EXATOUCH®

User Guide for Restaurants

Powered By ElectronicPayments®

Technical Support: 800-966-5520 – Option 3
Exatouch® Online Knowledge Base: help.exatouch.com

Contents

Introduction

The Exatouch Point of Sale (POS) system allows users to process sales, track inventory, manage employees, and perform other essential functions.

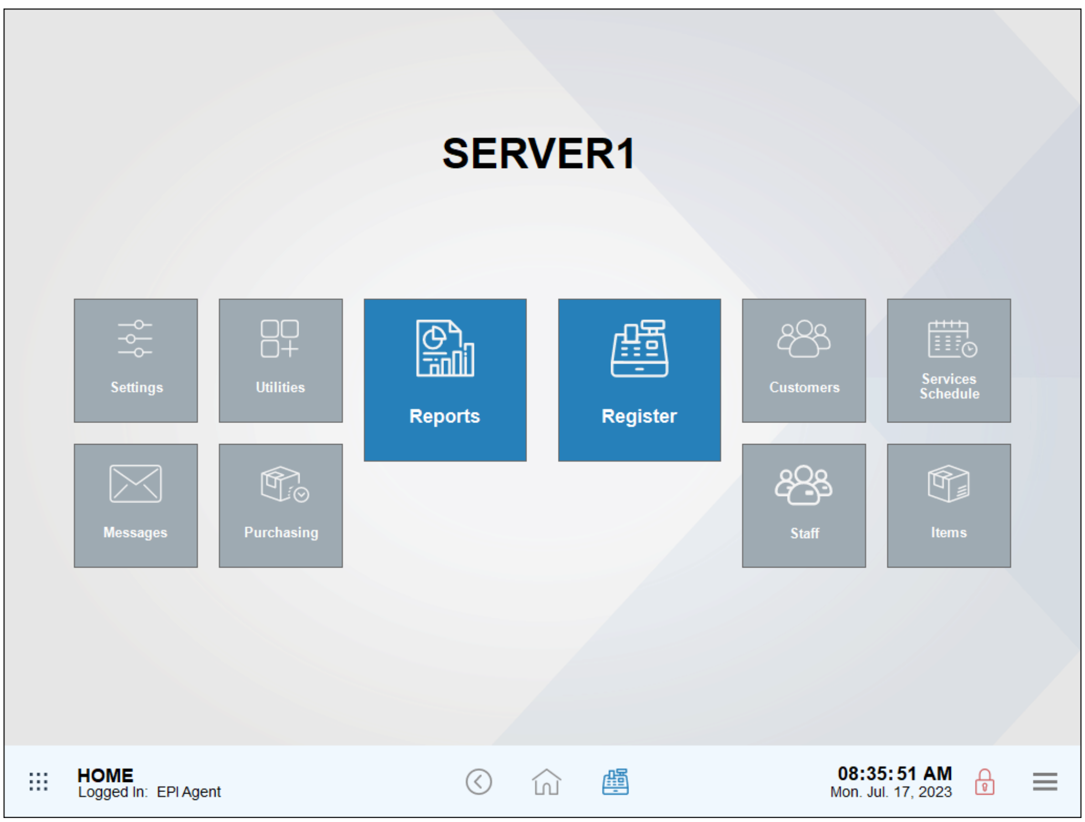
This document is intended to be a Quick Reference Guide, and does not incorporate all capabilities and features available in the Exatouch POS system. Hyperlinked topics within this document will take you to the Exatouch Knowledge Base for more information.

Getting Started

Home Screen

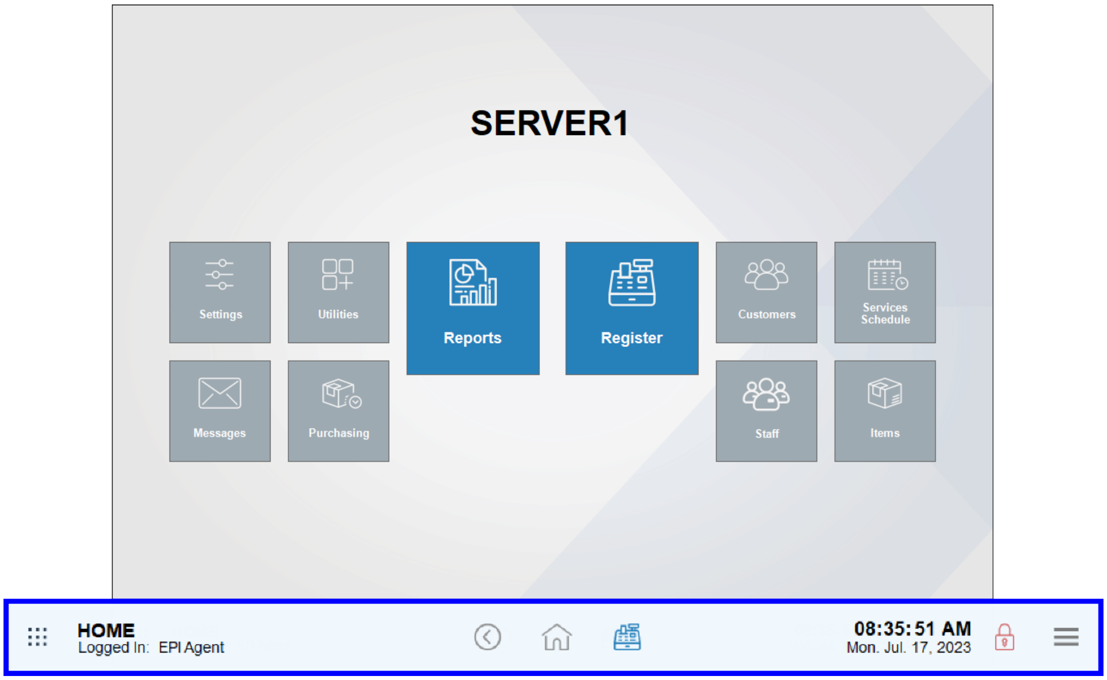
Clickable modules on the Home screen provide access to Exatouch features. Identify your location in Exatouch by viewing the description on the bottom left of your screen. Your Home screen is labeled **HOME**.

Navigate to the Home screen by tapping the **Home** icon at the bottom of most Exatouch screens.



Exatouch Navigation Bar

The navigation bar is located by default along the bottom of most Exatouch screens. Within the navigation bar are clickable images that function like buttons.

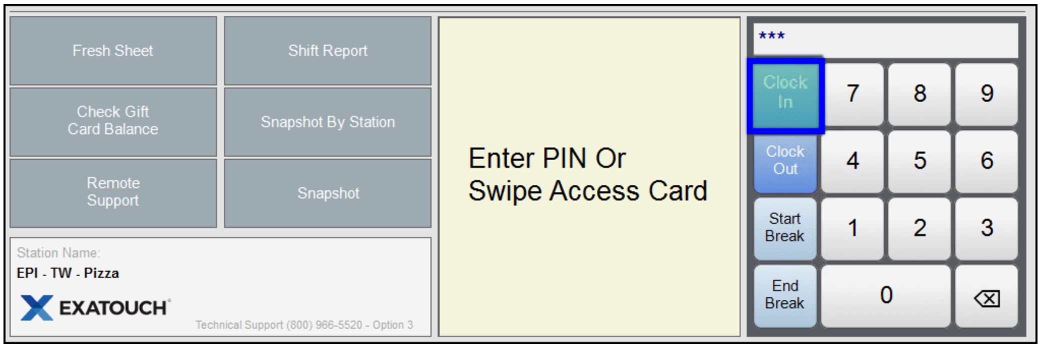


Navigation bar icons perform various functions, which are defined in the following table:

Name	Icons	Function
Global Menu		Displays the Options menu, which includes Machine ID, version number, and log in/log off functions
Home		Returns user to the Home screen
Local Menu		Select to access the following functions: Delivery Manager, Bank Manager, Bank Swap, Age Check, Close Batch, Open Drawer, Refund, or Reprint
Lock		Select to access the Lock screen. Clicking the Lock icon also accesses the following features: Fresh Sheet, Check Gift Card Balance, Remote Support, Shift Report, Snapshot by Station, and Snapshot
Previous		Returns user to the previous screen
Register		Returns user to the **Register** from any other screen

Clocking In and Out

Exatouch lets users assign a unique, four-digit personal identification number (PIN) to every employee. Employees use PINs or swipe an employee ID card to clock in and out during shift changes or when taking breaks. PINs are set to 1111 by default and can be changed if desired.



Clocking In to Start a Shift

1. From the Lock screen, tap **Clock In**.

2. Enter your PIN or swipe your employee ID card.

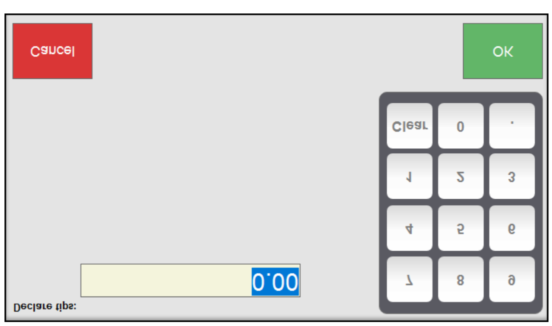
3. Tap **Close** to confirm.

Clocking Out to End a Shift

1. From the Lock screen, tap **Clock Out**.

2. Enter your PIN or swipe your employee ID card.

3. If declaring cash tips, enter an amount in the **Declare tips** field and tap **OK**.



4. Tap **Close**.

Clocking Out for a Break

1. From the Lock screen, tap **Start Break**.
2. Enter your PIN or swipe your employee ID.
3. Tap **Close**.

Clocking In from a Break

1. From the Lock screen, tap **End Break**.
2. Enter your PIN or swipe your employee ID.
3. Tap **Close**.

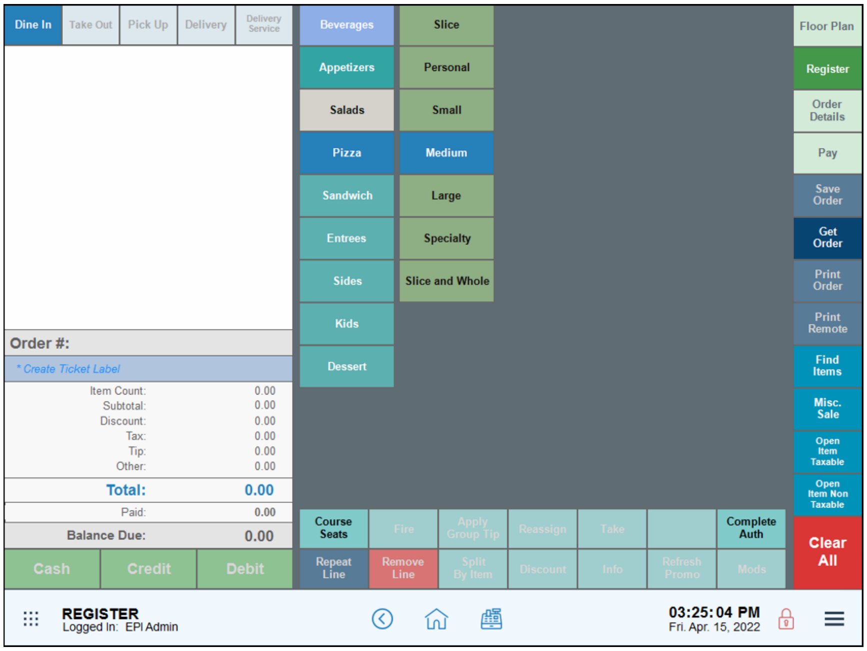
Navigating the Register

Register View

Register View displays by default when you begin operating your Exatouch system.

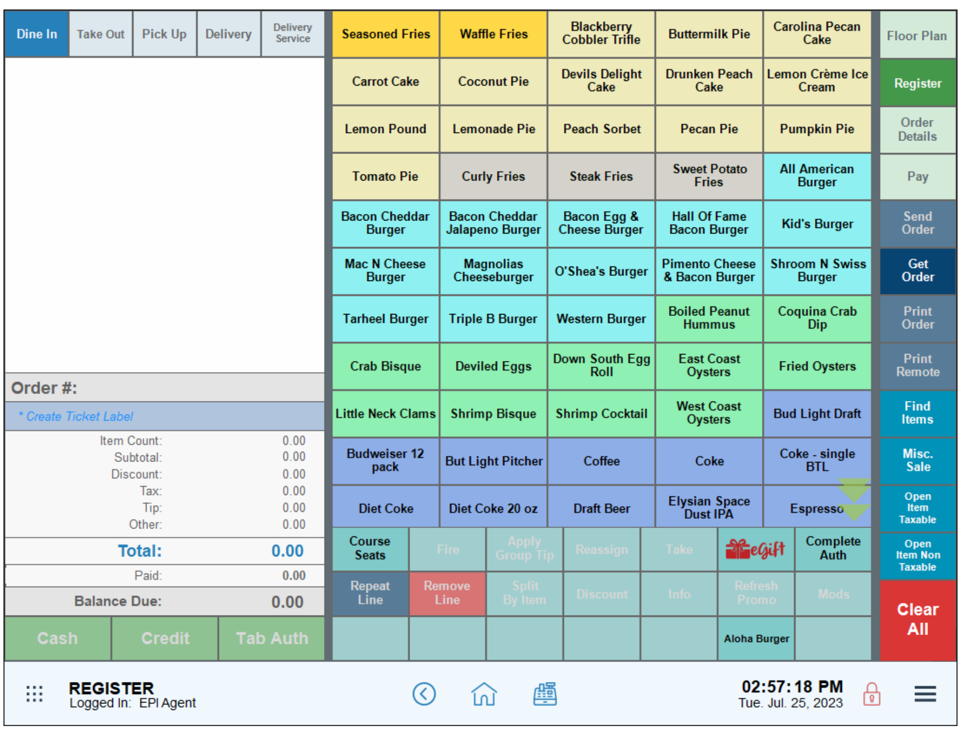
In **Register View**, items are organized in Categories and Subcategories and display in columns in the middle of the screen. Users can create new orders, edit existing orders, process payments, and perform other functions within the Register view.

Navigate to **Register** app by clicking or tapping the **Register** icon at the bottom of most Exatouch screens. The register configurations in this guide may differ from your customized Exatouch system.



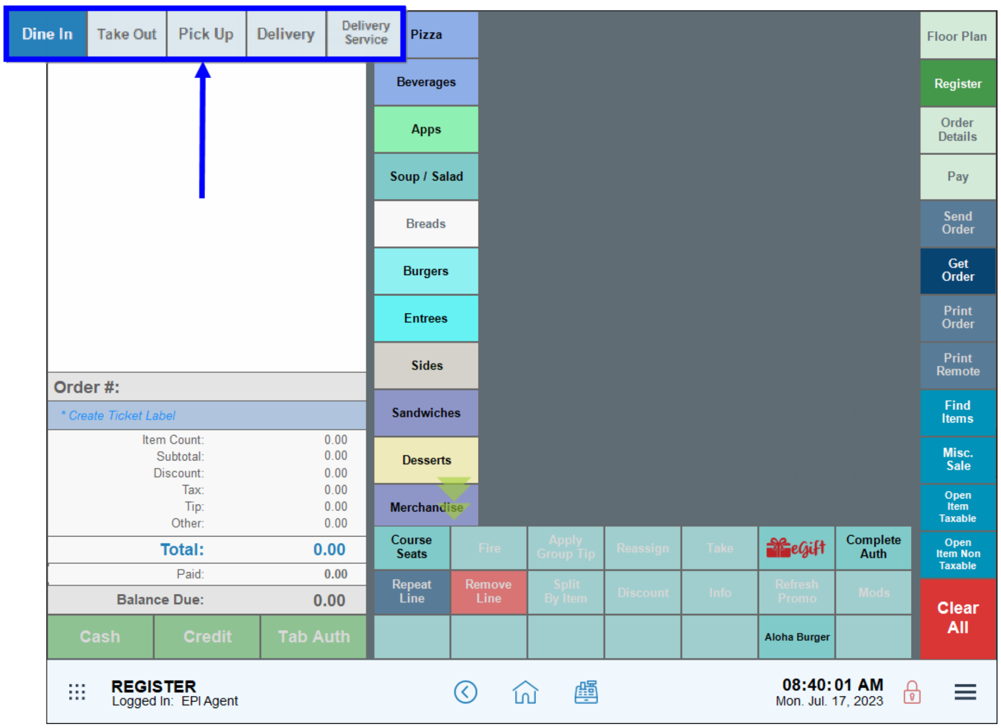
Simple Mode

Simple Mode (also Quick Service Mode) removes the Category and Subcategory groupings, allowing users to quickly take orders. Selecting Simple Mode as the default is ideal for restaurants with smaller, simpler menus. System Administrator permissions are required to set default screen modes.



Placing Orders

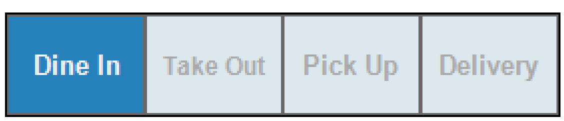
Restaurants can choose an order type at the **Register**. By default, the Order Type buttons display on the top left corner of the **Register**.



Dine In Orders

Select **Dine In** for customers who order, eat, and pay at the restaurant. Although customer information is not required for **Dine In** orders, customers can be assigned to an order for tracking purposes.

NOTE: Dine In is the default setting for most Restaurant orders unless changed by the user.



1. Ring up items from the menu.
2. Tap **Save Order/Send Order** to send a **Dine In** order via a simple receipt to the remote kitchen printer or display.

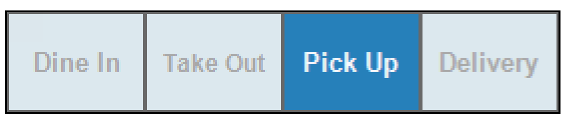
Take Out Orders

Select **Take Out** for in-restaurant customers placing an order to be packaged and brought home.

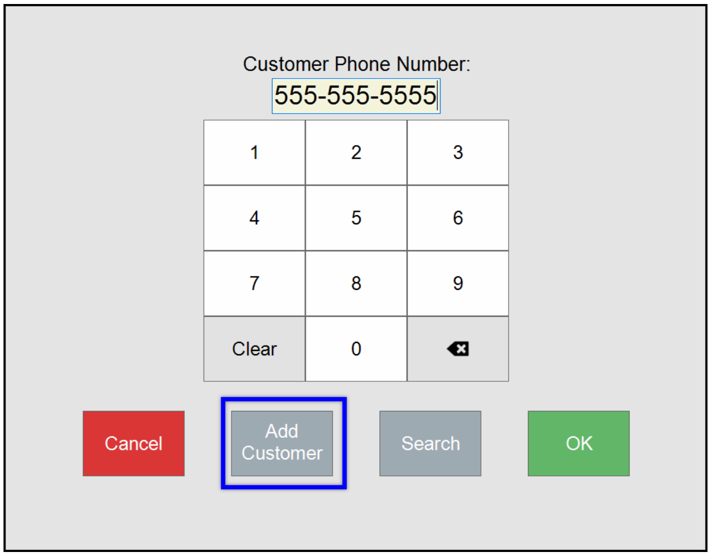
1. Navigate to the **Register**.
2. Select **Take Out**.
3. After selecting **Take Out**, staff can begin entering menu items.
4. Tap **Save Order/Send Order**. A receipt marked **Take Out Order** is sent to the remote kitchen printer or display so staff can package the order accordingly.

Pick Up Orders

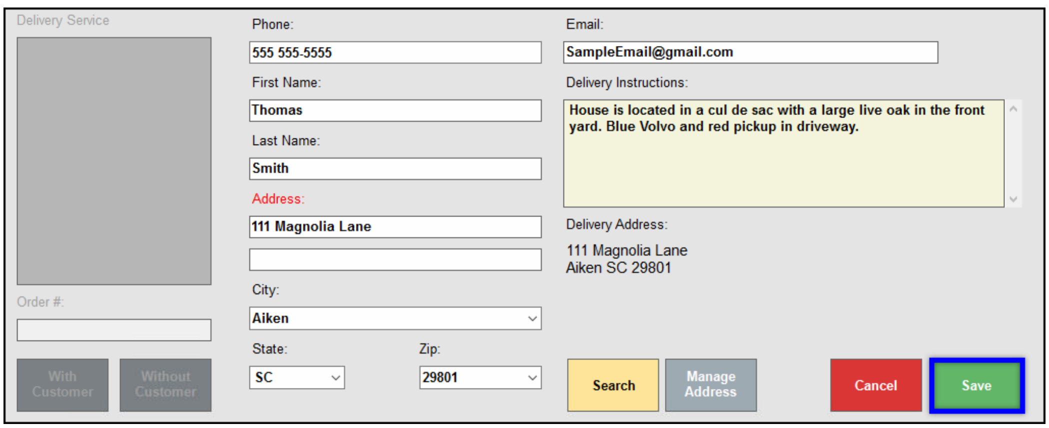
Select **Pick Up** when a customer places an order remotely and wishes to pick up the order at the restaurant. Unlike Take Out orders, Pick Up orders require a customer name and phone number.



1. Tap **Pick Up** for Pick Up orders. A Customer Phone Number pop-up displays.
2. For new customers:
    a. Enter a telephone number.
    b. Click **Add Customer**.



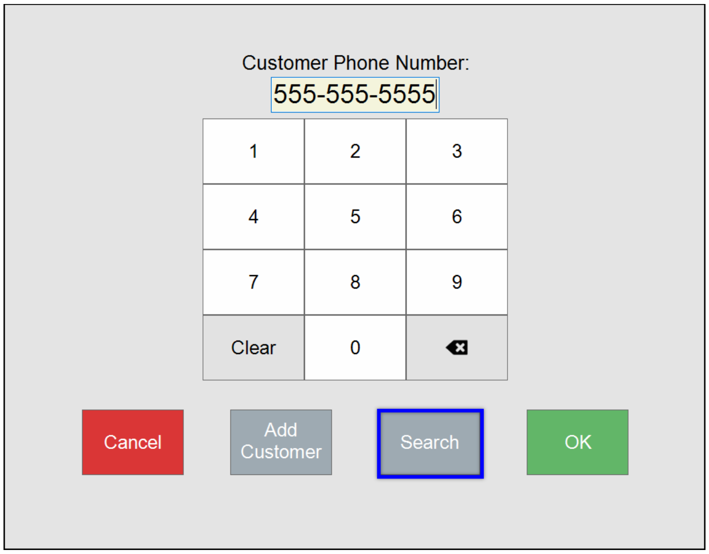
c. Complete the customer information fields as needed and tap **Save.**



d. Proceed with the customer's order.

3. For existing customers:

   a. Click **Search**. A list of saved customers displays.



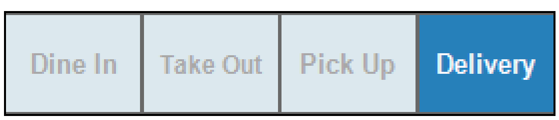
   b. Select a saved customer and tap **OK.**

   c. Proceed with the order.

4. Process payment over the phone when manually entering card sales or when the customer presents payment at the time of pick up.

Delivery Orders

Select **Delivery** when a customer places an order remotely and wishes to have the order delivered by the restaurant (if available). Delivery orders require a customer name. phone number, and valid address.



1. Navigate to the **Register**, then tap **Delivery**.
2. Enter the customer's phone number in the pop-up that displays.
3. Search for a saved customer or add a new customer, if necessary.
4. Proceed with the order.
5. When a **Delivery** order is saved, a receipt marked **Delivery** is sent to the remote kitchen printer or display and a receipt with the address is printed for the driver.

DeliverMe

Exatouch supports integration with DeliverMe, an online ordering feature designed specifically for Exatouch. Visit the [DeliverMe] section of the Exatouch Knowledge Base for more information.

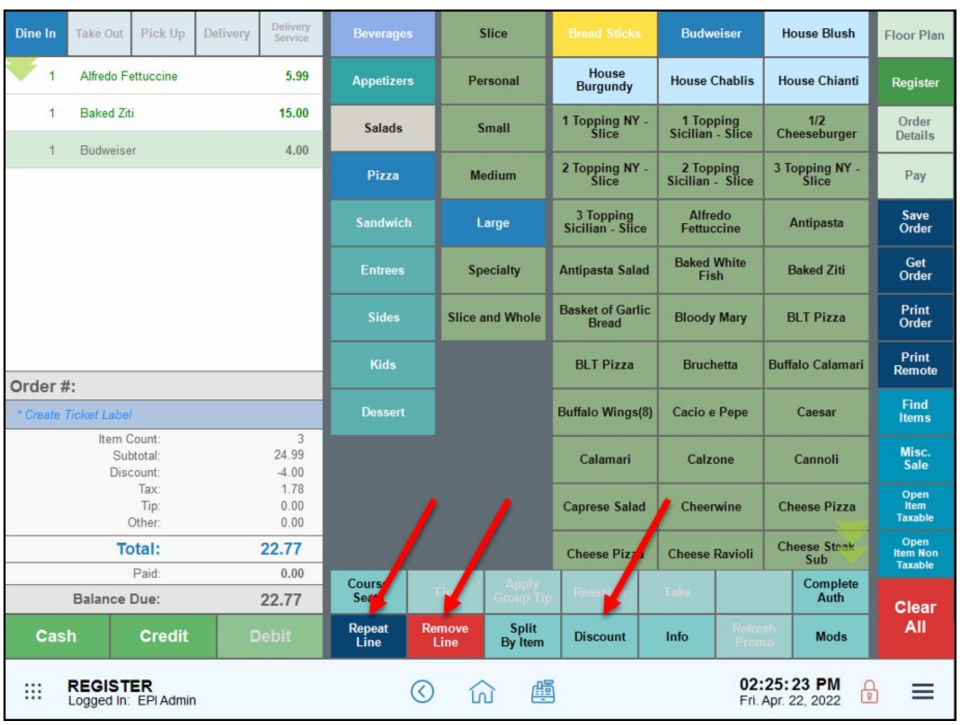
Delivery Manager

Delivery Manager will show all in-house and third party orders, as well as DeliverMe orders. Order statuses and delivery service information display on the Delivery Manager screen. Visit the [Delivery Manager: 3rd Party Delivery] section of the Exatouch Knowledge Base for more information.

Place an Order from the Register

The following steps will help you place an order from your register.

1. Navigate to the **Register**.
2. Choose **Order Type** from the following options: **Dine In**, **Take Out**, **Pick Up**, or **Delivery**.
3. Select one or multiple items from the menu. Order items display as they are selected.
4. **Optional:** Apply a discount by selecting an item and tapping **Discount**.

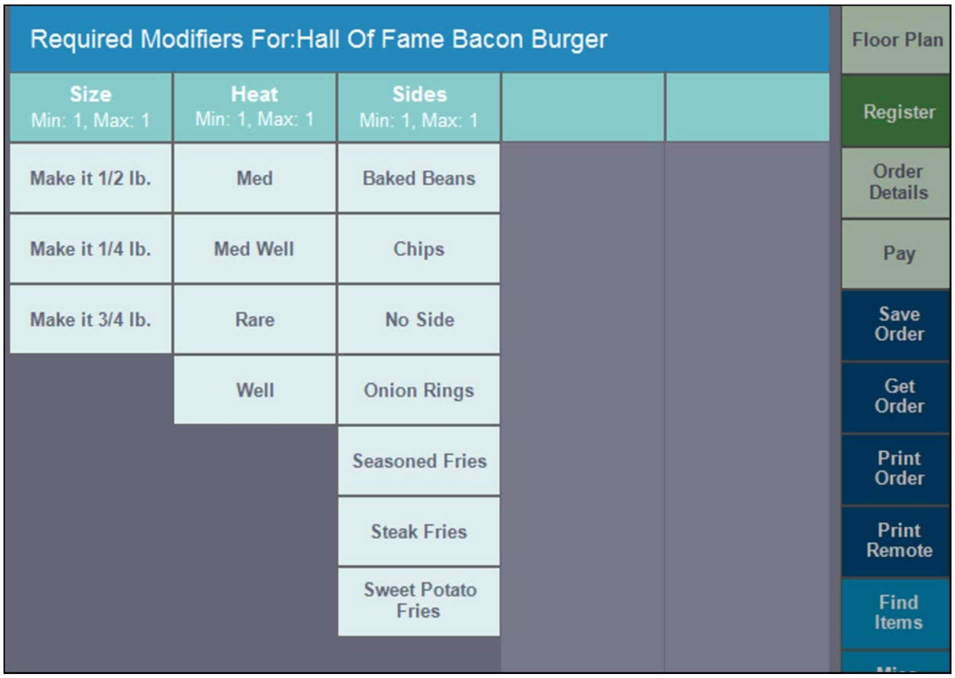


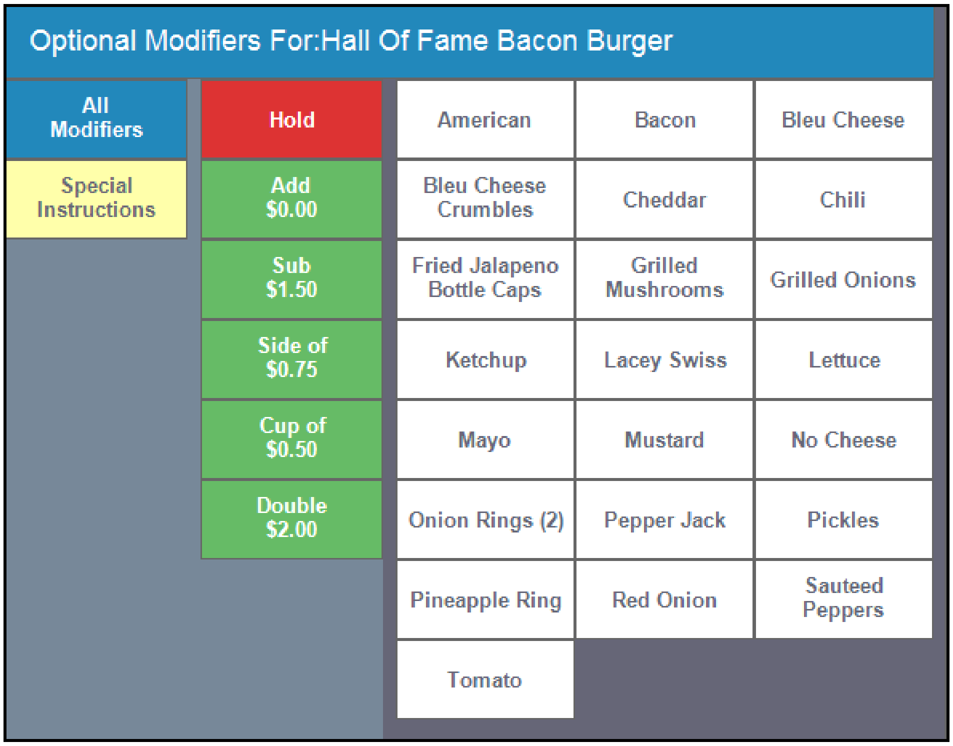
5. Tap **Save Order** to send the order to the kitchen.

Items and Modifiers

You can manually enter items by using the category and subcategory features. Use Modifier pages to organize MODs and find them quickly on the MOD tab. Selected MODs display in yellow in association with the menu item they are modifying.

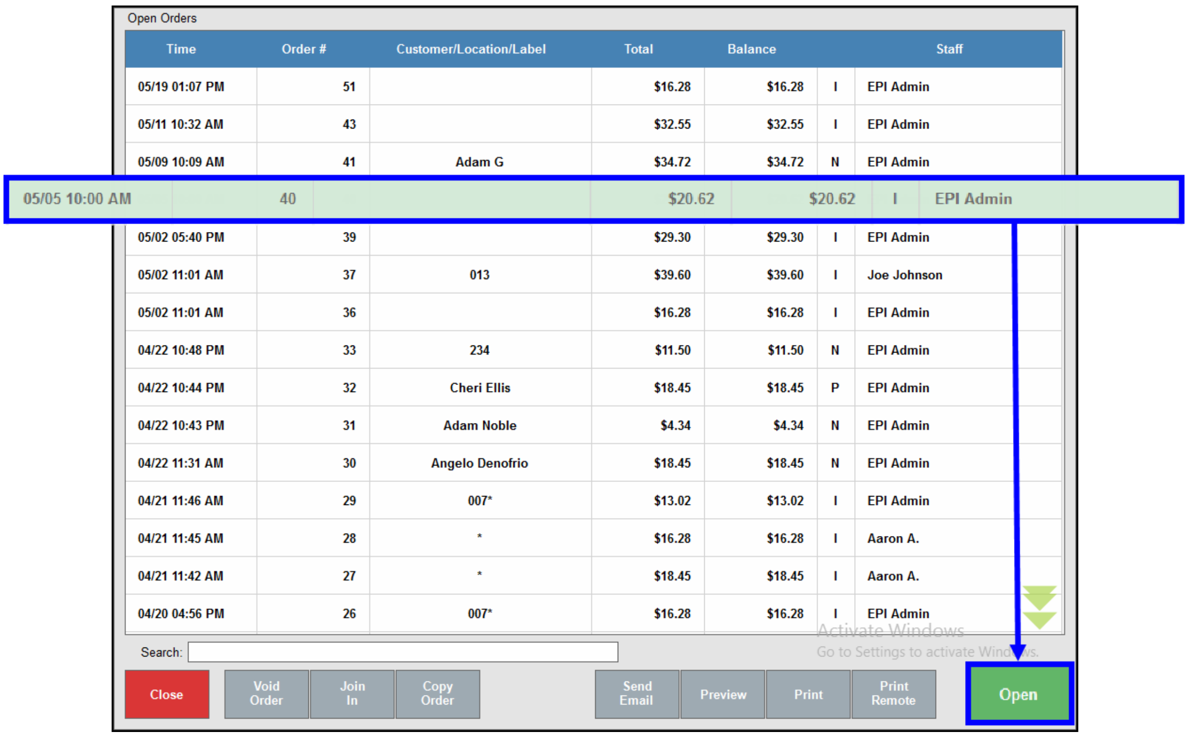
Depending on how Exatouch is configured, modifiers may be required or optional. The following images depict Modifier pages with merchant required and non-required MODs.




Optional Modifiers For:Hall Of Fame Bacon Burger
All Modifiers
Special Instructions
Hold
Add $0.00
Sub $1.50
Side of $0.75
Cup of $0.50
Double $2.00
American
Bacon
Bleu Cheese
Bleu Cheese Crumbles
Cheddar
Chili
Fried Jalapeno Bottle Caps
Grilled Mushrooms
Grilled Onions
Ketchup
Lacey Swiss
Lettuce
Mayo
Mustard
No Cheese
Onion Rings (2)
Pepper Jack
Pickles
Pineapple Ring
Red Onion
Sauteed Peppers
Tomato

Finding an Open Order

1. Navigate to the **Register**.
2. Tap **Get Order**. The list of open orders displays.
3. Select an order. Tap **Open** and proceed with the order.



Time	Order #	Customer/Location/Label	Total	Balance		Staff
05/19 01:07 PM	51		$16.28	$16.28	I	EPI Admin
05/11 10:32 AM	43		$32.55	$32.55	I	EPI Admin
05/09 10:09 AM	41	Adam G	$34.72	$34.72	N	EPI Admin
05/05 10:00 AM	40		$20.62	$20.62	I	EPI Admin
05/02 05:40 PM	39		$29.30	$29.30	I	EPI Admin
05/02 11:01 AM	37	013	$39.60	$39.60	I	Joe Johnson
05/02 11:01 AM	36		$16.28	$16.28	I	EPI Admin
04/22 10:48 PM	33	234	$11.50	$11.50	N	EPI Admin
04/22 10:44 PM	32	Cheri Ellis	$18.45	$18.45	P	EPI Admin
04/22 10:43 PM	31	Adam Noble	$4.34	$4.34	N	EPI Admin
04/22 11:31 AM	30	Angelo Denofrio	$18.45	$18.45	N	EPI Admin
04/21 11:46 AM	29	007*	$13.02	$13.02	I	EPI Admin
04/21 11:45 AM	28	*	$16.28	$16.28	I	Aaron A.
04/21 11:42 AM	27	*	$18.45	$18.45	I	Aaron A.
04/20 04:56 PM	26	007*	$16.28	$16.28	I	EPI Admin

Merging Orders

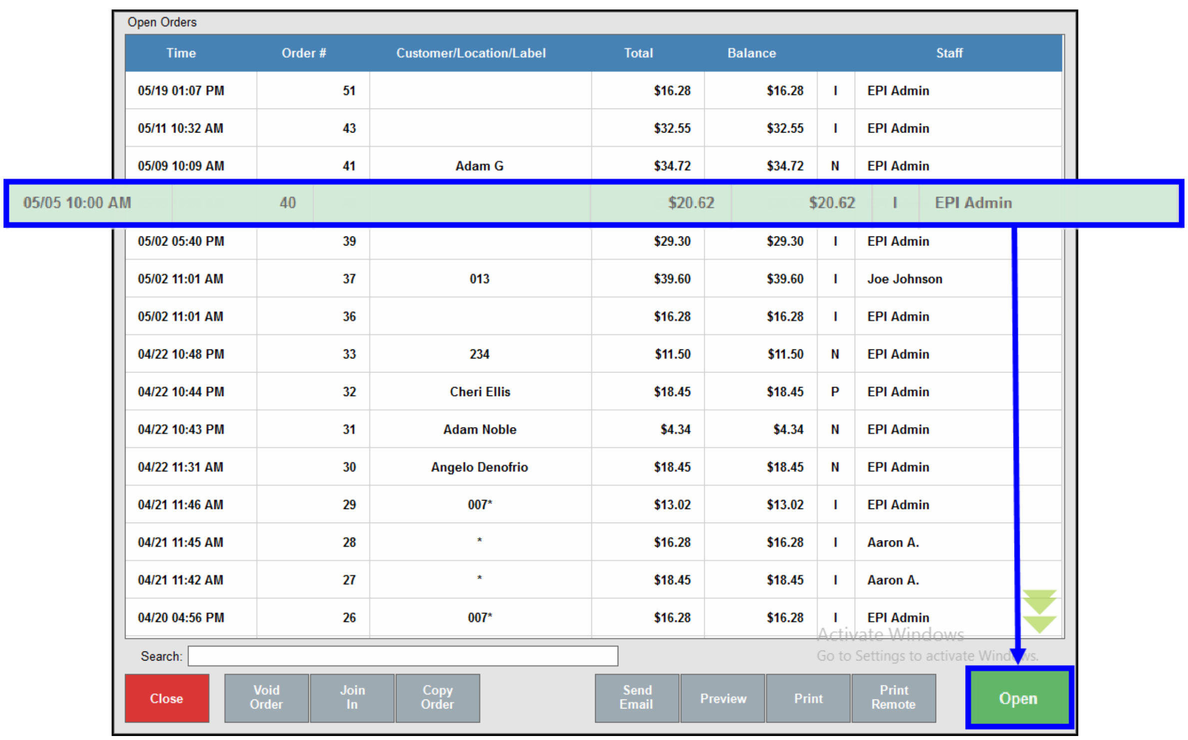
1. From the **Register**, tap **Get Order**.
2. Select the first desired order to merge from the Open Orders list.
3. Tap **Join In**.
4. Select a second order.
5. Tap **Save Join** to finalize the merge.

Starting a Customer Tab

Open customer tabs in the **Register** with the **Tab Auth** feature.

NOTE: Tab Auth must be enabled to use this feature. See: [Tab Auth Set Up](#).

1. Create an order by selecting items at the **Register**.
2. Select **Tab Auth**.
3. Insert or swipe the card the customer uses for payment. The **Tab Auth** feature applies the cardholder's name to the order label and runs a pre-authorization of the customer's card to ensure it has sufficient funds to cover the purchase.
4. Once the card is authorized, an itemized receipt prints. Return the receipt and card to the customer. The customer's card will no longer be needed to run or close the tab.
5. To add items to the customer's order, tap **Get Order** to access open orders.
6. Select the customer's and tap **Open**.

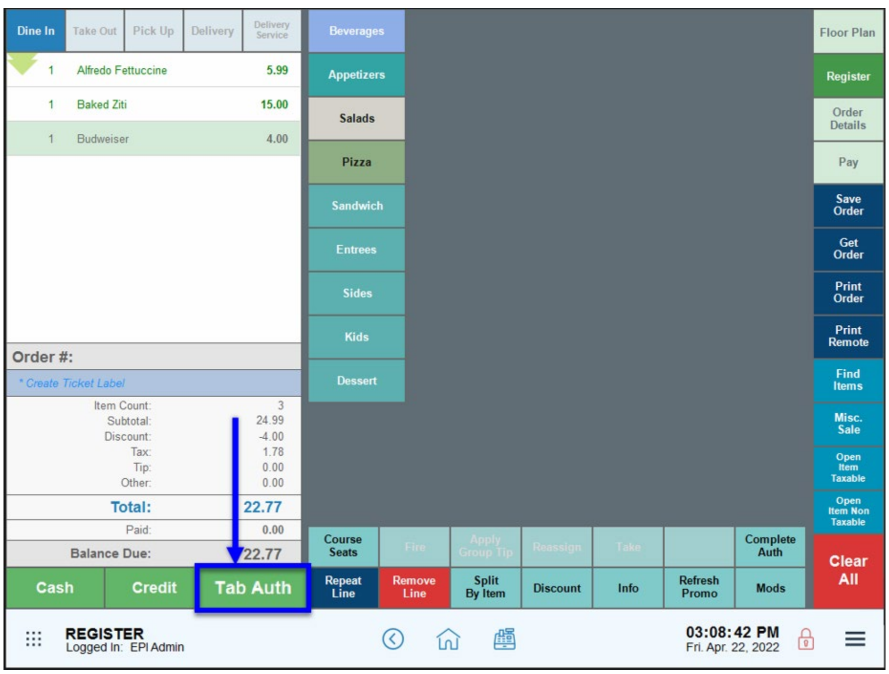


7. Add more items as desired until the customer is ready to close their tab. See **Closing a Customer Tab** (below) for more details.

Closing a Customer Tab

1. From the **Register**, tap **Get Order**.
2. Find the customer's order and tap **Open**.
3. Once the order opens, **Tab Complete** displays instead of **Tab Auth**. Tap **Tab Complete**.

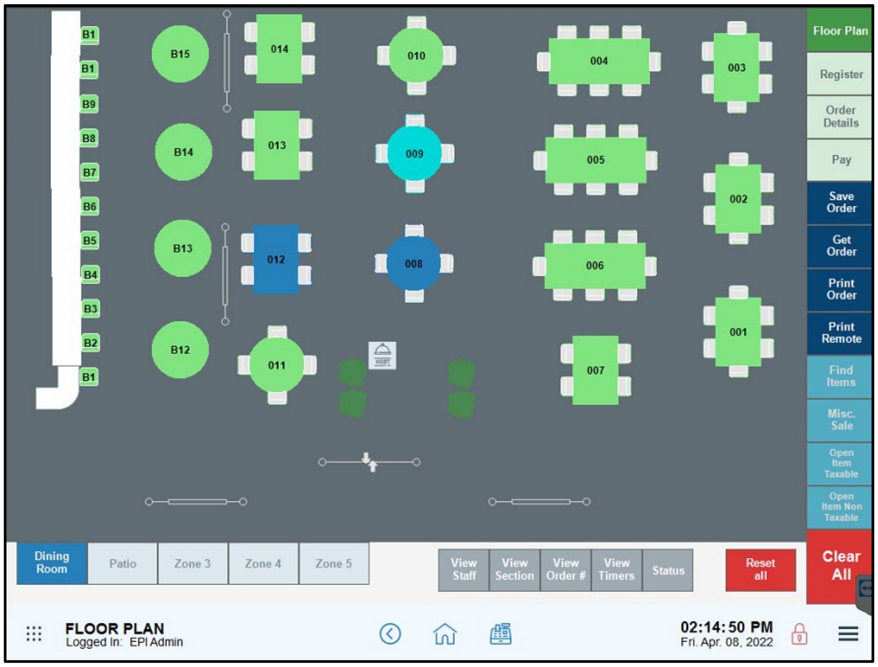
   NOTE: Always close **Tab Auth** by using **Tab Complete** and NOT **Complete Auth**.
4. When prompted, enter a tip amount from the merchant's signature copy of the receipt.
5. Tap **OK** to complete the **Tab Auth**.



Navigating the Floor Plan

The Floor Plan displays tangible views of the table setup and quick information about table assignments, order information, and table status. Access the **Floor Plan** app directly from the register by tapping the **Floor Plan** tab.

Exatouch also can be configured to display the **Floor Plan** by default. This is recommended for restaurants whose business primarily comes from table orders. System Administrator permissions are required to configure default display modes.



Viewing Floor Plans

You can view floor plans from the **Register**. Perform the following to view floor plans:

1. Navigate to the **Register**.
2. If your register does not default to the **Floor Plan**, select the **Floor Plan** tab.

Viewing Table Status

From the **Floor Plan** view, use the Status feature to view each table's status.

1. Navigate to the **Register.**
2. If your register does not default to the **Floor Plan**, select the **Floor Plan** tab.
3. Tap **Status**.
4. View table status detail beneath each table icon.

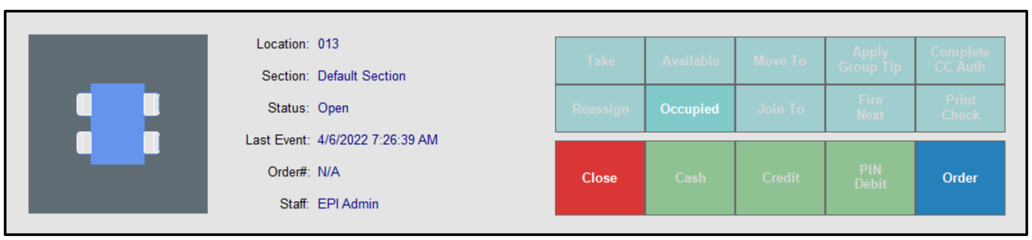
Table Status Descriptions

The following describes the various table status states in the Floor Plan view:

Status	Description
Open	Table is open and available for customers (light green).
Occupied	Table is reserved or occupied or a customer (sky blue).
Ordered	Table is occupied by a customer who has placed an order (medium blue).
Check	Table is still occupied, but the check has been printed (golden yellow).
Clean Up	Table is no longer occupied and being cleaned for the next customer (turquoise).
Split Order	Table has a split order (midnight blue).

Place an Order from the Floor Plan

1. In **Floor Plan** view, tap the table you are waiting on. If you cannot see your tables, navigate to the **Register** screen, and tap **Floor Plan**.
2. Once you've selected the table, tap **Order** from the pop-up menu.



3. You may now place an order.

Joining Tables

Tables can be joined from the **Floor Plan** screen. Both tables must have open orders associated with them before they can be joined.

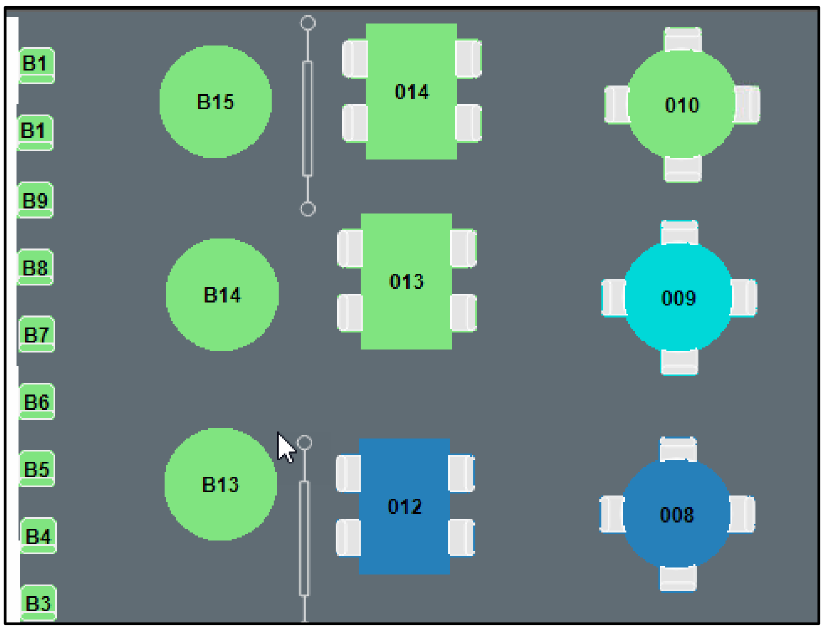
1. Select the first table.
2. Tap **Join To**.
3. Select the second table.

4. The two tables join, and the first table's status changes to **Clean Up**.

Reassigning Tables

Tables with orders attached can be reassigned to another wait staff member from the **Floor Plan**.

1. Navigate to the **Register**.
2. Select the **Floor Plan** tab.
3. Tap a table with an active order attached. Tables with active orders are colored blue by default.

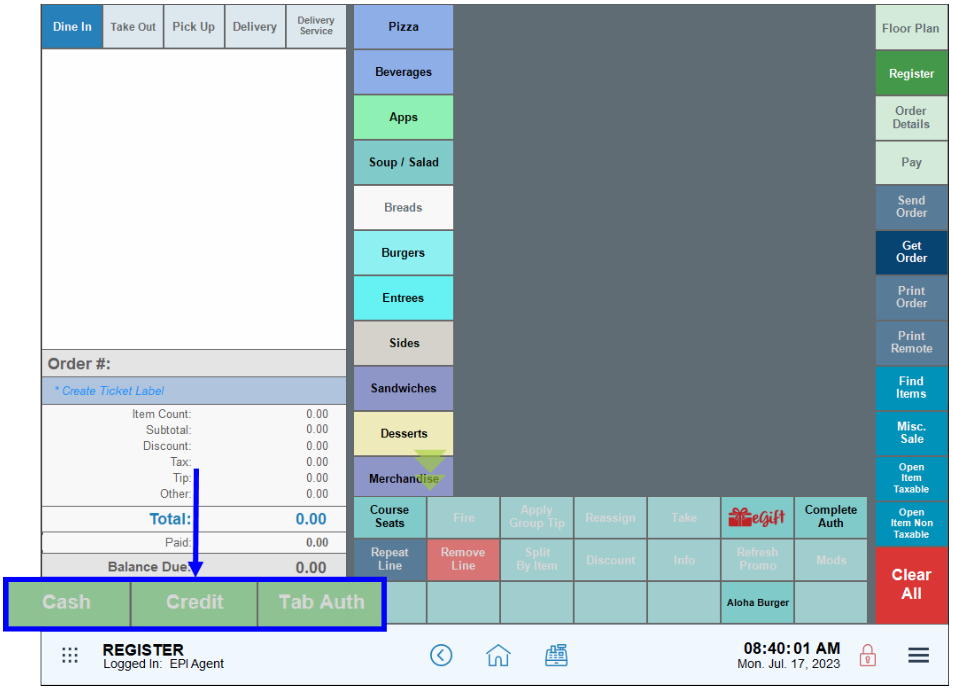


4. Note the current staff assignment, and then select **Reassign**.
5. Choose the name of the employee to whom you wish to reassign. Use the search field to narrow your search.

Collecting Payments

Accepting Payment Directly in the Register App

Quick Pay options display on the **Register** and include **Cash**, **Credit**, or **Debit** payments as default payment types. Some bars and restaurants may also have a **Tab Auth** / **Tab Complete** option configured.



1. Enter an order or open a saved customer order.

2. Select a payment option.

3. Follow the prompts for your selected tender type to complete the payment.

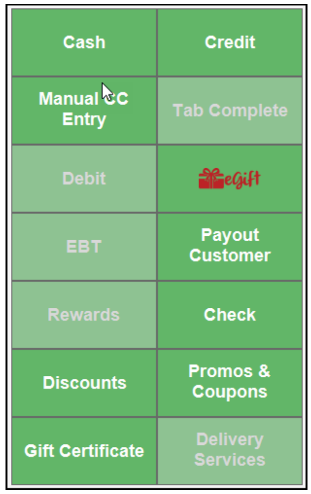
Selecting Other Payment Options

1. Enter an order or open a saved customer order.

2. Tap **Pay** to display the Pay screen.

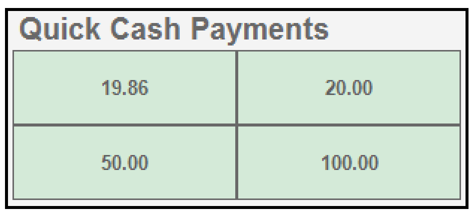
3. Select a payment option and follow prompts to complete the transaction.

   NOTE: The actual display varies since users can customize how buttons display. Highlighted tabs are enabled; faded tabs are disabled.



Quick Cash Payments

The Pay screen displays likely cash payments your customer may use.



eGiftSolutions Cards

This section provides basic instructions for processing payments made with eGiftSolutions cards. Refer to the online Knowledge Base for more detailed information on eGiftSolutions.

Checking Balances from the Lock Screen

1. Select **Check Gift Card Balance**.
2. Swipe the gift card when prompted to display the card balance.

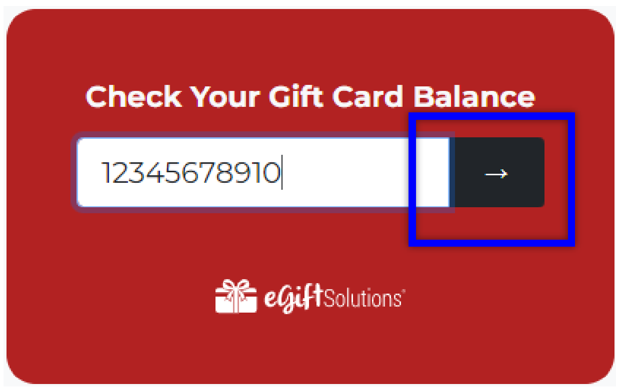
Checking Balances from the Register

1. From **Home**, tap **Register**.
2. Tap **Pay**. The Pay screen displays.
3. Tap **Check Balance** and select **eGift**.

4. Swipe the gift card when prompted to display the card balance.
5. View the balance on the receipt that displays.

Checking Balances Online

1. Access www.cardbalance.info.
2. In the empty field, enter the eGift number from the back of the card.
3. Click the **Search** arrow.



Redeeming eGiftSolutions Cards

1. Enter an order or open a saved order and tap **Pay**.
2. Tap the **eGift** button.
3. Enter the **eGift Amount** and tap **Pay**. The Pay screen displays.

   NOTE: The eGift amount cannot exceed the total bill.
4. Tap **Pay** or **No Receipt**, **Pay**.
5. Swipe the eGift card, or tap **Manual Entry** to enter the eGift card number manually.
6. Complete transaction as prompted.
7. Select and apply other payments to the order, if needed.

Pre-paid Gift Card Payments

Process pre-paid gift cards, such as Visa or Mastercard, the same way as traditional credit or debit cards.

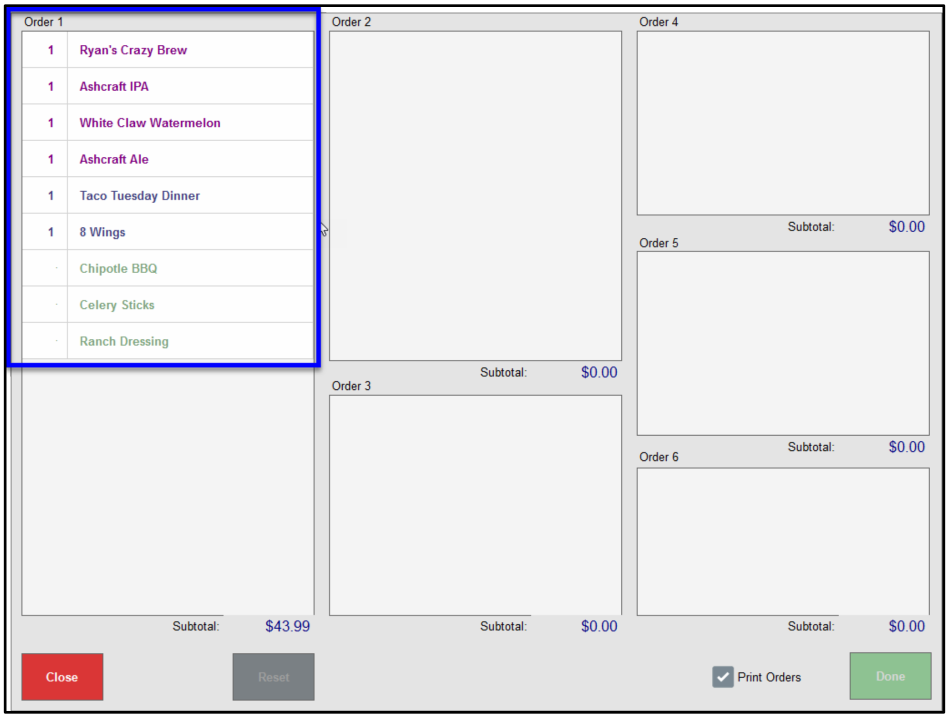
1. Create an order or open a saved order.
2. Swipe, insert, or tap the gift card on the payment device.
3. Tap **Debit** or **Credit**. The Balance pop-up screen displays.
4. In the **Debit Amount** field, enter the amount of the gift card to apply, then tap **OK**.
5. Continue with the transaction as prompted.
6. Tap **Pay** to complete the transaction.

Splitting Payments

Customers can pay with multiple tenders or each member of a party can pay for specific parts of the check.

Split an Order by Item in the Register App

1. Enter or open a customer order.
2. Tap **Split by Item**. The **Split Item** screen displays.
3. All items display in the **Order 1** work area.



4. Select an item or items to move.
5. Tap the **Order 2** work area. Items selected in the **Order 1** work area transfer to the **Order 2** work area. Repeat as needed.
6. Tap **Done** to complete the order split, or tap **Reset** to start over. **Order 1** retains the original order number, and newly split orders are assigned individual order numbers. Any ticket labels are copied to the new orders.
7. Tap **Close**.
8. If **Print Orders** is enabled, separate checks for each order print when tapping **Done**.
9. Find and open each split order.
10. Accept payments directly in the **Register** app.

    NOTE: Exatouch supports splitting orders by item up to six ways in a single transaction. To split more orders, reopen the original order with the remaining items and split those items.

Adjusting Tips for an Order

After a credit card payment is processed, a tip is added to the merchant copy of the receipt. Card tips must be added from the station where the order originated. Adjust for tips using the **Complete Auth** function.

1. From **Register**, tap **Complete Auth**.
2. Select an order and tap **Complete**.
3. Enter a tip amount and select **OK**. Note the "Adjusted Total."

Applying a Group Tip

Add group tips from the **Register**. Gratuity percentages can be predefined by system administrators.

1. Navigate to the **Register**.
2. Verify the customer's order displays. If not, pull up the customer's order. See Finding an Open Order.
3. Tap **Apply Group Tip**.
4. View order subtotals to confirm that a group tip is applied.

Discounting Payments

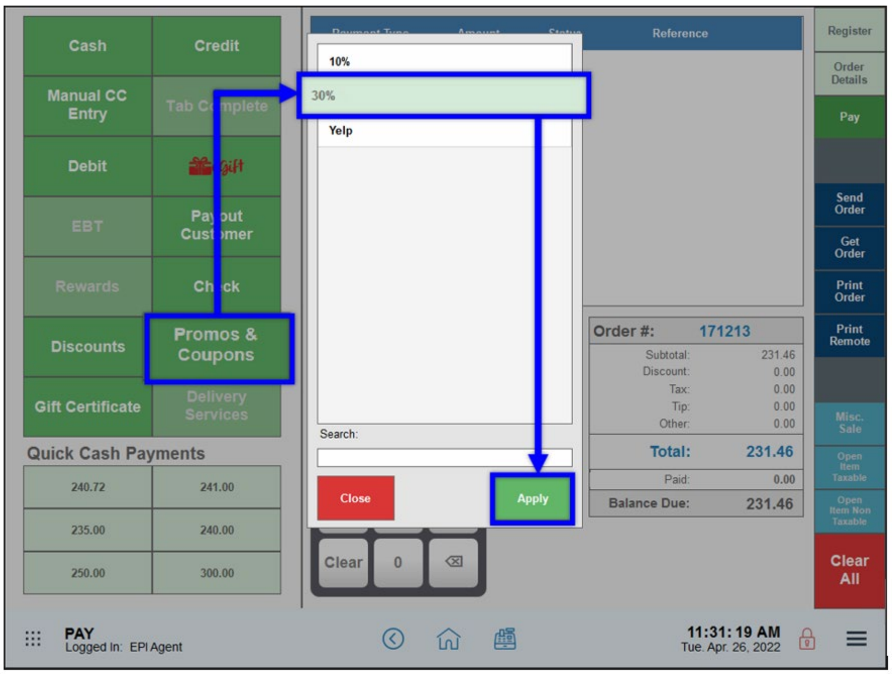
Manually apply discounts to single items, multiple items, or an entire transaction. Discount settings are set by system administrators. Enter or open a customer order in the Register app.

Discounting Single Items

1. Select an item, then tap **Discount**.
2. Select the desired discount for the highlighted item and tap **Apply**.
3. The discount amount displays in the order total calculation.
4. Tap **Undo Discount** to remove the discount. Discounted line items display green in the order list.

Discounting an Entire Order

1. Enter or open a saved customer order in the **Register**.
2. Tap the **Pay** tab. The Pay screen displays.
3. Tap **Promos & Coupons**. A list of available global discounts displays.
4. Select a discount or coupon, or use **Search** to find a specific promo. Tap **Apply**.



5. Continue processing the transaction.

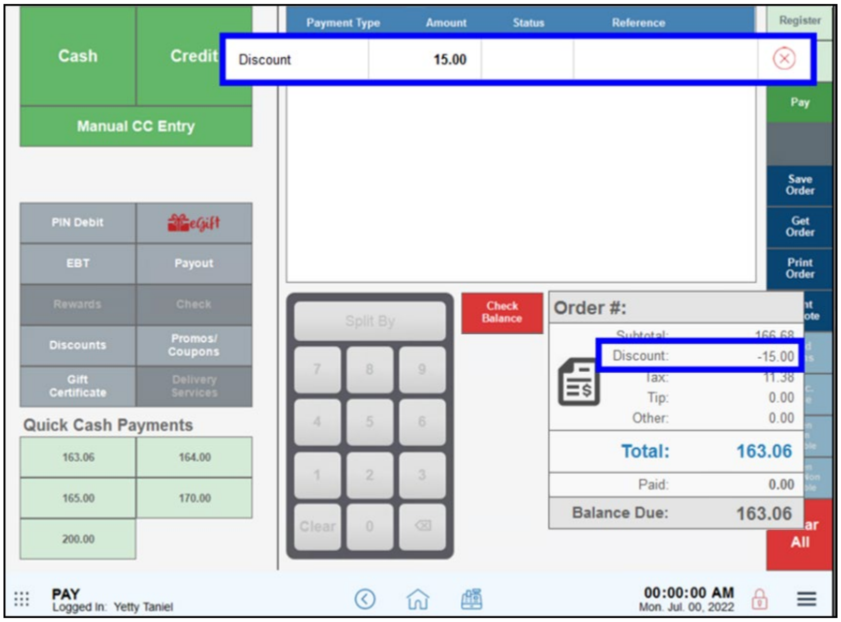
Applying an Open Discount

Create an open discount to an entire order.

1. Enter or open a saved customer order.
2. Tap the **Pay** option. The Pay screen displays.
3. Tap **Discounts**.
4. Review the order's current **Balance** and enter a discount **Amount**.

5. Tap **OK**.

6. The discount amount displays in the payment grid and reflected in the **Total**.



Voids and Refunds

Depending on the situation, merchants can cancel transactions and return payments by performing either voids or refunds. Voiding occurs with open or saved orders before batching out a register. Refunds occur after a register has batched out.

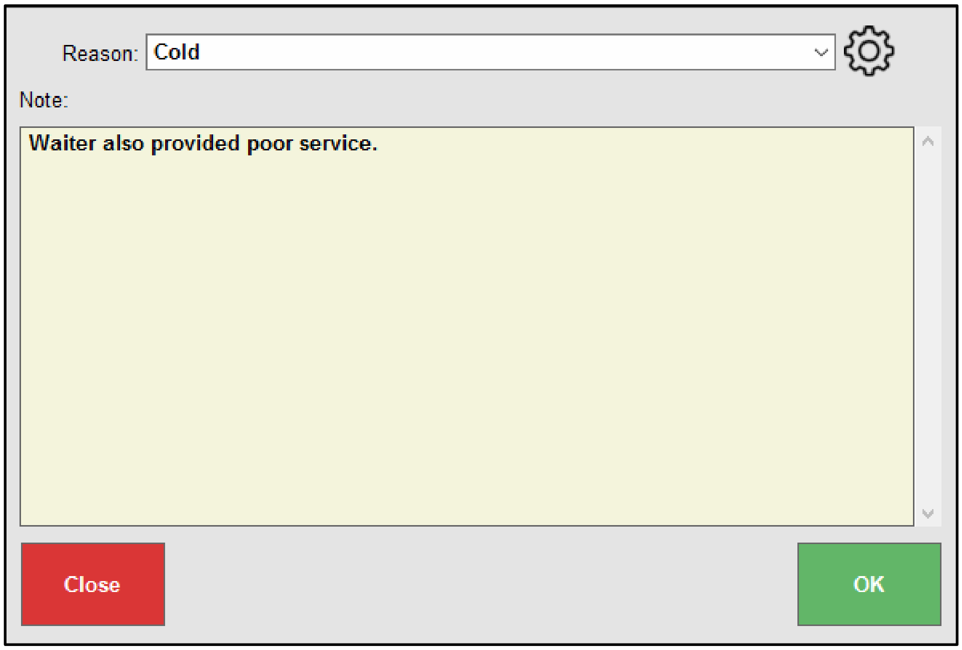
Voiding Open or Saved Orders

1. Navigate to the **Register**.

2. Tap **Get Order**. The Open Orders screen displays.

3. Select a saved order from the list, and then tap **Void Order** at the bottom.

4. After selecting **Yes**, a pop-up screen displays. Select a **Reason** from the dropdown and add any notes in the **Note** field.

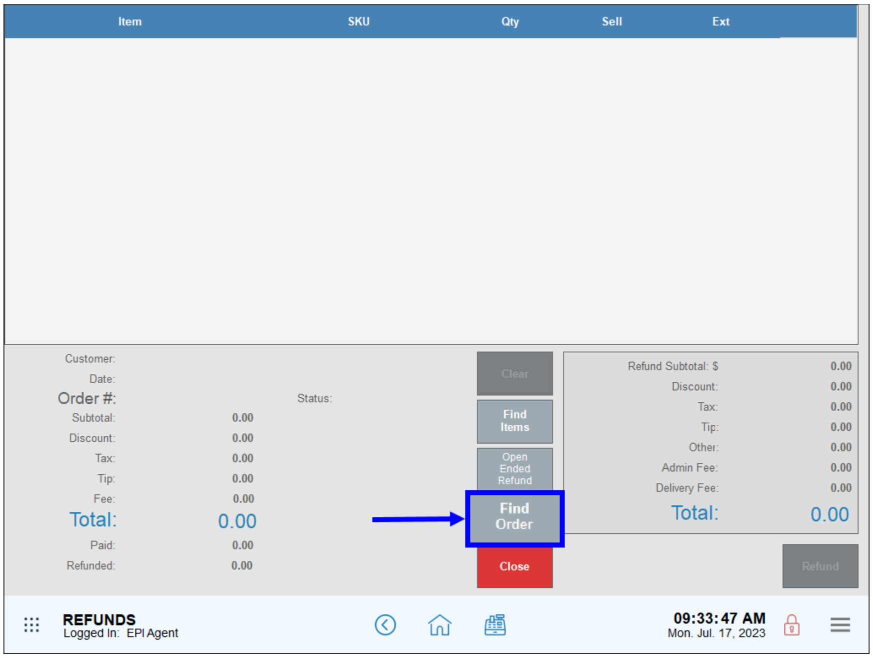


5. Tap **OK**. A pop-up displays verifying the order was voided successfully.

Voiding Payments Before Batching Out

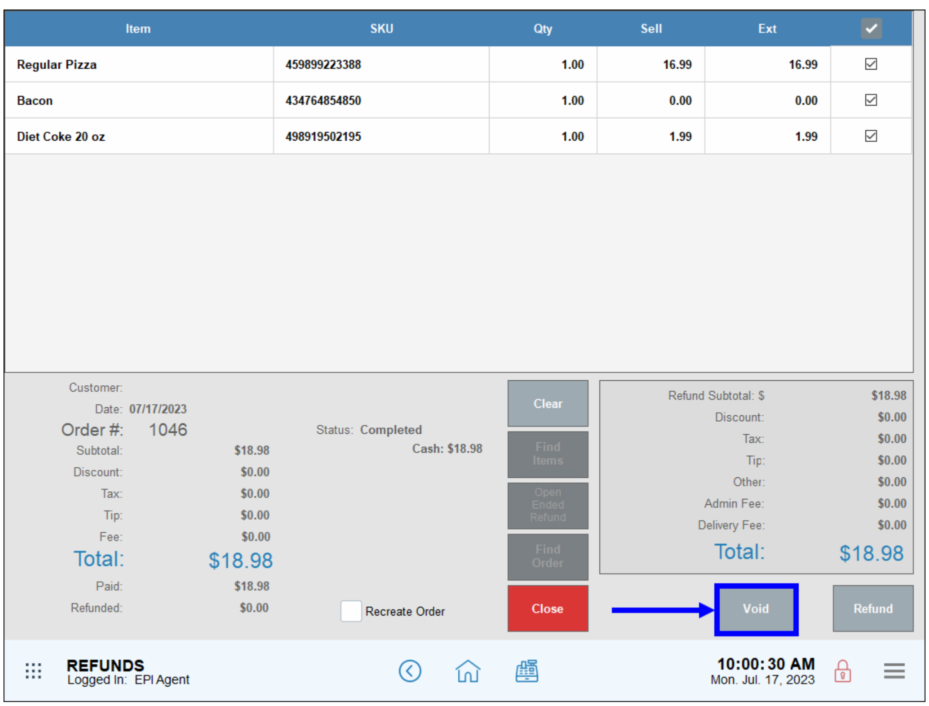
Void orders and payments before batching out the register. Credit or debit cards are not required to void payments.

1. From **Register**, tap the **Local Menu**.
2. Tap **Refund**.
3. On the Refunds screen, tap **Find Order**.



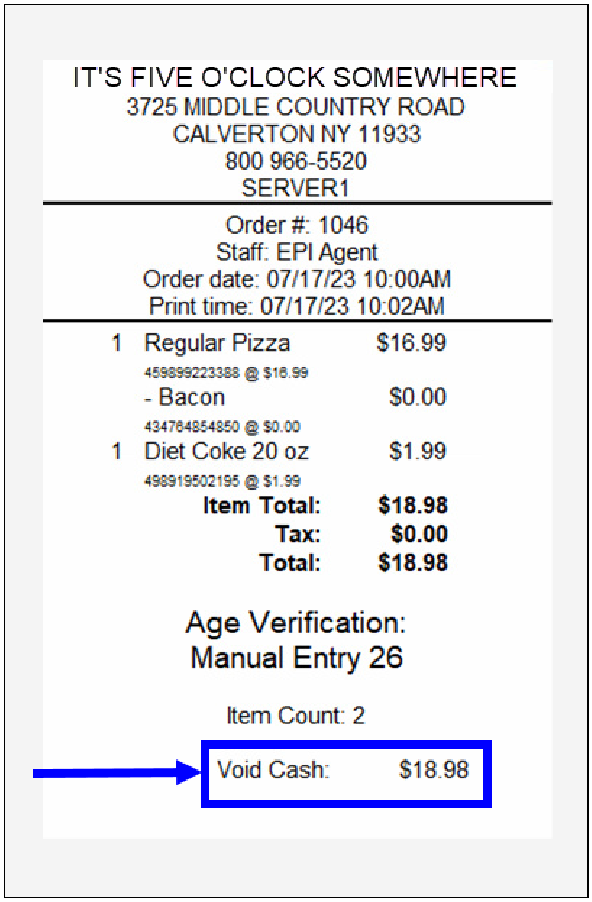
4. Select an order with one or more items to void.

5. When the itemized order displays, tap **Void**.



6. Select a reason for the void or enter a reason in the **Note** field, then tap **OK**.

7. A receipt prints displaying the voided payment amount.


IT'S FIVE O'CLOCK SOMEWHERE
3725 MIDDLE COUNTRY ROAD
CALVERTON NY 11933
800 966-5520
SERVER1

Order #: 1046
Staff: EPI Agent
Order date: 07/17/23 10:00AM
Print time: 07/17/23 10:02AM

1	Regular Pizza	$16.99
	459899223388 @ $16.99	
	- Bacon	$0.00
	434764854850 @ $0.00	
1	Diet Coke 20 oz	$1.99
	498919502195 @ $1.99	
	Item Total:	**$18.98**
	Tax:	**$0.00**
	Total:	**$18.98**

Age Verification:
Manual Entry 26

Item Count: 2

Void Cash: $18.98

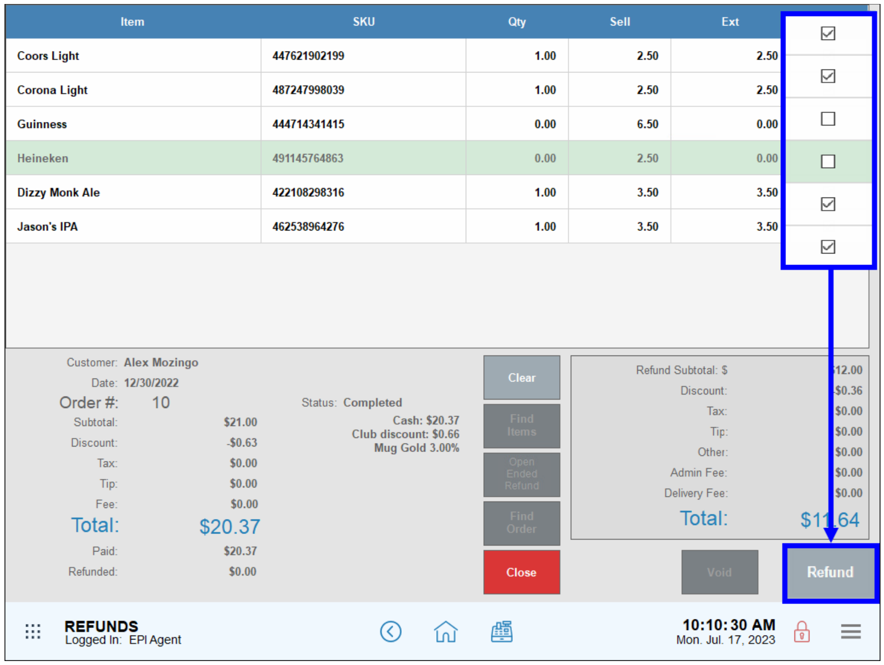
Refunding Payments After Batching Out

Merchants can also void closed transactions and issue partial or full refunds. Credit or debit cards are required to process refunds.

By default, the **Refund** button is accessed from the Register's **Local Menu** located at the bottom right of most Exatouch screens.

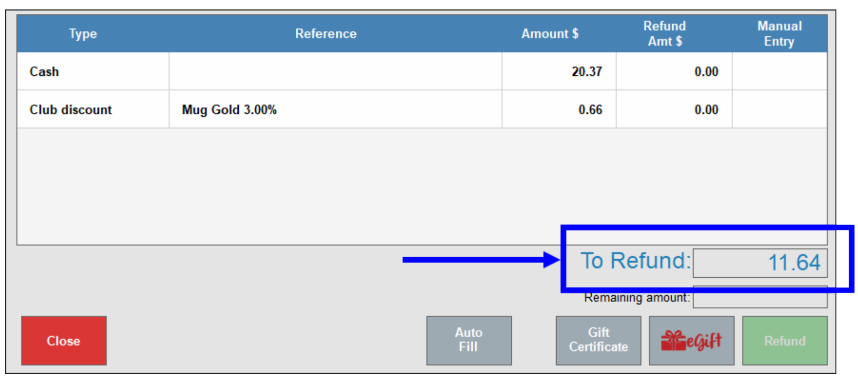
Partial Refunds

1. From **Register**, tap the **Local Menu**.
2. Tap **Refund**.
3. On the Refunds screen, tap **Find Order**.
4. Select an order with one or more items to refund.
5. When the itemized order displays, select only the items to be refunded and tap **Refund**.



6. Select a reason for the refund or enter a reason in the **Note** field, then tap **OK**.

7. A refund pop-up displays with the amount to be refunded.



8. Perform one of the following:

    a. Tap **Close** to cancel.

    b. Tap **Gift Certificate** to add the refund amount to a gift certificate.

    c. Tap **eGift** to add the refund amount to an eGiftSolutions card.

    d. Tap **Refund** to issue a refund to the original tender.

9. A receipt prints, displaying the refund amount.

Full Refunds

1. From **Register**, tap the **Local Menu**.
2. Select **Refund**.
3. On the Refunds screen, tap **Find Order**.
4. Select an order to refund.
5. Verify that order details populate on the Refund screen, then perform the following to complete the transaction:
    a. For cash, checks, or other currency, tap either **Void** or **Refund** and follow the prompts.
    b. For debit, credit, and other electronic payment methods, tap **Refund** and follow the prompts.

Printing Receipts

Print a Receipt from the Register Screen

1. Confirm that active orders display within the **Register**.
2. Select **Print Order**.

Reprinting Receipts

1. From **Register**, tap **Reprint**. This tab is located by default in the **Local Menu**.
2. Select an available order, or search by **Customer**, **Item**, **Service**, **Staff**, **Card Number**, or **Date**. Use the **Search** field to search by function, such as **Order**, **Time**, **Customer/Label**, **Machine**, or **Total $**.
3. Tap a print option, such as **Print**, **Gift Receipt**, or **Email Receipt**.
4. Tap **Close**.

Reprint a Receipt from the Saved Order Screen

1. At the **Register**, tap **Get Order**.
2. Select an Order.
3. Tap **Print Order**.

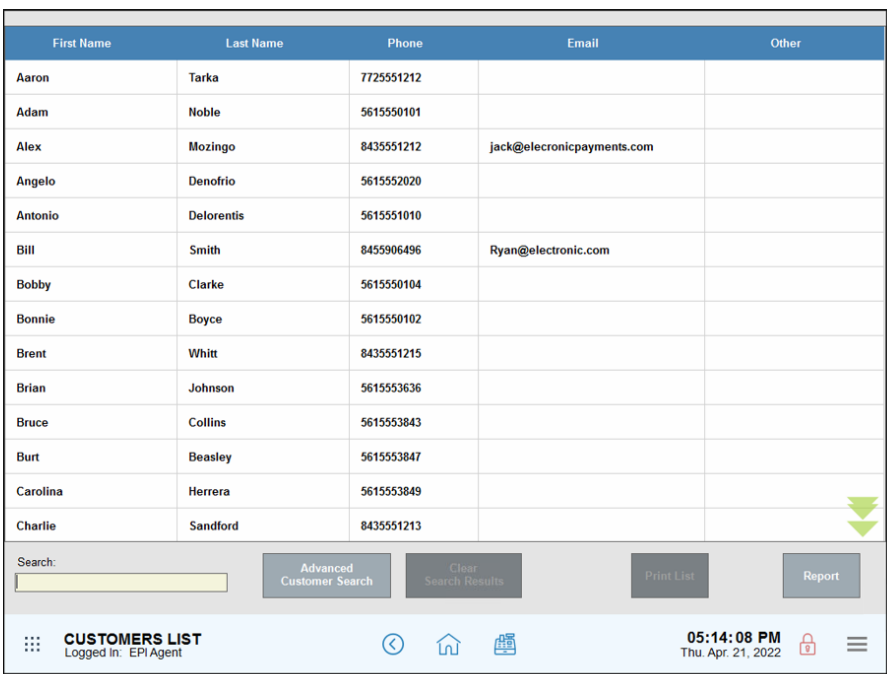
Customer Management

Finding Customer Details

Find customer profiles and corresponding details in the **Customers** module. Refer to the online Knowledge Base for [more detailed information about customer management functions](#).

1. From **Home**, tap **Customers**.
2. Select **Customer List**, and then select a customer.

   NOTE: Navigate by scrolling, using the **Search** field, or tapping **Advanced Customer Search**.

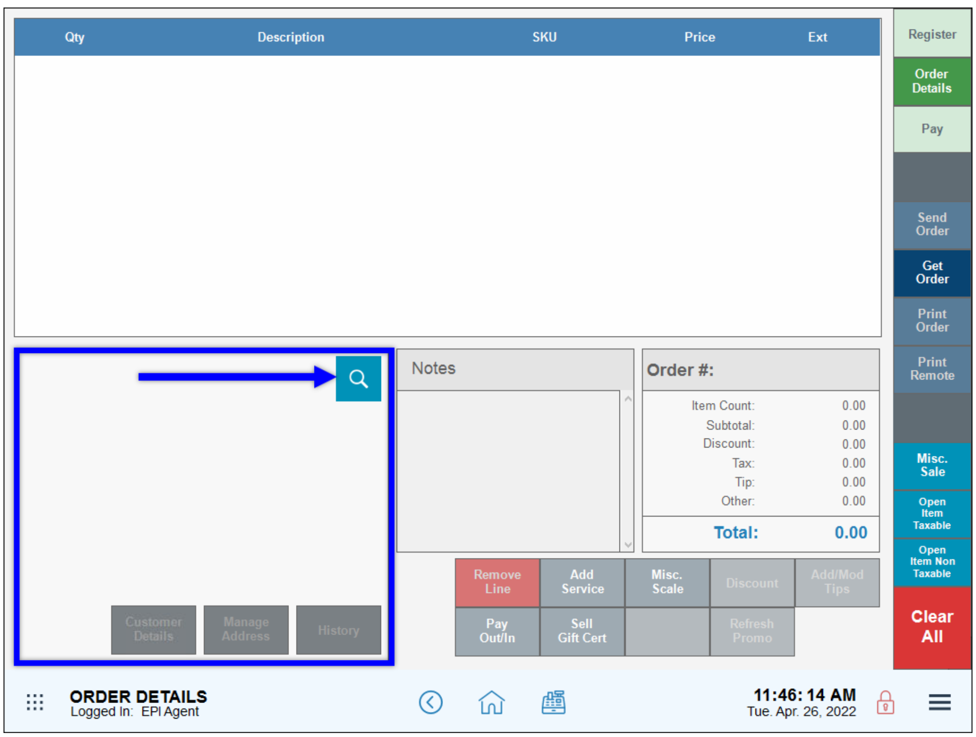


Checking Loyalty Balances

Loyalty rewards balances can be viewed using the following methods. Customers must be attached to an order to view balances. Refer to the Knowledge Base for more detailed information about Loyalty Rewards.

View Balances from Order Details

1. From **Home**, tap **Register**.
2. Tap the **Order Details** tab.
3. Select the **Search** button.

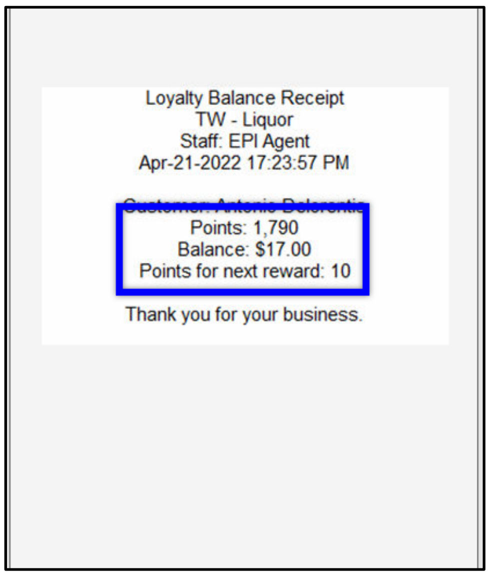


4. Select a customer. Use the **Search** or **Phone #** fields to search for an existing customer.
5. Tap **Go To Order**.
6. The Order Details screen displays with the customer's loyalty balance (if any) populated along with their contact information in the **Customer Details** section.

View Balances on Register Pay Tab

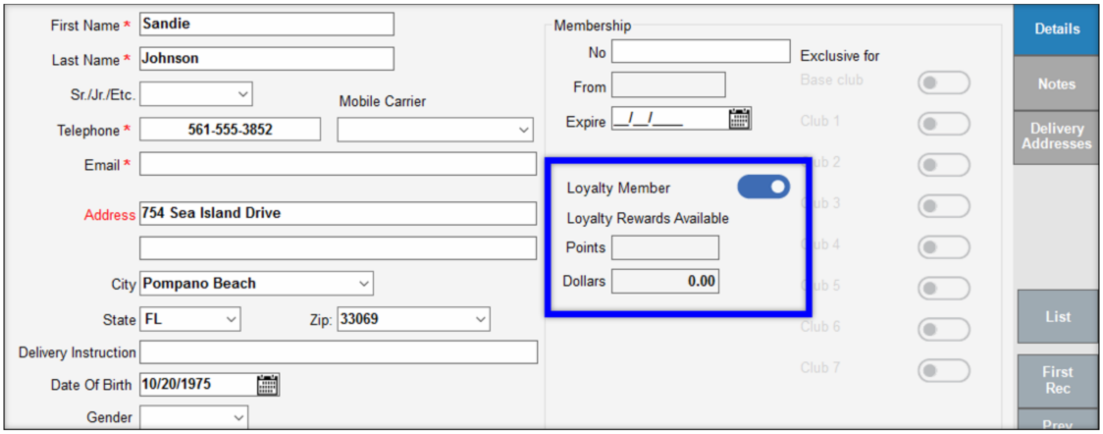
In this scenario, the customer has already been attached to an order.

1. Tap **Pay**.
2. Tap **Check Balance**.
3. Select **Loyalty** to view a list of saved customers.
4. Select a saved customer and tap **OK**. A receipt displays with the customer's Rewards balance. Depending on how settings are configured, the balance will either display on the screen or print from a printer.



View Balances in Customer Details

1. From **Home**, navigate to **Customers** > **Customer List**.
2. Select a customer. Use the **Search** or **Phone #** fields to search for an existing customer.
3. View Loyalty balances on the customer information page.



Managing Banks

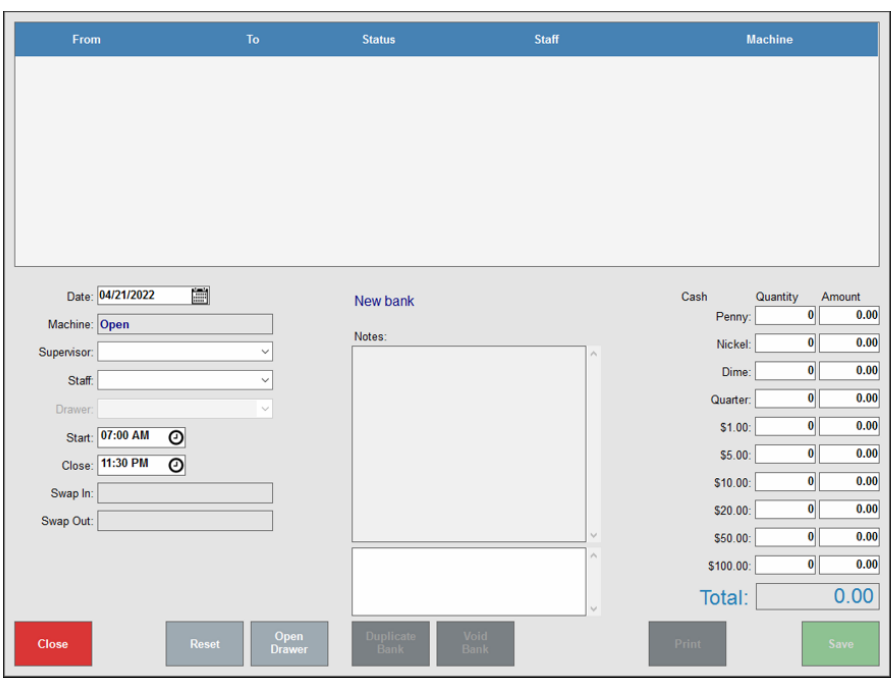
The Bank tracks cash from the cash drawer at the end of a shift. Users can review bank activity and identify discrepancies between shift activity and any missing money.

Important: Accuracy is critical when managing banks. Any errors translate through the rest of the bank.

Opening a Bank

1. Navigate to the **Register** and tap the **Local Menu** icon at the bottom right corner.

2. Tap **Bank Manager**. The Bank Manager screen displays.



3. In the **Date** field, select a date that the bank will be used.
4. Tap the **Supervisor** drop-down menu to select who will be responsible for managing and reconciling the cash drawer.
5. Tap the **Staff** drop-down menu and select the staff member who will be using the cash drawer.
6. Enter **Start** and **Close** times. This data is for reporting purposes only, indicating when a cash drawer is expected to be used. Regardless of times specified, a bank can be swapped in or out when a merchant chooses.
7. Enter the cash-in drawer amounts. You don't need to enter the exact monetary denominations. Verify the **Total** amount is accurate. You can enter accurate denominations later when you reconcile the drawer.
8. Tap **Save**.

Swapping in a Bank

1. From **Register**, tap the **Local Menu**.
2. Tap **Bank Swap**.
3. Select a bank and tap **Swap**.
4. A pop-up notice displays stating the bank has been swapped in.

   NOTE: If there is only one bank in your system, Exatouch will swap the one bank automatically. If multiple banks are listed, you'll be prompted to select a bank.

5. When the shift ends, the bank is removed from circulation by swapping out the bank.

Swapping out a Bank

6. From **Register**, tap the **Local Menu**.
7. Tap **Bank Swap**.

8. Select a bank.
    a. If you have only one bank, the system will swap the bank in automatically. When prompted, tap **Yes**.
    b. If multiple banks are engaged, you'll be prompted to select a bank from the Bank list. Select a bank and tap **Yes**.

Closing a Bank

1. Select a Bank and navigate to the **Bank Manager**.
2. Click to highlight a bank to close. Be sure the bank has been swapped out, as designated by **Status: Out**. Multiple banks may be listed.
3. Review Bank Operation Times.
4. Close Shift.
5. Count the cash in the drawer and enter the total in the **Cash** column.
6. Review Bank Report.

Running Reports

Exatouch features over 70 report functions for both summaries and granular information about staff, sales, items, purchasing, and deliveries. Reports fall under the following categories:

- **Appt's:** Schedule any available report to run and send by email.
- **Customer:** Schedule any available report to run and send by email.
- **Delivery:** Schedule any available report to run and send by email.
- **Items:** Schedule any available report to run and send by email.
- **Purchasing:** Schedule any available report to run and send by email.
- **Sales:** Schedule any available report to run and send by email. Note: the Snapshot and Station Snapshot reports cannot be scheduled.
- **Staff:** Schedule any available report to run and send by email. Note: the Staff Shift report cannot be scheduled.

How to Run Reports

1. From **Home**, tap **Reports**.
2. Select a category.
3. Choose a report you wish to view.

Email & Print Reports

- **Reports can be printed if you have a Report Printer**. A report printer will enable you to print reports directly from Exatouch.
- **Email Settings must be enabled for printing**. If your Email Settings are enabled, you can email reports to a designated email address. From email, reports can be printed on your individual printer.
- **Report Formats**. Reports can be emailed and printed in Excel, PDF, and Word format.

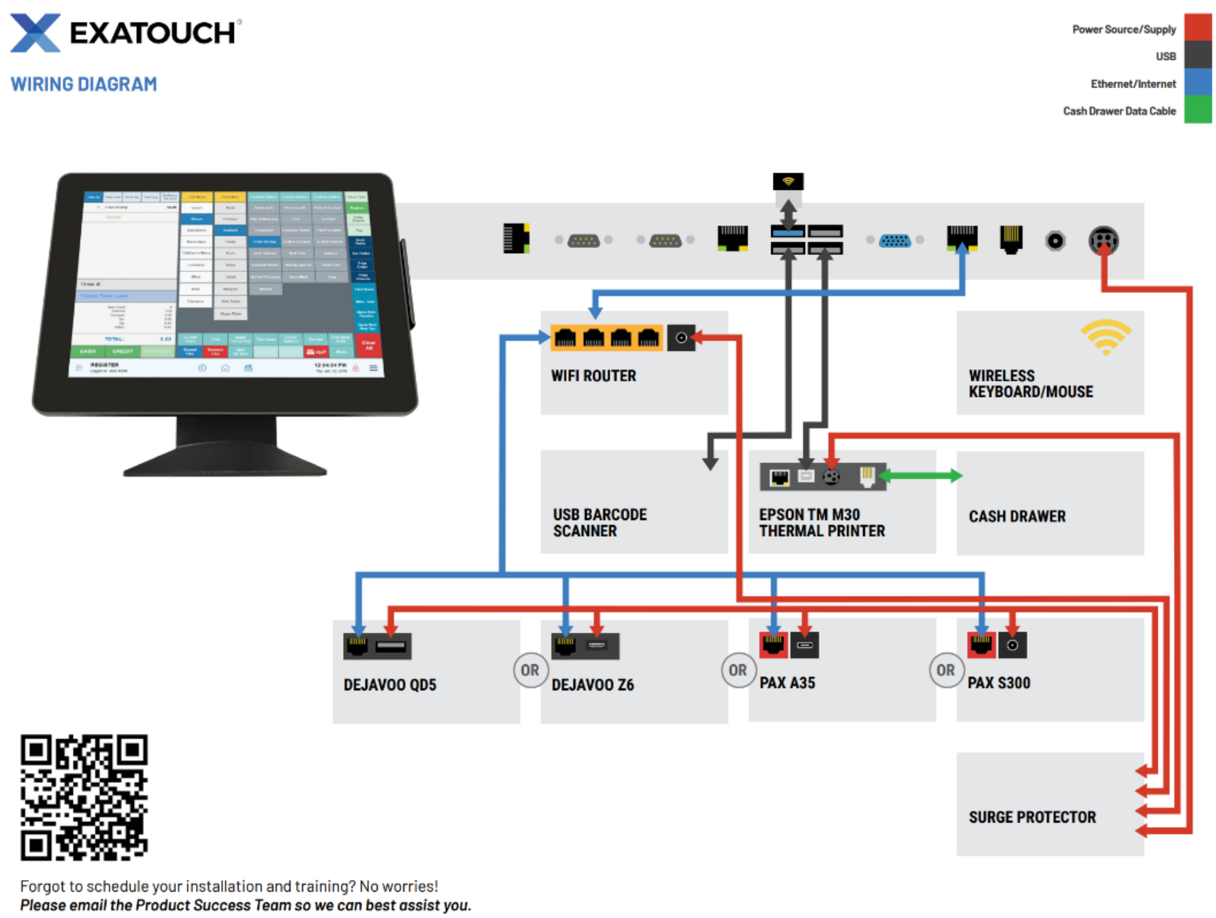
Troubleshooting

Review the following table to find common troubleshooting issues and possible solutions:

Function	Issue	Solution(s)
Home Screen	Not able to exit Kiosk Mode after clicking Kiosk Mode module.	Double-click the Exatouch logo at the bottom right to display a numeric keypad. Enter your PIN to return to the Home screen.
Clocking In/Out	Can't clock in/out	Clock **Lock** icon to access Log in screen
		Tap **Clock In** or **Clock Out** first, then enter PIN
Orders	Can't find an order	From the **Register**, tap **Get Order**. Select the order from the **Open Orders** display
	Can't open a customer tab	Make sure the **Tab Auth** feature has been enabled
	Unable to join tables	In **Floor Plan** view, verify both tables display **Ordered** as the status.
+Age Verification	State issued cards won't swipe or scan	If card swiping or scanning fails, tap **Manual Entry** to enter DOB manually
		Tap **Override** to skip age verification altogether

Function	Issue	Solution(s)
Miscellaneous	Unable to check loyalty point balances	From **Home**, select **Customer** > **Customer List**. Select a customer to view loyalty points on Customer Detail work area.
		From **Register**, tap **Order Details**. Click magnifying class icon. Select customer from list and click **Go To Order**. Loyalty balance displays along with other customer information
		From **Register**, click **Pay**. On the Pay screen, click **Check Balance** > **Loyalty**
		Customer is not enrolled and/or saved into system.
	An Offline Mode message displays	No Internet connection is present. Contact a manager if the **Offline Mode** message displays. **NOTE:** Transactions can be processed offline. See the Open Batch Settlement of Offline Transactions topic in the Knowledge Base for details.

Exatouch Wiring Diagram



Scan the QR Code to see Exatouch Quick Reference and User Guides:

Any questions? We're here to help! Contact our 24/7 Technical Support Team at (800) 966-5520 – Option 3 or email us at support@electronicpayments.com.