

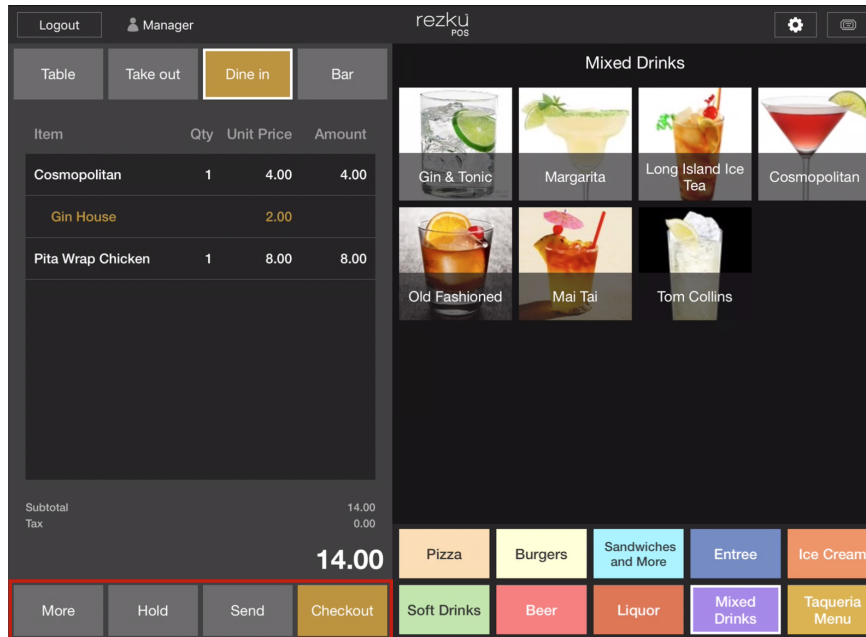
A PROJECT GUIDE TO REZKU

POS

ORDER ACTIONS BUTTONS

Order Actions Buttons

The Order Actions buttons help you manage your order. They are located on the left half of the New Order screen, below the total.



Each of the buttons provides access to different functions.

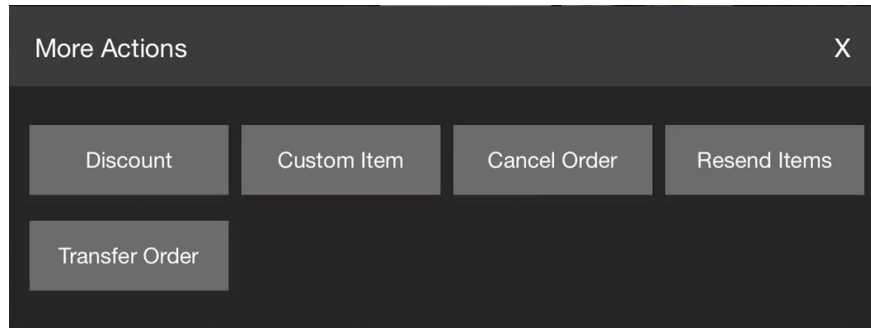


Checkout - Tap the Checkout button when the guest is ready to pay. This takes you to the Checkout screen. For complete details on how to check out your customers <Jump to Rezku POS/POS Tablet/Checkout>

Send - Tap the Send button to print order items to their respective chit printer. For example, the kitchen or the bar. For details regarding how to configure menu items to print to chit printers <Jump to Rezku POS/Chit Printers>

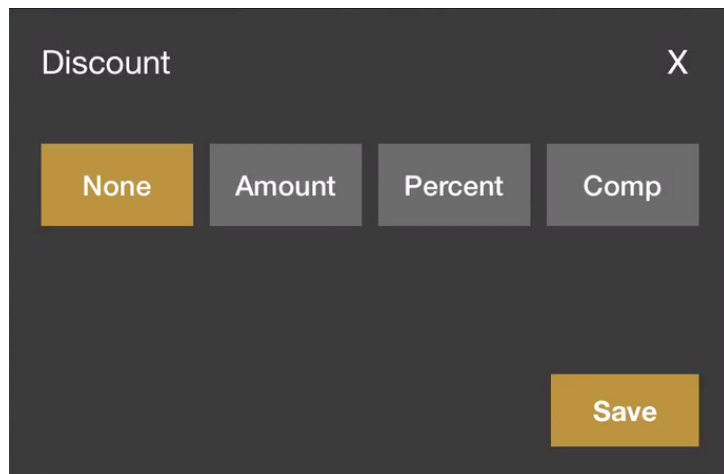
Hold - Tap Hold to take another order without completing the transaction for the current order. Hold orders appear in the Ticket List and can be reopened from there.
<Jump to Rezku POS/POS Tablet/Tickets>

More - The More button gives you additional control over the order and has many functions.



Each button in More Actions does something different.

Discount



- Amount - Discount whole order by a fixed amount (enter a dollar amount).
- Percent - Discount whole order by a percent of the total (enter percent).
- Comp - comp the guest's order (make it free).

Custom Item

Custom Item

X

Name:

Price:

\$0.00 each

Taxes:

None

Edit Taxes

Save

- Create an item that is not on the menu and give it a price.
- May Require a manager to enter their PIN to access.

Cancel Order

Logout	Manager	rezku POS	Settings	Search
	Orders	Tables	Change Date	New Order
List	Tiles	All Orders	My Orders	
ID	Names	Type/Status	Total	Date & Time
46-00001	2 x Coors, 1 x Coors, 1 x 3 Toppin...	Cancelled	\$23.71	4/30/17 - 11:49AM

- Cancels the whole order
- May Require a Manager's PIN to authorize.
- The order appears in the Ticket List with Cancelled status.

Resend Items

Selectively Send To Printer(s)

X

Order

Item	Qty	Unit Price	Amount
Coors	1	4.00	4.00
Coors	1	4.00	4.00
Coors	1	4.00	4.00
Pour into pint glass.			
3 Topping Special	1	9.99	9.99
Medium Combo Ori...		0.65	
Onions		0.00	
Bacon		0.00	

Send

Item	Qty	Unit Price	Amount

→

Cancel

Send

- Reprints menu items to remote / chit printers.
- Useful in case there is a printer jam or it runs out of paper.
- Items on the left that are tapped appear on the right.
- To reprint items on the right, tap the Send button.

Transfer Order

Transfer Order To User

X

Manager

Manager

✓

Employee

Employee

- Transfer ownership of an order to another user. Sales and other data associated with the order will transfer from the current user to the one selected (indicated by check mark).