GreatPOS User Manual Order Taker
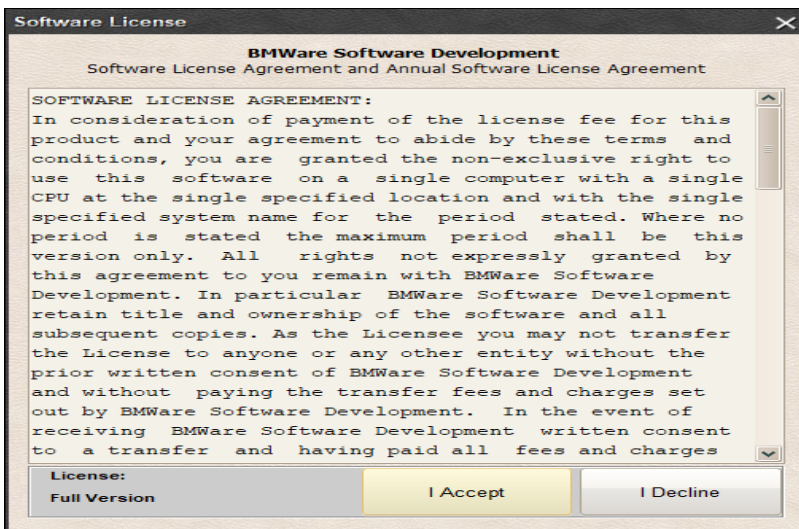
(Restaurant Type)

Contents

Login

How to Login to GreatPOS System Cashier Side?

Step1) Click the GreatPOS Logo Shortcut on Desktop
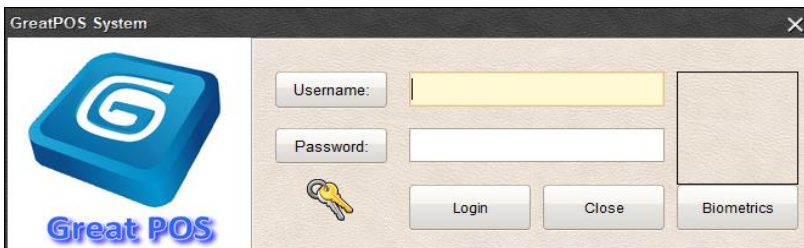

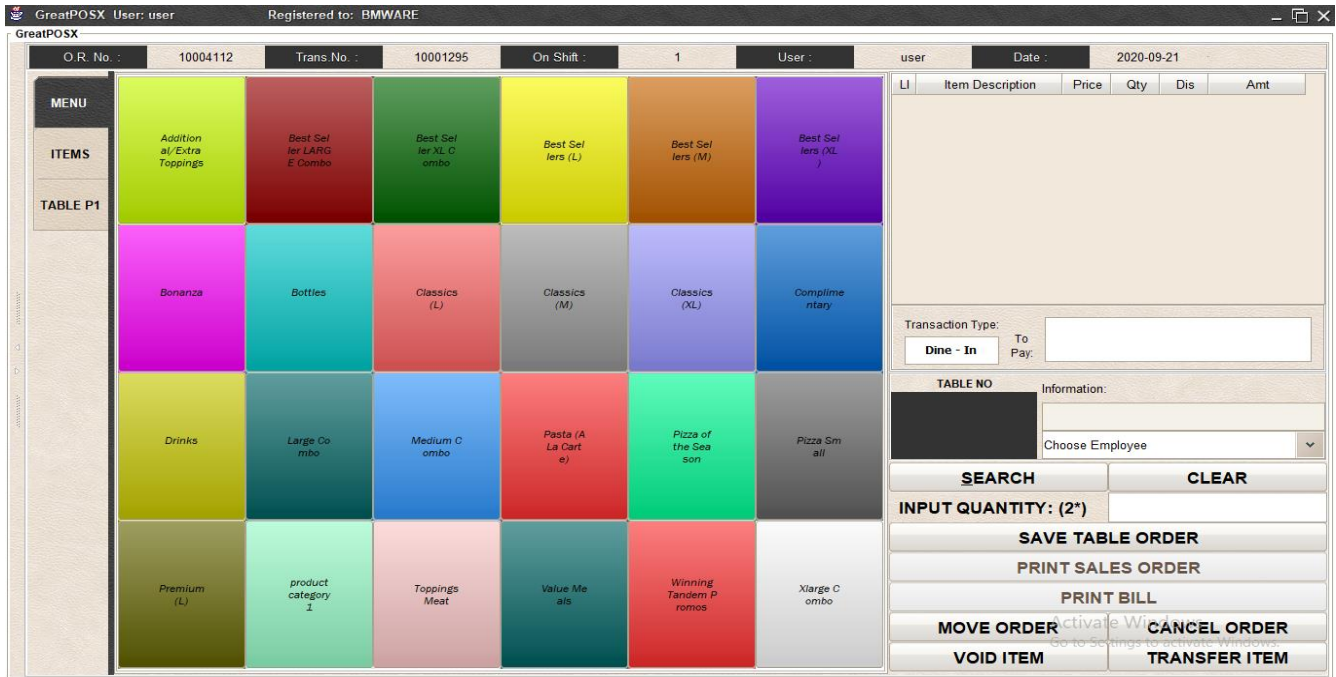Step2) Click I Accept Agreement

Step3) Enter Cashier Credentials
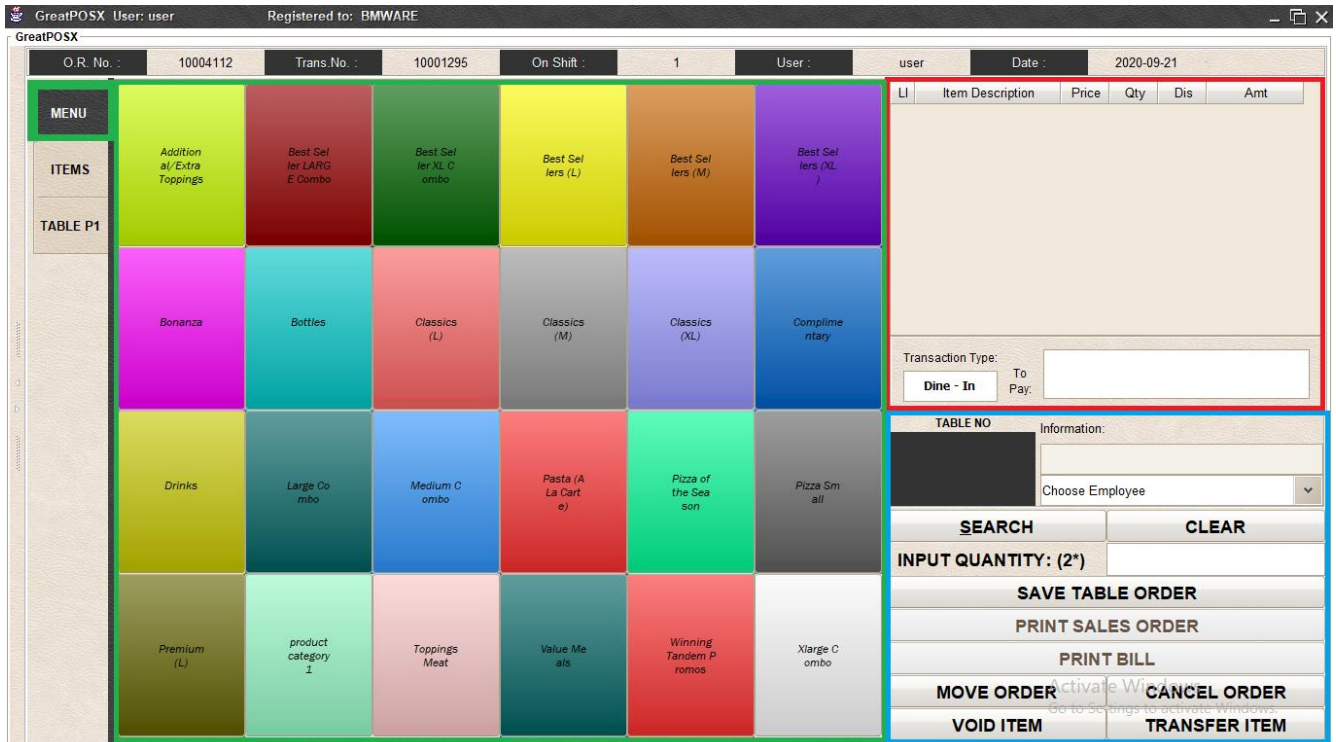
Step4) Click Login Button

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 Tie				

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
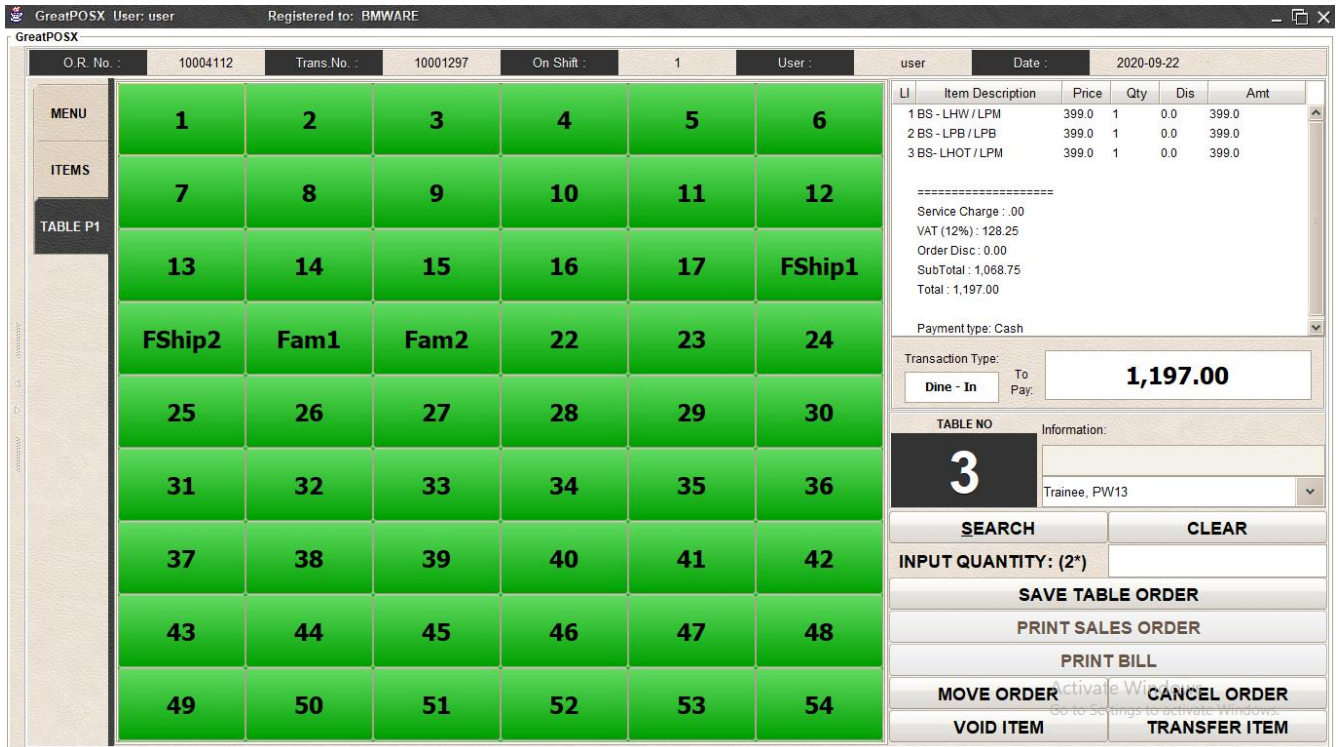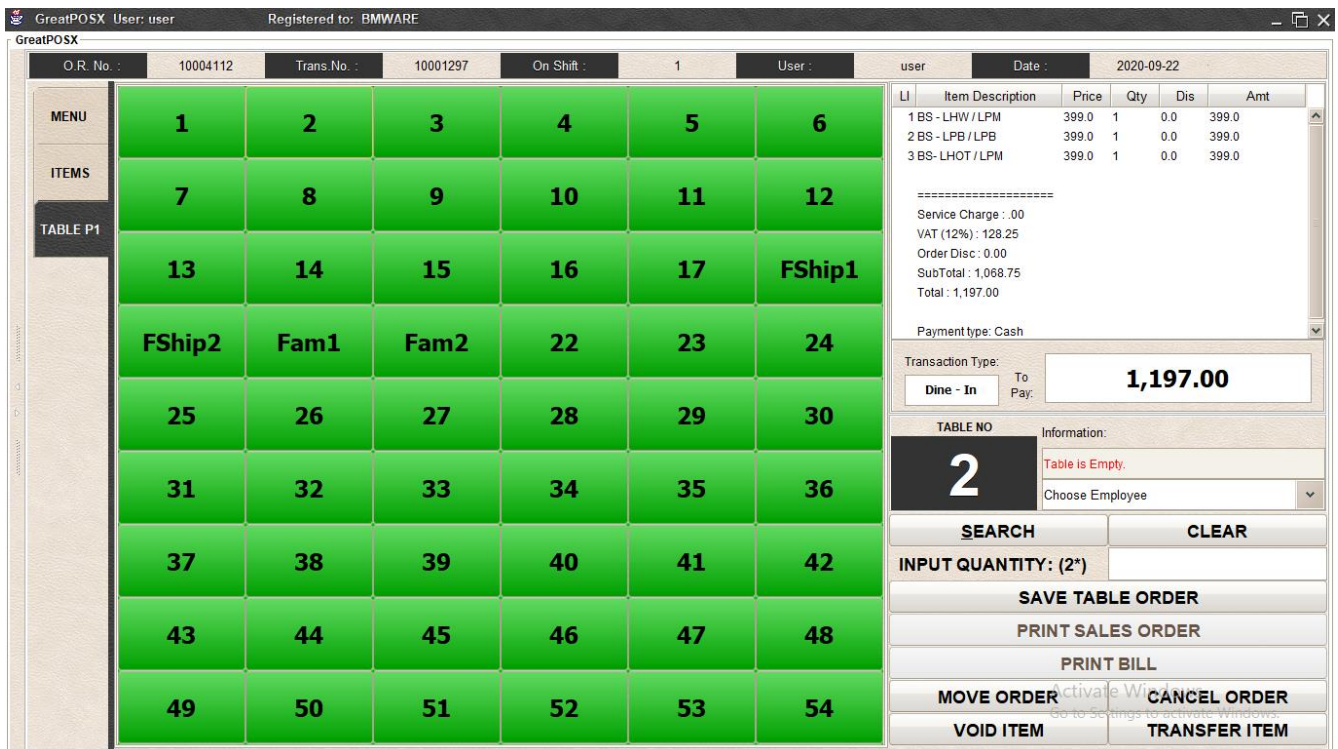
Step1) Select Category

Step2) Select Items

Step3) Click Yes
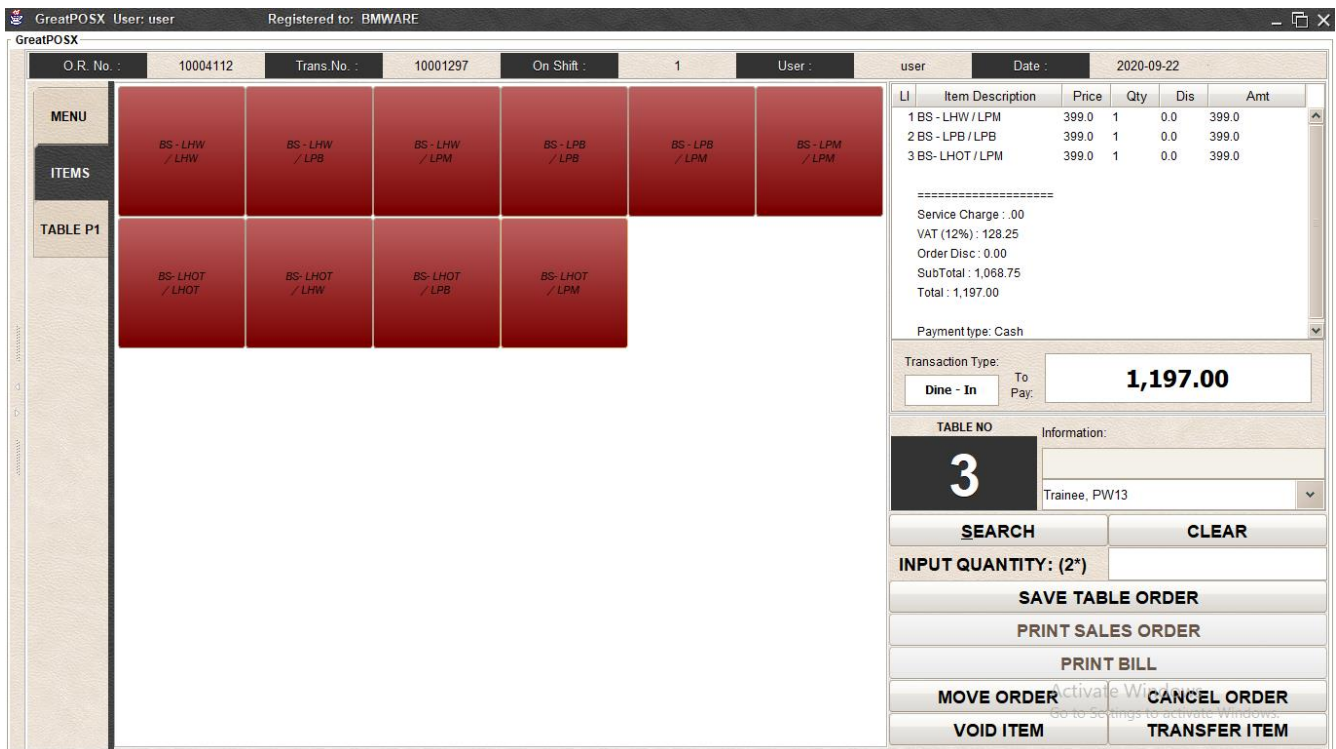
Step4) Select Table P1 Tab

Step5) Select Table Number

Step6) Select Employee

Step6) Click SAVE TABLE ORDER

Move Order

Step1) Click Table with Order

Step2) Click Move Order Button

Step3) Enter Administrator Credentials
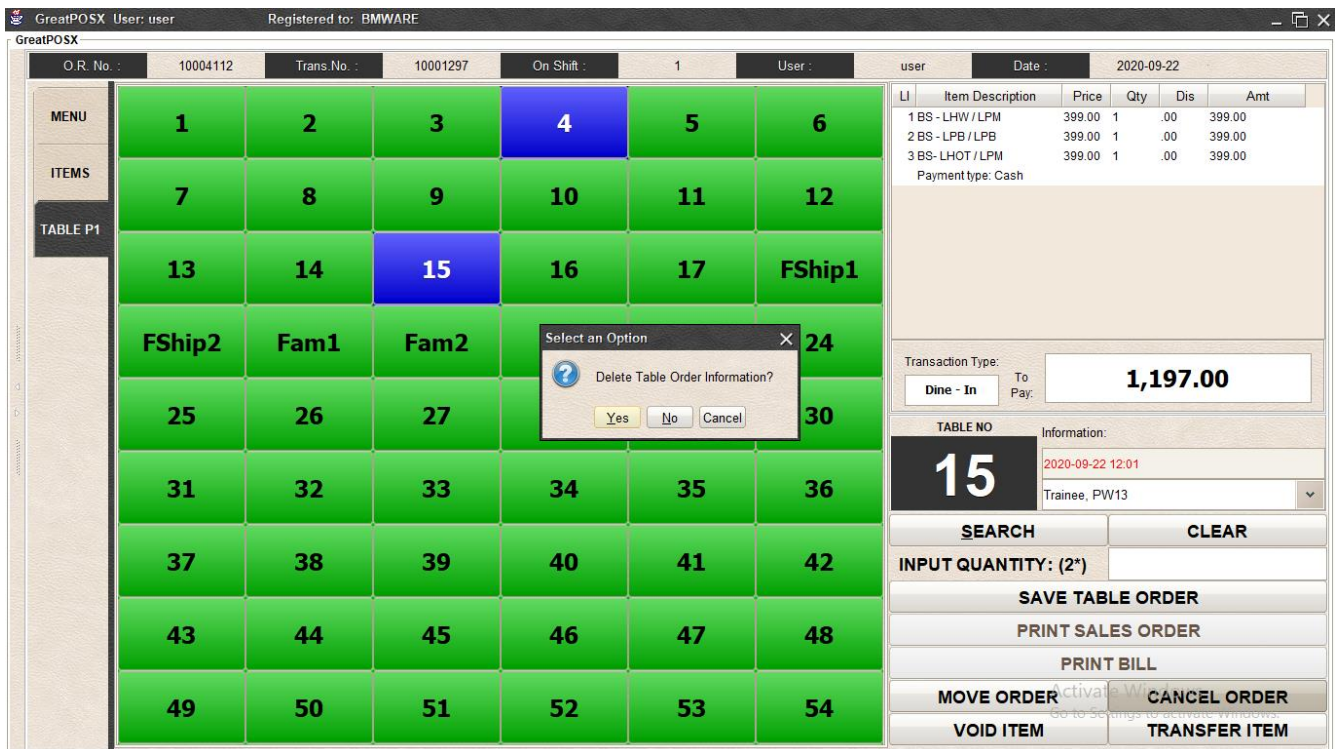

Step4) Click Other Table to Move

Cancel Order
Step1) Click Table with order

Step2) Click Cancel Order Button

Step2) Enter Administrator Account to Cancel Order

Step3) Click Yes Button

Transfer Item

Step1) Select Table with order

Step2) Select Item from the Transaction

Step3) Click Transfer Item Button

Step4) Enter Administrator Account

Step5) Select Table to transfer the item