



Manual Trading Checklist

Description

This check list advises you on how to prepare for manual trading during a period when Marlin GTX is unavailable.

This situation may arise due to power outages, equipment failure or major computer upgrades or change overs etc.

Item	Action	Complete
1	Meet with all staff to ensure they are aware that they will be trading manually (i.e. no Marlin GTX) for the specified period.	
2	Ensure you have the cash drawer key handy as automatic opening of the till is not available without Marlin GTX.	
3	Ensure that the paperwork for all stock deliveries is kept in a central place ready to be re-keyed when GTX is available.	
4	Print a Stock Report by Search code (Size) to have on hand for phone calls and manual quoting.	
5	Print out work orders/planner entries for all bookings that will occur during the outage.	
6	Print out Blank work orders to use for phone calls for today or future bookings and accurately record: <ul style="list-style-type: none">• Customer information (Name, phone number, email etc)• Products (Brand, size, qty etc) This information will need to be keyed in after the outage.	
7	Ensure you obtain an email address for all customers that pay during the outage so that you can email them a tax invoice later.	
8	Ensure all staff record exact payment details on the work order so that there are no banking variances at the end of day after keying in any manual transactions.	