

MICROS - QSR

PUNCHING IN MENU ITEMS

This job aid will cover **Punching in Menu Items**.

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[Punching In Menu Items](#)

[Making It A Combo](#)

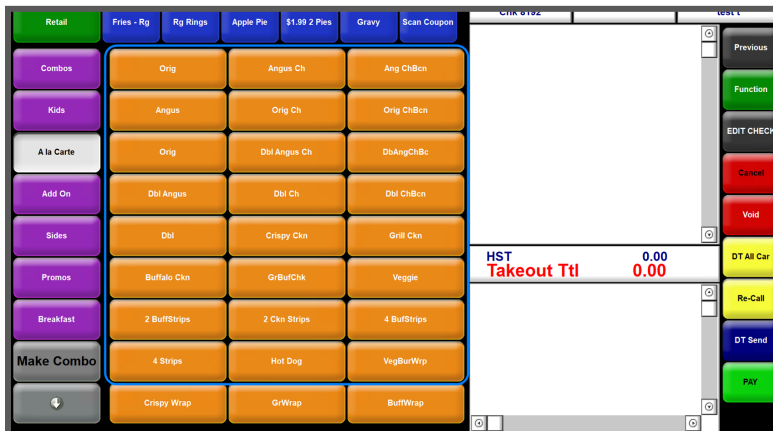
Punching In Menu Items

Swipe the **Teammate** card

From the menu on the left (**purple buttons**), select a section to choose a menu item from



From the menu in the middle (**orange buttons**), select the individual menu items that the guest has requested



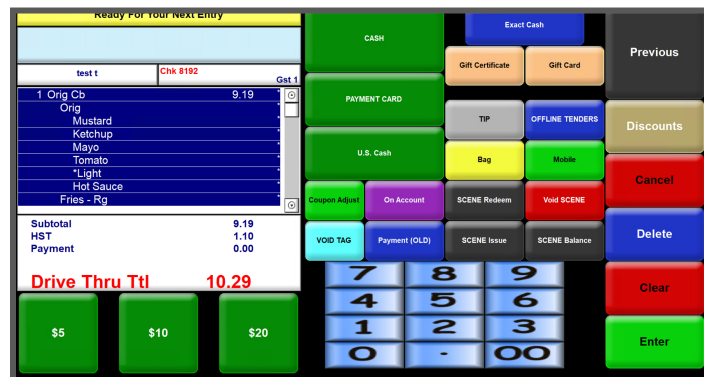
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The selected menu items will appear on the
Check Screen

If additional selections need to be made for
the menu item, the POS will prompt you to
select them

Once the order is complete, select the **Pay**
button



On the payment screen, select the guest's method of payment

For more information on [Methods of Payment](#), see the job aid

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Making It A Combo

After selecting an individual menu item from the menu in the middle (orange buttons), it will appear on the check screen



If the guest requests to "Make It A Combo" and add to the item, select the **Make Combo** button



New menu items will add onto the check in order to "Make It A Combo"

For example, if an a la carte sandwich was ordered, a side and a drink will be automatically added to "Make It A Combo"



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Complete the order by selecting the appropriate modifiers for what was punched in

For example, selecting toppings on a sandwich, or the flavor of drink

For more information on entering these items, see the [Punching In A Combo](#) job aid

