Processing Clink Gear:

PURCHASE & INTAKE PROCEDURES

Creating a Long Form in Pawnmaster

1) Access Pawnmaster and log in with the employee credentials.
2) Locate the existing customer account (search by last name or phone number) or create a new customer. For training, use the faux customer info provided. In the Customer Info tab, click Add. Complete all information in the highlighted fields and Click Save.

3) In the New Transactions tab, change the selected field from Pawn to Buy (note that the tab changes to New Buy).
4) Click New Item in the bottom left corner.
   - Add the item details – make, model, serial number, etc.
   - Pawnmaster will assign an inventory number automatically
   - List all included accessories in the description area
   - Make a note of any needed repairs in the description area
   - The amount is how much Atomic is paying the customer for the item
   - Resale price will be $0 (TBD at the time of resale)
   - Click OK
   - Repeat Step 4 for any additional items being purchased from the customer
   - Click Balance and then Save Buy

5) Pawnmaster will prompt you to enter the number of labels to print. Be sure to print enough for the items and all accessories included. Click Done.

6) A “Buy Form” will be generated and printed automatically—the customer AND a senior staff member must sign the Buy Form.

7) Place the signed Buy Form in the Buy Form storage box under the main computer terminal (the box will be labeled with the month and year for storage purposes).
8) Place the printed labels directly on the items and accessories OR place labels on tags and hang tags on items and accessories—all cases, power supplies, and other accessories should be labeled

9) Place the items with their accessories in the clink storage area—arrange items in the clink by purchase date.
10) A senior staff member pays the customer via cash, check, and/or store credit.

Processing Clink Gear:

RESALE PROCEDURES

1) Access Pawnmaster and log in with the employee login credentials.
2) Search for a list of the items ready for resale. In the Locate Transactions tab, Click on Date Range. Enter a Beginning Pull Date (30 days prior to current date) and an Ending Pull Date (current date).
3) For training purposes, choose and confirm only the item you entered as a “buy” earlier. In real-time, you will be confirming that each item on the list is ready for resale by checking the date on its label/tag (if an item is missing its label/tag, search Pawnmaster by its serial number, brand, or model).

4) Once confirmed, remove items from the clink and bring them to the sales floor area designated for items being priced.
5) Ask an owner, manager, or senior staff member to determine a resale price for each item (or to confirm the price if predetermined). Make a note of each item’s resale price.
6) Locate the item in Pawnmaster in the Locate Transactions tab by using the inventory number on the item’s label/tag.
   - Select the item
   - With the item highlighted, Click Pull in the popup menu, then Pull Item into Inventory and OK
   - Enter the resale price determined above
   - Add a note in the description as to the storage location of the accessories (where you will be placing them until the item sells)
   - Click Save Changes
7) Print new labels for the items and accessories. Click Done & Exit.
8) Replace the original labels/tags on each item and all accessories.

OR

9) If an item requires repairs (this should already be notated in the description, if applicable), take it to the repair shop, otherwise…

10) Place the item on the sales floor (items are grouped with like items).
11) Place any related cases, power supplies, and other accessories in the appropriate warehouse area (the one you indicated in the description on the new label).