WebSMARTT™ 3.2 — Touch Screen POS Client QRG

Double click **POSClient** icon on the desktop or click once and press the enter key.

Sign On/Off

Using BLUE Number Keys or keyboard, enter

Cashier 4 digit code and press **Sign On/Off**. You will also use this key to sign off.

IDENTIFY Customer (A, B, Adult, pin # or swipe bar code)

Enter FOOD (green food keys)

TEND sale (yellow function keys – Finish Account or Finish Cash)

displayed on screen OR you are tending using the account, because the customer either charged, owed nothing due to money on their account, were free or reduced with money.

Food Keys

There are 4 groups **(A-B-C-D).** Each contains up to 20 food keys

Function Keys

Generic Keys: Adult Key

Adult Used to enter an ADULT meal if the customer does not have an account.

Single Action Mode (SAM)

Single Action Mode Click to select a single food key that a majority of the customers will receive.
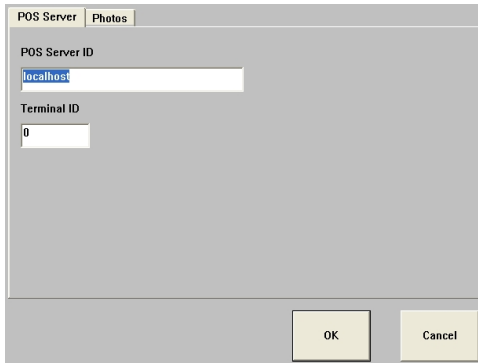
Remove Item

Remove Item Click and then click on item to remove.

HELPFUL HINT:
To refresh the screen, press in the black display window.

Clear Current

Clear Current Click to remove anything on the display screen.

Void Last

Void Last Click to remove the very last transaction entered by a cashier.

Name Search

Name Search Click to look up a customer by last name. Enter 1st 3 letters of a last name and click OK. Use Up or Down to locate desired customer and then click OK to accept.

A	B	C	D	E	F	G	H	I	J	K
L	M	N	O	P	Q	R	S	T	U	V
W	X	Y	Z	.	,	OK	Up	Dn	<-	

Use <- to remove a letter entered by error

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Prepayment

Prepay Click to process a prepayment. Follow screen prompts.

The POS Server tab sets IP/ Computer Name for terminal to communicate with and terminal ID. The Photo tab sets path for images.
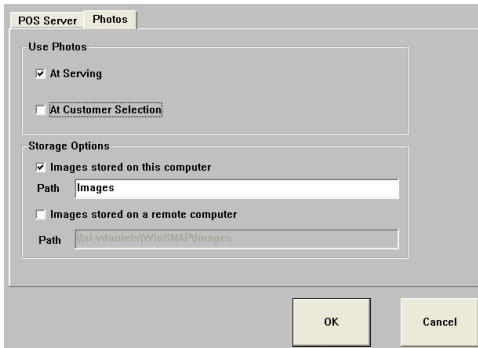
Finish Cash Click to complete cash sales, money in hand.

Finish Account

Finish Account Click to complete sales to accounts, no cash in hand

Finish Cash