Focus Crew Register Guide – IGC / EMV

← 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 Modify an Item
7. Ring item(s)
8. Highlight item to Modify
9. Select Modify on CMD 1
10. Select Modifiers for the item
11. Select Done

How to Delete an Item
1. Select last item to be Deleted
2. Select Delete from CMD 1.
   Use the Void Button to delete items in the middle of the order or more than 1 item

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 with 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
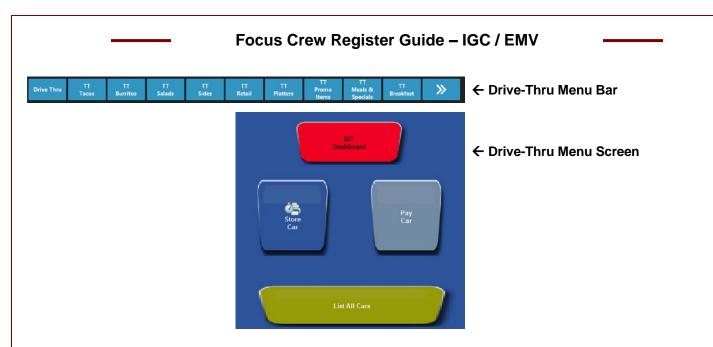3. Continue ringing items or tender out.

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 an EMV Credit Card Transaction
1. Ring item(s)
2. Select All Payments
3. Select EMV
4. Enter Amount
5. Select OK
6. Wait for customer to finish transaction on EMV credit card terminal

Drive Thru	TT Tacos	TT Burritos	TT Salads	TT Sides	TT Retail	TT Platters	TT Promo Items	TT Meals & Specials	TT Breakfast	»

← **Drive-Thru Menu Bar**

← **Drive-Thru Menu Screen**

How to Store a Drive-Thru Order
1. Ring item(s)
2. Select Drive Thru on Menu Bar
3. Select Store Car

How to Pay a Drive-Thru Order
1. Select D/T Dashboard
2. Scroll through orders and locate the desired order
3. Select the Method of payment from the right column to tender out the order
   OR
1. Select pay Car
2. Highlight check to pay
3. Select the method of payment on the Payments Bar

How to Store a Drive-Thru Order
1. Ring item(s)
2. Select Drive Thru on Menu Bar
3. Select Store Car