

DRS-POS Basic User Guide

V 5.10

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About this Document

Oracle Corporation acquired MICROS and its Torex products. All further references to Torex should be considered as Oracle Corporation.

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1 Ranging

All sales and stock items, once created, need to be ranged. Ranging is essentially what connects all the dots of what has been set up on a sales or stock record. There are a number of fields which will contribute towards the record being ranged, some of which are required fields.

Replenishment (cost) – a cost must be entered on a record, even if that cost is zero. The system requires this field to be completed.

Retail (selling price) – a selling price must be entered against a record, even if, in the case of a stock item it will never be sold. The system requires this field to be completed.

Classification – if customers database uses classifications, then the record must have the appropriate classification, otherwise it will not generate a range record for a record.

Location structure – if a record is set up and linked to an incorrectly set up location structure, it will not range. All items need to see from the location linked to the replenishment and retail locations to the top of the location structure (most commonly ALL).

A replenishment or retail entry can only have one entry for a given location for any given date. Once a record has been ranged, it will keep hold of this range information even if the line is deleted from view. The only way (from the standard DRS interface) to overwrite this is by entering a record the next day and ranging it.

If, after taking all the above advice into account, the record is still not ranging, the services may have to be restarted. In the case of a new database build, the licence should also be checked.

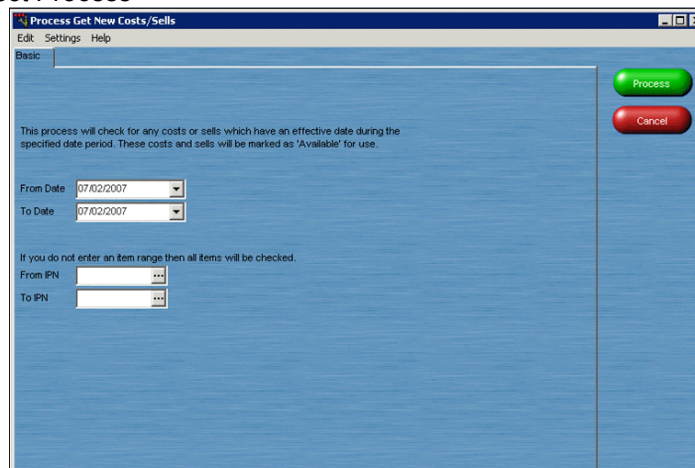
There are two ways to range a record:

1.1 ON INDIVIDUAL ITEMS

When you are in a sales or stock item you can range just that record by selecting the SEND key on the top tool bar of the item screen. Select SEND, then OK to the date box that appears. This can take several minutes to process depending on the workload on the server.

1.2 ON A GROUP OF ITEMS

If you are making a large number of changes in a database, its best practice to complete those changes and run "Get & Set" afterwards, this will reduce the amount of resource required to make large volume changes. After the changes have been made, close the items table. Select GET NEW COST/SALES from the main menu options, this will bring up a box (shown below) set the start date to when the first change you made was applied to the items, then select Process



Once this has completed, select SET NEW COST/SALES (shown below), again set the start date to when the first change was made. Enter the location which you require, if no location is entered then it will set all locations and take longer. If there is a specific range of IPN's you wish to range, then enter that in to the last 2 fields.

Process Set Store Costs/Sells

Edit Settings Help

Basic

This process will examine all cost and sell changes and update the location range details to reflect these changes.

What date range should be checked for costs and sells about to start?

From Date 07/02/2007

To Date 07/02/2007

What date range should be checked for costs and sells which have just expired?

From Date 06/02/2007

To Date 06/02/2007

If you do not enter a location then all locations will be checked.

...

If you do not enter an item range then all items will be checked.

From IPN ...

To IPN ...

Start

Cancel

Get essentially grabs all the changes made and Set activates them making them available to locations to access.

NOTE: ranging is only for the items table, changes to keyboards, discounts etc do not require ranging.

2 Sales item

To create a new sales item, select the ITEM button to access the items table. All sales and stock items are stored in this table. However they both have different areas which need to be configured.

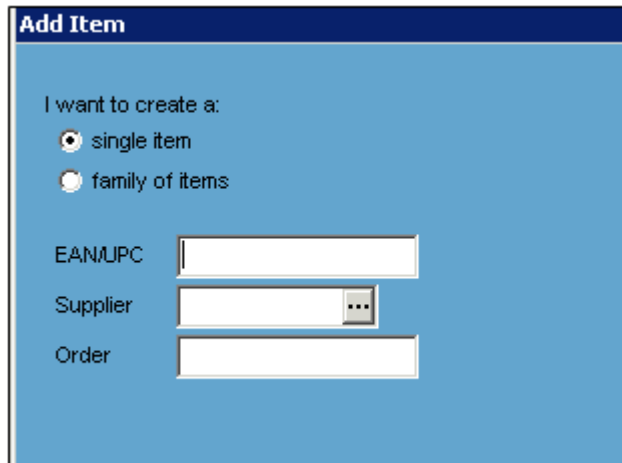
To create a new sales item, select NEW from the top tool bar.



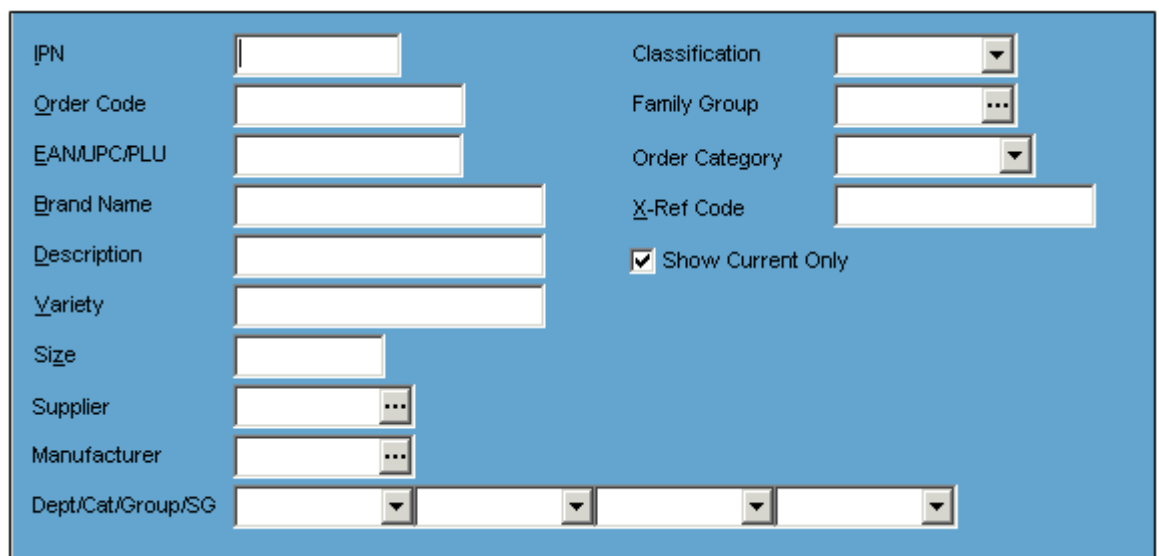
A box will appear prompting for:

- EAN/UPC number, this can be left blank
- Supplier – need to add this even if its UNK
- Order – this is the order number, something has to be entered here even if it is just a space

Once you enter this info and select ADD, it will create an IPN number for the sales item.

A screenshot of a dialog box titled 'Add Item'. It has a blue background. The text 'I want to create a:' is followed by two radio button options: 'single item' (which is selected) and 'family of items'. Below these are three input fields: 'EAN/UPC', 'Supplier' (with a dropdown arrow), and 'Order'.

To find an existing sales item, select ITEM from the toolbar, a search parameter box will appear, enter in the search parameters you require and select search, some of the search parameters will allow partial descriptions, if you put a % sign in front of those descriptions then the system will be better able to locate the product you are looking for.

A screenshot of a search parameter form. It has a blue background and contains various input fields and dropdown menus. On the left side, there are fields for 'IPN', 'Order Code', 'EAN/UPC/PLU', 'Brand Name', 'Description', 'Variety', 'Size', 'Supplier' (with a dropdown arrow), and 'Manufacturer' (with a dropdown arrow). On the right side, there are fields for 'Classification' (with a dropdown arrow), 'Family Group' (with a dropdown arrow), 'Order Category' (with a dropdown arrow), and 'X-Ref Code'. At the bottom, there is a checkbox labeled 'Show Current Only' which is checked. At the very bottom, there is a row of four dropdown menus labeled 'Dept/Cat/Group/SG'.

2.1 BASIC TAB

There are several tabs which you need to fill in to create a sales item.

The screenshot shows the 'Basic' tab of a software interface. The form is filled with the following data:

- Brand:** (Empty)
- Description:** NACHOS WITH CHEESE
- Variety:** MANCHESTER
- Size:** (Empty)
- POS 20 Description:** NACHOS WITH CHEESE
- POS 12 Description:** NACHOS WITH
- Department/Category/Group/SubGroup:** FOOD / BARMEALS / SIDE / UNK
- Kitchen Code:** (Empty)
- Classification:** A
- Unit of Measure:** EACH
- Season/Year:** (Empty)
- Release Date:** (Empty)
- Family Group:** (Empty)
- Grading:** (Empty)
- Label Type/City:** NORMAL / 1
- XRef Code:** (Empty)
- Order Category:** (Empty)
- Item Menu:** (Empty)
- Available From These Suppliers:**

Preferred	Supplier	Order	Manufacturer	Deleted Date	Status
<input checked="" type="checkbox"/>	UNK		UNK		Available
- EAN/UPC/PLU Numbers:**

Type	EAN/UPC/PLU	Primary
PLU	9803	<input checked="" type="checkbox"/>
- Tax Details:**

Tax System	Purchase Tax	Sales Tax	W
UK	VAT	VAT	

Brand	In Caffe Nero, this field is used to distinguish between eat in and takeaway products. ITS OKAY TO EDIT THIS FIELD AT A LATER DATE.
Description	There are 2 description field: 1. Description has 30 characters and is what will appear on receipts and reports. 2. POS 20 Description is what will appear on the keyboards by default (it can be changed) and on kitchen printing. ITS OKAY TO EDIT THESE FIELDS AT A LATER DATE.
Variety	Often used to identify items for specific stores/groups or a grouping of products not covered by D/C/G/SG as it can be used as a search parameter. ITS OKAY TO EDIT THIS FIELD AT A LATER DATE.
Size	Often used to distinguish between different product sizes, eg postmix 20oz, 14oz etc. ITS OKAY TO EDIT THIS FIELD AT A LATER DATE.
Dept/Cat/ Group/SubGroup	Reporting hierarchy of the item. ITS OKAY TO EDIT THIS FIELD AT A LATER DATE, however its important to note that once the change is made, any historical sales will still report against the old D/C/G/SG
Classification	Not always required, but is used to allow different stocking policies to be run in the same database. ITS OKAY TO EDIT THIS FIELD AT A LATER DATE.
Units of measure	A drop down list of UOM's for the UOM table, in the instance of a normal sales item, this is set to EACH. ONCE A UOM HAS BEEN SENT TO SITE IT SHOULD NEVER BE CHANGED.

Family Group	Allows an additional layer so sorting and linking small groups of items. ITS OKAY TO EDIT THIS FIELD AT A LATER DATE.
EAN/UPC/PLU	If not determined when creating the item, this allow bar codes and unique look up numbers to be linked to an item. ITS OKAY TO EDIT THIS FIELD AT A LATER DATE.
Suppliers	Additional supplier can be added if required. IF YOU WISH TO CHANGE THE SUPPLIER AT A LATER DATE THEN YOU SHOULD ADD IN A NEW ONE AND EXPIRE THE OLD SUPPLIER.
Tax Details	The standard tax set up will be added when the item is created, this can be amended as required (this may be required for Caffe Nero). ITS OKAY TO EDIT THIS FIELD AT A LATER DATE.

2.2 COST/SELLS TAB

This tab deals with the cost price and selling price of an item.

To add a **cost price**, select the orange plus key next to replenishment, once a cost price has been entered and ranged it cannot be amended. If you need to make a change then you need to add a new replenishment line in

Costs/Sells															
Replenishment															
Supplier	Location	Effective	Cost Type	Expires	OK	Currency	Deal Amt	Deal Type	Deal Level	Cost Ex Tax	Cost IncTax	Carton Size	Min Order	Unit Cost	Comment
UNLK	ALL	14/12/2006	Calculated		<input checked="" type="checkbox"/>	GBP	0.00		0	2.05	2.41	1	1	2.41	

Retail														
Cost Filter														
Location	Effective	Sell Type	Expiry	OK	Expected Unit Cost	Currency	Sell 1	GM1 %	GM1 \$	Sell 2	GM2 %	GM2 \$	Sell 3	GM3 %
MANCHESTE	14/12/2006	Normal		<input checked="" type="checkbox"/>	0.00	GBP	3.95	99.9	3.36	3.95	99.9	3.36	3.95	99.9

A dialogue box will appear and prompt for the following information:

- Supplier
- Location – usually set to ALL
- Effective dates
- Cost Type
 1. Normal – fixed cost against the item
 2. Calculated – cost to come from a recipe calculation
- ExTax Cost or IncTax Cost – enter the cost price in which ever format you have it, the system will automatically populate the other field according to the tax system rules for the item

Item Replenishment
Edit Settings Help

Basic

Cost

Supplier/Order Code:

Location:

Effective: 12/01/2007

Cost Type: Normal

Expires:

Currency:

Deal Amount: 0.00

Deal Type:

Deal Level: 0

Ex-Tax Cost: 0.00

Inc-Tax Cost: 0.00

Carton Size: 1

Min Order Size: 1

Unit Cost: 0.00

Comment:

Active

Costs/Sells															
Replenishment															
Supplier	Location	Effective	Cost Type	Expires	OK	Currency	Deal Amt	Deal Type	Deal Level	Cost Ex Tax	Cost IncTax	Carton Size	Min Order	Unit Cost	Comment
UNLK	ALL	14/12/2006	Calculated		<input checked="" type="checkbox"/>	GBP	0.00		0	2.05	2.41	1	1	2.41	

Retail														
Cost Filter														
Location	Effective	Sell Type	Expiry	OK	Expected Unit Cost	Currency	Sell 1	GM1 %	GM1 \$	Sell 2	GM2 %	GM2 \$	Sell 3	GM3 %
MANCHESTE	14/12/2006	Normal		<input checked="" type="checkbox"/>	0.00	GBP	3.95	99.9	3.36	3.95	99.9	3.36	3.95	99.9

To add a **selling price**, select the orange plus key next to retail, once a selling price has been entered and ranged it cannot be amended. If you need to make a change then you need to add a new retail line in.

A dialogue box will appear and prompt for the following information:

- Location – can be either a specific trading location, group of stores or ALL
- Effective dates
- Price 1 – 5 – by default all sites will look at price level 1, however different trading modes may require different pricing eg happy hour. Price levels can also be linked to discounts

The screenshot shows a 'Retail' dialog box with a menu bar (Edit, Settings, Help) and a 'Basic' tab. The 'Cost' icon is visible. The fields are as follows:

Location	[Dropdown]		
Effective	12/01/2007		
Sell Type	Normal		
Expiry	[Dropdown]		
Expected Unit Cost	0.00		
Currency	[Dropdown]		
Sell 1 (\$/GM%/GM\$)	0.00	0.0	0.00
Sell 2 (\$/GM%/GM\$)	0.00	0.0	0.00
Sell 3 (\$/GM%/GM\$)	0.00	0.0	0.00
Sell 4 (\$/GM%/GM\$)	0.00	0.0	0.00
Sell 5 (\$/GM%/GM\$)	0.00	0.0	0.00

At the bottom, there is an 'Active' checkbox.

2.3 RECIPE TAB

Those items which have a calculated cost will need to have a recipe set against them to allow the system to calculate the cost. The below example is a Jug of Woo Woo cocktail. The system will access the cost prices for these stock items and calculate the cost of the sales items from them.

To add a recipe line, select the orange plus sign to add a new line.

Sequence	Ingredient	Description	UOM	Quantity	Contribution
1	1828	SMIRNOFF RED 700ML	700ML	0.1080	0.00000
1	3768	ARCHERS 700ML	700ML	0.0500	0.00000
1	4466	CRANBERRY JUICE 1L	1L	0.4000	0.00000

A dialogue box will appear and prompt for the following information:

- Sequence – the order in which the item are to appear when viewed on the system, leave at default unless recipes are printed for users
- Item Number – the IPN of the stock item
- Quantity – the proportion required of the stock UOM in decimal format, eg 750ml stock item, if 20ml is required, then the quantity is 0.0267

Recipe Ingredients
Edit Settings Help

Basic

Sequence: 1

Item Number: [...]

Quantity: 1.0000

Contribution To Sales%: 0.00000

If you need to amend a line in an existing recipe then you need to select the line in the recipe then select the EDIT button

3 Stock item

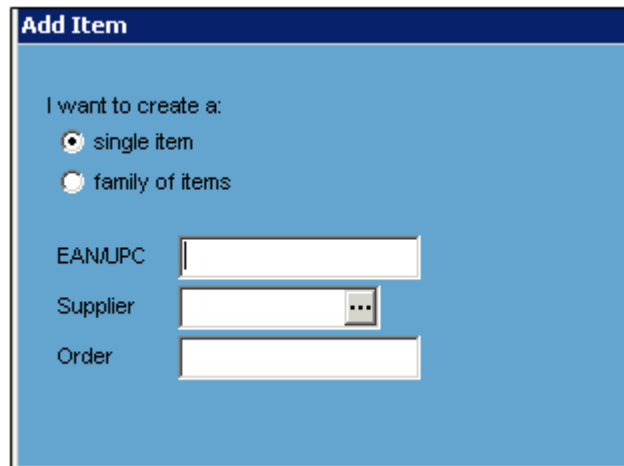
Creating a new stock item is similar to creating a new sales item.

To create a new stock item, select NEW from the top tool bar.

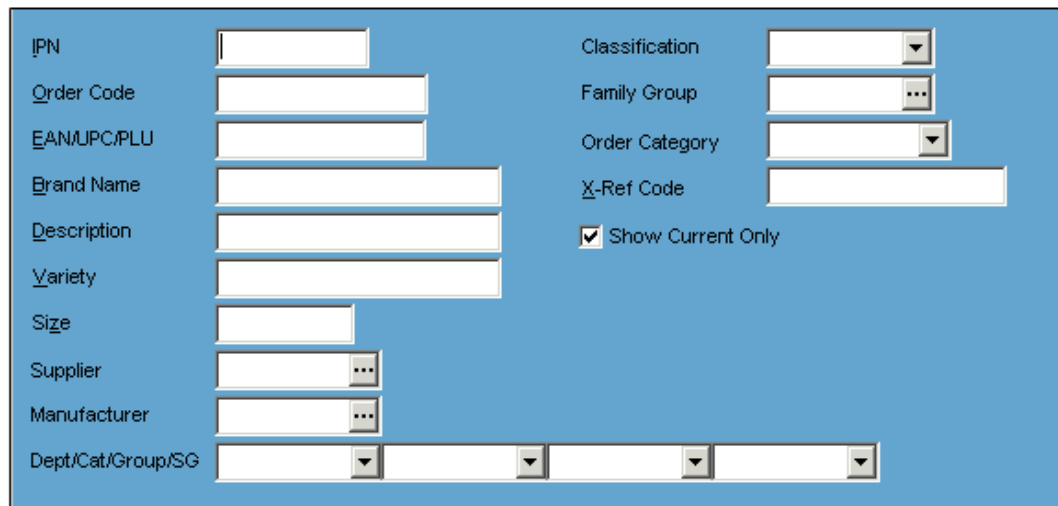


A box will appear prompting for:

- EAN/UPC number, this can be left blank
- Supplier – need to add this even if its UNK
- Order – this is the order number, something has to be entered here even if it is just a space

A screenshot of a dialog box titled 'Add Item'. It has a blue background. The text 'I want to create a:' is followed by two radio buttons: 'single item' (which is selected) and 'family of items'. Below this are three input fields: 'EAN/UPC', 'Supplier' (with a dropdown arrow), and 'Order'.

To find an existing stock item, select ITEM from the toolbar, a search parameter box will appear, enter in the search parameters you require and select search, some of the search parameters will allow partial descriptions, if you put a % sign in front of those descriptions then the system will be better able to locate the product you are looking for.

A screenshot of a search parameter form. It has a blue background and contains several input fields and dropdown menus. The fields are: 'IPN', 'Order Code', 'EAN/UPC/PLU', 'Brand Name', 'Description', 'Variety', 'Size', 'Supplier' (with a dropdown arrow), 'Manufacturer' (with a dropdown arrow), 'Dept/Cat/Group/SG' (with four dropdown arrows), 'Classification' (with a dropdown arrow), 'Family Group' (with a dropdown arrow), 'Order Category' (with a dropdown arrow), and 'X-Ref Code'. There is also a checked checkbox labeled 'Show Current Only'.

3.1 BASIC TAB

Description	<p>There are 2 description fields:</p> <ol style="list-style-type: none"> 1. Description has 30 characters and is what will appear on receipts and reports. 2. POS 20 Description is what will appear on the keyboards by default (it can be changed) and on kitchen printing.
Variety	Often used to identify items for specific stores/groups or a grouping of products not covered by D/C/G/SG as it can be used as a search parameter.
Size	Often used to distinguish between different product sizes as it is a searchable parameter.
Dept/Cat/Group/SubGroup	Reporting hierarchy of the item.
Classification	Not always required, but is used to allow different stocking policies to be run in the same database.
Units of measure	<p>A drop down list of UOM's for the UOM table, for stock items it is imperative that the correct UOM is linked to the stock it, eg 700ml etc to ensure correct recipe calculations. If items like bottles of beer, where the product is sold as, then EACH should be entered here.</p> <p>ONCE A UOM HAS BEEN SENT TO SITE IT SHOULD NEVER BE CHANGED</p>
Family Group	Allows an additional layer so sorting and linking small groups of items.
EAN/UPC/PLU	If not determined when creating the item, this allow bar codes and unique look up numbers to be linked to an item.
Suppliers	Additional suppliers can be added if required.
Tax Details	The standard tax set up will be added when the item is created, this can be amended as required (this may be required for Caffe Nero).

3.2 COST/SELLS TAB

This tab deals with the cost price and selling price of an item.

To add a **cost price**, select the orange plus key next to replenishment.

Costs/Sells														
Replenishment														
Supplier	Location	Effective	Cost Type	Expires	OK	Currency	Deal Amt	Deal Type	Deal Level	Cost Ex Tax	Cost IncTax	Carton Size	Min Order	Unit Cost
WAVERLEY	ALL	26/10/2004	Normal	06/04/2006	<input type="checkbox"/>	GBP	0.00		0	104.78	123.12	6	1	20.52
WAVERLEY	ALL	07/04/2006	Normal		<input checked="" type="checkbox"/>	GBP	0.00		0	106.68	125.35	6	1	20.89

Retail													
Cost Filter													
Location	Effective	Sell Type	Expiry	OK	Expected Unit Cost	Currency	Sell 1	GM1 %	GM1 \$	Sell 2	GM2 %	GM2 \$	Sell 3
ALL	10/11/2004	Normal	02/02/2005	<input checked="" type="checkbox"/>	17.46	GBP	27.39	25.1	5.85	27.39	25.1	5.85	27
P1	03/02/2005	Normal		<input checked="" type="checkbox"/>	17.46	GBP	27.39	25.1	5.85	27.39	25.1	5.85	27
P2	03/02/2005	Normal	16/02/2005	<input type="checkbox"/>	17.46	GBP	27.39	25.1	5.85	27.39	25.1	5.85	27
P3N	03/02/2005	Normal	16/02/2005	<input type="checkbox"/>	17.46	GBP	27.39	25.1	5.85	27.49	25.1	5.85	27
P4	03/02/2005	Normal	16/02/2005	<input type="checkbox"/>	17.46	GBP	27.39	25.1	5.85	27.39	25.1	5.85	27
P2	16/02/2005	Normal		<input checked="" type="checkbox"/>	17.46	GBP	90.00	77.2	59.13	90.00	77.2	59.13	27

A dialogue box will appear and prompt for the following information:

- Supplier
- Location – usually set to ALL
- Effective dates
- Cost Type – set to NORMAL for stock items
- ExTax Cost or IncTax Cost – enter the cost price in which ever format you have it, the system will automatically populate the other field according to the tax system rules for the item
- Carton Size – enter the number of stock units the cost price is associated with the cost price you have entered, the example right shows a case costing £109.54 (ex tax) containing 6 units, Giving a unit cost of £21.45 (inc tax)

Cost

Supplier/Order Code: WAVERLEY

Location: ALL

Effective: 13/01/2007

Cost Type: Normal

Expires:

Currency: GBP

Deal Amount: 0.00

Deal Type:

Deal Level: 0

Ex-Tax Cost: 109.54

Inc-Tax Cost: 128.71

Carton Size: 6

Min Order Size: 1

Unit Cost: 21.45

Active

Comment:

To add a **selling price**, select the orange plus key next to retail

Costs/Sells														
Replenishment														
Supplier	Location	Effective	Cost Type	Expires	OK	Currency	Deal Amt	Deal Type	Deal Level	Cost Ex Tax	Cost IncTax	Carton Size	Min Order	Unit Cost
WAVERLEY	ALL	26/10/2004	Normal	06/04/2006	<input type="checkbox"/>	GBP	0.00		0	104.78	123.12	6	1	20.52
WAVERLEY	ALL	07/04/2006	Normal		<input checked="" type="checkbox"/>	GBP	0.00		0	106.68	125.35	6	1	20.89

Retail													
Cost Filter													
Location	Effective	Sell Type	Expiry	OK	Expected Unit Cost	Currency	Sell 1	GM1 %	GM1 \$	Sell 2	GM2 %	GM2 \$	Sell 3
ALL	10/11/2004	Normal	02/02/2005	<input checked="" type="checkbox"/>	17.46	GBP	27.39	25.1	5.85	27.39	25.1	5.85	27
P1	03/02/2005	Normal		<input checked="" type="checkbox"/>	17.46	GBP	27.39	25.1	5.85	27.39	25.1	5.85	27
P2	03/02/2005	Normal	16/02/2005	<input type="checkbox"/>	17.46	GBP	27.39	25.1	5.85	27.39	25.1	5.85	27
P3N	03/02/2005	Normal	16/02/2005	<input type="checkbox"/>	17.46	GBP	27.39	25.1	5.85	27.49	25.1	5.85	27
P4	03/02/2005	Normal	16/02/2005	<input type="checkbox"/>	17.46	GBP	27.39	25.1	5.85	27.39	25.1	5.85	27
P2	16/02/2005	Normal		<input checked="" type="checkbox"/>	17.46	GBP	90.00	77.2	59.13	90.00	77.2	59.13	27

A dialogue box will appear and prompt for the following information:

- Location – can be either a specific trading location, group of stores or ALL
- Effective dates
- Price 1 – 5 a selling price must be entered for the product to range, even if it is zero

The screenshot shows a software window titled "Retail" with a menu bar containing "Edit", "Settings", and "Help". The main area is labeled "Basic" and contains a "Cost" icon. The following fields are visible:

- Location: [Text box with ellipsis]
- Effective: 12/01/2007
- Sell Type: Normal
- Expiry: [Text box with dropdown arrow]
- Expected Unit Cost: 0.00
- Currency: [Dropdown menu]

Sell 1 (\$/ GM%/ GM\$)	0.00	0.0	0.00
Sell 2 (\$/ GM%/ GM\$)	0.00	0.0	0.00
Sell 3 (\$/ GM%/ GM\$)	0.00	0.0	0.00
Sell 4 (\$/ GM%/ GM\$)	0.00	0.0	0.00
Sell 5 (\$/ GM%/ GM\$)	0.00	0.0	0.00

Active

4 What if the sales item is also a stock item?

This would be the case for alcopops, bottled beers, pre-packaged minerals etc. In the instance the item is set up as per a sales item, with EACH as a UOM. Then, in the replenishment record the pack cost should be entered and the number of units in the pack be entered into the carton size field. No recipe is required as the EACH/Carton size combination deals with this.

4.1 LINKED/STOCKED ITEMS

When you have more than one size of a stock product you will need to link them together for counting purposes, resulting in just one entry for a stockline, eg Smirnoff Red could be supplied in 1.5L & 700ml, by linking them together you count the 2 units of products but the system adjusts one against to the predetermined "main" unit.

Shown on the below example if 700ml Smirnoff Red is the "main" unit and:

IPN 3778 is 1.5L Smirnoff Ref

IPN 1828 is 700ml Smirnoff Red

Then you would set 1.5L to adjust to 700ml

The screenshot shows a software interface titled "Linked/Stocked Items". It features a blue background with white text. At the top, it says "Stock adjustments will adjust this item". Below this is a dropdown menu with "1828" selected and a small "..." button to its right. Underneath, it displays "This item is linked to: 3778". At the bottom left, it shows "Link Quantity: 1". On the right side, there is a grey button with the text "Create New Link".

5 Modifiers

Modifiers are options that appear once a button has been selected, they can be non chargeable such as a steak cooking prep (rare, medium etc), or chargeable upgrade options such as extra cheese on a jacket potato or sauce with a steak. As a general rule the non chargeable modifiers are prompts for prep and don't require reporting.

5.1 CHARGEABLE MODIFIERS

- In the ITEMS table create the modifiers as normal sales items and range them, making a note of the IPN's they are set up on
- Open the modifiers table, select NEW from the top toolbar, this will create a new modifiers record, make a note of the unique modifier number created for reference
- Enter a description to easily identify the modifier group
- The # of Modifiers needs to be amended
 - **Zero or more** –allows no modifiers to be selected, user selects exit to come out of modifier screen
 - **One or more** – at least one selection must be made, user then selects exit to come out of modifier screen
 - **One Only** – only one selection can be made, screen will automatically come out of modifier screen once selection is made

Sequence	IPN	Description

- Select the orange plus icon to add in the modifier options, a dialogue box (below) will appear
- The sequence number is the order in which you want the modifier options to appear in the modifier screen
- Enter the IPN of the modifier previously created in the ITEMS table
- The description field will automatically be populated from the ITEM description, however you can amend it here to make it easier to identify of the modifier screen (system uses the POS30 description by default which may be to long for the keyboard's 20 characters)
- Add all other modifier options, example right shows 4 modifier options

Sequence	IPN	Description
1	6624	FRIES
2	6625	CURLY FRIES
3	6626	JACKET POTATO
4	6627	SALAD

5.2 NON CHARGEABLE MODIFIERS (no sales reporting available)

- Open the modifiers table, select NEW from the top toolbar, this will create a new modifiers record, make a note of the unique modifier number created for reference
- Enter a description to easily identify the modifier group
- The # of Modifiers needs to be amended
 - **Zero or more** –allows no modifiers to be selected, user selects exit to come out of modifier screen
 - **One or more** – at least one selection must be made, user then selects exit to come out of modifier screen
 - **One Only** – only one selection can be made, screen will automatically come out of modifier screen once selection is made

The screenshot shows the 'Item Modifier' form with the following details:

- Item Modifier: 258
- Buttons: New, Save, Cancel, Delete
- Basic tab selected
- Description: [Empty text box]
- # of Modifiers: Zero or More
- Table with columns: Sequence, IPN, Description

- Select the orange plus icon to add in the modifier options, a dialogue box (below) will appear
- The sequence number is the order in which you want the modifier options to appear in the modifier screen
- Enter the description of the modifier group, IPN is not required

The screenshot shows the 'Modifier Detail' dialog box with the following details:

- Buttons: Edit, Settings, Help
- Basic tab selected
- Sequence: [Empty text box]
- Item: [Empty text box with dropdown arrow]
- Description: [Empty text box]
- Buttons: Save, Cancel

- Add all other modifier options, example right shows 7 modifier options

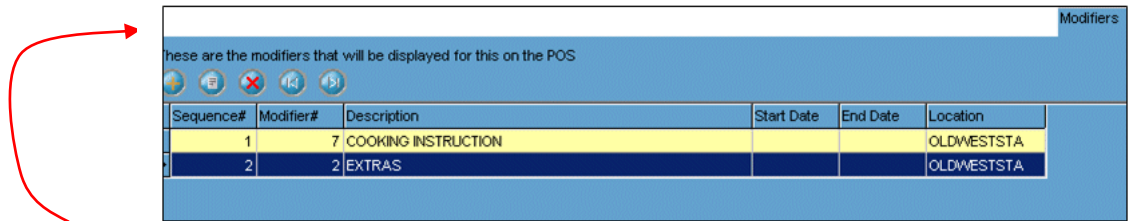
The screenshot shows the 'Modifier Detail' form with the following details:

- Description: COOKING INSTRUCTION
- # of Modifiers: One Only
- Buttons: Add, Edit, Delete, Back, Forward
- Table with columns: Sequence, IPN, Description

Sequence	IPN	Description
1		BLUE
2		RARE
3		MEDIUM RARE
4		MEDIUM
5		MEDIUM WELL
6		WELL
7		CHARRED

5.3 ADDING MODIFIERS TO THE SALES ITEMS

Once the modifier groups have been created, go back to the sales item which will trigger the modifiers to appear and add them to the item, eg 8oz Rump Steak may have the below modifier groups linked.

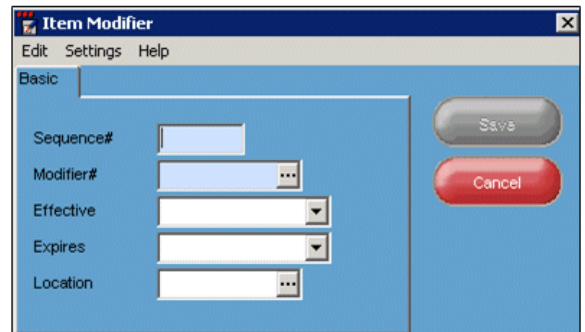


These are the modifiers that will be displayed for this on the POS

Sequence#	Modifier#	Description	Start Date	End Date	Location
1	7	COOKING INSTRUCTION			OLDWESTSTA
2	2	EXTRAS			OLDWESTSTA

To add a modifier group to a sales item, select the orange plus icon on the modifier tab on the sales item to trigger the modifier group.

- Sequence is the order in which the groups are to appear in, the above example will show the cooking instruction before the extras
- Modifier number is the unique number for the modifier group
- Effective dates can be left blank if the modifier is to run all the time
- Location is for the site the modifier is to run in, can also be set to ALL



Item Modifier

Edit Settings Help

Basic

Sequence#

Modifier#

Effective

Expires

Location

Save

Cancel

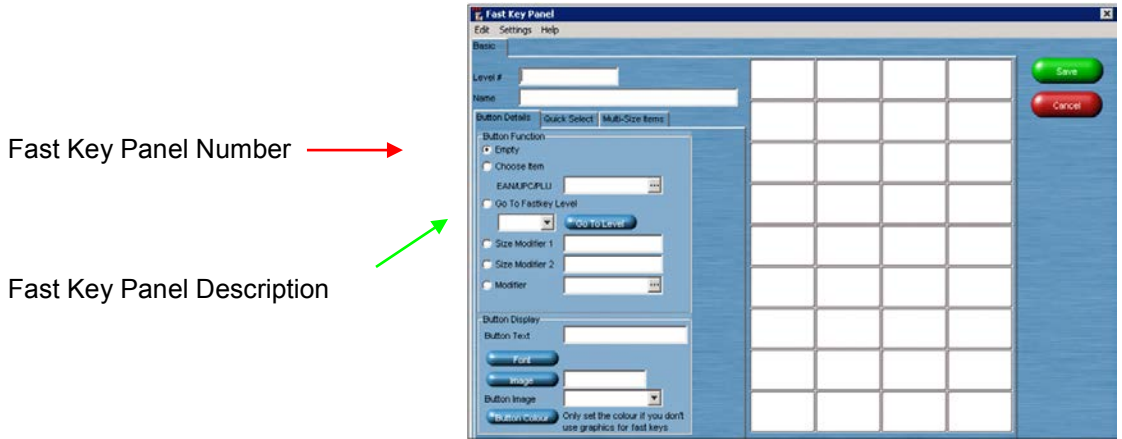
6 Keyboards

To create a new keyboard, select the NEW key from the top toolbar, it will create a new keyboard, you will need to enter a name to be able to identify it later.

To copy an existing keyboard, select the keyboard you wish to copy, then select COPY on the top toolbar. The system will take a few moments to copy the keyboard, you will need to amend the name of the keyboard once it has copied to make it easy to identify.

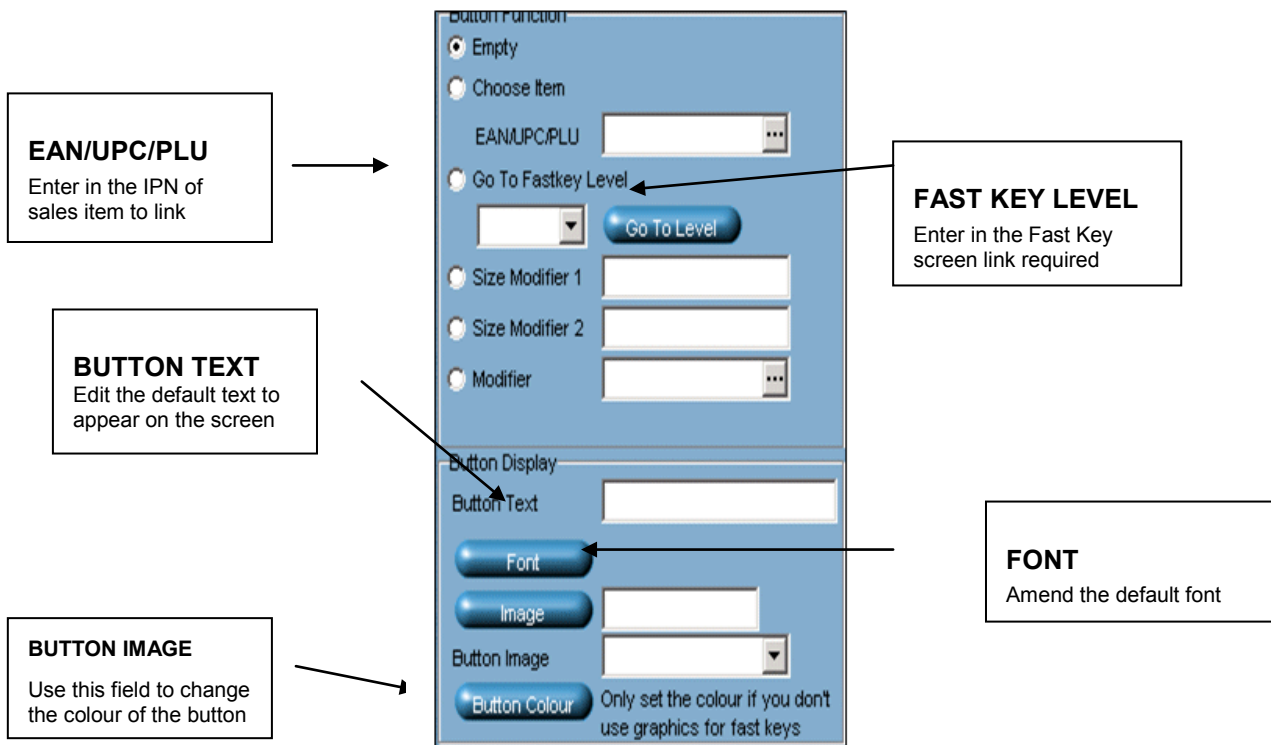
A keyboard is what is linked to a till, within the keyboard there are a number of Fast Key Panels, the Fast Key Panels are what you links sales items to.

To create a Fast Key Panel, select the orange plus icon under the keyboard description, you'll need to add the next available Fast Key Panel number and a description.



Fast Key Panel Number →

Fast Key Panel Description →



EAN/UPC/PLU

Enter in the IPN of sales item to link

BUTTON TEXT

Edit the default text to appear on the screen

BUTTON IMAGE

Use this field to change the colour of the button

FAST KEY LEVEL

Enter in the Fast Key screen link required

FONT

Amend the default font

WHEN MAKING CHANGES TO FASTKEY PANELS THERE IS NO AUTO SAVE FUNCTION, EACH TIME A CHANGE IS MADE TO FAST KEY PANEL YOU MUST SAVE IT OTHERWISE IT WILL BE LOST.

To add a sales item to the Fast Key Panel, click into the cell you want to add it to on the right hand side. In the EAN/UPC/PLU field on the left hand side enter the IPN or PLU of the sales item, then click back into the cell on the right hand side for it to register. The description which will appear is the what is in the POS 20 Description in the item table. This text can be changed in the BUTTON TEXT field.

To add a Fast Key Panel link, again select the cell you want to link to appear in, enter the Fast Key Panel number in the left hand side field of the Fast Key Panel the link is to go to, then enter a description of where the link is going to in the BUTTON TEXT field.

6.1 MULTISIZE ITEMS

Those items which have different selling items, eg Beer, Pint, Halves, Shandys & Tops can be added to the tills with a reduced number of keys required.

FOSTERS PT		KRONEN 1664 PT	
	STELLA PT		STRONGBOW PT
JOHN SMITHS PT		GUINNESS EX COLD PT	
SNG VODKA RED BULL	KRONN BLANC PT	FOSTERS CHILLED PT	BODDS PT
HALF	TOP	SHANDY	CORDIAL
DBL VODKA & RED BULL	SHERRY & VERMOUTH	CASK ALES	
HOT BEVS	TOBACCO & SNACKS	FUNCTIONS	FOOD
BOTTLED BEERS	ALCO-POPS	SPIRITS	WINES
	COCKTAILS	MINERALS	PROMO

The above screen shot shows the screen layout for multisize beer products. You need to set up the multisize options using the size modifiers (not the same as sales item modifiers shown earlier in this document). In this instance we need to be able to multisize for pints and halves of standard, shandies, tops & cordial options. So we need to use both modifiers, for the yellow size modifier keys, the below options will need to be filled in for the multisize function to work:

HALF	In Size Modifier 1 field type in name HALF
TOP	In Size Modifier 2 field type in name TOP
SHANDY	In Size Modifier 2 field type in name SHANDY
CORDIAL	In Size Modifier 2 field type in name CORDIAL

Once this has been completed save the Fast Key Level and go back into it. Select the Multi Size tab on the left hand side. In this table you need to tell the system what items the size modifier combinations will link to. To add a new link select the orange plus icon above the yellow table.

Modifier 1	Modifier 2	EAN/UPC/PLU	New EAN/UPC/PLU
HALF		1616	1620
HALF		1617	1621
HALF		1631	1632
HALF		3660	3661
HALF		3669	3670
HALF		3678	3679
HALF		5293	5298
HALF	CORDIAL	1504	3696
HALF	CORDIAL	1606	3712
HALF	CORDIAL	1614	3692
HALF	CORDIAL	1615	3700
HALF	CORDIAL	1616	5290
HALF	CORDIAL	1617	3704
HALF	CORDIAL	1631	3708
HALF	CORDIAL	3669	3676
HALF	CORDIAL	3678	3685
HALF	CORDIAL	5293	5301
HALF	SHANDY	1504	1507

This will prompt from the below information,

Level #

Name

Button Details Quick Select Multi-Size Items

Click the buttons on the keyboard in the order you want the user to press

Size Modifier 1

+ Size Modifier 2

+ EAN/UPC/PLU

= New EAN/UPC/PLU

FOSTERS PT		KRONEN 1664 PT	
	STELLA PT		STRONGBO W PT
JOHN SMITHS PT		GUINNESS EX COLD PT	
SNG VODKA RED BULL	KRONN BLANC PT	FOSTERS CHILLED PT	BODDS PT
HALF	TOP	SHANDY	CORDIAL
DBL VODKA & RED BULL	SHERRY & VERMOUTH	CASK ALES	
HOT BEVS	TOBACCO & SNACKS	FUNCTIONS	FOOD
BOTTLED BEERS	ALCO-POPS	SPIRITS	WINES
	COCKTAILS	MINERALS	PROMO

Size Modifier 1 & 2 link to those buttons shown in yellow, the EAN/UPC/PLU links to the items on the actual screen, usually the main sales unit in the above examples the PINT option, the New EAN/UPC/PLU is what item the modifier and EAN/UPC/PLU combination needs to change the sales item to.

An example of what would need to be completed for Fosters 8 items

	PINT	PINT SHANDY	PINT TOP	PINT CORDIAL	HALF	HALF SHANDY	HALF TOP	HALF CORDIAL
Size Modifier 1	n/a	n/a	n/a	n/a	HALF	HALF	HALF	HALF
Size Modifier 2	n/a	SHANDY	TOP	CORDIAL	n/a	SHANDY	TOP	CORDIAL

EAN/UP C/PLU	Pint Fosters IPN	Pint Fosters IPN	Pint Fosters IPN	Pint Fosters IPN	Pint Fosters IPN	Pint Fosters IPN	Pint Fosters IPN	Pint Fosters IPN
New EAN/UP C/PLU	n/a	Pint Shandy Fosters IPN	Pint Top Fosters IPN	Pint Cordial Fosters IPN	Half Fosters IPN	Half Shandy Fosters IPN	Half Top Fosters IPN	Half Cordial Fosters IPN

7 Remote printing

Remote printers (kitchen and dispense printers) are usually cabled directly to a specific till, in this scenario the kitchen printers are set up on the individual tills under the Till Devices tab, as shown the below example.

Till Devices						
Code	Device Type	Port	Baud Rate	Device Type	Network Path	
CD51	XN Cash Drawer	COM7	9600	Cashdrawer		
CDS51	Customer Display	COM9	9600	XN Cust Display		
DAL51	XN Dallas Key	COM8	9600			
KPR51	Kitchen Printer	COM4	9600	Epson Berkeley		
MRSR51	XN Mag Stripe Reader	COM7	9600			

However, some customer have print server. This is set up as a till on the system and has all the remote printers cabled to it. The kitchen printers will be set up as per the above example.

Once the remote printers have been attached to the tills/print server. You will need to know exactly which items, or groups of items, will go to which printers.

From the Kitchen Printing screen, you can add, amend or delete kitchen printing routes. The below examples show the print routes at one site.

The print direction will need to be entered for each till where the items are sold.

Location	Priority	Dept	Cat	Group	Kitchen Code	Printer
MORDEN04	0	FOOD	RESTAURAN	CHILDMEALS		KPR235
MORDEN03	0	FOOD	BARMEALS	SIDE		KPR235
MORDEN04	0	FOOD	RESTAURAN	CHRISTMAS		KPR235
MORDEN03	0	FOOD	BARMEALS	STARTERS		KPR235
MORDEN04	0	FOOD	RESTAURAN	MAINS		KPR235
MORDEN03	0	FOOD	RESTAURAN	BBQ		KPR235
MORDEN04	0	FOOD	RESTAURAN	SIDE		KPR235
MORDEN03	0	FOOD	RESTAURAN	BUFFET		KPR235
MORDEN04	0	FOOD	RESTAURAN	STARTERS		KPR235
MORDEN03	0	FOOD	RESTAURAN	CANAPE		KPR235

MORDEN03	1	BEVERAGE				PR231
MORDEN04	1	BEVERAGE				PR231
MORDEN05	1	BEVERAGE				PR231
MORDEN06	1	BEVERAGE				PR231
MORDEN07	1	BEVERAGE				PR231

Location	Enter the TILL description here.
Priority	Priority is the order in which the item groups will appear on the print out, for instance : Starters - Priority 1, Mains – Priority 2, Sides – Priority 3, Coffee – Priority 4, Desserts – Priority 5.....etc
Dept/Cat/Group	Dept/Cat/Group of the items to be routed.
Kitchen Code	A kitchen code can be attached to the sales items and then entered in this table instead of Dept/Cat/Group.
Printer	Enter the printer the sales items are to be routed to. The above examples show food items going to a kitchen printer and drinks items to a receipt printer acting as a dispense printer.

