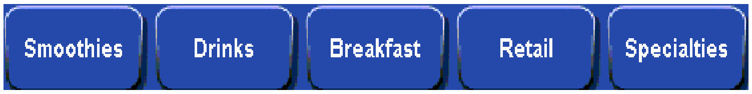
Focus Manager Register Guide-NrGize - Integrated

← **Function Bar**



← **Menu Bar**

For all functions Enter Access Code and Select OK

How to put Station in Training Mode

1. Select Tools icon (Wrench)
2. Select Training
3. Enter Access Code (of manager)
4. Select OK
5. Training Banner will display on the main screen
6. Enter Access Code (of crew member training)
7. Select OK

The menu board will not show that you are in training mode

How to exit Training Mode

1. Select Quit from function bar
2. Select Tools icon (Wrench)
3. Select Training
4. Enter Access Code (of manager)
5. Select OK

The training banner will appear

6. Enter Access Code again to ring in cashier mode

How to Edit Price of an Item

1. Select Item Edit from function bar
2. Highlight Item to edit
3. Select Prices
4. Select box with ...to open on-screen keypad
5. Enter correct price
6. Select OK
7. Select Save
8. Select Close

   Touch drop down next to canvas to choose other groups; Cakes, Retail, Drinks, etc.

How to Refund an Item

1. Select Functions from function bar
2. Select Refund Item
3. Select item to refund
4. Repeat steps 1 and 2 for each refund item

   At this point you may ring item(s) for sale

How to Add/Edit Tips

Each evening or end of shift

1. Select Functions from function bar
2. Select Edit Tips
3. Use drop down to select card type; Visa, MC, etc.
4. Select transaction with correct card number
5. Select Edit Tips
6. Enter tip amount
7. Select OK
8. Select Close

How to Ring Tax Exempt Order

1. Ring Item(s)
2. Highlight Items to remove tax from
3. Select Functions from function bar
4. Select Tax Exempt
5. Select Exempt All

   Tax ID can also be entered; select the keyboard icon

6. Select OK
7. Tender order

How to Reprint a Check

1. Select Reprint Check from function bar
2. Select the question mark

   All orders will appear in list

3. Select Check to Reprint

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 Ring a Paid In

1. Select Functions from function bar
2. Select Paid Ins
3. Select New
4. Select Type of Paid In
5. Select Type of Payment
6. Enter Amount
7. Select OK
8. Select OK to confirm

   Drawer will open, receipt will print

9. Select Close

How to Ring a Paid Out

Paid Outs are done to remove cash/credit from drawer; i.e. customer tips, repairs

1. Select Functions from function bar
2. Select Paid Outs
3. Select New
4. Select Type of Paid Out from drop-down list
5. Enter Amount

   May enter Invoice, Vendor and Comment (not required)

6. Select OK

   Drawer will open, receipt will print

7. Select Close

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How to Drop
1. Select Functions from function bar
2. Select Drops
3. Select New
4. Enter Amount
5. Choose Employee from the drop-down list
6. Select OK
7. Select Yes to confirm
   Drawer will open, receipt will print
8. Select Close

How to Void a Paid In
1. Select Functions from function bar
2. Select Paid Ins
3. Select Transaction
4. Select Void
5. Select reason
6. Select Close

How to Void a Paid Out or Drop
1. Select Functions from function bar
2. Select Paid Outs or Drops
3. Select Transaction
4. Select Void
5. Select Close

How to Void a Tendered Order

Void payment then all items in order
1. Select Functions from function bar
2. Select Reopen Check
3. Select order from displayed list
4. Select Yes for Void the selected payment
5. Highlight all items in the order
6. Select Void from function bar
7. Select reason
8. Select Tender Even
9. Select OK

Accept Credit Cards Offline

To be used when integrated credit cards go down, i.e. internet issue
1. Select Functions from function bar
2. Select Offline (located in Credit Card column)
3. Select Offline, again
4. Select Yes to confirm
5. Select OK at credit card is now OFFLINE message
6. Select Close, credit cards can now be processed offline

**Credit Cards must be put back ONLINE when system is functioning properly. System can be put back online using the same steps.

Credit Cards back Online
1. Select Functions from function bar
2. Select Offline (located in Credit Card column)
3. Select Online
4. Select Yes to confirm
5. Select OK at credit card is now ONLINE message
6. Select Close

Customer Account Balance Adjust
1. Select Tools icon (Wrench)
2. Select Setup
3. Enter Access Code (of manager)
4. Select OK
5. Select Customer from toolbar
6. Select Accounts from drop-down
7. Select Find
8. Enter last name in search box
9. Select Find
10. Select Customer, if not already selected
11. Select Tools
12. Select Balance Adjust
13. Enter new Balance; ***a negative sign must be entered before amount;*** this will cause a Credit Balance
14. Select OK
15. Select Yes to Adjust
16. Select Save
17. Select Close

Closing Procedure
1. Select Recall Order from function bar
   To check for held orders
2. Tender any Open orders
3. Select Reports from function bar
4. Print Daily Sales report
5. Print CC Batches report
6. Count Cash Drawer
7. Balance Cash Drawer to Daily Sales report
8. Balance CC Batches Report to Daily Sales report
9. Close of Day will run automatically at 3am
10. Check the Systems Alert on Focus back office to make sure the last batch was successful

How to check Close Day Status
1. Select Close Day from function bar
2. Select Status
3. Select OK to close if successful

How to Access Reports
1. Select Reports from function bar
2. Select appropriate report