



# TexScan POS Server Training Guide

Your TexScan Server Training Guide will describe the steps needed to train your cashiers/servers/waitstaff in the use of the TexScan system.

## Cashier/Waitstaff/Server Procedures




When a customer orders/purchases an alcoholic beverage, the server requests the customers Driver's License.

The server taps the **We Scan** button on the touchscreen, which will open the following screen:




The server swipes the Driver's License using the magnetic stripe reader on the POS system.

If the magnetic stripe was read correctly, the screen will display a message. If the customer is a new member, the Preliminary Application will be printed.

Press  to close the TexScan program.




If the magnetic stripe could not be read, the server should tap the Manual Entry  Button, which will open the following screen:



Use the keypad to enter the Driver's License number and customer birthdate.

Press Finish

The screen will display a message. If the customer is a new member, the Preliminary Application will be printed.

Press  to close the TexScan program.



**Remember to have all slips signed by customer!  
Keep slips secure and turn into Manager.**

## **Out of State Driver's Licenses**

When a customer has an out of state Driver's License, the server/cashier should use the following procedure:

1. If the Driver's License has a magnetic stripe, swipe the license as you would a Texas license.
2. If the Driver's License does not have a magnetic or the magnetic stripe will not swipe, a manual entry should be completed. All out of state manual entries should be entered as follows:

XX123456789—where XX is the two digit state abbreviation and 123456789 is the license number

Example: A customer comes in with an Oklahoma driver's license (DL # 145123478). There isn't a magnetic stripe, so the server should perform a manual entry, entering OK145123478 for the driver's license and then enter the customer's birth date.

Note: Some out of state Driver's Licenses contain letters as part of the number, it is ok to enter these letters as part of the manual entry.