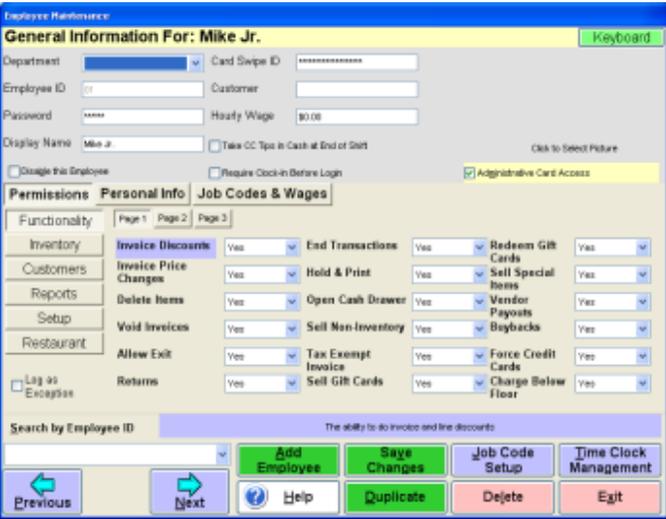
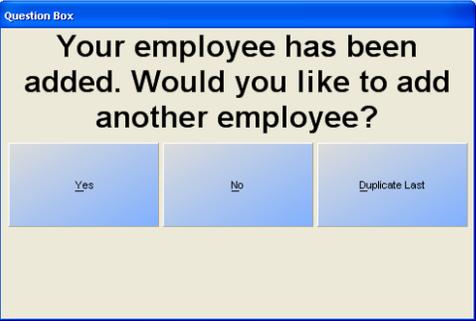

Salespeople and Commissions

SELECT SALESPERSON

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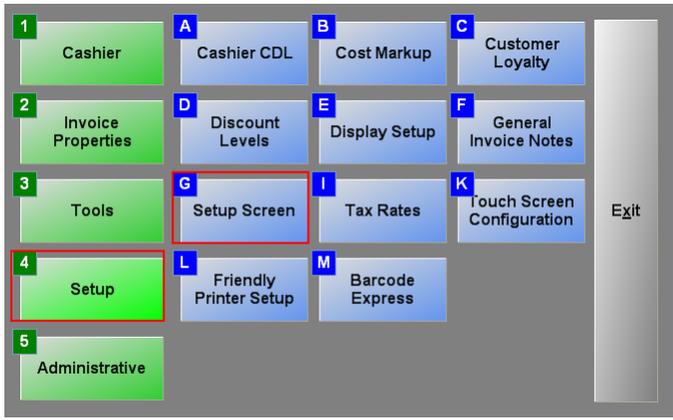
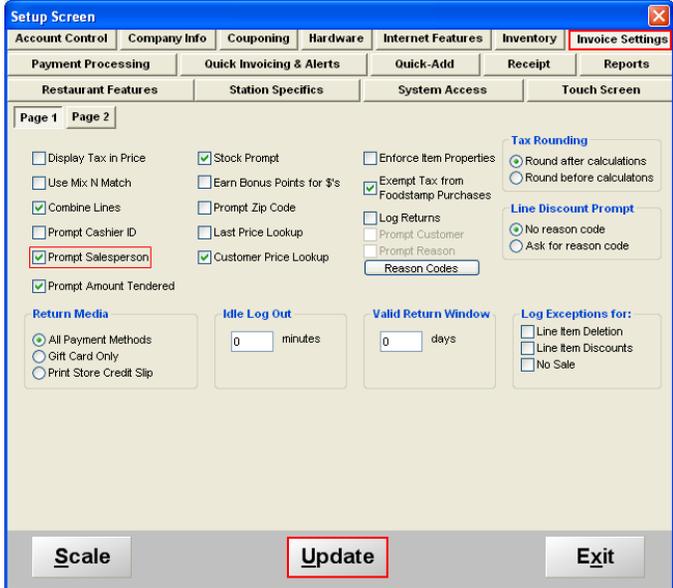
A built-in feature of CRE is the management of salespeople and their commissions, which are earned when they sell items.

Creating an Employee

	<ol style="list-style-type: none"> 1. Select the Manager or Options button. 2. Enter the administrator password (default: admin) where applicable. 3. Select Administrative then, Employee Maintenance. Only the administrator can access this screen.
	<ol style="list-style-type: none"> 4. Select the Add Employee button to create a new employee record. Assign a unique Employee ID (e.g. 02, 03), password and a Display Name (e.g. Skyler) that prints on the receipt. If you would like to assign a secure login card to this employee, swipe the card in the Card Swipe ID box.
	<ol style="list-style-type: none"> 5. Assign security permissions by selecting the dropdown list and selecting Yes (the employee can do this), No (they cannot), Prompt (they can with manager's permission) or Override (they can perform and are a manager for this function only).
	<ol style="list-style-type: none"> 6. Select the Save button. Your employee has been added! Add any additional employees you wish to configure and then select the Exit button to go back to the Login Screen.

Enabling the tracking of salespeople

To force CRE to associate sales with salespeople, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

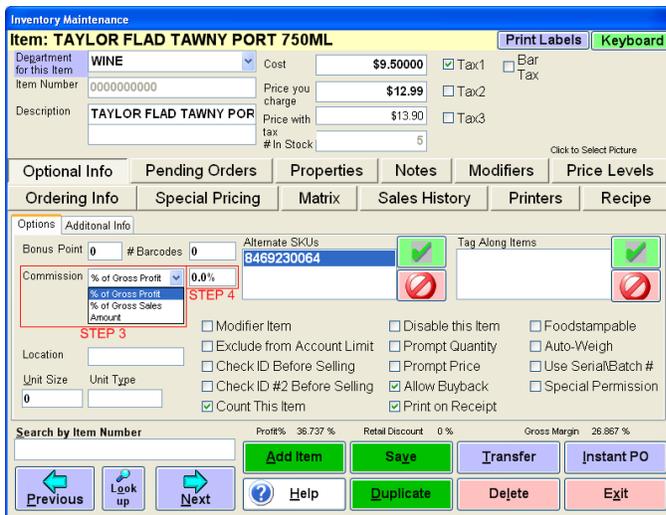
 <p>The screenshot shows a main menu with several categories. The 'Setup' button is highlighted with a red box and labeled '4'. The 'Setup Screen' button is highlighted with a red box and labeled 'G'. Other buttons include 'Cashier', 'Invoice Properties', 'Tools', 'Administrative', 'Cashier CDL', 'Discount Levels', 'Friendly Printer Setup', 'Cost Markup', 'Display Setup', 'Tax Rates', 'Barcode Express', 'Customer Loyalty', 'General Invoice Notes', 'Touch Screen Configuration', and 'Exit'.</p>	<ol style="list-style-type: none">1. Select Setup and then Setup Screen.
 <p>The screenshot shows the 'Setup Screen' window with the 'Invoice Settings' tab selected. The 'Prompt Salesperson' checkbox is checked and highlighted with a red box. The 'Update' button at the bottom is also highlighted with a red box. Other settings include 'Tax Rounding', 'Line Discount Prompt', 'Return Media', 'Idle Log Out', 'Valid Return Window', and 'Log Exceptions for:'.</p>	<ol style="list-style-type: none">2. Select the Invoice Settings tab.3. Check Prompt Salesperson.4. Select Update.

Configuring commissions on individual items

To configure a commission on a particular item, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



1. Select **Inventory Maintenance**.



2. Select an item.
3. Decide whether commissions should be calculated by taking a percentage of profit from a sale, a percentage of the sale, or a flat amount.
4. Provide an appropriate percentage or amount.



5. Select **Save**.

Selecting a salesperson prior to a sale

Salespeople are selected prior to closing an invoice. Simply select **PAY** on the invoicing screen, select a salesperson, and close the invoice as you normally would.



SELECT SALESPERSON

Jaclyn	James	Rob	Ryan	Wendy
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Cancel Select

Viewing reports on salespeople and commissions

Refer to the document entitled **Reporting** on <http://faq.pcamerica.com>. See the **Grand Totals by Salesperson, Commissions, Sales By Rep Summary**, and **Labor Cost Percentage** reports, as they are related to salespeople and/or commissions.