



HARBORTOUCH

LIGHTHOUSE OVERVIEW

The Lighthouse is a management and reporting tool that communicates information between your POS system and our online reporting tool, Harbortouch Online. The site allows you to view statistical data on your business, manage your entire menu, send messages to your employees, and live chat with Customer Service or Technical Support.

HOW TO LOGIN TO LIGHTHOUSE

1. Go to the Lighthouse website at <https://lighthouse.harbortouch.com>. You will be brought to the login screen.
2. Enter your Login and Password.
3. Click "**Login**".

Welcome to Harbortouch's Lighthouse Online. Please enter your login and password below. If you have trouble logging in or need your password reset, please call Customer Service at 800-201-0461.

Login:

Password:

[Login](#) [Forgot password?](#)

Fields marked with * are required

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4. The first time you log in, you will be brought to the Security Question screen which is under the "My Login" tab.
5. Click on the dropdown arrow next to the "Security Question" box and select one of the questions.
6. Click in the "Security Answer" box and type in your answer.
7. Click "**Save**".

Welcome nate! | [Logout](#)

[Home](#) [Reports & Statements](#) [Manage My POS](#) [Announcements](#) [Support](#) [My Login](#)

Account Information

Notifications

Change Password

Security Question

Please, use the following form to set your security question and answer. This will be effective in case you forgot your password.

Security Question:

Security Answer:

[Save](#) [Reset](#)

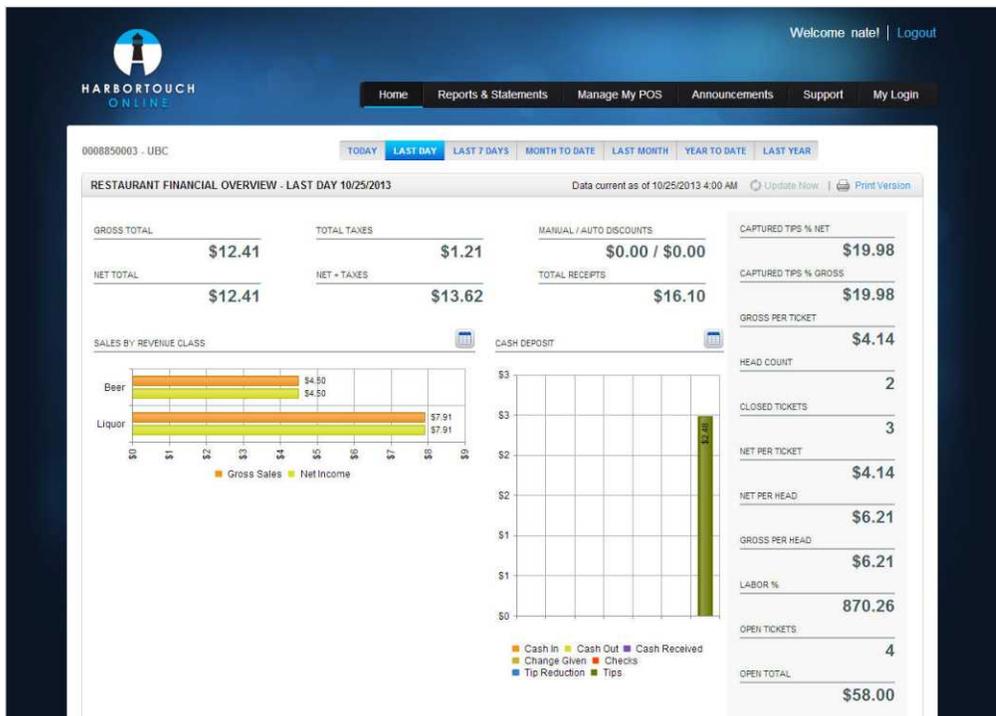
Fields marked with * are required

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8. Click on the "Home" Tab.

- The "Restaurant Financial Overview Report" will show sales totals for the previous day.
- You can filter this information using the date range selections at the top of the screen.
- To view totals for the current day, click "Manage My POS" tab, click on "Backups", then click on "Run Backup Manually". After the backup completes, you will be able to click on the "Home" tab and click on "Today".



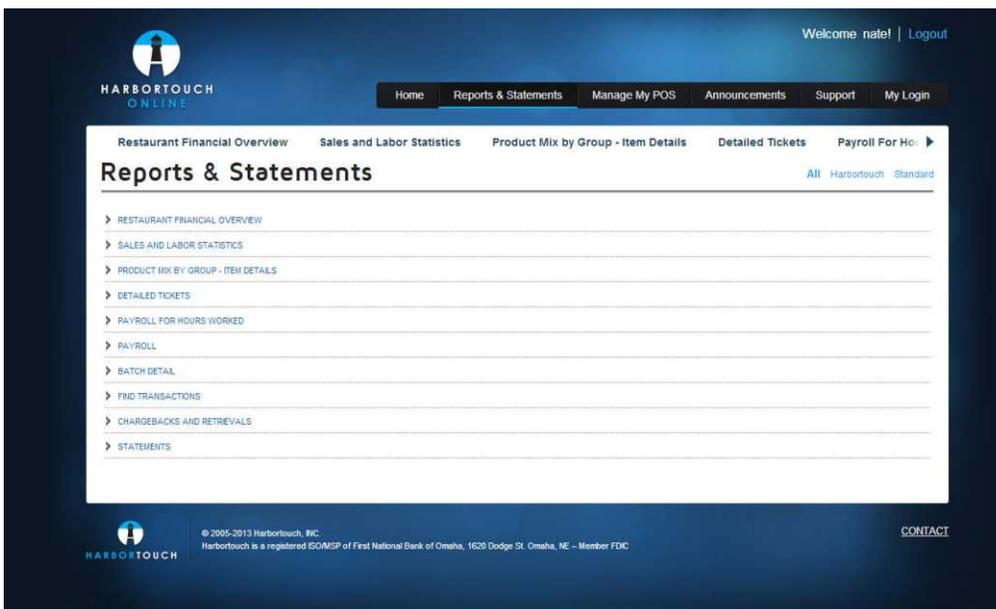
9. Click on the "Reports & Statements" tab.

- The top section of the screen displays the same reporting options that you see in the full list on the left side of the screen

10. Click on the name of any report, enter a date range and click on "Find"

- The totals for that report will be displayed

11. Click the "Back" arrow to return to the list of reports



LIGHTHOUSE TABS

Once you log into the Lighthouse website you will be able to navigate through the following tabs:

Home Tab

This tab displays the Restaurant Financial Overview Report

- The report automatically shows you the totals for the previous business day
- You can quickly change the date range you want to view the sales data on this screen

Reports & Statements Tab

This tab allows you to view 10 different reports

- The first 6 reports are dedicated to showing statistical information about your business
- The last 4 reports are dedicated to showing information related to your credit card processing

Manage My POS Tab

This tab allows you to perform menu maintenance, message employees, and backup your database

- Modify all of your menu items, add new items, and send messages to employees in regard to specific items
- Send messages to individual employees, groups of employees, or all employees that perform a specific job
- Manually back up your database with the click of a button

Support Tab

This tab gives you contact information for Technical Support and Customer Service

- Toll free contact numbers are listed for both departments
- Email addresses are listed for both departments
- Live chat links allow you to immediately speak with a representative from either department

My Login Tab

This tab allows you to set notification preferences, change your password, and change your security question and answer

- The "Account Information" tab supplies basic information about your account
- The "Notifications" tab allows you to update your email address and set up alerts for:
 - when new statements are available
 - when batches are processed in your system
 - when a deposit or withdrawal is made
 - when a chargeback or retrieval is done
- The "Change Password" tab allows you to change your password
- The "Security Question" tab allows you to update your security question and answer