

User Guide

Center Management Control Pad

June 2025

Version 5.0.3

Powered by

FUNK
SOFTWARE

All rights reserved – this document is the intellectual property of Funk Software and may not be used, reproduced or distributed without written permission.



Content

1. About.....	7
2. Logging in.....	8
3. Monitoring lane dashboard.....	9
3.1. Viewing the lane	9
3.2. Accessing the dashboard.....	9
4. Managing and setting up bowling session.....	12
4.1. Activating lane	12
4.2. Setting up a walk-in session	13
4.2.1. Setting the session creation time-out	15
4.2.2. Selecting the billing type	15
4.2.3. Selecting the game category and type	16
4.2.3.1. Selecting the classic game.....	16
4.2.3.2. Selecting the cross-lane play.....	16
4.2.3.3. Selecting practice game	17
4.2.3.4. Augmented game.....	18
4.2.4. Setting up the walk-up and practice time.....	18
4.2.4.1. Configuring walk-up time.....	18
4.2.4.2. Configuring practice time.....	19
4.2.5. Adding players to the game	19
5. Managing session gameplay	22
5.1. Managing current session	22
5.1.1. Viewing current session details	22
5.1.2. Managing session summary details, notes, and extending time.....	23
5.1.2.1. Viewing session summary details for the ongoing session.....	23
5.1.2.2. Adding notes for the session.....	24
5.1.2.3. Extending the session	24
5.1.3. Managing session control features	25
5.1.3.1. Resetting pins.....	25
5.1.3.2. Ending the game	26
5.1.3.3. Starting the next game.....	26
5.1.3.4. Ending the session	26
5.1.3.5. Transferring session	27



5.2. Managing players.....	27
5.2.1. Adding a player	28
5.2.1.1. Editing player details for a single-lane game	28
5.2.1.2. Editing player details for a cross-lane game	28
5.3. Correcting the game score	29
5.3.1. Viewing game score table	29
5.3.2. Calculating and bowling score symbols	30
5.3.2.1. Open frame	31
5.3.2.2. Strike	31
5.3.2.3. Spare	32
5.3.2.4. 10th frame	32
5.3.2.5. Foul.....	32
5.3.2.6. Scoring example	32
5.3.3. Correcting a frame score	34
5.4. Viewing session history	35
5.5. Managing media appliances and media control	36
5.5.1. Viewing screens of media appliances	36
5.5.2. Sending notifications.....	36
5.5.3. Managing playlists.....	37
5.5.4. Viewing assistance requests.....	38
6. Setting up reservations	40
6.1. Accessing reservation calendar	40
6.2. Accessing the reservation settings	41
6.3. Adding a new reservation	42
6.4. Editing the reservation.....	46
6.5. Starting a session from the reservation.....	46
6.6. Deleting the reservation	47
6.7. Preview the reservation	47
6.8. Searching the reservation	47
7. Configuring settings management	49
7.1. Accessing center settings	49
7.1.1. Setting the localization.....	49
7.1.2. Configuring hours of operation	49
7.1.3. Setting the billing scenario	50



7.1.4. Setting device.....	51
7.1.5. Managing taxes	51
7.1.6. Configuring printer settings	53
7.1.7. Activating macros.....	53
7.2. Setting the content management	55
7.2.1. Managing notifications.....	55
7.2.2. Adding assistance response	57
7.2.3. Configuring playlists.....	58
7.2.4. Adding reservation notifications	59
7.2.5. Customizing invoice settings	60
7.2.6. Adding reservation reminder	61
7.3. Configuring game settings.....	62
7.4. Configuring the lane.....	63
7.4.1. Accessing lane control.....	63
7.4.1.1. Editing the lane	64
7.4.1.2. Managing maintenance, appliance power, and projector	64
7.4.1.3. Turning on/off the lane	68
7.4.1.4. Deleting the lane.....	68
7.4.2. Accessing kiosk control	69
7.4.2.1. Adding the kiosk profile	69
7.5. Managing product catalog	70
7.5.1. Managing price profile	71
7.5.1.1. Adding a price by a holiday profile	72
7.5.1.2. Adding a price by a schedule profile.....	72
7.5.2. Managing product categories.....	73
7.5.2.1. Adding a new category.....	73
7.5.2.2. Editing and deleting a category.....	74
7.5.3. Managing products	74
7.5.3.1. Adding, editing, and deleting a product	75
7.6. Managing users and groups	76
7.7. Viewing about section.....	78
7.7.1. Accessing system information.....	78
7.7.2. Accessing integration information	79
7.7.3. Requesting new feature	80



8. Viewing invoice	81
8.1. Accessing session summary for completed session	81
8.2. Viewing invoice for completed session	81
8.3. Viewing receipt	82
8.3.1. Adding a payment	83
8.3.2. Closing and canceling of invoice	83
8.3.3. Sending invoice	84
9. Accessing sales reports	85
9.1. Viewing sales dashboards	85
9.1.1. Accessing company performance dashboard	85
9.1.2. Viewing employee performance	86
9.1.3. Searching session reports	86
9.1.3.1. Accessing session summary details	87
9.1.3.2. Accessing session history	87
9.1.3.3. Accessing session notes	88
9.1.3.4. Restoring the session	88
10. Viewing notifications	89
11. Using help mode	90
12. Additional resources	91
12.1. Support and documentation	91
12.2. Service requests	91
12.3. Provide feedback	91
13. Appendix 1: Bowling session history actions	92
14. Appendix 2: Center Management Control Pad access permissions	93
15. Appendix 3: Setting up screensaver in Funk Portal	97
15.1. Adding new content for the screensaver	97
15.2. Configuring screensaver for appliance	100
15.2.1. Setting up application	101
15.2.2. Setting up theme	102
15.2.3. Adding widgets to the appliance screen	103
16. Appendix 4: Configuring Funk Portal product catalog	104
16.1. Setting up product catalog	104
16.1.1. Configuring main settings for the product catalog	105
16.1.2. Importing and exporting data	105



16.1.2.1.	Setting up connectors	105
16.1.2.2.	Importing logs	106
16.1.3.	Configuring notifications	106
16.1.4.	Adding locations	107
16.1.5.	Configuring price profiles	108
16.1.6.	Managing inventory	108
16.1.7.	Managing product specifications.....	109
16.1.8.	Configuring product fields	109
16.2.	Managing product catalog.....	110
16.2.1.	Adding a new class or category	110
16.2.2.	Viewing all products	110
16.2.3.	Viewing products by family	111
16.2.4.	Adding a new product	112
16.2.5.	Adding new products by family	113
16.2.6.	Managing product catalog with tools	113



1. About

This document outlines the capabilities of the *Funk Bowling Center Management Control Pad* app: functionality, application logic, and settings configuration required for successful app usage.

All center management functions are performed solely via the *[Ei]* OS-based appliance. These functions include, but are not limited to, managing and activating center lanes, game sessions, and reservation scheduling.

This appliance will serve as a local buffer for communication and data collection via integrated *[Ei]* Grid functionality, caching all local data, calendar reservation metadata, and scheduled ongoing offload of the above-mentioned information to the centralized (on-premise or cloud) center management server.

2. Logging in

This chapter provides a detailed overview of the login steps required to access the *Center Management Control Pad* app. Initial user accounts for access are provided by your account manager during system setup.

To log into the server:

1. Open *Center Management Control Pad* app (see *Figure 1*).
2. Enter the PIN.
3. Enable the *Remember me* toggle if you want to be automatically logged into the system in the future.
4. Press *Log In* and the application will open automatically.

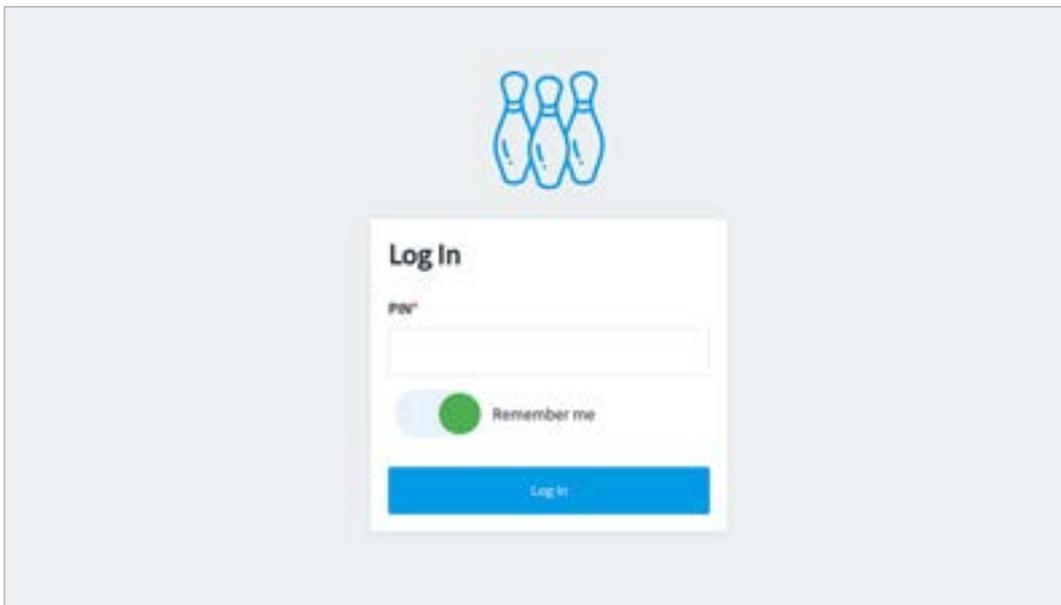


Figure 1. Log in

Note: To find out your PIN code, contact the bowling center manager or administrator.

3. Monitoring lane dashboard

The *Center Management Control Pad* app provides two main views for monitoring and managing lanes. The *Lane view* allows a detailed focus on individual lane pairs, which can be selected from a drop-down list at the top of the screen. The *Dashboard view* offers a complete overview of all lanes, displayed in a grid format with lane numbers, reservation details, basic controls, and session statuses.

3.1. Viewing the lane

In the *Lane view*, choose an individual lane pair by selecting the corresponding pair number from the drop-down list at the top of the screen. In the *Center Management Control Pad* app, select either the dual-lane detailed view (*Lane view*) or the multi-lane dashboard view (*Dashboard view*) to remotely view the lane status. Switch between these views using the drop-down list with “All” or dual-lane options.

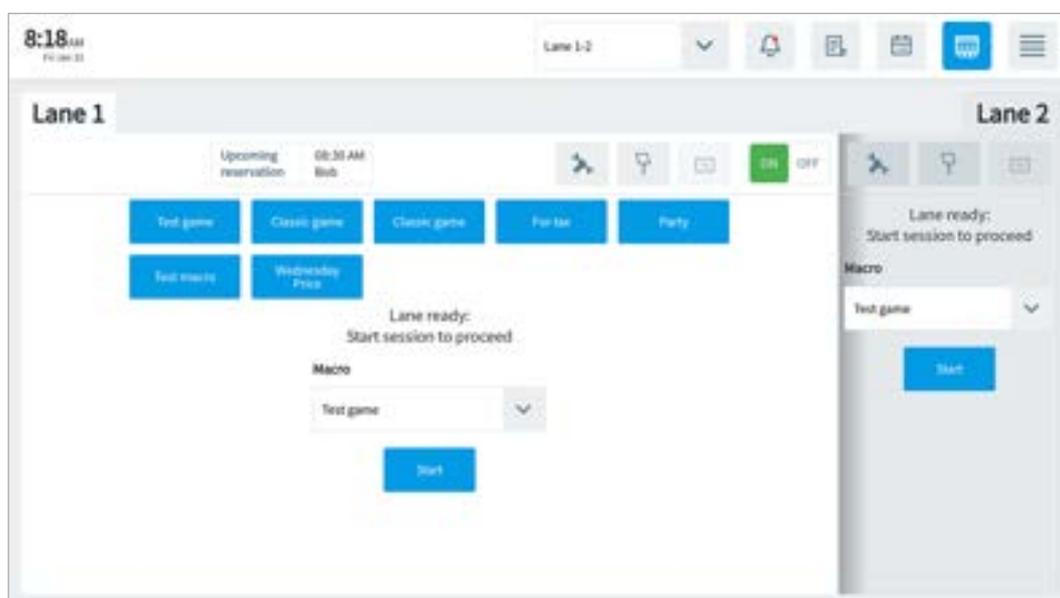


Figure 2. Lane view

3.2. Accessing the dashboard

Select the *Dashboard view* to access a complete overview of all registered lanes at the facility. The lanes are displayed in a grid format, showing the lane number, upcoming reservation times, basic controls, and the statuses of active game sessions.

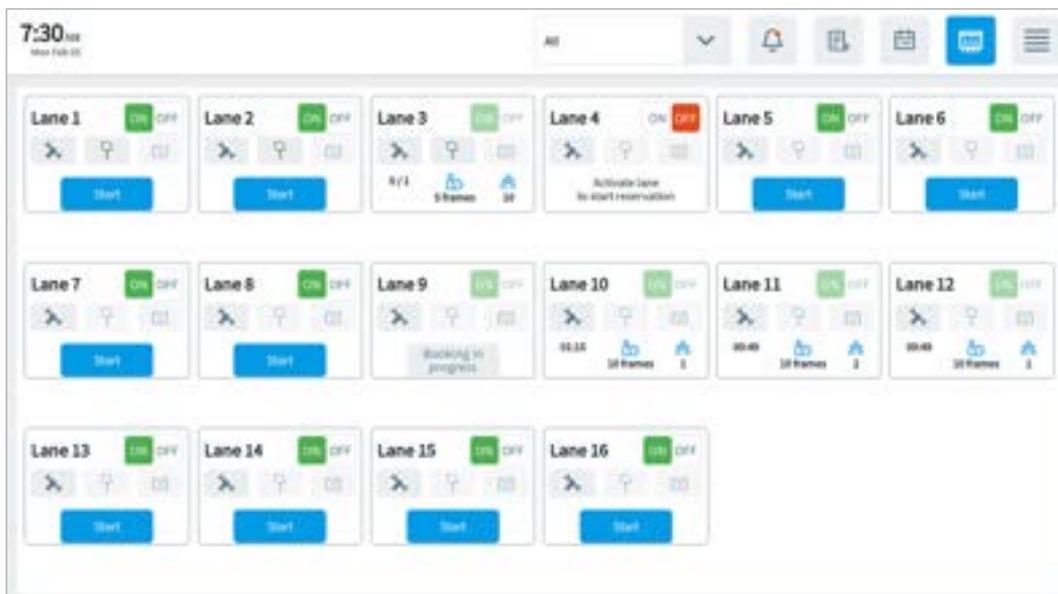
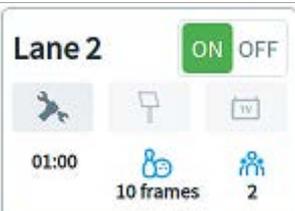
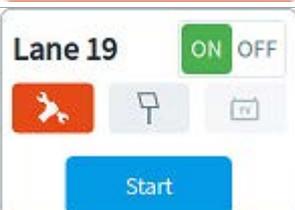
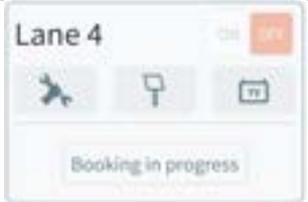


Figure 3. Dashboard view

The table below shows lane statuses and basic information for selected lanes.

Table 1. Lane statuses

Lane Status	Lane Status View	Description
Ready for activation		The interface indicates that the lane is currently deactivated. Click ON to activate the lane.
Available		The interface indicates that the lane is currently available. The Start button enables the initiation of a game session.
Busy		The interface indicates that the lane is currently busy with an ongoing session. The session duration, game type, and number of players are displayed for this lane.
Unavailable		The interface indicates that the lane controls are currently unavailable. The session cannot be started for this lane.
Maintenance		The interface indicates that the lane has a maintenance issue.

<p>Booking in progress</p>		<p>The interface indicates that the lane is already in the booking process. The lane can be booked via another center management control pad or self-registration kiosk.</p>
-----------------------------------	---	--

4. Managing and setting up bowling session

This covers the activation and deactivation of lanes for maintenance and provides the steps for setting up walk-in sessions. These steps include selecting billing types, configuring game settings, and enabling optional features like setting practice and walk-up time and adding players.

4.1. Activating lane

Before setting up and starting a walk-in session, ensure that the lane is activated using the **center management control pad**. To activate a lane, switch its toggle to **ON** at the upper-right corner of the screen. Once the lane is activated, its status will change to “Available.”

Note: The **Macros** list provides a set of predefined session configurations to streamline the session setup process. Each macro includes preset parameters such as **Billing type**, **Game category**, **Game type**, and other session-specific settings, allowing you to quickly configure and start a session with a single click. You can choose a specific macro as needed. More detailed information about macros setup can be found in chapter 7.1.8. *Activating macros*.

Initiate a walk-in reservation by clicking the **Start** button.

Note: Lane activation is only possible if the **pinsetter**, **self-service kiosk**, and **overhead TV** media devices are online and communicating with the **center management control pad**.

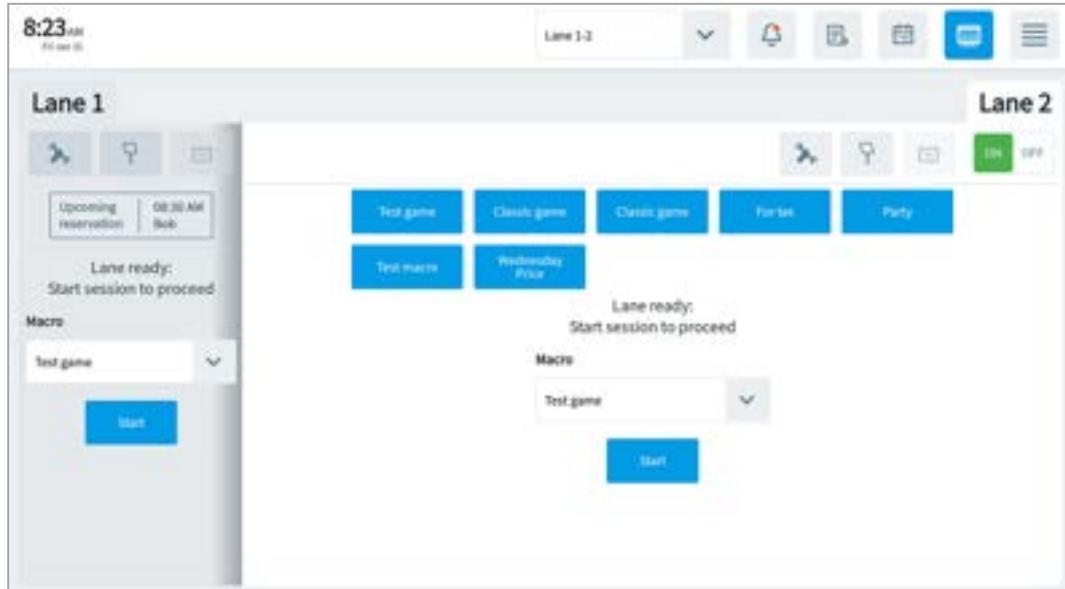


Figure 4. Starting session

If any of the required lane devices are inaccessible, the lane will not be available for session activation. Its status will automatically change to “maintenance required” and a corresponding notification will appear on the lane status dashboard in both views. For more details about lane maintenance, refer to chapter 7.4.1. *Accessing lane control*.

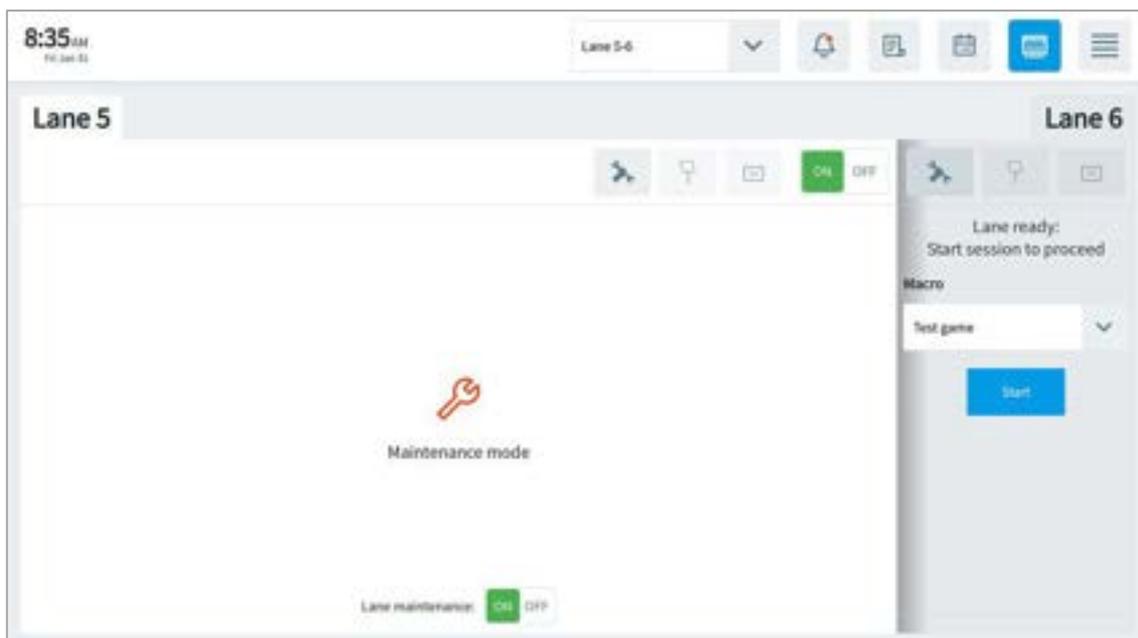


Figure 5. A lane in the maintenance mode

This action will reactivate the lane, making it available for activation and use.

4.2. Setting up a walk-in session

After activating the lane, begin the session setup process by clicking the *Start* button.

Note: If you need to configure a session with a specific combination of parameters, you can select one of the macros from the drop-down list or the list above the *Start* button. Refer to chapter 7.1.8 *Activating macros* for more detailed information about predefined session parameters.

The **center management control pad** displays the session setup screen (*Figure 6*), where you can set the following session parameters:

- *Players*: Select the number of players for the session.
- *Billing type*: Choose the billing type, such as *By time* or *By game*.
 - If *By time* is selected:
 - The *Duration* field is enabled, and you can specify the session duration in hours and minutes.
 - For the *Practice* game category:
 - The *Game type* parameter is set to *Practice* and cannot be changed.
 - The *Practice time* parameter is disabled.
 - For the *Classic* game category:
 - The *Game type* field allows the selection of *10 frames* or *5 frames*.
 - For the *Augmented* game category:
 - The *Game type* and *Lane projection* parameters are disabled.
 - If *By game* is selected:
 - The *Game #* field is enabled, and you can specify the number of games to play.
 - The *Practice* game category is disabled.
 - For the *Classic* game category:
 - The *Game type* field allows the selection of *10 frames* or *5 frames*.
 - For the *Augmented* game category:
 - The *Game type* and *Lane projection* parameters are disabled.

- **Product:** Select the associated product or price package for the session.
- **Price profile:** Specify the pricing profile.
- **Walk-up time:** Enable or disable walk-up time and set the duration in minutes.
- **Practice time:** Enable or disable practice time and set the duration in minutes. This field is disabled when the *Practice* game category is selected.
- **Autostart:** Make the session start automatically after setup.
- **Lane projection:** Enable or disable lane projection for the session. This field is disabled when the *Augmented* game category is selected.
- **Kiosk Control:** Configure the kiosk profiles.
- **Game theme:** Select the theme for the game.

The session setup process is identical for both walk-in customers and those with prior reservations. Refer to chapter 6. *Setting up reservations* for details about reservation fields.

The session creation process will have a time limit. A countdown timer displays the remaining time to complete the session setup. The duration of this timer is predefined by the *Session creation time-out* setting on the *Game settings* screen. Refer to chapter 7.3. *Configuring game settings* for more details.

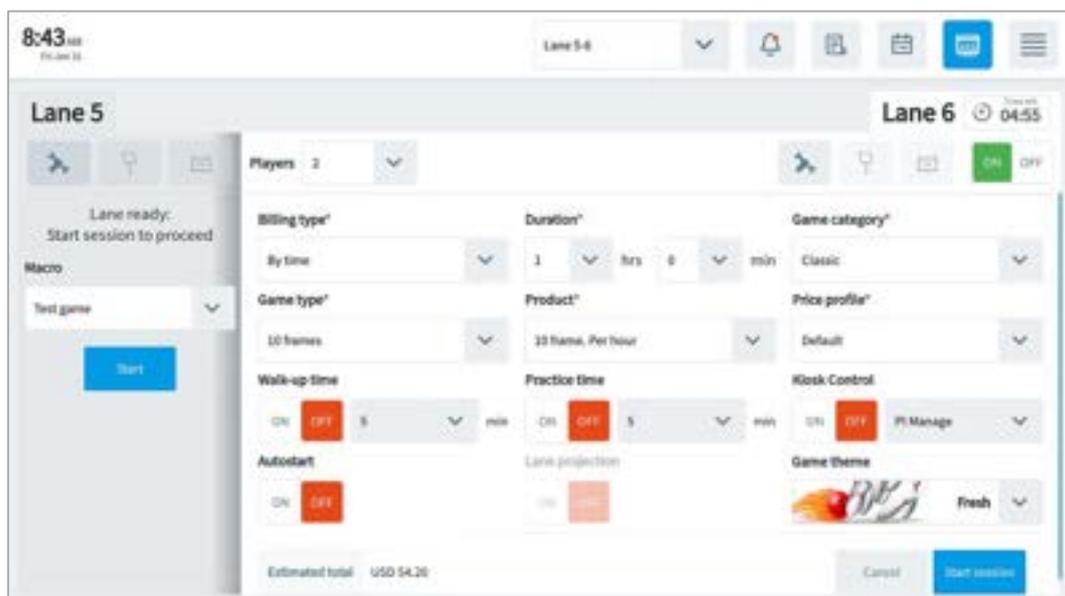


Figure 6. Session setup

The *Estimated total* shows the total amount according to the selected products and current price profiles.

Note: Depending on the selected macro, either a *Next* or *Start session* button will appear in the lower-right corner of the screen. Click *Next* to navigate to the *Adding players* screen, or click *Start session* to immediately begin the session. Refer to chapter 4.2.5. *Adding players to the game* for details about players' configuration.

If the customer requires two or more lanes, each lane must be set up individually through the session setup process.

If the customer requires cross-lane play, select the *Cross-lane play* toggle. The paired lanes will be displayed and can be set up together.

4.2.1. Setting the session creation time-out

The **center management control pad** includes a *Session creation time-out* to define the duration of the session setup process. This time is located next to the lane number at the top of the screen and predefined through the *Game settings* of the **center management control pad**. Refer to chapter 7.3. *Configuring game settings* for more details.

If the session creation time is less than 20% of the predefined *Session creation time-out*, the timer icon will be red.

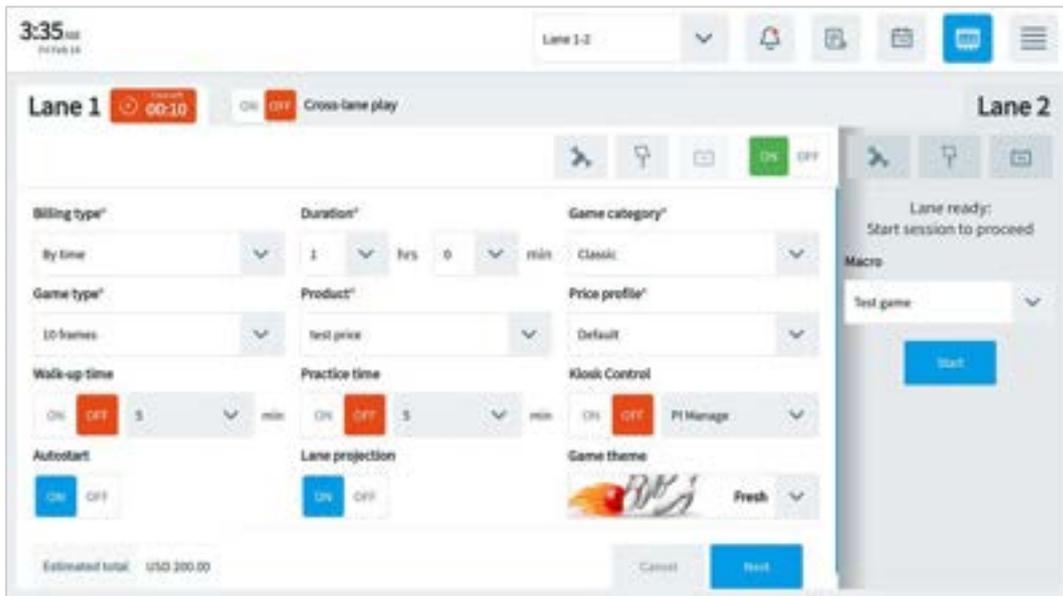


Figure 7. Session creation time-out warning

If the session creation time expires, a message will appear on the screen stating that the session creation time has expired. Click the *Confirm* button to begin the setup process for a new session.

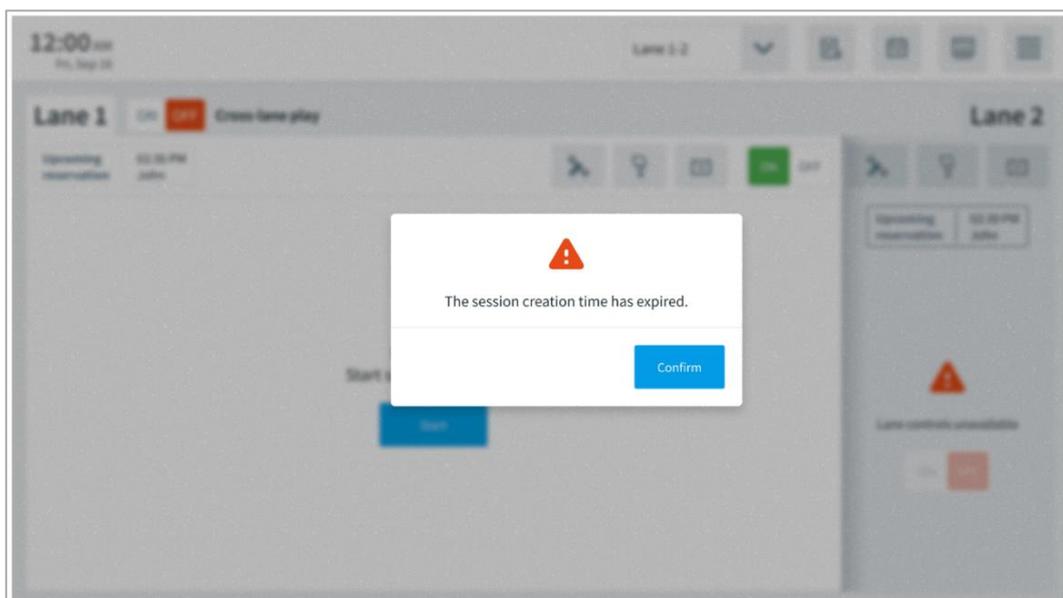


Figure 8. Session creation time-out expiration

4.2.2. Selecting the billing type

When specifying the billing type, the employee can choose between the following options:

- *By game*: Specify the number of games to be played during the session.
- *By time*: Indicate the duration of the session in hours and minutes.

The game session experience, workflow logic, and available functions or information displayed will depend on the initial billing type selected. The *Practice* game category is not available for the *By game* billing type.

4.2.3. Selecting the game category and type

The available game categories and options will vary depending on the selected billing type, game category, game type, etc. These configurations apply to both **self-service kiosks** and **center management control pad** users, ensuring consistency and clarity in the game session setup process. The tables below represent available fields according to the selected game category and type.

4.2.3.1. Selecting the classic game

In the classic game, players bowl 5 or 10 frames, aiming to knock down all 10 pins per frame. Each frame allows up to two throws, with points awarded based on the number of pins knocked down and bonuses for strikes or reserves. Configure the following fields to set up a classic game session:

Table 2. Available setup fields for the classic game session

Field	Description
Players	The list to select the number of players for the session.
Billing type	The options are between <i>By time</i> and <i>By game</i> .
Duration	The session duration is in hours and minutes. Enabled only if <i>By time</i> is selected.
Game #	The number of games to play. Enabled only if <i>By game</i> is selected.
Game type	The options are between <i>10 frames</i> or <i>5 frames</i> .
Product	The associated product or price package for the session.
Price profile	The pricing profile for a specific time range or weekday.
Walk-up time	The duration for player preparations. Enabled or disabled by a toggle.
Practice time	The duration for practice before the session. Enabled or disabled by a toggle.
Autostart	Automatically starts the session. Enabled or disabled by a toggle.
Lane projection	The projection settings for the lane. Enabled or disabled by a toggle.
Kiosk Control	The configuration for the kiosk profile. Enabled or disabled by a toggle. Profile choosing from a drop-down list.
Game theme	The theme for the bowling game.

Note: More detailed information about the configuration for the *Product*, *Price profile*, *Walk-up time*, *Practice time*, *Autostart*, *Lane projection*, *Kiosk Control*, and *Game theme* fields can be found in chapter 4.2. *Setting up walk-in session*.

4.2.3.2. Selecting the cross-lane play

In bowling, cross-lane play involves alternating between two adjacent lanes during a game. Pair bowling lanes sequentially (e.g., 1–2, 3–4) and enable the dual-lane session configuration by selecting the appropriate checkbox during the reservation or session setup process.

Activate *Cross-lane play* during the session setup and select an available game type. Use one of the following play modes:

- *Joint*: Players share a game across a pair of lanes. While each group on each lane plays at its own pace, all scores are combined into a single summary table displayed on the overhead scoring screen after the game is completed on both lanes.
- *Round-Robin*: Players play a classic 10-frame game, alternating between the two paired lanes for each frame.

Once *Cross-lane play* is enabled, the lane dashboard for the selected lane will merge with its paired lane, providing a unified control interface.

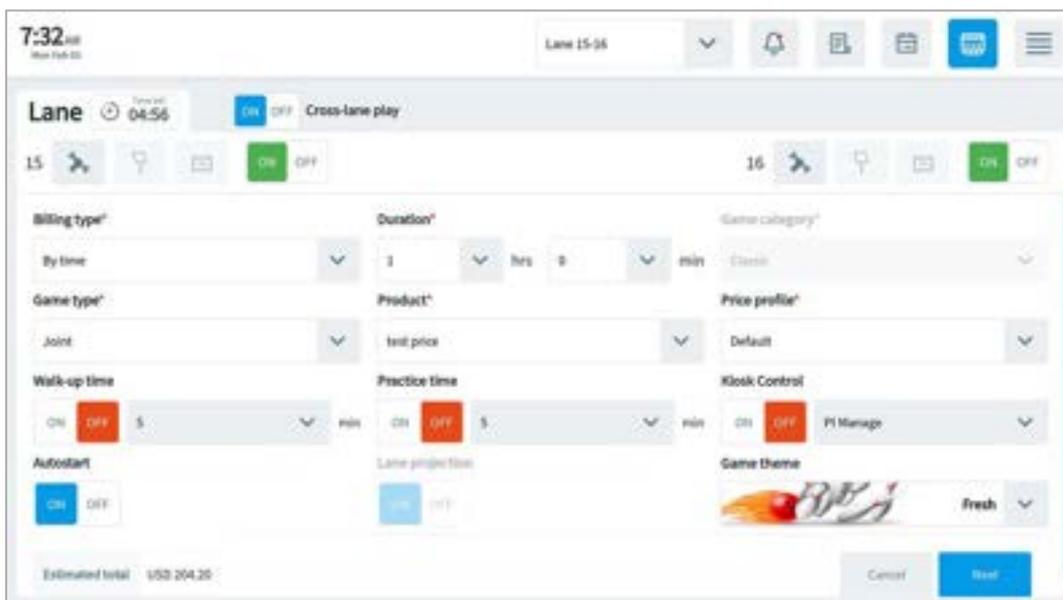


Figure 9. Cross-lane play session setup

The enabled fields for *Cross-lane play* are similar to the enabled fields for the *Classic* game category. Refer to chapter 4.2.3.1. *Selecting the classic game* to see the table with available fields.

4.2.3.3. Selecting practice game

In a practice game, players bowl without the formal structure of a competitive game, focusing on improving specific techniques such as their approach, release, or targeting. To set up a practice game session, configure the following fields:

Table 3. Available setup fields for the practice game session

Field	Description
Players	The list to select the number of players for the session.
Billing type	The options are between <i>By time</i> and <i>By game</i> .
Duration	The session duration is in hours and minutes. Enabled only if <i>By time</i> is selected.
Game type	The options are between <i>10 frames</i> or <i>5 frames</i> .
Product	The associated product or price package for the session.
Price profile	The pricing profile for a specific time range or weekday.
Walk-up time	The duration for player preparations. Enabled or disabled by a toggle.

Autostart	The duration for practice before the session. Enabled or disabled by a toggle.
Lane projection	Automatically starts the session. Enabled or disabled by a toggle.
Kiosk Control	The projection settings for the lane. Enabled or disabled by a toggle.
Game theme	The configuration for the kiosk profile. Enabled or disabled by a toggle. Profile choosing from a drop-down list.

Note: The *Practice* game category isn't available for the *By game* billing type. The *Practice time* field is disabled for choosing when the *Practice* game category is selected.

4.2.3.4. Augmented game

An augmented game is a special type of bowling game that has its own independent gameplay flow with special scoring, power-ups, and game rules. An augmented game has its own projections (*Pirates Treasure*, *Power-up Bolf*, and *Shot out*) and reacts to the ball's movement along the bowling lane. Configure the following fields to set up an augmented game session:

Table 4. Available setup fields for the augmented game session

Field	Description
Players	The list to select the number of players for the session.
Billing type	The options are between <i>By time</i> and <i>By game</i> .
Duration	The session duration is in hours and minutes. Enabled only if <i>By time</i> is selected.
Game #	The number of games to play. Enabled only if <i>By game</i> is selected.
Product	The associated product or price package for the session.
Price profile	The pricing profile for a specific time range or weekday.
Walk-up time	The duration for player preparations. Enabled or disabled by a toggle.
Practice time	The duration for practice before the session. Enabled or disabled by a toggle.
Autostart	Automatically starts the session. Enabled or disabled by a toggle.
Kiosk Control	The configuration for the kiosk profile. Enabled or disabled by a toggle. Profile choosing from a drop-down list.

Note: The *Game type*, *Lane projection*, and *Game theme* fields are disabled for the *Augmented* game category.

4.2.4. Setting up the walk-up and practice time

This section describes how to set up walk-up and practice time, optional features that provide time for player preparations, and warm-up activities before the main game.

4.2.4.1. Configuring walk-up time

Walk-up time is a preset, non-gaming period allocated to the lane to allow players to complete any necessary preparations. This is an optional feature that can be activated or left disabled by the center manager.

To configure walk-up time:



1. Enable the *Walk-up time* by switching the toggle to the *ON* position.
2. Select the desired duration from the preset options in the drop-down menu.

Note: The maximum duration of the walk-up time is determined by the manager's pre-configuration. For additional details, refer to chapter 7.3. *Configuring game settings*.

4.2.4.2. Configuring practice time

Practice time allows players to practice before the main game starts. This feature is also optional and can be enabled or disabled by the agent.

To configure practice time:

1. Enable the *Practice time* by switching the toggle to the *ON* position.
2. Select the desired duration from the preset options in the drop-down menu.

Note: The maximum duration of the practice time is determined by the manager's pre-configuration. For additional details, refer to chapter 7.3. *Configuring game settings*.

4.2.5. Adding players to the game

After configuring the game category and game type, click *Next* to proceed to the player details screen (*Figure 10*). The screen will display the following options:

- *Player name:* Enter the bowler's *Player name* in the provided text field (up to 12 characters per field). Click the text field to open an interactive keyboard for name input.
- *Bumpers:* Use the *Bumper* checkbox to enable or disable bumpers individually for each player. When enabled, bumpers are raised during the player's turn.
- *Shoe rental:* Use the *Shoe* checkbox next to each player's name to specify whether shoes are provided. If the *Shoe* checkbox is selected, choose the shoe size via the drop-down list.

To add new players, click the *Add player* button at the top-right corner of the screen. Note that the maximum number of players per lane is determined by the manager's configuration in chapter 7.3. *Configuring game settings*.

Once all details are entered, click *Start session* to finalize the setup. Customers can then proceed to the **self-service kiosk** at the reserved lane.

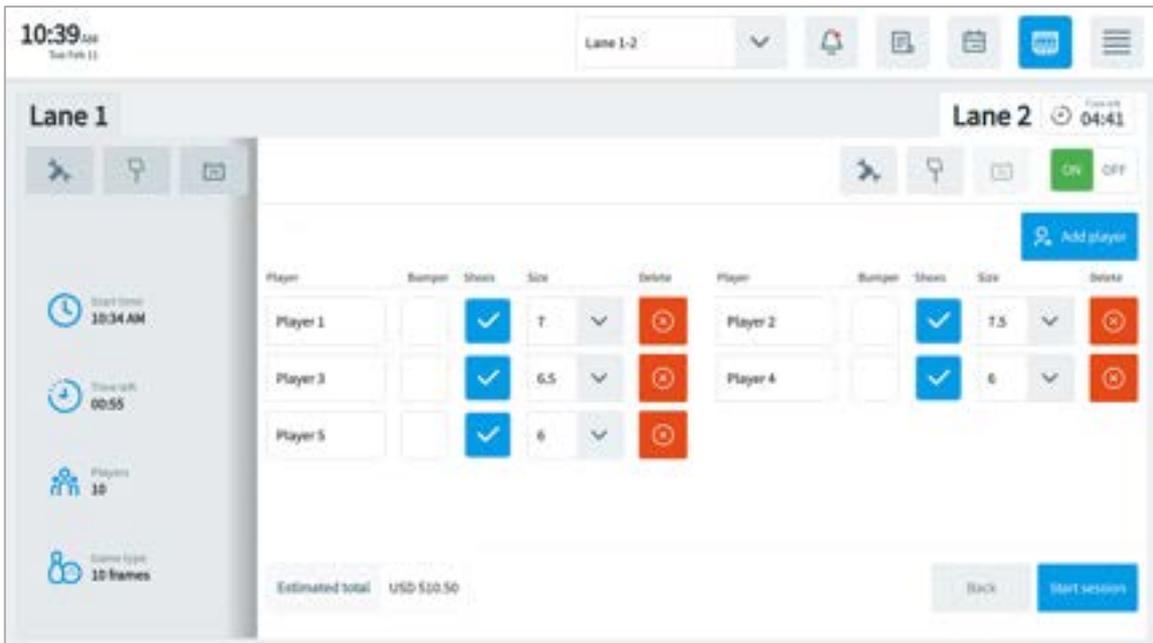


Figure 10. Adding a player for single-lane play

If a cross-lane game is selected, an additional *Randomize* button will appear alongside the existing fields and checkboxes. Click the *Randomize* button to evenly distribute the players across two lanes. If there is an odd number of players, the system will distribute them as evenly as possible (for example, if there are 7 players, one lane will have 3 players, and the other will have 4).

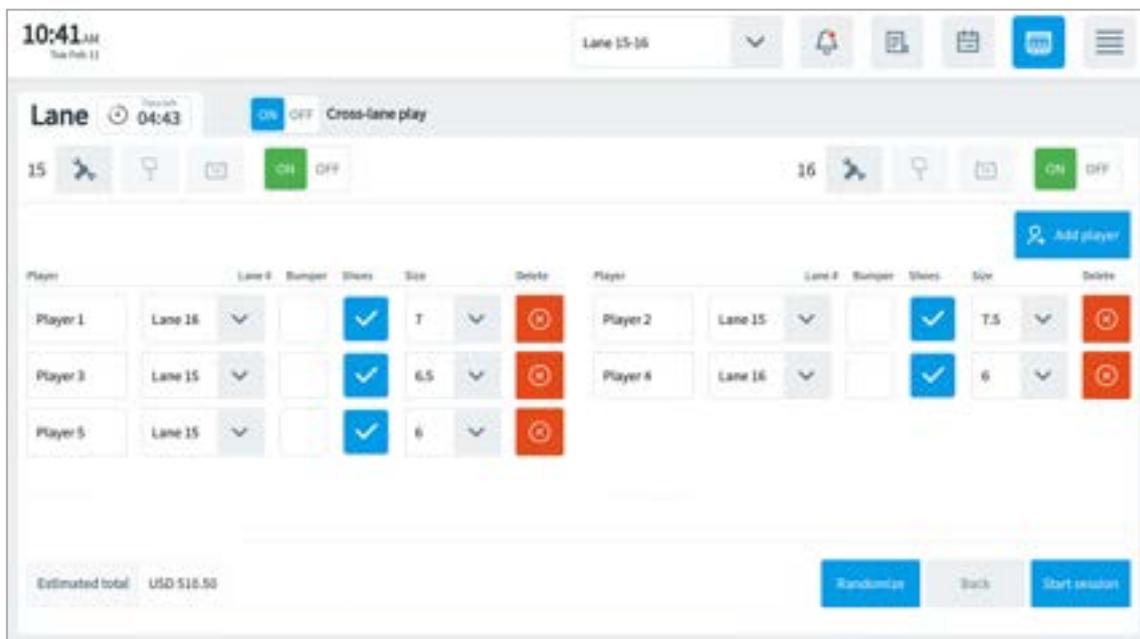


Figure 11. Adding a player for cross-lane play

After the session is started, *Cross-lane play* cannot be switched *ON* or *OFF*. The *Cross-lane play* toggle, as well as the toggle that permits switching a lane *ON* or *OFF*, will be disabled and grayed out (Figure 12).

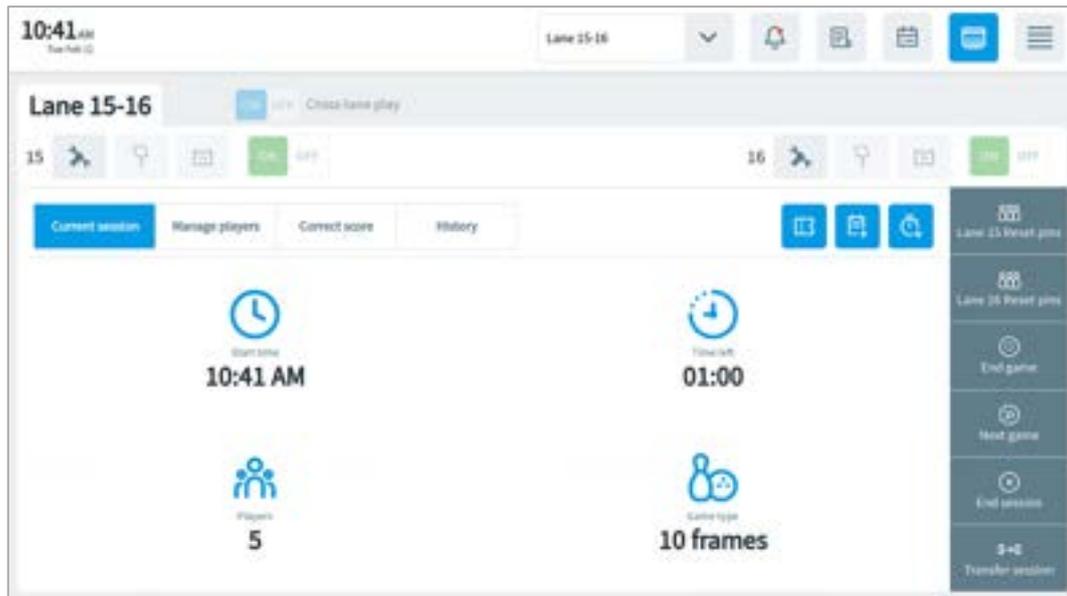


Figure 12. Disabled toggles after the session start

5. Managing session gameplay

After starting a game session, the **center management control pad** displays the session dashboard, which provides tools for managing the session. The dashboard is organized into the following tabs:

- *Current session*: View and control the ongoing game session.
- *Manage players*: Add, remove, or update players, bumpers, and shoes during the session.
- *Correct score*: Adjust scores as needed.
- *History*: Review session actions and associated details.

Use these tabs to efficiently manage and monitor the game session.

5.1. Managing current session

The *Current session* tab shows all the important settings for a game session, such as the session start time, duration, game type, number of players, etc. In addition, this tab has additional options for viewing invoices, adding notes, and extending time. The menu on the right portion of the tab allows you to fully manage the session and the games in it.

5.1.1. Viewing current session details

The *Current session* tab is opened by default. See the ongoing session details that include:

- *Start time*: The time when the session began.
- *Time left*: The remaining time for the session.
- *Number of game players*: The total number of players in the session.
- *Game type*: The selected game type being played.
- *Mode*: The mode to control the session via the **self-service kiosk**. This icon will only appear if the *Kiosk Control* option is selected during session setup.

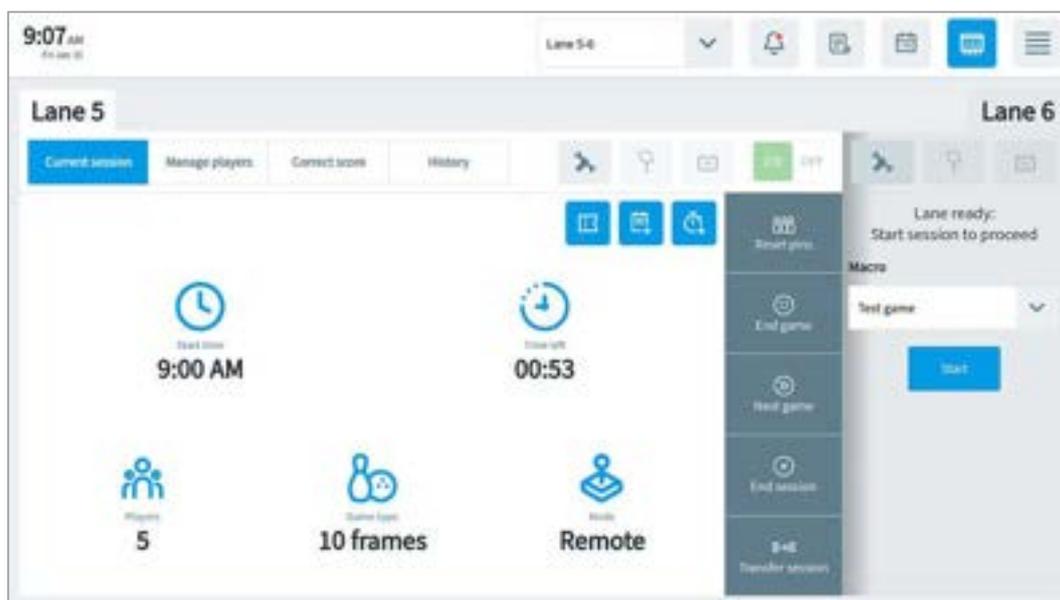


Figure 13. Current session details

5.1.2. Managing session summary details, notes, and extending time

Session summary details, notes, and time extension options are located at the top-right corner of the *Current session* tab on the *Center Management Control Pad* interface.

5.1.2.1. Viewing session summary details for the ongoing session

The session summary can be accessed not only when the session is finished, but also when the session is active by clicking the “receipt”  icon. This action opens a pop-up displaying the session summary details (*Figure 14*). The displayed data updates in real-time as changes are made, such as player count adjustments, number of shoes, or extensions to session duration.

The *Receipt* button is disabled for the ongoing session.

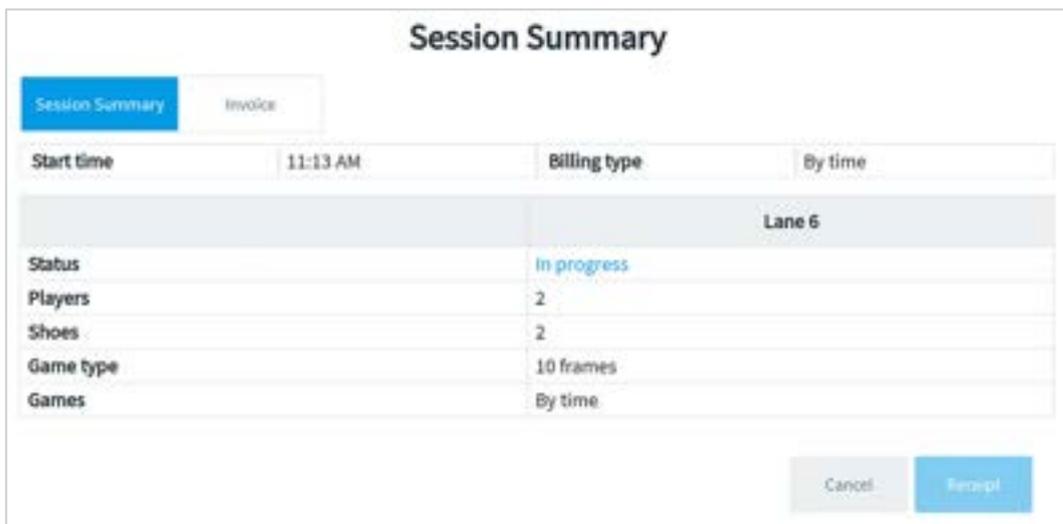


Figure 14. The session summary screen for the ongoing session

The *Invoice* tab in the *Session setup* screen shows detailed information on charges for a bowling session. The following fields are displayed:

- *Description*: Displays the list of the services or products.
- *Lane*: Displays the lane(s) used during the session.
- *Price*: Displays the unit price for each service or product.
- *QTY*: Displays the quantity of each item or service purchased.
- *Amount*: Displays the total amount for each invoice item by multiplying the price by the quantity.
- *Total*: Displays the total amount for all services and products.



Figure 15. The Invoice tab for the ongoing session

5.1.2.2. Adding notes for the session

To add your own useful notes during the session, follow the steps below:

1. Click the “note”  icon to open the *Notes* pop-up.
2. Click the *Add note* button to create a new note.
3. Enter the desired information about the session in the text box (*Figure 16*).
4. Review the information about the created note and close the window using the *Cancel* or *Ok* button (*Figure 17*).

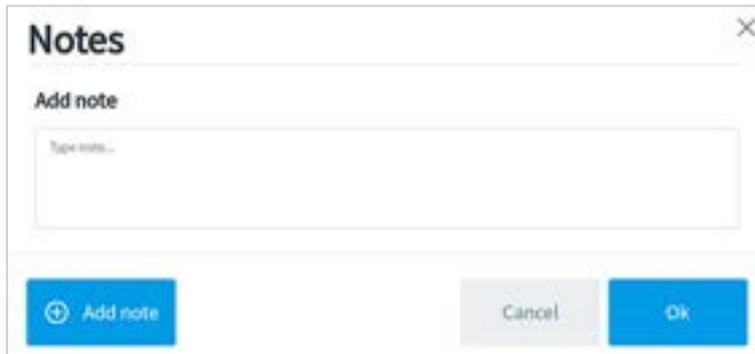


Figure 16. Creating a new note

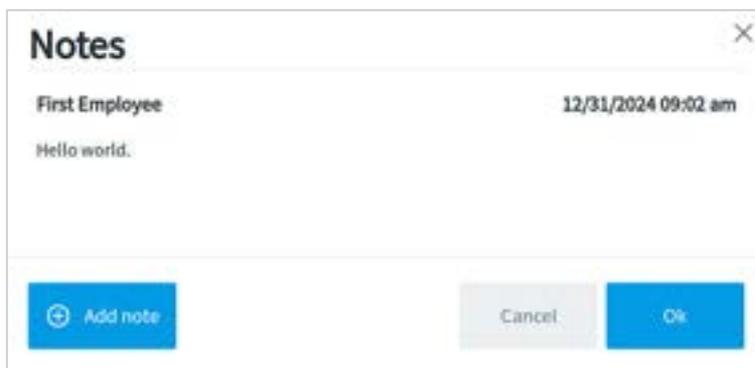


Figure 17. The created note

The completed note keeps its content, the information about the author, and the note creation date.

5.1.2.3. Extending the session

The **center management control pad** allows additional time to be added to the ongoing session if it is time-based.

1. Click the “clock”  icon to open the time extension window.
2. Enter the number of additional minutes to add to the session.
3. Click the *Free of charge* checkbox if needed. The *Free of change* checkbox is disabled if the time extension is longer than 10 minutes.
4. Click the *Apply* button to confirm the extension of the session duration.

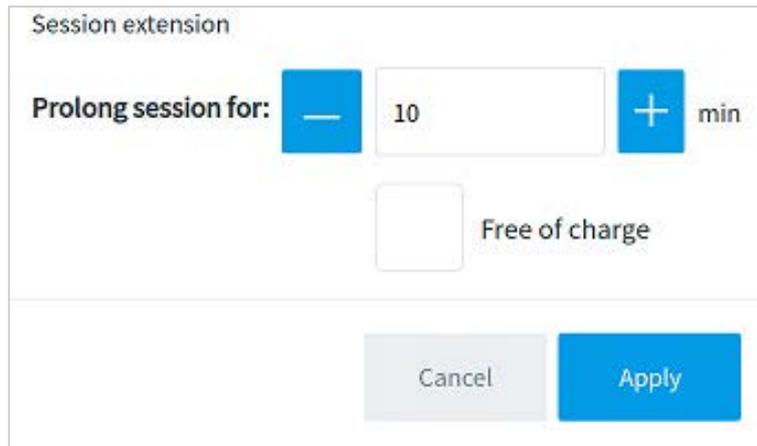


Figure 18. The Session extension screen

5.1.3. Managing session control features

This section describes all features used for the control lane session, such as pins reset, next and end game, and end or transfer session. The game and device controls are located in the right portion of the dashboard. Use them to perform the following actions:

- *Reset pins*: Reset the pins to their starting position during the session.
- *End game*: End the current game for all players.
- *Next game*: Begin the next game within the session.
- *End session*: Close the ongoing session.
- *Transfer session*: Move the session to another lane.

These controls enable efficient management of game and session operations.

5.1.3.1. Resetting pins

The *Reset pins* button allows rearranging bowling pins to their proper positions during the session (*Figure 13*). To reset pins, follow these steps:

1. Click the *Reset pins* button in the **center management control pad**.
2. Click *Apply* when the confirmation notification appears.

If the message is confirmed, the bowling scoring engine sends a command to the **pinsetter** machine to arrange the pins on the lane.

When using the *Reset pins* feature, the behavior depends on the stage of the game:

- After the first throw: All ten pins are reset to their original positions, providing a fresh start for the frame.
- After the second throw: The pins are reset based on the results of the first throw. For example, if three pins were knocked down, the remaining seven pins were reset on the lane.

Note: In time-based sessions, pins can be reset multiple times, while in game-based sessions, resets are limited to once per game and player.

5.1.3.2. Ending the game

The *End game* button allows you to end the current game (*Figure 13*). Follow these steps to end the ongoing game:

1. Click the *End game* button.
2. Click *Apply* when the confirmation notification appears.

Once confirmed, the game will end, and the player will see the following options in the **self-service kiosk**: players can select *Start* to begin a new game, edit the player list, and choose the game category and type. They can also select *End session* to conclude the session. The session will proceed to the next step.

5.1.3.3. Starting the next game

If *By game* or *By time* is selected, all frames are completed, and there is remaining time or games left in the session, follow these steps to go to the next game:

1. Click the *Next game* button (*Figure 13*).
2. Click *Apply* when the confirmation notification appears.

Once confirmed, the next game will start with the same configuration, including the game category, type, and player list. The previous scores for all players will be deleted from the *Correct score* tab, but they will be available for viewing in the *History* tab.

Note: If the players want to continue the game, you can add additional time. Refer to chapter 5.1.2.3. *Extending the session* for more detailed information.

5.1.3.4. Ending the session

To end the session prematurely, click the *End session* button (*Figure 13*). A confirmation notification will appear to verify the action. Once confirmed, the session will end, and the dashboard will display a session summary with the following details:

- *Start time*
- *Billing type*
- *Status* of the session
- *Player(s)*
- *Shoes*
- *Game type*
- *Game(s)*

Also, to get the receipt for finished sessions, click the *Receipt* button. It will show the total amount for the session and will allow adding a payment for it.

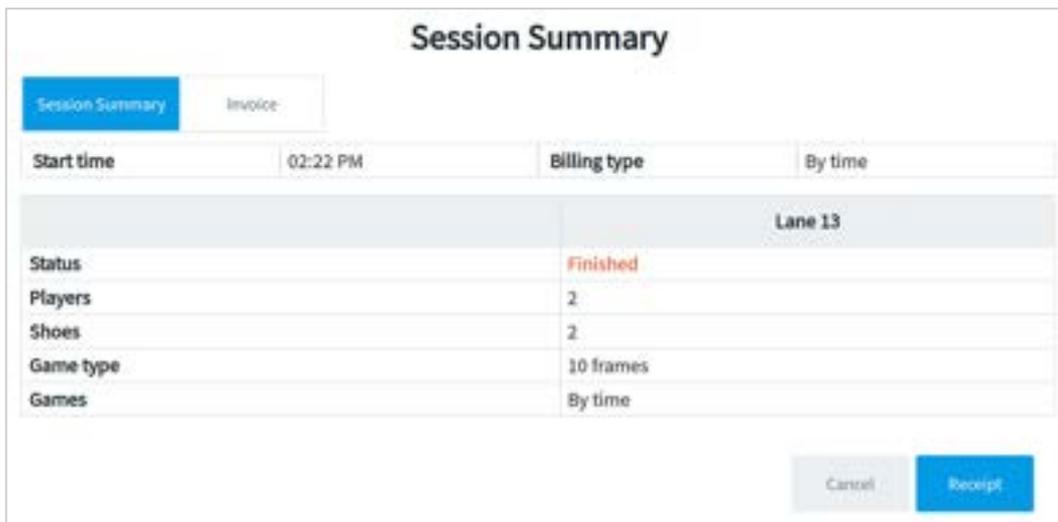


Figure 19. A completed Session summary screen

The *Invoice* tab with a list of selected products is available, too. You can see all selected products and the total amount and click the *Receipt* button to add a payment. Refer to chapter 8. *Viewing invoice* for more detailed information about the receipt close process.

5.1.3.5. Transferring session

Transfer the ongoing session to another available lane by using the *Transfer session* button in the game controls menu (*Figure 13*). Follow these instructions to transfer the session:

1. Click the *Transfer session* button to open the transfer window (*Figure 20*).
2. Select one of the available lanes from the list. Ensure the selected lane has sufficient time in the schedule before any upcoming reservations to accommodate the transferring session.
3. Click the *Apply* button and complete the session transfer.

This feature allows seamless relocation of sessions while maintaining all session details.



Figure 20. The Transfer session window

Note: If the selected lane has not been activated yet, the session cannot be transferred to this lane.

5.2. Managing players

To view and manage players in the ongoing session, click the *Manage players* tab. This tab displays a list of all bowlers currently playing on the selected lane:

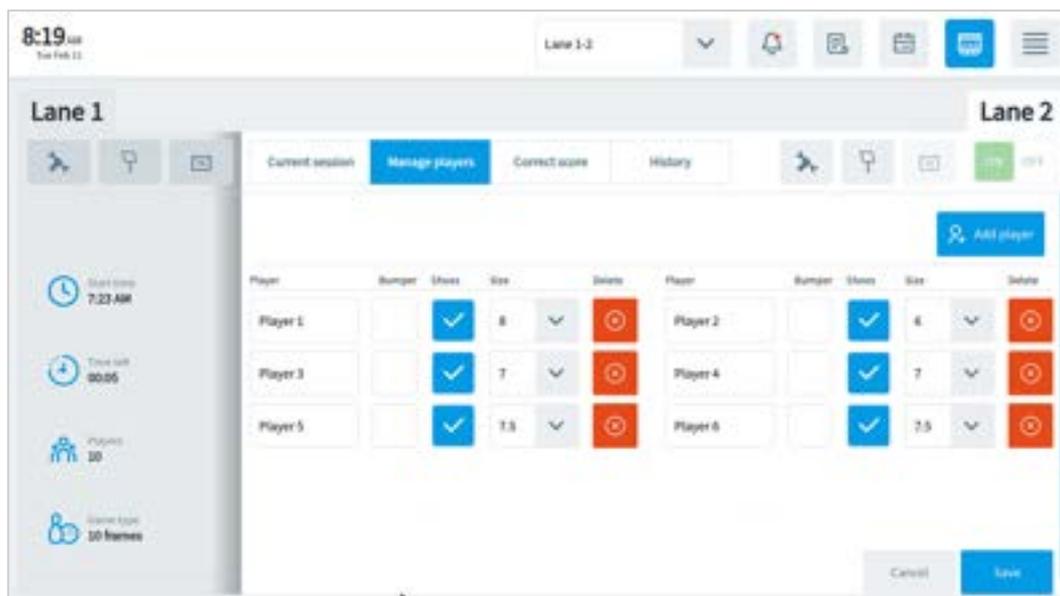


Figure 21. The Manage players tab

5.2.1. Adding a player

New players can be added to the game at any point during the session. To add a player, click the [Add player](#) button in the upper-right corner of the screen.

If a new player is added in the middle of the game, their turn will be assigned at the end of the currently active frame. Only the game score for this and any following frames will be recorded.

Note: Once the maximum player limit is reached, additional bowlers cannot be added. To continue the game, it is possible to reserve an additional lane for the extra players. For more details, refer to chapter 7.3. *Configuring game settings*.

5.2.1.1. Editing player details for a single-lane game

The *Manage players* tab provides options for configuring player-specific settings, such as enabling or disabling bumpers, managing shoe rentals, and removing players from the session.

- **Player:** Enter the player's name into the text field.
- **Bumpers:** Check or uncheck the *Bumper* checkbox next to the player's name.
- **Shoe rental:** Check or uncheck the *Shoes* checkbox next to the player's name. If the *Shoe* checkbox is selected, choose the shoe size for each player via the drop-down list.
- **Removing a player:** Click the [Delete](#) button next to the player's name to remove them.

After making any changes, click the [Save](#) button to apply them.

Note: By default, shoe sizes are displayed in the American format (e.g., 7). However, it is possible to change the shoe size format to European (e.g., 40) in chapter 7.1. *Accessing center settings* screen of the *Center Management Control Pad*.

5.2.1.2. Editing player details for a cross-lane game

Adding and editing players in a cross-lane game follows the same basic operations as in a single-lane game, but with specific differences for cross-lane game types.

In a *Joint* game, lane numbers are automatically assigned based on the lane pairing, and all players share the game across both lanes. Scores from both lanes are combined into a single virtual table displayed on the **overhead TV** screen.

In a *Round-Robin* game, players alternate between paired lanes for each frame. Lane numbers are dynamically updated based on the frame and player sequence.

Use the *Randomize* button to assign players to lanes randomly. This feature is especially useful for quickly distributing players in a cross-lane setup. In the event of an odd number of players, the larger group will always be assigned to the odd-numbered lane (e.g., Lane 1).

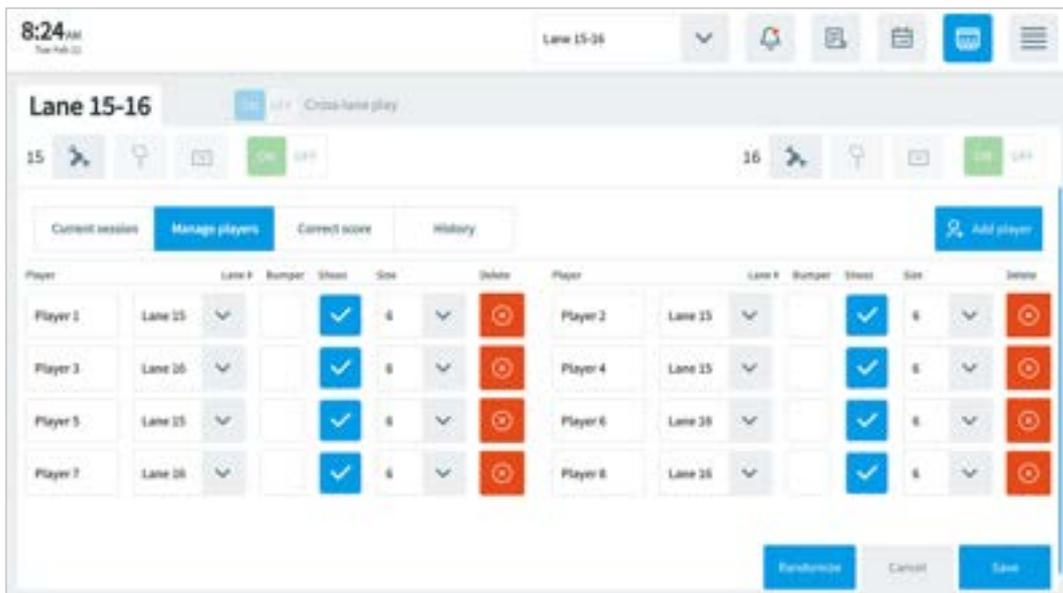


Figure 22. Managing players for a cross-lane game

Ensure game settings are adjusted as needed during the session setup and when editing players in a cross-lane game.

5.3. Correcting the game score

This section outlines the capabilities of the *Correct score* tab for managing game scores. Use this tab to adjust player scores for individual frames, update pin statuses, and apply quick options for strikes or spares, with all changes automatically reflected in the game score.

5.3.1. Viewing game score table

The *Correct score* tab allows score adjustments for each player during the game. Bowlers can edit their scores directly through the **self-service kiosk**, or the center employee can make corrections via the **control pad**.

To correct a score, click the *Correct score* tab. This will open a screen (*Figure 23*) displaying a scoring table with detailed columns for editing the scores of the ongoing game.

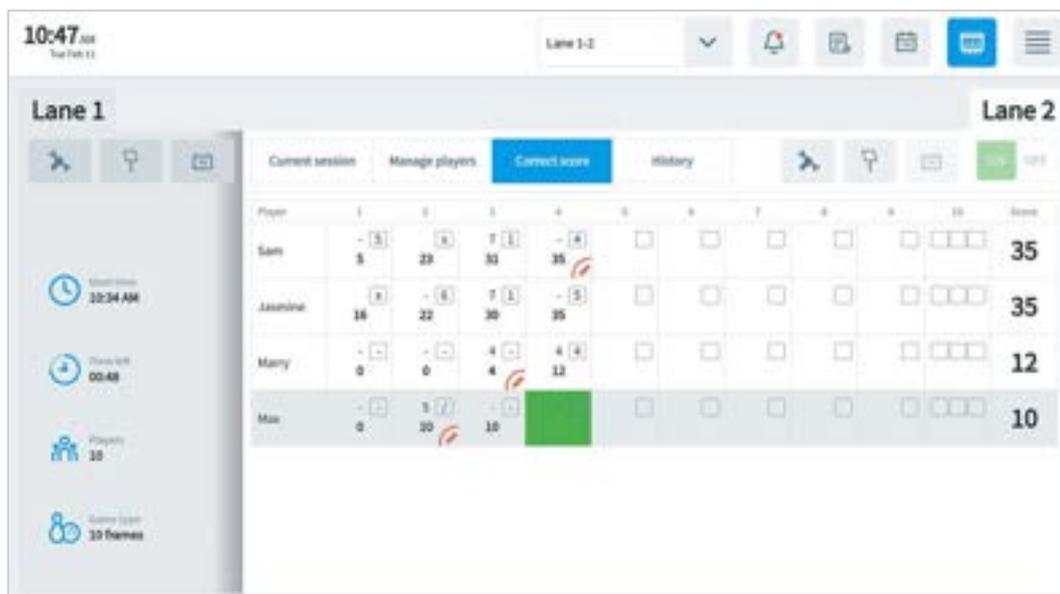


Figure 23. Correct score

This interface allows precise score management and correction for each player during the session and includes specific fields, such as:

- **Player:** Names of the players are displayed in the first column of the scoring table, listed in the order they were added. The name of the player whose turn is currently active is highlighted.
- **Frame:** The scoring table displays either 5 or 10 frames, depending on the selected game type (*Classic 5-frame* or *Classic 10-frame*). Each frame shows the number of attempts used, pins knocked down with the first and second ball, and the score. Specific bowling symbols are used to indicate strikes and spares.
- **Score:** The total game score for each player is displayed in the last column of the table.

5.3.2. Calculating and bowling score symbols

In bowling, each pin knocked down earns a point, with additional points awarded for knocking down all pins within a frame using either one attempt (strike) or two attempts (spare). The total game score is the sum of points earned across all frames.

The following outcomes are possible during a game:

- Open frame
- Strike
- Spare
- Foul

Note: Foul functionality is determined by the **pinsetter** and communicated to the *Scoring Server* via the **pinsetter local controller**.

Each of these outcomes is represented by a specific symbol in the scoring table.

Table 5. Bowling score symbols

Symbol	Description
Numbers (e.g., 6, 1)	Represent the number of pins knocked down in a specific throw. The first number is for the first ball, and the second number (if present) is for the second ball.
"/" (spare)	Indicates that all remaining pins were knocked down with the second ball after the first throw missed some.
"X" (strike)	Indicates that all 10 pins were knocked down with the first ball. No second throw is required for the frame.
"-" (foul)	Indicates that no pins were knocked down during the throw.

5.3.2.1. Open frame

An open frame occurs when the bowler knocks down fewer than ten pins across both attempts in a frame. The points earned for an open frame are equal to the total number of pins knocked down during both attempts. For example, if the bowler knocks down six pins in the first attempt and two pins in the second attempt, the total score for the frame will be 8 points.

5.3.2.2. Strike

A strike occurs when the bowler knocks down all ten pins on the first attempt of a frame. Scoring for a strike awards 10 points plus the total pins knocked down in the next two throws. After a strike, the frame score cannot be calculated until the following two throws are completed. For example, if a player earns a strike in the first frame and in the next two throws scores 2 and 5 (an open frame), the total score for the first frame will be 17 (10 + 2 + 5).

Consecutive strikes provide additional scoring opportunities:

- Double (two strikes in a row):
 - In the first frame, the player earns 20 points (10 + 10 from the second strike) plus the pins knocked down in the first throw of the third frame.
 - In the second frame, the player earns 10 points plus the total pins knocked down in the next two throws.
- Turkey (three strikes in a row):
 - In the first frame, the player earns 30 points (10 + 10 + 10).
 - In the second frame, the player earns 20 points (10 + 10 from the third strike) plus the pins knocked down in the first throw of the fourth frame.
 - In the third frame, the player earns 10 points plus the total pins knocked down in the next two throws.
- Four-bagger (four or more strikes in a row):
 - In the first and second frames, the player earns 30 points each (10 + 10 + 10).
 - In the third frame, the player earns 20 points (10 + 10 from the fourth strike) plus the pins knocked down in the first throw of the fifth frame.



- In the fourth frame, the player earns 10 points plus the total pins knocked down in the next two throws.
- Perfect game: If the bowler earns strikes in all ten frames, this is considered a perfect game, and the total score will be 300 points.

5.3.2.3. Spare

A spare occurs when the bowler fails to knock down all ten pins with the first throw but successfully knocks down the remaining pins on the second attempt of the frame. Scoring for a spare award 10 points plus the number of pins knocked down in the next throw. The frame score cannot be finalized until the following throw is completed. For example, if a player earns a spare in the first frame and knocks down five pins with the first throw in the second frame, the total score for the first frame will be 15 (10 + 5).

5.3.2.4. 10th frame

In the final 10th frame (or 5th for 5-frame games), players may be awarded extra attempts if they earn a strike or spare. The following cases can occur for a 10th frame game:

- If a player scores a strike on the first throw of the final frame, they are awarded two additional throws.
- If a player scores a spare on the second throw of the final frame, they are awarded one additional throw.

This allows a maximum of three throws in the final frame. The score for the final frame is calculated as the total sum of pins knocked down during all attempts in that frame.

5.3.2.5. Foul

A foul occurs when a player violates primary bowling rules, such as crossing the foul line, resulting in 0 points for the throw even if pins are knocked down. The foul line separates the lane from the approach area, and crossing it during a throw is considered a violation. In the scoring table, a foul is marked with a “-” symbol instead of points for that throw. The following cases can occur for a foul:

- If a foul happens on the first attempt of a frame, the bowler earns 0 points but retains their second attempt.
- If a foul occurs on the second attempt, the bowler earns no points for that throw, and the turn moves to the next player.

5.3.2.6. Scoring example

When the game is completed, the scoring table will display results similar to the ones shown in *Figure 24*. Refer to the previous sections for detailed explanations of the symbols and calculation methods.

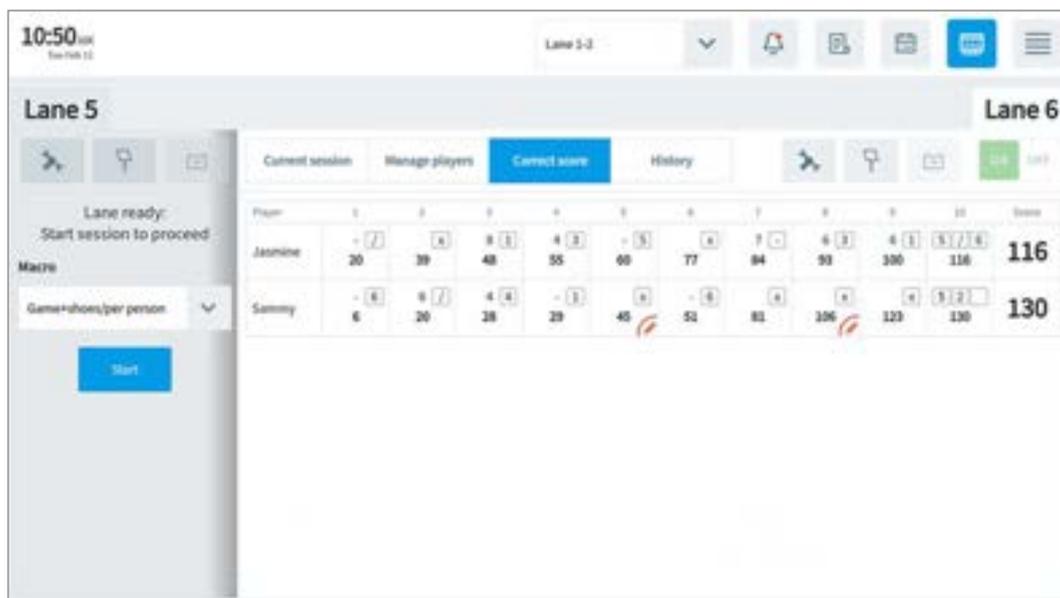


Figure 24. Completed game score for two players

To better understand the calculation process, consider the calculation results table of a game between two players: Jasmine and Sammy. See Figure 24 for a reference.

Table 6. Bowling score calculations example

Frame	Player	1 st Throw	2 nd Throw	3 rd Throw	Result	Note
1	Jasmine	- (0)	/(10)		$0 + 10 + 10 = 20$	Spare bonus: 10 points from the 1 st throw on the 2 nd frame
	Sammy	- (0)	6		$0 + 6 = 6$	
2	Jasmine	X (10)			$20 + 10 + 8 + 1 = 39$	Strike bonus: 8 and 1 points from 2 throws on the 3 rd frame
	Sammy	6	/(10)		$6 + 10 + 4 = 20$	Spare bonus: 4 points from the 1 st throw on the 3 rd frame
3	Jasmine	8	1		$39 + 8 + 1 = 48$	
	Sammy	4	4		$20 + 4 + 4 = 28$	
4	Jasmine	4	3		$48 + 4 + 3 = 55$	
	Sammy	- (0)	1		$28 + 0 + 1 = 29$	
5	Jasmine	- (0)	5		$55 + 0 + 5 = 60$	
	Sammy	X (10)			$29 + 10 + 0 + 6 = 45$	Strike bonus: 0 and 6 points from 2 throws on the 6 th frame

6	Jasmine	X (10)			$60 + 10 + 7 + 0 = 77$	Strike bonus: 7 and 0 points from 2 throws on the 7 th frame
	Sammy	- (0)	6		$45 + 0 + 6 = 51$	
7	Jasmine	7	- (0)		$77 + 7 + 0 = 84$	
	Sammy	X (10)			$51 + 10 + 10 + 10 = 81$	Double-strike bonus: 10 points from the 8 th frame and 10 points from the 9 th frame
8	Jasmine	6	3		$84 + 6 + 3 = 93$	
	Sammy	X (10)			$81 + 10 + 10 + 5 = 106$	Triple-strike bonus: 10 points from the 9 th frame and 5 points from the 1 st throw on the 10 th frame
9	Jasmine	6	1		$93 + 6 + 1 = 100$	
	Sammy	X (10)			$106 + 10 + 5 + 2 = 123$	Strike bonus: 5 and 2 points from the 10 th frame 2 throws
10	Jasmine	5	/ (5)	6	$100 + 5 + 5 + 6 = 116$	Spare bonus: add one more throw attempt
	Sammy	5	2		$123 + 5 + 2 = 130$	

5.3.3. Correcting a frame score

To correct a player's score, locate the player in the table and click on the frame you wish to edit. This will open a screen where the score for that specific frame can be adjusted:

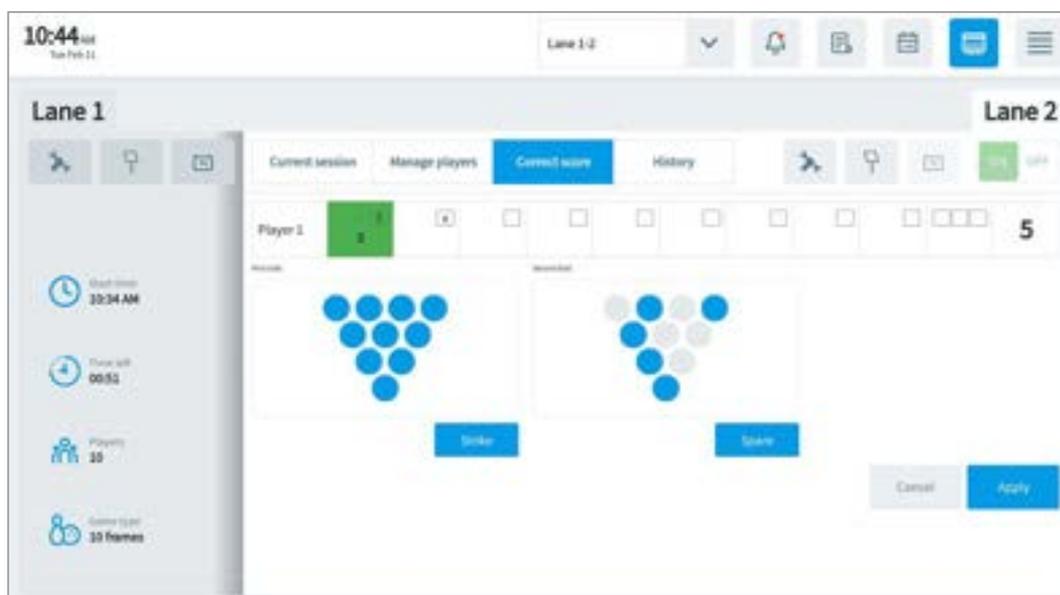


Figure 25. Changing the frame score

The *Center Management Control Pad* allows the correction of the first and second ball scores within a frame. Adjusting the score for one throw automatically impacts the score for the other. For example:

- If a pin is marked as knocked down during the first throw, it will also be marked in the second ball section.
- If a pin is marked as standing after the first throw, it will appear in the second ball section. Click the pin again to mark it as knocked down in the second attempt.

Note: Adjusting a frame score will affect the overall score and all subsequent frames.

The *Center Management Control Pad* provides two “quick” pin arrangement options:

- *Strike:* Select if all ten pins were knocked down with the first or third ball.
- *Spare:* Select if all remaining pins were knocked down with the second or third ball.

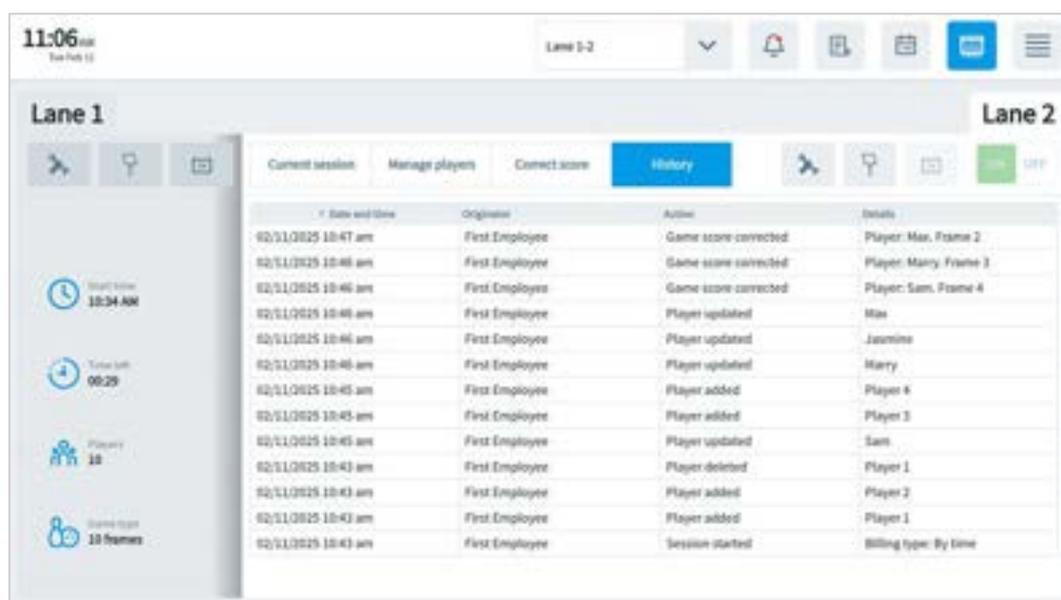
After making the necessary changes, click *Apply* to save the adjustments and return to the *Correct score* tab.

5.4. Viewing session history

To access session history, click the *History* tab. This will display a table that lists all actions performed since the lane was opened. For additional information, refer to *Appendix 1: Bowling session history actions*.

The table includes the following columns:

- *Date and time:* Displays when the action occurred.
- *Originator:* Displays the name of the person who performed the action. If the action was performed by a player, this field will display “Customer.”
- *Action:* Displays the type of action performed.
- *Details:* Displays additional information or context about the action.



Date and time	Originator	Action	Details
02/11/2025 10:47 am	First Employee	Game score corrected	Player: Max, Frame 2
02/11/2025 10:46 am	First Employee	Game score corrected	Player: Mary, Frame 3
02/11/2025 10:46 am	First Employee	Game score corrected	Player: Sam, Frame 4
02/11/2025 10:46 am	First Employee	Player updated	Max
02/11/2025 10:46 am	First Employee	Player updated	Jasmine
02/11/2025 10:46 am	First Employee	Player updated	Mary
02/11/2025 10:45 am	First Employee	Player added	Player 4
02/11/2025 10:45 am	First Employee	Player added	Player 3
02/11/2025 10:45 am	First Employee	Player updated	Sam
02/11/2025 10:43 am	First Employee	Player deleted	Player 1
02/11/2025 10:43 am	First Employee	Player added	Player 2
02/11/2025 10:43 am	First Employee	Player added	Player 1
02/11/2025 10:43 am	First Employee	Session started	Billing type: By time

Figure 26. The History tab

Click the *Date and time* column header to sort the actions in either ascending or descending order.

5.5. Managing media appliances and media control

This section provides an overview of managing playlists and notifications on the **overhead TVs**, **self-service kiosks**, and **self-registration kiosks**. Here you can find a description of how to preview displays, assign playlists, and respond to assistance requests through the *Center Management Control Pad*.

5.5.1. Viewing screens of media appliances

The *Center Management Control Pad* provides the ability to preview what is currently displayed on the **overhead TV** and **self-service kiosk**. To access this feature, click the corresponding “overhead TV”  or “self-service kiosk”  button in the menu located in the upper portion of the *Session setup* dashboard (*Figure 13*). The appliance’s window opens on the new screen:

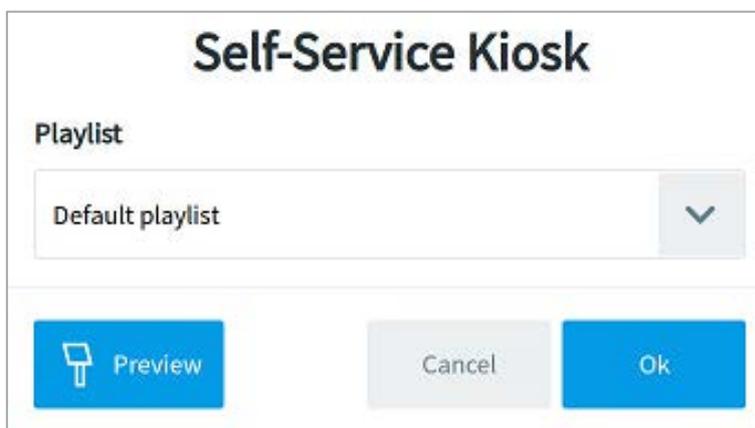


Figure 27. Media appliance control

The *Preview* button displays a copy of the selected screen for reference:

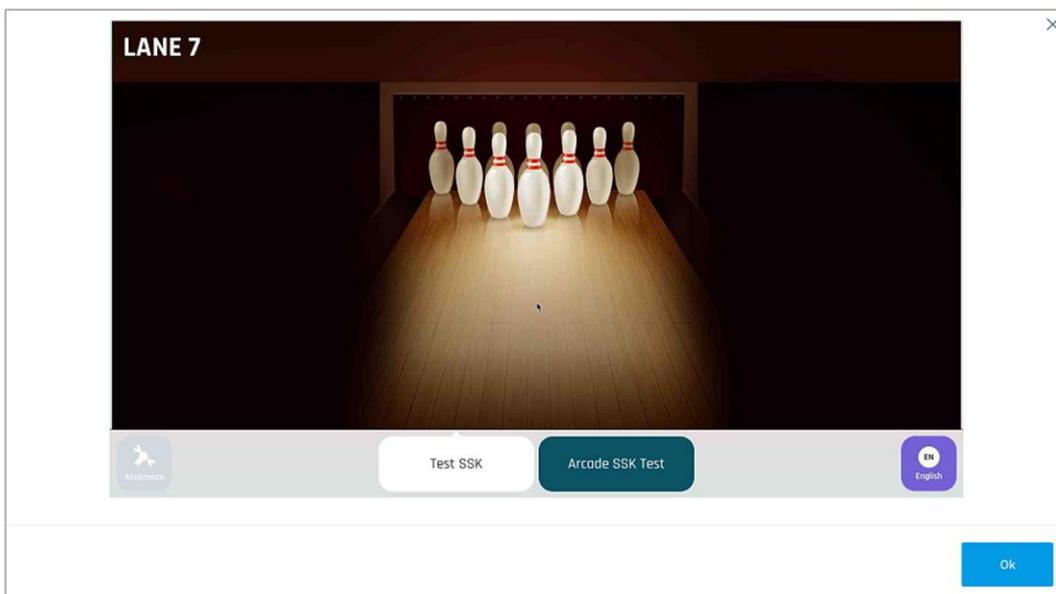


Figure 28. Media appliance preview

5.5.2. Sending notifications

Click the “overhead TV”  button in the menu located in the upper portion of the *Session setup* dashboard (*Figure 13*). At any time, a notification can be displayed in the announcements area of the **overhead TV**. To send a message to a customer, follow these steps:

1. Select a preset *Notification* and click *Ok*.

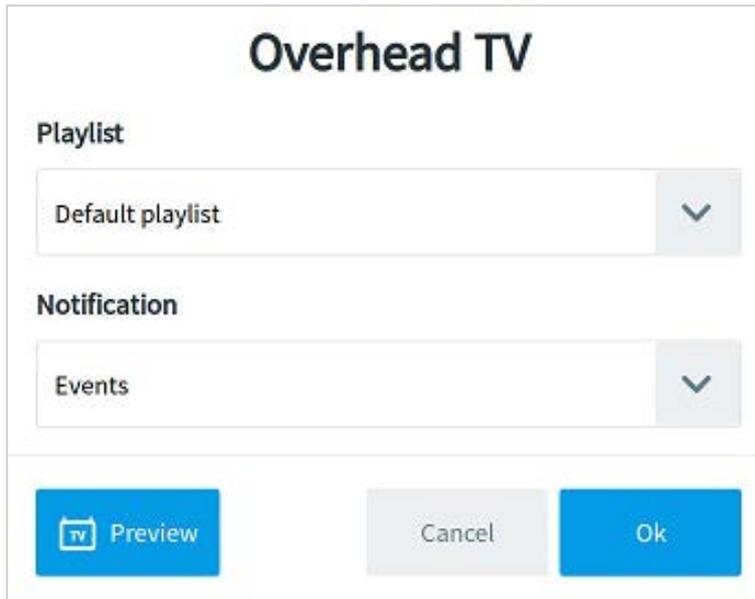


Figure 29. Appliance playlist and notification

2. Select the notification category and predefined message from the drop-down list.



Figure 30. Selecting a notification for an overhead TV

3. Click *Send* so that the customer sees the message on their appliances.

Note: All notification messages are predefined. For more details, refer to chapter 7.2. *Setting the content management*.

5.5.3. Managing playlists

The **self-service kiosks** and **overhead scoring TVs** display a screensaver preconfigured in Funk Portal when the lane is not in use or is pending activation. By default, a standard playlist is assigned to both the **overhead TVs** and **self-service kiosks**. You can override the default setting and assign a specific playlist to an individual lane. Once the assigned playlist finishes, the system will automatically resume playback of the default playlist.

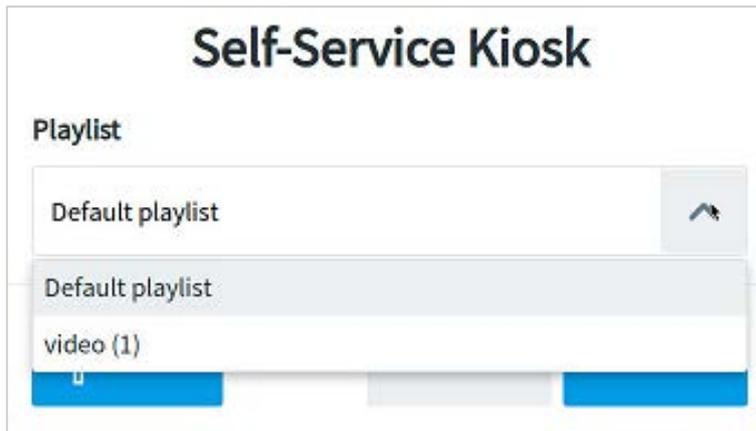


Figure 31. Predefined playlists for a self-service kiosk

After selecting the desired playlist from the drop-down list, click **OK** to confirm. The selected playlist will then be displayed on the **self-service kiosk** or **overhead TV**.



Figure 32. A playlist on a self-service kiosk

Note: For more detailed information about screensaver configuration, refer to *Appendix 3: Setting up screensaver in Funk Portal*.

5.5.4. Viewing assistance requests

When a player submits an assistance request, the “assistance”  button on the *Center Management Control Pad* changes to red, and an audio notification is triggered (if enabled in chapter 7.1. *Accessing center settings*). In the *Dashboard view*, the lane that submitted the request is highlighted in red:

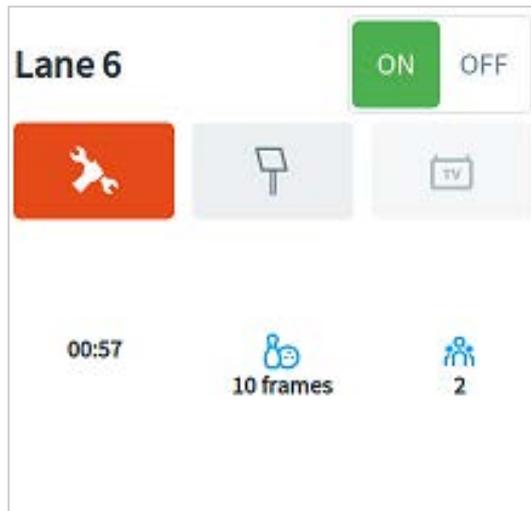


Figure 33. Assistance request view

To view the request and respond to it, follow the steps below:

1. Click the “assistance”  button to open the request details window.

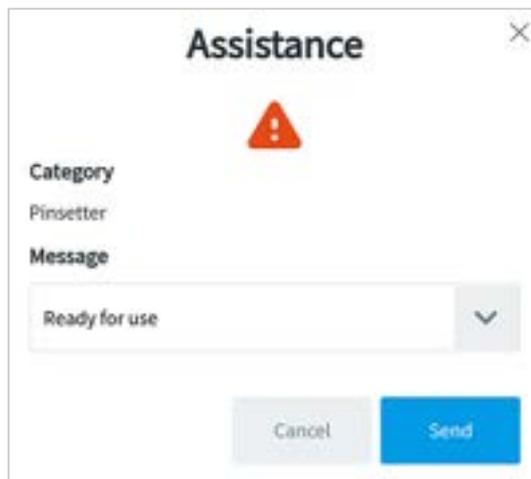


Figure 34. Assistance response from an employee

2. Select a preset notification from the available options (refer to chapter 7.2.2. *Adding assistance response* for details).
3. Click *Send* to submit your response to the player.

6. Setting up reservations

This chapter provides an overview of the different reservation views and reservation setup process, as well as the necessary information required for a reservation.

6.1. Accessing reservation calendar

The *Center Management Control Pad* allows you to book lanes in advance, with all reservation data stored on the bowling server and synchronized with the Funk Portal server. To access the reservations screen, click the “calendar” 📅 icon in the upper menu of the *Center Management Control Pad*:

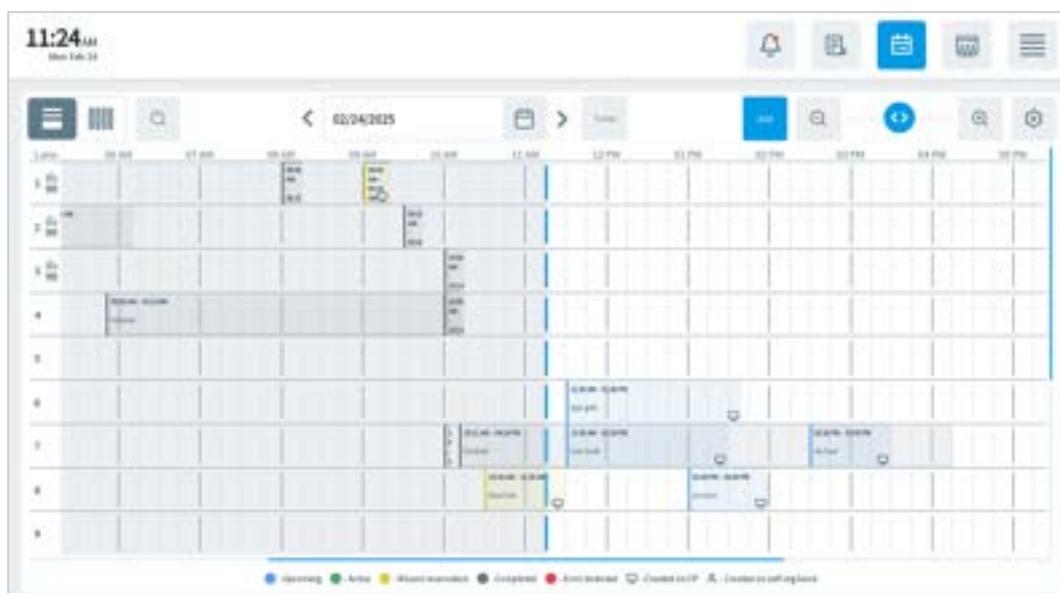


Figure 35. Calendar (daily view)

By clicking the toggle 📅, you can switch the calendar view between the following options:

- **Daily view:** Displays all lane reservations for a specified date for a selected lane.
- **Weekly view:** Click on the lane drop-down list to see specific lane reservations for the entire week.

Use the slider at the top of the screen to zoom in or out by dragging it to the right or left as needed. The color of the reservation depends on the reservation status: *Completed*, *Upcoming*, *Ongoing*, *Missed*, or *Error detected*.

The color-coding feature marks reservations in different colors depending on their status, helping you easily identify reservation types:

- **Gray:** Reservations that are already completed appear in transparent gray. When you select the completed reservation to preview or edit, the reservation color changes to opaque gray.
- **Blue:** Upcoming reservations are marked with transparent blue. When you select an upcoming reservation to cancel or edit, the reservation color changes to opaque blue.
- **Red:** Reservations with issues are displayed in transparent red. When you select this type of reservation to edit or cancel, the reservation color changes to opaque red.
- **Green:** A transparent green color marks the ongoing sessions. When you select this type of reservation to view its *Session summary* or edit, the reservation color changes to opaque green.

- **Yellow:** Missed reservations are displayed in transparent yellow. When you select this type of reservation to edit, the reservation color changes to opaque yellow. The canceling action is available in case the *Cancel reservation timeout* has not expired yet.

Reservations created through the **self-registration kiosk** are identified by a “person”  icon, while reservations made by employees using the **center management control pad** are marked with a “computer”  icon.

Use the date selection field located at the top-center of the screen to pick a specific day or week. Click this field to open a pop-up calendar and choose a date.

To the left of the date field, use the “search” icon to find a specific reservation. When you select a reservation, the screen displays icons at the bottom-right of the reservation area for editing or deleting the reservation.

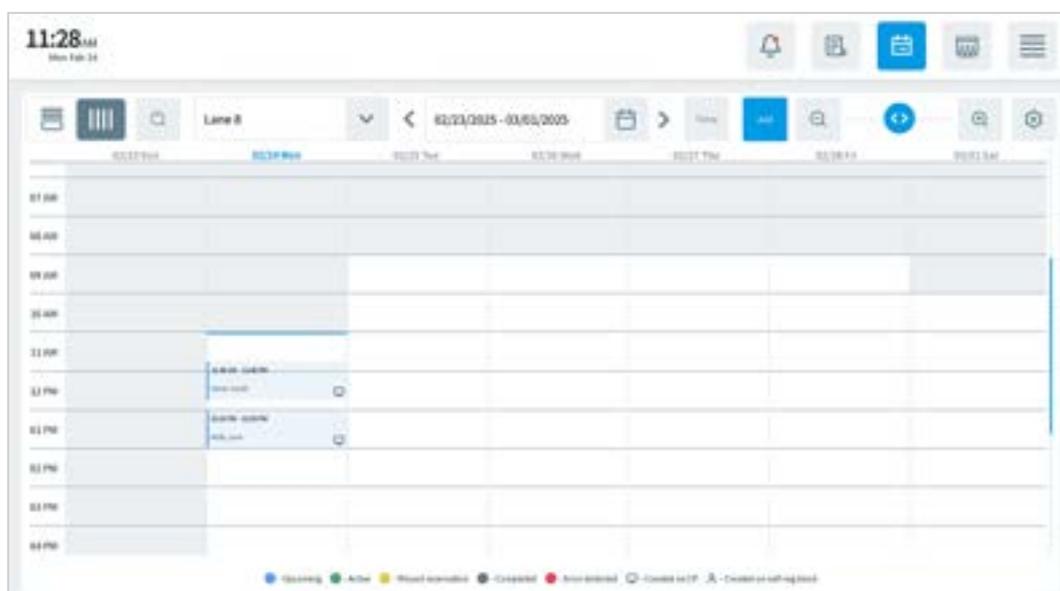


Figure 36. Calendar (weekly view)

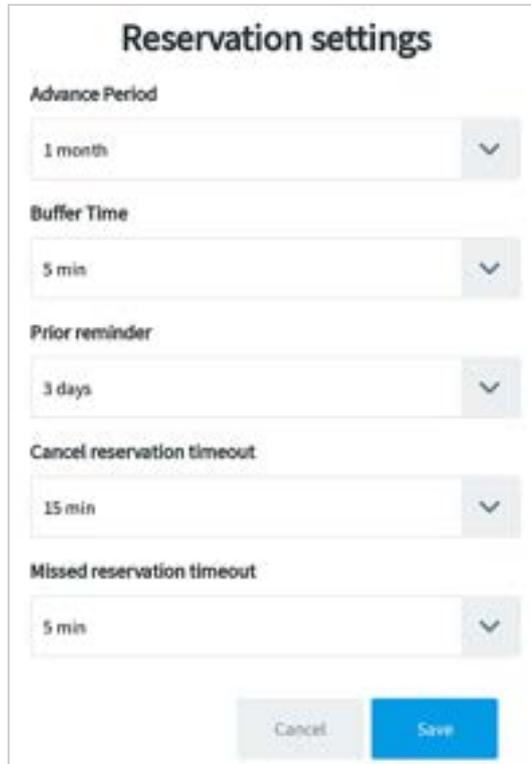
6.2. Accessing the reservation settings

To set up specific reservation timers, click the “settings”  button. The *Reservation settings* window allows you to configure the following options:

- **Advance Period:** Define how many months ahead reservations can be made.
- **Buffer Time:** Set the number of minutes required to end a session before the next reservation begins.
- **Prior reminder:** Specify the time before an upcoming reservation when a reminder will be sent to the customer.
- **Cancel reservation timeout:** Set the latest time by which the reservation could be canceled. If the start time is overdue by the specified period, the *Delete* button becomes inactive.
Note: If the *Cancel reservation timeout* is expired, there will be no possibility to delete the reservation from the system. Further, it will be deleted two months after the reservation has (or has not) happened.
- **Missed reservation timeout:** Set the time window for confirming a reservation. If the reservation is not confirmed within this period, it becomes missed and indicated in the calendar in yellow.

After the timers are set up, click the *Save* button to confirm the changes.

Note: You can set the reservation creation time-out period, in seconds, by using the *Session creation time-out* parameter in the *Game settings*. This time-out will define the timeframe after which an incomplete lane reservation will automatically become available for booking again. Refer to chapter 7.3. *Configuring game settings* for more details.



Reservation settings

Advance Period
1 month

Buffer Time
5 min

Prior reminder
3 days

Cancel reservation timeout
15 min

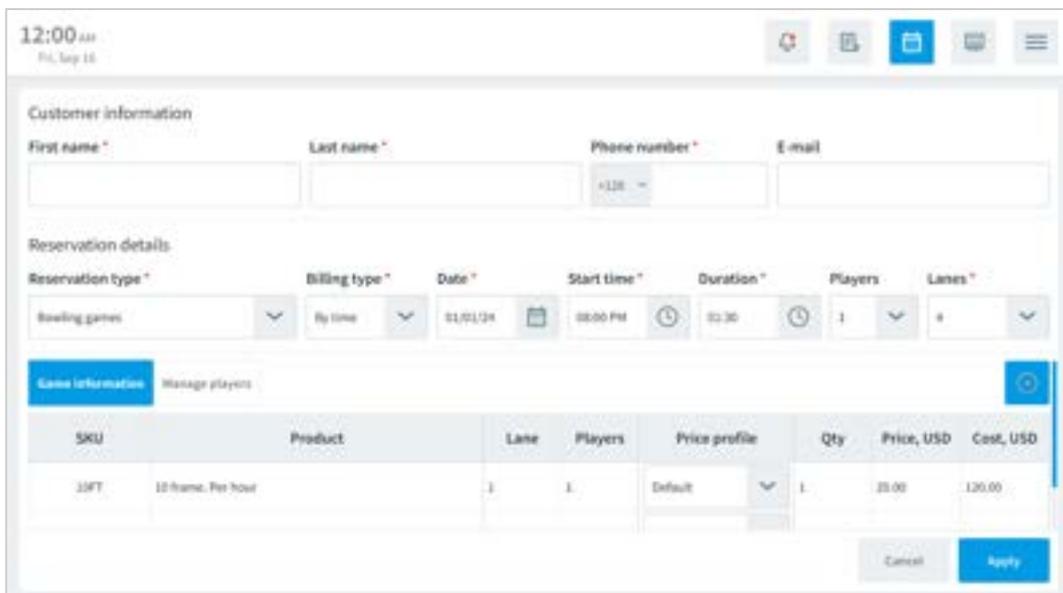
Missed reservation timeout
5 min

Cancel Save

Figure 37. Reservation settings

6.3. Adding a new reservation

To add a new reservation, double-click any blank cell or click *Add* at the upper-right corner of the calendar view (daily or weekly). This opens a reservation creation form (*Figure 38*) where you can enter reservation details.



12:00 AM
Fri, Sep 18

Customer information
First name * Last name * Phone number * E-mail

Reservation details
Reservation type * Billing type * Date * Start time * Duration * Players Lanes *

Bowling games By time 01/01/24 08:00 PM 01:30 1 4

Game information Manage players

SKU	Product	Lane	Players	Price profile	Qty	Price, USD	Cost, USD
10FT	10 frame, Per hour	1	1	Default	1	20.00	120.00

Cancel Apply

Figure 38. A reservation creation form

The *Customer information* section has the following fields:

- *First name*: Enter the first name of the person making the reservation (up to 30 characters).
- *Last name*: Enter the last name of the person making the reservation (up to 30 characters).
- *Phone number*: Enter the contact number of the person making the reservation.
- *E-mail*: Enter the email address of the person making the reservation (up to 255 characters). This field isn't required.



Figure 39. Customer information

The *Reservation details* section has the following fields:

- *Reservation type*: Select the type of event from the list of options preconfigured in the *Product catalog*.
- *Billing type*: Select the billing type from the *By time* or *By game* options.
 - If the *By time* billing type is selected, the *Duration* field is available for editing:

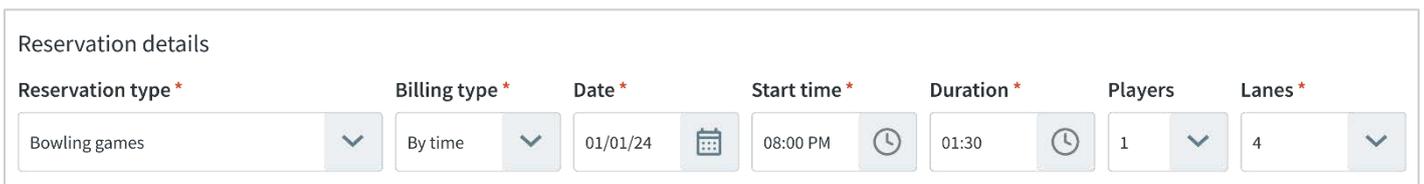


Figure 40. Reservation details (By time billing type)

- If the *By game* billing type is selected, the *Games* field will appear. The *Duration* field is automatically calculated:

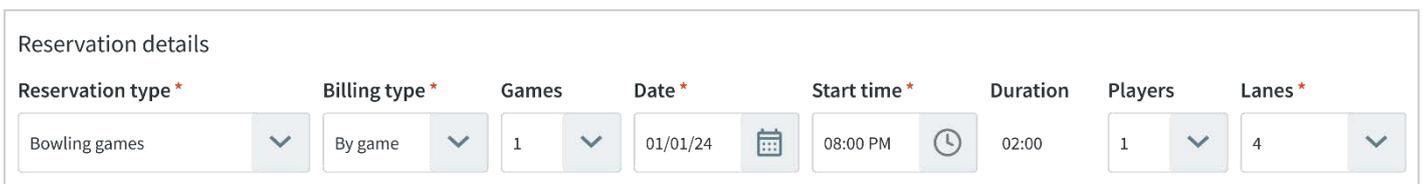


Figure 41. Reservation details (By game billing type)

- *Date*: Set the exact date for the reservation.
- *Start time*: Set the reservation start time from the time picker.
- *Lanes*: Choose the lanes to be reserved for the session. If a line is already occupied during the selected time, reserving it will not be possible. A warning message will appear in the activation creation form.

The *Game information* and *Manage players* sections show a table listing products added to the shopping cart and allow managing players.

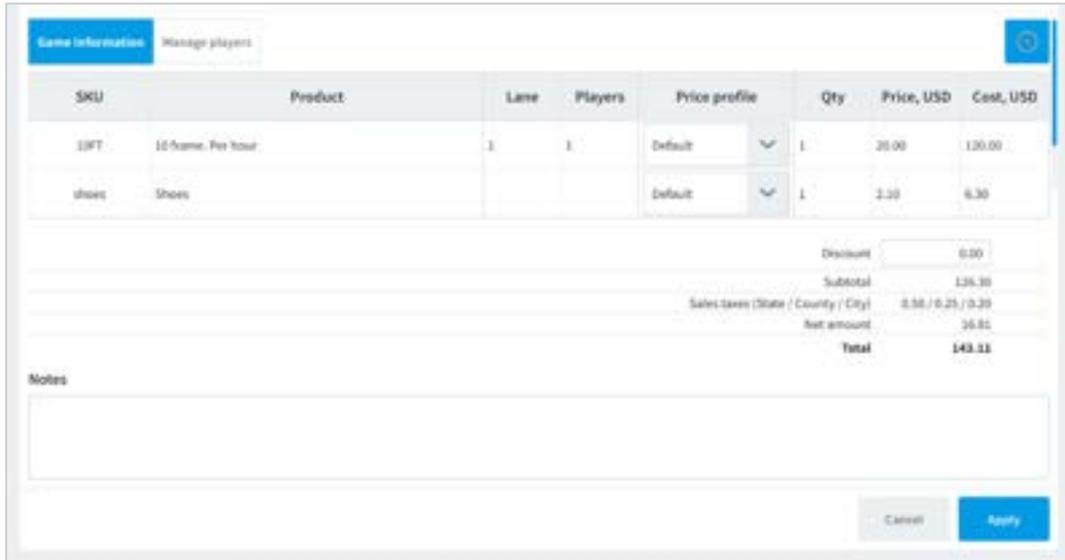


Figure 42. The Game information tab

To add any new product for reservation, click the “add”  button and choose a game product that fits the customer's needs.

Note: The *Shoes* product item will be automatically added based on the number of players.

Click the *Save* button to confirm the selected game product.

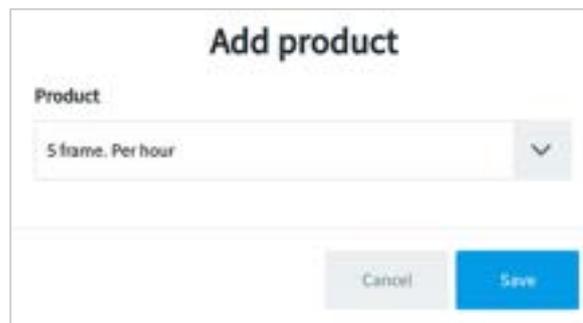


Figure 43. The Add game product window

The *Game information* section displays the following details for each product:

- *SKU*: A unique identifier automatically set for a product.
- *Product*: The name of the selected product.
- *Players*: Specify the number of players for the game product.
- *Price profile*: Choose a specific price profile for reservation according to time range, weekdays, or holidays.
- *QTY*: Select the quantity of product if needed.
- *Price*: A product price per hour, game, or item.
- *Cost*: A price for a total quantity of purchased hours, games, or items.

Also, add additional discounts or notes if needed:

- *Discount*: Enter a percentage of the discount to the customer invoice.
- *Notes*: Enter any additional information about the reservation.

The total amount of the selected product will be automatically calculated and displayed at the bottom of the reservation form (Figure 42). The *Subtotal* field represents the sum of the selected products without any discounts applied, while the *Total* field reflects the final amount after the discount.

Note: The *Game information* block isn't required. You can save the reservation without the list of products.

The *Manage players* tab includes the same fields and functionality as those available for player management during the setup of the walk-in session. Refer to chapter 4.2.5. *Adding players to the game* for more detailed information.

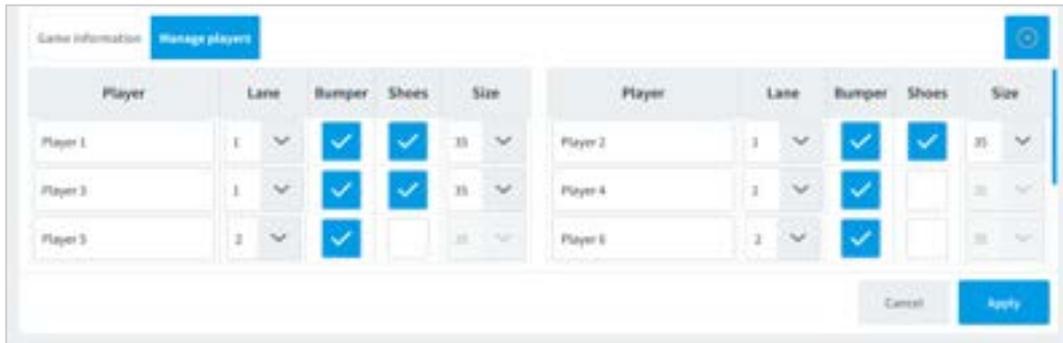


Figure 44. The Manage players tab

Assign players to specific lanes if multiple lanes are selected. If only one lane is chosen, all players will be assigned to that lane by default. The number of the selected checkboxes for the shoe size selection on the *Manage players* tab is reflected in the *Game information* tab.

Note: To add or remove players from the list, go to the *Game information* tab. In this tab, change the number of players in the *Players* column, and the number of players in the *Manage players* tab will automatically change, too.

To confirm all reservation details, customer information, and game information, click the [Apply](#) button and see it in the *Calendar* view (Figure 45). When the [Apply](#) button is clicked, the reservation details pop-up will appear, and the code will be sent to the customer via email or SMS. The *Reservation details* pop-up will include the following information:

- *Date and time*
- *Code*
- *Total amount*
- *Reservation type*
- *Billing type*
- *Players*
- *Duration*

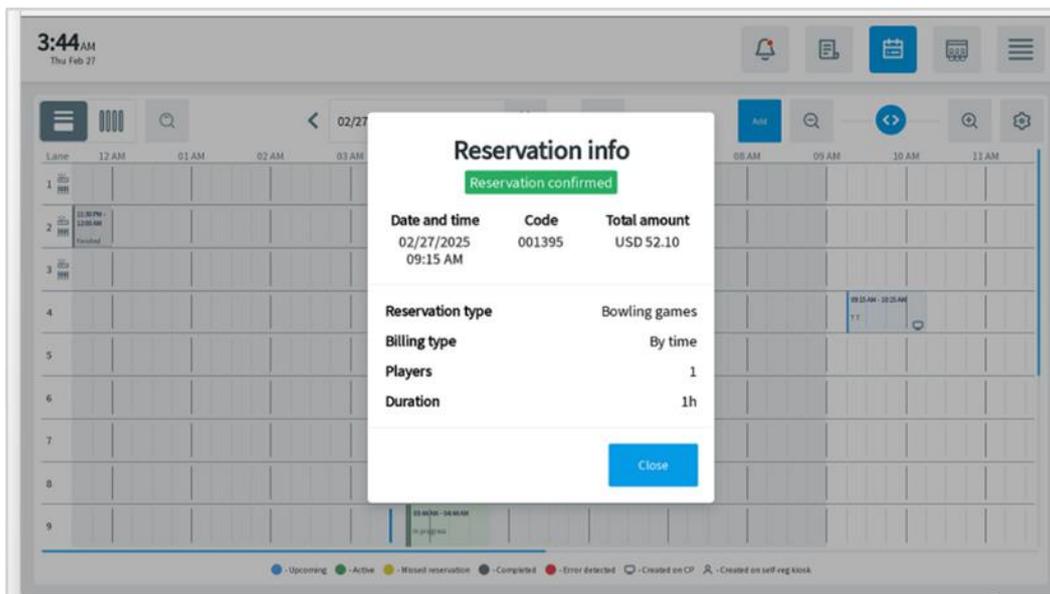


Figure 45. The Reservation details pop-up

6.4. Editing the reservation

Reservation details can be edited at any time. To make changes, click on the desired reservation in the *Calendar* screen and then click the “pen”  icon at the bottom of the reservation area. This will open a screen similar to the reservation creation form where you can update the reservation details.

In this *Edit reservation* screen, the reservation *Code* is displayed next to the customer information. This code is automatically generated and required for customers to activate their reservations through the **self-registration kiosk**. The code field cannot be edited but can be used for searching reservations.

Customer information				
First name *	Last name *	Phone number *	E-mail	Code
Bernadette	Jobbs	+120  64512559	mail@mail.com	123456

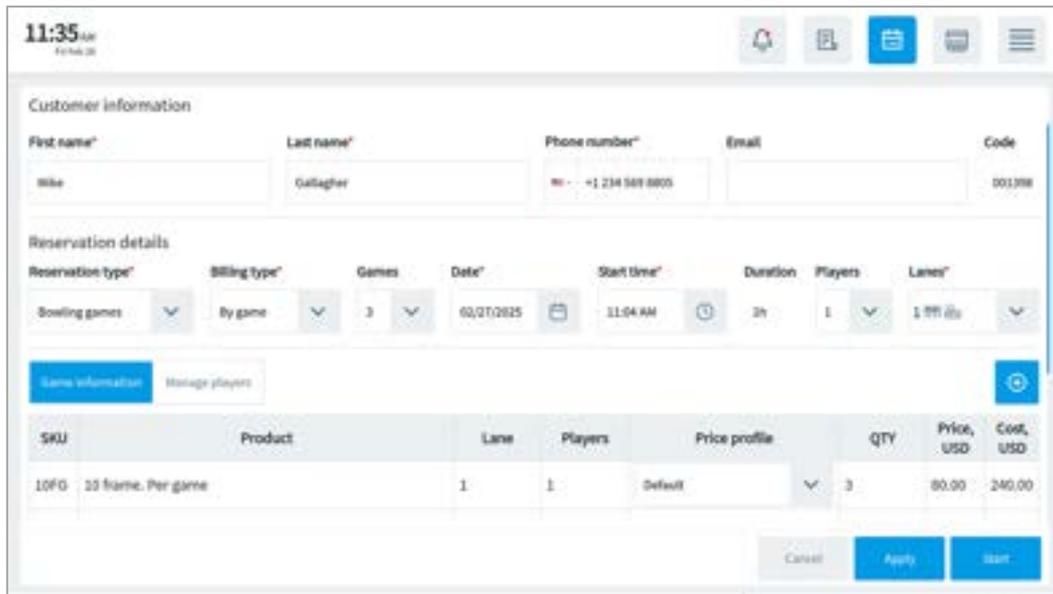
Figure 46. The Code field

Click *Apply* to save changes. Once the changes are applied, they will be saved and automatically synchronized with the *Funk Portal* server.

6.5. Starting a session from the reservation

The *Center Management Control Pad* has the option to start a session from the reservation. To start a session, follow these steps:

1. Click the “pen”  icon at the bottom of the *Calendar* screen.
2. Check all entered information about the reservation and then click *Start* (Figure 47).
3. The *Session setup* window appears. Click *Start session* to begin the session.



11:35 AM
FUNK

Customer information

First name* Last name* Phone number* Email Code

Mike O'Leary +1 234 567 8905 [Redacted] 001234

Reservation details

Reservation type* Billing type* Games Date* Start time* Duration Players Lanes*

Bowling games By game 3 02/01/2025 11:04 AM 2h 1 1 (FF) (L)

Game information Storage players

SKU	Product	Lane	Players	Price profile	QTY	Price, USD	Cost, USD
10FD	10 frame, Per game	1	1	Default	3	80.00	240.00

Cancel Apply Start

Figure 47. Starting a session from the reservation

Note: If, when starting a session, the reserved lane(s) is/are not available due to any technical reasons (e.g., the lane is closed, the lane is currently in use, etc.), such lane(s) will be marked in red and a warning message will appear. Select a different lane or close the currently active session.



Figure 48. A warning message for a reserved lane in use

6.6. Deleting the reservation

A reservation can be canceled at any time directly from the calendar. To cancel a reservation, select the desired reservation and click the “cross”  icon. A confirmation window will appear, prompting you to verify the action. Once confirmed, the reservation will be removed from both the calendar and the *Funk Portal* database.

6.7. Preview the reservation

If the session is completed or processing, the “preview”  icon is available. Select the desired reservation and click the “preview”  icon. You can see the *Session summary* and *Invoice* details of the completed reservation.

Refer to chapter 8. *Viewing invoice* to see information about session closure.

6.8. Searching the reservation

The *Search reservation* screen provides access to all information about all reservation statuses (Figure 49). To open this screen, click the “magnifier”  icon in the *Calendar* view.

If the table contains too much data, you can filter or sort the reservations using the search panel. The panel allows filtering by:

- *Date*
- *Reservation code*
- *Billing type*
- *Customer name*
- *Phone*

Once filters are applied, the screen will display only the reservations matching the selected criteria. Click the “magnifier”  icon to view the matched results or the *Back* button to see all reservations in the calendar.

The screen displays a table containing the following reservation details (*Figure 49*):

- *Start*: Reservation start date and time.
- *End*: Reservation end date and time.
- *Reservation code*: The unique identifier for each reservation.
- *Billing type*: The *By time* or *By game* options.
- *Customer data*:
 - *First name*
 - *Last name*
 - *Phone*
- *Lanes*: One or several reserved lanes.

The last column of the table contains action icons that allow you to preview , delete , or edit  a reservation.

Note: You can edit only upcoming reservations.

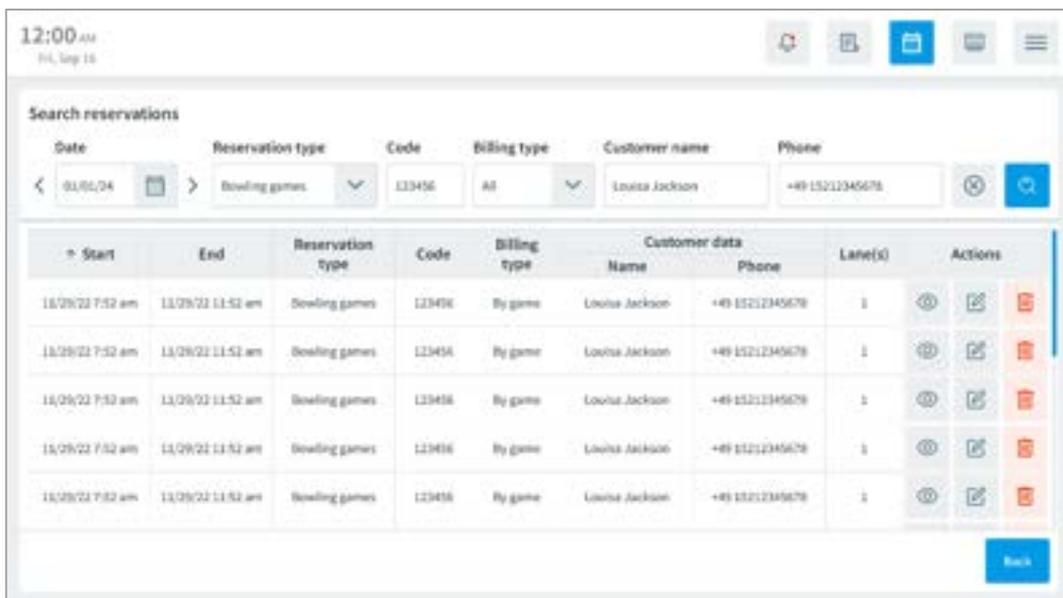


Figure 49. The Search reservation screen

7. Configuring settings management

The *Settings management* screen provides the functionality for all center, game, content, product, and lane configurations. Before you start working with the *Center Management Control Pad*, configure all options in this section.

7.1. Accessing center settings

This section describes features that are available for configuring localization of the bowling center, hours of operation, reservation and invoice notifications, device settings, tax management, and activation macros.

7.1.1. Setting the localization

The *Localization* tab allows you to configure key localization preferences for the system.

- **Default language:** Select the primary language for the interface.
- **Currency:** Set the currency used for financial transactions.
- **Date format:** Adjust the display format for dates.
- **Time format:** Choose between a 12-hour or 24-hour time format.
- **Audio notifications:** Enable or disable sound alerts for system notifications.
- **Sound:** Select the preferred notification sound and preview it by clicking the “speaker” icon.

Click *Apply* to save and activate the changes.

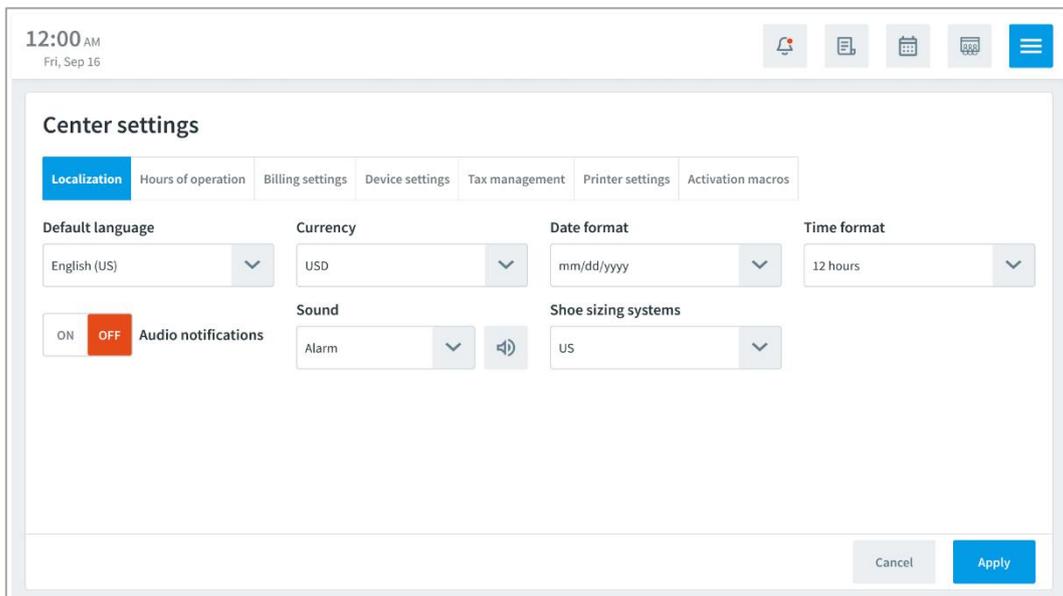


Figure 50. The Localization tab

7.1.2. Configuring hours of operation

The *Hours of operation* tab allows you to configure the operating hours and activation periods for the bowling center. The following parameters are available:

- **Always open:** Toggle this option to indicate whether the center is open 24/7.
- **First Day of the week:** Select the starting day of the week for your schedule.

- *Activation period before opening time*: Set the amount of time before opening during which the system will be activated.
- *Activation period after closing time*: Set the amount of time after closing during which the system will remain activated.
- *Opens and Closes*: Specify the opening and closing times for each day of the week. Click the *Next day* checkbox if your bowling center works after midnight.

Click *Apply* to save the changes.

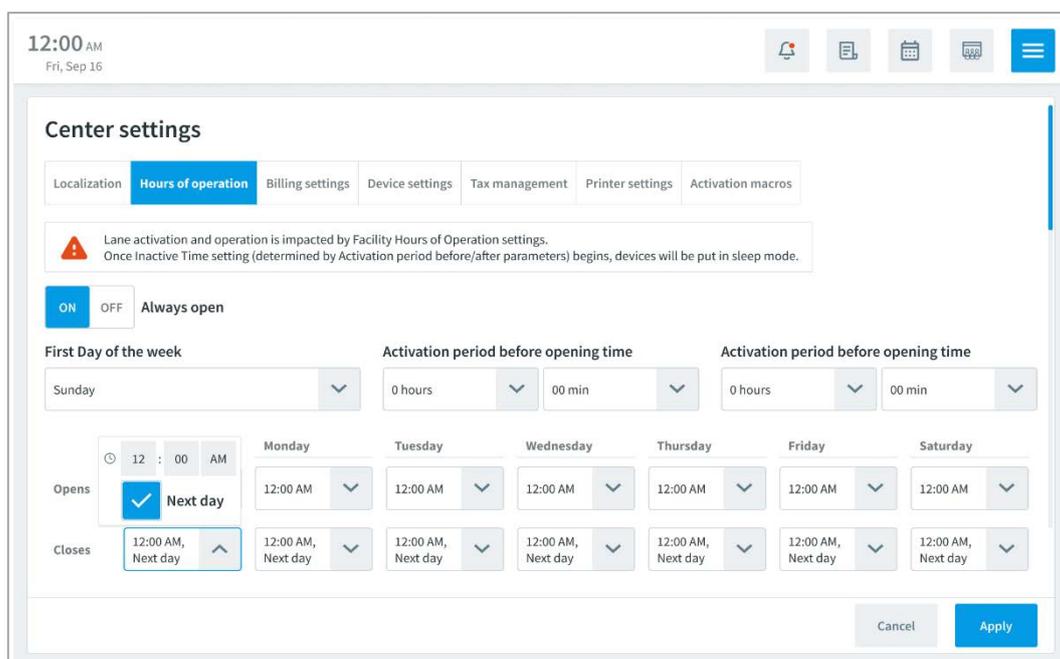


Figure 51. Hours of operation

7.1.3. Setting the billing scenario

The *Billings settings* tab allows you to select a billing scenario mode. The following scenarios will be available:

- *Up-front*: Assumes that payment for the reservation will be made before the start of the reservation.
- *Post-play*: Assumes that payment for the reservation will be made after the end of the session.

Click *Apply* button to save the billing scenario.

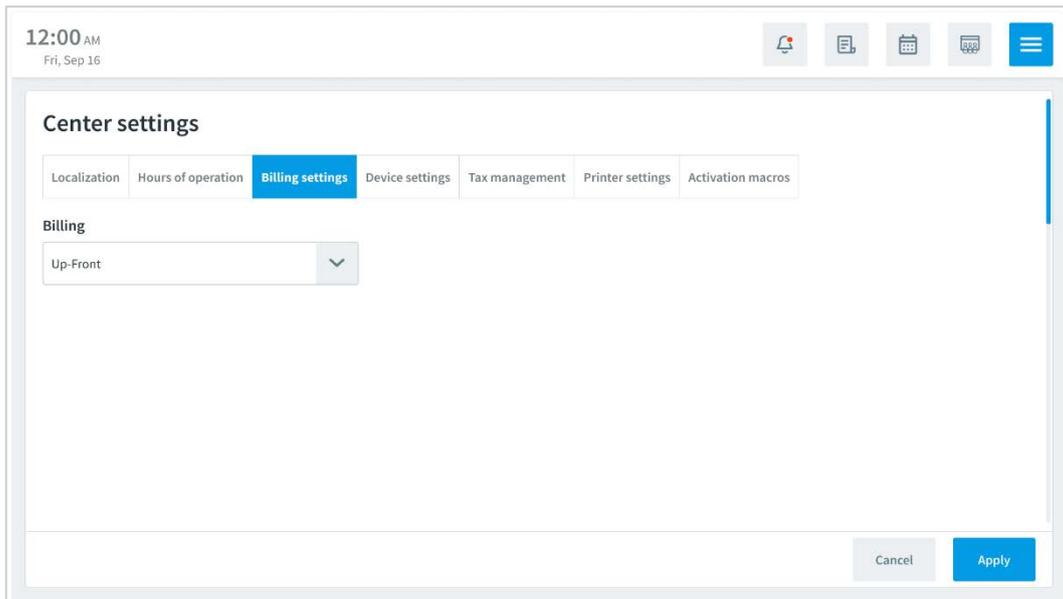


Figure 52. Billing scenario

7.1.4. Setting device

The *Device settings* tab allows you to configure device-related preferences. The following options are available:

- *Keyboard*: Select the type of keyboard to use.
- *Activate Mouse*: Enable or disable mouse functionality.

Click *Apply* to save the changes.

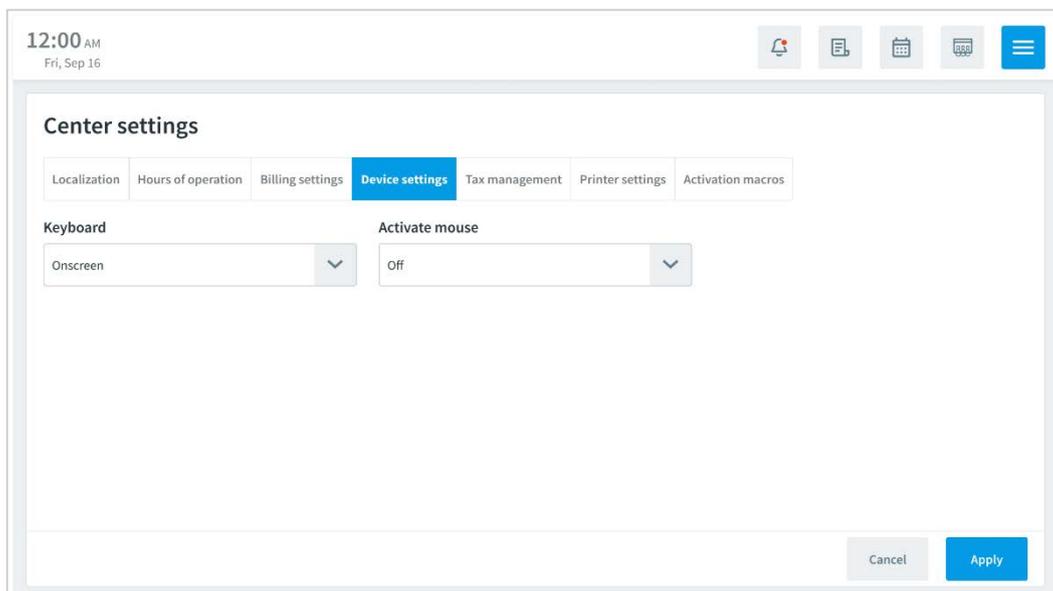


Figure 53. Device settings

7.1.5. Managing taxes

The *Tax management* tab allows you to configure tax-related settings. The following options are available:

- *State sales tax, %*: Enable or disable a state sales tax and specify the tax rate as a percentage.
- *County tax, %*: Enable or disable a county tax and specify the tax rate as a percentage.

- *City tax, %*: Enable or disable a city tax and specify the tax rate as a percentage.
- *Taxes included*: Specify whether taxes are included in the displayed prices.

The table in the *Tax management* tab provides an overview of the configured category-specific taxes. It contains the following columns:

- *Title*: Displays the name of the specific tax.
- *Categories*: Lists the categories to which the tax applies.
- *Tax, %*: Shows the tax rate percentage assigned to the corresponding category.
- *Actions*: Provides options to edit or delete the specific tax.

To remove a specific tax category, click the “trash can”  button. Click *Apply* in the *Tax management* tab to save all changes.

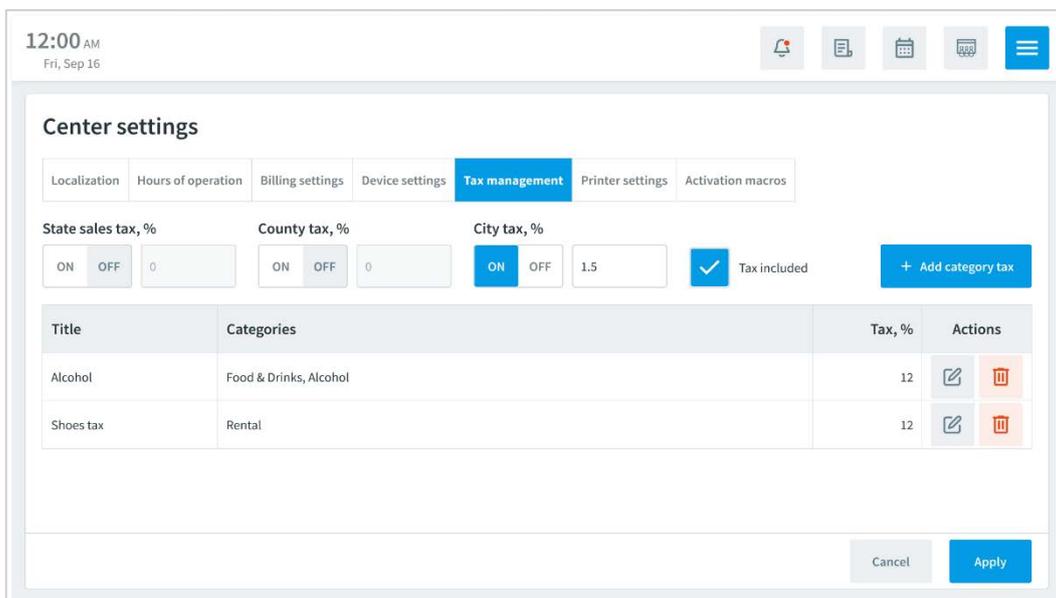


Figure 54. Tax management

When the *Add category tax* or “edit”  button is clicked, a *Category specific tax* window appears, allowing you to:

1. Specify the *Title* of the tax.
2. Enter the tax rate in the *Tax, %* field.
3. Assign the tax to specific categories. Categories can be added or removed using the drop-down menu and trash icon.

Click *Save* to confirm the new category specific tax.

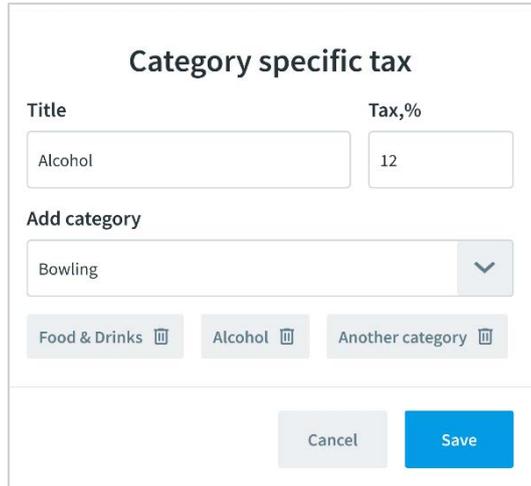


Figure 55. Category specific tax

7.1.6. Configuring printer settings

In the *Printer settings* tab, click *Add* to configure a new printer for the *Center Management Control Pad*. In the configuration window, the following fields are displayed:

- *Name*: Specify the name of the printer.
- *URI*: Provide the Uniform Resource Identifier (URI) of the printer.
- *Format*: Choose the paper format for the printer, such as *A4* or *Letter*.
- *Default*: Toggle this option to set the printer as the default.

Click *Save* to confirm the printer setup.



Figure 56. Printer configuration

7.1.7. Activating macros

The table displayed in the *Activation macros* tab provides an overview of session macros configured for the *Center Management Control Pad*. Each row represents a unique macro, with the following columns:

- *Title*: The name of the session macro. The “star” ★ icon indicates the default macro.
- *Billing type*: Specifies the type of billing for the macro, such as *By time* or *By game*.

- *Duration or game #*: Defines either the session duration in minutes or the number of games included in the macro.
- *Game type*: Indicates the type of game, such as *5 frames* or *10 frames*.
- *Product*: Displays the associated product or package for the macro.

The *Action* column provides options to “edit”  the macro or “delete”  it. To add a new session macro, click the *Add session macro* button.

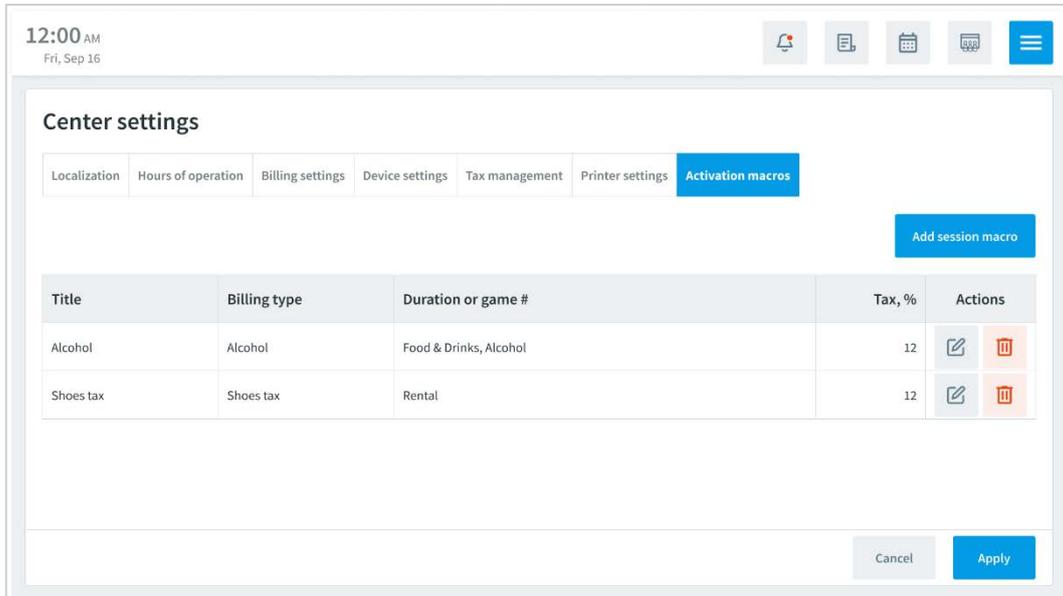


Figure 57. Activation macros

The *Add a macro* configuration window allows the creation of a new session macro in the *Center Management Control Pad*. The macros setup process is similar to the *Session setup* process. Refer to chapter 4.2. *Setting up a walk-in session* for more detailed information. In addition to the fields used during session setup, additional fields and options are presented below:

- *Title*: Enter a name for the session macro.
- *Default*: Set this macro as the default session macro.
- *Skip players*: Skip player prompts.
- *Shortcut*: Create a shortcut for quick access.

Click *Save* to confirm the macro.

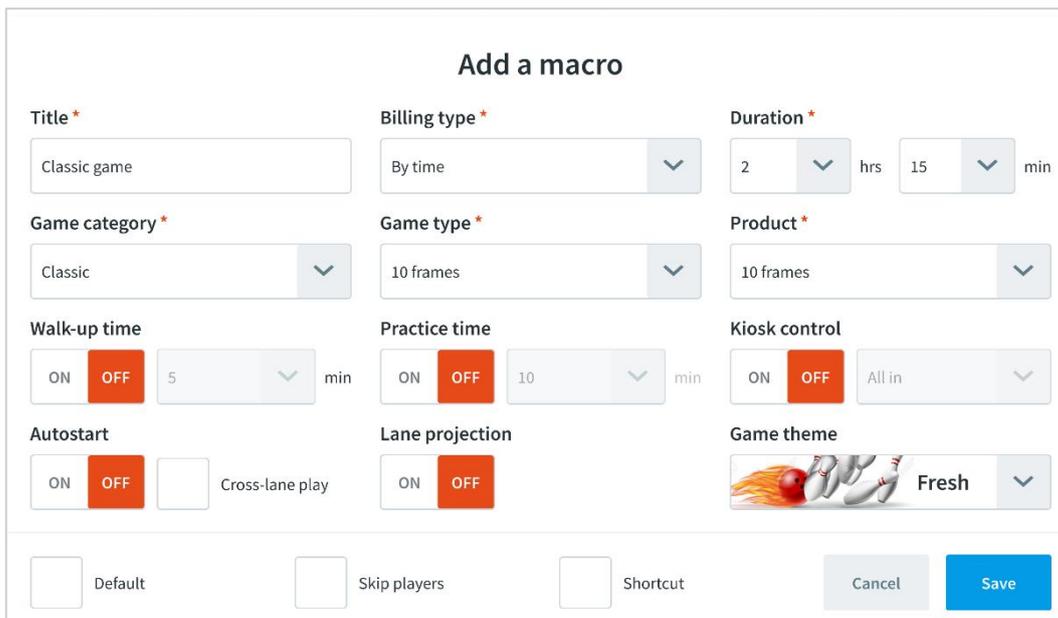


Figure 58. The Add a macro window

7.2. Setting the content management

The *Content management* screen enables you to configure the content displayed on the **self-service kiosk**, **self-registration kiosk**, **broadcast screen**, and **overhead TV** screens. The screen is divided into four tabs:

- *Notifications*
- *Assistance response*
- *Playlists*
- *Invoice settings*

Each tab's functionality is explained in detail in separate sections below.

7.2.1. Managing notifications

The *Notifications* tab opens by default when you access the *Content management* screen.

This tab allows you to create and manage notification messages and categories. These preset notifications can later be sent to the **self-service kiosk**, **self-registration kiosk**, **broadcast screen**, and **overhead TV**. Notify customers about session updates, lane availability changes, or any important operational messages.

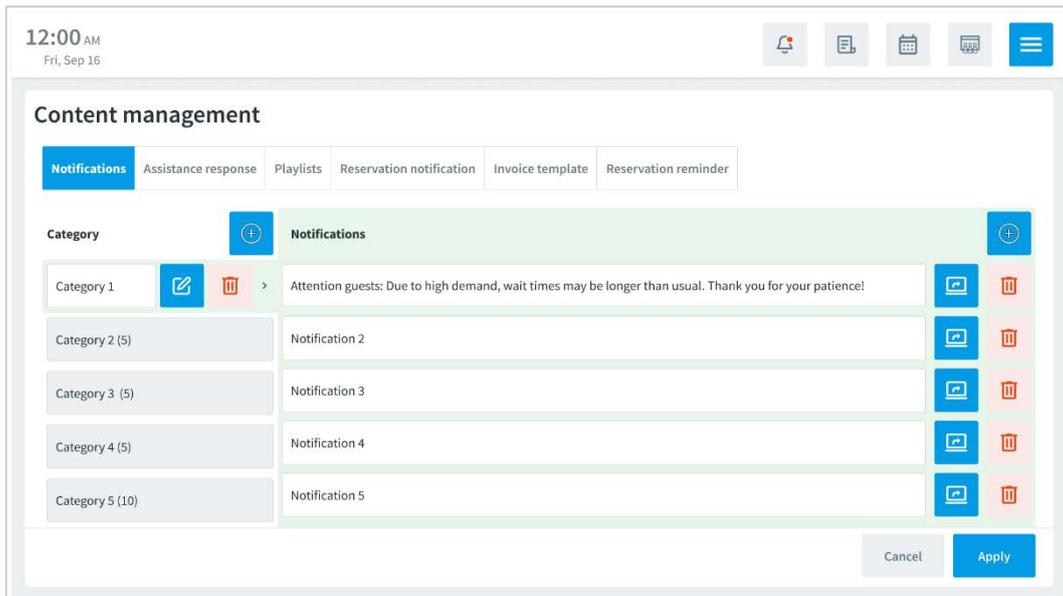


Figure 59. Notifications in the Content management screen

To add a new notification category, click the “add”  button and enter the title in the text field (maximum 20 characters).

To edit a category title, click the “edit”  icon next to the category name, update the title, and confirm the changes by clicking the “checkmark”  icon (Figure 60).

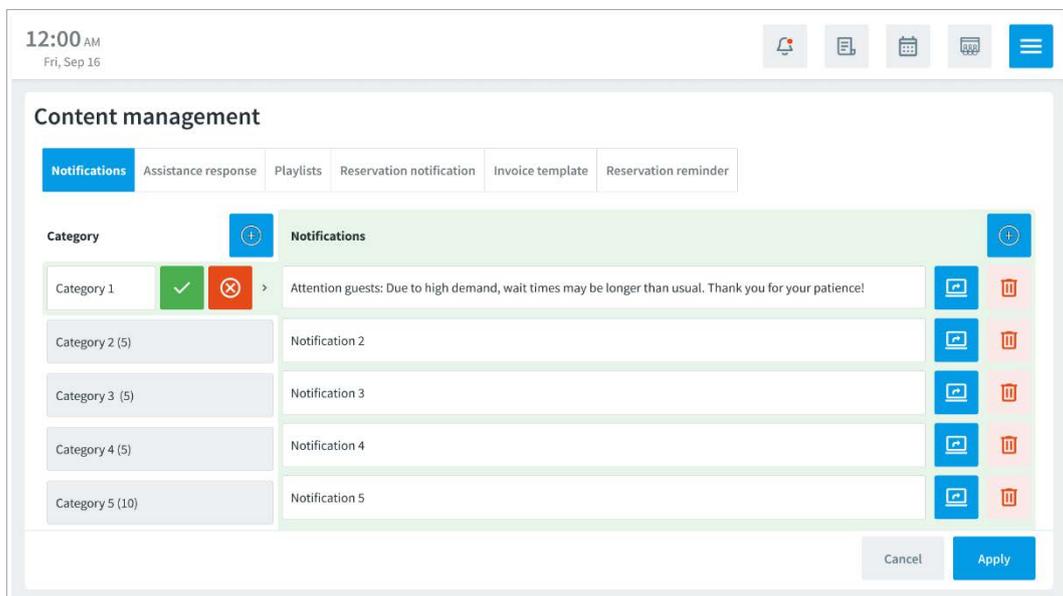


Figure 60. Adding a new category

Click on a category to expand the section where you can add or review notifications. To add a notification, click the “add”  button to open a new text field and enter the notification message (maximum 150 characters per field). Once all notifications for a category are entered, click *Apply* to save your changes.

You can delete notifications and categories by clicking the “delete”  or “trash can”  icon next to the relevant item. Deleting a category will also remove all notifications associated with it.

Employees will be able to add, edit, and delete notifications to the **self-registration kiosk** or **queue broadcast** screens through the *Content management* window in the *Center management control pad*.

Click the “send”  button to send the previously created notifications to the **self-registration kiosk** or **broadcast screen**. In the pop-up window, select the appliance where to send the notification.

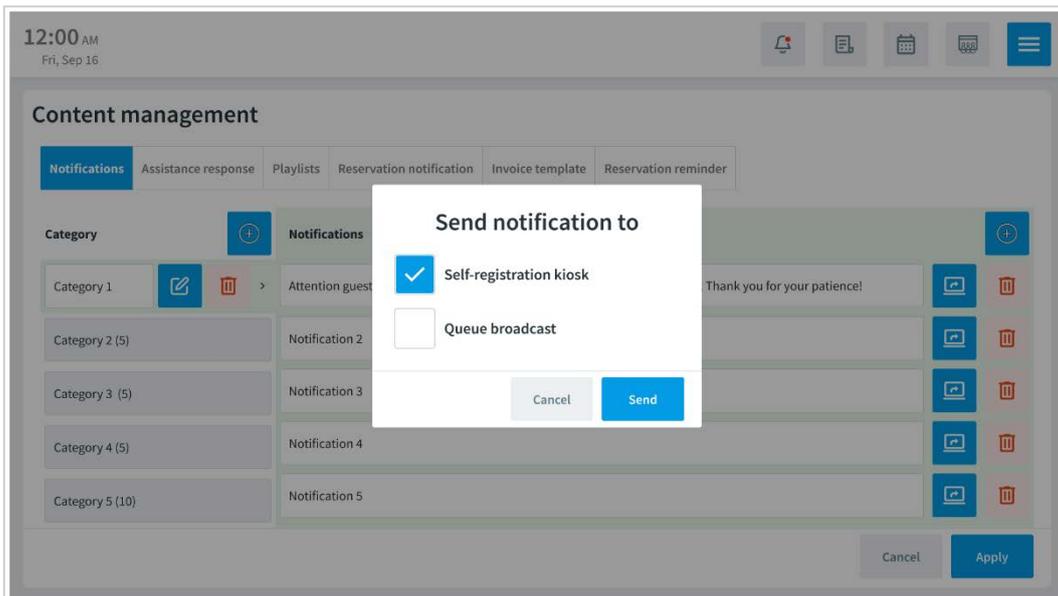


Figure 61. The Send notification to pop-up window

The notifications will appear on the **queue broadcast** screen and the **self-registration kiosk** correspondingly.

To send the created notification to the **self-service kiosk** and **overhead TV**, follow the next steps:

1. Go to the *Lanes* section.
2. Locate the needed self-service kiosk.
3. Click the “self-service”  or “overhead TV”  icons correspondingly.
4. Select the notification to send from the drop-down list.
5. Specify the category and the message from drop-down lists.
6. Click *Send* to send the notification.

7.2.2. Adding assistance response

The *Assistance response* tab allows you to manage preset assistance response messages and their categories, which can be sent to the **self-service kiosk**.

To add an assistance category, click the “add”  button and enter the category title into the text field (up to 20 characters). Titles can be edited at any time by clicking the “edit”  icon next to the category name. Categories added here will also be available for **self-service kiosk** users. A maximum of eight categories can be created.

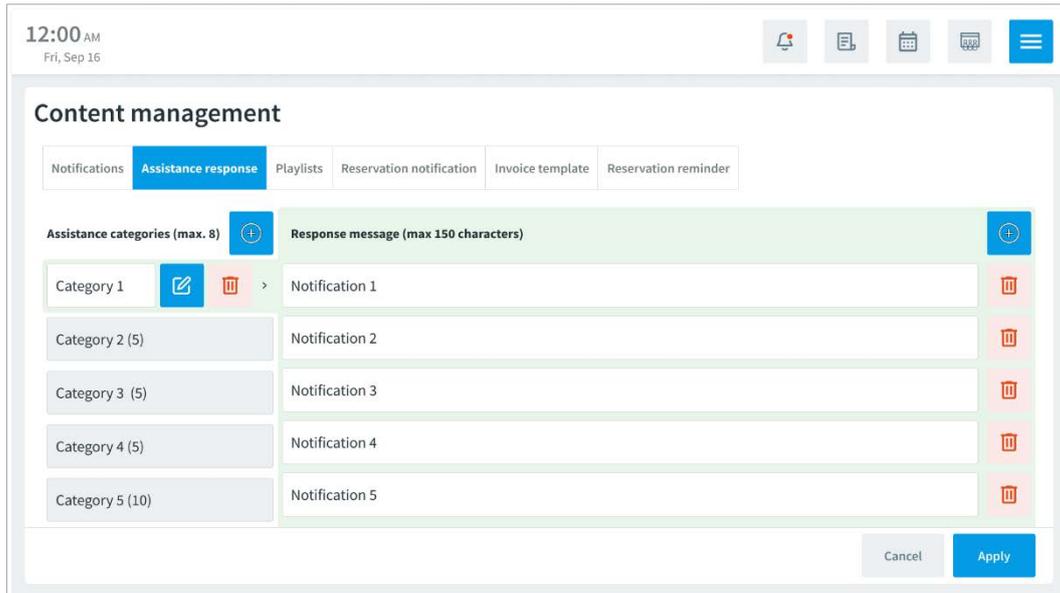


Figure 62. Adding a new assistance category

Click on a category to open a section where responses can be entered or reviewed. Add a new response by clicking the “add” button and entering the message into the text field (up to 150 characters).

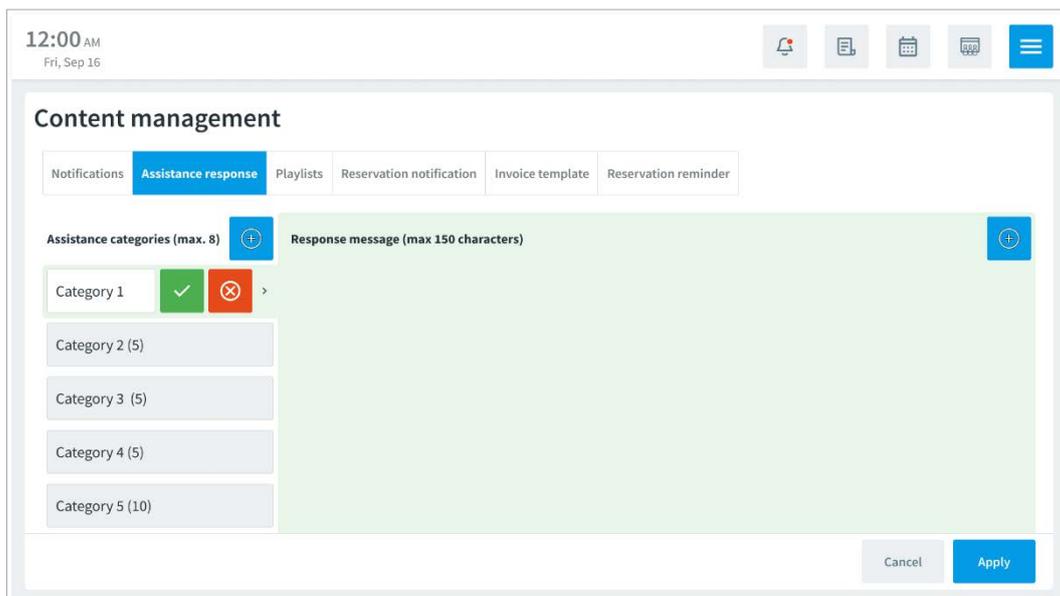


Figure 63. Adding a new notification

To save changes, click  **Apply** once all responses for the category are added. Delete responses or categories by clicking the “delete” or “trash can”  icon next to the desired item. Deleting a category will also remove all associated responses.

7.2.3. Configuring playlists

The *Playlists* screen allows you to configure screen saver functionality for both the **self-service kiosk** and **overhead TV**, ensuring preset media content is broadcasted when the lane is not in use or pending activation.

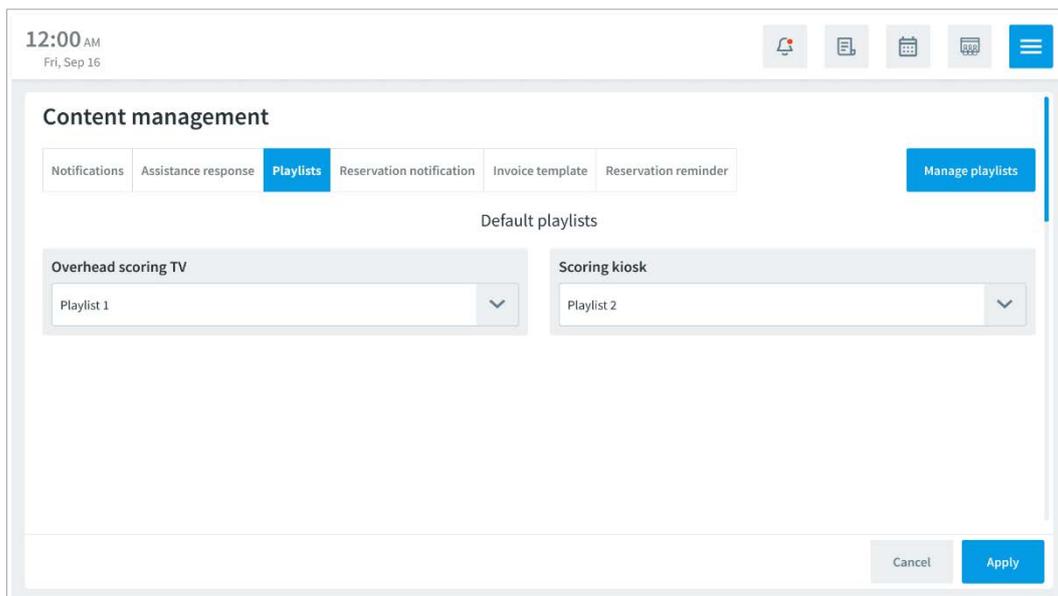


Figure 64. Setup default playlists for the overhead TV and self-service kiosk

The *Center Management Control Pad* connects with *Funk Portal* enabling you to select media sequences pre-configured using the *UCM (Universal Content Manager)* application. These sequences are used as default media playlists for playback on the **self-service kiosk** and **overhead TV** screens. The default playlists will play automatically on these screens when no other activity is occurring.

To select a specific playlist, click the screensaver's drop-down list.

Playlists can be managed through the *Funk Portal* platform. Refer to *Appendix 3: Settings up screensaver in Funk Portal* for more detailed information about playlist setup.

7.2.4. Adding reservation notifications

The *Reservation notifications* tab allows you to configure email settings for reservation notifications. The following blocks are available for selection:

- **SMS:** Select the checkbox to enable sending the notification on the successful reservation to the customers via SMS. The *SMS text* field is available for entering the text up to 150 characters.
- **Email:** Select the checkbox to enable sending the notification on the successful reservation to the customers via email. The following fields are available for filling:
 - *Subject:* Enter the subject line for reservation notification emails.
 - *From email:* Specify the sender's email address.
 - *From name:* Specify the sender's name displayed in the email.
 - *Email body:* Use the provided text editor to compose the content of the reservation notification email.

Click *Apply* to save the changes.

Note: Selecting the checkboxes for adding templates also configures the fields that customers fill in during the reservation process on the **self-registration kiosk**. For example, if you select the *SMS* checkbox and enter a notification text, it will make the phone number field mandatory. If both the *SMS* and *Email* checkboxes are selected, both the *Cell phone* and *Email address* fields will be required.

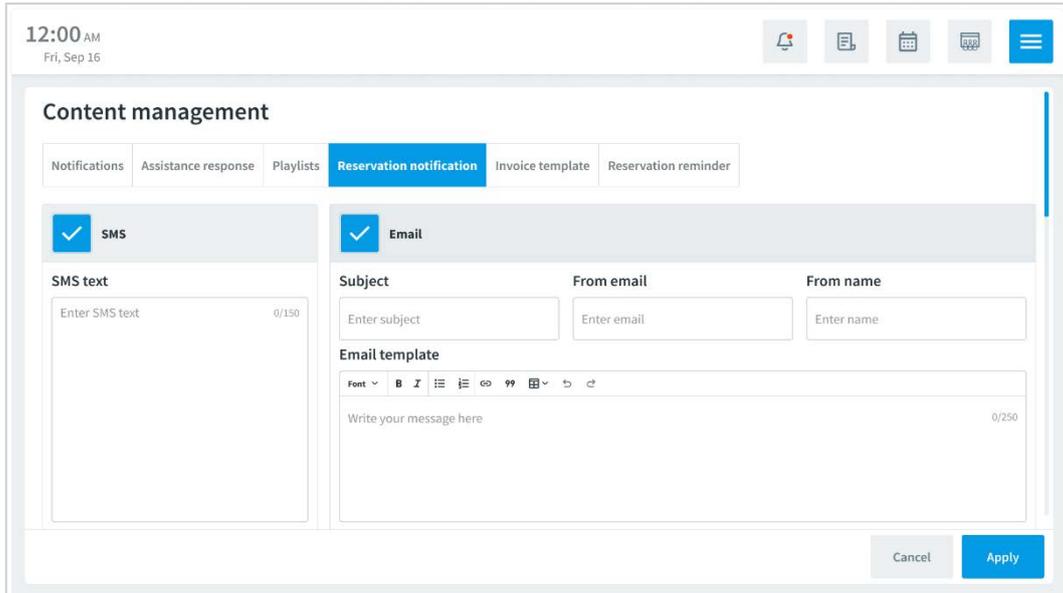


Figure 65. Reservation notifications

7.2.5. Customizing invoice settings

The *Invoice template* tab allows you to create the template for the invoices that are sent to the customers via email.

The *Invoice template* tab is divided into the *Details* block and *Invoice sharing*. The *Details* field allows adding the text message into the body of the actual invoice, while the *Invoice sharing* block is used for writing an email template with which the invoice will be sent to the customer.

In the *Invoice sharing* block, the following fields are available:

- *Subject*: Enter the subject line for reservation notification emails.
- *From email*: Specify the sender's email address.
- *From name*: Specify the sender's name displayed in the email.
- *Email body*: Use the provided text editor to compose the content of the reservation notification email.

Click Apply to save the invoice template.

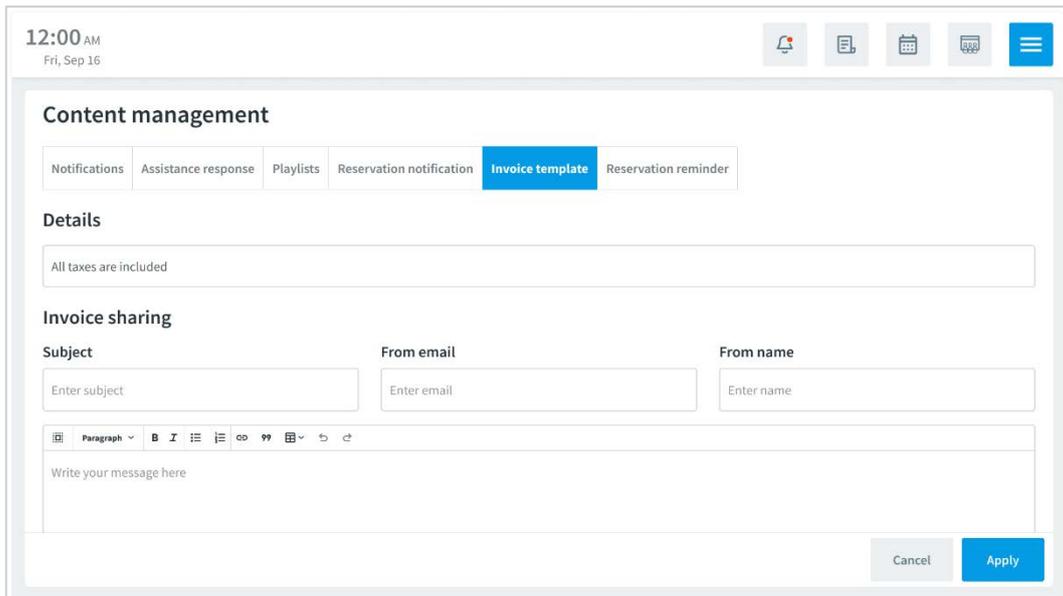


Figure 66. Invoice template

7.2.6. Adding reservation reminder

The *Reservation reminder* tab allows you to create templates for notifications that remind customers about their upcoming reservation in advance. The *Prior reminder* parameter determines how long in advance the reminder notification will be sent to the customer. This parameter can be configured in the reservation settings (refer to *6.2 Accessing the reservation settings*).

The notification could be sent to the customer via SMS or Email.

The following fields are available for selection:

- **SMS:** Select the checkbox to enable sending the reminder to the customers via SMS. The *SMS text* field is available for entering the text up to 150 characters.
- **Email:** Select the checkbox to enable sending the reminder to the customers via email. The following fields are available for filling:
 - *Subject:* Enter the subject line for reservation notification emails.
 - *From email:* Specify the sender's email address.
 - *From name:* Specify the sender's name displayed in the email.
 - *Email body:* Use the provided text editor to compose the content of the reservation notification email.

Click *Apply* to save the templates.

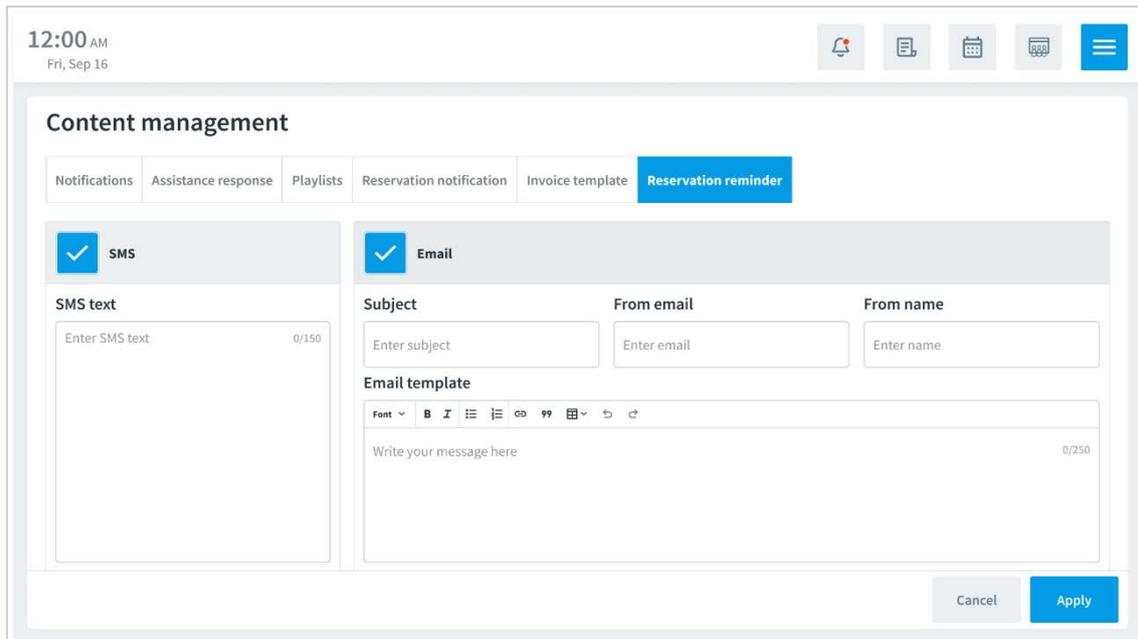


Figure 67. The Reservation reminder tab

7.3. Configuring game settings

The *Game settings* screen allows the configuration of general parameters for game sessions. The following options can be customized:

- *Types*: Enable or disable specific game types by toggling the switches. The available options include:
 - *Practice*: A practice mode for players.
 - *Classic*: A standard bowling game.
 - *10 frames*: A game session with 10 frames.
 - *5 frames*: A game session with 5 frames.
- *Max players per lane*: Define the maximum number of players allowed per lane. Once this limit is reached, additional players cannot be added during session setup or gameplay.
- *Walk-up time*: Set the maximum time players are allowed to approach the lane before the game begins.
- *Practice time*: Configure the maximum duration for practice before the session gameplay starts.
- *Projected game duration*: Set an estimated game duration per player, allowing the system to calculate the total session length based on the number of players.
- *Next game time-out*: Specify the timer (in seconds) before automatically transitioning to the next game. After the frames are completed, the system will prompt the user to decide whether they want to continue. Following this prompt, the timer will start. The score on the control pad will be reset.
- *Shoe rental by default*: Enable or disable the shoe rental checkbox by default when adding players to a game session.
- *Session restoration*: Set the maximum time allowed for restoring a session if it is interrupted. For example, during this time, you can extend the playtime for the session, and it will be added to the receipt. If the time runs out, the session cannot be restored.
- *Session creation time-out*: Set the remaining time for employees and customers to complete the session setup through the **center management control pad** or the **self-registration kiosk**.

Click *Apply* to save any changes.

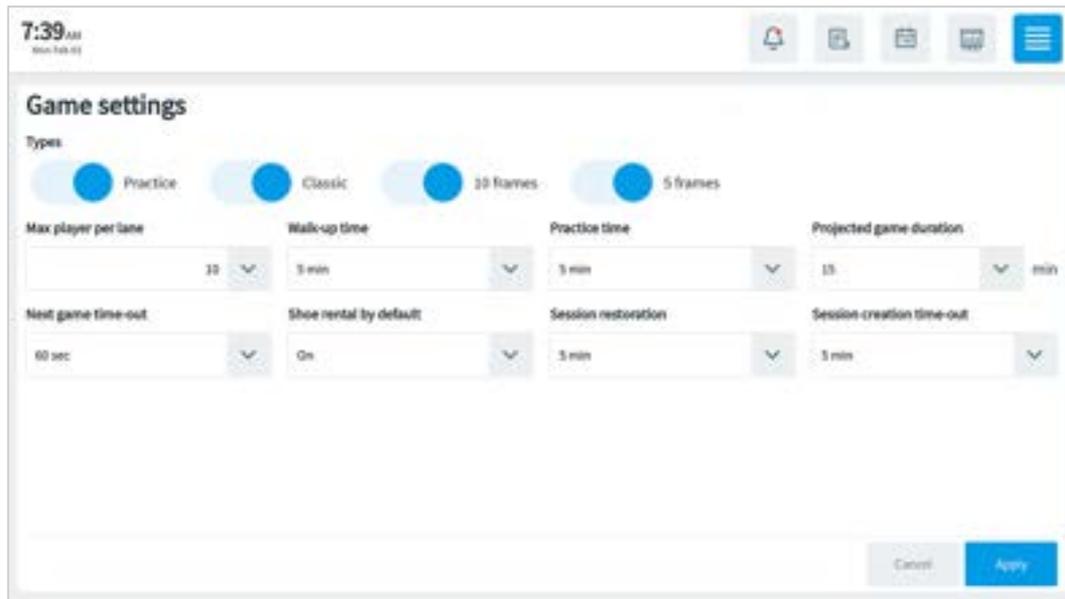


Figure 68. Game settings

7.4. Configuring the lane

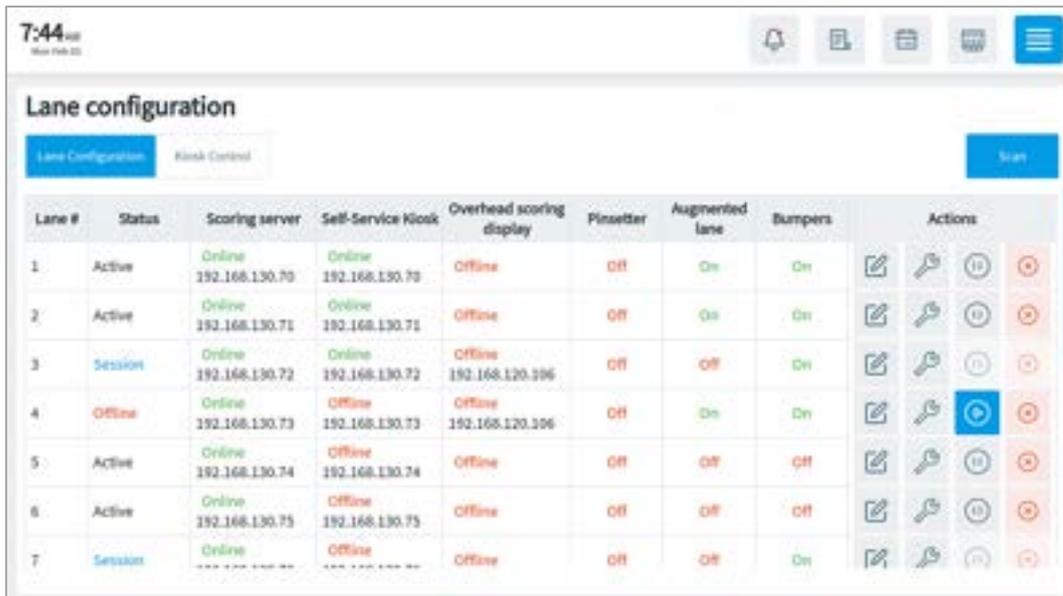
The lanes are registered on the **center management control pad** via a network monitoring module that automatically searches for the **self-service kiosk**, registers the IP address of the device, and retrieves data about the state of the **pinsetter** connected to the kiosk. The module also collects data on the status of the **overhead TV** display.

7.4.1. Accessing lane control

The *Lane configuration* tab displays a table with all registered lanes and their details. The table contains the following columns:

- *Lane #*: The assigned number for each lane.
- *Status*: Indicates the current status of the lane (e.g., *Offline*, *Online*, *Session*).
- *Scoring server*: Displays the status and IP address of the scoring server connected to the lane.
- *Self-Service Kiosk*: Shows the status and IP address of the kiosk for the lane.
- *Overhead scoring display*: Provides the status and IP address of the **overhead TV** display associated with the lane.
- *Pinsetter*: Displays the status of the **pinsetter**.
- *Augmented lane*: Indicates if the augmented lane feature is enabled or disabled.
- *Bumpers*: Shows whether bumpers are turned on or off for the lane.

Click [Scan](#) to update the table with the latest lane statuses and configurations.



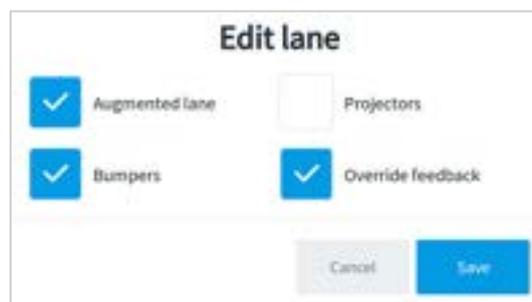
Lane #	Status	Scoring server	Self-Service Kiosk	Overhead scoring display	Pinsetter	Augmented lane	Bumpers	Actions
1	Active	Online 192.168.130.70	Online 192.168.130.70	Offline	Off	On	On	[Pencil] [Wrench] [Power] [Stop]
2	Active	Online 192.168.130.71	Online 192.168.130.71	Offline	Off	On	On	[Pencil] [Wrench] [Power] [Stop]
3	Session	Online 192.168.130.72	Online 192.168.130.72	Offline 192.168.120.106	Off	Off	On	[Pencil] [Wrench] [Power] [Stop]
4	Offline	Online 192.168.130.73	Offline 192.168.130.73	Offline 192.168.120.106	Off	On	On	[Pencil] [Wrench] [Power] [Stop]
5	Active	Online 192.168.130.74	Offline 192.168.130.74	Offline	Off	Off	Off	[Pencil] [Wrench] [Power] [Stop]
6	Active	Online 192.168.130.75	Offline 192.168.130.75	Offline	Off	Off	Off	[Pencil] [Wrench] [Power] [Stop]
7	Session	Online -----	Offline -----	Offline	Off	Off	On	[Pencil] [Wrench] [Power] [Stop]

Figure 69. Lane configuration

7.4.1.1. Editing the lane

To edit the lane, click the “pencil”  icon (Figure 70). In the *Edit lane* window, the following settings can be configured:

- *Augmented lane*: Enable or disable the augmented games on the specific lane.
- *Bumpers*: Enable or disable the bumpers for the lane.
- *Projectors*: Enable or disable the projector(s) for the specific lane.
- *Override feedback*: Activate the checkbox to ensure the bumpers raise and lower correctly. If the *Bumpers* checkbox is selected, the *Override feedback* checkbox will also be activated.



Edit lane

Augmented lane

Projectors

Bumpers

Override feedback

Figure 70. Editing the lane

7.4.1.2. Managing maintenance, appliance power, and projector

The maintenance mode suspends the lane operation. The projector controls and additional power management controls for all appliances allow you to restart and reboot in different ways all connected devices and the projection connected to the lane.

To perform the following actions, click the “wrench”  icon. The pop-up window with details on what appliances are connected to that lane will appear.

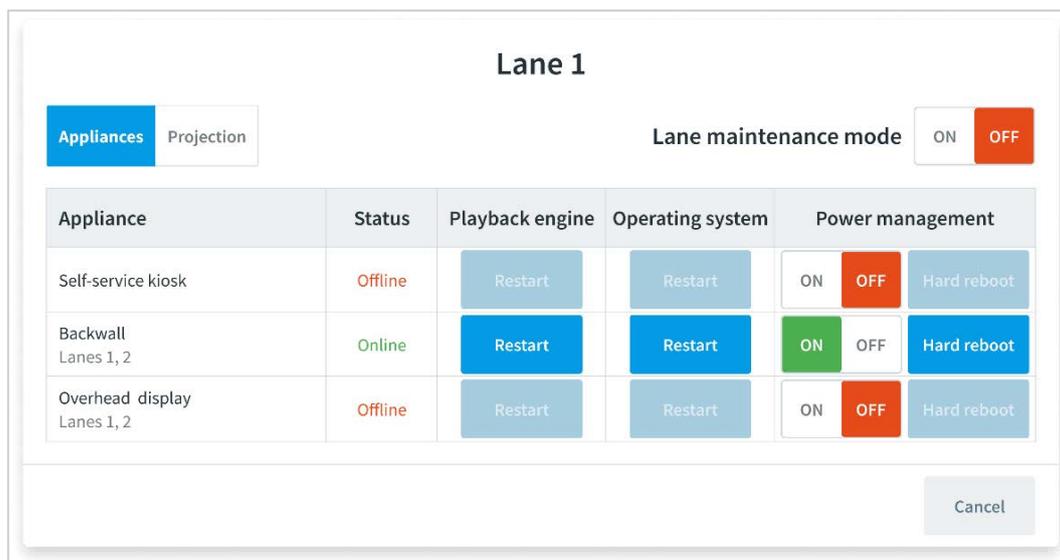


Figure 71. The Appliance and projection control pop-up window

The pop-up window with the lane appliances and projection will contain the following tabs:

- *Appliances*: The appliances that are connected to the lane, e.g. the **self-service kiosk**, **overhead TV display**, etc. that are possible to reboot and restart.
- *Projection*: The projection of the lane that is possible to reboot and restart.

Enabling lane maintenance mode

To suspend the lane operation, switch the *Lane maintenance mode* toggle to the **ON** position.

Confirm the action when prompted by the notification. If the restart process is completed, the notification message will appear:

The appliance has been restarted successfully.

The lane will switch to the *Maintenance mode*, making it unavailable for reservations or management.

After completing diagnostics or repairs:

1. Return to the *Lane control* window via the **center management control pad**.
2. Switch the *Lane maintenance* toggle to the **OFF** position.

The lane will be available for reservations and management again.

Managing appliance power

The *Appliance* tab allows you to view the status of the appliances, restart their playback engine and operating system, and control the power management.

The list of appliances consists of the following columns:

- *Appliance*: The name of the appliance that is connected to the lane.
- *Status*: The appliance status (*Online* or *Offline*).
- *Playback engine*: Click the **Restart** button to restart the playback engine.

- **Operating system:** Click the *Restart* button to restart the operating system.
- **Power management:** The column to control the appliance's power supply.

To turn on and off the appliance, switch the toggle to the corresponding position in the *Power management* column and confirm the action. After the confirmation, the notification pop-up notification on successful action appears on the top of the screen.



Figure 72. The “Power On” notification pop-up

Click the *Hard reboot* button to completely reboot the appliance and confirm the action in a pop-up window.

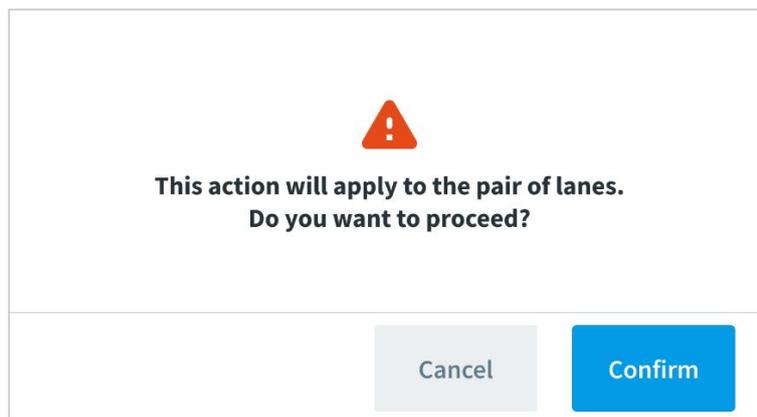


Figure 73. The confirmation request pop-up window

If the appliance is not connected to the switch, the options to turn the appliance on or off and perform a hard reboot will be disabled. Instead of the corresponding toggles, *N/A* will be displayed.

Note: Restarting, rebooting, and turning some of the appliances on and off will apply to the pair of lanes. That happens since some devices are installed on two lanes instead of one, e.g. the **overhead TV**. The appliances that are installed for the pair of lanes will have the lane number under the name in the *Appliance* column.

Managing projectors

The *Projection* tab allows you to control the lane projection.

Same as in the *Appliances* tab, the *Projection* tab is divided into columns with the extra *Tracking* column, which will be available only for the *Lane projection* appliance. Click the *Restart* button under this column to restart the tracking system of the lane projection.

Note: Restarting, rebooting, and turning on and off the lane projection will apply to all projectors' items.

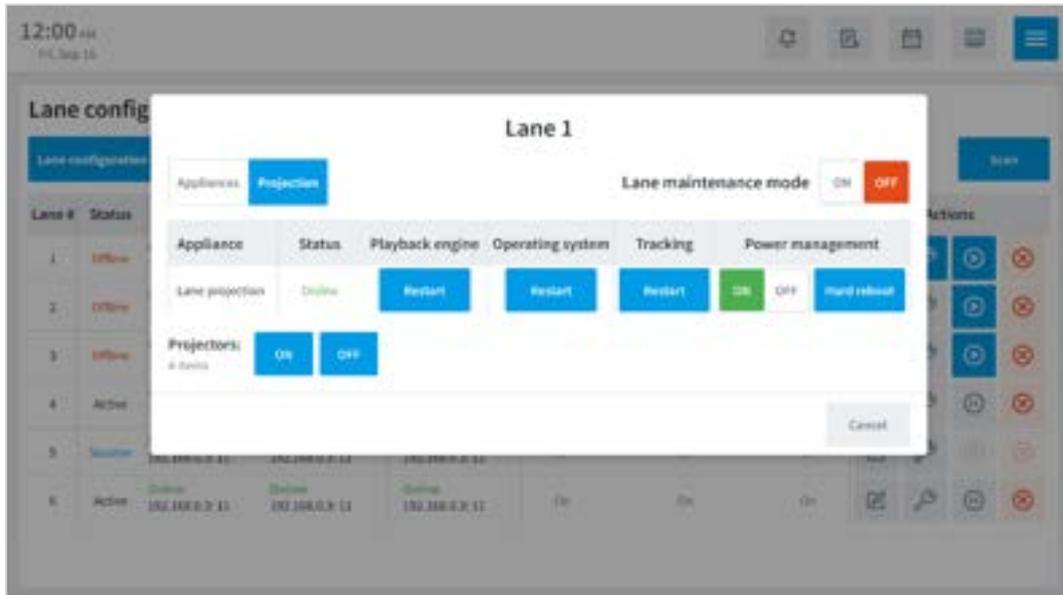


Figure 74. The Projection tab with buttons

Switch the lane projection's power supply on and off by using a toggle in the *Power management* column.

Click the *Hard reboot* button in the *Power management* column to reboot all the projectors on the lane.

The *Projectors* section under the appliance list allows you to view the quantity of the projectors on the lane. Next to the *Projectors* section is placed either a toggle that will allow you to turn on or off all the projectors on the lane (*Figure 75*), or the buttons *On* and *Off* (*Figure 73*), with the corresponding functionality. The view for the switch near the projectors depends on whether the status of all projectors is known.

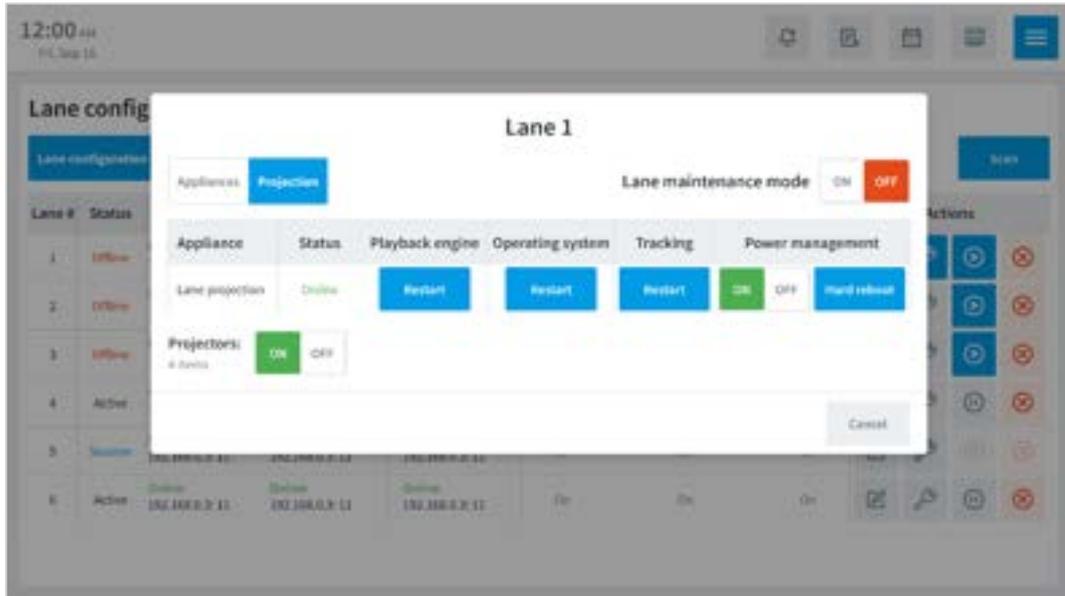


Figure 75. The Projection tab with a toggle

Click the toggle (or button) and confirm the action and the projectors will turn on or off.

The countdown timer will appear next with the time remaining to wait. After the countdown is over, you can change the projector's status once more.

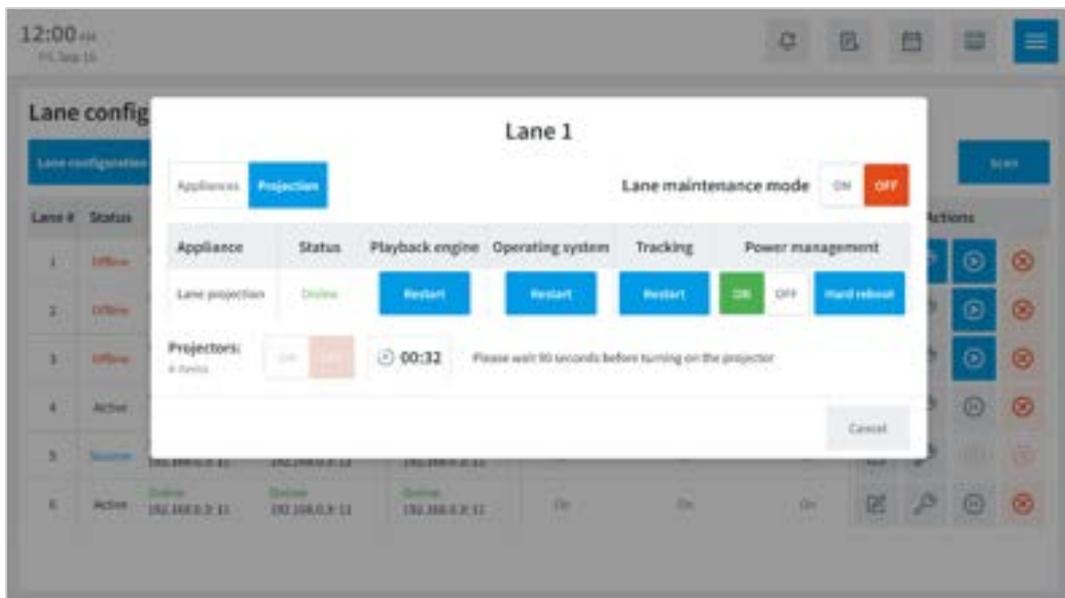


Figure 76. The countdown timer

7.4.1.3. Turning on/off the lane

To activate or suspend the lane, follow these steps:

1. Click on the “play/pause”  icon.
2. Click *Apply* to confirm the changes.

7.4.1.4. Deleting the lane

To delete the lane from the *Lane control* list, follow these steps:

1. Click on the “delete”  icon.

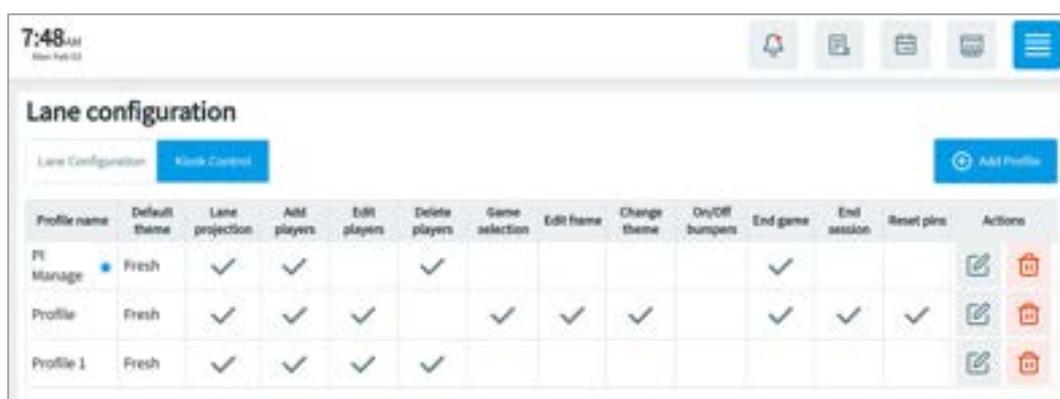
2. Click [Apply](#) to confirm the changes.

7.4.2. Accessing kiosk control

The *Kiosk Control* tab in the *Lane configuration* screen allows configuring profiles for **self-service kiosks**, providing functionality for lane and session management. The *Actions* column provides buttons for managing kiosk profiles.

The “star” ★ icon indicates the default kiosk profile.

Use the “pencil” ✎ icon to edit a profile and the “trash” 🗑 icon to delete it. Click [Add Profile](#) to create a new kiosk profile and customize its functionality to your requirements.



Profile name	Default theme	Lane projection	Add players	Edit players	Delete players	Game selection	Edit frame	Change theme	On/Off bumpers	End game	End session	Reset pins	Actions
PT Manage	★ Fresh	✓	✓		✓					✓			✎ 🗑
Profile	Fresh	✓	✓	✓		✓	✓	✓		✓	✓	✓	✎ 🗑
Profile 1	Fresh	✓	✓	✓	✓								✎ 🗑

Figure 77. Kiosk control

7.4.2.1. Adding the kiosk profile

The [Add Profile](#) window allows the creation of a new kiosk profile by specifying its name, default theme, and the functionalities available to customers. The following features are available for editing:

- *Profile name*: Enter the name for the profile. Mark the profile as default by checking the *Default* checkbox if required.
- *Default theme*: Select the default theme to be applied to the kiosk and lane.

The list of features available for selection includes:

- *Change theme*: Select to allow customers to change the theme for the **self-service kiosk, overhead TV, and lane**.
- *Edit frame*: Select to allow customers to edit game frames.
- *End game*: Select to allow customers to manually end the current game.
- *End session*: Select to allow customers to end the session.
- *Game selection*: Select to allow customers to choose the game.
- *On/Off bumpers*: Select to allow customers to toggle bumpers for players.
- *Add players*: Select to allow customers to add players with an additional payment during the session.
- *Edit players*: Select to allow customers to modify player names.
- *Delete players*: Select to allow customers to remove players from the session.
- *Reset pins*: Select to allow customers to reset pins.

Click [Ok](#) to confirm the creation of the profile. A new kiosk profile will be displayed on the *Kiosk control* table with check marks below the selected features.

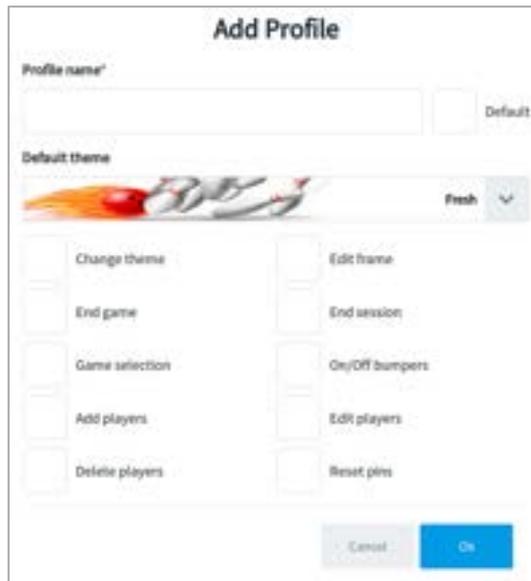


Figure 78. Adding a profile for a self-service kiosk

7.5. Managing product catalog

The *Product catalog* screen in the *Center Management Control Pad* allows efficient management of the product catalog and pricing information. This includes editing or updating the product category tree and individual product details. All data is synchronized with the *Funk Portal* server, whether on-premise or in *Funk Cloud*. Synchronization occurs every 1–2 minutes to ensure both the application and server share accurate product data.

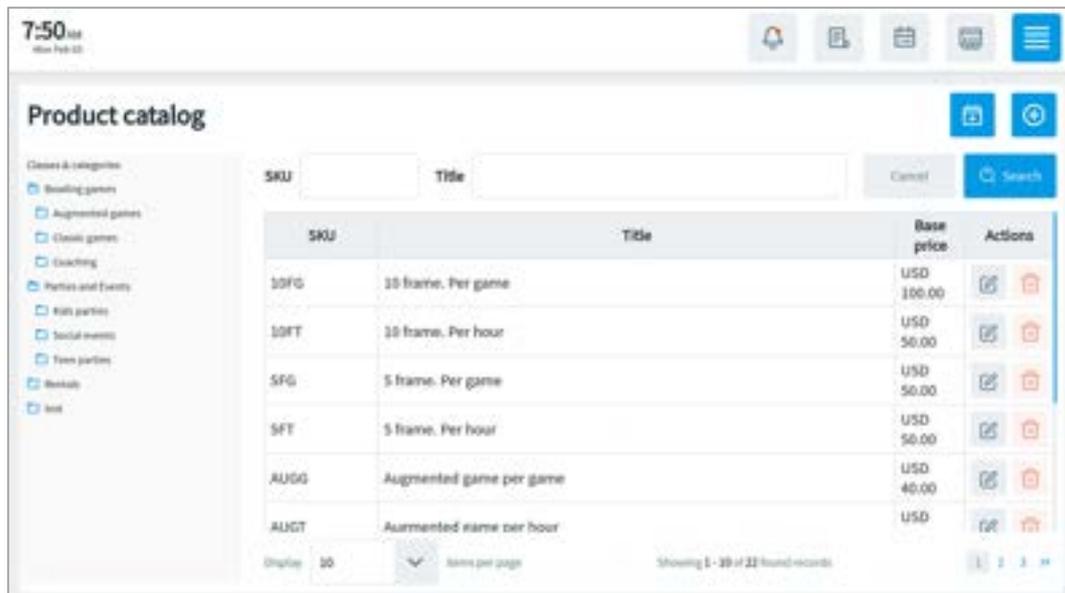


Figure 79. The Product catalog screen

Accessing the *Product catalog* screen opens a screen like the one shown above. From this panel, perform the following actions:

- **View product categories:** View product categories displayed in the catalog tree on the left-hand side. All categories and groups are synchronized with the *Product Catalog* in *Funk Portal*.
- **Manage products:** Add, edit, or delete individual products in the product list, including updating SKUs, titles, and base prices.

- *Manage price profiles:* Add, edit, or delete price profiles in the price profile list.
- *Search and filter products:* Use the search fields at the top of the table to locate products by SKU or title.
- *Pagination and display options:* Adjust the number of items displayed per screen using the drop-down menu and navigate between screens with the pagination controls at the bottom.

In the *Actions* column of the table, use the “pencil”  icon to edit product details or the “trash”  icon to delete products.

Use the “plus”  button on the right to add new products to the catalog and the “schedule”  button to add a new price profile. To search for a product, use the corresponding *Search* button.

The product metadata language will align with the default language set in *Center settings*, as configured through the *Center Management Control Pad*. All information will be displayed, entered, and stored exclusively in this language, corresponding to the relevant translation table available for the specific product.

Refer to chapter 7.1.1. *Setting up localization* to see more detailed information about language setup.

7.5.1. Managing price profile

Price profiles allow the definition of different pricing for a product based on time, day, or specific holiday seasons with flexible date ranges, independent of calendar periods. To access and configure price profiles, click the “schedule”  icon in the *Product catalog* screen to open the dialog (*Figure 79*).

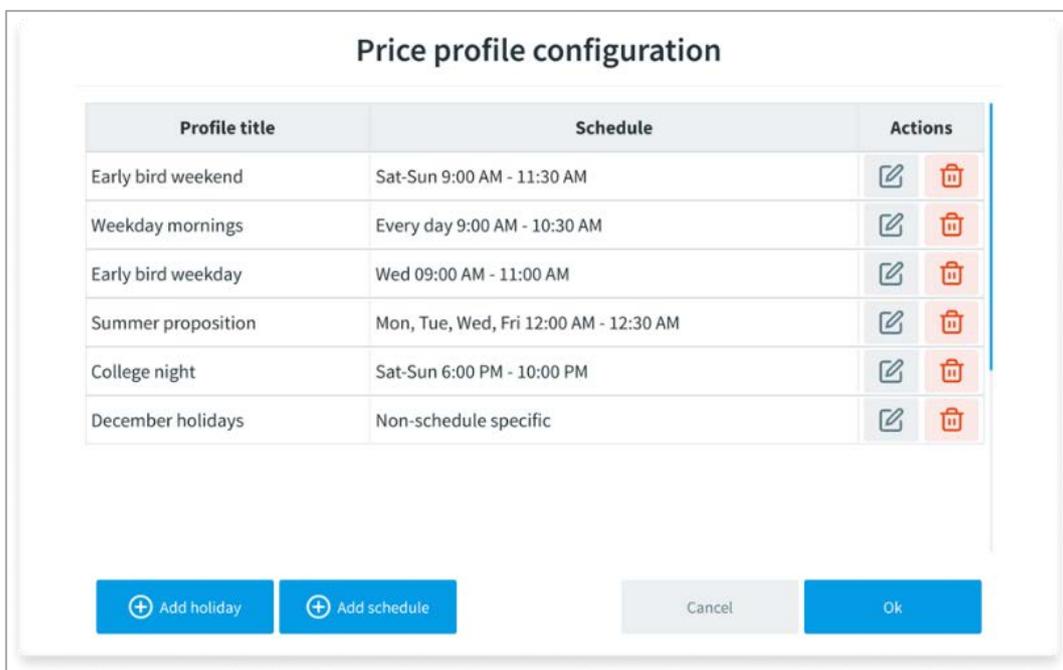


Figure 80. Price profile configuration

The dialog displays a table listing all existing price profiles, including their titles, schedules, and available actions (the “edit” and “delete” icons). Below the list, use the *Add holiday* and *Add schedule* buttons to create two different types of price profiles.

In the *Actions* column of the table, use the “pencil”  icon to edit product details or the “trash”  icon to delete products.

7.5.1.1. Adding a price by a holiday profile

To add a new record to a price profile, follow the instructions below:

1. Click the *Add holiday* button.
2. Enter the title of the profile in the provided field.
3. Click *Ok* to save the changes.

The newly added profile will not include a specific schedule.

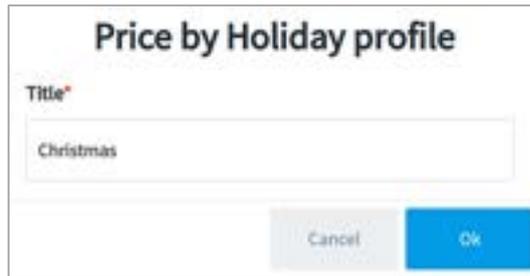


Figure 81. The Price by Holiday profile dialog

7.5.1.2. Adding a price by a schedule profile

Click the *Add schedule* button to open a dialog for adding or editing a price schedule profile (*Figure 81*). In this dialog, complete the following steps:

1. Enter the title of the price profile.
2. Click and hold the days of the week and time ranges of the day when the pricing schedule is active.
3. Click *Save* to add the schedule to the list of existing price profiles.

These profiles can then be used for reservations or sessions. The system allows overlapping days and times for schedules, as no automatic restrictions are enforced.



Figure 82. The Price by Schedule profile dialog

7.5.2. Managing product categories

The sidebar of the *Product catalog* screen displays product classes and categories. The catalog includes three main product classes:

- *Bowling games*
- *Parties and Events*
- *Rentals*

Each product class includes default categories, such as *Classic games*, *Parties and Events*, and *Rentals*. While these default categories cannot be removed, new product categories and subcategories can be created and customized to match the facility’s requirements.

7.5.2.1. Adding a new category

To add a new category, take the following actions:

1. Click the “plus”  button next to the relevant product class.

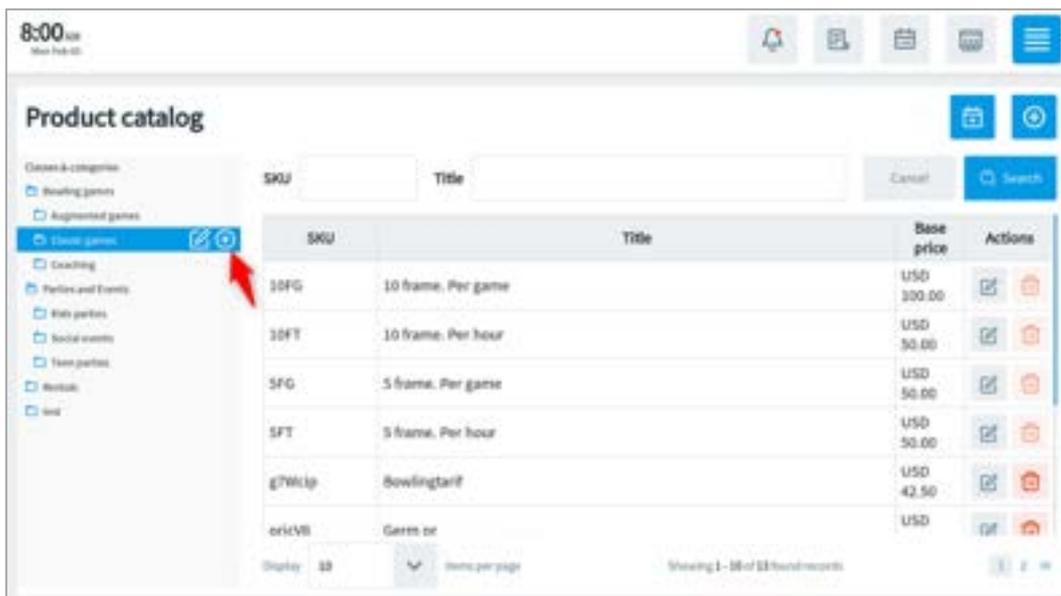
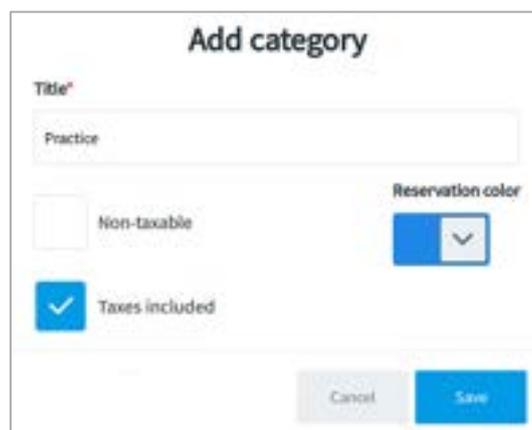


Figure 83. Adding a new category

2. Enter the category title in the *Title* field.



The 'Add category' form contains the following fields and options:

- Title***: A text input field containing the word 'Practice'.
- Non-taxable**: A checkbox that is currently unchecked.
- Taxes included**: A checkbox that is currently checked.
- Reservation color**: A dropdown menu showing a blue color selection.
- Buttons**: 'Cancel' and 'Save' buttons at the bottom right.

Figure 84. The Add category window

3. Check the *Taxable* box if products in the category should be taxable.
4. Select a color to help identify reservations associated with the category in the calendar.
5. Click *Save* to save the changes.

The new category will be added to all product classes. To add a subcategory for a specific class, refer to *Appendix 4. Configuring Funk Portal product catalog*.

Note: All changes to categories and products will be automatically synchronized with the *Product Catalog* in *Funk Portal*. For more detailed information, refer to *Appendix 4. Configuring Funk Portal product catalog*.

7.5.2.2. Editing and deleting a category

To edit a category, take the following actions:

1. Click the “pencil” button next to the relevant product class (*Figure 82*).
2. Edit the necessary fields or click *Delete* to remove a category from the category list.

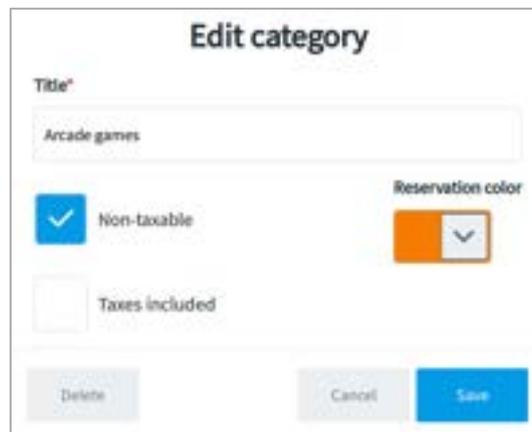


Figure 85. The Edit category window

3. If the *Delete* button is clicked, confirm the action in the confirmation message. Click *Ok* to delete category.

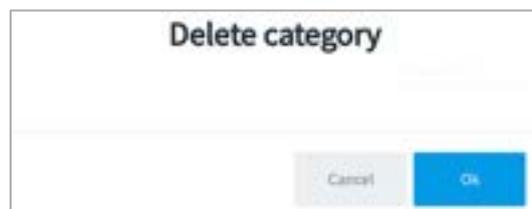


Figure 86. The Delete category window

4. Click *Save* to apply the changes.

Note: All changes to categories and products will be automatically synchronized with the *Product Catalog* in *Funk Portal*. Refer to *Appendix 4. Configuring Funk Portal product catalog* for more detailed information.

7.5.3. Managing products

The *Product catalog* screen displays all added products in a table, with each product listed by its SKU, title, base price, and available actions (edit and delete).

To view and filter products in the *Product catalog*, follow these steps:

1. Click on a product class, category, or subcategory in the sidebar to expand the product list.
2. Enter the desired *SKU* or product *Title* into the corresponding fields.
3. Click the *Search* button to display matching results.

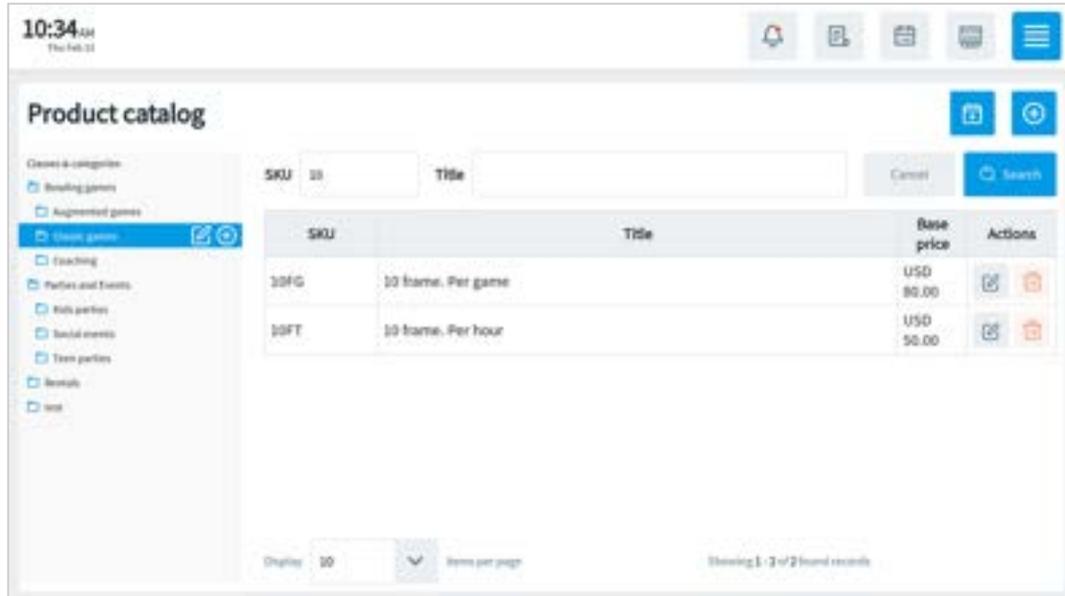


Figure 87. Searching the product

7.5.3.1. Adding, editing, and deleting a product

To add a new product for a specific category, click the “plus”  button at the top-right corner of the *Product catalog* screen.

The *Add product* dialog allows you to create or edit a product with the following fields and options:

- *Catalog category*: Select the category the product will belong to (e.g., *Bowling games*, *Parties and Events*, etc.).
- *Title*: Enter a unique name for the product.
- *SKU*: Enter a unique identifier for the product. If you don’t change this field, the SKU field will be set to the default value.
- *Taxable*: Select whether the product is taxable by checking the box.
- *Related product*: Select a related product from the drop-down list if applicable.
- *Description*: Enter an optional description of the product.
- *Price at sale*: Select whether a discounted sale price applies to the product.
- *Base price, EUR*: Enter the regular base price of the product. The currency is assigned in the *Center settings*. Refer to chapter 7.1.1. *Setting up localization* for more detailed information about currency setup.
- *Price by Schedule*: Select this option to set different prices based on predefined schedules. Set the following parameters for each schedule:
 - *Price profile*: Select the price profile for this product. Refer to chapter 7.5.1. *Managing price profile* to see more details about price profile setup.
 - *Price, EUR*: Enter the corresponding price for the schedule.

Add additional schedules by clicking the *Add* button. Select *Add another product* to continue adding products after saving the current one or click *Save* to confirm and save the product details.

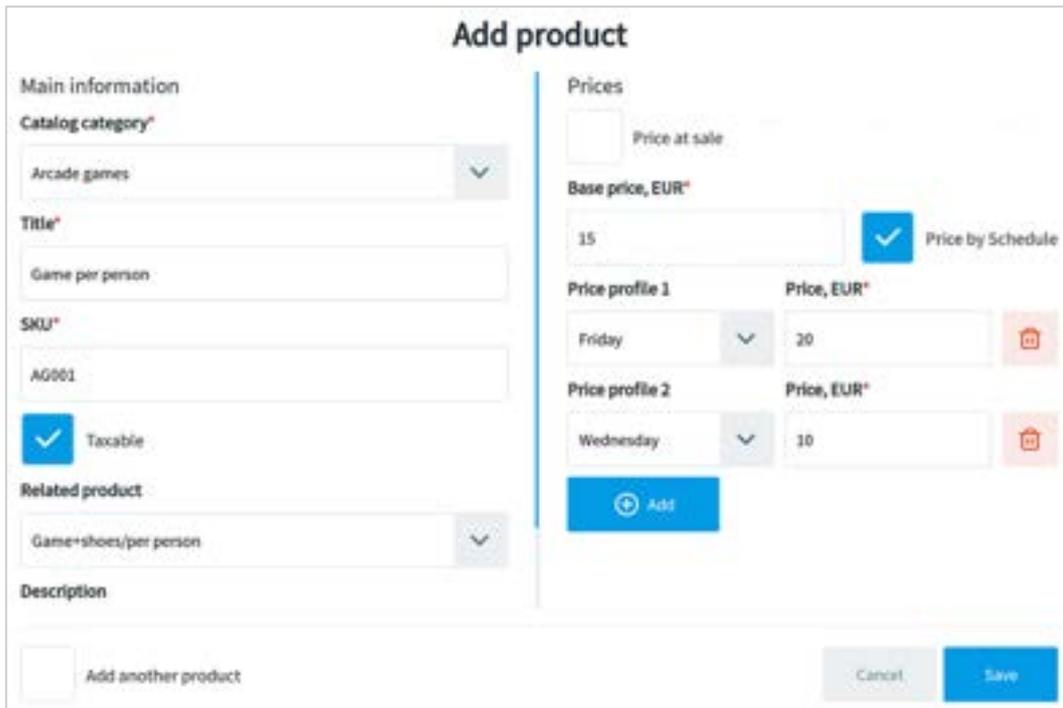


Figure 88. The Add product window

To edit a product, take the following actions:

1. Click the “pencil”  button next to the relevant product (*Figure 87*).
2. Edit the product fields that you need to modify. The *Edit product* window is similar to the *Add product* window (*Figure 88*).
3. Click *Save* to confirm changes for the product.

If the “delete”  button is clicked, confirm the action in the confirmation message.

Note: All changes to categories and products will be automatically synchronized with the *Product Catalog* in *Funk portla*. Refer to *Appendix 4. Configuring Funk portal product catalog* for more detailed information.

7.6. Managing users and groups

The *Users and groups* screen provides a centralized interface for managing manager and employee accounts within the system. It is divided into two tabs: *Managers* and *Employees*, allowing you to toggle between these user categories.

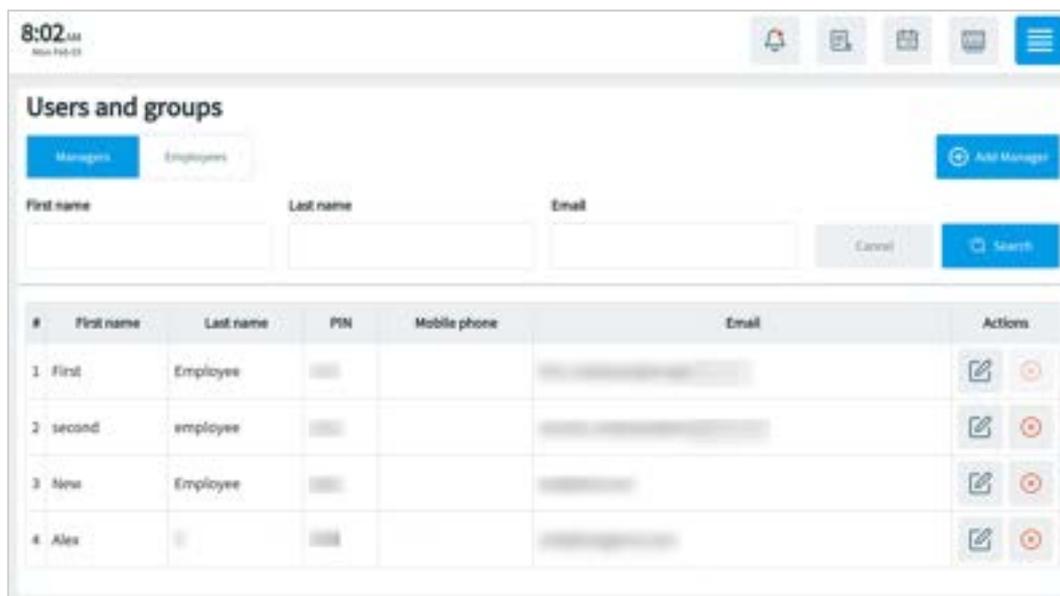


Figure 89. Users and groups (Employees)

Fields for filtering users by *First name*, *Last name*, and *Email* are available at the top of the screen. Use these filters and click the [Search](#) button to narrow down the user list and quickly find specific accounts.

The user list displays the following user details:

- *#*: The sequential number of the user in the list.
- *First name* and *Last name*: The full name of the user.
- *PIN*: The unique personal identification number assigned to the user.
- *Mobile phone*: The contact number of the user.
- *Email*: The email address linked to the user’s account.

To edit or delete a user’s information, click the “pencil” or “trash” icon correspondingly.

To add a new user to use the *Center Management Control Pad*, click the [Add user](#) button. Fill in the following fields:

- *First name*
- *Last name*
- *Role: Manager or Employee*
- *Login*
- *PIN*
- *Password*
- *Confirm Password*
- *Mobile phone*
- *Email*

Click [Apply](#) to create a new user.

Note: Permissions for bowling club managers and employees may differ depending on the initial settings. More detailed information about access for managers and employees can be found in *Appendix 2. Center Management Control Pad access permissions*.



Figure 90. Adding a new user

7.7. Viewing about section

The *About* screen displays system information and integration statuses and allows you to provide feedback on the *Center Management Control Pad*.

7.7.1. Accessing system information

View the *System* information on this screen, which displays key hardware and firmware details. You can view the following sections:

- *Hardware*: Check the statuses of the RAM, CPUs, HDD, video card, and Wi-Fi module. The system shows total and free space, temperature, and load for each CPU and other hardware components.
- *Firmware*: Check the [Ei] OS version and model information.

You can perform the following actions:

- Click *Restart player* to restart the player.
- Click *Restart playback* to restart playback functionality.

Click *Apply* to confirm any changes.

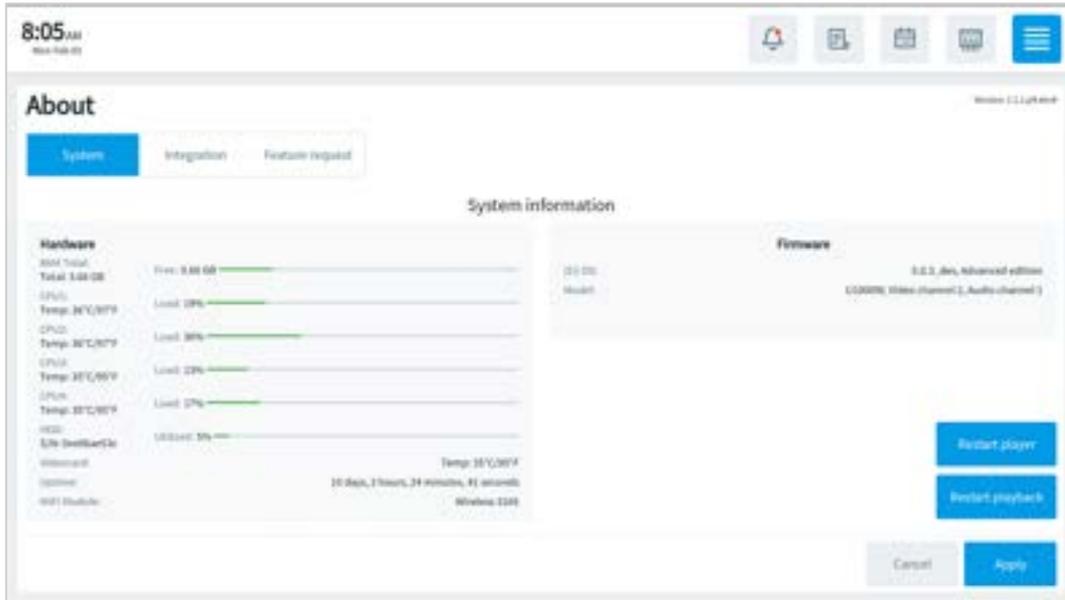


Figure 91. System information

7.7.2. Accessing integration information

View the *Integration* details on this screen, which show the connection status for both Funk Portal and Funk Central. The screen is divided into two sections:

- *Funk Portal*: The *Host*, *Port*, and *Status* information is displayed. The current status can be *Online* or *Offline*.
- *Funk Central*: The *Host*, *Port*, and *Status* information is displayed. The current status can be *Online* or *Offline*.

To confirm changes, click *Apply*.

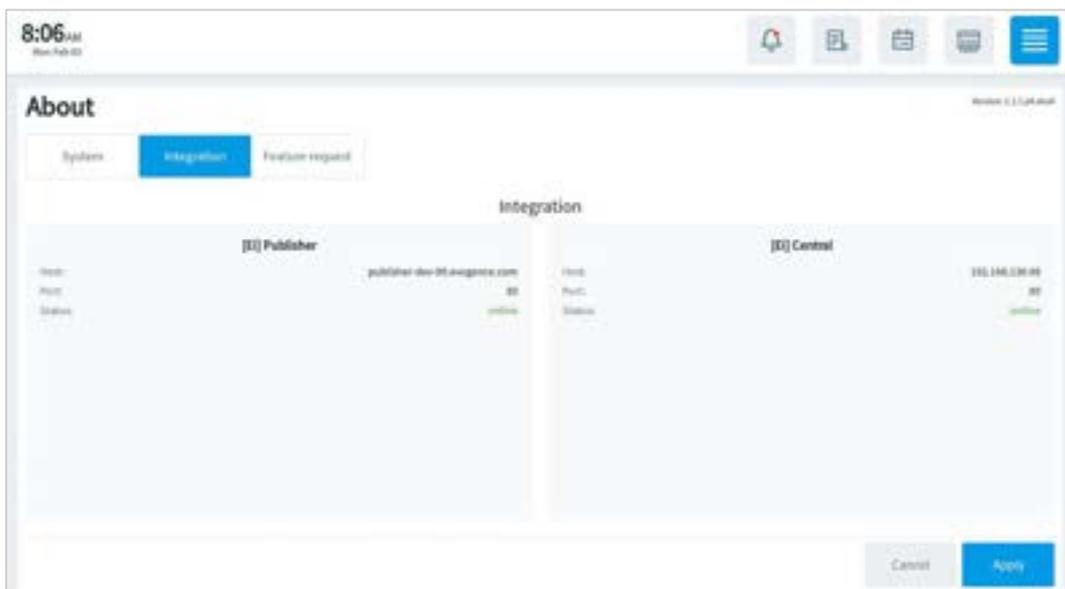


Figure 92. Integration information

7.7.3. Requesting new feature

View the *Feature request* screen where you can submit a new feature request. Fill in the following fields to send a request:

- *Category*: Select the category from the drop-down list.
- *Subject*: Enter the subject for your feature request.
- *Description*: Enter a detailed description of the feature you're requesting.

To submit your request, click *Apply*.

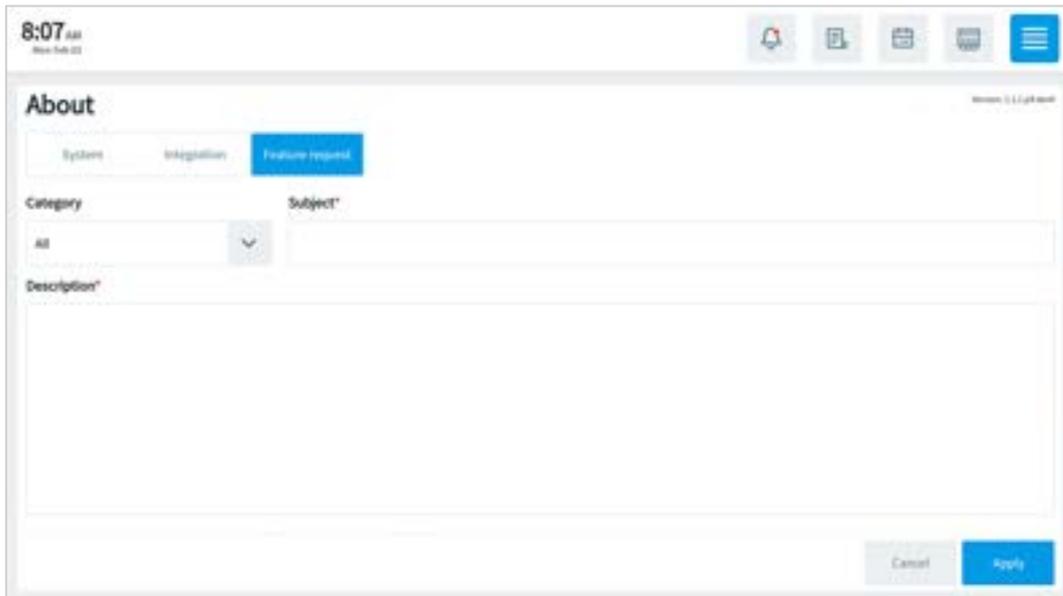
A screenshot of a web application interface for submitting a feature request. The interface is titled "About" and has three tabs: "System", "Integration", and "Feature request" (which is selected). Below the tabs, there are two input fields: "Category" with a dropdown menu currently set to "All", and "Subject" with an empty text box. Below these is a larger "Description" text area. At the bottom right, there are two buttons: "Cancel" and "Apply". The top of the interface shows a clock displaying "8:07 AM" and several utility icons (notifications, search, calendar, etc.).

Figure 93. Feature request

8. Viewing invoice

The *Center Management Control Pad* provides tools for easily viewing invoices and receipts. After or during the game session, access the *Session summary* and *Invoice* windows to review the products and services purchased during the session. Additionally, check the estimated receipt total to see the amount the customer will need to pay at the end of the game.

8.1. Accessing session summary for completed session

You can open the *Session Summary* window in three ways:

1. Click the “receipt”  icon during an active session on the *Lane view* of the main screen (*Figure 13*).
2. Wait for the session to end, and the *Session Summary* window will appear automatically.
3. Go to the *Sales report* section, locate the desired session, and click the “receipt”  icon.

In all cases, the *Session Summary* window will display, as shown in *Figure 94*.

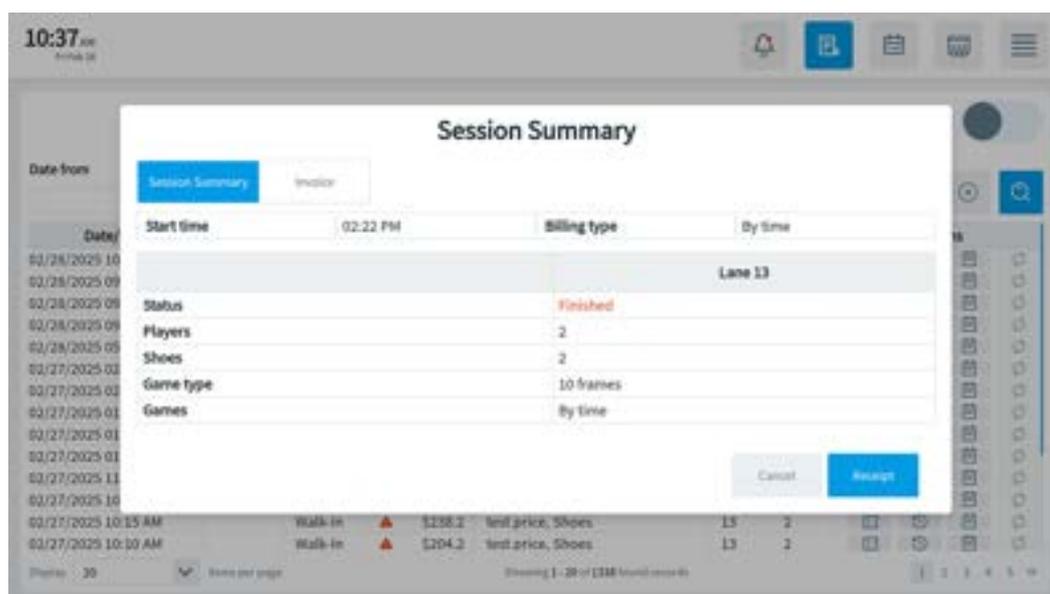


Figure 94. The Session Summary window for a completed session

8.2. Viewing invoice for completed session

The *Invoice* tab in the *Session Summary* screen shows detailed information about charges for a bowling session. The following fields are displayed:

- *Description*: Display the list of the services or products.
- *Lane*: Display the number of the lane used in the game.
- *Price, EUR*: Display the unit price for each service or product.
- *QTY*: Display the quantity of each item or service purchased.
- *Amount, EUR*: Display the total amount for each invoice item by multiplying the price by the quantity.
- *Total*: Display the total amount for all services and products.

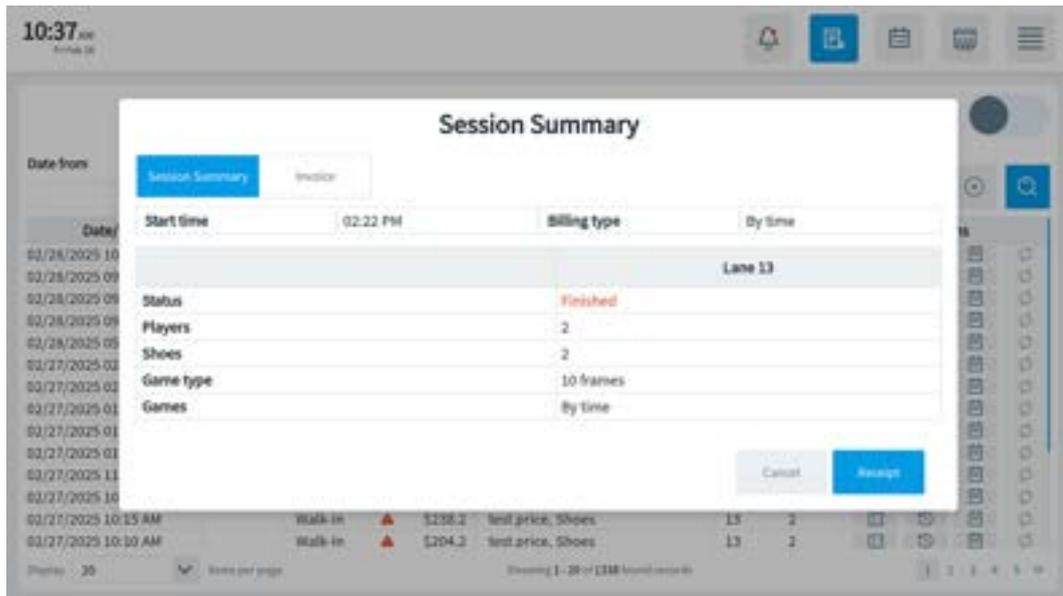


Figure 95. The Invoice tab for a completed session

8.3. Viewing receipt

To add a payment to a specific invoice, click the *Receipt* button in the lower-right corner of the screen. A new window displaying the receipt for that session will appear.

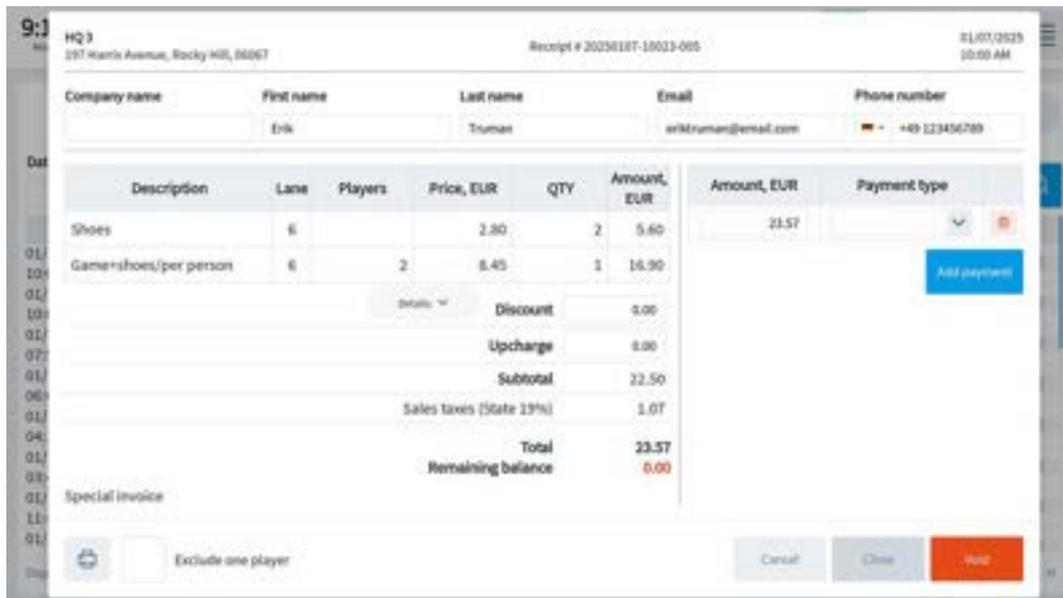


Figure 96. A pending receipt for a completed session

The *Receipt* window includes the following information:

- Invoice general information:
 - Bowling center name and location.
 - *Receipt #*: The unique sequential number identifying the receipt. A receipt number is generated based on the following formula: `yyyymmdd—4-digit location id—receipt sequential number based on this day`.
 - Date and time when the receipt was issued.
- Customer information:
 - *Company name* (optional)
 - *First name*

- *Last name*
- *Email*
- *Phone number*
- List of the purchased products:
 - *Description*: The list of the services or products.
 - *Lane*: The number of the lane used in the game.
 - *Players*: The number of players who were playing the game.
 - *Price, EUR*: The unit price for each service or product.
 - *QTY*: The quantity of each item or service purchased.
 - *Amount, EUR*: The total amount for each invoice item by multiplying the price by the quantity.

Note: To see the full list of products, click the [Details](#) button.
- Receipt details:
 - *Discount*
 - *Upcharge*
 - *Subtotal*: The subtotal price of all product items before taxes.
 - *Sales taxes*: The sales tax is stated as a percentage.

Note: Some products fall under different taxes (standard or category tax); therefore, all taxes will be listed in the invoice. Refer to chapter 7.1.6. *Managing taxes* for more detailed information about tax configuration.

 - *Total*: The total amount including all discounts, upcharges, and taxes.
 - *Remaining balance*: The balance due. If the balance is 0, it means the invoice is fully paid.
- Payment information:
 - *Amount, EUR*: The total amount including all discounts, upcharges, and taxes.
 - *Payment type*: Includes options such as *Cash* and *Credit*.
- Invoice details: The details are predefined for each invoice. Refer to chapter 7.2.4. *Customizing invoice settings* for more detailed information.

Although invoice information is prepopulated, you can edit the customer’s name, and contact information or add the name and contact information of a company.

8.3.1. Adding a payment

To add a new payment, click the [Add payment](#) button (*Figure 96*). When the new row is created, enter the payment amount and select the payment method from the drop-down list (*Cash* or *Credit*).

Use the “trash”  icon to remove a payment entry if necessary.

8.3.2. Closing and canceling of invoice

To remove a player from the current receipt, select the *Exclude one player* checkbox (*Figure 95*). The invoice automatically updates, and the total amount adjusts accordingly.

Click the [Cancel](#) button to discard all changes made to the receipt and exit without saving. The invoice remains in the *Pending* status, and a “caution” icon appears next to the invoice amount in the *Sales report* dashboard (*Figure 96*).

Click the *Close* button to finalize your work on the invoice and close the window. The invoice is marked as *Paid*, and its text appears in black in the *Sales report* dashboard. If the session has the *Paid* status, it cannot be changed. The *Close* and *Void* buttons will be disabled.

Click the *Void* button to cancel the invoice entirely, marking it as void in the system. The receipt is marked as *Voided*, and its text appears in red in the *Sales report* dashboard.

Date/time	Customer	Type	Amount	Details	Lane(s)	Players	Actions
01/07/2025 10:02 AM		Walk-in	▲ €115.25	Shoes, Shoes, Game+shoes/per person, Game+shoes/per person	6, 5	9	   
01/07/2025 10:00 AM	Erik Truman	Reservation	€27.57	Shoes, Game+shoes/per person	6	2	   
01/07/2025 07:54 AM	Lola Smith	Walk-in	€226.37	Shoes, Game+shoes/per person	6	2	   

Figure 97. Receipt statuses

Note: The status of the invoice is visible only in the *Sales report* window. Refer to chapter 9.1.3. *Searching session reports* for more detailed information.

8.3.3. Sending invoice

To send a receipt, take the following actions:

1. Enter the recipient's email address in the *Email* field.
2. If you want to include game results in the receipt, select the *Include game result* checkbox.
3. Click the *Print* button to print a physical copy of the receipt.
4. Click the *Ok* button to send the receipt to the specified email address.

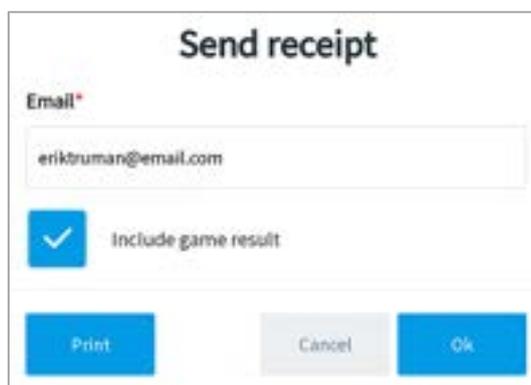


Figure 98. Sending a receipt

9. Accessing sales reports

To access the *Sales reports* screen, click the “report”  icon located in the upper-right corner of the screen. The *Sales reports* screen provides detailed information about all sessions and transactions that took place in the bowling club within a selected period.

This panel shows two types of data: *Sales dashboards* and *Session reports*. In the upper-right corner, there is a toggle switch. Click it to display or hide the sales dashboards as needed.

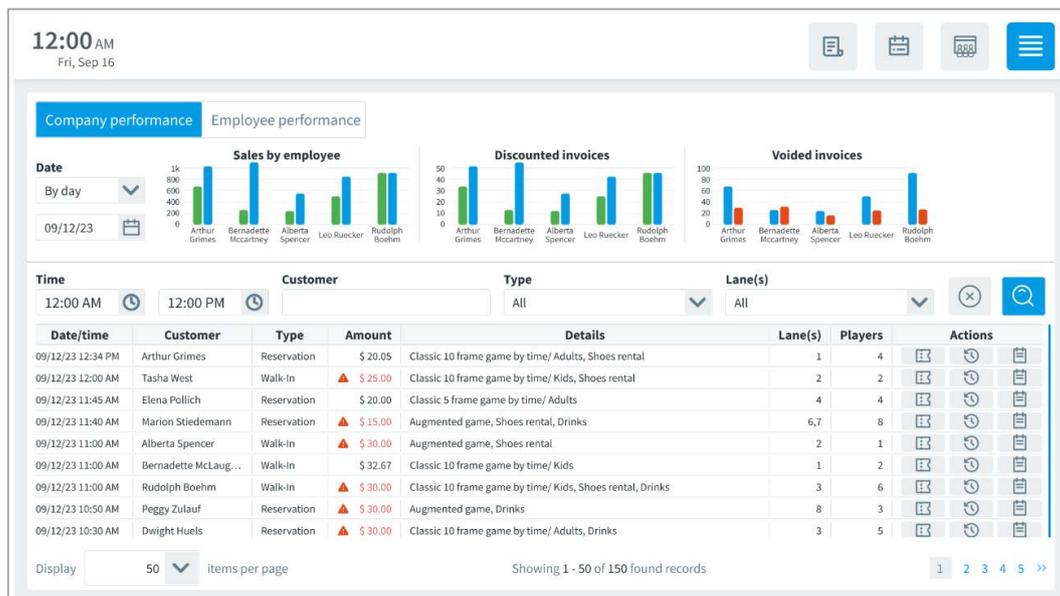


Figure 99. Sales reports

9.1. Viewing sales dashboards

The *Sales dashboards* allow you to review key metrics of company and employee performance such as revenue, voided invoices, product sales, etc. Use the *Company performance* and *Employee performance* tabs to switch between the views.

9.1.1. Accessing company performance dashboard

To access the *Company performance* dashboard, select a time range using the *Date* selector. Choose *By day*, *By week*, or *By month* from the drop-down list, or click the “calendar” icon to pick specific dates.

The following metrics are available:

- **Product sales:** View the number of sales for specific categories: *Augmented games*, *Classic games*, *Rentals*, etc. All of these categories are available in the *Product Catalog*. Refer to *Appendix 4. Configuring Funk Portal product catalog* for more detailed information.
- **Revenue:** Review revenue trends as a line graph. The Y-axis shows revenue amounts, and the X-axis displays the selected time range.
- **Reservations vs Walk-Ins:** Compare pre-booked reservations with walk-ins using a bar chart.
- **Voided invoices:** Monitor the number of voided invoices over time. This metric is shown as a line graph with dates on the X-axis and the number of voided invoices on the Y-axis.

Hover over any chart to see detailed tooltips for specific data points.

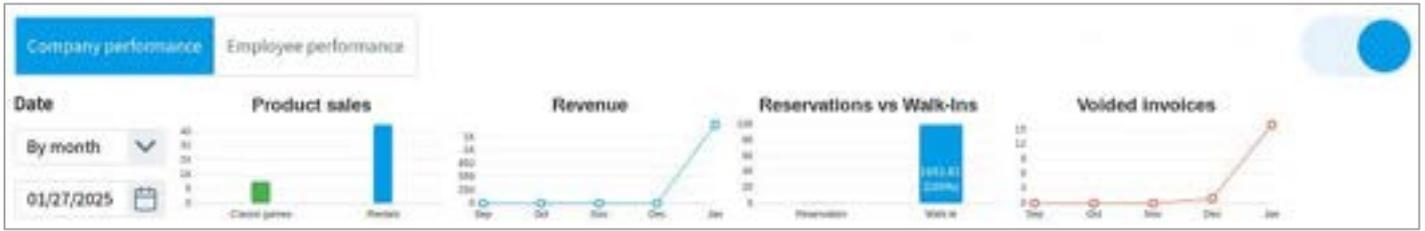


Figure 100. A Company performance dashboard

9.1.2. Viewing employee performance

The *Employee performance* tab allows you to track individual employee metrics for the selected period.

To access the *Employee performance* dashboard, select the date range using the *Date* selector. Choose *By day*, *By week*, or *By month*, or use the “calendar” icon to select specific dates.

The following metrics are displayed:

- *Sales by employee*: Displays the number of sales completed by each employee. *Augmented games*, *Classic games*, *Rentals*, *Shoes*, and other categories are available for viewing. All of these categories are available in the *Product Catalog*. Refer to *Appendix 4. Configuring Funk Portal product catalog* for more detailed information.
- *Discounted invoices*: Shows the number of invoices discounted by each employee during the selected period.
- *Voided invoices*: Tracks the number of invoices voided by each employee during the selected period.

Hover over any bar to view detailed data points.

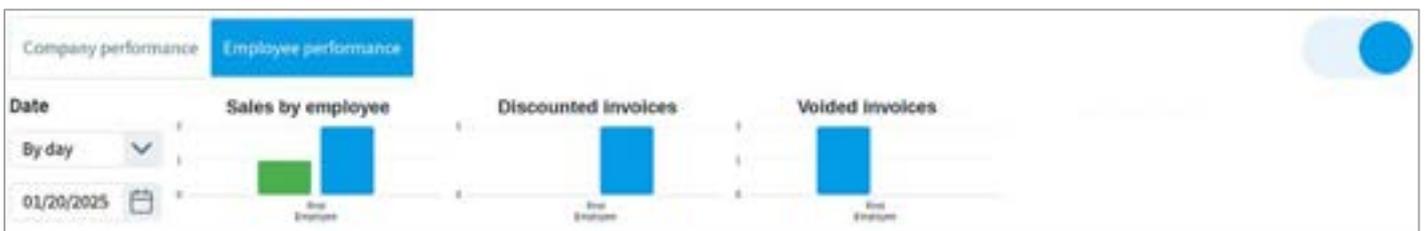


Figure 101. An Employee performance dashboard

9.1.3. Searching session reports

The table displays a list of bowling sessions and includes filtering and action options for easy management.

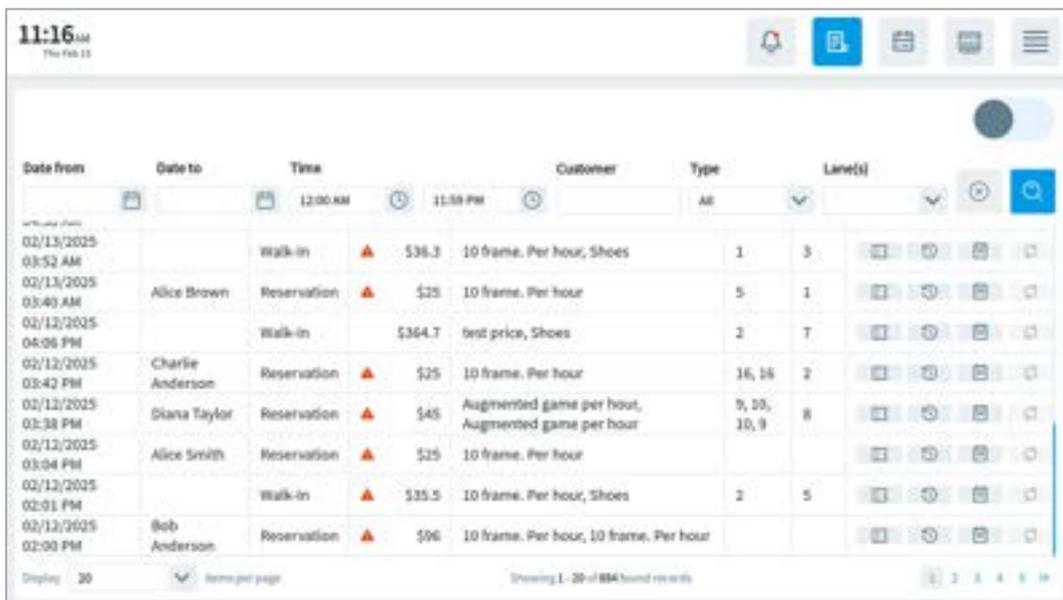
Use the following fields to search for a reservation:

- *Date from / Date to*: Select a specific date range to search for sessions.
- *Time*: Select a start and end time for the desired session (default is from 12:00 AM to 11:59 PM).
- *Customer*: Enter the customer’s name to search for reservations made by a specific customer.
- *Type*: Select one of the following options: *All*, *Walk-in* (reservation created on-site), or *Reservation* (e.g., reservation created via the web-registration).
- *Lane(s)*: Select the lane(s) where the desired session took place.

Click the “search”  icon to apply filters or the “clear”  button to reset them.

The table columns display key details:

- *Date and Time*: The date and time when the session started.
- *Customer*: The customer name.
- *Type*: The session type, such as *Walk-in* or *Reservation*.
- *Amount*: The total amount of the session. Each of the invoices in the *Amount* column will have invoice status indicators, such as:
 - *Paid* (black color of the amount text): Indicates that the customer successfully paid the invoice.
 - *Pending* (a warning icon next to the amount): Indicates that the customer is currently playing a game session and the payment will be made after the session ends. A pending invoice with an estimated total amount will be available for viewing.
 - *Rejected* (red color of the amount text): Indicates that the customer attempted to make a payment, but the transaction was unsuccessful.
- *Details*: Products purchased during the session.
- *Lane(s)*: Assigned lane(s) for the session.
- *Players*: The number of players in the session.



Date from	Date to	Time	Customer	Type	Lane(s)	
02/13/2025 03:52 AM		Walk-in		\$38.3	10 frame, Per hour, Shoes	1, 3
02/13/2025 03:40 AM	Alice Brown	Reservation		\$25	10 frame, Per hour	5, 1
02/12/2025 04:06 PM		Walk-in		\$364.7	test price, Shoes	2, 7
02/12/2025 03:42 PM	Charlie Anderson	Reservation		\$25	10 frame, Per hour	16, 16, 2
02/12/2025 03:38 PM	Diana Taylor	Reservation		\$45	Augmented game per hour, Augmented game per hour	9, 10, 10, 9
02/12/2025 03:04 PM	Alice Smith	Reservation		\$25	10 frame, Per hour	
02/12/2025 02:01 PM		Walk-in		\$35.5	10 frame, Per hour, Shoes	2, 5
02/12/2025 02:00 PM	Bob Anderson	Reservation		\$96	10 frame, Per hour, 10 frame, Per hour	

Figure 102. Session reports

Adjust the number of items displayed per screen using the drop-down list at the bottom and navigate between screens using the provided controls.

9.1.3.1. Accessing session summary details

Click the “receipt”  icon in the *Session reports* screen to open the *Session summary* window. Refer to chapter 8.1. *Accessing session summary for completed sessions* for more details.

9.1.3.2. Accessing session history

Click the “clock”  icon in the *Session reports* screen to open the *Session history* window. Refer to chapter 5.4. *Viewing session history* for more details.

9.1.3.3. Accessing session notes

Click the “note”  icon in the *Session reports* screen to open the *Session notes* window.



Figure 103. Session notes

All the notes added during the session are displayed in the *Notes* window. After the session ends, the notes cannot be changed. Refer to chapter 5.1.2.2. *Adding notes for session* for more complete information about adding and editing session notes.

9.1.3.4. Restoring the session

Click the “restore”  icon on the *Session reports* screen to restore the session. If the *Session restoration* timer hasn’t expired, you can restore the session on the same lane. Once the timer expires, the session cannot be restored.

To extend the game session, enter the hours and minutes into the fields in the pop-up window. **Note:** The maximum time that you could add is written in the *Time left* section.

Select the *Free of charge* checkbox to make the extension without extra payment.

The *Time left* shows the remaining time left in the game session. If there are no hours or minutes, it will not be possible to restore and continue the session.

As time is entered, click *Apply* to proceed.

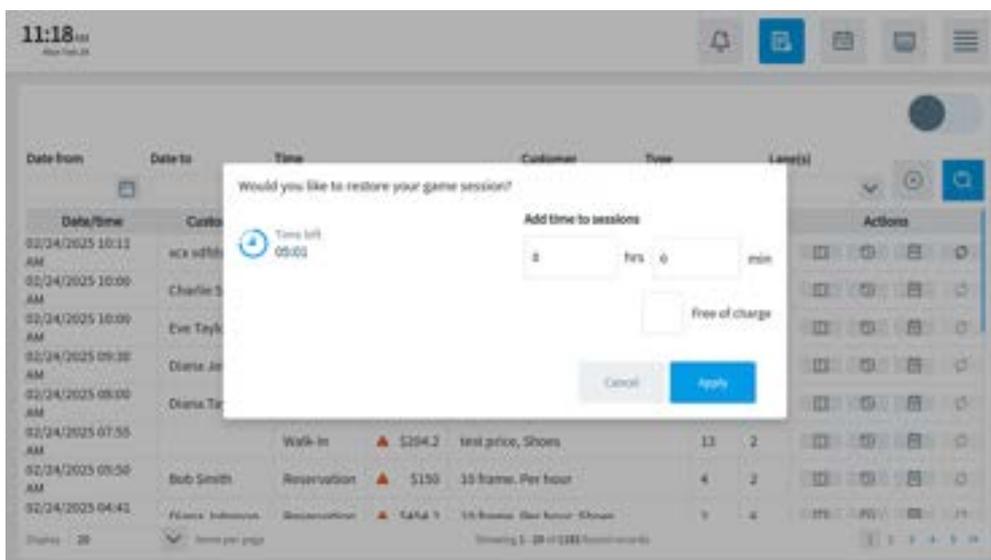


Figure 104. The restoring game session pop-up window

For more details about *Session restoration* timer, refer to chapter 7.3. *Configuring game settings*.

10. Viewing notifications

Click the *Notifications* icon in the top-right corner of the *Center Management Control Pad* screen to view a list of notifications categorized by the following statuses:

- *Info*: **Self-registration kiosk** reservation notifications.
- *Error*: Notifications about errors during reservation creation at the **self-registration kiosk**.
- *Action required*: Assistance requests from customers.

Unread notifications are highlighted with a red dot on the *Notifications* icon. Each unread notification is marked with a blue dot next to the message.

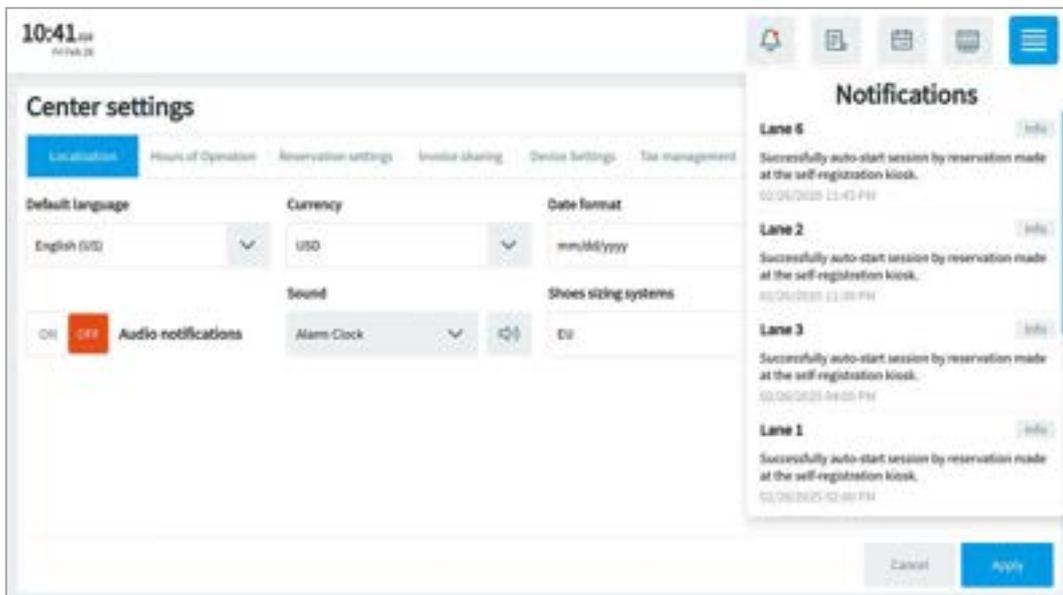


Figure 105. The Notifications pop-up screen

11. Using help mode

A help mode is the "How to..." materials that provide short instructions or key excerpts of information relevant to each section within the **center management control pad**. That allows you to quickly and easily familiarize yourself with the necessary functionality for your work.

A help mode is displayed as a question mark icon on the page. Click the icon to open a pop-up with usage tips for the respective page.

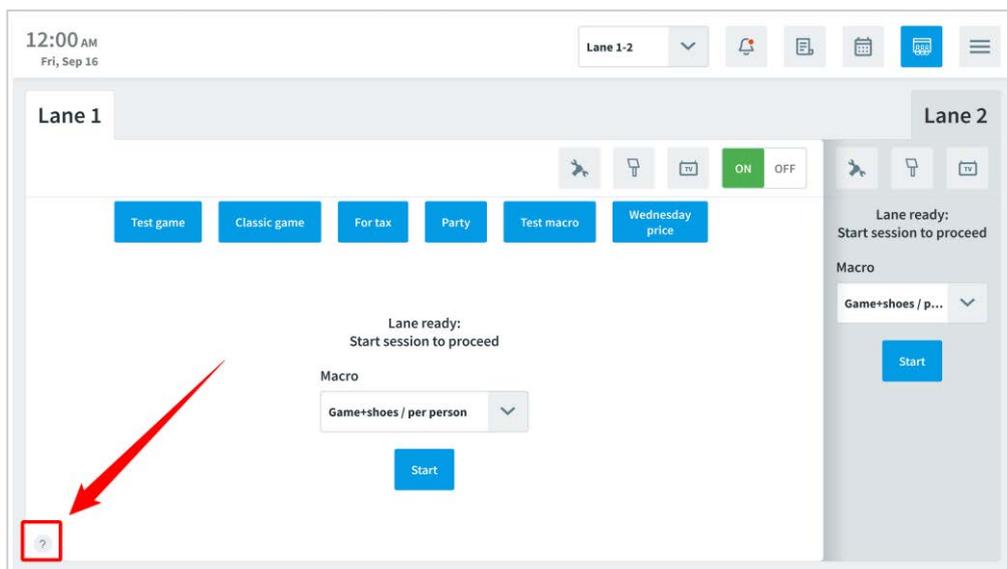


Figure 106. The help mode icon

The helpdesk materials are included in the following sections, making a total of six informative pop-up windows:

- One for the Reservation creation section
- One for the Session archive section
- Two for the Calendar section
- Three for the Session creation section

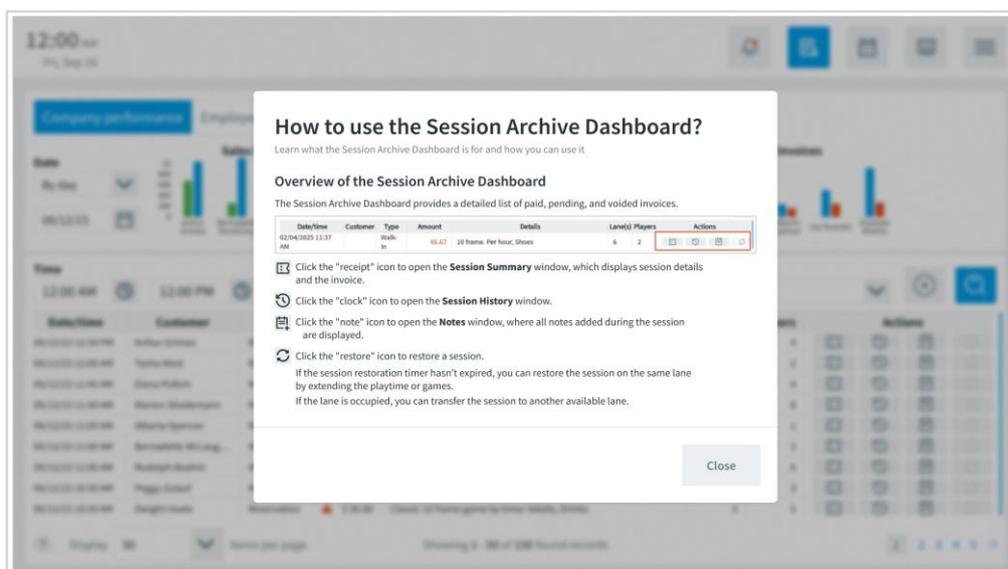


Figure 107. The helpdesk pop-up

12. Additional resources

12.1. Support and documentation

The Funk Helpdesk website provides licensing information, additional product documentation, notes and downloads, as well as guides and troubleshooting information. This may help you resolve a product issue before contacting the Funk Helpdesk.

1. To access a product-specific Funk Helpdesk page:
2. Visit funkbowling.zendesk.com
3. Select the relevant product section.

For further questions or to speak directly with our support team, please call us at +49 7356 93700.

12.2. Service requests

To receive comprehensive assistance from the Funk Helpdesk, submit a service request. To do so, click Create Service Request in the Service Center on the Funk Helpdesk website.

To submit a service request, you must have a valid support contract. Contact a Funk sales representative for information on purchasing a valid support contract or to ask questions about your account.

To open a service request, please fill out the request form on the support site for further review and prompt response.

12.3. Provide feedback

Feedback helps to improve the accuracy, organization, and overall quality of our publications. You can send feedback to your project manager.

13. Appendix 1: Bowling session history actions

Action Type	Originator	Description
Lane status	Employee	Opened/Closed
Lane maintenance mode	Employee	On/Off
Session	Employee/Player	Start/End
Session time	Employee/Player	Add
Game selection	Employee/Player	Start / End / Pause / Next / Transfer* (Lane from—Lane to)
Game type	Employee/Player	Practice / Classic (10 frames / 5 frames)
Walk-up time	Employee	Add
Practice time	Employee	Add
Assistance request	Employee/Player	Received (Time) / Responded (Time/Selection)
Player settings	Employee/Player	Add/Edit/Delete; Shoes; Bumper
Game score	Employee/Player	Correct (Player/Frame)
Notification	Employee	Selection
Reservation	Employee	Add / Edit / Remove (Details)
Pinsetter	Employee/Player	Reset / Connection loss
Lane projection	Employee/Player	On/Off
Theme	Employee/Player	Change

**Employee-only function*

Note: For more detailed information about players' permissions, see chapter 7.4.2. *Accessing kiosk control.*

14. Appendix 2: Center Management Control Pad access permissions

Functionality	Center Manager	Employee
<i>Lane management</i>		
Turn a lane ON/OFF	Available	Available
Turn the maintenance mode ON/OFF	Available	Not available
Turn cross-lane play ON/OFF	Available	Available
Preview overhead TV and self-service kiosk screens	Available	Available
Change the lane dashboard view	Available	Available
<i>Session management</i>		
Start a session	Available	Available
Set up a session	Available	Available
View current session details	Available	Available
Reset pins	Available	Available
End a game	Available	Available
Start the next game	Available	Available
Transfer a lane	Available	Available
View session summary	Available	Available
Add session notes	Available	Available
Extend a session	Available	Available
Manage players	Available	Available
Correct game score	Available	Available
View session history	Available	Available
Send an assistance response	Available	Available
Send a notification	Available	Available
Select a playlist	Available	Available
End a session	Available	Available
<i>Invoice management</i>		

Functionality	Center Manager	Employee
View a session invoice	Available	Available
Edit customer details in the invoice	Available	Available
Add payments	Available	Available
Add a discount (Only if the manager PIN is entered)	Available	Available
Exclude one player	Available	Not available
Print/email an invoice	Available	Available
Void an invoice	Available	Not available
Close an invoice	Available	Available
Reservation management		
View upcoming reservations	Available	Available
Change the calendar view	Available	Available
Scale the calendar	Available	Available
Create reservations	Available	Available
Edit reservations	Available	Available
Cancel reservations	Available	Available
Find a reservation	Available	Available
Start a session from a reservation	Available	Available
Change reservation settings	Available	Available
Settings: Center settings		
Set up company localization	Available	Not available
Set up hours of operation	Available	Not available
Configure email settings	Available	Not available
Configure taxes	Available	Not available
Set up devices	Available	Available
Set up a printer	Available	Available
Settings: Content management		
Add notifications	Available	Not available
Edit notifications	Available	Not available

Functionality	Center Manager	Employee
Delete notifications	Available	Not available
Add an assistance response	Available	Not available
Edit an assistance response	Available	Not available
Delete an assistance response	Available	Not available
Select default playlists	Available	Not available
Settings: Game settings		
Enable/disable practice or classic bowling game categories	Available	Available
Enable/disable 10 frames / 5 frames game types	Available	Available
Set the maximum number of players per lane	Available	Not available
Set the maximum duration of walk-up time	Available	Not available
Set the maximum duration of practice time	Available	Not available
Set projected game duration	Available	Not available
Set next game time-out	Available	Not available
Enable/disable shoe rental by default	Available	Not available
Enable/disable session restoration	Available	Not available
Settings: Lane configuration		
View a lane status	Available	Available
Scan lanes	Available	Not available
Edit lanes	Available	Not available
Switch lanes to the maintenance mode	Available	Not available
Suspend lanes	Available	Not available
Delete lanes	Available	Not available
Add bowler Kiosk Control profiles	Available	Not available
Edit bowler Kiosk Control profiles	Available	Not available
Delete bowler Kiosk Control profiles	Available	Not available
Settings: Product catalog		
Add/edit/delete product classes	Not available	Not available

Functionality	Center Manager	Employee
Delete default product categories	Not available	Not available
Add new product categories	Available	Not available
Edit product categories	Available	Not available
Delete custom product categories	Available	Not available
Add/edit/delete product subcategories <i>(Subcategories can be added only in the Funk Portla Product Catalog)</i>	Available	Not available
Add/edit/delete products	Available	Not available
Add/edit/delete price profiles	Available	Not available
Search a product	Available	Available
Settings: Users and groups		
Add/edit/delete manager accounts	Available	Not available
Add/edit/delete employee accounts	Available	Not available
Settings: About		
View system information	Available	Not available
View integration information	Available	Not available
Check connection with integrated servers	Available	Not available
Make a feature request	Available	Not available
Reports		
View sales dashboards	Available	Not available
View session reports	Available	Not available
Filter data	Available	Not available

15. Appendix 3: Setting up screensaver in Funk Portal

Funk Portal provides centralized configuration for applications, products, and knowledge bases, including the *UCM (Universal Center Manager)* and *DSCP (Digital Signage Control Panel)* applications. The *UCM* application manages media content and playlists for broadcasting on **self-service kiosks** and **overhead TVs**, while the *DSCP* application configures display settings, themes, and layouts for these devices.

15.1 Adding new content for the screensaver

To display a screensaver with your content on the **self-service kiosk (SSK)** and **overhead TV (OTV)**, you need to upload and configure media files using the *Funk Portal*. Follow these steps to access and manage your screensaver settings:

1. Log in to the *Funk Portal* with your credentials.
2. Navigate to the *Central Apps* tab and select the *UCM (Universal Content Manager)* application responsible for broadcasting the content.
3. Click the  icon to open the content management window.

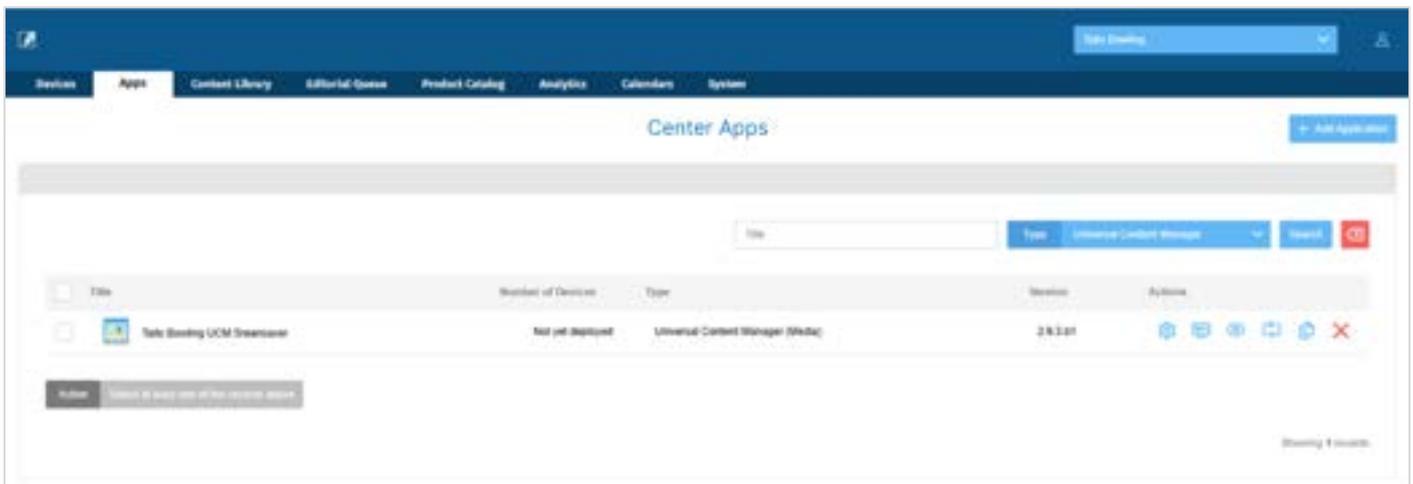


Figure 108. The UCM application in Funk Portal

In the content management window, several settings can be configured:

- *Search bar*: Locate specific content files by name.
- *Default sequence*: Set the content to be broadcast by default.
- *Regular sequence*: Schedule specific content for designated time periods.
- *Broadcast schedule*: Set up the time range and view the sequences broadcast schedule by daily, weekly, or monthly modes.

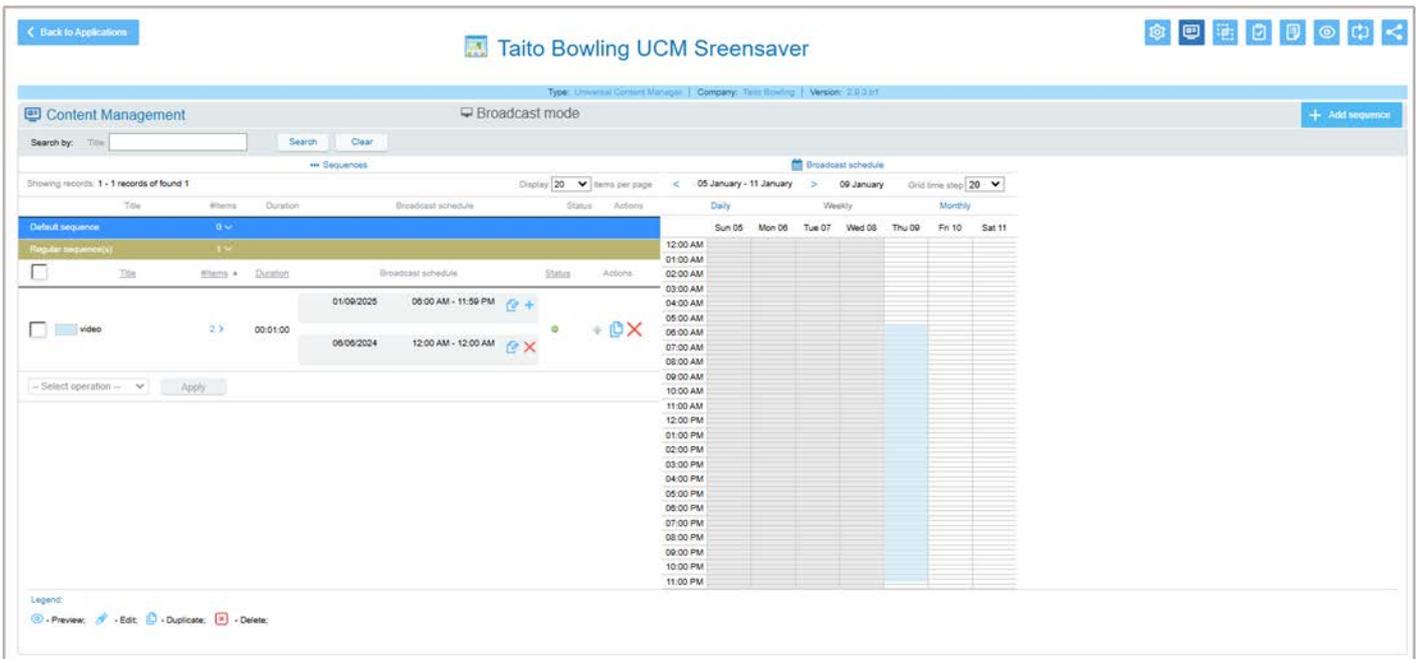


Figure 109. Content management in the UCM application

To add a new sequence, use the steps below:

1. Click the *Add sequence* button.
2. Upload your content from media files, websites, or the content library.
3. Configure the type, duration, and schedule of the selected content.
4. Once added, the sequence will display its status, such as:
 - *Published*: If the schedule overlaps with the current time range.
 - *Expired*: If the time range has ended.
5. Click *Save* to confirm the creation of a new media sequence.

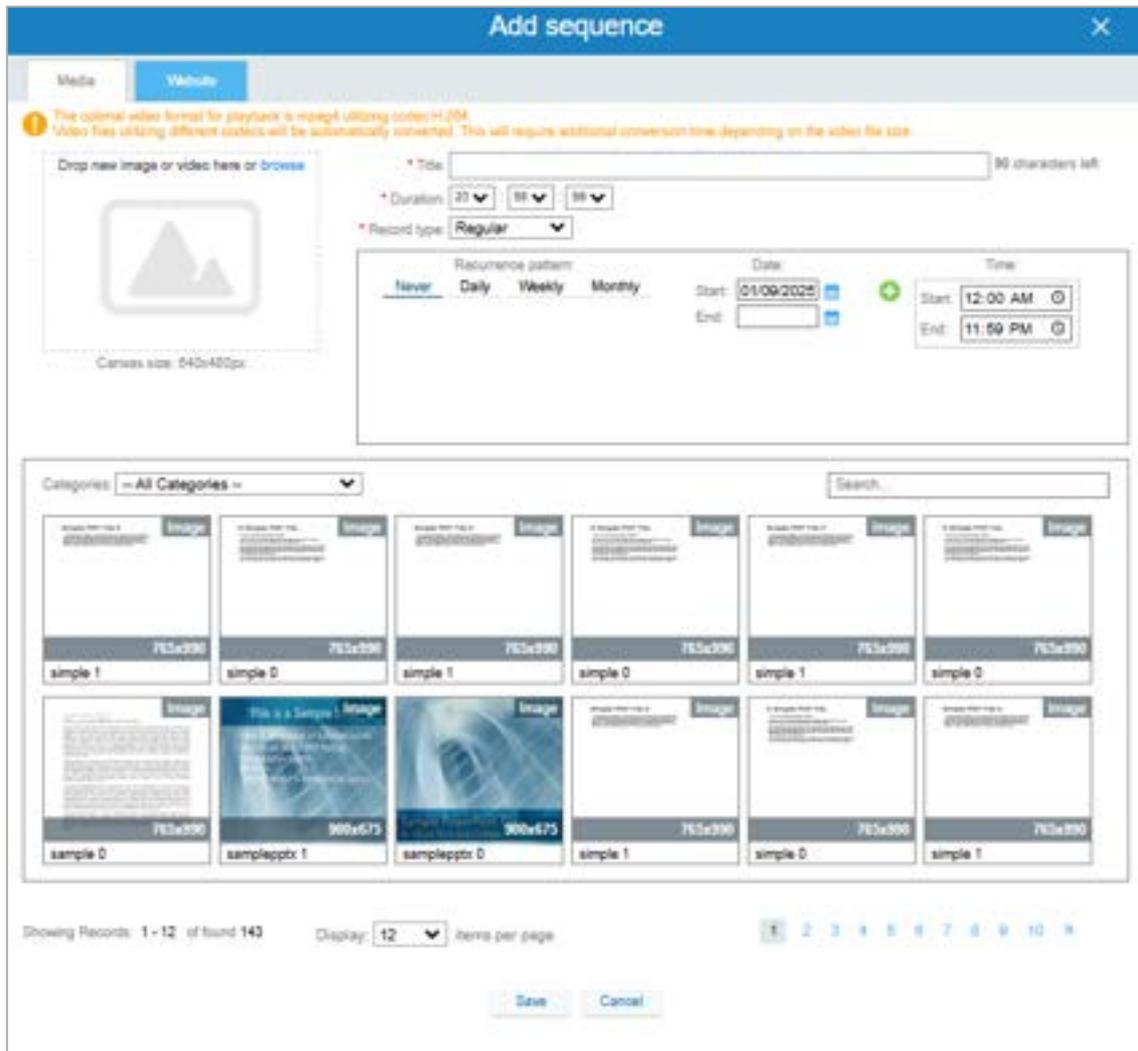


Figure 110. Adding a content sequence

To upload media file in the default or regular sequence, take the following actions:

1. Click the *Add record* button.
2. Choose the content source (*Media* or *Website*) or select it from the content library.
3. Adjust the name or duration if needed.
4. Click *Save* to confirm.

To upload PDF or PPTX files for broadcasting, click the *Import* button. Uploaded files can be viewed in either card or list format, and the playback order can be easily rearranged by dragging and dropping the content.

Use the action buttons to preview, edit, delete, or duplicate files. Sequences and their settings can also be edited, duplicated, or removed as needed.

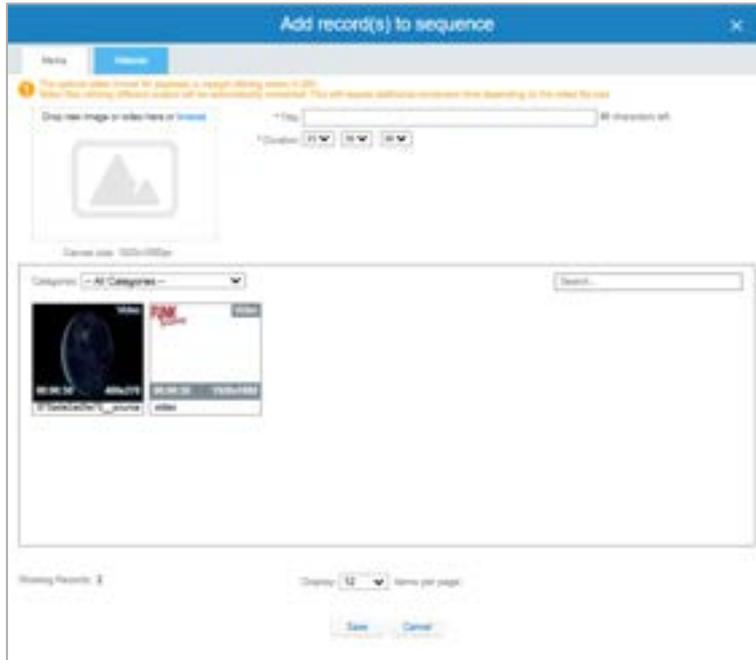


Figure 111. Adding records to a sequence

Within 15–20 minutes, the selected screensaver playlist will appear in the playlist list in the **control pad's** *Session settings* window or the *Playlists* tab in the *Content management* window.

15.1. Configuring screensaver for appliance

For additional device interface settings, you can use the *DSCP* application. To open the *DSCP* settings for the required device, use the following instructions:

1. Log in to *Funk Portal* using your credentials.
2. Open the *Devices* tab.
3. Select the *Media Players* or *Kiosks* tab to display the list of devices.
4. Sort the required device(s) by group, location, and status or use the search bar to enter the device name.
5. Click the “center management”  button to open the device settings.

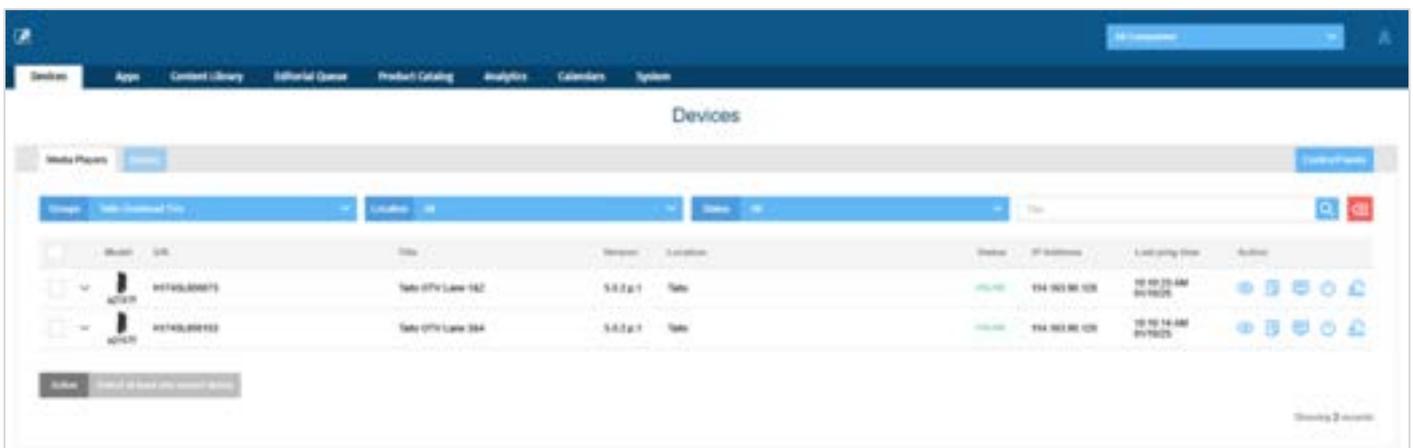


Figure 112. The DSCP application in Funk Portal

15.1.1. Setting up application

The *Applications* and *Theme settings* tabs in the *DSCP* application provide options to configure settings for the **self-service kiosk** and **overhead TV**.

The following actions are available in the *Applications* tab:

- View details, including type, instance title, and scheduling parameters.
- Edit application settings to adjust configurations.
- Preview applications to see their current setup.
- Duplicate applications to create copies for similar settings.
- Delete applications when they are no longer needed.
- Add new applications by clicking the *Add application* button.

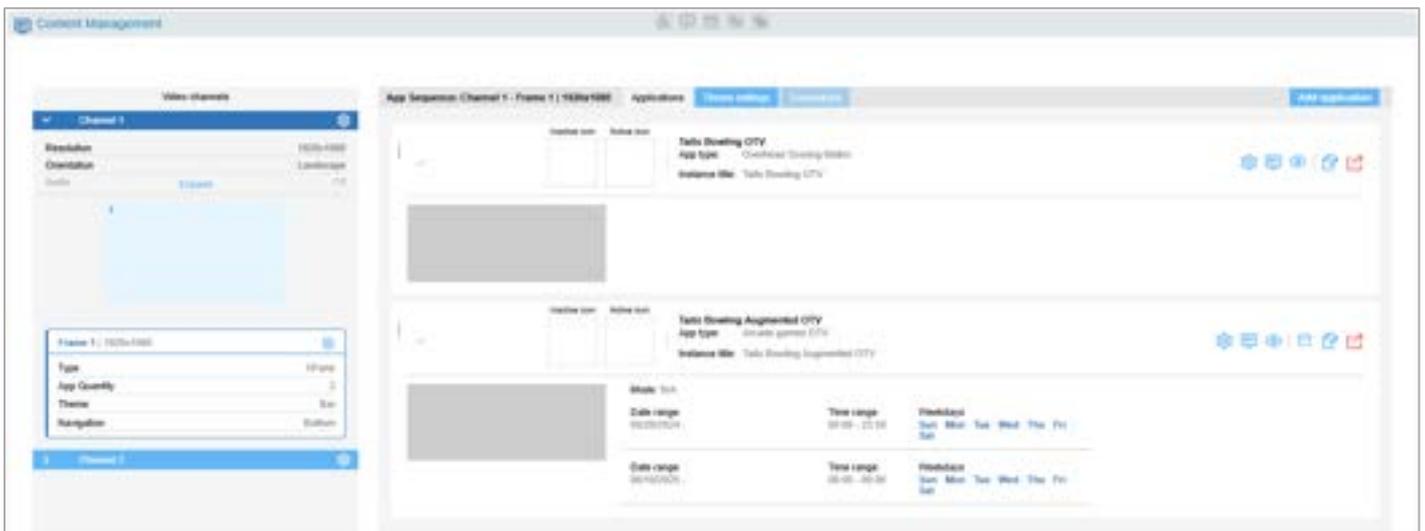


Figure 113. Application configuration in DSCP

To customize game trigger animations on the **overhead TV**, access the *Overhead Scoring Matrix* app through the *Content management* section by clicking the “control panel”  button.

Click the “plus”  button to upload and configure a new animation. You can customize animations for various game events across different themes (e.g., Fresh, Cartoon, Cartoon Blue, etc.), including:

- Game start countdown
- Strike
- Double strike
- Triple strike
- Spare
- Gutter
- Game winner

Use the “view”  icon to preview animations before applying changes. Click the “edit”  icon to modify existing animations or the “delete”  icon to remove animations if no longer needed.

Once all customizations are complete, click *Save* to apply changes.

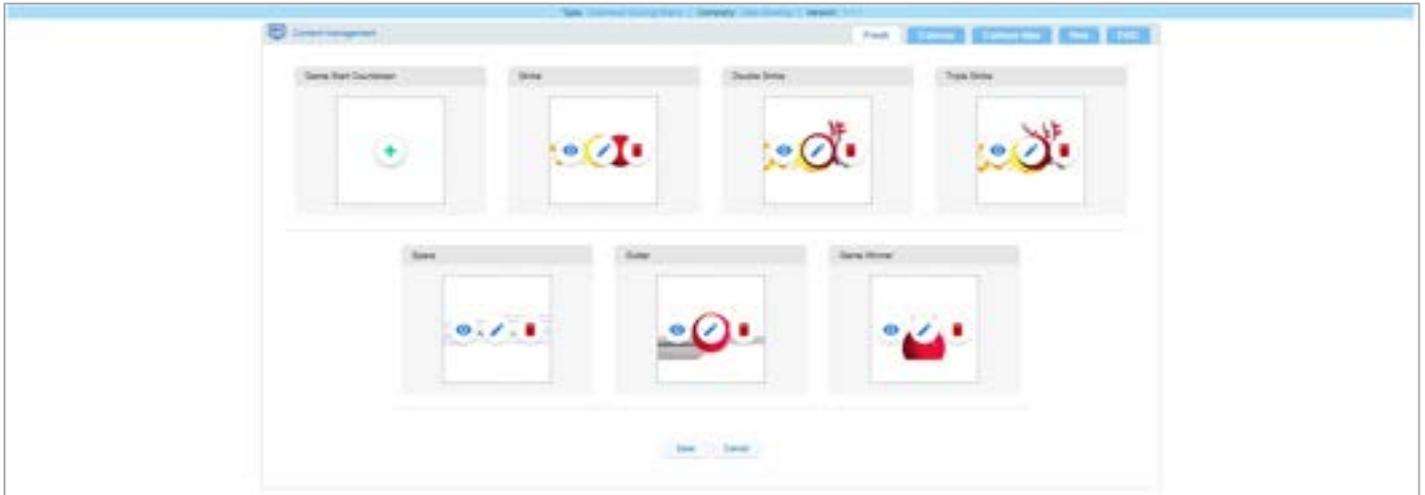


Figure 114. Overhead Scoring Matrix in DSCP

15.1.2. Setting up theme

The *Theme settings* tab in the *Content management* section allows configuring the appearance and inactivity behaviors for applications. The following settings are available:

- *Background configuration*: Upload images, adjust the scale, and define background colors for active and inactive states.
- *Panel background configuration*: Configure the panel background by uploading images, setting the scale, and selecting colors.
- *Control tab configuration*: Hide the control tab if only one application is active by selecting the checkbox.
- *Inactivity time-out*: Set the duration (in seconds) after which inactivity behavior is triggered.
- *Inactivity behavior*: Define the action when inactivity occurs:
 - *None*: No action is taken during inactivity.
 - *Auto-rotate*: Switch between applications automatically.
 - *Screensaver*: Display the UCM-configured screensaver during inactivity.
- *Touch screen indicator*: Enable or disable the visual touch screen indicator by selecting the checkbox.

Click [Save](#) to confirm and apply the changes.

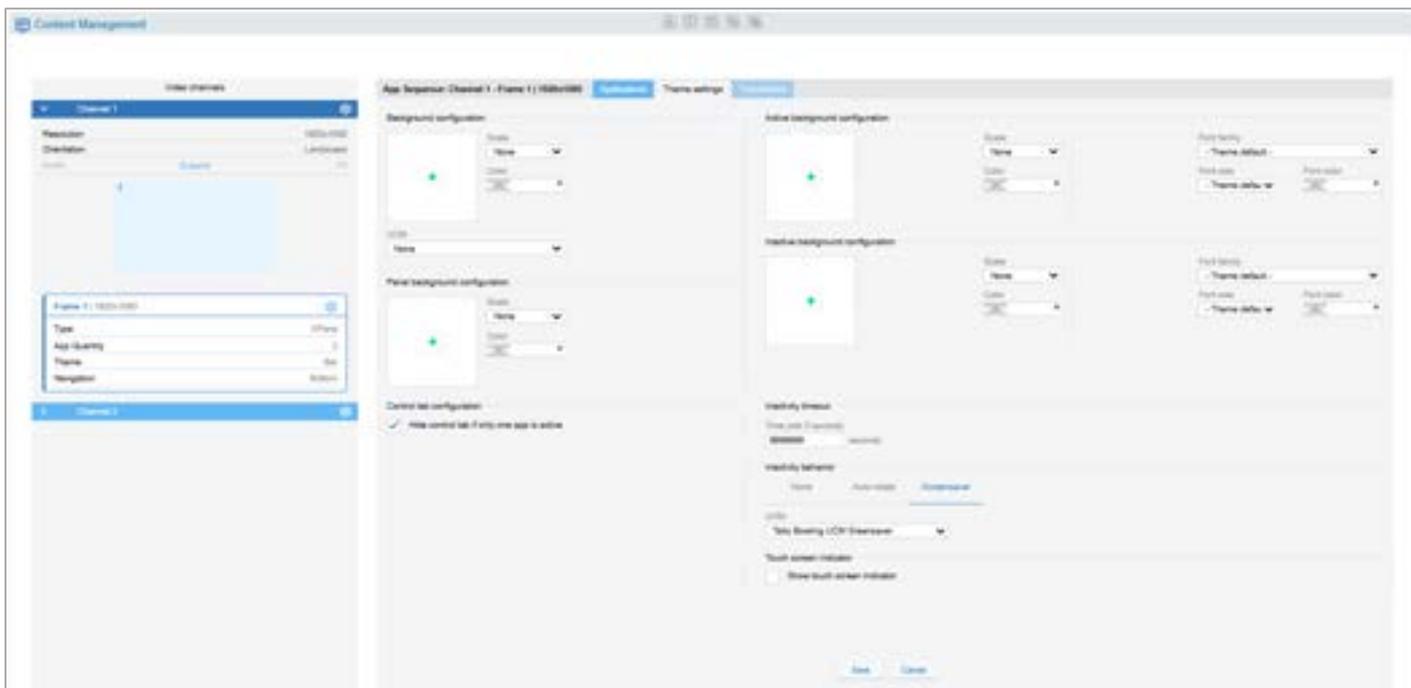


Figure 115. Theme settings in DSCP

15.1.3. Adding widgets to the appliance screen

The *Widgets* tab in the *DSCP* application allows configuring and placing widgets, like a language selector, clock, weather forecast, or accessibility tools, on the **self-service kiosk** or **overhead TV** screen. Access this tab in the upper-right corner of the *DSCP* application interface.

The *Widgets* tab provides the following configuration options for managing and arranging widgets on the device screen:

- *Frame Settings*: Define the frame type (e.g., *XPane*) and mode (e.g., *Broadcast*) for the display.
- *Widget Placement*: Drag and drop widgets from the list on the right into the outlined areas on the canvas to position them on the screen.
- *Enabled widgets*: Choose from available widgets, such as *ADA* (accessibility tools), *Call Attention*, *Clock*, *Language Selector*, and *Weather*. Activate and arrange widgets according to the display's layout.

Click the *Publish* button at the top of the screen to save and apply all changes.



Figure 116. The Widgets screen in the DSCP application

16. Appendix 4: Configuring Funk Portal product catalog

Evengence *Funk Portal* is a proprietary content production server for managing and distributing content modules and applications to the integrated *Funk Central* or individual component.

Funk Portal enables:

- Centralized content management and storage
- Application setup and configuration
- Targeted content distribution and data synchronization
- Editorial review of produced content
- Product catalog management and synchronization

To manage classes, categories, and products, go to the *Product Catalog* screen in *Funk Portal*. Follow these steps to access and manage the *Product Catalog*:

1. Log in to *Funk Portal* with your credentials.
2. Navigate to the *Product Catalog* tab.

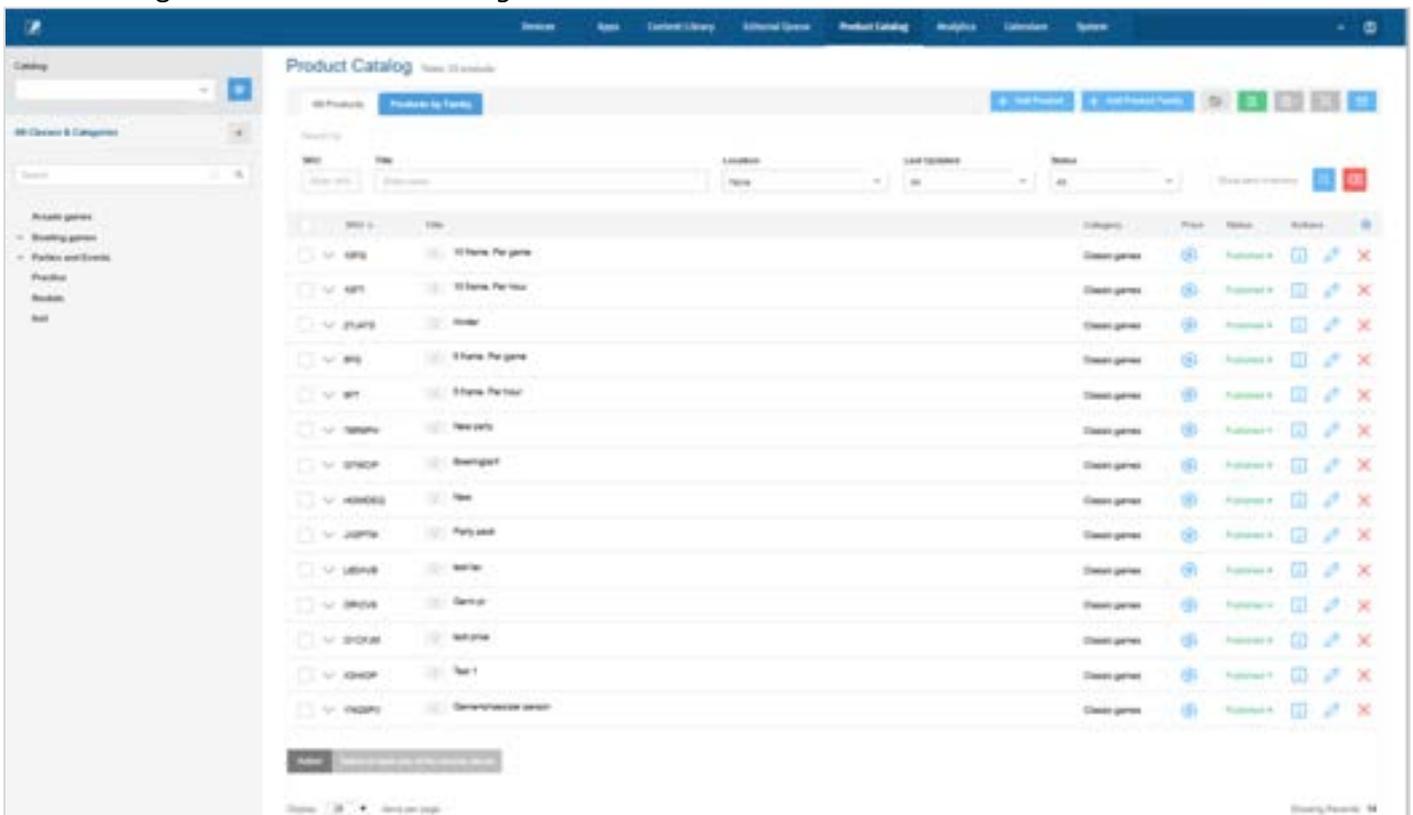


Figure 117. Product Catalog in Funk Portal

16.1. Setting up product catalog

Use the *Settings* screen in the *Product Catalog* to configure key attributes for managing the catalog. This screen has a broader navigation that includes functionalities such as *Settings*, *Import/Export*, *Notifications*, *Locations*, *Price profiles*, *Inventory*, and *Product fields*.

16.1.1. Configuring main settings for the product catalog

The *Settings* tab in the *Product Catalog* allows configuring key attributes for product catalog management. To configure the settings for the *Product Catalog*, follow the instructions below:

1. Click the *Settings* tab in the *Product Catalog*.
2. Enter the catalog title in the *Title* field.
3. Enter a description in the *Description* field to provide additional context about the catalog.
4. Click the *Add icon* button to assign an icon for better visual identification.
5. Click *Save* to apply the changes.

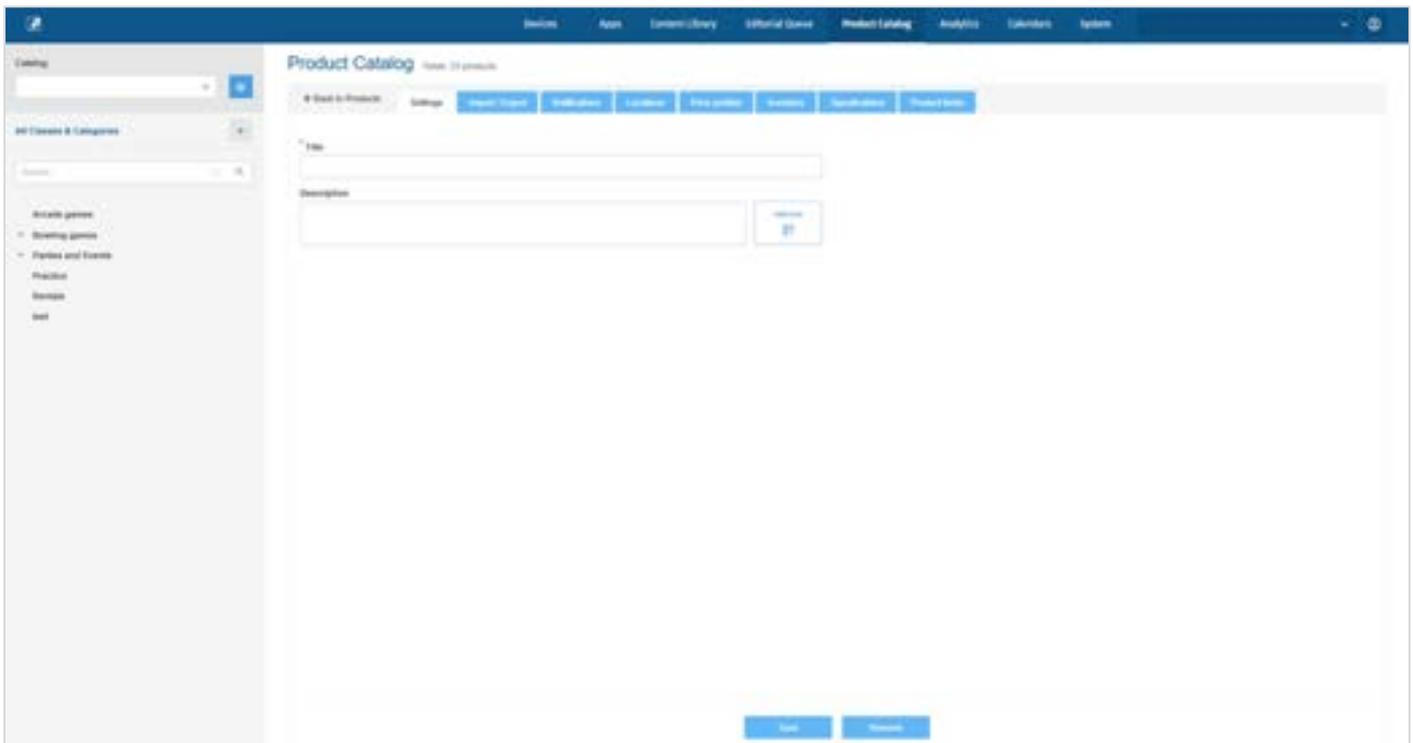


Figure 118. Product Catalog settings

16.1.2. Importing and exporting data

The *Import/Export* tab in the *Product Catalog* streamlines data synchronization by configuring connectors for importing and exporting product information. It ensures seamless integration with external systems and provides access to import logs for monitoring activities and troubleshooting errors.

16.1.2.1. Setting up connectors

To configure the *Import/Export* tab for connectors in the *Product Catalog*, perform these actions:

1. Toggle the *Data import enabled* switch to activate data import functionality for the *Product Catalog*.
2. Set up a *Primary Connector* by clicking the *Setup Connector* button. This connector synchronizes product data from an external source and serves as the primary source of data updates.
3. Once the primary connector is configured, click the *Add Connector* button under the *Secondary Connectors* section to define additional data import sources. Secondary connectors work alongside the primary connector to manage supplementary product data.
4. Access *Import Logs* by clicking the button at the top right to monitor and review data import activities.



Figure 119. Import/Export data due to connectors

16.1.2.2. Importing logs

The *Import Logs* tab in the *Product Catalog* provides an overview of all import activities performed through configured connectors, enabling monitoring and troubleshooting of data synchronization processes. This section includes options to filter log entries by specifying a date range, selecting a data type, or displaying only logs with errors for quick troubleshooting.

The log table displays details such as:

- *Date*
- *Connection type*
- *Data type*
- *Messages*

Click the *Search* button to apply the selected filters and view the relevant logs or use the *Clear* button to reset the filters and display all logs.



Figure 120. Import/Export data logs

16.1.3. Configuring notifications

The *Notifications* tab in the *Product Catalog* allows configuring email notifications for various activities and statuses related to product catalog operations. The tab includes separate sections for defining notifications:

- *Statistics:* Configure the subject, recipient email addresses, and sender information for emails containing statistical updates. Use the text editor to customize the body of the email.
- *Errors & Warnings:* Set up email notifications for errors and warnings encountered during product catalog operations. Specify the subject, recipients, and sender information and customize the content using the text editor.

- **Back Office Connector Notifications:** Similar configuration fields are available for statistics and error notifications related to back office connectors. These sections allow detailed customization of email communication to ensure proper reporting and troubleshooting.

Each section provides fields for *Subject*, *Recipients*, and *From name* data, along with a rich text editor to format the email body as needed. Click [Save](#) to apply the configurations.

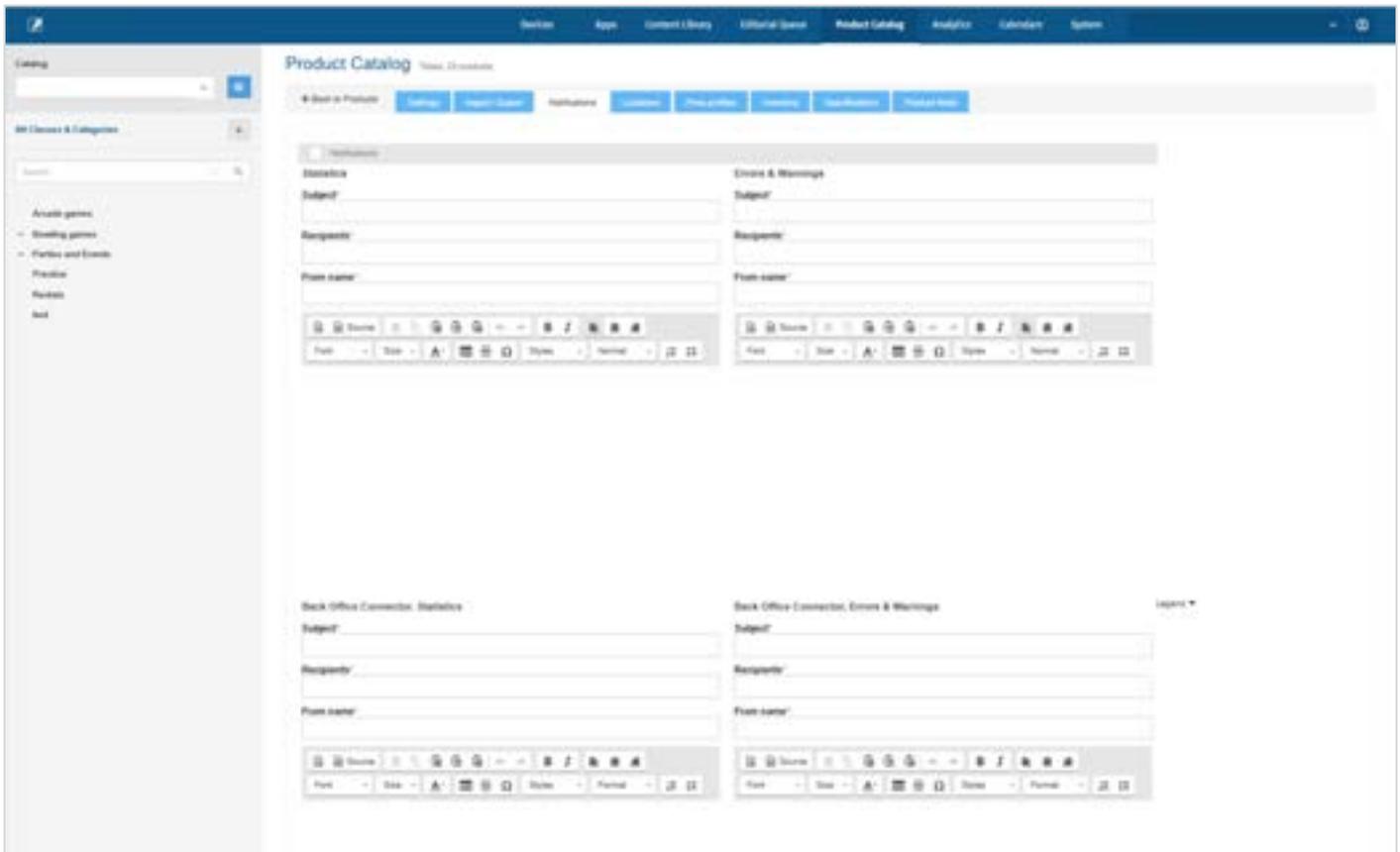


Figure 121. Product Catalog notifications

16.1.4. Adding locations

The *Locations* tab in the *Product Catalog* allows managing and matching product catalog locations with the corresponding store numbers. This tab displays a list of all available locations, including their names and addresses, along with a drop-down menu to assign or update store numbers for each location.

To configure location settings, perform the following actions:

1. Review the list of locations displayed in the *Locations* column.
2. Use the drop-down menus in the *Store #s* column to assign or update the corresponding store numbers for each location.
3. Ensure the checkbox next to each location is selected to include it in the matching process.
4. Click the [Save](#) button to apply and store the changes.

This tab ensures accurate synchronization between product catalogs and associated store identifiers.

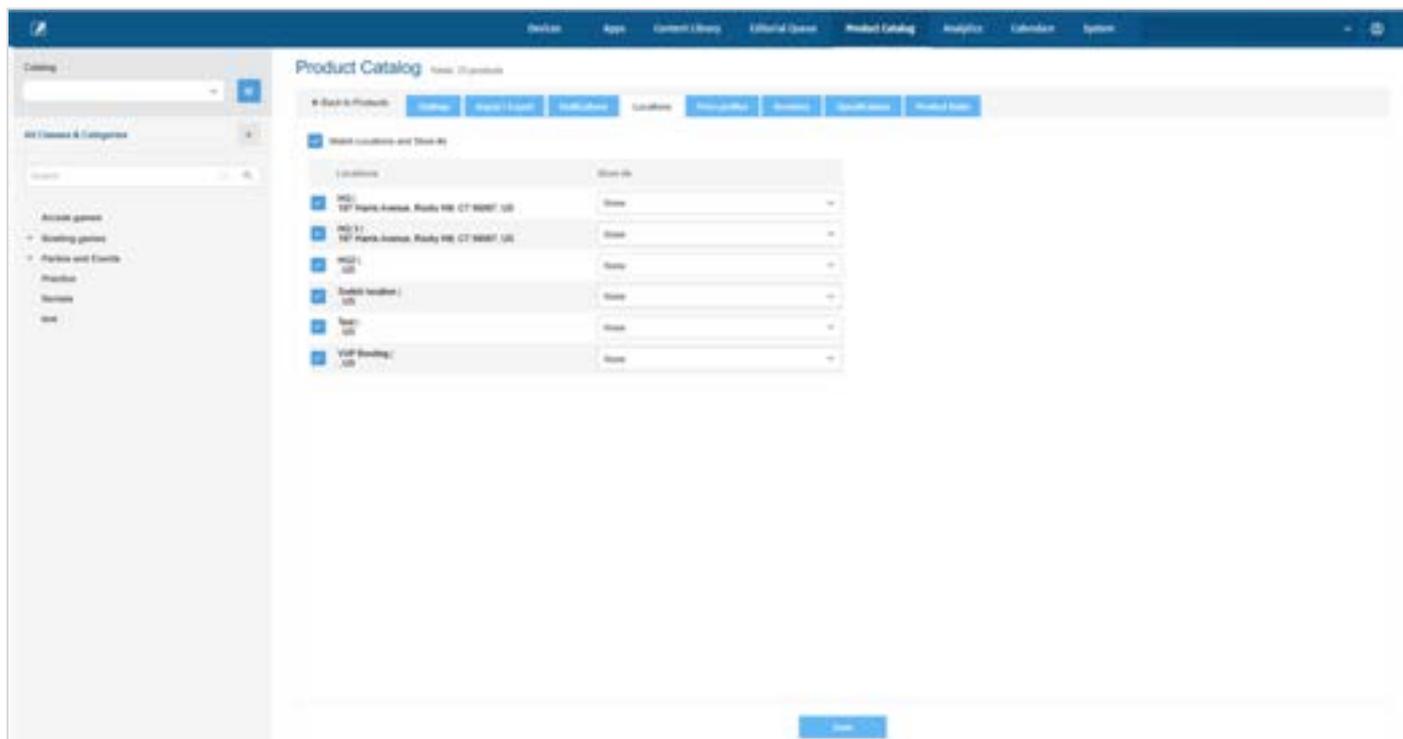


Figure 122. Locations configuration

16.1.5. Configuring price profiles

The *Price profiles* tab in the *Product Catalog* allows configuring pricing schedules for products based on specific days and time ranges. This tab displays a list of existing price profiles, each showing its title, associated schedule(s), and available actions.

Use the search bar to filter profiles by title. Click the *Search* or *Clear* button to find or reset the list of profiles.

Other actions are similar to options in the *Center Management Control Pad*. Refer to chapter 7.5.1. *Managing price profiles* for more detailed information about price profile configuration.

16.1.6. Managing inventory

The *Inventory* tab in the *Product Catalog* allows for efficient management of storage locations for products. Review the existing locations and edit their titles by clicking the “pencil”  icon, or remove a location by selecting the red “cross”  icon, which prompts a confirmation message.

To add a new inventory location, click the *Add* button, enter the location title, and save the changes.

The search bar enables filtering locations by title, with options to apply or reset filters using the *Search* or *Clear* buttons.

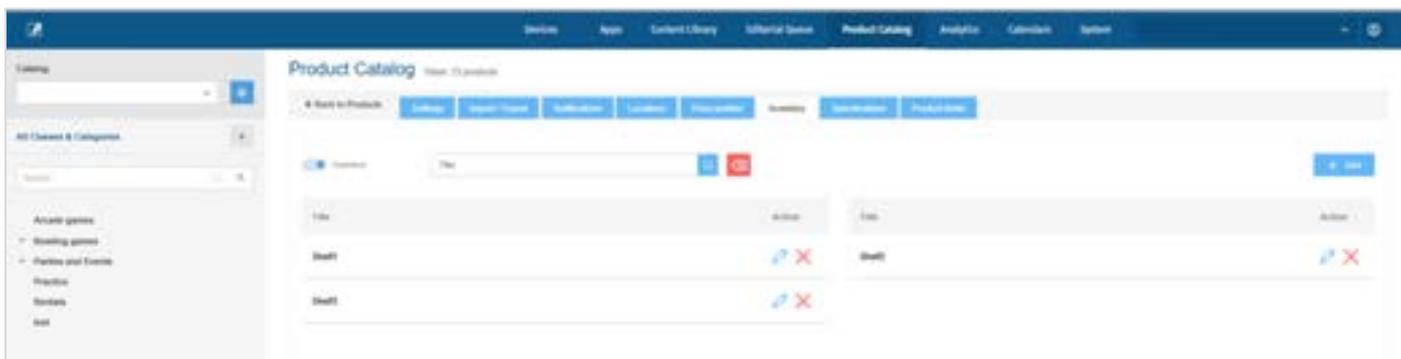


Figure 123. Inventory configuration

16.1.7. Managing product specifications

The *Specifications* tab in the *Product Catalog* section is designed to manage product specifications. It allows you to view existing specification groups, add new groups (using the *Add group* button), “edit”  a group, “delete”  a group, and “reorder”  groups.



Figure 124. Specifications configuration

16.1.8. Configuring product fields

To configure the key product attributes in the *Product fields* tab, use the following options:

- *Clearance*: Indicate if a product is on clearance.
- *On sale*: Indicate if a product is on sale.
- *Custom price*: Set a custom price for a product.

Click *Save* to apply your changes.



Figure 125. Product fields

16.2. Managing product catalog

The *Product Catalog* allows you to manage and organize products, including adding new products, assigning categories, and reviewing product details such as SKU, title, price, and status. You can also manage product families, adjust table fields, and utilize tools for exporting, printing, and logging product data. Additional features enable categorization, product cart management, and warranty options for each product.

16.2.1. Adding a new class or category

To open the *Add class or category* screen, click the “plus” button at the top-left corner of the *Product Catalog* screen.

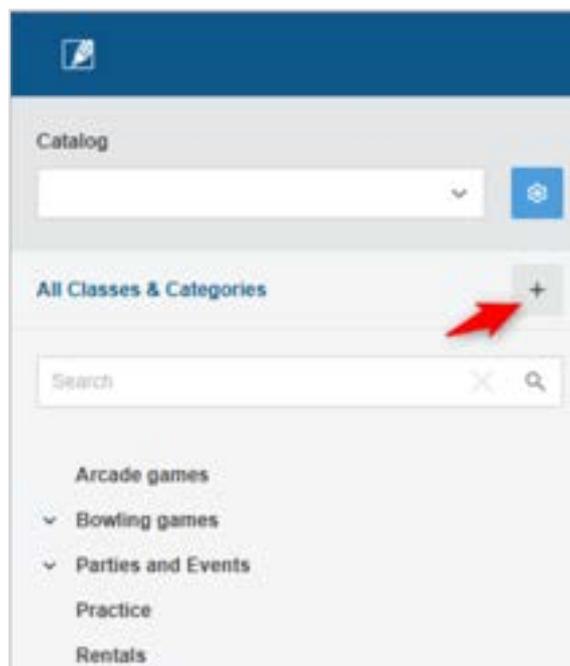


Figure 126. Product fields

The *Add class or category* screen has similar fields to the *Add category* screen on the *Center Management Control Pad*. The only difference is the *Parent category* field, which allows you to select the parent category for a created category. Refer to chapter 7.5.2.1. *Adding a new category* for more detailed information.

16.2.2. Viewing all products

On the *Product Catalog* screen, manage all products by searching for them using SKU, title, or location and applying filters for the last updated date and product status. Review product details such as SKU, title, category, price, and status. In addition, you can unpublish  a product, edit, or delete it.

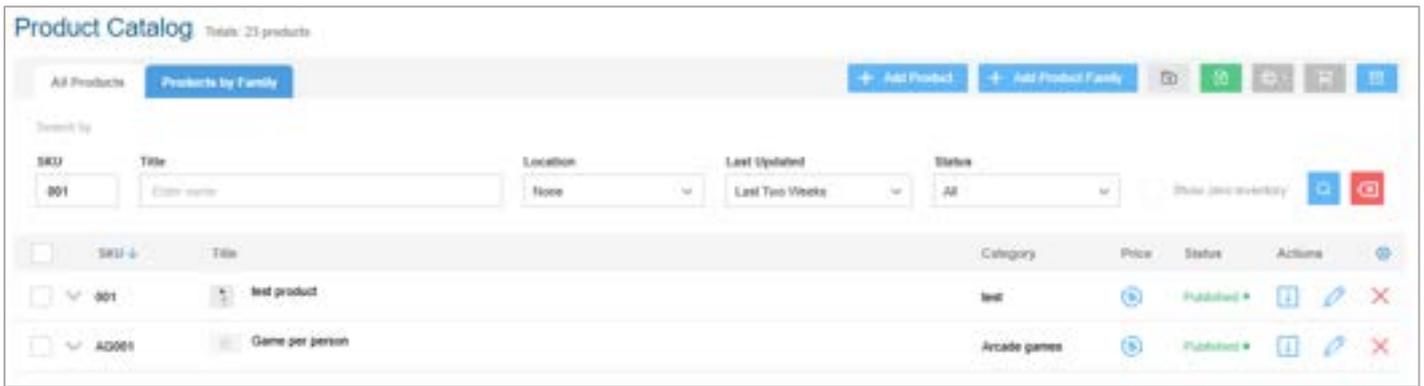


Figure 127. The All products screen

To add more search fields and table columns for products, click the “gear”  icon at the top-right corner of the product list. In the *Edit table fields* screen, select the required fields and click *Save* to apply the changes.

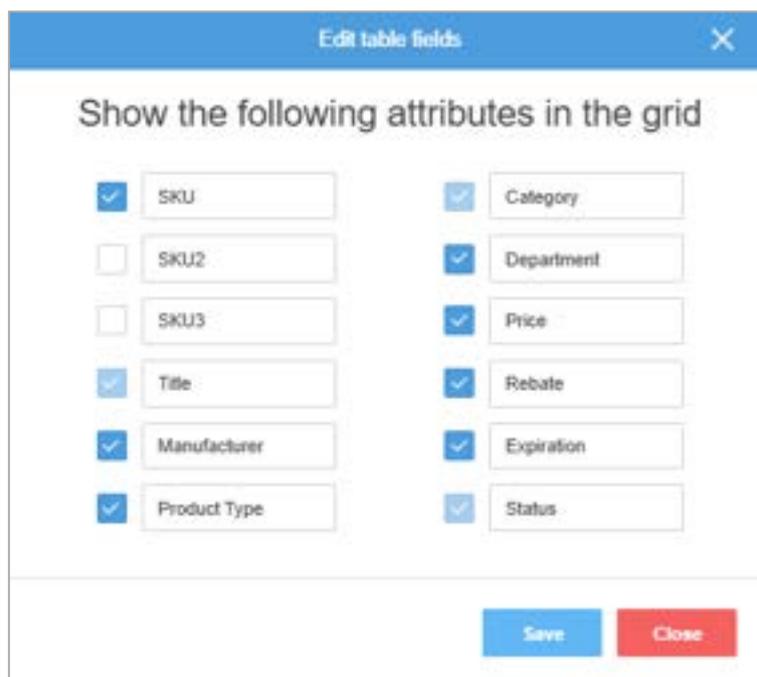


Figure 128. The Edit table fields screen

16.2.3. Viewing products by family

The *Products by Family* screen allows you to organize and manage products within specific families. The screen displays a list of product families, including the title, category, and brand associated with each family.

You can change the order of the product families using the “reorder”  icon, edit, or delete them. At the top of the screen, there are options to add a new product or create a new product family using the *Add Product* and *Add Product Family* buttons.



Figure 129. The Products by Family screen

16.2.4. Adding a new product

The *Add New Product* screen allows you to enter detailed information when adding a new product to the catalog. The following fields and options are available:

- **Title:** Enter the name of the product.
- **Product details:**
 - **Class:** Select the appropriate class for the product.
 - **Category:** Select a category for the product.
 - **Rating:** Rate the product on a scale from 1 to 10.
 - **Product family:** Select the product family the item belongs to.
 - **Product Type:** Select the product type from the drop-down menu.
 - **Department:** Select the department where the product belongs.
 - **Product logo:** Upload the product's logo.
 - **Manufacturer:** Select the manufacturer of the product.
 - **Manufacturer logo:** Upload the manufacturer's logo.
 - **Manufacturer brand friendly name:** Enter a user-friendly name for the manufacturer's brand.
 - **Website URL:** Enter the product's website URL.
 - **QR Code:** Add a QR code for the product.
- **SKU:** Assign the product's SKU(s) for identification (up to three fields). The value for the SKU field is not assigned automatically; it must be entered manually.
- **MSRP:** Enter the manufacturer's suggested retail price.
- **Status:** Set the product's status, such as *Published*.
- **Warranty:** Enable warranty options, specifying parts and labor months and entering a warranty description.
- **Dimensions:** Enable dimensions and input the boxed and unboxed dimensions for width, height, depth, and weight.

Once the required fields are filled in, click [Add product](#) to save.

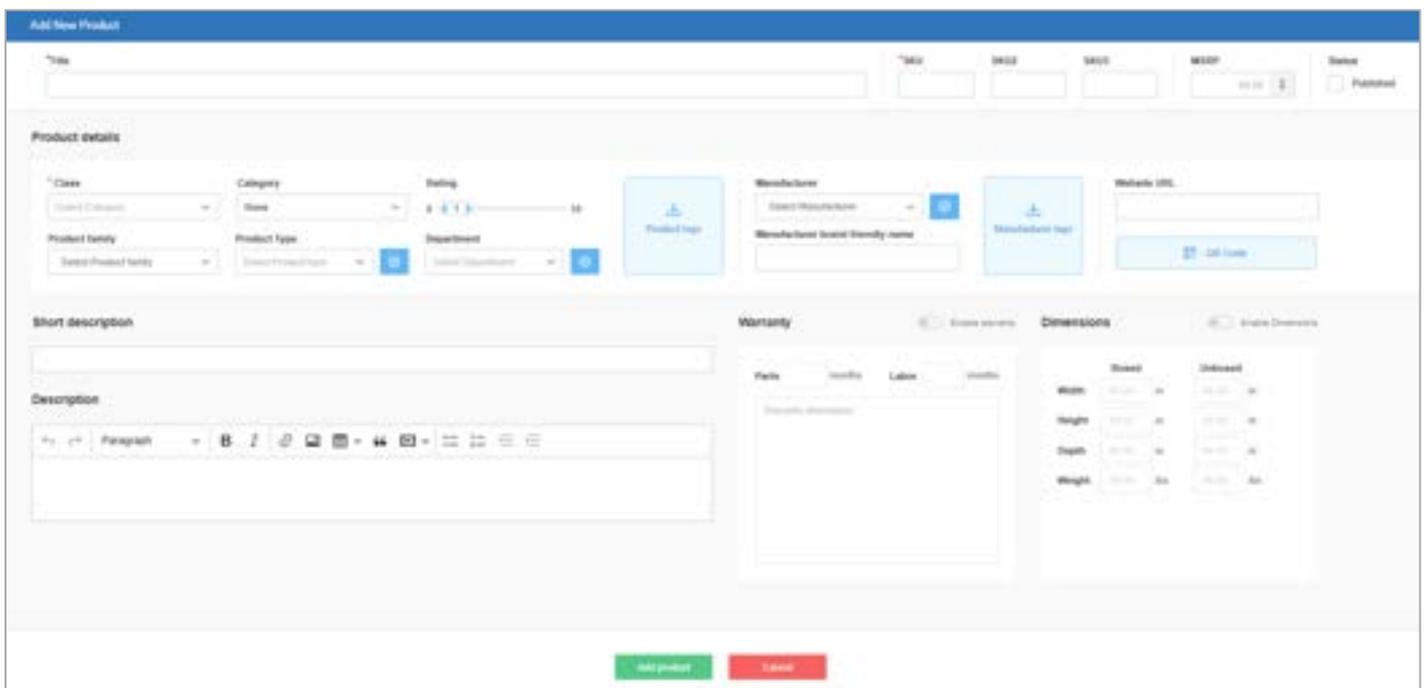


Figure 130. The Add New Product screen

16.2.5. Adding new products by family

Use the *Add Product Family* screen to create a new product family. Fill in the required fields as follows:

- **Title:** Enter a name for the product family. This field is limited to 55 characters.
- **Class:** Select the appropriate class for the product family from the drop-down menu.
- **Brand:** Select the brand associated with the product family. You can also add a new brand by clicking the “+” button next to the field.
- **Category:** Select the relevant category for the product family from the drop-down menu.
- **Short Description:** Provide a brief description of the product family. This field is limited to 350 characters.

Once all the fields are completed, click *Save* to create the product family.



Figure 131. The Add Product Family screen

16.2.6. Managing product catalog with tools

The additional actions serve for printing or exporting product lists, assigning categories, printing logs, etc.

The following actions are available for the *Product Catalog* screen:

- **Assign categories** : Assign products to specific categories, organizing them for easier management.
- **Export to Excel** : Export product data into an Excel file. This feature allows you to generate downloadable reports or back up product information.
- **Print product list** : Print the product list. It generates a physical copy of the catalog for your reference or distribution.
- **Product cart** : Access the product cart where you can add products for purchase or further processing.
- **Print log** : Print a log, such as an activity or transaction record, generating a physical copy of the log for documentation purposes. In the *Print log* page, select the filters and click *Print* to download a file.