Introduction

Use Restaurant Software POS to improve your restaurant's profitability

Restaurant Software ADS POS, a complete restaurant point of sale & back office solution, has better reliability, more features and less training for all type of restaurants. It is also affordable, easy to use, Windows based, touch operated point of sales, and store management solution. Whether you're operating a small restaurant, or part of a multi-national franchise, our technology and expertise can help you improve your restaurant operations and increase your profitability.

Suitable for all restaurants

Whether you're running a fine dining, pizza parlor, bar, fast food, cafeteria, delivery, ice cream shop, or any other food services, you've found the right software to handle your point of sale & store management needs.

If you've ever been interested in making your restaurant operate more efficiently, and to increase your bottom line, then ADS POS Restaurants software solution is the ideal choice for your restaurant automation needs.

Saving your time & money

ADS POS Restaurants software solution can help you cut restaurant losses, reduce employee mistakes, improve customer service, better control inventory, increase efficiency, and much more.

100% Multilingual & Internationalized

Are you running an ethnic restaurant, and have staff that doesn't speak 100% English? Don't worry! ADS POS is 100% multi-lingual, and it will show the screen interfaces in your staff's preferred language.

ADS POS can also be configured so that it will send the order to the kitchen or bar in a different language than the guest receipt. ADS POS currently supports 100% multi-lingual operation at POS & Back Office with English, Traditional Chinese, and Simplified Chinese.

1

Basic Press-Button Operating Explanations:

(Intro1-1)

Retrieve	When you regret the change you made, press this to go back
New	It is same as <add>. Press the button to create a brand new entry.</add>
Save	Save anytime when things change.
Delete	Delete unwanted items.
Exit	Press this to leave or to go to the main page
•	Drop down menuClick on the arrow to select an item from the list
Preview Page	Go to the previous page
Next Page	Go to the next page
Entry	This shows at customer entry. Press this to add a new entry
Sort	Sort by code, by name any way you want.
Export	Export data to other place.
Import	Import data from other place.
-	Press the arrow to go back a day or
112	Press the icon to pick a date from calendar
Series Print	Press this button to print
<u>19</u>	Enter a time by pressing the button. Input 0330 for 03:30.
Add	It is same as <new>. Press this to add something new</new>
Mark Delete	This is only shows in <i>Bill Entry</i> . This shows a deleted status.

Mark New	This is only shows in <i>Bill Entry</i> . This shows a new status
OnHouse	A complementary meal from restaurant owner or whoever takes a charge
Note	Write anything impartment, such as password reminder.
Search	Help you to search data you need.
Save	Always press this button to save the data you have been changed.
Exit	Return to main menu or the previous page
	Add an new entry or information
	Delete an existing entry or information
E	Enter English name
С	Enter Secondary name, like a Chinese name.

How to Use a Mouse?

1. Holding a mouse.....

- a. Hold the sides of the mouse with your thumb, ring finger and pinkie.
- b. Place your index finger on the left button, middle finger on the right button.



(Intro 1-3)



2. Clicking a mouse.....is one way of sending commands to the computer.

- a. To click, gently press and release the left mouse button.
- b. Be careful not to move the mouse while you are clicking. Keep your hand relaxed on the mouse as you press down and release without lifting your finger completely off the button.
- c. Move the pointer to the picture below. See how the arrow changes to a pointing hand. If you click the left mouse button while the pointer is over the image, you'll go to a different page

For example:

In the Menu Editor, under Menu Item Editor, left click on mouse; the screen jump to Menu Item.
To <u>highlight</u> a word, click mouse and drag it either from right to left or left to right. Then you can delete a word by pressing *Delete* on the keyboard, rather than using *Backspace* from keyboard.
(Intro 1-4)



- To <u>copy</u> an item, **highlight** the words you need, **right click** on mouse at highlighted placed, then select **copy** from the list.

- To paste an item, right click on mouse, and select paste from the list.

1. Select from a drop down menu.....



a. The item on the top is a "drop down menu."

b. Click on the arrow to the right of the box.

c. Select one of the nine options by clicking on it.

d. Notice that you did not need to hold down the mouse button in order to highlight your selection.

Restaurant Logo



Notes:



- 1. <>: When you see <Dine In>, it means Dine In . You can either press button or click the button on the screen. <> means the button you need to press.
- 2. Press <F2> on keyboard if you want to switch windows from English to Chinese or Chinese to English.
- *3. For fast enter new menu item, type "<u>/item name/price</u>" in F12 Key In box when you place an order. For example, if a customer walks in and want to order Mushroom Beef, which is not on the menu, the easy way is to type <u>/Mushroom/5.50</u> and press <Enter> key from keyboard.
- 4. If one item doesn't not print from the receipt, there may be two reasons:
 - a. Kitchen in Menu Editor haven't set up, or set up incorrect. (Back Office)
 - b. Do not have a Category (In Back Office)
- 5. In the Back Office, on the tope page, under <u>Daily</u>, select <u>Print Pending</u>, you will see printing status. If it is a holding order, on the bottom page of screen has a message, that tells you which order has been waiting to print out in kitchen. To set up the printing time goes to <u>System Setup</u> in Back Office.
- 6. Every case is sensitive here. For example, when you enter a table number A1 is different than a1.
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7. Add Tips: 加小費

Press <Settle>, enter password, the <u>Recall Bill</u> window shows as following:

all Bill Rec	call Bill
Receipt#	Dri∨er
Table#	Ser∨er
Phone#	All Receipts
Add Gratuity	Table Map
Settlement	Search

Pick one method from Recall Bill above, find out the order receipt you need to add in tips. For Example: Press <Table Map>, input table number, you will see picture as following.

		L I J				
ettle Center						
Order 1	No: 0001	Tax:	\$1.90			
Stat	tus: New	 Discount:	% Off		Cash	Credit Card
Serv	ver: SUPERVISO	R Disc Amt:	\$0.00			
Ту	pe: Dine in	Amount:	\$22.40			
D	ate: <u>3/14/2006</u>	_ Delivery Charge:			Check	Gift Certificate
Tabl	e#: 5		\$0.00			1
		% Service Charge:		[Deposit	100 M
Subto	tal: \$20.50	D Total:	\$22.40			Print
ayment	Amount \$11,20	Pay Change	Tip Remark C	SID		
) Split	Even
					E Save	Exit
- Void	Add Tip					

[Graph 1]

Go <Settle> first, choose <u>Cash, Credit Card or Check</u>, enter amount paid. Next, press <u><Add Tip></u>, enter tip amount, and press <Enter> as [Graph 2]. Tips will add on (Tip Line), but it will not add up with total amount of purchased. Tip and total are always separated.

[Graph 2]

Settle Center							
Order Sta	No: 0001	Enter Number				Cash	Credit Card
Ser	ver: SUPERVI		Add	ГТір		ouon	oroun ouru
T	ype: Dine in					Check	Gift Certificate
Tab	le#: 5	1		1			
Subto	otal: \$2	7	8	9		Deposit	Print
	Les	4	5	6			J <u></u>
Payment	Amount				Enter		
Certificate	\$11.20	1	2	3		II Split	Even
		Cancel	0	•		E Save	Exit
- Void	Add Tip			L			



Settle Center					
Order 1	Jo: 0001	Tax:	\$1.90		
Stat	us: New	Discount:	% Off	Cash	Credit Card
Serv	er: SUPERVISO	OR Disc Amt:	\$0.00		
Ty	pe: Dine in	Amount:	\$22.40	0	and the second se
Da	ate: 3/14/2006	Delivery Charge:		Спеск	Gift Certificate
Tabl	e#: 5	Tip:	\$2.00		
		% Service Charge:		 Deposit	-
Subtot	al: \$20.5	50 Total:	\$22.40	•	Print
Payment	Less Amount	Total: 11.20 Pay Change	Tip Remark		
Certificate	\$11.20 \$	13.20 S	\$2.00 Amount	Split	Even Exit
- Void	Add Tip				

Press <Save> to make a change.

If you want to check tips, go to <Back Office>, <Report Center>, and select <Tip>. Input time rang, press <OK>. Then you will get "Items Sale Report" and "total tips for each server." For Example: It tells you how much tip and how many items sale a day for an individual server.

I. Dine In: Dine in order

1 Press the <Dine In> Button



2 Enter your Access Code and press <Enter> button.

You must have an Access code to use this program. (See "Back Office" to setup Access Code) (Graph I-1)

South Valle	-	Fatur Access 6	a da		
All the second		Enter	Access	Code	
a that	hriji:	7	8	9	12-1601 Inc.
	-	4	5	6	- Carto
	-	1	2	3	-ig
AL DO	FOREAL	Cancel	0	Enter	Refund
M MCPOS SYSTEM			-		12

3. Enter a Table Number, then Select <Done>

Or see Table Map for a quick way to enter Table Number.

put 1s	hir Num	her her	i National Anna Anna Anna Anna Anna Anna Anna Anna	finder 1									- 110
	Tab	le N	lumt	per:								Done Done Rec	-1
q	w	•	r	t	у	u	i	0	р	back	7	8	
q a	w	•	r d l	t g	y h	u j	i k	0	р	back delete	7	8 5	
р а	w 1	• 5 .	r d f	t g	y h b	u j n	i k m	。 1	р ;	back delete clear	7 4 1	8 5 7	
р в ими ими	w 7 hom	e s y	r d f c	t g v	y h b	u j n	i k m	₀ 	р ; →	back delete cleas	7 1 1 1	8 5 7	

4. Enter the Number of Guests by select the Number buttons and press <Enter>, or type number by keyboard.

(Graph I-3)

🗿 MCPUS for Bestaurant - Main Wise	iew] : Dinsin Pro 1.	1.0.4				
10 10 A		Guests	; 	C	HINA	
a do	7	8	9	rica 8 Ca	CET Lab Support 1-630-582 Support by ADS I Email support the	1601 AC. pts.tom
	4	5	6		Delivery	settle .
Stork.	1	2	3		1	elş.
A V	Cancel	0	Enter	ø	Open Drawer	Refund
Rednical Support 1504-80 www.mctes.com Event Support	Automatio	: dosing			Back Office	Exit

You'll see new window "Bill Entry"

1. Press any button on upper left to pick a group.



(Graph I-4)

For Example: When press <Appetizers>, the screen jump into the Appetizers menu item

(Graph I-5)



There are 3 different ways to add 3 orders of the same item.

Method 1: Use Duantity button: You can use this when you need to have more than one order.

For Example: If you want 3 orders of egg rolls

1. Press <Quantity>, than enter the 3, and then press <Enter> button.

(Graph I-6)

	Qua	ntity	
3			-
7	8	9	
4	5	6	
1	2	3	Enter
Cancel	0	-	1

You'll see the ordered receipt list. (Same as Graph I-7) Click or press 🐱 to scroll down and see the whole receipt.

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Method 2	<u>:</u> Use	Merge I	on the uppe	er right co	orner.
	(Graph l	[-7) 🗸			
			T	1	
	Adjust	Merge	t	↓ ↓	
	Serve Order No Phone Tablet	r: SUPERVI o: 0003 Chk≠ o: #	SOR Station: ≮4 Din	: 1 ie in 🐺	
	3 E	gg Roll (1)		\$3.45	
		%Off Del % Serv	Sub Total: Tax: Discount: iver Charge: ice Charge:	3.45 0.30 0.00	
		4/19/200	Amount: 6 14:52:44	3.75	-
	SubTota	l: Ta 3.45	x: Am 0.30	iount Due 3.7	e : 75
	1. Clic	k or press	on Merge	e	
	2. Clic	k on Egg 1	Roll from th	he Bill Er	ntry 3 times. Receipt shows same as (Graph I-7).
Method 3	: Use	Add t	o add 3 ord	lers of eg	g roll
	. 1		A	1	
Ad	just	Add		V	

Adj	ust	Add	ŕ	↓ ↓	
Si Orde Pł	erver: r No: none:	SUPERVIS 0003 Chk#3	OR Statio 3 Di	n: 1 🐺	1
Та	ble#.			City	
1	Egg	g Roll (1)		\$1.15	
1	Egg	g Roll (1)		\$1.15	
1	Egg	g Roll (1)		\$1.15	
			Sub Total:	3.45	
			Tax:	0.30	
		%Off	Discount:	0.00	
		Deliv	er Charge:		-
ubT	otal :	Tax 3.45	: A	mount Due 3.1	

Click or press on Add

1. Click on Egg Roll 3 times. It shows three different lines .(Graph I-8)

<u>Notes</u>: If you only want to keep <Merge> and take off <Add> function, go to System Setup at the main page to change.

II. Take Out: Take out order



1. Press the <Take Out> Button

Enter your Access Code. All must have an Access code to use this program. (See "Back Office" to setup Access Code)

(Graph II-1)

1 Prove	and a	Color Anaros I		-	R	estau	rant
60	20	7	в	9	100	icer Lath Cristi ADS I	nu 196
	- C	4	5	6		2	-
	27	1	2	3		Delively	Satta
	ybar L	Cancel	0	Enter	4	Open Desser	Referd
- Jackin de	antes com		121	22	1		

2. Enter the Customer Phone Number,

If your program has Caller ID function, just select the phone number that is on line.

**Press Walk In button for walk in customers because you don't need to enter phone

number.

(Graph II-2)



3. Check and see if customer information is correct. If not, enter new information, and select <Done>.

(Graph II-3)

Ne	w	Phone	6305	821648		Ext.		Date	000	No	Amou	nit 2.40	Payme
Ext		Name	1										
		Address	121 3	arfield V	Tay, Ste	200							
		Address 2	2:						No.	duio.		1.042	mana.
		Cit	Eloor	ningdale	-8	State II		East Roll/	IN E	me		Cuty	Price
		Zipcode	6010	8	Bir	thday: 00	00/00	Pot Stoke	4) 4 (6)			1	45
		Delivery Cher	92	\$1.50	Discour	st:	% Off	Crab Ran	20-on (6)			1	45
		Deliver Remai	Y					Satay Bee	f (4)			1	4.5
		Note						멉	1	Done		× Can	icel
	в	c	D	E	F	G	-	HOME	;	7	8	9	CAPS
~	146	J	к	L	м	N	DELETE	END	•	4	5	6	
л Н	1	1.000				4.0	Inconstant			102	1	1800	
н о	I P	Q	R	S	т	U	CLEAR	T	×.,	1	2	3	ENTER

*** Notes: On the upper right, blue area, is the customer's history information.

*** For walk in customer, you can enter their name in "WalkIn Note" after press <Walk In> button, or you can wait until later enter a name from "Misc--Note."

The following are some examples of printing tickets you'll get when you place a take out order. <u>Receipt 1:</u>

Ticket to Customer

Send to cooks in Kitchen



***Receipt for **Walk In** customers will show <<**Waiting**>> on the receipt, but Take Out and Delivery will not.

III. Delivery: Delivery order

(Graph III-1)

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1. Enter password to access

(Graph III-2)



2. Type in the phone number

(Graph III-3)

New	Phone	Welkin		Ext			Date	No	Amour	t I	Paym
Ext.#	Name	Jim.		-							
	Address 1	123 Chici	ago Ave								
	Address 2	1						Name		Ob/	Price
	City.	Chicago		State:	4			THUR THE		art	
	Zipcode		_	Birthday: 01	vooroo .						
	Deliver Charge	x \$1	1.50 Disc	true	\$0	f					
	Delivery Remark										
	Note					1	22	Done		× Cano	el
9	we	r	t y	u		0	р	backspace	7	8	1
	s d	1	g	h	i k	1		delete	4	5	6
a			v b	n	m	1	:	clear	1	2	
a	z x				1						

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- 3. Type in the customers' delivery information
- 4. Click <Done> after finish.
- 5. The menu page shows as below.

(Graph III-4)

Appetizers	Lo Mein	House Special	Lunch Combo	Adjust	Merge	Ť	\$	
		Family		Server: Si Order No:	UPERVISOR	Station: 1 Take out	77	
Soup	Fried Rice	Dinners	Lunch Special	Phone: 63 Address: 12	105821848 21 Fairfield V 9	Nomingdale	~	
Seafood	Egg Foo Young		*					
Chicken	Chop Suey							
Beef	Chow Mein							Group ment
Pork				Sub Total : O	.00 0	.00	0.00	button
				120	2	1	-	
Vegetable		1.0.	Others	Modify	Time		ave	
				Settle	Searc	h I	Nisc Nisc	

- 6. Press any group menu button to place an order.
- 7. ** Follow by the same operating sequence as DINE IN and TAKE OUT **
- 8. Press <Save> when finished, and receipts will print out next.

(Graph III-5)



On the bottom right page, you will see those selected box as (Graph III-5): Modify:

1. When you click on <Modify>, the following window comes out (Graph III-6)

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On the right side of the window, under action, choose one action you need to do, including "With, Add, No, Light, Extra, Half, Double, Split, and Only." (See (Graph III-7)

- 2. If you want to add BBQ Pork with the order. Select <Add> and press <BBQ Pork> from the item menu.
- To add price, press <Price> button, and input charged price, and press <Enter>. (See Graph III-8)
 Once you pressed <Enter> button, the item you added shows on the right side of the windows. (See (Graph III-9).
- 4. To void the item, press <Void> to delete the action from the list.

Time:

- 1. After enter the order, you can set up a pick up time. If the customer wants to pick up the order an hour later, you can press <Time> button, and enter the required picking time from customers. (See Graph III-10).
- 2. Plus and Minus Button are there for you to input time range. For example, in this case, you need to press both <Plus> <1 hour> buttons to hold this order. (See Graph III-10)
- 3. Press <OK>
- 4. When the receipt prints out, it shows the Pick Time on the top of the receipt.

Save:

Press Save to save the order and receipt prints out automatically.

Settle:

Please see next category- V. Settle

Search: (Graph III-11)

1. Search the tickets by press <Search> button. You can search any ticket by entering order number which is showing on the top of receipt, or press "All" to select one from the list.

*** <Settled> means the ticket you have been settled; <Settle> is tickets you haven't settled.

Exit:

Exit from the page and go to the main page

Misc: (Graph III-10)

- 1. This is the place that you can change any detail after you placed an order. For example, you can change the status of the order from Carry Out to Delivery, just press one button under change order type. Then the status will change as your requests.
- 2. You can also change Table Number, Number of Guests, and Server Number by pressing button and enter new information.
- 3. Press <Reprint> or <Kitchen Receipt> if you need one more ticket to print.
- 4. Press <Customer> if change customer information. However, you will not see <Customer> button
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available here if it is a walk in customer.

- 5. Press <Note> if you want to make a note about the bill, such as customer's name.
- Press <Price> if any item has to change its price. For example, if the sweet sour chicken is original \$7.50, now if you need to charge \$8.00.
 - a. First, press <Price> button, and select item you want to change from the list.
 - b. Second, there are three options that you can choose, including Discount Item %, Cash Off \$, and New Price \$. However, you can only choose one of these three. If you choose Cash Off, the price will deduct after tax automatically showing on the receipt. If you choose New Price, the old price will be covered by new price. Same to the Discount Item. (Graph III-13)
 - *** You may see some repeated items here. The reason to keep everything in Misc is to help you to make a change easily, so you do not need to go around and waste your time. For example: If you want to add Beef with dish, press <Modify>, <All>, and <Meat>, and it brings you to meat page.

				To Select CB	Co we ten, Cick	oke On ten Nam	•
				Actio	n: With	1 (1
Side Vegetable CAN	Meat	Cooked Sauce	with Meal	With	ALL	Add	No
Vegetable				Light	Extra	Half	Double
FRESH			Modify Action		Mod	ifier	
		4-4-					
				Up	Dow	n \	/oid
	-		1	1		1.0	Longer and

(Graph III-6-1)

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BBQ Pork		Beef	Beef St	ew	Chicken	To Select Of	Co Vertiles, Citcl (ike Initia Nas	4
Chicken Fee	•	Calm	Crab M	eat	Duck	Actio	n: With	1	
Egg	F	ish Cake	Fish Fi	llet	Frog	With	ALL	Add	No
						Light	Extra	Half	Double
Ground Beet	f Gro	ound Pork	Ham	Ju	imbo Shrimp		Mod	ifier	
La Wei		Pork	Pork Cl	qor	Salt Fish				
Scallop	Shr	eded Pork	Shrim	IP.	Squid				
Steak		Hong Li	Man Ch	w					
						Up	Down	n N	/old
All	orce	Relation	Bask	ť	Ę	Key In Modifie	Pri	ce	Back To Menu

(Graph III-6-2)

(Graph III-7)

Curry Beef To Select Other Item, Click On Item Name.							
Action	With	-					
	With	跟					
	Add	加					
	No	沒有					
	Light	少					
	Extra	多					
Up	Half	半					
Duine	Double	加倍					
Price	Split	分開					
Misc	Only	隻要					





(Graph III-9)

To Select Other Item,	UITTY Beef Click On Item Name.			
Action:	dd	•		
	odifier	52.00		
Up Price	Down Vo	id OK (Gra	.ph -10)	
Pick Up Time				ŕ
	04	1/20/200	6	Fr.
Pick Up	Time: 11	1:18 AM	Plu	IS
1 Minute	5 Minutes	10 Minutes	15 Minutes	30 Minutes
1 Hour	2 Hours	3 Hours	4 Hours	5 Hours
	Now	ок	X Cancel	

(Graph III-11)

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ielect Or	der									
	Prior Ro	W		e Pri	or Page					
No	Туре	Amount	Table	Time	Note	- Table#	Order#	000	04	
0004	Dine in	\$18.21	2	4/22/2005 16:27:00		Name	Sec Name	Otv	Price	Amoun
0003	Delivery	\$27.64		4/22/2005 16:23:01	yuiop	Sweet / Sour	* 甜酸蔬菜	1	7.25	7.25
0002	Take out	\$32.76		4/22/2005 16:19:14	p - Walkin	(#) Hunan Cl	mi(172)年、樓	1	5.60	5.60 16.9
0001	Dine in	\$62.28	1	4/22/2005 16:18:13						100
										>
						04	/22/2	00	5	\rightarrow
	18	8	1		12	112	V			F
	Next Ro	w		Ne	xt Page		Done		Can	cel
Type -	All	Dine In		Delivery	Take Out	Settl	ed	s	ettle	

(Graph III-12)



(Graph III-13)



IV. The Main Menu (When you place an Order)

Bill Entry							
Spring Rolls (2)	Genghis Khan	Stuffed Crab Claws (4)	(G) House Grand Combina	Adjust /	Add	÷.	
Pot Stickers (6)	Steamed Juicy Buns (10)		(L) House Grand Combina	Order No: 0000 Phone: Table#	2 Children Stat	Dine in K	Item Order List
Crab Rangoon (4)	Scallion Pancake	Satay BF/CK (4)	Three Assorted Cold Cut	1 Bf Tend 1 Pot Stie	leriw BeiJing Sau skers (6)	ATE 110.96	
Fried Won Ton (8)	Soft Shell Crab (1pc)	>	Jelly Fish	1 Pickled 1 Spring I	Veg w Shredde Rolls (2)	Po \$8.95	Menu Group Are
BBQ Pork	Mc glob		Bean Curd Roll		Sub Tota Ta: %Off Discount	t 27.80 c 2.85 t 0.00 👽	
BBQ Ribs			Marinated BF w Five Season	SubTotal : 27.8	Tax : 2.85	Amount Due : 30,65	
Pan Fried Wonton w Meat (10)		188	Sweet n Sour Carrots	Modify	and the second s	Save	Control Buttons
Shrimp Toast (4)				Settie	Search	Misc 🖌	/
Detail Qua	antity Void	Back	Page Next Page	F12 Key In		Frit	

(Graph IV-1) Sample:

(Graph IV-2)

Bill Entry	in the second		an and an and a set					
Spring Rolls (2)	Genghis Khan	Stuffed Crab Claws (4)	(G) House Grand	Adjust	Add	Ŷ	ţ	
			Combina	Server:	SUPERVIS	DR Statio	n: 1 💳 ^	
Pot Stickers (6)	Steamed Juicy Buns (10)		(L) House Grand Combina	Order No: Phone: Table#	0002 Chk#)	2 D	ne in 👪 Cky	Change quantity
Crab Rangoon	Scallion	Satay BF/CK	Three Assorted	1 Bf	Tenderl w Ba	Jing Sauc	\$10.96	
(4)	Pancake	(4)	Cold Cut	1 Po	t Stickers (6)	1	\$4.95	<adjust> key</adjust>
Fried Won Ton	Soft Shell Crab		and second	1 Pic	kled Veg w	Shreddle Po	\$8.95	
(8)	(1pc)		Jelly Fish	1 Sp	ring Rolls (2)		\$2.96	
			Bean Curd Roll			Sub Total Tax:	27.80 2.85	
BBQ Pork	Mc globs				%Off	Discount	0.00 👱	1
BBQ Ribs			Marinated BF w Five Season	Sub Total	: Tax 27.80	2.85	mount Due : 30,65	
Pan Fried			Sweet n Sour	1	5 🗸 🕌	2		
Wonton w Meat	-	100	Carrots	Modify	у Т	ime	Save	
Shrimp Toast (4)				Settle	Se	arch	Misc	Key entry Area: You can enter 70
Datail Our	white Vald	Back	t V	F12 Key	/ In		R	for quick orders
Detail Qua	anuty Void	Dack Pre	Page Next Page		*	-	Exit	

These two screens contain your entire Menu's Group Items and Menu Items

Example: Picture IV-1 hold APPETIZERS, SOUPS, SEAFOOD ...all of these are the group items Picture IV-2 hold SPRING ROLLS, POT STICKERS, CRAB RANGOON, etc...all of these items are under the APPETIZERS Group.

Example 2

Say a customer wants to order 1 order of Spring Roll, 1 Large Curry Fried Rice and 2 Cokes for carry out.

- 1. Enter the system with <Take Out> Button in the Main Window. (See Take Out)
- 2. Select the <Appetizers> Button on the Group Item in the Menu Group Area
- 3. Select <Spring Roll (2)> Button; Notice Egg Roll and its price are taking place in the Item Ordered List.
- 4. Select on the Control Buttons to go back to the main menu (Graph IV-1)
- 5. Select <Lunch Special> Button
- 6. Select <(L) Curry Fried Rice >

Say that the Large Curry Fried Rice's code number is 701; you may also press the **F12** Key on the keyboard and enter 701 in the Key Enter Area to enter this Curry Fried Item.

- 7. Select <Back> on the Control Buttons to go back to the main menu (Graph IV-1)
- 8. Select the <Beverages>
- 9. Select the Coke Button twice to make 2 orders of Cokes or you may select <Quantity> button on the Control Buttons, enter 2 then select the <Coke> button.
- 10. After all the Items entered, you must select the <Save> button to save all the information. This is very importation; if you do not save your works, all information may be lost.
- 11. One you have save your works, a copy of the order will print to the kitchen's printers.

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Change Quantity

*** If you need to change the quantity of an ordered item, there are several ways to do it:

- a. Place cursor to the item quantity (Graph IV-2). Press Adjust button on upper right (Graph IV-3), enter new quantity, and press <Enter>. The item quantity changes automatically on the item ordered list.
- b. Use Mouse and **double** click on quantity, (See graph IV-4 as following). Enter quantity, and press <Enter>.
- c. Press <Misc>, and select <Quantity>. Click on the item you want to change, and enter quantity; press <Enter>. The item quantity and price will change automatically on the item order list.

Change Price/ Discount

- *** Same as the change quantity. The only different is that you have to place your cursor at price, not quantity.
- *** When you double click on price or press <Adjust> button, or go <Misc>, <Discount>. Three options for you to choose, includes Discount Item %, Cash Off \$, and New Price \$. (See detail at III Delivery- Misc 6 b, page 17)

(Graph IV-3)

Enter Number			
(BBC	Pork (5)) Qua	antity
7	8	9	
4	5	6	
1	2	3	Enter
Cancel	0	•	

(Graph IV-4)

Double click here if changes price

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V. Settle: Payment settlement

(Graph V-1)



1. Press <Settle>, enter your password.

(Graph V-2)



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- 2. Select a way to Settle
 - Receipt Number
 -- Settle by enter a Receipt Number Remember if the receipt is 0002 You must enter as "0002"
 - Table Number -- Settle by enter a Table #
 - Phone #

-- Settle by the entering a customer phone number (

• Search Number

-- You can select any of the open orders, you may narrow the list by any of the order type. And you may look at any settled order by dates.

Finally, select order from the list ,and press <Done> (Graph V-2.1) Selast Order T 11 Prior Rew Prior Page Table# Crder# 000 Lime. No Sarve: IVER Amount l able 0005 6/15/2004 Linda DS Dine in 18.49 21:52:10 Mame See Name Ory Price Amou 0004 SUPERVISOR 6/15/2004 Buffel 0 Flake Suchi Hirame Su. 1 4.00 4.00 20:01:38 Order Yelow Tal StHamachi S 1.00 5.00 0003 SUPERVISOR 6/15/2004 Buffet Bk Toblec SuBk Tobleo 4.00 40 19:59:31 Order Bk Toblas SaBk Teblao 4.00 4.00 0002 SUPERVISOR 6/15/2004 Buffet 1 Order 19:59:13 0001 SUPERVISOR Buffet 6/15/2004 A1 19:37:30 06/15/2004 : . 0.1 E.J.= Next Page Cancel Next Row Type Dine In Delivery Take Out Settled Settle All

• Driver

-- Enter Driver Code and settle. It is easier for settle the delivered orders.

• Table Map

--You can settle by pressing the specific table from table map.

On the bottom page, under "Type," you can choose settle type by Dine In, Delivery or Take Out.

• Settlement

--When you press <Settle>, you can also settle for end of day, and prints out total sales of today.

(Graph V-2.2)



(Graph V-3.1)

Order No:	0001	Tax	\$3.45		1	
Status:	New	Discount	96 Off		Cash	Credit Card
Server:	SUPERVISOR	Disc Amt	\$0.00	. 9	-	-
Туре:	Dine in	. Amount: _	\$40.55		Check	GIB Castificate
Date:	4/19/2006	Delivery Charge:			CHECK	GIL CEDITCAR
Table#:		Tip:				
	0	Service Charge:			Deposit	4
Subtotal:	\$37.10	Total	\$40.55		Dopton	Print
⊃ayment	Less T Amount	otal:40.55 Pay Change	TipRemark	CSID		
Payment	Less T Amount	otal:40.55 Pay Change	Tip Remark	CSID		E
Payment	Less T Amount	otal:40.55 Pay Change	Tip Remark	CSID	Split	t: Even

(Graph V-3.2)

Order No.	0001	Tax:	\$3.45			
Status:	New	Discount:	no on		Cash	Credit Card
Server	SUPERVISOF	Disc Ant:	\$0.00	i i		
Type	Dine in	Amount:	\$40.55		-	
Date.	4/19/2006	Delivery Charge:			Check	Gift Certificat
Table#:	£.	Tip:				
	9	Service Charge:			Deposit	4
Subtotal:	\$37.10	Total:	\$40.55			Print
² ayment	Less T	otal:40.55 Pay Change	TipRemark	CSID	Number	for Split:2
^o ayment	Less T Amount	otal: 40.55 Pay Change	TipRemark	CSID	Number	for Split:2
² ayment	Less T Amount	otal: 40.55 Pay Change	TipRemark	CSID	Number	for Split:2
'ayment	Less T Amount	otal: 40.55 Pay Change	TipRemark	CSID	Number	for Split:2
?ayment	Less T Amount	otal: 40.55 Pay Change	Tip Remark	CSID	Number	for Split:2
'ayment	Less T Amount	otal: 40.55 Pay Change	Tip Remark	CSID	Number	for Split:2
Payment	Less T Amount	otal: 40.55 Pay Change	Tip Remark	CSID	Number	for Split:2

Settle Center (Graph V-4)

If you haven't settled yet, the following picture will present. Now, choose the payment method.

Order No: 0 Type: I	001 Pine in	Status: <u>No</u> Tabie#:	w		
Date: 4	/19/2006	Server: St	PERVISOR	-	Ħ
Subtotal:	\$37.10	Payment:		Search	Multi
Tax:	\$3.45	Tip:			
Discount:	%og \$0.00	Total:	\$40.55	2	н
Amount:	\$40.55	Cash:		Discount	Split
elivery Charge:		Change:			
% Service C	harge:				
Cash C	redit Card	Check	4	-	R
			Print	Save	Exit

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- Search -- to search another order to settle
- I Discount -- to give a Discount to the current order
 - Discount Order% -- Discount by percentage
 - Cash Discount Discount by Cash
 - Cash
 - --Enter the Pay Amount and press <Enter>
- I Credit Card / Check
 - --Please notice Please make sure that the Credit Card or Check pass and got the approve code before you press the Credit Card Button or Check Button
- Multi -- Make a payment by using many different ways, including cash, credit card, check or gift certificate.
 - ** When you press <Multi> button, it looks like Graph V-3.1. Select a payment method, such as Cash, and you will see the box below. It will tell you the total payments, and enter the amount the customer wish to pay. Then press <Enter>
 - ** If you only pay part of payments, in the middle of the Settle Center is showing the Less Total. If the color of less total is red, it means that the customer did not pay off yet. You need to select payment type and make the Less Total equals zero.
 - ** If you want to divide bill to five, First, press <Multi>, then press <Even>,

Cash					
	Tot	al:		32.7	6
	Pa	ay:			
C	hang	le:			
1	2	3	1.00	2.00	Back
4	5	6	5.00	10.00	Clear
7	8	9	15.00	20.00	Plus
0		-	50.00	100.00	minus
Cancel	C T	hange 'o Tip	32.7	6	Enter
0 Cancel	C	hange o Tip	50.00 32.7	100.00 6	minus Enter

(Graph V-5)

Split -- this means to pay individual. In these case,

a. For example: there are two people ordered two dishes, and they pay separately.

See Graph V-6, Press

to start. If it is buffet style, press <Guest>.

b. To select the items that customer pays by pressing

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right side of the windows. (Graph V-6-- Person 1)

c. Press Split if pays by another person, (like Graph V6- Person 2)
d. Press Settle to settle the payment.

- **Print** -- to print a receipt for the customer.
- **Save** -- to save before exit
- \mathbf{I} **Exit** to exit from the page



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VI. Recall: Pull out the pervious record to see.



- Select <Recall> button 1
- 2 Enter the Access Code
- 3 Select and Input Type
 - Recall by Receipt #, Table #, Phone#, Pending Order, CSID (Customer ID), Pending Item, and Search

Red	call Bill
Receipt#	Table#
Phone#	Pending Order
CSID#	Pending Item
TroutD	Search

(Graph VI-2)

select Ord	ler							
	Prior Row			Prio	n Page			
No	Туре	Amount	Table	Time	Note	- Table#	Order#	0001
0001	Dine in	\$82.59	i	4/15/2005 14:11:58		Name	Sec Name	Oty Price Amc
						Dinner for 2	二人晩餐	1 15.55 15
						Egg Drop S	ou蛋花湯	1 .00
						Egg Roll	春卷	1 .00
						Ck Almond	D杏仁雞丁	1 .00
						Egg Foo 3	(c蓉蛋	1 .00
						Fried Rice	炒飯	1 .00
						Cookies	甜餅	1 .00
						Dinner for 4	I豪華四人	1 141.45 41
						<)	>
						04	4/15/2	005 🗄 🛁
	10		1		150	112	V	
	Next Ro	w		Nex	t Page		Done	Cancel
Type A		Dine In	1	Delivery	Take Out	Sett	led	Settle

** If the receipt has been settled, you cannot change things like type of payment or reorder foods.

VII. Table Map: This is a designed map followed by table seats in your restaurant. It saves your more time than punch in the table number.



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- 1 Select <Table Map> form the Main Windows
- 2 Select a table from the Screen. If the Button is Green, **C1** this means it is in use and the table has not been settled.
- 3 Enter your access code
- 4 Enter the number of guests
- 5 See The Main Menu for how to enter an order.



Attention:

There are four colors (gray, purple, green, and yellow) indicate the different meaning when you place an order inside the table map.

- a. Gray: available table that you can use
- b. Purple: have a seat, but no order yet.
- c. Green: Placed order.
- d. Yellow: when you go <Misc> and <Reprint> a receipt.
- e. After you settled, the table color changes from yellow to gray again, then you continue to place a new order.

VIII. Open Drawer: Press this button to open the cash drawer.

XI. Refund: Refund payments to customers directly even though it is been settled.



Press <Refund> button.

- 1. Enter Access Code
- 2. Enter the Order Number. If this order is from past, you can input the date and find out order number from the <u>little box</u> below.



- 3. Select refund type, includes cash, credit card, or check.
- 4. Save the change, then press print if you want a copy.

** For security purposes, when refund, the cash drawer will not open itself, you need to open by keys.

(Graph XI-1)

					5	Sale	Refu	Ind					
R.	efind N	o:							On	der Information	ć.		
Date: 4/22/2005						-			Order No. 0	001			
	Order N	0:000	1							Payment	/22/200	<u> </u>	
Amount 62.28								Tase		4.48			
	Paymer	ut:	2.00				-			Amount		62.28	
14	Remar	Save		X Delete	i	Print		R: uit		Name Na Pwiced Cook 目録 Fried Wonton 許4 #) BF w Pep:(午 #) Szechuan (午 C) Sauteed F(特	me2 (満肉) 動師) 前報和)四川(和)魚排)	Qty Price 000 8.7 000 2.2 000 5.7 000 5.6 000 10.9	e Am 5 1 5 1 0 1 5 1 5 1
q	w	e	T	t	У	u	1	0	р	backspace	7	8	9
а	s	d	f	g	h	j	k	1		delete	4	5	•
wer	z	x	c	v	b	n	m	1		clear	1	2	
300		- 1					-	100 A 100				1	2

~Inside the Back Office~

Management System: This is the place where you can manage people and protect restaurant database.

(Graph BO-1)

👪 Back	Office			
Security	Master	Daily System		
Securi Group User	ty ID		÷	AA

On the top blue bar, looks **Security ID** under Back Office. (See picture above)

Security ID:

(Graph Bo-2)

	Security ID Entry										
yster	Pro Id	Section	Description	hinese Description		Retrieve					
pos	discount	1	discount	discount							
pos	w_system_function:		Function Box	Function Box		Save					
pos	w_system_function		Function Box	Function Box	-						
pos	w_system_function		Function Box	Function Box		Delete					
pos	w_sm_modifier		Item Modifier Detail	Item Modifier Detail		Fxit					
pos	w_setup_modifier		Item Modifier Entry	Item Modifier Entry							
pos	printserverjob		printserverjob	printserverjob							
pos	w_query		Query	Query							
pos	w_back_office	BackOffice	Back Office	Back Office							
pos	w_customer_grid	BackOffice	Customers Entry	Customers Entry							
pos	w_employee	BackOffice	Employee Entry	Employee Entry							
pos	w_goodreceived	BackOffice	Good Received Entr	Good Received Entr							

<u>Group:</u> In Group Entry, there are four different groups, includes boss, manager, cashier and server. You give different level of authorities to each group.

(Graph BO-3)

	Name:				New	Save
	Consumed Manuary	Name	Sec		Data	79-24
	Second Name:	Boss Cashier	Boss Cashier		Delete	EXI
		Manager	Server			
Section	Security ID	1.5 GEWEL	Del tel	Section	Security ID	
	discount			1		
	Function Box					
	Function Box					
	Function Box					
	Item Modifier Detail					
	Item Modifier Entry					
	printserverjob		Add All			
	Query					
BackOffice	Back Office		Clear All			

- 5. In the group entry window, select a group name to start or press <New> button.
- 6. If you select a Cashier, type the secondary name, like a Chinese name.
- 7. Allot each cashier's authority by selecting from the bottom left box. (See graph above) For example: Pick "*Bill Entry*" and press, and "*Bill Entry*" shows on the bottom right box. (Same for the all other entries.)
- 8. If you are the boss, you don't need to select entry one by one, just press <Add All> button, and everything will transfer to the other side right away.
- 9. Press <Save> button after you done.

Note: You cannot add a new person in either Group Entry or User, if you want to add a new user, you have to go to Back Office Main Menu, and press <Employee> button to create a new user account. (See detail at (18) Employee)

<u>User:</u> Each user needs to have a password to access the database system. Besides, here shows the ability of each user through the system.
(Graph BO-4)

Code Name SUPERVISOR 001 Bing 002 Pops 003 Cashier 004 Server1 005 Server2	Code: 0 Name: SUPERVISOR Second Name: Password: ******** Group: Boss P
Section Name discount Function Box Function Box Function Box Item Modifier Det Item Modifier Ent printserverjob Query BackOffic Back Office	il Add All Clear All

- You will see everyone that you create from the Group Entry on the top left box. Each user has to set up a password to access the computer database. (Same as Group Entry), all you need to do is pick things you need from the list and then press the à button to allot the limit of authority.
- 2. Remember to <Save> the file every time after changes.

For example:

Boss and supervisor usually have full power to access and change all computer databases. However, for security purposes, the other servers only have limited accessibility. They may not get permission to access back office or bill entry. Therefore, the supervisor or boss are the one who control and give the power to access the restaurant database.

(1) Back Office:

(Graph 1-1)



2. To access back office, type your access code first, press <Enter>.

(Graph 1-2)



3. The new screen shows as below

(Graph 1-3)



(2) Category:

****The following is an example of Menu Category****

(Graph 2-1)

	Ν	Aenu Cate	edory			
Sec	English Name	Chinese Name	Kitchen	Sten	-)r	
1	Appetizers	Appetizers	Kitchen	Step	Retrieve	
2	Soup	Soup	Kitchen		North	
3	Thai Special	Thai Special	Kitchen		New	
4	Side Order	Side Order	Kitchen		Save	
5	Salads	Salads	Kitchen			41
6	Noodle	Noodle	Kitchen		Delete	
7	Curries & Stir-Fries	Ourries & Stir-Fri	Kitchen		12-14	i I
8	Decserts	Desserts	Kitchen		EXII	
9	Beverages	Beverages	Kitchen		<u> </u>	-
10	Fried Rice/Over Rice	Fried Rice/Over B	Kitchen			
11	Specialties	Specialties	Kitchen			
12	Chicken Selection	Chicken Selection	Kitchen			
13	Pork Selection	Pork Selection	Kitchen			
					-	

1. Double click on each box and type all categories in order from your menu.

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- 2. Type in **English name**, **Chinese name** from menu.
- 3. Under Kitchen, choose the place where your tickets send to, which is your default printer.
- 4. Under Setup, click and choose the type of food, such as appetizer, entree or dessert.



(3) Menu Editor:

When click Menu Editor, the screen shows as below.

(Graph 3-1)



For example:

On the picture above, when click the Pork Egg Roll (2), the new screen shows up as below.

(Graph 3-2)	Enter item code,	name, and price		
Menu Item				Press Done or F12
Item Code: 101	18 (2)	[F12]	Done	to continue
Item Sec Lang: 蔬菜春卷 (2)		[ESC]	Cancel 🔨	
Category : Appetizers		[F3]	Pick	Return to
Weightable: Discount	able: 🗖	[F4]	Hide	pervious page
Help Code: v1		[F5] C)elete	
Description:		Text Co	ler 😢 🔳 📩	Default Color
Sec Description:		Back Co	ior 😵 🔳 🧑	
Kitchen		-ttem Type		Press button to
S Kitchen S Kitchen 1 Appetizers	ltem	C Parent Item C Package Item C Self-Package It	em	change background
		Copy Item	Copy Modifier	
		Force Modifier	Relation Modifier	

- 1. Enter item code, item name, secondary name and default price.
- 2. Press <Done> or F12 when you finish one item.
- 3. To cancel or go back, click on <Cancel>
- 4. To change the background or text color, press <Text Color> and <Back Color>

**** Help Code**: Set up a "Help code" helps you to find item quickly by using keyboard in order entry when place an order. Usually the computer will set up for you. See detail in Bill Entry.

For instant: the help code for Beef is "B". You may use when you place an order.

** Hide/ Pick:

See Picture (1), if you want to move the position or make a new arrangement of each item.

1. Choose Hide to hide first. It will save automatically in the Hide Group

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2. To call it back, press the place you want to replace. Press Pick , and look

from the Hide Group list. Choose the one you want to pick, and press to finish.

and the second se		
Item Code Item Name	Hide Group	
Item Sec Lanc Default Price Help Code Category Weightable Force Modify Tax Picture Name Description	Code Ibern Name 0020 Pork Egg Roll(2)	⇒ 3 3 3 1 1 1 1 1 1 1 1 1 1 1 1
Sec Description	Done	0 -
Kitchen S K	Cancol	

10. Press <Done> to continue. The item will be replaced at the place you choose.

(Graph 3-4) Original

(Graph 3-5) After

Fog Rol	1 (21)	Cantonese Pried Shrimp	Pot Sticker (6)	Egg Roll (1)	Appetzers 📑		Cantonese Fried Shrimp	Pot Sticker (6)	Egg Roll(1)	Appetizers
Vegetable Roll (2	e Equ 2)	Shrimp Teast (8)	Appetizer Platter	Vegetable Egg Roll (1)	TIP	Vegetable Egg Roll (2)	Shrimp Toast	Appettoer	Vegetable Egg	
B.B.Q.F	Pork	Fried Wonton (10)	Chicken Wing (6)		Prestew Page	BBQ Park	Filed Wenton	Chicken Wing		Preview Page
B.B.Q.	libs	Crab Rangoon [6]	Teriyaki Beef (5)		Next Page	BRORN	Crab Rangeon	Tertyaki Beef		
1		Chicken Nuggets	Teriyaki Chicken (5)		Page : 1	CARPICE.	Chicken	Tertyaki		Page : 1
il.			2		OpenternUtrary		moggen	CHICKNES WY	_	COpenitiers Library
2					Exit					Evit
2	Or	iginal					After	r 📃	-	
	_									
			T	1- 		of the rea	inted h			
				Jok the h	novement	or the po	onned b	OX		

*** Explanation:

- 1. Normal Item: It is the regular item, just input the Item code, name and price, and category, then press Done.
- Parent Item: The parent contains many sub items. For example: The parent item is Chop Suey, Chow Mein. Then the sub items will be Beef Chop Suey and Beef Chow Mein. Therefore, you will not see everything at one page. It is easier for you to select an item.
 - ***After you select parent item, you have to press <Done> first. Then press the item again to enter. The screen shows you as following:

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3. Package Item: This can be used like Family Dinner Combo. For example: Dinner for 2, it is a dinner package. You can type all items in this package.

* Press Dinner for 2 showing from Graph 3-7, then select package item. You will see <Sub Item> button next to the Package Item (Graph 3-8).



Dinner For 2	Dinner For 3	Dinner For 4	Dinner For 5	
Dinner For 6	Dinner For 7	Dinner For 8	Dinner For 9	Preview Page
Dinner For 10	Dinner For 11	Dinner For 12	Dinner For 13	Next Page
Dinner For 14	Dinner For 15			F Active Item Lib
				Add Kitchen
				Change Kitche
				Delete Kitcher
				Copy Group
				item code prefix
				Exit

(Granh	3 8)
(Orapi	13-0)

Menu Item	
Item Code: fl	[F12] Done
Item Sec Lang: 二人晩餐	[ESC] Cancel
Category : Entree	[F3] Pick
Weightable: Discountable:	[F4] Hide
Help Code: df2	[F5] Delete
Description:	Text Color 🔇 🔳 🔶
Sec Description:	🔿 🖪 Back Color 😣 🔳 🔶
Kitchen S Kitchen Item	ttem Type C Normal Item C Parent Item C Package Item Sub Item
2 Appetizers	Copy Item Copy Modifier
	Force Modifier Relation Modifier

4. Click on <Sub Item>, windows goes to next page looks like (graph 3-9)

Graph 3-9)				
etup Package Item Parent Name:	Dinner for 2		二人晚餐	
Egg Drop Soup	Egg Roll	Ck Almond Ding	Egg Foo Young	Сору
Fried Rice	Cookies			
				NextPage
	/			Page:1
				₽ ≥ E×it

5. To add a package item, simply press a button above.

(Graph 3-10)

Subitem Entry			
Name			
Name 2			Pick Item
Price			
Picture Name			
Color		4	
	Text Color	3	
	Back Color	8	
× Delete	Done	Exit	

5. Press <Pick Item> to choose food item.

* The next couple steps is to follow the same procedure as <Force Modifier> and <Relation Modifier>.

****Copy Item/ Copy Modifier****

•

Copy Item : this allows you to copy items from the **Query Item**, which is showing below. Same

operation to the Copy Modifier.

***Notes: If you do not find one you need from Query Item, go to Group Editor, and add one group. Then go to Menu Editor, type the name of the item, like a normal item. Pressing <Done> after you finish. Go back to copy item or copy modifier, and follow the same steps in copy item. (Graph 3-11)

Item	code filter E	ng name filter	Sec nam	e filter
Query Hom		1		
	2	Name 2	3	Ok
001 0011 002 0021 003 004 005 006 007 008 009 010 011 012 012a 013	Egg Roll (2) Egg Roll (2) Egg Roll (1) Vegetable Egg Roll (2) Vegetable Egg Roll (1) B.B.Q. Pork B.B.Q. Ribs Cantonese Fried Shrimp Shrimp Toast (8) Fried Wonton (10) Crab Rangoon (6) Pot Sticker (6) Appetizer Platter Chicken Wing (6) Teriyaki Beef (5) Teriyaki Chicken (5) Chicken Nurget	春卷 (2) 春卷 (1) 蔬菜春卷 (2) Vegetable Egg Roll 叉燒 叉燒排骨 炸蝦 土司 (8) 炸雪吞 (10) 蟹角 (6) 鍋貼 (6) 一人頭抬 炸雞翼 (6) 牛肉串 (5) 雞肉串 (5)	(1)	Cancel

For each filter, you can search by typing the fist letter. For instance, if you want to add beef, you can only type b, and look for beef from the list, or you can type beef to get it right away.

For example:

If you want to add a new item, you can use **Copy Function** to do. Enter an item code in $\begin{bmatrix} 1 \\ 1 \end{bmatrix}$.

- Enter 001, (See the graph below)
- Choose one item from the following list. Highlight Egg Roll (2) by clicking mouse once. Right click mouse on highlighted place, and select **Copy**. Click on $\begin{bmatrix} 2 \\ 2 \end{bmatrix}$, right click mouse in box 2.
- Select **Paste**, Egg Roll (2) will show in the box. (Same to box 3)
- Press <OK> after you done
- The system will ask you about an **Item Code**. Assign an item code, and press <Done> to continue.

(Graph 3-12)

	Enter item code h	ere	
nu Item			
ltem Code: 🛛	gg Roll (2)	Do	ne
Item Sec Lang	F卷 (2) 2.50	Ca	ncel
Help Code: 0 Category A	ppclizers	E	ck
Weightable:	Discountable:	Ы	de
Picture Name :	8.750	De	lete
Sec Description		Text Co	tor 😵 🚺
Katchen S Kite	hen item2 ters	E This is a Pare	nt item.
EC		Copy Item	Copy Modifier
21 Done (Ed) Hide (Esc)	Cancel (F9) New Modifier (F5) Data Field	Force Modifier	Relation Modifie

** The item code cannot be the same as other numbers from your menu.

(Graph 3-13)

Query Item		2	3	
Code		Name 🛉	Name 2	Ok
001	Egg	(Roll (2)	春卷(2)	Cancel
0011	Egg	Roll (1)	春卷(1)	
Que	ry tem	p		
001		Egg Roll (2)	春卷(2)	Ok
	Code	Name	Name 2	
1001	ļ	Egg Koll (2)	皆依(4)	Cancer

****Active Item Library****

(Graph 3-14)

Egg Roll (2)	Cantonese Fried Shrimp	Pot Sticker (6)	Egg Roll (1)	Appetizers -	
Roll (2)	Shrimp Toast (8)	Appetizer Platter	Vegetable Egg Roll (1)		
B.B.Q. Pork	Fried Wonton (10)	Chicken Wing (6)		Preview Page	
B.B.Q. Ribs	Crab Rangoon (6)	Teriyaki Beef (5)		Next Page	
	Chicken Nuggets	Teriyaki Chicken (5)		Page : 1	
				R Active Item Library	
				Exit	
C	lick here to ac	ld a new item			
				Make s	ure it

- 1. Use Active Item Library when you want to add a new item. When you mark on Active Item Library, press any gray button to add.
- 2. When you see the graph below, click under item name.
- 3. Pick one item you need, and press enter.
- 4. Give an item code. (can't be duplicate)

Help Code:	+\$1.50	+\$1.50	-
Help Code.	+\$1.50	+\$1.50	
Category:	+0.5	+0.5	n .
Weightable:	+2.00	+2.00	
Force Modify:	+2.50	+2 50	e
Tax	+4.00	+4.00	-
Picture Name :	+5.00	+5.00	ete
Description	Almond Chicken (L)	杏仁雞 (大)	
	Almond Chicken (S)	杏仁雞 (小)	
	Almond Cookie	吉仁餅	Pit 😢 🔰
Sec Description:	Almond Shrimp (L)	杏仁 蝦(大)	
	Almond Shrimp (S)	杏仁 蝦 (小)	or 🕄 💧
	Apple 3	蘋果	

(Graph 3-15)

- 5. Press <Done>
- 6. It'll show on the menu item editor.

(Graph 3-16)

Vegetable Egg Roll (2)	Shrimp Toast	Appetizer	Vegetable Egg	-
	(0)	Platter	Roll (1)	
B.B.Q. Pork	Fried Wonton (10)	Chicken Wing (6)		Preview Page
B.B.Q. Ribs	Crab Rangoon (6)	Teriyaki Beef (5)		Next Page
	Chicken Nuggets	Teriyaki Chicken (5)		Page : 1
Almond Chicken (L)				P Active Item Libra
~				Exit

****** Force Modifier/ Relation Modifier ******

(Graph 3-17)

	Nory Item	
	terr Code, (7000 Done Done	
	ticn Soc Lang. 開資設 Default Price. / /// / /// Cancel	
	Calegory Appeared Eick	
Choose	Force Modify: F	
unwanted	Picture Varie Delete	
printer to	Ser Descrution	
delete	Back Celtr 🕲 🔳 🌾	
	Eligiter 12 Estebro herr herr? I" This is a Parent terr. Customer	s can pick
Add printers if	EC Orgy ten Orgy Mukler here	they want
tickets send to	y Registions J-Hij Anto (200) Jon (1) Joy No Albert (2) (2) do tonts Feice Medder Eclat on Modifier	
kitchen	Cook by the set	
	up of modifier	

For Example: The <Force Modifier> for "Beef with peapods" will be Beef and Peapods; however, the Relation Modifier will be the options of spicy, oil, extra vegetable, which depends on what customers want.

1. Click on Force Modifier, then screen shows as following

(Graph 3-18)

	Item Name: Egg Roll (2)	春卷 (2)
Click heret to-		
ad force nodifier		Pre Page
		Page:1

- 2. Add modifier by clicking a gray box.
- 3. You will see an Item Modifier Detail window as below.

(Graph 3-19)

or ce into	llem Modifier Delail		1
	modifier: nonc	Exit	
	modifier: none Query		
	Price: .00	e Page	1
		xt Page	
	X V RE Delete OK Ext	ngo:1	

4. Click or press **Query** to find a modifier.

Notes: If you cannot find items you need, you need to add a Modifier from the main page. (See Modifier)

- 7. Press <OK> to continue.
- 8. To delete the modifier, click <Delete>

6. Select one modifier and press <Done>

9. Press <Exit> to leave.

Printed ticket to cooks in kitchen

(Graph 3-21)

Kitchen:	S	Kitchen	ltem	ltem2
	1	Kitchen		
	2	Appetizers	Soup-Eng	湯
EC				

Graph 3-21 locates at the bottom left of Menu Item. (See Graph 3-17)

This is the place that you decide where the tickets send to and how they present to the chefs.

You can use add button 🔯 to set up your default printer in different kitchens.

Reasons: Each cook has different jobs to do. Usually, main chef handles the main dishes. The other cook takes care of appetizers, fried rice, or some fried food. The system allows you print various tickets to different chefs regarding to what they need to cook.

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(Graph 3-20)

	Filter			
	70g	七 喜	-	
	ALMOND	古仁		×
	Baby Corn	就米		Done
	Bamboo Shoet	11757		
e Filter to	Bamana	香蕉		100
rch	BBQK	火燒		乾
	BBQK FR	·火大麻(水)但此		Cancel
	Bran Sprool	芽读		
	Beet	牛肉		
	BF BROCCOLI GRAVY	小脑牛腩带		
	BF FR.	牛肉炒飯		
	BLACK BEAN SAUCE	夏文21-		
	Black Beans	以近夜		
	Black Mostroom	東站		
	Bok Toy	自杀		
	Broceola	齐萧		
			NO.	

5. Use Filter to quick search by typing in first letters of the modifier.

For example: (See Graph 3-21)

Most restaurants have Lunch specials. Everything comes with soup without extra charge. We can set up printer to main chef and secondary chef.

- For the main chef, we send tickets to the printer called "Kitchen"
- For the secondary chef, we send the tickets to the printer called "Appetizer"

(See Graph 3-21)

**** Also, under **Item** and **Item 2**, type the name of food which the chef needs to prepare and cook. In fact, the secondary chef is not necessary to know what the main chef cooks; therefore, you can type "Soup" under **Item** and 湯 under **Item 2** for the secondary chef if soup is the only item he has to take care.

****However, if you do not type anything under **Item** and **Item 2**, the computer will assume that you use the default printer and default menu from what you set up in the system.

(Notice: For the final printing results, it only shows the one you set up and typed in the box.)

(4) Sale Tax: Sale tax calculates by computer automatically when you place orders.

	Sale Tax Sale Tax					
Change tax here for all tem sales	Code 2 Retrieve	Tax 8	750 0 Save	Name	Exit	



- 1. Click <New> to set a new sale tax.
- 2. *<*Save> after any change.
- 3. Note: You can set up two different tax rates for various items.

(5) Map Editor:

Create a seat map which helps you recognize customers easier and operate more efficiency.

(Graph 5-1)



To map the table seat, start by clicking top right to create a table area. You can name them like host, bar and etc.

- 1. Click on map to add table.
- 2. Press **Host** to create a map in Host area.
- 3. Fill in the requirements from Table Name. Click <Done> to see the results on the map.

(Graph 5-2)



You can pick one which fits your needs. For example, <u>t1a.bmp</u> represents bar seats, <u>t4a.bmp</u> is round table with 4 seats, and t2a.bmp is a square table with 2 seats.

(6) Station: Default printer setup

(7) **Group Editor:** Create Group under category from your menu

(Graph 7-1)



1. Click any text button to add a new group. (Show above, Graph 7-1)

(Graph 7-2)

	Menu Group Group Name		Exit	
Fried Rice	Name Sec Help Code			Enter the group name
Egg Foo Young	Picture Name		Pre Page	and secondary name
Seafood	Text	Color 😡	₽	
Moo Shu	Back	Color 😡	Page : 1	
	[F12].Done	Delete		
	[F3].Pick	[F4].Hide		
		Cancel		

- 2. Enter the Group Name; if you use Chinese name, type in Name Sec
- 4. Press <Done> to continue.
- 5. To add background color or text color, click on rest color or lext co

You can choose color from the color table showing Graph 7-3 below.

How to choose a color?

(Graph 7-3)



[F3].Pick and [F4].Hide in Group Editor is same as <Pick> and <Hide> in Menu Item. You can hide item invisibly and pick one you want to have and see. (See detail at Menu Editor- Menu item)

(8) System Setup: Change some setting, like printer setup.

(Graph 8-1)

System Setup		
System	Setup	
 bill buffet comm print settle system 	<u>Value</u>	Retrieve Save Exit
	*	

Inside system setup, under <Printer>, you can make a change of the printing status. For example, some customer will pick up food after 1 hour later after he placed an order. So you may set up a "Pick Up Time" for customer, the printing machine will print out the ticket as you wished.

* Go to the bottom of printer page:

- Print Sever Cooking Time: Under Value, enter time in "seconds", like 1200 (means 20 minutes) => so the ticket will print out to kitchen 20 minutes before the customer comes to pick up.
- Print Server Interval: Usually set up 120. It means the computer will update its data every two minutes.
- Start Print Server: You can set up to 1 to start the printer server, otherwise, the printer will not start.

(9) Backup: You may back up your data every month to keep the record updating.

(Graph 9-1)

I Au I Ba	itomatic Backup Data ackup Data
🔽 Zip	o Data
Commar	nd c:\tools\winrar\rar.exe a
Zip Fi	ile c:\mis\backup\db\db.rar

Check all boxes, and press <OK> to save the data.

(10) Customer: contains customers' personal information, includes name, phone number, address, delivery charge, and discount, etc.

(Graph 10-1)

Phone	Ext	Name	Address	Address
帥) -		WalkIn		
(X14) D-				
815;254-0833		John testing	123 Main rd	
815) 254-4967		o olikaitin	7202 factor lane	
815,254-5178		mantin		
815) 139 5833		Lindcey Jackson	1919 mystia or.	
8:5; 577-6929		Otvia	2519 Mirage	
8.5) 577-7146		megar		
8 5,639-5777		many		
(wal) kir-				
•1				
	1	1	The second second	

- 1. Add new customer info. By clicking <New> or <Entry>
- 2. Use <Retrieve> when you make mistakes.

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- 3. Click <Save> every time after change.
- 4. To Delete entry you don't want, click <Delete>
- 5. <Exit> when you go back previous page.

(11) Modifier:

Menu Modifier has all the modifiers. You may need then when place an order.

(Graph 11-1)

-		N	lenu Modifier				
Positio	ilter:	Name	Second Name	Cost -	Retrieve		
1	001	Sugar	纏	.00			Construction and the
2	002	Vinegar	Cli	.00	New		Create a new modified
3	003	Salt	192	.00	- 0.00		
4	004	Ginger	王	.00	Save	_	
5	005	Gartic	荪	.00			
6	006	Gravy	湖水	.00	Delete		
7	007	Green Onion	青感	.00			1 Sort by code
8	800	Spicy	辛泉	.00	Sort		Soll by code
9	009	Onion	洋蔥	.00			
10	011	Sauce	H	.00	Export		
11	014	Garlie Sauce	諸茸	.00			
12	015	Hot Source	辣油	.00	Import		
13	021	Chicken.	莲	.00		-	
14	022	Beef	牛肉	.00			
15	024	Pork	猪肉	00	Exat		

- 1. The quick way is to use filter to find a modifier.
- 2. Press <New> button to add a new modifier.
- 3. Enter Code and Name, press <Save> after you done. Press <Exit> and go to <Menu Editor>. Follow the same steps to add modifier for each item.
- 4. Use <Sort> to set the **Code** or **Name** in order.
- 5. Press <Exit> and go to <Menu Editor>. Follow the same steps to add modifier for each item.

(12) Settlement: You can print out all reports from sale report. It tells you the total cash and credit card you get from the day you selected.

** There is another called *Sale Report* when you enter the **Report Center**. (See Report Center---Picture 1) This report gives you the total revenue you earn a day. For instance, if a customer did not pay bill until the second day, the report still shows the total you should receive on that day. However, on the Settlement Report, it only tells you the actual money you received from the drawer.

e 8 9 7 Employee 6 4 5 2.8 1 Menu Editor Gro Reopri Center Zons 2 1 3 19 0 Enter Bill Sale Tax Syste Cance Mo di Actic 10 L.L. 16 Map Editor Exit Backup Berve

(Graph 12-1)

1. To see the Settlement, enter the access code first. The code is the same when you access in the back office.



2. Select the beginning and ending date you need.

Three ways to input the date:

Method 1

a. Enter date by pressing *(* to go back one day; use *)* to move forward a day.

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b. Use 📮 to choose time

Method 2

a. Click or highlight the box 03/03/2005 and type in the date that you want to change.

Method 3

- a. Use 🔛 to search the date.
- b. The screen shows you the current month now. Just click or press the date from the calendar, then press <OK> to continue.

Sun	Mon	Tue	Wen	Thu	Fir	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3. Select one item from *Print Content list*. If you want to see the *Settlement* only, just check the little box.



- 4. Click **Print** to print the list.
- 5. Click <Exit> when done.

** The following graphic tables are the printing example you will see when you print them out**

Graphics include Settlement, Cashier Sum, Type Sum, Shift Work Sum, Receipt Sum, receipt List.

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** *Unfinished Order* may happen when a customer calls to cancel his/her order, or doesn't show and pick the food up. All you need to do is go to Check Bill and press <Mark Delete> button. Unfinished Order may also happen when a customer doesn't pay his/her bill yet.

Cashier Sum:

Cashier Sum	-
Boss – Cash	23.70
Helen Cash	1,031.20
Helen- Credit Card	264.45

Type Sum:

Type Sum	
Take Out	610.35
Dine In	304.10
Delivery- Charge: 40.50	404.90

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3.

Shift Sum:

4.			
		Shift Sum	
	Dimmer		1,023.65
	Lunch		295.70

Receipt Sum:

Receipt Sum						
Dinner – Dine In	263.15					
Dinner – Delivery	306.25					
Dinner – Take out	454.25					
Lunch – Dine In	40.95					
Lunch – Delivery	98.65					
Lunch – Take out	156.10					

Receipt List:

6.

5.

Receipt List	
0001 Delivery Settled by Helen	27.80
0002 Take Out Settled by Helen	15.30
0003 Dine In Settled by Helen	10.90

(13) Server: This tells you how many servers work a day, and how much they make a day.

1. Enter your access code

(Graph 13-1)

195	words Robert Day 1	arten 2	Enter Access	Codo				
1	Category	Sta	7	8	9	S.	C. Employee	
	æ	1	4	5	6	6		
10	Monu Editor	Grou	1	2	3	Zone	Reopri Center	æ
9	Sole Tax	Syste	Cancel	0	Enter	K ENII	Mo di. Action	N
	۲	Ċ	>	16	4	<u>_</u>	R	1

2. Input the date range from the beginning to the end the server served. Press <OK>

(Graph 13-2)

	Please Input Range	13
1	From 02/24/2005)e
	To ← 02/24/2005 ; → 11:00 PM ; → 2005	34 m. 15
	Ch. Cancel	Nord Sec.

3. Select a server from the list. Press <Select>

(Graph 13-3)

Select Item	
I Boss	 ✓
🗵 Helen	
∎∎May	Select
	R
	Cancel

4. The ticket prints out once you press <Select> button.

The following is a sample print of sever



2 1		
3-4)	MCPOS Restaurant	
	From: 05-03-03 01:00 to 05-03-0 Boss	3 23:59
	 Unfinished Order: Boss – Cash 0041 Dine in Settled by Boss 	0 25.15 8.25
1. Not paid yet 2. Cancel order	0046 Take Out Settled by Boss 0047 Take Out Settled by Boss 0103 Take Out Settled by Boss	17.00 4.35 6.50
	Helen	
	Unfinished Order:	0
	Debbie – Cash Debbie – Credit Card	872.20 362.00
	0001 Dine in Settled by Boss 0002 Take Out Settled by Boss	46.15 16.35
	0005 Take Out Settled by Boss 0013 Take Out Settled by Boss	10.90 5.45
	May	
	Unfinished Order:	0
	0003 Delivery Settled by Manager	20.25
	0065 Take Out Settled by Manager	16.55
	The End	

(14) Kitchen:

This shows how many kitchens you have. The printing tickets will send to kitchen, packing and the front desk. To create or delete an entry, click on <New> and <Delete>.

(Graph 14-1)



(15) Buffet Price:

This is the price set up for buffet restaurants or any kind of restaurant. If you charge different prices to senior or to children, you can set up your own price entry.

(Graph 15-1)

Seq Code Type Desc Price Year Base Interval 1 Adult Acult 0.00						Buffe	et Price	Entr	У			
1 Adult Acult 0.00 4 4 Senior 0.00 7 7 Child Children 0.00 7 7 Child Children 0.00 Betrieve Add Save Delexe Exit	Seq	С	ode	1	Гуре	1	Desc		Price	Year Base	Interval	Addi
4 4 Senior 0.00 7 7 Child Children 0.00 7 7 Child Children 0.00 8 Betrieve Add Save Delexe Exit	8	1		Adult		Acult			0.0	0		
7 7 Child Children 0.00	4	4		Senior		Senior			0.0	0		
Betrieve Add Save Delexe Exit	7	7		Child		Childre	in.		0.0	0		
Betrieve Add Save Delete Exit												
	4						1				4	2

- 1. Use <Add> button to add a new price entry.
- 2. <Save> every time after changes.
- 3. Use <Delete> button to delete entry you don't need.

(16) Check Bill:

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Check Bill contains all day checks since you place an order. They won't delete by itself. Usually managers or cashiers have to check all receipts by the end of day.

				~		_		
No	lable	Туре	Guests	Status	Amount	Payment		Marl
001		Take out	2	Deleted	27.25	Credit Card	12/15/2004 11:21:4	Delet
002		Delivery	2	Signature	16.35	Cash	12/15/2004 11:28:4	
003	C1	Dine in	3	Settled	24.85	Credit Card	12/15/2004 11:23:0	OnHou
004		Delivery	2	Settled	10.9	Credit Card	12/15/2004 11:34:1	Dfaul
005		Take out	2	Settled	13.2	Cash	12/15/2004 11:47:5	New
006	В3	Dine in	1	Settled	5.45	Cash	12/15/2004 11:47:4	
007		Take out	2	Settled	2.75	Credit Card	12/15/2004 11:54:2	
800		Delivery	2	Settled	12.8	Cash	12/15/2004 12:16:0	Note
009		Delivery	1	Settled	16.25	Cash	12/15/2004 12:18:3	Seafe
010	В1	Dine in	1	Settled	9.3	Credit Card	12/15/2004 12:25:5	
011		Delivery	2	Settled	39.55	Cash	12/15/2004 12:33:3	
012		Take out	2	Settled	10.9	Cash	12/15/2004 12:40:1	Save
							~	T St
011		Delivery Take out	2	Settled Settled	39.55 10.9	Cash Cash	12/15/2004 12:33:3 12/15/2004 12:40:1	Sa
							~	-

(Graph 16-1)

- 1. <Mark Delete>: If the order has been cancelled, click on <Mark Delete> to change the status. (See Picture 1 above)
- 2. <On the House>: this means a treat from boss. If you press <On the House> button, computer will ask you to enter a bill remark. Just put your name in the box and press <Done>. On bottom of the page, the status shows *On the House* by Tom. (See the Picture 1 above)

Steps:

- a. Choose an item from the list. For example, pick 0002, and press **OnHouse**.
- b. You'll be asking to enter Bill Remark.
- c. Enter your name in the box, and press <Done>

(Graph 16-2)

Input Tab	He Num	Bill	Ren	nark	Tom	n						Done	
9	w	e	r	t	у	u	i	0	р	back	7	Cance 8	9
a	T	s (1	f g	h	T	k	Π	T	delete	4	5	6
lower	z	x	c	v	b	n	m	1	;	clear	1	2	3
case	hom	ie	end				+	¥	>		1	0	

d. Your name will be showed on the bottom of the picture under status. (See graph below)

Status	Note
Signature	Tom

- 3. <Mark New>: it means a new order, and does not pay bill yet.
- 4. <Note>: make a note if necessary. For example, who is taking the charge for the order?

(17) Face:

This gives you an option of choosing a face you preferred.

(Graph 17-1)

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Back Office Security Dialog			
	Select Sy	rstem Face	
	XP Face	Nomal Face	**
Me			antar
		E	xit tion
()	()	u 🕹 🕹	

- 1. XP Face: each button will flash when you move the mouse.
- 2. Normal Face: No flash button

(18) Employee:

Employee shows the total of employee you have in the restaurant. This includes the employee's basic personal information.

Code	Name Eng	General	Addition Not	es		
0 001 002 003 004 005 005 006 007 008	SUPERVI Bing Pops Cashier Server1 Server2 Server3 Server4 Server		Em Code. First Name Middle Initial Lest Name Chinese Name Job Title Zip Code.	0 SUPERVISOI Hohi	h Work E	employee is currently working; you can unmark it when the employee go vacatio
Conty in	n Work 4 Retrieve	Add	Phone. Card Number Password Save	Delete	Quit	Mark here if you only want to see available employee, not the on on vacation.

- 1. To add a new employee, press <Add> button. Once you press <Add>, the General Form comes out, and then type in employee's information.
- 2. Enter employee's information by clicking <General> on the top.
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- 3. Fill in all blanks, set up a password. When you finish, click <Save> to save the new data you entered.
- 4. If you want to update any employee's information, just press the name of the employee from the list and make changes.

(Graph 18-1)

Code	Name Eng	General	Addition	Notes				
0	SUPERVI	-						
001	Bing		Photo Balance at 1		1			
002	Pops	Preterred Language.						
003	Cashier		C	Date Hire:	loevenee			
004	Server1		Pay Basis: Day Dete					
005	Server2							
006	Server3		1000	ay ivale.				
007	Server4		Tip Received:					
200	Corner							
000	Save	Driver Lisense Number			444			
		0	Mei License	number.	araa			
		Dr	iver License	Expires.	0000000			
		So	dal Security	Number				
		0.0	alar boolang					
		<u>80</u>						
Only I	In Work							
			1		1			
	Retrieve	Add	Sav	re l	Delete	Quit		
	Interest of the second	C. ARRENT			CHARGE CONTRACTOR			

- 5. Type in the additional information if needed by clicking <Addition>.
- 6. Make some notes by clicking <Notes>. Usually you can write a password in Notes to remind you in case you forget.

(19) Report Center:

All different kind of reports shows here. Reports includes sale report, the total items sold, void item, tips, and so on. (Graph 19-1)

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Report Center		·	
	II		II
Sale Report	Guests Price	Guests Sum	Hour Sum
Item Sale	Server	Cashier	PC Settled
Void Items	Tip	Tribe	

(Graph 19-2)

Sale report:



(Graph 19-3)

How to save an Excel file?
Save N Institute State Amount Payment Addo Save Notes State State State Decuments and Delayse State State State Defendents and Delayse State State State Defendent Also State State State	Construint Payment Program Hese S71 Program Hese S71 Create a file name Interance Size or type Size or type	Constraint Payment Program Hex. 5:71 Program Hex. 5:71 Create a file name Click <save> when</save>	Hand J	Cong Cuisine		Choose a place to save
Image: Migree	Image: Mignet	Berank Total: 5.71 Create a file filant See of type: XLS File file (XLS) Cover Click <save> when</save>	Save in Level Det+ C VIII COND ACO Documents and Determine DEPSOR Advanced Divider Driver Sub-FTDRMS	A cutc	mount Paymen 571 5.71	Create a file name
ave on type: (ALS Tiles (F)ALS)	ave av tape: (MLS Files (F)ALS)	and defaper (MLS Takes (1)MLS)	Divis di constante de la constante	Gave	2.71	Click <save> when</save>
			et softgeer (ALS Tiles FORC)	Cowd		

(Graph 19-4)

Item Sale Report:

🖉 Report Center	Input a date rage
Select Range	
Please Input Range	
From: 🔶 02/24/2005 🗧 🔶 🔢	
то: 🔶 02/24/2005 🗧 🔶 🔛	
Ok Cancel	
It Exit	

(Graph 19-5)

- MCPOS -

			Hong	Kong Cu	uisine		
			Iten	a Sale Rep	ort		
Fr	rom:2/2	24/2005			To:2	/24/2005	
Group		item Na	me	Second I	lame	Quantity	Amount
Appetizers	Appeti	zer Platter		一人頭抬		1.00	5.71
							5.71
and the second s	0	1	0			I I	-
Û	¢	U	ç	Range		Group	1944 -

Item Sale Report shows the total item sales by the day.

- 1. Click <Range> to select a day.
- 2. Click <Excel> to save the report as an excel file.

Void Items:

It shows the total voided items by the day.

- 1. Click <Range> to select a day.
- 2. Click <Excel> to save the report as an excel file.

Guests Price:

Set up or change price using Price Setup. You can set up various prices at the same day or in different days. (Graph 19-6)

			Price	e Setup								
Seq	Code	Desc	Price	Start Time	End Time	Mon	Tue	Wed	Thu	Fn	Sat	È.
1		Adult	.00	01:00 AM	11:00 PM	×		\boxtimes				
4 4		Senior	.00	01:00 AM	11:00 PM	X				Ø	×	
77		Children	.00	01:00 AM	11:00 PM	23	Ø	\otimes	\boxtimes	M	N	
									_	_	[This is a print review
								-				

- MCPOS -

(Graph 19-7)

Print Review:

al Render			manager (Traves		
0 🛨 © Custav	w 038% 052% 0	0100% 0200% ER			
		Price Setu	p		
Seq Code 1 1 4 4	Desc Adult Service	Price Start Tin 00 01 00 A 00 01 00 A	Ead Time 1100 PM 1100 PM	Mon Tue Wed Thu 0 80 80 80 0 10 81 80 0 10 81 80	
7.7	Children	.00. 01:00 A	V 1100PM		
	Fest Pie	Next Last Per	Ciens		

Server:

This is the detail of items sold by each server.

1. Input the date range first, and then a total item sale report shows.

(Graph 19-8)

Please inp	ut Range
From: 🔶 02/2	24/2005 : 🔶 👭
To: - 02/2	24/2005
01	*
UK .	Cancel

(Graph 19-9)

- MCPOS -

	Hong Kong	g Cuis	ine		From: 02/24/200
	Item Sale	Repor	t		to: 02/24/200
Code	Name	Orders	Guests	Items	
0	SUPERVISOR	1	1	1	Range
001	Bing	0		0	
002	Pops	0		0	-1r
003	Cashier	0		0	Prior Row
004	Server1	0		0	4
005	Server2	Ô		0	Next Rew
106	Server3	0		.0	Ť
007	Server4	0		0	Prior Page
008	Server	0		0	Đ.
	Total:_	1	1	1	Next Page
					Excel
					Exit

2. Click on <Range> to pick another day if needed.

3. You can save excel file by pressing <Excel>.

Tip

Tells you how much tips everyone makes today.

(Graph 19-10)

		Ho	ng Ko	ng Cuis	sine		From:02/24/200
			Item Sa	le Repor	t		to: 02/24/20
Code	Name	Orders	Guests	Items	Amount	Tip	
0	SUPERVISOR	1	1	1		2.7	Range
001	Bing	0		0			
002	Pops	0		0			100
003	Cashier	0		0			Print
004	Server1	0		0			
005	Server2	0		0			
006	Server3	0		0			Excel
007	Server4	0		0			-
800	Server	0		0			70
	Total:	1	1	1	\$0.00	\$0.00	Prior Page
							Next Page
							1 9-
-							Exit

Guest Sum:

- MCPOS -

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Cashier:

This shows the daily settlement by cashier.

(20) Modifier Action:

This is being used when customers place an order. The action includes "with", "add", "no", "less", "extra" and etc.

(Graph 20-1)

Code	e English Name	Name2	Rate]
1	With	服		Retrieve
2	Add	bo		New
3	No	沒有	0	
4	Light	少		Save
5	Extra	多		
6	Half	半	0.5	Delete
7	Double	加倍	2.0	Evit
8	Split	分開		200
9	Only	隻要		1.00

- 1. Create a new Modifier Action by clicking <New>
- 2. Type in the name and rate.
- 3. Click <Save> after done.
- 4. To delete any modifier action, press <Delete>.
- 5. To make a change, just click on the words to change.