

# ThriftCart Reference Guide

A GUIDE TO OPERATE AND TROUBLESHOOT THRIFTCART  
THE WACHUSETT EARTHDAY IQP TEAM

## TABLE OF CONTENTS

<b>Introduction</b>	<b>3</b>
<b>Logging In and Out</b>	<b>4</b>
<i>Logging In</i>	4
<i>Logging Out</i>	4
<b>Managing User Accounts</b>	<b>5</b>
<i>Create a User Account</i>	5
<i>Manage User Permissions</i>	7
<i>Change Your Password</i>	11
<b>Managing Customers</b>	<b>12</b>
<i>Add a Customer</i>	12
<i>Edit Customer Information</i>	14
<i>Add a Customer from Register</i>	17
<i>Selecting an Existing Customer from Register</i>	20
<b>Performing Transactions</b>	<b>22</b>
<i>Add Item to Cart</i>	22
<i>Remove Item from Cart</i>	22
<i>Discard All Items in Cart</i>	23
<i>Cashing Out with Cash</i>	24
<i>Cashing Out with Card</i>	26
<i>Suspending and Recalling Purchase Transactions</i>	30
<i>Reprinting Receipts and Return Transactions</i>	33
<b>Inventory</b>	<b>37</b>
<i>Adding an Item to Inventory</i>	37
<i>Editing an Item in Inventory</i>	42
<b>Register Interface</b>	<b>46</b>
<i>Add Item Button to the Interface</i>	46
<i>Edit/Delete a Button in the Interface</i>	49
<i>Make Changes to the Cash Register Live</i>	53
<b>Generating reports</b>	<b>56</b>
<i>Daily Summary Report</i>	58
<i>Receipt tape report</i>	60
<i>Category sales report</i>	62
<i>Customer Sales Report</i>	64
<i>"Sales by zip code" report</i>	66
<b>Troubleshooting</b>	<b>68</b>
<i>"You do not have the permission required to do this"</i>	68
<i>Recently added inventory item not found in cash register page</i>	68
<i>Warning page regarding MySQL</i>	68

## INTRODUCTION

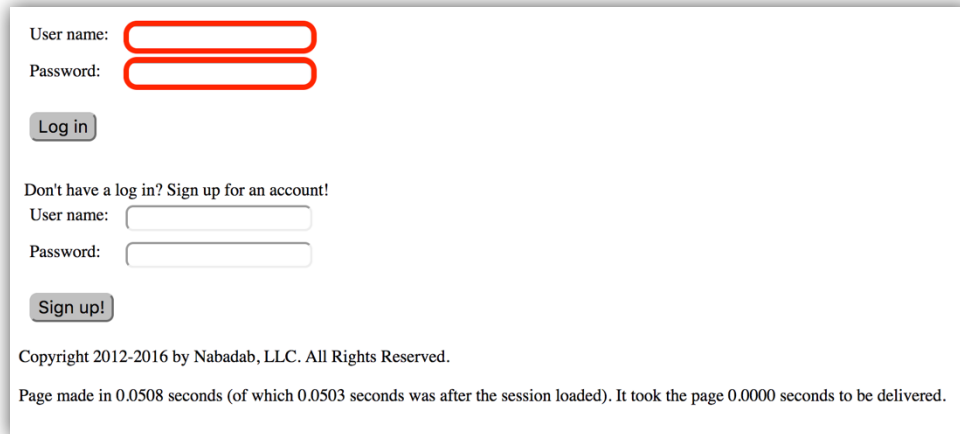
ThriftCart is a cloud point-of-sale system developed by Nabadab LLC. The system allows its user to conduct sales transactions, manage their inventory, and gather sales data anywhere there is a computer with internet access. ThriftCart is able to operate on multiple devices that can open a web browser (e.g. computer, iPad, Windows tablet, etc). The content of this manual explains, in detail, how to use specific features of ThriftCart and how to tackle and problems that may occur while using the system.

## LOGGING IN AND OUT

### LOGGING IN

To log in to ThriftCart, type the appropriate URL into the address bar. Once you are at your personal ThriftCart page, enter the appropriate username and password and press "Log In".

URL:



User name:

Password:

Don't have a log in? [Sign up for an account!](#)

User name:

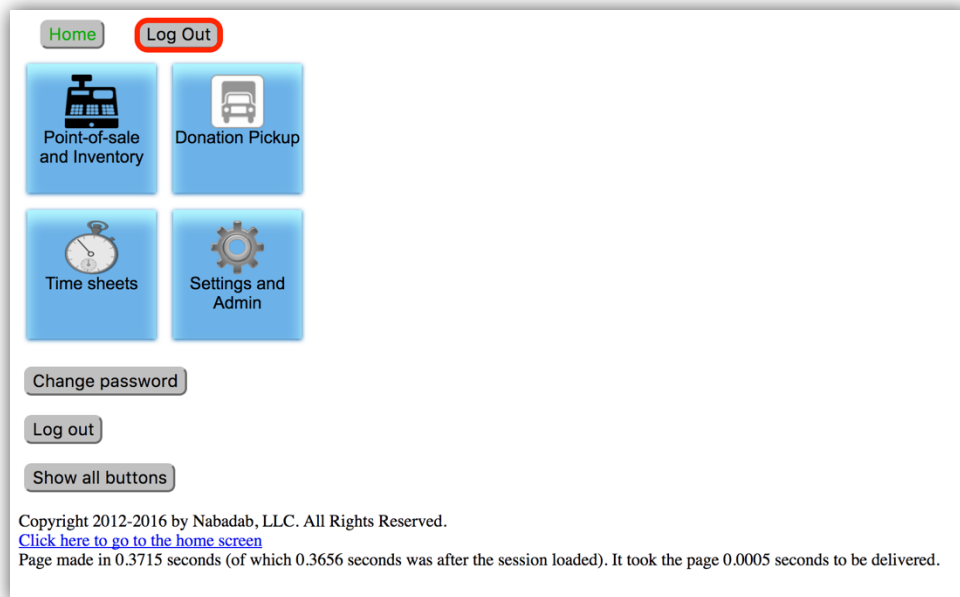
Password:

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.

Page made in 0.0508 seconds (of which 0.0503 seconds was after the session loaded). It took the page 0.0000 seconds to be delivered.

### LOGGING OUT

When the user is logged in to ThriftCart, they can log out by pressing the "Log Out" button on the upper section of any page.



Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.

[Click here to go to the home screen](#)

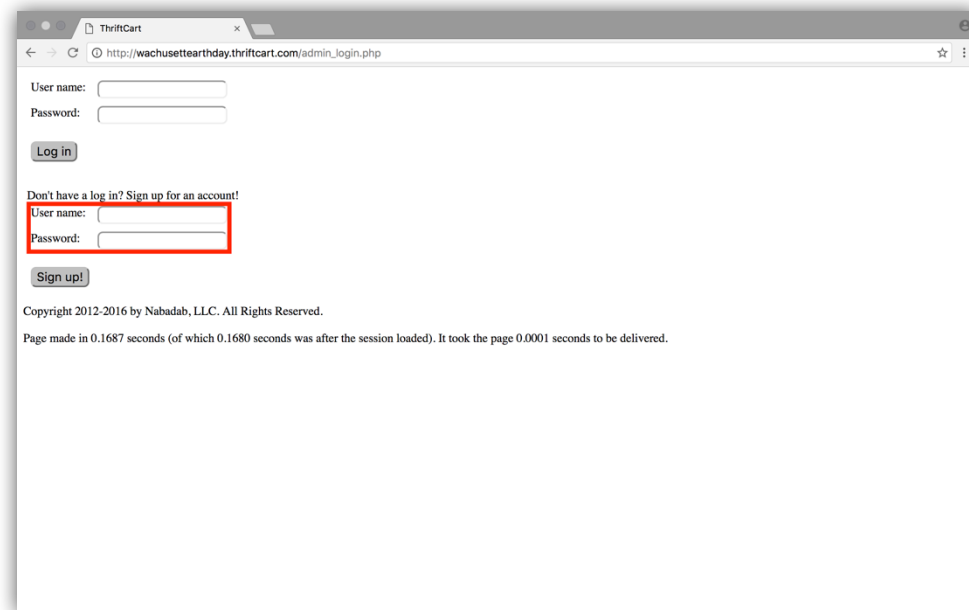
Page made in 0.3715 seconds (of which 0.3656 seconds was after the session loaded). It took the page 0.0005 seconds to be delivered.



## MANAGING USER ACCOUNTS

### CREATE A USER ACCOUNT

Navigate to the login page in your web browser and fill out the “User name” and “Password” fields below “Don't have a log in? Sign up for an account!”

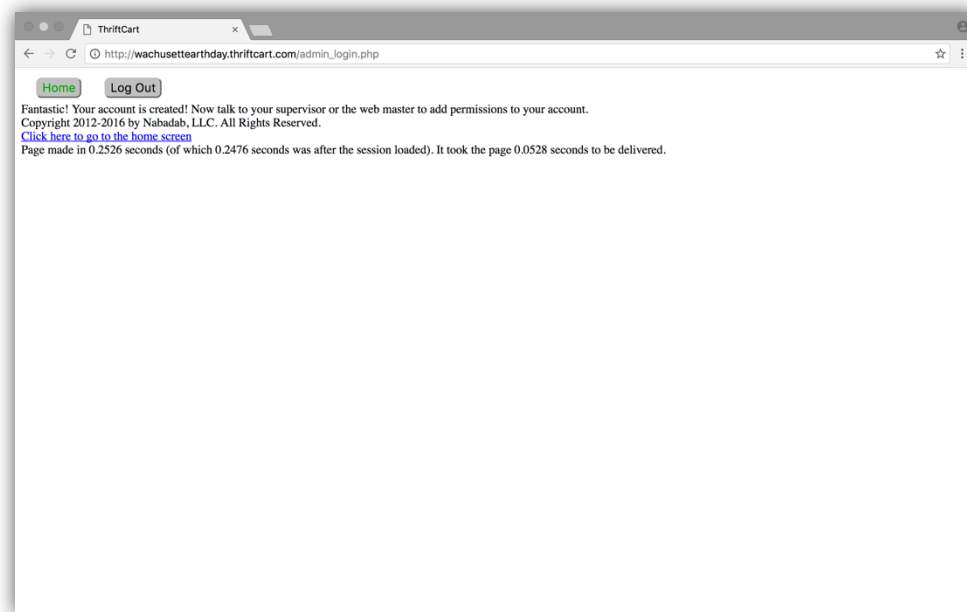


The screenshot shows a web browser window with the title "ThriftCart" and the URL "http://wachusetteearthday.thriftcart.com/admin\_login.php". The page contains a login form with the following elements:

- User name:
- Password:
- Log in button
- Don't have a log in? Sign up for an account!
- User name:
- Password:
- Sign up! button

The "Sign up!" button is highlighted with a red box. Below the form, there is a copyright notice: "Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved." and a performance notice: "Page made in 0.1687 seconds (of which 0.1680 seconds was after the session loaded). It took the page 0.0001 seconds to be delivered."

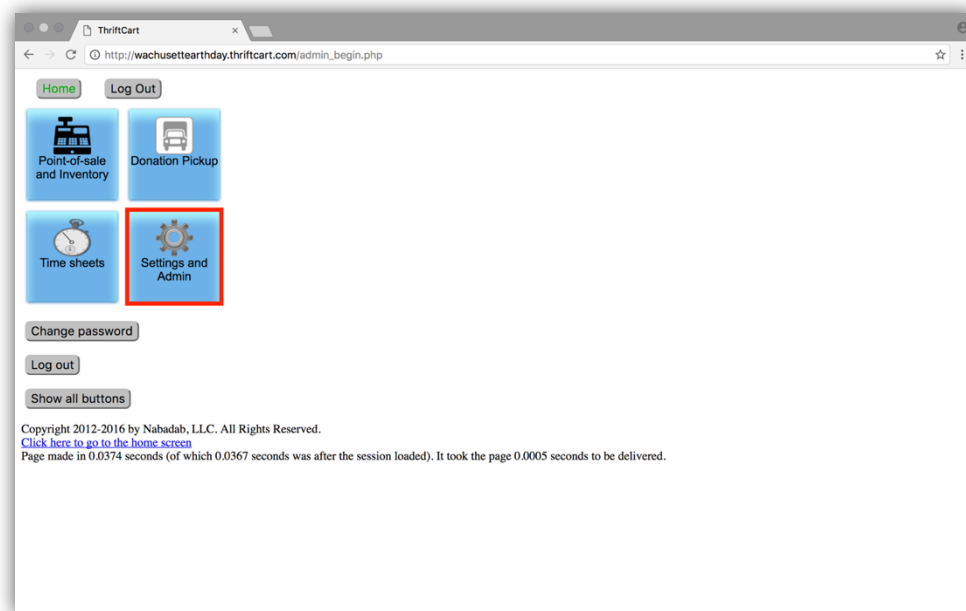
After filling out the field, click on the “Sign Up!” button, and you will be directed to this page:



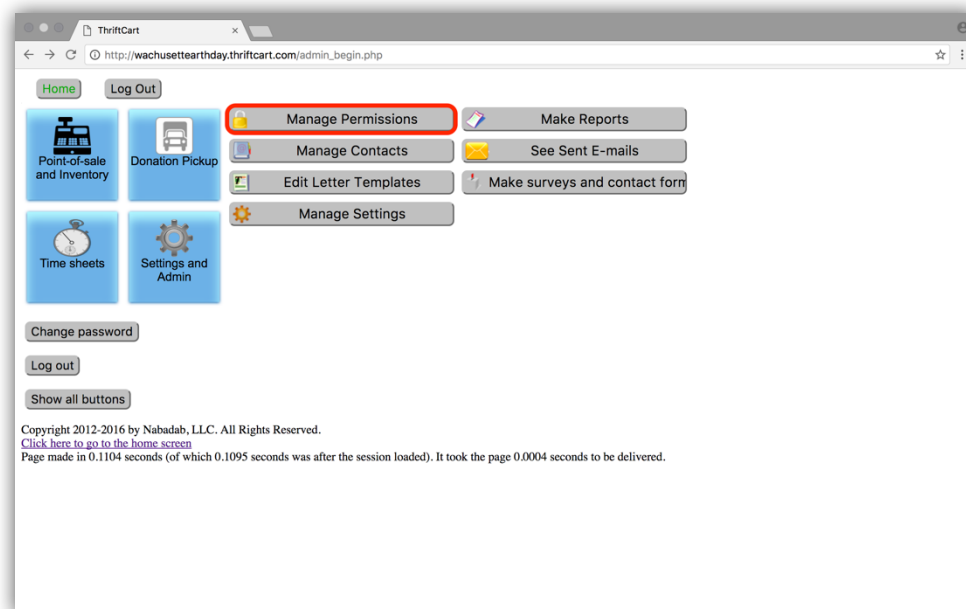
This page confirms that you have made an account. However, an administrator will have to give your account permission to log in. Changing account permissions is explained in the next section.

## MANAGE USER PERMISSIONS

With an account that can manage user permissions, from the home page click on the “Settings and Admin” option.



Then click on the “Manage Permissions” option.



On the next page, select the user account that you want to change permissions for from the dropdown menu and click the “Edit permissions for this user” option.

The screenshot shows a web browser window with the URL `http://wachusettearthday.thriftcart.com/admin_managepermissions.php`. The page has a navigation bar with buttons: **Home**, **Manage Permissions** (highlighted), **Clear Navigation Buttons**, and **Log Out**. The main content area is titled **Edit a user's permissions.** and contains a dropdown menu labeled **Select a user:** with `wachusett` selected. Below the dropdown is a button **Edit permissions for this user**, which is highlighted with a red box. Other buttons on the page include **Edit preset user types**, **Add a new user** (with fields for **User name:** and **Password:** and a **Create user** button), and **Change another user's password** (with a **Change the password of another user** button). At the bottom, there is a copyright notice: Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved. [Click here to go to the home screen](#) Page made in 0.2371 seconds (of which 0.2318 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

You'll be directed to a page that list each permission that you can alter.

The screenshot shows the same web browser window, but the page content has changed. The title is **Select the permissions for this user, wachusett.** Below the title is a note: **If the user is an employee, you must select the employee permission**. The permissions are listed under four categories: **Admin**, **Cash Register**, **Contacts**, and **Drop Off**. Each category has a list of permissions with checkboxes next to them. The **Admin** category includes: **Manage Settings**, **Note To Self**, **Manage Permissions**, **Manage Store Credit**, **Make Survey**, **Reorder**, **Tag Admin**, **Discounts**, **Reports**, and **Cash Donation**. The **Cash Register** category includes: **Price Override**, **Refund**, **Return**, **Cash Drawer**, **Sold Ticket Print**, **Open Store Credit Issue**, **Cash Register**, **Sold Items**, and **Ordered Product**. The **Contacts** category includes: **Letters**, **Add Donor**, and **Manage Contacts**. The **Drop Off** category is partially visible at the bottom.

The full list of permissions is as follows:

- Admin
  - Manage Settings
  - Note To Self
  - Manage Permissions
  - Manage Store Credit
  - Make Survey
  - Reorder
  - Tag Admin
  - Discounts
  - Reports
  - Cash Donation
- Cash Register
  - Price Override
  - Refund
  - Return
  - Cash Drawer
  - Sold Ticket Print
  - Open Store Credit Issue
  - Cash Register
  - Sold Items
  - Ordered Product
- Contacts
  - Letters
  - Add Donor
  - Manage Contacts
- Drop Off
  - Add Drop Off Self Service
  - Manage Drop Off
  - Add Drop Off
  - Manage Drop Off Passwords
- General
  - Email
  - Employee
- Inventory
  - Move Category
  - Delete Category
  - Add Donation
  - Purchase Order
  - Add Item
  - Manage Categories
  - Ordered Product Admin
  - Add Pictures
  - New Category
  - Manage Items
  - Barcode Map
  - Print Barcode
  - Inventory
  - Delete Items
- Pickup
  - Delete Trucks
  - Call Logger
  - Manage Pickups
  - Edit Zones
  - Manage Trucks
  - GPS Tracking
- Timesheet
  - Timesheet
  - View Timesheets
  - Worker Enrollment
  - Timesheet Admin
  - Timesheet Name Search

Toggle permissions using the corresponding checkboxes. Then click on the “Edit permissions for this user” option at the bottom of the page to confirm your changes.

The screenshot shows a web browser window with the title "ThriftCart" and the URL "http://wachusetteearthday.thriftcart.com/admin\_managepermissions.php". The page contains a list of permissions organized into sections: "Add Donation", "Purchase Order", "Add Item", "Manage Categories", "Ordered Product Admin", "Add Pictures", "New Category", "Manage Items", "Barcode Map", "Print Barcode", "Inventory", "Delete Items", "Pickup", "Delete Trucks", "Call Logger", "Manage Pickups", "Edit Zones", "Manage Trucks", "GPS Tracking", "Timesheet", "Timesheet", "View Timesheets", "Worker Enrollment", "Timesheet Admin", and "Timesheet Name Search". Each permission has a checkbox next to it. At the bottom of the list, the link "Edit permissions for this user" is highlighted with a red rectangle. Below this link is a button labeled "Cancel and do not edit permissions". At the very bottom of the page, there is a copyright notice: "Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved." and a footer: "Page made in 0.1562 seconds (of which 0.1509 seconds was after the session loaded). It took the page 0.0005 seconds to be delivered."

ThriftCart

http://wachusetteearthday.thriftcart.com/admin\_managepermissions.php

- ☐ Add Donation
- ☐ Purchase Order
- ☐ Add Item
- ☐ Manage Categories
- ☐ Ordered Product Admin
- ☐ Add Pictures
- ☐ New Category
- ☐ Manage Items
- ☐ Barcode Map
- ☐ Print Barcode
- ☐ Inventory
- ☐ Delete Items

*Pickup*

- ☐ Delete Trucks
- ☐ Call Logger
- ☐ Manage Pickups
- ☐ Edit Zones
- ☐ Manage Trucks
- ☐ GPS Tracking

*Timesheet*

- ☐ Timesheet
- ☐ View Timesheets
- ☐ Worker Enrollment
- ☐ Timesheet Admin
- ☐ Timesheet Name Search

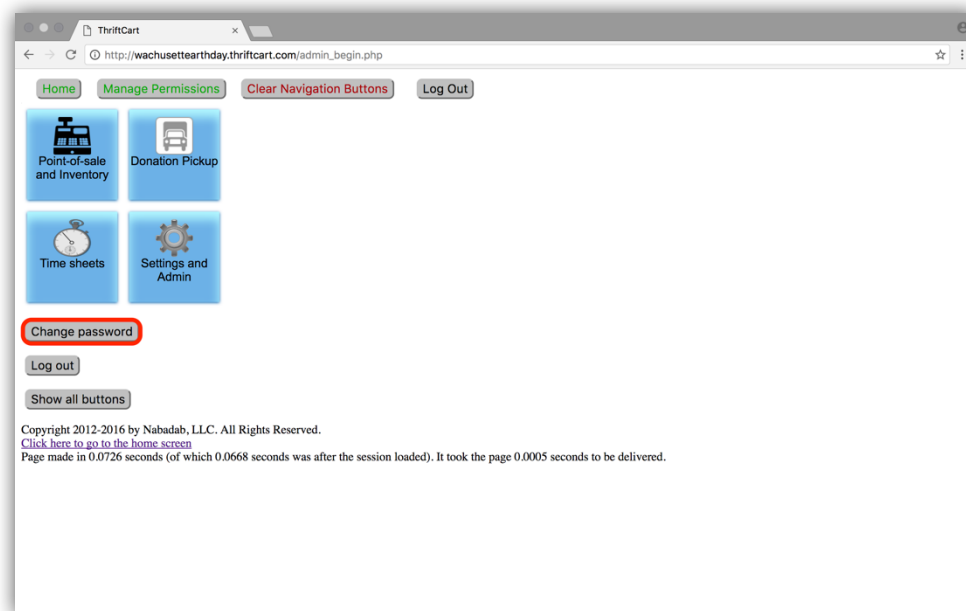
**Edit permissions for this user**

Cancel and do not edit permissions

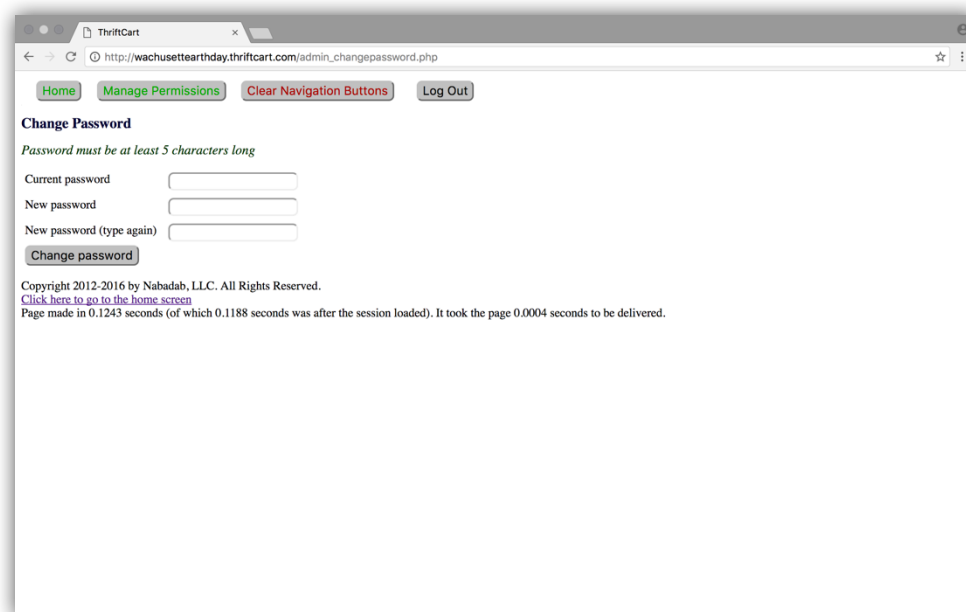
Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.1562 seconds (of which 0.1509 seconds was after the session loaded). It took the page 0.0005 seconds to be delivered.

## CHANGE YOUR PASSWORD

To change your own password, from the home page click on the “Change password” option.



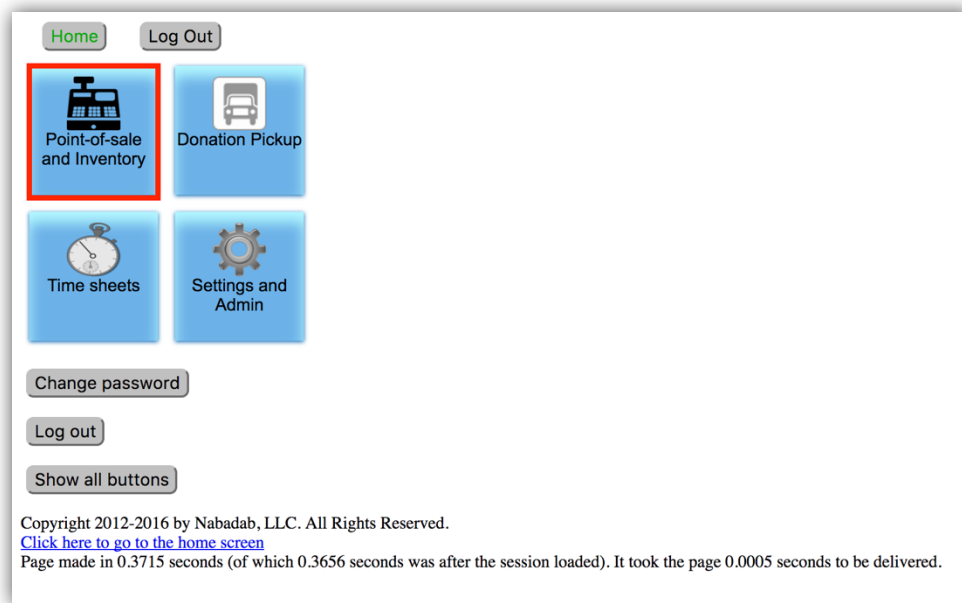
On the next page, fill out the fields as they are specified and click the “Change password” option.



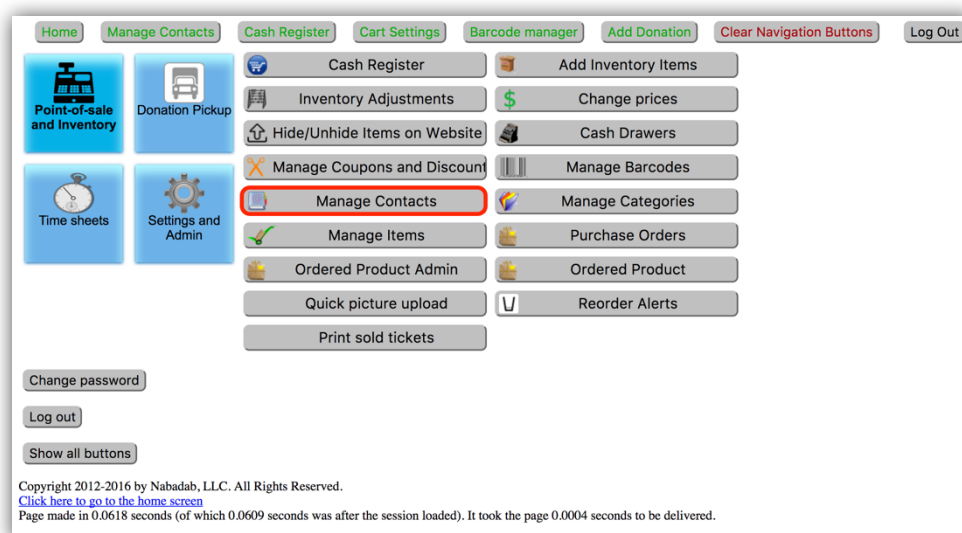
## MANAGING CUSTOMERS

### ADD A CUSTOMER

From the home screen, press the "Point-of-sale and Inventory" button.



From the menu that appears on the right, press the "Manage Contacts" button.



Press the "Add a new contact" button.



[Home](#)
[Manage Contacts](#)
[Cash Register](#)
[Cart Settings](#)
[Barcode manager](#)
[Add Donation](#)
[Clear Navigation Buttons](#)
[Log Out](#)

### Manage Contacts

Quick search:  

(Start typing here to search)

**Add contact**

[Add a new contact](#)

**Search contacts**

*Or search by extra attributes*

Extra field name:

Extra field value:

Normal search string (that is, not from extra field):

Edit/view	Name	Address	Phone numbers	E-mail	Schedule pickup
<a href="#">Edit/view</a>	Wachusett Earthday Customers	,			<a href="#">Schedule a pickup</a>
<a href="#">Edit/view</a>	Zip code 01609	,01609			<a href="#">Schedule a pickup</a>
<a href="#">Edit/view</a>		,			<a href="#">Schedule a pickup</a>
<a href="#">Edit/view</a>	Zachary	,			<a href="#">Schedule a pickup</a>
<a href="#">Edit/view</a>	Thomas	,			<a href="#">Schedule a pickup</a>

In the fields provided, enter the information relevant to the contact that is being added. Note that not every field has to be filled. When finished, press the "Add contact" button.

[Home](#)
[Manage Contacts](#)
[Cash Register](#)
[Cart Settings](#)
[Barcode manager](#)
[Add Donation](#)
[Clear Navigation Buttons](#)
[Log Out](#)

### Add a donor:

Name:

Preferred name (optional)  
 (for example *Dr. Smith* or *Jim Bob*):

Address line 1:

Address line 2:

City:

State:

Zip:

Phone 1:

Phone 2:

Phone 3:

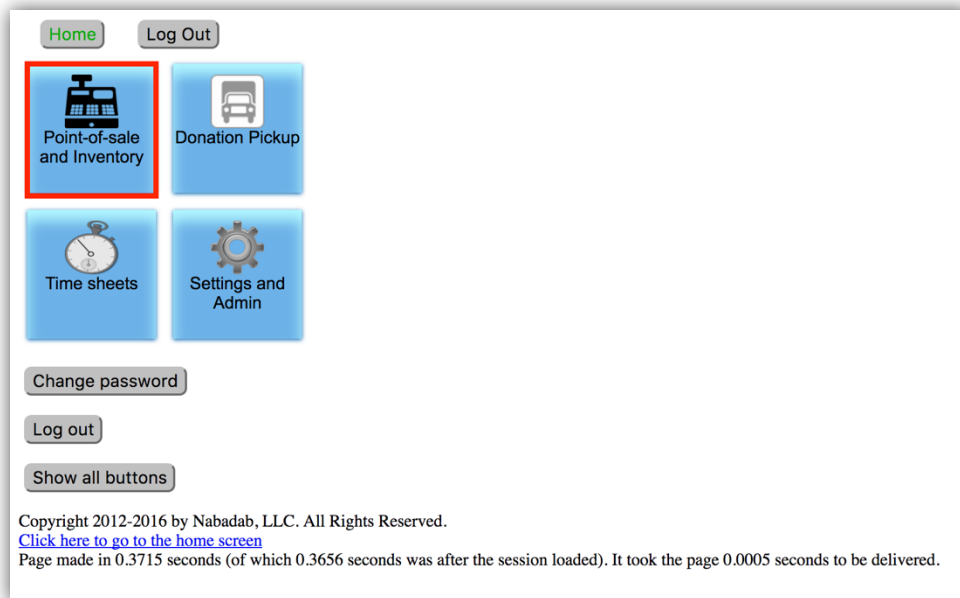
Email:

[Add contact](#)

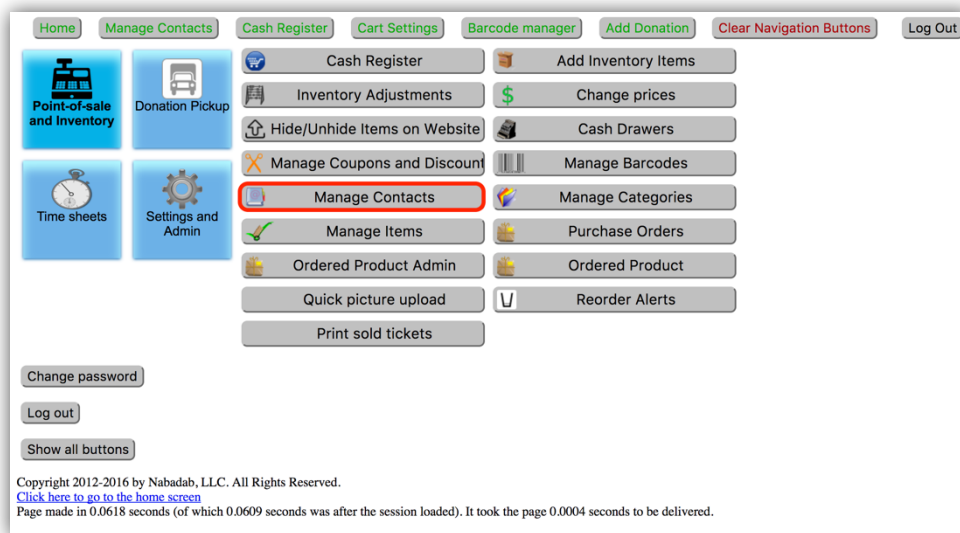
Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
 Page made in 0.0714 seconds (of which 0.0660 seconds was after the session loaded). It took the page 0.0005 seconds to be delivered.

## EDIT CUSTOMER INFORMATION

From the home screen, press the "Point-of-sale and Inventory" button.



From the menu that appears on the right, press the "Manage Contacts" button.



Choose which customer whose information you wish to edit by clicking the "Edit/view" option to the left of their name.

Extra field value

Normal search string  
(that is, not from extra field)

Search by attribute

Edit/view	Name	Address	Phone numbers	E-mail	Schedule pickup
<a href="#">Edit/view</a>	New Customer	Address Rd	0000000000		<a href="#">Schedule a pickup</a>
<a href="#">Edit/view</a>	Wachusett Earthday Customers	,			<a href="#">Schedule a pickup</a>
<a href="#">Edit/view</a>	Zip code 01609	, 01609			<a href="#">Schedule a pickup</a>
<a href="#">Edit/view</a>		,			<a href="#">Schedule a pickup</a>
<a href="#">Edit/view</a>	Zachary	,			<a href="#">Schedule a pickup</a>
<a href="#">Edit/view</a>	Thomas	,			<a href="#">Schedule a pickup</a>
<a href="#">Edit/view</a>	Steven	,			<a href="#">Schedule a pickup</a>
<a href="#">Edit/view</a>	Jacob	,			<a href="#">Schedule a pickup</a>

Import contacts

Import existing contacts

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.

[Click here to go to the home screen](#)

Change the customer's information within the fields as desired. Note that not every field has to be filled. A custom field can also be created through the text boxes marked in red below. For example, a new attribute name could be labeled "Ethnicity" and the corresponding value field could be labeled as "Asian-American".

[Home](#)
[Manage Contacts](#)
[Cash Register](#)
[Cart Settings](#)
[Clear Navigation Buttons](#)
[Log Out](#)

**Edit Contact.** [Go back](#)

Name	<input type="text" value="Thomas"/>
Preferred name (optional) (for example <i>Dr. Smith</i> or <i>Jim Bob</i> )	<input type="text" value="Tommy"/>
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Phone 1	<input type="text"/>
Phone 2	<input type="text"/>
Phone 3	<input type="text"/>
Email	<input type="text"/>
Parent contact	No parent contact <input type="button" value="Add a parent-contact (such as a business or supervisor)"/>
Children contacts	None

---

*Custom attributes*

New attribute name	New attribute value
<input type="text"/>	<input type="text"/>

Press the save changes button to update the customer's information. Custom fields will be saved and viewable upon clicking this button. Custom fields can be removed by clicking the "X" that appears to their right.

[Home](#)
[Manage Contacts](#)
[Cash Register](#)
[Cart Settings](#)
[Clear Navigation Buttons](#)
[Log Out](#)

**Contact edited!**

**Edit Contact.** [Go back](#)

Name	<input type="text" value="Thomas"/>
Preferred name (optional) (for example <i>Dr. Smith</i> or <i>Jim Bob</i> )	<input type="text" value="Tommy"/>
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Phone 1	<input type="text"/>
Phone 2	<input type="text"/>
Phone 3	<input type="text"/>
Email	<input type="text"/>
Parent contact	No parent contact <input type="button" value="Add a parent-contact (such as a business or supervisor)"/>
Children contacts	None
<hr/>	
<i>Custom attributes</i>	
Ethnicity	<input type="text" value="Asian-American"/> <input type="button" value="X"/>
<hr/>	
<i>New attribute name</i>	<i>New attribute value</i>
<input type="text"/>	<input type="text"/>

## ADD A CUSTOMER FROM REGISTER

From the register screen, press the "Add customer" button.

[Home](#)
[Cash Register](#)
[Cart Settings](#)
[Clear Navigation Buttons](#)
[Log Out](#)

Name	Price	Del	Img
No suspended transactions!			
<a href="#">Recent transactions</a> Wachusett Earthday			
No shopper ID currently set			
<input type="button" value="Add customer"/>			

cash

card

Appliances

Book

Cabinets

Doors

DVD

Fabric

Fasteners

Flooring

Furniture

Home Decor

Miscellaneous

Lighting

Plumbing

Sporting Good

Tools

Plate

Windows

Plate

Glass

Open Cash Drawer

Empty Cart

Suspend Transaction

Type in the customer's information where appropriate in the fields provided.

[Home](#)
[Cash Register](#)
[Cart Settings](#)
[Clear Navigation Buttons](#)
[Log Out](#)

**Add customer to purchase**

Name

Phone

First line of address

**Add anonymous customer with zip code**

Zip code:

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.0572 seconds (of which 0.0563 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

Press the "Enter new customer" button that appears on the right after filling in some of these fields.

[Home](#)
[Cash Register](#)
[Cart Settings](#)
[Clear Navigation Buttons](#)
[Log Out](#)

### Add customer to purchase

Name

Phone

First line of address

#### Add anonymous customer with zip code

Zip code:

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
 Page made in 0.0789 seconds (of which 0.0781 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

Filling in remaining fields as desired. Note that not every field has to be filled. When finished entering customer information, press the "Add contact" button.

[Home](#)
[Cash Register](#)
[Cart Settings](#)
[Clear Navigation Buttons](#)
[Log Out](#)

### Add a donor:

Name

Preferred name (optional)  
(for example *Dr. Smith* or *Jim Bob*)

Address line 1

Address line 2

City

State

Zip

Phone 1

Phone 2

Phone 3

Email

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
 Page made in 0.0785 seconds (of which 0.0777 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

If a dialog box appears, press "Cancel" to create the customer and "Okay" to continue to edit the customer's information.

Home Cash Register Cart Settings Clear Navigation Buttons Log Out

**Add a donor:**

Name  New Customer

Preferred name (optional)  
(for example *Dr. Smith* or *Jim Bob*)

Address line 1  Address Rd

Address line 2

City

State

Zip

Phone 1  0000000000

Phone 2

Phone 3

Email

**Add contact**

Add a parent-contact (such as a business or supervisor)

**wachusettearthday.thriftcart.com says:**  
The city field is blank. Do you want to go back and add a city?

Cancel OK

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
 Page made in 0.0785 seconds (of which 0.0777 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

## SELECTING AN EXISTING CUSTOMER FROM REGISTER

From the register screen, press the "Add customer" button.

Home Cash Register Cart Settings Clear Navigation Buttons Log Out

Add this item

Name	Price	Del	Img
No suspended transactions!			
<u>Recent transactions</u>			
<b>Wachusett Earthday</b>			
No shopper ID currently set			
<b>Add customer</b>			

Sub total	\$0.00
Sales tax	\$0.00
Grand total	\$0.00
Payments made	\$0.00

cash card

Appliances	Book	Cabinets	Doors
DVD	Fabric	Fasteners	Flooring
Furniture	Home Decor	Miscellaneous	Lighting
Plumbing	Sporting Good	Tools	Plate
Windows	Plate	Glass	

Open Cash Drawer

Empty Cart

Suspend Transaction



Type in the existing customer's information where appropriate in the fields provided.

Home Cash Register Cart Settings Clear Navigation Buttons Log Out

**Add customer to purchase**

Name  (Waiting for search...)

Phone

First line of address

Search for contacts using this information

Go back

Remove customer from purchase

**Add anonymous customer with zip code**

Zip code:

Add anonymous zip code customer

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.0572 seconds (of which 0.0563 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

Select one of the existing customers that appear on the right. If no customer appears on the right, the customer either does not exist or the information entered in the fields to the left was entered incorrectly. In this example, we selected "Zachary" as the existing customer.

Home Cash Register Cart Settings Manage Contacts Clear Navigation Buttons Log Out

**Add customer to purchase**

Name

Phone

First line of address

Search for contacts using this information

Go back

Remove customer from purchase

**Add anonymous customer with zip code**

Zip code:

Add anonymous zip code customer

Use Jacob Jacob, , , , , ,

Use Thomas Thomas, , , , , ,

Use Zachary Zachary, , , , , ,

Use Wachusett Earthday Customers Wachusett Earthday Customers, , , , , ,

Use New Customer New Customer, 0000000000, Address Rd, , , ,

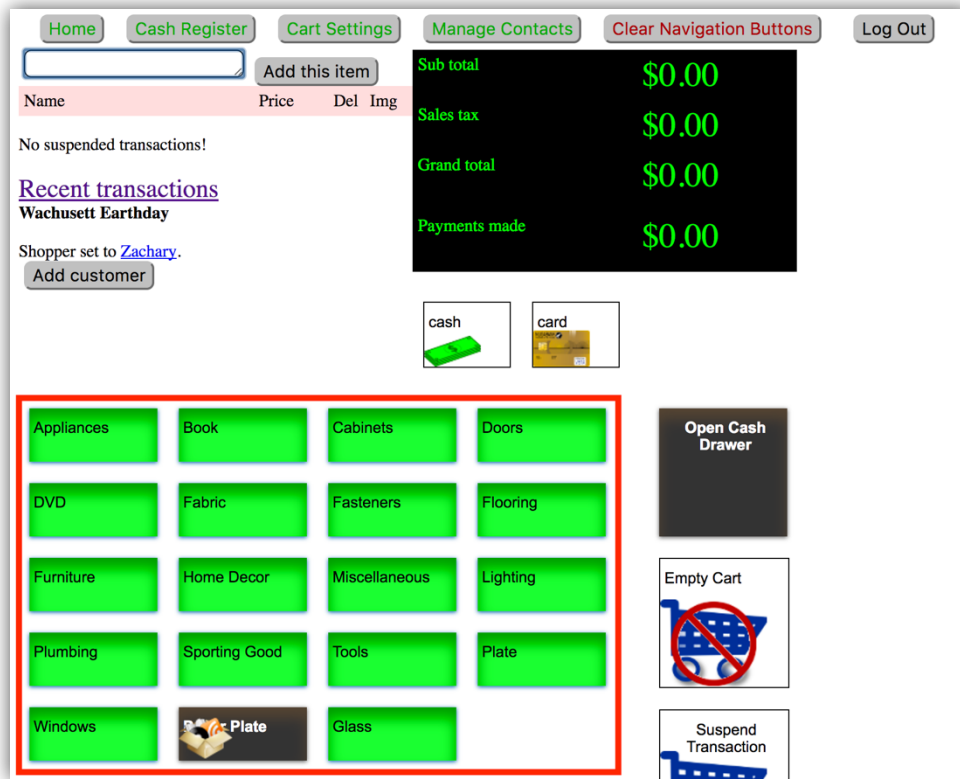
Enter a new customer

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.2151 seconds (of which 0.2142 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

## PERFORMING TRANSACTIONS

### ADD ITEM TO CART

On the register screen, press any item in the Item Zone (marked in the red box below) and the item will appear in the cart.



### REMOVE ITEM FROM CART

To remove an item from the cart, press the "X" to the right of an item.

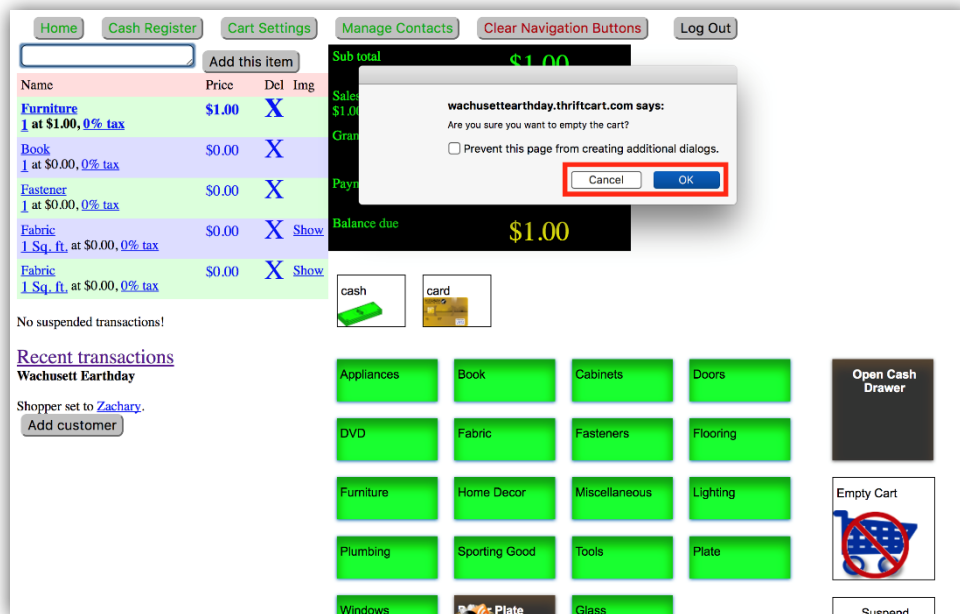


## DISCARD ALL ITEMS IN CART

From the register, press the "Empty Cart" button.

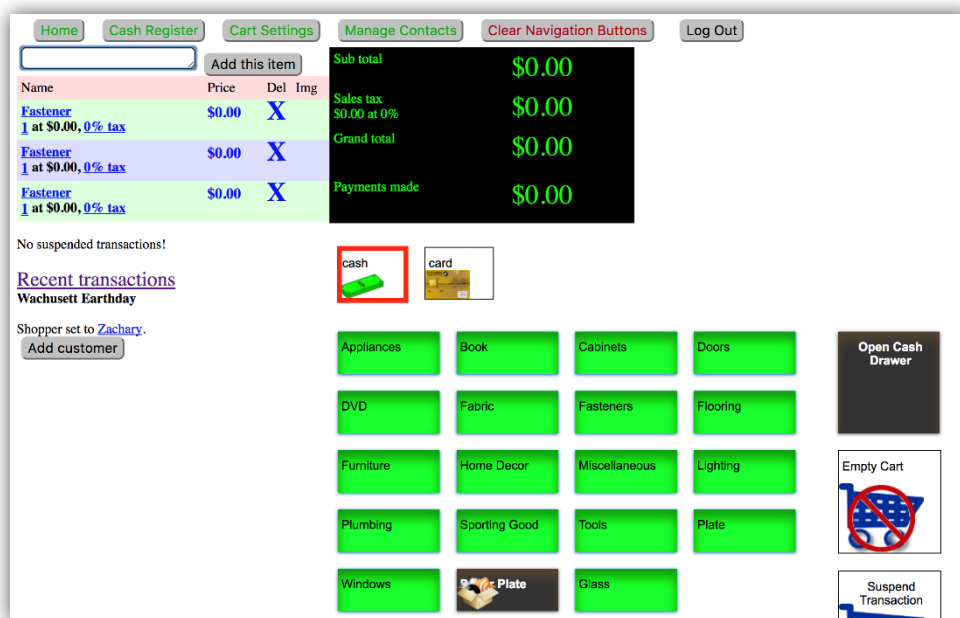


Confirm whether or not you wish to empty the cart. If you wish to empty the cart, press the "OK" button. Otherwise, press the "Cancel" button.



## CASHING OUT WITH CASH

Once the appropriate quantity of items have been selected, press the "cash" button on the register screen.



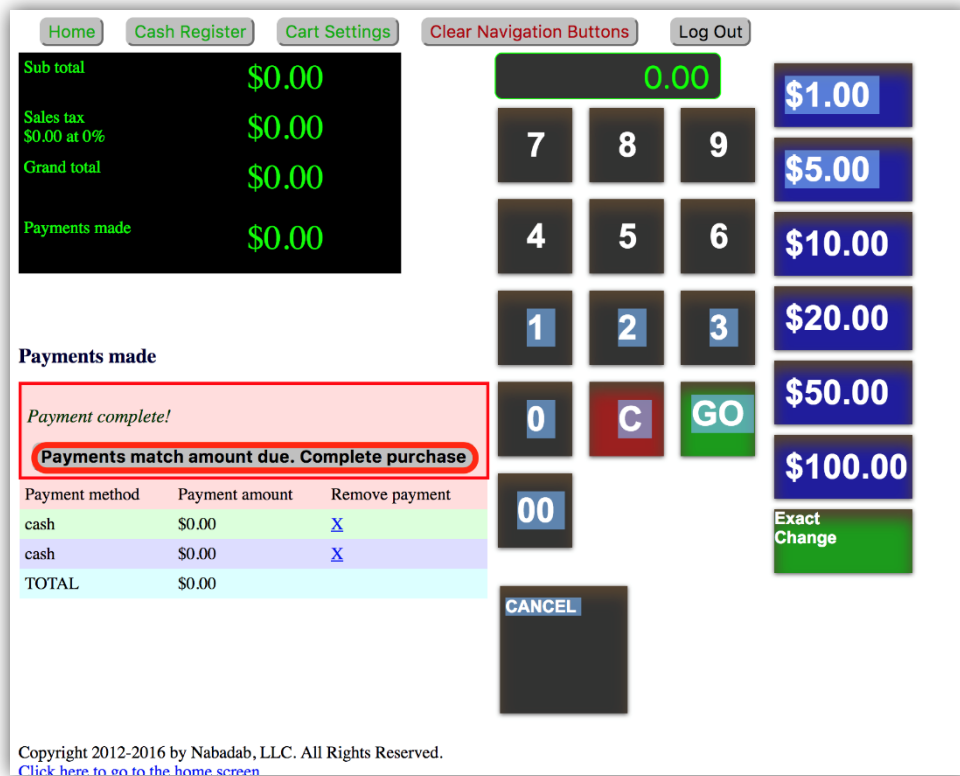
If necessary, collect money from the customer and enter the amount of money received on the number pad. Then press the green "GO" button.

The screenshot displays a cash register application interface. At the top, there are navigation buttons: Home, Cash Register, Cart Settings, Manage Contacts, Clear Navigation Buttons, and Log Out. The main area is divided into two sections. On the left, a black box contains a transaction summary in green and yellow text. On the right, a numeric keypad is displayed with buttons for digits 0-9, a 'C' button, a 'GO' button, and a 'CANCEL' button. To the right of the keypad are buttons for preset amounts: \$1.00, \$5.00, \$10.00, \$20.00, \$50.00, and \$100.00. Below these is an 'Exact Change' button. The 'GO' button is highlighted with a red border.

Transaction Item	Amount
Sub total	\$2.00
Sales tax \$2.00 at 0%	\$0.00
Grand total	\$2.00
Payments made	\$0.00
Balance due	\$2.00

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)

You should be brought to a page displaying the receipt for the transaction. If not, press the "Payments match amounts due. Complete purchase" button.



## CASHING OUT WITH CARD

Once the appropriate quantity of items have been selected, press the "Card" button on the register screen.



From the list of options presented multiple actions can be taken:

To return to the register screen, select the "Return to register" option.

**Select payment type - \$0.00**

Sale

Split payment (change payment amount)

Return to register

Look for orphaned transactions

Review all recent transactions

To proceed with a sale using a card, select the "sale" option and proceed with the directions displayed on the screen and card reader.

Select payment type - \$0.00

Sale

Split payment (change payment amount)

Return to register

Look for orphaned transactions

Review all recent transactions

To split the sale between multiple payment options, select the "Split payment (change payment amount)" option.

Select payment type - \$0.00

Sale

Split payment (change payment amount)

Return to register

Look for orphaned transactions

Review all recent transactions



Indicate the amount the customer wishes to charge on the card in the field provided. Then press the "Use this amount instead" button.

## **Split payment amount**

Override amount: \$ 0.50

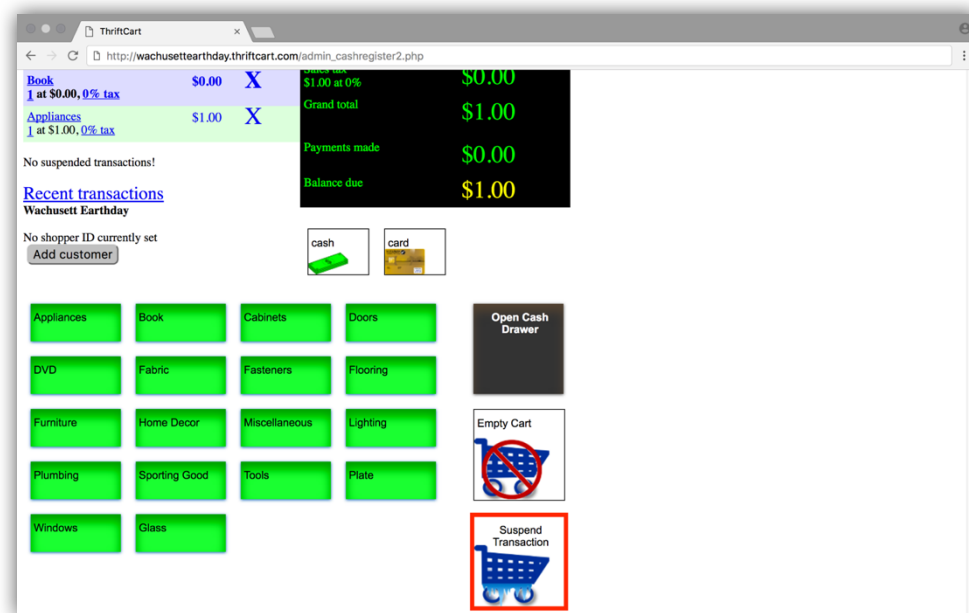
Use this amount instead

Proceed with the sale with the options provided.

## SUSPENDING AND RECALLING PURCHASE TRANSACTIONS

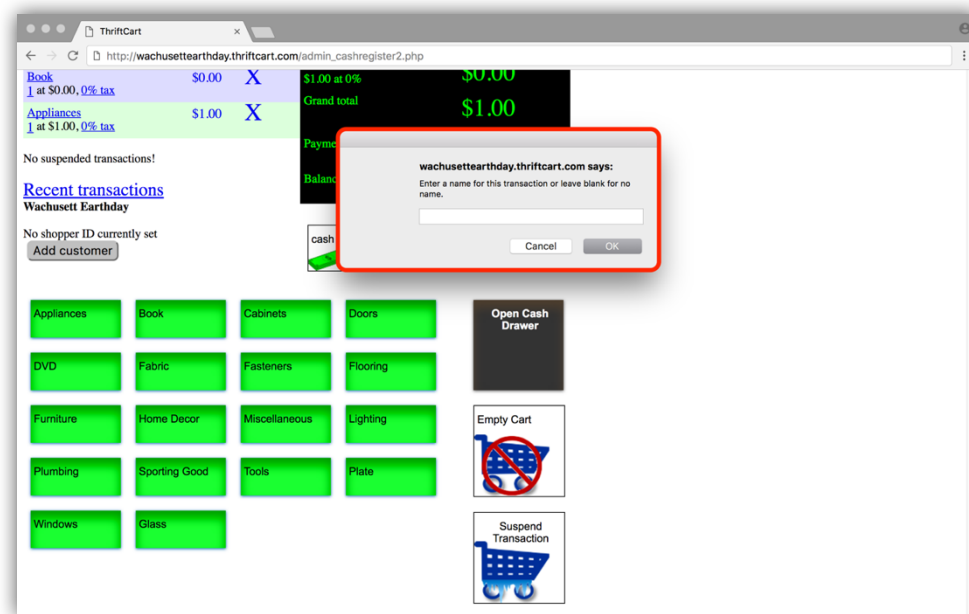
You would suspend a purchase transaction if the person who is making the purchase cannot complete their transaction at the moment (e.g. they need to return to the showroom to get another item), but you do not wish to forget what was already added to the cart.

To suspend a purchase transaction from the “Cash Register” page, click on the “Suspend Transaction” option (which is indicated below with the red box).



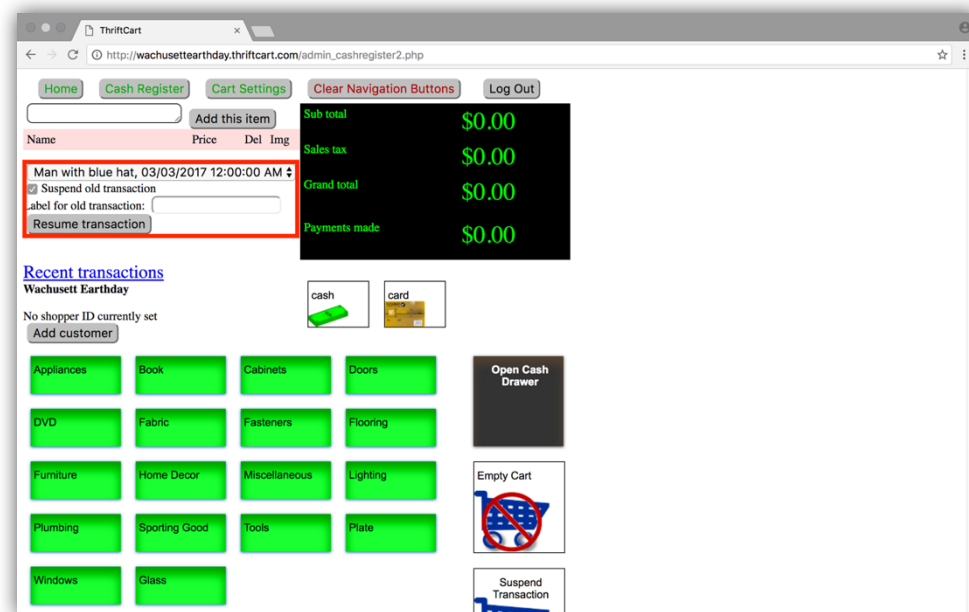
Note that depending on your computer's screen size, the position of the “Suspend Transaction” option will be not at this exact location.

After clicking on the “Suspend Transaction” option, a dialog window will appear.



ThriftCart suggests that you should enter a brief description of the person who is making the purchase as the name of the transaction.

After clicking the “OK” button, you will have successfully suspended a purchase transaction (in this example, we have named our suspended transaction “Man with blue hat”).

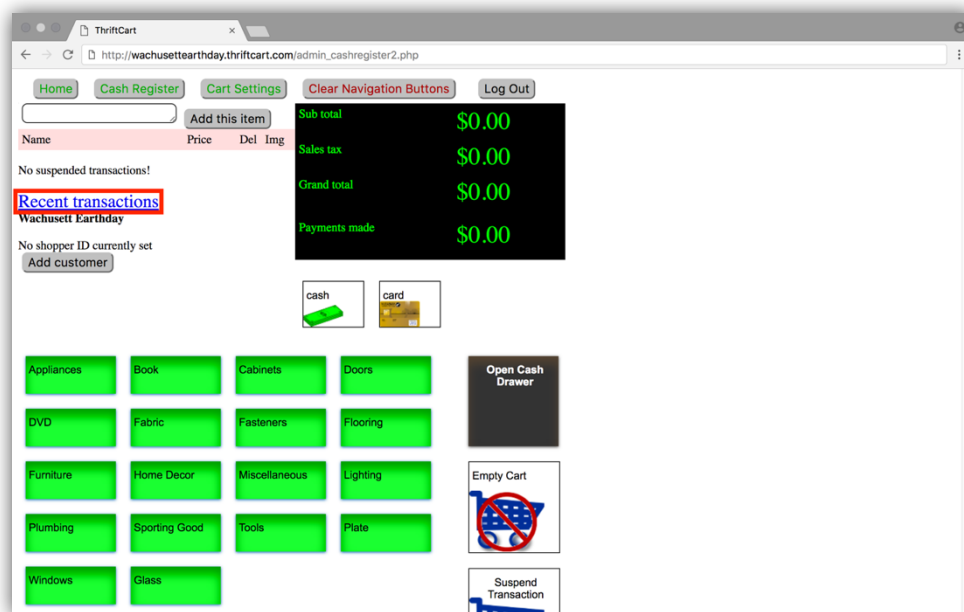


To resume a purchase transaction at any time from the “Cash Register” page, select the suspended transaction you intend to resume from the drop-down menu and click the “Resume transaction” button.

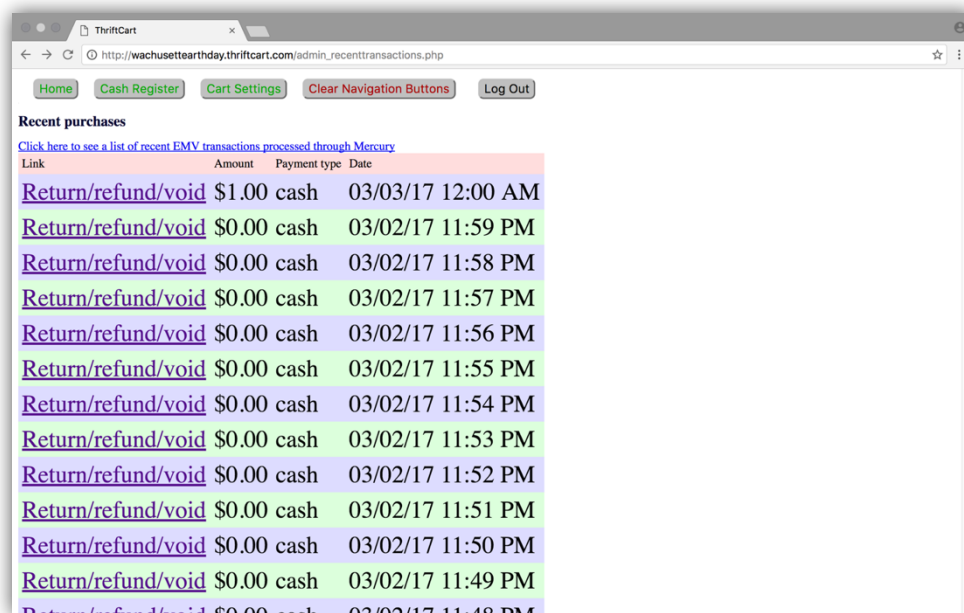
## REPRINTING RECEIPTS AND RETURN TRANSACTIONS

ThriftCart lets you browse through previous transactions, allowing you to reprint their corresponding receipts and perform return transactions.

To browse through previous transactions, from the “Cash Register” page click on the “Recent transactions” link.



By clicking on the “Recent transactions” link, you will be directed to this page:



Each “Return/refund/void” link leads to a page that gives more information about a transaction, such as what items were sold, and more importantly in this situation, options to “View/Print” the transaction’s receipt and “Void” the transaction.

The screenshot shows a web browser window with the URL [http://wachusetteearthday.thriftcart.com/admin\\_return.php](http://wachusetteearthday.thriftcart.com/admin_return.php). The page has a navigation bar with buttons: Home, Cash Register, Cart Settings, Clear Navigation Buttons, and Log Out. The main content area displays transaction information for receipt RCPT1 on 03/03/17 12:00:00 AM, totaling \$1.00 paid with cash. It lists the purchase from Zachary and provides a link to change the customer on the receipt. Two prominent links are highlighted with red boxes: "View/Print Receipt" and "Void Entire Transaction". Below these is a form to "Type or scan the item code or fill out the table below:" with a "Submit item id" button. A table lists transaction items with columns: Item ID, Item name, Quantity bought, Price paid, Tax rate, Number to refund, Number to add back to inventory, Reason, and Warranty and sold labels. The table contains one item: "Appliances" with a quantity of 1, price of \$1.00, and tax rate of 0%. Below the table are radio buttons for "Refund to original payment type." and "Select payment type manually in cart.", followed by a button that says "All values are correct! Return these items!". At the bottom, there are links to "Print sold tickets for all items" and "Print warranty label for all items", and a footer with copyright information and page load statistics.

Return items from receipt RCPT1 on 03/03/17 12:00:00 AM with a total of \$1.00 paid with cash

Purchase from Zachary. [Change customer on receipt](#)

**View/Print Receipt**

**Void Entire Transaction**

Type or scan the item code or fill out the table below:

Item ID	Item name	Quantity bought	Price paid	Tax rate	Number to refund	Number to add back to inventory	Reason	Warranty and sold labels
1	Appliances	1	\$1.00 \$1.00 each	0%	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<a href="#">Print sold ticket</a> <a href="#">Print warranty label</a>

☒ Refund to original payment type.  
☐ Select payment type manually in cart.

[Print sold tickets for all items](#)

[Print warranty label for all items](#)

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.2090 seconds (of which 0.2080 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

To reprint the transaction’s receipt, click on the “View/Print Receipt” link.

To void a purchase transaction, thereby performing a return transaction, first click on the “Void Entire Transaction” link. Then click the “OK” button for each of the two dialog windows that appear.

The screenshot shows the ThriftCart admin interface at the URL [http://wachusettearthday.thriftcart.com/admin\\_return.php](http://wachusettearthday.thriftcart.com/admin_return.php). The page title is "Return items from receipt RCPT1 on 03/03/17 12:00:00 AM with a total of \$1.00 paid with cash". The purchase is from Zachary. The page has navigation buttons: Home, Cash Register, Cart Settings, Clear Navigation Buttons, and Log Out. The main content area has links for "View/Print Receipt" and "Void Entire Transaction" (which is highlighted in green). Below these links is a form to "Type or scan the item code or fill out the table below:" with a "Submit item id" button. The table has columns: Item ID, Item name, Quantity bought, Price paid, Tax rate, Number to refund, Number to add back to inventory, Reason, and Warranty and sold labels. The table contains one row for "Appliances" with a quantity of 1, price of \$1.00, and tax rate of 0%. Below the table are radio buttons for "Refund to original payment type." and "Select payment type manually in cart.", and a button "All values are correct! Return these items!". At the bottom, there are links for "Print sold tickets for all items" and "Print warranty label for all items". A copyright notice at the bottom states "Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved." and "Page made in 0.1821 seconds (of which 0.1811 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered."

Return items from receipt RCPT1 on 03/03/17 12:00:00 AM with a total of \$1.00 paid with cash

Purchase from Zachary. [Change customer on receipt](#)

[View/Print Receipt](#)

[Void Entire Transaction](#)

Type or scan the item code or fill out the table below:

Item ID	Item name	Quantity bought	Price paid	Tax rate	Number to refund	Number to add back to inventory	Reason	Warranty and sold labels
1	Appliances	1	\$1.00 \$1.00 each	0%	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<a href="#">Print sold ticket</a> <a href="#">Print warranty label</a>

☒ Refund to original payment type.  
☐ Select payment type manually in cart.

[Print sold tickets for all items](#)

[Print warranty label for all items](#)

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.1821 seconds (of which 0.1811 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

This screenshot is identical to the one above, but the dialog box that appears when clicking "Void Entire Transaction" is different. The dialog box has a title "wachusettearthday.thriftcart.com says:" and a message "Just double checking. Are you sure you want to void this transaction?". Below the message is a checkbox labeled "Prevent this page from creating additional dialogs." and two buttons: "Cancel" and "OK".

Return items from receipt RCPT1 on 03/03/17 12:00:00 AM with a total of \$1.00 paid with cash

Purchase from Zachary. [Change customer on receipt](#)

[View/Print Receipt](#)

[Void Entire Transaction](#)

Type or scan the item code or fill out the table below:

Item ID	Item name	Quantity bought	Price paid	Tax rate	Number to refund	Number to add back to inventory	Reason	Warranty and sold labels
1	Appliances	1	\$1.00 \$1.00 each	0%	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<a href="#">Print sold ticket</a> <a href="#">Print warranty label</a>

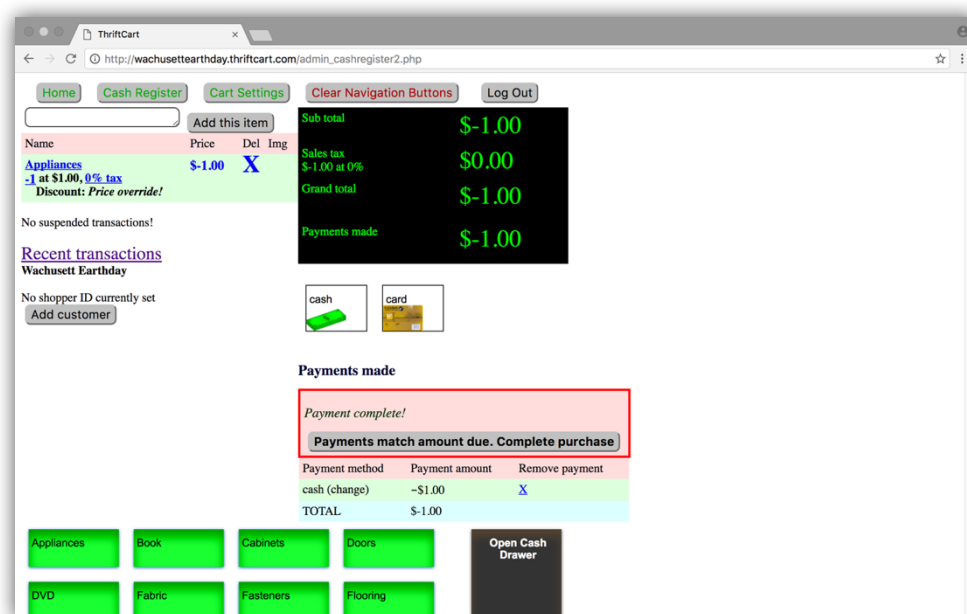
☒ Refund to original payment type.  
☐ Select payment type manually in cart.

[Print sold tickets for all items](#)

[Print warranty label for all items](#)

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.1821 seconds (of which 0.1811 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

You will be brought back to the “Cash Register” page, where you can complete the return transaction by clicking on the “Payments match amount due. Complete purchase” button.



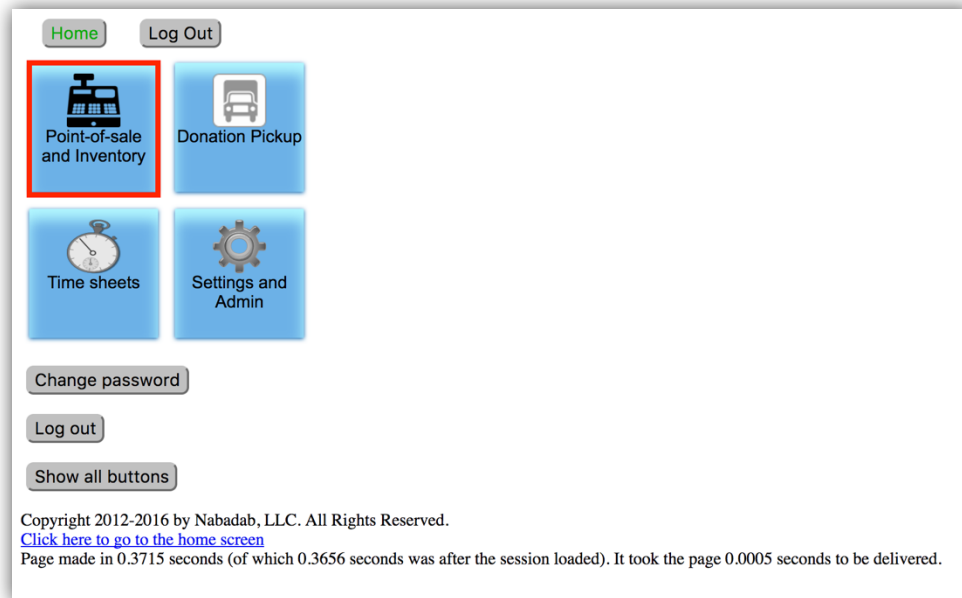


## INVENTORY

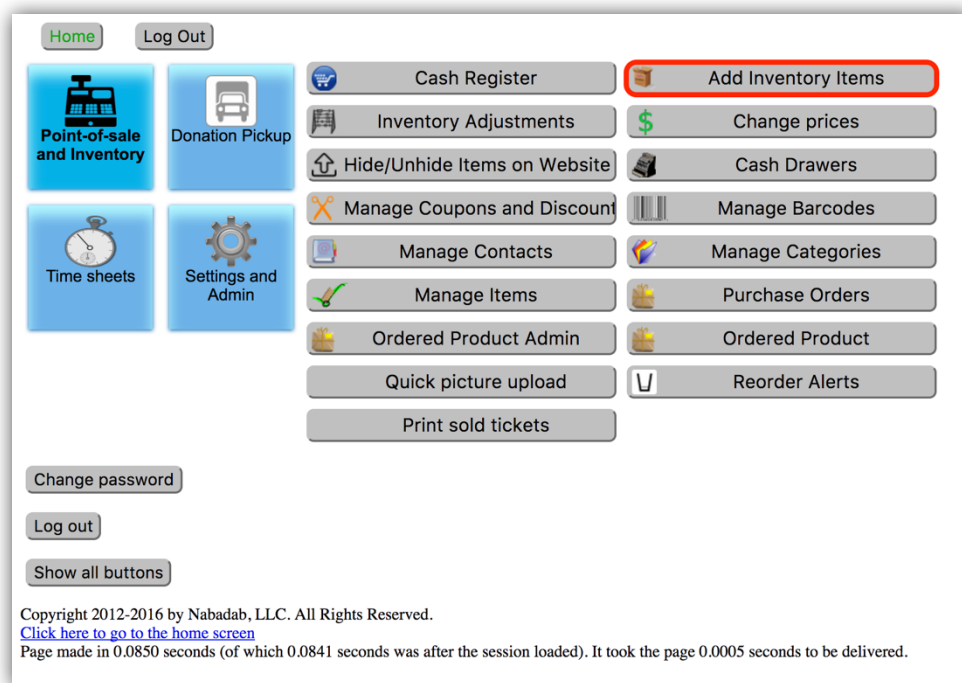
### ADDING AN ITEM TO INVENTORY

The following instructions detail the process of adding an item that currently does not exist in inventory to inventory.

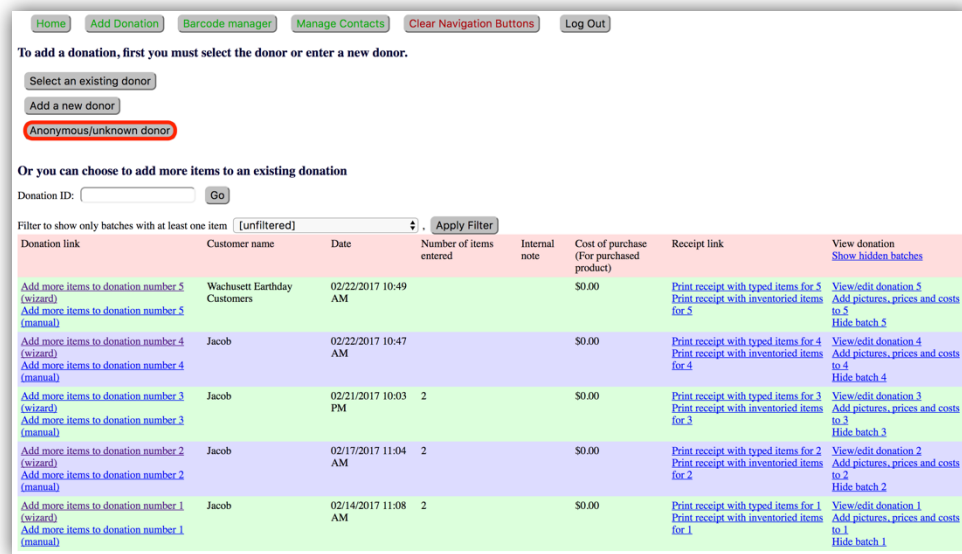
From the home page, press the "Point-of-Sale and Inventory" button.



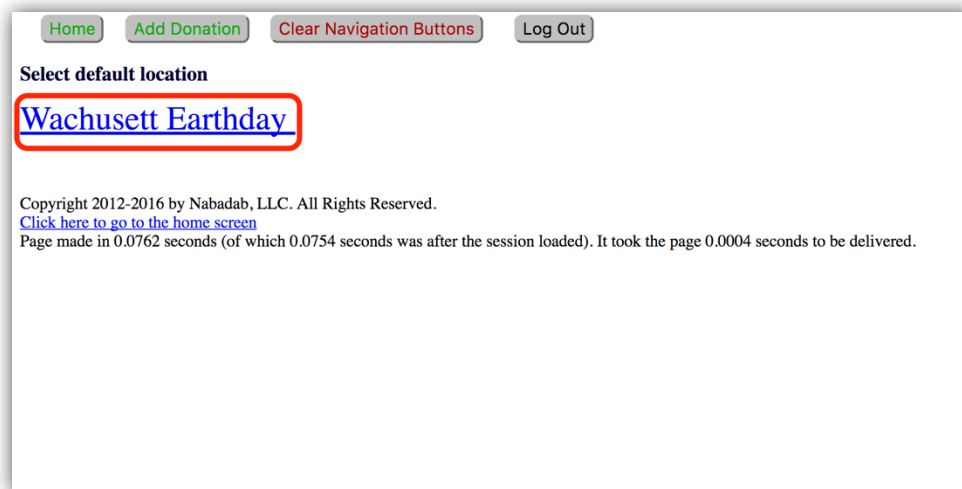
A menu will appear on the right side of the screen. Click the "Add Inventory Items" button.



Choose the "Select an Anonymous Donor" button.



If prompted, select "Wachusett Earthday" as a location.



You will be presented with a panel of different categories of items. Press the panel labeled "Custom".



You will be brought to a page where you can enter the specific detail regarding the new item you wish to add to inventory. Enter the desired information for this item in the appropriate fields.

[Home](#)
[Add Donation](#)
[Barcode manager](#)
[Cash Register](#)
[Cart Settings](#)
[Manage Items](#)
[Clear Navigation Buttons](#)
[Log Out](#)

### Add an item

---

Category  
 (Parent category) ▾

---

Item title

---

Item description

---

Item price  
 \$

---

Quantity  
 (-1 for no limit)

---

Units  
 (e.g., *pound, foot*.  
 Leave blank for no units)

---

Tax rate  
 Non-taxed (0%) ▾

---

Donation source  
 Donated ▾

---

Location of item  
 Wachusett Earthday ▾

---

Weight  
 pounds (leave as 0  
 for unweighed items. Give the weight of one  
 unit.)

---

Hide from website  
☐ Do not show this item on the website!

---

Allow item to appear multiple times separately  
 on receipt (import for custom items)  
☐ Allow this item to appear more than once in  
 checkout.  
 Otherwise items with the same code will be  
 consolidated into a single item.

---

Print barcode  
☐ Yes, please print a barcode for this item

---

Barcode quantity

[Add this item and return to adding items](#)
  
[Add this item and close out donation](#)

Note that not every field has to be filled. Once the appropriate fields have been filled out, there are two options:

1. Create the new item and continue to add items by pressing the button labeled "Add this item and return to adding items". Items can continue to be added by following the instructions detailed earlier in this section.

Weight  
 pounds (leave as 0 for unweighed items. Give the weight of one unit.)

---

Hide from website  
☐ Do not show this item on the website!

---

Allow item to appear multiple times separately on receipt (import for custom items)  
☐ Allow this item to appear more than once in checkout.  
Otherwise items with the same code will be consolidated into a single item.

---

Print barcode  
☐ Yes, please print a barcode for this item

---

Barcode quantity

**Add this item and return to adding items**

Add this item and close out donation

2. If you are done adding items, press the button labeled "Add this item and close out donation".

Weight  
 pounds (leave as 0 for unweighed items. Give the weight of one unit.)

---

Hide from website  
☐ Do not show this item on the website!

---

Allow item to appear multiple times separately on receipt (import for custom items)  
☐ Allow this item to appear more than once in checkout.  
Otherwise items with the same code will be consolidated into a single item.

---

Print barcode  
☐ Yes, please print a barcode for this item

---

Barcode quantity

Add this item and return to adding items

**Add this item and close out donation**

When the "Add this item and close out donation" button has been pressed, you will be brought to the page listing the different categories of items. Towards the bottom of the screen will be a list of the new items you have added and the detail pertaining to them.

[Home](#)
[Add Donation](#)
[Barcode manager](#)
[Cash Register](#)
[Cart Settings](#)
[Manage Items](#)
[Clear Navigation Buttons](#)
[Log Out](#)

Select an item type

Furniture

Appliances

Cabinet

Door

Lighting

Plumbing

Window

Custom

Restart

(28 - Manage item inventory)

Price: \$0.00

Category:

Reprint barcode

Upload an image for (28)

Choose File

No file chosen

Upload

Upload an image with webcam

Paper plate (27 - Manage item inventory)

Price: \$0.00

Category:

Reprint barcode

Upload an image for Paper plate (27)

Choose File

No file chosen

Upload

Upload an image with webcam

Automatically printing barcodes

There are not any barcodes that need printing at the moment. I will check again within 1 minute.

## EDITING AN ITEM IN INVENTORY

From the home page, press the "Point-of-Sale and Inventory" button.

[Home](#)
[Log Out](#)

Point-of-sale and Inventory

Donation Pickup

Time sheets

Settings and Admin

Change password

Log out

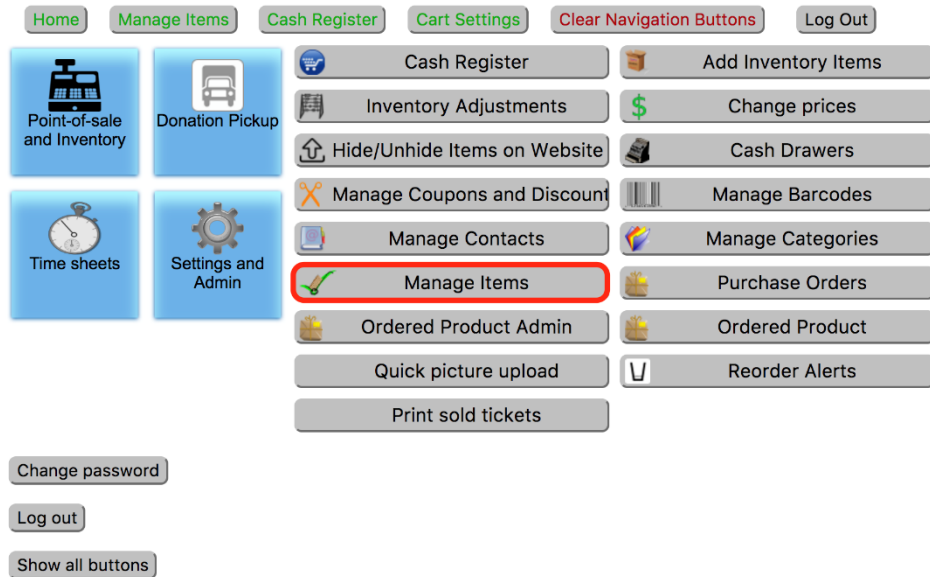
Show all buttons

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.

[Click here to go to the home screen](#)

Page made in 0.3715 seconds (of which 0.3656 seconds was after the session loaded). It took the page 0.0005 seconds to be delivered.

From the menu that appears on the right, press the "Manage Items" button.



Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.

[Click here to go to the home screen](#)

Page made in 0.0522 seconds (of which 0.0513 seconds was after the session loaded). It took the page 0.0005 seconds to be delivered.

If you know the ID of an item you can search by ID. Otherwise, you can search for the item by name. To see a listing of all items just press the "Search" button at the bottom of the page.

Home Manage Items Cash Register Cart Settings Clear Navigation Buttons Log Out

**Here you can manage your inventory. Search for items and edit them.**

*Quick search by barcode*

Scan or type item ID:

*Quick item search by keyword*

*Full item search*

Category (Parent category) (3) ☐ Show items from subcategories

Title keyword

Description keyword

Price range \$  to \$  (enter 0 for no maximum)

Quantity in stock limits  (enter 0 for no minimum) to  (enter 0 for no maximum)

Item number or UPC

Show  items starting with item number

☐ Show only exact matches (leaving unchecked shows best matches first)

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.

[Click here to go to the home screen](#)

Page made in 0.1973 seconds (of which 0.1906 seconds was after the session loaded). It took the page 0.0006 seconds to be delivered.

To select from the listing of items, press their corresponding ID number to the left of their name.

Show  items starting with item number

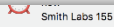
☐ Show only exact matches (leaving unchecked shows best matches first)

Search results. Click a row to edit.

Item ID	Item title	Category	Price	Quantity	Barcode print link
<a href="#">28</a>			0.00	1	<a href="#">Print barcode</a>
<a href="#">27</a>	Paper plate		0.00	-1	<a href="#">Print barcode</a>
<a href="#">26</a>	hkijnbkjn		0.00	1	<a href="#">Print barcode</a>
<a href="#">25</a>	Couch	Furniture	0.00		<a href="#">Print barcode</a>
<a href="#">24</a>	Glass	Kitchenware	0.00	-2	<a href="#">Print barcode</a>
<a href="#">23</a>	Plate	Kitchenware	0.00	-5	<a href="#">Print barcode</a>
<a href="#">22</a>	Fastener	Tools	0.00		<a href="#">Print barcode</a>
<a href="#">21</a>	DVD	Library	0.00		<a href="#">Print barcode</a>
<a href="#">20</a>	CD	Library	0.00		<a href="#">Print barcode</a>
<a href="#">19</a>	Magazine	Library	0.00		<a href="#">Print barcode</a>
<a href="#">18</a>	Book	Library	0.00		<a href="#">Print barcode</a>
<a href="#">17</a>	Sporting Goods	Sporting Goods	0.00		<a href="#">Print barcode</a>
<a href="#">16</a>	Sporting Goods	Sporting Goods	0.00		<a href="#">Print barcode</a>
<a href="#">15</a>	Misc.	Stuff	0.00		<a href="#">Print barcode</a>
<a href="#">14</a>	Tools	Tools	0.00		<a href="#">Print barcode</a>
<a href="#">13</a>	Toys	Toys	0.00		<a href="#">Print barcode</a>
<a href="#">12</a>	Fabric	Cabinets	0.00	-15 Sq. ft.	<a href="#">Print barcode</a>
<a href="#">11</a>	Black gas Electrolux freezer	Appliances	25.00	1	<a href="#">Print barcode</a>
<a href="#">10</a>	Windows	Windows	1.00		<a href="#">Print barcode</a>
<a href="#">9</a>	Plumbing	Plumbing	1.00		<a href="#">Print barcode</a>

Edit the appropriate fields. Note that not every field has to be filled. When finished, press the "Edit this item and return to search page" button. Or press the "Do not edit. Go back to search" button if you no longer wish to make changes to the item.



[Home](#) [Manage Items](#) [Clear Navigation Buttons](#) [Log Out](#) 

### Edit item ID 23

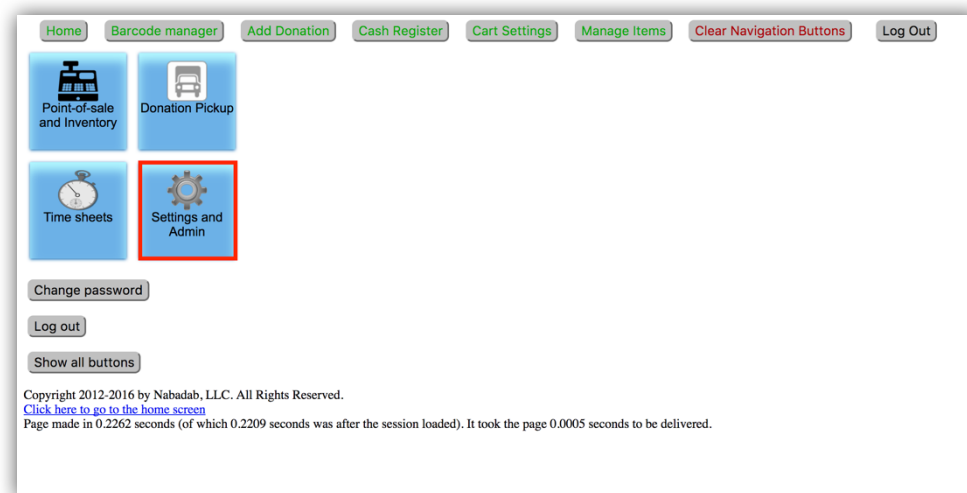
Category	<div>-Kitchenware (2)</div>	
Title	<div>Plate</div>	
Description	<div></div>	
Price	<div>0.00</div>	
Quantity	<div>-5</div> <div>Quantity cannot be edited. It can only be increased and decreased by adding the item, selling the item, or doing <a href="#">inventory adjustments</a>.</div>	
Tax rate	<div>Non-taxed (0%)</div>	
Donation source	<div>Donated</div>	
Location of item	<div>Wachusett Earthday</div>	
Weight	<div>0</div> pounds (leave as 0 for unweighed items. Give the weight of one unit.)	
Units	<div></div> (e.g., <i>pounds, feet</i> . Leave blank for no units)	
Picture	<div><div>Choose File</div> No file chosen (The current picture, if any, is shown below this table)</div>	
Hide from website	<div><input type="checkbox"/> Do not show this item on the website!</div>	
Allow item to appear multiple times separately on receipt (important for custom items)	<div><input type="checkbox"/> Allow this item to appear more than once in checkout. Otherwise items with the same code will be consolidated into a single item.</div>	
<div>Edit this item and return to search page</div>		
<div>Do not edit. Go back to search.</div>		

## REGISTER INTERFACE

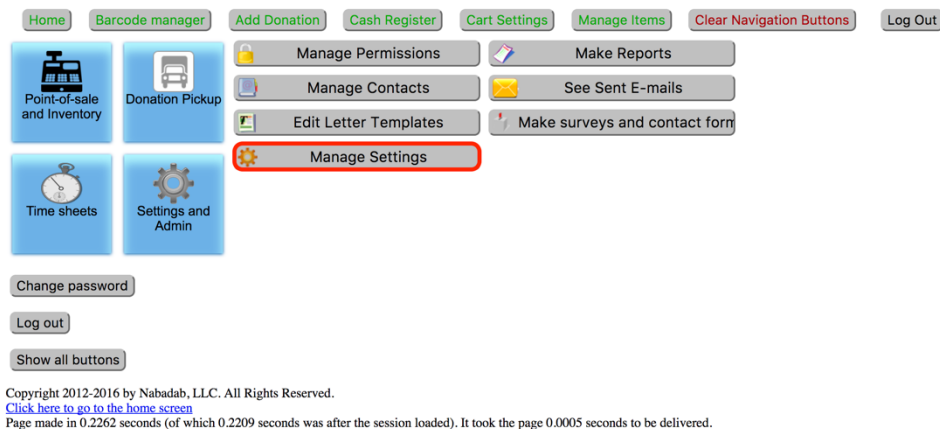
### ADD ITEM BUTTON TO THE INTERFACE

The following instructions detail how to edit the register interface.

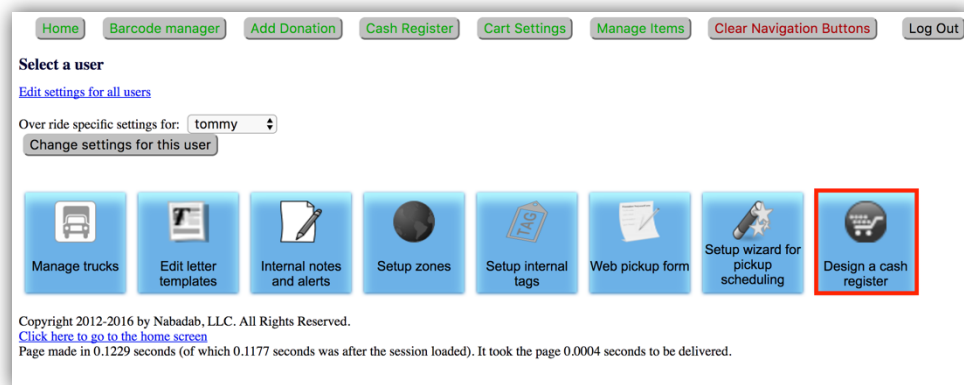
Press the "Setting and Admin" button from the home screen.



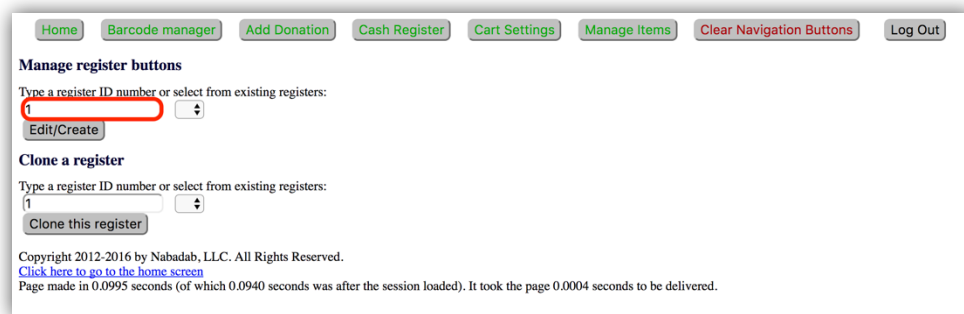
From the menu that appears on the right, press the "Manage Setting" button.



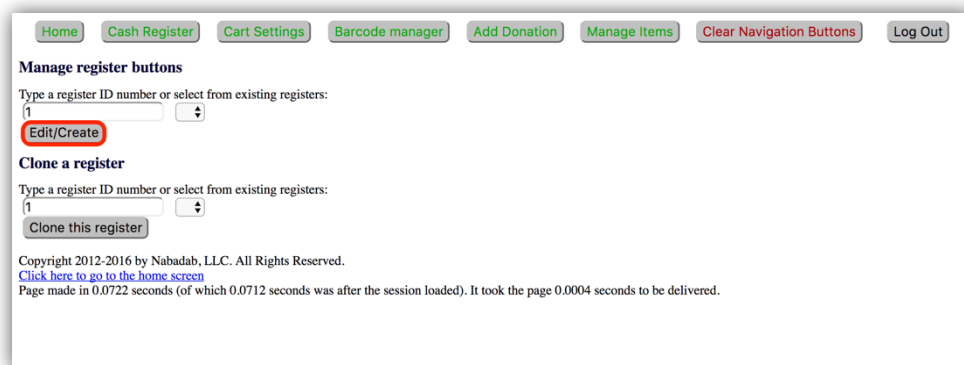
You will be brought to a new page containing a panel of different buttons. Press the "Design a Cash Register" button.



Indicate which register interface you wish to make edits to.



Once you have chosen the appropriate register, press the " Edit/Create" button.



Out of the list of categories presented, press the "Item Zone" option.

[Home](#)
[Cash Register](#)
[Cart Settings](#)
[Barcode manager](#)
[Add Donation](#)
[Manage Items](#)
[Clear Navigation Buttons](#)
[Log Out](#)

### Editing register ID 1

Select which buttons you wish to edit.

[Item zone](#)  
[Functions zone](#)  
[Payments zone](#)

[Rebuild cart \(make changes live\)](#)

[Go back \(will not save unsaved changes\)](#)

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
 Page made in 0.1474 seconds (of which 0.1284 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

Scroll to the bottom of the page. Press the "Add New Button" option.

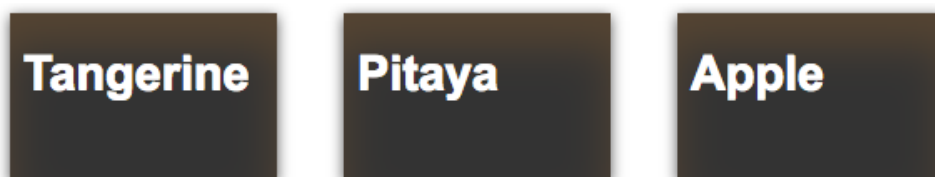
Book	63	18	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Cabinets	52	2	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Doors	53	3	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
DVD	65	21	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Fabric	61	12	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Fasteners	66	22	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Flooring	54	4	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Furniture	55	5	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Home Decor	56	6	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Miscellaneous	58	8	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Lighting	57	7	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Plumbing	59	9	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Sporting Good	64	16	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Tools	62	14	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Plate	67	23	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Windows	60	10	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Paper Plate	69	27	misc.png greybuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Glass	68	24	greenbuttonmedium	addtocart	0	<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	

[Add new button](#)

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
 Page made in 0.1957 seconds (of which 0.1865 seconds was after the session loaded). It took the page 0.0006 seconds to be delivered.

After the "Add new button" button is pressed, a list of fields will appear below that can be filled in to change the appearance of the button you are adding to the register interface. Fill in the appropriate fields pertaining to the new button being added and its aesthetic qualities. Note that not every field has to be filled. Below is a description of how some specific fields change the appearance of a button.

**Button caption:** The text displayed within a button.



**Image:** An optional image inside of the button.



**Style:** The size and color of the button.



**Button action:** What the button does when you press it.

**Item ID:** ID of the item associated with the button.

Once finished, press the "Add button" button at the bottom of the page. Continue to add buttons as desired.

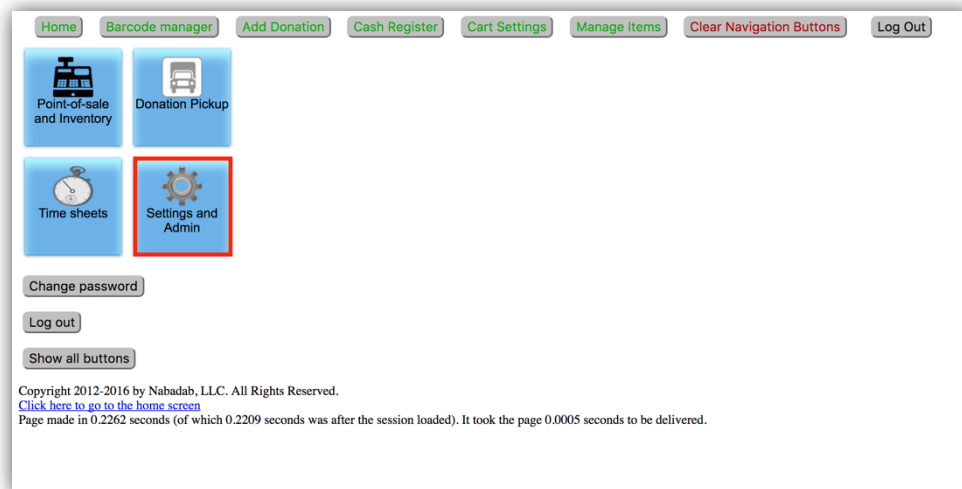
A screenshot of a web interface for managing buttons. At the top is a table with columns for item name, ID, image, style, action, and buttons. Below the table is a form titled "Add a button" with fields for caption, image, style, extra CSS styling, button action, parameters, and item ID. There is also a "Hidden button" checkbox and a search bar. The "Add button" button at the bottom left of the form is highlighted with a red circle.

To ensure that the added buttons can be viewed in the current register interface, please follow the instructions in the "Make Changes Live" section of this manual.

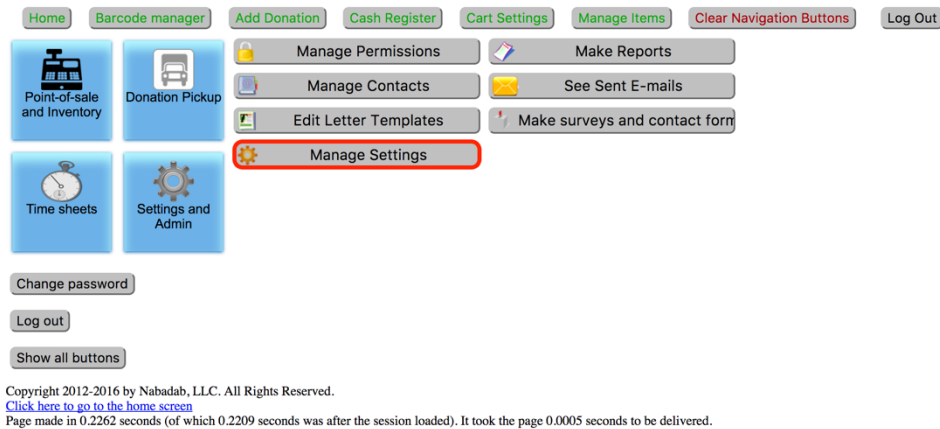
## EDIT/DELETE A BUTTON IN THE INTERFACE

The following instructions detail how to edit the register interface.

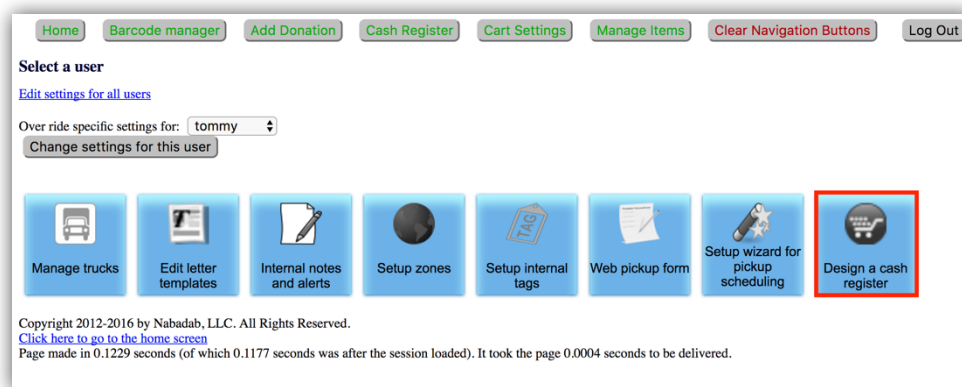
Press the "Setting and Admin" button from the home screen.



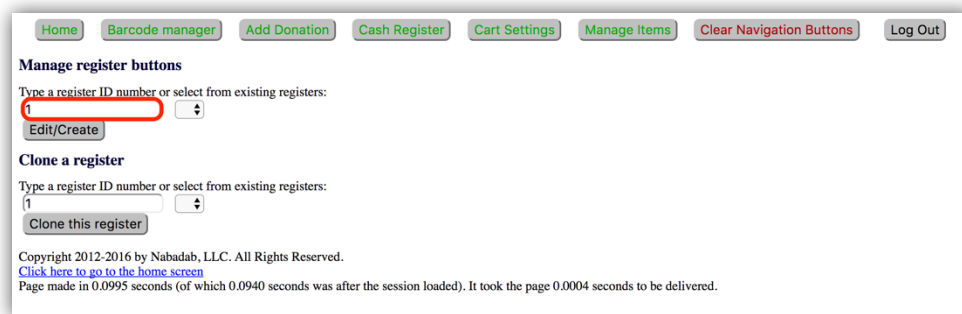
From the menu that appears on the right, press the "Manage Setting" button.



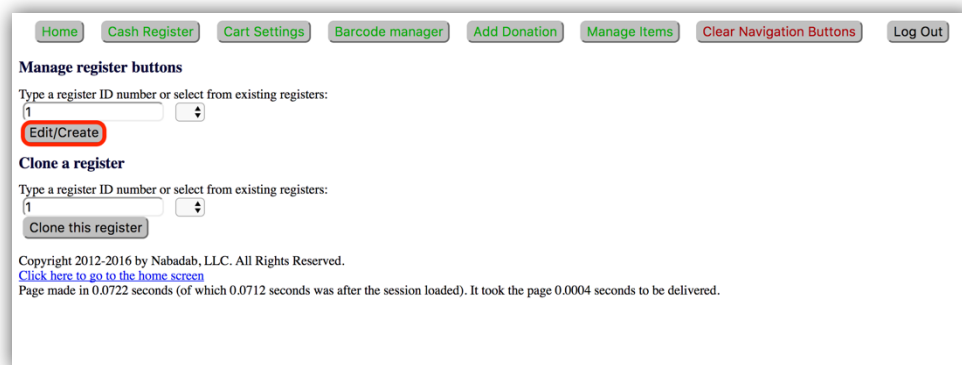
You will be brought to a new page containing a panel of different buttons. Press the "Design a Cash Register" button.



Indicate which register interface you wish to make edits to.



Once you have chosen the appropriate register, press the " Edit/Create" button.



Out of the list of categories presented, press the "Item Zone" option.

[Home](#)
[Cash Register](#)
[Cart Settings](#)
[Barcode manager](#)
[Add Donation](#)
[Manage Items](#)
[Clear Navigation Buttons](#)
[Log Out](#)

### Editing register ID 1

Select which buttons you wish to edit.

[Item zone](#)  
[Functions zone](#)  
[Payments zone](#)

[Rebuild cart \(make changes live\)](#)

[Go back \(will not save unsaved changes\)](#)

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.1474 seconds (of which 0.1284 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

Press the "Edit this button" option for the button whose appearance you wish to make changes to.

[Home](#)
[Cash Register](#)
[Cart Settings](#)
[Barcode manager](#)
[Add Donation](#)
[Manage Items](#)
[Clear Navigation Buttons](#)
[Log Out](#)

### Editing register ID 1, in Item zone ([Go up one level](#))

Existing buttons

Caption	Button ID	Item ID	Image	Style	Extra CSS	Action	Hidden	Parameters	View/edit children	Edit this button	Move up	Move down
Appliances	51	1		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>		<a href="#">Move Down</a>
Book	63	18		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Cabinets	52	2		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Doors	53	3		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
DVD	65	21		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Fabric	61	12		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Fasteners	66	22		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Flooring	54	4		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Furniture	55	5		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Home Decor	56	6		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Miscellaneous	58	8		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Lighting	57	7		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Plumbing	59	9		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Sporting Good	64	16		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Tools	62	14		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Plate	67	23		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>
Windows	60	10		greenbuttonmedium		addtocart	0		<a href="#">View/edit children</a>	<a href="#">Edit this button</a>	<a href="#">Move Up</a>	<a href="#">Move Down</a>

Scroll to the bottom of the page and change the contents of the item's field where desired. Note that not every field has to be filled. When finished, click the "Edit button" button.



Item	ID	Image	Style	Action	Parameters	Item ID	Search for items:	Edit this button	Move Up	Move Down
Windows	60	10	greenbuttonmedium	addtocart	0		<a href="#">View/edit children</a>	Edit this button	Move Up	Move Down
Paper Plate	69	27	misc.png greybuttonmedium	addtocart	0		<a href="#">View/edit children</a>	Edit this button	Move Up	Move Down
Glass	68	24	greenbuttonmedium	addtocart	0		<a href="#">View/edit children</a>	Edit this button	Move Up	Move Down
Hidden	141	28	transparentbutton	addtocart	1		<a href="#">View/edit children</a>	Edit this button	Move Up	Move Down

**Edit button**

Button caption

Image

Style

Extra CSS styling

Button action

Parameters

Item ID

Search for items:

Hidden button ☐ Yes, hide this button

**Edit button**

Delete this button

Add new button

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.0783 seconds (of which 0.0728 seconds was after the session loaded). It took the page 0.0007 seconds to be delivered.

Continue to edit buttons as necessary.

To delete a button, scroll down to the bottom of the page and press the "Delete this button" button.

Item	ID	Image	Style	Action	Parameters	Item ID	Search for items:	Edit this button	Move Up	Move Down
Windows	60	10	greenbuttonmedium	addtocart	0		<a href="#">View/edit children</a>	Edit this button	Move Up	Move Down
Paper Plate	69	27	misc.png greybuttonmedium	addtocart	0		<a href="#">View/edit children</a>	Edit this button	Move Up	Move Down
Glass	68	24	greenbuttonmedium	addtocart	0		<a href="#">View/edit children</a>	Edit this button	Move Up	Move Down
Hidden	141	28	transparentbutton	addtocart	1		<a href="#">View/edit children</a>	Edit this button	Move Up	Move Down

**Edit button**

Button caption

Image

Style

Extra CSS styling

Button action

Parameters

Item ID

Search for items:

Hidden button ☐ Yes, hide this button

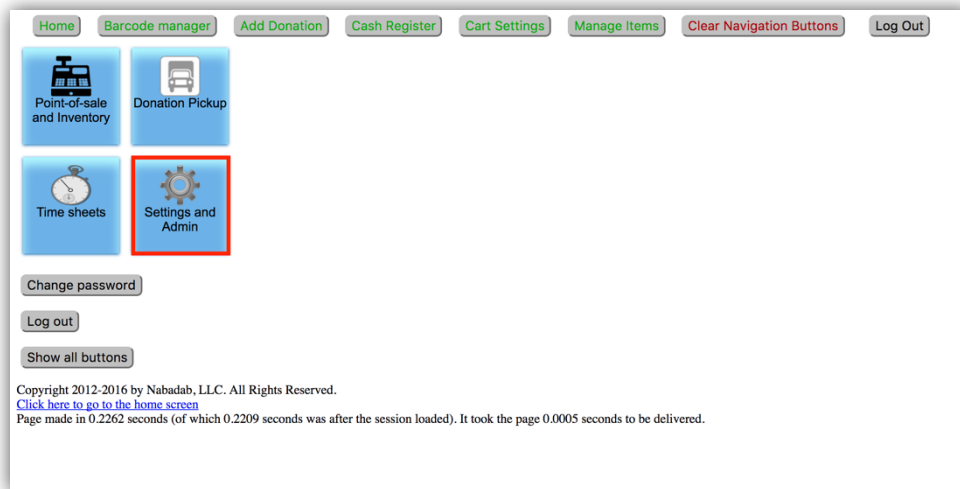
**Delete this button**

Add new button

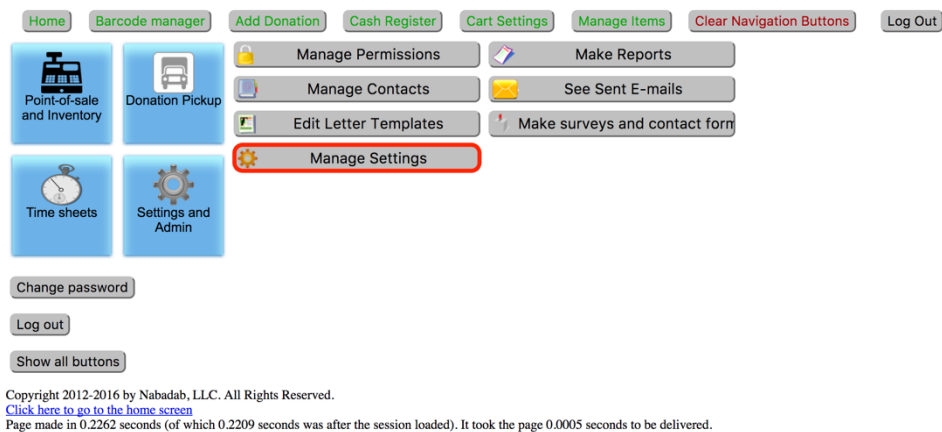
Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.0783 seconds (of which 0.0728 seconds was after the session loaded). It took the page 0.0007 seconds to be delivered.

## MAKE CHANGES TO THE CASH REGISTER LIVE

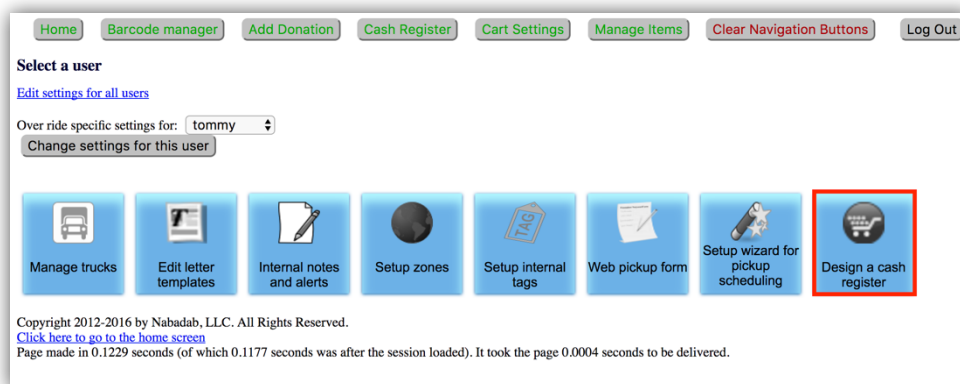
Press the "Setting and Admin" button from the home screen.



From the menu that appears on the right, press the "Manage Setting" button.



You will be brought to a new page containing a panel of different buttons. Press the "Design a Cash Register" button.



Indicate which register interface you wish to make edits to.

Home Barcode manager Add Donation Cash Register Cart Settings Manage Items Clear Navigation Buttons Log Out

**Manage register buttons**

Type a register ID number or select from existing registers:  
1

**Clone a register**

Type a register ID number or select from existing registers:  
1

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.0995 seconds (of which 0.0940 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

Once you have chosen the appropriate register, press the " Edit/Create" button.

Home Cash Register Cart Settings Barcode manager Add Donation Manage Items Clear Navigation Buttons Log Out

**Manage register buttons**

Type a register ID number or select from existing registers:  
1

**Clone a register**

Type a register ID number or select from existing registers:  
1

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.0722 seconds (of which 0.0712 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

Press the "Rebuild cart (make changes live)" button.

Home Cash Register Cart Settings Barcode manager Add Donation Manage Items Clear Navigation Buttons Log Out

**Editing register ID 1**

Select which buttons you wish to edit.  
[Item zone](#)  
[Functions zone](#)  
[Payments zone](#)

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.1540 seconds (of which 0.1488 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

The current register interface should now reflect the changes you have made.

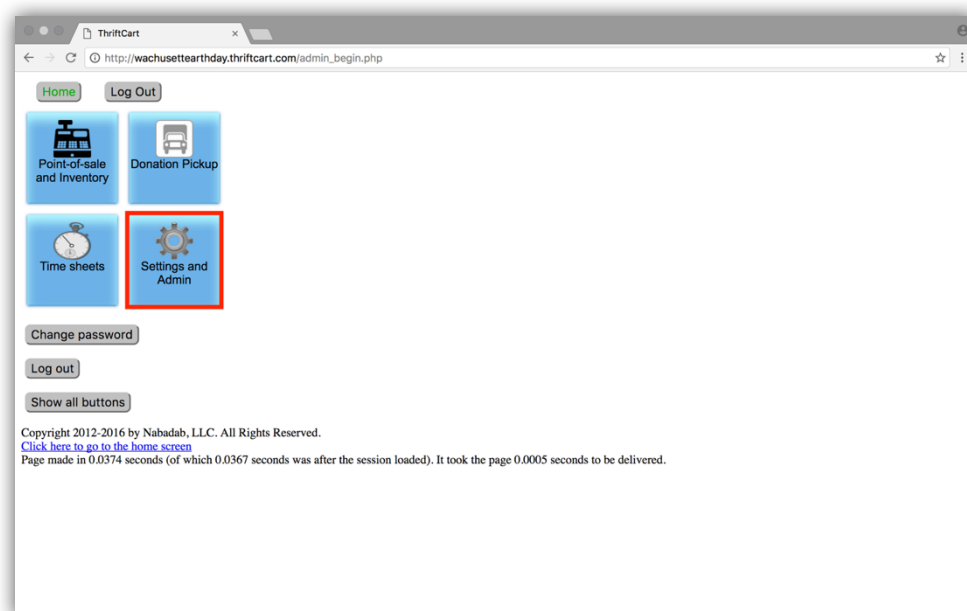
## GENERATING REPORTS

ThriftCart can generate reports based on your sales and customer base. The reports that are relevant to your sales and customer base are as follows:

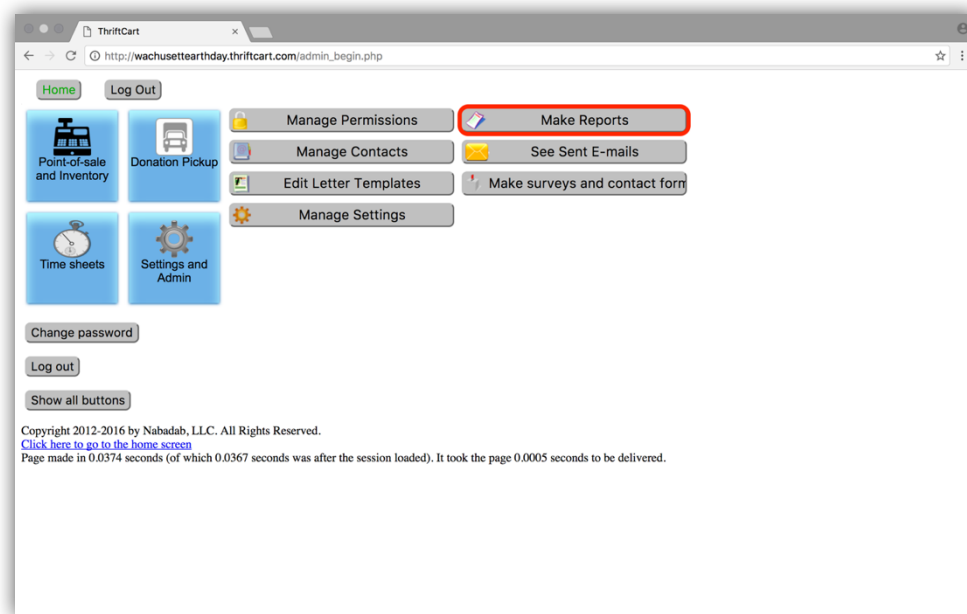
- Daily Summary Report
- Receipt tape report
- Category sales report
- Customer Sales Report
- “Sales by zip code” report

This section will instruct you on how to navigate to the pages where you can generate these reports and will show you example reports.

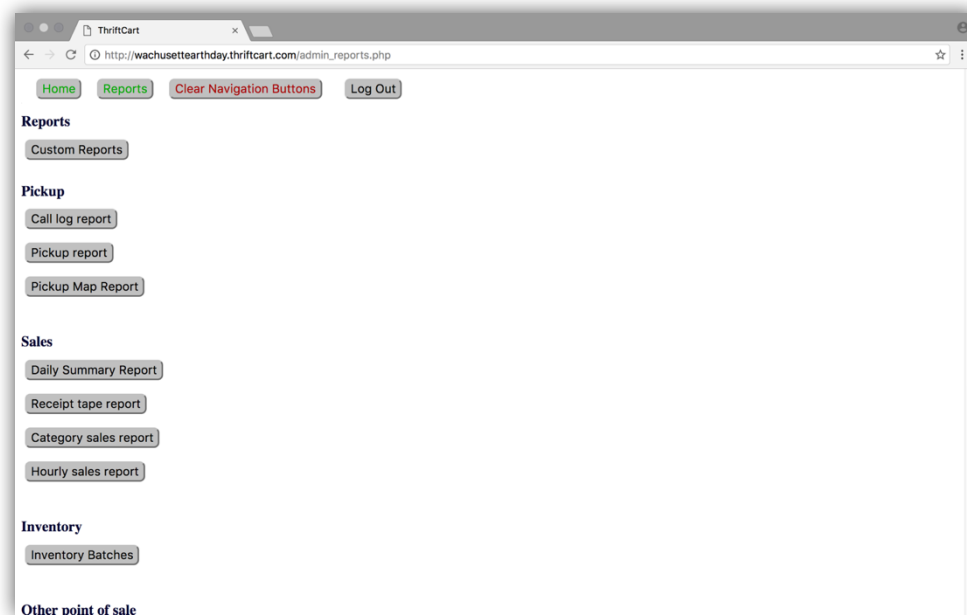
After logging onto ThriftCart, click on the “Settings and Admin” option from the home page.



Then click on the “Make Reports” option.



On the “Make Reports” page, you will see a list of options that refer to the reports that ThriftCart can generate.



## DAILY SUMMARY REPORT

ThriftCart describes a “Daily Summary Report” as “A quick report that gives daily sales by top-level categories as well as sales amount by payment type”. Clicking on the “Daily Summary Report” option from the “Make Reports” page will lead you to this page:

ThriftCart

Home Reports Clear Navigation Buttons Log Out

**Generate a daily summary report**

Select the stores:  
☒ Wachusett Earthday

Date: 03-03-2017

Number of days: 1

Or enter an end date  
(leave blank to use the number of days)

☐ Show cash drawer report  
☐ Show cost of goods sold report ( ☐ Group COGS by category instead of supplier ) ( ☐ Do not include inventory adjustments in COGS table )  
☐ Show only Total Sales column ( ☐ Also show quantity columns )

**Generate report**

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.0466 seconds (of which 0.0459 seconds was after the session loaded). It took the page 0.0005 seconds to be delivered.

To generate a “Daily Summary Report”, you must select the store(s) the report will gather information from (in this case, “Wachusett Earthday”) and provide a range of dates that the report will limit itself to (despite its name, the report is not limited to a single day). Doing so will create the “Daily Summary Report” in tabular form. Below is a portion of a sample “Daily Summary Report”:

Category name	Donated	Purchased	Total sales	Total quantity sold	Unique items sold
Appliances	\$0	\$0	\$0	0	0
Cabinets	\$0	\$0	\$0	0	0
Doors	\$0	\$0	\$0	0	0
Flooring	\$0	\$0	\$0	0	0
Furniture	\$0	\$0	\$0	0	0
Home Decor	\$0	\$0	\$0	0	0
Kitchenware	\$0	\$0	\$0	0	0
Library	\$0	\$0	\$0	0	0
Lighting	\$0	\$0	\$0	0	0
Miscellaneous	\$0	\$0	\$0	0	0
Plumbing	\$0	\$0	\$0	0	0
Sporting Goods	\$0	\$0	\$0	0	0
Stuff	\$0	\$0	\$0	0	0
Tools	\$0	\$0	\$0	0	0
Toys	\$0	\$0	\$0	0	0
Windows	\$0	\$0	\$0	0	0
Total before tax (excluding store credit)	\$0.00	\$0.00	\$0.00 \$0.00 taxable \$0.00 non-taxable		
Sales Tax			\$0.00		
Store credit			\$0.00		
Open-issue store credit balance			\$0.00		
TOTAL			\$0.00	0	0
voids/returns			\$0.00		

## RECEIPT TAPE REPORT

ThriftCart describes a “Receipt tape report” as a report that “Shows all receipts for a given day”. Clicking on the “Receipt tape report” option from the “Make Reports” page will lead you to this page:

ThriftCart

http://wachusettearthday.thriftcart.com/admin\_receipttapereport.php

Home Reports Clear Navigation Buttons Log Out

**Generate a daily receipt tape report**

Select the stores:  
Wachusett Earthday

Date: 03-03-2017

Number of days: 1

Or enter an end date  
(leave blank to use the number of days)

Filter by cashier?  
☐ Yes, only show receipts generated by: volunteer

☐ Show only voids/refunds/returns

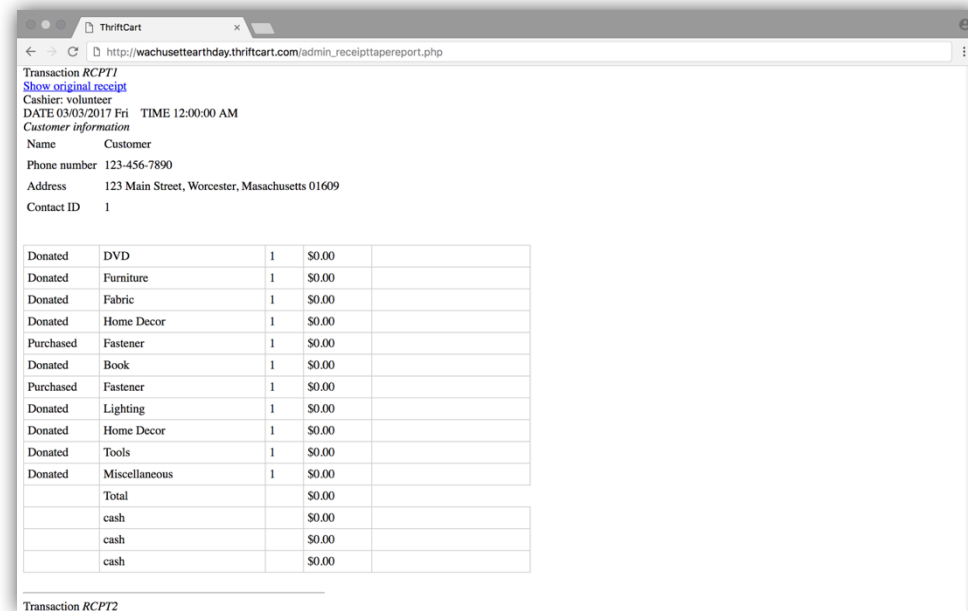
☒ Generate a CSV file (can be used in Excel)

Generate report

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.0997 seconds (of which 0.0989 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.



To generate a “Receipt tape report”, you must select the store(s) the report will gather information from (in this case, “Wachusett Earthday”) and provide a range of dates that the report will limit itself to. Doing so will create the “Receipt tape report” in tabular form. Below is a portion of a sample “Receipt tape report”:



Transaction *RCPT1*  
[Show original receipt](#)  
 Cashier: volunteer  
 DATE 03/03/2017 Fri TIME 12:00:00 AM  
 Customer information  
 Name Customer  
 Phone number 123-456-7890  
 Address 123 Main Street, Worcester, Massachusetts 01609  
 Contact ID 1

Donated	DVD	1	\$0.00	
Donated	Furniture	1	\$0.00	
Donated	Fabric	1	\$0.00	
Donated	Home Decor	1	\$0.00	
Purchased	Fastener	1	\$0.00	
Donated	Book	1	\$0.00	
Purchased	Fastener	1	\$0.00	
Donated	Lighting	1	\$0.00	
Donated	Home Decor	1	\$0.00	
Donated	Tools	1	\$0.00	
Donated	Miscellaneous	1	\$0.00	
	Total		\$0.00	
	cash		\$0.00	
	cash		\$0.00	
	cash		\$0.00	

Transaction *RCPT2*

You can export a “Receipt tape report” to Microsoft Excel by selecting “Generate a CSV file (can be used in Excel)” and (re)generating the report.

## CATEGORY SALES REPORT

ThriftCart describes a “Category sales report” as a report that “Break[s] down sales by category or by lists of individual items. Gives statistics such as average price, standard deviation, etc.”. Clicking on the “Category sales report” option from the “Make Reports” page will lead you to this page:

ThriftCart

http://wachusetteearthday.thriftcart.com/admin\_categorysalesreport.php

Home Reports Clear Navigation Buttons Log Out

**Generate a category sales report**

Select the stores:  
Wachusett Earthday

Start date 03-03-2017

End date 03-10-2017

Category (Parent category) ▾

Alternatively, instead of a category, you can enter a comma-separated list of items to report on. If the list is non-empty, it will report on the items instead of the category:

Generate report

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.0744 seconds (of which 0.0739 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

To generate a “Category sales report”, you must select the store(s) the report will gather information from (in this case, “Wachusett Earthday”) and provide a range of dates that the report will limit itself to. We suggest that you leave the “Category” option as “(Parent category)” to get sales from all categories. This will create the “Category sales report” in tabular form. Below is a portion of a sample “Category sales report”:

Item ID	Item name	Quantity	Purchase price	Unit price	Unit price (before any discounts)
1	Appliances	2	\$0.00	\$0.00	\$1.00
3	Doors	2	\$0.00	\$0.00	\$1.00
5	Furniture	3	\$0.00	\$0.00	\$1.00
6	Home Decor	4	\$0.00	\$0.00	\$1.00
7	Lighting	2	\$0.00	\$0.00	\$1.00
8	Miscellaneous	3	\$0.00	\$0.00	\$1.00
12	Fabric	14	\$0.00	\$0.00	\$0.00
14	Tools	1	\$0.00	\$0.00	\$0.00
18	Book	4	\$0.00	\$0.00	\$0.00
21	DVD	4	\$0.00	\$0.00	\$0.00
22	Fastener	7	\$0.00	\$0.00	\$0.00
23	Plate	11	\$0.00	\$0.00	\$0.00
24	Glass	3	\$0.00	\$0.00	\$0.00

## CUSTOMER SALES REPORT

ThriftCart describes a “Customer Sales Report” as a report that shows “sales totals grouped by customer for given date ranges”. Clicking on the “Customer Sales Report” option from the “Make Reports” page will lead you to this page:

The screenshot shows a web browser window with the URL [http://wachusettearthday.thriftcart.com/admin\\_customersalesreport.php](http://wachusettearthday.thriftcart.com/admin_customersalesreport.php). The page has a navigation bar with buttons for [Home](#), [Reports](#), [Clear Navigation Buttons](#), and [Log Out](#). The main heading is "Generate a customer sales total report". Below this, there is a form with the following fields:

- Select the stores:** A dropdown menu with "Wachusett Earthday" selected.
- Date:** A text input field containing "03-03-2017".
- Number of days:** A text input field containing "1".
- Or enter an end date (leave blank to use the number of days):** An empty text input field.
- Hide anonymous zip code customers:** An unchecked checkbox.
- Generate report:** A button.

At the bottom of the page, there is a copyright notice: "Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved." and a link: [Click here to go to the home screen](#). A footer message states: "Page made in 0.0485 seconds (of which 0.0477 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered."

To generate a “Customer Sales Report”, you must select the store(s) the report will gather information from (in this case, “Wachusett Earthday”) and provide a range of dates that the report will limit itself to. Doing so will create the “Customer Sales Report” in tabular form. Below is a portion of a sample “Customer Sales Report”:

The screenshot shows a web browser window with the URL `http://wachusettearthday.thriftcart.com/admin_customersalesreport.php`. The page has navigation buttons: Home, Reports, Clear Navigation Buttons, and Log Out. The main section is titled "Generate a customer sales total report".

Under "Select the stores:", the checkbox for "Wachusett Earthday" is selected. The "Date" field is set to "02-01-2017" and the "Number of days" is "28". The "Or enter an end date (leave blank to use the number of days)" field is set to "02-28-2017". There is an unchecked checkbox for "Hide anonymous zip code customers" and a "Generate report" button.

Below the form is a table with the following data:

Customer name	Total purchase amount	Number of purchases	Address	Phone	E-mail	Customer ID
Jacob	\$0.00	1				1
Steven	\$0.00	3				2
Thomas	\$0.00	1				3
Zachary	\$0.00	1				4
Zip code 01609	\$0.00	1		,01609		6

At the bottom, there is a copyright notice: "Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved." and a link: "Click here to go to the home screen". A footer note states: "Page made in 0.0496 seconds (of which 0.0487 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered."

You cannot export a “Customer Sales Report” to Microsoft Excel.

## “SALES BY ZIP CODE” REPORT

A “Sales by zip code” report generated by ThriftCart groups sales by customers’ zip code. Clicking on the “Sales by zip code” option from the “Make Reports” page will lead you to this page:

ThriftCart

http://wachusettearthday.thriftcart.com/admin\_salesbyzipcode.php

Home Reports Clear Navigation Buttons Log Out

### Zip code sales report

Select the stores:

Wachusett Earthday

Date: 03-03-2017

Number of days: 1

Or enter an end date  
(leave blank to use the number of days)

Generate report

Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved.  
[Click here to go to the home screen](#)  
Page made in 0.0854 seconds (of which 0.0846 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered.

To generate a “Sales by zip code” report, you must select the store(s) the report will gather information from (in this case, “Wachusett Earthday”) and provide a range of dates that the report will limit itself to. Doing so will create the “Sales by zip code” report in tabular form. Below is a portion of a sample “Sales by zip code” report:

The screenshot shows a web browser window with the URL `http://wachusettearthday.thriftcart.com/admin_salesbyzipcode.php`. The page has a navigation bar with buttons: Home, Reports, Clear Navigation Buttons, and Log Out. The main section is titled "Zip code sales report".

Under "Select the stores:", there is a checkbox for "Wachusett Earthday" which is checked. Below this are date selection fields: "Date" with a calendar icon, "Number of days" with a dropdown set to "28", and "Or enter an end date (leave blank to use the number of days)" with a date field set to "02-28-2017". A "Generate report" button is located below these fields.

The report results are displayed for the store "Wachusett Earthday". It is a table with the following data:

Zip code	Number of receipts	Purchase total	Average receipt	Receipt line items	Quantity sold
01609	1	0.00	0.00	1	1
unrecorded	6	0.00	0.00	20	40

At the bottom of the page, there is a copyright notice: "Copyright 2012-2016 by Nabadab, LLC. All Rights Reserved." and a link: "Click here to go to the home screen". A footer note states: "Page made in 0.0660 seconds (of which 0.0652 seconds was after the session loaded). It took the page 0.0004 seconds to be delivered."

## TROUBLESHOOTING

This section will identify some problems that you may encounter while operating ThriftCart and how to address them. If you encounter a problem that is not covered in this section, we suggest that you contact Nabadab LLC. for additional support by filling out the form located at <http://thriftcart.com/contact.php>.

### “YOU DO NOT HAVE THE PERMISSION REQUIRED TO DO THIS”

If ThriftCart displays a page that has this warning:

Sorry, you do not have the permission required to do this. Contact the site administrator.

It means that your ThriftCart administrator has not set the necessary user permissions for you to perform your operation. You should ask your ThriftCart administrator to set the necessary user permissions before attempting to perform your operation again.

### RECENTLY ADDED INVENTORY ITEM NOT FOUND IN CASH REGISTER PAGE

If you cannot find an inventory item button in the “Cash Register” page after adding the related item to your inventory, it most likely means that you have not rebuilt the “Cash Register” page yet. You should follow our instructions to modify the register interface “Cash Register” page. Visit the section titled “Make Changes to the Cash Register Live.”

### WARNING PAGE REGARDING MYSQL

If ThriftCart displays a page that begins with the following:

**Warning:** mysql\_connect() [[function.mysql-connect](#)]: Access denied for user 'DB\_WEAKUSER'

It most likely means that you were performing an operation that ThriftCart will always prevent as a security precaution. You cannot perform your operation, and should navigate to the previous page using your browser’s “back” button.