

Inputting Drinks:

1. Login
2. Touch bar button
3. Select section e.g draft, bottles, spirits
4. If half pint press half pint button FIRST (same for doubles etc)
5. Select drink
6. Follow process again until all drinks ordered

Inputting Food:

1. Login
2. Touch food button
3. Select food
4. Enter options for food e.g. steak cooking preference
5. Follow process until all food ordered
6. Select item, then touch custom prep to add any notes about food cooking for the kitchen
7. If additional amount to pay enter additional price here
8. If minus price to pay touch plus button to change to a minus
9. Press ok

Paying once all items are inputted:

1. Touch Pay
2. Enter amount given
3. If note, touch the note beside the numbers for quick pay option
4. If paying exact amount press the tender type

Issuing a receipt

1. After payment method entered receipt box will appear touch receipt button to issue
2. Blue receipt box closes down in a few minutes, to make this quicker touch anywhere in the blue box

Putting items on a tab

1. Once above process carried out touch send button instead of pay
2. Name the transaction

Opening a tab

1. Touch the tab button
2. Touch open then the tab you require
3. To save the tab again after adding items touch send. Otherwise tab can be paid.

Transferring tab to a table

1. Open tab as above
2. Touch transfer
3. Select tables
4. Touch table number of table tab being transferred to
5. Touch send to store

Changing a Course

1. Choose food
2. Touch Functions
3. Touch Change Course
4. Choose what you are changing e.g. from main to starter choose main
5. Touch apply
6. This will print on kitchen printer as a main so item will come out with main courses ordered

Splitting a bill

1. Choose table bill is assigned to from tables button
2. Touch split bill
3. Touching print split bills splits the bill by amount of covers
4. Create split bill allows you to enter number of splits
5. Choose items then touch triangular button to add in to separate bill
6. Press apply & print to issue bill there
7. Or apply if paying later which will appear in your tabs button where you can pay as normal

Pay out

A description for any items paid for from the till, this will show up on your end of day. e.g. £50 butchers, £20 window cleaner.

1. Touch Pay out
2. Enter amount
3. Enter payee
4. Press OK
5. Press Pay
6. Press Cash
7. Press blue box to make box disappear

Paid in

Can be used to keep track of tender further. e.g. window cleaner bill £10 but only have £20 notes in till, £20 paid out, £10 change paid in.

Follow same process as pay out

Refund

Allows a minus transaction, always make sure refund mode is turned off before returning. This button is used to refund an item rather than void the transaction.

1. Enter refund mode
2. Select item/s to refund from main screen
3. Touch pay or exit refund mode to go back to sales mode

Refund sale

Refunds all items put through on sale rather than selecting all as above.

Deposit

When a table is booked you may require a deposit, this will be named against the table calculating difference in till at end of day as allocated and removing deposit from tables bill at time of attending.

No Sale

Opens cash drawer.

Closed Sales

Views transactions since last end of day report, allows you to reprint receipt or refund items if necessary.



Set availability

Allows you to set an amount for products e.g. specials to let you and your team know how many items are left.

1. Touch Set availability
2. Select product
3. Enter number Available
4. Enter number you'd like to be prompted on
5. Touch save
6. System will count down & appear in red on main screen when prompt level is reached

Change Course

Allows you to change course option, e.g. if a customer orders a starter but wants it to come out with the main courses.

Global X Read

Shows transactions completed on all terminals.

X Read

Shows transactions completed on the terminal you are viewing from only.

ABC search

If you can't find a product from the main screen you can type it in to select it here.

Editing

Allows you to edit prices or products

1. Touch editing
2. Enter code
3. Touch OK
4. Touch Edit products
5. Touch Done (Main screen will say editing)
6. Select product
7. Make changes
8. Touch Save
9. Go back to editing button
10. Enter code
11. Touch OK
12. Touch commit changes
13. System will update
14. Touch yes when prompted
15. Touch Done