Focus Crew Register Guide – Non-Integrated

← **Function Bar**

← **Menu Bar**

How to Clock In/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 Open Drawer
1. Enter Access Code
2. Select OK
3. Select Open Drawer from function bar

How to Sign off Cashier Number
1. Select Quit from function bar

How to Sign off with a $.00 Balance
1. Select Next $
2. Select OK

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 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. Touch Items(s) to highlight
   Touch again to un-highlight
2. Select Functions from function bar
3. Select Void
4. Select Reason Code

How to Enter a Coupon Number
1. Ring item(s) (items must be rung)
2. Select ID Lookup from function bar
3. Enter 3 digit offer number
4. Select Enter
5. Continue ringing or Tender order

How to use Open Coupon
1. Ring item(s) (items must be rung)
2. Select Discounts
3. Select Open Coupon $
4. Enter off amount
5. Select OK

How to Apply a Discount
1. Ring Item(s)
2. Select Discounts from function bar
3. Select Discount (i.e. Manager, Employee)
4. Tender Order

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

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

How to Schedule Availability
1. Select the Clock icon
2. Enter Access Code
3. Select OK
4. Select Availability
5. Enter Start Date
6. Enter End Date
7. Enter Times available for each day
8. Select Save
9. Select Close

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

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 Activate a Gift Card
1. Swipe Card at external terminal to process
   At Register:
1. Select All Payments
2. Select Activate Gift Card Non-Intgrt
   Brown Key
3. Enter Amount of Gift Card
4. Select OK

How to Redeem a Gift Card
1. Swipe Card at external terminal to process
   At Register:
2. Select All Payments
3. Select Gift Card Redm
   Brown Key
4. Enter Gift Card number
5. Select OK

How to Complete a Credit Card Transaction
1. Swipe Card at external terminal to process
   At Register:
2. Select All Payments
3. Select Credit Card Type
4. Enter Amount
5. Select OK
6. Select OK or Print

How to Ring a Fundraiser Order
This does not remove royalties from the items you are ringing.
1. Select Functions from function bar
2. Select Fundraiser order
3. Ring item(s)
4. Tender order