

Quick Start Guide

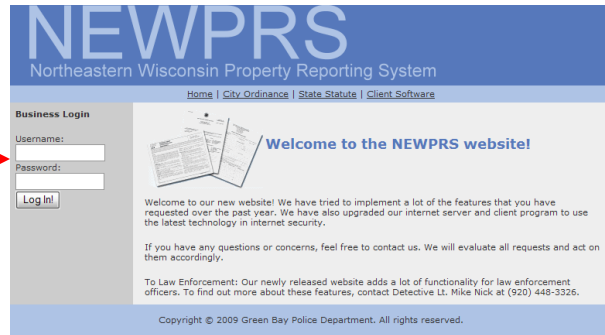
For Pawn Shops / Secondhand Dealers

- 1) Log in to the NEWPRS system

WWW.NEWPRS.COM.

Enter username and password.

For username and password, email mikeni@ci.green-bay.wi.us.

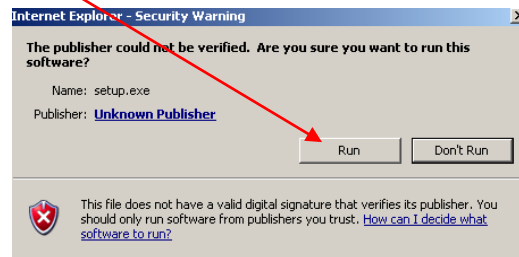
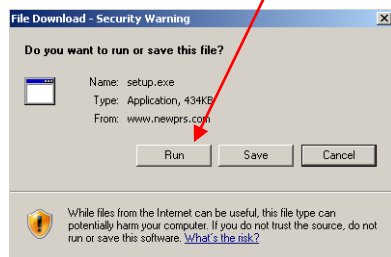
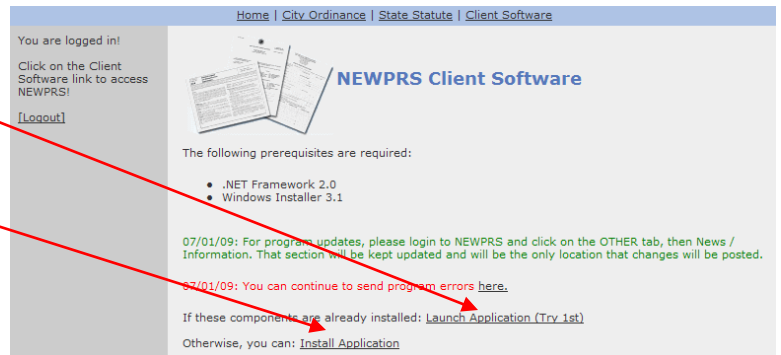


- 2) Click on Client Software.



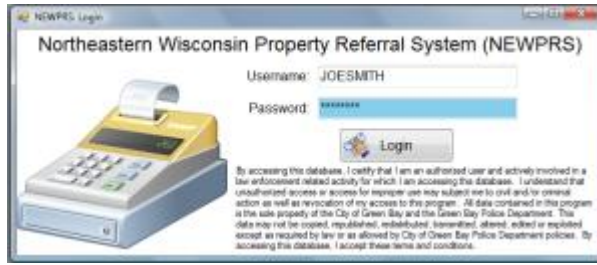
- 3) Click on Launch Application (Try 1st).

- a. If program doesn't load click on install application.
b. Click run when these security warning appear.

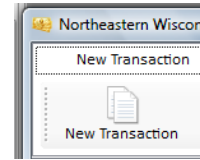


You now have the software loaded to use NEWPRS.

4) Login to the NEWPRS system



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

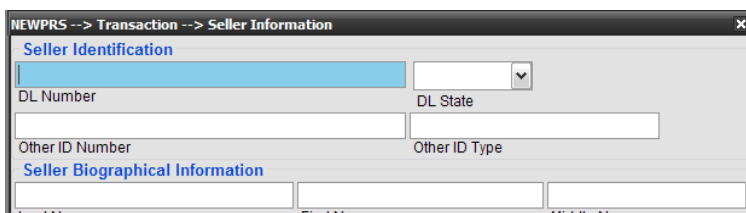


6) You should see a new transaction screen open. You can complete the transaction information. When completed, click the 'Save & Close' button. You can double-click on any item on the left of the screen to edit the data.

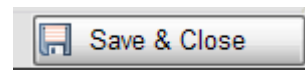


7) The transaction number is a unique number for your business. You may want to use this number for inventory purposes. Pressing the clock button will enter the current date and time.

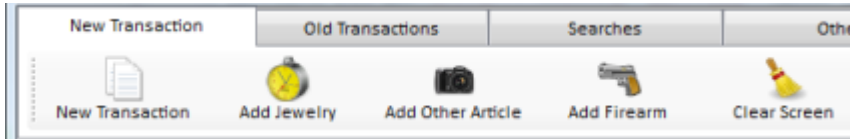
8) On the seller screen, you can complete the DL number field first. If the seller's data has already been entered into NEWPRS, you will have the option to import the data.



- 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.

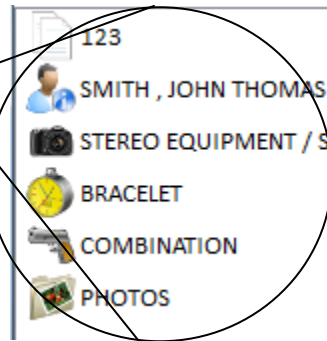


9) To add a new item, click on the buttons at the top of the screen.



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

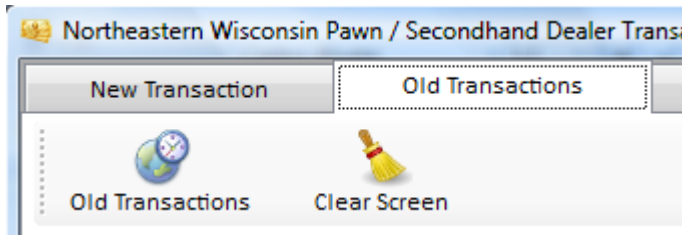
You can double-click on any item in the list to edit the data. Remember to click the 'Save & Close' button when you are finished.



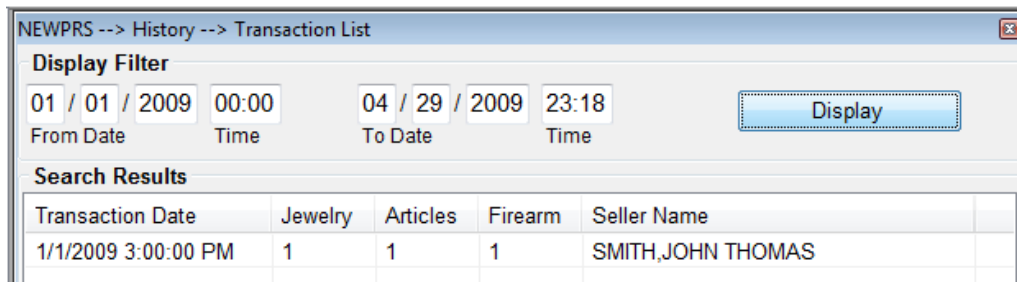
11) When you are completed, click the 'Clear Screen' button. Your transaction has been saved. You can start a new transaction at anytime.



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.



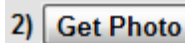
14) To add / change photos of your items, click on the Photos link on the left of the screen



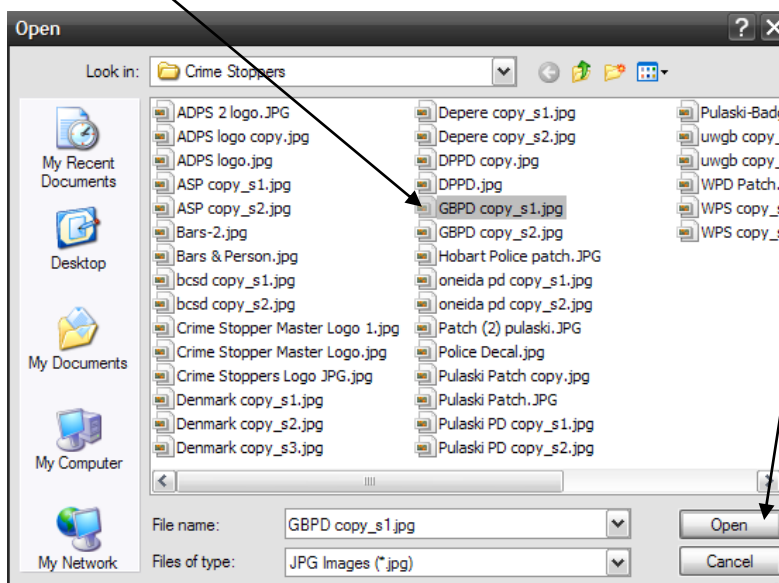
15) Select the transaction item.



16) Select "Get Photo"



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

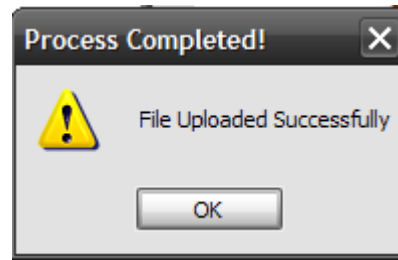
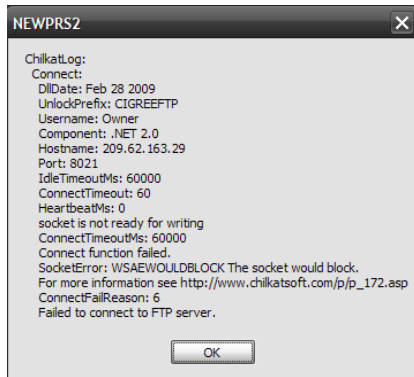


18) Click the Save button.

- 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.