

GreatPOS User Manual Order Taker (Restaurant Type)



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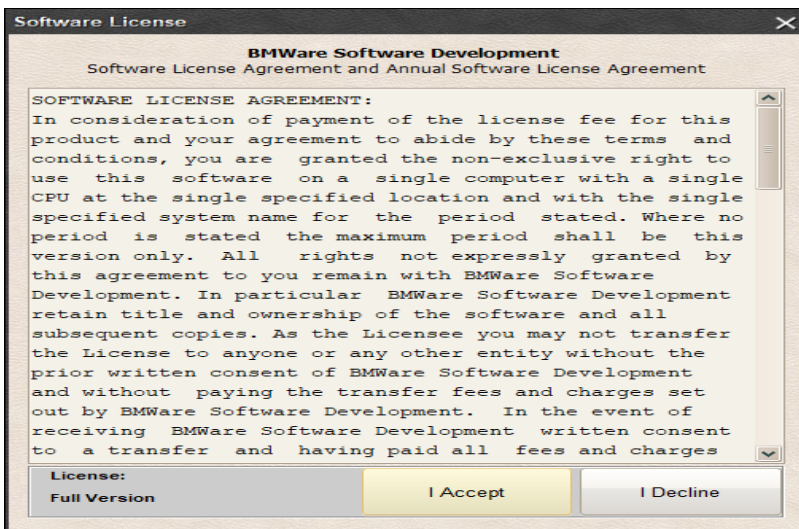
Login

How to Login to GreatPOS System Cashier Side?

Step1) Click the GreatPOS Logo Shortcut on Desktop

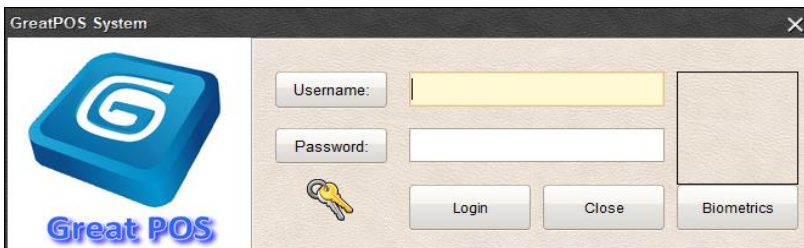


Step2) Click I Accept Agreement

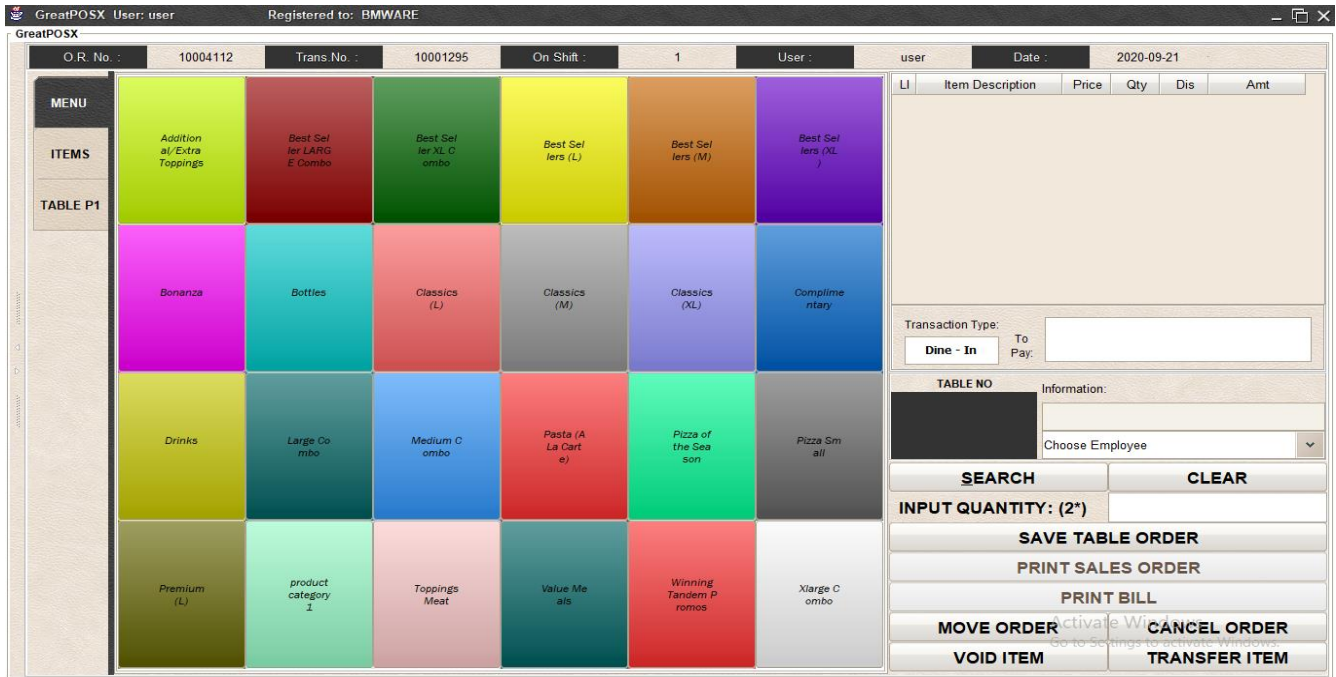


Step3) Enter Cashier Credentials

Step4) Click Login Button



Order Taker

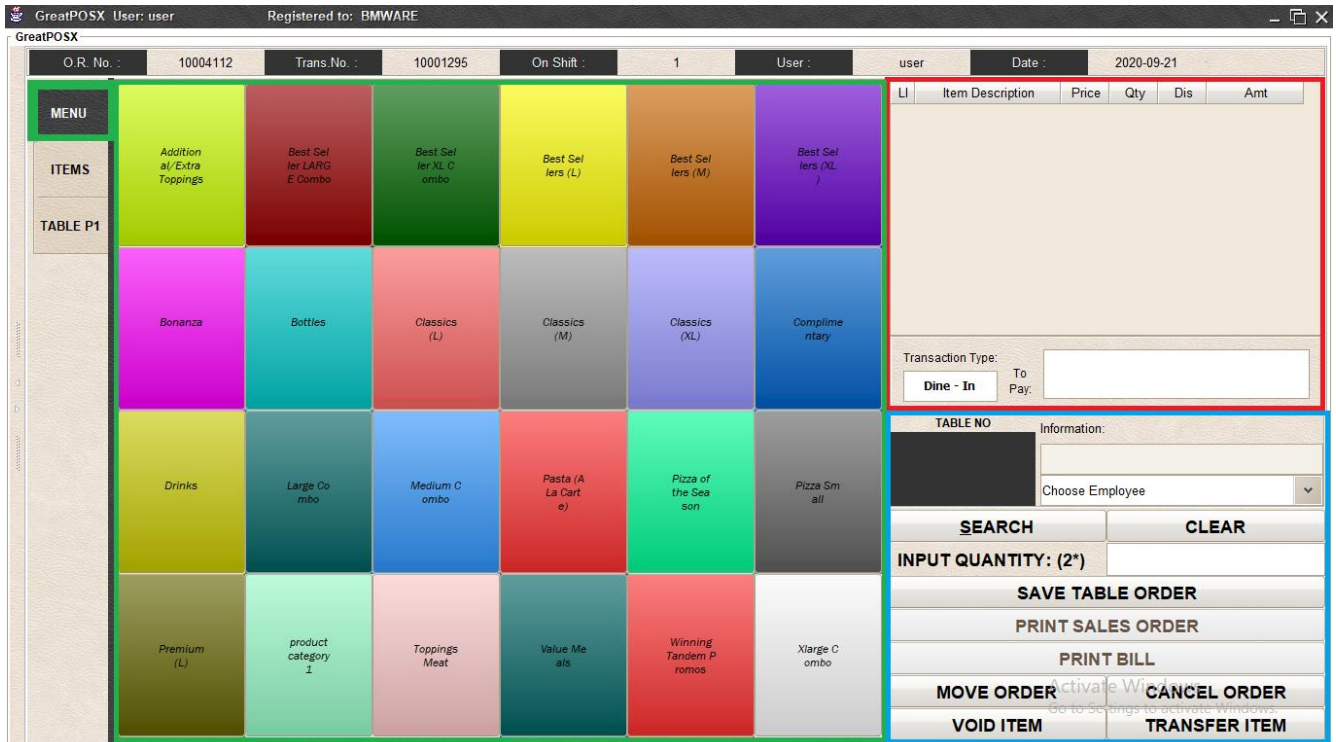


GreatPOS Order taker Areas

Red Horizontal Rectangle – Transaction Table

Blue Vertical Bar – Calculator

Green Horizontal Rectangle – Item Categories



Orange Horizontal Rectangle – Products Tab

ITEMS	Pizza Cheese - L - 75g	Mozzarella Cheese - L - 70g	Purebeef - L - 50g	Pineapple Slices - L - 40g	Pineapple Tidbits - L - 40g	Mushroom Sliced - L - 40g
	Mushroom Whole - L - 40g	Green Bell Pepper - L - 40g	Pizza Cheese - XL - 110g	Pineapple Slices - XL - 50g	Pineapple Tidbits - XL - 50g	Mushroom Whole - XL - 50g
	Green Bell Pepper - XL - 50g	Zebra Tidbit				

Violet Horizontal Rectangle – Table Tab

TABLE P1	1	2	3	4	5	6
	7	8	9	10	11	12
	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

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004112 Trans. No. : 10001297 On Shift : 1 User : user Date : 2020-09-22

LI	Item Description	Price	Qty	Dis	Amt
	Additional/Extra Toppings				
	Best Seller LARG E Combo				
	Best Seller XL Combo				
	Best Sellers (L)				
	Best Sellers (M)				
	Best Sellers (XL)				
	Bonanza				
	Bottles				
	Classics (L)				
	Classics (M)				
	Classics (XL)				
	Complimentary				
	Drinks				
	Large Combo				
	Medium Combo				
	Pasta (A La Carte)				
	Pizza of the Season				
	Pizza Small				
	Premium (L)				
	product category 1				
	Toppings Meat				
	Value Meals				
	Winning Tandem Promos				
	Xlarge Combo				

Transaction Type: **Dine - In** To Pay: **0.00**

TABLE NO: **3** Information: Table info deleted. Trainee, PW13

SEARCH CLEAR

INPUT QUANTITY: (2*)

SAVE TABLE ORDER

PRINT SALES ORDER

PRINT BILL

MOVE ORDER CANCEL ORDER

VOID ITEM TRANSFER ITEM

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004112 Trans. No. : 10001297 On Shift : 1 User : user Date : 2020-09-22

LI	Item Description	Price	Qty	Dis	Amt
	BS - LHW / LHW				
	BS - LHW / LPB				
	BS - LHW / LPM				
	BS - LPB / LPB				
	BS - LPB / LPM				
	BS - LPM / LPM				
	BS - LHOT / LHOT				
	BS - LHOT / LHW				
	BS - LHOT / LPB				
	BS - LHOT / LPM				

Transaction Type: **Dine - In** To Pay: **0.00**

TABLE NO: **3** Information: Table info deleted. Trainee, PW13

SEARCH CLEAR

INPUT QUANTITY: (2*)

SAVE TABLE ORDER

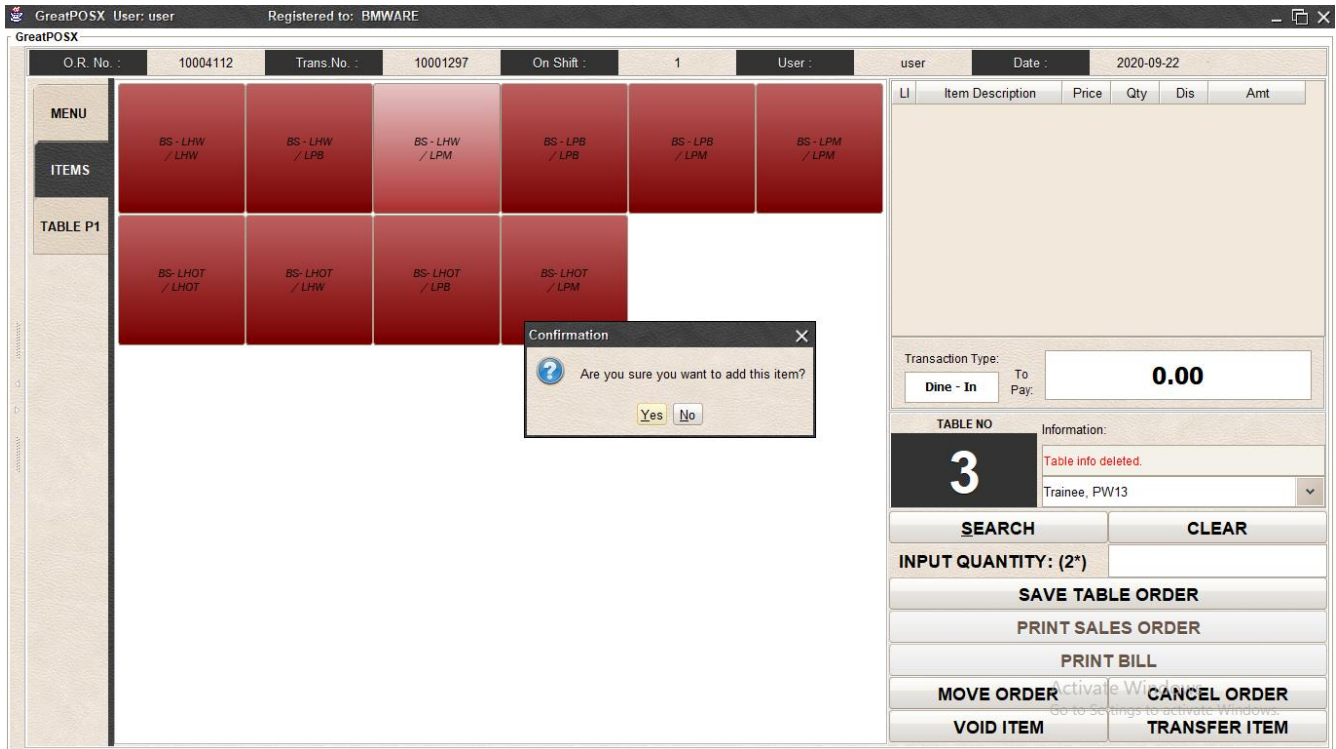
PRINT SALES ORDER

PRINT BILL

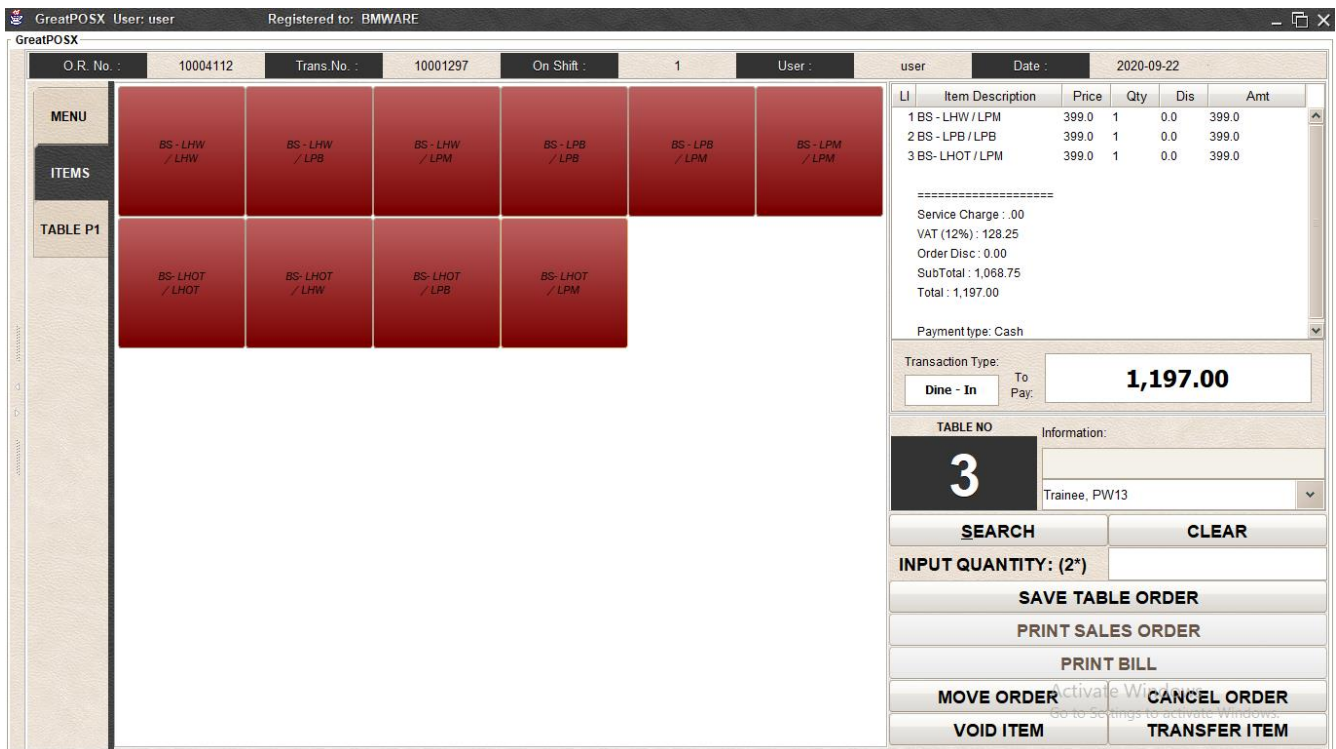
MOVE ORDER CANCEL ORDER

VOID ITEM TRANSFER ITEM

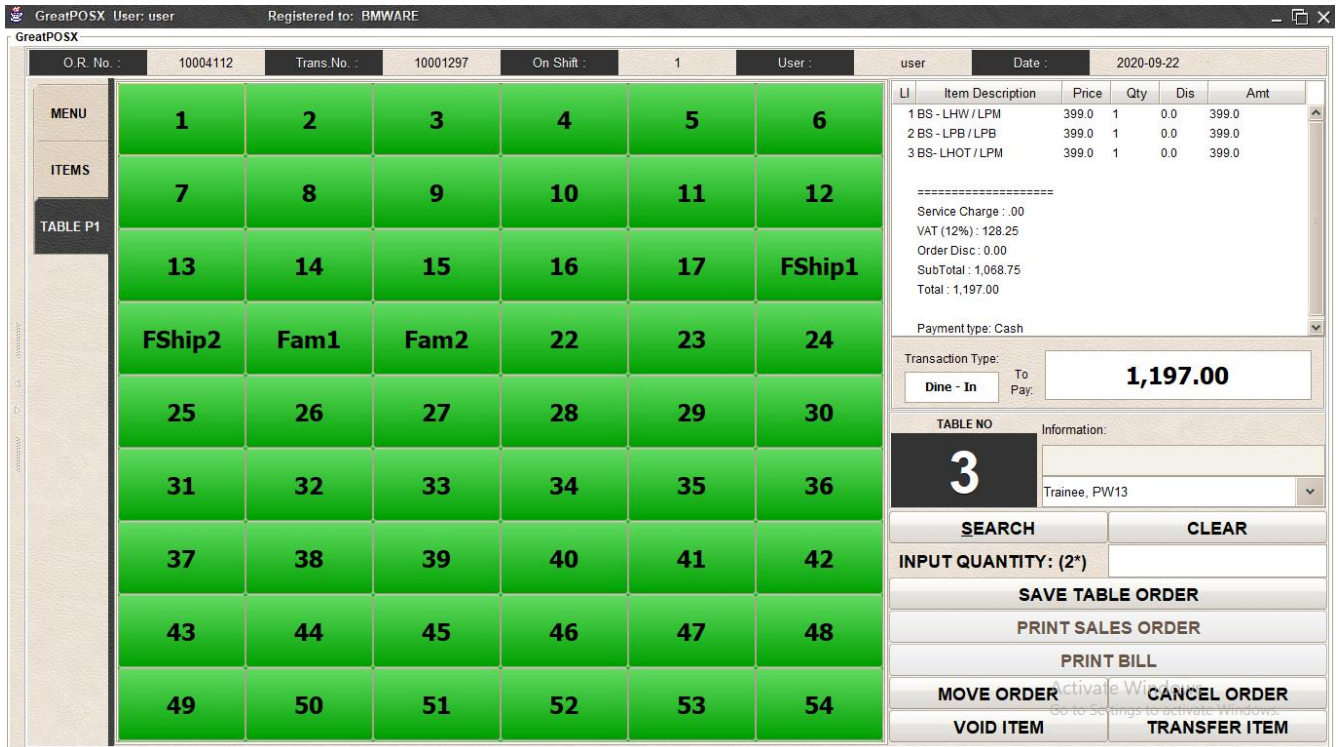
Step2) Select Items



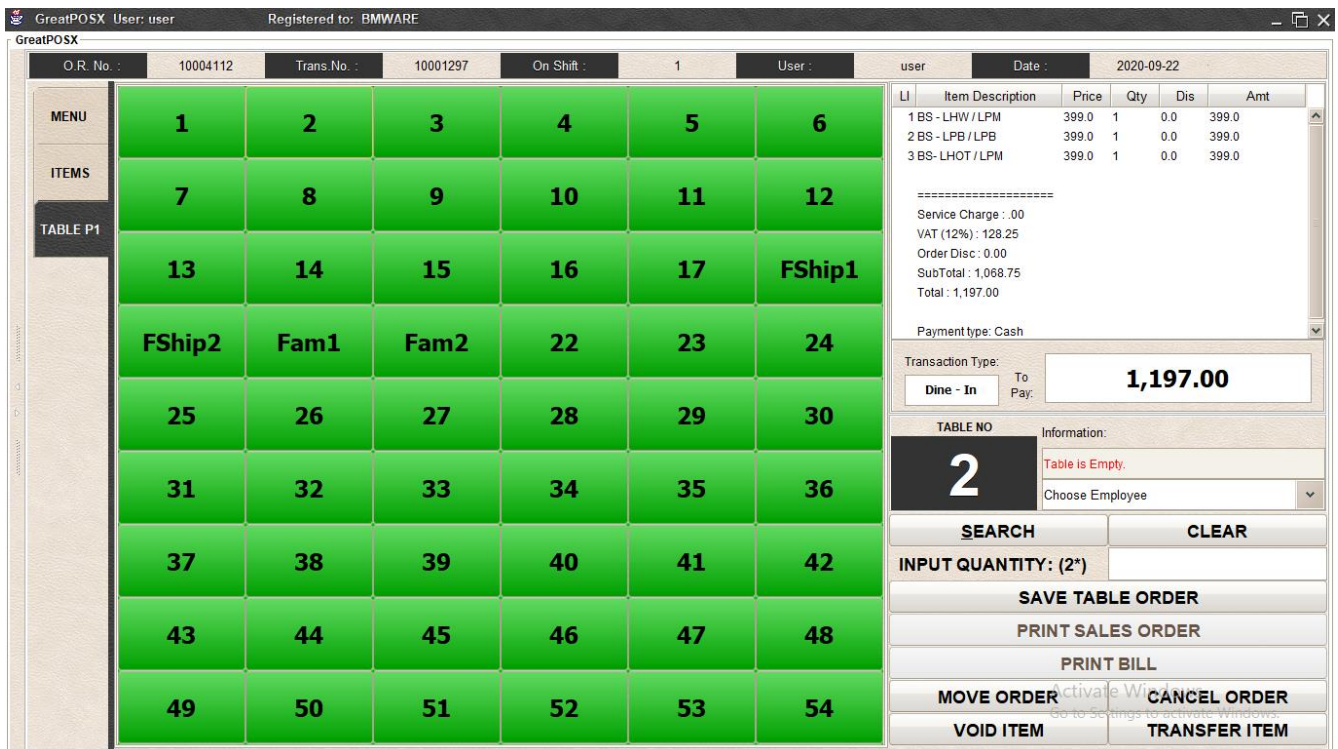
Step3) Click Yes



Step4) Select Table P1 Tab



Step5) Select Table Number



Step6) Select Employee

Step6) Click SAVE TABLE ORDER

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004113 Trans.No. : 10001297 On Shift : 1 User : user Date : 2020-09-22

LI	Item Description	Price	Qty	Dis	Amt
Transaction Type: Dine - In To Pay: 0.00					
TABLE NO: 2 Information: Order assigned to Table No: 2 Trainee: PW13					
SEARCH CLEAR					
INPUT QUANTITY: (2*)					
SAVE TABLE ORDER					
PRINT SALES ORDER					
PRINT BILL					
MOVE ORDER CANCEL ORDER					
VOID ITEM TRANSFER ITEM					

MENU

1	2	3	4	5	6
7	8	9	10	11	12
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

ITEMS

TABLE P1

Move Order

Step1) Click Table with Order

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004112 Trans.No. : 10001297 On Shift : 1 User : user Date : 2020-09-22

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LPM	399.00	1	.00	399.00
2	BS - LPB / LPB	399.00	1	.00	399.00
3	BS - LHOT / LPM	399.00	1	.00	399.00
Payment type: Cash					
Transaction Type: Dine - In To Pay: 1,197.00					
TABLE NO: 2 Information: 2020-09-22 12:01 Trainee: PW13					
SEARCH CLEAR					
INPUT QUANTITY: (2*)					
SAVE TABLE ORDER					
PRINT SALES ORDER					
PRINT BILL					
MOVE ORDER CANCEL ORDER					
VOID ITEM TRANSFER ITEM					

MENU

1	2	3	4	5	6
7	8	9	10	11	12
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

ITEMS

TABLE P1

Step2) Click Move Order Button

The screenshot shows the GreatPOSX application interface. A modal dialog box titled "Access Required" is centered over the menu grid. The dialog contains a blue "G" logo and the text "Great POS". It has fields for "Username:" and "Password:" with a key icon. Below the fields are "Ok", "Cancel", and "Biometrics" buttons. The background interface includes a menu grid with buttons numbered 1 to 54. On the right, there is a list of items:

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LPM	399.00	1	.00	399.00
2	BS - LPB / LPB	399.00	1	.00	399.00
3	BS - LHOT / LPM	399.00	1	.00	399.00

Below the list, it says "Payment type: Cash". At the bottom right, a "To Pay:" field shows "1,197.00". Other buttons visible include "SEARCH", "CLEAR", "INPUT QUANTITY: (2*)", "SAVE TABLE ORDER", "PRINT SALES ORDER", "PRINT BILL", "MOVE ORDER", "CANCEL ORDER", "VOID ITEM", and "TRANSFER ITEM".

Step3) Enter Administrator Credentials

This screenshot is similar to the previous one, but the "Access Required" dialog box is still present. The "Transaction Type:" field in the background interface now has "Dine - In" selected. The "To Pay:" field still shows "1,197.00". The menu grid and other interface elements remain the same as in the previous screenshot.

Step4) Click Other Table to Move

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004112 Trans.No. : 10001297 On Shift : 1 User : user Date : 2020-09-22

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LPM	399.00	1	.00	399.00
2	BS - LPB / LPB	399.00	1	.00	399.00
3	BS - LHOT / LPM	399.00	1	.00	399.00

Payment type: Cash

Transaction Type: **Dine - In** To Pay: **1,197.00**

TABLE NO: **15** Information: 2020-09-22 12:01 Trainee, PW13

SEARCH CLEAR

INPUT QUANTITY: (2*)

SAVE TABLE ORDER

PRINT SALES ORDER

PRINT BILL

MOVE ORDER CANCEL ORDER

VOID ITEM TRANSFER ITEM

Cancel Order

Step1) Click Table with order

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004112 Trans.No. : 10001297 On Shift : 1 User : user Date : 2020-09-22

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LPM	399.00	1	.00	399.00
2	BS - LPB / LPB	399.00	1	.00	399.00
3	BS - LHOT / LPM	399.00	1	.00	399.00

Payment type: Cash

Transaction Type: **Dine - In** To Pay: **1,197.00**

TABLE NO: **15** Information: 2020-09-22 12:01 Trainee, PW13

SEARCH CLEAR

INPUT QUANTITY: (2*)

SAVE TABLE ORDER

PRINT SALES ORDER

PRINT BILL

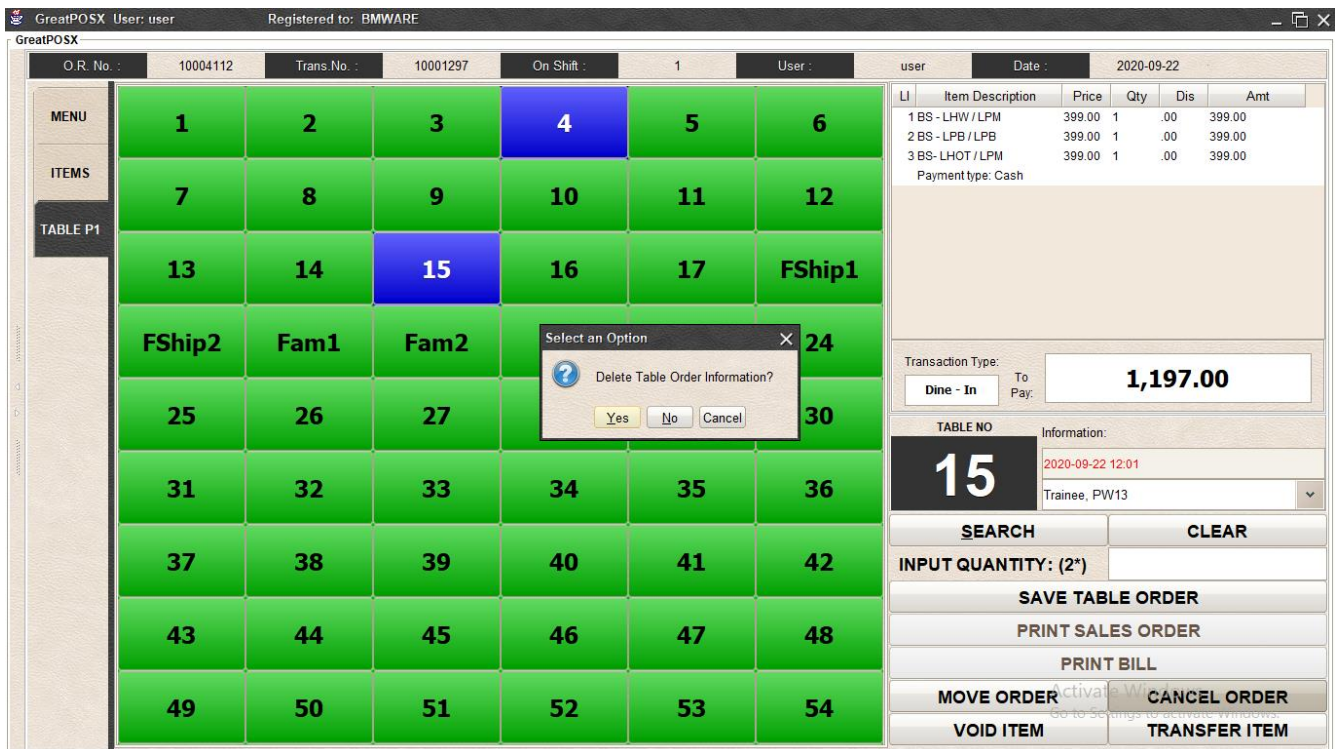
MOVE ORDER CANCEL ORDER

VOID ITEM TRANSFER ITEM

Step2) Click Cancel Order Button



Step2) Enter Administrator Account to Cancel Order



Step3) Click Yes Button

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004114 Trans.No. : 10001297 On Shift : 1 User : user Date : 2020-09-22

LI	Item Description	Price	Qty	Dis	Amt
Transaction Type: Dine - In To Pay: 0.00					
TABLE NO: 15 Information: Table info deleted. Trainee, PW13					
SEARCH CLEAR					
INPUT QUANTITY: (2*)					
SAVE TABLE ORDER					
PRINT SALES ORDER					
PRINT BILL					
MOVE ORDER CANCEL ORDER					
VOID ITEM TRANSFER ITEM					

MENU: 1, 2, 3, 4, 5, 6
 ITEMS: 7, 8, 9, 10, 11, 12
 TABLE P1: 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

Transfer Item

Step1) Select Table with order

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004113 Trans.No. : 10001297 On Shift : 1 User : user Date : 2020-09-22

LI	Item Description	Price	Qty	Dis	Amt
1	BS- LHOT / LPB	399.00	1	.00	399.00
2	BS- LHOT / LPM	399.00	1	.00	399.00
3	BS- LPB / LPB	399.00	1	.00	399.00
Payment type: Cash					
Transaction Type: Dine - In To Pay: 1,197.00					
TABLE NO: 4 Information: 2020-09-22 13:39 support, support					
SEARCH CLEAR					
INPUT QUANTITY: (2*)					
SAVE TABLE ORDER					
PRINT SALES ORDER					
PRINT BILL					
MOVE ORDER CANCEL ORDER					
VOID ITEM TRANSFER ITEM					

MENU: 1, 2, 3, 4, 5, 6
 ITEMS: 7, 8, 9, 10, 11, 12
 TABLE P1: 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

Step2) Select Item from the Transaction

The screenshot shows the GreatPOSX interface. At the top, it displays 'GreatPOSX User: user Registered to: BMWARE'. Below this, there are fields for 'O.R. No.', 'Trans. No.', 'On Shift', 'User', and 'Date'. The main area is a grid of 54 items (numbered 1-54) arranged in 9 rows and 6 columns. Items 2 and 4 are highlighted in blue. The right-hand panel shows a list of items with columns for 'LI', 'Item Description', 'Price', 'Qty', 'Dis', and 'Amt'. Below this, there are buttons for 'Transaction Type', 'Dine - In', 'To Pay', 'TABLE NO', 'SEARCH', 'CLEAR', 'INPUT QUANTITY: (2*)', 'SAVE TABLE ORDER', 'PRINT SALES ORDER', 'PRINT BILL', 'MOVE ORDER', 'CANCEL ORDER', 'VOID ITEM', and 'TRANSFER ITEM'. The 'TRANSFER ITEM' button is highlighted in yellow.

Step3) Click Transfer Item Button

This screenshot is identical to the previous one, but with an 'Access Required' dialog box overlaid in the center. The dialog box has a blue 'G' logo and the text 'Great POS'. It contains fields for 'Username:' and 'Password:', along with 'Ok', 'Cancel', and 'Biometrics' buttons. The background interface remains the same, with the 'TRANSFER ITEM' button still highlighted.

Step4) Enter Administrator Account

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004113 Trans.No. : 10001297 On Shift : 1 User : user Date : 2020-09-22

LI	Item Description	Price	Qty	Dis	Amt
1	BS- LHOT / LPB	399.00	1	.00	399.00
2	BS- LHOT / LPM	399.00	1	.00	399.00
3	BS- LPB / LPB	399.00	1	.00	399.00

Payment type: Cash

Transaction Type: **Dine - In** To Pay: **1,197.00**

TABLE NO **4** Information: 2020-09-22 13:39 support, support

SEARCH CLEAR

INPUT QUANTITY: (2*)

SAVE TABLE ORDER

PRINT SALES ORDER

PRINT BILL

MOVE ORDER CANCEL ORDER

VOID ITEM TRANSFER ITEM

Step5) Select Table to transfer the item

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004114 Trans.No. : 10001297 On Shift : 1 User : user Date : 2020-09-22

LI	Item Description	Price	Qty	Dis	Amt
1	BS XL - HOT / DW	499.00	1	.00	499.00
2	BS XL - PB / DW	499.00	1	.00	499.00
3	BS- LHOT / LPB	399.00	1	.00	399.00

Payment type: Cash

Transaction Type: **Dine - In** To Pay: **1,397.00**

TABLE NO **2** Information: 2020-09-22 14:11 support, support

SEARCH CLEAR

INPUT QUANTITY: (2*)

SAVE TABLE ORDER

PRINT SALES ORDER

PRINT BILL

MOVE ORDER CANCEL ORDER

VOID ITEM TRANSFER ITEM