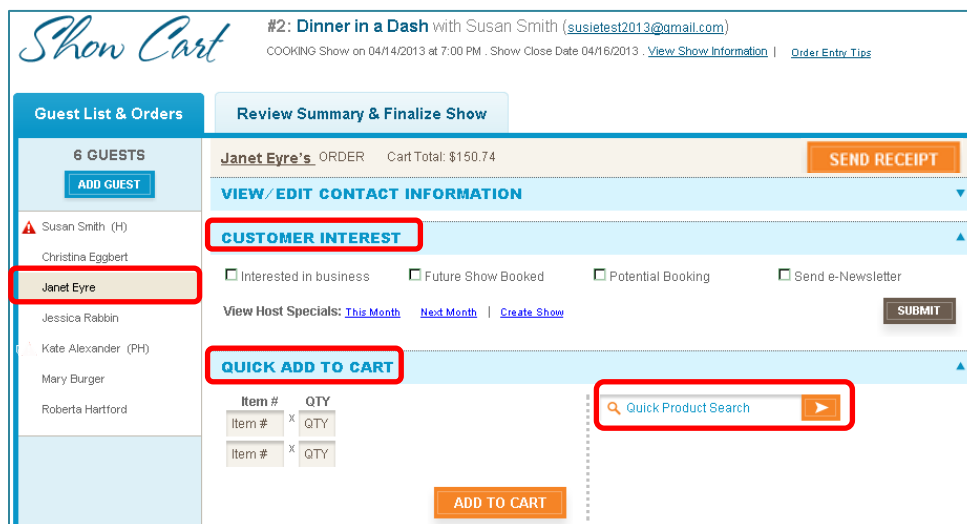


## Quick Tips for Show Order Entry – Guest Order



### IN THE SHOW CART:

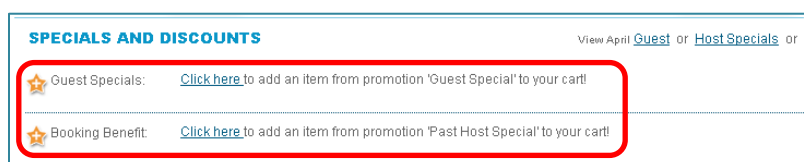
1. **Choose a guest from the left column or Add a Guest**
  - First name, last name and email will create a valid customer record.
  - If a guest doesn't have an email, use their 10-digit phone number@mytpc.com. (e.g., 4441234567@mytpc.com)
2. **Add items to the Cart using Quick Add to Cart or Quick Product Search**

**To use Quick Add to Cart:**

  - Enter the item number, then hit **[TAB]**. The quantity defaults to 1; you can hit **[TAB]** to move to the next row.
  - Or, enter a different quantity for the item and then hit **[TAB]** to move to the next row.
  - After entering all the items, hit **[ENTER]** to add them all to the Cart.

**To use Quick Product Search:**

  - Type all or part of a product name in the search box.
  - Click **[ADD]** to put a product in the Cart.
3. **Add Guest Special –** The star icon for a special turns orange when a customer is eligible for it.
  - Click on the Specials link to open the window and add an item to the cart.
  - And if the guest is a past host, the Booking Benefit star will also be displayed; it will turn orange after Guest Sales reach \$150. Use the Booking Benefit only for the past host from whom this Show was booked. (TIP: If the previous Show was submitted through P3, you'll need to enter the Past Host Discount # first.)



4. **Enter Payment Information**
  - Check the Round Up box if desired, then click **[ADD & SAVE]** to round up to the nearest dollar.
  - Check the payment type box and enter the amount. (Enter cash or check before credit card.)
  - Click **[SAVE]** in the Payment area.
5. **Do a Full-Service Checkout**
  - Click **[SUBMIT]** in the Customer Interests section to send the information to your Calendar and Contacts.
6. **Click [SEND RECEIPT]**
  - This sends the customer an order confirmation/receipt via email. A date and time stamp will appear.
  - If you change an order, click **[SEND RECEIPT]** again to send an updated receipt.

## Quick Tips for Show Order Entry – Host Order

1. Click the Host Cart. (top cart in the list)
2. Add the Host Special (if applicable).
  - The Host Specials star will turn orange when the host is eligible.
3. Add the Half-Price items (if applicable).
  - Click the link to select from the Half-Price combinations.

**OR**

  - Add an item to the Cart through the order entry process and then mark it as half-price.

4. Add other items to the Host Cart.
  - The system will automatically calculate the Free Product Value and Additional Discount.
5. Add Guest Special (if applicable).
  - Click on the Specials link to open the window and add an item to the cart.

**TIP:** The specials star turns green when it's been fully used.

Here's a sample of a completed Host Order Calculation section, showing the Host Special, Half-Price Items Total, Free Product Value and Additional Host Discount

Host Special Total:	\$34.00
Half-Price Items Total:	\$104.00
<b>Subtotal:</b>	<b>\$138.00</b>
Additional Products Total:	\$132.00
Free Product Value:	(\$115.00)
Remaining Subtotal:	\$17.00
Additional Discount (25%):	(\$4.25)
<b>Subtotal:</b>	<b>\$12.75</b>
<b>Item(s) Subtotal:</b>	<b>\$150.75</b>

6. Enter Payment Information
  - Check the Round Up box if desired, then click **[ADD & SAVE]** to round up to the nearest dollar.
  - Check the payment type box and enter the amount. (Enter cash or check before credit card.)
  - Click **[SAVE]** in the Payment area.
7. Click **[SEND RECEIPT]**
  - This sends the host an order confirmation/receipt via email.
  - If you change the host's order, click **[SEND RECEIPT]** again to send an updated receipt.

# Quick Tips for Review Summary & Finalize Show

## Show Summary Information and Totals

**Guest List & Orders** | **Review Summary & Finalize Show**

#2: **Dinner in a Dash** with Susan Smith (susietest2013@gmail.com)  
 COOKING Show on 04/14/2013 at 7:00 PM · Show Close Date 04/16/2013 · [View Show Information](#)

**REVIEW SHOW SUMMARY**

GUEST SALES TOTAL : \$697.00      COMMISSIONABLE SALES TOTAL : \$681.00

**SHOW SUMMARY INFORMATION AND TOTALS**

SHOW INFORMATION	HOST INFORMATION	HOST REWARDS SUMMARY	TOTALS
SHOW DATE: Apr 14, 2013	NAME: Susan Smith	FREE PRODUCT VALUE EARNED: \$115.00	BOOKINGS: 0
SHOW #: 2	DAY PHONE:	DISCOUNT %: 25%	INTERESTED IN BUSINESS: 0
SHOW TYPE: COOKING show	EVENING PHONE:	HALF PRICE ITEMS: 2	BUYING GUEST(S): 5
COMM. SALES: \$681.00	CELL PHONE: (847) 555-1212	HOST SPECIAL SELECTED? Yes	GUEST SALES: \$697.00
	EMAIL: susietest2013@gmail.com		

PAYMENT SUMMARY	CONSULTANT AMOUNT DUE
SHOW TOTAL: \$940.28	CASH: \$234.38
CUSTOMER CHARGES: \$129.79	CHECK: \$576.11
CONSULTANT AMOUNT DUE: \$810.49	ORDERS W/O PAYMENTS: \$0.00
CONSULTANT PAYMENT TO BE APPLIED: \$810.49	<b>CONSULTANT AMOUNT DUE: \$810.49</b>
CONSULTANT OUTSTANDING BALANCE: \$0.00	

- The Consultant Amount Due will be applied to your Order Payment Account. (If you're a new Consultant within your first 60 days of business, you can apply the Consultant Amount Due to a personal credit card.)

## Guest Order Summaries

HOST	TOTAL	Items	Status
Susan Smith	\$164.00	8 Items	✓ Paid
Kate Alexander	\$129.79	4 Items	
Mary Burger	\$108.00	4 Items	✓ Paid and Receipt Send
Christina Eggbert	\$0.00	0 Items	
Janet Eyre	\$204.00	2 Items	✓ Paid and Receipt Send
Roberta Hartford	\$208.11	4 Items	✓ Paid and Receipt Send
Jessica Rabbin	\$126.38	4 Items	✓ Paid and Receipt Send
Amanda Henderson	\$0.00	0 Items	

I agree to the [Terms & Conditions](#) in the [Consultant Agreement](#)

**SUBMIT ORDER**

- You can see an overview of all the orders.**
  - If you checked Interested in Business or Book Future Show in Customer Interests, it's noted here.
  - ✓ Paid appears if the customer paid via cash or check.
  - NOTE: There's a known issue that if all or part of the order was paid by credit card, the ✓ Paid doesn't appear until the Show is submitted and the card is actually charged. This will be fixed.*
- Click the arrow to the left of a guest's row to see the order details. Things to double-check:**
  - Do you have payment for all orders?
  - Have you added the Guest Special for eligible customers?
  - Did you add the Booking Benefit for a guest who is the past host from whom this Show was booked?
  - Have you added all the host's rewards?
- Check the box to agree to the Consultant Agreement Terms and Conditions and click [SUBMIT ORDER].**
  - Credit card payments will be authorized, and you'll get a message if any cards are declined. All cards must be approved before the Show can be submitted to the Home Office.
  - The Consultant Amount Due will be applied to your Order Payment Account. (If you're a new Consultant within your first 60 days of business, you can apply the Consultant Amount Due to a personal credit card.)
- When the Show has been successfully submitted,** you'll see an order confirmation message. Plus, in the My Shows & Orders listing, you'll see a date- and time-stamp for the order. You'll also receive an email to confirm that the Home Office has received the Show.
  - The host and guests each receive an email to let them know the Show has been submitted, which also reminds them that their credit card has now been charged (if that's how they paid for their order).