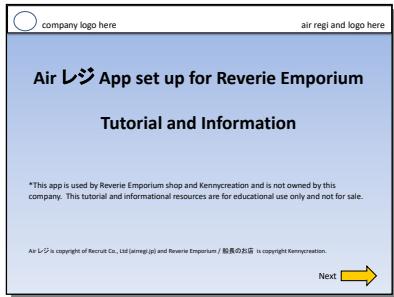


## スライド 1



## Title page Air Regi (レジ) app register set up for Reverie Emporium

### Title page contents:

**Body text font** all of it Calibri, size 36 (title), size 16 (body), size 12 (copyright).

Size 18 (Next button)

**Heading text font** Calibri, size 24

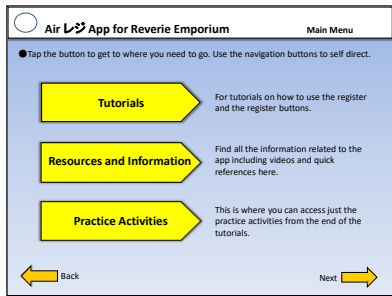
**Heading box:** solid fill white, line style- 1pt width, Shadow preset – offset bottom, color black.

Format shape – size .81” Height, 10” Width

**Text in heading box:** text for heading and company info size 24 pt, screen/ course name 24 pt.

**Next button:** 18pt, arrow shape ppt, line 2pt black, gold color

## スライド 2



## Main Menu Air Regi (レジ) app register set up for Reverie Emporium

### Main Menu page contents:

**body text** font all of it Calibri, Size 18 pt,

**Heading box:** solid fill white, line style- 1pt width, Shadow preset – offset bottom, color black.

Format shape – size .81” Height, 10” Width

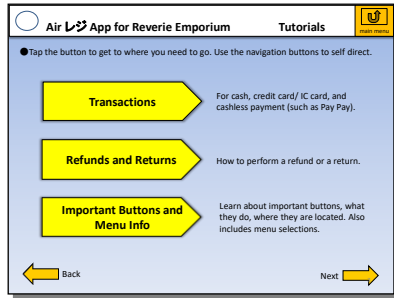
**Text in heading box:** text for heading and company info size 24 pt, screen/ course name 18 pt.

**Next button/Back button:** 18pt, arrow shape ppt, line 2pt black, gold color

**Tutorial, resources, and practice activity buttons:** color yellow, font Calibri, black, size 24pt. Shape ppt shape size – 1” H x 4.13”W.

Tap or click on any of the buttons to navigate the desired path. When tapping any button, it slightly darkens to denote being tapped.

### スライド 3



**Tutorials:** Same notes as slide #2,

**Main Menu button** – action returns learner to main menu page.

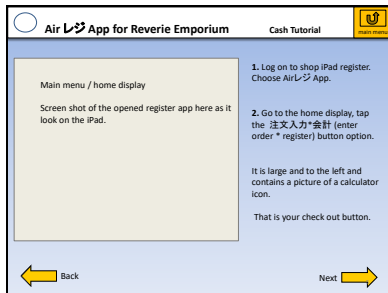
Icon is ppt button, text size 12pt, gold color solid fill, line 1pt black outline, shape size .81”H x 1”W

### スライド 4



**Transactions:** Same notes as slide #2 and #3.

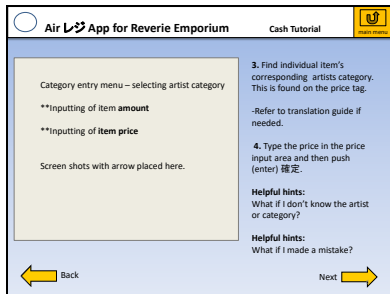
### スライド 5



**Basic tutorial 1 / Cash 1:** Same notes as slide #2 and #3.

Notes - Grey box will contain screen shot of air regi app on iPad.

## スライド 6



**Basic tutorial 2 / Cash 2:** Same notes as slide #2 and #3.

**Action:** Tap or click to reveal extra info if learner needs it.

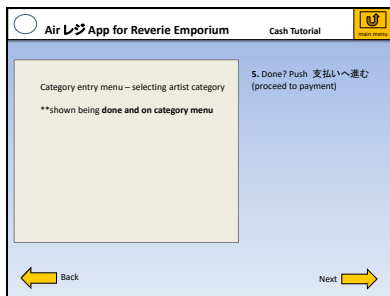
### Helpful hints:

-If you don't know choose the red 小物 button and choose RE and type in the price.

### Helpful hints:

- Use the delete button to correct mistakes with item amount and price on the calculator and using the red remove button for removing items off the list in the category menu.

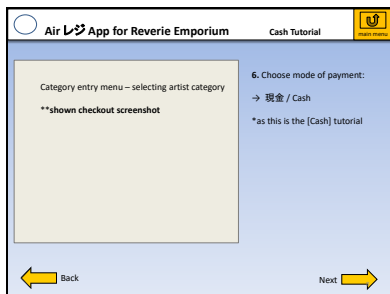
## スライド 7



**Basic tutorial 3 / Cash 3:** Same notes as slide #2 and #3.

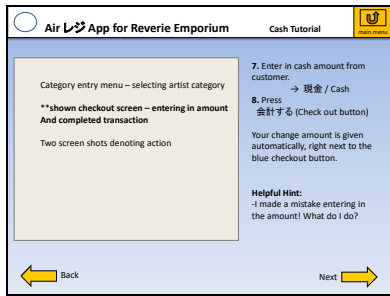
**\*Special note!** Slides #5, #6, #7, #8 are considered the “basic tutorial” and are the basis of all the transactional tutorials. These can be reused or hyperlinked to with the slide after the “basic tutorial” being a new, different tutorial slide as check out is different for each transaction.

## スライド 8



**Basic tutorial 4 / Cash 4:** Same notes as slide #2 and #3.

## スライド 9



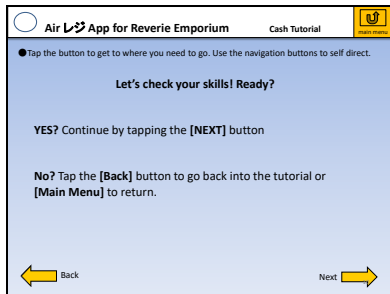
**Cash 5:** Same notes as slide #2 and #3.

**Action:** Tap or click to reveal extra info if learner needs it.

### Helpful Hint:

-Use the delete button to make corrections to payment amount BEFORE pushing the checkout button. If not, refer to the refund tutorial.

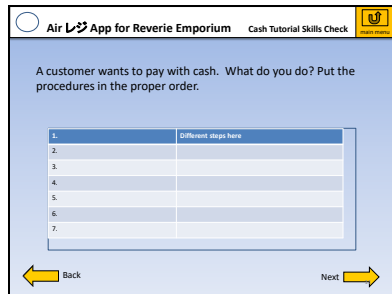
## スライド 10



**Cash knowledge check 1:** All body text is Calibri 24pt. except for directions, those are 18pt. Same notes as slide #2 and #3 except no screenshot box.

**Bold the title, and emphasis words like YES, NEXT, No, BACK, Main Menu.**

## スライド 11



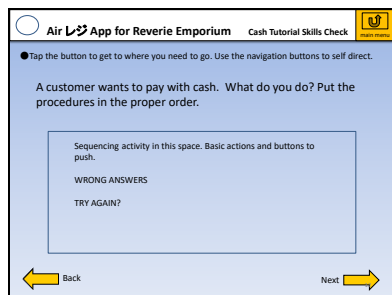
**Cash knowledge check 2:** All body text is Calibri 24pt. except for directions and inside sequencing area, those are 18pt. Same notes as slide #2 and #3 except no screenshot box.

Sequencing activity in this space. Basic actions and buttons to push. Learner will choose from a list of actions and order them drag and drop style. They can reset or check. Must get it all to continue on. 14pt font inside.

### Correct answers:

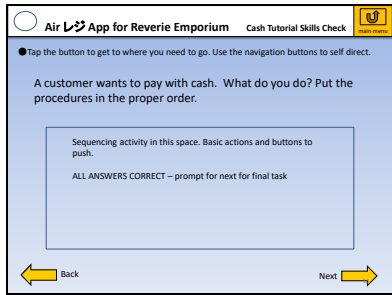
1. Tap the 注文入力\*会計 (enter order \* register) button option.
2. Find individual item's corresponding artists category.
3. Type the price in the price input area and then push (enter) 確定.
4. Done? Push 支払いへ進む (proceed to payment)
5. Choose mode of payment: → 現金 / Cash
6. Enter in cash amount from customer.
7. Press 会計する (Check out button)

## スライド 12



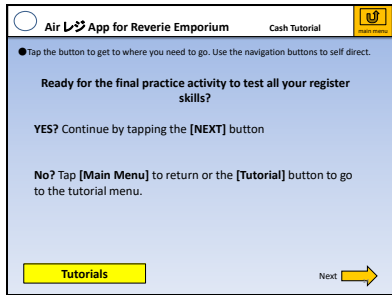
### Cash knowledge check 3:

スライド 13



Cash knowledge check 4:

スライド 14

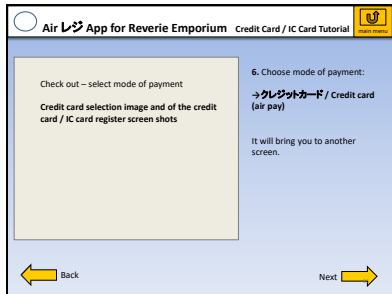


Cash knowledge check 5:

**Tutorials button:** color yellow, text black Calibri 24pt, size of button .51”H x 3.17”W

**Notes:** can reuse this activity shell for knowledge check after each checkout transaction tutorial, just modify sequence content with content from the tutorial, change tutorial title name.

スライド 15



**CC 1:** same notes as slides#2 and #3. Can reuse “basic tutorial” slides before this one.

## スライド 16

Air レジ App for Reverie Emporium Credit Card / IC Card Tutorial

Check out – select mode of payment

Credit card / IC card register screen

Both shots of either selecting the IC card or the credit card with the check mark next to the option.

Screen shots

7. Choose the kind of payment:  
Here you can choose :  
→ the type of alternate payment  
→クレジットカード / Credit card  
→ an IC Card.

\*\*IC card can be used when chosen on this screen, the same as a credit card.

Back Next

CC 2: Same notes as slide #2 and #3

## スライド 17

Air レジ App for Reverie Emporium Credit Card / IC Card Tutorial

Check out – select mode of payment

Credit card / IC card register screen

Shows chosen Credit card option and final total of money owed for the transaction screen shot and the pushed button screen shot

Screen shots or image goes here in this entire space

8. Choose  
→クレジットカード / Credit card

Once you choose an option the final total will show up automatically.

9. Push the blue 決済へ進む (proceed to payment) button.

Back Next

CC 3: Same notes as slide #2 and #3

## スライド 18

Air レジ App for Reverie Emporium Credit Card / IC Card Tutorial

Shows new screen for card scanning and then to the various ways the card can be scanned diagram shot.

-include real images of the device

10. The screen where you are show how to scan the credit card information is shown in an easy to follow diagram.

It is recommended for standard credit cards with chips to be slid into the card reader.

To have account signature, push enter after scanning the card. Then check signature.

\*\*It is here you can see where the IC card can be used on the card reader.

Back Next

CC 4: Same notes as slide #2 and #3

## スライド 19

**Airレジ App for Reverie Emporium** Credit Card / IC Card Tutorial

Shows screen shot of signature area and of a signature and the button being pushed.  
Final image shows the pop up screen and the pushed button.

11. Have the customer sign the iPad in the space provided.
12. Push the blue 入力完了 (input completion) button.
13. The final signature will pop up and you push the blue 完了する (completion) button.

Back Next

**CC 5:** Same notes as slide #2 and #3

## スライド 20

**Airレジ App for Reverie Emporium** Credit Card / IC Card Tutorial

Three screens of the final green approval sign and then the confirmation of the approval screen shot

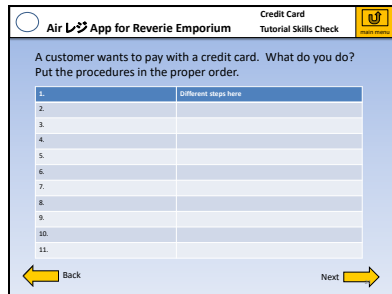
14. A green sign with a check mark appears. It means its been approved.  
The confirmation screen appears.
15. Push the blue next payment button to return to the Air Regi app screen.

Back Next

**CC 6:** Same notes as slide #2 and #3



## スライド 21



**Credit Card Knowledge check 2:** All body text is Calibri 24pt. except for directions and inside sequencing area, those are 18pt. Same notes as slide #2 and #3 except no screenshot box.


**NOTE:** The knowledge check sequencing slides can be copy and reused and tailored to fit tutorial content.

Sequencing activity in this space. Basic actions and buttons to push. Learner will choose from a list of actions and order them drag and drop style. They can reset or check. Must get it all to continue on. 14 point font inside.

### Correct answers:

1. Tap the 注文入力\*会計 (enter order \* register) button option.
2. Find individual item's corresponding artists category.
3. Type the price in the price input area and then push (enter) 確定.
4. Done? Push 支払いへ進む (proceed to payment)
5. Choose mode of payment: クレジットカード / Credit card (air pay)
6. Choose the kind of payment: クレジットカード / Credit card
7. Push the blue 決済へ進む (proceed to payment) button.
8. To have account signature, push enter after scanning the card. Then check signature.
9. Have the customer sign the iPad in the space provided.
10. Push the blue 入力完 (input completion) button.
11. The final signature will pop up and you push the blue 完了する (completion) button.

## スライド 22

**Airレジ App for Reverie Emporium** Cashless (Pay Pay) Tutorial 

Screen shot of payment choice with note that it says IC card Suica but it isn't used for that.


6. Choose the kind of payment:  
→ 先払系電子マネー / Suica - IC Card (air pay)

7. Customer brings up the Pay Pay app on their smart phone.

← Back Next →

**PayPay 1:** Same notes as slide #2 and #3

## スライド 23

**Airレジ App for Reverie Emporium** Cashless (Pay Pay) Tutorial 

Pay Pay app code screen shot.

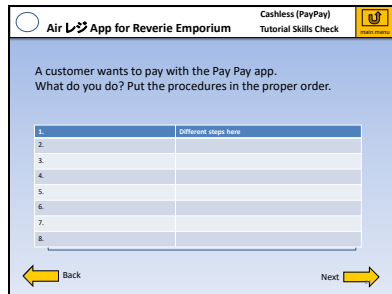
8. Scan the QR code on the customers phone and type the price of the sale.  
Double check for accuracy and show customer on the calculator.

9. The customer pushes enter on their phone app to complete the transaction.  
A signal "Pay Pay" will play telling you the action was completed.

← Back Next →

**PayPay 2:** Same notes as slide #2 and #3

## スライド 24



**Pay Pay / Cashless Knowledge check 2:** All body text is Calibri 24pt. except for directions and inside sequencing area, those are 18pt. Same notes as slide #2 and #3 except no screenshot box.

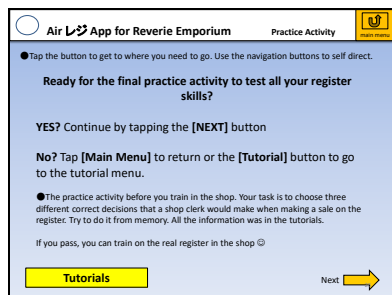
**NOTE:** The knowledge check sequencing slides can be copy and reused and tailored to fit tutorial content.

Sequencing activity in this space. Basic actions and buttons to push. Learner will choose from a list of actions and order them drag and drop style. They can reset or check. Must get it all to continue on. 14 point font inside.

### Correct answers:

1. Tap the 注文入力\*会計 (enter order \* register) button option.
2. Find individual item's corresponding artists category.
3. Type the price in the price input area and then push (enter) 確定.
4. Done? Push 支払いへ進む (proceed to payment)
5. Choose the kind of payment: 交通系電子マネー / Suica - IC Card (air pay)
6. Customer brings up the Pay Pay app on their smart phone.
7. Scan the QR code on the customer's phone and type the price of the sale.
8. The customer pushes enter on their phone app to complete the transaction.

## スライド 25



### Cash knowledge check 5:

**Tutorials button:** color yellow, text black Calibri 24pt, size of button .51”H x 3.17”W

**Notes:** can reuse this activity shell for knowledge check after each checkout transaction tutorial, just modify sequence content with content from the tutorial, change tutorial title name.

## スライド 26

Air レジ App for Reverie Emporium Practice Activity

**Situation:**  
A customer wants to purchase a T-shirt and a pin. They want to pay with their Pay Pay app.

**Question:**  
You log in to the register and open the app. What is the first thing you do?

Answers to question here

Back Next

### Scenario 1:

**Incorrect – red**

**Correct - green**

- A. Have the customer immediately open the Pay Pay app and scan their code. (incorrect, they can open their app and wait but until you show them the total amount they can't do anything)
- B. Enter the items in the register by category and price, then total the sales price. (correct, as that is the first thing we do for every transaction)**
- C. Open up the method of payment, then enter in all the items. (incorrect, you can't get this far without noticing no amount has been entered)
- D. Total the items and then enter in a cash amount. (incorrect, the customer is not paying with cash so you would not enter in a cash amount through the Cash payment)

## スライド 27

The screenshot shows the 'Airレジ App for Reverie Emporium' interface. At the top, it says 'Practice Activity' and has a 'HELP' icon. The main content area is divided into two columns. The left column contains a placeholder for a 'Picture of a hat and costume item on the shop counter in front of the register.' The right column contains the following text:

**Situation:**  
A customer wants to purchase a very expensive hat and costume piece. They want to pay with their credit card.

**Question:**  
You go through entering the items in their category listing and their prices. You are at the total price of the sale. Now what?

Below the text is a yellow box labeled 'Answers to question here'. At the bottom, there are 'Back' and 'Next' navigation buttons.

## Scenario 2:

**Incorrect – red**

**Correct – green**

- A. **Open the method of payment, choose credit card, then the mode of payment クレジットカード / IC card and then method of payment クレジットカード / Credit card (Correct, This is how you choose the credit card. The mode of payment that first comes up is just a label because there are more for alternative forms of payment, not just a credit card. When you choose that option you can clearly see where the credit Card option is by itself on the menu.)**
- B. Total the items and then enter in a cash amount. (incorrect, the customer is not paying with cash so you would not enter in a cash amount through the Cash payment)
- C. Choose the IC Card / Suica option for customer payment (incorrect, while using the IC card is almost the same as a credit card, if you do not choose the credit card option, it won't work on an actual credit card).
- D. Open the method of payment, choose credit card, then the mode of payment クレジットカード / IC card and then method of payment クレジットカード / Credit card. There is no signature needed and you can head straight to process payment. (Incorrect, you absolutely still need to complete the process and have the customer sign, as it will automatically pop up despite the chip. You cannot confirm and process payment until signed on the accompanying iPad).

## スライド 28

The screenshot shows the interface of the 'Air レジ App for Reverie Emporium'. At the top, it says 'Practice Activity'. The main content area is divided into two columns. The left column contains a placeholder for a 'Picture of random assortment of stuff with a generic shop price tag showing on an item, on the shop counter in front of the register.' The right column contains a 'Situation' description: 'A customer brings a lot of items to you to check out and buy. A LOT, and you aren't sure what category some of them are, just a replacement shop price tag with an item price.' Below this is a 'Question': 'What do you do?'. At the bottom of the screen, there is a yellow box labeled 'Answers to question here' and navigation buttons for 'Back' and 'Next'.

### Scenario 3:

**Incorrect – red**

**Correct – green**

- A. Just enter in what makes sense and enter in the price to make the sale. (Incorrect, this causes inventory loss as we have no idea what it was and why it wouldn't match).
- B. You can't read the other items that look similar to it so you place it with similar looking items' category, then you make the sale. (incorrect, many of our artists may have a similar style and this would further create inventory loss and confusion in record keeping.)
- C. Choose the green color category and look for RE and input the information under that. (Incorrect, that is for artists and exact items only. There is an RE category but that is for online items sales record keeping.)
- D. Choose the red RE category and process the sale as normal. (Correct, This is our generic shop category where most of our shop's (not artist) items are listed. If you have the price we can usually guess what it was).**