

Micros 3700 QUICK REFERENCE GUIDE – Server/Cashier Functions

How To Check In:

- 1) At a workstation, click on CHECK IN & OUT SCREEN.



- 2) Enter in your ID number on the number pad and hit



- 3) If you have multiple job functions, choose one from the list and hit OK.



- 4) You are now clocked into the system.

How To Sign In:

- 1) At a workstation, enter your ID number on the number pad



- 2) Depending on your job assignment, a specific sign-in screen will appear.
- 3) Begin your check from the point.

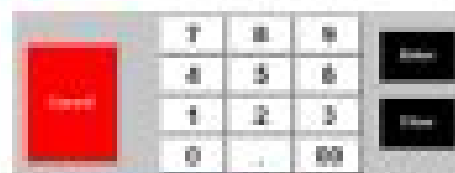
How To Begin A Check:

If you are a Server:

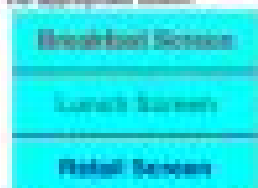
- 1) Your Sign-in screen is the Point Plan. Choose a table to



- 2) Enter in the number of guests on the number pad.



- 3) Choose the menu you would like to order from by clicking on the appropriate button.



- 4) Choose your menu category, e.g. Lunch Apps.



- 5) Choose your menu item from the list that appears. All items are shown alphabetically, and can be viewed by scrolling up or down and the screen using the Page Up or Page Down



- 6) To send your Order to the Kitchen/Bar, click on the "Send Order" button.



How To Pick Up an Existing Check:

By table:

- 1) Sign in to the workstation. Choose the table from the list you wish the existing check by touching it.
- 2) Choose the menu you wish to order from or go to the pay screen.
- 3) If there are multiple checks on that table, choose the correct table from the list on the screen, and then choose the menu you wish to order from.

By the PDU Table screen:

- 1) Sign in.
- 2) Click on the  button.
- 3) Choose the correct check from the screen.
- 4) Choose the menu you would like to go to or go directly to the pay screen.



Making Corrections:

To remove the last item ordered:

- 1) Press  button.

To remove an item by Touch & Hold:

- 1) Highlight the item to be removed by touching it.
- 2) Press .

To completely start over:

- 1) Press .

To void items already sent to remote printers (Kitchen/Bar):

- 1) Highlight the item to be voided by touching it.
- 2) Press .
- 3) Have a manager approve the item and provide a reason.

How to Split a Check:


- 1) Pick up the menu.

- 2) Press the  key.



- 3) Press the Check Function screen, press the  key.



- 4) A new screen will appear with 2 columns.
- 5) Move items to the other check by touch the item and then touching the new check.
- 6) To share an item, touch the item and then click the  button.

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