




AUTOMATIC SCORING

SHIFT PROCEDURES

User manual for the opening and closing procedures of the cashier

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SHIFTS

The general idea for opening and closing shifts at the Steltronic workstation (Front desk, Snack bar, Bar, Pro shop, etc...) is to allow shift changes of employees during normal business hours of the bowling center.

With the Steltronic Focus-Nex software, the system will allow different cashiers to work different shifts, such as the day and night shifts. You're not limited to just a day and night shift, as these are the basics, and if you have more than two shifts during the full day of operation, the Focus system can handle as many shifts as needed.

Let's assume for this example below, there are two shifts for your bowling center, we'll call them a "day" shift and "night" shift.

At the start of a new day, for example 8:00 AM, the first task is to use Focus and enter an opening amount for the amount of cash you have started with in the cash drawer. After making all of the cash transactions such as selling bowling lanes, shoes, timed games, it's now 4PM and you will then use Focus to close the batch (your day shift). This simply informs Focus that your shift has ended, and now the night shift will take over to make more sales in bowling. The night shift employee does the same tasks as the day shift cashier.

Feel free to watch a tutorial by clicking the play button below for shifts, batches, and procedures.



Shift Procedures

X, Z, AND ZZ REPORTS

The Focus system has cash drawer (shift) reports. Each of the X, Z, and ZZ reports are used to get the cash transactions report for the specific workstations. For example, if you have a front desk workstation along with a snack bar workstation, the X, Z, and ZZ reports are specific to each workstation. You run the X, Z, and ZZ reports on each workstation.

What are the X, Z, and ZZ reports:

1. **X report:** This is a report that is generated “on the fly”, and is designed to show you an instant report of what has transacted since the shift started. For example, the manager can come to the front desk, run the X report, and it shows how much money has been made since the shift started.
2. **Z report:** This is a report that is generated when the shift has closed. You run this report when the batch (shift) has ended, and it shows you the amount of money that was made during the shift.
3. **ZZ report:** This is a report that is generated to show the amount of money made for “ALL” shifts.

REMEMBER: THE X, Z, AND ZZ REPORTS ARE SPECIFIC FOR EACH WORKSTATION.

RUNNING THE Z REPORT ON THE FRONT DESK WILL BE TOTALLY DIFFERENT REPORT THAN RUNNING THE Z REPORT ON THE BAR WORKSTATION.

On the next page, please refer to the flowchart diagram as a guide for shifts.

SHIFTS - FLOWCHART

