

1. Add item(s) to the cart.

2. Select Send.

≡	Menu	Checks	Cocktails	Spirits	Wine	Beer	Small Bites	Salads	Sandwiches	С	>
Order	Order 290 - Table 63 🛛 👻		COPY	COPY COUPON		AX PROMO					
Seat 1		PRODUCT	NOTE:								
Hangar	One 😡	6.00 🚀									
	TAV	\$0.54									
	TOTAL: DUE:	\$6.54 \$6.54									
	NOTES	SEND									
	PAY										

3. Select Pay.

≡	Menu	Checks	Cocktails	Spirits	Wine	Beer	Sm	all Bites	Salads	Sandwiches	Q	>
Order 290 - Table 63 🗸			Cocktails &									
Seat	1	71	Bloody M	tary 8.00	Cosr	nopoliti	8.00	Old Fashion	ed 8.00	Bellini	8.00	
Hangar AMEXCO	One XIPON	6.00 🗖	Margarita	8.00	Hem Daiq	ingway uiri	8.00	Martini	8.00	Gin Fizz	8.00	
			Sidecar	8.00								
			Spirits Vodka	Vodka	Whis	key G	in					
			Belveder	e 8.00	Grey	Goose	8.00	Hangar	One 6.00	Hangar One Mandarin	8.00	
	TAX: TOTAL: DUE:	\$0.54 \$6.54 \$0.00	Stoli	0.00								
PRINT	NOTES	SEND	Whisk	еу								
	PAY		Bulleitt R	ye 8.00	Crow	n I	8.00	Jameson	n 6.00	JW Blue	20.00	

4. If the order is 0.00 and customer wants to leave a tip, in the *Payment* screen, swipe a credit card. A pre-authorization is processed.



5. Select **TIP & CLOSE**.

E Menu		P	ay		Open Tab			
Table 19 Payme		Scan/Swipe at anytime						
AMEXCOUPON(\$8.72	ACCEPTABLE PAYMENTS : CREDIT/DEBIT CHARGE AMOUNT						
PREAUTH(ACC	PREAUTH(ACC \$1.00							
L3		1	2	3				
		4	5	6				
		7	8	9				
		00	0	€				
DUE	60.00	ALTERNATIVE P	AYMENT OPTIC					
TOTAL:	\$0.00 \$8.72	EMPL						
	TIP & CLOSE							

6. The Server will touch the PREAUTH-ACCEP, in the payment section on the left. Enter the tip amount and select **SAVE TIP**.

E Menu Checks	hub2026-305						
Payments AMEXCOUPON-AC \$8.72 +0.00 PREAUTH-ACCEP \$1.00 +0.00	Enter tip amount and <u>SAVE TIP</u> per payment When completely done press <u>CLOSE ORDER</u> ACCEPTABLE PAYMENTS : CREDIT/DEBIT CHARGE AMOUNT						
	0.00 R 1 2 3						
	4 5 6						
	7 8 9						
DUE: \$0.00	00 0 0						
CLOSE ORDER	SAVE TIP BACK TO CHECKS						

7. Confirm that the PREAUTH-ACCEP is still selected and select **CLOSE ORDER**.

If multiple payments are used, such as credit card, coupon or AmEx coupon, always confirm that the credit card payment method is selected to TIP & CLOSE.



Note: If the AMEXCOUPON is selected, an error will appear displaying message: "Cannot add tip for this".

Menu Checks	hub2026-305						
Payments AMEXCOUPON-AC \$8.72 +0.00	Enter tip a When com ACCEPTABLE	amount pletely PAYMENT	A Canno	ot add tip for this			
CREDIT-ACCEPT \$0.00 +2.00	2.00	1					
	1	2	3				
	4	5	6				
	7	8	9				
DUE: \$0.00	00	0	€				
TOTAL: \$8.72		SAVE TIP		BACK TO CHECKS			
CLOSE ORDER				Ç.			