



TexScan Quickstart Guide

Your TexScan Quickstart Guide will describe the major functions of the TexScan software procedures.

Cashier/Waitstaff/Server Procedures

A customer orders alcoholic beverage → Server requests Driver's License from Customer
Server swipes Driver's License → Scan is good → Member Name displayed or Preliminary Application prints

Server swipes Driver's License → Card doesn't scan → Server presses manual button and enters Driver's License Number → Member Name displayed or Preliminary Application prints

Remind your waitstaff to have all Preliminary Applications signed by the customer!
Keep all Preliminary Applications in a secure location.

Preliminary Application Slip Procedures

At the end of each business day, separate your Preliminary Application slips into 3 stacks:

- Complete slips—full address printed and slip is signed
- Legibly filled out slips—full address filled in by customer and slip is signed
- Illegible slips—incomplete address

Completed Slips

Set aside to be stored with your Membership Reports.

Legible Slips

Use the legibly filled out slips to add the customer information to the IDVerify Manager database.

Start the IDVerify Manager

Click on  Customers

Press the F12 key

Enter the Internal ID

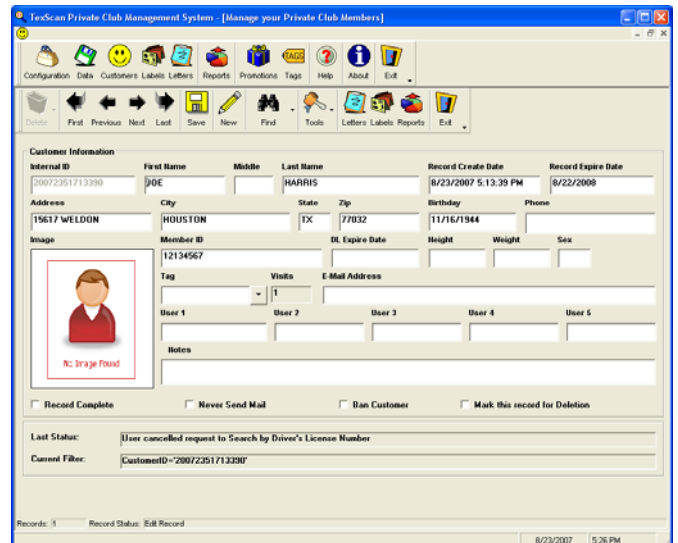
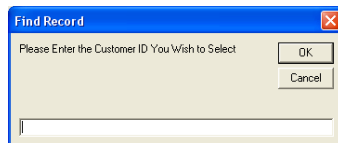
Click OK

Fill in the customer information from the Preliminary Application Slip:

First Name
Last Name
Address
Zipcode
Birthdate

Click on  Save

Repeat procedure for all Legible Slips
Set slips aside to be stored with reports.



Continued.....

Illegible Slips/Deleting Preliminary Members

Press **F12**

Enter the Internal ID, or to find all incomplete records, press **CTRL+M**

*Note: If you have applied a filter to the records, to clear the filter, press **CTRL+R***

Place a check mark next to Mark this Record for Deletion

Mark this record for Deletion click




Enter the next Internal ID, or if you have filtered the database for incomplete records, click

Repeat above steps until all illegible slips are marked for deletion.



Click on Reports Button from main tool bar



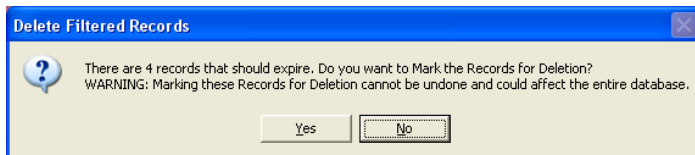
Double-click the  next to Available Reports

Choose TABC Delete Preliminary Member, review report for accuracy

Print the report. Close the report window, Select Yes to warning


TABC Reporting Procedures

Start the IDVerify Manager Software.



If this message box opens, choose Yes to delete members whose memberships have expired. Follow instructions below to run the TABC Minutes Delete Report.



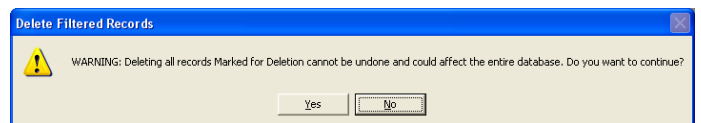
Click the UPPER reports button. Double-click  next to Available Reports.

If you answered Yes above, double-click the **TABC Minutes Delete Report**.

Print the TABC Minutes Report to delete these members from your roster.

When you close the report window, this window will open:

Click Yes



Re-open the Reports window. Open Available Reports.

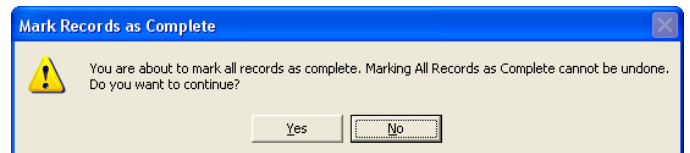
Double-click **TABC Minutes Report**.

Review this report and look for blank lines. If there are blank lines, they must be deleted using the steps described under Illegible Slips/Deleting Preliminary Members.

If all records are accurate, **Print** the TABC Minutes Report.

When you close the report window, this window will open:

Click Yes.



The system will respond with the number of added members.



Close IDVerify Manager.

Once a month you will need to print a Member Report. Open Available Reports. Double-click **TABC Member Report**. This is a roster report with all active members.

Take the Delete Preliminary Members report and Minutes Report as well as the membership applications and place them in an envelope and date it. Make sure that three membership committee members sign the outside of the envelope. These envelopes must be kept chronologically in house for a period of four years by law.