

Restaurant Pro Express Quick Step Instructions

Wait Staff

How to Clock In

1. Press Clock In Lower Right hand Corner
2. Enter Login (Usually last 4 of SSN)
3. Enter Password (Usually last 4 of SSN)
4. Select Job if Work more than 1 Job (Wait, Busser, Cook, Hostess, Etc)
5. If Wait Select work area (dining)
6. Press Clock In

How to Clock Out

1. Press Clock In Lower Right hand Corner
2. Enter Login (Usually last 4 of SSN)
3. Enter Password (Usually last 4 of SSN)
4. Press Clock Out

How to Place an Order

1. Enter in Login Code or Swipe Card
2. Select table or Select To Go or Select Delivery
3. Enter Number of People
4. Select area of Menu on Left (Appetizers, Soups Salads, Lunch, Dinner, Beverages, Etc.)
5. Select item
6. Answer questions after selecting each Item
7. Repeat Until all customers' Orders have been Placed
8. Press Send Button (Order Goes to Kitchen)

How to Print Check

1. Enter in Login Code or Swipe Card
2. Select table or Select To Go
3. Select Check

How to Split a table / Check

1. Enter in Login Code or Swipe Card
2. Select table or Select To Go
3. Select Edit
4. Select Split Checks
5. Select Item
6. Select on the "Blank" Check
7. Continue to select items and select them on appropriate checks.
8. When Finished, Select Done
9. Answer question – Hold or Print Receipt

How to Print Split Checks

1. Enter in Login Code or Swipe Card
2. Select table or Select To Go
3. Select Check
4. Select Check Number to Print (All automatically Selected)
5. Select Print

How to Pay

1. Enter in Login Code or Swipe Card
2. Select table or Select To Go
3. Select Pay
 - a. If Cash
 - i. Enter Amount
 - ii. Enter Cash
 - b. If Check
 - i. Enter Amount
 - ii. Enter Check
 - iii. Enter Check Number
 - iv. Select Enter
 - c. If Credit Card
 - i. Swipe Credit Card Receipt will Print
 - ii. Table will Turn Yellow
 - iii. Select Table
 - iv. Asked Do You Want to apply Tip?
 - v. Select Yes
 - vi. Enter Tip Amount
 - vii. Answer Question is Dollar Amount Correct?

- viii. Select Yes
- ix. Select Ok on Message

How to Transfer Tables

1. Enter in Login Code or Swipe Card
2. Select table or Select To Go
3. Select Edit
4. Select Transfer
5. Select New Table

How to Combine Tables

1. Enter in Login Code or Swipe Card
2. Select table or Select To Go
3. Select Edit
4. Select Combine
5. Select 2nd Table

Management Staff

How to Enter a New Employee

1. Swipe Card
2. Press Options
3. Press Administrative
4. Press Employee Maintenance
5. Press Job Codes + Wages (Middle of Screen)
6. Scroll Through Employees Find One with same Job (Wait)
7. Press Duplicate Employee (Bottom Middle)
8. Type in Login (Usually last 4 SSN)
9. Type in Password (Usually last 4 SSN)
10. Type in Display Name
11. Select Personal Info
12. Enter Information
13. Select Job Code
14. Select Appropriate Jobs
15. Press Save Changes

How to Change Permissions for Employees

1. Swipe Card
2. Press Options
3. Press Administrative

4. Press Employee Maintenance
5. Press Job Code Setup
6. Press Next until you get to Desired Job Code (Wait, Buss, Etc)
7. Press Permissions
8. Go through and select Appropriately
9. Press Update
10. Response – “This will Modify Every Employee w/ this Job Code.”
11. Press Yes
12. Press Exit
13. Press Exit

How to Disable an Employee (Fired)

1. Swipe Card
2. Press Options
3. Press Administrative
4. Press Employee Maintenance
5. Search Employee
6. Check Disable this Employee (Upper Left)
7. Press Save Changes
8. Press Exit

How to Disable an Item – 86

1. Swipe Card
2. Press Options
3. Press Administrative
4. Press Inventory Maintenance
5. Press Look Up
6. Press Department
7. Select Item
8. Press Select
9. Check Box Disable this Item
10. Press Save Changes
11. Press Exit

How to Change a Price

1. Swipe Card
2. Press Options
3. Press Administrative
4. Press Inventory Maintenance
5. Press Look Up
6. Press Department

7. Select Item
8. Press Select
9. Select Price Change
10. Enter New Amount
11. Press Save Changes
12. Press Exit

How to Add an Item

1. Swipe Card
2. Press Options
3. Press Administrative
4. Press Inventory Maintenance
5. Press Look Up
6. Press Department
7. Select Department
8. Select Similar Item
9. Press Duplicate
10. Change Item Number
11. Change Item Description
12. Change Price
13. Select Modifiers
14. Select add Modifier Group
15. Select Appropriate Groups
16. Change Number to Select
17. Change Prompt
18. Charge – Yes/No
19. Force – Yes/No
20. Press Save
21. Press Exit

How to Pull Manage Time Clock and Delete Clock Out

1. Swipe Card
2. Press Options
3. Press Administrative
4. Press Time Clock Management
5. Search Employee
6. Select Appropriate Date/Time
7. Press Delete Clock Out
8. Will Prompt and Select Yes
9. Employee will Be back on the Clock (Never Clocked Out)

10. Press Exit
11. Press Exit

How to Delete Whole Clock In/Out Entry

1. Swipe Card
2. Press Options
3. Press Administrative
4. Press Time Clock Management
5. Search Employee
6. Select Appropriate Date/Time
7. Press Delete Entry
8. Will Prompt and Select Yes
9. This will Delete Whole Entry (Never Clocked In Or Out)
10. Press Exit
11. Press Exit

How to Change Employee's Job Code (Clocked in as Wait, Busser, Cook, Etc)

1. Swipe Card
2. Press Options
3. Press Administrative
4. Press Time Clock Management
5. Search Employee
6. Select Appropriate Date/Time
7. Press Change Job Code
8. Will Prompt to Change to Which Job
9. Press Appropriate Job
10. Select Yes
11. Press Exit
12. Press Exit

How to Change Employee's Tips

1. Swipe Card
2. Press Options
3. Press Administrative
4. Press Time Clock Management
5. Search Employee
6. Select Appropriate Date/Time
7. Press Modify Close Out

8. Will Prompt to Apply Tips
9. Enter Tip Amount
10. Ask To make Changes
11. Select Yes
12. Press Exit
13. Press Exit

How to Close Credit Cards

1. Swipe Card
2. Press Options
3. Press Administrative
4. Press Credit Card Settlement
5. Press Add Tip If Needed (Program Normally Set up to Require to Enter Tips as the Table is Closed and Before it Can be Seated Again.)
6. Press report to get Daily Report
7. Press Settle
8. Press Exit

How to Pull Back Check

Make Sure Employee is still clocked in. If Not Go to Delete Clock Out

1. Swipe Card
2. Press Options
3. Press Cashier
4. Press Pull Back Check
5. Press Employee
6. Press Check Number
7. To View, Press View
8. To Reprint, Press Reprint
9. To Pull Back, Press Pull Back
10. Reopen Invoice? Press Yes
11. Check is back Open (It has never has been closed nor Have the People never Left. Be Careful, Especially with Credit Cards)

How to get a Report for Up to the Minute Sales (Note: It does not include currently open Tables)

1. Swipe Card
2. Press Options

3. Press Administrative
4. Press Reporting
5. Scroll Down to Very Bottom
6. Press Flash Report
7. Press Exit
8. Press Exit

How to Get Sales from Employee

1. Swipe Card
2. Press Options
3. Press Administrative
4. Press Reporting
5. Scroll Down Detailed Daily Report (DDR)
6. Press Display
7. Select Start and End Date/Time
8. Select Employee Number
9. Press Print
10. Press Exit
11. Press Exit

How to Get Sales from Total Day

1. Swipe Card
2. Press Options
3. Press Administrative
4. Press Reporting
5. Scroll Down Detailed Daily Report (DDR)
6. Press Display
7. Select Start and End Date/Time
8. Select All
9. Press Print
10. Press Exit
11. Press Exit

How to Get Employee Report for Hours Worked

1. Swipe Card
2. Press Options
3. Press Administrative
4. Press Reporting
5. Press Employee on Left

6. Press Hours and Wages
7. Press Display
8. Select Dates Start and End
9. Press Generate
10. Press Print Picture in Upper Left Corner
11. Will Print to Full Size Printer
12. Press X in Upper Right Corner
13. Press Exit
14. Press Exit

How to Get Financial Report

1. Swipe Card
2. Press Options
3. Press Administrative
4. Press Reporting
5. Scroll Down Financial Summary
6. Press Print
7. Select Date Ranges
8. Close
9. Press Exit
10. Press Exit

How to Back Up Data Base (Need to do on a Regular Basis)

While at Login Page

1. Press File in Upper Left Corner
2. Press Data Base Maintenance
3. Press Back Up
4. Swipe Card
5. Type in File Name (Include Date)
6. Press Open
7. Wait until it tells Updated Successfully
8. Press OK