

# SellWise User Group

Thursday, September 17, 2020

## Presenters

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# User Group Topics

- Temporary Download site
- HotKeys!
- Expanded Support
- Most common CAP Service calls
- Updates



# Temporary CAP Download Site

- We are doing some website maintenance
- Please find all manuals, guides, and BSA specific software downloads here:
- <http://capsupport.com/bsasupport/index.html>
- Includes an Inventory Checker How-To video and a detailed guide on moving money between GL accounts, and more



# Setting up HotKeys

- Use HotKeys to easily ring up small, hard to scan items, or bulky items that can't be brought to the register
- Ideal for all Cash Receipt Items
- Setup a main page and drill down menus by category or grouping
- Easily modifiable by season or year



# Setting up HotKeys

- Make a list of all your items you want to put on HotKeys
- Decide on a grouping scheme
- For example: Advancements, Adults, Ranks, Merit Badges, etc.
- Build the sets of items first
- Then link the sets to buttons on the main page
- Edit as needed once you use them



# Setting up HotKeys



# Setting up HotKeys

The screenshot displays a software settings interface organized into three main columns:

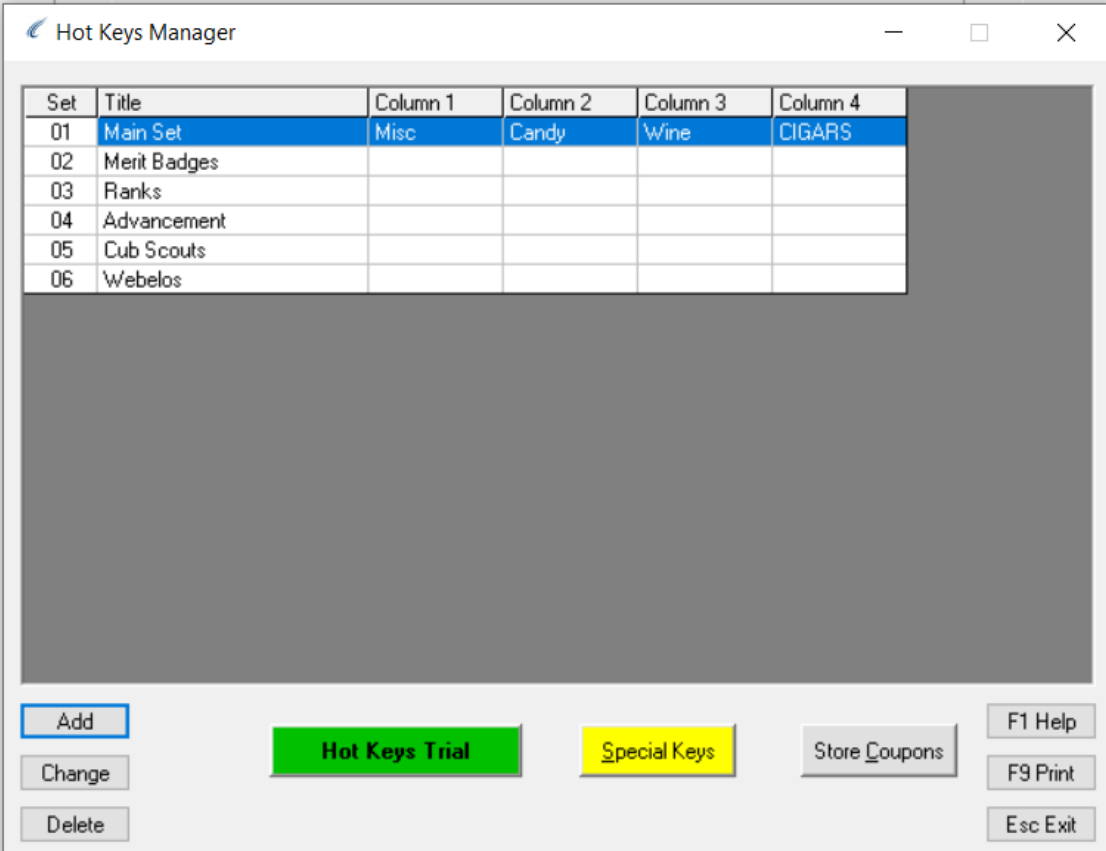
- Station Settings:** Contains three buttons: "Station Settings", "Station Hardware", and "Printers".
- Store Settings:** Contains ten buttons: "Store Settings", "Sales Codes & Security", "Tender Settings", "Additional Features", "Invoices & Receipts", "Taxes", "Phone/Shipping Miscellaneous", "Utilities", "Short Cut Keys", and "Hot Keys".
- Program Definitions:** Contains eight buttons: "Additional Information", "Cost Centers", "Departments", "Internal Use Codes", "Membership Types", "Unit of Measure", "Terms Manager", and "Templates".

A red circle highlights the "Hot Keys" button in the "Short Cut Keys" menu. A dropdown menu is visible below it, listing the following options:

- Hot Keys
- Quick Keys
- Quick Keys(V10)
- MultiPos Key SetUp



# Setting up HotKeys



The screenshot shows a window titled "Hot Keys Manager" with a table of key sets and several control buttons. The table has six columns: Set, Title, Column 1, Column 2, Column 3, and Column 4. The first row is highlighted in blue.

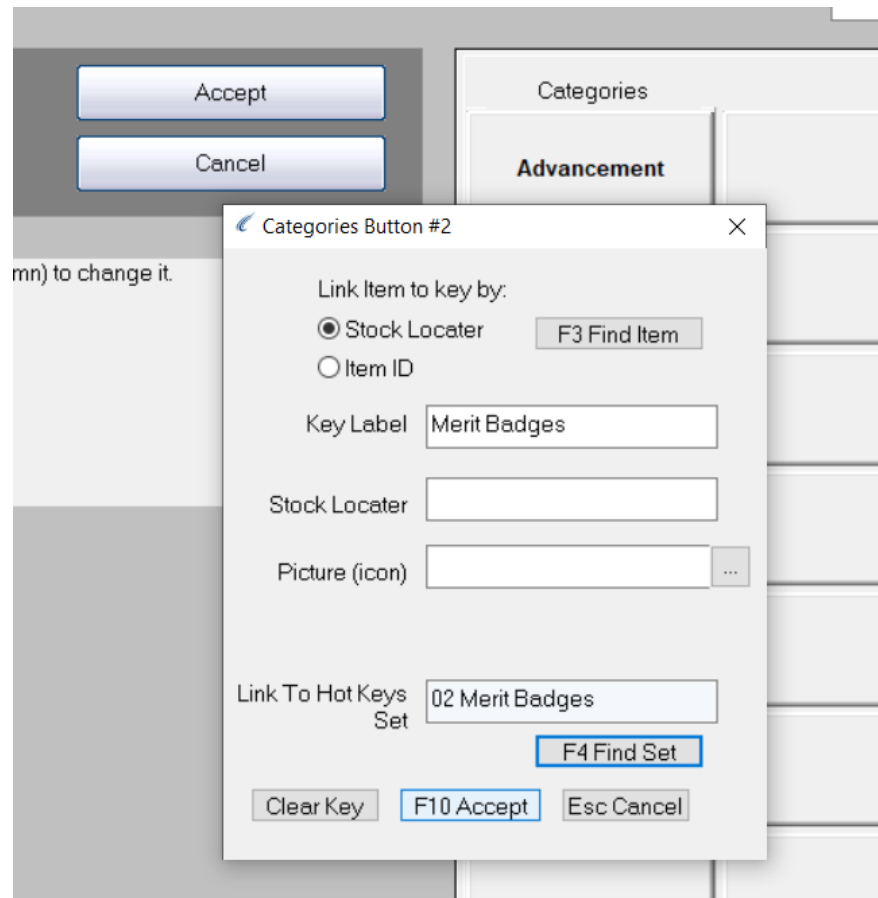
Set	Title	Column 1	Column 2	Column 3	Column 4
01	Main Set	Misc	Candy	Wine	CIGARS
02	Merit Badges				
03	Ranks				
04	Advancement				
05	Cub Scouts				
06	Webelos				

Below the table, there are several buttons: "Add", "Change", "Delete", "Hot Keys Trial" (green), "Special Keys" (yellow), "Store Coupons", "F1 Help", "F9 Print", and "Esc Exit".





# Setting up HotKeys



# Setting up HotKeys

Hot Keys Set Title

Cancel Help

Main List

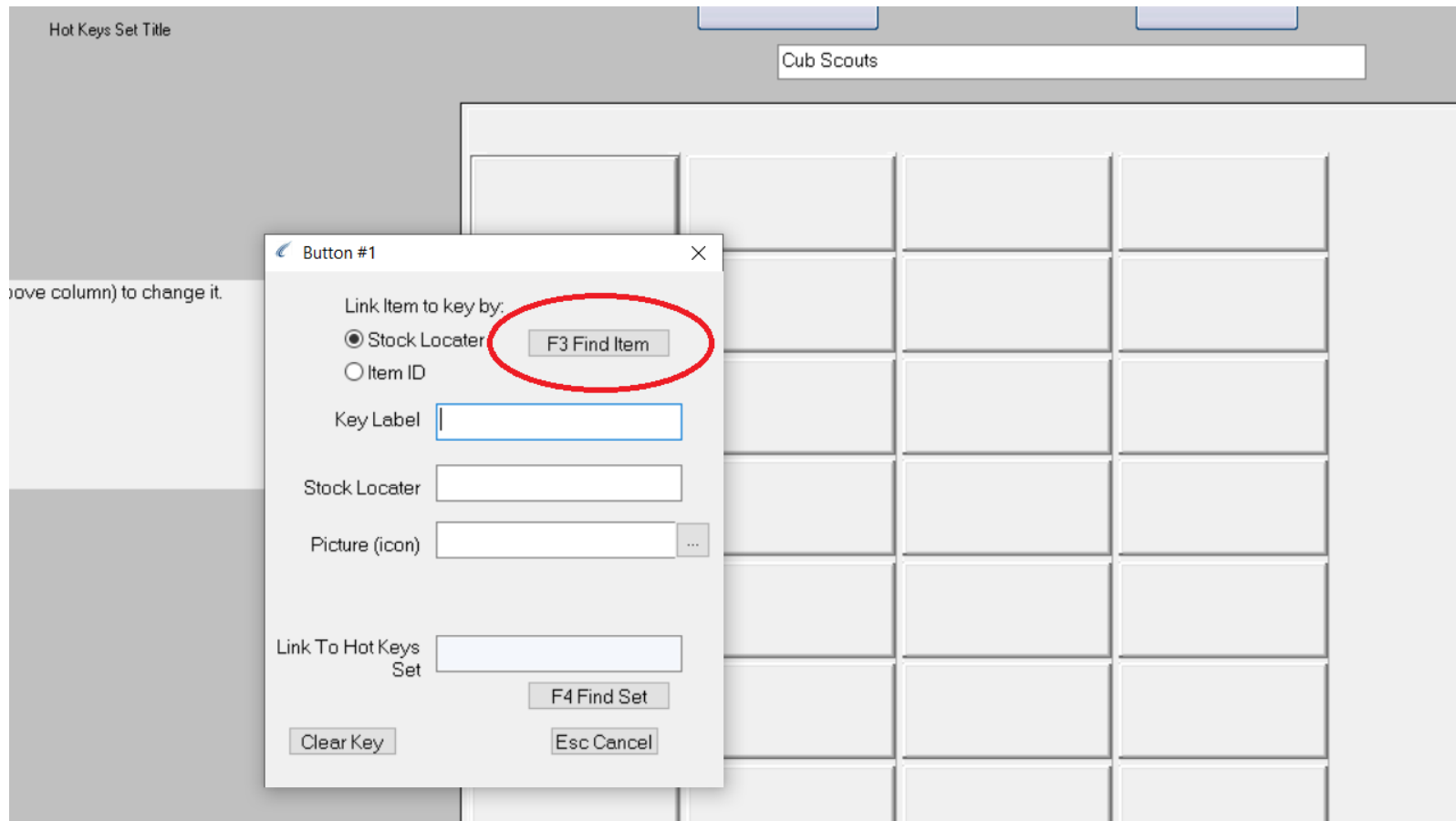
Categories

Advancement			
Merit Badges			
Ranks			

ove column) to change it.



# Setting up HotKeys



# Expanded CAP Support Team

- CAP has partnered with POS Nation, a leading POS reseller, to provide expanded support
- Fully trained helpdesk in Charlotte, NC
- 10 additional techs available
- New Hours! 8am-8pm EST M-F
- The Charlotte team can handle basic calls
- The Fort Worth team is here to assist as always



# Common CAP Service Calls

- User lockouts – Get the update!
- General Ledger questions – Get the manuals before adding/changing if you're not sure
- Configuration questions



# Updates

- CAP Backup
- How to ask Questions of the presenters
- Inventory myth
- Where this presentation is located online



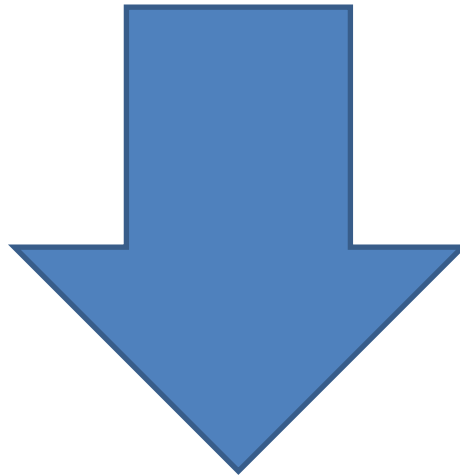
# Backing up SellWise

- Is your data secure?
- New (added cost) service available
- Scheduled backup daily, runs automatically
- Creates an encrypted file stored securely to the cloud
- Reviewed daily for success by CAP
- We contact you if your system fails to backup
- CAP will restore your system if you have a failure
- AVAILABLE NOW. Contact CAP for Pricing



## If you have questions:

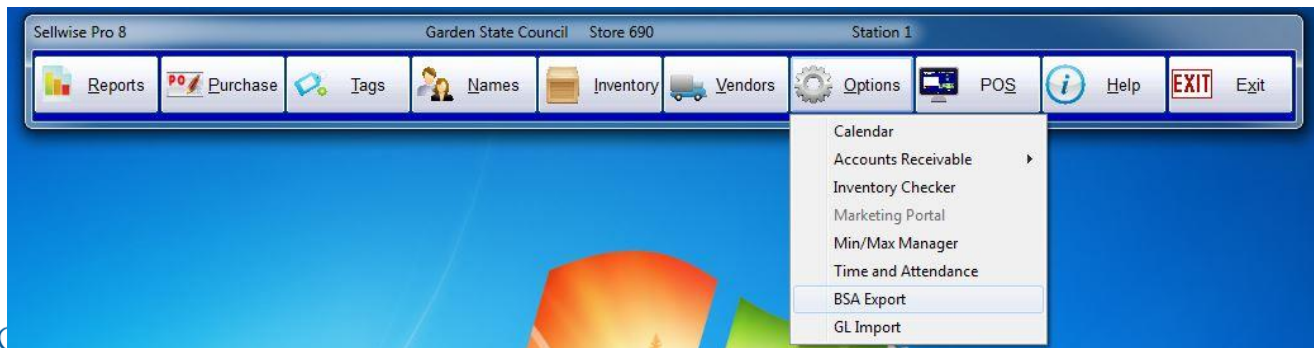
1. Look for horizontal bars at bottom of your screen
2. Click on “chat”
3. Type in your question and hit enter to send to all participants





# Common Myth: Inventory is once a year

- Truth – Inventory is a weekly process
- Check **five to ten** different items each week
  - Choose five to ten items and count total inventory on the shelf, in the back room, etc
  - Write the inventory counts on a piece of paper
  - Open Inventory Checker from ‘Options’ in SW



Slides and recording posted on [scouting.org/financeimpact](https://scouting.org/financeimpact)  
Look on the *Council Administration* link, then look at the bottom for Sellwise Support/User Group link

Join Give Shop My.Scouting Login

Home > Council Support > Council Funding and Finance

## Council Funding a

Funding a Council and assuring proper financial management Council Board. The material presented in this Section prov This is designed to be used by both Volunteers and Council

[Financial Planning](#)

[Funding the Council](#)

[Council Administration](#)

[Local Council Financial Audits](#)

[Back Office Business Solutions](#)

[BSA-COVID-19 Financial Resources](#)

Council Support

- Council Management Support
- Contact Council Management Support
- Council Assessments
- Council Board Resources
- Council Business Practices
- Council Fiscal Management and Training
- Journey to Excellence
- Council Funding and Finance**
- Financial Planning
- Funding The Council
- Council Administration**



# QUESTIONS!

## Next Meeting

### Thursday, October 15

### 10:00 am CST

