



Active Software & Hardware Systems

799 Stephenson Hwy. Suite C

Troy, Michigan 48083

Phone (248) 577-9000 Fax (248) 577-9009

QuickTouch Restaurant Management System

Operating Instructions



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STARTING A CHECK:

1. Enter your Login ID and Password or place your finger on the finger print reader
2. Select the Items for the customers order
3. Review your entries to confirm they are correct

ADDING A CHECK (SEAT) TO THE TABLE:

1. Press the “**Add Check to Table**” button
2. Enter the number of Checks and click OK
3. The Current Check Number will be displayed in the lower right corner
4. Press the Red Check button in the lower right corner to toggle each check to display or all checks combined. The **Chk #** column will display the check numbers.

SAVING AND PRINTING A CHECK:

1. When your Check is correct, press the “**Save Check**” button
2. Click “**Save**” or “**Save & Print**”. Save will save the check and send the items to the appropriate kitchen printers. Save & Print will do the same and print a copy of the check or checks for the server.
3. Select “**Carry Out**”, “**Delivery**” or “**Dine In**”.
 - a. Dine In will prompt for the Table Number or the Name depending on settings
 - b. Carry Out or Delivery will prompt for Date, Time & Customer, Customer only or Name depending on settings

RECALL A CHECK:

1. Enter your Login ID and Password or place your finger on the finger print reader
2. Press the “**Recall Check**” button
3. Select “**Carry Out**”, “**Delivery**” or “**Dine In**”
4. A Screen displaying all of your open checks will appear
5. Press the appropriate check and press “**Select**”, this will open the check
6. Enter any additional items to the order



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7. When your Check is correct, press the “**Save Check**” button
8. Click “**Save**” or “**Save & Print**”. Save will save the check and send the items to the appropriate kitchen printers. Save & Print will do the same and print a copy of the check or checks for the server.

CLOSING A CASH CHECK:

1. Enter your Login ID and Password or place your finger on the finger print reader
2. Recall a Check as described above
3. If all items are on the order and the order is correct, press the “**TOTAL PRINT/DONE**” button
4. Enter the Amount Tendered or press a Cash Tendered button and press the “**Cash**” button
5. The change due will be displayed
6. Press the “**OK**” button to complete the transaction

AUTHORIZING A CREDIT CARD CHECK:

1. Enter your Login ID and Password or place your finger on the finger print reader
2. Recall a Check as described above
3. **If there are Multiple Checks on this order**, press the **Red Check** button in the lower right corner to toggle each check to display or all checks combined. The **Chk #** column will display the check numbers. Select the appropriate Check to cash out or all checks if they are all getting paid with one credit card.
4. If all items are on the order and the order is correct, press the “**Save Check**” button
5. Press the “**Pre Authorize Check**” button and then press “**Save & Print**”
6. Enter the Amount Tendered and press the “**Authorize**” button
7. You will then be prompted to swipe the credit card
8. The system will print two vouchers. One for the customer to sign with the Tip Amount for you to keep and the other for the customers receipt.

CLOSING AN AUTHORIZED CHECK:

1. Press the “**Pre Auth Recall**” (PA) button



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2. A Screen displaying all Pre-Authorized Checks will appear
3. Press the appropriate check and press the “**Authorize**” button
4. Enter the Tip Amount and press “**OK**”