GreatPOS User Manual Order Taker (Restaurant Type)



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Login

How to Login to GreatPOS System Cashier Side?

Step1) Click the GreatPOS Logo Shortcut on Desktop



Step2) Click I Accept Agreement





Step3) Enter Cashier Credentials

Step4) Click Login Button

FreatPOS System				
6	Username:	ļ		
	Password:			
		Login	Close	Biometrics

Order Taker

🗳 GreatPOSX U	ser: user	Registered to: Bl	WWARE					– 🗗 🗙
GreatPOSX								1
O.R. No. :	10004112	Trans.No. :	10001295	On Shift :	1	User :	user Date :	2020-09-21
MENU ITEMS	Addition al/Extra Toppings	Best Sel Ier LARG E Combo	Best Sel ler XL C embo	Best Sel lers (L)	Best Sel lers (M)	Best Sei Iers (XL)	U Item Description Price	Qty Dis Amt
	Bonanza	Bottles	Classics (L)	Classics (M)	Classics (XL)	Complime ntary	Transaction Type: Dine - In Pay:	
	Drinks	Large Co mbo	Medium C ombo	Pasta (A La Cart e)	Pizza of the Sea son	Pizza Sm all	TABLE NO Information Choose E SEARCH	nployee
							INPUT QUANTITY: (2*)	
							SAVE TA	BLE ORDER
						_	PRINT SA	LES ORDER
	Premium	product category	Toppings	Value Me	Winning Tandem P	Xlarge C	PRIN	TBILL
	(L)	1	Weat	ala	romos	ombo	MOVE OPDER Ctiva	WINANCEL OPDER
							Go to St	tings to activate Windows.
							VOID ITEM	TRANSFER ITEM

GreatPOS Order taker Areas

Red Horizontal Rectangle – Transaction Table

Blue Vertical Bar - Calculator

Green Horizontal Rectangle - Item Categories

GreatPOSX Us	ser: user	Registered to: B	MWARE					- 10
O.R. No. :	10004112	Trans.No. :	10001295	On Shift :	1	User :	user Date :	2020-09-21
MENU ITEMS TABLE P1	Addition al∕Extra Toppings	Best Sel Ier LARG E Combo	Best Sel ler XL C ombo	Best Sei Iers (L)	Best Sei Iers (M)	Best Sei Iers XL)	LI Item Description Price	Qty Dis Amt
	Bonanza	Bottles	Classics (L)	Classics (M)	Classics (XL)	Complime ntary	Transaction Type: Dine - In Pay:	
	Drinks	Large Co mbo	Medium C ombo	Pasta (A La Cart e)	Pizza of the Sea son	Pizza Sm all	TABLE NO Information: Choose Em SEARCH	ployee CLEAR
							INPUT QUANTITY: (2*)	
							SAVE TAB	
	Premium	product	Tonnings	Value Me	Winning	Xlarge C	PRINT SAL	ES ORDER
	(L)	category 1	Meat	als	Tandem P romos	ombo	PRINT	r BILL
							MOVE ORDER CLIVAT	
							VOID ITEM	TRANSFER ITEM

Orange Horizontal Rectangle – Products Tab



Violet Horizontal Rectangle - Table Tab

	1	2	3	4	5	6
	7	8	9	10	11	12
TADLE FT	13	14	15	16	17	FShip1
	FShip2	Fam1	Fam2	22	23	24
	25	26	27	28	29	30
	31	32	33	34	35	36
	37	38	39	40	41	42
	43	44	45	46	47	48
	49	50	51	52	53	54

Order Save to Table in Order Taker

Step1) Select Category





Step2) Select Items

GreatPOSX U	ser: user	Registered to: BM	IWARE					- 4
O.R. No. :	10004112	Trans.No. :	10001297	On Shift :	1	User :	user Date :	2020-09-22
MENU	BS - LHW / LHW	BS - LHW / LPB	BS - LHW / LPM	BS - LPB / LPB	BS - LPB / LPM	BS - LPM / LPM	LI Item Description	Price Qty Dis Amt
TABLE P1	BS-LHOT /LHOT	BS-LHOT 7 LHW	BS-LHOT /LPB	BS-LHOT /LPM		×		
anna D				Are yo	u sure you want to add	this item?	Transaction Type: Dine - In Pay: TABLE NO Info	0.00
							3 💾	le info deleted.
							SEARCH	CLEAR
							INPUT QUANTITY: (2*)
							SAVE	
							PRIN	T SALES ORDER
							1	PRINT BILL
							MOVE ORDER	Ctivalle WicANCEL ORDER
							VOID ITEM	TRANSFER ITEM

Step3) Click Yes



Step4) Select Table P1 Tab

GreatPOSX U	ser: user	Registered to: B	IWARE							-	Ξ×
O.R. No. :	10004112	Trans.No. :	10001297	On Shift :	1	User :	user Date :	2	2020-09-22		
MENU	1	2	3	4	5	6	LI Item Description 1 BS - LHW / LPM 2 BS - LPB / LPB 3 BS - LHOT / LPM	Price 399.0 1 399.0 1 399.0 1	Qty Dis 0.0 0.0	Amt 399.0 399.0 399.0	~
ITEMS	7	8	9	10	11	12	Service Charge : .00				
	13	14	15	16	17	FShip1	Order Disc : 0.00 SubTotal : 1,068.75 Total : 1,197.00				
AMANANA	FShip2	Fam1	Fam2	22	23	24	Payment type: Cash Transaction Type:		1 197	00	~
d 6	25	26	27	28	29	30	Dine - In Pay: TABLE NO Info	ormation:	1,137	.00	
	31	32	33	34	35	36	3	ainee, PW1	3		*
	37	38	39	40	41	42	SEARCH	(2*)		CLEAR	
	43	44	45	46	47	48	SAV	E TABL	E ORDER	र २	
			le la				MOVE ORDER	PRINT I	WICAN		,
	49	50	51	52	53	54	VOID ITEM	io to Secti	TRAN	SFER ITEN	1

Step5) Select Table Number

GreatPOSX U	User: user	Registered to: Bl	WWARE					- @ ×
O.R. No.	: 10004112	Trans.No. :	10001297	On Shift :	1	User :	user Date :	2020-09-22
MENU	1	2	3	4	5	6	Ll Item Description Price 1 BS - LHW / LPM 399.0 2 BS - LPB / LPB 399.0 3 BS - LHOT / LPM 399.0	Qty Dis Amt 1 0.0 399.0 ^ 1 0.0 399.0 ^ 1 0.0 399.0 ^
ITEMS	7	8	9	10	11	12	Service Charge : .00	-
	13	14	15	16	17	FShip1	Order Disc: 0.00 SubTotal : 1,068.75 Total : 1,197.00	
Amanande	FShip2	Fam1	Fam2	22	23	24	Payment type: Cash Transaction Type:	1 197 00
d b	25	26	27	28	29	30	Dine - In Pay: TABLE NO Information	r.
ana	31	32	33	34	35	36	2 Table is Er Choose E	mpty. mployee 🗸
	37	38	39	40	41	42	SEARCH	CLEAR
	43	44	45	46	47	48	SAVE TAI PRINT SA	
	40	50	51	52	52	54	MOVE ORDER	
	45	30	31	52	33	- 34	VOID ITEM	TRANSFER ITEM

Step6) Select Employee

Step6) Click SAVE TABLE ORDER

GreatPOSX L	lser: user	Registered to: Bl	WWARE							- 🗅 ×
O.R. No.	10004113	Trans.No. :	10001297	On Shift :	1	User :	user Date	:	2020-09-22	
MENU	1	2	3	4	5	6	LI Item Description	Price	Qty Dis Amt	
	7	8	9	10	11	12				
	13	14	15	16	17	FShip1				
ANUMANA	FShip2	Fam1	Fam2	22	23	24	Transaction Type:		0.00	
d b	25	26	27	28	29	30	Dine - In Pay: TABLE NO	Information	0.00	
	31	32	33	34	35	36	2	<mark>Order assig</mark> Trainee, PV	ned to Table No: 2 V13	*
	37	38	39	40	41	42	SEARCH	(: (2*)	CLEAR	
	43	44	45	46	47	48	SA PR	VE TAB	LE ORDER	
							-	PRIN	TBILL	
	49	50	51	52	53	54	MOVE ORD	R ctivat	e WicANCEL ORD	IR
							VOID ITEN	1	TRANSFER ITE	M

Move Order

Step1) Click Table with Order

GreatPOSX U	ser: user	Registered to: B	WWARE					- 🗖
O.R. No. :	10004112	Trans.No. :	10001297	On Shift :	1	User :	user Date :	2020-09-22
MENU	1	2	3	4	5	6	LI Item Description Price 1 BS - LHW / LPM 399.00 2 BS - LPB / LPB 399.00 3 BS - LHOT / LPM 399.00	Qty Dis Amt 1 .00 399.00 1 .00 399.00 1 .00 399.00
ITEMS	7	8	9	10	11	12	Payment type: Cash	
	13	14	15	16	17	FShip1		
	FShip2	Fam1	Fam2	22	23	24	Transaction Type:	1 107 00
	25	26	27	28	29	30	Dine - In Pay:	1,197.00
	31	32	33	34	35	36	2020-09-2 Trainee, F	2 12:01 W13
	37	38	39	40	41	42	SEARCH	CLEAR
	43	44	45	46	47	48	SAVE TA	BLE ORDER
	49	50	51	52	53	54	VOID ITEM	TRANSFER ITEM



Step2) Click Move Order Button



GreatPOSX L	Jser: user	Registered to: B	WWARE					- 🗗 🗙
O.R. No.	: 10004112	Trans.No. :	10001297	On Shift :	1	User :	user Date :	2020-09-22
MENU	1	2	3	4	5	6	LI Item Description F 1 BS - LHW / LPM 39 2 BS - LPB / LPB 39 3 BS- LHOT / LPM 39	Optice Qty Dis Amt 9.00 1 .00 399.00 9.00 1 .00 399.00 9.00 1 .00 399.00
TABLE P1	7	8	9	10	11	12	Payment type: Cash	
	13	14	15	16	17	FShip1		
ANTANA	FShip2	Fam1	Fam2	22	23	24	Transaction Type:	1 107 00
0 0	25	26	27	28	29	30	Dine - In Pay:	1,197.00
	31	32	33	34	35	36	2020-0 Traine	99-22 12:01 e, PW13 🗸
	37	38	39	40	41	42	<u>S</u> EARCH	CLEAR
	43	44	45	46	47	48	SAVE 1 PRINT S	ABLE ORDER
	40	50		F 2				
	49	50	51	52	53	54	VOID ITEM	TRANSFER ITEM

Step4) Click Other Table to Move

🖗 GreatPOSX	User: user	Registered to: Bl	WWARE					- 6
O.R. No.	: 10004112	Trans.No. :	10001297	On Shift :	1	User :	user Date :	2020-09-22
MENU	1	2	3	4	5	6	Ll Item Description Price 1 BS - LHW / LPM 399.00 2 BS - LPB / LPB 399.00 3 BS - LHOT / LPM 399.00	Qty Dis Amt 1 .00 399.00 1 .00 399.00 1 .00 399.00
TABLE P1	7	8	9	10	11	12	Payment type: Cash	
	13	14	15	16	17	FShip1		
ANNUM	FShip2	Fam1	Fam2	22	23	24	Transaction Type:	1 107 00
d 6	25	26	27	28	29	30	Dine - In Pay.	1,197.00
	31	32	33	34	35	36	15 2020-09-22 Trainee, PV	12:01 V13 ~
	37	38	39	40	41	42	SEARCH	CLEAR
	43	44	45	46	47	48	SAVE TAB	LE ORDER ES ORDER
	49	50	51	52	53	54	MOVE ORDER Ctivat	e Wicancel order
				32			VOID ITEM	TRANSFER ITEM

Cancel Order

Step1) Click Table with order

GreatPOSX U	Jser: user	Registered to: BM	/WARE					- 10 -
0.R. No. :	: 10004112	Trans.No. :	10001297	On Shift :	1	User :	user Date :	2020-09-22
MENU	1	2	3	4	5	6	Ll Item Description Price 1 BS - LHW / LPM 399.00 2 BS - LPB / LPB 399.00 3 BS-LHOT / LPM 399.00	Qty Dis Amt 1 .00 399.00 1 .00 399.00 1 .00 399.00
ITEMS	7	8	9	10	11	12	Payment type: Cash	1 .00 .000
	13	14	15	16	17	FShip1		
AMOUNT	FShip2	Fam1	Fam2	22	23	24	Transaction Type:	1 197 00
0	25	26	27	28	29	30	Dine - In Pay: TABLE NO Information:	1,197.00
	31	32	33	34	35	36	15 2020-09-22 Trainee, PV	12:01 V13 ¥
	37	38	39	40	41	42	SEARCH	CLEAR
	43 44 45	46	47	48	SAVE TAB			
	49	50	51	52	53	54	MOVE ORDER	
							VOID ITEM	TRANSFER ITEM

Step2) Click Cancel Order Button

🖉 GreatPOSX L	Jser: user	Registered to: Bl	WWARE						- 🖬
O.R. No.	: 10004112	Trans.No. :	10001297	On Shift :	1	User :	user Date :	2020-09-22	
MENU	1	2	3	4	5	6	LI Item Description 1 BS - LHW / LPM 2 BS - LPB / LPB	Price Qty Dis 399.00 1 .00 399.00 1 .00	Amt 399.00 399.00
	7	8	9	10	11	12	Payment type: Cash	399.00 1 .00	399.00
	13	14	15 Access Required	16	17	EShin1	×		
Annanan	FShip2	Fam1	6	Usernam	ie:		Type:	1 107	00
d b	25	26		Passwor	d: Ok	Cancel	Biometrics	ormation:	.00
	31	32	Great P	<u>0</u> \$ ^{\v}		(-5 ²⁰	20-09-22 12:01 ainee, PW13	*
	37	38	39	40	41	42	SEARCH	(2*)	CLEAR
	43	44	45	46	47	48	SAVI PRIN	E TABLE ORDER	र २
	49	50	51	52	53	54			ELORDER
				52				TRAN	ISFER ITEM

Step2) Enter Administrator Account to Cancel Order

GreatPOSX L	Jser: user	Registered to: BN	IWARE					- 🗗 🤅
GreatPOSX O.R. No.	: 10004112	Trans.No. :	10001297	On Shift :	1	User :	user Date :	2020-09-22
MENU	1	2	3	4	5	6	Ll Item Description Pric 1 BS - LHW / LPM 399.0 2 BS - LPB / LPB 399.0 3 BS- LHOT / LPM 399.0	e Qty Dis Amt 0 1 .00 399.00 0 1 .00 399.00 0 1 .00 399.00 0 1 .00 399.00
ITEMS	7	8	9	10	11	12	Payment type: Cash	
	13	14	15	16	17	FShip1		
	FShip2 Fam1	Fam1	Fam2 Select an Option			× 24	Transaction Type:	1 107 00
	25	26	27	<u>Y</u> e	s <u>N</u> o Cancel	30	Dine - In Pay:	1,197.00
	31	32	33	34	35	36	15 2020-09-1 Trainee, 1	/2 12:01 ⊃W13 ✔
	37	38	39	40	41	42	SEARCH	CLEAR
	43	44	45	46	47	48	SAVE TA PRINT SA	BLE ORDER
	49	50	51	52	53	54	VOID ITEM	TRANSFER ITEM

Step3) Click Yes Button

🖉 GreatPOSX I	User: user	Registered to: BM	/WARE					– G ×
GreatPOSX O.R. No.	10004114	Trans.No. :	10001297	On Shift :	1	User :	user Date :	2020-09-22
MENU	1	2	3	4	5	6	LI Item Description Price	Qty Dis Amt
ITEMS	7	8	9	10	11	12		
	13	14	15	16	17	FShip1		
ALC: NO CONTRACTOR OF CONTRACTOR	FShip2	Fam1	Fam2	22	23	24	Transaction Type:	0.00
4 6 M	25	26	27	28	29	30	Dine - In Pay.	r.
	31	32	33	34	35	36	15 Trainee, F	deleted. W13
	37	38	39	40	41	42	SEARCH	CLEAR
	43	44	45	46	47	48	SAVE TAI	
	49	50	51	52	53	54		

Transfer Item

Step1) Select Table with order

GreatPOSX U	Jser: user	Registered to: Bl	WARE					- 10
O.R. No.	: 10004113	Trans.No. :	10001297	On Shift :	1	User :	user Date :	2020-09-22
MENU	1	2	3	4	5	6	LI Item Description Price 1 BS- LHOT / LPB 399.00 2 BS- LHOT / LPM 399.00 3 BS- LPB / LPB 399.00	Qty Dis Amt 1 .00 399.00 1 .00 399.00 1 .00 399.00
ITEMS	7	8	9	10	11	12	Payment type: Cash	
	13	14	15	16	17	FShip1		
	FShip2	Fam1	Fam2	22	23	24	Transaction Type:	1 107 00
	25	26	27	28	29	30	Dine - In Pay:	1,137.00
	31	32	33	34	35	36	4 2020-09-2 support, s	2 13:39 upport
	37	38	39	40	41	42	SEARCH	CLEAR
	43	44	45	46	47	48	SAVE TA	BLE ORDER LES ORDER
	-						PRIN	IT BILL
	49	50	51	52	53	54	MOVE ORDER	CANCEL ORDER
	45	50	31	52	55		VOID ITEM	TRANSFER

O.R. No. :	10004113	Trans.No. :	10001297	On Shift :	1	User :	user Date :	2020-09-22
MENU	1	2	3	4	5	6	Li Item Description Price 1 BS- LHOT / LPB 399.00 2 BS- LHOT / LPM 399.00 3 BS- LPB / LPB 399.00	Qty Dis Amt 1 .00 399.00 1 .00 399.00 1 .00 399.00
ITEMS	7	8	9	10	11	12	Payment type: Cash	
	13	14	15	16	17	FShip1		
	FShip2	Fam1	Fam2	22	23	24	Transaction Type:	1 107 00
	25	26	27	28	29	30	Dine - In Pay: TABLE NO Information:	1,197.00
	31	32	33	34	35	36	4 2020-09-22 support, su	13:39 pport
	37	38	39	40	41	42	SEARCH INPUT QUANTITY: (2*)	CLEAR
	43	44	45	46	47	48	SAVE TAB	LE ORDER ES ORDER
	49	49 50 51 52 53 54 ^{Mo}	MOVE ORDER	^{e W} CANCEL ORDER				
				52			VOID ITEM	TRANSFER ITEM

Step2) Select Item from the Transaction

Step3) Click Transfer Item Button



Step4) Enter Administrator Account

GreatPOSX U	Jser: user	Registered to: B	WWARE					- 🗗
O.R. No.	: 10004113	Trans.No. :	10001297	On Shift :	1	User :	user Date :	2020-09-22
MENU	1	2	3	4	5	6	Li Item Description Prict 1 BS- LHOT / LPB 399.00 2 BS- LHOT / LPM 399.00 3 BS- LPD / LPB 399.00	Qty Dis Amt 1 .00 399.00 1 .00 399.00 1 .00 399.00
ITEMS TABLE P1	7	8	9	10	11	12	Payment type: Cash	
	13	14	15	16	17	FShip1		
	FShip2	Fam1	Fam2	22	23	24	Transaction Type:	1,197.00
	25	26	27	28	29	30	Dine - In Pay:	- ,
	31	32	33	34	35	36	4 2020-09-2 support, s	2 13:39 upport
	37	38	39	40	41	42	SEARCH	CLEAR
	43	44	45	46	47	48	SAVE TA	
	49	50	51	52	53	54	MOVE ORDER	e WicANCEL ORDER
							VOID ITEM	TRANSFER ITEM

Step5) Select Table to transfer the item

🖉 GreatPOSX (Jser: user	Registered to: BM	IWARE					- 6 >
GreatPOSX O.R. No.	: 10004114	Trans.No. :	10001297	On Shift :	1	User :	user Date :	2020-09-22
MENU	1	2	3	4	5	6	Ll Item Description Price 1 BS XL - HOT / DW 499.00 2 BS XL - PB / DW 499.00 3 BS - LHOT / LPB 399.00 399.00 399.00	Qty Dis Amt 1 .00 499.00 1 .00 499.00 1 .00 399.00
ITEMS TABLE P1	7	8	9	10	11	12	Payment type: Cash	
	13	14	15	16	17	FShip1		
	FShip2	Fam1	Fam2	22	23	24	Transaction Type:	1.397.00
	25	26	27	28	29	30	Dine - In Pay: TABLE NO Information	_,
	31	32	33	34	35	36	2020-09-22 support, su	14:11 ipport *
	37	38	39	40	41	42	SEARCH	
	43	44	45	46	47	48	PRINT SAL	ES ORDER
	49	50	51	52	53	54	MOVE ORDER	WICANCEL ORDER
							VOID ITEM	TRANSFER ITEM