

1

Overview

Range Manager lets you configure your range, run day-to-day lane operations, take bookings and payments, and schedule closures — all from one screen. It's an optional add-on to TacticalPay POS; once it's enabled, you'll find it in the left menu at **Range Manager > Dashboard**.

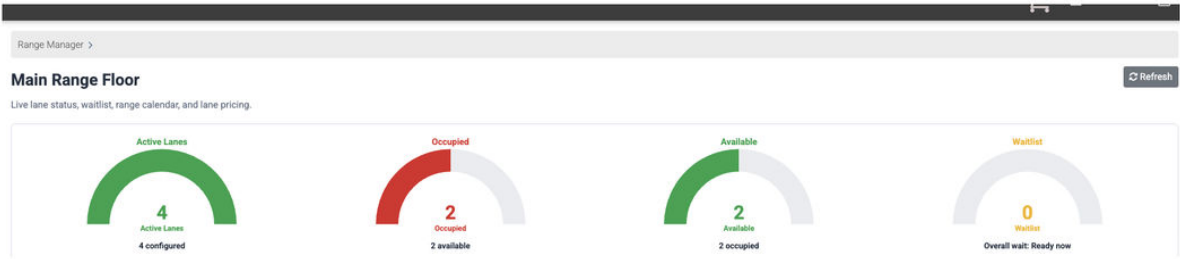


Fig. 1 — The Range Manager dashboard: four live gauges (Active Lanes, Occupied, Available, Waitlist) above the Live Lanes, Calendar, and Configuration tabs.

The Header Gauges & Tabs

Four live gauges sit at the top of every Range Manager screen and summarize the floor at a glance: **Active Lanes** (total configured), **Occupied** (lanes in use), **Available** (open lanes), and **Waitlist** (parties waiting). An **Overall wait** indicator reads “Ready now” when there's open capacity. Use **Refresh** (top right) to pull the latest status. Below the gauges are three tabs:

- **Live Lanes** — the operational hub: the booking form, the waitlist, and a live card for every lane.
- **Calendar** — a daily, weekly, or monthly schedule of bookings, plus tools to block time.
- **Configuration** — the setup area for the range name, lanes, time rules, and rate plans.

Contents

PART ONE · SETUP		PART TWO · DAILY OPERATIONS	
Enable Range Manager	Page 1	Live Lanes — the Daily Hub	Page 3
Configure Your Range	Page 2	Bookings & Payments	Page 4
		Calendar & Blocking Time	Page 4

PART ONE · SETUP

2

Enable Range Manager

Range Manager is an optional add-on with an additional monthly charge. To turn it on, open **Account > Settings**, select the **Integrations** tab, and click **Subscribe to Range Manager**. A confirmation window shows the recurring monthly amount before you commit.

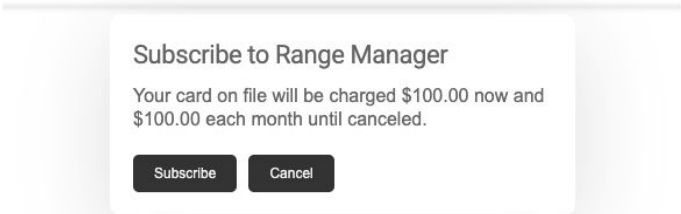


Fig. 2 — After clicking *Subscribe to Range Manager* (*Account > Settings > Integrations*), a confirmation window shows the amount charged now and each month. Click *Subscribe* to confirm.

Billing: the charge is added to your monthly TacticalPay POS bill and renews automatically using the card on file until you cancel. For the current price, see the subscribe screen or email POS@TacticalPay.com. Once subscribed, Range Manager appears in the left menu.

3 Configure Your Range (Manager Setup)

Open the **Configuration** tab and work top to bottom, then click **Save Configuration** (top right). If you navigate away with unsaved edits, a yellow banner warns you first.

Dashboard Settings

- **Dashboard Name** — the label for this range floor (e.g., “Main Range Floor”).
- **Lane Count + Apply** — sets how many lane rows exist; click **Apply** to generate or adjust the lane rows below.
- **Default Unit Minutes** — the length of one time “unit” (default 60), used as the base booking block.
- **Minimum Units** — the fewest units required per booking (default 1).
- **Grace Minutes** — buffer time before a lane is considered overdue (default 10).
- **Allow lane extensions** — when checked, staff can add time to an active session on the fly.
- **Location Tax** — read-only. The combined tax rate applied to bookings, inherited from your location settings.

Fig. 3a — Configuration > Dashboard Settings: range name, lane count, time rules, extensions, and the read-only location tax. Save Configuration when done.

Lanes

Each lane row has a **Name** (e.g., “Pistol Bay 1”), **Number**, **Type** (free text, e.g., Pistol or Rifle), **Capacity** (max shooters), **Status**, **Notes**, and a **Delete** action. Set a lane to **Maintenance** to keep it visible but unbookable; **Inactive** removes it from booking entirely; **Active** makes it bookable.

Lanes							
NAME	NUMBER	TYPE	CAPACITY	STATUS	NOTES	ACTIONS	
Pistol Bay 1	1	Pistol	2	Active			Delete
Pistol Bay 2	2	Pistol	2	Active			Delete
Rifle Lane 1	3	Rifle	1	Active	Long-range certified shooters only		Delete
Rifle Lane 2	4	Rifle	1	Active			Delete

Fig. 3b — The Lanes table: name, number, type, capacity, status, and notes, with a delete action per row.

Rate Plans

Click **Add Rate** to create a plan. Each plan has a **Rate Plan Name**, **Default** and **Active** toggles, a **Base Price** (charged for the minimum lane time), an **Added Time Price** (per added unit), a **Pricing Method**, **Base Time Minutes**, **Added Time Minutes**, and **Max Added Units** (blank = no cap). Pricing Method is the key choice:

- **Per Lane** — a flat charge for the lane, regardless of party size.
- **Per Shooter** — the price is multiplied by the number of shooters in the party.

Mark one plan as **Default** so it's pre-selected at booking. Click **Save Configuration** when done.

Rate Plans

Rate Plan Name

Standard Lane Time

Base Price

\$ 25

Added Time Price

\$ 8

Pricing Method

Per Lane

Base Time Minutes

60

Added Time Minutes

10

Max Added Units

6

Charged for the maximum lane time.

Charged for each added unit of time.

Default

Active

Delete

Rate Plan Name

Per Shooter Rate

Base Price

\$ 15

Added Time Price

\$ 5

Pricing Method

Per Shooter

Base Time Minutes

60

Added Time Minutes

10

Max Added Units

No max

Charged for the maximum lane time.

Charged for each added unit of time.

Default

Active

Delete

Fig. 3c — Rate Plans: a Per Lane plan (marked Default) and a Per Shooter plan, each with base and added-time pricing and time settings.

PART TWO · DAILY OPERATIONS

4 Live Lanes — the Daily Hub

The **Live Lanes** tab is where front desk staff spend their day. It has three parts: the **Lane Assignment** form (covered in the next section), the **Waitlist**, and the **Live Range Floor** cards.

Live Range Floor Cards

There's one card per lane, marked **LIVE** (red) when in use or **READY** (green) when open. A **Lane Operations** summary bar above the cards shows counts for On Lane, Ready, and Waiting, plus a “% occupied” meter.

- On a **LIVE lane** — the customer, time remaining, and party size, plus **Add time**, **End Session**, **Cancel Booking**, and **Refund**.
- On a **READY lane** — base time info and a **Start Now** / “Start or schedule” shortcut.

FINISHED

Lane 1

1

Pistol Bay 1

Pistol / Capacity 2

CUSTOMER ON LANE

Walk-in Customer

0 min left

1:07 PM - 2:37 PM

Party 1 \$0.00

Add time

End Session

Refund

Adds 10 min / +\$8.84 est.

Fig. 4a — A lane card: customer, time remaining, party, and the Add time, End Session, and Refund controls.

pos.tacticalpay.com says

Add 10 minutes to John Smith on Pistol Bay 1?

Estimated added charge: \$8.66 per lane.

This will record cash payment before the lane is extended.

Confirm the customer accepts this charge before continuing.

Cancel

OK

Fig. 4b — Add time confirms the added charge and asks you to confirm before extending the lane.

Add time on a busy lane: the system estimates the added charge, records the payment, and asks you to confirm the customer accepts it *before* the lane is extended — so there are no surprises at pickup.

Waitlist

The **Waitlist** is a collapsible panel showing parties waiting and the current wait status (“Ready now” when lanes are open). Add a party with the customer, phone, party size, minutes, lane type, and rate, then **Add to Waitlist**. When you promote a party to an open lane, you can collect payment at the same time.

Waitlist

Next new wait

Ready now

Customer

Waiting Customer

Phone

Party

Minutes

Lane Type

Rate

Standard Lane Time

Add to Waitlist

Collect payment when promoting from waitlist

Terminal

Cash

Add credit card fee (2%)

TacticalPay

Fig. 4c — The Waitlist: add a waiting party and collect payment as you promote them.

5 Bookings & Payments

Bookings are created from the **Lane Assignment** form on the Live Lanes tab. Payment is handled right inside the form, at the moment you start the booking.

Create a booking

- 1 **Customer** — choose **Existing** (search your customer list) or **New** (type a walk-in name; defaults to “Walk-in Customer” if left blank). Add **Phone** and **Party Size**.
- 2 **Rate** — pick a rate plan. The header shows the current selection and running total.
- 3 **Add Units** — add extra time blocks. A helper note shows the base time and the maximum add-on units the plan allows.
- 4 **Live pricing summary** — as you change inputs, the panel recalculates the customer, time, and estimated total, with a breakdown line. This is where **Per Shooter** pricing visibly multiplies by party size.
- 5 **Lane** — select an available lane from the dropdown (its capacity is shown).
- 6 **Start Time** — choose **Start Now** or **Schedule Start** for a future time; add **Notes** if needed.
- 7 Take payment (below), then click **Start** to open the session.

Fig. 5a — The Lane Assignment form: customer, rate, add-units, a live pricing breakdown, payment method, and lane and start-time selection.

Taking Payment

A **Collect at booking** checkbox controls whether you take payment now — leave it checked to collect, or uncheck to start the session without collecting. Then choose a method:

- **Cash** — records a cash payment. On confirming, a green “**Lane cash payment recorded**” toast appears, the lane flips to **LIVE**, and the Occupied gauge increases. For cash, choose the **Register** the payment is attributed to (e.g., “Main Counter”).
- **Terminal** (card) — reveals an optional **credit-card fee** checkbox and a **Terminal** device selector (e.g., “TacticalIP1”). The estimated total updates to include the surcharge, and the charge is sent to the physical card reader after you confirm.

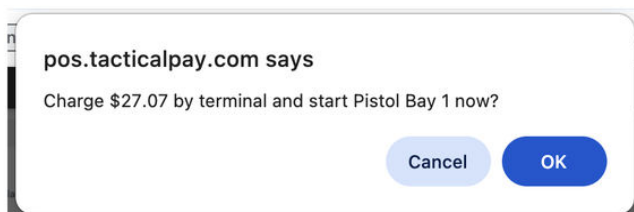


Fig. 5b — Terminal: confirm the amount, and the charge is sent to your card reader.

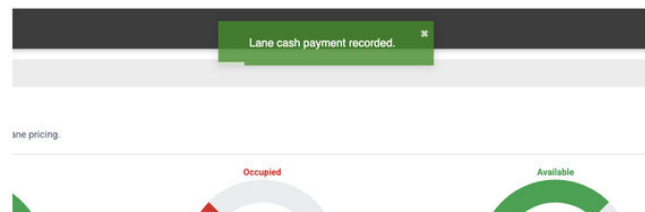


Fig. 5c — Cash: a green confirmation toast appears and the lane goes live.

After booking, the session appears immediately as a **LIVE** card on the floor and as a color-coded event on the **Calendar**. Every range payment is also recorded in your POS **Transactions** and the register ledger, right alongside your other sales. From the live card, staff can later **Add time** (which adds cost), **End Session**, **Cancel Booking**, or issue a **Refund**.

6 Calendar & Blocking Time

The **Calendar** tab shows all lane activity and lets you reserve or close lanes. Toggle **Daily**, **Weekly**, or **Monthly**; move with **Prev**, **Today**, and **Next**, or jump using the date picker. Events are color-coded — active bookings in one color, maintenance and blocks in another — and each shows the customer or title, time range, lane, and a status tag.

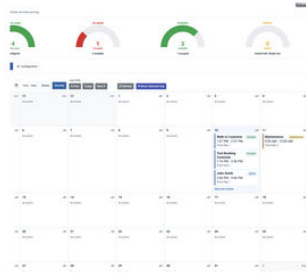


Fig. 6a — The Calendar: color-coded events for active bookings and a maintenance block, each labeled with time, lane, and status.

Blocking Lane Time

Use **Block Selected Day** to quickly close the day you've selected, or the **Block Lane Time** form to reserve or close lane time for non-booking reasons. Set the **Lane** (a specific lane or **All lanes**), a **Title**, the **Starts** and **Ends** date-times, a **Type** (Maintenance, Private Event, Closure, Training, or Other), and optional **Notes**, then click **Block Time**. Blocked lanes and times won't appear as bookable.

The image shows a screenshot of the 'Block Lane Time' form. It has a white background with a light blue border. The form contains the following fields: 'Lane' (a dropdown menu with 'Pistol Bay 2' selected), 'Title' (a text input field with 'Maintenance' entered), 'Starts' (a date-time picker showing '07/11/2026, 09:00 AM'), 'Ends' (a date-time picker showing '07/11/2026, 10:00 AM'), 'Type' (a dropdown menu with 'Maintenance' selected), and 'Notes' (a text area with 'Cleaning and Repairs' entered). At the bottom right is a blue button with a white checkmark and the text 'Block Time'.

Fig. 6b — The Block Lane Time form: lane, title, start and end times, a type, and notes — here, a maintenance block for cleaning and repairs.

Use blocks for anything that takes a lane out of service: range cleaning, private events, staff training, or a full closure. Blocking keeps those lanes and times off the booking floor so staff can't double-book them.

Need help? More guides are at tacticalpay.com/knowledge-base. For questions on Range Manager, email POS@TacticalPay.com — our in-house, Texas-based team will get back to you.