

Clover Training

Annunciation Greek Orthodox Church – Sacramento

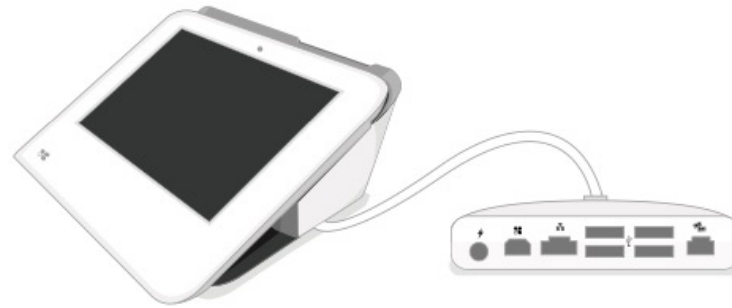
Updated: Oct 2023

What's Included

Clover Mini

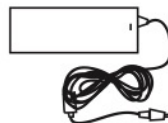
Booths:

- Bar
- Pastry
- A-La-Carte
- Market
- Souvenirs
- Gyro
- Meze



Clover Mini

Hub



Power brick



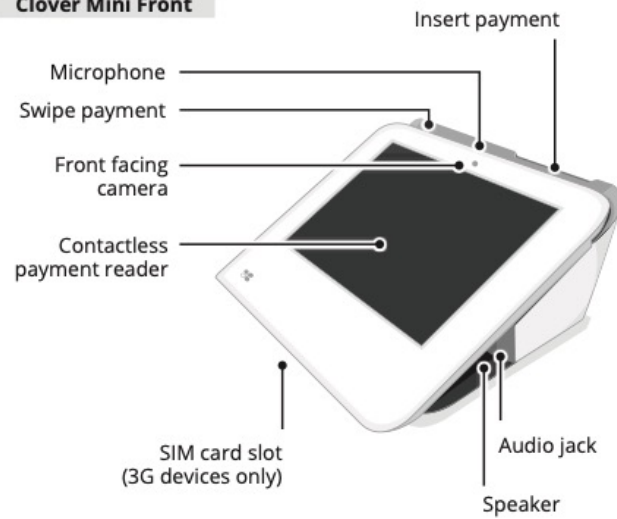
Ethernet



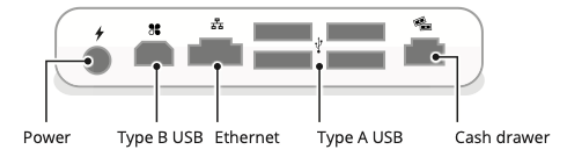
USB

Set Up

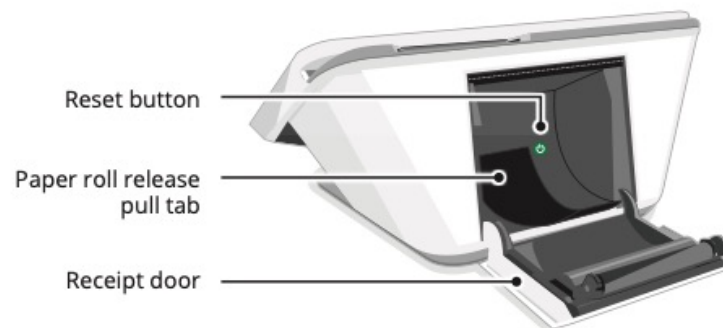
Clover Mini Front



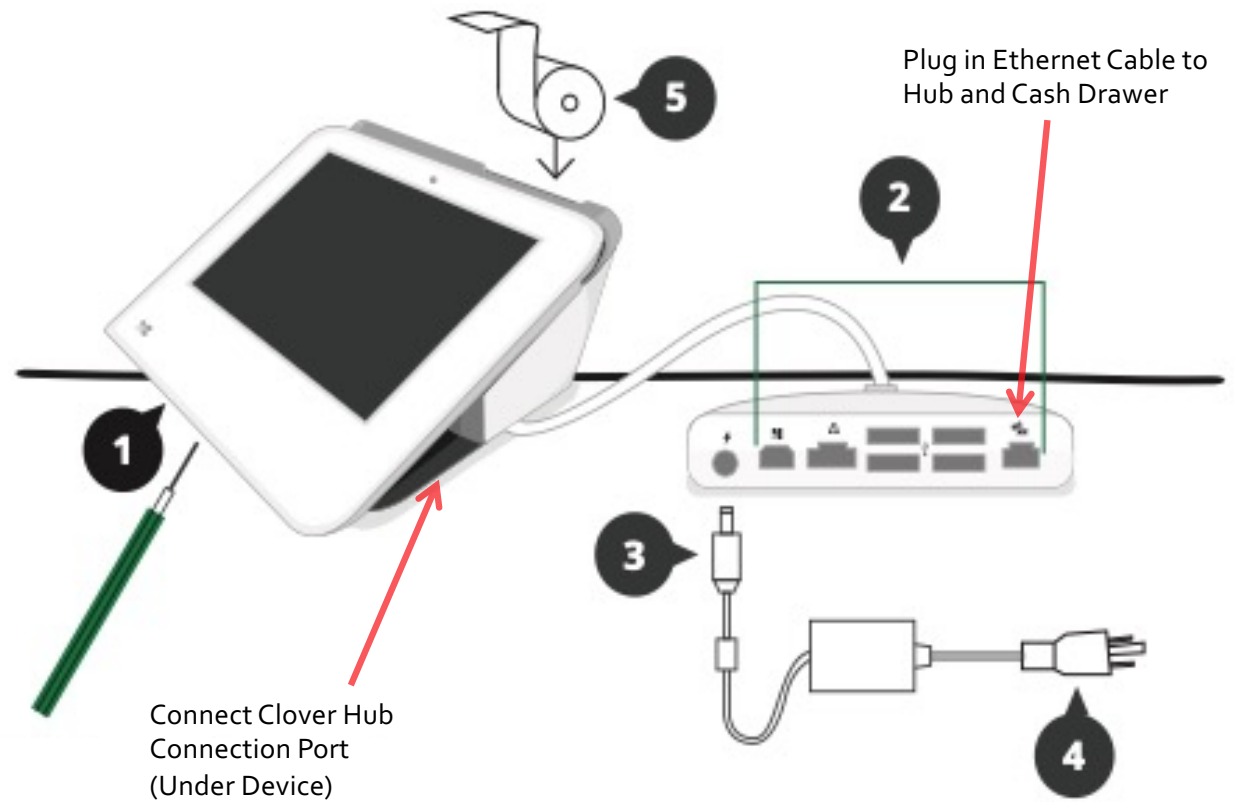
Hub Ports



Clover Mini Back



Powering Unit



Logging In

- Plug In Device
- System will automatically start up & boot
- On Home Screen, enter 4 digit PIN to access device



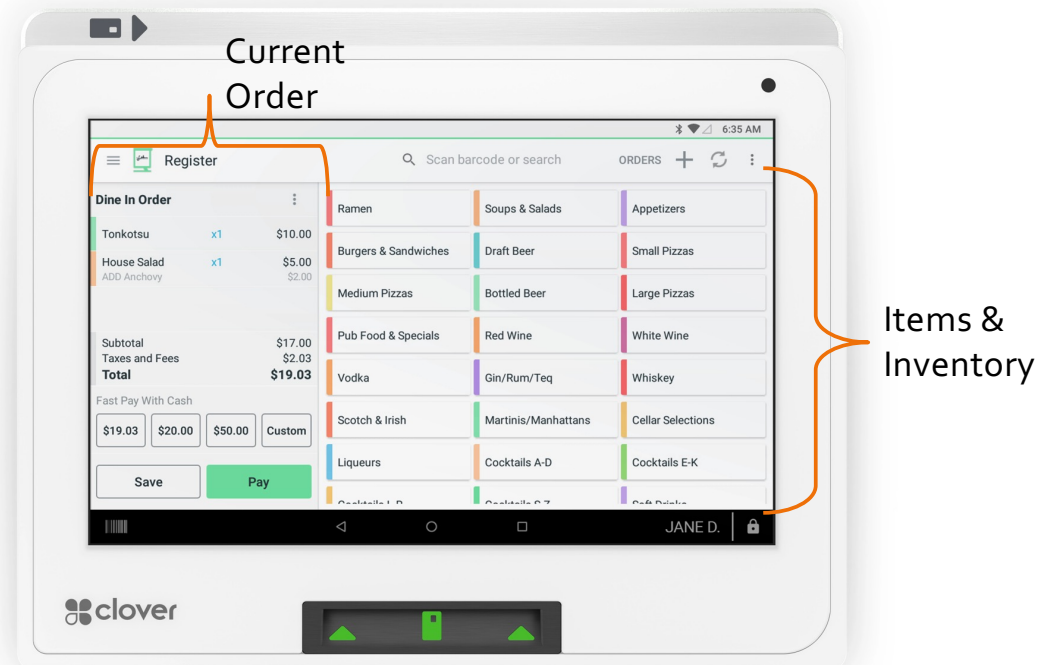
Selecting Booth & Accessing Inventory

- Tap "Register" in top left of tablet screen
- Scroll in center column to find Booth
- Select your Booth
- Inventory for Booth will then show on right side of tablet



Entering The Order

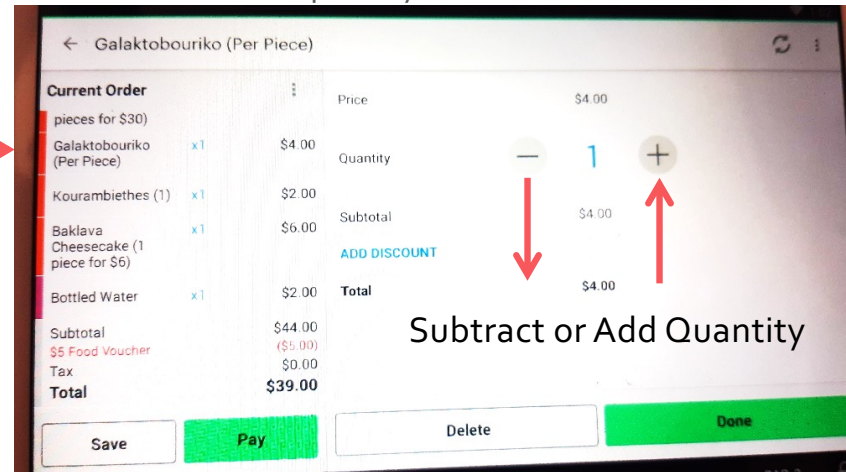
- On right side of screen, scroll to find Item
- Tap on Item to add to Order
- Items in Order will summarize on left of screen under “Current Order”



Editing An Order

- To add multiple of same item to Current Order:
 - Tap on item under "Current Order". On the right side of sale screen tap the "+" button to increase the quantity
- OR:
- On Inventory screen, tap item the number of times to include in sale. Quantity will be reflected in the "Current Order" section
- To remove items from Current Order
 - Tap on item under "Current Order". On the right side of sale screen tap the "-" button to decrease the quantity

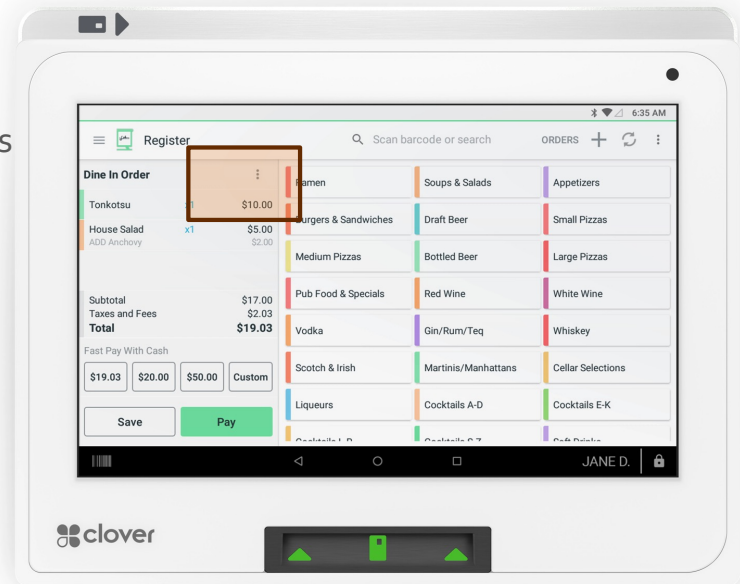
Select Item



Discounts, Vouchers, Comps

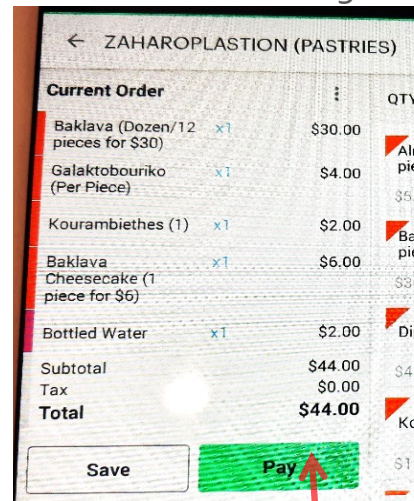
- Tap 3 vertical dots on top right of "Current Order" screen on right
- Select "Order Discounts"
- Apply:
 - Comped Meals – Priests & Law Enforcement
 - Discount – 50%
 - Food Voucher – \$5
 - Food Voucher – \$10

For multiple food vouchers
you will need to add these
one at a time

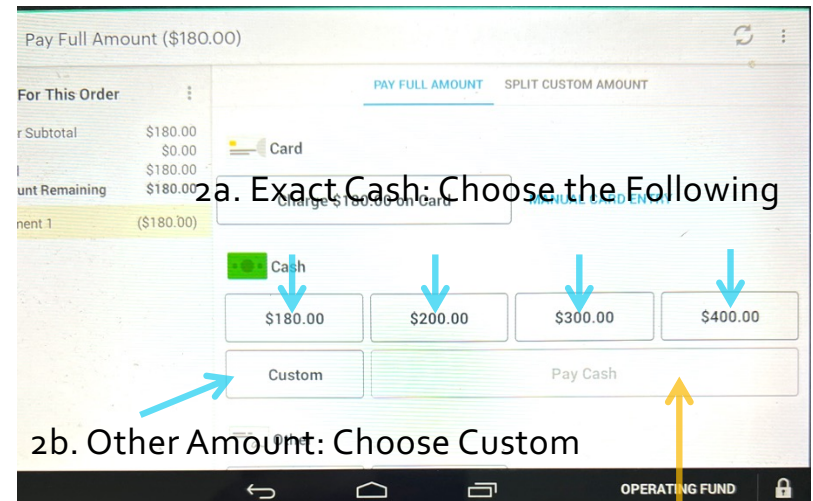


Processing The Order (Cash)

- Tap the Green "Pay" button on the bottom left of the screen
- Cash Payments:
 - Exact Cash: Select corresponding button on screen for \$ amount
 - Other Amount: Select "Custom" button and enter \$ amount
 - Then tap "Pay Cash"
 - Deposit Funds in Register
 - Return change to customer



1. Select Pay



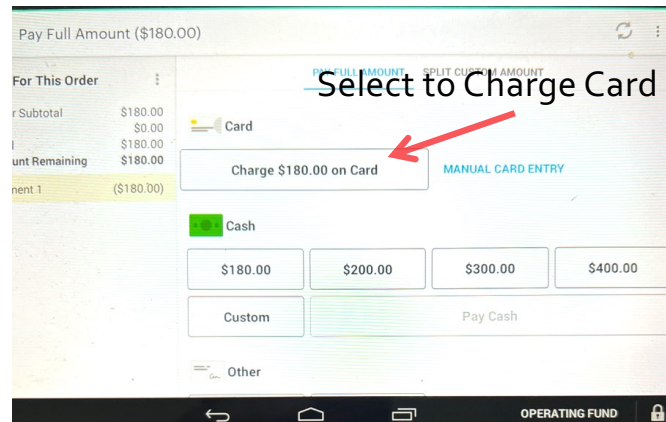
2a. Exact Cash: Choose the Following

2b. Other Amount: Choose Custom

3. Select "Pay Cash" to open register, deposit funds, and provide change

Processing The Order (Card)

- Tap the Green "Pay" button on the bottom left of the screen
- Card Payment:
 - Select "Charge Card"
 - Tap or enter card into Chip Reader
 - **Tip Screen with show – ALWAYS give customer the option to Tip!**
 - Customer will be prompted to sign or enter PIN
 - Customer can choose to have receipt emailed or printed
 - "Payment Complete" will show on screen once payment processed
 - Return card to customer
 - Order is complete



How To Troubleshoot

- Double check your connections!
- Text or Call me (916) 717-2771
- Find me
 - Bar & Souvenir Booths

What's Included

Clover Flex

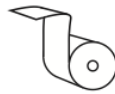
Booths:
Meze (Beer)
Raffle



Clover Flex



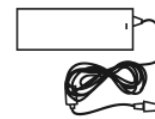
Charging cradle



Receipt paper



Power cord
(2 for EU)

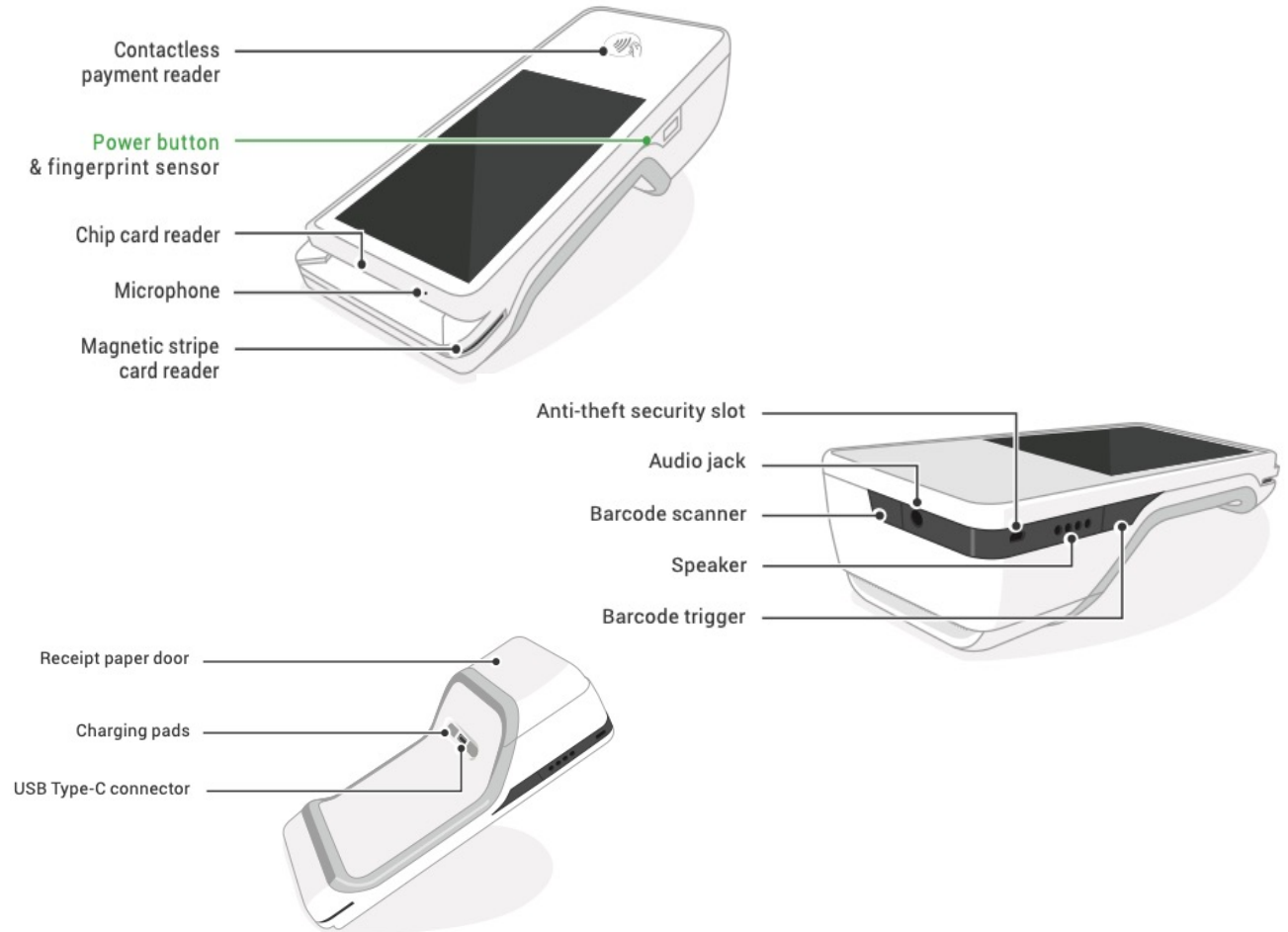


Power brick

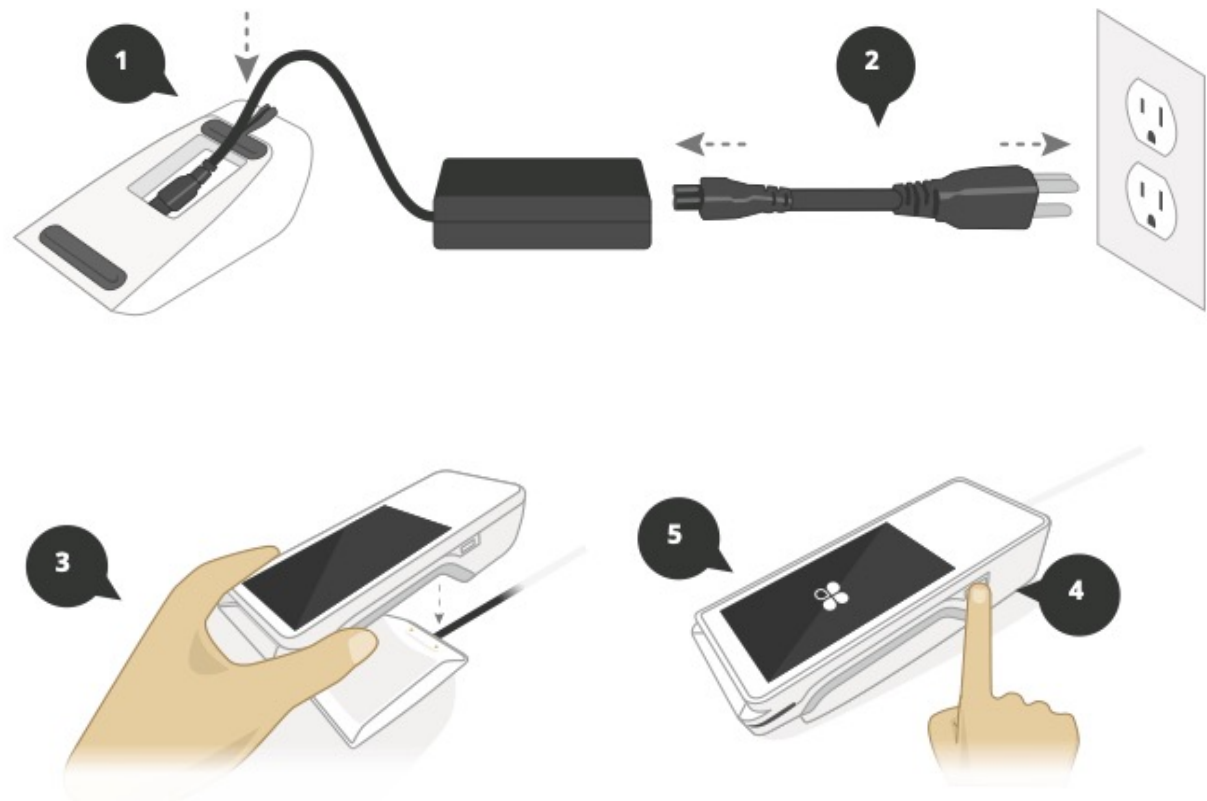


Screwdriver

Set Up



Powering Unit



Logging In

- Plugging in device will startup system
- When prompted, enter PIN



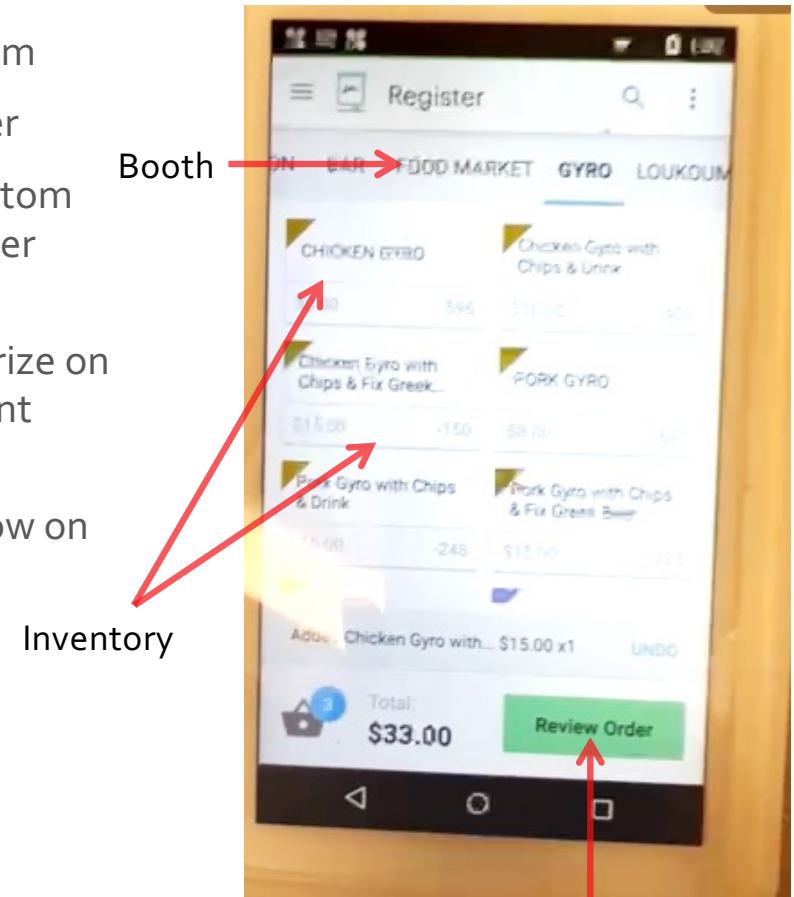
Selecting Booth & Accessing Inventory

- Tap "Register" on the home screen
- Booth selection will be on the top ribbon
- Select your Booth
- Inventory for Booth will then show on device screen
- To go back, hit the left arrow on the top left of the screen



Entering The Order

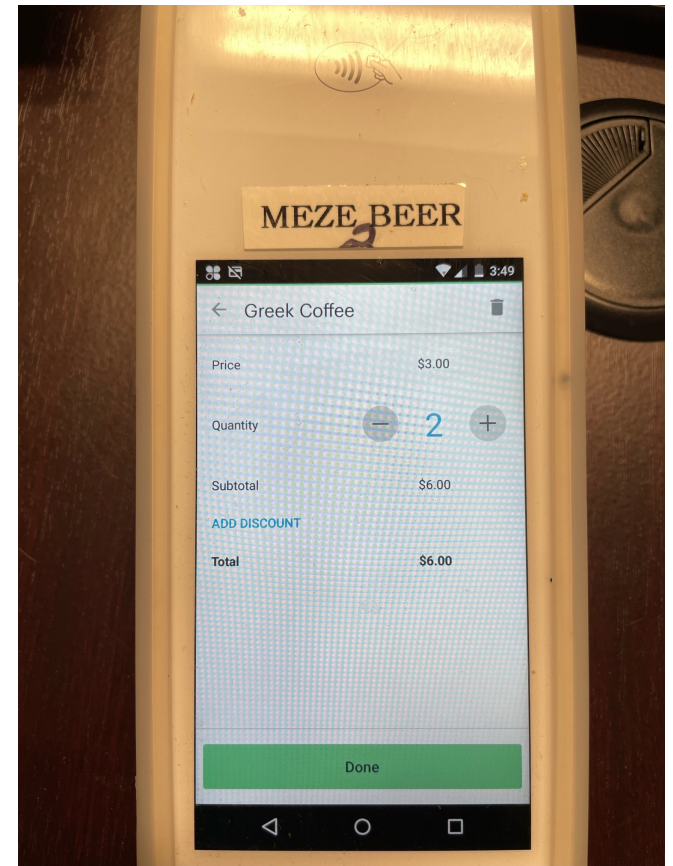
- On screen, scroll to find Item
- Tap on Item to add to Order
- Tap "Review Order" on bottom right of screen to go to order Summary
- Items in Order will summarize on left of screen under "Current Order"
- To go back, hit the left arrow on the top left of the screen



To Finish, Review
Order & Pay

Editing The Order

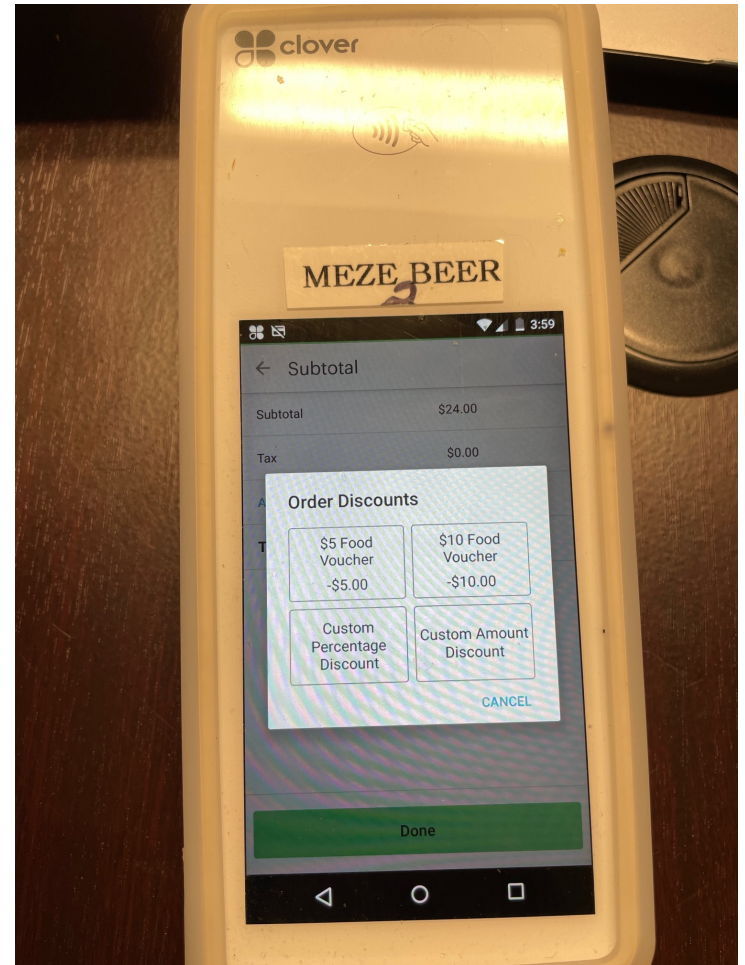
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Discounts, Vouchers, Comps

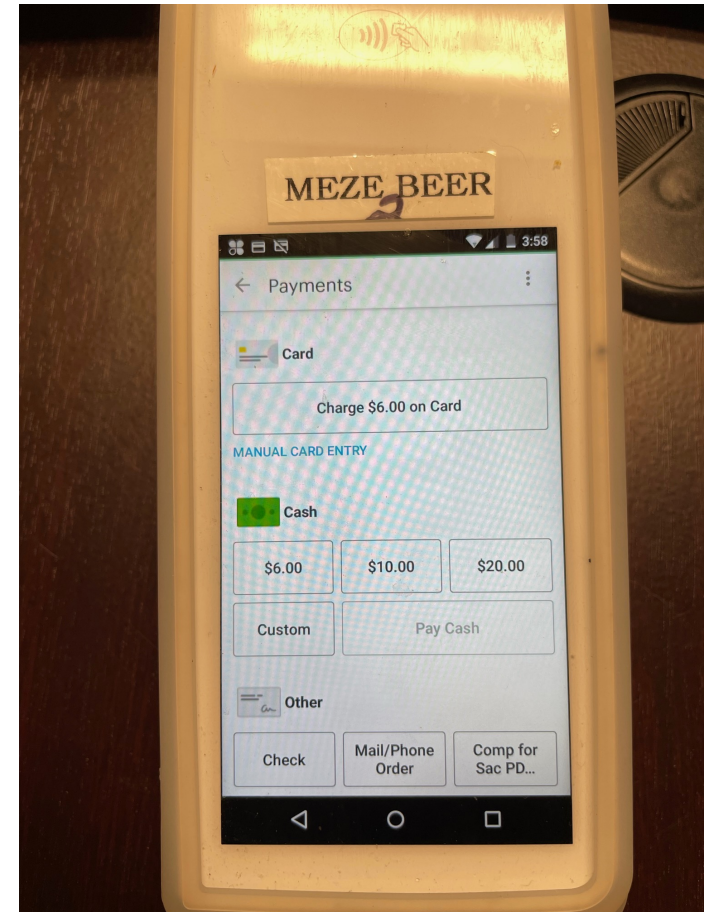
- Tap 3 vertical dots on top right of order screen
- Select “Order Discounts”
- Apply:
 - Comped Meals – Priests & Law Enforcement
 - Discount – 50%
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 - Tip Screen with show – ALWAYS give customer the option to Tip!
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How To Troubleshoot

- Double check your connections!
- Keep Flex in Charging Cradle when not in use
- Text or Call me (916) 717-2771
- Find me
 - Bar & Souvenir Booths

What's Included

Clover GO

Booths:

Admissions

Loukoumades

Kafeneion



USB



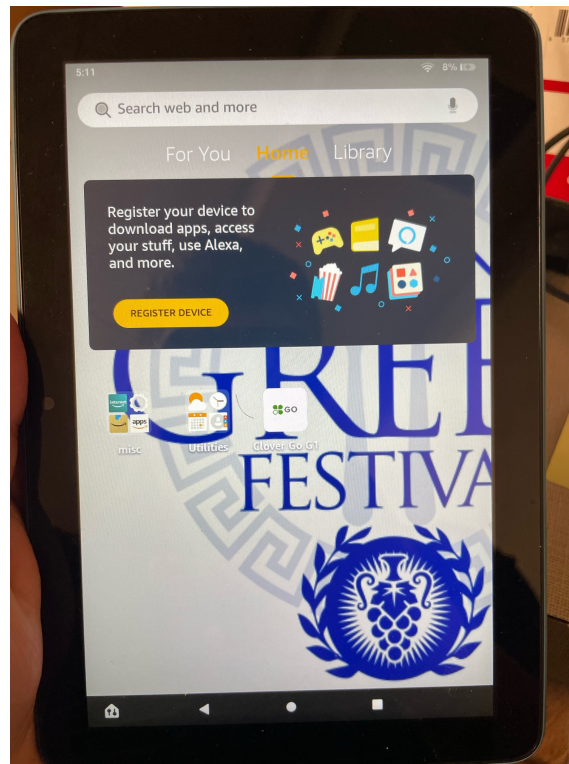
Set Up & Powering Unit

- Plug in Clover GO
- Clover GO should be kept in cradle to maintain power
- Make sure Kindle Fire is powered on



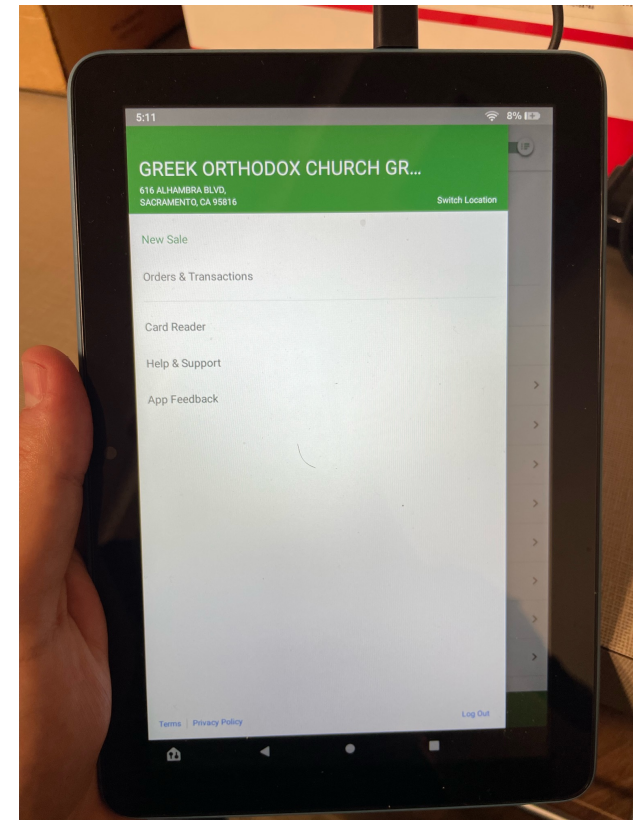
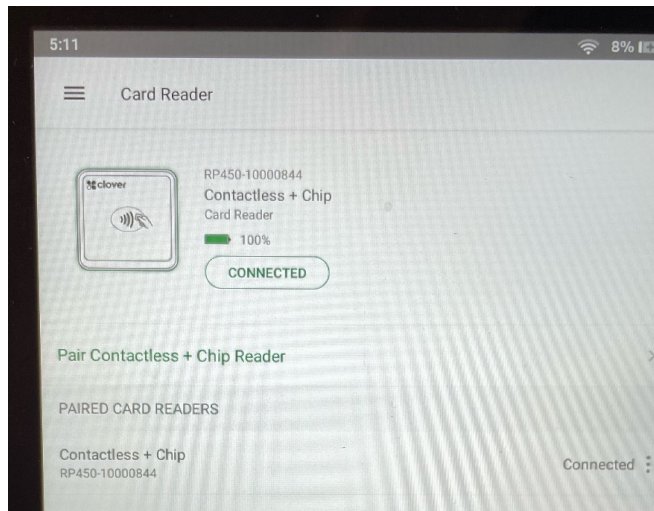
Logging In

- Open Clover GO G1 app on Kindle Fire Tablet
- When prompted to access App, hit "Cancel"
- Enter PIN for Clover Device into App



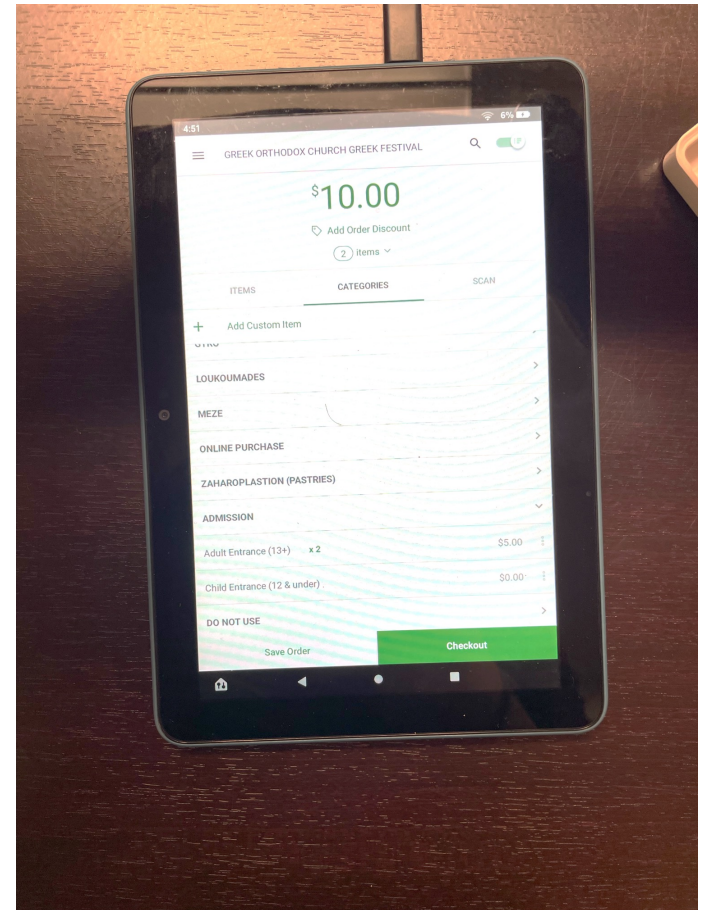
Logging In

- Tap Top three bars on left of screen
- Tap "Card Reader"
- Confirm Card Reader says Connected



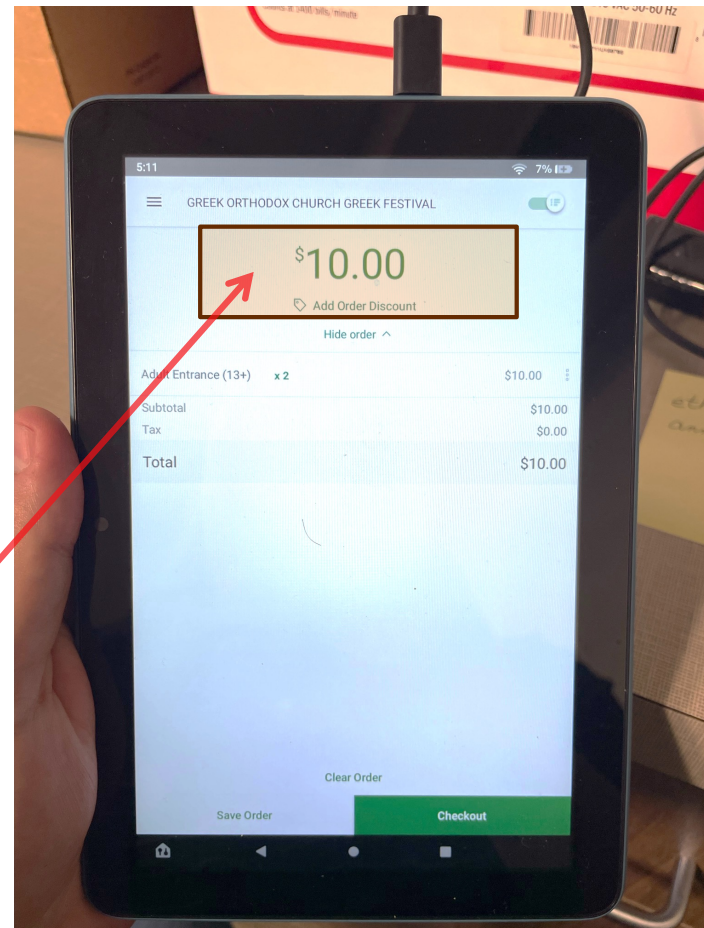
Selecting Booth & Accessing Inventory

- Select three bars in top left corner
- Tap “New Sale”
- Locate Booth, Select it
- Items will show below



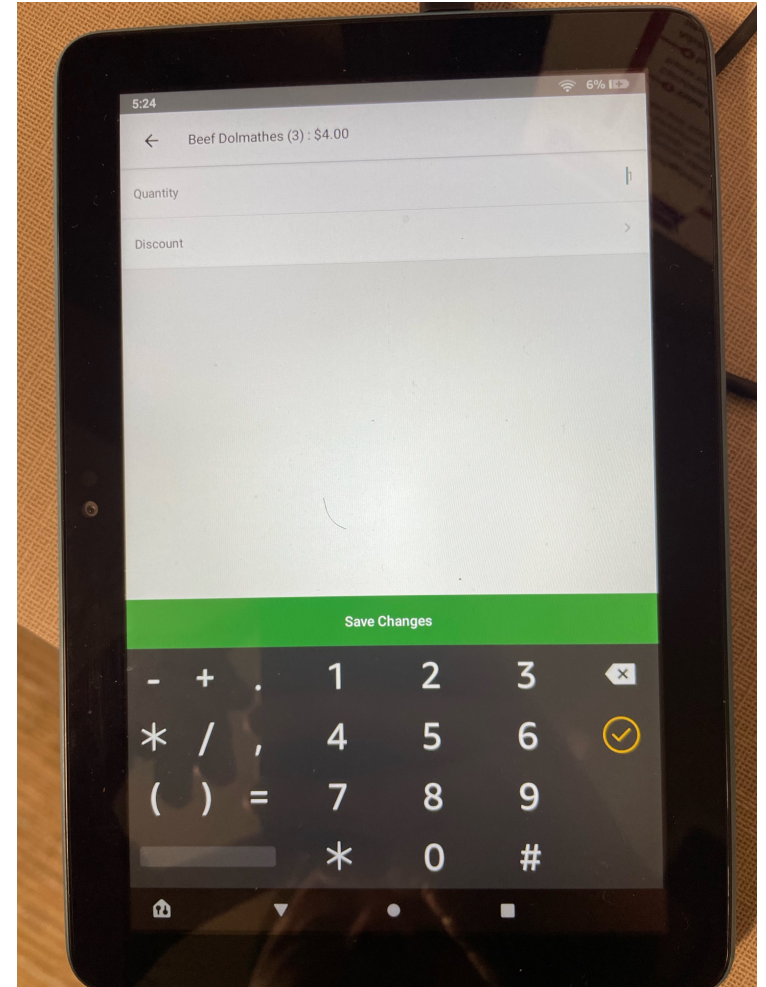
Entering The Order

- Under Booth, Tap item to add to order
- Tap item multiple times to add additional quantity
- Quantity of item will show next to item
- Summary of Order:
 - Tap the amount at top of screen
 - You can edit quantity here too and Discount



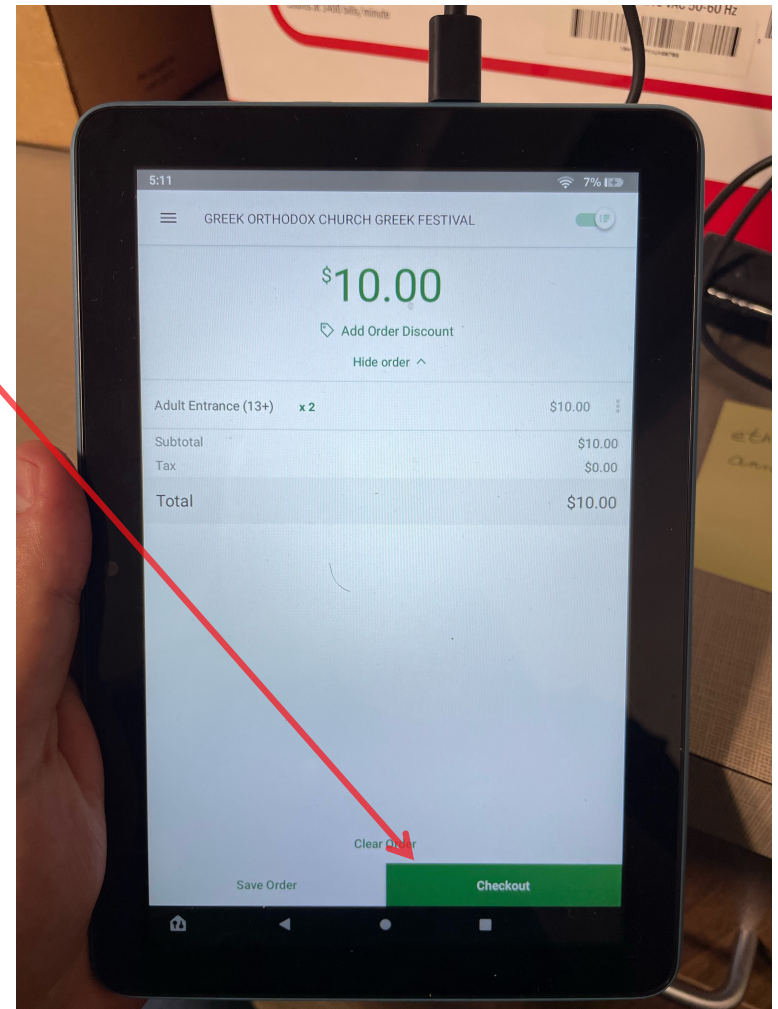
Editing The Order & Discounts

- Tap On Total on top of Screen to open Summary of the Order
- Select three dots next to item in Summary Order
- Tap on item and type in correct Quantity or apply a discount
- Hit the left arrow in top left to return to order screen



Processing The Order (Card)

- Select Checkout
- Tap Card, Insert or Swipe card on reader



How To Troubleshoot

- Double check your connections!
- Keep GO in Charging Cradle and make sure that your Amazon Fire Tablet is charging
- Text or Call me (916) 717-2771
- Find me
 - Bar & Souvenir Booths