Reprint a check in CFC

It is possible to reprint a check in Configuration Center. For example, if a customer forgot to get his or her check, you can reprint it and send it via e-mail. See below for details.

Log in to Configuration Center with your user account. Go to **Reports -> Aloha Point-of-Sale -> Reprints**

Reports		
Aloha Configuration Center ▶		
Aloha Point-of-Sale ▶	Sales ▶	
	Employee ▶	
	Payments	
	House Account	
	Product Mix ▶	
	Quick Count	
	Menu Item Prices by Name	
	Menu Item Prices by Number	
	Delivery Driver	
	Delivery Production	
	Voids	
	Surcharges	
	Back Of House Security Levels	
	Back Of House Users	
	Detailed Access Levels	
	System Parameter Summary	
	Reprints	
	Transfers	
	Audits	
	Crystal Reports	

Go to **Reprints -> Guest Check**

Reprint	Help
Guest Check	
Checkout	
Payment Reconciliation	

Choose the day you need a reprint from.
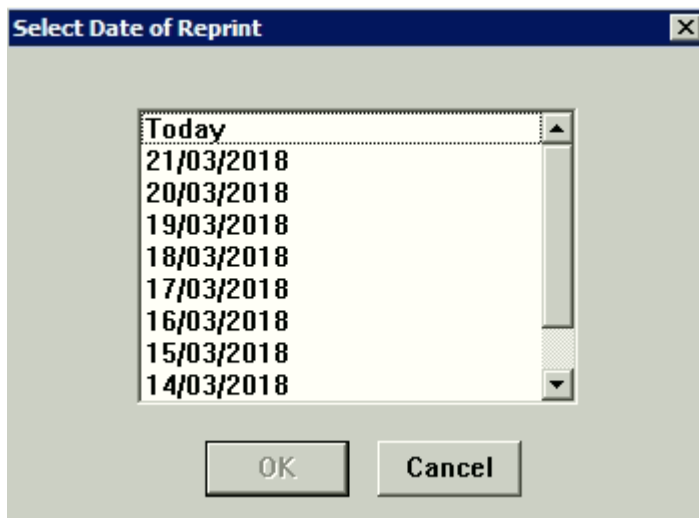
Choose the check you want to reprint. You can sort the list in the **Sort checks by**. Click **Reprint** when the wanted check has been found.
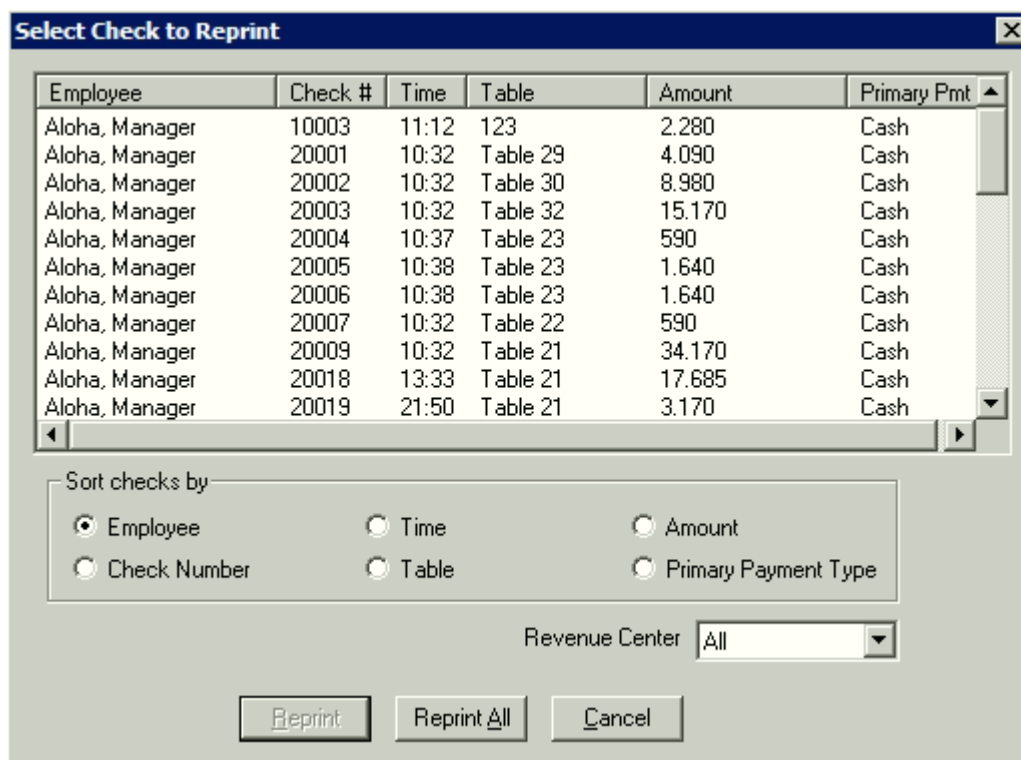
Choose how you want to reprint the check. If you have a printer attached, you can print the check. If you have a PDF viewer installed, you can print it as PDF and e-mail it to the customer.