

Wash Select II™ & Wash Select II™ POS

Marketing Features with Programming Instructions

Fleet Account Set-Up (through POS4000)

What it's all about:

This command allows you to establish and maintain fleet accounts through the POS4000. A fleet account allows you to establish a customer code that can be used multiple times by a fleet account customer. Each time a fleet account is used, accounting information is stored and an account usage receipt is optionally printed at the main console printer.

To select the fleet account command press the [CMD] key followed by the [ACCNT INFO] key. The console will prompt you to enter password 2. Once the correct password is entered, you will see the secondary menu.

The standard secondary menu consists of the following commands:

- **Print All Accounts**
- **Add an Account**
- **Delete an Account**
- **Print 1 Account**
- **Reset # of Washes**

With POS4000 Software Version 7.9 or above and Wash Select II Software Version 4.20 or above (for combined WSII/POS4000 systems with the Enhanced Fleet Option only), fleet account information is stored in the Wash Select II. With this software, you have the ability to manage all fleet accounts at the POS4000 the same way you would at the Wash Select II, including managing VIP Wash Cards.

When you open the Account Info at the POS4000, you will see the following secondary menu:

- **Add Account**
- **Edit Account**
- **Add to an Account**
- **Delete Account**
- **Print Account**
- **Print All Accounts**
- **Print Trans History**
- **Delete All Empty**
- **Erase All Accounts**



Programming Instructions for Adding a Fleet Account through the POS4000

1. To add an account, scroll through the fleet account secondary menu until "Add an Account" is displayed and then press the [ENTER] key.
2. You will be prompted first for the **Account Name**. The account name can be up to 20 characters long and is entered using the alphanumeric characters on the keys followed by the [ENTER] key.
3. You are then prompted for the **Account Code**. This code will be given to the customer and used to activate the car wash. Account codes cannot be longer than 9 digits, must end in a 0 and must NOT contain a 0 anywhere else in the code. If a car wash code or fleet account with this number already exists, you will be prompted to "Try Again". If this happens, simply type in a different code and press [ENTER] again.
4. Next you will be prompted for the **Maximum Number Washes**. This is the total number of times this code can be used. For example, if you type 100 followed by the [ENTER] key, the code will be good for 100 washes.
5. Next you will be prompted to input the **Price Per Wash**. This price is the amount that the customer will owe for each use of the code. If the customer is paying for the washes at the time the account is established, the price would be set at 0. The price is entered in cents. For example, a \$2.50 wash would be entered as '250' followed by the [ENTER] key.
6. Next, the console will display **Print when Used?** This item controls whether or not a receipt will be printed each time the account code is used. If you want a receipt to be printed when the account code is used press [1] then [ENTER], if you do not want a receipt printed when the account code is used press [0] then [ENTER].
7. Finally, you will be prompted to **Issue Wash Type**. This defines the features for which the fleet account code will be valid. At this point, issue a car wash as you would during a normal car wash purchase using the cashier keys. Note that you cannot use a car wash "group" in an account. Once all the carwash features are selected, press the [ENTER] key. If an invalid set of features has been selected, the console will display the message "INVALID SELECTION". At this point, you should re-enter a valid set of features. Once a valid selection is made, the account information will be printed concluding the transaction. This receipt is for the account customer's use.
8. The car wash pricing information entered when establishing an account is only recorded with the account information. This pricing will be printed each time account information is printed but it is not used in any of the shift report cash totals. Cash accounting for the accounts must be performed by reviewing account receipts or printing information for one or all accounts.