How To Clock In:
1) At a workstation, click the Clock In & Out Button.
2) Enter in your id number on the number pad and hit Enter.
3) If you have multiple job functions, choose one from the list and hit OK.
4) You are now clocked into the system.

How To Sign In:
1) At a workstation, enter your id number on the number pad and press Enter.
2) Depending on your job assignment, a specific sign in screen will appear.
3) Begin your check from this point.

How To Begin A Check:
If you are a Server:
1) Your Sign in screen is the Floor Plan. Choose a table to begin your check.
2) Enter in the number of guests on the number pad.
3) Choose the menu you would like to order from by clicking on the appropriate button.
4) Choose your menu category; e.g. Lunch Apps.
5) Choose your menu item from the list that appears. All Items are shown alphabetically, and can be view by scrolling up or down and the screen using the Page Up or Page Down buttons.
6) To send your Order to the Kitchen/Bar, click on the “Send Order” button.

How To Pick Up an Existing Check:
By table:
1) Sign in to the workstation. Choose the table from the floor plan with the existing check by touching it.
2) Choose the menu you wish to order from or go to the pay screen.
3) If there are multiple checks on that table, choose the correct ticket from the list on the screen, and then choose the menu you wish to order from.

By the P/U Table screen:
1) Sign In.
2) Click on the Pick Up Check button.
3) Choose the correct check from the screen.
4) Choose the menu you would like to go to or go directly to the pay screen.

Making Corrections:
To remove the last item ordered:
1) Press Yes twice.
To remove an item by Touch Void:
1) Highlight the item to be voided by touching it.
2) Press Yes.
To completely start over:
1) Press Cancel.
To void items already sent to remote printers (Kitchen/Bar):
1) Highlight the item to be voided by touching it.
2) Press Yes.
3) Have a manager approve the item and provide a reason.

How to Split a Check:
1) Pick up the check.
2) Press the Check Function key.
3) From the Check Functions screen, press the key.
4) A new screen will appear, with 2 columns.
5) Move items to the other check by touch the item and then touching the check.
6) To share an item, touch the item, and then click the button.

For 24 hour 7 day a week support call: 1-866 FOR-IPOS
(367-4767)
7) On the Split Check Window, you can choose a certain check or click “All” to share with every check on that table.

**How to Split a Check: (cont.)**

8) To create additional checks, click the **New** button.
9) To exit the Split Check function, click the **Done** button.
10) To cancel out of the window without saving the split checks, click the **Cancel** button.
11) Click yes on the confirmation window to go back into the POS screen.

**How to Close Checks - Cashiers:**

**To Cash:**
1) Sign In.
2) Pick up the check by pressing the **Check Look Up** button and scanning the bar code at the bottom of the check.
   
   If the scanner is not working, you can look up the check by clicking on the **Check List** button and choose the check or by typing in the barcode number.

3) Enter the amount of cash that was tendered on the number pad.
4) Press **Cash**.
5) A receipt will print for the customer showing the amount of change to be received.

**To Credit:**
1) Sign In.
2) Pickup the check.
3) Press the **Gift Card Receive** button.
4) Enter in the Gift Certificate number.
5) Enter the amount.
6) Tender any change in Cash.

**Split Tenders:**

**To Authorize 2 Credit Cards:**
1) Sign in
2) Pickup the guest check
3) Enter the amount that you wish to authorize for that card on the number pad.
4) Press **Credit Auth**
5) Swipe Credit Card with Magnetic stripe up and to the right
6) The first voucher will print
7) Enter the amount for the second card

**To Close 2 Credit Cards:**
1) Sign in
2) Pickup the guest check
3) Enter the TOTAL amount from the credit card voucher (including tip) and press **Credit Final**
4) The system will ask which card you are closing. Choose the number for the correct card
5) The machine will prompt for “Charge tip amount”
6) Enter the correct tip amount and press [ENTER]
7) Confirm the gratuity amount by pressing [ENTER] or press [CLEAR] to reenter

**To Cash & a Credit Card:**
1) Sign in
2) Pickup the guest check
3) Enter the cash amount first and press the **Cash** key.
4) Tender the remaining amount by closing to Credit by authorizing and finalizing the card.

**End of Shift Procedures**

**To run Cashier reports at the end of your shift:**
1. Sign in.
2. Press the **Drawer Report** button on the pay screen.
3. Follow the balancing procedure.

**For 24 hour 7 day a week support call:** 1-866 FOR-IPOS
(367-4767)