Focus Manager Register Guide – Non-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)
   The Menu board will not show that you are in training mode

How to exit Training Mode

1. Crew member selects 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 disappear
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 Edit Coupon Prices

This must be done from the back office application

1. Select Tools icon (Wrench)
2. Select Setup
3. Enter Access Code (of manager)
4. Select OK
5. Select Menu from toolbar
6. Select Menu Items from drop-down list
7. Scroll through list; all coupons begin with Cpn
8. Select coupon
9. Enter/Change off amount in Prices 1. field
   The off amount must be in this format -$1.00
10. Select Save
11. Select Close

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 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 Add 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 Add a Paid Out

1. Select Functions from function bar
2. Select Paid Outs
3. Select New
4. Select Type of Paid Out from drop-down list
5. May enter Invoice, Vendor and Comment (not required)
6. Enter Amount
7. Select OK
   Drawer will open, receipt will print
8. Select Close

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How to Add a 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 Void 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

How to enter a Fundraiser Donation
This moves the $ amount out of net sales.
1. Select All Payments
2. Select Fundraiser Donation
3. Enter Amount
4. Select OK
5. Tender order

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 Totals report from OMNI
6. Count Cash Drawer
7. Balance Cash Drawer to Daily Sales report
8. Compare OMNI Totals report to Daily Sales report
9. Close of Day will run automatically at 3am

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