

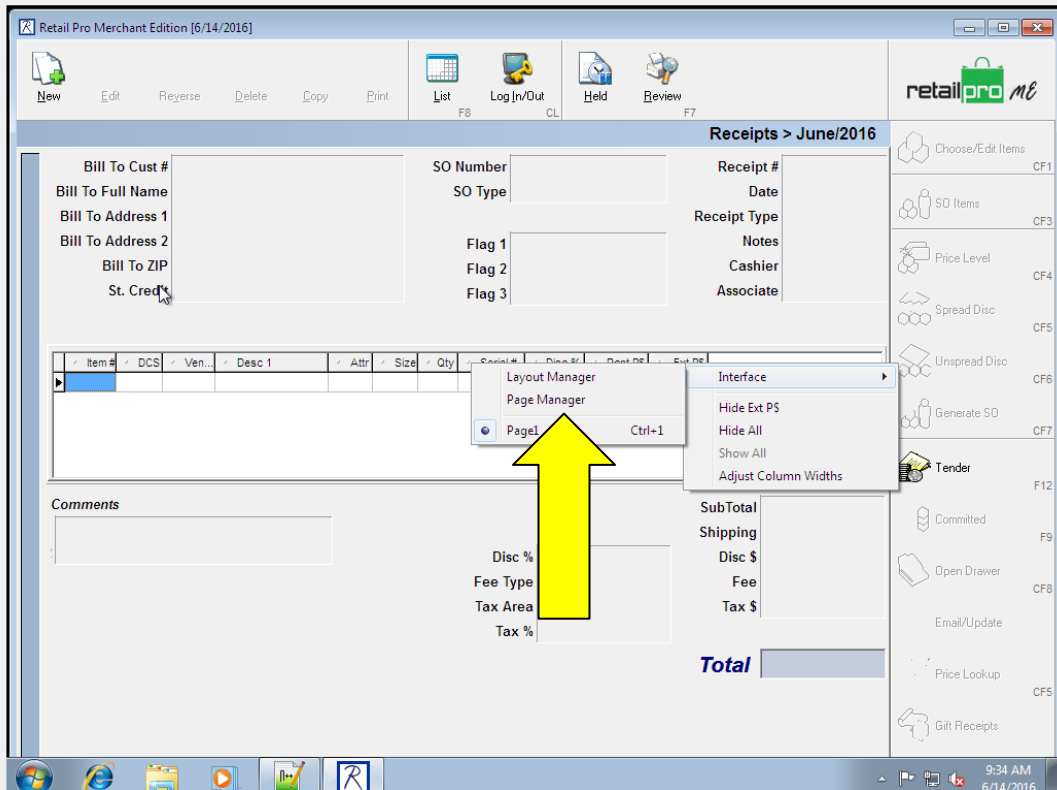


How to add Associates to Items Sold July, 2016 RP8

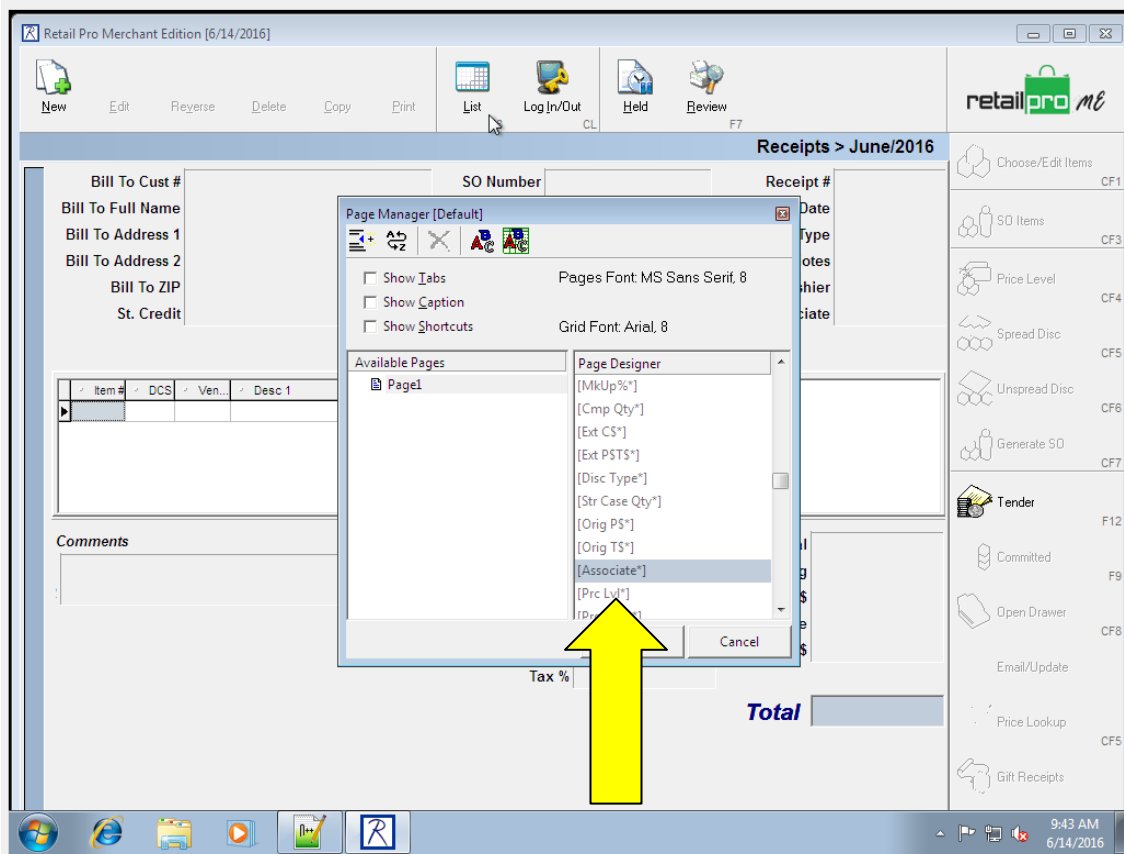
<https://youtu.be/rIVswOcgvm0>

In Retail Pro v8 you can assign Associate to items that were sold to be alter used for reporting on associate sales. This document will go over the steps on setup and implementation.

1. We will start by adding the **Associate** field to the receipt layout, will need to log in with a user that has the appropriate rights to modify layouts. Right click on the Receipt body header and select **Interface** then **Page Manager**

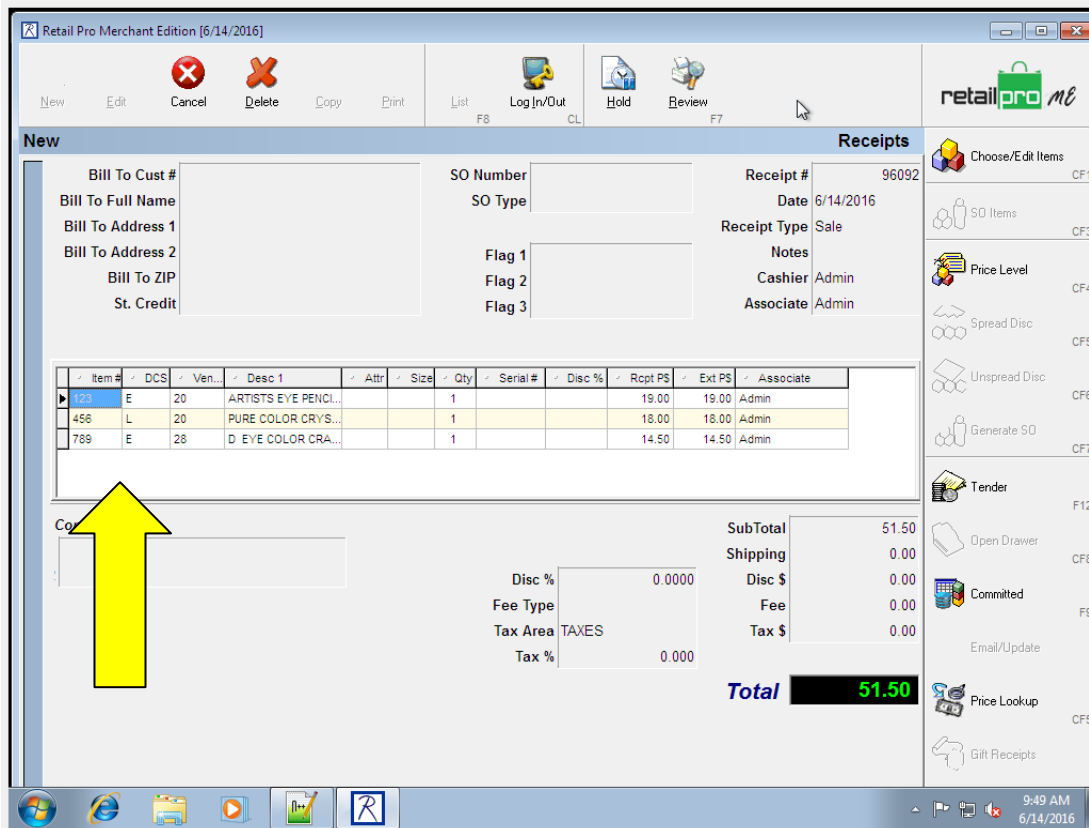


2. Next we expand will need to find associate in the list of available field options, once we find it double click on associate to add it to receipt body layout.

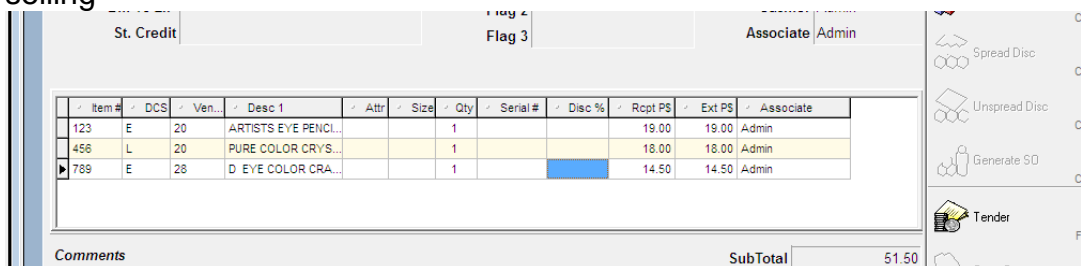


Once the associate is added to the receipt body layout we are ready to start adding associates to items they sold

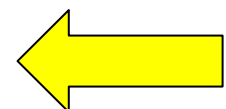
3. Start by entering a new receipt and scanning the items to be sold in to the receipt .



4. Once all items have been scanned or entered on the receipt we are ready to change the associate on the items the associate assisted in selling



5. Highlight the Associate field in the body of the receipt for each item and from the drop down select the associate that will get credit for the



sale

Item #	DCS	Ven...	Desc 1	Attr	Size	Qty	Serial #	Disc %	Rcpt PS	Ext PS	Associate
123	E	20	ARTISTS EYE PENCIL...			1			19.00	19.00	Colt
456	L	20	PURE COLOR CRYS...			1			18.00	18.00	Matt
789	E	28	D EYE COLOR CRA...			1			14.50	14.50	Ken

CF5
Unspread Disc CF6
Generate SO CF7
Tender F12

6. Once all the appropriate items have been assigned an associate we can tender the transaction as normal.
7. At anytime a report can be run that will show the sales for each associate. One such report that is default in Reports is a SALES:Associate Summary. This report will show the associate and how many items and revenue they have sold over a period of time.