

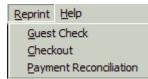
Reprint a check in CFC

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**

<u>R</u> eports	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





Choose the day you need a reprint from.

Select Date of	f Reprint		×
	oday 1/03/2018		-
2	0/03/2018 9/03/2018		
1	8/03/2018		
1	7/03/2018 6/03/2018		
	5/03/2018 4/03/2018		•
	0K	Cancel	

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.

Employee	Check #	Time	Table	Amount	Primary Pmt
Aloha, Manager	10003	11:12	123	2.280	Cash
Aloha, Manager	20001	10:32	Table 29	4.090	Cash
Aloha, Manager	20002	10:32	Table 30	8.980	Cash
Aloha, Manager	20003	10:32	Table 32	15.170	Cash
Aloha, Manager	20004	10:37	Table 23	590	Cash
Aloha, Manager	20005	10:38	Table 23	1.640	Cash
Aloha, Manager	20006	10:38	Table 23	1.640	Cash
Aloha, Manager	20007	10:32	Table 22	590	Cash
Aloha, Manager	20009	10:32	Table 21	34.170	Cash
Aloha, Manager	20018	13:33	Table 21	17.685	Cash
Aloha, Manager	20019	21:50	Table 21	3.170	Cash 🛛
•					
Sort checks by					
Employee	0	Time		C Amount	
C Check Number	C	Table		O Primary Payme	ent Type
			Revenu	ie Center 🗐	•



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.

📥 Print				×
General				[
Add Printe	r di SRP-350plusIII	Micro	soft XPS Documen	t Writer
Status: Location: Comment:	Ready		Print to <u>fi</u> le	P <u>r</u> eferences Fin <u>d</u> Printer
Page Range —	C Cyrrent Page		Number of <u>c</u> opies	: 1
			Print	Cancel