

## Daily procedures

### Checking in

1. Touch the **floating logo** screen.
2. Scan **fingerprint** on biometric reader. For sites not using a biometric reader, enter your **POS employee number**.
3. Touch the appropriate **job code**.
4. Touch **Clock In**.
5. Touch **Functions**.???
6. Touch **Exit**.

### Confirming a starting bank

1. Log in to the **POS** using biometric reader. For sites not using a biometric reader, enter your **POS employee number**.
2. Enter your **starting bank amount**.
3. Touch **OK**.

### Cashier checkout

Manager approval is needed to complete cashier checkout.

1. Locate the **panel** containing **Employee** functions.
2. Touch **Check Out**. Manager needs to approve using biometric reader. For sites not using biometric readers, manager needs to enter their **password**.
3. Touch **OK**. The system prints a report.
4. Touch **Exit**.

### Taking a break

1. Locate the **panel** containing **Employee** functions.
2. Touch **Break**.
3. Touch **10 Min paid Break** or **30 Min unpaid break**.
4. Touch **OK**. The system prints a chit.

### Returning from a break

1. Touch the **floating logo**.
2. **Scan fingerprint** on biometric reader or enter **POS Employee Number**.
3. Touch **End Break**.

### Clocking out

1. Touch the **floating logo**.
2. **Scan** fingerprint on biometric reader.
3. Locate the **panel** containing **Employee** functions.
4. Touch **Clock Out**.

A clock out confirmation chit is printed.

## Entering orders

### Dine in and take out orders

1. Touch **Dine in** or **Take Out**.
2. Select a **menu item**. The item is shown in the guest check area.
3. To delete an item, touch the **item** to delete in the guest check area and press **Delete**.  
**Note:** Manager approval is sometimes required to delete an item(s) if the order has been totaled.
4. Touch **Total** to finalize the order.
5. Type the **guest's name** and touch **OK**.
6. The Payment panel appears. Touch **Cash** to enter a specific \$ amount. Touch **Next** for next whole dollar amount above balance due. Touch **Exact** for exact balance due.
7. Touch **OK** on the 'Are you sure....' screen. You are only allowed to check out once per shift. After you touch OK, a manager must allow you to take another table, or to allow you to adjust credit card tips.

The **system prints a checkout report** to be given to the manager on duty.

### Delivery orders

1. Touch **Delivery**.
2. Enter **order** received from order delivery service.
3. Touch **Total**.
4. Enter **Order Name**.
5. Touch to close check to appropriate delivery service. Recall Previous & Reprint Last Guest Check 1. To view previous guest checks for current day on terminal, touch **Recall Previous & Reprint Last Guest Check**.
6. To view previous guest checks for current day on terminal, touch **Recall Prev** (buttons under guest check).
7. Continue touching **Recall Prev** to scroll back to earlier guest checks on that terminal.
8. To reprint guest check recalled and displayed, touch **Reprint Last** (buttons under guest check).

### Applying coupons and discounts

1. Enter an **order**.
2. Touch **Total**.
3. Touch **Coupons Discounts**.
4. Touch **Coupons, Discounts** or **Local Discounts** to find and apply specific discount or coupon. Discounts or coupons may require manager approval.
5. After applying the discount, touch **Payments** to close check to cash, credit card or delivery service.

### Clock out

1. Touch the **floating logo**.
2. Touch **Clock Out**.
3. Touch **Yes**, if you are ready to clock out.
4. Enter your **total declared tips** for your shift; this includes **ALL TIPS**, cash and credit card.
5. **Keep the clock out chit** for your records as it contains the numbers of hours worked for the day and week.

## Deleting items

To delete an item, touch the item to be deleted in the guest check area and press **Delete**.

**Note:** Manager approval is sometimes required to delete an item if the order has been totaled.