

## Ticket Office Procedures Manual

*aka: ticket office basics*

### Opening the Office:

- Lights On
  - far (west) switch is for office
  - close (east) switch is for stop sign light out on corner
- Sign in (with IN TIME) on computer
- Open safe (outer door and **top** inner drawer)
  - Remove cash drawer and red plastic folder (and any other deposit folders as needed)
- Close safe (**top** inner drawer and outer door)
  - Lock (be sure to twist dial)
  - Record OPEN info on Big Green Log Sheet
- Take cash drawer and red folder, etc back out to ticket office
  - Put red folder on James desk along with **journal** tape roll
  - Put cash drawer on counter
  - Take both sets of keys (small=4 keys and large bundle) out of cash drawer and place on counter
- Use long SKELETON KEY on large bundle of keys and place in cash register
  - Turn on cash register (red on/off flip switch is on right set)
  - Turn to X/SI and press **CLEAR**, then number **1**, then **CASH SALE/ NO TEND**
    - A long "**X mode**" receipt tape will run.
    - Place on counter
- Put cash drawer in cash register & close drawer
- Use small copper key in set of 4 small keys to open panels under ticket office counter.
  - The panels are numbered I, II, III, IV from left to right
  - But, it is easiest to remove them from right to left (west to east) - taking off the IV panel first, then III, etc.
  - Place panels, leaning against each other, on west wall (near counter phone)
- Place long skeleton keys of small set of 4 **KEYS** in cash register
  - Turn to **REG**
- Press **TEST** on BOCA #2 for OPENING TICKET
- Put large bundle of keys away in top drawer under BOCA #3 printer

# Template For Office Procedures Manual

**Cheryl Price, Julia Wix**



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College Keyboarding Document Production Course consists of Lessons 121 180 divided into two levels The Training Manual located at the end of the textbook is a handy reference for reviewing as well as learning new functions All of the functions learned in the Windows Introductory course and Formatting course are applied and new functions are introduced Keyboarding word processing advanced course in both quarter and semester programs found in business and information systems departments at both two and four year schools      *Go with Microsoft Office 2003 Intermediate* Shelley Gaskin, John Preston, Sally Preston, Robert L. Ferrett, Jeffrey Howard, Linda Foster-Turpen, Alicia Vargas, Professor of Philosophy John Preston, 2004

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