# iCAFE - Training Mode

#### Introduction

2025/07/15 07:29

The iPOS system has a Training Mode. This document explains what that is and how to use it.

## What is Training Mode

Training Mode is a special way of operating the IPOS system so that operators can get the full feel of how iPOS works and can even save dockets, but without affecting your 'real' sales.

## How to Start TRAINING MODE

Training Mode requires a staff member with Back Office security access (login & password) to login a workstation into Training Mode.

Click on the TRAINING MODE button on the login screen.

Use your login and password to authorize TRAINING MODE.

The system will return to the HOME page with a different background colour and the words TRAINING MODE on the screen. Just so you don't forget that this is TRAINING MODE and don't try to use this for real service.

From this point on just use the system as normal. When ever you use a part of the system it will keep reminding you that this is TRAINING MODE, we don't want people to accidentally use TRAINING MODE during service.

## How to Stop TRAINING MODE

Just close all copies of Internet Explorer. Start Internet Explorer again for NORMAL Operations.

# CAUTIONS

TRAINING MODE has been setup so that it will not print items to the kitchen and bar printers. This is a security precaution. Small dockets will print to aid in proving that dockets will print, but the contents are modified.

#### ALWAYS close TRAINING MODE when finished.

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#### **REFRESHING TRAINING MODE**

If TRAINING MODE has not been used for a while, it is not a bad idea if you REFRESH the training mode to copy all of the changes that have been made to your real system. The refresh will catch new staff members, products and price changes.

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