

No D.A.V.E. Point of Sale

1. On the Services page select whether the order is coming from the Counter or Mail.

The screenshot shows the 'Services' section of a web form. The 'Source' dropdown menu is open, showing three options: 'Internet Funeral Home', 'Mail In', and 'Counter'. Red lines point from the 'Mail In' and 'Counter' options to two text boxes on the right. The first text box says 'Order has come in through the mail' and the second says 'Customer has walked in and is at your counter'. The 'Will this order be paid for by Credit Card?' checkbox is also visible.

Ignore other selections in this dropdown

2. **NEVER** check off the 'Will this order be paid for by Credit Card.'

The screenshot shows the 'Services' section of a web form. The 'Source' dropdown menu is set to 'Counter'. The 'Received Date' is set to 'SEP-21-2017'. The 'Will this order be paid for by Credit Card?' checkbox is crossed out with a large red 'X'.

3. When adding a service, from the 'Priority' dropdown **ALWAYS** select 'REGULAR'.

The screenshot shows the 'Service' dropdown menu. The 'Service' is set to 'Death Certified w fee'. The 'Quantity' is set to '1'. The 'Priority' dropdown menu is open, showing three options: 'REGULAR', 'REGULAR', and 'VitalChek'. A red arrow points to the first 'REGULAR' option. The 'Delivery' dropdown menu is set to 'COUNTER'. The 'Request Reason' dropdown menu is also visible. The 'Save' and 'Cancel' buttons are at the bottom right.

4. When using your own Credit Card POS system use the 'PrePaid' option under the 'Add Payments' dropdown.

If customer is not paying using a credit card select the correct form of payment

The screenshot shows the 'Payments' section of a web form. The 'Received Date' is set to 'SEP-21-2017'. The 'Add Payments' dropdown menu is open, showing four options: 'PrePaid', 'Cash', 'Check', and 'Money Order'. The 'PrePaid' option is highlighted. The 'Add Payment' button is to the right of the dropdown. A red text box says 'no payments for this order.'