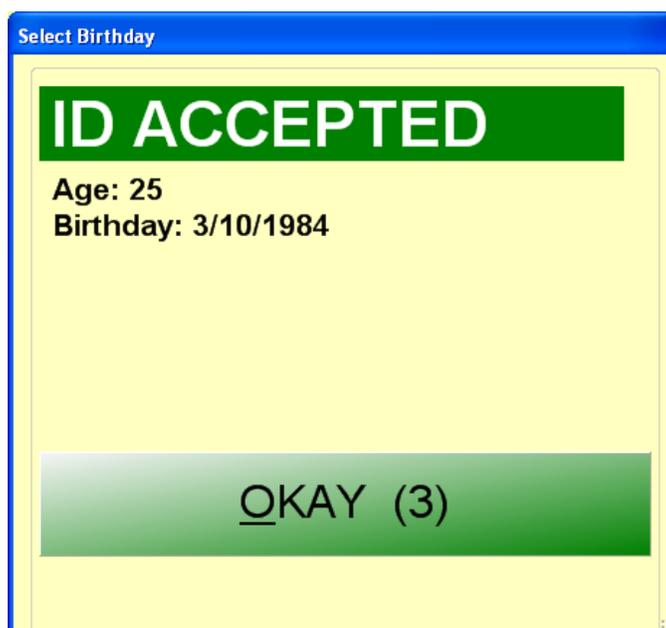# Check ID



**Check ID** is used to enforce age restrictions on the purchase of items such as tobacco and alcohol.  It is a flexible feature which can be bypassed with permission and/or used with an ID scanner.

**Enabling Check ID**

To enable Check ID, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

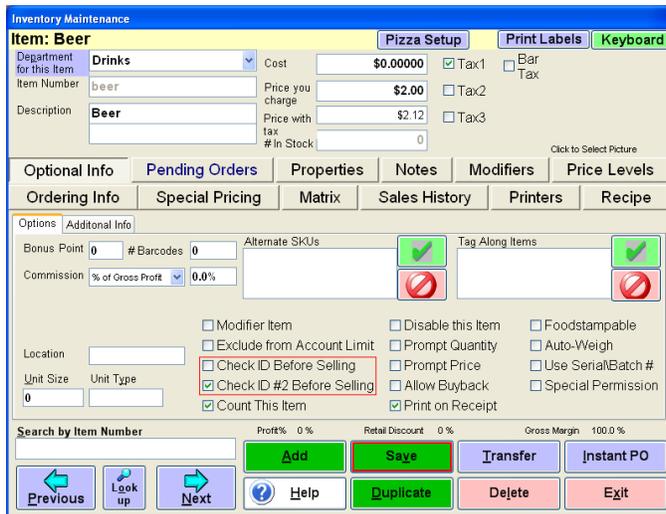| | |
|---|---|
|  | 1.  Select **Setup** and then **Setup Screen**. |
|  | 2.  Select the **Inventory** tab.<br><br>3.  Check **Check ID – Birthday Prompt**<br><br>4.  Provide appropriate ages and prompts.<br><br>5.  Select **Update**. |
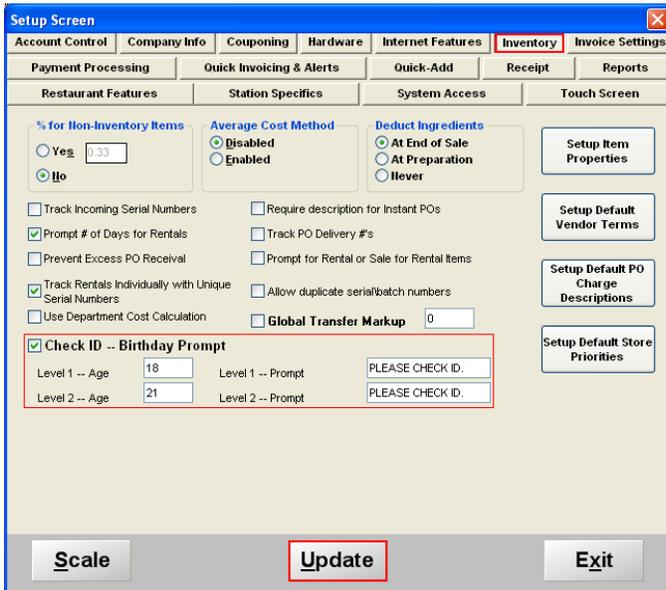
**Granting or denying an employee the permission to bypass the birthday prompt**

It may be tactful for employees to bypass the birthday prompt when the customer is obviously overage. They can do so by selecting **SKIP** when prompted for the customer's birthday.  You can control which employees have the power to do this by selecting **Manager** from the login screen, providing the requested credentials, and following these steps.

| | |
|---|---|
| | 1.  Select **Employee Maintenance**. |
| | 2.  Select an employee. <br><br> 3.  Select **Page 3** of the **Functionality** tab. <br><br> 4.  Select a permission for **Override ID Scan**. <br><br> 5.  Select **Save Changes**. |

**Requiring IDs to be checked prior to sales of particular items**

Now that Check ID has been enabled, particular items must be configured to use this feature.  To do this, follow these steps.  Note that they continue where the previous section left off.

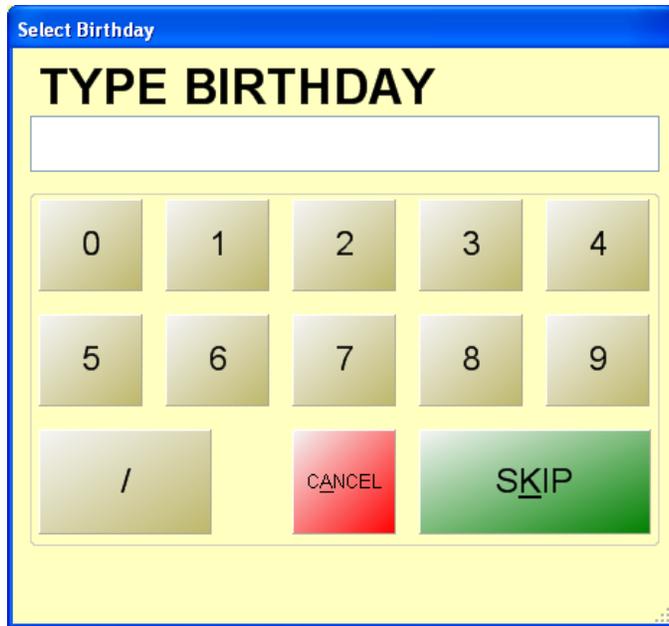| | |
|---|---|
|  | 1.  Select **Administrative** and then **Inventory Maintenance**. |
|  | 2.  Select an item which cannot be sold without checking an ID first.<br><br>3.  Check either **Check ID Before Selling** or **Check ID #2 Before Selling**.<br><br>4.  Select **Save**. |

**Selling an item that requires the checking of ID**

After the steps in the previous two sections have been followed, the item cannot be sold without an ID being checked.

| | |
|---|---|
| Beer | 1. Select the item from the touchscreen or scan it as you normally would. |
| **Select Birthday**<br>**TYPE BIRTHDAY**<br>0  1  2  3  4<br>5  6  7  8  9<br>/   CANCEL   SKIP | 2. You will be prompted for a birthday. At this point, you can select **SKIP** if the customer is obviously overage and you have the permission to do so. If this is not the case, see step 3. |

| | |
|---|---|
| **Select Birthday**<br><br>**TYPE BIRTHDAY**<br>3/10/1984<br><br>\| 0 \| 1 \| 2 \| 3 \| 4 \|<br>\| 5 \| 6 \| 7 \| 8 \| 9 \|<br>\| / \| CANCEL \| OKAY \| | 3. Provide the birthday of the customer (can be found on their ID).<br><br>4. Select **OKAY**. |
| **Select Birthday**<br><br>**ID ACCEPTED**<br>Age: 25<br>Birthday: 3/10/1984<br><br>OKAY (3) | 5. If the customer is old enough, this will be indicated and the item will be added to the invoice. |

**Using an ID scanner instead of manually entering a birthday**

Refer to the document entitled "ID Scanner" on http://faq.pcamerica.com for step-by-step instructions.