



1. FROM THE POINT OF SALE DASHBOARD, TAP NEW ORDER OR TABLES.

3:14 PM Fri Jul 29			イ 夺 □ © 88% ∰ Johnathan R. ⊖		
Product Mix	Updated: Today 3:13:38 PM C · · · · Large Fribble Milkshake 4 Lobster Roll Classic 2	C Time Clock	New Order		
	26 oz. Cake (4-6) 1 Chicken Quesadilla 1 Kids' French Fries 1 Lemondae, Kids 1 New England Fish 'N' Chips 1	Reports	Orders		
Top _{by Quantity}	New Ligitine i an in oinpa	Return			
Time Management	3 Clocked In	Drive Thru Queue Pickup	Reward Cards Gift Cards		
Offline Payments	S	Contraction of the second seco			
() Dashboard	8 Manage Customers	Inventory	Ø Settings		

- 2. IF YOU TAP TABLES, YOU'LL SEE YOUR TABLE LAYOUT APPEAR ON SCREEN TO SELECT THE APPROPRIATE TABLE NUMBER AND OPEN A NEW ORDER. IF YOU SELECTED NEW ORDER, YOU'LL BE TAKEN DIRECTLY INTO THE ORDER SCREEN.
- **3.** TO ADD AN ITEM TO THE ORDER, FIND THE PRODUCT YOU'D LIKE TO ADD TO THE ORDER BY NAVIGATING THROUGH YOUR MENU OR USING THE SEARCH FUNCTION TO ENTER THE ITEM NAME, BARCODE, **SKU**, OR ALTERNATE LOOKUP **ID** IN THE BOX. SELECT THE PRODUCT AND IT WILL BE ADDED TO THE ORDER ON THE LEFT.



Enter a Basic Order



3:16 PM Fri Jul 29		9: Ea	316 t In	8			? 5	4 ·	C
S Johnathan R					CATEGORY				
Seat 1 Chicken Quesadilla	М	1	\$10.99	\$10.99	DRIVE THRU	DRINKS	LUNCH DINNER	KID Zone	DESSERTS
					DRIVE THRU	DRINKS	LUNCH/DIN)	KIDS	DESSERT
					SUB CATEGOR	Y	a	S	8
					APPETIZERS	SOUPS	SALADS	SANDWICHES AND MELTS	BURGERS
					APPETIZERS	SOUPS	SALADS	SANDWICH	BURGERS
					PRODUCTS		No.		
						ZE		A Second	
					Chicken Que	Mozzarella S	Tater Kegs	Munchie Ma	Loaded Waff
			Discounts: Sub Total: Surcharge: Tax:	\$0.00 \$10.99 \$0.00 \$1.26					
Cancel	lold		Send Total: Items:	\$12.25 1					
Print Discount Guest Check Order	t G	iuest count	Dining Option > \$1	2.25 Pay					

- 4. ONCE AN ORDER IS CREATED, IT WILL BE ASSIGNED A UNIQUE ORDER NUMBER. TAP THE ORDER # TO OPEN THE ORDER DETAILS SCREEN. HERE YOU CAN ADD A CUSTOMER TO THE ORDER, ADD ORDER NOTES, AND ADD AND EDIT DISCOUNTS AND SERVICE FEES. TAP DONE TO LEAVE THE DETAILS SCREEN AND RETURN TO THE ORDER.
- 5. WHEN YOU'VE ADDED ALL THE NECESSARY ITEM TO THE ORDER, TAP THE PAY BUTTON. YOU WILL BE PROMPTED TO ENTER A CUSTOMER'S LOYALTY INFORMATION.





6. IF THE CUSTOMER HAS A LOYALTY ACCOUNT, PRESS YES AND ENTER THAT INFORMATION. IF THEY DO NOT, PRESS NO AND CONTINUE AND CONTINUE TO THE PAYMENTS SECTION.



7. ALL AVAILABLE PAYMENT OPTIONS WILL APPEAR, SUCH AS CREDIT, CASH, GIFT, ETC.

41 AM Tue Jan 9					atil 100% 💼 🕯
K Back	Checkout Order # 705	518			Done
Discounts:	\$0.00		PAYMENT A	MOUNT	
Service Fee(s):	\$0.00			фг	- 00
Sub Total:	\$5.99			35	.99
Surcharge:	\$0.00				
Tax:	\$0.00				
Autogratuity:	\$0.00				
TOTAL:	\$5.99	7	8	9	\$10
Balance Due:	\$5.99				
	No payments have been made	4	5	6	\$20
		1	2	3	\$50
		С	0		
	8 6 9 8	Cash	Cre	edit	Check
Tip Gift Amount Receipt	Email Reprint Refund Redeem Payments Rewards	Gift Card	Manual	l Credit	Credit +