





1. How to open and close the Trading Hut container
2. How to Use the sum up machine and trouble shooting
3. Bath Organic Group Purchases
4. Allotment membership

1. How to Open the Trading Hut Container. Opening times 10.00 to 12.00 arrive at 9.30 to get set up. Bring your allotment key for the gate.

		<p>Collect the keys from the key box behind the table in the Organic Garden. It is located on the wall. Slide down the cover, put in the code which you will have been told and pull down the lever to release the opening. Collect the 2 keys. Close up the box so no one else can see the code.</p>
		<p>Go to the container. Unlock the two padlocks. IT IS ESSENTIAL TO OPEN THE RIGHT-HAND DOOR, FIRST. Swivel the catches up. Take the horizontal levers together and rotate them towards the centre. Open the right door so there is no chance of it jamming with the left-hand door.</p> <p>Now do the same with the left-hand door. Remember to put the keys and padlocks somewhere safe.</p>

1. In the desk drawer is a plastic box with the card reader and power charger inside. **More instructions as to how to use this below.** There is a black book for recording sales. An invoice book for the Bath Organic Group. There are at least 2 laminated price lists, one hanging up and the other in the black book. There are scissors and pens in the drawers. Scales and measuring jugs and are on the table to the left. On the green frame are 2 saws for cutting pipe and a metre rule.
2. Take out tables and put out a selection of stock and the notices to say the Trading Hut is open.

While you are there

1. Ask customers if they are B&NES allotment association members, if not ask them to join, tell they can join on-line and tell them to search for Bath Allotment Association website. Make a note of their name and email in the book.

2. Enter purchases in the cash book, quantity and amount and then a total for each customer. Put the total only in the righthand column it makes it a lot easier when you are adding up! Take the money with the card reader see the instructions in the box with the card reader.
3. 3 BOG volunteers can have things on credit, write them in the invoice book, small book with 2 sheets per entry. Tim Baines, Dan Smith and Kate Mills, **no one else**.
4. When there are no customers, please fill milk bottles with any of the things in big sacks, label and price, ready to sell.
5. Make a note of things that are getting low or any good ideas you have for improving the trading hut, either it's running or physically.

Closing the Trading Hut

1. Add up the amount of sales from the morning and write it in the book. Now use the card reader to check the amount taken, hopefully the two will match. Date it and add your name in the book.
2. Put everything back in tables, signage etc.
3. **Close the LEFT-hand door first.** The vertical rods fit into the C shaped catches. Line up the catches so they are open to receive the rods, push the door closed so the rods are in the catches. Take the leavers and simultaneously push them closed. Make sure the LEFT-hand door is secured before closing the right hand door.
4. Close the right-hand door. Swivel the catches down so the padlocks can secure the door. One through the leavers and catches. The long looped padlock goes through the centre. See photo 3 below. This is a fiddle, you need to reach under the plate to locate the holes to slide the loop through OR crouch down so you can see the holes. Most people manage in few minutes but if you just can't do it put the padlock through one of the left hand door clasps and tell me. 07794645237
5. Replace the two keys. Hook them on the screw, otherwise they fall down blocking the key box door from shutting.

Tea and Toilets

Bring yourself a flask it's nice to have something warm to drink. There is a compost toilet in the Bath Organic area. The Trading Hut is shaded by trees it's always COLD even in summer, dress warmly.

2. How to use the SUM UP card payment machine

The card reader is found in the bottom drawer in a plastic container with a black power pack

Disconnect from the battery pack.	Disconnect from the battery pack.
Hit the power button to start up.	Hit the power button to start up.
Enter the amount and press the tick	Enter the amount and press the tick
The keyboard should come up. This allows you to enter a code for the sale. By touching the keypad letters. We have s for general sale and dh for Charity donations e.g. Dorothy House. Now press ok.	The keyboard should come up. This allows you to enter a code for the sale. By touching the keypad letters. We have s for general sale and dh for Charity donations e.g. Dorothy House. Now press ok.
Check the amount at the top righty and corner of the screen. Quite small and difficult to see sometimes.	Check the amount at the top righty and corner of the screen. Quite small and difficult to see sometimes.
If you make a mistake, you can cancel the sale.	If you make a mistake, you can cancel the sale.

Tap or insert the card to make the sale. It sometimes takes a bit of time if there is poor reception. Sometimes it will need the purchaser to insert the card. This mostly happens with John Lewis credit cards.	Tap or insert the card to make the sale. It sometimes takes a bit of time if there is poor reception. Sometimes it will need the purchaser to insert the card. This mostly happens with John Lewis credit cards.
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5. Tap or insert the card to make the sale. It sometimes takes a bit of time if there is poor reception. Sometimes it will need the purchaser to insert the card. This mostly happens with John Lewis credit cards.
6. The machine will ask you if you want to issue a receipt. Tick no receipt.
7. Once sales have closed press menu and this will allow you to look at the sales history for the day. You might also want to look at this if you think there may have been an error.
8. Reconcile the sales on the SUM UP with the sales written down in the sales ledger. If they accord then add up the totals in the ledger and enter the total sales for the day after the final sale. Initial to say you have checked that the sales history and ledger tally.
9. Put the machine back on charge, place in the plastic container and return to the drawer.
10. **Trouble shooting**, towards lunch time the system often slows down, walk away from the Trading Hut to get a better signal. Sometimes turning the machine on and off helps. Very occasionally the machine demands a password User Name tradinghut@banes-allotments.org.uk Pass word Trad1ngHut
11. **Packing up**. Plug in the card reader to the battery and turn on the battery, big black button and put everything away in the plastic box with the lid clipped down to keep it dry.

3. Bath Organic Group Purchases

Bath Organic Group (BOG) don't pay for their purchases for BOG, you fill in a slip in the receipt book and leave the slip in the box with the card reader. Please photo the receipt and send it to the Trading Hut email so we can charge BOG

4. Allotment Membership

People can join the Allotment Association at the Trading Hut ask them to fill in the online form using their phones, <http://banes-allotments.org.uk/> if this is not possible, please take their money and ask them to fill in the online form when they get home. Make a clear note of their name and email in the big receipt book and email the Trading Hut to let us know, so we can tell the membership secretary. If they don't use email or online banking, take the money and collect their name and address and telephone so the membership secretary can communicate with them.

