

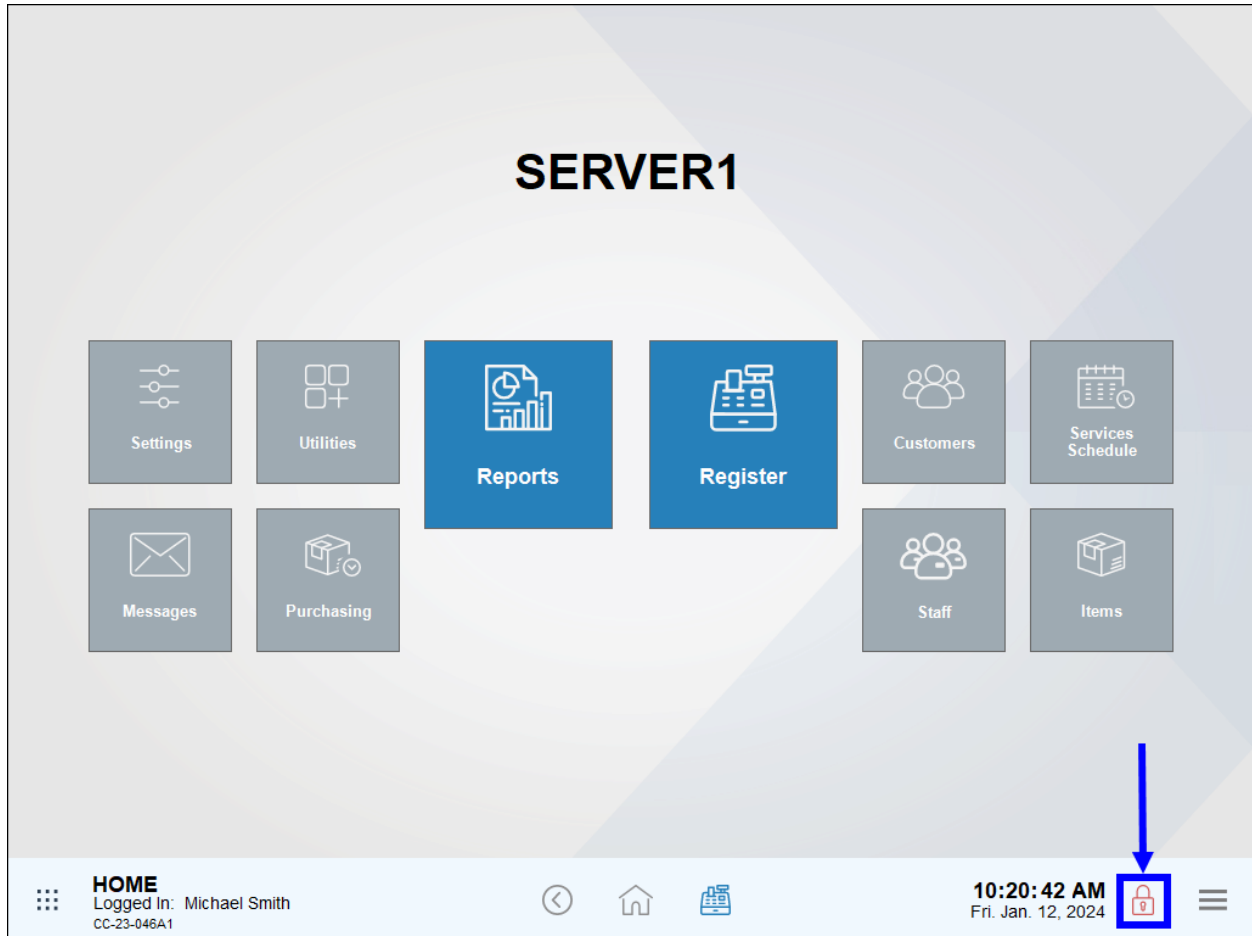


Quick Reference Guide for Retail Staff

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Welcome to Exatouch!

To begin, tap the **Lock** icon to clock in and out.



To Clock In for Your Shift

1. Tap the **Lock** icon.
2. Select **Clock In**.
3. Enter a PIN or swipe your employee card.
4. Tap **Close** to confirm.

To Clock Out for a Break

1. Tap the **Lock** icon.
2. Select **Start Break**.

3. Enter a PIN or swipe your employee card.
4. Tap Close to **Confirm**.

To Clock In from a Break

1. Tap the **Lock** icon.
2. Select **End Break**.
3. Enter a PIN or swipe your employee card.
4. Tap **Close** to confirm.

To Clock Out

1. Tap the **Lock** icon.
2. Select **Clock Out**.
3. Enter a PIN or swipe your employee card.
4. After confirming a successful **Clock Out**, tap **Yes** or **No** to determine whether or not to print a shift report. Your system must be connected to a printer to print shift reports.

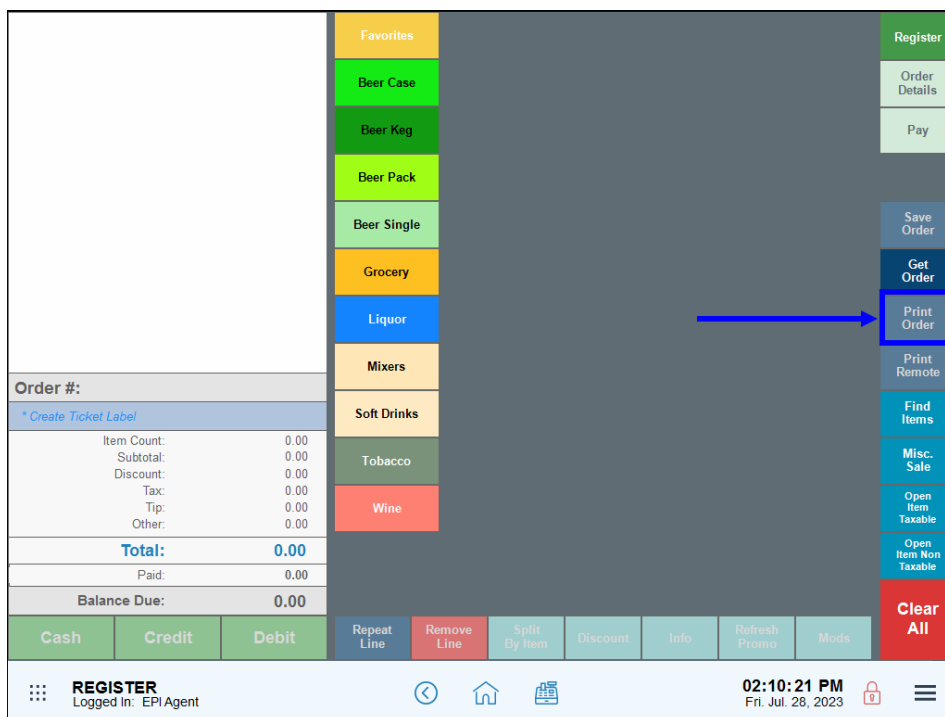
Once you have clocked in, you can place orders. Click the **Register** icon to begin.

To Ring Up Items from the Register

1. Select one or multiple items from the **Register**.
2. To duplicate an item, tap **Repeat Line**.
3. To remove an item, tap **Remove Line**.
4. To apply a discount, select an item and tap **Discount**.
5. Select a payment option or tap **Save Order**.

To Print a Receipt for the Current Order

1. Tap **Print Order**.



To Print a Receipt from a List of Saved Orders

1. At the **Register**, tap **Get Order**.
2. Select an order from the Open Orders screen.
3. Tap the **Print** button.

Now it's time to accept customer payment. Accept payment directly from the **Register** or by selecting the **Pay** tab.

1	Mens Royal Blue Long...	27.00	Merchandise	Category Favorites	SubCat Favorites	Classic Blue Tie Dye Shirt	Ladies Kelly Green Long Sleeve	Register	
1	Classic Blue Tie Dye S...	25.00	Membership	T-Shirts	Mens Royal Blue Long Sleeve	Spearfish Amber Shirt		Order Details	
1	Ladies Kelly Green Lo...	27.00	Seasonal Items	Mugs				Pay	
			Club Fees	Other					
			Liquor					Send Order	
			Wine					Get Order	
			Accessories					Print Order	
			Non Alcoholic Beverage					Print Remote	
			Beer					Find Items	
			Kegs					Misc. Sale	
			Mixology Essentials					Open Item Taxable	
								Open Item Non Taxable	
Order #:									
* Create Ticket Label									
	Item Count:	3							
	Subtotal:	79.00							
	Discount:	0.00							
	Tax:	5.93							
	Tip:	0.00							
	Other:	0.00							
	Total:	84.93							
	Paid:	0.00							
	Balance Due:	84.93							
			Repeat Line	Remove Line	Split By Item	Discount	Info	Refresh Promo	Mods
			Customer Payout	Price Override	Club	Find Customer	Exchange Item		Clear All
Cash	Credit	Debit							

REGISTER
Logged In: EPIAgent

09:01:36 PM
Wed, Jul 26, 2023

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To Accept Payment from the Register

1. Select **Cash**, **Credit**, or **Debit**.
2. Follow the prompts to complete payment.
 - a. **Cash:** Enter the cash amount and tap **OK**.
 - b. **Credit:** Swipe the card and print the receipt. A signature is required.
 - c. **Debit:** A PIN is required.
 - d. **eGift:** Swipe a gift card or manually enter the card number.
 - e. **Check:** Enter the check reference/number.
 - f. **Payout:** Payouts are issued at a manager’s discretion. Check with your manager about using this option.
 - g. **Offline CC:** This option allows you to enter a credit card payment through Exatouch. An Authorization Code is required.
 - h. **Discounts:** Discount amounts are subtracted from the amount due.
 - i. **Rewards:** For customers registered as reward users, apply the available reward to the amount due. To apply a customer reward, a customer must be assigned to the order.
 - j. **Check Balance:** Use this option to check a gift card balance.

**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.

Notes
