

## Barcode Scanning at the Cashier Area

**How long is the wait in your school's checkout line?** What would you think if your grocery store didn't have barcode scanning? What if your grocery purchases had to be totaled up on an old fashioned cash register? In your mind, you were able to answer these questions because you have experienced the benefits of computerization of the check out process.

Part of working with BookFairs by BookEnds is our checkout automation. They help to:

- Cut down on the time people wait in line to buy their books.
- Eliminate fumbling with calculators.
- Quickly have the total of multi-book transactions.
- Have taxes automatically added.
- Have teacher discounts automatically calculated. (Option A, but not Option B)
- Scan in your purchased, or bonus, books without having to hand write all the titles & prices.
- Manage returns (Option A)
- have computerized help with reconciling the cashbox at the end of each day (Option A)

There are two options for your cashier area:

### Option A

If you have a PC with the following:

- a windows operating system (Windows XP, Windows Vista, etc.)
- you have Microsoft Excel Spreadsheet software (version 2003 or later)
- a CD-rom device
- a USB port available (to plug in the barcode scanner we will bring)

### Option B

If you don't have a PC with the above specifications, then do you have the following:

- a computer with internet access
- with a USB port available (to plug in the barcode scanner we will bring)

There is a lead time to prepare to use our cashier area automation. Please contact us to talk about your available computer equipment so we may recommend the barcode scanning system that will be best for your school.

Second cashier area note: Will your sales be over \$7,000 or do you have a particularly busy time, like a parent night? If yes, then you may like running a second cashier area. In that case, you should see if you have 2 computers for option A or 2 computers for option B. If your sales are over \$13,000 then you may want a 3<sup>rd</sup> cashier area with a third computer.

Sales Tax note: When you contact us, please let us know if you collect sales tax or if you run your fair tax-exempt. We need to know the sales tax status for setting up your software properly.

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Bookfairs/AB setup/barcode scanning (updated 7/20/09)