

**TO TRACK BAR TAB BY CREDIT CARD NAME**

(note: to capture credit card name, card must be swiped  
(before order is sent)

From the order entry screen, swipe credit card  
If required, enter the # of customers & press ENTER  
Ring order and proceed as usual

**REDISTRIBUTION OF CHECKS**

Example: You have printed 8 separate checks on one table –customers  
now want 4 checks for four couples.

Recall table # and press CMD  
Press CHECK REDISTRIBUTION  
At prompt “how many checks?” enter 4  
Touch the 2 customer #'s that belong together  
Press OK  
Continue thru this procedure  
Press PRINT ALL

**TO PLACE AN ITEM ON A PREFERENCIAL SCREEN  
POINT OF SALE CONTROL / PREFERENCIAL SCREEN SETUP**

Double click on the correct preferencial screen  
Right click on a like item & right click COPY  
Right click on a blank space for the new item & right click PASTE  
Now double click on this pasted item  
Double click in the white field to the left of usage  
Type in the name of the new item  
When it displays, click OK

**ADD NEW ITEM TO DATABASE BY DUPLICATION**

((always choose an item from the same division with the same price)

**POINT OF SALE CONTROL / ITEMS SETUP**

Select the division from the drop down menu(upper right)

Click on a like item

Click **DUPLICATE** (on the right)

Click **YES**

Replace old description with the new one

Click **OK**

**MANAGER - CANCEL CREDIT CARD CHECK**

**Problem: wrong credit card has been finalized - customer gone**

**Solution: Modify this credit card to cash & cancel the check**

**Procedure 1: Swipe manager card**

**Enter the last 4 digits of the check #(reference#)**

**CLOSE / Press the red box / VOID CCA STATUS / MODIFY/**

**CASH / ENTER / OK**

**Procedure 2: Press FUNCTION and swipe card**

**MANAGER MENU / CANCEL CHECK**

**Enter the last 4 digits of the check # and press ENTER**

**Wait a few seconds for the system to void the check**

**CASH / ENTER / OK**

**How to assign a mag card to an employee (done from touch screen)**

Press **FUNCTION** and swipe card

Press **MANAGER MENU** in the top left corner

Press **ACCESS SETUP** (you may have to press "**MORE**" first)

Press the employee's name and swipe the employee card.

Press **OK**

**TO ADJUST PERMANENT METERS(menu item countdowns)**

**Press FUNCTION and swipe card**

**Press METER ADJUSTMENT**

**Select item**

**Enter new count**

**Press OK**

**REPORT ON PERMANENT METERS(menu item countdowns)**

**Press FUNCTION and swipe card**

**Press PERMANENT METERS**

**PRICE CHANGE FROM THE TOUCH SCREEN**

**Press FUNCTION & swipe card**

**Press MANAGER MENU**

**Press PRICE**

**Press appropriate revenue center, if necessary**

**Press Group(beer, salad, etc.)**

**Press item**

**Press appropriate mode(lunch, happy hour, dinner)**

**Enter price and press ENTER**

**TO CANCEL A FINALIZED CASH SALE**

Press **FUNCTION** and swipe card  
Press **MANAGER MENU**  
Press **CANCEL CHECK**  
Enter the 4 digit check # and press **ENTER**  
Press **CASH**  
Press **ENTER**  
Press **OK**

**MGR.TRANSFER OF AN ITEM FROM ONE TABLE TO ANOTHER  
(EX. CUSTOMER WANTS TO BUY ANOTHER CUSTOMER A DRINK)**

Swipe your manager card  
Enter the table # that you want to transfer the item from  
Press **MANAGER**  
Press **STATUS**  
Press the item to transfer & press **TRANSFER**  
Enter the new table # & press **ENTER**  
Enter the customer # and press **ENTER** then press **O.K.**

**TRANSFER OF CHECK BY MANAGER**

Server is leaving-another server will assume this check  
Press **FUNCTION** and swipe card  
Press **SERVER TRANSFER**  
Enter the table # to be transferred & press **ENTER**  
Press the name of the server who will assume the check  
Press **O.K.**

### **MAIN READING**

**Press FUNCTION and swipe card  
Press MANAGER MENU in the top left corner  
Press MAIN READING  
Reading will display  
Press O.K. to print the report**

### **ACTIVITY REPORT**

**Press FUNCTION and swipe card  
Press MANAGER MENU in top left corner  
Press ACTIVITY REPORT  
Press FULL DAY  
Press SUMMARY DATA  
Report will print**

### **DIVISION REPORT**

**Press FUNCTION and swipe card  
Press DETAILED REPORT  
Press DIVISIONS  
Reading will display  
Press O.K. To print the report**

**OPEN TABLES REPORT**

Press **FUNCTION** and swipe card  
Press manager menu in the top left corner  
Press **OPEN TABLES**  
Press **"ALL"** reading will display  
Press **PRINT**

**TO CHECK EMPLOYEES ON CLOCK**

Press **PUNCH CLOCK** and swipe card  
Press **OK**  
Press **EMPLOYEE ON THE CLOCK**  
Press **ALL**  
Press **OK**

**MODIFY TIP AMOUNT**

**Problem:** wrong tip amount was added  
**Solution:** Re-enter the adjusted amount  
**Procedure:** Swipe manager card  
Enter the last 4 digits of the check # (reference#)  
**CLOSE /** Press the red box  
Press **MODIFY TIP AMOUNT**  
Enter the new amount with tip and press **ENTER**  
Press **O.K.**

**SEPARATE CHECKS**

**EXAMPLE SEVERAL PEOPLE AT SAME TABLE**

**NOW WANT SEPARATE CHECKS**

**Enter your # and press ENTER**

**Enter the table # and press TABLE**

**Press STATUS**

**Highlight the items that belong to another customer and touch the white field under the correct customer #**

**Press TRANSFER / O.K. / PRINT**

**Enter the # of checks to print & press ENTER**

**Press O.K. & press PRINT ALL at lower left**

**SERVER CREDIT CARD FINALIZATION (ADD TIP)**

**Enter your # and press ENTER**

**Press CLOSE / TABLE #**

**Press the correct blue box**

**Press FINALIZATION**

**Enter the total amt. of the guest check with tip included and press ENTER**

**Press O.K.**

**Press O.K. to print a receipt**

**USING THE SPLIT CHECK FUNCTION**

**Example: Check is for \$100.00, (3) customers wish to divide this one check evenly**

**Check must be printed for split check key to work**

**Recall check by table #**

**Press COMMAND**

**Press SPLIT CHECK**

**Enter # of customer (3) and press ENTER**

**Press ENTER**

**SERVER CREDIT CARD AUTHORIZATION**

Enter your # and press "ENTER"  
Press CLOSE / TABLE #  
Press the correct red box (see reference # on check)  
At payment screen, swipe the credit card  
Press ENTER  
Wait for copies to print

**SERVER CREDIT CARD FINALIZATION (ADD TIP)**

Enter your # and press ENTER  
Press CLOSE  
Press the correct blue box  
Press FINALIZATION  
Enter the total amt. of the guest check with tip included and press ENTER  
Press O.K.  
Press O.K. to print a receipt

**PROBLEM: WRONG CREDIT CARD SWIPED  
SOLUTION: SWIPE CORRECT CARD**

Enter your # and press ENTER  
Press CLOSE  
Touch the correct blue box (see reference # on check)  
Press MODIFY and swipe correct card  
Press ENTER and wait for receipts to print



**TO ACCEPT (2) DIFFERENT CREDIT CARDS ON (1) CHECK**

**Recall check  
Swipe 1st card and enter amount to be paid and press ENTER  
Swipe 2nd card and press ENTER**

**TO SELL A PAPER GIFT CERTIFICATE**

**Press FUNCTION and swipe card  
Press GIFT CERTIFICATE  
Press correct payment key  
Enter amount of gift cert. and press ENTER  
Enter remark and press ENTER twice  
Press OK  
If this is a credit card sale, swipe card at this time**

**TRANSFER A CHECK FROM THE BAR TO A SERVER**

**Enter your server # and press FUNCTION  
Press TABLE TRANSFER  
Enter table# to be transferred & press ENTER  
Enter new table# assigned by server & press ENTER  
Press OK**

**TO FINALIZE (ADD TIP) TO THESE CREDIT CARDS**

**Enter your # and press ENTER**

**Press CLOSE**

**Press the correct blue box (see reference # on guest check)**

**Press FINALIZATION, enter amount with tip and press ENTER**

**Press O.K.**

**Press the other payment box, press "FINALIZATION"**

**Enter the amount with tip**

**Press ENTER**

**Press O.K. twice**

**CREDIT CARD FINALIZATION WITHOUT INTERFACE**

**Enter your # and press ENTER**

**Press CLOSE / TABLE #**

**Press the correct red box (see reference # on check)**

**At payment screen press CREDIT CARD**

**Enter the total amount with tip**

**Press ENTER / O.K.**

**TRANSFER OF AN ITEM FROM ONE TABLE TO ANOTHER  
(EX. CUSTOMER WANTS TO BUY ANOTHER CUSTOMER A DRINK)**

**Recall the table that you wish to transfer the item from**

**Press STATUS**

**Press the item to be transferred & press TRANSFER**

**Enter the table # that receives the transferred item & press ENTER**

**Press the customer # that receives the item & press ENTER**

**Press O.K.**

**MANAGER - CANCEL CREDIT CARD CHECK**

**Problem: wrong credit card has been *authorized* - customer gone**

**Solution: Modify this credit card to cash & cancel the check**

**Procedure 1: Swipe manager card**

**Enter the last 4 digits of the check #(reference#)**

**CLOSE / MODIFY**

**CASH / ENTER / OK**

**Procedure 2: Press FUNCTION and swipe card**

**MANAGER MENU / CANCEL CHECK**

**Enter the last 4 digits of the check # and press ENTER**

**Wait a few seconds for the system to void the check**

**CASH / ENTER / OK**

**APPLYING DISCOUNTS UNDER MGR CONTROL**

**Have server re-call the check**

**Press "TAKEOVER" and swipe your mgr. card**

**Press "PRINT"**

**Press the appropriate "DISCOUNT" or "COUPON" button**

**Select the discount**

**Print the adjusted guest check**

**TO TRACK BAR TAB BY CREDIT CARD NAME**

**(note: to capture credit card name, card must be swiped  
(before order is sent)**

**From the order entry screen, swipe credit card**

**If required, enter the # of customers & press ENTER**

**Ring order and proceed as usual**

### **REDISTRIBUTION OF CHECKS**

**Example: You have printed 8 separate checks on one table –customers now want 4 checks for four couples.**

**Recall table # and press CMD**

**Press CHECK REDISTRIBUTION**

**At prompt “how many checks?” enter 4**

**Touch the 2 customer #'s that belong together**

**Press OK**

**Continue thru this procedure**

**Press PRINT ALL**

### **ADD EMPLOYEE TO TIME & ATTENDANCE**

Time & Attendance / Edit add employee / Add / Enter new employee code /

Enter name / Assigned Tasks / Property / Select task & rate / OK /

Select overtime & tip declaration rate if applicable / OK

**ADD NEW ITEM TO DATABASE BY DUPLICATION**  
**((always choose an item from the same division with the same price)**  
**POINT OF SALE CONTROL / ITEMS SETUP**  
**Select the division from the drop down menu(upper right)**  
**Click on a like item**  
**Click DUPLICATE (on the right)**  
**Click YES**  
**Replace old description with the new one**  
**Click OK**

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**Procedure 2: Press FUNCTION and swipe card**  
**MANAGER MENU / CANCEL CHECK**  
**Enter the last 4 digits of the check # and press ENTER**  
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**How to assign a mag card to an employee (done from touch screen)**  
**Press FUNCTION and swipe card**  
  
**Press MANAGER MENU in the top left corner**  
**Press ACCESS SETUP (you may have to press "MORE" first)**  
**Press the employee's name and swipe the employee card.**  
**Press OK**

**TO ADJUST PERMANENT METERS(menu item countdowns)**

**Press FUNCTION and swipe card**

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**Select item**

**Enter new count**

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**Press TABLE TRANSFER**

**Enter table# to be transferred & press ENTER**

**Enter new table# assigned by server & press ENTER**

**Press OK**

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### **ADJUST CLOCK IN – OUT TIMES**

**Time & Attendance / Edit / Add employee /  
Double click on employee / Time card /  
Choose ADD or MODIFY or DELETE records /  
Follow screen prompts to complete**

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### **BARTENDER CREDIT CARD PAYMENT**

**Recall tab  
Press credit card icon  
Press ENTER  
Swipe credit card(folio prompt)**

**TO ADD SERVER OR BARTENDER**

POS Control / Employee Setup / Double click on an existing employee with the same configuration /  
control-insert-enter / Double click on a blank employee record /  
shift-insert-enter / Change server name / Link to employee record / OK

**MANAGER - CANCEL CREDIT CARD CHECK**

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**Solution: Modify this credit card to cash & cancel the check**

**Procedure 1: Swipe manager card**

**Enter the last 4 digits of the check #(reference#)**

**CLOSE / MODIFY**

**CASH / ENTER / OK**

**Procedure 2: Press FUNCTION and swipe card**

**MANAGER MENU / CANCEL CHECK**

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**Wait a few seconds for the system to void the check**

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**APPLYING DISCOUNTS UNDER MGR CONTROL**

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**Press "PRINT"**

**Press the appropriate "DISCOUNT" or "COUPON" button**

**Select the discount**

**Print the adjusted guest check**

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