Store2Office
Software & Operations Guide

ORDER-MATIC CORPORATION
320 S. Bryant Place, Del City, OK 73115
Support Center Phone: 800-767-6733 Fax: (405) 416-1863

License Agreement
Software License Agreement

Breaking the seal on this envelope indicates your agreement to be bound by the terms of this agreement. If you do not agree with the terms of this agreement, DO NOT break the seal, but promptly return unopened this disk envelope and the other items (written materials, binders, and containers) to Order-Matic Corporation for a full refund.

IMPORTANT

Thank you for purchasing this Order-Matic Corporation software product.

It is important that you carefully read the following agreement prior to opening this disk envelope.

License Grant

This is a license, not a sales agreement, between you, the end user, and Order-Matic Corporation. Order-Matic grants you a non-exclusive, non-transferable (except as provided below) license to use the copy of the software enclosed in this envelope and the accompanying documentation in accord with the terms set forth in this License Agreement. You May:

.**a. Install the software on only one (1) computer.**
.**b. Make one (1) copy of the software in machine-readable form for backup purposes; provided that you reproduce all proprietary notices on the copy.**
.**c. Physically transfer the software from one (1) computer to another provided that the software is used on only one computer at a time.**
.**d. Transfer (not rent or lease) the software on a permanent basis if the person receiving it agrees to the terms of this Agreement.**

You May Not:

.**a. Use the software on more than one (1) computer, workstation, or file server at a time in a network or a multi-user system.**
.**b. Modify, translate, reverse engineer, decompile, disassemble, create derivative works based on, or copy (except for the backup copy) the software or the accompanying documentation.**
.**c. Rent or lease any rights in the software or accompanying documentation in any form to any person without prior written consent of Order-Matic Corporation which, if given, is subject to the transferee's consent to the terms and conditions of this license.**
.**d. Remove any proprietary notices, labels, or marks on the software, documentation, and containers.**

All rights, title, interest, and all copyrights to the software, documentation, and any copy made by you remain with Order-Matic Corporation. Unauthorized copying of the software or the documentation, or failure to comply with the above restrictions, will result in automatic termination of this license and will make available to Order-Matic Corporation other legal remedies.

LIMITATIONS OF REMEDIES

Your sole remedy under this License Agreement shall be repair or replacement as provided in the warranty. Order-Matic Corporation sole and exclusive maximum liability for any claim by you or anyone claiming through or on the behalf of you arising out of your order or the warranty shall not in any event exceed the actual amount paid by you to Order-Matic Corporation for the product. IN NO EVENT SHALL ORDER-MATIC CORPORATION BE LIABLE FOR ANY INDIRECT, INCIDENTAL, COLLATERAL, EXEMPLARY, CONSEQUENTIAL OR SPECIAL DAMAGES OR LOSSES ARISING OUT OF YOUR ORDER OR DISKS DELIVERED UNDER IT OR OUT OF THE WARRANTY, INCLUDING WITHOUT LIMITATION LOSS OF USE, PROFITS, GOODWILL OR SAVINGS, OR LOSS OF DATA FILES, OR PROGRAMS THAT MAY HAVE BEEN STORED BY THE USER. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO YOU.

LIMITED WARRANTY

THE SOFTWARE AND DOCUMENTATION IS PROVIDED "AS IS WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THE SOFTWARE IS WITH YOU, AND YOU ASSUME THE COST OF ALL NECESSARY SERVICING, REPAIR OR CORRECTION.

SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS. YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

Order-Matic Corporation does NOT warrant that the function contained in the software will meet your requirements or that the operation of the software will be uninterrupted or error free. However, Order-Matic Corporation warrants the media disk on which the software is furnished to be free from defects in material and workmanship for a period of one (1) year from the date of shipment by Order-Matic Corporation to you. Order-Matic Corporation shall, at its option and cost, either repair or replace the media disk with a new or reconditioned disk provided the disk is returned by you to Order-Matic Corporation along with the dated and serialized proof of purchase, transportation and insurance prepaid, within the above warranty period, and provided the disk is found by Order-Matic Corporation to be defective within the terms of this warranty. Disks repaired or replaced shall be returned by Order-Matic Corporation to you, transportation and insurance prepaid. Returned defective disk shall become the property of Order-Matic Corporation. If any disk returned by you to Order-Matic Corporation for repair or replacement is found by Order-Matic, after examination and testing, not to be defective, Order-Matic Corporation shall so advise you and shall dispose of any such disk in accordance with your instructions and at your cost, and you shall reimburse Order-Matic Corporation for examination and testing expenses incurred at Order-Matic Corporation's then current rates.

CONTINUED USE OR POSSESSION OF THE DISKS AFTER EXPIRATION OF THE ABOVE ONE (1) YEAR WARRANTY PERIOD SHALL BE CONCLUSIVE EVIDENCE THAT THE WARRANTY IS FULFILLED TO THE FULL SATISFACTION OF PURCHASER.

The warranty set forth above shall not apply to any failure or deficiency which has been caused by misuse, neglect, alteration, improper installation, unauthorized repair or modification, improper testing, accident or causes external to the disk, such as, but not limited to, excessive heat or humidity, power failure, or improper installation. Order-Matic Corporation's warranty as set forth above shall not be enlarged, diminished or affected by, and no liability shall arise out of, Order-Matic Corporation rendering of technical advice or service in connection with your order. The warranty set forth above is not assignable by you.

GENERAL

You may terminate this license at any time by destroying all copies of the software or by returning them to Order-Matic Corporation. Order-Matic Corporation may terminate this license if you fail to comply with the terms and conditions of this License Agreement. Upon such termination, you agree to destroy or return all your copies of the software. You agree to be responsible for the payment of any taxes resulting from this Agreement. Any unauthorized rental, lease, assignment or (except as provided above) transfer of any copy of the software shall be void. If any provisions of this Agreement are held invalid, the remainder shall continue in full force and effect. This License Agreement shall be governed by the laws of the State of Oklahoma

Store2Office First Time Setup

Running Store2Office for the First Time:

You must configure all Options in the Store2Office Communicator before Store2Office Functionality can be achieved.

Adding Stores to Store2Office Communicator

Open the Store2Office Communicator by clicking the   S2O Comm

The Communicator Opens:

1. Double-Click on the first line under the ID# field and enter the 4-Digit Store Code for the Store.
2. Double-Click on the first line under the Store Name field and enter a name for the location (Address, City, Market Area, etc)
3. Double-Click on the first line under the Store Number field and enter the store's phone # with area code (Note: If using Modem to Communicate with the store, this must be the phone # for the modem at the store).
4. The Notes field is left blank. This will populate once the Office begins receiving files from the Store.
5. POS Version will populate from the Store, alerting you to the POS Version the Store is using.
6. E2 Version will populate from the Store, alerting you to the POS Version the Store is using.
7. Office DB Start/End Dates will populate as the Store begins sending data. Begin is the first date of information sent from the store; end is the last date of information sent from the Store.

   Repeat Steps 1-3 on the following lines for each Store.

Configuring Store2Office Communicator Settings

Open the Store2Office Communicator and Click the [Options] Button:

General:
1. Enter a **Group Name**, **User Name** and **Email Address** in the appropriate Fields.
2. Select a connection type for Store Communication
   I use a Modem to access store information is used to get store data via Modem and telephone line. Select this option if this is how you wish to access your store's data.
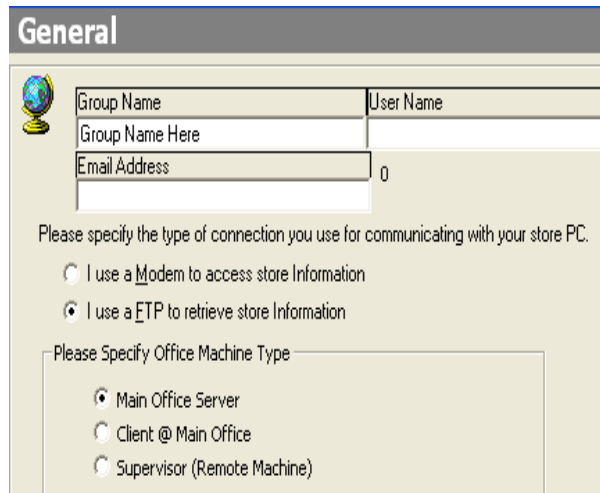   **I use a FTP to retrieve store information** is used to get store data via FTP Site. Select this option if this is how you wish to access your store's data and you have an FTP Site configured (Contact OMC's Support Center for more information).
3. **Select Office Machine Type:**
   Main Office Server: is used for the Main Office. Only one Main Office per group may be selected. This configuration should be responsible for Supervisor Setup and is capable of editing Menu Profiles, Chart of Accounts, and Exception Parameters. The Main office may share its data via network with other Store2Office Clients.
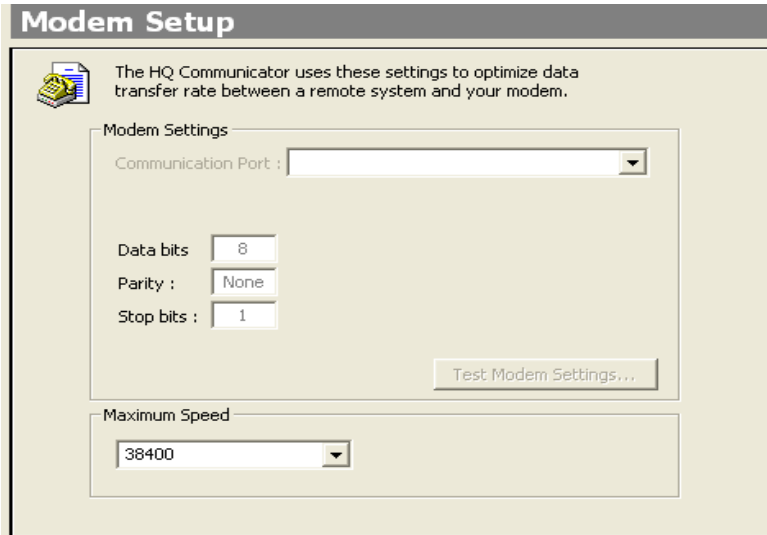   **Client @ Main Office:** is used for a Client PC on the same network as the Main Office Server. The Client views it's data from the Main Office Server should not be responsible for Remote Menu Maintenance. This setting is designed for viewing data only.
   Supervisor (Remote Machine): is used for secondary Store2Office users to access some of the same data as the Main Office Server. A Supervisor Machine can be assigned stores to view by the Main Office. This profile has the capability of Remote Menu Maintenance, but it is recommended to maintain Menu Profiles from the Main Office Server. The Main Office Server designates Supervisor Numbers that associate certain stores with a certain Supervisor(s).

Modem Setup: If using Modem for data, configure the Modem Setup option. This is basic information about your modem.

Modem Setup

The HQ Communicator uses these settings to optimize data transfer rate between a remote system and your modem.
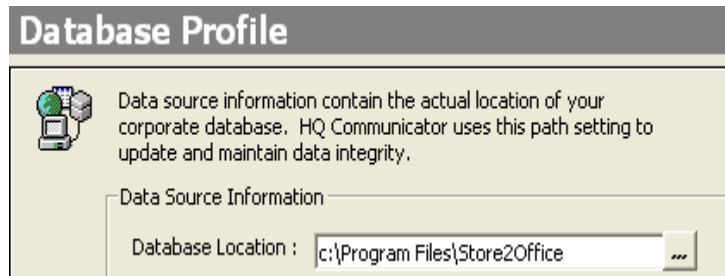
Modem Settings

Communication Port :

Data bits   8
Parity :   None
Stop bits :   1

Test Modem Settings...

Maximum Speed
38400

Database Profile: Use this Tab to specify where the Databases for Store2Office are located, if not in the same directory as Store2Office (used primarily on networks or for Client Machines at the Main Office.
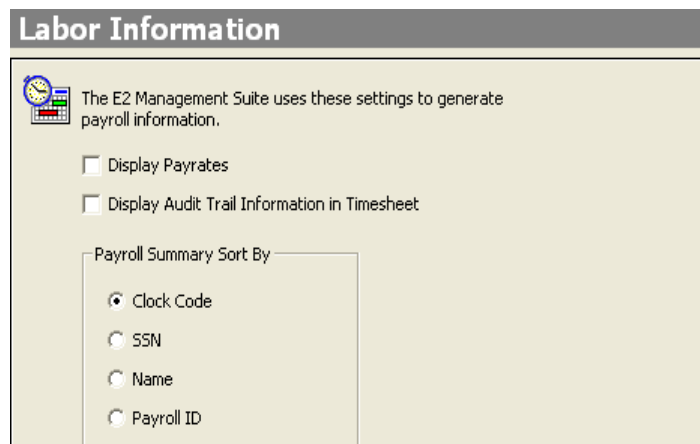
Database Profile

Data source information contain the actual location of your corporate database. HQ Communicator uses this path setting to update and maintain data integrity.

Data Source Information

Database Location :   c:\Program Files\Store2Office   ...

Labor Information: This information is used by the S2O to sort Payroll received from store locations. This will not affect the stores, only the viewing options in S2O.

Labor Information

The E2 Management Suite uses these settings to generate payroll information.

☐ Display Payrates

☐ Display Audit Trail Information in Timesheet

Payroll Summary Sort By

⦿ Clock Code

○ SSN

○ Name

○ Payroll ID

FTP Setting:

Connection Info:

This option is used only if the Store2Office will use Modem to communicate with the Stores. The Dial-Up Information can be entered here and will allow the Store2Office to connect to the ISP before downloading Store Information.

Make sure Use Dial Up is checked ONLY if you are using Modem…for FTP, this option must be unchecked

FTP Transfer Profile:

These settings are entered if the Store2Office will use FTP to download the Store's Data. These settings must be configured with the help of Order-Matic, as they apply to Group-Specific login information. These settings must be entered before Store2Office will receive any Store Data.
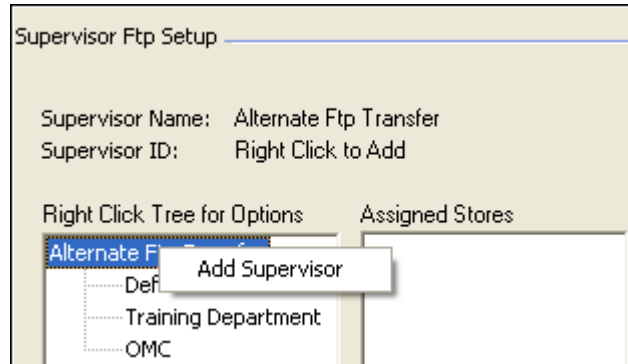
Supervisor Setup:

This option is used only at the Main Office Server to designate Supervisors to receive FTP Files. Each Supervisor is assigned a number and which stores he/she will receive data from. Once all FTP Settings are entered, new Supervisors can be created.

How to Setup a New Supervisor

1. Open S2O Communicator
2. Click [Options]
3. Select [Supervisor Setup] from the Tree
4. The following box will open:
5. Right Click [Alternate FTP Transfer] and select [Add Supervisor]
6. Click [Yes]
7. Enter the Supervisor's Name. Make this name distinctive for identification
8. This will create the Supervisor. Left Click the Name to see the
information. The Supervisor ID will be used to configure Supervisor S2O Machines.
9. Right Click the newly created Supervisor's Name and select [Assign Stores]. A list of stores in the S2O will appear on the far right
10. Left Click all stores that this Supervisor will receive files for. This will move the selected stores to the Assigned Stores field.
11. Click Save Test Super to save the Supervisor Settings.
12. Repeat Steps 5-11 for additional Supervisors.
13. Click [Apply] and [Ok] to close the Options window

How to Edit Existing Supervisors

1. Open S2O Communicator
2. Click [Options]
3. Select [Supervisor Setup] from the Tree
4. The following box will open:
5. Right click the existing Supervisor's Name and select [Assign Stores]
6. Left Click all stores that this Supervisor will receive files for. This will move the selected stores to the
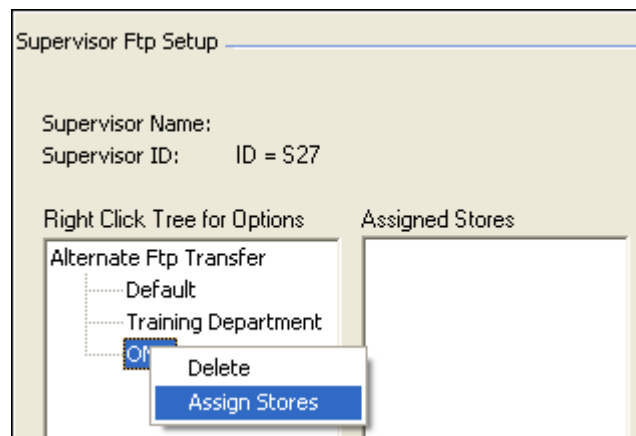
Assigned Stores field.

7. Click Save Test Super to save the Supervisor Settings.
8. Repeat Steps 5-8 for additional Supervisors.
9. Click [Apply] and [Ok] to close the Options window

How to Delete a Supervisor

1. Open S2O Communicator
2. Click [Options]
3. Select [Supervisor Setup] from the Tree
4. The following box will open:
5. Right click the existing Supervisor's Name and select [Delete]
6. Click [Yes] to confirm the Delete.
7. Repeat steps 5-6 to delete additional Supervisors
8. Click [Apply] and [Ok] to close the Options Window
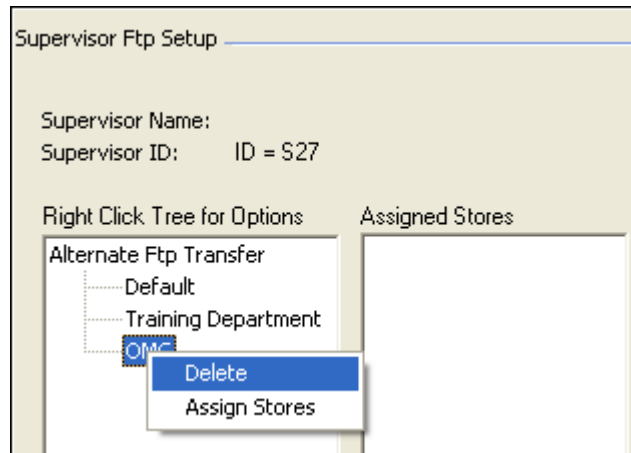
Store Profiles:

This option lists all stores that the Office will receive data from, along with their individual information (Phone #, Manager, Payroll/OT settings). These settings **must** match those at each corresponding Store. Fill out all information for each store listed in the Profile.

Once all Store2Office Communicator Setup is complete, each store must be setup with complimentary settings to allow data transfer. Order-Matic can assist with this process.

Each Store and the Office must have access to either the Internet (for FTP Transfer) or have a modem with a dedicated phone line (for Modem Communication).

To Download Files Using FTP

1. Open Store2Office Communicator and click the [FTP Transfer] button. This will initialize the FTP Transfer Script, connect to the FTP, and download all FTP files from the appropriate folder on the FTP Site (depending if it is a Main Office Server or a Supervisor Machine).

Internet Connection must be active for FTP Transfer to be successful

2. Once all FTP files are downloaded, they will process automatically. If they do not, click the [Process Files] button and the Import screen will open.
3. Close Store2Office Communicator or press the [View Reports] button to open the Store2Office Reporter.
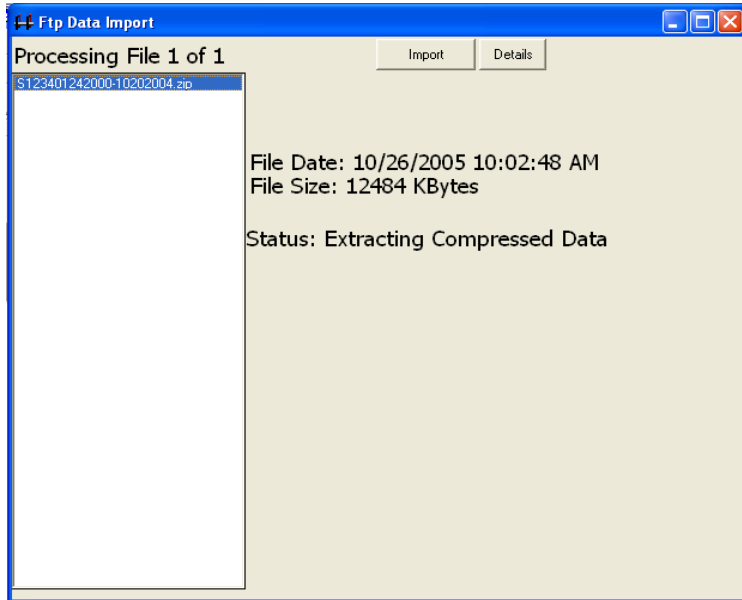
Viewing Files from a Store

Once data is downloaded and processed, you can now view it in the Store2Office Reporter. To view data from a Store:

1. Open Store2Office Reporter using the Store 2 Office Reporter Icon.
2. Select the appropriate Store from the Store: Test Store drop-down. You may also use the Left/Right Arrows to scroll between Stores. The name listed will correspond with the name you entered in the Store Name field in Store2Office Communicator.
3. Select the appropriate report in the S2O Reporter List Bar (as seen on right):
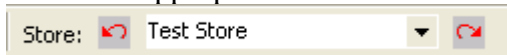
Printing Reports in Store2Office Reporter

Note: In order to print reports from the Store2Office Reporter, you must have a printer installed and working properly
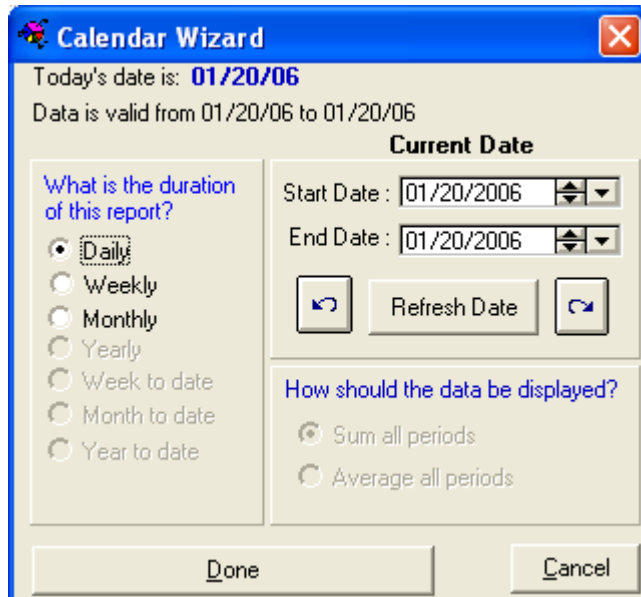
1. Select the Report you wish to print from the List Bar:
2. Click the ⎙ or Navigate [File] > [Print]
3. The selected report will print

Using the Calendar Wizard

The Calendar Wizard allows you to sort reports in Store2Office in various ways, depending on the report selected.

1. Select the Report you wish to view from the List Bar
2. Click the 31 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

Edit Options

Store2Office's application settings are under the Edit Menu. These settings allow the user to configure Store2Office Reporter's Viewing Options.

Application Settings…

General Tab: The User Name, Group Name and Email Address are pulled from the Store2Office Communicator, though they can be changed here as well. The communication method is also listed from the Communicator (FTP or Modem).

Labor Information Tab: This information comes from the Store2Office Communicator and lists the viewing options for the downloaded store information.

Database Profile: This tab lists the location of Store2Office's databases. This is typically standard, but in the event of a network or Main Office/Client setup, the database location may differ.

Report Settings:

This tab allows the S2O user to customize Product Categories, Rankings Reports and Payroll Viewing Options.

Product Categories:
This field is used in the Menu Item Settings and Product Mix reports as sorting options. Click [Add] to add a new Category, Click [Remove] to delete a selected Category.

Ranking Settings:
These settings are used to give a weighted score to each store in the S2O. The user can assign point-values to each of the categories listed, and the Rankings report in S2O Reporter will sort the stores based on their points scored.

Expand/Collapse Buttons:
This option is used to default the viewing options for the Payroll Summary and Transaction Summary Reports.

Tools Options

Tools will include most of the Import/Export features of S2O, along with Remote Menu Maintenance and Menu Indexing features.

Go To Previous/Next Date Interval:
Serves the same function as the Arrow Buttons on the Calendar wizard does. It uses the current reporting option in Calendar Wizard (Weekly, Monthly, etc) and moves the interval forward or back.

Calendar Wizard:
Opens the Calendar Wizard for the Currently Selected Report.

Export to HTML:
Exports the Currently Selected Report to HTML format, viewable by Internet Explorer

Export to Excel:
Exports the Currently Selected Report to Excel format, viewable by Microsoft Excel.

Master List Import:
Allows the user to import a Standard Menu File for the purposes of Menu Indexing (Sonic-Specific configuration).

Menu Assignment:
Opens the Menu Indexing Utility, allowing the User to index a store's menu items with the Master Reference List (Master List Import).

Remote Menu Maintenance:
Opens the Remote Menu Maintenance Utility. This utility allows the user to send Menu Profiles to the stores via FTP site.

How To Import a Master List for Menu Indexing

1. Download the Master List. This option is currently a Sonic-Specific option, so the Master List is available on the Partnernet Website for download.
2. Navigate [Tools] > [Master List Import]
3. Select the location of the downloaded Menu Import File by clicking the […]
4. Once the list is imported, click exit to close the utility.
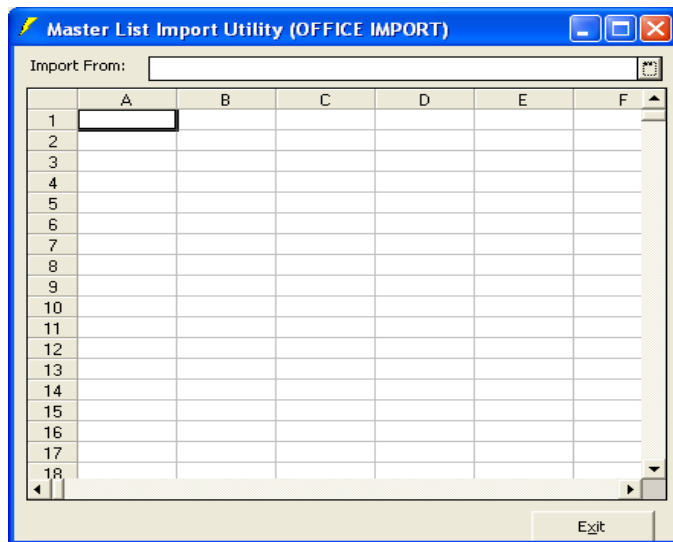
How to Use the Menu Indexing Utility

The Menu Indexing Utility allows the User to Index the Store's Menu Items with a Master Reference List using a PLUID number. This allows an office location to track Product Mix reports and Ideal/Actual Inventory numbers while maintaining product data integrity.

1. Select the Store you wish to Index using the Store List drop-down
2. Navigate [Composer] > [Menu Item Settings]
3. Navigate [Tools] > [Menu Assignment]. This will bring up the Menu Indexing Utility.

4. Select an Un-Indexed Item from the **Store Menu Item List**. **Note: All Un-Indexed items have a 0 PLU ID**

5. Locate the appropriate item from the **Sonic Indexing List**. **Note: Click Details and use key words to search for the appropriate item**

6. Click the box beside the index item. The "Click here to Update" button

should appear at the top of the utility. **Note: To Index more than one item to the same Sonic Indexing List item, index the first item, then click the Multiple Assignment Button to assign the other items**

7. Once all items are indexed, click [Click here to Update] and [Exit] to close the Utility.

8. The [Save Changes] button pops up in the Menu Item Settings. Click it and the **Menu Profile Options** will open (See **How to Create a Menu Profile**)

Note: Anytime a menu item is changed at the store, the new item will have to be indexed
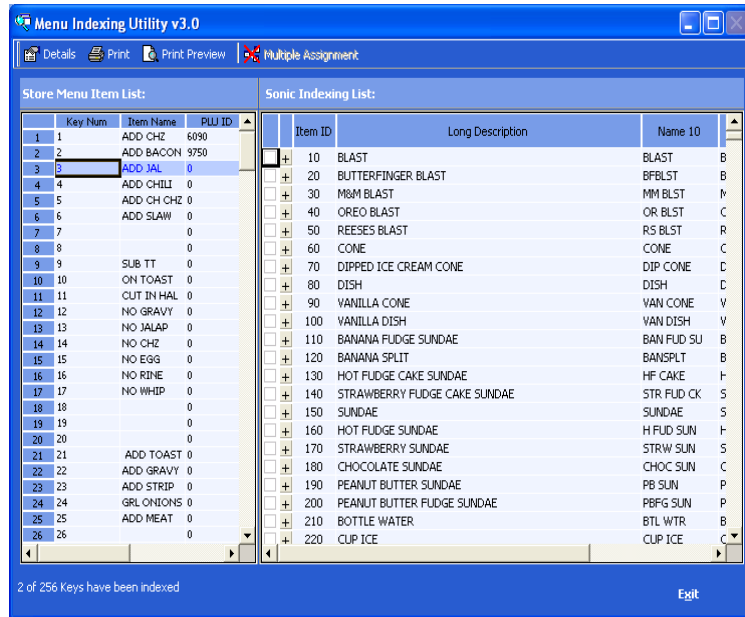
How to Create a Menu Profile

Creating a Menu Profile allows the S2O to not only send Menu Indexed PLU ID #'s to a Store, but also to edit the menu itself, if necessary.
**This utility will open automatically if the Menu has just been indexed.

1. Select the appropriate store from the Store List drop-down
2. Navigate [Composer] > [Menu Item Settings]
3. Make all necessary changes to the selected menu (or index the Menu if needed). These changes can include Menu Indexing, menu names, pricing, etc.
4. Click [Save Changes]

5. The Profiles Interface will open:
6. Select which profile slot to save this Menu Profile to. **Note: There are 9 Available Profiles in which to save a Menu****
7. Enter a Profile Description. Make sure that the description is easy to understand and clarifies which store the profile belongs to.
8. Enter Edited by information
9. Click [Next]
10. This will save the Profile to the default directory (typically c:\program files\store2office)
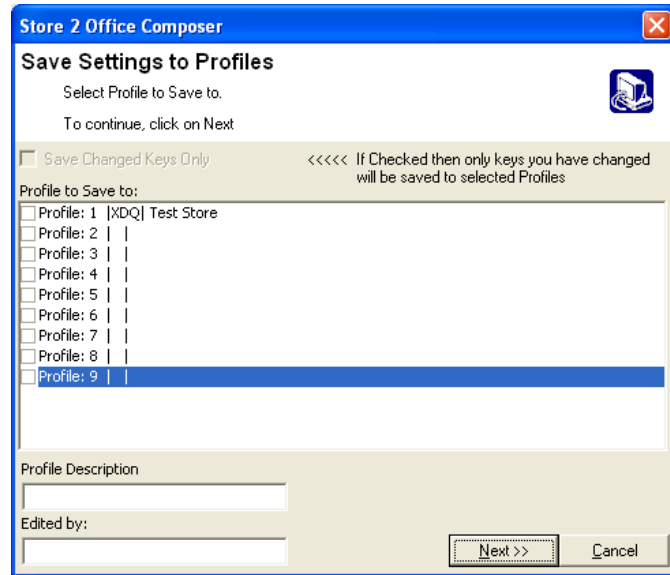
How to use Remote Menu Maintenance

Remote Menu Maintenance is used to send a previously created Menu Profile (see **How to Create a Menu Profile**) to a Store.

1. Click [Tools]
2. Click [Remote Menu Maintenance]. The following interface will open:
3. **Step 1**: Select the store(s) that will receive this profile (click the box beside each). **Note: the selected store's menu type is listed beside the Store Name (XDQ or ADQ). Take care not to send an ADQ profile to an XDQ store, or vise versa****
4. **Step 2**: Select the date for this profile to take affect. Make sure to allow at least 3 days in advance for the profile to take affect…this will allow the store to download it in plenty of time to make the Effective Date.
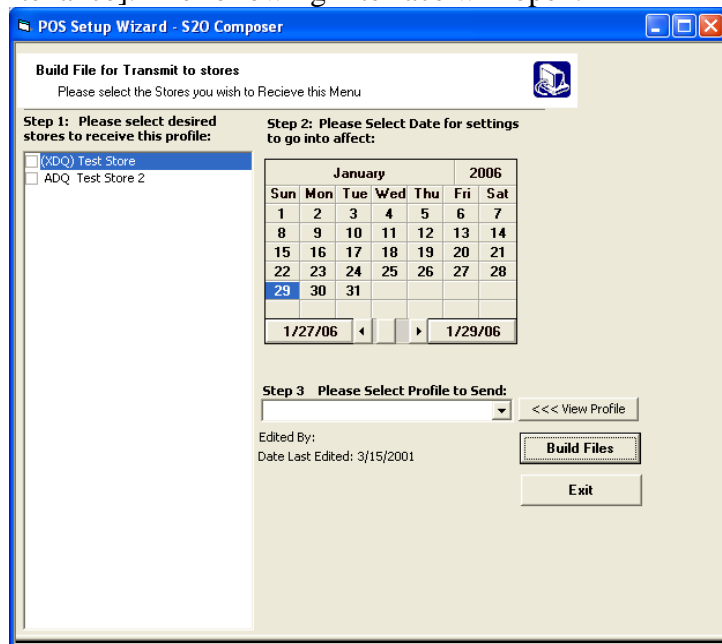
5. **Step 3**: Select which Profile to send. This drop-down will list all profiles that have been created. Select the profile will be sent to this store (naming the profile properly is key to ensuring this). **Click [View Profile] to verify the profile is the correct one.
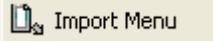6. Click [Build Files]. This will create the file and pop up the following message:
7. Click [Ok] and [Exit] to close the interface.
8. Repeat for all stores to which you wish to send a profile.
9. Close S2O Reporter
10. Open S2O Communicator
11. Click the [Ftp Transfer] button to connect to the FTP Site and send the menu profile. The profile will be downloaded to the appropriate store the next time the store sends an FTP file (it's part of the FTP Transfer process).
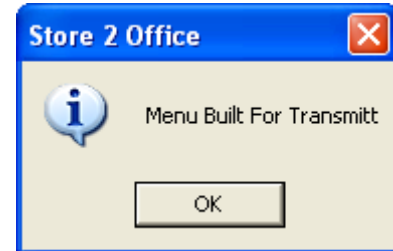
**Once the file is downloaded at the store, it will take effect after the End of Day Sync the night before you set it to go into effect (example: if you set it to take effect on Feb 15, 2006, it will program the new menu on Feb 14, 2006 after the EoD). This will allow the store's menu to be up-to-date on time!

Importing a Backup Profile

If the profile creation process was interrupted by an invalid item, etc, S2O offers the capability of importing a backed up profile in version 2.1.0.203 and higher.
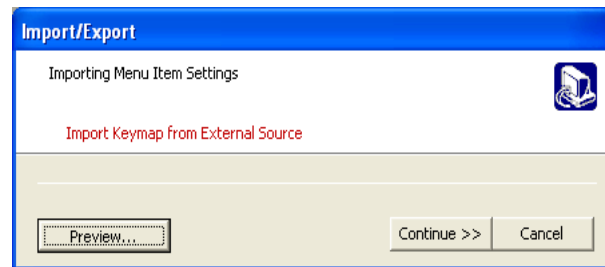
1. Close S2O Reporter and Communicator
2. Right Click the S2O Reporter Icon and select [Properties]
3. Click [Find Target]. This will open the S2O Directory
4. Double Click the [MenuFiles] Folder
5. Click [View] > [Details]. This will allow the Last Modified Date to show on all files in the Folder
6. Rename the keymap.ss3 file to "oldkeymap.ss3"
7. Based on the Last Modified Date, select the menu profile you wish to import. The menu profiles have the following naming convention:
8. Rename this file to "keymap.ss3"
9. Open S2O Reporter
10. Navigate to [Composer] > [Menu Item Settings] and select a store with the same style keyboard as the profile you selected (ADQ/XDQ) from the Store drop-down.
11. Click [Tools] and select [Import Menu]. The following message will appear:
12. Click [Yes]
13. The Browse Interface will open; navigate to the MenuFiles Folder (default path is usually c:\program files\Store2Office\MenuFiles).
14. Select the MenuFiles folder and click [Ok]
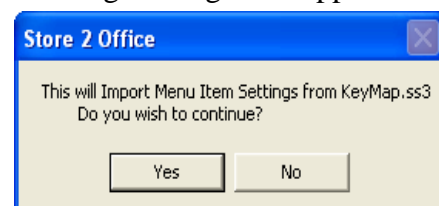
15. The following Interface will open:
16. Click [Preview…] to view the Menu Profile you renamed. Verify this is the correct menu. If not, repeat steps 1-14, selecting a different Menu Profile to rename.
17. Click [Continue >>] to import the selected menu profile.
18. The [Save Changes] button appears on the Menu Item Settings, and all changed items are highlighted in yellow boxes. Preview these changes again to ensure accuracy
19. Make any changes necessary to complete the menu profile (these changes may include Menu Indexing, naming, pricing, etc)
20. Click [Save Changes]
21. The Menu Profile Interface will open (see **How to Create a Menu Profile**)

Exporting a Menu File

The Menu File Export Options allow the user to export the currently viewed menu file to a keymap.ss3 file, which can then be used for backup (see **Importing a Backup Profile**) or to manually import a menu at a store location.

1. Navigate [Composer] > [Menu Item Settings] and select the appropriate store from the Store Name drop-down. This will be the menu file you wish to export, so be aware of menu type (ADQ/XDQ).
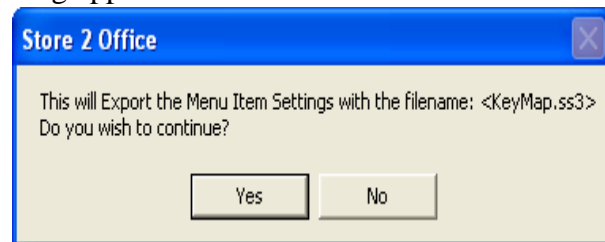2. Click [Tools]
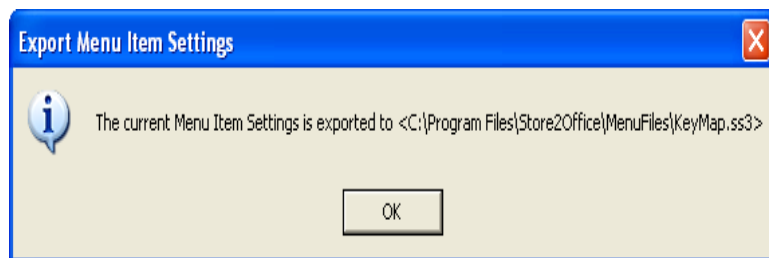3. Select [Export Menu] and the following appears:
4. Click [Yes]
5. Select the directory where you wish the keymap.ss3 stored. **Note: If you select the MenuFiles folder, make sure to rename any existing keymap.ss3 files in advance, or it will overwrite them****
6. The following appears:
7. Click [Ok]. This will save the new keymap.ss3 to the path you selected.

Checking Version/Build of the Store2Office

It will be necessary to update your S2O when new updates become available. These updates may include new features, program corrections or cosmetic improvements, and will be invaluable to your use of the S2O program. In order to determine if an update is needed, you will need to check the version/build of the software before contacting the Support Center.

1. Click [Help]
2. Click [About Store2Office]. The About Box will appear:
3. The Version and Build will be in blue, as seen here: Version 2.1 Build 203 . The Support Center technicians will be able to identify if there is a newer version of the software available.

S2O Composer

S2O Composer is similar to the Composer module in the E2 Management Suite. It lists all Equipment Settings, Menu Settings and store configuration. It differs from the E2 Management Suite in that the settings listed in S2O Composer, save those in Menu Item Settings, cannot be changed and sent to the Store… they can only be viewed.

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

Equipment Settings

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

Printer Settings:

Main Printer	☒ Enable
Drive Thru Printer	☐ Disable
Carhop Printer	☒ Enable
Manager Printer	☒ Enable
Print Station Number	☒ Enable
Print Drink Only Order to Main Printer	☒ Enable
Print Food Order to Fountain Printer	☐ Disable
Print Highest Priority Order to DT Printer	☐ Disable
Print Extended Ticket Header	☐ Disable
Print Indv Orders to Main and Fountain Printer	☐ Disable

Monitor Settings:

Kitchen Monitor	⊠	Enable
Fountain Monitor	⊠	Enable
Double-Kitchen Operation	☐	Disable
Drive Thru Order to Kitchen Monitor	☐	Disable
Drive Thru Order to Fountain Monitor	☐	Disable
Drive Thru Grill Monitor	☐	Disable
Fountain Order to Drive Thru Grill Monitor	☐	Disable
Fixed-Tray Operation	⊠	Enable
Fixed-Tray Number (0-24)		8
Call-In Order In Tray Rotation	☐	Disable
Call-In Order to Monitor (0-2)		0

Av-Time Settings:

AV Time Scan-Out	☐	Disable
Secure Pass # 1 Scan Out	⊠	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	☐	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	☐	Disable
Priority Station 1 Number (Highest)		28
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	☐	Disable

Keyboard Settings:

Keyboard 1 Configuration	2
Keyboard 2 Configuration	2
Keyboard 3 Configuration	2
Keyboard 4 Configuration	
Drive Thru Keyboard Configuration	0

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 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

Late/Happy Hour Times:

	Call In Prep Time (0-99 minutes)	6
	Food & Drink Late Time	04:00
	Drink Only Late Time	04:00
	Drive Thru Late Time	04:00
	Happy Hour Start Time	03:00
	Happy Hour End Time	05:00

Keyboard Recall Functions:

	Recall Time Limits (0-600 minutes)	500
	Keyboard 1 Recall Function	☒ Enable
	Keyboard 2 Recall Function	☐ Disable
	Keyboard 3 Recall Function	☐ Disable
	Keyboard 4 Recall Function	☐ Disable
	Drive Thru Keyboard Recall Function	☐ Disable
	Recall Authorization Code	****

Keyboard Settings

Keyboard Settings lists store-specific Green Condiment Keys (designation and position) and Discount % Keys

Green Condiment Keys:

Discount % Keys:

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

Discount 1
10 %

Discount 2
40 %

Menu Items Settings

Menu Items Settings lists all store-specific menu information. This includes Menu Names, Pricing, Key Status, PLU ID, Category, and Long Description (if Menu Indexed). From this module, you can also view the keyboard in Overlay format, view Historical Key Settings, and View/Edit Menu Profiles (see **How to Create a Menu Profile**).

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

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	

View/Edit Menu Profiles:
Allows you to view previously created profiles using the drop down, or create a new profile (see **How to Create a Menu Profile**)

Menu View: P 1 XDQ Test ▼

Production Line Settings

Production Line Settings lists the store-specific Recipe and Production Line Settings.

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

	Key #	Name10	Size	Price	Cost	LG M	SM M
1	1	ADD CHZ	MD	0.40	0.00	0	0

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

824 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

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

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        ☒ Enable
3- Trailer Interval     1
4- Cut Before Printing  ☐ Disable
5- Clear Message              Clear
```

EPS Settings

EPS Settings lists all store-specific EPS or PAYS information. This information includes: Store Name, Store ID, POS Version, Keyboard Type, Status of EPS/Gift Card (enable/disable), GC Activate and Reload Keys and Sections, and all EPS Account Numbers.

Store Name	Store ID	POS Version	Keyboard Type	EPS	Gift Card	GC Activate Key	GC Activate Section	GC Reload Key	GC Reload Section	Visa Account
Test Store	1234	8.1.7.10	(XDQ)		---	255	0	256	0	
	1234	0	(XDQ)		---	255	0	256	0	

S2O Reporter

S2O Reporter is similar to the Reporter function in the E2 Management Suite, allowing the user to view Daily Summary, Shift, Exception, Hourly/Qtr Hourly, Blue Book, Status, Detailed Tickets, and Product Mix reports. S2O Reporter also allows the user to view a Rankings Report, which settings can be configured in [Edit] > [Application Settings] > [Report Settings].

Daily Summary

Lists all store-specific Transactions, Deposits, and Ticket Information in a Daily format. This report also includes all EFT Deposits (if stores utilize the EPS or PAYS).

Category	Amount $
3. Ticket Count:	
4. NRGT Today	
5. NRGT Yesterday	
6. Today's Transactions =	
7. Voids –	
A. Manager Cancels:	
B. Recall Cancels:	
C. Unclaim Call In:	
8. Gross Sales Total =	
9. Adjustments: –	
A. Credits:	
B. Coupons:	
C. C.H. Coupons:	
D. Neg. Items:	
E. Discount 1:	
F. Discount 2:	
10. Adjusted Gross Sales =	
11. Sales Tax –	
12. Net Sales =	
13. Adjusted Gross Sales	
14. Employee Charges –	
15. Cash Sales =	

Shift Info

Lists all store-specific Daily Information, broken down by Shift Time (programmed in the 824 POS).

	Shift 1	Shift 2	Shift 3	Shift 4	Shift 5	Close Shift	Date
Sales							
Gross Sales ($)							
Net Sales ($)							
Curb Sales ($)							
Drive Thru Sales ($)							
Call In Sales ($)							
Priority Station Sales ($)							
Ticket Information							
Ticket Count							
Curb Tickets							
Drive Thru Tickets							
Call In Tickets							
Priority Station Tickets							
Curb Ticket %							
Drive Thru Ticket %							
Late Tickets							
Late Ticket %							
Ticket Averages ($)							
Ticket Average Curb ($)							
Ticket Average D.T. ($)							
AV Times							
Reply Time							
Order Time							
Drink Orders Only							
Food & Drink Orders							
Total Prep							
Carhop Delivery							
Curb							
Drive Thru							

Exception Report

Lists the Exception Parameters programmed from the Account Maintenance Section in the Cash Controller Module in S2O.

Category	Value	Variance
Net Sales		
Ticket Count		
Curb Sales		
Curb Tickets		
Curb Ticket %		
Drive Thru Sales		
Drive Thru Tickets		
Drive Thru Ticket %		
Call In Sales		
Call In Tickets		
LateTicket		
LateTicket %		
Ticket Average		
Canceled Ticket		
Canceled Ticket Count		
Recall Ticket		
Recall Ticket Count		
Crew Labor %		
Money Short/Long		
Reply Time		
Order Time		
Drink Orders Only		
Food & Drink Orders		
Total Prep		
Carhop Delivery		
Curb		
Drive Thru		
Discount 1		
Discount 2		
Coupons		
Credits		
Negative Keys		

Hourly/QTR Hourly Report

Lists all store-specific Hourly/QTR Hourly Information.

Hour	# of Tickets	Net Sales	Avg. Check	# of Employee	Wages ($)	Labor %	Man Hours	Av. Time (Overall)
06:00								
07:00								
08:00								

Blue Book

Lists all store-specific Sales Information broken down by Day, but including some shift information. Can be viewed by: Dates, Running Sum, Week, Month, or Multi-Store.

	Date	Net Sales	Ticket Count	Late Ticket	Late Ticket %	Ticket Average ($)	AV Time (Curb)	AV Time (D.T.)	AV Time (Reply)	Cash Sales	Deposits	Money Long/Short
Sun	01/01/06											
Mon	01/02/06											

Status Report

Lists all store-specific information in a weekly format, broken down by shift. Also includes Product Mix information.

	Shift	Monday 01/23/06	Tuesday 01/24/06	Wednesday 01/25/06	Thursday 01/26/06	Friday 01/27/06	Saturday 01/28/06	Sunday 01/29/06	Total
# 1	Net Sales								
	Crew Labor%								
	Late Ticket / (%)								
	Ticket Count								
	Reply Time								
	Curb Time								

Detailed Ticket

Lists all store-specific detailed ticket information. This information includes Recalled Tickets, Canceled Tickets, Late Tickets, and Unclaimed Call-Ins.

Recall Ticket #	$ Start	$ End	$ Diff.	Carhop No.
RECALL TICKET INFO.				

Product Mix Info

Lists all store-specific Product Mix information.

	Key	ID #	Name	Size	Category	Qty	Ideal Sales	Actual Sales	Discount Applied	Ideal Food Cost	Happy Hr Qty	Happy Hr Sales	T	C	N	S
													C	C	C	C
													C	C	C	C

Rankings

Generates a Rank report based on settings configured in the Application Settings of the S2O ([Edit] > [Application Settings] > [Report Settings]). This report gives weighted values to each store in the database based on the score for each category. The report also ranks the stores based on their total score.

Sid	Store	Overall Rank	Total Points	Net Sales	Rank	Points
2468	Test Store 2	1	0.00			
1234	Test Store	2	0.00			

Labor Information

Labor Information lists all store-specific Timesheet, Payroll, and Tip Information. All of this information is generated at the store and cannot be edited in the S2O.

Employee Profile

Lists store-specific Employee information. This information is similar to the Employee Settings in S2O Composer, but also

Employee Information

*POS Name:	POSNAME890
*First Name:	First Name
*Last Name:	Last Name
SSN:	999-99-9999

Employment Status: ☐ Active   ☐ Under Age

Marital Status: Not Specified

Dependancy: 0

includes all Date of Birth, Contact, and Personal Information needed for Payroll.

Timesheet

Lists all store-specific Timesheet information. This includes Clock In/Out Times and Dates, as well as Pay Rate and Tip Information. All edits to the Timesheets also display in the Audit Trail.

Emp ID	Employee	SSN		Date (In)*	Time In*	Date (Out)*	Time Out*	Hours Worked	Hourly Wage ($)*	Gross Pay ($)	Tips ($)*	Charges ($)*	Adjustment ($)*
	--------- No Data Retrieved ---------												
	TOTAL							0.00		$0.00	$0.00	$0.00	$0.00

Payroll Summary

Lists all store-specific Payroll information including: Employee Information, Clock In/Out Times/Dates, Total Day/Week Regular and OT Hours, Tips, Charges, Adjustments and Net Wages.

Employee Name	Emp ID	Payroll ID	Hourly Rate ($)		Date	Day Overtime Wage	Pay Period Reg Hrs	Pay Period OT Hrs	Pay Period Reg Wages	Pay Period OT Wages	Tips	Employee Charges	Adjustment	Net Wages
Labor Cost Summary										--- **Cash Information** ---				

Condensed Payroll Report

Lists all store-specific Payroll information in condensed format. This information is based on and populated from the Payroll Summary Report and reports the entire Pay Period.

Employee Name	SSN	Emp ID	Clock Code	Tips	Emp Adj	Emp Charges	Pay Rate	PREV WKS HRS	Mon 01/16	Tue 01/17	Wed 01/18	Thu 01/19	Fri 01/20	Sat 01/21	Sun 01/22	1 WK HRS
No Information To Display For This Pay Period.																

Monthly Tips Sheet

Lists all store-specific Tip information entered in the Cash Drop. This information is optional.

Clock Code	Name	SSN	Sun 01/01	Mon 01/02	Tue 01/03	Wed 01/04	Thu 01/05	Fri 01/06	Sat 01/07	Sun 01/08
	No tips has been recorded!									

Cash Controller

Cash Controller lists all store-specific Cash Drop information, as well as the Vendor, Chart of Account, and Transaction Journal Entries from each location. From this Module, the users can Edit Chart of Accounts, Vendors, and Exception Parameters information. This information can then be sent to a store via FTP Transfer, similar to the Remote Menu Maintenance.

Account Maintenance

Opens an interface that allows the creation of Chart of Accounts, Vendor, and Exception Parameter files.

How to Create a Chart of Accounts and Send it to the Stores

Note: When sending a Chart of Accounts, the file will be sent to all stores in the S2O Communicator. Therefore, ensure that this Chart is suitable for all E2 recipients. If not, individual changes must be made in the E2 Management Suite

Editing Existing Accounts

1. Click [Account Maintenance]
2. Highlight the Account you wish to Edit
3. Click **Edit Account**
4. Make necessary changes by using the field listed below:

5. Click **Save Changes**
6. The Edit Mode box appears, click [Yes]
7. Repeat steps 2-6 for all Accounts that are being edited
8. If any Vendor or Exception Parameter changes need to be made, make these changes now (see **How to Create Vendor List and Send it to the Stores** and **How to Create Exception Parameters List and Send it to the Stores**)

9. Once all needed changes are made to all 3 reports, click [Send To Stores]

10. Select which reports you wish to send to the stores:

☐ Send Chart of Accounts   ☐ Send Vendor List   ☐ Send Exception   ☐ Send Menu Category List

Note: If you edit a report, and decide to edit a different one later on (Chart of Accounts now, Vendor List later on), it will add to the existing O-File whatever additional changes you have made

11. Click [Build Files for Transmit]

12. Click [Ok]

13. Click [Exit]. The file has been created and is ready to FTP Transfer to the stores.

**Note: When Chart of Accounts, Vendor, or Exception Parameter files are created, it creates an OXXXX.zip file (where XXXX is the Store Code) and places it in the S2O Directory's FTP Out Folder. This folder sends all Menu Profiles and O-Files to the stores when the S2O Communicator performs an FTP Transfer.

Creating New Accounts

1. Click [Account Maintenance]

2. Click [New Account]

3. Enter new account information in the following field

Account Type : ⦿ Main Account   ○ Sub Account   Account Usage
Main Account Group : [▼]   ○ Deposits
Account Description : [   ]   ⦿ Expenses: Paid Outs/Invoices
Account Number : [   ]   ○ Other Income
☑ Show Account in Transaction Journal   ○ Redeposits

4. Click [Save Changes]

5. Repeat steps 2-4 until all new accounts are created

6. Click [Send To Stores]
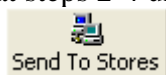
7. Select which reports you wish to send to the stores:

8. ☐ Send Chart of Accounts   ☐ Send Vendor List   ☐ Send Exception   ☐ Send Menu Category List

Note: If you edit a report, and decide to edit a different one later on (Vendor List now, Chart of Accounts later on), it will add to the existing O-File whatever additional changes you have made

9. Click [Build Files for Transmit]

10. Click [Ok]

11. Click ![Exit] . The file has been created and is ready to FTP Transfer to the stores.

Deleting an Existing Account

1. Click [Account Maintenance]
2. Select the Account you wish to delete
3. Click ![Delete Account]
4. The Delete Account box appears:
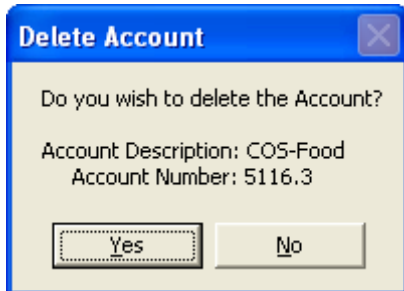
5. Click [Yes]
6. Repeat steps 2-5 until all unwanted accounts are gone.
7. Click ![Send To Stores]
8. Select which reports you wish to send to the stores:

☐ Send Chart of Accounts   ☐ Send Vendor List   ☐ Send Exception   ☐ Send Menu Category List

Note: If you edit a report, and decide to edit a different one later on (Vendor List now, Chart of Accounts later on), it will add to the existing O-File whatever additional changes you have made

9. Click ![Build Files for Transmit]
10. Click [Ok]
11. Click ![Exit] . The file has been created and is ready to FTP Transfer to the stores.

How to Create Vendor List and Send it to the Stores

Note: When sending a Vendor List, the file will be sent to all stores in the S2O Communicator. Therefore, ensure that this List is suitable for all E2 recipients. If not, individual changes must be made in the E2 Management Suite

1. Click [Account Maintenance]
2. Click the Vendors Tab
3. Highlight the Account you wish to Edit

4. Click [Edit Account]

5. Make ALL necessary changes to the account in the following field:

	Vendor Name	Vendor ID
1	Mrs Bairds Bread	Bread
2	Cocacola	Coke
3	Order-Matic	OMC
4	Prosource	Pro
5	Produce	Produce
6	RainBow Bread	Rainbow
7		

6. Click [Save Changes]

7. The Save? Box appears:
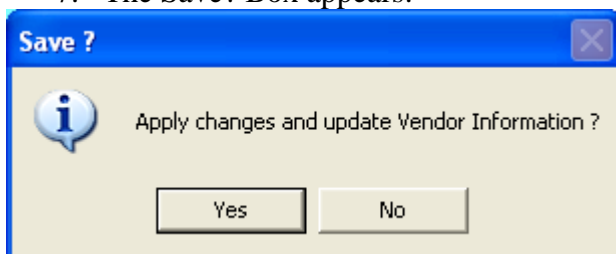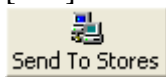
Save ?

Apply changes and update Vendor Information ?

[Yes]   [No]

8. Click [Yes]

9. Click [Send To Stores]

10. Select which reports you wish to send to the stores:

☐ Send Chart of Accounts   ☐ Send Vendor List   ☐ Send Exception   ☐ Send Menu Category List

Note: If you edit a report, and decide to edit a different one later on (Vendor List now, Chart of Accounts later on), it will add to the existing O-File whatever additional changes you have made

11. Click [Build Files for Transmit]

12. Click [Ok]

13. Click [Exit]. The file has been created and is ready to FTP Transfer to the stores.

How to Create Exception Parameters List and Send it to the Stores

Note: When sending an Exception Parameter List, the file will be sent to the selected store. Therefore, ensure that this List is suitable for the selected store. If not, individual changes must be made in the E2 Management Suite

1. Click [Account Maintenance]
2. Click the [Exception Parameters] Tab
3. Select the Store from the drop-down
4. Enter in all Parameter information in the provided cells. **Double Click in the cell to enter information**
5. Click [Flag]. This will force the item to highlight the related information, or "flag" it.

Category	LOW	HIGH	FLAG
Net Sales	$5.00	$4,000.00	☑
Ticket Count	0	0	☐
Curb Sales	$0.00	$0.00	☐
Curb Tickets	0	0	☐
Curb Ticket %	0 %	0 %	☐
Drive Thru Sales	$0.00	$0.00	☐
Drive Thru Tickets	0	0	☐
Drive Thru Ticket %	0 %	0 %	☐
Call In Sales	$0.00	$0.00	☐
Call In Tickets	0	0	☐
LateTicket	0	0	☐
LateTicket %	0 %	0 %	☐

6. Once all changes are made, click [Save Settings]
7. Click [Send To Stores]
8. Select which reports you wish to send to the stores:

☐ Send Chart of Accounts   ☐ Send Vendor List   ☐ Send Exception   ☐ Send Menu Category List

Note: If you edit a report, and decide to edit a different one later on (Exception Parameters List now, Chart of Accounts later on), it will add to the existing O-File whatever additional changes you have made

9. Click [Build Files for Transmit]
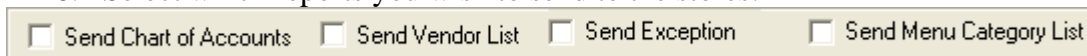10. Click [Ok]
11. Click [Exit]. The file has been created and is ready to FTP Transfer to the stores.

Accounts and Vendors

This module lists all store-specific Chart of Account and Vendor information. This information may be edited at the office, but must be done through Account Maintenance.

Chart of Accounts:
Lists all store-specific Chart of Account information including accounts for: Deposits, Paid Outs, Invoices, Other Income, etc.

Account Description	Account Number	Type		Show
ACCUM. DEPRECIATION/AMOR.	1400	Deposits	M	
accumulation depr.	1453		S	☑

Vendor Information:
Lists all store-specific Vendor
Descriptions and Names

	Vendor Name	Vendor ID
1	DEPOSIT	1101.00
2	LET US PRODUCE	5116.4
3	FLOWERS	5116.1
4	SERVITEX	7252
5	LOWES	7294.2

Transaction Journal

The Transaction
Journal is where all
store-specific account
information is stored.
This information
includes: Deposits, Paid
Outs, Invoices, Other
Income, and

	Date	Amount	Account Description	Account Number	Manager	Last Modified Date
1						
2						
3						
4						
5						

Redeposits. These transactions use the Chart of Accounts provided to the location, and
populate the Cash Long/Short for the Daily Summary, Blue Book, and Ranking Reports.

Transaction Summary

Lists all store-
specific transactions
based on the period
selected in the
Calendar Wizard.
Report lists

	Transaction Type	Acc Num	Date	Amount	Vendor/Payee	Vendor ID	Manager	Inv Number	Notes
-	Other Income			$30.00					
-	GC ACTIVE <OMNI 3750>	824		$10.00					
	GC ACTIVE <OMNI 3750>		10/4/2004	$10.00					
-	GC RELOAD <OMNI 3750>	824		$20.00					
	GC RELOAD <OMNI 3750>		10/4/2004	$20.00					
-	Deposit			$2190.62					
-	cash in bank	1016		$2190.62					
	cash in bank		10/4/2004	$924.62			jeremy		
	cash in bank		10/4/2004	$1266.00			nikita		

Transaction Type, Account Number (Chart of Accounts), Date of Transaction and
Amount. Vendor/Payee, Vendor ID, and Invoice Number depend on the type of
transaction listed (for example: a Cash Deposit will not have a Vendor ID).

Multi-Store gives the option of viewing the Transaction Summary for all stores listed in
the S2O. The same information is given, but is expanded to include all entries from all
stores.

+	Transaction Type	Acc Num	Date	Amount	Vendor/Payee	Vendor ID	Manager	Inv Number	Notes
	Test Store								
	No Information For The Date Range								
	Test Store 2								
	No Information For The Date Range								

Cash Drop Summary

Lists all store-specific Cash Drop information. This information includes Band #, Name,
$ Amount, # of Tickets, Drop Times and Amount Owed. This report also lists all EFT
Transactions (if PAYS enabled) and cash transactions listed separately. Coupon Sales,
Open Tickets, and Employee Charges are listed as well.

Band #	Name		$ Amount	# Tickets	Drop Time	Amount Owed	Verification
DT	Drive Thru 1	+	$0.00	0		$0.00	
3	JAVON	+	$639.24	146		$0.00	
4	RYAN	+	$479.52	91		$0.00	
6	DEX	+	$389.30	67		$0.00	
7	LATONYA	+	$266.04	54		$0.00	
13	MARIA	+	$144.44	28		$0.00	
16	MAGAN	+	$254.00	36		$0.00	
	Car Hops Total:		$2172.54				
	EFT Transaction (Car Hops)		$0.00				
	Cash Owed (Car Hops)		$2172.54				
	- Cash Collected (Car Hops)		$2172.54				
	= 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:		$2172.54				
	EFT Transaction (OVERALL)		$0.00				
	Cash Owed (OVERALL)		$2172.54				
	- Cash Collected (OVERALL)		$2172.54				
	= Cash Balance (OVERALL)		$0.00				
	Coupon Sales		$0.00	0			
	Open Tickets		$0.00	0			
	Emp Charges		$0.00	0			
	Total		$2172.54				
	Audit Trial Information						
6	DEX		$0.00		09:54 PM		> [RefID: 18150] Edited on: 10/19/04 22:05:50
6	DEX		$13.20		09:54 PM		> [RefID: 18150] Edited on: 10/19/04 22:05:32
6	DEX		$11.22		09:55 PM		> [RefID: 18151] Edited on: 10/19/04 22:05:32
6	DEX		$6.14		09:55 PM		> [RefID: 18152] Edited on: 10/19/04 22:05:32

Cash Drop Summary Information can be viewed by all or by an individual employee.

Office Updates

One of the many innovative features of Store2Office is its ability to self-update. S2O, as part of the FTP Transfer process, automatically checks the FTP Site for new updates and notifies the user if an update is found.
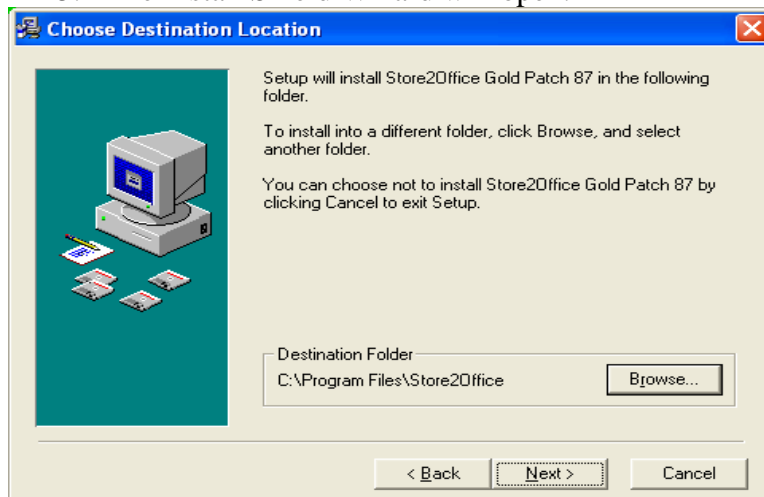
After FTP File Transfer/Process Files is complete, the user will be notified of the new update with the following message, located at the top of the S2O Reporter:

1. Click the Yellow Banner Text
2. The New S2O Update box appears:
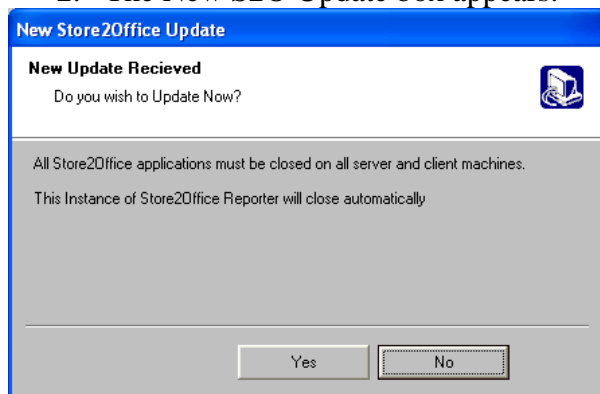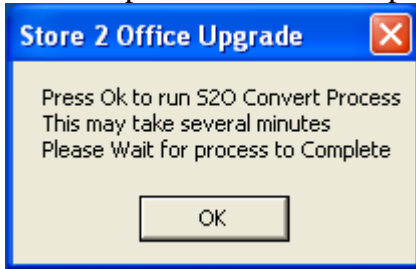

3. Close all instances of S2O (if using Client@Main Office Setting)
4. Click [Yes]
5. The Install Shield Wizard will open:

6. Verify the Destination Folder (default is c:\Program Files\Store2Office, but this may vary)
7. Click [Next]

8. Click [Next] again to begin installation
9. Click [Finish]. This will finish the installation and back up the Databases
10. Open Store2Office Reporter, the Upgrade box will open:

Store 2 Office Upgrade

Press Ok to run S2O Convert Process
This may take several minutes
Please Wait for process to Complete

OK

11. Click [Ok]
12. Once Convert Process is finished, Store2Office Reporter will open automatically.

Do NOT attempt to open S2O Reporter again. Wait for the Convert Process to finish. This process may take a few minutes, depending on how much data is present in the S2O. If the process does not complete, call the OMC 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
    Sales and Marketing: Sales@ordermatic.com
    Billing or Account Information: Billing@ordermatic.com
    Training Programs: Training@ordermatic.com
    POS Tech Support: tech@ordermatic.com
    Software Support: software@ordermatic.com