

Quick Reference Guide

Application: CONFIG 690 01.07.00

TIP REPORT, REVIEW AND EDITING

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|--|---|---|
| EMPLOYEE DETAIL REPORT PRINTOUT | 1. SWIPE CARD FOR SALE | 1. Press [+] (PRINT) key. |
| | 2. TOTALS TRAN DETAIL | 2. Press right [▲] key to print a detail report. |
| | 3. BATCH EMP CARD | 3. Press middle [▲] key. |
| | 4. ALL TAB UNADJ | 4. Press left [▲] key. |
| | 5. EMP DETAIL REPORT ENTER EMPLOYEE ID # | 5. Key in employee ID, press [ENTER] or press [ENTER] to print a report of all employees. |
| | 6. ALL TAB UNADJ | 6. Press [CLEAR] to exit. |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|---|---|---|
| EMPLOYEE DETAIL REVIEW | 1. SWIPE CARD FOR SALE | 1. Press [REVIEW] key. |
| | 2. TOTALS TRAN DETAIL | 2. Press right [▲] key. |
| | 3. BATCH EMP CARD | 3. Press middle [▲] key. |
| | 4. CARD CHECK | 4. Press the left [▲] key to review employee card totals or press the right [▲] key to review employee check totals. |
| | 5. ALL TAB UNADJ | 5. Press the left [▲] key to review the entire batch, the middle [▲] key to review open tabs or right [▲] key to review unadjusted items. |
| | 6. EMP DETAIL REVIEW ENTER EMPLOYEE ID # | 6. Key in the employee ID and press [ENTER] or press [ENTER] to review all employee ID's. |
| REMINDER: Use to edit open tabs and unad- justed tips by employee ID. | 7. XXX: INV XXXXXXXXX SALE \$XX.XX | 7. If the correct transaction is displayed, press the [*] or [#] key to review the transaction information; if not, press [BACK SPACE] to return to the previous prompt or press [CLEAR] to exit. |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|-------------------|--|--|
| TIP ADJUSTMENT | 1. SWIPE CARD FOR SALE | 1. Press [+] (ADJUST) key. |
| | 2. EDIT TAB TIP | 2. Press right [▲] key. |
| | 3. INV SEQ EMP | 3. Press left [▲] key to choose item by invoice number, middle [▲] key to choose by sequence number or right [▲] key to choose by employee ID. |
| | 4. ADD TIP ENTER... | 4. Key in either the invoice number, sequence number or employee ID, press [ENTER]. |
| | 5. XX XXXXXX \$XX.XX ENTER TIP AMOUNT | 5. Key in the tip amount, press [ENTER]. |
| | 6. INV SEQ EMP | 6. Press left [▲] key to choose transaction by invoice number, middle [▲] key to choose by sequence number or right [▲] key to choose by employee ID. Press [CLEAR] to exit. |

| FUNCTION | DISPLAY MESSAGE | OPERATOR ACTION |
|------------------------|---|---|
| TRANSACTION EDITING | 1. SWIPE CARD FOR SALE | 1. Press [+] (ADJUST) key. |
| | 2. EDIT TAB TIP | 2. Press left [▲] key. |
| | 3. INV SEQ PAN | 3. Press the left [▲] key to adjust by invoice number, middle [▲] key to adjust by sequence number or right [▲] key to adjust by last five digits of card number. |
| | 4. EDIT ENTER... | 4. Key in invoice number, sequence number or last 5 digits of card number, press [ENTER]. |
| | 5. XXX: INV XXXXXXXXX XXXXXXXXXXXXXX OK? | 5. If the correct transaction is displayed, press [ENTER] if not, press [BACK SPACE] for previous prompt or press [CLEAR] to exit. |
| | 6. BASE: \$XX.XX ENTER AMT TO CHANGE | 6. If the correct amount is displayed, press [ENTER], if not, key in the correct amount, press [ENTER] or press [CLEAR] to exit. |
| | 7. TIP: \$XX.XX ENTER AMT TO CHANGE | 7. If the correct amount is displayed, press [ENTER], if not, key in the correct amount, press [ENTER] or press [CLEAR] to exit. |
| | 8. TAX: \$XX.XX ENTER AMT TO CHANGE | 8. If the correct amount is displayed, press [ENTER], if not, key in the correct amount, press [ENTER] or press [CLEAR] to exit. |
| | 9. EDIT TRANSACTION ACCEPTED | 9. Please wait... |
| | 10. INV SEQ PAN | 10. Press proper [▲] key or [CLEAR] to exit. |