



Bookstore Manager

Technical Information Document

Using Gift Registry

Document Information:

Category	Software	O/S	WinX	Last Modified	02/23/04
Author	JA - SP				

Document Summary

Instructions on how to use the Gift Registry.

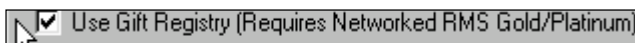
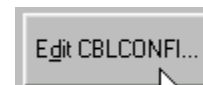
Document Contents

- Step 1: Adding required lines to Quest’s CBLCONFI 1
- Step 2: Ordering for the Gift Registry 2
- Step 3: Creating the Gift Registry 3
- Step 4: Customer Shops for a Gift Registry 4
- Step 5: Placing order and updating Gift Registry qty 6
- Step 6: Deleting a Gift Registry 7
- Gift Registry Printout Example 8

*****NOTE***: QUEST MUST BE NETWORKED TO YOUR RMS SERVER**

Step 1: Adding required lines to Quest’s CBLCONFI

- Start the Quest Settings program.
- Check the box “Use Gift Registry”.
- Click **<Edit CBLCONFI>**
- Add/Change the following lines in CBLCONFI (**Assuming USER00 is the name of the computer with RMS installed**)
 - QORDERS \\USER00\C-DRIVE\BOOK\QORDERS
 - CONFIG \\USER00\C-DRIVE\BOOK\CONFIG
 - IVM00 \\USER00\C-DRIVE\BOOK\IVM01
 - GIFTMAST \\USER00\C-DRIVE\BOOK\GIFTMAST
 - GIFTDTL \\USER00\C-DRIVE\BOOK\GIFTDTL
- Save and Exit. Exit Quest Settings and then go back into Quest.



Step 2: Ordering for the Gift Registry

The person starting a Gift Registry goes to an RMS Point of Sale or workstation and orders all products they want off of the Quest. Do the following for every product they want. We will use WOW Hits 2004 in the following example.

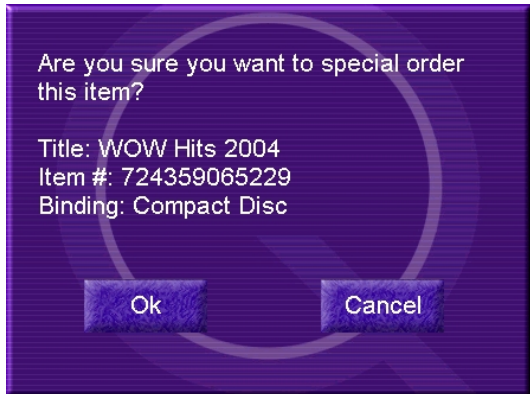
#1: Click Product



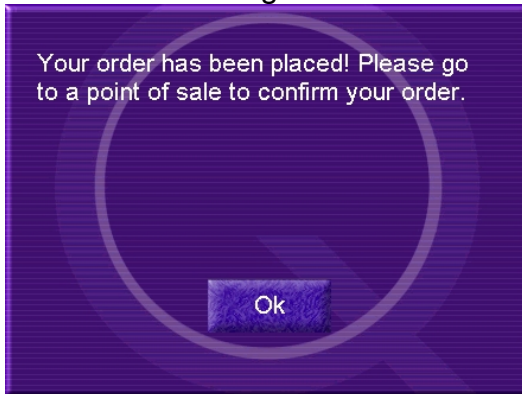
#2: Click the Order button



#3: Click OK to confirm order



#4: Click OK and go to a POS

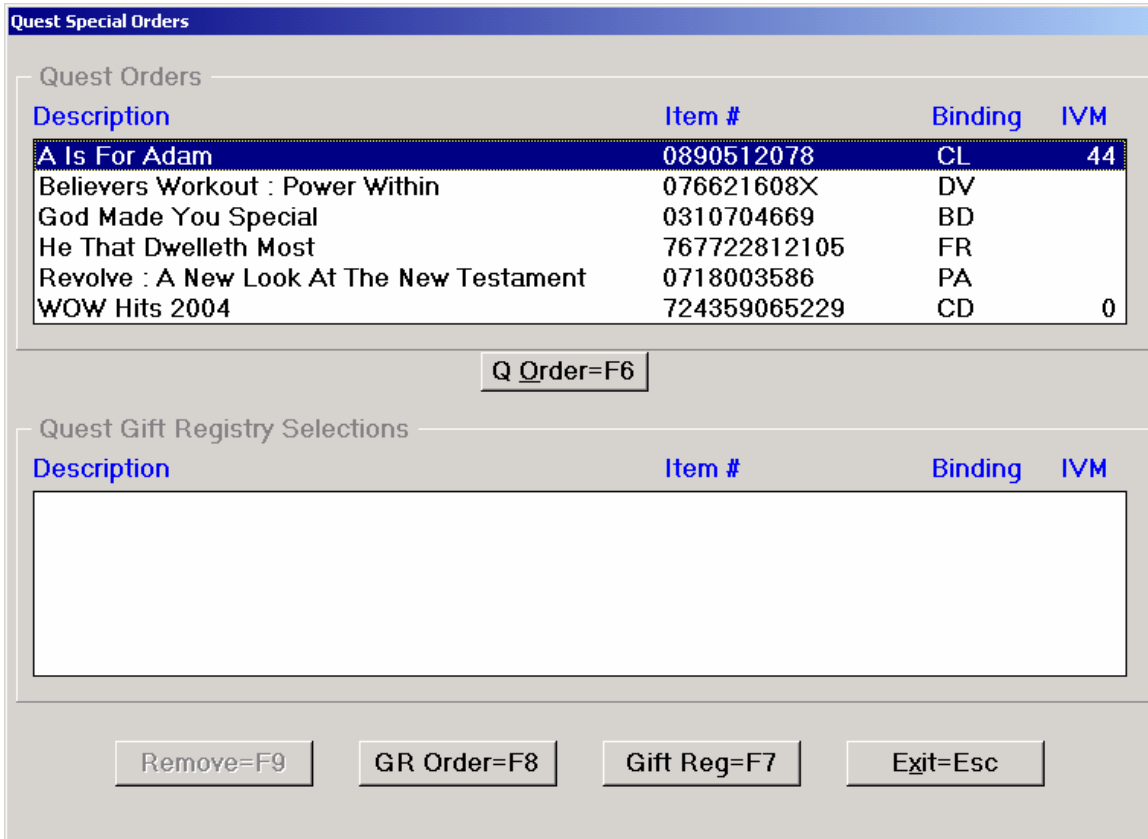


Step 3: Creating the Gift Registry

Person starting a Gift Registry goes to POS when finished ordering all of their items. The clerk will pull all orders to the Gift Registry using QORDERS in BSMGR.



- Click the QORDERS icon. This will bring up the following screen. This screen shows all of the orders placed on Quest.



The screenshot shows a software window titled "Quest Special Orders". It contains two main sections: "Quest Orders" and "Quest Gift Registry Selections".

Quest Orders

Description	Item #	Binding	IVM
A Is For Adam	0890512078	CL	44
Believers Workout : Power Within	076621608X	DV	
God Made You Special	0310704669	BD	
He That Dwelleth Most	767722812105	FR	
Revolve : A New Look At The New Testament	0718003586	PA	
WOW Hits 2004	724359065229	CD	0

Below the table is a button labeled "Q Order=F6".

Quest Gift Registry Selections

Description	Item #	Binding	IVM
-------------	--------	---------	-----

At the bottom of the window are four buttons: "Remove=F9", "GR Order=F8", "Gift Reg=F7", and "Exit=Esc".

- Click the **<Gift Reg=F7>** button.



The screenshot shows a dialog box titled "Options". It contains five buttons stacked vertically: "New=F6", "Redeem=F7", "Existing=F8", "Print=F9", and "Exit=Esc".

- Then click <New=F6>

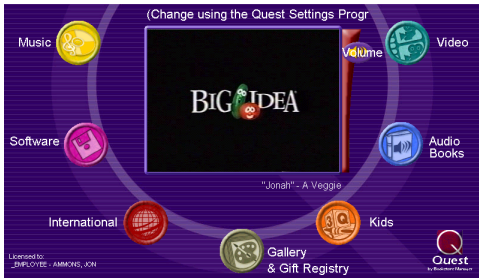
- First, press <F3> or click the <?> lookup button and find the Mailing List Customer that is starting the Gift Registry. Next, enter the Event description (Ex: Wedding Shower). Now, enter the date of the event (MMDDYY). The GRM ID will be automatically filled in. Now click <From Quest=F6> to pull in all items that were ordered. The bottom half of the screen should be filled with everything that was ordered from the Quest.
- Remove any items not desired by using the <Remove=F8> button.
- When finished, click <Process=F9> to create the customer's gift registry.
- Now you can Exit out of QORDERS.

Step 4: Customer Shops for a Gift Registry

The customer wanting to order something from someone's gift registry comes into the store and goes to a clerk and request a printout of the person's Gift Registry.

*****NOTE***: To printout someone's Gift Registry on your POS Receipt Printer, go into GRM in BSMGR and click Print. Highlight the Gift Registry and click <Select Registry>. TO SEE A DETAILED PRINTOUT, go to "Gift Registry Printout Example" on Page 8.**

They can go into Quest and then go into Gift Registry and select the Event they are looking for. They now will select which items they want and tell the clerk, or they can click Order on the item they want. Then they go to a POS to finalize their purchase. (See example below)



#1 Click the Gallery & Gift Registry button on the main menu of Quest.

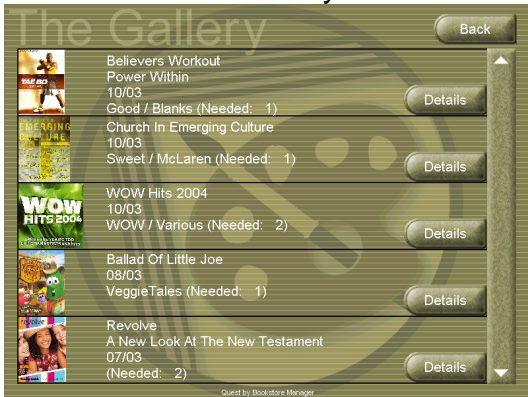
#2: Go into Gift Registry



#3: Select the Wedding Shower



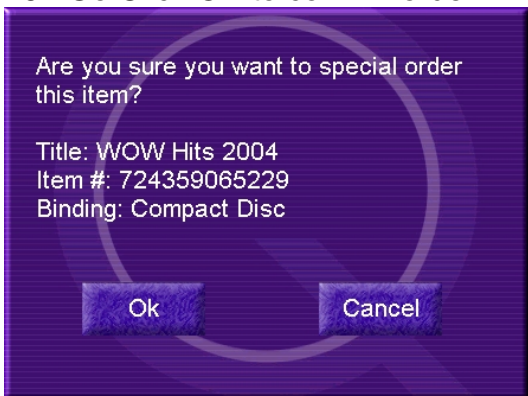
#4: Select an item they still need



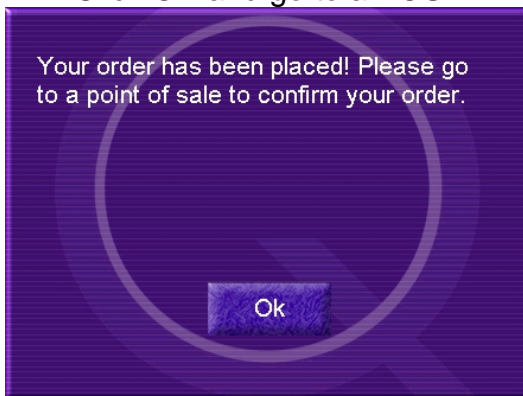
#5: Click the order button



#6: Go Click OK to confirm order.



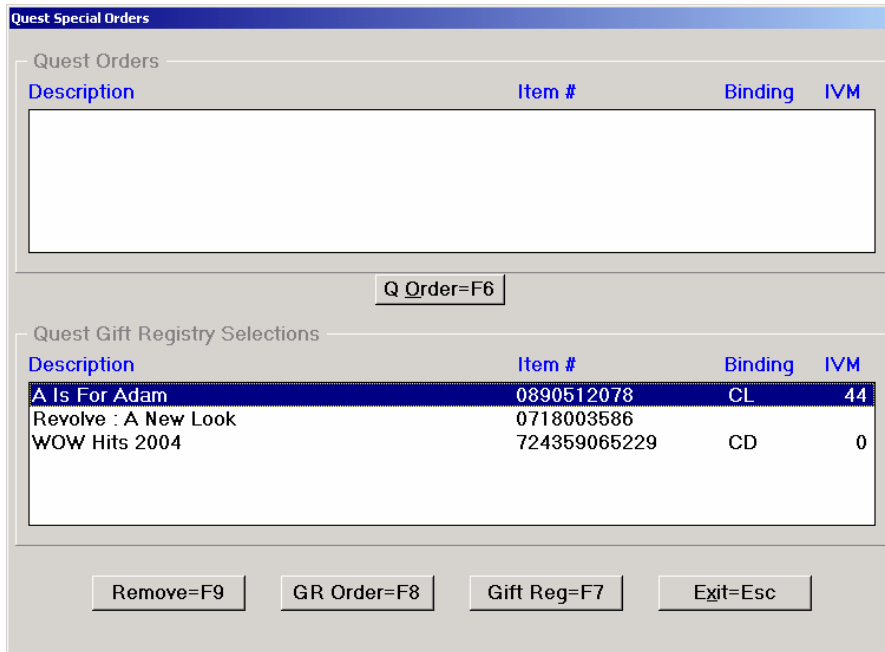
#7: Click OK and go to a POS.



Step 5: Placing order and updating Gift Registry qty.

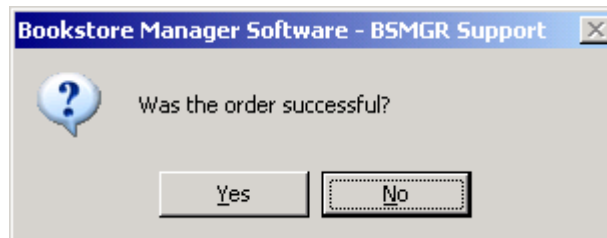
The Clerk will now use QORDERS in BSMGR to pull the Gift Registry order into IVSO to place a special order for the item and/or update the quantities on the person's registry to update the quantity needed.

- Click 



Description	Item #	Binding	IVM
A Is For Adam	0890512078	CL	44
Revolve : A New Look	0718003586	CL	44
WOW Hits 2004	724359065229	CD	0

- Look at the Quest Gift Registry Selections box. Look under **IVM** to see what is there. If the **area is blank**, it means the **store does not stock the item**. If the **area has a 0**, then the **store stocks the item, but is currently out of stock**. If the **area has a number >= 1**, the item is **in stock and it is not necessary to place a special order** for the item. If the item is in stock, you can click **<Remove=F9>**. If the item is not in stock or not carried, the **<Remove=F9>** button will be grayed.
- Assuming we have to order the item, click **<GR Order=F8>**. This will bring up the regular IVSO screen. Fill this out as you normally would.



- Once you save the IVSO, it will ask if the order was successful. If it was or the item was in stock and you cancelled out of the IVSO, click Yes,

otherwise click No and it will go back to QORDERS. The item will be removed once the item is ordered and you click Yes that it was successful.

- You will then need to go into GRM and click Redeem. You will now need to lookup the Gift Registry or if you printed out the gift registry, you can scan the big barcode at the top of the printout. Now in the Item #, enter the item # of the item or you can scan the barcode of the item off of the printout. This will remove 1 of the qty needed on the selected item.

Step 6: Deleting a Gift Registry

Once the customer's event has passed or maybe a few months after the event has passed, you can go into GRM. Click Existing. Then click the registry you wish to delete and click **<Delete Registry>**.

GRM - Gift Registry Maintenance

Menu Utilities Output

Name: AMMONS, JON - WEDDING SHOWER

Event date: 03/01/04

Description

AMMONS, JON - WEDDING SHOWER

Select Registry Delete Registry Cancel=Esc

Gift Registry Printout Example

AMMONS, JON - WEDDING SHOWER



Please present this slip to the clerk
when purchasing an item on the list.

GOD MADE YOU SPECIAL
Category:
Binding: Boards Price: 6.99
Desired: 1 Purchased: 0 In Stock: 0



0310704669

B-NCV REVOLVE : A NEW LOOK AT THE NEW TE
Category:
Binding: Boards Price: 14.99
Desired: 1 Purchased: 0 In Stock: 0



0718003586

BELIEVERS WORKOUT : POWER WITHIN
Category:
Binding: Video DVD Price: 19.95
Desired: 1 Purchased: 0 In Stock: 0



076621608X

A IS FOR ADAM
Category: TESTING
Binding: Cloth Text Price: 15.99
Desired: 1 Purchased: 0 In Stock: 44



0890512078

WOW HITS 2004
Category:
Binding: CD Price: 23.98
Desired: 14 Purchased: 1 In Stock: 0



724359065229

HE THAT DWELLETH MOST HIGH
Category:
Binding: CD Price: 25.00
Desired: 1 Purchased: 0 In Stock: 0



767722812105

← This is the barcode that can be scanned when redeeming products in GRM. Scan this barcode in the “Enter Event Key” box . Then scan the item # they are redeeming.

← The name of the product, Category, Binding, Price, Desired Qty, Purchased Qty, and In Stock Qty is displayed

← This is the item # barcode that can be scanned when redeeming product.

← This is an example of an item that is carried. Notice the In Stock amount is 44. This item would not have to be special ordered. Simply remove it from QORDERS by clicking Remove and then scan it as redeemed in GRM.

← This is an example of an item still needed. The desired amount is 1 and the Purchased amount is 0, therefore they still need 1.