




POS Manual OPENING

OPENING THE RADIANT POS

Before you can begin taking orders for the day, you will need to open the POS. To do so please see the following instructions:

- Clock in
- Go to functions
- Manage drawers
- Press drawer to be assigned and select assign
- Press yes to make public
- Enter the starting float amount, press okay
- Select new order, confirm starting float amount (must be exactly the same as entered before)
- The POS is now ready to take orders for the day

:: See visual instructions on the following pages ::

FUNCTIONS	Eat In & Take Away	Main Menu	New Order	Hot Drinks	Flat White	Cappuccino	Piccolo	Vienna	TRIM	SOY
 New Order				Cold Drinks	Latte	Chai Latte	Vanilla Latte	Short Caramel Latte	ALMOND MILK	SYRUP
New Order				Cabinet					DECAF	Extra Hot
				All-Day Breakfast	Long Black	Short Black	Americano	Ristretto	Half Sugar	RAW
				Classic Favourites					SUGAR	Equal
				Burgers & Sandwiches	Macchiato	Affogato	Kids Can Fluffy	Matcha Latte	DOUBLE SHOT	TRIPLE SHOT
				Fresh Salads					1/2 Strength	1/4 Strength
Subtotal			0.00	Vegan	Hot Chocolate	Salted Caramel Hot Choc	White Hot Choc	Turkish Delight	Hot Milk	Cold Milk
EAT IN Total			0.00	Kids Meals	Hot Mocha	White Mocha	soy milk test ori.		Running Cream	CHOC
				Sweet Indulgence					CINN	NO FROTH
				Beer/Wine Spirits	English Breakfast	Earl Grey	Peppermint Tea	Chamomile Tea	NO CHOC	NAKED
				Retail/Specials NP/Charity	Chai Tea	Green Tea	Rooibos Tea	Cup Milk	MARSH	Jug of hot water
				NP Brioche French Toast	Hot Blkcurrant	Lmn Honey Ginger			Cup of hot water	Pot Of Hot Wtr
EXIT	Add Check\ Same Table	Repeat	Delete	Ignore\ Already Given	Message\ Info	FOOD MODS	BEV MODS	Clear Check	PAYMENT	

FUNCTIONS		Eat In & Take Away	Main Menu	New Order	Recall Previous Order	Recall List of Orders	Re-open Check	Clock Out
New Order		New Order			Refund	Quick Refund	Print Receipt	Start Break
Subtotal		0.00			Open Drawer	Manage Drawers	Drawer Checkout	Clock In/Out Employee
EAT IN Total		0.00			Reports	Calibrate		Break In/Out Employee
					Reroute Printer	Change Password	Clear Password	Edit Break
EXIT		Add Check \ Same Table	Repeat	Delete	Ignore \ Already Given	Message \ Info	FOOD MODS	BEV MODS
								Clear Check
								PAYMENT

OPENING



Select the drawer and press assign



Would you like this to be assigned as a
Public Cash Drawer?

 Yes

 No

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Drawer 1 - Drawer1

Assigned: Available

Function: Starting Bank

Amount: \$ 0.00

1	2	3
4	5	6
7	8	9
0	00	

\$ Money Counter

OK

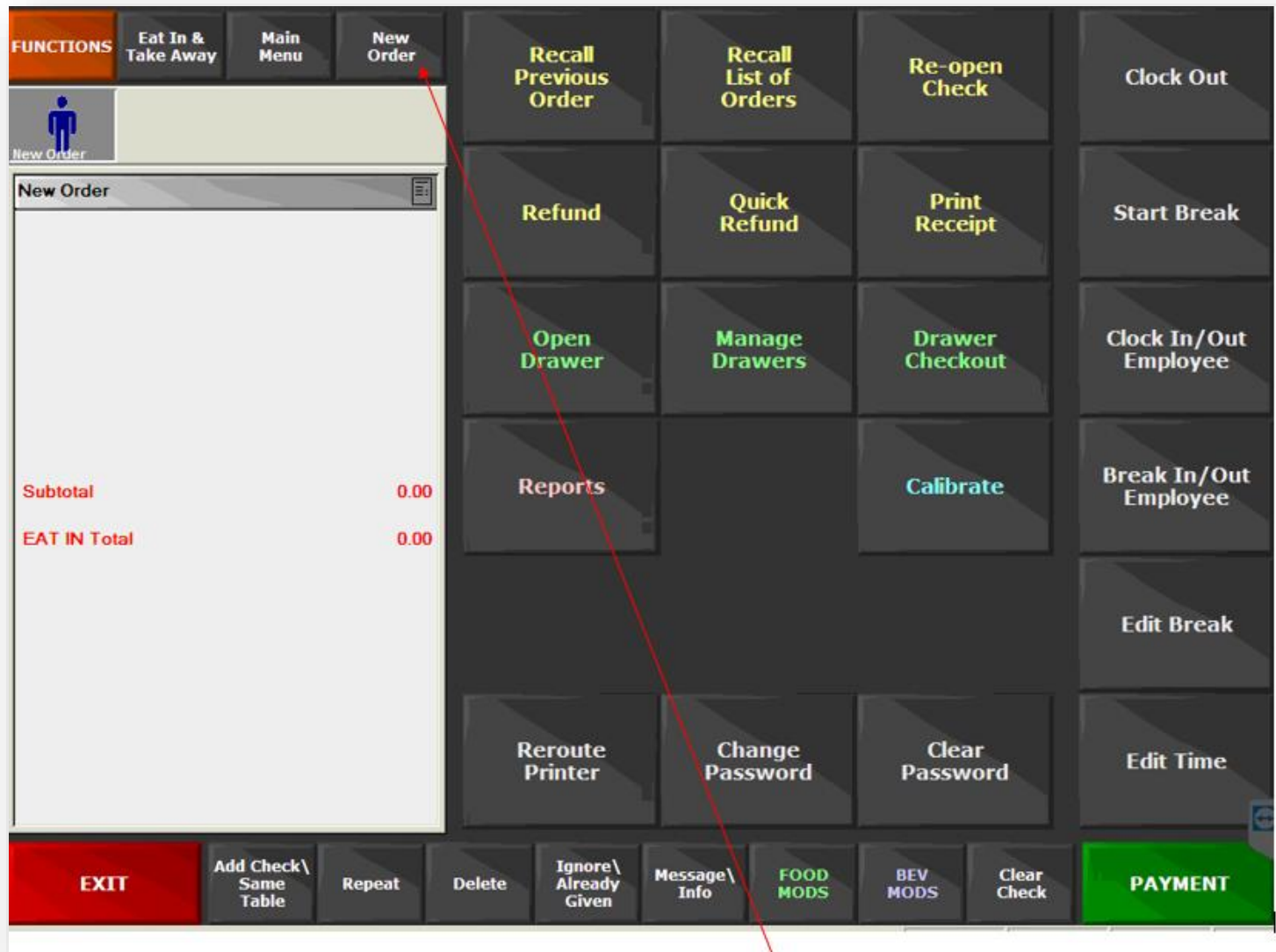
Clear

Cancel

Enter the Starting Float amount



You can see “Public” assigned to the drawer. Press Done.



Select New Order

Drawer 1 - Drawer1

Assigned: Available

Function: Confirm Starting Bank

Amount:

\$ 0.00

1	2	3
4	5	6
7	8	9
0	00	

\$ Money Counter

OK

Clear

Cancel

Re-enter the starting float amount. Press OK.

Opening procedures are complete,
you will not need to go through
these steps until the next day.

New orders can be started by
selecting Eat In or Takeaway.