Oracle® Hospitality Torex ABS-POS

Configuration Wizards Guide

April 2016

About this Document

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

This document is a PDF rendition of the Help that you received when you first purchased Torex ABS-POS and may have formatting inconsistencies.

Introduction

Two wizards have been developed to simplify system configuration for an outlet running ABS-POS software.

The sales wizard is used to create, modify and delete till screens and the layout of the screens including the table layout screen. Sales items can be created or modified as to how they are reported, printed and sold. Selling prices can be updated for each sales item by trading area and mode.

The outlet configuration wizard is used to create, modify and delete the configuration of terminals, receipt and kitchen printers, and trading areas within the outlet using a drag and drop interface.

What would you like to do ?

- **Learn about the Sales wizard**
- **Learn about the Outlet Configuration wizard**

Overview

The sales wizard is a powerful and sophisticated management tool that allows creation and maintenance of the sales and table layout screens displayed on the tills. The sales screens contains buttons that represent the items sold at a outlet along with their appropriate modifiers (allows items to be sold in various quantities or different forms) and preparation instructions. Other buttons route to additional sales screens or provide a function such as a payment type. Triggers and promotions associated to sales items can also be created and maintained.

Each of the sales screen layouts can be viewed and the individual sale item buttons modified regarding their names, links to other screens, messages shown and selling prices. New screens and sales items can be created or existing buttons can be added to the screen layouts.

The original wizard has been modified to provide extended local management of sales items so that outlets can easily update sales items. The **Local Sales Wizard** allows the amendments of sales item descriptions, cost prices, selling prices, and BSI Routes for sales items. It is not possible to create or delete sales items from the this wizard and only the details of those centrally configured sales items can be amended.

What would you like to do ?

- **Display the main sales screen**
- **Display other sales screens**
- **Manage the button layout**
- **Add a table**
- **Add a sales item**
- **Create a promotion**
- **Change selling prices**
- **Locally manage sales items**

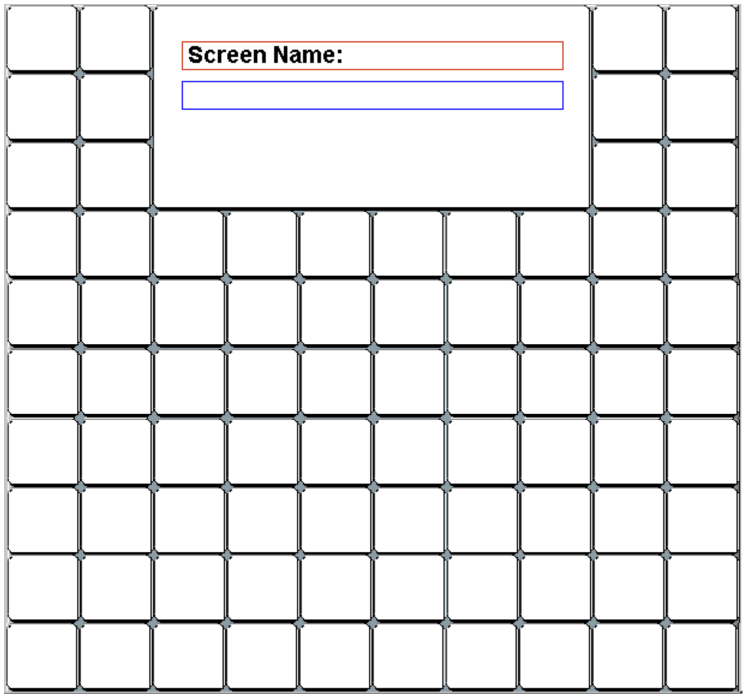
Creating Your Screen Layouts

Progress through each of the topics shown below for a general guide to creating your screen layouts. Links to more detailed procedures are provided within the appropriate topics.

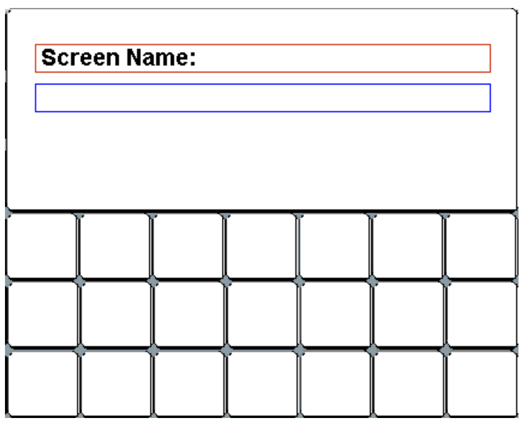
1. Create **screen headers**.
2. Add items: **sales items**, **multi sales items**, **multi item descriptors**, **kitchen messages**, **function buttons**.
3. **Link items** to other screens so the next till screen in a chain is automatically displayed.
4. Add **triggers** to selected sales items such that a reminder message is displayed or a prompt is shown for additional items to be sold when the sales item is selected on the till screen.
5. Create **promotions**.
6. Set up **tables**.
7. Rearrange layouts - **move**/**resize** buttons.
8. **Save layouts**.

Screen Templates

Print out this page and use these templates when designing your screen layouts.

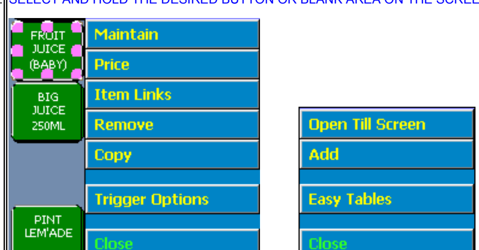


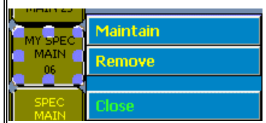
Handheld terminal screen layout.

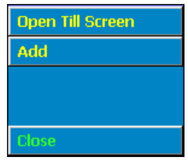


About the Pop-Up Menu

Pop-up menus contain a variety of options for selection. The options available depend on the button (sales item, screen header, kitchen message, and so on) selected or if the pop-up menu was opened from a blank area of the screen.

Action	What to do
To display a pop-up menu:	SELECT AND HOLD THE DESIRED BUTTON OR BLANK AREA ON THE SCREEN AND RIGHT-CLICK.  Relevant options available are displayed.
To display a pop-up menu from a locally managed configuration:	SELECT AND HOLD THE DESIRED BUTTON OR BLANK AREA ON THE SCREEN AND RIGHT-CLICK.

<table>
<tr><td></td><td>



Relevant options available are displayed.</td></tr>
</table>

About the Toolbar

The sales wizard toolbar provides a quick way to open till screens, navigate between screens and as a shortcut to maintaining properties and selling prices.

Button	Meaning
	To open a till screen.
	To return to the previous screen.
	To go forward a screen.
	To maintain the selected item.
	To remove the selected item.
	To change the selected items price.

About the Till Screen Navigation Window

The Till Navigation window provides:

- navigation between opened sales screens
- layouts (style of screens) to be changed
- access to the Explorer window
- access to the help topics
- the last action to be undone
- any changes to the buttons or screen layouts to be saved

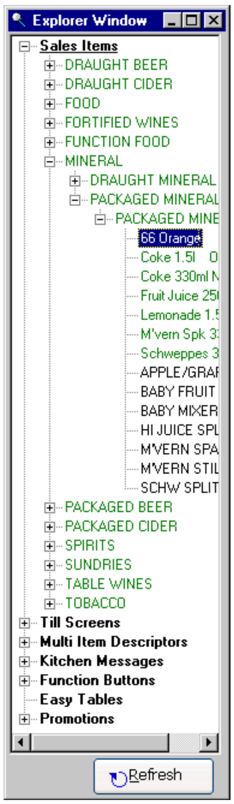
About the Explorer Window

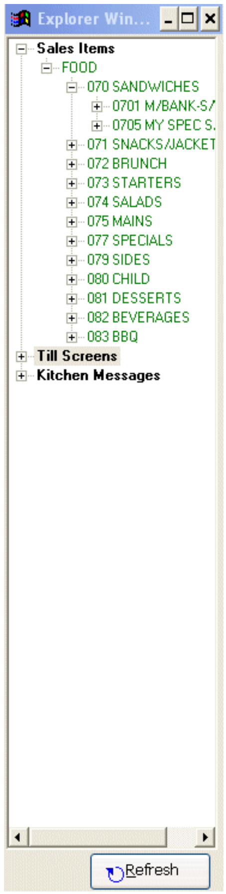
The Explorer Window is accessed by clicking on the Explorer button on the **Till Screen Navigation** window. It provides a quick way of adding existing buttons to the screen layout using a drag and drop method.

Double-clicking an item allows it to be maintained.

When the Sales Wizard is configured for **Local Sales Item Maintenance**, the items for selection have been filtered to only display those items, till screens, messages and so on, that are configured to be visible to the outlet as shown in the second example below.

Note: You may need to use the Refresh button to update the tree view if any new screens or buttons have been created since the Explorer Window has been opened.





Screens Overview

Each of the till screen layouts can be viewed and the individual buttons modified. New sales screens can be created or existing sales screens can be added.

What would you like to do ?

- **Display the main sales screen**
- **Display other sales screens**
- **Navigate between screens**
- **Create a new sales screen**
- **Add an existing sales screen**
- **Change the name of the sales screen**
- **Remove a sales screen**
- **Manage the button layout**
- **Change a layout style**

Viewing Layouts

Layouts represent the collection of sales screens for an outlets style of operation.

There may be different main sales screen layouts for each area in an outlet to represent the different styles of operation. For example, in a bar area, the main sales screen typically represent drinks sold, with a button linking to the 'Food' collection of sales screens. Likewise in a restaurant area, the main sales screen typically represent the food items sold, with a button linking to the 'Drinks' collection of sales screens. However, a bar style main sales screen may be set up for one of the terminals in the restaurant area for convenience. Fewer buttons can be placed on a handheld terminal resulting in a different layout to the fixed terminal layout.

Note: The bar style layout is shown as default when the wizard is first opened.

Action	What to do
To change a layout:	DOUBLE-CLICK DESIRED LAYOUT ON THE **Till Screen Navigation** WINDOW.  The main sales screen for the selected style of operation is displayed.

Subsequently, all **other sales screens** can be accessed from the main sales screen by using one of the following methods:

- **Pop-Up** menu or
- **Toolbar** or
- drilling down through the layers

If Outlet Maintained PIL functionality is not used, all till screens are maintainable via the Sales Wizard. If Outlet Maintained PIL functionality is used, centrally maintained till screens have [READ ONLY] within the title and it is not possible to amend the contents of the till screen, only to navigate to other till screens. The layout of till screens configured as Outlet Maintained PIL can be maintained.

Accessing Other Sales Screens

Other sales screens can be accessed from the main sales screen by:

- drilling down through the layers
- using the **Pop-Up** menu
- using the **Toolbar**

Once sales screens are open they can be re-accessed via the **Till Screen Navigation** window.

Action	What to do
To drill down and open a specific sales screen:	CLICK THE DESIRED SALES SCREEN HEADER BUTTON. When the button is selected, it has eight small selection handles around it. For example,  CLICK THE ARROW ICON. The layout of the buttons on the selected sales screen is displayed and the sales screen is added to the list of open screens in the Till Screen Navigation window.
To drill up and return to the main sales screen:	CLICK THE BACK ARROW ON THE TOOLBAR OR DOUBLE-CLICK THE SCREEN HEADER FROM THE **Till Screen Navigation** LIST.
To open a sales screen from the Till Screen Navigation window:	DOUBLE-CLICK THE SCREEN HEADER FROM THE LIST.

EXAMPLE

Opening Screens using the Pop-Up Menu

Screen contents can be displayed by using the pop-up menu. The pop-up menu displayed depends on whether the screen header button is selected or if the pop-up menu is opened from a blank area of the screen.

Action	What to do
To open a selected sales screen from the pop-up menu:	CLICK AND HOLD THE DESIRED SALES SCREEN HEADER BUTTON. SELECT THE Open Selected Screen OPTION. The layout of the buttons on the selected sales screen is displayed and the sales screen is added to the list of open screens in the **Till Screen Navigation** window.
To open a sales screen from the pop-up menu:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Open Till Screen OPTION. SELECT A SCREEN HEADER FROM THE LIST AVAILABLE. CLICK THE Open BUTTON. The layout of the buttons on the selected sales screen is displayed and the sales screen is added to the list of open screens in the **Till Screen Navigation** window.

EXAMPLE (selected button)

EXAMPLE (blank screen)

Opening Screens using the Toolbar

Alternatively, screen layouts can be displayed by using the toolbar.

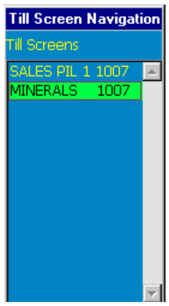
Action	What to do
To open a sales screen from the toolbar:	CLICK THE OPEN FOLDER ICON ON THE TOOLBAR. SELECT A SCREEN HEADER FROM THE LIST AVAILABLE. CLICK THE Open BUTTON. The layout of the buttons on the selected sales screen is displayed and the sales screen is added to the list of open screens in the **Till Screen Navigation** window.

EXAMPLE

Navigating Between Screens

Once sales screens are open, navigation between sales screens is available via the **Till Screen Navigation** window or by using navigation buttons on the Toolbar.

Action	What to do
To open a sales screen from the Till Screen Navigation window:	DOUBLE-CLICK THE SCREEN HEADER FROM THE LIST. The layout of the buttons on the selected sales screen is displayed.



Creating New Screen Headers

New screens are created in two stages: First, the screen header is created, then buttons (sales items, multi item descriptors, kitchen messages, other sales screens, promotions, easy tables and function buttons) can be added to the layout.

Note: Not applicable when using the **Local Sales Wizard**

Action	What to do
To create a sales screen header:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. CLICK THE Create a New Item BUTTON. CLICK THE Till Screen BUTTON. ENTER A NAME FOR THE NEW SALES SCREEN. Three lines of up to 7 characters are available for the button name. ENTER THE BUTTON NAME TO APPEAR ON THE SCREEN OR PRESS THE Enter KEY TO AUTOMATICALLY POPULATE. Some screens are used for item links (that is the next screen is automatically shown. For example, after choosing a sales item the next screen automatically shows the bread choices, or sauces, or cooking instructions for that item). SELECT THE This screen is for Item Links only CHECK BOX IF REQUIRED. CLICK THE Next BUTTON. CLICK THE Finish BUTTON. The button (new sales screen) is added to the sales screen. SELECT THE BUTTON AND CLICK THE ARROW, TO DISPLAY THE SCREEN LAYOUT.

EXAMPLE

Changing a Screen Header

Note: Not applicable when using the **Local Sales Wizard**

Action	What to do
To change a sales screen header:	CLICK AND HOLD THE TILL SCREEN BUTTON. CLICK THE Maintain OPTION. AMEND TEXT AS REQUIRED. CLICK THE Finish BUTTON.

EXAMPLE

Copying Screens

To create a new screen, you can copy an existing screen and then amend the details of the copied screen.

Note: Not applicable when using the **Local Sales Wizard**

Action	What to do
To copy a screen:	CLICK AND HOLD THE TILL SCREEN BUTTON. SELECT THE Copy OPTION. ENTER A NEW NAME. CLICK THE OK BUTTON.

EXAMPLE

Adding Existing Screens

Existing till screens (one that has been previously created) can be added to any of the other sales screens. For example, you may wish to add the button representing the till screen showing the instructions to the chef on several sales screens.

Screens can be added to other screen layouts by dragging the till screen button from the Explorer Window or by using a wizard.

Method	What to do
To display the Explorer Window:	CLICK THE Explorer BUTTON ON THE Till Screen Navigation WINDOW.
To add a till screen from the Explorer Window:	EXPAND THE Till Screen BUTTON TYPE. SCROLL AS NECESSARY AND SELECT THE REQUIRED ITEM. DRAG INTO POSITION ONTO THE SCREEN LAYOUT. SELECT THE BUTTON AND CLICK THE ARROW, TO DISPLAY THE SCREEN LAYOUT.

Alternatively, till screen buttons can be added to the screen layout by using a wizard.

Action	What to do
To add a till screen button from the Pop-Up menu:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. SELECT THE Choose an Existing Item BUTTON. SELECT THE Till Screen BUTTON. The Item Picker window opens displaying a list of available screens. SELECT A Till Screen FROM THOSE SHOWN. CLICK THE Finish BUTTON. The till screen button is added to the screen layout. SELECT THE BUTTON AND CLICK THE ARROW, TO DISPLAY THE SCREEN LAYOUT.

EXAMPLE

Removing Screens

Buttons representing screens can be removed from the screen layout either individually or as a group. They are not deleted from the system, hence they can be added back later if required.

Action	What to do
To remove an individual screen from the screen layout:	CLICK AND HOLD THE SCREEN HEADER TO DELETE. SELECT THE Remove OPTION. A confirmation window opens. CLICK THE Yes BUTTON.

EXAMPLE

Action	What to do
To remove a group of till screens from the screen layout:	CLICK A BLANK AREA NEAR ONE OF THE BUTTONS TO REMOVE. DRAG CURSOR OVER THE GROUP OF BUTTONS AND RELEASE. CLICK THE REMOVE BUTTON ON THE TOOLBAR. A confirmation window opens. CLICK THE Yes BUTTON.

EXAMPLE

Buttons Overview

Sales screens displayed on a till show buttons. These buttons represent the sales items, their appropriate modifiers and preparation instructions (kitchen messages). Other buttons open other sales screens or provide a function such as printing a bill.

Buttons may be added, copied, deleted, resized or moved.

What would you like to do ?

- Select a single button
- Add a sales button
- Move a button
- Delete a button
- Resize a button
- Copy a button

Button Colours

Different types of buttons are represented by colour in the sales wizard as shown below:

Button	Colour	Example
Screen headers	Navy	MINERAL LIST
Standard sales item	Green	HAMLET SINGLE
Standard sales item with item link	Green with yellow text	S/W PRAWNS
Standard sales item with trigger	Green with orange text	MEAT PLATTER
Standard sales item with trigger and item link	Green with green text	SIRLOIN STEAK
Multi sales item	Yellow	SPECIAL BITTER
Special sales item	Khaki	MY SPEC MAIN 07
Special sales item with item link	Khaki with yellow text	MY SPEC MAIN 21
Multi item descriptor	Purple	******* SHANDY *******
Kitchen messages	Lilac	WELL DONE
Function buttons	Red	CASH PAY

Selecting Buttons

Buttons on the screen layout require selecting before they can be moved, copied, deleted, resized or have their properties changed. This topic explains selecting buttons from the displayed screen layout.

Action	What to do
To select an individual button:	CLICK THE DESIRED BUTTON. When the button is selected, it has eight small selection handles around it. For example, FRUIT JUICE (BABY) The item and (price if sales item) is shown in the command window.

EXAMPLE

Moving Buttons

Individual buttons may be repositioned to another location on the screen layout without the need of deleting and adding the button again.

Action	What to do
To move a button to a different position:	SELECT BUTTON TO MOVE.  DRAG TO DESIRED POSITION.

Deleting Buttons

Buttons representing sales items, multi item descriptors or kitchen messages can be removed from the screen layout either individually or as a group. They are not deleted from the system, hence they can be added back later if required.

Action	What to do
To remove a button from the screen layout:	CLICK AND HOLD THE BUTTON TO DELETE. SELECT THE Remove OPTION. A confirmation window opens. CLICK THE Yes BUTTON.

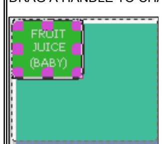
EXAMPLE

Action	What to do
To remove a group of buttons from the screen layout:	CLICK A BLANK AREA NEAR ONE OF THE BUTTONS TO REMOVE. DRAG CURSOR OVER THE GROUP OF BUTTONS AND RELEASE. CLICK THE REMOVE BUTTON ON THE TOOLBAR. A confirmation window opens. CLICK THE Yes BUTTON.

EXAMPLE

Resizing Buttons

Individual buttons may be resized on the layout.

Action	What to do
To change the size of a button:	SELECT BUTTON.  When the button is selected, it has eight small selection handles around it. The corner handles enable you to resize a button from two sides. The middle handles enable scaling from just one side. Whenever, you drag a handle, the opposite handle stays anchored to its current position. DRAG A HANDLE TO CHANGE ITS SIZE.  A button can only be resized in proportion to the original button size that is double its width or height, or both as shown below.  The text size shown on the button will automatically adjust with the resizing of a button.

Copying Buttons

To create a new sales item you can copy from an existing sales item and then amend the sales item details of the copied button.

Action	What to do
To copy a button:	CLICK AND HOLD THE BUTTON TO COPY. SELECT THE Copy OPTION. ENTER A NEW NAME. CLICK THE OK BUTTON.

EXAMPLE

Sales Items Overview

Many of the buttons shown on the till screens represent sales items. These are divided into standard sales items (shown as green buttons), special items (shown as khaki buttons) or multi sales items (shown as yellow buttons). A multi sales item is one that is sold in many ways such as a draught product or wines. Typically a draught beer can be sold in different quantities (half, pint, 4pt pitcher, taster, and so on) and forms (shandy, top, cordial, and so on) and therefore, it is not recommended to have a single button for each permutation of a sales item. To reduce the number of buttons displayed on a terminal screen, a multi sales item should be generated for these types of products.

For your convenience, a wizard is used to create new sales items and for multi items, it automatically generates the different combinations of sales items possible. Alternatively, new sales items can be created by copying and amending an existing sales item.

Locally managed sales items are maintained via the **Local Sales Wizard**.

Existing (previously created) sales items can be added to the screen layout using a wizard or by dragging them from the Explorer Window either individually or by hierarchy level. If a multi sales item is added, the corresponding descriptors are automatically added too.

What would you like to do ?

- **Create a new standard sales item**
- **Create a new multi sales item**
- **Add an existing sales item**
- **Change details of a standard sales item**
- **Change details of a multi sales item**

Creating Standard Sales Items

New sales items can be created or alternatively, existing sales items can be **copied** and amended to create a new sales item.

The following information is required for each sales items created: Name, sales item group, print group, print format, tax group, selling price for each trading area and trading mode.

Action	What to do
To create a standard sales item:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. CLICK THE Create a New Item BUTTON. CLICK THE Sales Item BUTTON. CLICK THE Standard Sales Item BUTTON. ENTER A NAME FOR THE NEW SALES ITEM. The name entered here (up to 16 characters) is used for reporting purposes, is viewed in the kitchen and printed on the bills and receipts. Three lines are provided for the button name but for a single line of text use the middle line. Each line of text may be up to 7 characters long. ENTER THE BUTTON NAME TO APPEAR ON THE SCREEN OR PRESS THE Enter KEY TO AUTOMATICALLY POPULATE THESE FIELDS. CLICK THE Next BUTTON. SELECT A Printer Group FROM THOSE AVAILABLE. The Printer Group defines the destination at which the item ordered is printed. For example, where orders for food items need to be printed out in the food preparation area. SELECT A Printer Format FROM THOSE AVAILABLE. Items with the same print format are grouped together on the printout. CLICK THE Next BUTTON. SELECT A Sales Item Group FROM THOSE AVAILABLE. SELECT A Tax Group. CLICK THE Next BUTTON. ENTER A SELLING PRICE FOR EACH TRADING MODE. **Tip: Use the arrow keys to navigate the pricing cells.** If different prices are required for separate trading areas: CLEAR THE CHECK BOX AND ENTER A SELLING PRICE FOR EACH TRADING MODE. CLICK THE Next BUTTON. CLICK THE Finish BUTTON. The button (new sales item) is added to the sales screen.

EXAMPLE

The new button can be **resized** and/or **moved** to a new location within the screen and/or added to other sales screens and the sales item properties maintained.

Changing Standard Sales Item Details

Once created, the details of a sales item can be modified.

Action	What to do
To change the sales item details:	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Maintain OPTION. The Sales Item Wizard opens. AMEND SALES ITEM OR BUTTON NAME AS REQUIRED. CLICK THE Next BUTTON.

	AMEND THE PRINTER GROUP OR PRINTER FORMAT AS REQUIRED. CLICK THE Next BUTTON. CHANGE GROUP IF REQUIRED. CLICK THE Next BUTTON. CHANGE PRICES FOR EACH TRADING MODE AND TAX GROUP AS REQUIRED. CLICK THE Next BUTTON. CLICK THE Finish BUTTON.

EXAMPLE

Creating Multi Sales Items

New multi sales items can be created or alternatively, existing multi sales items can be **copied** and amended to create a new multi sales item.

Action	What to do
To create a multi sales item:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. CLICK THE Create a New Item BUTTON. CLICK THE Sales Item BUTTON. CLICK THE Multi Item BUTTON. CLICK THE Next BUTTON. ENTER A NAME FOR THE NEW MULTI SALES ITEM. The name entered here (up to 16 characters) is used for reporting purposes, is viewed in the kitchen and printed on the bills and receipts. Three lines are provided for the button name but for a single line of text use the middle line. Each line of text may be up to 7 characters long. ENTER THE BUTTON NAME TO APPEAR ON THE SCREEN OR PRESS THE Enter KEY TO AUTOMATICALLY POPULATE THESE FIELDS. CLICK THE Next BUTTON. SELECT A Sales Item Group FROM THOSE AVAILABLE. SELECT A DEFAULT Item Descriptor FROM THOSE AVAILABLE. The default Item Descriptor is typically the most common quantity in which the Sales Item will be sold at the point of sale for example, Small, Pint, Single, Scoop, and so on. CLICK THE Next BUTTON. ENTER A PRICE FOR EACH MULTI SALES ITEM VARIANT REQUIRED. If selling prices are different for each trading mode and trading area see note below. SELECT A Tax Group. CLICK THE Next BUTTON. SELECT A Printer Group FROM THOSE AVAILABLE. The Printer Group defines the destination at which the item ordered is printed. For example, where orders for food items need to be printed out in the food preparation area. SELECT A Printer Format FROM THOSE AVAILABLE. Items with the same print format are grouped together on the printout. CLICK THE Next BUTTON. CLICK THE Finish BUTTON. The buttons (new multi sales item and the relevant descriptor buttons) are added to the sales screen.

EXAMPLE

These buttons can be **resized** and/or **moved** to a new location within the screen and/or added to other sales screens and the sales item properties maintained.

Note: If selling prices are different for each trading mode and trading area, entry of the selling price can be omitted on this wizard. When the multi sales item has been added, select the sales item button and click the Price button on the toolbar. Selling prices for each trading area and trading mode can be entered here in one window.

Changing Multi-Sales Item Details

Typically a draught beer can be sold in different quantities (half, pint, 4pt pitcher, taster, and so on) and forms (shandy, top, cordial) that is they are variants of one product. Multi sales items (shown as yellow buttons) are generated from two components: the product and one of the various modifiers permitted for that product type.

Note: If a multi sales item has been sold, some of the details cannot be changed as these could affect the reports.

Action	What to do
To change the multi sales item details (Print Group, Print Format, Sales Group, Default Descriptor):	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Maintain OPTION. CLICK THE Maintain the selected Multi Item BUTTON. AMEND DETAILS AS REQUIRED. CLICK THE Next BUTTON TO PROGRESS THROUGH THE WIZARD AND AMEND DETAILS AS REQUIRED. Once all amendments have been made, CLICK THE Finish BUTTON TO EXIT.
To change the associated sales item details (Button Name, Selling Prices, Tax Group):	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Maintain OPTION. CLICK THE Maintain the associated Sales Items BUTTON. SELECT A SALES ITEM. CLICK THE Maintain BUTTON.

	AMEND DETAILS AS REQUIRED. CLICK THE Next BUTTON TO PROGRESS THROUGH THE WIZARD AND AMEND DETAILS AS REQUIRED. Once all amendments have been made, CLICK THE Finish BUTTON. SELECT ANOTHER SALES ITEM TO MAINTAIN OR CLICK THE Finish BUTTON TO EXIT.

EXAMPLE (Multi Sales Item Details)

EXAMPLE (Associated Sales Item Details)

Adding Existing Sales Items

Existing (previously created) sales items may be added to the screen layout using a wizard or by dragging them from the Explorer Window either individually or by hierarchy. If a multi sales item is added, the corresponding descriptors are automatically added too.

Action	What to do
To add a sales item using a wizard:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. SELECT THE Choose an Existing Item BUTTON. CLICK THE Sales Item BUTTON. The Sales Item Picker window opens. EITHER SELECT A Sales Item Group AND Sales Item FROM THOSE SHOWN, OR USE THE Search BUTTON. CLICK THE Finish BUTTON. The Sales Item button is added to the screen layout and may be re-positioned as necessary.

EXAMPLE

Method	What to do
To display the Explorer Window:	CLICK THE Explorer BUTTON ON THE Till Screen Navigation WINDOW.
To add a button from the Explorer Window:	EXPAND THE HIERARCHY LEVELS WITHIN THE Sales Item BUTTON TYPE. SCROLL AS NECESSARY AND SELECT THE REQUIRED ITEM. DRAG INTO POSITION.
To add a group of buttons from the Explorer Window:	EXPAND THE HIERARCHY LEVELS WITHIN THE Sales Item BUTTON TYPE. SELECT THE REQUIRED LEVEL. DRAG INTO POSITION. All sales item from the selected group are added.

EXAMPLE

Adding Multi-Item Descriptors

Multi item descriptors may be added to the screen layout by dragging them from the Explorer Window or alternatively by using a wizard. If a multi sales item is added to the screen layout, the corresponding descriptors are automatically added too. Details of the multi item descriptors cannot be modified.

Method	What to do
To display the Explorer Window:	CLICK THE Explorer BUTTON ON THE Till Screen Navigation WINDOW.
To add a descriptor from the Explorer Window:	EXPAND THE Multi Item Descriptors BUTTON TYPE. SCROLL AS NECESSARY AND SELECT THE REQUIRED ITEM. DRAG INTO POSITION.
To add a descriptor using a wizard:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. SELECT THE Choose an Existing Item BUTTON. CLICK THE Multi Item Descriptor BUTTON. The Item Picker window opens. EITHER SELECT A Descriptor FROM THOSE SHOWN OR USE THE Search BUTTON. CLICK THE Finish BUTTON. The Descriptor button is added to the screen layout.

Adding Kitchen Messages

Kitchen messages may be added to the screen layout by dragging them from the Explorer Window or alternatively by using a wizard.

Method	What to do
To display the Explorer Window:	CLICK THE Explorer BUTTON ON THE Till Screen Navigation WINDOW.
To add a kitchen message from the Explorer Window:	EXPAND THE Kitchen Messages BUTTON TYPE.

	SCROLL AS NECESSARY AND SELECT THE REQUIRED ITEM. DRAG INTO POSITION.
To add a kitchen message using a wizard:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. SELECT THE Choose an Existing Item BUTTON. CLICK THE Kitchen Messages BUTTON. The Item Picker window opens. EITHER SELECT A Message FROM THOSE SHOWN OR USE THE Search BUTTON. CLICK THE Finish BUTTON. The kitchen message button is added to the screen layout.

Changing Kitchen Messages

Kitchen messages can be changed.

Method	What to do
To change a kitchen message:	CLICK AND HOLD THE KITCHEN MESSAGE BUTTON. CLICK THE Maintain OPTION. The Rename Kitchen Message Wizard opens. AMEND KITCHEN MESSAGE AS REQUIRED. CLICK THE Next BUTTON. CLICK THE Finish BUTTON.

Adding Function Buttons

Function buttons may be added to the screen layout by dragging them from the Explorer Window. Details of the function buttons cannot be modified.

Method	What to do
To display the Explorer Window:	CLICK THE Explorer BUTTON ON THE Till Screen Navigation WINDOW.
To add a Function button from the Explorer Window:	EXPAND THE Function Buttons TYPE. SCROLL AS NECESSARY AND SELECT THE REQUIRED ITEM. DRAG INTO POSITION.
To add a function button using a wizard:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. SELECT THE Choose an Existing Item BUTTON. CLICK THE Function Button OPTION. The Item Picker window opens. EITHER SELECT A Function FROM THOSE SHOWN OR USE THE Search BUTTON. CLICK THE Finish BUTTON. The function button is added to the screen layout.

Sales Item Links Overview

Standard sales items may be linked such that the next till screen in a chain is automatically displayed. This sequence of screens prompts you through a probable selection of items, for example, when a sandwich is selected, the till screen for bread choice can be shown automatically. After making the bread choice, you are returned to the original till screen to continue with the next command.

What would you like to do ?

- **Create a sales item link**
- **Change a sales item link**
- **View a sales item link**

Creating Sales Item Links

Action	What to do
To create a sales item link:	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Item Links OPTION. SELECT A SCREEN TO ADD FROM THE Available Till Screens LIST AND CLICK THE Add BUTTON. REPEAT THE ABOVE STEP FOR EACH SCREEN. The sequence of screens can be **changed**.

	CLICK THE Save BUTTON. CLICK THE OK BUTTON. CLICK THE Close BUTTON TO EXIT. The sales item button name is displayed in yellow text (or with green text if a trigger is associated with this sales item).

EXAMPLE

Changing Sales Item Links

Action	What to do
To change a sales item link:	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Item Links OPTION. SELECT A TILL SCREEN. SELECT THE Add OR Remove BUTTON AS APPROPRIATE. The sequence of screens can be **changed** if required. CLICK THE Save BUTTON. CLICK THE OK BUTTON. CLICK THE Close BUTTON TO EXIT.

EXAMPLE

Viewing Sales Item Links

Sales items that have a link to another till screen are shown with yellow text (or with green text if a trigger is associated with this sales item).

Action	What to do
To view a sales item link screen:	CLICK THE Item Link Icon. The till screens associated with the sale item are shown. SELECT A TILL SCREEN TO VIEW.

EXAMPLE

Re-Ordering Item Link Screens

When creating or changing sale item links, the order the screens appear within the Selected Till Screens list affect the sequence they are used.

Action	What to do
To re-order sales item link screens:	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Item Links OPTION. SELECT THE GREY CELL OF THE TILL SCREEN TO MOVE. A double headed arrow is shown. DRAG TO THE DESIRED POSITION.

EXAMPLE

Triggers Overview

Sales items may have triggers associated with them such that a reminder message is displayed or a prompt is shown for additional items to be sold when the sales item is selected on the till screens.

What would you like to do ?

- **Create a trigger**
- **Maintain a trigger**

Creating Triggers

Five types of triggers can be created and **maintained**:

- **Table Prompts** are used for tab number entry whilst requesting food when selected from the bar style terminals
- **User Messages** such as when certain food dishes (for example, fish dishes) are selected a message is displayed that the chosen dish may contain small bones
- **User Confirmations** before a sale can be completed such as to verify the customer is over 16 when selecting tobacco products

- **Product Replacement** triggers such as upgrading selected sales items to a larger size
- **Product Addition** triggers such as the addition of a sauce or a side order to the sales item selected

Creating Table Prompts

A prompt for entry of a tab number whilst requesting food when selected from the bar terminals can be created from any sales item within the food hierarchy.

Action	What to do
To create a table prompt trigger:	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Triggers OPTION. If a trigger has previously been setup: CLICK THE Create a New Trigger BUTTON. SELECT THE Table Prompt Trigger OPTION. SELECT THE LEVEL OF HIERARCHY TO TAKE EFFECT. CLICK THE Next BUTTON. SELECT THE TIME TO DISPLAY THE TABLE PROMPT MESSAGE. CLICK THE Next BUTTON. CLICK THE Finish BUTTON.

EXAMPLE

Creating User Messages

User messages such as when certain food dishes (for example, fish dishes) are selected a message that it may contain bones is shown.

Action	What to do
To create a user message trigger:	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Triggers OPTION. If a trigger has previously been setup: CLICK THE Create a New Trigger BUTTON. SELECT THE User Message Trigger OPTION. SELECT THE LEVEL OF HIERARCHY TO TAKE EFFECT. CLICK THE Next BUTTON. ENTER THE MESSAGE TO DISPLAY. SELECT THE CHECK BOX IF REQUIRED. CLICK THE Next BUTTON. SELECT THE TIME TO DISPLAY THE MESSAGE. CLICK THE Next BUTTON. CLICK THE Finish BUTTON.

EXAMPLE

Creating User Confirmations

User confirmations such as to verify the customer is over 16 when selecting tobacco products before the sale of tobacco products can be completed can be created.

Action	What to do
To create a user confirmation trigger:	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Triggers OPTION. If a trigger has previously been setup CLICK THE Create a New Trigger BUTTON. SELECT THE User Confirmation Trigger OPTION. SELECT THE LEVEL OF HIERARCHY TO TAKE EFFECT. CLICK THE Next BUTTON. ENTER THE MESSAGE TO DISPLAY. SELECT THE CHECK BOX IF REQUIRED. CLICK THE Next BUTTON. SELECT THE TIME TO DISPLAY THE MESSAGE. SELECT Yes OR No AS THE COMPLETING THE TRANSACTION RESPONSE. Select the Yes option button if the response to the message is yes to complete the transaction. For example, “Is customer over 16?” - A response of Yes would complete the transaction. CLICK THE Next BUTTON. CLICK THE Finish BUTTON.

EXAMPLE

Creating Product Replacements

Product replacement triggers such as upgrading selected sales items to a larger size can be created.

Action	What to do
To create a product replacement trigger:	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Triggers OPTION. If a trigger has previously been setup: CLICK THE Create a New Trigger BUTTON. SELECT THE Product Replacement Trigger OPTION. SELECT THE LEVEL OF HIERARCHY TO TAKE EFFECT. CLICK THE Next BUTTON. ENTER THE MESSAGE TO DISPLAY. SELECT THE CHECK BOX IF REPEAT MESSAGE IS REQUIRED. CLICK THE Next BUTTON. SELECT THE TIME TO DISPLAY THE MESSAGE. SELECT Yes OR No AS THE COMPLETING THE TRANSACTION RESPONSE. CLICK THE Next BUTTON. SELECT THE REPLACEMENT PRODUCT. CLICK THE Next BUTTON. CLICK THE Finish BUTTON.

EXAMPLE

Creating Product Additions

Product addition triggers such as the addition of a sauce or a side order to the sales item selected can be created.

Action	What to do
To create a product replacement trigger:	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Triggers OPTION. If a trigger has previously been setup: CLICK THE Create a New Trigger BUTTON. SELECT THE Product Addition Trigger OPTION. SELECT THE LEVEL OF HIERARCHY TO TAKE EFFECT. CLICK THE Next BUTTON. ENTER THE MESSAGE TO DISPLAY. SELECT THE CHECK BOX IF REQUIRED. CLICK THE Next BUTTON. SELECT THE TIME TO DISPLAY THE MESSAGE. SELECT Yes OR No AS THE COMPLETING THE TRANSACTION RESPONSE. CLICK THE Next BUTTON. SELECT THE ADDITIONAL PRODUCT. CLICK THE Next BUTTON. CLICK THE Finish BUTTON.

EXAMPLE

Maintaining Triggers

Five types of triggers can be created and maintained:

- Table Prompts for table numbers whilst requesting food when selected from the bar terminals
- User Messages such as when certain food dishes are selected a message that it may contain bones
- User Confirmations before a sale can be completed such as to verify the customer is over 16 when selecting tobacco products
- Product Replacement triggers such as upgrading to a larger version
- Product Addition triggers such as the addition of a sauce or a side order to the sales item selected

Action	What to do
To change properties of a trigger:	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Triggers OPTION. CLICK THE Maintain an existing Trigger BUTTON. SELECT THE Trigger Type.

	AMEND DETAILS AS REQUIRED. CLICK THE Next BUTTON TO PROGRESS THROUGH THE WIZARD. CLICK THE Finish BUTTON TO SAVE THE CHANGES.

Removing Triggers

Action	What to do
To remove a trigger:	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Triggers OPTION. CLICK THE Maintain an existing Trigger BUTTON. SELECT THE Trigger Type. CLICK THE Remove BUTTON. CLICK THE Finish BUTTON.

Promotions Overview

Sales promotions or discounts, such as 10% off starters, or meal deals, (combinations of items for a set price) can be set up. A promotion is activated by the touching of the appropriate button on the sales screen of the terminal and applies to the current transaction only. Each promotion has associated parameters that set up the promotion criteria and if the order meets the minimum trigger requirement for the promotion, then a benefit is initiated.

What would you like to do ?

- **Create a promotion**
- **Maintain a promotion**

Creating Promotions

Six styles of promotions can be created and **maintained**:

- **Meal Deals**: A meal combination sold for a set price for example 'Any burger and a bottled lager for £4.00'.
- **Percentage Discounts**: A fixed percentage is applied to the bill (entire or part) for example '10% off starters'.
- **Conditional Percentage Discounts**: A percentage discount is given if a certain condition is met, for example 'Spend £30 on food and get your drinks half price'.
- **Conditional Value Discounts**: A discount is given if a certain event occurs for example 'Spend £12 and receive £5 off'.
- **Price Overrides**: A product price is overridden automatically or manually for example 'Early Bird Special - any main meal for £5.00'.
- **Conditional Product Discount/Price Overrides**: Allows a money off discount or price override if a certain condition is met for example 'Free chips when 12" pizza is bought' or 'Buy 1 Get 1 Free' or '£1.50 each, 2 for £2.00'.

Meal Deals

A meal combination sold for a set price for example 'Any burger and a bottled lager for £4.00'.

Action	What to do
To create a meal deal promotion:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. CLICK THE Create a New Item BUTTON. CLICK THE Promotion BUTTON. CLICK THE Meal Deal BUTTON. ENTER THE PROMOTIONAL NAME. SELECT THE DATES, TIMES AND DAYS AS REQUIRED. CLICK THE Next BUTTON. SELECT AN AUTHORITY LEVEL. ENTER A VOUCHER CODE IF REQUIRED. CLICK THE Next BUTTON. SELECT THE SALES LEVEL. SELECT A TRIGGER ITEM FROM THE Available Items LIST. CLICK THE Add BUTTON. If more than one item can be chosen for the promotion (for example different burger types), select each item in turn and use the Add button to transfer it to the Selected Items list. For the next component of the meal deal: SELECT THE NEXT COURSE LEVEL. SELECT THE SALES LEVEL.

	SELECT THE TRIGGER ITEM. CLICK THE Add BUTTON. CLICK THE Next BUTTON. ENTER THE MEAL DEAL PRICE. CLICK THE Next BUTTON. CLICK THE Finish BUTTON.

EXAMPLE

EXAMPLE (demo)

Percentage Discounts

A fixed percentage is applied to the bill (entire or part) for example '10% off starters'.

Action	What to do
To create a percentage discount promotion:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. CLICK THE Create a New Item BUTTON. CLICK THE Promotion BUTTON. CLICK THE Discount BUTTON. ENTER THE PROMOTIONAL NAME. SELECT THE DATES, TIMES AND DAYS AS REQUIRED. CLICK THE Next BUTTON. SELECT AN AUTHORITY LEVEL. ENTER A VOUCHER CODE IF REQUIRED. CLICK THE Next BUTTON. SELECT THE SALES LEVEL. SELECT A TRIGGER ITEM FROM THE LIST. CLICK THE Next BUTTON. ENTER THE QUANTITY OF ITEMS THAT MUST BE SOLD. CLICK THE Next BUTTON. SELECT THE SALES LEVEL OF THE BENEFIT ITEM. SELECT A BENEFIT ITEM FROM THE LIST. CLICK THE Next BUTTON. ENTER THE DISCOUNT VALUE. CLICK THE Next BUTTON. CLICK THE Finish BUTTON.

EXAMPLE

Conditional Percentage Discounts

A percentage discount is given if a certain condition is met, for example 'Spend £30 on food and get your drinks half price'.

Action	What to do
To create a conditional percentage discount promotion:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. CLICK THE Create a New Item BUTTON. CLICK THE Promotion BUTTON. CLICK THE Conditional Percentage Discount BUTTON. ENTER THE PROMOTIONAL NAME. SELECT THE DATES, TIMES AND DAYS AS REQUIRED. CLICK THE Next BUTTON. SELECT AN AUTHORITY LEVEL. ENTER A VOUCHER CODE IF REQUIRED. CLICK THE Next BUTTON. SELECT THE SALES LEVEL. SELECT A TRIGGER ITEM FROM THE LIST. CLICK THE Next BUTTON. ENTER THE SPEND VALUE. CLICK THE Next BUTTON. SELECT THE SALES LEVEL OF THE BENEFIT ITEM. SELECT A BENEFIT ITEM FROM THE LIST. CLICK THE Next BUTTON. ENTER THE DISCOUNT VALUE. CLICK THE Next BUTTON.

	CLICK THE Finish BUTTON.

EXAMPLE

Conditional Value Discounts

A discount is given if a certain event occurs for example 'Spend £12 and receive £5 off'.

Action	What to do
To create a conditional value discount promotion:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. CLICK THE Create a New Item BUTTON. CLICK THE Promotion BUTTON. CLICK THE Conditional Value Discount BUTTON. ENTER THE PROMOTIONAL NAME. SELECT THE DATES, TIMES AND DAYS AS REQUIRED. CLICK THE Next BUTTON. SELECT AN AUTHORITY LEVEL. ENTER A VOUCHER CODE IF REQUIRED. CLICK THE Next BUTTON. SELECT THE SALES LEVEL. SELECT A TRIGGER ITEM FROM THE LIST. CLICK THE Next BUTTON. ENTER THE SPEND VALUE. ENTER THE DISCOUNT AMOUNT. CLICK THE Next BUTTON. CLICK THE Finish BUTTON.

EXAMPLE

Price Overrides

A product price is overridden automatically or manually for example 'Early Bird Special - any main meal for £5.00'.

Action	What to do
To create a price override promotion:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. CLICK THE Create a New Item BUTTON. CLICK THE Promotion BUTTON. CLICK THE Price Override BUTTON. ENTER THE PROMOTIONAL NAME. SELECT THE DATES, TIMES AND DAYS AS REQUIRED. CLICK THE Next BUTTON. SELECT AN AUTHORITY LEVEL. ENTER A VOUCHER CODE IF REQUIRED. CLICK THE Next BUTTON. IF A FIXED PRICE IS REQUIRED, SELECT THE CHECKBOX AND ENTER THE PRICE. ENTER THE SPEND VALUE. ENTER THE DISCOUNT AMOUNT. CLICK THE Next BUTTON. CLICK THE Finish BUTTON.

EXAMPLE

Conditional Product Discounts

Allows a money off discount or price override if a certain condition is met for example 'Free chips when 12" pizza is bought' or 'Buy 1 Get 1 Free' or '£1.50 each, 2 for £2.00'.

Action	What to do
To create a conditional product discount promotion:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. CLICK THE Create a New Item BUTTON. CLICK THE Promotion BUTTON. CLICK THE Conditional Product Discount/Price Override BUTTON. ENTER THE PROMOTIONAL NAME.

	SELECT THE DATES, TIMES AND DAYS AS REQUIRED. CLICK THE Next BUTTON. SELECT AN AUTHORITY LEVEL. ENTER A VOUCHER CODE IF REQUIRED. CLICK THE Next BUTTON. SELECT THE SALES LEVEL. SELECT A TRIGGER ITEM FROM THE LIST. ENTER THE QUANTITY OF ITEMS THAT MUST BE SOLD. CLICK THE Next BUTTON. SELECT THE SALES LEVEL. SELECT A BENEFIT ITEM FROM THE LIST. ENTER THE MAXIMUM QUANTITY OF ITEMS TO BENEFIT. CLICK THE Next BUTTON. SELECT THE TYPE OF DISCOUNT. IF MONEY OFF, ENTER THE DISCOUNT AMOUNT. CLICK THE Next BUTTON. CLICK THE Finish BUTTON.

EXAMPLE

Maintaining Promotions

Action	What to do
To change promotion criteria:	CLICK AND HOLD THE PROMOTION BUTTON. CLICK THE Maintain OPTION. AMEND DETAILS AS REQUIRED. CLICK THE Next BUTTON TO PROGRESS THROUGH THE WIZARD. CLICK THE Finish BUTTON TO SAVE THE CHANGES.

Removing Promotions

Action	What to do
To remove a promotion:	CLICK AND HOLD THE PROMOTION BUTTON. CLICK THE Remove OPTION. CLICK THE Yes BUTTON.

Tables Overview

A maximum of 60 tables can be added to create a table layout. Tables can be added as a group or individually but if tables already exist that need to remain it is recommended to add tables individually as adding a range of tables overwrites any previous layout.

Once added, these table buttons can be resized and/or moved to a new position within the screen to provide the required table layout.

What would you like to do ?

- Add a range of tables
- Add an individual table

Adding a Range of Tables

A range of tables can be added (maximum of 60) but if tables already exist that need to remain it is recommended to add tables individually as adding a range of tables overwrites any previous tables setup.

Note: The first time Easy Tables are set up on a system you are prompted to continue the process of adding tables. On confirmation of this, the Auto Add Tables wizard is launched.

Action	What to do
To add a range of tables:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Easy Tables OPTION. CLICK AND HOLD A BLANK AREA OF THE EASY TABLE TILL SCREEN. CLICK THE Auto Add Tables OPTION. ENTER THE NUMBER OF TABLES REQUIRED. SELECT THE TRADING AREA. CLICK THE Next BUTTON.

	CLICK THE Finish BUTTON. CLICK THE Yes BUTTON. CLICK THE OK BUTTON.

The table buttons can be **resized** and/or **moved** to a new position within the screen to provide the required table layout.

EXAMPLE

Adding an Individual Table

Tables can be added individually and this method is recommended if additional tables need to be added to an existing layout. They can be added from the menu or alternatively by using the Explorer window.

Action	What to do
To add a table:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Easy Tables OPTION. CLICK AND HOLD A BLANK AREA OF THE EASY TABLE TILL SCREEN. CLICK THE Add Table OPTION. ENTER THE TABLE NUMBER REQUIRED. SELECT THE TRADING AREA. CLICK THE OK BUTTON.

The table buttons can be **resized** and/or **moved** to a new position within the screen to provide the required table layout.

EXAMPLE

Method	What to do
To display the Explorer Window:	CLICK THE Explorer BUTTON ON THE Till Screen Navigation WINDOW.
To add a table from the Explorer Window:	EXPAND THE TABLE NUMBERS WITHIN THE Easy Tables BUTTON TYPE. SCROLL AS NECESSARY AND SELECT THE REQUIRED TABLE. DRAG INTO POSITION.

EXAMPLE

Changing Selling Prices

Selling prices can be updated for each sales item and by trading mode. These selling prices can also be changed whilst maintaining their sales item details.

What would you like to do ?

- **Change a standard sales item selling price (green button)**
- **Change a multi sales item selling price (yellow button)**

Changing Standard Sales Item Prices

Selling prices for standard sales items (shown as green buttons) can be changed from the Price option (recommended if only prices need amending). If other sales item details need amending along with the selling prices, it is recommended to use the **Maintain** option when the pop-up menu opens.

Action	What to do
To change selling prices for standard sales items:	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Price OPTION. CHANGE PRICES FOR EACH TRADING MODE AS REQUIRED. CLICK THE Finish BUTTON.

Changing Multi Sales Item Selling Prices

Selling prices for sales items associated with a multi sales item (shown as yellow buttons) can be changed from the either the Price option (recommended if only prices need amending). If other sales item details need amending along with the selling prices, it is recommended to use the **Maintain** option when the pop-up menu opens.

Action	What to do
To change selling prices for multi sales items:	CLICK AND HOLD THE SALES ITEM BUTTON. CLICK THE Price OPTION. SELECT A SALES ITEM. CLICK THE Price BUTTON. CHANGE PRICES FOR EACH TRADING MODE AS REQUIRED. CLICK THE Finish BUTTON. SELECT ANOTHER SALES ITEM TO PRICE OR CLICK THE Finish BUTTON TO EXIT.

Locally Managed Items Overview

The original sales wizard has been modified to provide extended local management of sales items so that outlets can easily update sales items and the specials sales items. The specials sales items are displayed on khaki coloured buttons to give easy identification. When the mouse pointer is over the specials sales items button, the tool tip 'This item is a specials item' is displayed. Specials sales items with item links (BSI Routes) have the button text displayed in yellow.

The **Local Sales Item Wizard** allows the amendments of sales item descriptions, cost prices, selling prices, and item links for the special sales items. It is not possible to create or delete sales items from this wizard and only the details of those centrally configured sales items can be amended.

The **Explorer Window** view has been enhanced to filter the items that are visible for selection. Items displayed in the Explorer can be dragged on to add to the tills screens (if not Read Only Till screen).

The **Existing Items Wizard** allows sales items, other till screens, kitchen messages and so on to be added to the till screens. The actual options available depends on the configuration settings.

What would you like to do ?

- **Change Sales Item Details**
- **Create Sales Item Recipes**
- **Change Cost Prices**
- **Change Selling Prices**
- **Change Sales Item Links**
- **Add Existing Items**

Local Sales Item Wizard

The Local Sales Item Wizard allow the following amendments to be made to sales items:

- Sales item descriptions including description, keyboard text, bill text, and preparation text.
- Sales item **cost price**, and sales item **recipes**.
- Sales item **selling price**. The selling price maintenance grid shows the GP% for each selling price entered.
- **Item links** (BSI Routes), to add, amend, or delete the preparation options for the sales items.

It is not possible to create or delete sales items from this wizard and only the details of those centrally configured sales items can be amended.

Changing Sales Item Details

The **Local Sales Item Wizard** allows the sales item description, keyboard text, bill text, and preparation text to be changed. It is not possible to create new items from the this wizard and only the details of those centrally configured sales items can be amended.

Use the steps below to open and follow through the wizard to change the item details.

Action	What to do
To change the special item details: (khaki button)	SELECT THE DESIRED BUTTON AND RIGHT-CLICK. SELECT THE Maintain OPTION. CHANGE THE SALES ITEM DETAILS INCLUDING DESCRIPTION, KEYBOARD TEXT, BILL TEXT AND PREPARATION TEXT AS REQUIRED. CLICK THE Next BUTTON. If changes have been made to the Sale Item name the changes can be updated to the other fields. CLICK THE Yes BUTTON TO CONTINUE. CLICK THE Next BUTTON. This leads to the Modifying Sales Item Costs window. Continue through the Local Sales Item Wizard until the Finish button is active. CLICK THE Finish BUTTON.

EXAMPLE

Creating Sales Item Recipes

The **Local Sales Item Wizard** allows the details of special sales items to be changed. It is not possible to create new items from the this wizard and only the details of those centrally configured sales items can be amended.

Use the steps below to open and follow through the wizard to create the sales item recipe.

Action	What to do
To create a special sales item recipe: (khaki button)	SELECT THE DESIRED BUTTON AND RIGHT-CLICK. SELECT THE Maintain OPTION. The Local Sales Item Wizard opens. The first page allows the **sales item details** to be changed. CLICK THE Next BUTTON. This leads to the Modifying Sales Item Costs window. The screen contains the Stock Item Group combo box used to filter stock items within the Stock Items list box. The stock item groups displayed within the list are filtered to only display those stock item groups that have stock items that are configured to be visible to the outlet. For new item recipes: SELECT A STOCK ITEM GROUP.

	SELECT A STOCK ITEM. USE THE Add BUTTON (ON SIDE) TO MOVE THE SELECTED STOCK ITEM TO THE SALES RECIPE. The Recipe Line Details window opens to allow the amendment of the sales recipe. AMEND DETAILS AS REQUIRED. CLICK THE OK BUTTON. The Sales Recipe grid contains one record per stock item within the sales recipe. To add further items to the recipe repeat the steps above: SELECT A STOCK ITEM GROUP. SELECT A STOCK ITEM. USE THE Add BUTTON (ON SIDE) TO MOVE THE SELECTED STOCK ITEM TO THE SALES RECIPE. AMEND DETAILS AS REQUIRED. CLICK THE OK BUTTON. When all details of the recipe have been added, AMEND Cost Prices AS REQUIRED. CLICK THE Next BUTTON. This leads to the Modifying **Sales Item Prices** window.

EXAMPLE

Changing Cost Prices

Cost prices for special sales items can be modified for locally managed sales items via the **Local Sales Item Wizard**.

Use the steps below to open and follow through the wizard to change the cost price of an item.

Action	What to do
To change the special item cost prices: (khaki button)	SELECT THE DESIRED BUTTON AND RIGHT-CLICK. SELECT THE Maintain OPTION. The Local Sales Item Wizard opens. The first page allows the **sales item details** to be changed. CLICK THE Next BUTTON. This leads to the Modifying Sales Item Costs window where the cost price can be changed - all other fields are read-only fields. ENTER A NEW COST PRICE. Repeat for each cost price to change. CLICK THE Next BUTTON. This leads to the Modifying Sales Item Prices window. Continue through the Local Sales Item Wizard until the Finish button is active. CLICK THE Finish BUTTON.

EXAMPLE

Changing Selling Prices

Selling prices for special sales items can be modified for locally managed sales items via the **Local Sales Item Wizard**.

Use the steps below to open and follow through the wizard to change the sell price of an item.

Action	What to do
To change the special item sell prices: (khaki button)	SELECT THE DESIRED BUTTON AND RIGHT-CLICK. SELECT THE Maintain OPTION. The Local Sales Item Wizard opens. The first page allows the **sales item details** to be changed. CLICK THE Next BUTTON. This leads to the Modifying Sales Item Costs window where the cost price can be changed - all other fields are read-only fields. CLICK THE Next BUTTON. This leads to the Modifying Sales Item Prices window to allow the entry of selling prices for the sales item in different trading modes and trading areas. The grid contains one record per trading mode. The GP% is displayed for information but cannot be changed. Ensure the check box is selected if you want to use the same price for all Trading Areas. ENTER A SELLING PRICE FOR THE FIRST TRADING AREA. Continue to enter further prices if the check box is not selected and different prices are required in the other trading modes and areas. CLICK THE Next BUTTON. This leads to the Modifying Sales Item Routes window. CLICK THE Finish BUTTON.

EXAMPLE

Changing Sales Item Routes

Sales items may be linked such that the next till screen in a chain is automatically displayed. This link (route) can be modified for locally managed sales items via the **Local Sales Item Wizard**.

Use the steps below to open and follow through the wizard to change the item links.

Action	What to do
To change the special item links: (khaki button)	SELECT THE DESIRED BUTTON AND RIGHT-CLICK. SELECT THE Maintain OPTION. The Local Sales Item Wizard opens. The first page allows the **sales item details** to be changed. CLICK THE Next BUTTON. This leads to the Modifying Sales Item Costs window where the **cost price** can be changed - all other fields are read-only fields. CLICK THE Next BUTTON. The Modifying Sales Item Prices window to allow the entry of **selling prices** for the sales item in different trading modes and trading areas. CLICK THE Next BUTTON. This leads to the Modifying Sales Item Routes window that displays a list of all available till screens that can be added to the Sales Item Route. USE THE Add, Remove, Remove All BUTTONS TO MOVE THE REQUIRED TILL SCREENS TO THE Selected Till Screens LIST. CLICK THE Finish BUTTON. The button is shown on the till screen. If the sales item has a link (sales item route) the text is shown in yellow.

EXAMPLE

Adding Existing Items

Existing (previously created) items - sales items, till screens or kitchen messages and so on (the options that are available within the window will depend on the configuration of the ABS Back Office Sales Wizard) can be added to the till screen layout using a wizard or by dragging them from the Explorer Window

The Existing Items Wizard is opened when the Add option is selected from the menu from right-clicking a blank area of the screen. Each option has an Item Picker screen to select an item to add to the till screen.

Action	What to do
To add an existing sales item:	CLICK AND HOLD A BLANK AREA OF THE TILL SCREEN. CLICK THE Add OPTION. The options that are available within the window will depend on the configuration of the ABS Back Office Sales Wizard. CLICK THE Sales Item BUTTON. The Existing Items window opens to select an item from the alphabetical list of items available to the outlet. USE THE Search FIELDS TO FILTER THE ITEM LIST IF REQUIRED. SELECT THE REQUIRED ITEM. CLICK THE Finish BUTTON. The Sales Item button is added to the screen layout and may be re-positioned as necessary. Select the button and right-click to **change the sales item details**.

EXAMPLE

Method	What to do
To display the Explorer Window:	CLICK THE Explorer BUTTON ON THE Till Screen Navigation WINDOW.
To add a button from the Explorer Window:	EXPAND THE HIERARCHY LEVELS. SCROLL AS NECESSARY AND SELECT THE REQUIRED ITEM. DRAG INTO POSITION.

Saving the Changes

Any changes to the screen layouts need to be saved. If any changes have been made to a screen whilst opening another, a message prompts you to save changes if required.

Action	What to do
To save any changes to the screen layout:	CLICK THE Save BUTTON. An information message confirms the details have been saved. CLICK THE OK BUTTON.

Quitting

When changes to the screen layouts are complete, exit the sales wizard. Any changes made are effective after the next start session.

Action	What to do
To leave the sales wizard:	CLICK THE Close BUTTON. If any changes have been made to a screen, a message prompts you to save changes if required. CLICK THE OK BUTTON. The prompt 'Are you sure you want to quit ?' is displayed. CLICK THE Yes BUTTON.

Overview

The outlet configuration wizard is a powerful and sophisticated management tool that allows the set-up and maintenance of the terminals and associated printers (receipt and kitchen) using a drag and drop method. The general outlet details such as the name and address, bill and receipt messages are also set within this wizard.

What would you like to do ?

- View essential information
- Add outlet details
- Add and configure a trading area
- Add and configure a terminal
- Add and configure a receipt printer
- Add and configure a kitchen printer
- Check configuration
- View terminal connections

Essential Information

Although the wizard is intuitive, to derive the maximum benefit from the facilities that the Outlet Configuration wizard offers, preparation is essential. Before configuring your outlet for the first time, it is advisable to know the following details:

- Trading areas
- Style of operation for each terminal (bar, restaurant)
- Trading modes
- Terminal names and IDs
- IP addresses
- Kitchen and receipt printer names and IDs

Follow the **Configuration Guide** for a general guide to configuring your system.

Configuration Guide

Progress through each of the topics shown below for a general guide to configuring your system. Links to more detailed procedures are provided within the appropriate topics.

1. Enter your **Outlet Details**.
2. Create your **Trading Areas**.
3. Add the **Terminals** to each trading area.
4. Add **Receipt Printers** to their respective trading areas and associated terminals.
5. Add **Kitchen Printers** and assign printer groups to print.
6. **Check Configuration** and update any redirectional printers.
7. Print **Remote Printing Report**.
8. **Save Configuration**.

Outlet Details

The general details of the outlet including name and address, telephone number, bill and receipt text can be entered/changed. A bill is typically printed before payment is made and confirms the details of the sale. A receipt is usually printed after payment and is a valid tax (VAT) receipt which shows the tax (VAT) information about the transaction as stipulated by Customs and Excise. One bill message and one receipt message can be defined.

Action	What to do
To enter the outlet details:	CLICK THE Outlet BUTTON. ENTER THE Outlet Name AND Address. CLICK THE Next BUTTON. ENTER THE Telephone Number AND Managers Name. CLICK THE Next BUTTON. ENTER TEXT TO PRINT AS THE BILL MESSAGE. CLICK THE Next BUTTON. ENTER TEXT TO PRINT AS THE RECEIPT MESSAGE. CLICK THE OK BUTTON.

EXAMPLE

Adding Trading Areas

A trading area is an area or room in an outlet where trading takes place such as Bar, Lounge, Restaurant, or Function Room.

Action	What to do

To add a trading area:	CLICK THE Areas BUTTON. CLICK THE Add a Trading Area BUTTON. A wizard opens to allow the trading area to be configured. ENTER THE Trading Area Name. SELECT THE Default Trading Mode TO BE USED. CLICK THE Next BUTTON. SELECT THE Layout TO BE USED. SELECT THE Prompt for Table Number CHECK BOX IF RESTAURANT STYLE TABLE NUMBERS ARE TO BE USED. CLICK THE Next BUTTON. CLICK THE Finish BUTTON.

Note: When a trading area is added to the working area, the area is redrawn to display equally sized trading area blocks on the screen.

EXAMPLE

Changing Trading Area Details

Trading area details can be changed if required.

Action	What to do
To change trading area details:	DOUBLE-CLICK THE Trading Area OR CLICK IT'S Properties BUTTON. AMEND THE Trading Area Name OR Default Trading Mode AS REQUIRED. CLICK THE Next BUTTON. AMEND THE Layout OR THE Prompt for Table Number check box IF REQUIRED. CLICK THE Next BUTTON. CLICK THE Finish BUTTON.

EXAMPLE

Removing Trading Areas

Trading areas with no terminals associated can be removed from the outlet configuration. If terminals are associated, these require relocating or **deleting** before the trading area can be removed.

Action	What to do
To remove a trading area:	CLICK THE Areas BUTTON. CLICK THE Remove a Trading Area BUTTON. SELECT THE Trading Area TO REMOVE. A confirmation window opens. CLICK THE Yes BUTTON.

EXAMPLE

Adding Terminals

Once trading areas have been set up, terminals can be added. Subsequently, they can be **moved** to other trading areas.

Action	What to do
To add a terminal:	CLICK THE Till BUTTON AND DRAG IT ONTO THE REQUIRED TRADING AREA. Note: You cannot add a terminal to the kitchen area. After a terminal is added, a wizard opens to allow the terminal to be configured. ENTER THE Terminal Name. SELECT THE Credit Card Reader CHECK BOX IF REQUIRED. CLICK THE Next BUTTON. SELECT A PRINTER TO ASSOCIATE. If no printers are configured, this field is automatically populated when the receipt printer is added. ENTER THE I.P. Address OF THE TERMINAL. CLICK THE Check BUTTON TO VERIFY THE I.P. ADDRESS. CLICK THE OK BUTTON. SELECT A LAYOUT. CLICK THE Next BUTTON. CLICK THE Launch BUTTON TO OPEN THE SALES WIZARD TO MAINTAIN THE SCREEN LAYOUTS IF REQUIRED. CLICK THE Finish BUTTON.

EXAMPLE

Moving Terminals

Terminals may be moved between trading areas after they have been added to the system configuration.

Action	What to do
To move a terminal:	CLICK THE TERMINAL TO MOVE. A grey border is shown around the selected terminal. DRAG AND DROP INTO THE DESIRED TRADING AREA. Any associated printer lines are updated.

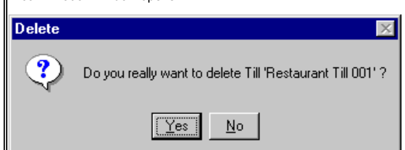
Changing Terminal Details

Details of terminal configuration may be changed if required.

Action	What to do
To change terminal details:	DOUBLE-CLICK THE Terminal OR CLICK IT'S Properties BUTTON. AMEND THE Terminal Name IF REQUIRED. AMEND THE STATUS OF THE Customer Display AND Credit Card Reader CHECK BOXES IF REQUIRED. CLICK THE Next BUTTON. AMEND THE PRINTER TO ASSOCIATE AS REQUIRED. AMEND THE I.P. Address OF THE TERMINAL AS REQUIRED. CLICK THE Check BUTTON TO VERIFY THE I.P. ADDRESS IF IT IS CHANGED. CLICK THE OK BUTTON. CLICK THE Next BUTTON. CLICK THE Launch BUTTON TO OPEN THE SALES WIZARD TO MAINTAIN THE SCREEN LAYOUTS IF REQUIRED. CLICK THE Finish BUTTON.

EXAMPLE

Removing Terminals

Action	What to do
To remove a terminal:	CLICK THE Terminal. DRAG IT TO THE Bin. A confirmation window opens.  CLICK THE Yes BUTTON.

Checking Terminal Communications

The connection to the terminals over the network can be verified.

Action	What to do
To check all terminals respond:	CLICK THE Check BUTTON. CLICK THE Check Tills BUTTON. The existence and connection of the terminals over the network are checked. CLICK THE OK BUTTON.

The connection can also be checked for an individual terminal whilst **adding** or **changing** terminal details.

Adding Handhelds

Once trading areas have been set up, handheld terminals can be added. Subsequently, they can be **moved** to other trading areas.

Action	What to do

To add a handheld terminal:	CLICK THE Handheld BUTTON AND DRAG IT ONTO THE REQUIRED TRADING AREA. Note: You cannot add a handheld terminal to the kitchen area. After a handheld terminal is dragged, a wizard opens to allow the handheld to be configured. ENTER THE Handheld ID AND Name. CLICK THE Next BUTTON. SELECT A PRINTER TO ASSOCIATE. If no printers are configured, this field is automatically populated when the receipt printer is added. ENTER THE I.P. Address OF THE HANDHELD. CLICK THE Check BUTTON TO VERIFY THE I.P. ADDRESS. CLICK THE OK BUTTON. CLICK THE Next BUTTON. CLICK THE Launch BUTTON TO OPEN THE SALES WIZARD TO MAINTAIN THE SCREEN LAYOUTS IF REQUIRED. CLICK THE Finish BUTTON.

EXAMPLE

Moving Handhelds

Handheld terminals may be moved between trading areas after they have been added to the system configuration.

Action	What to do
To move a handheld terminal:	CLICK THE HANDHELD TO MOVE. A grey border is shown around the selected handheld terminal. DRAG AND DROP INTO THE DESIRED TRADING AREA. Any associated printer lines are updated.

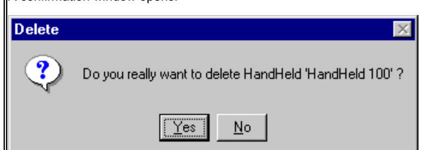
Changing Handheld Details

Details of handheld terminal configuration may be changed if required.

Action	What to do
To change handheld terminal details:	DOUBLE-CLICK THE Handheld OR CLICK IT'S Properties BUTTON. AMEND THE Terminal ID AND Name IF REQUIRED. CLICK THE Next BUTTON. AMEND THE PRINTER TO ASSOCIATE AS REQUIRED. AMEND THE I.P. Address OF THE HANDHELD AS REQUIRED. CLICK THE Check BUTTON TO VERIFY THE I.P. ADDRESS IF IT IS CHANGED. CLICK THE OK BUTTON. CLICK THE Next BUTTON. CLICK THE Launch BUTTON TO OPEN THE SALES WIZARD TO MAINTAIN THE SCREEN LAYOUTS IF REQUIRED. CLICK THE Finish BUTTON.

EXAMPLE

Removing Handhelds

Action	What to do
To remove a handheld terminal:	CLICK THE Handheld. DRAG IT TO THE Bin. A confirmation window opens.  CLICK THE Yes BUTTON.

Adding Receipt Printers

Receipt printers are used to print both bills and receipts. A bill is typically printed before payment is made and confirms the details of the sale. A receipt is usually printed after payment and is a valid tax (VAT) receipt which shows the tax (VAT) information about the transaction as stipulated by Customs and Excise.

Action	What to do
To add a receipt printer:	CLICK THE Receipt Printer BUTTON AND DRAG IT ONTO THE REQUIRED TRADING AREA. After a receipt printer is added, a wizard opens to allow the printer to be configured. ENTER THE Printer Name. SELECT THE Redirectional Printer IF REQUIRED. Note: When adding the first printer there are no other printers configured hence you can update the Redirectional Printer field after other printers have been added. CLICK THE Next BUTTON. SELECT ALL TERMINALS THAT ARE TO PRINT TO THIS PRINTER. CLICK THE Next BUTTON. SELECT THE TERMINAL THE PRINTER IS ATTACHED TO. SELECT THE COM PORT OF THE TERMINAL THE PRINTER IS ATTACHED TO. CLICK THE Next BUTTON. CLICK THE Finish BUTTON. Blue lines show the print connections between the receipt printers and the terminals configured to print to them.

EXAMPLE

Changing Receipt Printer Details

Details of printer configuration may be changed if required.

Action	What to do
To change receipt printer details:	DOUBLE-CLICK THE Receipt Printer OR CLICK IT'S Properties BUTTON. AMEND THE Printer Name IF REQUIRED. CHANGE THE Redirectional Printer IF REQUIRED. CLICK THE Next BUTTON. SELECT ALL TERMINALS THAT ARE TO PRINT TO THIS PRINTER. CLICK THE Next BUTTON. SELECT THE TERMINAL THE PRINTER IS ATTACHED TO. SELECT THE COM PORT OF THE TERMINAL THE PRINTER IS ATTACHED TO. CLICK THE Next BUTTON. CLICK THE Finish BUTTON. The print connection is shown between the receipt printers and terminals configured to print to it. Details of the physical connections can also be viewed.

EXAMPLE

Removing Receipt Printers

Action	What to do
To remove a receipt printer:	CLICK THE Receipt Printer TO REMOVE. DRAG IT TO THE Bin. A confirmation window opens.  CLICK THE Yes BUTTON.

Adding Kitchen Printers

Kitchen printers are used to print customer orders at the point of preparation and they receive information remotely that is, the kitchen printer is not situated near a terminal. They are configured to allow orders to be sent to the appropriate printer for the sales item selected. For example, starters entered into a terminal may be remote printed to one kitchen printer whilst main courses print to another kitchen printer.

Action	What to do
To add a kitchen printer:	CLICK THE Kitchen Printer BUTTON AND DRAG IT ONTO THE Kitchen Printing AREA. After a kitchen printer is added, a wizard opens to allow the printer to be configured. ENTER THE Printer Name. SELECT THE Redirectional Printer IF REQUIRED. If the selected printer is not working, the printout can be set to automatically print at another printer.

	Note: When adding the first printer there are no other printers configured hence you can update the Redirectional Printer field after other printers have been added. CLICK THE Next BUTTON. CLICK THE Next BUTTON. SELECT ALL TRADING AREAS THAT ARE TO PRINT TO THIS PRINTER. CLICK THE Next BUTTON. SELECT THE PRINTER GROUPS TO PRINT TO THIS PRINTER. CLICK THE Next BUTTON. SELECT THE TERMINAL THE PRINTER IS ATTACHED TO. SELECT THE COM PORT OF THE TERMINAL THE PRINTER IS ATTACHED TO. CLICK THE Next BUTTON. CLICK THE Finish BUTTON. Report to show the trading area and printer groups configured to print.

EXAMPLE

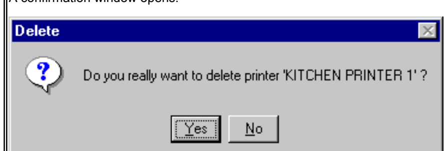
Changing Kitchen Printer Details

Details of kitchen printing configuration may be changed if required.

Action	What to do
To change kitchen printer details:	DOUBLE-CLICK THE Kitchen Printer OR CLICK IT'S Properties BUTTON. AMEND THE Printer Name IF REQUIRED. CHANGE THE Redirectional Printer IF REQUIRED. If the selected printer is not working, the printout can be set to automatically print at another printer. CLICK THE Next BUTTON. CLICK THE Next BUTTON. SELECT ALL TRADING AREAS THAT ARE TO PRINT TO THIS PRINTER. CLICK THE Next BUTTON. SELECT THE PRINTER GROUPS TO PRINT TO THIS PRINTER. CLICK THE Next BUTTON. SELECT THE TERMINAL THE PRINTER IS ATTACHED TO. SELECT THE COM PORT OF THE TERMINAL THE PRINTER IS ATTACHED TO. CLICK THE Next BUTTON. CLICK THE Finish BUTTON. Report to show the trading area and printer groups configured to print.

EXAMPLE

Removing Kitchen Printers

Action	What to do
To remove a kitchen printer:	CLICK THE Kitchen Printer TO REMOVE. DRAG IT TO THE Bin. A confirmation window opens.  CLICK THE Yes BUTTON.

Kitchen Printing Reports

To show the remote printing configurations, a report can be generated and previewed before printing.

Action	What to do
To print the remote printing configurations:	CLICK THE PRINT BUTTON LOCATED IN THE KITCHEN AREA.

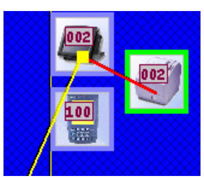
	 CLICK THE **Yes** BUTTON. The report is generated and a preview of the report is shown. CLICK THE PRINT BUTTON ON THE TOOLBAR.

An example report is shown below:

Viewing Connections

Blue lines represent the terminals that are configured to print to receipt printers.

The physical connections between the printers and the COM port of the terminal can be displayed by selecting the Show Physical Connections check box.



Red lines indicate the physical connection to COM port 1;Yellow lines to COM port 2.

Overview

Configuration is validated when either the Check or Save buttons are used. The system checks the configuration data conforms to defined business and logic rules.

Action	What to do
To check configuration:	CLICK THE Check BUTTON. SELECT THE REQUIRED TAB. When done, CLICK THE OK BUTTON.

Alerts are raised against possible problems, with each alert having an associated severity. Severity levels fall into the following categories:

Fatal Errors – System will not work with this configuration such as Terminal has no IP address configured.

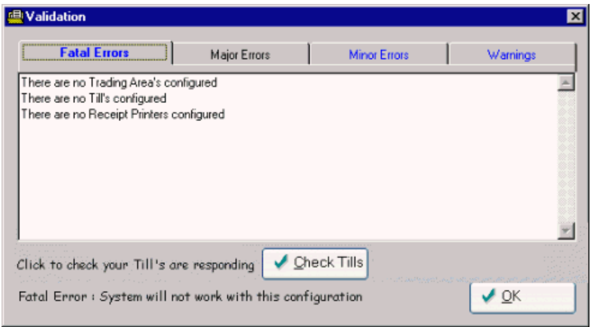
Major Errors – Possible functionality loss with this configuration such as Terminal has no name.

Minor Errors – System may not respond as expected with this configuration such as Terminals have duplicate names.

Warnings – Not configured for Optimum performance such as Terminal has no associated Receipt Printer.

Fatal Errors

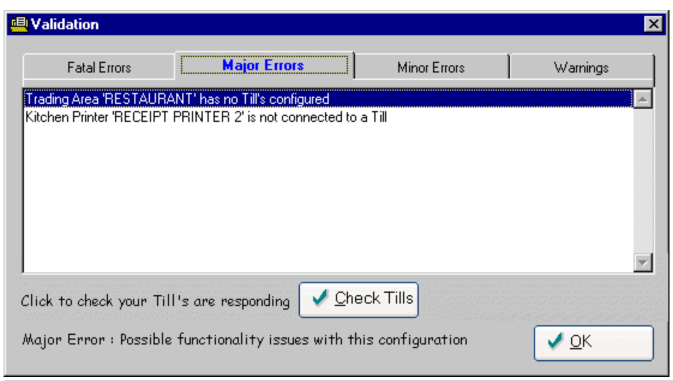
Fatal Error – System will not work with this configuration.



Test	Action
Trading Area has no associated Key Map	Stop Validation and Prompt user for data.
Trading Area has no associated Run Time	Stop Validation and Prompt user for data.
Trading Area has no associated Trading Mode	Stop Validation and Prompt user for data.
No Trading Areas are configured	Stop Validation and Prompt user for data.
No Terminals configured	Stop Validation and Prompt user for data.
Terminal has no IP address configured	Stop Validation and Prompt user for data.
Terminal IP address is not in Range	Stop Validation and Prompt user for data.
Terminals have duplicate IP addresses	Stop Validation and Prompt user for data.
No Receipt Printers configured.	Stop Validation and Prompt user for data.
Printer not Connected to a device	Stop Validation and Prompt user for data.
More than one printer assigned to the same port.	Stop Validation and Prompt user for data.

Major Errors

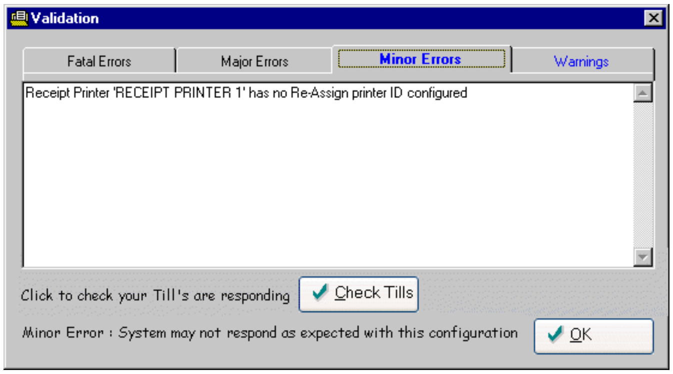
Major Error – Possible functionality issues with this configuration.



Test	Action
Trading Area has no name.	Warn user of issue and Continue, Do not allow save.
Trading Areas have duplicate Names.	Warn user of issue and Continue, Do not allow save.
Outlet has no Name.	Warn user of issue and Continue, Do not allow save.
Terminal has no name.	Warn user of issue and Continue, Do not allow save.

Minor Errors

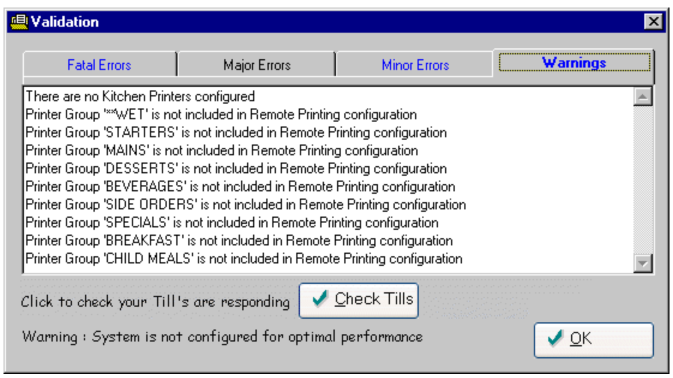
Minor Error – System may not respond as expected with this configuration.



Test	Action
Terminals have duplicate Names.	Warn user of issue and Continue, Allow save.
Printer has no name 3.	Warn user of issue and Continue, Allow save.
Printer has duplicate Names	Warn user of issue and Continue, Allow save.
No redirection printer assigned	Warn user of issue and Continue, Allow save.
No remote Printing configured.	Warn user of issue and Continue, Allow save.
Unassigned Printer Destination Group	Warn user of issue and Continue, Allow save.

Warnings

Warnings – System is not configured for optimal performance.



Test	Action
Trading Area has at least one associated Terminal.	Report as Warning after validation completed.
Terminal has no associated Receipt Printer.	Report as Warning after validation completed.
Receipt Printer not assigned to a terminal.	Report as Warning after validation completed.
Printer not included in Remote Printing Configuration.	Report as Warning after validation completed.
No Kitchen Printers Configured.	Report as Warning after validation completed.
Trading Area Not Included in Destination Group.	Report as Warning after validation completed.

Saving the Changes

Any changes to the outlet configuration need to be saved.

Action	What to do
To save any changes to the configuration:	CLICK THE Save BUTTON. An information message confirms the details have been saved. CLICK THE OK BUTTON.

Quitting

When changes to the system set up are complete, exit the outlet configuration wizard.

Action	What to do
To leave the outlet configuration wizard:	CLICK THE Close BUTTON. If any changes have been made to the set up, a message prompts you to save changes if required. CLICK THE OK BUTTON. The prompt 'Do you really wish to exit ?' is displayed. CLICK THE Yes BUTTON.