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RECTRAC 3.1 FITNESS/AQUATICS VISIT PROCESSING

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RecTrac 3.1 Fitness/Aquatics Visit Processing



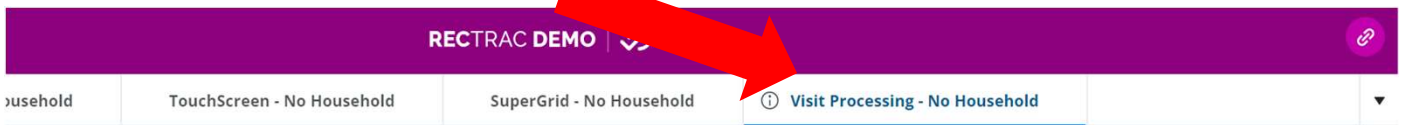
Visit Processing Overview

The visit processing program in RecTrac 3.1 is used to check members into a facility and to also sell daily visit passes.

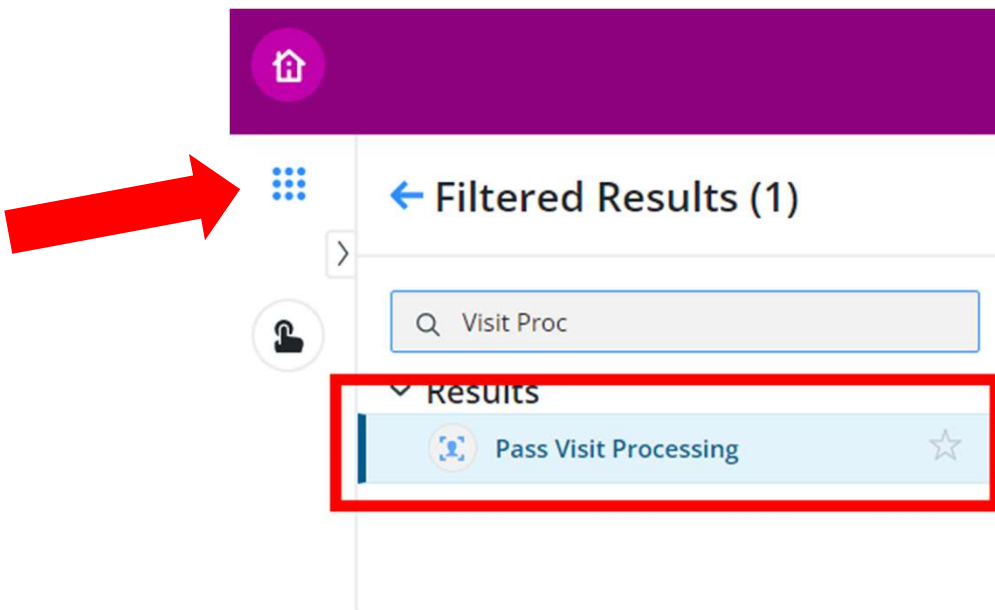
Typically, fitness/aquatics centers will offer memberships to contractors. Or offer GroupX punch cards, good for a set number of classes.

Visit Processing is used to validate that a membership is still valid or take of a punch if they are attending a class/program etc.

To access the Visit Processing program, click the 'Visit Processing' tab across the top of the RecTrac 3.1 window.



Or, if it's not already open, use the 'Menu Button' in the upper left to find 'Pass Visit Processing Processing'.



RecTrac 3.1 Fitness/Aquatics Visit Processing



Visit Processing Overview cont.

A screen similar to the following will display.

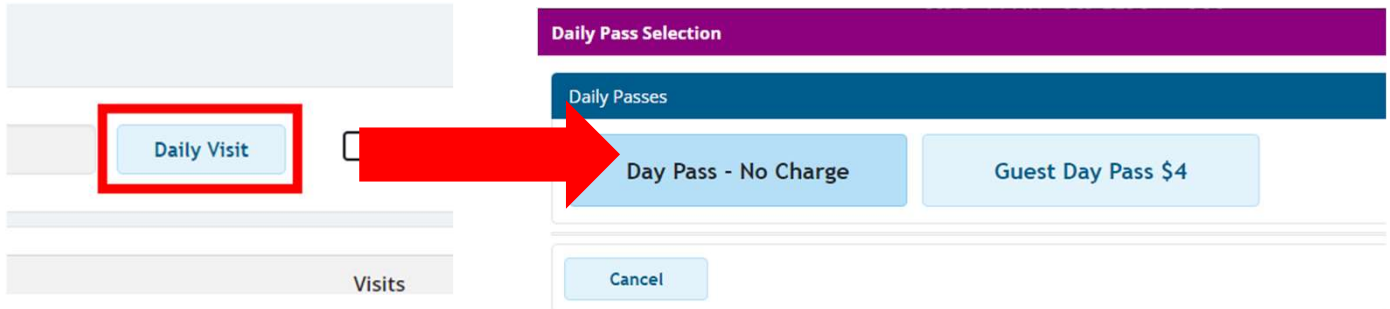
Legend	
Lookup Field	Used to scan or lookup valid members for visit check in processing.
Daily Visit	Used to sell daily visit passes to customers.
Visit Listing	Displays currently swiped in customers/daily visits.
Shopping Cart	Displays sales items currently in process. Use 'Remove' to select an item to remove OR empty the cart. Use 'Finish' to complete a transaction.

RecTrac 3.1 Fitness/Aquatics Visit Processing

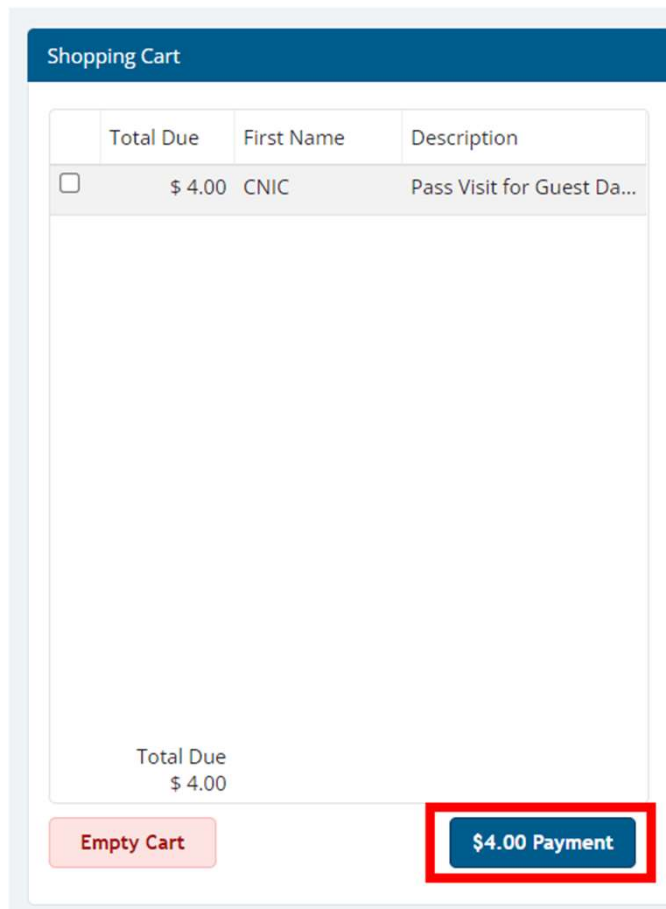


How to Process a Daily Visit Check-in.

Step 1: Click on the Daily Visit button at the top of the screen. A window displaying all available daily visits passes will display.



Step 2: Click on the daily visit pass you wish to sell. This will be added to the shopping cart on the main visit processing screen. Click 'Payment' in the lower right to collect payment and finish this transaction.



RecTrac 3.1 Fitness/Aquatics Visit Processing



How to Process a Customer Check-in

Step 1: Either scan or type the last name of the customer in the 'Lookup' box at the top of the Visit Processing screen.

Note: If typing in the customers name, its last name, COMMA, then first name (or first few letters of the first name). In this example, the customer name is John Smith.

Visit Processing - No Household

Lookup Daily Visit AutoComplete Transaction ⓘ

Step 2: If you are looking them up by name, a list will appear after you type the name and hit enter. Select the correct customer from the list and hit 'Select' in the lower right.

The visit will process assuming the membership is still valid.

If you scanned the customers card, the visit will just process automatically.

Both check-in methods will show in the listing like in the below screenshot.

Visit Processing - No Household

Lookup Daily Visit AutoComplete Transaction ⓘ

Options Templates (0) Refresh Visits 1 to 3 of 7

Photo	Transaction D...	Transaction Ti...	HH ID	Pass Code	Pass No	First Name	Last Name
	05/13/2022	15:27	6570	SE7119-17-174-001	7883	John	Smith
	05/13/2022	15:24	6570	SE7119-17-174-001	7883	John	Smith
	05/13/2022	13:29	6570	SE7119-17-174-001	7883	John	Smith

View Photo Complete Visit Cancel Visit