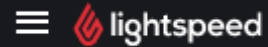




START A SALE

- Select a user, enter your pin code

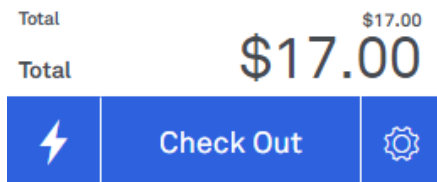
Burger Menu



BASIC SALE

- Select the products to add to the order
- Use the menu on the left hand side of the screen to choose the category the product is in
- You can also search for a product using the search bar along the top of the screen

TAP ON CHECKOUT

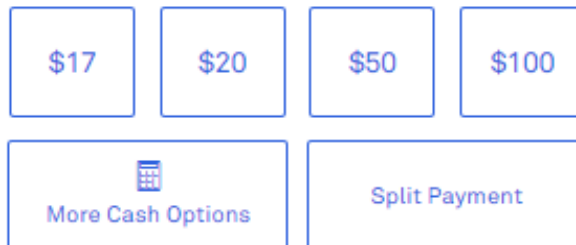


Below is the Fast Cash button used for exact change



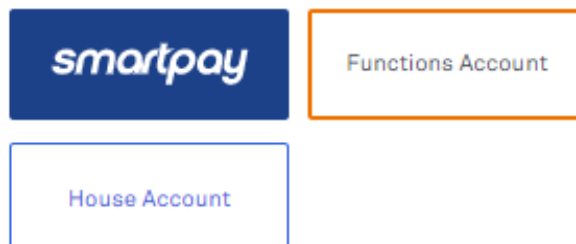
CASH - Use the Fast Cash options or More Cash options to enter the amount

Cash Options



EFTPOS - Press Smartpay and complete the transaction on the Eftpos terminal

Other Payment Types





Burger Menu



EDIT AN ORDER

- Select product in the order summary (right hand panel)
- Update the quantity
- Add a product note for the kitchen or other production areas
- Press Apply Changes

REMOVE AN ITEM

- Select item from order summary
- Press Remove

Remove

Orders 0



Add customer



SP-2

Send

DELETE AN ENTIRE ORDER

- Select options (Cog) from checkout
- Delete Order



Check Out



← COG

SPLIT PAYMENT

Split Payment

- When checking out an order, select Split Payment from Check Out menu
- You can split an order by price or product

Split by price

Split by product

- You can also SEND the order to Held Orders (ORDERS) then split by product or price

TOP UP MEMBER HOUSE ACCOUNT

- Add Customer First
- Select Member Account Credit Product



CHARGE PRODUCT TO MEMBER HOUSE ACCOUNT

- Add member to sale by either:
 - Swiping members card
 - Scanner Members QR Code
 - Click Add Customer to search for me member.
- The Members House Account Balance is displayed
- Either tap Pay OR Save then Checkout and House Account

smartpay

Functions Account

House Account





Burger Menu



REFUNDS

- Got to History in the Burger menu
- Filter to the date of the sale or scroll to the time
- Tap sale line
- Tap Refund Sale
- **Note: You are able to refund certain items**

POS ▾



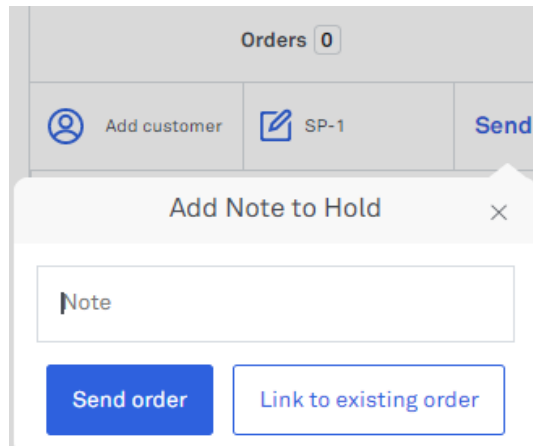
Sync

History

Printing

BAR TAB/PARKED ORDERS

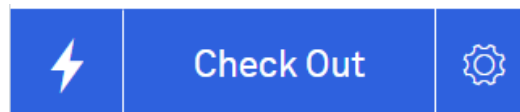
- Select products
- Tap Add Customer to add a member OR
- Tap Send and enter note for tab (name or table #)



- An order will be created
- Further items can be added to the existing tab by selecting Send
- To settle the bar tab select Orders Then select the customer bar tab

PRINT RECEIPT

- Tap cog
- Select Reprint for the last sale
- For previous sales go to History
- Tap filter or Scroll and find sale
- Tap the sale then Tap the Cog and Reprint



← COG

OPEN CASH DRAW

- Tap the Cog and then CASH DRAW

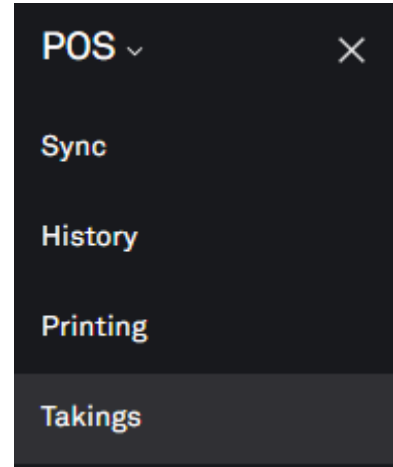


Burger Menu



FINALISE TAKINGS

1. Access POS – enter your user pin code
2. Click the Burger Menu and choose takings
3. If you have any open orders you will be prompted to decide if you need to close these or continue to Finalise. If you leave any orders open they will remain in the system under Orders until you close them. They will only count towards your daily takings once they are closed



4. Click on Tarnings History and print out a takings summary for the takings summary showing “Not yet finalised” – this will make it easier to complete your takings summary.

Finalise Tarnings

Tarnings History

5. Click on Finalise Tarnings.
 6. Complete your cash up sheet and/or fill in the details against each payment type. At the bottom of the page you will see immediately if you have a variance.
- NB:** Integrated payments like Smartpay and House Account will be automatically populated
7. Click Finalise Tarnings and then confirm you are finalising on the next screen.

Finalise Tarnings

Open Cash Drawer

8. You will then be taken back to the Tarnings History page where you can print off another final history summary
9. Print the takings breakdown by clicking Print button to include with your banking