



**E2 Management Suite
Software & Operations Guide**

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Product Information

This manual contains new and enhanced feature information about your E2 Management Suite, as well as the 824 Point of Sales System. Below is a list of some of the changes that will be covered in this manual.

New E2 Management Suite Features

- ~New Status Report Information
- ~Auto-Synchronize options for ICASH Module
- ~Audit Trail for timesheet enhancement
- ~New Payroll Summary Report
- ~Faster Sync Times for the End of Day procedure
- ~New Closing Wizard for Closing Procedure
- ~New Employee Information fields in Employee Profiles

New 824 POS Features

- ~Alpha Entry for orders
- ~New Call-In Check out options
- ~Late ticket notification on Kitchen Monitors
- ~Fixed Tray Enhancements
- ~Employee Charged Ticket Security
- ~Recall Ticket Security
- ~AceR (Advanced Customer Reply)
- ~Keyboard setup options
- ~200 Employee Capability for Active Employees
- ~XDQ Keyboards
- ~Setup Information

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E2 Management Suite Setup Information

Running E2 for the First Time:

If you are running the E2 Management Suite for the first time, the following options can be programmed to the 824 POS from the Composer Module:

1. Monitors
2. Printers
3. Av Time & Securepass
4. Time Functions
5. Keyboard Sections
6. Keyboard Hardware Type Setup
7. Recall Time Settings and Manager Recall Access Code
8. Priority Station Settings
9. Green Condiment Keys & Discount % Rates
10. Menu Programming (items, names, prices)
11. Employee Settings (name, SSN, Pay Rate)
12. Raw Goods/Recipes

Refer to the Composer Module Section of this manual for help in programming the 824 POS. After all information has been programmed, you must upload this information to the 824 POS. This will take approximately 20-30 minutes and orders cannot be processed while Composer is Uploading.

E2 Management Suite Setup

After your system is set up and running, please check the software application settings to ensure proper data structure and report options.

To access the software application settings, open the E2 Management Suite, click [Edit] and select [Application Settings].

General

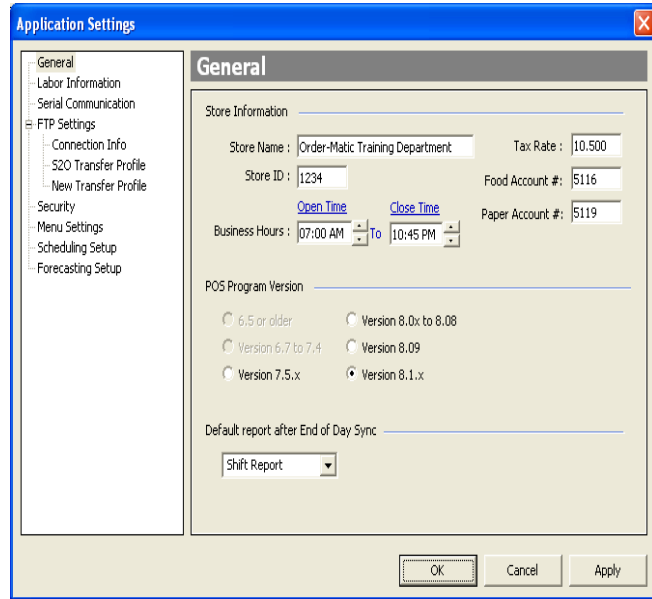
Store Information: Store Name and Store ID will appear on report headings.

Business Hours: Verify your Open and Closing times.

Tax Rate: should correspond with that in the 824 POS

Food and Paper Account numbers: These must be accurate for the Inventory module to correctly calculate COS Food and COS Paper figures.

POS Program Version: This version MUST match the 824 or syncing problems will occur.



The screenshot shows the 'Application Settings' dialog box with the 'General' tab selected. The 'Store Information' section includes fields for Store Name (Order-Matic Training Department), Store ID (1234), Tax Rate (10.500), Food Account # (5116), and Paper Account # (5119). Business Hours are set from 07:00 AM to 10:45 PM. The 'POS Program Version' section has radio buttons for various versions, with 'Version 8.1.x' selected. A 'Default report after End of Day Sync' dropdown is set to 'Shift Report'. Buttons for 'OK', 'Cancel', and 'Apply' are at the bottom.

**** Note:** The Open Time defines the roll over for your next business day; this is not necessarily the time the first order is taken. The Close Time should be the earliest closing time during the week. An End of Day Sync is NOT allowed during business hours. If your closing time changes, then the time needs to be changed in your software application so that the End of Day procedures can be completed**

Labor Information

Display Payrates: displays payrates in the employee profiles, timesheets and payroll summary.

Enter Tips: allows user to enter tips from the Cash Drop Console whenever a wristband is closed. This will prompt after each wristband is closed.

Display Audit Trail: displays the Audit Trail information at the bottom of every Timesheet. This will log when a timeslot is changed and if Security is used, who made the changes.

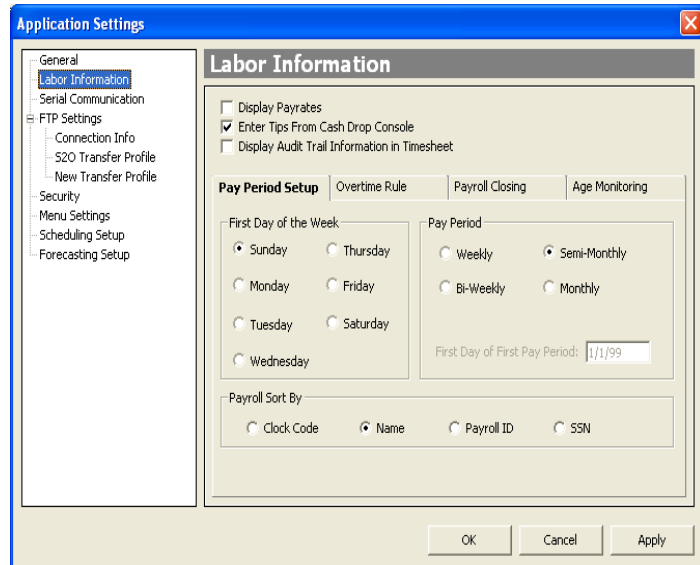
Payroll Sort By: allows user to select how the payroll summary sorts.

Pay Period Setup: allows user to select the type of payroll that the store is running and the First Day of the Week (if it applies to the payroll type).

Overtime Rule: is used to set up overtime rules.

Payroll Closing: will allow the payroll to prompt a closing at the end of the Payroll Period selected.

Age Monitoring: allows an employee to be monitored if they fall under the set age (an * will appear by their name in the Timesheets).

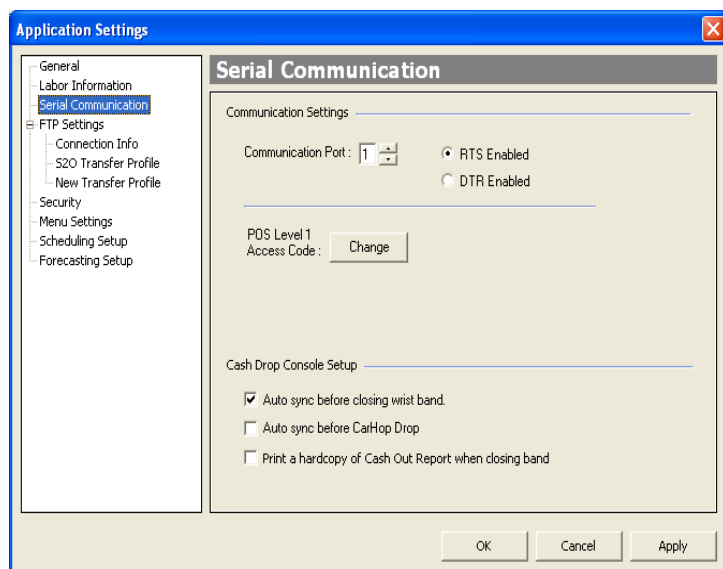


Serial Communication

Communication Port: sets the Com port that the E2 Control Box is connected to on the back of the Dell PC.

POS Level 1 Access Code: No longer used.

Cash Drop Console Setup: allows for automatic syncing options to be enabled when using the Cash Drop Console.



FTP Settings

FTP is used in the E2 Management Suite to export data from the store location to an FTP Site. From this site, an office location using Store2Office can download the exported information and import it to the S2O for viewing. Most of this process in the E2 Management Suite is automated, but can be done manually (see the Communications Section of this manual). The FTP Settings in the Application Settings allow the user to configure the FTP login information.

Connection Info:

Allows the user to utilize a Dial-Up Internet connection to initialize the FTP Transfer Script.

****If using high-speed access to transfer FTP Files (Cable, DSL, or Partnet), leave this option un-checked****

The screenshot shows the 'Application Settings' dialog box with the 'Connection Info' tab selected. The 'Communication Settings' section has the 'Use Dial Up Connection' checkbox unchecked. The 'ISP' field contains 'America Online', the 'Login' field contains 'jmcstechdaddy', and the 'Password' field contains '*****'. The 'Proxy Settings' section has empty fields for 'Address' and 'Port'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

S2O Transfer Profile:

Allows the user to enter in group-specific login information to access the FTP Site. This area should be configured with the help of the Support Center, as it is group-specific and new login information may have to be created.

The screenshot shows the 'Application Settings' dialog box with the 'S2O Transfer Profile' tab selected. The 'FTP Server Settings' section has the 'Skip Main FTP Profile' checkbox unchecked. The 'Host' field contains 'ftp.824plus.com', the 'Login' field contains 'generic', the 'Password' field contains '*****', and the 'Port' field contains '21'. The 'Using Passive Mode' checkbox is checked. The 'Dir and File Setup' section has a 'Transfer Setup (Max of 5)' dropdown set to '1'. Below are fields for 'Send File', 'Receive File', 'Send Dir', and 'Receive Dir', each with 'Local Computer' and 'FTP Server' options. A 'Get Supervisor List From' field is also present. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

Security

Use Security: enables the Security for the E2 Management Suite.

****Note: at least 1 person MUST be listed as Level 1 Access (full access) for this option to be enabled. Without Level 1 access, these Security options will not be editable once the Security is enabled****

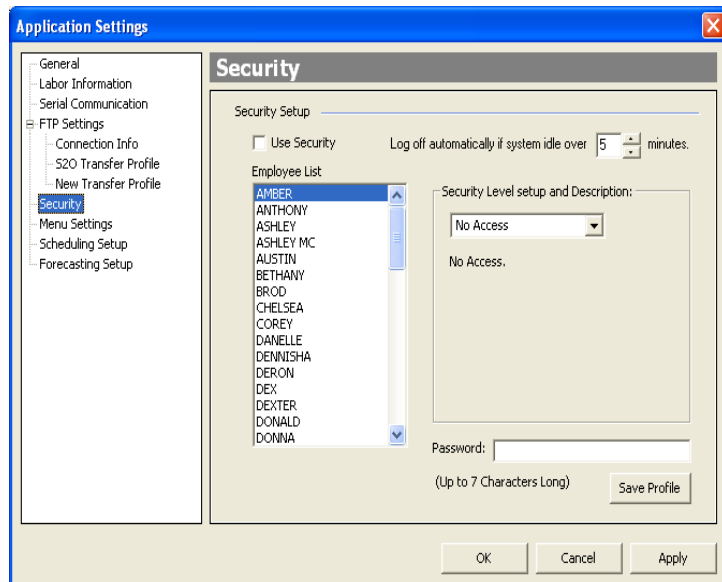
Employee List: lists the employees from the 824 POS. Each employee listed should have a profile created... even if it is No Access.

Log off automatically: allows the application to automatically log the current user off if the E2 Remains idle over the set time. This is a feature that disallows unauthorized users.

Security Level: is the level of Security that the selected employee has. The descriptions of each level are listed.

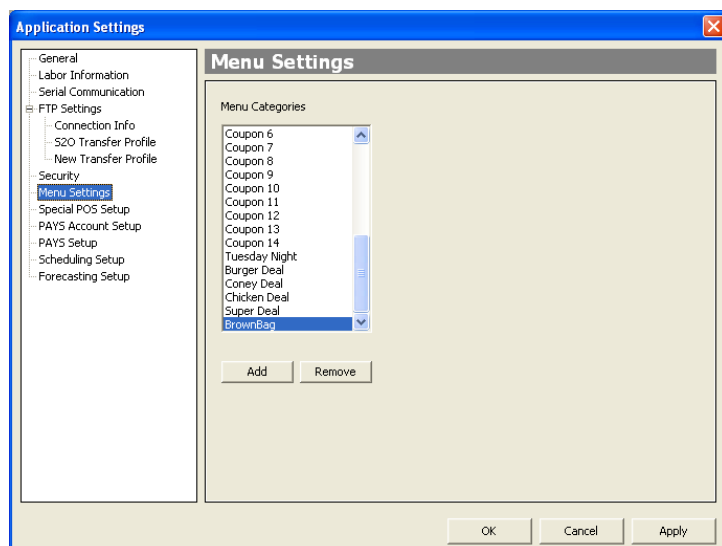
Password: is case sensitive and all employees with profiles MUST have a password.

****Once all employees are setup on the Security, click [Save Profile] to apply changes.**



Menu Settings

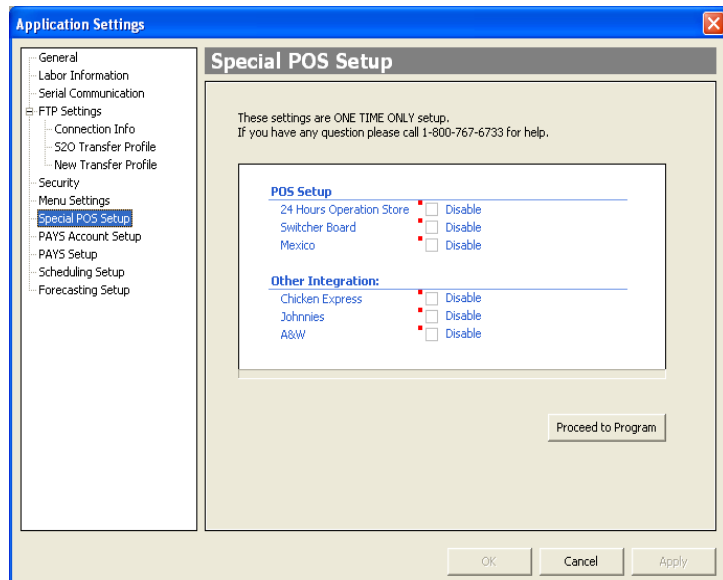
Allows the user to add or remove Menu Item Categories. These categories are used in the Menu Item Settings configuration and will also relate to the sorting features of the Product Mix Report.



Special POS Setup

Allows the user to configure any special features present in the 824 POS.

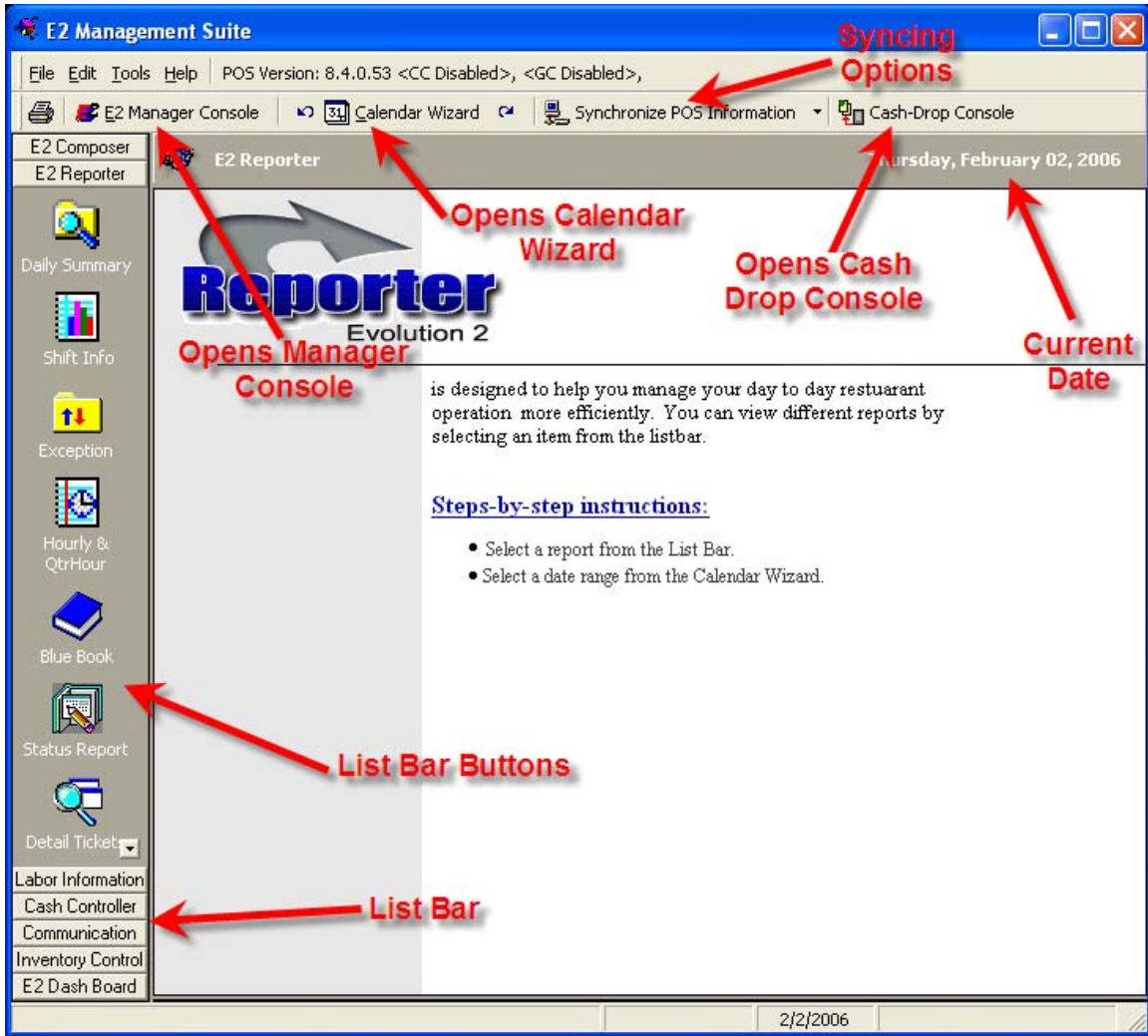
****Note: This section should not be configured without the assistance of the Support Center, as the configurations listed are specific to certain users and may not pertain to all users****



PAYS Account Setup and **PAYS Setup** options are Sonic-specific configurations and are explored in the **EPS Manager's/User's Guides**.

Scheduling Setup and **Forecasting Setup** options are present with the purchase of the Labor Scheduling/Sales Forecasting Module for the E2 Management Suite and are explored in the **Labor Scheduling/Sales Forecasting User's Manual**.

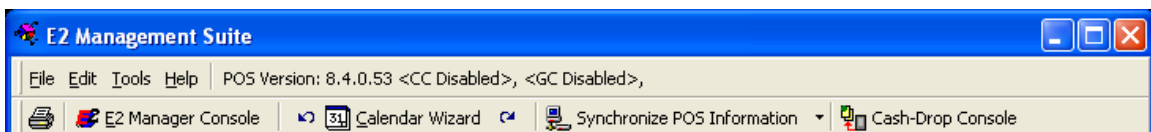
Understanding the E2 Management Suite



Navigating in E2 Management Suite

There are two parts to the E2 Management Suite: E2 Manger's Console, and the Management Suite.

To Access the Manager's Console, click the "E2 Manager Console" button



If the console is minimized, the Manager Console button will maximize the console from the task bar

When navigating in the E2 Manager's Console, the only function of the mouse is to make the console the active screen. Once the console is open and active, the console only follows keyboard commands (These commands can be found in the 824 manual). Most commands are numbers, as well as the PG UP, PG DN, and by pressing P to print the report you are viewing at the time.

To Access the E2 Management Suite

To access the Management Suite, double click the E2 Management Suite icon located on the desktop, or navigate [Start] > [Programs] > [E2 Management Suite].

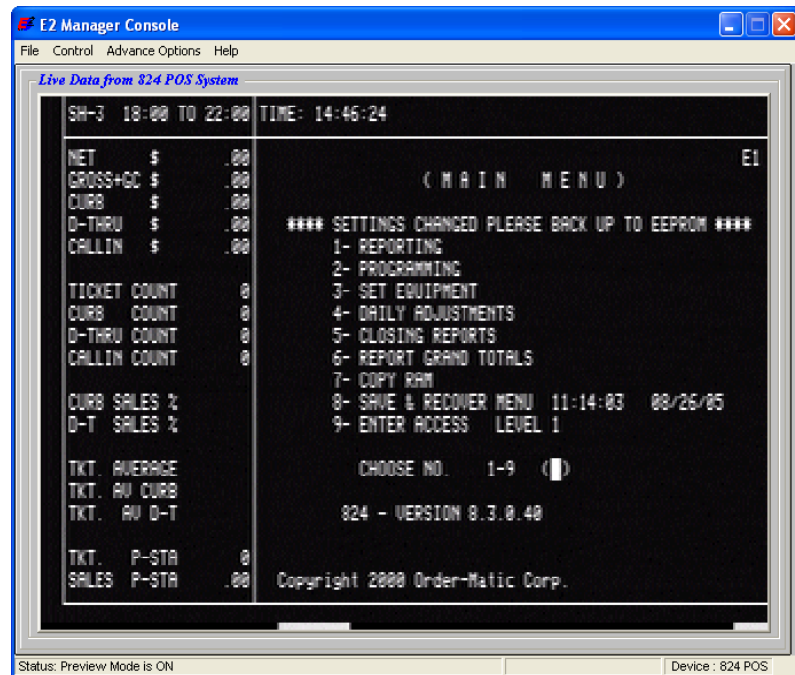
Once opened, the Management Suite is mostly mouse click operations, except where data entry is needed, and the keyboard will complete this function. There are also many right click pop-up menus for quicker access to areas.

**To improve PC operations, Order-Matic recommends that you shut down your PC system at least once a week.

Understanding the Manager Console

The E2 Manager Console is the live data feed from the 824 POS. The Management Console is where day-to-day functions will be made. Options such as canceling tickets, or viewing today's sales are done from this area. (For more information pertaining to functions of the 824, please refer to the 824 Users Manual.)

Some reports present in older versions of the 824 POS may no longer be available, as these options have been greatly enhanced in the E2 Management Suite to improve functionality and reporting capability.

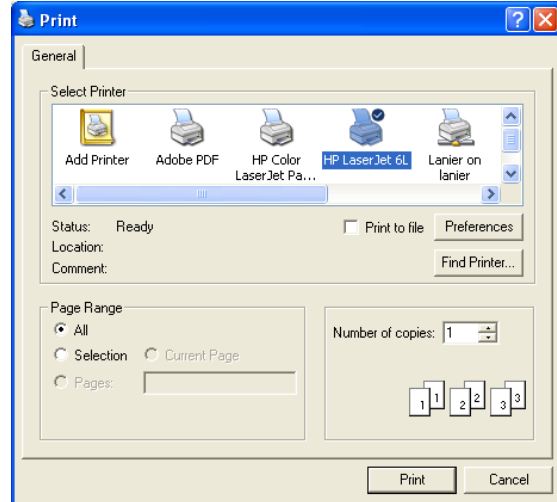


Printing Reports

Any viewable report in E2 Management Suite can be printed to either a local or network printer. The printer must be installed and working properly for reports to print.


To Print Reports

1. Select the report you wish to print from the List Bar/List Bar Buttons
2. Click the print button located on the toolbar or navigate [File] > [Print]
3. The printing properties box will open.
4. Click [Ok] to print

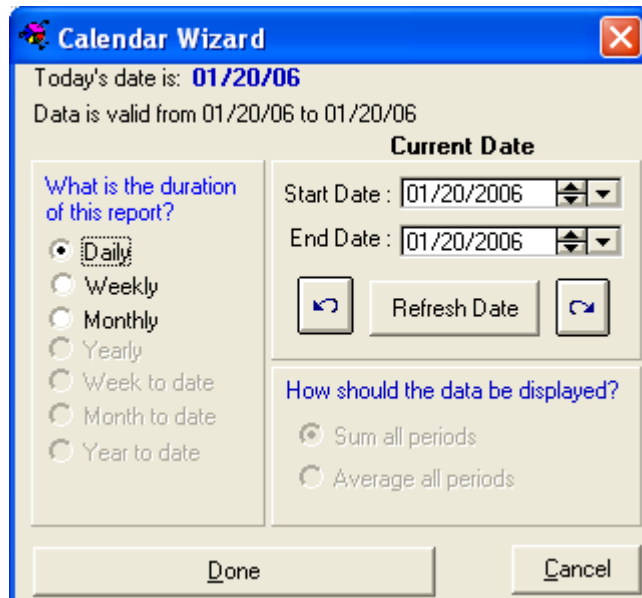


Using the Calendar Wizard

The Calendar Wizard allows you to sort reports in E2 in various ways, depending on the report selected.

1. Select the Report you wish to view from the List Bar/List Bar buttons
2. Click the  Calendar Wizard button
3. Select the Reporting options/Date Range you wish to view
4. Click [Done]. The report will display as selected.

****Note: Any option that is grayed out is not available for the Currently Selected Report****

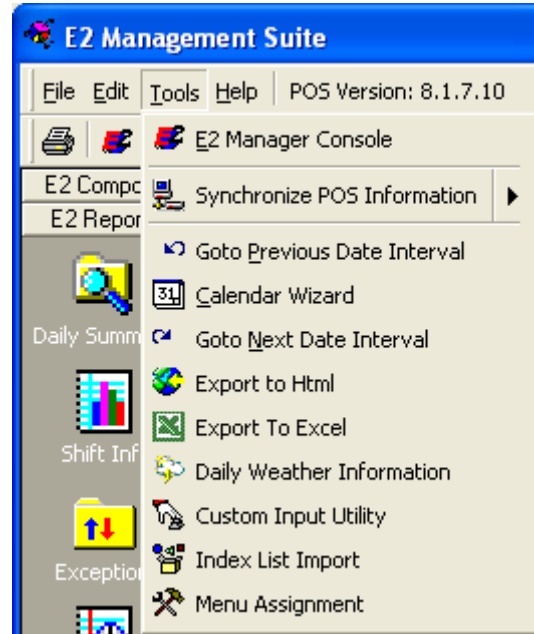


Exporting Data

Many viewable reports in E2 can be exported to Microsoft Excel or to an HTML format.

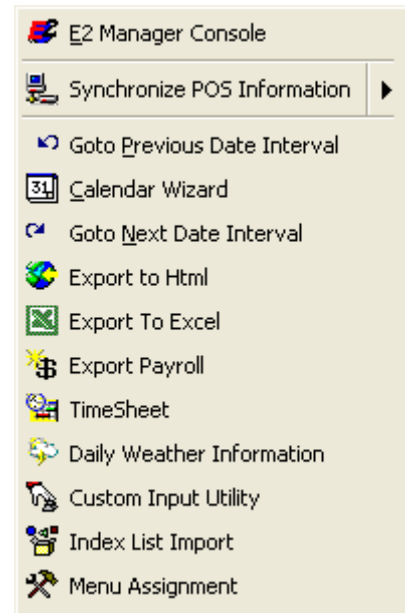
To Export Reports

1. Select the report you wish to export.
2. Click [Tools]
3. Select the method of export: [Export to Html] or [Export to Excel].
4. Select where to store the file.
5. Click [Ok] to complete the export.



To Export the Payroll Report

1. Open the Payroll Summary.
2. Right Click on the Summary
3. Select [Export Payroll]
4. Select where to store the file
5. Click [Ok] to complete export

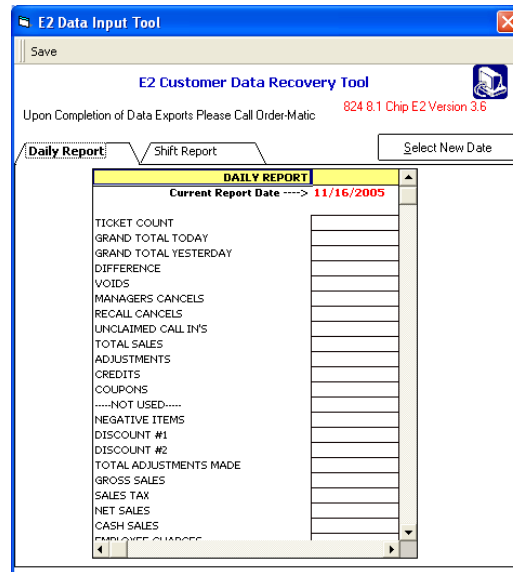


Custom Input Utility

The Custom Input Utility was designed as a data entry tool for missing or incorrect data. If after End of Day Sync the sales numbers are missing or incorrect, the Custom Input Utility can be used to correct the data. Once corrected, contact the Support Center to import the corrected data.

To Perform Custom Input

1. Click [Tools]
2. Select [Custom Input Utility]
3. The Custom Input Utility opens
4. Click [Select New Date]
5. Click [Yes] to change the date
6. Select the correct date using the Calendar Interface
7. Click [Daily Report] and fill out all available information
8. Click [Shift Report] and fill out all available information
9. Click [Save]
10. Click [Yes] to save Daily and [Yes] to save Shift.
11. Contact the Order-Matic Support Center and inform a technician that your Custom Input is ready to be imported. This will be done via PCA or Ultr@VNC Connection.



Synchronization

The E2 Management Suite is a tool by which the 824 POS' information is stored and sorted for superior viewing capabilities. For the information from the POS to update the E2, "synchronization" between the two must occur. This "synchronization" is a handshaking between the E2 and the 824 that allows the 824 POS to send all requested information to the E2 Management Suite for viewing. Synchronization must be done manually by selecting the syncs to perform.

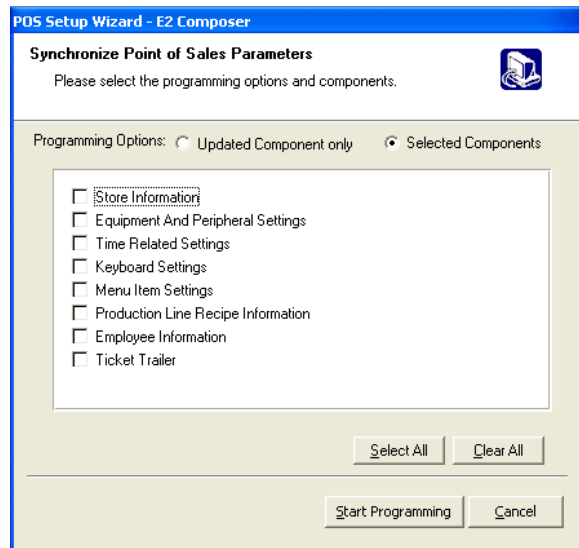
Upload Composer to 824

This option allows all or part of the information in the Composer Module to be uploaded to the 824 POS.

1. Click Synchronize POS Information
2. Select [Upload Composer to 824]

****Note: If changes in the Composer were previously made and not uploaded, these changes will now be uploaded automatically****

3. Select the Programming Options:
 - a. **Updated Component Only** will upload all changes made to the Composer Module only
 - b. **Selected Components** will upload all settings for the selected component(s). This requires selecting the components by marking them with an X



****Select All will select all Components and Clear All will de-select all Components****

4. Click [Start Programming]. This will verify orders are not being taken on the POS and begin uploading the selected information. The timeframe for this process varies depending on which Components are selected.

Verify Settings from 824

This option allows the 824 to send all of its present settings to the E2 Management Suite. Simply clicking the option will allow the E2 to connect to the 824 POS and download all settings, programming, etc. This process does not update sales information, however, it only updates non-accumulating settings information.

Sync Shift Information

This option allows the E2 Management Suite to retrieve shift information from the 824 POS and update the Shift Info, Blue Book, and Status Reports. Click this option and the E2 will automatically request the information from the 824 POS.

****This sync must be done during Business Hours (Open/Close Time in the Application Settings)****

Sync Cash Drop Information

This option allows the E2 Management Suite to retrieve cash information from the 824 POS. This information includes wristband activity, Keyboard/Counter Sales information, and Drive Thru Sales information. This option updates the Cash Drop Summary, as well as the Cash Drop Console.

****This sync must be done during Business Hours (Open/Close Time in the Application Settings)****

Sync Employee Information

This option allows the E2 Management Suite to retrieve employee information from the 824 POS. This information includes Clock-In/Out information, POS Name, SSN, Pay Rate, and Employee Charges. This option updates the Timesheets.

****This sync must be done during Business Hours (Open/Close Time in the Application Settings)****

End-Of-Day Sync

This option allows the E2 Management Suite to retrieve all information from the 824 POS. This information will update all daily fields in the E2 Management Suite and is effectively a combination of all syncs (Shift, Cash Drop, and Employee). This sync also updates many reports in the E2 that only populate when run (Daily Summary, Blue Book, Status, Hourly/Qtr Hourly, Product Mix). Once complete, the End of Day Sync will also clear the register on the 824 POS for the start of the next business day.

****This sync must be done after Business Hours (Open/Close Time in the Application Settings)****

Composer

Composer is a module in the E2 Management Suite that allows all 824 POS settings to be viewed as well as programmed from the E2, then “uploaded” to the POS. This allows for ease of programming and prevents Programming interruptions during busy times.

To Change Composer Settings

1. Select [Composer] from the List Bar
2. Select the appropriate Composer item. This will relate to the item(s) you wish to program.
3. Double Click on any setting field to make changes, this will force the [Save Changes] button to appear at the top of the E2 Management Suite
4. When all changes in this Composer item are made, click [Save Changes]
5. Click [Next] to continue programming, select [Later] to upload changes at a later time.
6. The Composer Module will begin programming the selected changes to the 824 POS

****Note: When changes are uploaded to the 824 POS, the Composer requires the 824 to program. For this to occur, no orders may be taken while Composer is programming****

Store Information

The Store Information option lists all Ticket Information, Tax Rate, Monitor Sections, No Tax Sections, and Security Codes for the 824 POS.

POS Store Information			
	Name	Data	Changes
	Ticket Header 1	WELCOME TO SONIC OF SUFFOLK	
	Ticket Header 2	NO PLACE HOPS LIKE SONIC	
	Store Address	1536 N MAIN ST	
	Store Code (4 digit numeric code)	4007	
	Tax Rate	10.500	
	Tax Breakpoint (0-9)	5	
	Kitchen Video & Section grouping (1)	1	Range 1 to 9
	Kitchen Video & Section grouping (2)	2	Range 1 to 9
	Kitchen Video & Section grouping (3)	0	Range 1 to 9
	Kitchen Video & Section grouping (4)	0	Range 1 to 9
	Kitchen Video & Section grouping (5)	0	Range 1 to 9
	Kitchen Video & Section grouping (6)	0	Range 1 to 9
	Fountain Video & Section grouping (1)	3	Range 1 to 9
	Fountain Video & Section grouping (2)	4	Range 1 to 9
	Fountain Video & Section grouping (3)	0	Range 1 to 9
	Fountain Video & Section grouping (4)	0	Range 1 to 9
	Fountain Video & Section grouping (5)	0	Range 1 to 9
	Fountain Video & Section grouping (6)	0	Range 1 to 9
	No Tax Section 1	0	Range 1 to 9
	No Tax Section 2	0	Range 1 to 9
	No Tax Section 3	0	Range 1 to 9
	No Tax Section 4	0	Range 1 to 9
	No Tax Section 5	0	Range 1 to 9
	No Tax Section 6	0	Range 1 to 9
	Security Code (Level 1)	****	4 digits
	Security Code (Level 2)	****	4 digits
	Security Code (Level 3)	****	4 digits
	Recall Authorization Code	****	4 digits
	Employee Charge Authorization Code	****	4 digits

Ticket Header: Heading that displays at the top of the printed receipts.

Store Address: Address Information that prints on the receipts

Tax Rate: Determines the Tax Rate the 824 POS uses when figuring Sales Tax

Tax Break Point: When calculating Sales Tax, this setting determines if the ticket amount rounds up or down \$.01

Kitchen Video & Section Grouping 1-6: determines which Menu Item Sections display on the Kitchen Monitors

Fountain Video & Section Grouping 1-6: determines which Menu Item Settings display on the Fountain Monitors.

No Tax Section 1-6: makes selected Menu Item Section No Tax

Security Code1-3: Manager's Login Codes for the 824 POS. Level 1 is full access, Level 2/3 are programmable to restrict access.

Recall Authorization Code: Code necessary to recall tickets that have been scanned.











Recall Time Limits are also programmable.

Employee Charge Authorization Code: Code necessary to ring up Employee Charge Tickets.

Equipment Settings

Equipment Settings lists all store-specific equipment configurations. All Printer, Monitor, Av-Time and Keyboard Settings are listed and can be changed here.

Printer Settings:

 Main Printer	<input checked="" type="checkbox"/> Enable
 Drive Thru Printer	<input type="checkbox"/> Disable
 Carhop Printer	<input checked="" type="checkbox"/> Enable
 Manager Printer	<input checked="" type="checkbox"/> Enable
 Print Station Number	<input checked="" type="checkbox"/> Enable
 Print Drink Only Order to Main Printer	<input checked="" type="checkbox"/> Enable
 Print Food Order to Fountain Printer	<input type="checkbox"/> Disable
 Print Highest Priority Order to DT Printer	<input type="checkbox"/> Disable
 Print Extended Ticket Header	<input type="checkbox"/> Disable
 Print Indv Orders to Main and Fountain Printer	<input type="checkbox"/> Disable

Main Printer: Enable/Disable for the Main Printer. Main Printer prints all receipts by default, unless additional printers are present (Drive Thru Printer, for instance).

Drive Thru Printer: Enable/Disable for the Drive Thru Printer. If DT printer is enabled, DT tickets will print here, and no longer at the Main Printer.

Carhop Printer: Enable/Disable for the Carhop Printer. Carhop printer prints all scan receipts, as well as Employee Clock In/Out Receipts and Courtesy Tray reminders. If disabled, the scan and employee tickets default to the Main Printer.

Print Station Number: allows for the Station Number to print on the food ticket, otherwise, this would print on the scan ticket for the carhop.

Print Drink Only Order to Main: allows the Main printer to print drink only ticket. If disabled, Drink Only tickets will print to the Printer B.













Print Food Order to Fountain Printer: allows the Printer B to print food tickets. If disabled, food tickets default to the Main Printer.

Print Highest Priority Order to DT Printer: If High Priority Station is used, this setting will allow tickets for that station to be printed to the DT Printer. If disabled, these tickets will default to the Main Printer.

Print Extended Ticket Header: If enabled, prints a 4” blank strip at the top of each ticket. This strip is used to a Ticket Rack.

Print Indv. Orders to Main and Fountain Printer: If enabled, individual total orders will print to the Main and Printer B Printers. These orders print to the Main Printer only if this option is disabled.

Monitor Settings:

 Kitchen Monitor	<input checked="" type="checkbox"/> Enable
 Fountain Monitor	<input checked="" type="checkbox"/> Enable
 Double-Kitchen Operation	<input type="checkbox"/> Disable
 Drive Thru Order to Kitchen Monitor	<input type="checkbox"/> Disable
 Drive Thru Order to Fountain Monitor	<input type="checkbox"/> Disable
 Drive Thru Grill Monitor	<input type="checkbox"/> Disable
 Fountain Order to Drive Thru Grill Monitor	<input type="checkbox"/> Disable
 Fixed-Tray Operation	<input checked="" type="checkbox"/> Enable
 Fixed-Tray Number (0-24)	8
 Call-In Order In Tray Rotation	<input type="checkbox"/> Disable
 Call-In Order to Monitor (0-2)	0
 Number of Express Trays	1

Kitchen Monitor: Enable/Disable for the Kitchen Monitor Display. If disabled, food items will not display on any of the kitchen monitors for preparation.

Fountain Monitor: Enable/Disable for the Fountain Monitor Display. If disabled, drink items will not display on the fountain monitor for preparation

Double-Kitchen Operation: Enable/Disable for the Double Kitchen Display. If enabled, this option will alternate orders between a Kitchen A and Kitchen B.

****This option is used only if the store is utilizing 2 complete kitchen systems for food preparation****

Drive Thru Order to Kitchen Monitor: Enable/Disable for the Drive Thru display for the Kitchen Monitors. If enabled, DT orders will display along with Stall orders, on the Kitchen Monitor. If disabled, DT orders will only display on the DT Monitor.

Drive Thru Order to Fountain Monitor: Enable/Disable for the Drive Thru display for the Fountain Monitor. If enabled, DT food items will display along with Stall orders, on the Fountain Monitor. If disabled, DT drink items will only display on the DT Monitor.

Drive Thru Grill Monitor: If enabled, converts the POS KB3 Fiber optic to an additional Drive Thru Check-Off. Also converts the POS KB3 Video to a corresponding DT Grill Monitor Check-Off.

****If Store is using 3 POS Units, this option should NOT be enabled****

Fountain Order to Drive Thru Grill Monitor: If enabled, in conjunction with the DT Grill Monitor Setting, allows for the Drink portion of the DT ticket to display on the DT Grill Monitor.

Fixed-Tray Operation: If enabled, allows the 824 to rotate orders on a fixed number of trays (1-8 for example). If disabled, the 824 will rotate orders on available basis.

Fixed-Tray Number: allows the user to set the number of fixed trays, if the Fixed Tray option is used.

Call-In Order to Tray Rotation: if enabled, allows Call-In orders to be placed on a tray, the same as any other order, where traditionally, they would be placed on a separate “Call In Tray”.

Call-In Order to Monitor 0-2: allows the user to set the method of Call-In preparation. 0= Prompt, which means the 824, at order-entry, will prompt the operator to send the order to monitors (Y or N option). 1= Yes, meaning it will always send the order to the monitors (utilizing the Call In Prep Time). 2= No, meaning it will never send the order to the monitors, and the order will need to be prepared from the ticket or recalled at a later time.

Number of Express Trays: allows the user to set the number of trays used for Express Tickets (Drink Only).

Av-Time Settings:

	AV Time Scan-Out	<input type="checkbox"/> Disable
	Secure Pass # 1 Scan Out	<input checked="" type="checkbox"/> Enable
	Scan out sequence 1	4
	Scan out sequence 2	0
	Scan out sequence 3	0
	Scan out sequence 4	0
	Scan out Station Range From 1 To >>	0
	Secure Pass # 2 Scan Out	<input type="checkbox"/> Disable
	Scan out sequence 1	4
	Scan out sequence 2	0
	Scan out sequence 3	0
	Scan out sequence 4	0
	Scan out Station Range From 1 To >>	0
	Scan out Printer	<input type="checkbox"/> Disable
	Priority Station 1 Number (Highest)	0
	Priority Station 2 Number (Medium)	0
	Priority Station 3 Number (Medium)	0
	Priority Station 4 Number (Medium)	0
	Priority Station 5 Number (Medium)	0
	Counter Function	<input checked="" type="checkbox"/> Enable
	Counter Scan	<input type="checkbox"/> Disable
	Counter Scan Collect	<input type="checkbox"/> Disable
	Drive Thru Scan	<input type="checkbox"/> Disable

AV Time Scan-Out: If enabled, allows the order to be completed once it is checked off the Bagger and Fountain Stations.

****If using Securepass, this option should NOT be enabled****

Secure Pass #1 Scan Out: Enable/Disable for the Secure Pass. If enabled, orders will go to the scan buffer (Fountain Monitor) and await scan by a carhop. If disabled, orders will not go to the scan buffer.

Scan out sequence 1-4: sets the priority by which orders are scanned by the carhop. There are 4 levels of priority to set (1-4), but also 4 types of scan priority (5 for Secure Pass #2): 1=Priority Scan Tickets. This allows tickets taken on the High Priority Station to be scanned first, and Medium Priority will alternate with

other tickets. 2=Drink Only Tickets. This allows Drink Only Tickets to be scanned first. 3= Late Tickets. This allows Late Tickets to be scanned first. 4= Regular Tickets. This allows first-come, first-serve scans.

Scan Out Range From 1 To >>: If using 2 Secure Passes, allows the user to set the first Securepass to only scan a certain range of stall tickets (example: 1-15, the Securepass 1 would scan tickets from stalls 1-15, which Securepass 2 would scan the remainder).

Secure Pass #2 Scan Out: Enable/Disable for the second Secure Pass. If enabled, the second Secure Pass will scan orders taken by the scan-out range. If disabled, all orders will go to the scan buffer for the first Secure Pass.

Scan out sequence 1-4: sets the priority by which orders are scanned by the carhop. There are 4 levels of priority to set (1-4), but also 4 types of scan priority (5 for Secure Pass #2): **1=Priority Scan Tickets.** This allows tickets taken on the High Priority Station to be scanned first, and Medium Priority will alternate with other tickets. **2=Drink Only Tickets.** This allows Drink Only Tickets to be scanned first. **3= Late Tickets.** This allows Late Tickets to be scanned first. **4= Regular Tickets.** This allows first-come, first-serve scans.

Scan Out Range From 1 To >>: If using 2 Secure Passes, sets the second Secure Pass' scan-out range.

Scan Out Printer: enable/disable for a printer for the second Secure Pass. This printer will only print scans set for the second Securepass.














Priority Station Number 1-5: Allows the user to set 1 High Priority Station, and 4 Medium Priority Stations. High Priority Station will jump ahead of other stations in the Reply Queue, as well as take priority in scan (if the option is enabled). Medium Priority Station will alternate first in queue with first-come, first-serve stalls (example: Med Priority, FCFS, Med Priority, FCFS). If multiple Medium Priority Stations are set, it will alternate them with Queue as such: Med Priority1, FCFS, Med Priority2, FCFS, Med Priority3, FCFS, etc.

Counter Function: enable/disable for the Counter Function. Allows the user to start a Counter order by pressing the [Counter] key on the POS Keyboard. Used typically in a Mall, or Dine-In situation where Carhop Delivery is not required and where Cash is tendered at the Counter with a Cash Drawer.

Counter Scan Collect: If enabled, allows the user to scan for Counter Orders, as though they were stall orders. This eliminates the need for a Cash Drawer for Counter Operations.

Drive Thru Scan: If enabled, allows the user to scan for DT Orders, as though they were stall orders. This eliminates the need for a Cash drawer for DT Orders.

Keyboard Settings:

	Keyboard 1 Configuration	2	Configuration Type 0= No Sync byte
	Keyboard 2 Configuration	2	1= Include Sync byte
	Keyboard 3 Configuration	2	2= ADQ Extended
	Keyboard 4 Configuration		3= Touch-Screen
	Drive Thru Keyboard Configuration	2	
	Start Button - Keyboard 1 Configuration	2	Configuration Type 0= Disable
	Start Button - Keyboard 2 Configuration	2	1= Counter
	Start Button - Keyboard 3 Configuration	2	2= Station
	Start Button - Keyboard 4 Configuration	2	3= High Priority
	Monitor Refresh Rate - Keyboard 1	1	Configuration Type 0= 50 Hz
	Monitor Refresh Rate - Keyboard 2	1	1= 60 Hz
	Monitor Refresh Rate - Keyboard 3	1	
	Monitor Refresh Rate - Keyboard 4	1	

Keyboard 1-4 Configuration/Drive Thru Configuration: allows the user to select the type of keyboard used with the 824 POS. 0/1 is the Sync Bite setting for the ADQ Keyboards, and should be selected with the help of the Support Center. 2 ADQ Extended is the setting for the XDQ Keyboards, and 3 is used for the Touch Screens, which are not available for release at this time.

ADQ = 204 Programmable Menu Keys. Keyboard Total Size = 256 keys

XDQ = 256 Programmable Menu Keys. Keyboard Total Size = 320 keys

Note: If DT Keyboard Configuration is enabled, Keyboard 4 is disabled, and if Keyboard 4 Configuration is enabled, DT Keyboard is disabled







Start Button-Keyboard 1-4 Configuration: allows the user to configure the start button on the POS units. 0=disable, 1=Counter, 2=Station, 3=High Priority. When the start button is pressed, it will perform the set function, rather than always starting the order.

Monitor Refresh Rate – Keyboard 1-4: allows the user to set the refresh rate for the 2 types of POS LCD monitors. The traditional 7” LCD operates on 60Hz, and the 10.4” LCD operates on 50Hz.

Time Functions

Time Functions lists all store-specific Time-Based Settings from the 824 POS. Shift Times, Late Times, and Keyboard Recall Functions are all listed and can be changed here.










Shift Times:

	Shift 1 End Time	11:00
	Shift 2 End Time	14:00
	Shift 3 EndTime	17:00
	Shift 4 End Time	20:00
	Shift 5 End Time	00:00
	Shift 6 (Close) End Time	02:00

Shift End Time: allows the user to set the Ending time of each shift in the 824 POS.

Note: Close End Time must be set AFTER Midnight

Late/Happy Hour Times:

	Call In Prep Time (0-99 minutes)	10
	Food & Drink Late Time	03:00
	Drink Only Late Time	03:00
	Drive Thru Late Time	03:00
	Happy Hour	<input type="checkbox"/> Disable
	Happy Hour Start Time	17:00
	Happy Hour End Time	18:00
	Happy Hour Start Time (2nd)	<input type="checkbox"/> 00:00
	Happy Hour End Time (2nd)	<input type="checkbox"/> 00:00

Call In Prep Time: allows the user to set the amount of time used to prepare Call In orders. Call In Order is taken, ToGo Button and retrieval time is entered on the ticket, Ticket is totaled, Press [Yes] to send to the monitors. Based on the Call In Prep Time, the order will appear on the monitor and will be ready to scan out for the retrieval time (example: Call In Prep Time = 5 min, Order is set to be picked up at 10:30am...at 10:25am, the order will appear on the monitors to be prepared).

Food & Drink Late Time: sets the amount of time a food & drink order is in-house before being late.

Drink Only Late Time: sets the amount of time a drink only order is in-house before being late.








Drive Thru Late Time: sets the amount of time a drive thru order is in-house before being late.

Happy Hour: If enabled, allows the 824 POS to switch to a Happy Hour Menu, which will have special Happy Hour Pricing. When the set happy hour end time elapses, the 824 will switch back to the regular menu/pricing.

Happy Hour Start/End Time: allows the user to set when Happy Hour begins and Ends.

Happy Hour Start/End Time (2nd): allows the user to set a secondary Happy Hour start and end time.

Keyboard Recall Functions:

	Recall Time Limits (0-600 minutes)	500
	Keyboard 1 Recall Function	<input checked="" type="checkbox"/> Enable
	Keyboard 2 Recall Function	<input type="checkbox"/> Disable
	Keyboard 3 Recall Function	<input type="checkbox"/> Disable
	Keyboard 4 Recall Function	<input type="checkbox"/> Disable
	Drive Thru Keyboard Recall Function	<input type="checkbox"/> Disable
	Recall Authorization Code	****

Recall Time Limits (0-600 minutes): allows the user to set the time allotted to recall a ticket once it has been scanned for. Once the ticket is scanned, recalling the ticket will require the Recall Authorization Code.

Keyboard 1-4/DT Recall Function: allows the user to enable/disable the recall function on individual keyboards. If disabled, the operator will not be able to recall out-of-house tickets on the set keyboard.

Recall Authorization Code: allows the user to set the Recall Authorization Code. Must be 4 numeric digits and cannot start with a zero.

Keyboard Settings

Keyboard Settings lists store-specific Green Condiment Keys (designation and position) and Discount % Keys. These items can also be changed in this option.

Green Condiment Keys:

+	-	1	2	Y
P	O	L	T	H
K	R	C	S	
E	X	B	Y	

Discount % Keys:

Discount 1
10 %

Discount 2
40 %

Green Condiment Keys: are keys used on the POS Keyboard to add/subtract condiments to a Menu Item. These are programmable with 1 character, and will represent a condiment/status. (Example: +P could signify Add Pickles to a burger).

Discount % Keys: are keys on the POS Keyboard that apply a % discount to the total of a ticket. These keys are programmable with a % from 0-100.

Menu Items Settings

Menu Items Settings lists all store-specific menu information. This includes Menu Names, Pricing, Key Status, PLU ID, and Category. From this module, you can also view the keyboard in Overlay format, view Historical Key Settings, Show Item Cost, and perform Menu Assignment (also called Menu Indexing). All menu item changes can be made from this section.

Menu Item Settings:

Key #	Name10	PLU #	Product Name	Category	Reg KD	Reg SM	Reg MD	Reg LG	Reg XL	Spc KD	Spc SM	Spc MD	Spc LG	Spc XL	T	C	N	Section
1	ADD CHZ	6090	+ CHEESE	Coupon 1	0.00	0.00	0.40	0.00	0.00	0.00	0.00	0.40	0.00	0.00	⊗	⊗		1

- Key#:** is the key number on the 824 POS
- Name10:** is the name of the programmed key in the 824 POS
- PLU#:** is the PLU ID for any indexed Menu Items (Sonic specific configuration)
- Product Name:** long description assigned to the Menu Item as a result of Menu Indexing)
- Category:** set category type for the Menu Item key.
- Reg KD/SM/MD/LG/XL:** Pricing for each size under the Regular Menu in the 824 POS.

Spc KD/SM/MD/LG/XL: Pricing for each size under the Happy Hour Menu in the 824 POS.

T: Taxable status for the Menu Item. This means the Menu Item is taxable.

C: Condiment status for the Menu Item. This means the Menu Item is a condiment key and will modify a non-condiment Menu Item. (Example: add cheese would be a condiment modifying a burger key).

N: Negative status for the Menu Item. This means that the Menu Item key will subtract the programmed price from the total of the ticket. This is used for discounts to a “meal” or special promotion. (Example: a burger, fries, drink may have a total of \$5.99, but the “promotion” offers this meal at \$4.99, so the negative key would subtract \$1.00 from the total of the ticket, making the pricing correct for the customer).

Section: denotes the type of Menu Item. Sections allow the user to set certain sections of menu items to display on different monitors for the 824 POS, making preparation more efficient at each Station of the restaurant. (Example: all burgers may be set to the same section, and may be set to display on the Kitchen Monitors. These items will also be grouped together on these monitors and the printed ticket as well).

****Items with no set section will not ring up on the POS Units. Items with a section, but not set to display will ring up, but will not display on a monitor****

Keyboard Overlay:

Shows the current Menu Item Settings in an Overlay format

ADD CHZ	ADD BACON	ADD JAL	ADD CHILI	ADD CH CHZ
A 1	B 2	C 3	D 4	E 5

Historical Settings:

Shows the currently programmed Menu Item, along with past Settings for that key

Key #	Name10	
1	ADD CHZ	-
	ADD CHZ	
	ADD CHZ	

Show Item Cost

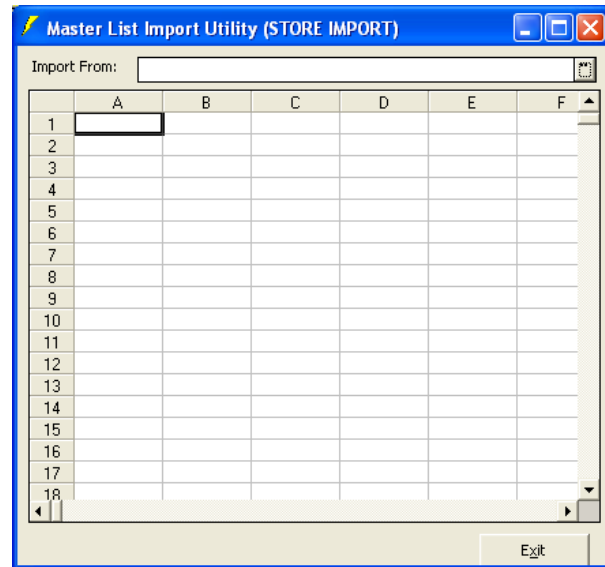
Allows the user to enter in Ideal Food Cost information for each of the Menu Items. This information will be used in populating Ideal Food Cost Information in the Product Mix and Status Reports.

Menu Assignment

Allows the user to utilize the Menu Indexing Utility in order to assign PLU ID information to Menu Items. A Master Reference List must first be downloaded (Sonic-Specific Configuration), and then Menu Indexing must be performed.

How to Import a Master Reference List

1. Download the Master List and save it to the PC (remember the location).
2. Open the E2 Management Suite
3. Click [Tools]
4. Select [Index List Import]
5. Click [...]
6. Browse to the directory where the Master List is stored
7. Click [Open]. The list will import
8. Click [Ok]
9. Click [Exit] on the Index List Import Utility



How to Perform Menu Indexing

1. Navigate [Tools] > [Menu Assignment] or click [Menu Assignment] on the Menu Item Settings toolbar
2. The Menu Indexing Utility will open
3. All items in the **Store Menu Item List** with a 0 PLU ID have not been indexed. Select one by left-clicking it
4. Click Details and the Search Function of the Utility will open. Type in a key word. This keyword is based on the Long Description in the Master List
5. Click [Search Now]. All items matching the keyword will list in the **Sonic Indexing List** field
6. Place an X beside the item most closely matching the item you are indexing. This will assign the PLU ID to the **Store Menu Item List** item. The [Click here to Update] button will appear.
7. Repeat steps 4-6 until all items are indexed
8. Click [Click here to Update]
9. Click [Exit] to close the Utility



Production Line Recipe Settings

Production Line Settings lists the store-specific Recipe and Production Line Settings. These items can be edited in this section.

Recipe

Shows the currently set Recipe Settings for the store's Menu Items. This describes how many of each Raw Good is needed for production of the item.

Recipe Settings							
	Key #	Name10	Size	Price	Cost	5-1	10-1
1	1	#0	MD	1.59	0.0000	1	0
2	2	#1	MD	1.59	0.0000	1	0
3	3	#2	MD	1.59	0.0000	1	0
4	4	HICKORY	MD	1.59	0.0000	1	0
5	5	SS BCB	MD	3.45	0.0000	2	0

(Example: #0 is a burger with no condiments on it. If the recipe is set to 1 of a certain size burger patty (in this case 5-1), then each time the #0 Menu Item is rung up, it will increment the product mix, but also display the appropriate number of 5-1 patties on the kitchen monitor for preparation, depending on how many #0 burgers are in-house waiting to be prepared)

Production Line Items

Shows the currently programmed Production Line, including Raw Goods and Monitor placement of each.

Production Line Items				
	Production Line Items	Description	PLine	PDesc
1	LG M			1
2	SM M			2
3	FF			3
4	TT			4
5	STRIP			5
6	CD			6
7	STEAK			7
8	B CHK			8
9	G CHK			9
10	OR			10
11	G CHZ			11
12	STICK			12

Production Line allows the user to set up to 12 Raw Good Items to display on the Kitchen Monitors. The cook at each respective station will use this list to know how many of each Raw Good to cook, in order that the Expeditor have enough product to prepare each order (based on the programmed recipes).

Employee Settings

824 Employee Settings lists the store-specific employees programmed into the 824 POS. This includes clock code, Employee Name, SSN, and Pay Rate. Employee Information can be programmed in this section.

Employee Information			
ID #	Employee Name	Social Security Number	Pay Rate
1	OMC	111-11-1111	8.00
2	Training	222-22-2222	5.15
3	Customer01	333-33-3333	5.25
4	Manager	444-44-4444	8.00
5	Carhop	555-55-5555	5.15

The Employee Settings, once programmed, will allow the 824 POS to track Clock In/Out information for each employee. The ID# will be used to Clock the employee In/Out.

How to Clock In

1. Program the Employee in the Composer. Make sure ID#, Name, SSN and Pay Rate are all assigned.
 2. Press [Clock In] on the Secure Pass
 3. Press [#], where # = the ID # of the Employee (also referred to as Clock Code)
 4. A Clock In receipt will print.
- **If employee is already clocked in, it will print a receipt: [Clocked In]**
 The 824 POS allows only 4 Clock In/Out per day

How to Clock Out

1. Press [Clock Out] on the Secure Pass
 2. Press [#], where # = the ID # of the Employee (also referred to as Clock Code)
 3. A Clock Out receipt will print.
- **If employee is already clocked out, it will print a receipt: [Clocked Out]

Ticket Trailer

Ticket Trailer lists the store-specific Ticket Trailer information. Includes the Trailer Message, Printing Options and Interval.

Trailer Message 1	
1- Edit Trailer	
Line 1:	NOW HIRING FOR
Line 2:	DAYSHIFT
Line 3:	
Line 4:	
Line 5:	
Line 6:	
Line 7:	
Line 8:	
Line 9:	
Line 10:	
2- Print Trailer	<input checked="" type="checkbox"/> Enable
3- Trailer Interval	1
4- Cut Before Printing	<input type="checkbox"/> Disable
5- Clear Message	<input type="button" value="Clear"/>

Ticket Trailer allows (2) messages to be programmed/printed for the bottom of the order tickets. These messages are 20 characters wide and 10 lines long, and can be programmed together or separately. They can also be set to cut after the main ticket or to cut between the trailers (for 2 different messages), and can be set to a specific ticket interval (example: once every 50 tickets).

Edit Trailer Line 1-10: allows the user to program lines 1-10 of the ticket trailer message.

Print Trailer: if enabled, the ticket trailer will print based on the Trailer Interval. If disabled, it will not print.

Trailer Interval: interval at which the Ticket Trailer messages print. For example, if set at 50, the trailer will print once every 50 tickets.

Cut Before Printing: allows the trailer message to cut after the main ticket. If this option is enabled on the second trailer message, it will cut between the 2 messages.

Clear Message: will clear all text on the Lines 1-10 for the message.

E2 Reporter

Daily Summary

The Daily Summary Report lists all Sales, Deposit, Transaction and Cash Long/Short information on a daily basis.

This report populates after the End of Day Sync has completed. Daily Summary can be sorted using the Calendar Wizard to select viewing options.

Category	Amount \$	EFT (Stall Credit Card)	Amount \$
3. Ticket Count:	408		
4. NRGT Today	\$59,068.72		
5. NRGT Yesterday	\$66,629.00		
6. Today's Transactions =	\$2,439.72		
7. Voids	\$46.46		
A. Manager Cancels:	\$22.78		
B. Recall Cancels:	\$23.68		
C. Unclaim Call In:	\$0.00		
8. Total Sales =	\$2,393.26		
9. Adjustments:	\$167.59		
A. Credits:	\$6.23		
B. Coupons:	\$14.34		
C. Gift Cards <ACT/REL>:	\$0.00		
D. Neg. Items:	\$139.47		
E. Discount 1:	\$0.12		
F. Discount 2:	\$7.43		
10. Adjusted Gross Sales =	\$2,225.67		
11. Sales Tax	\$211.58		
11A. Tourism Tax	\$0.00		
12. Net Sales =	\$2,014.09		
13. Adjusted Gross Sales	\$2,225.67		
14. Employee Charges	\$0.00		
15. Cash Sales =	\$2,225.67		
Trans. Type	Amount \$	EFT (Stall Credit Card)	Amount \$
Cash Log Summary:		VISA	\$0.00
Cash Sales: (+)	\$2,225.67	MASTER	\$0.00
Re-Deposits: (+)	\$0.00	AMERICAN EXPRESS	\$0.00
Other Income: (+)	\$0.00	DISCOVER	\$0.00
Paid Outs: (-)	\$0.00	DEBIT CARD	\$0.00

Ticket Count: Daily Ticket Count

NRGT Today: Ending Non-Resetable Grand Total for the Current Day

NRGT Yesterday: Ending Non-Resetable Grand Total for the Previous Day

Today's Transactions: Current Day's transactions (NRGT Today-NRGT Yesterday)

Voids

Manager's Cancels: \$ Total of Tickets Canceled by Manager

Recall Cancels: \$ of Items removed from recalled tickets

Unclaimed Call In: \$ Total of Call In tickets not claimed

Gross Sales Total: Today's Transactions - Voids
Adjustments

- Credits:** \$ Total of Credits (Credit key on the POS Units)
- Coupons:** \$ Total of Coupons (Coupon Key+ \$ Amount on POS Units)
- Gift Cards (Activation/Reloads):** Sonic Specific Configuration
- Negative Items:** \$ Total of Menu Items flagged as Negative Items
- Disc 1:** \$ Total of Discount % 1
- Disc 2:** \$ Total of Discount % 2

Adjusted Gross Sales: Gross Sales Total - Adjustments
Sales Tax: \$ of Sales Tax. Tax is applied per ticket in the 824 POS.
Net Sales: Adjusted Gross Sales – Sales Tax
Adjusted Gross Sales: Same as Adjusted Gross Sales
Employee Charges: \$ Total of Employee Charge Tickets
Cash Sales: Adjusted Gross Sales – Employee Charges

Cash Log Summary: Lists \$ Totals for all transactions in the Transaction Journal
Cash Short/Long: Cash Sales compared to Deposits/EFT Transactions. All transactions, including Paid Outs, are calculated.
Order Time Information: Lists time of First Order/Last Order
Weather Information: Lists Weather Information (entered at EoD)
OMNI 3750: Sonic Specific Configuration

Invoices from Cash Log: Lists each transaction from the Transaction Summary

Shift Info

The Shift Info Report lists all Sales, Ticket, AV Time, and Discount information on a daily basis, broken down per shift. The Shift Info updates each time a Shift Sync is performed, and finally after the completion of the End of Day Sync. Shift can be viewed Daily or Trend By Day of Week.

Shift Times are determined by those programmed into the 824 POS or the Composer Module.

	Shift 1	Shift 2	Shift 3	Shift 4	Shift 5	Close Shift	Date
	SH-1 10:00 To 14:00	SH-2 14:00 To 18:00	SH-3 18:00 To 22:00	SH-4 22:00 To 02:00	SH-5 02:00 To 06:00	SH-6 6:00 To 0:00	02/03/2006
Sales							
Gross Sales + GC (\$)	8.08	0.00	0.00	0.00	0.00	0.00	8.08
Net Sales (\$)	7.51	0.00	0.00	0.00	0.00	0.00	7.51
Curb Sales (\$)	8.08	0.00	0.00	0.00	0.00	0.00	8.08
Drive Thru Sales (\$)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Call In Sales (\$)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Priority Station Sales (\$)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ticket Information							
Ticket Count	2	0	0	0	0	0	2
Curb Tickets	2	0	0	0	0	0	2
Drive Thru Tickets	0	0	0	0	0	0	0
Call In Tickets	0	0	0	0	0	0	0
Priority Station Tickets	0	0	0	0	0	0	0
Curb Ticket %	100.00	0	0	0	0	0	100.00
Drive Thru Ticket %	0.00	0	0	0	0	0	0.00
Late Tickets	1	0	0	0	0	0	1
Late Ticket %	50.00	0	0	0	0	0	50.00
Ticket Averages (\$)	3.76	0.00	0.00	0.00	0.00	0.00	3.76
Ticket Average Curb (\$)	3.76	0.00	0.00	0.00	0.00	0.00	3.76
Ticket Average D.T. (\$)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AV Times							
Reply Time	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Cash Controller	00:05	00:00	00:00	00:00	00:00	00:00	00:05
Communication	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Inventroy Control	00:38	00:00	00:00	00:00	00:00	00:00	00:38
E2 Dash Board	00:19	00:00	00:00	00:00	00:00	00:00	00:19

Sales

Gross Sales +GC: Gross Sales per Shift/Total

Net Sales: Gross Sales-Sales Tax per Shift/Total

Curb Sales: Gross Sales Total for all Stall Orders per Shift/Total

Drive Thru Sales: Gross Sales Total for Drive Thru Orders per Shift/Total

Call In Sales: Gross Sales Total for Call In Orders per Shift/Total

Priority Station Sales: Gross Sales Total for Priority Station Orders per

Shift/Total

Ticket Information

Ticket Count: Ticket Count per Shift/Total

Curb Tickets: Curb Ticket Count per Shift/Total

Drive Thru Tickets: Drive Thru Ticket Count per Shift/Total

Call In Tickets: Call In Ticket Count per Shift/Total

Priority Station Tickets: Priority Station Ticket Count per Shift/Total

Curb Ticket %: % of Curb Tickets per Shift/Total

Drive Thru Ticket %: % of Drive Thru Tickets per Shift/Total

Late Tickets: # of Late Tickets per Shift/Total

Late Ticket %: % of Late Tickets per Shift/Total

Ticket Average: Ticket Average \$ Amount per Shift/Total

Ticket Average Curb: Curb Ticket Average \$ Amount per Shift/Total

Ticket Average DT: DT Ticket Average \$ Amount per Shift/Total

AV Times

Reply Time: Average Reply Time per Shift/Total

Order Time: Average Order Time per Shift/Total

Drink Orders Only: Average Drink Order Time per Shift/Total

Food & Drink Orders: Average Food/Drink Order Time per Shift/Total

Total Prep: Average Total Prep per Shift/Total

Carhop Delivery: Average Carhop Delivery Time per Shift/Total

Curb: Average Curb Time per Shift/Total

Drive Thru: Average DT Time per Shift/Total

Discounts

Discount #1: \$ Amount of Discount %1 per Shift/Total

Discount #2: \$ Amount of Discount %2 per Shift/Total

Coupons: \$ Amount of Coupons per Shift/Total

Credits: \$ Amount of Credits per Shift/Total

Negative Keys: \$ Amount of Negative Keys per Shift/Total

Labor

Labor %: Labor % (calculated against Gross Sales) per Shift/Total

****All other Shift Information is Sonic Specific Configuration and is available in the EPS Manager's/User's Guides****

Exception

The Exception Report shows the variance between all programmed exceptions and the actual data in the E2 Reporter. These exceptions can be programmed using the [Exception Parameters] option and allow the user (or Office if S2O is used) to set a High and Low value to certain criteria. If any information reported is outside of these parameters, it will be flagged with the appropriate color (blue good, red bad). This report provides an at-a-glance look at store performance in many aspects.

Category	Value	Variance
Net Sales	3228.93	▲ \$3078.93
Ticket Count	532	▲ 442
Curb Ticket %	100.00 %	▲ 100.00 %
Drive Thru Sales	\$0.00	▼ \$1.00
Drive Thru Tickets	0	▼ 1
Drive Thru Ticket %	0.00 %	▼ 10.00 %
Call In Sales	\$0.00	▼ \$1.00
Call In Tickets	0	▼ 1
LateTicket	327	▲ 307
LateTicket %	55.24%	▲ 50.24%
Canceled Ticket	\$19.68	▲ \$4.68
Canceled Ticket Count	0	▼ 1
Recall Ticket	\$25.49	▲ \$5.49
Recall Ticket Count	0	▼ 1
Money Short/Long	\$3567.44	▲ \$3562.44
Reply Time	00:12	▲ 00:02
Drink Orders Only	02:26	▲ 00:26
Carhop Delivery	01:45	▲ 01:45
Drive Thru	00:00	▼ 03:00
Discount 1	\$0.26	▼ \$0.74
Coupons	\$65.94	▲ \$45.94
Negative Keys	\$294.58	▲ \$214.58

Hourly & QTR Hour

The Hourly/QTR Hourly Report allows the user to see sales information broken down in hourly and quarter-hourly increments. This report populates after the completion of the End of Day Sync and may be viewed Hourly or Qtr-Hourly as well as using the Calendar Wizard to sort.

Hour	Ticket Cnt	Net Sales	Late Ticket	Credit Card Count	Credit Card Sales	GC ACT Count	GC ACT Amount	GC REL Count	GC REL Amount	Ticket Cnt	Net Sales	Av. Time	Late Ticket
Overall													
Total	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	00:00	0

Blue Book Report

The Blue Book Report lists all Sales information, Av Times, Late Ticket information, and Cash Long/Short. This report populates after the completion of the End of Day Sync and can be viewed By Dates, By Running Sum, By Week, or By Month. This report gathers information from the Shift Info Report, Daily Summary, and Timesheets to populate all fields.

Date	Net Sales	Ticket Count	Late Ticket	Late Ticket %	Ticket Average	AV Time (Out)	AV Time (D.T.)	AV Time (Reply)	Cash Sales	Deposits	Money Long/Short
08/01/04	3208.14	557	338	60.68	5.76	05:59	00:00	00:12	3529.72		-3529.72
08/02/04	2817.56	548	299	54.56	5.14	04:29	00:00	00:11	3099.83		-3099.83
08/03/04	2945.46	579	388	67.01	5.09	04:13	00:00	00:09	3239.83	2962.28	-196.28
08/04/04	3419.46	665	524	78.80	5.14	05:21	00:00	00:17	3762.50	3410.79	-287.08
08/05/04	3278.52	656	423	64.48	5.00	04:09	00:00	00:09	3607.45	1861.56	-1745.89
08/06/04	4032.71	749	492	65.36	5.38	04:40	00:00	00:12	4437.39	4080.08	-359.60
08/07/04	4285.73	745	403	54.09	5.75	04:32	00:00	00:09	4715.69	4305.97	-409.72
08/08/04	3337.28	622	366	58.84	5.37	04:52	00:00	00:11	3672.28	1353.41	-2261.49
08/09/04	3397.57	674	328	48.66	5.04	04:15	00:00	00:08	3738.51	3440.28	-296.23
08/10/04	3027.09	627	254	40.51	4.83	03:43	00:00	00:10	3339.94	1777.07	-1529.01
08/11/04	2936.69	623	310	49.76	4.71	04:24	00:00	00:13	3231.82	2959.82	-233.32
08/12/04	2774.75	598	283	47.32	4.64	04:10	00:00	00:08	3053.21	2783.39	-266.71
08/13/04	3695.72	695	348	50.07	5.32	04:08	00:00	00:10	4066.65	3816.00	-230.69
08/14/04	1856.88	305	167	54.75	6.09	04:23	00:00	00:07	2043.11	1872.99	-147.02
08/15/04	2443.10	421	234	55.58	5.80	04:39	00:00	00:10	2688.20	2477.57	-176.65
08/16/04	2890.58	619	314	50.73	4.61	04:19	00:00	00:12	3137.09	2885.36	-251.71
08/17/04	2714.53	581	229	39.41	4.67	03:32	00:00	00:06	2987.44	2806.69	-180.75
08/18/04	2952.27	588	260	44.22	5.02	03:56	00:00	00:10	3248.52	1496.55	-1690.78
08/19/04	3151.21	628	435	69.27	5.02	06:18	00:00	00:17	3468.09	3182.63	-285.46
08/20/04	3332.26	627	365	58.21	5.31	05:14	00:00	00:15	3666.87	3252.26	-214.61
08/21/04	3532.91	630	396	62.86	5.61	05:03	00:00	00:12	3887.32	1813.23	-2074.09
08/22/04	3182.46	570	334	58.60	5.58	05:02	00:00	00:10	3501.78	1755.31	-1746.47
08/23/04	3046.11	632	255	40.35	4.82	03:37	00:00	00:08	3351.83	1833.41	-1518.42
08/24/04	3113.78	590	247	41.86	5.28	03:46	00:00	00:13	3427.25	1578.94	-1702.06
08/25/04	2888.32	568	241	42.43	5.09	03:46	00:00	00:20	3178.36	2789.00	-324.58
08/26/04	3029.43	582	280	48.11	5.21	04:05	00:00	00:21	3333.50	3041.94	-267.66
08/27/04	4170.11	768	373	48.57	5.43	04:08	00:00	00:12	4588.70	4266.86	-316.57
08/28/04	3991.97	681	427	62.70	5.86	04:59	00:00	00:17	4392.47	2335.26	-2054.14
08/29/04	3033.58	554	276	49.82	5.48	04:11	00:00	00:17	3337.95	1844.93	-1474.65
08/30/04	1774.26	382	135	35.34	4.64	03:28	00:00	00:16	1952.35	1391.50	-560.85
08/31/04	2867.43	624	163	26.12	4.60	03:03	00:00	00:10	3155.77	1570.00	-1585.77

Status Report

The Status Report lists all Sales, AV Time, and Deposit information broken down by shift, but is listed per week. Status Report also lists Ideal/Actual Food Cost information, Labor Cost information, as well as Week to Date, Month to Date and Year to Date fields. The shift information included on the Status will populate as Shift Syncs are performed, but the Status will not completely populate until the completion of the End of Day Sync. This report can be sorted using the Calendar Wizard.

Shift	Sunday 10/17/04	Monday 10/18/04	Tuesday 10/19/04	Wednesday 10/20/04	Thursday 10/21/04	Friday 10/22/04	Saturday 10/23/04	Total
#1 Net Sales	317.82			258.42				574.04
#1 Crew Labor %	0.00			44.82				22.31
#1 Late Ticket / (%)	33 / 68.93			28 / 40.83				56
#1 Ticket Count	66			64				130
#1 Reply Time	0:07			0:03				0:08
#1 Curb Time	5:04			3:58				4:31
#2 Net Sales	1089.81			682.29				1772.10
#2 Crew Labor %	0.00			20.61				10.31
#2 Late Ticket / (%)	120 / 84.61			52 / 41.60				172
#2 Ticket Count	142			125				267
#2 Reply Time	0:20			0:08				0:14
#2 Curb Time	8:18			3:38				5:58
#3 Net Sales	791.14			352.04				1143.18
#3 Crew Labor %	0.00			34.69				17.35
#3 Late Ticket / (%)	97 / 69.29			29 / 32.22				126
#3 Ticket Count	140			90				230
#3 Reply Time	0:17			0:04				0:10
#3 Curb Time	6:11			3:08				4:38
#4 Net Sales	667.37			546.61				1213.98
#4 Crew Labor %	0.00			28.87				14.44
#4 Late Ticket / (%)	42 / 34.43			61 / 63.54				103
#4 Ticket Count	122			96				218
#4 Reply Time	0:10			0:13				0:12
#4 Curb Time	3:37			5:08				4:22
Close Net Sales	531.87			178.73				689.60
Close Crew Labor %	0.00			73.32				36.66
Close Late Ticket / (%)	40 / 46.51			21 / 63.64				61
Close Ticket Count	86			33				119
Close Reply Time	0:11			0:05				0:08
Close Curb Time	4:21			4:53				4:37

****Different Franchisee groups may have their own version of this report, which will vary its look and reporting capabilities****

Detailed Ticket Report

The Detailed Ticket Report lists all ticket-related information for all tickets that having been canceled, recalled (\$ lowered), or late. It also includes a station report listing ticket # and Sales per stall. This report populates after the completion of the End of Day Sync and can be sorted using the Calendar Wizard.

LATE TICKET REPORT												RECALLED TICKET INFO			
Ticket Number	Station Number	Ticket Time	Time In	Ticket Type	Total \$	Recall Ticket #	\$ Start	\$ End	\$ Diff.	Carhop No.	Canceled Ticket #	Reason & Code			
119	28	11:34	12:29	FD	5.94	165	14.76	12.12	2.64	0	283	3 - Drive off			
406	28	11:24	21:18	FD	9.91	214	1.87	1.05	0.82	0	341	2 - Free meal			
17	28	11:15	08:13	FD	4.4	255	3.29	1.66	1.63	0	364	2 - Free meal			
364	18	10:40	19:36	FD	8.38	334	14.21	6.94	7.27	0	327	2 - Free meal			
338	28	10:23	18:48	FD	5.85	353	13.41	2.09	11.32	0					
283	28	10:03	17:05	FD	7.35										
354	20	09:39	19:24	FD	10.99										
376	6	09:24	19:50	FD	25.14										
297	28	09:21	17:22	FD	11.91										
331	8	09:18	18:41	DO	4.73										
326	11	09:16	18:24	FD	17.41										
26	28	09:14	08:58	FD	8.57										
327	14	09:06	18:30	DO	1.65										
381	4	08:52	20:02	FD	23.32										
337	18	08:48	18:47	FD	15.29										
73	1	08:45	11:10	FD	9.58										
131	5	08:36	12:42	FD	5.72										
132	5	08:36	12:42	FD	6.06										
133	5	08:36	12:43	FD	4.18										
319	28	08:26	18:04	FD	9.57										
341	28	08:25	18:57	FD	3.64										
295	5	08:14	17:20	FD	2.64										
296	5	08:14	17:21	FD	3.62										
181	2	08:05	13:45	FD	5.4										

Product Mix Report

The Product Mix Report lists the sales of all items from the 824 POS, size of each item, Ideal Sales (Ideal Food Cost x Quantity Sold), Actual Sales, and Discount applied to each item. Report also lists item status, and Happy Hour Sales figures. This report populates after the completion of the End of Day Sync. Product Mix can be sorted using the Calendar Wizard or can be viewed by Category.

Key	ID #	Name	Size	Category	Qty	Ideal Sales	Actual Sales	Discount Applied	Ideal Food Cost	Food Cost	Happy Hr Qty	Happy Hr Sales	T	C	N	S
1	0	ADD CHZ	MD	Coupon 1	1	\$0.40	\$0.40	\$0.00	\$0.00	\$0.00	0	\$0.00				
2	2	ADD BACON	MD	Fountain	7	\$3.85	\$3.85	\$0.00	\$0.00	\$0.00	0	\$0.00				
3	0	ADD JAL	MD		3	\$1.65	\$1.65	\$0.00	\$0.00	\$0.00	0	\$0.00				
4	4	ADD CHILI	MD		4	\$2.00	\$2.00	\$0.00	\$0.00	\$0.00	0	\$0.00				
5	9	SUB TT	MD		7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00				
6	11	CUT IN HAL	XL		2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00				
7	14	NO CHZ	MD		4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00				
8	15	NO EGG	MD		2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00				
9	17	NO VHP	MD		1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00				
10	28	X:TREM TT	MD		1	\$3.09	\$3.09	\$0.00	\$0.00	\$0.00	0	\$0.00				
11	29	SUB DR	MD		1	\$0.40	\$0.40	\$0.00	\$0.00	\$0.00	0	\$0.00				
12	31	PLAIN	MD		7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00				
13	32	NO BACON	MD		3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00				
14	37	NO CHERRY	MD		1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00				
15	41	#00	MD		4	\$8.36	\$8.36	\$0.00	\$0.00	\$0.00	0	\$0.00				
16	42	#1	MD		14	\$29.26	\$29.26	\$0.00	\$0.00	\$0.00	0	\$0.00				
17	43	#2	MD		6	\$12.54	\$12.54	\$0.00	\$0.00	\$0.00	0	\$0.00				
18	44	PHD	MD		2	\$3.78	\$3.78	\$0.00	\$0.00	\$0.00	0	\$0.00				
19	46	FRIES	SM		11	\$10.89	\$10.89	\$0.00	\$0.00	\$0.00	0	\$0.00				
20	46	0	MD		99	\$137.61	\$137.61	\$0.00	\$0.00	\$0.00	0	\$0.00				
21	46	0	LG		3	\$4.17	\$4.17	\$0.00	\$0.00	\$0.00	0	\$0.00				
22	46	0	XL		3	\$5.07	\$5.07	\$0.00	\$0.00	\$0.00	0	\$0.00				
23	47	TOTS	SM		19	\$18.81	\$18.44	\$2.37	\$0.00	\$0.00	0	\$0.00				
24	47	0	MD		17	\$23.53	\$23.53	\$0.00	\$0.00	\$0.00	0	\$0.00				
25	47	0	LG		4	\$5.56	\$5.56	\$0.00	\$0.00	\$0.00	0	\$0.00				
26	47	0	XL		2	\$3.38	\$3.38	\$0.00	\$0.00	\$0.00	0	\$0.00				
27	48	CHICK TST	MD		6	\$23.94	\$23.94	\$0.00	\$0.00	\$0.00	0	\$0.00				
28	49	BLT	MD		19	\$37.81	\$37.81	\$0.00	\$0.00	\$0.00	0	\$0.00				

****Category fields can be entered from the Composer Module; Menu Item Settings Section****

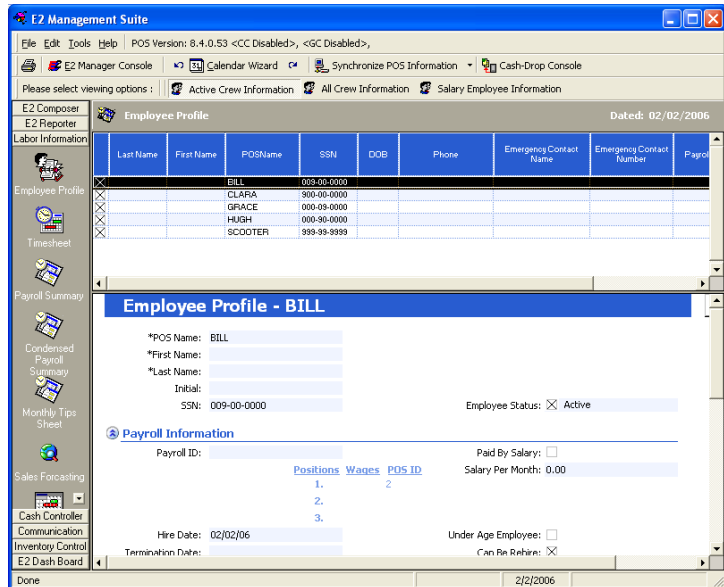
Labor Information

The Labor Module is a reporting tool that displays all Employee Timesheet information gathered from the 824 POS, as well as Employee Profiles, Payroll Summary, Condensed Payroll Summary, and Monthly Tips Sheets.

Employee Profiles

The Employee Profiles Report lists Employee information such as POS Name, SSN, and Pay Rate.

This information is pulled from the 824 POS. The Profile can also include personal Employee information such as DOB, Address, Emergency Contact, and any notes relating to the employee. This information must be manually entered in the profile. The Management Suite will allow up to 200 active employees for clocking in and out on the 824. It stores not only Active Employees, but will archive historical employee profiles. The labor module also allows to addition of salary employees. If salary employees are added, their salary dollar amounts will be figured into the daily percentage for a total labor percent.



Adding a New Employee


1. Navigate to [Composer]
2. Select [Employee Settings]
3. Double click in the Employee Name field on the first available entry
****Note: When replacing an existing employee with a new entry, make the change after the current pay period****
4. Enter in the desired name. This name will display in the 824 POS and is limited to 10 characters
5. Enter in that employee's SSN
6. Enter in that employee's Pay Rate
7. Ensure the 824 POS is not taking orders
8. Click [Save Changes]
9. Click [Next] to complete programming to the 824 POS

When replacing an employee in the Composer, the old employee's information is still stored in the Employee Profile, but it is marked Inactive and moved from the "Active Crew" field to the "All Crew" field.

Deleting an Employee

1. Navigate to [Composer]
2. Select [Employee Settings]
3. Remove all information for that employee (including Name, SSN, and Pay Rate)
****Note: When removing an existing employee, make the change after the current pay period****
4. Ensure the 824 POS is not taking orders
5. Click [Save Changes]
6. Click [Next] to complete programming to the 824 POS

Adding a Salaried Employee

1. Navigate to [Labor Information]
2. Click [Employee Profile]
3. Select [Salary Employee Information] from the Toolbar
4. Click the  button to add a new Salary Employee
5. Enter First Name, Last Name, SSN
6. Check [Paid by Salary]
7. Enter in Monthly Salary
8. Click [Save Changes]. This will create a POS Name for the new employee, and will add them the **Salary Employee Information** field.

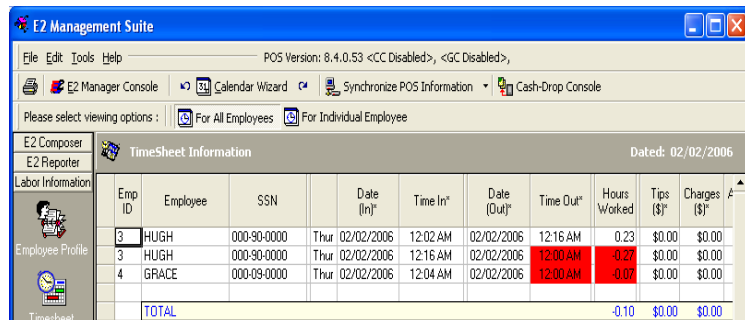
****Note: Salary Employees are figured into the Payroll Summary and Condensed Payroll. The monthly salary is divided up daily and calculated in to create accurate Labor \$ and Labor%. Salary Employees do not need to clock in/out for these calculations to take place****

To Remove Salary Employees

1. Navigate [Labor Information]
2. Click [Employee Profile]
3. Select [Salary Employee Information] from the Toolbar
4. Highlight the Salary Employee you wish to remove
5. Un-check Active on the profile for the selected employee
6. Click [Save Changes]

Timesheet

Either Sync Employee Information, or End-Of-Day Sync can update the Timesheet. Clock in/out times, as well as Tips and Employee Charges are transferred during synchronization from the 824 POS to the E2 Management Suite. Employees not clocked out are highlighted in RED.



Emp ID	Employee	SSN	Date (In)*	Time In*	Date (Out)*	Time Out*	Hours Worked	Tips (\$)*	Charges (\$)*
3	HUGH	000-90-0000	Thur 02/02/2006	12:02 AM	02/02/2006	12:16 AM	0.23	\$0.00	\$0.00
3	HUGH	000-90-0000	Thur 02/02/2006	12:16 AM	02/02/2006	12:00 AM	-0.27	\$0.00	\$0.00
4	GRACE	000-09-0000	Thur 02/02/2006	12:04 AM	02/02/2006	12:00 AM	-0.07	\$0.00	\$0.00
TOTAL							-0.10	\$0.00	\$0.00

****Note: All time modifications are done here, and must be done after the End of Day Sync or for a previous day. Edits, additions, and deletions to the Timesheet cannot be made during the same day****

Editing Existing Timeslots

1. Navigate [Labor Information]
2. Click [Timesheet]
3. Using the Calendar Wizard, select the date you wish to edit the Timesheet for
4. Locate the timeslot you wish to edit
5. Double-click the information you wish to change (Date In, Date Out, Time In, Time Out)
6. Change the field using the arrows, or manually type in the time/date needed
7. Enter a reason in the [Notes] field
8. Click [Save Changes]

****Note: If Audit Trail is enabled, it will show the previous entry below the timeslots. If E2 Security is enabled, the Audit Trail will also list who made the changes to the selected timeslot****

Adding New Timeslots

1. Navigate [Labor Information]
2. Click [Timesheet]
3. Using the Calendar Wizard, select the date you wish to edit the Timesheet for
 - a. If adding a timeslot for an employee already listed in the Timesheet, highlight that person's timeslot
 - b. If adding a timeslot for an employee that is not listed in the Timesheet, highlight the blank line at the bottom
4. Right Click on the selected timeslot and select [Insert Timeslot]
 - a. If adding a timeslot for an employee already listed, simply adjust the Time In/Out, Date In/Out and insert a note.

- b. If adding a timeslot for an employee not listed, select the employee's name from the drop-down and adjust Time In/Out, Date In/Out and insert a note.
 - 5. Click [Save Changes]
 - 6. Click [Next] to complete edits to the Timesheet
- **Note: If Audit Trail is enabled, it will show the previous entry below the timeslots. If E2 Security is enabled, the Audit Trail will also list who made the changes to the selected timeslot****

Deleting Existing Timeslots

- 1. Navigate [Labor Information]
 - 2. Click [Timesheet]
 - 3. Using the Calendar Wizard, select the date you wish to edit the Timesheet for
 - 4. Select the timeslot you wish to delete
 - 5. Right click and select [Delete Timeslot]
 - 6. Insert a note in the [Notes] field
 - 7. Click [Save Changes]
 - 8. Click [Next] to complete edits to the Timesheet
- **Note: If Audit Trail is enabled, it will show the previous entry below the timeslots. If E2 Security is enabled, the Audit Trail will also list who made the changes to the selected timeslot****

Payroll Summary

Payroll information is tracked in this report based on the settings in the Application Settings. These settings are: Weekly, Semi-monthly, Bi-weekly, and Monthly. To change Payroll Period type, go to [Application Settings] and make the needed modifications.

Payroll Summary can be viewed in two modes: expanded view, and condensed view. Neither summary can be altered from this view. If a change in an employee's time is needed, it must be done in the Timesheet.

Expanded View shows all active employees, as well as their timeslots for the current period.

Condensed view shows all active employees, but only lists their totals.

Employee Name	Emp ID	Payroll ID	Date	Time In	Time Out	Total Day Hours	Total WTD Hours	Day Regular Hours	Day Overtime Hours	Pay-Peric Reg I
Labor Cost Summary										
4 GRACE	000-09-0000	N/A	Thu 02/02/2006	12:04:00 AM	02:00:00	-0.07	-0.067	-0.067	0.000	-0.0
4 GRACE	000-09-0000	N/A	02/01/2006 To 02/15/2006							-0.0
3 HUGH	000-90-0000	N/A	Thu 02/02/2006	12:02:00 AM	12:16:00 AM	0.233	0.233	0.233	0.000	0.2
3 HUGH	000-90-0000	N/A	Thu 02/02/2006	12:16:00 AM	02:00:00	-0.267	-0.024	-0.267	0.000	-0.0
3 HUGH	000-90-0000	N/A	02/01/2006 To 02/15/2006							-0.0
TRADING, OMC	444-99-1234		2/2/2006							
TRADING, OMC	444-99-1234		02/01/2006 To 02/15/2006							
										RegHour OTHour \$Re
Wed 02/01/2006										0.000 0.000 \$0.0
Thu 02/02/2006										-0.101 0.000 -\$0.0
Fri 02/03/2006										0.000 0.000 \$0.0
Sat 02/04/2006										0.000 0.000 \$0.0
Sun 02/05/2006										0.000 0.000 \$0.0
Mon 02/06/2006										0.000 0.000 \$0.0
Tue 02/07/2006										0.000 0.000 \$0.0
Wed 02/08/2006										0.000 0.000 \$0.0
Thu 02/09/2006										0.000 0.000 \$0.0
Fri 02/10/2006										0.000 0.000 \$0.0
Sat 02/11/2006										0.000 0.000 \$0.0
Sun 02/12/2006										0.000 0.000 \$0.0
Mon 02/13/2006										0.000 0.000 \$0.0
Tue 02/14/2006										0.000 0.000 \$0.0
Wed 02/15/2006										0.000 0.000 \$0.0

**Note: If an employee was given a pay raise during the Pay Period, their pay rate will be shown as “???” and highlighted in red.

Condensed Payroll Summary

The condensed payroll report contains the same payroll information as the payroll summary. It is just in a long sheet format. Both reports are figured the same, so either report can be used.

Employee Name	SSN	Emp ID	Clock Code	Tips	Emp Adj	Emp Charges	PREV WKS HRS	Sat 10/16	1 WK HRS	Sun 10/17	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	F 10/22
ARTIS, BARBARA	229-98-1512	06	6	0.00	0.00	0.00								5.483	
ASHLEY MC	604-40-4266	N/A	67	3.00	0.00	0.00								4.083	
CHELSEA	226-55-6850	N/A	49	0.00	0.00	0.00								3.766	
COREY	230-55-4974	N/A	12	0.00	0.00	0.00								4.904	
DANIELLE	229-35-1981	N/A	20	1.00	0.00	0.00								3.383	
DEX	603-32-5055	N/A	62	0.00	0.00	0.00								4.650	
DEXTER	230-59-6586	N/A	5	0.00	0.00	0.00								5.183	
EMILY	226-59-8698	N/A	9	0.00	0.00	0.00								2.267	
JACLYN	576-51-1175	N/A	34	0.00	0.00	0.00								0.050	
JAVON	244-45-0178	N/A	11	0.00	0.00	0.00								6.583	
JEREMY	231-49-2680	N/A	27	0.00	0.00	0.00								6.233	
JEREMY S	225-11-1374	N/A	36	0.00	0.00	0.00								5.733	
JESSICA	231-49-4407	N/A	50	0.00	0.00	0.00								1.024	
LATESHA	228-29-7631	N/A	17	5.00	0.00	0.00								6.050	
LATONYA	231-53-3917	N/A	14	2.00	0.00	0.00								4.617	
MAGAN	227-55-9898	N/A	18	0.00	0.00	0.00								3.950	

Cash Controller

The Cash Controller is a tool by which all cash transactions relating to the 824 POS may be tracked. It tracks Chart of Accounts and Vendor information, Transactions, and Cash Drop information.

Account Maintenance

The Account Maintenance module is where the Chart of Accounts and Vendor information may be maintained. Accounts can be added, deleted and edited.

Chart of Accounts

Chart of Accounts is a list of all accounts relating to the 824 POS and cash deposit activity. Accounts can be made for Cash and

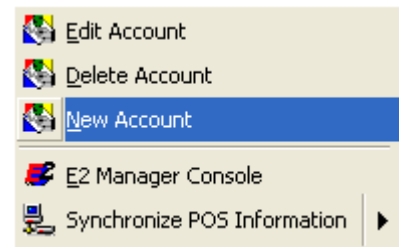
Account Description	Account Number	Type	Show
ACCUM DEPRECIATION/AMDR.	1400	Deposits M	✓
accumulation depr.	1453	S	✓
land	1461	S	✓
ASSETS	1600	Deposits M	✓
accts receivable	1205	S	✓
building	1445.4	S	✓
cash in bank	1016	S	✓
change fund	1024	S	✓
due to/from acct. serv.	1040	S	✓
equipment	1446.1	S	✓
GIFT CERTIFICATES	164.7	S	✓
inventory - other food	164.1	S	✓
inventory-cleaning supplies	164.6	S	✓
inventory-dairy	164.3	S	✓
inventory-meat	164.2	S	✓
inventory-paper goods	164.5	S	✓
inventory-produce	164.4	S	✓
lshd. improvements	1446.3	S	✓
prepaid insurance	1354.1	S	✓
savings account	1032	S	✓
vehicle	1446.2	S	✓
COSTS OF GOODS SOLD	5000	Deposits M	✓
food cost-dairy	516.3	S	✓
food cost-meat	516.2	S	✓
food cost-other	516.1	S	✓
food cost-produce	516.4	S	✓
paper goods	516.5	S	✓
EXPENSES	7000	Deposits M	✓
accounting	7641	S	✓
bad checks	7237.2	S	✓
bank charges	7401.1	S	✓
bdg. & grounds	7286.1	S	✓

Credit Deposits, Paid Outs, Invoices, Other Income, and Redeposited Checks. There are two account types available in the Chart of Accounts: Main Account and Sub-Account.

Main Account: would be used as a master account that would typically include several sub-accounts. For Example, if the store makes cash deposits to more than one bank, then the Main Account would be “Cash Deposits”. **Sub-Accounts:** might be “Bank One”, “Bank First” and “First Federal” for that Main Account. Main Accounts are highlighted in blue in the Chart of Accounts.

How to Add a New Main or Sub-Account

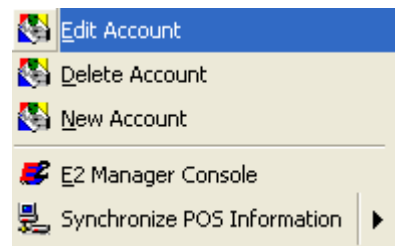
1. Navigate [Cash Controller]
2. Click [Account Maintenance]
3. Right Click and select [New Account]
4. The New Account Interface opens at the bottom of the Chart of Accounts page.
5. Select either **Main Account** or **Sub Account**
6. Enter the appropriate description
 - a. For Main Account, enter it under **Main Account Group**
 - b. For Sub Account, enter it under **Account Description**
7. Enter **Account Number**, making sure it is unique (Tip: if a Sub Account, use decimals to make it part of the Main Account Group. Example: if the Main Account is 1234, make this Sub-Account 1234.1)
8. Enter Account Usage, if Main Account
9. Select Show Account in Transaction Journal, if Sub-Account
10. Click [Save]. The new account will now appear in the Chart of Accounts.



 A screenshot of the 'New Account Information' form. It includes fields for 'Account Type' (radio buttons for 'Main Account' and 'Sub Account'), 'Main Account Group' (dropdown), 'Account Description' (text input), 'Account Number' (text input), and 'Account Usage' (radio buttons for 'Deposit', 'Expenses: Paid-Outs/Invoices', 'Other Income', and 'Redeposits'). There are also 'Save' and 'Cancel' buttons and a checkbox for 'Show Account in Transaction Journal'.

How to Edit an Existing Account

1. Navigate [Cash Controller]
2. Click [Account Maintenance]
3. Highlight the Account you wish to Edit
4. Right Click and select [Edit Account]
5. The Edit Account Information Interface opens at the bottom of the Chart of Accounts page.
6. Make any changes necessary to the selected account.



- a. If editing a Main Account, Account Number and Account Description are the only editing choices.
 - b. If editing a Sub-Account, you can also change the Main Account associated with it.
7. Click [Save] and changes will be applied.

Edit Account Information

Main Account Group : Cash Deposits

Account Description : Cash Deposits

Account Number : 1234

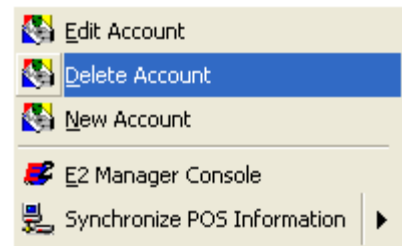
Show Account in Transaction Journal

Track Transactions for this Account

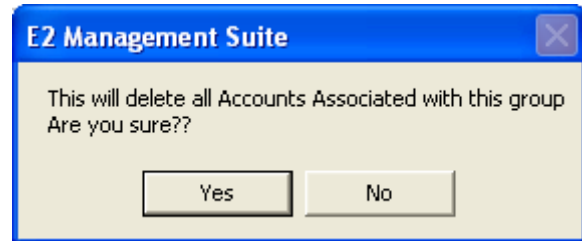
Save Cancel

How to Delete an Account

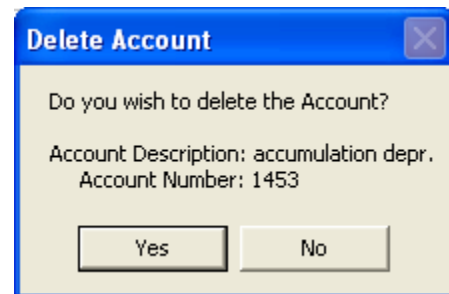
1. Navigate [Cash Controller]
2. Click [Account Maintenance]
3. Highlight the Account you wish to delete
4. Right Click and select [Delete Account]



5. If deleting a Main Account, click [Yes]. This will delete the Main Account, but also all Sub-Accounts associated with it.

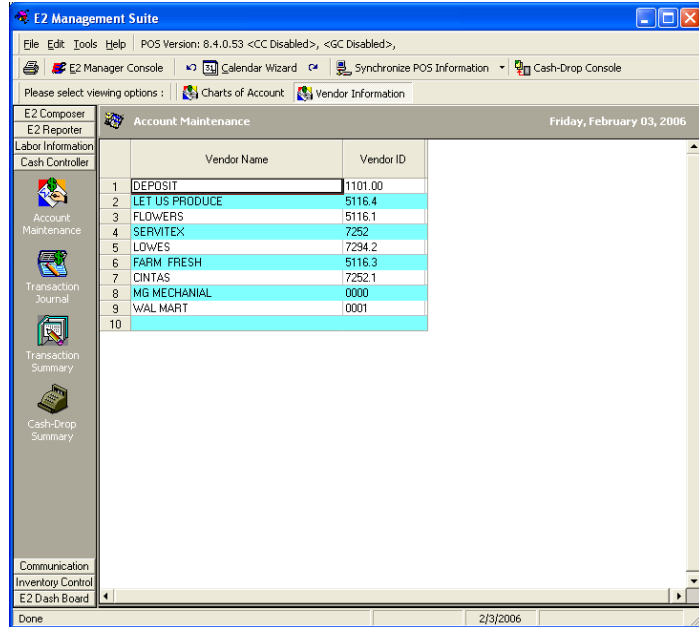


6. If deleting a Sub-Account, click [Yes] to delete



Vendor Information

Vendor Information is a list of Vendors used in the creation of Paid Outs. These are vendors from whom items are purchased using revenue from the store (sometimes called petty cash or Paid Outs).



How to Add/Delete/Edit a Vendor Account

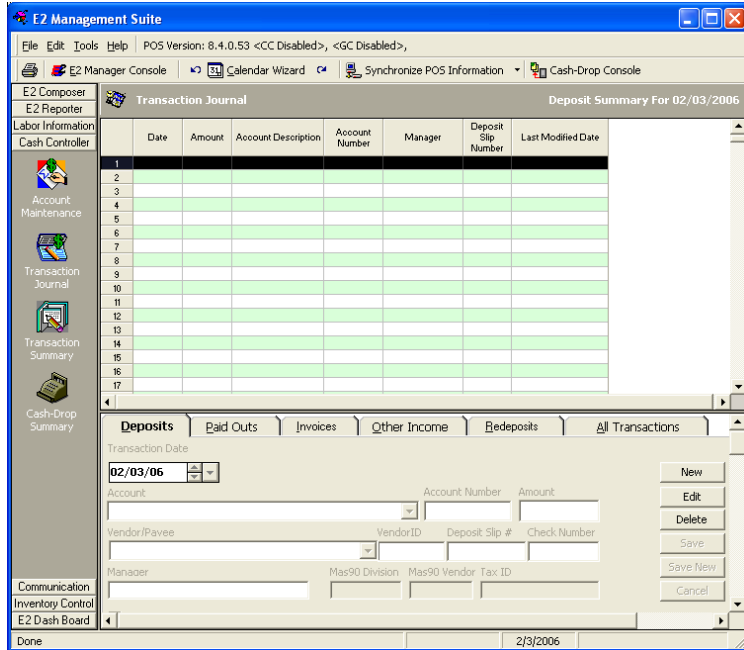
1. Navigate [Cash Controller]
2. Click [Account Maintenance]
3. Select [Vendor Information] from the Toolbar
4. If:
 - a. Adding an Account, simply enter new information on the blank bottom line and click [Save Changes] and [Next]
 - b. Deleting an Account, simply double click the account you wish to delete, delete the information from it, and click [Save Changes] and [Next]
 - c. Editing an Account, simply double click the account you wish to edit, make changes, and click [Save Changes] and [Next]

Transaction Journal

The Transaction Journal is where items such as Paid-Outs, Deposits and Invoices can be logged. Any of these items can be input at anytime during a business day.

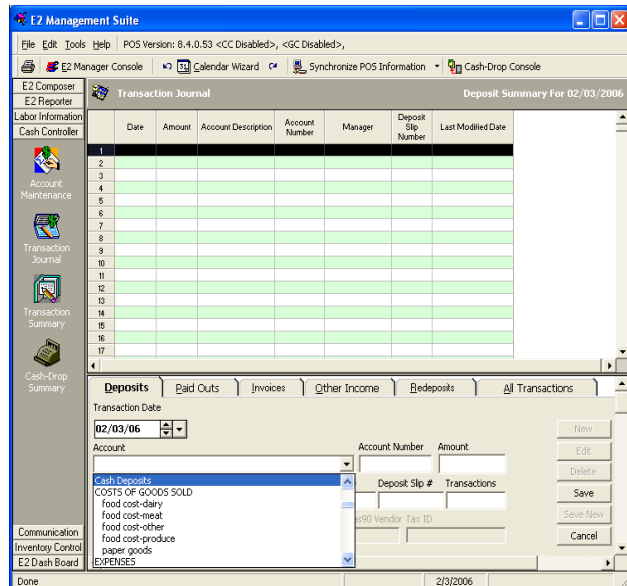
Information input in the Transaction Journal will populate in the Transaction Summary, but will also populate on the Daily Summary Report and will calculate against the Cash Sales in other reports to give an accurate Cash Long/Short calculation

The Accounts available for each type of Transaction depend on the Account Usage selected on the Chart of Accounts.



How to Enter a Transaction

1. Navigate [Cash Controller]
2. Click [Transaction Journal]
3. Select the Transaction Type by clicking the appropriate tab (Deposits, Paid Outs, Invoices, Other Income, or Redeposits).
4. Click [New]
5. Select the Transaction Date
6. Select Account (account number will populate based on your choice)
7. Fill out all highlighted fields (these will vary per Transaction Type)
8. Click [Save] and the Transaction will now list in the Journal and the Summary for the selected date.



How to Edit a Transaction

1. Navigate to [Cash Controller]
2. Click [Transaction Journal]
3. Use Calendar Wizard to select the date of the transaction you wish to edit
4. Select the transaction type you wish to edit by clicking the appropriate tab (Deposits, Paid Outs, Invoices, Other Income, Redeposits)
5. Highlight the transaction you wish to edit
6. Click [Edit]
7. Make all necessary changes to the transaction
8. Click [Save]. The transaction is now edited, and the Audit Trail in the Transaction Summary will reflect the new changes, as well as the previous entry (if Security is enabled, it will also list who made the changes)

How to Delete a Transaction

1. Navigate to [Cash Controller]
2. Click [Transaction Journal]
3. Use Calendar Wizard to select the date of the transaction you wish to delete
4. Select the transaction type of the transaction you wish to delete by clicking the appropriate tab (Deposits, Paid Outs, Invoices, Other Income, Redeposits)
5. Highlight the transaction you wish to delete
6. Click [Delete]
7. Click [Yes]. This will delete the transaction and the Audit Trail in the Transaction Summary will reflect the new changes, as well as the previous entry (if Security is enabled, it will also list who deleted the transaction).

Transaction Summary

The Transaction Summary tracks all transactions for the date(s) selected and organizes them by Transaction Type.

The Transaction Summary can be sorted by using the Calendar Wizard and updates each time a transaction is added, deleted or edited in the Transaction Journal.

Transaction Type	Acc Num	Date	Amount	Vendor/Payee	Vendor ID	M
Deposit			\$120.00			
Cash Deposits	1234		\$120.00			
Cash Deposits		2/3/2006	\$120.00		jd	

Cash Drop Summary

The Cash Drop Summary is comprised of two functions: Cash Drop Console and the Cash Drop Summary itself. The Cash Drop Console is part of the Cash Drop Sync feature in the E2 Management Suite, and allows for synchronization, cash drops, assigning wristbands, and closing wristbands for reassignment. The Cash Drop Summary reflects all these aspects of the Cash Drop Console and reports the Band #, Name (assigned), Total \$ Amount, # of Tickets, Drop Times, and Amount Owed (Total-Drop Amount for the current user).

Band #	Name	\$ Amount	# Tickets	Drop Time	Amount Owed	Verification
01	Drive Thru 1	\$0.00	0		\$0.00	
	DANELLE	\$153.99	37		\$0.00	
	MAGAN	\$398.96	69		\$0.00	
	CHELSEA	\$219.76	33		\$0.00	
	RYAN	\$292.48	50		\$0.00	
	ASHLEY MC	\$297.78	55		\$0.00	
	LATESHA	\$536.12	104		\$0.00	
	LATONYA	\$326.58	60		\$0.00	
Car Hops Total:		\$2225.67				
EFT Transaction (Car Hops)		\$0.00				
Cash Owed (Car Hops)		\$2225.67				
- Cash Collected (Car Hops)		\$2225.67				
= Cash Balance (Car Hops)		\$0.00				
Drive Thru Total:		\$0.00				
EFT Transaction (DT)		\$0.00				
Cash Owed (DT)		\$0.00				
- Cash Collected (DT)		\$0.00				
= Cash Balance (DT)		\$0.00				
Counter Total:		\$0.00				
EFT Transaction (Counter)		\$0.00				
Cash Owed (Counter)		\$0.00				
- Cash Collected (Counter)		\$0.00				
= Cash Balance (Counter)		\$0.00				
KBD1 Counter Total						
KBD2 Counter Total						
KBD3 Counter Total						
KBD4 Counter Total						
OVERALL TOTAL:		\$2225.67				

- ** Wristbands highlighted in Green are closed with a \$0.00 or positive balance
- ** Wristbands highlighted in Red are closed with a negative balance
- ** Wristbands not highlighted have not been closed

There are 3 auto-synchronization options for the Cash Drop Console, located in the Application Settings (Serial Communication):

Cash Drop Console Setup

- Auto sync before closing wrist band.
- Auto sync before CarHop Drop
- Print a hardcopy of Cash Out Report when closing band

Cash Drop Console

Cash Drop Console allows synchronization with the 824 POS to track wristband activity, Keyboard, Counter, and DT Sales Totals and activity, as well as to assign these \$ Amounts to an employee, Keyboard, or Cash Drawer.

Carhop Name: Band # or Carhop Name (if band is assigned)

Amount Owed: Total \$Amount for Band

Prev.Drops: Amount of Previous Drops


Balance: Amount Owed-Prev.Drops

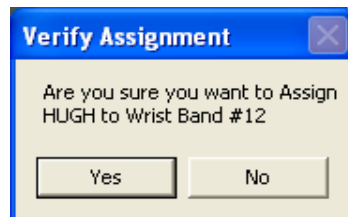
Drop Amount: \$ of Total Drops

Dropped By: Name of who made the Drop



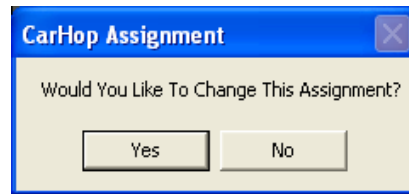
How To Assign A Wristband

1. Click [Cash Drop Console]
2. Click [Order-Matic] at the bottom of the Console. Sync will take place
Note: If a wristband has not been used, it will not show up in the Cash Drop Console. Only wristbands with a balance on them will show up
3. Click an unassigned wristband # 
4. Click [Yes] to Assign
5. Select the Employee Name on the left (Employees not clocked in will be listed above the line “—Not Clock-In—“)
6. Click the Wristband you wish to assign to the selected employee.
7. Click [Yes]
8. Click [Done]



How to Reassign a Wristband

1. Click [Cash Drop Console]
2. Click the name you wish to reassign
3. Click [Assign]. The Employee List will open
4. Click the employee you wish to assign the wristband to
5. Click the band
6. Click [Yes]
7. Click [Done]



How to Make a Cash Drop

1. Click [Cash Drop Console]
2. Click [Order-Matic] to perform Cash Drop Sync
3. Click the wristband you wish to make the drop for (if it is unassigned, it will prompt you to assign)
4. Enter the Drop Amount
5. Enter Dropped By
6. Click [Drop]. This will assign the money dropped to the selected wristband.

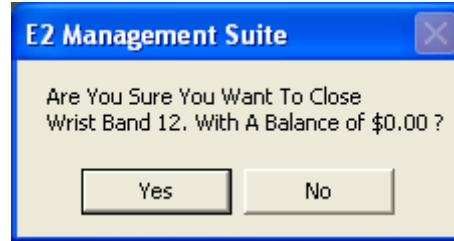
****Note: Once a drop is made and another Cash Drop Sync is performed, the Balance will reflect the drop. Balance = Amount Owed-Total of all Drop Amounts****



How to Close a Wristband

****Ensure all Cash Drops are made prior to closing the Wristband****

1. Click [Cash Drop Console]
2. Click [Order-Matic] to update the Cash Drop Sync
3. Click the wristband you wish to close
4. Click [Close Band]
5. Click [Yes] to close band with the listed Balance, [No] to make another drop if needed
6. Click [Yes] to Enter Tips (if enabled), [No] to complete band close.



****Once closed, that wristband will disappear from the Cash Drop Summary until a Cash Drop Sync detects more activity from that wristband...i.e., that wristband scans for another order****

How to Edit a Cash Drop

1. Navigate [Cash Controller]
2. Click [Cash Drop Summary]
3. Click the [+] under the "\$Amount" field beside the person's drops you wish to edit
4. Double click the drop amount and change it as needed
5. Click [Save Changes]
6. Click [Next]. The edited Cash Drop will now reflect on the Summary. Click the [+] again and the Audit Trail will reflect the edit (and if Security is enabled, who made the change).

Cash Drop Information							Friday, February 03, 2006
	Band #	Name	\$ Amount	# Tickets	Drop Time	Amount Owed	Verification
			+				
*	DT	Drive Thru 1	+	\$0.00	0	\$0.00	
*	12	CLARA	-	\$8.08	2	-\$0.50	
*	12	Drop		\$1.50	12:26 PM		> Edited [RefID: 18216]
*	12	Drop		\$7.08	12:37 PM		
*	12	Total Drop Amount		\$8.58			
*	12	POS-WINEPS Post		\$0.00			Electronic Fund Transfer
*	12	Amount Owed		-\$0.50			

Communication

The Communication Module of the E2 Management Suite is designed to integrate the E2 Management Suite with not only the Office (via Store2Office), but with Order-Matic itself. Communication allows the user to set up Remote Connection (via PCAnywhere), set up a S2O Host (for Modem-Modem S2O Communication), or FTP Upload (for FTP Transfer users).

POS Communicator

POS Communicator allows for Test Polling with the 824 POS. This allows the user to simulate communication with the POS.

Remote POS

Remote POS is a short cut to access PC anywhere. Order-Matic uses PC Anywhere to dial into store locations for Technical Support. This shortcut sets up the PCA Connection, allowing Order-Matic to dial in using a specific Username/Password for Remote Access.

To set up Remote POS

1. Navigate [Communication]
2. Click [Remote POS]
3. Click [Yes] on the “Remote POS Started” message



S2O

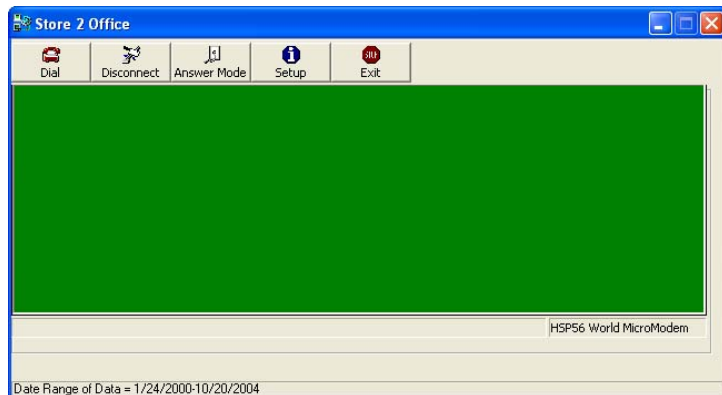
This option of the Communication module allows the user to set up a Host S2O session. This host will wait for a connection from a S2O user, and will utilize the PC's Modem to do so. The S2O user must also be using a Modem to connect. Once connection is made, the S2O will communicate with the E2 Management Suite and will download all Daily Information from the location.

**Note: It is recommended that if using Direct Dial or Modem to communicate, there should be a dedicated phone line used strictly for the S2O. If other peripherals (such as Fax Machines or Answering Machines) are connected, this may interrupt the communication process.

Setting up an S2O Host

1. Navigate [Communication]
2. Click [S2O]

This will minimize the S2O Modem window and wait for the incoming S2O Call.



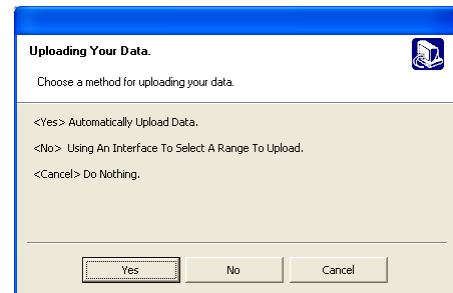
FTP Upload

FTP Upload is used when the store will send its Daily Sales Information to an FTP Site. This FTP Site will house the information until the Office downloads and processes it. This method is recommended, as it will allow more uniform transfer of data for those offices with multiple stores. This method also allows the process to be automated, which greatly increases the success rate of the transfer.

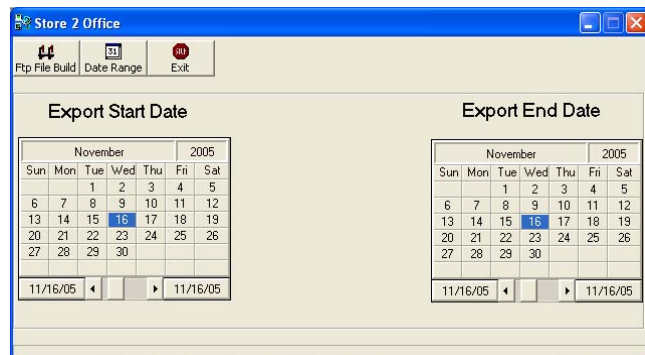
FTP Upload requires the Store and Office to have Internet Access, and access to an FTP Site (Order-Matic maintains an FTP Site for customer use).

How to Manually Build an FTP File/FTP Upload

1. Navigate [Communication]
2. Click [FTP Upload]



3. Click [No] to open the Calendar Interface



4. If Building a complete date range (all historical store information), simply click [Date Range]
5. If Building a specific date range file, select the Export Start Date from the Calendar on the left.
6. Select the Export End Date from the Calendar on the right
7. Click [FTP File Build]
8. Click [Ok] once file is built.
9. Repeat Steps 5-8 for differing date ranges
10. Click [Exit]. The “Uploading Your Data” message reappears
11. Click [Yes] to send all FTP Files. FTP Transfer will begin.

Inventory Control

The Inventory Control Module allows the user to enter Ingredient List information for all inventoried products, perform Stock Counts based on the Ingredient List, and view a Summary of all Inventory activity.

Ingredient

This form lists all Ingredient Names, Product Codes, Purchase Quantity/Cost, Pack Size/Text and Vendor information. This is a basic template and can be edited for accuracy.

Sort Code	Product Code	Account Num	Ingredient Name	Short Name	Purchase Quantity	Purchase Unit	Purchase Cost	Pack Text	Pack Size	Brand	Vendor
1	110506	5116.00	5#L TOMATOES 2 LAYER		1.00	Case	11.87	1 60 CNT	Packer	USFOOD	
2	110507	5116.00	BULK 5#L TOMATOES		1.00	Case	12.15	1 25#	Packer	USFOOD	
3	130500	5116.00	COLOSSAL YELLOW ONIONS 50#		1.00	Case	10.74	1 50#	Packer	USFOOD	
4	130500	5116.00	JUMBO YELLOW ONIONS 50#		1.00	Case	9.32	1 50#	Packer	USFOOD	
5	140495	5116.00	ICEBERG LETTUCE 24 CT		1.00	Case	17.52	1 24 CNT	Packer	USFOOD	
6	150505	5116.00	SHREDDED LETTUCE 45#		1.00	Case	8.76	4 5#	Sonic	USFOOD	
7	151015	5116.00	CHOPPED ONIONS 25# (SONIC)		1.00	Case	3.67	2 5#	Sonic	USFOOD	
8	151030	5116.00	1/2INCH RING ONIONS 45# SONIC		1.00	Case	15.42	4 5#	Sonic	USFOOD	
9	160038	5116.00	40 CT LEMONS (Choice)		1.00	Case	5.93	1 40 CNT	Packer	USFOOD	
10	160200	5116.00	FRESH LIMES (200 CT)		1.00	Case	9.61	1 200 CNT	Choice	USFOOD	
11	160210	5116.00	15# LIMES		1.00	Case	2.54	1 15#	Packer	USFOOD	
12	170410	5116.00	10# BANANAS (APPROX 23-27 CT)		1.00	Case	3.42	1 10#	Dole	USFOOD	
13	212364	5116.00	SONIC 3.6 OZ PATTY 20705 24#		1.00	Case	22.02	1 24#	Sonic	USFOOD	
14	213218	5116.00	20# SONIC CHICKEN TENDERS		1.00	Case	39.60	1 20#	Sonic	USFOOD	
15	214008	5116.00	24# SONIC 2 OZ BEEF PATTIES		1.00	Case	22.00	1 24#	Sonic	USFOOD	
16	230941	5116.00	BRD BEEF STEAK (SONIC)		1.00	Case	9.70	40 4 OZ	Sonic	USFOOD	
17	230960	5116.00	BRD BEEF FINGERS-SONIC		1.00	Case	10.70	160 1 OZ	Sonic	USFOOD	
18	230965	5116.00	5#L 20517 40 CT 4 OZ PORK LOIN		1.00	Case	26.40	1 10#	Sonic	USFOOD	
19	230970	5116.00	20# 20462 30 CT 5.3 OZ PORK FRIITTER		1.00	Case	16.30	1 10#	Sonic	USFOOD	
20	231172	5116.00	SPICY CHICKEN TENDERS		1.00	Case	41.20	1 20#	Sonic	USFOOD	
21	231340	5116.00	20# GRILLED CHICKEN		1.00	Case	53.86	1 20#	Sonic	USFOOD	
22	231357	5116.00	20# BRD CHICKEN FILLET		1.00	Case	40.60	1 20#	Sonic	USFOOD	
23	241006	5116.00	SONIC 6INCH FRNKS 10/1 (6835)		1.00	Case	10.20	1 10#	Sonic	USFOOD	
24	241020	5116.00	20# SONIC 1/2 FRANKS		1.00	Case	20.00	1 20#	Sonic	USFOOD	
25	260360	5116.00	SONIC CHILI 5# (21026)		1.00	Case	21.32	6 5#	Sonic	USFOOD	
26	270175	5116.00	(21040) 3.5 OZ SONIC COO 10#		1.00	Case	19.70	1 10#	Sonic	USFOOD	
27	280388	5116.00	Lykes spicy sausage (4 toaster)		1.00	Case	15.60	96 2 OZ	Lykes	USFOOD	
28	281020	5116.00	SONIC 15# RAW BACON 18-22 CT		1.00	Case	24.15	1 15#	Sonic	USFOOD	
29	282300	5116.00	SONIC SMOKED HAM 40/4 OZ		1.00	Case	26.44	48 4 OZ	Sonic	USFOOD	
30	290160	5116.00	60 CT SONIC CORN DOW (16008)		1.00	Case	10.21	60 CNT	Sonic	USFOOD	
31	290981	5116.00	BRD PANCAKE ON A STICK		1.00	Case	13.46	1 60 CNT	SIFAR	USFOOD	
32	291045	5116.00	4 OZ SONIC BURRITOS (210200)		1.00	Case	15.16	72 4 OZ	Sonic	USFOOD	

How to Add a New Ingredient

1. Navigate [Inventory Control]
2. Click [Ingredient]
3. Right Click and select [Add Item]. The Inventory Control Interface opens
4. Enter in Ingredient Name, Product Code and Account Type.
5. Click [Continue]
6. Repeat Steps 3-5 for all items you wish to add
7. Click [Save Changes]

How to Remove Ingredients

1. Navigate [Inventory Control]
2. Click [Ingredient]
3. Select the Ingredient you wish to remove
4. Right Click and select [Remove Item]
5. Click [Save Changes]

Stock Count

Performing Stock Count, based on the Ingredient List, does a few things in the E2 Management Suite. The Stock Count creates a beginning Inventory and Valuation (Ingredient On-Hand x Purchase Cost). Once an initial Stock Count has been done, a second Stock Count will populate the Inventory Summary. Inventory Period can be closed for accurate reporting, and can be closed at the time of ending Stock Count, or can be done at another time.

How to Perform Stock Count

1. Navigate [Inventory Control]
2. Click [Stock Count]
3. Make all necessary Stock Count
4. Enter in On-Hand Whole and Partial Amounts for each Item inventoried.

**On-Hand Whole is used for whole boxes or cases of product. This will be whole numbers (1, 2, 3).

**On-Hand Partial is used for part boxes or cases of product. This will be decimal value of the whole (0.50 = half a box or case)

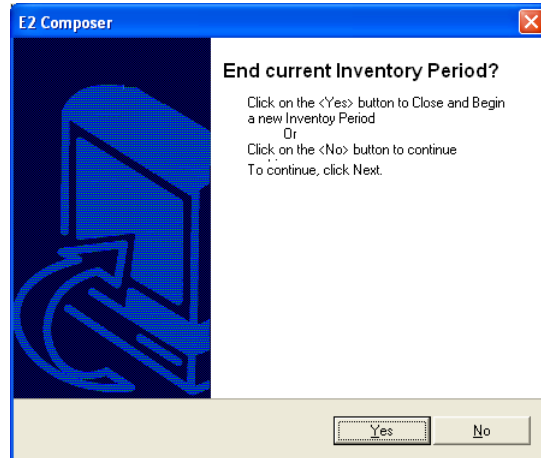
5. The On-Hand (Whole and Partial) values will add together to give the Total QTY On-Hand value
6. Total QTY On-Hand x Purchase Cost = Beginning Valuation
7. Click [Save Changes] to save the initial Stock Count

Item Code	Product Code	Amount	Ingredient Name	Purchase Cost	Beginning Quantity	Beginning Valuation	Qty On-Hand (Whole)	Qty On-Hand (Partial)	Total Qty On-Hand	Valuation
1	110506	\$18.00	SM TOMATOES 2 LAYER	11.87			1.00	0.25	1.25	14.84
2	110507	\$18.00	BULK BLS TOMATOES	12.15			8.00	0.75	8.75	106.11
3	130500	\$18.00	COLOSSAL YELLOW CHONGS 5#W	20.74			3.00		3.00	32.22
4	130560	\$18.00	JUMBO YELLOW CHONGS 5#W	9.32			4.00	0.50	4.50	41.94
5	140405	\$18.00	30SERVO LETTUCE 24 CT	17.52						
6	050505	\$18.00	SHREDDED LETTUCE 4#W	6.76						
7	151015	\$18.00	CHOPPED CHONGS 12# (SONIC)	3.47						
8	151030	\$18.00	LEMONCHONGS CHONGS 4#W SONIC	15.42						
9	160300	\$18.00	40 CT LEMON (Chava)	5.93						
10	160300	\$18.00	FRESH LIMES (200 CT)	9.61						
11	160210	\$18.00	10# LIMES	2.84						
12	070403	\$18.00	10# BANANAS (APPROX 23.37 CT)	3.42						
13	212304	\$18.00	SONIC 3.5 OZ BATTY 207# 24#	22.62						
14	212329	\$18.00	20# SONIC CHICKEN TENDERS	79.68						
15	214000	\$18.00	20# SONIC 2 OZ BEEF PATTIES	22.00						
16	230940	\$18.00	BIRD BEEF STEAK (SONIC)	9.70						
17	230960	\$18.00	BIRD BEEF FRIGERS (SONIC)	30.70						
18	230965	\$18.00	SN 20517 40 CT 4 OZ PORK LOIN	26.63						
19	230970	\$18.00	20#21 30 CT 5.3 OZ PORK FRIETTER	16.30						
20	231472	\$18.00	SPICY CHICKEN TENDERS	42.20						
21	231540	\$18.00	20# GRILLED CHICKEN	53.86						
22	231567	\$18.00	20# BIRD CHICKEN FILET	40.63						
23	241006	\$18.00	SONIC BUNCH FRIGERS 101 (BIRD)	10.20						
24	241020	\$18.00	20# SONIC 10# FRIGERS	20.80						
25	260260	\$18.00	SONIC CHILI LIME (FRIGER)	21.30						
26	270175	\$18.00	12# BLS 15 OZ SONIC CDD 10#	19.70						
27	280300	\$18.00	LYLAS 10#V SARGAS (11#s)	15.48						
28	281020	\$18.00	SONIC 10# RAIR BACON 10 22 CT	24.15						
29	282300	\$18.00	SONIC SMOCKED HAM 40# 02	26.44						
30	290310	\$18.00	40 CT SONIC CORN (20#)	22.21						
31	290610	\$18.00	BRC/PANCAKE ON-A-STICK	13.45						
32	291040	\$18.00	4 OZ SONIC BURRITOS (1000#)	15.16						
33	291260	\$18.00	SONIC TAQOOES 100 CT	28.83						

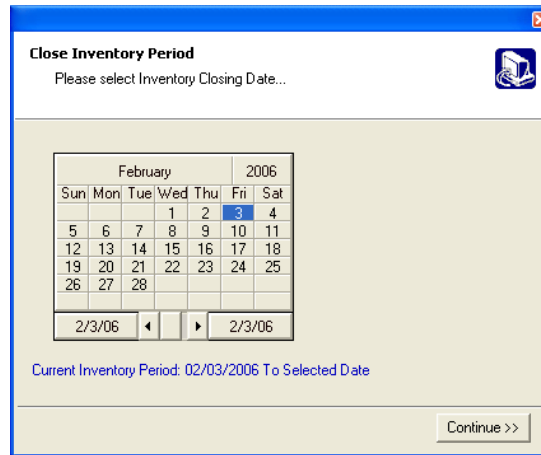
How to Close Inventory Period

****Note: Closing Inventory Period cannot be performed after a single Stock Count... it must be done after the initial Stock Count has already been saved****

1. Perform non-initial Stock Count
2. Click [Save Changes]
3. Click [Next]
4. Click [Yes] to End current Inventory Period



5. Select the Date on which to end the Inventory Period
6. Click [Continue]



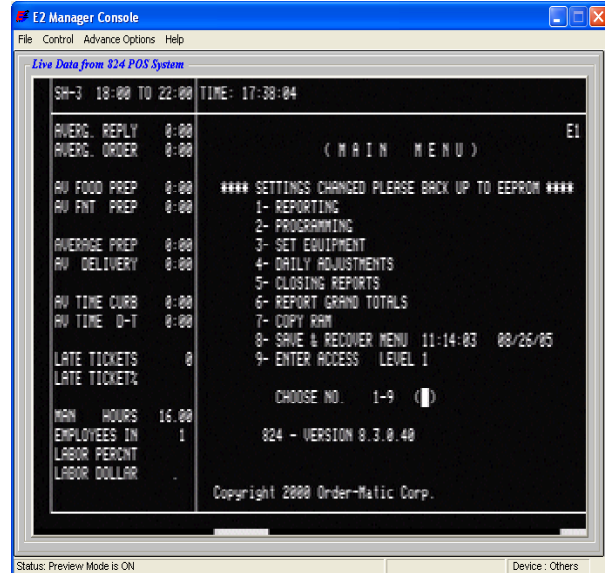
Inventory Summary

Inventory Summary lists all Starting and Ending \$ Amounts for Food and Paper Account #'s. In order for this Summary to calculate properly, the Account Number in the Ingredient List for all Food or Paper Items must be the same as the Food/Paper Account Numbers in the Application Settings. Items not matching are listed as Uncategorized Items.

Historical Inventory (Summary)		Summary For 2/3/06 To 2/3/06	
		Previous	Current
Starting Inventory Dollar			
Food <5116>	195.31	0.00	0.00
Paper <5119>	0.00	0.00	0.00
Starting Dollar >>	195.31		
Purchases			
Cash Paidouts			
Food	0.00		
Paper	0.00		
Total Cash PaidOuts >>	0.00		
Invoices			
Food	0.00		
Paper	0.00		
Total Invoices >>	0.00		
Total Purchases >>	0.00		
Ending Inventory Dollar			
Food <5116>	159.95		
Paper <5119>	0.00		
Ending Dollar >>	159.95		
Actual Inventory Dollar	35.36		
		Category Summary	
		Meat	0.00
		Paper	0.00
		Grocery	0.00
		Frozen/Grocery	0.00
		Cleaning Supply	0.00
		Office Supply	0.00
		Dairy	0.00
		Produce	0.00
		Bread	0.00
		Fountain	0.00
		Others	0.00
		Uncategorized Items	195.31
			159.95

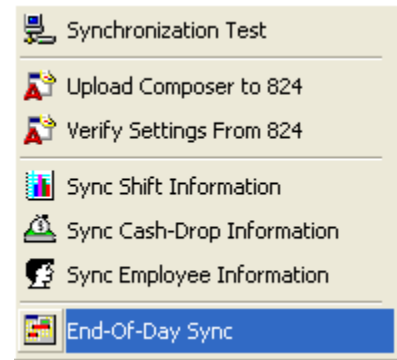
Closing Procedures

1. Ensure all orders have been completed, clocked out and accounted for.
2. Ensure that all wristbands are counted down and closed.
3. Enter all Transactions in the Transaction Journal
3. Ensure all employees are clocked out
4. Run a 5-1-1 from the Manager's Console

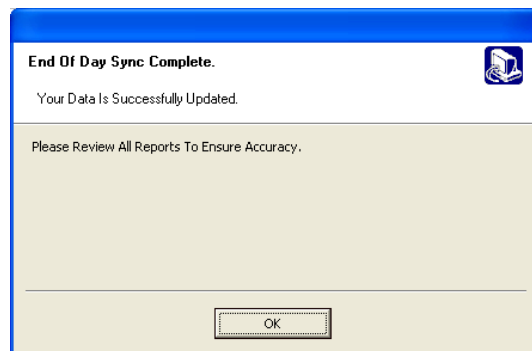


5. Click [Synchronize POS Information] and select [End-Of-Day Sync]

Note: End of Day Sync can only be performed after Close Time or before Open Time



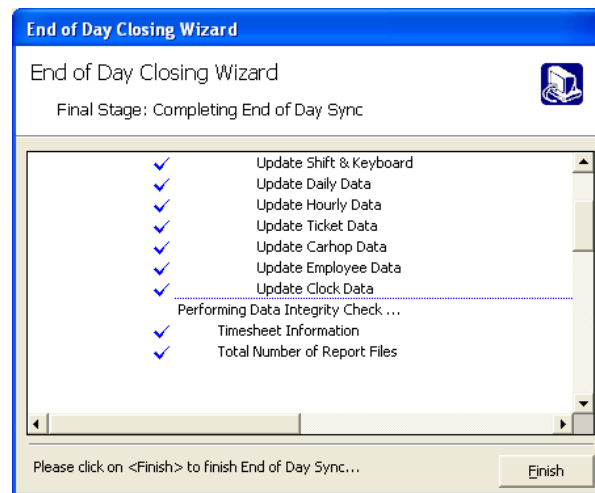
6. The End of Day will begin syncing.
7. Click [Ok]



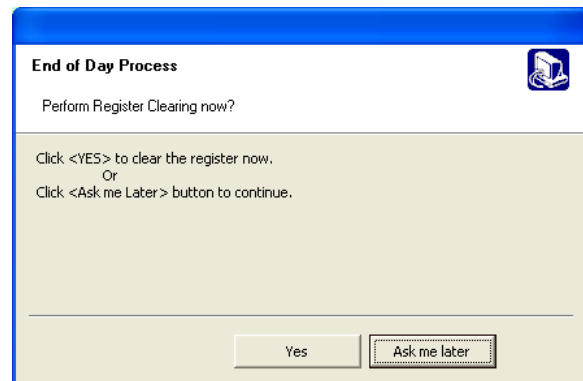
8. Enter in all relevant weather conditions and click [Save]



Click [Finish] to Complete the End of Day



9. Click [Yes] to clear the register. This will clear all 824 POS Daily Information and will prepare the POS for the next business day.
10. Verify all reports in the E2 Management Suite have populated properly.
11. Verify that the 824 POS has cleared all Sales Information.



****If you experience any difficulty with the End of Day Sync or Closing Procedures, please call the Order-Matic Support Center for Technical Assistance****

Contact Numbers for Order Matic

Support Center Toll-Free (800)-767-6733

Local Support Center (405) 672-1487

Email Contacts

General Information: Info@ordermatic.com

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Billing or Account Information: Billing@ordermatic.com

Training Programs: Training@ordermatic.com

POS Tech Support: Tech@ordermatic.com

Software Support: Software@ordermatic.com