7. FOREMEN INSTRUCTIONS

Beginning of Day

- ➢ Uncover POS Register in Karen's Corner
- ➢ Retrieve ticket booth POS hardware components from the charging station next to the black cabinet. "A" below, shows the components at the charging station.
    1. Tablet
    2. Hotspot
    3. Card Reader
- ➢ Place the red tablet, hotpot and card reader *in the black case with the ticket booth cash and combination to the ticket booth lock*.
- ➢ Place the black ticket booth cash case on the trolley.
- ➢ Upon arrival at the ticket booth power up the red tablet, the hotspot and the card reader.
- ➢ Velcro the card reader to the Velcro strip on the top of the Donation Box, Velcro the hotspot to the Velcro strip on the back of the Donation Box

A. The 3 components will be plugged into one unit for charging. Each component and its corresponding cable is labeled with a matching number. Remove cable connection at the component, leave cables plugged into the charging station.

7. FOREMEN INSTRUCTIONS (cont.)

End of Day

- ➢ At the ticket booth count the money in the Donation Box. On the red tablet touch the "Donation" item and input the amount of cash from the Donation Box. Place the donations cash with the ticket sales money.
- ➢ Remove the card reader and hotspot, on Velcro strips, from the Donation Box at the ticket booth (Donation Box remains at the ticket booth).
- ➢ Power off the tablet, hotspot and card reader.
- ➢ Return *all three* to the black bag with the ticket booth money red pouch.
- ➢ Place on the trolley to return to the carbarn.
- ➢ In the carbarn leave the money in the store Donation Box. It will be accounted for at time of cash deposit.
- ➢ Place the 3 ticket booth components back on their correct charger. Match the number on the cable to the number on each device (*see "A below*).
- ➢ Count the cash from the ticket booth returning $100 to the red cash pouch. As close to $50 in ones and $50 in fives as possible.
- ➢ The remaining cash is the "Fares" sales for the day. Write the **"Fares"** total on daily run sheet.
- ➢ Put the cash and the daily run sheet into the pouch for the day (labeled Tuesday, Saturday or Sunday) in the black cabinet.
- ➢ Cover the POS store register with the grey box (see B below)

A. Ticket Booth Components
Match the 1's, 2's and 3's as shown

B. Store POS Register Cover