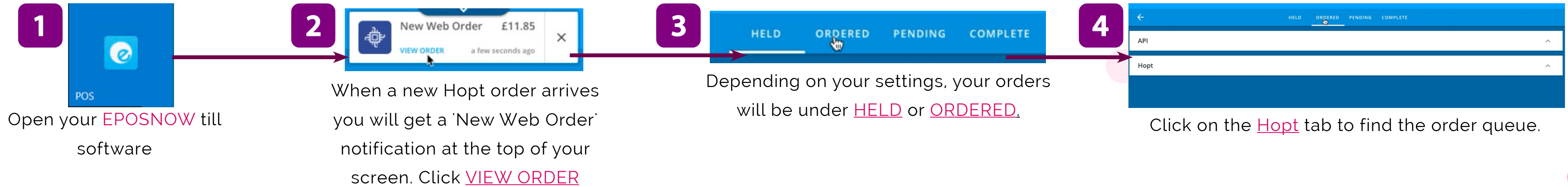


CLOSING ORDERS WITH HOPT

THIS GUIDE WILL SHOW YOU HOW TO CLOSE ORDERS USING THE HOPT TENDER TYPE.



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TIME	TAB / TABLE	CUSTOMER	TOTAL
> Mon 21 Jan 17:53	Table 2		£11.85
< Mon 21 Jan 17:52	Table 1		£11.85

ITEM	NOTE	PRICE	QTY	DISCOUNT	TOTAL
Carling		£3.95	1		£3.95
Corona		£3.95	1		£3.95
San Miguel		£3.95	1		£3.95

Note: HOPT Order Number: 0008

TENDER TYPE	AMOUNT
Hopt	£0.00

Orders will appear with the most recent at the bottom. Click on an order to view it. The service type, order requested and the quantities will be provided as well as the Hopt order number. Prepare the order ready to serve.

Press **RESUME** to enter the tender on this order



CLOSING ORDERS WITH HOPT

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The screenshot shows the Eposnow POS interface. At the top, there's a navigation bar with 'CUSTOMERS', 'ORDERS' (circled in red), and 'TABLE PLAN'. Below this, the 'PAYMENT' screen is displayed. On the left, a summary of the order shows: AMOUNT DUE £11.85, TAX £1.98, BASKET DISCOUNT £0.00, ITEM DISCOUNT £0.00, and CUSTOMER DISCOUNT £0.00. In the center, there's a numeric keypad with buttons for digits 1-9, 0, and a delete key. At the bottom, there are three buttons: 'CASH', 'CARD', and 'HOPT' (circled in red). To the right, a list of items is shown: Carling (1 unit, £3.95 each, £3.95 total), Corona (1 unit, £3.95 each, £3.95 total), and San Miguel (1 unit, £3.95 each, £3.95 total). Below the items, there's a note: 'Note: HOPT Order Number: 0008'. At the bottom right, there's a summary of the order: 3 items, total £11.85, due £11.85, and tax £1.98. Below this, there are buttons for 'MISC PRODUCT', 'PRINT', 'HOLD', and 'NO SALE'. At the very bottom, there are three buttons: 'DELETE', 'ORDER / LAYAWAY', and 'PAY' (circled in red).

Press **PAY** and then choose the **HOPT** tender type as this order will have been paid for via the app.

You can then go back and find other active orders, Hopt or otherwise, by pressing the **ORDERS** button at the top right of the screen. This will take you back to step 3.

