

Micros 3700 QUICK REFERENCE GUIDE – Server/Cashier Functions

How To Check In:

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



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



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



- You are now checked into the system.

How To Sign In:

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



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

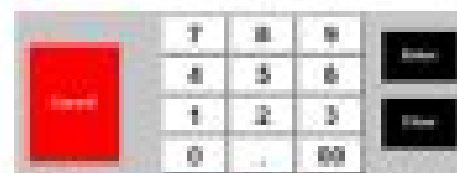
How To Begin A Check:

If you are a Server:

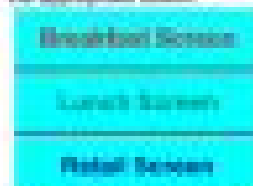
- Your Sign-in screen is the Point Plan. Choose a table to



- Begin your check.
- Enter in the number of guests on the number pad.



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



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



- 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



- To print your Order to the MicroPrinter, click on the "Print Order" button.



How To Pick Up an Existing Check:

By table:

- Sign in to the workstation. Choose the table from the list that appears with the existing check by touching it.
- Choose the menu you wish to order from or go to the pay screen.
- 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 PUI Table screen:

- Sign in.
- Click on the "Existing Check" button.
- Choose the correct check from the screen.
- Choose the menu you would like to go to or go directly to the pay screen.



Making Corrections:

To remove the last item ordered:

- Press the "Back" button.

To remove an item by Touch & Hold:

- Highlight the item to be removed by touching it.
- Press the "Touch & Hold" button.

To completely start over:

- Press the "Start Over" button.

To void items already sent to remote printers (MicroPrinter):

- Highlight the item to be voided by touching it.
- Press the "Void" button.
- Have a manager approve the item and provide a reason.

How to Split a Check:

- Pick up the menu.

- Press the "Split Check" key.



- Press the Check Functions screen, press the "Split Check" key.



- A new screen will appear with 2 columns.
- Move items to the other check by touch the item and then touching the "Split Check" button.
- To share an item, touch the item and then click the "Share" button.



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