Focus Crew Register Guide-NrGize – Non-Integrated

← **Function Bar**

← **Menu Bar**

How to Clock In
1. Enter Access Code, Touch OK
2. Touch Job
3. Touch Clock In
4. Touch Yes to confirm

How to Clock Out
1. Touch the Clock icon
2. Enter Access Code, Touch OK
3. Touch Clock Out
4. Touch Yes to confirm

How to view/print Time Card
1. Touch the Clock icon
2. Enter Access Code, Touch OK
3. Touch Hours
4. Touch Print or Close

How to view/print Schedule
1. Touch the Clock icon
2. Enter Access Code, Touch OK
3. Touch Schedule
4. Touch Print or Close

How to Schedule Availability
1. Touch the Clock icon
2. Enter Access Code, Touch OK
3. Touch Availability
4. Touch Calendar to Touch Start Date
5. Touch Calendar to Touch End Date
6. Touch Clock to enter Available In Time, Touch OK
7. Touch Clock to enter Available Out Time, Touch OK
8. Touch Save
9. Touch Close

How to Sign off Cashier Number
This cannot be done while ringing
1. Touch Quit from function bar

How to perform a Hold Order
1. Ring item(s)
2. Touch Hold Order from function bar
3. Cashier will be signed off

How to use Open Coupon
1. Ring item(s) (items must be rung)
2. Touch Discounts from function bar
3. Touch Open Coupon
4. Enter off amount, Touch OK

How to Recall an Order on Hold
1. Touch Recall Order from function bar
2. Touch the question mark
   Held orders will appear in list with a green check mark
3. Touch order to recall
4. Touch $ amount to view order
5. Touch check number to open order
   Order will open and move to the left
6. Continue ringing, if necessary

How to Delete an Item
1. Ring item(s)
2. Touch Delete from function bar to delete the last item
   Use the Void function to delete items in the middle of the order or more than 1

How to Ring a Retail Item
1. Scan UPC code *OR*
2. Touch ID Lookup from function bar
3. Enter UPC code
   UPC code must include leading and final digits
4. Touch Enter

How to Reprint a Closed Check
1. Touch Reprint Check from function bar
2. Touch the question mark
   Orders will appear in list
3. Click on check to reprint
   OR
4. Enter check number
5. Touch OK

How to Modify an Item
1. Ring Item(s)
2. Highlight Item to Modify
3. Touch Modify from function bar
4. Touch Modifier
5. Touch Done

How to Complete a Credit Card Transaction

1. Ring items
2. Select All Payments
3. Select Credit Card Type
4. Enter Amount
5. Select OK
6. Select OK or Print
7. Swipe Card at OMNI

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How to Create a Customer Account and Add Money to the Account

You cannot add a customer if you have already started ringing and order

1. Touch Customer from function bar
2. Scan LA Fitness card or enter card #, Touch OK
3. Touch Yes for new customer
4. Scan LA Fitness card again in Acct# field
   To do the below steps touch the keyboard icon at the bottom right. A keyboard will be displayed.
   A keyboard can also be connected to the register
5. Enter Phone Number
6. Enter First and Last Name
7. Enter City and State (use drop downs)
8. Enter any other applicable information
9. Touch Start Order
   At this point money should be added to the customer account
10. Touch All Payments
11. Touch Add $ to Cust. Acct.
12. Scan LA Fitness card or enter card #, Touch OK
    Customer will be listed
13. Touch OK
14. Touch Yes to confirm correct account
15. Touch Payment Type
16. Enter $ amount to be placed on account, Touch OK
17. Touch OK again to confirm $ amount
    Drawer will open and receipt will print with account balance
18. Collect money and add to cash drawer

How to Reprint a Receipt when adding money to an existing Customer's Account

1. Touch Functions
2. Touch Paid Ins
3. Highlight Payment
4. Touch Voucher
   Receipt will print with account balance
5. Touch Close

How to Pay using a Customer Account

1. Ring Item(s)
2. Touch All Payments
3. Touch Cust. Account
4. Scan LA Fitness card or enter card number
   Customer will be listed
5. Touch OK
6. Touch Yes to confirm correct account
7. Amount due will be displayed
8. Touch OK to confirm $ amount
   Drawer will open and receipt will print with remaining balance

Customer Account Balance

1. Touch Account from the function bar
2. Scan LA Fitness card or enter card number
3. Touch OK
4. Touch OK when customer name appears
   The credit balance is shown under customer name
5. Touch Close

How to Add Money to a Customer Account

1. Touch All Payments
2. Touch Add $ to Cust. Acct
3. Scan LA Fitness card or enter card #, Touch OK
   Customer will be listed
4. Touch Yes to confirm correct account
5. Touch Payment Type
6. Enter $ amount to be placed on account, Touch OK
7. Touch OK again to confirm $ amount
   Drawer will open and receipt will print new balance
8. Collect money and add to cash drawer

How to Add a Tip to a Customer Account Payment

1. Touch All Payments
2. Touch Add TIP to Cust. Acct.
3. Enter amount of tip
4. Touch OK
5. Tender Order

How to Close a Customer Account (Refund)

This is a PAID OUT function and will be given in cash

1. Touch Functions
2. Touch Refunds
3. Touch New
4. Select Cust. Account from payment drop-down
5. Touch OK
6. Scan LA Fitness card or enter card #, Touch OK
   Customer will be listed
7. View account balance
8. Touch Yes to confirm correct account
9. Enter $ amount to remove from account, Touch OK
10. Touch Close

How to View/Print Account Statements

1. Touch Reports from function bar
2. Touch Account Statement
3. Click on Customer (all)
4. Scan Card *OR*
5. Touch Search Method (i.e. Last Name)
6. Enter Search Criteria
7. Touch OK when Customer appears
8. Touch Yes if correct account
9. Touch Start and End Date
10. Select Destination, Touch OK

How to View/Print Account Transactions

1. Touch Reports from function bar
2. Touch Account Transactions
3. Click on Customer (all)
4. Scan Card *OR*
5. Touch Search Method (i.e. Last Name)
6. Enter Search Criteria
7. Touch OK when Customer appears
8. Touch Yes if correct account
9. Touch Start and End Date
10. Select Destination, Touch OK