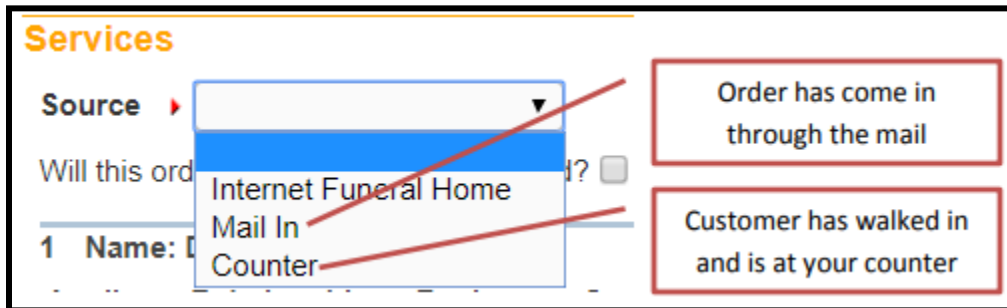


Using D.A.V.E. Point of Sale

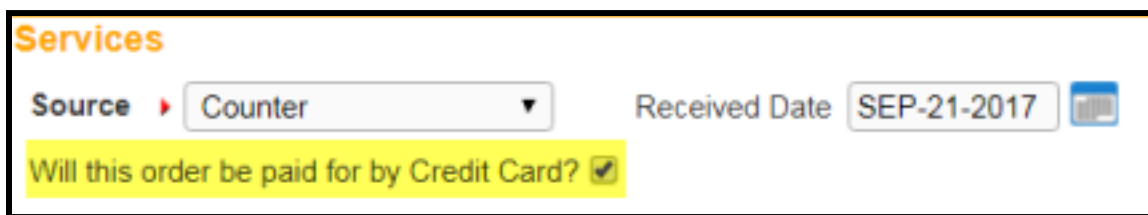
1. On the Services page select whether the order is coming from the Counter or Mail.



The screenshot shows the 'Services' page with a 'Source' dropdown menu open. The menu options are 'Internet Funeral Home', 'Mail In', and 'Counter'. Red arrows point from the 'Mail In' and 'Counter' options to two text boxes on the right. The first box says 'Order has come in through the mail' and the second box says 'Customer has walked in and is at your counter'.

Ignore other selections in this dropdown

2. If the customer is paying by credit card (swiping card/provided credit card number in the application) check off the box 'Will this order be paid for by Credit Card.'

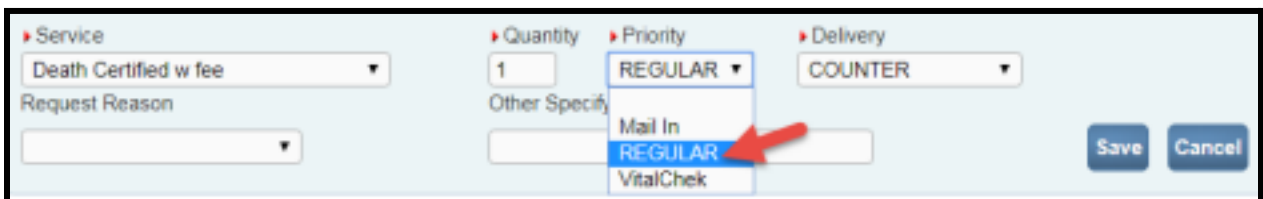


The screenshot shows the 'Services' page with the 'Source' dropdown set to 'Counter' and the 'Received Date' set to 'SEP-21-2017'. The checkbox 'Will this order be paid for by Credit Card?' is checked.

If form of payment is not a credit card DO NOT check off the check box.

Credit Card Available

1. When adding a service, from the 'Priority' dropdown select '**REGULAR**' this informs the system there is a card present for you to swipe.



The screenshot shows a form with fields for 'Service', 'Quantity', 'Priority', and 'Delivery'. The 'Service' dropdown is set to 'Death Certified w fee'. The 'Quantity' is set to '1'. The 'Priority' dropdown is set to 'REGULAR'. The 'Delivery' dropdown is set to 'COUNTER'. A red arrow points to the 'REGULAR' option in the 'Priority' dropdown. There are 'Save' and 'Cancel' buttons on the right.

2. To use the POS Device for credit card payment select 'POS Credit Card/Debit' from the 'Add Payments' dropdown.

Payments

Received Date: SEP-21-2017

Add Payments

Only used in the case POS device is not functioning properly.

POS Credit Card/Debit ▼

Credit Card

POS Credit Card/Debit

Add Payment

nts for this order. To

Credit Card Not Available (number provided on application) – Mail in

1. When adding a service, from the 'Priority' dropdown select '**Mail In**' this informs the system there is a card number available for you to enter.

Service: Death Certified w fee

Quantity: 1

Priority: Mail In

Delivery: MAIL

Request Reason:

Other Specif:

Mail In

REGULAR

VitalChek

Save Cancel

2. You will receive the following payments page where you can enter the credit card number provided for payment.

Payments

Received Date: SEP-21-2017

Fee Effective Date: SEP-21-2017

Credit

Payment Type* ☒ Credit Card

Credit Card Number*

Card Expiration* 2017 ▼

☐ By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee.

Pay Now

Other form of Payment

1. If using a form of payment other than Credit Card DO NOT select the 'Will this order be paid for by Credit Card.'
2. Once complete with the 'Services' page you will select the form of payment from the 'Payments' page.