

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 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 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

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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