

Understanding Functions

Apply Tip allows a server to apply tips to their credit card charges.

Attach Coupon allows a manager to attach a coupon to a receipt for the guest to use on their next visit. (See Discount Maintenance to set up.)

Attach Credit Card will allow you to store a customer's credit card information when starting a transaction without having to get an authorization number.

Attach Discount allows you to discount the sale immediately.

The **Change Item** button is used to change the menu item to another within the same category. If modifiers are attached, it will only change the menu item while keeping the modifiers as previously selected.

Check ID will allow the bartender to check the customer's age prior to serving alcohol. When **Check ID** is selected, it will show "Enter birthday month, day and year". Simply swipe their driver's license, and customer's age displays on the screen.

Course Lines are used typically in Fine Dine restaurants that serve meals by the course. The course lines can be programmed in *Register Setup, Misc Setup-Terminal Groups Etc.* This will print the order to the kitchen by courses if items rung up appropriately.

Customer Name will allow the server to type the customer's name at the beginning or end of the transaction. The customer's name will display at the top of the order.

Discount Card provides access to discounts that can only be applied to the check using magnetic cards. This is great for a VIP club whose members get a special price.

Fire Order allows the server to send a "fire chit" to predetermined remote printers when they are ready for the next course. They can also type a short message to print on the fire chit if you turn on the Register Option *Enable Fire Order Instructions*.

The **Frequent Diner** button allows access to the frequent customer reward functions.

Gift Card Balance allows you to swipe a gift card or enter the account number to query the account balance or add a memo to an individual account.

Gratuity allows a gratuity to be added to a check. These are set up in Discounts Gratuity Maintenance on the Managers Menu.

Guest Services allows servers or cashiers to access special coupons that a manager has stored for customers to claim on their next visit. Each coupon can only be printed once before it will be deleted.

Intercard is used at entertainment centers as play cards for several different games.

Item To Go allows a menu item to be tagged "To Go" when it prints on prep tickets.

The **Keyboard** button will allow you to type a short message to be attached to a menu item. This will bring up an on-screen keyboard. Type the message that you want to attach, and press

Done. This is helpful when unusual instructions need to be carried out for a particular menu item.

Managers Menu takes you to the Managers Menu if you have appropriate security level.

Meal Periods allows you to switch between menu meal periods for cafeteria style menus.

Member Reward works with Golf and Country Clubs with Frequent Diner rewards for members.

Message To Manager allows servers to type a message to the manager who may not be on site at that time. When the manager signs in, they will see the message.

Misc. Sale allows you to ring up items that are not on the regular menu, perhaps a specially requested food or drink item. When you press the **Misc Sale** button you must first pick a department to track the sale. It will then bring up an on-screen keyboard. Type in a name for the miscellaneous item, and press the **Done** button. This will bring up a number keyboard. Enter the price of the item, using the decimal point, and press **Done**.

Open Drawer will open the cash drawer if logged in with appropriate security level.

Paid Outs allow paid outs to be recorded in the system prior to the Daily Closeout.

PLU Look Up. Here you can use a Product Look Up number to ring up a menu item. PLU numbers are saved in the Barcode field on the Menu Items and Pricing screen.

Print By Seat will automatically print the items on the check by seat number.

Release Holds will release a transaction that had been placed on hold, such as the sale was rung up and customer realized that they left their wallet in the car.

The **Reprint Receipt** button reprints the last check that was printed at that terminal.

Resend to Kitchen allows you to reprint an order to the remote printers.

Review Order will take you to a screen that shows the entire order with separate columns for each tray. You can freely move menu items from one tray to another by touching an item and then touching a different tray where you want to move the item.

Show Menu List. Every item programmed will display here. This allows you to ring up menu items that are not attached to buttons. Touch the item you want to add to the order.

Show Recipe will display a stored recipe or procedure. This is set up under Menu Items and Pricing under the Recipe button for that particular menu item. To see the stored recipe, press the **Show Recipe** button, and then the desired menu item. This is helpful for bartenders to look up a recipe for a special drink or for new employees to familiarize themselves with what is included in a particular menu item.

Sundrop is a Loyalty program. Cashier just has to enter the customer's phone number. After they join, Sundrop communicates.

Tab Deposit allows a guest to leave before the rest of the group by paying only his portion of the tab, for example \$20. When the entire check is paid, his portion is applied appropriately.

Table Tent function works in conjunction with the “Table Tent” options under *Register Options, Printing/Cash Drawer* so the server delivering the food to the table can match the proper table number to the ticket.

Tax Exempt button removes the sales tax for a single item or the entire check, as needed.

Time Clock allows quick access to the time clock without having to exit to the ID Screen. If using the Time Clock feature, employees must clock in/out to track hours worked for payroll.