

Micros 3700 QUICK REFERENCE GUIDE – Server/Cashier Functions

How To Check In:

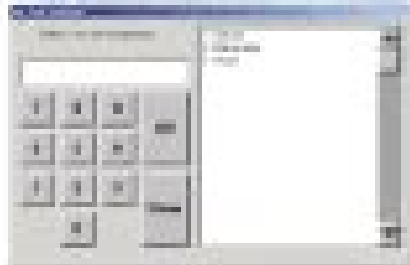
- 1) At a workstation, click on **Check In** on the toolbar.



- 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 checked 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.

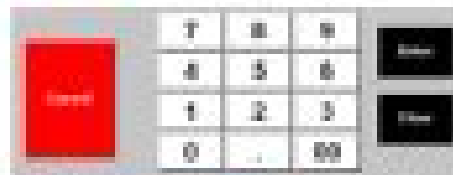
How To Begin A Check:

If you are a Server:

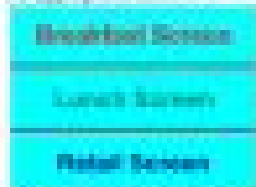
- 1) Your Sign-in screen is the Floor Plan. Choose a table to



- 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 used by scrolling up or down and the screen using the **Page Up** or **Page Down**



- 6) To send your Order to the Manifest, 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 floor plan with 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 PU Table screen:

- 1) Sign in.
- 2) Click on the **PU Table** 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 **ESC** twice.

To remove an item by Touch Back:

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

To completely start over:

- 1) Press **ESC**.

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

- 1) Highlight the item to be voided by touching it.
- 2) Press **ESC**.
- 3) Press a manager's account for the item and provide a reason.

How to Split a Check:

- 1) Pick up the check.

- 2) Press the **Split Payment** key.



- 3) From the Check Functions screen, press the **Split** 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 **Split** check.

- 6) To share an item, touch the item, and then click the



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Micros 370user Guide

Michael Hoelscher



Micros 370user Guide:

Micros 370user Guide Book Review: Unveiling the Power of Words

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