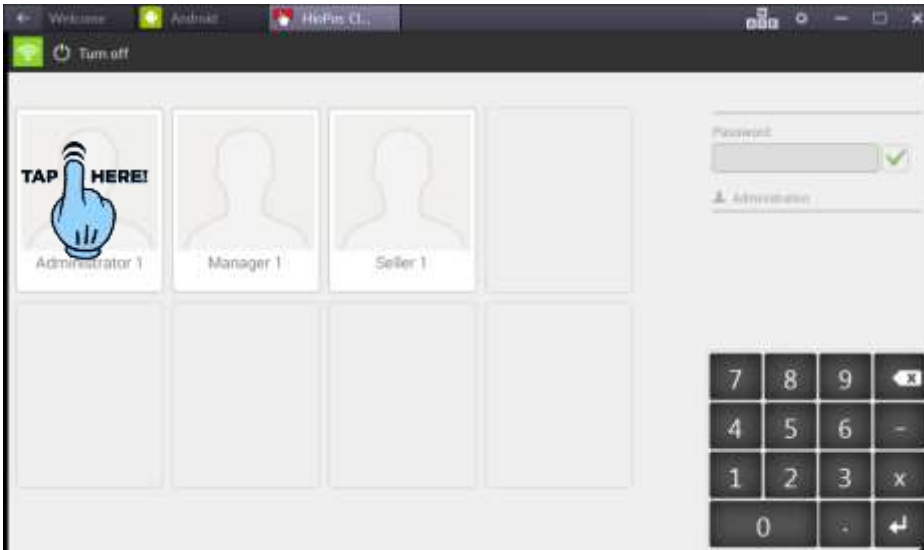
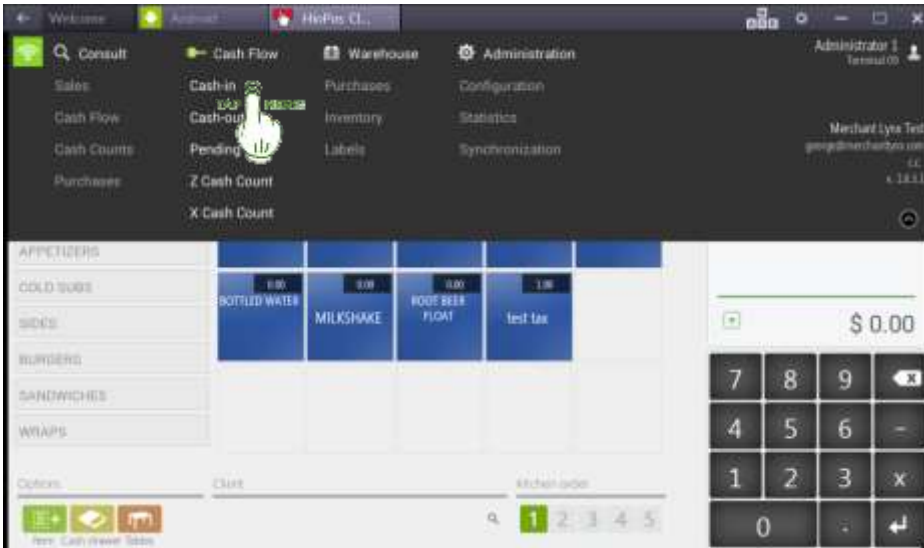


## GETTING STARTED

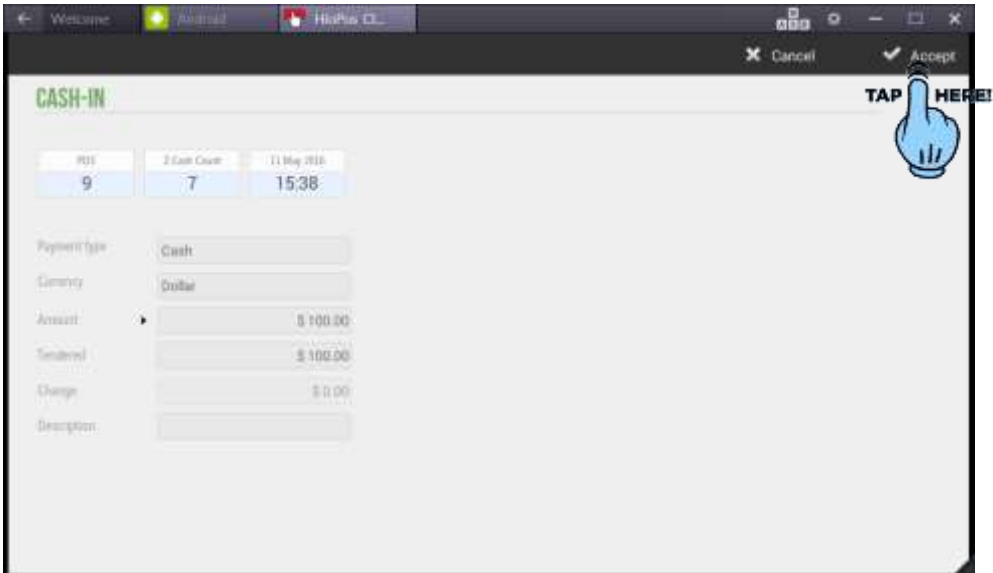
1. TAP **ADMINISTRATOR 1** TO SIGN IN TO THE SOFTWARE WITH HIGHEST PRIVILEGES



2. SET YOUR STARTING CASH AMOUNT BY TAPPING **CASH FLOW** AND THEN **CASH-IN**



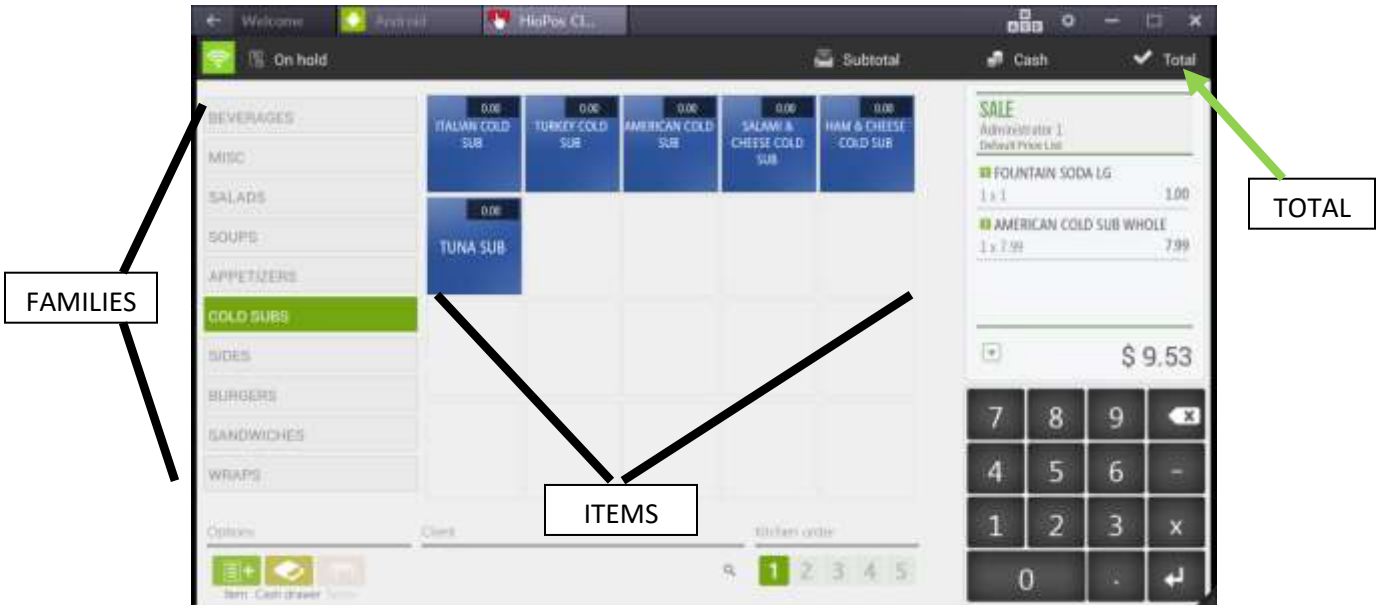
3. ENTER YOUR STARTING DRAWER AMOUNT AND TAP **ACCEPT**.
4. TAP **ACCEPT** AGAIN



5. TAP **PRINT** TO PRINT A CASH-IN RECEIPT. TAP **CLOSE** TO RETURN TO THE TRANSACTION SCREEN.

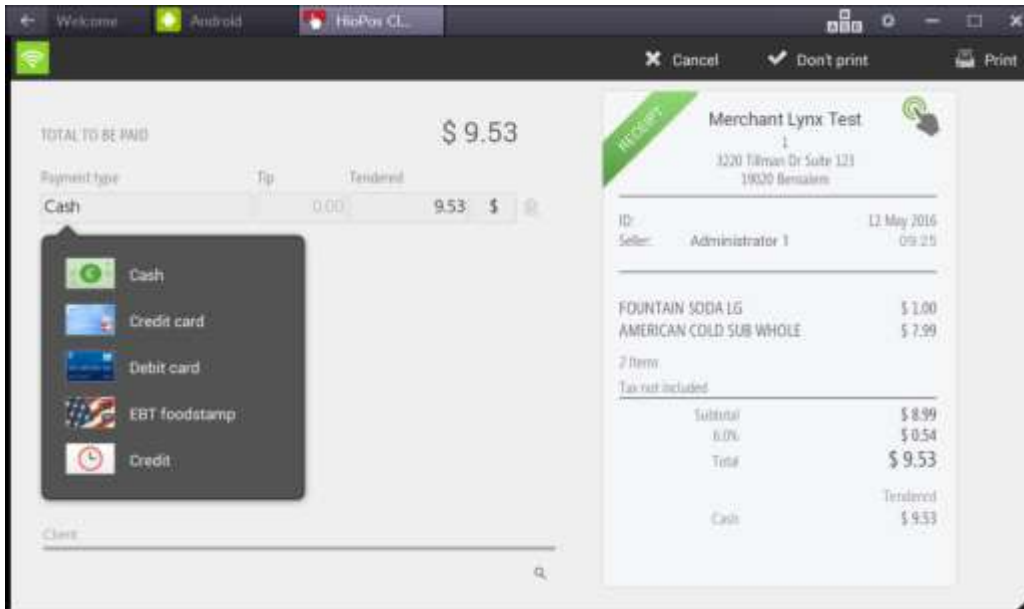
**RUNNING TRANSACTIONS:**

1. FAMILIES ARE DISPLAYED ON THE LEFT OF THE SCREEN. ITEMS ARE IN THE CENTER. TAP TO CHANGE FAMILIES AND TO ADD ITEMS TO THE ORDER:



2. TAP **TOTAL** TO CLOSE A SALE

- FOR CASH, TAP **CASH**. ENTER THE AMOUNT TENDERED AND TAP **ACCEPT**



- FOR CREDIT, TAP **CREDIT CARD**, THEN TAP **ACCEPT** AND USE PIN PAD TO COMPLETE TRANSACTION.
- CREDIT CARD RECEIPT WILL PRINT AUTOMATICALLY. FOR CUSTOMER COPY OR CASH TRANSACTIONS, TAP **PRINT** OR **DON'T PRINT**. YOUR SALE IS COMPLETE AND YOU WILL BE RETURNED TO THE TRANSACTION SCREEN.

## EDITING SALES:

**\*NOTE: NOT ALL OPTIONS ARE AVAILABLE TO ALL USERS. THESE EXAMPLES ASSUME AN ADMINISTRATOR IS LOGGED ON**

1. YOU CAN EDIT INDIVIDUAL ITEMS BY TAPPING THE ITEM ON THE CHECK:



- TAP **UNITS** TO CHANGE QTY
- TAP **DISCOUNT** TO ENTER A % DISCOUNT *FOR THIS ITEM ONLY*
- TAP **PRICE** TO MODIFY THE PRICE *FOR THIS ITEM ONLY*
- TAP **MODIFIERS** TO OPEN MODIFIER OPTIONS, IF ENABLED
- TAP **REFUND** TO REFUND THE ITEM
- TAP **DELETE** TO DELETE THE ITEM OFF THE CHECK

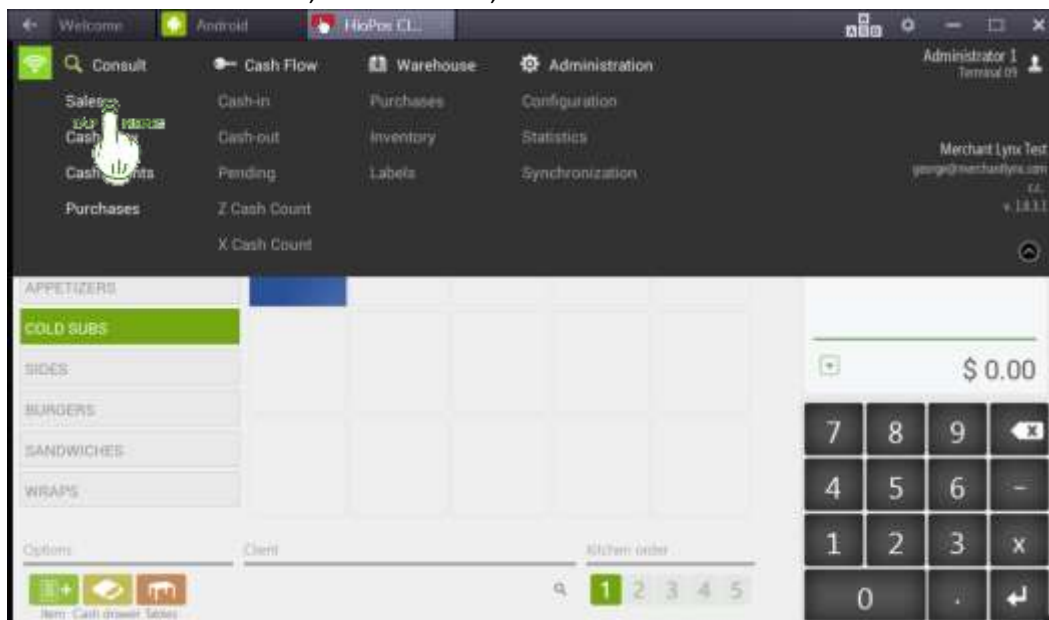
2. YOU CAN EDIT THE ENTIRE CHECK BY TAPPING **SALE**:



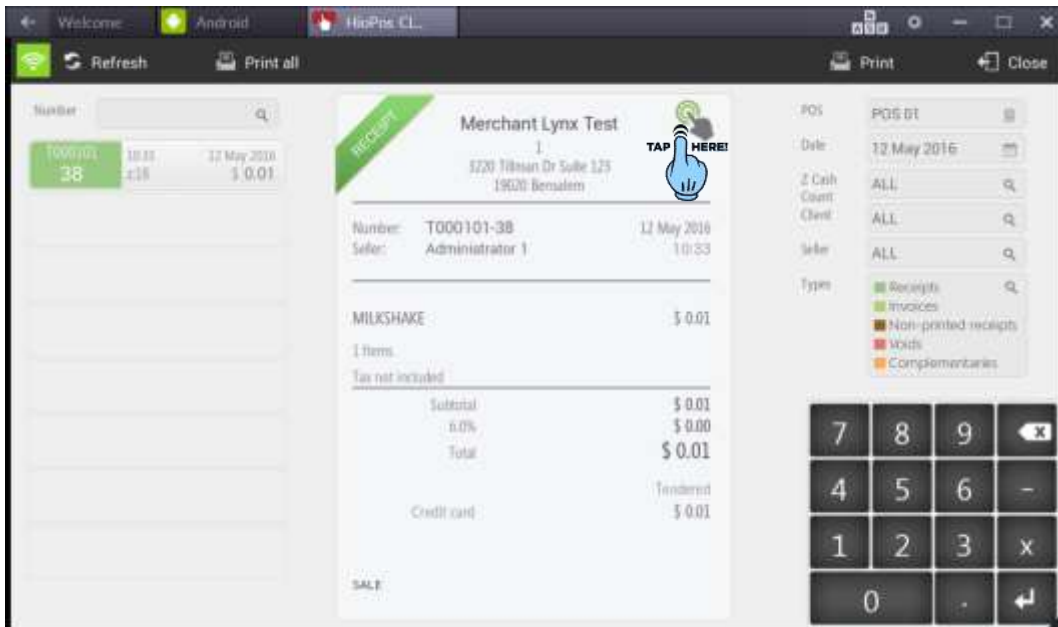
- TAP **CLIENT** TO ASSIGN THE CHECK TO A SPECIFIC CUSTOMER
- TAP **DISCOUNT** TO ASSIGN A DISCOUNT REASON, IF ENABLED. THIS WILL DISCOUNT THE ENTIRE CHECK
- TAP **SPLIT** TO SPLIT THE CHECK INTO MULTIPLE CHECKS

ADJUST TIPS:

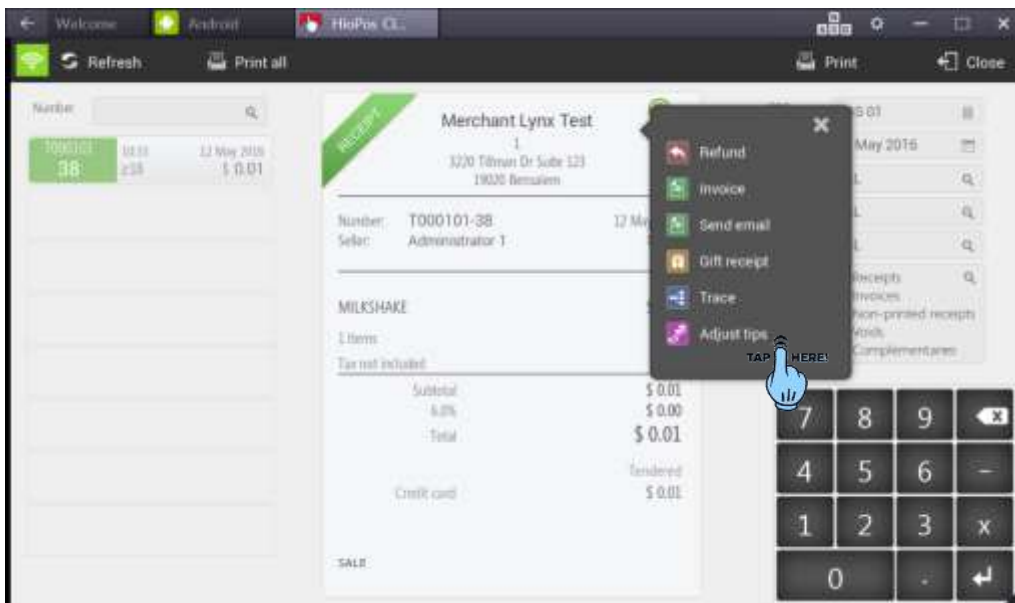
1. FROM THE MAIN SCREEN, TAP **CONSULT**, THEN **SALES**:



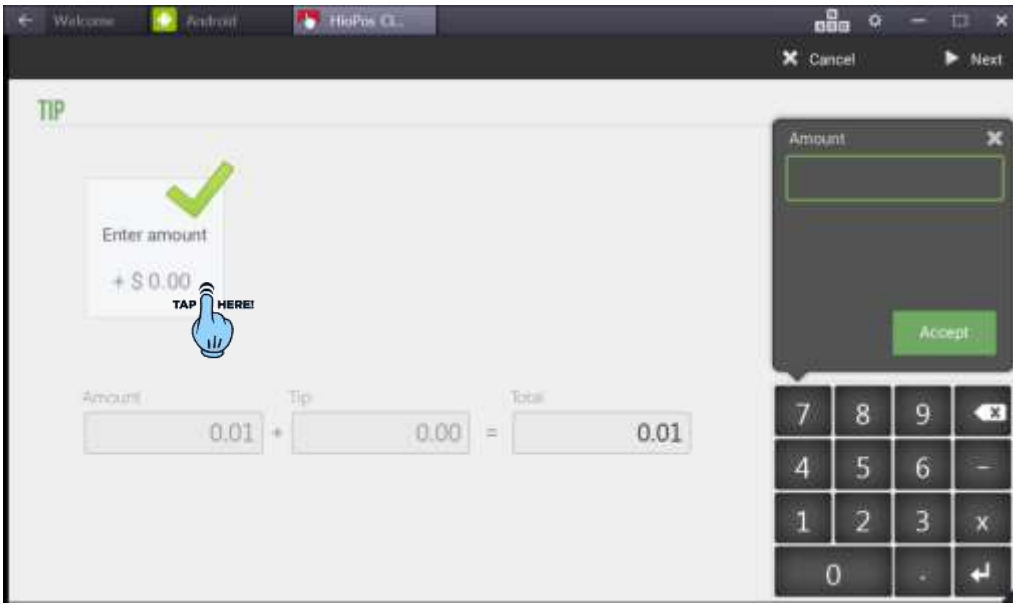
- RECENT TRANSACTIONS ARE LISTED ON THE LEFT. TAP A TRANSACTION AND IT WILL DISPLAY IN THE CENTER:



- TAP THE HAND OVER THE GREEN CIRCLE TO DISPLAY OPTIONS:



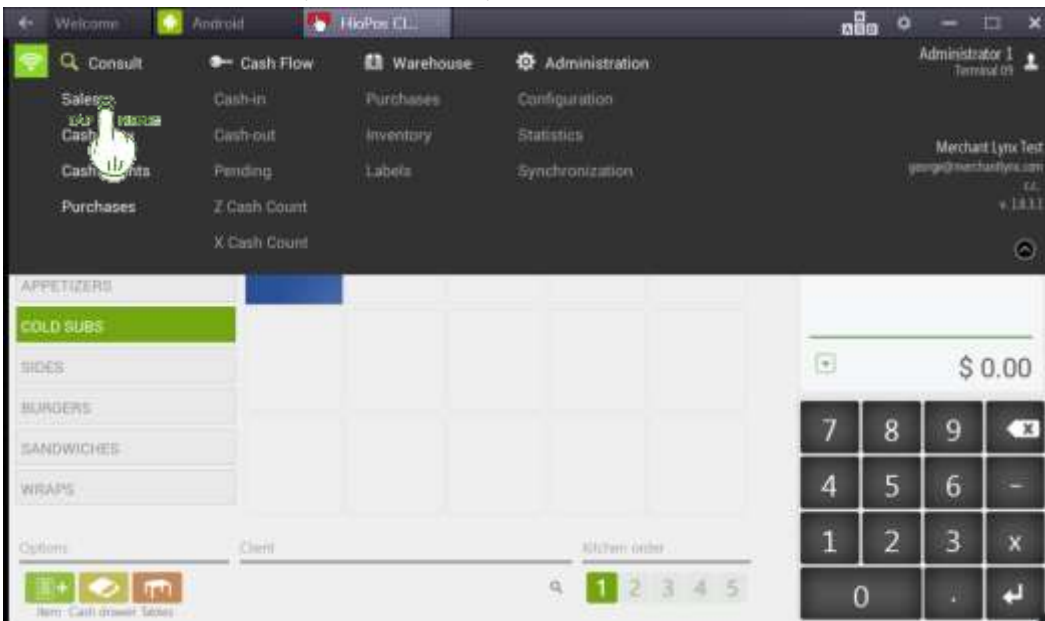
- TAP ADJUST TIPS.



5. TAP ON **ENTER AMOUNT** AND KEY IN THE TIP AMOUNT.
6. TAP **ACCEPT**. SCREEN WILL SHOW TIP AND TOTAL.
7. TAP **NEXT**.
8. SELECT YOUR NEXT TRANSACTION OR TAP **CLOSE** WHEN FINISHED.

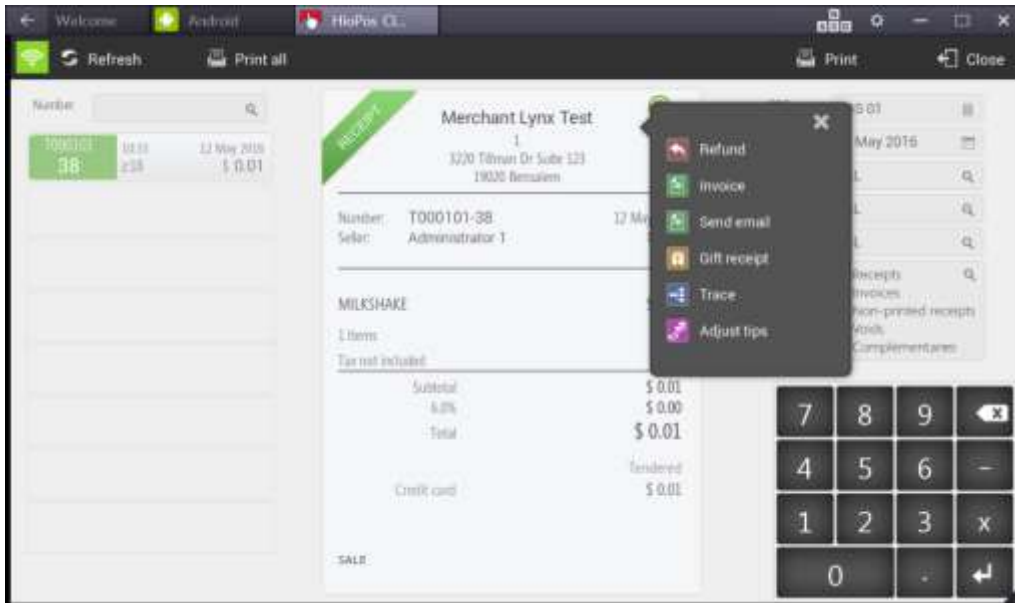
**OTHER OPTIONS:**

1. FROM THE MAIN SCREEN, TAP **CONSULT**, THEN **SALES**:



2. RECENT TRANSACTIONS ARE LISTED ON THE LEFT. TAP A TRANSACTION AND IT WILL DISPLAY IN THE CENTER:

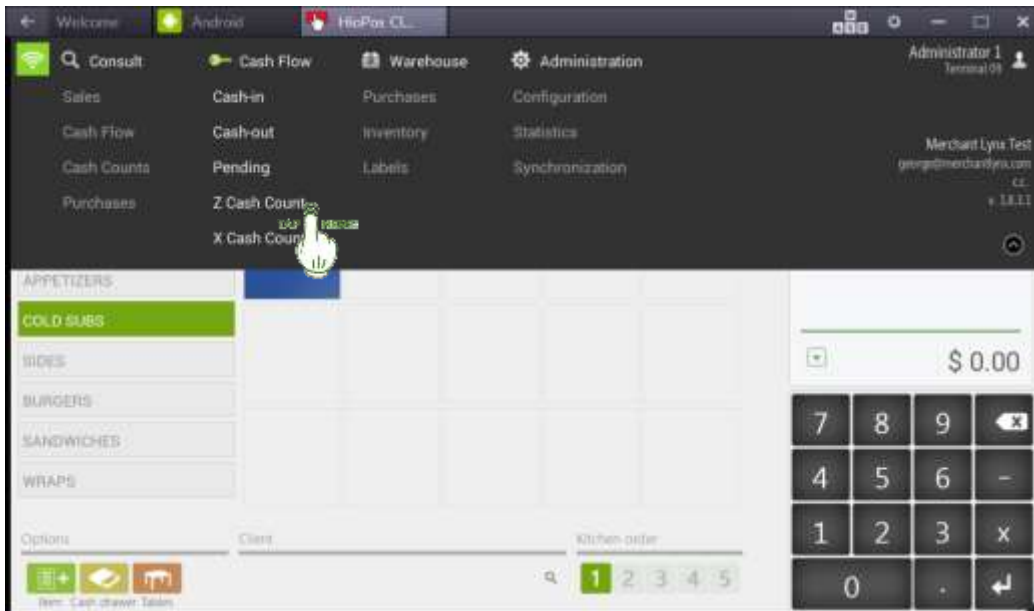
3. TAP THE HAND OVER THE GREEN CIRCLE TO DISPLAY OPTIONS:



- TAP **REFUND** TO REFUND ALL OR PART OF THE SALE
- TAP **SEND EMAIL** TO EMAIL A RECEIPT TO THE CUSTOMER
- TAP **GIFT RECEIPT** TO PRINT A GIFT RECEIPT
- TAP **ADJUST TIPS** TO ADD TIPS

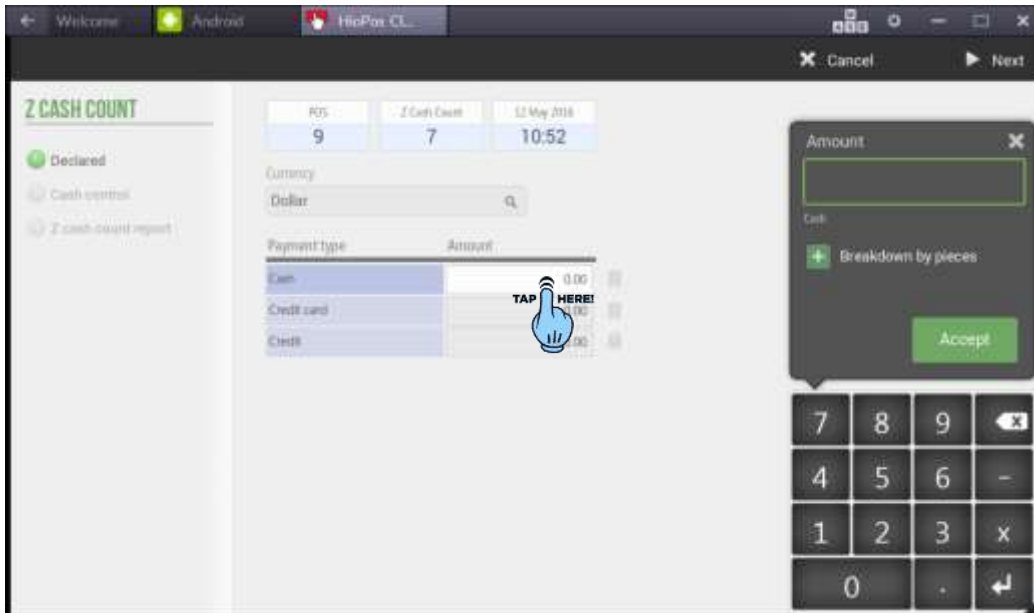
**END OF DAY:**

1. FROM THE MAIN SCREEN, TAP **CASH FLOW** AND THEN **Z CASH COUNT**





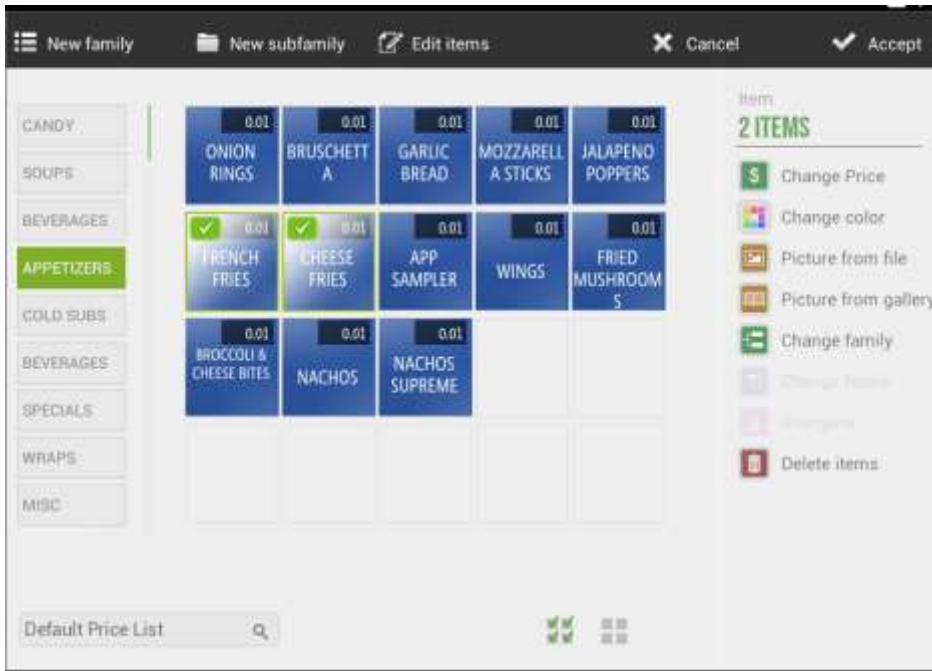
2. TAP **AMOUNT** NEXT TO THE CASH BLOCK AND ENTER THE TOTAL CASH IN YOUR DRAWER:



3. TAP **ACCEPT**
4. TAP **NEXT**. THE SYSTEM WILL PROMPT YOU IF THERE'S A MISMATCH. IF THERE IS, YOU CAN TAP **NO** AND COUNT AGAIN OR TAP **YES** TO PROCEED.
5. TAP **NEXT**
6. TAP **NEXT** AGAIN. CREDIT CARD SETTLEMENT WILL BE COMPLETED.
7. TAP **EMAIL** TO EMAIL THE REPORT, **PRINT** TO PRINT THE REPORT, **CLOSE** TO RETURN TO THE MAIN SCREEN.

## MENU EDITS / ADDITIONS:

1. TAP **ADMINISTRATION** AND THEN **CONFIGURATION**.
2. TAP ITEM.



- a. FROM THIS SCREEN YOU CAN CHANGE PRICES, FAMILIES, COLORS, OR DELETE ITEMS BY TAPPING THE ITEM(S) AND CHOOSING THOSE OPTIONS.
  - b. YOU CAN REARRANGE FAMILIES AND ITEMS BY HOLDING AND DRAGGING ON THE SCREEN.
3. TO ADD ITEMS OR CHANGE OTHER OPTIONS, TAP THE FAMILY AND THEN TAP **EDIT ITEMS**.

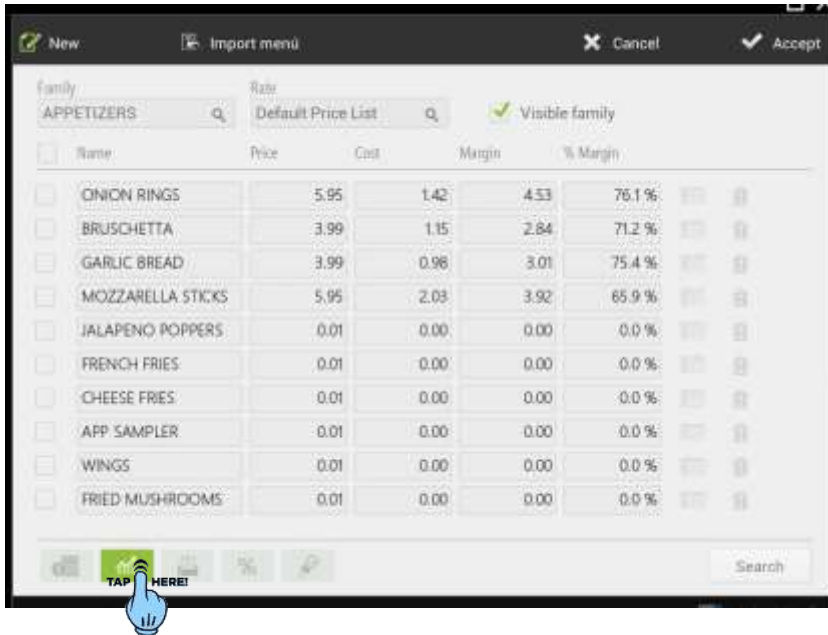
The screenshot shows the 'New' item entry screen. At the top, there are buttons for 'New', 'Import menu', 'Cancel', and 'Accept'. Below the buttons, there are search fields for 'Family' (set to 'APPETIZERS') and 'Rate' (set to 'Default Price List'). There is also a checkbox for 'Visible family' which is checked. The main area is a table with the following columns: Name, Price, Reference, Bar Code, In stock, and By weight. The table contains the following items:

Name	Price	Reference	Bar Code	In stock	By weight
ONION RINGS	0.01			✓	
BRUSCHETTA	0.01			✓	
GARLIC BREAD	0.01			✓	
MOZZARELLA STICKS	0.01			✓	
JALAPENO POPPERS	0.01			✓	
FRENCH FRIES	0.01			✓	
CHEESE FRIES	0.01			✓	
APP SAMPLER	0.01			✓	
WINGS	0.01			✓	
FRIED MUSHROOMS	0.01			✓	

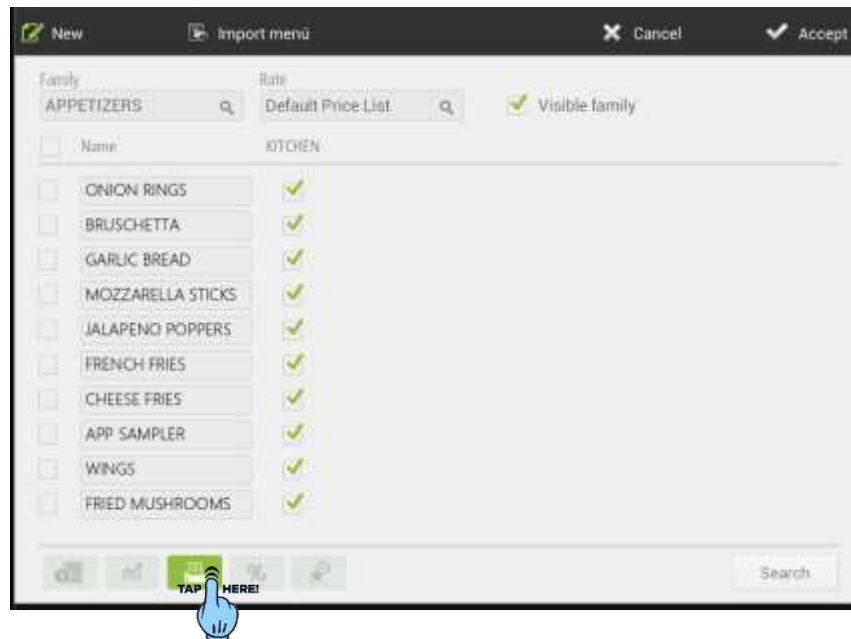
At the bottom, there are icons for 'New', 'Import menu', 'Cancel', and 'Accept', along with a search bar.

- a. FROM THIS SCREEN I CAN CHANGE PRICES AND ENTER UPC BARCODES
- b. TO ADD A NEW ITEM, TAP **NEW** AT THE TOP OF THE SCREEN. THEN ENTER THE ITEM NAME AND SET THE PRICE.

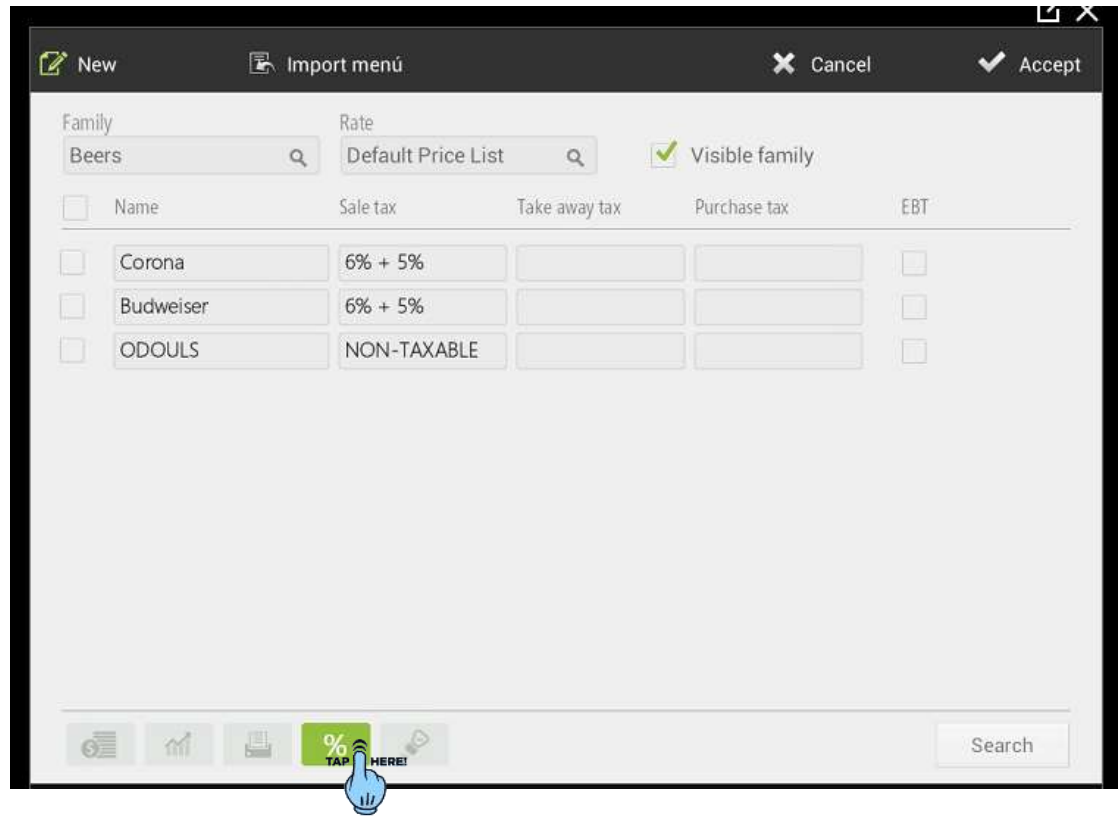
4. OTHER OPTIONS ARE AVAILABLE BY TAPPING THE BUTTONS AT THE BOTTOM OF THE SCREEN.
- a. THE SECOND BLOCK ALLOWS ME TO SET COST PRICES.



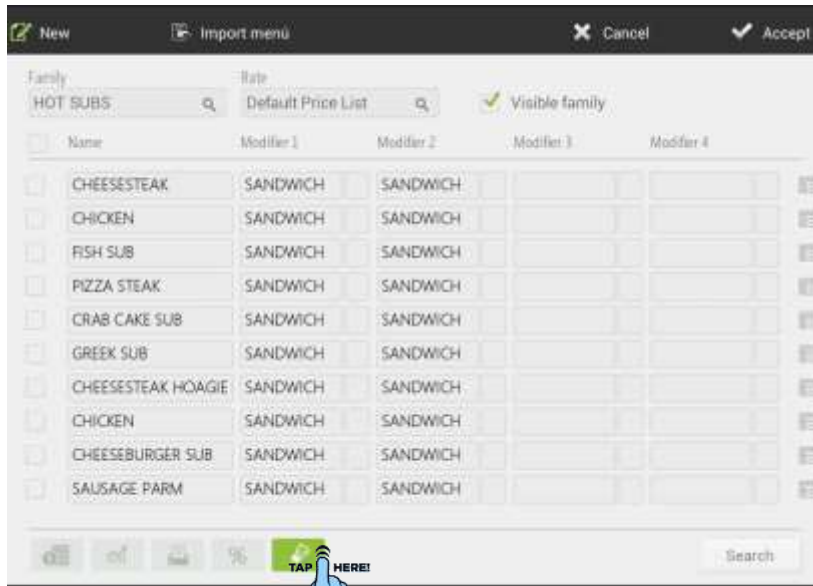
- b. THE THIRD BUTTON ALLOWS ME TO ASSIGN KITCHEN PRINTER(S), IF KITCHEN PRINTERS ARE ENABLED.



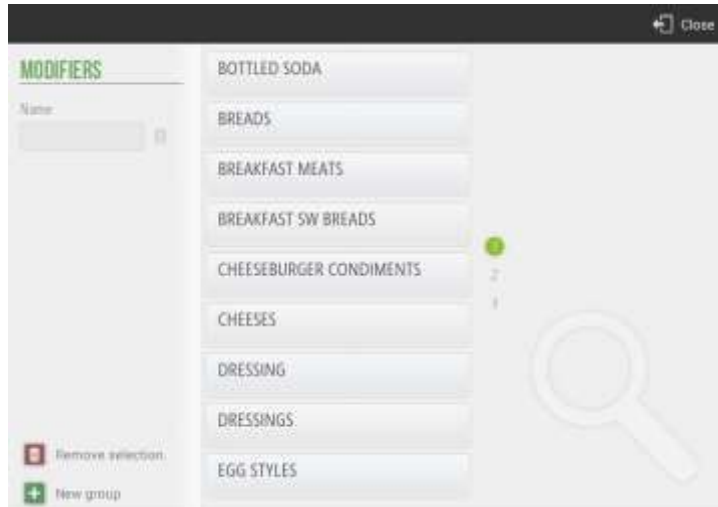
- c. THE FOURTH BUTTON ALLOWS ME TO ASSIGN ADDITIONAL TAXES OR SET THE ITEM AS NON-TAXABLE:



5. TO CREATE OR EDIT MODIFIERS, TAP THE LAST BUTTON AT THE BOTTOM:



a. SELECT THE ITEMS TO BE MODIFIED AND THEN TAP ON THE MODIFIER FIELD:



- b. CHOOSE YOUR MODIFIER GROUP, OR TAP **NEW GROUP** TO CREATE A NEW GROUP:

The screenshot shows the 'MODIFIER' configuration screen. At the top, there are 'Delete', 'Cancel', and 'Accept' buttons. Below the title, there is a 'Name' field containing 'CHEESES' and a 'Sold in portions' checkbox. A table titled 'Modifiers' is displayed with the following data:

Modifier	Inc. price	Image
AMERICAN	0.00	Image
CHEDDAR	0.00	Image
SWISS	0.00	Image

At the bottom right of the table, there are '+ New' and 'Add' buttons.

- i. NAME YOUR GROUP THEN USE **NEW** TO ADD NEW MODIFIERS OR **ADD** TO ADD MODIFIERS ALREADY CREATED.

- c. TAP **ACCEPT** WHEN FINISHED

6. TAP **ACCEPT** AND/OR **CLOSE** TO RETURN TO THE ORDERING SCREEN.

#### **REPORTS:**

1. REPORTS CAN BE ACCESSED BY TAPPING **ADMINISTRATION** AND THEN **STATISTICS**.
2. CHOOSE YOUR REPORT AND YOU CAN THEN SELECT A DATE OR DATE RANGE.

ADDITIONAL CONFIGURATION OPTIONS CAN BE FOUND BY TAPPING **ADMINISTRATION** AND THEN **CONFIGURATION**



888-295-8078

Revised March 2017

**IMPORTANT INFORMATION:**

We have installed a separate WiFi network for your HioPOS system. You must have active Internet service and the tablet must be connected to this WiFi to operate properly. Here is the WiFi info:

SSID (network name): **LynxHioPOS**

Key (password): **ML\$\$4200**

**HIOPOS CLOUD LOGIN INFORMATION:**

USERNAME:

PASSWORD: