


Turning on POS Workstation

1. Power On (round button)
2. Press **Ctrl + Alt + Del** (3 keys)
USERNAME: **User**
3. PASSWORD: **2436**

1. Start POS Client



1. Double click  icon on the desktop or click once and press the enter key.

2. SIGN ON

1. Using BLUE Number Keys or keyboard, enter



Cashier 4 digit code and press

3. SALES TRANSACTIONS

2 Basic Choices: **FIT or IFT**

IDENTIFY Customer (A, B, Adult, pin # or swipe bar code)

Enter **FOOD** (green food keys)

TEND sale (yellow function keys – Finish Account or Finish Cash)

TEND means that you have collected the cash displayed on screen OR you are tending using the account, because the customer either charged, owed nothing due to money on their account, were free or reduced with money.

4. FOOD KEYS

There are 4 groups (**A-B-C-D**)
Each contains up to 20 food keys

5. FUNCTION KEYS

A	B	Single Action Mode	Remove Item
Adult	Earned	Clear Current	Void Last
Queue ID#	Name Search	Prepay	Enter
Sign On/Off	Advanced Menu	Finish Account	Finish Cash

Sign On/Off

Sign On/Off Click to sign on or off a session.

GENERIC KEYS: A, B, Adult, Earned

A Used to enter a **FREE** meal if the student does not have an account.

B Used to enter a **REDUCED** meal if the student does not have an account.

Adult Used to enter an **ADULT** meal if the customer does not have an account.

Earned Used to enter a EARNED meal

Single Action Menu aka SAM

Single Action Mode Click to select a single food key that a majority of the customers will receive.

Remove Item

Remove Item Click and then click on item to remove.

HELPFUL HINT:
Press in black display window to refresh

Clear Current

Clear Current Click to remove anything on the display screen.

Void Last

Void Last Click to remove the very last transaction entered by a cashier.

Queue ID#

Queue

ID# Click to select a customer in the Queue or Cancel to exit screen.

HOLCOMB, TIMOTHY SIMUNDSON, ERIK Cancel

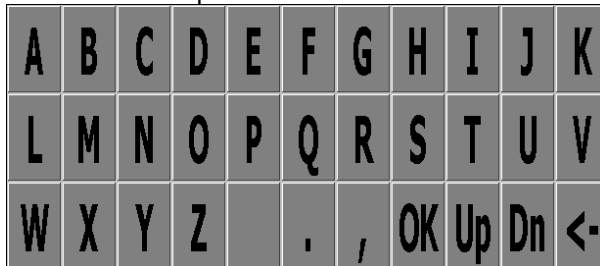
Note: # of records in Queue will be displayed

Customers in Queue: 2

Name Search

Name Search

Click to look up a customer by last name. Enter 1st 3 letters of a last name and click OK. Use Up or Down to locate desired customer and then click OK to accept.



Use <- to remove a letter entered by error

Prepayment

Prepay

Click to process a prepayment. Follow screen prompts.

Advanced Menu

Advanced Menu

Click to use 1 of 6 options

Select option below and press ENTER:

- 1 - Change Keyboard
- 2 - Enter Item Code
- 3 - Void Transaction
- 4 - Serial Device Configuration
- 5 - Toggle Photo
- 6 - Terminal Setup

1 Change Keyboard

Enter keyboard # from below (1):

1 3 4 2

If multiple keyboards are available, select keyboard selection and press Enter.

2 Enter Item Code

Enter Item ID of an item not on the keyboard and press Enter.

3 Void Transaction

Manager option to void a transaction as part of editing process.

Enter transaction number:

4 Serial Device Configuration

To setup input devices onto the serial port connected to.



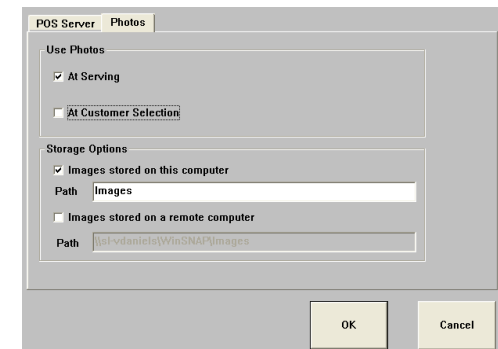
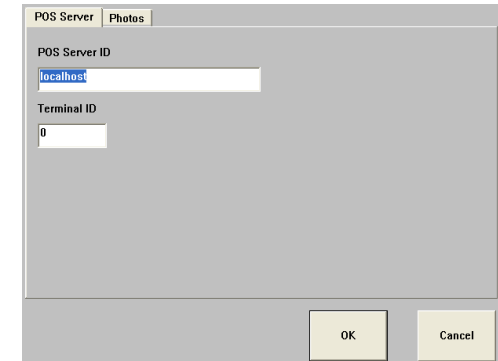
5 Toggle Photo

No longer functional. Use Terminal Setup.

6 Terminal Setup

The POS Server tab sets IP/ Computer Name for terminal to communicate with and terminal ID. The

Photo tab sets path for images.



Finish Account

Finish Account

Click to complete sales to accounts, no cash in hand

Finish Cash

Finish Cash

Click to complete cash sales, money in hand.