



MAITRE'D 7.05 OPERATION GUIDE

The purpose of this document is to explain how to use the various available basic procedures most commonly used by all types of employees on Posera's Maitre'D 7.05 POS.

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Clock In

1. Enter server code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock in operation
5. Touch **CLOCK IN/OUT** key
6. Select the appropriate task if you have multiple tasks. If not, go to step 7.
7. Touch **OK** to confirm the Clock in.

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Enter a new order

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter table #
5. Touch ¹**TABLE** (function key on the right side of the screen)
6. If the system prompts you for the number of customer, enter the # and touch **ENTER**.
If not, go to step 7.
7. Touch the menu item desired
8. Touch **SEND**

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Enter a new order with multiple guests

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter table #
5. Touch ¹**TABLE** (function key on the right side of the screen)
6. If the system prompts you for the number of customer, enter the # and touch **ENTER**.
If not, go to step 7.
7. Touch the menu item desired
8. Touch **NEXT** to go to the next guest.
9. Follow step 7 and 8 to enter each guest's order.
10. Touch **SEND**

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¹ The description may differ according to the employee setup at the Back-Office.



Modify an order

A.

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch **TABLE** (function key on the right side of the screen)
6. Touch the menu items to be added to the order
7. Touch **SEND**

B.

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **READING** (function key on the right side of the screen)
5. Touch the table you need to access
6. Touch the menu items to be added to the order
7. Touch **SEND**

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Print a guest check with only 1 guest at the table

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch **TABLE** (function key on the right side of the screen)
6. Touch **PRINT**. If server has access to apply discounts an additional step is required, touch **PRINT CHECK**.

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Print multiple checks with multiple guests at the table

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch ¹**TABLE** (function key on the right side of the screen)
6. Touch **PRINT**.
7. ²Enter the number of checks you need for the table.
8. Touch **ENTER**.
9. Touch **OK** to confirm
10. If server has access to apply discounts an additional step is required, touch **PRINT CHECK** for each guest or select **PRINT ALL**.

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Apply a discount

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch ¹**TABLE** (function key on the right side of the screen)
6. Touch **PRINT**
7. Touch the appropriate discount key (their may be a sub-discount menu **Discount** and/or **Coupon** select one of them if the discount is not on the screen).
8. Touch **PRINT CHECK**

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Apply a discount when more than one guest check at the table

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch ¹**TABLE** (function key on the right side of the screen)
6. Touch **PRINT**
7. Touch the appropriate discount key (their may be a sub-discount menu **Discount** and/or **Coupon** select one of them if the discount is not on the screen).
8. Touch **PRINT CHECK** and repeat step 7 and 8 to apply a discount for the next guest check or select **PRINT ALL** if no other discount to be apply to a guest check for the same table.

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¹ The description may differ according to the employee setup at the Back-Office.

² If the number of guest check is less than the number of customer at the table, a screen appears. At this point, the server needs to combine customers together by touching the appropriate customer key.



Apply a discount to a specific guest when more than one guest check at the table

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table# you need to make a modification
5. Touch **TABLE** (function key on the right side of the screen)
6. Touch **PRINT**
7. Touch **EXIT** or **PRINT CHECK** until you see the guest's check on the left side of the screen
8. Touch the appropriate discount key (there may be a sub-discount menu **Discount** and/or **Coupon** select one of them if the discount is not on the screen).
9. Touch **PRINT CHECK** and repeat step 7 and 8 to apply a discount for the next guest check or select **PRINT ALL** if no other discount to be applied to a guest check for the same table.

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Close a guest check to cash

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **CLOSE**
5. Touch the check to close (cash out)
6. Touch **CASH** (you may have to enter the amount tender and then touch **OK**)

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Close a guest check to a credit card (without EFT module)

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **CLOSE**
5. Touch the check to close
6. Touch the appropriate credit card type i.e. **VISA**
7. Enter total amount including tip
8. Touch **ENTER**

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To close credit cards when using EFT module, please refer yourself to the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#)



Close a guest check with multiple types of payments

** If part of the payment is cash: cash has to be entered in last.

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **CLOSE**
5. Touch the check to close
6. Touch the first media type to apply. I.e. **VISA**
7. Enter the amount to be close to the media type.
8. Touch the next media type.
9. Enter the amount to be close to the media type.
10. Touch the last media type, if any.
11. Enter the amount to be close to the media type.

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Print server's reading at the end of the shift

1. Enter server code
2. Touch **READING**
3. If no open tables exists, touch **OK** to print the reading. If you have open tables, you may have to close them. Refer yourself to the section on how to close a guest check.

*** If you have open tables and have access to print the reading, touch **READING** and then touch **OK**.

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Clock Out at the end of the shift

1. Enter server code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock out operation
5. Touch **CLOCK IN/OUT** key
6. Touch **OK** to confirm the Clock out.

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Declare tips at the end of the day

** We assume the time & attendance module is installed

***We assume the tip declaration is set to “anytime” under each POS Control employee.

Step 4 could appear on the employee’s clock out screen.

1. Enter server code
2. Touch **FUNCTION**
3. Touch **TIPS DECLARATION**
4. Enter the cash tip to declare and touch **ENTER**
5. Touch **ENTER** confirm
6. Touch **EXIT** to go back on the main screen

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Split Item

** All items must have been sent to the remote printers

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch ¹**TABLE** (function key on the right side of the screen)
6. Touch the menu item to split
7. Touch the **SPLIT** key (showing at the bottom of the screen)
8. Touch all guests sharing, splitting the price of the item
9. Touch **OK**
10. Touch **SEND**

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Transfer item(s) to another guest at the same table

** All items must have been sent to the remote printers

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch ¹**TABLE** (function key on the right side of the screen)
6. Touch **STATUS**
7. Touch the menu item(s) to be transferred to another guest, or touch **SELECT ALL** to select all items of that guest.
8. Touch the space (column) belonging to the guest receiving the menu item(s)
9. Touch **TRANSFER**
10. Touch **OK**
11. Touch **SEND**

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¹ The description may differ according to the employee setup at the Back-Office.



Transfer item(s) to another guest at another table

** All items must have been sent to the remote printers

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch **TABLE** (function key on the right side of the screen)
6. Touch **STATUS**
7. Touch the menu item(s) to be transferred to another table, or touch **SELECT ALL** to select all items of that guest.
8. Touch **TRANSFER**
9. Enter the table # where the item(s) is/are to be transfer to and touch **ENTER**
10. Enter the guest # the item(s) is/are to be transfer to and touch **ENTER**
11. Touch **OK** to confirm
12. Touch **SEND**

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Change mode

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch **CHOICE**
6. Touch the desired menu item(s)
7. Touch **SEND**

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Change revenue center

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch **REVENUE CENTER SWITCH**
6. Touch the desired menu item(s)
7. Touch **SEND**

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Print a check without tax

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch **TABLE** (function key on the right side of the screen)
6. Touch **PRINT**
7. Touch **NON-TAXABLE**
8. Touch **PRINT CHECK**

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Print a check with only 1 tax out of 2

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch **TABLE** (function key on the right side of the screen)
6. Touch **PRINT**
7. Touch **NON-TAXABLE**
8. Touch the single tax that needs to be applied
9. Touch **PRINT CHECK**

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Multiple guests at the table and need to apply “non-taxable” to only one check

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch **TABLE** (function key on the right side of the screen)
6. Touch **PRINT**
7. Touch **EXIT** until you see the appropriate guest on the left side of the screen
8. Touch **NON-TAXABLE**
9. Touch **PRINT CHECK**
10. Touch **EXIT** if required

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Change the number of guest checks at the table “REDISTRIBUTION”

** A different number of guest checks have been printed out earlier

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch ¹**TABLE** (function key on the right side of the screen)
6. Touch **CMD**
7. Touch **REDISTRIBUTION**
8. Enter the number of guest checks you need and touch **ENTER** (the maximum is the number of guests at the table)
 - If you enter the maximum
 - Touch **OK** to confirm
 - Touch **PRINT ALL** if no discount to be apply, if you need to apply discount(s), see the steps on how to apply a discount

If you do not enter the maximum of checks

- Touch all guests to combine on the first check and click on **OK** if requested. Keep doing it until all checks are done
- Touch **OK** to confirm
- Touch **PRINT ALL** if no discount to be apply, if you need to apply discount(s), see the steps on how to apply a discount.

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Split a check in different dollar amount

** A check has been printed out earlier

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table#
5. Touch ²**TABLE** (function key on the right side of the screen)
6. Touch **CMD**
7. Touch **SPLIT CHECK**
8. Enter the number of guest check you need and touch **ENTER**
9. Enter the total dollar amount you want the first check to be and touch **ENTER**
10. Do step 9 for until all checks amount are entered in

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¹ The description may differ according to the employee setup at the Back-Office.

² The description may differ according to the employee setup at the Back-Office.



Send a remark, applying to the whole order, to a remote printer

** We assume you are on the order screen. See step on how to enter an order or on how to modify an existing order.

** We assume you have items not sent yet to the remote printer(s)

1. Touch **CMD**
2. Touch **REMARK**
3. Using the keypad or a keyboard, type in the remark to print on the remote printer with the order.
4. Touch **ENTER**
5. Touch **ENTER**
6. Touch **SEND** once you are done with the order for the table

The remark does not show on the screen but will print at the top of the remote printer chit.

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Send a remark applying to an item to a remote printer

** We assume you are on the order screen. See step on how to enter an order or on how to modify an existing order.

** We assume the item not sent to the remote printer(s)

1. Highlight the item requiring a remark
2. Touch **CMD**
3. Touch **OPEN REMARK**
4. Using the keypad or a keyboard, type in the remark to print on the remote printer with the order.
5. Touch **ENTER**
6. Touch **ENTER**
7. Touch **SEND** once you are done with the order for the table

The remark does not show on the screen but will print under the item on the remote printer.

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Send an Open Description item

** We assume you are on the order screen. See step on how to enter an order or on how to modify an existing order.

** We assume you have items not sent yet to the remote printer(s).

1. Touch the Open Description item.
2. Using the keyboard, type in the description to print on the remote printer for this item.
3. Touch **ENTER**
4. Touch **SEND** once you are done with the order for the table.

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Send an Open Price item (miscellaneous)

** We assume you are on the order screen. See step on how to enter an order or on how to modify an existing order.

** We assume you have items not sent yet to the remote printer(s).

1. Touch the Open Price item.
2. Using the keypad, type in the price to charge for this item.
3. Touch **ENTER**
4. Touch **SEND** once you are done with the order for the table.

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Fast way for a server to enter multiple orders from different table

1. Enter server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table# of the first order
5. Touch ¹**TABLE** (function key on the right side of the screen)
6. If the system prompts you for the number of customers, enter the # and touch **ENTER**. If not, go to step 7.
7. Touch the menu item(s) desired
8. Touch **NEXT** to go to the next guest.
9. Follow step 7 and 8 to enter each guest's order.
10. Touch **TABLE** (shows up at the top left corner)
11. From the keypad enter the new table # and touch **ENTER**
12. If the system prompts you for the number of customers, enter the # of customers and touch **ENTER**. If not go to 13.
13. Touch the desired menu item(s)
14. Touch **NEXT** to go to the next guest.
15. Follow step 13 and 14 to enter each guest's order.
16. Repeat step 10 to 15 for each table order and then touch **SEND**.

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Print guest receipt

1. Enter server code
2. Touch **ENTER**
3. Enter the last 4 digits of the invoice you need a receipt for
4. Touch **CLOSE**
5. Touch **PRINT**

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¹ The description may differ according to the employee setup at the Back-Office.



Access a table through the floor plan

1. Touch the table you need to access.
2. Enter server code.
3. Touch **ENTER**

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Clean a table through the floor plan

1. Touch a table that has been made ready for the next guests.
2. Touch **OK**

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Add money on a cash card

1. Enter server code
2. Touch **FUNCTION** button.
3. Touch **CASH CARD OPERATIONS** button.
4. Touch **REFILL** button.
5. Enter the amount of money to add on the cash card.
6. Touch **ENTER** button.

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CASHIER OPERATIONS

We start each cashier step from the main Maitre'D screen.

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Clock In

1. Enter cashier code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock in operation
5. Touch **CLOCK IN/OUT** key
6. Select the appropriate task if you have multiple tasks. If not, go to step 7.
7. Touch **OK** to confirm the Clock in.

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Close a guest check to cash

You can use any of the two following steps

A.

1. Enter cashier code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the last four digit of the check #
5. Touch **ENTER**
6. Touch **CASH** (you may have to enter the amount tender and touch **OK**)

B.

1. Enter cashier code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **ENTER**
5. Touch the check to close
6. Touch **CASH** (you may have to enter the amount tender and touch **OK**)

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Close a guest check to a credit card (without EFT module)

You can use any of the two following steps

A.

1. Enter cashier code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the last four digit of the check #
5. Touch **ENTER**
6. Touch the credit card i.e. **VISA** and enter total including tip amount

B.

1. Enter cashier code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **ENTER**
5. Touch the check to close
6. Touch credit card i.e. **VISA** and enter total including tip amount

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Close a guest check to a credit card (with EFT module)

You can use any of the two following steps

A.

1. Enter cashier code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the last four digit of the check #
5. Touch **ENTER**
6. Go to step 6 to 10 from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#).
7. You may have to finalize the credit card. If so, **EXIT** to POS main screen
8. Enter server code
9. Touch **READING**
10. Go to step 5 to 8 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

B.

1. Enter cashier code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **ENTER**
5. Touch the check to close
6. Go to step 6 to 10 from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)
7. You may have to finalize the credit card. If so, **EXIT** to POS main screen
8. Enter server code
9. Touch **READING**
10. Go to step 5 to 8 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

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Close a guest check with multiple types of payments

** If one of the media type is cash, cash has to be entered in last.

1. Enter cashier code
2. Touch **ENTER**
2. Enter your password if the system prompts you for a password
3. Touch **ENTER**
4. Touch the check to close
5. Touch the first media type to apply. i.e. **VISA**
6. Enter the amount to be close to the media type.
7. Touch the next media type.
8. Enter the amount to be close to the media type.
9. Touch the last media type, if any.
10. Enter the amount to be close to the media type.

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Close multiple checks together

1. Enter cashier code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the last 4 digit of the first check
5. Touch **ENTER**
6. Touch **TRANSFER** (from the media type list)
7. Enter the last 4 digits of the second check to combine with the first check
8. Touch **ENTER**
9. Repeat step 5 to 7 until all checks are combined together
10. Touch the appropriate media type i.e. cash

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Apply a discount

1. Enter cashier code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the last 4 digits of the check
5. Touch **ENTER**
6. Touch **DISCOUNT** or **COUPON** and apply the appropriate discount.
7. Touch **PRINT CHECK**
8. Touch the appropriate media type i.e. cash

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Add an item to a check before closing the check

1. Enter cashier code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the last 4 digits of the check
5. Touch **ENTER**
6. Touch **ORDER**
7. Enter the new menu item(s)
8. Touch **CLOSE**
9. Touch **PRINT CHECK**
10. Touch the appropriate media type i.e. cash

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Pay out to servers credit card tip received

1. Enter cashier code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **TIP**
5. Select the server you need to pay out tip for
6. Enter the tip amount your are paying out to the server
7. Touch **ENTER**
8. Touch **OK**

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Print cashier's reading at the end of the shift

1. Enter cashier code
2. Touch **READING**
3. If no open table exists, touch **OK** to print the reading. If you have open tables, you may have to close them, refer yourself to the section on how to close a guest check.
*** If you have open tables and have access to print the reading, touch **READING** and then touch **OK**.

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Clock Out at the end of the shift

1. Enter cashier code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock out operation
5. Touch **CLOCK IN/OUT** key
6. Touch **OK** to confirm the Clock out.

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FASTFOOD OPERATIONS

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[Enter the following orders from the order screen to cash](#)

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[Apply a discount \(with discount key on the main screen\)](#)

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[Display account receivable balance](#)

[Print account receivable customer name on order](#)

[Close an order with an account receivable card \(with possible automatic discount\)](#)

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[Clock out at the end of the shift](#)



Clock In

1. Enter employee code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock in operation
5. Touch **CLOCK IN/OUT** key
6. Select the appropriate task if you have multiple tasks. If not, go to step 7.
7. Touch **OK** to confirm the Clock in.

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Enter the first order to cash

1. Enter employee code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch the desired menu item(s)
5. Touch **SEND**
6. Enter the \$ amount received by the guest and touch **ENTER**
7. Touch **OK** if it prompts you to print a receipt

**The system leaves the order taker on the order screen and is available for any new order.

*** If any \$ key on the screen, could replace step 5 and 6 by touching the \$ key tendered by the guest. I.e. **\$10.00**

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Enter the following orders from the order screen to cash

1. Touch the desired menu item(s)
2. Touch **SEND**
3. Enter the \$ amount received by the guest and touch **ENTER**
4. Touch **OK** if it prompts you to print a receipt

** Repeat step 1 to 4 for any subsequent orders.

*** If any \$ key on the screen, could replace step 2 and 3 by touching the \$ key tendered by the guest. I.e. **\$10.00**

**** If the employee touches **EXIT**, refer to the section on how to enter the first order.

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Upsize a menu item

Here we assume the employee is on the order screen

1. Touch the base menu item (Small Soft Drink)
2. Touch the Upsize button (Medium, Large, etc...)
3. Touch other desired menu item(s)
4. Touch **SEND**
5. Enter the \$ amount received by the guest and touch **ENTER**
6. Touch **OK** if it prompts you to print a receipt

*** If any \$ key on the screen, could replace step 4 and 5 by touching the \$ key tendered by the guest. I.e. **\$10.00**

**** If the employee touches **EXIT**, refer to the section on how to enter the first order.

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Apply a discount to a cash transaction (with discount key on the main screen)

Here we assume the order taker is on the order screen.

1. The order must be entered in, if not touch the desired menu item(s)
2. Touch the discount key i.e. **%15**
3. Touch **SEND**
4. Enter the \$ amount received by the guest and touch **ENTER**
5. Touch **OK**

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Apply a discount (without discount key on the main screen)

Here we assume the employee is not entering the first order.

1. Touch the desired menu item(s)
2. Touch **PRINT**
3. Select the appropriate discount. If it is not showing up on the screen, touch **Discount** or **COUPON** and then select the appropriate discount key
4. Touch **PRINT CHECK**
5. Touch **CASH** you may have to enter the \$ amount received by the guest and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**.

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Close an order with a credit card (without EFT module)

Here we assume the employee is on the order screen

1. Touch the desired menu item(s)
2. Touch **CLOSE**
3. Touch **PRINT CHECK**
4. Touch the appropriate credit card type
5. Enter total \$ amount including tip
6. Touch **ENTER**

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Close an order with a credit card (with EFT module)

Here we assume the employee is on the order screen

1. Touch the desired menu item(s)
2. Touch **CLOSE**
3. Touch **PRINT CHECK**
4. Go to step 6 to 10 from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)
5. You may have to finalize the credit card. If so, **EXIT** to POS main screen
6. Enter employee code
7. Touch **READING**
8. Go to step 5 to 8 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

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Display account receivable balance

Here we assume the employee is on the sever number screen

1. Touch **RECEIVABLE**
2. Enter the account receivable number and touch **ENTER**
3. or touch **ENTER** and select the account receivable from the list.
The balance is displayed under the Account Number and Name.
4. Touch **OK**

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Print account receivable customer name on order

Here we assume the employee is on the order screen

1. Touch **CUSTOMER NAME**
2. Enter the account receivable number and touch **ENTER**
3. or touch **ENTER** and select the account receivable from the list.

The order screen displays the account receivable name.

4. Touch the desired menu item(s).
5. Touch **SEND**

The remote printer prints the account receivable name.

*** This function only adds the customer name to the remote printout. You still need to select the proper account when settling through the Payment screen.

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Close an order with an account receivable card (with possible automatic discount)

Here we assume the employee is on the order screen

1. Touch the desired menu item(s).
2. Swipe or scan the account receivable card.

*** Any automatic discount for this account is applied on the check.

3. Touch **PRINT CHECK**
4. Enter the amount to charge to that account receivable.
5. Touch **ENTER**
6. Touch **OK**

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Print last closed check

Here we assume the order taker is on the order screen

1. Touch **CMD**
2. Touch **PRINT LAST CHECK**

Here we assume the order taker is on the main Maitre'D screen

3. Touch **PRINT LAST CHECK**

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Print one of the last 40 closed check

Here we assume the order taker is on the order screen

Touch **STATUS**

1. Touch the check number you need to reprint
2. Touch **OK** to confirm
3. Touch **EXIT**

*** If the order is not showing up, touches **NEXT** or **PREVIOUS** until you see it on your screen.

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Print employee's reading at the end of the shift

1. Enter employee code
2. Touch **READING**
3. If no open table exists, touch **OK** to print the reading. If you have open tables, you may have to close them. Refer yourself to the section on how to close a guest check.

*** If you have open tables and have access to print the reading, touch **READING** and then touch **OK**.

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Clock Out at the end of the shift

1. Enter employee code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock out operation
5. Touch **CLOCK IN/OUT** key
6. Touch **OK** to confirm the Clock out.

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BARTENDER OPERATIONS

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Clock In

1. Enter bartender code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock in operation
5. Touch **CLOCK IN/OUT** key
6. Select the appropriate task if you have multiple tasks. If not, go to step 7.
7. Touch **OK** to confirm the Clock in.

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Enter the first order to cash

1. Enter bartender code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **TABLE**¹
5. Touch the desired menu item(s)
6. Touch **SEND**
7. Enter the \$ amount received by the guest and touch **ENTER**
8. Touch **OK**

**The system leaves the order taker on the order screen and is available for a new order.

*** If any \$ key on the screen, could replace step 6 and 7 by touching the \$ key tendered by the guest. I.e. **\$10.00**

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Enter the following orders from the order screen to cash

1. Touch the desired menu item(s)
2. Touch **SEND**
3. Enter the \$ amount received by the guest and touch **ENTER**
4. Touch **OK**

** Repeat step 1 to 4 for any subsequent orders.

*** If any \$ key on the screen, could replace step 2 and 3 by touching the \$ key tendered by the guest. I.e. **\$10.00**

**** If the bartender touches **EXIT**, refer to the section on how to enter the first order.

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¹ The description may differ according to the employee setup at the Back-Office.



View or print a drink's recipe

We assume the inventory module is installed and setup

1. Touch the menu item desired
2. Touch **CMD**
3. Touch **RECIPE**
4. Touch **OK** when finish viewing the recipe or touch **PRINT** to print the recipe
5. Finish entering the order
6. Touch **SEND**

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Open a tab (running bill)

We assume you are on the main Maitre'D screen; if you are not on the main Maitre'D screen touch **EXIT**.

1. Enter bartender code
2. Touch **CUSTOMER**
3. Enter the guest name from the keypad or from a keyboard
4. Touch **ENTER**
5. Touch the desired menu item(s)
6. Touch **SEND**

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Open a tab for a guest on the waiting list (of the floor plan)

This is useful when seating waiting guests at the bar until a dining room table opens up. We assume you are on the main Maitre'D screen; if you are not on the main Maitre'D screen touch **EXIT**.

1. Enter bartender code
2. Touch **CUSTOMER**
3. Touch **WAIT LIST**
4. Touch **ENTER**
5. Select the guest in the waiting list.

On the order screen, the guest's name from the waiting list is displayed.

6. Touch the desired menu item(s)
7. Touch **SEND**

*** When a table opens up, a server can transfer the bar order to the table.

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Add a menu item to an existing tab (running bill)

We assume you are on the main Maitre'D screen; if you are not on the main Maitre'D screen touch **EXIT**.

1. Enter bartender code
2. Touch **CUSTOMER**
3. Touch **ENTER**
4. Touch from the list the Tab or running bill you need to access
5. Add the new desired menu item(s)
6. Touch **SEND**

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Order a round on an existing tab

We assume rounds have been set up under all divisions in the back-office. We assume you are on the main Maitre'D screen; if you are not on the main Maitre'D screen touch **EXIT**.

1. Enter bartender code
2. Touch **CUSTOMER**
3. Touch **ENTER**
4. Touch from the list the Tab or running bill you need to access
5. Touch **CMD**
6. Touch **LAST ROUND**
7. Touch **SEND**

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Close an existing Tab (running bill) to cash or to a credit card without EFT module

We assume you are on the main Maitre'D screen; if you are not on the main Maitre'D screen touch **EXIT**.

1. Enter bartender code
2. Touch **CUSTOMER**
3. Touch **ENTER**
4. Touch from the list the Tab or running bill you need to access
5. Touch **CLOSE**
6. Touch **PRINT CHECK**
7. Touch **CASH** and you may have to enter the \$ amount received by the guest and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**.

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Close an existing Tab (running bill) to a credit card with EFT module

We assume you are on the main Maitre'D screen; if you are not on the main Maitre'D screen touch **EXIT**.

1. Enter bartender code
2. Touch **CUSTOMER**
3. Touch **ENTER**
4. Touch from the list the Tab or running bill you need to access
5. Touch **CLOSE**
6. Touch **PRINT CHECK**
7. Go to step 6 to 10 from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)
8. You may have to finalize the credit card. If so, **EXIT** to POS main screen
9. Enter bartender code
10. Touch **READING**
11. Go to step 5 to 8 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

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Apply a discount to cash transaction (with discount key on main screen)

Here we assume the bartender is on the order screen.

1. The order must be entered in, if not touch the desired menu item(s)
2. Touch the discount key i.e. **%15**
3. Touch **SEND**
4. Enter the \$ amount received by the guest and touch **ENTER**
5. Touch **OK**

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Apply a discount (without discount key on the main screen)

Here we assume the bartender is not entering the first order.

1. Touch the desired menu item(s)
2. Touch **CLOSE**
3. Select the appropriate discount. If it is not showing up on the screen, touch **Discount** or **COUPON** and then select the appropriate discount key
4. Touch **PRINT CHECK**
8. Touch **CASH** you may have to enter the \$ amount received by the guest and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**.

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Print last closed check

Here we assume the bartender is on the order screen

1. Touch **CMD**
2. Touch **PRINT LAST CHECK**

Here we assume the bartender is on the main Maitre'D screen

1. Touch **PRINT LAST CHECK**

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Print one of the last 40 closed check

Here we assume the bar person is on the order screen

Touch **STATUS**

1. Touch the check number you need to reprint
2. Touch **OK** to confirm
3. Touch **EXIT**

*** If the order is not showing up, touches **NEXT** or **PREVIOUS** until you see it on your screen.

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Print bartender's reading at the end of the shift

1. Enter bartender code
2. Touch **READING**
3. If no open table exists, touch **OK** to print the reading. If you have open tables, you may have to close them. Refer yourself to the section on how to close a guest check.

*** If you have open tables and have access to print the reading, touch **READING** and then touch **OK**.

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Clock Out at the end of the shift

1. Enter bartender code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock out operation
5. Touch **CLOCK IN/OUT** key
6. Touch **OK** to confirm the Clock out.

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Clock In

1. Enter bar server code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock in operation
5. Touch **CLOCK IN/OUT** key
6. Select the appropriate task if you have multiple tasks. If not, go to step 7.
7. Touch **OK** to confirm the Clock in.

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Enter an order to cash

1. Enter bar server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **TABLE**¹
5. Touch the desired menu item(s)
6. Touch **SEND**
7. Enter the \$ amount received by the guest and touch **ENTER**
8. Touch **OK**

**The system returns to the server number screen and is available for the next employee.

*** If any \$ key on the screen, could replace step 6 and 7 by touching the \$ key tendered by the guest. I.e. **\$10.00**

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Open a tab (running bill)

1. Enter bar server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **TABLE**
5. Enter the table number
6. Touch **ENTER**
7. Touch the desired menu item(s)
8. Touch **SEND**

**The system returns to the server number screen and is available for the next employee.

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¹ The description may differ according to the employee setup at the Back-Office.



Add a menu item to an existing tab (running bill)

1. Enter bar server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **TABLE**
5. Enter the table number
6. Touch **ENTER**
7. Touch the desired menu item(s)
8. Touch **SEND**

**The system returns to the server number screen and is available for the next employee.

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Add a menu item to another bar server's tab (running bill)

1. Enter bar server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **TABLE**
5. Touch **TABLE** again
6. Enter the table number
7. Touch **ENTER**
8. Touch **OK**
9. Touch the desired menu item(s)
10. Touch **SEND**

**The system returns to the server number screen and is available for the next employee.

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Apply a discount to cash transaction (with discount key on main screen)

Here we assume the bar server is on the order screen.

1. The order must be entered in, if not touch the desired menu item(s)
2. Touch the discount key i.e. **%15**
3. Touch **SEND**
4. Enter the \$ amount received by the guest and touch **ENTER**
5. Touch **OK**

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Apply a discount (without discount key on the main screen)

Here we assume the bartender is not entering the first order.

1. Touch the desired menu item(s)
2. Touch **CLOSE**
3. Select the appropriate discount. If it is not showing up on the screen, touch **Discount** or **COUPON** and then select the appropriate discount key
4. Touch **PRINT CHECK**
5. Touch **CASH** you may have to enter the \$ amount received by the guest and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**.

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Print bar server's reading at the end of the shift

1. Enter bar server code
2. Touch **READING**
3. Touch **OK** to print the reading.

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[Back to bar server Operations](#)

Clock Out at the end of the shift

1. Enter bar server code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock out operation
5. Touch **CLOCK IN/OUT** key
6. Touch **OK** to confirm the Clock out.

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DRIVE THRU OPERATIONS

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[Enter a new order](#)

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[Close, recall a drive thru order \(first in is the first one out\)](#)

[Close, recall a drive thru order to credit card with EFT module \(FIFO\)](#)

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[Take an order and pay it right away to cash or credit card \(without EFT module\)](#)

[Take an order and pay it right away to a credit card with EFT module](#)

[Print employee's reading at the end of the shift](#)

[Clock out at the end of the shift](#)



Clock In

1. Enter employee code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock in operation
5. Touch **CLOCK IN/OUT** key
6. Select the appropriate task if you have multiple tasks. If not, go to step 7.
7. Touch **OK** to confirm the Clock in.

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Enter a new order

1. Enter employee code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch ¹**ORDER** (function key on the right side of the screen)
5. Touch the desired menu item(s)
6. Touch **SEND**

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Enter the second order

1. Touch ¹**ORDER** (function key on the right side of the screen)
2. Touch the desired menu item(s)
3. Touch **SEND**

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Close, recall drive thru order (first in is the first one out)

1. Touch **RECALL** (function key on the right side of the screen)
2. Touch **CLOSE**
3. Touch **PRINT CHECK**
4. Touch **CASH** you may have to enter the \$ amount received by the customer and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**.
5. Go back to step 2 for any other orders that need to be close, keep in mind first order in is the first order out.

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¹ The description may differ according to the employee setup at the Back-Office.



Close, recall drive thru order to credit card with EFT module (FIFO)

1. Touch **RECALL** (function key on the right side of the screen)
2. Touch **CLOSE**
3. Touch **PRINT CHECK**
4. Go to step 6 to 10 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)
5. You may have to finalize the credit card. If so, **EXIT** to POS main screen
6. Enter employee code
7. Touch **READING**
8. Go to step 5 to 8 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

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Enter a new order with a discount

1. Enter employee code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch ¹**ORDER** (function key on the right side of the screen)
5. Touch the desired menu item(s)
6. Touch **PRINT**
7. Touch the appropriate discount key (there may be a sub-discount menu **Discount** and/or **Coupon** select one of them if discount not on the screen).
8. Touch **PRINT CHECK**

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Take an order and pay it right away to cash or credit card (without EFT module)

1. Enter employee code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch ¹**ORDER** (function key on the right side of the screen)
5. Touch the desired menu item(s)
6. Touch **CLOSE**
7. Touch **PRINT CHECK**
8. Touch **CASH** you may have to enter the \$ amount received by the customer and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**.

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¹ The description may differ according to the employee setup at the Back-Office.



Take an order and pay it right away to a credit card with EFT module

9. Enter employee code
10. Touch **ENTER**
11. Enter your password if the system prompts you for a password
12. Touch ¹**ORDER** (function key on the right side of the screen)
13. Touch the desired menu item(s)
14. Touch **CLOSE**
15. Touch **PRINT CHECK**
16. Go to step 6 to 10 from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)
17. You may have to finalize the credit card. If so, **EXIT** to POS main screen
18. Enter employee code
19. Touch **READING**
20. Go to step 5 to 8 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

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Print employee's reading at the end of the shift

1. Enter employee code
2. Touch **READING**
3. If no open table exists, touch **OK** to print the reading. If you have open tables, you may have to close them. Refer yourself to the section on how to close a customer check.

*** If you have open tables and have access to print the reading, touch **READING** and then touch **OK**.

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Clock Out at the end of the shift

1. Enter employee code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock out operation
5. Touch **CLOCK IN/OUT** key
6. Touch **OK** to confirm the Clock out.

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¹ The description may differ according to the employee setup at the Back-Office.



TAKE OUT OPERATIONS

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[“Take out” order paid to cash or credit card \(without EFT module\)](#)

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[Take a “Take out” order, apply a discount and close the order](#)

[Print employee’s reading at the end of the shift](#)

[Clock out at the end of the shift](#)



Clock In

1. Enter employee code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock in operation
5. Touch **CLOCK IN/OUT** key
6. Select the appropriate task if you have multiple tasks. If not, go to step 7.
7. Touch **OK** to confirm the Clock in.

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“Take out” order paid to cash or credit card (without EFT module)

We assume the customer is paying the check after giving the order at the counter.

1. Enter employee code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch ¹**ORDER** (function key on the right side of the screen)
5. Touch the desired menu item(s)
6. Touch **CLOSE**
7. Touch **PRINT CHECK**
8. Touch **CASH** you may have to enter the \$ amount received by the customer and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**.

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¹ The description may differ according to the employee setup at the Back-Office.



“Take out” order paid to a credit card with EFT module

We assume the customer is paying the check after giving the order at the counter.

1. Enter employee code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch ¹**ORDER** (function key on the right side of the screen)
5. Touch the desired menu item(s)
6. Touch **CLOSE**
7. Touch **PRINT CHECK**
8. Go to step 6 of the from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)
9. You may have to finalize the credit card. If so, **EXIT** to POS main screen
10. Enter employee code
11. Touch **READING**
12. Go to step 5 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

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“Take out” order closed later on

1. Enter employee code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch ²**ORDER** (function key on the right side of the screen)
5. Touch the desired menu item(s)
6. Touch **SEND** OR touch **PRINT** and **PRINT CHECK**

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¹ The description may differ according to the employee setup at the Back-Office.

² The description may differ according to the employee setup at the Back-Office.



Retrieve “take out” order to modify or close it

A.

1. Enter employee code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the order number
5. Touch ¹**ORDER** (function key on the right side of the screen)
6. If needed touch the menu item(s) to be added... if not go to step 7
7. Touch **CLOSE**
8. Touch **PRINT CHECK**
9. Touch **CASH** you may have to enter the \$ amount received by the customer and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**.

B.

1. Enter employee code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **READING** (function key on the right side of the screen)
5. Touch the order to be modify or close
6. If needed touch the menu item to be added... if not go to step 7
7. Touch **CLOSE**
8. Touch **PRINT CHECK**
9. Touch **CASH** you may have to enter the \$ amount received by the customer and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**.

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¹ The description may differ according to the employee setup at the Back-Office.



Retrieve “take out” order to modify or close it to a credit card with EFT

A.

1. Enter employee code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the order number
5. Touch ¹**ORDER** (function key on the right side of the screen)
6. If needed touch the menu item(s) to be added... if not go to step 7
7. Touch **CLOSE**
8. Touch **PRINT CHECK**
9. Go to step 6 to 10 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)
10. You may have to finalize the credit card. If so, **EXIT** to POS main screen
11. Enter employee code
12. Touch **READING**
13. Go to step 5 to 8 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

B.

1. Enter employee code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch ¹**READING** (function key on the right side of the screen)
5. Touch the take out order to be modified or close
6. If needed touch the menu item(s) to be added... if not go to step 7
7. Touch **CLOSE**
8. Touch **PRINT CHECK**
9. Go to step 6 to 10 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)
10. You may have to finalize the credit card. If so, **EXIT** to POS main screen
11. Enter employee code
12. Touch **READING**
13. Go to step 5 to 8 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

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¹ The description may differ according to the employee setup at the Back-Office.



Take a “Take out” order, apply a discount and close the order

1. Enter employee code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **ORDER** (function key on the right side of the screen)
5. Touch the desired menu item(s)
6. Touch **CLOSE**
7. Touch the appropriate discount key (there may be a sub-discount menu **Discount** and/or **Coupon** select one of them if discount not on the screen).
8. Touch **PRINT CHECK**
9. Touch **CASH** you may have to enter the \$ amount received by the customer and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**.

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Print employee's reading at the end of the shift

1. Enter employee code
2. Touch **READING**
3. If no open table exists, touch **OK** to print the reading. If you have open tables, you may have to close them. Refer yourself to the section on how to close a customer check.

*** If you have open tables and have access to print the reading, touch **READING** and then touch **OK**.

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Clock Out at the end of the shift

1. Enter employee code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock out operation
5. Touch **CLOCK IN/OUT** key
6. Touch **OK** to confirm the Clock out.

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PICKUP – CARRY OUT OPERATIONS

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[Apply a discount while entering a new Pickup – Carry out order](#)

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[Close a Pickup – Carry out order to a credit card with EFT module](#)

[Clock Out at the end of the shift](#)



Clock In

1. Enter employee code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock in operation
5. Touch **CLOCK IN/OUT** key
6. Select the appropriate task if you have multiple tasks. If not, go to step 7.
7. Touch **OK** to confirm the Clock in.

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Enter a Pickup - carry out order

1. Enter the employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **CARRYOUT** (function key on the right side of the screen)
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Confirm customer's address or enter the customer's address and touch **ENTER** to move from one line to another.
8. Touch **ORDER**
9. Enter the customer's order by touching desired menu item(s)
10. Touch **PRINT**
11. Touch **PRINT CHECK**
12. Touch **EXIT** to return to main Maitre'D screen or touch **CARRY OUT** to enter the following carry out order

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Recall a pickup – carry out order to modify the order

1. Enter the original employee code or head server code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **CUSTOMER**
5. Touch **ENTER** or **■** from the keypad
6. Select the customer's telephone number
7. Add or remove the item(s)
8. Touch **PRINT**
9. Touch **PRINT CHECK**
10. Touch **EXIT** to return to the main Maitre'D screen or touch **CARRY OUT** to enter the next pickup order

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Apply a discount while entering a new Pickup – Carry out order

1. Enter the original employee code or head server code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **CARRYOUT** (function key on the right side of the screen)
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Confirm customer's address or enter the customer's address and touch **ENTER** to move from one line to another.
8. Touch **ORDER**
9. Enter the customer's order by touching desired menu item(s)
10. Touch **PRINT**
11. Touch the appropriate discount key (their may be a sub-discount menu **Discount** and/or **Coupon** select one of them if discount not on the screen).
12. Touch **PRINT CHECK**
13. Touch **EXIT** to return to the main Maitre'D screen or touch **CARRY OUT** to enter the next pickup order

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Apply a discount to a Pickup – Carry out order already entered in

1. Enter the original employee code or head server code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **CUSTOMER**
5. Touch **ENTER** or **■** from the keypad
6. Select the customer's telephone number
7. Touch **PRINT**
8. Touch the appropriate discount key (their may be a sub-discount menu **Discount** and/or **Coupon** select one of them if discount not on the screen).
9. Touch **PRINT CHECK**
10. Touch **EXIT** to return to the main Maitre'D screen or touch **CARRY OUT** to enter the next pickup order

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Close a Pickup – Carry out order

1. Enter the head server code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **CUSTOMER**
5. Touch **ENTER** or touch **■** from the keypad
6. Touch the telephone number of the pickup order you need to close
7. Touch **CLOSE**
8. Touch **CASH** you may have to enter the \$ amount received by the customer and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**.

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Close a Pickup – Carry out order to a credit card with EFT module

1. Enter the head server code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **CUSTOMER**
5. Touch **ENTER** or touch **■** from the keypad
6. Touch the telephone number of the pickup order you need to close
7. Touch **CLOSE**
8. Go to step 6 to 10 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)
9. You may have to finalize the credit card. If so, **EXIT** to POS main screen
10. Enter employee code
11. Touch **READING**
12. Go to step 5 to 8 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

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Clock Out at the end of the shift

1. Enter driver code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock out operation
5. Touch **CLOCK IN/OUT** key

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DELIVERY OPERATIONS – Delivery module set up without drivers

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[Enter Delivery order for a new customer from main screen](#)

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[Enter following orders](#)

[Enter Delivery order for a new customer paying with a credit card with EFT module](#)

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[Enter following orders where customer is paying by credit card with EFT module](#)

[Apply a discount to a delivery order - new customer.](#)

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[Give a credit to a customer's account](#)

[Apply a credit to a customer's check](#)

[Enter a pre-order](#)

[Recall a pre-order](#)

[Print employee's reading at the end of the shift](#)

[Clock out at the end of the shift](#)



Clock In

1. Enter employee code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock in operation
5. Touch **CLOCK IN/OUT** key
6. Select the appropriate task if you have multiple tasks. If not, go to step 7.
7. Touch **OK** to confirm the Clock in.

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Enter Delivery order for a new customer

1. Enter the employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**¹
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Enter the customer's address, touch **ENTER** to move from one line to another.
8. Once you have been through all lines, touch **ORDER**
9. Touch desired menu item(s)
10. Touch **CLOSE**
11. Touch **PRINT CHECK**
12. Touch **CASH** you may have to enter the \$ amount received by the customer and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**.

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¹ The description may differ according to the employee setup at the Back-Office.



Enter Delivery order for an existing customer

1. Enter the employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**¹
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Confirm customer's address
8. Touch **ORDER**
9. Touch desired menu item(s)
10. Touch **CLOSE**
11. Touch **PRINT CHECK**
12. Touch **CASH** you may have to enter the \$ amount received by the customer and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**.

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Enter following orders

We assume you have entered a delivery order already under you employee code

1. You should be on the delivery screen ready to enter the customer's telephone number
2. Type in the Customer's telephone number
3. Touch **ENTER**
4. If it is a new customer go to step 6 of the section [Enter Delivery order for a new customer](#). If it is an existing customer go to step 6 of the section [Enter Delivery order for an existing customer](#).

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¹ The description may differ according to the employee setup at the Back-Office.



Enter Delivery order for a new customer paying with a credit card with EFT module

We assume you are on the main screen

1. Enter the employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**¹
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Enter the customer's address, touch **ENTER** to move from one line to another.
8. Once you have been through all lines, touch **ORDER**
9. Touch desired menu item(s)
10. Touch **CLOSE**
11. Touch **PRINT CHECK**
12. Go to step 6 of the from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)
13. You may have to finalize the credit card. If so, **EXIT** to POS main screen
14. Enter employee code
15. Touch **READING**
16. Go to step 5 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

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¹ The description may differ according to the employee setup at the Back-Office.



Enter Delivery order for an existing customer paying with a credit card with EFT module

We assume you are on the main screen

1. Enter the employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**¹.
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Confirm customer's address
8. Touch **ORDER**
9. Touch desired menu item(s)
10. Touch **CLOSE**
11. Touch **PRINT CHECK**
12. Go to step 6 of the from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)
13. You may have to finalize the credit card. If so, **EXIT** to POS main screen
14. Enter employee code
15. Touch **READING**
16. Go to step 5 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

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Enter following orders where customer is paying by credit card with EFT module

We assume you have entered a delivery order already under you employee code

1. You should be on the delivery screen ready to enter the customer's telephone number
2. Type in the customer's telephone number
3. Touch **ENTER**
4. If it is a new customer go to step 6 of the section [Enter Delivery order for a new customer](#). If it is an existing customer go to step 6 of the section [Enter Delivery order for an existing customer](#).

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¹ The description may differ according to the employee setup at the Back-Office.



Apply a discount to a delivery order - new customer

1. Enter employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Enter the customer's address, touch **ENTER** to move from one line to another.
8. Once you have been through all lines, touch **ORDER**
9. Touch desired menu item(s)
10. Touch **CLOSE**
11. Touch the appropriate discount key (there may be a sub-discount menu **Discount** and/or **Coupon** select one of them if discount not on the screen).
12. Touch **PRINT CHECK**
13. Touch **CASH** you may have to enter the \$ amount received by the customer and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**. OR if credit card with EFT module
 - Go to step 6 of the from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)
 - You may have to finalize the credit card. If so, EXIT to POS main screen
 - Enter employee code
 - Touch READING
 - Go to step 5 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

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Apply a discount to a delivery order - existing customer

1. Enter employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Confirm customer's address.
8. Touch **ORDER**
9. Touch desired menu item(s)
10. Touch **CLOSE**
11. Touch the appropriate discount key (their may be a sub-discount menu **Discount** and/or **Coupon** select one of them if discount not on the screen).
12. Touch **PRINT CHECK**
13. Touch **CASH** you may have to enter the \$ amount received by the customer and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**. OR if credit card with EFT module
 - Go to step 6 of the from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)
 - You may have to finalize the credit card. If so, **EXIT** to POS main screen
 - Enter employee code
 - Touch **READING**
 - Go to step 5 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

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Give a credit to a customer's account

1. Enter employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Touch **ORDER**
8. Touch **CMD**
9. Touch **CREDIT**
10. Enter the \$ amount to give to customer's account and touch **ENTER**
11. Touch **EXIT**
12. Touch **OK**
13. Touch **EXIT** to exit to the main Maitre'D screen

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Apply a credit to a customer's check

1. Enter employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Confirm customer's address or enter the customer's address, touch **ENTER** to move from one line to another.
8. Touch **ORDER**
9. Enter desired menu item(s)
10. Touch **CLOSE**
11. Touch **DISCOUNT**
12. Touch the credit discount key and enter \$ amount to be discounted and then **ENTER**
13. Touch **PRINT CHECK**
14. Touch **CASH** you may have to enter the \$ amount received by the customer and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**. OR if credit card with EFT module
 - Go to step 6 of the from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under How to [Pre-Authorize](#)
 - You may have to finalize the credit card. If so, **EXIT** to POS main screen
 - Enter employee code
 - Touch **READING**
 - Go to step 5 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

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Enter a pre-order

The system will keep in memory the pre-order. It will not print in the kitchen when time and date is reached.

1. Enter employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Confirm customer's address or enter the customer's address, touch **ENTER** to move from one line to another.
8. Touch **PRE-ORDER**
9. Enter the date you need it for and touch **ENTER**
10. Select for which month you need it for
11. Enter the time you need the delivery order to be at the customer's door, touch **ENTER** (must be in military time)
12. Enter the time you need to start the preparation at the restaurant and touch **ENTER** (must be in military time)
13. Touch **ORDER**
14. Touch desired menu item(s)
15. Touch **SEND**
16. Touch **EXIT** to get back to the main screen

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Recall a pre-order

1. Enter employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Touch **ORDER**
8. Touch **CMD**
9. Touch **PRE-ORDER**
10. Touch **OK** to confirm
11. Touch **CLOSE**
12. Touch **PRINT CHECK**
13. Touch **CASH** you may have to enter the \$ amount received by the customer and touch **ENTER** and then **OK**. OR touch the appropriate credit card and enter total amount including tip and then touch **ENTER**. OR if credit card with EFT module
 - Go to step 6 of the from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under How to [Pre-Authorize](#)
 - You may have to finalize the credit card. If so, **EXIT** to POS main screen
 - Enter employee code
 - Touch **READING**
14. Go to step 5 from the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under [Finalize](#).

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Print employee's reading at the end of the shift

1. Enter employee code
2. Touch **READING**
2. If no open table exists, touch **OK** to print the reading. If you have open tables, you may have to close them, refer yourself to the section on how to close a customer check.

*** If you have open tables and have access to print the reading, touch **READING** and then touch **OK**.

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Clock Out at the end of the shift

1. Enter employee code
3. Touch **PUNCH CLOCK** key
4. Enter password if the system prompts you for a password
5. Touch **OK** to confirm daily clock out operation
6. Touch **CLOCK IN/OUT** key
7. Touch **OK** to confirm the Clock out.

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DELIVERY OPERATIONS – Delivery module set up with drivers

[Clock in](#)

[Enter Delivery order for a new customer from main screen](#)

[Enter Delivery order for an existing customer from main screen](#)

[Enter following orders](#)

[Enter Delivery order for a new customer paying with a credit card with EFT module](#)

[Enter Delivery order for an existing customer paying with a credit card with EFT module](#)

[Enter following orders where customer is paying by credit card with EFT module](#)

[Apply a discount to a delivery order - new customer.](#)

[Apply a discount to a delivery order - existing customer.](#)

[Give a credit to a customer's account](#)

[Apply a credit to a customer's check, \(from main screen\)](#)

[Enter a pre-order](#)

[Recall a pre-order](#)

[Print employee's reading at the end of the shift](#)

[Clock out at the end of the shift](#)



Clock In

1. Enter employee code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock in operation
5. Touch **CLOCK IN/OUT** key
6. Select the appropriate task if you have multiple tasks. If not, go to step 7.
7. Touch **OK** to confirm the Clock in.

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Enter Delivery order for a new customer

1. Enter the employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**¹
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Enter the customer's address, touch **ENTER** to move from one line to another.
8. Once you have been through all lines, touch **ORDER**
9. Touch desired menu item(s)
10. Touch **CLOSE**
11. Touch **PRINT CHECK**
12. Touch **CASH** if the customer will be paying the driver cash OR touch the appropriate credit card if the customer is paying with a credit card.

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¹ The description may differ according to the employee setup at the Back-Office.



Enter Delivery order for an existing customer

1. Enter the employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**¹
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Confirm customer's address
8. Touch **ORDER**
9. Touch desired menu item(s)
10. Touch **CLOSE**
11. Touch **PRINT CHECK**
12. Touch **CASH** if the customer will be paying the driver cash OR touch the appropriate credit card if the customer is paying with a credit card.

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Enter following orders

We assume you have entered a delivery order already under you employee code

You should be on the delivery screen ready to enter the customer's telephone number

1. Type in the Customer's telephone number
2. Touch **ENTER**
3. If it is a new customer go to step 7 of the section [Enter Delivery order for a new customer](#), if it is an existing customer go to step 7 of the section [Enter Delivery order for an existing customer](#).

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¹ The description may differ according to the employee setup at the Back-Office.



Enter Delivery order for a new customer paying with a credit card with EFT module

We assume you are on the main screen

1. Enter the employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**¹
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Enter the customer's address, touch **ENTER** to move from one line to another.
8. Once you have been through all lines, touch **ORDER**
9. Touch desired menu item(s)
10. Touch **CLOSE**
11. Touch **PRINT CHECK**
12. Go to step 6 of the from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)

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Enter Delivery order for an existing customer paying with a credit card with EFT module

We assume you are on the main screen

1. Enter the employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**².
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Confirm customer's address
8. Touch **ORDER**
9. Touch desired menu item(s)
10. Touch **CLOSE**
11. Touch **PRINT CHECK**
12. Go to step 6 of the section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#).

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¹ The description may differ according to the employee setup at the Back-Office.

² The description may differ according to the employee setup at the Back-Office.



Enter following orders where customer is paying by credit card with EFT module

We assume you have entered a delivery order already under you employee code

You should be on the delivery screen ready to enter the customer's telephone number

1. Type in the customer's telephone number
2. Touch **ENTER**
3. If it is a new customer go to step 6 of the section [Enter Delivery order for a new customer paying with a credit card with EFT module](#) if it is an existing customer go to step 6 of the section [Enter Delivery order for an existing customer paying with a credit card with EFT module](#)

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Apply a discount to a delivery order - new customer

1. Enter employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Enter the customer's address, touch **ENTER** to move from one line to another.
8. Once you have been through all lines, touch **ORDER**
9. Touch desired menu item(s)
10. Touch **CLOSE**
11. Touch the appropriate discount key (their may be a sub-discount menu **Discount** and/or **Coupon** select one of them if discount not on the screen).
12. Touch **PRINT CHECK**
13. Touch **CASH** if the customer will be paying the driver cash OR touch the appropriate credit card if the customer will be paying with a credit card. If it is a credit card with EFT module Go to step 6 of the from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)

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Apply a discount to a delivery order - existing customer

1. Enter employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Confirm customer's address.
8. Touch **ORDER**
9. Touch desired menu item(s)
10. Touch **CLOSE**
11. Touch the appropriate discount key (their may be a sub-discount menu **Discount** and/or **Coupon** select one of them if discount not on the screen).
12. Touch **PRINT CHECK**
13. Touch **CASH** if the customer will be paying the driver cash OR touch the appropriate credit card if the customer will be paying with a credit card. If it is a credit card with EFT module Go to step 6 of the from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)

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Give a credit to a customer's account

1. Enter employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Touch **ORDER**
8. Touch **CMD**
9. Touch **CREDIT**
10. Enter the \$ amount to give to customer's account and touch **ENTER**
11. Touch **EXIT**
12. Touch **OK**
13. Touch **EXIT** to exit to the main Maitre'D screen

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Apply a credit to a customer's check

1. Enter employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Confirm customer's address or enter the customer's address and touch **ENTER** to move from one line to another.
8. Touch **ORDER**
9. Enter desired menu item(s)
10. Touch **CLOSE**
11. Touch **DISCOUNT**
12. Touch the credit discount key and enter \$ amount to be discounted and then **ENTER**
13. Touch **PRINT CHECK**
14. Touch **CASH** if the customer will be paying the driver cash OR touch the appropriate credit card if the customer will be paying with a credit card. If it is a credit card with EFT module Go to step 6 of the from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)

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Enter a pre-order

The system will keep in memory the pre-order. It will not print in the kitchen when time and date is reached.

1. Enter employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Confirm customer's address or enter the customer's address, touch **ENTER** to move from one line to another.
8. Touch **PRE-ORDER**
9. Enter the date you need it for and touch **ENTER**
10. Select for which month you need it for
11. Enter the time you need the delivery order to be at the customer's door, touch **ENTER** (must be in military time)
12. Enter the time you need to start the preparation at the restaurant and touch **ENTER** (must be in military time)
13. Touch **ORDER**
14. Touch desired menu item(s)
15. Touch **SEND**
16. Touch **EXIT** to get back to the main screen

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Recall a pre-order

1. Enter employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DELIVERY**
5. Enter the customer's telephone number
6. Touch **ENTER**
7. Touch **ORDER**
8. Touch **CMD**
9. Touch **PRE-ORDER**
10. Touch **OK** to confirm
11. Touch **CLOSE**
12. Touch **PRINT CHECK**
13. Touch **CASH** if the customer will be paying the driver cash OR touch the appropriate credit card if the customer will be paying with a credit card. If it is a credit card with EFT module Go to step 6 of the from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)

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Modify an existing delivery order

1. Enter employee code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **CUSTOMER**
5. Touch **ENTER**
6. Select the telephone number to need to make a modification
7. Touch **ORDER**
8. Enter desired menu item(s), or follow instruction to [void item](#) or follow instruction to apply a discount
9. Touch **PRINT**
10. Touch **PRINT CHECK**
11. If you are not using a head server function touch **CASH** when the customer will be paying the driver cash OR touch the appropriate credit card if the customer will be paying with a credit card. If it is a credit card with EFT module Go to step 6 of the from section [CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER](#) under to [Pre-Authorize](#)

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Print employee's reading at the end of the shift

1. Enter employee's code
2. Touch **READING**
3. If no open table exists, touch **OK** to print the reading. If you have open tables, you may have to close them, refer yourself to the section on how to close a customer check.

*** If you have open tables and have access to print the reading, touch **READING** and then touch **OK**.

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Clock Out at the end of the shift

1. Enter employee code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock out operation
5. Touch **CLOCK IN/OUT** key
6. Touch **OK** to confirm the Clock out.

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DRIVERS OPERATIONS – without dispatch

[Clock in](#)

[Close a delivery order](#)

[Close a delivery order with a credit card with EFT module](#)

[Print driver's reading at the end of the shift](#)

[Clock out at the end of the shift](#)



Clock In

1. Enter driver code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock in operation
5. Touch **CLOCK IN/OUT** key
6. Select the appropriate task if you have multiple tasks. If not, go to step 7.
7. Touch **OK** to confirm the Clock in.

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Close a delivery order

1. Enter driver code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. You may have to select the driver's function if not go to the next step
5. Enter the delivery number and touch **ENTER**
6. Touch **OK** to confirm
7. Repeat step 5 and 6 for each delivery order
8. Touch **EXIT** to return to the main screen

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Close a delivery order with a credit card with EFT module

The order must have been closed following the instructions under [Close a delivery order](#). Here we are finalizing the credit card transaction

1. Enter driver's code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **CLOSE**
5. Touch the pre-authorized credit card
6. Touch **FINALIZATION**
7. Enter total including tip amount and touch **ENTER**

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Print driver's reading at the end of the shift

1. Enter driver code
2. Touch **READING**
3. If no open table exists, touch **OK** to print the reading.

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Clock Out at the end of the shift

1. Enter driver code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock out operation
5. Touch **CLOCK IN/OUT** key
6. Touch **OK** to confirm the Clock out.

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DRIVERS OPERATIONS – with dispatch enable

[Clock in](#)

[Assign driver to the shift](#)

[Dispatch an order to a driver](#)

[Recall an order that was dispatched to a driver](#)

[View the detail of a delivery order from the dispatch screen](#)

[View dispatched orders](#)

[Driver closing their delivery orders](#)

[Close a delivery order with a credit card with EFT module](#)

[Print driving directions for the driver](#)

[Print driver's reading at the end of the shift](#)

[Clock out at the end of shift](#)



Clock In

1. Enter dispatcher (driver manager) code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock in operation
5. Touch **CLOCK IN/OUT** key
6. Select the appropriate task if you have multiple tasks. If not, go to step 7.
7. Touch **OK** to confirm the Clock in.

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Assign driver to the shift

From the dispatch screen, if you have drivers in the IN section you do not need to do the following. If there is no drivers in the IN section you will have to do all following steps.

1. Enter dispatcher (driver manager) code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DRIVER**
5. Touch all drivers working the shift
6. Touch **EXIT**
7. Touch **OK** to confirm
8. Touch **EXIT** if you want to exit to main screen.

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Dispatch an order to a driver

We assume you are on the main Maitre'D screen

1. Enter dispatch code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch the delivery order(s) to be assign to a driver
5. Touch the driver that will deliver the select delivery order(s)
6. Touch **OK** to confirm
7. Touch **EXIT** if you want to exit to main screen or repeat step 4, 5 and 6 to assign orders to another delivery driver.

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Recall an order that was dispatched to a driver

We assume you are on the main Maitre'D screen

1. Enter dispatcher code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch the driver that has the delivery order
5. Touch the delivery order to be recall
6. Touch **OK** to confirm
7. Touch **EXIT** and the delivery order can be re-access for a modification or can be re-assign to another driver

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View the detail of a delivery order from the dispatch screen

We assume you are on the main Maitre'D screen

1. Enter the dispatch code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch the delivery order you need to view, if it does not show on the screen touch the driver it was assign to and then touch the order.
5. Touch **DETAIL**
6. Touch **OK** or **CANCEL** once viewed

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[Back to Drivers Operations with dispatch](#)

View dispatched orders

We assume you are on the main Maitre'D screen

1. Enter the dispatcher code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **DISPATCHED**
5. Touch **EXIT** to exit to main dispatch screen

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Driver closing their delivery orders

We assume you are on the main Maitre'D screen

1. Enter the driver code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch your driver's name
5. Select the delivery order(s) to be close, cash out
6. Touch **COMPLETE**
7. Touch **EXIT** to return to main dispatch screen

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Close a delivery order with a credit card with EFT module

The order must have been closed following the instructions under [Driver closing their delivery orders](#). Here we are finalizing the credit card transaction

1. Enter driver's code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch **CLOSE**
5. Touch the pre-authorized credit card
6. Touch **FINALIZATION**
7. Enter total including tip amount and touch **ENTER**

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Print driving directions for the driver

We assume you are on the main Maitre'D screen

1. Enter dispatch code
2. Touch **ENTER**
3. Enter password if the system prompts you for a password
4. Touch the delivery order(s) to be include in the delivery route
5. Touch **MAP**
6. Touch the **PRINTER** icon
7. Touch the **X** button
8. Touch **EXIT** if you want to exit to main screen or repeat step 4, 5, 6 and 7 to print driving directions for another delivery route.

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[Back to Drivers Operations with dispatch](#)

Print driver's reading at the end of the shift

1. Enter driver code
2. Touch **READING**
3. If no open table exists, touch **OK** to print the reading.

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Clock Out at the end of the shift

1. Enter driver code
2. Touch **PUNCH CLOCK** key
3. Enter password if the system prompts you for a password
4. Touch **OK** to confirm daily clock out operation
5. Touch **CLOCK IN/OUT** key
6. Touch **OK** to confirm the Clock out.

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[Back to Drivers Operations with dispatch](#)



HEADSERVER OPERATIONS

The head server operations are identical to the regular server; please refer to the section on [SERVER OPERATIONS](#).

Here are a few operations specific to the head server:

[Need to add menu item\(s\) to a server's table](#)

[Need to apply a discount to a server's table](#)

[Void an item from a server's table](#)



Need to add menu item(s) to a server's table

1. Enter head server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table # you need to access
5. Touch ¹**TABLE** (function key on the right side of the screen)
6. Touch **OK** to confirm the server name who originally opened the table
7. Touch the menu item(s) to be added to the order
8. Touch **SEND**

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[Back to Head server operations](#)

Need to apply a discount to a server's table

1. Enter head server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table # you need to access
5. Touch ¹**TABLE** (function key on the right side of the screen)
6. Touch **OK** to confirm the server name who originally opened the table
7. Touch **PRINT**
8. Touch **EXIT** or **PRINT CHECK** until you see the guest's check on the left side of the screen
9. Touch the appropriate discount key (there may be a sub-discount menu **Discount** and/or **Coupon** select one of them if discount not on the screen).
10. Touch **PRINT CHECK** and repeat step 7 and 8 to apply a discount for the next guest check or **PRINT ALL** if no other discount to be apply to another guest check for the same table.

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[Back to Head server operations](#)

¹ The description may differ according to the employee setup at the Back-Office.



Void an item from a server's table

1. Enter head server code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table # you need to access
5. Touch **TABLE** (function key on the right side of the screen)
6. Touch **OK** to confirm the server name who originally opened the table
7. Touch the ordered item to be voided, if the item to be deleted does not belong to guest one, touch **NEXT** until you are accessing the appropriate guest and then touch the ordered item to be voided.
8. Touch **VOID**
9. Touch **SEND**

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HOSTESS OPERATIONS

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[Assign sections to servers](#)

[Assign tables to servers' sections \(Buffets management environment\)](#)

[Managing buffets](#)

[Hostess Reading \(Buffets management environment\)](#)

[Floor Plan Assignment](#)

[Finding an available table](#)

[Putting guests on the waiting list](#)

[Seating guests from the waiting list](#)

[Modifying guests on the waiting list](#)

[Removing guests from the waiting list](#)

[Printing the waiting list](#)

[Availability](#)

[Change server assigned to section](#)

[Smoking status](#)

[See color legend of servers' sections](#)

[Join tables together](#)

[Clock out at the end of the shift](#)



Clock In

1. Enter hostess code.
2. Touch **PUNCH CLOCK** button.
3. Enter password if the system prompts you for a password.
4. Touch **OK** button to confirm daily clock in operation.
5. Touch **CLOCK IN/OUT** button.
6. Select the appropriate task if you have multiple tasks. If not, go to step 7.
7. Touch **OK** button to confirm the Clock in.

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Assign sections to servers

1. Enter hostess code.
2. Touch **FUNCTION** button.
3. Touch **SECTION** button.
4. Touch **SECTION NUMBER** you want to assign.
5. Touch **SERVER** you want to assign to that section.
6. To assign other sections repeat steps 4 and step 5.
7. When done, touch **EXIT** button.
8. Touch **OK** to accept the modifications.
9. Touch **EXIT** button.

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Assign tables to servers' sections (Buffets management environment)

1. Enter hostess code.
2. Touch **FUNCTION** button.
3. Touch **TABLE NUMBER** button.
4. Touch **SERVER** you want to assign tables to.
5. Touch a blank box
6. Type in the table number you want to assign and hit **ENTER**.
7. Repeat steps 5 and 6 to assign other tables.
8. When done, touch **EXIT** button.
9. Touch **OK** button.
10. Repeat steps 4 and 9 to assign tables to other servers.
11. When done, touch **EXIT** button twice to get back to the Main Screen.

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Managing buffets

1. Enter hostess code.
2. Touch **ENTER** button.
3. Enter **TABLE NUMBER**
4. Touch **HOSTESS** button
5. Choose the buffets you want to assign to this table
6. Touch **EXIT** button.
7. Touch **OK**.
8. Touch **EXIT** button.

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Hostess Reading (Buffets management environment)

1. Enter hostess code.
2. Touch **READING** button.
3. Touch **PRINT** button

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Floor Plan Assignment

1. Enter hostess code.
2. Touch **ENTER** button.
3. Touch **HOSTESS** button.
4. Touch **FUNCTION** button in the lower left corner.
5. Touch **FLOOR PLAN** button.
6. Touch the Number of servers to assign to the floor plan.
7. Touch the first section to assign to a server.
8. Touch the server you want to assign to that section.
9. Repeat Steps 7 and 8 until all sections are assigned.
10. Touch **EXIT** button.
11. Touch **OK** button to accept the Floor Plan.
12. Touch **EXIT** button.

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Finding an available table

1. Enter hostess code.
 2. Touch **ENTER** button.
 3. Touch **HOSTESS** button.
 4. Touch **FUNCTION** button in the lower left corner.
 5. Touch **CUSTOMER** button.
 6. Input on the keypad the number of guests.
 7. Touch **ENTER** button.
 8. To get a table in the Smoking Area, touch **OK**, or **NO** for the Non-Smoking Area.
 9. If you accept the table meeting your requirements suggested by the system in a red square box, go on to step 10,
or,
If you do not want that particular table, just touch the suggested table to cancel its selection and touch another one you want to assign to the guests instead.
 10. Touch **SAVE** button
 11. Touch **OK** button to confirm your selection.
 12. If enabled, the hostess can order some aperitifs and/or appetizers on the server's table.
 13. Repeat Step 4 to Step 11 to assign other tables
- Note: When the server will open the assigned table, he will see on the order screen the number of guests.

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Putting guests on the waiting list

1. Enter hostess code.
2. Touch **ENTER** button.
3. Touch **HOSTESS** button.
4. Touch **FUNCTION** button in the lower left corner.
5. Touch **CUSTOMER** button.
6. Input on the keypad the number of guests.
7. Touch **ENTER** button.
8. To get a table in the Smoking Area, touch **OK**, or **NO** for the Non-Smoking Area.
9. If there is no available table for that number of guests, you can put them on a waiting list on a First Come First Served basis. You will get a message with an estimated wait time for the availability of the next table.
10. Touch **OK** button to confirm that the guests are willing to wait.
11. Type in the guest's name
12. Touch **ENTER** button.
13. You might then be prompted to choose up to 5 Table Assignment reasons.
14. Repeat Step 4 to Step 13 to put more guests on the waiting list.

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Seating guests from the waiting list

1. As soon as a table meeting the requirements of guests on the waiting list becomes available, the system will automatically display the message:
AVAILABLE TABLE. DO YOU WANT TO CONTINUE?
2. Touch **OK** button.
3. Touch **OK** again to accept the displayed seating for this guest of the waiting list, with the available table number and guest name.

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Modifying guests on the waiting list

1. Enter hostess code.
2. Touch **ENTER** button.
3. Touch **HOSTESS** button.
4. Touch **FUNCTION** button in the lower left corner.
5. Touch **MODIFY CLIENT** button.
6. Choose the guests from the list.
7. Input on the keypad the number of guests.
8. Touch **ENTER** button.
9. To get a table in the Smoking Area, touch **OK**, or **NO** for the Non-Smoking Area.
10. You might then be prompted to choose up to 5 Table Assignment reasons.

Note: This option is only available on the function menu once there are guests on the waiting list.

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Removing guests from the waiting list

1. Enter hostess code.
2. Touch **ENTER** button.
3. Touch **HOSTESS** button.
4. Touch **FUNCTION** button in the lower left corner.
5. Touch **CANCEL CLIENT** button.
6. Choose the guests from the list.
7. Touch **OK** button.
8. Touch **EXIT** button twice to get back to the Main Screen.

Note: This option is only available on the function menu once there are guests on the waiting list.

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Printing the waiting list

1. Enter hostess code.
2. Touch **ENTER** button.
3. Touch **HOSTESS** button.
4. Touch **FUNCTION** button in the lower left corner.
5. Touch **WAITING LIST** button.
6. or touch **MODIFY CLIENT** button and **PRINT** button.
7. Touch **EXIT** button twice to get back to the Main Screen.

Note: This option is only available on the function menu once there are guests on the waiting list.

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Availability

1. Enter hostess code.
2. Touch **ENTER** button.
3. Touch **HOSTESS** button.
4. Touch **FUNCTION** button in the lower left corner.
5. Touch **AVAILABILITY** button.
6. Touch a table to toggle its status between Available (green) and Unavailable (red).
7. Touch **EXIT** button.

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Change server assigned to section

1. Enter hostess code.
2. Touch **ENTER** button.
3. Touch **HOSTESS** button.
4. Touch **FUNCTION** button in the lower left corner.
5. Touch **SECTION** button.
6. Touch the first section for which to change the assigned server.
7. Touch the server you want to assign to that section.
8. Repeat steps 6 and 7 until all needed sections are reassigned.
9. Touch **EXIT** button.
10. Touch **OK** button.
11. Touch **OK** button.
12. Touch **EXIT** button twice to get back to the Main Screen.

Note: To be able to change a server's section, all his tables must be closed. Otherwise, his name is grayed-out.

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Smoking status

1. Enter hostess code.
2. Touch **ENTER** button.
3. Touch **HOSTESS** button.
4. Touch **FUNCTION** button in the lower left corner.
5. Touch **SMOKING STATUS** button.
6. Touch a table to toggle its status between Smoking and Non-Smoking.
7. Touch **EXIT** button.

Note: Smoking tables have a cigarette icon in their lower right corner.

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See color legend of servers' sections

1. Enter hostess code.
2. Touch **ENTER** button.
3. Touch **HOSTESS** button.
4. Touch **FUNCTION** button in the lower left corner.
5. Touch **LEGEND** button.
6. See what color represents which server's tables.
7. Touch **OK** button.
8. Touch **EXIT** button twice to get back to the Main Screen.

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Join tables together

1. Enter hostess code.
2. Touch **ENTER** button.
3. Touch **HOSTESS** button.
4. Touch the tables you wish to join.
5. Touch **SAVE** button.
6. Input the number of guests.
7. Touch **ENTER** button.
8. Touch **OK** button.
9. Touch **EXIT** button twice to get back to the Main Screen.

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Clock Out at the end of the shift

1. Enter hostess code.
2. Touch **PUNCH CLOCK** button.
3. Enter password if the system prompts you for a password.
4. Touch **OK** button to confirm daily clock out operation.
5. Touch **CLOCK IN/OUT** button.
6. Touch **OK** button to confirm the Clock out.

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CREDIT CARDS WITH ELECTRONIC FUNDS TRANSFER

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EMPLOYEES OPERATION AT THE WORKSTATION

Close a check with a credit card

Pre-Authorize

1. Enter employee code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **CLOSE** (bottom left corner)
5. Touch the check to close
6. Swipe the credit card if you have a card reader if not touch the appropriate card and enter manually the credit card number
7. Touch **ENTER**
8. 2 credit cards receipts prints
9. Touch **EXIT** to exit to the main screen
10. MAKE SURE IT IS AUTHORIZED! A LETTER A WOULD APPEAR WITH A NUMBER ATTACHED TO IT)

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Finalize

1. Enter employee code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Touch **CLOSE** (bottom left corner)
5. Touch the pre-authorized check (should appear blue with the letter A for “approved” IF NOT refer to the next section called HOW TO TREAT DECLINED CREDIT CARDS)
6. Touch **FINALIZATION**
7. Enter total amount (including tip)
8. Touch **ENTER**

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How to treat declined credit cards

1. Touch **MODIFY**
2. Touch **CASH** to close to cash or swipe the new credit card to pre-authorize the new card
3. Touch **ENTER**
4. 2 credit card receipt will print (make sure it is authorized)
5. Touch **EXIT**
6. Go to the finalize section of this manual to finalize the credit card

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How to treat the credit card with the letter D instead of an A

NEVER FORCE A TRANSACTION: NEVER CLOSE A TRANSACTION WITH THE LETTER “D” INSTEAD FOLLOW THE INSTRUCTION FOR DECLINED CREDIT CARDS.

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FOR MANAGER ONLY AT THE WORKSTATION

Forgot to finalize with tip amount!

1. Enter manager code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the last 4 digits of the check you forgot to finalize with tip on the credit card
5. Touch **CLOSE**
6. Touch the credit card
7. Touch **MODIFY TIP AMOUNT**
8. Enter the new total including tip amount
9. Touch **ENTER** 2 new receipts will print
10. Touch **EXIT**

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Perform credit card refund

1. Enter manager code
 2. Touch **ENTER** button.
 3. Enter your password if the system prompts you for a password
 4. Enter table #0
 5. Touch **MANAGER** button.
 6. Enter the code of the employee who made the mistake
 7. Touch **ENTER** button.
 8. Touch all the items that were on the original order
 9. Touch **VOID ORDER** button.
 10. Touch **CLOSE** button.
 11. Touch the Void Reason.
 12. Touch **PRINT CHECK** button.
 13. Touch the EFT media the original check was originally settled in.
- Important: Refunds transactions are only supported under the DSIClientX protocol.

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FOR MANAGER ONLY AT THE BACK-OFFICE

Modify transaction before the batch is closed (sent to the bank)

1. The credit card must be finalized at the workstation (no “D”: If it appears at the workstation follow the instructions for declined credit cards.)
2. Under the Maitre'D back-Office software, open the Electronic Funds Transfer module.
3. Click on “Transaction”
4. Select “Modify transaction” (The batch must be opened in the current batch)
5. Enter the appropriate information as the system requests it. You must enter all requested information

Note: when the system prompts you for auth# do not enter the letter A, you need to only enter the authorization numbers. When the system prompts you for employee, enter the employee number. It must say Successful or complete.

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To add a transaction before the batch is closed (sent to the bank)

Prior to add any new transaction you must get an authorization over the phone.

1. Under the Maitre'D Back-Office software open the Electronic Funds Transfer” module.
2. Click on “Transaction”
3. Select “Add transaction” (The batch must be opened in the current batch)

Enter the appropriate information as the system requests it.

You must enter all requested information in the current batch.

When you close that batch, make sure to double check that transaction on the Datacap report.

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To void transaction before the EFT batch is closed (sent to the bank)

You can follow instruction on declined credit cards at the workstation or do the following.

1. The credit card must be finalized at the workstation (no “D”): If it appears at the workstation follow the instructions for declined credit cards.
2. Under the Maitre'D software open the Electronic Funds Transfer” module.
3. Click on “Transaction”
4. Select “Void transaction” (The batch must be opened in the current batch)
5. Enter the appropriate information as the system requests it. You must enter all requested information.

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To give a refund on a credit card after the EFT batch is already closed

You must have in hand the credit card receipt

1. Under the Maitre'D Back-Office software open the Electronic Funds Transfer" module.
2. Click on "Transaction"
3. Select "return transaction"

Enter the appropriate information as the system requests it. You must enter all requested information. Enter the amount you want to reimburse the customer do not enter a negative amount.

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Void an item

1. Enter manager code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table #
5. Touch **MANAGER**
6. Touch the item to remove
7. Touch **VOID**
8. Repeat step 6 and 7 for each item to be removed
9. Touch **SEND**

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Void a complete order

1. Enter manager code
2. Touch **ENTER** button.
3. Enter your password if the system prompts you for a password
4. Enter table #0
5. Touch **MANAGER** button.
6. Enter the code of the server who made the mistake
7. Touch **ENTER** button.
8. Touch all the items that were on the original order
9. Touch **VOID ORDER** button.
10. Touch **CLOSE** button.
11. Touch the Void Reason.
12. Touch **PRINT CHECK** button.
13. Touch **CASH** button if that is how the original check was settled.

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Void a table

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **MANAGER MENU**
5. Touch **VOID TABLE**
6. Enter the table # and touch **ENTER**
7. Touch **EXIT**
8. Touch **EXIT**

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Cancel a closed check

1. Enter manager code.
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password.
4. Touch **MANAGER MENU**
5. Touch **CANCEL CHECK**
6. Enter the last 4 digits of the check number and touch **ENTER**
7. Choose the Media Type to close the resulting negative check.
8. If prompted for a Void reason, touch the proper one.
9. If prompted for an amount, touch **ENTER**

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Re-open a closed check

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **MANAGER MENU**
5. Touch **RE-OPEN THE CHECK**
6. Enter the last 4 digits of the check number and touch **ENTER**
7. If prompted for a Void reason, touch the proper one.
8. Add or remove menu items
9. Touch **CLOSE**
10. Add or remove a discount
11. Touch **PRINT CHECK**
12. Settle the resulting check with a Media Type

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Apply a discount to a check

1. Enter manager code
2. Touch **ENTER**
3. Enter your password if the system prompts you for a password
4. Enter the table #
5. Touch **MANAGER**
6. Touch **PRINT**
7. If prompt to duplicate, answer **OK** If not go to step 8
8. Touch the discount to be applied to the check, if discount
Here you may have to enter a \$ amount or enter a %. Then touch **%**
and **ENTER**
9. Touch **PRINT CHECK**

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Manager Takeover transaction (without Takeover key on the menu item screen)

1. Touch **CMD**
2. Touch **TAKEOVER/RELEASE**
3. Enter manager code
4. Touch **ENTER**
5. Enter manager password
6. Proceed to the operation the server does not have access to, such as voiding an item, for example.
7. Touch **CMD**
8. Touch **TAKEOVER/RELEASE**

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Manager Takeover transaction (with Takeover key on the menu item screen)

1. Touch **TAKEOVER**
2. Enter manager code
3. Touch **ENTER**
4. Enter manager password
5. Proceed to the operation the server does not have access to, such as voiding an item, for example.
6. Touch **RELEASE**

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Summary labor report

(Contains all sales from closed and opened checks)

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **MANAGER MENU**
5. Touch **ACTIVITY REPORT**
6. Touch **FULL DAY**
7. Touch **SUMMARY DATA**
8. Touch **EXIT**

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Hourly labor report

(Uses all sales from closed and opened checks)

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **MANAGER MENU**
5. Touch **ACTIVITY REPORT**
6. Touch **FULL DAY**
7. Touch **60 MINUTES**
8. Touch **EXIT**

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Main Reading

(Contains all sales from closed checks only)

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **MANAGER MENU**
5. Touch **MAIN READING**
6. Touch **OK**
7. Touch **EXIT**

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Assign a drawer to a cashier

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **MANAGER MENU**
5. Touch **DRAWER SETUP**
6. Select the server's name
7. Select the drawer number
8. Touch **OK**
9. Touch **EXIT**
10. Touch **EXIT**

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Server's reading to cash out

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **MANAGER MENU**
5. Touch **SERVER'S REPORT**
6. Select the server's name
7. Touch **OK**
8. Touch **EXIT**

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Open table report

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **MANAGER MENU**
5. Touch **OPEN TABLES**
6. Select the server's name you want to see the opened tables or select **ALL**
7. Touch **PRINT** to print or touch **EXIT** if you do not need to print the information
8. Touch **EXIT**

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Price change on a menu item

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **MANAGER MENU**
5. Touch **PRICE**
6. Touch the revenue center the item belongs to
7. And/or touch the variable list the item belongs to
8. And/or touch the item
9. Touch the price mode you need to modify
10. Enter the new price
11. Touch **ENTER**
12. If you need to change the price in other modes, repeat steps 9 to 11
13. Once you are done touch **EXIT**
14. Touch **EXIT**
15. Touch **EXIT**

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Waste a menu item

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **MANAGER MENU**
5. Touch **WASTE ITEM**
6. Touch the revenue center the item belongs to
7. And/or touch the variable list the item belongs to
8. And/or touch the item
9. Touch **OK** to confirm
10. Touch **EXIT**
11. Touch **EXIT**

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Waste a scaled item

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **MANAGER MENU**
5. Touch **WASTE ITEM**
6. Touch the revenue center the item belongs to
7. And/or touch the variable list the item belongs to
8. And/or touch the item
9. Enter the weight lost
10. Touch **ENTER**
11. Touch **OK** to confirm
12. Touch **EXIT**
13. Touch **EXIT**

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Make an item unavailable

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **AVAILABILITY**
5. Touch **AVAILABILITY**
6. Touch the revenue center the item belongs to
7. And/or touch the variable list the item belongs to
8. And/or touch the item
9. Touch **OK** to confirm
10. Touch **EXIT**
11. Touch **EXIT**
12. Touch **EXIT**

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Server transfer

(A server transferring one of his/her table to another server)

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **SERVER TRANSFER**
5. Enter table# and touch **ENTER**
6. Select the new server that will take over the table
7. Touch OK to confirm
8. Touch **EXIT**

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Table transfer

(Guest transferring from one table to another table)

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **TABLE TRANSFER**
5. Enter the table# where the order was originally and then touch **ENTER**
6. Enter the new table# and then touch **ENTER**
7. Select the server name that will take care of the table
8. Touch **OK**
9. Touch **EXIT**

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Sales split

(A group of server using the same employee code to serve a big party)

1. Enter manager code
2. Touch **FUNCTION**
3. Enter your password if the system prompts you for a password
4. Touch **SALES SPLIT**
5. Select the original code used by everybody
6. Select all servers who used, worked under the original code
7. Touch **EXIT**
8. Touch **OK**
9. Touch **EXIT**

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Time Clock Adjustments

1. Enter manager code
2. Touch **PUNCH CLOCK**
3. Enter your password if the system prompts you for a password
4. Touch **OK** to confirm ID
5. Touch **TIME CLOCK ADJUSTMENTS**
6. Enter employee #
7. Touch **ENTER**
8. Touch where you need to make an adjustment: a new screen prompts you to enter the correct information (you can touch **PREVIOUS** to make an adjustment on a previous day)
9. Touch **SAVE**
10. Touch **OK**
11. Select an adjustment reason
12. Touch **EXIT**
13. Touch **OK**
14. Touch **EXIT**

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List of employees still clocked in at the end of the day

1. Enter manager code
2. Touch **PUNCH CLOCK**
3. Enter your password if the system prompts you for a password
4. Touch **OK** to confirm ID
5. Touch **EMPLOYEE ON THE CLOCK**
6. Make a skill selection or select **ALL** to get a list of all employees
7. Touch **OK** to confirm
8. Touch **PRINT** if you want to print or **CANCEL** not to print
9. Touch **EXIT**

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