

CRM Driven Solutions for Sport & Leisure

GREEN 4 TICKETING FOOD & BEVERAGE USER GUIDE





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CONTENTS

A	bout this Document	4
	Non-Disclosure	4
	Copyright	4
	Document Control	4
	Contact	5
1.	. Setting UP Green 4 F&B	6
	1.1. Introduction	6
2.	. Setting up the F&B Channel	6
	2.1. Setting Up the Kiosk/F&B Channel	6
	2.2. Setting Up the Terminals	10
	2.3. Setting Up a Printer and Transform	14
	2.4. Creating a Print Transform Record	16
3.	. Setting Up Operators	18
4.	. Setting Up Payment Methods	20
5.	. Using Tabs	25
	5.1. Channel Settings	25
	5.2. Payment Method Settings	25
	Define the Channels	28
	5.3. Adding Items to a new Tab in the POS	29
	5.4. Adding Items to an Existing Tab In the POS	30
	5.5. Settling a Tab in the POS	31
	5.6. Amending a tab In the POS	31
6.	. Setting Up Products	32
	6.1. Create the Variant Types	32
	6.2. Create the Variant Price List	34
	6.3. Set Up your Channel Price Lists	35
	6.4. Create the Bookable Product	36
	6.5. Food and Beverage On-Sale Check List	40
7.	. Product Categories/Variant Categories	41



7.1. Creating an Analysis Category	41
8. Purchasing Products Using the Kiosk	43



ABOUT THIS DOCUMENT

This document has been prepared as a User Guide for Food and Beverage (F&B) set up.

NON-DISCLOSURE

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1. SETTING UP GREEN 4 F&B

1.1. INTRODUCTION

The Green 4 F&B solution provides the ability for a system administrator to set up Food and Beverage products and put them on sale via an appropriate channel. An overview of the set up required is shown below.



2. SETTING UP THE F&B CHANNEL

Food and beverage products can be sold through the standard POS channel alongside other products if required. However, it is often the case that F&B sales will be made through a Green 4 F&B kiosk, which is more conducive to the quick sale of products that do not require purchaser information to be collected.

2.1. SETTING UP THE KIOSK/F&B CHANNEL

To set up the Kiosk channel:

- a) In the CRM Navigation Panel select Venue Management followed by Channels.
- b) The Channels list view will be displayed:



Microsoft Dynamics CRM CRM2011 Administrator ®											
File Channels View	Charts Add	Customize				STADIUN	۵ ا				
New Edit Activate	E Copy a Link ↓	Run Workflow	Run Import Report Data	Export to Excel Filter	Advanced Find						
Records	Collaborate	Process	C	Data							
Venue Mana 🟠 📴 -	Channels: Act	tive Channels 🔻					٩				
Bookable Resources	📄 📄 Name 🔺			Self Service	Cash Acco	unt 🕴 Select Seats 🛛 💈	<				
A Terminals	🔲 🍓 All			Yes	cash cash	Yes	1				
Till Groups	🔲 🍓 fb			No		No	₽.				
Reserved Capacity	🔲 🍓 Kiosk			No		No	1 2				
Product Calendars	POS 🔬 📄			Yes	cash cash	Yes	lere				
💩 Zones	🔲 🍓 web	🔲 🍓 web Yes					ē				
Booking Operators							iew				
A Instructors	•						÷				
Workplace							chart				
📑 Sales											
S Marketing											
Booking Management											

- c) Select **New** on the ribbon (highlighted in the above figure).
- d) A blank Channel form will be displayed:

File Channel Add Cus	itomize					Stadium D	emo 🚕
Save & New Save & Save & New Save & Close	Sharing - Copy a Link E-mail a Link	Start Now Dialog					
Save	Collaborate	Process Data					
Information - Bowling Settings - Tabs	Channel New					Channels	▼ ↑ ↓
– Settings – General	4 General						^
L Notes	Name *		Cash Account				
Related	Description						
▲ Common	Select Seats	● No ○ Yes	Self Service	No	○ Yes		
Activities	Anonymous booking	● No ○ Yes	Future Days				
Audit History	MinutesInThePast		MonthsInTheFuture				
ゐ Channel Price Lists	Call Centre	● No ○ Yes	Floor Limit				
Booking Questions Additional Charges	Display Cashless Tab	● No ○ Yes	Display Memberships Tab) No	⊖ Yes		
🎄 Bookings 🍙 Channel Sale Dates	Show Stadium Options	● No ○ Yes	Display other tab	No	⊖ Yes		
Menu Boards	External reference	● No ○ Yes	Display card	No	⊖ Yes		~

e) Complete the following details under the **General** section of the form:

General:

• **Name.** Enter the name of the channel. The name will be used by other users so should reflect the purpose of the channel e.g. Kiosk.



- **Cash Account.** Enter a cash account if the speed checkout option is to be available via the channel. Speed checkout allows the user to complete the check out without collecting information from the customer. This will not be required if you set up the channel and products to allow anonymous bookings.
- **Description.** Enter a description of the channel.
- Select Seats. Set to No for channels used to sell F&B only.
- Self Service. Select Yes if the channel will be used directly by the shopper (rather than through a POS Operator).
- Anonymous Booking. Select if anonymous bookings are allowed via the channel. If this option is selected the shopper will not have to enter a name when paying for goods that have the **Is Anonymous** setting set to **Yes**. This option should be selected for channels selling F&B unless you wish to collect customer details.
- **Future Days.** This option is not required for F&B only channels, leave the field blank.
- **MinutesInThePast.** This option is not required for F&B only channels, leave the field blank.
- **MonthsInTheFuture.** This option is not required for F&B only channels, leave the field blank.
- Call Centre. For F&B channels select No.
- Floor Limit. Enter the limit on cashless spending before authorisation must be obtained.
- Display Cashless Tab. Select Yes if the cashless card payment method can be used with the channel.
- **Display Membership Tab.** For F&B channels select **No.**
- Show Stadium Options. For F&B channels select No.
- Display Other Tab. For F&B channels select No.
- External Reference Search. For F&B channels select No.
- **Display Card Registration Tab.** For F&B channels select **No.**
- Product User Booking Search. For F&B channels select No.
- **Hide Promo Button.** Select **Yes** to hide the **Promotions** button in EPOS/Kiosk. The Discount and Promotions button will continue to be displayed.
- Ticket Buyback Un Offered Period. This field can be left blank for F&B channels.
- **Contact Required Fields.** This field can be left blank for F&B channels.
- Enable Customer Editing. For F&B channels select No.
- Enable Customer Adding. For F&B channels select No.



- Product User Required Fields. This field can be left blank for F&B channels.
- Allow Partial Series. Leave set to No for F&B channels.
- Allow Series Seats to be Changed. Leave set to No for F&B channels.
- Select Delivery Address. Leave set to No for F&B channels.
- Display Bookings in Unfulfilled Tab. Select Yes to display the unfilled orders tab in the POS.
- Enable Print at Home. Set to No for F&B channels.
- Allow Quick Cancel. Set to Yes for F&B channels.
- Show Beneficiary Entitled User. Set to No for F&B channels.
- Membership Number Read Only. Set to No for F&B channels.
- Cross Sell Products. Select Yes if the system is to allow the offer of cross sell products.

Payment Defaults:

- Send Customer Booking Confirmation. Leave set to No for F&B channels.
- **Print Receipt.** Select **Yes** if you wish to print a receipt automatically. For fast moving Kiosks this option should be set to No.
- **Open Till.** Select **Yes** if you wish the till to be opened automatically when payment is taken.
- **Close Booking if Paid.** Select **Yes** if you wish the booking details to be automatically closed once full payment has been taken.
- **Refund Authorisation Required.** Select **Yes** if the POS Operator will require authorisation to provide a refund to a customer.
- Validate Delivery Product. Select No for F&B channels.

Contact:

- Allow Bulk Email. Leave set to No for F&B channels.
- Collect Referred from Attribute. Leave set to No for F&B channels.
- Terms Acceptance Required. Set to No for F&B channels.
- Activation Required. Set to No for F&B channels.

Behaviours:

• Offer Additional Products. Select Yes if upsell products are to be offered via the channel.



- Return Stock Levels. If stock levels are to be tracked and displayed for each product on the Channel, select Yes.
- Do not create Stock Transactions. Select No if you want to create stock transactions.

Away Tickets:

• Away Ticket Details To Record. Leave blank for F&B channels.

Donations:

- Donation Product. Not used for Green 4 F&B leave blank.
- **Donation Percent.** Not used for Green 4 F&B leave blank.

Tabs:

- Allow Tabs. Select Yes if tabs are allowed via the channel. Tabs are useful in a restaurant or bar environment where customers order a number of items over a period of time, before settling their tab at the end of their stay.
- Tab Limit. Enter the upper limit for tabs opened using the channel.
- Tab Pincodes. Enter Yes if the user will be required to enter a pin in order to add products to the tab.
- Stock Products Only. Select if only stock products can be added to a tab.

Settings:

- Settings. Enter any additional settings relating to the channel.
- Password (Post XML Bookings). Not used in Green 4 F&B.

Bowling Settings:

- None of the options in this section are required for F&B.
- f) Once the details are complete select Save and Close on the ribbon.

2.2. SETTING UP THE TERMINALS

Next it is necessary to set the terminals using the channel to operate as a till, please note that this is usually completed by Green 4s consultants. This is done as follows:

- a) In the CRM Navigation Panel select Venue Management followed by Terminals.
- b) The Terminals list view will be displayed:



File Terminals View	Charts Add Customize						
Records	Collaborate Process						
Venue Mana 🟠 🙀	Terminals: Active Terminals →						
Cast Classes	🔲 🍓 Demo						
a Terminale	Demo Tablet						
Till Groups	Gtest						
A Venues							
A Zonal Lindates							
7 Zones	1 1 3 3						
Bookable Resources(1)	🗖 🧑 T1						
Channels(1)	🔲 🍙 web						
Terminals(1)							
Da national contractory	*						
Workplace							
🥵 Sales							
🎲 Marketing							
🚳 Loyalty							
🚳 Booking Management							
🚳 Venue Management							

- c) Select **New** on the ribbon (highlighted in the above figure).
- d) A blank Terminals form will be displayed:

File Terminal Add Cu	istomize	4	Microsoft Dynamics	CRM		CRM2011 Ac	dministrator STADIUM	ල ය
Save & New Save & Save & New Save & Close Save	Assign Assign Copy a Link Copy a Link E-mail a Link Collaborate	Run Workflow Process	Run Report - Data					
Information - General - Devices	Terminal New					Terminals	v († 4	ł
- Zonal Settings - Camera - Debug	 General General 							-
Related 4 Common	Name * Owner *	CRM2011 Admir	<u>iistrator</u>		ID Till Group		Q	
Audit History	Ticket Printer	2tans			Ticket Transform		ā	
Audits	Receipt Printer				Receipt Transform			
Menu Board Configura	Voucher Printer				Voucher Transform			
Processes Workflows	Disable Full Screen Mode *	C False 🖲 True			Session Timeout (Minutes)			
Dialog Sessions	Seat Picker Wide Screen				Is Till			
	Menu Board Attached				Scanned Input Threshold (ms)			
	Force Offline	● No ○ Yes						
	Offline Mode Sett	ings						
	Last Synced			•	Offline Purchase Window (hours)			-

e) Complete the following details:

General:



- Name. Enter a name for the terminal. The name may be used by other users to identify the terminal within Green 4 F&B, and therefore should reflect the identity of the printer, for example ShopTill1.
- **ID.** Enter an identification number for the till. The ID will be used by the system to identify the terminal.
- **Owner.** The owner field will be automatically filled with your CRM user name.
- Till Group. Use to group tills for reporting purposes.

Default Printer Details:

- Ticket Printer. Not required for Green 4 F&B.
- Ticket Transform Not required for Green 4 F&B.
- **Receipt Printer.** Use the Look Up Records dialog to select the printer the terminal will use to print receipts. Leave blank if the terminal is not attached to a suitable printer.
- **Receipt Transform.** Use the Look Up Records dialog to select the print transform (template) the terminal will use when printing receipts. Leave blank if the terminal is not attached to a suitable printer.
- **Till Report Printer.** Use the Look Up Records dialog to select the printer the terminal will use to print till reports. Leave blank if the terminal is not attached to a suitable printer.
- **Till Report Transform.** Use the Look Up Records dialog to select the print transform (template) the terminal will use when printing till reports. Leave blank if the terminal is not attached to a suitable ticket printer.
- **Voucher Printer.** Use the Look Up Records dialog to select the printer the terminal will use to print vouchers. Leave blank if the terminal is not attached to a suitable printer.
- **Voucher Transform.** Use the Look Up Records dialog to select the print transform (template) the terminal will use when vouchers. Leave blank if the terminal is not attached to a suitable ticket printer.
- **Member Card Printer.** Use the Look Up Records dialog to select the printer the terminal will use to print vouchers. Leave blank if the terminal is not attached to a suitable printer.
- **Member Card Transform.** Use the Look Up Records dialog to select the print transform (template) the terminal will use when vouchers. Leave blank if the terminal is not attached to a suitable ticket printer.
- **Disable Full Screen Mode.** The Green 4 F&B POS and Kiosk can run in full screen mode preventing the user from editing the screen size or closing the application using the Windows buttons in the top right hand corner. If you wish the terminal to run in full screen mode select **False**.
- Session Timeout (Minutes). Enter the timeout period for the Green 4 F&B application. The application will lock if the terminal is inactive for the timeout period entered. For example, if 10 is entered, the application will lock after 10 minutes of inactivity.



- Seat Picker Wide Screen. Not used in Green 4 F&B. Leave set to No.
- Is Till. Select Yes when creating a kiosk terminal. Kiosk terminals are used to sell stock products only, and can use a more graphical display of products.
- Menu Board Attached. Select Yes if a menu board is attached to the terminal. The menu board will display offers and products available via the terminal.
- Scanned Input Threshold (ms). Barcode / Wedge scanner configuration setting.
- Force Offline. Select Yes to force the terminal into offline mode.

Offline Mode Settings:

- Last Synced. The date and time the terminal was last synchronised. This will be blank if the terminal is not set up to function offline.
- Offline Purchase Window (hours). Enter the purchase window in hours for offline working.
- Offline Till ID. The terminals offline till ID. This field should be left blank unless using offline working.
- Sync Interval. Enter the sync interval for offline working.
- Archive Days. Enter the number of day's information that will be archived for offline working.
- Days to download. Enter the number of days' worth of information to down load for offline working.

Access Point:

- Display Access Gate Tab. Not used in Green 4 F&B. Leave set to No.
- Gate Reader Details. Not used in Green 4 F&B. Leave blank.
- Gate Service Location. Not used in Green 4 F&B. Leave blank.
- Gate Tab Columns. Not used in Green 4 F&B. Leave blank.
- Gate Tab Rows. Not used in Green 4 F&B. Leave blank.
- Access Point. Not used in Green 4 F&B. Leave blank.

Peripheral Devices:

- Card Reader Attached. Select Yes if a card reader is attached.
- Card Reader Name. Enter the name of the attached card reader.

Zonal Settings:

• Ledger Service Location. Not used in Green 4 F&B. Leave blank.



Camera:

- Camera URL. If a camera is linked to the terminal, enter the URL.
- Camera Refresh Rate. Enter the refresh rate for the attached camera.

Debug:

- Service Proxy Logfile. Not used in Green 4 F&B. Leave blank.
- f) Once the details are complete click Save and Close on the ribbon.

2.3. SETTING UP A PRINTER AND TRANSFORM

If using a printer with the terminal, it will be necessary to set up the printer and transform as described in the following sections:

- a) In the CRM Navigation Panel select Settings followed by Printers.
- b) The Printers list view will be displayed:

File Printer	rs View	Cha	irts	Add Cus	tomize						Stadium Demo 🔥	
New Edit	 Activate Deactivate Delete 		i i i i i i i i i i i i i i i i i i i	Copy a Link 🖕	Run Sta Workflow Dia	art Run Report - Data	Filter	Advanced Find				
Reco	ords		С	ollaborate	Process		Data					
Settings	🚮 🙀 -		P	rinters Ac	tive Printers	•				Search for record	ls	
• Communi	ication Settin			Name 🔺		Driver/ Port Na	Printer Driver Ty	Offset	Block	Read Key	Write Key 😂	
🔯 Communi	ication Plugins	^		BOCA		BOCA	Window					
la Bowling S	ettings			BTP-R880NP	Remote	\\192.168.16.75\	Window					
Configura	ations			Custom Q3		CUSTOM Q3	Window					
Printers	sform	1		D1 (BTP-R88	ONP)	BTP-R880NP	Window					
Product V	/ariant Editor			Datamax		lpt1	Serial					
Product C	Channel Editor	annel Editor			Datamax		lpt2	Serial				
la Resource	Lanes			Datamax		lpt1	Serial					
-				Datamax		lpt1	Serial					
Product Ma	nagement	^		G4 Evolis Pel	oble	Evolis Pebble	Window					
Venue Mana	agement			g4datamax		com1	Serial					
Membershi	b			gtest		com1	Serial					
D			H	H1		lpt1	Serial					
Promotions				H2		com1	Serial				~	
Service			Ľ	H3		lpt1	Serial					
Settings			-	< A2 - (42 /0	la at a D						>	
		~	1	- 42 of 42 (0 se	iected)						r∎ ¶ Page 1 ₽	

- c) Select **New** on the ribbon (highlighted in the above figure).
- d) A blank Printers form will be displayed:



		🏄 Microsoft Dy	namics CRM	CRM2011	L Administrator 🥝
File Printer Add Cus Save & New Save & New Save & Delete Save Save Save	iomize Sharing - Copy a Link E-mail a Link Collaborate P	i Start Report - rocess Data			31401011 (3
Information General	Printer New			Printers	 ▼
Related ▲ Common ▲ Audit History ▲ Terminals (Receipt) ▲ Terminals (Receipt) ▲ Terminals ▲ Terminals ▲ Workflows ▲ Workflows ▲ Dialog Service	General Name * Printer Driver Type Open Till Command		Driver/ Port Name		
	Send PostFix Byte	⊂No ©Yes ®No CYes	PostFix Byte		
	Card Info				
	Block		Offset		
	Read Key (Key A)		Write Key (Key B)		
	Chip Writer		Access Bits		
	Layout		Length		
	Trailer Block		Read From Chip		
	Write To Chip	C No Yes			-
	Status	Active			

- e) Complete the following details:
 - **Name.** Enter the name of the printer. The name may be used by other users to identify the printer, and therefore should reflect the printer's name and/or location, e.g. Bar Receipt Printer.
 - **Printer Driver Type.** Use the Look Up Records dialog to select the printer driver type before clicking **OK** to return to the Printers form. The option selected (Serial or Windows) will determine the information that needs to be entered into the Driver / Port Name field.
 - **Driver / Port Name.** If the printer is a serial printer, enter the port name. If the printer is a Windows printer enter the window driver name.
 - **Open Till Command.** Enter the open till command.
 - Send PostFix Byte. Printer and contactless card configuration settings.
 - PostFix Byte. Printer and contactless card configuration settings.
 - Strip BOM. Printer and contactless card configuration settings.
 - Interval. Printer and contactless card configuration settings.
 - Batch. Printer and contactless card configuration settings.
 - Print Media. Printer and contactless card configuration settings.



- Block. Printer and contactless card configuration settings.
- **Offset.** Printer and contactless card configuration settings.
- Read Key (Key A). Printer and contactless card configuration settings.
- Write Key (Key B). Printer and contactless card configuration settings.
- Chip Writer. Printer and contactless card configuration settings.
- Access Bits. Printer and contactless card configuration settings.
- Layout. Printer and contactless card configuration settings.
- Length. Printer and contactless card configuration settings.
- Trailer Block. Printer and contactless card configuration settings.
- Read From Chip. Printer and contactless card configuration settings.
- Write to Chip. Printer and contactless card configuration settings.
- f) Once the settings are complete click Save and Close on the ribbon.

2.4. CREATING A PRINT TRANSFORM RECORD

The Print Transform entity is used to define the templates used for receipts or till reports. To create a Print Transform record:

- a) In the CRM Navigation Panel select Settings followed by Print Transforms.
- b) The Print Transforms list view will be displayed:

File Print Tr	ransform V	iew	Charts Add	Customize				2	tadium Demo 🔥		
New Edit	Activate		🏠 Copy a Link 🖕	Run Workflow Start Dialog	Run Report + Import Data +	Export to Excel	Advanced Find				
Recor	rds	_	Collaborate	Process		Data					
Settings	🚮 🙀 -		Print Transfo	rm Active Prin	t Transform 🔻			Search for records			
4 Green 4 Setting	as		Name 🔺			Created O	'n		8		
- Communi	cation Settin	^	Bristol Posta	ge Test		25/0	06/2013 13:59		•		
谷 Communi	nication Plugins		Card_W			21/0	01/2011 10:33				
bowling Se	ettings		event ticket			04/0	07/2012 11:10				
onfigurat	tions		GL Match			25/1	10/2012 14:36				
Printers	6		LCCC Card			02/0	01/2014 19:03				
Product V	Variant Editor		ariant Editor		Merles Test			26/0	06/2013 12:57		
Product C	hannel Editor	~	NCCC Card			17/0	06/2013 14:25				
			null			08/0	02/2011 14:58				
Product Mai	nagement	^	Print @ Hom	e		17/0	09/2014 09:05				
Venue Mana	gement		Receipt Wind	lows		18/0	08/2013 16:37				
Manakanakin			Receipt with	Comment(from st h	elens sql file)	21/0	06/2012 13:16				
wembership	,		Receipt_S			21/0	01/2011 10:36				
Promotions			Receipt_W			21/0	01/2011 10:38				
Service	vice				S_Match Tick	et no address (Exete	r)	06/0	06/2013 07:58		
Cottings			S_Match Tick	et with address (Exe	ter)	06/0	06/2013 09:56		•		
Settings			1 - 33 of 33 (0 se	lected)					I≪ ♦ Page 1 🕨		
Resource Ce	nter	\mathbf{Y}	AU # A	P C D	с с с и				W V V 7		



- c) Select **New** on the ribbon (highlighted in the above figure).
- d) A blank Print Transform form will be displayed:

File Print Transform Add	Customize						Stadium Den	no 🛆
Save & New Save & Close	Sharing - Copy a Link E-mail a Link Worl	un tflow Dialog	Run Report -					
Save	Collaborate	Process	Data					
Information General	Print Transf	orm					Print Transform	- + +
- XSLT +	New							
	4 General							^
Related	Name *							
▲ Common	Printer Job Type			Q	Printer Driver Type			
Audit History Terminals	Single Print Job	No () Yes		Use XSLT +	● No ○ Yes		
🍙 Terminals ゐ Terminals	4 XSLT +							
a Terminals	XSLT Scripts							
Terminals								
Processes								
Dialog Sessions								~

- e) Complete the following details:
 - **Name.** Enter a name for the transform. The name will be used by other users to identify the purpose of the transform and should therefore reflect the purpose of the transform. For example Ticket with Address.
 - **Printer Job Type.** Use the Look Up Records dialog to find the appropriate printer job type. If a suitable job type does not exist, select New on the dialog and complete the requested details. Select Save and Close on the ribbon to return to the Look Up Records dialog.
 - **Printer Driver Type.** Use the Look Up Records dialog to select the type of printer the transform can be used with.
 - Single Print Job. Not required for F&B set up.
 - Use XSLT +. Not required for F&B set up.
 - **Transform.** Enter the transform details using XML. The transform XML defines the layout of the printout and additionally details the information that will be pulled from the Green 4 F&B database and used for printing, for example customer name and product name. The transform XML will determine the information and layout included in the print out.
- f) Once the details are complete click Save and Close.



3. SETTING UP OPERATORS

Each Green 4 F&B user must be added to the system as a booking operator. Booking operators differ from CRM users and will be unable to log directly into CRM.

To create a Booking Operator record:

- a) In the CRM Navigation Panel select Venue Management followed by Booking Operators.
- b) The Booking Operators list view will be displayed:



- c) Select **New** on the ribbon (highlighted in the above figure).
- d) A blank Booking Operator form will be displayed:



			🏄 Microsoft	Dynamics CRM			CRM2011 Administrator
File Booking Operator A	dd Customize						STADIUM 🔊
Save & New Save & Save & New	Sharing → Copy a Link E-mail a Link World	un Start kflow Dialog	Run Report -				
Save	Collaborate	Process	Data				
Information	Booking Ope	rator					Booking Operators 🔻 🏦 🐺
Related	✓ General						
▲ Common Activities Closed Activities	Operator Name *				Pin Code Dallas Key Code		
Audit History	email						
Bookings BookingHistories	Operator Group			ā			
Audits	Permissions						
de Booking Payments	Allow Discounts	€No C	Yes		Allow refunds	No C Yes	
▲ Processes	Zonal export	€No C	Yes		External ID		Q

e) Complete the following details:

- **Operator Name.** Enter the operator's name.
- **Pin Code.** Enter a pin for the operator. The operator will use the pin to log into the Green 4 F&B application. The pin provided must be unique within Green 4 F&B.
- Dallas Key Code. If using Dallas Key fobs to log into the POS, enter the Dallas key number.
- **Email.** Enter the operator's email address.
- **Operator Group.** Select the operator group to which the operator belongs. Operator groups are used to group users into logical subsets.
- Allow Discounts. Select Yes if the operator is allowed to apply discounts to a purchase.
- Zonal Export. Select Yes if the operator is allowed to carry out Zonal exports.
- Allow Refunds. Select Yes if the operator is allowed to make refunds to the customer.
- **External ID.** Use the **Find** button to select the user's external Zonal ID. This external ID will link the user's Green 4 Ticketing login details with their Zonal account.
- f) Once the settings are complete click **Save and Close** on the ribbon.



4. SETTING UP PAYMENT METHODS

The Payment Methods entity is used to define the payment methods accepted by your installation of the Green 4 F&B application. Please note that for different Payment Methods, not all of fields found in the Payment Method form will need completing. The fields that need completing depend upon the Payment Method that is being created.

To create a Payment Method record:

- a) In the CRM Navigation Panel select Venue Management followed by Payment Methods.
- b) The Payment Method list view will be displayed:

× bing	🦚 🌮 🐝 🚮 📘
× Google	
File Payment Methods V	'iew Charts Add Customize
New Edit 2 Classical Activate	Copy a Link + E-mail a Link + Workflow Dialog Run Ling + Run Start Workflow Dialog
Records	Collaborate Process D
Venue Mana 🚮 📴 -	Payment Methods: Active Payment Methods -
Payment Methods Printers Referred from options Reservations Reservation Products Reserved Bookings Reserved Capacity Resource Lanes Seat Classes Terminals Till Groups Venues Workplace	Name Image: Sooking Agent Image: Sooking Agent
 Sales Marketing 	A Points Reservation RFL/Sponsor
Loyalty	Cariar
Booking Management	Voucher
G Venue Management	

c) Select **New** on the ribbon (highlighted in the above figure).



d) A blank Payment Method form will be displayed:

File Payment Method Add	Customize		Stadium Demo 🚕
Save & New Save & New Close	Sharing - Copy a Link E-mail a Link Work	Ruff Ran Ruff Ran Hord Ran	
Save	Collaborate	Process Data	
Information General Card	Payment Me	Method	Payment Methods 💌 🛧 🌵
- Chip & Pin Notes	4 General		^
	Name *		
Related	Payment Type	Description	
Activities	External Payment ID	D Available Offine	
Closed Activities	Set amount to booking total	No O Yes Auto Pay No O Yes	
Booking Payments	Sequence Number	Provider Version	
Additional Charges	Post	Redirect	
la Bookings	Error Redirect	Collect Account Data No Yes	
Product Channels	Auto Advance Dave	Auto Emire Dana	
Coupon Types	Auto Advance Days	s Auto capity Lays	
Payment Mandates	Code		
BOOKADIE Products	Charges		
Linked Terminals	Charge Amount	£ Charge Percentage	
4 Processor	Tab Payment		
Workflows	Tab Visibility Global	il	
Dialog Sessions	Finance Payment		
	Promont Schodulo		
	rayment schedule		
	* Card		
	Card Provider		v

e) Complete the following details:

General:

- **Name.** Enter a name for the payment type. The name will be displayed to the user in the Green 4 F&B application when they select to pay for their goods.
- **Payment Type.** Use the drop-down list to select the type of payment, e.g. Card, Cash, Chip and Pin.
- **Description.** Enter a short description of the payment method.
- **ExternalID.** Enter the external id for the payment method.
- Available Offline. Select Yes if the payment method is to be available offline.
- Set Amount to Booking Total. Not used in Green 4 F&B.
- Auto Pay. Not used in Green 4 F&B.
- Sequence Number. The sequence number will determine the order in which payment methods are displayed.
- **Provider Version.** Can be passed to the payment gateway if we need to use a certain version of the card payment provider.
- **Post.** This can be used as the URL with which to post the initial payment data. Typically a card payment service URL.



- **Redirect.** This is the URL to redirect the customer after the initial prepare payment. Typically 'progress.aspx' within the ticketing website.
- Error Redirect. Acts as a redirect if an error occurs.
- **Collect Account Data.** Collect Account Data. Select **Yes** if you would like card details to be collected.
- Auto Advance Days For auto payment types, optionally specify number of days in advance of nominal payment date when payment should be submitted
- Auto Expiry Days. Number of expiry days for submitted Auto payments.
- **Code.** Enter a code for the payment method type if required.

Charges:

- **Charge Amount.** Enter the amount that will be automatically added as a charge when this payment method is used.
- **Charge Percentage.** Enter the percentage that will be automatically added as a charge when this payment method is used.
- **Tab Visibility Global.** Select **Yes** if you wish tabs to be available on all terminals. Only required if setting up a tab payment method.

Finance Payment:

- **Payment Schedule**. Use the Look Up to select the relevant Payment Schedule. If no payment schedule exists, click on New to create a new one. This is relevant and should be completed when setting up a Direct Debit.
- **Requires Mandate.** Select **Yes** if the payment requires a Mandate. Typically used for the setup of the Direct Debit payment method.

Card:

- **Card Provider.** Enter the name of the card provider accepted.
- **Gateway URL.** Enter the URL users are transferred to when making a payment through the payment gateway.
- **Payer Auth URL.** Enter the URL users are directed to when authorising payments through the payment gateway.
- ByPass Card Provider. Select Yes to bypass the payment gateway settings (used for testing).
- Mail Order. Select No for F&B.



- Merchant Reference. Enter your Merchant Reference as supplied by the payment gateway.
- **Merchant Id.** Enter your Merchant Id as supplied by payment gateway.
- Account Id. Enter your Account Id as supplied by payment gateway.
- **Passcode.** Enter your account Passcode as supplied by the payment gateway.
- Currency Culture. Payment provider specific configuration.
- **Organisation Id.** Enter your Organisation Id as provided by the payment gateway
- **Refund Password.** Enter the password required when refunds are processed.
- **3-D Secure.** Select **Yes** if the payment gate utilises the 3-D Secure authentication.
- **Currency Code.** Enter the currency code.
- Currency Exponent. Payment provider specific configuration.
- Customer IP Address. Payment provider specific configuration.

Chip & Pin:

- **Provider.** Enter the name of the chip and pin provider.
- Account Name. Enter your organisation's Account Name as provided by the chip and pin provider.
- Account No. Enter your Account Number as supplied by the payment gateway.
- Host. Payment provider specific configuration.
- **Port.** Payment provider specific configuration.
- **Cardholder Present.** Indicates if the cardholder is present when using the payment method. For card payments it may be necessary to set up two payment methods: one for when the card holder is present, and one for when the card holder is absent.
- Keep Alive Message. Message sent periodically to prevent the chip and pin connection entering into idle mode.
- Merchant ID. Your organisation's merchant ID as provided by the chip and pin provider.
- Transaction Reference Prefix. Payment provider specific configuration.
- **Chip Pin Connection Timeout.** Enter the timeout period for the chip and pin. Transactions will be aborted if a response from the server is not received within the timeout period.
- **Payment Transaction Type Code.** Transaction code used for payments made via chip and pin.



- **Refund Transaction Type Code.** Refund Transaction Type Code. Transaction code used for refunds issued via chip and pin.
- Auth Code Required. Select Yes if an authorisation code is required when submitting chip and pin payments.
- Auth Code ReadOnly. Select Yes if the authorisation code is to be a read only field.
- f) Once the details are complete select **Save** on the toolbar.

Next it is necessary to define the channels that will use the payment method. To achieve this:

- a) Select **Channels** in the **Form Navigation** panel.
- b) The Channels list view will be displayed:



- c) Select Add Existing Channel from the ribbon.
- d) The Look Up Records dialog will be displayed. Select the appropriate channel before selecting **OK** to continue.
- e) Repeat the above process for all the channels that are going to use the payment method.



Note: If your organisation allows "zero deposit" bookings, a zero deposit payment method must be set up.



5. USING TABS

The tab option in Green 4 F&B allows customers to add goods to a tab during their visit and subsequently settle the amount owing as they leave. To use tabs a number of options must be set up within the Green 4 F&B configuration:

5.1. CHANNEL SETTINGS

To create a tab a number of settings are required in the Channel:

- a) Select Venue Management then Channels. Ensure the following settings are defined for the channel using tabs:
 - Allow Tabs. Select Yes to allow tabs to be used via the channel.
 - **Tab Pin codes.** Select **Yes** if the customer is required to set a pin for the tab. If pin are used, the customer will have to provide the pin each time they wish to add items to their tab.
 - Tab Limit. Enter the maximum amount customers are allowed to put on a tab before settling their bill.
 - **Stock Products Only.** Select **Yes** if a tab payment can only be used for stock products (for example food and drinks).
- b) Once the settings are complete select **Save and Close** on the ribbon to save the changes made to the channel settings.

5.2. PAYMENT METHOD SETTINGS

To set up the Tab payment method carry out the following:

- a) In the CRM Navigation Panel select Venue Management followed by Payment Methods.
- b) The Payment Method list view will be displayed:



× bing	🧔 💱 🐝 🚮 🚺
× Google	
File Payment Methods V Activate Rew Edit Control Con	iew Charts Add Customize
Records	Collaborate Process D
Venue Mana 🟠 😒 ~ Payment Methods Printers Referred from options Reservations Reservation Products Reserved Bookings Reserved Capacity Resource Lanes Seat Classes Terminals Till Groups Venues	Payment Methods: Active Payment Methods → Name ▲ Booking Agent a card card Cash Chip and Pin Credit Discount Internal Loyalty
Workplace Sales Marketing Loyalty	
Booking Management	Series Souther

- c) Select **New** on the ribbon (highlighted in the above figure).
- d) A blank Payment Method form will be displayed:



File Payment Method Ad	ld Customize		🕌 Microse	oft Dynamics CRM				CRM2011 Administrato STADIUI	or 🕜 M 🛆
Save & New Save & Save & New Save & Close Save Information	Sharing - Copy a Link E-mail a Link Collaborate Payment Metho New	Start ow Dialog rocess	Run Report - Data					Payment Methods 💌 🏚	
Chip & Pin Notes Related	General Name* Payment Type External Payment ID				Description Available Offline	© No	© Yes		
Activities Set amou booking Activities Set amou booking Activities Activities Set amou booking Activities Set amou booking Activities Set amou booking Set amou booking Activities Activities Set amou booking Activities Set amou booking Activities Activities Set amou booking Activities Activities Activities Activities Set amou booking Activities Activities Activities Set amou booking Activities Charges Charges Charges Charges Charges Charges Tab Pay Channels Tab Visible Activities Act	Set amount to booking total Sequence Number Charges	€No C	Yes		Auto Pay	€ No	C Yes		
	Charge Amount Tab Payment Tab Visibility Global • Card	£ €No C	Yes		Charge Percentage				
	Card Provider Gateway URL Payer Auth URL Bypass Card Provider	• No. C	Vec		Mail Order	• No.	C Yes		

e) Complete the following details:

General:

- **Name.** Enter a name for the payment type. The name will be displayed to the user in the Green 4 F&B application when they select to pay for their goods, for example Tab.
- Payment Type. Use the drop-down list to select the type of payment. Select Tab from the list provided.
- **Description.** Enter a short description of the payment method.
- **ExternalID.** Enter the external id for the payment method.
- Available Offline. Select Yes if the payment method is to be available offline.
- Set Amount to Booking Total. Not used in Green 4 F&B.
- Auto Pay. Not used in Green 4 F&B.
- Sequence Number. The sequence number will determine the order in which payment methods are displayed.

No other fields in this section need to be completed on this form.

Charges:

- **Charge Amount.** Enter the amount that will be automatically added as a charge when this payment method is used.
- **Charge Percentage.** Enter the percentage that will be automatically added as a charge when this payment method is used.
- **Tab Visibility Global.** Ensure **Yes** is selected to ensure Tabs can be viewed and settled across all terminals using the payment method.

Finance Payment:

No fields in this section need to be completed on this form.

Card:

No fields in this section need to be completed on this form.

Chip & Pin:

No fields in this section need to be completed on this form.

f) Once the details are complete select **Save** on the toolbar.

DEFINE THE CHANNELS

Next it is necessary to define the channels that will use the Tab payment method. To achieve this:

- a) Select **Channels** in the **Form Navigation** panel.
- b) The Channels list view will be displayed:

- c) Select Add Existing Channel from the ribbon.
- d) The Look Up Records dialog will be displayed. Select the appropriate channel before selecting **OK** to continue.

e) Repeat the above process for all the channels that are going to use the payment method

5.3. ADDING ITEMS TO A NEW TAB IN THE POS

To create a new tab for a customer when they initially order, carry out the following in the POS:

- a) Add the items to the shopping cart as normal. Once all items have been added to the cart, select Add Payment.
- b) From the Payment Method dialog select Tab.

Note: Depending upon your configuration of the Green 4 F&B system you may be asked to provide additional information, for example purchaser's name before the payment method dialog is displayed.

- c) If no existing tabs are open, a warning will be displayed. Select **OK** to continue.
- d) The Tab screen will be displayed:

4	_	
Tab		
	Booking Total:£	20.00
	Amount Paid:£	0.00
	Balance to Pay:£	20.00
	Payment Charge:£	0.00
Customer Details:	Total for Full Payments	20.00
0		
Select Open Tab:		
	New Tab	
		Print Receipt
	Pay	Exit

- e) Select **New Tab** (highlighted above).
- f) The Confirm Tab Payment screen will be displayed:

🙆 Confirm Ta	b Payment	×					
Please enter details for the new tab.							
Tab Name:							
		_					
	ОК	Cancel					

g) Enter a name for the tab, for example table number or customer name, before selecting OK.

If your Green 4 EPOS has been set up to use pin codes with tabs, when you create a new tab you will be requested to enter the following additional details:

- **Tab Pin.** Enter the pin number to be used for the tab.
- **Confirm Pin.** Re-enter the pin number.

The details of the pin should be given to the customer, who will need to give you the pin number each time they attempt to add goods to their tab.

h) The Tab dialog will be redisplayed. Select **Exit** to continue.

5.4. ADDING ITEMS TO AN EXISTING TAB IN THE POS

- a) Add the items to the shopping cart as normal. Once all items have been added to the cart, select Add Payment.
- b) From the Payment Method dialog select Tab.

Alternatively the Pay to Tab option below the shopping cart can be used to open the Tab window directly.

c) The Tab screen will be displayed:

(- • •
Tab			
	ſ	Booking Total:£ Promotion Value:f	20.00 0.00
		Amount Paid:£	0.00
		Balance to Pay:£ Payment Charge:f	20.00
	Total f	or Full Payment:£	20.00
Customer Details:			
0			
Select Open Tab:			
table1 (£20.00)			
(220.00)			
L			
	_		
	Ne	w Tab	
			Print Receipt
		Pav	Exit

- d) The details of any existing tabs will be listed (highlighted above).
- e) Select the tab you wish to add the current order to.
- f) The Confirm Tab payment dialog will be displayed. Select **OK** to continue.

If Green 4 EPOS has been set up to use pin codes with tabs, when you attempt to add an item to an existing tab you will be requested to enter the **tab pin**. The details of the pin will be given to you by the customer. You will only be able to add items to an existing tab if the correct pin is given.

g) The Tab dialog will be redisplayed. Select **Exit** to continue.

5.5. SETTLING A TAB IN THE POS

When the customer is ready to settle the tab, carry out the following:

a) Select the **Tabs** heading as shown below:

teststadium2 rss, neil			,				Casl	h Skim
Current Booking Find Booking	g Find Seat	Tabs	Customer	Other				
Search Page 1 of 1	First		Prev	Next		Last		
		Tab Nar	ne		Till Gro	up	Tab Total	
Detail Pay	Amend	table1			Test		£40.00	

- b) A list of the current open tabs will be displayed.
- c) Select **Pay** alongside the tab that you wish to settle. If you wish to review the details of the tab first, select **Detail** to open the tab details. From the Details dialog you can select **Pay** to continue.
- d) The shopping cart will be opened displaying details of all the items added to the tab. Select **Add Payment** to continue.
- e) The Payment Method dialog will be displayed. Select the appropriate option and process the customer's payment.

5.6. AMENDING A TAB IN THE POS

If the customer disputes the items included on the tab, the details can be amended as follows:

a) Select the **Tabs** heading as shown below:

teststadium2 rss, neil							Cash Skim	
Current Booking Find Bookin	g Find Seat	Tabs	Customer	Other				
Search Page 1 of 1	First		Prev	Next		Last		
		Tab Nan	ne		Till Gro	up	Tab Total	
Detail Pay	Amend	table1			Test		£40.00	

- b) A list of the current open tabs will be displayed.
- c) Select **Pay** alongside the tab that you wish to settle.

d) The tab details will be opened in the shopping cart. If the details are incorrect, re-open the Tabs view:

teststac rss, neil	lium2					Cash Skim
Current Bookir	ng Find Bookin	g Find Seat	Tabs Customer	Other		
Search	Page 1 of 1	First	Prev	Next	Las	t
			Tab Name		Till Group	Tab Total
Detail	Pay	Amend	table2		Test	£40.00

- e) Alongside the tab you have selected to pay, the Amend option will now be available. Select **Amend** to continue.
- f) The shopping cart will be refreshed to show the tab details in the edit mode. Make the necessary changes to the tab before selecting **Add Payment** to continue.
- g) The Payment Method dialog will be displayed. Select the appropriate option and process the customer's payment.

6. SETTING UP PRODUCTS

The sale of stock products (e.g. food and beverages) through Green 4 F&B relies upon a number of entities within the system, all of which must be correctly configured in order to place the product on sale at the correct price.

The flow below is the process to place a Food or Beverage product on Sale:

Variant Type describes the type of Bookable Product you can purchase. For example a type of drink Bookable Product may have a variant types of a pint and half pint whereas for food, the variants may be regular meal and small meal. Once Variant Types have been set up in the system, they can be used for different product types and do not need to be set up again. Where possible, it is recommended that you re-use Variant Types, so before setting up a new Variant Type, check that it does not already exist.

The Variant Type entity is used to create categories of products, for example Pint and half a pint. To create a Variant Type record:

- a) In the CRM Navigation Panel, select Product Management followed by Variant Types.
- b) The Variant Types view will be displayed showing a list of all the Variant Types that meet the current view criteria.
- c) To add a new Variant Type, select **New** on the ribbon (highlighted in the figure below).

File Variant Types View	/ Cł	harts Add	Customize							
New Edit Activate		Copy a Link 🗸 E-mail a Link 🤿	Run Start Workflow Dialo	Run Report -	Import Data 🗸	Ser B V Pi	kport to Excel liter	Advanced Find	1	
Records	0	Collaborate	Process			Da	ita			
Product Man 🚮 📴 -	1	Variant Type:	Active Varia	ant Types	•					
Analysis Categories		Name 🔺					People		Description	Category
Bookable Products		Adult						1		Tickets
💩 Fixtures		Carer						1		Tickets
Product Calendars		Conc						1		Tickets
Product Sessions Perenvations		Directors						1		Tickets
a Series		Each						1		F+B
Variant Price Lists		Family						4		Tickets
Variant Types		Family Offer	of 4					4	Offer for 4 famil	Tickets
		Half						1		F+B
		Junior						1		Tickets
Workplace	^[□	Large						1		Merchandise
Sales		Matchday Pr	ogramme					1		Default
Markating		Medium						1		Merchandise
Marketing		OAP						1		Tickets
Loyalty		Pint						1		F+B
Bookings		Size 5						1		Merchandise
Product Management		Small						1		Merchandise
Froduct Management		Staff						1		Tickets

d) A blank Variant Type form will be displayed, complete the following details:

Information L General	Variant Typ New	e		Variant Types 🔹 🛉	Ψ
Related	▲ General				
Common Audit History Promotions Variant Type Compon Product Variants Coupon Products Processes Workflows Dialog Sessions	Name * Translated name Description Skidata Class Code Voucher Value Sequence	[] []	People * Category Tariff Code Conversion Factor		

- Name. Enter a name for the variant type.
- **People.** Enter the number of people included in the variant type. For F&B this is usually 1.
- **Translated Name.** This field is used when the system is being translated into another language. Multiple translations can be added in the one field.
- **Description.** Enter a description of the variant type.
- Skidata Class Code. Used for access control.
- **Category.** Used to group the variant types into categories for reporting purposes and for use in the price list editor. For example soft drinks, beers, spirits, chocolate bars etc
- Voucher Value. Used for voucher variants.
- Tariff Code. This is not used for F&B.
- Sequence. Used to display a certain sequence of Variant Types.

- **Conversion Factor.** Used to convert the cost of a large batch of products into the cost of individual products within this batch. For example, if a barrel of draft beer is purchased the conversion factor will be used to convert the cost of the barrel into a single pint of beer.
- e) Select **Save and Close** on the ribbon to save the changes made.

6.2. CREATE THE VARIANT PRICE LIST

Prices are defined using Variant Price Lists, which are subsequently linked to the channel using the channel price list entity.

- a) In the CRM Navigation Panel select Product Management followed by Variant Price Lists.
- b) The Variant Price List view will be displayed:

File Variant Price Lists	iew Charts Add Customize		
New Edit Activate	Copy a Link ↓ Copy a Link ↓ Run Start Workflow Dialog	Export to Excel Filter Advanced Find	
Records	Collaborate Process [Data	
Product Man 🟠 🙀	Variant Price Lists Active Variant Price Lists		
Analysis Categories	Name 🔺	Price List Status	
Bookable Products	Advance Fixture Ticket	Active	
Braduet Calcaders	Away Fixture Pricing	Active	
Product Calendars	Bolt Ons	Active	
Reservations	CP Series 2014-15	Test	
Series	Cup Match	Active	
👌 Variant Price Lists	CUP PRICE LIST	Active	
🍐 Variant Types	default	Active	
	Ealing	Active	
	Early Bird	Active	
Bookings	Edan Price List - Season 2013-2014	Active	
Product Management	f+b	Active	
	Matchday Prices	Active	
Venue Management	Matchday Ticket	Active	
Membership	Membership (14) Early Bird	Active	
Promotions	Membership (14) Standard	Active	
Constant	POS - Matchday	Active	
Service	retail	Active	

- c) If a suitable price list exists, double-click over the appropriate row in the list. Alternatively select **New** on the ribbon to create a new variant price list.
- d) The Variant Price List form will be displayed. If creating a new variant price list, enter the following details:
 - Name. Enter a name for the price list.
 - **Price List Status.** Select the price list status from the drop-down list. Only price lists with a status of Active will be used to provide pricing information in Green 4 Ticketing.
- f) Select Save and Close on the ribbon.

6.3. SET UP YOUR CHANNEL PRICE LISTS

Create the Bookable Product

Channel prices lists are used to link a variant price list to a channel. If you wish the prices entered on a variant price list to be charged then you must link the price list to the channel. Multiple price lists can be in use simultaneously.

The channel price list can be reused; therefore you may only need to create the channel price list once for each variant price list – channel combination.

To set up a channel price list:

- a) On the CRM navigation panel, select Sales Plan on the Product Management tab.
- b) A list of sales plans matching the view criteria will be displayed.
- c) Open the Default Sales Plan (the default sales plan should be linked to the company details record in CRM).
- d) Select **Channel Price List** in the form navigation area.
- e) A list of channel price lists that have been previously linked to the variant price list will be shown. Select **Add New Channel Price List** on the ribbon.
- f) A blank channel price list form will be displayed. Complete the following details:
 - Name. The name of the channel price list.
 - **Channel.** Select the Look Up icon alongside the field. The Look Up Records dialog will be displayed. Select the appropriate channel before clicking **OK** to continue.
 - **On Sale Date.** Enter the date and time when the price list will be available for use by the channel. An On Sale Date must be entered when creating a price list for stock products.
 - Marketing List. Select the marketing list the channel price list relates to. If a marketing list is applied to a channel price list, only contacts that have been added to the marketing list will use the channel price list. This option can be used to give beneficial prices to people that have previously bought a particular product, for example a membership product. Preferential pricing can either be driven by the use of a different variant price list, or by entering a discount percent.
 - **Discount Percent.** If using a discount enter the percentage discount offered to users of the channel price list. This option is used in conjunction with a marketing list to offer members of the marketing list a discount.
 - **Discount Category.** If using a discount use the lookup to select the product category the discount percent will be applied to. If a product category is not entered, the discount percent will be applied to all products.
 - **Sequence.** The sequence number is used to determine which channel price list is used if there is more than one valid channel price list available.
 - Variant Price List. Use the Lookup Records dialog to select the appropriate price list. The price list that you are to use for the bookable product should be selected.

- **Off Sale Date.** Enter the date and time when the price list will stop being available for use by the channel. An Off Sale Date must be entered when creating a price list for stock products.
- Max Quantity. This option, when used in conjunction with a marketing list can be used to limit the number of a selected product a customer can purchase. This option can be used to limit the number of products a customer can buy at a preferential rate. Alternatively this option can be used to limit the number of tickets a member can purchase before general release.
- **Discount Rounding.** Enter the discount rounding i.e. to the nearest penny, 10p, pound. If a value is not entered the system will default to rounding to a penny.

Note: All other fields in the Channel Price List form that have not been described above do not need to be completed/changed.

g) Once the details are complete select **Save & Close** on the ribbon.

A channel price list will need to be created for each Variant Price List – Channel combination created.

6.4. CREATE THE BOOKABLE PRODUCT

The Bookable Product entity is used to represent products that are sold, for example a Pint of Fosters. For each product that you are selling through the system (i.e. a food/beverage) you must create a Bookable Product.

- a) In the CRM Navigation Panel select Product Management followed by Bookable Product.
- b) The Bookable Products list view will be displayed:

File Bookable Products	Viev	Charts Add Customize			
New	e 4	E-mail a Link - Kun Workflow	Run Import Report - Data -	inter Advanced Find	
Records		Collaborate Process	D	ata	
Product Man 🚮 🙀		Bookable Products Active	Bookable Products 🔻		Searc
Analysis Categories		Name 🔺		Category Code	Capacity
Bookable Products	^	7 Day Membership		Leisure Member MEMBER7D	
ixtures		Away Coach Fixture Hospitality		Season 2014/15	
Product Calendars		Away Coach Fixture Standard		Season 2014/15	
Product Sessions Percentations		Away Coach Series Hospitality		Season 2014/15	
Sales Plans		Away Coach Series Standard		Season 2014/15	
👌 Series		Away Match		Season 2014/15	
💩 Variant Price Lists	~	Away Match Series		Season 2014/15	
		Away Shirt		Away Kit	
Product Management	^	Away Shorts		Away Kit	
Venue Management		Away Socks		Away Kit	
Momborshin		Away Stand		Season 2012 - 2	
weinbersnip		Away Ticket Type 1		Season 2012 - 2	
Promotions		Away Ticket Type 2		Season 2012 - 2	
Service		Badge Theme		Replica Kit	
Sottings		<			
settings		1 - 113 of 113 (0 selected)			
Resource Center	~	AII # A B C D	EFGHI	JKLMNO	PQR S

+ 44 (0) 845 508 8149 | support@green4solutions.com | www.green4solutions

- c) Select **New** on the ribbon (highlighted above).
- d) A blank Bookable Product form will be displayed:

File Bookable Product Add	l Customize						Stadium Demo 🚕	
Save & New Save & Save & New Close	Copy a Link	un Start kflow Dialog	Run Report -					
Save	Collaborate	Process	Data					
Information - General - Channels	Bookable P New	roduct					Bookable Products 🔻 🛉	Ψ
- Variants & Pricing - Bowling - Notes	4 General							^
Related	Translated Name							
Common Activities	Description Cross Sell Product Description							j
Audit History	Туре	Stock		\sim	Sequence			
Additional Products	Availability				Beneficiary Requirement	Not Required	~]
Product Sessions	Is Course	○ No (Yes		Capacity			
🎄 Product Variants 🍓 Resource Types	Ask Booking Questions	● No () Yes		Report Category			
Promotions	Is Single Booking	• No () Yes		Code			~
Stock Transactions	Status	Active						

e) Complete the following details:

General:

- **Name.** Enter a name for the product. The name will be visible to customers, and should therefore reflect the nature of the product.
- Translated Name. Used for translated implementations.
- **Description.** Enter a description of the product.
- Cross Sell Product Description. If using Cross Sell products, enter a description of the product here.
- **Type.** Use the drop-down list to select the type of product. In this instance select **Stock** from the list of available values.
- **Sequence.** Enter a sequence number for the product. The sequence number is used to determine the order in which products are displayed in the POS and Web channels.
- **Beneficiary Requirement.** Use the drop-down list to select if a customer's name is required when the product is purchased. For stock products this option should be set to **Not Required**.
- Report Category. Used for reporting purposes to categorise the products sold through Green 4 F&B.
- Code. Can be used to enter the barcode for products sold through the Green 4 F&B POS.
- Is Anonymous. Select Yes if the purchaser is not required to provide a name when buying the product. The channel must be set up to anonymous purchases also.
- Available Offline. Select Yes if the bookable product is to be available for purchase through the offline POS. This option cannot be used for products that require capacity to be monitored.
- Voucher Valid Days. Used for voucher bookable products.

• External Product ID. Can be used to link the bookable product to an external list of products.

Referring Entities:

- **Category.** Use the Look Up Records dialog to select the product category. The category is used to group products, for example Alcoholic Drinks, Hot Food, Soft Drinks etc. For more information on Categories see <u>Product Categories/Variant Categories</u>
- **Product Calendar.** Select the default product calendar.
- **Coupon Type.** Used for coupon products.

Membership:

• Is Membership. Select No for stock products.

Time Settings:

- Available Date From. Enter the date the product goes on sale.
- Available Date To. Enter the date the product is removed from sale.
- Available Time From. Enter the time the product goes on sale.
- Available Time To. Enter the time the product is removed from sale.

Cost:

- **Cost Price.** Used for F&B product reporting. The cost price and unit fields are used to carry out conversions for reporting purposes. The cost price is the price paid per unit. The unit is the size of the original purchase. For example for beer it might be barrels, whereas for wine it may be bottles. The Conversion Factor field on the Product Variant form determines how many of the products make up a unit. For example the number of pints in a barrel.
- Unit. Used for F&B product reporting. The cost price and unit fields are used to carry out conversions for reporting purposes. The cost price is the price paid per unit. The unit is the size of the original purchase. For example for beer it might be barrels, whereas for wine it may be bottles. The Conversion Factor field on the Product Variant form determines how many of the products make up a unit. For example the number of pints in a barrel.
- **Currency.** Will display the default currency for the instance of Microsoft Dynamics CRM.

Delivery Options:

- Print At Home. Select No for F&B products.
- **Requires Delivery.** Select **No** for F&B products.

Note. All other fields in the Bookable Product form that have not been described above do not need to be completed/changed.

f) Once the details are complete select **Save** on the ribbon.

- g) Next, it is necessary to indicate which channels the product can be bought via. To set the *Channels* carry out the following:
 - Select **Channels** in the Form Navigation area.
 - The channels that have been set up during the configuration on your system will be listed. Select the checkbox alongside each channel through which the product will be sold, for example Kiosk.
 - Select **Save** on the ribbon.
- h) Next, it is necessary to identify the Product Variants and Prices:
 - Select Variants & Pricing in the Form Navigation area.
 - To select a variant, in the drop-down list on the left hand side (highlighted below), select the appropriate option. All of the variants available in your system will be listed. If you have categorised the variants they will displayed in the relevant categories.
 - Select the green cross alongside the variant name to add.

File Bookable Product Add	d Customize	
Save & New Save & New Save & New Close X Deactivate	Sharing → Copy a Link E-mail a Link Workflow Dialog Run Start Workflow Dialog	
Save	Collaborate Process Data	
Information General Channels Variants & Pricing Bowling Notes	Bookable Product test Variants & Pricing	
Related	Mandatory V	
Common Activities Closed Activities Audit History Additional Products	Variant	

- Repeat until all variants are listed. If you need to remove a variant, click the red minus sign alongside the variant.
- To enter price information for the product, select the relevant price list from the drop down at the top of the Variants & Pricing section (highlighted below):

File Bookable Product A	.dd Customize							Stadium Demo 🚕
Save & Save & New	📄 Sharing ↓ 📸 Copy a Link 🗑 E-mail a Link	Run Workflow	Run Report -					
Save	Collaborate	Process	Data					
Information - General - Channels	Fost	able Product C ers					[Bookable Products 🔻 🛧 🔱
- Variants & Pricing	4 Variants	& Pricing						
- Bowling		a r nang					_	
L Notes	-					f+b 🗸	🗸]
Related			Code	Not for Sale	Mandatory	Peak Price Off Peak		
4 Common					Variant	Price		
Activities	Fosters -	Half				3.00 3.00		
Closed Activities								
Audit History	Fosters -	Pint				3.00 3.00		
🍓 Additional Products								
🍙 Product Channels			v v					
🍙 Product Sessions								
🌛 Product Variants								
🍙 Resource Types								
🍐 Promotions								

- Enter the pricing (peak and off peak) information for each of the variants that are to be included on the price list.
- Repeat this process for each price list used to govern the pricing of the selected product.

Once the pricing details are complete select Save & Close on the ribbon to save the product

6.5. FOOD AND BEVERAGE ON-SALE CHECK LIST

The following checklist can be used to ensure that you have completed all of the tasks required to place a stock product on sale:

Task	Completed?	Comments
Created Variant Types		Create the type of Bookable Product you can purchase. For example a type of drink Bookable Product may have a variant types of a pint and half pint
Created Variant Price Lists		Prices are defined using Variant Price Lists
Created a Channel Price List		The Channel Price List should be linked to the default sales plan
		The Channel Price List should link the channels to the variant price list on which prices have been entered.
		Ensure the Channel Price List dates are valid.
		A channel price list will need to be created for each Variant Price List – Channel combination created.
Create a stock Bookable Product		Ensure the Available Date From and To dates are valid.
Assigned Channels to the Bookable Product		Ensure the relevant channel check boxes are ticked.
Assigned variants to the Bookable Product		Ensure the variants are listed.

Assigned prices to the Bookable Product

Prices should be added to an active Variant Price List that has been linked to a Channel Price List.

7. PRODUCT CATEGORIES/VARIANT CATEGORIES

The category field on both the bookable product and variant type record is important as it allows products and variant types to be grouped. The categories are also used in the following places:

- Product Variant Editor
- Product Channel Editor
- Variant Price List Editor

Consequently it is essential that a category is set for all bookable products and variant types.

In additional the product category is used to group items in the Kiosk, allowing the colour coding of like-items as shown below:

stadiun _{D1, SH}	ndemo					Cash Skim	Till Repo
Current Booki	ing Find Bool	king Find Sea	t Tabs Cust	omer Coupor	Cashless A	ccounts	
Fosters (Half) 3.00	Fosters (Pint) 3.00	Tenants (Half) 3.50	Tenants (Pint) 3.50	Ginger Beer (Each) 1.50	Lilt (Each) 1.00	Pepsi (Each) 1.50	
Chocolate Bar (Each) 2.00	Polos (Each) 2.00	Randoms (Each) 2.00	Burger (Each) 3.50	Chips (Each) 2.50	Hot Dog (Super Size) 7.50	Pizza Slice (Each) 4.00	

7.1. CREATING AN ANALYSIS CATEGORY

The Analysis Category and colours are set in the following process:

a) Select Product Management from the Navigation bar and then select Analysis Categories.

File Analysis Categories	View Charts Add Customize		Stadium Demo 🔥
New	Copy a Link ↓ Over the second	Export to Excel Filter Advanced Find	
Records	Collaborate Process D	ata	
Product Man 🚮 🖳 -	Analysis Categories Active Analysis Categories	Search for records	
Analysis Categories	Name 🔺	Parent Category Sequence Code Description	Created Or 🤁
Bookable Products	Alcoholic Drinks	Warm Snacks 1	02/0
in Fixtures	Away Fixtures		23/0
Product Calendars	Away Kit	Replica Kit	30/0
Product Sessions Reservations	Car Parking		11/0
à Sales Plans	Cashless		15/1
🚡 Series	Concerts		18/0
la Variant Price Lists	Crisps and Sweets	3	02/0
	Donations		26/0
Workplace	Edan Parking		03/0
Sales	Edan Season 2013-2014		03/0
Marketing	Gold Membership		26/0
	Gold Membership		15/1
Loyalty	Home Kit	Replica Kit	30/0
Bookings	L ICM		02/1
Product Management	<		>
generic	1 - 42 of 42 (0 selected)		M 4 Page 1 1

- b) A list of all current categories that have been created will be displayed, for example Alcholhoic Drinks, Snacks, Warm Snacks etc.
- c) Select New in the Ribbon. A new Category form will appear
- d) Enter the following:

File Analysis Category Add	d Customize	Stadium Demo 🔈
Save & Save & New Close	Sharing - Copy a Link E-mail a Link Workflow Dialog	
Save	Collaborate Process Data	
Information General Notes	Analysis Category New	Analysis Categories 🔻 🛧 ↓
Related	4 General	
4 Common	Name *	
Activities	Translated name	
Closed Activities	Description	
Audit History	Parent Category 🧔 Sequence	
Additional Products	Code	
Bookable Products	Master Category	
Promotions		
Channel Price Lists		
4 Processes	Button Colour Button Text Colour	

- Name. Enter the name of the Category, for example Alcoholic Drinks.
- Translated Name. Used for translated implementations.
- **Description.** Enter a description of the category.
- **Parent Category.** If applicable link the category to a parent category.
- **Sequence.** Enter a sequence number for the product. The sequence number is used to determine the order in which categories are displayed.
- **Code.** This field is not required for F&B set up.

- Master Category. If applicable, link the category to a Master Category.
- **Button Colour.** Enter the button colour. All Bookable Products within this category will be displayed in the chosen colour in the Channel. Green 4 F&B uses web colours e.g. red, orange, green, etc.
- Button Text Colour. Enter the button text colour. Green 4 F&B uses web colours e.g. red, orange, green, etc.

Note: An Analysis Category can be created for each type of product that you are selling. For example, Warm Snacks, Cold Snacks, Alcoholic drinks, Non-Alcoholic drinks etc. These categories can then be linked to the product on the **Bookable Product form** under the field named **Categories** by using the Look Up. For example if there is a bookable product of Fosters, an Alcoholic drinks category can be directly linked to it and this is where all other Alcoholic drinks can be connected to.

e) Once the details are complete select Save and Close on the ribbon.

8. PURCHASING PRODUCTS USING THE KIOSK

To purchase a product using the Green 4 F&B Kiosk:

a) Click on the required item listed on the Current Booking tab:

stadiun d1, SH1	n					Cash Skim
Current Booki	ng Find Boo	king Find Sea	t Customer	Coupon O	ther	
Ginger Beer 1.50	Lilt 1.00	Pepsi 1.50	Chocolate Bar 2.00	Polos 2.00	Randoms 2.00	

- b) The item will be added to the shopping cart.
- c) The number of items in the cart can be modified as follows:
 - Increase Number. Either click the appropriate on the Current Booking tab again, or enter the number required directly into the shopping cart.
 - Decrease Number. Click Reduce alongside the appropriate row in the shopping cart.
 - Remove Item. Click the X button alongside the appropriate row in the shopping cart.

Reference No.:					
Name	Unit	Qty	Line		
Pepsi	£1.50	1	£1.50	х	Reduce

d) Once all the items are listed in the shopping cart select Add Payment.

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- e) If more than one payment method is available, the Payment Method dialog will be displayed. Select the appropriate payment method.
- f) The Payment Method dialog will be opened. Enter the payment details before selecting **Pay** to complete the booking.