Ringing up an order in the POS ("MEAL DEAL" or "BASKET")

The POS has multiple layers of function, depending on the requirements of your location. Some locations have **"Meal Deals"** or **"Baskets."** These items often have both **"Optional Add-Ons"** and **"Required Add-Ons."** Here we will walk through the procedure of ringing up one of these.



1. After you are logged in, tap the **"POS"** button.

2. Tap "Select one" to select the terminal you are working at.

Relect a Terminal		
Select a Terminal Select one GO	 Test Concession - 405 Test League	

3. Select your terminal.

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	Select a Terminal	
	Select one	
	✓ Select one	
	Window 2	
	Pickup Window	
	Window 1	

4. Tap the **"GO"** button.



5. Tap the **"Start Order"** button.







7. Tap the button of the item you want to ring up.



8. The screen with the "Add-Ons" will automatically appear.



9. If the customer would like to add an **"Optional Add-On(S)"**, tap the button(s) for the requested add-on(s).



10. Tap the button for the next **"Required Add-On"** in the **"Meal Deal"** or **"Basket."** You <u>MUST</u> select an add-on. You can only pick one. If you tap one, then tap another, the POS will add the last one you tapped.



11. Tap the button for the next **"Required Add-On"** in the **"Meal Deal"** or **"Basket."** You <u>MUST</u> select an add-on. You can only pick one. If you tap one, then tap another, the POS will add the last one you tapped.



12. Tap the **"Save"** button at the bottom of the screen.

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ltem Hamburger	ltem Hamburger Basket		Quantity			Price Each <mark>\$6.00</mark>	1 Hamburger Basket	Ş
			Customi	ze				
ADD-ONS								
Chili	Nacho Cheese Cup	Jalapenos.	Ranch	BBQ Sauce Cup				
CHIPS								
Cheetos	Nacho	Cool Ranch	Lays BBQ Chips	Flaming Hot Cheetos	Takis	Fritos		
	Doritos	Domos						
Lays Plain Chips								
DRINKS								
Dr. Pepper	Diet Dr. Pepper	Mountain Dew	Diet Mt. Dew	Pepsi	Diet Pepsi	Sierra Mist	Order Total	\$6.00
							Cilicol	.out
	Back				Sav	/e		

13. The **"Add-Ons"** have now been added and the completed **"Meal Deal"** or **"Basket"** shows up in the column on the right.



14. NOTE: If you were to delete a "Required Add-On" from the column on the right, you could not proceed with "Checkout" because the "Required Add-On(S)" is missing. The next 3 slides show this scenario.







15. Once this message comes up, tap "OK."



16. You will be returned to the screen and will need to tap the item in the column on the right.



17. You will be returned to the screen with the **"Add-Ons"** and will be required to select one from the list from which you deleted the **"Required Add-On."**

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11.0A			_	405 Test	t League - Test C	oncession				
ltem Hamburger	Basket		Quantity			Price Each \$6.00		1 Hamburger Basket		\$6.00
			Customiz	ze						
ADD-ONS										
Chili	Nacho Cheese Cup	Jalapenos	Ranch	BBQ Sauce Cup						
CHIPS										
Cheetos	Nacho Cheese Doritos	Cool Ranch Doritos	Lays BBQ Chips	Flaming Hot Cheetos	Takis	Fritos				
Lays Plain Chips										
DRINKS										
Dr. Pepper	Diet Dr. Pepper	Mountain Dew	Diet Mt. Dev	Pepsi	Diet Pepsi	Sierra Mist		Order Total	\$6.00	
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	Back				Sav	'e				

18. Tap the **"Save"** button at the bottom of the screen.

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11.0A				405 Tes	t League - Test C	oncession		
ltem Hamburger	Basket		Quantity	+		Price Each \$6.00	Hamburger Basket	\$6.00
ADD-ONS			Customia	ze			_	
Chili	Nacho Cheese Cup	Jalapenos	Ranch	BBQ Sauce Cup				
CHIPS								
Cheetos	Nacho Cheese Doritos	Cool Ranch Doritos	Lays BBQ Chips	Flaming Hot Cheetos	Takis	Fritos		
Lays Plain Chips								
DRINKS								
Dr. Pepper	Diet Dr. Pepper	Mountain Dew	Diet Mt. Dew	Pepsi	Diet Pepsi	Sierra Mist	Order Total	\$6.00
	Back				Sav	/e		
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19. The **"Required Add-On"** is now added back to the **"Meal Deal"** or **"Basket"** in the column on the right.



20. If your order is complete, tap the green "Checkout" button.



- 6:59 PM Sat Mar 19 중 24% ा 11.0A 405 Test League - Test Concession Order # 259106 1 Hamburger Basket \$6.00 Due 6.75 + Pepsi -----Received + BBQ Sauce Cup \$0.25 0.00 + Jalapenos \$0.50 Short 6.75 + Cool Ranch Doritos _____ **Clear Received** Disc Card \$6.75 + .10¢ + .25¢ +.50¢ + \$1 + \$5 + \$10 + \$20 7 8 9 4 5 6 2 3 1 Order Total \$6.75 CE 0 + Back to Order Done
- 21. You are now at the **"payment"** screen. The operation of this screen is covered in the document titled **"Payments in the POS."**