

## Focus Crew Register Guide - 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 Item(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 Coupons Corp from menu bar
3. Select Open Coupon
4. Enter off amount
5. Select OK  
*Off amount will show at bottom of receipt only*

### 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. 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. Select All Payments
6. Select Gift Card Redm  
*Purple Key*
7. Enter Gift Card number
8. 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

### **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