Quick User Manual

ScanQ

POS Solutions, Touch Systems & Bar-Coding

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Main Screen

1. Dine Order
Make a new order for restaurant's customers. It is hidden if you disable in back office

2. To Go Order / New Order
Make a to go order or Coffee shop's customers

3. Cashier IN/OUT
Cashier must login to system before any payment transaction

4. Time Card Panel
Manage and control employees' clock in and clock out

5. Open cash Drawer
To put in or take out money from cash drawer

6. Customer
Manage and control customer information
7. Gift Card
Issue and setup gift cards

8. Settle Screen
Manage, view and control all Payments

9. Back Office
This function helps store owner to manage store setting such as menu setup, dining setup, employee setup

1 Time card

 Employees can clock in/out before starting or leaving job every day in the main screen. They also can view their time sheet at employee time panel.
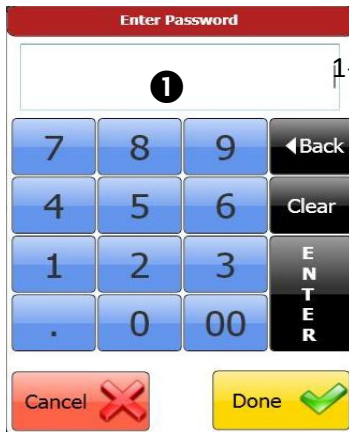
2 Cashier In/Out

Cashiers should login to the system every day and enter beginning amount of money. This part is very important for banking transaction and store daily reports. They also have to log out at the end of day or cashier shift to print out report and confirm cash drawer money count.
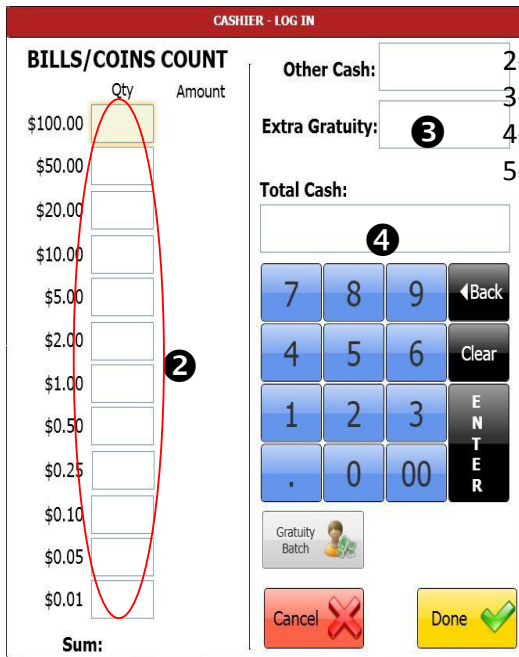
➢ Security Check

-Enter login Password
   For our demo, default Password for owner is number 1
   Cashier's default password is number 2

➢ Cashier Log IN/Out Screen

-Enter Quantity of bills and small coins or total cash
-Enter Gratuity (Optional)
-Enter manually total amount

3 Dine Order

 Users can make an order for customers at this section. Employees have unique password to login to dine order. Enter your password and go to the next page.

3.1 Dining Table Screen

Users can see table arrangement in different areas in the restaurant.
Tables in Use display: Employee Name, Time Spent, Satisfaction Icon, Order Ready Icon, and Number of Guests
Click on table to place a new order or make changes to open tickets.
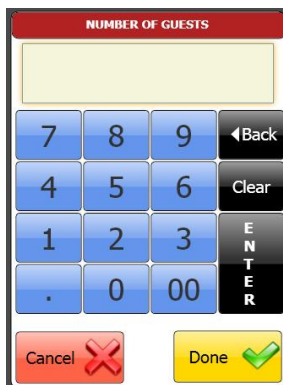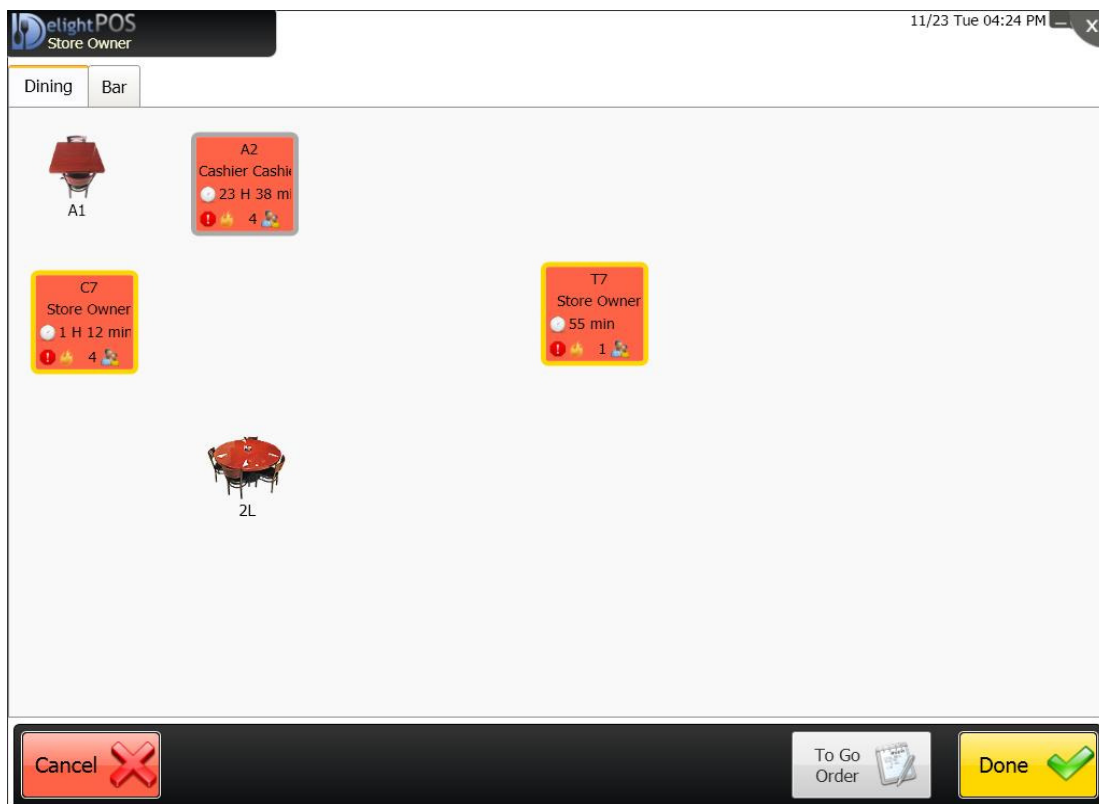
 Number of Guests show up for Empty Tables

3.2 Making New Order

Users can make an order at this page

1- Menu Selection
2- Item Group Selection
3- Item Selection List
4- Choices/Modifiers Options
5- Delete Items
6- Enter Quantity of Items first, then click on Item you want
7- Place Order on Hold
8- Apply Discount
9- Receive Payment
10- Show More Choices Screen

4   TO GO Order / New Order

 User can make order for customers who need to go orders. In addition this function is for any fast food where there is not table setting. All functions on this page are the same as dine order page.

5 Settle Screen

Users can manage orders' payment here. They can add, change, split and void current order and preview order.

Click and Hold on Ticket Button to Quick Preview Order

5.1 Make a Payment
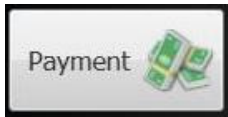
Customers can pay their orders by check, cash and credit card methods. They can setup gift card for customers in gift card setup menu in back office. Before payment transaction, cashier must log in to system.

1- Pay by cash
2- Pay by check
3- Pay by credit card
4- Pay by gift card

6 Customers

Owners can modify, delete and add new customer information to software database.

7 Gift Card

User can make new gift cards for customers. They can setup, charge and get balance for customers.

1. Make a New Gift Card
2. Print balance of selected gift card
3. Void a selected gift card
4. View all gift cards

8   Back Office

Back office function: store owner can manage store setting, employees, and view sales reports.

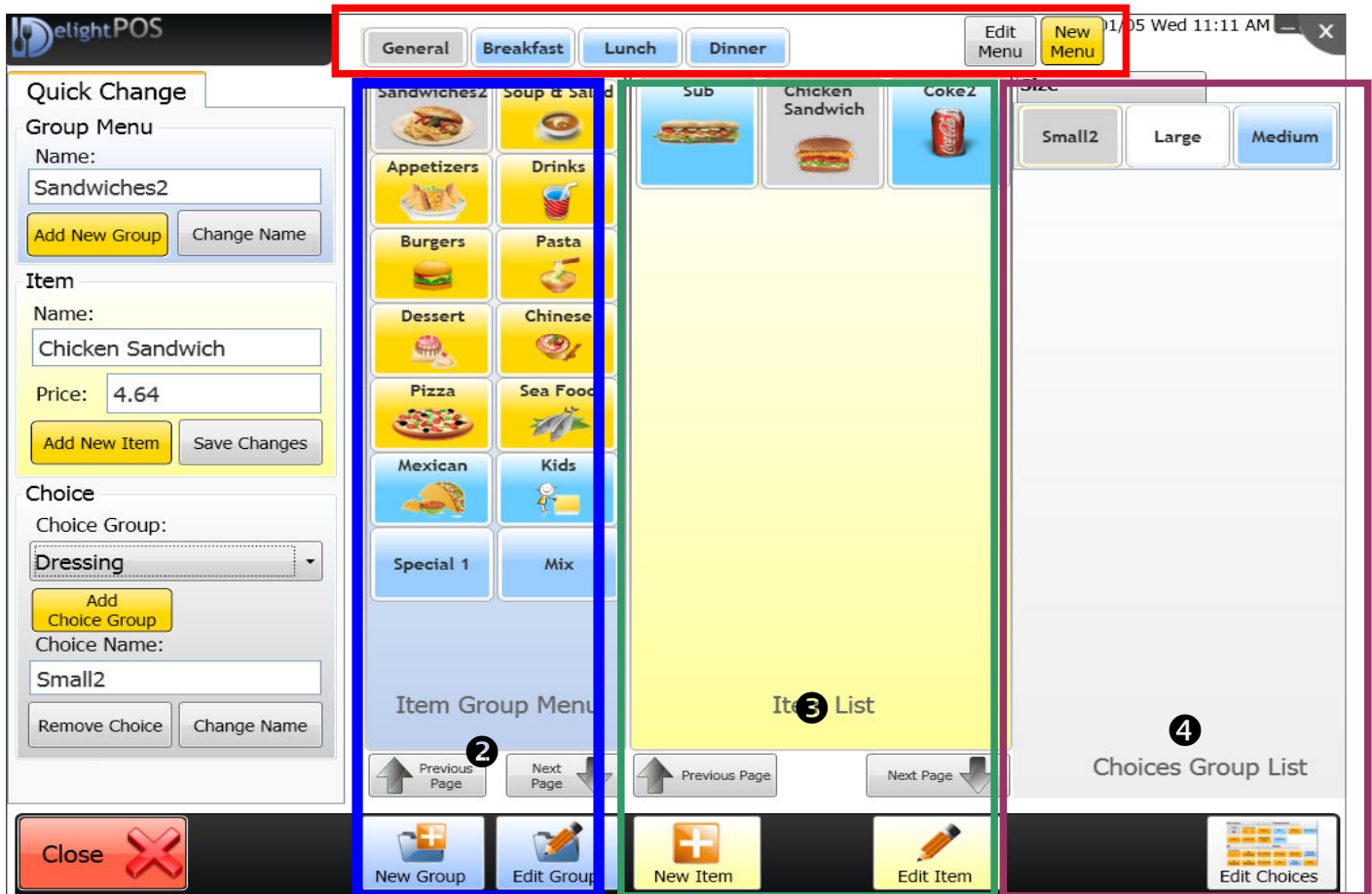## 8.1 Menu Setup

Customers can add new groups, items and choices as well as remove and edit selected items and set the price for items and choices.

❶

1- Menu by category
Users can arrange menu by categories, for example Breakfast, Lunch, Dinner and Dessert. Maximum categories which can be entered to your specific need are five categories.

2- Menu by food item
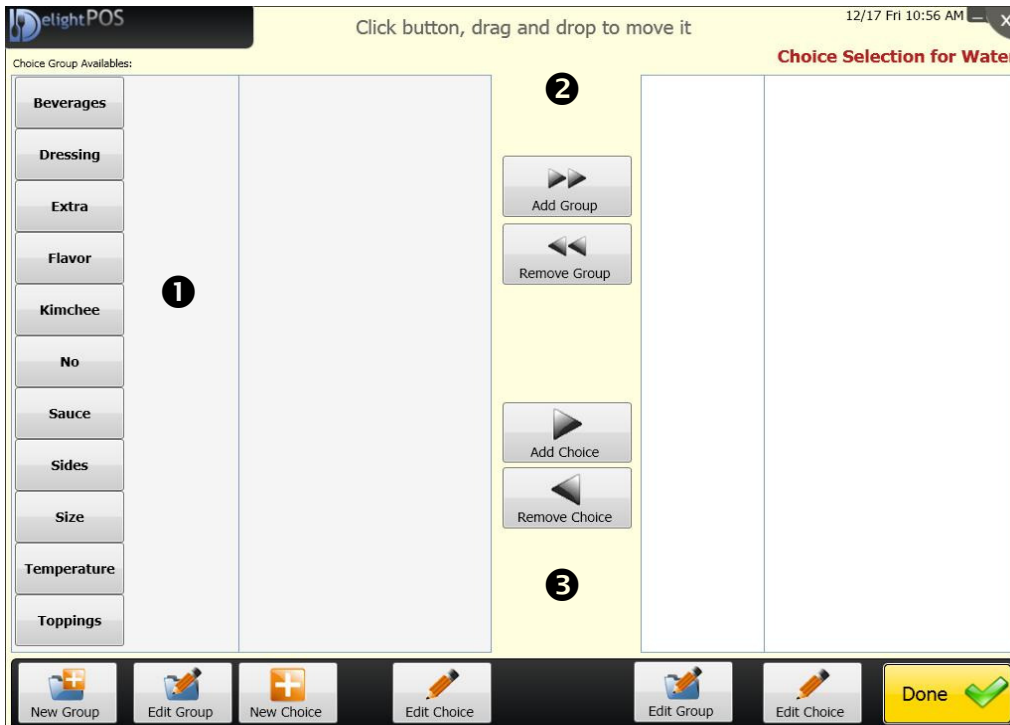Users can add or edit food items whit in each category.

3- Items
Users can add specific description of each food item; for example, cheese and burger. User can add specific size of each food item or any other unique specification.
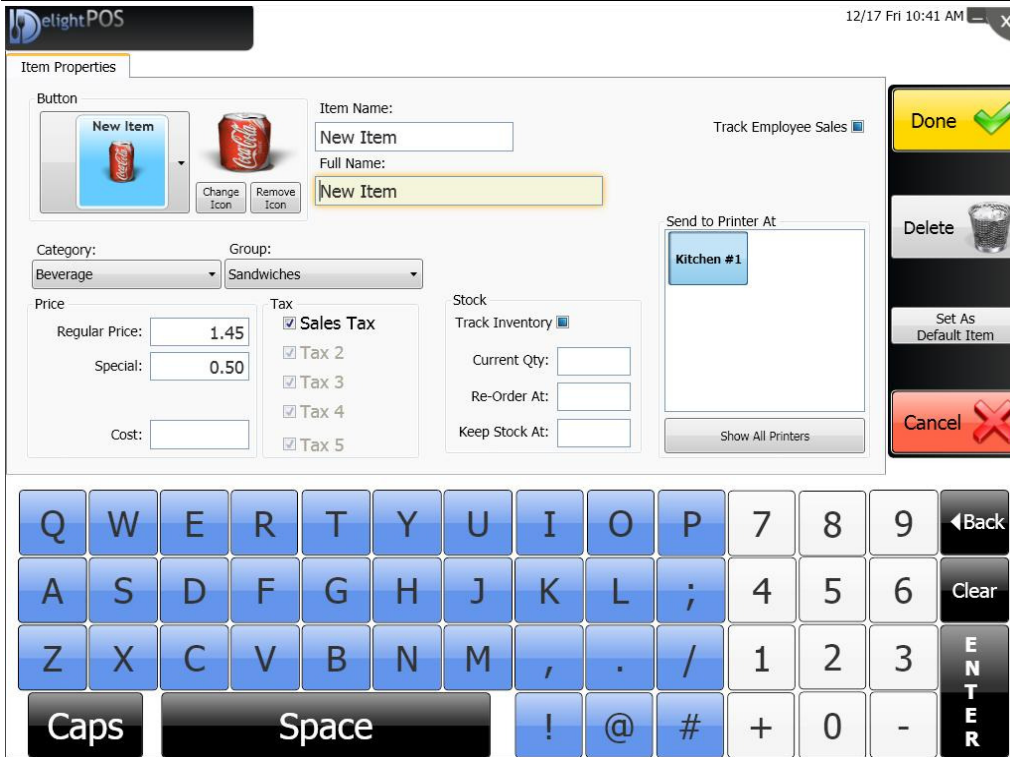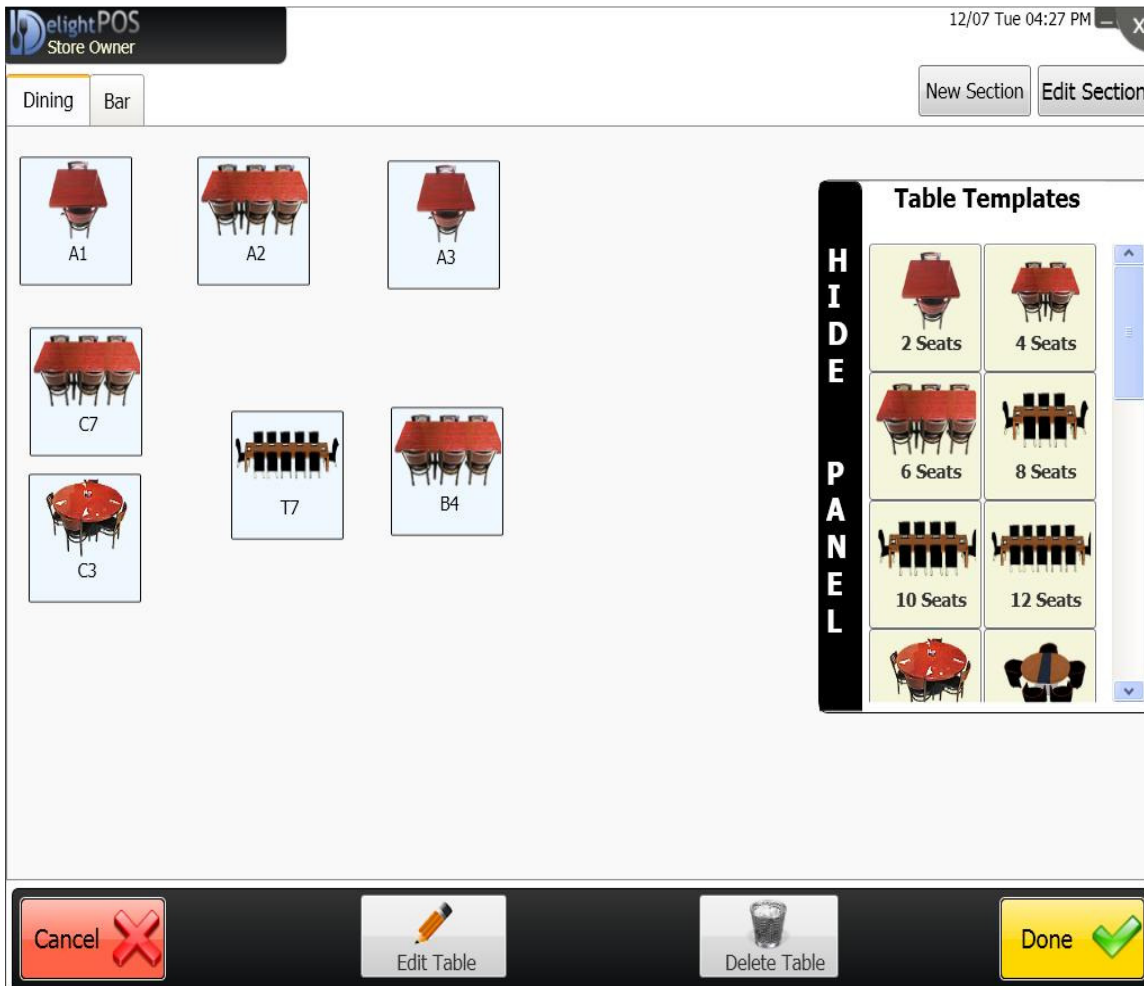
4-Choices

Users can add, edit and remove choices from items. Click on edit choices you go to next page.
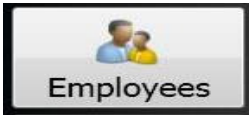
8.2 Dining Setup

 User can add, delete and change Table setting in the restaurant. Simply drag and drop to reconfigure the table setting.
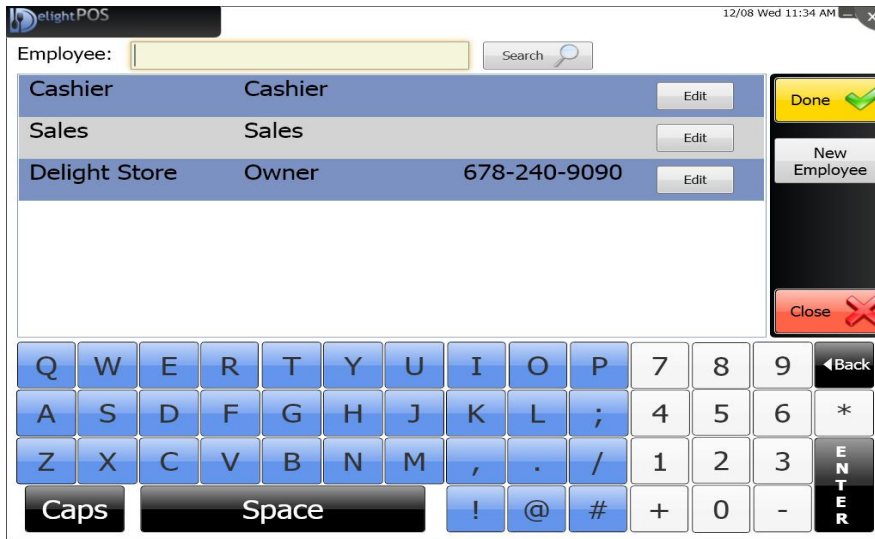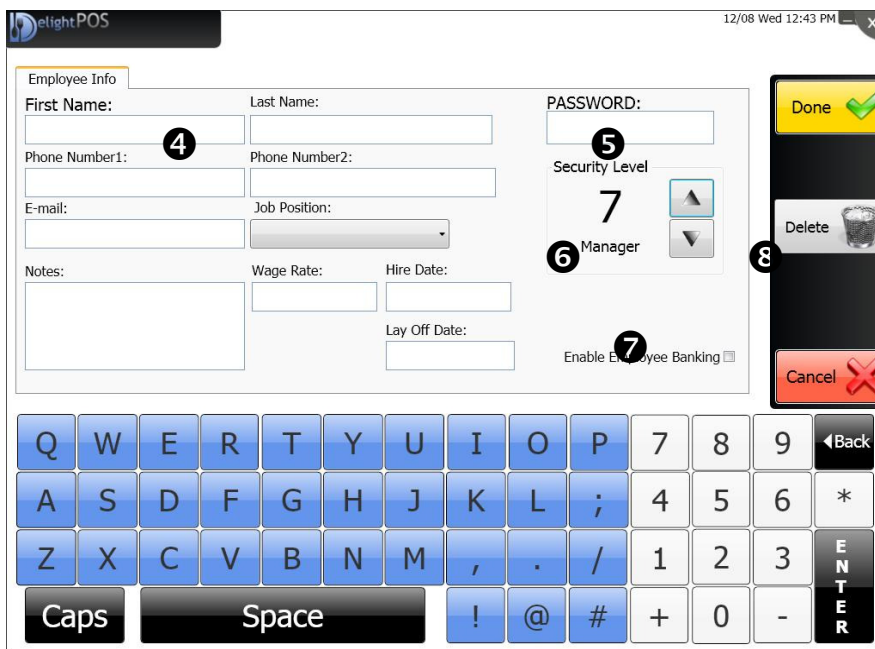
8.3 Employee setup

Owner can create an ID and password for new employee. They also can delete and edit current employees' ID and password.
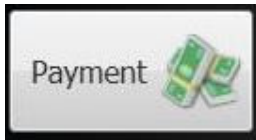
- Search existing Employees
- Edit Selected Employee's Information
- Add New Employee

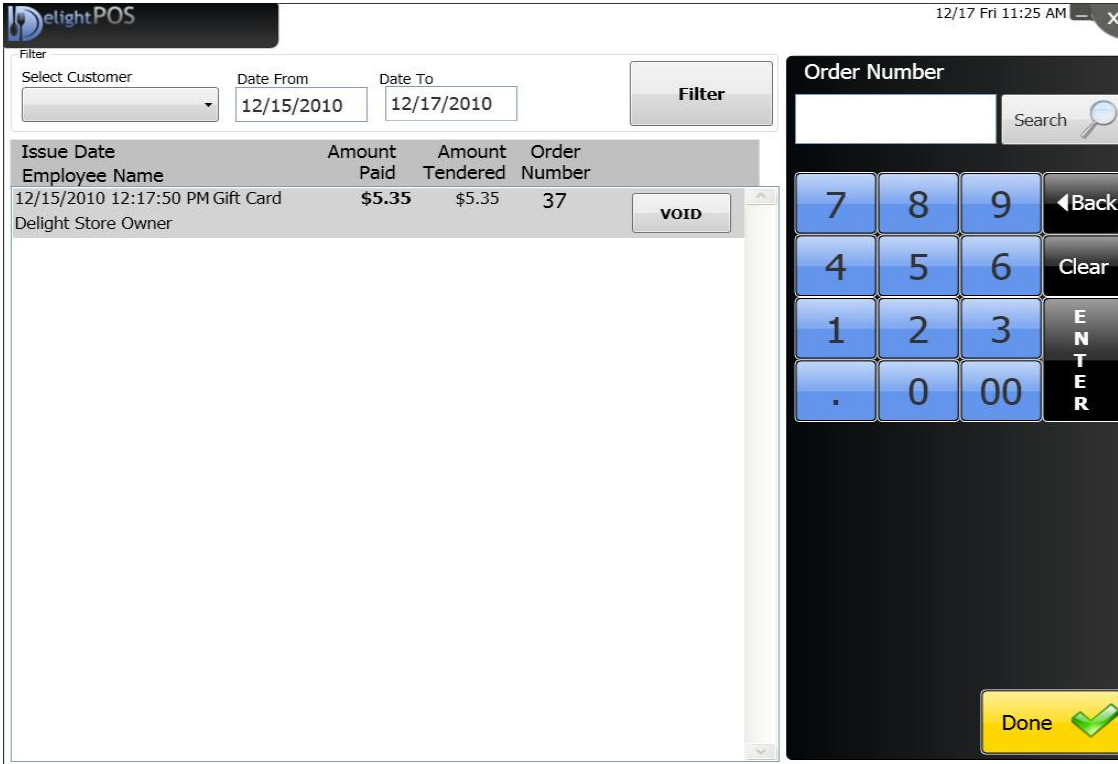### 8.3.1 Add New Employee Screen

- Enter Employee ID
- Enter Employee Password
- Select Employee Level
- Enable/Disable Banking for Employee
- Delete Employee Information

8.4 Payment Setup

Owner can change and control current balance of the customers and view payment history.

Filter

Select Customer Date From Date To

12/15/2010 12/17/2010

Filter

Issue Date Employee Name	Amount Paid	Amount Tendered	Order Number
12/15/2010 12:17:50 PM Gift Card Delight Store Owner	$5.35	$5.35	37

VOID

Order Number

Search

7	8	9	◀Back
4	5	6	Clear
1	2	3	ENTER
.	0	00	

Done ✓

8.5 Discount setup

Owner can make different rate of discount. This function helps owners to add, edit and delete discounts for customers.

8.6 Application Setting

 Users can change some settings such as Backup folder, tax percentage and change default setting for store. They can setup new printer and credit card processing. In addition users can add/remove permission to employees here.

8.6.1   Back up Setting
Users need to set backup folder to keep data in a safe place to facilitate data recovery easily.

9 Reports

Owner can access report function to check sales, employees, payment and order status. Owner also can select report type and detail report type for print report to printer.

9.1 Employee Analyzing Report

Owner can control, manage and evaluate employees' performance in the store. There are four options which owner can use to compare employees' activities.

Hours Total Summary
◉ Period ○ Last Period ○ 7 Days ○ 30 Days

Owner Owner	-4.2H

Top Sellers
◉ Period ○ Last Period ○ 7 Days ○ 30 Days

Owner Owner	$37.33

Order Void
○ Period ◉ Last Period ○ 7 Days ○ 30 Days

Owner Owner	$55.11

Discount Total
◉ 24h ○ Last 3 Days ○ 7 Days ○ 30 Days

Owner Owner	$0.00