



# ALOHA POS SYSTEM

## REFERENCE GUIDE



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# FOH System Functions

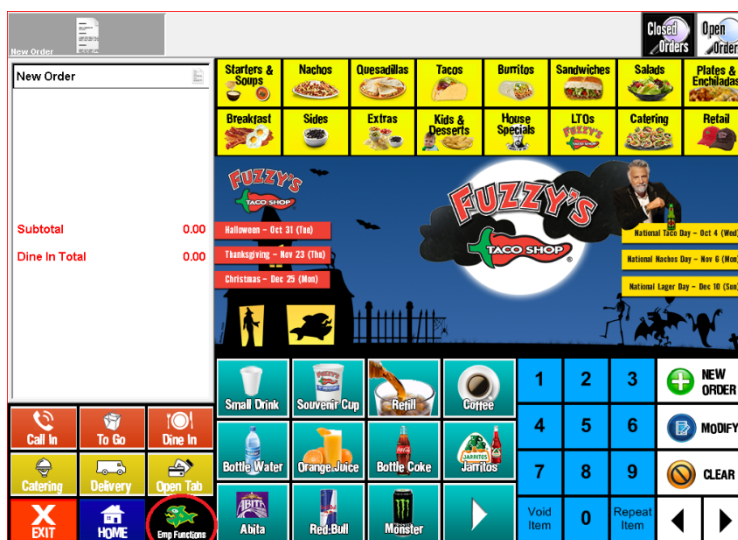
## Change your Password:

**STEP 1:** Input employee number assigned to P.O.S.

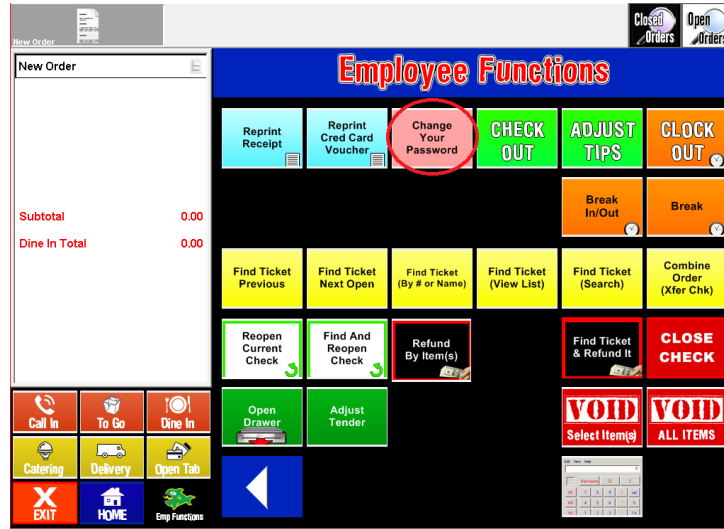
- 4-digit number (normally the last four digits of social security number).
- OR
- Swipe Card assigned to MOD.



**STEP 2:** Select “Emp Functions” on the bottom left of the main screen.

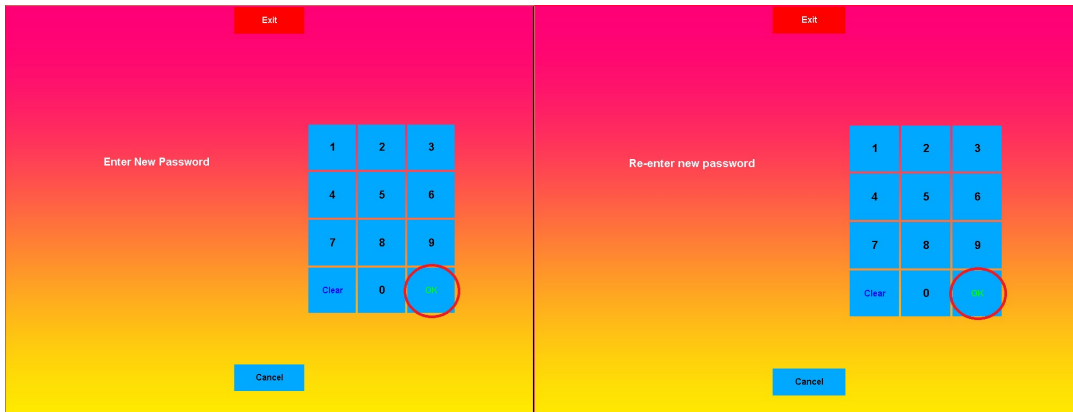


**STEP 3:** Select “Change Your Password”.



**STEP 4:** Enter new number or swipe new card and select “OK”.

**STEP 5:** Reenter number or swipe new card, and select “OK”.

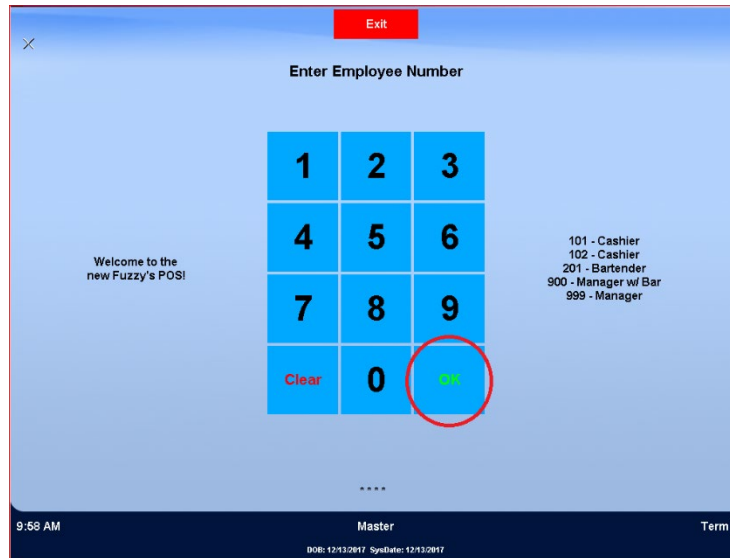


**NOTE:** The main reason you would need to change or reset a password would be if you are functioning off "mag" cards and an employee loses the card and needs to make a new one.

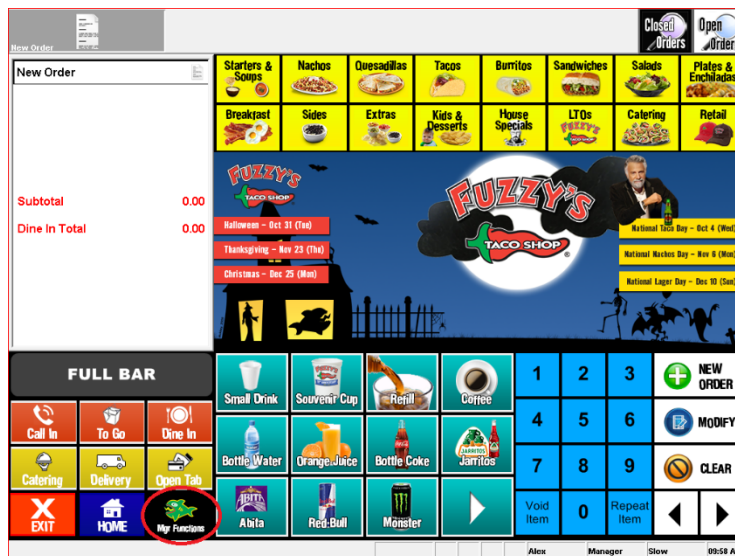
## Reset Employee Password:

**STEP 1:** Input manager number to log into the P.O.S.

- 4-digit number (normally the last four digits of social security number).
- OR
- Swipe Card assigned to MOD.



**STEP 2:** Select “Mgr Functions” on the bottom left of the main screen.



**STEP 3:** Select “Reset an Employee Password”.



**STEP 4:** Select the Employee’s name that needs the reset.

- Select “OK” to complete the reset.



**STEP 5:** Exit the screen.



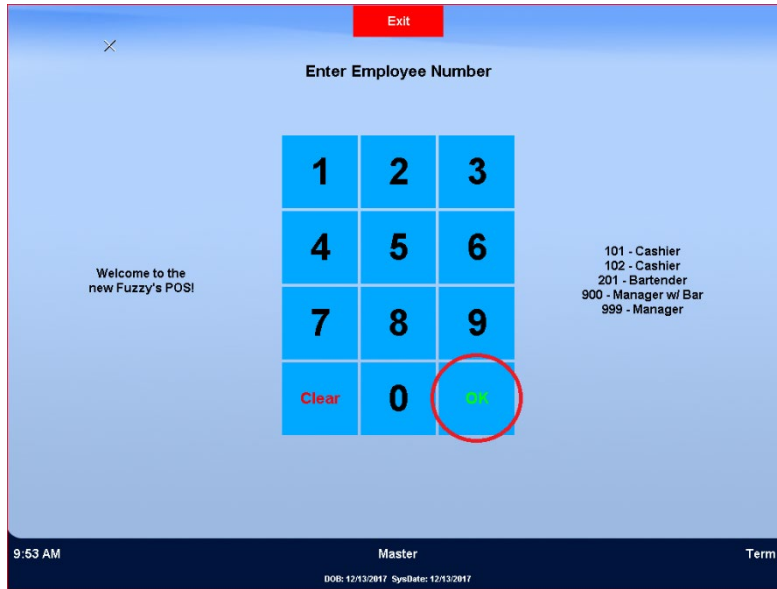
**NOTE:** When the employee logs in, the number will default back to the original number that was given. (Normally the last four of the employee's social security number) When the employee logs in, a note will appear stating, "Your password has been cleared by a manager." Touching the screen will clear the message, and the POS will be at the homepage.



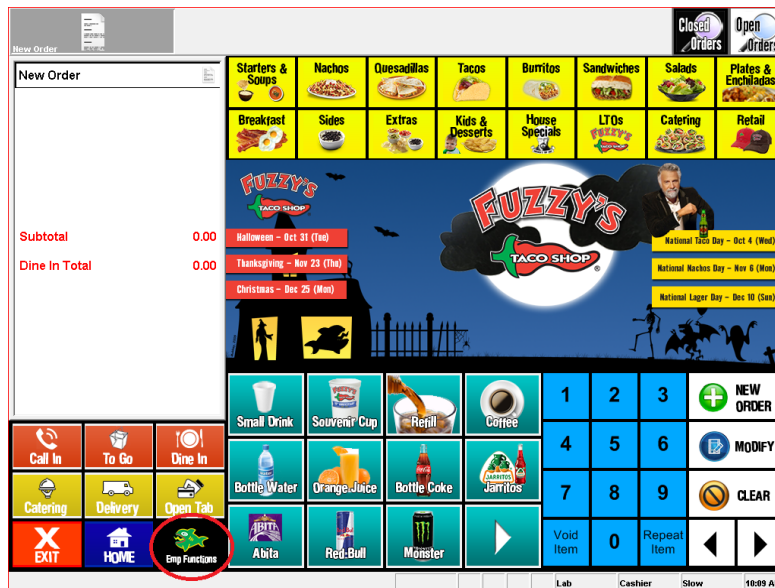
## Check out a Drawer:

**STEP 1:** Input employee number assigned to P.O.S.

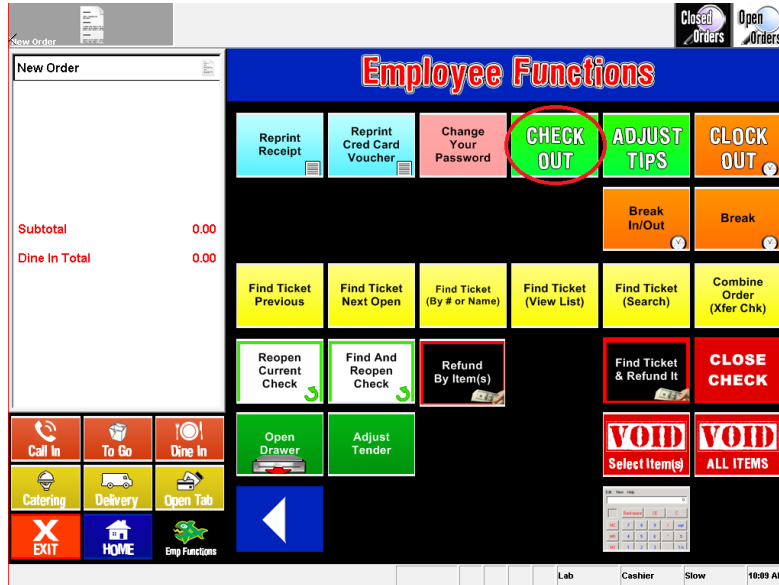
- 4-digit number (normally the last four digits of social security number).
- OR
- Swipe Card assigned to MOD.



**STEP 2:** Select “Emp Functions” on the bottom left of the main screen.

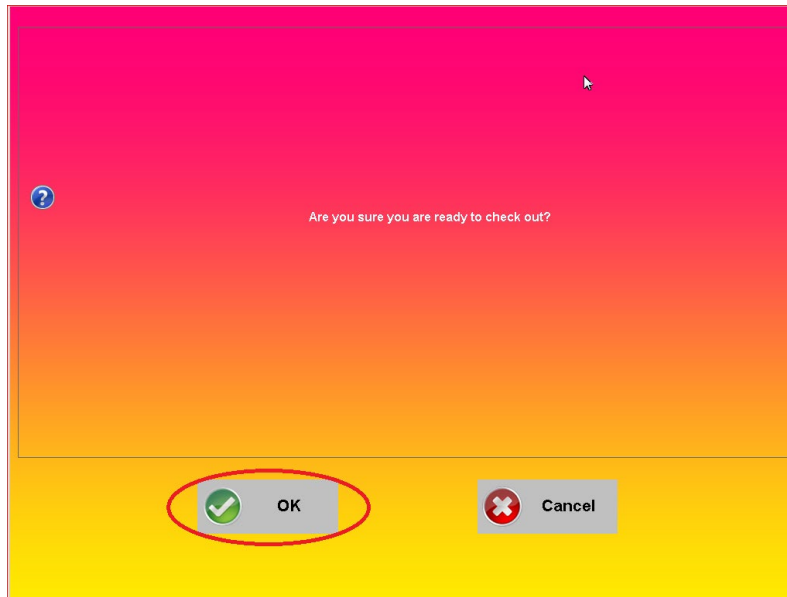


**Step 3:** Select “check out” button, then select OK.



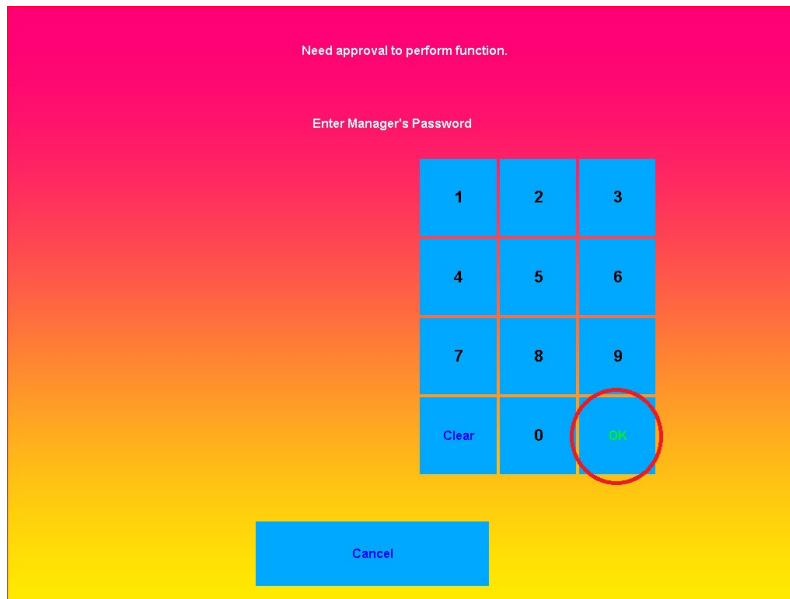
**Step 4:** Prompt will show asking if you are sure.

- Select “OK”.



**STEP 6:** Manager must be present to enter manager number.

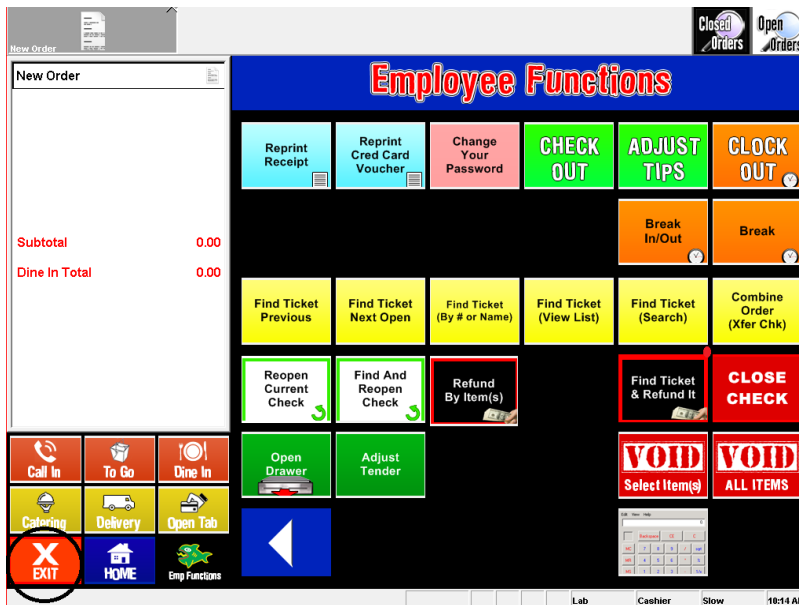
- Input manager number and select "OK".



**STEP 7:** Drawer will open, so you can remove the cash insert.

**STEP 8:** Check out receipt will print remove that and combine with drawer.

**STEP 9:** Select "EXIT".



**NOTE:** You will need to do this to every drawer that you check in, it will print a paper out that will have numbers you need for your paper work. This needs to be done at the end of the employee's shift/all drawers have to be checked out by the end of the night before starting paper work. This will also help you keep track of your drawers. (missing money/extra money)

## Delete a Check out:

**STEP 1:** Input manager number to log into the P.O.S.

- Enter 4-digit number normally the last four of your social.
- Swipe Card assigned to MOD.



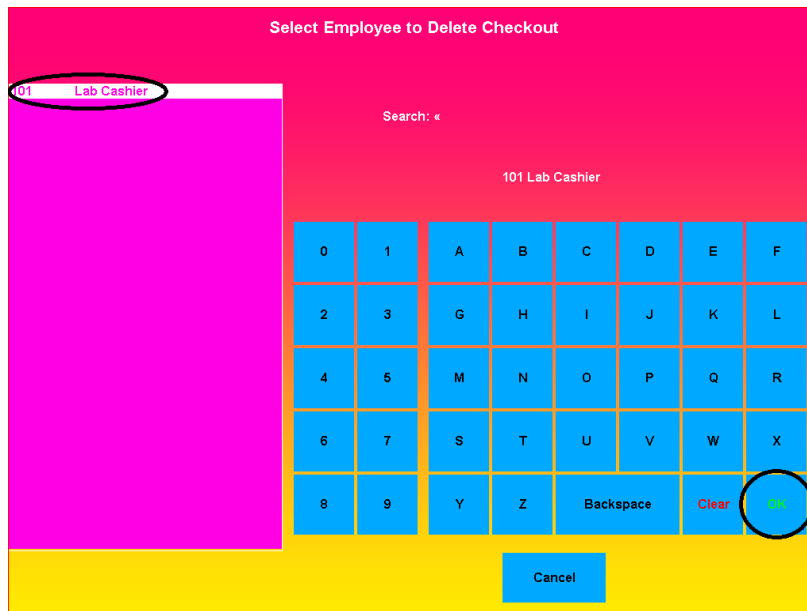
**STEP 2:** Select the “Mgr functions” button.



**STEP 3:** Select the “Delete a Checkout” Button.



**STEP 4:** Select the check out to be deleted.



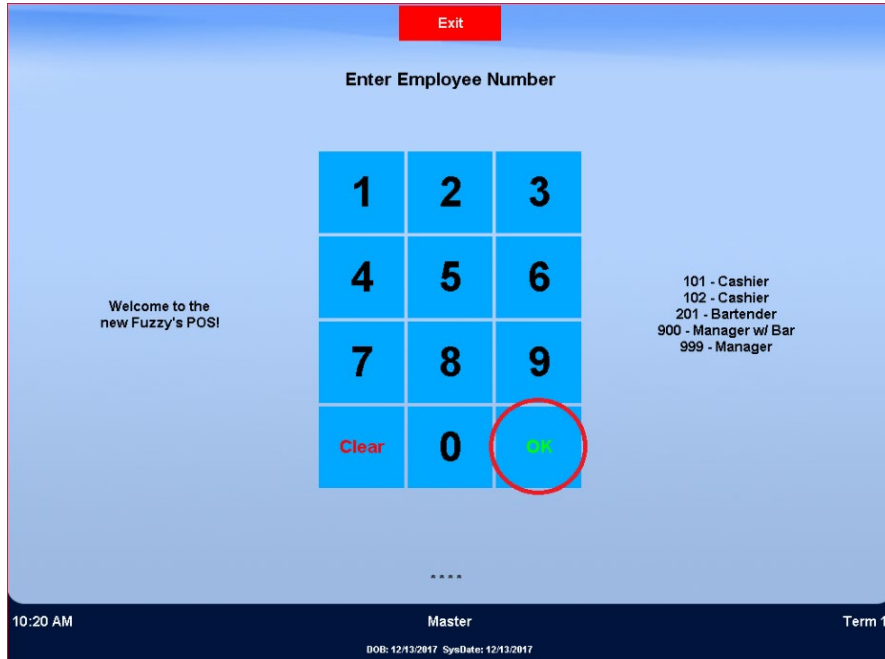
**Step 5:** Select okay and exit the screen.

**NOTE:** If you check a drawer out to soon or want to let the employee back on the register you can simply delete the check out and they are ready to continue using the drawer. This will have no effect on your numbers.

## Edit Punches:

**STEP 1:** Input manager number to log into the P.O.S.

- Enter 4-digit number normally the last four of your social.
- Swipe Card assigned to MOD



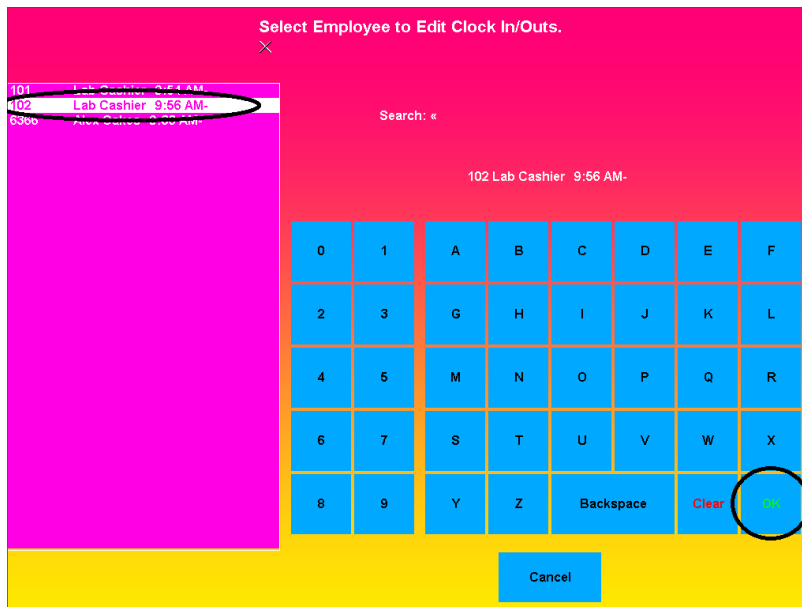
**STEP 2:** Select "Mgr Functions" on the bottom left of the main screen.



**STEP 3:** Select “Edit Clock-Outs Clock-Ins”



**STEP 4:** Select Employee needing the change and select OK.



**STEP 5:** Adjust time to correct time in or out and select OK.

Employee: Lab Cashier  
Shift: 1  
Job: Cashier  
Clock In: 9:56 AM, 12/13/2017  
Hours: Minutes:  
Clock Out  
OK Cancel

**Step 6:** Exit screen.

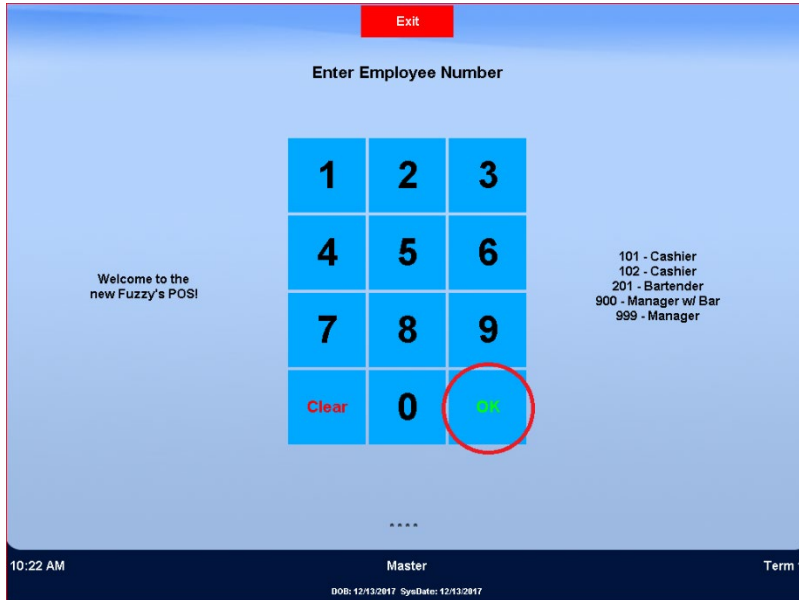
**Note:** If an employee forgets to clock out you can fix it but this only applies to that day, if it's a previous day you will have to do that on the back of house computer with aloha.



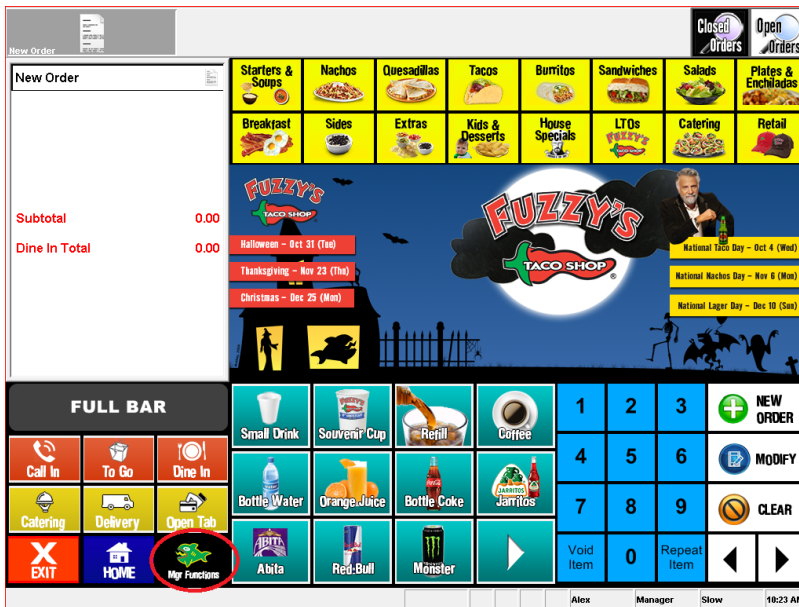
## Delete a Clock Out:

**STEP 1:** Input manager number to log into the P.O.S.

- Enter 4-digit number normally the last four of your social.
- Swipe Card assigned to MOD.



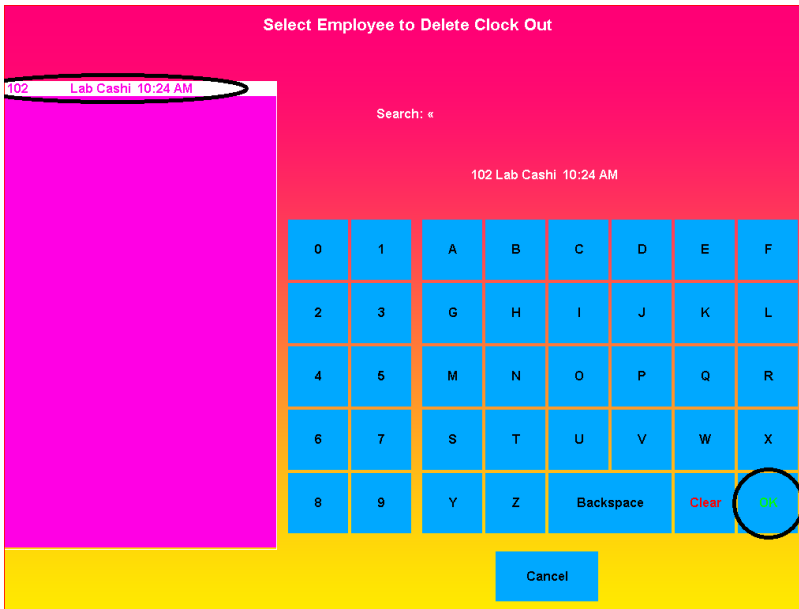
**STEP 2:** Select the “Mgr Functions” button.



**STEP 3:** Select the “Delete a Clock-Out” button.



**STEP 4:** Select Employee needing the clock out.



**STEP 5:** Select “OK”.

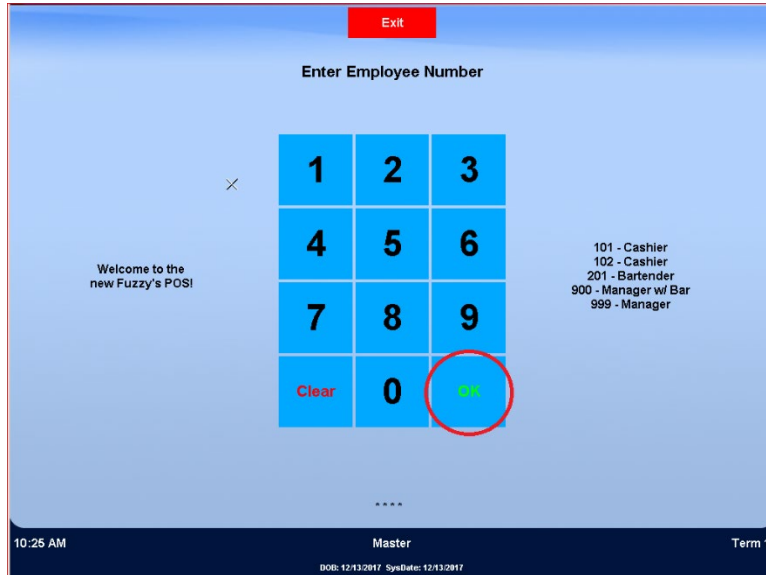
**STEP 6:** Exit the screen.

**NOTE:** If the employee clocked out but must continue to work you can delete the clock out and he/she will be able to clock out normal once done.

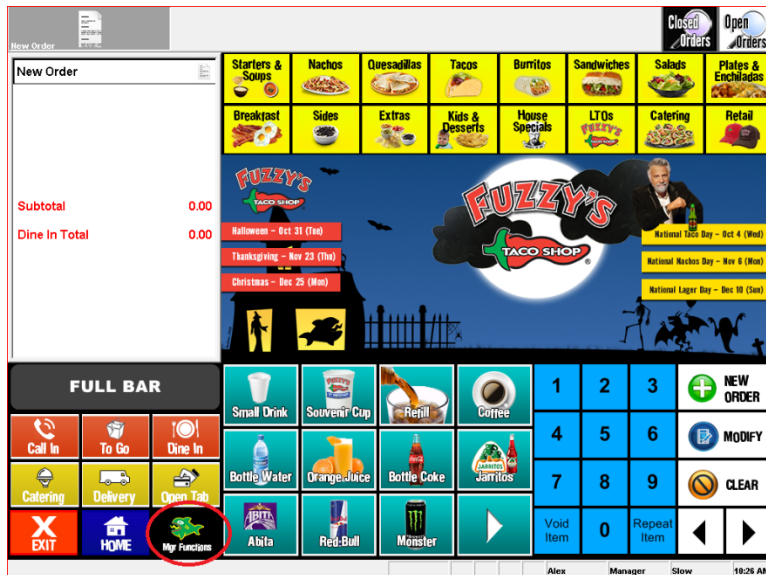
## Assign Drawer:

**STEP 1:** Input manager number to log into the P.O.S.

- Enter 4-digit number normally the last four of your social.
- Swipe Card assigned to MOD.



**STEP 2:** Select the “Mgr Functions” button.



**STEP 3:** Select the “Manage Drawers” button.



**STEP 4:** Select desired drawer for assignment.

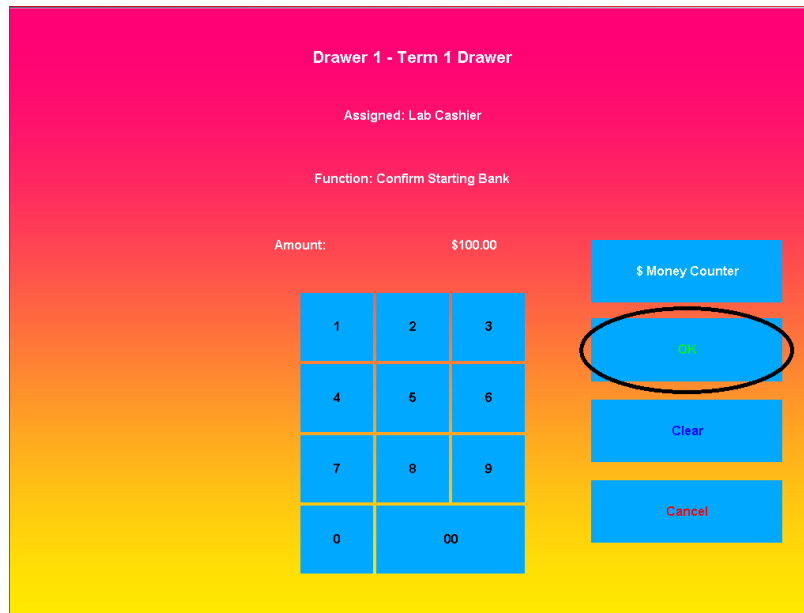
**STEP 5:** Select assign.



**STEP 6:** Select employee for assignment and select OK.



**STEP 7:** Recount the drawer and input the cash amount on the P.O.S.



**STEP 7:** Select OK

**STEP 8:** Exit screen.

**STEP 9:** Have assigned employee log into P.O.S.

**STEP 10:** Have assigned employee count cash amount of drawer and enter amount.

**STEP 11:** Select OK.

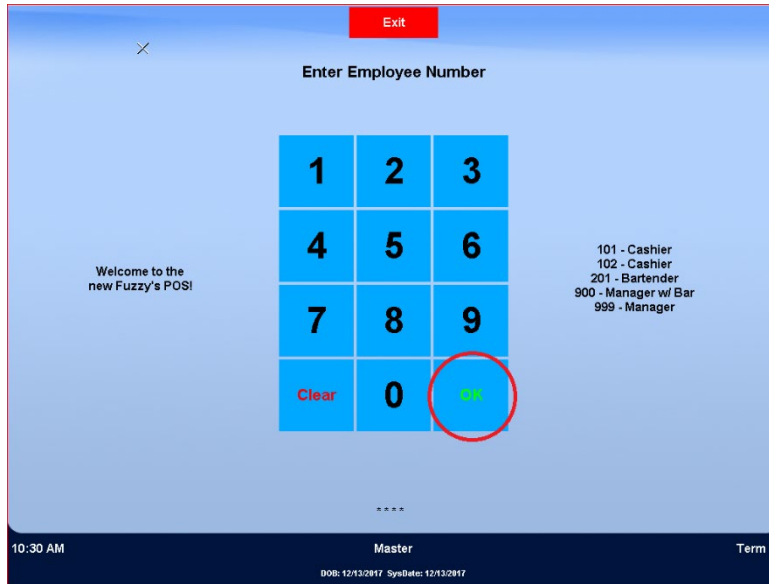
**STEP 12:** Exit screen.

**NOTE:** You will need to do this for every employee you have working a register, so everyone is accountable for their own drawer.

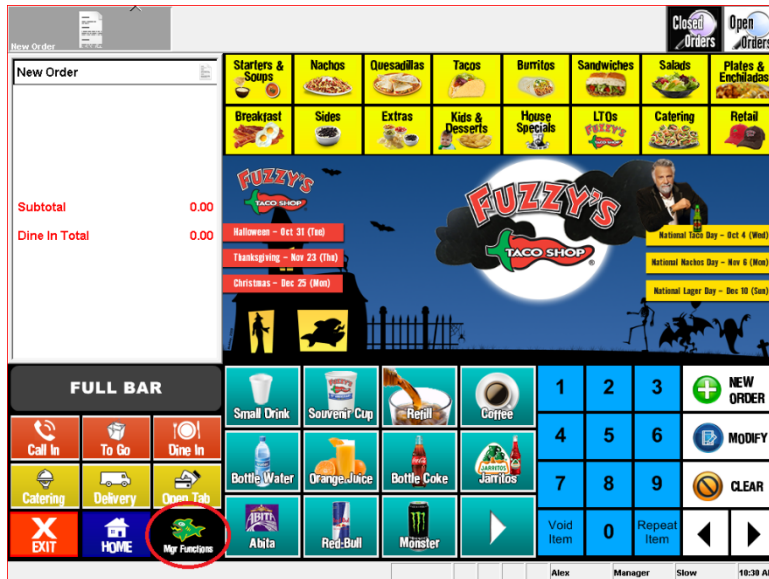
## Open Drawer:

**STEP 1:** Input manager number to log into the P.O.S.

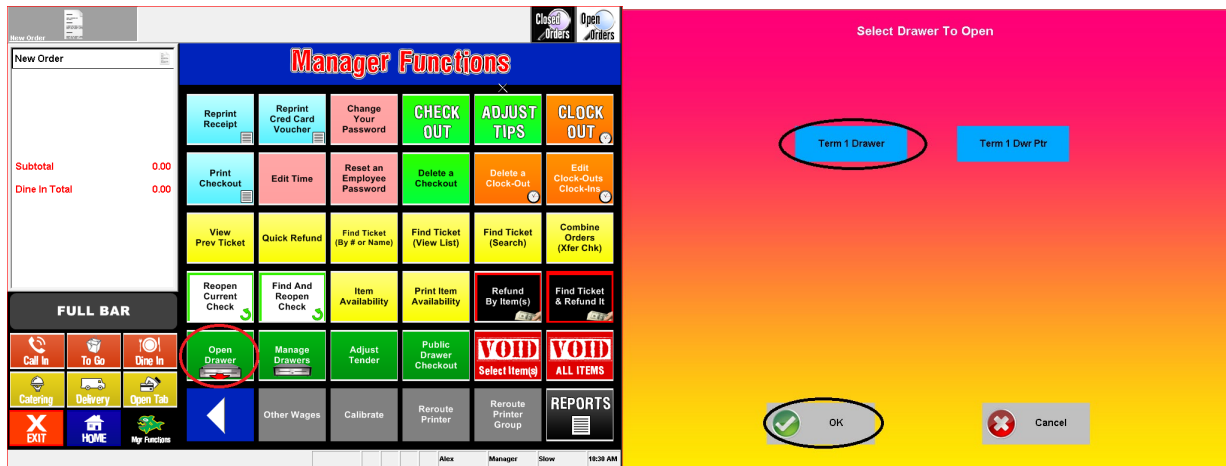
- Enter 4-digit number normally the last four of your social.
- Swipe Card assigned to MOD



**STEP 2:** Select the "Mgr Functions" button.



**STEP 3:** Select “Open Drawer” Button and the drawer to open.



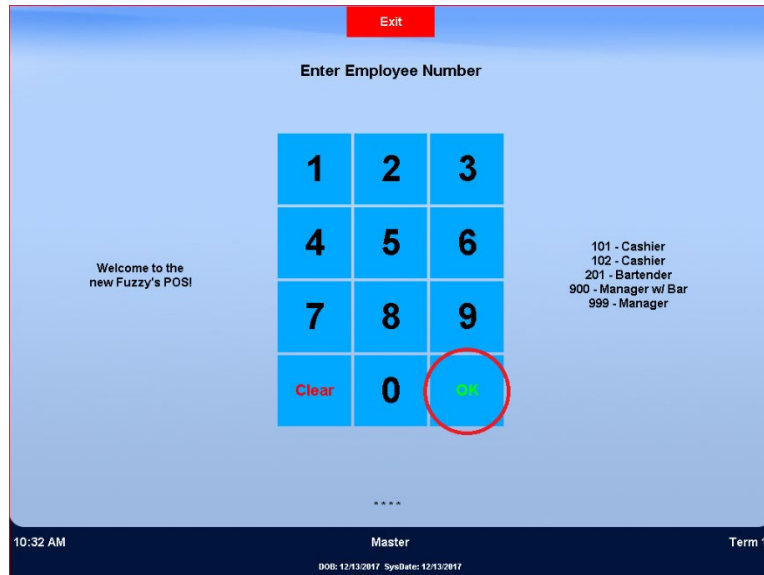
**STEP 4:** Drawer will open.

**NOTE:** You may have to do this if an employee gives the incorrect change or if the drawer needs to have money changed out because low on certain bills or change. remember to close the drawer after you have completed the open drawer activity.

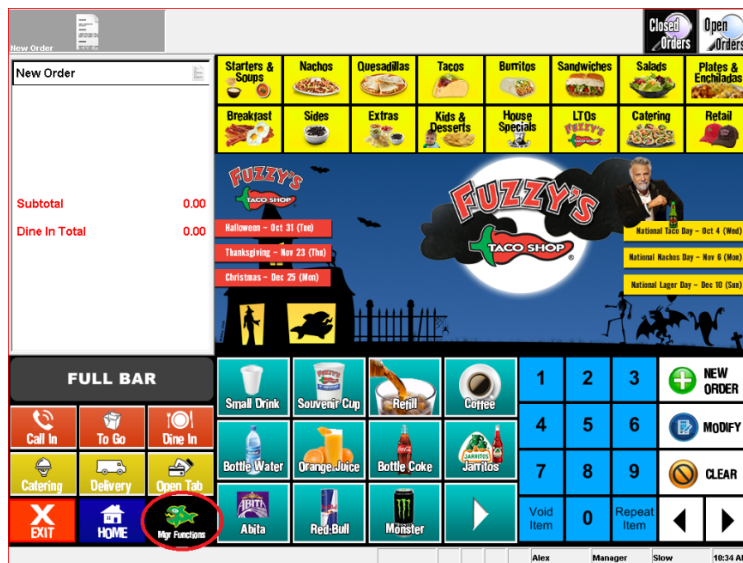
## Manage Drawer:

**STEP 1:** Input manager number to log into the P.O.S.

- Enter 4-digit number normally the last four of your social.
- Swipe Card assigned to MOD



**STEP 2:** Select the “Mgr Functions” button.

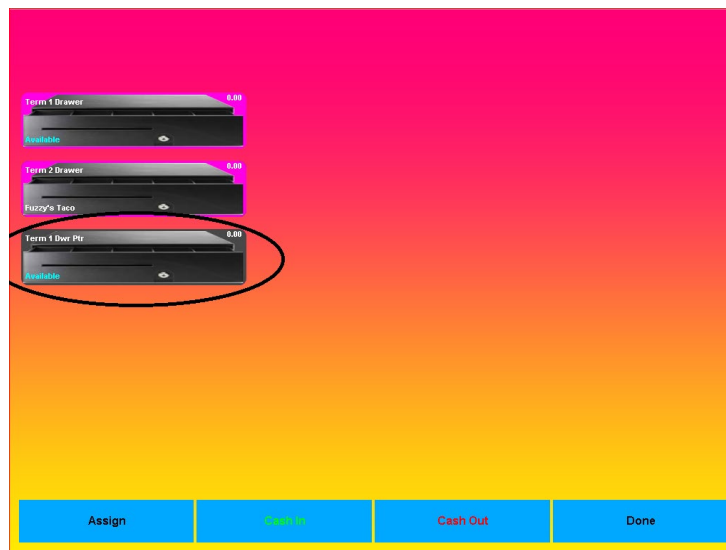




**STEP 3:** Select the "Manage Drawers" button.



**STEP 4:** Select drawer needing managed.

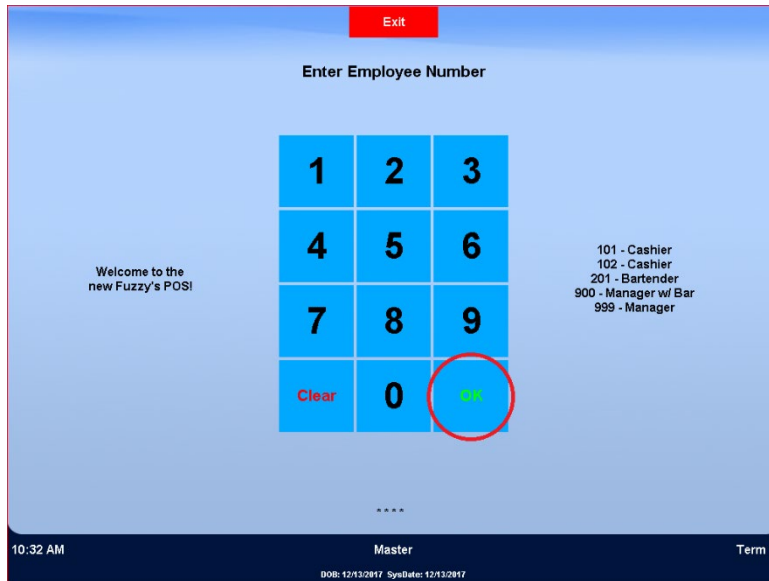


**STEP 5:** Exit screen.

## Cash In:

**STEP 1:** Input manager number to log into the P.O.S.

- Enter 4-digit number normally the last four of your social.
- Swipe Card assigned to MOD.



**STEP 2:** Select the "Mgr Functions" button.



**STEP 3:** Select the “Manage Drawers” Button.



**STEP 4:** Select Drawer you are at.

**STEP 5:** Select the ‘Cash In’ button.



**STEP 6:** Input amount of cash going into the drawer.

**STEP 7:** Insert cash into the drawer.

**STEP 8:** Select OK

Drawer 1 - Term 1 Drawer

Assigned: Alex Oakes \*

Function: Cash In

Petty Cash Amount: Amount: \$20.00

Starting Bank  
Misc Pay In  
Cash Tips  
D-Chg For Order  
S-ChkOut Rcv'd

1	2	3
4	5	6
7	8	9
0	00	

OK  
Clear  
Cancel

**STEP 9:** A receipt will print out. Have a manager and employee sign the receipt.

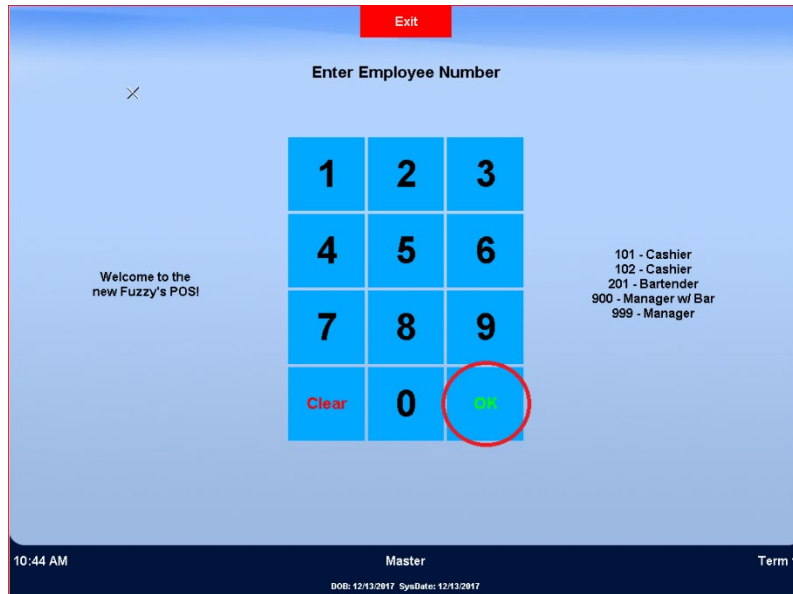
**STEP 10:** Exit screen.

**NOTE:** You will need to do this if you put your cash tips back into your drawer. Keep cash in receipts underneath the cash drawer insert inside the drawer.

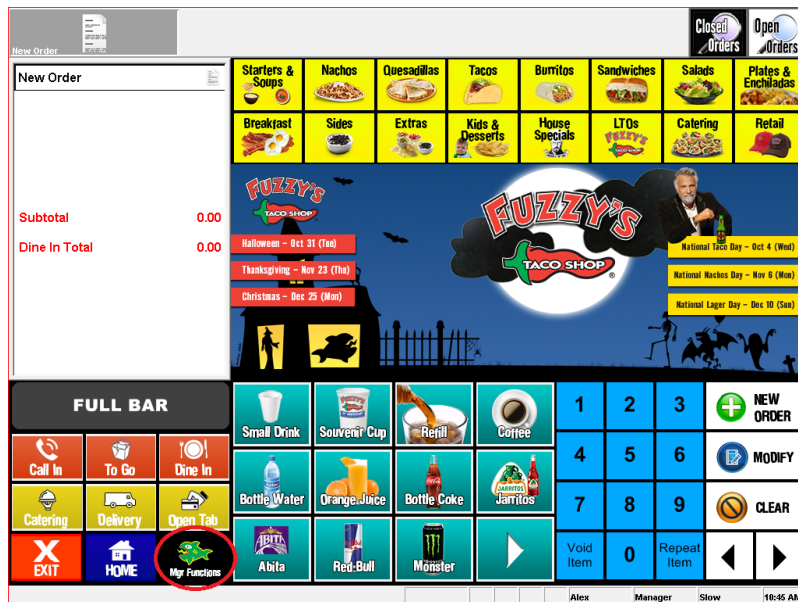
## Cash out:

**STEP 1:** Input manager number to log into the P.O.S.

- Enter 4-digit number normally the last four of your social.
- Swipe Card assigned to MOD



**STEP 2:** Select the “Mgr Functions” button.



**STEP 3:** Select the “Manage Drawers” button.



**STEP 4:** Select drawer you are at.

**STEP 5:** Select the “Cash out” button



**STEP 6:** Input amount of cash that is needed.

**STEP 7:** Select reason for cash out and select okay.

The screenshot shows a software interface for a cash drawer. At the top, it reads "Drawer 1 - Term 1 Drawer" and "Assigned: Alex Oakes \*". Below that, it says "Function: Cash Out". On the left, there is a list of "Petty Cash Account" categories, with "Office Supplies" selected. In the center, the "Amount:" is set to "\$20.00". To the right of the amount is a numeric keypad with buttons 1-9, 0, and 00. Further right are three buttons: "OK", "Clear", and "Cancel". Three black circles are drawn on the screen: one around the "Office Supplies" item in the list, one around the "\$20.00" amount, and one around the "OK" button.

**STEP 8:** A receipt will print out. Have a manager and employee sign the receipt.

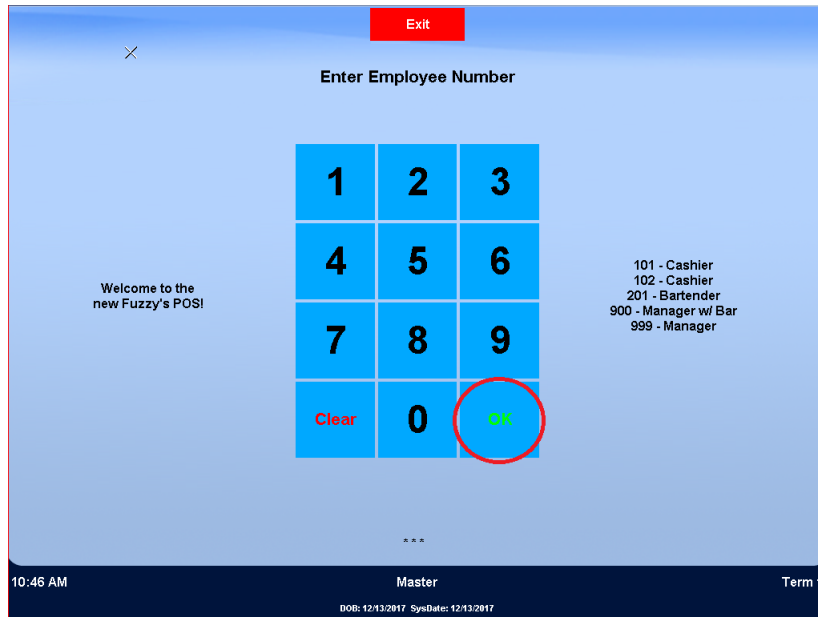
**STEP 9:** If applicable. Staple receipt from store to the signed aloha receipt.

**STEP 10:** Exit Screen.

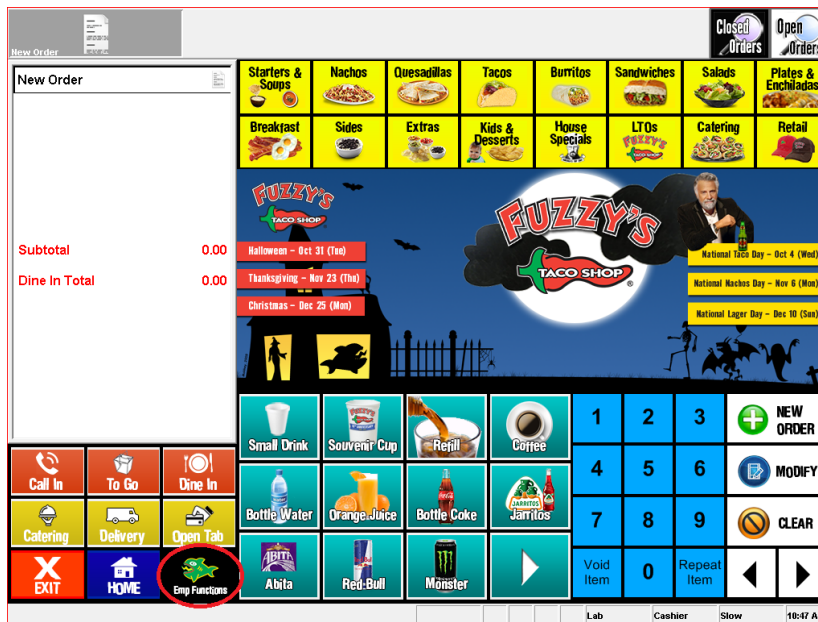
**NOTE:** You will do this if you must go to the store or pay for services at the store, such as window cleaning. Keep cash out receipt underneath the cash drawer insert.

## Find Ticket (Search)

**STEP 1:** Log into P.O.S. under the assigned employee number.

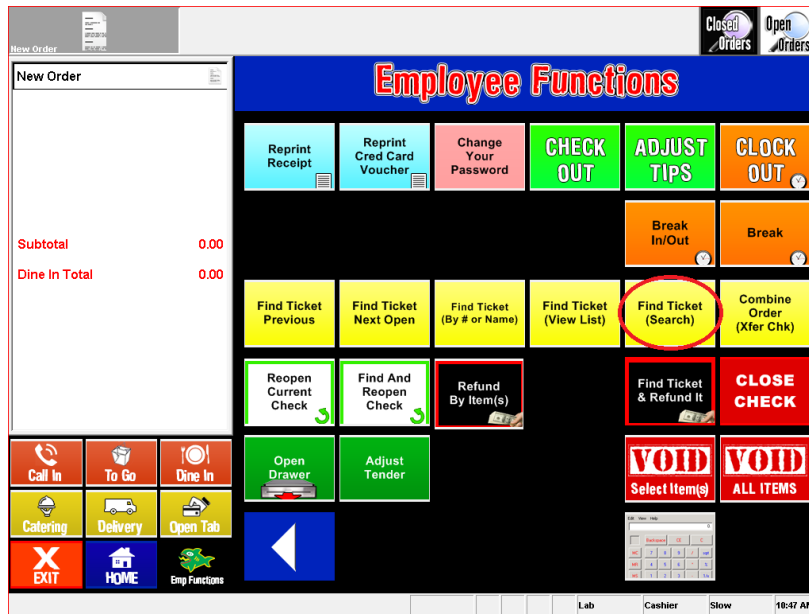


**STEP 2:** Select the “Emp Functions” button.

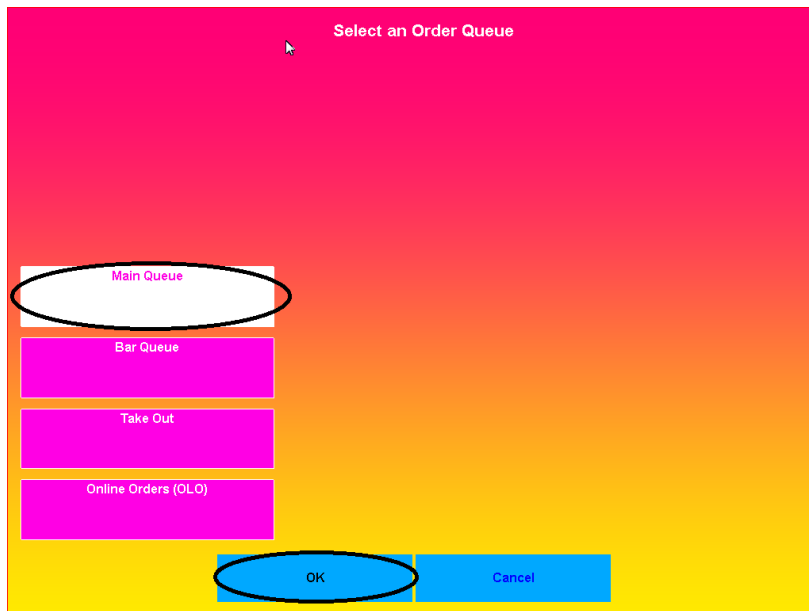




**STEP 3:** Select the “Find Ticket (Search)” button.

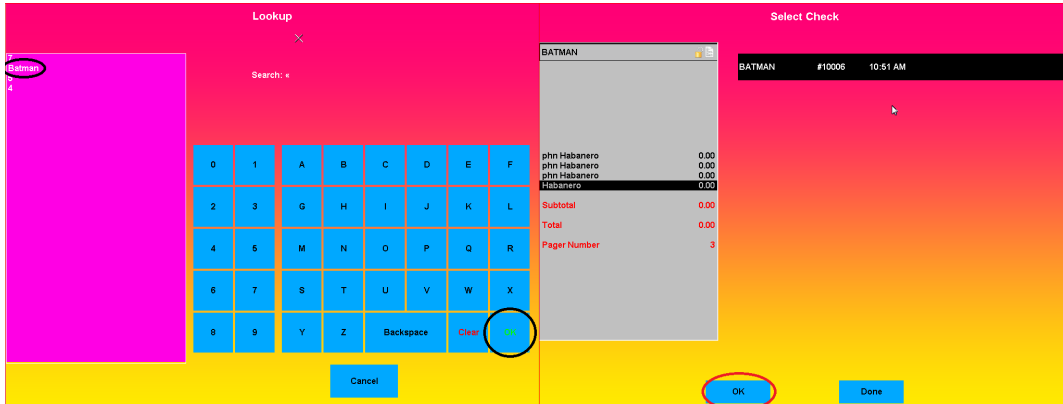


**STEP 4:** Select Main Queue and press OK.

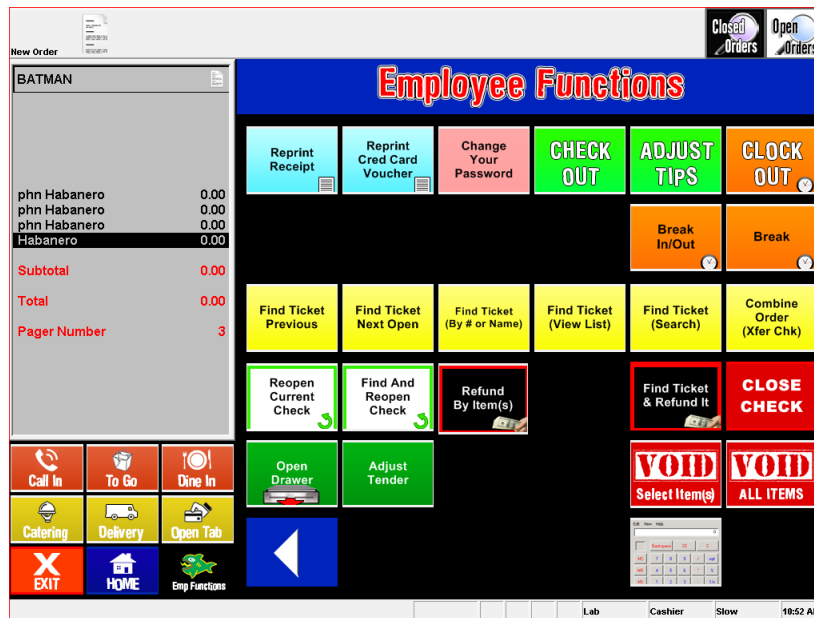


**STEP 5:** Using the ticket number or name to look up the ticket.

**STEP 6:** Select Ticket and press OK.



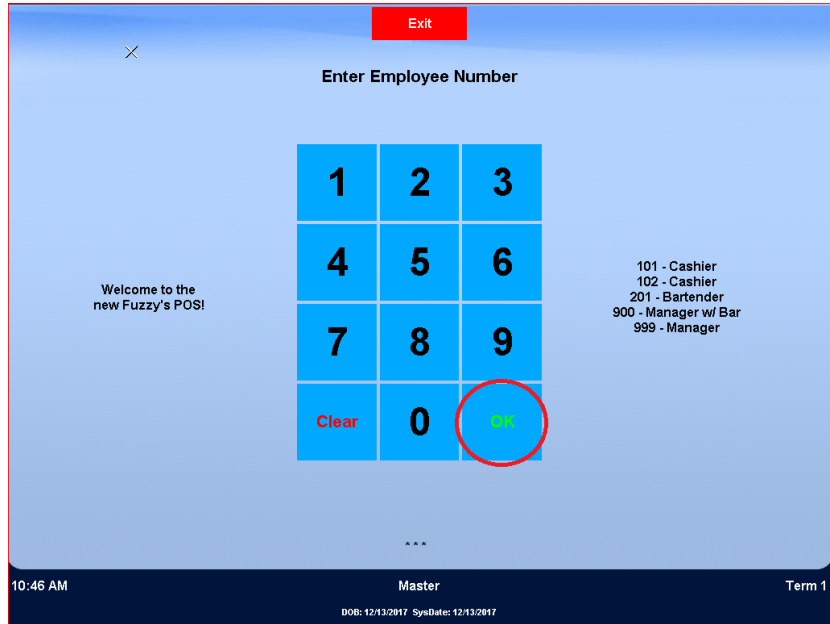
**STEP 7:** Ticket will open on the screen.



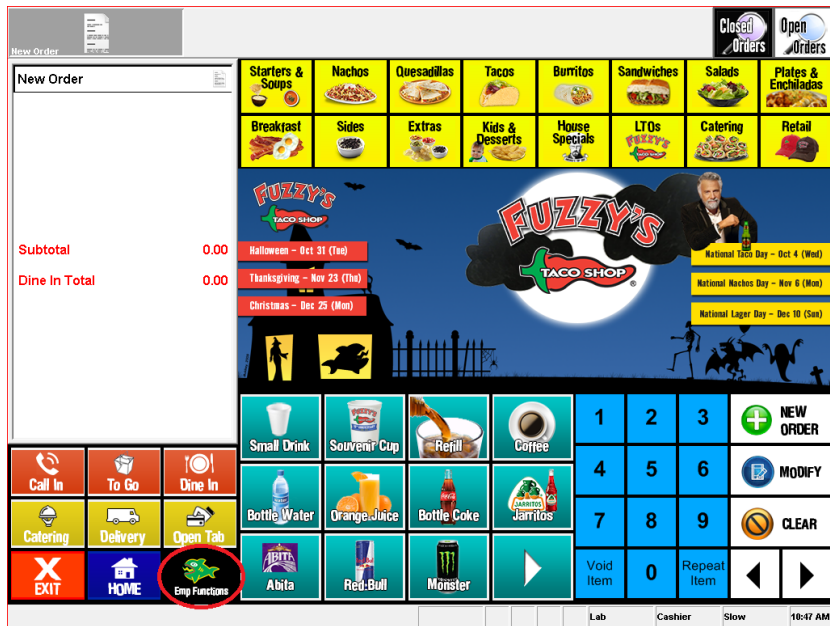
**NOTE:** When you press OK the ticket will reopen. The main benefit of this is if you had a tab under the guests name you can simply type it in and locate the check to reopen it.

# Find Ticket (View List)

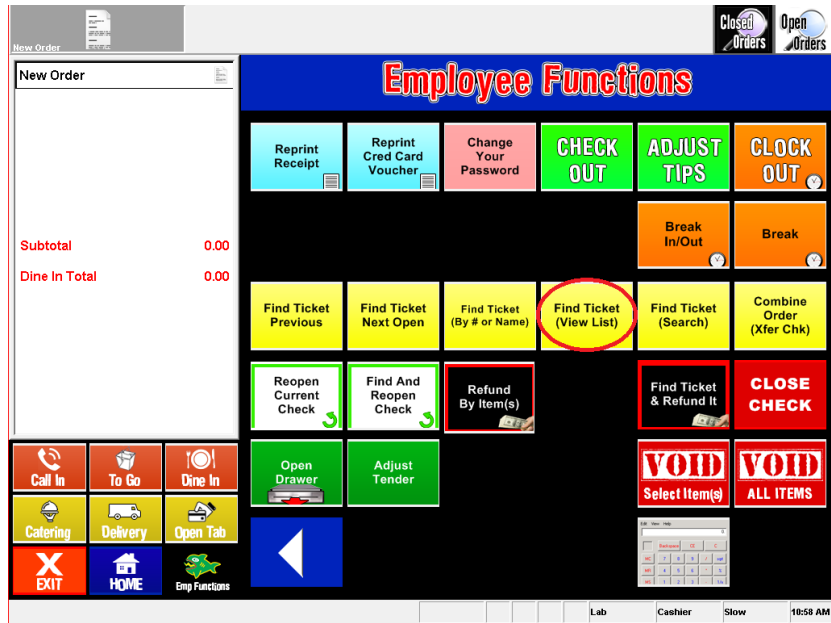
**STEP 1:** Log into P.O.S. under the assigned employee number.



**STEP 2:** Select the “Emp Functions” button.



**STEP 3:** Select the “Find Ticket (View List)” button.

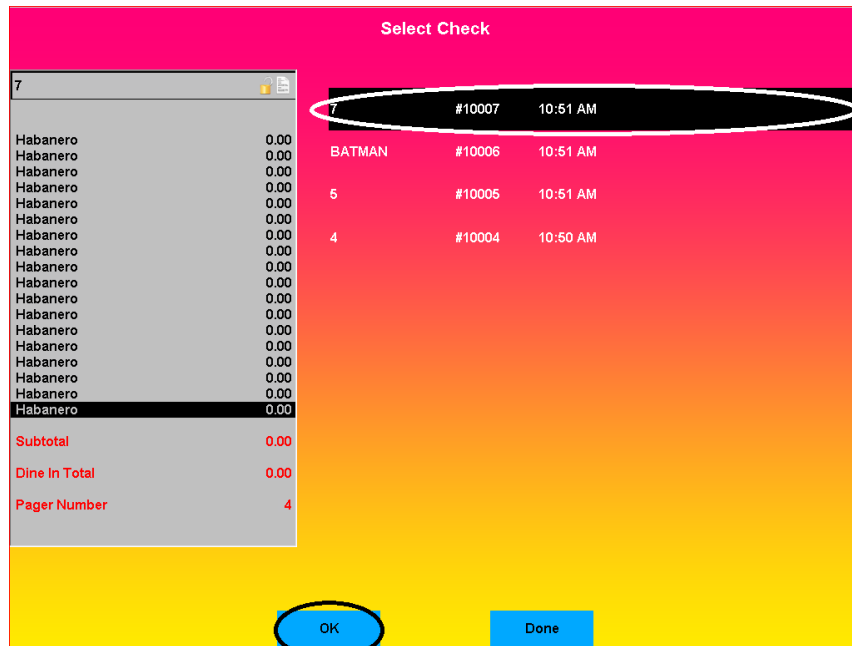


**STEP 4:** Select Main Queue and select “OK”.



**STEP 5:** Search through the ticket list.

**STEP 6:** Select the ticket and select OK.



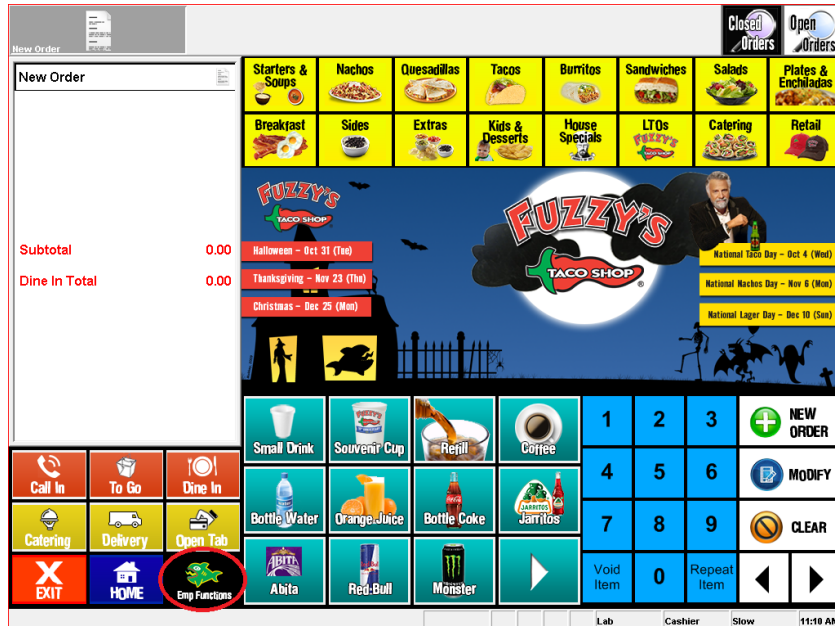
**NOTE:** When you select OK the ticket will reopen. This will allow you to look at all your tickets from that day and find the one you would like to reopen.

## Refund Ticket:

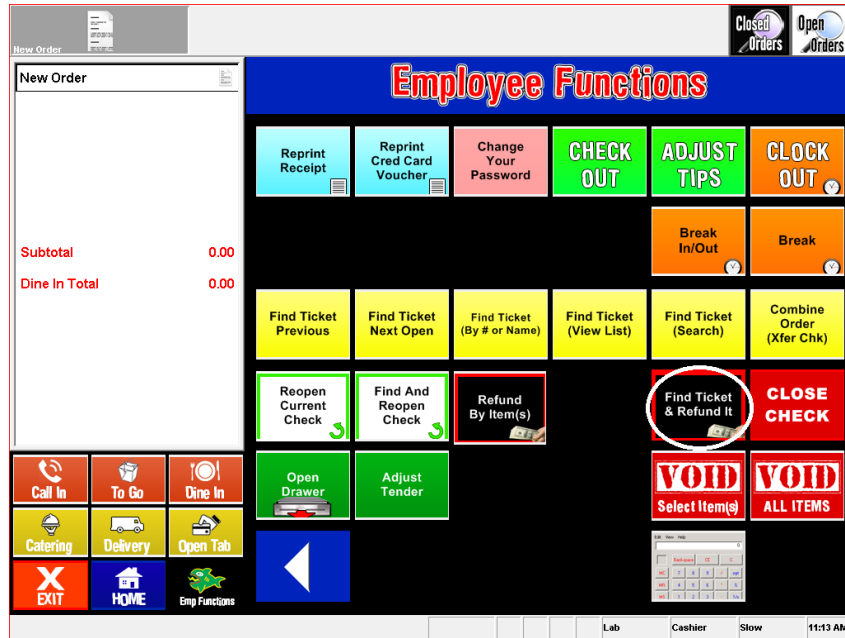
**STEP 1:** Log into P.O.S. under the assigned employee number.



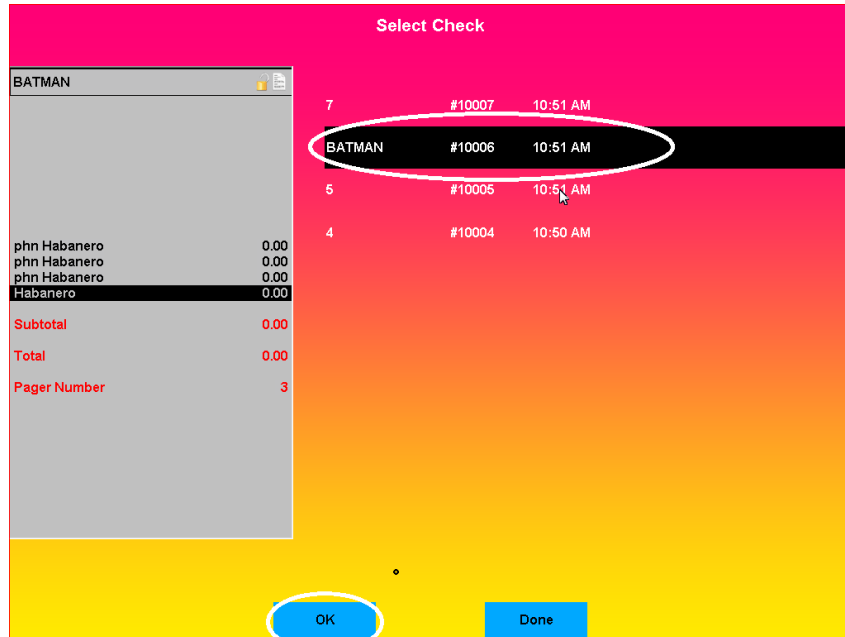
**STEP 2:** Select the "Emp Functions" button.



**STEP 3:** Select the "Find Ticket & Refund it" button.



**STEP 4:** Reopen the ticket needing refund.



**STEP 5:** Input manager number and select OK.

Need approval to perform function.

Enter Manager's Password

1	2	3
4	5	6
7	8	9
Clear	0	OK

Cancel

**STEP 6:** Select Reason for Refund and select OK.

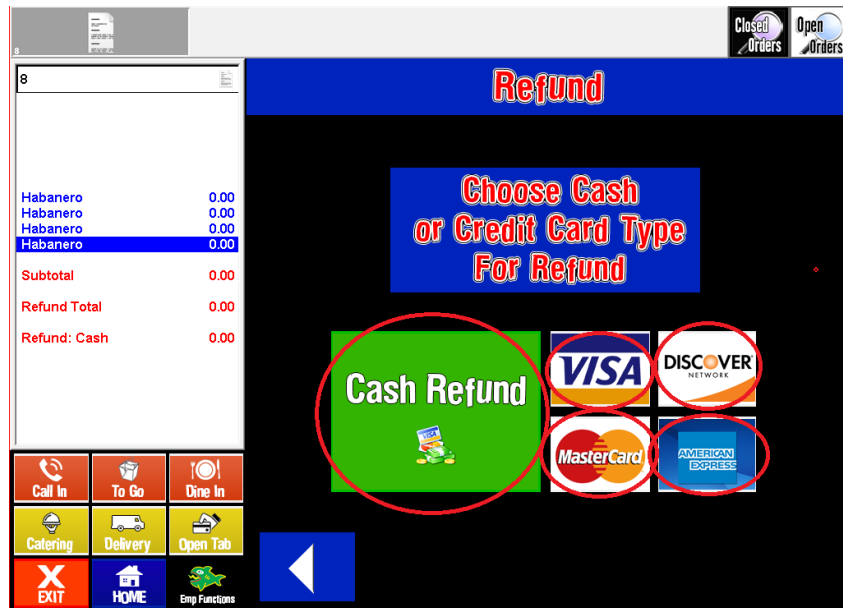
Refund Reasons

Not Made	Test
Do Over	Refund
FUTURE	Chg Mind

OK Cancel



**STEP 7:** Select Payment method for Refund.

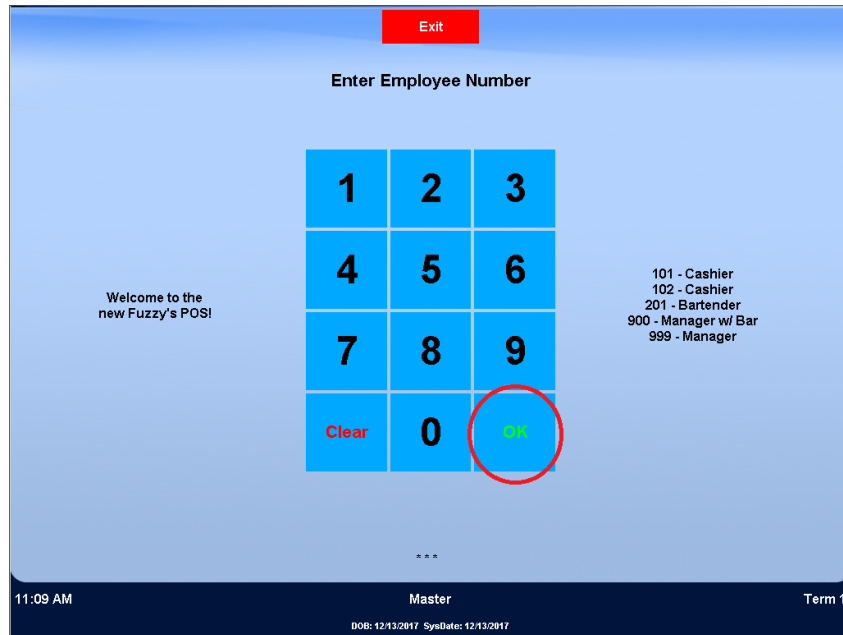


**STEP 8:** The printer will print a refund receipt proving the money was given back to the guest, or it has been sent back to their bank.

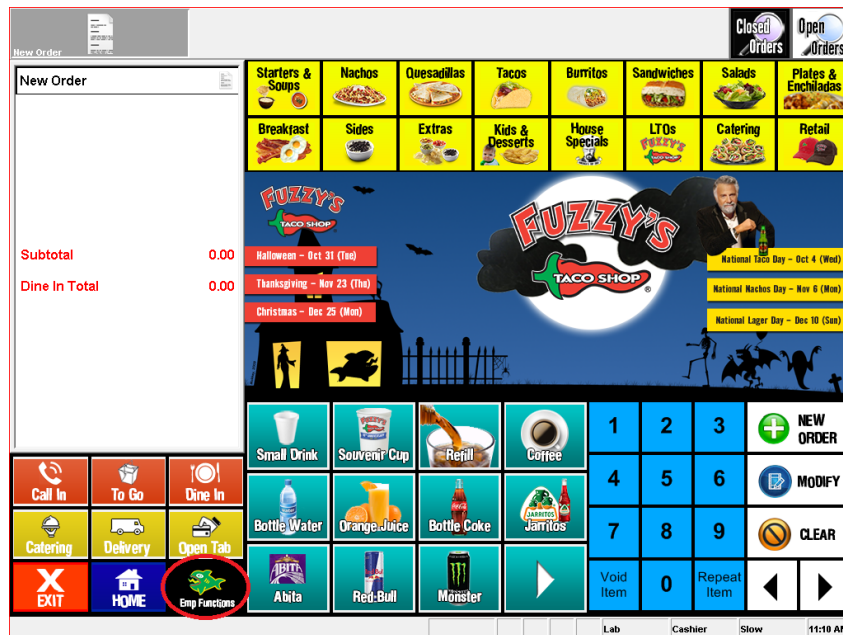
**NOTE:** You will use this if you want to give the guest back all the money spent.  
(unhappy/mistakes)

## Refund Item:

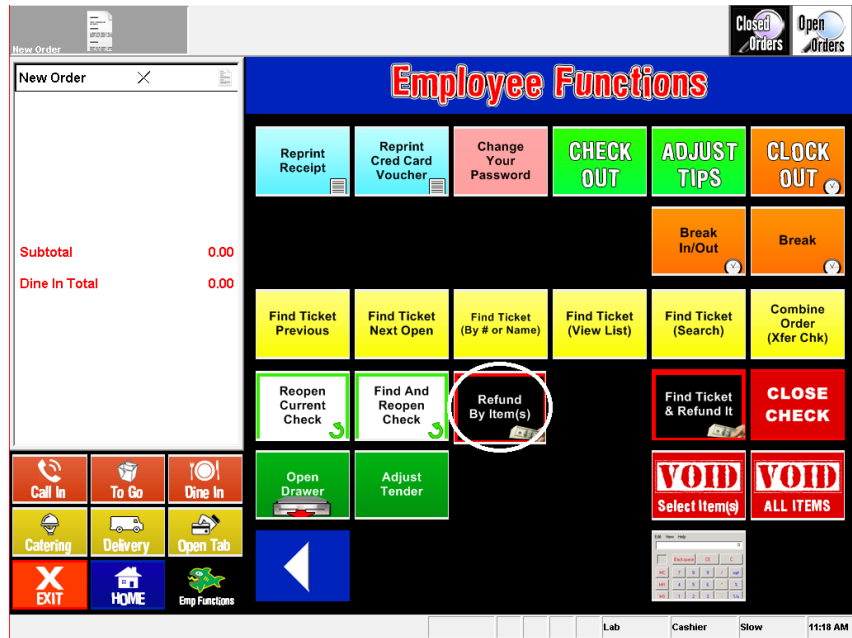
**STEP 1:** Log into P.O.S. under the assigned employee number.



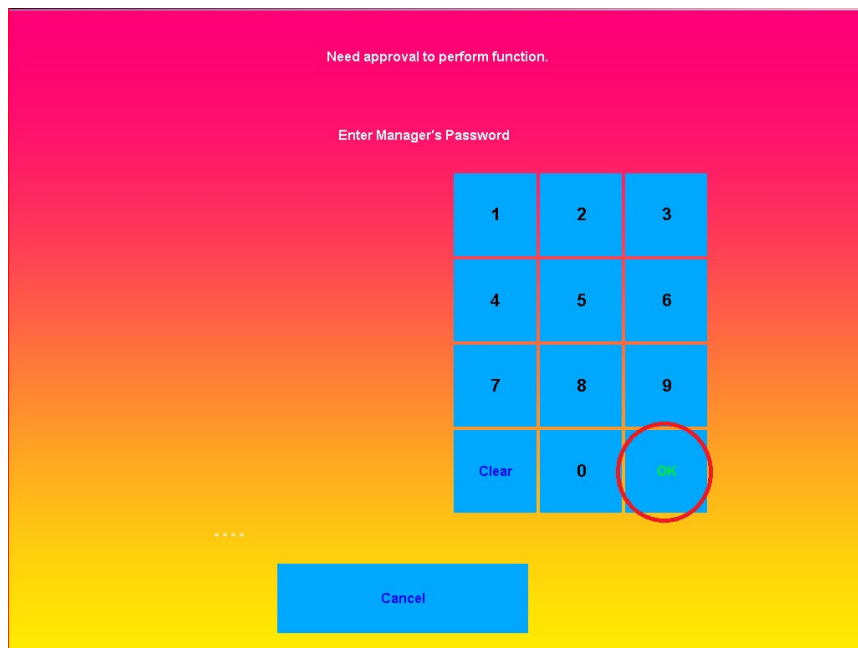
**STEP 2:** Select Employee Functions on the bottom left of the main screen.



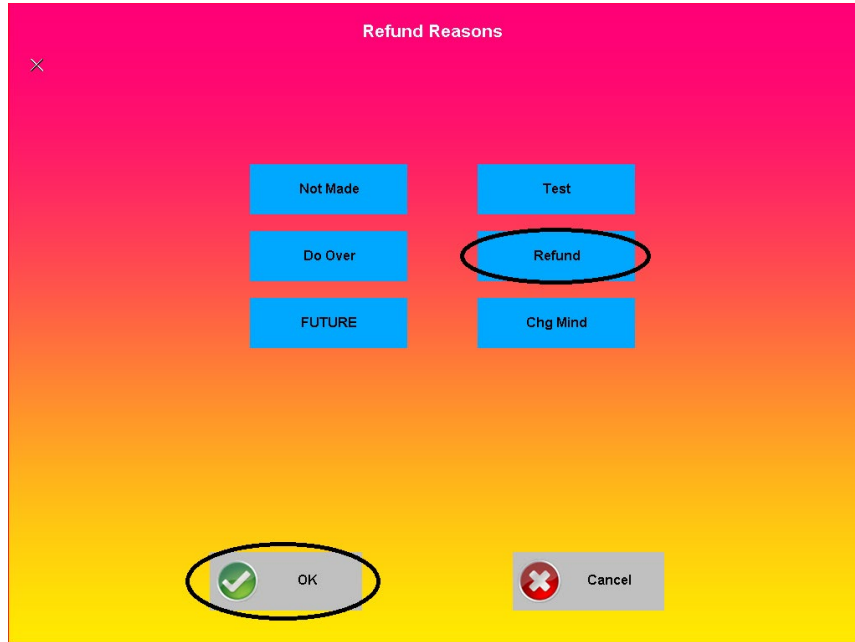
**STEP 3:** Select the " Refund by Item(s)" button.



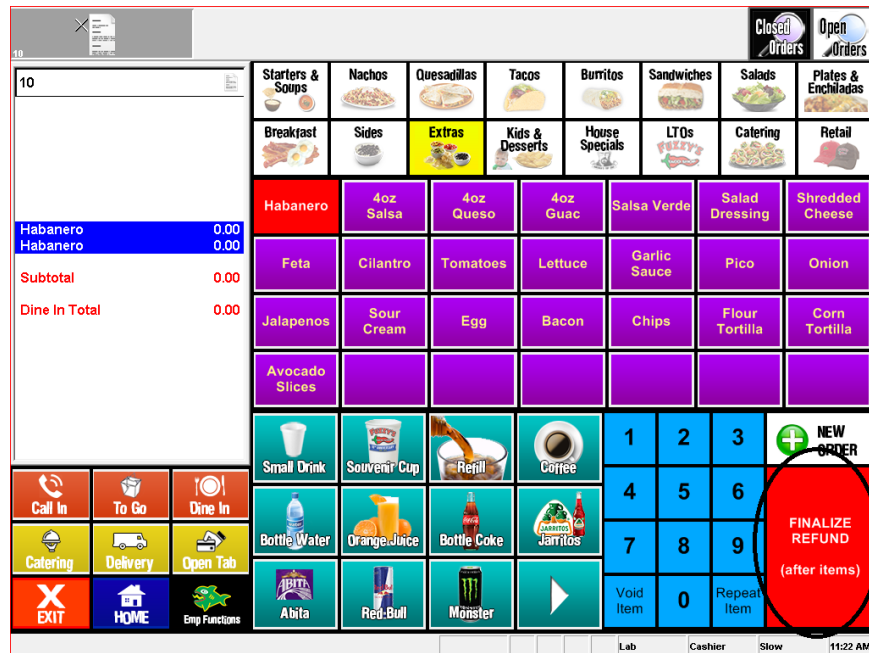
**STEP 4:** Input manager number and select OK.



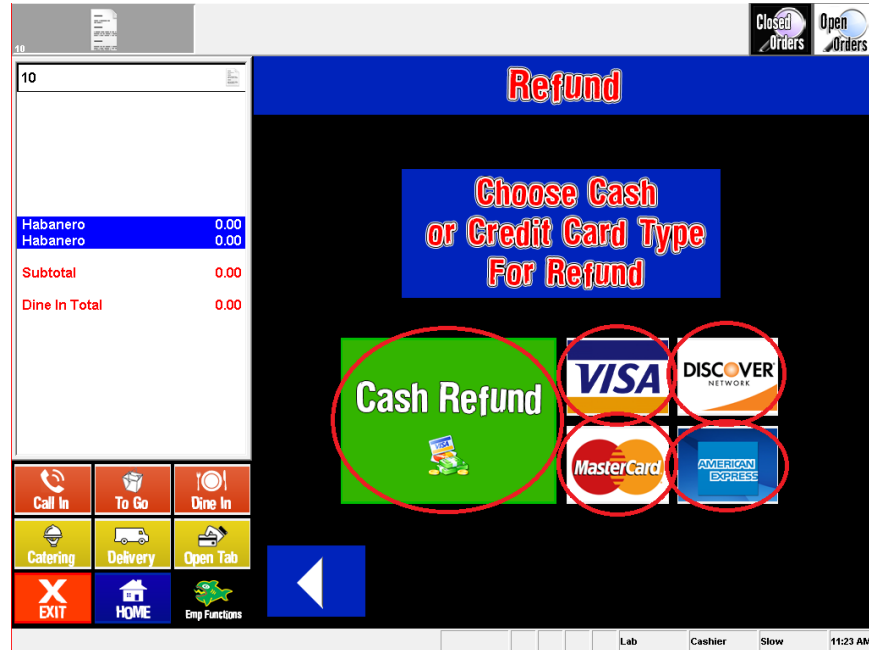
**STEP 5:** Select the reason for refund and press OK.



**STEP 6:** Select items from guest check that they want to be refunded. Then select the "Finalize refund" button.



**STEP 7:** Select Tender that guest used for original payment.



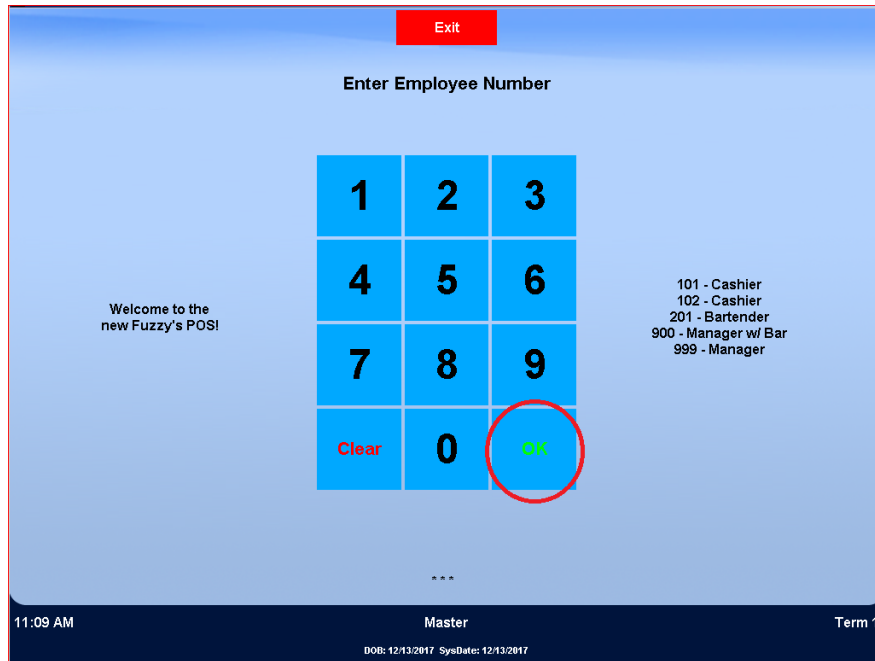
**STEP 8:** If guest used a card for their payment you will select the card type and swipe the card.

**STEP 9:** Ticket will print proving that we refunded the guest money back to their bank.

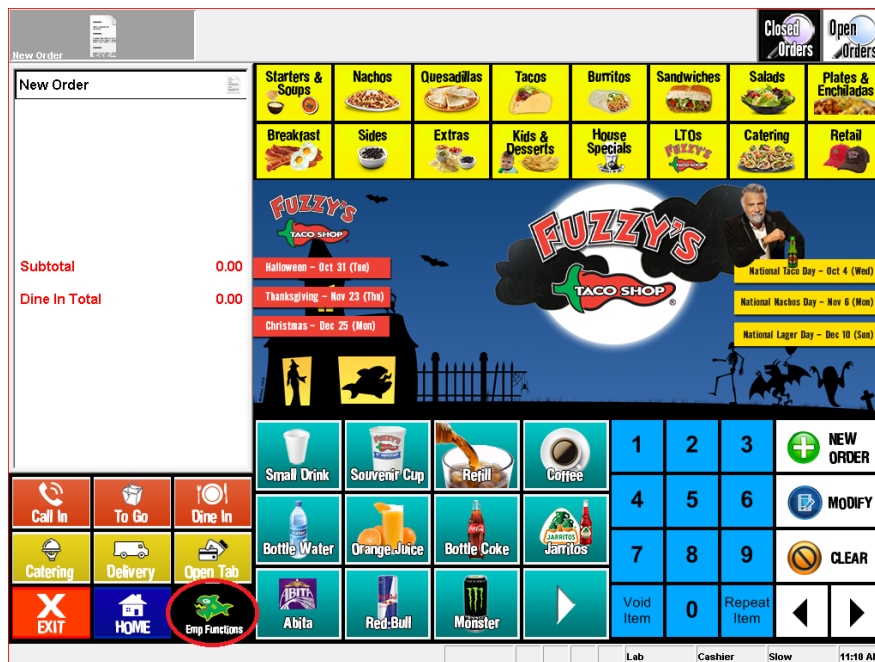
**NOTE:** This is mainly for if we didn't have an item or the guest wasn't pleased. This will only remove one item at a time.

## Reopen Ticket:

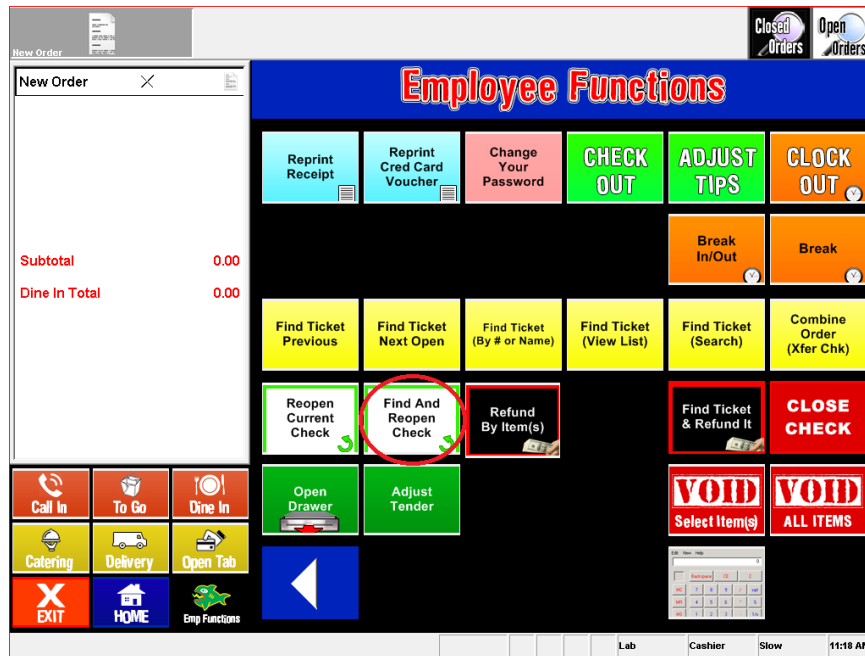
**STEP 1:** Log into P.O.S. under the assigned employee number.



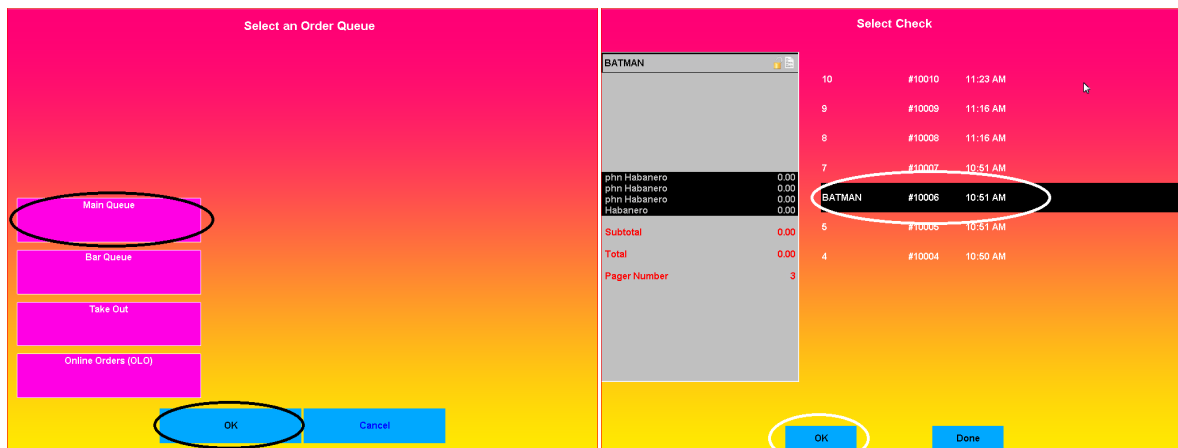
**STEP 2:** Select the "Emp Functions" button.



**STEP 3:** Select the "Find and Reopen Check" button.



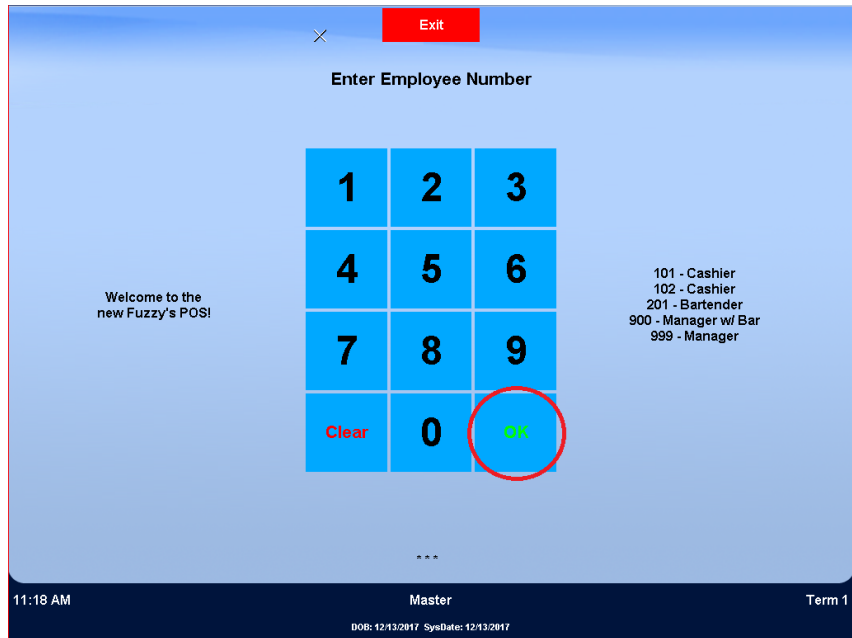
**STEP 4:** Select Main Queue and press OK. Select Ticket and press OK.



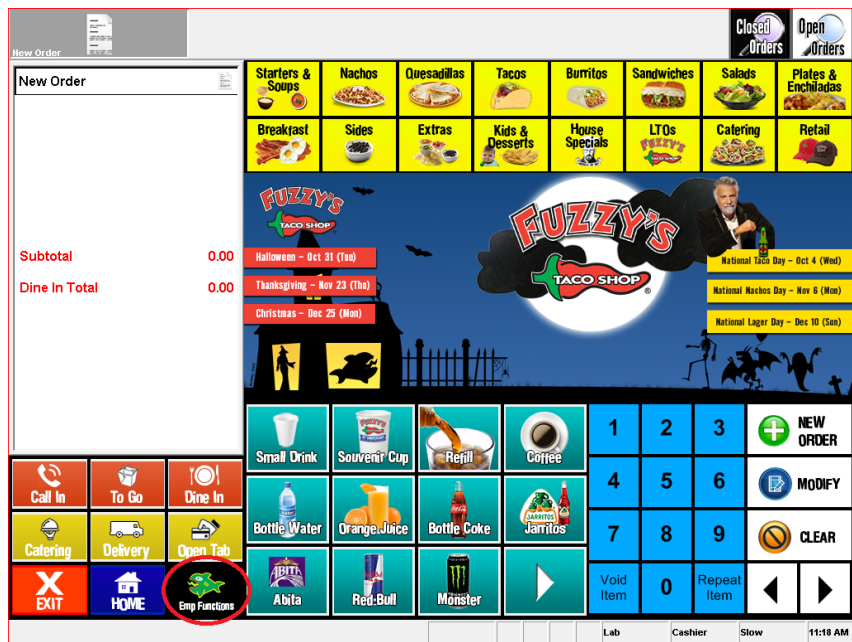
**NOTE:** If the kitchen needs a reprint or if the guest lost their copy.

## Void Items:

**STEP 1:** Log into P.O.S. under the assigned employee number.

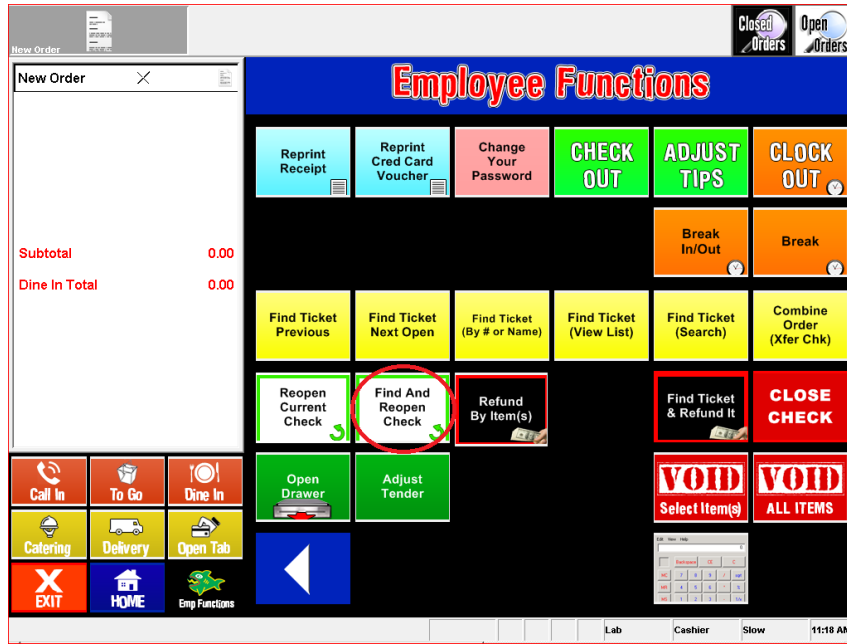


**STEP 2:** Select the “Emp Functions” button.

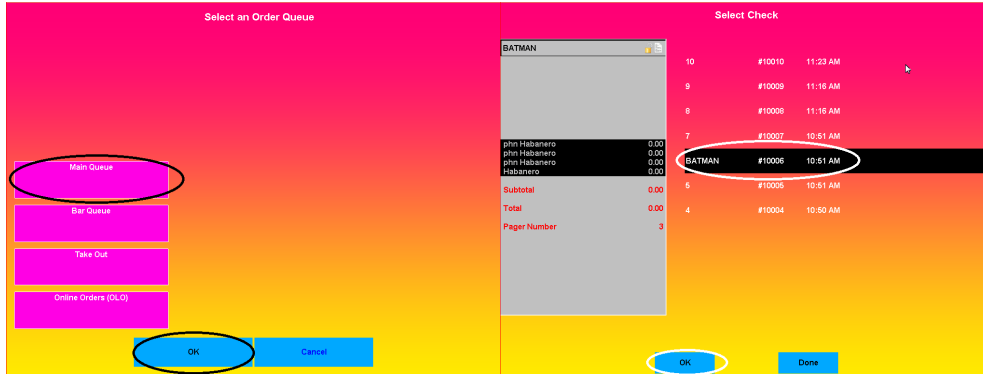




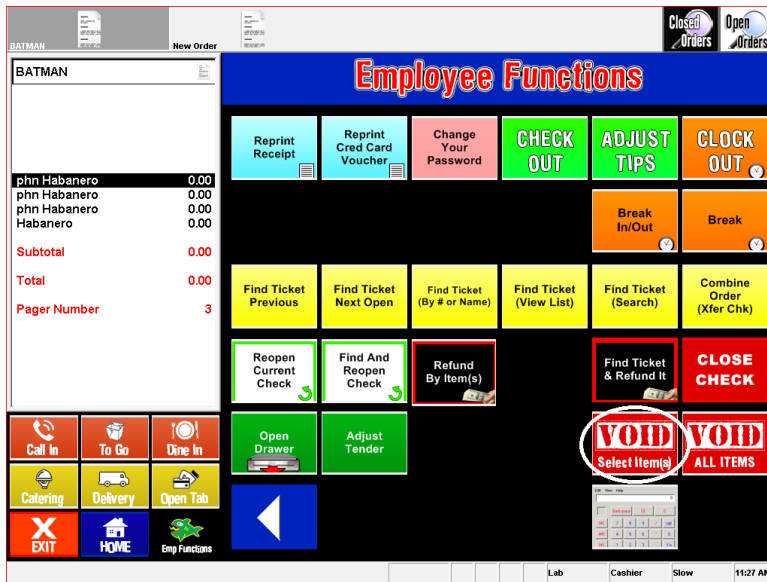
**STEP 3:** Select the " Find and Reopen Check" button



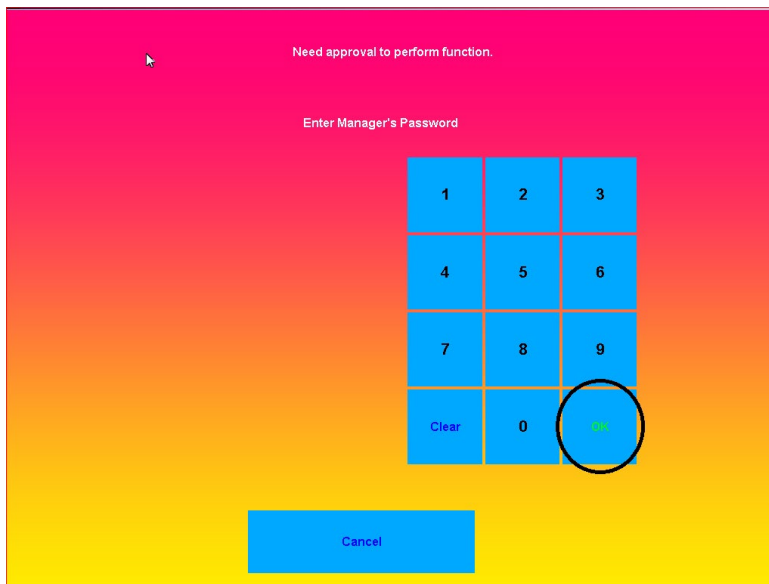
**STEP 4:** Select main Queue and press OK. Select ticket and press OK.



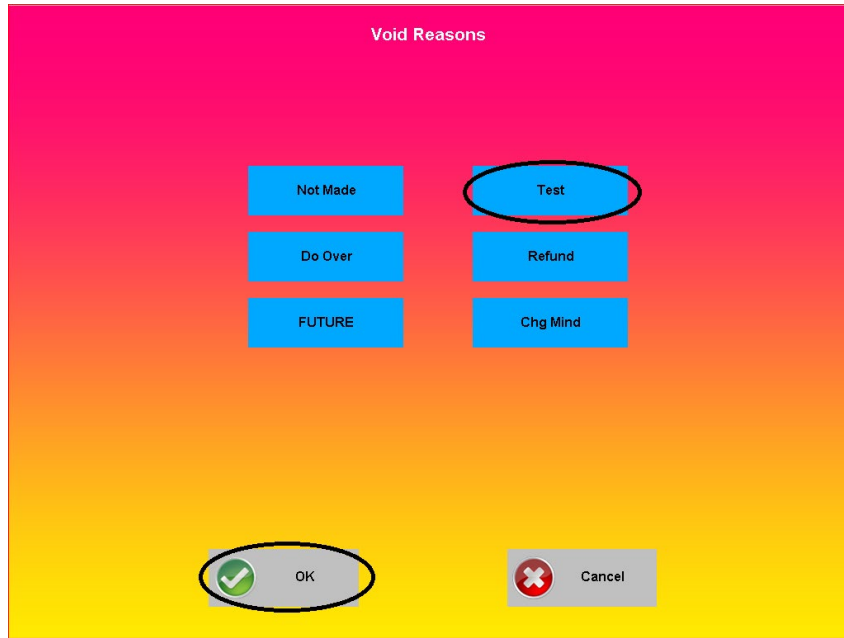
**STEP 5:** Select the item or items needing the void. Then select the "VOID Select Item(s)" button.



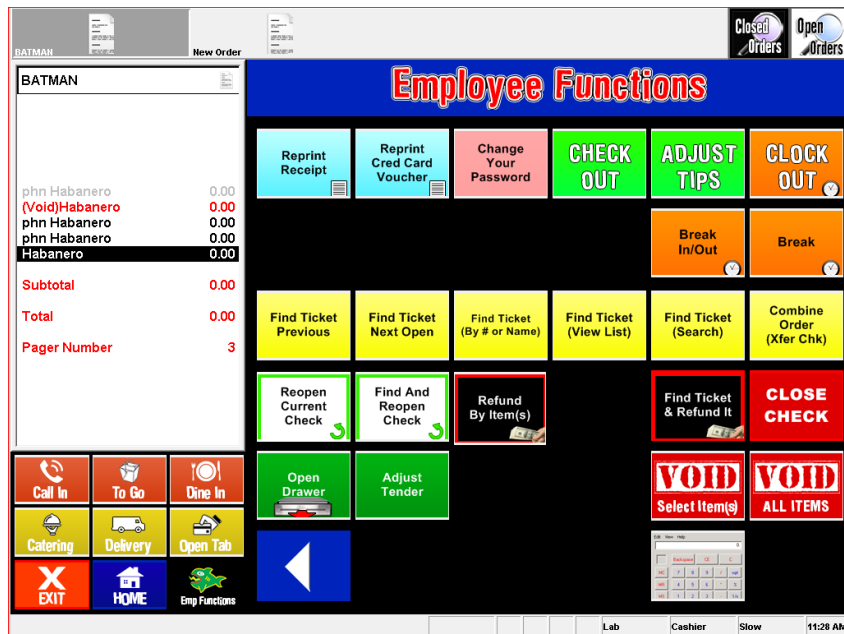
**STEP 6:** Input manager number and select OK.



**STEP 7:** Select the reason for the void and press OK.



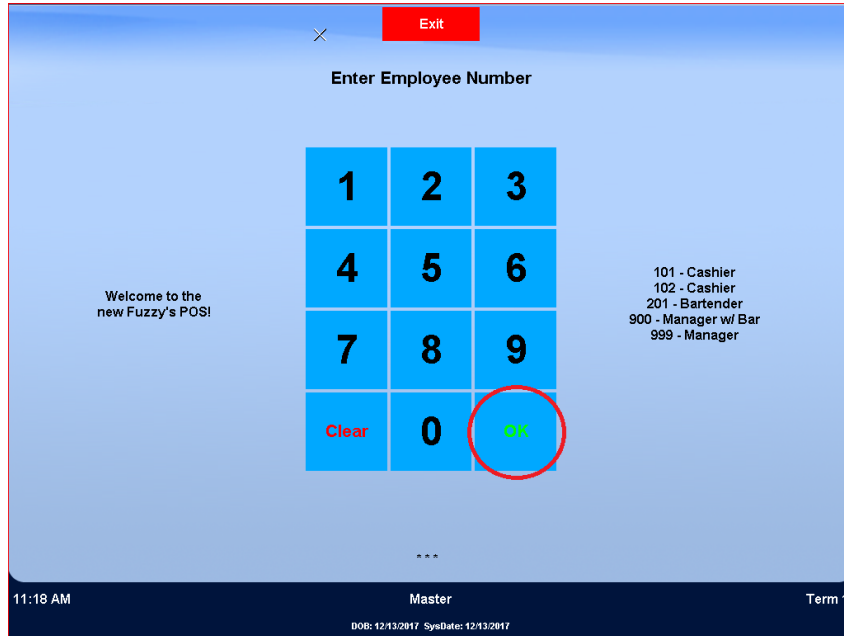
**STEP 8:** Item will be voided from the ticket.



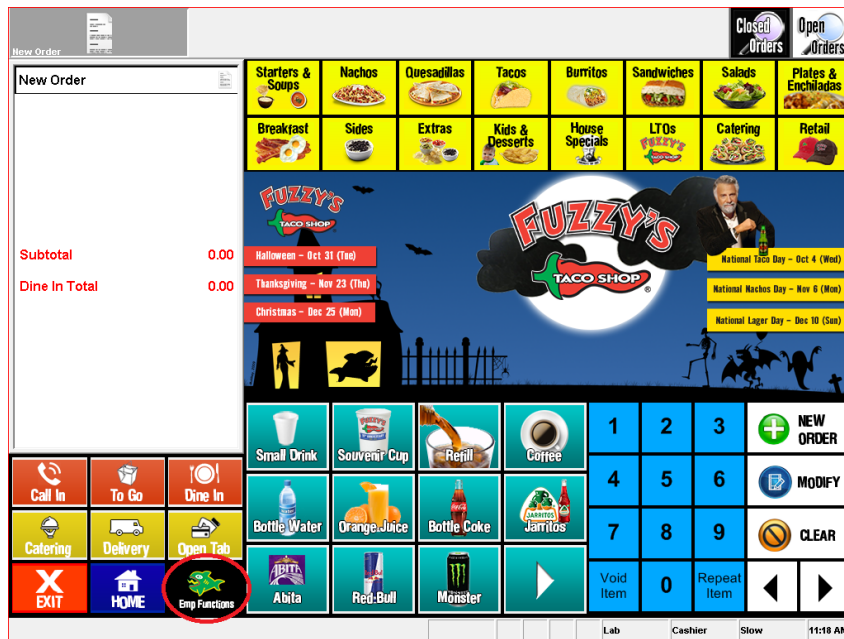
**NOTE:** If a cashier rings in an extra item or an unwanted item.

## Void Ticket:

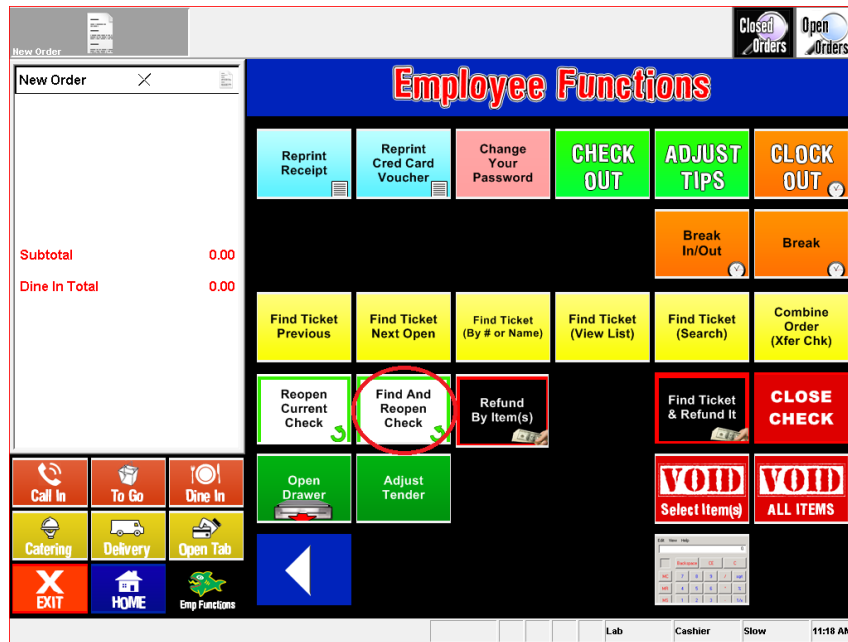
**STEP 1:** Log into P.O.S. under the assigned employee number.



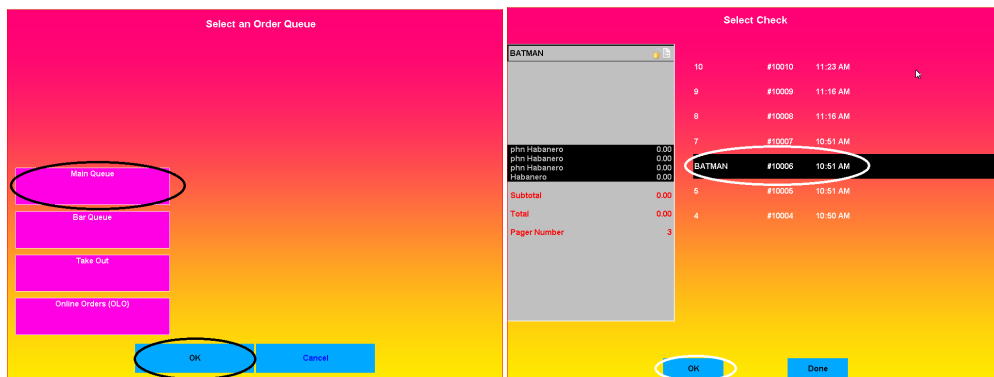
**STEP 2:** Select the "Emp Functions" button.



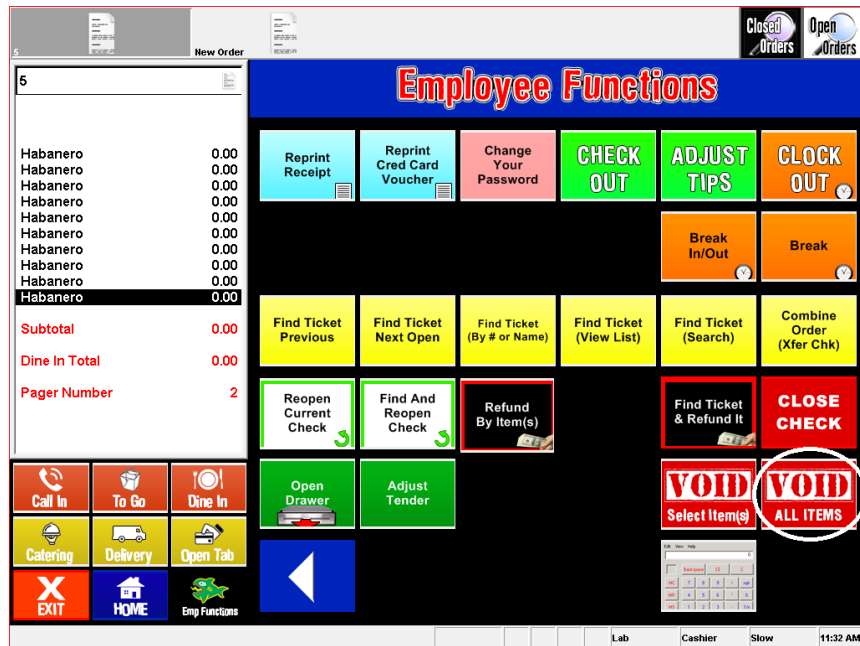
**STEP 3:** Select the "Find and reopen check" button.



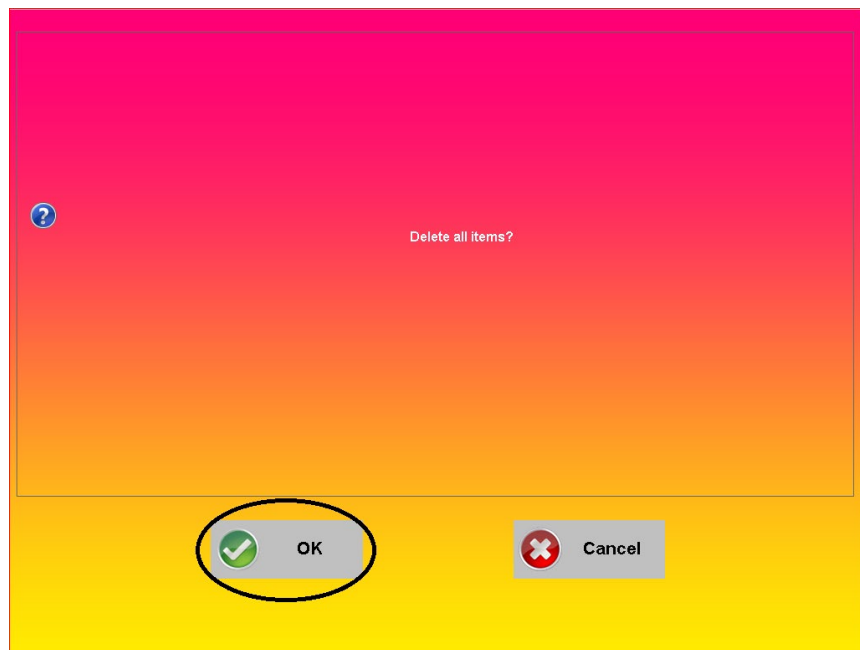
**STEP 4:** Select main Que and press OK. Select ticket and press OK.



**STEP 6:** Select the “Void All Items” button.

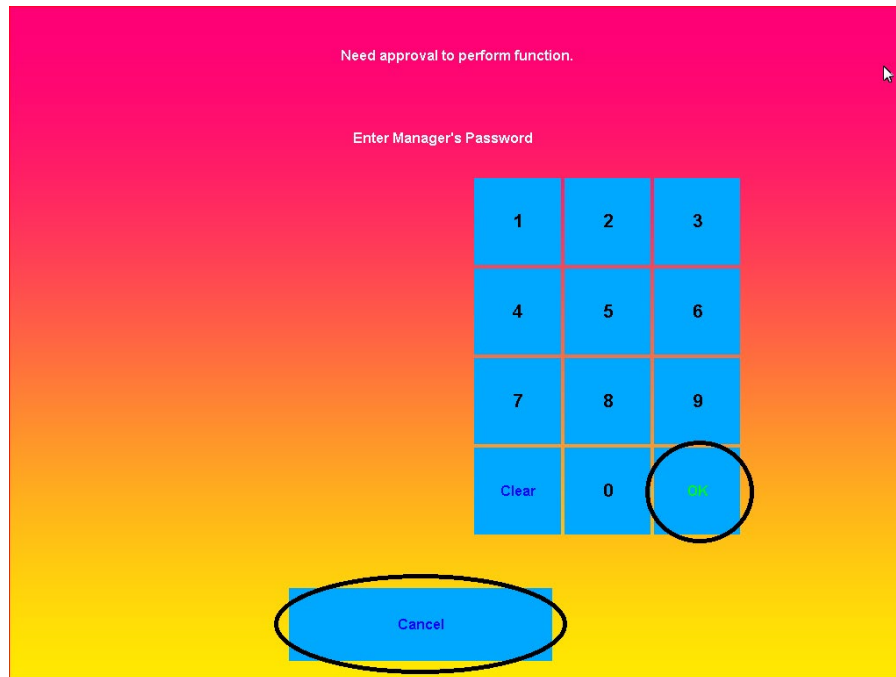


**STEP 7:** Message will prompt asking to delete all items? Select OK.

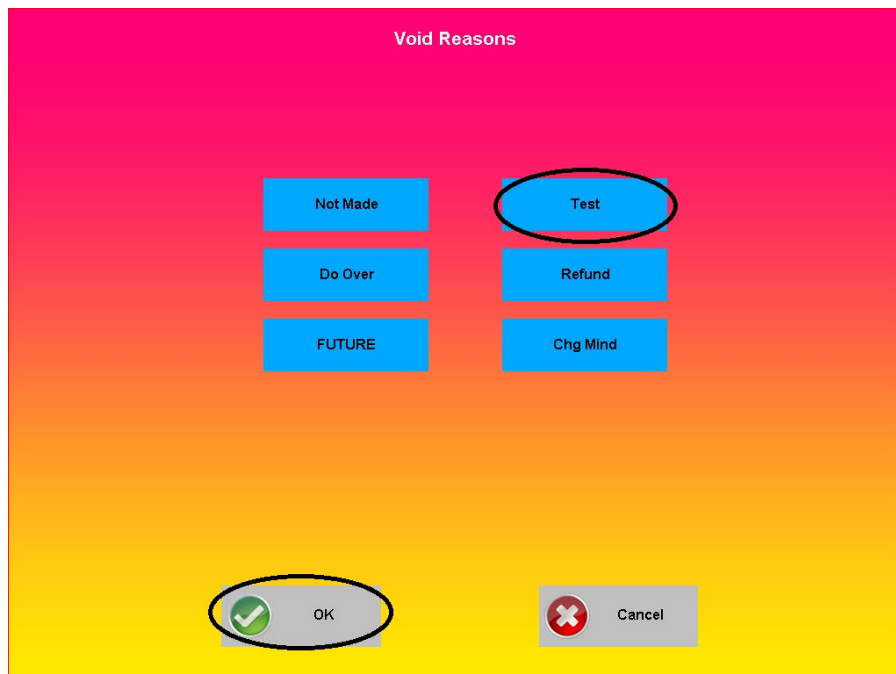


**STEP 8:** Input manager number to log into the P.O.S.

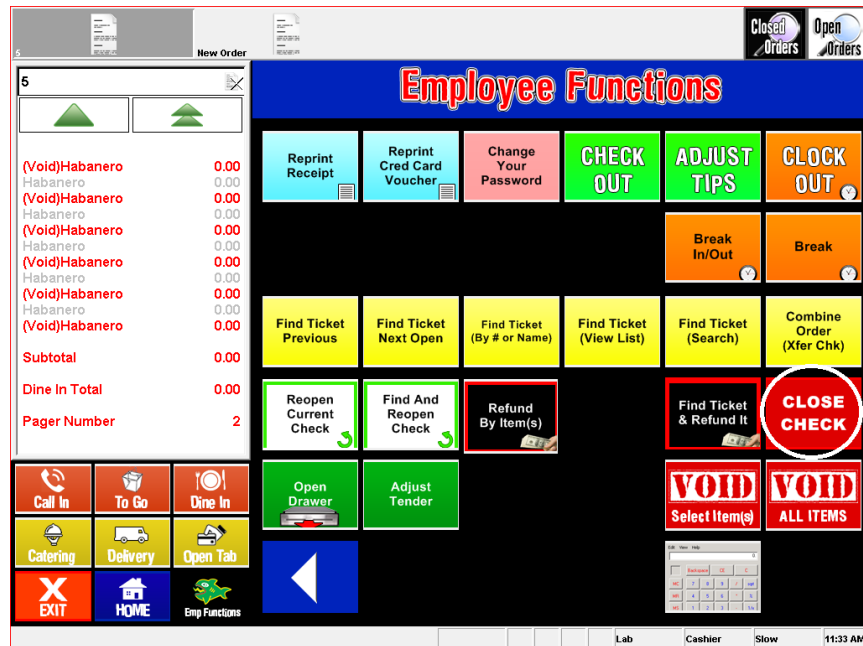
- Enter 4-digit number normally the last four of your social.
- Swipe Card assigned to MOD



**STEP 9:** Select reason for the void.



**STEP 10:** Select the “Close Check” button.

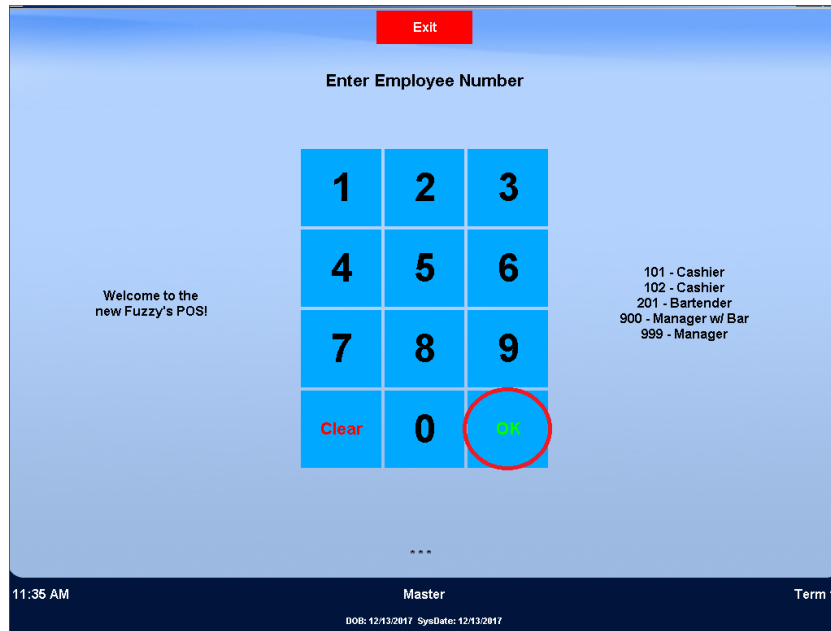


**NOTE:** If a guest doesn't come pick up a to-go or is unable to pay for their transaction you can void the whole ticket out.



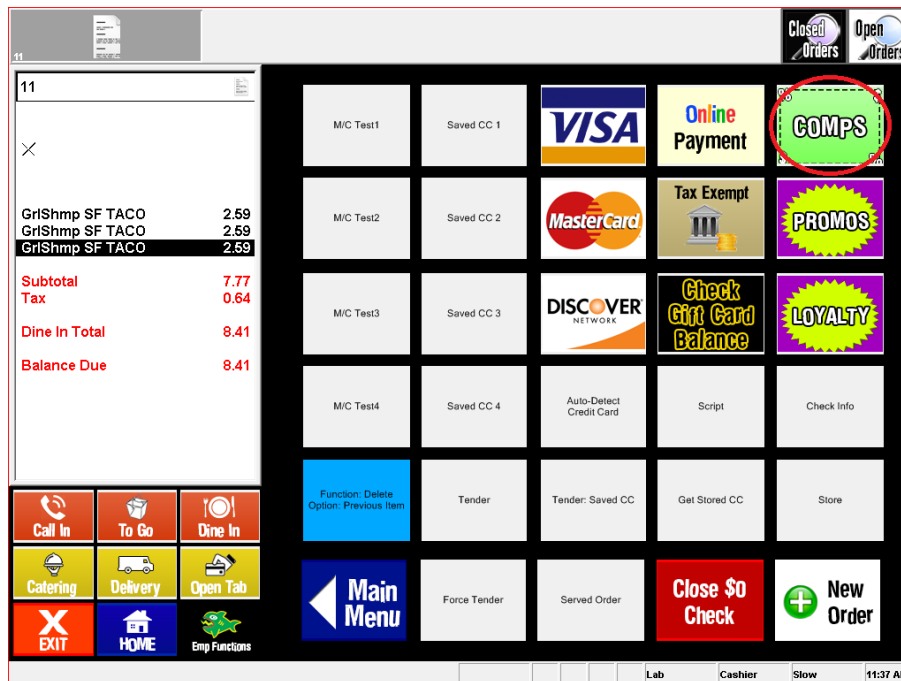
## Authorizing Comps:

**STEP 1:** Log into P.O.S. under the assigned employee number.



**STEP 2:** Complete an order, and get to the payment screen

**STEP 3:** Select the "Comps" button

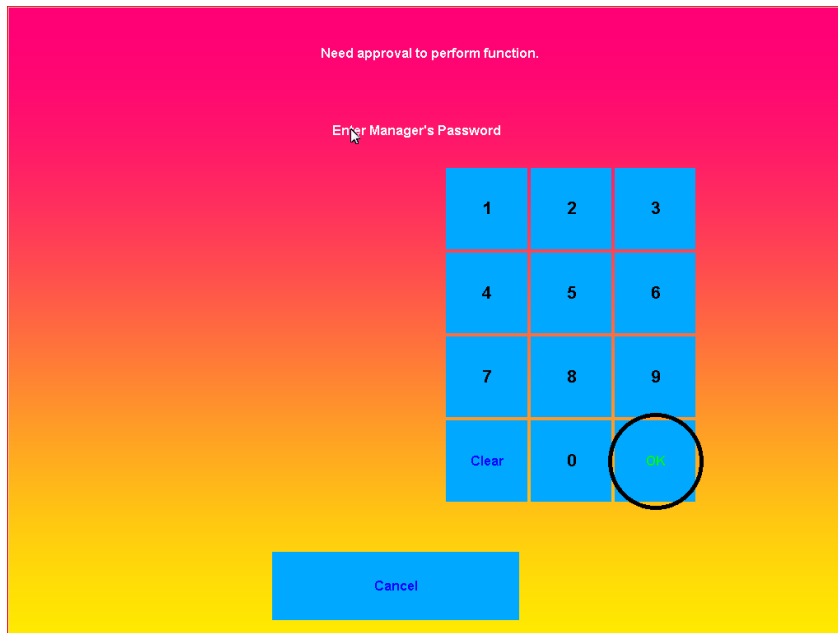


**STEP 4:** Select the comp needed for the scenario.

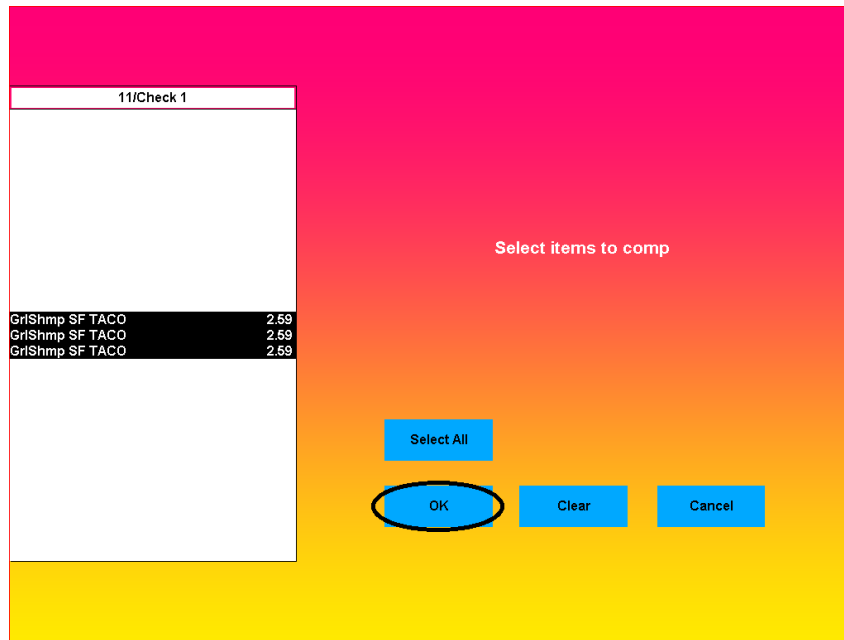


- The only comp that doesn't need a manager is the "Police and fire 50%" all other comps needs a manger present.

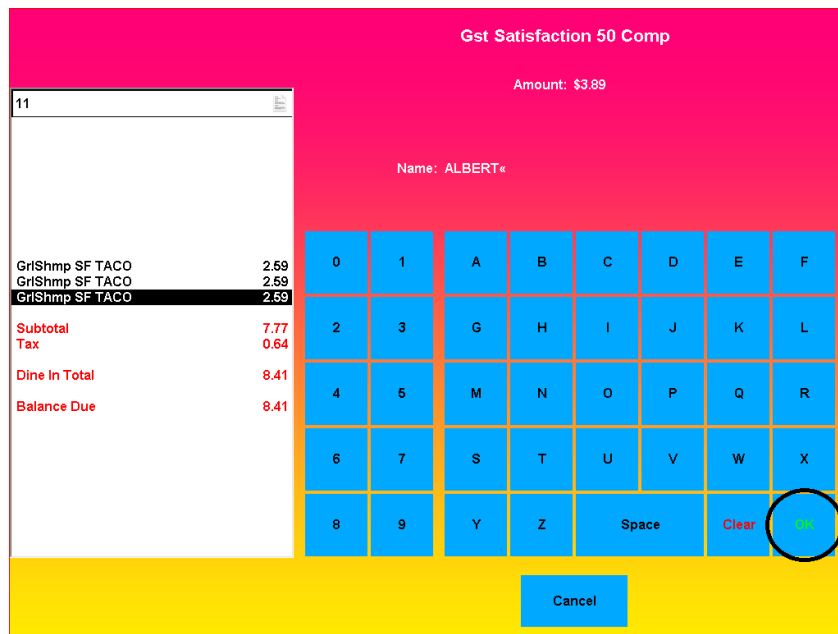
**STEP 6:** Enter manager number and select OK.



**STEP 7:** Select Items to comp and select OK.



**STEP 8:** Type in guest name and select OK.



**STEP 9:** Accept payment and place comp receipt under the cash drawer insert.

The screenshot displays a POS system interface. On the left, a receipt for order number 11 is shown with the following items and amounts:

GrShmp SF TACO	2.69
GrShmp SF TACO	2.69
GrShmp SF TACO	2.69
<b>Gst Satisfaction 50</b>	<b>-3.89</b>
Name: ALBERT	
<b>Subtotal</b>	<b>3.88</b>
<b>Tax</b>	<b>0.32</b>
<b>Dine In Total</b>	<b>4.20</b>
<b>Balance Due</b>	<b>4.20</b>

At the top right, there are buttons for "Closed Orders" and "Open Orders". The main area features a grid of 15 green buttons with various discount options:

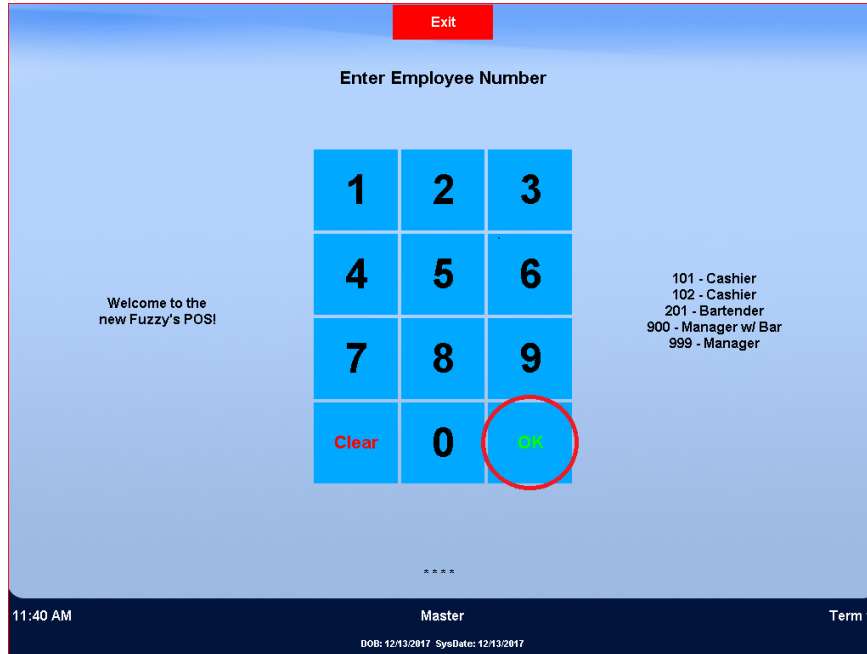
- Guest Satisfaction 100% off
- Guest Satisfaction 50% off
- No-Show (Pickup) 100%
- Waste/Spillage 100%
- Teacher 10% off
- Military 10% off
- Police/Fire 50% off
- New Hire Merchandise
- 50% Employee Merchandise
- Employee Shift Meal
- Manager Shift Meal
- Open Comp (\$ off)
- Open Comp (% off)

At the bottom left, there are buttons for "Call In", "To Go", "Dine In", "Catering", "Delivery", "Open Tab", "EXIT", "HOME", and "Emp Functions". A "Back" button is located in the center-bottom. A red "Close \$0 Check" button is at the bottom right. The status bar at the very bottom shows "Lab", "Cashier", "Slow", and the time "11:39 AM".

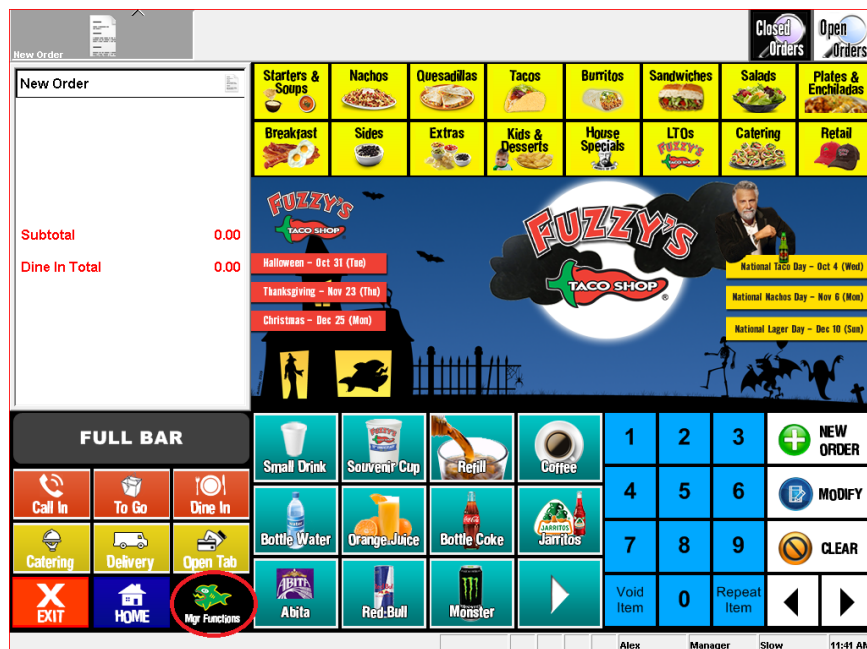
## Sales Report:

**STEP 1:** Input manager number to log into the P.O.S.

- Enter 4-digit number normally the last four of your social.
- Swipe Card assigned to MOD



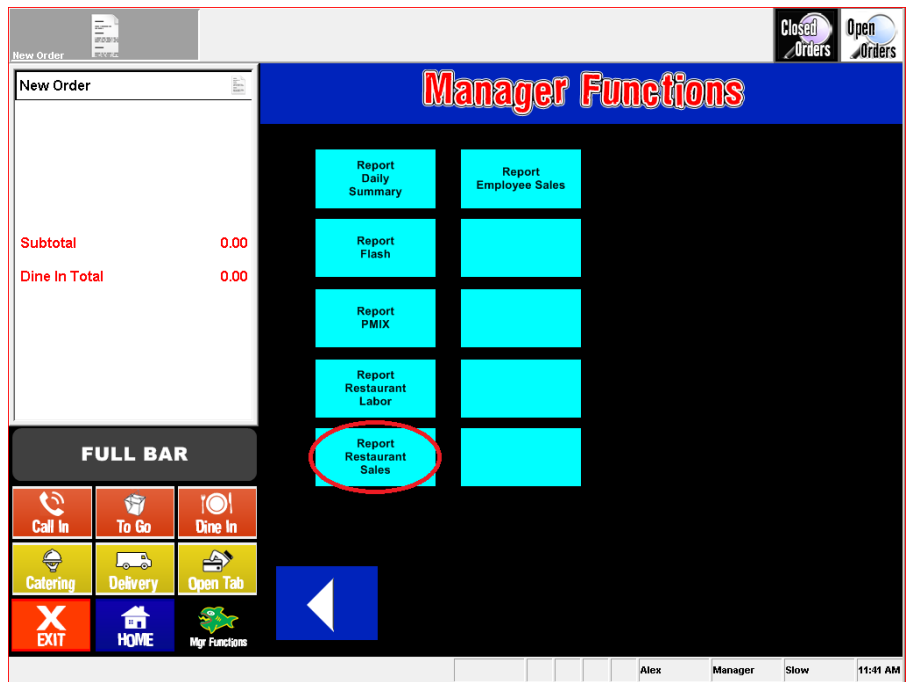
**STEP 2:** Select the “Mgr Functions” button.



STEP 3: Select the "Reports" button.



STEP 4: Select "Report Restaurant Sales" button.



**STEP 5:** Select the “Sales” button

Sales Summary				
SUMMARY	Breakfast	Lunch	Dinner	TOTAL
Gross:	0.00	7.77	0.00	7.77
- Voids:	0.00	7.77	0.00	7.77
- Taxes:	0.00	0.00	0.00	0.00
- Comps:	0.00	0.00	0.00	0.00
- Promos:	0.00	0.00	0.00	0.00
- Order Charges	0.00	0.00	0.00	0.00
= Net Sales:	0.00	0.00	0.00	0.00
+ Taxes:	0.00	0.00	0.00	0.00
= Adjusted Gross:	0.00	0.00	0.00	0.00
- Payments:	0.00	0.00	0.00	0.00
+ Order Charges:	0.00	0.00	0.00	0.00
+ Rev Items Sold:	0.00	0.00	0.00	0.00
- Rev Items Comps:	0.00	0.00	0.00	0.00
= Cash Balance:	0.00	0.00	0.00	0.00
***** Refunds *****	0.00	0.00	0.00	0.00
* Rev Items Voided *	0.00	0.00	0.00	0.00

Summary	Net	Sales	Labor	Payments	Comps	Promos	Taxes
---------	-----	-------	-------	----------	-------	--------	-------

Print	Done	Print All
-------	------	-----------

**STEP 6:** If you need a receipt select the “Print” button or select done to exit the screen.

Sales With Inclusive Taxes				
CATEGORIES	Breakfast	Lunch	Dinner	TOTAL
FOOD	0.00	0.00	0.00	0.00
Raffle Sales	0.00	0.00	0.00	0.00
Charitable	0.00	0.00	0.00	0.00
Event Tickets	0.00	0.00	0.00	0.00
Catering Deposits	0.00	0.00	0.00	0.00
NA BEVS	0.00	0.00	0.00	0.00
BEER - BOTTLES	0.00	0.00	0.00	0.00
BEER - DRAFT	0.00	0.00	0.00	0.00
WINE	0.00	0.00	0.00	0.00
LIQUOR	0.00	0.00	0.00	0.00
GIFT CARDS	0.00	0.00	0.00	0.00
SALES:	0.00	0.00	0.00	0.00
New Employee Merch	0.00	0.00	0.00	0.00
MERCHANDISE	0.00	0.00	0.00	0.00
BIXY	0.00	0.00	0.00	0.00
RETAIL:	0.00	0.00	0.00	0.00
Total:	0.00	0.00	0.00	0.00

Summary	Net	Sales	Labor	Payments	Comps	Promos	Taxes
---------	-----	-------	-------	----------	-------	--------	-------

Print	Done	Print All
-------	------	-----------

## Labor Report:

**STEP 1:** Input manager number to log into the P.O.S.

- Enter 4-digit number normally the last four of your social.
- Swipe Card assigned to MOD

Exit

Enter Employee Number

Welcome to the new Fuzzy's POS!

1	2	3
4	5	6
7	8	9
Clear	0	OK

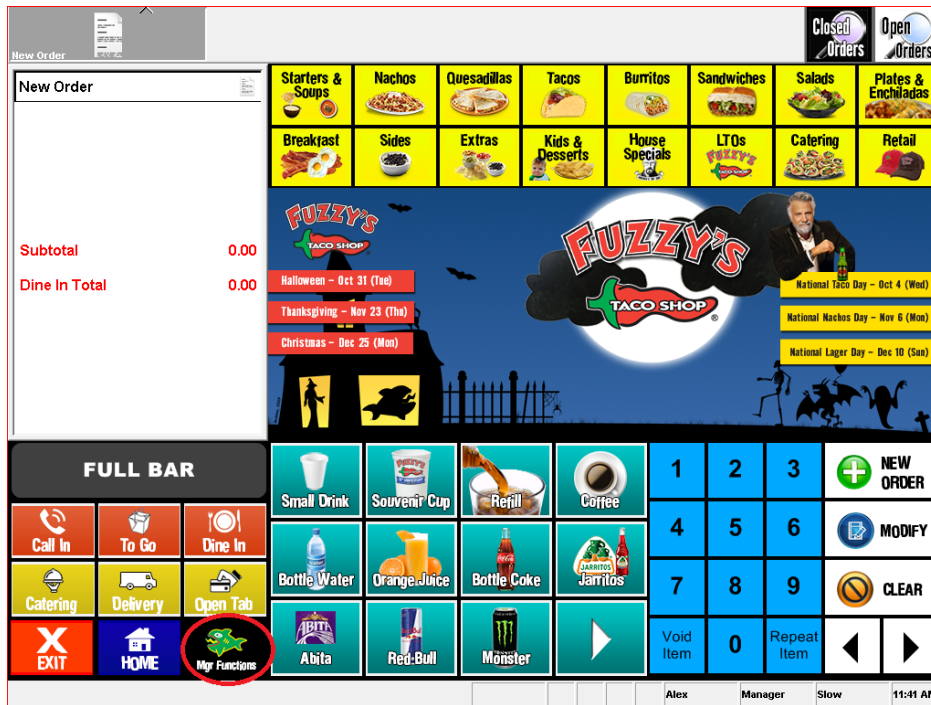
101 - Cashier  
102 - Cashier  
201 - Bartender  
900 - Manager w/ Bar  
999 - Manager

\*\*\*\*

11:40 AM Master Term 1  
DOB: 12/13/2017 SysDate: 12/13/2017



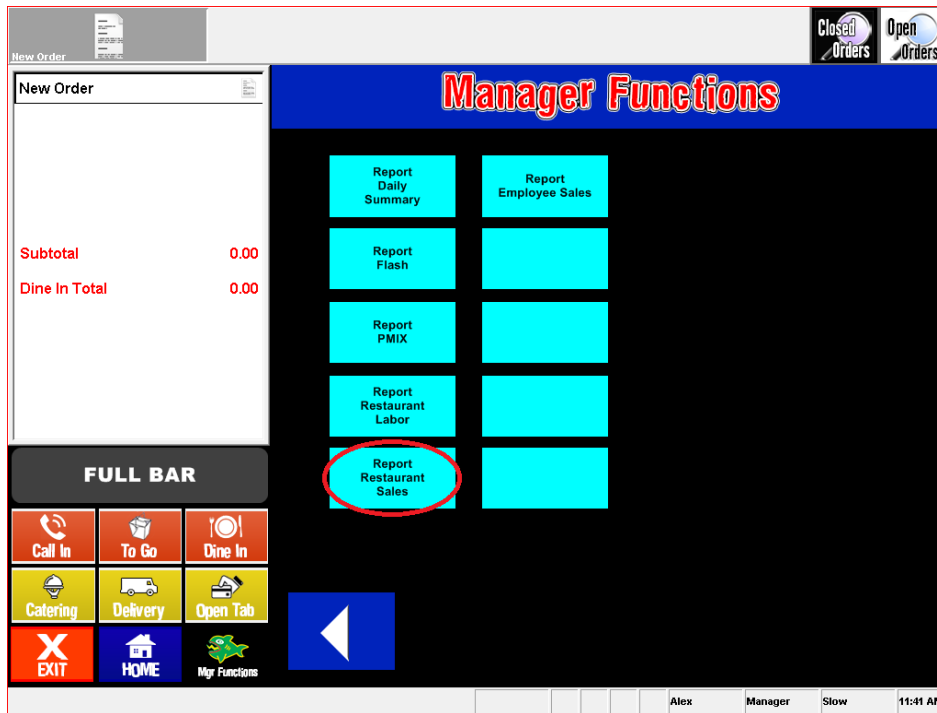
**STEP 2:** Select the “Mgr functions” button.



**STEP 3:** Select the “Reports” button.



**STEP 4:** Select the “Report Restaurant Sales” button.



**STEP 5:** Select the “Labor” button.

**STEP 6:** If you need a receipt select the “Print” button.

Labor				
CATEGORIES	Breakfast	Lunch	Dinner	TOTAL
Hourly \$	21.70	14.00	0.00	35.70
Hourly %	N/A	N/A	N/A	N/A
TOTAL \$:	21.70	14.00	0.00	35.70
TOTAL %%:	N/A	N/A	N/A	N/A

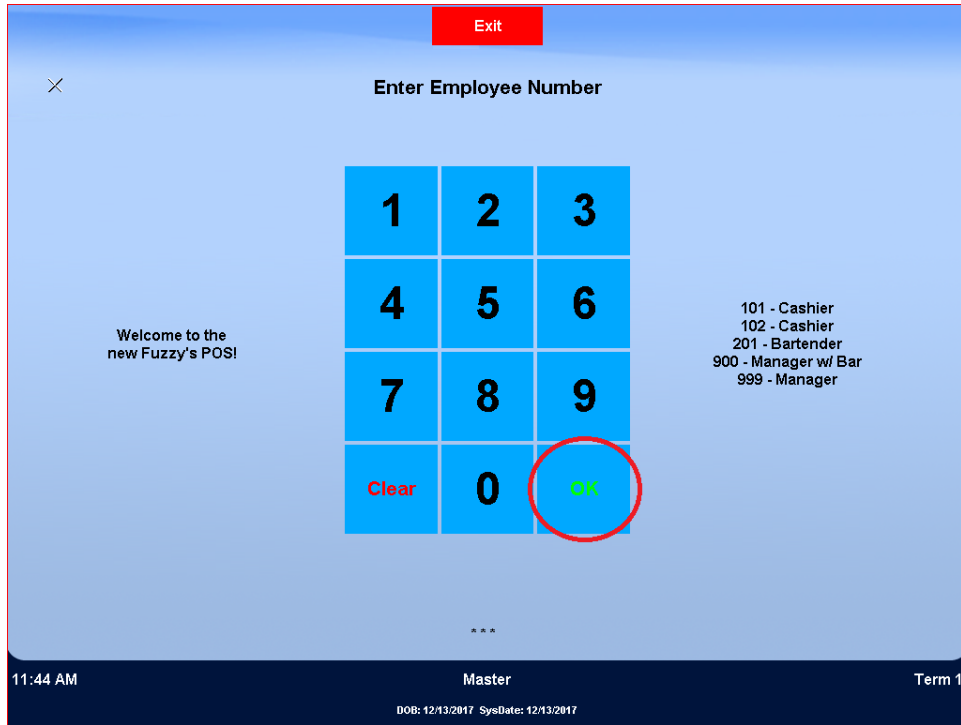
Summary	Net	Sales	Labor	Payments	Comps	Promos	Taxes
---------	-----	-------	-------	----------	-------	--------	-------

Print	Done	Print All
-------	------	-----------

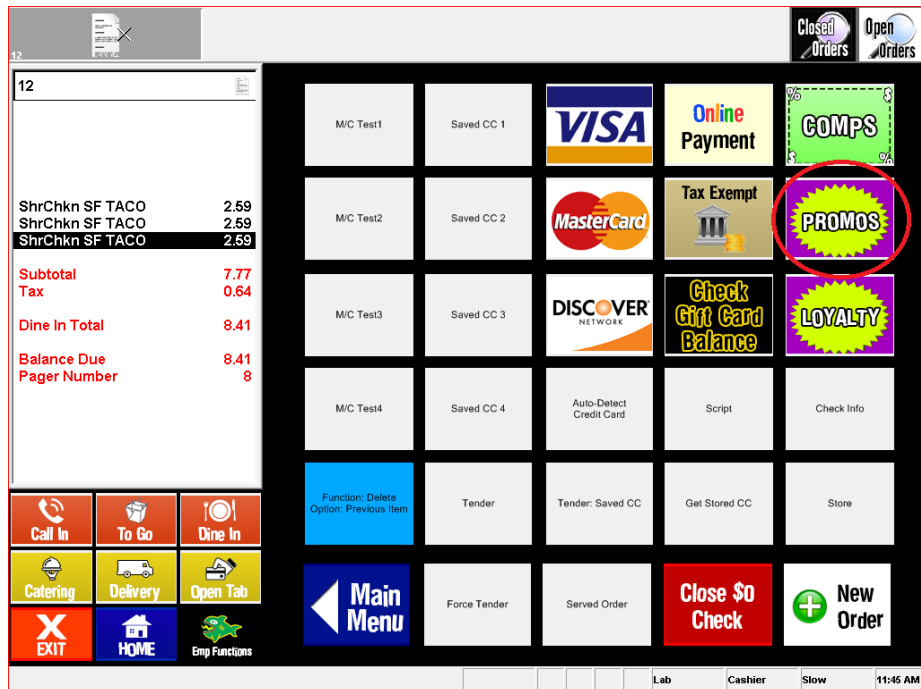
## Applying Promos:

**STEP 1:** Log into P.O.S. under the assigned employee number.

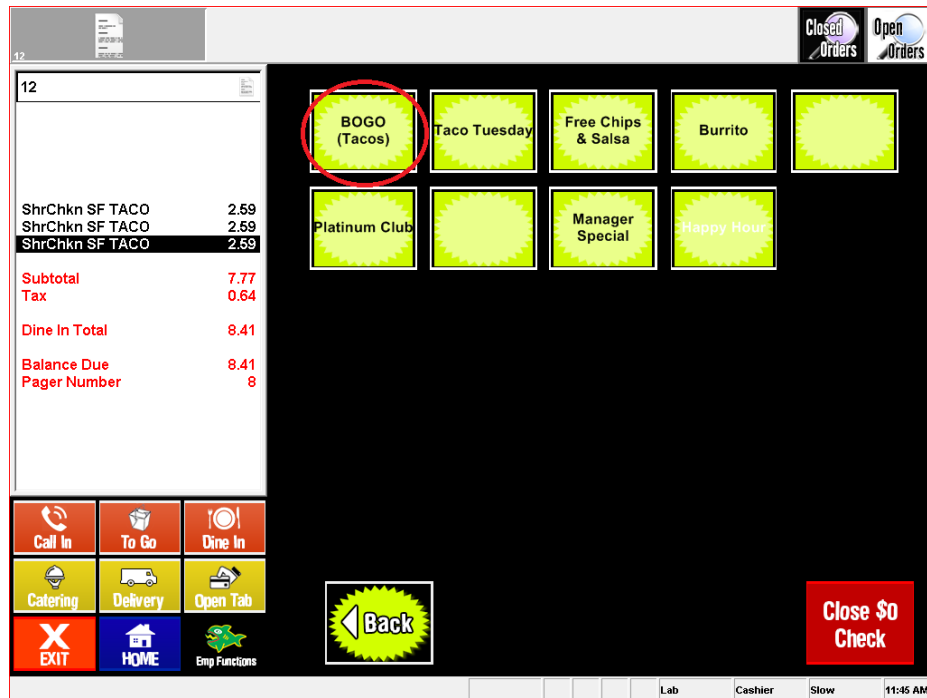


**STEP 2:** When you complete an order and get to the payment screen.

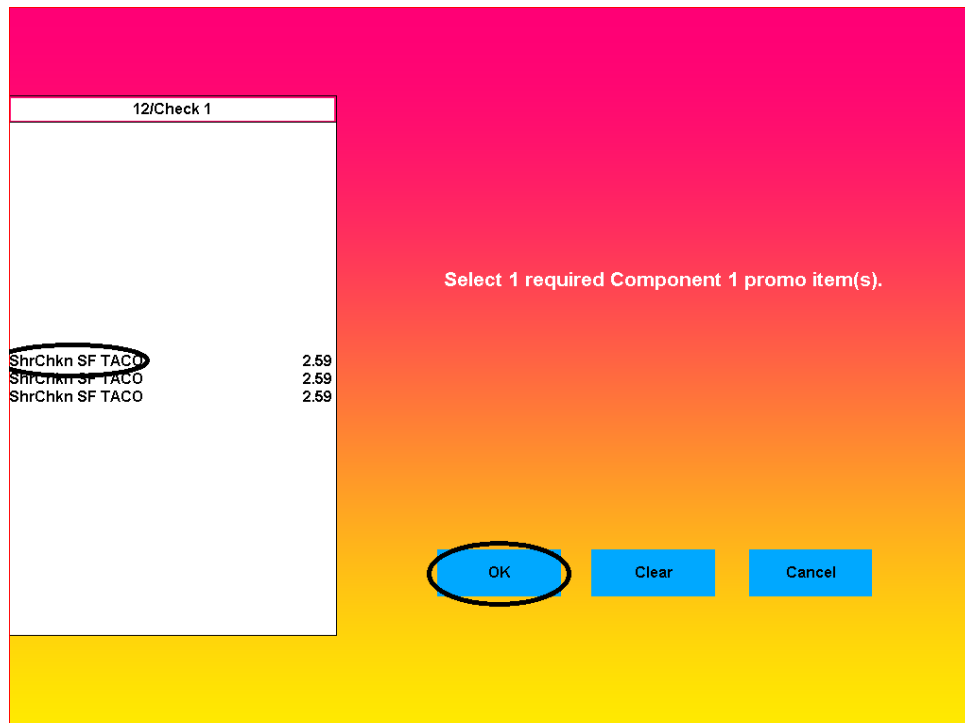
**STEP 3:** Select the “Promo’s” button.



**STEP 4:** Select the desired promo.



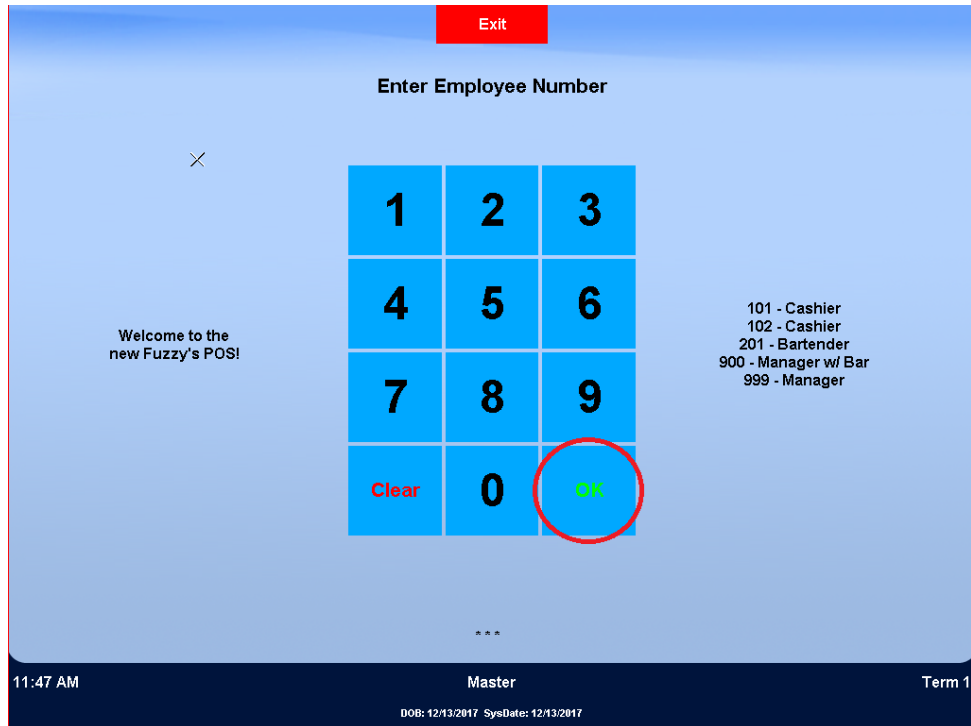
**STEP 5:** Select items that pertain to the promo. Then select OK.



**STEP 6:** Select the back button and complete the payment.

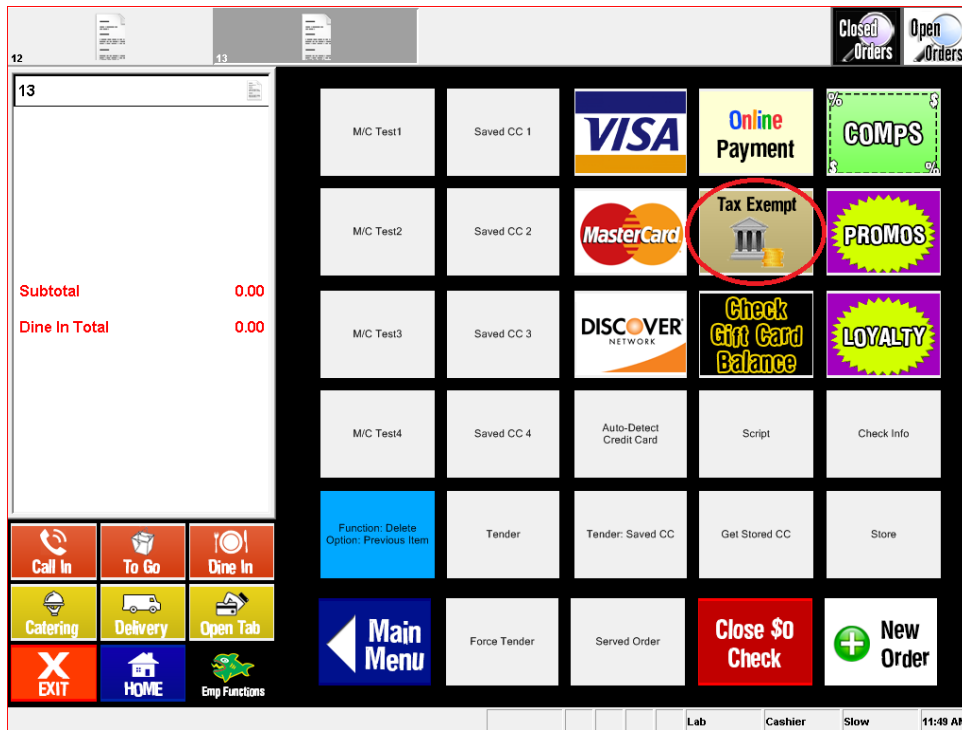
## Tax-exempt orders:

**STEP 1:** Log into P.O.S. under the assigned employee number.

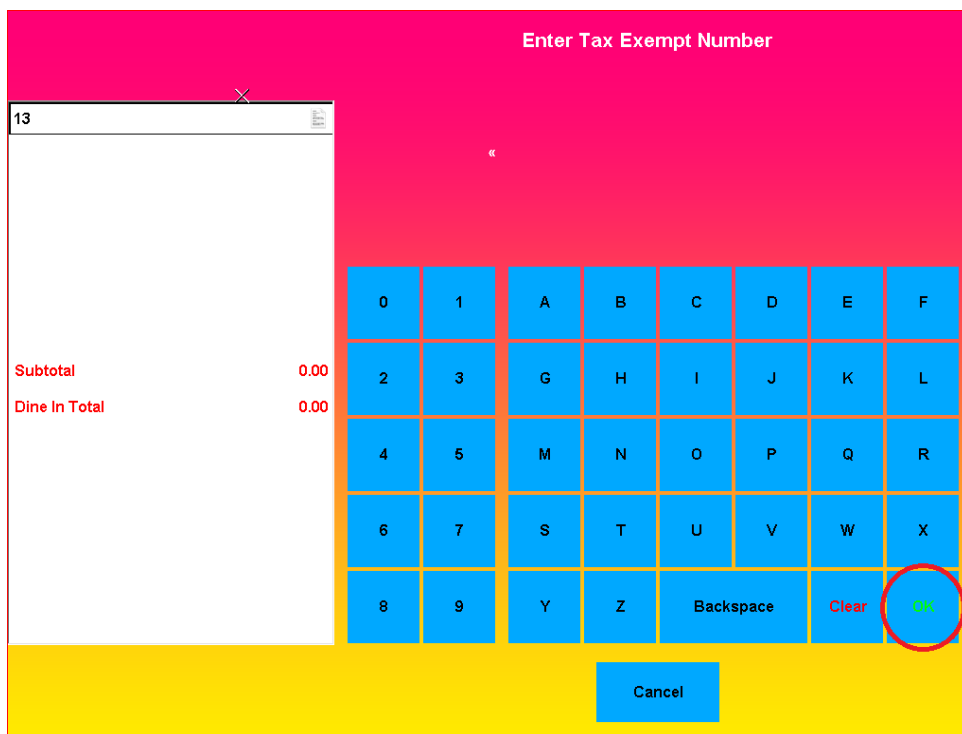


**STEP 2:** When you complete an order and get to the payment screen.

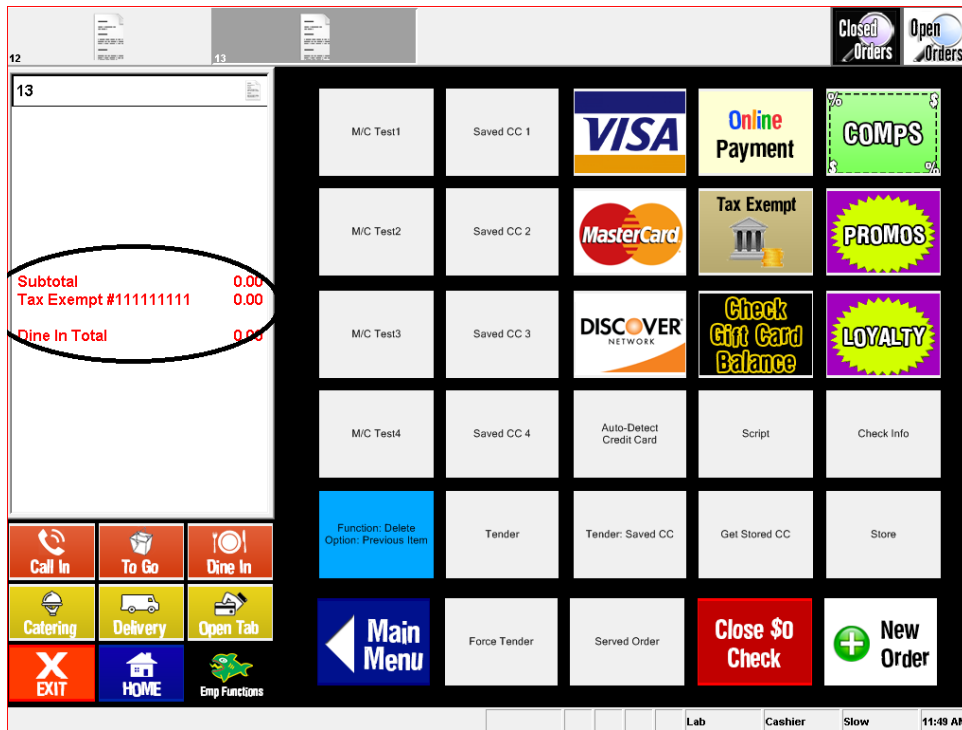
**STEP 3:** Select the "Tax Exempt" button.



**STEP 4:** Input the Tax-exempt number the guest has and select OK.

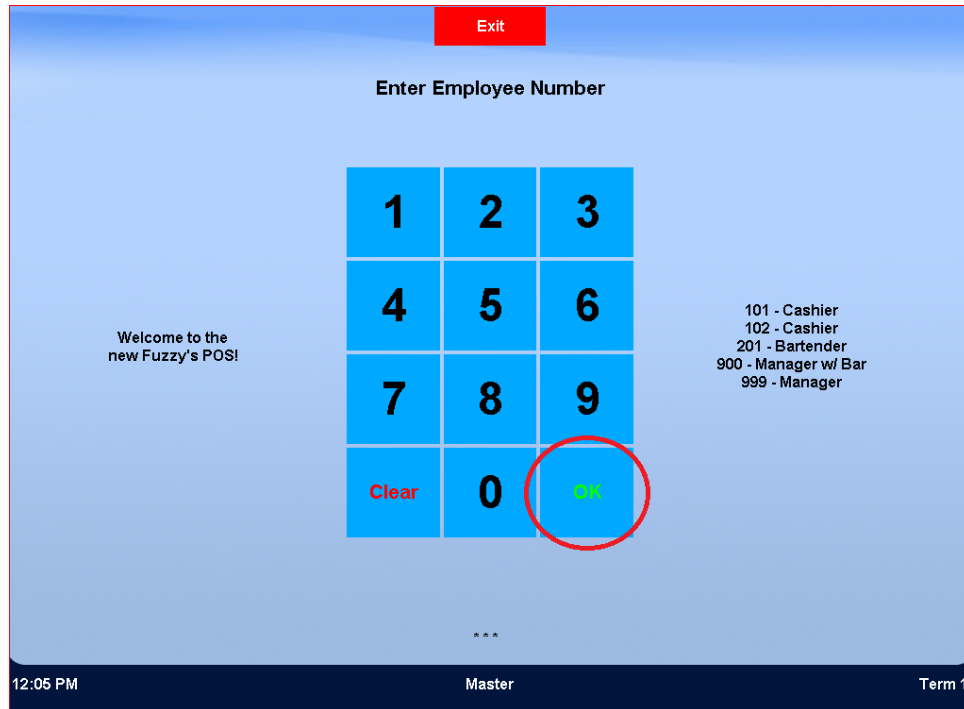


**STEP 5:** Tax exempt will show up on the left, finish taking the payment.



## Applying Loyalty App Promotions

**STEP 1:** Log into P.O.S. under the assigned employee number.



**STEP 2:** When you complete an order and get to the payment screen.



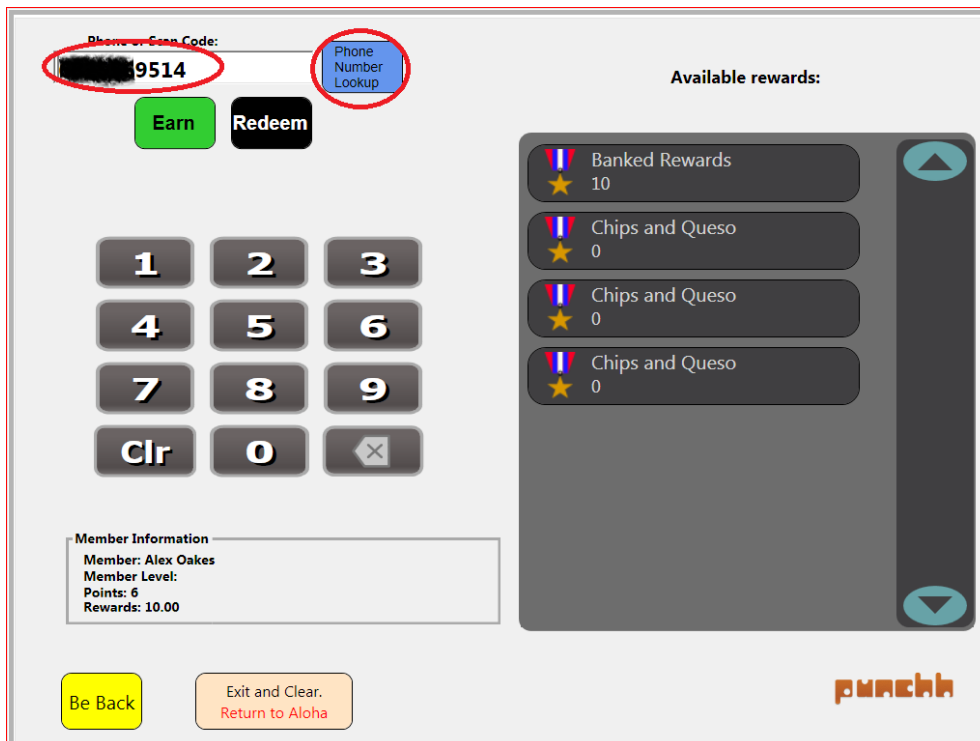
**STEP 3:** Select the “Loyalty” button.



**STEP 4:** You can enter the redemption number from the guest app.

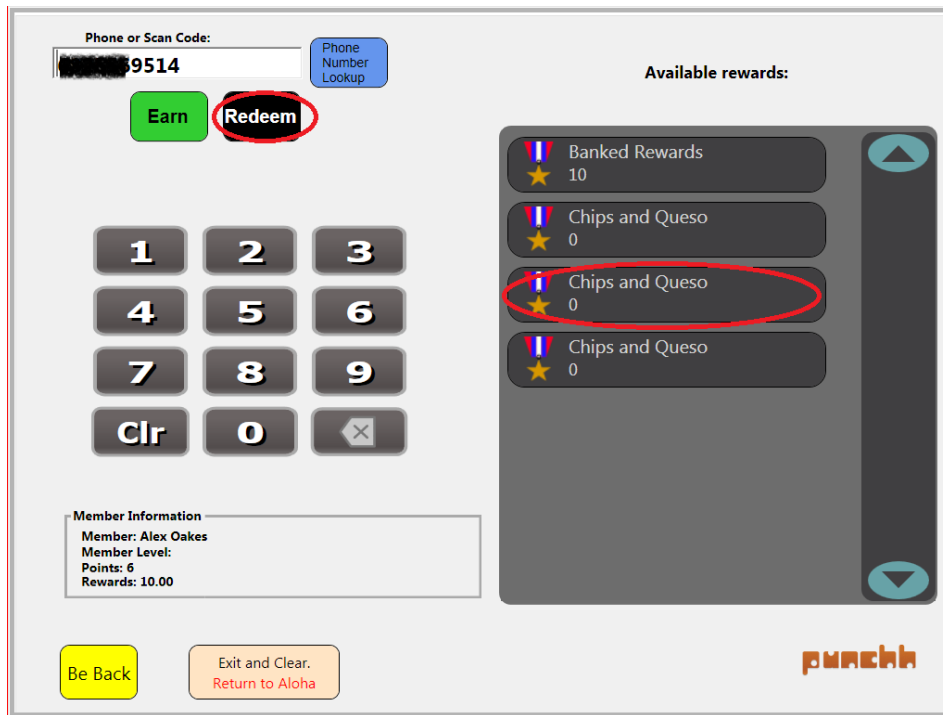
OR

You can enter the guest phone number if it is linked to the guest account.

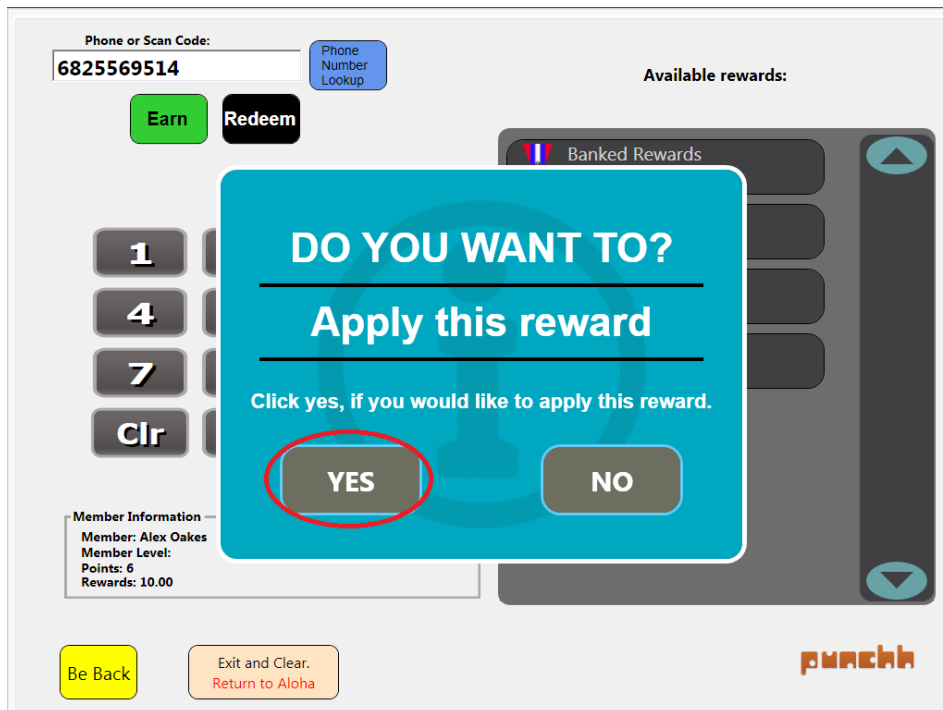


**STEP 5:** Select the redemption option the guest requested gets used.

**STEP 6:** Select the redeem button.



**STEP 7:** Question prompt asking if you are sure you want to redeem. Select Yes.

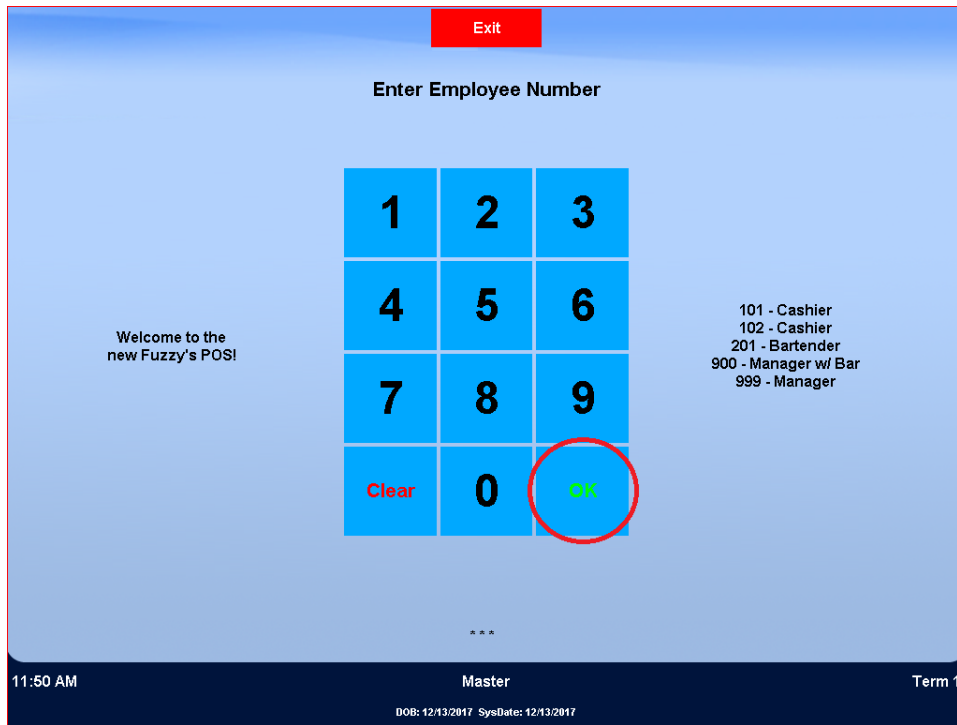


**STEP 8:** Screen will prompt a success message.

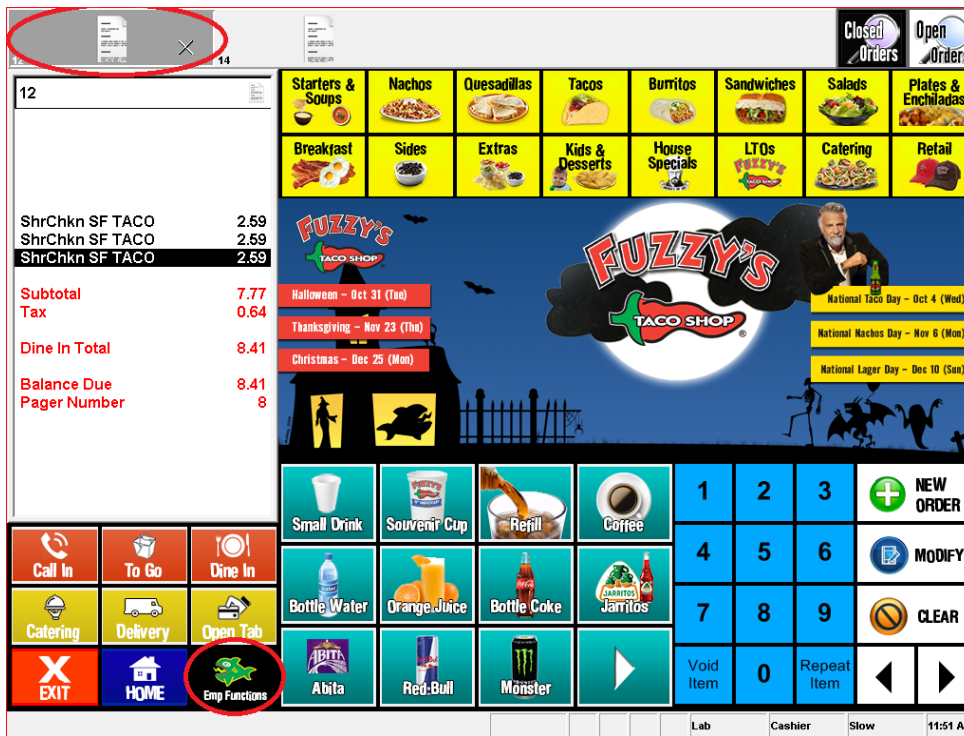
**STEP 9:** Complete the rest of the checkout process.

## Combine Orders

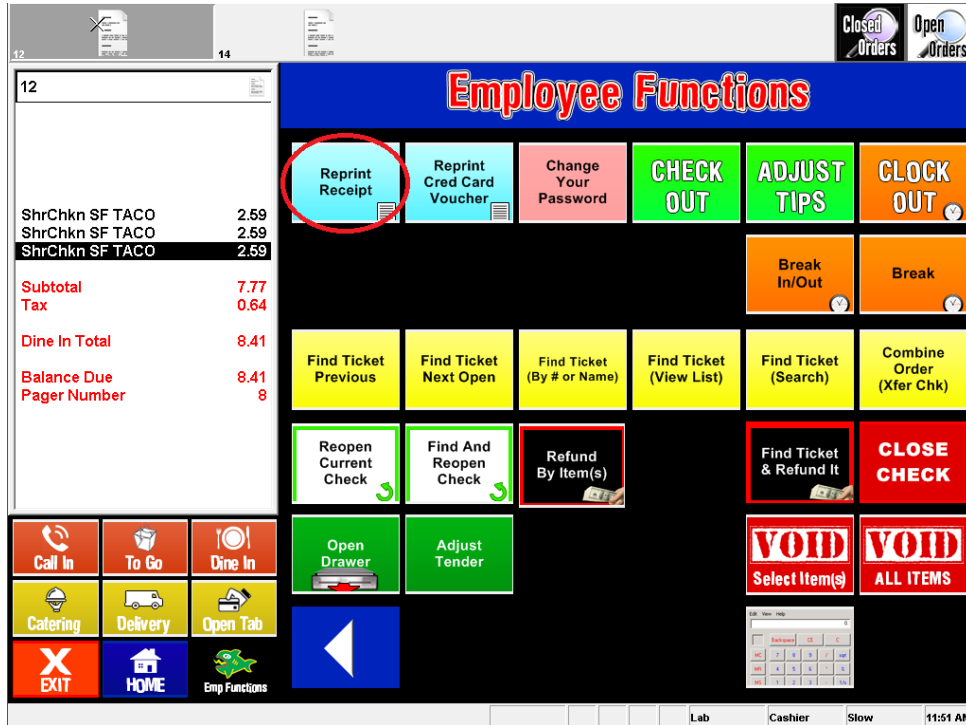
**STEP 1:** Log into P.O.S. under the assigned employee number.



**STEP 2:** Select first ticket to combine, select the "Emp Functions" button.



STEP 3: Reprint receipt from step 2.



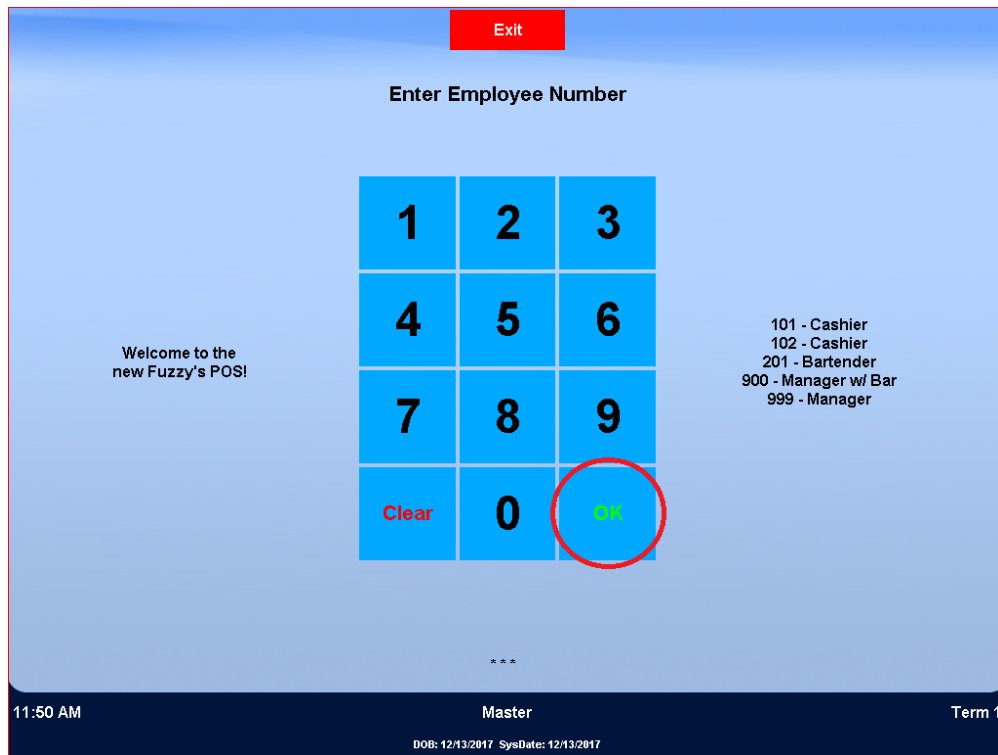
STEP 4: Select second ticket that needs to be combined, then select the "Combine Order (Xfer Chk)" button.





## Split Check.

**STEP 1:** Log into P.O.S. under the assigned employee number.



Exit

Enter Employee Number

Welcome to the new Fuzzy's POS!

1	2	3
4	5	6
7	8	9
Clear	0	OK

101 - Cashier  
102 - Cashier  
201 - Bartender  
900 - Manager w/ Bar  
999 - Manager

\*\*\*

11:50 AM Master Term 1  
DOB: 12/13/2017 SysDate: 12/13/2017

**STEP 2:** Complete an order and get to the payment screen.

**STEP 3:** Select the “Split Check” button.

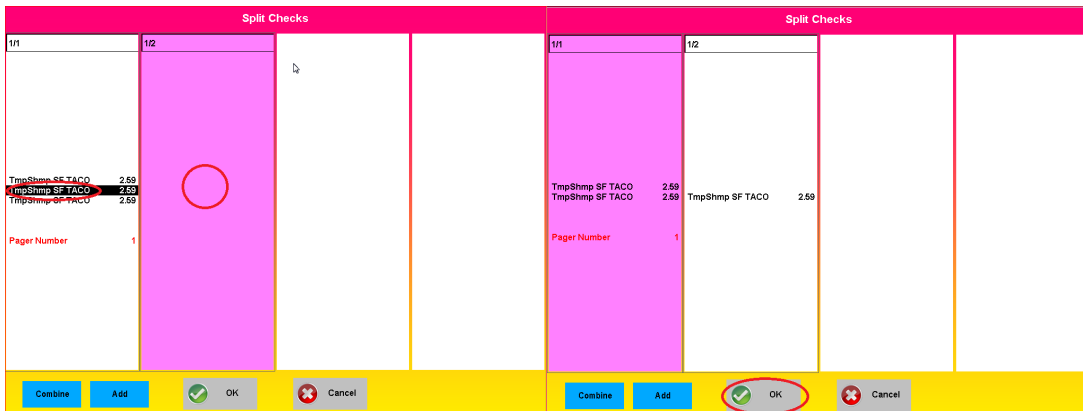


**STEP 4:** Select the “add” button one time to split the check into two.

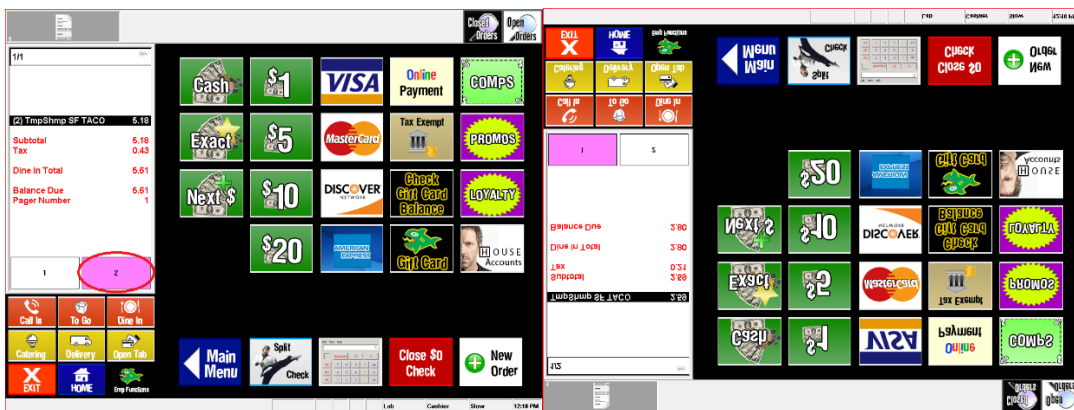


**STEP 5:** Select the all the items from check one that need to be moved.

**STEP 6:** Select the check two and all items needing to be split will be on check two. Press OK.



**STEP 7:** Complete payment on check one, then click check two and complete payment on it.



**NOTE:** To split check more than two ways. Press the add button and additional time to add more checks. For example, if you need 3 checks you would press the “add” button two times instead of just once.



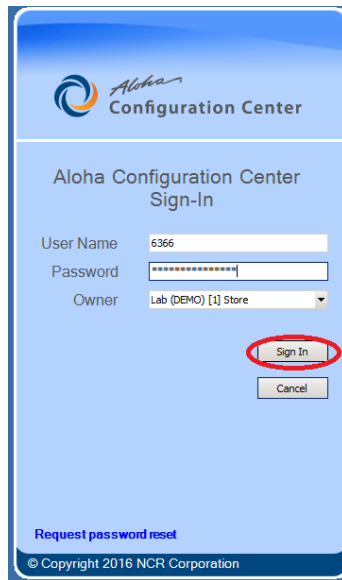
# BOH Aloha Functions

## Add Employee

**STEP 1:** Select the aloha computer button.

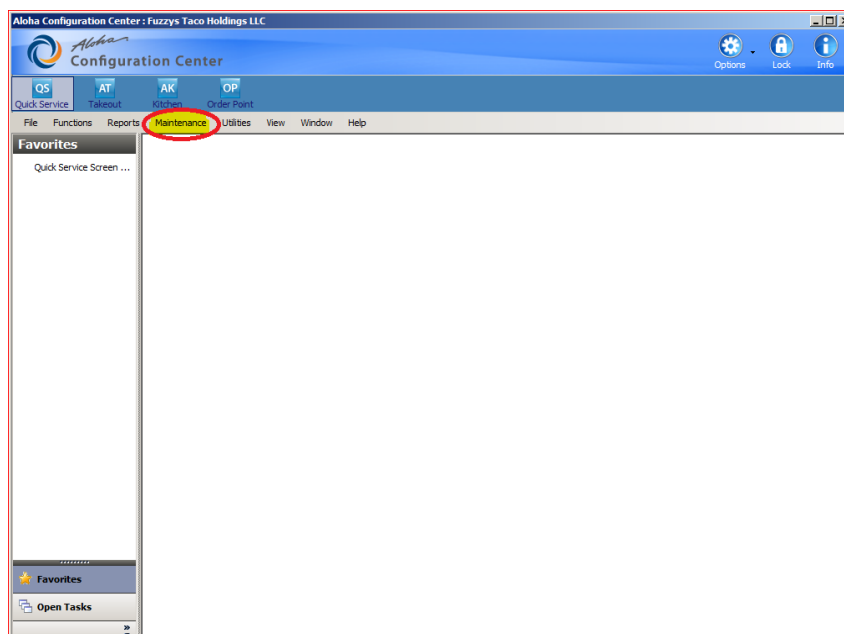
**STEP 2:** Log into the computer.

**STEP 3:** Log into the configuration center.

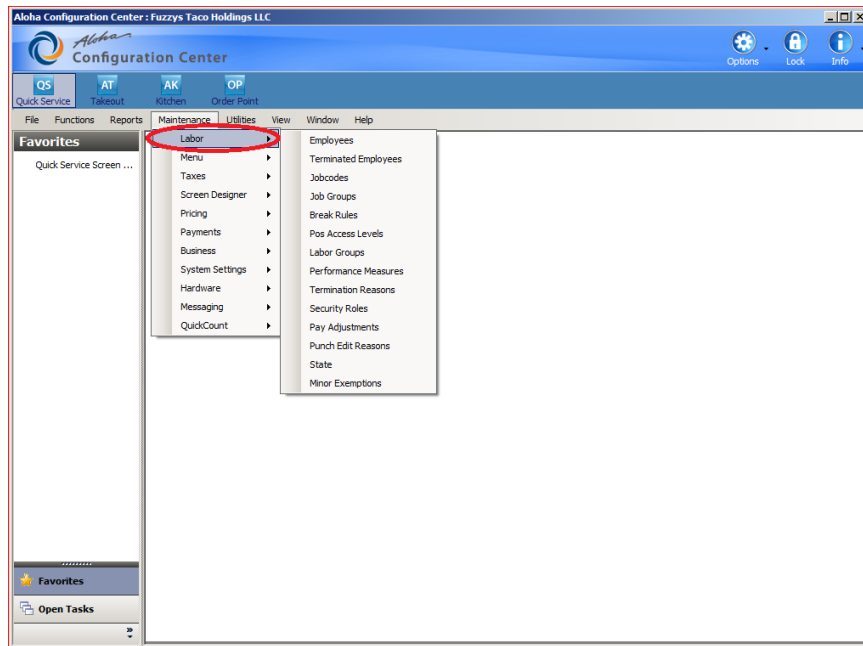


The screenshot shows the 'Aloha Configuration Center Sign-In' window. At the top is the Aloha logo and 'Configuration Center'. Below is the title 'Aloha Configuration Center Sign-In'. There are three input fields: 'User Name' with the value '6366', 'Password' with masked characters, and 'Owner' with a dropdown menu showing 'Lab (DEMO) [1] Store'. Below the fields are two buttons: 'Sign In' (circled in red) and 'Cancel'. At the bottom, there is a link for 'Request password reset' and a copyright notice '© Copyright 2016 NCR Corporation'.

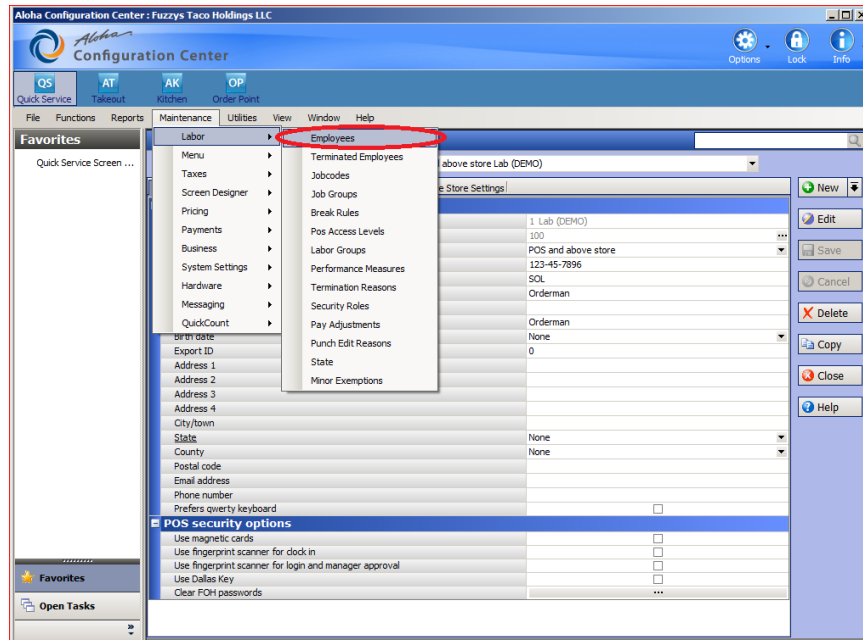
**STEP 4:** Select the "Maintenance" tab and a drop-down box will appear.



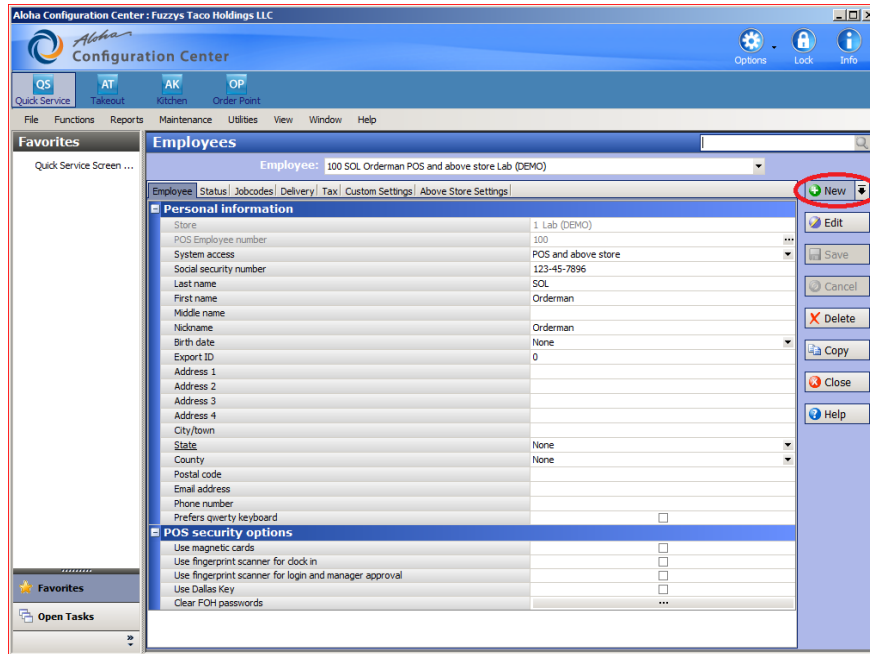
**STEP 5:** Select the “Labor” button and a side box will appear.



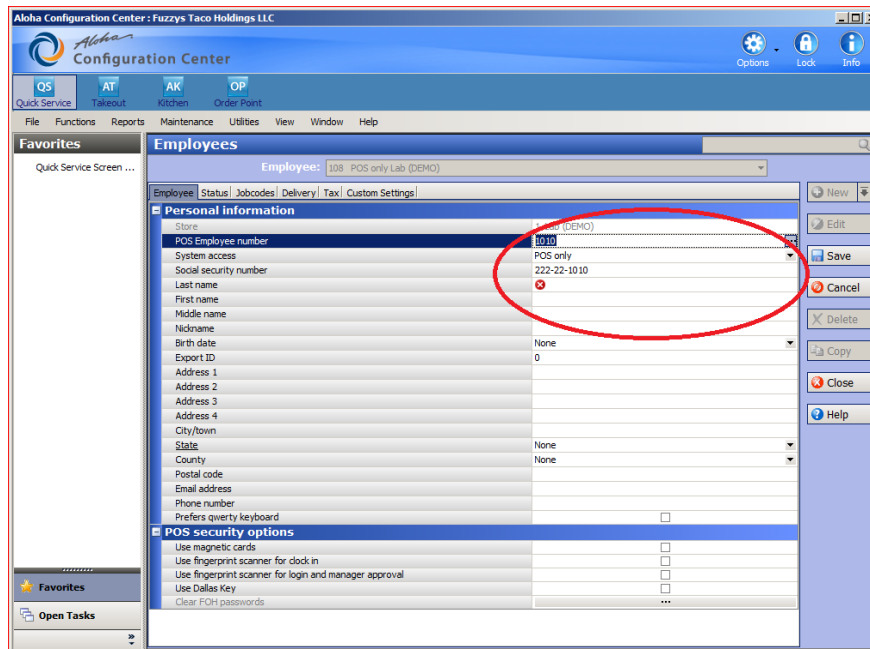
**STEP 6:** Select the “employee” button in the side box.



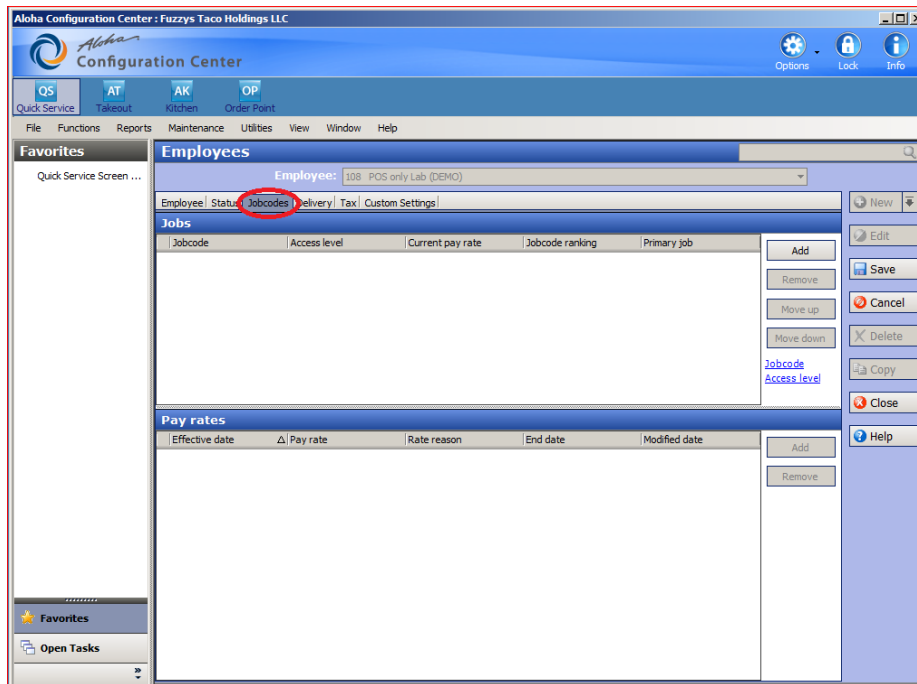
**STEP 7:** Select the “new” button on the right side.



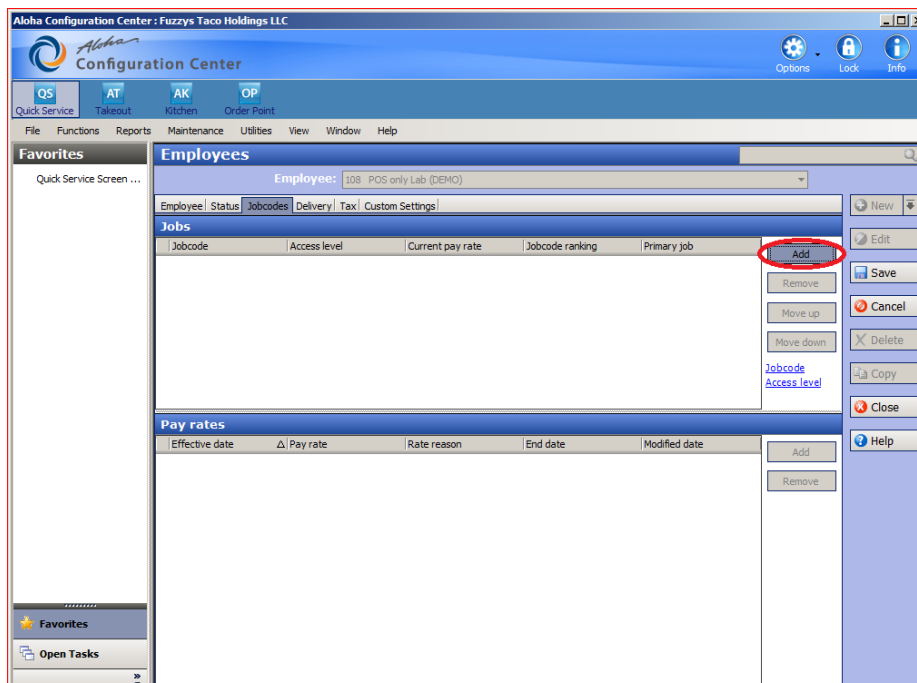
**STEP 9:** Input employee information into applicable fields.



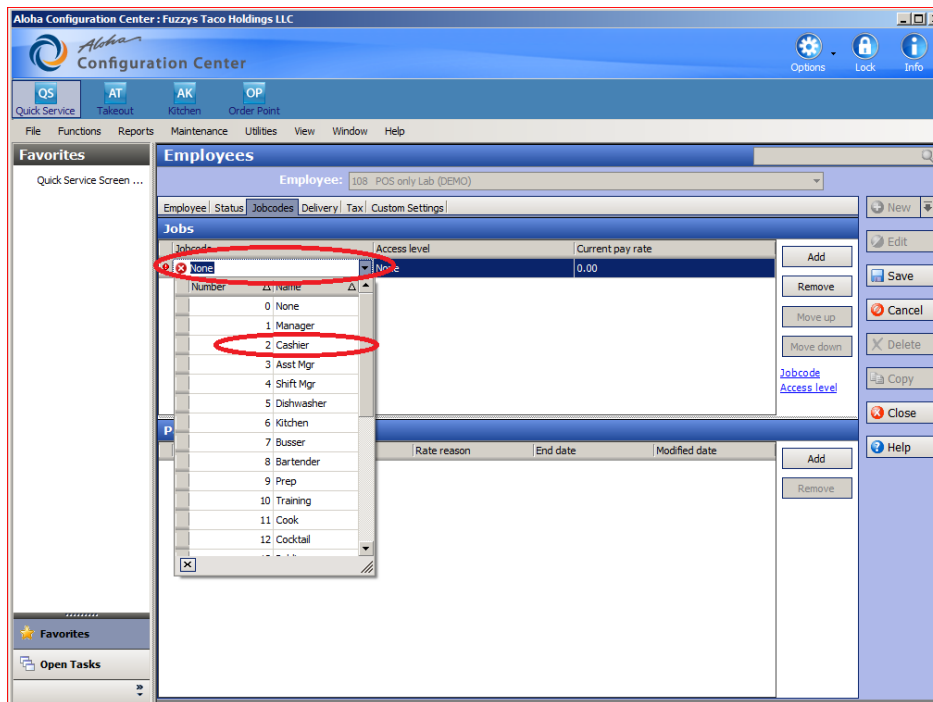
**STEP 9:** Select the job code button on the top.



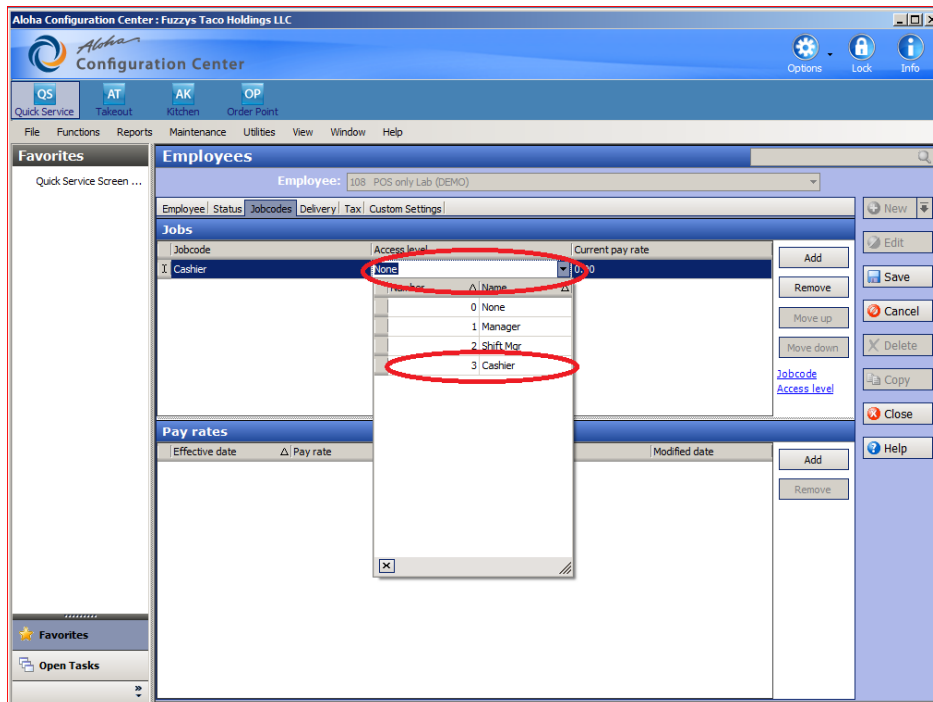
**STEP 10:** Select the "add" button on the right.



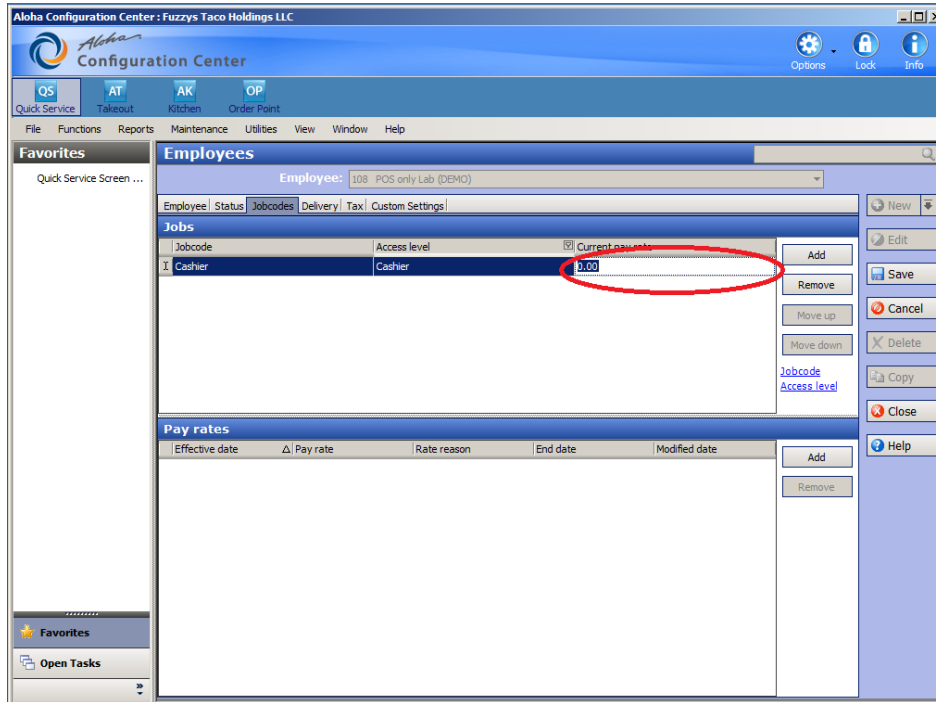
**STEP 11:** Select the first tab underneath "Jobcode". Select the job code that pertains to the employee. In this example we will create a Cashier Jobcode.



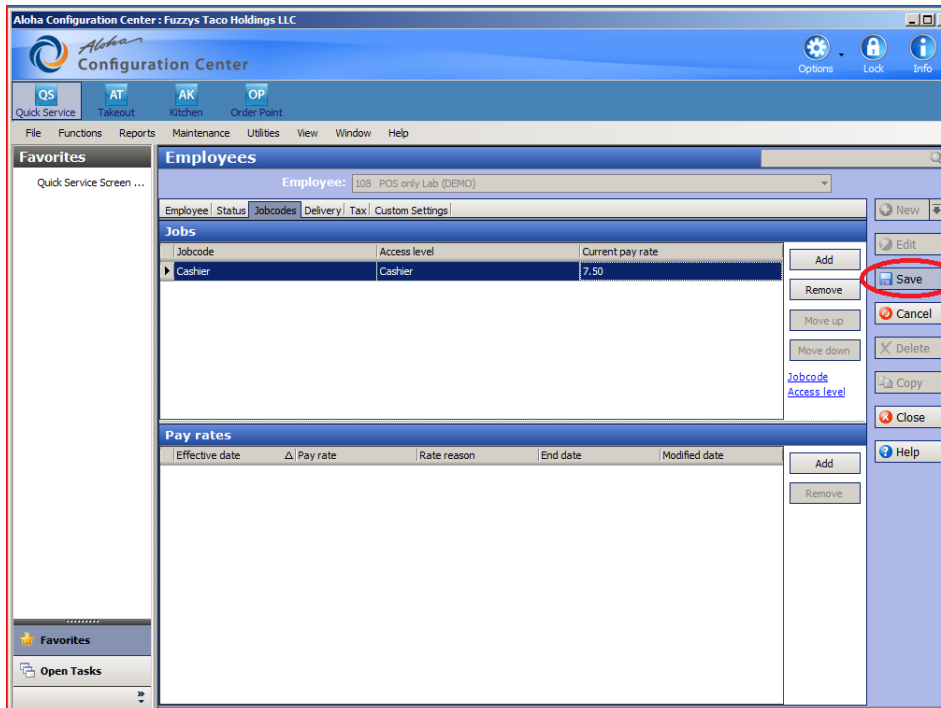
**STEP 12:** Select the tab underneath "Access Level" tab and select the access level you would like to give that employee. If Employee is BOH, select the none option.



**STEP 13:** Select the "pay rate" tab and input employees hourly rate.



**STEP 14:** Select the save button on the right and exit CFC.



**NOTE:** Double check the P.O.S. Employee number column! Once you press save this number cannot be changed!! To change you would have to terminate the employee in Aloha, and reenter the employee.

## Change Employee

**STEP 1:** Select the aloha computer button.

**STEP 2:** Log into the computer.

**STEP 3:** Log into the configuration center.

Aloha Configuration Center

Aloha Configuration Center Sign-In

User Name

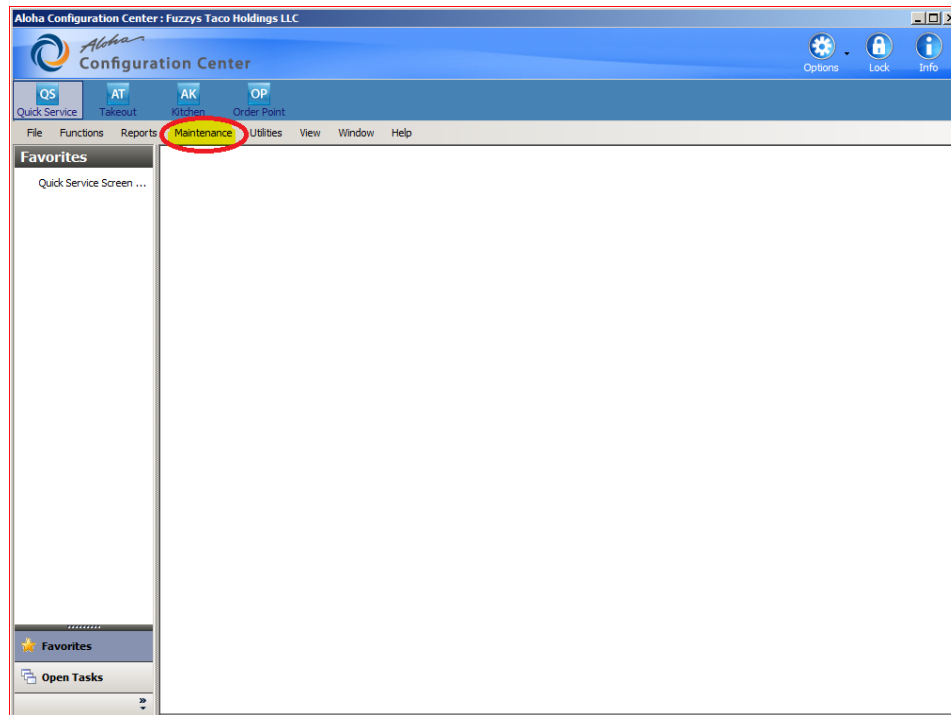
Password

Owner

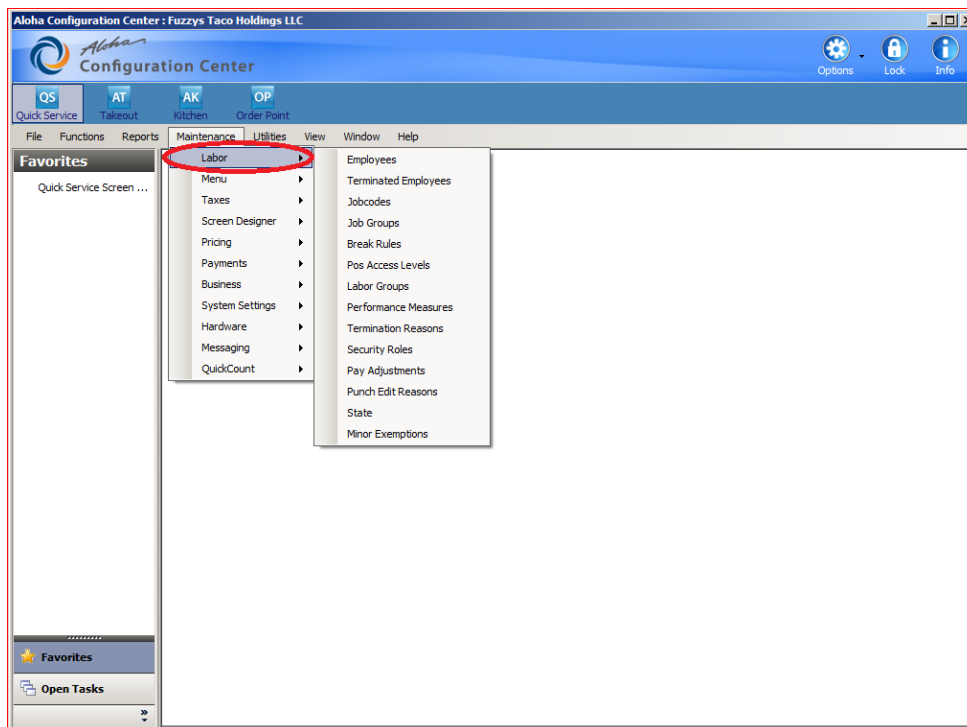
[Request password reset](#)

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**STEP 4:** Select the “Maintenance” tab and a drop-down box will appear.

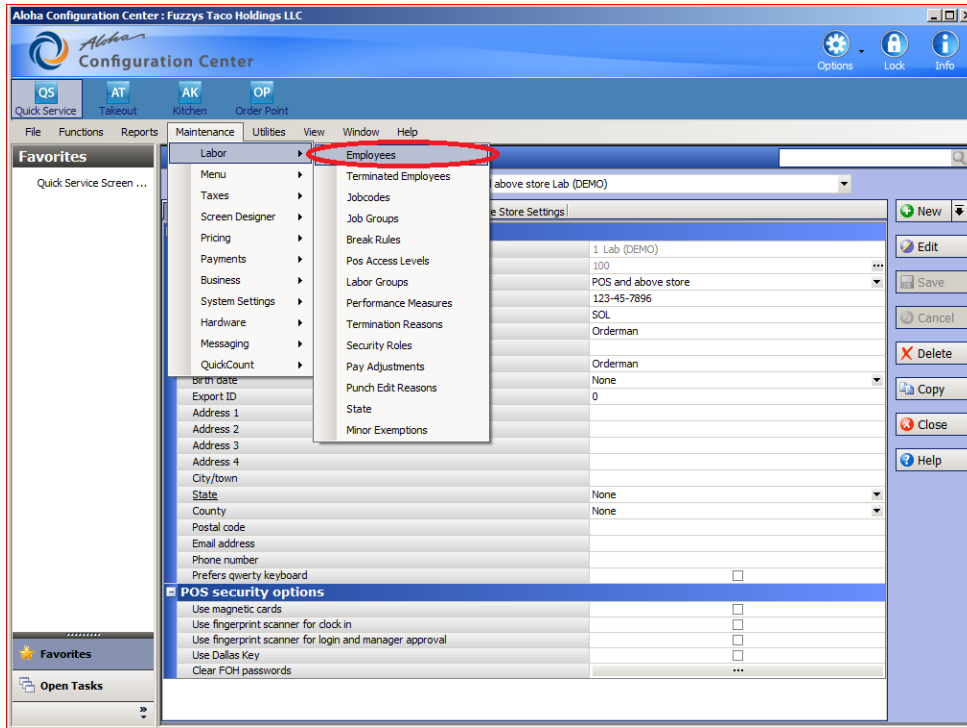


**STEP 5:** Select the “Labor” button and a side box will appear.

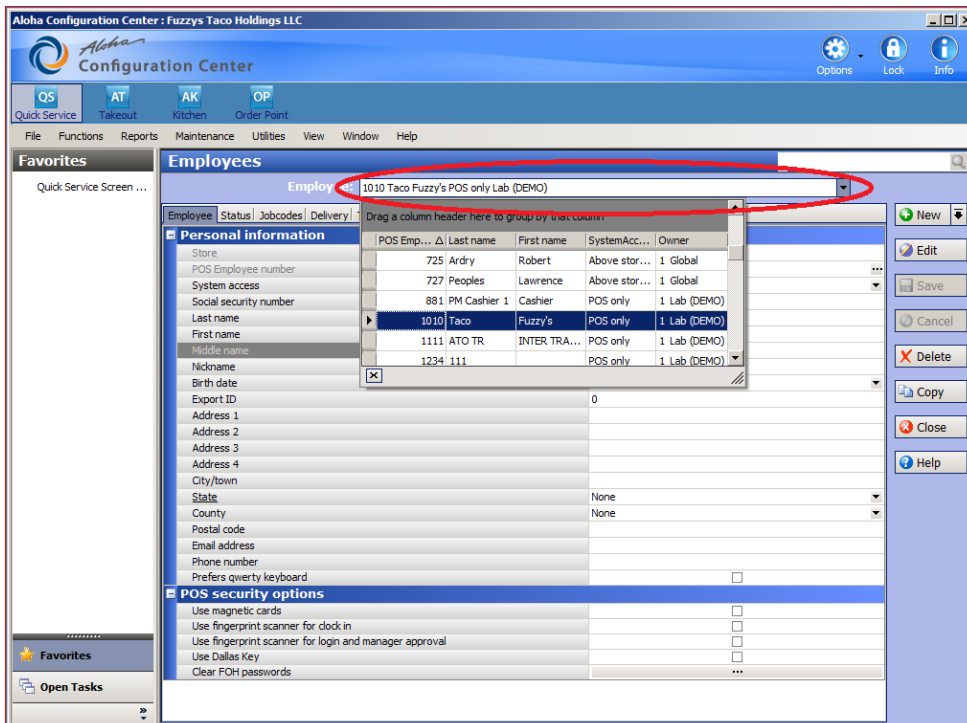




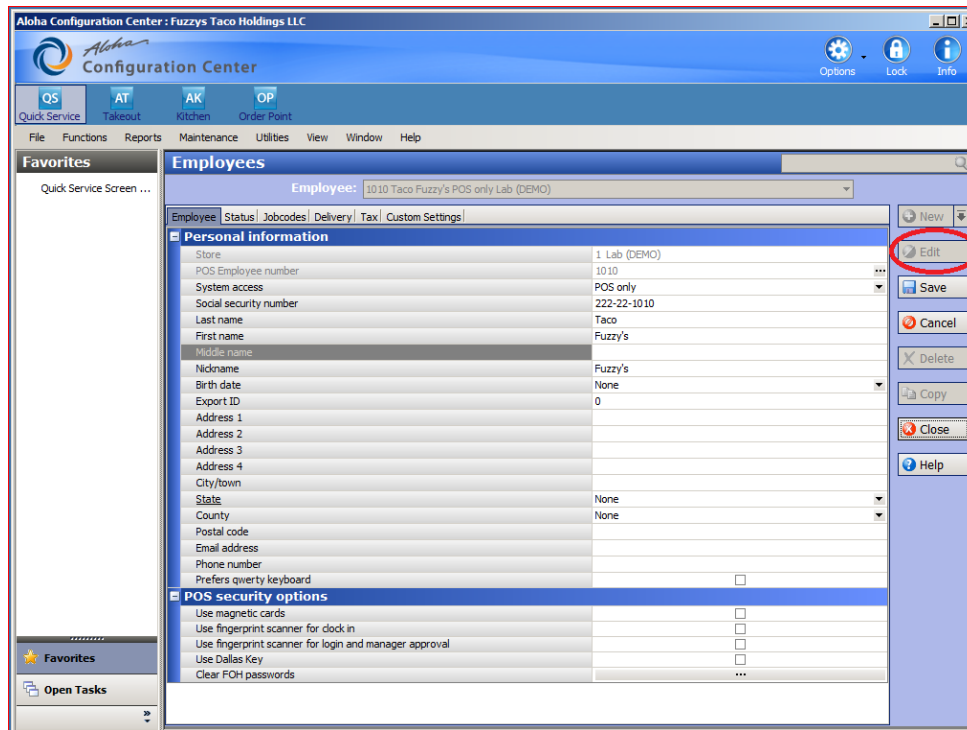
**STEP 6:** Select the “employee” button in the side box.



**STEP 7:** Find the employee drop down box on the top and select the employee.

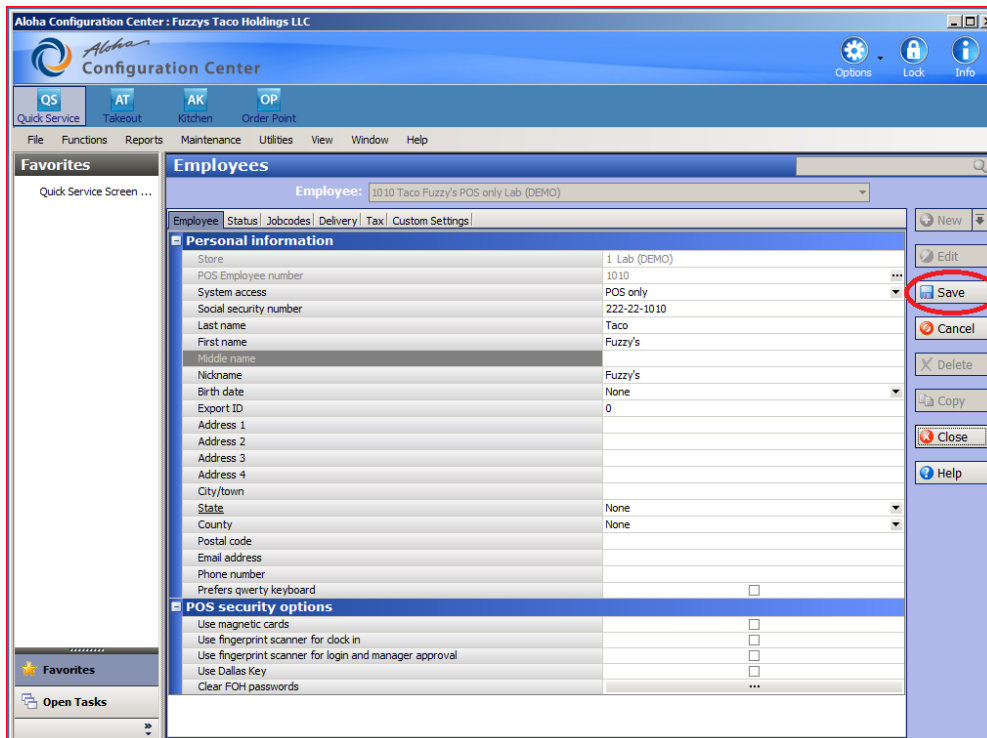


**STEP 8:** Select the “edit” button on the right-side.



**STEP 9:** Edit employee info needing the change.

**STEP 10:** Once complete select the “save” button on the right.

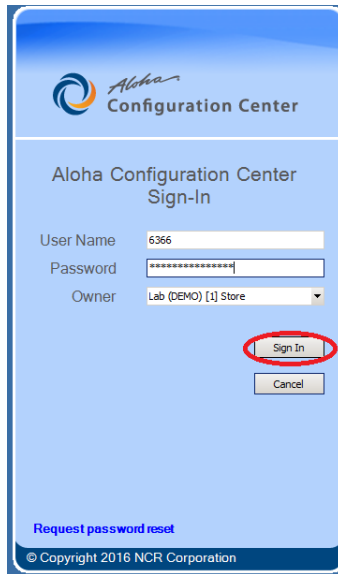


## Refresh data

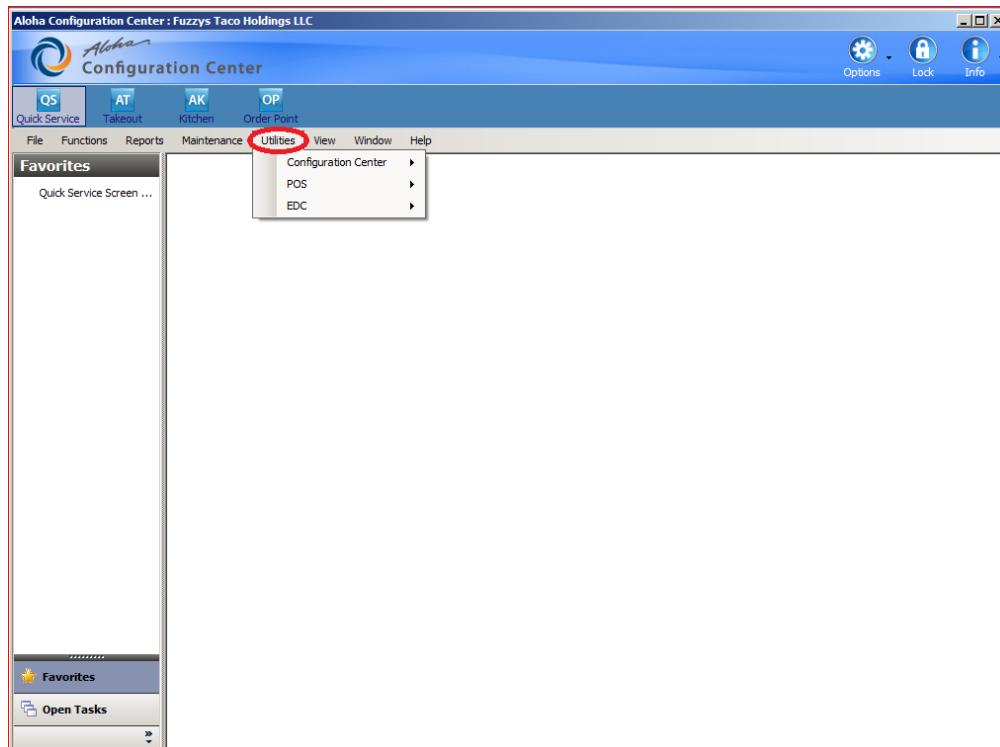
**STEP 1:** Select the aloha computer button.

**STEP 2:** Log into the computer.

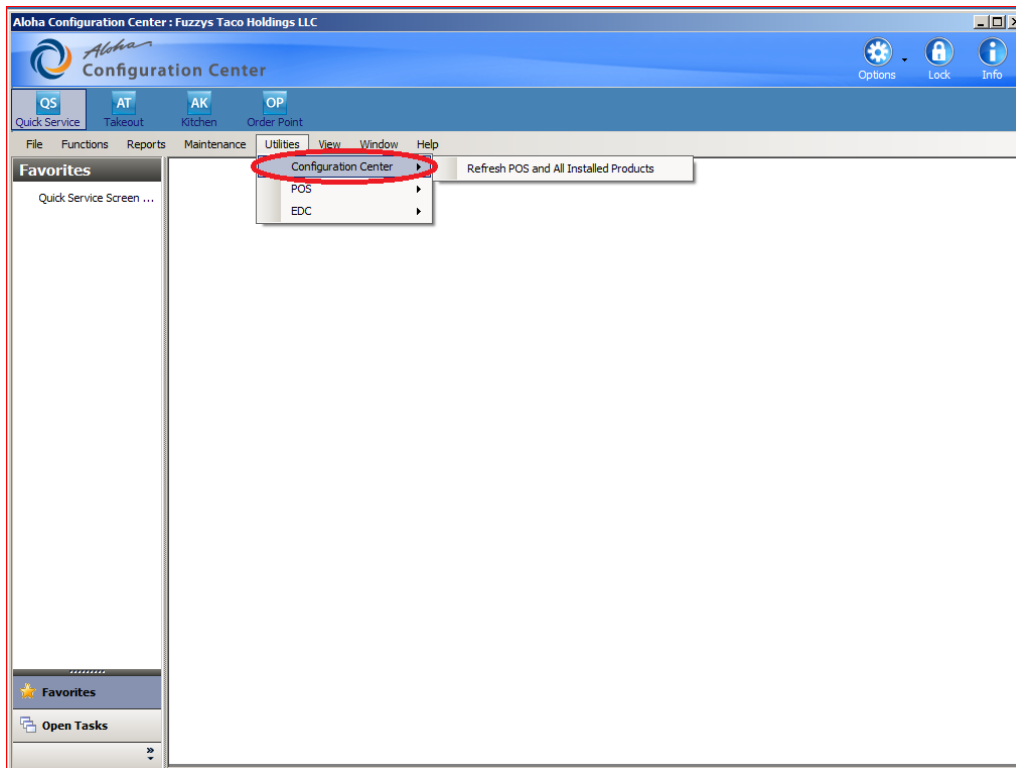
**STEP 3:** Log into the configuration center.



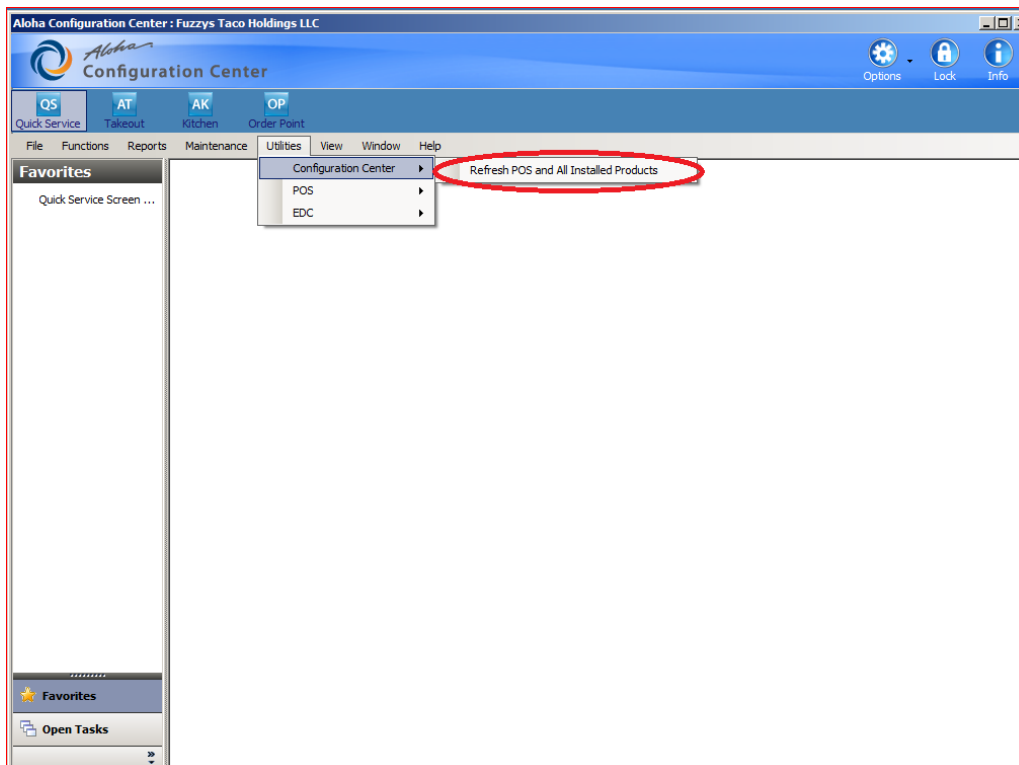
**STEP 4:** Click the "Utilities" tab and a drop-down box will appear.



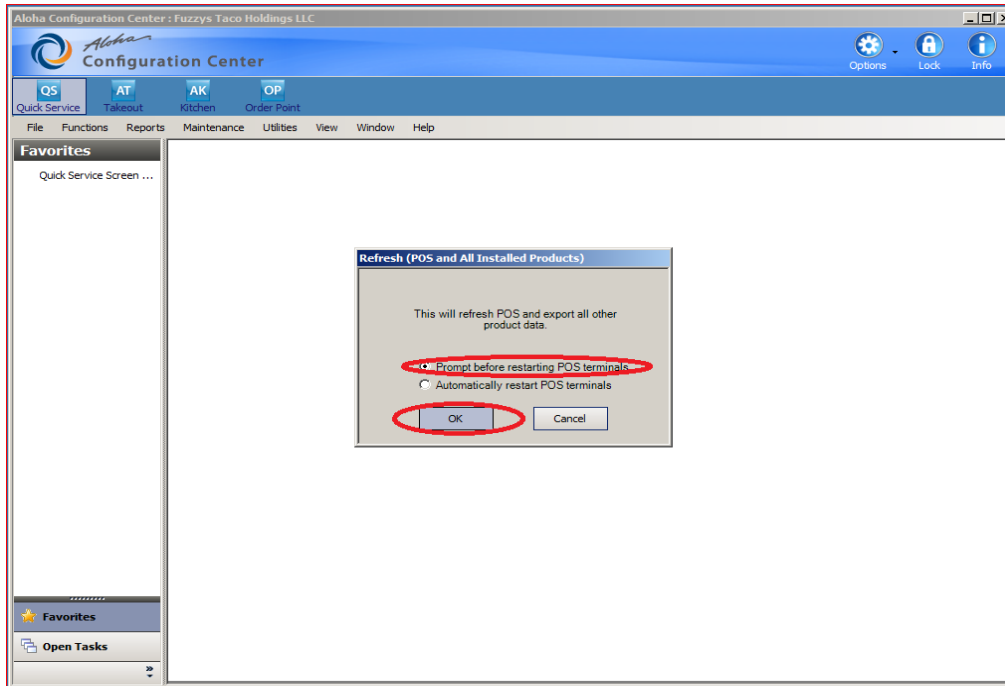
**STEP 5:** Select the “POS” button and a side box will appear.



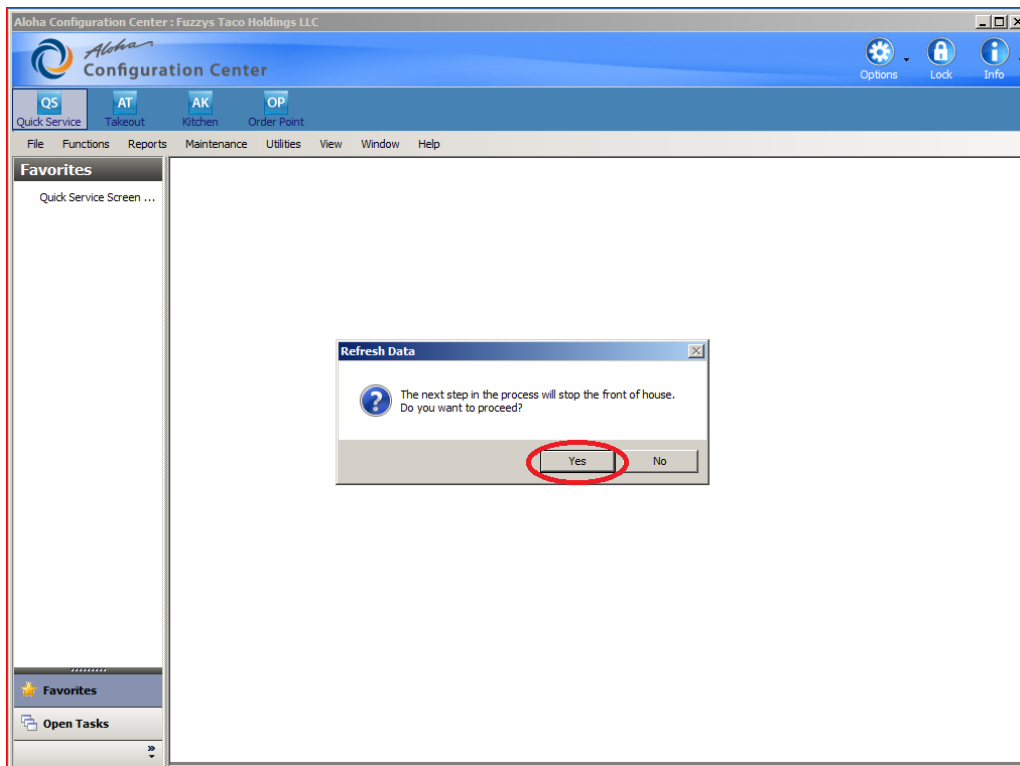
**STEP 6:** Select the “Refresh POS and all installed products” button.



**STEP 7:** Two messages will prompt, select the "Prompt before restarting POS Terminals" option, and press OK.



**STEP 8:** Finally, the last prompt will ask if you would like to restart the front of house POS terminals.



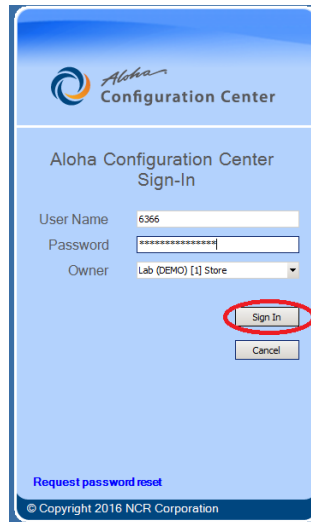
**NOTE:** You must walk to the front of house and check if there are any guest in line, if not you may restart the computers which shouldn't take longer than 5 min.

## Add button

**STEP 1:** Select the aloha computer button.

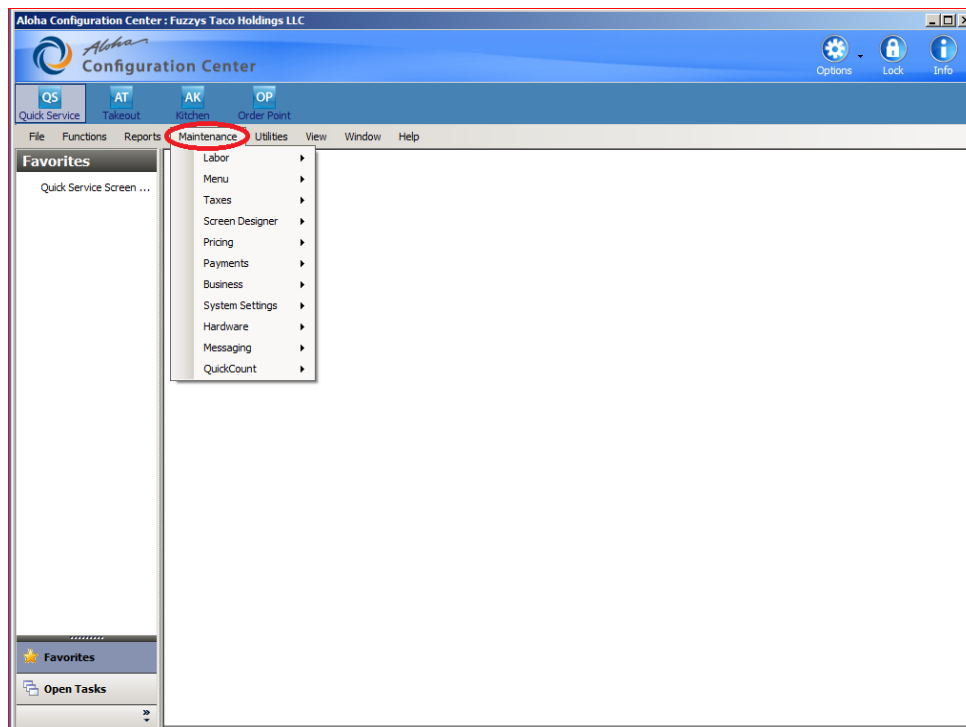
**STEP 2:** Log into the computer.

**STEP 3:** Log into the configuration center.

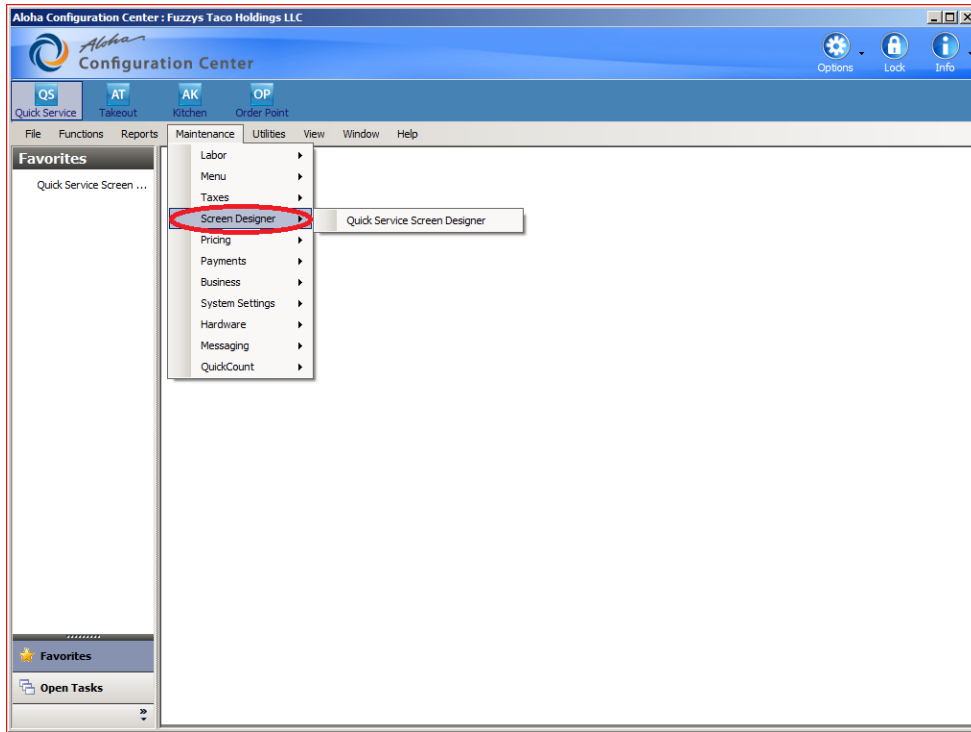


The screenshot shows the 'Aloha Configuration Center Sign-In' window. It features a blue header with the 'Aloha Configuration Center' logo. Below the header, there are three input fields: 'User Name' with the value '6366', 'Password' with masked characters, and 'Owner' with a dropdown menu showing 'Lab (DEMO) [1] Store'. A red circle highlights the 'Sign In' button, and a 'Cancel' button is located below it. At the bottom, there is a link for 'Request password reset' and a copyright notice for '© Copyright 2016 NCR Corporation'.

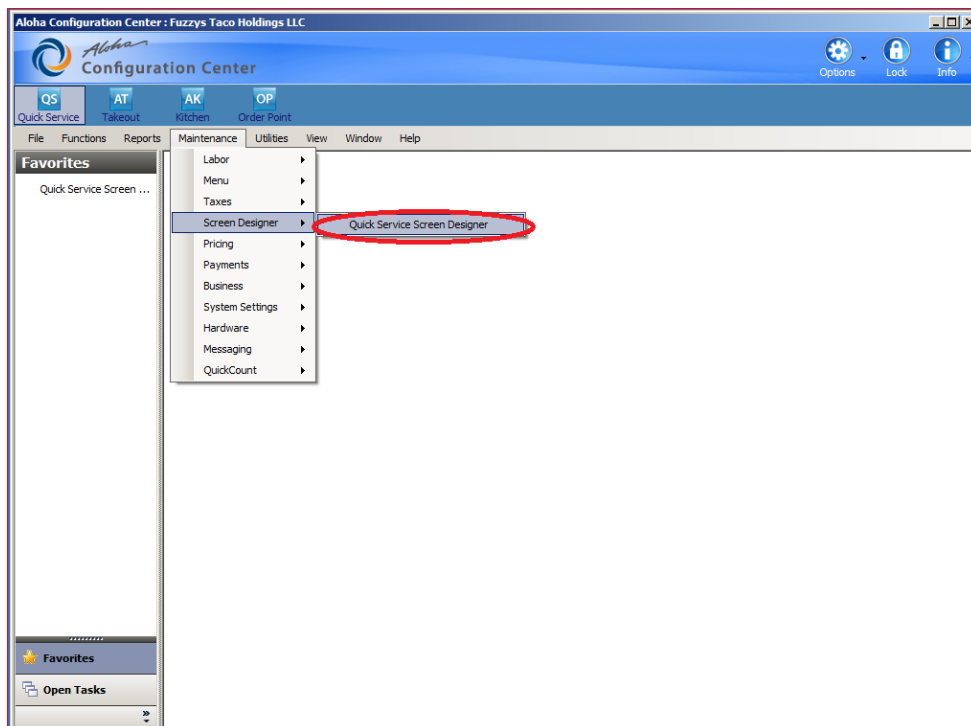
**STEP 4:** Select the "Maintenance" Tab.



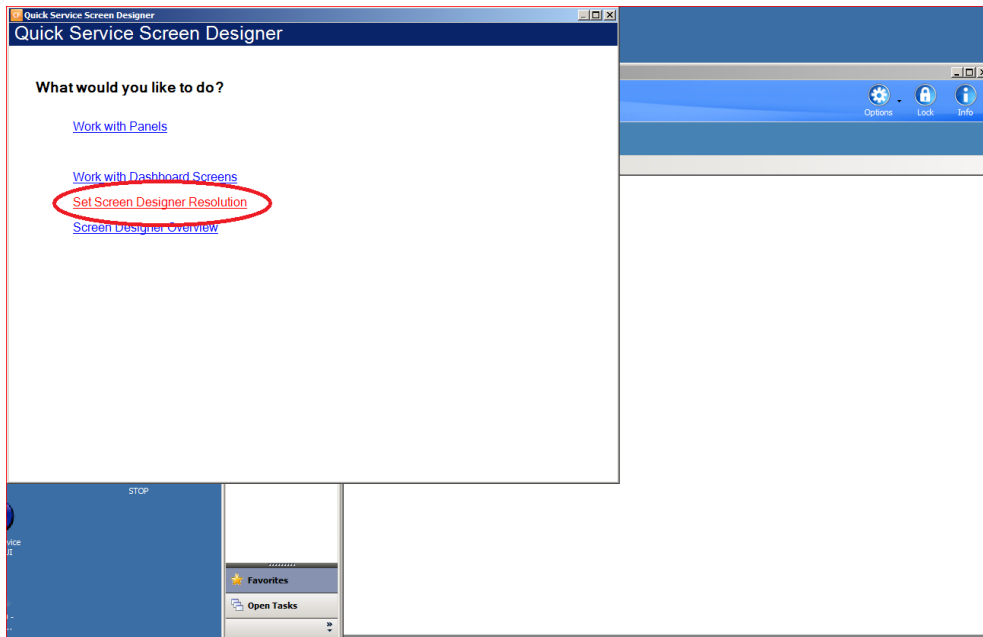
**STEP 5:** Drop-down box will appear, Select the “Screen designer”



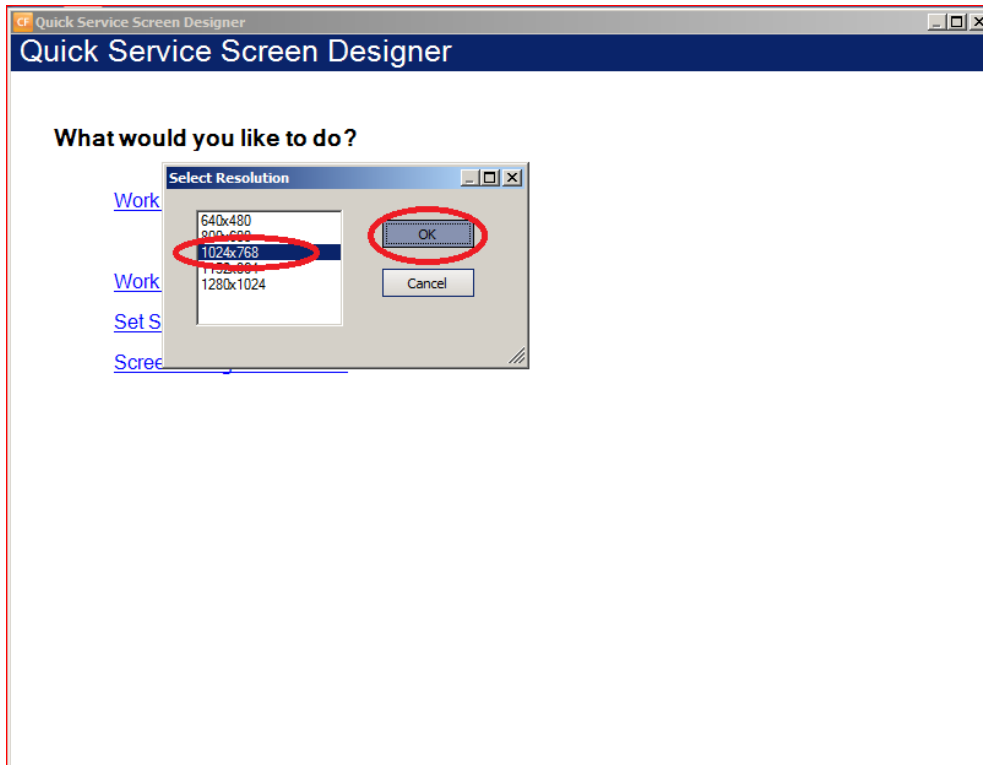
**STEP 6:** Select the “quick service screen device” button.



**STEP 7:** New box will prompt, select “set screen designer resolution”

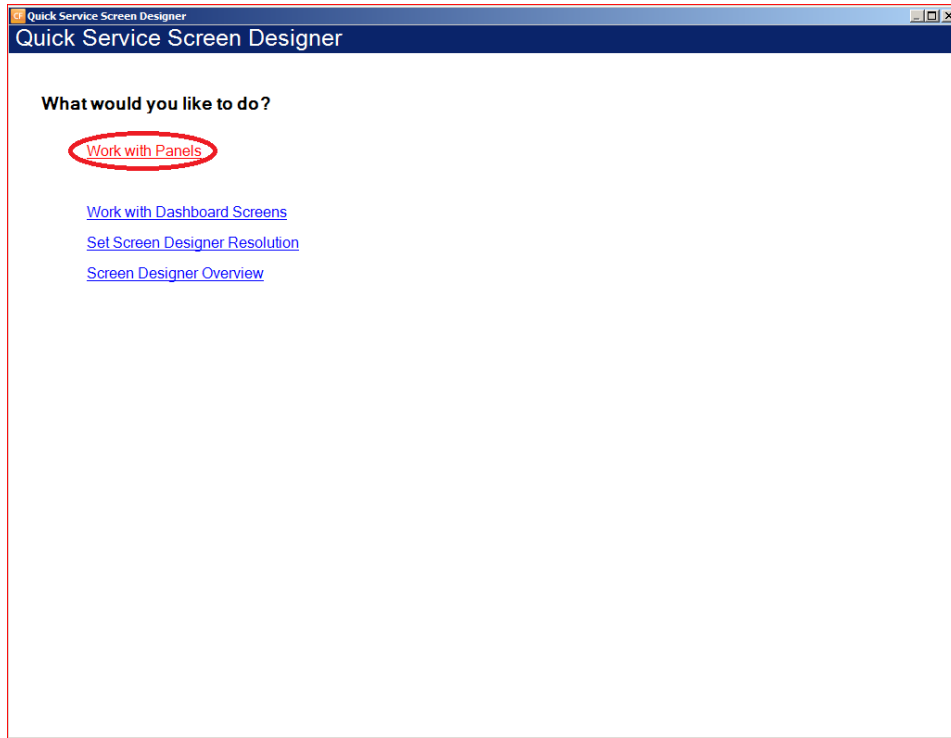


**STEP 8:** Match the resolution with the terminals. Most of the time it is 1024 X 768.

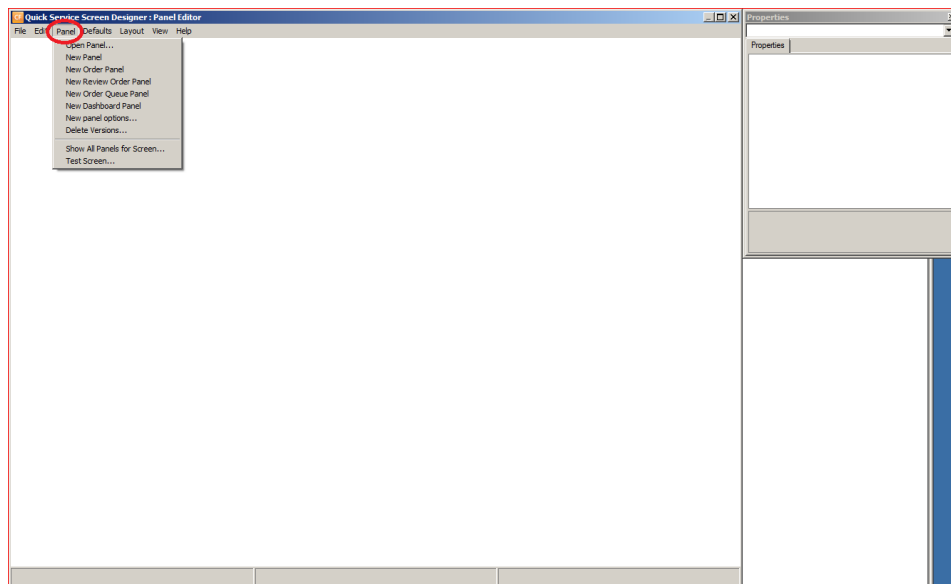




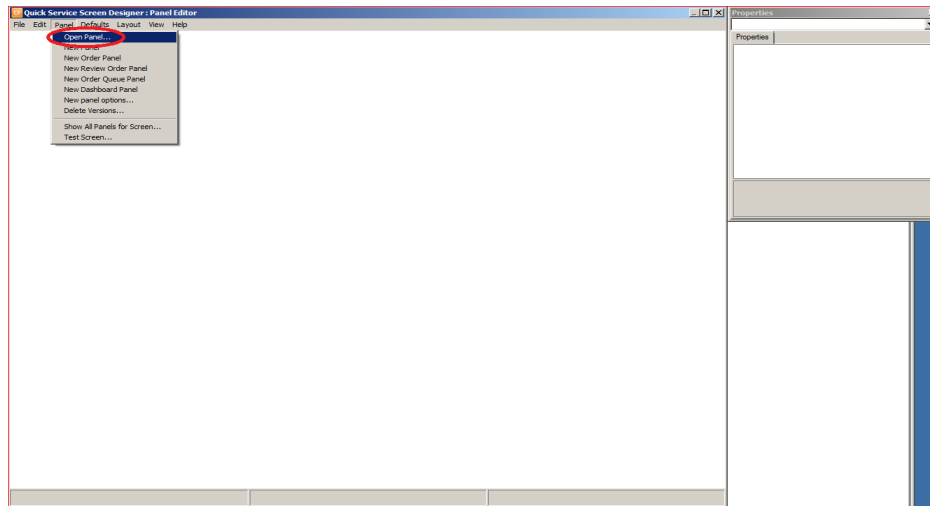
**STEP 9:** Select work with panels.



**STEP 10:** Select the panels tab on the top.

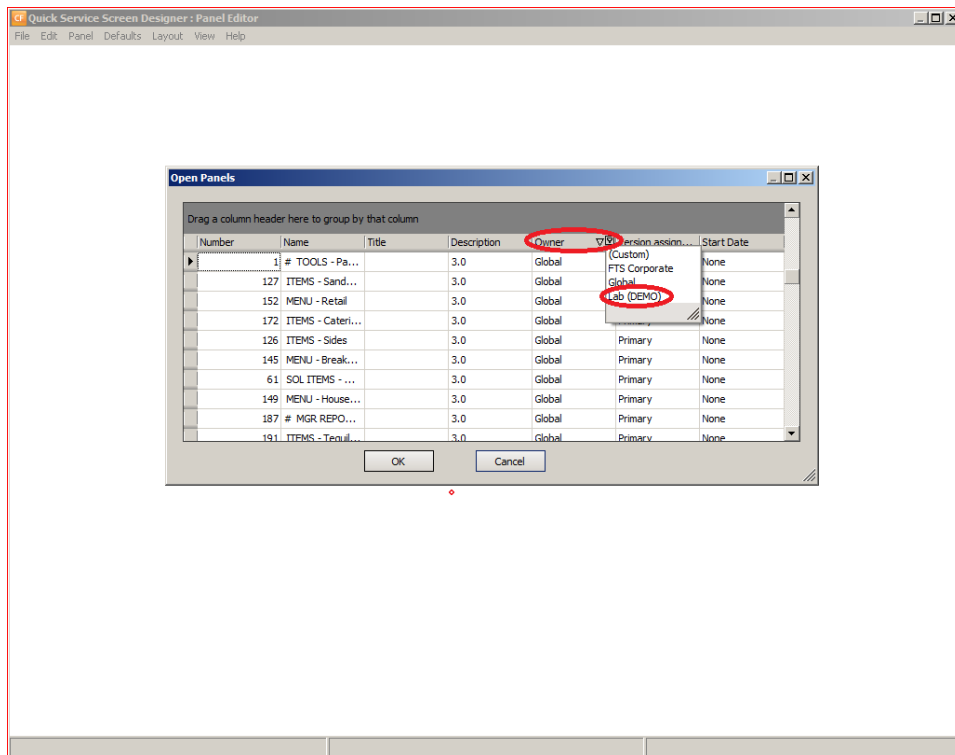


**STEP 11:** Select open panel.

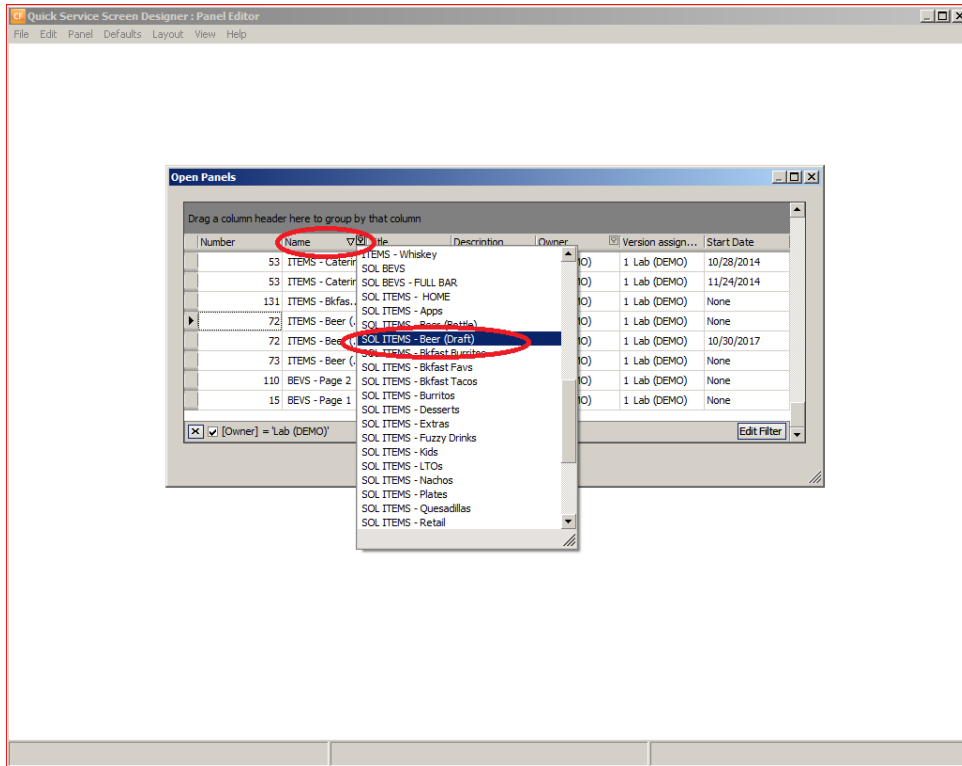


**STEP 12:** Find the owner tab toward the right and select the upside-down triangle box.

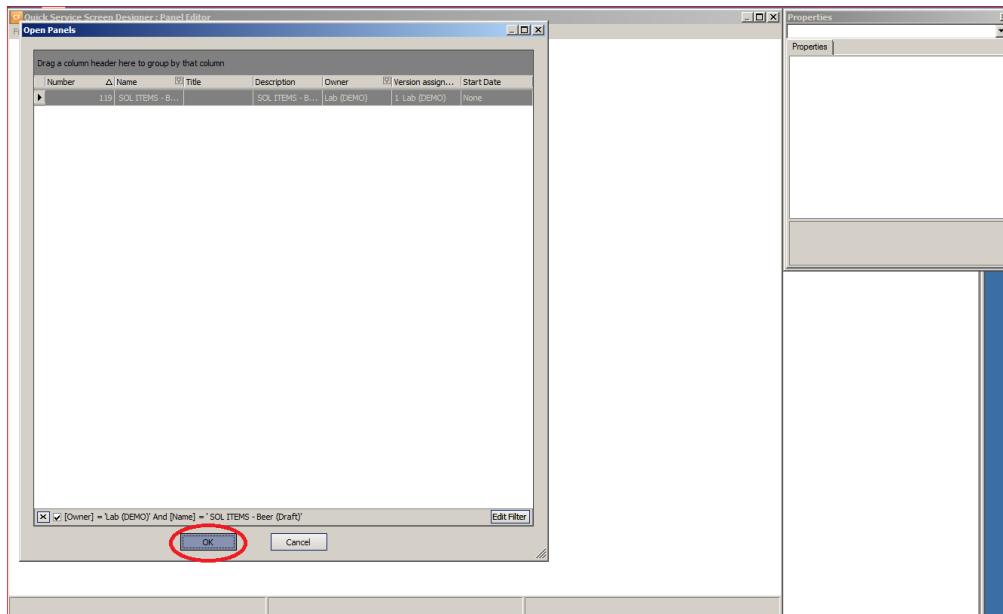
**STEP 13:** Select the store you are in.



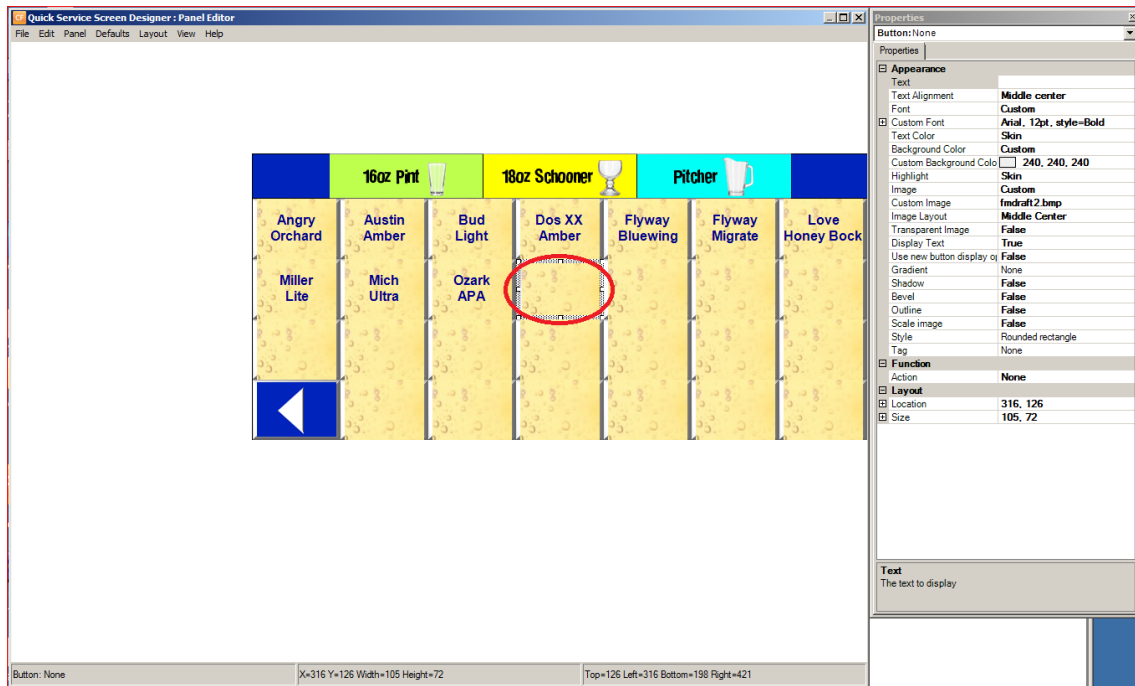
**STEP 14:** Select the upside-down triangle next the "Name" tab. Then select the Section you want the button to show up on.



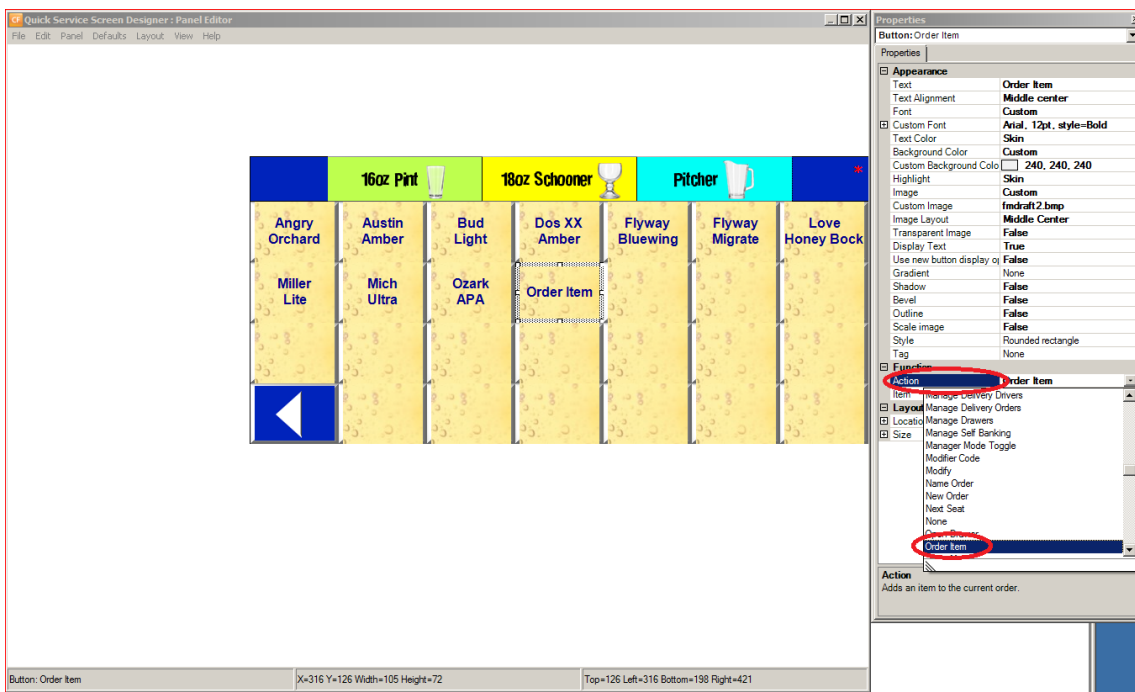
**Step 15:** Select the "OK" Button.



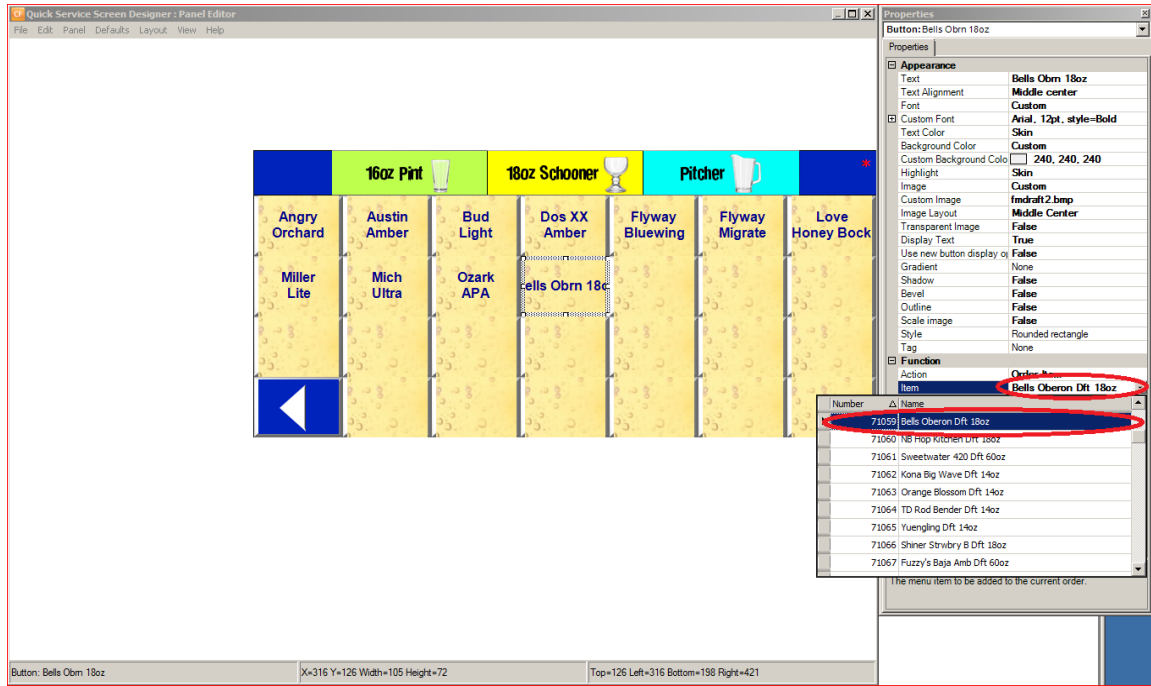
**STEP 16:** Select an empty button area, and a side box will appear next to your CFC window.



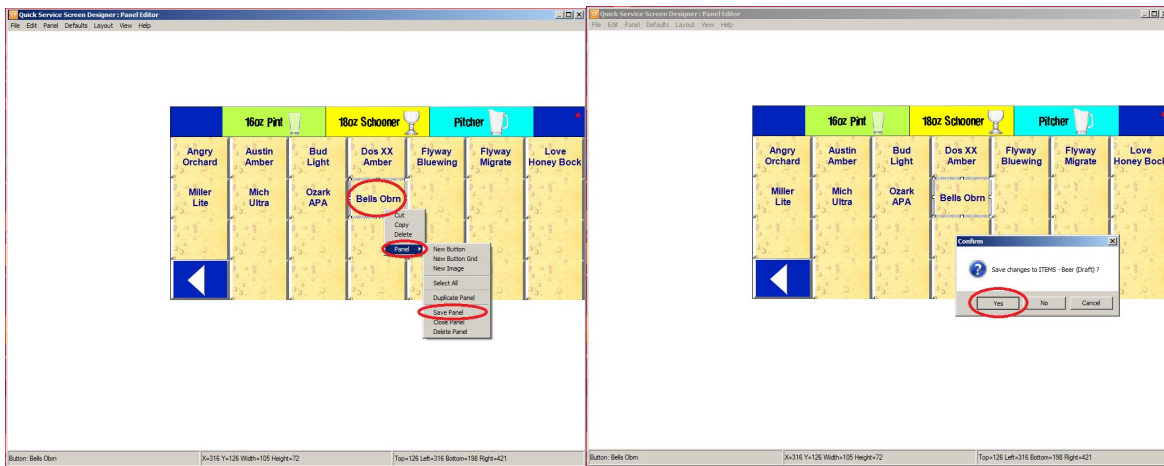
**STEP 17:** Select the action box in the new window, then select the item drop box. Select the Order item option.



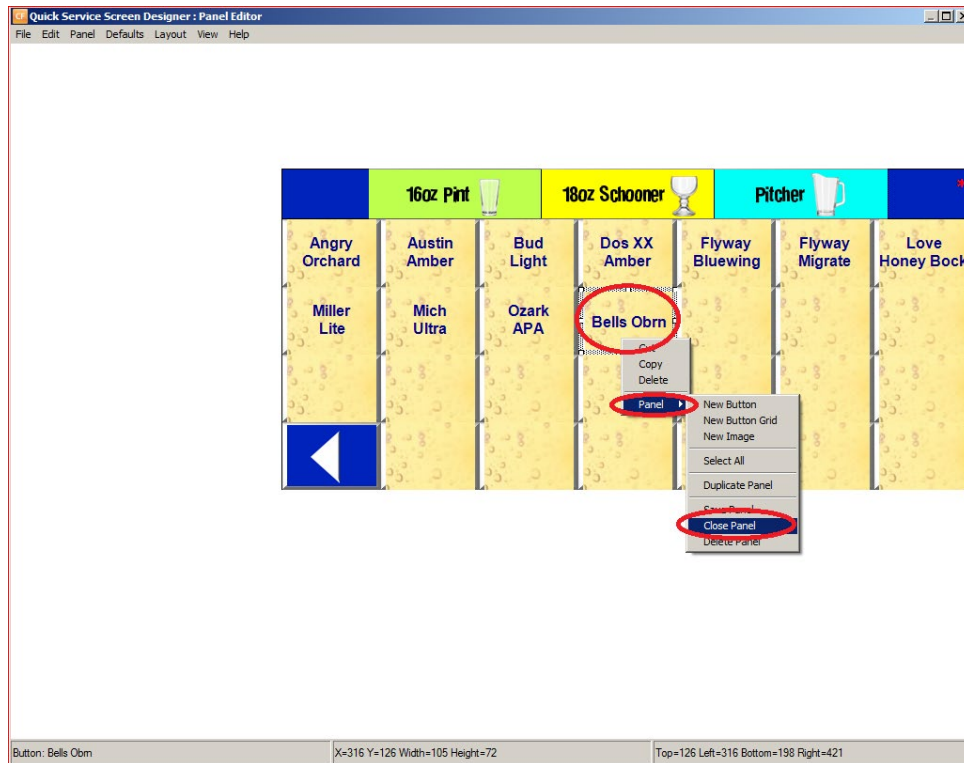
**STEP 18:** Select the order item drop box. Select the item you would like the button for.



**STEP 19:** Right click the new button and select Panel. Select the save panel option.



**STEP 20:** Right click the new button again select panel, then select close panel.

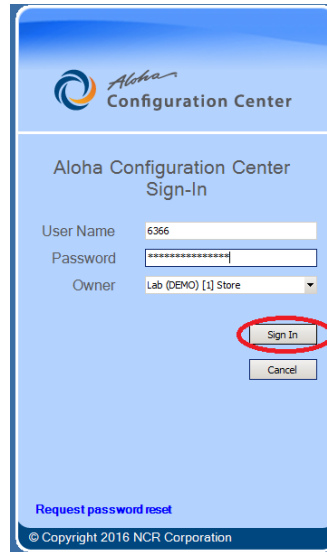


## Edit a button.

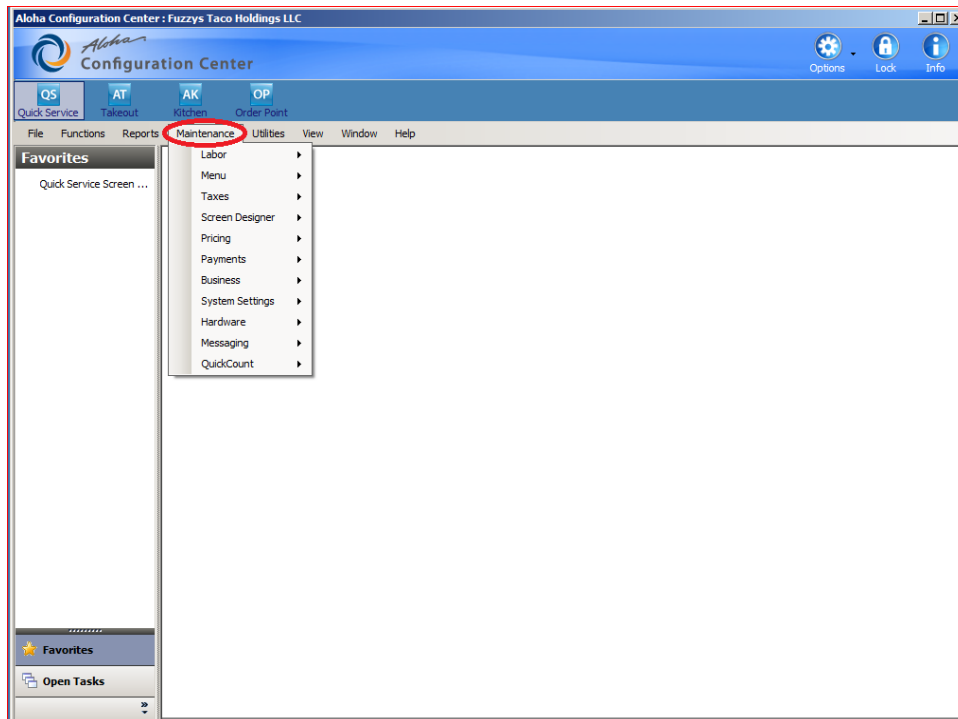
**STEP 1:** Select the aloha computer button.

**STEP 2:** Log into the computer.

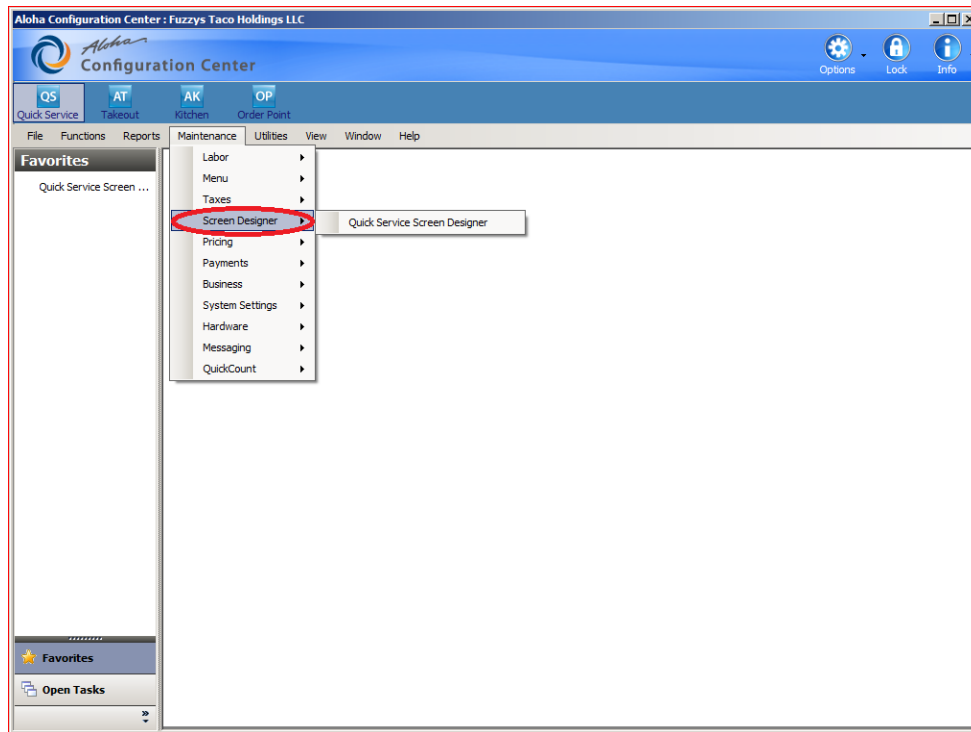
**STEP 3:** Log into the configuration center.



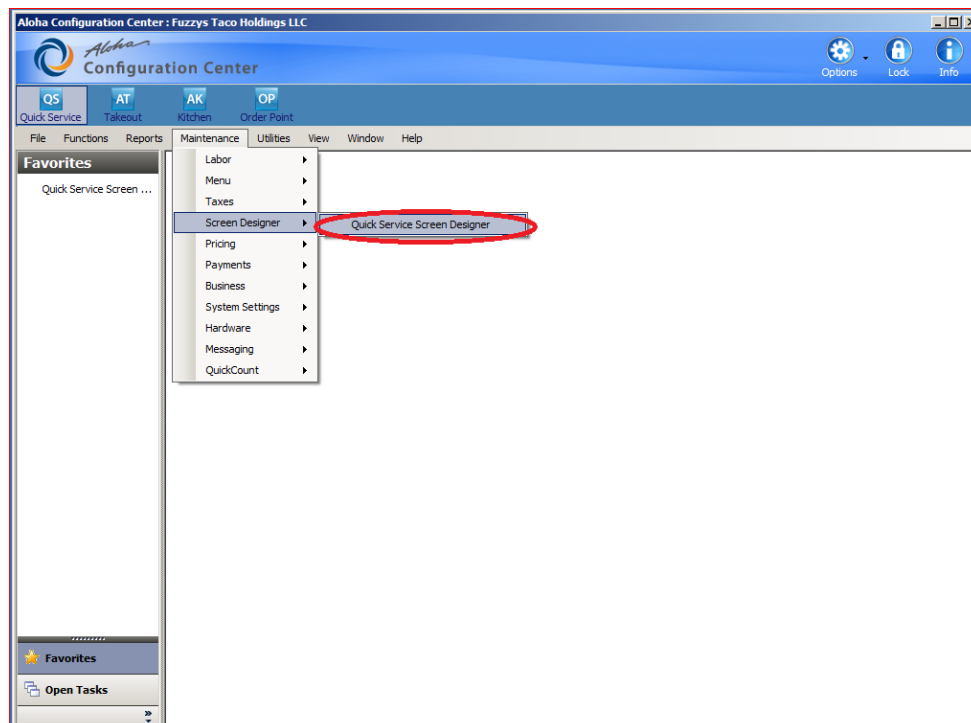
**STEP 4:** Select the "Maintenance" Tab.



**STEP 5:** Drop-down box will appear, select the “Screen designer”

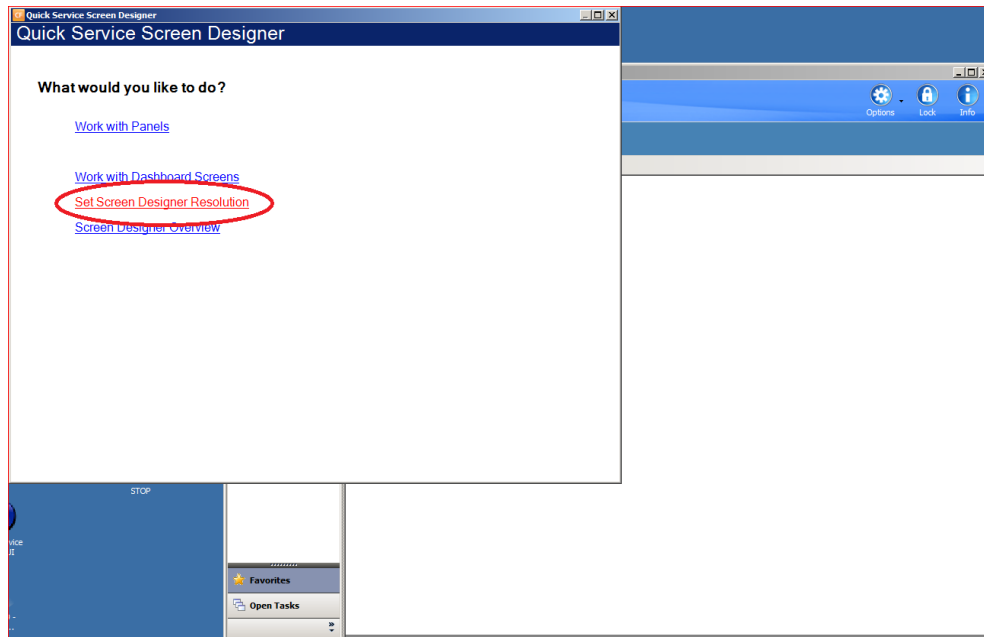


**STEP 6:** Select the “quick service screen device” button.

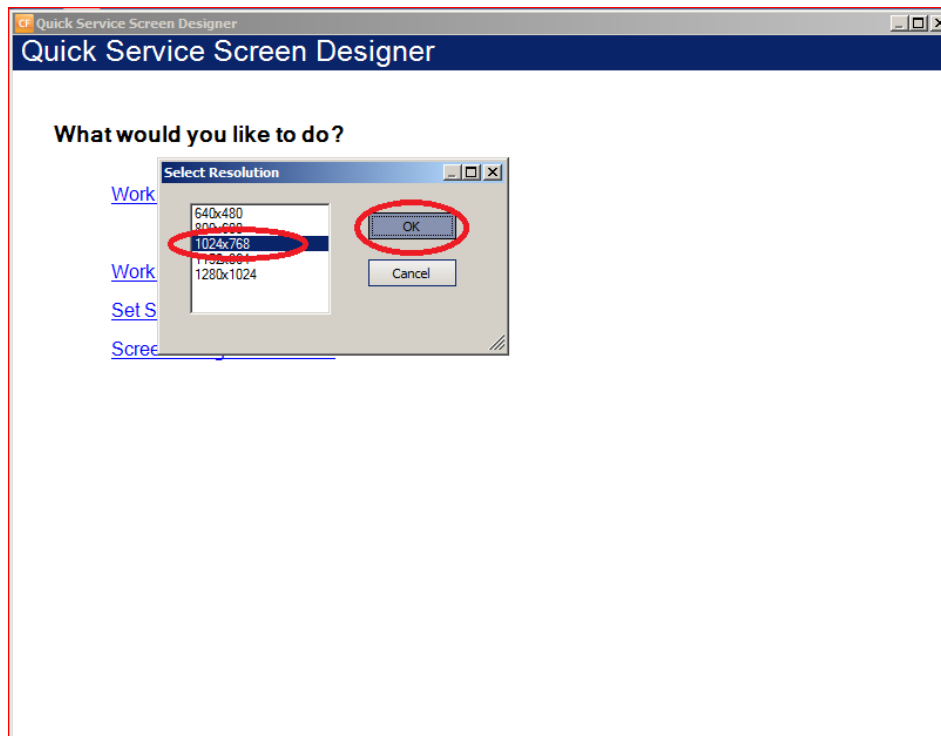




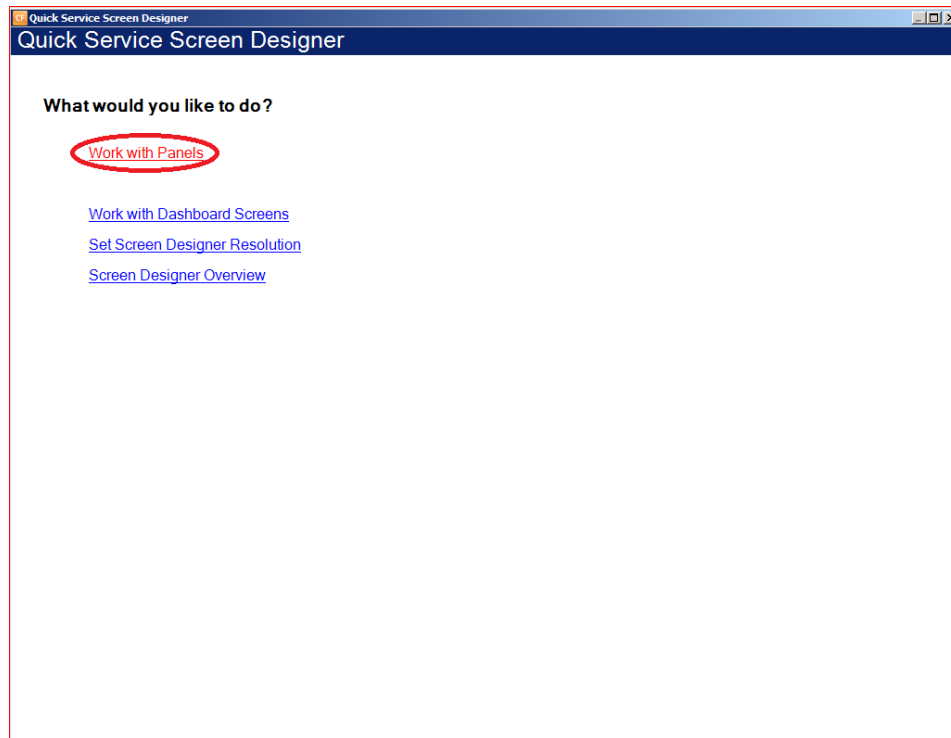
**STEP 7:** New box will prompt, select “set screen designer resolution”



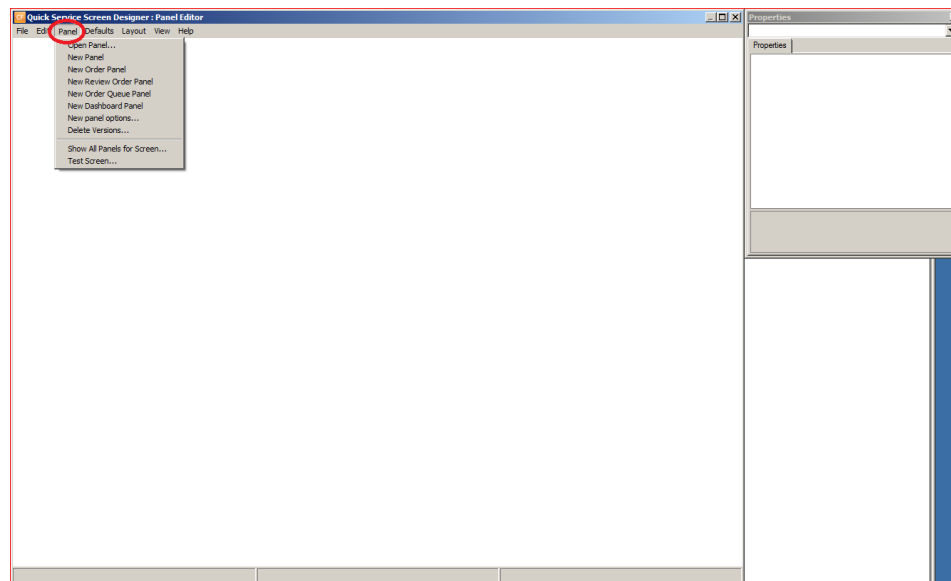
**STEP 8:** Match the resolution with the terminals. Most of the time it is 1024 X 768.



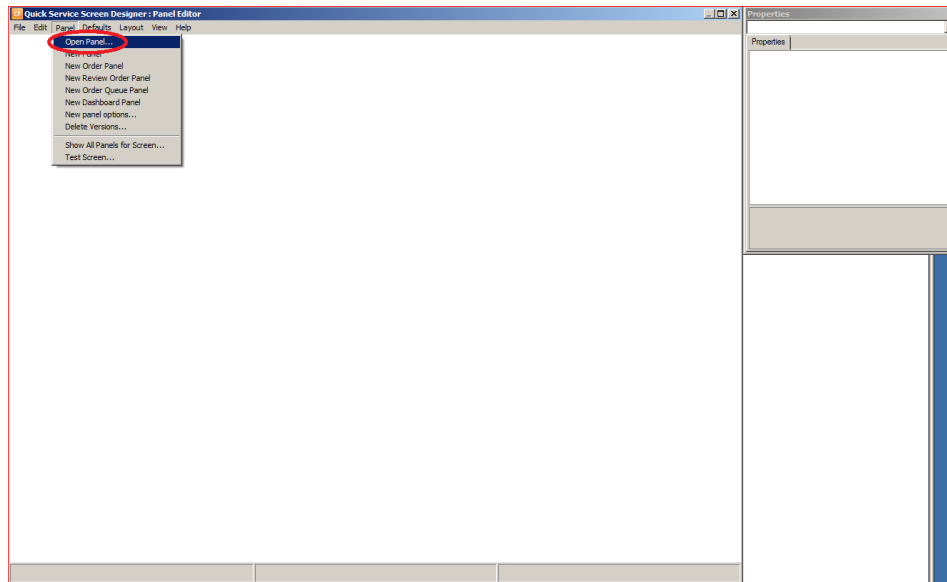
**STEP 9:** Select work with panels.



**STEP 10:** Select the panels tab on the top.

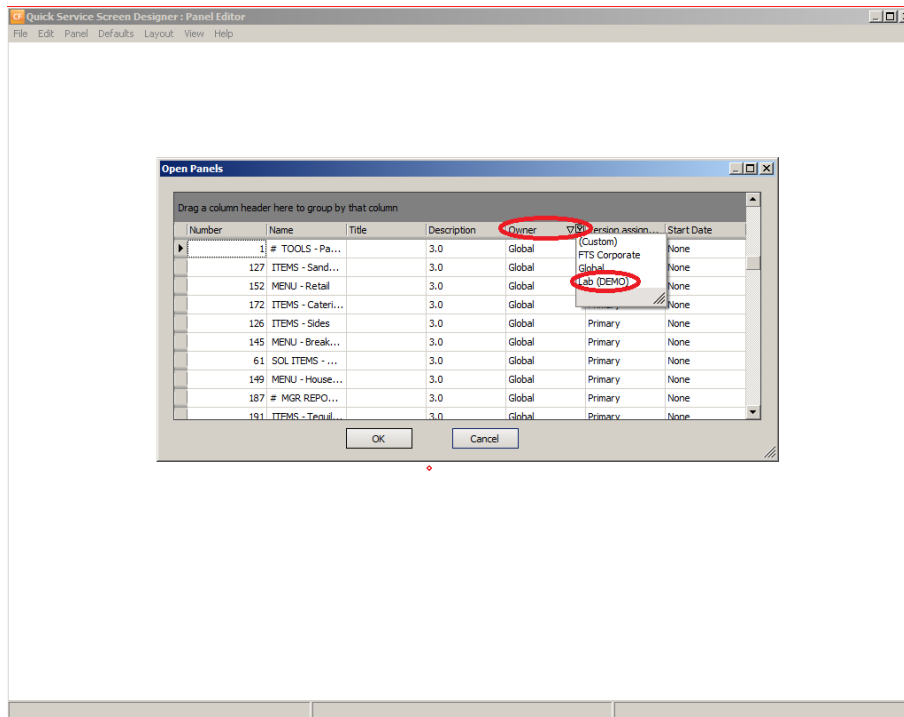


**STEP 11:** Select open panel.

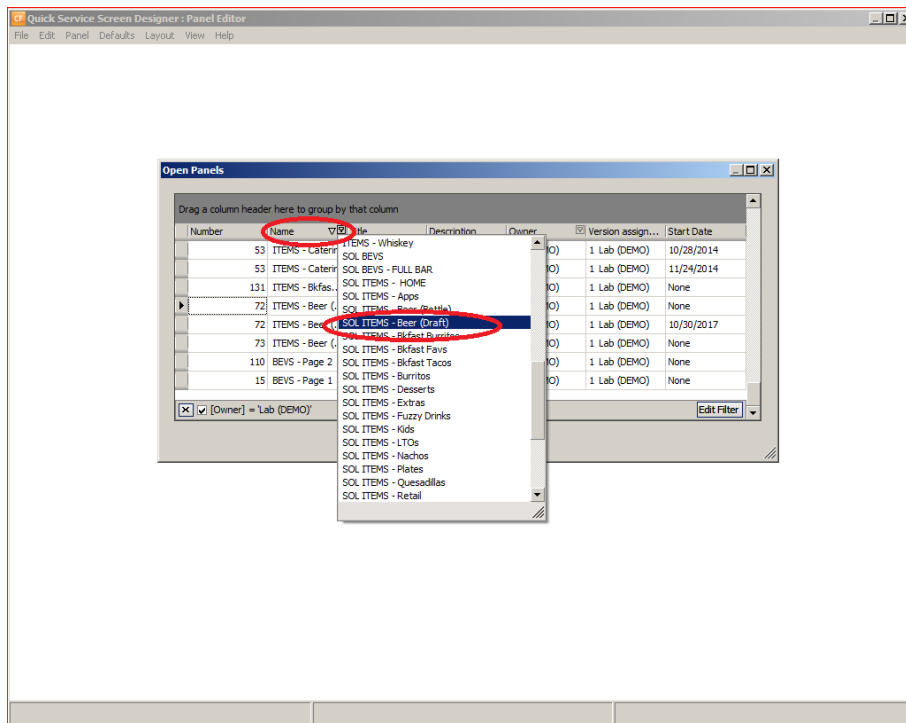


**STEP 12:** Find the owner tab toward the right and select the upside-down triangle box.

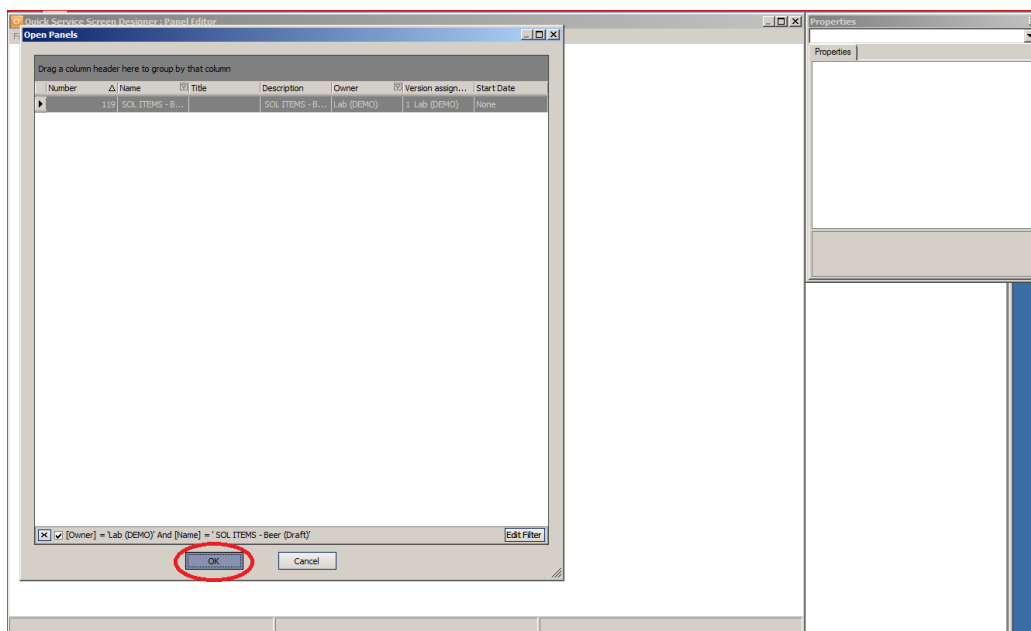
**STEP 13:** Select the store you are at.



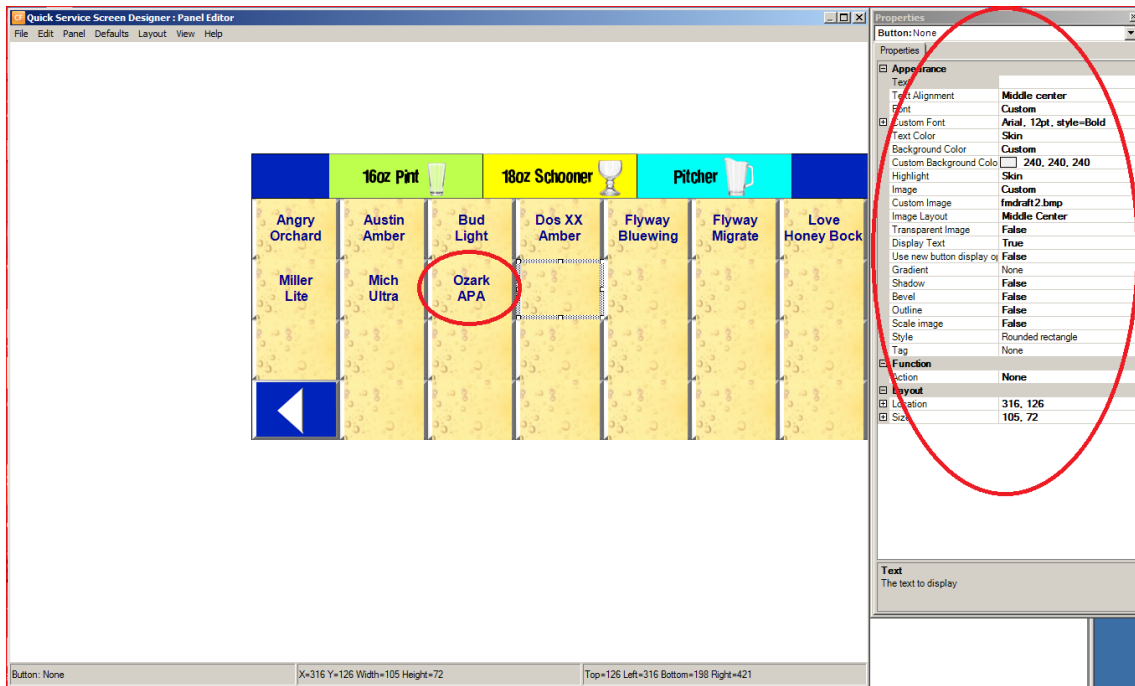
**STEP 14:** Select the upside-down triangle next the "Name" tab. Then select the Section you want the button to show up on.



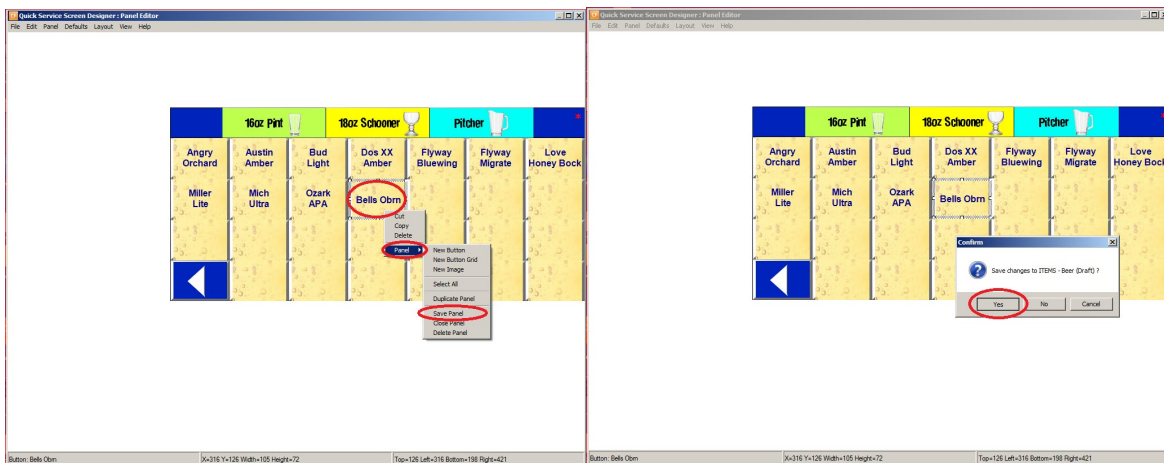
**STEP 15:** Select the "OK" Button.



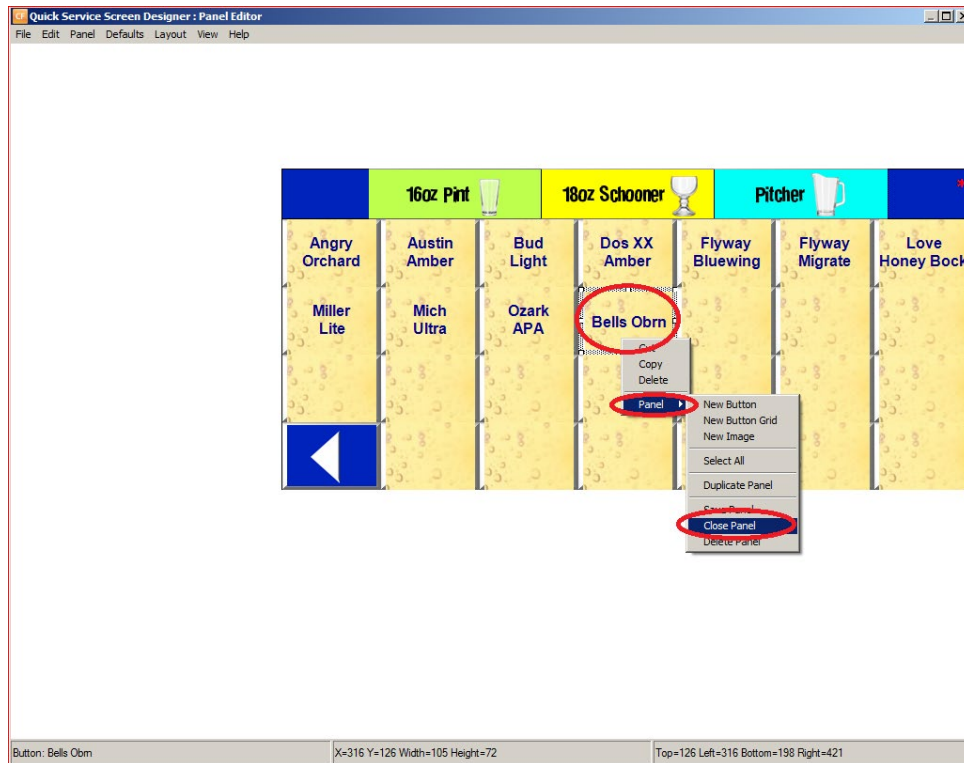
**STEP 16:** Select the button you would like to make changes too.



**STEP 17:** After the changes have been made right click the panel and select the “Panel” option. In the new box select “Save Panel”.



**STEP 18:** Right click the panel again and select the “Panel” tab, finally select the “Close Panel” option.

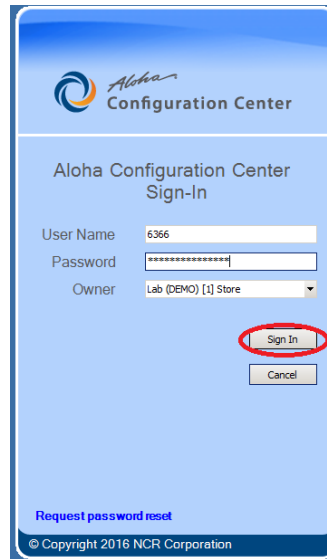


## Change Prices

**STEP 1:** Select the aloha computer button.

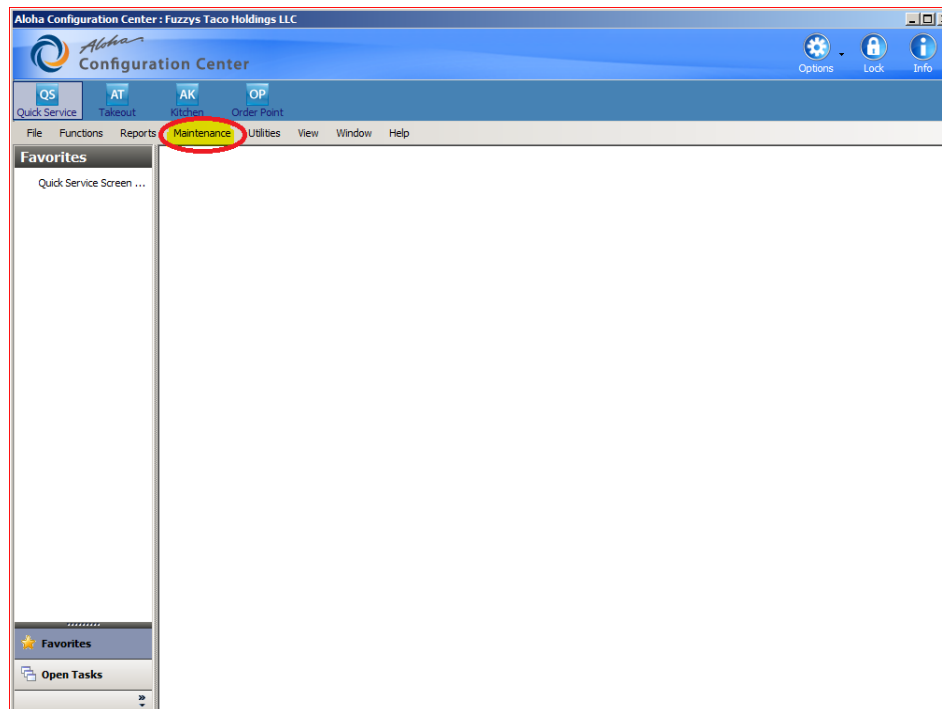
**STEP 2:** Log into the computer.

**STEP 3:** Log into the configuration center under a franchise level account.

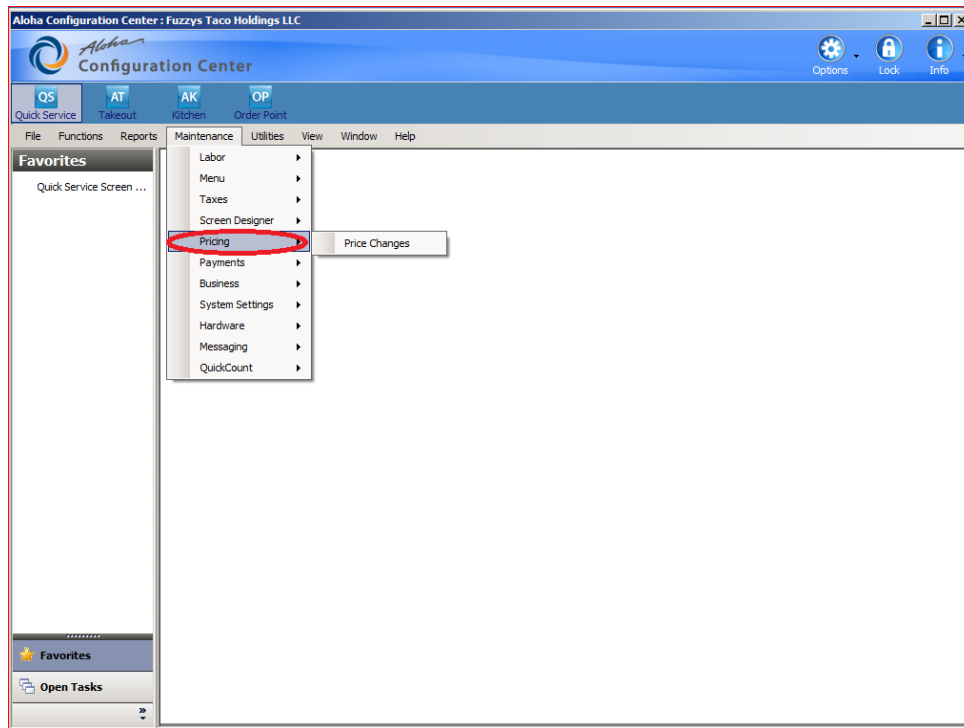


The screenshot shows the 'Aloha Configuration Center Sign-In' window. It features the Aloha logo at the top left. Below the logo, the text 'Aloha Configuration Center Sign-In' is displayed. There are three input fields: 'User Name' with the value '6366', 'Password' with masked characters, and 'Owner' with a dropdown menu showing 'Lab (DEMO) [1] Store'. A 'Sign In' button is circled in red, and a 'Cancel' button is located below it. At the bottom, there is a link for 'Request password reset' and a copyright notice: '© Copyright 2016 NCR Corporation'.

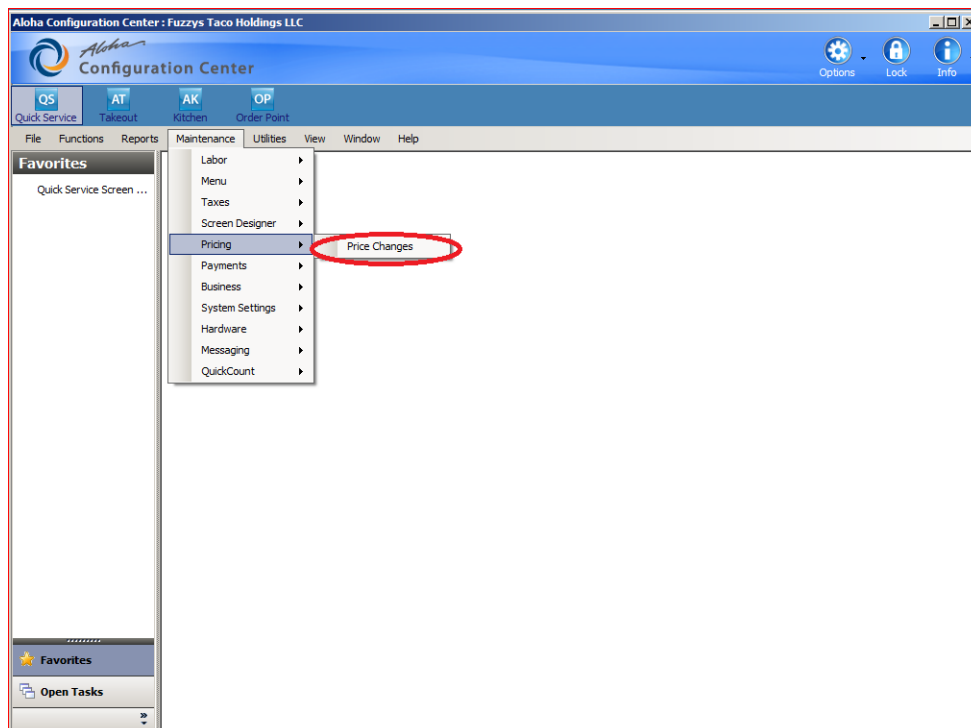
**STEP 4:** Select the "Maintenance" Button.



**Step 5:** Select the “pricing” tab.



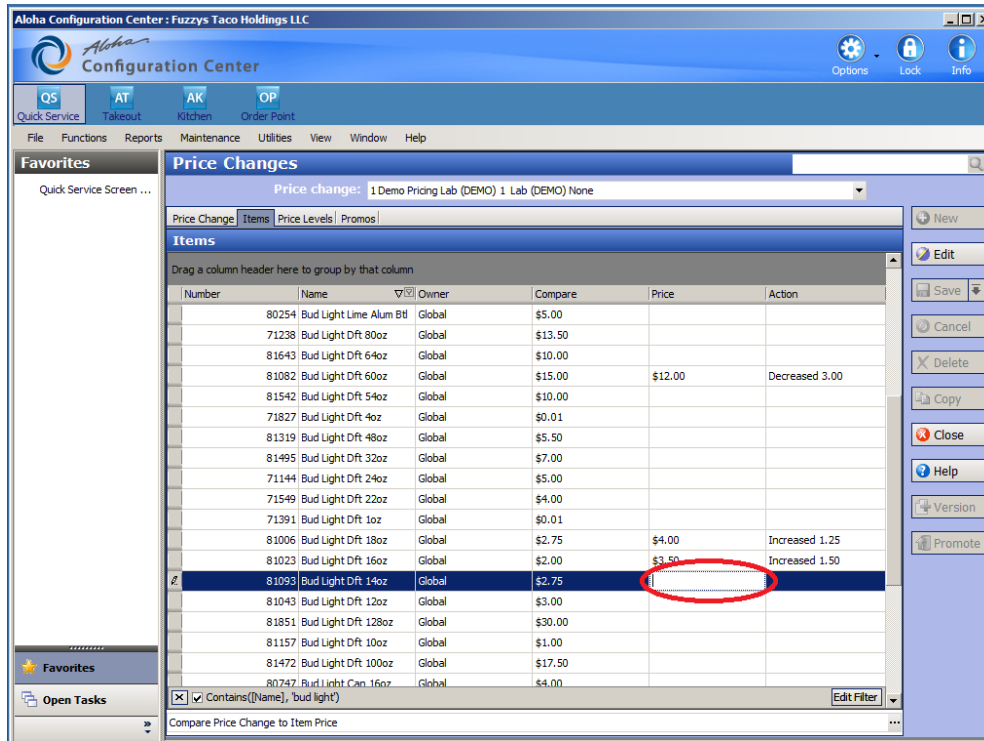
**Step 6:** Select the “Price Changes” in the side box.



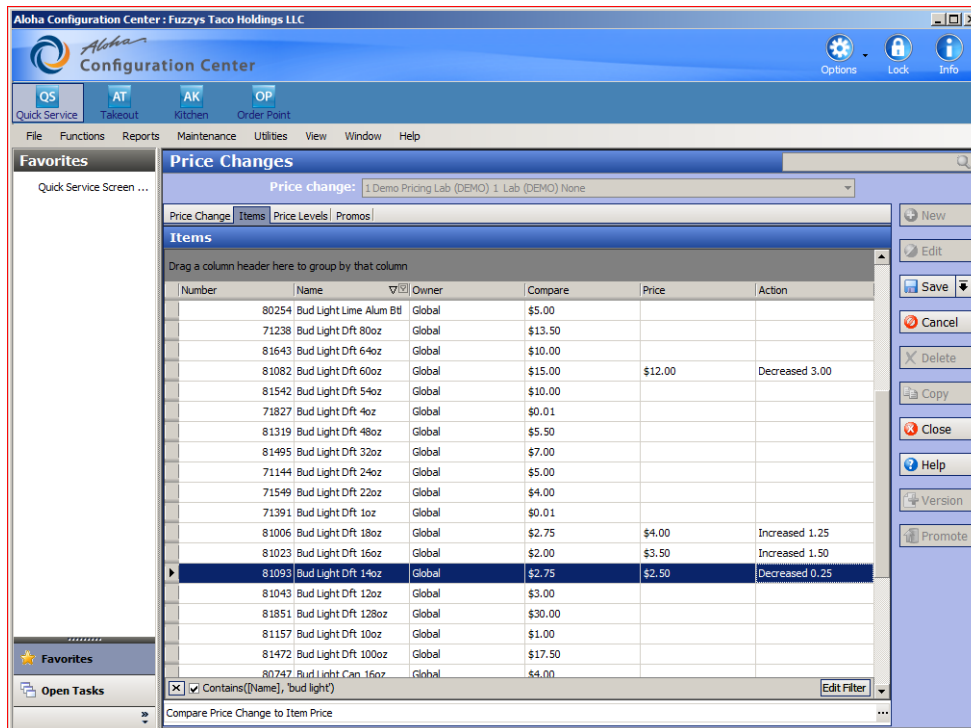


**Step 7:** Find the item you'd like to change the price of.

**Step 8:** Select the item in the "Price" column.



**Step 9:** Change the price.



**Step 10:** Select save on the right side.

The image displays two side-by-side screenshots of the Alpha Configuration Center software interface, specifically the 'Price Changes' section. Both screenshots show a table of items with columns for Number, Name, Owner, Compare, Price, and Action. The left screenshot highlights the 'Save' button in the top right corner of the table area with a red circle. The right screenshot shows a modal dialog box titled 'Real Time Update Demo Pricing' with the question 'Do you want to perform real time update?' and a 'Yes' button circled in red. The 'Yes' button is also circled in red in the left screenshot.

Number	Name	Owner	Compare	Price	Action
80254	Bud Light Line Alum Bl	Global		\$5.00	
71238	Bud Light DR 80oz	Global		\$12.50	
81843	Bud Light DR 64oz	Global		\$30.00	
81082	Bud Light DR 60oz	Global		\$15.00	Decreased 3.00
81542	Bud Light DR 54oz	Global		\$30.00	
73827	Bud Light DR 4oz	Global		\$0.01	
81219	Bud Light DR 40oz	Global		\$5.50	
81495	Bud Light DR 33oz	Global		\$7.00	
71144	Bud Light DR 24oz	Global		\$5.00	
71549	Bud Light DR 23oz	Global		\$4.00	
71391	Bud Light DR 1oz	Global		\$0.01	
81006	Bud Light DR 18oz	Global		\$2.75	Increased 1.25
81023	Bud Light DR 16oz	Global		\$2.00	Increased 1.50
81093	Bud Light DR 14oz	Global		\$2.75	Decreased 0.25
81043	Bud Light DR 13oz	Global		\$3.00	
81851	Bud Light DR 120oz	Global		\$30.00	
81157	Bud Light DR 10oz	Global		\$1.00	
81472	Bud Light DR 100oz	Global		\$17.50	
80747	Bud Light Can 16oz	Global		\$4.00	

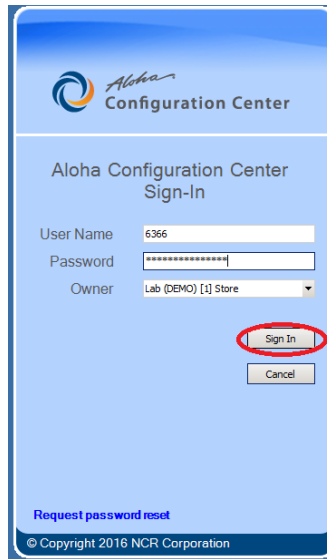
# Aloha Reports

## Daily Summary

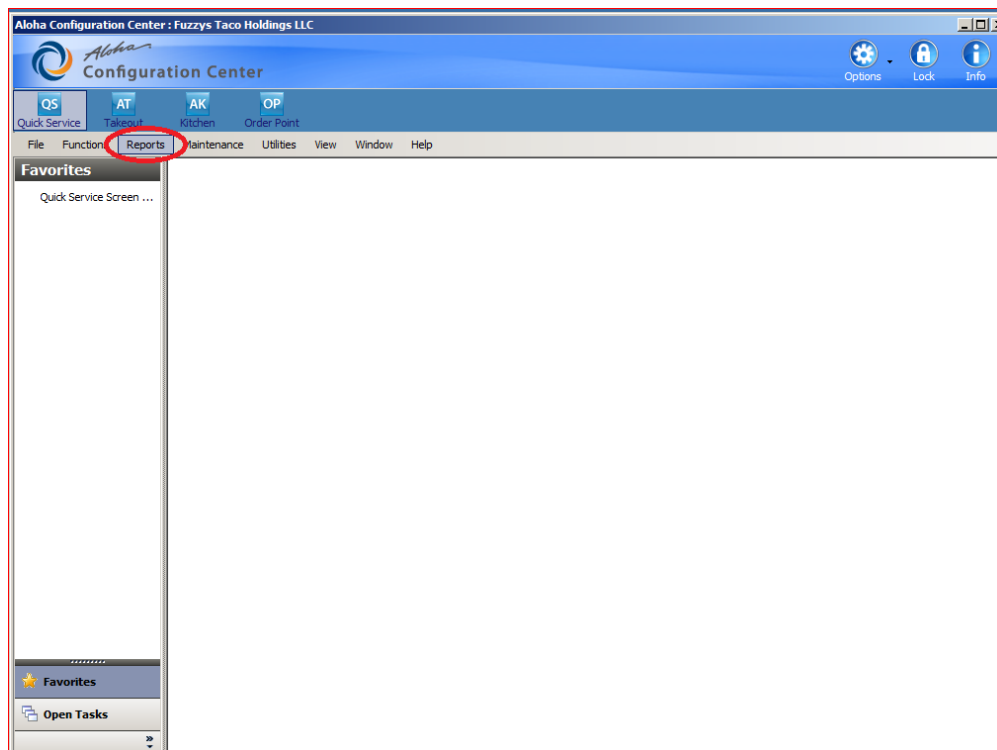
**STEP 1:** Select the aloha computer button.

**STEP 2:** Log into the computer.

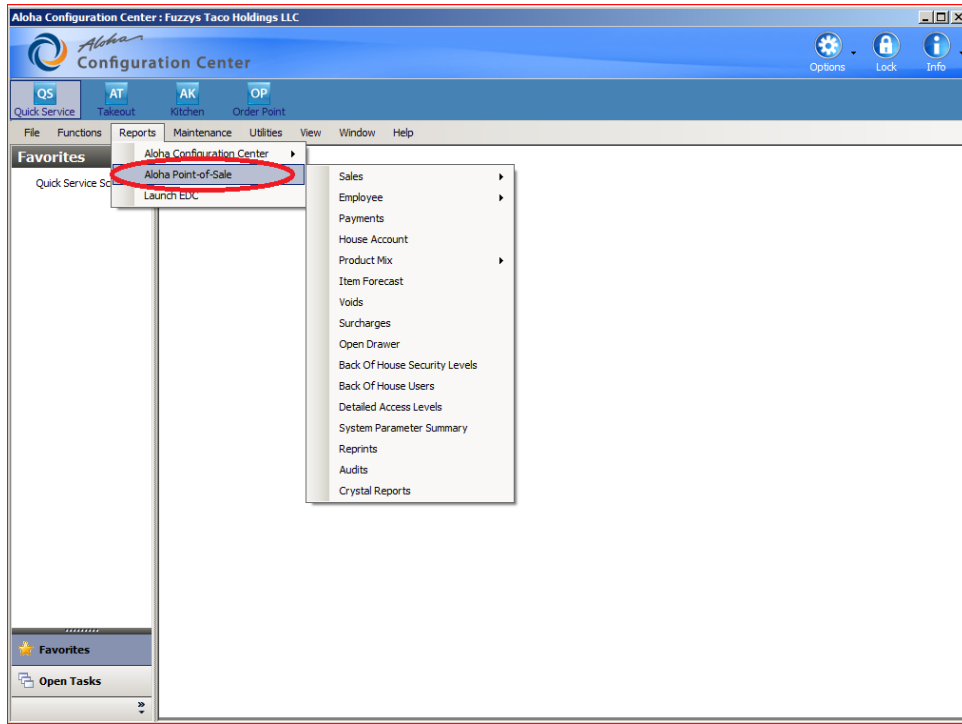
**STEP 3:** Log into the configuration center.



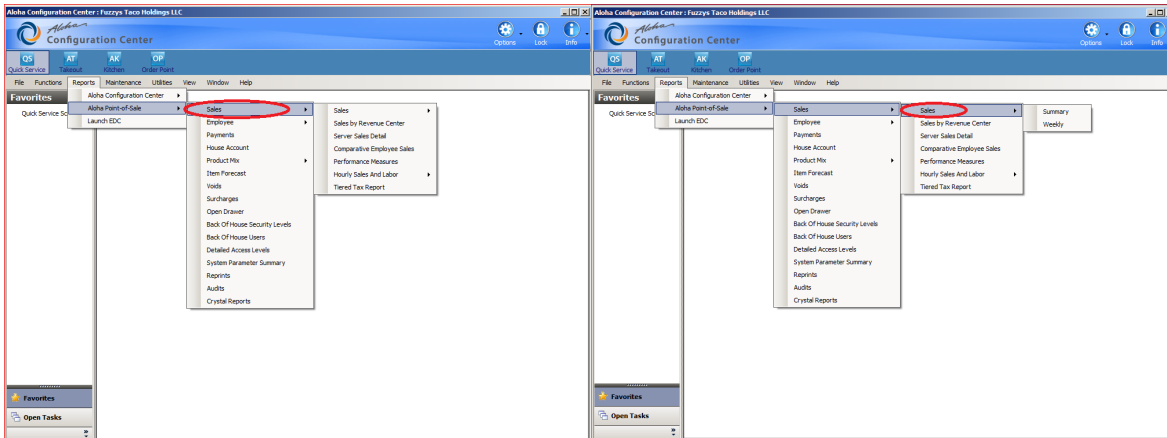
**STEP 4:** Select the reports tab, and a drop-down box will appear.



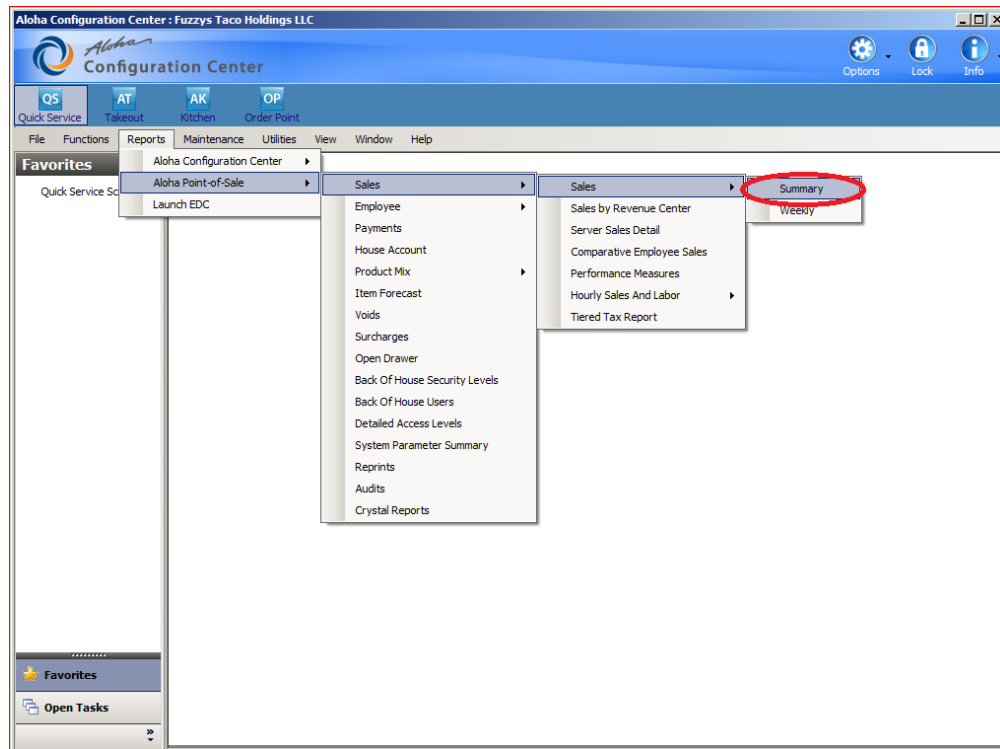
**STEP 5:** Select the “Aloha point of sale” button.



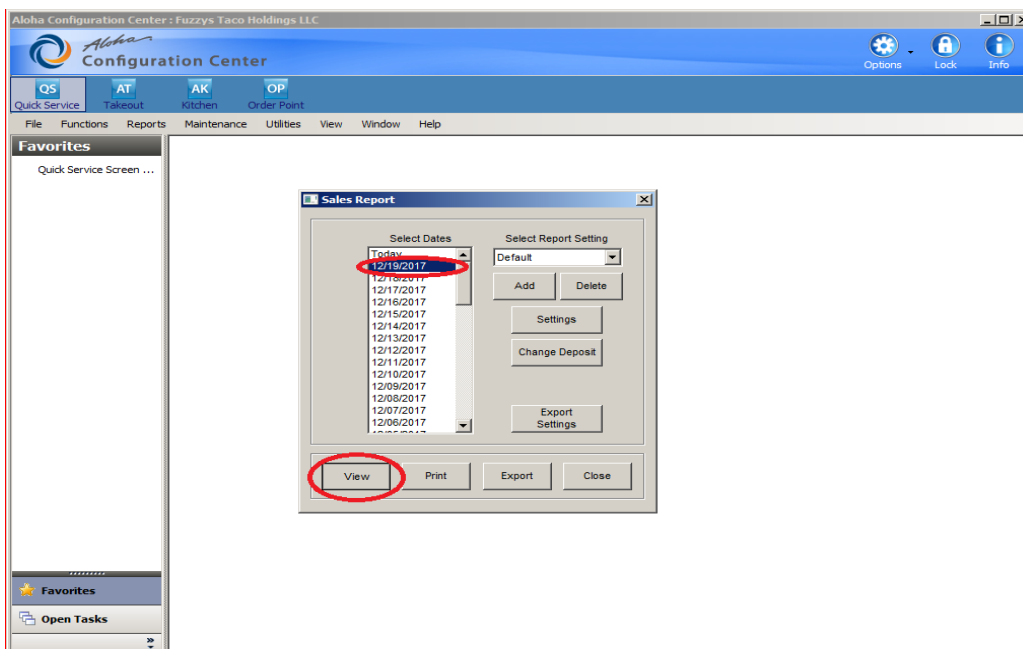
**STEP 6:** Select sales, and sales again.



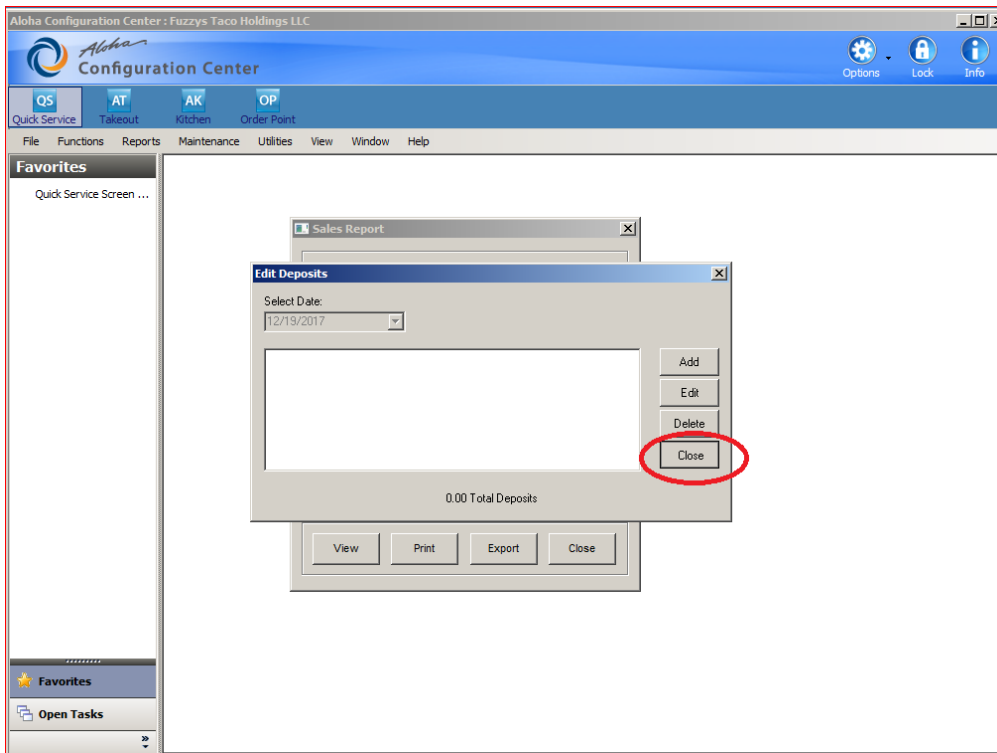
**STEP 7:** Select “summary”



**STEP 8:** Select the day you would like to view, then select view.



**STEP 9:** Select the close button, and your document will open after that.

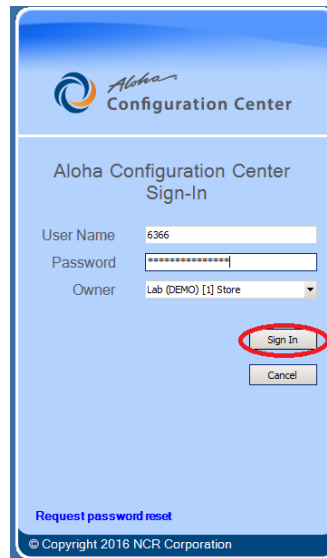


## PMIX

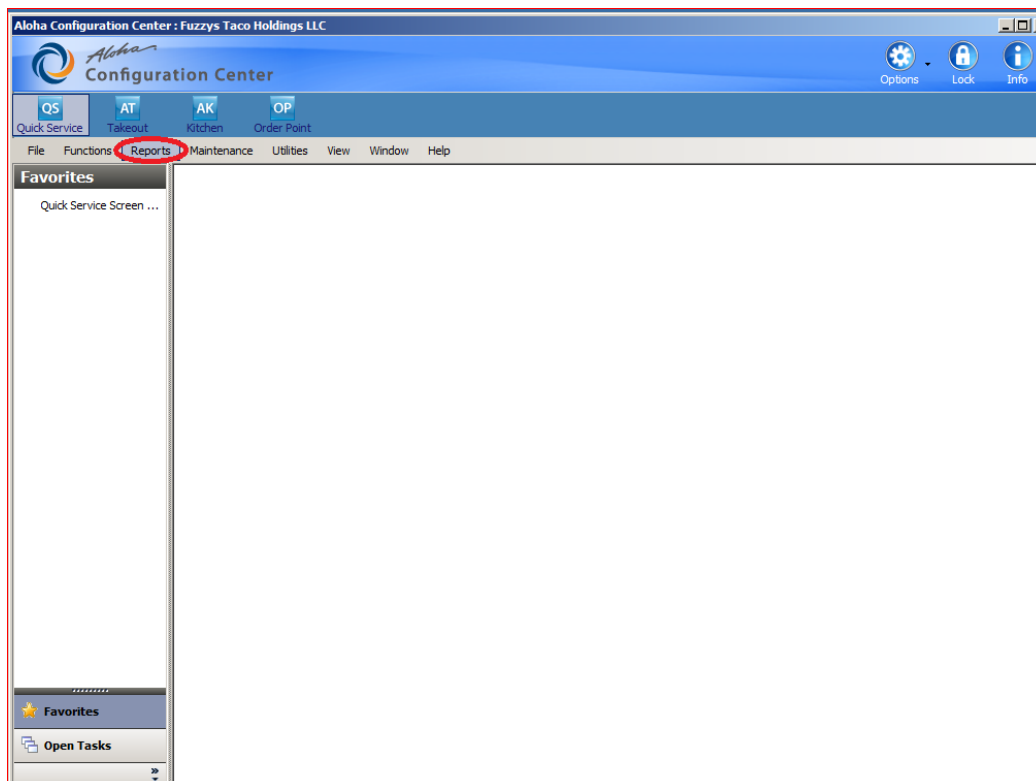
**STEP 1:** Select the aloha computer button.

**STEP 2:** Log into the computer.

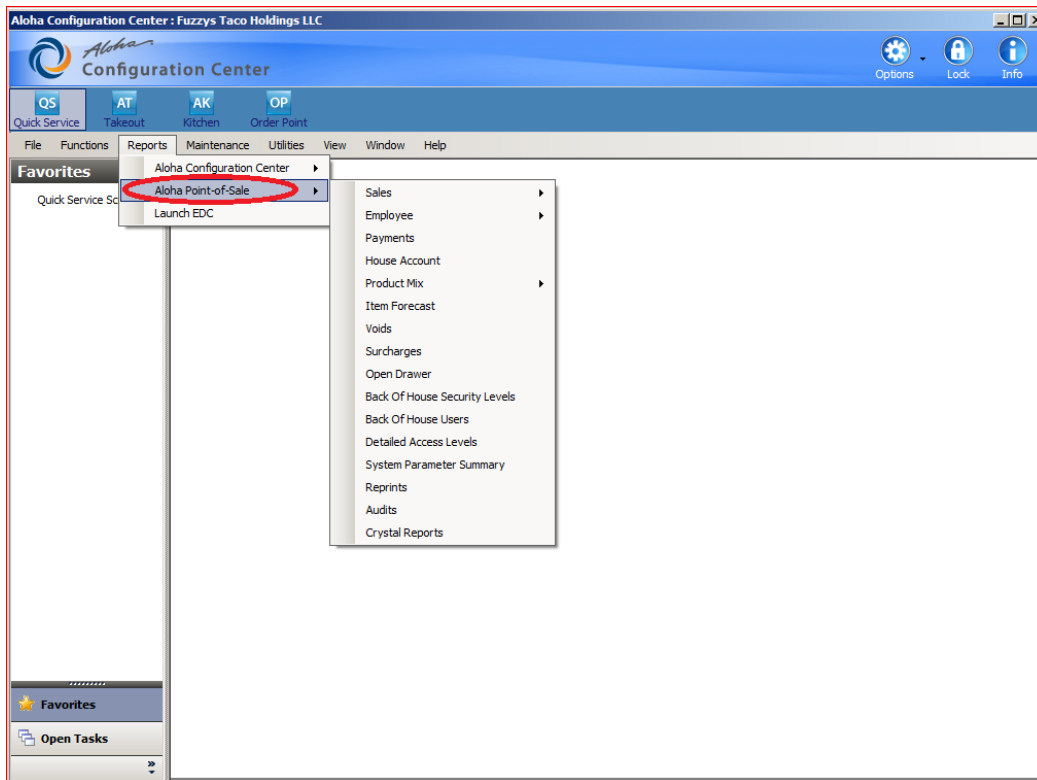
**STEP 3:** Log into the configuration center.



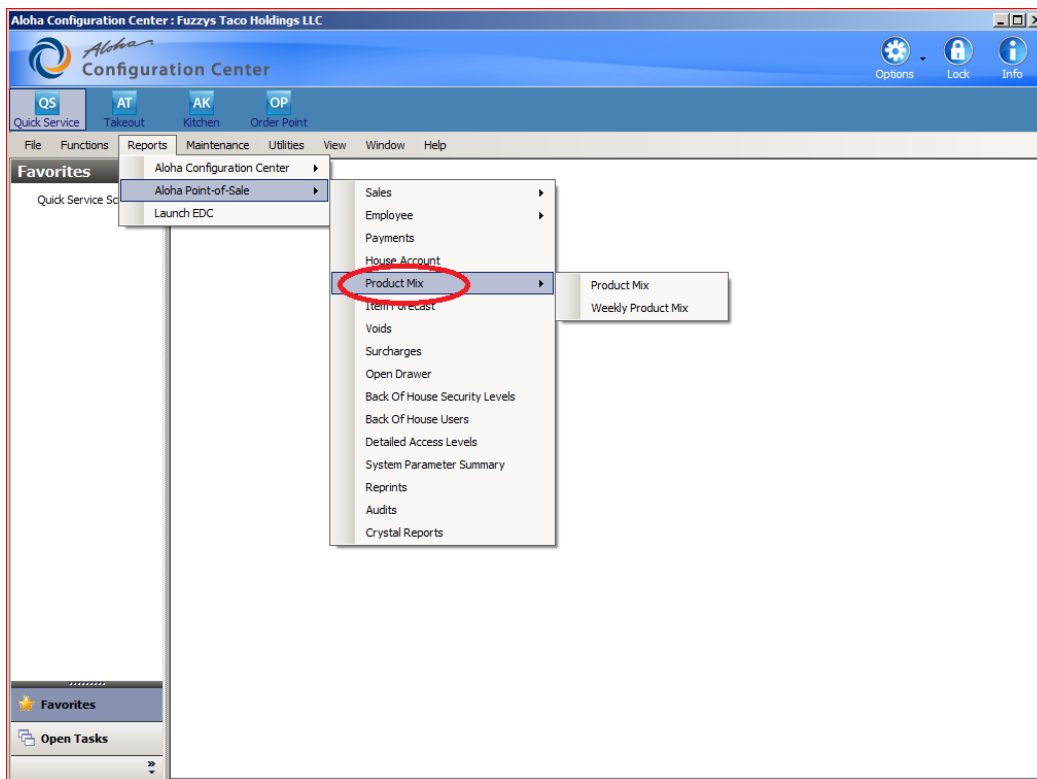
**STEP 4:** Select the reports tab, and a drop-down box will appear.



**STEP 5:** Select the “Aloha point of sale” tab.

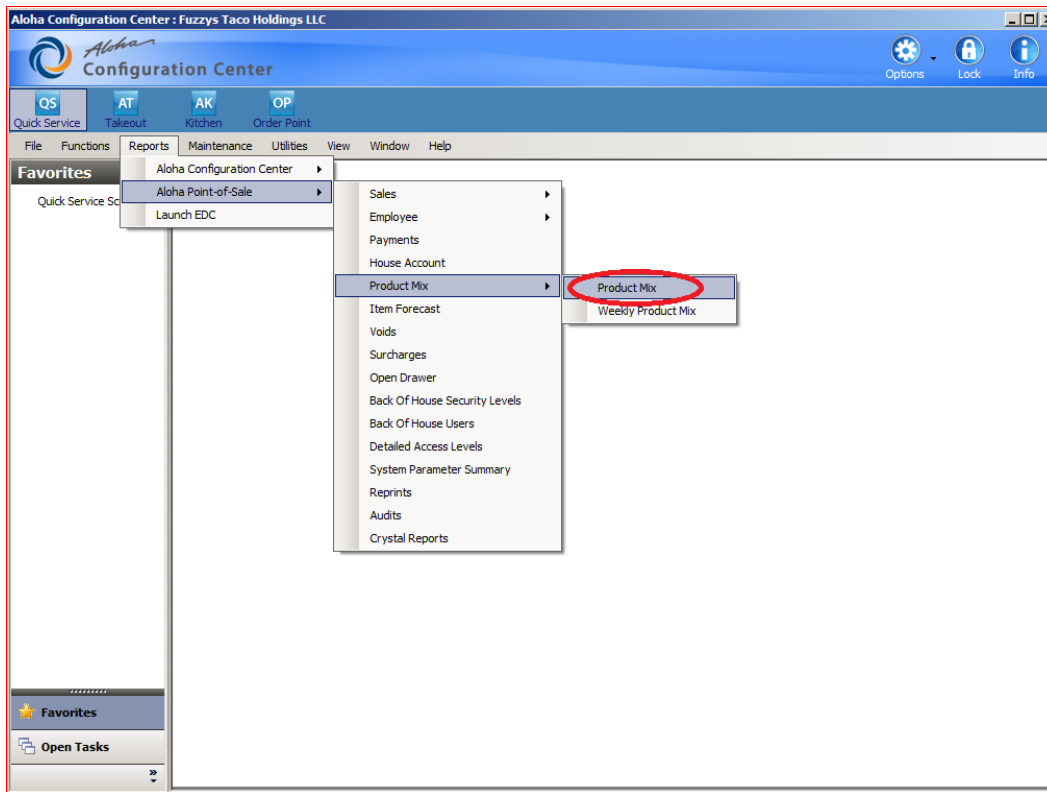


**STEP 6:** Select “Product Mix” button.

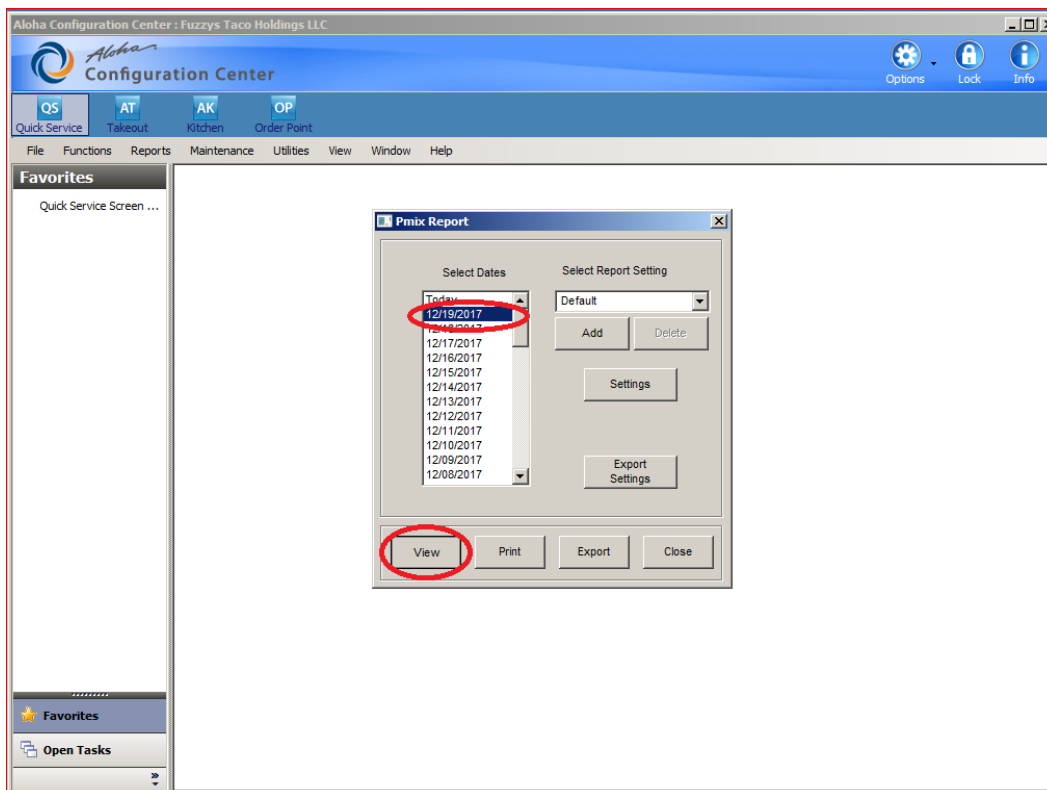




**STEP 7:** Select the “Product mix” tab.



**STEP 7:** Select the date and select View.

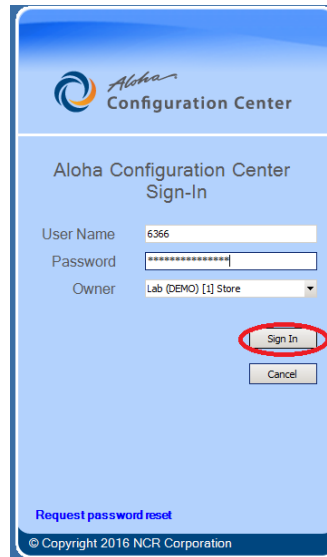


## Labor

**STEP 1:** Select the aloha computer button.

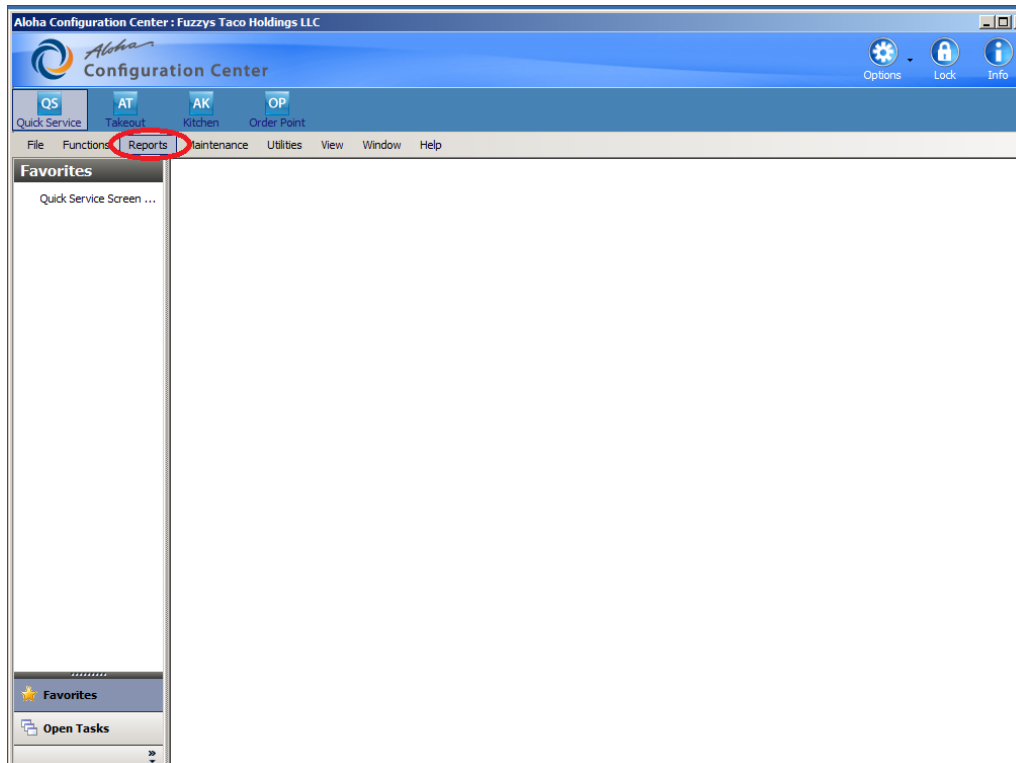
**STEP 2:** Log into the computer.

**STEP 3:** Log into the configuration center.

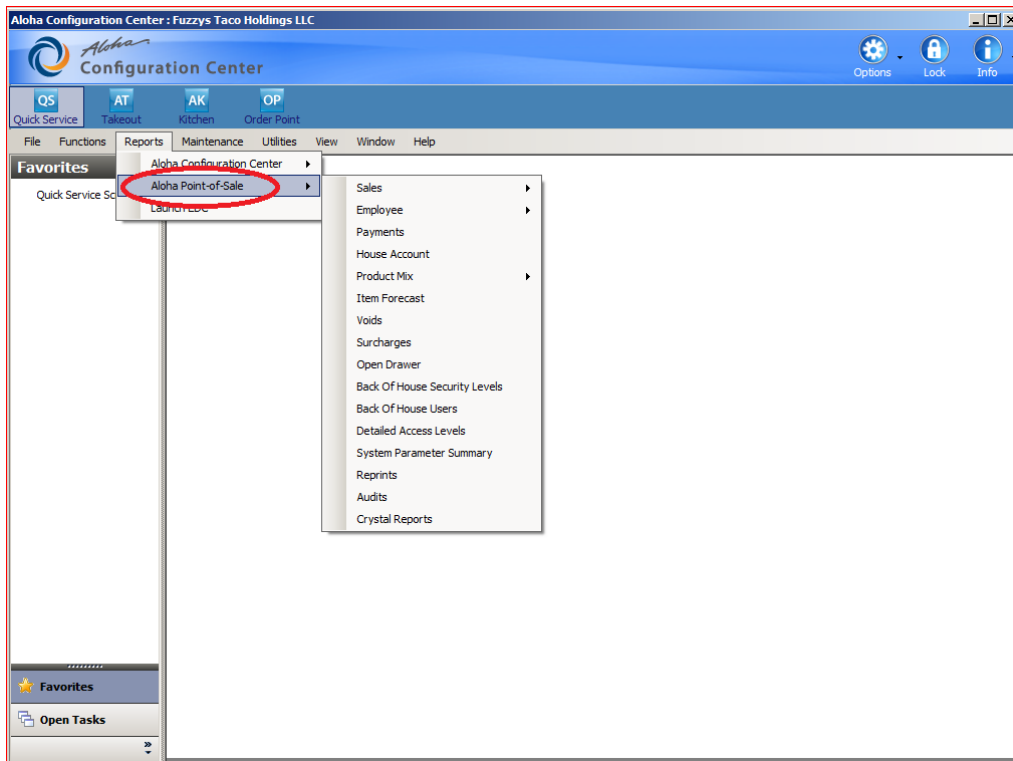


The screenshot shows the 'Aloha Configuration Center Sign-In' window. At the top is the 'Aloha Configuration Center' logo. Below it, the text 'Aloha Configuration Center Sign-In' is displayed. There are three input fields: 'User Name' with the value '6366', 'Password' with masked characters, and 'Owner' with a dropdown menu showing 'Lab (DEMO) [1] Store'. A red circle highlights the 'Sign In' button. Below the 'Sign In' button is a 'Cancel' button. At the bottom left, there is a link for 'Request password reset' and a copyright notice '© Copyright 2016 NCR Corporation'.

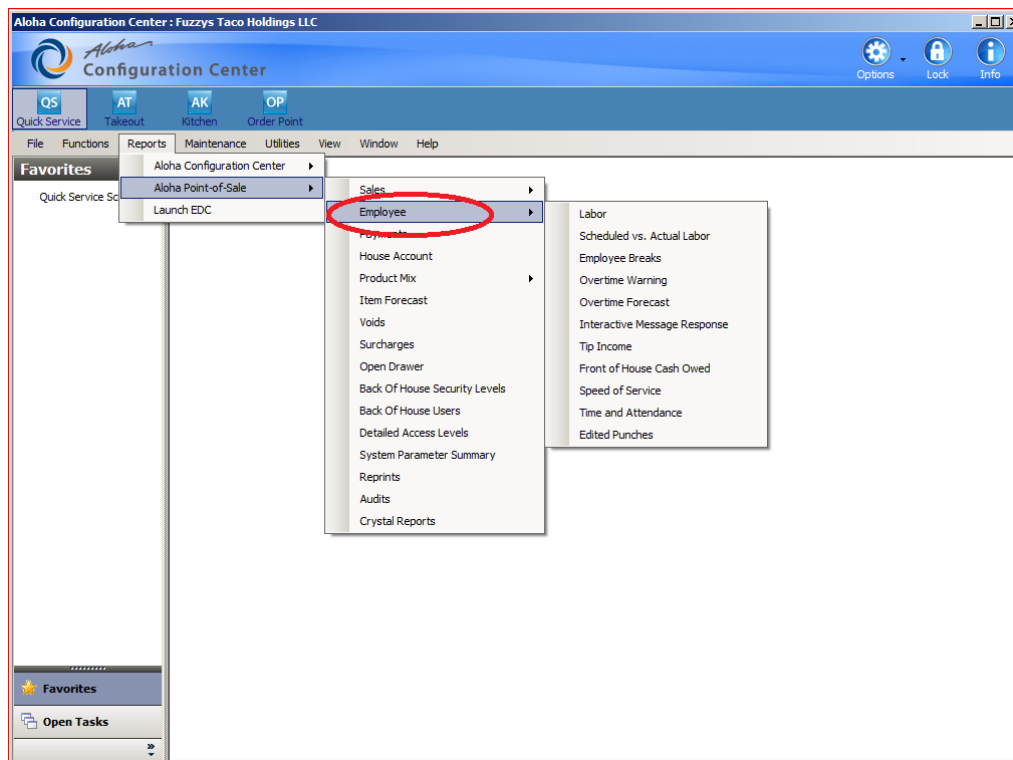
**STEP 4:** Select the "reports" tab.



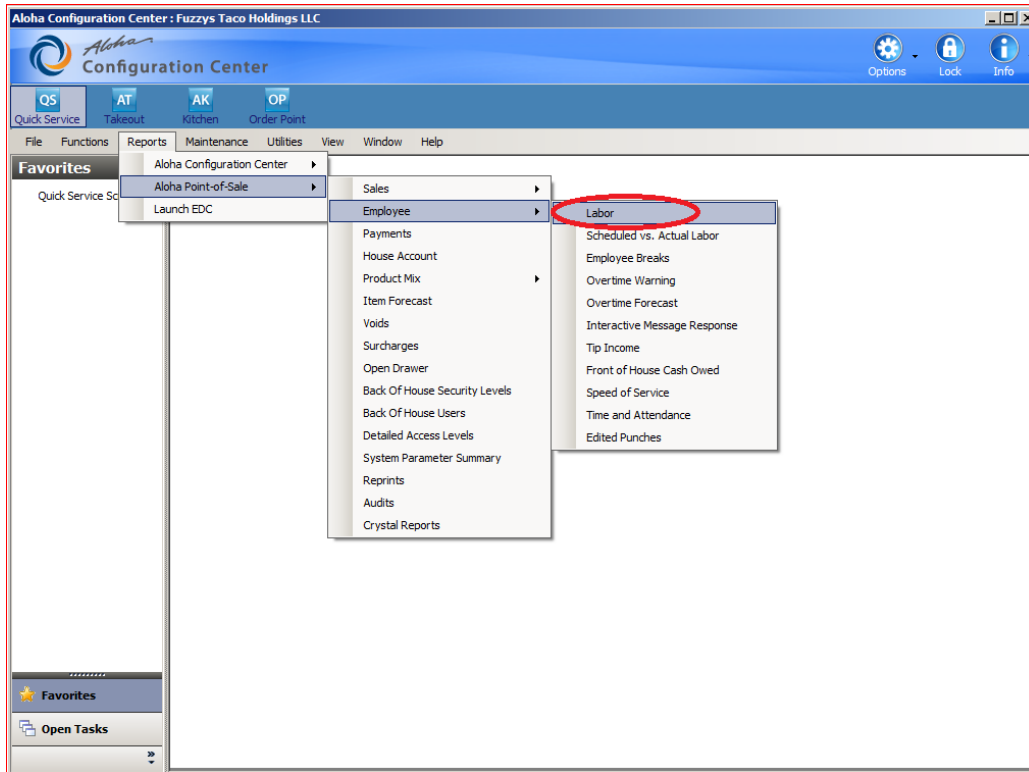
**STEP 5:** Select the “Aloha point of sale” tab.



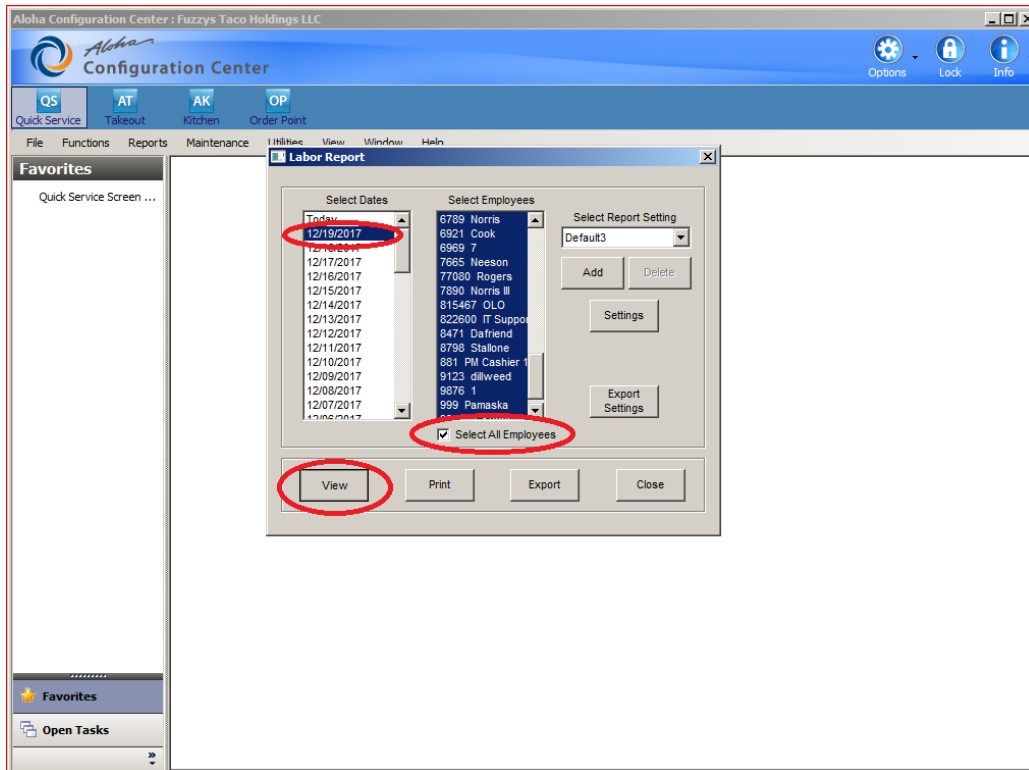
**Step 6:** On the side box select “Employees” tab.



**STEP 7:** Select the Labor tab.



**STEP 7:** Select the date, all employees, and select view.

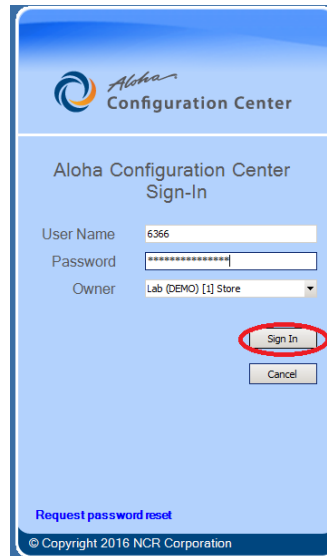


## Employee sales

**Step 1:** Select the aloha computer button.

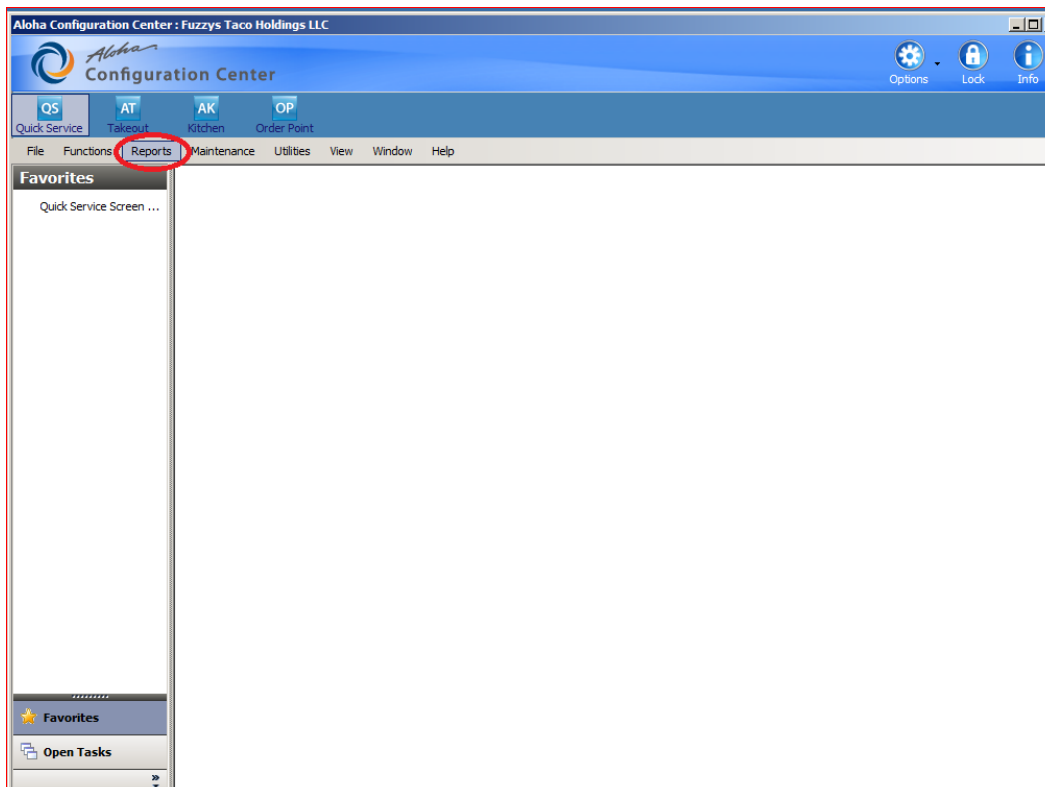
**STEP 2:** Log into the computer.

**STEP 3:** Log into the configuration center.

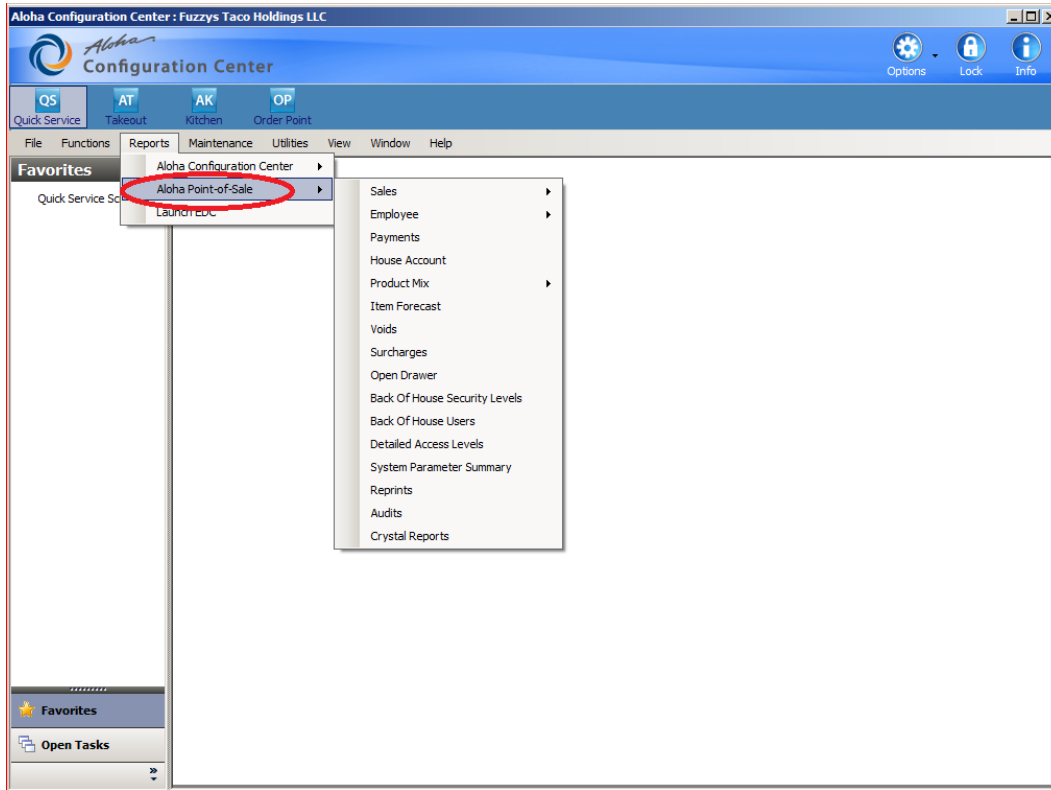


The screenshot shows the 'Aloha Configuration Center Sign-In' window. It features the Aloha logo at the top left. Below the logo, the text 'Aloha Configuration Center Sign-In' is displayed. There are three input fields: 'User Name' with the value '6366', 'Password' with masked characters, and 'Owner' with a dropdown menu showing 'Lab (DEMO) [1] Store'. A 'Sign In' button is highlighted with a red circle, and a 'Cancel' button is located below it. At the bottom, there is a link for 'Request password reset' and a copyright notice: '© Copyright 2016 NCR Corporation'.

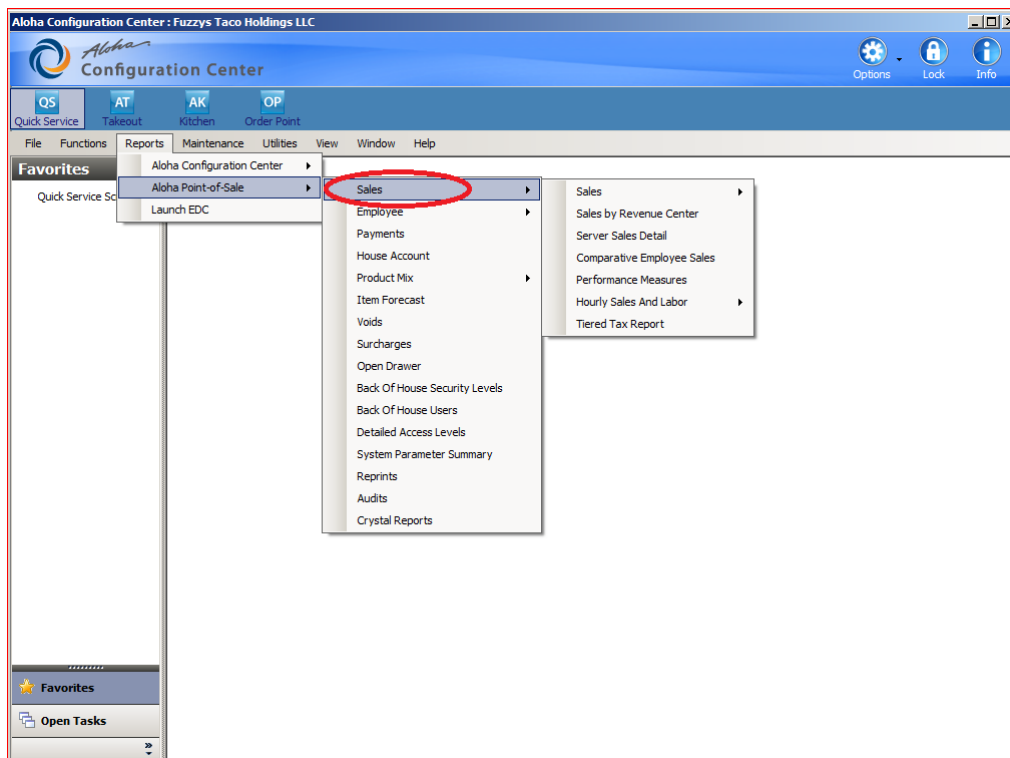
**STEP 4:** Select the reports tab, and a drop-down box will appear.



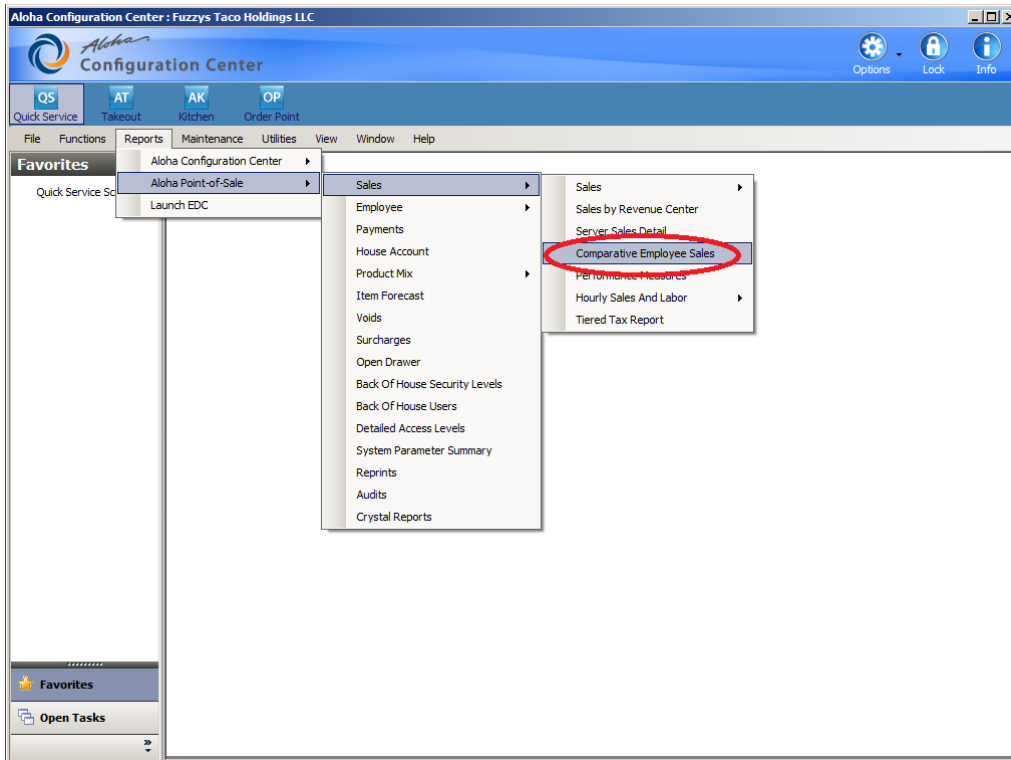
**STEP 5:** Select the “Aloha point of sale” tab.



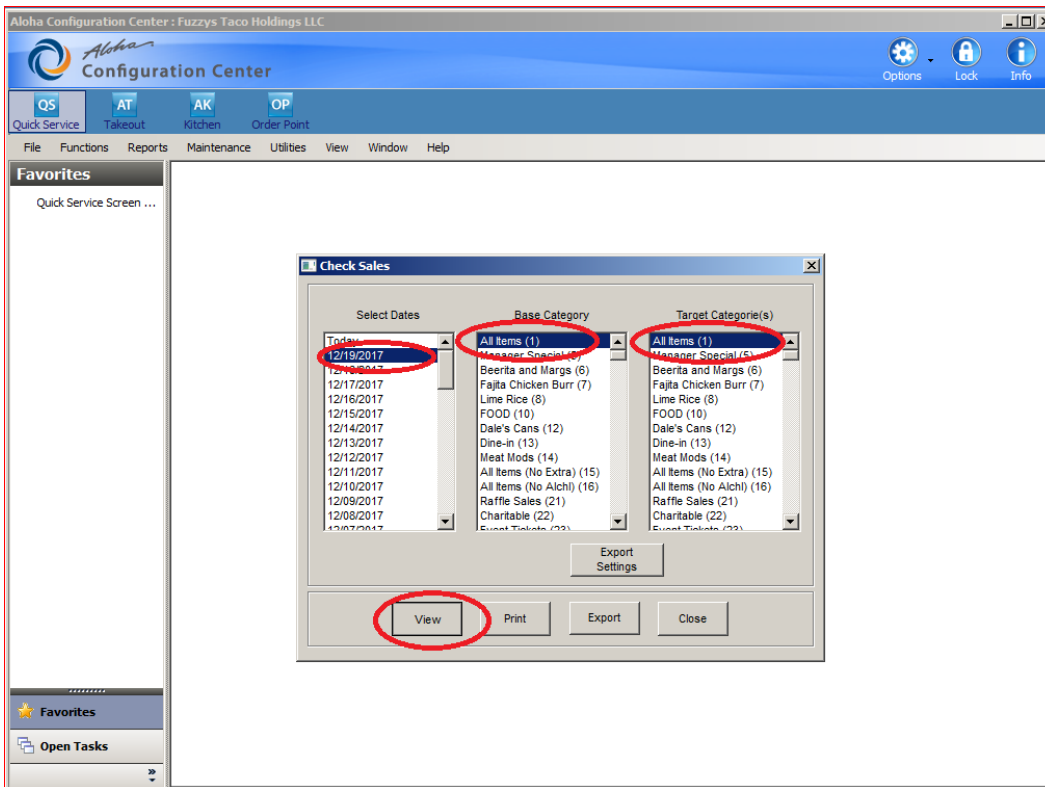
**STEP 5:** Select Sales.



**STEP 6:** Select the “Comparative employee Sales” Tab.



**Step 7:** Select the date, Base category, Target Category, and select View.





# Fuzzy Net

## Sales Reports

**STEP 1:** Open internet browser.

**STEP 2:** Go to [www.fuzzynet.fuzzystacop.com](http://www.fuzzynet.fuzzystacop.com)

**STEP 3:** Enter your username and password and Select login.



**STEP 4:** Hover mouse over the “Reports & Tools” button on the bottom left.

Item	Qty	Sales \$
Taco Plate	29,444	\$202,334
32oz Soda w/ Souvenir Cup	69,360	\$147,034
Chips & Queso	37,343	\$130,171
Chicken Nachos	13,263	\$88,832
Enchilada Plate	11,138	\$75,721
Chicken Quesadilla	10,285	\$66,027
FuzzyMug (Frozen) 18oz	11,925	\$62,087
Idea Drink	37,217	\$62,161
Shredded Brisket Nachos	8,598	\$60,153
Soft Taco - Shredded Chkn	35,992	\$36,276

Item	Score
Num of Current States	17
Open Stores*	134
Stores Coming Soon	24
Franchise Groups	54
Franchise Groups Coming Soon	3

STEP 5: Move mouse to the right and hover the mouse over sales.

The screenshot shows the FuzzyNet dashboard interface. On the left-hand side, there is a vertical navigation menu. The 'Reports & Tools' section is expanded, and the 'Sales' option is highlighted with a red oval. The main content area features a 'HOME' header, a 'TOP 10 SALES LAST WEEK' table, a central banner for 'CHECK YOUR GC INVENTORY!', and various data widgets including 'TOP 10 ITEMS LAST WEEK', 'BRAND STORE STATS', and 'UPCOMING EVENTS'.

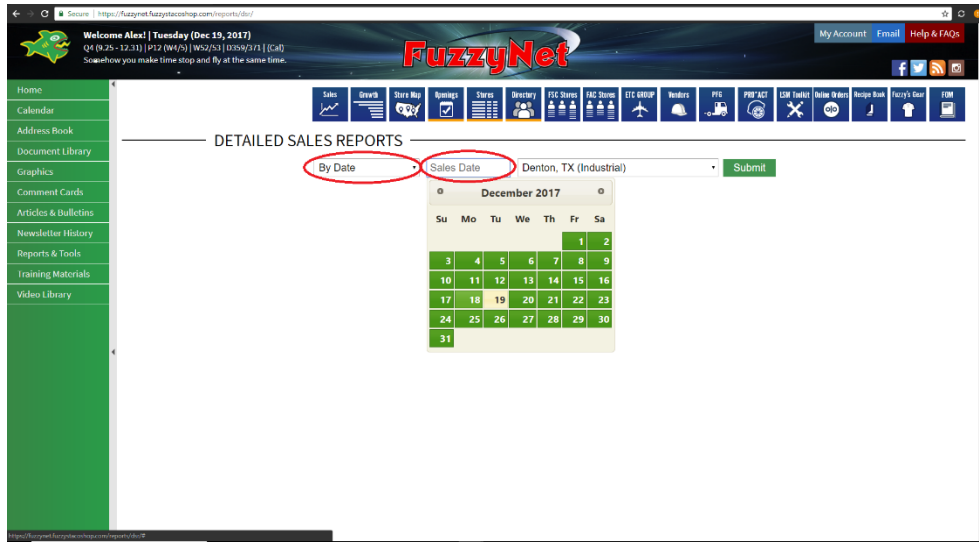
Rank	Location	Sales
1st	Oklahoma City, OK (Brick)	\$74,279
2nd	Colorado Springs, CO	\$71,013
3rd	Oklahoma City, OK (Chiao)	\$65,444
4th	Stillwater, OK	\$58,929
5th	Edmond, OK	\$58,444

Item	Qty	Sales \$
Taco Plate	29,446	\$202,354
32oz Soda w/Souvenir Cup	69,569	\$147,034
Chips & Queso	37,343	\$130,171
Chicken Nachos	13,263	\$88,832
Enchilada Plate	11,138	\$75,721
Chicken Quesadilla	10,285	\$66,027
FuzzyMug (Frozen) 18oz	11,953	\$62,097
16oz Drink	37,517	\$61,161
Shredded Brisket Nachos	8,598	\$40,153
Soft Taco - Shredded Chkn	35,852	\$56,276

STEP 6: Select the "detailed sales reports" button.

This screenshot is similar to the previous one, but the 'Detailed Sales Reports' option under the 'Reports & Tools' menu is highlighted with a red oval. The rest of the dashboard content, including the sales tables and banners, remains the same.

**STEP 7:** Select date and the store.



**STEP 8:** Select the “submit” button.



## Labor Report:

**STEP 1:** Open internet browser.

**STEP 2:** Go to [www.fuzzynet.fuzzystacop.com](http://www.fuzzynet.fuzzystacop.com)

**STEP 3:** Enter your username and password then select login.



**STEP 4:** Hover mouse over the “Reports & Tools” button on the bottom left.

**TOP 10 SALES LAST WEEK (12/4 - 12/10)**

Rank	Location	Sales
1st	Oklahoma City, OK (Brick)	\$70,416
2nd	Colorado Springs, CO	\$66,973
3rd	Oklahoma City, OK (Chisha)	\$64,083
4th	Colorado Springs, CO (Int)	\$56,492

**TOP 10 ITEMS LAST WEEK (12/4 - 12/10)**

Item	Qty	Sales \$
Taco Plats	28,491	\$196,08
16oz Soda w/ Souvenir Cup	69,120	\$146,16
Chips & Queso	37,038	\$128,64
Chicken Nachos	13,206	\$88,16
Enchilada Plate	10,845	\$73,84
Chicken Quesadilla	10,465	\$68,08
Shredded Brisket Nachos	8,527	\$59,60
16oz Drink	35,886	\$58,57
Soft Taco - Shredded Chkn	35,014	\$55,57
FuzzyMarg (Frozen) 18oz	10,509	\$54,58

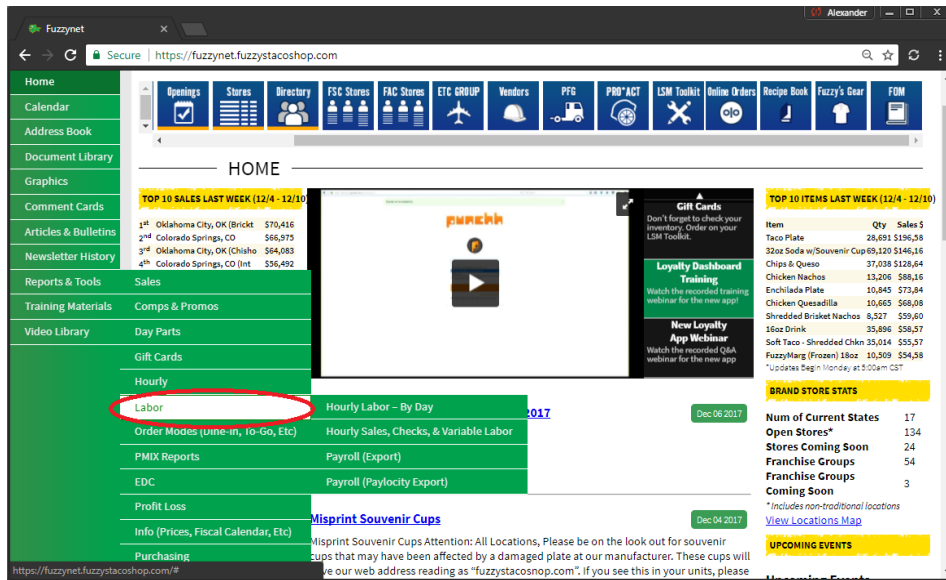
**BRAND STORE STATS**

Category	Count
Num of Current States	17
Open Stores*	134
Stores Coming Soon	24
Franchise Groups	54
Franchise Groups Coming Soon	3

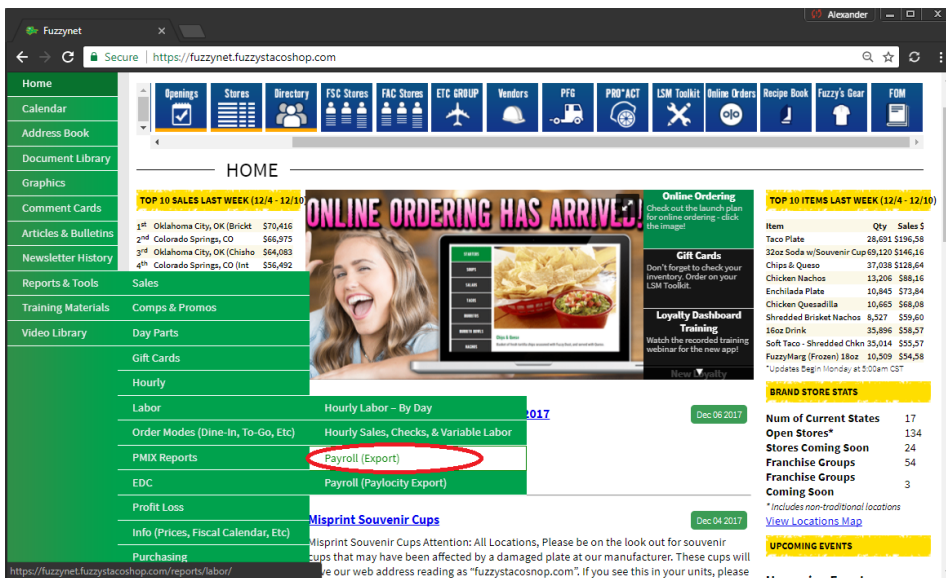
\*Includes non-traditional locations

**UPCOMING EVENTS**

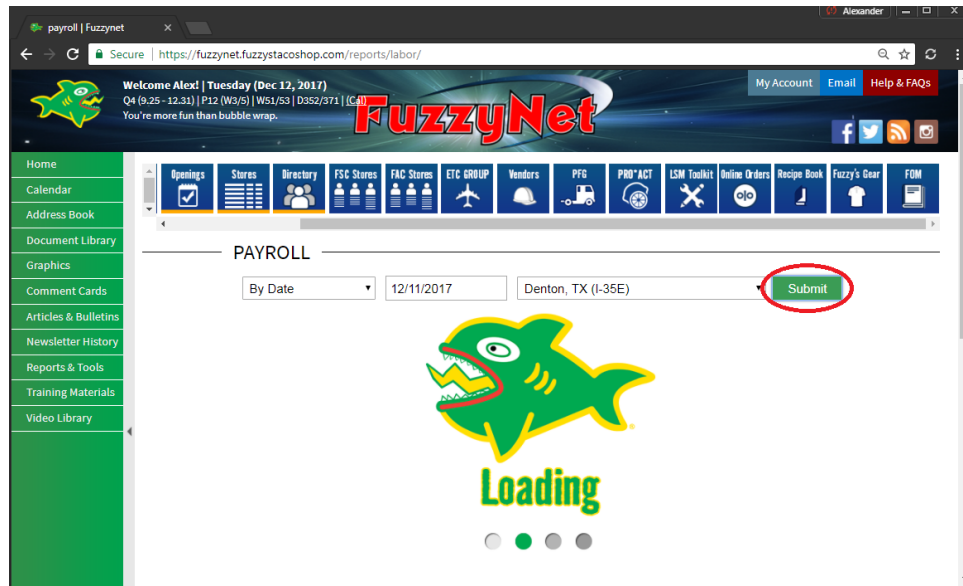
STEP 5: Hover your mouse over the "Labor" tab.



STEP 6: Select the "Payroll (export)" button.



**STEP 7:** Select the “by date” option, select the “date”, select the “store”, and finally select submit.



# PMIX Reports

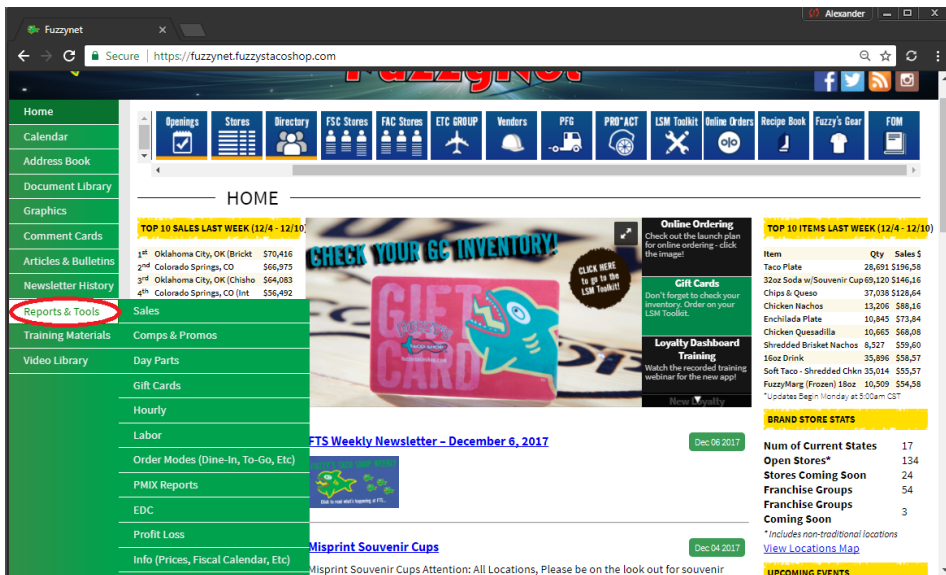
STEP 1: Open internet browser.

STEP 2: Go to [www.fuzzynet.fuzzystacop.com](http://www.fuzzynet.fuzzystacop.com)

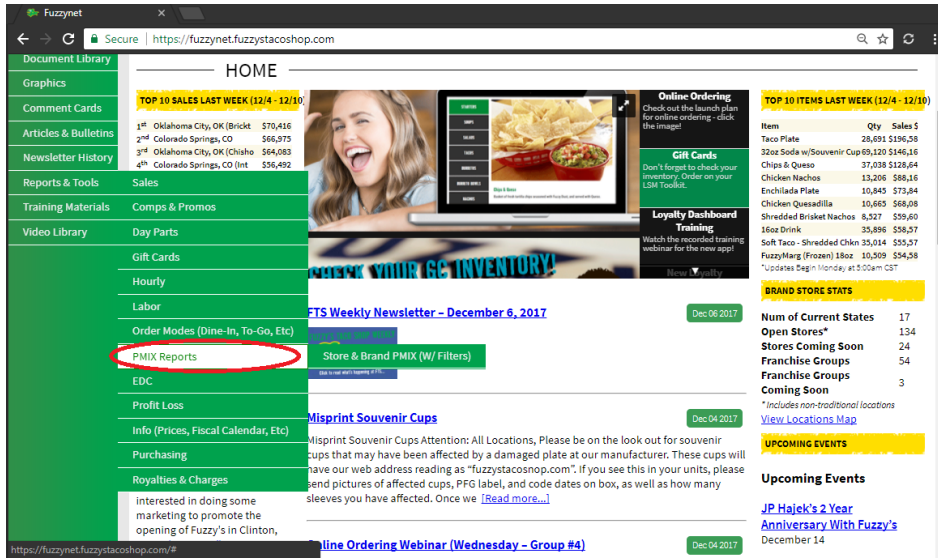
STEP 3: Enter your username and password and select login.



STEP 4: Hover mouse over the "Reports & Tools" button on the bottom left.

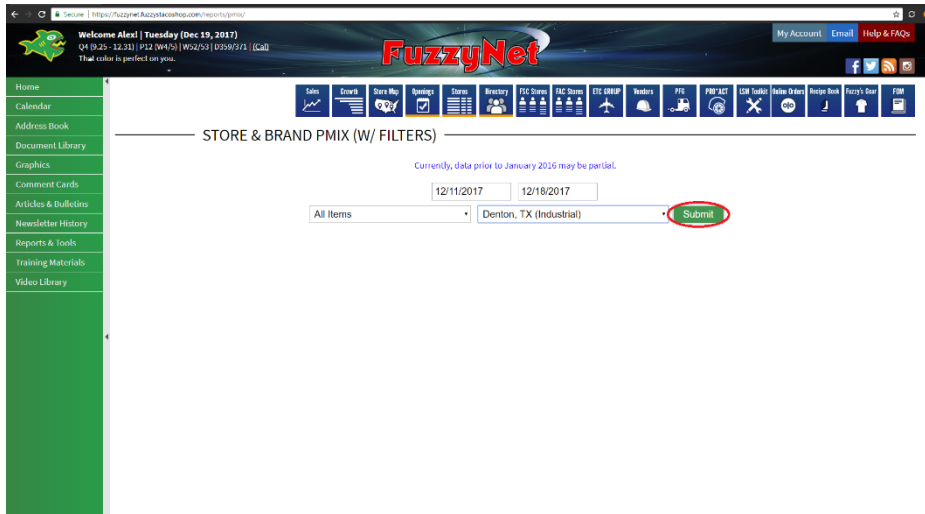


**STEP 5:** Hover over PMIX Reports, and select the “Store brand PMIX (W/Filters)”



**STEP 6:** Enter beginning date and the end date.

**STEP 7:** Select items, the store, and click submit.





## Check and Respond to Comment Cards

**STEP 1:** Open internet browser.

**STEP 2:** Go to [www.fuzzynet.fuzzystacop.com](http://www.fuzzynet.fuzzystacop.com)

**STEP 3:** Enter your username and password and select login.



**STEP 4:** Select the “Comment Cards” tab on the left.

**TOP 10 SALES LAST WEEK (12/11 - 12/17)**

Item	Qty	Sales \$
Taco Plate	29,446	\$202,354
32oz Soda w/ Souvenir Cup	69,569	\$147,034
Chips & Queso	37,343	\$130,171
Chicken Nachos	13,263	\$58,832
Enchilada Plate	11,138	\$75,721
Chicken Quesadilla	10,285	\$66,027
FuzzyMarg (Frozen) 18oz	11,953	\$62,097
16oz Drink	37,217	\$64,164
Shredded Brisket Nachos	6,998	\$60,153
Soft Taco - Shredded Chkn	35,952	\$56,276

**MY STORES LAST WEEK (12/11 - 12/17)**

Rank	Store	Sales
1st	Fort Worth, TX (Berry)	\$30,283
2nd	Fort Worth, TX (Bryant Inn)	\$28,668
3rd	Fort Worth, TX (Camp Bowie)	\$23,685
4th	Denton, TX (I-35E)	\$21,243
5th	Denton, TX (Industrial)	\$20,588
6th	Columbus, OH	\$14,056
7th	Fort Worth, TX (Race)	\$12,744

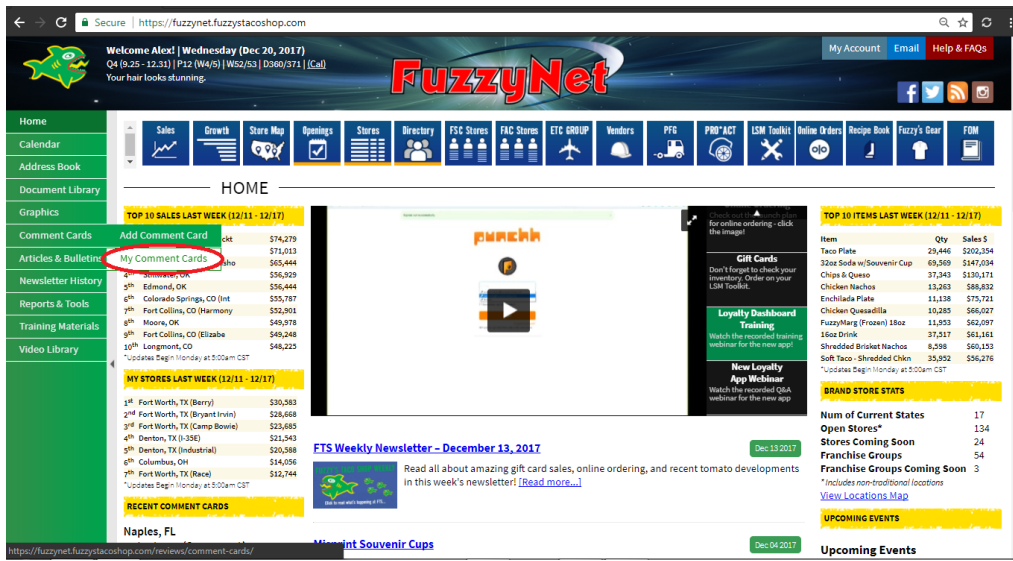
**RECENT COMMENT CARDS**

Store	Comment
Naples, FL	My Comment Cards

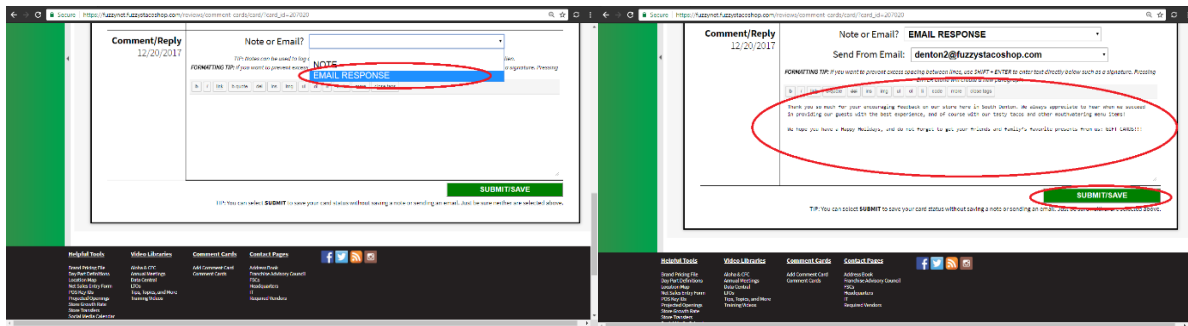
**UPCOMING EVENTS**

Event	Date
Franchise Groups Coming Soon	3
Upcoming Events	Dec 04 2017

Step 5: Select the “My comment card” option.



Step 6: Underneath the guest comment select email response in the drop box, type your response and select Submit.



**STEP 8:** Scroll to the top of the card and click the drop-down box next to status.

**STEP 9:** Select the closed option to close the comment card.

**Comment Card #207020**  
**Card Score 100%**

	DISSATISFIED (1 - 0%)	AVERAGE (2 - 33.3%)	GOOD (3 - 66.6%)	EXCELLENT (4 - 100%)
FOOD QUALITY (10%)				
SERVICE QUALITY (10%)				
CLEANLINESS (10%)				
ORDER ACCURACY (10%)				
SPEED OF SERVICE (10%)				
VALUE (10%)				
OVERALL FUZZY'S EXPERIENCE (40%)				

Location	Denton, TX (I-35E)
Source	Web Feedback Form
Status	Open
Post Date	Closed
Check/Receipt #	606801541317
Visit Date	12/03/2017 17days since visit
Visit Time	6:15 PM
# of replies	1
# of notes	0
Guest Name	Jerry k
Guest Phone	5133966595
Guest Email	Koput123@*****

**RESPONSES AND NOTES**

## View Previous News Letter

**STEP 1:** Open internet browser.

**STEP 2:** Go to [www.fuzzynet.fuzzystacop.com](http://www.fuzzynet.fuzzystacop.com)

**STEP 3:** Enter your username and password and select login.



**STEP 4:** Select the newsletter history tab.

**TOP 10 SALES LAST WEEK (12/11 - 12/17)**

Rank	Location	Sales
1st	Oklahoma City, OK (Brick)	\$74,279
2nd	Colorado Springs, CO	\$71,613
3rd	Oklahoma City, OK (Chihu)	\$65,444
4th	Stillwater, OK	\$56,929
5th	Edmond, OK	\$56,444
6th	Colorado Springs, CO (Int)	\$55,787
7th	Fort Collins, CO (Harmony)	\$52,903
8th	Moore, OK	\$49,978
9th	Fort Collins, CO (Elizab)	\$49,248
10th	Longmont, CO	\$48,223

**MY STORES LAST WEEK (12/11 - 12/17)**

Rank	Location	Sales
1st	Fort Worth, TX (Berry)	\$30,583
2nd	Fort Worth, TX (Bryant Inve)	\$28,868
3rd	Fort Worth, TX (Camp Bowie)	\$23,655
4th	Denton, TX (3345)	\$21,343
5th	Denton, TX (Industrial)	\$20,388
6th	Calumet, OK	\$18,058
7th	Fort Worth, TX (Base)	\$12,744

**RECENT COMMENT CARDS**

Location	Date
Naples, FL	Dec-04-2017
Mount Souvenir Cups	Dec-04-2017

**UPCOMING EVENTS**

**STEP 5:** Select the newsletter you would like to view.



## Document Library

**STEP 1:** Open internet browser.

**STEP 2:** Go to [www.fuzzynet.fuzzystacop.com](http://www.fuzzynet.fuzzystacop.com)

**STEP 3:** Enter your username and password and select login.



**STEP 4:** Select the document library tab on the left.

**HOME**

**TOP 10 SALES LAST WEEK (12/11 - 12/17)**

Rank	City, State	Store	Sales
1st	Oklahoma City, OK	Brick	\$74,279
2nd	Colorado Springs, CO		\$71,013
3rd	Oklahoma City, OK	Chisno	\$65,444
4th	Stillwater, OK		\$56,929
5th	Edmond, OK		\$56,444
6th	Colorado Springs, CO	Int	\$55,787
7th	Fort Collins, CO	Harmony	\$52,901
8th	Moore, OK		\$49,978
9th	Fort Collins, CO	Elizabe	\$49,246
10th	Longmont, CO		\$48,220

\*Updates Begin Monday at 8:00am CST

**MY STORES LAST WEEK (12/11 - 12/17)**

Rank	City, State	Sales
1st	Fort Worth, TX	\$30,383
2nd	Fort Worth, TX	\$28,668
3rd	Fort Worth, TX	\$22,855
4th	Denton, TX	\$21,343
5th	Denton, TX	\$20,588
6th	Columbus, OH	\$14,056
7th	Fort Worth, TX	\$12,744

\*Updates Begin Monday at 8:00am CST

**RECENT COMMENT CARDS**

Naples, FL

**Check Your GC Inventory!**

**Online Ordering**  
Check out the launch plan for online ordering - click the image!

**Gift Cards**  
Don't forget to check your inventory. Order on your LSM Toolkit!

**Loyalty Dashboard Training**  
Watch the recorded training webinar for the new app!

**New Loyalty App Webinar**  
Watch the recorded Q&A

**TOP 10 ITEMS LAST WEEK (12/11 - 12/17)**

Item	Qty	Sales \$
Taco Plate	29,446	\$202,354
32oz Soda w/ Souvenir Cup	69,569	\$147,034
Chips & Queso	37,343	\$130,171
Chicken Nachos	13,263	\$68,832
Enchilada Plate	11,138	\$75,721
Chicken Quesadilla	10,285	\$66,027
FuzzyMarg (Frozen) 18oz	11,953	\$62,097
16oz Drink	37,217	\$61,181
Shredded Brisket Nachos	6,959	\$60,153
Soft Taco - Shredded Chkn	35,952	\$56,276

\*Updates Begin Monday at 8:00am CST

**BRAND STORE STATS**

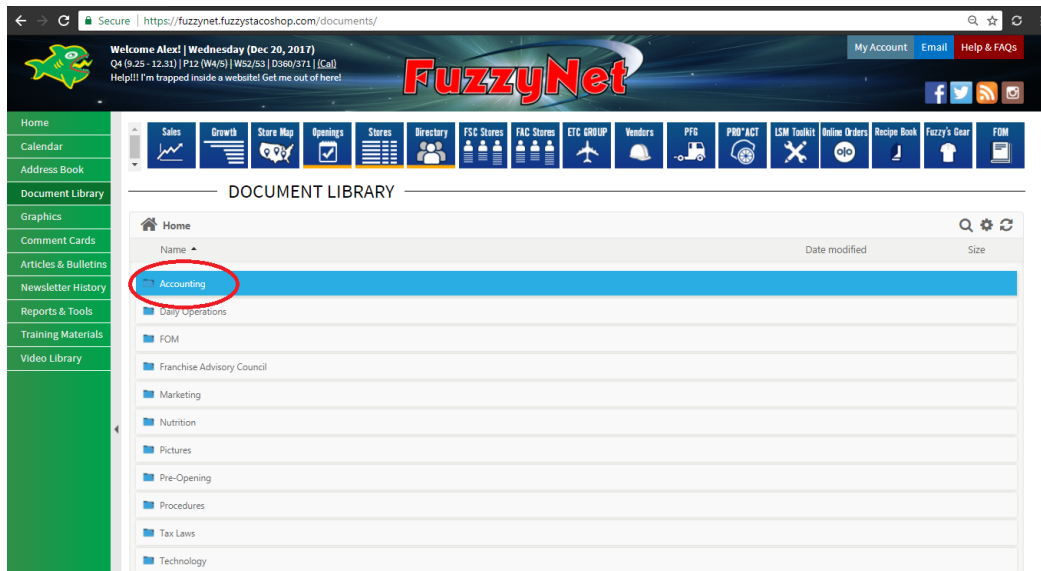
Num of Current States	17
Open Stores*	134
Stores Coming Soon	24
Franchise Groups	54
Franchise Groups Coming Soon	3

\*Includes non-traditional locations  
[View Locations Map](#)

**UPCOMING EVENTS**

Upcoming Events

**STEP 5:** Select the subcategory that you would like.



**NOTE:** There is a wide variety of documents in each tab ranging from HR documents, employee documents, to pictures of our food.

# Recipe Book

STEP 1: Open internet browser.

STEP 2: Go to [www.fuzzynet.fuzzystacop.com](http://www.fuzzynet.fuzzystacop.com)

STEP 3: Enter your username and password and select login.



STEP 4: Select the recipe book on the top right.

**HOME**

**TOP 10 SALES LAST WEEK (12/11 - 12/17)**

Rank	Location	Sales
1 <sup>st</sup>	Oklahoma City, OK (Brick)	\$74,279
2 <sup>nd</sup>	Colorado Springs, CO	\$71,013
3 <sup>rd</sup>	Oklahoma City, OK (Chisho)	\$65,444
4 <sup>th</sup>	Stillwater, OK	\$56,929
5 <sup>th</sup>	Edmond, OK	\$56,444
6 <sup>th</sup>	Colorado Springs, CO (Int)	\$55,787
7 <sup>th</sup>	Fort Collins, CO (Harmony)	\$52,901
8 <sup>th</sup>	Moore, OK	\$49,978
9 <sup>th</sup>	Fort Collins, CO (Elizabe)	\$49,248
10 <sup>th</sup>	Longmont, CO	\$48,225

**MY STORES LAST WEEK (12/11 - 12/17)**

Rank	Location	Sales
1 <sup>st</sup>	Fort Worth, TX (Berry)	\$30,583
2 <sup>nd</sup>	Fort Worth, TX (Bryant Irvin)	\$28,668
3 <sup>rd</sup>	Fort Worth, TX (Camp Bowie)	\$23,685
4 <sup>th</sup>	Denton, TX (I-35E)	\$21,243
5 <sup>th</sup>	Denton, TX (Industrial)	\$20,368
6 <sup>th</sup>	Columbus, OH	\$14,056
7 <sup>th</sup>	Fort Worth, TX (Race)	\$12,744

**RECENT COMMENT CARDS**

Naples, FL  
12/20/2017 (Score: 29%)

**ONLINE ORDERING HAS ARRIVED!**

**ETS Weekly Newsletter - December 13, 2017**

Read all about amazing gift card sales, online ordering, and recent tomato developments in this week's newsletter! [Read more...](#)

**TOP 10 ITEMS LAST WEEK (12/11 - 12/17)**

Item	Qty	Sales \$
Taco Plate	29,446	\$202,354
32oz Soda w/ Souvenir Cup	69,569	\$147,034
Chips & Queso	37,343	\$130,171
Chicken Nachos	13,283	\$88,832
Enchilada Plate	11,138	\$75,721
Chicken Quesadilla	10,285	\$66,027
FuzzyMarg (Frozen) 18oz	11,553	\$62,097
16oz Drink	37,517	\$61,161
Shredded Brisket Nachos	8,298	\$60,153
Soft Taco - Shredded Chicken	35,952	\$56,276

**BRAND STORE STATS**

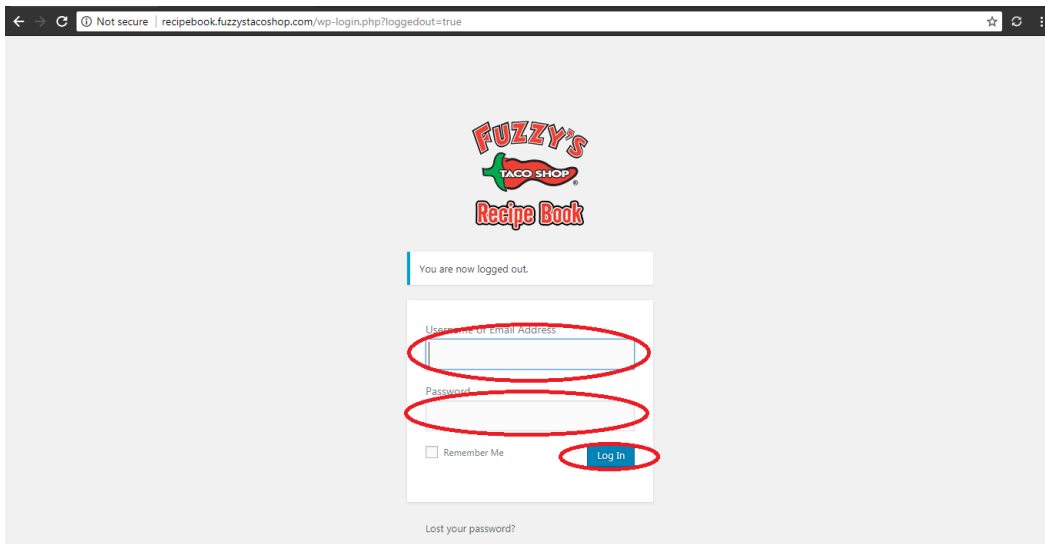
Num of Current States	17
Open Stores*	134
Stores Coming Soon	24
Franchise Groups	54
Franchise Groups Coming Soon	3

**UPCOMING EVENTS**

Upcoming Events



**STEP 5:** Enter the username and password and select login.



## Fuzzys stuff

**STEP 1:** Open internet browser.

**STEP 2:** Go to [www.fuzzynet.fuzzystacop.com](http://www.fuzzynet.fuzzystacop.com)

**STEP 3:** Enter your username and password and select login.



**STEP 4:** Select the “Fuzzy Gear” button on the top right.

Welcome Alex! | Wednesday (Dec 20, 2017)  
Q4 (9:25 - 12:31) | P12 (W4/S) | WS2/S3 | 0360/371 | [Call]  
If you were a scented candle they'd call it perfectly imperfect (and it would smell like summer).

My Account | Email | Help & FAQs

Home | Calendar | Address Book | Document Library | Graphics | Comment Cards | Articles & Bulletins | Newsletter History | Reports & Tools | Training Materials | Video Library

HOME

TOP 10 SALES LAST WEEK (12/11 - 12/17)

Rank	Location	Sales
1st	Oklahoma City, OK (Brick)	\$74,279
2nd	Colorado Springs, CO	\$71,013
3rd	Oklahoma City, OK (Chisho)	\$65,444
4th	Sallisaw, OK	\$56,929
5th	Edmond, OK	\$55,444
6th	Colorado Springs, CO (Int)	\$55,787
7th	Fort Collins, CO (Harmony)	\$52,901
8th	Moore, OK	\$49,978
9th	Fort Collins, CO (Elizab)	\$49,248
10th	Longmont, CO	\$48,225

\*Updates Begin Monday at 5:00am CST

MY STORES LAST WEEK (12/11 - 12/17)

Rank	Location	Sales
1st	Fort Worth, TX (Berry)	\$30,583
2nd	Fort Worth, TX (Bryant Inn)	\$28,668
3rd	Fort Worth, TX (Camp Bowie)	\$23,685
4th	Denton, TX (I-35E)	\$21,543
5th	Denton, TX (Industrial)	\$20,588
6th	Columbus, OH	\$14,056
7th	Fort Worth, TX (Roca)	\$12,764

\*Updates Begin Monday at 5:00am CST

RECENT COMMENT CARDS

Naples, FL

TOP 10 ITEMS LAST WEEK (12/11 - 12/17)

Item	Qty	Sales \$
Taco Plate	29,446	\$202,354
2oz Soda w/ Souvenir Cup	69,569	\$147,094
Chips & Queso	37,842	\$230,111
Chicken Nachos	13,263	\$86,832
Enchilada Plate	11,138	\$75,721
Chicken Quesadilla	10,285	\$66,027
FuzzyMug (Frozen) 18oz	11,263	\$62,297
Iced Drink	37,517	\$61,161
Shredded Breakfast Nachos	8,598	\$60,153
Soft Taco - Shredded Chkn	35,952	\$56,276

\*Updates Begin Monday at 5:00am CST

BRAND STORE STATS

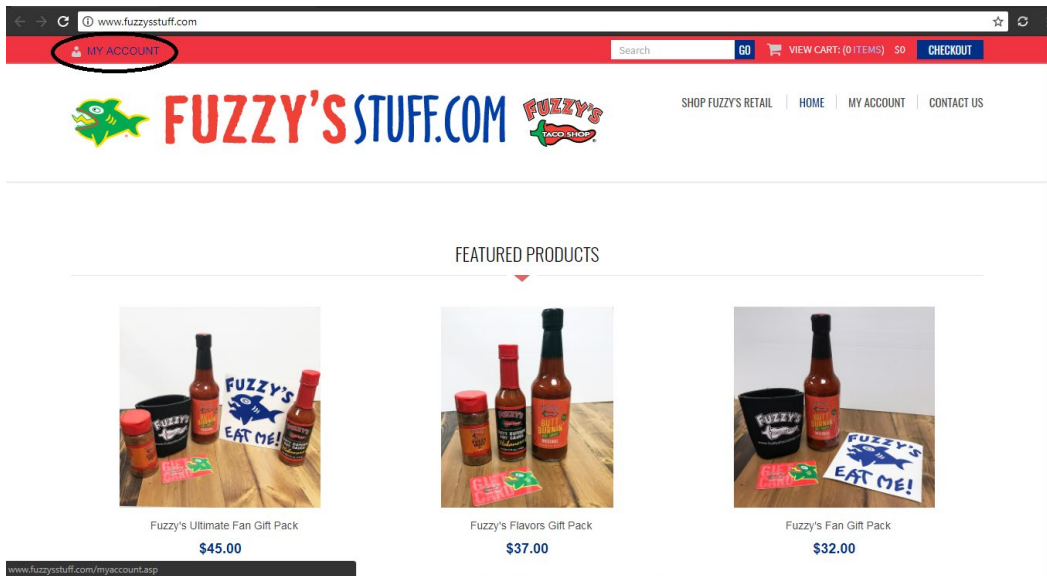
Stat	Value
Num of Current States	17
Open Stores*	134
Stores Coming Soon	24
Franchise Groups	54
Franchise Groups Coming Soon	3

\*Includes non-traditional locations  
[View Locations Map](#)

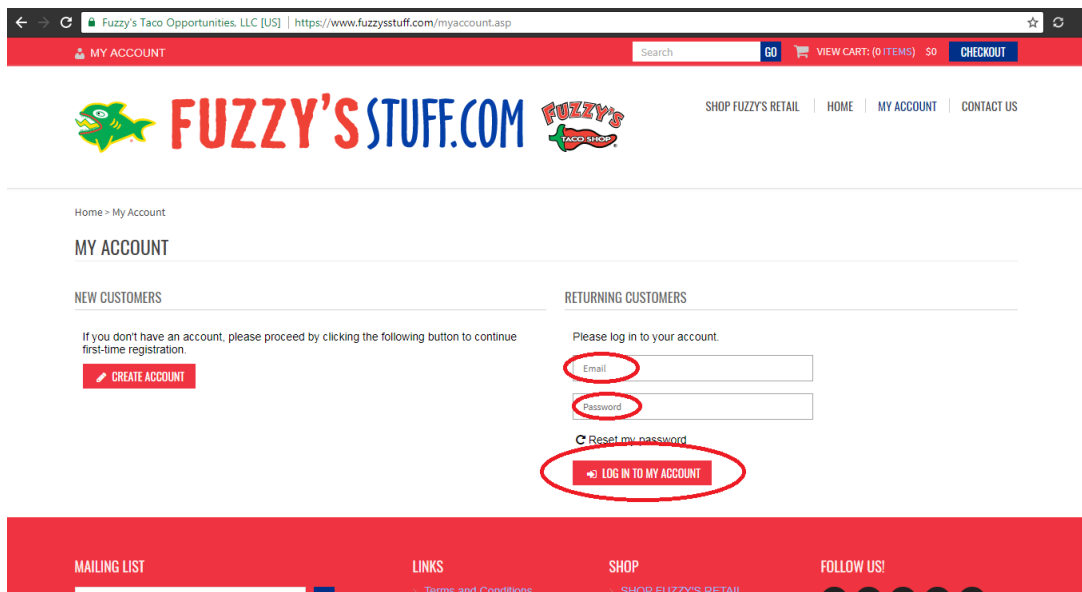
UPCOMING EVENTS

Upcoming Events

**STEP 5:** Select ‘My Account’ on the top left.



**STEP 6:** Enter Email and password and select “log in to my account”.



**STEP 7:** Browse the merchandise.