

Focus Drive-Thru Register Guide – Integrated



← Function Bar

← Menu Bar

How to Clock In

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

How to Clock 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 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 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
This can only be done to the last item in the order

How to Apply a Discount

1. Ring Item(s)
2. Select Discounts from function bar
3. Highlight Item(s) to apply discount
4. Select Discount
5. Tender Order

How to Ring and Store a Drive Thru order

Clock in under Drive Thru cashier job code

1. Enter Access Code
2. Ring item(s)
3. Touch Store Car from function bar
Display will clear; ready to ring next car

How to Recall Drive Thru order and Tender

1. Touch List All Cars from function bar
2. Touch Detail
3. Touch \$amount of order; order will display to the right
4. Touch check number to open order
Order will display to the left
5. Tender order (or add more items)

How to Change order type on Drive Thru register

1. Ring item(s)
2. Touch Functions from function bar
3. Touch new order type; i.e. Eat In, To Go

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 Refund an Item

1. Select Functions
2. Select Refund Item
3. Select Item
4. Tender Order

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 perform a Hold 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

Focus Crew Register Guide – Non-Integrated

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

How to Collect Money

1. Ring items
2. Select CASH
3. Enter amount
4. Select OK
OR
5. Touch appropriate “speed” key
6. The cash drawer will open; the screen will display change due
7. Select OK to close
OR
8. Select Print to print a receipt

How to Complete a Credit Card Transaction

1. Ring items
2. Swip Card
OR
3. Select All Payments
4. Select Card Type: Visa, MC, etc.
5. Ent Amount
6. Enter Credit/Debit Card number
7. Enter Expiration Date MM/YY
8. Selec OK
9. Selec Done
OR
10. Select Edit Tip
11. Enter tip amount
12. Sele OK

How to Activate a Gift Card

1. Select All Payments
2. Select Activate Gift Card
Purple Key
3. Ent Amount
4. Swip Card
OR
5. Select Activate Gift Card
Purple Key
6. Ent Amount
7. Enter Gift Card number
8. Selec OK

How to Redeem a Gift Card

1. Rin Items
2. Select All Payments
3. Select Gift Card Redm
Purple Key
4. Swip card
OR
5. Select All Payments
6. Select Gift Card Redm
Purple Key
7. Enter Gift Card number
8. Selec OK
Register will prompt for any balance due

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 view/print Schedule

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

How to Schedule Availability

1. Select the Clock icon
2. Enter Access Code
3. Select OK
4. Select Availability
5. Enter Start Date
6. Enter End Date
7. Enter Times available for each day
8. Select Save
9. Select Close