Focus Manager Register Guide - 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. 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 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 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 Edit/Add 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

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 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

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 Reapply a Payment to an Order
This is mainly used for incorrect credit transactions.
The payment should be voided on the original check first. Any items that need to be voided/modified should be done on the original check first.
1. Select Functions from function bar
2. Select Pmt Reapply Check
3. Select order from displayed list
4. Select OK
5. Select Yes to re-apply payment

Credit Card payment window will display with CC and exp. date already populated

6. Modify tip line if needed
7. Select OK to process transaction

CC auth/approval # will display

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.

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

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. Count Cash Drawer
6. Balance Cash Drawer to Daily Sales report
7. 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