



2TouchPOS Operations Table User's Guide

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About this Document

This document was written for 2TouchPOS version 3.03.4900.

Beginning of Shift

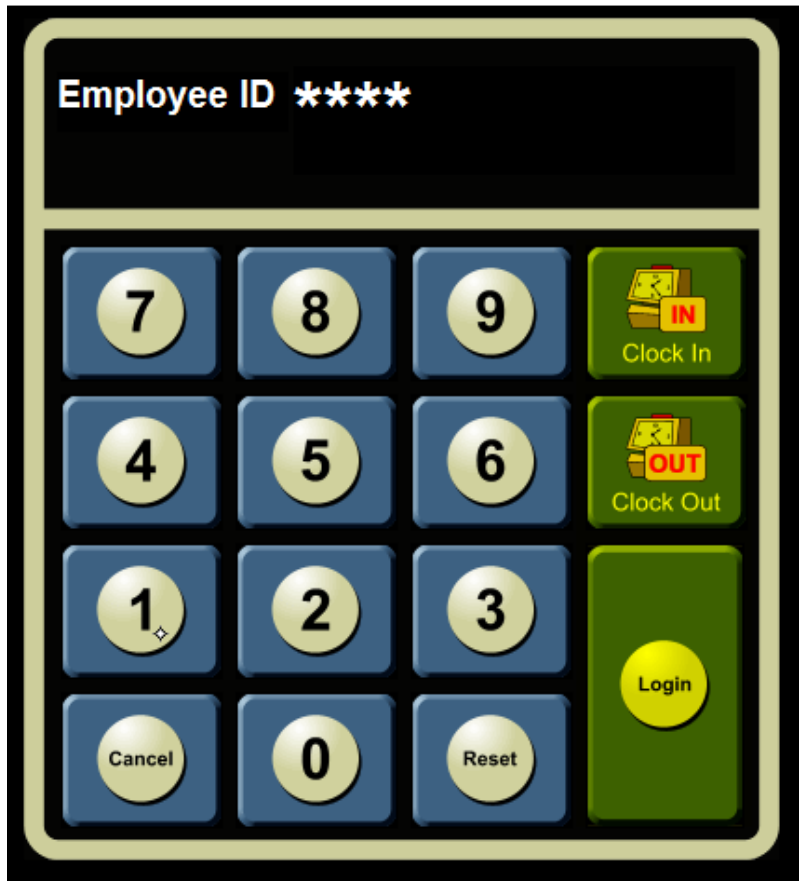
Employee Code

Clock in & out and Log in

1. From the clock in/out screen, touch “**Clock In**” button.
2. Enter your employee code.

Log In

1. Re-enter employee code.
2. Touch “**Log In**” button.



Option 2

Employee Badge

Clock in/out

1. From the clock in/out & login screen, touch “**Clock in**” button, then swipe the employee badge.
2TouchPOS will notify employee they have been clocked in or clocked out.
Note: if an employee tries to log in, without being clocked in, 2TouchPOS will notify employee they are not clocked in and would they like to clock in?
2. Swipe your employee again, touch “**Login**” button.



Log in

1. Swipe employee badge

Option 3

Bio-Metric Reader

1. Place your index finger on bio-metric reader to clock in & out.

Log in

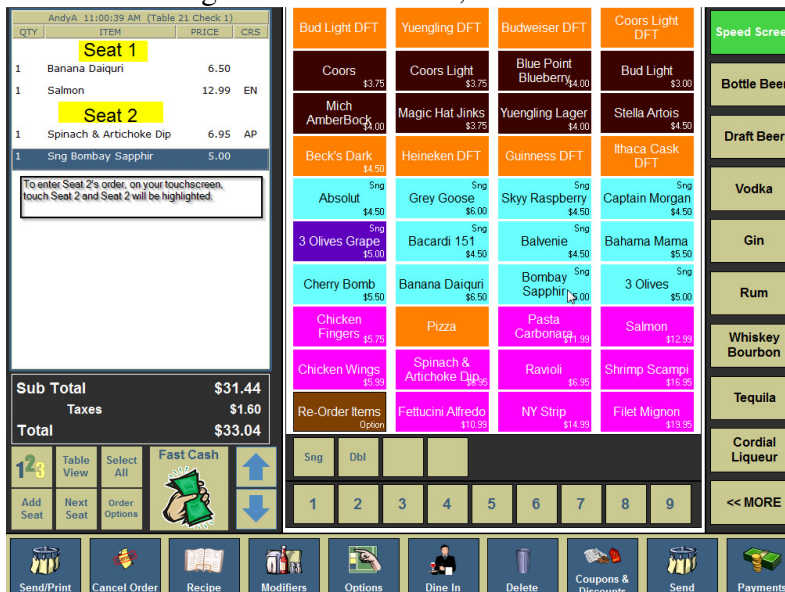
1. Place your index finger on bio-metric reader to clock in & out.

Start a New Table

1. From the table view management screen, select and highlight a **“Table”** button.
2. Touch **“New Check”** button, then enter number of guest and touch **“Ok”** button.



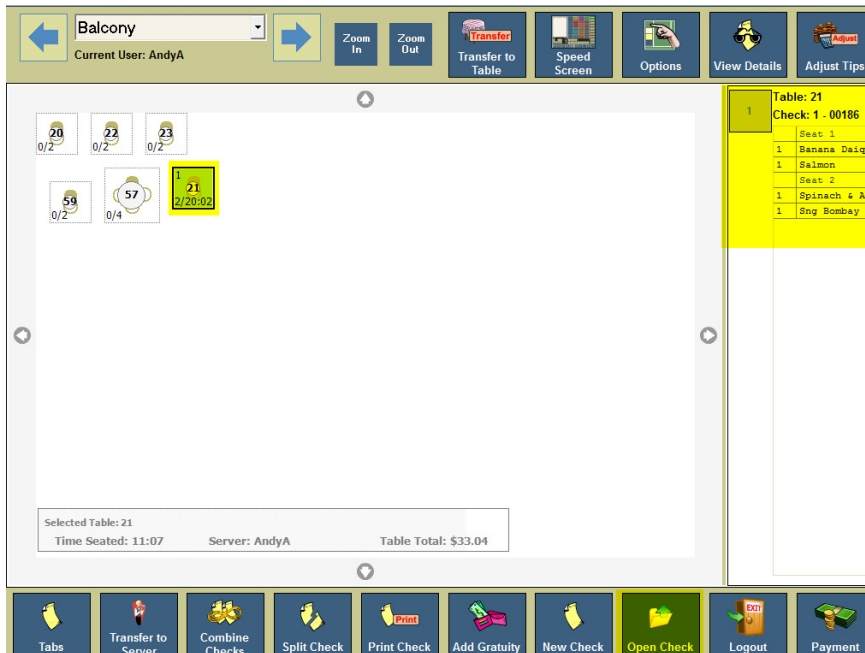
3. Enter Customer order by seat. To enter an order for another customer seating at the table, touch **“Seat #”**. In entering an order for seat 2, touch seat 2 and enter customers order.



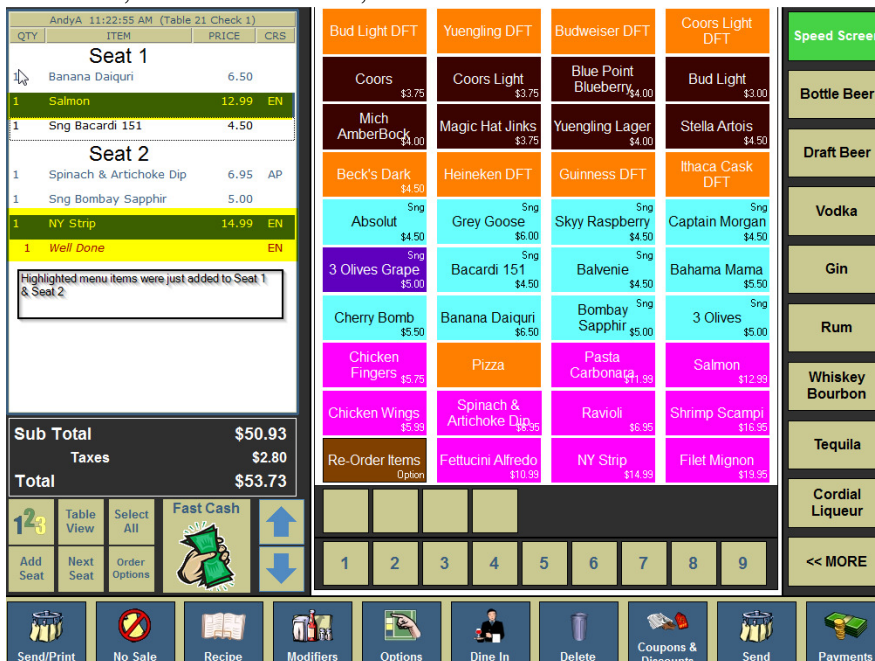
4. Once customers order has been entered, touch **“Send”** button.

Re-Opening a Table

1. From the table view management screen, touch a specific **“Table”** button. The customer check will appear on the right side of the screen.
2. Touch **“Open Check”** button, then enter number of guest and touch **“Ok”** button.



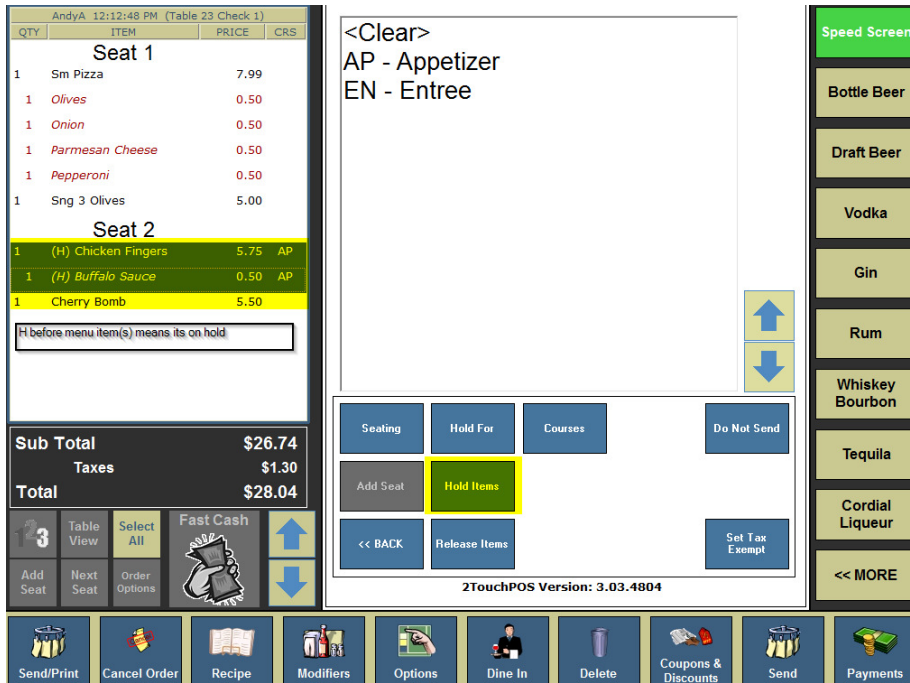
3. Select Seat Number, enter menu items, and then touch “**Send**” button.



Putting Items on Hold from a Tab

1. From the table view management screen, highlight table, select “**Open Check**” button.
2. Touch “**Order Options**” button located underneath ticket.
3. Select the items that need to be held, then touch “**Hold**” button.
4. Touch the “**Back**” and “**Send**” buttons.

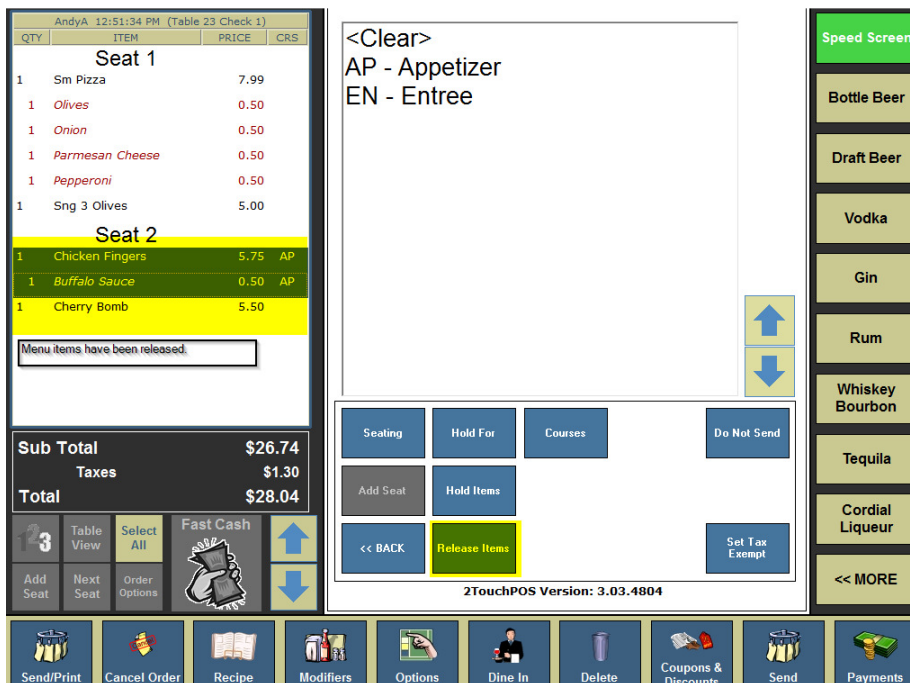
*Note: To hold entire order, follow steps 1 & 2, underneath ticket, touch “**Select All**” button, then touch “**Hold Items**” button.*



Releasing Items from a Table

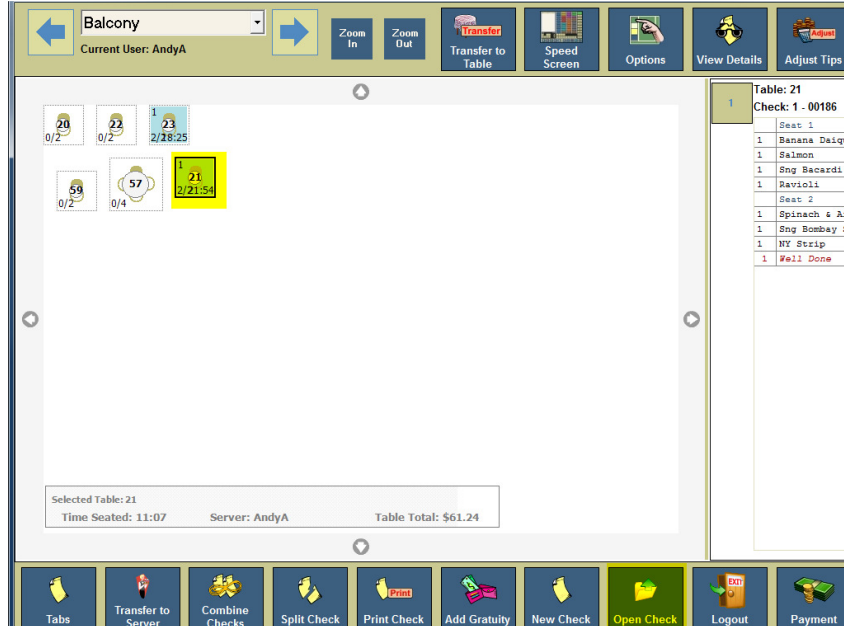
1. From the table view management screen, select and highlight a **“Table”**, touch **“Open Check”** buttons.
2. Touch **“Order Options”** button located underneath ticket.
3. Select the items that need to be released, then touch **“Release Items”** button.
4. Press the **“Back”** and **“Send”** buttons.

*Note: To release an entire order, follow steps 1 & 2, underneath ticket, touch **“Select All”** button, then touch **“Release Items”** button.*

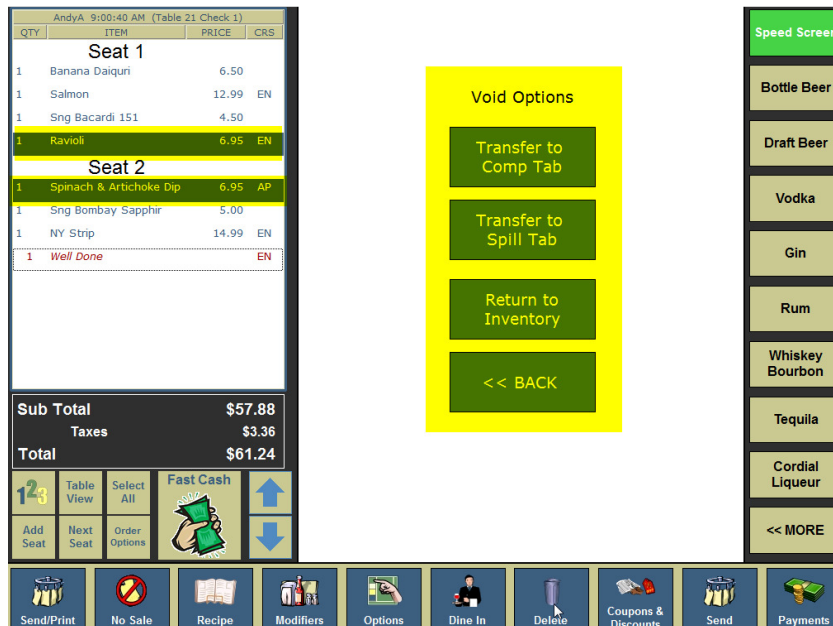


Deleting Sent menu Items

- From the table view management screen, Select and highlight a “**Table**” button, touch “**Open Check**” button.

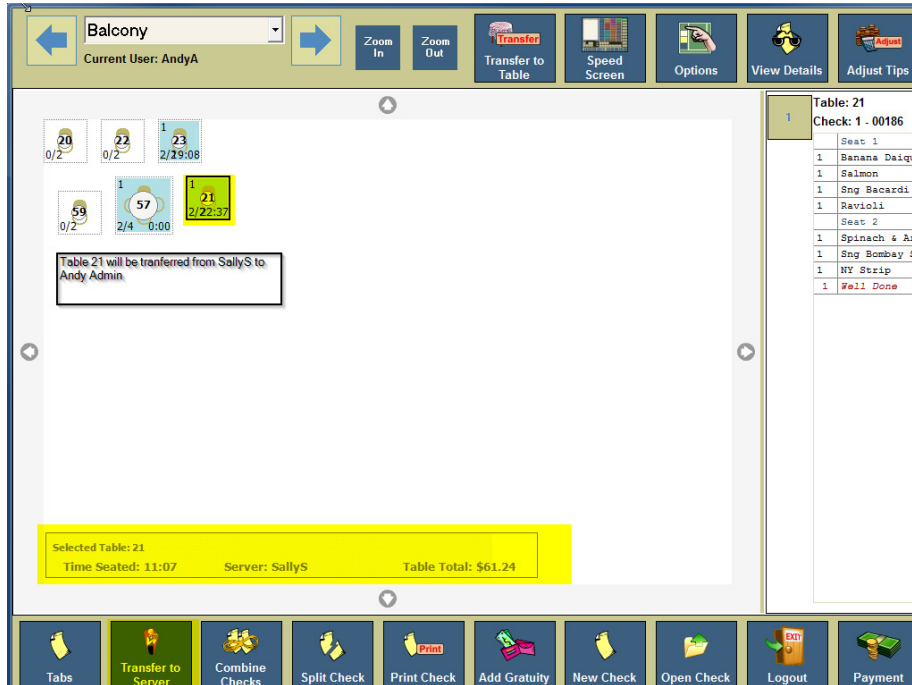


- Select menu item/s for deletion. (Manger’s approval maybe needed)
- Touch “**Delete**” button, choose one of the following, transfer to “**Comp Tab**”, “**Spill Tab**” or “**Return to Inventory**” buttons.

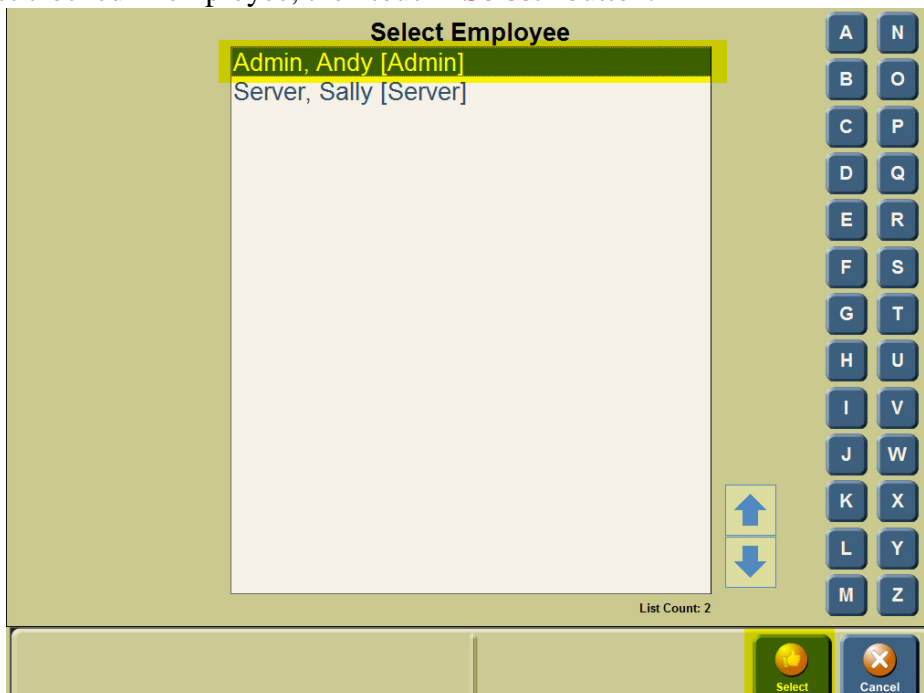


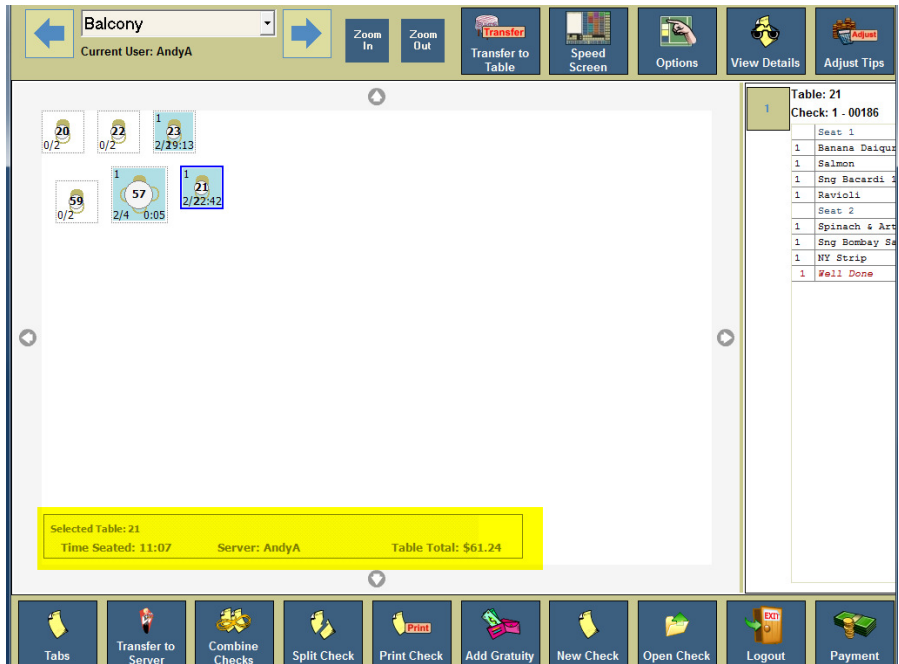
Transfer Check to another Server

1. From the table view management screen, select and highlight “**Table**” button, then touch “**Transfer to Server**” button.



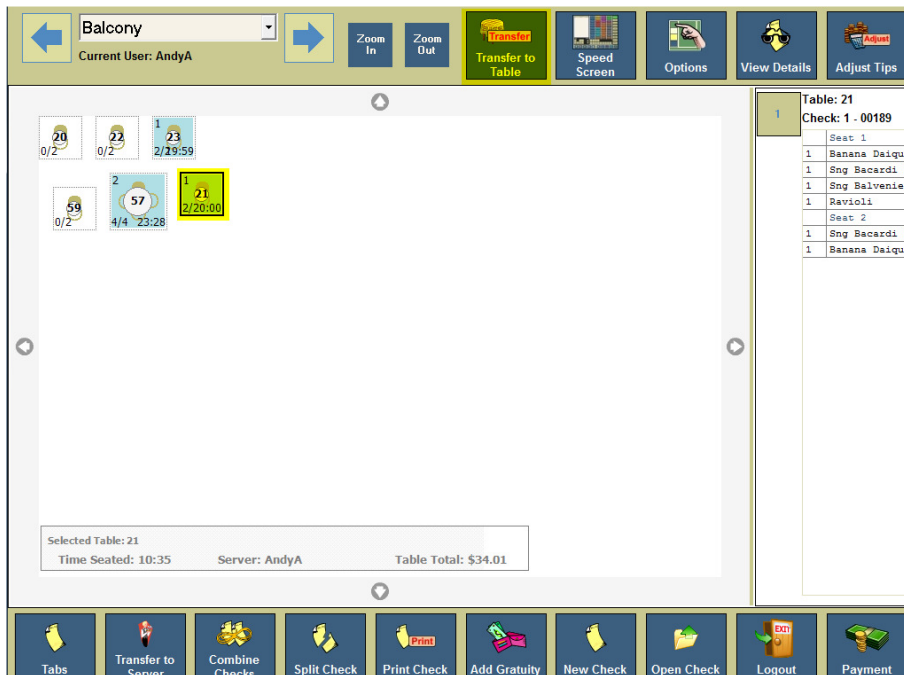
2. Select clocked in employee, then touch “**Select**” button.



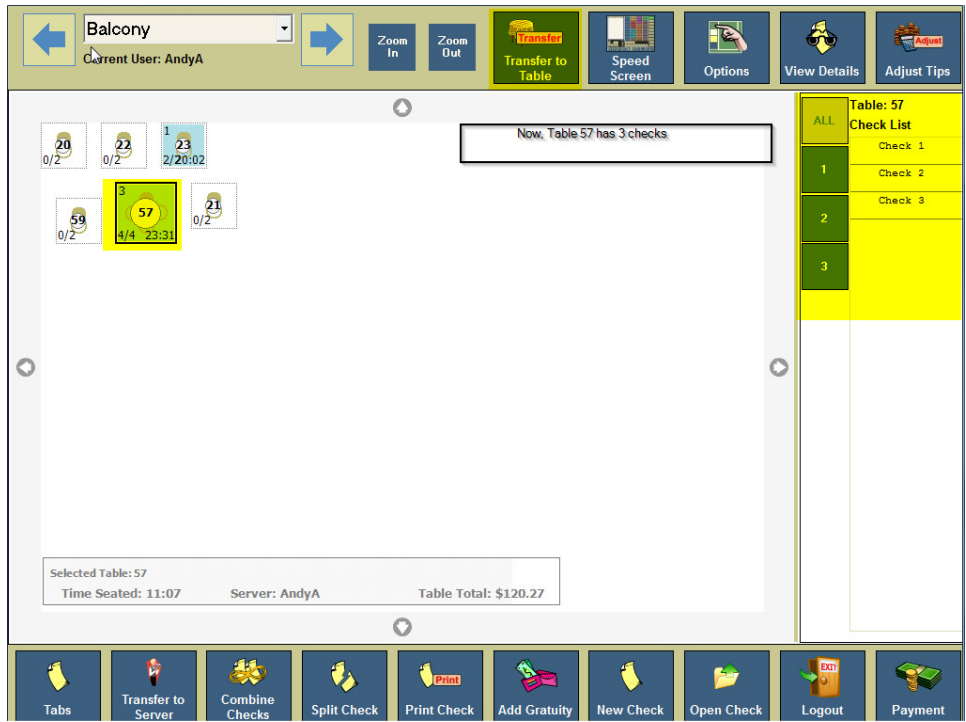


Transfer to Table

1. From the table view management screen, select and highlight **“Table”** button, then touch **“Transfer to Server”** button.

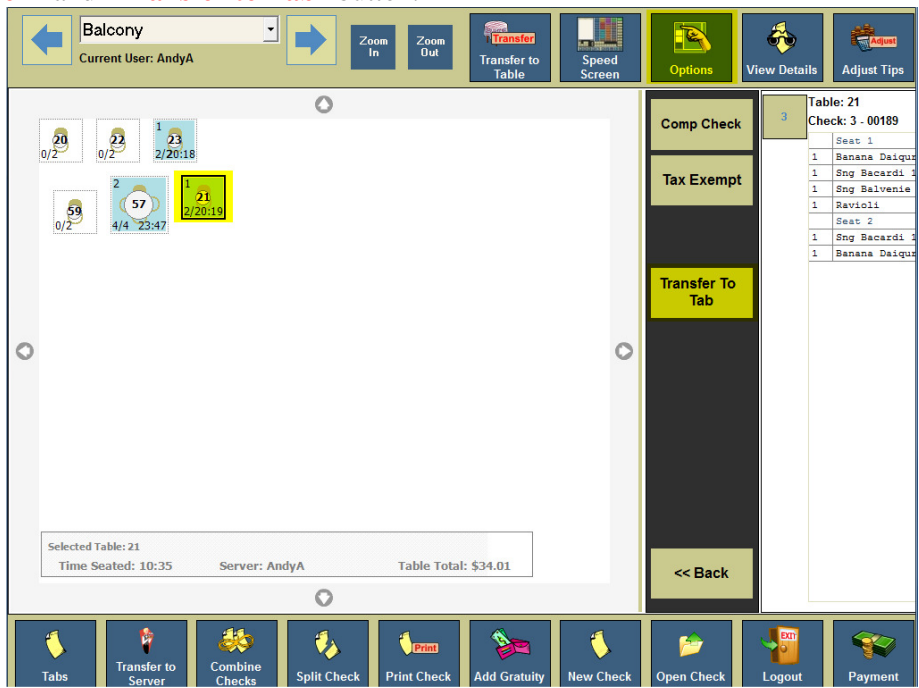


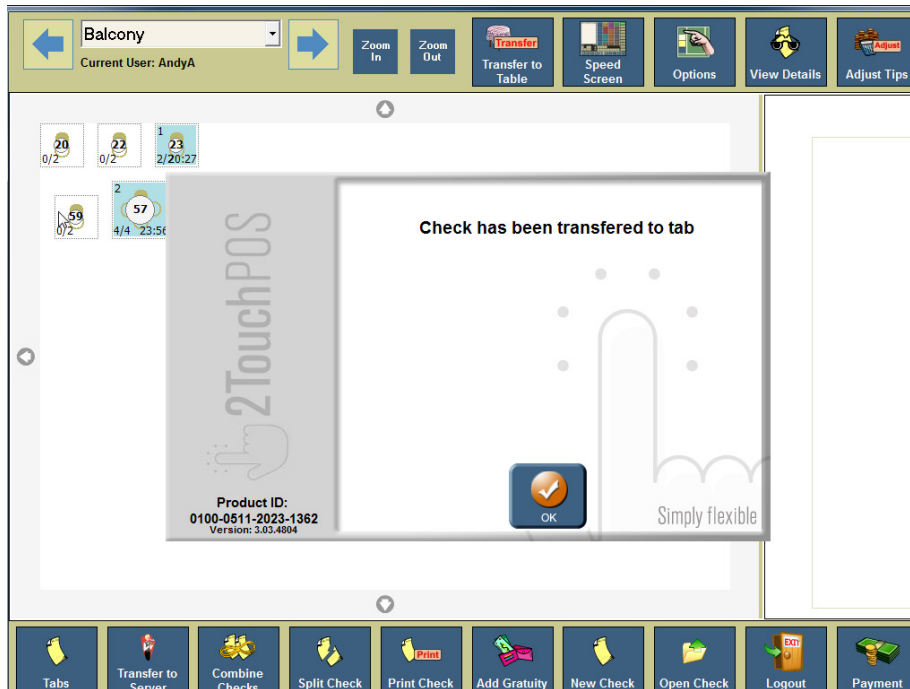
2. Select **“Table”** button. (Note: when transferring a table to another table, you are transferring a check that results in the table to have two or more checks).



Transfer to Tab

1. From the table view management screen, select and highlight a **“Table”** button, then touch **“Option”** and **“Transfer to Tab”** button.





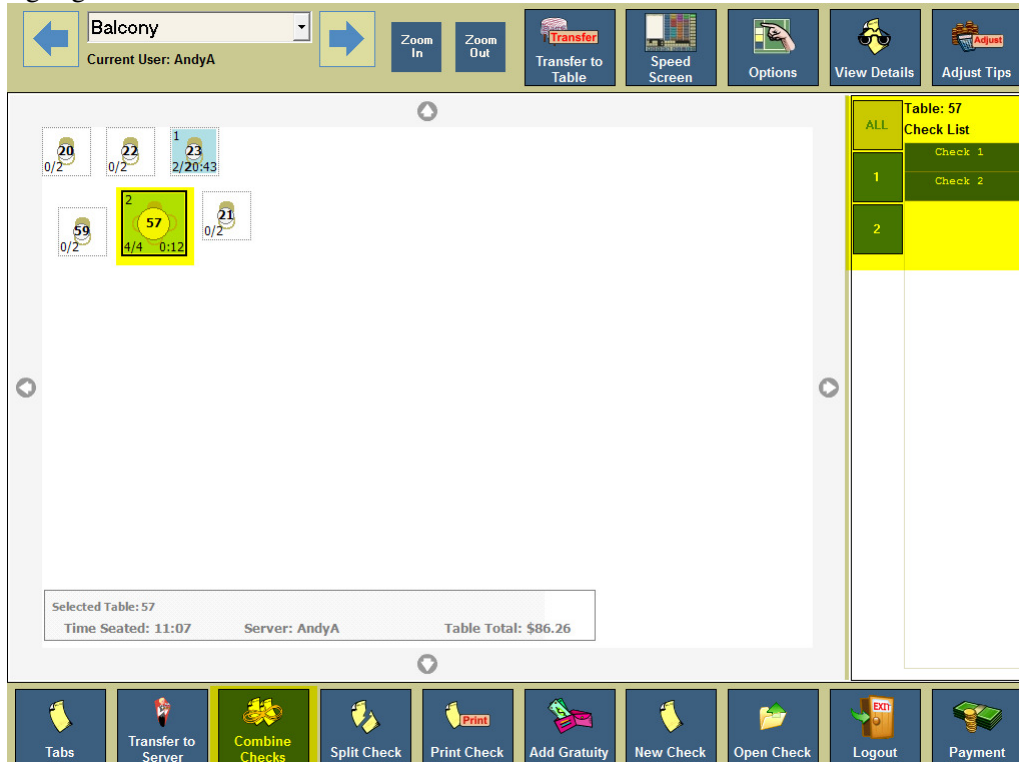
Open Tabs Sort Description

S	Owner	Description	G	H	Amount	T
<input checked="" type="checkbox"/>		99999 Comp Tab	<input type="checkbox"/>	<input type="checkbox"/>	\$63.75	<input type="checkbox"/>
<input checked="" type="checkbox"/>		99998 Spill Tab	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	AndyA	00174 Joe Johnson	<input type="checkbox"/>	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	AndyA	00185 Joe Smith	<input type="checkbox"/>	<input type="checkbox"/>	\$55.48	<input type="checkbox"/>
<input checked="" type="checkbox"/>	AndyA	00189 Table 21 Chec	<input type="checkbox"/>	<input type="checkbox"/>	\$34.01	<input type="checkbox"/>

Tab will be created under Table Number

Combine Checks

- From the table view management screen, select and highlight a “**Table**” button, then select and highlight checks to be combined. Touch “**Combine Checks**” button



- Touch “**OK**” button.

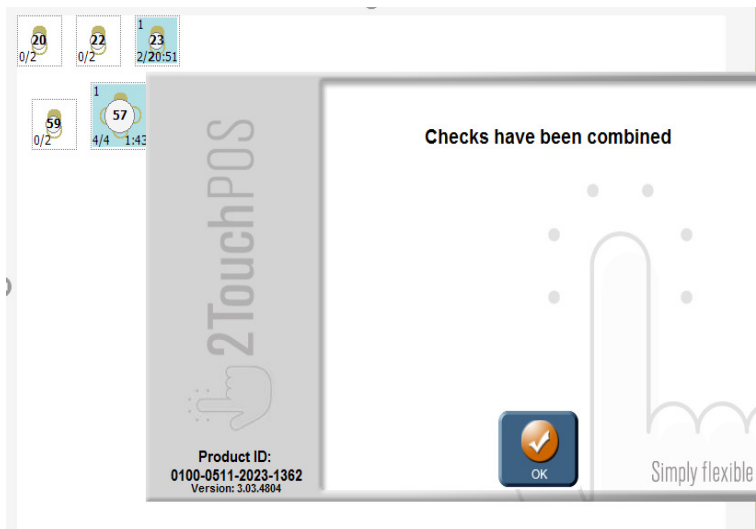


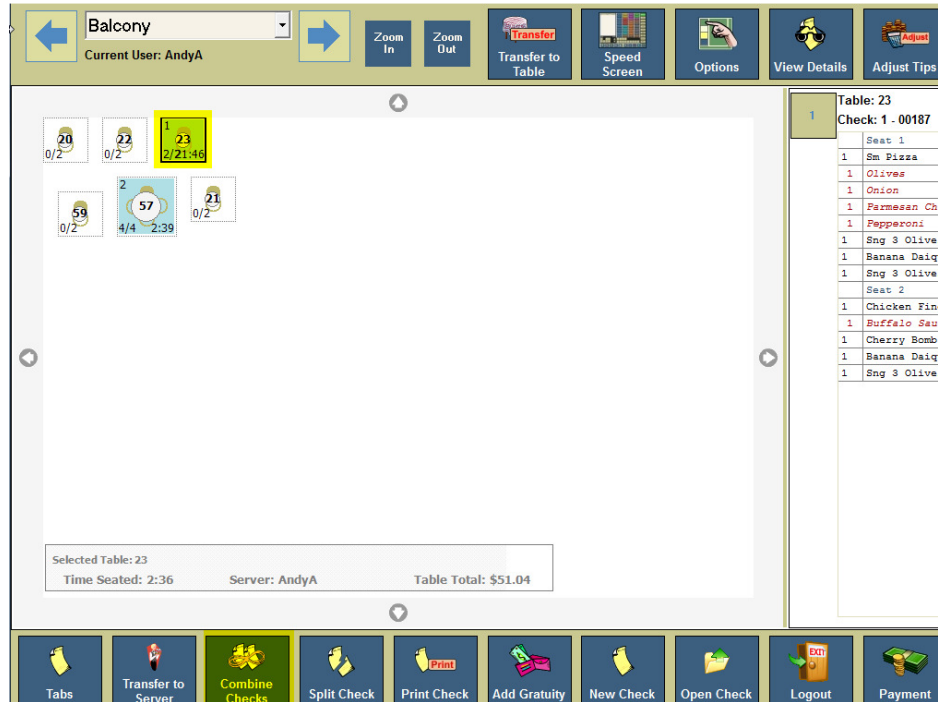
Table: 57	
1	Check: 1 - 00188
	Seat 1
1	Sng Absolut
1	Sveest
1	Ravioli
	Seat 2
1	Bahama Mama
1	Spinach & Art
	Seat 1
1	Banana Daiqu
1	Salmon
1	Sng Bacardi 1
1	Ravioli
	Seat 2
1	Spinach & Art
1	Sng Bombay Sa
1	NY Strip
1	Well Done

Split Checks

By Seat(s):

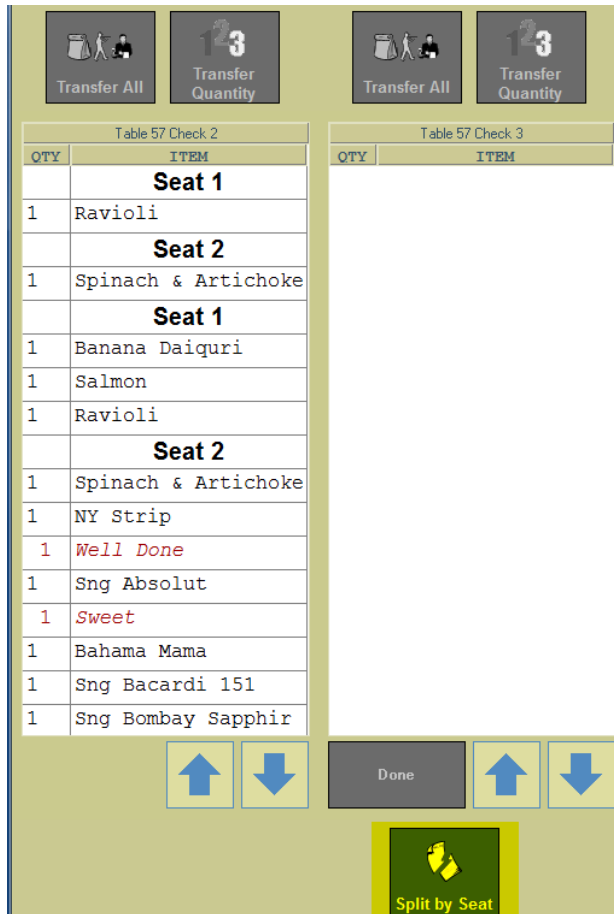
There are two different ways to split a check, by seat(s) or by menu items)

1. From the table view management screen, Select and highlight a “**Table**”, then touch “**Split Checks**” button.



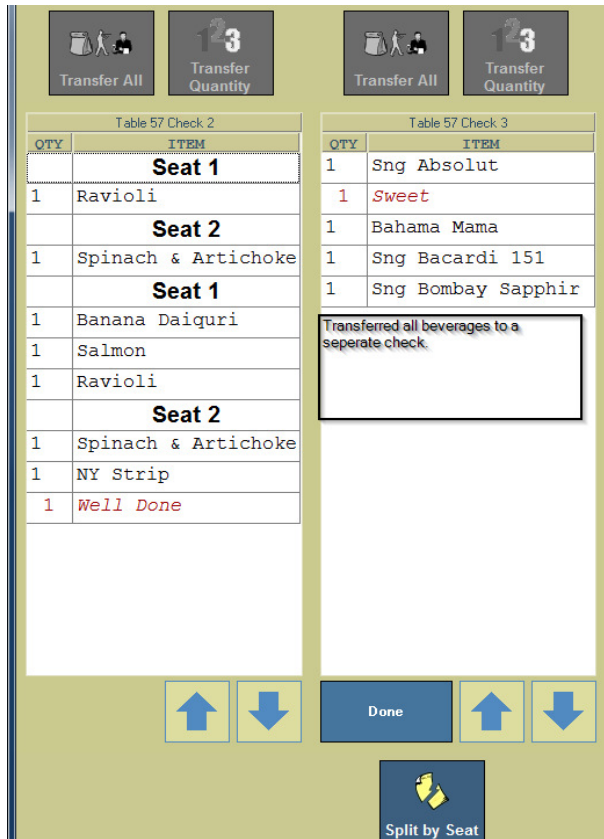
Option 1- By Seats

2. Touch “**Split by Seat**” button. (*Checks are created for each individual seat. If you have four seats, then the original check will be split into four different checks, by seats.*)



Option 2 – By Menu Items


3. Select menu items, touch “**Transfer All**” and “**Done**” buttons.





Option 3 – By Quantity of Menu Items

4. Select menu items, enter quantity amount (whole numbers), and then touch “Save” button. Touch “Done” button.




 Transfer All


 Transfer Quantity


 Transfer All



 Transfer Quantity

Table 23 Check 1	
QTY	ITEM
Seat 1	
1	Sm Pizza
1	<i>Olives</i>
1	<i>Onion</i>
1	<i>Parmesan Cheese</i>
1	<i>Pepperoni</i>
1	Sng 3 Olives
1	Banana Daiquri
1	Sng 3 Olives
Seat 2	
1	Chicken Fingers
1	<i>Buffalo Sauce</i>
1	Cherry Bomb

Table 23 Check 2	
QTY	ITEM
1	Banana Daiquri
1	Sng 3 Olives

↑ ↓
Done
↑ ↓



Split by Seat

Applying Tax Exempt

1. From the table view management screen, Select and highlight a “Table”, then touch “Options” button.



2. Touch “Tax Exempt” button. Select a Customer’s Account, then touch “Select” button.



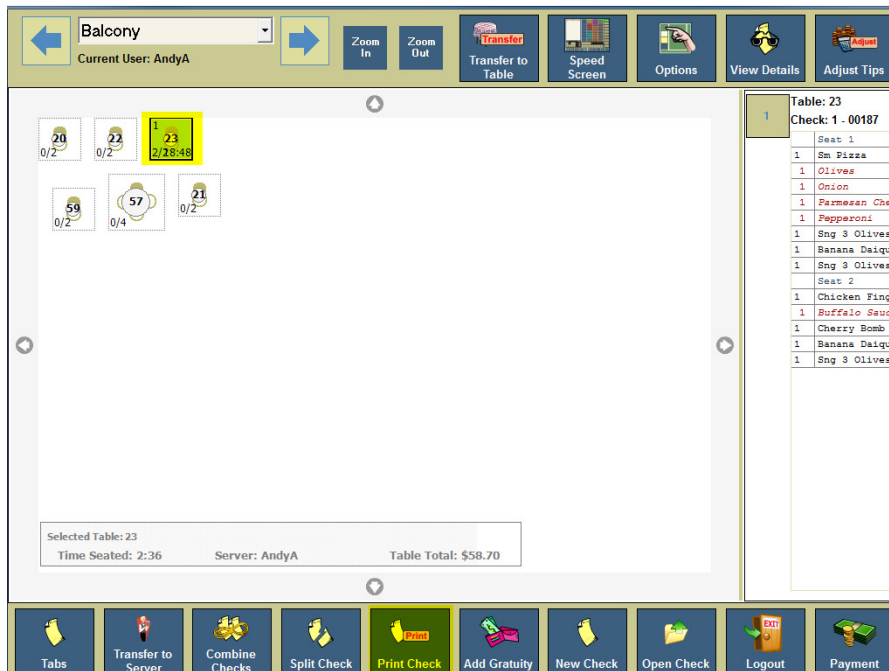
Add Gratuity

1. From the table view management screen, select and highlight a “**Table**”, then touch “**Add Gratuity**” button. Touch “**Ok**” button.



Print Checks

1. From the table view management screen, select and highlight a “**Table**”, then touch “**Print Check**” button. Touch “**Ok**” button.



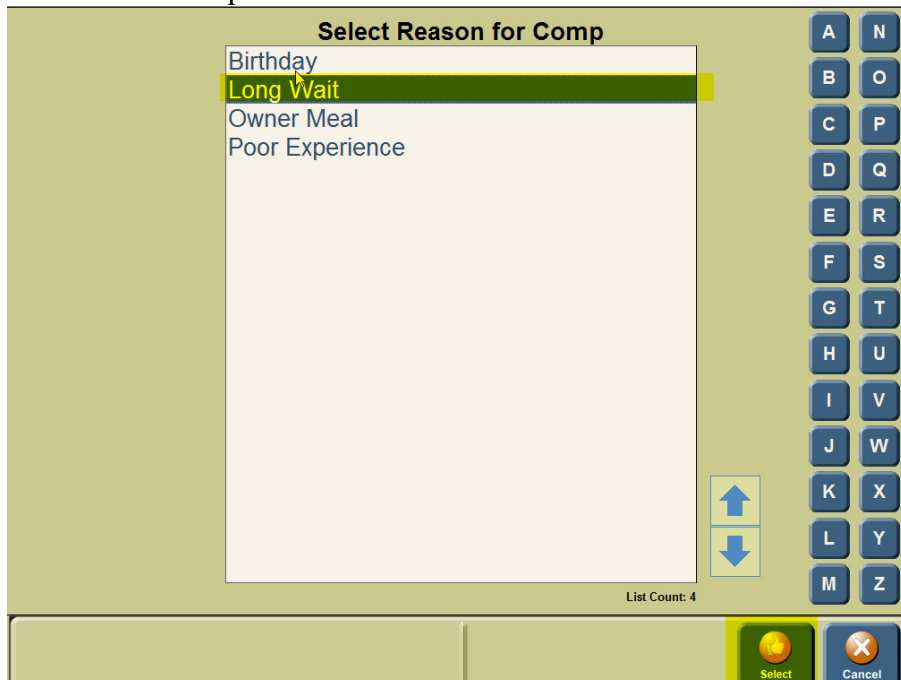
Comp Check

1. From the table view management screen, select and highlight a “**Table**”, then touch “**Options**” button. Touch “**Comp Check**” button.



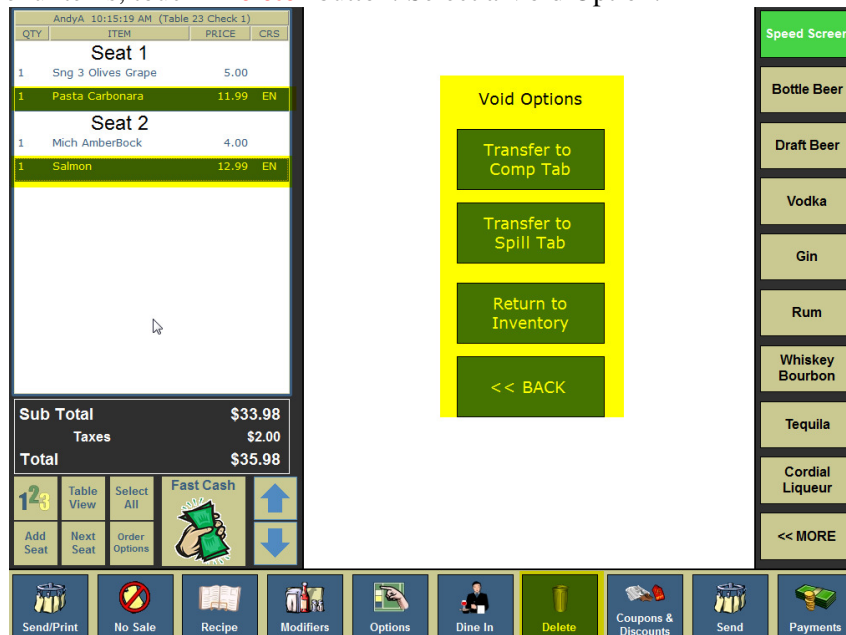
Option 1 – Entire Check Comp

2. Select Reason for Comp. Touch “**Select**” button. Touch “**OK**” button.



Option 2 – Comping Individual Menu Items

3. From the table view management screen, select and highlight a “**Table**”, touch “**Open Check**” button.
4. Select menu items, touch “**Delete**” button. Select a Void Option.



Payment

1. From the table view management screen, select and highlight a “**Table**”, touch “**Payment**” button.
2. Select method of payment.
 - a. Cash Payment – Enter Cash Amount, touch “**Ok**” button.
 - b. Check Payment – Enter amount of check.
 - c. Credit Card Payment – Swipe Customer’s Credit Card.
 - d. Customer Account – Swipe Customer’s Customer Account Card or Select Customer Account.



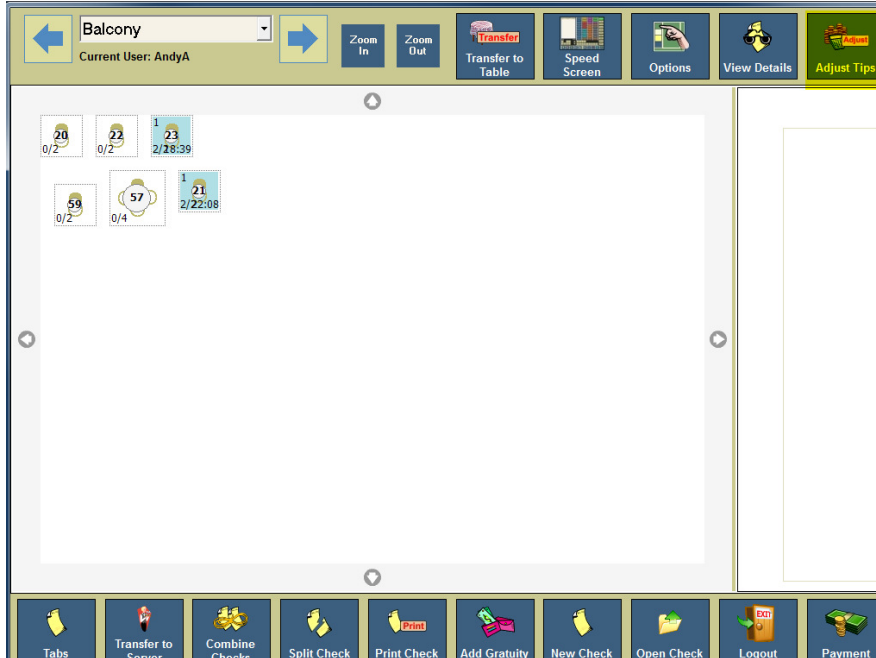
Splitting Check Payment

1. From the table view management screen, select and highlight a “**Table**”, touch “**Payment**” button.
2. A payment can be split by 1/2, 1/3, 1/4, or 1/N (any way a customer would like check payment split). Select Split mode, then select payment method (cash ect). Follow Step 2’s, a, b, c, or d payment methods.

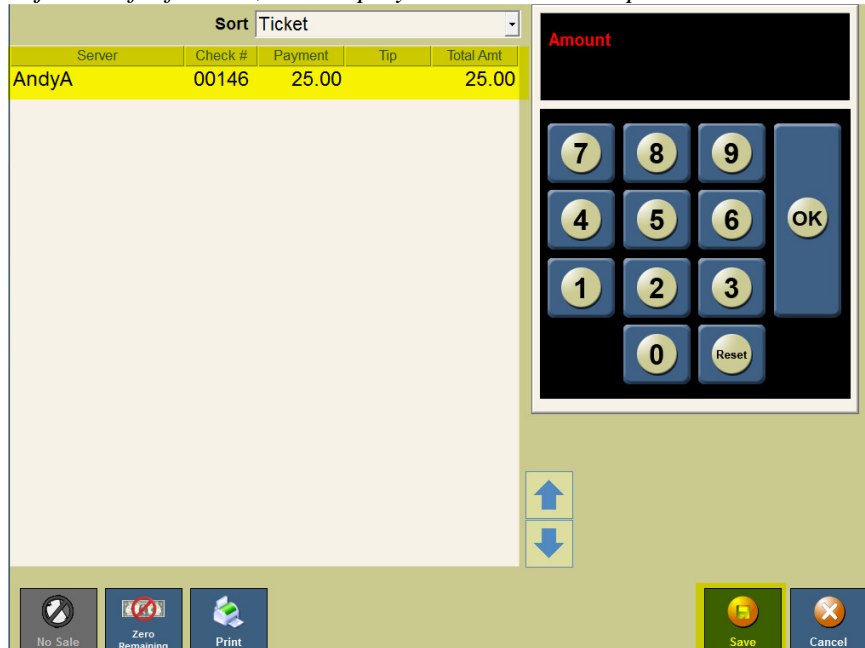


Adding or Adjusting Tips

- From the table view management screen, touch “**Adjust Tips**” button located in the upper right corner.



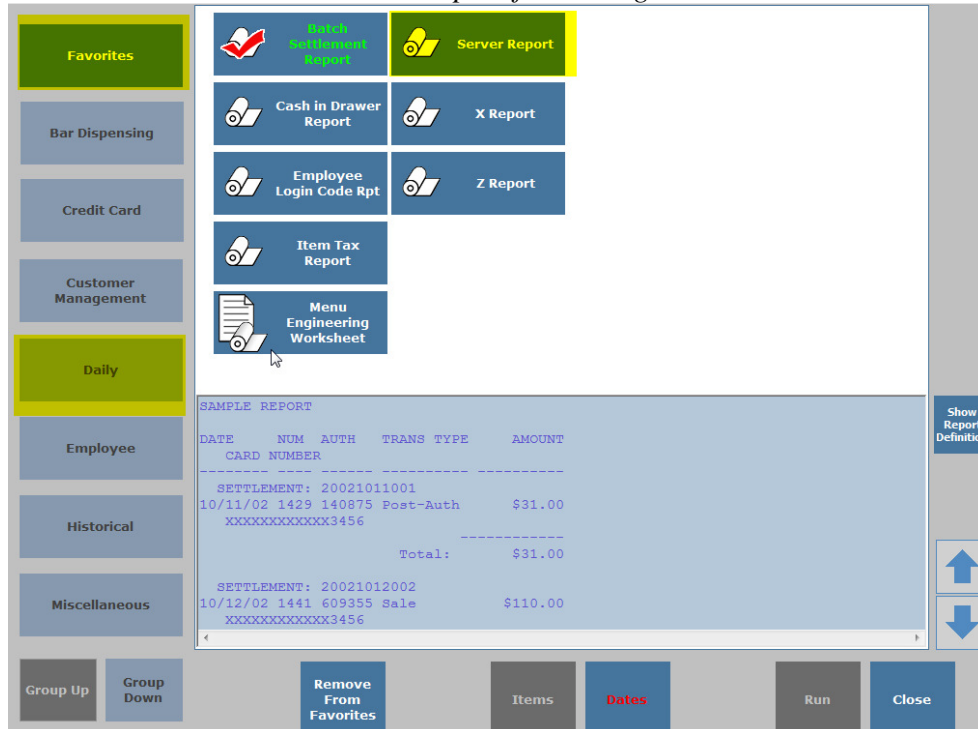
- Select the correct credit card transaction and enter the tip amount.
Note: Repeat step 2 as needed for any/all credit card transactions that need to be adjusted. If left blank, that employee will lose their tip.



- Touch “**Save**” button located in the lower right hand corner.
 - If a button appears asking whether you want to post your tips, press the “**No**” button. If you press the “**Yes**” button, you will not be able to readjust tips that were on the screen.

Server Report

1. From an empty speed screen, touch “**Options**” button.
2. Touch “**Reports**” button.
Note: The Server Report can be found under to different sections, Favorites or Daily reports.
3. If Server Report is under favorites, touch “**Server Report**” button.
4. If Server Report is under Daily, Touch “**Daily**” button. Touch “**Server Report**” button.
Note: If your 2TouchPOS has two cash drawers, the server needs to run their cash in drawer report from assigned cash drawer.



5. Touch “**Run**” button. Select server name, then touch “**Ok**” button.

Server End of Shift

1. **Make sure all Tables and checks have been closed:**
 - a. From table view management screen, select highlighted table, touch **“Payments”** button. Process customer’s payment.
2. **Make sure all tips have been adjusted:** *(If left blank, that employee will lose their tip).*
 - a. From table view management screen, touch **“Payments”**, **“Adjust Tips”** buttons, then select appropriate ticket and enter tip amount,
 - b. Touch **“Save”** and **“Close”** buttons. *(Repeat this step of all tips that need to be adjusted).*
3. **Make sure all money and reports has been collected from employees:**
 - a. Run a Server Report. Hand in your cash due.
 - i. Touch **“Options”** button, touch **“Reports”**, then touch either **“Favorites”** or **“Daily”** button
 - ii. Touch **“Server Report”**, **“Run”** buttons,
 - iii. Select employee, touch **“Ok”** button, then print, email and/or save report. Touch **“Close”** button.
4. **Logout & Clock Out.**
 1. Touch **“Save”** button located in the lower right hand corner.
 - a. If a button appears asking whether you want to post your tips, press the **“No”** button. If you press the **“Yes”** button, you will not be able to readjust tips that were on the screen.