

POS INSTRUCTIONS GUIDE FOR MANAGER

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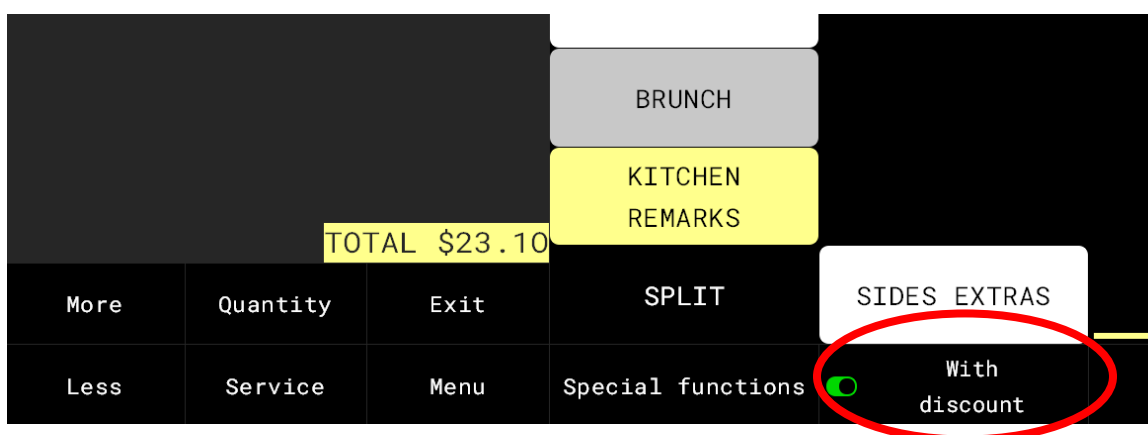
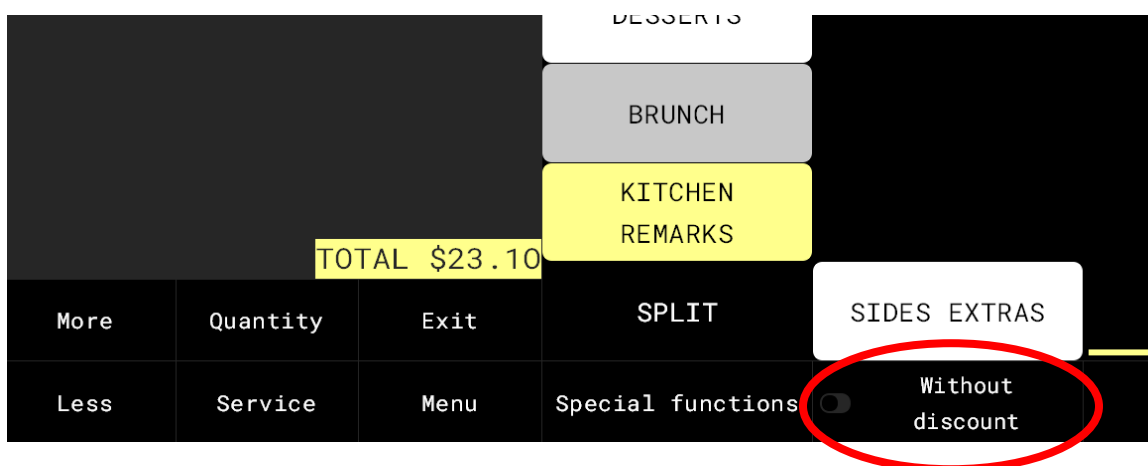
End of day	13
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MODIFICATIONS

Discount

It is recommended to give a discount just before printing the invoices. You can only give one discount by invoice. It is also important to know that once the invoices out, you should not reprint the invoices because the discount will be erased.

1. Before printing the invoices, on Without Discount so it become With Discount.



2. Enter the manager's code (or swipe the manager's card)
3. Print
4. Choose the applicable discount
5. Accept

MODIFICATIONS

Payment transfer

To use when debit and credit do not balance. This option allows you to transfer an amount from a payment type to another.

1. Enter the manager's code (or swipe the manager's card)
2. Functions then enter password
3. Payment Transfer
4. Select the employee
5. Enter the total amount (ex : \$20)
6. Select the payment type FROM
7. Select the payment type TO
8. Accept the transfer

Payment transfer TO (+)		
CASH	START OVER/SHORT	
DEBIT	OVER/SHORT	
MASTERCARD	DELIVERY COST	
AMEX	RESERVATION DEPOSIT	
GIFT CARD	VISA -> MASTERCARD \$20.00 Jo-Annie	
REDEEM GIFT CARD	<div>NO</div> <div>YES</div>	
ROUNDING		
TIPS	EMPLOYEE CHARGE	
TRANSFER OF PAYMENT	PAID OUT	
DRAWERS VARIANCE	EMPLOYEE DEPOSIT	

This option can also be useful to cancel the sale of a gift card. In this case, the amount FROM is the payment type used to pay the gift card (ex: Cash) and the payment type TO is Gift Card.

MODIFICATIONS

Employee transfer

To use when a waiter has to give a table to another waiter.

1. Enter the manager's code (or swipe the manager's card)
2. Functions then enter password
3. Employee transfer
4. Select the table
5. Enter the employee number of the second waiter

Table transfer

This option is used assign customers a new table. It is not possible to transfer a table that is already occupied (see Link a table/combine).

1. Enter the manager's code (or swipe the manager's card)
2. Functions then enter password
3. Table Transfer
4. Select the table to transfer
5. Enter the new table number then OK

Link a table/combine

1. Enter the manager's code (or swipe the manager's card)
2. Functions then enter password
3. Link a table
4. Select the first table
5. Select the second table
6. YES

Review an invoice

This function is also useful to reprint an invoice, change payment type, cancel an invoice...

1. Enter the manager's code (or swipe the manager's card)
2. Functions then enter password
3. Review Invoices



CANCELLATION TYPES

Item cancellation on an open table

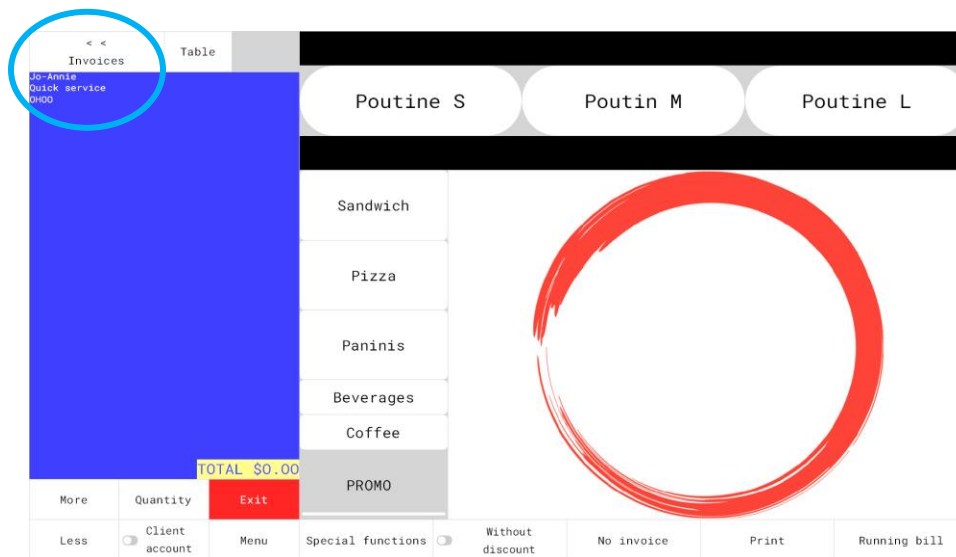
1. Enter the manager's code (or swipe the manager's card) + password
2. Select the table
3. Choose the customer
4. Select the item that must be cancelled
5. LESS
6. SEND

Refund on a closed table

1. Enter the manager's code (or swipe the manager's card)
2. Functions then enter password
3. Void then Sales items
4. Select the mode when the item was ordered
5. Enter the item that has to be voided
6. Void

Item refund in quick service mode

1. Invoices



1. Find the invoice to void
2. Void
3. Print then ok

EDIT THE CONFIGURATION OF A SALES ITEM

Mark an item as unavailable

1. Functions
2. Special functions
3. Sales item
4. Select the item screen then the item
5. Options
6. Deselect Available
7. Save

Item de ventes - S. AFTER 8			
<input type="radio"/> Available	<input checked="" type="checkbox"/> TIP	<input checked="" type="checkbox"/> GST	<input type="checkbox"/> Count taxable qty
<input checked="" type="checkbox"/> On report	<input checked="" type="checkbox"/> Tip declaration		
<input checked="" type="checkbox"/> On invoice	<input checked="" type="checkbox"/> Round		
<input type="checkbox"/> On reading	<input type="checkbox"/> No batch printing (Delivery)		
<input type="checkbox"/> Compile	<input type="checkbox"/> Direct inventory link		
<input type="checkbox"/> Double width	<input type="checkbox"/> Package		
<input type="checkbox"/> Red	<input type="checkbox"/> Red Invoice	<input type="checkbox"/> Full size invoice	1 Nb items that equals to
<input type="checkbox"/> Decimal quantity	<input checked="" type="checkbox"/> Invoice compilation	<input type="checkbox"/> Activate tax per qty	
<input type="checkbox"/> Ask quantity		Color: Default	
Config.	Links	Options	Beat the clock
			Delete
			Save
			Exit

Edit the price of an item

1. Functions
2. Special Function
3. Sales item
4. Select the item screen then the item
5. Regular Price (or price according the mode)
6. Save

Edit the name of an item

1. Functions
2. Special Function
3. Sales item
4. Description
5. Enter and Save

EDIT THE CONFIGURATION OF A SALES ITEM

Edit the printer linked to an item

1. Functions
2. Special Function
3. Sales item
4. Select the item screen then the item
5. Printout
6. Choose when you want the item to print
7. Save

Description:	m de v	None	used print even
S. AFTER 8		STARTERS	remark
2nd name:	Division:	MAIN	ut #1:MAIN
	GELATOS	DESSERTS	ut #2:None
P.L.U.:	MixMatch p	SOFT	ut #3:None
	None	PIZZAS	ut #4:None
P.L.U.#2:	<input type="checkbox"/> Supple	Receipt	ut #5:None
Type:			ut #6:None
Regular			ut #7:None
Regular price:			
\$3.00			
MORNING	\$3.00		
AFTERNOON	\$3.00		
HAPPY HOUR	\$3.00		
EVENING	\$3.00		
Config.	Links	Options	Beat the clock
		Delete	Save
			Exit

EDIT THE WAITER'S SCREEN: GROUP KEYS

Edit the color of a key

1. Functions
2. Special Function
3. Group keys
4. Choose the menu
5. Select the key
6. Color then choose the color
7. Accept and Save



Edit the size of a key

1. Functions
2. Special Function
3. Group keys
4. Choose the menu
5. Select the key
6. Key size
7. Enter the desired key size
8. Ok and save

*** Group keys menu also allows you to edit the color of the text, the position and style of the key and add an icon to the key.**

EMPLOYEE CARD

Assign a card to an employee

1. Functions
2. Special Function
3. ID assignation
4. Choose the waiter
5. Swipe card
6. Swip the card again

Find an employee's code

1. Functions
2. Special Function
3. Employees file
4. Select the employee

** This function allows you to change the language, the password, the department or right hand/left hand*

Employee		
Name: Jo-Annie		<input type="checkbox"/> Public name:
Function: MANAGER		Right hand
Telephone: () -	Bar section: #0	Drawer: #1
CODE: 30	Bar key: #0	English
Password: 333	<input type="checkbox"/> Use workstation:	
Department: [Workstation]		
Redirection: [Workstation]		
Section: All		
Plan:		
		<div>Save</div> <div>Exit</div>

TIME CLOCK

Edit an employee's punch-in and punch-out hour

1. Functions
2. Time clock
3. Time cards and choose the employee
4. Select the time to edit
5. Edit
6. Select the reason
7. Accept

The screenshot displays the VELOCE time clock interface. At the top left, the employee's name 'Jo-Annie' is shown. To the right, the date '12/17/18' and the current time '13:17' are displayed. Below this, there is a large grey rectangular area. At the bottom of the interface, there are five buttons: 'Remove shift', 'Punch', 'Edit', 'Accept', and 'Exit'. The 'Edit' button is currently selected, and the 'Exit' button is highlighted in red.

Print Time card

1. Functions
2. Time clock
3. Choose Present employees

VERIFICATION OF SALES

Sales per employee

1. Functions
2. Global reading
3. Sales per employee

Ventes par employé						
Employé	NOURRITURE	BOISSONS	BREUVAGES	DIVERS	VINS	TOTAL
Jo-Annie	\$3135.06	\$258.21	\$2228.53	\$0.00	\$103.07	\$5724.87
Marc-André	\$78.69	\$0.00	\$218.84	\$0.00	\$0.00	\$297.53
	\$-134.79	\$0.00	\$-120.67	\$0.00	\$0.00	\$-255.46
GERANT	\$190.48	\$34.29	\$0.00	\$0.00	\$0.00	\$224.77
	\$0.00	\$0.00	\$-48.60	\$0.00	\$0.00	\$-48.60
	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$5.00
TOTAL	\$3269.44	\$292.50	\$2283.10	\$0.00	\$103.07	\$5948.11
				Imprimer	Sortir	

Sales per category

1. Functions
2. Global reading
3. Sales per Hourly units

Global reading

1. Functions
2. Global reading
3. Printed or On screen

View sales of previous days

1. Functions
2. Report
3. Select the report

Report

Per end of day
Weekly
Monthly
Yearly
Periodic
By time gap

Exit

END OF DAY**Print reports of present employees**

1. Functions
2. Employee Reading
3. Select the employee
4. Verify sales

End of day procedure

1. Functions
2. End of day procedure
3. YES

