



PRE-DEPLOYMENT TRAINING

The success of deployment is largely based on our Friendly's team getting acclimated to the **REVEL Point of Sale**. This guide provides an overview of the items that must be reviewed by each employee PRIOR to your installation date.

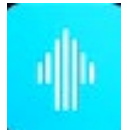
- Tablet Setup for REVEL POS Training (Using Your OLO Expo Tablet)
- A Basic Order Walkthrough
- Additional Common POS Tasks
 - Performing a Void
 - Applying A Discount
 - Split Payments
 - Transfer a Table
 - Credit Card Transactions



Tablet Setup for REVEL POS Training

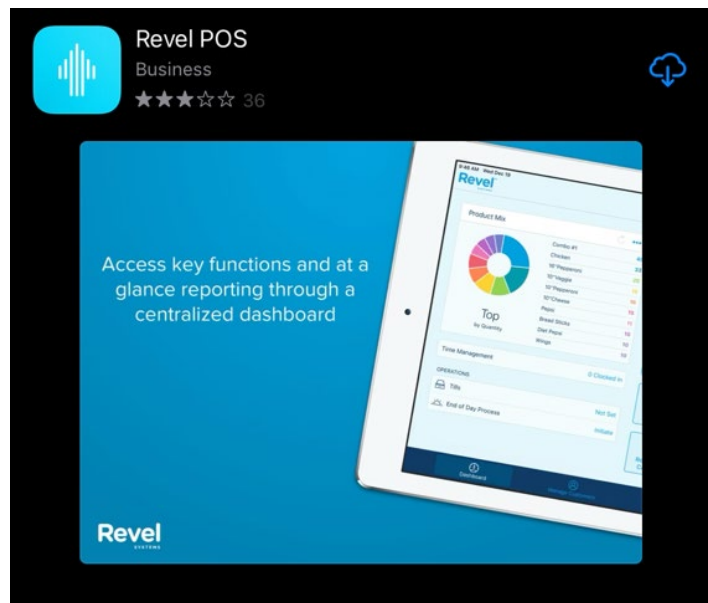
The below setup of your tablet will require someone from your Friendly's support team to complete. Schedule your activation time by emailing pos_support@brixholdings.com.

If you see the Revel POS Icon on your OLO Expo Tablet proceed to **Step 2**.
If you do not continue with **Step 1**.



Step 1) Follow the below steps to install the app and begin training:

- Make sure your device is connected to WIFI.
- Locate the **APP Store** on your **iPad**
- Press the search key and look for **Revel POS**
- Begin the installation of the app by pressing the installation icon



- If the Apple ID on the device request's a password, please enter your password.
- When the download is complete press **OPEN**
- A series of questions will launch potentially:
 - **Connection to local devices** – Press Don't Allow
 - **Send Notification** – Don't Allow
 - **Access the Camera** – Don't Allow
 - **Use your location:** Allow While Using App



Tablet Setup for REVEL POS Training

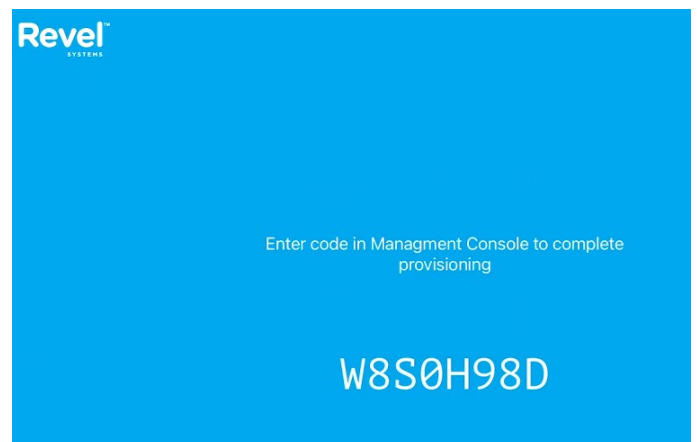
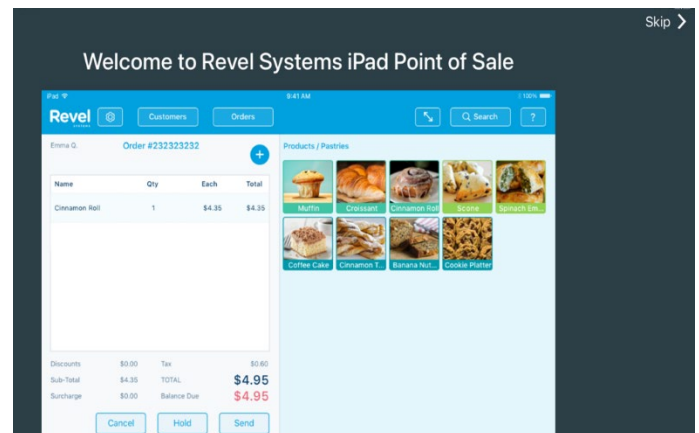
Step 2) After you launch the icon a series of questions will potentially be asked:

- **Connection to local devices** – Press Don't Allow
- **Send Notification** – Don't Allow
- **Access the Camera** – Don't Allow
- **Use your location:** Allow While Using App

The install will launch to potentially **2 different landing pages** depending on the device as illustrated on the following two pages.

Image A >>>

- Hit **SKIP** at the top and you may be prompted to begin a Demo, Sign-In, or Activate.
- Select **Activate** and a code will be generated.
- Provide this activation code to your Friendly's support team. This step should be done when on the phone with the support team as the activation code will quickly time out.

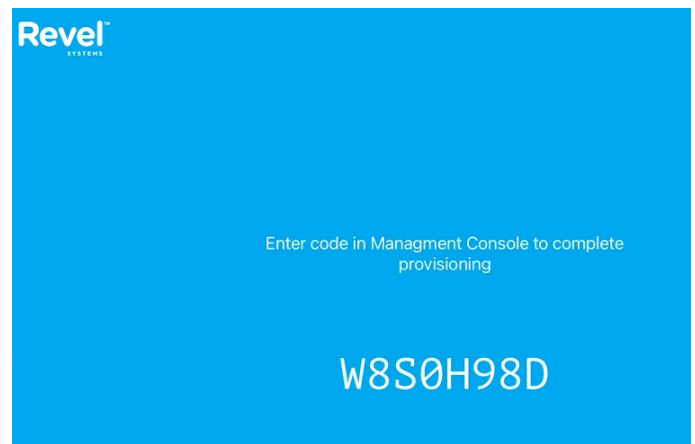
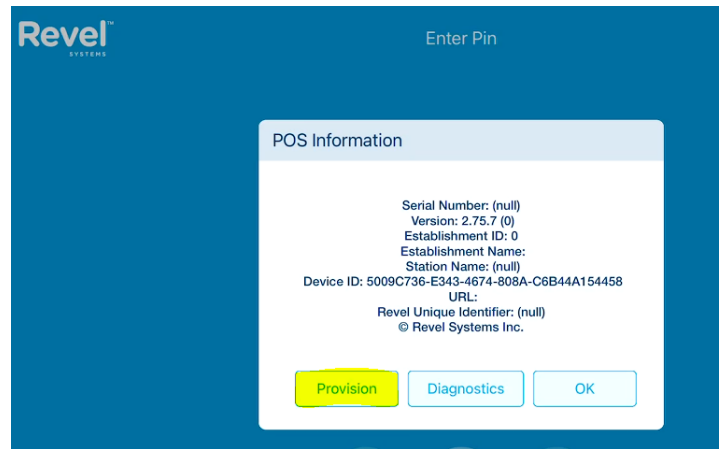




Tablet Setup for REVEL POS Training

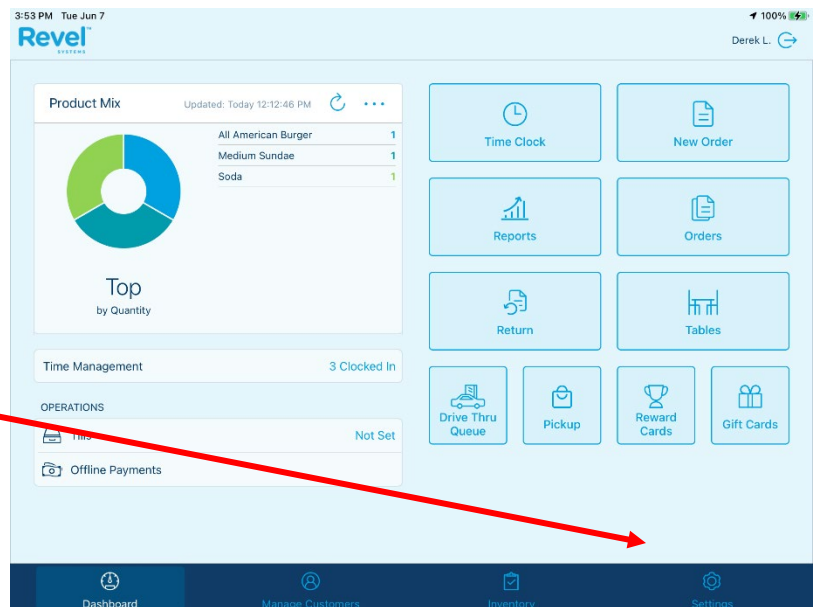
Image B >>>

- If the app has been loaded and it opens to the keypad screen, double tap on the Revel logo on the upper left of the screen.
- Press **Provision**
- Provide this activation code to your Friendly's support team. This step should be done when on the phone with the support team as the activation code will quickly time out.



Follow the below steps to adjust your tablet settings:

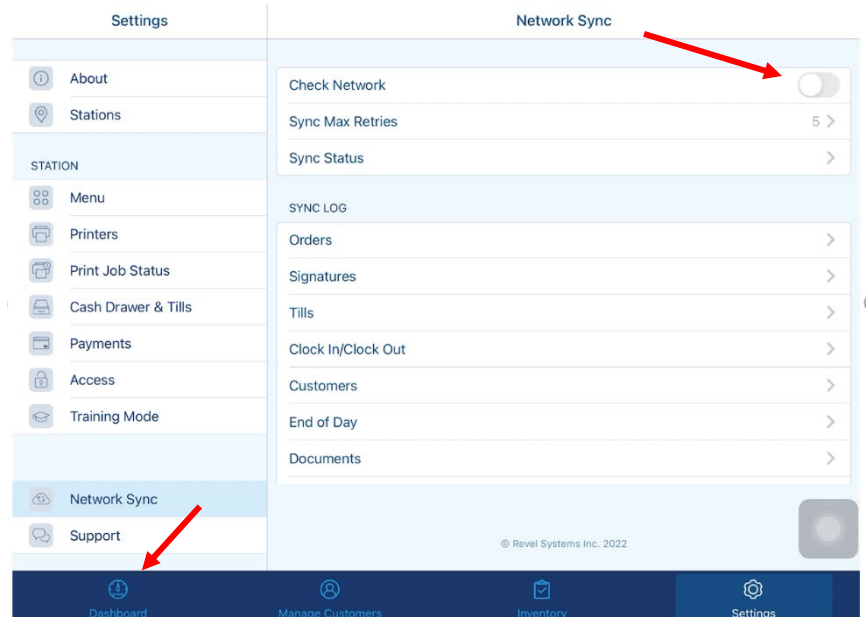
- At the sign in screen input the training four-digit PIN: **1379**
- In the Dashboard press the **Settings** icon on the bottom right of the screen





Tablet Setup for REVEL POS Training

- Press **Network Sync** from settings menu
- Disable **Check Network**
- Select **Dashboard** from bottom left of screen to return to main order entry screen

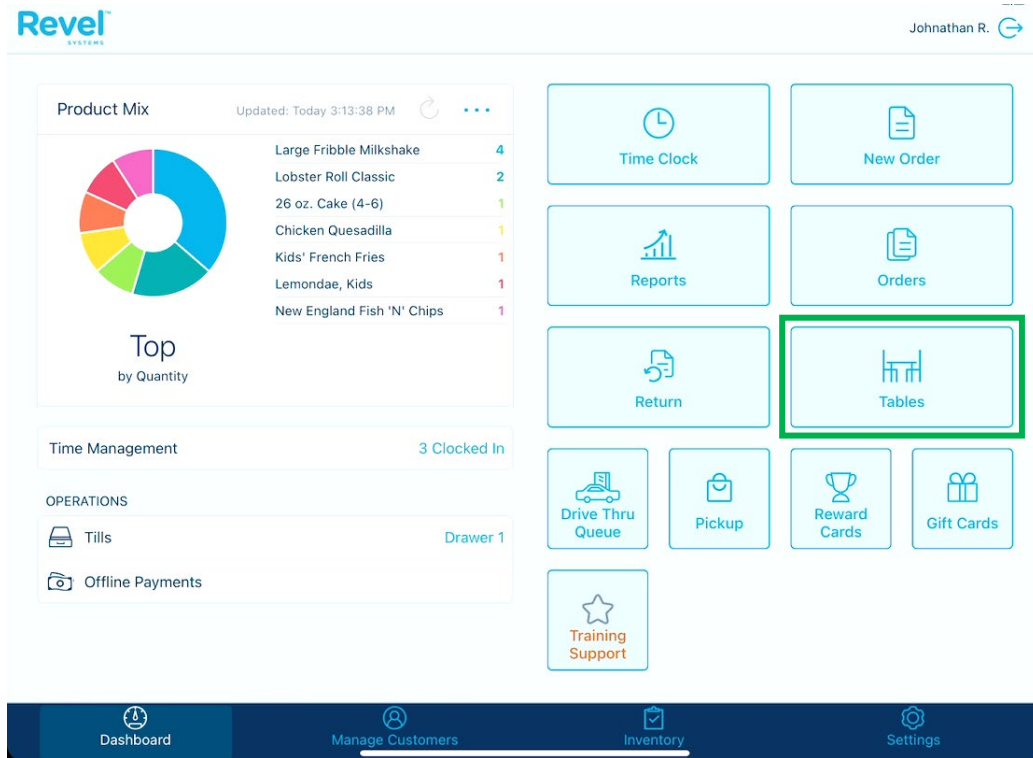


FINAL STEP: Sign out and return to the Keypad Screen.

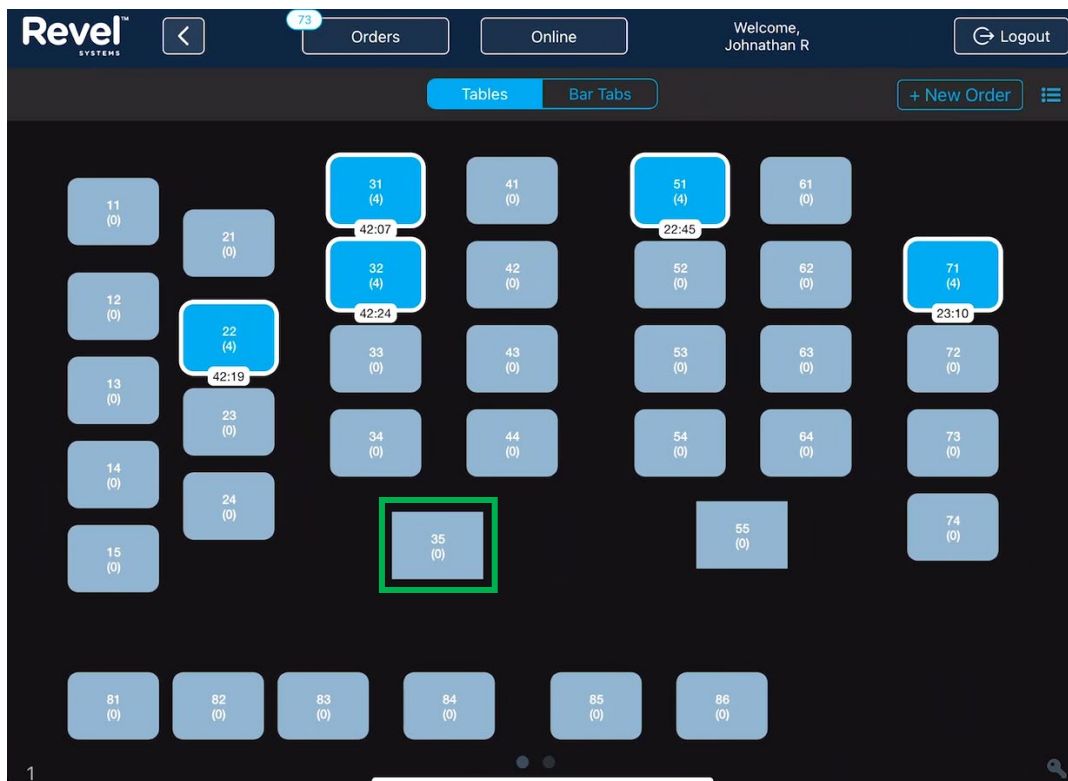
Refresh the device.



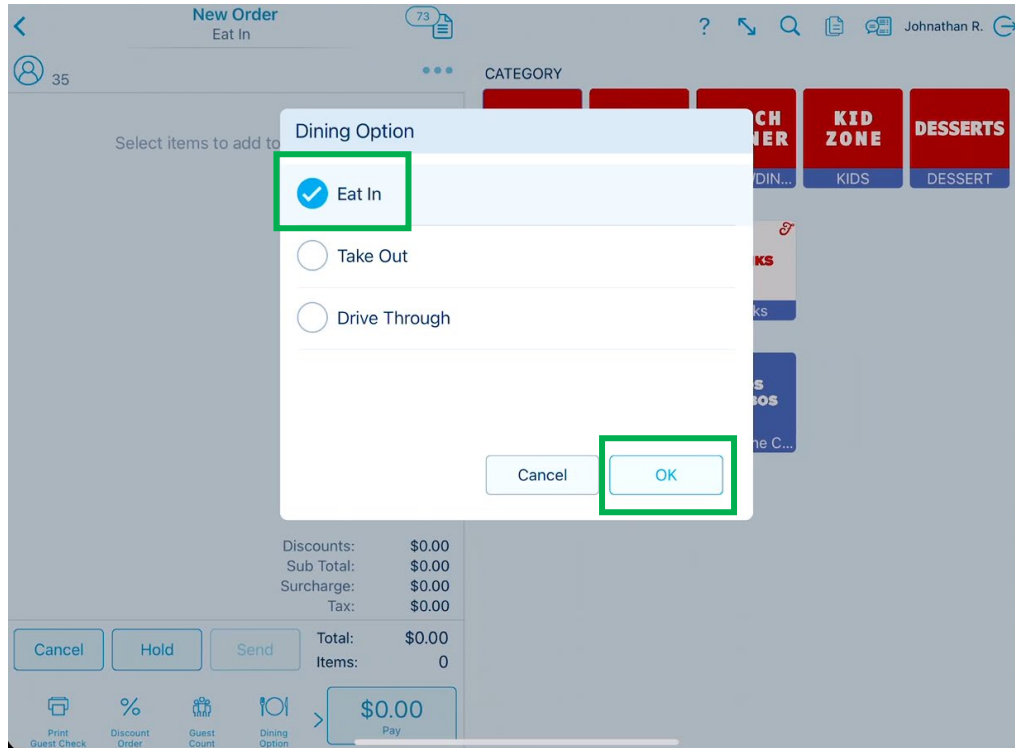
1. FROM THE POINT OF SALE DASHBOARD, TAP NEW ORDER OR TABLES.



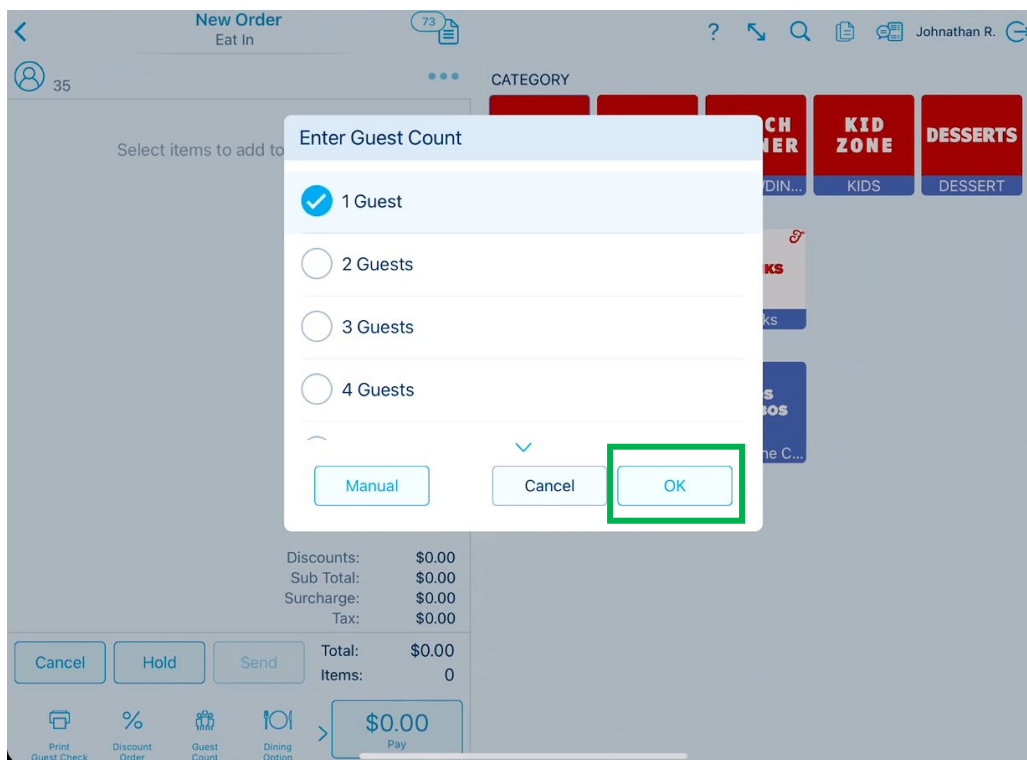
2. TAB TABLE 35.



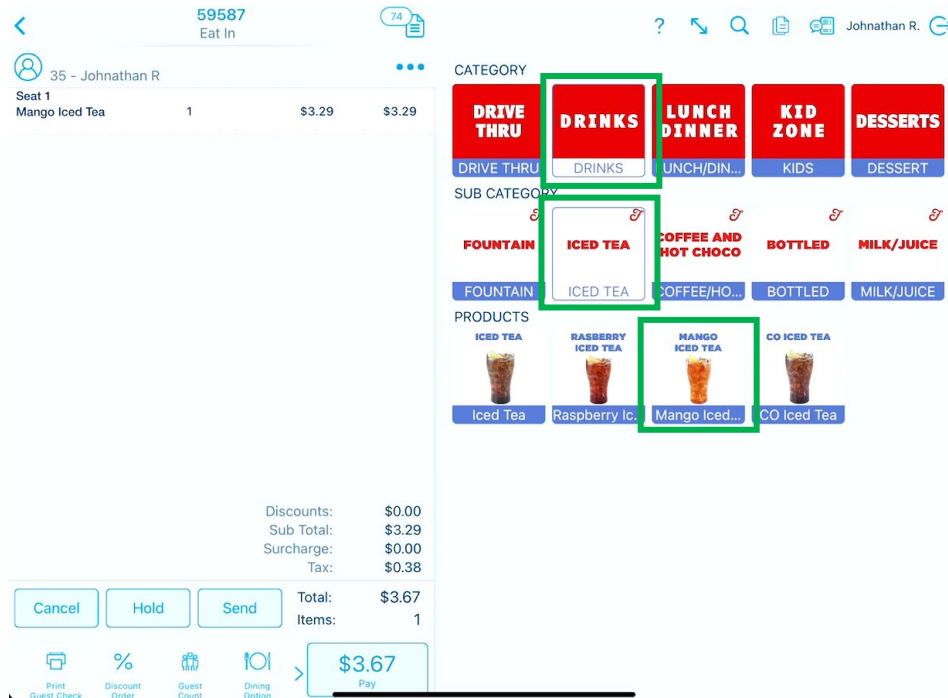
3. SELECT EAT IN AND TAP OK.



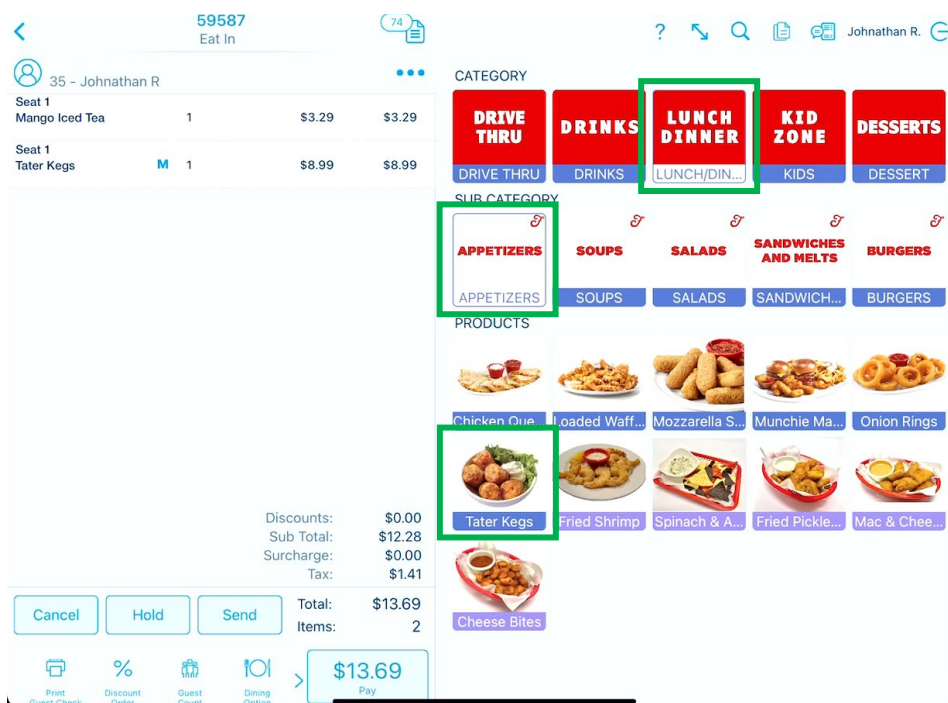
4. SELECT 1 GUEST AND TAP OK.



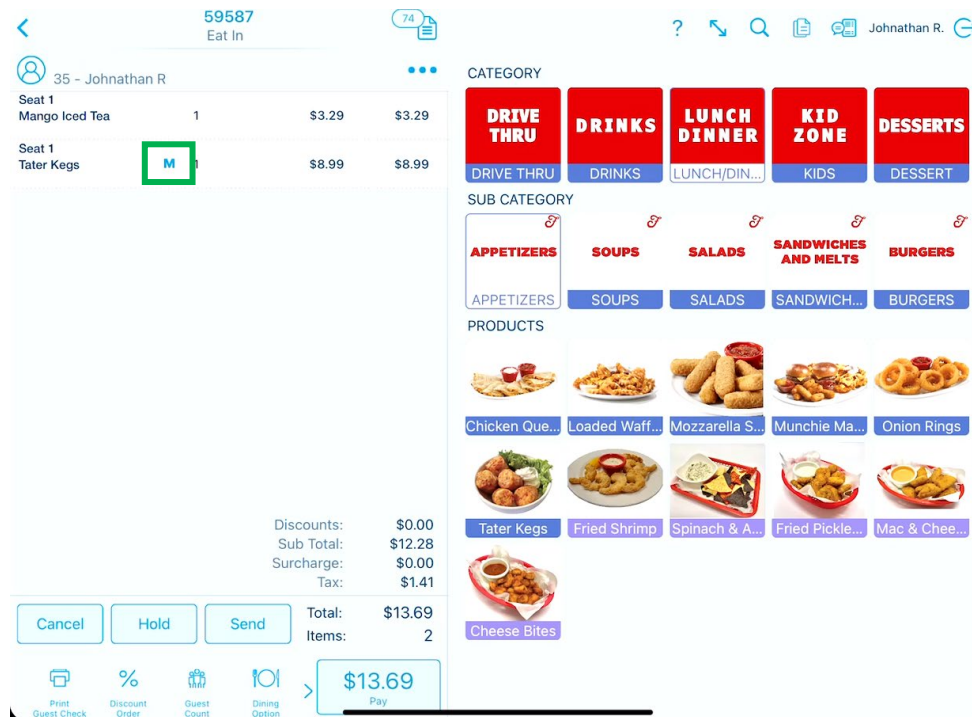
5. ADD A MANGO ICED TEA TO THE ORDER BY TAPPING DRINKS, ICED TEA, AND MANGO ICED TEA.



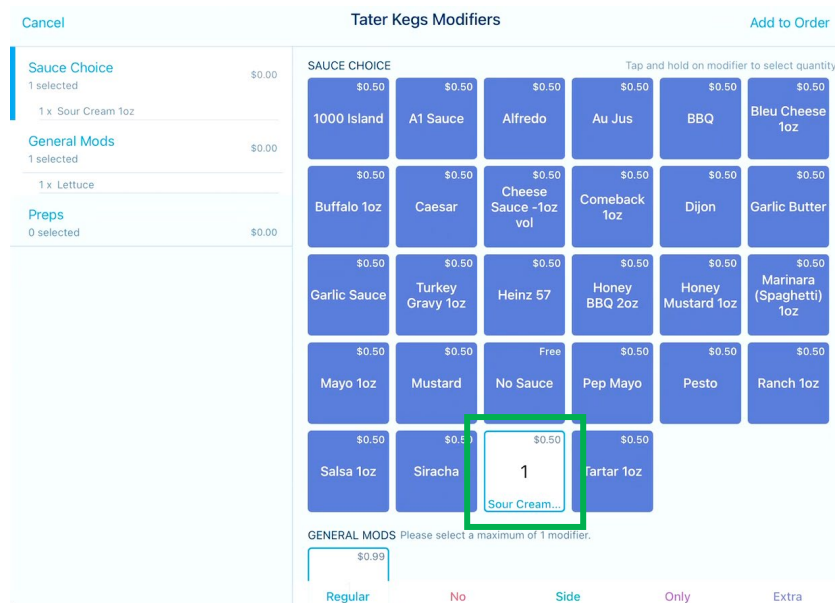
6. NEXT, ADD A TATER KEGS APPETIZER BY TAPPING LUNCH/DINNER, APPETIZERS, AND TATER KEGS.



7. CHANGE THE SAUCE CHOICE FOR THE TATER KEGS BY TAPPING ON THE BLUE M ON THE ITEM.



8. TATER KEGS AUTOMATICALLY COMES WITH SOUR CREAM, SO THAT SAUCE IS SELECTED BY DEFAULT. TAP THE SOUR CREAM BUTTON TO REMOVE IT.



9. SOUR CREAM IS NOW REMOVED. TAP MARINARA (SPAGHETTI) TO ADD THAT SAUCE TO THE ITEM.

Tater Kegs Modifiers

Cancel Add to Order

Sauce Choice
0 selected \$0.00

General Mods
1 selected \$0.00
1 x Lettuce

Preps
0 selected \$0.00

SAUCE CHOICE Tap and hold on modifier to select quantity

\$0.50 1000 Island	\$0.50 A1 Sauce	\$0.50 Alfredo	\$0.50 Au Jus	\$0.50 BBQ	\$0.50 Bleu Cheese 1oz
\$0.50 Buffalo 1oz	\$0.50 Caesar	\$0.50 Cheese Sauce -1oz vol	\$0.50 Comeback 1oz	\$0.50 Dijon	\$0.50 Garlic Butter
\$0.50 Garlic Sauce	\$0.50 Turkey Gravy 1oz	\$0.50 Heinz 57	\$0.50 Honey BBQ 2oz	\$0.50 Honey Mustard 1oz	\$0.50 Marinara (Spaghetti) 1oz
\$0.50 Mayo 1oz	\$0.50 Mustard	Free No Sauce	\$0.50 Pep Mayo	\$0.50 Pesto	\$0.50 Ranch 1oz
\$0.50 Salsa 1oz	\$0.50 Siracha	\$0.50 Sour Cream 1oz	\$0.50 Tartar 1oz		

GENERAL MODS Please select a maximum of 1 modifier.
\$0.99
Regular No Side Only Extra

10. ONE PORTION OF MARINARA (SPAGHETTI) IS NOW PART OF THE ITEM. TAP ADD TO ORDER TO GO BACK TO THE ORDERING PAGE.

Tater Kegs Modifiers

Cancel Add to Order

Sauce Choice
1 selected \$0.00
1 x Marinara (Spaghetti) 1oz

General Mods
1 selected \$0.00
1 x Lettuce

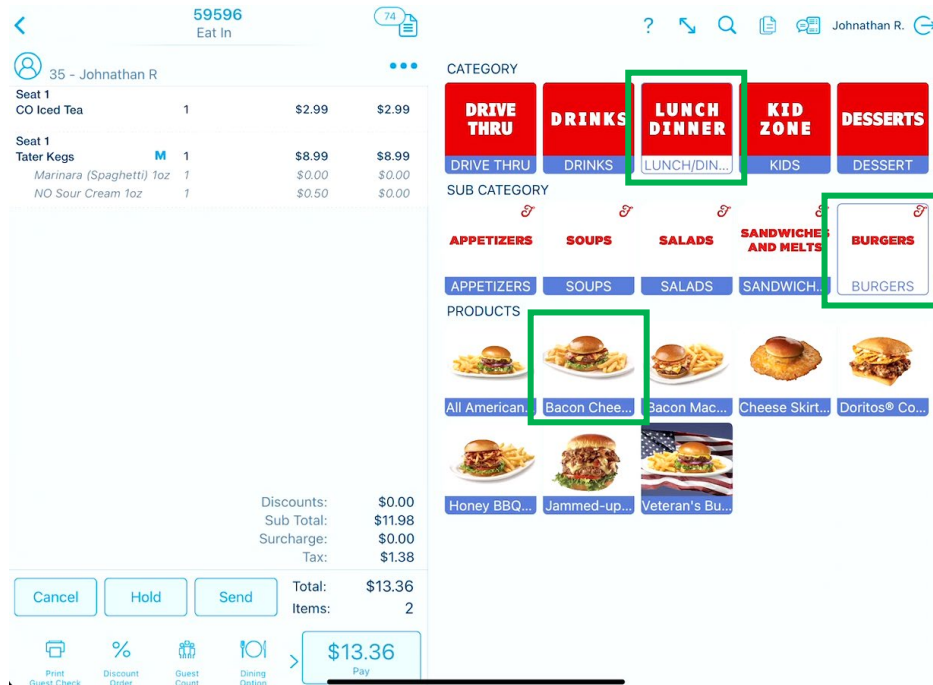
Preps
0 selected \$0.00

SAUCE CHOICE Tap and hold on modifier to select quantity

\$0.50 1000 Island	\$0.50 A1 Sauce	\$0.50 Alfredo	\$0.50 Au Jus	\$0.50 BBQ	\$0.50 Bleu Cheese 1oz
\$0.50 Buffalo 1oz	\$0.50 Caesar	\$0.50 Cheese Sauce -1oz vol	\$0.50 Comeback 1oz	\$0.50 Dijon	\$0.50 Garlic Butter
\$0.50 Garlic Sauce	\$0.50 Turkey Gravy 1oz	\$0.50 Heinz 57	\$0.50 Honey BBQ 2oz	\$0.50 Honey Mustard 1oz	\$0.50 1 Marinara (S...
\$0.50 Mayo 1oz	\$0.50 Mustard	Free No Sauce	\$0.50 Pep Mayo	\$0.50 Pesto	\$0.50 Ranch 1oz
\$0.50 Salsa 1oz	\$0.50 Siracha	\$0.50 Sour Cream 1oz	\$0.50 Tartar 1oz		

GENERAL MODS Please select a maximum of 1 modifier.
\$0.99
Regular No Side Only Extra

11. ADD A BACON CHEESEBURGER TO THE ORDER BY TAPPING LUNCH/DINNER, BURGERS, BACON CHEESEBURGER.



12. THE MODIFIERS WILL AUTOMATICALLY POP UP. SCROLL DOWN TO SIDE CHOICE AND SELECT GOLDEN FRIES 6oz. A SIDE IS REQUIRED, SO YOU CANNOT ADD THIS ITEM TO THE ORDER UNTIL ONE IS SELECTED.



13. TAP ADD TO ORDER WHEN GOLDEN FRIES HAVE BEEN SELECTED.

Bacon Cheeseburger Modifiers Add to Order

Cancel 1 selected

1 x Big Beef 6.0

Cheese Choice 1 selected \$0.00

1 x American 2 Slice

Bread Choice 1 selected \$0.00

1 x Brioche Roll

Entree Toppings 5 selected \$0.00

1 x Bacon - 2 Slice
1 x Lettuce Shredded .45oz wt
1 x Mayo .5oz
1 x S&P Blend
1 x Tomato 1 Slice

Sauce Choice 0 selected \$0.00

Side Choice Required 1 selected \$0.00

1 x Golden Fries 6oz

General Mods 0 selected \$0.00

Preps 0 selected \$0.00

SIDE CHOICE Please select a maximum of 1 modifier.

Free 1 Golden Frie...	Free Apple Sauce	Free Apple Slices	Free Broccoli	Free Coleslaw 3.25oz	Free Corn 5oz
\$2.29 Crock of Chicken Noodle	\$2.29 Crock of Chowder	\$2.29 Crock of Tomato	\$2.29 Fried Onion Strings	\$2.99 Loaded Waffle Fries	\$1.99 Mac & Cheese
Free Mandarin Oranges	Free Mashed Potatoes	Free Mashed Potatoes w/ Gravy	\$1.99 Mozzarella Sticks	Free No Side	\$1.99 Onion Rings
Free Rice Pilaf 5oz	\$0.99 Side Salad/ 1000 Isl	Free Side Salad/ Balsamic Vinaigrette	\$0.99 Side Salad/ BleuCz	\$0.99 Side Salad/ Caesar	\$0.99 Side Salad/ HM
\$0.99 Side Salad/ O&V	\$0.99 Side Salad/ Ranch	Free Vegetable Medley 5oz	\$1.99 Waffle Fries 16oz		

GENERAL MODS

\$1.99 Regular	\$0.99 Add	\$0.99 Chicken	\$0.99 Add	\$0.99 Chow Mein	\$0.99 Cranberry
-------------------	---------------	-------------------	---------------	---------------------	---------------------

14. ONCE THE ORDER IS COMPLETE, TAP SEND TO SEND THE ORDER TO THE KITCHEN.

59596 Eat In 74 Johnathan R.

35 - Johnathan R

Seat 1	CO Iced Tea	1	\$2.99	\$2.99
Seat 1	Tater Kegs	M 1	\$8.99	\$8.99
	Marinara (Spaghetti) 1oz	1	\$0.00	\$0.00
	NO Sour Cream 1oz	1	\$0.50	\$0.00
Seat 1	Bacon Cheeseburger	M 1	\$13.49	\$13.49
	Golden Fries 6oz	1	\$0.00	\$0.00

Discounts: \$0.00
Sub Total: \$25.47
Surcharge: \$0.00
Tax: \$2.92

Total: \$28.39
Items: 3

Cancel Hold Send

Print Guest Check Discount Order Guest Count Dining Option \$28.39 Pay

CATEGORY

DRIVE THRU DRINKS LUNCH DINNER KID ZONE DESSERTS

DRIVE THRU DRINKS LUNCH/DIN... KIDS DESSERT

SUB CATEGORY

APPETIZERS SOUPS SALADS SANDWICHES AND MELTS BURGERS

APPETIZERS SOUPS SALADS SANDWICH... BURGERS

PRODUCTS

All American... Bacon Chee... Bacon Mac... Cheese Skirt... Doritos® Co...

Honey BBQ... Jammed-up... Veteran's Bu...

15. ONCE AN ORDER IS SENT TO THE KITCHEN, THE ITEMS WILL APPEAR GRAY AND CANNOT BE EASILY EDITED.

59596 Eat In

35 - Johnathan R

Seat	Item	Qty	Price	Total
Seat 1	CO Iced Tea	1	\$2.99	\$2.99
Seat 1	Tater Kegs	1	\$8.99	\$8.99
	Marinara (Spaghetti) 1oz	1	\$0.00	\$0.00
	NO Sour Cream 1oz	1	\$0.50	\$0.00
Seat 1	Bacon Cheeseburger	1	\$13.49	\$13.49
	Golden Fries 6oz	1	\$0.00	\$0.00

Discounts: \$0.00
 Sub Total: \$25.47
 Surcharge: \$0.00
 Tax: \$2.92
Total: \$28.39
 Items: 3

Buttons: Cancel, Hold, Send, Print Guest Check, Discount Order, Guest Count, Dining Option, Pay (\$28.39)

Menu Categories: DRIVE THRU, DRINKS, LUNCH DINNER, KID ZONE, DESSERTS

Sub Categories: COMBOS, INDIVIDUAL ITEMS, DRINKS

Products: COMBOS, SALAD COMBOS, KIDS COMBOS

16. WHEN IT IS TIME TO PAY, TAP THE PAY BUTTON.

59596 Eat In

35 - Johnathan R

Seat	Item	Qty	Price	Total
Seat 1	CO Iced Tea	1	\$2.99	\$2.99
Seat 1	Tater Kegs	1	\$8.99	\$8.99
	Marinara (Spaghetti) 1oz	1	\$0.00	\$0.00
	NO Sour Cream 1oz	1	\$0.50	\$0.00
Seat 1	Bacon Cheeseburger	1	\$13.49	\$13.49
	Golden Fries 6oz	1	\$0.00	\$0.00

Discounts: \$0.00
 Sub Total: \$25.47
 Surcharge: \$0.00
 Tax: \$2.92
Total: \$28.39
 Items: 3

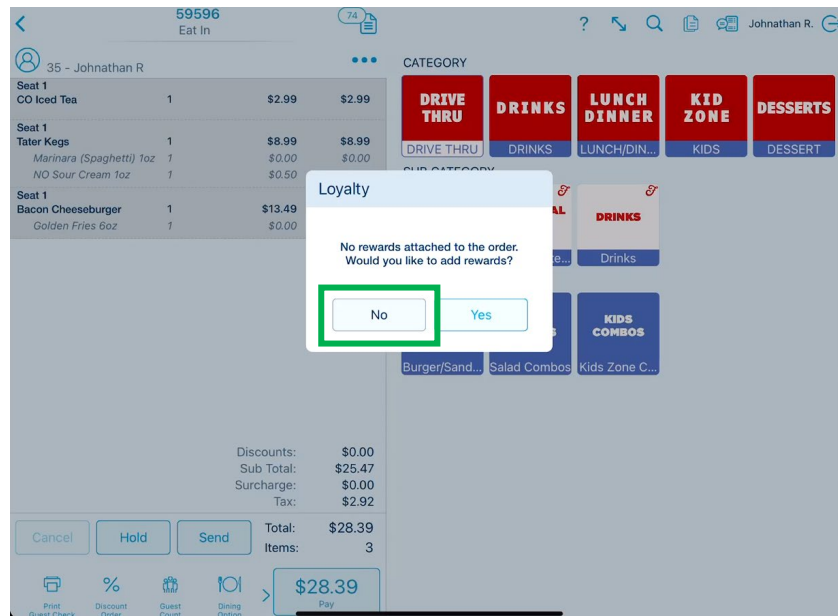
Buttons: Cancel, Hold, Send, Print Guest Check, Discount Order, Guest Count, Dining Option, Pay (\$28.39)

Menu Categories: DRIVE THRU, DRINKS, LUNCH DINNER, KID ZONE, DESSERTS

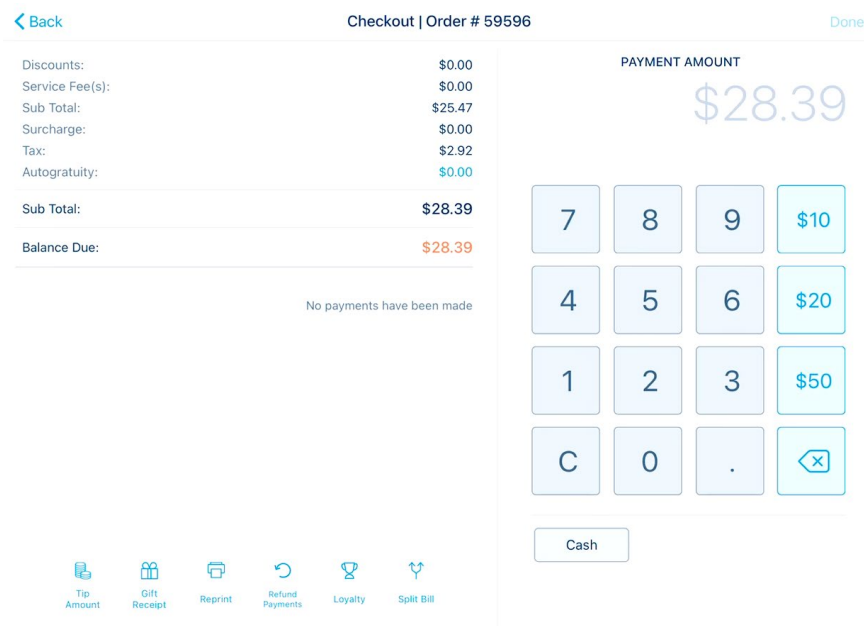
Sub Categories: COMBOS, INDIVIDUAL ITEMS, DRINKS

Products: COMBOS, SALAD COMBOS, KIDS COMBOS

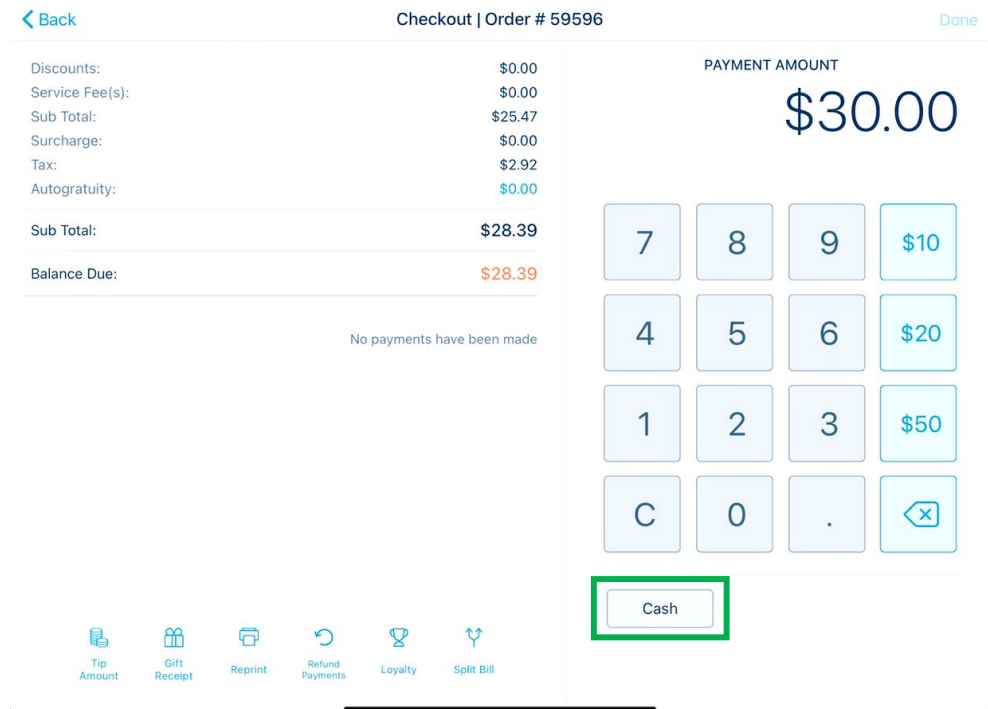
17. A PROMPT FOR LOYALTY WILL APPEAR. IF THE CUSTOMER HAS A REWARDS ACCOUNT, TAP YES AND ENTER THE CUSTOMER'S INFORMATION. IF THEY DO NOT, TAP NO. TAP NO FOR NOW.



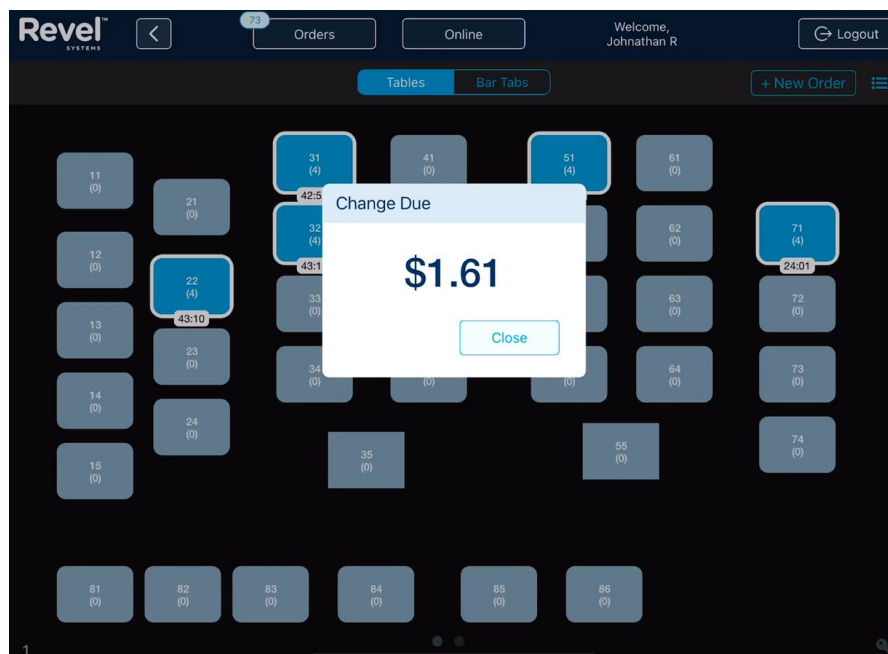
18. THIS WILL BRING UP THE ORDER CHECKOUT SCREEN. THE CUSTOMER'S TOTAL WILL BE HERE, ALONG WITH PAYMENT OPTIONS. ONLY THE CASH OPTION IS AVAILABLE FOR TRAINING.



19. ENTER THE AMOUNT OF CASH GIVEN TO YOU AND TAP CASH. FOR NOW, ENTER \$30.



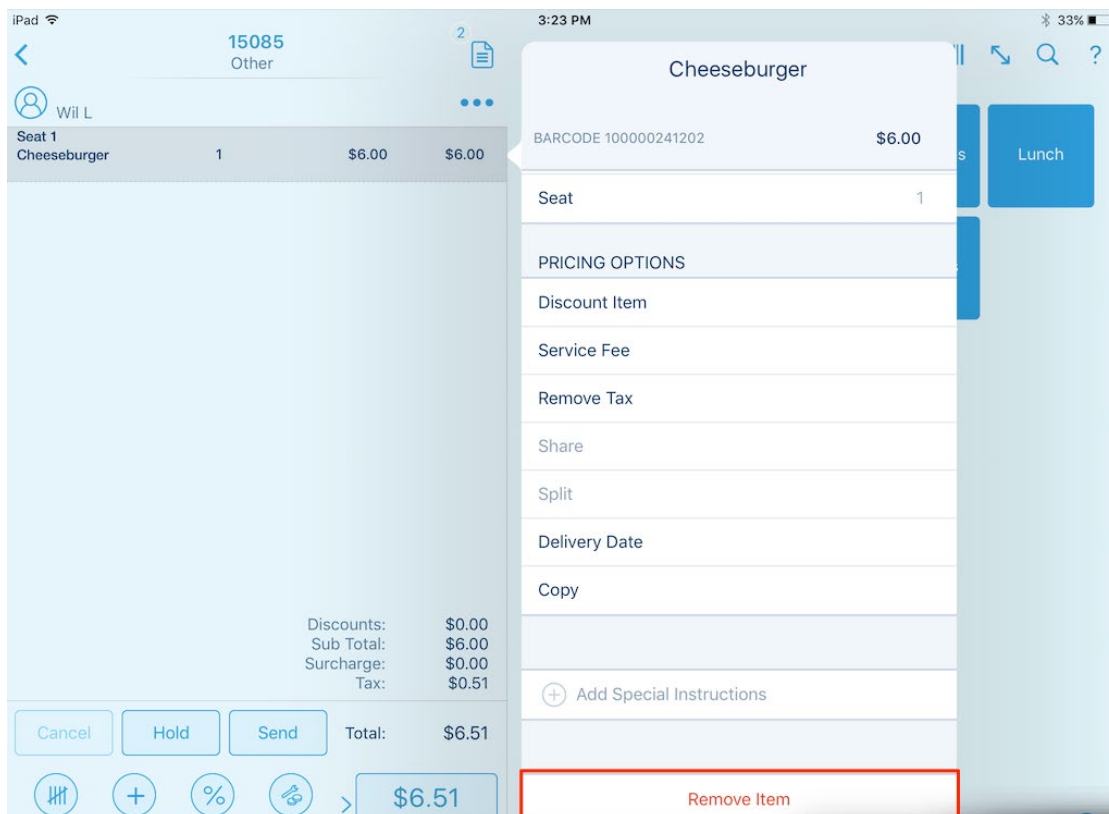
20. THE AMOUNT OF CHANGE DUE BACK TO THE CUSTOMER WILL APPEAR IF APPLICABLE.



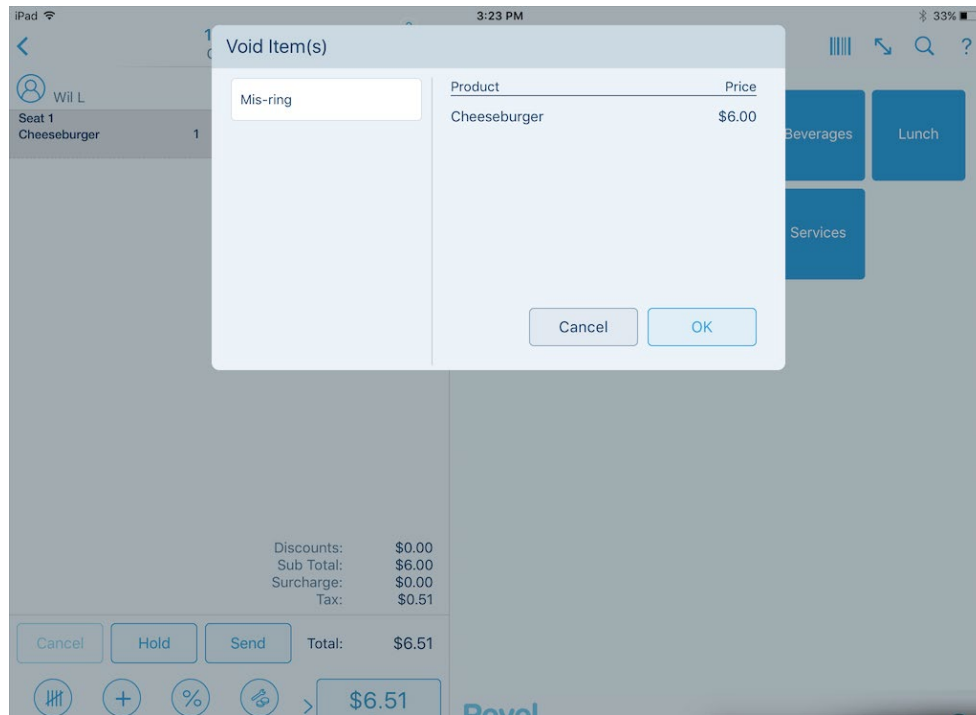
21. THE ORDER IS NOW COMPLETE. PLEASE SEE THE FULL TRAINING BOOK FOR SCENARIOS SUCH AS SPLITTING CHECKS, APPLYING DISCOUNTS, RUNNING CREDIT CARD TRANSACTIONS, AND MORE.

IF YOU'D LIKE TO REMOVE AN ITEM FROM AN UNPAID ORDER, BUT THE ITEM HAS ALREADY BEEN SAVED TO THE ORDER (BY HOLDING THE ORDER), YOU WILL NEED TO PROCESS A VOID. TO DO SO:

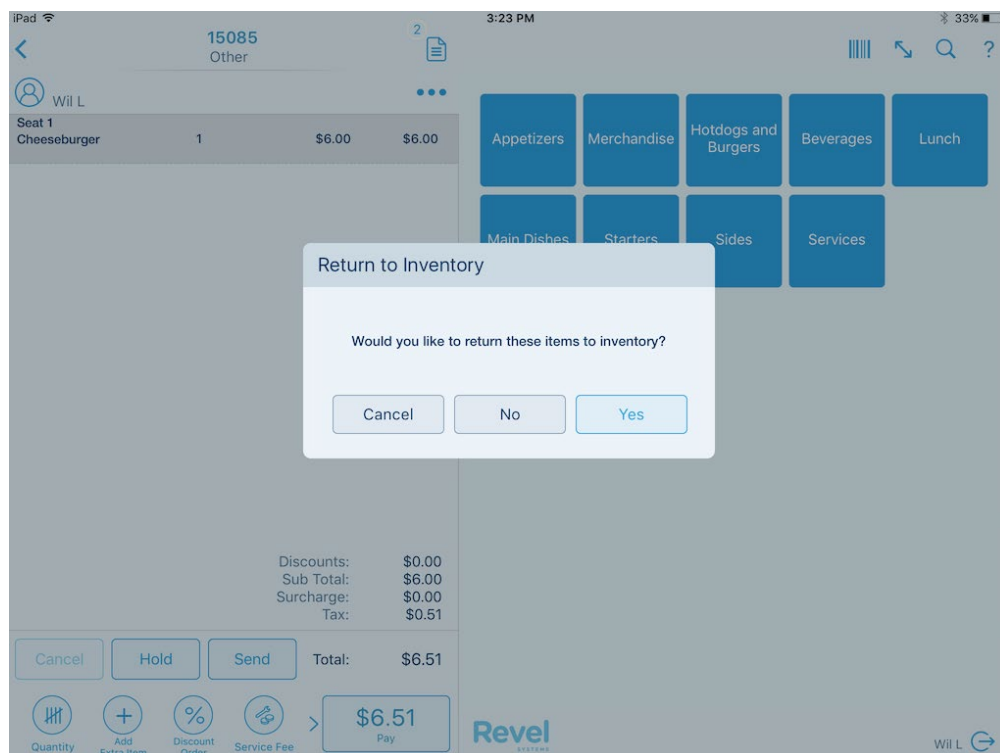
- 1. OPEN THE ORDER.**
- 2. FROM THE LEFT SIDE, DOUBLE TAP THE NAME OF THE ITEM. THEN, TAP REMOVE ITEM FROM THE OVERLAY WINDOW.**



- 3. IN THE VOID ITEM(S) WINDOW, ENTER THE REASON FOR THE VOID AND THEN TAP OK.**

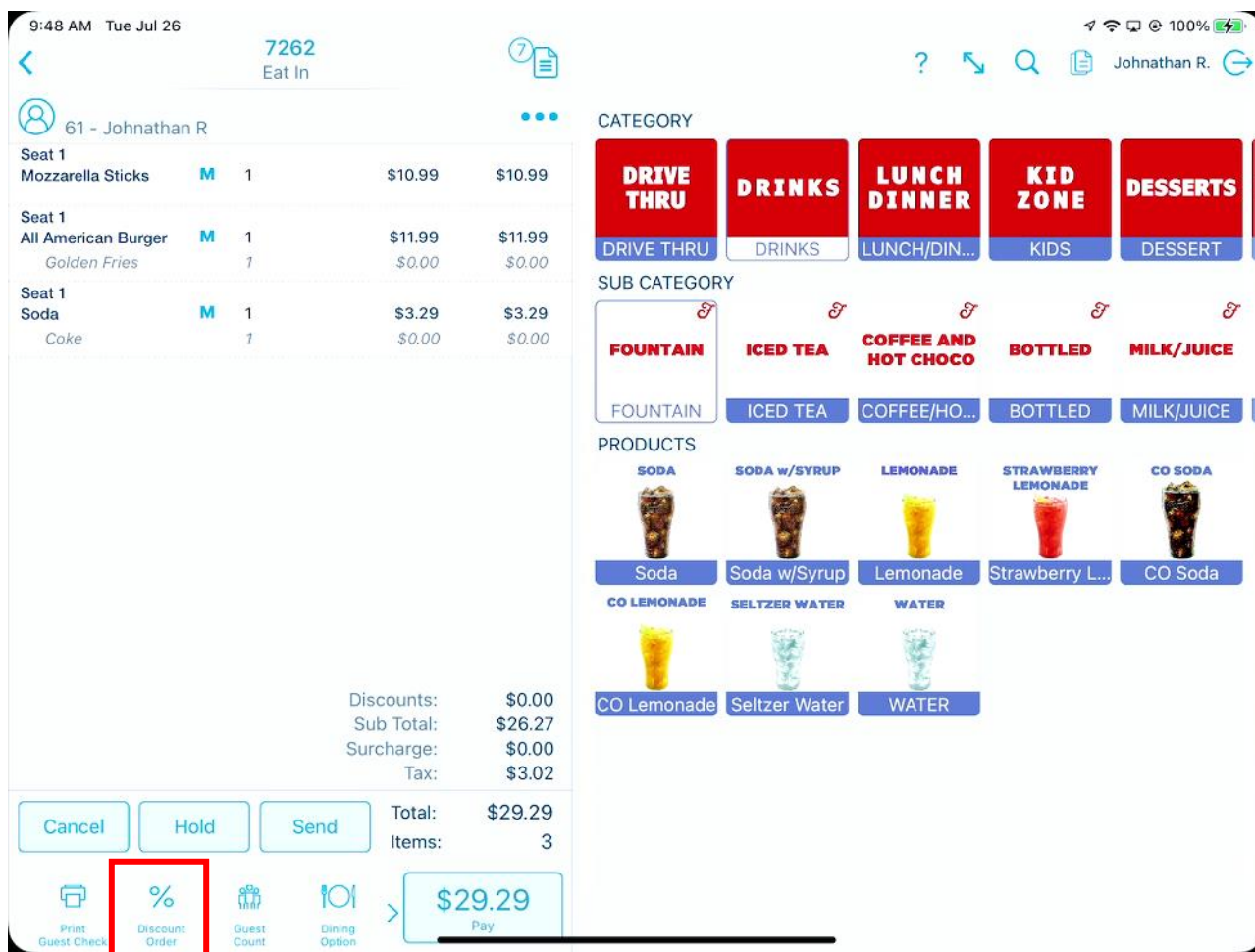


4. CHOOSE WHETHER OR NOT TO RETURN THE ITEM TO INVENTORY. IF THE ITEM CAN BE RESOLD, IT IS USUALLY RETURNED TO INVENTORY.

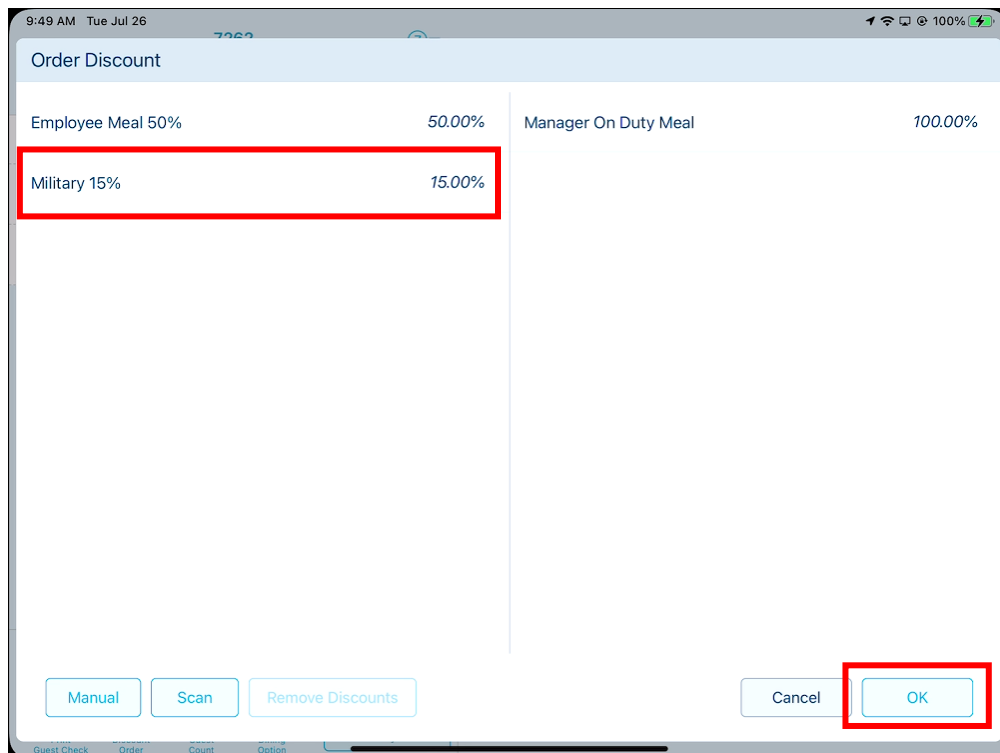


5. TO CLOSE OUT THE ORDER, TAP PAY, THEN DONE.

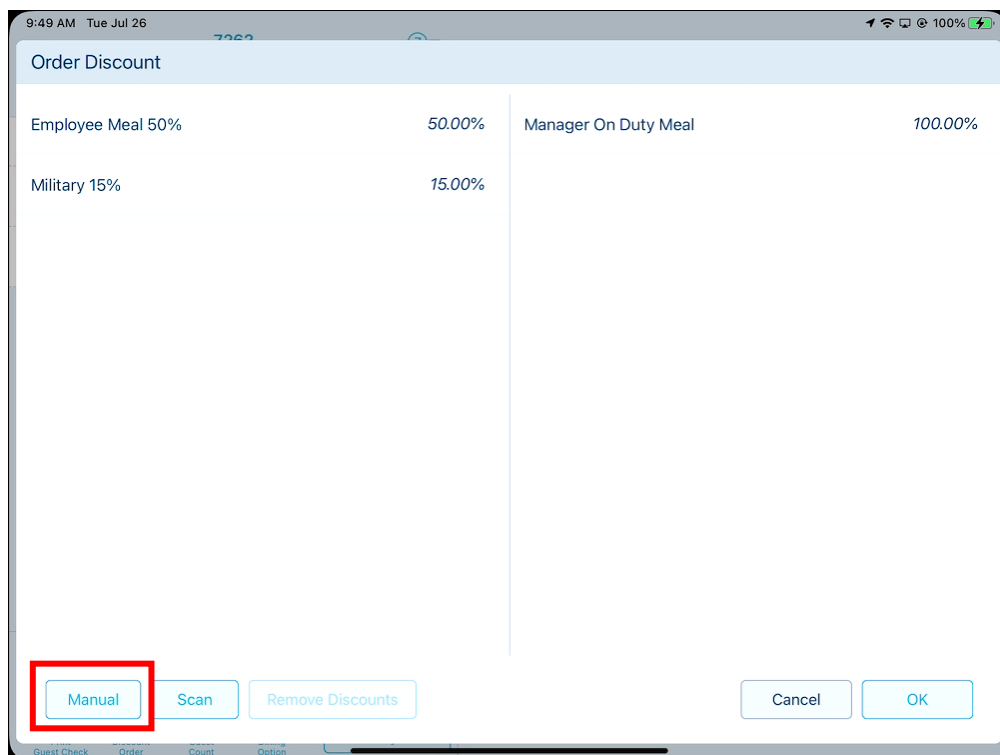
1. ON THE POINT OF SALE, BEGIN BY ADDING AN PRODUCT TO THE ORDER SCREEN.
2. ON THE BOTTOM LEFT CORNER, SELECTION THE ACTION ICON FOR DISCOUNT ORDER.



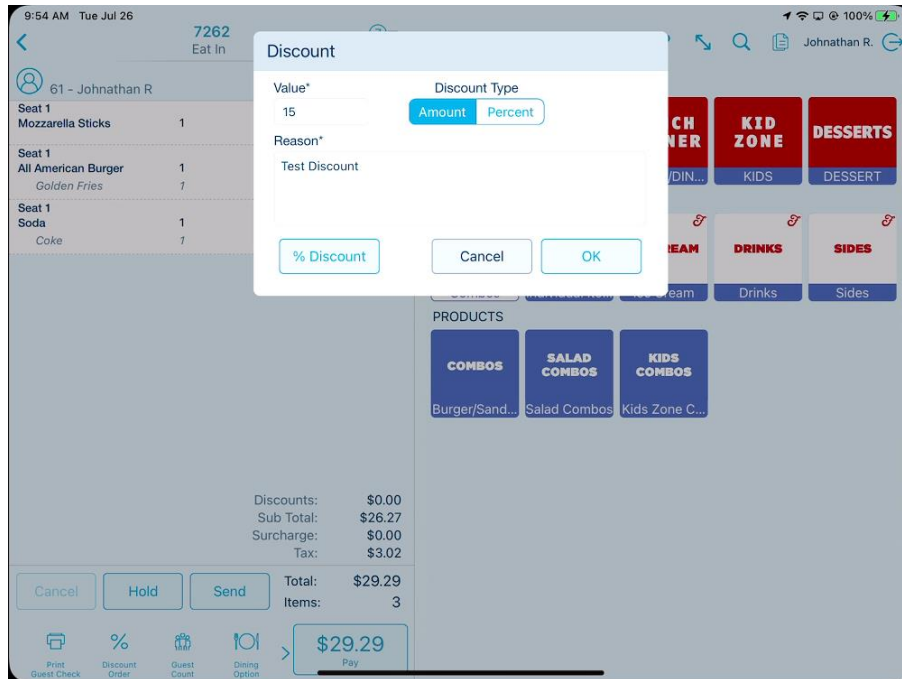
3. IF A DISCOUNT HAS BEEN CREATED ON THE MANAGEMENT CONSOLE, YOU CAN TAP THE DISCOUNT NAME AND OK.



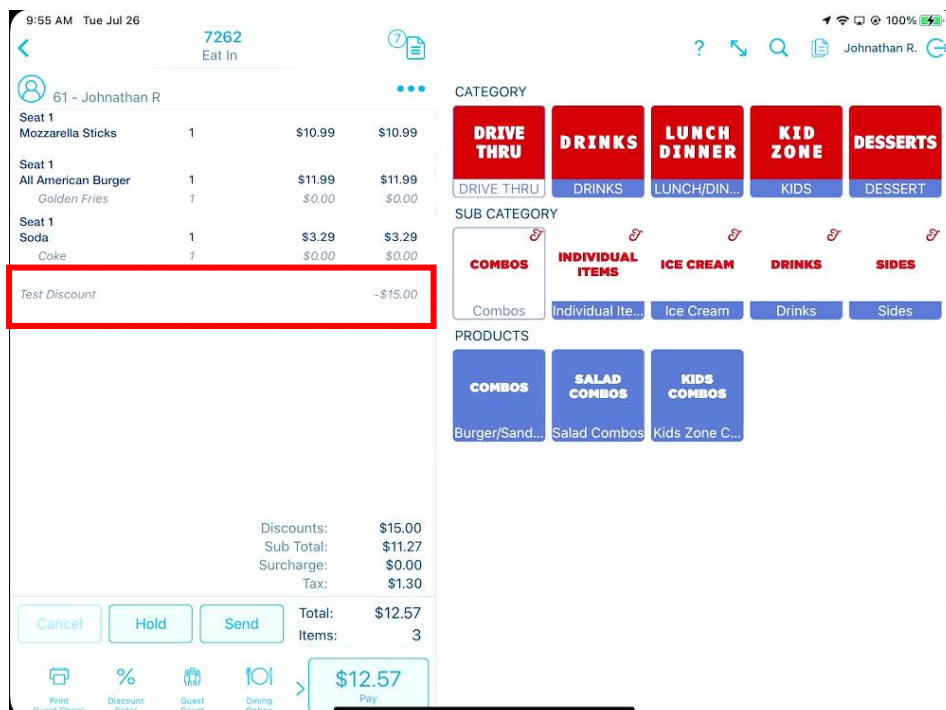
4. IF YOU WOULD LIKE TO CREATE A MANUAL DISCOUNT, TAP MANUAL.



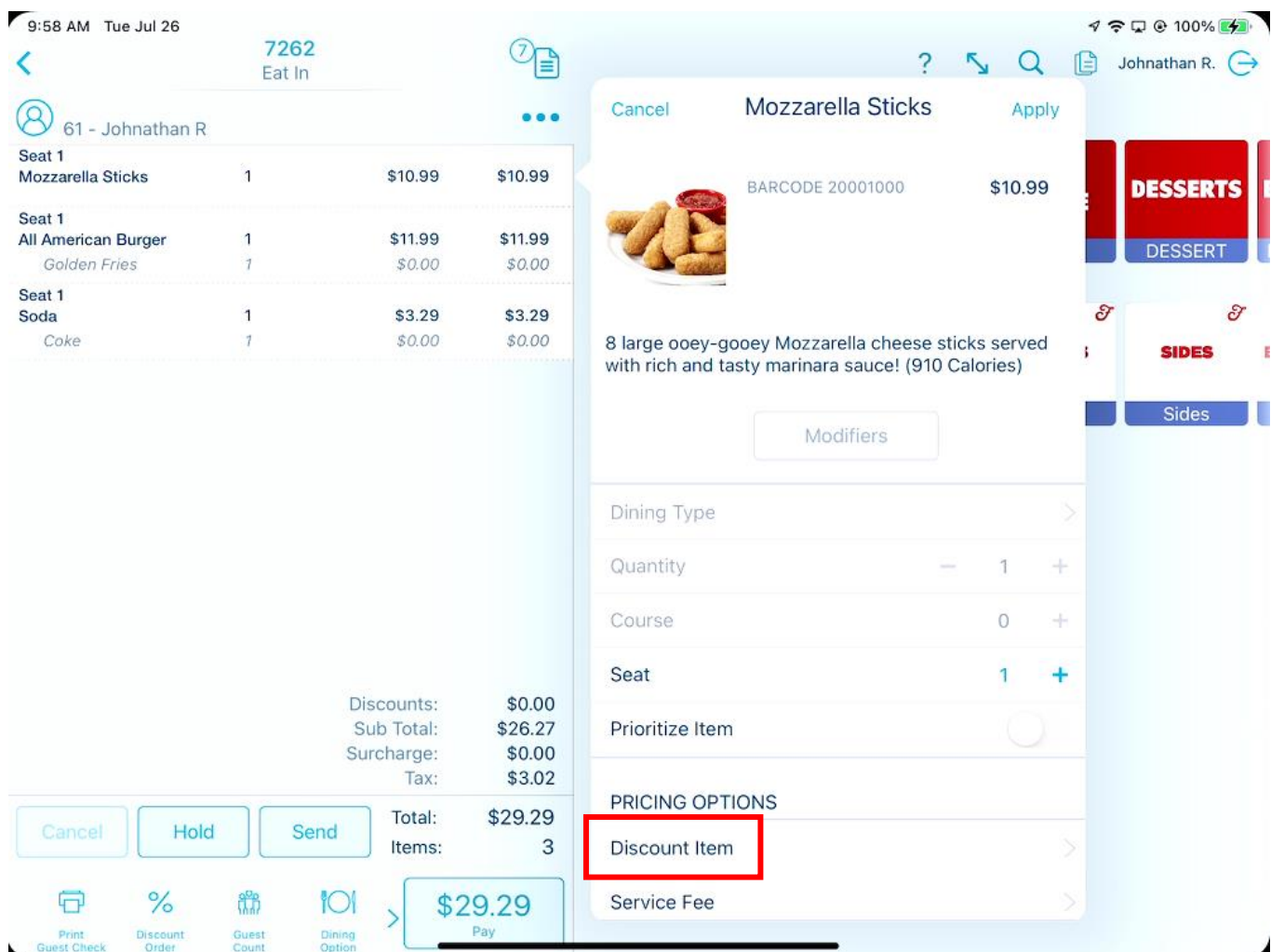
5. THEN ENTER THE VALUE, DISCOUNT TYPE, REASON, AND WHETHER TAX IS APPLIED PRE-DISCOUNT OR POST DISCOUNT.



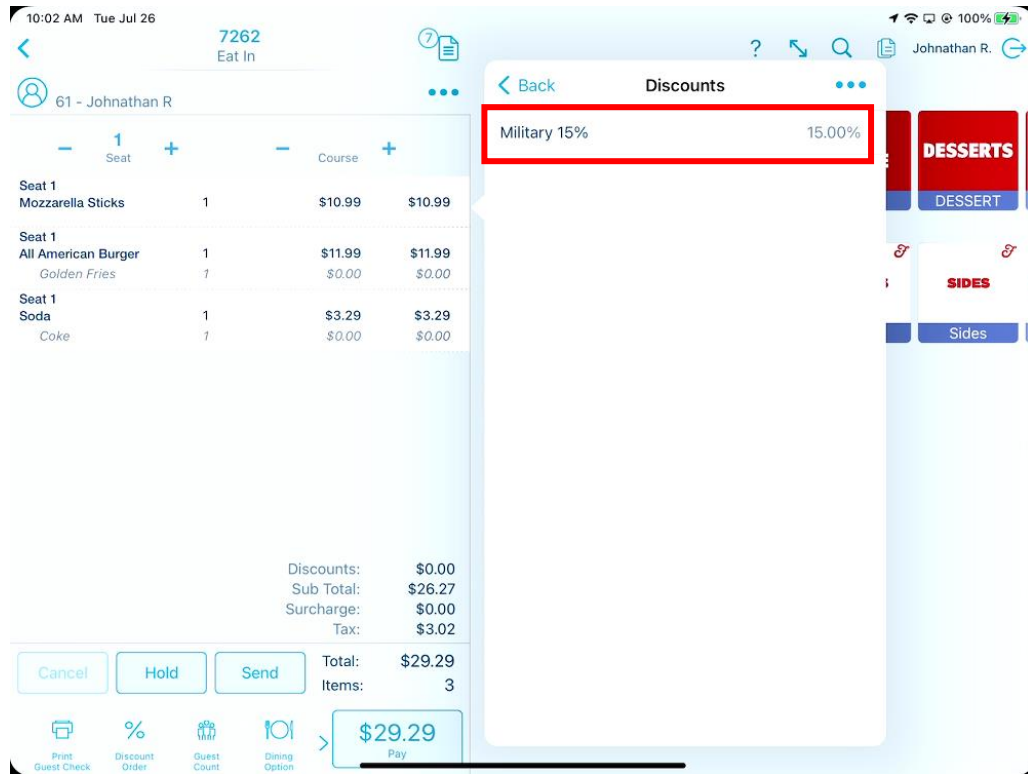
6. THEN CLICK OKAY. YOU WILL SEE THAT THE ENTIRE ORDER IS DISCOUNTED BY THE VALUE YOU SELECTED.



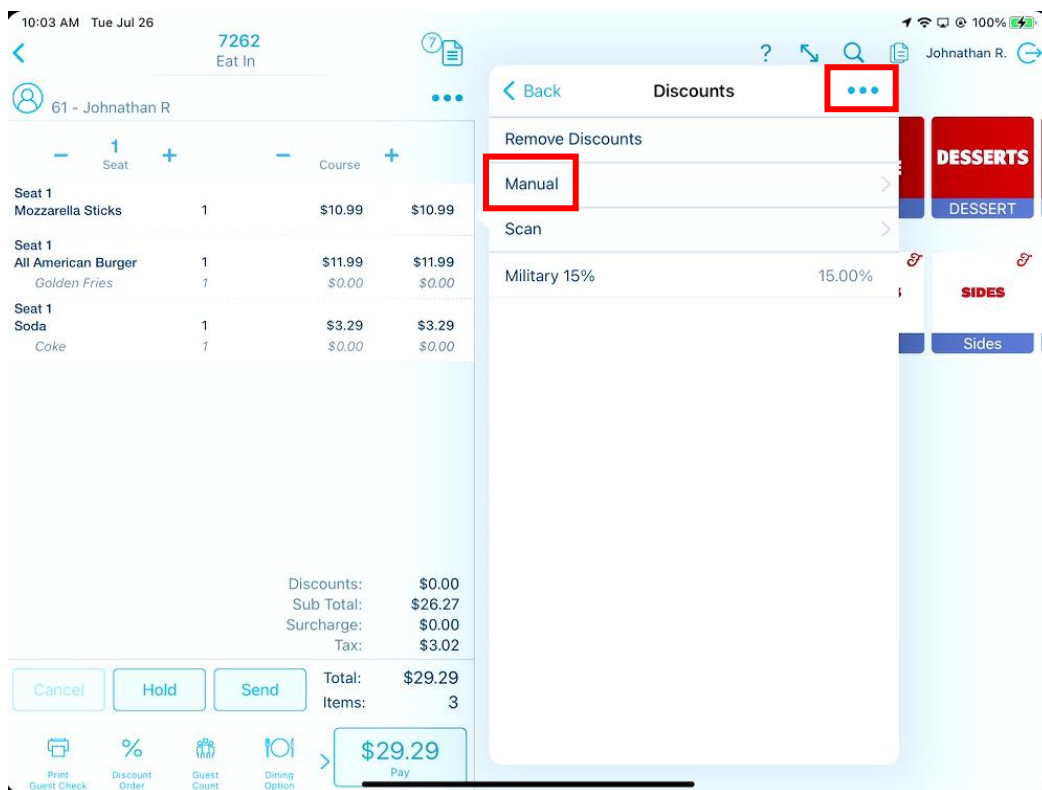
1. ON THE POINT OF SALE, BEGIN BY ADDING AN PRODUCT TO THE ORDER SCREEN.
2. NEXT, ON THE ORDER SCREEN, TAP THE NAME OF THE ITEM YOU WOULD LIKE TO DISCOUNT. YOU WILL THEN SEE THE ORDER DETAILS WINDOW APPEAR.
3. TAP DISCOUNT ITEM.



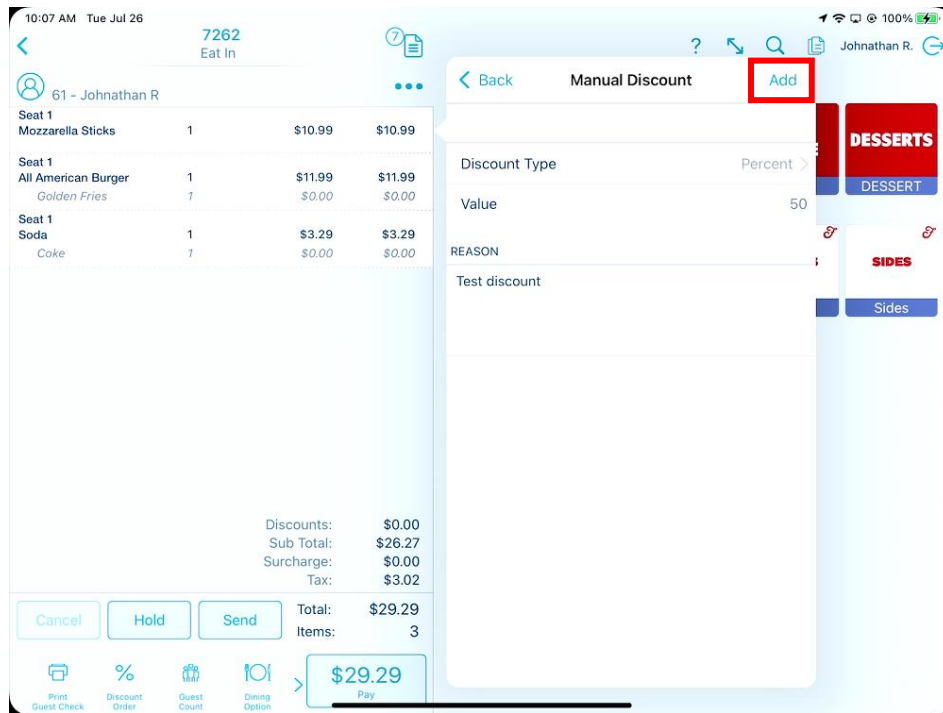
4. IF A DESIRED DISCOUNT HAS BEEN CREATED ON THE MANAGEMENT CONSOLE, YOU CAN TAP THE DISCOUNT NAME AND THE DISCOUNT WILL BE APPLIED.



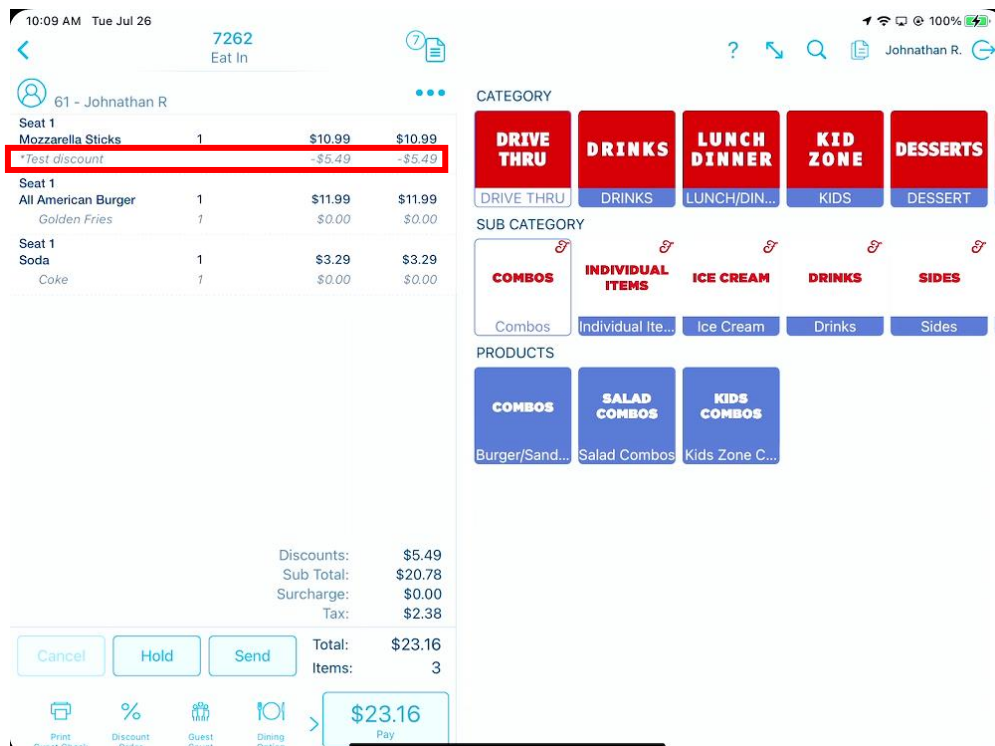
5. IF YOU WOULD LIKE TO CREATE A MANUAL DISCOUNT, TAP THE 3 DOT ELLIPSIS AND THEN MANUAL.



6. ENTER THE VALUE, DISCOUNT TYPE, AND REASON. THEN PRESS ADD.

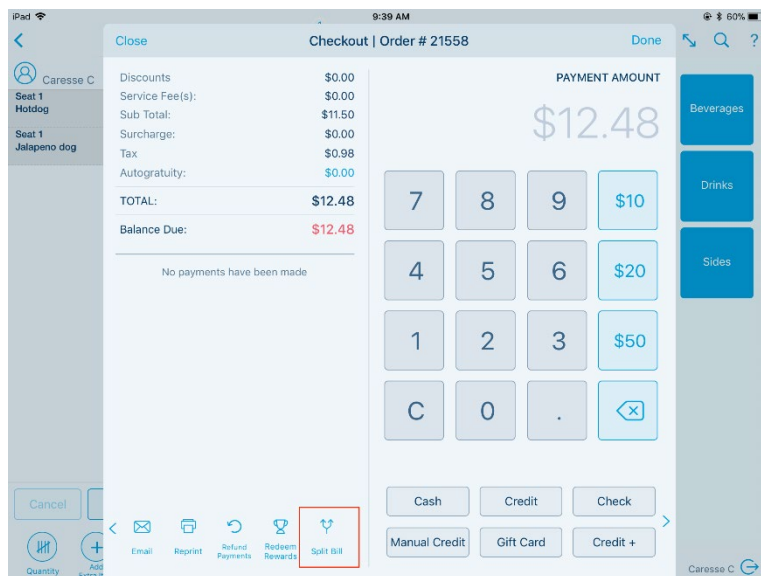


7. YOU WILL SEE THAT ONLY THE ITEM YOU SELECTED IS DISCOUNTED FROM THE ORDER.

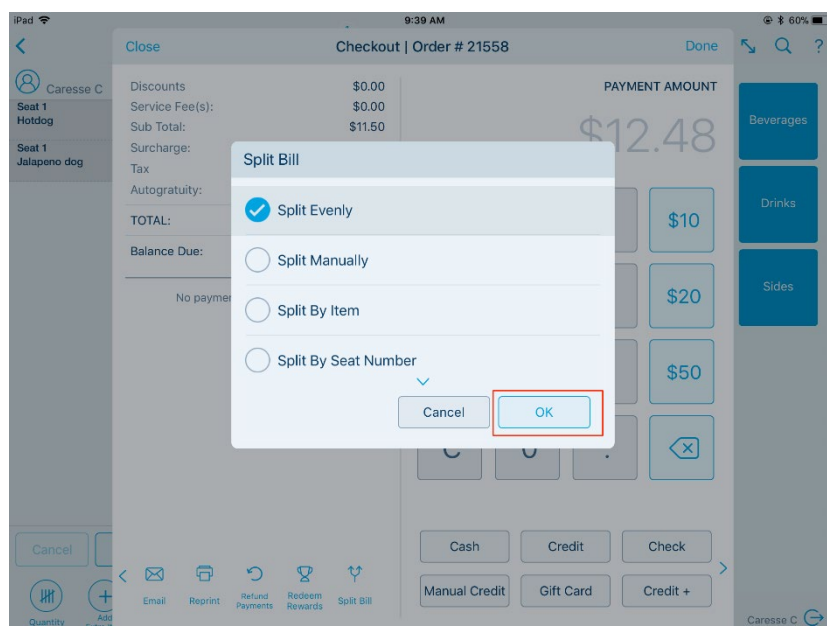


SPLITTING A BILL

1. **BEGIN BY ADDING ITEMS TO THE ORDER SCREEN. THEN TAP PAY.**
2. **UNDER THE ACTIONS ICON, SELECT SPLIT BILL. IF YOU DO NOT SEE THE ICON, USE THE ARROW TO VIEW MORE ICONS.**
3. **AFTER SELECTING SPLIT BILLS, YOU CAN CHOOSE TO SPLIT THE BILL IN SEVERAL WAYS:**



- **SPLIT EVENLY:** IF THIS IS SELECTED, ANOTHER PROMPT WILL ASK THE AMOUNT OF PEOPLE TO SPLIT THE BILL THE BETWEEN. (I.E. IF "3" PEOPLE ARE SELECTED, THE SYSTEM WILL AUTOMATICALLY CREATE 3 EVENLY SPLIT CHECKS.)
- **SPLIT MANUALLY:** IF THIS IS SELECTED, ANOTHER PROMPT WILL ASK THE AMOUNT OF PEOPLE TO SPLIT THE BILL BETWEEN. AFTER SELECTING THE AMOUNT OF PEOPLE, ANOTHER PROMPT WILL ASK TO



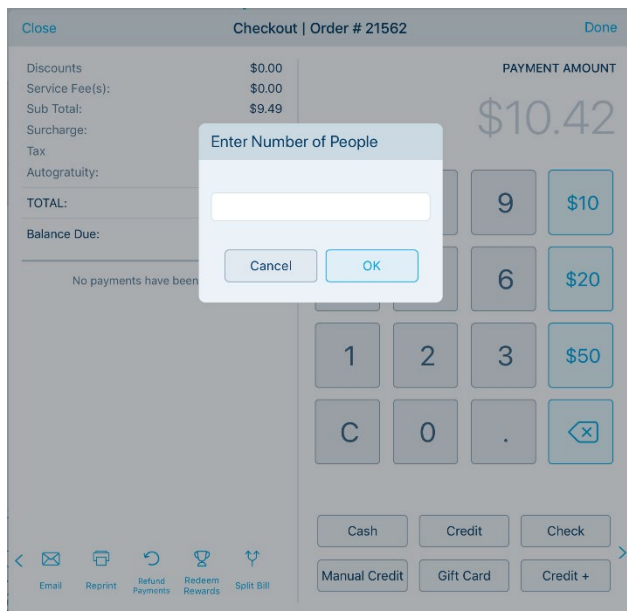
ENTER THE MANUAL AMOUNT FOR EACH CHECK. (I.E. IF "3" PEOPLE ARE SELECTED, THE SYSTEM WILL PROMPT FOR THE AMOUNT DUE ON THE FIRST CHECK, THE SECOND CHECK, AND THEN WILL AUTOMATICALLY CREATE THE THIRD CHECK WITH THE BALANCE LEFT OVER.)

- **SPLIT BY ITEM:** THIS OPTION ALLOWS TO ADD AS MANY CHECKS AS NEEDED AS WELL SELECTING WHICH ITEMS TO TO PUT ON EACH CHECK.
- **SPLIT BY SEAT NUMBER:** FROM HERE, SELECT AN ITEM TO BE SPLIT IN HALF, OR ADD ANY ITEM TO A NEW CHECK.

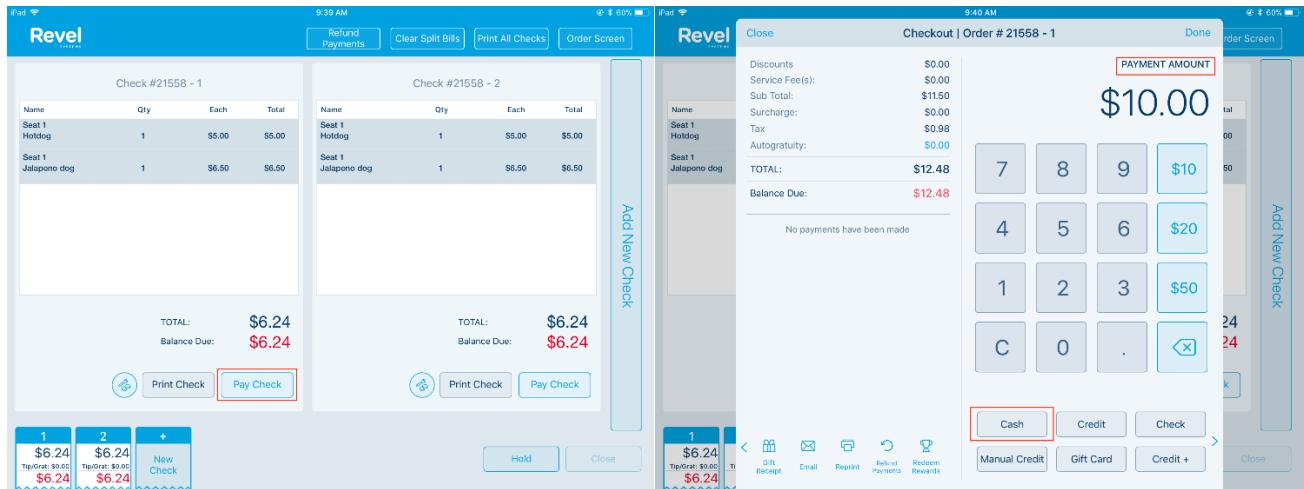
CLEAR SPLIT BILLS

CLEARING A SPLIT BILL MERGES SPLIT BILL BACK INTO ONE TOTAL. BECAUSE IT ALSO REFUNDS ALL PAYMENTS ON THE ORDER, CLEARING A SPLIT BILL REQUIRES A SECURITY PIN FROM AN EMPLOYEE WITH REFUND PERMISSION

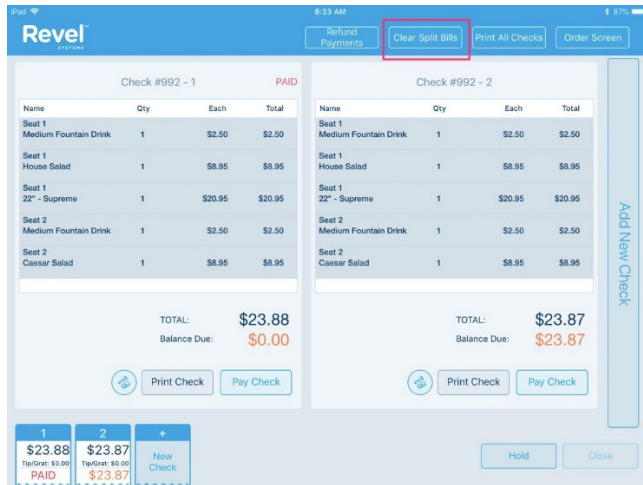
1. FOR SPLITTING THE BILL EVENLY, ENTER THE SPECIFIC AMOUNT OF PEOPLE.



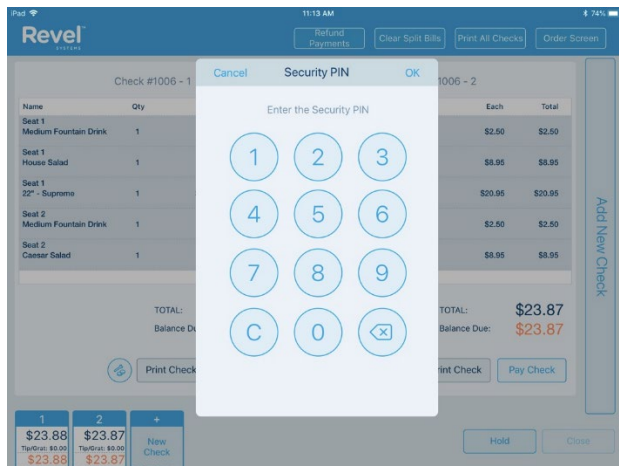
2. NEXT, ENTER THE PAYMENT METHOD AND COMPLETE THE PAYMENTS FOR EVERY INDIVIDUAL CHECK. ONCE COMPLETED, THE POINT OF SALE WILL DIRECT YOU TO A NEW ORDERS SCREEN.



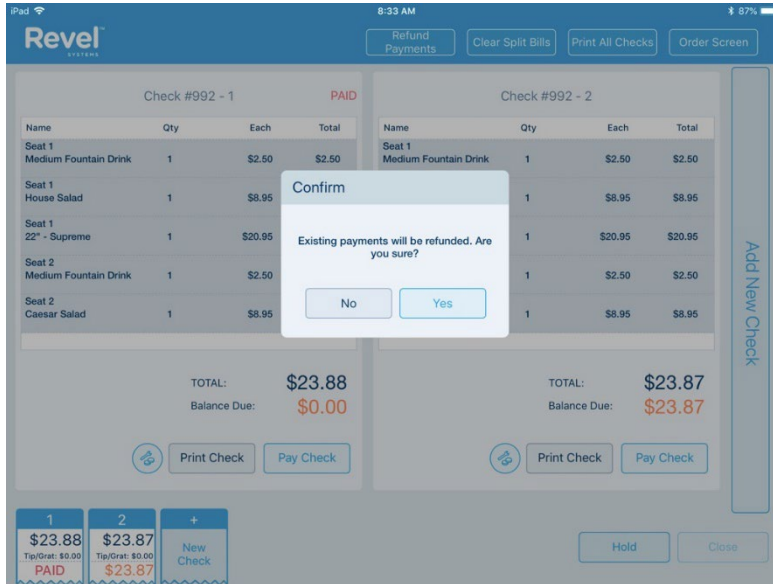
3. TAP CLEAR SPLIT BILLS.



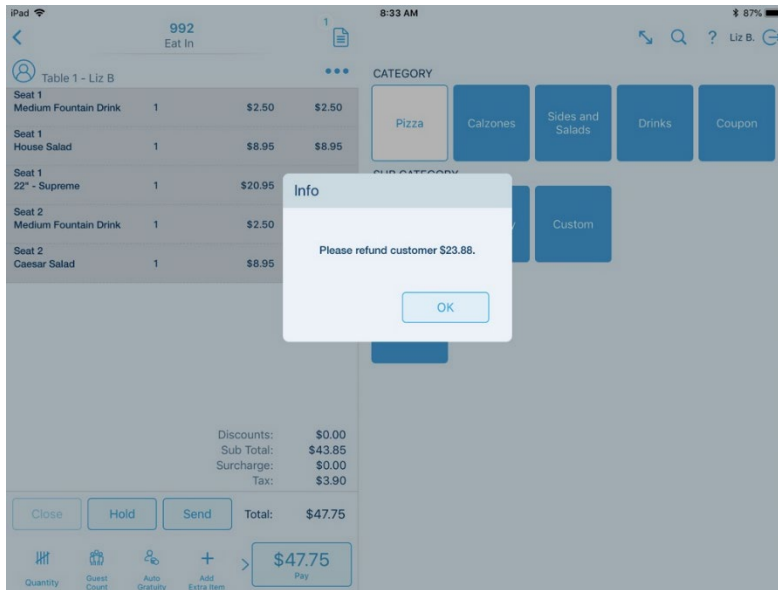
4. IF THE EMPLOYEE WHO OWNS THE ORDER DOES NOT HAVE REFUND PERMISSION, THE POINT OF SALE WILL REQUIRE A PIN FROM SOMEONE WHO DOES



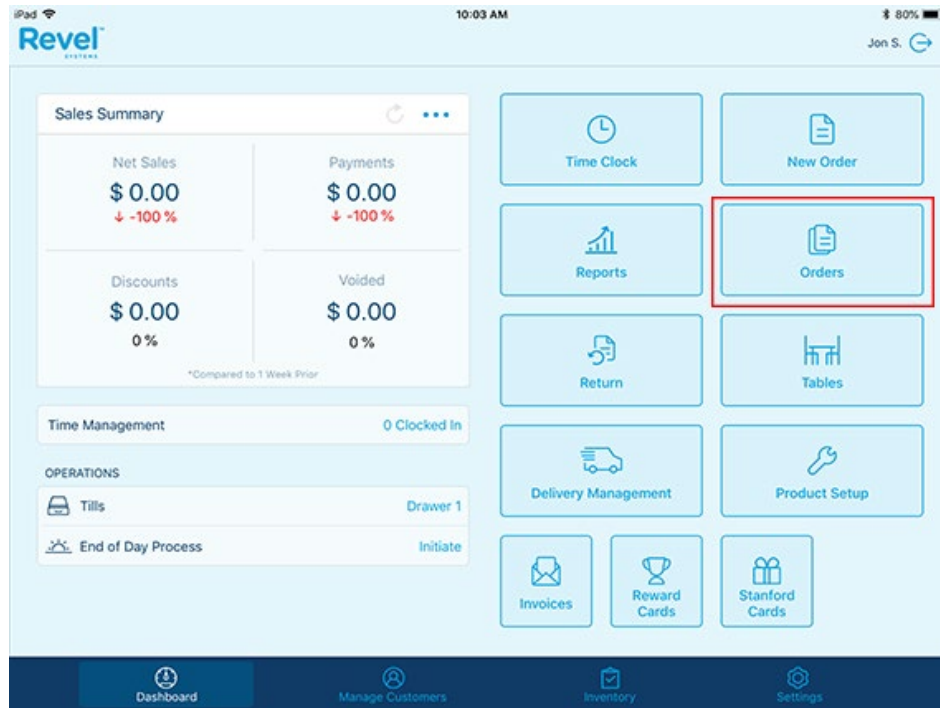
5. TAP YES.



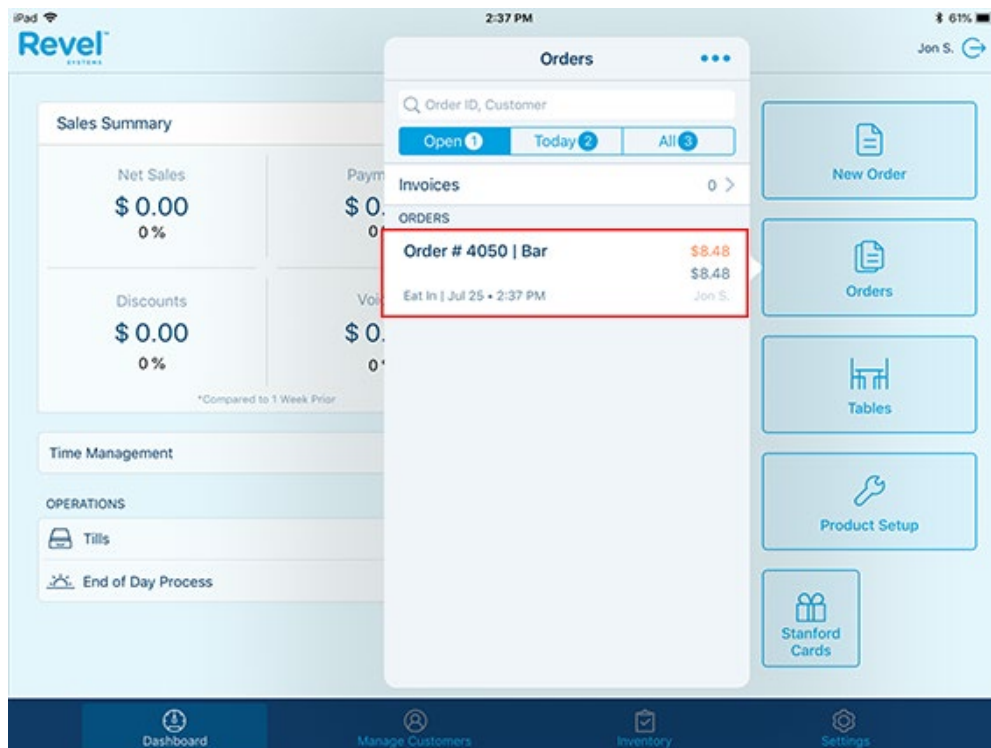
6. TAP OK AND REFUND ANY PAYMENTS.



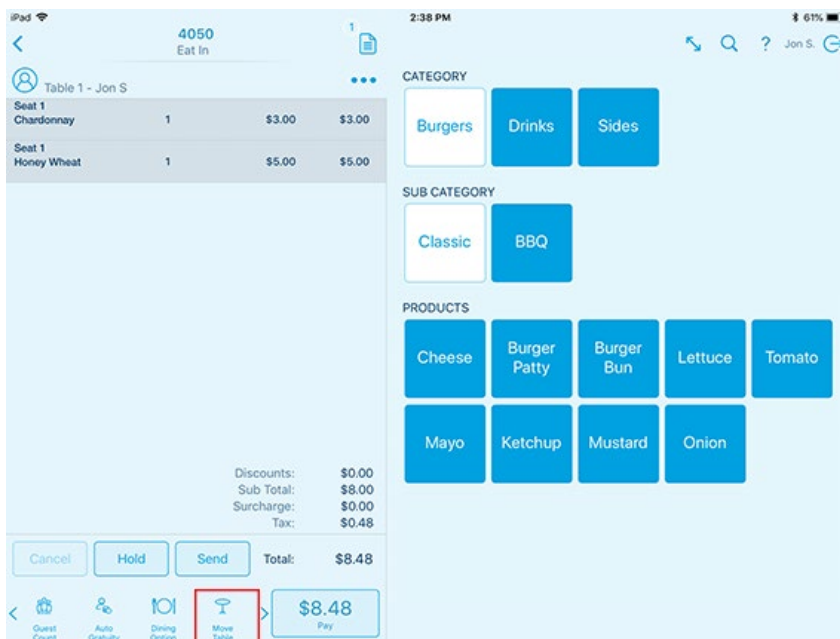
1. ONCE AN ORDER HAS BEEN TAKEN AT ANOTHER TABLE, USE THE ORDERS BUTTON TO LOCATE THE ORDER.



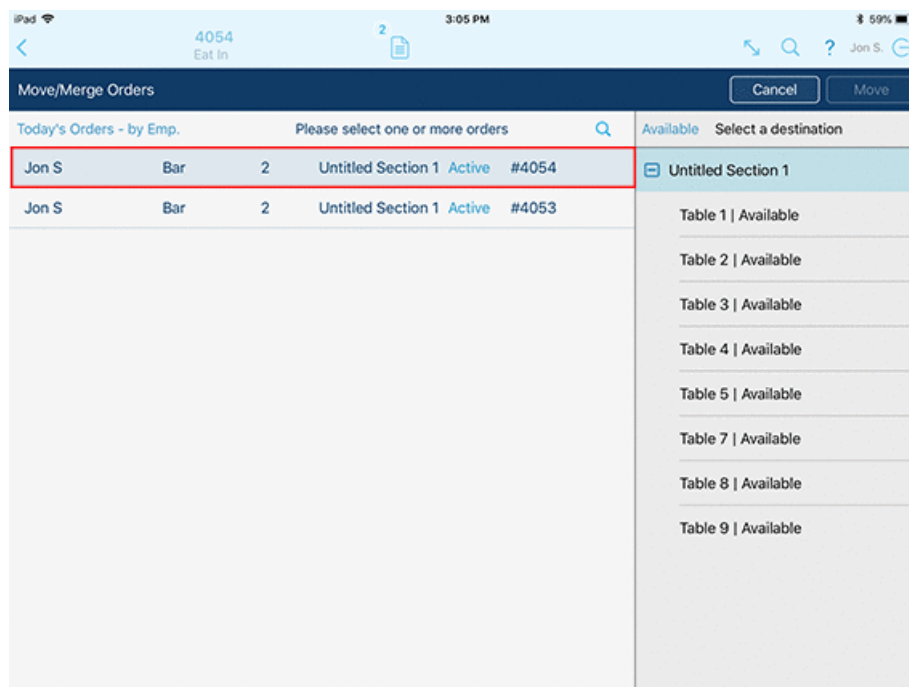
2. CLICK ON THE ORDER YOU WANT TO MOVE.



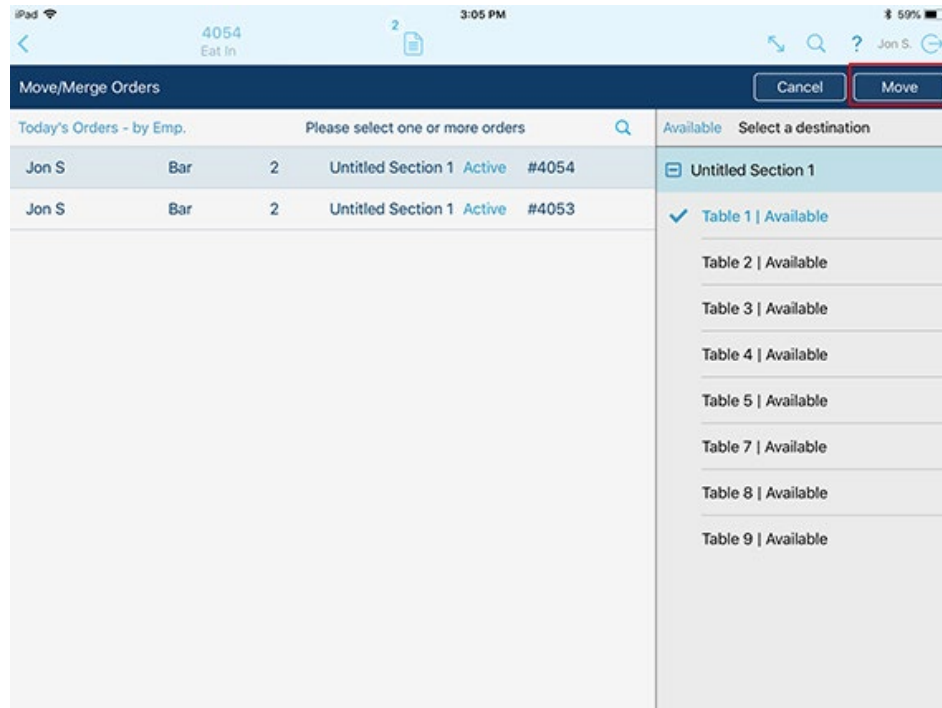
3. AT THE BOTTOM OF THE SCREEN ARE THE ACTION BUTTONS FOR YOUR ORDER, CLICK THE MOVE TABLE ACTION BUTTON.



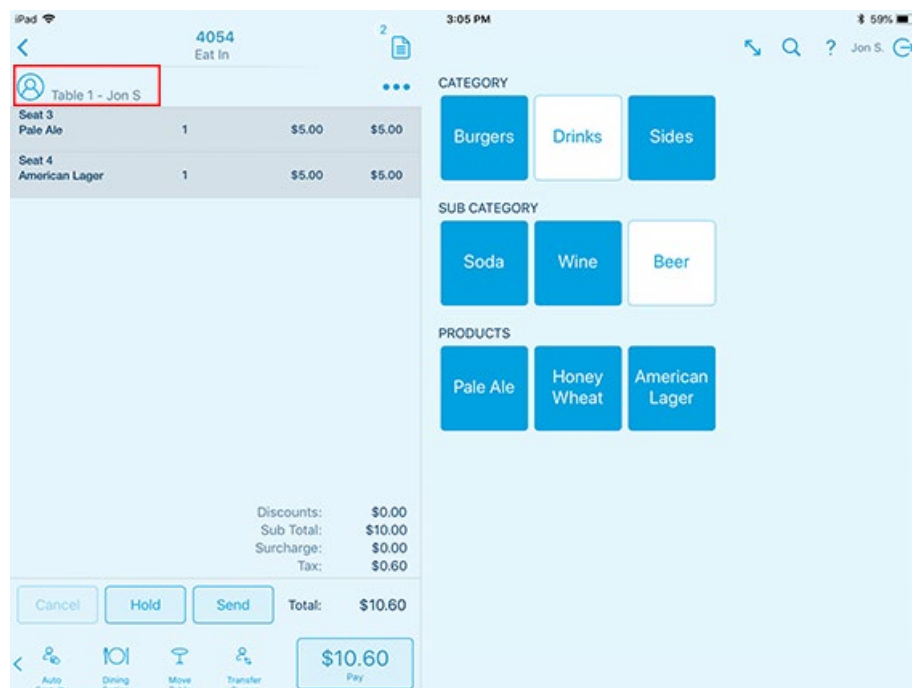
4. THIS WILL TAKE YOU TO THE MOVE/MERGE ORDERS HOME PAGE. SELECT THE ORDER THAT YOU WANT TO MOVE TO A TABLE, AND CHOOSE THE TABLE FROM THE LIST ON THE RIGHT HAND SIDE BY TAPPING ON IT.



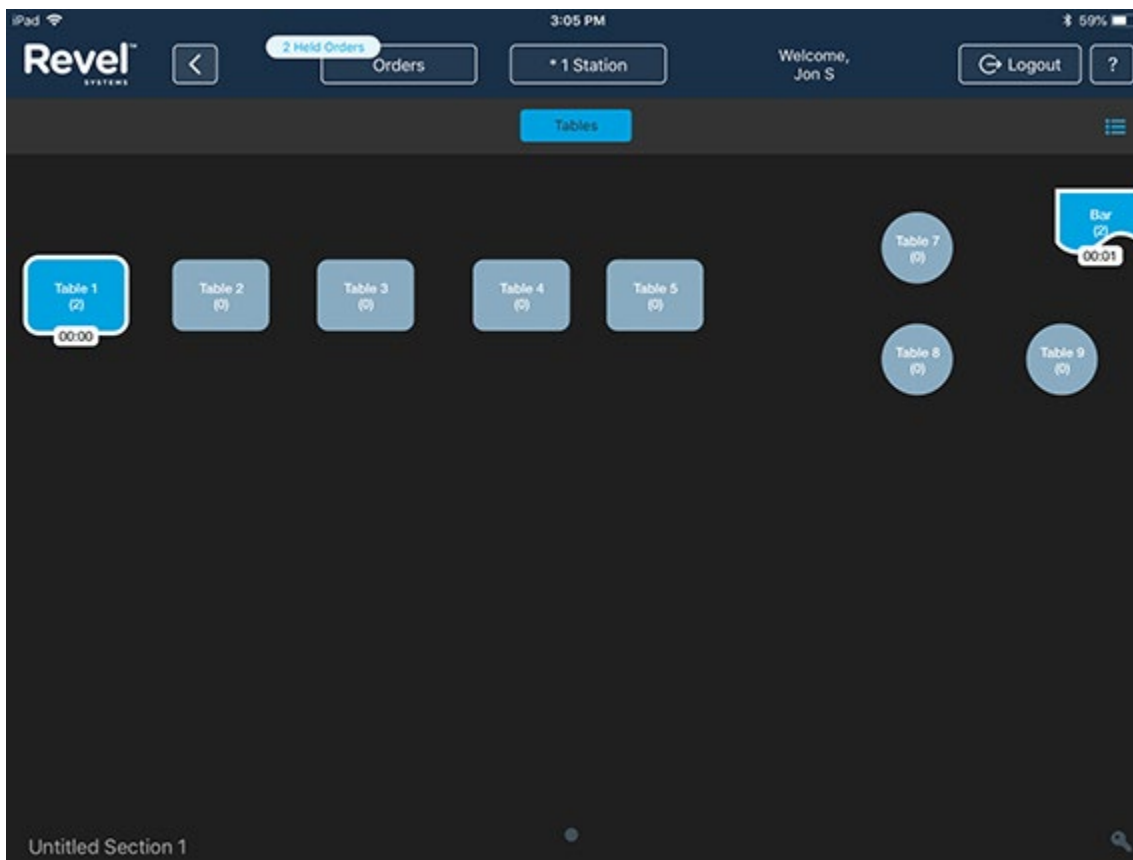
5. CLICK THE MOVE BUTTON AT THE UPPER RIGHT HAND CORNER OF THE PAGE.



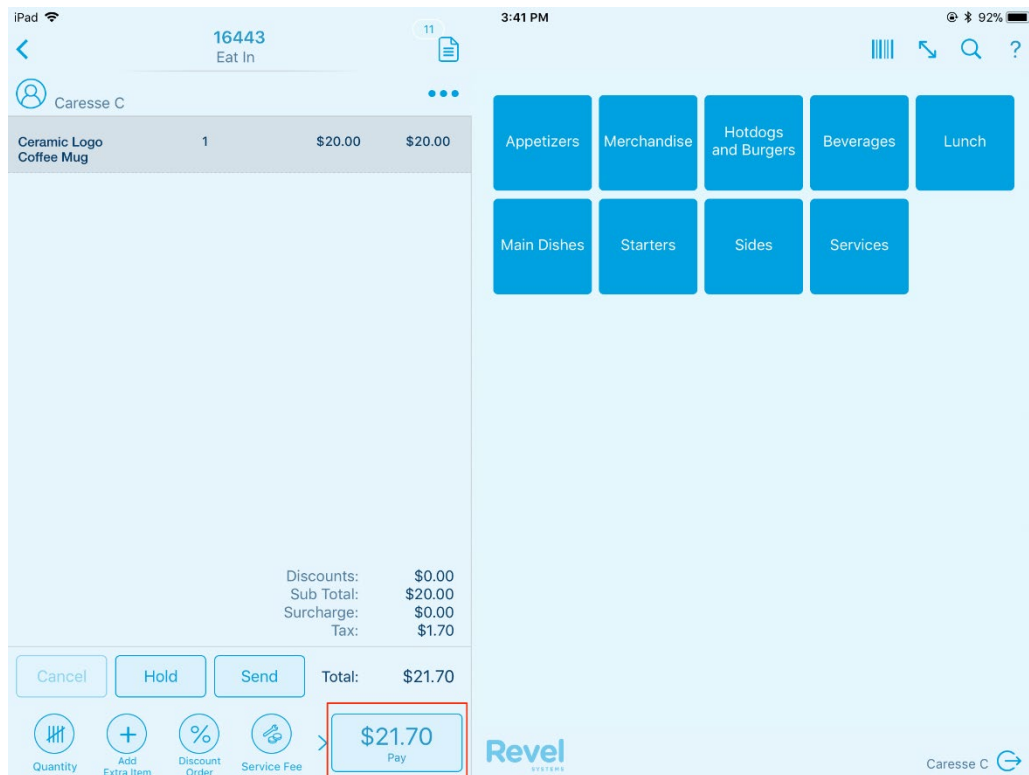
6. YOUR ORDER SCREEN WILL APPEAR, AND IT WILL NOW SHOW THE TABLE NUMBER AT THE UPPER LEFT-HAND SIDE OF THE ORDER PAGE.



7. THE TABLE WILL ALSO SHOW AS OCCUPIED ON THE TABLES VIEW.



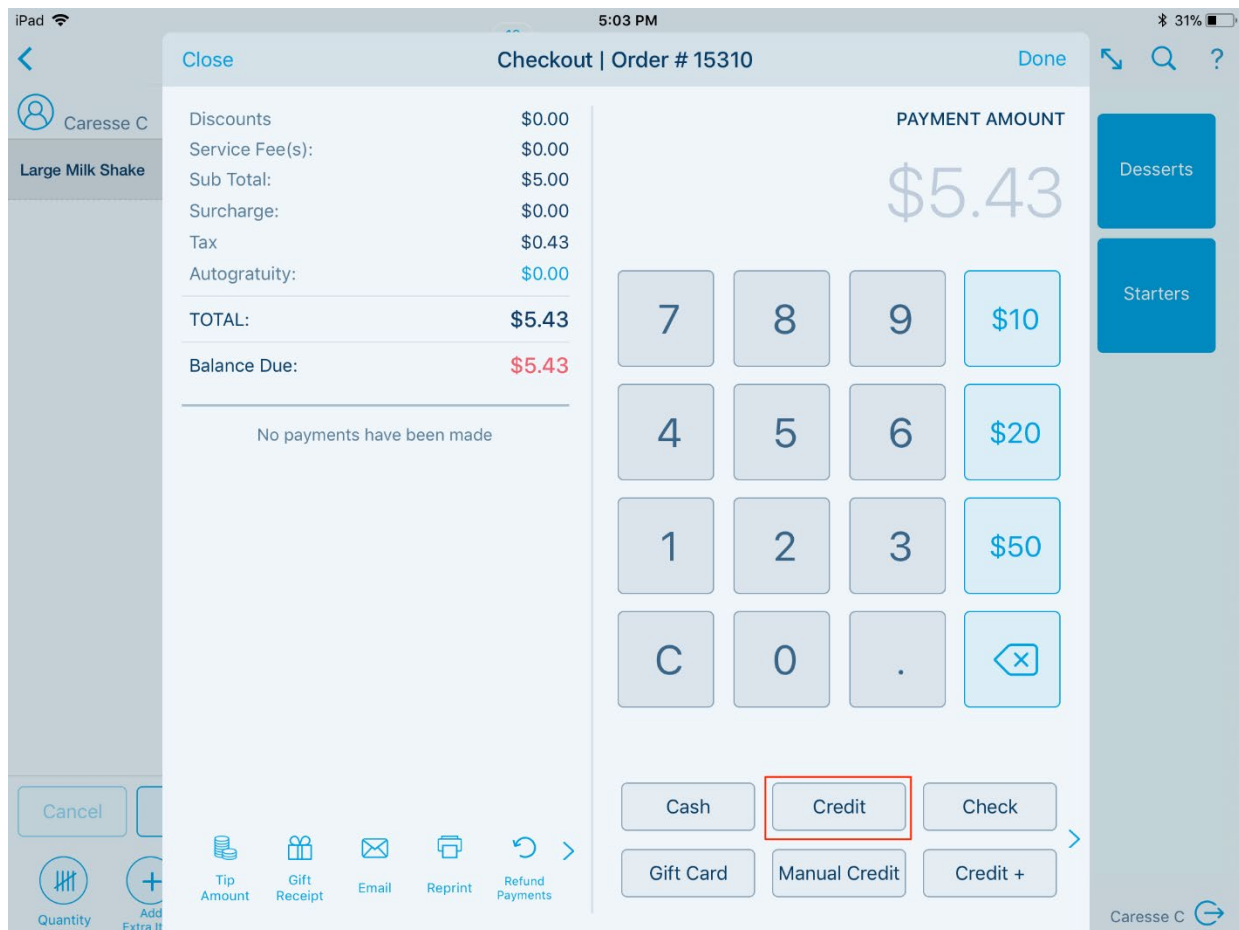
1. WHEN YOU'VE ADDED ALL THE NECESSARY ITEM TO THE ORDER, TAP THE PAY BUTTON.



2. YOU WILL BE PROMPTED TO ENTER A CUSTOMER'S LOYALTY INFORMATION. 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.

SCREENSHOT OF LOYALTY PROMPT

3. NEXT, TAP CREDIT. THEN SWIPE OR INSERT YOUR CUSTOMERS CREDIT CARD INTO THE CARD SWIPE.



4. AFTER THE PAYMENT HAS BEEN COMPLETED, YOU'LL SEE A MESSAGE ON YOUR SCREEN THAT SHOWS PAYMENT APPROVED.