



ALL USERS
This Quick Start Guide is
Intended for users with
login privileges.

How to Create a Message of the Day

Communicate with staff easily. The Message of the Day feature enables your message to appear on the Log In screen. Use this tool to announce specials of the day or to alert staff about meetings. Managers use this efficient communications tool as a way to instantly reach those on shift.

Message of the day

Log in to the terminal using a four-digit PIN.

1. From the order entry screen, touch **'Manager'** at the top right of the screen.

The manager screen appears.



2. Touch Daily

3. Touch **'Message of the Day'** in the upper right of the screen.



4. To alter an existing message, touch the message to select it. Touch the keyboard icon in the lower left and edit as needed.

Or, to create a new message, choose **'New'** then touch the keyboard icon in the lower left and type the message.

5. Touch **'Ok'** to save.

