

UGA OUTDOOR RECREATION – OUTDOOR RECREATION (ORC) – FUSION PROCEDURES

Purpose: The purpose of this document is to outline the standard procedure by which ORC staff members operate Fusion for sales and rentals.

Scope: The Outdoor Recreation Center (ORC) rents thousands of dollars' worth of inventory each year. The following protocol will provide a step-by-step guide by which an employee can process a rental or sale through Fusion.

ORC Fusion Procedures:

- I. LOGGING IN
 - a. Turn on computer and log in using ORC computer access credentials.
 - b. Open Fusion and log in using UGAID and password.

- II. RENTALS
 - a. To rent equipment, click on "equipment" in the upper right corner.
 - b. Click on "customer" and enter the customer's 810/11 number. "Select customer."
 - c. Click on the correct category of equipment (i.e. "backpacks")
 - d. Click on the correct item (i.e. "BP-U-02")
 - e. Select the correct rental time period.
 - f. Add more items using the same above method or click "Pay Now" in the bottom left corner.
 - g. For multiday rentals, you will need to manually adjust the price to reflect a UGA weekend rental rate vs. a 3-day standard rental in Fusion.
 - h. Once the price has been adjusted, click "Check Out" on the right side of the screen.
 - i. Select the method of payment, which in most cases will be credit card. Type in any number when it asks for the authorization number, as it is not linked to anything.
 - j. Click "Complete." This will cause a receipt from Fusion to print out. Staple this receipt to the rental form, then place the rental form in the green folder marked "Gear Out."

- III. UGA OUTDOOR REC STAFF FREE RENTALS
 - a. Proceed through steps "A" through "F" in the "Rentals" section.
 - b. Click on the "pen" image under the rental item.
 - c. On the "Price Adjustments" page, select 100% discount and click "OK"

- d. The employee will not be charged for the rental. Still proceed with a rental agreement and regular checkout procedures as outlined in the “Rentals” section. Regular late fees will be charged for staff rentals that come back late.

IV. RETURNING EQUIPMENT / LATE & DAMAGE/REPLACEMENT FEES

- a. Click on “customer” and enter the customer’s 810/11 number. “Select customer.”
- b. Under “items checked out,” click on the “Check In” button for each item that was checked out.
- c. If there are any damages or late fees, follow the appropriate procedure below.
 - i. Late fees
 - 1. Click on “sales” in the upper right corner.
 - 2. Click on “customer” and enter the customer’s 810/811 number. Select customer.
 - 3. Browse Items and click on “ORC MISC fees”
 - 4. Click on “ORC late fee.”
 - 5. Click on (+) to add the appropriate amount.
 - 6. Click on “Check out” and follow the same point of sale procedures as outlined above.
 - ii. Damage/replacement fees
 - 1. Click on the “Category” tab in the top right corner.
 - 2. Select the “Damage” or “Replacement” folder.
 - 3. Click on the actual damage or replacement item.
 - 4. Click on “Check out” and follow the same point of sale procedures as outlined above.
- d. Move the associated rental form from the “Gear Out” folder to storage.

V. END OF DAY REPORTING

- a. We submit 2 reports each evening. One is found in the “Sales” view (Report 1) and one is found in 2nd drawer behind the counter (Sales Reconciliation Form).
 - i. Report 1: Tender Summary
 - 1. Make sure you are in “Point of Sale” / “Sales” view.
 - 2. Click on the down arrow next to the left of the “Sales” tab.
 - 3. Select “Tender Summary for All Users.” Click “Yes.”
 - 4. Place one receipt in the cash bag and discard other receipts.
 - ii. Sales Reconciliation Form
 - 1. Located in the 2nd drawer behind the counter
 - 2. Fill out the total credit card amount collected during the shift
 - 3. Place in clear bag with other receipts