LongRANGE

TARGETTag 2016

Version 10.0.13
Software User Guide

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Introduction

Long Range's TargetTag software and counter systems work with RFID (Radio Frequency Identification) cards. These cards are often called tags and use Near Field Communication (NFC) technology. These tags can transmit and receive information from counter systems and computers by simply being placed on or near an RFID reader. These tags may also change settings on your counters by swiping them across the front of the unit (📖16).

TargetTag 2016 has added a new category of cards that allows shooters to check out **Cash Cards** (📖46). These cards, once entered into a counter system, display shooter's total amount of spending as targets are launched. Club owners may also adjust the cost per target or round depending on specific criteria such as membership and group affiliation.

Features

TargetTag 2016 has been tested to work with Windows 10 and all previous versions of Windows OS.

Tags can be printed with custom club logos and contact information.

Easily track and store customer usage, targets thrown, popular stations, income, and transactions. Club owners may also create and print reports from the collected data. More information of collecting information from the counter systems in the **Reports** section (📖30).

Included

Card Reader: This card reader connects to a PC via a USB cable. Place tags on the card reader to extract information or to check out and check in target tags.
*Once the card reader is connected to a PC, be sure to go to the **Settings** tab and ensure that the card reader is connected. If not, click on the "Detect Reader" button.

USB Cable: Used to connect the card reader to a PC.

Book of Tags: Included in the book of tags will be **Management Tags** and **Service Cards**. These cards are discussed in the **Program Cards** section (📖16).
TargetTag Flash Drive: This flash drive includes the downloadable TargetTag software and includes relevant manuals in PDF format. This flash drive may also be used for storage.

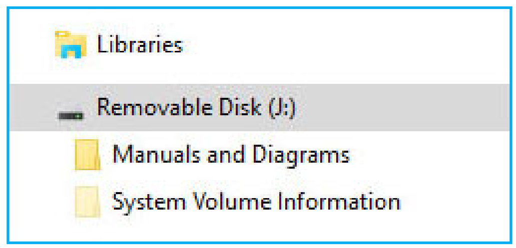
Installation

In a few simple steps, your TargetTag software will be uploaded and ready to be customized to fit the needs of your club and customers. After the initial installation, be sure to follow the steps to copy and paste your unique access file to the appropriate folder (🕮7), set your **Range** parameters (🕮9), and set your **Pricing** (🕮13).

1 Insert Flash Drive into Available USB Port on PC

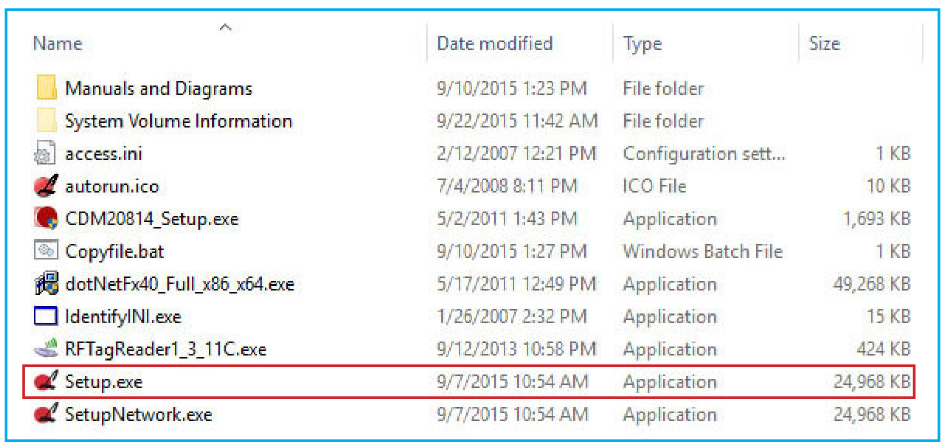
2 Open the Flash Drive

If the flash drive does not automatically open, find the flash drive in the PC's library. It will be labeled as "Removable Disk".



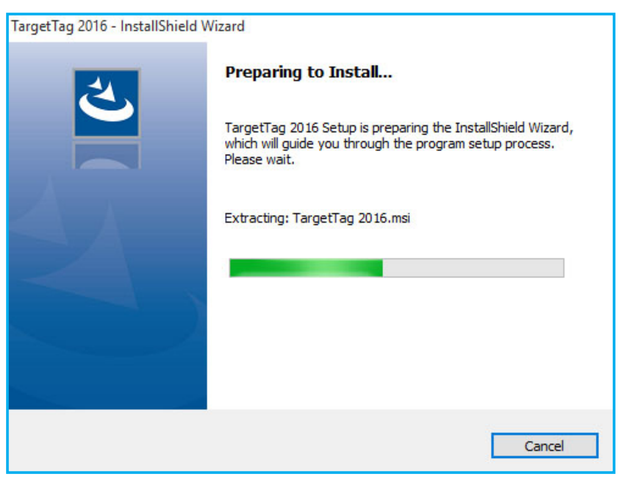
3 Double Click on Setup.exe

Double clicking on the file named "Setup.exe" will begin the installation process.

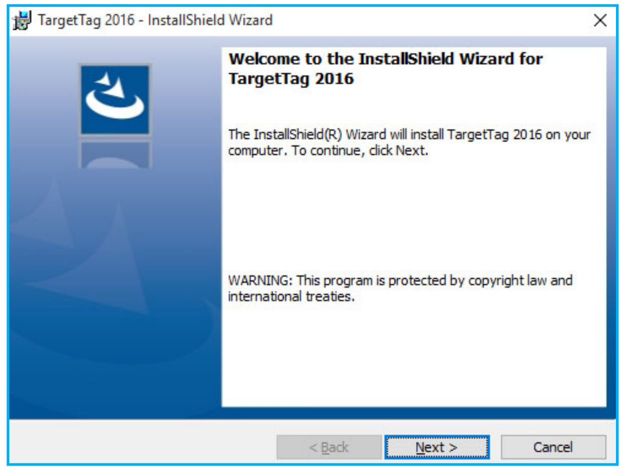


4 Preparing to Install

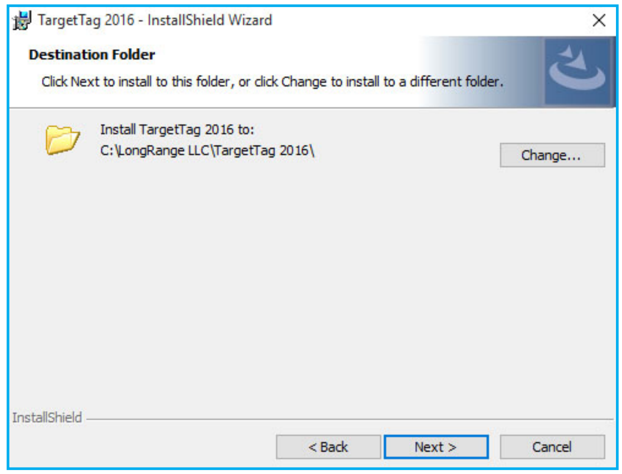
Windows will begin extracting the files automatically and guide you through the remaining steps of installation.



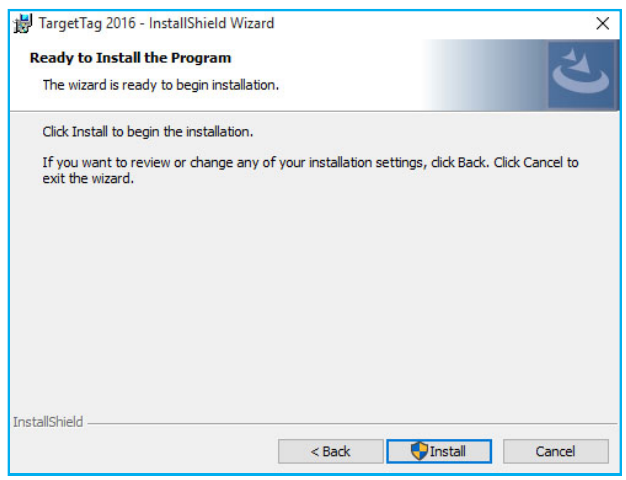
5 **Click Next to Continue**
When the welcome screen appears, press **Next** to continue with the download.



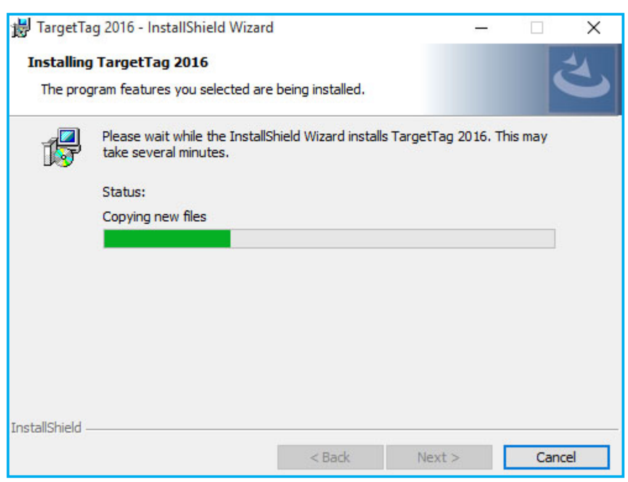
6 **Click Next to Install to the Designated Folder**
Pressing **Next** will create a folder on your C: drive called Long Range LLC\TargetTag 2016.



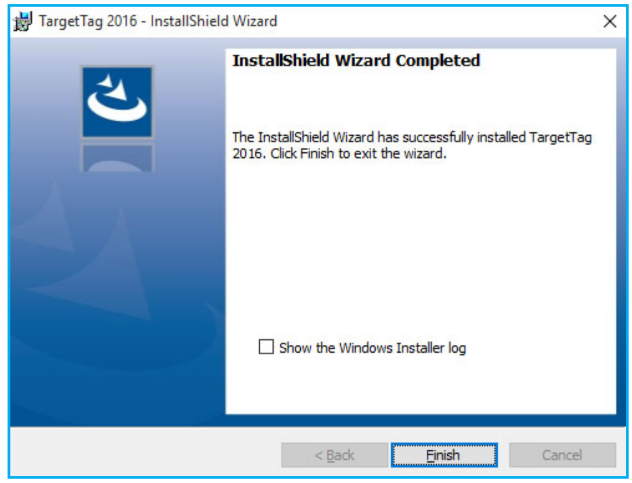
7 **Click Install to Continue**
Click **Install**. A window may pop up to confirm that you would like to make changes to your computer. Click **Yes**.



8 **Wait as the Software Installs**
The software will begin installing.



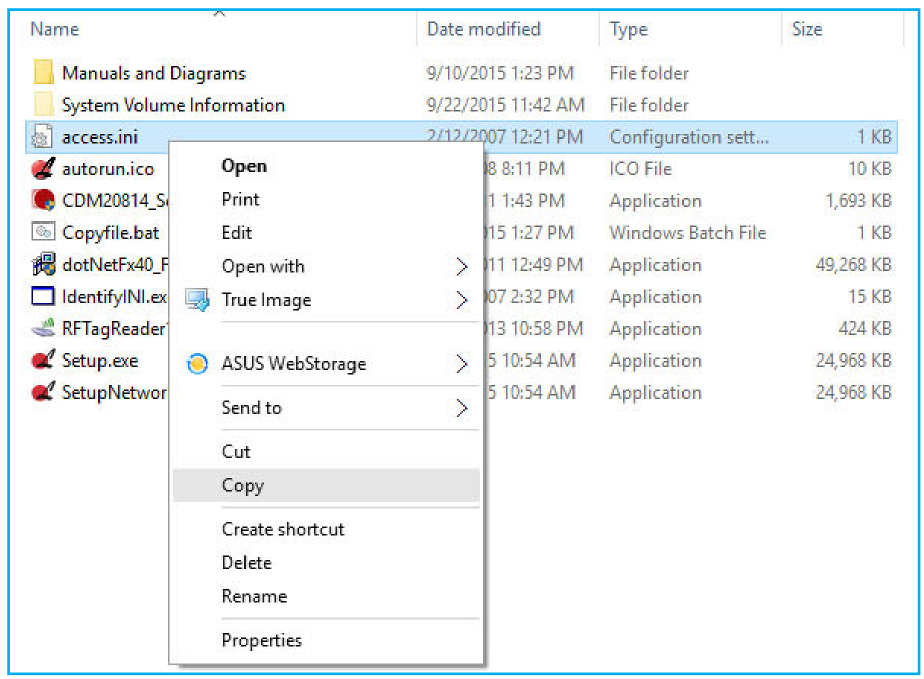
9 **Click Finish to Exit**
Once the software is finished downloading, click **Finish** to exit.



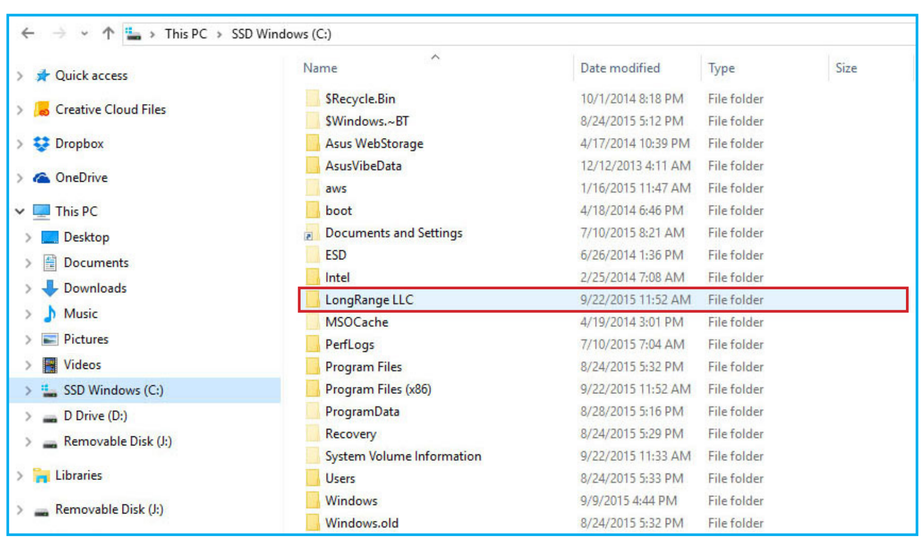
Migrating Your Personal Access File

This **MANDATORY STEP** allows your personalized cards, and your personalized cards alone, to work with the software.

1 **Copy access.ini**
On the flash drive, right click on the file named **access.ini** then click **Copy**.

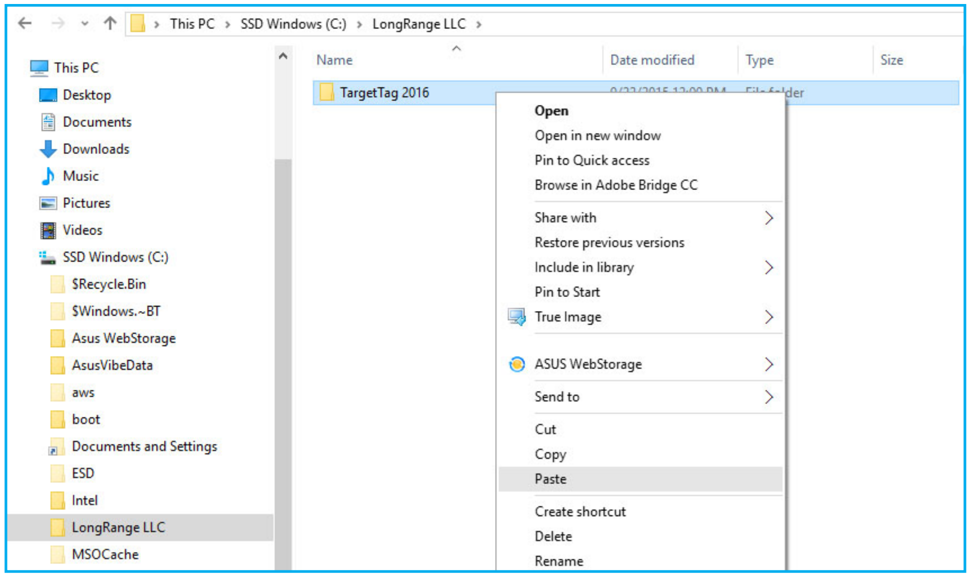


2 **Locate the LongRange LLC Folder**
Navigate to your C: drive and double click on the folder called **LongRange LLC**.



3 Paste access.ini

Right click on the **TargetTag 2016** folder, then click **Paste**.



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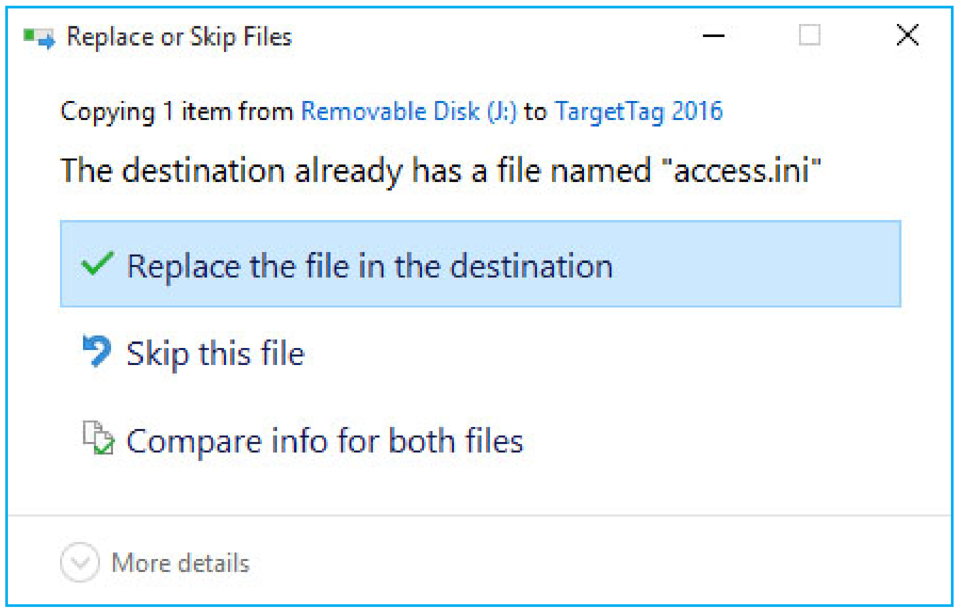
4 Click Replace

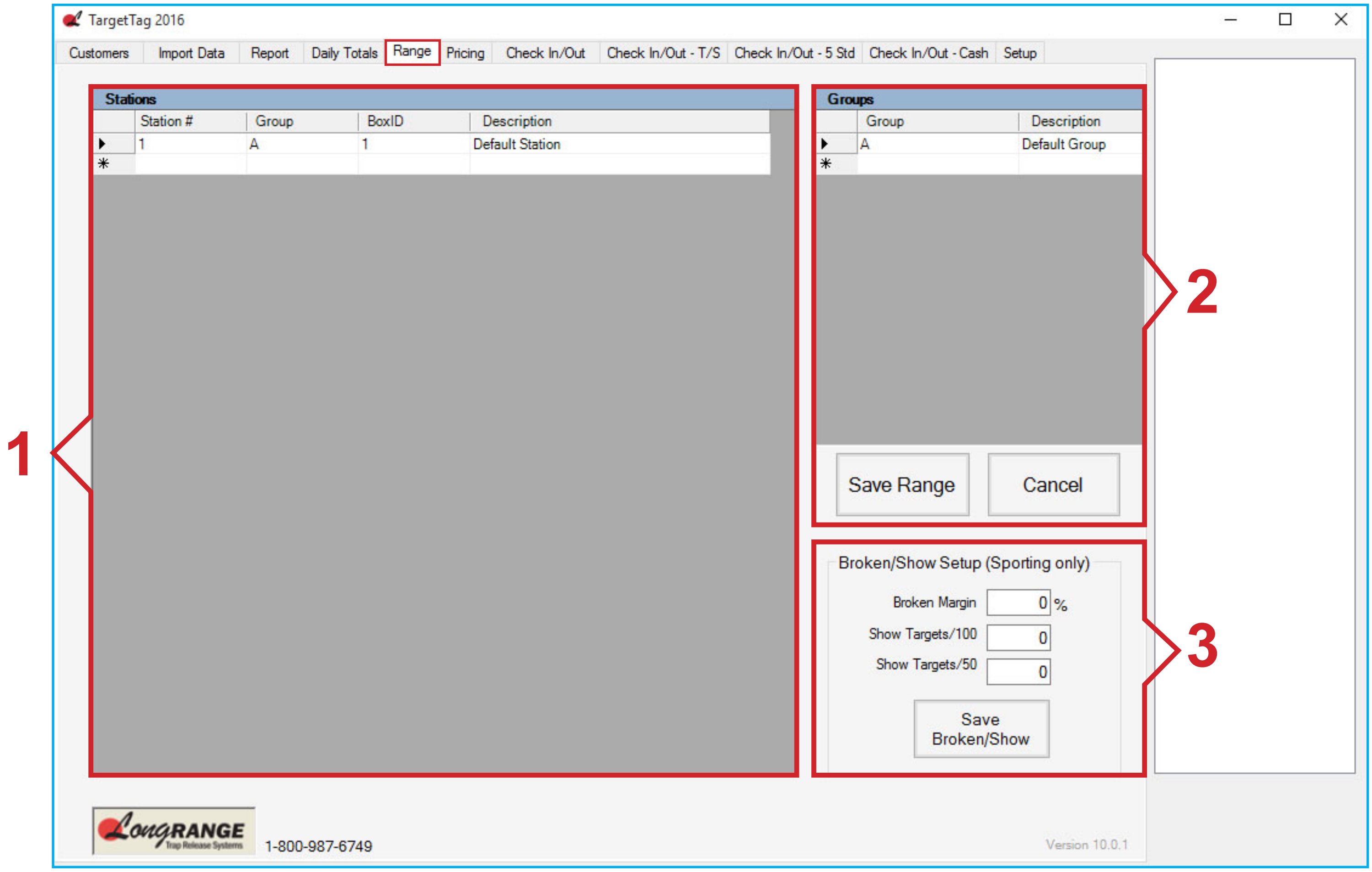
A screen may ask you if you want to replace or skip the file. Click on **Replace**.



Your TargetTag software has now been successfully installed and is now ready to be customized. The software installation will place a TargetTag icon on your desktop. Double click the icon to open the program.

Set Range Parameters

In the **Range** tab, club owners must assign **Station** numbers, **Group** letters, **BoxIDs**, and set up the **Broken Bird Margin** and **Show Targets**. These are **MANDATORY STEPS** that allows the software to assign appropriate information when retrieving data off the counter systems using the **Service Cards**.



The first time that you open the **Range** tab, this is what the screen will look like. As you can see, there are 3 main sections: **Stations**, **Groups**, and **Broken/Show Setup**.

---

1 Stations:
The **Stations** section will display each counter system, its individual **Station Number**, what **Group** it belongs to, its **BoxID**, and a **Description** of the field or station.

---

2 Groups:
The **Groups** section will have a description of each type of field available and a letter associated for that particular group. For some examples of different groups, see **Step 3** on the following page.

---

3 Broken Show:
The **Broken/Show Setup** is for sporting clays **Count Up** cards only. This allows club owners to allow a certain percentage of free targets to compensate for broken birds. Club owners may also determine the amount of **Show Targets** for a 100 target course and a 50 target course.

Assign Groups

The first step will be to specify the different **Groups** of fields and stations.

1 **Highlight the Text in the Description Field**
In the **Groups** section, highlight the text in the description field and enter a more specific description of the first group of counters.

Groups

	Group	Description
▶	A	Default Group
*		

---

2 **Continue Entering Groups**
Enter a description and group letter for each variety of stations and fields.

Groups

	Group	Description
	A	Sporting Clays
▶		

---

3 **Finished**
Here is an example of a finished **Groups** section. You may be as specific as you like as long as you are able to differentiate which group each counter systems belongs to.

Groups

	Group	Description
	A	Sporting Clays
	B	Skeet Fields 1-4
	C	Trap Fields 1-4
▶	D	5 Stand MT4300
*		

Designate Stations

Now that the **Groups** are set up, it is time to designate each counter system's **Station Number**, **Group**, **Box ID**, and a **Description** of the station. This is crucial for when we upload the data collected from each counter system. We designate stations in the **Stations** section.

Stations

	Station #	Group	BoxID	Description
▶	1	A	1	Default Station
*				

This is what the **Stations** section will look like when first installed. We will begin with **Group A** which will include the counter with the **Box ID** of 1. Each counter system will be labeled with their **Box ID** on the bottom of the unit.

1 Highlight the Text in the Description Field

In the **Stations** section, highlight the text in the description field and enter a more specific description of the first counter system. In our example, **Group A** is assigned to a 12 station sporting clays course.

Stations

	Station #	Group	BoxID	Description
▶	1	A	1	Default Station
*				

2 Continue Entering Station Information

Enter a **Station Number**, **Group Letter**, **Box ID**, and **Description** for each counter system in **Group A**. Each **Station** requires a unique **Station Number** and **Box ID**.

Stations

	Station #	Group	BoxID	Description
▶	1	A	1	Station 1
	2	A	2	Station 2
	3	A	3	Station 3
	4	A	4	Station 4
	5	A	5	Station 5
	6	A	6	Station 6
	7	A	7	Station 7
	8	A	8	Station 8
	9	A	9	Station 9
	10	A	10	Station 10
	11	A	11	Station 11
	12	A	12	Station 12
*				

Tip
Use the **Tab** key to quickly and easily move the cursor to the next field while entering information.

3 Finish Remaining Stations

Here is an example of a finished **Stations** section. Be sure to account for each counter system in use.

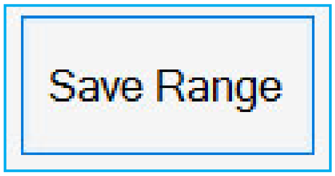
Stations

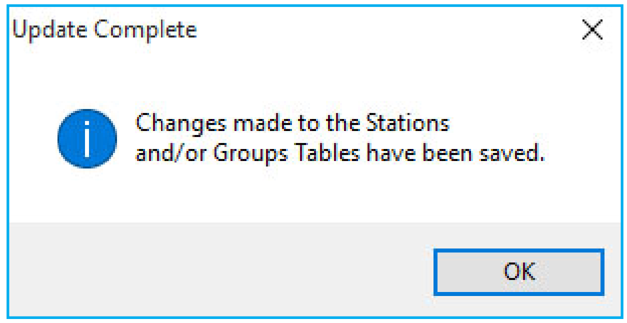
	Station #	Group	BoxID	Description
	1	A	1	Station 1
	2	A	2	Station 2
	3	A	3	Station 3
	4	A	4	Station 4
	5	A	5	Station 5
	6	A	6	Station 6
	7	A	7	Station 7
	8	A	8	Station 8
	9	A	9	Station 9
	10	A	10	Station 10
	11	A	11	Station 11
	12	A	12	Station 12
	50	B	20	Skeet Field 1
	51	B	21	Skeet Field 2
	52	B	22	Skeet Field 3
	53	B	23	Skeet Field 4
	54	C	30	Trap Field 1
	55	C	31	Trap Field 2
	56	C	32	Trap Field 3
	57	C	33	Trap Field 4
	58	C	34	Field 5 Trap/Skeet Overlay
▶	59	D	50	5 Stand
*				

Tip
Click on the column's description to arrange information by that specific value.

4 Click Save Range

When you finish entering the information for each counter system, click the **Save Range** button. A window will pop up confirming that the changes have been saved.





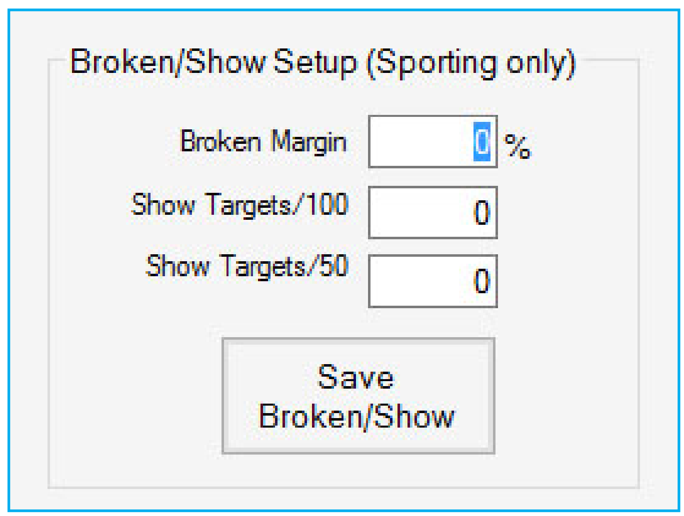
Set Broken Margin and Show Targets

The “Broken Margin” and “Show Targets” fields are only used for calculations with Sporting Clays Count Up Tags.

If **Sporting Clays Count Up Tags** will be checked out to customers, you will need to set the **Broken Margin** and **Show Targets** amount. When a customer returns a **Sporing Clays Count Up Card** after a day of shooting, the **Broken Margin** percentage as well as the amount of **Show Targets** will be deducted from the total amount of targets thrown. If using **Count Down** cards, extra targets must be entered onto the card at the time of check out. This is described in the **Check In/Out** section (📖35).

1 Highlight the Text in the Broken Margin Field

In the **Broken/Show Setup** section, highlight the text in the **Broken Margin** field and enter a percentage you would like given for broken targets.



2 Enter Information in Remaining Fields

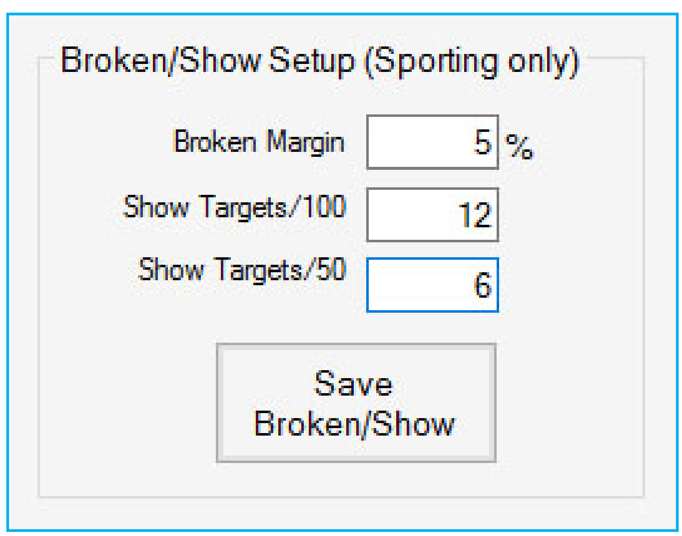
Highlight the text in the remaining fields and enter desired amounts.

3 Click Save Broken/Show

Save the information by clicking the **Save Broken/Show** button.

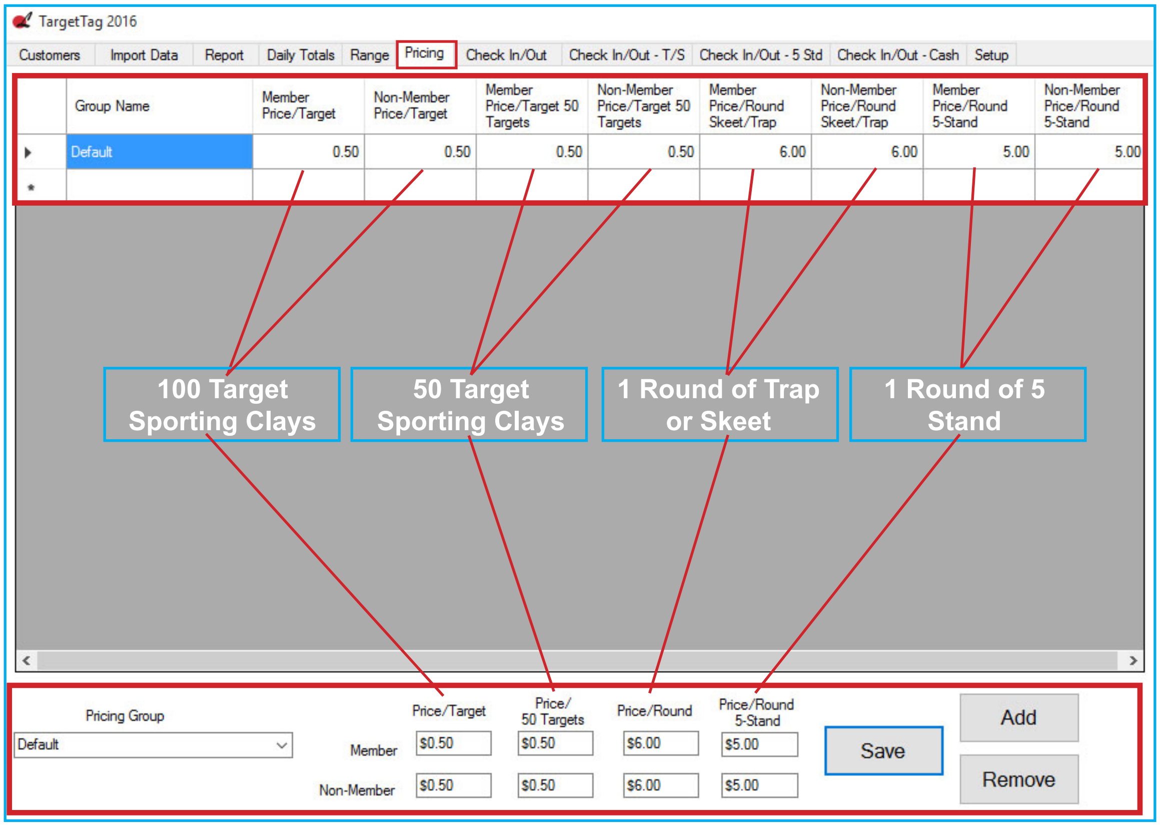
4 Confirm Information

A window will pop up with the entered values and ask for confirmation. Clicking **Yes** will save the information.



Set Pricing Information

In the **Pricing** tab, club owners must enter their prices for each category. Setting these prices will allow clubs to assign Tags with different pricing tiers. These are **MANDATORY STEPS** that allows the software to assign appropriate information to each transaction.

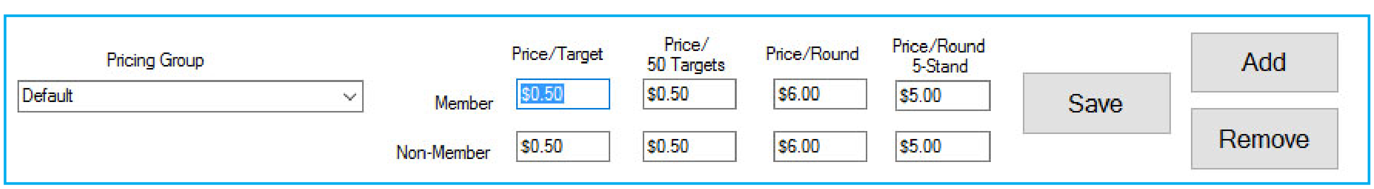


The first time that you open the **Pricing** tab, this is what the screen will look like. As you can see, there are 2 main sections. The top section displays each **Group Name** and the pricing designated for each discipline. The bottom section is where you set and save the desired pricing for each group. Be sure to select the appropriate **Group** from the drop down menu on the left before setting prices.

Groups are also added and removed in this bottom section. The **Default** group cannot be renamed or removed, but the pricing can be adjusted in the bottom section. Be sure to save any changes that you make.

Adjusting Prices

1 **Highlight the Text in the Desired Description Field**
In the **Bottom** section, highlight the text in the desired discipline. Notice that we are editing the **Default** group. The top row is **Member** pricing and the bottom is **Non-Member** pricing.

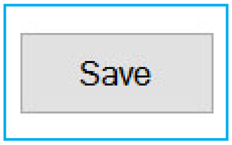


2 Customize Pricing for Each Discipline

Change the default prices to what you wish to charge **Members** and **Non-Members** for each discipline.

3 Click Save

To save the new pricing for the **Default** group, click save. The new pricing will instantly be reflected in the **Top** section of the **Pricing** page.



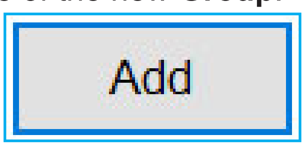
	Group Name	Member Price/Target	Non-Member Price/Target	Member Price/Target 50 Targets	Non-Member Price/Target 50 Targets	Member Price/Round Skeet/Trap	Non-Member Price/Round Skeet/Trap	Member Price/Round 5-Stand	Non-Member Price/Round 5-Stand
▸	Default	0.34	0.36	0.41	0.44	3.20	3.60	6.50	7.50
*									

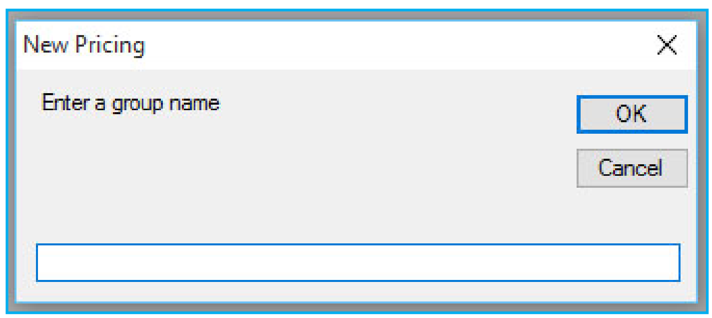
Adding Groups

Target Tag 2016 allows multiple pricing structures for different tiers of membership and corporate customers. Having the ability to quickly add and customize pricing for different customers creates versatility and flexibility to any organization. The following steps provide instruction on how to add a new **Group** to the pricing tier.

1 Click Add

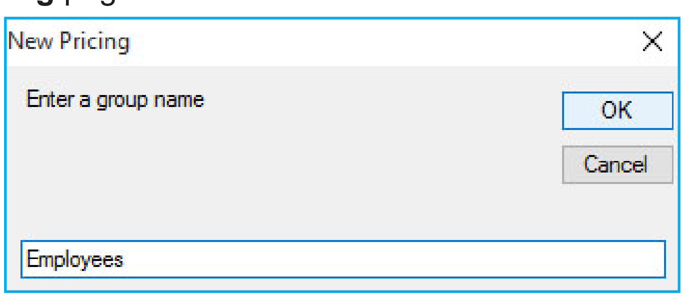
In the **Bottom** section, click on the **Add** button. A **New Pricing** window will pop up asking for the name of the new **Group**.





2 Enter New Name, Click OK

Type the name of the **Group** into the field and click OK. The new **Group** is instantly added to the **Top** section of the **Pricing** page.



	Group Name	Member Price/Target	Non-Member Price/Target	Member Price/Target 50 Targets	Non-Member Price/Target 50 Targets	Member Price/Round Skeet/Trap	Non-Member Price/Round Skeet/Trap	Member Price/Round 5-Stand	Non-Member Price/Round 5-Stand
▸	Default	0.34	0.36	0.41	0.44	3.20	3.60	6.50	7.50
	Employees	0.34	0.36	0.41	0.44	3.20	3.60	6.50	7.50
*									

Customizing Group Pricing

After creating a new **Pricing Group**, you need to set pricing. When it comes time to check cards out to customers, you will choose the **Pricing Group** they belong to in the **Customers** tab.

1 Select the Pricing Group from the Drop-down Menu

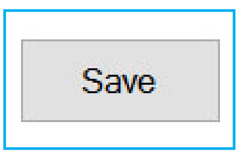
In the **Bottom** section, click on the drop-down menu to display the **Pricing Groups**. Click on the **Pricing Group** that you wish to adjust.

2 Customize Pricing for Each Discipline

Click in any of the fields and change the default prices to what you wish to charge **Members** and **Non-Members** for each discipline.

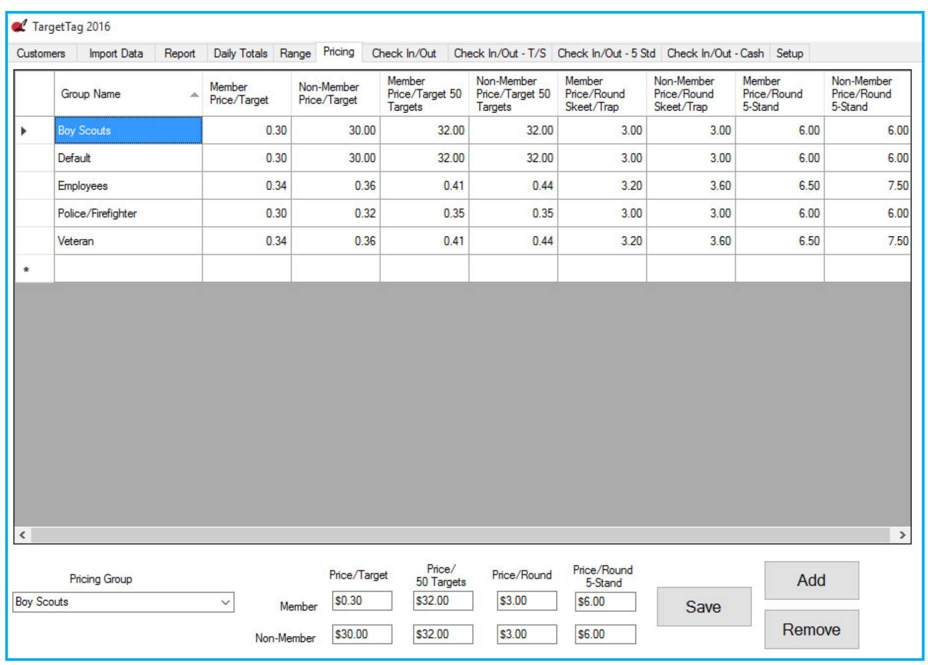
3 Click Save

Click the **Save** button to save your changes. These changes will immediately be reflected in the **Top** section of the **Pricing** page.



Group Name	Member Price/Target	Non-Member Price/Target	Member Price/Target 50 Targets	Non-Member Price/Target 50 Targets	Member Price/Round Skeet/Trap	Non-Member Price/Round Skeet/Trap	Member Price/Round 5-Stand	Non-Member Price/Round 5-Stand
Default	0.34	0.36	0.41	0.44	3.20	3.60	6.50	7.50
Employees	0.30	0.30	0.35	0.35	3.00	3.00	6.00	6.00

As you can see here, there are endless possibilities to the customization of different pricing tiers. Create tiers for different groups or special events. To **Remove** a **Group**, simply select the **Group** from the drop-down menu and click **Remove**.



Group Name	Member Price/Target	Non-Member Price/Target	Member Price/Target 50 Targets	Non-Member Price/Target 50 Targets	Member Price/Round Skeet/Trap	Non-Member Price/Round Skeet/Trap	Member Price/Round 5-Stand	Non-Member Price/Round 5-Stand
Boy Scouts	0.30	30.00	32.00	32.00	3.00	3.00	6.00	6.00
Default	0.30	30.00	32.00	32.00	3.00	3.00	6.00	6.00
Employees	0.34	0.36	0.41	0.44	3.20	3.60	6.50	7.50
Police/Firefighter	0.30	0.32	0.35	0.35	3.00	3.00	6.00	6.00
Veteran	0.34	0.36	0.41	0.44	3.20	3.60	6.50	7.50

Program Cards

Included with your software is a set of **Program Cards**. Each card is programmed to perform a specific function. To activate the card's function, simply touch the card on the front of the Counter System. Each card's function is described below.

Management Cards

Management cards allow you to set various features and functions of the Counter System.

Set User ID:	Your Counter System(s) will come programmed with your unique user ID. This card is encrypted with your user ID and will change a Counter System's User ID to the User ID of the card when you touch it to the front of the unit.
Set Box ID:	Each separate Counter System has a unique Box ID and comes labeled with this number. This Box ID is relevant if you wish to download data from the Counter Systems to the PC software. This card also loads your club name, which displays on the unit's **Display Screen**.
Free Play:	By default, each Counter System requires a TargetTag card to launch targets. This feature can be disabled by touching the Free Play card to the front of the unit. While in Free Play, targets are launched without a TargetTag card. Targets are still counted within the unit to be downloaded to the TargetTag software. All targets fired while in Free Play will be allocated to a customer called "Free Play". To disable Free Play, simply touch the Free Play card to the front of the unit.
Maintenance:	By touching the Maintenance card to the front of a Counter System, the unit is put into Maintenance Mode. This disables the unit and displays "Out of Service" on the **Display Screen**. This is a safety feature that allows work to be done to a trap machine while the station is closed. To resume normal operation, simply touch the Maintenance card to the front of the Counter unit.
Set Date and Time:	To set the date and time on the Counter System, touch the Set Date and Time card to the front of the unit. Having the correct date and time is important for owners who wish to have accurate information when downloading the user data from the unit. Once in the Time and Date screen, the information will be displayed as follows: HH:MM MM/DD YEAR The cursor will be located over the hours (HH). Press Trap 1 to **decrease** the units or Trap 2 to **increase** them. To advance to the next unit, press the Doubles button. Once you have the correct information entered, touch the Set Date and Time card to the front of the unit to save it.
Display ON/OFF:	Each Counter System's display is set to turn off after 60 seconds of inactivity. You may disable this feature and keep the display on indefinitely by touching the Display ON/OFF card to the front of the unit.
International Timer: (Skeet Only)	International Skeet adds an element of difficulty by randomly choosing a delay time between zero and three seconds. Touch the International Timer card to the front of the device to activate the random delay. "INT" will be displayed on the bottom right corner of the **Display Screen**. When a trap button is pressed, the trap may instantly fire or randomly choose a delay, up to 3 seconds, before firing. Touch the International Timer card to the front of the unit to turn this option off.

Doubles: (Trap Only)	If a trap machine is set to throw 2 targets at a time, we need the Counter System to count 2 targets each time a trap button is pressed. The unit must be put into Doubles Mode. To do this, touch the front of the unit with the Doubles card. “DBL” will be displayed on the bottom right of the **Display Screen**. Touch the Doubles card to the front of the unit to turn this option off.
Set Tier Pricing:	This card is used to program each Counter System’s pricing tiers for clubs using **Cash Cards**. Different customers will pay a different price depending on which **Pricing Group** they belong to. Setting the pricing tiers on the Counter Systems will tell them how much to deduct (**Cash Count Down**) or add (**Cash Count Up**) for each target thrown or each round played. Swipe the card once to enter Set Tier Pricing mode. Use Trap 1 button to **decrease** the amount and Trap 2 button to **increase** the amount. Press the Doubles button to cycle to the next tier. Swipe the Set Tier Pricing card again to exit **Set Tier Pricing** mode.
Increase/ Decrease Targets:	These cards are for **Skeet** and **Trap** Counter Systems. When transferring rounds from a customer card to a Counter System, the system will add a determined amount of targets to compensate for broken and/or show birds. Set this amount by tapping the card in front of the Counter System. Tapping the **Increase Targets** button increases the amount of targets by 1. Tapping the **Decrease Targets** button decreases the targets by 1. The maximum amount of targets is 30.
Reset Card:	As shooters finish rounds of **Skeet** and **Trap**, extra targets may accumulate on the Counter Systems. Tap the **Reset Card** on a Counter System to zero out the total targets on the unit.
Auto Reset:	To prevent extra targets from accumulating on the Counter Systems, use the **Auto Reset** card to program the Counter System to delete remaining targets after a determined amount of time of inactivity. Tap the **Auto Reset** card on the Counter System to increase this time by 1 minute. The maximum amount of time is 15 minutes of inactivity.
Set Schedule:	The Set Schedule card allows you to set the time of day your counter units will be operational. To set the schedule, begin by touching the Set Schedule card to the front of the counter unit to enter the main station schedule screen. From here you have 2 options. Option 1 will allow you to set the On/Off times for each day of the week. Option 2 allows you to turn the scheduling function on and off. From the Main station schedule screen, press the Trap 1 button to enter the set time mode. The Doubles button will advance the cursor to the next character. Highlight the hour or minute you wish to change and use the Trap 1 and Trap 2 buttons to set the time. Trap 2 will increase the minute/hour by one, and the Trap 1 button will decrease the minute/hour by one. Advance through each of the 7 days (Monday being Day 1) which backs out to the main station schedule screen. From here, press the Doubles button to exit.
Preset Delay On/Off:	There are 2 different ways of setting up solo shooter mode. You may toggle between the two modes (default and preset) by using the Preset Delay On/Off card. The Default mode requires the shooter to increase the time by one second each press of a button. When in Preset Delay mode, the delay defaults to 3 seconds with a single press of the button,

To toggle between the 2 modes, swipe the Preset Delay card in front of the counter. The LCD screen will display, “SS Delay Changed.” For more information on how to set these delays, refer to Solo Shooter Mode in your Sporting Clays Counter Manual.

Service Cards

Service cards allow owners to transfer data from the Counter Systems to the Target TAG software. The number of Service cards included depends on how many units you have. If you need more Service cards, contact us and we will send you more.

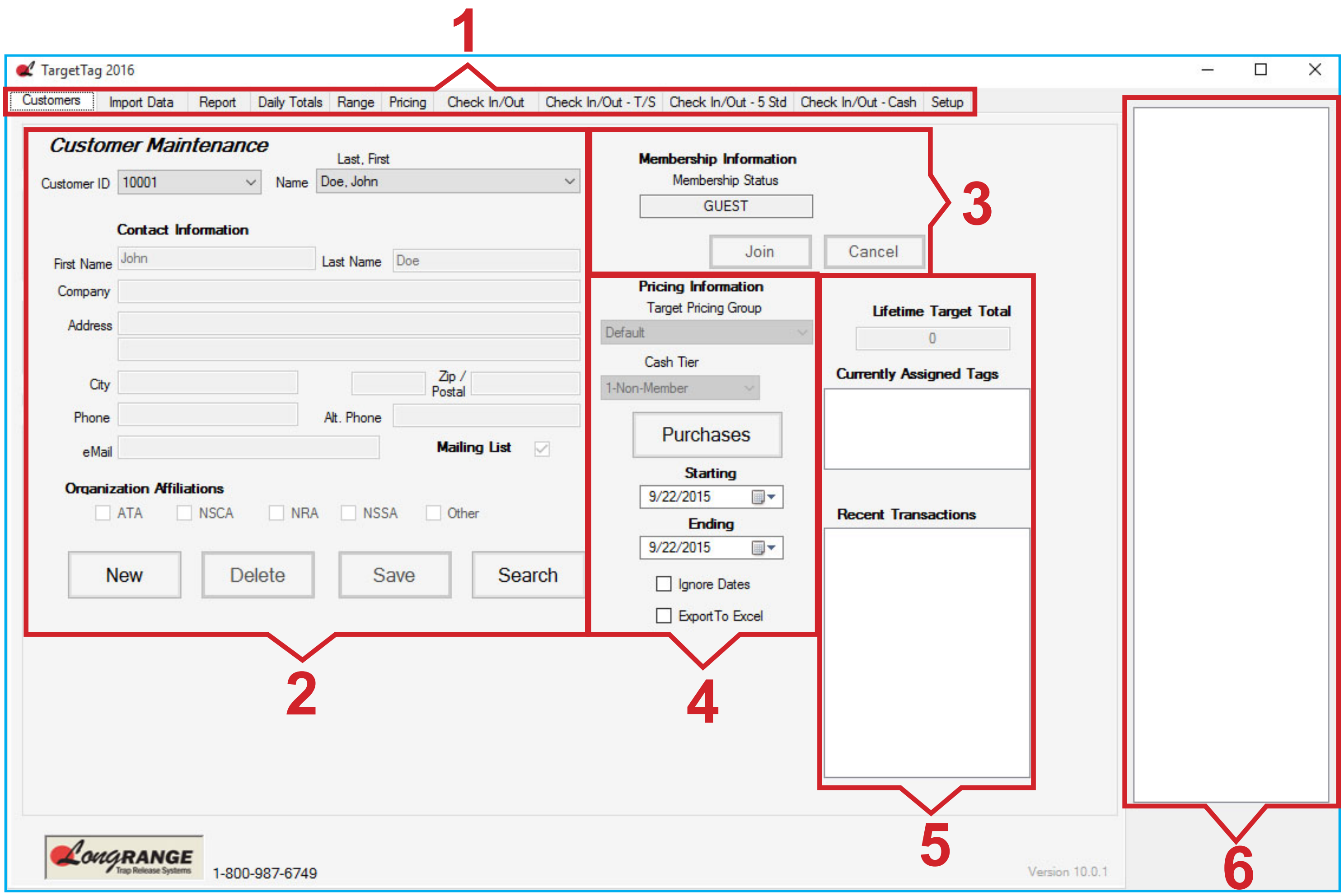
Download Data:	Insert any Service card into the holder of the Counter System. The **Display Screen** will change to “Uploading Record”. If the service card becomes full, the **Display Screen** will change to “SVC Card Full” then change to “Insert Next Card”. Remove the full Service card and insert the next card. When all of the data has been transferred from the Counter System to the Service cards, the **Display Screen** will read “Done”. Move onto the next Counter System and repeat this process to transfer the data. After transferring all of the data from a Counter System to the Service cards, the Counter System will now be wiped clean of all data. If all Service cards become full of data, they must be downloaded to the TargetTag PC software before you can retrieve the remaining data from the Counter Systems.

Customer Cards

Customer cards are tags that are checked out to customers for the purpose of counting targets. As a club owner, you have different options on what kind of Customer cards you wish to check out.

Sporting Clays Cards:	For **Sporting Clays**, we offer **Count Down** and **Count Up**. **Count Down** cards are prepaid as you check them out. Targets decrease from the card as they are launched. Once the balance hits zero, the counter system will no longer fire. **Count Up** cards are checked out with a balance of zero. As targets are launched, the value on the card increases accordingly. When finished shooting, the shooter will check the card in and be charged for the amount of targets fired (minus the percentage set in the **Broken Margin** and the amount set for **Show Targets**).
Trap and Skeet Cards:	For **Trap and Skeet**, we offer **Count Down** and **Count Up**. **Count Down** cards are prepaid as you check them out and loaded with however many targets the customer requests. Targets are then loaded onto a counter system by inserting a card and pressing the **Target Transfer** button. 25 targets are transfered from the card to the counter unit. Once the balance hits zero, the counter system will no longer fire until more targets are loaded onto it. **Count Up** cards are checked out with a balance of zero. As targets are loaded onto a counter unit, the value on the card increases accordingly. When finished shooting, the shooter will check the card in and be charged for the amount of targets fired.
Cash Cards:	Cash cards can be checked out as either **Count Down** or **Count Up**. Cash cards work just like regular **Count Down** and **Count Up** cards with the exception that instead of displaying the amount of targets remaining (count down) or that have been thrown (count up), a cash value will be displayed. When cash cards are checked out to customers, a **Pricing Tier** must be selected to determine the amount to be deducted for each target fired or round played. **Pricing Tiers** must be set on each Counter System using the **Set Tier Pricing** card.

Running Target Tag 2016



Each time you launch the Target Tag software, the **Customers** page will be the first to be displayed. Here is where you will enter new customer information, check in cards, check out cards, assign membership status, and view customer transactions and assigned tags. Each section is described below.

1 Navigation Tabs

Across the top of the screen, there are 11 navigation tabs that will take you to that specific page. Hover your mouse over each tab for more information on that particular page.

2 Customer Maintenance

This is the area where you enter and search for customer information. The minimum amount of information that is needed to issue a card is a first and last name.

3 Membership Information

This area indicates the customer's membership status. By default, new customers are added as guests. If they want to become a member, click the **Join** button.

4 Pricing Information

This area displays the currently selected customer's **Target Pricing Group**, **Cash Tier** (for use with the cash card system), and **Purchase History**.

5 Currently Assigned Tags and Recent Transactions

This area displays the currently selected customer's cards that have been checked out to them as well as up to the last 10 most recent transactions. The most recent transactions will be on top.

6 Latest Transactions

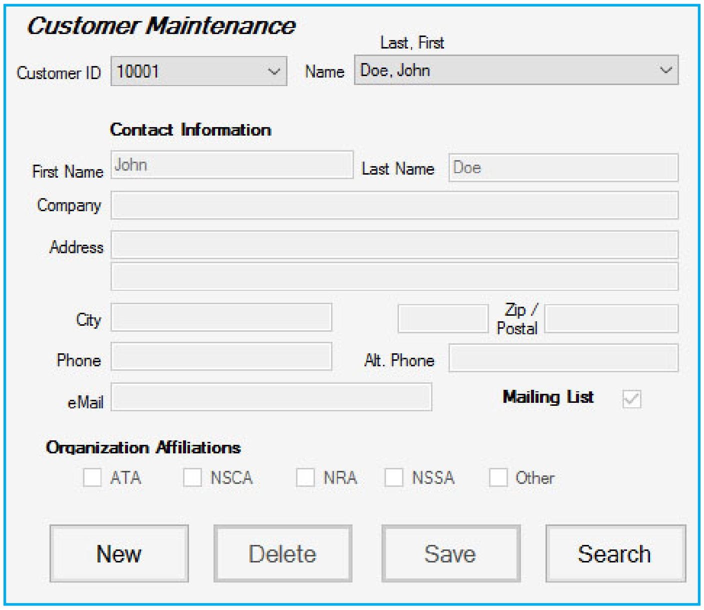
This area displays the most recent transactions of all customers since the program has been turned on. This area will clear when the program is closed. This section will be visible on every page.

Customers

The **Customers** page is where all customer information is entered and edited. Each section of the **Customers** Screen will be described in detail below.

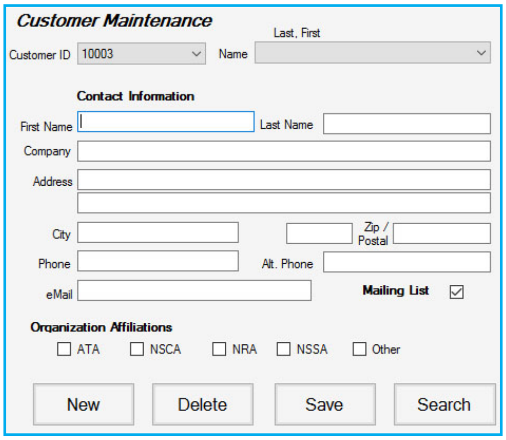
Customer Maintenance

The **Customer Maintenance** section is where all customer's personal information is entered and edited. The **Customer ID** is a unique number for each customer. Clicking on the drop down menu will bring up all currently used **Customer IDs**. By clicking on the **Name** drop-down menu, all customer names will be displayed. The **Contact Information** fields can be edited at anytime. The currently selected customer's information will be displayed. The 4 buttons on the bottom of this section are used for adding new customers, deleting existing customers (this will also delete the **Customer ID** associated with the customer), save all changes made, and search for existing customers.



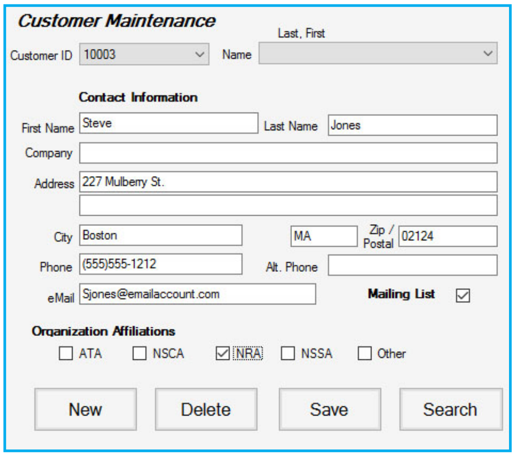
Adding a New Customer

1 **Click the New Button**
When you click the **New** button, the next available **Customer ID** number will automatically be selected and the cursor will move to the **First Name** field.



2 **Enter Customer Information**
Enter as little or as much customer information as you would like. The minimum amount of information that is needed to issue a card is a first and last name.

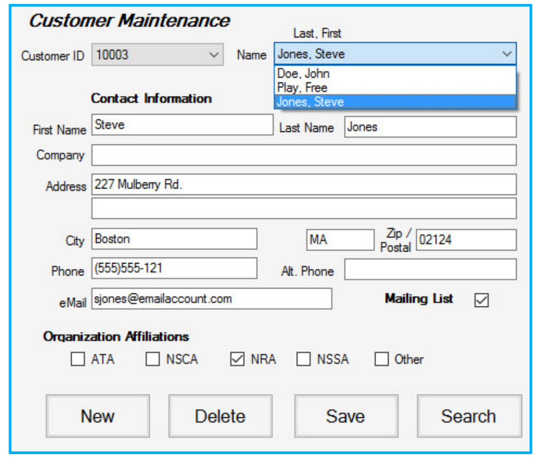
3 **Click Save**
Be sure to click the **Save** button after you enter the customer information.



Deleting a Customer

Clicking the **Delete** button will delete a customer and all the information related to that customer, including the unique **Customer ID** associated with that customer. If you would like to keep that **Customer ID** available for future customers, we suggest that you delete all of customer's information, type in a name that you can recognize as an available slot, and save the new information.

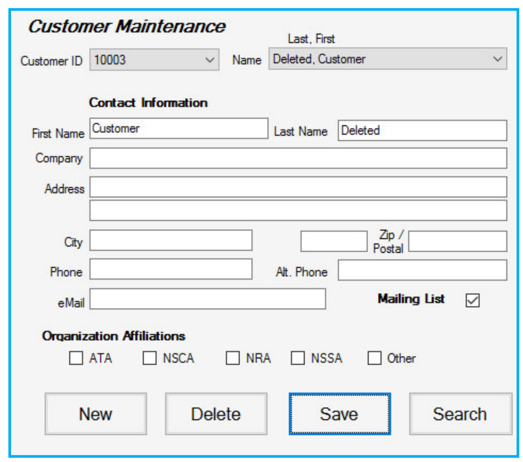
1 **Select the Customer to be Deleted**
Either use the **Search** button or the drop-down menu to select the customer to be deleted.



2 **Delete Customer Information**
Delete all information in each field.

3 **Input a First and Last Name**
Input a first and last name that you will easily recognize as an available slot for new customers.

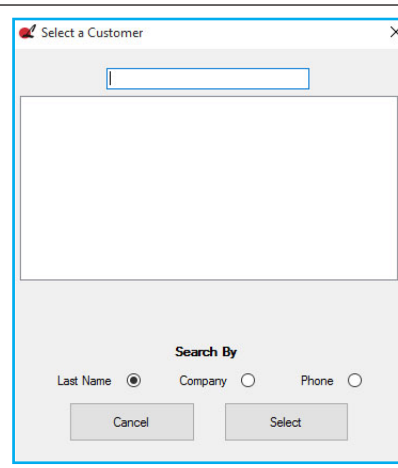
4 **Click Save**
Save the new information by clicking the **Save** button on the bottom of the section.



Search for Customer

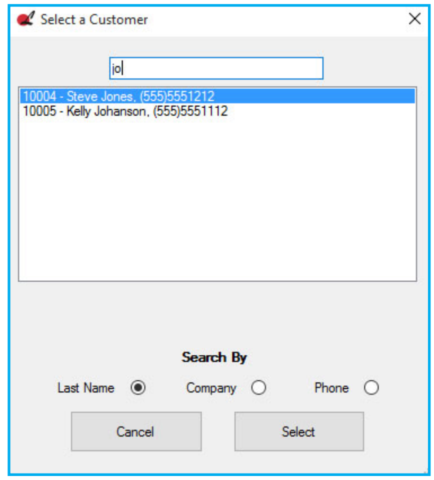
A quick way to find a specific customer is by using the **Search** function.

1 **Click on the Search Button**
A new window will pop up when click on the **Search** button.



2 Input Last Name

As you begin typing, the list of customers will narrow down as more information is typed.

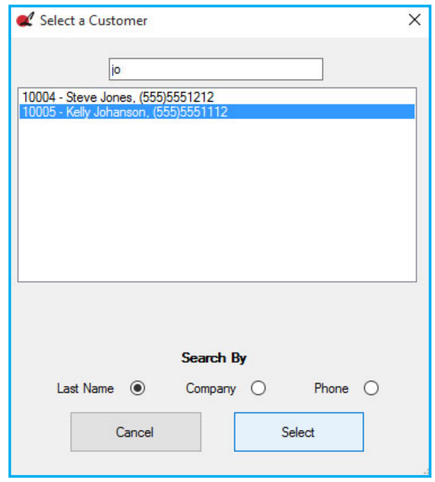


3 Select Customer

When the name of the customer appears. Click on it, then click the **Select** button.

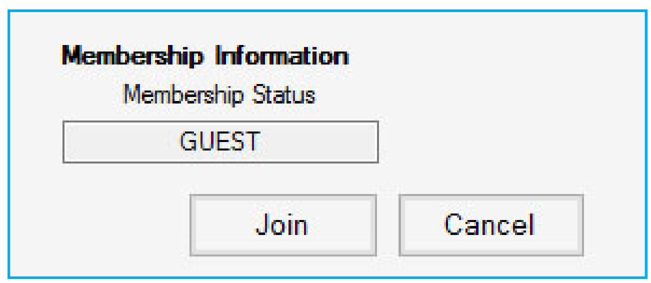
The selected customers information will appear in the **Customer Information** fields and information can be added or edited.

You may also search by company or phone number by selecting it on the bottom of the window.



Membership Information

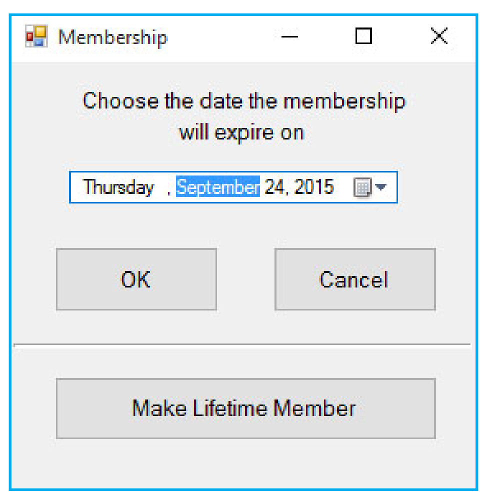
This section displays the currently selected customer's **Membership Status**. By default, new customers are added as guests. In this section, you will be able to create a membership, designate an expiration date, extend memberships, create lifetime memberships, and renew expired memberships.



Altering Memberships

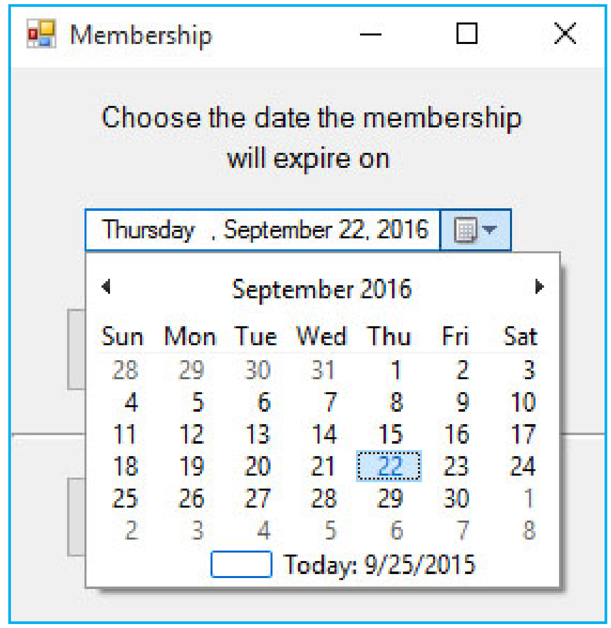
1 Click on the Join Button

For a new member, click the **Join** button. A new window will pop up.



2 Enter Expiration Date or Choose Make Lifetime Member

Click on the calendar for a drop down menu and click on the expiration date. You may also click on “**Make Lifetime Member**” to exclude a membership expiration date.



3 Click OK

Click the **OK** button to choose the desired date.

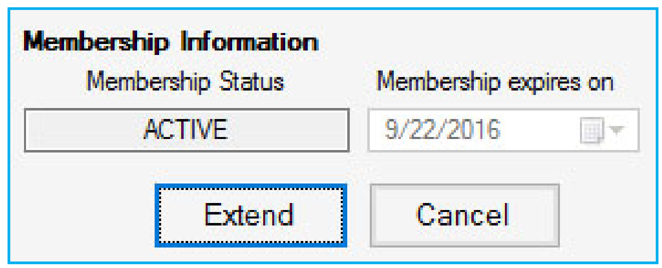
Tip

To find a date more quickly, click on the month and year on the top of the drop-down calendar. This will show all 12 months of the year. Click this area again and it will give you a list of years to choose from.

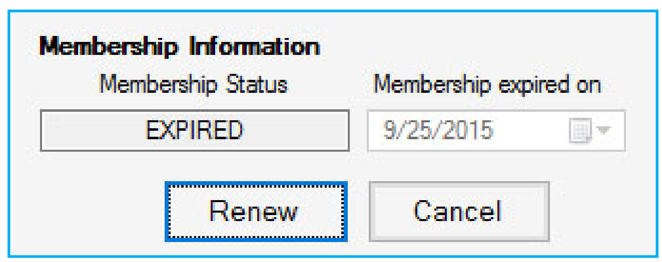
4 Click Save

You **MUST** click the **Save** button to save the membership change.

Once a membership is created, the expiration date will be displayed in the **Membership Information** section. You have the option to either extend the membership or cancel it.

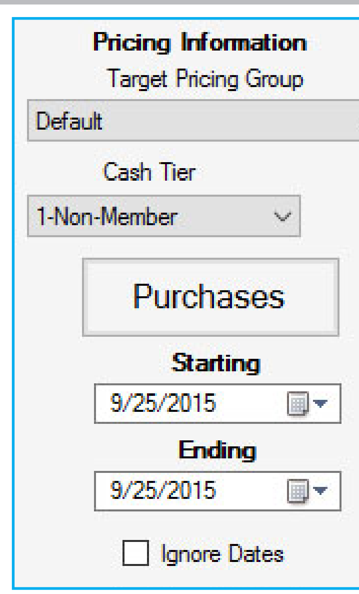


When a membership expires, the **Membership Status** will read, “EXPIRED”. The date that the membership expired on will also be displayed. To renew the membership, click on the **Renew** button and choose an expiration date.



Pricing Information

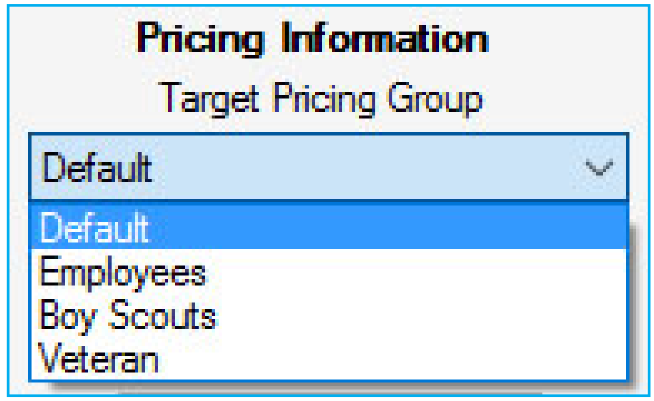
This area displays the currently selected customer’s **Target Pricing Group**, **Cash Tier** (for use with the cash card system), and **Purchase History**. The **Target Pricing Group** drop-down menu contains each group that was created in the **Pricing** tab (📖13). The **Cash Tier** drop down menu contains different pricing tiers that are used with **Cash Cards** (📖 46). The **Purchases** button creates a report of all transactions that have occurred between the specified dates. Check the **Ignore Dates** box to get all of the selected customer’s transactions.



Change Target Pricing Group

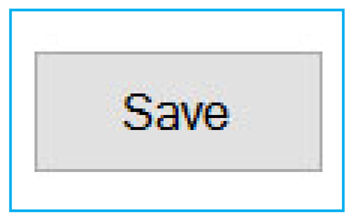
All of the **Target Pricing Groups** that you have created in the **Pricing** tab (📖13) will be located in the **Target Pricing Group** drop-down menu. Once the **Target Pricing Group** has been assigned to a customer, they will be charged according to prices set for that particular group.

1 **Click on the Drop-Down Menu**
A list of created **Pricing Groups** will appear. If you need to create another **Pricing Group** refer to the **Set Pricing Information** (📖13).



2 **Select Desired Pricing Group**
Click on the **Pricing Group** that you would like to assign to the customer.

3 **Click the Save Button**
It is important to remember to save any changes that you make to a customer's profile. Once saved, the customer will be charged according to the prices set in the **Pricing** tab (📖13).

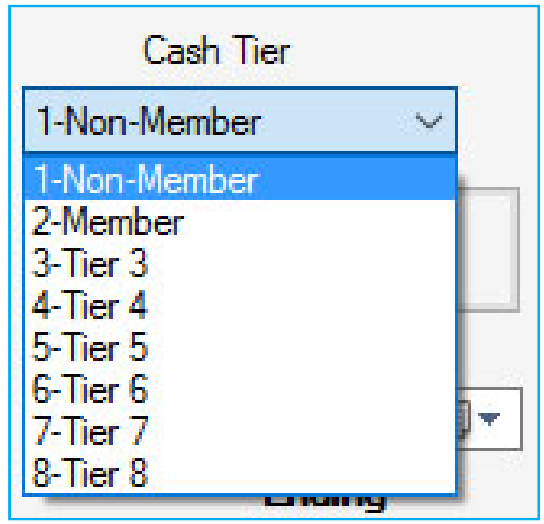


Change Cash Tier

The **Cash Tier** system is for use for clubs that wish to use **Cash Cards**. These cards will display the remaining balance (**Count Down**) or the accrued balance (**Count Up**) in dollars and cents. The amount of money charged per target, or round, will depend on what you set the counter's **Tier Prices** to. To do this, you must swipe the **Set Tier Pricing** card across **each** counter system and set the price for each tier. For example, if you decide to charge Non-Members (Tier 1) 35 cents per target and Members (Tier 2) 30 cents a target, you will need to go to each counter in the course, swipe the **Set Tier Pricing** card, and set Tier 1 to 0.35 and Tier 2 to 0.30. You can read more about using the **Set Tier Pricing** card in the **Program Cards** section (📖17). If you would like to customize the names of the **Cash Tiers**, see the section on the **Set-Up** tab (📖52).

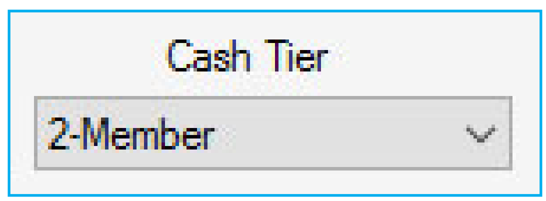
1 Click on the Drop-Down Menu

A list of created **Cash Tiers** will appear. If you need to create another **Cash Tier** refer to the **Set-Up** section (📖52).



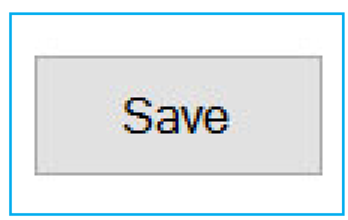
2 Select Desired Pricing Group

Click on the **Cash Tier** that you would like to assign to the customer.



3 Click the Save Button

It is important to remember to save any changes that you make to a customer's profile. Once saved, the customer will be charged according to the prices set on the counters for that particular **Cash Tier**.



View Purchase History

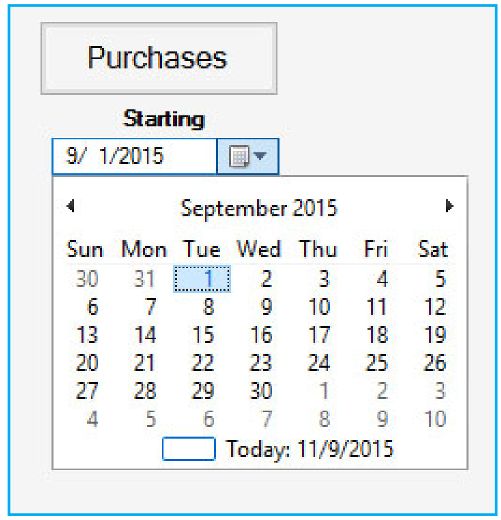
TargetTag 2016 makes it easy for you to quickly view a particular customer's purchase history. With the desired customer selected, choose the date range which you would like to see a purchase report for and press the **Purchases** button. A new screen will pop up with all of the purchases that the selected costumer has made in the designated date range. If you would like to see all of the selected customer's purchases, check the "Ignore Dates" box.

1 Click on the Drop-Down Menu

Click on the drop-down menus to select the beginning and date of the date range you wish to view.

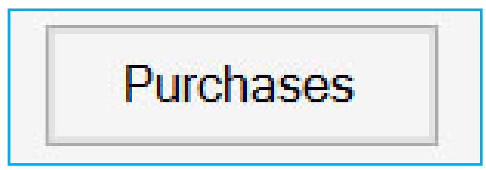
Tip

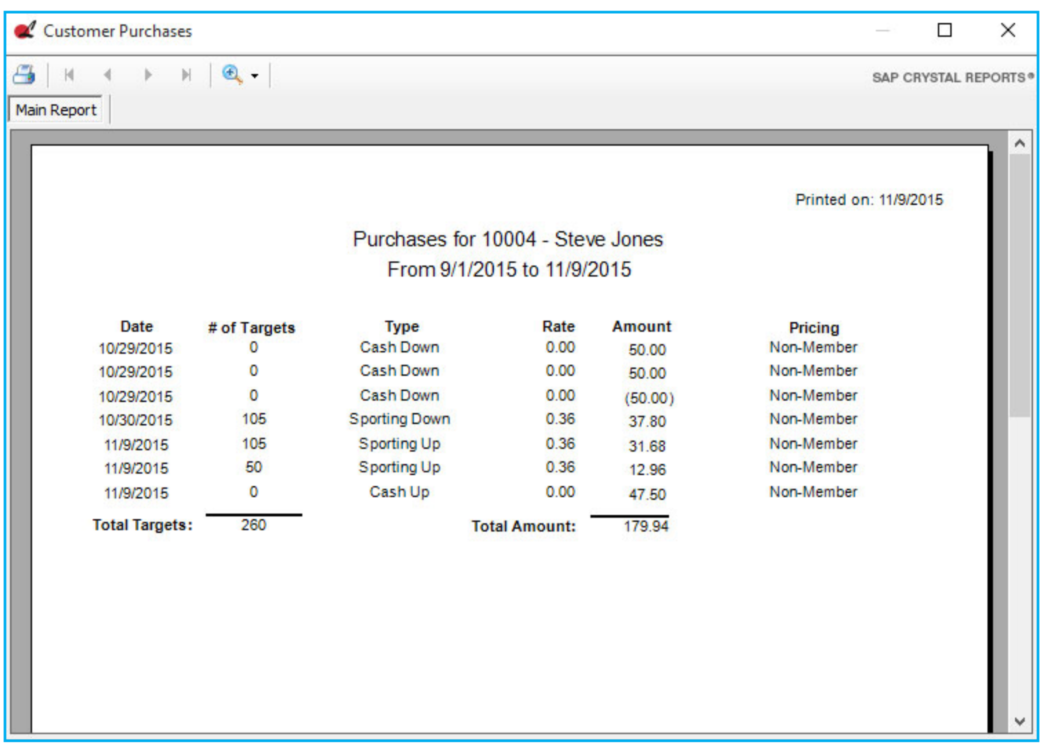
To find a date more quickly, click on the month and year on the top of the drop-down calendar. This will show all 12 months of the year. Click this area again and it will give you a list of years to choose from.



2 Click on the Purchases Button

Click on the **Purchases** button to open a new window with the details of the selected customer's purchases.





This is an example of a customer's **Purchase Report**. From here you can send the report to a printer by clicking on the print icon in the top left corner of the screen.

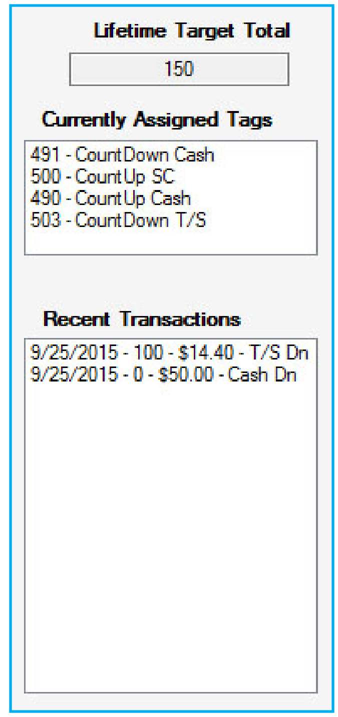
Target Total, Currently Assigned Tags, and Recent Transactions

This section is informational only. There are no interactive fields or buttons in this section.

The **Lifetime Target Total** is the total amount of targets the currently selected customer has purchased or checked in with a **Count Up** card.

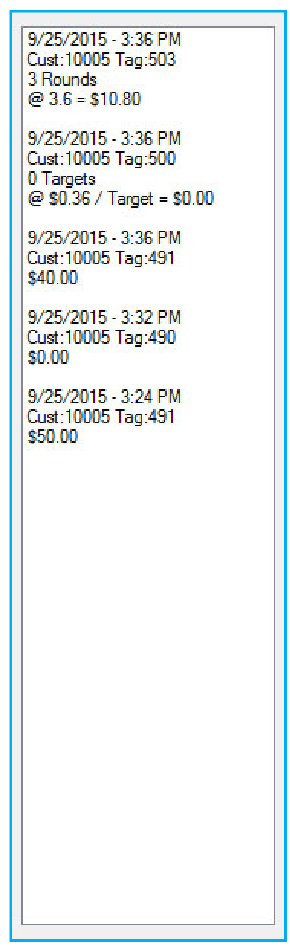
The **Currently Assigned Tags** section displays the cards that are checked out by the currently selected customer. As the cards are checked in, they will be removed from this list.

The **Recent Transactions** section displays up to 10 of the most recent transactions. The most recent transactions will be listed on top.



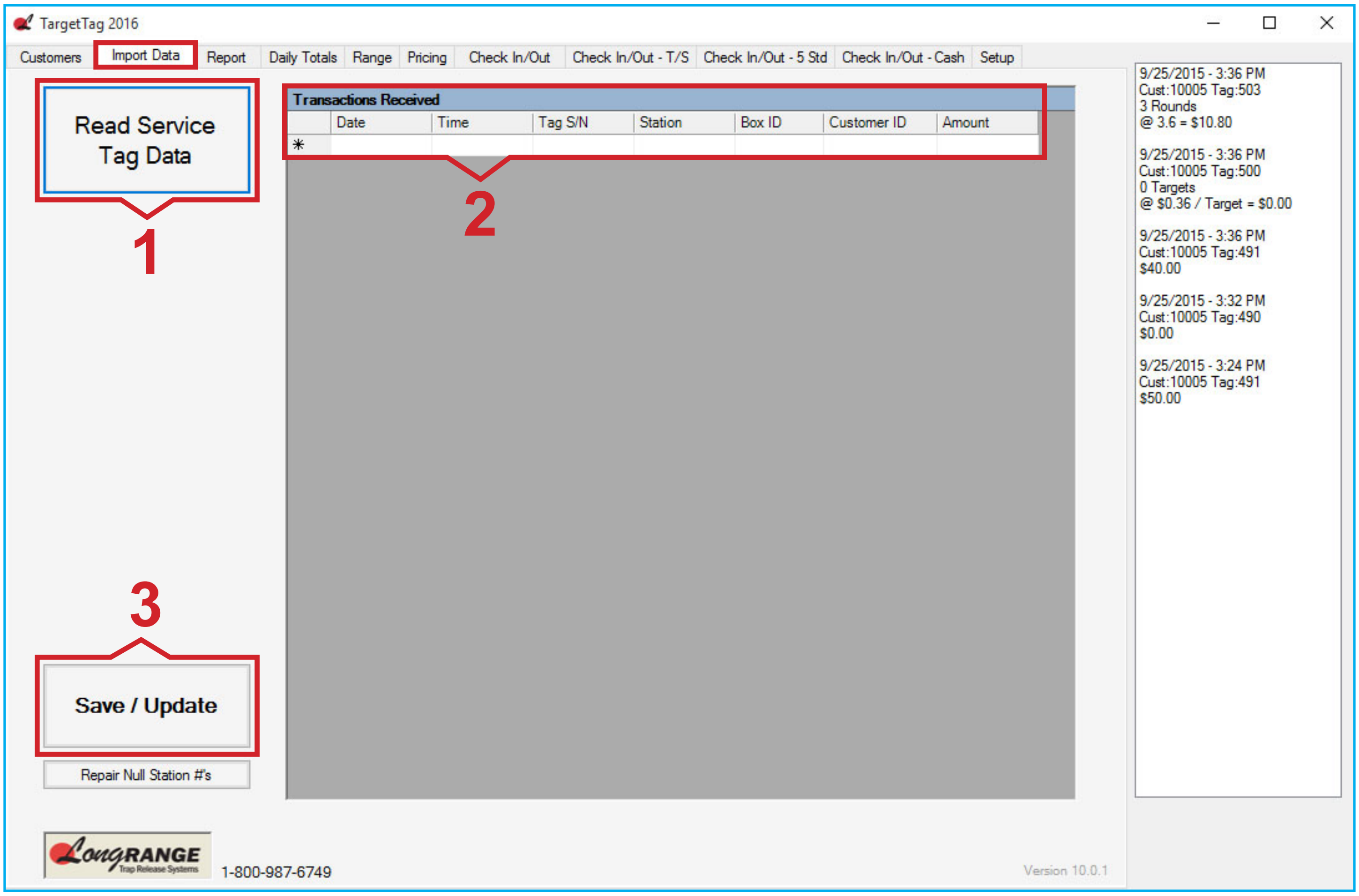
Latest Transactions

The **Latest Transactions** section lists the most current transactions. This list is for a quick reference and is in the same location on every tab or page in the TargetTag application. This list of transactions is not dependent on the currently selected customer. The information that is displayed includes the **date**, **time**, **customer ID number**, **tag serial number**, and **cash amount**. As tags are checked in and out, this area will fill up with transactions. When the TargetTag software is closed down, this area is cleared.



Import Data

Another feature of the TargetTag software is the ability to collect user data from the counter systems. By placing a **Service** card in the holder of a counter unit, the card imports all of the information from the counter. This information includes **date**, **times**, **tag serial number**, **station number**, **box ID**, **customer ID**, and **amount** (this can be in targets or dollars and cents). Once this information is downloaded to the **service** card(s), open up the **Import Data** tab in the TargetTag software, place a **service** card on the RFID Reader and click **Import Data**. For more information on **Service** cards, see the **Program Cards** section (📖17).



1 **Read Service Tag Data**
After placing a service card onto the Target Tag RFID Reader, click this button to import the data onto this screen. This clears the **Service** card.

2 **Transactions Received**
The information downloaded from the **Service** cards is displayed in this section. The information has not been saved to the system and will be deleted if the program is closed. To save this information for reports, click the **Save/Update** button.

3 **Save/Update**
The information downloaded from the **Service** cards will not be saved unless this button is clicked. When you click the **Save/Update** button, the information will be saved to your system and the **Import Data** screen will clear.

Follow these steps to import data from service cards.

1 Click on the Import Data Tab

Open the **Import Data** page, be sure that your RFID Reader is connected by plugging it into a free USB port on your PC. You may also need to go to the **Setup** tab to connect your RFID reader (📖52).

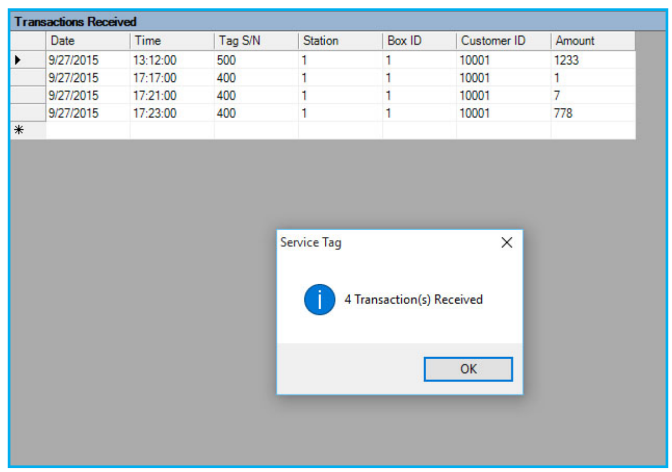
2 Place a Service Card on the RFID Reader

When you place a **Service** card on the RFID Reader, the green **Ready** light will illuminate.

3 Click the "Read Service Tag Data" Button

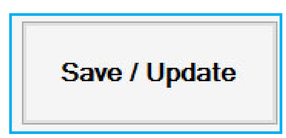
4 Click OK

The data will be uploaded to the **Import Data** screen and the number of transactions will be displayed. Click **OK** and view the transaction.



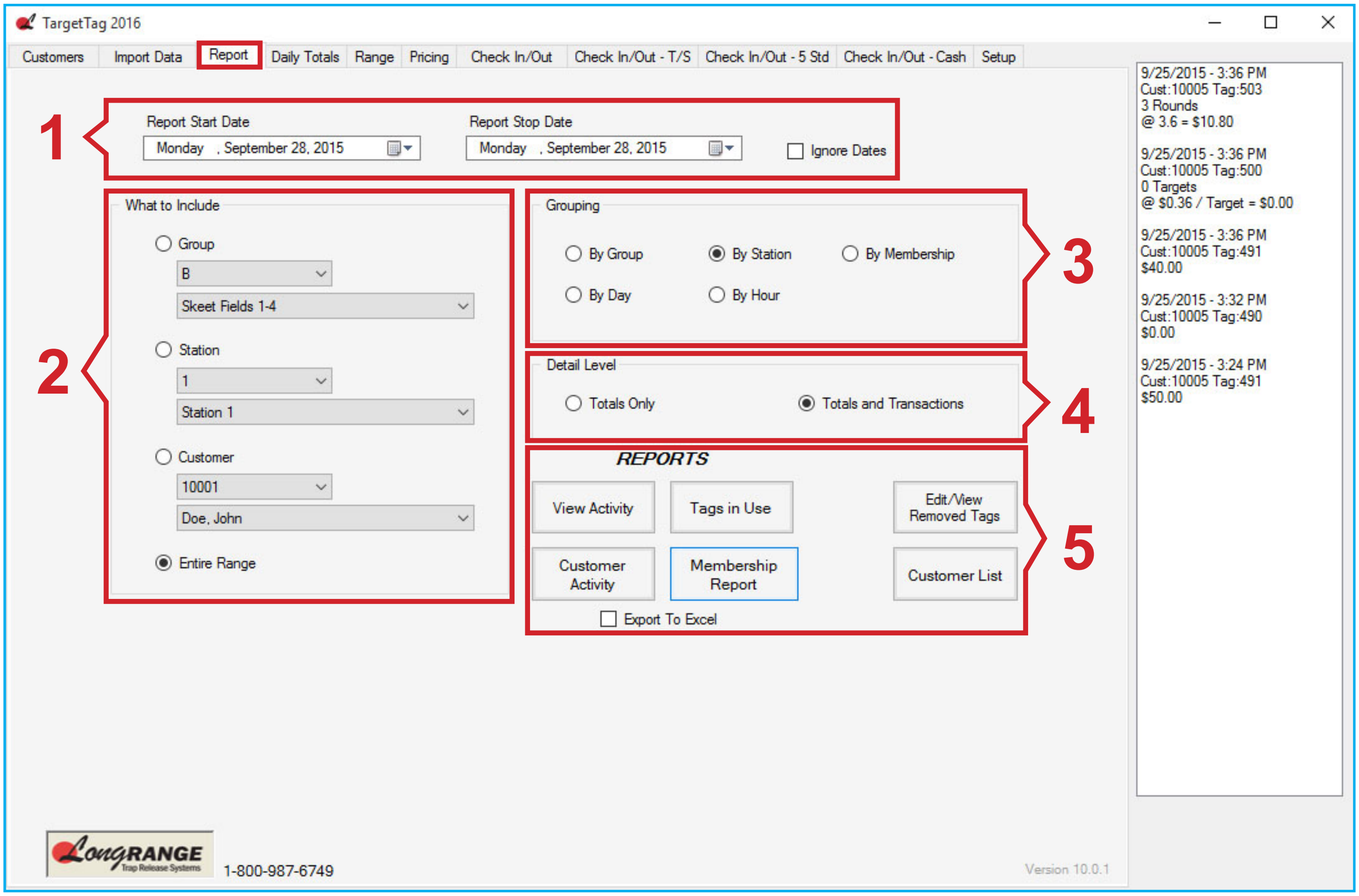
5 Click Save/Update

If you would like to save the data for **Reports**, click the **Save/Update** button. The data will be saved to your system and be removed from the **Import Data** screen.



Report

The **Report** tab is where all of the information that has been downloaded is organized and displayed. There are several different options to help create a report based on the information that you are seeking. In this section, we will discuss each option and how to create reports based on the data collected from the counters.



1 **Date Range:**
Select the start date and end date that you would like the report to cover. Select **Ignore Dates** if you would like to get a report for the entire time that you have used the software.

2 **What to Include:**
This area designates what information is displayed in the reports.
Groups: Displays information pertaining to a particular group of counter units. These groups are set up in the **Range** tab (📖9). Select the **Group** by letter or name then click on **View Activity** to view the report.
Station: Displays information pertaining to a single counter system. The station number is set by using the **Box ID** cards on the counter unit. Select the **Station** by number or name then click on **View Activity** to view the report.
Entire Range: Includes all information collected from the counter systems.

3 **Grouping:**
Select how the report will be organized and listed.

4 **Detail Level:**
Totals Only: Displays the total amount of targets number of transactions for the parameters chosen.
Totals and Transactions: Shows all information pertaining to each transaction and the totals of all transactions.

5 Reports:

This area contains buttons that display different reports.

View Activity:

After the parameters have been set, click on this button to view the report.

All Transactions Sorted by Group

(Date Range Ignored)

Group **A: Sporting Clays**

Name	KeySN	Station	Date	Time	Targets	Cash
John Doe	500	1	9/27/2015	1:12 pm	1,233	0.00
John Doe	400	1	9/27/2015	5:17 pm	1	0.00
John Doe	400	1	9/27/2015	5:21 pm	7	0.00
John Doe	400	1	9/27/2015	5:23 pm	778	0.00
Steve Jones	10007	1	9/28/2015	9:59 am	18	0.00
Steve Jones	10007	1	9/28/2015	10:00 am	7	0.00
Steve Jones	10007	1	9/28/2015	10:04 am	6	0.00
Steve Jones	10007	1	9/28/2015	10:04 am	19	0.00
				SubTotal:	2,069	0.00
				Grand Total:	2,069	0.00

Customer Activity:

Displays all cards currently checked out.

Tags Still in Use

Sport Clay Count Down

Customer	Phone	Key Serial#	Date Issued	Time Issued
Jones, Steve	(555)5551212	1301	10/30/2015	10:04 am

Trap/Skeet Count Down

Customer	Phone	Key Serial#	Date Issued	Time Issued
Johanson, Kelly	(555)5551112	503	11/2/2015	12:48 pm

Cash Down

Customer	Phone	Key Serial#	Date Issued	Time Issued
Jones, Steve	(555)5551212	491	11/9/2015	3:18 pm

Membership Report:

Shows all customer's membership statuses.

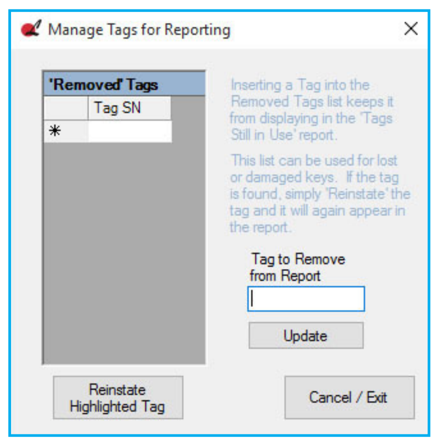
11/11/2015

Membership Summary

Customer ID	First Name	Last Name	Status	Expires
10004	Steve	Jones	Active	11/11/2016

Edit/View Removed Tags:

Removes tags from appearing in the **Tags in Use** report. Use this for lost or damaged cards. Cards may also be reinstated here.



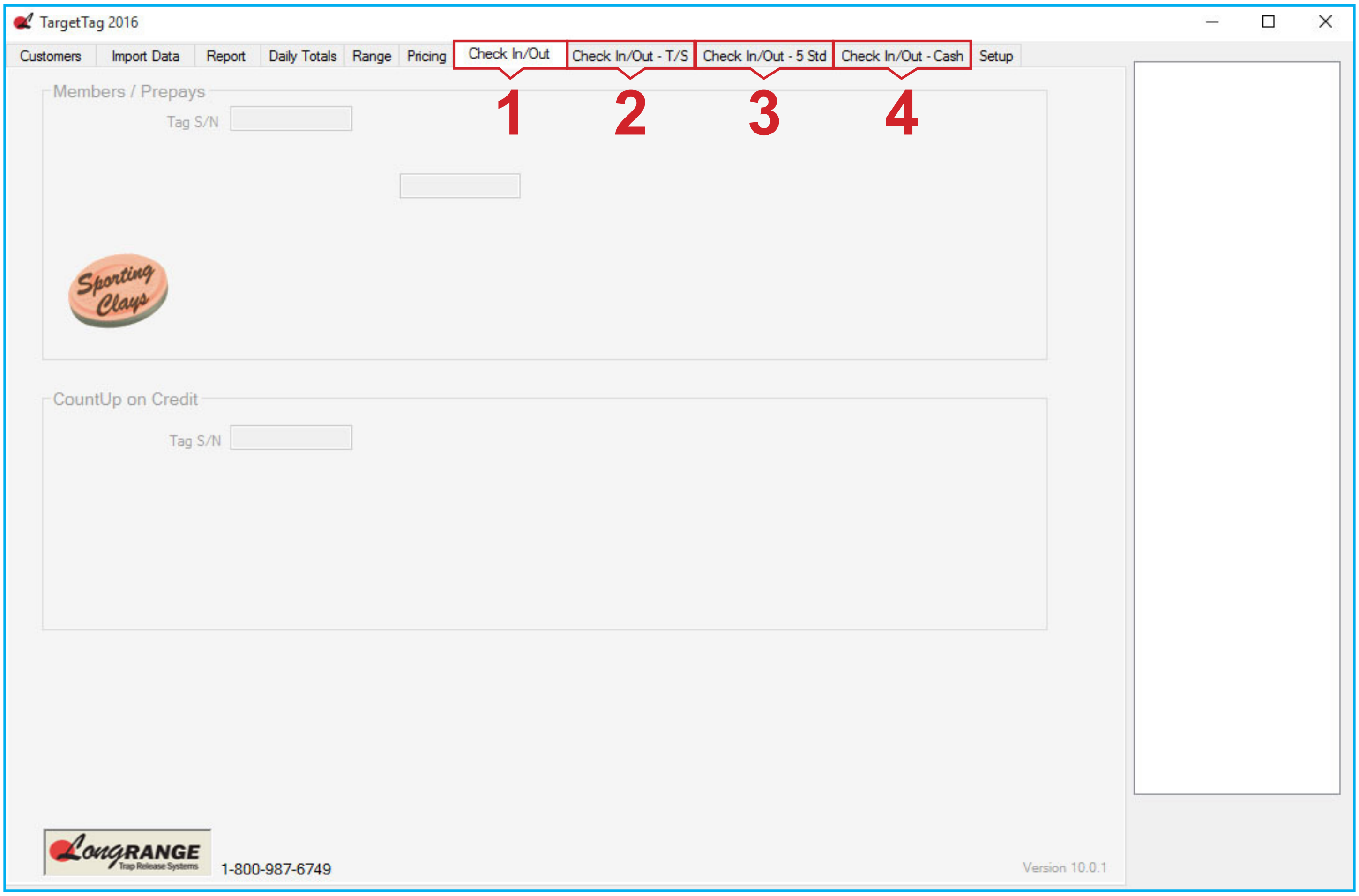
Customer List:

Lists all personal information of customers.

Cust ID	First Name	Last Name	Address	Address2	City	State	Zip	Membership	LifeTime	Company	EMail	Affiliations
10003	Customer	Deleted						Guest	0			
10006	Andrew	Hines						Guest	0			
10005	Kelly	Johanson	56 Dirt Rd		Houston	TX	77001	Guest	740		KellyJ@emailaccount.com	
10004	Steve	Jones	227 Mulberry Rd		Boston	MA	02124	Active	393		Sjones@emailaccount.com	NRA

Issuing Customer Cards

Customers will need a card to fire targets from the counter units. Whether it is Trap/Skeet, Sporting Clays, 5-Stand, or Cash Cards, each can be issued as either **Count Up** (pay when finished) or **Count Down** (prepaid). The customer cards will be labeled with the category of the card and whether it is **Count Up** or **Count Down**. When you place a customer card on the **Card Reader**, the software will automatically open the corresponding tab and activate the section to input information to check in or check out the card.



1 **Sporting Clays Check In/Out**
This tab is used to check in and check out cards for **Count Up** and **Count Down** Sporting Clays cards (📖33).

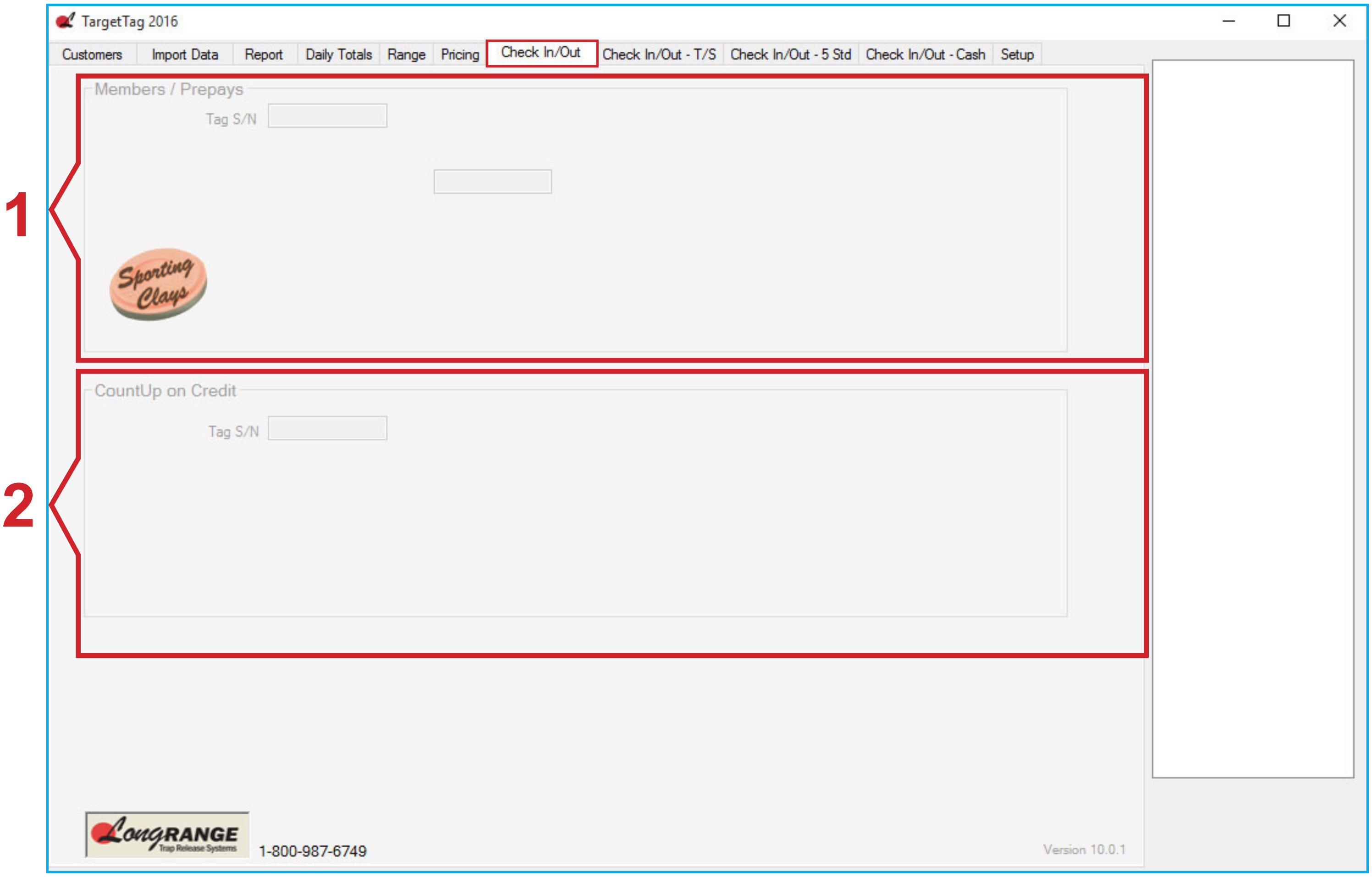
2 **Trap and Skeet Check In/Out**
This tab is used to check in and check out cards for **Count Up** and **Count Down** Trap and Skeet cards (📖38).

3 **5-Stand Check In/Out**
This tab is used to check in and check out cards for **Count Up** and **Count Down** 5-Stand cards (📖42).

4 **Cash Card Check In/Out**
This tab is used to check in and check out cards for **Count Up** and **Count Down** Cash cards (📖46).

Sporting Clays Cards

Sporting Clays Cards are either **Count Down** or **Count Up**. In the **Check In/Out** tab, the top section is for the **Count Down** cards and it labeled as “Members/Prepays”. The bottom section is for **Count Up** cards and is labeled as “CountUp on Credit”. When you place a **Sporting Clays Card** on the **Card Reader**, this tab will automatically open and the top or bottom section will become active depending on whether it is a **Count Up** card or a **Count Down** card. These two types of **Sporting Clays Cards** are described in this section.



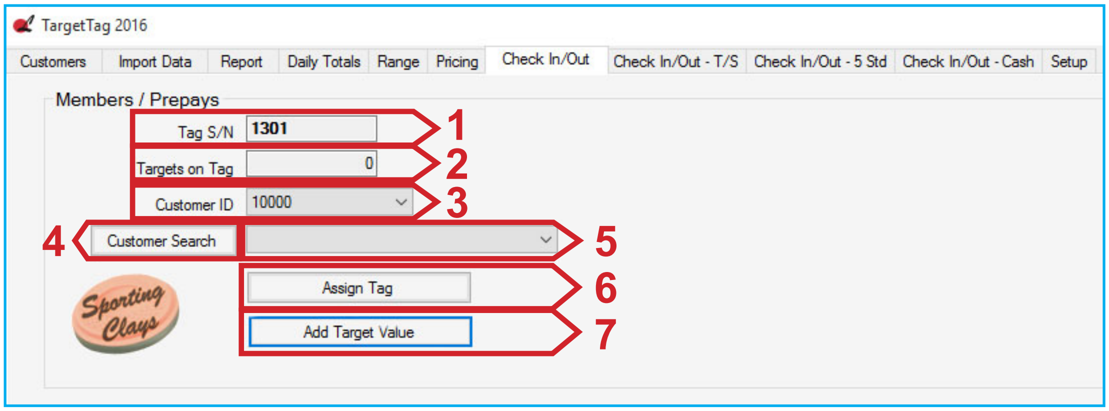
1 **Count Down Sporting Clays Cards:**
This top section is dedicated to entering information for a **Count Down Sporting Clays Card**. Once you place a **Count Down Sporting Clays Card** on the **Card Reader**, this section becomes active.

---

2 **Count Up Sporting Clays Cards:**
This top section is dedicated to entering information for a **Count Up Sporting Clays Card**. Once you place a **Count Up Sporting Clays Card** on the **Card Reader**, this section becomes active.

Count Down Sporting Clays Cards

When a **Count Down Sporing Clays Card** is placed on the **Card Reader**, the top section of the **Check In/Out Cash** tab becomes active.



1 **Tag Serial Number:**
This field displays the current card's serial number and cannot be changed.

2 **Targets on Tag:**
This field displays the amount of targets currently applied to the card.

3 **Customer ID:**
This field displays the current customer's ID number that was assigned to them in the **Customer** tab (🕮20).

4 **Customer Search:**
Search your customer database by first or last name, or by company name.

5 **Customer Drop-down Menu:**
Click on this drop-down menu to display customers in order of customer ID. Click on a name to select it.

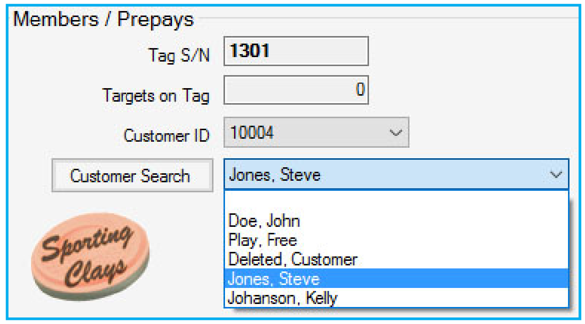
6 **Assign/Re-Assign Tag:**
Click on this button after a customer has been selected to assign the card to the selected customer.

7 **Add Target Value:**
Click on this button to **Add** or **Subtract** targets from a card. This process is described on the next page.

Add Targets to Count Down Sporting Clays Card

Before adding targets to a card, it must be assigned to a customer. Select a customer and click on the **Assign Tag** button. If the card is already assigned to the desired customer, skip to **step 3** to add targets to card.

1 **Click on the Customer Drop-Down Menu**
Customers names will be listed in the drop-down menu. Select the customer that you would like to assign the card to.

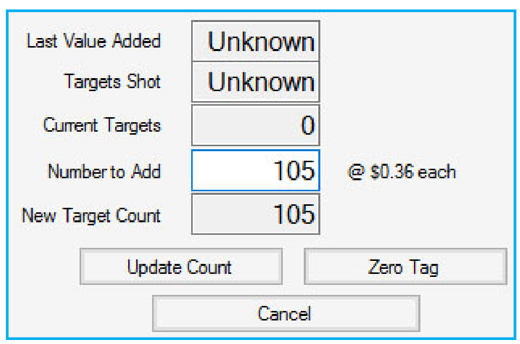


2 **Click on the Assign Tag Button**
After selecting the desired customer, click on the **Assign Tag** button to assign the card. A notification will pop up informing you that the change was successful.

Once the card is assigned to the desired customer, you are now ready to add cash value to the card.

3 **Click on the Add Target Value Button**
After clicking on the **Add Target Value** button, a new section will appear which will allow you to add targets to the card.

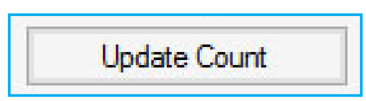
4 **Input the Desired Amount of Targets**
In the **Number to Add** field, add the amount of targets that the customer has prepaid (plus a percentage for **Broken/ Show Targets**). The **Current Targets** and the **Number to Add** are combined and displayed in the **New Target Count** field.



The $0.36 a target is calculated based on the selected customer's membership status and target pricing group. See the section on **Pricing** for more information (📖13).

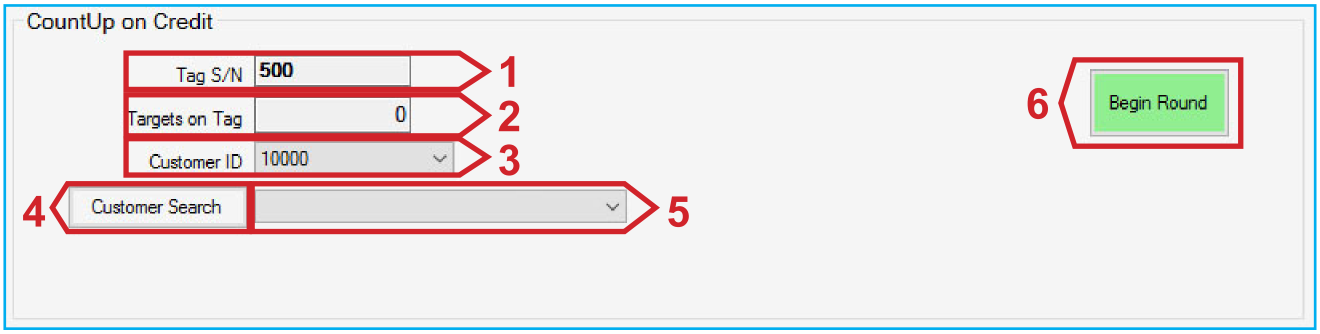
Tip
Use the minus symbol to **subtract** value from the card.

5 **Click Update Count**
A notification will pop up informing you that the transaction was successful.



Count Up Sporting Clays Cards

When a **Count Up Sporting Clays Card** is placed on the **Card Reader**, the bottom section of the **Check In/Out Cash** tab becomes active.



1 Tag Serial Number:
This field displays the current card's serial number and cannot be changed.

2 Targets on Tag:
This field displays the amount of targets currently applied to the card.

3 Customer ID:
This field displays the current customer's ID number that was assigned to them in the **Customer** tab (📖20).

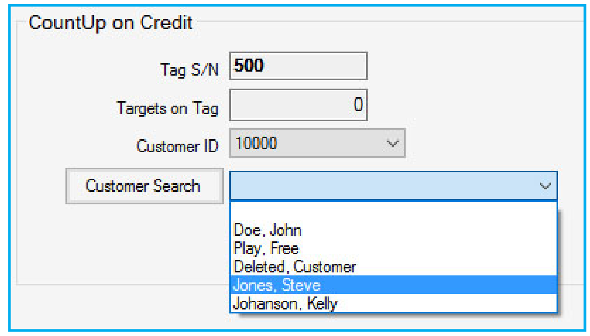
4 Customer Search:
Search your customer database by first or last name, or by company name.

5 Customer Drop-down Menu:
Click on this drop-down menu to display customers in order of customer ID. Click on a name to select it.

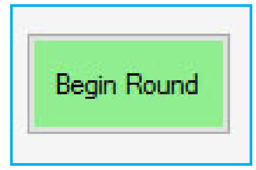
6 Begin Round:
Click on this button after a customer has been selected to check out the card to the customer.

Check Out a Count Up Sporting Clays Card

1 **Click on the Customer Drop-down Menu**
Customers names will be listed in the drop-down menu. Select the customer that you would like to assign the card to.

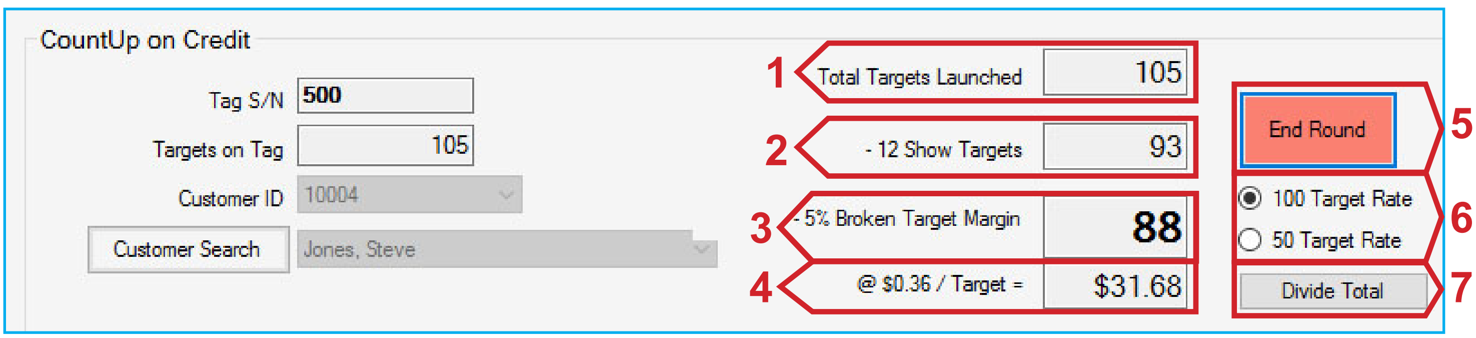


2 **Click on the Begin Round Button**
A notification will pop up informing you that a new **Count Up** session has begun.



Check In a Count Up Sporting Clays Card

When a customer with a **Count Up** card has finished shooting for the day, the card will have to be checked back in and the balance will need to paid.



1 **Total Targets Launched:**
This field displays the total amount of targets thrown.

2 **Minus Show Targets:**
This field displays the total amount of targets thrown minus the amount of **Show Targets** that were set in the **Range** tab (🕮12).

3 **Minus Broken Target Margin:**
This field displays the total amount of targets the customer is being charged for after the **Show Targets** and **Broken Target Margin** (🕮12) has been subtracted.

4 **Total Price:**
This field displays the final price of targets thrown. Price is based on costumer's membership status and target pricing group.

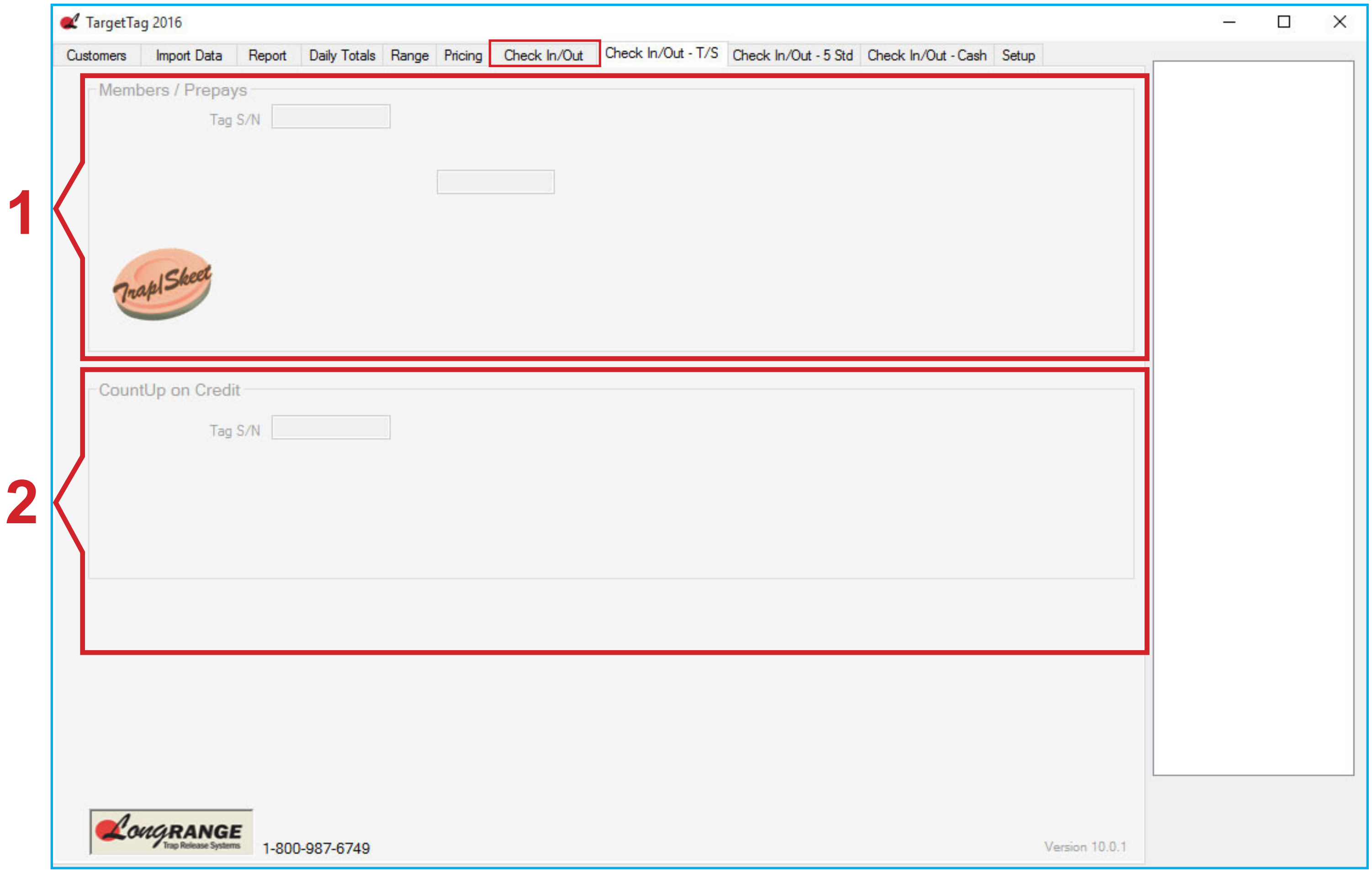
5 **End Round Button:**
Clicking the **End Round** button will clear the card. The card will now be ready to be assigned to a new customer.

6 **100/50 Target Rate:**
Choose the pricing rate will affect the price per target and amount of show targets.

7 **Divide Total:**
Click on this button if a group of customers wishes to split the cost evenly between shooters.

Trap and Skeet Cards

Trap and Skeet Cards are either **Count Down** or **Count Up**. In the **Check In/Out T/S** tab, the top section is for the **Count Down** cards and it labeled as **Members/Prepays**. The bottom section is for **Count Up** cards and is labeled as **CountUp on Credit**. When you place a **Trap** or **Skeet** card on the **Card Reader**, this tab will automatically open and the top or bottom section will become active depending on whether it is a **Count Up** card or a **Count Down** card. These two types of **Trap and Skeet Cards** are described in this section.



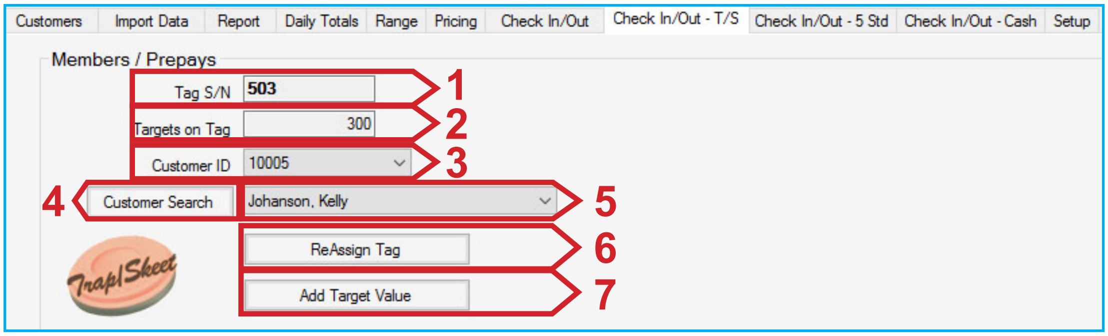
1 Count Down Trap and Skeet Cards:
This top section is dedicated to entering information for a **Count Down Trap and Skeet Card**. Once you place a **Count Down Trap and Skeet Card** on the **Card Reader**, this section becomes active.

---

2 Count Up Trap and Skeet Cards:
This top section is dedicated to entering information for a **Count Up Trap and Skeet Card**. Once you place a **Count Up Trap and Skeet Card** on the **Card Reader**, this section becomes active.

Count Down Trap and Skeet Cards

When a **Count Down Trap and Skeet Card** is placed on the **Card Reader**, the top section of the **Check In/Out Cash** tab becomes active.



1 **Tag Serial Number:**
This field displays the current card's serial number and cannot be changed.

2 **Targets on Tag:**
This field displays the amount of targets currently applied to the card.

3 **Customer ID:**
This field displays the current customer's ID number that was assigned to them in the **Customer** tab (🕮20).

4 **Customer Search:**
Search your customer database by first or last name, or by company name.

5 **Customer Drop-down Menu:**
Click on this drop-down menu to display customers in order of customer ID. Click on a name to select it.

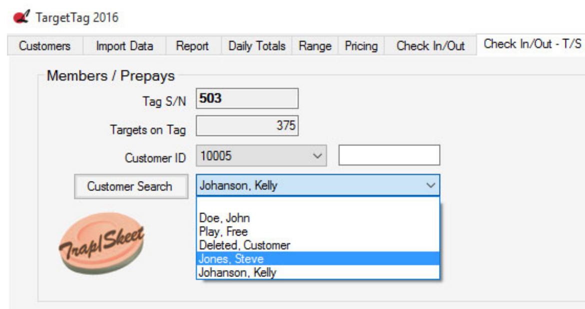
6 **Assign/Re-Assign Tag:**
Click on this button after a customer has been selected to assign the card to the selected customer.

7 **Add Target Value:**
Click on this button to **Add** or **Subtract** rounds from a card. This process is described on the next page.

Add Rounds to Count Down Trap and Skeet Card

Before adding targets to a card, it must be assigned to a customer. Select a customer and click on the **Assign Tag** button. If the card is already assigned to the desired customer, skip to **step 3** to add targets to card.

1 **Click on the Customer Drop-down Menu**
Customers names will be listed in the drop-down menu. Select the customer that you would like to assign the card to.



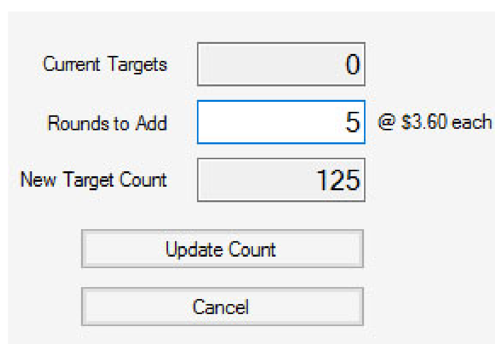
2 **Click on the Assign Tag Button**
After selecting the desired customer, click on the **Assign Tag** button to assign the card. A notification will pop up informing you that the change was successful.

Once the card is assigned to the desired customer, you are now ready to add cash value to the card.

3 **Click on the Add Target Value Button**
After clicking on the **Add Target Value** button, a new section will appear which will allow you to add rounds to the card.

4 **Input the Desired Amount of Rounds**
In the **Number to Add** field, add the amount of rounds that the customer has prepaid. The **Current Targets** and the **Rounds to Add** are combined and displayed in the **New Target Count** field.

***TargetTag 2016 does not add targets for broken/show birds. When rounds are transferred from the card to the counter unit, the counter unit will add targets for broken/show birds depending on the value you set using the Increase/Decrease Targets card.**



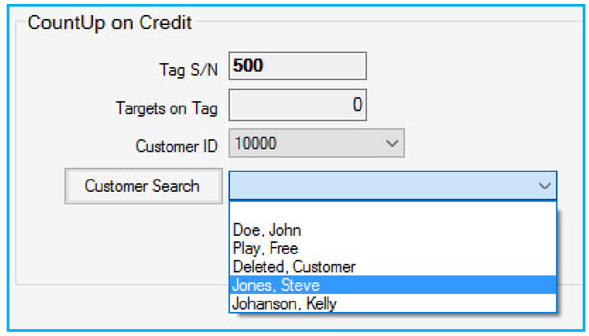
Tip
Use the minus symbol to **subtract** value from the card.

The $3.60 per round is calculated based on the selected customer's membership status and target pricing group. See the section on **Pricing** for more information (📖13).

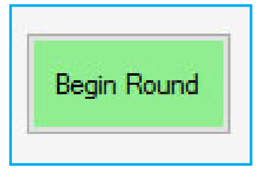
5 **Click Update Count**
A notification will pop up informing you that the transaction was successful.

Check Out a Count Up Trap and Skeet Card

1 **Click on the Customer Drop-down Menu**
Customers names will be listed in the drop-down menu. Select the customer that you would like to assign the card to.



2 **Click on the Begin Round Button**
A notification will pop up informing you that a new **Count Up** session has begun.



Check In a Count Up Trap and Skeet Card

When a customer with a **Count Up** card has finished shooting for the day, the card will have to be checked back in and the balance will need to paid.

1 **Tag Serial Number:**
This field displays the current card's serial number and cannot be changed.

2 **Targets on Tag:**
This field displays the amount of targets currently applied to the card.

3 **Customer ID:**
This field displays the current customer's ID number that was assigned to them in the **Customer** tab (📖20).

4 **Customer Search:**
Search your customer database by first or last name, or by company name.

5 **Customer Name:**
Click on this drop-down menu to display customers in order of customer ID. Click on a name to select it.

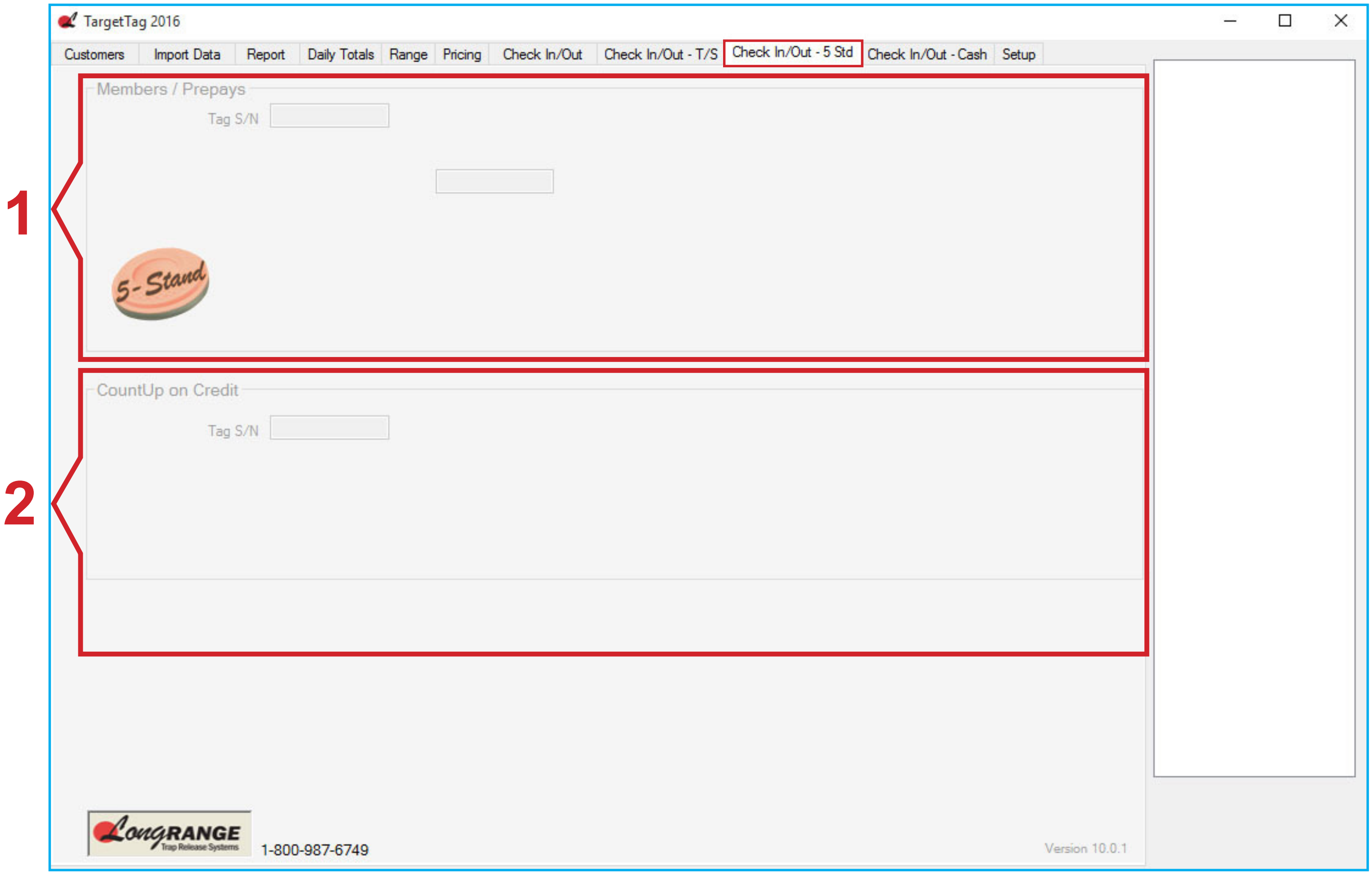
6 **Rounds:**
This field displays how many rounds of **Trap** and/or **Skeet** have been played.

7 **End Round:**
Click on this button when the balance has been paid and the card has been checked in.

8 **Total:**
This field displays the total amount owed for the rounds that have been played.

5-Stand Cards

5-Stand cards are either **Count Down** or **Count Up**. In the **Check In/Out 5-Stand** tab, the top section is for the **Count Down** cards and it labeled as **Members/Prepays**. The bottom section is for **Count Up** cards and is labeled as **CountUp on Credit**. When you place a **5-Stand** on the **Card Reader**, this tab will automatically open and the top or bottom section will become active depending on whether it is a **Count Up** card or a **Count Down** card. These two types of **5-Stand** are described in this section.



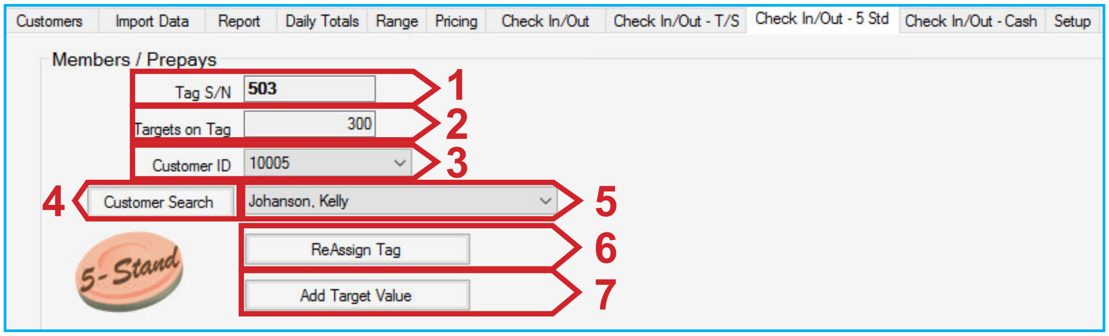
1 **Count Down 5-Stand Cards:**
This top section is dedicated to entering information for a **Count Down 5-Stand Card**. Once you place a **Count Down 5-Stand Card** on the **Card Reader**, this section becomes active.

---

2 **Count Up 5-Stand Cards:**
This top section is dedicated to entering information for a **Count Up 5-Stand Card**. Once you place a **Count Up 5-Stand Card** on the **Card Reader**, this section becomes active.

Count Down 5-Stand Cards

When a **Count Down 5-Stand Card** is placed on the **Card Reader**, the top section of the **Check In/Out Cash** tab becomes active.



1 Tag Serial Number:
This field displays the current card's serial number and cannot be changed.

2 Targets on Tag:
This field displays the amount of targets currently applied to the card.

3 Customer ID:
This field displays the current customer's ID number that was assigned to them in the **Customer** tab (📖20).

4 Customer Search:
Search your customer database by first or last name, or by company name.

5 Customer Drop-down Menu:
Click on this drop-down menu to display customers in order of customer ID. Click on a name to select it.

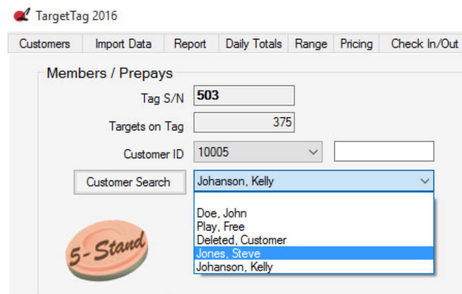
6 Assign/Re-Assign Tag:
Click on this button after a customer has been selected to assign the card to the selected customer.

7 Add Target Value:
Click on this button to **Add** or **Subtract** rounds from a card. This process is described on the next page.

Add Rounds to Count Down 5-Stand Card

Before adding targets to a card, it must be assigned to a customer. Select a customer and click on the **Assign Tag** button. If the card is already assigned to the desired customer, skip to **step 3** to add targets to card.

1 Click on the Customer Drop-down Menu
Customers names will be listed in the drop-down menu. Select the customer that you would like to assign the card to.



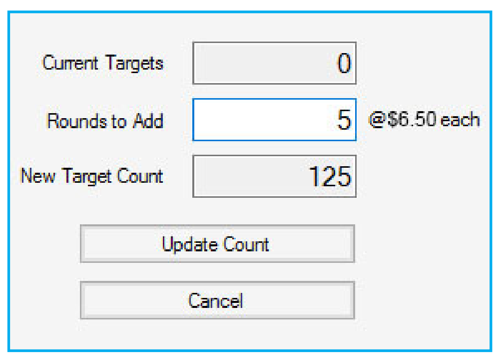
2 Click on the Assign Tag Button
After selecting the desired customer, click on the **Assign Tag** button to assign the card. A notification will pop up informing you that the change was successful.

Once the card is assigned to the desired customer, you are now ready to add cash value to the card.

3 Click on the Add Target Value Button
After clicking on the **Add Target Value** button, a new section will appear which will allow you to add rounds to the card.

4 Input the Desired Amount of Rounds
In the **Number to Add** field, add the amount of rounds that the customer has prepaid. The **Current Targets** and the **Rounds to Add** are combined and displayed in the **New Target Count** field.

***TargetTag 2016 does not add targets for broken/show birds. When rounds are transferred from the card to the counter unit, the counter unit will add targets for broken/show birds depending on the value you set using the Increase/Decrease Targets card.**



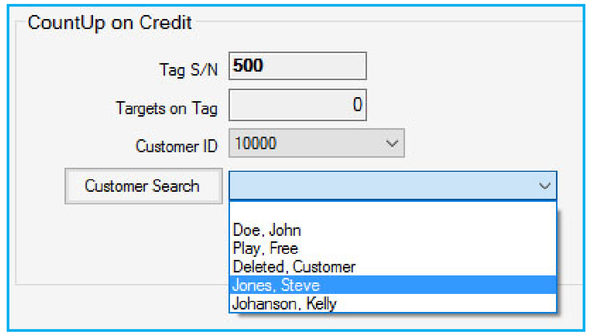
The $6.50 a target is calculated based on the selected customer's membership status and target pricing group. See the section on **Pricing** for more information (🕮13).

Tip
Use the minus symbol to **subtract** value from the card.

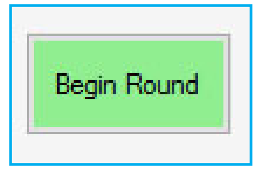
5 Click Update Count
A notification will pop up informing you that the transaction was successful.

Check Out a Count Up 5-Stand Card

1 Click on the Customer Drop-down Menu
Customers names will be listed in the drop-down menu. Select the customer that you would like to assign the card to.



2 Click on the Begin Round Button
A notification will pop up informing you that a new **Count Up** session has begun.



Check In a Count Up 5-Stand Card

When a customer with a **Count Up** card has finished shooting for the day, the card will have to be checked back in and the balance will need to paid.

1 Tag Serial Number:
This field displays the current card's serial number and cannot be changed.

2 Targets on Tag:
This field displays the amount of targets currently applied to the card.

3 Customer ID:
This field displays the current customer's ID number that was assigned to them in the **Customer** tab (📖20).

4 Customer Search:
Search your customer database by first or last name, or by company name.

5 Customer Name:
Click on this drop-down menu to display customers in order of customer ID. Click on a name to select it.

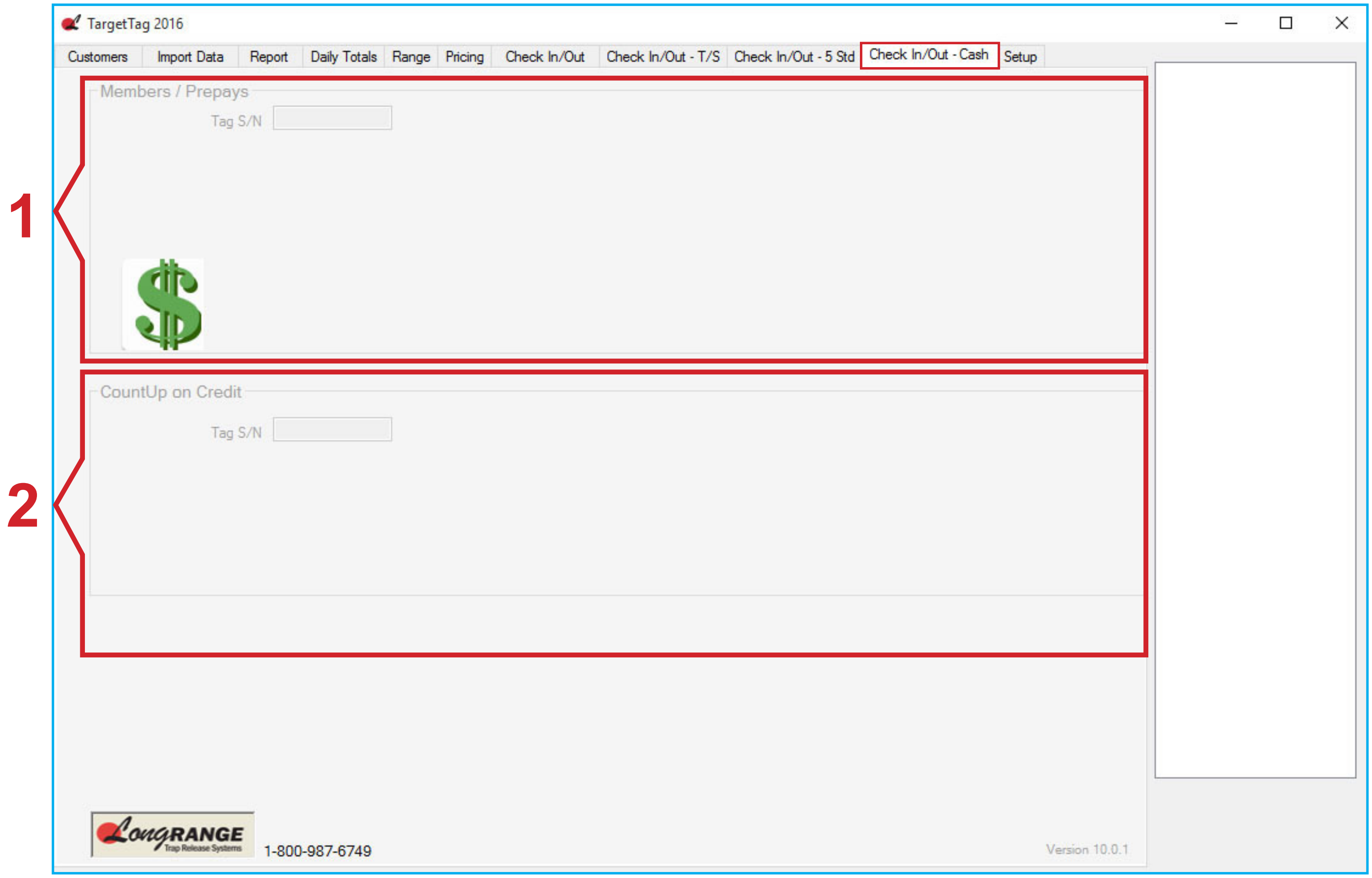
6 Rounds:
This field displays how many rounds of **5-Stand** have been played.

7 End Round:
Click on this button when the balance has been paid and the card has been checked in.

8 Total:
This field displays the total amount owed for the rounds that have been played.

Cash Cards

Cash Cards are either **Count Down** or **Count Up**. In the **Check In/Out Cash** tab, the top section is for the **Count Down** cards and it labeled as “Members/Prepays”. The bottom section is for **Count Up** cards and is labeled as “CountUp on Credit”. When you place a **Cash Card** on the **Card Reader**, this tab will automatically open and the top or bottom section will become active depending on whether it is a **Count Up** card or a **Count Down** card. These two types of **Cash Cards** are described in this section.

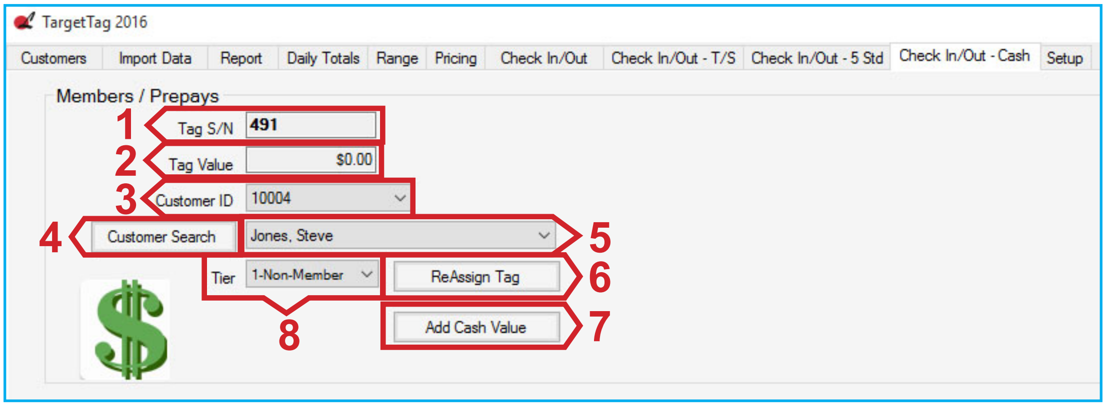


1 **Count Down Cash Cards:**
This top section is dedicated to entering information for a **Count Down Cash Card**. Once you place a **Count Down Cash Card** on the **Card Reader**, this section becomes active.

2 **Count Up Cash Cards:**
This top section is dedicated to entering information for a **Count Up Cash Card**. Once you place a **Count Up Cash Card** on the **Card Reader**, this section becomes active.

Count Down Cash Cards

When a **Count Down Cash Card** is placed on the **Card Reader**, the top section of the **Check In/Out Cash** tab becomes active.



1 Tag Serial Number:
This field displays the current card's serial number and cannot be changed.

2 Tag Value:
This field displays the amount of money currently applied to the card.

3 Customer ID:
This field displays the current customer's ID number that was assigned to them in the **Customer** tab (📖20).

4 Customer Search:
Search your customer database by first or last name, or by company name.

5 Customer Drop-down Menu:
Click on this drop-down menu to display customers in order of customer ID. Click on a name to select it.

6 Re-Assign Tag:
Click on this button after a customer has been selected to assign the card to the selected customer.

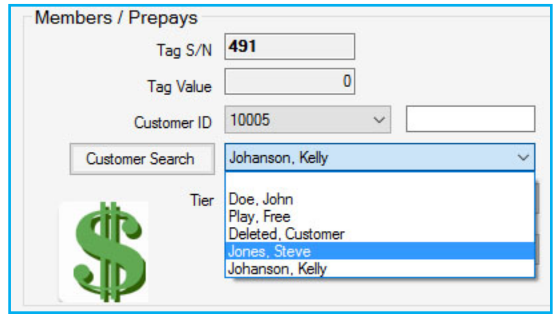
7 Add Cash Value:
Click on this button to **Add** or **Subtract** money from a card. This process is described on the next page.

8 Tier:
Click on this drop-down menu to select the **Pricing Tier** for the selected customer. The counter units will charge the customer according to the set tier prices. Use the **Set Tier Pricing** card on each counter unit to set pricing (📖17).

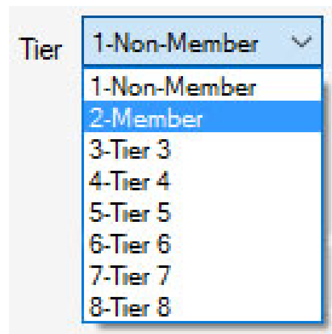
Add Cash to Count Down Cash Card

Before adding cash value to a card, it must be assigned to a customer. Select a customer and click on the **Re-Assign Tag** button. If the card is already assigned to the desired customer, skip to **step 4** to add cash value to card.

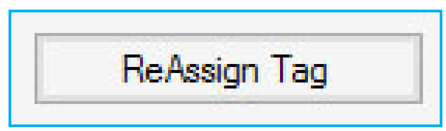
1 **Click on the Customer Drop-down Menu**
Customers names will be listed in the drop-down menu. Select the customer that you would like to assign the card to.



2 **Click on the Tier Drop-Down Menu**
After selecting the desired customer, click on the **Tier** drop-down menu to assign the **Pricing Tier**. This will indicate how much the customer is charged depending on what you set the counter system's pricing tiers to using the **Set Pricing Tier** card (📖17).

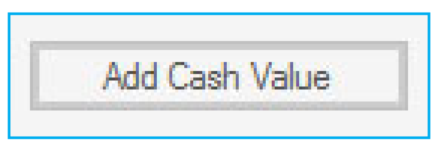


3 **Click on the Assign Tag Button**
After selecting the desired customer and assigning the **Pricing Tier**, click on the **Assign Tag** button to assign the card. A notification will pop up informing you that the change was successful.



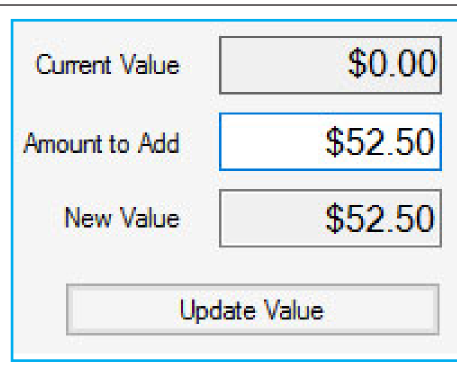
Once the card is assigned to the desired customer, you are now ready to add cash value to the card.

4 **Click on the Add Cash Value Button**
After clicking on the **Add Cash Value** button, a new section will appear which will allow you to add monetary value to the card.



5 **Input the Desired Amount of Cash**
In the **Amount to Add** field, type the amount of money that the customer has prepaid. The **Current Value** and the **Amount to Add** are combined and displayed in the **New Value Field.**

***Be sure to add a percentage for broken/show targets.**

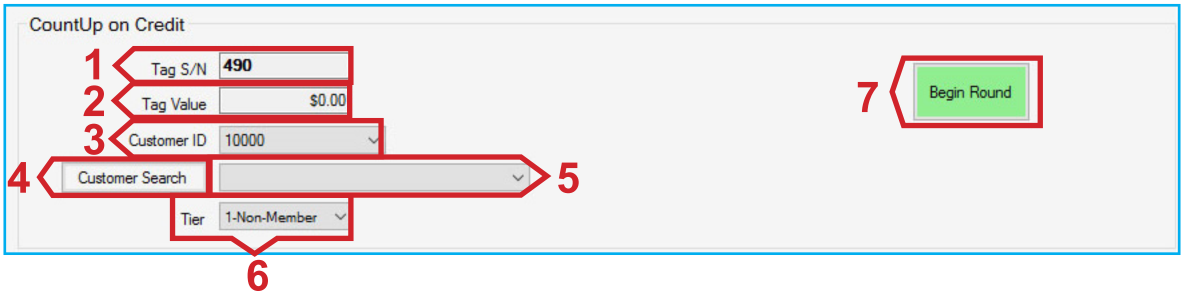


Tip
Use the minus symbol to **subtract** value from the card.

6 **Click Update Value**
A notification will pop up informing you that the transaction was successful.

Count Up Cash Cards

When a **Count Up Cash Card** is placed on the **Card Reader**, the bottom section of the **Check In/Out Cash** tab becomes active.



1 Tag Serial Number:
This field displays the current card's serial number and cannot be changed.

2 Tag Value:
This field displays the amount of money currently applied to the card.

3 Customer ID:
This field displays the current customer's ID number that was assigned to them in the **Customer** tab (📖20).

4 Customer Search:
Search your customer database by first or last name, or by company name.

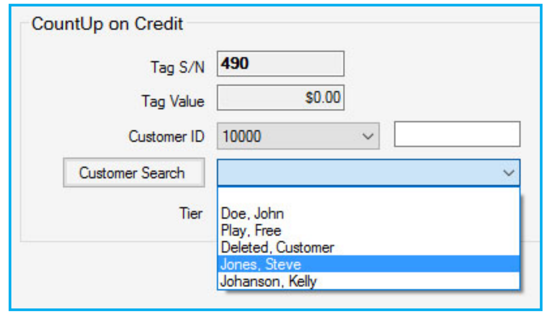
5 Customer Drop-down Menu:
Click on this drop-down menu to display customers in order of customer ID. Click on a name to select it.

6 Tier:
Click on this drop-down menu to select the **Pricing Tier** for the selected customer. The counter units will charge the customer according to the set tier prices. Use the **Set Tier Pricing** card on each counter unit to set pricing (📖17).

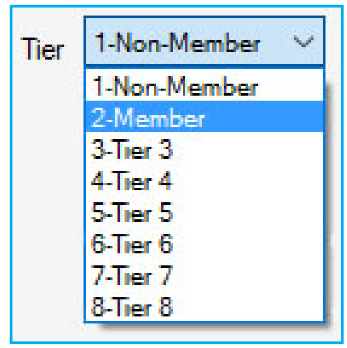
7 Begin Round:
Click on this button after a customer has been selected to check out the card to the customer.

Check Out a Count Up Cash Card

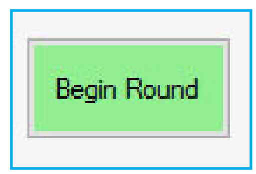
1 **Click on the Customer Drop-down Menu**
Customers names will be listed in the drop-down menu. Select the customer that you would like to assign the card to.



2 **Click on the Tier Drop-Down Menu**
After selecting the desired customer, click on the **Tier** drop-down menu to assign the **Pricing Tier**. This will indicate how much the customer is charged depending on what you set the counter system's pricing tiers to using the **Set Pricing Tier** card (17).



3 **Click on the Begin Round Button**
A notification will pop up informing you that a new **Count Up** session has begun.



Check In a Count Up Cash Card

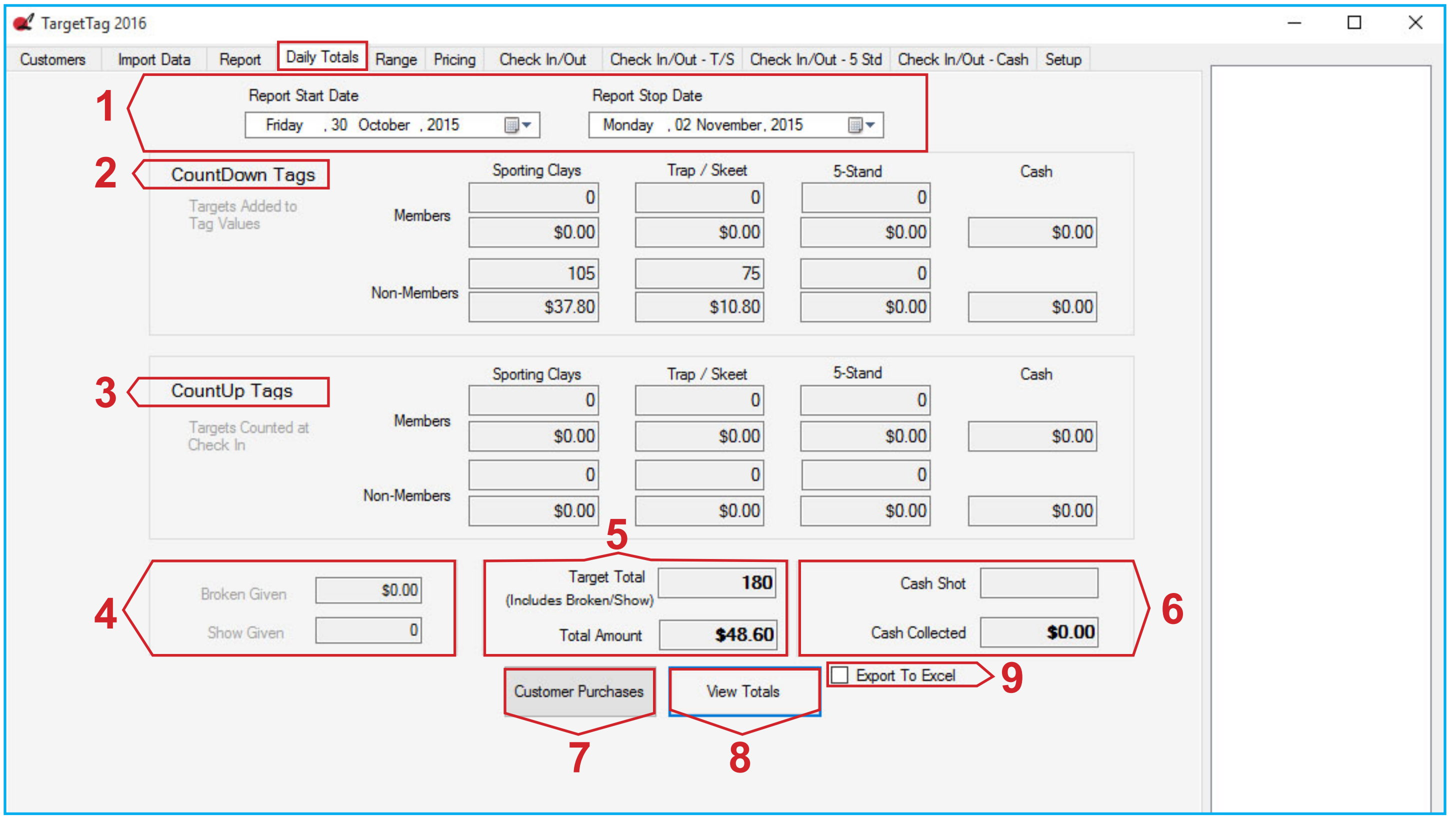
When a customer with a **Count Up** card has finished shooting for the day, the card will have to be checked back in and the balance will need to paid.

1 **Place the Card on the Card Reader**
When you place a **Count Up** card on the **Card Reader**, 3 fields appear. The top field indicates the total dollar amount of targets thrown. The second field subtracts the percentage that was set for **Broken/Show Discount** in the **Range** tab (12). This discount is subtracted from the **Total Shot** to give you the **Total Amount** due.

2 **Click the End Round Button**
When the balance has been paid, click on **End Round**. This will clear the card. The card will now be ready to be assigned to a new customer.

Daily Totals

The **Daily Totals** tab allows you to see the breakdown of sales between a defined date range. Select the date range and click on the **View Totals** button. The **Daily Totals** will organize the sales into either **Count Down Tags** or **Count Up Tags**. The monetary value of targets given for **Broken** and **Show Targets** will also be displayed.



1 **Date Range:**
Select the beginning and ending date from the drop-down menus.

2 **Count Down Tags:**
This section shows **Members** and **Non-Members Count Down Tags**.

3 **Count Up Tags:**
This section shows **Members** and **Non-Members Count Up Tags**.

4 **Broken and Show Targets:**
This section displays the monetary value of targets given for **Broken** and **Show Targets**.

5 **Totals:**
This section totals all targets and the monetary value of those targets.

6 **Cash Card Totals:**
This section will show the total amount of targets shot with cash cards and the monetary value of those targets.

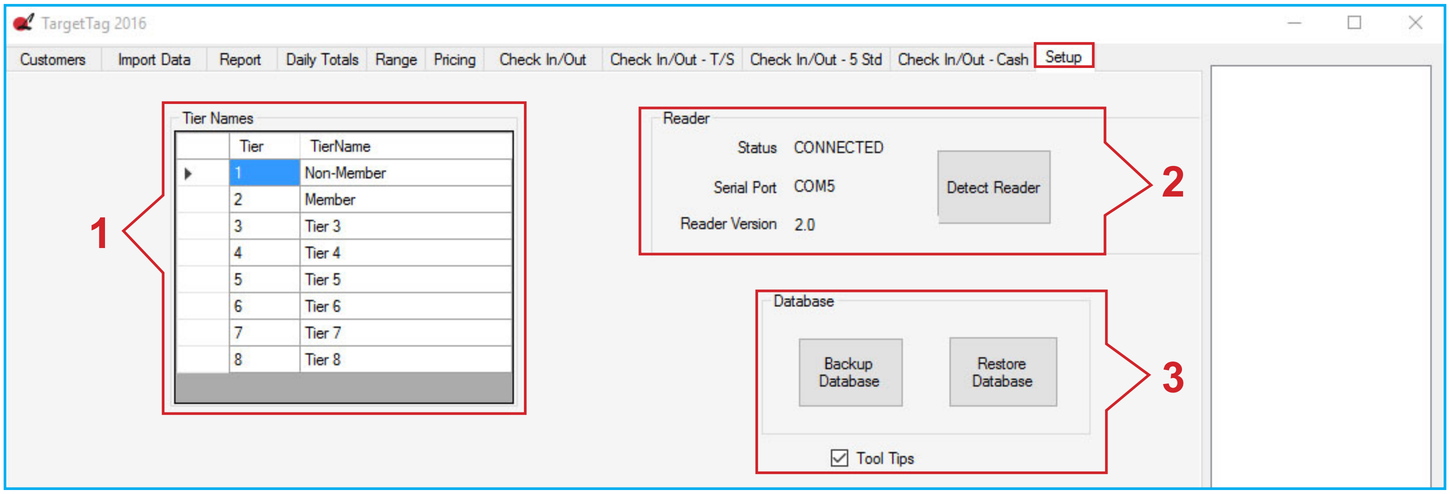
7 **Customer Purchases:**
This button creates a report on **ALL** individual customer's purchases.

8 **View Totals:**
After selecting the date range, click the **View Totals** button to update the page.

9 **Export to Excel:**
By selecting this box before clicking on the **Customer Purchases** button, TargetTag 2016 creates a spreadsheet with all of the information. Choose your save location.

Setup

The **Setup** tab consists of 3 sections which allows you to name the **Cash Tiers**, connect and view information about your **Card Reader**, and **Backup** and **Restore** the **Database**.



1 Tier Names:
Customize your **Cash Tier Names**. Click on the tier name that you would like to change then type the desired name in the field. This change will be reflected in the **Customers** tab under the **Cash Tier Drop-down Menu**.

---

2 Reader:
This section displays information about your **Card Reader**. If your **Card Reader** is not connected, click on the **Detect Reader** button to connect it.

---

3 Database:
The **Backup Database** button allows you to save all of the data that you have input into the **TargetTag Software**. Click on the **Backup Database** button and select a folder to save the data. You may also create a **New Folder** from the pop-up menu. If you ever need to restore a previously saved **Database**, click **Restore Database** and select the backup file that you wish to restore.

Appendix A Using Cash Cards

Cash Cards make it easy for customers to see the monetary cost of targets that have been fired. There are a couple steps that need to be completed to set up the counter units for use with **Cash Cards**. The first step is to calculate the cost per target that you would like to charge customers. The counter units are able charge up to 8 different prices depending on the customer's assigned tier. A customer's tier is assigned to them when the **Cash Card** is checked out to them. See the section on **Cash Cards** for more information (📖46).

Set Tier Prices on Counter Units

Using your **Set Tier Pricing** card, you must manually set the pricing tiers on **EACH** counter unit. For Sporting Clay counter units, you will set the price of each target fired. For Trap, Skeet, and 5-Stand counter units, you will set the price per round of 25 targets.

1 **Touch Your Set Tier Pricing Card to Unit**
By touching your **Set Tier Pricing** card to the counter unit, you will put the counter into **Set Tier Pricing** mode.

Set Tier Pricing

2 **Set Tier 1 Price**
Using the pull cord, increase or decrease the value for customers in tier 1. **Button 1** decreases the value. **Button 2** increases the value. Press and hold a button to quickly increase or decrease the amount.

Tier Pricing
Tier 1 = $0.34

3 **Press the Doubles Button to Advance**
After setting the price for tier 1, press the **Doubles** button to advance to tier 2.

Tier Pricing
Tier 2= $0.41

4 **Set Remaining Tier Prices**
Using the pull cord, use **Button 1** and **Button 2** to set the price. The **Doubles** button will advance to the next tier. Set pricing for all tiers that you plan on using.

Tier Pricing
Tier 3= $0.44

5 **Touch Your Set Tier Pricing Card to Unit**
Once finished setting the prices of all tiers, touch your **Set Tier Pricing** card to the unit to exit **Set Tier Pricing** mode.

Set Tier Pricing
Service Complete

6 **Repeat Steps for Each Counter**
Move onto the next counter unit and repeat these steps.

Using Cash Cards on Sporting Clay Counter Units

After the tier prices have been set on each counter unit, customers may then use **Cash Cards** to fire targets. When checking out a **Cash Card**, select the tier that the customer belongs to. Some common pricing tiers include member, non-member, employee, veteran, etc. See the section on **Cash Cards** for more information on checking out **Cash Cards** (46).

1 Insert the Cash Card Into the Unit
When you insert a **Cash Card** into a counter unit, the accumulated or remaining balance will be displayed.

Tag = $10.00
Make selection

2 Press Trap Button
Using the pull cord, press a single trap button or the doubles button. The counter will deduct (**Count Down**) or increase (**Count Up**) the monetary value on the card. This amount depends on what tier the customer belongs to.

Tag = $9.65
Launching...

3 Remove the Cash Card When Finished
The **Cash Card** will retain the information as the shooter moves from station to station. When a **Count Down** card reaches zero, the shooter will no longer be able to fire targets.

Tag = $0.00
Balance Too Low

Using Cash Cards on Trap and Skeet Counter Units

1 Insert the Cash Card Into the Unit
When you insert a **Cash Card** into a counter unit, the accumulated or remaining balance will be displayed.

Tag = $0.00
Make a selection

2 Press Target Transfer Button on the Unit
Press the yellow **Target Transfer** button on the counter unit. This will deduct (**Count Down**) or increase (**Count Up**) the monetary value of 1 round on the card and add 25 targets to the counter unit.

*If shooters want to add more than 1 round, the card must be removed and re-inserted before pressing the yellow **Target Transfer** button again.

Tag = $5.00
Make a selection

3 Remove the Cash Card
The **Cash Card** will retain the information as the shooter moves from station to station. When a **Count Down** card reaches zero, the shooter will no longer be able to add rounds to counter units.

Tag = $0.00
Balance Too Low

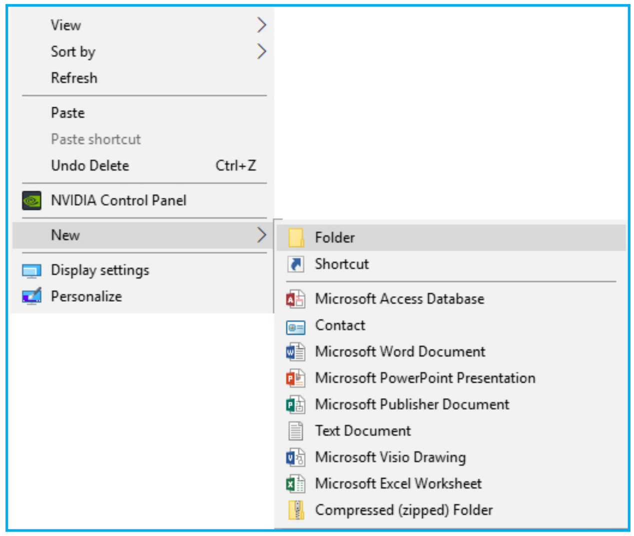
Appendix B Backing Up and Restoring the Database

Your database contains all of your customer’s data, as well as pricing information, transaction information, broken and show information, employee activity, etc. It is recommended that you backup this information at lease once a month. Below are the steps to backup the database to a safe location as well as restore the database in the unfortunate event that you lose your information or you decide to upgrade your software to a newer version.

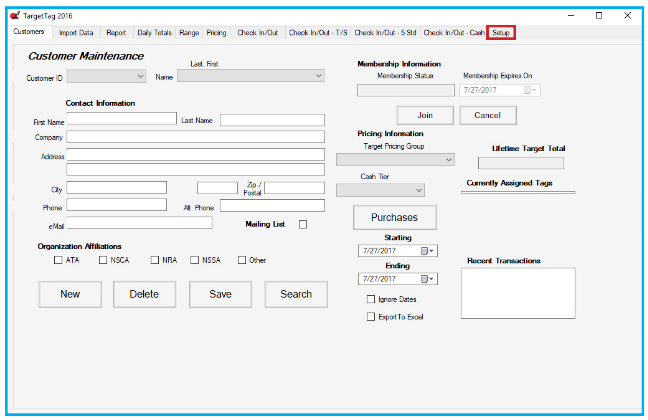
Backup Your Database

1 **Create a Folder for the Database**
Create a folder either on your PC or on an external hard drive for the database information to be saved to. Right click in the location, hover over New, and click Folder.

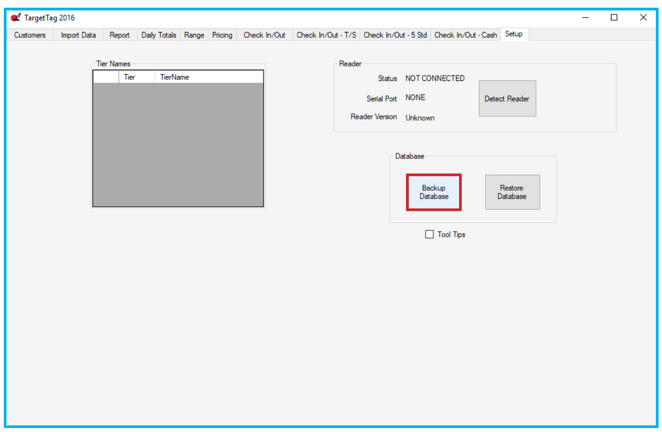
**Be sure to name the folder something that is easily recognizable in a location that is easily accessible.*



2 **Open the TargetTag Software**
Double click on the TargetTag icon to open the software. From the customer tab, click on the Setup tab .

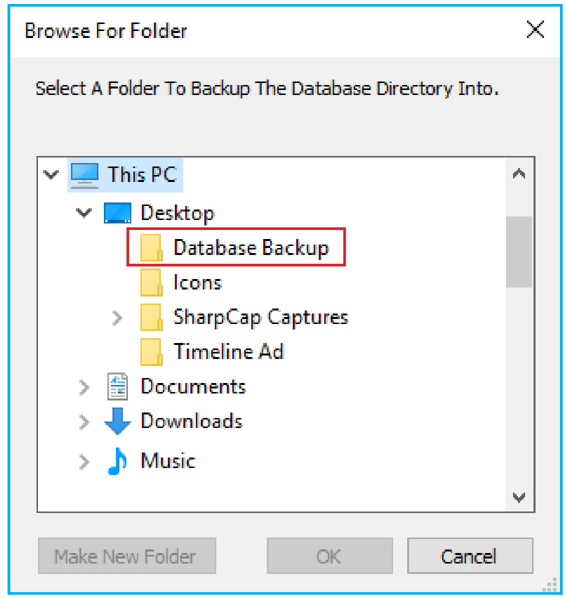


3 **Click Backup Database**
From the Setup tab, click on Backup Database. A screen will pop up asking you to choose the save location.

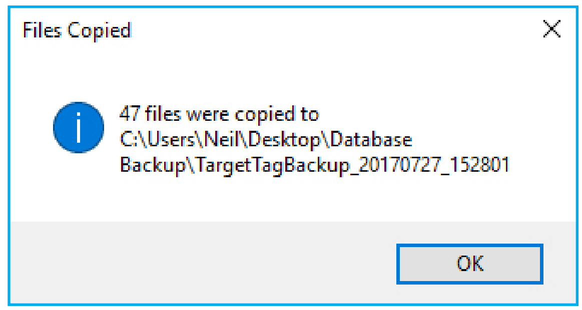


4 Select Your Database Save Location

In the Browse For Folder screen, locate the folder you created to save your database to. As you can see, ours is under: This PC>Desktop>Database Backup



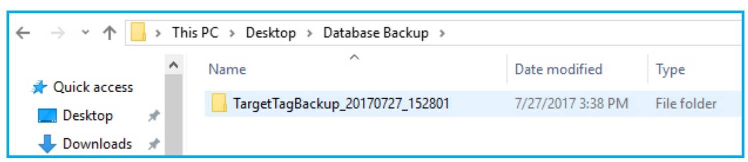
A notification will pop up notifying that your database files have been successfully copied to your save location.



Restore Your Database

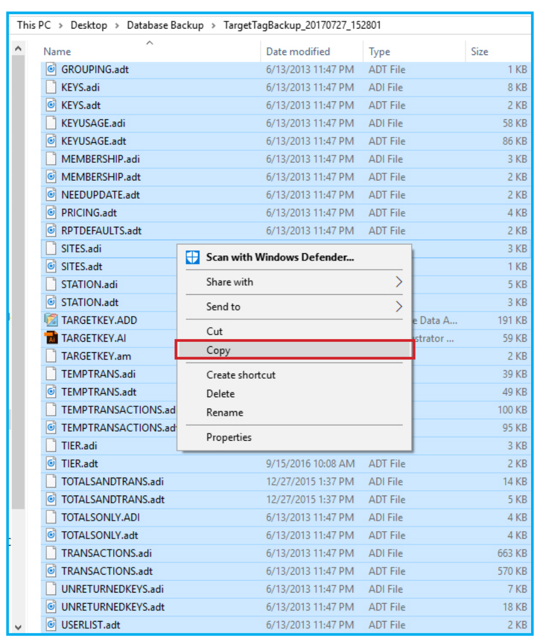
1 Locate Your Saved Database Files

Locate the folder that you backed up your database files to. Double click that folder to open.



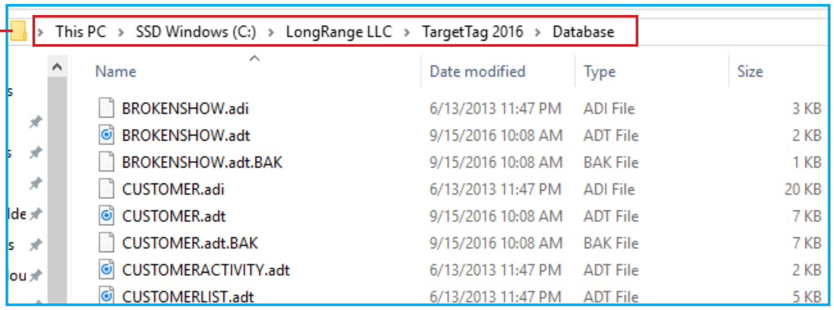
2 Copy All of the Files

Highlight all of the database files, right click on them, and click copy.



3 Locate Your Long Range Database Folder

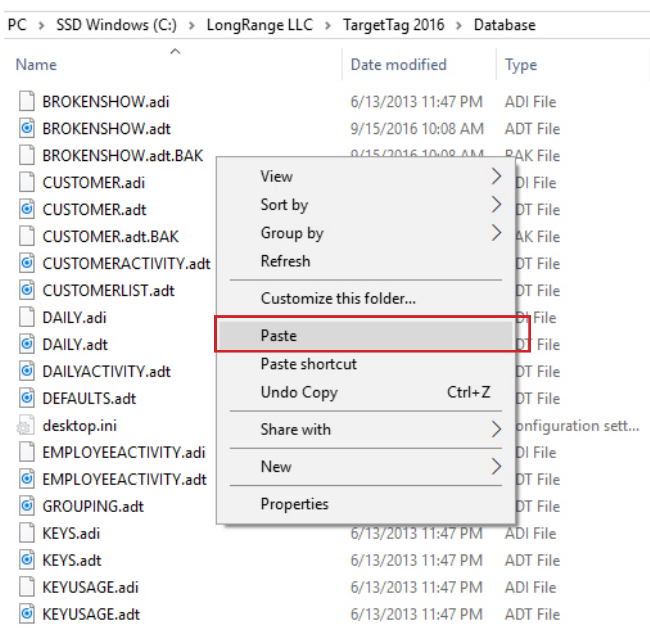
Locate the folder that you backed up your database files to. Double click that folder to open.



As you can see, the TargetTag Database folder is located at: *This PC > SSD Windows (C:) > LongRange LLC > TargetTag 2016 > Database*

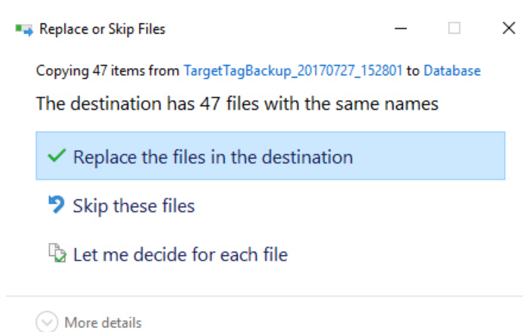
3 Paste the Copied Database Files into the Long Range Database Folder

Right click within the TargetTag Database folder and click paste.



4 Click Replace Files in the Destination

A notification will ask you if you would like to replace or skip the files. Click on Replace the Files in the Destination. Your files will be copied and your database will be restored.



Trouble Shooting

Frequently Asked Questions

Questions	
What should I do if my card reader isn't working?	Click on the **Detect Reader** button in the **Setup** tab.

Contact

Please call us with any questions. Your satisfaction is our priority.

Call toll free:
1 800 987-6749, Monday-Friday 8:30am-4:30pm EST

Website:
http://www.longrangellc.com

MAIL TO: **Long Range LLC.**
26 Tannery St.
Franklin, NH 03235

Please carefully pack and ship, prepaid and insured, to Long Range LLC.