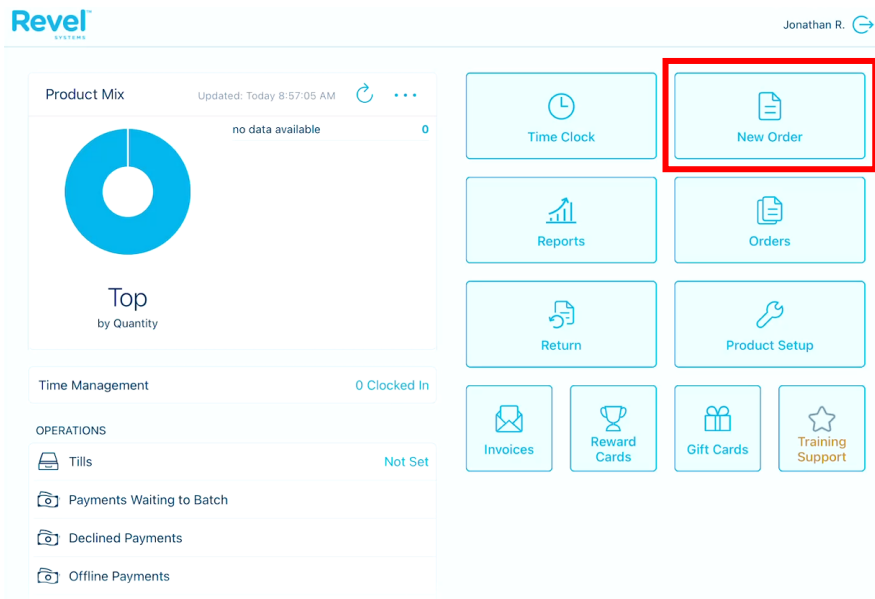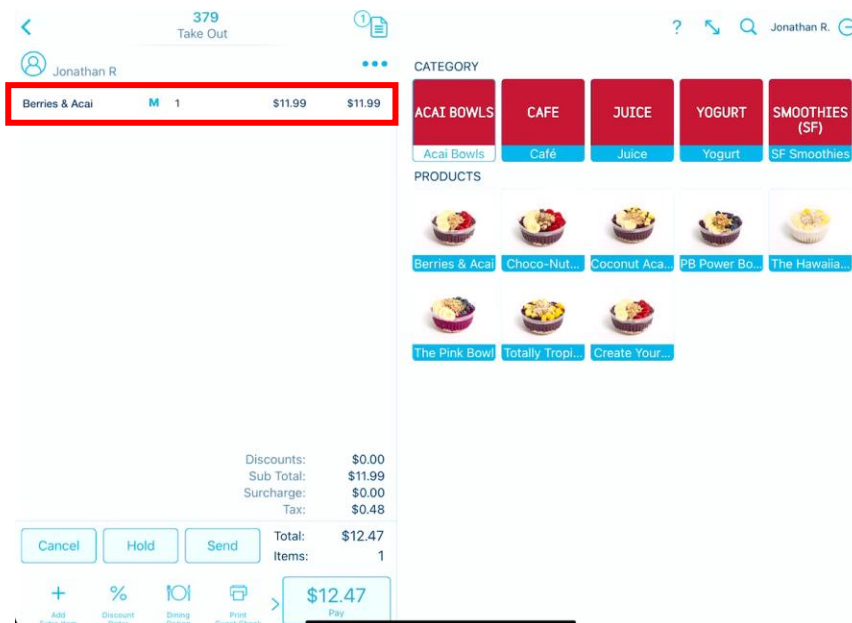1. **FROM THE POINT OF SALE DASHBOARD, TAP NEW ORDER.**

2. **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.**

3. 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.

4. WHEN YOU'VE ADDED ALL THE NECESSARY ITEM TO THE ORDER, TAP THE PAY BUTTON. IF YOU HAVEN'T ADDED A CALL NAME ALREADY, YOU WILL BE PROMPTED TO DO THAT HERE.
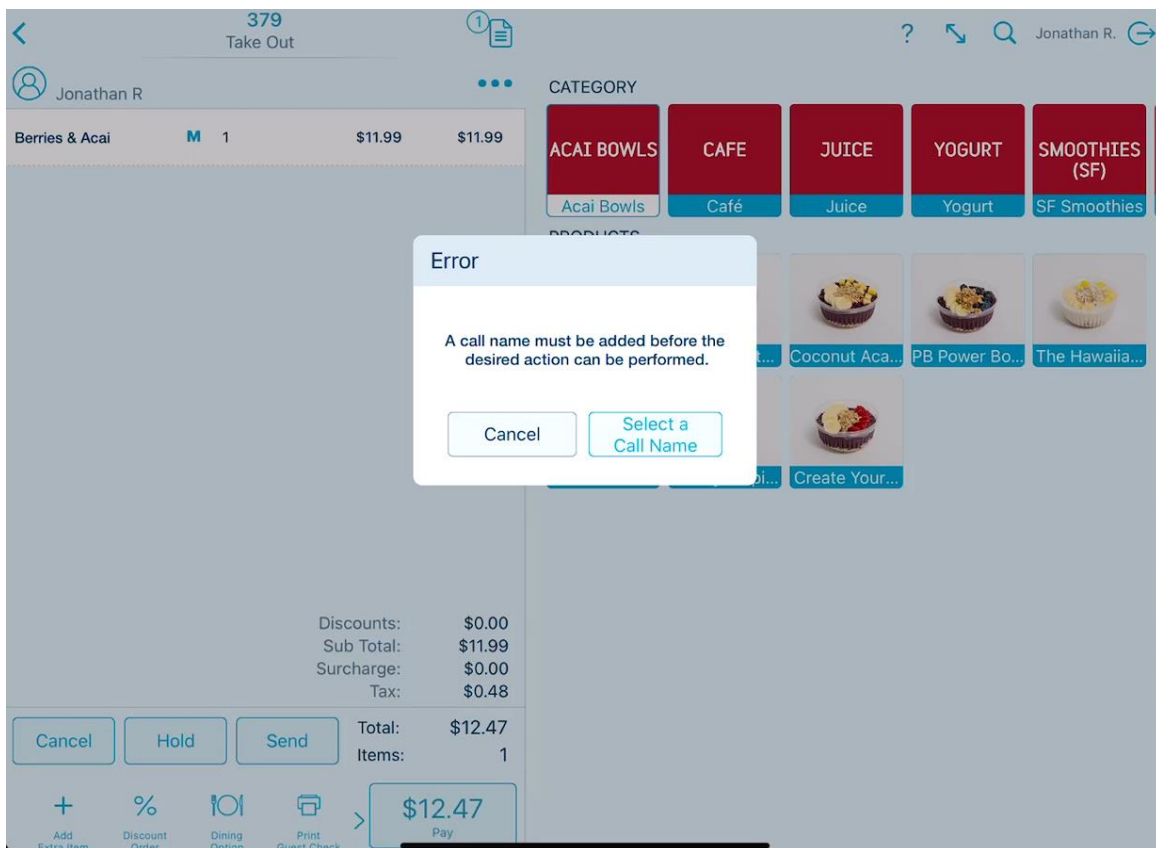
5. TYPE IN THE CUSTOMER'S NAME. IF THAT NAME POPULATES BELOW, SELECT IT. IF NOT, SELECT ADD.
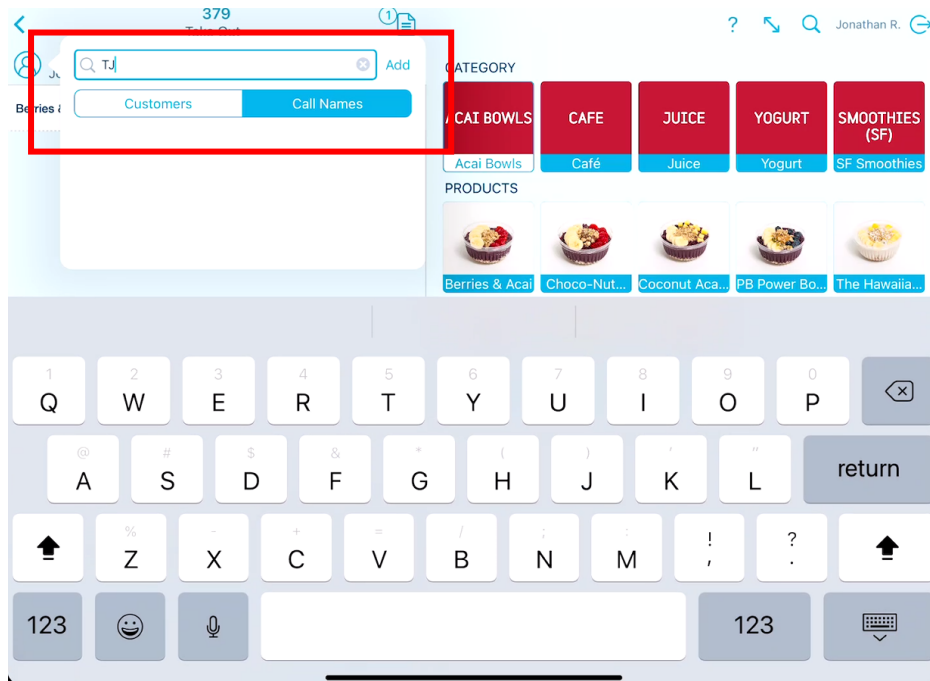
6. **NEXT, YOU WILL BE PROMPTED TO ENTER A CUSTOMER'S LOYALTY INFORMATION. IF THE CUSTOMER HAS A LOYALTY ACCOUNT, PRESS YES AND ENTER THAT INFORMATION. IF THEY DO NOT, PRESS NO AND CONTINUE AND CONTINUE TO THE PAYMENTS SECTION.**
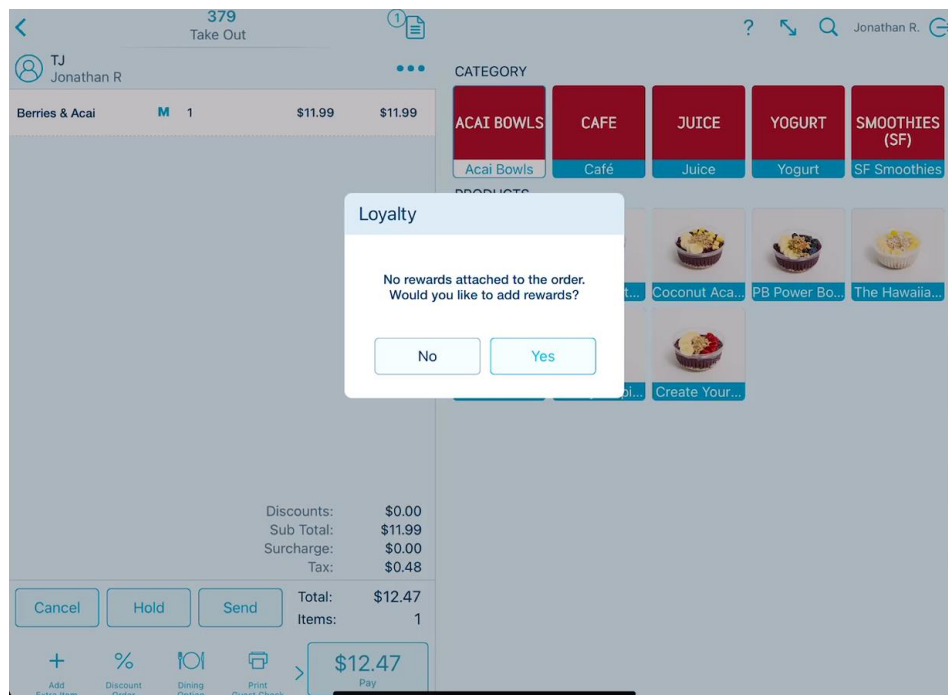
7. ALL AVAILABLE PAYMENT OPTIONS WILL APPEAR, SUCH AS CREDIT, CASH, GIFT, ETC.

❮ Back	Checkout | Order # 379	Done

		PAYMENT AMOUNT
Discounts:	$0.00	
Service Fee(s):	$0.00	**$12.47**
Sub Total:	$11.99	
Surcharge:	$0.00	
Tax:	$0.48	
Autogratuity:	$0.00	
Sub Total:	**$12.47**	
Balance Due:	**$12.47**	

No payments have been made

7	8	9	$10
4	5	6	$20
1	2	3	$50
C	0	.	⌫

Cash	Credit	Gift Card

Manual Credit

Tip Amount · Gift Receipt · Email · Reprint · Refund Payments · Loyalty