



S K Y T A B

BY SHIFT®

Menchie's Essential Function Guide for Leadership.

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Setting up Cash Drawers

1. When you first log in, you will be asked to Select a Cash Drawer to Use. Select Cash Drawer – 1
2. Enter the amount of cash you would like to start your drawer at and hit OK.

Your drawer will now be ready to use.

2

SELECT A CASH DRAWER TO USE

CASH DRAWER - 1

NO CASH DRAWER

CANCEL

Starting cash

How much are you starting with?

Amount

CONTINUE

How to close Cash Drawers

1. Select the Manager tab at the top of the dashboard.
2. Under Activity, you will see the cash tab. Once under the cash tab, select the drawer you would like to count.
3. Hit the Count Cash button and proceed with counting your cash.
4. Once your count is complete, enter the amount of cash counted into the cash calculator. You will then see a report with your cash over/short.

2 #7 / Drawer #1 04/30/24 6:28 PM 12.95 No

3 COUNT CASH

4

ENTER CASH COUNTED

#7 / Drawer #1

+ - \$12.95

7	8	9
4	5	6
1	2	3
CLEAR	0	00

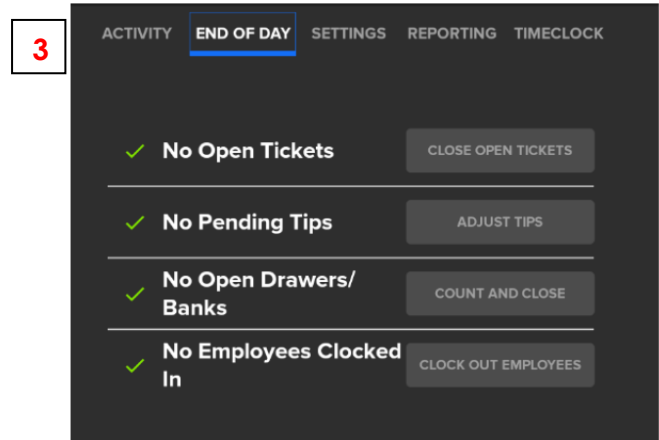
CANCEL OK

How to Check End of Day Procedures have been finalized correctly.

You will need to run end-of-day procedures at the end of business day. Drawers can still be counted during shift exchange.

1. Select the manager tab on your dashboard
2. Select End of Day tab
3. You will need to verify that the following items are checked off and your end of day will be complete.
 - ✓ No Open Tickets
 - ✓ No Pending Tips
 - ✓ No Open Drawers/Banks
 - ✓ No Employees Clocked In

If the green check mark doesn't show, then click on the button to correct the item.

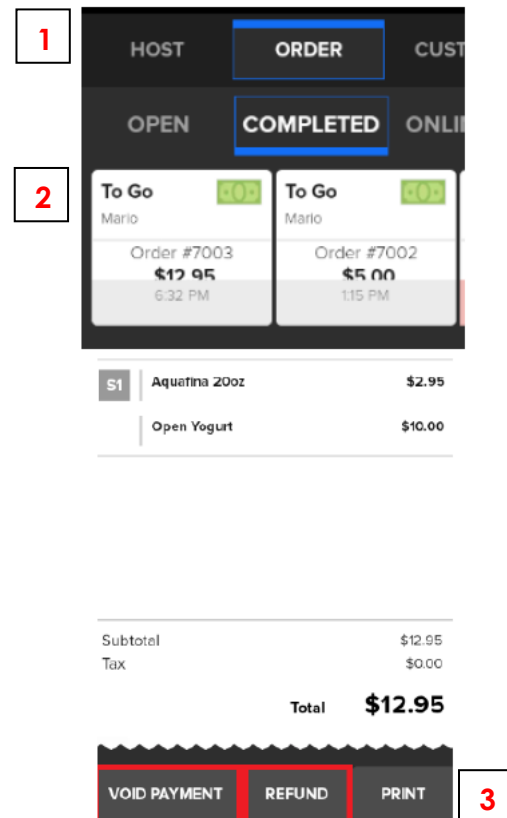


How to Void a Payment

Void – Use Void to change payment type on the ticket or to refund payment for same day transactions only.

Refunds – For refunds, you will need to look under completed transactions like you would with voids but for a previous date. If it is a debit sale, a refund is required because you can not void a debit sale.

1. Under the order dashboard, hit the completed tab.
2. Select the ticket you would like to void or refund.
3. Hit the void the payment or refund button
4. Print a copy of the receipt for your records



How to Add Menu Items

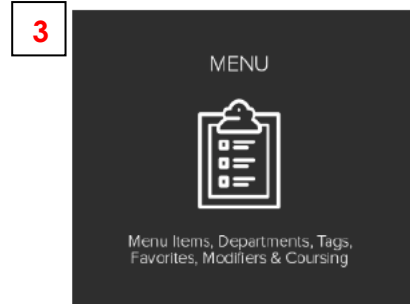
1. From the main dashboard, select the Manager tab
2. Select the Settings tab
3. Select Menu
4. You will have the option to add items, Modifiers and Departments. Switch on the

Department Requirements:

- ✓ Item Name
- ✓ Assign Items

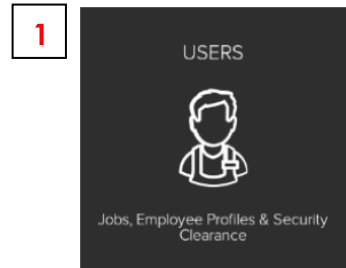
Modifiers Requirements:

- ✓ Modifier Name
- ✓ Modifier Assigned to



How to Add Team Members

1. From the main dashboard, select the Manager tab
2. Select Settings
3. Select Users
4. Hit the Employees tab
5. Select the Add New Employee button at the bottom left hand corner to start adding a new team member.



New Employee Requirements:

- ✓ Screen Name
- ✓ Assign to Job(s)
- ✓ PIN #

In Detail Options:

- ✓ Track Labor
- ✓ Paid Hourly
- ✓ Record Breaks

How to Add Discounts

1. From the main dashboard, select the manger tab
2. Select Settings
3. Select Payments
4. Hit the Discount tab followed by the Add New button at the bottom left hand corner

Discount Requirements:

- ✓ Discount Name
- ✓ Can be Applied to (item or ticket)
- ✓ Amount Off (\$ or %)

How to Change Permissions

Basic POS/Cash Drawer permissions have already been assigned to the team member and shift leader job codes. These steps are for adding any additional permissions.

1. Select the Manager tab from the main dashboard
2. Select Settings and then Users
3. Select the Employees tab
4. Once selected, choose a Team Member or Shift Lead you would like to add permissions to
5. Press the Permissions+
6. Select the permissions you would like to assign
7. Press OK and Save

How to Add Sales Tax

1. From the main dashboard, select the Manager tab
2. Select Settings
3. Select Accounting
4. Hit the Taxes tab followed by the Add New Tax button at the bottom left hand corner
- 5.

Adding Taxes Requirements:

- ✓ Tax Name
- ✓ Percentage Amount

How to Adjust Time Clocks

1. From the main dashboard, select the Manager tab
2. Select Time Clock
3. Select a Team Member
4. Once you've selected the team member, their timecard will pop up on the right-hand side. If selecting a timecard from a different date, hit starting date and change date
5. Select the proper timecard
6. Adjust as needed: start time, end time, adding breaks
7. Hit save to complete adjustments.

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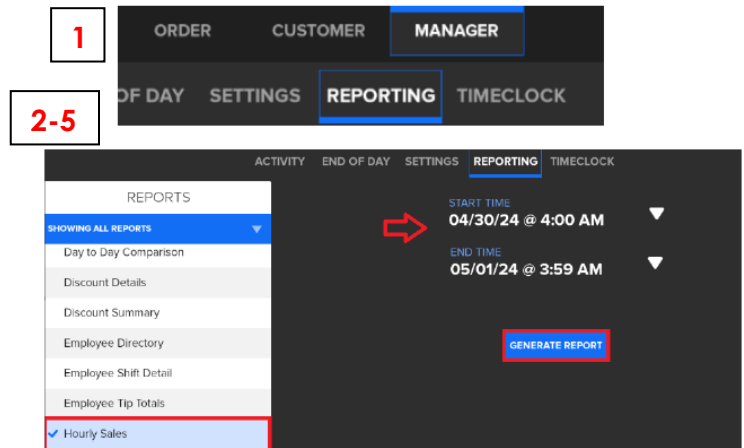
USER	CLOCKED IN	CLOCKED OUT	BREAK TOTAL	TOTAL TIME
Team Member 1	Tue Apr 30 @ 11:39 AM	Tue Apr 30 @ 11:45 AM	0 MIN	5 MIN
Team Member 1	Tue Apr 30 @ 10:57 AM	Tue Apr 30 @ 11:38 AM	0 MIN	41 MIN

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Team Member	STARTING DATE & TIME	ENDING DATE & TIME	BREAK TOTAL	TOTAL TIME
Team Member	04/30/24 11:39 AM	04/30/24 11:45 AM	0 MIN	5 MIN

How to Run Reports

1. From the main dashboard, select the Manager tab
2. Select the Reporting tab
3. Choose the report you would like to run
4. Select your start time/date and end time/date
5. Hit Generate report



Some reports from Echo have changed on SkyTab. Echo Reports and the SkyTab equivalent:

Echo	SkyTab
Daily Sales Labor Payroll Summary	Employee Labor Detail Report
Labor by Employee	Employee Shift Detail
Menchie's Detail Summary	Menchie's Detail Report
Financial Overview	Financial Overview
Item Sales Summary	Sales Summary by Item
Modifier Sales Summary	Sales Summary by Modifier
Ticket Detail	Ticket Detail (closed & open)
Discount Summary	Discount Summary