

# HARDWARE TESTING



# Test your Hardware!

Follow these steps to test your hardware. Use the tracking sheet to ensure that nothing is missed

## Tracking Sheet

Use the space below to track the testing of your equipment. Use a checkmark if the test passes and N/A if the item is not applicable.

Workstations					
Task	Computer 1	Computer 2	Computer 3	Computer 4	Computer 5
Print Pawn Ticket					
Print Pawn Label					
Print Buy Ticket					
Print GM Label					
Print Jewelry Label					
Scan GM Label					
Scan Jewelry Label					
Scan Pawn Label					
Print Report					
Print Receipt					
ID Scanner					
Fingerprint Scanner					
Fortis					

Workstations					
Task	Computer 6	Computer 7	Computer 8	Computer 9	Computer 10
Print Pawn Ticket					
Print Pawn Label					
Print Buy Ticket					
Print GM Label					
Print Jewelry Label					
Scan GM Label					
Scan Jewelry Label					
Scan Pawn Label					
Print Report					

<b>Print Receipt</b>					
<b>ID Scanner</b>					
<b>Fingerprint Scanner</b>					
<b>Fortis</b>					

Notes:

## Testing Equipment

### Reprinting a Pawn Ticket and Label:

1. From the Bravo Dashboard, click on the Loans/Buys button.
2. On the right side, click on “All Active.”
3. Looking at the Disposition column, select an item with the disposition of “On Loan.”
4. Right-click and select “Reprint.”
5. Check the box for “Reprint Original Ticket” and “Reprint Tags”
6. Click the OK button.
  - 6a. Pawn Tickets print on the Burrell Stock paper. If your Pawn Ticket prints on anything other than the Burrell form, contact your Conversion Specialist.
  - 6b. If something failed to print, refer to the Troubleshooting Guide at the end of this document titled, “Most Common Questions and Solutions on Day 1.”
7. Update your tracking sheet accordingly.
8. Repeat this process at each workstation, updating the tracking sheet accordingly.

### Reprinting a Buy Ticket:

1. From the Bravo Dashboard, click on the Loans/Buys button.
2. On the right side, click on “All Active.”
3. Looking at the Disposition column, select an item with the disposition of “Buy.”
4. Right-click and select “Reprint.”
5. Check the box for “Reprint Original Ticket.” You do not need to reprint the label if you reprinted the pawn label.
6. Click the OK button.
  - 6a. If something failed to print, refer to the Troubleshooting Guide at the end of this document titled, “Most Common Questions and Solutions on Day 1.”
7. Update your tracking sheet accordingly.
8. Repeat this process at each workstation, updating the tracking sheet accordingly.

### Reprinting Inventory Labels:

1. From the Bravo Dashboard, click on the Inventory button.
2. At the top of the screen, click the arrow next to the magnifying glass and select “Inventory Number” from the drop-down list.
3. Find an active general merchandise inventory item and hand-key the inventory number.
4. Press enter or click the magnifying glass next to the search bar.
5. Right-click the item and select “Reprint Tag” from the drop-down menu.
  - 5a. General Merchandise inventory labels print on the larger labels, usually 2.25” x.75”.
6. Find an active jewelry inventory item and hand-key the inventory number.
7. Press enter or click the magnifying glass next to the search bar.
8. Right-click the item and select “Reprint Tag” from the drop-down menu.
  - 8a. Jewelry inventory labels print on the smaller barbell labels, usually 2.20” x.50”.
9. If something failed to print, refer to the Troubleshooting Guide at the end of this document titled, “Most Common Questions and Solutions on Day 1.”
10. Update your tracking sheet accordingly.
11. Repeat this process at each workstation, updating the tracking sheet accordingly.

### Testing Inventory Barcodes:

1. From the Bravo Dashboard, click on the Inventory button.
2. At the top of the screen, click the arrow next to the magnifying glass and select “Inventory Number” from the drop-down list.
3. Scan a jewelry label. The item should appear on the Transaction screen.
4. If the barcode did not scan correctly, refer to the Troubleshooting Guide at the end of this document titled “Most Common Questions and Solutions on Day 1.”
5. Update your tracking sheet accordingly.

6. Scan a GM label. The item should appear on the Transaction screen.
7. If the barcode did not scan correctly, refer to the Troubleshooting Guide at the end of this document titled “Most Common Questions and Solutions on Day 1.”
8. Update your tracking sheet accordingly.
9. Repeat this process at each workstation, updating the tracking sheet accordingly.

#### Testing Pawn Barcodes:

1. From the Bravo Dashboard, click on the Loan button.
2. Scan a pawn label. The item should appear on-screen.
3. If the barcode did not scan correctly, refer to the Troubleshooting Guide at the end of this document titled “Most Common Questions and Solutions on Day 1.”
4. Update your tracking sheet accordingly.
5. Repeat this process at each workstation, updating the tracking sheet accordingly.

#### Printing a Report:

1. From the Bravo Dashboard, click on the Reports button.
2. Under Inventory Reports, highlight the Inventory Base report.
3. Click “Print” on the right side of the screen. All reports print from the plain white paper printer.
4. If the report failed to print or was printed on the wrong printer, refer to the Troubleshooting Guide at the end of this document titled “Most Common Questions and Solutions on Day 1.”
4. Repeat this process at each workstation, updating the tracking sheet accordingly.

#### Printing a Receipt:

1. From the Bravo Dashboard, click on the Void/View Transactions button.
2. Double-click the top transaction.
3. Click “Reprint Receipt” on the right side of the screen. A receipt should print from the receipt printer.

4. If the receipt failed to print or was printed on the wrong printer, refer to the Troubleshooting Guide at the end of this document titled “Most Common Questions and Solutions on Day 1.”
5. Repeat this process at each workstation, updating the tracking sheet accordingly.