

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.