Age Verification User Guide

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User Guide

Requirements

The following prerequisites must be met prior to installing and running the application:

Supported Operating Systems

Windows 7 (32-bit/64-bit) Windows 8 (32-bit/64-bit) Windows 8.1 (32-bit/64-bit) Windows 10 (64-bit)

Software

- Retail Management Hero (v3.0 and above)
- Microsoft .NET Framework v4.5.1
- SQL 2008 (Express), SQL 2008 R2 (Express), SQL 2012 (Express)* or SQL 2014 (Express)*

*Requires SQL Browser service to be running

CR950 Scanner Setup

Licensing the scanner: **Before using the CR950 scanner to scan the driver license, it needs to be licensed and configured.** **After scanning in the license QR code, be sure to reboot the scanner.**	**Important Note: If a Code CR950 license was included with the purchase of the Age Verification software then the License QR Code should have been provided. If the license was purchased separately you may need to contact Code Corp to obtain the license for the CR950.**
Configuring the scanner: There are only two settings that needs to be configured for the CR950: • **USB Keyboard mode** • **Driver License ID Format** Before scanning the settings QR Codes, make sure to scan in the scanner's license QR code provided by Code Corp first and reboot the scanner. Then scan the QR codes below:	**Important Note:** To test the scanner, open NotePad and scan the driver license 2-D bard code on the back. It should return the driver's date of birth field only. If all the driver's data fields are returned, it means the scanner is not configured correctly or the scanner does not have a license.

Scan 1st: **License QR barcode included with the purchase**	**Scan 2nd:** usb-keyboard mode
Scan 3rd: driver license ID format	**Scan 4th:** Configuration Activation

Installation Steps 1-3

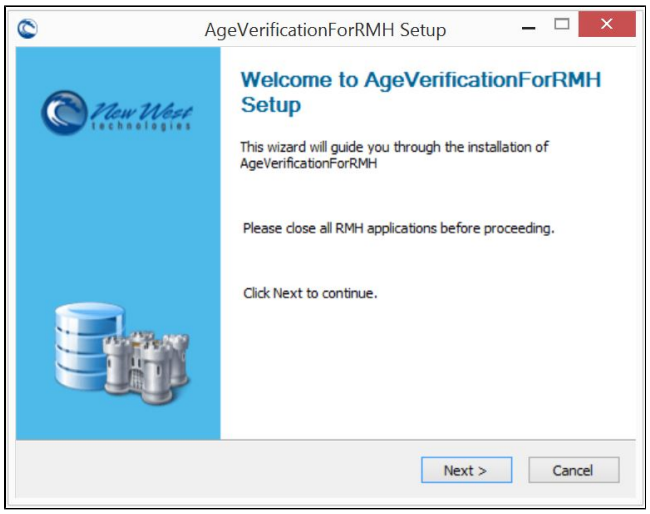
Step #1:

Locate and open the installation program. Double- click the icon to begin installation.



Step #2:

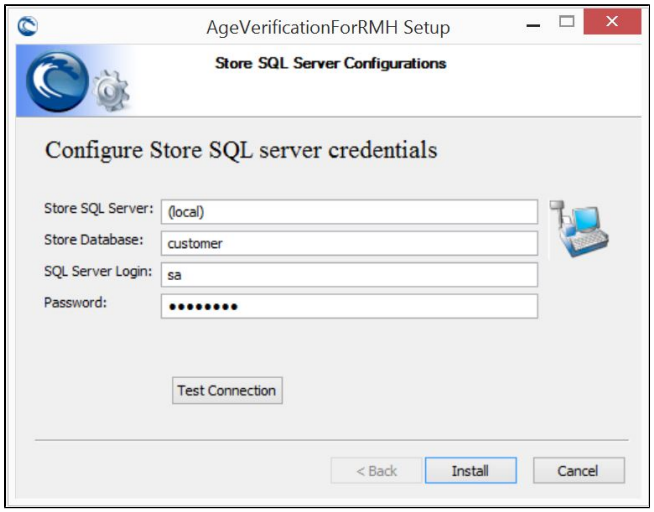
Click Next to continue.



Step #3:

Please enter your SQL server credentials. These are the same credentials you would use to connect to your RMH database. Then click Install.

- **The SQL server address**
  Example: 192.168.0.100
  Example: (local)
  Example: 192.168.0.11/R2
- **Port Override**
  Check this if your SQL Server is setup to use a different port then the default port
- **Port Number**
  If Port Override is checked, enter the port number here
- **Username**
  The username used to log into the SQL Server
- **Password**
  The password for the username used to log into the SQL Server
- **Database**
  The name of the RMH database
- **Test Button**
  Push the Test button to confirm the database connection settings are correct

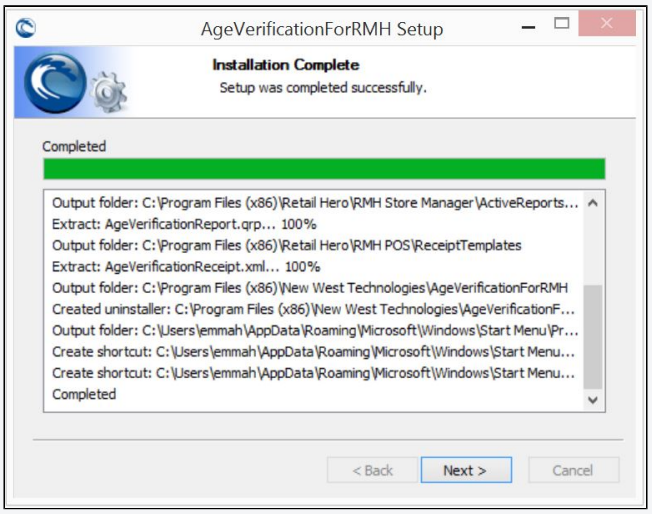


Installation Steps 4-5

Step #4:

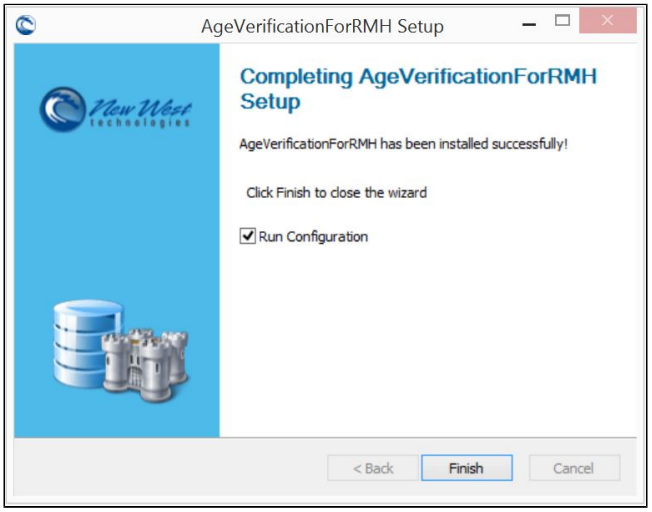
The installation is complete.

Click Next to continue.



Step #5:

Click Finish to complete the installation process.



License

At the licensing screen enter the e-mail address and password you received from New West Technologies after you purchased your Age Verification software license.

Then click the Submit button.

If for some reason the software license needs to be changed then simply launch the Age Verification Configuration, click Help and then select New License User.



Configuration

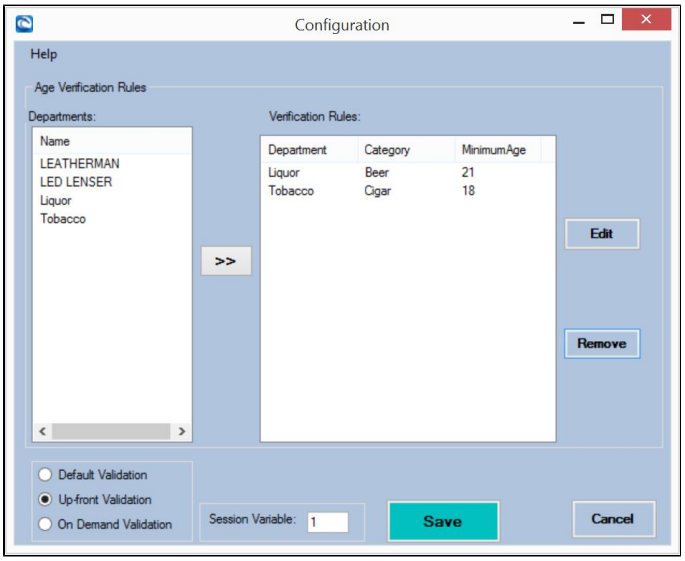
Step #1:

Locate the Age Verification Configuration icon on your desktop and double click on it.



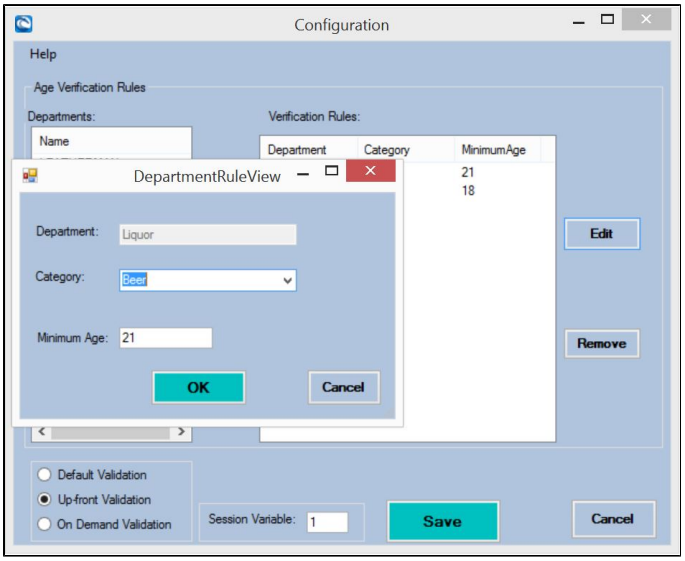
Step #2:

In this Configuration window you will see your existing Departments from your RMH store on the left hand panel. Highlight the Department you would like to create a Rule for and then click on the >> button to add the rule to the Verification Rules panel on the right side of the screen.



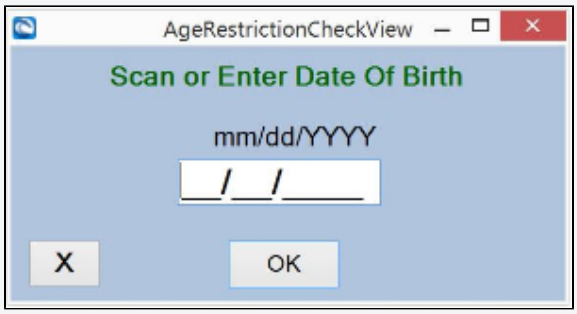
Step #3:

After adding a rule to the Verification Rules screen, highlight the new rule and click Edit. In the Department Rule View window you must then select the corresponding Category and the Minimum Age requirement for that type of item. For example a Tobacco item requires a value of "18" and a Liquor item would require a value of "21". Click OK to return to the Configuration window. Once all the rules are configured click Save at the bottom of the window to return to the desktop.



Step #4: **Finally, at the bottom left of the window there are three options that determine when the cashier will be prompted to scan the customer's license:** • **Default Validation: This will prompt to scan when an item belonging to the department rule specified in the Age Verification Configuration.** • **Up-Front Verification: This will prompt to scan every time the cashier logs into RMH. This would be ideal for stores that force cashiers to log in after every transaction.** • **On Demand Validation: This will not show the scan prompt until the cashier manually clicks on the Age Verification custom button in RMH POS.**	

Using Age Verification in RMH

When prompted, scan the valid drivers license/state ID barcode and if the customer meets the age requirements the prompt will disappear and the specified item will be added to the transaction screen. Alternatively you can manually enter the month, day and year and click OK. If you do not wish to verify the age you can click the X button at the bottom left of the window to cancel the process.	
If the customer's age does not meet the requirements for the item as specified in the Age Verification rules then a warning prompt will appear that shows the cashier how old the customer is and the current minimum age required to buy either item type. Click OK to return to the POS screen. The item will not be added to the transaction.	

Receipts

To change the receipt settings in RMH you must first launch and log into RMH Store Manager. Next go to menu bar at the bottom left, click on Setup, expand Hardware and select Receipt Formats. Highlight the receipt format you wish to modify and click the Edit button at the top left of the screen.

Age Verification does install custom receipt templates but does not enable them by default. Many RMH customers already have custom receipts so it is important not to replace them automatically.

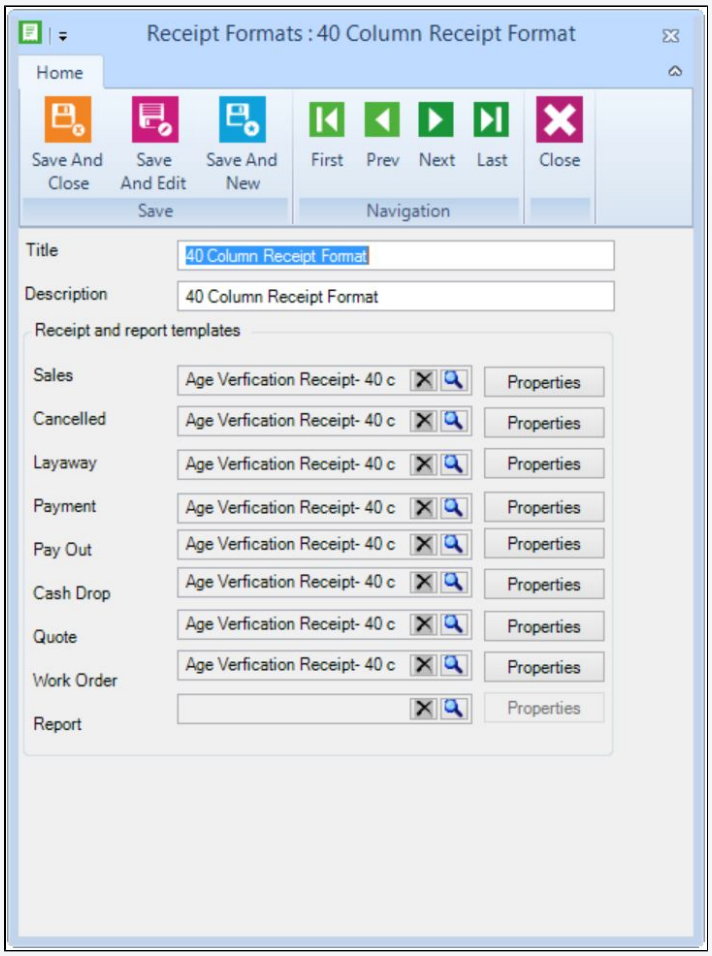
- Important - The receipt templates included are based on a basic receipt template. If you are already using a customized receipt template, any customizations will need to be merged.

The receipt template that comes with Age Verification is named:

- AgeVerificationReceipt.xml

If you wish to use any of these receipt templates then you must click on the magnifying glass to the right of the Sales field in the Receipt Format window. In the Open window you can browse until you locate the folder directory containing the template you wish to use. The default location for the Age Verification custom receipts is: C:\Program Files (x86) \Retail Hero\RMH POS\ReceiptTemplates

- Important: For additional information on Receipt Formats please contact your authorized Retail Management Hero support partner for assistance.



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