

New Department Setup Guide

TouchNet Support site: <http://www.weber.edu/touchnet>

How many stations will you need?

- For computer requirements, visit <http://www.weber.edu/touchnet/cmereqs.html>
- Only one instance of CME may be up at a time
- Only one users may be logged into CME
- If computer is needed for the internet then you will need to set up a “dual computer system”

Drawer Setup

- What would you like your receipts to say at the top and at the bottom
- What will your starting cash be?
- Do you have an existing credit card merchant in TouchNet?

Who are your users?

- Will need to provide first name, last name and roles to the Bursar office.
 - Who will be adding/editing products?
 - Who will be reviewing reports?
 - Who will be signing off on deposit slips (system account not required)?
 - Who will be cashiering?

What will your “product tree” look like?

- What are your main level groupings?
- For individual products, are they:
 - Donation, service, product or a fine?
 - Is it taxable?
 - Is the price fixed or dynamic
 - What is the detail code
- What are your detail codes for tax and over/short?

Misc. Items Needed

- Secure cash drawer with starting cash value
- Open yet secure area for receipt printer and card swipe device
- Bags or envelopes so each cashier session can be submitted individually
- Thermal 3” Receipt Printer (campus stores pmc-05214)