

Daily Procedures for Call-In, Delivery & Quick Casual Counter Open Card Orders

Accessing 'Manager's Main Selection Screen':

- 'Sign In' using a 'Manager' password.
- Press 'Enter'.

** Reports and Functions can be accessed through this screen. **

Opening Procedures:

- Press 'Enter' then choose 'Revenue Related Menu'.
- Choose 'Revenue Reports.'
- Press 'Daily Revenue (Layout A [1M] and view to make sure the system has been cleared.
- Press 'Back' twice then choose 'Daily Store Procedures'.
- To assign a server to the Master register only choose 'Assign Server to this Cash Drawer only' [69].
- To assign servers to all the registers from this terminal choose "Assign Servers to Stations' [49M].
- Press 'back' then choose 'Inventory (Raw Products) Setup and Reports' then choose "Reports'.
- Choose 'Daily Consolidated (Long) Report'. [9M]

Shift Change Procedures:

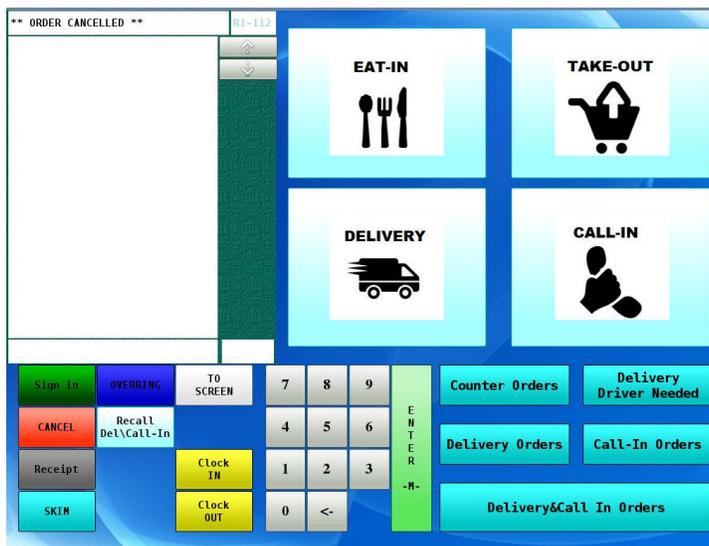
- Make OVERRINGS if needed on the individual registers.
- Close all Open Credit Cards on Counter Orders using the 'Manage Counter Orders' button.
- Press 'Revenue Related Menu' then 'Revenue Reports'
- Choose 'Daily Revenue (Layout A)' [1M].
- Payout any Tips owed to the server associated to the drawer.
- Refer to '**Opening Procedures**' to assign a new server.
- Countdown Drawers.
- Count Inventory Waste then choose 'Inventory (Raw Product) Setup and Reports'.
- Press 'Enter Daily Receipts, Waste Transfers and Closing Inv' [61M] and enter amount.

Nightly Procedures:

- Make OVERRINGS if needed.
- Go to each register and close all Open Credit Cards on Counter Orders using the 'Manage Counter Orders' button.
- Go to each register and close any Open Credit Cards on Delivery and Call-In Orders using the 'Manage Call-In\Delivery' button.
- Close any Open Delivery and Call-In's that have been picked up and delivered using the 'Manage Call-In\Delivery' button.
- Repeat '**Shift Change Procedures**' with drawers.
- Run reports necessary to complete paperwork.
- Press 'Employee/Payroll Setup and Reports' then choose 'Clock In and Out Daily Payroll Report' [26M] to make sure all Employees are Clocked Out.
- To adjust Employee incorrect time, choose 'Adjust Daily Clock In/Outs' [81M].
- Enter Store & Forward totals by choosing 'End of Day menu' from Manager's screen.
- Choose 'Enter Miscellaneous Daily Store Data' [46M].
- Count and enter Closing Inventory by choosing 'Inventory (Raw Products) Setup and Reports' from Manager's screen then choose 'Enter Daily Receipts, Waste, Transfers & Closing' [61M].
- Check Inventory entries by choosing 'Reports' in this screen and choosing 'Daily Consolidated Report' or 'Inventory C Closing report' [12M].
- Run closing by choosing 'End of Day Menu' from Manager's screen then 'Daily Clear or Closing' [91M].

Training Mode for a register - 179M

Quick Casual Eat-In & Take-Out, Delivery and Call-In Order Procedures:



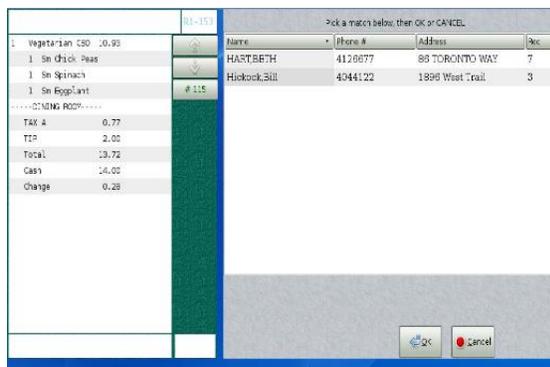
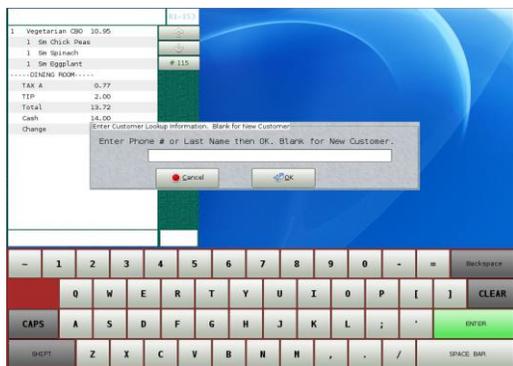
Quick Casual Eat-In and Take-Out Order Procedures using Tip Adjust

Touch Eat-In or Take-Out to start the order. The menu will now display to add items. Once the order has been entered, touch Cash or Credit to pay the order. If the order is paid in Cash, the order is then closed and can not be modified. If the order is paid with Credit, once the credit has been approved the order is stored to allow Tip Adjust only. To adjust the Tip and close the open Credit, use the Counter Orders button on the Main Screen.

Delivery/Call-In Order Procedures

Starting a Delivery or Call-In

Touch Call-In or Start Delivery.



For existing customers enter the Phone # or Last Name then touch OK. The full phone number or name is not required but may be entered. For example, if 4 is entered then OK, the phone numbers that start with 4 will only be listed so touch the customer needed to highlight and touch OK.

For new customers, touch OK to enter the new customer information. Enter First name, Last name, Phone number, Address, Delivery Notes and Other Notes if needed. Please note that First Name and Phone Number are required. If the 10-digit phone number entered is not found in the search, the new number will be saved to a blank customer information screen so the remaining information can be entered and saved for future lookups.



Once the customer information has been verified, touch Start New Blank Order. The menu will now display to add items. Once the order has been entered, touch Store Order to save as a Call-In/Delivery Order.

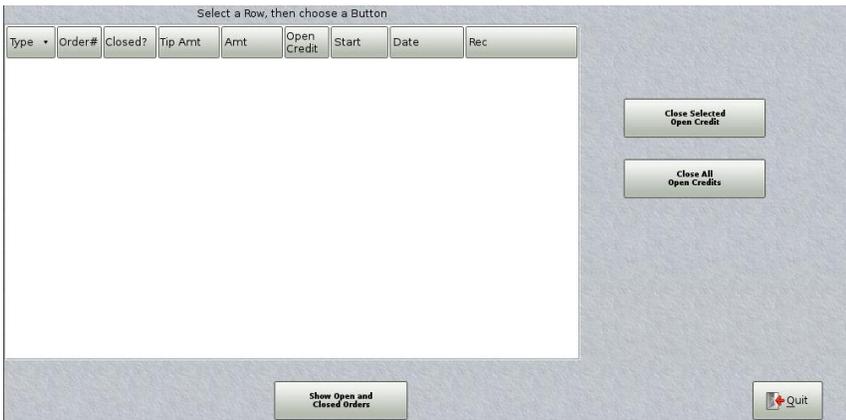
Please note that Save Edits must be touched if you modify an existing customers information and would like to save for future orders.

Manager Open Orders:



There are five options to view and complete an open order: simply touch one of the buttons which are categorized to simplify the process.

Manage Open Counter Orders 186M



Counter Orders – This function shows all Eat-In and Take-Out orders with open credit cards when first accessed. Open counter orders will allow for Tip Adjust only, no changes to the order can be made. This function allows close selected with Open Credit, close all with Open Credit and show Open and Closed Orders.

Close Selected Open Credit – This function closes the selected Open Credit order.

Close All Open Credits – This function closes All Open Credit orders.

Show Open and Closed Orders – This function will display all current business day orders, both open and closed.

Quit – Touch to close menu.

Manage Open Unassigned Delivery Orders 241M

Select a Row, then choose a Button

Type	Name & Phone #	Order# Rec#	Driver	Address	Closed	Tip Amt	Amt	Open Credit	Paid	Time Date	Rec
Deliv	Parson,Jim 555-5434	100 1		543 Old Medely Way A	<input type="checkbox"/>	0.00	3.84	<input type="checkbox"/>	<input type="checkbox"/>	1142 20190611	1

Buttons: Orders Search, Recall Order, Close Order, Close Selected With Cash, Close Select Open Credit, Show Open and Closed Orders, Recall Order Print Receipt, Assign/Reassign Delivery Driver, Close All With Cash, Close All Open Credits, Delete Order, Quit

Delivery Driver Needed – This function allows a Driver to be assigned to a Delivery order. The Delivery orders that do not have a driver assigned are displayed on the screen. Select the order then touch Assign/Reassign Delivery Driver to see a list of available drivers. Touch the Driver then OK to select a Driver. Please note that the Driver is designated in the 88 Enter<M> function by using 3 as the Type for the employee. Touch Quit to exit screen.

Manage Open Delivery Orders 240M

Select a Row, then choose a Button

Type	Name & Phone #	Order# Rec#	Driver	Address	Closed	Tip Amt	Amt	Open Credit	Paid	Time Date	Rec
Deliv	Parson,Jim 555-5434	100 1		543 Old Medely Way A	<input type="checkbox"/>	0.00	3.84	<input type="checkbox"/>	<input type="checkbox"/>	1142 20190611	1
Deliv	Jones,Bobby 1234567890	115 3	KEITH	123 Street Name Fayetteville, Ga	<input checked="" type="checkbox"/>	0.00	11.74	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1252 20190827	3

Buttons: Orders Search, Recall Order, Close Order, Close Selected With Cash, Close Select Open Credit, Show Open and Closed Orders, Recall Order Print Receipt, Assign/Reassign Delivery Driver, Close All With Cash, Close All Open Credits, Delete Order, Quit

Delivery Orders – This function shows all the open Delivery orders when first accessed. The Delivery orders are allowed to be modified, add or adjust Tip, assign or re-assign a driver, close selected or all with cash, close selected or all with credit, delete the entire order and show closed orders.

Order Search – This function allows the entry of a Record number to quickly find an open order.

Show Open and Closed Orders – This function will display all current business day orders, both open and closed.

Recall Order -This function allows the order to be modified and/or paid.

Recall Order Print Receipt – This function will print the receipt then allows the order to be modified and/or paid.

Close Order – This function allows the order to be closed, the order must be paid before closing.

Assign/Reassign Delivery Driver – This function allows the Driver to be assigned or changed to a Delivery order, this must be done before closing the order.

Close Selected with Cash – This function closes the selected order with Cash.

Close All with Cash – This function closes the All Open order with Cash that do not have an Open Credit applied.

Close Selected Open Credit – This function closes the selected Open Credit order.

Close All Open Credits – This function closes All Open Credit orders.

Delete Order – This function removes the order from the database. The customer information is retained for future use.

Quit – Touch to close menu.

Manage Open Call-In Orders 242M

Type	Name & Phone #	Order# Rec#	Driver	Address	Closed	Tip Amt	Amt	Open Credit	Paid	Time Date	Rec
CallIn	Smith,Sam 6788176400	111 2			<input type="checkbox"/>	0.00	7.48	<input type="checkbox"/>	<input type="checkbox"/>	1059 20190827	2

Orders Search	Recall Order	Close Order	Close Selected With Cash	Close Select Open Credit							
Show Open and Closed Orders	Recall Order Print Receipt	Assign/Reassign Delivery Driver	Close All With Cash	Close All Open Credits	Delete Order						Quit

Call-In Orders - This function shows all the open Call-In orders when first accessed. The Call-In orders are allowed to be modified, add or adjust Tip, close selected or all with cash, close selected or all with credit, delete the entire order and show closed orders.

Order Search – This function allows the entry of a Record number to quickly find an open order.

Show Open and Closed Orders – This function will display all current business day orders, both open and closed.

Recall Order -This function allows the order to be modified and/or paid.

Recall Order Print Receipt – This function will print the receipt then allows the order to be modified and/or paid.

Close Order – This function allows the order to be closed, the order must be paid before closing.

Close Selected with Cash – This function closes the selected order with Cash.

Close All with Cash – This function closes the All Open order with Cash that do not have an Open Credit applied.

Close Selected Open Credit – This function closes the selected Open Credit order.

Close All Open Credits – This function closes All Open Credit orders.

Delete Order – This function removes the order from the database. The customer information is retained for future use.

Quit – Touch to close menu.

Manage Open Delivery and Call-In Orders 176M

Select a Row, then choose a Button

Type	Name & Phone #	Order# Rec#	Driver	Address	Closed	Tip Amt	Amt	Open Credit	Paid	Time Date	Rec
CallIn	Smith,Sam 6788176400	111 2			<input type="checkbox"/>	0.00	7.48	<input type="checkbox"/>	<input type="checkbox"/>	1059 20190827	2
Deliv	Parson,Jim 555-5434	100 1		543 Old Medely Way A	<input type="checkbox"/>	0.00	3.84	<input type="checkbox"/>	<input type="checkbox"/>	1142 20190611	1

Orders Search	Recall Order	Close Order	Close Selected With Cash	Close Select Open Credit							
Show Open and Closed Orders	Recall Order Print Receipt	Assign/Reassign Delivery Driver	Close All With Cash	Close All Open Credits	Delete Order						Quit

Delivery & Call-In Orders – This function shows all the Open Delivery and Call-In orders when first accessed. The open orders are allowed to be modified, add or adjust Tip, assign or re-assign a driver, close selected or all with cash, close selected or all with credit, delete the entire order and show closed orders. Each order is displayed with Type, Name & Phone #, Order # & Record #, Driver, Address, if the order is Closed, Tip Amount, Amount, Open Credit, Paid, Start order time & Date and Record number of every order.

Order Search – This function allows the entry of a Record number to quickly find an open order.

Show Open and Closed Orders – This function will display all current business day orders, both open and closed.

Recall Order -This function allows the order to be modified and/or paid.

Recall Order Print Receipt – This function will print the receipt then allows the order to be modified and/or paid.

Close Order – This function allows the order to be closed, the order must be paid before closing.

Assign/Reassign Delivery Driver – This function allows the Driver to be assigned or changed to a Delivery order, this must be done before closing the order.

Close Selected with Cash – This function closes the selected order with Cash.

Close All with Cash – This function closes the All Open order with Cash that do not have an Open Credit applied.

Close Selected Open Credit – This function closes the selected Open Credit order.

Close All Open Credits – This function closes All Open Credit orders.

Delete Order – This function removes the order from the database. The customer information is retained for future use.

Quit – Touch to close menu.