

GellerTouch FirstPlus



GellerTouch First Plus User Guide

Version 2.1 (8.2.57)

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About This Manual

This Manual tells you how to use Geller Touch. Any information you cannot find in this manual is covered in the Managers or Advanced User Manual, please speak to your Manager/Supervisor if there is something you cannot find.

This guide has been written using our demo system as the basis; this may well have changed slightly due to the nature of your business and how your system has been installed by your dealer.

This manual assumes that the target audience is familiar with PC's and their general use.

To make the manual user friendly; icons that you will see on your screen have been used e.g.



Keep an eye out for boxes like this as they contain tips and helpful hints!

Sales Mode

Basic User Operations

Sales Mode is the function which allows you to run a point of sale (till) from the machine, from Sale Mode you can carry out sales, process refunds manage tabs and tables amongst other things

The illustrations used in the Sales mode section may not reflect the layout of your tills exactly e.g. the colour, size and wording on the buttons may be slightly different depending on how your system has been configured.

To access Sales Mode from the Back Office

- Select



- Select



To access Back Office from Sales Mode

- Select



To Exit from Touch in Sales Mode

- Select



You will be asked to confirm your action



An example layout:

Geller Touch System - Version 8.2.57 (Release 1) User: Demo System - Not For Resale

001 01 29/11/2008 13:07 Sarah

Qty	Description	Price
	DRAUGHT BEER	BACARDI CARLSBERG JACK DANIELS TETLEYS HALF PINT OPEN TABLE
	REAL ALE	BACARDI LIMON CHIVAS JAMESON WINTER WARMER DOUBLE STORE TABLE
	BOTTLED BEER	BECKS CORONA JOHNNIE WALKER B LARGE GLASS TRANSFER BILL
	ALCOPOPS	BELLS DEWARS JOHNNIE WALKER R BOTTLE SPLIT BILL
	SPIRITS	BLACKBUSH FOSTERS CHILLED LONDON PRIDE DASH GO DUTCH
	LIQUERS	BROADSIDE FOSTERS EXPORT ONION RINGS MANAGER SCREEN COVERS
	WINES	BUD GARLIC BREAD POWERS USER SCREEN CASH
	SOFT DRINKS	BUDVAR GLEN FIDDICH SMIRNOFF BLACK VOID £10
	SNACKS	BUSHMILLS GROUSE SMIRNOFF BLUE REFUND £20
		CARLING GUINNESS SMIRNOFF RED RECEIPT £50
	FOOD	CARLING EXTRA COLD IPA STELLA SIGN OFF SUB TOTAL

£0.00

7	8	9
4	5	6
1	2	3
0	CLEAR	QTY

Signing on to the till

There are 3 main ways of signing on to a till

1. Dallas Key – this is a fob that is attached the till
2. Manual Sign On – this is a box for the operator to enter their Sign On code and confirm their password

Enter operator sign on code

3. Button Sign On – this is a displayed button on the Sign On screen, it will also prompt for a Password if the user has been allocated one

Manager

**Manager
Enter Password**

7	8	9
4	5	6
1	2	3
0	00	B/S

Cancel
Confirm

Signing Off

- Select



Making a Sale

- Select the required product from the fast screen
- OR
- Select the department from the left side



The centre of the screen will then display the first 44 products in the department

Broadside			
Ipa			
London Pride			
Tetleys			
Winter Warmer			

- Select the product to be sold

Winter
Warmer

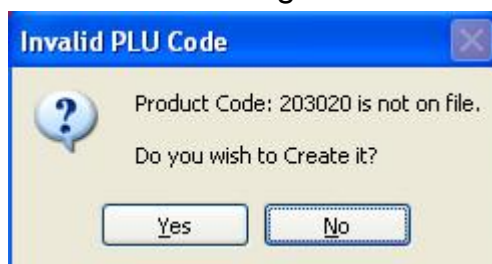
Once the department button has been pressed it will change to

Real Ales
+

If the product you want to sell is not shown on the main page you can select this button and it will display a department screen

If the product is not recognised because it does not exist there is a setting that can be switched on to allow you to create products 'on the fly' in sales mode

You will see the following



- Select Yes

Add PLU On The Fly

Add PLU

PLU Code 203020

Description

Price 0.00

Department DRAUGHT

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P Special

A S D F G H J K L ← ENTER

Z X C V B N M SPACE

Cancel Accept

Enter the description, price and select the correct department

- Select Accept

The product will be pulled onto the transaction screen

Using the Quantity Button

The Quantity button can be used to sell multiples of a product

- Select the number to be sold from the number pad e.g.6
- Select



- Select the product



- The selected product and it's price will be displayed in the transaction screen

Selling with a Modifier

A Modifier is a button which allows a product to be sold at another size and or price
e.g. *Half Pint, Double or Childs Portion*


- Select the relevant modifier button



- Select the Product



- The selected product and it's price will be displayed in the transaction screen

	<p>The Product must have a price against the unit in price levels; if not you will receive the message below</p>
---	--



Storing to Tables/Tabs

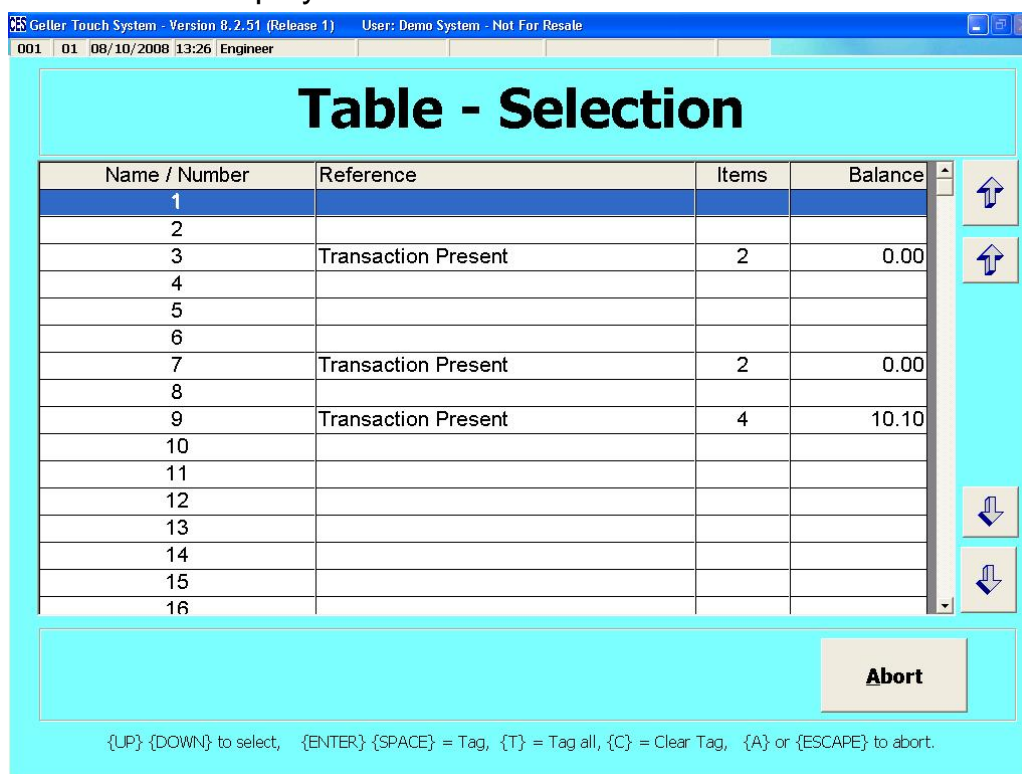
Tables are used predominantly in the Restaurant environment

If you are in a transaction and want to store the products to a table:

- Select



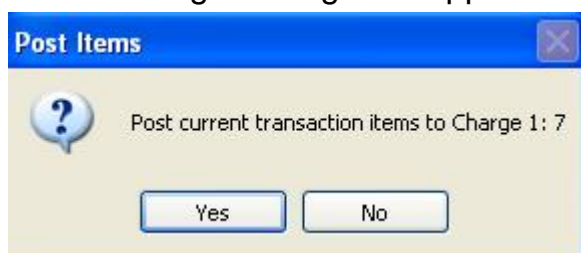
The table screen is displayed



- Select the table number
- Press



- The following message will appear



- Select Yes

- Select



Covers

Covers can be used either in a table or in a normal transaction

- Select the number from the number pad
- Select



You can see the number of covers displayed at the top of the POS

001	01	10/01/2008	11:11	Manager	Covers: 6		
-----	----	------------	-------	---------	-----------	--	--



If you have the prompt setting switched on the system will automatically prompt for the number of covers

Splitting the Bill

Splitting the bill enables a table/tab to be split up into a number of bills that can be paid separately





- Recall the table
- Select


Split Bill

The Split Bill page is displayed

SPLIT BILL - Select Items

Item	Description	Qty	Value	Tag
1	Fosters	1	3.00	X
2	Bottle Coke	1	1.50	
3	Fosters	1	3.00	X
4	Bottle Coke	1	1.50	
5	Soup	1	3.00	X
6	Melon	1	3.50	
7	Fillet Steak	1	15.50	X
8	Roast Chicken	1	6.50	


SPLIT BILL

Tag All

CLEAR

Abort

- Select the items to be taken off of the current bill by clicking on the line
- Select


SPLIT BILL

The products appear on the transaction screen the bill can now be paid

Moving products to another table


- Recall the table
- Select


Split Bill


The Split Bill page is displayed


SPLIT BILL - Select Items


Item	Description	Qty	Value	Tag
1	Fosters	1	3.00	X
2	Bottle Coke	1	1.50	
3	Fosters	1	3.00	X
4	Bottle Coke	1	1.50	
5	Soup	1	3.00	X
6	Melon	1	3.50	
7	Fillet Steak	1	15.50	X
8	Roast Chicken	1	6.50	










SPLIT BILL

Tag All

CLEAR

Abort

- Select the items to be taken off of the current bill by clicking on the line
- Select



The products appear on the transaction screen

- Select



- Select the table number you want to move the items to
- Store the table



Going Dutch

The 'Going Dutch' feature allows you to split the bill into a number of bills equally.

- Recall the table to be split
- Select

Go Dutch

The following screen will be displayed



Bill Number	Value
BILL No. 1	5.05
BILL No. 2	5.05

- Using the up and down arrows; select the number of bills required
- Select

Print

The bills will be printed out and the subtotal screen displayed, complete the transaction as normal

Product Enquiry

Product Enquiry can be used when you need to know certain details about a product; the information you see is configured by your dealer so every system will be different

- Select

**Product
Lookup**

Use the search fields or enter the PLU

The Product Enquiry – Stock Details Page will be shown

Enquiry - Stock Details

Product Enquiry - Stock Details

Fields	Information
Product Code	FILLET STEAK
Product Description	Fillet Steak
Group / Department	Dry / Starters
Current Stock	0.0000
Price 1	EACH 15.50
Price 2	NONE 0.00
Max Discount Allowed	0%
Operator Comments	
Date Last Sold	/ /
Date Last Order	/ /

Copy product into Sales Mode

Document Print

Clear

1	2	3	4	5	6	7	8	9	0	.
Q	W	E	R	T	Y	U	I	O	P	Special
A	S	D	F	G	H	J	K	L	←	ENTER
Z	X	C	V	B	N	M	SPACE			

You can copy the product into sales mode from this screen

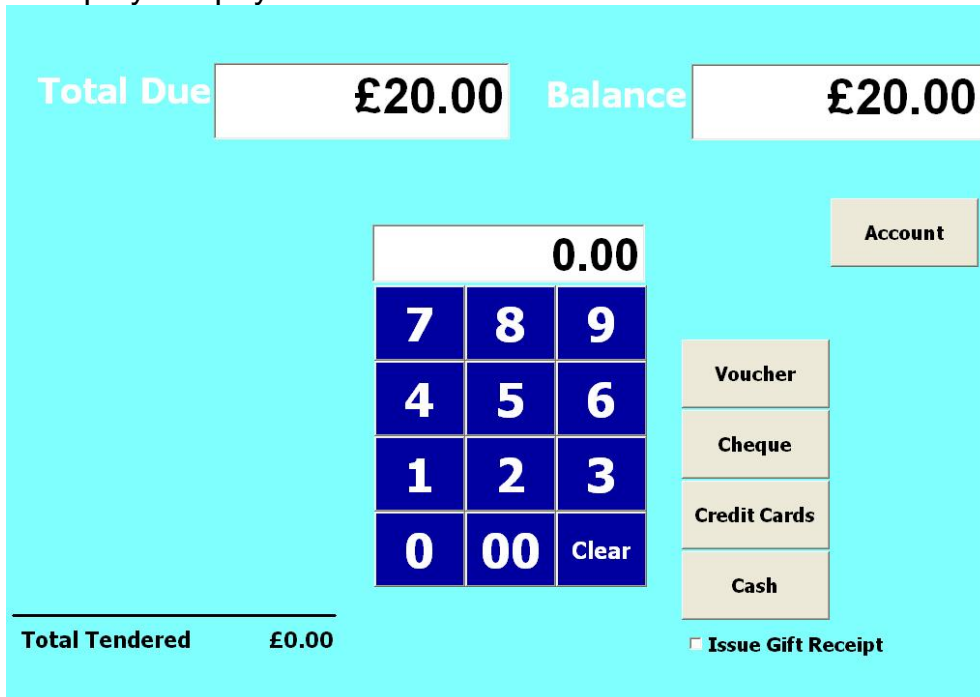
Paying a transaction

When all the items have been selected and you are ready to accept payment

- Select

Subtotal

This will display the payments screen



The payments screen has a light blue background. At the top left, it says 'Total Due' followed by a white box containing '£20.00'. To the right, it says 'Balance' followed by a white box containing '£20.00'. In the center, there is a numeric keypad with a white box above it showing '0.00'. The keypad has buttons for digits 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, 00, and a 'Clear' button. To the right of the keypad is a vertical stack of four buttons: 'Account', 'Voucher', 'Cheque', and 'Credit Cards'. Below these is a 'Cash' button. At the bottom left, it says 'Total Tendered' followed by '£0.00'. At the bottom right, there is a checkbox labeled 'Issue Gift Receipt'.

Using the numeric keypad enter the amount that is being tendered e.g. 2000

- Select the tender type from the right hand side e.g. *cash*

Cash

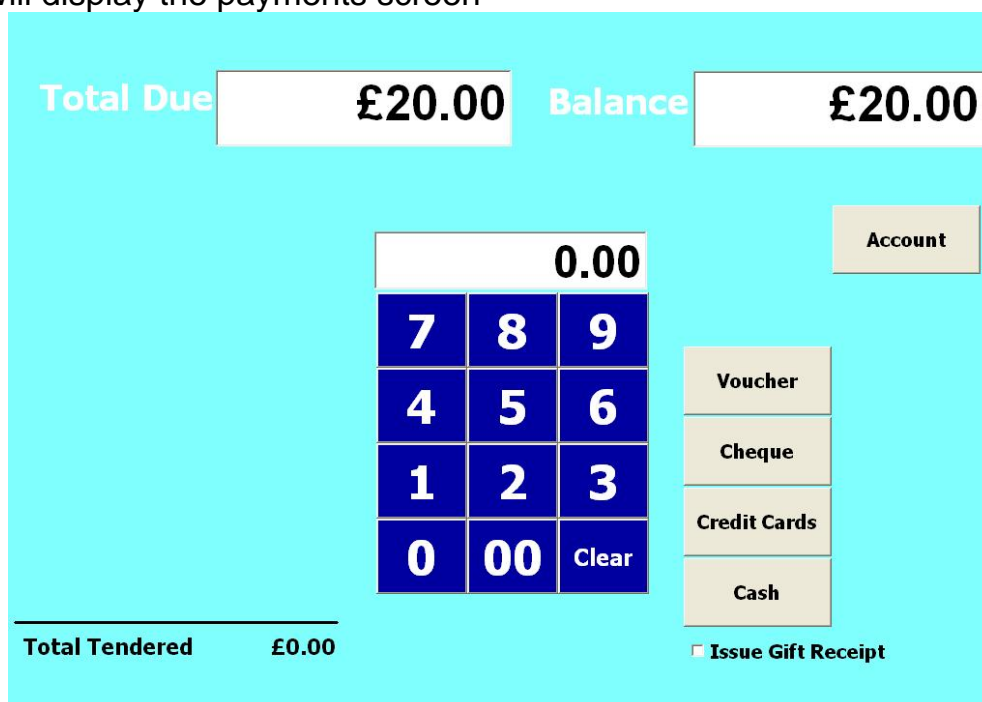
To accept multiple Tender Types

When all the items have been selected and you are ready to accept payment

- Select

Subtotal

This will display the payments screen



The payments screen has a light blue background. At the top, it shows 'Total Due' and 'Balance', both with a value of £20.00 in white text on a black background. Below this, there is a numeric keypad with a white background and black numbers. The keypad has a '0.00' display at the top, and buttons for digits 0-9, a 'Clear' button, and a 'Voucher' button. To the right of the keypad, there are buttons for 'Cheque', 'Credit Cards', and 'Cash'. At the bottom left, it shows 'Total Tendered' with a value of £0.00. At the bottom right, there is a checkbox labeled 'Issue Gift Receipt'.

Using the numeric keypad enter the amount that is being tendered e.g. 500

- Select the tender type from the right hand side e.g. *cash*

Cash

- Enter the next amount to be tendered e.g. 1000

Cheque


- Enter the next amount to be tendered e.g. 500

Credit Cards

Printing a Receipt

- Select



	<p>When in a transaction or an open table and receipt is selected a bill will be printed, if you have just signed in and receipt is selected the last receipt (for the terminal) will be printed</p>
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User Guide

The 'User Guide' button can be used to view the user guide in a pdf.

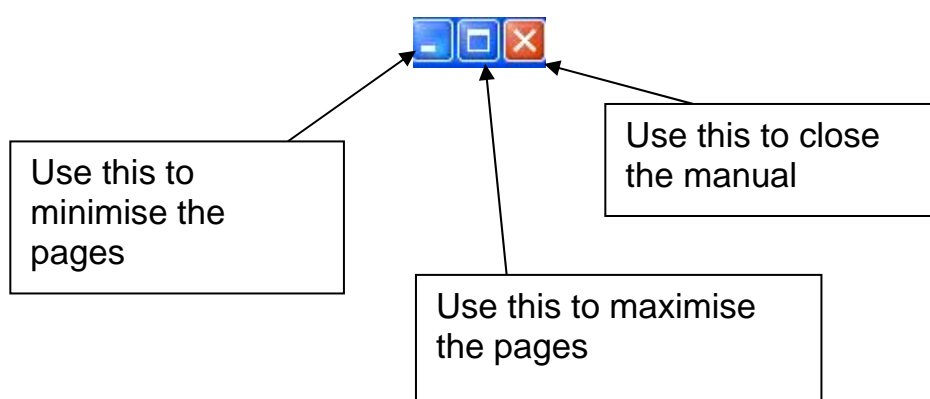
- Select



- Select



The user manual will open on the sales screen you can use the controls in the top right to minimise/close the manual or use the scroll bar to navigate through the pages.



User Help

The User Help button can be used to view or print a step by step guide on how to carry out particular procedures on the till; depending on the security level given to the operator you may or may not be able to carry these out.

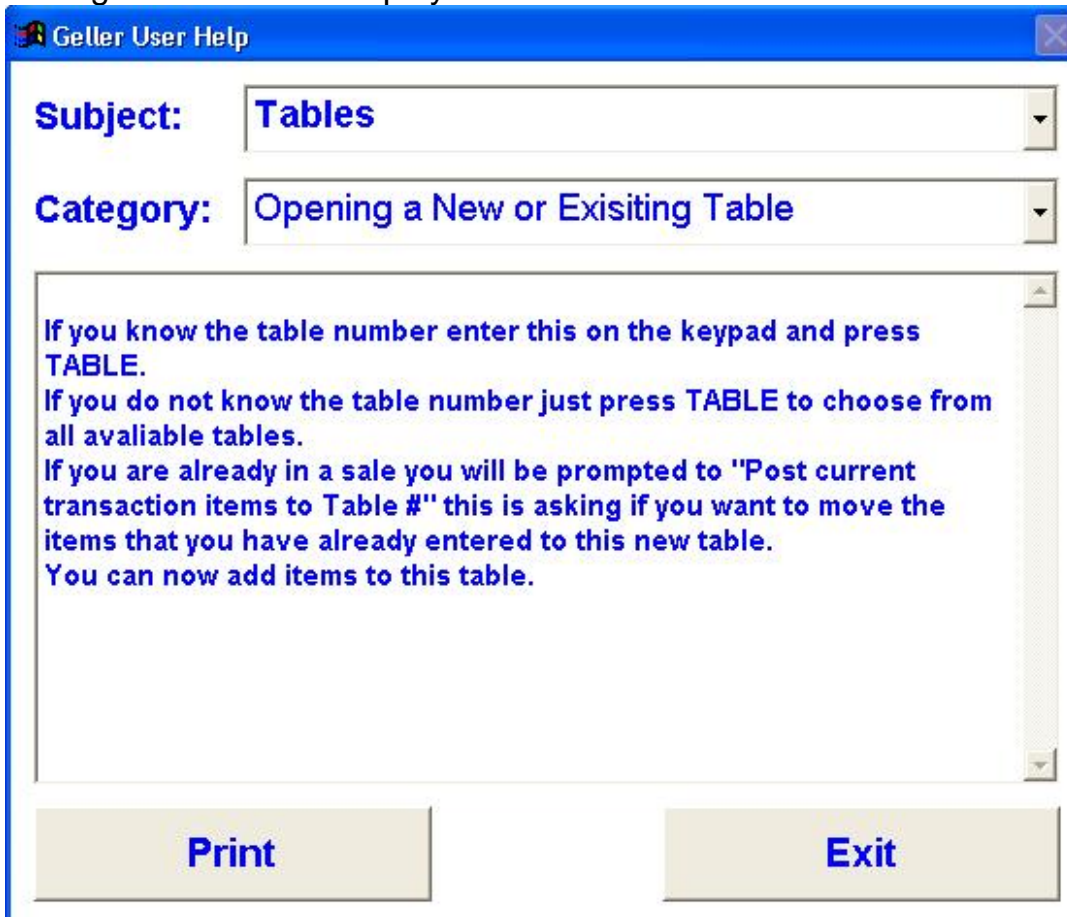
- Select



- Select



The following screen will be displayed



Geller User Help

Subject: Tables

Category: Opening a New or Existing Table

If you know the table number enter this on the keypad and press TABLE.
 If you do not know the table number just press TABLE to choose from all available tables.
 If you are already in a sale you will be prompted to "Post current transaction items to Table #" this is asking if you want to move the items that you have already entered to this new table.
 You can now add items to this table.

Print **Exit**

Using the arrows

- Select the subject you need help with
- Select the category you need help with

The steps or an explanation is displayed in the main body of the screen

Select **Print** to send to the local receipt printer or **Exit** to exit from the help screen.