



BUTTONS ON THE ORDER SCREEN

THERE ARE SEVERAL BUTTONS ON THE ORDER SCREEN TO REVIEW. STARTING FROM THE TOP, GOING LEFT TO RIGHT, YOU'LL SEE THE FOLLOWING:

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	9 Ea	310 at In				? 5	QB	Johnathan R. 🕞
R				CATEGORY				
м	1	\$8.99	\$8.99	DRIVE	DRINKS		KID	DESSERTS
м	1	\$11.99	\$11.99	DRIVE THRU	DRINKS	LUNCH/DIN	KIDS	DESSERT
	-	\$0.00	\$0.00	SUB CATEGOR	Y			
М	1	\$3.29	\$3.29	T	T	T	T	T
	1	\$0.00	\$0.00	FOUNTAIN	ICED TEA	COFFEE AND HOT CHOCO	BOTTLED	MILK/JUICE
				FOUNTAIN	ICED TEA	COFFEE/HO	BOTTLED	MILK/JUICE
				PRODUCTS SODA	SODA w/SYRUP	LEMONADE	STRAWBERRY	CO SODA
				9		1	EPONADE	
				Soda	Soda w/Syrup	Lemonade	Strawberry L	CO Soda
				CO LEMONADE	SELTZER WATER	WATER		
				1				
		Discounts:	\$0.00	CO Lemonade	Seltzer Water	WATER		
		Sub Total:	\$24.27					
		Tax:	\$2.79					
old		Send Total: Items:	\$27.06 3					
	ដាំំ	101 \$2	7.06					
	Guest	Dining Option	Pay					
	R M M	9 Ea R 1 M 1 7 M 1 7 M 1 7 M 1 7 M 1 7	9310 Eat In R M 1 \$8.99 M 1 \$11.99 7 \$0.00 M 1 \$3.29 7 \$0.00 Discounts: Sub Total: Surcharge: Tax: Did Send Total: Items: Cuest Discout \$2 Sub Total: Surcharge: 52 Sub Total: Surcharge: 52 Sub Total: Sub Total: Su	9310 Eat In Image: Constant of the second	9310 Eat In Image: Category R •••• Category M 1 \$8.99 \$8.99 M 1 \$11.99 \$11.99 7 \$0.00 \$0.00 SUB CATEGORY M 1 \$3.29 \$3.29 7 \$0.00 \$0.00 SUB CATEGOR M 1 \$3.29 \$3.29 7 \$0.00 \$0.00 SUB CATEGOR Discounts: \$0.00 \$0.00 Sub Total: \$24.27 Surcharge: \$0.00 Tax: \$2.79 Did Send Total: \$27.06 Contents: \$0.00 \$27.06 Pay \$27.06 Pay	9310 Eat In Image: Category R Image: Category M 1 \$8.99 \$8.99 M 1 \$11.99 \$11.91 7 \$0.00 \$0.00 SUB CATEGORY M 1 \$3.29 \$3.29 7 \$0.00 \$0.00 M 1 \$3.29 \$3.29 7 \$0.00 \$0.00 Fountain Icced TEA PODUCTS \$00A w/\$Yrup Soda W/\$Yrup Icced TEA PRODUCTS \$00A Soda W/\$Yrup Icced TEA PRODUCTS \$00A Soda W/\$Yrup Icced TEA PRODUCTS \$00A Soda W/\$Yrup Icced TEA Products \$20A Sub Total: \$24.27 Sub Total: \$27.906 Columnate Seltzer Water Image: Solid Image: Seltzer Water	9310 Eat In Category R Image: Comparison of the second	9310 Eat in 7 ? <td?< td=""> <td< td=""></td<></td?<>



Order Action Icons



ICON	DESCRIPTION
8	CRM : Allows you to access the Customer Relationship Manager (CRM) and/or call names for your orders.
	ORDERS: ACCESS ANY ORDERS FROM HERE.
•••	ACTIONS: ONCE AN ITEM IS ADDED TO THE ORDER, YOU CAN CUSTOMIZE THE ITEM. THIS OPTION ALSO APPEARS ONCE AN ORDER HAS BEEN CREATED.
5	EXPAND : EXPAND OR COLLAPSE THE SCREEN; A DIFFERENT VIEW OF YOUR MENU WILL APPEAR TAKING UP THE WHOLE SCREEN. CLICK AGAIN TO RETURN TO DEFAULT VIEW.
Q	Search for menu items.
G	LOGOUT: BRINGS YOU BACK TO THE LOGIN SCREEN TO ENTER YOUR PIN.
Cancel	CANCEL : IF A CUSTOMER CHANGES THEIR MIND, CANCEL ORDER GIVES YOU THE ABILITY TO CANCEL OR REMOVE THE ENTIRE ORDER.
Hold	HOLD : IF A CUSTOMER NEEDS TO STEP AWAY FROM THE CASH REGISTER BEFORE PAYING FOR THE ORDER, YOU CAN USE THE HOLD ORDER BUTTON. THIS ALLOWS YOU TO PLACE A CUSTOMER'S ORDER ON HOLD TO RING UP THE NEXT GUEST. WHEN THE CUSTOMER RETURNS, YOU CAN FIND THEIR ORDER BY GOING UNDER ORDERS > HELD ORDER.
Send	Send: Sends the order to the kitchen for preparation
\$0.00 _{Pay}	PAY: TAPPING THIS ICON WILL DIRECT YOU TO THE PAYMENTS SCREEN.
PRINT GUEST CHECK	BEFORE RECEIVING PAYMENT ON AN ORDER, USE THIS ICON TO PRINT A SUMMARY OF THE ENTIRE ORDER



Order Action Icons



DISCOUNT ORDER	USING THIS ICON, SELECT AN EXISTING DISCOUNT OR CREATE A MANUAL DISCOUNT TOWARDS THE ENTIRE PURCHASE.
GUEST COUNT	USING THIS BUTTON WILL ALLOW YOU TO ENTER OR CHANGE THE NUMBER OF GUESTS AT THE TABLE.
DINING OPTION	USE THIS BUTTON TO RECORD YOUR CUSTOMERS ORDER PREFERENCE.
Move Table	This will allow you to transfer an order without losing items. If you would like to move items from one table to a different table, you can select this button and choose which table you want the items moved.
TRANSFER OWNER	ALLOWS YOU TO TRANSFER AN ORDER FROM A ONE WAITER TO ANOTHER WAITER.
QUANTITY	USING THIS BUTTON WILL ALLOW YOU TO ENTER THE QUANTITY OF THE ITEM YOU WANT TO PURCHASE.
LOYALTY LOOKUP	USING THIS BUTTON WILL ALLOW YOU TO SEARCH FOR A CUSTOMER'S SWEET REWARDS CLUB ACCOUNT, INCLUDING AVAILABLE DISCOUNTS AND REWARDS.
Enter Barcode	Allows you to look up an item by its barcode or PLU.
Service Fee	ADD A PERCENTAGE CHARGE OR FLAT FEE TO BE APPLIED TO THE ENTIRE ORDER.
Remove Tax	Use this feature to remove the tax from the entire order.