Admin Center - Operations - Creating Voids

12 Steps <u>View most recent version</u>

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Click on Operations

Groups Questions		
Sales Class		Name 🗸
Price Levels		Cloud Admin Permission Set - (CM_St.LouisBarGrill_Database)
Menu Availability Scheduling POS panel designer	r	Showing 1 to 1 of 1 entries
Operations	~	
요 Employees	~	
6 Permissions	~	
占 Import/Export	~	



Click on Voids

	Scheduling	
	POS panel designer	
E	a Operations	~
ſ		<u> </u>
- 1	Volas	
<u> </u>	Discounts	
	Gratuities	
	Payment types	
	Taxes	
2	2 Employees	~
6	Bormissions	~
	- rermissions	Ť
c	L Import/Export	~

STEP 3

Search Bar

Allow for manually entry/search of a Void Name

${\cal O}$ Search for the void you are looking for
⊕ Add new void
Name 🗸
Already Rung In
Changed Mind
Did Not Make
Guest Changed Mind
Guest First Draft



Filter Icon

Allow additional filtering for Active/Inactive Voids

Save 🗸
1 5 + :
>
>
>
>
>

STEP 5

How to add a new void

^	D Search for the void you are looking for
	Name 🗸
	Already Rung In
ſ.	Changed Mind
ner	Did Not Make
~	Guest Changed Mind
~	Guest First Draft
~	Out of Stock
~	Rang in Wrong



Input Void Name

^	< Voids	
	Void Creating a new void reas	on
	Name	Enter void reason
	Туре	Void
er	Affects inventory	
¥	Role to authorize	Choose role
Ŷ	Role to modify	Choose role
~	Permission level	Choose permission set
		_

STEP 7

Void Type

Select the classification or type of this void (Void or Refund)

^	< Voids		
	Void Creating a new void reason		
	Name	Enter void reason	
	Туре	Void	
	Affects inventory	D Search	
~	Role to authorize	Void	
č	Role to modify	Refund	
č	Permission level		
	Permission level	Choose permission set	
	Active		



Affects Inventory

Enable/disable voids to affect inventory amount Select the 3 dots to override stores

,	Туре	Void
ner	Affects inventory	
~ ~	Role to authorize	Choose role
~	Role to modify	Choose role
~	Permission level	Choose permission set
	Active	



Role to Authorize the Void

Select the role required to authorize the void Select the 3 dots to override stores

~	Role to authorize	Choose role
~		
~	Role to modify	₽ Search
~	Permission level	None
		Bartender
	Active	Corporate Admin
		Don't Allow Changes
		Kitchen
		Manager
		Master
		Nite-Manager
		Owner
		Server



Role to Modify the Void

Select the role required to modify the void Select the 3 dots to override stores

Affects inventory	
Role to authorize	Choose role
Role to modify	Choose role
⁹ ermission level	Ø Search
Active	None
	Bartender
	Corporate Admin
	Don't Allow Changes
	Kitchen
	Manager
	Master
	Nite-Manader



Permission Level

Select the permission level

er	Affects inventory		
~	Role to authorize	Choose role	
~	Role to modify	Choose role	
~	Permission level	Choose permission set	
	Active	D Search	
		Cloud Admin Permission Set - (CM_St.LouisBarGrill_Database)	

STEP 12

Toggle Active/Inactive

) Operations	~		
L Employees	~	Role to authorize	Choose role
Permissions	~	Role to modify	Choose role
Import/Export	~	Permission level	Choose permission set
	C	Active	



