

How to Charge a Guest

1. Sign into the POS
2. Press 
3. Swipe the Guest's SeaPass card at the prompt

Folio Number:

Swipe Card or type Folio Number and touch Enter.

4. Confirm the Guest's Picture matches the person in front of you and confirm that they are not alcohol restricted. Press Ok

 **Guest Information** #10338


 Folio # 56735177
Name: June Weissbach


  

****If the Guest is under-age, you will not be able to charge alcohol. Practice ServSafe!!****

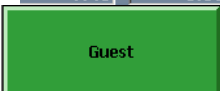
5. Press each item to add it to the check

Check	Table	Guests	Server
4010109		0	Testing
1 Evian 500ml 2.95			
1 Cosmopolitan 7.00			
1 Evian 500ml 2.95			







Gratuity	Service	Tax	Total
1.49	0.00	0.00	11.44





6. Press
7. Confirm the Guest you are charging is the correct one and confirm that the amount on the check is correct then press Yes

 **Confirm Tendering** #11401


11.44 Guest: 7253 Miami Heat [3011500]

Select YES to confirm that you would like to tender using this authorization data.

8. The receipt will print and the Guest has been charged

How to Charge an Additional Tip

1. Sign into the POS
2. Press 
3. Look at the signed Guest receipt to find the Guest Folio number

1/19/2011 11:04
Server#: Testing
Term: 2007 **Folio#: 3011500**

- 4.
5. Enter the Folio number in at the prompt

Folio Number:

Swipe Card or type Folio Number and touch Enter.

6. Press 

Tip (\$) Amount

7. Press
8. Enter the amount of your tip

Tip Amount


Type Tip Amount and touch Enter

7	8	9	Clear
4	5	6	<<
1	2	3	Enter
Cancel	0	00	



****Be sure to enter the 00 after the dollar amount otherwise a \$5 tip becomes a .05 tip****

9. Charge the guest like normal

How to Adjust a Drink to sell a better liquor

1. Start a check for the guest
2. Ring up an item that contains "Adjust" in the name, i.e. Gibson Adjust
3. Press 
4. Press the better liquor to be used to make the drink, i.e. Tanqueray 10
5. The drink is now adjusted to the new price

Check	Table	Guests	Server
4010113		0	Testing
1 Gibson 9.25			
Tanqueray 10 [2.25]			
AUTHORIZE			
Guest 7253 - Miami Heat 0.00			

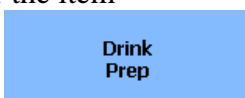
6. Charge the guest like normal

How to order a Drink with Preparation

Instructions

Ex: Jack and Coke on the Rocks

1. Start a check for the guest
2. Order the item



3. Press
4. Press the appropriate options to modify the drink, i.e. Coke and Rocks

Check	Table	Guests	Server
4010118		0	Testing
1 Jack Daniels			5.50
Diet Coke			
Rocks			

5. Charge the guest like normal

How to order Wine by the Bottle

1. Start a check for the guest



2. Press



3. Press

4. Enter the Bin number at the prompt

Item SKU:

636

Type Item Barcode (SKU) Number and touch Enter

7	8	9	Clear
4	5	6	<<
1	2	3	Enter
Cancel	0	00	

5. Press Enter
6. The bottle of wine will appear on the check.

636			
Check	Table	Guests	Server
4010120		0	Testing
1 Bt Cab Closdu8			39.00
636			

7. Charge the guest like normal

How to order a Wine by the Glass

1. Start a check for the guest



2. Press



3. Press

4. Enter the number 1 followed by the Bin number at the prompt

Item SKU:

1636

Type Item Barcode (SKU) Number and touch Enter

7	8	9	Clear
4	5	6	<<
1	2	3	Enter
Cancel	0	00	

****If the wine is not available by the glass, you will get a SKU not found error message****

5. Press Enter
6. The bottle of wine will appear on the check.

1636			
Check	Table	Guests	Server
4010120		0	Testing
1 Bt Cab Closdu8			9.00
1636			

7. Charge the guest like normal

How to ring up a charge for Staff in Guest areas

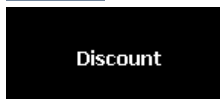
1. Sign into the POS



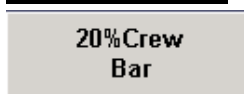
2. Press
3. Swipe the Staff's SeaPass card at the prompt
4. Confirm the Staff's Picture matches the person in front of you and confirm that they are not alcohol restricted. Press Ok
5. Press each item to add it to the check



6. Press



7. Press



8. Press

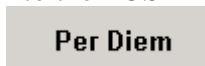
9. The check is now discounted

Check	Table	Guests	Server
4010121		0	Testing
1 Bud Lt Btl			4.25
*D 20% Crew-Bar			-0.85

10. Press  to finish the charge.

How to ring up a Per Diem check

1. Sign into the POS



2. Press
3. Ring up all prepaid items. They will not register a charge.

Check	Table	Guests	Server
4010122		0	Testing
1 Bloody Mary			0.00
1 Long Isl Premium			0.00
1 Daiquiri			0.00
1 Ultimate Colada			0.00

- 4.
5. Consult your manager to determine the appropriate account to charge the check to.