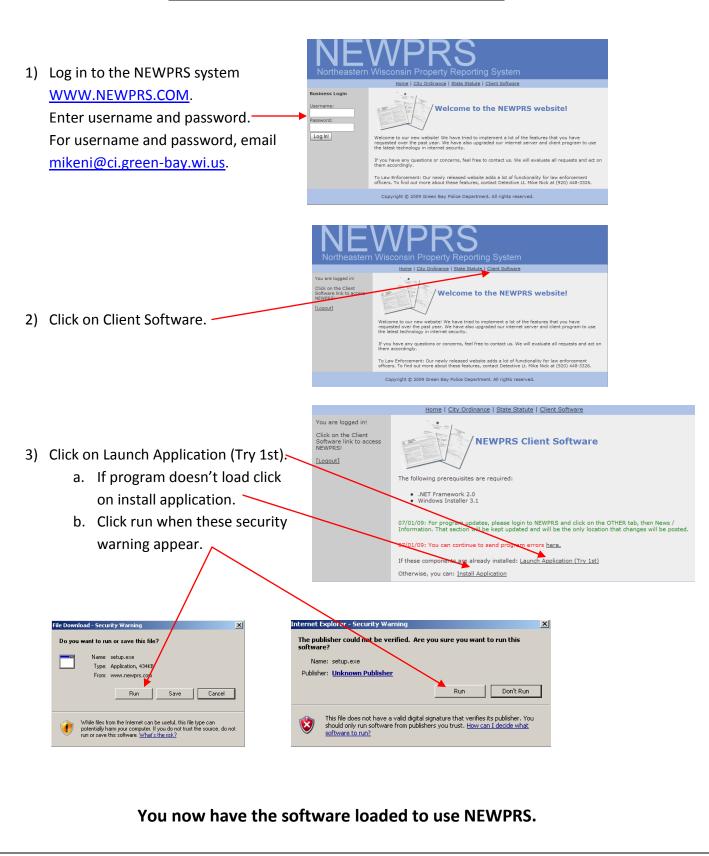
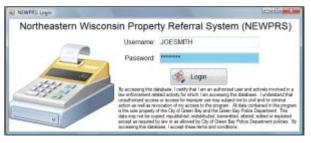
## Quick Start Guide

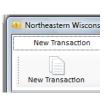
## For Pawn Shops / Secondhand Dealers



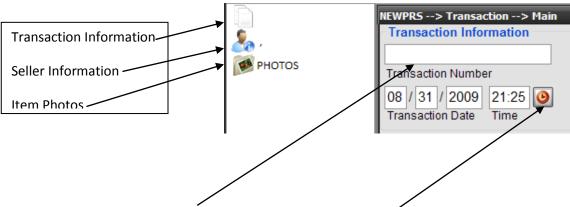
4) Login to the NEWPRS system



5) To enter a 'New Transaction' click the New Transaction button.



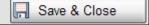
6) You should see a new transaction screen open. You can complete the transaction information. When completed, click the 'Save & Close' button. You can double-click on any item on the left of the screen to edit the data.



- 7) The transaction number is a unique number for your business. You may want to use this number for inventory purposes. Pressing the clock button will enter the current date and time.
- 8) On the seller screen, you can complete the DL number field first. If the seller's data has already been entered into NEWPRS, you will have the option to import the data.

NEWPRS> Transaction> Seller Inform	nation	X Import Data?
Seller Identification		
DL Number	DL State	DL Number: 123 is already in NEWPRS from:1/1/2009 3:00:00 PM. Would you like to import data?
Other ID Number	Other ID Type	
Seller Biographical Information		
		Yes No
LootNomo	First Name Middle Name	

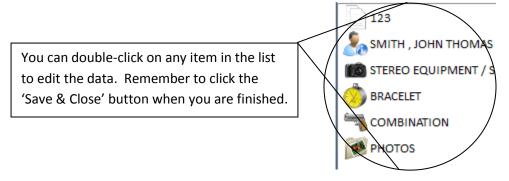
- a. Remember to look at the driver's license photo! Is the photo the person selling the item?
- b. Ask the seller what his current address is and update entry.
- c. Remember to hit save and close when finished.



9) To add a new item, click on the buttons at the top of the screen.

New Transaction	Old Transa	octions	Searches	Othe	
New Transaction Ac	dd Jewelry /	Add Other Article	Add Firearm	Clear Screen	

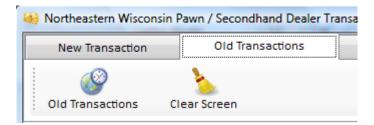
10) As you add items, you'll see the transaction menu on the left grow.



11) When you are completed, click the 'Clear Screen' button. Your transaction has been saved. You can start a new transaction at anytime.



12) To view 'Old Transactions' Click the Old Transactions heading, then the Old Transactions button.



13) When the screen opens, enter the date range of the transactions that you wish to display. Click the 'Display' button and all of your transactions will display. You can double-click on any old transaction to view / edit the data. The From Date will default to 01/01/2009 00:00. The "To Date" will default to today.

					=
NEWPRS> History> Tra	nsaction List	t		l	×
Display Filter					
01 / 01 / 2009 00:0	0 (	04 / 29 /	2009 23:	18 Display	
From Date Time	1	Fo Date	Tim	le la	
Search Results					
Transaction Date	Jewelry	Articles	Firearm	Seller Name	
1/1/2009 3:00:00 PM	1	1	1	SMITH, JOHN THOMAS	

14) To add / change photos of your items, click on the Photos link on the left of the screen



15) Select the transactio	n item.	
NEWPRS> Transaction Transaction Item Photo		×
1) Transaction Item		<b>*</b>
16) Select "Get Photo"	2) Get Photo	

17) Select the photo file where it was saved on your computer and hit open.

Open					? ×
Look in:	Crime Stopper	5	💌 G 🦻	• 🖭 🏓	
My Recent Documents	ADPS 2 logo.JP ADPS logo copy ADPS logo.jpg ASP copy_s1.jp ASP copy_s2.jp	y.jpg	Depere copy_s1.jpg     Depere copy_s2.jpg     DPPD copy.jpg     DPPD.jpg     GBPD copy_s1.jpg		Pulaski-Badç uwgb copy_ uwgb copy_ WPD Patch. WPS copy_s
Desktop	op Bars-2.jpg Bars & Person.jpg bcsd copy_s1.jpg		<pre>GBPD copy_s2.jpg Hobart Police patch.JPG oneida pd copy_s1.jpg</pre>	WPS copy_s	
My Documents		Master Logo 1.jpg Master Logo.jpg Logo JPG.jpg	<ul> <li>oneida pd copy_s2.jpg</li> <li>Patch (2) pulaski.JPG</li> <li>Police Decal.jpg</li> <li>Pulaski Patch copy.jpg</li> </ul>		
My Computer	Denmark copy Denmark copy Denmark copy	s2.jpg	Pulaski Patch. JPG Pulaski PD copy_s1.jpg Pulaski PD copy_s2.jpg		
<b>S</b>	File name: GBPD copy_s1.jpg		9	~	Open
My Network	Files of type:	JPG Images (*.jpg	)	~	Cancel

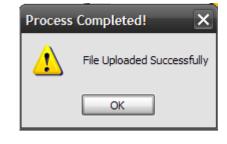
18) Click the Save button.

a. Depending on the photo size this may take up to a minute or 2.



19) Click OK on both boxes as they come up.





Congratulation! You now know how to enter information into NEWPRS.