



WEB TUTORIALS

Award AVTRIP Points



Select “Award AVTRIP Points”



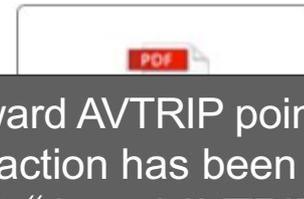
Approved!

Your transaction is now authorized and complete.

Next Up:



Award some points!



To Award AVTRIP points after a transaction has been completed, select “Award AVTRIP Points”.

Note

AVTRIP Points may also be awarded separately from a transaction by selecting “AVTRIP Points” from the top navigation bar or on the New Sale screen.

Transaction Points



Award Points **Member Info** Complete

Award Points

Product Bonus Promotion

* Awarded On

* Quantity Sold

* Points / Unit

Add To Transaction

Notes:

Point Summary

| | | | | |
|-----------------------|-------------------|--------------|---------|--------|
| + | Jet A Fuel Points | 200 | Edit | Delete |
| Total Points to Award | | | 200 PTS | |
| Expand All | | Collapse All | | |

The AVTRIP points for fuel purchased are automatically applied based on the transaction and your AVTRIP set up.

Save & Close

Cancel

Continue

Transaction Points



Award Points **Member Info** Complete

Award Points

Product Bonus Promotion

* Awarded On

* Quantity Sold

* Points / Unit

Add To Transaction

Notes:

Point Summary

| | | | |
|-----------------------|-----|--------------|--------|
| + Jet A Fuel Points | 200 | Edit | Delete |
| Total Points to Award | | 200 PTS | |
| Expand All | | Collapse All | |

To save the transaction to return to at a later time, select “Save & Close”. Saved transactions can be viewed from the “Transactions” menu under “Pending”. Please see that section of the manual for instructions. To cancel the transaction completely, select “Cancel”.

Transaction Points



Award Points **Member Info** Complete

Award Points

Product Bonus Promotion

* Awarded On:

* Quantity Sold:

* Points / Unit:

Add To Transaction

Notes:

Point Summary

| | | | | |
|-----------------------|-------------------|-----|---------|--------|
| + | Jet A Fuel Points | 200 | Edit | Delete |
| Total Points to Award | | | 200 PTS | |
| Expand All | | | | |

To award additional points based on other products, bonuses or promotions, select the type of AVTRIP points to be awarded here.

Product Points



Award Points

Member Info

Complete

Award Points

Product Bonus Promotion

* Awarded On

* Quantity Sold Each

* Points / Unit

Add To Transaction

Notes:

Point Summary

| | | | | |
|---|-------------------|-----|------|--------|
| + | Jet A Fuel Points | 200 | Edit | Delete |
|---|-------------------|-----|------|--------|

| | | |
|-----------------------|--|---------|
| Total Points to Award | | 200 PTS |
|-----------------------|--|---------|

Expand All Collapse All

Enter the quantity sold and the points per unit to be awarded. Select "Add To Transaction".

Save & Close

Cancel

Continue

Product Points



Award Points

Member Info

Complete

Award Points

Product Bonus Promotion

* Awarded On

* Quantity Sold

* Points / Unit

Add To Transaction

Notes:

Point Summary

| | | | |
|------------------------|-----|------|--------|
| + Jet A Fuel Points | 200 | Edit | Delete |
| + Hangar Rental Points | 500 | Edit | Delete |

Total Points to Award 700 PTS

Expand All

Collapse All

Products and points awarded will be displayed here.

Save & Close

Cancel

Continue

Bonus Points



Award Points

Member Info

Complete

Award Points

Product Bonus Promotion

* Bonus Points

500

Add To Transaction

Notes:

Point Summary

| | | | | |
|---|----------------------|-----|------|--------|
| + | Jet A Fuel Points | 200 | Edit | Delete |
| + | Hangar Rental Points | 500 | Edit | Delete |

Total Points to Award 700 PTS

If points are being awarded based on a bonus, select "Bonus" and enter the number of points to be awarded. Select "Add to Transaction".

Save & Close

Cancel

Continue

Bonus Points



Award Points

Member Info

Complete

Award Points

Product Bonus Promotion

* Awarded On

* Quantity Sold

* Points / Unit

Add To Transaction

Notes:

Point Summary

| | | | |
|------------------------|-----|------|--------|
| + Hangar Rental Points | 500 | Edit | Delete |
| + Jet A Fuel Points | 200 | Edit | Delete |
| Bonus | 500 | Edit | Delete |

Total Points to Award

1,200 PTS

Expand All

Collapse All

Bonus points will be displayed here.

Save & Close

Cancel

Continue

Promotion Points



Award Points

Member Info

Complete

Award Points

Product Bonus Promotion

* Promotion

* Promotion Points

Add To Transaction

Notes:

Point Summary

| | | | |
|------------------------|-----|------|--------|
| + Hangar Rental Points | 500 | Edit | Delete |
| + Jet A Fuel Points | 200 | Edit | Delete |
| Bonus | 500 | Edit | Delete |

Total Points to Award 1,200 PTS

Expand All Collapse All

Points will auto-populate based on the promotion. Select "Add to Transaction".

Save & Close

Cancel

Continue

Promotion Points



Award Points

Member Info

Complete

Award Points

Product Bonus Promotion

* Awarded On

* Quantity Sold

* Points / Unit

Add To Transaction

Notes:

Point Summary

| | | | |
|------------------------------|------------------|------|--------|
| + Hangar Rental Points | 500 | Edit | Delete |
| + Jet A Fuel Points | 200 | Edit | Delete |
| Bonus | 500 | Edit | Delete |
| Test | 100 | Edit | Delete |
| Total Points to Award | 1,300 PTS | | |

Promotion points will be displayed here.

Save & Close

Cancel

Continue

AVTRIP Points



Award Points

Member Info

Complete

Award Points

Product Bonus Promotion

* Awarded On

* Quantity Sold

* Points / Unit

Add To Transaction

Notes:

Point Summary

| | | | |
|------------------------|-----|------|--------|
| + Hangar Rental Points | 500 | Edit | Delete |
| + Jet A Fuel Points | 200 | Edit | Delete |
| Bonus | 500 | Edit | Delete |
| Test | 100 | Edit | Delete |

Total Points to Award 1,300 PTS

An option is also available to add any notes to the transaction.

Save & Close

Cancel

Continue

AVTRIP Points



Award Points

Member Info

Complete

Award Points

Product Bonus Promotion

* Awarded On

* Quantity Sold

* Points / Unit

Add To Transaction

Notes:

Point Summary

| | | | |
|------------------------|-----|------|--------|
| + Hangar Rental Points | 500 | Edit | Delete |
| + Jet A Fuel Points | 200 | Edit | Delete |
| Bonus | 500 | Edit | Delete |
| Test | 100 | Edit | Delete |

Total Points to Award

1,300 PTS

Expand All

Collapse All

Points may be deleted by selecting the "Delete" or edited by selecting "Edit".

Save & Close

Cancel

Continue

Edit Points, Add Notes



Award Points

Member Info

Complete

Award Points

Product Bonus Promotion

* Awarded On

* Quantity Sold Each

* Points / Unit

Save

Notes:

Point Summary

| | | | |
|------------------------|-----|------|--------|
| + Hangar Rental Points | 500 | Edit | Delete |
| + Jet A Fuel Points | 200 | Edit | Delete |
| Bonus | 500 | Edit | Delete |
| Test | 100 | Edit | Delete |

Total Points Awarded 1,300 PTS

Selecting "Edit" will allow you to edit the product and/or points to be awarded.

Save & Close

Cancel

Continue

AVTRIP Points



Award Points

Member Info

Complete

Award Points

Product Bonus Promotion

* Awarded On

* Quantity Sold

* Points / Unit

Add To Transaction

Notes:

Point Summary

| | | | |
|------------------------|-----|------|--------|
| + Hangar Rental Points | 500 | Edit | Delete |
| + Jet A Fuel Points | 200 | Edit | Delete |
| Bonus | 500 | Edit | Delete |
| Test | 100 | Edit | Delete |

Total Points to Award 1,300 PTS

Expand All

Collapse All

Once all the AVTRIP Points have been awarded, select "Continue".

Save & Close

Cancel

Continue

Enter Member Information



Award Points | Member Info | Complete

Points Awarded To

Swipe card OR enter card number

* AVTRIP Number 000

Add


AVTRIP Lookup

Award Recipients

No recipients have been added.

* Tail No.

Go Back | **Save & Close** | **Cancel** | **Complete Transaction**

Tail number is automatically applied when AVTRIP Points are awarded after a transaction. Otherwise, enter the tail number here.

Enter Member Information



Award Points | Member Info | Complete

Points Awarded To

Swipe card OR enter card number

* AVTRIP Number 000

Add


AVTRIP Lookup

Award Recipients

No recipients have been added.

* Tail No.

Go Back | **Save & Close** | **Cancel** | **Complete Transaction**

Swipe or manually enter the AVTRIP Card Number. Click "Add".

Split AVTRIP Points



Award Points

Member Info

Complete

Points Awarded To Swipe card OR enter card number

* AVTRIP Number 000

Add

The added member will be displayed here. Points can be split and awarded to up to 5 members by adding more AVTRIP member numbers.

Award Recipients

You may add up to 5 recipients by entering, swiping, or looking up member, above

| | | | # of Points | |
|--------|-------------|---------------|-----------------------------------|--------|
| 131975 | Pilot, Test | Ann Arbor, MI | <input type="text" value="1300"/> | Delete |

Total Transaction Points 1,300

* Tail No.

Go Back

Save & Close

Cancel

Complete Transaction

Enter Member Information



Award Points

Member Info

Complete

Points Awarded To Swipe card OR enter card number

* AVTRIP Number 000

Add



You may also look up a customer if the member does not have their card or does not know their AVTRIP Member Number.

Award Recipients

You may add up to 5 recipients by entering, swiping, or looking up member, above.

| | | | # of Points | |
|--------|-------------|---------------|-----------------------------------|--------|
| 131975 | Pilot, Test | Ann Arbor, MI | <input type="text" value="1300"/> | Delete |

Total Transaction Points 1,300

* Tail No. N123

Go Back

Save & Close

Cancel

Complete Transaction

Search Member Information



Close

 **AVTRIP Lookup** Search by the criteria:

| * Last Name | First Name | City | State | Country |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |

No records to display.

Enter member information (last name is required at minimum) and click "Search".

Select Member



Close



AVTRIP Lookup Search by the criteria:

* Last Name

pilot

First Name

test

City

State

Country

Search

| Last Name | First Name | City | State | Country | |
|-----------|------------|-----------|-------|---------|--------|
| Pilot | Test | Ann Arbor | MI | USA | Select |

Displaying records 1 - 1 of 1

Select the correct member from the list by clicking "Select".

Complete Transaction



Points Awarded To Swipe card OR enter card number

* AVTRIP Number 000

Add

All members to receive AVTRIP Points will be listed below. The system will equally divide the points. The points can also be manually adjusted.

Award Recipients

You may add up to 5 recipients by entering, swiping, or looking up member, above.

| | | | # of Points | |
|--------|---------------|---------------|----------------------------------|--------|
| 999999 | RECOVERY CODE | | <input type="text" value="650"/> | Delete |
| 131975 | Pilot, Test | Ann Arbor, MI | <input type="text" value="650"/> | Delete |

Total Transaction Points 1,300

* Tail No.

Go Back Save & Close Cancel Complete Transaction

Complete Transaction



Points Awarded To Swipe card OR enter card number

* AVTRIP Number 000

Add



Award Recipients

You may add up to 5 recipients by entering, swiping, or looking up member, above.

| | | | # of Points |
|--------|---------------|---------------|----------------------------------|
| 999999 | RECOVERY CODE | | <input type="text" value="650"/> |
| 131975 | Pilot, Test | Ann Arbor, MI | <input type="text" value="650"/> |

When all members have been added, click "Complete Transaction".

Total Transaction Points 1,300

* Tail No.

Go Back Save & Close Cancel **Complete Transaction**

Transaction Complete



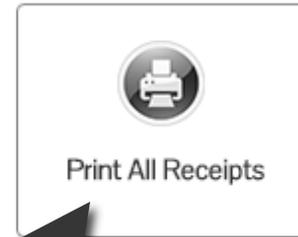
Award Points

Member Info

Complete

Transaction Complete

| | | | | |
|-----------|---------------|--|-------|-------|
| 999999 | RECOVERY CODE | <input type="text" value="Provide address to e-mail"/> | Email | Print |
| 000131975 | Pilot, Test | <input type="text" value="Provide address to e-mail"/> | Email | Print |



Once the AVTRIP Points have been awarded, if an error was made, the transaction can be voided. Otherwise, receipts can be emailed or printed for all members listed.

Void the Transaction



Award Points

Member Info

Complete

Transaction Complete

| | | | | |
|-----------|---------------|--|-------|-------|
| 999999 | RECOVERY CODE | <input type="text" value="Provide address to e-mail"/> | Email | Print |
| 000131975 | Pilot, Test | <input type="text" value="Provide address to e-mail"/> | Email | Print |



The transaction can be voided and deleted from the system completely by selecting "Void".

Email Receipt



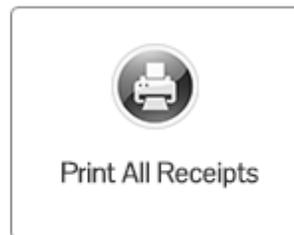
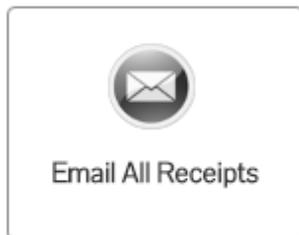
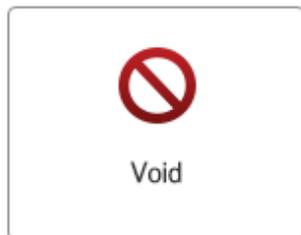
Award Points

Member Info

Complete

Transaction Complete

| | | | | |
|-----------|---------------|--|-------|-------|
| 999999 | RECOVERY CODE | <input type="text" value="Provide address to e-mail"/> | Email | Print |
| 000131975 | Pilot, Test | <input type="text" value="Provide address to e-mail"/> | Email | Print |



The system will let you know if there is an email address on file with Avfuel. If one is not on file, select the box and manually add the email address.

Email Receipt



Award Points

Member Info

Complete

Transaction Complete

| | | | | |
|-----------|---------------|--|-------|-------|
| 999999 | RECOVERY CODE | <input type="text" value="Provide address to e-mail"/> | Email | Print |
| 000131975 | Pilot, Test | <input type="text" value="Provide address to e-mail"/> | Email | Print |



Void



Email All Receipts



Print All Receipts



View/Create PDF
Receipt

To email an AVTRIP receipt to each member listed above, select "Email All Receipts".

Note

Receipts sent using "Email All Receipts" will be sent to all members listed above.

Email to Address on File



Award Points

Member Info

Complete

Transaction Complete

| | | | | |
|-----------|---------------|--|-------|-------|
| 999999 | RECOVERY CODE | <input type="text" value="Provide address to e-mail"/> | Email | Print |
| 000131975 | Pilot, Test | <input type="text" value="Provide address to e-mail"/> | Email | Print |



Void



Email All Receipts



Print All Receipts



View Create PDF
Receipt

To email the receipt to the individual member, click "Email" next to the member's name.

Note

Receipts sent using this method will only be sent to the selected member.

Email to Address on File



✓ Your request to email ALL the AVTRIP receipts is successful.

Selected Account: 2985 - Merchant Training Account

Award Points

Member Info

Complete

Transaction Complete

| | | | | |
|-----------|---------------|--|-------|-------|
| 999999 | RECOVERY CODE | <input type="text" value="Provide address to e-mail"/> | Email | Print |
| 000131975 | Pilot, Test | <input type="text" value="Provide address to e-mail"/> | Email | Print |

A confirmation message will appear when the email has been sent successfully.



Void



Email All Receipts



Print All Receipts



View/Create PDF Receipt

Print All Receipts



Award Points

Member Info

Complete

Transaction Complete

| | | | | |
|-----------|---------------|--|-------|-------|
| 999999 | RECOVERY CODE | <input type="text" value="Provide address to e-mail"/> | Email | Print |
| 000131975 | Pilot, Test | <input type="text" value="Provide address to e-mail"/> | Email | Print |



Void



Email All Receipts



Print All Receipts



View/Create PDF
Receipt

To print a receipt for each member,
select "Print All Receipts".

Print the Receipt



Award Points

Member Info

Complete

Transaction Complete

| | | | | |
|-----------|---------------|--|-------|-------|
| 999999 | RECOVERY CODE | <input type="text" value="Provide address to e-mail"/> | Email | Print |
| 000131975 | Pilot, Test | <input type="text" value="Provide address to e-mail"/> | Email | Print |



Void



Email All Receipts



Print All Receipts



View/Create PDF
Receipt

To print a receipt for a single member, click "Print" next to the member's name.

Example Receipt



[Print Receipt](#)



AVFUEL LOCATION
KIXD
123-456-7890
theavfuelhub@avfuel.com

02/04/2013 08:44:55

AVTRIP RECEIPT

Receipt No.: 1528
Merchant No.: 2985
Entered By: Avfuel Training

Member Name: Bob Brillman
AVTRIP No.: 000111111
Tail No.: 123654

Click "Print Receipt" to complete the process.

Next Activity



Home Transactions ▼ Lookup ▼ Customer Profiles ▼ Products and Pricing ▼ AVTRIP Promotions ▼ Merchant Account ▼ Help

✓ Your request to email ALL the AVTRIP receipts is successful.

Selected Account: 2985 - Merchant Training Account

Award Points Member Info Complete

Transaction Complete

| | | | | |
|-----------|---------------|--|-------|-------|
| 999999 | RECOVERY CODE | <input type="text" value="Provide address to e-mail"/> | Email | Print |
| 000131975 | Pilot, Test | <input type="text" value="Provide address to e-mail"/> | Email | Print |



Void



Email All Receipts



Print All Receipts



View/Create PDF
Receipt

Once the activity for this transaction is complete, use the top navigation bar to return to the "Transactions" screen or select from other menu options.