Front of House QRG

CLOCK IN
- Click "Clock In"
- Enter employee number
- Click "Clock In" again

FORCE CLOCK IN
- Click "Clock In"
- Enter employee number
- Click "Ok" on alert dialog
- Click "Force"
- Swipe manager card

OPEN THE STORE
- Login
- Click "Batch"
- Click "Open Store"

CASH IN – Cash Drawer
- Login
- Click "Batch"
- Click "Cash Management"
- Click "Cash Drawers"
- Select Cash Drawer ("If multiple Cash drawers are used")
- Click "Cash In"
- Click "Yes"
- Fill in the number of coins and bills you have in the cash drawer
- Click "Ok"
- Take the Receipt

QUICK SALE
- Click "QS"
- Select Items
- Click "Pay" (see other payment options payments) or select cash buttons if the customers pays with cash

CREDIT CARD PAYMENT - SWIPED
- Click "Pay"
- Select "Credit"
- Swipe Credit Card
- Press Process

CREDIT CARD PAYMENT – EMV
- Click "Pay"
- Select "Credit"
- Press "Process"
- EMV Device is Ready for Payment

CREDIT CARD PAYMENT – EMV Manual
- Click "Pay"
- Select "Credit"
- Press "Process"
- Use EMV Device to Proceed
- Device is Ready for Payment
- Use Keypad on EMV Device to Proceed

CASH OUT – Wait Staff
- Enter Employee Number
- Click "Batch"
- Click "Cash Management"
- Click Users
- Click "User Name"
- Click "Cash out"
- Click "YES"
- Receive or pay out the amount due on receipt.

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CASH OUT – Cash Drawer
- Login
- Click "Batch"
- Click "Cash Management:
- Click "Cash Drawers"
- Select Cash Drawers "If multiple cash drawers are used.
- Click "Cash Out"
- Click "YES"
- Fill out the number of coins and bills you have in the cash drawer
- Click "OK"
- Take receipt

CLOSE THE STORE
- Login
- Click "Batch"
- Click "EMV", if using EMV devices
- Click "Close All" and "Yes"
- Click "Close Store" and follow the process
- Daily Summary/Deposit will print when closed

CLOCK OUT
- Click "Clock Out"
- Enter Employee Number
- Click "Clock Out" again
- Take Receipt

CHANGE AVAILABILITY OF ITEM
- Click "Setup"
- Click Availability (86)
- Select items from menu, enter amount. And then click "enter"

SPLIT CHECK – By Seat
- Click Icon top left of Order Screen
- Click "Split by Seats" if seat adjustments have been made already
- Click "Split" if no seat adjustments, and touch items to add to new check to the right (repeat for items on another check)

SPLIT CHECK (Evenly Between Checks)
- Click "Pay" then "Split"
- Select number of ways to be split
- Select payment options, enter amounts and process
- Select last step for each additional check

RE-OPEN CHECK
- Login, swipe manager card
- Click "Tools"
- Click "Re-Open"
- Select Check in question

CHANGE PRICING OF ITEM
- Login
- Click "Setup"
- Click "Pricing"
- Select item from menu, enter amount and then select "Enter"

CHECK SYSTEM STATUS
- Login
- Click "Health"
- Click "Ok"

Front of House QRG

TRANSFER CHECK
- Click Icon top left of Order Screen
- Click "Transfer"
- Swipe or enter information of waiter then click "Authenticate"

CREATE NEW FLOATING ORDER
- Click "New Floating" when the seating chart layout is displayed
- Click screen for the desired location

MOVE TABLE TO DIFFERENT LOCATION
- Click "Move" when the seating chart layout is displayed
- Click current location of table then click on new location

APPLY DISCOUNT/COMP TO CHECK
- Click on check/table name at the top of "check"
- Click Complimentary (%) or Discount ($)
- Click on the Complimentary or Discount button desired

APPLY COMP TO ITEM
- Click on the item after being added to the order
- Click "Complimentary (%)"
- Click on desired Complimentary button

CHANGE ITEM'S SIDE
- Click on item after being added to order
- Click "Sides"
- Click "+" to add item(s) or "-" to remove item(s)
- Click "Apply Side Items"

DELETE AN ITEM
- Click "on the item after being added to order"
- Click "Void"

DUPLICATE ITEM
- Click on item after being added to order
- Click "Duplicate"

CHANGE QUANTITY OF AN ITEM
- Click on the item after being added to the order
- Click "+" to add item(s) or "-" to remove item(s)
- Or Click "Quantity" to change

SEARCH BY NAME OF ITEM
- Click Icon top of Order Screen
- Click "Search Names"
- Type in data then click "Enter"
- Click "OK"

ASSIGN DRIVER TO DELIVERY ORDER
- Click on "Assign Driver"
- Click on the desired order
- Select the name of the drive to assign to the order
- Select the desired order

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