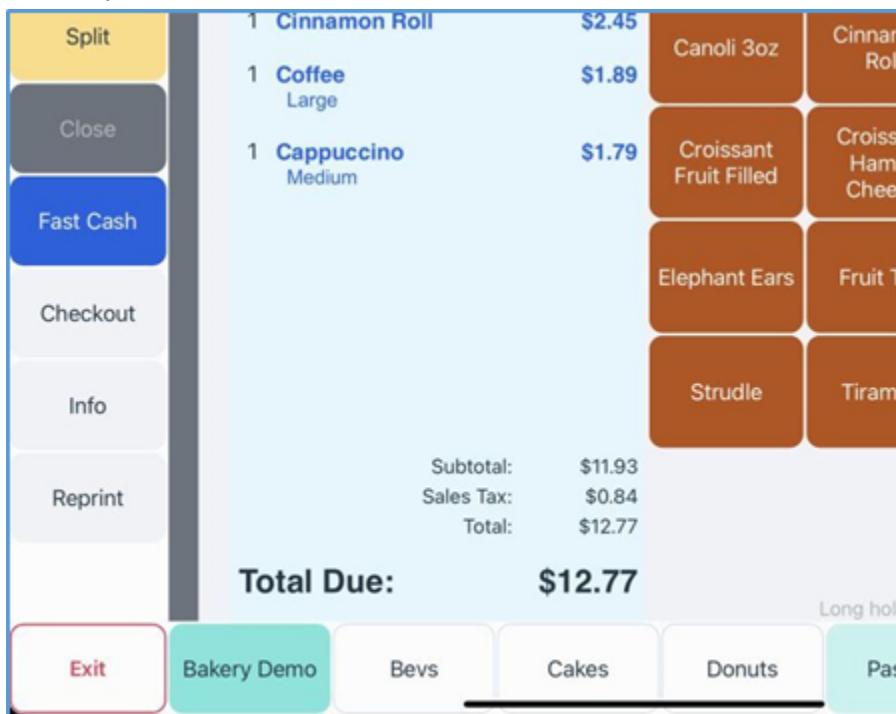


Closing, Reprinting and Searching for a Ticket

Closing a Ticket

Most restaurants close their tickets immediately after finalizing its payment. To close a ticket manually, access the ticket and tap Close in the left-hand menu.



Searching for Specific Tickets

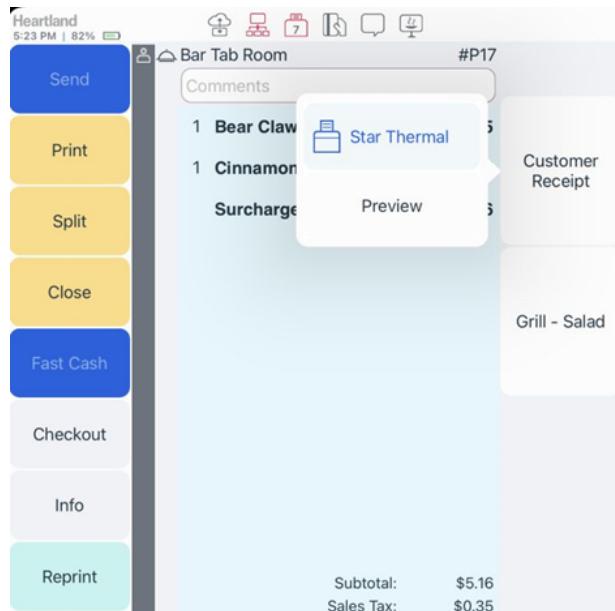
If necessary, you can search for specific kinds of tickets in the POS.

1. In the Order screen or one of the room screens, tap Search in the bottom panel. The POS displays a screen listing tickets as tiles in the main panel.
2. To search for a specific ticket, type an identifying word (such as a ticket number or customer name) in the Search Tickets.
3. To view a list of tickets opened by you, tap My Tickets.
4. To view a list of tickets with a specific status (such as "Open", "Held", or "Partially Paid"), tap Status.

The POS will display a panel listing all possible statuses. If you select one or more statuses in this panel, the POS will only display tickets that have one of the selected status. Each status is color coded and corresponds to the colors of the ticket tiles.

Reprinting Tickets

1. Access the ticket and tap Reprint in the left-hand menu.
The POS displays the Printer Formats panel, which includes a tile for each available printer format.
2. Tap an appropriate printer format for the ticket you want to reprint.
The POS will display a list of available register printers associated with the iPad device. This list also includes a Preview option.



3. Tap Preview to view of preview of the ticket.
or tap the button for the printer that you want to print the ticket.