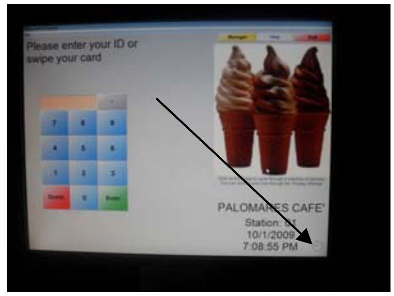
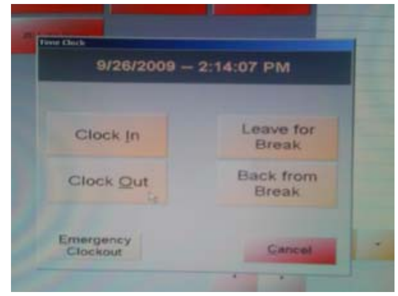
EMPLOYEES

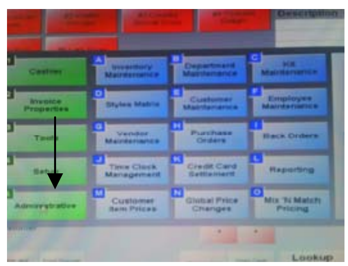
Clocking In
-Before you begin your shift, click on the clock icon on the bottom right hand side of the start screen.
-Select Clock In and your shift will begin.

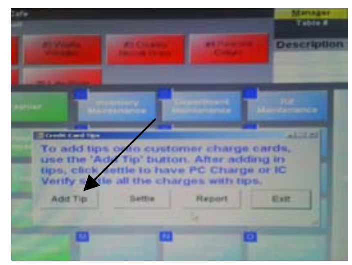


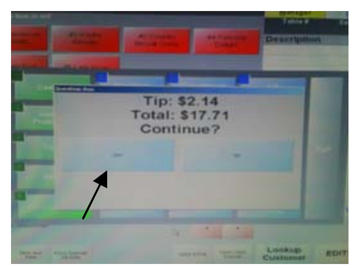


Clocking Out
-When you have ended your shift, you may clock out either from the start screen. By selecting the Clock In/Out tab on the bottom of the screen.
-Click on the clock icon you used to clock in, or you can clock out from the menu screen
-A shift report will also print out and through this report, you can see how much net sales you earned, as well as the tips you earned.

Adding Tips
-Click the Manager tab located on the top right hand side of the login screen or the or the option on the order menu screen.
-Go to the Green Administrative tab and select (K) blue Credit Card Settlement tab.
-Click the Add Tip key. ONLY click this tab.
-Enter the invoice number of the receipt you are adding a tip from.
-Enter the amount tip you have received.
-After this process, you're tip will be now saved







MANAGER

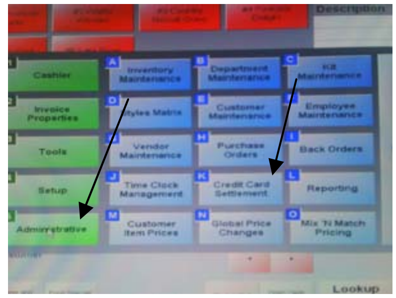
WHENEVER YOU ARE ENTERING THE FOLLOWING CHANGES, MAKE SURE THAT YOU ARE NOT IN THE MENU SCREEN, ONLY THE START SCREEN (where you put your ID in)

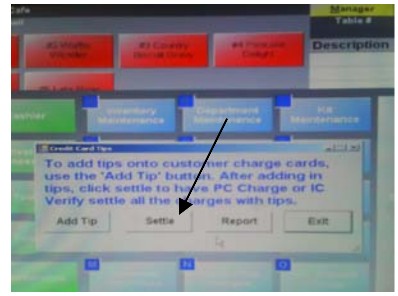
Settling Credit Cards

-Don't forget to add all the credit card tips before you perform this action

-Select the Yellow Manger tab in the start screen or the option on the order menu screen.

-Select the Green Administrative Tab and then choose (K)Credit Card Settlement. A prompt screen will appear, and Click on Settle.





Accessing Credit Card Batch Report (optional)

-From the log in menu, select Manager.

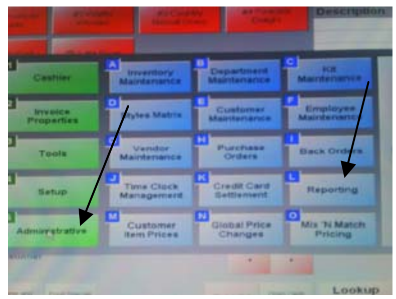
-If you are already logged in, select the Options key

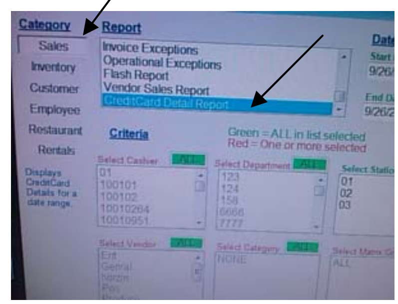
-Choose the Green Administrative key (5) and select the blue Reporting Key(L)

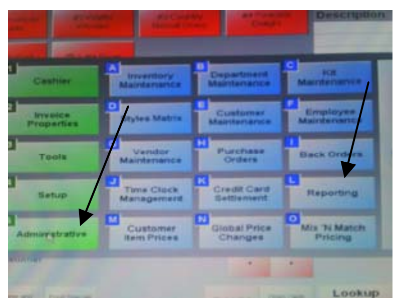
-To see the Credit Card Batch Report

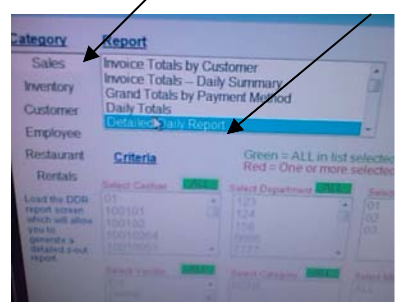
Be sure you are in the Sales Tab Double click the "C" key, the Credit Card Batch Detail Report should be one choice down and select from the prompt the print icon.

-Print this only if you need a proof of charge for a batch you can repint any day batch report so only print if needed to make sure of a charge.









This Report needs a full size printer 8.5X11 paper

Accessing Detailed Daily Report

in menu, select Manager.

-If you are already logged in, select the Options

-Choose the Green Administrative(5) key and select the blue Reporting Key (L)

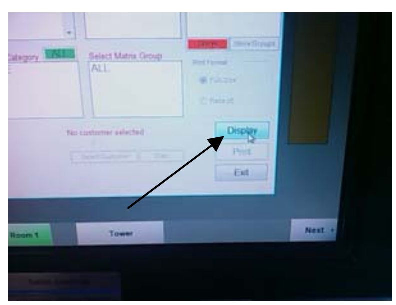
-To see Detailed Daily Report:

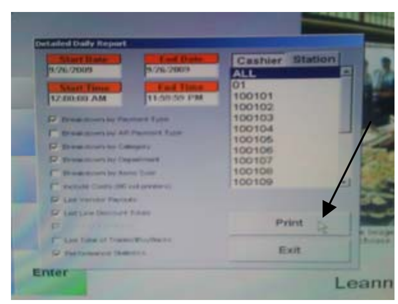
Be sure you are in the Sales Tab

-Double click the "D" key, and select the Detailed Daily Report

This is your total sales report of the day. if you need to make it for a (week ,or Year) Reports Just Chane the start date and the end date)

-You can print a report For any day in the past also. (just Change the date)





-Make sure of this check boxes are checked at all tims.

-Break doown by payment Type.

-Break Down By Category.

-Break Down By Department.

-Break Down By Items Sold (only if you need a count of the items you sold)
Example (how many Bottels of red Hose Wine) You sold and the total Sell Price of Them.

-List Vendor Payouts.

-List Line Discount Totals.

-Performance Statistics.

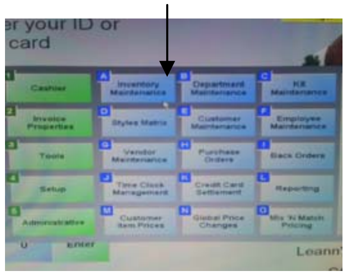
Then Click On Print

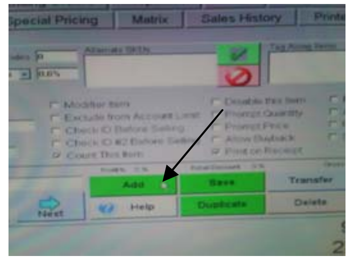
Adding New Items

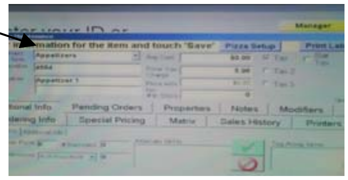
-Select the yellow Manager Tab in the start screen.
-Select the green Administrative Key (5)
-Select the Inventory Maintenance Key (A).
-Click the Green Add Item button.
-Select Standard Item. This will allow you to create an item of your menu.

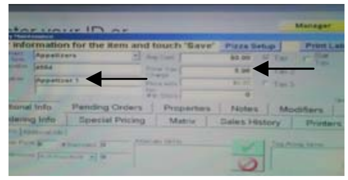
> DO NOT FORGET to remember to select a Department for your items. The departments you would need shall be already programmed by Tuniss, but for whatever reason you wanted to add a new department for your item, you will need to add that department first.

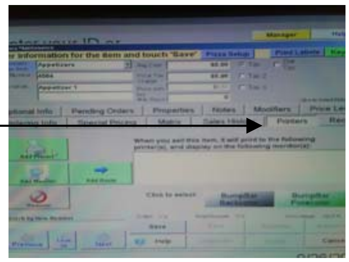
-After selecting the department for the item, add the description of the new item and cost. Enter the price only under the Price You Charge section.
IMPORTANT:
DO NOT FORGET to add the printers to each item you create. Example (food items will need to Print in the kitchen printer, drinks on bar printer)

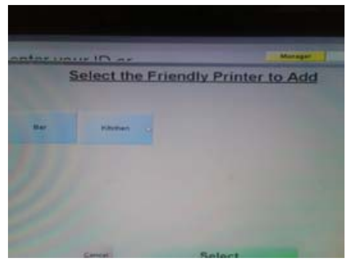








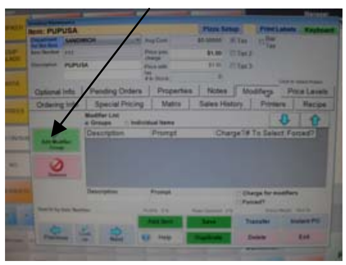




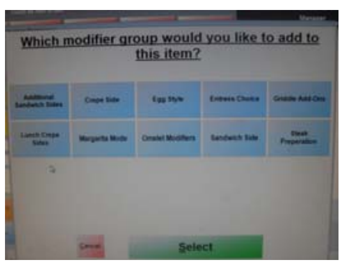
Adding Modifiers To Items

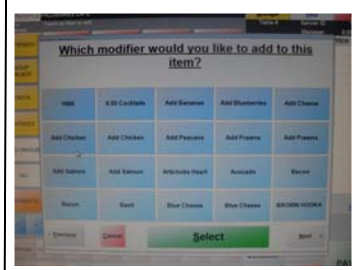
-Select the Modifiers tab when adding an item. You can choose to add a modifier group or individual modifiers.
-Modifier List groups are modifiers that all have a similar function. Modifier group are typically reserved for items that need a certain type of cheese added to it that the customer chooses, bread types for sandwiches, etc. You usually add modifier groups to an item if your item is some sort of sandwich, item with some sort of side, Example Meat Temp (Rare, Will,ETC)

-Individual Items Under Modifiers
Are Used for (no slat, No paper, No onions, ETC)
-After you add the modifiers, do not forget to save.

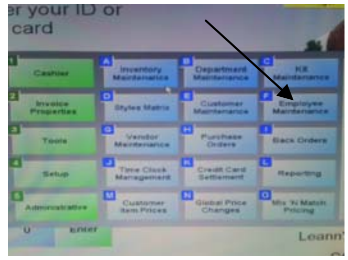


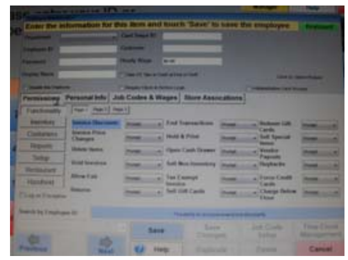
Individual Modifiers



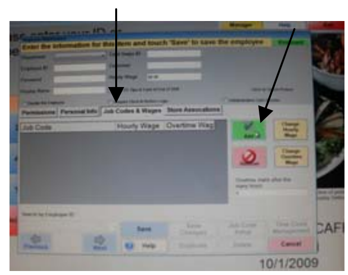


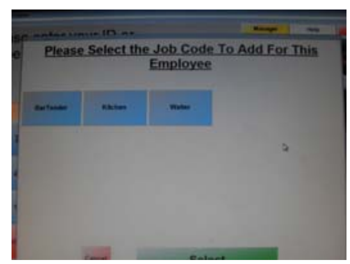
Adding Employees
-Go to the File menu located on the top left of the start screen.
-Select Employee Maintenance.
-Select the green Add Employee tab.
-Enter the new employee's ID number as well as their password, name, hourly wage.



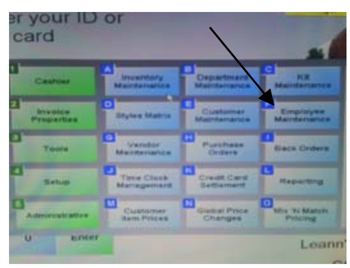
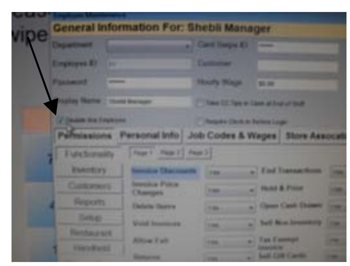


-Assign a Job code to the employee
-Select the job code and Wages tab.
-Click the green Add tab and choose the tab that best describes the job of the new employee.
-DO NOT FORGET to save changes.

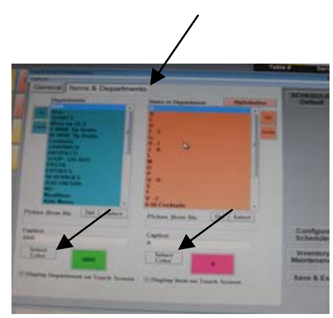
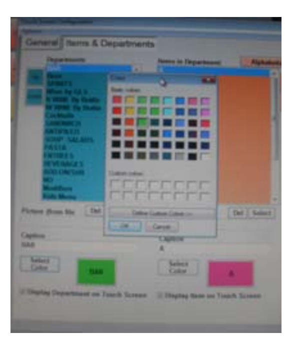




Disabling an Employee
-Go to file on the Start Screen and select Employee Maintenance.
-Select the employee you would like to disable, and click the box named "Disable Employee"
-DO NOT FORGET to save changes.

Changing Color of Menu Tabs
-From the log in menu, select Manager.
-If you are already logged in, select the Options key
-Select the green Setup tab and select the blue Touch Screen Configuration tab
-Select the Items and Departments tab
-From there you may now choose the colors of either the departments or individual items themselves
-To change the color, click the Select Color tab and a color palette should appear
-DO NOT FORGET to save changes.

(Please feel free to contact us for help before attempting this function. It might be tricky if you are doing this for the first time.)