

Focus Crew Register Guide - Integrated



← Function Bar

← Menu Bar

How to Clock In

1. Enter Access Code
2. Select OK
3. Select Job
4. Select Clock In
5. Select Yes to confirm

How to Clock Out

1. Select the Clock icon
2. Enter Access Code
3. Select OK
4. Select Job
5. Select Clock Out
6. Select Yes to confirm

How to Sign off with a \$.00 Balance

1. Select Next \$
2. Select OK

How to Ring Using Order Types

1. Select Order Type
2. Select New
3. Enter tab name
Enter name for TAKE OUT
Enter table marker # for EAT IN
4. Select Enter
5. Ring item(s)
6. Select Fire
7. Tender Order
 - a. If customer is not on site, select quit to recall order later

How to Recall an Order by Order Type

1. Select Recall Order Type
2. Select Order
Order will display as current check
3. Select Fire
4. Tender Order

How to Ring using Baskets

Items should be run according to how they fit in a basket; this is by customer

1. Ring item(s)
2. Select Basket 1
3. Ring Item(s)
4. Select Basket 2
 - a. If another customer is in the same order then Select Next Order
5. Repeat as necessary

How to Ring using Fire command

Fire is used to send items to the kitchen quickly instead of waiting until the end of the order

1. Ring item(s)
2. Select Basket 1
3. Select Fire from function bar
4. Ring Item(s)
5. Select Basket 2
6. Select Fire
 - a. If another customer is in the same order then Select Next Order
7. Repeat as necessary

How to Modify an Item

1. Ring item(s)
2. Highlight item to Modify
3. Select Modify from function bar
4. Select Modifiers (flavors) for item
5. Select Done

How to Apply a Discount

1. Ring Item(s)
2. Select Discounts from function bar
OR
3. Select Discounts (near All Payments)
4. Select Item(s) to highlight and select discount
 - a. If a check discount, select Discount (without highlighting items)
5. Tender Order

How to Delete an Item

1. Ring item(s)
2. Select 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 Void Item(s)

Before order is tendered

1. Select Item(s) to highlight
Touch again to un-highlight
2. Select Void from function bar
3. Select Reason Code

How to Hold an Order

1. Ring items
2. Select Hold Order from function bar
The order will go in Hold status and cashier will be signed off

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How to Recall an Order on Hold

1. Select Recall Order from function bar
2. Select the question mark
Orders will appear in list
3. Select order to recall
4. Select Detail
5. Select OK
Order will open and move to the left
6. Continue ringing items, if necessary
7. Tender order

How to Split Orders for Separate Payment

To Ring:

1. Ring Item(s)
2. Select Split from function bar
Split check screen will appear with Seat 1
3. Select Items to move to another Seat (another check)
4. Touch New
5. Seat 2 will open
6. Touch anywhere in the Seat 2 box and the items selected will move
7. Repeat for additional seats
8. Select Done
All open Seats will appear at the bottom of check

To Pay:

9. Select Seat (displayed as a numbered plate)
10. Tender Order
\$\$\$ will appear on the numbered plate to show paid
11. Select the next Seat for payment
12. Tender
13. Repeat as necessary

How to Split an Item for Payment

1. Select Split from function bar
2. Highlight item to split
3. Select Split Item
4. Enter number of splits
5. Select OK
6. Item will appear split on check
7. To move to another check, highlight one of the splits
8. Select New
9. Seat 2 will open
10. Touch anywhere in the Seat 2 box and the item selected will move
11. Select Done

How to Reprint a Closed Check

1. Select Functions from function bar
2. Select Reprint Check (in check column)
3. Select the question mark
Orders will appear in list
4. Highlight check to reprint
5. Select Print
OR
6. Enter check number
7. Select OK
8. Select Print
9. Select Close

How to Activate a Gift Card

1. Select All Payments
2. Select Activate Gift Card
Purple Key
3. Enter Amount
4. Swipe Card
OR
5. Select Activate Gift Card
Purple Key
6. Enter Amount
7. Enter Gift Card number
8. Select OK

How to Redeem a Gift Card

1. Ring Items
2. Select All Payments
3. Select Gift Card Redm
Purple Key
4. Swipe card
OR
5. Enter Gift Card number
6. Select OK
Register will prompt for any balance due

How to Complete a Credit Card Transaction

1. Ring items
2. Swipe Card
OR
3. Select All Payments
4. Select Card Type: Visa, MC, etc.
5. Enter Amount
6. Enter Credit/Debit Card number
7. Enter Expiration Date MM/YY
8. Select OK
9. Select Done
OR
10. Select Edit Tip
11. Enter tip amount
12. Select OK