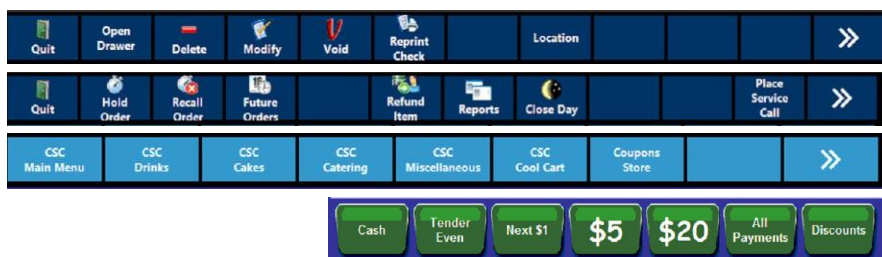


## Focus Crew Register Guide – ICC / IGC



← Command Bar 1 (CMD 1)

← Command Bar 2 (CMD 2)  
(Access by selecting double arrows on CMD 1)

← Menu Bar

← Payments Bar

### How to Clock In/Clock Out

1. Enter Access Code
2. Select OK
3. Select Job
4. Select Clock In or Clock Out
5. Select Yes to confirm

### How to view/print Time Card

1. Select the Clock Icon
2. Enter Access Code Select OK
3. Select Hours
4. Select Print or Close

### How to view/print Schedule

1. Select the Clock Icon
2. Enter Access Code Select OK
3. Select Schedule
4. Select Print or Close

### How to Schedule Availability

1. Select the Clock Icon
2. Enter Access Code Select OK
3. Select Availability
4. Enter Start Date / End Date
5. Select the Clock Icon in the Day Field
6. Enter available times for each day
7. Select Save then Close

### How to use Open Coupon \$ or %

1. Ring item(s)
  2. Select Discounts on the Payments Bar
  3. Select Open Coupon \$ or Open Discount %
  4. Manager Approval may be required
  5. Enter \$ or % amount
  6. Select OK
- Discount amount will show at bottom of receipt only*

### How to Apply a Discount

1. Ring Item(s)
2. Select Discounts from Payments Bar
3. Highlight Item(s) to apply discount
4. Select Discount

### How to Apply a National Coupon

1. Ring Item(s)
2. Select Discounts from Payments Bar
3. Select Discount ID button
4. Enter PLU number or Scan Barcode

### How to Modify an Item

1. Ring item(s)
2. Highlight item to Modify
3. Select Modify on CMD 1
4. Select Modifiers for the item
5. Select Done

### How to Delete an Item

1. Select last item to be Deleted
  2. Select Delete from CMD 1.
- Manager approval may be required*

### How to Reprint a Closed Check

1. Select Reprint on CMD 1
2. Highlight Check to Reprint
3. Selected check will print automatically

### How to place an order on Hold

1. Ring Item(s)
2. Select Hold Order on CMD 2
3. The order will go on Hold Status

### How to Recall an Order on Hold

1. Select Recall Order on CMD 2
2. Double tap on the order to Recall
3. Continue ringing in items or tender out.

### How to Activate a Gift Card

1. Select All Payments
2. Select Activate Gift Card
- Purple Key*
3. Enter Amount of Gift Card (\$5 minimum)
4. Swipe Gift Card or Enter Gift Card Number

### How to Redeem a Gift Card

1. Select All Payments
2. Select Gift Card Redeem
- Purple Key*
3. Swipe Gift Card or Enter Gift Card Number

### How to Complete a Credit/Debit Card Transaction

1. Ring item(s)
2. Swipe Credit/Debit Card; wait for Response
3. For Manual Entry Select All Payments
4. Select Credit/Debit Card Type
5. Enter Credit/Debit Card Number and Exp. Date
6. Select OK
7. Wait for response