



Clock In/Out



Casher In/Out



Open Drawer



Credit Card



Report



Back Office



Order



Exit

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# Dining Page

1. **Open Cash Drawer** - Open Cash Drawer
2. **Move Table** - Click to Move Table
3. **Join Table** - Click to Combine Table
4. **Split Checks** - Open Split Invoice Screen
  - a. **Split Check** - Split check by Items
  - b. **Split Evenly** - Split check Evenly
  - c. **Split Unevenly** - Split check Unevenly
  - d. **Merge Orders** - Merge Orders from different Table or Takeout order
5. **Resend** - Resend Selected order to Kitchen
6. **Partial** - If selected order is Partial Order, Send Partial Screen Come up
7. **Send All** - Send order to Kitchen
8. **Pay** - Go to Payment Screen
9. **Print Check** - Print Check
10. **Order History** - Open Order History Screen
11. **Customer** - Open Customers Screen

The screenshot displays the Dining Page interface. At the top, there are navigation options: a right arrow, 'DINING', 'TAKEOUT', and 'QUICK ORDER'. On the right side, there are icons for 'Home', 'ORDER', 'PAY', 'PRINT CHECK', 'ORDER HISTORY', and 'CUSTOMER'. The main area shows a grid of order numbers: '1' and '2' in a top row; 'A4 (4)', 'A3 (4)', 'A2 (4)', and 'A1 (4)' in a second row; and 'B2 (4)' and 'B1 (4)' in a third row. A 'Split Invoice' modal is open, featuring a blue header and four buttons: 'Split Check', 'Split Evenly', 'Split Unevenly', and 'Merge Orders'. A 'Return' button is located at the bottom right of the modal. At the bottom of the screen, a navigation bar contains buttons for 'Open Cashdrawer', 'Move Table', 'Join Table', 'Split Check', 'Resend', 'Partial', 'Send All', and a 'Saved' indicator.

# Takeout Page

1. **Change Customer Name** - Open Customer Information Screen
2. **Pay** - Go to Payment Screen
3. **Print Check** - Print Check
4. **Order History** - Open Order History Screen
5. **Customer** - Open Customers Screen

The screenshot displays the 'Takeout Page' interface. At the top, there are navigation options: 'DINING', 'TAKEOUT' (highlighted), and 'QUICK ORDER'. A 'Home' icon is in the top right corner. On the right side, there is a vertical navigation menu with icons for 'ORDER', 'PAY', 'PRINT CHECK', 'ORDER HISTORY', and 'CUSTOMER'. The main content area features a 'NEW TAKEOUT' button with a plus icon. To its right is a summary box containing the text: '#3 [M.M.]', '\$14.92', and '0H 23M'. Below this is a 'Customer Information' form with a table header: 'PhoneNo', 'First Name', 'Last Name', and 'Address'. The table body is empty. Below the table are input fields for 'Phone #', 'First Name', and 'Last Name'. The 'First Name' field is highlighted in green. There are buttons for 'Add Customer', 'Edit Customer', and 'Cancel'. At the bottom of the form are buttons for 'Save & Return' and 'Select'. At the bottom of the page, there are buttons for 'CHANGE CUSTOMER NAME' and 'HISTORY', and a 'Saved' indicator.

CHANGE  
CUSTOMER NAME

HISTORY

Saved

# Order Page

1. **Trash Can Icon** - Delete Select Item
2. **Item Discount** - Open Item Discount Screen
3. **Change Price** - Open Change Price Screen. You can give price manually
4. **Change Qty** - Open Change Quantity Screen. You can change quantity manually
5. **Modifier** - Open Modifier Screen
6. **Separate** - Separate Combine Foods or Items
7. **Memo** - Open Memo Screen
8. **Split Checks** - Open Split Invoice Screen
9. **Invoice Discount** - Open Invoice Discount Screen
10. **Save** - Save and Hold Order. If you Click Save, order is not going to send to kitchen
11. **Resend** - Resend order to Kitchen
12. **Send All** - Send order to Kitchen
13. **Pay** - Go to Payment Screen
14. **Print Check** - Print Check
15. **Order History** - Open Order History Screen
16. **Customer** - Open Customers Screen

>
DINING
TAKEOUT
QUICK ORDER
Home

Table No: A1
MX

Q...	NAME	PRICE	G		
	TACOS	10.99			
	BURRITOS	11.99			
	QUESADILLA				
	A				
			2		

	TOTAL	0.00	
	DISCOUNT	0.00	
	TAX	0	
	TIP	0.00	

	TOTAL
REFUND ALL	0.00

ITEM DISCOUNT	CHANGE PRICE	CHANGE QTY	MODIFIER	Next
SEPERATE	MEMO	SPLIT CHECKS	INVOICE DISCOUNT	EXIT

Next

MORE
 SAVE
 RESEND
 PARTIAL
 SEND ALL

ORDER
PAY
PRINT CHECK
ORDER HISTORY
CUSTOMER

# Order Page

1. **More** - Open More Screen
  - a. **Tax Exemption** - Open Tax Exemption Reason Page
  - b. **Void Order** - Void Order
  - c. **Add Tip** - Open Add Tip Screen. You can add tip before Payment made
  - d. **Entire Cook Time** - You can Set Entire Cook Time
  - e. **Individual Cook Time** - You can Set up Individual Cook Time
  
2. **Partial** - Open Send Partial Screen
  - a. **Send Selected** - Send Selected foods or items to Kitchen
  - b. **Send Remain Orders** - Send Remain foods or items to Kitchen
  - c. **Send All** - Send all foods or items to kitchen

Tax Exemption
Void Order
Add Tip
Entire Cook Time
Individual Cook Time

Return

SEND PARTIAL

Qty	City	Name	G	Price
1		BURRITOS ** taco 1 salsa	1	11.99...
1		TACOS ** taco 1 Chicken 1 Lettuce	1	10.99...

**Total:**

**Sent:**

**Remain:**

2

0

2

SEND SELECTED
SEND REMAIN ORDERS
SEND ALL

# How to put Dining Order

1. Click Table
2. Click Food
3. Click Send All

The screenshot shows a POS interface for a dining order. At the top, there are navigation options: 'DINING', 'TAKEOUT', and 'QUICK ORDER'. Below this, the current table is identified as 'Table No: A1'. A list of items is shown: 'TACOS' (10.99) and 'BURRITOS' (11.99). A detailed view of the 'TACOS' item is open, showing options for 'Meat' (Chicken, Beef, Pork, Fish, Shrimp) and 'Inside'. A summary table at the bottom shows a total of 0.00. The bottom navigation bar includes buttons for 'MORE', 'SAVE', 'RESEND', 'PARTIAL', and 'SEND ALL'.

Q...	NAME	PRICE	G
2	TACOS	10.99	
	BURRITOS	11.99	

Q	Item	Price
1	TACOS	10.99

Q	Item	Price
		0.00

TOTAL	0.00	TOTAL
DISCOUNT	0.00	
REFUND ALL	TAX 0	0.00
	TIP 0.00	

ITEM DISCOUNT	CHANGE PRICE	CHANGE QTY	MODIFIER	Next
SEPERATE	MEMO	SPLIT CHECKS	INVOICE DISCOUNT	EXIT

# How to put Takeout Order

1. Click New Takeout
2. Type Phone# or First Name
3. Click Save & Return
  - a. If this Customer ordered more than one time choose Customer and Click Select
4. Click Food
5. If this food has Modifier choose Modifiers
6. If you want to put some memo Click Memo.
  - a. **How to Add Memo**
    - i. Select Category
    - ii. Select Prefix
    - iii. Select Food or Item
    - iv. If you want to add price on this memo Click Price or Click Switch Number Pad and Type Price
7. Click Send All

\*For Inventory Item just Scan Item.

The screenshot shows the POS system interface. At the top, there are navigation buttons for 'DINING', 'TAKEOUT', and 'QUICK ORDER'. A 'Home' button is in the top right corner. On the left side, there are icons for 'ORDER', 'PAY', 'PRINT CHECK', 'ORDER HISTORY', and 'CUSTOMER'. The main screen displays a 'NEW TAKEOUT' button with a plus icon, a summary box showing '#3 [M.M.]', '\$14.92', and '0H 23M', and a 'Customer Information' form. The form has columns for 'PhoneNo', 'First Name', 'Last Name', and 'Address'. Below the form are input fields for 'Phone #', 'First Name', and 'Last Name', along with 'Add Customer' and 'Edit Customer' buttons. At the bottom of the form are 'Cancel', 'Save & Return', and 'Select' buttons.

CHANGE CUSTOMER NAME      HISTORY

Saved

# How to put Quick Order Order

1. Click Quick Order
2. Click Food
3. If this food has Modifier choose Modifiers
4. If you want to put some memo Click Memo.
  - a. **How to Add Memo**
    - i. Select Category
    - ii. Select Prefix
    - iii. Select Food or Item
    - iv. If you want to add price on this memo  
Click Price or Click Switch Number Pad and Type Price
5. Click Send All

\*For Inventory Item just Scan Item.

The screenshot shows a POS interface with the following elements:

- Navigation Bar:** 'DINING' (with a fork and knife icon), 'TAKEOUT' (with a takeout box icon), and 'QUICK ORDER' (with a clock icon).
- Item Selection Area:** A table with columns 'NAME', 'PRICE', and 'G'. A 'TACOS' item is selected with a price of 10.99 and a quantity of 2. Other items like 'BURRITOS' (11.99) and 'QUESADIL LA' are also visible.
- Summary Section:** A table showing 'TOTAL' 0.00, 'DISCOUNT' 0.00, 'TAX' 0.00, and 'TIP' 0.00. A large '0.00' is displayed for the total amount.
- Action Buttons:** 'ITEM DISCOUNT', 'CHANGE PRICE', 'CHANGE QTY', 'MODIFIER', 'Next', 'SEPERATE', 'MEMO', 'SPLIT CHECKS', 'INVOICE DISCOUNT', 'EXIT', 'MORE', 'SAVE', 'RESEND', 'PARTIAL', and 'SEND ALL'.
- Right Sidebar:** 'Home', 'ORDER', 'PAY', 'PRINT CHECK', 'ORDER HISTORY', and 'CUSTOMER' icons.

# Discounts

## How to give Item Discount

1. Select Food / Item that you want to give Discount
2. Click Item Discount
3. Choose Discount that you want to apply
  - a. If you want to give discount manually Pick Percent or Amount and Put Price, and Click OK

## How to Give Invoice Discount

1. Put all the Foods and Items that customer ordered
2. Click Invoice Discount
3. Choose Discount that you want to apply
  - a. If you want to give discount manually Pick Percent or Amount and Put Price, and Click OK

The screenshot shows a mobile POS application interface. At the top, there are navigation tabs for 'DINING', 'TAKEOUT', and 'QUICK ORDER'. Below the tabs is a menu grid with categories 'TACOS', 'BURRITOS', and 'QUESADILLA'. The 'QUESADILLA' category is selected, showing a list of items. The first item is 'QUESADILLA' with a price of 12.99. A modal window titled 'Item Discount' is open, showing a grid of discount options. The 'Item Discount 10%' option is selected, and the amount '1.30' is entered. The modal also has a numeric keypad and radio buttons for 'Percent (%)' and 'Amount (\$)'. Below the modal, there is a 'Cancel' button and an 'OK' button. At the bottom of the screen, there is a receipt summary showing 'TOTAL DISCOUNT' of 1.30, 'TAX' of 0.77, and 'TIP' of 0.00, resulting in a total of 12.46. There are also buttons for 'ITEM DISCOUNT', 'CHANGE PRICE', 'CHANGE QTY', 'MODIFIER', 'Next', 'SEPERATE', 'MEMO', 'SPLIT CHECKS', 'INVOICE DISCOUNT', 'EXIT', 'MORE', 'SAVE', 'RESEND', 'PARTIAL', and 'SEND ALL'.

# Change Price / Change Qty

## How to Change Price

1. Select Food / Item that you want to Change Price
2. Click Change Price
3. Type Price and Click OK

Or

1. Click Amount that right next to Item name (where the red arrow is pointing)

## How to Change Quantity

1. Select Food / Item that you want to Change Quantity
2. Click Change Qty
3. Type Quantity and Click OK

Or

1. Click Quantity that right next to Item name (where the black arrow is pointing)

The screenshot displays a mobile POS interface with the following components:

- Navigation Bar:** 'DINING', 'TAKEOUT', and 'QUICK ORDER' options.
- Item List:** A table with columns 'Q...', 'NAME', 'PRICE', and 'G'. The 'QUESADILLA' item is highlighted with a price of 12.99 and a quantity of 1. A red arrow points to the price, and a black arrow points to the quantity.
- Change Price Screen:** A numeric keypad with a 'C' button for cancel. The value '0.00' is displayed.
- Change Quantity Screen:** A numeric keypad with a 'C' button for cancel. The value '2' is displayed.
- Summary Section:**

TOTAL	12.99	<b>TOTAL</b>
DISCOUNT	1.30	
TAX	0.77	<b>12.46</b>
TIP	0.00	
- Bottom Bar:** Includes buttons for 'ITEM DISCOUNT', 'CHANGE PRICE', 'CHANGE QTY', 'MODIFIER', 'Next', 'SEPERATE', 'MEMO', 'SPLIT CHECKS', 'INVOICE DISCOUNT', 'EXIT', 'MORE', 'SAVE', 'RESEND', 'PARTIAL', and 'SEND ALL'.



# Memo

## How to add memo

1. Select Food / Item that you want to add memo
2. Click Memo
3. Select Category
4. Select Prefix
5. Select Food or Item
6. If you want to add price on this memo Click Price or Click Switch Number Pad and Type Price
7. Click OK

## How to Change Memo

1. Select Food / Item that you want to add memo
2. Click Memo
3. Select Memo that you want to change
4. Click Delete
5. Select Category
6. Select Prefix
7. Select Food or Item
8. If you want to add price on this memo Click Price or Click Switch Number Pad and Type Price
9. Click OK

## How to Remove Modifier

1. Select Food / Item that you want to add memo
2. Click Memo
3. Select Memo that you want to change
4. Click Delete
5. Click OK

Clear  Manual Input

### QUESADILLA

Q	Name	Price

Meat				
Extra	Little	No		
Chicken	Beef	Shrimp	Pork	Fish

↑ Delete ↓

C Total : 0.00

7	8	9
4	5	6
1	2	3
- Quantity	0	+ Quantity

Cancel Switch Number Pad OK

# Split Checks

## How to Split Check

1. Click Split Checks
2. Click Split check
3. Click Number section and type number of checks
4. Click Food or Item
5. Click any Check number's empty space to put it in that check. Do same thing to other foods or item.
6. Click Apply

The screenshot displays a POS system interface for a restaurant. At the top, there are navigation options: 'DINING', 'TAKEOUT', and 'QUICK ORDER'. Below this, the current table is identified as 'Table No: A1'. The main menu shows 'TACOS', 'BURRITOS', and 'QUESADILLA'. A 'Split Check' dialog is open, showing a list of items: '1 TACOS \*\* Taco Chicken' with a red '4' and '1 QUESADILLA' with a price of '\$12.99'. The dialog has 'Prev.', 'Cancel Split', '32', 'Apply', 'Next', and 'Cancel' buttons. Below the items, there are two columns labeled 'Check 1' and 'Check 2'. The 'Check 1' column has a red '5' in its empty space. A 'Split Invoice' dialog is overlaid on top, with buttons for 'Split 2 check', 'Split Evenly', 'Split Unevenly', and 'Merge Orders'. At the bottom of the screen, there are buttons for 'SEPERATE', 'MEMO', 'SPLIT 1 CHECKS', 'INVOICE DISCOUNT', 'EXIT', 'MORE', 'SAVE', 'RESEND', 'PARTIAL', and 'SEND ALL'. A vertical sidebar on the right contains icons for 'Home', 'ORDER', 'PAY', 'PRINT CHECK', 'ORDER HISTORY', and 'CUSTOMER'.

# Split Checks

## How to Split Check Evenly

- 1. Click Split Checks
- 2. Click Split Evenly
- 3. Click Number section and type number of checks
- 4. Click Apply
- 5. Click OK

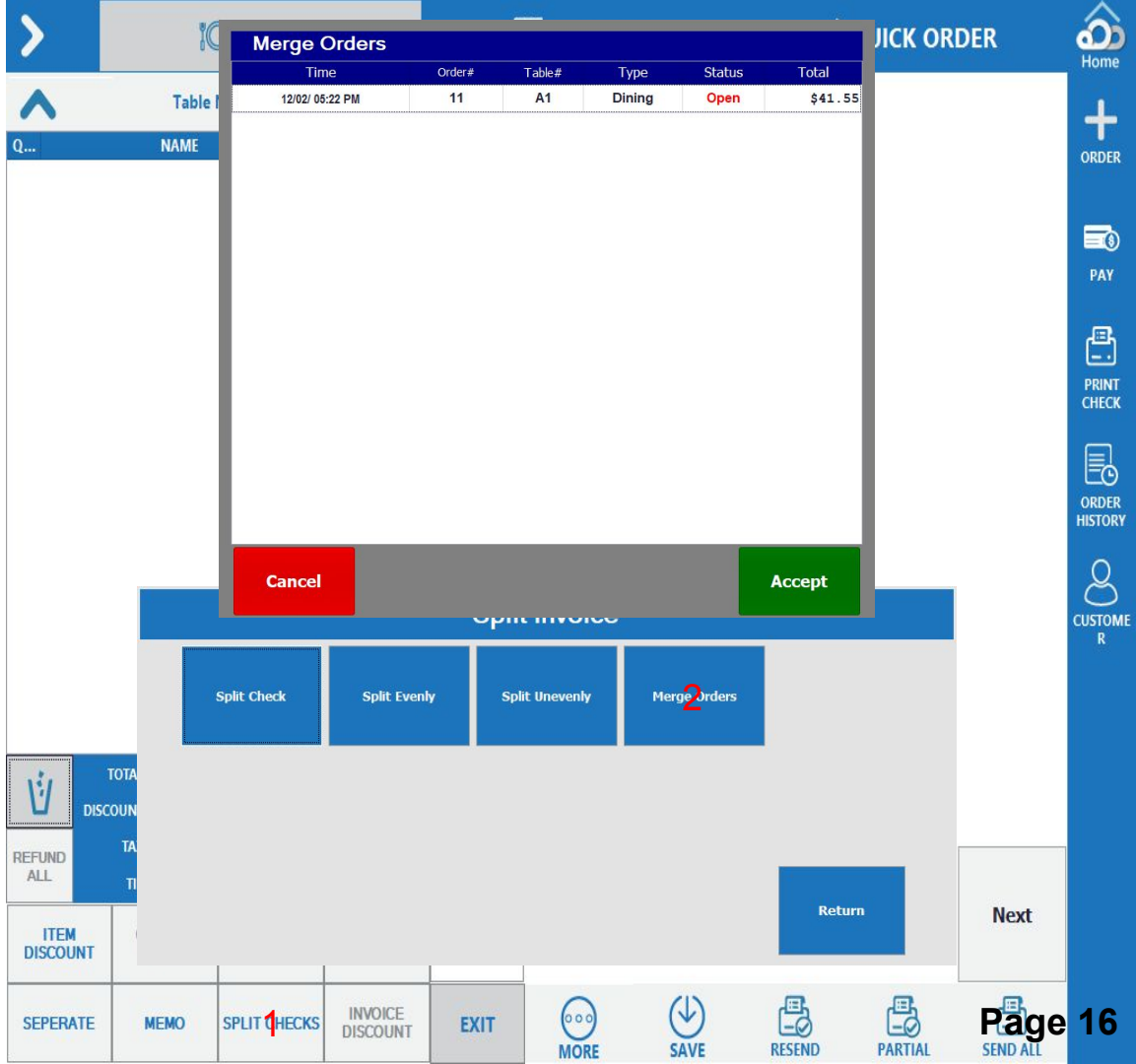
The screenshot displays a POS system interface with the following elements:

- Top Navigation:** 'DINING', 'TAKEOUT', and 'QUICK ORDER' buttons.
- Order Summary:** 'Total : \$26.63', '03' (checks), 'Appl: 4' (applications), and a 'Cancel' button.
- Split Invoice Dialog:** A blue header 'Split Invoice' with buttons for 'Split Check', 'Split Evenly' (highlighted with a red '2'), 'Split Unevenly', and 'Merge Orders'. A 'Return' button is at the bottom right.
- Confirmation Dialog:** An 'Information' box with 'Done' and an 'OK' button (highlighted with a red '5').
- Bottom Navigation:** 'SEPERATE', 'MEMO', 'SPLIT 1 CHECKS' (highlighted with a red '1'), 'INVOICE DISCOUNT', 'EXIT', 'MORE', 'SAVE', 'RESEND', 'PARTIAL', and 'SEND ALL'.
- Right Sidebar:** 'Home', 'ORDER', 'PAY', 'PRINT CHECK', 'ORDER HISTORY', and 'CUSTOMER' icons.

# Merge

## How to Merge Orders

- 1. Click Split Checks
- 2. Click Merge Orders
- 3. Click Table Order or Takeout Order that you want to Merge
- 4. Click Accept



# Merge

## How to Merge Split Check

1. Double Click Splitted Order
2. Click Merge
3. Click Yes

Select Orders

10-1  
\$13.32

10-2  
\$13.31

### Information



Do you want to merge ?

Yes

No

Cancel

Merge

Print Checks

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# Tax Exemption

## How to Apply Tax Exemption

1. Click More at Order Screen
2. Click Tax Exemption
3. Click Tax Exemption Reason
4. Type Tax Exemption ID Number
5. Click Enter
6. Click OK



TAX EXEMPTION

Tax Exemption		
		Clear

Cancel

Name

ID Number

OK

# Void

## How to Void Payment

1. Click Order History at Order Screen
2. Find and Click Order that you want to void payment
3. Click Void Payment
4. Click YES

## How to Void Order

You can Void Order when customer did not made Payment or after you void payment

1. Find and Click Order that you want to void Order
2. Click Items that you want to Void
3. Click Void
4. Click YES

Pay Status ALL ALL Order No. ALL Employee ALL

Q	NAME	G	PRICE	TIME	ORDER#	TOTAL	TIP	P	STATUS	TYPE	TABLE#	EMP
				12/03/09:03 AM	1	\$12.99	\$0.00		Void	Quick		Manager...
												Manager...

**Information**  
Do you want to VOID PAYMENT ?  
Yes No

**Information**  
Do you want to send void ticket to kitchen ?  
Yes No

TOTAL 0.00  
DISCOUNT 0.00  
TAX 0.00  
TIP \$0.00  
0.00

CASH	CREDITCARD	CHECK	OTHERS
\$0.00	\$0.00	\$0.00	\$0.00

REPRINT RECEIPT RESEND REFUND CASH TIP ADJUSTMENT VOID VOID PAYMENT FROM 12/03/21 TO 12/03/21

# Void

## How to Void Order

If the order is at Dining or Takeout page, You can follow this instruction and Void Order. You can Void Order when customer did not made Payment or after you void payment

1. Open Order in either Dining or Takeout page
2. Click More
3. Click Void Order
4. Click YES
5. If you want to send void ticket to kitchen Click Yes. If no Click NO

The screenshot displays a POS system interface. At the top, there are navigation options: 'DINING', 'TAKEOUT', and 'QUICK ORDER'. Below this, a table summary shows 'Table No: A1' with items 'TACOS' (10.99) and 'BURRITOS' (11.99). A modal window titled 'Sales More' is open, displaying a confirmation dialog: 'Do you want to VOID this order?' with 'Yes' and 'No' buttons. Below it, another dialog asks 'Do you want to send void ticket to kitchen?' with 'Yes' and 'No' buttons. The bottom of the screen shows a summary table with columns for 'ITEM DISCOUNT', 'CHANGE PRICE', 'CHANGE QTY', 'MODIFIER', and 'Next', along with a 'Return' button and a 'Next' button.

Q...	NAME	PRICE	G
2			

Information

\* Do you want to VOID this order ? \*

Yes No

Information

Do you want to send void ticket to kitchen ?

Yes No

Return

ITEM DISCOUNT	CHANGE PRICE	CHANGE QTY	MODIFIER	Next
SEPERATE	MEMO	SPLIT CHECKS	INVOICE DISCOUNT	EXIT

MORE SAVE RESEND PARTIAL SEND ALL

# How to Refund

1. Go to Order History
2. Find Order that you want to Refund
3. Click Order
4. Click Refund
5. Click Food/Item that you want to Refund
6. Click Refund Type

>
DINING
TAKEOUT
QUICK ORDER
Home

Pay Status ALL ALL
Order No. 3 ALL
Employee ALL

Q	NAME	G	PRICE	TIME	ORDER#	TOTAL	TIP	P	STATUS	TYPE	TABLE#	EMP
1	QUESADILLA	1	12.99	12/01/ 05:07 PM	1	\$12.99	\$0.00		Void	Dining	A1	Manage...

REFUND

Order : TABLE #M3
▼

Qty	Name	G	Price
1	QUESADILLA	1	12.99

Original Total  
\$13.85

Refund Total

New Total

Refund Type

gratuity		
Total	Discount	Tax
12.99	0.00	0.86
Tip		0.00
		13.85

TOTAL	1:	
DISCOUNT		
TAX		
TIP	0.00	13.85
CASH	CREDITCARD	CHECK
\$13.85	\$0.00	\$0.00

12/03/ 09:48 AM	4	\$0.00	\$0.00	Void	Takeout	Manage...
12/03/ 10:44 AM	5	\$0.00	\$0.00	Void	Takeout	Manage...

FROM  
12/01/21

TO  
12/07/21

PRINT CHECK
ORDER HISTORY
CUSTOMER
SEARCH ITEM

Page 21

# How to Add Tip before Payment

1. Click More
2. Click Add Tip
3. Pick Percent or Amount
4. Type Price or Number of Percentage
5. Click OK

The screenshot displays a POS interface with a top navigation bar containing 'DINING', 'TAKEOUT', and 'QUICK ORDER'. Below this is a table for 'Table No: A1' with columns for 'NAME', 'PRICE', and 'G'. The table lists 'TACOS' at 10.99 and 'BURRITOS' at 11.99. A modal window titled 'Sales More' is open, showing options like 'Tax Exemption', 'Void Order', and 'Add Tip'. The 'Add Tip' modal is active, showing a numeric keypad with '0.00' entered. The 'Cancel' button is highlighted in red, and the 'OK' button is blue. A 'Return' button is visible in the bottom right of the modal.

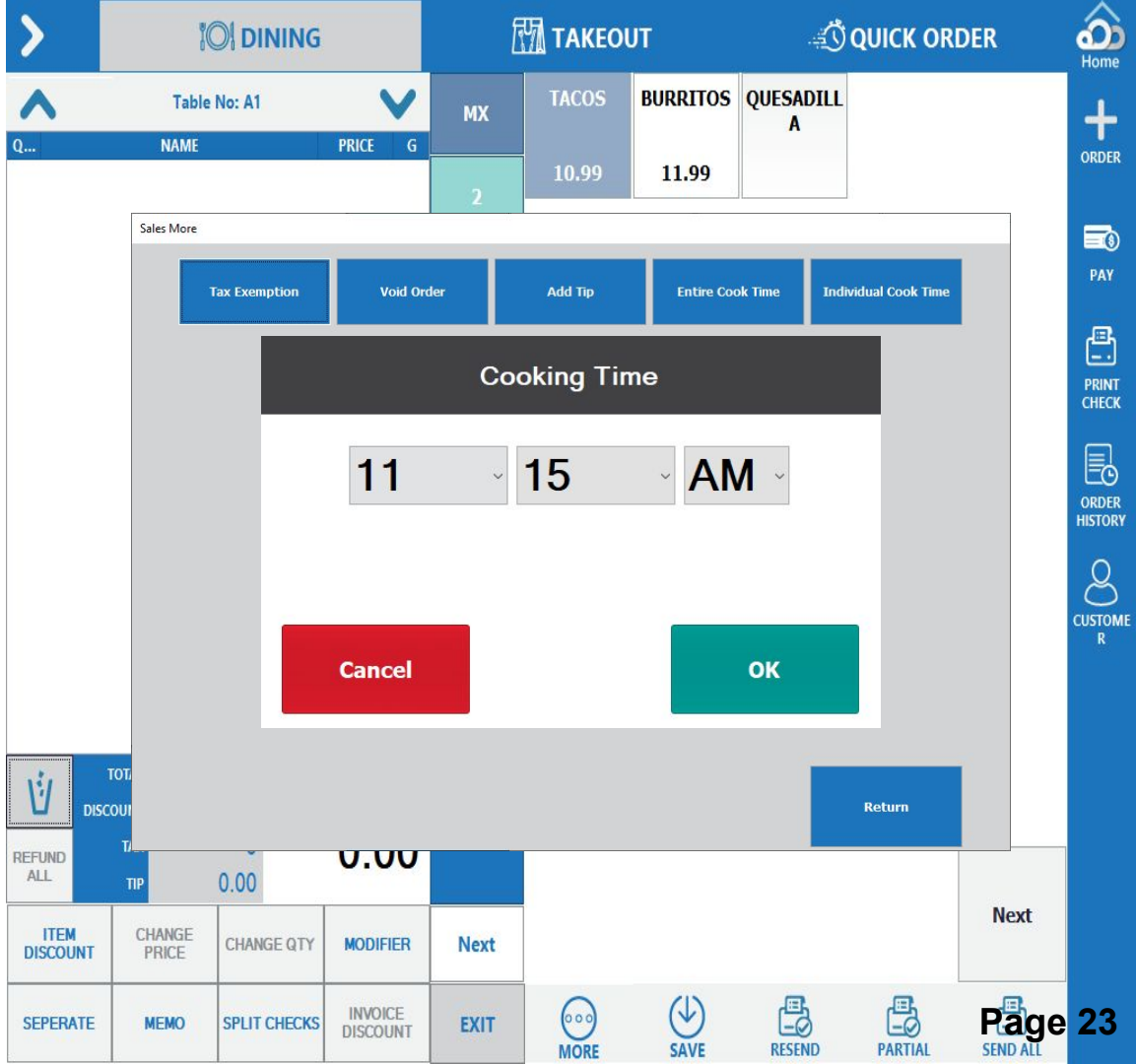
# Cook Time

## How to Set Entire Cook Time

1. Put all the Foods and Items
2. Click More
3. Click Entire Cook Time
4. Put Time
5. Click OK
6. Click Send All

## How to Set Individual Cook Time

1. Put all the Foods and Items
2. Click Food that you want to cook different time
3. Click More
4. Click Individual Cook Time
5. Put Time
6. Click OK
7. Click Send All



# How to Save Order

Save like Holding Order. If you save order, order is not going to be sent to Kitchen

1. After you put all the order Click Save
2. Pick Percent or Amount
3. Type Price or Number of Percentage
4. Click OK

# How to Send Order to Kitchen Partially

1. After you put all the order Click Partial
2. Check food that you want to send first
3. Click Send Selected
4. For the rest of the food Click Partial
5. Click Send Remain Orders

The screenshot displays a POS interface with a 'SEND PARTIAL' modal window. The modal contains a table of items to be sent:

Qty	Name	G	Price
1	QUESADILLA	1	12.99
1	BURRITOS ** taco 1 sour cream	1	11.99...

Summary statistics in the modal:

- Total: 2
- Sent: 0
- Remain: 2

Buttons at the bottom of the modal: SEND SELECTED, SEND REMAIN ORDERS, SEND ALL, and a Return button.

The background interface shows a menu with items: TACOS (10.99), BURRITOS (11.99), and QUESADILLA (A). The top navigation includes DINING, TAKEOUT, and QUICK ORDER. The bottom navigation has buttons for MORE, SAVE, RESEND, PARTIAL, and SEND ALL.

# Resend

## How to Resend Selected Item to Kitchen

- 1. Open Order that you want to Resend the Order
- 2. If you want to send just some of the Item, Click Items
- 3. Click Resend
- 4. Click Resend a Selected Item

## How to Resend All Items to Kitchen

- 1. Open Order that you want to Resend the Order
- 2. Click Resend
- 3. Click Resend All Items

The screenshot shows a POS interface with a menu and a modal window. The menu items are:

Q...	NAME	PRICE	G
	TACOS	10.99	
	BURRITOS	11.99	
	QUESADILLA		A

The modal window titled "Resend Orders to Kitchen Printers" contains two buttons: "Resend a Selected Item" and "Resend All Items". A red "Cancel" button is located at the bottom right of the modal.

Summary table:

TOTAL	0.00	TOTAL
DISCOUNT	0.00	
TAX	0	0.00
TIP	0.00	

Bottom navigation bar includes: MORE, SAVE, RESEND, PARTIAL, SEND ALL, and a "Next" button on the right.

# Partial

## How to Resend Selected Item to Kitchen

1. Open Order that you want to Resend the Order
2. If you want to send just some of the Item, Click Items
3. Click Resend
4. Click Resend a Selected Item

## How to Resend All Items to Kitchen

1. Open Order that you want to Resend the Order
2. Click Resend
3. Click Resend All Items

The screenshot shows a POS interface with a top navigation bar containing 'DINING', 'TAKEOUT', and 'QUICK ORDER'. Below this is a table for 'Table No: A1' with columns for 'NAME', 'PRICE', and 'G'. The table lists 'TACOS' at 10.99 and 'BURRITOS' at 11.99. A modal window titled 'Resend Orders to Kitchen Printers' is open, featuring two buttons: 'Resend a Selected Item' and 'Resend All Items', along with a red 'Cancel' button. At the bottom, a summary table shows 'TOTAL' as 0.00 and 'DISCOUNT' as 0.00. A 'Next' button is visible on the right side of the interface.

Q...	NAME	PRICE	G
	TACOS	10.99	
	BURRITOS	11.99	
	QUESADILLA		A

Resend Orders to Kitchen Printers

Resend a Selected Item

Resend All Items

Cancel

TOTAL	0.00	TOTAL
DISCOUNT	0.00	
TAX	0	0.00
TIP	0.00	

ITEM DISCOUNT	CHANGE PRICE	CHANGE QTY	MODIFIER	Next
SEPERATE	MEMO	SPLIT CHECKS	INVOICE DISCOUNT	EXIT

Next

MORE SAVE RESEND PARTIAL SEND ALL

# How to Charge Gratuity automatically

1. Enable Group Gratuity (Cloudhood Restaurant Lite Installation / Setup Manual, page 15)
2. Check Ask no of customers when dining (Cloudhood Restaurant Lite Installation / Setup Manual, page 17)
3. Click Table
4. Type Number of Guest
5. If Guest Number is same or higher than Minimum # of Guest on Enable Group Gratuity Section. Gratuity will apply automatically when you place order.

The screenshot shows a POS interface with a 'No. of Guest' dialog box. The dialog features a numeric keypad with a 'C' button highlighted. To the right of the keypad, a vertical line indicates that the number 2 (4) is above the 1 (4) range. Above the dialog, 'A4 (4)' and 'A3 (4)' are visible. The top navigation bar includes 'DINING', 'TAKEOUT', and 'QUICK ORDER'. The bottom navigation bar includes 'Open Cashdrawer', 'Move Table', 'Join Table', 'Split Check', 'Resend', 'Partial', 'Send All', and a 'Saved' indicator. A vertical sidebar on the right contains icons for 'ORDER', 'PAY', 'PRINT CHECK', 'ORDER HISTORY', 'CUSTOMER', and 'SEARCH ITEM'.

# How to Reprint Receipt

1. Click Order History
2. Find and Click Order that you want to Reprint Receipt
3. Click Reprint Receipt

>
DINING
TAKEOUT
QUICK ORDER
Home

Pay Status
ALL
ALL
Order No.
3
ALL
Employee
ALL

Q	NAME	G	PRICE	TIME	ORDER#	TOTAL	TIP	P	STATUS	TYPE	TABLE#	EMP
1	QUESADILLA	1	12.99	12/07/08:52 AM	1	\$0.00	\$0.00		Void	Takeout		Manager...
				12/07/08:57 AM	2	\$12.99	\$0.00		Void	Dining	A1	Manager...
				12/07/09:03 AM	3	\$13.85	\$0.00	CA	Paid	Takeout		Manager...

Customer:

TOTAL	12.99	TOTAL  13.85
DISCOUNT	0.00	
TAX	0.86	
TIP	0.00	
CASH	\$13.85	
CREDITCARD	\$0.00	
CHECK	\$0.00	
OTHERS	\$0.00	

REPRINT RECEIPT

RESEND

REFUND

CASH TIP ADJUSTMENT

VOID

VOID PAYMENT

FROM  
12/07/21

TO  
12/07/21

+  
ORDER

PRINT CHECK

ORDER HISTORY

CUSTOMER

SEARCH ITEM

# Customer

## How to Add Customer

1. Click Customer in Order Screen
2. Click Add New Customer
3. Type Customers Information
4. Click Save & Return

## How to Edit Customer

1. Find Customer
2. Click Customer
3. Click Edit
4. Edit Information
5. Click Save & Return

## How to Delete

1. Find Customer
2. Click Customer
3. Click Delete
4. Click Yes

Information

\* Do you want to delete a selected customer ? \*

## Customers

Phone No.	Name	# of Orders	Total	Date	Total	P	Status	Type	Emp
-----------	------	-------------	-------	------	-------	---	--------	------	-----

### General Information

First Name	Last Name
<input type="text"/>	<input type="text"/>
Phone No1	Phone No2
<input type="text"/>	<input type="text"/>
E-Mail	Reward Card #
<input type="text"/>	<input type="text"/>

Address #1

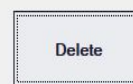
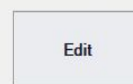
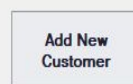
Street 1	<input type="text"/>		
Street 2	<input type="text"/>		
City	State	Zip	<input type="text"/>

Address #2

Street 1	<input type="text"/>		
Street 2	<input type="text"/>		
City	State	Zip	<input type="text"/>

From  To

Time	Order#	Total	Status	Type
------	--------	-------	--------	------





# How to Open Cash Drawer

1. Go to Main Screen
2. Click open Drawer



Clock In/Out



Casher In/Out



Open Drawer



Credit Card



Report



Back Office



Order



Exit

# Cashier In/Out

## How to Cashier IN

1. Go to Main Screen
2. Click Cashier In/Out
3. Put Password
4. Type Cash Amount
5. Click OK

## How to Cashier OUT

1. Go to Main Screen
2. Click Cashier In/Out
3. Put Password
4. Type Cash Amount
5. Click OK

Cashier In (Station #1)				Manager Manager															
<b>In</b>				<b>Out</b>			<b>7</b>	<b>8</b>	<b>9</b>										
\$0.01	<input type="text"/>	0.00		\$0.01	<input type="text"/>	0.00													
\$0.05	<input type="text"/>	0.00		\$0.05	<input type="text"/>	0.00													
\$0.10	<input type="text"/>	0.00		\$0.10	<input type="text"/>	0.00	<b>4</b>	<b>5</b>	<b>6</b>										
\$0.25	<input type="text"/>	0.00		\$0.25	<input type="text"/>	0.00													
\$0.50	<input type="text"/>	0.00		\$0.50	<input type="text"/>	0.00	<b>1</b>	<b>2</b>	<b>3</b>										
\$1.00	<input type="text"/>	0.00		\$1.00	<input type="text"/>	0.00													
							<b>Clear</b>	<b>0</b>	<b>Enter</b>										
\$1	<input type="text"/>	0.00		\$1	<input type="text"/>	0.00	<table border="0"> <tr><td colspan="2">Payment</td></tr> <tr><td>Cash</td><td>\$0.00</td></tr> <tr><td>Creditcard</td><td>\$0.00</td></tr> <tr><td>Check</td><td>\$0.00</td></tr> <tr><td><b>Difference</b></td><td><b>\$0.00</b></td></tr> </table>			Payment		Cash	\$0.00	Creditcard	\$0.00	Check	\$0.00	<b>Difference</b>	<b>\$0.00</b>
Payment																			
Cash	\$0.00																		
Creditcard	\$0.00																		
Check	\$0.00																		
<b>Difference</b>	<b>\$0.00</b>																		
\$2	<input type="text"/>	0.00		\$2	<input type="text"/>	0.00													
\$5	<input type="text"/>	0.00		\$5	<input type="text"/>	0.00													
\$10	<input type="text"/>	0.00		\$10	<input type="text"/>	0.00													
\$20	<input type="text"/>	0.00		\$20	<input type="text"/>	0.00													
\$50	<input type="text"/>	0.00		\$50	<input type="text"/>	0.00													
\$100	<input type="text"/>	0.00		\$100	<input type="text"/>	0.00													
<b>Total</b>	<input type="text" value="0.00"/>	<b>0.00</b>		<b>Total</b>	<input type="text"/>	0.00													
				Creditcard	<input type="text" value="0.00"/>	0.00													
				Check	<input type="text" value="0.00"/>	0.00													

Cancel

Creditcard Tip and Batch

OK Page 32

# Tip

## How to Add Tip on Credit Card

1. Go to Main Screen
2. Click Credit Card
3. Click Transaction that you want to add tip
4. Click Tip
5. Type Amount
6. Click Process Tip



**Creditcard History**

Time: Credit card processing Type

0.00

7	8	9	Process Tip
4	5	6	
1	2	3	
0	00	<<	

Cancel

Batch Close Tip Reprint Receipt Print Return

# Tip

## How to Add Cash Tip on Credit Card

1. Click Order History
2. Find and Click Transaction that you want to add Cash tip
3. Click Cash Tip Adjustment
4. Type Amount
5. Click OK

The screenshot displays a POS system interface with a blue header and a white main area. The header includes navigation icons for 'DINING', 'TAKEOUT', and 'QUICK ORDER', along with a 'Home' icon. Below the header, there are filters for 'Pay Status' (Paid), 'ALL', 'Order No.' (6), 'ALL', and 'Employee' (ALL). The main area shows a table with columns for 'Q', 'NAME', 'PRICE', 'TIME', 'ORDER#', 'TOTAL', 'TIP', 'D', 'STATIC', 'TYPE', 'TABLE#', and 'EMP'. A transaction for 'QUESADILLA' is selected, and a modal window is open with the text 'Please enter a cash tip.' and a numeric keypad. The keypad has a 'C' button highlighted with a red dashed border, and the amount '0.00' is displayed. Below the keypad are 'Cancel' and 'OK' buttons. A summary table is visible at the bottom left, and a bottom navigation bar contains various action buttons like 'REPRINT RECEIPT', 'RESEND', 'REFUND', 'CASH TIP ADJUSTMENT', 'VOID', and 'VOID PAYMENT'.

Q	NAME	PRICE	TIME	ORDER#	TOTAL	TIP	D	STATIC	TYPE	TABLE#	EMP
1	QUESADILLA										Manager...

Please enter a cash tip.

C	0.00	
7	8	9
4	5	6
1	2	3
0	00	

Customer:

TOTAL	12.99
DISCOUNT	0.00
TAX	0.86
TIP	0.00

CASH	CREDITCARD	CHE	
\$13.85	\$0.00	\$0.00	\$0.00

Cancel OK

REPRINT RECEIPT	RESEND	REFUND	CASH TIP ADJUSTMENT	VOID	VOID PAYMENT	FROM	TO	↑	↓
						12/07/21	12/07/21		

# Credit Card

## How to Close Batch

1. Go to Main Screen
2. Click Credit Card
3. Click Batch Close
4. Batch Report will Print Out

## How to Reprint Credit Card Receipt

1. Go to Main Screen
2. Click Credit Card
3. Click Order that you want to Reprint Credit Card Receipt
4. Click Reprint Receipt

## How to Print Credit Card Report

1. Go to Main Screen
2. Click Credit Card
3. Click Print

# Creditcard History

Time	Order #	Type	Amount	Tip	Total	4 Digit	Auth Code	Status	St. #	Ref. #	Tr Type
------	---------	------	--------	-----	-------	---------	-----------	--------	-------	--------	---------

Batch Close

Tip

Reprint Receipt

Print

Return

# Sales Summary

## How to See Sales Summary

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Sales Summary

## How to Print Sales Summary

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Sales Summary
5. Click Print

## How to See different dates of Sales Summary

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Sales Summary
5. Either Change Date on From and To or Click Box on bottom of the screen

Sales Summary

From 12/8/2021 To 12/8/2021

Sales Summary Report

From 12/8/2021 To 12/8/2021

Report Date 12/8/2021 2:51 PM

	Amount		
Gross Sales	\$0.00		
Refund	\$0.00		
Discount	\$0.00		
Net Sales	\$0.00		
Tax	\$0.00		
Tip	\$0.00		
Service Charge	\$0.00		
Amount Collected	\$0.00		
	Total	Tip	Refunded
Collected Cash Payment	\$0.00	\$0.00	\$0.00
Collected Creditcard Payment	\$0.00	\$0.00	\$0.00
Collected Check Payment	\$0.00	\$0.00	\$0.00
Collected Others Payment	\$0.00	\$0.00	\$0.00
Total Payment	\$0.00	\$0.00	
	Total	Net	Tax
Gift Card Redeemed	\$0.00	\$0.00	\$0.00
Total Voided Amount	\$0.00		
* Others Payment Details			
test	\$0.00		
No. of Customers	0	Dining	\$0.00
No. of Invoices	0	Takeout	\$0.00
Ave. Ticket Amount	\$0.00	Quick Order	\$0.00

Print Today Yesterday This Week Last Week This Month Last Month This Year Return

Page 1 of 1

Page 36

# Sales By Item

Show Amount of Item Sold

## How to See Sales By Item Summary

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Sales By Item Summary

## How to See different dates of Sales By Item Summary

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Sales By Item Summary
5. Either Change Date on From and To or Click Box on bottom of the screen

The screenshot displays the 'Item Sales' application interface. At the top, there is a black header bar with the text 'Item Sales'. Below this, there are two date selection boxes: 'From' and 'To', both set to '12/8/2021'. The main content area is a large white box containing a table with the following columns: 'GROUP', 'ITEM', 'MODIFIER', 'COUNT', and 'AMOUNT'. The table is currently empty. At the bottom of the screen, there is a navigation bar with buttons for 'Today', 'Yesterday', 'This Week', 'Last Week', 'This Month', 'Last Month', 'This Year', and 'Return'. The page number 'Page 1 of 1' is visible in the bottom left corner, and 'Page 37' is visible in the bottom right corner.

GROUP	ITEM	MODIFIER	COUNT	AMOUNT
-------	------	----------	-------	--------

# Sales By Category (Graph)

Show Percentage of Category Sold with Graph



## How to See Sales By Category (Graph)

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Sales By Category(Graph)

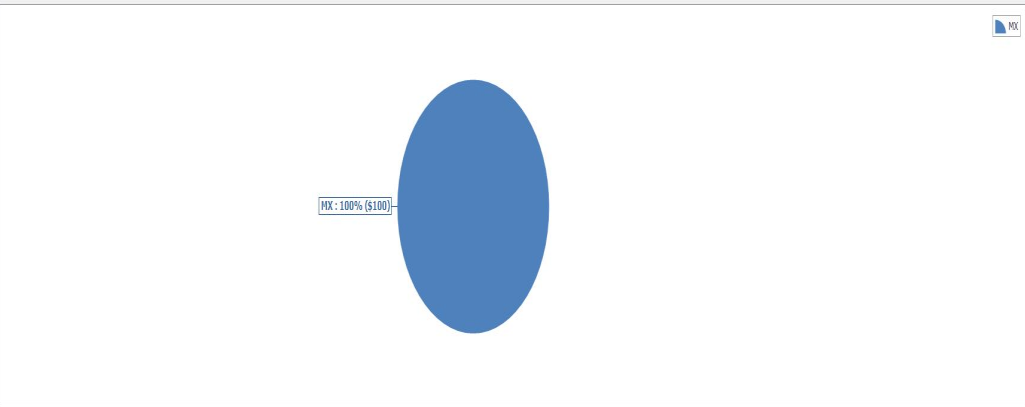
## How to See different dates of Sales By Category (Graph)

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Sales By Category(Graph)
5. Either Change Date on From and To or Click Box on bottom of the screen


### Salse By Category

From  12/6/2021 To  12/12/2021

Item	Qty	Total	Percentage
MX	4	\$48.96	100.00%



MX: 100% (\$100)

Full Screen Today Yesterday This Week Last Week This Month Last Month This Year 

# Sales By Item (Graph)

Show Percentage of Item Sold with Graph



## How to See Sales By Item (Graph)

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Sales By Item (Graph)

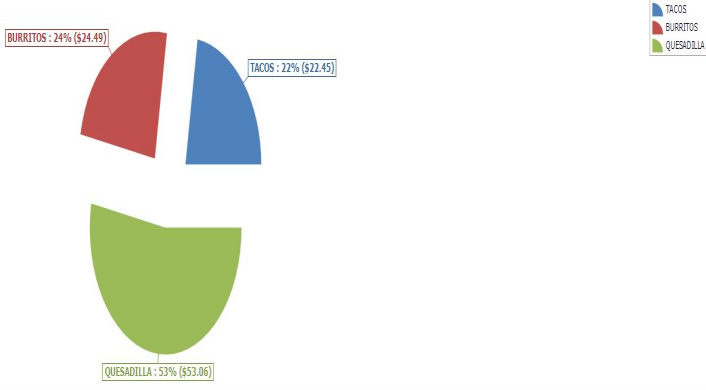
## How to See different dates of Sales By Item (Graph)

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Sales By Item (Graph)
5. Either Change Date on From and To or Click Box on bottom of the screen

### Salse By Item

From  12/6/2021 To  12/12/2021

Item	Qty	Total	Percentage
TACOS	1	\$10.99	22.45%
BURRITOS	1	\$11.99	24.49%
QUESADILLA	2	\$25.98	53.06%



Full Screen Today Yesterday This Week Last Week This Month Last Month This Year Retr

# Hourly Analysis (Sales)

Show Sale Report Hourly

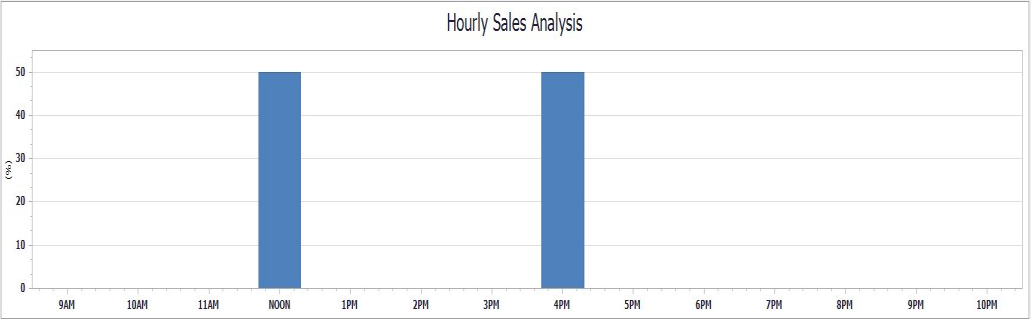
## How to See Hourly Analysis (Sales)

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Hourly Analysis (Sales)

## How to See different dates of Hourly Analysis (Sales)

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Hourly Analysis (Sales)
5. Either Change Date on From and To or Click Box on bottom of the screen

Hourly Analysis (Sales)									
	From		12/6/2021		To		12/12/2021		
Traffic Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	Hourly %
09 AM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0%
10 AM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0%
11 AM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0%
12 PM	0.00	0.00	13.85	0.00	0.00	0.00	0.00	\$13.85	50%
01 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0%
02 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0%
03 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0%
04 PM	0.00	0.00	13.85	0.00	0.00	0.00	0.00	\$13.85	50%
05 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0%
06 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0%
07 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0%
08 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0%
09 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0%
10 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0%
Total	\$0.00	\$0.00	\$27.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.70	
Daily %	0%	0%	100%	0%	0%	0%	0%		



# Employee Tip Report

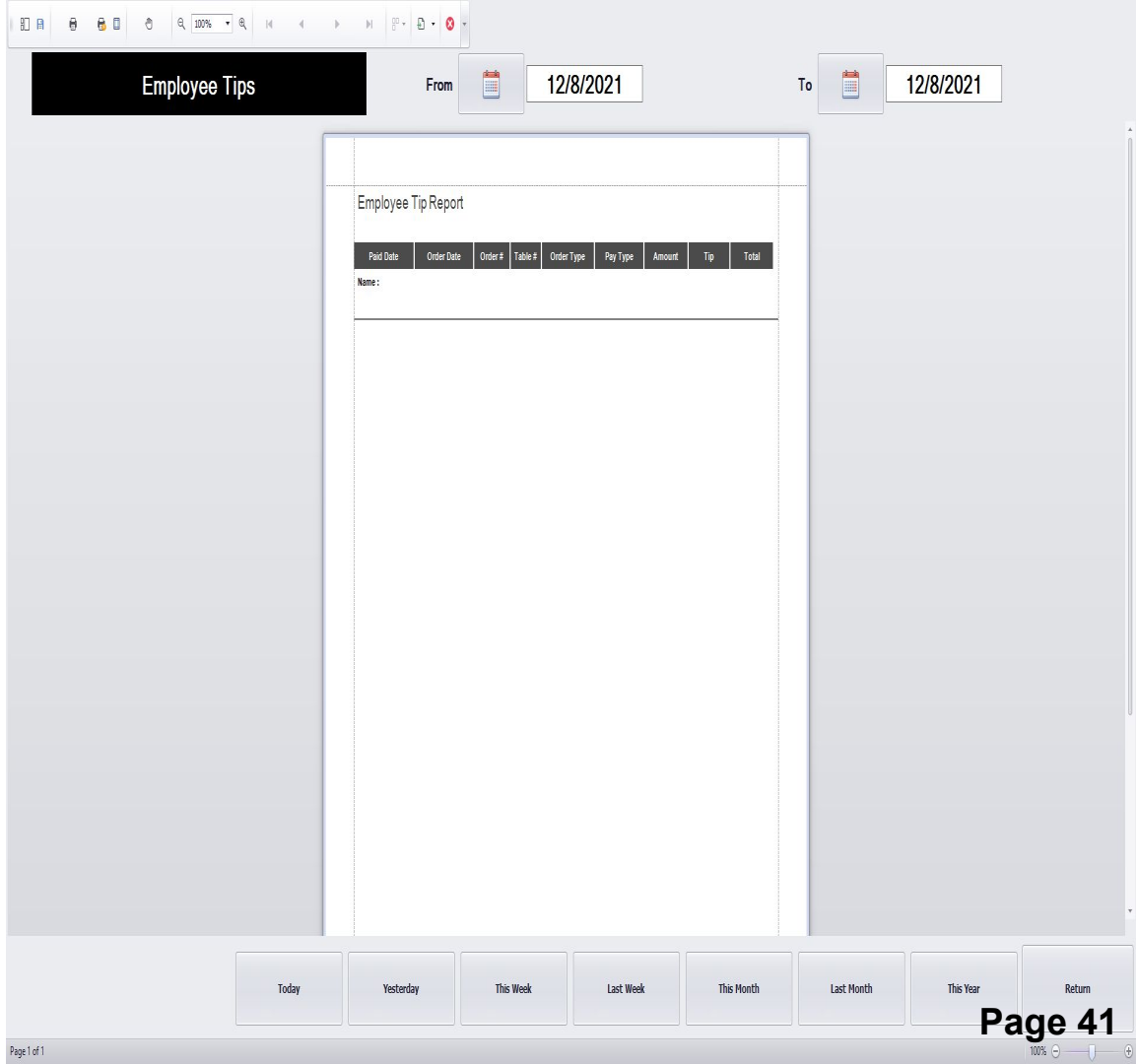
Show How much Tip each Employee earned

## How to See Employee Tip Report

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Employee
5. Click Employee Tip Report

## How to See different dates of Employee Tip Report

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Employee
5. Click Employee Tip Report
6. Either Change Date on From and To or Click Box on bottom of the screen



# Wage

Show Employees Clock In and Out Time and Total Hours they worked

## How to See Wage

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Employee
5. Click Wage

## How to Print Pay Slip

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Employee
5. Click Wage
6. Click Print Pay Slip

## How to Change Wage Date

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Employee
5. Click Wage
6. Change Date on From and To

Employee Name	Type	In	Out	Total Hours
Manager, Manager	In/Out	12/7/2021 10:33 AM	12/9/2021 10:01 AM	47 Hrs, 27 Mins
	Total	47 Hrs, 27 Mins(47.46)	\$0.00	

# Sales By Category, Item (By Employee)

Show Sold Category and Item by Employee

## How to See Sales By Category, Item

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Employee
5. Click Sales By Category, Item

## How to See different dates of Sales By Category, Item

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Employee
5. Click Sales By Category, Item
6. Either Change Date on From and To or Click Box on bottom of the screen

Sales by Category, Item

From 12/6/2021 To 12/12/2021

Sales by Category, Item (By Employee)

GROUP	ITEM	MODIFIER	COUNT	AMOUNT
Name : Manager Manager				61.95
MX			6	
	TACOS		1	10.99
	BURRITOS		1	11.99
	QUESADILLA		3	38.97

Today Yesterday This Week Last Week This Month Last Month This Year Return

# Credit Card Transactions



## How to See Credit Card Transactions

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Payment
5. Click Credit Card Transactions

## How to See different dates of Credit Card Transactions

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Payment
5. Click Credit Card Transactions
6. Change Date on From and To

### Creditcard History

From  12/8/2021 To  12/8/2021

Time	Order #	Type	Amount	Tip	Total	4 Digit	Auth Code	Status	Sta. #	Ref.	Tr Type
------	---------	------	--------	-----	-------	---------	-----------	--------	--------	------	---------

Void Refund \$0.00

APPROVED(C) => Chip card  
APPROVED(S) => Swiped card  
REFUNDED(O) => Original transaction for refund

Return  
**Page 44**

# Credit Card Transaction



## How to Void Transaction

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Payment
5. Click Credit Card Transaction
6. Click Transaction
7. Click Void

## How to Refund Transaction

1. Go to Main Screen
2. Click Summary
3. Put Password and Click Enter
4. Click Payment
5. Click Credit Card Transaction
6. Click Transaction
7. Click Refund

Creditcard History

From  12/8/2021 To  12/8/2021

Time	Order #	Type	Amount	Tip	Total	4 Digit	Auth Code	Status	Sta. #	Ref.	Tr Type
------	---------	------	--------	-----	-------	---------	-----------	--------	--------	------	---------

**Void** **Refund** **\$0.00**

APPROVED(C) => Chip card  
APPROVED(S) => Swiped card  
REFUNDED(O) => Original transaction for refund

Return **Page 45**



# Discount Report



## How to See Discount Report

1. Go to Main Screen
2. Click Report
3. Put Password and Click Enter
4. Click Payment
5. Click Discount

## How to See different dates of Tax Report

1. Go to Main Screen
2. Click Report
3. Put Password and Click Enter
4. Click Payment
5. Click Discount
6. Either Change Date on From and To or Click Box on bottom of the screen

**Discount**

From  12/6/2021To  12/12/2021

Paid Date	Order No.	Type	Inv. Discount	Item Discount	Total Discount	Total Amount	Employee
12/8/2021 5:32 PM	1	Quick	\$12.98	\$0.00	\$12.98	\$12.99	Manager, Manager

Today Yesterday This Week Last Week This Month Last Month This Year Return

# Void Report

## How to See Void Report

1. Go to Main Screen
2. Click Report
3. Put Password and Click Enter
4. Click Payment
5. Click Void

## How to See different dates of Void Report

1. Go to Main Screen
2. Click Report
3. Put Password and Click Enter
4. Click Payment
5. Click Void
6. Either Change Date on From and To or Click Box on bottom of the screen

Void Items

From 12/6/2021 To 12/12/2021

### Void Report

Thursday, December 9, 2021

Order Date	Order Emp	Order No.	Items	Amount	Void Date	Void Emp	Order Type
12/07 08:57 AM	M Manager	2	QUESADILLA	12.99	12/07 08:57 AM	M Manager	Dining
12/07 12:28 PM	M Manager	4	QUESADILLA	12.99	12/07 12:31 PM	M Manager	Quick
12/07 12:28 PM	M Manager	4	BURRITOS **taco	11.99	12/07 12:31 PM	M Manager	Quick
12/07 12:28 PM	M Manager	4	TACOS **taco	10.99	12/07 12:31 PM	M Manager	Quick

Today Yesterday This Week Last Week This Month Last Month This Year Return

# Void Payment Report

## How to See Void Payment Report

1. Go to Main Screen
2. Click Report
3. Put Password and Click Enter
4. Click Payment
5. Click Void Payment

## How to See different dates of Void Payment Report

1. Go to Main Screen
2. Click Report
3. Put Password and Click Enter
4. Click Payment
5. Click Void Payment
6. Either Change Date on From and To or Click Box on bottom of the screen

Void Payment Orders

From 11/29/2021 To 12/5/2021

### Void Payment Report

Thursday, December 9, 2021

Order Date	Order Emp	Order No.	Void P Date	Void P Emp	Order Type	Amount	Reason
12/01 05:07 PM	M Manager	1	12/03 09:16 AM	M Manager	Dining	13.85	Void Payment
12/02 10:31 AM	M Manager	9	12/03 09:12 AM	M Manager	Takeout	13.85	Void Payment
12/03 09:03 AM	M Manager	1	12/03 09:09 AM	M Manager	Quick	13.85	Void Payment
12/03 09:03 AM	M Manager	2	12/03 09:10 AM	M Manager	Quick	13.85	Void Payment
12/03 09:16 AM	M Manager	3	12/03 09:20 AM	M Manager	Quick	13.85	Void Payment

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# Refund Report

## How to See Refund Report

1. Go to Main Screen
2. Click Report
3. Put Password and Click Enter
4. Click Payment
5. Click Refund

## How to See different dates of Void Payment Report

1. Go to Main Screen
2. Click Report
3. Put Password and Click Enter
4. Click Payment
5. Click Refund
6. Either Change Date on From and To or Click Box on bottom of the screen

