Proshop Tee Times – How to Sell

We take pride in the quickness and simplicity of our sales module. You can start a sale, sell a greens fee and cart, and check out with cash in just 3 keystrokes.

The way you start a sale is different if the customer is on the tee sheet.

1. If the customer is paying for a green fee then double click their name on the tee sheet. If they are not paying for a green fee, then click on the ADD SALE button.
2. The sales screen will open. If you started the sale by double clicking a name on the tee sheet, then the default round type will be added to the sale automatically. Depending on your configuration, a cart may also be added automatically.

3. The sales screen has menu tabs at the top (highlighted above in green), hotkeys in the middle (highlighted above in yellow), a shopping cart on the right (highlighted above in red) Add items to the sale by clicking on hotkeys or by typing the item description and selecting from the complete list of items. You have 5 menus of hotkeys. Each menu has 49 hotkeys.
4. Add items to the sale. There are several ways you can add items to the sale.
   a. Select the correct menu by clicking the menu tabs at the top, then click on one of the 49 hotkeys to select an item.
   b. Start typing the item description. The item list will appear. Select the item from the

list.
- c. Click on ITEM Groups to get a list of all item groups. Select an item group from the list to get a list of items in that group. Click on the item.
5. If the selected item is not a green fee, then you can change the quantity if needed. To select more than 1 green fee, click the hotkey once for each green fee sold (instead of changing the quantity). If you change the quantity of a green fee, the tee sheet will not color each cell.
6. Repeat steps 4 and 5 until all items are selected.
7. To remove an item from the sale, click on DELETE next to the item in the shopping cart on the right side of the screen.
8. After selecting items for the sale, click the green CHECK OUT button to specify the form(s) of payment.
9. On the check out screen, you will specify the amount tendered and the form of payment (Cash, Check, Credit Card, Gift Card, Member Tab, Member Credit, Gift Certificate, Pay Pal, Gift Certificate, or Rewards). If your course does not accept certain forms of payment, then those options will be hidden. You can split payment among different forms (for example $50 cash and $75 credit card). Just enter the amount tendered next to each form of payment. You can learn more about different forms of payment by checking out our "How To Forms of Payment" document.
10. If multiple credit cards, gift cards, or member credits are used, click SPLIT PAYMENT.
11. SHORTCUT: If the customer is tendering the exact amount due (or you want to do the math in your head), just click on the form of payment. For example, if the customer is paying with Credit Card, click on CREDIT CARD or type the letter R (notice the R in cRedit card is capitalized).
12. The PRINT RECEIPT checkbox determines if a receipt is printed. Each course has different rules that determine when receipts print. For example, you may not want receipts for sales under $20. You can always force a receipt print by putting a check in the PRINT RECEIPT checkbox at the bottom of the screen.