

# ReadyTouch New Operator Guide

June 2020





## Table of Contents

- Introduction ..... 1
- ADM (Back-End) Actions ..... 1
- Locations ..... 1
  - Locations tab ..... 1
  - Product tab on *Location Summary Page* ..... 2
    - Adding a Commercial ..... 3
    - Mapping tab ..... 4
- Products ..... 4
  - Adding a Product ..... 4
  - Editing a Product ..... 6
- Modifiers ..... 8
  - How to Create and Add Modifier Tabs ..... 8
  - How to Create and Add Sub Modifiers ..... 10
  - How to Remove a Modifier, Tab or Selection ..... 12
- How to Create Staff ..... 13
  - To scan or swipe to login: ..... 14
  - To enter manually: ..... 15
- How to Add and Create a Menu (Time Bracket) ..... 15
- Creating Menus ..... 15
  - Adding a Menu Button ..... 16
  - Adding a Sub Menu Button ..... 17
  - Adding Products to the Sub Menu ..... 18
  - Sort, Edit or Delete Products From the Menu ..... 19
  - Sort, Edit or Delete Sub Menu Items ..... 19
- Kiosk Actions ..... 21
  - Cashier Mode ..... 21
  - Login Information ..... 21
  - Admin Functions ..... 22
  - How to Manage Cash Drawers ..... 22



# ReadyTouch New Operators Guide

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Sales History .....	23
Checking out a Customer .....	23
Parking or Cancelling an Order .....	23
Forms of Payment and Tender Types .....	24
Employee Comp Meals.....	24
Special Payments.....	25
Using Special Payments in Cashier Service.....	26
Self Service Mode.....	27



# ReadyTouch New Operators Guide

## Introduction

Congratulations on purchasing a ReadyTouch Cashier and Self-Service Kiosk. This startup guide will help you learn how to use your new Point-of-Sale kiosk.

## ADM (Back-End) Actions

ADM is the ADMInistration system for your ReadyTouch kiosk's behind-the-scenes tasks. You can access ADM using this URL: <http://readytouchpos.com/public/login>.

**Note:** It is compatible with Google Chrome or Mozilla Firefox.

The manager of your location has an ADM account, and is the only person who can create ADM accounts for additional staff.

## Locations

### Locations tab

Click the **Locations** heading in the ReadyTouch navigation bar at the top of the page. In this heading you can view all of the locations associated with this Org.

**Announcement**  
Keep Your Markets Open for Business with 365 Touchless Transactions. Ask your Account Rep for more information! We are here for you! Our 365 teams are hard at work (mostly remote). However, we are open for business and here to help!

**\$0.00** Today's Revenue  
**0** Today's Transactions  
**\$0.00** Today's Avg. Transaction

**Location List** Active Locations

Show 50 records

Devices	Location Name	Daily R...	Da...	Last Sale	% ...	Cash ...	Last Inventoried	Email
▲	365 Demo	\$0.00	0	Exceeds 30 Days	99.82 %	\$0.00	03/12/2020 07:32 PM	jessica.cox@365smartshop.com,ryanmcwh...
▲	UT Testing-Demo Unit	\$0.00	0	Exceeds 30 Days	-4.28 %	\$0.00	07/15/2019 10:44 AM	garry.oborn@365smartshop.com
▲	General Mills Demo	\$0.00	0	Exceeds 30 Days	-53.33 %	\$0.00		jon.floyd@365smartshop.com
▲	LocationA	\$0.00	0	Exceeds 30 Days	0.00 %	\$0.00		
▲	Mercy Hospital	\$0.00	0	Exceeds 30 Days	-10.00 %	\$0.00		jon.floyd@365smartshop.com

You can click on any location to:

- View the location details
- View product details
- Send information to the kiosk
- Deploy a new kiosk to that location
- Setup taxes



# ReadyTouch New Operators Guide

**Location Summary: 365 Demo** Add Consumer(s) Move Location

Info

Location is member of 365Demo created on 08/01/16 12:59 PM Location Code: E49B6D

Name	365 Demo	Contact Name	Jessica Cox
Address	1743 Maplawn Dr	Contact Email	jessica.cox@365smarthop.com.ryanmcwh@gmail.com
Zip/Postal Code	48084	Contact Phone	(888) 365-7382
City	Troy	Receipt Header	Welcome
State/Province	Michigan	Receipt Footer	Have a nice day!
Country	United States	Location Number	
Timezone	America/New_York - Eastern Time	Route	
Phone Number	(888) 365-7382	Initial Balance	0.00
Domain	365retailmarkets.com	Initial Balance End Date	
User Key		GMA Loyalty	Off
Customer		Population	0
Show Prd Lookup Btn	Yes	SIC Lookup	- CHOOSE -
Notes			

1. The **Receipt Header** and **Receipt Footer** fields will appear on printed and emailed receipts.
2. To use emailed receipts, add the domain name of the company you will be sending receipts to in the **Domain** field.
3. Click the **Save** button after making your changes.

## Product tab on Location Summary Page

At the bottom of the **Location Summary** page is a row of tabs. The default is the **Devices** tab.

1. Click the **Products** tab to see a list of products currently available at this location, along with their details.

Cancel Save Update Prices Update Prices & Full Sync

Devices **Products** Promotions Home Commercial Close Commercial Inventory Inventory List CKDS

Add Product Export Manage Columns

Show 50 records Clear Filters Search...

Name	Scancode	Category 1	Price	Deposit	Min Stock	Max Stock	In Inv	Case	Picklist Action
1 2PintSkimMilk	041900068394	MILK	\$0.70	\$0.00	0	0	2	0	1+ Cases Needed
1.125 Oz Herr's Kettle Cooked Jalapeno Flavor	072600007628		\$2.99	\$0.00	0	0	10	0	Below Maximum
3 Musketeers	40000422082	SDX-FOOD	\$1.09	\$0.00	5	15	2	0	At or Below Minimum
4 digit barcode	0150		\$1.00	\$0.00	0	0	1	0	Below Maximum
9oz Fresh Fruit 2 Go Snack Cup	402000785404	SDX MINDFUL	\$1.99	\$0.00	0	0	1	0	At or Below Minimum
Abreva	307660801009	SDX-RETAIL	\$8.39	\$0.00	0	0	2	0	At or Below Minimum

2. Click on any **blue** value to make a change.
3. Click the **Update Prices** button to apply your changes to the kiosk.

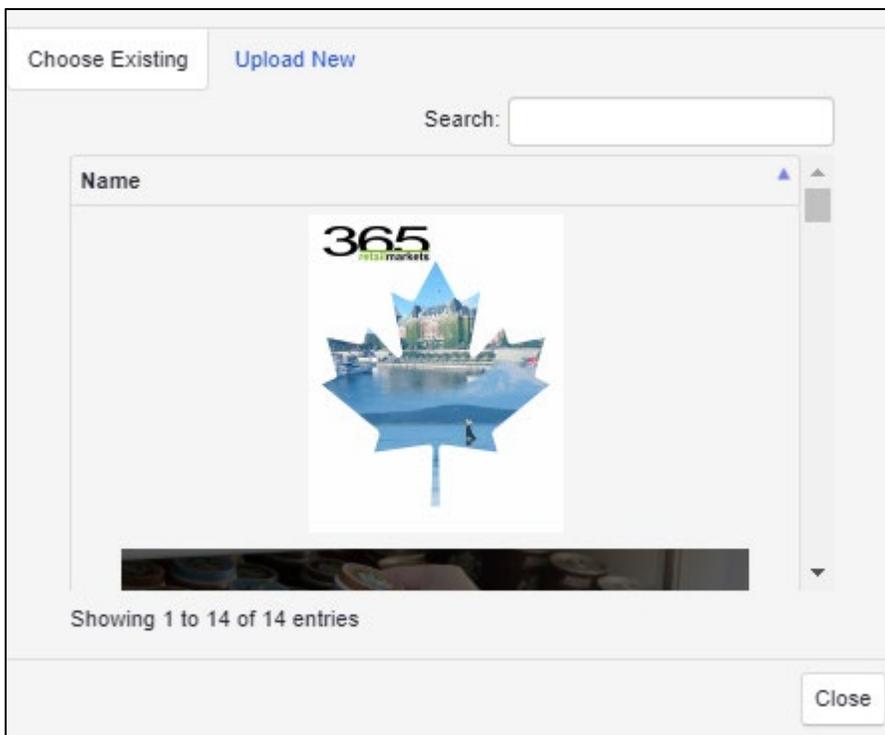
# ReadyTouch New Operators Guide



4. Click the **Add Product** button to see a list of products that exist in your master database but have not been extended to this location.
  - Highlight each product you want to add.
  - Click the **Add** button.

## Adding a Commercial

1. Click on the **Home Commercial** tab at the bottom of the **Location Summary** page. In this tab you can add customized commercials that will scroll on the Self Service kiosks Home screen when it is not in use.
2. Click the **Add Home Commercial** button.



3. Click **Choose Existing** to choose an existing image,  
OR  
click **Upload New** to upload a new image.

**Note:** The image size is 1024px wide by 524px tall and must be .jpg or .png files.

4. Name the image.
5. Click **Add**.

# ReadyTouch New Operators Guide

## Mapping tab

**Note:** Your tax level must be set to **Tax Category** to view the **Tax Mapping** tab. If it is set to Item Tax Level, you will not see the Mapping tab.

The **Mapping** tab is at the bottom of the **Location Summary** page. Click on it to set up tax categories and tax rates for this location.

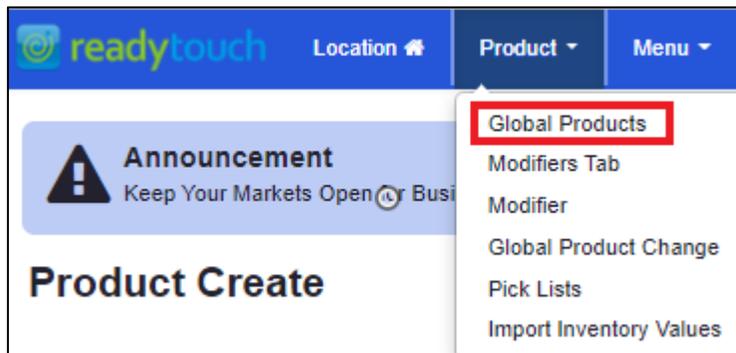
1. Click the **Add Mapping** button.
2. Enter your category and rate in the popup window.

**Note:** Tax Category and Rate need to be setup in advance as follows:

- A. Go to the **Admin** tab in ADM.
- B. Select **Category and Admin**.
- C. Select **Tax menus**.

## Products

ReadyTouch provides a robust inventory management system.



## Adding a Product

1. Click on the **Product** heading in the ReadyTouch navigation bar at the top of the page.
2. Select **Global Product** from the drop-down menu.
3. Click the **Create New** button at the top, right corner of the page.

# ReadyTouch New Operators Guide

4. The following form will display.



5. There are only three required fields for a new product:

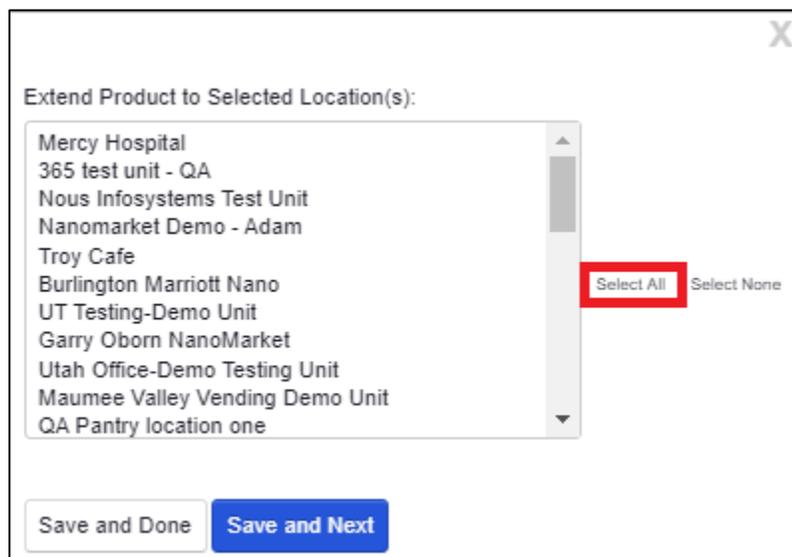
- Name
- Scan Code
- Price

**Note:** We strongly recommend that you add all data you have related to the product, as much of it is used in reporting and analytics.

6. Any information added to the **Description** field will display in Self-Service mode when a consumer touches the **Info** button for the product.

7. When you have added your product information, scroll to the very bottom of the page and click **Save and Extend**.

- You will see a list of locations where you can extend this new product.



# ReadyTouch New Operators Guide

- You can click on **Select All**,  
OR  
click on a **single location**.
- You can select multiple locations by clicking one, holding the CTRL key on your keyboard and clicking additional locations.

If you have more products to add, click **Save and Next**, otherwise click **Save and Done**.

To have the new products be available immediately, you need to sync the price book to the kiosk:

1. Go to the **Location** tab in the ReadyTouch navigation bar at the top of the page.
2. Click the **name of the location** where you want the product to be active.
3. Click the **Update Prices & Full Sync** button near the bottom of the page. This will sync all product changes to the kiosk immediately.



## Editing a Product

1. Click the **Product** heading from the ReadyTouch navigation bar at the top of the page.
2. Select **Global Product** from the drop-down menu.
3. Enter the **name** or **scan code** of the product you want to edit in the **Search** field at the top, right corner of the page.

As you begin to type, the Product list will automatically begin to filter the results.

4. When the product you are looking for displays on screen, click anywhere in that row and the **Product Summary** page for that product will display.
5. Make your desired changes.
6. Click the **Extend** button in the **Locations** section at the bottom of the page to change the location(s) where the updated product will be available.

# ReadyTouch New Operators Guide



Cancel Save

Locations

Extend

50 records per page

Name	Address	City	State	Price	Min Stock
365 Demo	1743 Maplelawn Dr	Troy	MI	2.15	0
A.D. Bos Demo Unit				2.15	0
Fairmont Scottsdale Princess Nano	7575 East Princess Drive	Scottsdale	AZ	2.25	0
Gaylord Texan Resort and Convention Center	1501 Gaylord Trail	Grapevine	TX	2.25	0

7. Select the desired location(s).

Search:

Name	Address	City	State
365 test unit - QA	1743 Maplelawn Dr	Troy	MI
A.D. Bos Demo Unit			
Burlington Marriott Nano	1 Burlington Mall Rd.	Burlington	MA
Cafection Demo Unit	..	TROY	MI

Showing 1 to 31 of 31 entries

Close Save

8. Click **Save**. The popup window closes, and you are back on the **Product Summary** page.

9. Click the **Save** button (above the **Extend** button). The **Global Products** page displays again.

To have the new products be available immediately, you need to sync the price book to the kiosk:

1. Go to the **Location** heading in the ReadyTouch navigation bar at the top of the page.
2. Click the **name of the location** where you want the product to be active. The **Location Summary** page will display.

# ReadyTouch New Operators Guide

3. Click the **Update Prices & Full Sync** button near the bottom of the page. This will sync all product changes to the kiosk immediately.



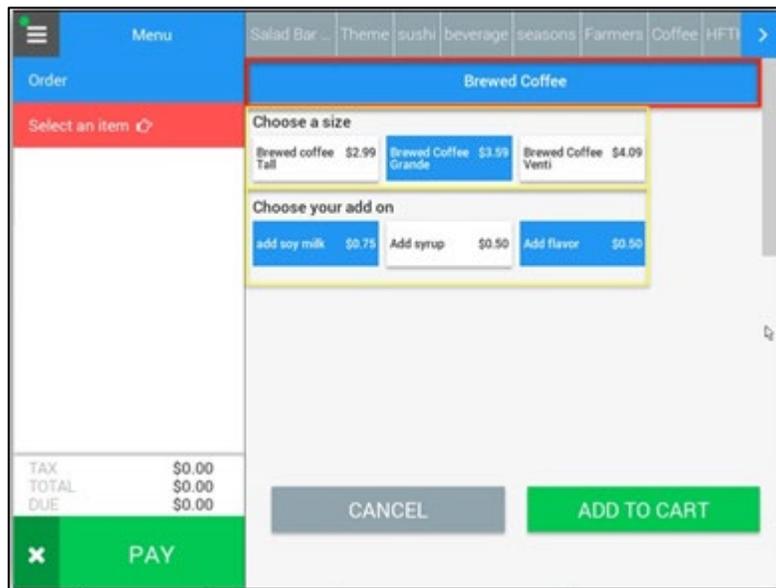
All of the product changes will be synced to the kiosk immediately.

## Modifiers

Modifiers are customizable options for products, such as sizes for coffee, or toppings on a burger.

Modifier tabs display and organize modifiers, which allow you to group modifiers on the screen.

In the image below, the **red** box is the modifier tab, and the **yellow** boxes are the modifiers.



## How to Create and Add Modifier Tabs

1. Click the **Product** heading in the ReadyTouch navigation bar at the top of the page.
2. Select **Global Products** from the drop-down menu.
3. Enter the **name** of the product to which you want to add a modifier in the **Search** field at the top, right corner of the page. As you begin to type, the Product list will automatically begin to filter the results.

# ReadyTouch New Operators Guide

- When the product you are looking for appears on screen, select anywhere in that row and the **Product Summary** page for that product will display.
- Scroll down to the **Modifiers** section and click the + sign.



- In the next window, select either:

**Add Existing Tab,**

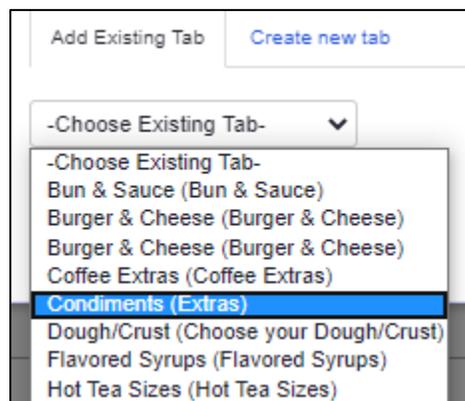
OR

**Create New Tab.**



To add an **existing** tab:

- Select **Add Existing Tab**.
- Select the **desired modifier tab** you from the drop-down menu.



- Click **Add**. The tab you selected is displayed in the **Modifiers** section at the bottom of the **Product Summary** page.

# ReadyTouch New Operators Guide

To create a **new** tab:

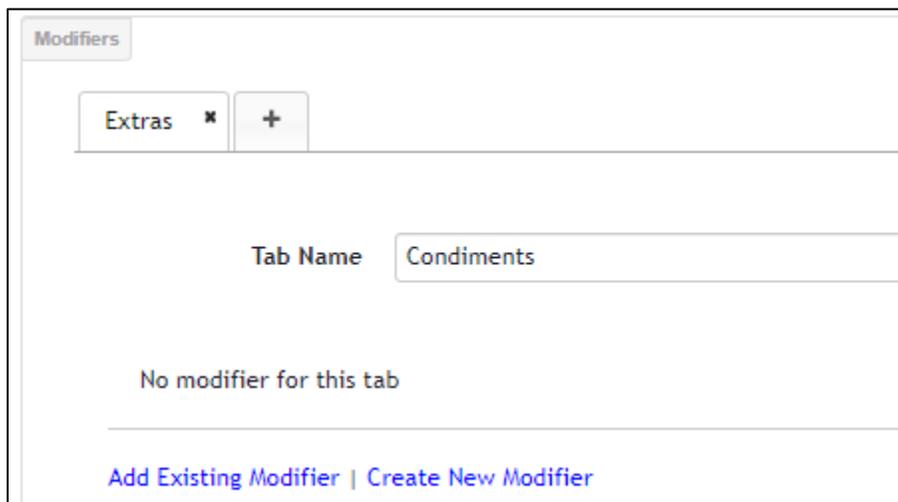
1. Select **Create new tab**.
2. Enter the **Name** of the Modifier tab (Backend side).
3. Enter the **Description** (End User side).
4. Click **Create**. The information for the new tab will display in the **Modifiers** section of the **Product Summary** page.

Repeat steps four, five and six for each additional tab needed.

## How to Create and Add Sub Modifiers

When you have created or added a modifier tab, you have the option to add additional modifiers to it. At the bottom of the **Modifier** tab are two options:

- **Add Existing Modifier**
- and
- **Create New Modifier**



To add to an **existing** modifier:

1. Click **Add Existing Modifier**.
2. Select a modifier from the drop-down menu.

# ReadyTouch New Operators Guide



3. Click **Add** at the right of the drop-down menu.

Add Existing Modifier | Create New Modifier

Bun Temp (Select) Add

4. The options for the modifier you have selected will display.

Extras x +

Tab Name Condiments Tab Display Name Extras

Name Bun Temp Forced

Instruction Select Max Selections

Type Values

Default Add

<input checked="" type="checkbox"/>	Toasted	\$	Delete
<input type="checkbox"/>	Un-Toasted	\$	Delete

Add Existing Modifier | Create New Modifier

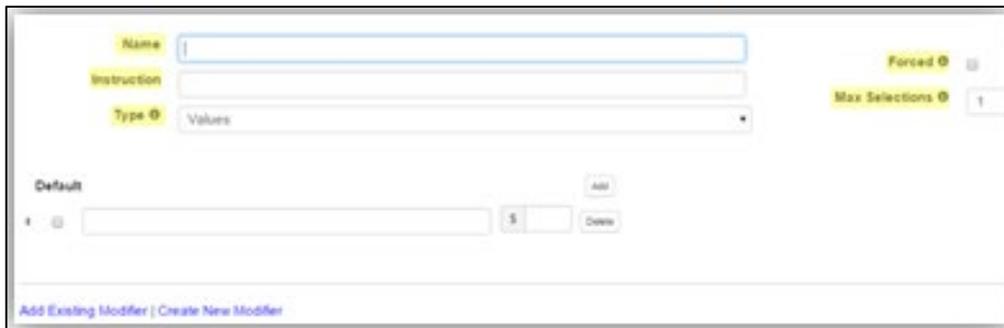
Bun Temp (Select) Add

Cancel Save

5. Make the desired changes.
6. Click **Save**. The Global **Products** page will display.

To create a **new** modifier:

1. Click **Create New Modifier**.
2. A blank modifier template will display as shown below.



3. Complete the following fields:

- **Name** – The name of the modifier selection.
- **Instruction** – An *optional* field that will describe the selections and how many can be selected.
- **Type** – Values or Products:
  - **Values** are customizable items and price and require the \$ field.
  - **Products** are other existing products.
- **Forced** – Determines if the modifier needs a selection.
- **Max Selections** – How many modifiers can be selected in the group.

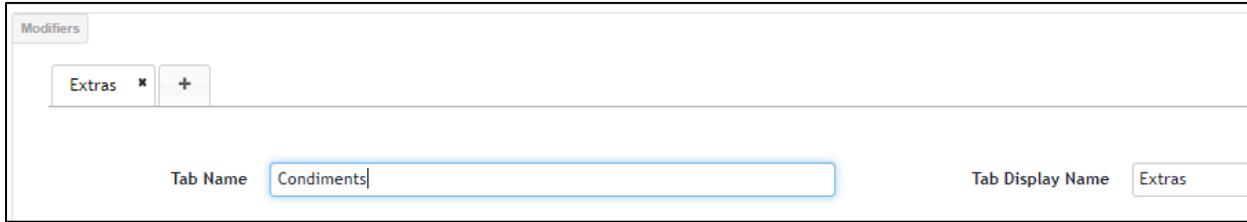
4. Click the **Add** button to add additional selections to the modifier.

## How to Remove a Modifier, Tab or Selection

1. Click on the **Product** tab in the ReadyTouch navigation bar.
2. Select **Global Product** from the drop-down menu.
3. At the top, right corner of the page is a **Search** field.



4. Enter the name or scan code of the product where you want to remove a modifier. As you begin to type, the Product list will automatically begin to filter the results.
5. When the product you are looking for displays on screen, select anywhere in that row and the **Product Summary** page for that product will display.
6. Scroll down to **Modifiers** section and click the **X** next to the name of the **Modifier tab**. This will remove the entire **Modifier** tab and its contents.



The screenshot shows a 'Modifiers' section with a button labeled 'Extras' and a plus sign. Below this, there are two input fields: 'Tab Name' with the text 'Condiments' and 'Tab Display Name' with the text 'Extras'.

## How to Create Staff

Staff refers to the members of your team who are defined into the following categories:

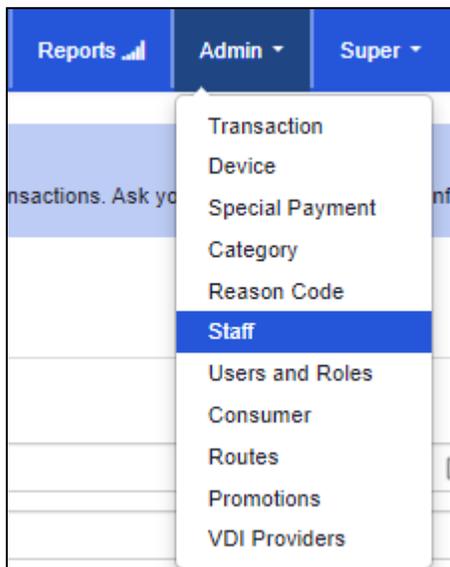
- Cashiers
- Managers
- External Employees

Cashiers and Managers can sign into **Cashier Mode** using their badge, and all staff types can use their badge to comp their meals.

Available Staff types and access are:

- **Cashier** – Menu and employee discount (Comp meals)
- **Manager** – Menu, Reprint receipts and Void, Manage cash drawers (if multiple drawers per terminal), employee discount (Comp meals)
- **Employee** – Employee discount (Comp meals)

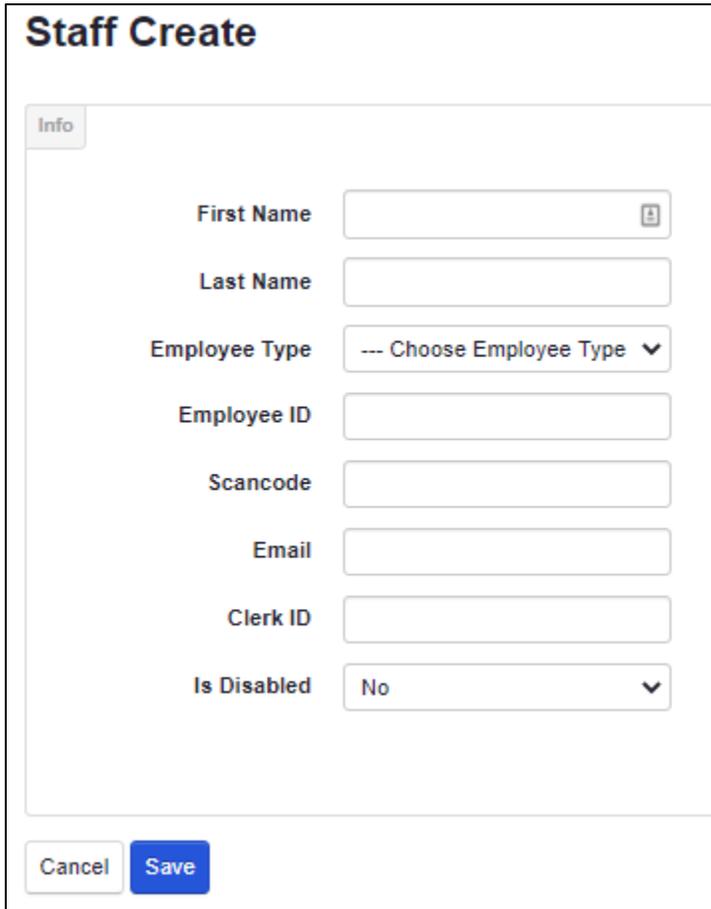
1. Click on the **Admin** heading in the ReadyTouch navigation bar.



2. Select **Staff** from the drop-down menu.

# ReadyTouch New Operators Guide

3. Click the **Create New** button in the top, right corner of the **Staff** page.
  - **First Name** – Required
  - **Last Name** – Required
  - **Employee Type** – Required
  - **Scan code** – Required (Minimum four and maximum 16 digits.)



4. Click the **Save** button when the form is complete.

The Manager and Cashier can either login to the Cashier mode to manually type the scan code numbers or scan or swipe the number.

### To scan or swipe to login:

- Test your client issued employee badge to see if it is readable with either a barcode scanner or non-encrypted MSR. If it is, you can use that employee number.
- If it is not readable, you can create a scan code to adhere to your badge.
- A good, free barcode generator is: <http://barcode.tec-it.com/>

# ReadyTouch New Operators Guide

## To enter manually:

- Use a set of numbers easy to remember and not too long.

## How to Add and Create a Menu (Time Bracket)

A submenu item is a button that cashiers will select to add products without a barcode.

**Example:** The image below shows what the menu will look like when the kiosk is in Cashier Mode (CS).

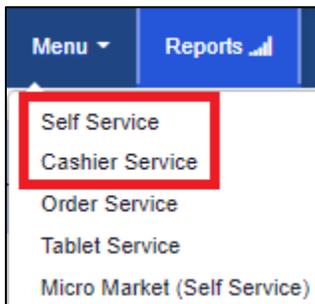


The submenu names will only display the first nine characters of the name, the rest is hidden.

**Example:** “Salad Bar and Fruit Bar” will only display only “Salad Bar ...” The screen will fit a maximum of 10 sub menu names.

## Creating Menus

1. Click on the **Menu** heading in the ReadyTouch navigation bar.
2. Select **Self Service** or **Cashier Service** from the drop-down menu. For this example, we will use the Self Service option.



# ReadyTouch New Operators Guide

- Click the **Create New** button in the top, right corner of the **Self Service Menu List** page.
- Complete all fields. Be sure your times do not overlap with any existing Menu Times.

<b>Name</b>	<input type="text"/>	<input type="checkbox"/> Save Menu as Inactive					
<b>Days of Week</b>	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
<b>Start Time</b> 24-hour format (HH:mm)	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>
<b>End Time</b> 24-hour format (HH:mm)	<input type="text" value="23:59"/>	<input type="text" value="23:59"/>	<input type="text" value="23:59"/>	<input type="text" value="23:59"/>	<input type="text" value="23:59"/>	<input type="text" value="23:59"/>	<input type="text" value="23:59"/>

- Click **Save**. The **Self Service Menu List** page displays.
- Select the **Menu** (time bracket) where you want to add items.

## Adding a Menu Button

- Select the **+ Add Menu** button.
- Enter the **Button Name** (this is the name that will appear on the receipt).

**Button Name**

No Small Image Selected    
  No Large Image Selected

Small Images    
  Large Images    
 [Upload New](#)

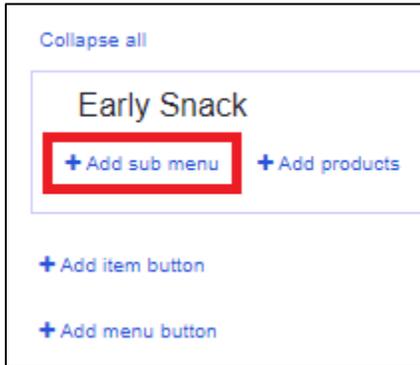
Choose an existing small image

- Click **Add**.

10. Click **Cancel** to close the popup window. Your new menu button will display on the **Self Service Menu** page.

## Adding a Sub Menu Button

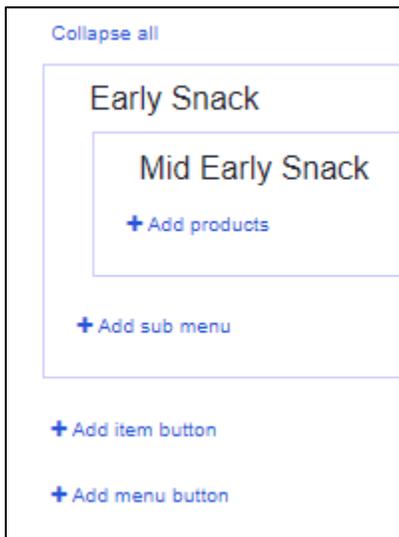
11. Select the **+ Add sub menu** button.



12. Enter the **Button Name**.

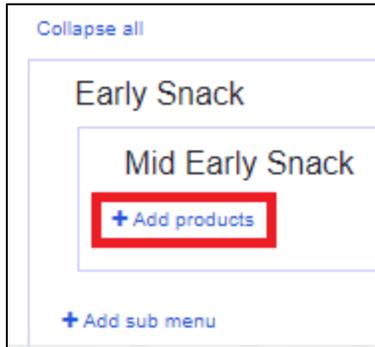
13. Click **Add**.

14. Click **Cancel** to close the popup window. Your new sub menu button will display on the **Self Service Menu** page.



## Adding Products to the Sub Menu

1. Click the **Add Products** button.



2. Select a **product** from your product list.
3. Use the **Search** bar in the top, right corner to find your product(s) faster. There is no limit to the number of products you can add.

Selected products: 1 Search

Name	Category 1	Category 2	Category 3	Modifier	Weigh	Price
1 2 Pint Chocolate Milk	MILK			No	No	\$0.75
<b>Apple</b>	<b>HEALTHY</b>	<b>FRESH_FOOD</b>		<b>No</b>	<b>No</b>	<b>\$0.25</b>
Aquafina 20oz Bottle	WATER			No	No	\$0.99
Bacon Cheeseburger	SDX-FOOD	GRILL		No	No	\$5.79
Banana	HEALTHY	FRESH_FOOD		No	No	\$0.25
Build Your Own Burger Bar	SDX-FOOD			Yes	No	\$6.99
Burger Garden Veggie	SDX-FOOD	GRILL		No	No	\$3.89
Cafe Au Lait, 12 Oz	SDX-BEVERAGE	BEVERAGE-HOT		No	No	\$1.89
Cafe Au Lait, 16 Oz	SDX-BEVERAGE	BEVERAGE-HOT		No	No	\$2.19
Cafe Au Lait, 20 Oz	SDX-BEVERAGE	BEVERAGE-HOT		No	No	\$2.59

Showing 1 to 10 of 37 entries ← Previous 1 2 3 4 Next →

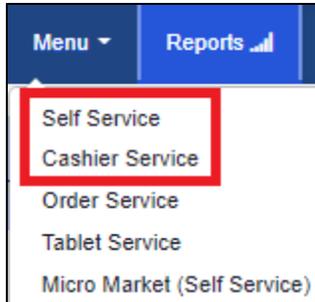
**Add** Cancel

4. Click the **Add** button after you have selected your products.
5. Click **Save** at the bottom of the **Self Service Menu** page.

# ReadyTouch New Operators Guide

## Sort, Edit or Delete Products From the Menu

1. Click the **Menu** heading in the ReadyTouch navigation bar.
2. Select **Self Service** or **Cashier Service** from the drop-down menu.



3. Select the **Menu** (time bracket) that you want to edit.
4. Click on the **product** in the Menu item and drag the product to the line where you want it to display.



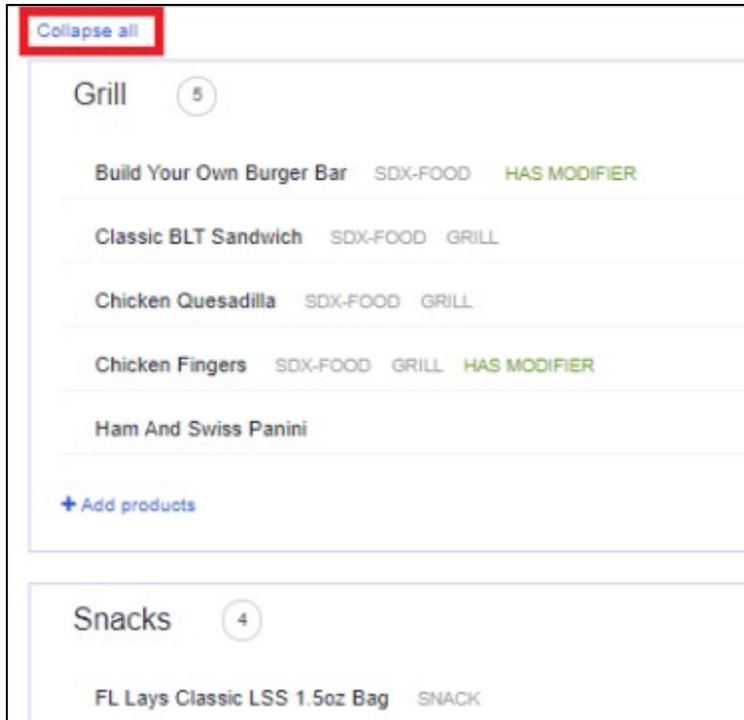
**Note:** You can drag products within a menu, but you cannot drag items from one menu to another.

- Choose the **Edit** icon to the right of any product to open the **Product Summary** page for that item.
- Choose the **Trashcan** icon to the right of any product to delete the product from the menu.

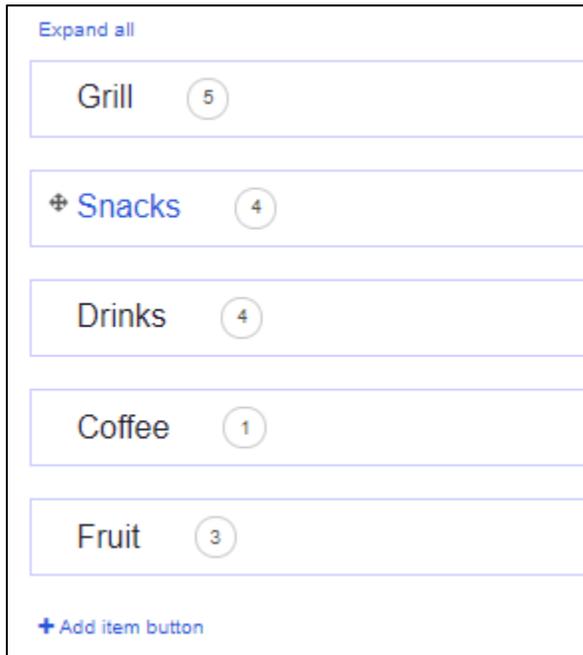
## Sort, Edit or Delete Sub Menu Items

1. Click on the **Menu** heading in the ReadyTouch navigation bar.
2. Select **Self Service** or **Cashier Service** from the drop-down menu.
3. Select the **Menu** (time bracket) that you want to edit.
4. Choose the **Collapse All Sub Menus** link to sort the sub menus.

# ReadyTouch New Operators Guide



5. Click and drag the sub menus in the order that you want them to appear.



6. Click the **Expand All Sub Menus** link when you are finished.
7. Select the **Menu** that you would like to edit or delete and hover your cursor over the right side of the sub menu.

# ReadyTouch New Operators Guide

8. Then choose **Edit** or **Delete**.



You can edit the name and short name by clicking on the names and retying them.

## Kiosk Actions

### Cashier Mode

The User Roles and Actions Available are:

- Cashier
- Menu
- Reprint Receipts Manager
- Menu
- Reprint Receipts and Void
- Manage Cash Drawers (if there are multiple drawers per terminal)

### Login Information

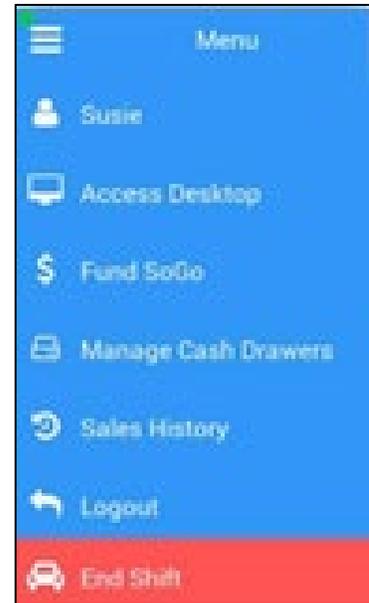
Enter your Login code or scan your badge to begin or end a shift.



# ReadyTouch New Operators Guide

## Admin Functions

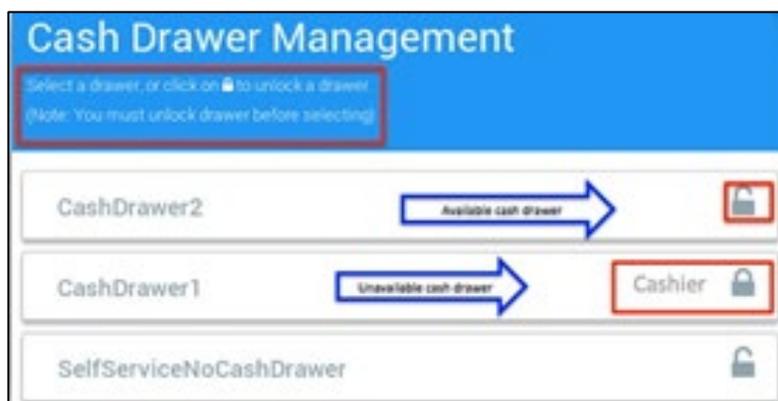
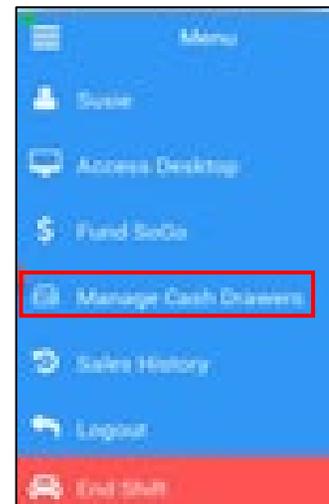
- The top icon shows the Cashier or Manager name that is logged in.
- **Access Desktop** will close the ReadyTouch app and bring you to the computer desktop.
- **Fund Sogo** is no longer in use.
- **Manage Cash Drawer** allows the manager to assign and release cash drawers.
- **Sales History** displays open and closed orders.
- **Logout** will close the menu and go to the login page, it does not remove your name from the cash drawer.
- **End Shift** will close the menu and remove the Cashier or Manager from the cash drawer.



## How to Manage Cash Drawers

1. Login as a Manager.
2. Touch the **hamburger icon** (three horizontal lines in top, left corner).
3. Choose **Manage Cash Drawers**.

You must release/unlock the cash drawer to assign it to another cashier.

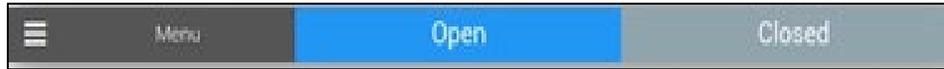


# ReadyTouch New Operators Guide

## Sales History

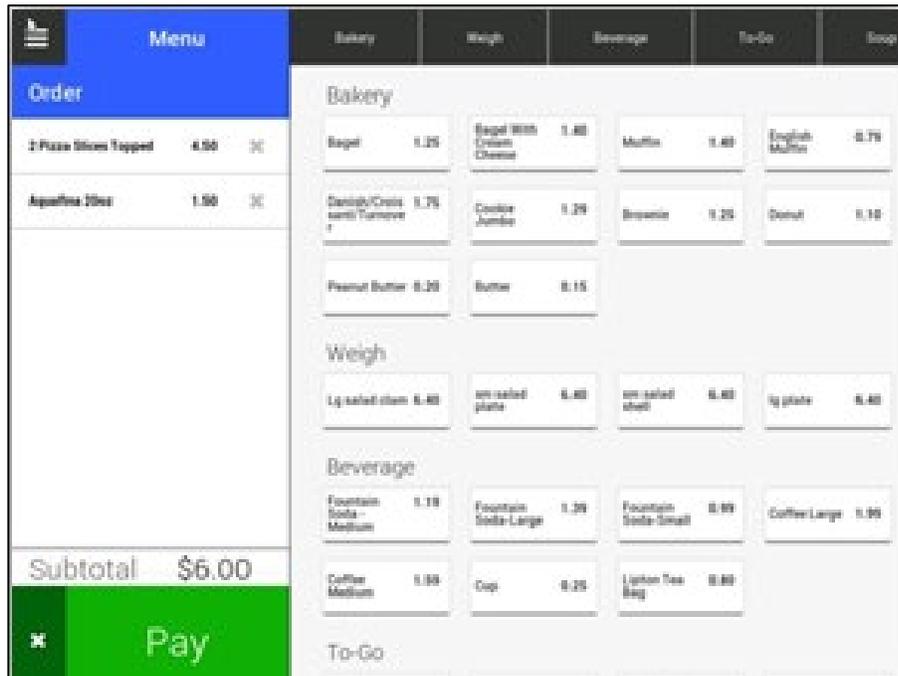
Sales history displays the Open and Closed orders for the current day.

- **Open orders**, are orders that have been Parked (*Open & Unpaid Orders*).
- **Closed orders** can be reprinted or voided (*Cash & Credit / Debit Only*).



## Checking out a Customer

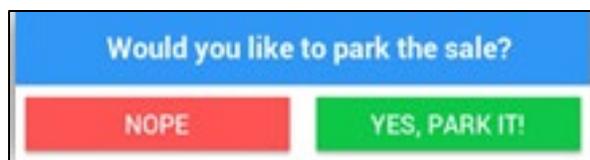
1. Touch the **Menu** button in top row (Deli, Grill, etc.).



2. Select the item(s) to add to the order.
3. Select **Pay** at the bottom, left to go to the **Payment** screen,  
OR  
Select the **X** next to **Pay** button to park or cancel the order.

## Parking or Cancelling an Order

Select the **X** next to the green **Pay** button and this popup message will display: **"Would like to Park the sale?"**





# ReadyTouch New Operators Guide

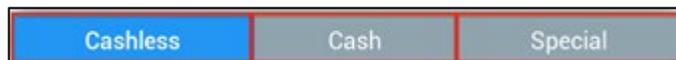
- Select **Yes, Park It!** to move the order to the list of open orders so the consumer can pay later.
- Select **Nope** to cancel the order. You will see the menu will display again.

1. To Unpark the order, go to the **Admin** tab.
2. Select **Sales History** from the drop-down menu.
3. Choose the **Open** tab.
4. Select the order.
5. Choose **Delete** to remove the order.
6. Choose **Unpark** to move to the cart and either add more items or continue to payment.

**Note:** Any Open unpaid orders (Parked) will be cleared every night.

## Forms of Payment and Tender Types

- Cashless
  - Debit
  - Credit
  - Guest Pass
  - Employee comp meals (see below for details)
- Cash
- Special
  - Customized tender types (see below for details)



## Employee Comp Meals

1. With the items in the cart, touch **Pay**.
2. Select **Cashless**.
3. Scan your employee badge.

**Note:** The employee badge ID number needs to be added to the database prior to this process. ([Click here](#) to go to the **How To Create Staff** section in this document.)

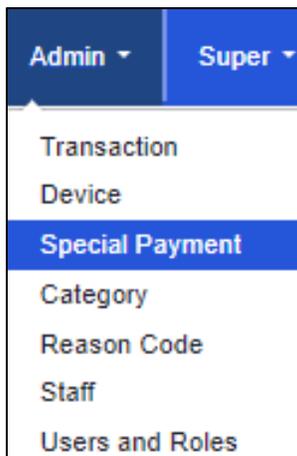
# ReadyTouch New Operators Guide

## Special Payments

You must create a Tender Type before Special Payments will appear on the payment screen. ([Click here](#) to go to the **Using Special Payments in Cashier Service** section in this document.)

Special payments are custom tender types to use as a form of payment.

1. Click the **Admin** tab in the ReadyTouch navigation bar.



2. Select **Special Payment** from the drop-down menu. The Special Tender Type List displays.

Special Tender Type List [Create New](#)

50 records per page Search:

Name	Type
DIRECTORS	TENDERTYPE
HR	TENDERTYPE
SURGEONS	TENDERTYPE

Showing 1 to 3 of 3 entries ← Previous 1 Next →

3. Click the **Create New** button in top, right corner.

4. Enter the **Name** (maximum 10 characters).

**Info**

**Name**

**Type**

**Seqnbr**

# ReadyTouch New Operators Guide

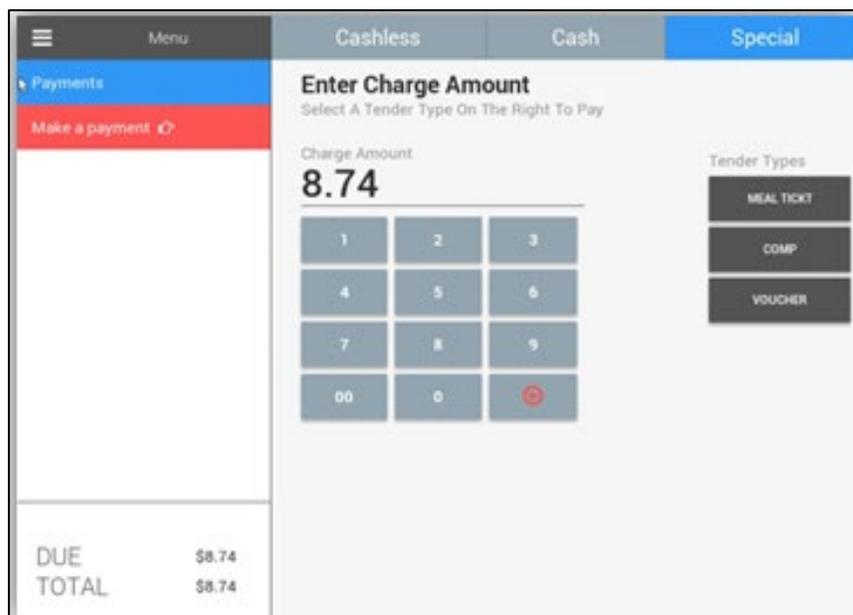
5. Choose the **Type: TENDER TYPE**.
6. **Seqnbr** is the order in which you want the payment to appear on the kiosk (default is A-Z). For example, you may want Voucher before Meal Ticket so Voucher will be Seqnbr 1 and Meal Ticket Seqnbr 2.
7. Click the **Save** button.

**Note:** A full sync is needed to bring this change to the kiosk(s).

## Using Special Payments in Cashier Service

1. Add the product(s) to the cart and select the green **PAY** button.
2. Choose the **Special** tab.

**Note:** This tab will only appear if you have created the Special Payment Tender Types.



3. Use the **red arrow** key to remove the existing amount.
4. Enter the new **amount** to be used as the Special Payment.
5. Select the **Tender Type** from the menu on the right. The **Amount Due** will display.
6. Select the **Cashless** or **Cash** tab to complete the sale.

## Self Service Mode

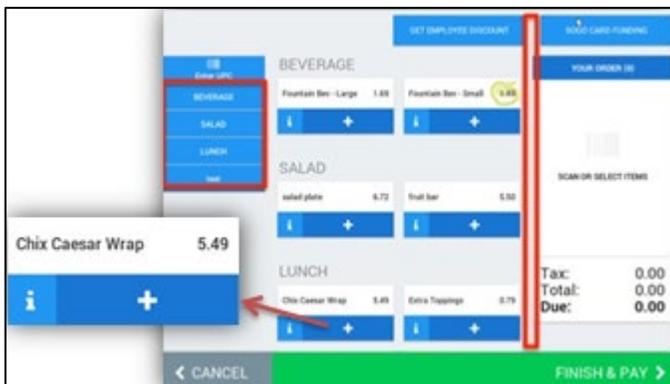
1. Touch the **red Self Service Mode** button to access Self Service mode from the Login screen.



2. Then touch the screen to begin the order.



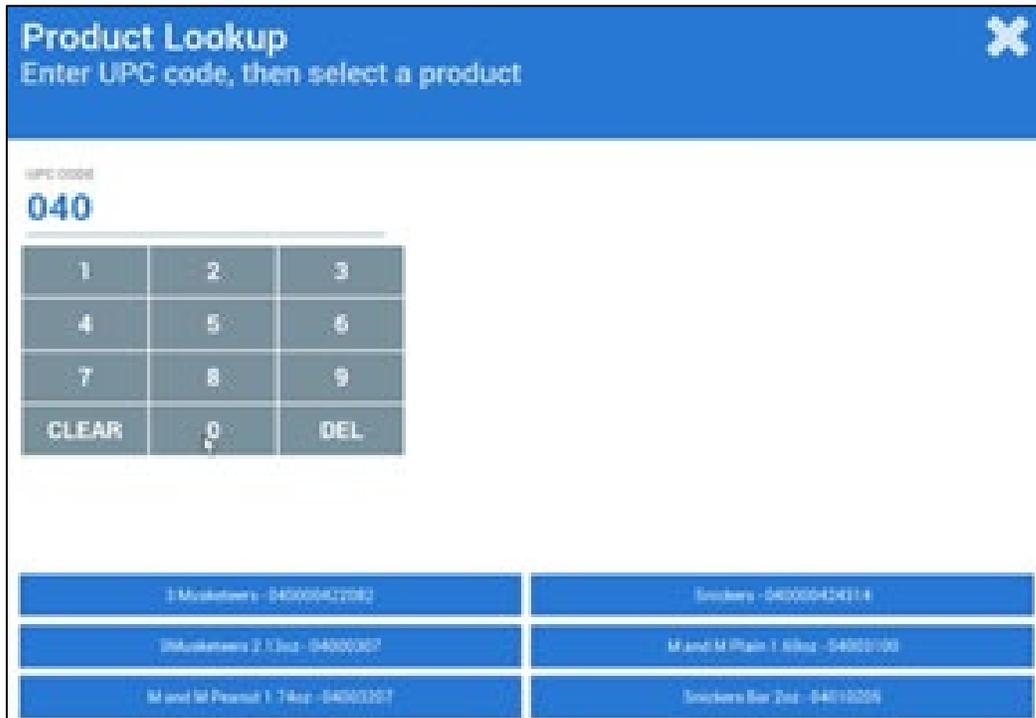
3. Navigate using categories on the left or scrolling through the products.



# ReadyTouch New Operators Guide

4. Touch the + sign to add an item to the cart or touch the “i” to see information about that product. This information is pulled from the Description you provided on the product from the backend. ([Click here](#) to go to **Adding a Product** in this document.)

If more than six items are added to the cart, you will be able to scroll through the cart.



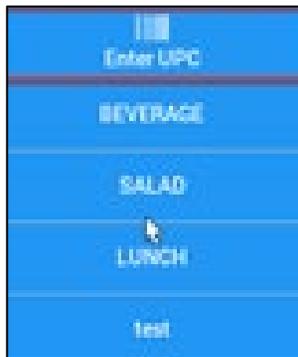
5. Touch **Enter UPC** and enter at least the first three digits of the barcode. A list of items will display.
6. Touch **Weighable Container** to weigh an item from the product list and then place the item on the scale.



# ReadyTouch New Operators Guide



7. Then follow the directions on the screen.



8. When the items are in the cart, choose the **FINISH AND PAY** button.

- If you choose the **EMAIL** receipt option, you will be prompted to enter your email address.
- You can add the clients (location) email domain as the shortcut. To add the domain:
  1. Click the **Location** tab.
  2. Select the **location name**.
  3. Enter the **email domain without the @** in the **Location Summary** field.
  4. Click **Save**.

