

Practice run checklist

Help your staff run a full shift using Lightspeed Restaurant! Do a practice run following their POS onboarding session and review this checklist together.

*NOTE: Tasks marked with an * are typically performed by a manager or supervisor.*

Administrative Tasks:

- Login to the Lightspeed App*
- Clock In/Out in the Lightspeed App
- Manage the Cash Drawer in's and out's using the Cash Drawer tool*
- Print closing reports and follow closing procedures*
- Modify floor plan from the iPad*
- Adjust the stock quantity on a particular product*

Table and order management:

- Navigate through the menu categories to view all products
- Use shortcut panel to change price and quantity of items added to an order*
- Open modifier popup for a product to change the selections
- Delete an item from an order
- Use the search function to search for a product
- Add a Note to a product
- Apply a discount to a product or an order*
- Start a bar tab and a takeout order
- Toggle between floor plans
- Toggle between menus (e.g. breakfast menu, dinner menu, etc.)
- Start a new table and place an order
- Check the time at which a menu item was ordered
- Assign orders to a specific seat in order screen
- Move an order to another table
- Move an item from one seat to another
- Adjust the number of seats on a table
- Change course of a product using the Actions button
- Change course of a product using the course popup
- Send the entire order to the kitchen then send individual Fire Course tickets
- Send partially-printed tables (send individual courses one at a time)

Manage bills and payments

- Print a receipt
- Accept payments and finalize an order
- Finalize a receipt with Auto-Finalize as well as no auto-Finalize*
- Retrieve a finalized receipt*
- Reimburse a finalized receipt*
- VOID a receipt*
- Sell, activate and manage gift cards
- Split bill by seat
- Split an item in the payment screen
- Drag an item from one receipt to another in the payment screen
- Split bill using single-seat checkout
- Split bill using selected items
- Apply a payment to a receipt using multiple payment types