

# BrewPOS Front of House

## Log in:

- In the upper right hand corner you can log in
- You will have a log in id and pin code issued by your company.



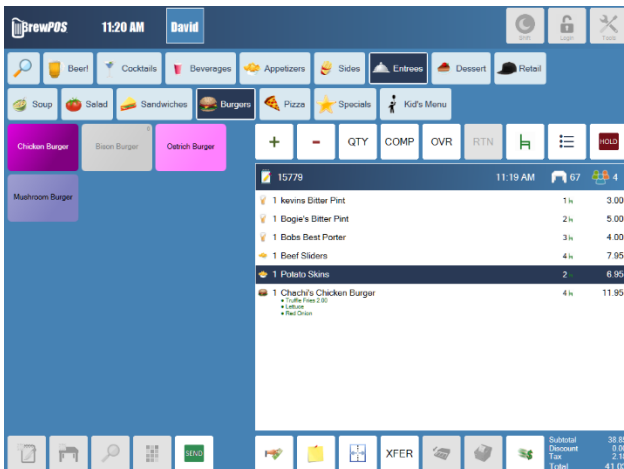
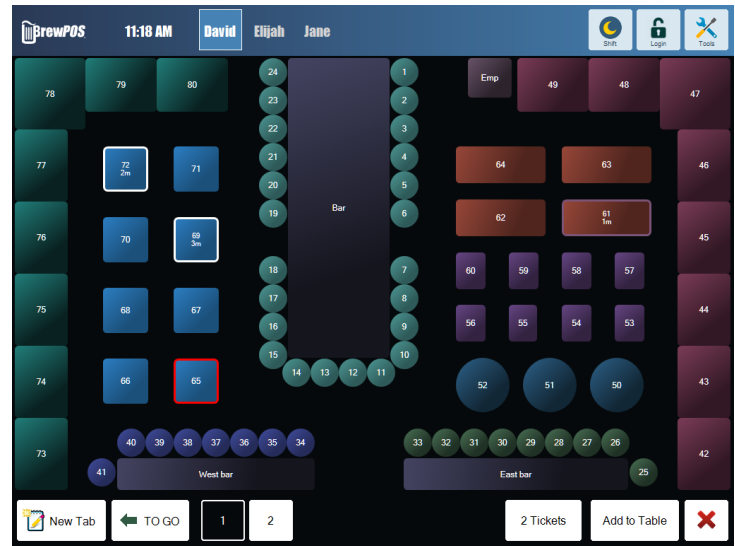
## Log In Screen

- Log in will place you in the system ready to take an order. If your company uses timecards logging in will offer you the ability to clock in at the same time.
- Clock in and Clock out will only affect your time card. You can clock in or out any time. This function runs separately from the order functions of BrewPOS
- Time sheet will print your current time card record
- Change pin will allow you to changer your pin.

A screenshot of the BrewPOS 'Log In Screen'. The interface has a dark blue header with the 'BrewPOS' logo, the time '9:04 AM', a status message 'You Clocked In at 8:48 AM as Senior Brewer', and a support number 'Support 800 676-9874'. The main area contains a login form with 'UserID' (14) and 'PIN' (masked with dots) fields, a numeric keypad (0-9, C, backspace, enter), and a 'Login' button. To the right of the keypad is a list of items: 'Tatanka's Bison Burger', 'Red wine', and 'Red wines'. Below the keypad are two sections: 'Whiteboard' with location-specific and company-wide messages, and 'Walkouts' with a list of items and their prices. At the bottom are buttons for 'Restart', 'Timesheet', 'Clock Out', 'Change PIN', and a 'Login' button with a green checkmark and a red 'X' button.

## Tables & Chairs:


- White Outlines = tables that still have an open ticket
- Red Outlines = the table has an item that is being held (has not been made yet).
- Green outline = presenter has been taken to table
- Grey tables belong to a different server.
- *(Numbers)* mean that there are that many split tickets/orders on that table.
- From the tables screen you can make a **To Go** order.
- Add Ticket = Add an additional ticket to an occupied table by

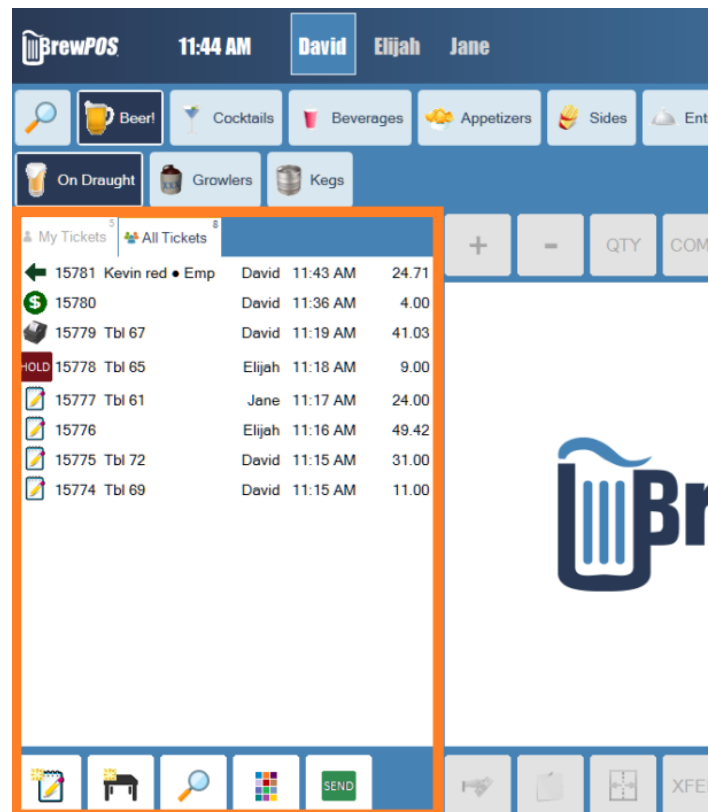


- Chairs can be assigned to each patron using the **Chair** button in the toolbar. This can make splitting tickets much faster later.
- Each table has an assigned number of people that can fit at the table. Chairs can be added simply by selecting higher chair numbers in the Chair window.
- You can return to the Tables window by selecting the **Table** button in the lower left toolbar.
- You can change the table a ticket is on by touching the table in the ticket.



## The Tickets Screen:

- You enter this screen by pressing the multi color ticket button. 
- You have 2 tabs on this screen, your tickets and all tickets, you can only see all tickets if you have permission.
- You will see each ticket denoted with a symbol
  - Arrow is a ToGo order
  - \$ is a partially paid ticket
  - Printer means a presenter ticket has been given to the customer and the ticket is awaiting payment.
  - Hold means an item is on hold
  - Note pad means it's a normal open ticket.
- Use the Magnifier to look enter the advanced ticket look up screen for filters by number, table, customer, employee and more.

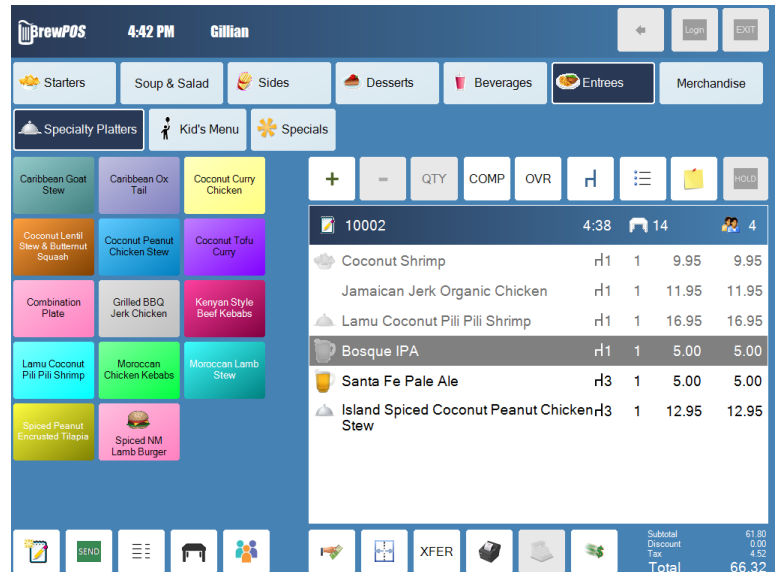


The screenshot shows the BrewPOS interface. At the top, the time is 11:44 AM and the user is David. Below the time, there are buttons for Beer, Cocktails, Beverages, Appetizers, Sides, and Entrees. A search bar is on the left. The main area displays a list of tickets under the 'All Tickets' tab. The tickets are listed with their IDs, descriptions, employee names, times, and amounts. A magnifying glass icon is visible in the bottom right corner of the ticket list area.

Ticket ID	Description	Employee	Time	Amount
15781	Kevin red • Emp	David	11:43 AM	24.71
15780		David	11:36 AM	4.00
15779	Tbl 67	David	11:19 AM	41.03
15778	Tbl 65	Elijah	11:18 AM	9.00
15777	Tbl 61	Jane	11:17 AM	24.00
15776		Elijah	11:16 AM	49.42
15775	Tbl 72	David	11:15 AM	31.00
15774	Tbl 69	David	11:15 AM	11.00

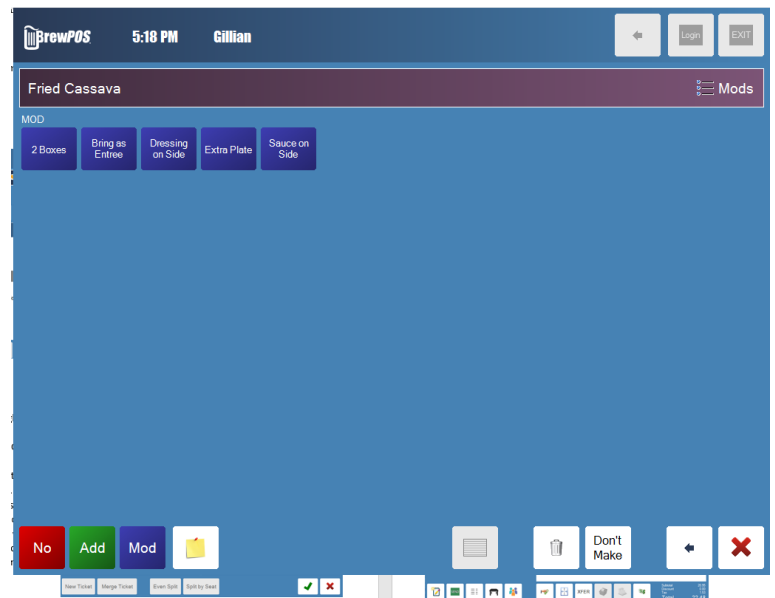
## Modifiers:

- You may adjust previously chosen Modifiers using the open modifier screen button, located above the ticket



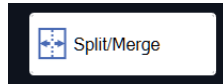
## No, Add, Mod:

- The **Modifiers** button in the main order screen.
- The universal modifiers **No**, **Add**, and **Mod** buttons on the bottom will navigate you to the different options.
- Here you can tell the kitchen to “Hold the”, “Add Extra of” or make something a little different.

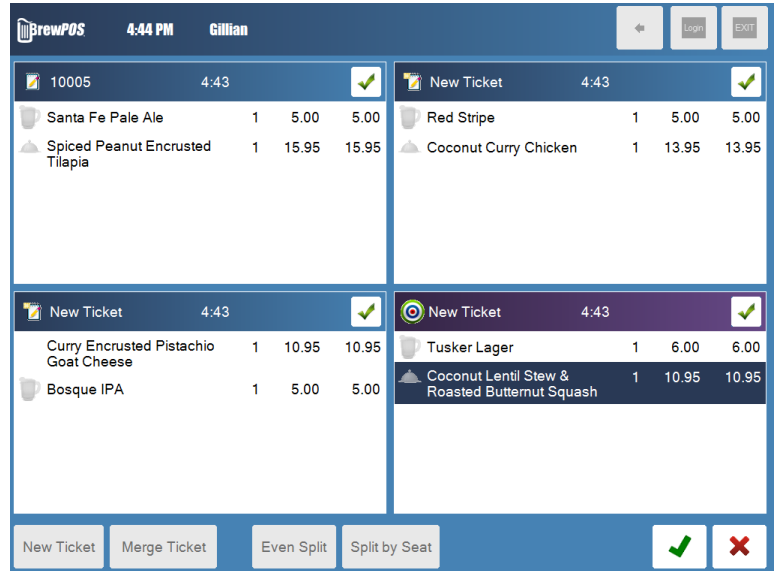


## Splitting Tickets:

- Select the **MORE** button at the bottom of the order screen.
- Select the split button

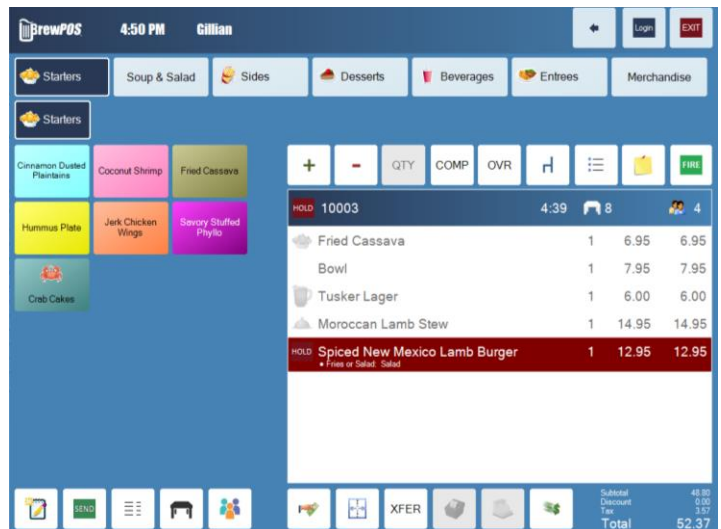


- If the items are already separated by Chairs, selecting **Split by Seat** is very fast.
- Otherwise, you may choose **Even Split** to split the ticket evenly amongst the payers.
- Or, you may add multiple tickets to assign separate items to by selecting **New Ticket**. In the example, there are 4 total tickets with the bullseye pointing to the ticket that is currently having items assigned to it from the main order.
- Merge Ticket will allow you to move items between tables



## Hold & Fire:

- When a patron wishes for an item to come to the table at a later time, for example, when they would like to take an entrée home to their spouse or child, so that the item is still hot when they leave, you can select the item and hit the **Hold** button in the toolbar.
- When the patron is ready for the item to be made, select the **Fire** button and the item will go to the kitchen to be made for them.



## Discounts/Cancel/ MORE

- The discounts/cancel window will be brought up when you click on the **MORE** in the lower right hand corner of the main order screen.
- You can modify the price by typing in a \$ amount discount.
- You may also modify the price with the % or discount buttons at the bottom. The system defaults to \$ so you must choose %
- You can cancel, comp, or remove the tax here in the top right of this screen.
- You can transfer a ticket to another employee here.
- You can add a note to a ticket here, it will print on the receipt.
- You can add a forced Gratuity with the Gratuity button at the top of the screen

BrewPOS 9:33 AM David

Discount Gratuity

Discount % 0.00

Subtotal 16.00

Discount 0.00

Gratuity 0.00

Tax 0.00

Total 16.00

1 2 3 C

4 5 6 <X>

7 8 9

0 .

% \$

police officer Seniors

10% 15% 18% 20% 25% 50% 100%

Cancel Ticket

Comp Ticket

No Tax

Transfer

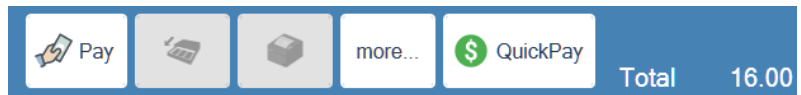
Split/Merge

Note

✓ ✗

### Taking Payments:

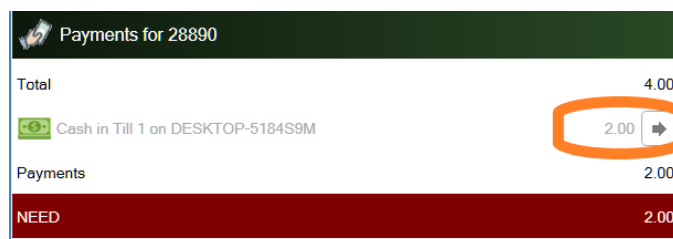
- Once the patron is ready to pay, you can find their order under the tables or the open orders buttons.
- Selecting the **Payment** button (hand holding cash) will open the Payment window where you can choose cash, credit, check, gift card, or other.
- Follow the instructions to complete the payment.



28890	
Total	4.00
Payments	0.00
NEED	4.00

Payment methods at the bottom: Cash, Credit Card, Gift Card, Other, and a green checkmark button.

- Payments may be changed or edited by touching on the payment amount.



Payments for 28890	
Total	4.00
Cash in Till 1 on DESKTOP-5184S9M	2.00
Payments	2.00
NEED	2.00

The '2.00' value in the 'Cash in Till' row is highlighted with an orange circle, and a right-pointing arrow is next to it.

## Adjusting Tips:

Ticket	Last 4	Time	Auth Code	Amount	CC Tip
28857	1111	12:32		23.00	11.00
28856	1234	12:31		16.00	2.00

- At the top right of the screen select the **Shifts** button
- The **My Tips** tab will allow you to adjust all credit card tips by tapping on the appropriate transaction and typing the tip on the keypad
- Process your adjusted tips by tapping **Process** on the bottom. *\*note that this will occupy the credit card machines and other stations may need to wait to process card transactions – they will be prompted if this happens*

## Editing or Voiding a Closed Ticket:

- Using the **Tools** button at the top of the screen, you will select the **History** button.
- From this window, select the closed ticket to re-open and hit the **Void** button at the bottom to void it.
- Choosing **Edit** will allow you to edit the payment or reopen the ticket to make alterations
- Once the ticket is open, you may alter the items as needed and complete the payment again, when finished.

Ticket	Time	Amount
28889	9:38 AM	25.00
28888	9:37 AM	29.00
28887	9:37 AM	4.00
28886	9:37 AM	16.00

Item	Amount
1 Eds Pilsner	6.00
1 Kellys IPA	5.00
1 Kellys IPA	5.00
1 Farmstead Porter	5.00
1 Kevins robust IPA	4.00
<b>Total</b>	<b>25.00</b>
Cash in Till 1 on DESKTOP-5184S9M	25.00
<b>Paid</b>	<b>25.00</b>



## End of Shift:

- Use the **Shifts** button at the top right of the screen.
- Select the **My Shift** tab and verify that you have no open tickets. You may run your final **Shift Report** on the bottom right. *\*note: from this screen you may go to open tickets & run trial shift reports at any time - your actual **Shift Report** should only be run at the end of your shift.*
- Tips - CC tips are credit cards, Gratuities are forced tips for large groups and may contain both cash and credit

The screenshot shows the 'My Shift' interface for a user named David. At the top, there are navigation tabs: 'My Tips', 'My Shift' (selected), 'All Shifts', 'Paid In/Out', 'The Till', and 'Closeout'. The main area is divided into two sections: 'Shift Stats' and 'David's Shift'.

**Shift Stats:**

13 Tickets, 18 Guests	995.06
Average Ticket	76.54
Average per Guest	55.28
Tips	
CC Tips	356.00
Cash Tips	0.00
Gratuities	0.00

**David's Shift:**

GRATUITIES	0.00
CC TIPS	356.00
THE TILL OWES YOU	356.00

At the bottom, there is a green button that says '\*\*\* Complete your Shift Report \*\*\*'. Below this, there are several icons: 'Transfer All Tax', 'Count Sheet', 'Trial', 'Shift Report' (with a green checkmark), and a red 'X' icon.

## All Shifts:

- If you are a manager, you can work on the shift of other employees by touching on their open shift report. You can enter their tips and run their report, so you can close out.

The screenshot shows the 'All Shifts' interface. At the top, there are navigation tabs: 'My Tips', 'My Shift', 'All Shifts' (selected), and 'Paid In/Out'. The main area shows a red header '2 Open Shifts'. Below this, there are two entries: 'Erin needs a Shift Report' and 'David needs a Shift Report'. Each entry has a red arrow icon to its right.

The screenshot shows a list of shifts. The first entry is '#1649 Jane at 11:53 AM'. To the right of this entry is a green checkmark icon inside a square, which is highlighted with an orange circle. Below this entry are two more entries: '#1646 David at 11:44 AM' and '#1645 Shasta at 11:44 AM'. To the right of these entries are two red arrow icons inside squares.

- Re-open a closed shift. A shift with a green check mark, by touching on it and deleting the shift report. This will allow you to correct mistakes such as forgetting to adjust a tip.

### Closeout:

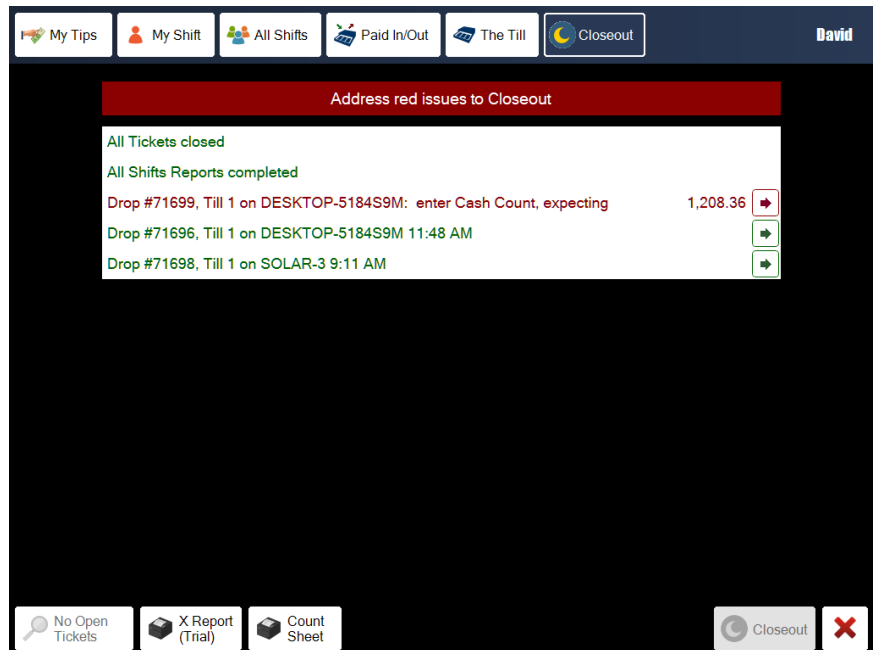
- From the **Shifts** button in the top toolbar, go to the **All Shifts** tab and verify that all shifts have been completed.
- If other shifts are still open, you may close them by tapping them in this tab and performing whatever action needs doing.
- When you have all green checkmarks in the **All Shifts** tab, go to the **Till** tab and verify all information here is correct, complete **Paid Outs**, **Paid Ins**, and **Till Counts** as necessary.
- Drop the Till.

CASH SALES THIS TILL		1,064.36
#1649	Jane SF Manager	20.00
#1654	Erin Floor Mgr	128.96
#1655	David Manager	915.40

TIPS PAID from Till		-56.00
#1654	Erin Floor Mgr	-20.00
#1655	David Manager	-36.00

The Till	
PAID IN	200.00
CASH SALES IN TILL	1,064.36
PAID OUT	0.00
TIPS PAID	-56.00
CASH EXPECTED	1,208.36
CASH COUNT	0.00

- Proceed to the Closeout tab
- Any thing that is preventing a close out will be highlighted in red. Handle any out standing items.
- Once all settings are green the close out button will become available in the lower right-hand corner
- Tab the close out button.



- A new screen will show you progress through the closeout process, then alert you that the workstation will be restarted – if other workstations are still open, you will be told so here.