

Top Manager PAD Functions

Check Screen:

Transfer An Item(s) To A Table Or Tab

- Tap List Icon from top bar or swipe left to right on Item
- Tap "Move to" and enter table number or select Tab



Apply Tax Exemption/Update Fees

- Swipe right to left on the Check Total
- Select "Claim Tax Exemption" or "Update Fees"



Discount/Comp/Void Entire Bill

- Swipe left to right at bottom box with Check Total
- Select most appropriate Reason, add comment (optional), then tap Submit



Shift Manager (Mgr.) Screen:

Change Table Ownership

- Select "Tables" under the current owner of the table, and select "Move"
- Select which table(s) to transfer and tap "Change"
- Select User to receive table(s), and tap "assign"

All monetary ownership of the table moves to new User



Print Server Reports

- Tap report icon for server on the right hand of screen and choose printer



Table Screen

Change Table Ownership

- Swipe from left to right on table
- Tap Change Owner and select new User

All monetary ownership of the table moves to new User



Approve Discounts/Comps/Voids

- Swipe from left to right on table with "M" icon
- Tap "Approve" and select Items that are authorized



Tabit

Top Manager PAD Functions

Operations Screen:

Reprint Closed Guest Check

- Select Orders from left menu
- Select date or enter information in Advanced Search
- Select Print Bill Icon on right side of Order



Run End Of Day

- Confirm there are no active Orders and all tips are settled
- Select "End of Day" and Execute
- Confirm close of Business Day and select appropriate printer for Z-Report



Return/Refund Order

- Select Orders from left menu and tap on "Return Order"
- Select date or enter information in Advanced Search
- Define the Return Payment and Tip Return
 - **No Tip Return** - % or \$ of Item(s) price or bill + tax returned, no tip returned
 - **Proportional Tip Return** - % or \$ of Item(s) price or bill + tax returned, returned amount distributed equally over Item(s) & tip
 - **Full Tip Return** - % or \$ of Item(s) price or bill + tax returned, full tip returned
- Select Reason, and type Comment (optional)
- Select option(s) for return and tap "OK"
- *Tap Green box at the bottom of screen*



This action is final and once selected, it cannot be undone

Credit Tip Settlement

- Select Orders from left menu, then "Credit Tip Settlement"
 - Tap desired transaction, input tip or total, and *Execute*
 - If tip amount exceeds limit, long-press on OK to bypass
- *This action is final and once selected, it cannot be undone***



Payment Screen:

Payment Cancellation/Credit Card Reversal

- Long press Check and number icon on corresponding payment before Order is closed
- Select Cancel on new popup underneath original payment



This action is final and once selected, it cannot be undone