BrewPOS Front of House
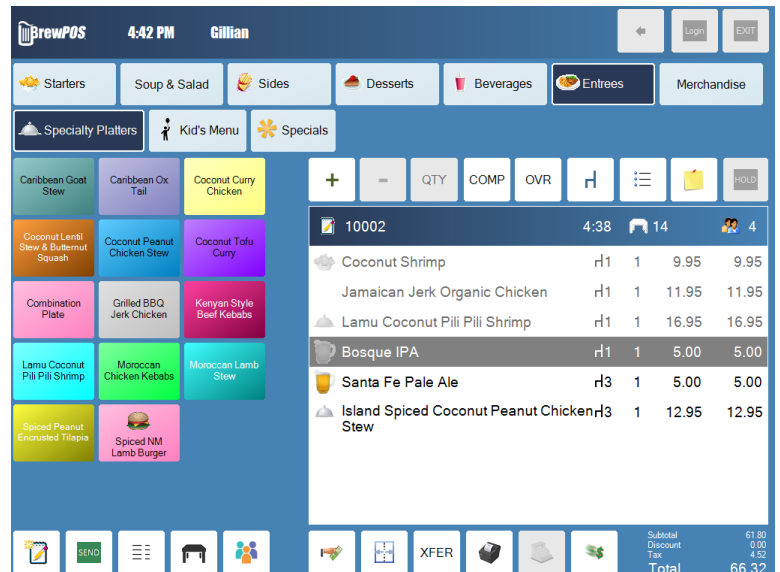
Modifiers:

- You may adjust previously chosen Modifiers using the open modifier screen button, located above the ticket


No, Add, Mod:

- The **Modifiers** button in the main order screen.
- The unversal modifiers **No, Add**, and **Mod** buttons on the bottom will navigate you to the different options.
- Here you can tell the kitchen to "Hold the", "Add Extra of" or make something a little different.
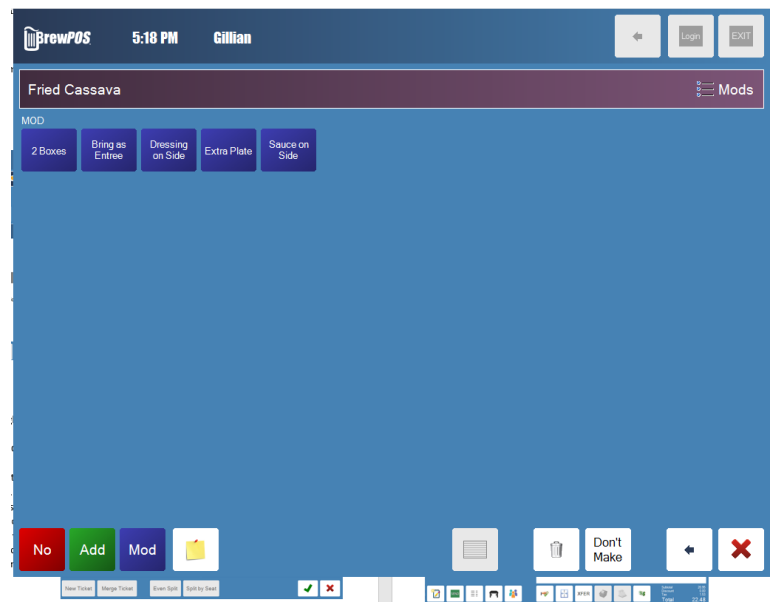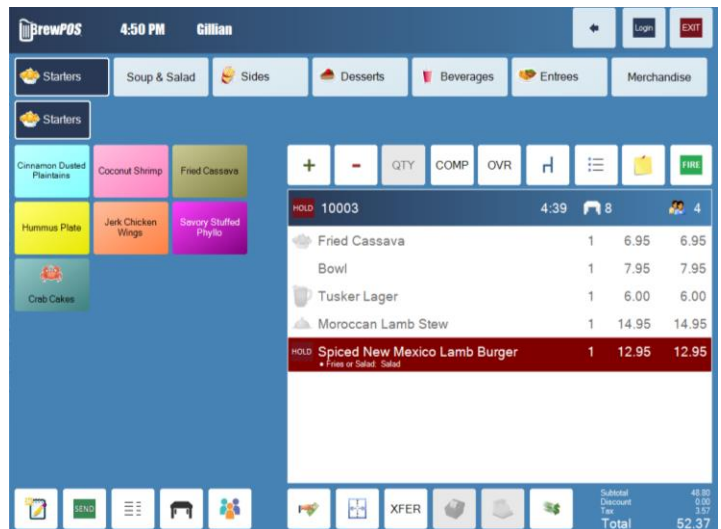
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Splitting Tickets:

- Using the Split button in the lower right toolbar, you may split a table's order.
- If the items are already separated by Chairs, selecting **Split by Seat** is very fast.
- Otherwise, you may choose **Even Split** to split the ticket evenly amongst the payers.
- Or, you may add multiple tickets to assign separate items to by selecting **New Ticket**. In the example, there are 4 total tickets with the bullseye pointing to the ticket that is currently having items assigned to it from the main order.
- Merge Ticket will allow you to move items between tables
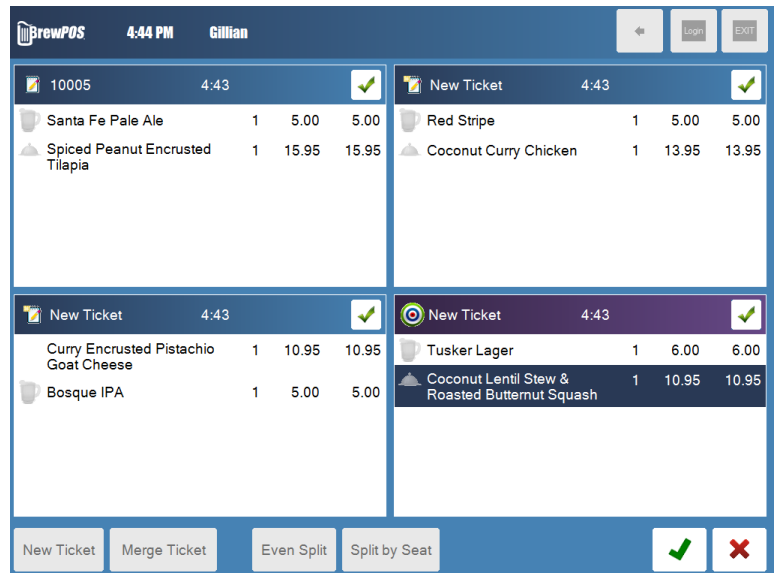
Hold & Fire:

- When a patron wishes for an item to come to the table at a later time, for example, when they would like to take an entrée home to their spouse or child, so that the item is still hot when they leave, you can select the item and hit the **Hold** button in the toolbar.
- When the patron is ready for the item to be made, select the **Fire** button and the item will go to the kitchen to be made for them.

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Discounts/Cancels:

- The discounts/cancels window will be brought up when you click on the **MORE** in the lower right hand corner of the main order screen.
- You can modify the price by typing in a $ amount discount.
- You may also modify the price with the % or discount buttons at the bottom. The system defaults to $ so you must choose %
- You can cancel, comp, or remove the tax here in the top right of this screen.
- You can add a forced Gratuity with the Gratuity button at the top of the screen

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Taking Payments:

- Once the patron is ready to pay, you can find their order under the tables or the open orders buttons.
- Selecting the *Payment* button (hand holding cash) will open the Payment window where you can choose cash, credit, check, gift card, or walkout.
- Follow the instructions to complete the payment.
- Payments may be changed or edited by touching on the payment amount.
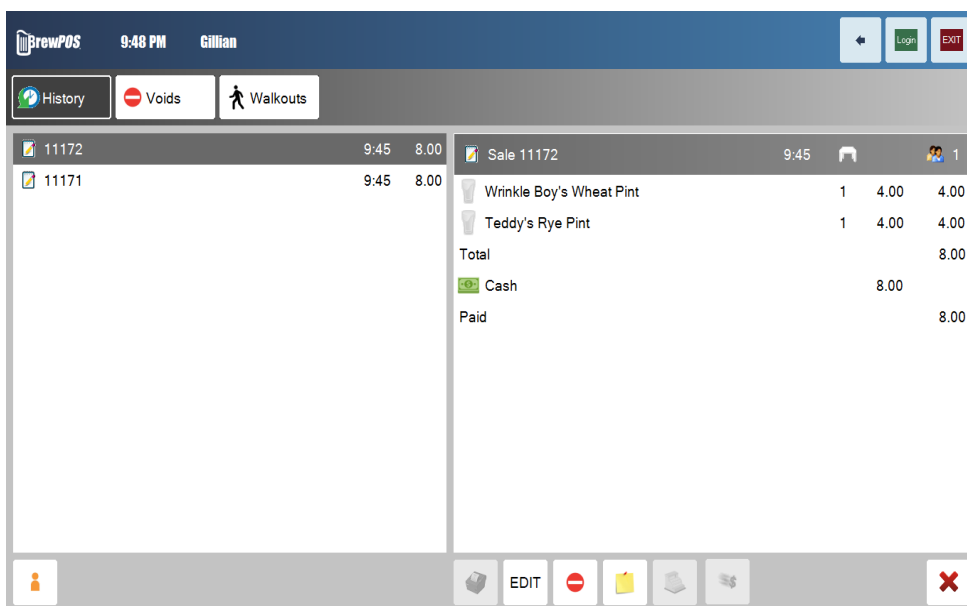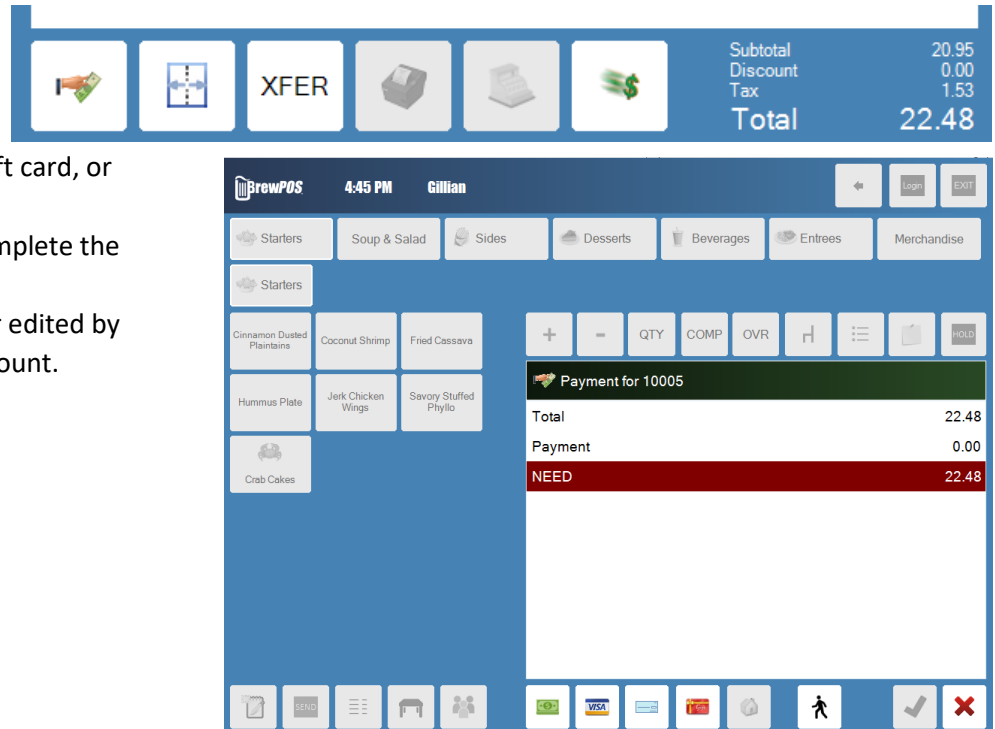
Editing or Voiding a Closed Ticket:

- Using the *Tools* button at the top of the screen, you will select the *History* button.
- From this window, select the closed ticket to re-open and hit the *Void* button at the bottom to void it.
- Choosing *Edit* will allow you to edit the payment or reopen the ticket to make alterations
- Once the ticket is open, you may alter the items as needed and complete the payment again, when finished.

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Adjusting Tips:

- Use the *Left Arrow* button at the top right of the screen and select the *Shifts* button

- The *My Tips* tab will allow you to adjust all credit card tips by tapping on the appropriate transaction and typing the tip on the keypad

- Process your adjusted tips by tapping *Process* on the bottom. *note that this will occupy the credit card machines and other stations may need to wait to process card transactions – they will be prompted if this happens*

**End of Shift:**

- Use the *Left Arrow* button at the top right of the screen and select the *Shifts* button.

- Select the *My Shift* tab and verify that you have no open tickets. You may run your final *Shift Report* on the bottom right. *note: from this screen you may go to open tickets & run <u>trial shift reports</u> at any time - your actual *Shift Report* should <u>only</u> be run at the end of your shift.*

- Tips - CC tips are credit cards, Gratuities are forced tips for large groups and may contain both cash and credit

- SHIFT CASH – This is the amount you owe the house, if this number is negative, this is the amount the House owes you.

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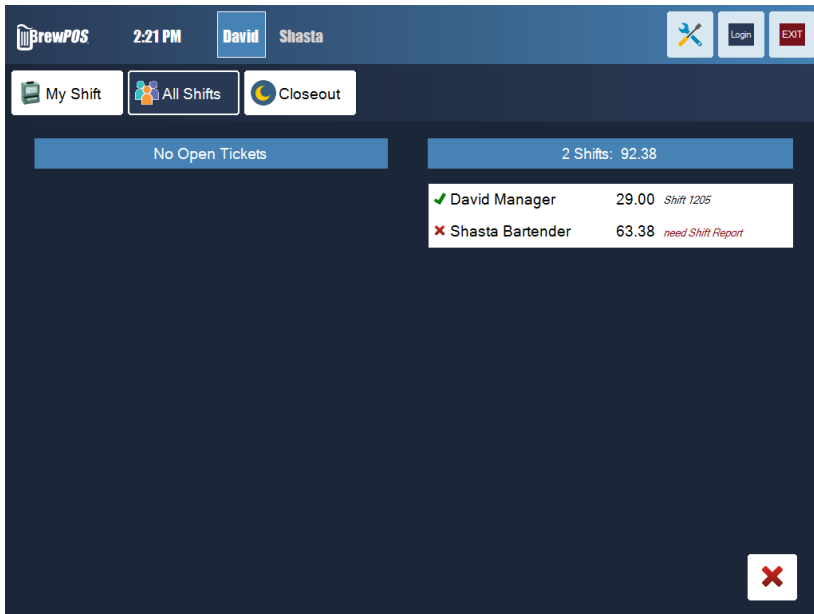
All Shifts:

• If you are a manager, you can work on the shift of other employees by touching on their open shift report. You can enter their tips and run their report, so you can close out.

• Re-open a closed shift, one with a green check mark, by touching on it and deleting the shift report. This will allow you to correct mistakes such as forgetting to adjust a tip.

Closeout:

- From the **Shifts** button in the top toolbar, go to the **All Shifts** tab and verify that all shifts have been completed.
- If other shifts are still open, you may close them by tapping them in this tab and performing whatever action needs doing.
- When you have all green checkmarks in the **All Shifts** tab, go to the **Closeout** tab and verify all information here is correct, complete **Paid Outs, Paid Ins,** and **Till Counts** as necessary.

- Tap the **Closeout** button on the bottom right.
- A new screen will walk you through the closeout process, then alert you that the workstation will be restarted – if other workstations are still open, you will be told so here.