

The Aloha® Quick Service Front-of-House (FOH) Cashier Guide is intended to assist managers and restaurant employees with tasks they perform on a daily basis.

Daily procedures

Checking in

1. Touch the **floating logo** screen.
2. Scan **fingerprint** on biometric reader. For sites not using a biometric reader, enter your **POS employee number**.
3. Touch the appropriate **job code**.
4. Touch **Clock In**.
5. Touch **Functions**.
6. Touch **Exit**.

Confirming a starting bank

1. Log in to the **POS** using biometric reader. For sites not using a biometric reader, enter your **POS employee number**.
2. Enter your **starting bank amount**.
3. Touch **OK**.

Cashier checkout

Manager approval is needed to complete cashier checkout.

1. Locate the **panel** containing **Employee** functions.
2. Touch **Check Out**. Manager needs to approve using biometric reader. For sites not using biometric readers, manager needs to enter their **password**.
3. Touch **OK**. The system prints a report.
4. Touch **Exit**.

Taking a break

1. Locate the **panel** containing **Employee** functions.
2. Touch **Break**.
3. Touch **10 Min paid Break** or **30 Min unpaid break**.
4. Touch **OK**. The system prints a chit.

Returning from a break

1. Touch the **floating logo**.
2. **Scan fingerprint** on biometric reader or enter **POS Employee Number**.
3. Touch **End Break**.

Clocking out

1. Touch the **floating logo**.
2. **Scan** fingerprint on biometric reader.
3. Locate the **panel** containing **Employee** functions.
4. Touch **Clock Out**. A clock out confirmation chit is printed.

Entering orders

Dine in and take out orders

1. Touch **Dine in** or **Take Out**.
2. Select a **menu item**. The item is shown in the guest check area.
3. To delete an item, touch the **item** to delete in the guest check area and press **Delete**.
Note: Manager approval is sometimes required to delete an item(s) if the order has been totaled.
4. Touch **Total** to finalize the order.
5. Type the **guest's name** and touch **OK**.
6. The Payment panel appears. Touch **Cash** to enter a specific \$ amount. Touch **Next** for next whole dollar amount above balance due. Touch **Exact** for exact balance due.
7. Touch **OK** on the 'Are you sure....' screen. You are only allowed to check out once per shift. After you touch OK, a manager must allow you to take another table, or to allow you to adjust credit card tips.

The **system prints a checkout report** to be given to the manager on duty.

Delivery orders

1. Touch **Delivery**.
2. Enter **order** received from order delivery service.
3. Touch **Total**.
4. Enter **Order Name**.
5. Touch to close check to appropriate delivery service. Recall Previous & Reprint Last Guest Check 1. To view previous guest checks for current day on terminal, touch **Recall Previous & Reprint Last Guest Check**.
6. To view previous guest checks for current day on terminal, touch **Recall Prev** (buttons under guest check).
7. Continue touching **Recall Prev** to scroll back to earlier guest checks on that terminal.
8. To reprint guest check recalled and displayed, touch **Reprint Last** (buttons under guest check).

Applying coupons and discounts

1. Enter an **order**.
2. Touch **Total**.
3. Touch **Coupons Discounts**.
4. Touch **Coupons, Discounts** or **Local Discounts** to find and apply specific discount or coupon. Discounts or coupons may require manager approval.
5. After applying the discount, touch **Payments** to close check to cash, credit card or delivery service.

Clock out

1. Touch the **floating logo**.
2. Touch **Clock Out**.
3. Touch **Yes**, if you are ready to clock out.
4. Enter your **total declared tips** for your shift; this includes **ALL TIPS**, cash and credit card.
5. **Keep the clock out chit** for your records as it contains the numbers of hours worked for the day and week.

Deleting items

To delete an item, touch the item to be deleted in the guest check area and press **Delete**.

Note: Manager approval is sometimes required to delete an item if the order has been totaled.