


# Touch Screen POS Client QRG

## Start POS Client




Double click  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 . You will also use this key to sign off.

## Sales Transactions

2 Basic Choices:   FIT   or   IFT  

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)

TEND means that you have collected the 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

A	B	Single Action Mode	Remove Item
Adult	Earned	Clear Current	Void Last
Queue ID#	Name Search	Prepay	Enter
Sign On/Off	Advanced Menu	Finish Account	Finish Cash

## 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

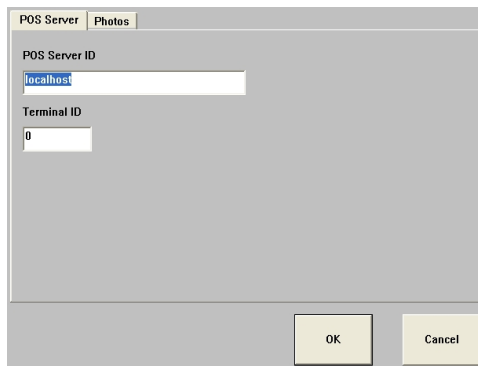
**Name Search** Click to look up a customer by last name. Enter 1<sup>st</sup> 3 letters of a last name and click OK. Use Up or Down to locate desired customer and then click OK to accept.

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

## 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.

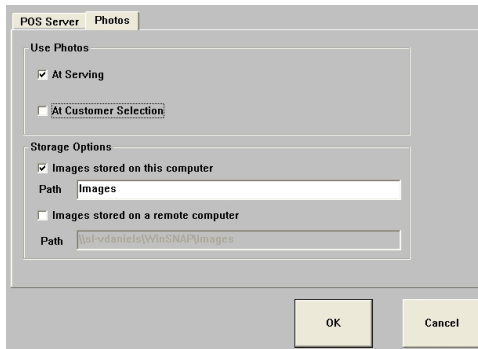


POS Server Photos

POS Server ID

Terminal ID

OK Cancel



POS Server Photos

Use Photos

At Serving

At Customer Selection

Storage Options

Images stored on this computer

Path

Images stored on a remote computer

Path

OK Cancel

## Finish Account

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

## Finish Cash

**Finish Cash** Click to complete cash sales, money in hand.

