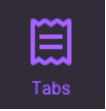
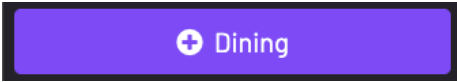
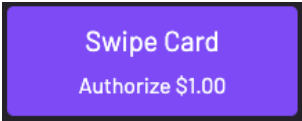
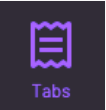
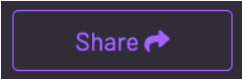
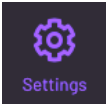
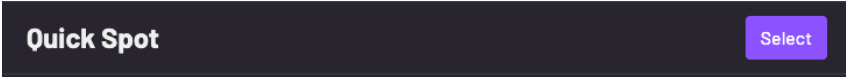
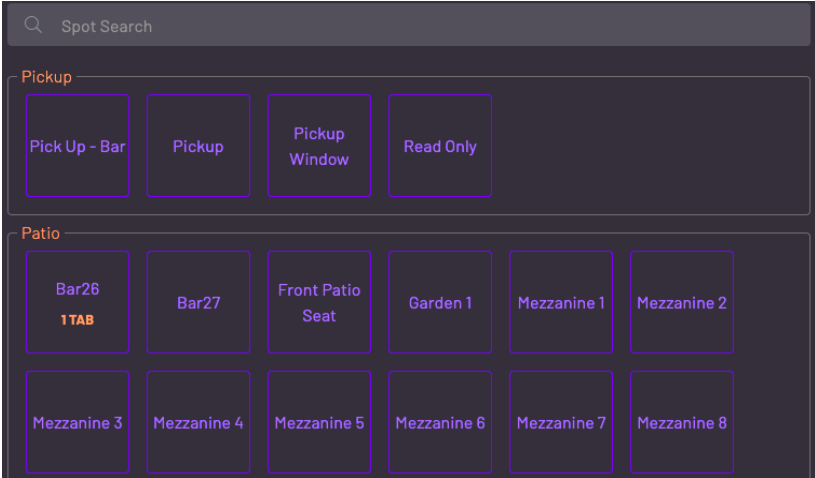




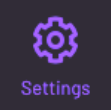
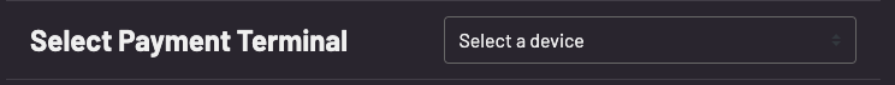
*All processes begin with pinning into the POS.*

## ORDERING

<b>Starting a Preauthorized Tab</b>	<p>To start a preauthorized tab, a payment terminal must be connected to the POS (see <i>PAX Terminal Pairing</i>).</p> <ol style="list-style-type: none"><li>Head to <b>Tabs</b>  on the left-hand side.</li><li>Press the <b>+ Dining</b>  button.</li><li>Enter a Tab name, _____ if desired.</li><li>Press the <b>Swipe Card Authorize \$x.xx</b>  button.</li></ol>
<b>Share a Tab with a Guest</b>	<ol style="list-style-type: none"><li>Head to <b>Tabs</b>  on the left-hand side.</li><li>Search for and select the tab you wish to share.</li><li>Press the <b>Share</b>  button on the right-hand side.</li></ol>
<b>Quick Orders – Setting a Quick Spot</b>	<ol style="list-style-type: none"><li>Head to <b>Settings</b>  on the bottom left-hand side.</li><li>Press the <b>Select</b> button next to Quick Spot. </li><li>Select or search for the spot you would like to assign as your quick spot. </li></ol>

## PAX TERMINAL PAIRING

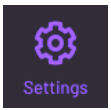
### Pair a Terminal to your POS

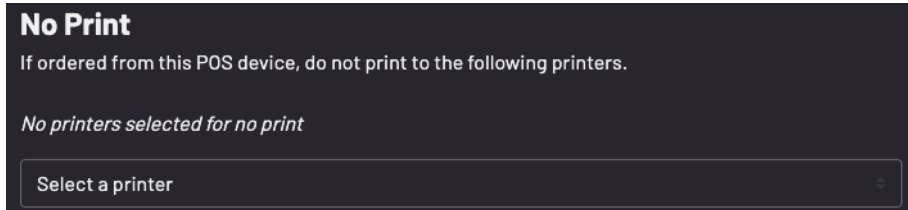
1. Head to **Settings**  on the bottom left-hand side.
2. At **Select Payment Terminal**, pick the matching serial number on the device you wish to pair. 
3. Logout, your device is now paired and ready to use.

## PRINTING

### No Printing from POS


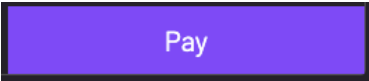
When ordering from a POS you may not want prep tickets to print to your service bar or similar stations. To disable printing to a specific printer when ordering from a POS.

1. Head to **Settings**  on the bottom left-hand side.
2. Under **No Print**, select the printer(s) from the drop-down menu.



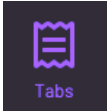

## PAYMENTS

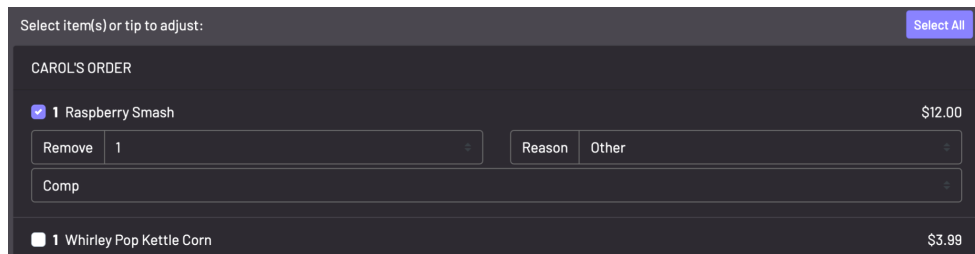
### Completing a payment

1. Head to **Tabs**  on the left-hand side.
2. Search or select the tab you wish to process payment for
3. Press the **Pay**  button on the bottom right-hand side.
4. Select the payment method:
  - a. **Cash** - Cash payment
  - b. **Credit Card** - Manual Card entry
  - c. **Payment Terminal** - Process a card on the PAX
  - d. **Pre-Authorized Card** - showing the last 4 digits of the card, *if card was pre-authorized*

## REFUNDS

### Refunds, Comp, Void

1. Head to **Tabs**  on the left-hand side.
2. You can refund/Comp/Void on either the “all open” or “all closed” views depending on whether the tab is open or closed.
3. Press the **Refunds**  button on the right-hand side.
4. Select the item(s) that need to be refunded.
5. Then select the appropriate choice in either comped/voided via the drop-down.



Select item(s) or tip to adjust: Select All

CAROL'S ORDER

- ☒ 1 Raspberry Smash \$12.00
 

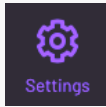
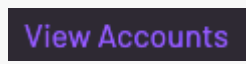
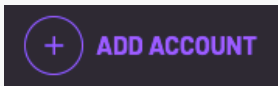
Remove 1

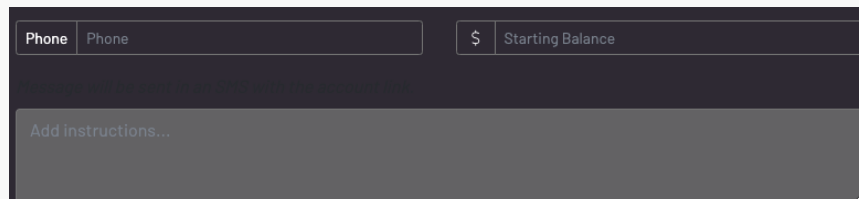
Reason Other

Comp
- ☐ 1 Whirley Pop Kettle Corn \$3.99

## CASH ACCOUNTS

### Starting an Account

1. Head to **Settings**  on the bottom left-hand side.
2. Under **Processors** find the **Cash** processor.
3. Press the **View Accounts**  link.
4. Press the **+ Add Account**  button on the bottom right-hand side.
5. There are three ways to assign a cash balance to a user:
  - a. **Phone Number** - This allows you to assign a cash balance to a phone number for a mobile server (Server with a Pocket Bank).



Phone  \$

Add instructions...

- Input phone number and starting balance.
- Add a custom message if needed.
- Press **Save**.

- b. **User** - Allows you to assign a cash balance to a single user (Server with a pocket bank).

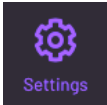
- Select a User from the drop-down.
- Enter a starting balance.
- Press **Save**.

- c. **Display** - Allows you to assign a cash balance to a Display and station with a cash drawer and allow multiple users to have access (Shared Bar Cash Drawer).

- Select a display.
- Select the attached Station.
- Input a starting balance.
- Select the Users who will need access to the Cash drawer with their PIN number.
- Press **Save**.

## Joining an Active Account

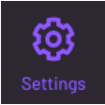
If a cash drawer is set up in the display method you can add additional Users to access the drawer.

1. Head to **Settings**  on the bottom left-hand side.
2. Under **Processors** find the **Cash** processor.
3. Press the **View Accounts** [View Accounts](#) link.
4. For the account you wish to add a User for, press the “+” button on the right-hand side.

5. Add the users needing access to the cash drawer.
6. Press **Save**.

## Reconciling an Account

At the end of the day, an account should be reconciled.

1. Head to **Settings**  on the bottom left-hand side.
2. Under **Processors** find the **Cash** processor.
3. Press the **Reconcile Accounts** [Reconcile Accounts](#) link.
4. Once there, you'll see that **Balance** represents cash sales, **Starting Balance** represents the starting cash, and **Total** is the value of both together. Any additional cash counted can be included in the amount received to track cash tips.

**Daryoush GoTab**

Balance:	\$62.72
Starting Balance:	\$50.00
<b>Total:</b>	<b>\$112.72</b>

\$

Amount Received

Enter the full amount received. Tip will be calculated on entry.

Submit

5. Press the **Submit** button to finalize.