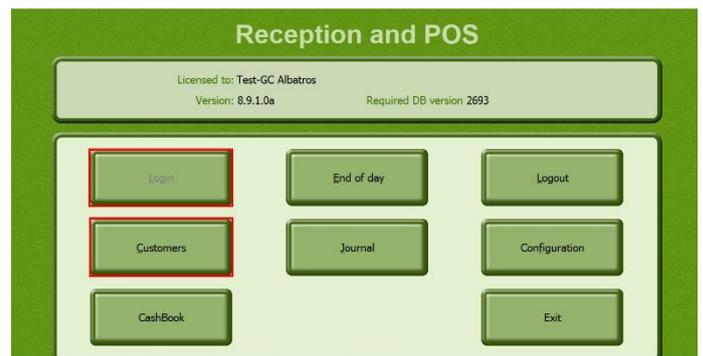


## FAQ | Reception

### Process Green Fee Sales

1 [3]

1. Log on to the Albatros Reception and click on "Customers".



2. Search and select the customer you want to sell a green fee to.



3. Click on the button "GreenFee".
4. A new window will appear. Select the date, time, course, and number of holes and confirm with "Ok".



## FAQ | Reception

### Process Green Fee Sales

2 [3]

5. A new window will appear and display the article name and the price of the booked green fee at the top left of the screen.



6. (You may skip this section if you don't want to add further articles) Further articles can be added via the button "Article". A new window will appear. On the left, you can search the article group. By selecting the appropriate group, you will get back to the previous window where you can see the details of your selected article. Enter the desired quantity and click on "+" in order to add it to the shopping cart. Repeat the process until all desired articles are listed in the cart.



## FAQ | Reception

### Process Green Fee Sales

3 [3]

- To complete the process with the payment, click on "Pay".



- The total amount will be automatically displayed in the window on the bottom left. If you want to change the payment method, click on the method and you will see a selection on the right side from which you can choose the desired payment method. Click on the printer icon to finish the process and print a receipt.

