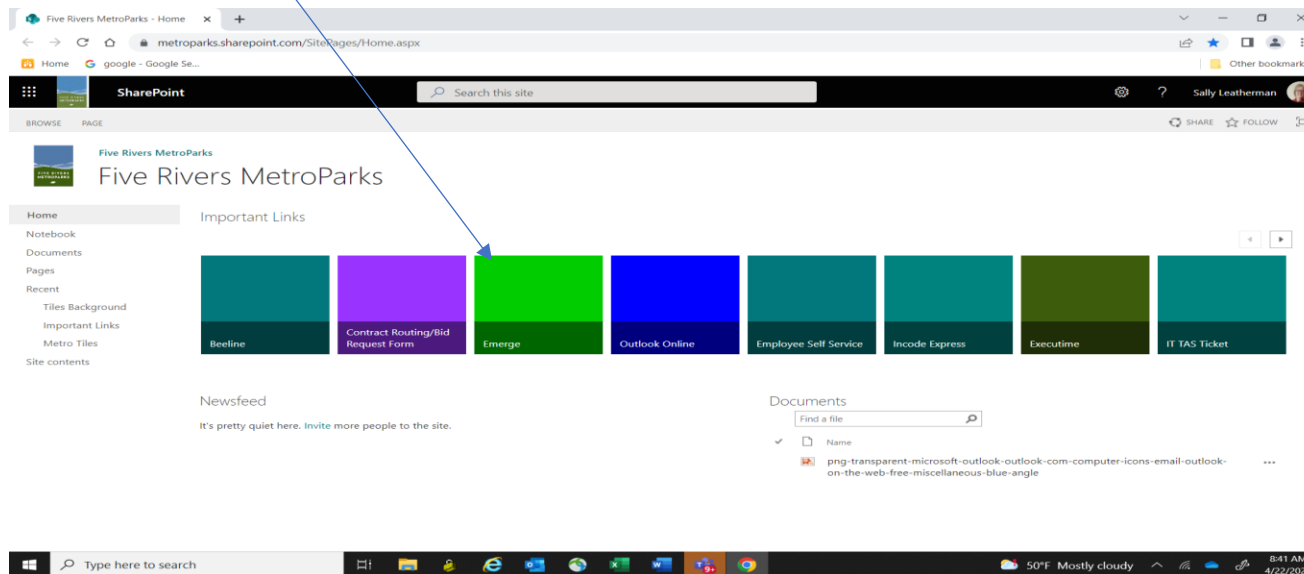


Taking a payment in POS

- ❖ Accept only credit card
- ❖ No bank to count in the morning/evening
- ❖ Market staff will close the laptop at the end of business

1. Collect laptop and key to locked drawer from Market staff and set up at Market Welcome Wagon.
2. Open laptop and turn it on.
3. Login using Market password 2ndstreetSALE! to log into the laptop.
4. Click on Chrome.
5. Click on Emerge



6. Enter your Username and Password.

The screenshot shows a web browser window at the URL <http://login.metroparks.org/login/>. The page has a header with the Five Rivers Metroparks logo and a 'User Management' title. Below the header, there are three main sections: 'New User?', 'Login', and 'Support'. The 'Login' section contains a 'Username' input field, a 'Password' input field, a 'Login' button, and links for 'Forgot Password?' and 'Forgot Username?'. The 'Support' section includes a 'Submit a ticket:' link and a paragraph about reporting bugs. The 'New User?' section has links for 'Request Access', 'How-To Guides', and 'Glossary of Terms'. A blue arrow points from the instruction '6. Enter your Username and Password.' to the 'Username' input field in the 'Login' section.

Select a Module

FIVE RIVERS METROPARKS

User Management

New User?

- [Request Access](#)
- [How-To Guides](#)
- [Glossary of Terms](#)

Login

Username

Password

Login

[Forgot Password?](#) [Forgot Username?](#)

Support

Having issues with the system?

Submit a ticket:

Bugs and issues can be sent directly to support@Emergelnc.com

Please let us know that you are from FRMP, which module the bug or issue is affecting and specific language or screen captures detailing your bug or issues. A support person will respond to you ASAP.

7. Click on 'Point of Sale'.

The screenshot shows a web browser window at the URL http://login.metro parks.org/?session_token=510647a8b5443c1bf783d0e94a2604ddcee34954. The page is titled "User Management" and includes a "Select a Module" dropdown menu. A blue arrow points from the instruction "7. Click on 'Point of Sale'." to the "Point of Sale" link in the "Modules" section. The "New User?" section contains links for "How-To Guides" and "Glossary of Terms". The "Support" section includes a "Submit a ticket:" button and contact information for support@Emergetinc.com.

Five Rivers METROPARKS

Select a Module

Welcome: Sally Leatherman [Log-out](#) [Settings](#)

User Management

New User?

- [How-To Guides](#)
- [Glossary of Terms](#)

Modules

- [Point of Sale](#)
- [Reports](#)
- [Programs & Facilities](#)
- [Special Permits](#)

Support

Having issues with the system?

Submit a ticket:

Bugs and issues can be sent directly to support@Emergetinc.com

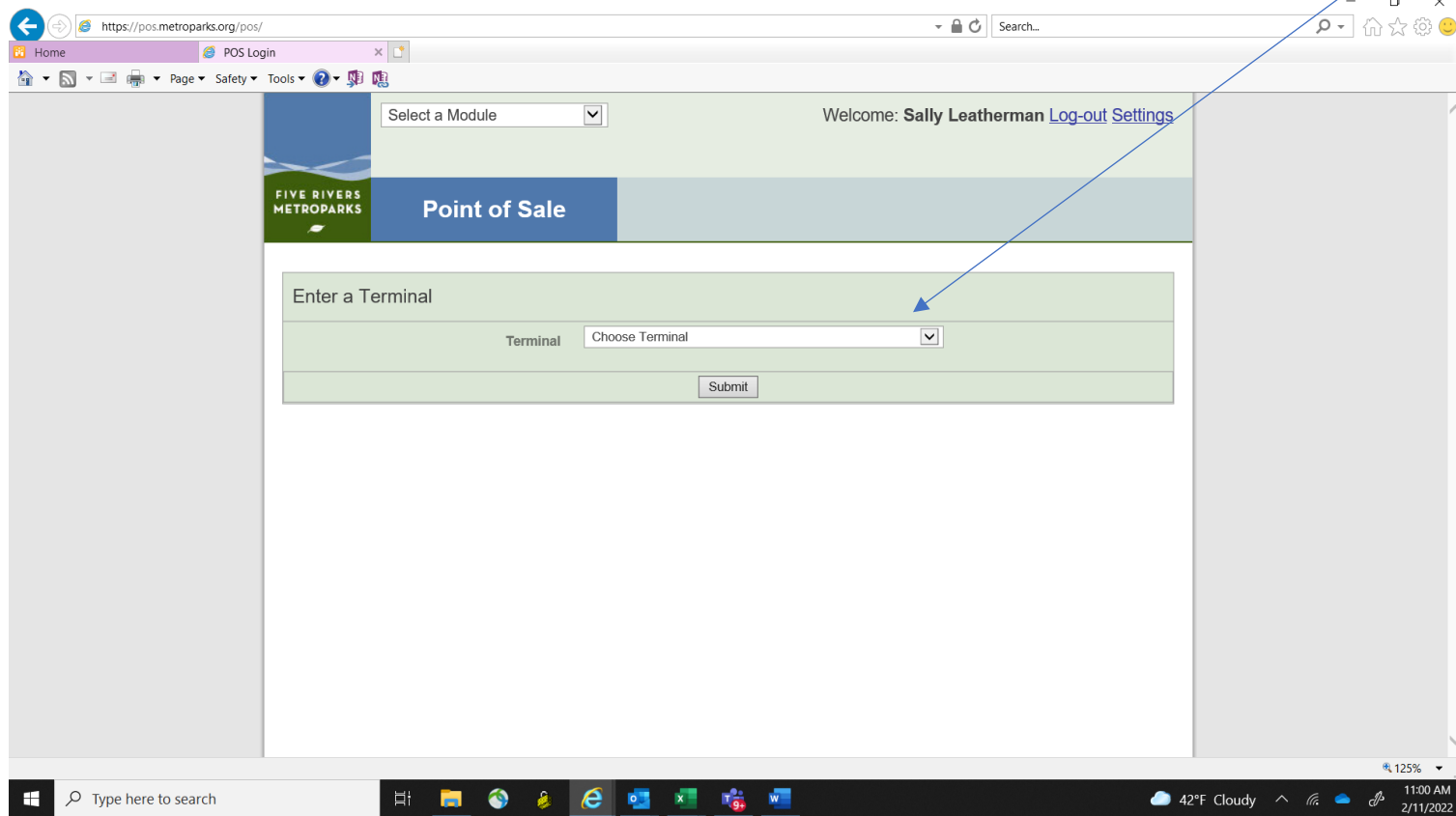
Please let us know that you are from FRMP, which module the bug or issue is affecting and specific language or screen captures detailing your bug or issues. A support person will respond to you ASAP.

<http://reservations.metro parks.org/admin>

125%

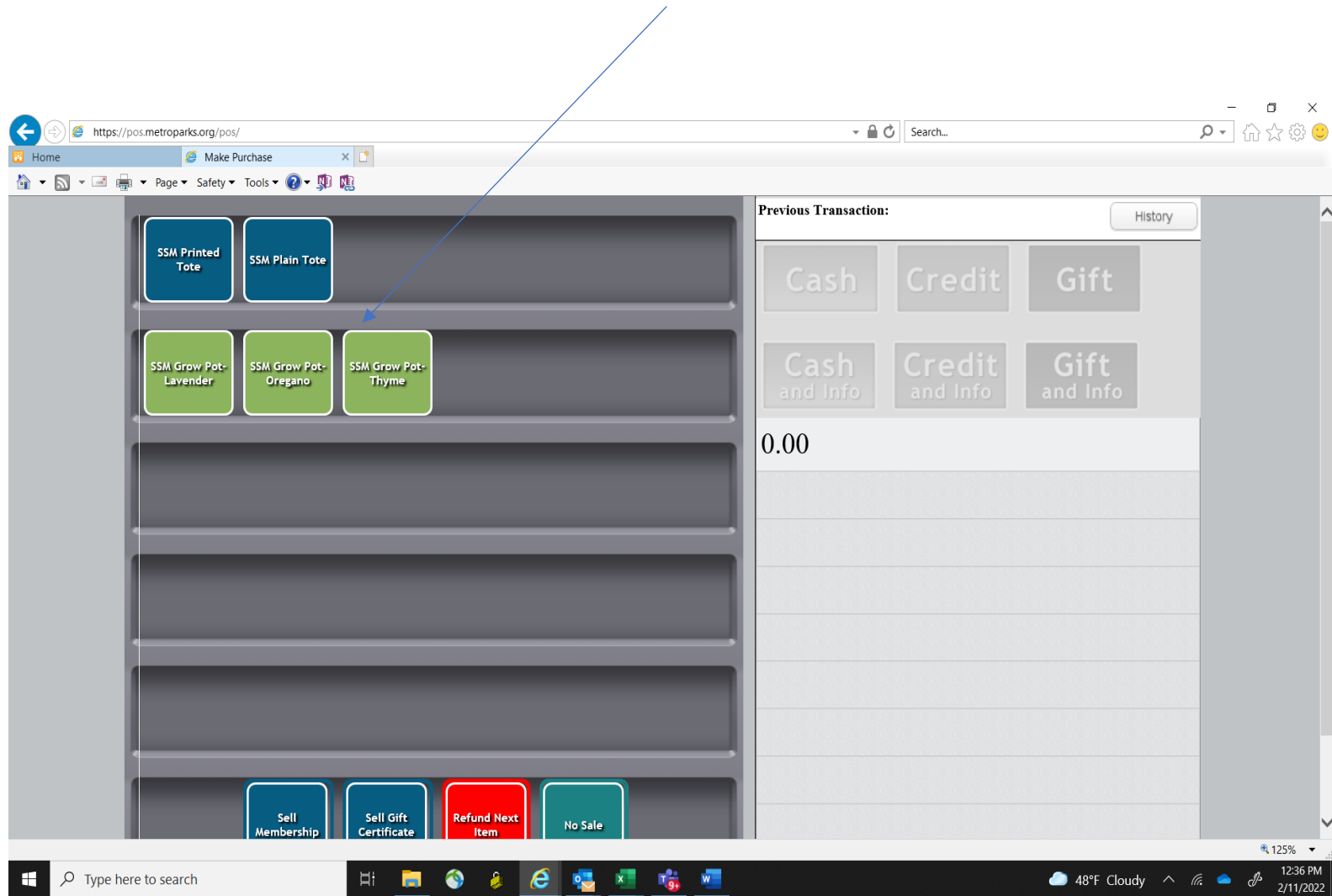
48°F Cloudy 12:32 PM 2/11/2022

8. Choose a terminal. When you click on 'Choose Terminal' the 2nd Street Market is the first option. Choose the Market.

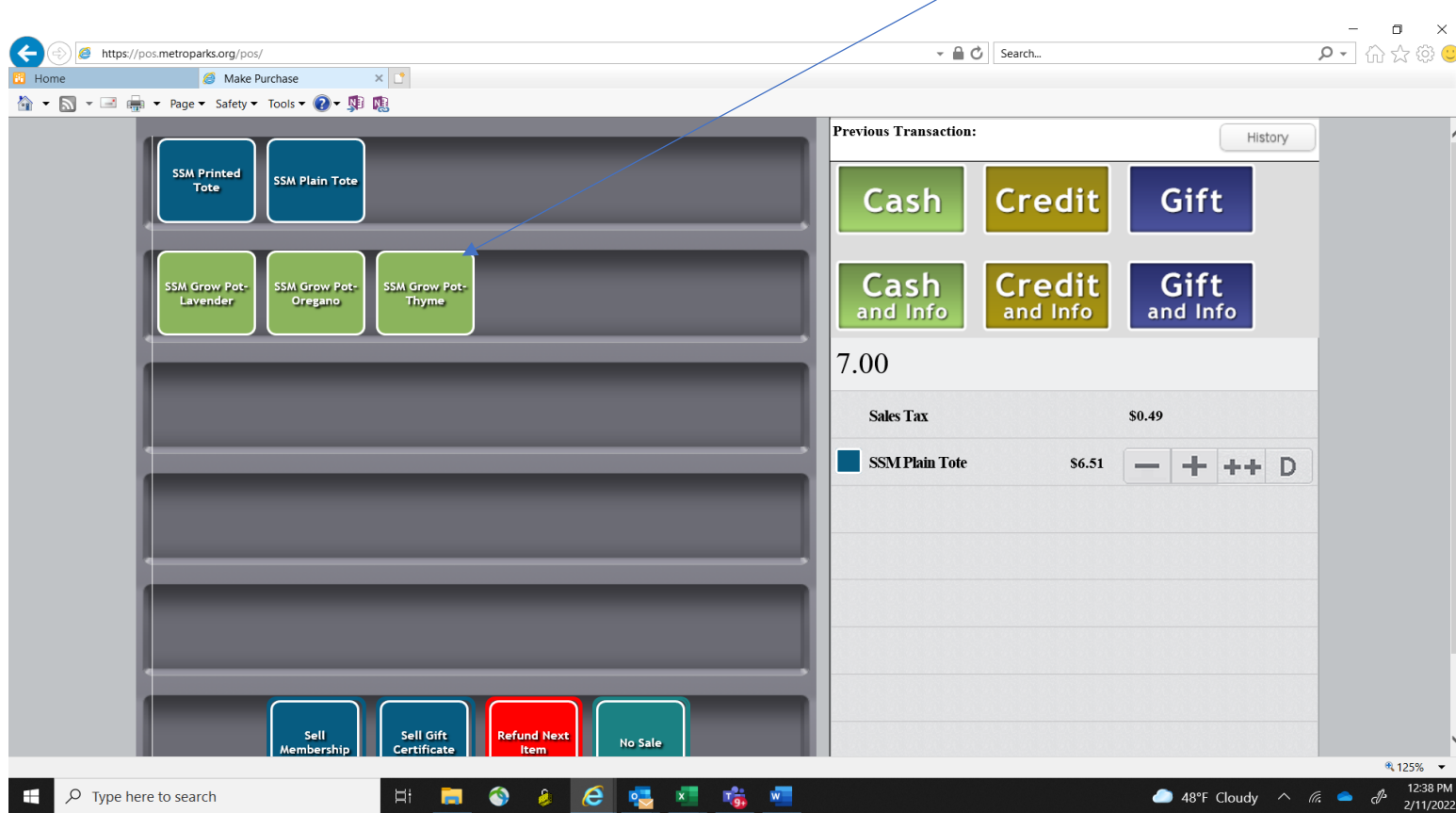


9. If the page asks for starting cash drawer, enter "0". (We only accept credit.)

10. The POS screen will appear. The screen lists all available items for sale at the Market.

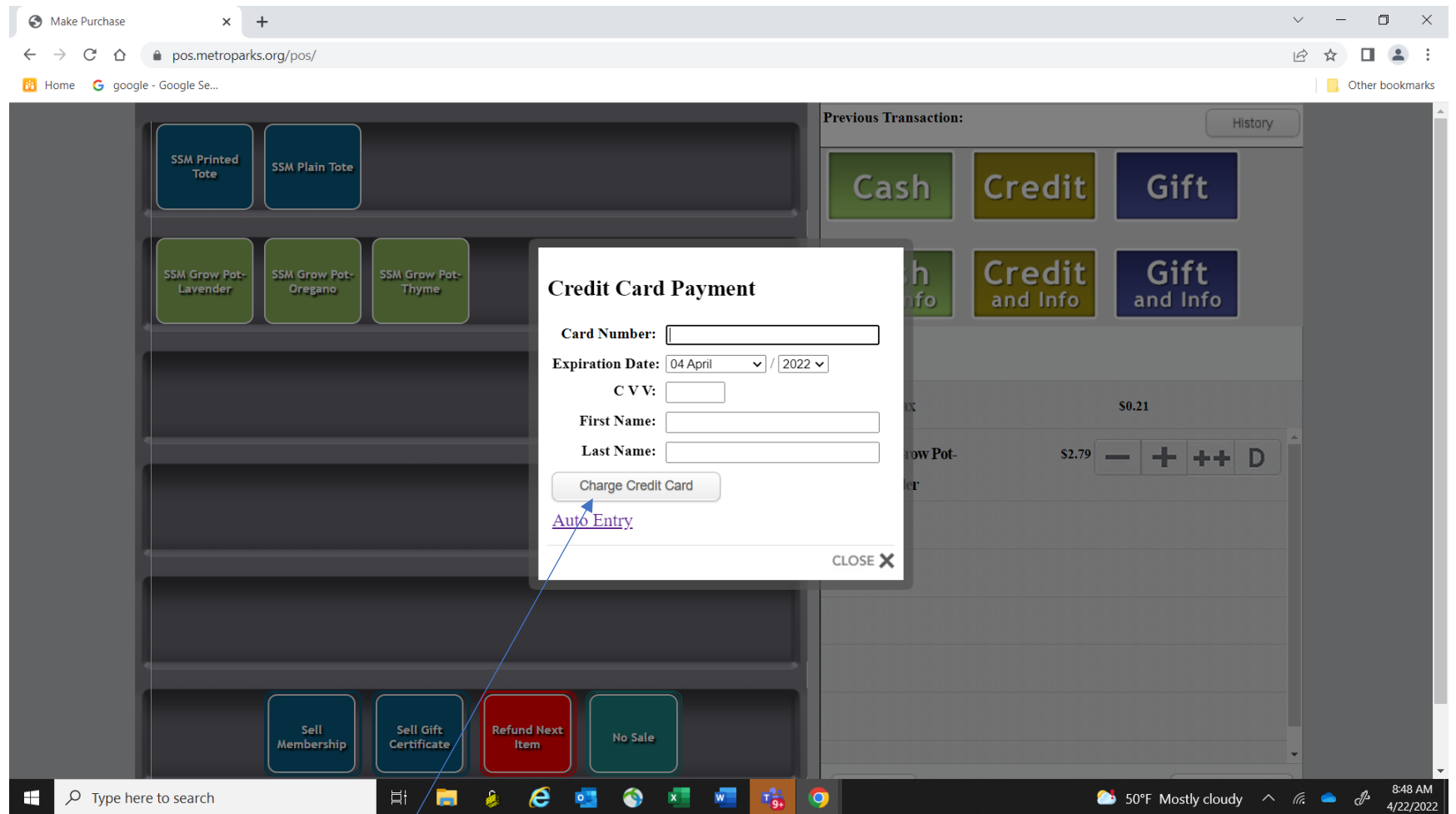


11. When conducting a sale, click on the item and then tap credit, we are accepting credit only.



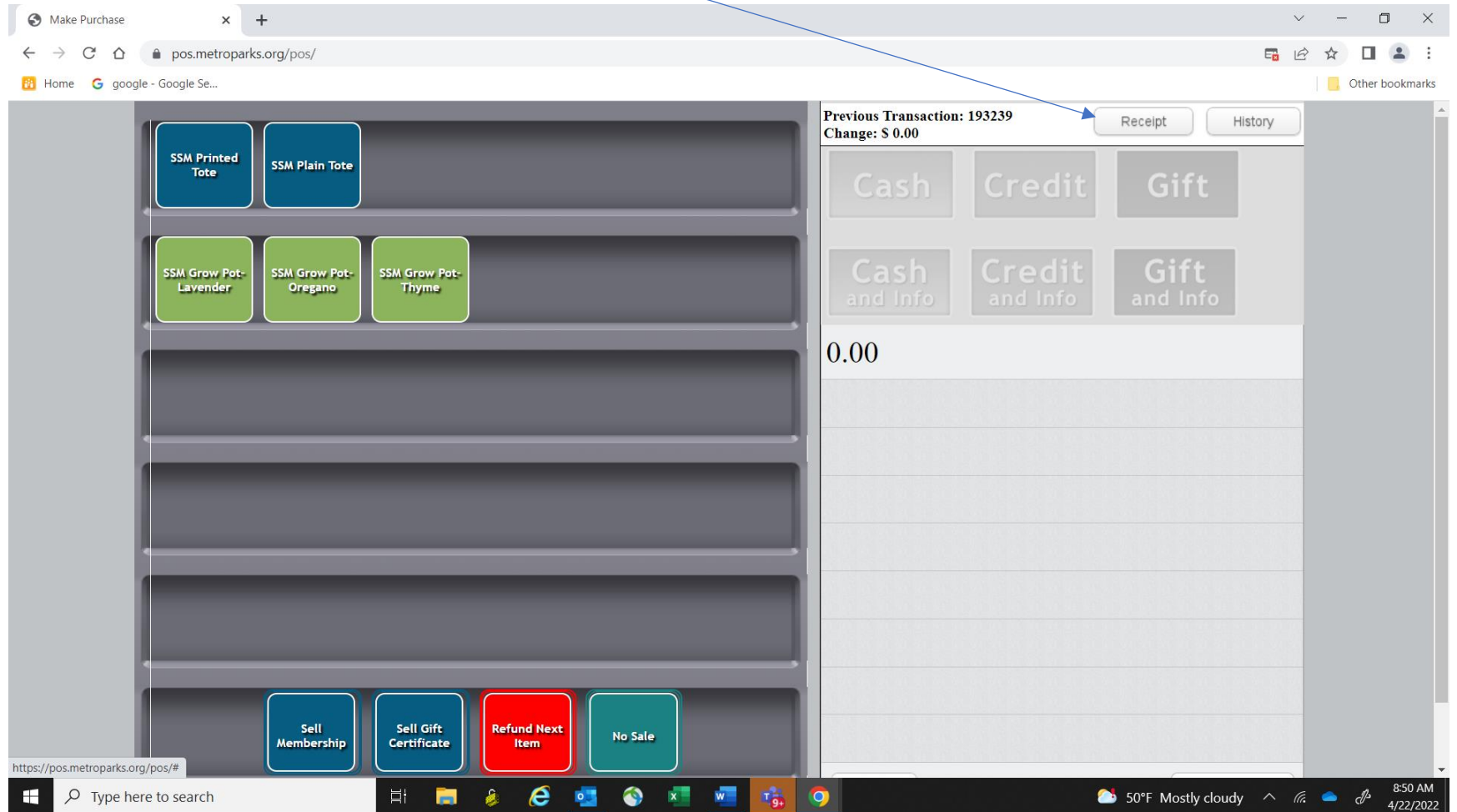
12. Receive credit card from guest.

13. Swipe the card at the attached reader or enter it manually

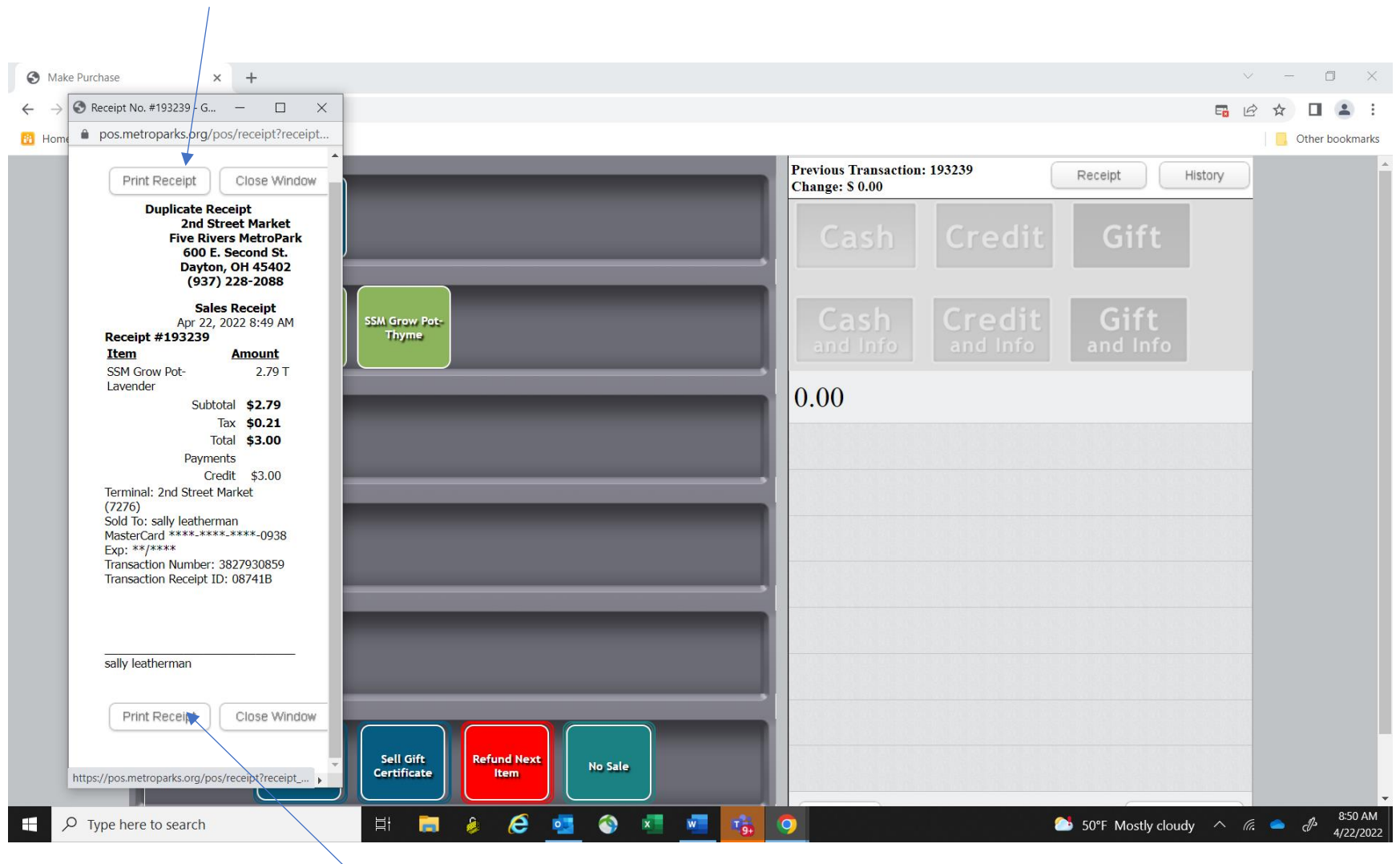


14. Hit charge credit card.

15. Click on 'Receipt'.



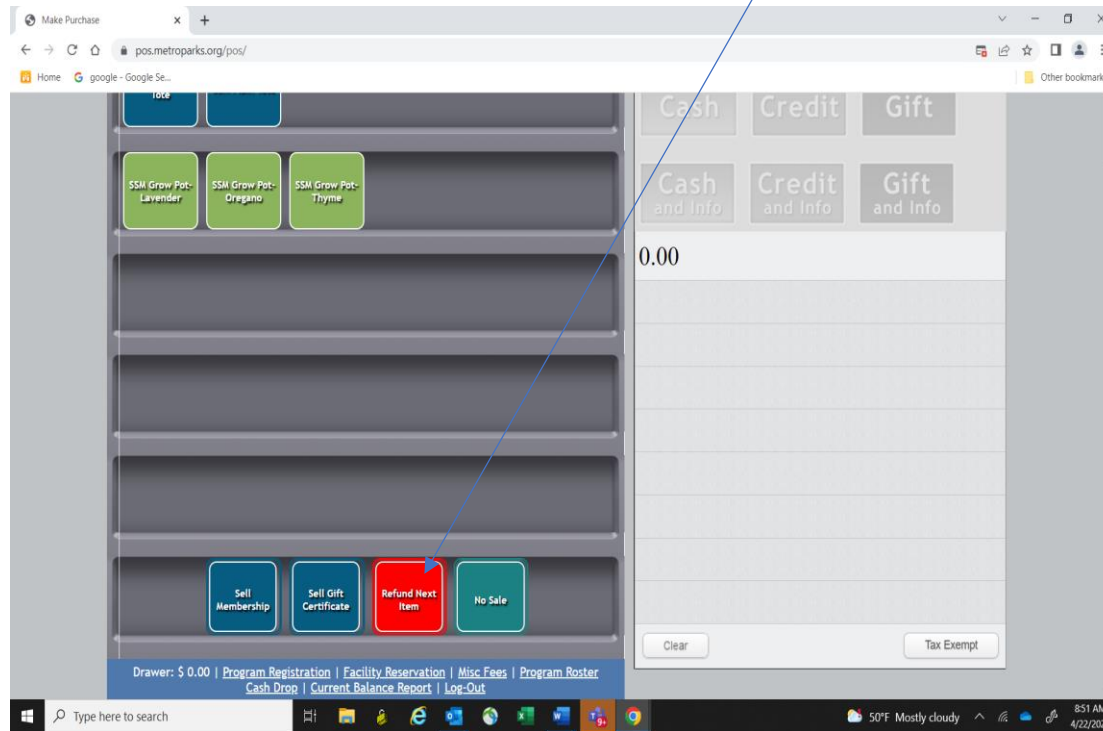
16. Click on print receipt for a copy if a guest wants one.



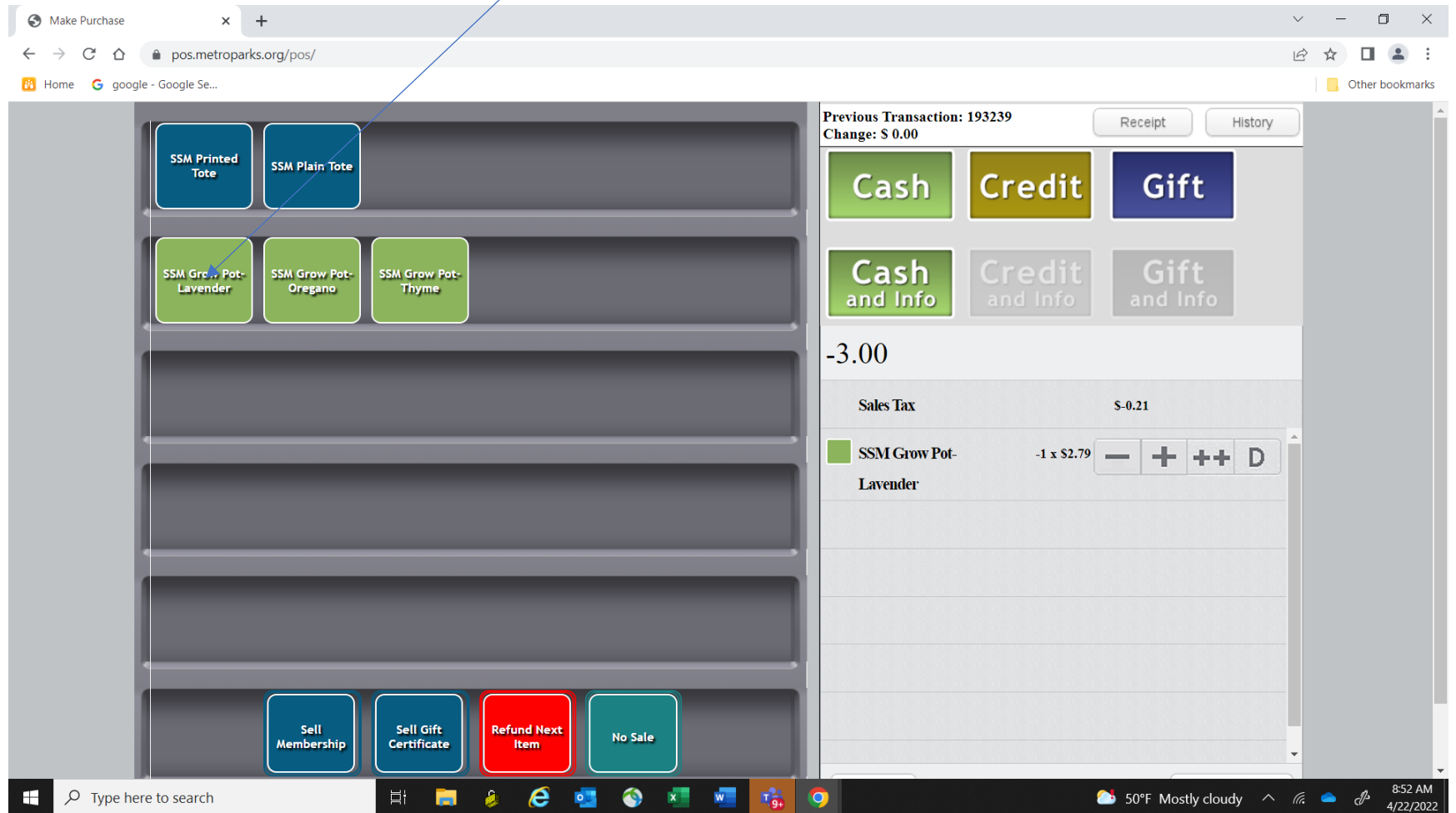
17. After printing the receipt click on close window to remove receipt from the screen.

18. Transaction is complete.

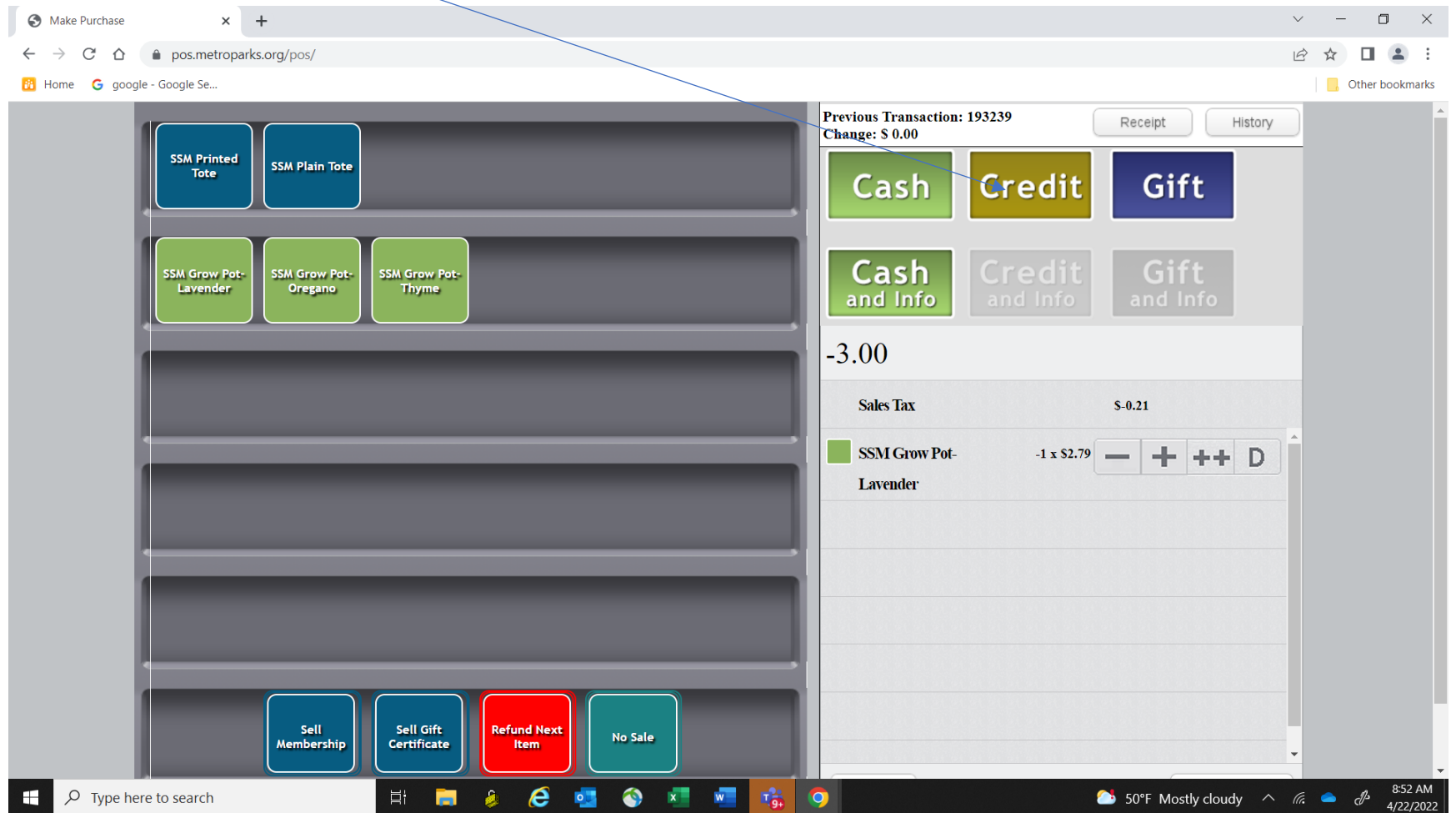
19. If a refund is needed. Click on 'Refund' at the bottom of the POS screen.



20. Click on 'Refund', then click on the item being refunded. In this example we are refunding a lavender grow pot.



21. Then click on 'Credit'.



22. You will be asked for the receipt number which is available at the top of the screen if it is the most recent purchase you are refunding, or if the guest doesn't have a receipt, you will be given an option to manually look it up once you click on 'Credit'. Once you enter the receipt number, click on credit again and the refund is complete.