su	08:00-17:45 All Day	21.00	✓	Standardmaske	Summer
TestPool	1 DAY		Saison Demo	Mo - Su	08:00-17:45 All Day	20.06	✓	Standardmaske	Summer
TestPool	1 DAY		Saison Demo	Mo - Su	08:00-17:45 All Day	21.00	✓	Standardmaske	Summer
TestPool	1 DAY		Saison Demo	Mo - Su	08:00-17:45 All Day	10.03	✓	Standardmaske	Summer
TestPool	1 DAY		Saison Demo	Mo - Su	08:00-17:45 All Day	21.00	✓	Standardmaske	Summer

Copy to ticket types

Not Assigned

1 День (241)
1 День онлайн (249)
11 Uhr Führung (259)
1DAY BONUS POINTS (36)
2 DAY TEST (270)
2 dzienny (56)
2 Giorni (401)
2 Tageskarte (207)
2 Дня (242)
2 Дня онлайн (253)
3 Days (13)
3 DAYS (3)

Assigned

2 DAYS (2)
2 HOURS (11)
HALF DAY AFTERNOON (66)
HALF DAY MORNING (65)

Copy Tariffs

Copy parameters from tariff or ticket type:
☒ Tariff
☐ Ticket Type

Tariffs									
Sports Fun		Filter		Tariffs:		13/13			
Pool	Ticket Type	Person Type	Season Schedule	Day Schedule	Time Schedule	Price	Active	Cardmask	Price SI
TestPool	1 DAY	SENIOR.	Saison Demo	Mo - Su	08:00-17:45 All Day	21.00	✓	Standardmaske	Summer
TestPool	1 DAY	Senior 75+	Saison Demo	Mo - Su	08:00-17:45 All Day	15.05	✓	Standardmaske	Summer
TestPool	1 DAY	Senior	Saison Demo	Mo - Su	08:00-17:45 All Day	17.05	✓	Standardmaske	Summer
TestPool	HALF DAY AFTERNOON	Senior	Saison Demo	Mo - Su	08:00-17:45 All Day	17.05	✓	Standardmaske	Summer
TestPool	2 DAYS	Senior	Saison Demo	Mo - Su	08:00-17:45 All Day	17.05	✓	Standardmaske	Summer
TestPool	2 HOURS	Senior	Saison Demo	Mo - Su	08:00-17:45 All Day	17.05	✓	Standardmaske	Summer
TestPool	HALF DAY MORNING	Senior	Saison Demo	Mo - Su	08:00-17:45 All Day	17.05	✓	Standardmaske	Summer
TestPool	1 DAY	JUNIOR.	Saison Demo	Mo - Su	08:00-17:45 All Day	21.00	✓	Standardmaske	Summer
TestPool	1 DAY	CHILD.	Saison Demo	Mo - Su	08:00-17:45 All Day	20.06	✓	Standardmaske	Summer
TestPool	1 DAY	CHILD REDUCED	Saison Demo	Mo - Su	08:00-17:45 All Day	21.00	✓	Standardmaske	Summer

4 Article Tariffs and Price Sheets

Create **Articles** (sometimes also called **Items**) in order to sell them at the POS, such as a ticket deposit, a ski insurance or items at the POS.

1. Articles are created in **Article Price Sheets** holding subsequent **Price Sheet Sections**
2. An article is then *available throughout the system* to assign it to an *Article Price Sheet* and can have a different price each time.
3. An article is assigned to the *Keyboard Layout* of a cashier and can then be sold at the POS just like any ticket.

The article is selected via key on the virtual keyboard of AX50 Smart POS screen. No article sales without article tariff.

Function in: **Tariff Management / Tariff Sheets / Item**

Create a New Article

1. → Dialog *Article Price Sheets*
2. Click on the *Price Sheet*
3. Click on *Price Sheet Section*
4. Cursor in list Article Tariffs
5. Context menu **New**, → *Edit Article*
6. Enter parameters

Save!

The article is created and entered in the list of articles.

Example:

1

2

3

Article Price Sheets

Article Price Sheets

Number	Price Sheet
10	Artikeltarifblatt
1	Fun Park Article

Number	Price Sheet Section	From	To
2	Winter 2019 / 2020	10/1/2019	4/30/2020
1	Summer 2019	6/1/2019	9/30/2019

Article Tariffs

Number	Name	Short Form	Layout Long Name	Layout Short Nam	Type	Price	Number of Recei	Barcode
17	Private Lesson	PL				25.00	1	
4	Rental locker	R L				3.50	1	
5	Rental sunshade	R SS				3.50	1	
19	RESTAURANT VOUCHER	RES V				20.00	1	

4

- 1 Hide or show lists of Price Sheets and Price Sheet Sections
- 2 List of Article Price Sheets
- 3 List of Price Sheet Sections which are enclosed in the marked price sheet
- 4 Tariffs that are enclosed in the Price Sheet Sections

There is still a link if an article cannot be deleted from the list, e.g. linked to a package or a keyboard layout. First delete the assignment.

4.1 Create Article Price Sheet

Function in: **Tariff Management / Tariff Sheets / Item**

Create New Article Price Sheet

1. → List *Article Price Sheet*
2. Position **cursor** in list *Article Price Sheets*
3. Context menu **New** -> *Dialog Create Article Sheet*,
Attend mandatory fields!
4. Enter **Name**

Save!

Example:



Create Tariff Table ⓘ ✕

Number

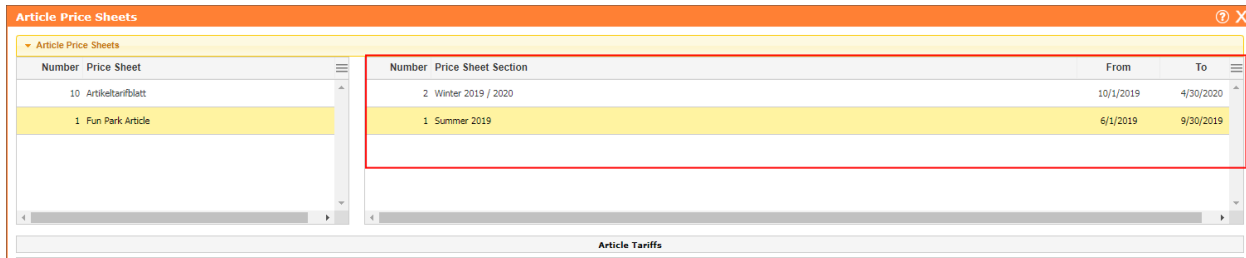
Name

Description

4.2 Create Price Sheet Sections for an Article Price Sheet

An *Article Price Sheet* can contain several **Price Sheet Sections** which are valid for a defined time span, *From / To*. *Price Sheet Sections* may last from several days, months to several years.

The articles including their corresponding prices are created within a Price Sheet Section.



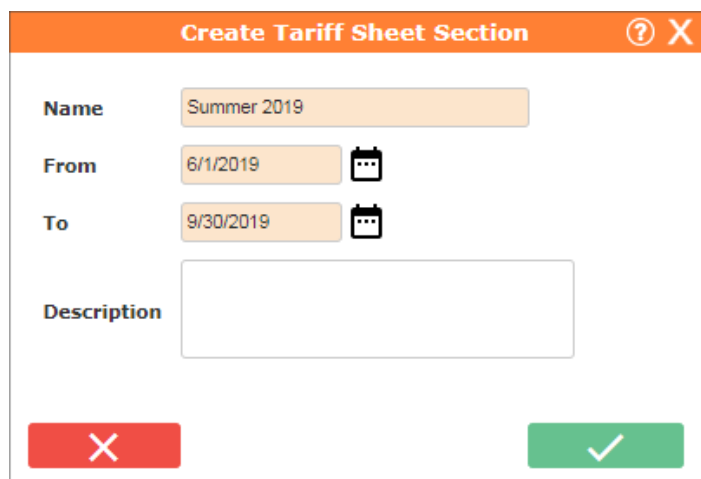
Number	Price Sheet	Number	Price Sheet Section	From	To
10	Artikeltarifblatt	2	Winter 2019 / 2020	10/1/2019	4/30/2020
1	Fun Park Article	1	Summer 2019	6/1/2019	9/30/2019

Create New Price Sheet Section

1. → List of *Article Price Sheets*
2. Select *Article Price Sheet*
3. Cursor in list *Price Sheet Section*
4. Context menu, **NEW**; → create price sheet section
! Mandatory fields!
5. Enter Price Sheet Section, From / To

Save!

Example:



Create Tariff Sheet Section

Name Summer 2019

From 6/1/2019

To 9/30/2019

Description

Buttons: [Cancel] [Save]

A price sheet section cannot be deleted if it already contains an article. Then delete the article from your system first, to enable the function Delete.

4.3 Create Articles

Find a list **Article Tariffs** in dialog **Article Price Sheets**. These tariffs are valid for the selected *Article Price Sheet* and the selected *Price Sheet Section*. Here you can create new articles, assign existing articles from other tariff sheets or import articles via csv.-file.

Function in: **Tariff Management / Tariff Sheets / Item**

Create New Article

1. → List of *Article Price Sheets*
 2. Select *Article Price Sheet*
 3. Select *Price Sheet Section*
 4. Cursor in list Article Tariffs
 5. Context menu, **New**; → Create Article Tariff
- ! Mandatory fields!

Save!

Example:



Create Article Tariff

Article Type: Standard

Name: Sun Blocker Adult

Short Form: Sb

Layout Long Name:

Layout Short Name:

Transaction Type: Article Sale

TAX: NWST 20%

Group Filter: 1 Day Tickets

Price: 10.00

Number of Receipts: 1

Active: ☒

Description:

Wizard

✓

Number	Price Sheet	Number	Price Sheet Section	From	To
10	Artikelanfrageblatt	2	Winter 2019 / 2020	10/1/2019	4/30/2020
1	Fun Park Article	1	Summer 2019	6/1/2019	9/30/2019

Number	Name	Short Form	Layout Long Name	Layout Short Name	Type	Price	Number of Recel	Barcode
17	Private Lesson	PL				25.00	1	
4	Rental locker	R L				3.50	1	
25	Sun Blocker Adult	SB			Standard	10.00	1	

The price of the new article applies ONLY for the selected *article price sheet* and the selected *price sheet section*.

For articles that are already in the system and are added with function Assign Article, the price will be "zero" initially. Edit the article tariffs as desired.

Function ASSISTANT

Use function **Assistant** to find the desired article tariff while you narrow down the properties quickly and accurately. Your answers fill in a part of the dialogue that you just need to complete.

Example:

Create Article Tariff

Article Type: [Dropdown]

Name: [Text Field]

Short Form: [Text Field]

Layout Long Name: [Text Field]

Layout Short Name: [Text Field]

Transaction Type: [Text Field]

TAX: [Text Field]

Group Filter: [Text Field]

Price: [Text Field]

Number of Receipts: [Text Field]

Active: [Text Field]

Description: [Text Field]

Wizard [Button] [Checkmark]

Article assistant

Price Pool

Should this article be assigned to a certain pool on the cashier report? [No]

[Back] [Next]

[Checkmark]

4.4 Assign Article Tariff

Tariffs of already existing articles can be '***copied in***' when using function ***Assign Articles***. Initially there is no price included. Edit the article tariffs.

Function in: ***Tariff Management / Tariff Sheets / Item***

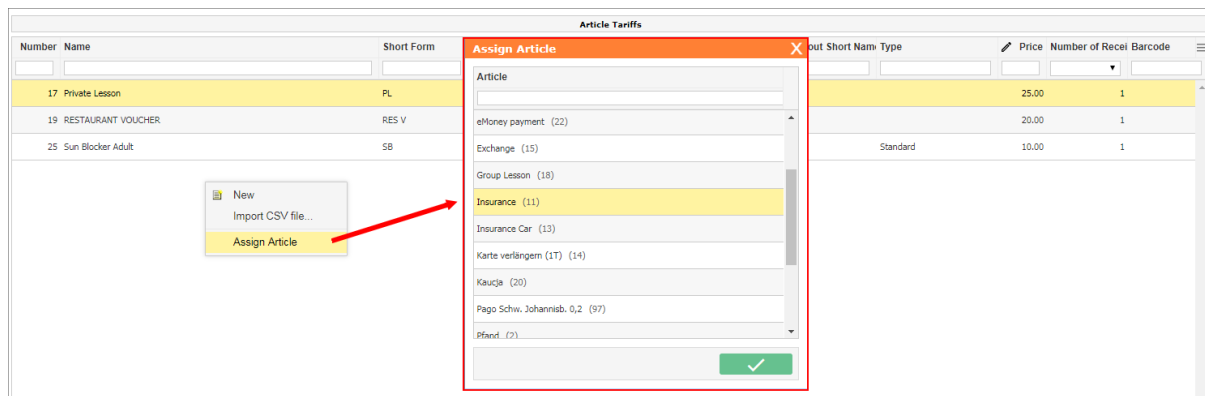
Assign Article Tariff

1. → List of *Article Price Sheets*
2. Select *Article Price Sheet*
3. Select *Price Sheet Section*
4. Cursor in list *Article Tariffs*
5. Context menu, ***Assign Article***; → List *Create Article Tariff*
6. Select Article
7. Enter Price

Save!

1. Now edit the prices directly in list *Article Tariffs*, or
2. Edit the *Article Tariffs* via context menu *Edit*

Example:



The screenshot shows the 'Assign Article' dialog box. The 'Article' list includes: eMoney payment (22), Exchange (15), Group Lesson (18), Insurance (11) (highlighted), Insurance Car (13), Karte verlängern (17) (14), Kauje (20), Pago Schw. Johannisb. 0,2 (97), and Pfand (7). A green checkmark button is at the bottom right of the dialog.

Article Tariffs						
Number	Name	Short Form	Layout Long Name	Layout Short Nam	Type	
18	Group Lesson	GL				
11	Insurance	Ins.				
8	Transport	T				
25	Sun Blocker Adult	SB		Standard		

	Price	Number of Recei	Barcode
	25.00	1	
	20.00	1	
	10.00	1	
	0.00	1	
	0.00	1	
	0.00	1	
	10.00	1	

If you delete an *Article Tariff* from the list of article tariffs: **the article remains** when there is at least one sales transaction for it! You can reassign the article at any time.

4.5 Article Packages

Use function **Article Packages** to group several articles to a package and set a price for the package.

Function in: **Tariff Management / Tariff Sheets / Packages – Items**

Create Article Package

1. → Dialog Article Packages
2. **Cursor** in list Name
3. Context menu **New** ; → Create Article Package
! Mandatory fields!

Save!

The article package will be created.

Example:

Add Articles into the Article Package

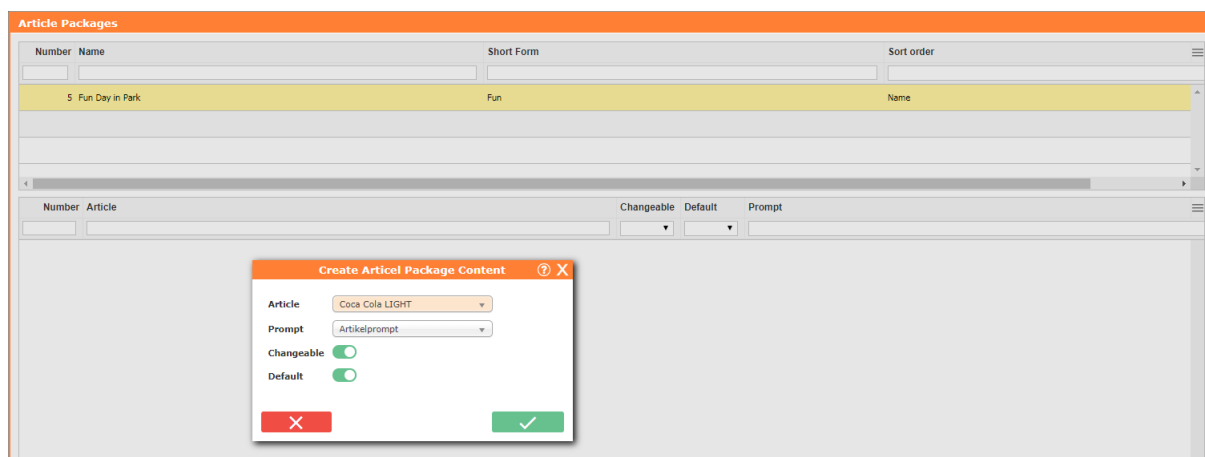
1. → Dialog *Article Packages*
2. Select *Article Package*
3. Cursor in list *Article*
4. Context menu **NEW**; → Create *Article Package Content*;
!Mandatory fields!
5. Select *Article*
6. Select *Prompt*;
(Query-prompt coming up during article sales)

Save!

The article will be added to the article package.

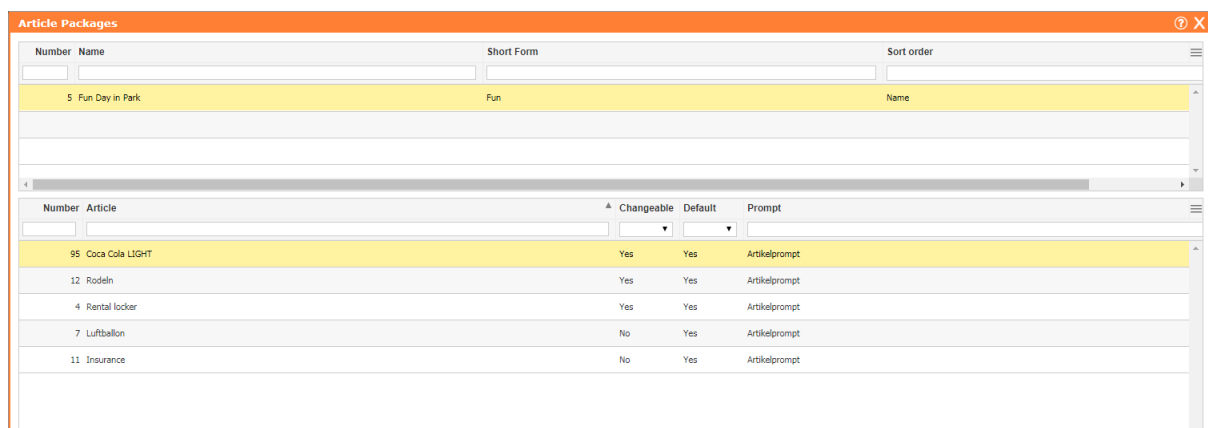
Switch **ON** property **Changeable** → Article can be rejected when purchasing the package
 Switch **ON** property **Default** → Article is pre-set when purchasing the package as 'accepted'

Example:



The screenshot shows the 'Article Packages' interface. A modal window titled 'Create Article Package Content' is open. It contains the following fields and controls:

- Article:** A dropdown menu with 'Coca Cola LIGHT' selected.
- Prompt:** A dropdown menu with 'Artikelprompt' selected.
- Changeable:** A toggle switch that is turned ON (green).
- Default:** A toggle switch that is turned ON (green).
- At the bottom, there are two buttons: a red 'X' button and a green checkmark button.



The screenshot shows the 'Article Packages' interface with a list of articles. The table has the following columns: Number, Name, Short Form, Sort order, Changeable, Default, and Prompt.

Number	Name	Short Form	Sort order	Changeable	Default	Prompt
5	Fun Day in Park	Fun	Name			
95	Coca Cola LIGHT			Yes	Yes	Artikelprompt
12	Rodeln			Yes	Yes	Artikelprompt
4	Rental locker			Yes	Yes	Artikelprompt
7	Luftballon			No	Yes	Artikelprompt
11	Insurance			No	Yes	Artikelprompt

These *Article Packages* can be placed on any *Keyboard Layout* and the tariffs can so be selected like any other tariff at the POS.

5 Packages

Use function **Packages** to combine multiple ticket tariffs, articles and rental items into packages in order to simplify and fasten the sales process and for purpose to give the packages their own price.

Perform these work steps:

1. Create a Price Sheet Package
2. Create Price Sheet Section
3. Create a Package (no price entered yet)
4. Add Tariffs to Package and enter price
5. Assign Package to Keyboard Layout

Tariffs and articles must already exist in the system when you insert them into a package. The package can be selected and is ready for sales after assigning it to a key of the virtual keyboard of the POS.

Function in: **Tariff_Managemant / Tariff Sheets / Packages**

The screenshot shows the 'Tariff Sheets - Packages' window. It contains several tables and lists. Numbered callouts point to specific features:

- 1**: Points to the 'Tariff Sheets - Packages' title bar.
- 2**: Points to the 'Number Price Sheet' list on the left.
- 3**: Points to the 'Number Price Sheet Section' list on the right.
- 4**: Points to the 'Packages' table at the bottom left.
- 5**: Points to the 'Package-Content' table at the bottom right.

Number	Price Sheet
10	Farm Package
3	Sports Fun Park Packages

Number	Price Sheet Section	From	To
1	Summer 2019	6/1/2019	9/30/2020

Number	Name
9	Day + Insurance
8	Family Package

Name	Person Type	Pool	Rental Person Types	Quantity	Price
1 DAY	Adult	Axess Showroom		1 - 2 (1)	According to the Tariff Sheet
1 DAY	CHIL.D.	Axess Showroom		1 - 5 (2)	10.00

- 1 Hide or show lists of Price Sheets and Price Sheet Sections
- 2 List of Price Sheets
- 3 List of Price Sheet Sections
- 4 Packages: contained in the selected price sheet section
- 5 Package-Content: Tariffs for ticket, articles and rental items

5.1 Create Package Price Sheet

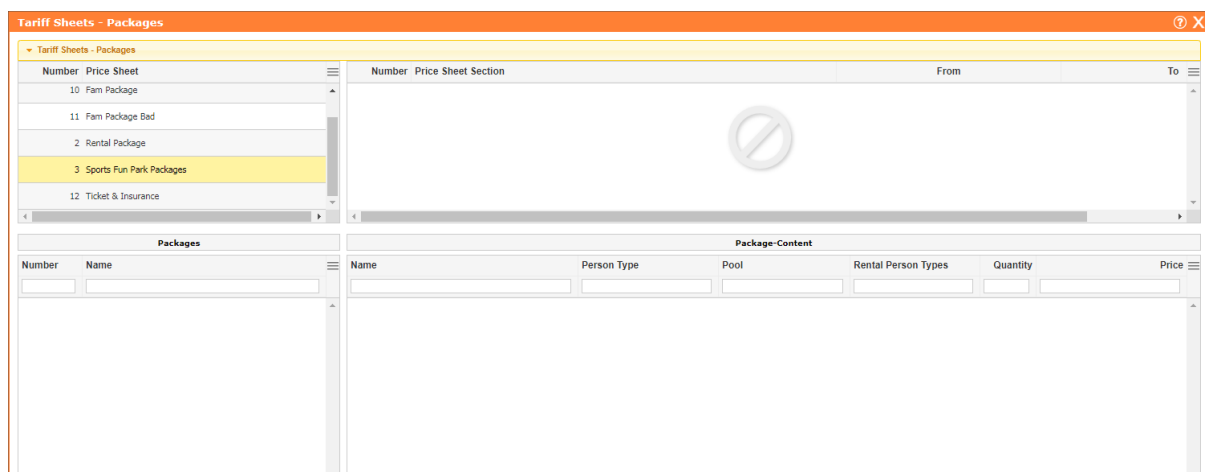
Function in: **Tariff Management / Tariff Sheets / Packages**

Create New Tariff Sheet Package

1. → *Tariff Sheet - Package*
2. **Cursor** in list *Price Sheets*
3. Context menu **New** -> *Create Tariff Table*;
!Attend mandatory field!
4. Enter *Name*

Save!

Example:

5.2 Create Price Sheet Sections

A **Tariff Sheet** can contain several **Price Sheet Sections** which are valid over a defined period in time, *From / To*. **Price Sheet Sections** may last from several months to several years. Packages are created within a **Price Sheet Section** including definition of corresponding prices.

Function in: **Tariff Management / Tariff Sheets / Packages**

Create new Price Sheet Section

1. → List *Price Sheets*
2. Select the price sheet
3. Cursor in list price sheet section
4. Context menu, **New**, → create *price sheet section*
! Mandatory fields!
5. Enter period of validity **From / to**

Save!

Example:

Number	Price Sheet	From	To
1	Summer 2019	6/1/2019	9/30/2019

Number	Name	Person Type	Pool	Rental Person Types	Quantity	Price

A *price sheet section* can not be deleted if it already contains a package. First delete the package from your system to enable function *Delete*.

5.3 Create Package

In List **Packages** you create the packages for the selected price sheet section.

Here you can:

- Create, edit and delete new packages
- Add tariffs, articles and rental items to a package

Function in: **Tariff Management / Tariff Sheets / Packages**

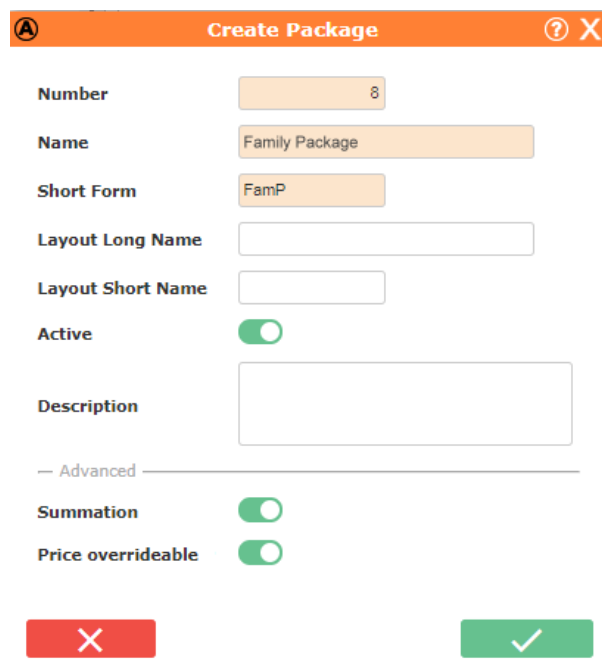
Create new Package

1. -> Dialog *Tariff sheets - Packages*
2. Select *Tariff sheet*
3. Select *Price Sheet Section*
4. Cursor list *Packages*
5. Context menu, **New**, → *Create Packages*
6. Enter parameter
7. Advanced Mode: Settings Summation and Price Overrideable

Save!

The package is now created. It still does not contain any tariffs or price.

Example:



Create Package

Number: 8

Name: Family Package

Short Form: FamP

Layout Long Name:

Layout Short Name:

Active: ☒

Description:

— Advanced —

Summation: ☒

Price overrideable: ☒

[X] [✓]

Tarifblätter - Packages			
▼ Tarifblätter - Packages			
Nummer	Tarifblatt	Nummer	Gültigkeitsabschnitt
11	Fam Package Bad	1	Summer 2019
2	Rental Package		
3	Sports Fun Park Packages		
12	Ticket & Insurance		
Packages			
Nummer	Bezeichnung	Package-Inhalt	
		Bezeichnung	Personentyp
8	Family Package	Pool	Verleihpersonentypen
		Stück	Preis

A package can only be deleted if it does no longer contain any content.First delete the included tariffs.

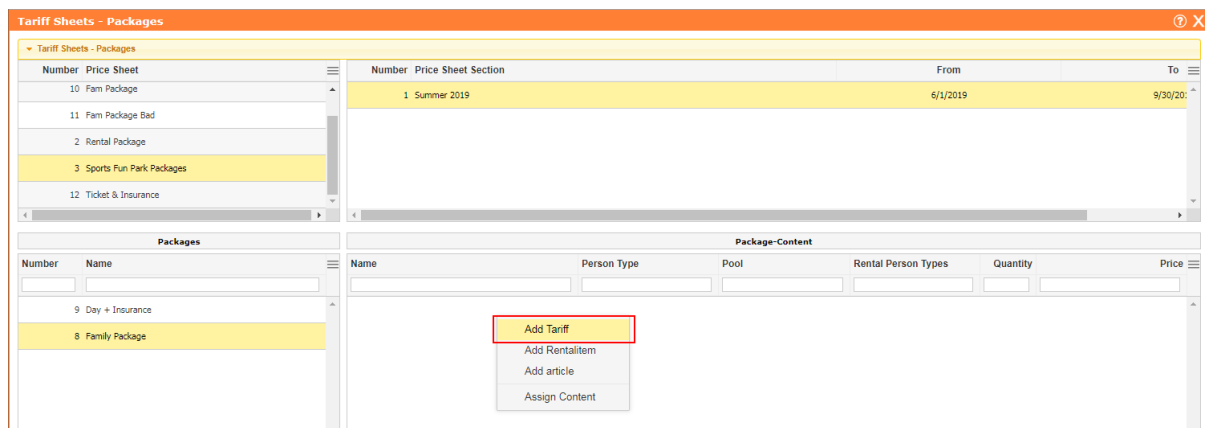
5.4 Add Ticket Tariff to Package

Tariffs and articles must already exist in the system to be available for a package.

Function in: **Tariff Management / Tariff Sheets / Packages**

Add Ticket Tariff to a Package

1. -> Dialog *Tariff sheets - Packages*
2. Select *Tariff sheet*
3. Select *Price sheet section*
4. Select *Package*
5. Cursor in list *Package Content*



The screenshot shows the 'Tariff Sheets - Packages' dialog. On the left, a tree view lists tariff sheets: 10 Fam Package, 11 Fam Package Bed, 2 Rental Package, 3 Sports Fun Park Packages (selected), and 12 Ticket & Insurance. The main area has two panes. The 'Packages' pane shows a list of packages: 9 Day + Insurance and 8 Family Package (selected). The 'Package-Content' pane shows a table with columns: Name, Person Type, Pool, Rental Person Types, Quantity, and Price. A context menu is open over the 'Package-Content' table, with the 'Add Tariff' option highlighted.

Add Ticket Tariff

1. Context menu, **Add Tariff**
2. *Personal Type* and *Pool* will be required automatically
3. Select **Person Type**
4. Select **Pool**

Save!

Ticket tariff will be added and can be edited afterwards.

Example:

Add Tariff

Pool <input type="text"/> 2 DAY + SINGLE RIDE (17) Alle Leser (4) AX Showroom - Periods (20) Axess Showroom (1)	Ticket Type <input type="text"/> 1 1/2 DAYS (6) 1 DAY (1) 1 DAY (BONUS) (16)	Person Type <input type="text"/> 1_Erw (62) 4_Kind (63) Adult (8) Adult + Locker (38)
--	--	--

☒ Show only valid tariff combinations

✓

Tariff Sheets - Packages

Number	Price Sheet	From	To
10	Fam Package		
11	Fam Package Bad		
2	Rental Package		
3	Sports Fun Park Packages		
12	Ticket & Insurance		

Number	Name	Package-Content
9	Day + Insurance	
8	Family Package	

Name	Person Type	Pool	Rental Person Types	Quantity	Price
1 DAY	Adult	Axess Showroom		1 - 2 (1)	According to the Tariff Sheet

Edit Ticket Tariff

1. Select *Ticket Tariff*
2. Context menu; **Edit**, → *Edit Package Content*
3. Enter **Default Quantity**
4. Switch on *Variable Quantity* or leave 'fixed' quantity
5. Leave the *Price according to the Tariff Sheet* or switch off, if you want to enter another price

Save!

Example:

Edit Package Content

1. **Default Quantity**: 1

2. **Variable Quantity**: ☒

3. **Min/Max**: 1 [] [] 2

Price according to the Tariff Sheet: ☒

Price: []

[X] [✓]

1. **Default Quantity**: Number of tickets required in the package for this Ticket Tariff
2. **Variable Quantity ON (green)** → Number of required tickets can vary between minimum and maximum
Variable Quantity OFF (red) → Number of required tickets must correspond exactly to the *Default Quantity*
3. **Price according to the Tariff Sheet ON (green)** → Price according to the tariff sheet goes unchanged into the sum for the price calculation of the package
Price according to the Tariff Sheet OFF (red) → Price according to tariff sheet is overruled and entered in field *Price*

Tariff Sheets - Packages						
▼ Tariff Sheets - Packages						
Number	Price Sheet	Number	Price Sheet Section	From	To	
10	Fam Package	1	Summer 2019	6/1/2019	9/30/2019	
11	Fam Package Bad					
2	Rental Package					
3	Sports Fun Park Packages					
12	Ticket & Insurance					
Packages						
Number	Name	Name	Person Type	Pool	Rental Person Types	Quantity
9	Day + Insurance	1 DAY	Adult	Axess Showroom		1 - 2 (1)
8	Family Package					According to the Tariff Sheet

Add more ticket tariffs

Tariff Sheets - Packages						
▼ Tariff Sheets - Packages						
Number	Price Sheet	Number	Price Sheet Section	From	To	
10	Fam Package	1	Summer 2019	6/1/2019	9/30/2019	
11	Fam Package Bad					
2	Rental Package					
3	Sports Fun Park Packages					
12	Ticket & Insurance					
Packages						
Number	Name	Name	Person Type	Pool	Rental Person Types	Quantity
9	Day + Insurance	1 DAY	Adult	Axess Showroom		1 - 2 (1)
8	Family Package	1 DAY	CHILD.	Axess Showroom		1 - 5 (2)
						10.00

5.5 Add Article to Package

Function in: **Tariff Management / Tariff Sheets / Packages**

Add Content to a Package

1. -> Dialog *Tariff sheets - Packages*
2. Select *Price Sheet*
3. Select *Price Sheet Section*
4. Select *Package*
5. Cursor in list *Package Content*

The screenshot shows a software interface with two main panels. The left panel, titled 'Packages', contains a list with columns 'Number' and 'Name'. It lists '9 Day + Insurance' (highlighted in yellow) and '8 Family Package'. The right panel, titled 'Package-Content', contains a table with columns: 'Name', 'Person Type', 'Pool', 'Rental Person Types', 'Quantity', and 'Price'. The table has one row: '1 DAY', 'Adult', 'Axess Showroom', '1', and 'According to the Tariff Sheet'. A context menu is open over the table, showing options: 'Add Tariff', 'Add Rentalitem', 'Add article' (highlighted in yellow), and 'Assign Content'.

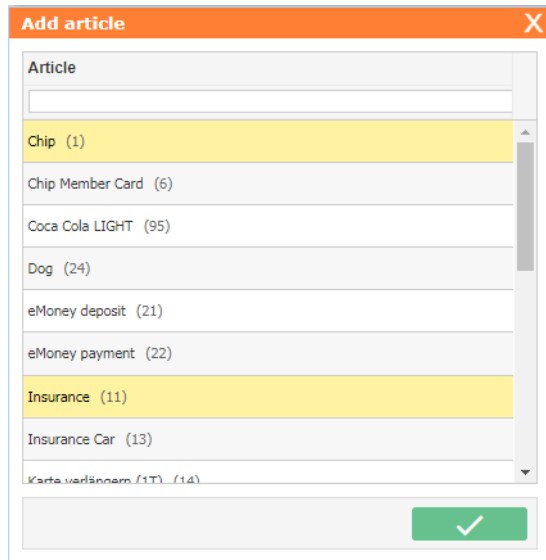
Add Article

1. Context menu; **Add Article**
2. *Select article*

Save!

The tariff is added with the set default settings.

Example: We will insert 2 articles, Chip for the ticket return deposit and the desired insurance policy.



Add article [X]

Article

Chip (1)

Chip Member Card (6)

Coca Cola LIGHT (95)

Dog (24)

eMoney deposit (21)

eMoney payment (22)

Insurance (11)

Insurance Car (13)

Karte verbinden (1T) (14)

[Green checkmark button]

Packages		Package-Content					
Number	Name	Name	Person Type	Pool	Rental Person Types	Quantity	Price
9	Day + Insurance	1 DAY	Adult	Axess Showroom		1	According to the Tariff Sheet
8	Family Package	Chip				1	According to the Tariff Sheet
		Insurance				1	According to the Tariff Sheet

Edit Article

1. Select article
2. Context menu; Edit; → Edit package content
3. Enter **default quantity**
4. Switch on **Variable Quantity** or leave 'fixed' quantity
5. Leave the price according to the price sheet or switch off, if you want to enter another price

Save!

Example:



Edit Package Content [?] [X]

Default Quantity

Variable Quantity ☒

Min/Max

Price according to the Tariff Sheet ☒

Price

[Red X button] [Green checkmark button]

6 Keyboard Layout

The appropriate tariffs are first selected at the POS on the virtual keyboard, then the tickets are sold.

Our goal is to set up the POS surface in a way that the sale can be performed clearly, fast and with no errors. This means: a cashier logs in at the POS and gets the correct tariffs on the POS surface automatically. He has exactly the required tariffs, articles and packages available - nothing additional!

These **work steps** are necessary to enable ticket sales at the POS:

Preconditions:

1. Create person types and ticket types; Create schedules
2. Create pools
3. Create price sheets and tariffs
4. Create article sheets and articles
5. Create package sheets and packages

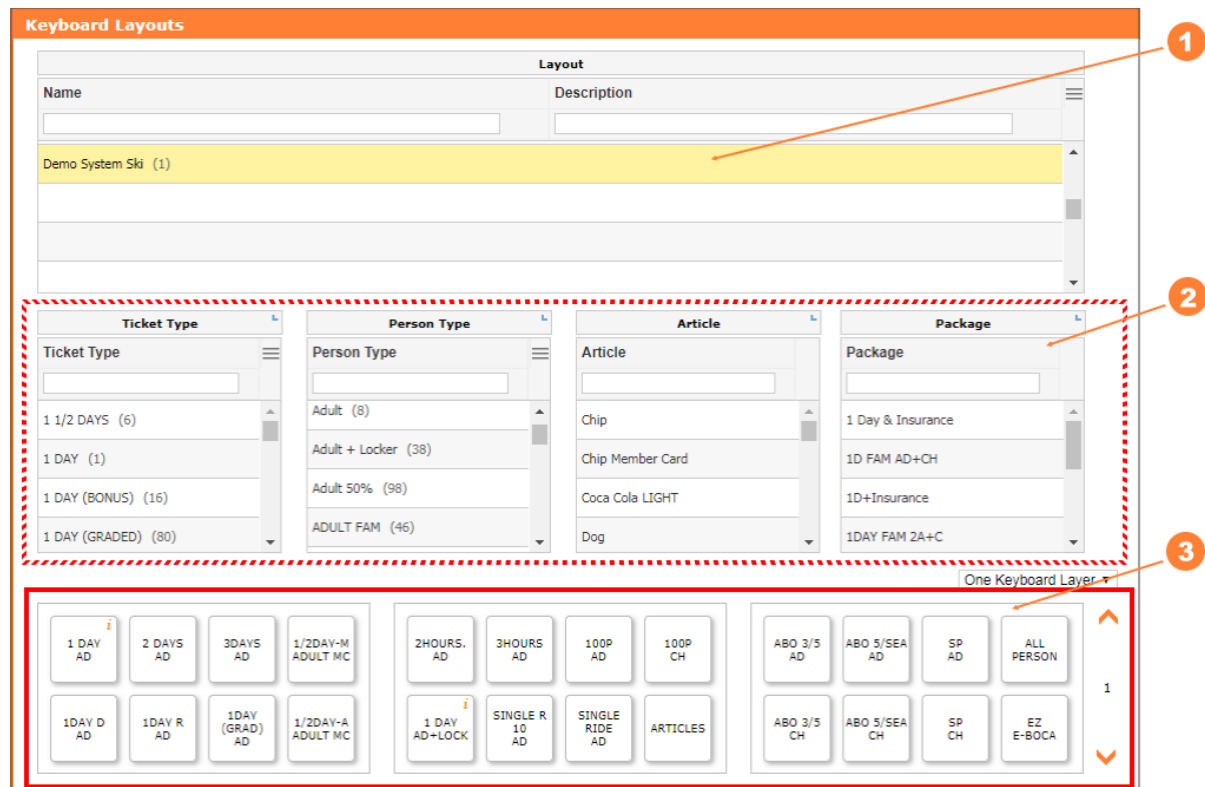
In dialog Keyboard Layouts:

1. Create a keyboard layout
2. Set up the keyboard layout for various levels of the keyboard;
Create tariffs, articles and packages as well as ticket type groups, article groups and package groups

Then, by use of function *cashiers*:

1. **Assign cashier** to a keyboard layout

Example: Dialog Keyboard Layout



- 1 List of Keyboard Layouts
- 2 Tariffs, Articles and Packages; behind them find the list of Ticket Type-, Article and Package Groups
- 3 Keyboard with visual keys and shift-keys for up to 10 keyboard layers

6.1 Create Keyboard Layout

Function in: **Tariff Management / Tariff Sheets** / (select tariff sheet)(Context menu) **Keyboard Layout**

or :**System / Point of Sale / Keyboard Assignment**

Create Keyboard Layout

1. → Dialog *Keyboard Layout*
2. Cursor in list **Keyboard Layouts**
3. Context menu **New**; → Create Keyboard Layout
4. Enter **Name**

Save!

Example:

6.2 Keyboard Layout - add Tariffs, Articles and Packages

Tariffs, articles and packages must be selected by the cashier to be sold at the POS. The cashier selects them by mouse click on the keypads of the POS screen, or finger tap on a touch screen.

Use simple drag-and-drop in program CLICS to customize the **Keyboard Layout**.

Place the tariffs on **10 levels** (switchable from layer 0-9), each level equipped with **24 keys**.

The settings affect the system after synchronization.

We recommend:

Arrange the tariffs as efficient as possible, taking account of the habits and preferences of the cashiers. This will reduce the error quote during ticket sales.

Usually you put frequently required tariffs on levels 1 and 2; Put those tariffs on the same level that are often purchased together; arrange gaps (blank keys) in between.

Function in: **System / Point of Sale / Keyboard Assignment**

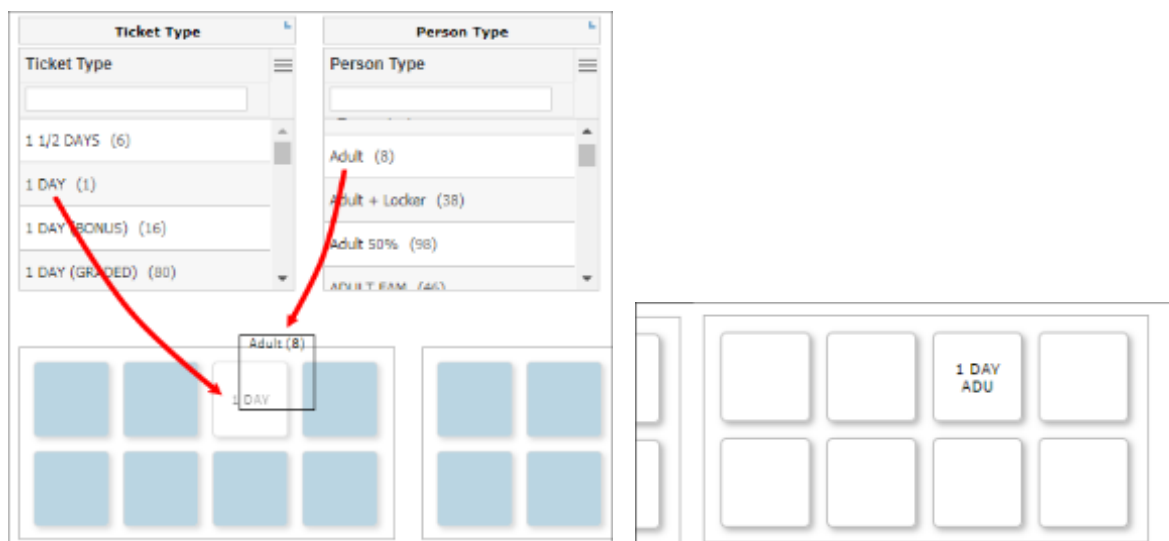
Keyboard Layout

1. → Dialog Keyboard Layout
2. The provided lists hold ALL tariffs which are enclosed in your system
3. Select **Keyboard Layout**
4. Select **Layer** which should be set up

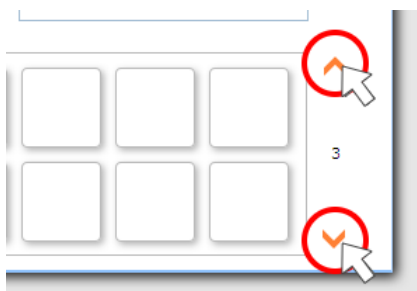
5. e.g.: Select ticket type in list ticket type
6. Drag-and-Drop ticket type on the desired key;
The program responds "changes saved".
7. Position further tariffs in the same way; Switch in between the layers.
8. You can also create combinations of ticket type and person type by dragging both on one key

- The tariffs are immediately saved in the keyboard layout without further confirmation
- The *ticket types*, *person types*, *articles* and *packages* remain available in the original lists.
Therefore, a so programmed key on the keyboard layout can be deleted and inserted multiple times.
- The **labling** of the keys consist of the short names that you have entered when creating the *ticket types*, *person types*...
- A combination of a *ticket type* and *person type* on one key also results a combination of the short names for labling.

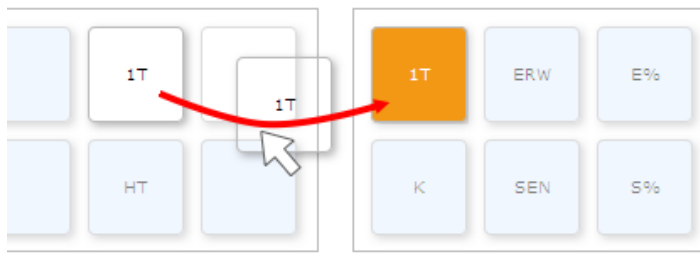
Example:



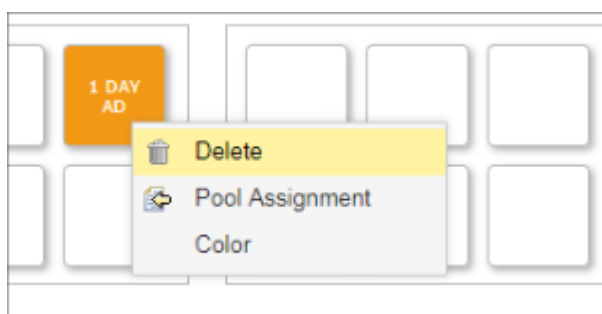
Switch in between the layers (Layer 0-9)



Reposition the Tariff on the Keyboard



Delete the Tariff on the Keyboard



Ticket types, person types, articles and packages are not deleted from the system. They remain available in the lists and can be brought to the keyboard at any time!

6.3 Keyboard Layout - Pool Assignment

Function in: **System / Point of Sale / Keyboard Assignment**

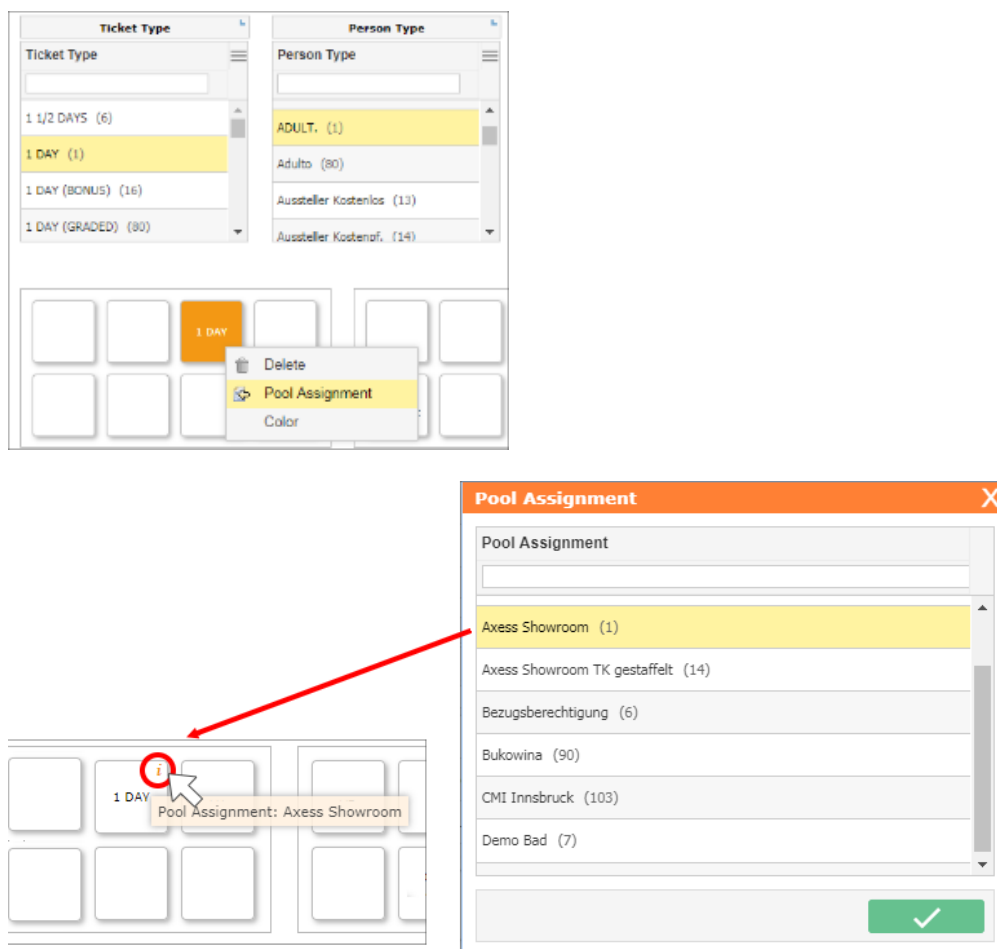
Pool Assignment

You can **Assign a Pool** to a position on the Keyboard Layout, where a combination of ticket type and person type is programmed. This will skip the work step to select a pool during ticket sales process at the POS. The assignment is indicated by symbol "i" on the keyboard:

1. Position the cursor on the keyboard
2. Context menu, **Pool Assignment**
3. *Select pool*

Save!

Example:



Pool Assignment is not valid for articles and packages.

6.4 Assign a Keyboard Layout to a Cashier

Every cashier must be assigned to exact ONE **Keyboard Layout**. The assignment is made in dialog *Create cashier* or *Edit cashier*.

Function in: **System / Cashiers / Configuration / (select cashier) (context menu) Edit**

Assign a Keyboard Layout to a Cashier

1. → List of all cashiers
2. **Select cashier**
3. Context menu, function **Edit**-> Dialog *Edit cashier*
4. **Select Keyboard Layout**

Save!

Example:

Assign a Keyboard Layout to Two or More Cashiers

1. → List of all cashiers
2. **Select** two or more **cashiers**
3. Context menu, **Edit**, → Dialog *Edit cashier*
4. Select **Checkbox Keyboard Layout**
5. **Select Keyboard Layout**

Save!

6.5 Copy Keyboard Layout

Use function **Copy Layouts** to duplicate a keyboard layout and edit the settings afterwards, e.g. Keyboard layout of the previous year.

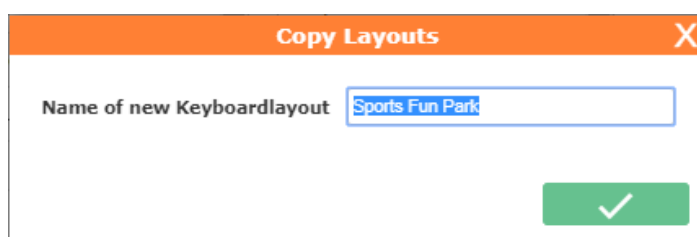
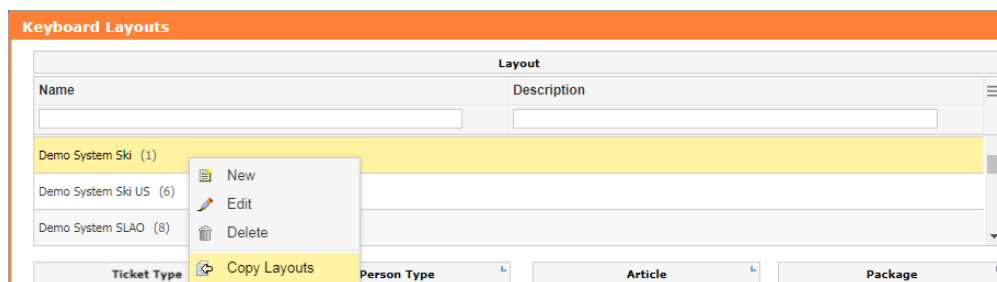
Function in: **System / Point of Sale / Keyboard Assignment**

Copy Keyboard Layout

1. → List Keyboard Layouts
2. Select Keyboard Layout
3. Context menu, **Copy Layouts**; → Dialog Copy Layouts;
Get a proposal for the new name by default
4. Enter new **Name**

Save!

Example:



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IMPRINT

Axess CLICS

Part 2 - Basics, Tariffs

User manual V 4.0_2019

2019 - English

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