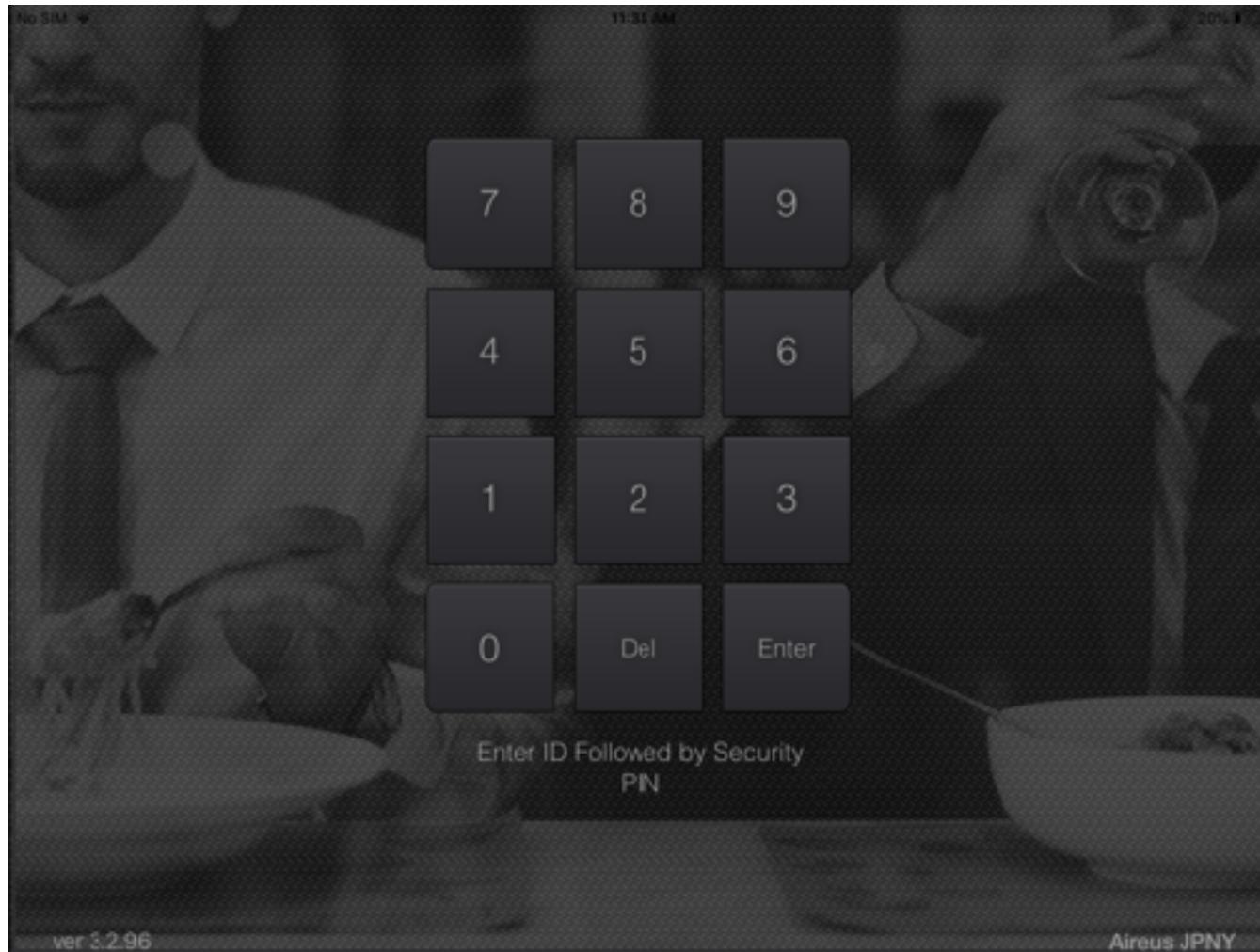
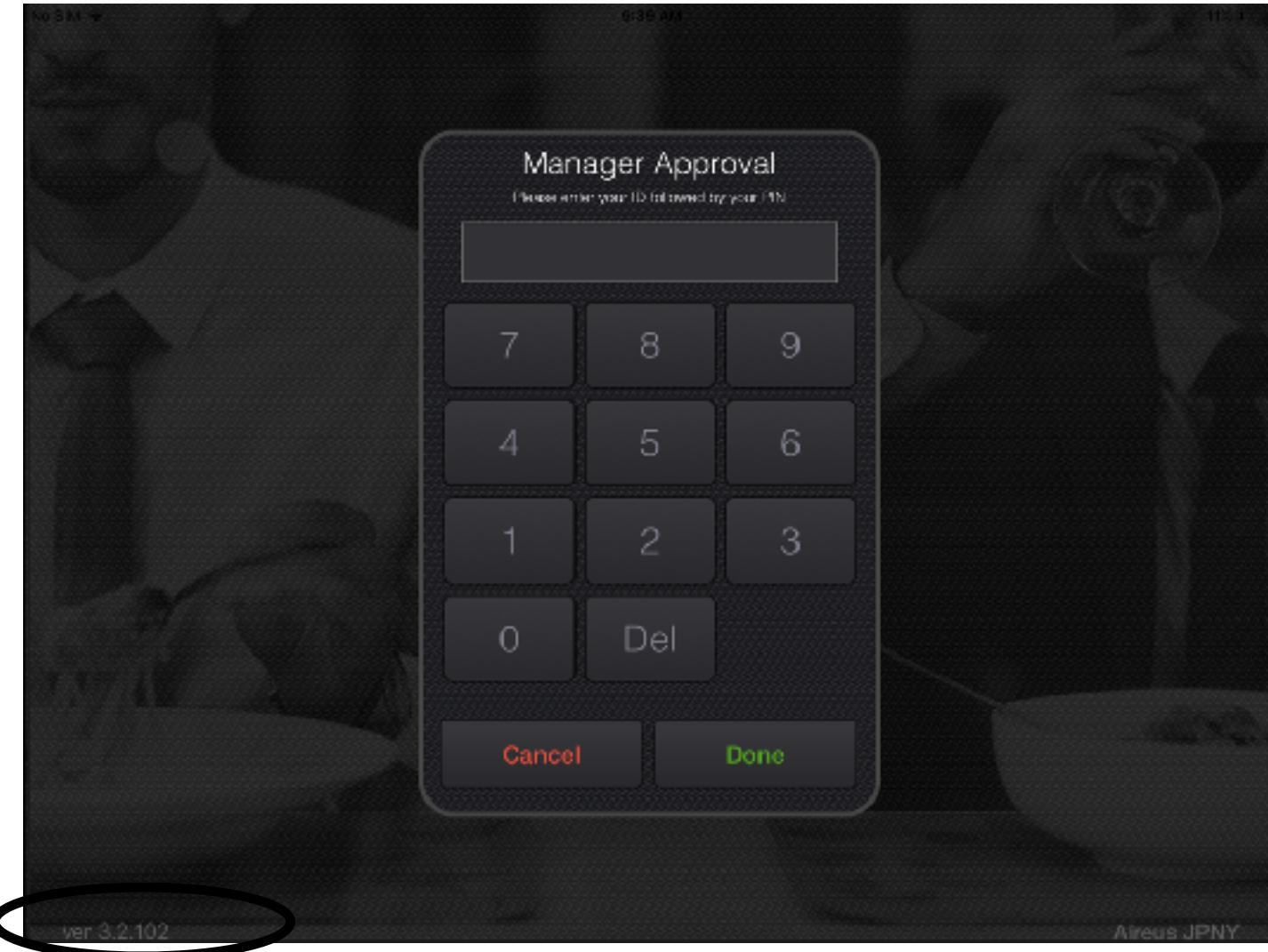


Aireus POS Manual





PIN SCREEN- You will be given your own unique PIN.
PIN>Enter



Version

Settings

Click the version on the bottom left and the Manager Auth PinPad will prompt. Key in your Manager's ID followed by your PIN

No SIM

9:39 AM

11%

[Back](#)

AIREUS Version: 3.2.102

[Ping Server](#) [Force Sync](#)

Debug

Debug Mode

Add debug information to the various screens



Debug Mode

Add debug information to the various screens



Debug Mode

Add debug information to the various screens



Select Card Reader

Use audio card reader



Offline Mode



Enable Cache Server



Use JSON



Use Pro Mode



Logging

System Logs

OFF - The system logs are disabled

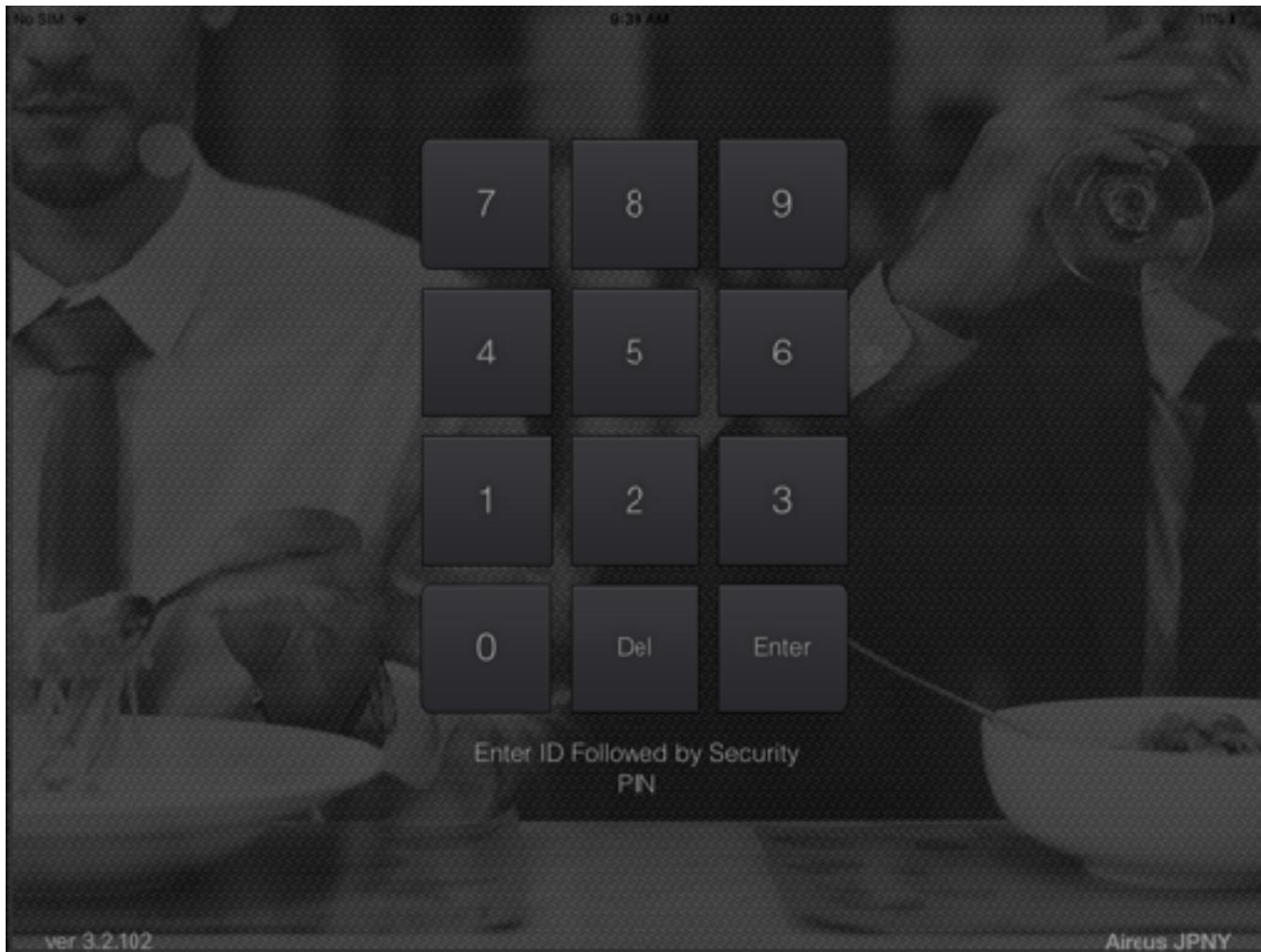
[Send Logs](#) [Update ICMP](#)

Training

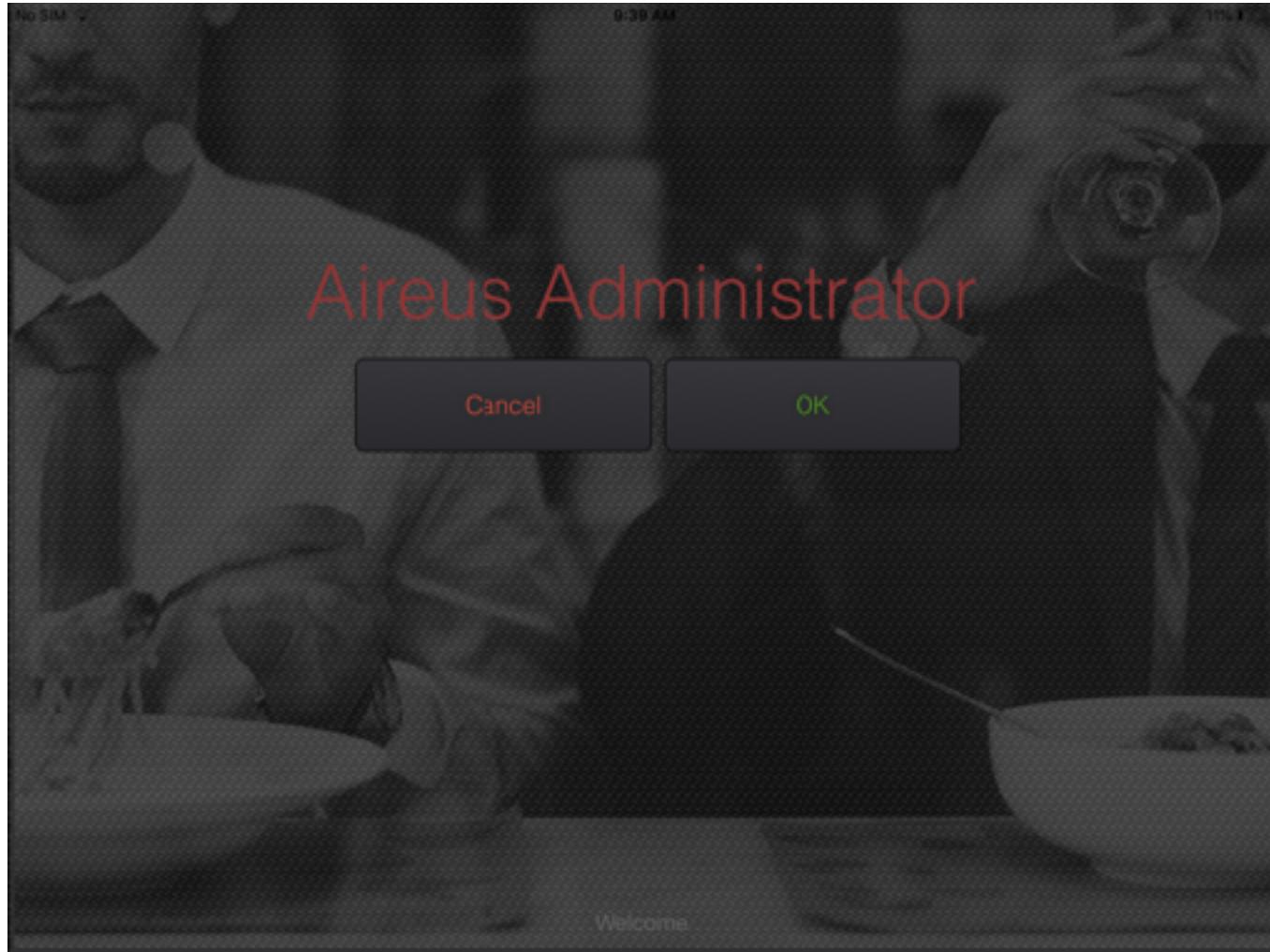
Manager Console

If you are required to Force Sync the App, you have to login to this page and on the Top Right Click Force Sync With/Without Images.

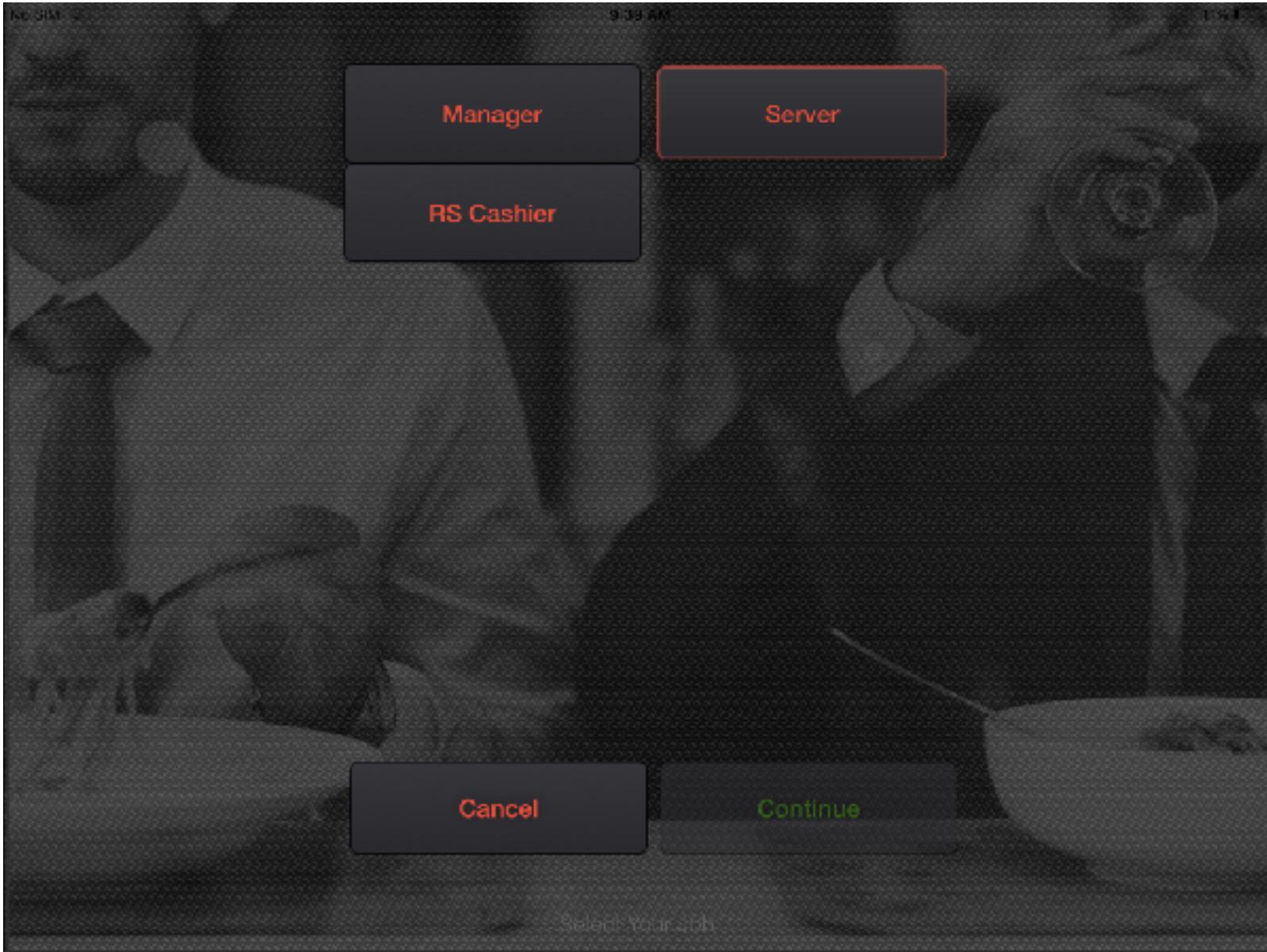
Important- Do not change or touch any settings in this page without an Aireus Support Personnel approval.



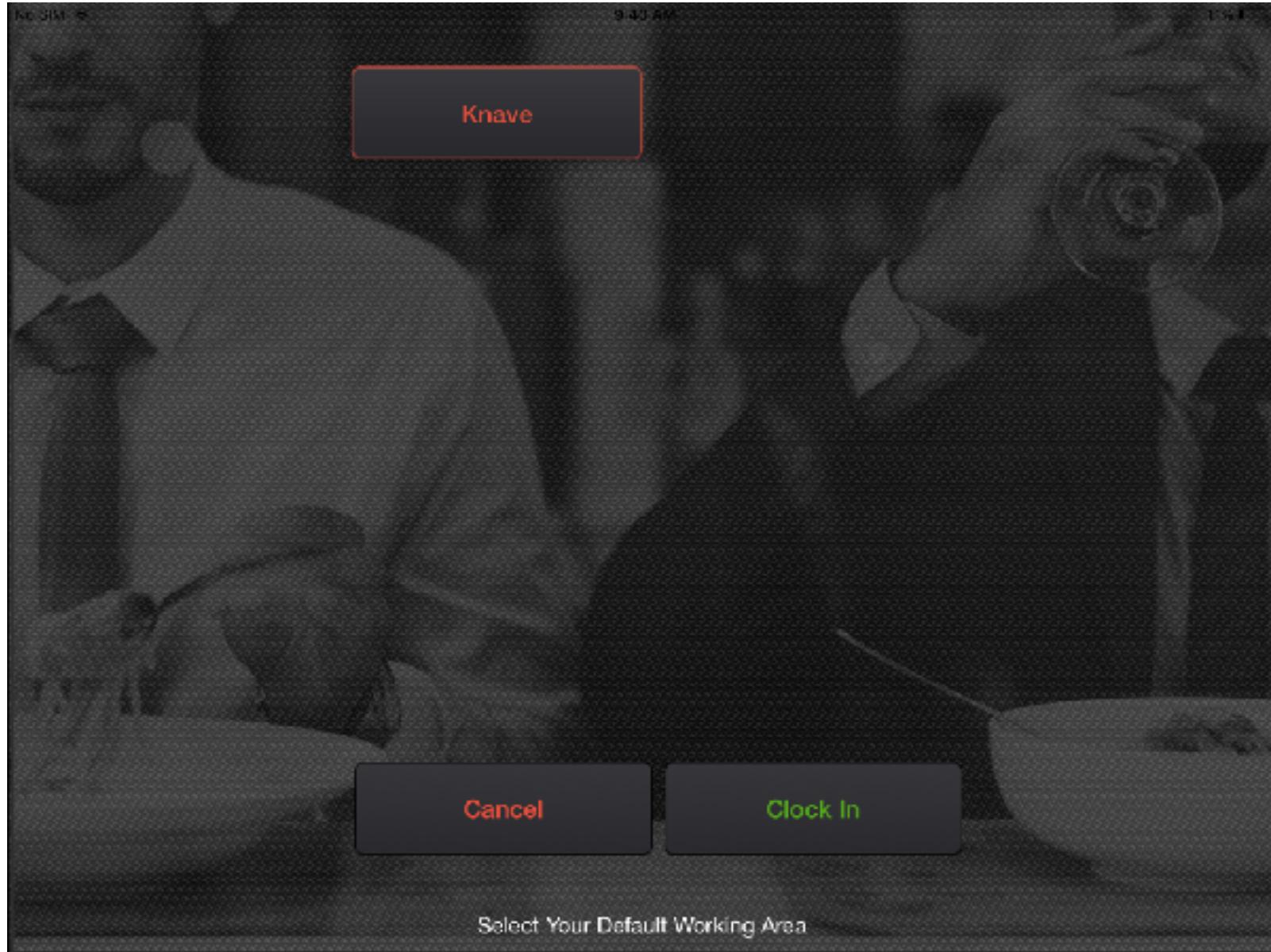
Put in the PIN to get into the MENU/Table Layout



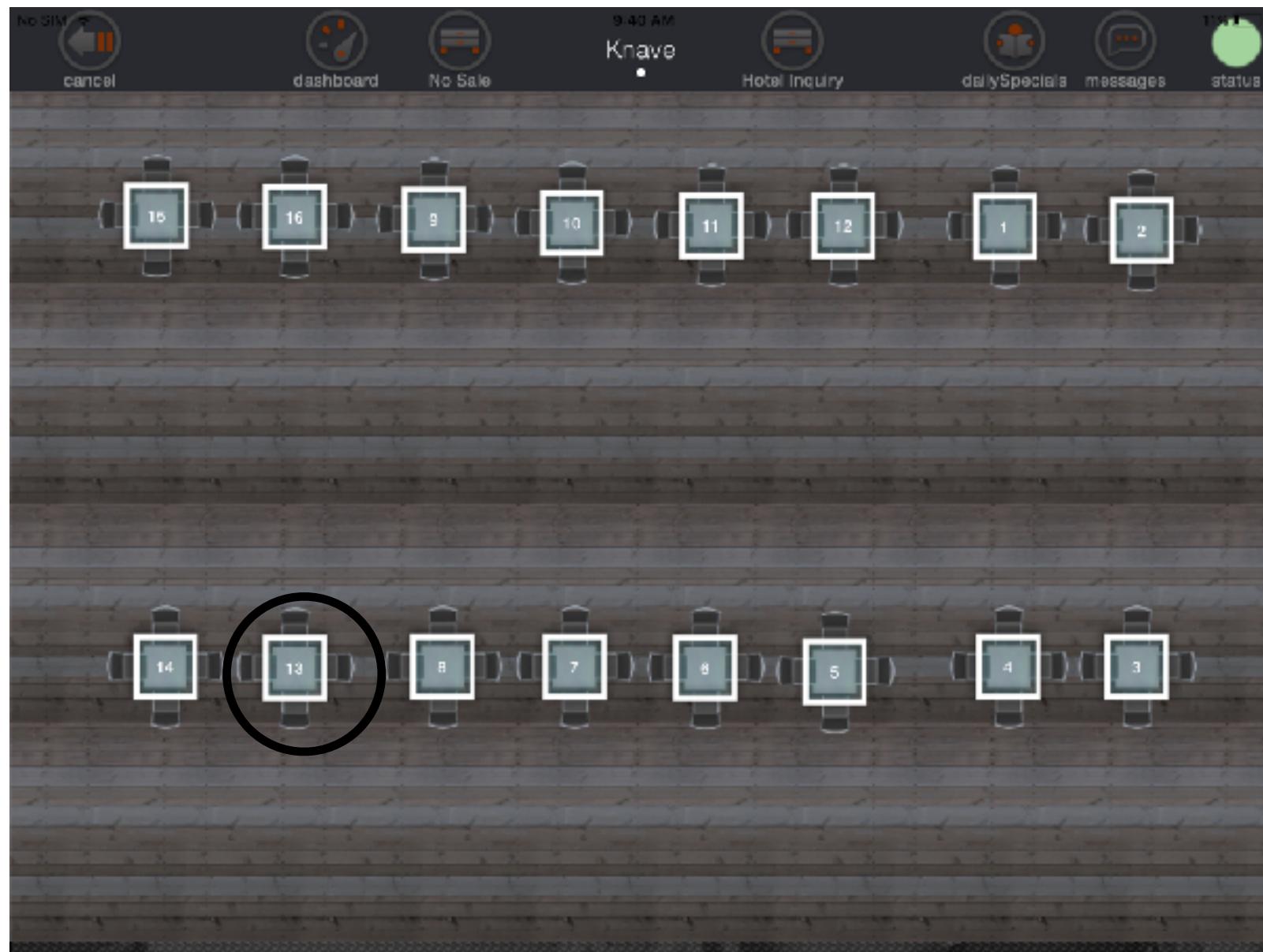
After you key in your PIN. It will show your name and confirm by clicking OK



Pick any JOB Assignment you are scheduled for then hit Continue.



Pick the Dining Room you will be assigned on each business date if you are appointed to different dining rooms the click Clock IN.
Important: Make sure you Clock Out after you finish your shift.



Once you select your dining room, you will be directed to the table layout for that Revenue Center or straight to the Menu Screen.



- 1) When you click any table it will ask for the guest count or covers.
Put how many guests are seating on the table and press Done
It will direct you to the order screen. Where you can see the menu by Category.
- 2) Pressing and holding the tables will allow you to open multiple checks in one table.

The screenshot shows a POS system interface with the following elements:

- Top Bar:** Includes icons for Logout, delete, Tables, dashboard, Edit, Prt Options, Print, Pay, Send/Stay, and Send.
- Header:** Displays "K AM Food" and the date "2015-05-26 02:40".
- Check Order Screen:** Shows "Sub Total: \$0.00", "Tax: \$0.00", "Total: \$0.00", and "Balance: \$0.00". A large black circle highlights this area, labeled "Check order screen".
- Food Grid:** A grid of food items with their prices:

\$ 8.00 CPN	\$ 12.50 CPN	\$ 29.00 CPN	BREAD & BUTTER
BREAD But & Jam	CROISSANT	FRUIT SALAD	FRUIT SALAD NO BER
GRANOLA PARFAIT	MIXED BERRIES	MUFFIN	PAIN AU CHOCOLAT
SWEDISH BUN			
- Carousel:** A circular menu titled "FOOD IS ART" under "K AM Food". It includes icons for a person, a jacket, a plus sign, and a telephone, and shows five food/beverage options: K AM Bev, K Lunch, K PM Food, and K PM Bev.
- Bottom Buttons:** "Select All", "Unselect All", "ABP Discount", "15% Service Charge", and "Service Charges".

This are called Carousels (text in red with an arrow pointing to the carousel icon)

You can pick an item and it will show up on the Check Order Screen



Ordering by Guest- by clicking or highlighting Guest Count you are selecting the order per person. If you double tap it, you can also do modification by guest.

Changing Menu Quantity- Clicking the Menu Item Quantity, a screen will prompt to put in the menu quantity.

Changing order by guest- Click the “Guest number” on the check order screen, screen will prompt to choose which guest you want to change it to

Adding modification- Double tapping the menu item prompt a guest comment and will allow you to type special modifications

No SPLITTING

Logout delete Tables dashboard

checkColor:21... severColor:AnszaAdmin:blueValue 2018-05-20 15:06
Sub Total:\$17.00
Tax: \$2.09
Total: \$19.09 Balance:\$19.09

3:06 PM

Edit Prt Options Print Pay Send/Stay Scan

EF-Food

Course Line			MOD: FOOD	
1	Garlic Fries	\$7.00	1	
1	Gem Salad	\$10.00	1	
REG	Grapes	\$0.00	1	" TO CATBIRD "
REG	Broccoli	\$0.00	1	" TO GO "
				Coal Cauliflower
				Crispy Wings
				Der Scherte Burger
				Extra Burger Patty
				Garlic Fries
				Gem Salad
				Open Food
				Pepperoni Pizza
				Pizza Four Cheese
				Pizza Ham
				Pizza Margherita
				Pizza Special
				Special of the Day
				Super Green Salad

(F) + (T)

EF-Food EF-Desserts Beer SF Merchand... Wine NA Beverages

Select All Unselect All Re-Order Split Item Gift Card

Different Features

Delete- The button on the top left “delete” feature can delete input items as long as it has not been sent.

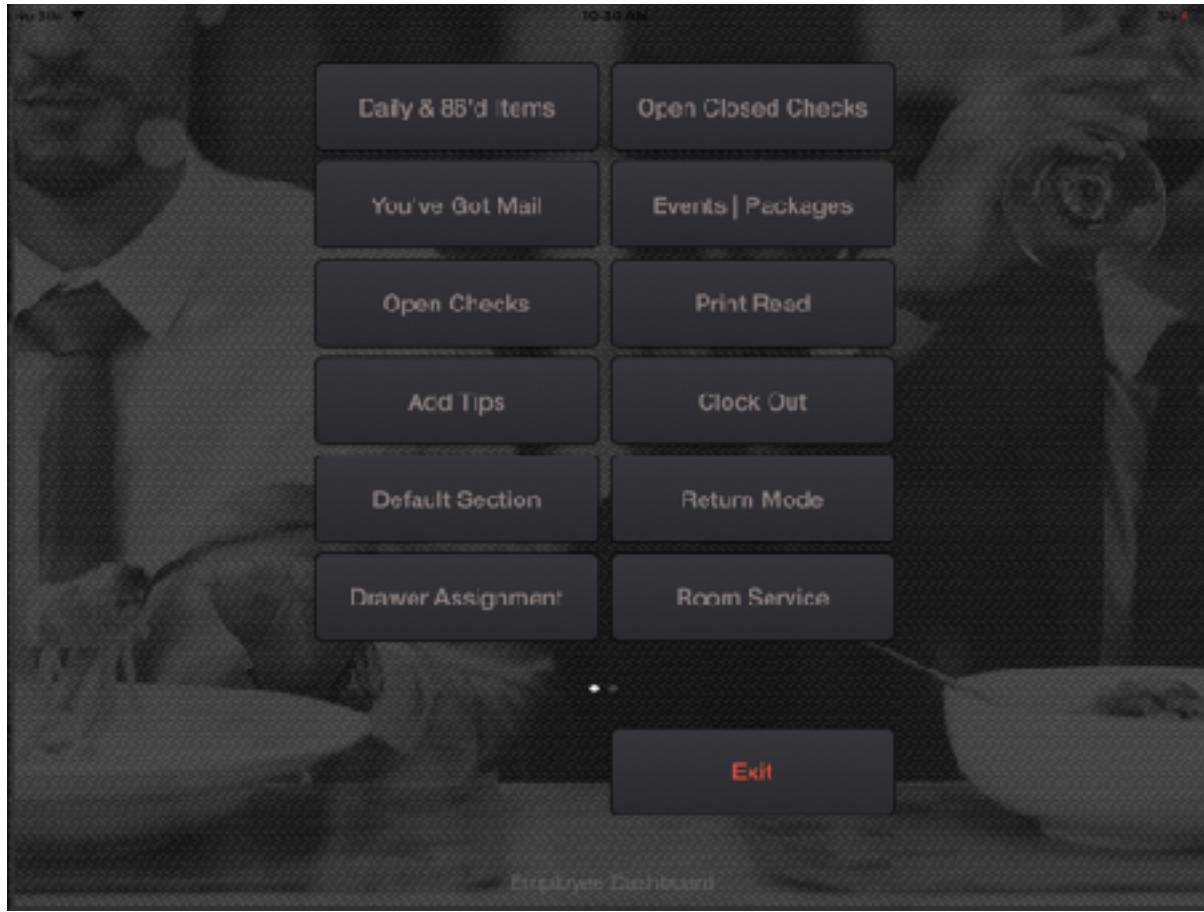
Tables- brings you back to the table layout.

Dashboard- for additional settings. See next page

Print- Prints the whole check

Send- Sending the Order/Saving changes on the order and goes back to the PIN Screen.

Send/Stay- Sending the Order/Saving changes on the order but stays on the Menu Screen



Daily 86'd Items- Add Counter of 86 items or Remove items

Open Closed Checks- Open completed checks with transactions (usually only managers can open this)

Open Checks- shows all open checks from the logged in user

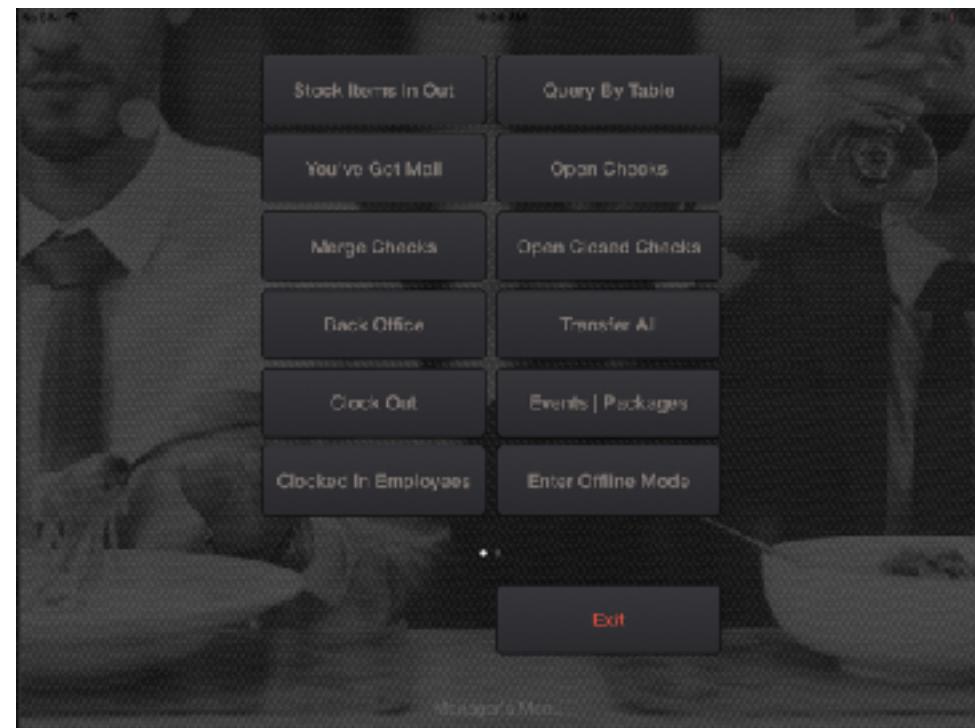
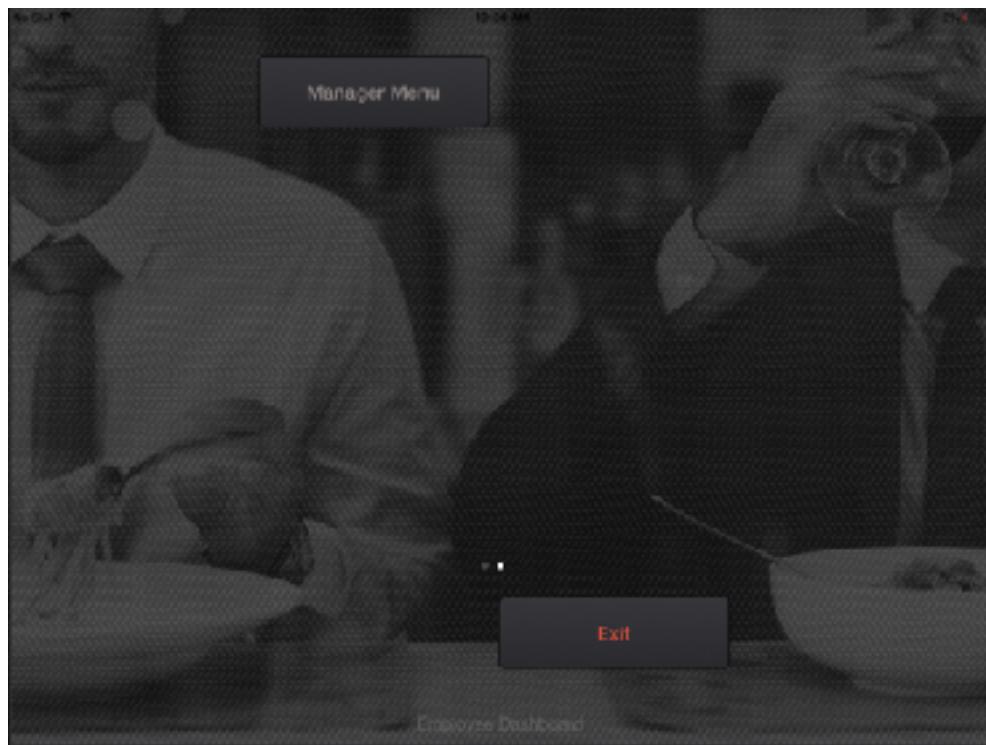
Print Read- also known as Server Read. A summary report of Sales, Tips, Revenues CC Transactions of Servers

Add Tips- every time servers close their check through Auth CC they have to add in their tip through Add Tip button. **Important:** Tips should be entered on the same shift.

Clock Out- Clock Out

Return Mode- When turned on, all items will be valued negative to do a return.

Drawer Assignment- Assigning a drawer, Click the button and select the drawer. Un-assigning the drawer (Same process)



Manager Menu- this button will only be available for Managers, it will be directed to another set of setting (the one on the right)

Query by table- Showing all the open checks by table

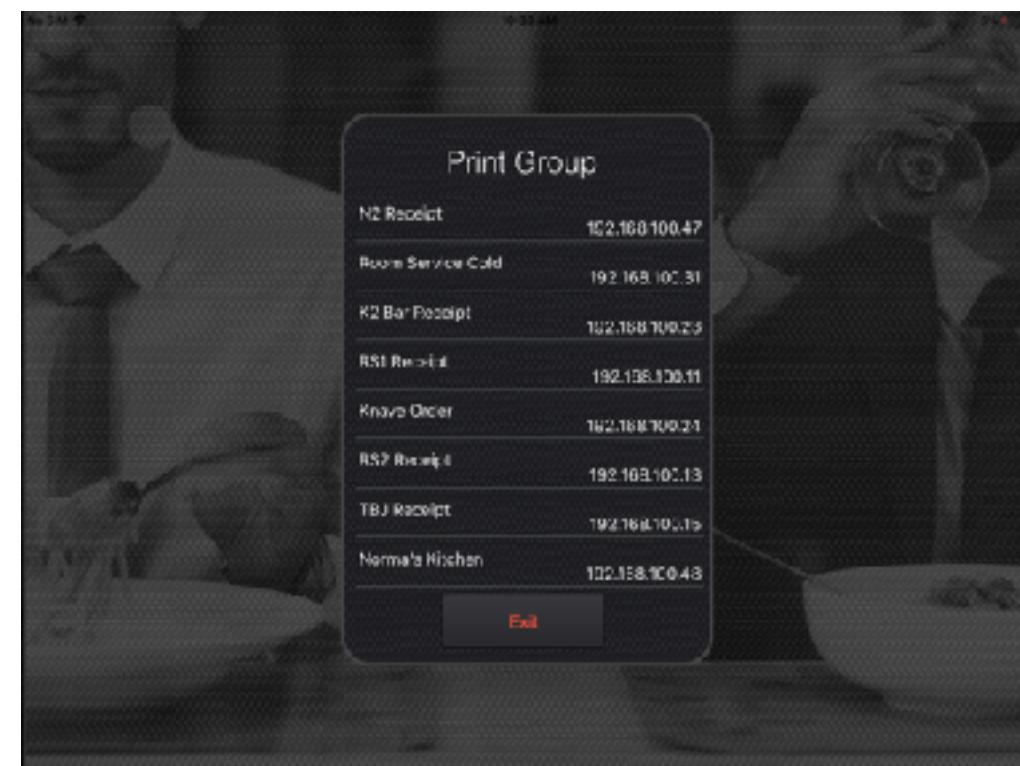
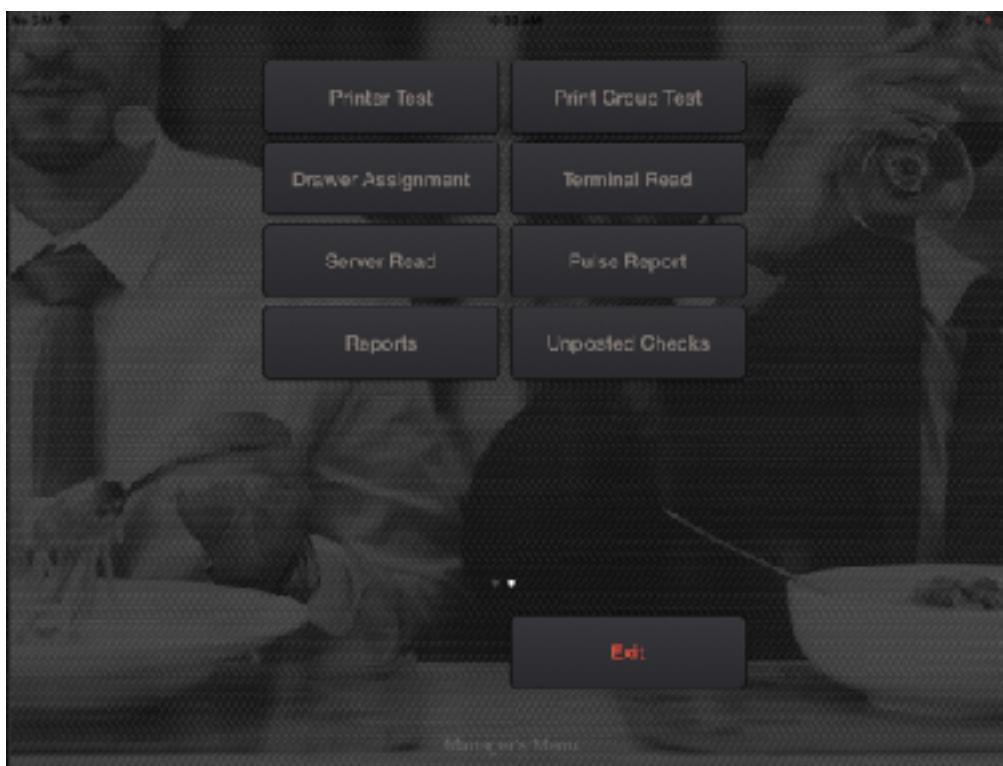
Merge Checks- List of all the open checks, selecting the checks that needs to be merge and click MERGE

Back Office- you can use this button to login to the back office

Transfer All- Transferring all checks to another staff who is signed in

Clocked In Employees- List of all the employees that are signed in

Enter Offline Mode- When the internet or server is down, you can use offline mode so your printers will still work but credit card should be close to offline mode too



Printer Test or Print Group Test- (Pictured on the right) gives you the access to troubleshoot your printers to see if it is online and in reach by your network by sending a print test.

Server Read- List of all the servers who worked and this button will allow you to print individual print reads for report purposes

Reports- are a flash reports of real time sales, revenue, etc.

Un-posted Checks- Checks that has not been posted to the PMS, you can click POST to try to post it again.



By clicking the **Edit** Button at the top of the screen these features will pop up

Select All- Selecting/Highlighting all of the items in the check order screen.

Un-Select All- Un-Selecting/Un-Highlighting all of the items in the check order screen.

Split Item- Select or highlight the item, click split item and then choose the guests who are splitting the item (screen for this will automatically prompt)

Discounts- Select or highlight the item, click discount and choose the appropriate discount.

Voids- Select or highlight the item, click void and choose the reason for void.

Remove All Tax- For diplomats or any special cases that taxes needs to be removed, Select all and click remove all tax

Transfer Check- Next Page

Guest Count- Modify Guest Count by manual input by selecting this button

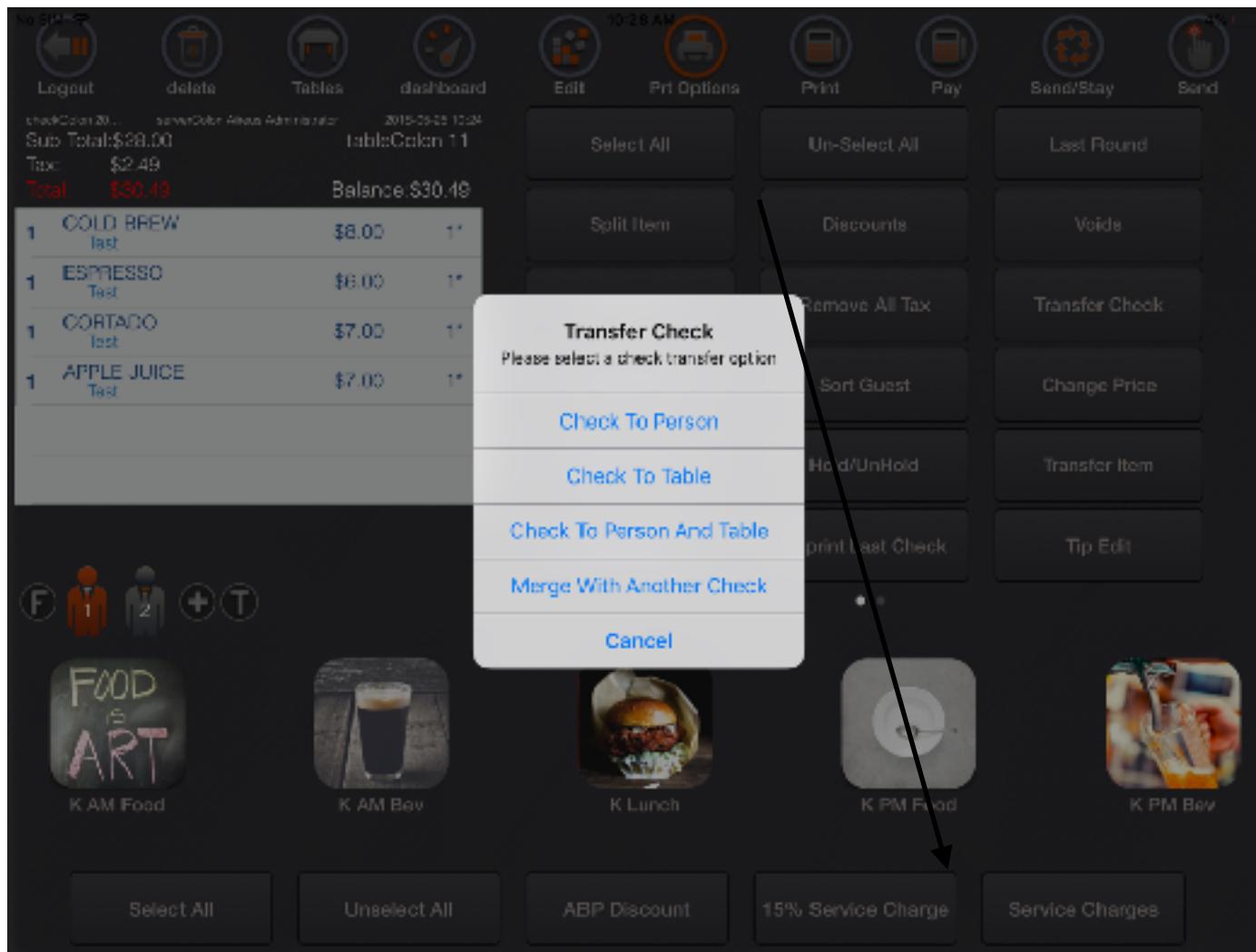
Change Price- You can change the price of the item if it has not been sent yet, this button needs a manager approval

Service Charge- Adding service charge on the check, click the Service Charge button and select the appropriate service charge.

Hold/Unhold- This feature allows you to hold items before sending it to the kitchen, select the item, press hold and same process when unholding the item and make sure to press Send/Send and Stay

Transfer Item- Select or highlight the item, click transfer item choose a tab or a table where you want to transfer the item.

Rename Order- Use it on naming a tab, or renaming a tab/check.



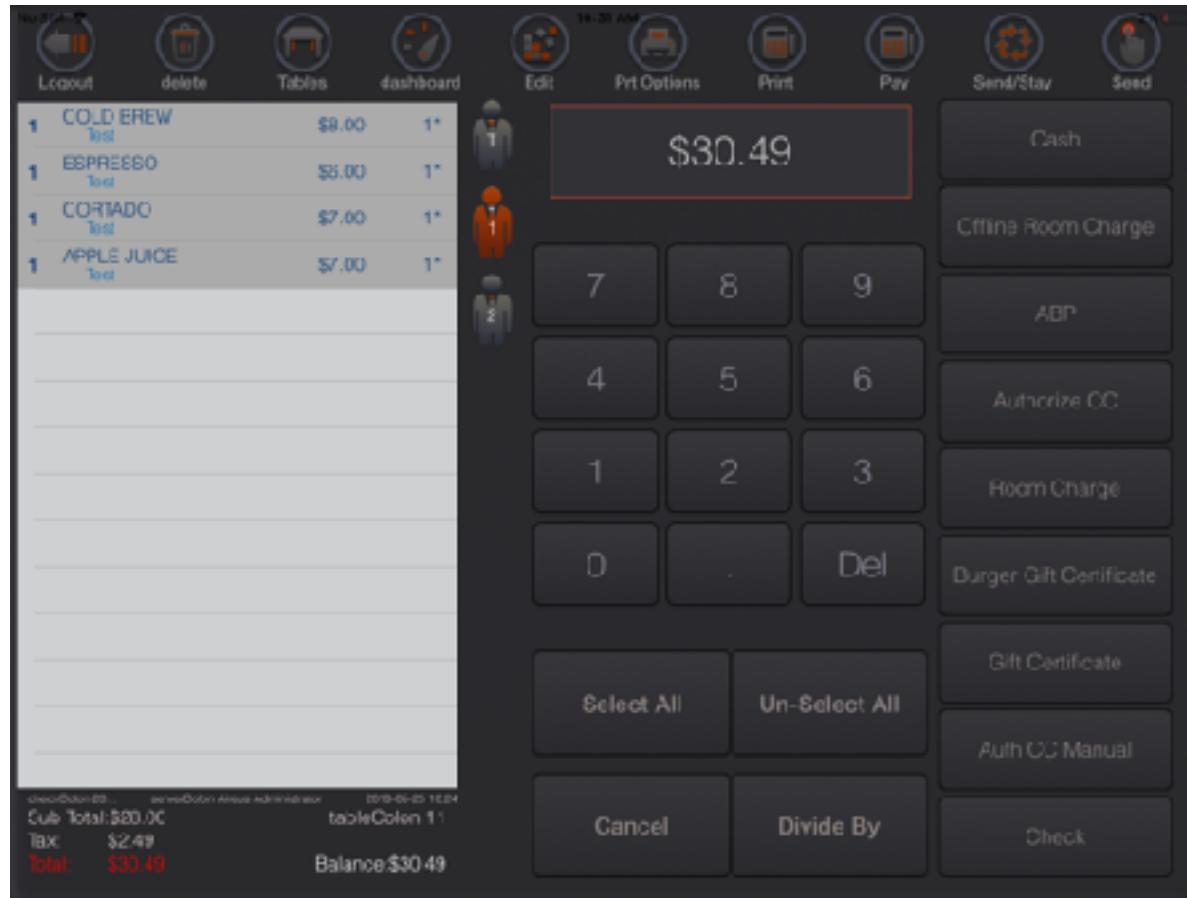
Transferring a check- Edit>Transfer Check

- Check To Person
- Check to Table
- Check to Person and Table
- Merge with Another Check



Print Opt/Print Options- let you print the checks in different ways. Turning the Print Check button ON, you can select Separate Checks or Print Check it will print the checks with Gratuity Line, Room No. Name, Signature

Email Check- when an email is configured in the Ipad you can email a check. This is also available on the pay screen
By highlighting the Guest you can also select the check to be printed.



PAY SCREEN- There are different ways to do a payment.

Split Check Equally- by clicking the Divide By button you can split the check evenly.

Separate Checks- by highlighting the guests, you can separate the payments (make sure that the items were separated by guest for this to work)

Split Payments, Different Tenders- Ex. 10 Cash, the rest is CC. Put \$10 using the pin pad and the hit Cash, it will automatically show the balance then hit Auth CC. *Same process with different tenders.*

Room Charge- Hit room charge, key in the tip, enter room number, verify the guest and make sure highlight the guest name and press DONE.