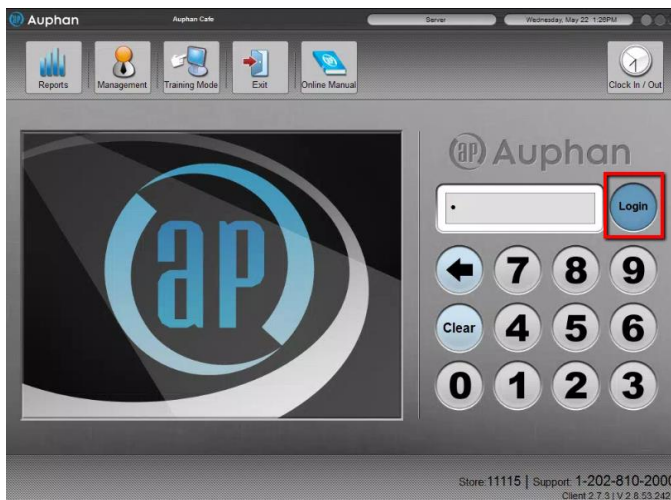


1-1 Sign in

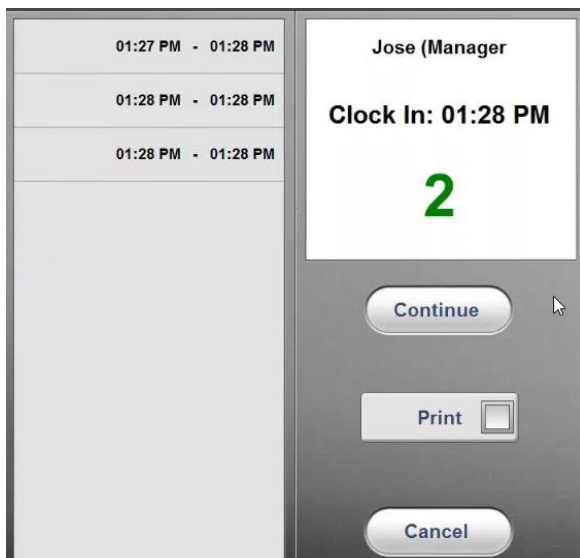
1. Enter your personal code



2. Press 'LOGIN'



3. Press 'CONTINUE' if CLOCK IN screen appears

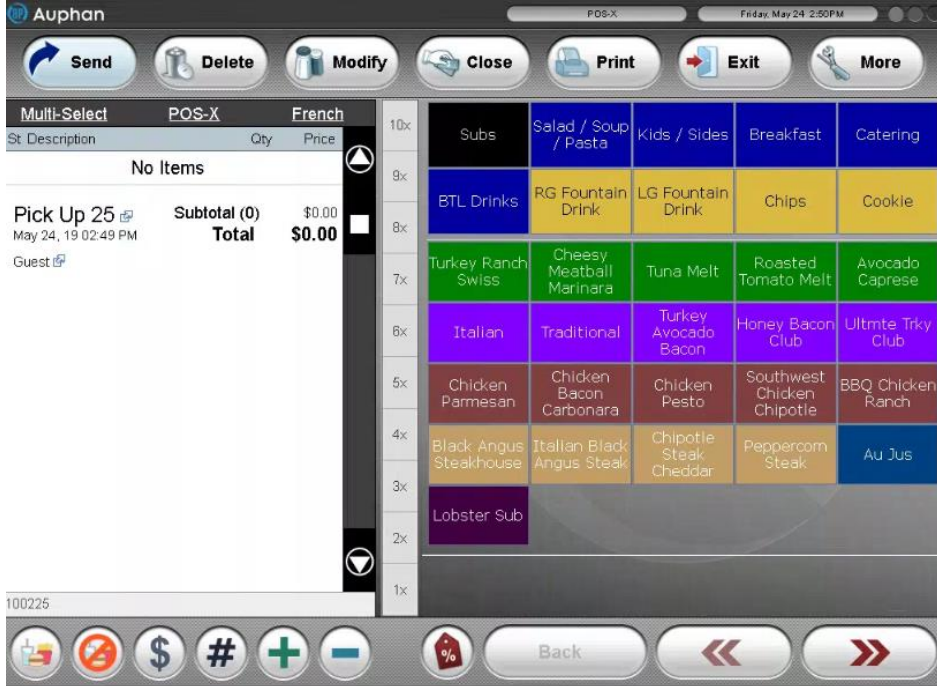


1-2 Sign-Off

1: **SIGN-OFF** the register: From the **HOME PAGE** Press 'EXIT' until the **LOGIN SCREEN** is reached.

There are a couple ways you see Auphan laid out. If you have Quick Service turned. The screen will look like below. You can click on **Exit** this will take you back to the sales screen. Quick Service is an intended layout for Fast Restaurants. That don't do table service.

"Quick Service"



If you have table service the screen may look like this. You can click on Logout to get out.

“Table Service”



1-3 Clock In:

From the LOGIN SCREEN

1. Enter your personal code

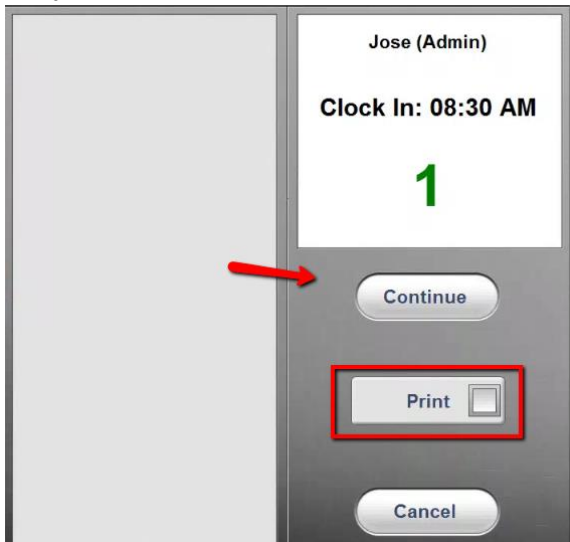


2. Press 'CLOCK IN/OUT' or 'LOGIN' (if you are not clocked in the system will force you to clock in before logging in to take orders after you first login)



3. Press 'CONTINUE'

**If you want a printed confirmation, press the box next to 'PRINT' before the countdown ends



1-4 Clock Out:

From the LOGIN SCREEN

1. Enter your personal code

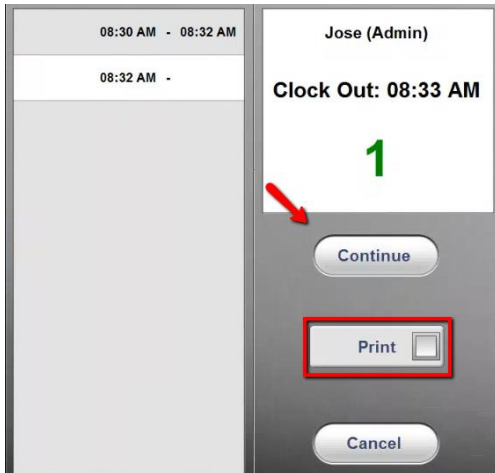


2. Press 'CLOCK IN/OUT'



3. Press 'CONTINUE'

**If you want a printed confirmation, press the box next to 'PRINT' before the countdown ends



2-1 Explaining Sales Screen Buttons:

Trainer Note: (Let's explain the sales screen a little more in depth.)

We shall look at the buttons on the sales screen. That are **more commonly used**. Some of the functions are rarely used by customers. So if a need for them comes up. The customer can call in if they have any questions.

Firstly try adding a couple items by clicking them.



More

More has a couple options within it.



Depending on what options you have enabled. You may have 2 to 3 pages. This machine has more options enabled. We shall go through what the options do. We don't enable all the more options. Nor do we need to use the Kiosk Config. So we won't have a page 3. The first two pictures is a screenshot of a typical setup for a Mynt Enterprise customer.

Typical List of More Options for Mynt Set up Page 1

 Switch Menu	 Barcode
 Order Note	 Suspend Invoice
 Split	 Resume Invoice
 Join	
 Delay Item	 List closed invoices
 Delay Invoice	 Open Cash Drawer
 Taxes / Charges	 Timers

1 2

Typical More Options for Mynt Set up Page 2

 Sold Out	 Change Combo
 Resend	 Refund
 Del. Invoice	
 Kitchen Message	 List open invoices
 Petty Cash	 Product Search
 Credit Card Captures	 Auto Combo

1 2

Advanced list of More Options Page 1.

 Split	 Switch Menu
 Join	 Product Search
 Change Course	 Order Note
 Next Course	 Print Separate
 Delay Item	 Print Split
 Delay Invoice	 Kitchen Message
 Del. Invoice	 Taxes / Charges

1 2 3

Advanced list of More Options Page 2.

 Sold Out	 Change Combo
 Resend	 Auto Combo
 Refund	 Barcode
 Open Cash Drawer	 Transfer Items
 Petty Cash	 Lock Invoice
	 Copy Invoice
 Credit Card Captures	

1 2 3

Switch Menu



Switching Menus.

You can create multiple menus. If the customer wishes to show only Bar items and Food Item on the other Menu. This isn't something we typically do. Usually customers want access to all items. But you can choose from the menu pads you want to switch to.



If you select Bar Menu. You will notice the buttons will change.

Well Vodka	Add Redbull	Add Cran	Agent Orange	Classic Cosmo	
Well Gin	Add OJ	Add Grapefruit	Coco Kiss	French Cosmo	
Well Rum	Add Pineapple		Johnson Collins	Little Italy	Coors Lt 0 BTL
Well Scotch			Mojito	Moroccan Coffee	Coors Lt D
Well Tequila		As Martini	Portland Punch	SS Side Car	Bud Light D
Well Brandy	As Margarita	As Kamikaze	Cocktails	T'Lish	Bud Lt BTL
Well Whiskey	As Drop	As Cosmo	Wine & Champagne	Spanish Coffee	Corona BTL
Grey Goose	Jager	Liquor	Bottles	Pear Press	Stella Artois BTL
Absolut -2	Crown Royal	Cordials	Draft	Margarita	Widmer Hef BTL
Tanq Rangpur	Jack Daniels	Whiskey / Scotch	Voss Still	Ginger Drop	Mirror Pond
Bombay Sapphire	Patron Silver	Open Liquor	Voss Sparkling	Classic Lemon Drop	Hein Lt BTL

You can click on **More >** Then click on **Switch Menu**. Then change the menu. To switch back .

Apps & More	Burgers & Sandwiches	Specials	Beverages	Bottles	
Salads	Entrees	Tacos	Draft	Cocktails	
¹ Lake Tai Starter \$9.50	Chili Fries \$8.00	Oven Roasted Wings \$7.00	Kansas City Hog Wild Wings \$13.00	Madeleine Pastry \$6.50	Alaskan Beef Pie \$6.00
Macho Man Salad \$4.50	¹ Deviled Eggs \$5.00	¹ Cheese Toast \$9.00	¹ Garden Salad \$7.00	Fruit and Cheese Plate \$12.50	Kino's Salad \$6.00
Bacon Cheddar Fries \$5.00	Andys Fries \$10.00	Michael's Special \$16.00	Special Starter \$7.00	Garlic Bread \$6.00	Figgy Cinnamon Sticks \$10.00
Breadsticks \$4.50	Pub Special \$6.00	Cheesy Breadsticks \$8.50*	Spicy Wings \$7.25	BBQ Wings \$6.50	Fancy Breadsticks \$6.00

If you have the Table Service mode enabled. You will find a More button there as well.

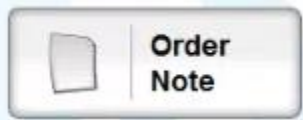


You will see some of the same options in this layout.



Order Note

The Order Note button. Lets you add a note to the ticket.



Preconfigure Order Note

When pressed you can will be taken to this screen. From you will see any pre configured options. In this case we have a couple options added. Lets say the customer has a Nut Allergy.



You can select the Option. Then press OK.



You will notice the Order note is now contained in the screen below.

Multi-Select	Jose (Chinese	
Se	St	Description	Qty Price
1	-	BLT Added by Jose (- 12:27 PM	1 \$7.99
1		Tillamook Cheeseburger Added by Jose (- 12:27 PM Medium Well / Pickles / Mustard / Lettuce Wrap / Potato Fries	1 \$9.05
1	-	Fish Taco Added by Jose (- 12:29 PM	1 \$3.00
Order Note: Nut Allergy			
Table 01 16		Subtotal (3)	\$20.04
Seats 0		Total	\$20.04

Custom Order Note

You can also add a customer Message. Let's say the customer wants some "Boneless Coffee". You can click on Keyboard.



You can then type in your custom Message. Then press OK.



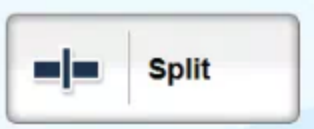
The message will now print on the Kitchen Order.

Multi-Select		Jose (Chinese	
Se	St	Description	Qty	Price
1		Brewed Coffee [Reg]	1	\$3.75
Added by Jose (- 12:37 PM				
Order Note: Boneless				

Split

Tech Note: Ring up an order for at least 5 items.

The Split button will allow you to split a receipt into multiple receipts. To do this. You will need to click on Split.



This will bring you to this screen. There are a couple ways you can do this.



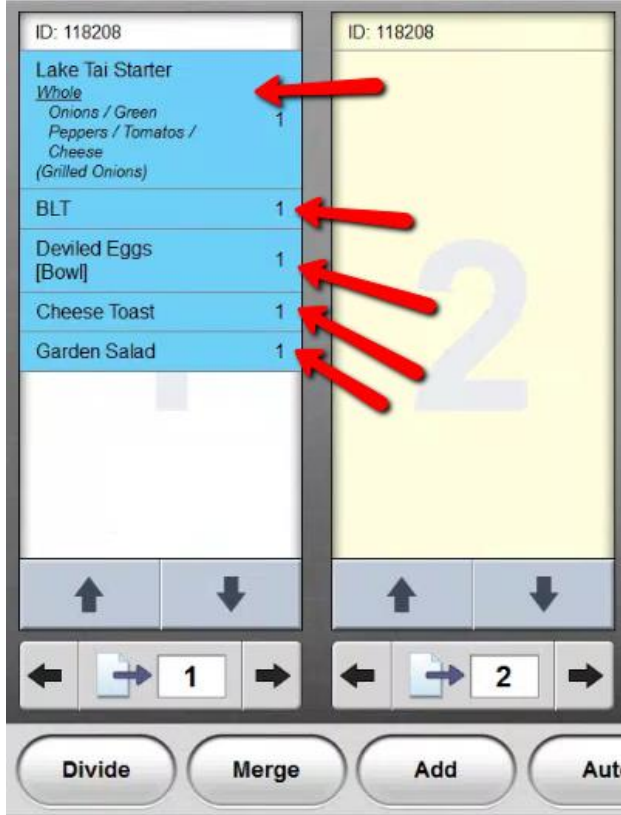
Splitting by Total

The first way to split is by total. For example. If there is a table with two people. Let's say they want to split the total of the receipt down the middle evenly.

To do this you will need to add another receipt. Click **Add**. "Add" will add another empty receipt we can work with.



You can then click on all of the items to select them. You do have to click on them one by one.



Once you have them all selected you can then click on **Divide**.



You will need to input the amount of people/receipts. Because there are only two people. We shall Divide it by 2 then click on OK.



This will create two tickets.

ID: 118208	ID: 118208
Lake Tai Starter <i>Whole</i> Onions / Green Peppers / Tomatos / Cheese (Grilled Onions) 0.5	Lake Tai Starter <i>Whole</i> Onions / Green 0.5 Peppers / Tomatos / Cheese (Grilled Onions)
BLT 0.5	BLT 0.5
Deviled Eggs [Bowl] 0.5	Deviled Eggs [Bowl] 0.5
Cheese Toast 0.5	Cheese Toast 0.5
Garden Salad 0.5	Garden Salad 0.5
↑ ↓	↑ ↓
← 1 →	← 2 →

If need to undo this. You will first need to click on the all of the items on the ticket on ticket 1.

ID: 118208	ID: 118208
Lake Tai Starter <i>Whole</i> Onions / Green 0.5 Peppers / Tomatos / Cheese (Grilled Onions)	Lake Tai Starter <i>Whole</i> Onions / Green 0.5 Peppers / Tomatos / Cheese (Grilled Onions)
BLT 0.5	BLT 0.5
Deviled Eggs [Bowl] 0.5	Deviled Eggs [Bowl] 0.5
Cheese Toast 0.5	Cheese Toast 0.5
Garden Salad 0.5	Garden Salad 0.5

Click on **Merge**.



When you do your changes will be reverted back to normal.

ID: 118208	ID: 118208
Lake Tai Starter <i>Whole</i> Onions / Green 1 Peppers / Tomatos / Cheese (Grilled Onions)	2
BLT 1	
Deviled Eggs [Bowl] 1	
Cheese Toast 1	
Garden Salad 1	

ID: 118208	ID: 118208
↑ ↓	↑ ↓
← 1 →	← 2 →

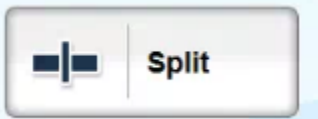
To get rid of Empty Ticket number 2. You have to click on Exit.



Reopen the ticket. Then click on **More** again.



Then click on **Split** again.



Splitting by Items

Let's split the tickets by items. Let's say the 2 customers wanted to pay for the items they consumed. Let's say person two is responsible for paying for the last two items only.



To accomplish this you will need to click on **Add**.

Add

You will need to click on the two items that will make up the new ticket.

ID: 118208	ID: 118208
Lake Tai Starter <i>Whole</i> Onions / Green Peppers / Tomatos / Cheese (Grilled Onions)	
BLT	
Deviled Eggs [Bow]	
Cheese Toast	
Garden Salad	

Navigation: ↑ ↓ ← → [1] [2]

Buttons: Divide Merge Add Aut

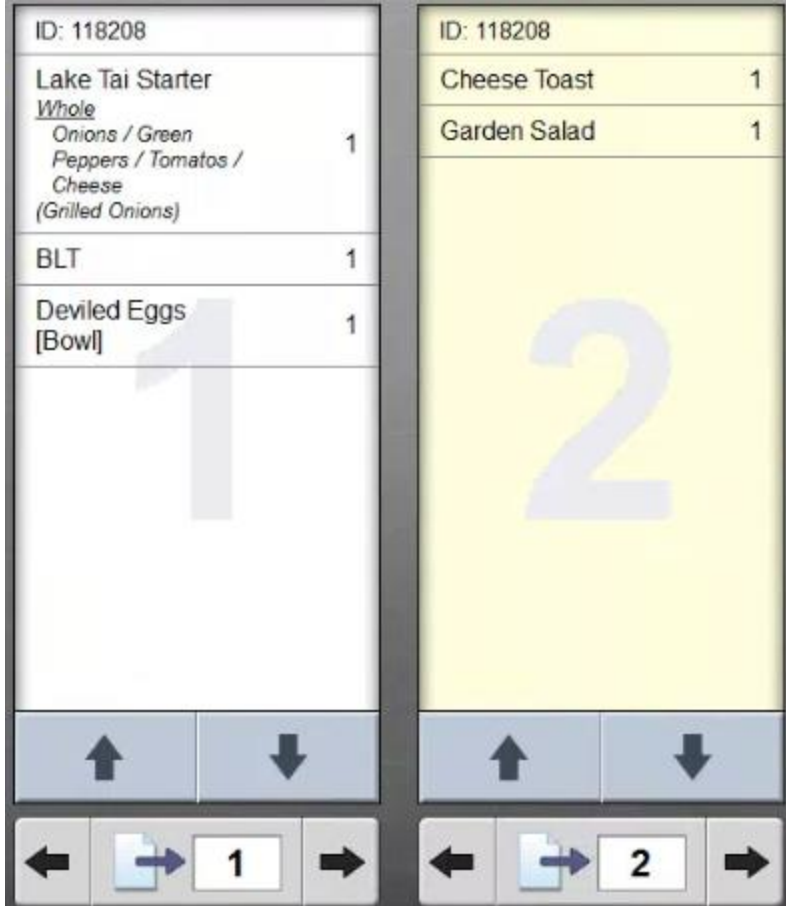
Then you will need to click on the ticket you want to move it to.

ID: 118208	ID: 118208
Lake Tai Starter <i>Whole</i> Onions / Green Peppers / Tomatos / Cheese (Grilled Onions)	
BLT	
Deviled Eggs [Bow]	
Cheese Toast	
Garden Salad	

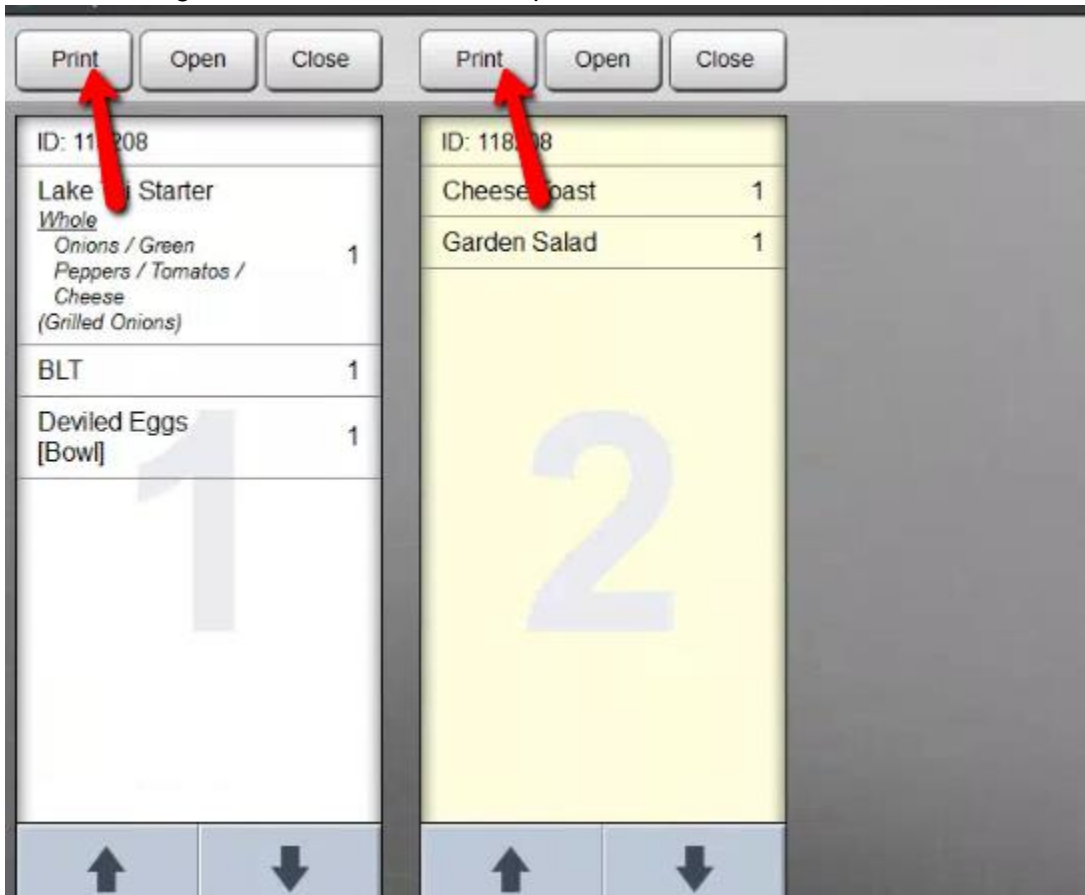
Navigation: ↑ ↓ ← → [1] [2]

Buttons: Divide Merge Add Aut

This will cause the items to move over to the new ticket.

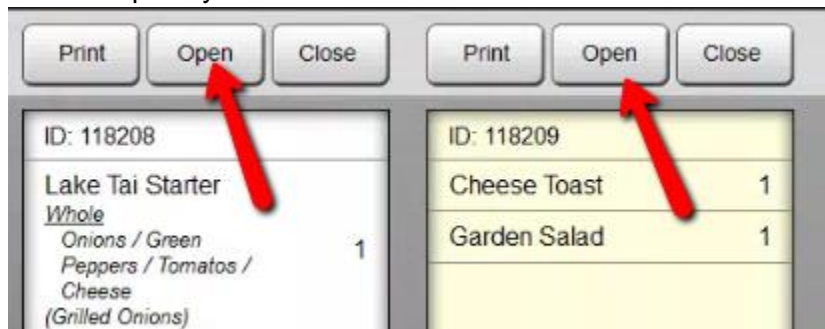


You then will have a couple options at the top.
The first being the **Print** button. This will printer a Print Preview.



The **Open** button will allow you to open the ticket. Just in case you have to make a modification.

For example if you need to add or remove an item from one of the tickets.



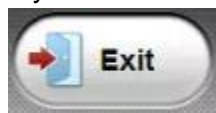
Let's open the first the first ticket. Press **Open** under ticket 1.



You will now be brought back to the ordering screen.



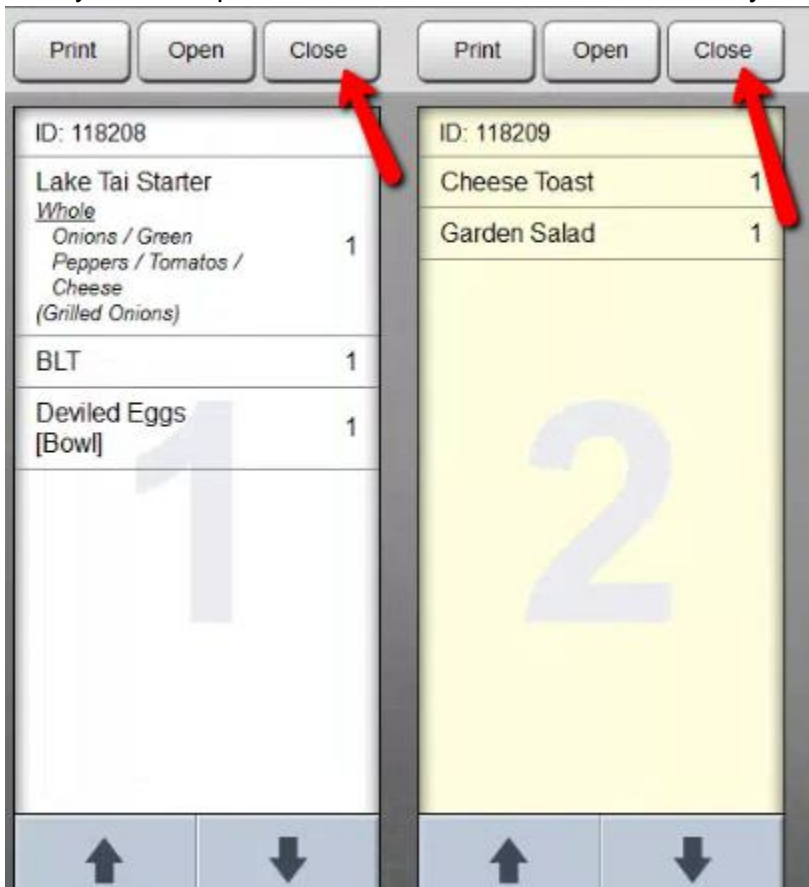
If you click **Exit**.



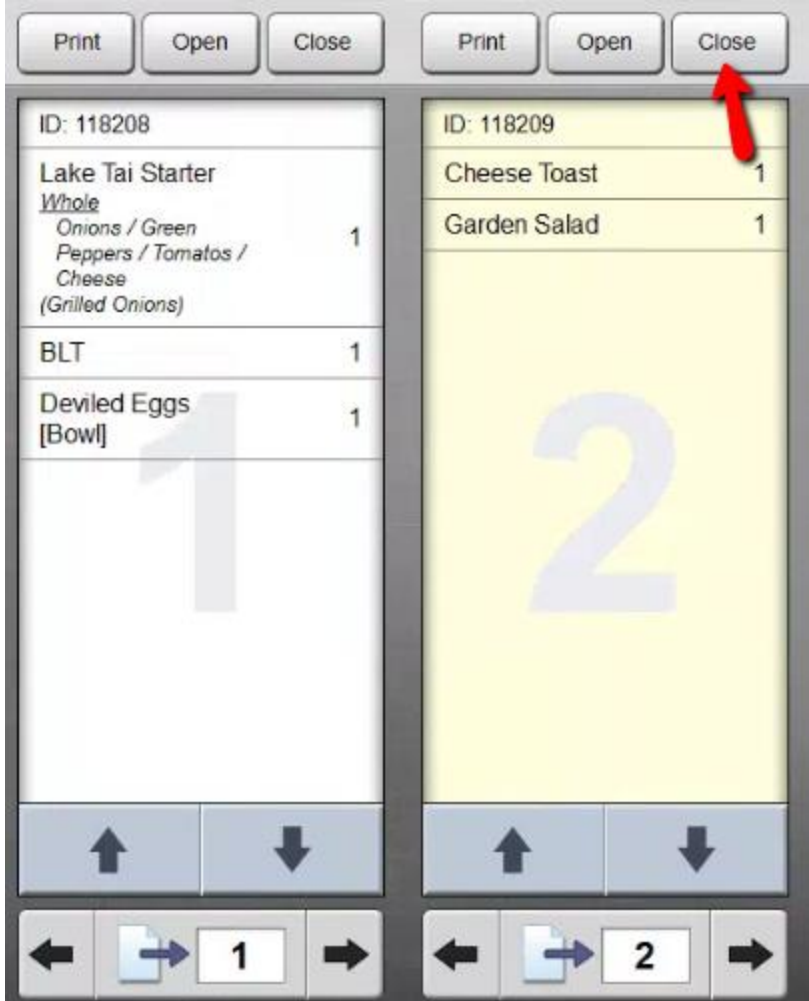
You will be brought back to the ticket selection screen.



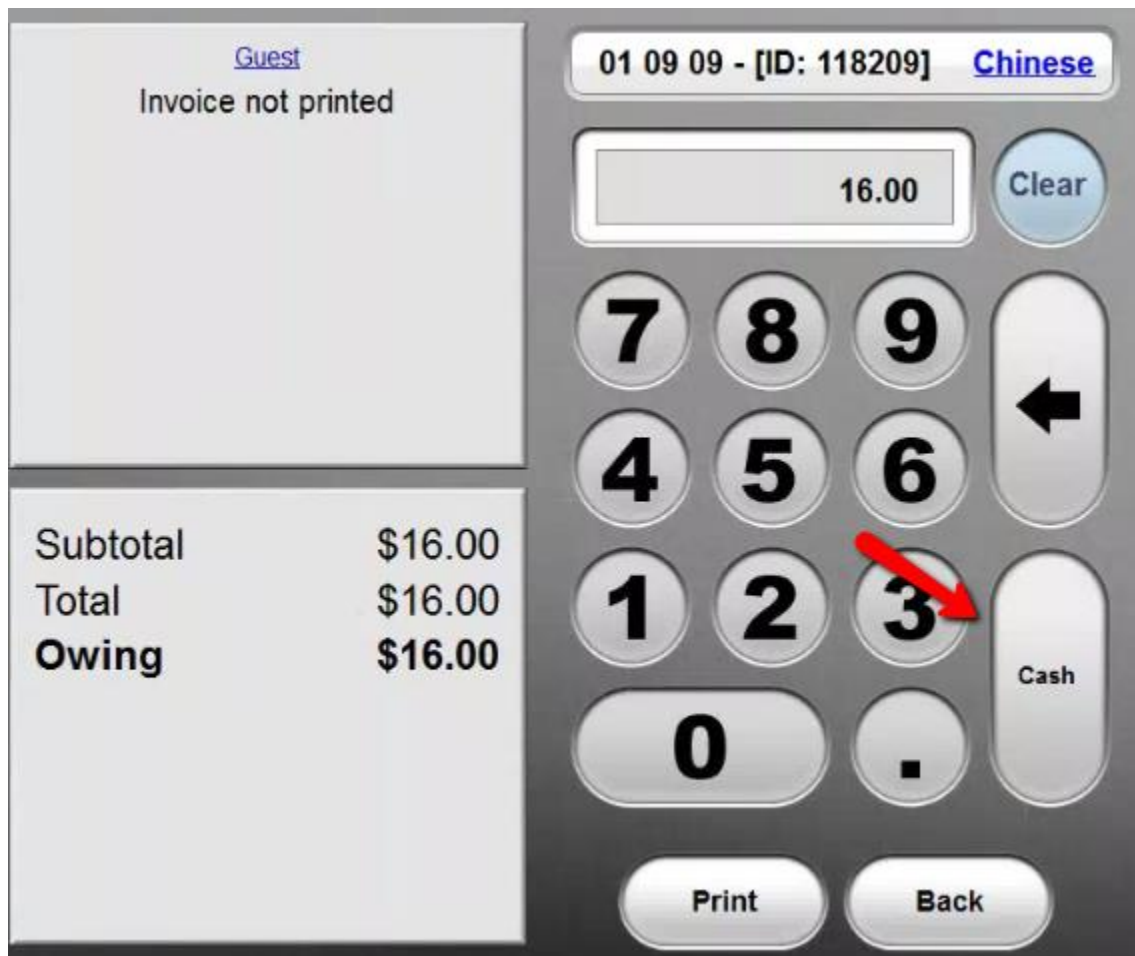
Finally the last option is the **Close** button. This will allow you close out the transactions. Let's close the second ticket.



You can then hit **Close** on ticket number 2.



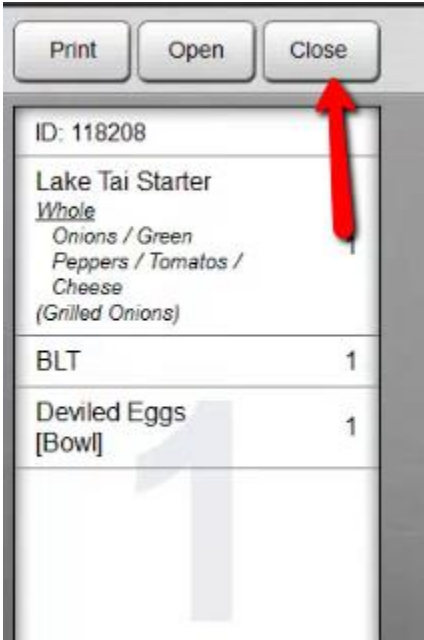
You can click on cash. To close out the transaction.



You can then click on **Done**.



You can then click on **Close** under the first ticket.



You can then process the payment.



You can then click on **Done**.



You can also use the auto Split button. But to do this you have to add the orders on different seats.

Splitting Tickets by Seats

You can split Tickets if you add the orders per seat or move. You can either preplan the order by the seat number. To start it will put everything on Seat 1.

Se	St	Description	Qty	Price
1		Pastor	1	\$1.75
Added by Jose (- 03:33 PM)				

Table 07 34 Subtotal (1) \$1.75
Seats 0 **Total \$1.75**
Jun 15, 19 03:33 PM
Guest

118234 - Added by Jose (- 03:33 PM)

To put something on Seat 2. You can click on Se 2.

Se	St	Description	Qty	Price
1		Pastor	1	\$1.75
Added by Jose (- 03:33 PM)				

Table 07 34 Subtotal (1) \$1.75
Seats 0 **Total \$1.75**
Jun 15, 19 03:33 PM
Guest

118234 - Added by Jose (- 03:33 PM)

Then begin click on the item.

Multi-Select		Jose (Chinese	
Se	St	Description	Qty	Price
1		Pastor	1	\$1.75
Added by Jose (- 03:33 PM				
2		Chorizo	1	\$1.99
Added by Jose (- 03:38 PM				

Table 07 34 Subtotal (2) \$3.74
Seats 0 **Total \$3.74**
Jun 15, 19 03:33 PM

You can repeat the process. So that you have something on 4 different seats.

Multi-Select		Jose (Chinese	
Se	St	Description	Qty	Price
1		Pastor	1	\$1.75
Added by Jose (- 03:33 PM				
2		Chorizo	1	\$1.99
Added by Jose (- 03:38 PM				
3		Lengua	1	\$2.50
Added by Jose (- 03:39 PM				
4		Fish Taco	1	\$3.00
Added by Jose (- 03:39 PM				

Table 07 34 Subtotal (4) \$9.24
Seats 0 **Total \$9.24**

Now if you go into split. You will have 4 receipts. You will then just need to click on Auto.

Print Open Close Print Open Close Print Open Close Print Open Close

ID: 118234 Pastor 1	ID: 118234 Chorizo 1	ID: 118234 Lengua 1	ID: 118234 Fish Taco 1
------------------------	-------------------------	------------------------	---------------------------

1 2 3 4

↑ ↓ ↑ ↓ ↑ ↓ ↑ ↓

← → 1 → ← → 1 → ← → 1 → ← → 1 →

Divide Merge Add Auto Exit << >>

This will now create 4 tickets out of the 4 so you can close them individually. Or print a Print Preview if needed.

The screenshot shows a POS interface with four ticket panels, each for ID 118234. The panels are numbered 1 through 4. Ticket 1 contains 'Pastor' (1), Ticket 2 contains 'Chorizo' (1), Ticket 3 contains 'Lengua' (1), and Ticket 4 contains 'Fish Taco' (1). Each panel has 'Print', 'Open', and 'Close' buttons at the top and navigation arrows at the bottom. Below the panels are buttons for 'Divide', 'Merge', 'Add', 'Auto', 'Exit', and navigation arrows.

The other way to change the seats on something is using the arrows. Let's say we have the 4 items on one ticket on seat 1.

Qty	Description	Qty	Price
1	Pastor Added by Jose (- 03:43 PM)	1	\$1.75
1	Asada [Steak] Added by Jose (- 03:43 PM)	1	\$1.75
1	Chorizo Added by Jose (- 03:43 PM)	1	\$1.99
1	Lengua Added by Jose (- 03:43 PM)	1	\$2.50
Table 07 38		Subtotal (4)	\$7.99
Seats 0		Total	\$7.99
Jun 15, 19 03:43 PM			
Guest			

You can use the arrows to change the seats it's assigned to. Each arrow click will move it to the next seat. So you have to move to Seat 4. You have to hit the left arrow 3 times on the item you want moved.

Se	St	Description	Qty	Price
1		Pastor Added by Jose (- 03:43 PM)	1	\$1.75
1		Asada [Steak] Added by Jose (- 03:43 PM)	1	\$1.75
1		Chorizo Added by Jose (- 03:43 PM)	1	\$1.99
1		Lengua Added by Jose (- 03:43 PM)	1	\$2.50

Table 07 38 Subtotal (4) \$7.99
 Seats 0 **Total** **\$7.99**
 Jun 15, 19 03:43 PM
 Guest

Se 1 Se 2 Se 3 Se 4 Se 5 Auto

118238 - Added by Jose (- 03:43 PM)

K Cash **← →** \$ #

In this example let's say we want to move the bottom two options to Seat 3. What we have to do is click on Multi-Select. Then click on the directional arrow until it is moved to Seat 3.

Se	St	Description	Qty	Price
1		Pastor Added by Jose (- 03:43 PM)	1	\$1.75
1		Asada [Steak] Added by Jose (- 03:43 PM)	1	\$1.75
3		Chorizo Added by Jose (- 03:43 PM)	1	\$1.99
3		Lengua Added by Jose (- 03:43 PM)	1	\$2.50

Table 07 38 Subtotal (4) \$7.99
 Seats 0 **Total** **\$7.99**
 Jun 15, 19 03:43 PM
 Guest

Se 2 Se 3 Se 4 Se 5 Se 6 Auto

118238 - Added by Jose (- 03:43 PM)

You can click on cancel.

#:	All	Filter	Clear	Cancel
Se	St	Description	Qty	Price
1		Pastor Added by Jose (- 03:43 PM	1	\$1.75
1		Asada [Steak] Added by Jose (- 03:43 PM	1	\$1.75
3		Chorizo Added by Jose (- 03:43 PM	1	\$1.99
3		Lengua Added by Jose (- 03:43 PM	1	\$2.50
Table 07 38			Subtotal (4)	\$7.99
Seats 0			Total	\$7.99

Then click on Asada. Move it to table 2.

Multi-Select	Jose (Chinese		
Se	St	Description	Qty	Price
1		Pastor Added by Jose (- 03:43 PM	1	\$1.75
1		Asada [Steak] Added by Jose (- 03:43 PM	1	\$1.75
3		Chorizo Added by Jose (- 03:43 PM	1	\$1.99
3		Lengua Added by Jose (- 03:43 PM	1	\$2.50
Table 07 38			Subtotal (4)	\$7.99
Seats 0			Total	\$7.99
Jun 15, 19 03:43 PM				
Guest				

◀ Se 1 Se 2 Se 3 Se 4 Se 5 ▶ Auto

118238 - Added by Jose (- 03:43 PM

K Cash \$ #

Now we have items in 3 different seats.

Se	St	Description	Qty	Price
1		Pastor Added by Jose (- 03:43 PM)	1	\$1.75
2		Asada [Steak] Added by Jose (- 03:43 PM)	1	\$1.75
3		Chorizo Added by Jose (- 03:43 PM)	1	\$1.99
3		Lengua Added by Jose (- 03:43 PM)	1	\$2.50

Table 07 38	Subtotal (4)	\$7.99
Seats 0	Total	\$7.99
Jun 15, 19 03:43 PM		
Guest		

◀ Se 2 Se 3 Se 4 Se 5 Se 6 ▶ Auto

118238 - Added by Jose (- 03:43 PM)

You can then click on. Split then click on Auto.

Print Open Close

Print Open Close

Print Open Close

ID: 118238

Pastor 1

1

↑
↓

←
→
1
←

ID: 118238

Asada [Steak] 1

2

↑
↓

←
→
1
←

ID: 118238

Chorizo 1

Lengua 1

3

↑
↓

←
→
1
←

Divide

Merge

Add

Auto

Exit

You can then close the transactions out individually.

ID: 118238

Pastor	1
--------	---

1

↑ ↓

ID: 118238

Asada [Steak]	1
---------------	---

2

↑ ↓

ID: 118238

Chorizo	1
Lengua	1

3

↑ ↓

← → 1 →

← → 2 →

← → 3 →

Join

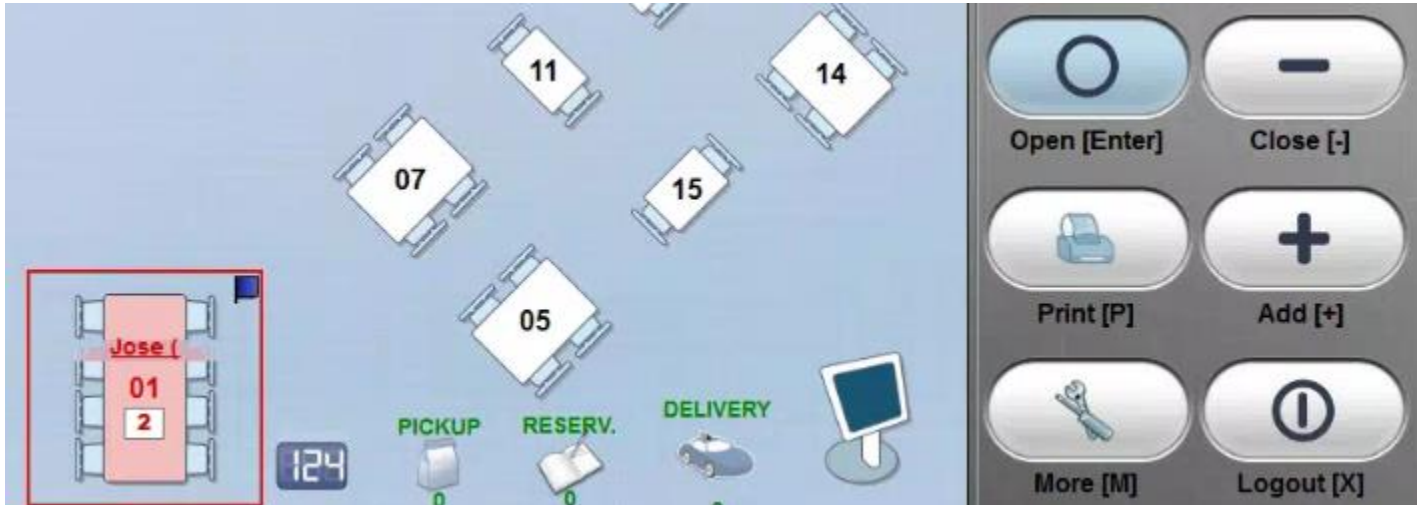
The Join Button will allow you to join tickets. This can be two tickets on one table. Or two tickets from multiple tables.

Tech Note: Create a ticket and then split it into two tickets or you can add two tickets to the same table.

We shall join with both methods. First with 2 orders on one table.

Joining two tickets on the same table.

Let's say Table 1 has two tickets applied to it. Select it and click on **Open**.



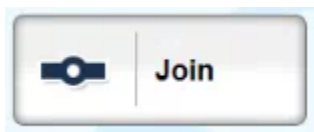
Select the Ticket you want to move over. Click in the middle.



Then click More once you have the ticket open.



Then click on Join



You will be brought to this area. Click on the correct table.

The image shows a restaurant floor plan interface. On the left, there are several long tables numbered 01 through 16. Table 01 is highlighted with a red box and a red arrow pointing to a small blue square icon on its right side. In the center and right, there are smaller square tables numbered 02 through 15. At the bottom, there are icons for 'PICKUP', 'RESERV.', and 'DELIVERY', each with a '0' below it. A digital display shows '124'. On the right side, there is a logo for 'Auphan' with a circular graphic containing letters 'P', 'FD', 'D', 'OL', and 'QS'. Below the logo is the text 'Auphan', 'Join Invoices', and a search bar. At the bottom right, there is a large 'X' button labeled 'Cancel'.

You can then click on the 2nd ticket.

The image shows a screenshot of a ticket list interface. At the top, there is a navigation bar with five icons: a refresh icon, a magnifying glass, a group of people, a swap icon, and a plus sign. Below the navigation bar, there are two columns of tickets. The first column contains ticket 01 10 for Jose (ID: 118210, \$10.99, Jun 07, 19 06:59 PM) with items: Pastor, Chorizo, Asada, Lengua, and Fish Taco. The second column contains ticket 01 09 for Jose (ID: 118209, \$38.49, Jun 07, 19 06:54 PM) with items: Lake Tai Starter, BLT, Deviled Eggs, Cheese Toast, and Garden Salad. A large red arrow points from the first ticket to the second ticket.

You will then be asked if you want to join the ticket. You can accept this prompt.

Join invoice 118209 and invoice 118210

Yes

No

Now both tickets have been combined.

Auphan Jose (Super Admin) Friday, Jun 07 7:07PM

Send Delete Modify Close Print Exit More

Multi-Select	Jose (Chinese	
1	K Pastor Added by Jose (- 06:59 PM	1	\$1.75
1	K Chorizo Added by Jose (- 06:59 PM	1	\$1.99
1	K Asada [Steak] Added by Jose (- 06:59 PM	1	\$1.75
1	K Lengua Added by Jose (- 06:59 PM	1	\$2.50
1	K Fish Taco Added by Jose (- 06:59 PM	1	\$3.00

Table 01 09 Subtotal (10) \$49.48
 Seats 0 **Total \$49.48**
 Jun 07, 19 06:54 PM
 Guest

10x	Apps & More	Burgers & Sandwiches	Specials	Beverages	Bottles
9x	Salads	Entrees	Tacos	Draft	Cocktails
8x	1 Lake Tai Starter \$9.50	Chili Fries \$8.00	Oven Roasted Wings \$7.00	0 Kansas City Hog Wild Wings \$13.00	Madeleine Pastry \$6.50
7x	Alaskan Beef Pie \$6.00	1 Macho Man Salad \$4.50	1 Deviled Eggs \$5.00	1 Cheese Toast \$9.00	1 Garden Salad \$7.00
6x	Fruit and Cheese Plate \$12.50	Bacon Cheddar Fries \$5.00	Andys Fries \$10.00	Michael's Special \$16.00	Special Starter \$7.00
5x	Kino's Salad \$6.00	Garlic Bread \$6.00	Figgy Cinnamon Sticks \$10.00	Breadsticks \$4.50	Pub Special \$6.00
4x	Fancy Breadsticks \$6.00	Cheesy Breadsticks \$8.50*	Spicy Wings \$7.25	BBQ Wings \$6.50	
3x					
2x					
1x					

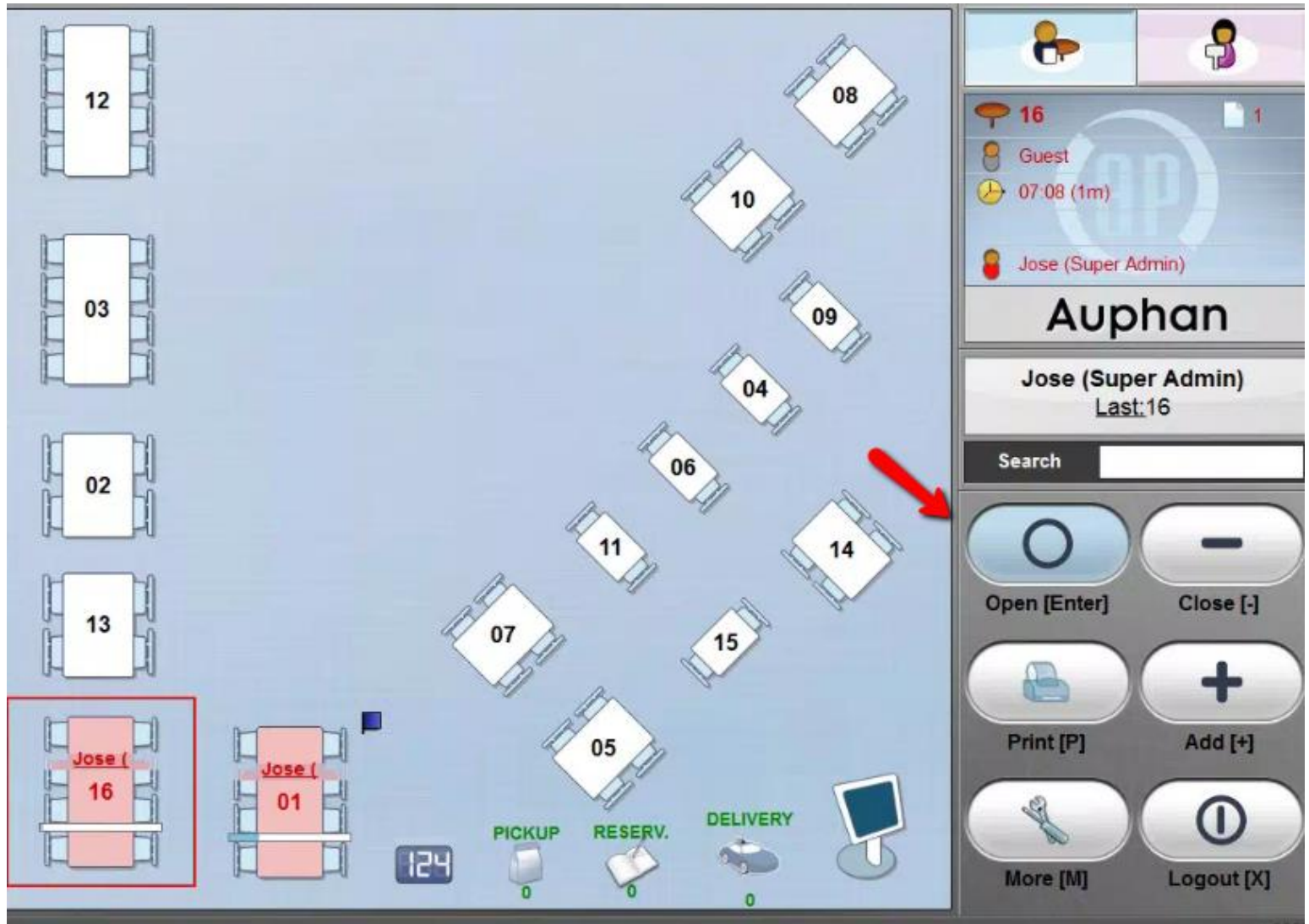
◀ Se 1 Se 2 Se 3 Se 4 Se 5 ▶ Auto

118209 - Added by Jose (- 06:59 PM ->06:59 PM Sent

Joining Tables

We shall now join tables. This can be done. If you select the table you wish to move to the table you want to move the combined tickets to.

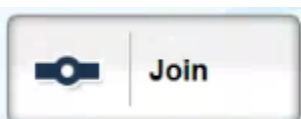
Select the table. That you intend to move to the target table. Then press Open.



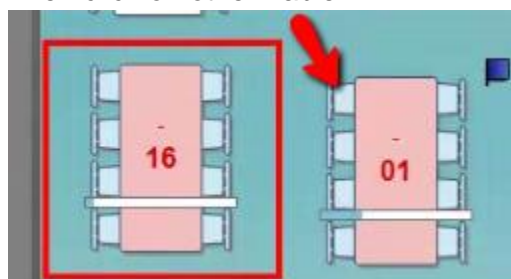
Then click **More**.



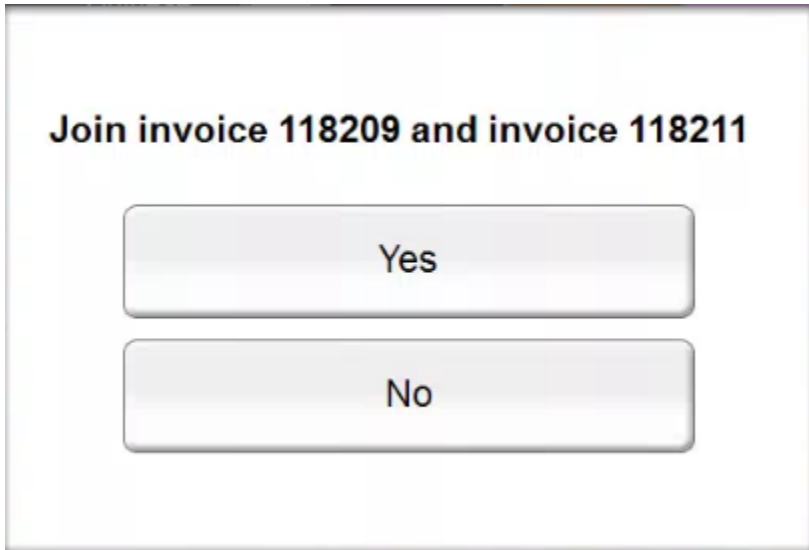
Then click on **Join**.



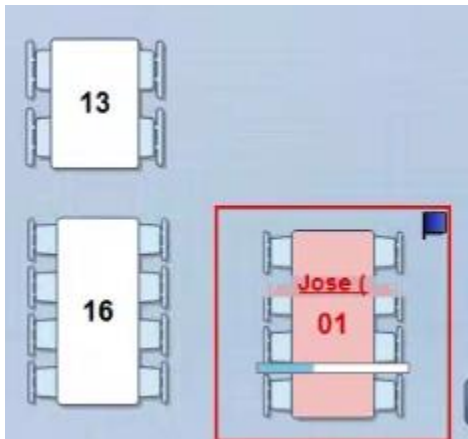
Then click on other Table.



You will then be prompted to accept the prompt.



This will combine the tickets on Table 1.



Delay Item

Staggering Kitchen Print Orders.

You opt to delay an item. This can be done just in case a customer wishes that part of their order be brought out at a later time.



Lets say. The customer order 4 items. But the very last time they wish. To be brought in a 10 minutes after the rest of the order.

Send Delete Modif

Multi-Select Jose (Chinese

Se	St	Description	Qty	Price
1		Pastor Added by Jose (- 01:15 PM	1	\$1.75
1		Asada [Steak] Added by Jose (- 01:15 PM	1	\$1.75
1		Chorizo Added by Jose (- 01:15 PM	1	\$1.99
1		Lengua Added by Jose (- 01:15 PM	1	\$2.50
Table 01 18		Subtotal (4)		\$7.99
Seats 0		Total		\$7.99
Jun 08, 19 01:15 PM				
Guest				

Se 1 Se 2 Se 3 Se 4 Se 5 Auto

What you can do is click on the item you wish to be delayed. Then click on Delay item.

Se	St	Description	Qty	Price
1		Pastor Added by Jose (- 01:15 PM)	1	\$1.75
1		Asada [Steak] Added by Jose (- 01:15 PM)	1	\$1.75
1		Chorizo Added by Jose (- 01:15 PM)	1	\$1.99
1		Lengua Added by Jose (- 01:15 PM)	1	\$2.50

Table 01 18	Subtotal (4)	\$7.99
Seats 0	Total	\$7.99

Jun 08, 19 01:15 PM
Guest

Se 1 | Se 2 | Se 3 | Se 4 | Se 5 | Auto

118218 - Added by Jose (- 01:15 PM)

K | Cash | ← | → | \$ | #

	Split		Switch Menu
	Join		Product Search
	Change Course		Order Note
	Next Course		Print Separate
	Delay Item		Print Split
	Delay Invoice		Kitchen Message
	Del. Invoice		Taxes / Charges

1 | 2 | 3

You can then key in the Delay amount. Then press OK.

Delay for (mins)

10

7 8 9 %

4 5 6 ←

1 2 3

0 . OK

You will now start notice it's counting down. You can click on Send. What this is going to do. Is print everything but the last time. It will only print once the timer has reached 0.

Send Delete Modify Close Print Exit More

Multi-Select Jose (Chinese

Se	St	Description	Qty	Price
Sent Items: 0				
1		Pastor Added by Jose (- 01:15 PM	1	\$1.75
1		Asada [Steak] Added by Jose (- 01:15 PM	1	\$1.75
1		Chorizo Added by Jose (- 01:15 PM	1	\$1.99
1	h	Lengua Added by Jose (- 01:15 PM Hold for 9:57	1	\$2.50

Table 01 18 Subtotal (4) \$7.99
 Seats 0 Total \$7.99
 Jun 08, 19 01:15 PM
 Guest

Se 1 Se 2 Se 3 Se 4 Se 5 Auto

118218 - Added by Jose (- 01:15 PM

K Cash \$ #

Split Switch Menu
 Join Product Search
 Change Course Order Note
 Next Course Print Separate
 Delay Item Print Split
 Delay Invoice Kitchen Message
 Del. Invoice Taxes / Charges

1 2 3

Note: you can also use the Multi Select. To hold multiple Items at the same time.

Multi-Select Jose (Chinese

Se	St	Description	Qty	Price
Sent Items: 0				
1	h	Pastor Added by Jose (- 01:18 PM Hold for 59:18	1	\$1.75
1	h	Asada [Steak] Added by Jose (- 01:18 PM Hold for 59:18	1	\$1.75
1		Chorizo Added by Jose (- 01:18 PM	1	\$1.99
1	h	Lengua Added by Jose (- 01:18 PM Hold for 59:18	1	\$2.50

Table 01 19 Subtotal (4) \$7.99
 Seats 0 Total \$7.99

Se 1 Se 2 Se 3 Se 4 Se 5 Auto

Delay Invoice

Delay an entire invoice.

You can choose to Delay a whole invoice. Example: Let's use this say the customer is a punctual customer. They called you to call in an order. Saying they will be arriving in 30 minutes.

You can Press the plus 30 minutes button.

Delay Invoice

Date Needed: 06-08-2019

Time Needed: 1 : 35 pm

Now +10 mins +20 mins +30 mins

+45 mins +1 hrs +1.5 hrs +2 hrs

Prep. Time: 0 : 00

0 mins 10 mins 20 mins 30 mins

Send Timing: At scheduled time

Clear Dismiss OK

This will add 30 minutes to the current time. You can click on Ok.

Delay Invoice

Date Needed: 06-08-2019

Time Needed: 2 : 05 pm

Now +10 mins +20 mins +30 mins

+45 mins +1 hrs +1.5 hrs +2 hrs

Prep. Time: 0 : 00

0 mins 10 mins 20 mins 30 mins

Send Timing: At scheduled time

Clear Dismiss OK

This will send the order to the kitchen in 30 minutes from the time the process was started.

Multi-Select	Jose (Chinese
Sent Items: 0		
1 h	Pastor	1 \$1.75
Added by Jose (- 01:33 PM		
1 h	Chorizo	1 \$1.99
Added by Jose (- 01:33 PM		
1 h	Chorizo	1 \$1.99
Added by Jose (- 01:33 PM		
1 h	Lengua	1 \$2.50
Added by Jose (- 01:33 PM		

For Jun 08, 19 02:05 PM - Prep. Time 0 mins

Taxes/ Charges

This feature can be used to create Tax Exemptions or to remove Auto Gratuity.





How to Perform a Tax Exempt

You can uncheck the items that are tax Exempt. You can click on the top this will remove all the taxes from all items.

Name	Sales Tax	Delivery Fee	
Auto	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asada [Steak]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chorizo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lengua	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

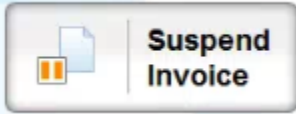
You can then Accept the changes.

Name	Sales Tax	Delivery Fee	
Auto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asada [Steak]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chorizo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lengua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

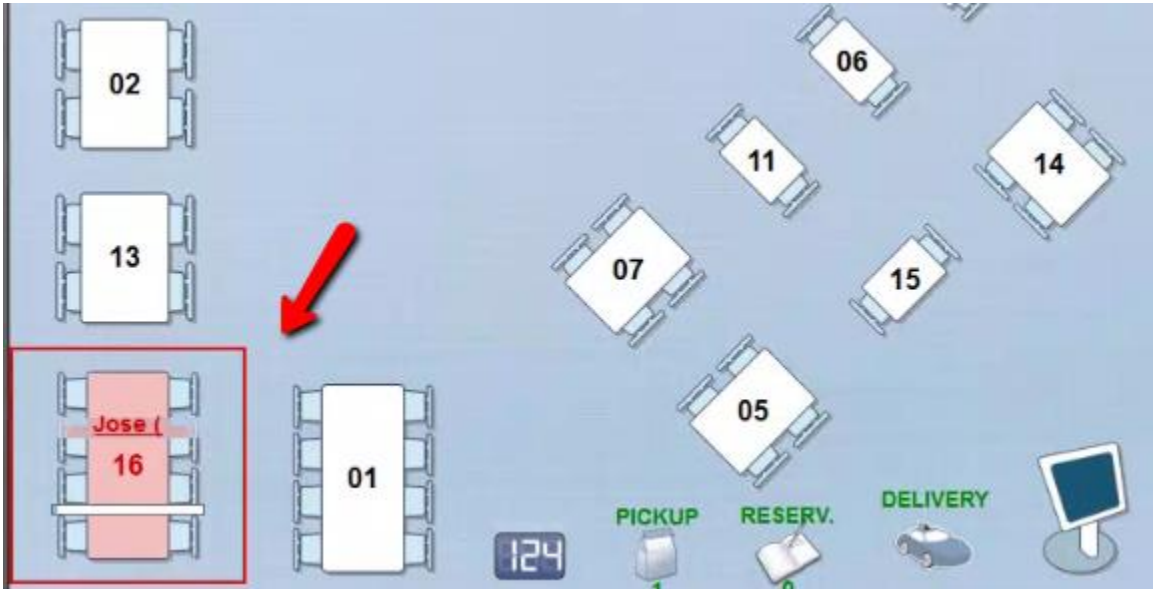
Suspend Invoice

The Suspend Invoice. Let's you suspend Invoice so they don't appear in the current open invoices. Or in the table selection screen. You can do this to get rid of it temporarily. It be brought back when you ready to do something with it.



How to Suspend an invoice.

You can suspend invoices. So that you they won't show up in the Menu selection screen. Let's say the customer has to step away. He forgot his wallet at home. But will be back in 20 minutes. So we have to wait for him to come back and pay.



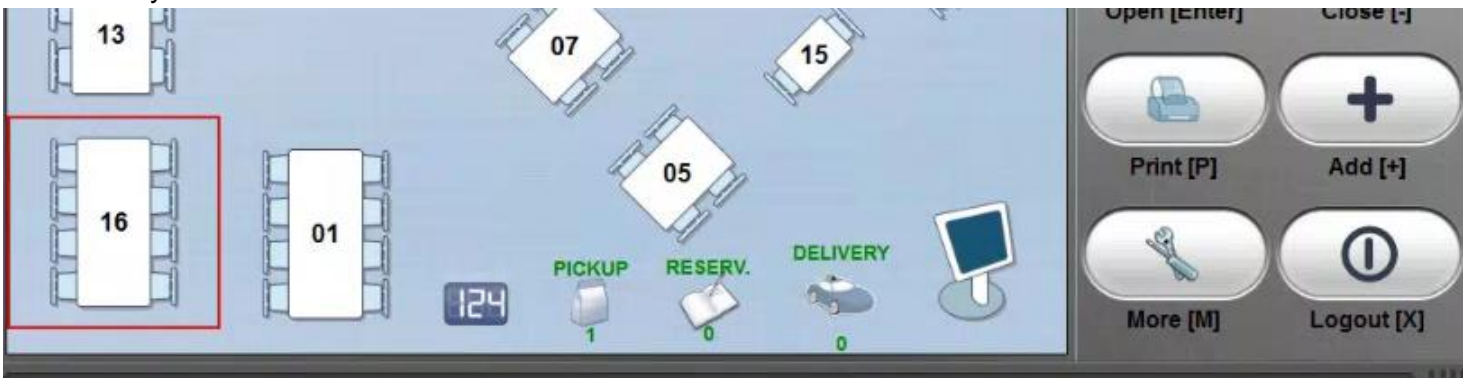
So that the invoice doesn't show up on the table. You can suspend so it won't appear. If you load up the invoice. Then click on More.



Then click on Suspend Invoice.



If you go back to the table selection screen. You will notice the table is gone. Once you do that the table will become vacant. So you can use it as normal.



Resume Invoice

Resume Invoice will bring back any suspended invoice.



How to Resume a Suspended Invoice.

You can click on Resume Invoice. So you bring back any invoices you suspend.

If you click on More



Then click on Suspend Invoice.



Then click on the Suspended invoice.



You will resume the invoice and you can now Close it out or interact with it like you wish.

Buttons: Send, Delete, Modify, Close, Print, Exit, More

Multi-Select	Jose (Chinese	
1	Pastor	1	\$1.75
Added by Jose (- 03:58 PM)			
1	Asada [Steak]	1	\$1.75
Added by Jose (- 03:58 PM)			
1	Chorizo	1	\$1.99
Added by Jose (- 03:58 PM)			
1	Lengua	1	\$2.50
Added by Jose (- 03:58 PM)			
1	Fish Taco	1	\$3.00
Added by Jose (- 03:58 PM)			
Dine-In 41		Subtotal (5)	\$10.99
Jun 15, 19 03:57 PM		Total	\$10.99
Guest			

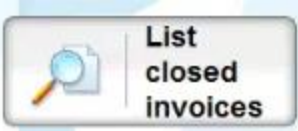
Navigation: Se 1, Se 2, Se 3, Se 4, Se 5, Auto

118241 - Added by Jose (- 03:58 PM)

Apps & More	Burgers & Sandwiches	Specials	Beverages	Bottles
Salads	Entrees	Tacos	Draft	Cocktails
Lake Tai Starter \$9.50	Chili Fries \$8.00	Oven Roasted Wings \$7.00	Kansas City Hog Wild Wings \$13.00	Madeleine Pastry \$6.50
Alaskan Beef Pie \$6.00	Macho Man Salad \$4.50	Devised Eggs \$5.00	Cheese Toast \$9.00	Garden Salad \$7.00
Fruit and Cheese Plate \$12.50	Bacon Cheddar Fries \$5.00	Andys Fries \$10.00	Michael's Special \$16.00	Special Starter \$7.00
Garlic Bread \$6.00	Breadsticks \$4.00	Pub Special \$6.00	Cheesy Breadsticks \$9.50*	Spicy Wings \$7.25
BBQ Wings \$6.50	Fancy Breadsticks \$6.00	Figgy Cinnamon Sticks \$10.00		

List closed Invoices.

This will show you the last 8 tickets that were closed.



Looking up closed item page.

You can use the arrows. To change the page. To find the desired ticket.

The screenshot shows a grid of eight closed invoice tickets. At the top, there are navigation icons: a refresh button, a magnifying glass, a multi-colored circle icon, and an "[X] Exit" button. To the right of these are two large red arrows (left and right) for page navigation, which are highlighted with a red border. Each ticket card displays the date, customer name, ID, paid amount, and a list of items with quantities. A large, semi-transparent number is overlaid on each card to indicate its position in the list (1 through 8).

ID	Customer	Item	Quantity	Paid
118217	Jose	Pastor	1	\$7.99
118217	Jose	Asada	1	\$7.99
118217	Jose	Chorizo	1	\$7.99
118217	Jose	Lengua	1	\$7.99
118216	Jose	Boneless	1	\$9.24
118216	Jose	Brewed Coffee	1	\$9.24
118216	Jose	Pastor	1	\$9.24
118216	Jose	Asada	1	\$9.24
118216	Jose	Chorizo	1	\$9.24
118208	Jose	Lake Tai Starter	1	\$19.99
118208	Jose	BLT	1	\$19.99
118207	Jose	Lake Tai Starter	1	\$17.50
118207	Jose	Chilli Fries	1	\$17.50
118206	Jose	BLT	1	\$7.99
118204	Jose	Chocloate Croissant	1	\$42.00
118204	Jose	Bacon & Beecher's Scone	1	\$42.00
118197	Jose	Espresso	1	\$5.00
118197	Jose	Americano	1	\$5.00
118198	Jose	Lake Tai Starter	1	\$15.50
118198	Jose	Chilli Fries	1	\$15.50

Depending on how you want to view the ticket. You can either open it from the ticket in this view by clicking in the middle.

This is a close-up of the first ticket from the list above. A red arrow points to the item list, indicating that clicking on the items allows the user to open the full invoice details.

ID	Customer	Item	Quantity	Paid
118217	Jose	Pastor	1	\$7.99
118217	Jose	Asada	1	\$7.99
118217	Jose	Chorizo	1	\$7.99
118217	Jose	Lengua	1	\$7.99

You will be able to Recall the invoice. Change the Payment type. Reprint the Invoice. Or Copy the Invoice if you choose to.

Sent Items: 4			
1	K Pastor	1	\$1.75
Added by Jose (- 01:10 PM)			
1	K Asada [Steak]	1	\$1.75
Added by Jose (- 01:10 PM)			
1	K Chorizo	1	\$1.99
Added by Jose (- 01:10 PM)			
1	K Lengua	1	\$2.50
Added by Jose (- 01:10 PM)			

Table 01 17	Subtotal (4)	\$7.99
Seats 0	Total	\$7.99
Jun 08, 19 01:09 PM	Rounding	\$0.01
Jun 08, 19 01:15 PM	Cash	\$8.00
Guest		

Invoice has been closed by Jose (.)

Recall Invoice

Change Payments

Reprint Invoice

Copy Invoice

Or you can click on **Close**.

01 17 - Jose (

ID: 118217 **Paid \$7.99**

Jun 08, 19 01:15 PM

Pastor	1
Asada	1
Chorizo	1
Lengua	1

Close

This will bring you to the sales view screen.

Guest

Invoice not printed

Cash \$8.00

01 17 17 - [ID: 118217] **Chinese**

Change **\$0.00**

Subtotal	\$7.99
Total	\$7.99
Rounding	\$0.01
Owing	\$0.00

Recall

Print Done

Looking up order by invoice number.

If you happen to know the invoice number. You can click on the Search button.



You can then type in the Invoice ID.

Invoice ID / Sequence Num

Let's say this is the one.

ID: 118217

Add it then press OK.

Invoice ID / Sequence Num

It will then automatically open the Closed Invoice for you.

Send Delete Modify Close Print Exit More

Se	St	Description	Qty	Price
Sent Items: 4				
1	K	Pastor Added by Jose (- 01:10 PM	1	\$1.75
1	K	Asada [Steak] Added by Jose (- 01:10 PM	1	\$1.75
1	K	Chorizo Added by Jose (- 01:10 PM	1	\$1.99
1	K	Lengua Added by Jose (- 01:10 PM	1	\$2.50

Table 01 17 Subtotal (4) \$7.99
Seats 0 **Total \$7.99**
 Jun 08, 19 01:09 PM Rounding \$0.01
 Jun 08, 19 01:15 PM **Cash \$8.00**
 Guest

Se 1 Se 2 Se 3 Se 4 Se 5 Auto

118217 - Added by Jose (- 01:10 PM ->01:11 PM Sent

K Cash ← → \$ #

Invoice has been closed by Jose (.

[Recall Invoice](#)

[Change Payments](#)

[Reprint Invoice](#)

[Copy Invoice](#)

Looking up Closed Invoice by Customer.

Let's say we have a customer that is a regular. If you track the tickets by customer. You can click on the customer button.



Then you can find and select the customer.

Customers

Search: Refresh

Customer	Phone	Address	Edit	Select
1234			Edit	Select
Aalok Shah	(604) 639-7049		Edit	Select

This will bring up any Closed Invoices from the customer you have selected.



Open Cash Drawer

Opening Drawer Manually.

This button will open the Cash Drawer if you have the permission to do so.



If you don't have permission to open the drawer. You will be prompted for the code of a profile that does.



Timers

Pending - More Information is Needed. Don't have it in my demo system. Need to enable it. (assumption)

Sold Out

Marking Sold Out Items.

You can use the Sold Out Button to make an item as Sold Out.



When you click on the button. You then need to open up the Category.



We can click on the Tacos category then click on the Fish Taco.



You can then accept the prompt.

**Set Fish Taco
\$3.00
sold out?**

Yes

No

You will see the item is "X'd" out. You can then close the window.



If we go back to the menu. You will notice the Taco is X'd out.



For standard users you will get this message. When selecting it

Item is sold out.

OK

If you are a user with elevated permissions. When you attempt to sell the item. You will get this prompt. Asking you to Undo the Sold Out feature.



If you have the permission. To undo it you will get this prompt.



You now see it came back to normal.



Resend

Reprinting a Kitchen Order.

If for some reason you need reprint a receipt. You can use this button to reprint the Kitchen Order. This could be useful. In case the kitchen printer is having issues. Or it ran out of paper. These are common reason that make this feature useful.



You will just need to accept the prompt.

Resend invoice?

Yes

No

Delete Invoice



Let's say we have to delete the invoice on Table 16. Open up Table 16



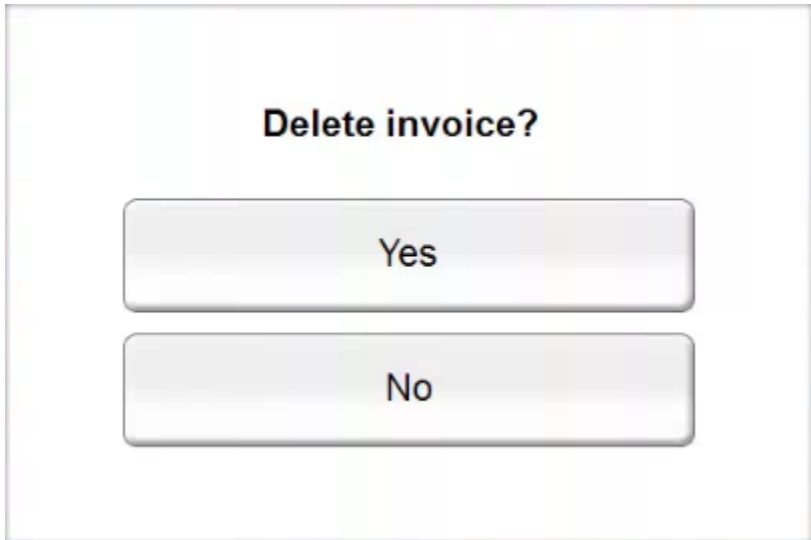
Then click **More**.



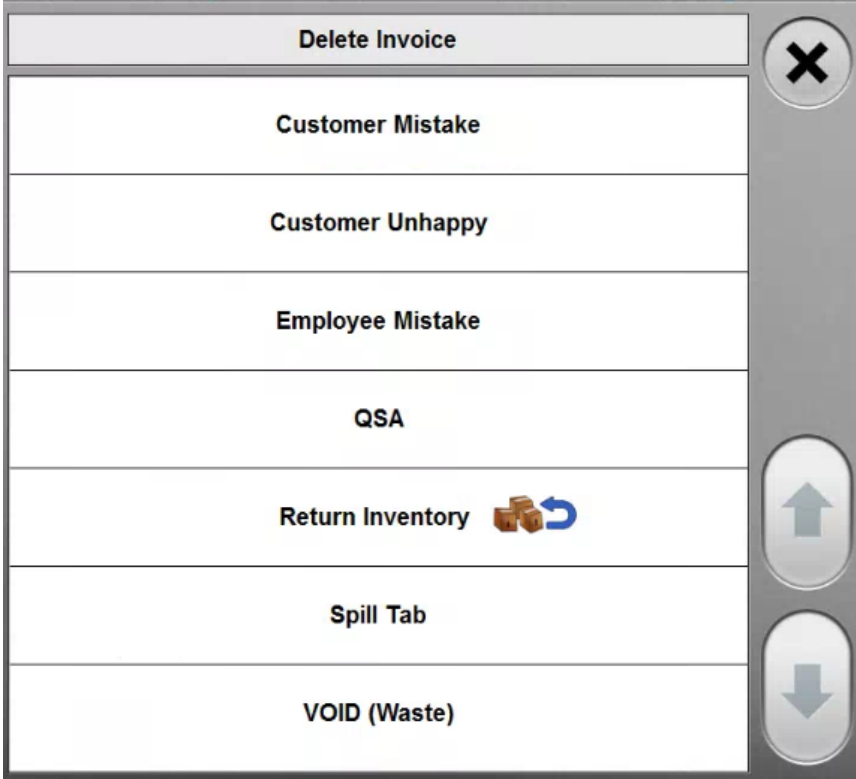
Then click **Delete Invoice**.



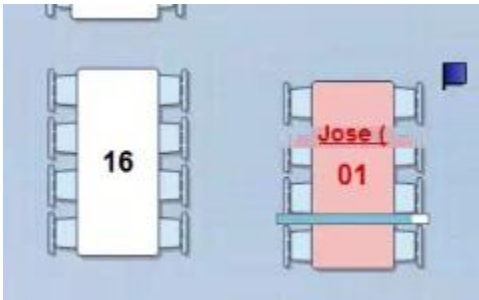
The **Delete Invoice** Button. Will delete the entire invoice. Only if you have the permission to do so. If you click it will prompt you to delete.



You will then be prompted to select a reason. Let's click on Customer Mistake.



You will now be taken to the table selection screen. You will notice table 16 will empty.



If you don't have the Permission to delete the invoice. You will be prompted for Authorization Code. You will need to enter the code of a user with the permission to delete an invoice.



Kitchen Message

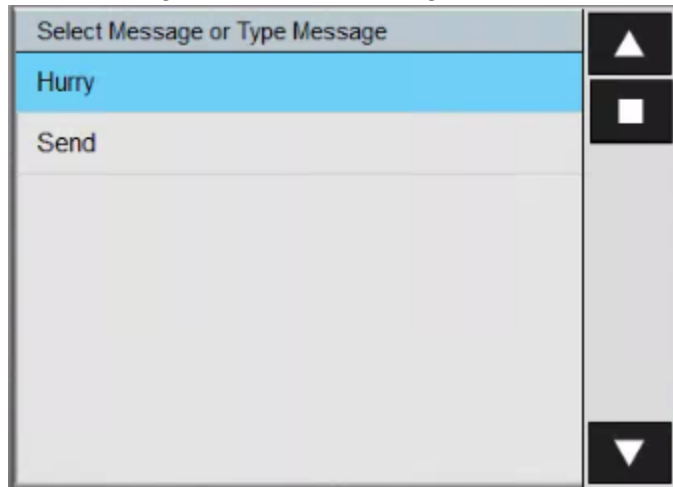
Sending Predefined Kitchen Message



You can use the Kitchen Message. To send a kitchen message for something that has already been sent. This can be useful. If you to make a modification to a single Item. There are pre-configured or customer Kitchen Messages. Let's say the last item in this order. Didn't get made at all. We can use the preconfigured options. To create a Kitchen Message.

Multi-Select	Jose (Chinese	
1 K Pastor	1	\$1.75	▲
Added by Jose (- 02:47 PM			
1 K Asada [Steak]	1	\$1.75	
Added by Jose (- 02:47 PM			
1 K Chorizo	1	\$1.99	
Added by Jose (- 02:47 PM			
1 K Lengua	1	\$2.50	
Added by Jose (- 02:47 PM			
1 K Fish Taco	1	\$3.00	
Added by Jose (- 02:47 PM			
Table 01 23		Subtotal (5)	\$10.99
Seats 0		Total	\$10.99
Jun 08, 19 02:46 PM			
Guest			

After clicking the Kitchen Message. You can select. From the pre configured Message from the list.



You can Select the item you wish to apply the message to.


Select Items or Printers
Whole Invoice - 118224
Pastor
Asada [Steak]
Chorizo
Lengua
Fish Taco

You can then click on the Check Mark.

Kitchen Message: 01

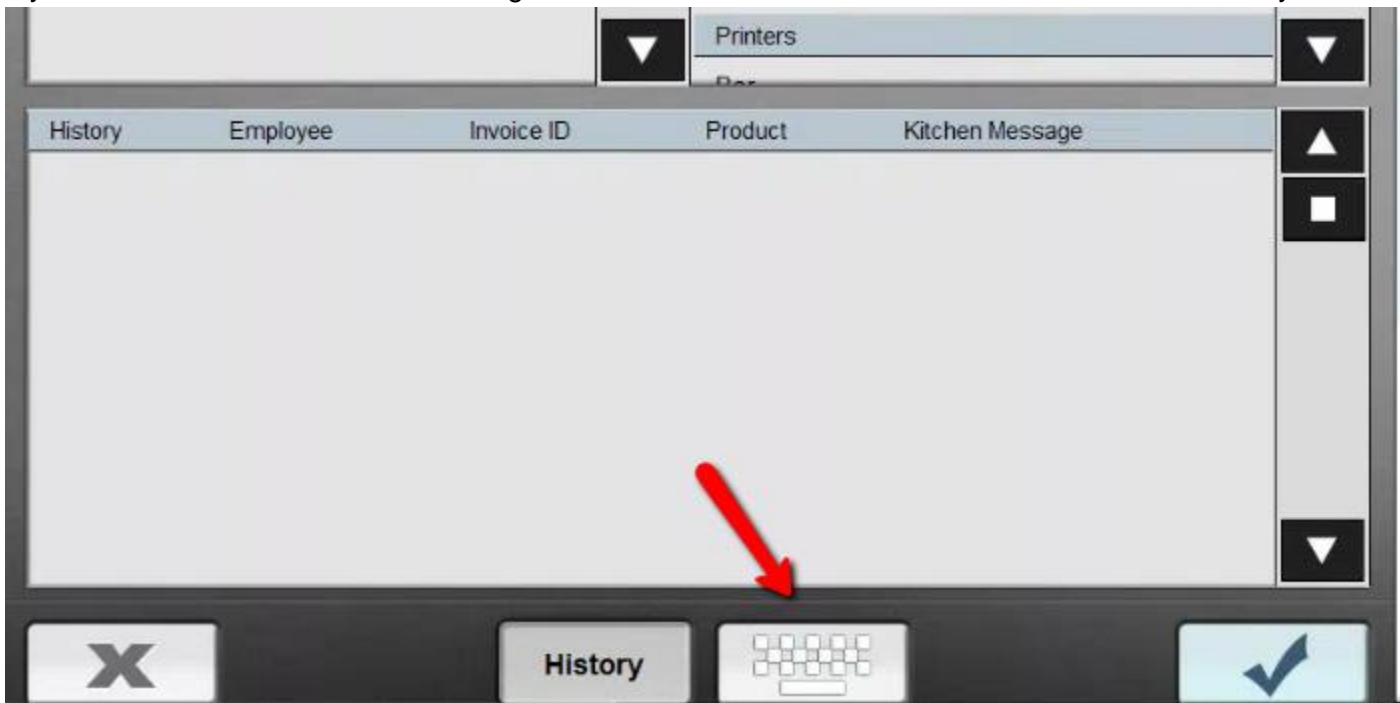
Select Message or Type Message	▲	Select Items or Printers	▲
Hurry	■	Whole Invoice - 118224	■
Send		Pastor	
		Asada [Steak]	
		Chorizo	
		Lengua	
		Fish Taco	
	▼	Printers	▼

History	Employee	Invoice ID	Product	Kitchen Message	▲
					■
					▼

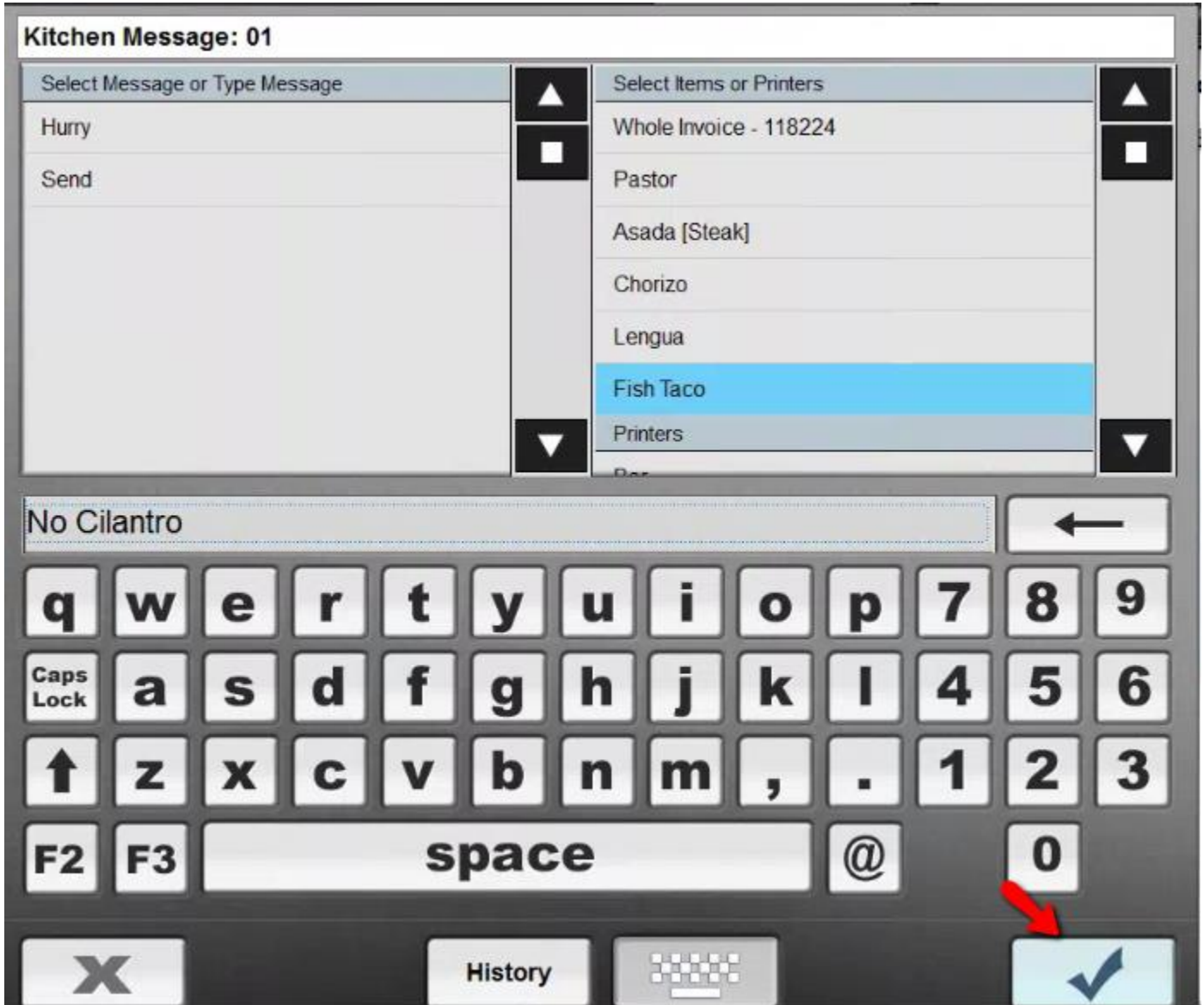
X
History

✓

Sending Custom Kitchen Message.

If you wish to Send a Customer Message. You can click on the Item affected. Then click on the Keyboard.



You can then type in your custom. Message. Then hit the Check Mark to Accept.



Petty Cash

Petty Cash can be used as a way to move cash in and out of the drawer. It is typically easier for customers to account for track the beginning balance of the drawer out side of the system. Because this will show up in their totals. It then becomes an extra step they need to account for. It's easier if the customer to just make sure to exclude the starting amount from his cash total. Before he starts counting. So he only counts up the sales.

But if the customer wanted to account for the amount of cash he starts with. Everyday they can use this to account for the start of day balance.

You can also use it to account for any cash that is removed. If you have wanted to remove cash for supplies lets say.



Cash In (Optional)

Let's perform a Cash In. This typically isn't done. But if the customer requests it. It is good to know how to do it. Just in case you need to show them how to do it. After pressing the Petty Cash button. You will be brought to this screen. The top options are for removing money. The bottom Options are for adding money.



If you type in your starting amount. You can click on Float if you want it to just list that. Otherwise you can use a custom reason. Let's add a customer reason.

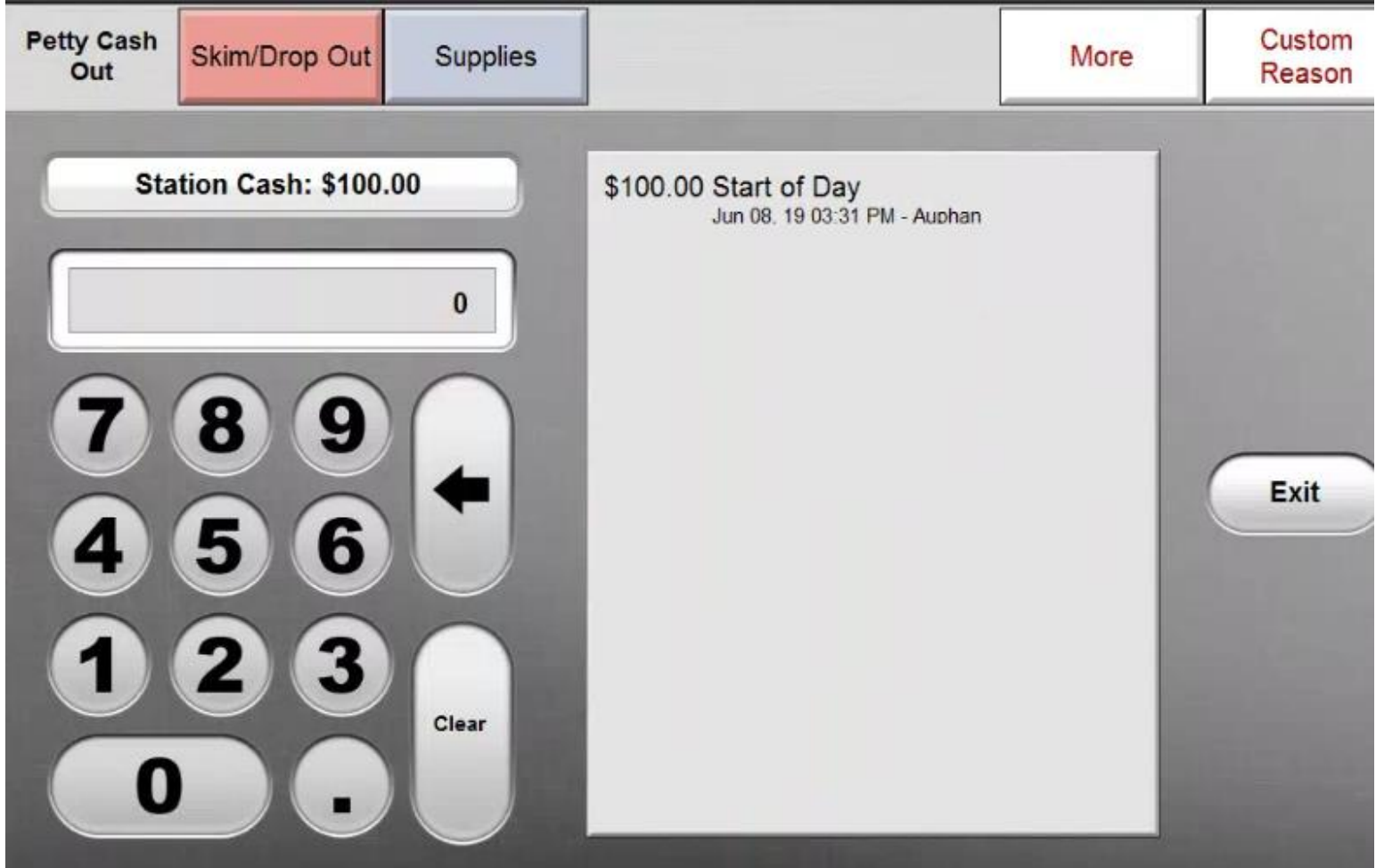
I typed in the total "100" then clicked on Custom Reason. So I can be more specific.



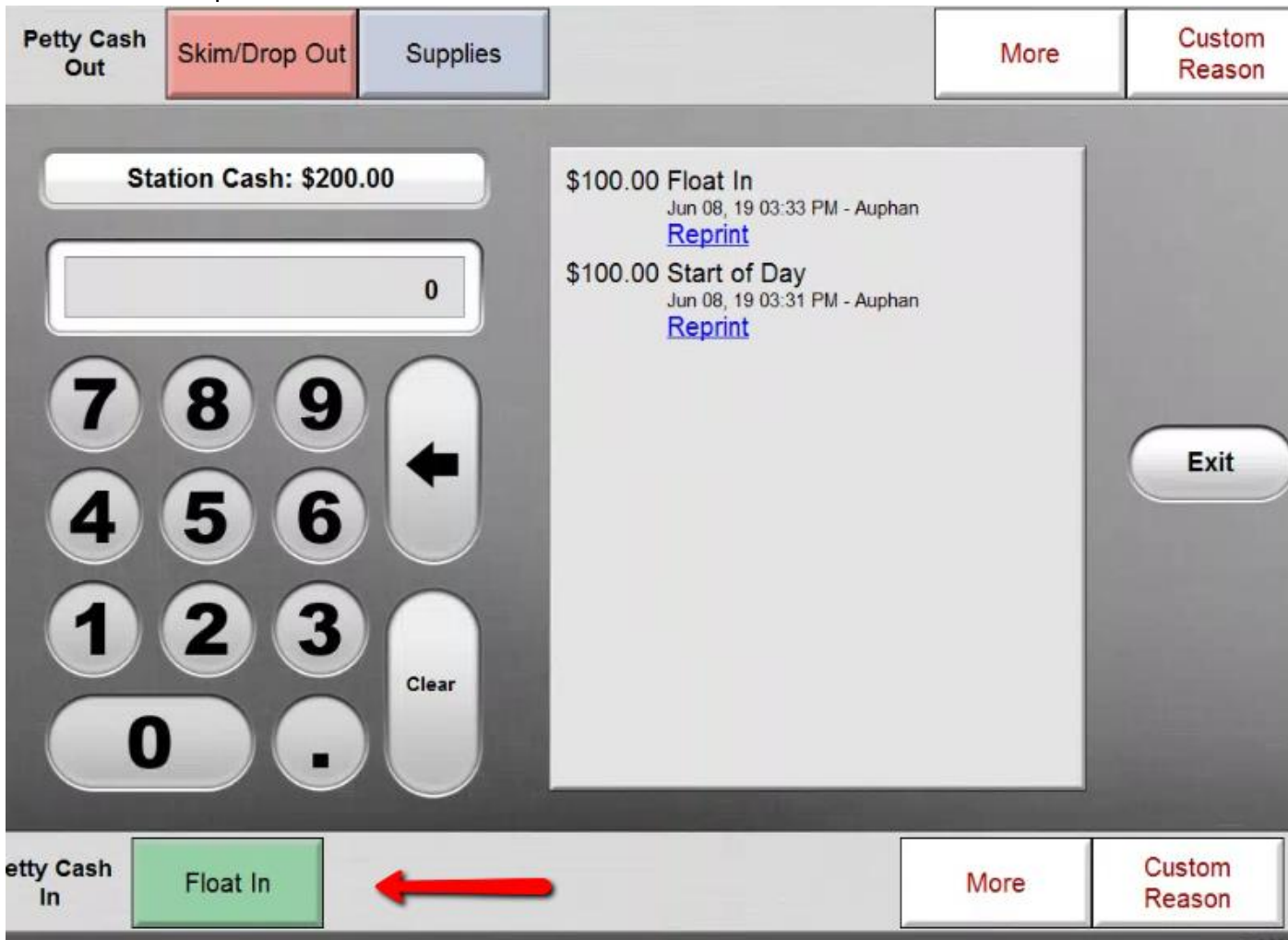
Type in your reason.



You will see that the Total as Change to 100.



If we would have performed a float in. It would have looked like this.



Performing a Cash Out

Let's say we need to take money out of the drawer. For some tomatoes. You can type in the total you need to move. You can then choose Customer Reason. If you wish to be more specific.

The screenshot shows the Auphan POS interface for a Petty Cash Out transaction. At the top, there are buttons for 'Petty Cash Out', 'Skim/Drop Out', 'Supplies', 'More', and 'Custom Reason'. The 'Station Cash' is \$200.00. A numeric keypad is visible with the number '20' entered. The transaction list includes:

- \$100.00 Float In (Jun 08, 19 03:33 PM - Auphan) with a 'Reprint' link.
- \$100.00 Start of Day (Jun 08, 19 03:31 PM - Auphan) with a 'Reprint' link.
- \$55.49 Correction (Jun 08, 19 03:27 PM - Auphan) with a 'Reprint' link.
- \$100.00 Start of Day (Jun 08, 19 03:25 PM - Auphan) with a 'Reprint' link.
- \$100.00 Start of Day (Jun 08, 19 03:25 PM - Auphan) with a 'Reprint' link.

An 'Exit' button is located on the right side. A red arrow points to the 'Custom Reason' button.

You can then click on OK.

The screenshot shows the 'Custom Reason' dialog box in the Auphan POS interface. It features a 'Cancel' button on the left, a text input field containing the word 'Tomatoes', and an 'OK' button on the right. Below the input field are two large buttons labeled 'Clear' and 'Backspace', followed by a numeric keypad with digits 1 through 0.

You will now see this the amount taken out of the drawer and the reason.

Petty Cash Out Skim/Drop Out Supplies More Custom Reason

Station Cash: \$180.00

7 8 9 ←
 4 5 6
 1 2 3
 0 . Clear

\$20.00 Tomatoes
 Jun 08, 19 03:40 PM - Auphan
[Reprint](#)

\$100.00 Float In
 Jun 08, 19 03:33 PM - Auphan
[Reprint](#)

\$100.00 Start of Day
 Jun 08, 19 03:31 PM - Auphan
[Reprint](#)

Exit

Petty Cash In Float In More Custom Reason

You can also use one of the two options above if you don't want to be specific.

Petty Cash Out Skim/Drop Out Supplies

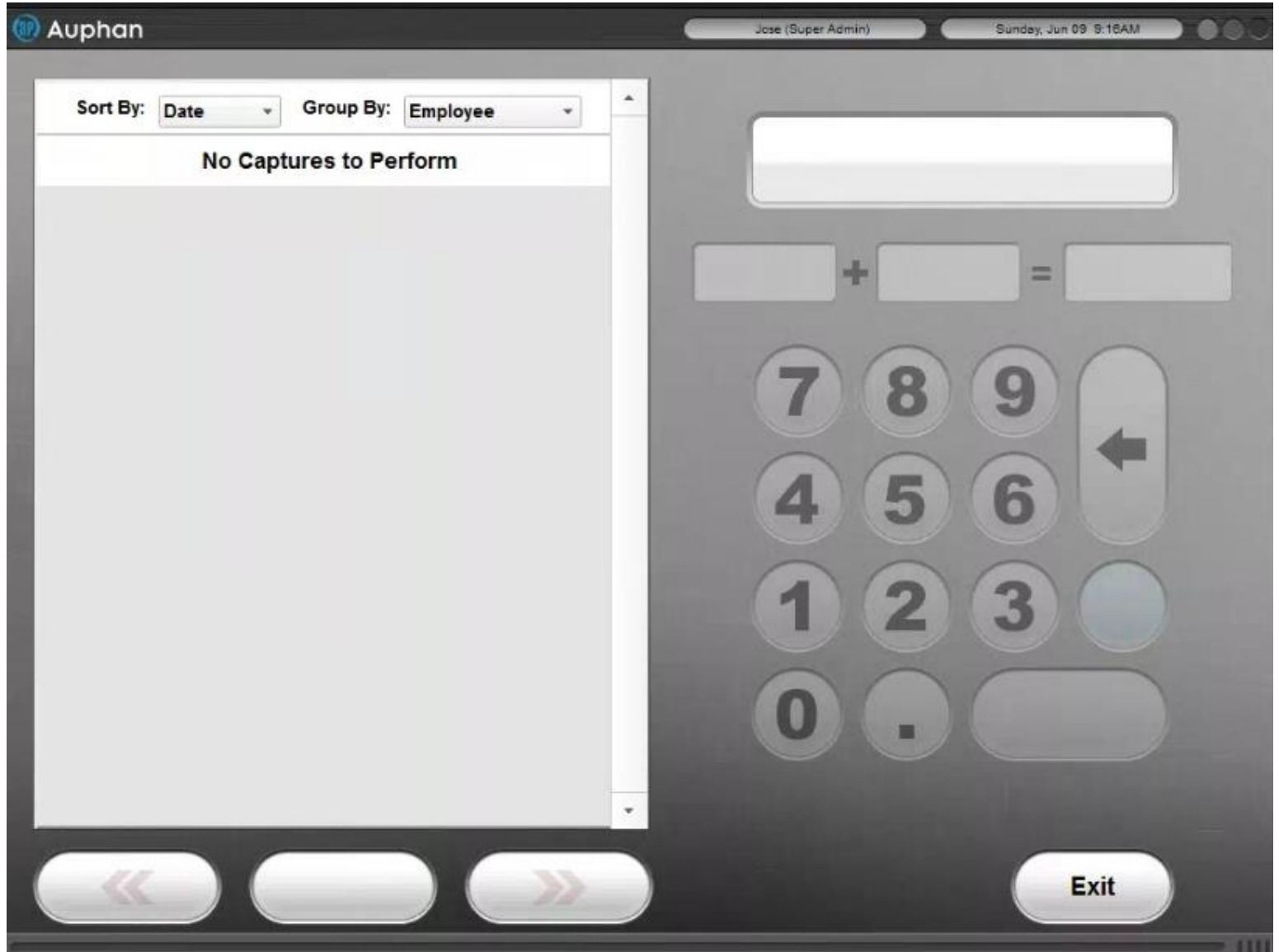
Credit Card Captures

Adding Tips Pending

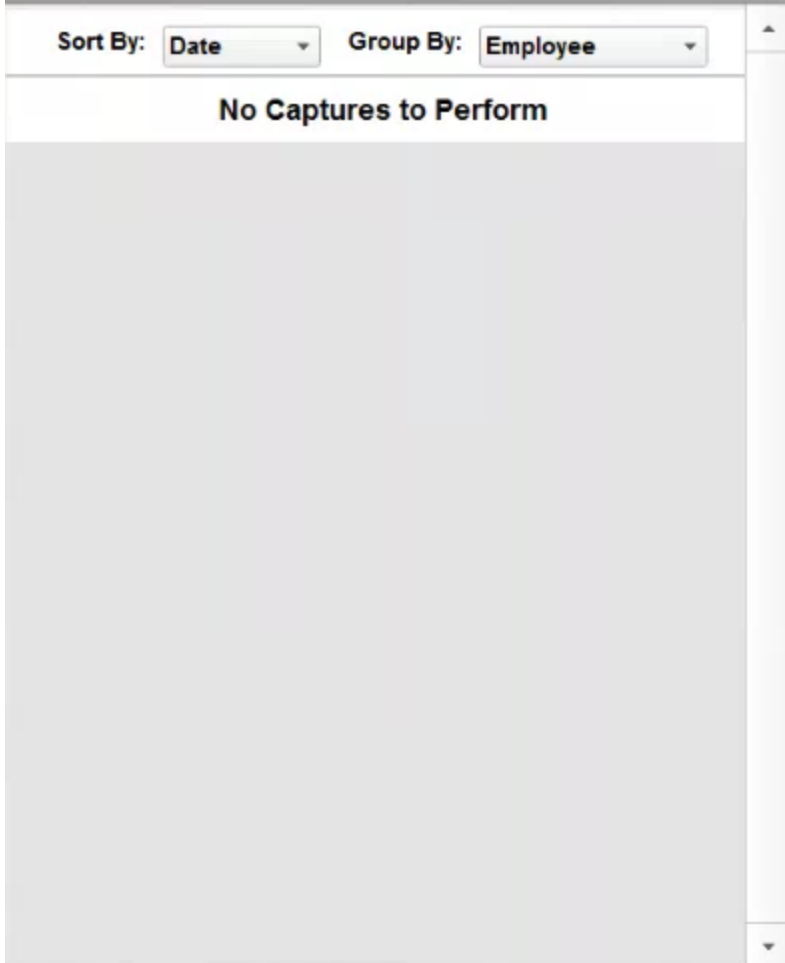
After hitting the Credit Card Captures Button. You will see the following window.



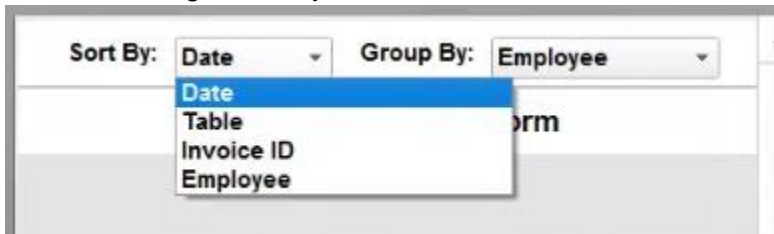
From this area you can close out the tips on transactions. You will need to find the transaction that needs the tip added



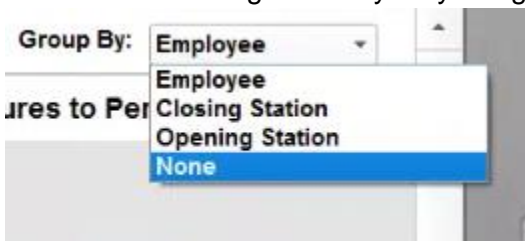
All of the pending transactions will be found in this area.



You can change the way the transaction are sorted.



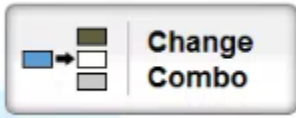
You can also change the way they are grouped.



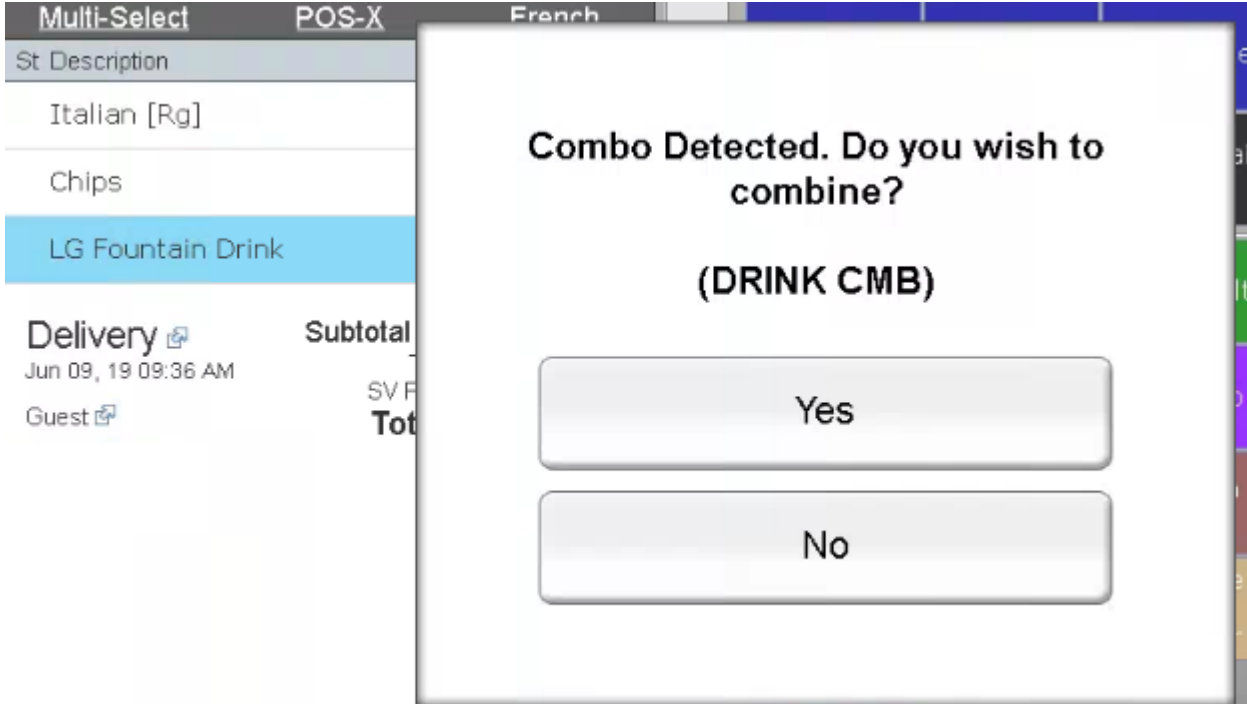
Change Combo

Switching Items on Combos

This button lets you switch out items once a combo has been applied. This helps so we don't have to delete the whole thing and re-ring up all the items.



Let's say we have a combo. For a "Sandwich, Chips, and a Drink". Because it's set to auto combo after it detects a combo. I will be prompted to combine the order. Just to see how the totals differ. Let's hit no.



You will see that the total comes out to 11.72.

Multi-Select	POS-X	French
St Description	Qty	Price
Italian [Rg]	1	\$7.00
Chips	1	\$1.30
LG Fountain Drink	1	\$2.10
Delivery	Subtotal (3)	\$10.40
Jun 09, 19 09:36 AM	Tax	\$0.87
Guest	SV Fee	\$0.45
	Total	\$11.72

If we do accept it. You will notice that the total will be affected.

Multi-Select	POS-X	French
St Description	Qty	Price
Italian [Rg]	1	\$7.00
<i>DRINK CMB</i>	1	\$2.50
Combo Complete		
*Chips	1	\$0.00
*LG Fountain Drink	1	\$0.20
Pick Up 33	Subtotal (4)	\$9.70
Jun 09, 19 09:42 AM	Tax	\$0.81
Guest	SV Fee	\$0.42
	Total	\$10.93

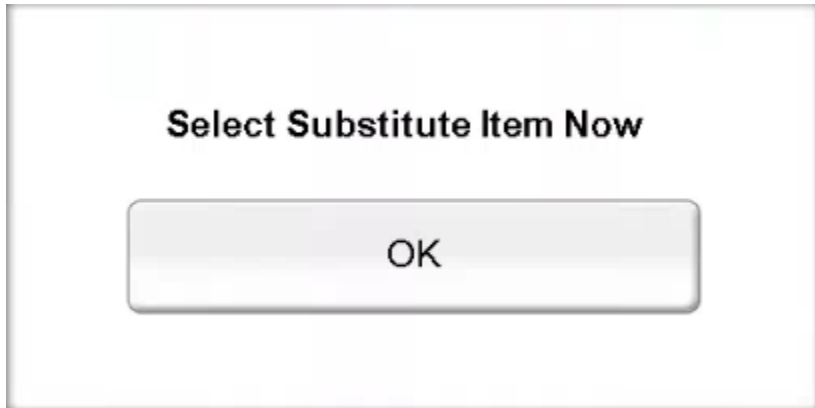
Let's say the customer actually wanted to substitute LG Fountain Drink. For a Regular Fountain Drink. Click on the item you wish to switch out. In this case we shall click on LG Fountain Drink.

*LG Fountain Drink	1	\$0.20
--------------------	---	--------

Then click on Change Combo.



You will get this message.



You can then click on the item you are replacing it for.

Multi-Select	POS-X	French
St Description	Qty	Price
Italian [Rg]	1	\$7.00
<i>DRINK CMB</i>	1	\$2.50
Combo Complete		
*Chips	1	\$0.00
*LG Fountain Drink	1	\$0.20

10x	Subs	Salad / Soup / Pasta	Kids / Sides
9x	BTL Drinks	RG Fountain Drink	LG Fountain Drink
8x	Turkey Ranch Swiss	Cheesy Meatball Marinara	Tuna Melt
7x	Italian	Traditional	Turkey Avocado
8x			

You will then be prompted for the price. Because of the combo is advertised. The chips and Fountain Drink combo will cost \$0.20 for a LG Fountain Drink. For a RG Fountain Drink. It will cost \$0.00. So we will leave this at \$0.00.



You will see now this has been applied.

Multi-Select	POS-X	French
St Description	Qty	Price
Italian [Rg]	1	\$7.00
<i>DRINK CMB</i> Combo Complete	1	\$2.50
*Chips	1	\$0.00
*RG Fountain Drink	1	\$0.00
Pick Up 35	Subtotal (4)	\$8.50
Jun 09, 19 09:51 AM	Tax	\$0.80
Guest	SV Fee	\$0.41
	Total	\$10.71

Tech NOTE: You can also substitute an item that isn't part of the combo. Let's say the customer wanted to get two Chips. You can click Change Combo and then click on Chips. You will now notice the Drink Combo. Is made up of two chips.

<i>DRINK CMB</i> Combo Complete	1	\$2.50
*Chips	1	\$0.00
*Chips	1	\$0.00

You can also substitute something that isn't part of the combo. Let's say we wanted to give him a Tuna Melt at \$2.00. We can once again. Hit the Change Combo, then click on Tuna Melt. This time putting \$2.00 for the cost.

Multi-Select	POS-X	French
St Description	Qty	Price
Italian [Rg]	1	\$7.00
<i>DRINK CMB</i> Combo Complete	1	\$2.50
*Chips	1	\$0.00
*Tuna Melt [Rg]	1	\$2.00
Pick Up 35	Subtotal (4)	\$11.50
Jun 09, 19 09:51 AM	Tax	\$0.97
Guest	SV Fee	\$0.49
	Total	\$12.96

The better way to make a correction to a combo. Is to click on the item. The press delete. Let's say we want to switch the tuna melt for one of the drinks. You can click on The tuna melt then press on Delete.

Send
 Delete
 Modif

Multi-Select	POS-X	French
St Description	Qty	Price
Italian [Rg]	1	\$7.00
<i>DRINK CMB</i> Combo Complete	1	\$2.50
*Chips	1	\$0.00
*Tuna Melt [Rg]	1	\$2.00
Pick Up 35	Subtotal (4)	\$11.50
Jun 09, 19 09:51 AM	Tax	\$0.97
Guest	SV Fee	\$0.49
	Total	\$12.96

What this will do is. See that the combo is applied. It detects the chips already. So it prompted you for the two items that apply to this combo. Lets click on the LG Fountain Drink.

Multi-Select	POS-X	French
St Description	Qty	Price
Italian [Rg]	1	\$7.00
<i>DRINK CMB</i> 0/1 Drinks(CMB) 1/1 Chips(CMB)	1	\$2.50
*Chips	1	\$0.00
Pick Up 35	Subtotal (3)	\$9.50
Jun 09, 19 09:51 AM	Tax	\$0.80
Guest	SV Fee	\$0.41
	Total	\$10.71

10x

9x

8x

7x

6x

5x

RG Fountain Drink

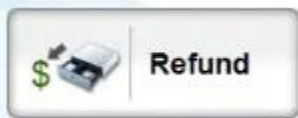
LG Fountain Drink

Now the combo is back to normal.

Multi-Select	POS-X	French
St Description	Qty	Price
Italian [Rg]	1	\$7.00
DRINK CMB Combo Complete	1	\$2.50
*Chips	1	\$0.00
*LG Fountain Drink	1	\$0.20
Pick Up 35	Subtotal (4)	\$8.70
Jun 09, 19 09:51 AM	Tax	\$0.81
Guest	SV Fee	\$0.42
	Total	\$10.93

Refund

Refunding using Refund button.

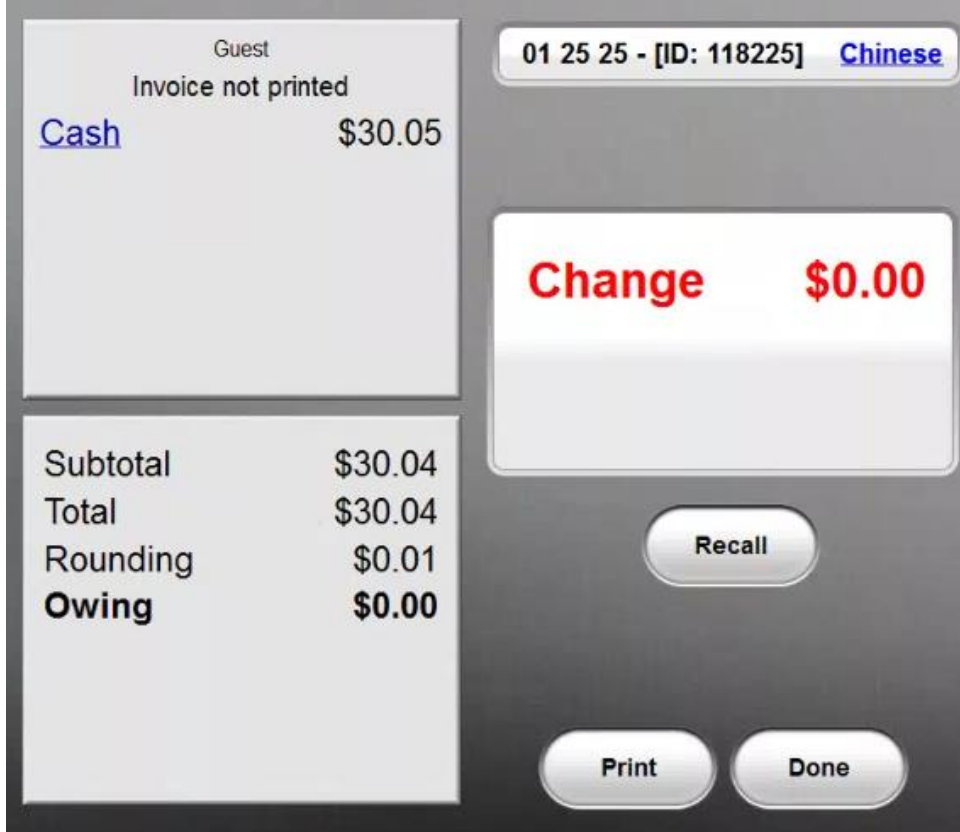


Then refund button will take a item and set it as a negative.

Let's charge out this out this order.

Multi-Select	Jose (Chinese
Se St Description	Qty	Price
1 - BLT Added by Jose (- 09:25 AM	1	\$7.99
1 Veggie Burger Added by Jose (- 09:25 AM	1	\$12.00
1 The Western Burger Added by Jose (- 09:25 AM Well / Potato Fries	1	\$10.05
Table 01 25	Subtotal (3)	\$30.04
Seats 0	Total	\$30.04
Jun 09, 19 09:25 AM		
Guest		

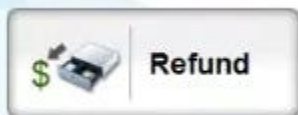
So we have the total here.



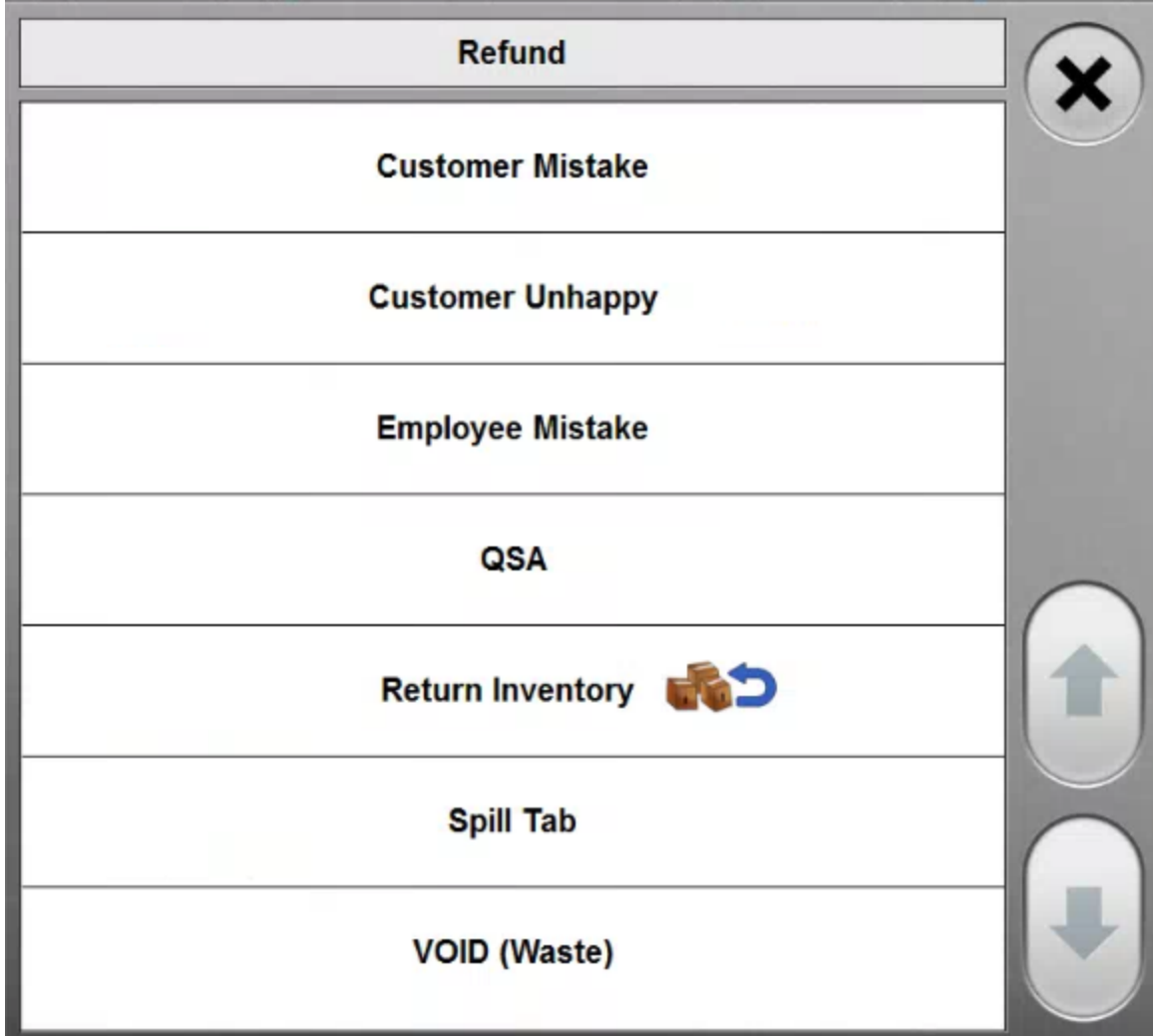
Let's say the customer came in complaining about how his food was prepared. So you are going to issue them a refund. From this point you have two options. The first option is to re-ring up the order. Right now I have the The Western Burger selected.

Se	St	Description	Qty	Price
1	-	BLT Added by Jose (- 10:12 AM	1	\$7.99
1		Veggie Burger Added by Jose (- 10:12 AM	1	\$12.00
1		The Western Burger Added by Jose (- 10:12 AM Don't Make Order / Medium / Potato Fries	1	\$10.05
Table 01 26		Subtotal (3)		\$30.04
Seats 0		Total		\$30.04
Jun 09, 19 10:12 AM				
Guest				

Once you do that you can click on the Refund button.



You will be prompted for a



If you don't have permission to do this. You will be prompted the code of someone that does.



As soon as you but the code or if you have permissions. You will notice the item has a negative value.

Multi-Select		Jose (Chinese
Se	St	Description	Qty Price
Sent Items: 1 (-1)			
1	-	BLT Added by Jose (- 10:12 AM	1 \$7.99
1		Veggie Burger Added by Jose (- 10:12 AM	1 \$12.00
1	K	The Western Burger Added by Jose (- 10:12 AM Don't Make Order / Medium / Potato Fries	-1 -\$10.05

The quicker way to do this is to select **Multi-Select**.

Multi-Select		Jose (Chinese
Se	St	Description	Qty Price
Sent Items: 1 (-1)			
1	-	BLT Added by Jose (- 10:12 AM	1 \$7.99
1		Veggie Burger Added by Jose (- 10:12 AM	1 \$12.00
1	K	The Western Burger Added by Jose (- 10:12 AM Don't Make Order / Medium / Potato Fries	-1 -\$10.05
Table 01 26		Subtotal (1)	\$9.94

Then click on **All**.

#: 1		All	Filter	Clear	Cancel
Se	St	Description	Qty	Price	
Sent Items: 1 (-1)					
1	-	BLT Added by Jose (- 10:12 AM	1	\$7.99	
1		Veggie Burger Added by Jose (- 10:12 AM	1	\$12.00	
1	K	The Western Burger Added by Jose (- 10:12 AM Don't Make Order / Medium / Potato Fries	-1	-\$10.05	

Then click on Refund.

#: 3 All Filter Clear Cancel

Se	St	Description	Qty	Price
Sent Items: 1 (-1)				
-		BLT	1	\$7.99
Added by Jose (- 10:12 AM				
		Veggie Burger	1	\$12.00
Added by Jose (- 10:12 AM				
K		The Western Burger	-1	-\$10.05
Added by Jose (- 10:12 AM				
Don't Make Order / Medium / Potato Fries				

Table 01 26 Subtotal (1) \$9.94
 Seats 0 Total \$9.94
 Jun 09, 19 10:12 AM

10x
9x
8x
7x
6x
5x
4x

Sold Out
Resend
Refund
Open Cash Drawer
Petty Cash

This will make all the items in the order negative in value. You can then hit Cancel.

#: 3 All Filter Clear Cancel

Se	St	Description	Qty	Price
Sent Items: 3 (-3)				
1	K	BLT	-1	-\$7.99
Added by Jose (- 10:12 AM				
1	K	Veggie Burger	-1	-\$12.00
Added by Jose (- 10:12 AM				
1	K	The Western Burger	-1	-\$10.05
Added by Jose (- 10:12 AM				
Don't Make Order / Medium / Potato Fries				

Table 01 26 Subtotal (-3) -\$30.04
 Seats 0 Total -\$30.04
 Jun 09, 19 10:12 AM
 Guest

Then click on Close.

Send Delete Modify Close Print

Multi-Select Jose (Chinese

Se	St	Description	Qty	Price
Sent Items: 3 (-3)				
1	K	BLT	-1	-\$7.99
Added by Jose (- 10:12 AM				
1	K	Veggie Burger	-1	-\$12.00

Sold Out
Resend

You can then use the payment type you will be refunding the customer with. If it's cash, you can click cash. You will then need to take the money out of the till. If it's a credit card refund. You can refund it by clicking on the credit card.

When you do this you will be crediting the credit. So the money will get added to their accounts. You can either reinsert/reswipe the card. Or you can manually key in the card if you are taking the information over the phone.

Application

01/26/2016 10:27 AM

01/26/2016 10:27 AM

More Payments

[F5] MC [F6] Visa [F7] Amex [F8] Disc [F9] Tab (0.00/0.00) [F10] GC

Manager Meal

Cash

10% Discount

FOH Employee Meal

Investor Discount

More Discounts

X Amt Off

Tax/Charges

Guest
Invoice not printed

01 26 26 - [ID: 118226] Chinese

\$100.00 Cash

\$50.00 Cash

\$20.00 Cash

-\$30.00 Cash

X% Amount

1/X Amount

Open Cash Drawer

-30.04 Clear

7 8 9

4 5 6

1 2 3

0 . Cash

Print Back

Subtotal	-\$30.04
Total	-\$30.04
Owing	-\$30.04

Let's do a cash refund. I shall click on Cash.

Guest
Invoice not printed

01 26 26 - [ID: 118226] Chinese

\$100.00
Cash

\$50.00
Cash

\$20.00
Cash

-\$30.00
Cash

X%
Amount

1/X
Amount

Open Cash
Drawer

-30.04 Clear

7 8 9

4 5 6

1 2 3

0 . Cash

Print Back

Subtotal	-\$30.04
Total	-\$30.04
Owing	-\$30.04

You can then click Done to complete the transaction.

Guest
Invoice not printed

Cash -\$30.05

01 26 26 - [ID: 118226] Chinese

Change \$0.00

Recall

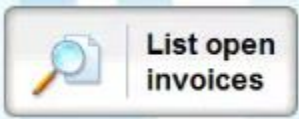
Print Done

Subtotal	-\$30.04
Total	-\$30.04
Rounding	-\$0.01
Owing	\$0.00

List open Invoices

Viewing all Open Invoices.

This button will list all the open invoices in the system.



Let's say it's the end of the day. To check your open invoices. You will be able to click on this view any open invoices.

The screenshot shows a software interface for viewing open invoices. At the top, there are navigation icons: a refresh button, a search icon, a group of people icon, an "[X] Exit" button, and two arrow buttons for page navigation. Below these is a grid of eight invoice cards, arranged in two rows of four. Each card displays the customer name, phone number, invoice ID, date and time, and a list of items with their quantities and prices. A "Close" button is located at the bottom of each card. The first card in the top row is highlighted in light blue.

Customer	Invoice ID	Date/Time	Total	Items
Quick - Auphan Susan Young (604) 710-8342	115646	Oct 30, 10 02:41 PM	\$8.03	Espresso 1, Hot Chocolate Latte 1, Matcha Latte Non-sweet 1, Gift Card 1
Quick - Henry	115689	Oct 31, 10 02:41 PM	\$101.75	Gift Card 1, Espresso 1
Quick - Auphan Norman	116518	Apr 04, 11 03:22 PM	\$79.63	Hot Apple Cider 1, Hot Cider 1, Cafe Latte Fredo 1, Big Latte 1, new hot drink 1, Gift Card 1
42 49 - Joe B	117949	Oct 15, 18 11:15 PM	\$21.51	Veggie Burger 1, Side-by-Side 1
42 59 - Joe B	117959	Oct 16, 18 01:53 PM	\$490.88	Cristal 1, Mojo Pork 1
Bar OL - Joe B Soccer Fan	117966	Oct 16, 18 02:17 PM	\$13.70	Well Gin 1, Corona BTL 1, Bud Light D 1
Bar OL - Joe B Manny Civic	117968	Oct 16, 18 02:19 PM	\$25.50	Mojo Pork 1, Chili Fries 1
45 72 - Joe B	117972	Oct 16, 18 02:50 PM	\$68.51	Spicy Wings 1, Spicy Wings 1, Spicy Wings 1, Spicy Wings 1, Spicy Wings 1, Spicy Wings 1, Spicy Wings 1

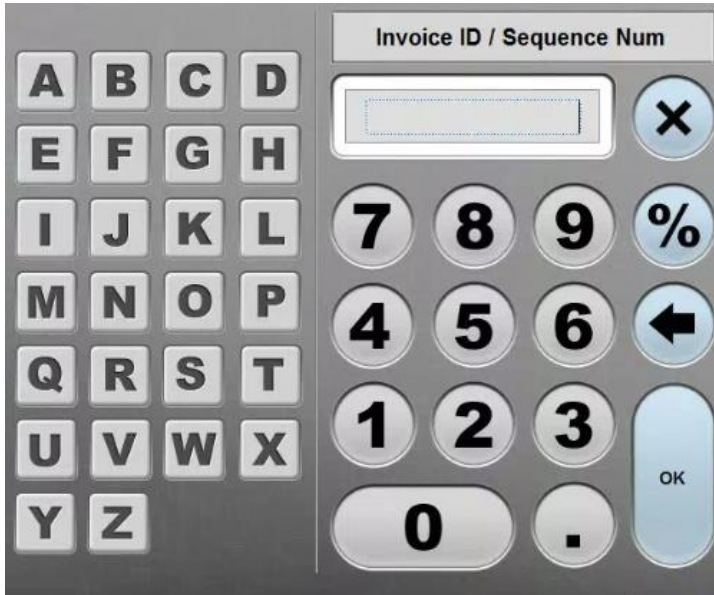
You can change pages using the arrows on the top right.

This screenshot is identical to the one above, but with a red arrow pointing to the right arrow button in the top navigation bar, indicating how to navigate to the next page of invoices.

You can also search by invoice number.



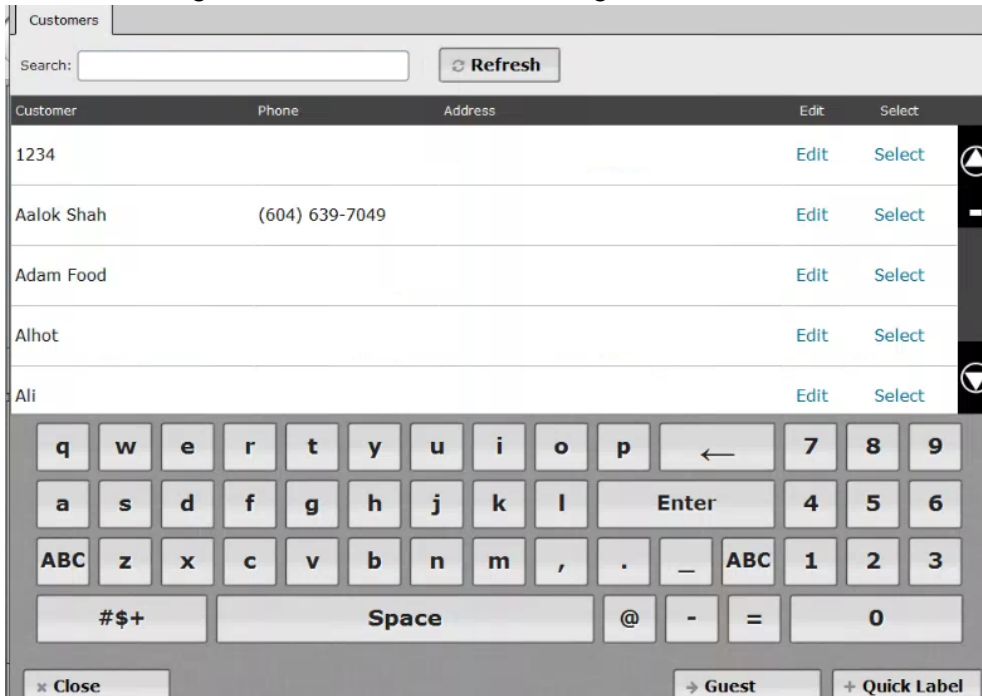
Then typing in the Invoice ID.



You can also search invoices by customer name.



Then searching for the customer and selecting them.



Product Search

Searching Products by Name.

This button will let you look for items. If you don't remember the location but recall the name. You can use it to look by name.



You can click on the search field and look for the item by name. Here it will show you the SKU number if it has one. More importantly the Category.

SKU	Category	Name	Stock
	Sandwiches	BLT	0
	Sandwiches	Google BLT	0

bit

A virtual keyboard with a search field containing "bit". The keyboard includes letters, numbers, and function keys. The search field has a back arrow on the right.

If you click on the item. It will add it.

SKU	Category	Name	Stock
	Sandwiches	BLT	0
	Sandwiches	Google BLT	0

bit

A virtual keyboard with a search field containing "bit". A red arrow points to the "BLT" item in the table above. The keyboard includes letters, numbers, and function keys. The search field has a back arrow on the right.

Auto Combo

Using the Auto Combo button.

Typically this isn't needed. If the combo is detected you will be prompted to apply the combo. But if for some reason, you decline it. You can use this button to apply the combo.



Let's say we decline this prompt after ringing up a couple items that will combo.

A screenshot of a POS interface. On the left, a list of items is visible: Italian [Rg], Chips, and LG Fountain Drink. Below the list, there are fields for "Delivery" (Jun 09, 19 09:36 AM) and "Guest". A "Subtotal" field is also present. Overlaid on the right side of the screen is a white dialog box with the text "Combo Detected. Do you wish to combine?" and "(DRINK CMB)". Below the text are two buttons: "Yes" and "No".

You will see the total doesn't have the combo applied. You can click on one of the items in the combo.

St Description	Qty	Price
Italian [Rg]	1	\$7.00
Chips	1	\$1.30
LG Fountain Drink	1	\$2.10
Subtotal (3)		\$10.40

Then click on **Auto combo** under **More**.



You will notice now the combo is applied.

Italian [Rg]	1	\$7.00
<i>DRINK CMB</i>	1	\$2.50
Combo Complete		
*Chips	1	\$0.00
*LG Fountain Drink	1	\$0.20
Subtotal (4)		\$8.70
Delivery (Jun 09, 19 09:36 AM)	Tax	\$0.81
	SV Fee	\$0.42

Change Course

Pending - Need training on this option.

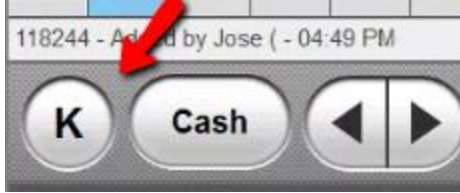


Next Course

Pending - Need training on this option.

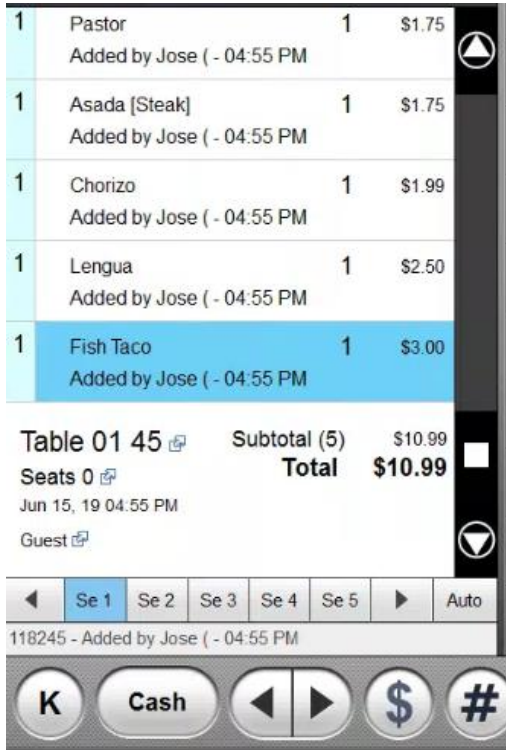


Kitchen Button



Kitchen Printing prevention.

You can use the Kitchen button so that it prevents an item from printing to the kitchen. If you select an item and click on the K.



You will then see a lower case k on the item. You can keep doing this on the items you want to prevent from going to the kitchen. You can also use the Multi-Select to choose multiple items.



Let's say I only want to keep the last item from printing. I you click on Send. You will then only get items without a lower case k on them sent to the kitchen. Thus preventing only the select items to not print.

Send		Delete		Modify	
Multi-Select	Jose (Chinese			
1	Pastor	1	\$1.75	10x	
	Added by Jose (- 04:55 PM			9x	
1	Asada [Steak]	1	\$1.75	8x	
	Added by Jose (- 04:55 PM			7x	
1	Chorizo	1	\$1.99	6x	
	Added by Jose (- 04:55 PM			5x	
1	Lengua	1	\$2.50	4x	
	Added by Jose (- 04:55 PM			3x	
1	K Fish Taco	1	\$3.00	2x	
	Added by Jose (- 04:55 PM			1x	
Table 01 45		Subtotal (5)	\$10.99		
Seats 0		Total	\$10.99		
Jun 15, 19 04:55 PM					
Guest					
◀	Se 1	Se 2	Se 3	Se 4	Se 5 ▶
Auto					
118245 - Added by Jose (- 04:55 PM					



Now that the order has been sent to the kitchen. They have all an UpperCase K on the item. Even though the last item was prevented from printing. It changed to an Uppercase K.

Multi-Select	Jose (Chinese			
1	K Pastor	1	\$1.75		
	Added by Jose (- 04:55 PM				
1	K Asada [Steak]	1	\$1.75		
	Added by Jose (- 04:55 PM				
1	K Chorizo	1	\$1.99		
	Added by Jose (- 04:55 PM				
1	K Lengua	1	\$2.50		
	Added by Jose (- 04:55 PM				
1	K Fish Taco	1	\$3.00		
	Added by Jose (- 04:55 PM				
Table 01 45		Subtotal (5)	\$10.99		
Seats 0		Total	\$10.99		
Jun 15, 19 04:55 PM					
Guest					
◀	Se 1	Se 2	Se 3	Se 4	Se 5 ▶
Auto					
118245 - Added by Jose (- 04:55 PM - Sent					

Cash Button

Quick Cash Button.

The quick Cash button can be used to quickly Cash a transaction. For exact change. Without having to go to the Close button.



Quick Price Change Button

How to Quick Change Price

This button lets you modify the price of any item temporarily quickly. For only one line. The next time you use the item. It won't be affected.



If you select the item. Then click on the Change price button. You will be able to change the price of that item.

Multi-Select	Jose (Chinese	
1	K Pastor Added by Jose (- 04:55 PM	1 \$1.75	10x
1	K Asada [Steak] Added by Jose (- 04:55 PM	1 \$1.75	9x
1	K Chorizo Added by Jose (- 04:55 PM	1 \$1.99	8x
1	K Lengua Added by Jose (- 04:55 PM	1 \$2.50	7x
1	K Fish Taco Added by Jose (- 04:55 PM	1 \$3.00	6x

Table 01 45 Subtotal (5) \$10.99
Seats 0 Total \$10.99
Jun 15, 19 04:55 PM
Guest










◀ Se 1 Se 2 Se 3 Se 4 Se 5 ▶ Auto

118245 - Added by Jose (- 04:55 PM -> Sent

You will be prompted to add the price.



You will notice the item selected has change in price.

Multi-Select	Jose (Chinese	
1 K Pastor	1	\$1.75	 
Added by Jose (- 04:55 PM)			
1 K Asada [Steak]	1	\$1.75	
Added by Jose (- 04:55 PM)			
1 K Chorizo	1	\$1.99	
Added by Jose (- 04:55 PM)			
1 K Lengua	1	\$2.50	
Added by Jose (- 04:55 PM)			
1 K Fish Taco	1	\$2.00	
Added by Jose (- 04:55 PM)			
Table 01 45 		Subtotal (5)	\$9.99
Seats 0 		Total	\$9.99
Jun 15, 19 04:55 PM			
Guest 			
 Se 1 Se 2 Se 3 Se 4 Se 5  Auto			
118245 - Added by Jose (- 04:55 PM -> Sent			
K	Cash	 	\$ #

Quantity Change Button

Change the Quantity of any item.



You can use this button to change the quantity of an item.

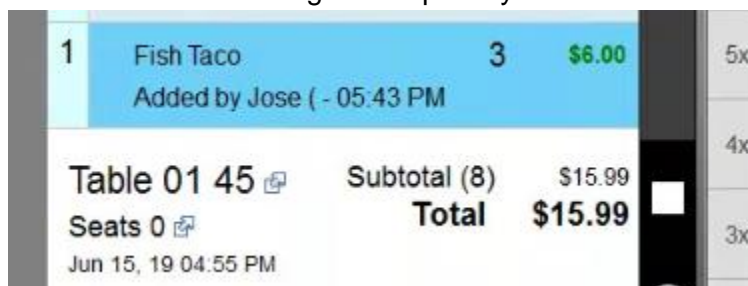
Let's say you wanted to change the order and add 3 Fish Tacos in total. You will need to click on the Fish Taco. Then click on the Quantity button.



You will then need to choose the Quantity in this prompt. Then press OK.



Now the item has changed the quantity to 3.



Preset Quantities

You can use the preset quantities by pressing the quantity that you want.

Multi-Select Jose (Chinese

Se	St	Description	Qty	Price
1		Asada [Steak]	1	\$1.75
		Added by Jose (- 09:37 AM		
		Taco Tuesday	1	-\$1.00

Table 05 64 Subtotal (1) \$0.75
 Seats 0 Sales Tax \$0.04
 Jun 25, 19 09:32 AM **Total \$0.79**
 Guest

118264 - Added by Jose (- 09:37 AM

10x
9x
8x
7x
6x
5x
4x
3x
2x
1x

Apps & M
Salads
Pastor \$1.75

◀ Se 1 Se 2 Se 3 Se 4 Se 5 ▶ Auto

Then select from any of the multipliers.

Multi-Select Jose (Chinese

Se	St	Description	Qty	Price
1		Asada [Steak]	1	\$1.75
		Added by Jose (- 09:37 AM		
		Taco Tuesday	1	-\$1.00

Table 05 64 Subtotal (1) \$0.75
 Seats 0 Sales Tax \$0.04
 Jun 25, 19 09:32 AM **Total \$0.79**
 Guest

118264 - Added by Jose (- 09:37 AM

10x
9x
8x
7x
6x
5x
4x
3x
2x
1x

Apps & More Burgers & Sandwiches Specials Beverages Bottles
 Salads Entrees Tacos Draft Cocktails
 Pastor \$1.75 Asada \$1.75 Chorizo \$1.99 Lengua \$2.50 Fish Taco \$3.00

◀ Se 1 Se 2 Se 3 Se 4 Se 5 ▶ Auto

This will change you quantity.

Multi-Select		Jose (Chinese	
Se	St	Description	Qty	Price
1		Asada [Steak]	10	\$17.50
		Added by Jose (- 09:37 AM		
		Taco Tuesday	10	-\$10.00
Table 05 64		Subtotal (10)		\$7.50
Seats 0		Sales Tax		\$0.38
Jun 25, 19 09:32 AM		Total		\$7.88

Item Discount Button

Item Discounts.

This button can be used to create a discount for an item select. You can choose multiple items by using the Multi-Select Feature. You can give a customer discounts. By percentage, fixed amount, or open Amount.



If you select an item. You wanted the item discount applied to.

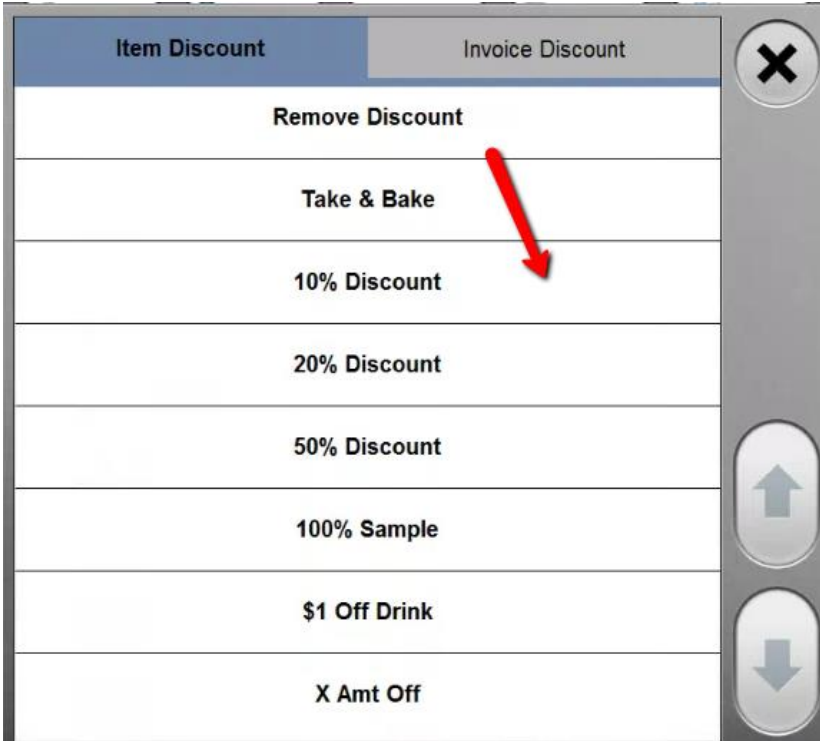
Multi-Select		Jose (Chinese	
		Veggie Burger		\$12.00
		Added by Jose (- 07:06 AM		
1		Tillamook Cheeseburger	1	\$9.05
		Added by Jose (- 07:10 AM		
		Medium Well / Ketchup / Potato Fries		
1		Golf Club	1	\$12.00
		Added by Jose (- 07:48 AM		
1		Tillamook Cheeseburger	1	\$9.05
		Added by Jose (- 07:48 AM		
		Medium Well / Pickles / Lettuce Wrap / Potato Fries		
Table 01 48		Subtotal (4)		\$42.10
Seats 1		Total		\$42.10
Jun 18, 19 07:02 AM				
Guest				
◀	Se 1	Se 2	Se 3	Se 4
				▶
118248 - Added by Jose (- 07:48 AM				

You can then click the discount button.



Percentage Item Discount

Let's do a percentage discount. We will click on the 10% discount.



You will now see the discount applied as a percentage discount.

1	Tillamook Cheeseburger	1	\$9.05
	Added by Jose (- 07:48 AM		
	10% Discount		-\$0.91
	Medium Well / Pickles / Lettuce Wrap / Potato Fries		

Fixed Amount Discount

You can also apply a fixed amount Discount. You can apply discounts to multiple items. If you click Multi-Select. You can select multiple items you wanted this applied to.

#:	All	Filter	Clear	Cancel
1	Veggie Burger	1	\$12.00	
	Added by Jose (- 07:06 AM)			
1	Tillamook Cheeseburger	1	\$9.05	
	Added by Jose (- 07:10 AM) Medium Well / Ketchup / Potato Fries			
1	Golf Club	1	\$12.00	
	Added by Jose (- 07:48 AM)			
1	Tillamook Cheeseburger	1	\$9.05	
	Added by Jose (- 07:48 AM) 10% Discount -\$0.91 Medium Well / Pickles / Lettuce Wrap / Potato Fries			

Then click on the Discount button.



We shall then select the \$1.00 off discount.

Item Discount	Invoice Discount
Remove Discount	
Take & Bake	
10% Discount	
20% Discount	
50% Discount	
100% Sample	
\$1 Off Drink	
\$1 Off	
X Amt Off	

You will now see it had discounted \$1.00 of the amount.

Tillamook Cheeseburger	1	\$9.05
Added by Jose (- 07:10 AM		
\$1 Off		-\$1.00
Medium Well / Ketchup / Potato Fries		
Golf Club	1	\$12.00
Added by Jose (- 07:48 AM		
\$1 Off		-\$1.00

Open Amount Item Discount

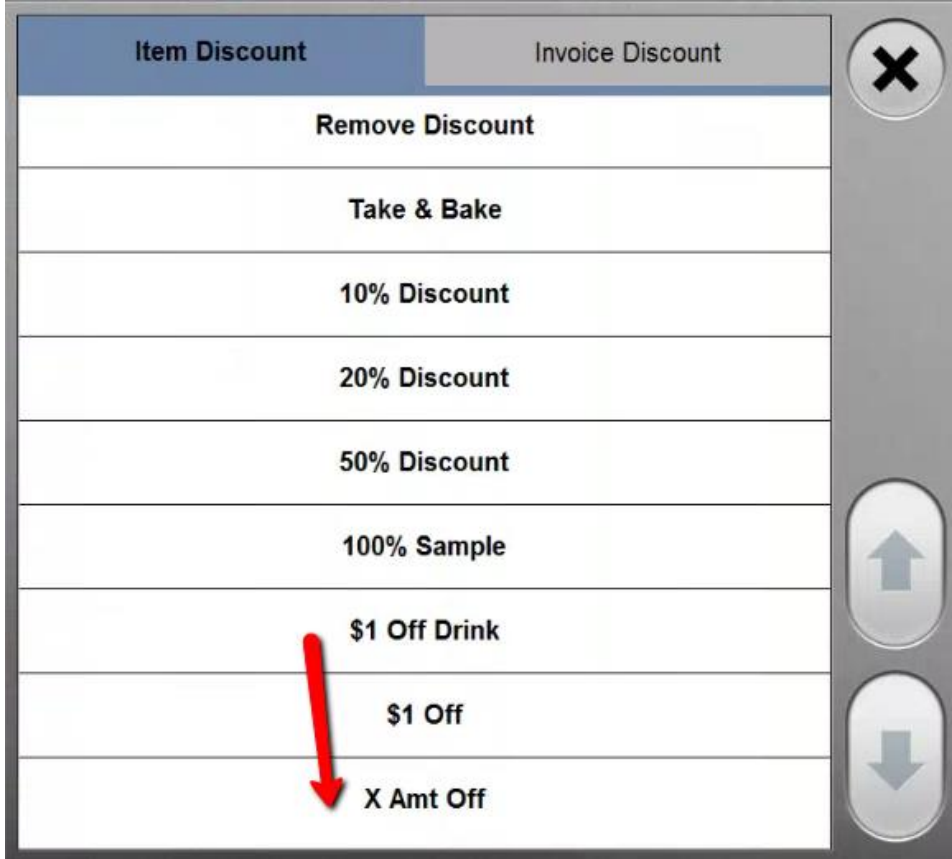
Once again you start off by selecting the item that needs the discount applied to them.

Se	St Description	Qty	Price
1	Veggie Burger Added by Jose (- 07:06 AM	1	\$12.00
1	Tillamook Cheeseburger Added by Jose (- 07:10 AM \$1 Off Medium Well / Ketchup / Potato Fries	1	\$9.05 -\$1.00
1	Golf Club Added by Jose (- 07:48 AM \$1 Off	1	\$12.00 -\$1.00
1	Tillamook Cheeseburger Added by Jose (- 07:48 AM 10% Discount Medium Well / Pickles / Lettuce Wrap / Potato Fries	1	\$9.05 -\$0.91

Then select the Discount button.



You can then select the X Amt Off discount.



Here you can select the amount. You can either do a fixed amount or a percentage.

Open Fixed Amount Discount



Open Percentage Discount



Veggie Burger	1	\$12.00
Added by Jose (- 07:06 AM)		
X Amt Off		-\$2.00


Veggie Burger	1	\$12.00
Added by Jose (- 07:06 AM)		
X Amt Off		-\$2.40


You can remove discounts. By selecting the items.


1	Veggie Burger	1	\$12.00
Added by Jose (- 07:06 AM)			
	X Amt Off		-\$2.00
1	Tillamook Cheeseburger	1	\$9.05
Added by Jose (- 07:10 AM)			
	\$1 Off		-\$1.00
Medium Well / Ketchup / Potato Fries			
1	Golf Club	1	\$12.00
Added by Jose (- 07:48 AM)			
	\$1 Off		-\$1.00
1	Tillamook Cheeseburger	1	\$9.05
Added by Jose (- 07:48 AM)			
	10% Discount		-\$0.91
Medium Well / Pickles / Lettuce Wrap / Potato Fries			

Then clicking on Remove Discount.

Item Discount	Invoice Discount
Remove Discount	
Take & Bake	
10% Discount	
20% Discount	
50% Discount	
100% Sample	
\$1 Off Drink	
\$1 Off	
X Amt Off	







You will now notice the discounts are removed.

1	Veggie Burger Added by Jose (- 07:06 AM	1	\$12.00
1	Tillamook Cheeseburger Added by Jose (- 07:10 AM Medium Well / Ketchup / Potato Fries	1	\$9.05
1	Golf Club Added by Jose (- 07:48 AM	1	\$12.00
1	Tillamook Cheeseburger Added by Jose (- 07:48 AM Medium Well / Pickles / Lettuce Wrap / Potato Fries	1	\$9.05

Invoice Discounts **You can only have one invoice discount// Multiple Item Discount******

Invoice discounts get applied to the whole transaction. These can also be by Percentage, fixed amount, or an open amount or percentage. These can be customized to the customer's specifications.

Item Discount	Invoice Discount
Remove Discount	Family VIP
X Amt Off	BOH Employee Meal
Manager Meal	Employee Discount
Cash	
10% Discount	
FOH Employee Meal	
Investor Discount	
VIP	
Coupon - W	
Halloween Week Special	

Let's add a 10% Discount. This will show up under the subtotal.

Se	St	Description	Qty	Price
1		Pastor Added by Jose (- 04:59 PM	1	\$1.75
1		Asada [Steak] Added by Jose (- 04:59 PM	1	\$1.75
1		Chorizo Added by Jose (- 04:59 PM	1	\$1.99
1		Lengua Added by Jose (- 04:59 PM	1	\$2.50
1		Fish Taco Added by Jose (- 04:59 PM	1	\$3.00
Pickup 53		Subtotal (5)		\$10.99
Jun 19, 19 04:01 PM		10% Discount		-\$1.10
Guest		Total		\$9.89

Let's try an open amount discount. We shall choose X Amt Off

Item Discount	Invoice Discount
Remove Discount	Family VIP
X Amt Off	BOH Employee Meal
Manager Meal	Employee Discount
Cash	
10% Discount	
FOH Employee Meal	
Investor Discount	
VIP	
Coupon - W	
Halloween Week Special	

Then add \$5.00.

Item Discount

5

X

7

8

9

%

4

5

6

←

1

2

3

OK

0

.

This will show again. Under the Subtotal.

Multi-Select		Jose (Chinese
Se	St	Description	Qty Price
1		Pastor Added by Jose (- 04:59 PM	1 \$1.75
1		Asada [Steak] Added by Jose (- 04:59 PM	1 \$1.75
1		Chorizo Added by Jose (- 04:59 PM	1 \$1.99
1		Lengua Added by Jose (- 04:59 PM	1 \$2.50
1		Fish Taco Added by Jose (- 04:59 PM	1 \$3.00
Pickup 53		Subtotal (5)	\$10.99
Jun 19, 19 04:01 PM		X Amt Off	-\$5.00
Guest		Total	\$5.99

Send

The **Send** button. This will send

The screenshot shows a POS interface with a menu grid on the right and an order list on the left. The menu grid has categories: Apps & More, Burgers & Sandwiches, Specials, Beverages, Bottles, Salads, Entrees, Tacos, Draft, and Cocktails. The order list shows items like BLT, Veggie Burger, Golf Club, and Tillamook Cheeseburger. A 'Send' button is highlighted with a red box in the top toolbar.

Se	St	Description	Qty	Price
1		BLT Added by Jose (- 11:55 AM)	1	\$7.99
1		Veggie Burger Added by Jose (- 11:55 AM)	1	\$12.00
1		Golf Club Added by Jose (- 11:55 AM)	1	\$12.00
1		Tillamook Cheeseburger Added by Jose (- 11:55 AM) See Server / Medium Well / More Tomato / Salad	1	\$9.05

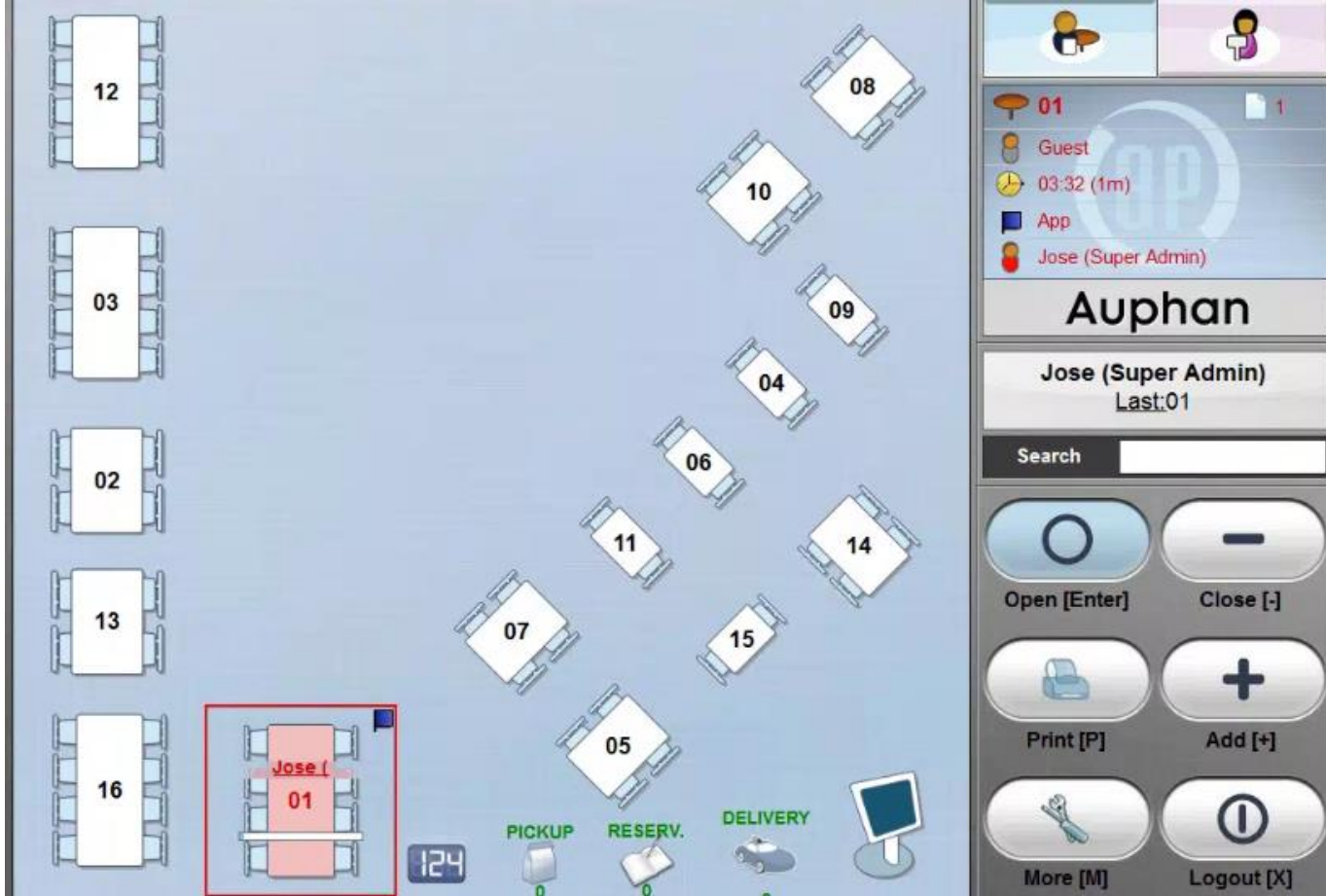
Table 15 09 Subtotal (4) \$41.04
Seats 0 Total \$41.04
Jun 03, 19 11:51 AM
Guest

118209 - Added by Jose (- 11:55 AM)

If you wanted to send the order to the kitchen. Click on Send.



This will kick you back to the Table Selection Screen.



You can go back into the ticket. By selecting it and click open.

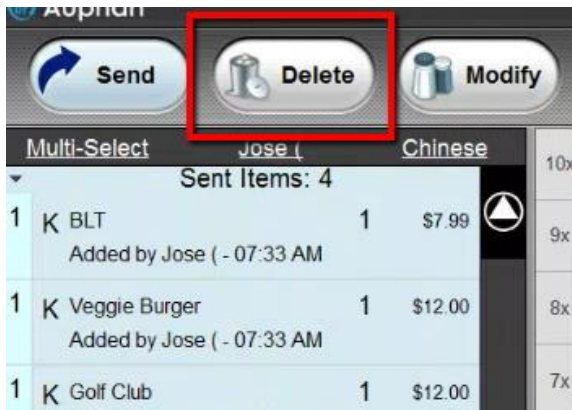


Then is an indicator that shows if items were sent to the kitchen. By placing a K next to the item. Indicating they have been sent to the kitchen.

Multi-Select	Jose (Chinese		
Sent Items: 4				
1	K BLT	1	\$7.99	
	Added by Jose (- 07:33 AM			
1	K Veggie Burger	1	\$12.00	
	Added by Jose (- 07:33 AM			
1	K Golf Club	1	\$12.00	
	Added by Jose (- 07:33 AM			
1	K Tillamook Cheeseburger	1	\$9.05	
	Added by Jose (- 07:33 AM			
	Rush Please / See Server / Blue Rare / Tomato / No Bun / Soup			

Delete

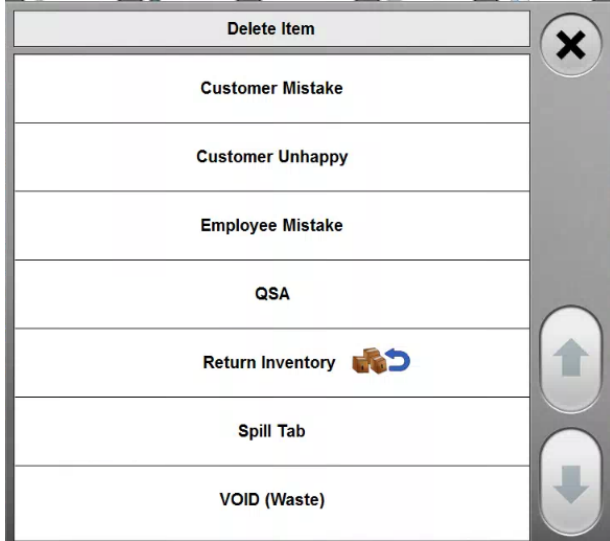
The **Delete** will remove one item from the sales screen.



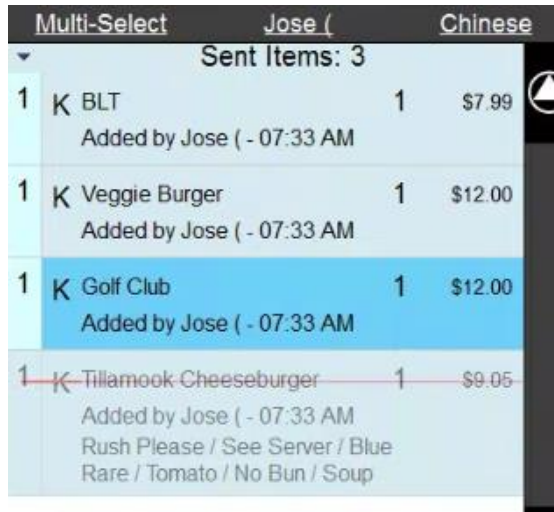
It already has the item selected. If this is the desired item Press **Delete**. Otherwise select the desired item to delete.

Multi-Select	Jose (Chinese		
Sent Items: 4				
1	K BLT	1	\$7.99	
	Added by Jose (- 07:33 AM			
1	K Veggie Burger	1	\$12.00	
	Added by Jose (- 07:33 AM			
1	K Golf Club	1	\$12.00	
	Added by Jose (- 07:33 AM			
1	K Tillamook Cheeseburger	1	\$9.05	
	Added by Jose (- 07:33 AM			
	Rush Please / See Server / Blue Rare / Tomato / No Bun / Soup			
Table 09 06			Subtotal (4)	\$41.04

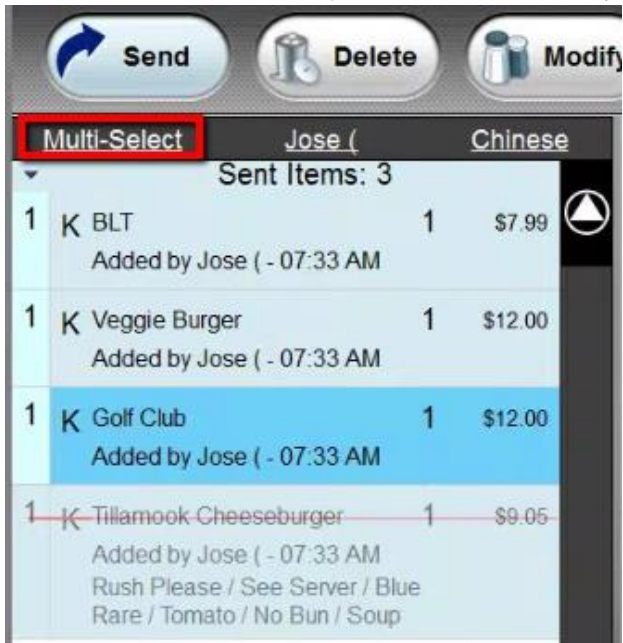
You will need to select a reason for the deletion. You also will need to ensure to have the permission to do so. This should be reserved for trusted employees only. In this case I shall select Employee Mistake.



Now the item has been deleted from the receipt.



You can also select multiple items to delete. By pressing the **Multi-Select** button.



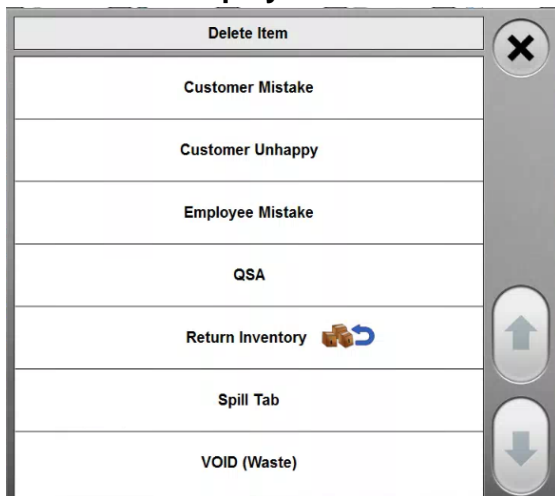
You can then select the items. You want to remove.

#	All	Filter	Clear	Cancel
Sent Items: 3				
1	K	BLT	1	\$7.99
Added by Jose (- 07:33 AM)				
1	K	Veggie Burger	1	\$12.00
Added by Jose (- 07:33 AM)				
1	K	Golf Club	1	\$12.00
Added by Jose (- 07:33 AM)				
1	K	Tillamook Cheeseburger	1	\$9.05
Added by Jose (- 07:33 AM)				
Rush Please / See Server / Blue Rare / Tomato / No Bun / Soup				
Table 00 06			Subtotal (3)	\$31.00

You can then press **Delete**.



I shall select **Employee Mistake**.



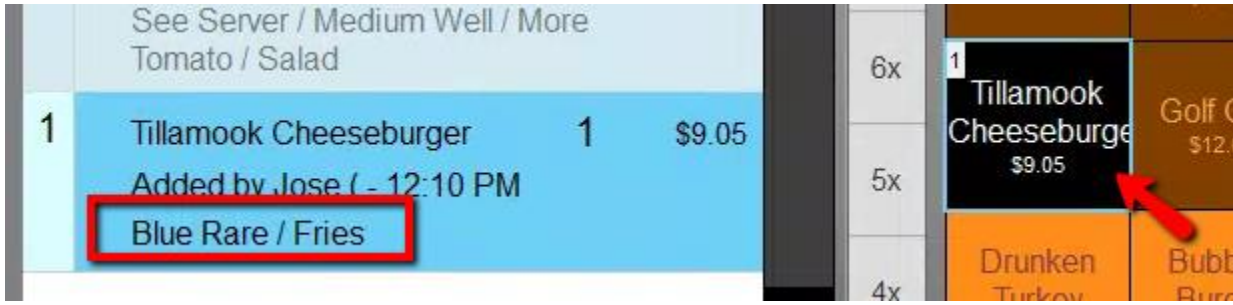
You will now see the two items selected were deleted. You can click **Cancel**. To exit **Multi-Select** mode.

#	All	Filter	Clear	Cancel
Sent Items: 1				
1	K	BLT	1	\$7.99
Added by Jose (- 07:33 AM)				
1	K	Veggie Burger	1	\$12.00
Added by Jose (- 07:33 AM)				
1	K	Golf Club	1	\$12.00
Added by Jose (- 07:33 AM)				
1	K	Tillamook Cheeseburger	1	\$9.05
Added by Jose (- 07:33 AM)				

Note if you haven't sent the item to the Kitchen. It will allow you delete the item and it won't have the red line over it.

Modify

The **Modify Button** is used to make modifications to an item. Select an item that has modifiers. Usually an item that has modifiers is configured to ask you to modify it. But if that's isn't the default behavior. Or if you made an error during the modification. You will need to select the item.



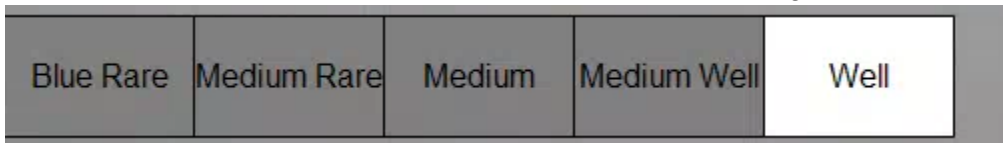
Then click on **Modify**.



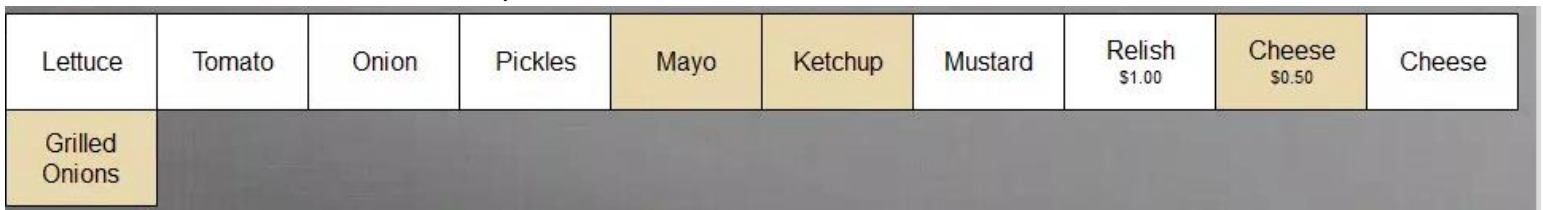
This will bring you to this screen. So you can choose. The modifications you need.



You sometimes have to delete modifications to choose the right one.



Other sections. You select select multiple items.



If you needed to make a custom kitchen message. You will need to add here. You can click on **Keyboard** button, if you don't have a keyboard plugged in.

Keyboard

Tillamook CheeseburgerWell/Lettuce/Tomato/Onion/Mustard/Relish/Pickles/Cheese/Fri

Deli Mustard



OK

You **modifiers** and **custom messages** will appear as such.

Lake Tai Starter	1	\$9.50
Added by Jose (- 09:17 AM		
<u>Whole</u>		
Onions / Green Peppers / Tomatos		\$2.50
/ Cheese		
(Grilled Onions)		

Close



The **Close** button is used to close out the transaction. You can charge it out from here. You can process the payment as cash or credit. You can return to the previous screen. You can click on **Back**.

Section 2-2 will go through the buttons more in depth.

Auphan Jose (Super Admin) Monday, Jun 03 9:27AM

More Payments [F5] MC [F6] Visa [F7] Amex [F8] Disc [F9] Tab (0.00/0.00) [F10] GC

Manager Meal

Cash

10% Discount

FOH Employee Meal

Investor Discount

More Discounts

X Amt Off

Tax/Charges

Guest
Invoice not printed
Items have not been sent

01 08 08 - [ID: 118208] Chinese \$100.00 Cash

12.00 Clear

7 8 9
4 5 6
1 2 3
0 .

Subtotal \$12.00
Total \$12.00
Owing \$12.00

←

Cash

X% Amount
1/X Amount

Print Back Open Cash Drawer

Print

You can click on the **Print** button. So that you can get a print preview.



This is the copy of the receipt you give to the customer once they are ready to cash out the transaction. So they provide the payment method.

Exit

Exit, this will go back to a previous screen. It can log you out or take you to

the table selection screen. Depending on whether you Quick Service or Table Service.



Sample Picture of print preview



Changing Users

Changing Users from Order Screen

If you are in the order screen and need to switch out users. You can click on user name.



You can then use the search feature. To find the user you wanted to use.

Change Employee

Employee Name: Refresh

Employee	Select
Anabelle Smith	Select
Andrew	Select
Andy Ould	Select
Andy ould TEST	Select
Anthony	Select

q w e r t y u i o p ← 7 8 9

You can then select the profile you wanted to change to.

Employee Name: Refresh

Employee	Select
Jose (Admin)	Select
Jose (Employee)	Select
Jose (Manager)	Select
Jose (Super Admin)	Select

Changing an Invoice to Another Table

How to change a Tables on an Invoice

This can be useful if the customer is going to move to another table. Click on the table button.

Multi-Select		Jose (Chinese
Se	St	Description	Qty Price
No Items			
Table 01	57		
Seats 0			
		Subtotal (0)	\$0.00
		Total	\$0.00
Jun 22, 19 12:57 PM			
Guest			

You can then click on the table you want to move it to.

The screenshot displays a restaurant floor plan on the left and a 'Change Table' dialog on the right. The floor plan shows various tables numbered 01 through 16. Table 01 is highlighted with a red box and a red arrow pointing to it. The 'Change Table' dialog on the right includes a search bar, a 'Cancel' button with an 'X' icon, and a logo for 'Auphan' with a circular menu icon containing letters P, FD, D, OL, and QS. At the bottom of the floor plan, there are icons for 'PICKUP' (quantity 1), 'RESERV.' (quantity 0), and 'DELIVERY' (quantity 0), along with a digital clock showing 12:4.

Accept the prompt if this the right table.

Target table is empty

Change table from 01 to 16?

Yes

No

Now the table will be moved.

Multi-Select		Jose (Chinese	
Se	St	Description	Qty	Price
No Items				
Table 16 57		Subtotal (0)		\$0.00
Seats 0		Total		\$0.00
Jun 22, 19 12:57 PM				
Guest				

Assigning Customer to Order.

Selecting an Existing Customer.

This will default to Guest. If you wanted to change it an existing customer. Click on Customer Selection button.

No Items				
Table 16 57		Subtotal (0)		\$0.00
Seats 0		Total		\$0.00
Jun 22, 19 12:57 PM				
Guest				

Select the Customer.

Customer	Phone	Address	Edit	Select
1234			Edit	Select
Aalok Shah	(604) 639-7049		Edit	Select
Adam Food			Edit	Select
Alhot			Edit	Select

You will now see the customer is assigned to the ticket.

No Items		
Table 16 57	Subtotal (0)	\$0.00
Seats 0	Total	\$0.00
Jun 22, 19 12:57 PM		
Aalok Shah (604) 639-7049 Investors		

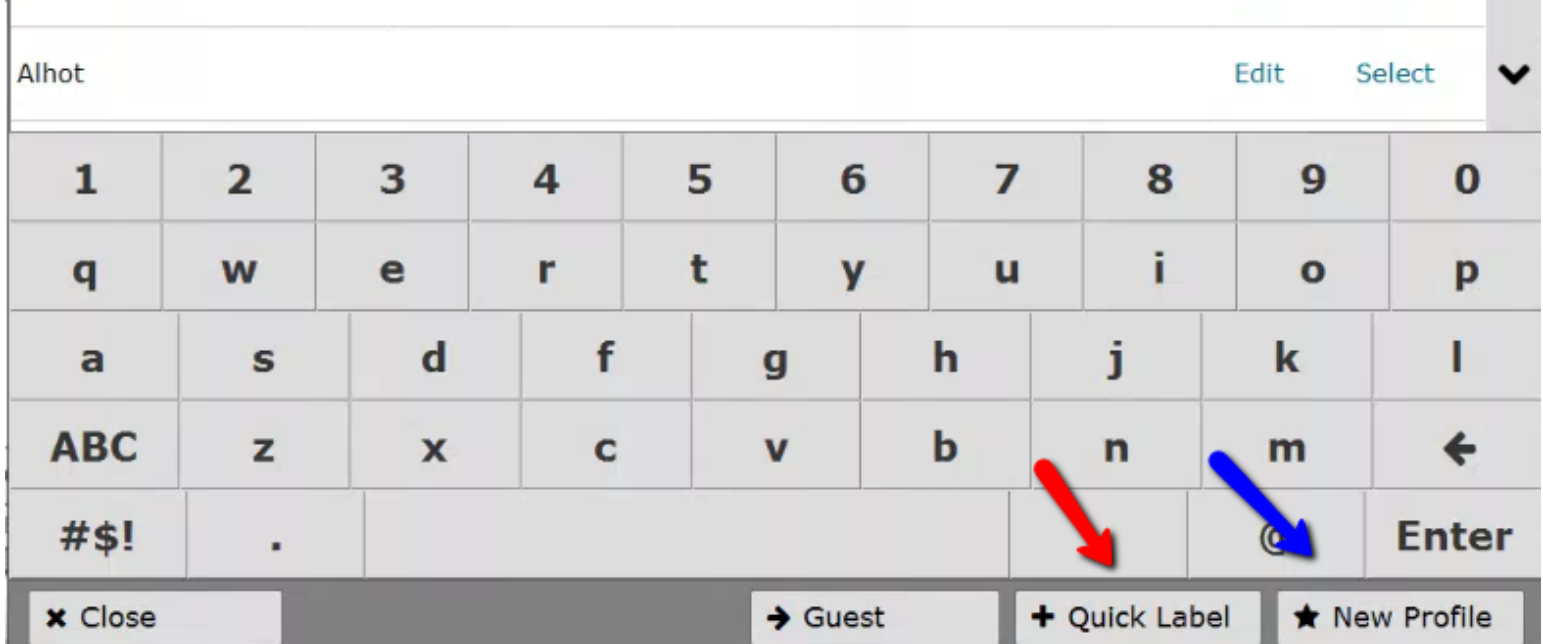
Adding a New Customer

Now if the customer is a new custom. You will have to add the customer.

Click on the Customer Selection Button.

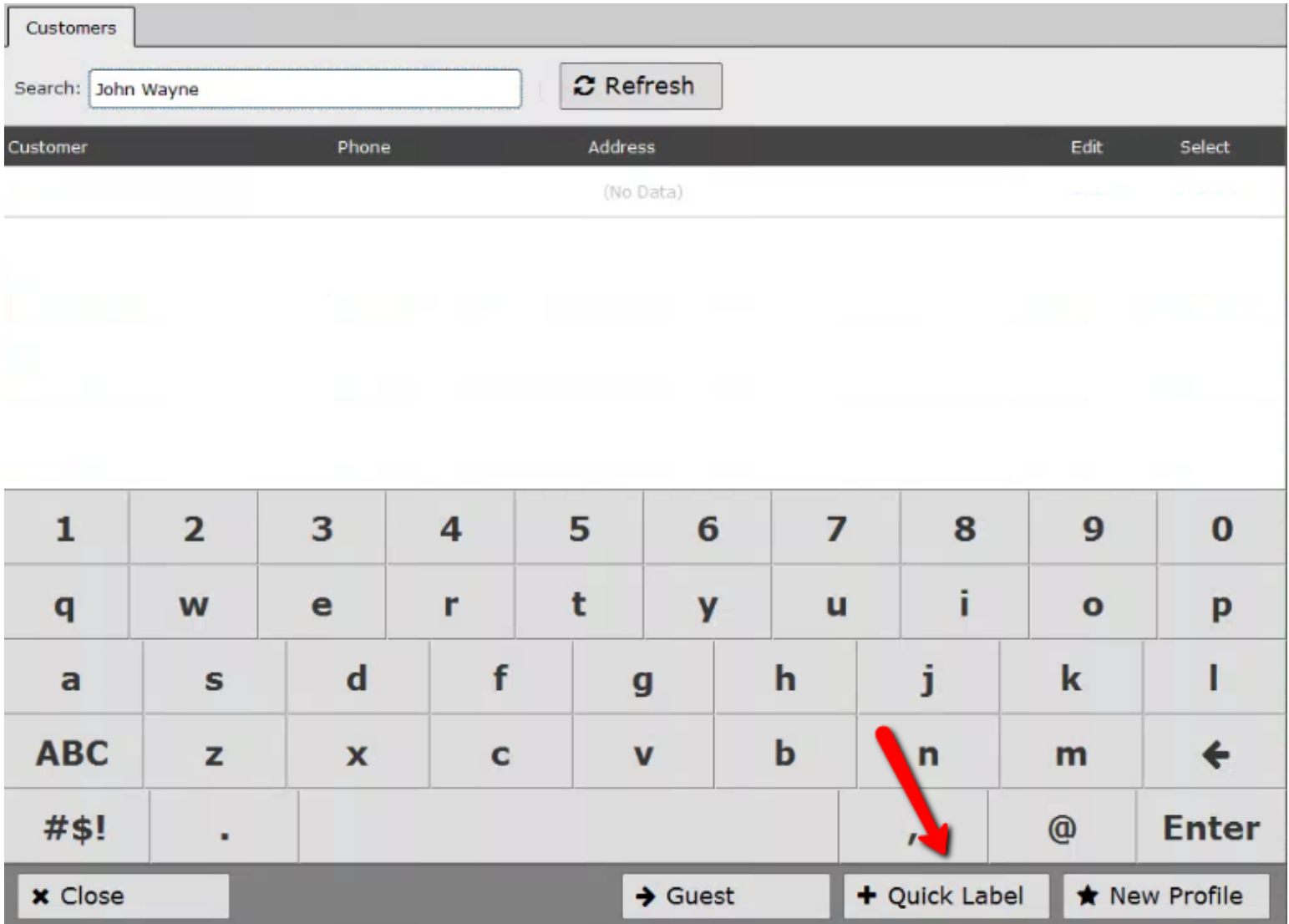
No Items		
Table 16 57	Subtotal (0)	\$0.00
Seats 0	Total	\$0.00
Jun 22, 19 12:57 PM		
Guest		

You can then click do this one of two ways. Using a **Quick Label** or **New Profile**. The next steps will go through them both.



Quick Label

If you type in the name. Then click Quick Label.

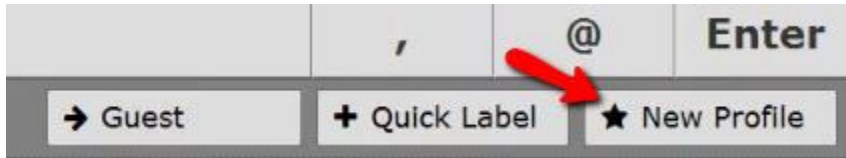


This will assign the ticket to this customer.

Se	St	Description	Qty	Price
No Items				
Table 16 57		Subtotal (0)		\$0.00
Seats 0		Total		\$0.00
Jun 22, 19 12:57 PM				
John Wayne				

New Profile

If you choose New Profile.



You can fill out a profile a customer. With more details.

Profile

First Name	<input type="text"/>	Middle/Other	<input type="text"/>
Last Name	<input type="text"/>	Gender	Male <input type="button" value="v"/>
Company	<input type="text"/>		
Email	<input type="text"/>	Auto Email Receipt	<input type="checkbox"/>
Billing Email	<input type="text"/>		
Mobile	<input type="text"/>	Group	Default <input type="button" value="v"/>

New Location +

Address

Typically a Name, Company Name, Phone Number, and Address. Is what should be filled in. When you finish it will show up here.

Multi-Select	Jose (Chinese		
Se	St	Description	Qty	Price
No Items				
Table 16 57		Subtotal (0)		\$0.00
Seats 0		Total		\$0.00
Jun 22, 19 12:57 PM				
Chuck Norris, POS-X				
(360) 123-4567				