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RECTRAC 3.1 FITNESS/AQUATICS CLERK PROCESSING OVERVIEW

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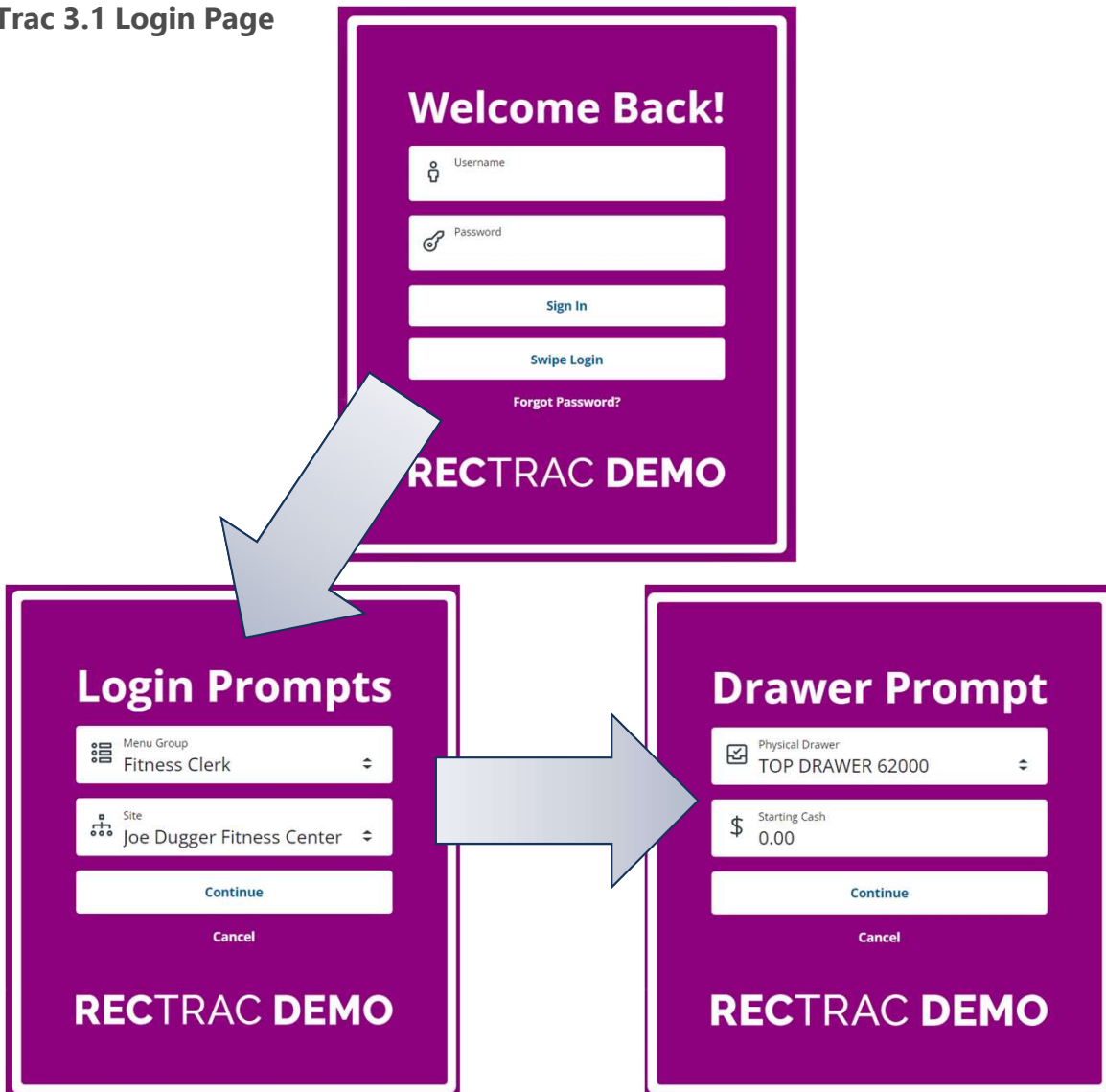
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RecTrac 3.1 Fitness/Aquatics Clerk Processing Overview



RecTrac 3.1 Login Page



Enter in your RecTrac 3.1 Username and then your Password. Then Click 'Sign in'.

If you are using "Swipe Login", refer to the 'RecTrac 3.1 Swipe Card Login' manual.

If you are linked to multiple user groups and/or sites, a secondary 'Login Prompts' window will appear. Select the appropriate options and click 'Continue'.

If this is a POS terminal used for taking money, a 'Drawer Prompt' window will appear. Select the appropriate drawer and adjust starting cash as needed. Click 'Continue' to log in.

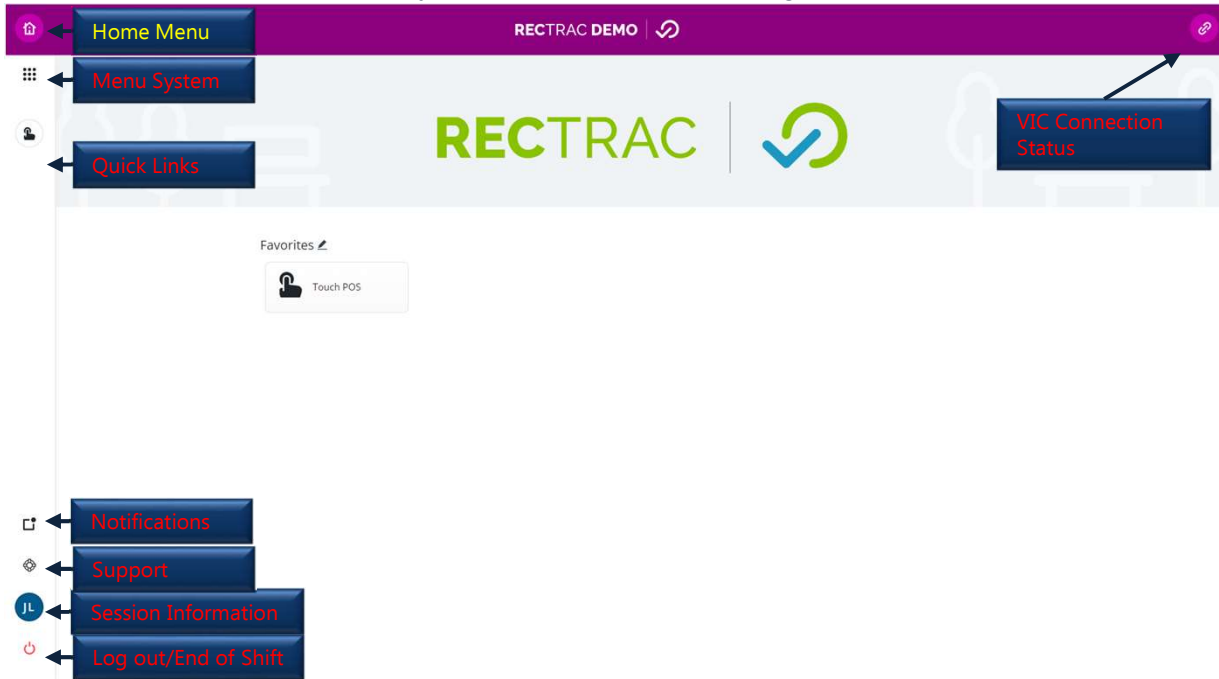
For POS terminals, the Touch POS Processing screen will auto load for clerks.

RecTrac 3.1 Fitness/Aquatics Clerk Processing Overview



Main RecTrac Screen

Note: You can mouse over any icon for a pop up explaining what it is.



Legend

	<p>VIC connection status. A red line through the icon means there is no hardware connection. Click this icon to reconnect all hardware to RecTrac 3.1.</p>
	<p>Session Information. Click on this to display: current user logged in, user group selected, workstation name, cash drawer number used for sales,</p>
	<p>Log out/End of Shift. Click here to log out of RecTrac. If you are in an open sales batch, you will be prompted to do an end of shift cash out.</p>
	<p>Home. Click here to return to the main home screen when you have multiple tabs open.</p>
	<p>Menu System. Click this to access the menu navigation system. Can browse through all menus, type search terms in to find items, click the 'star' next to an item to favorite it so it will display in the "Favorites" area.</p>
	<p>Notifications. Any system notifications will display in here.</p>
	<p>Support. Enable the in app help or search the help system.</p>

RecTrac 3.1 Fitness/Aquatics Clerk Processing Overview



Fitness/Aquatics Sales Processing Options

As a fitness or aquatics clerk, RecTrac 3.1 will automatically open up multiple processing tabs when you log in. Each tab is used for a specific function. They can all stay open for the duration of your shift and you can switch back and forth between them by clicking on the tab at the top of the RecTrac 3.1 session.

The following screen shot is an example of what this looks like on initial login.

The screenshot shows the RecTrac 3.1 interface with a purple header bar containing 'RECTRAC DEMO' and a refresh icon. Below the header, there are five tabs: 'Global Sales Lookup' (selected), 'TouchScreen - No Household', 'SuperGrid - No Household', 'Quick Rentals - No Household', and 'Visit Processing - No Household'. A blue box with the text 'Open RecTrac Tabs' has arrows pointing to the first three tabs. The main content area is titled 'Global Sales Lookup' and contains a search bar and a 'Family Member Datagrid'. The datagrid has columns for Last Name, First Name, Status, HH Address 1, HH Address 2, HH City, HH State, HH Zip, HH Email Address, and HH Phone No. The first row is highlighted in blue. At the bottom, there are buttons for 'Add', 'Change Household', 'Daily/Guest Household', 'Transaction History', and 'Select'.

Last Name	First Name	Status	HH Address 1	HH Address 2	HH City	HH State	HH Zip	HH Email Address	HH Phone No
ABBOTOY	MELISSA	Active	2199 Fairway Dr		Leondartown	MD	20650		(240)298-2778
Abbott	Emma	Active	NO ADDRESS 554232		PATUXENT RIVER	MD	20670		(315)750-6640
Abbott	Jill	Active	NO ADDRESS 554232		PATUXENT RIVER	MD	20670		(315)750-6640
Abdias	Allison	Active	4628 Windsor Lane		Bethesda	MD	20814	allisonjabdias@gmail.com	(863)605-4467
ABDULLAH	AMEENAH	Active	4355 SECURITY DRIVE 577942	1660	INDIAN HEAD	MD	20640		(910)644-8106
ABDULLAH	AMEENAH	Active	1660 WHFC 576589		INDIAN HEAD	MD	20640		(301)744-4661
Abell	Steve	Active	NO ADDRESS 559383		PATUXENT RIVER	MD	20670		(111)111-1111
ABELL	STEVE	Active	PAR RD		PATUXENT RIVER	MD	20670		
Ablao	Thomas	Active	124578 Mustin		Jacksonville	FL	32212		
ABRAHAM	CHARLES	Active	4801 SECRET HARBOR DRIVE		JACKSONVILLE	FL	32257	CDABRAHAM34@GMAIL.COM	(352)214-7964
Abreu	Alex	Active	34 Warren St		New London	CT	06320	idk@gmail.com	(860)705-0356
ABSHER	CHEYNNE	Active	4 TISDALE RD.		INDIAN HEAD	MD	20640		(805)757-9
ABSHER	ERIKA	Active	4 TISDALE RD.		INDIAN HEAD	MD	20640		(805)757-9
ABSLER	KAVCEE	Active	4 TISDALE RD.		INDIAN HEAD	MD	20640		(805)757-9

Click on a tab to switch to it. This process mimics how current internet browsers work.


The currently selected tab is denoted by the blue line underneath the tab title.

RecTrac 3.1 Fitness/Aquatics Clerk Processing Overview



Fitness/Aquatics Sales Processing Options cont.

Tab Legend

 Global Sales Lookup	Global Sales is the main sales engine in RecTrac 3.1. Can be used to sell anything that is offered at a given business location. NOTE: This is the only place lockers can be rented/returned.
TouchScreen - No Household	TouchScreen processing is used to sell certain items using graphical buttons. Can sell simple classes, pass memberships, personal training, massages, daily visits among other things.
SuperGrid - No Household	The SuperGrid is used to rent facilities using a graphical "grid" like format. Also displays current reservations and allows you to easily see what's currently happening at a particular facility.
Quick Rentals - No Household	Quick rentals is used for equipment check out with no fees attached. Basketballs, weight belts, racquetball equipment etc. Can check equipment out to a guest account OR a valid customer household account.
Visit Processing - No Household	Visit Processing is used to check in members or check in daily visit customers.

RecTrac 3.1 Fitness/Aquatics Clerk Processing Overview



Payment Processing Screen

The screenshot displays the 'Global Sales Payment for Daily Sales Account' interface. The top navigation bar is purple and contains the text 'RECTRAC DEMO' and a refresh icon. The main content area is divided into several sections:

- Shopping Cart Listing:** A table with columns 'Description' and 'Total Due'. It contains one entry: 'Chicken Tenders (SE7...)' with a total due of '\$ 8.75'. A red arrow points from this section to the 'Payment Options' section.
- Payment Options:** A form with fields for 'Total Due' (displaying '\$ 8.75'), 'Total Paid' (displaying '\$ 8.75'), 'Pay Code' (set to '03 - Credit Card'), 'Payment Reference 1', and 'Payment Reference 2'. A green 'Process' button and a blue 'Add Split Payment' button are at the bottom. A red arrow points from this section to the 'Split Payment Listing' section.
- Split Payment Listing:** A table with columns 'PC', 'Description', 'Amt', 'Pay Ref 1', and 'Pay Ref 2'. It displays 'No records were found.' and a 'Delete Line Item' button. A red arrow points from this section to the 'Shopping Cart Listing' section.

Additional elements include a left sidebar with navigation icons, a user profile 'JL' at the bottom left, and a '<< Back' and 'Name Lookup' button at the bottom of the main content area.

RecTrac 3.1 Fitness/Aquatics Clerk Processing Overview



Payment Processing Screen cont.

Legend	
Shopping Cart Listing	Lists all items that are being sold during this sale. Informational only on this screen, use the '<<Back' button to go back and remove any items
Payment Options	Options for entering payments. Choose the applicable Pay Code needed, enter in any Payment References required. Options in this area will change based on it being a sale vs. refund vs. gift certificate etc.
Split Payment Listing	If doing a split payment (customer paying with multiple tenders or multiple credit cards in the same sale), tenders add will be listed here.
Process	Complete the transaction and print the receipt.
<< Back	Go back to the sales processing screen.
Add Split Payment	If doing a split tender payment, this button will add the current tender amount to the Split Payment Listing.
Delete Line Item	Remove a split payment tender from the listing.
Name Lookup	Link or change the customer account linked to this transaction. Only used when using customer accounts for sales.