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.

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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.
Save	Save anytime when things change.
Delete	Delete unwanted items.
Exit	Press this to leave or to go to the main page
	Drop down menu--Click 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
	Press the icon to pick a date from calendar
Print	Press this button to print
	Enter a time by pressing the button. Input 0330 for 03:30.
Add	It is same as <New>. Press this to add something new
Mark Delete	This is only shows in *Bill Entry*. This shows a deleted status.

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Mark New	This is only shows in *Bill Entry*. 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
C	Enter Secondary name, like a Chinese name.

<u>How to Use a Mouse?</u>

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 1-2)

(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

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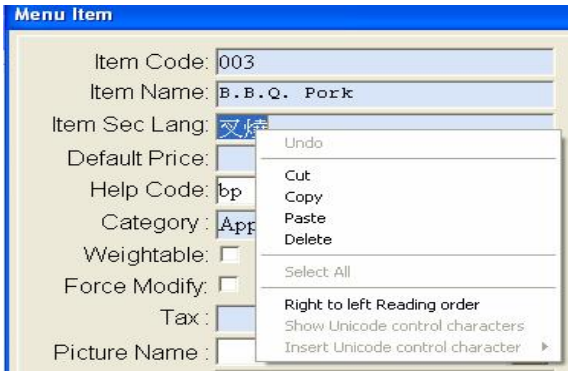
For example:

In the **Menu Editor**, under **Menu Item Editor**, left click on mouse; the screen jump to **Menu Item.**

- To highlight 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.

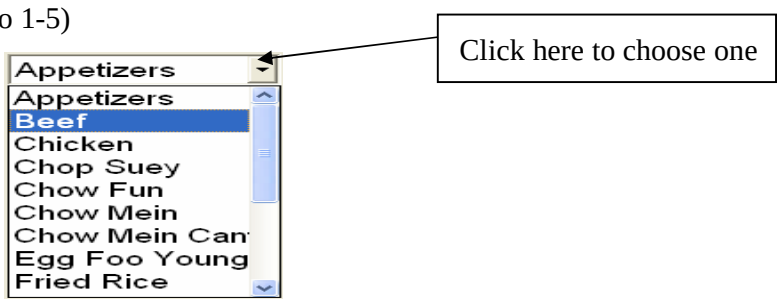
(Intro 1-4)



- To **copy** 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……

(Intro 1-5)



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

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Main Window

Notes:

1. < >: When you see <Dine In>, it means

. 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 "**/item name/price**" 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 **/Mushroom/5.50** 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 Daily, select Print Pending, 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 System Setup 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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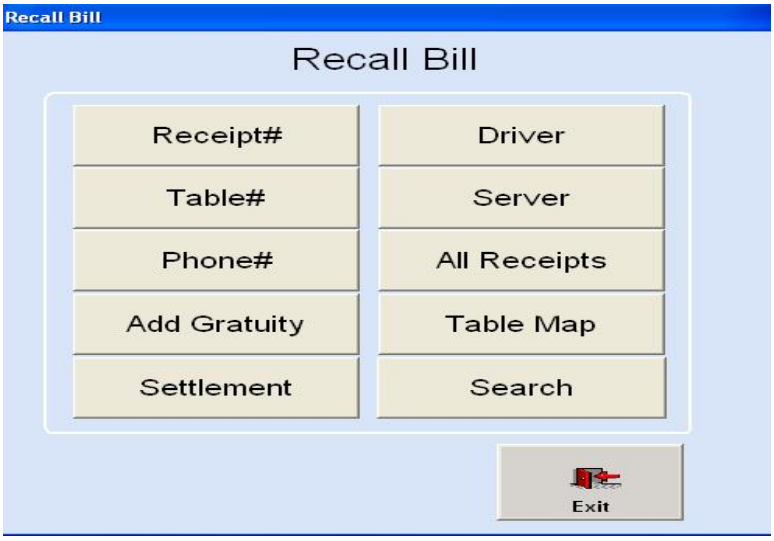
7. Add Tips: 加小費

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



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.

[Graph 1]

Go <Settle> first, choose *Cash, Credit Card or Check*, enter amount paid. Next, press <Add Tip>, 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]

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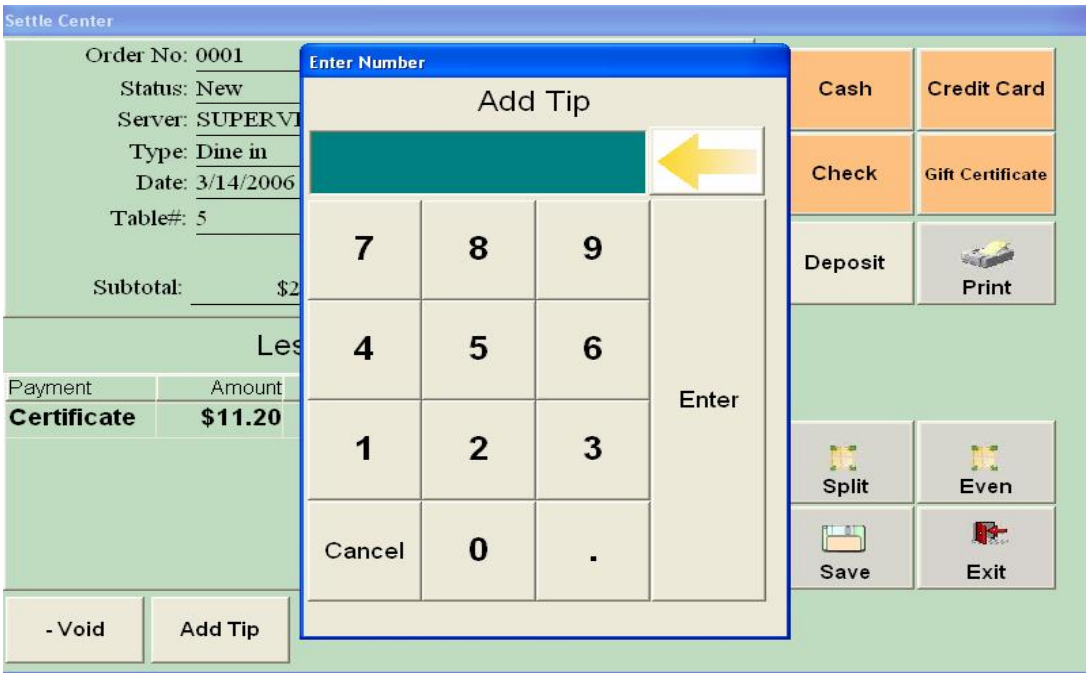
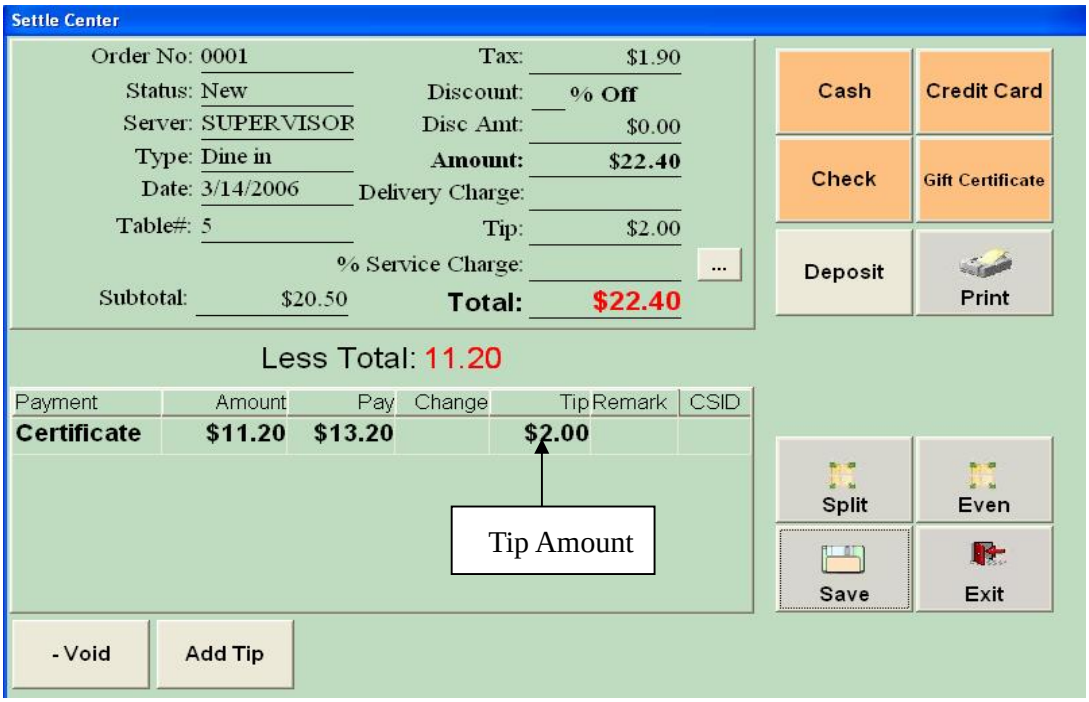


[Graph 3]



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.

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I. Dine In: Dine in order

1 Press the <Dine In> Button

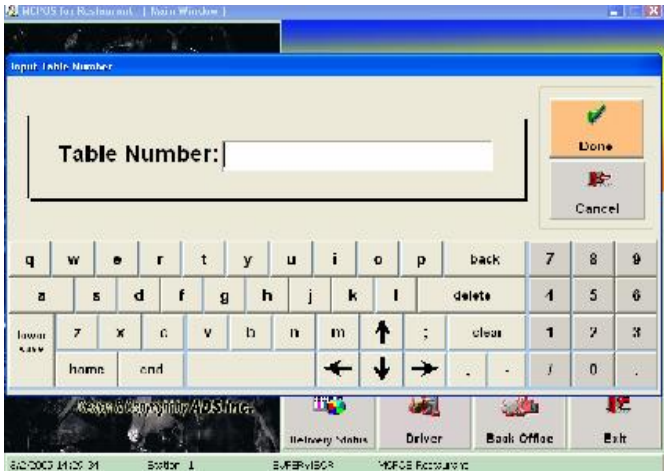
2 Enter your Access Code and press <Enter> button.

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

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

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

(Graph I-2)



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

(Graph I-3)

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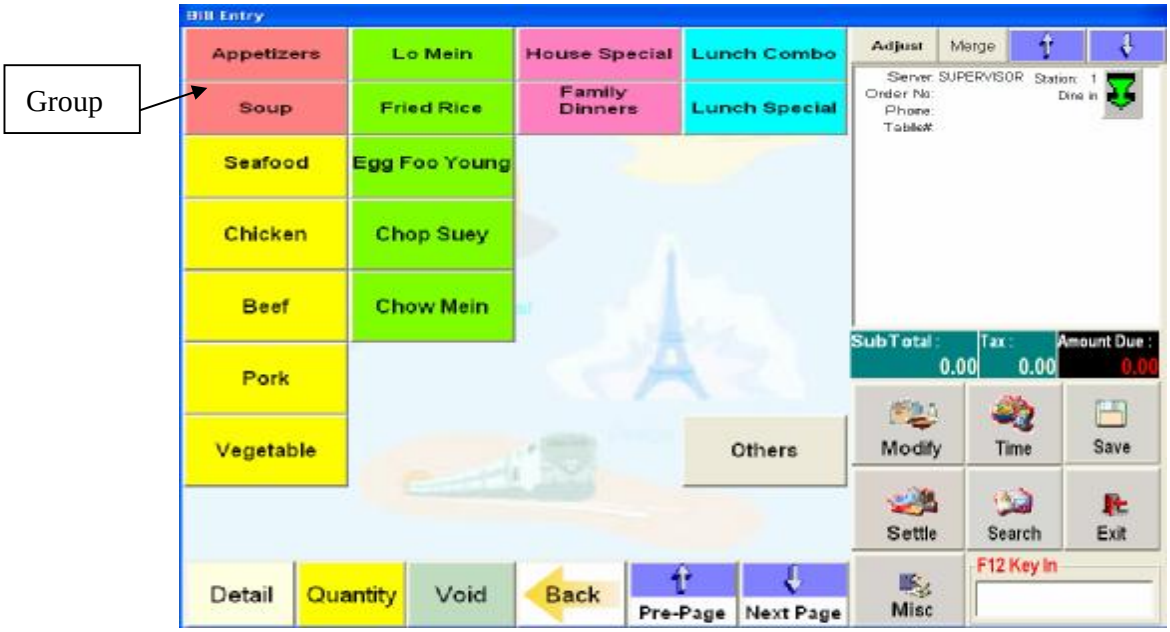
You'll see new window "Bill Entry"

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)

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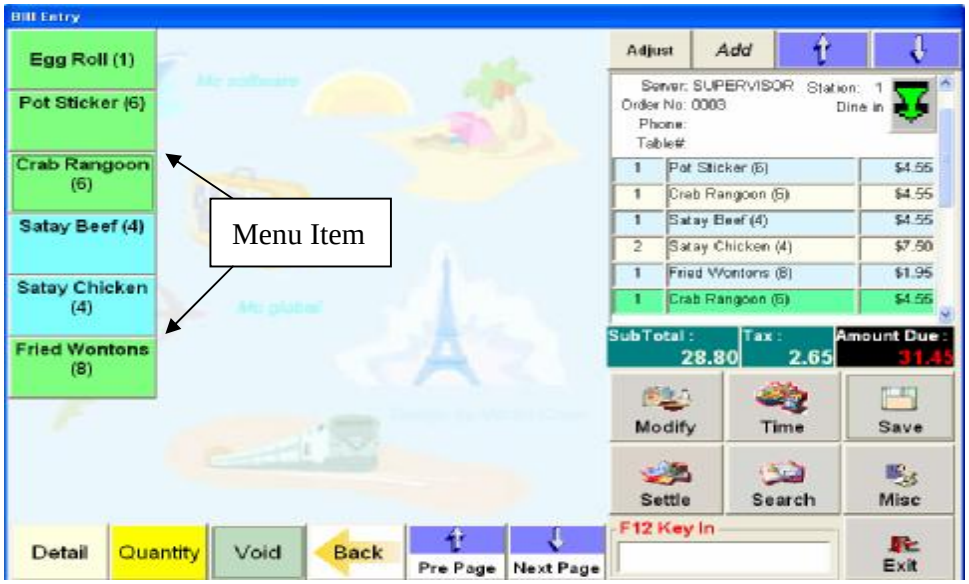


Descriptions:

=> return to the Bill Entry group main page.

=> You can void any item when you place an order

For Example: If you don't want Pot Sticker (see picture above)

1. Click on Pot Sticker and press <Void> to delete.
2. The receipt will take off deleted item and deduct amount automatically.

: Use this when void items are more than one page.

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

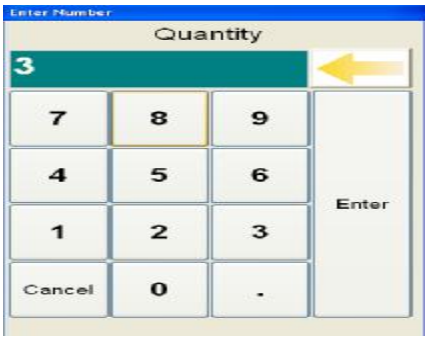
<u>Method 1</u>: Use

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)



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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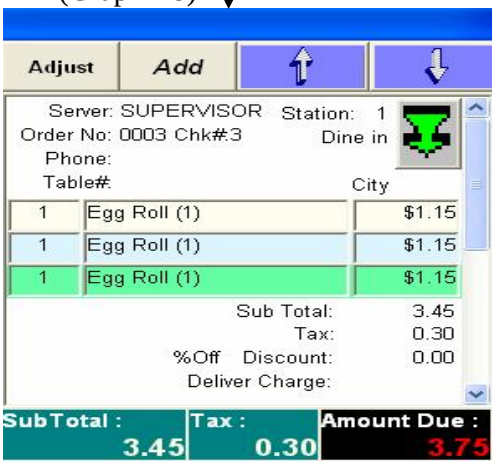
Method 2: Use Merge on the upper right corner.

(Graph I-7)

1. Click or press on Merge
2. Click on Egg Roll from the Bill Entry 3 times. Receipt shows same as (Graph I-7).

Method 3: Use Add to add 3 orders of egg roll

(Graph I-8)



Click or press on Add

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

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

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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)

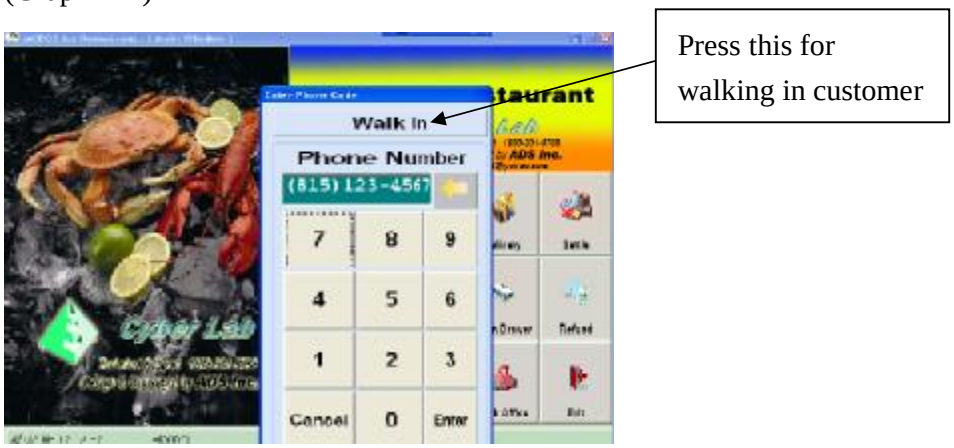
2. Enter the Customer Phone Number,

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

**Press

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)

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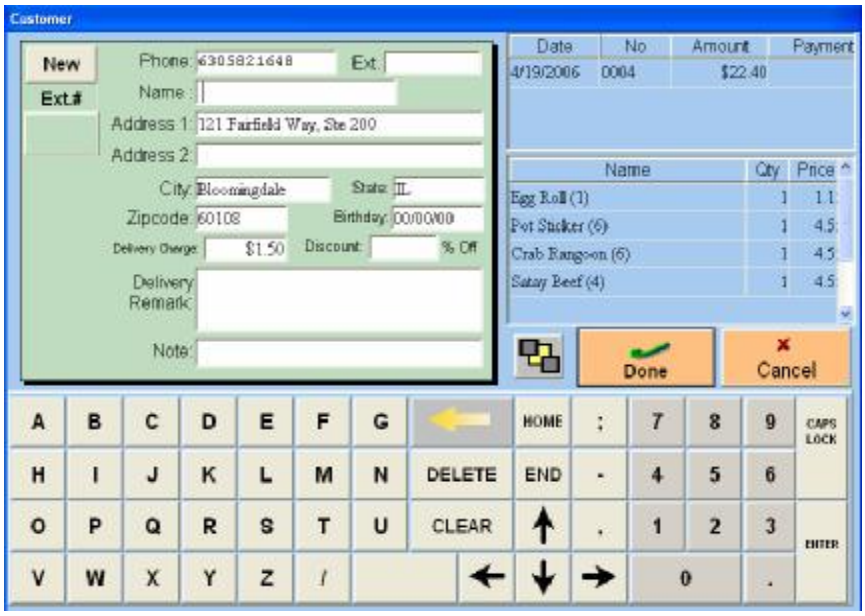

*** Notes: On the upper right, blue area, is the customer's history information.

*** 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>

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*Ticket to **Customer***

```
MCPOS Restaurant
121 Fairfield Way, Suite 200
Bloomingdale, IL 60108
-------------------------------------------------------
Amy Waiting
-------------------------------------------------------
Order#: 0001 Chk #: 1                    Take Out
Server: SUPERVIOSOR
-------------------------------------------------------
1      Shrimp Veg Lo Mein                 8.25
1      BBQ Pk Lo Mein                     7.55
                    SubTotal:            15.80
                         Tax:             1.38
                      Amount:            17.18
              03/02/2006    18:13
                 Thank You!
```

*Send to cooks in **Kitchen***

```
*** Kitchen***
Order#: 0001                    Table #:1
Server: SUPERVISOR

   Take Out            外賣

  Time: 13：00
-------[1]-----------------------------------------
      Shrimp Veg Lo Mein
  1   蝦瓜菜撈面
-------------------------------------------------------
      [2]  BBQ Pk Lo Mein

  1   叉燒撈面
-------------------------------------------------------
3/2/2006    18：13：00
-------------------------------------------------------
remark
```

***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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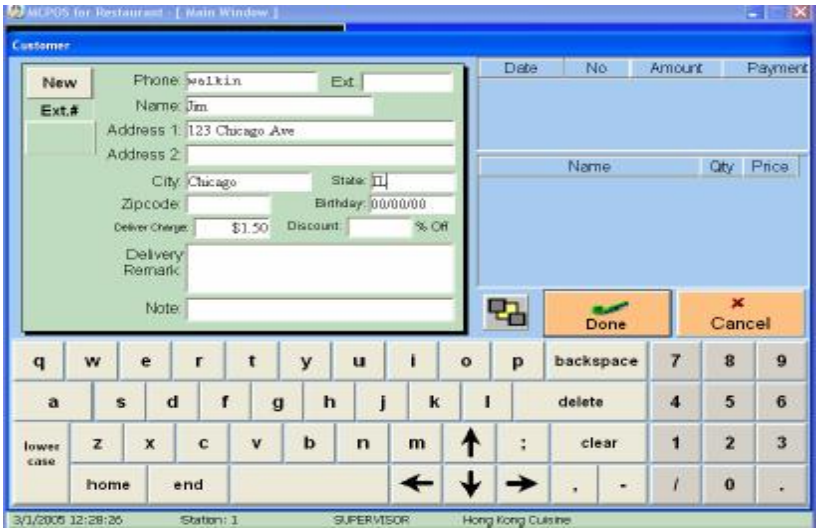
1. Enter password to access

(Graph III-2)

2. Type in the phone number

(Graph III-3)



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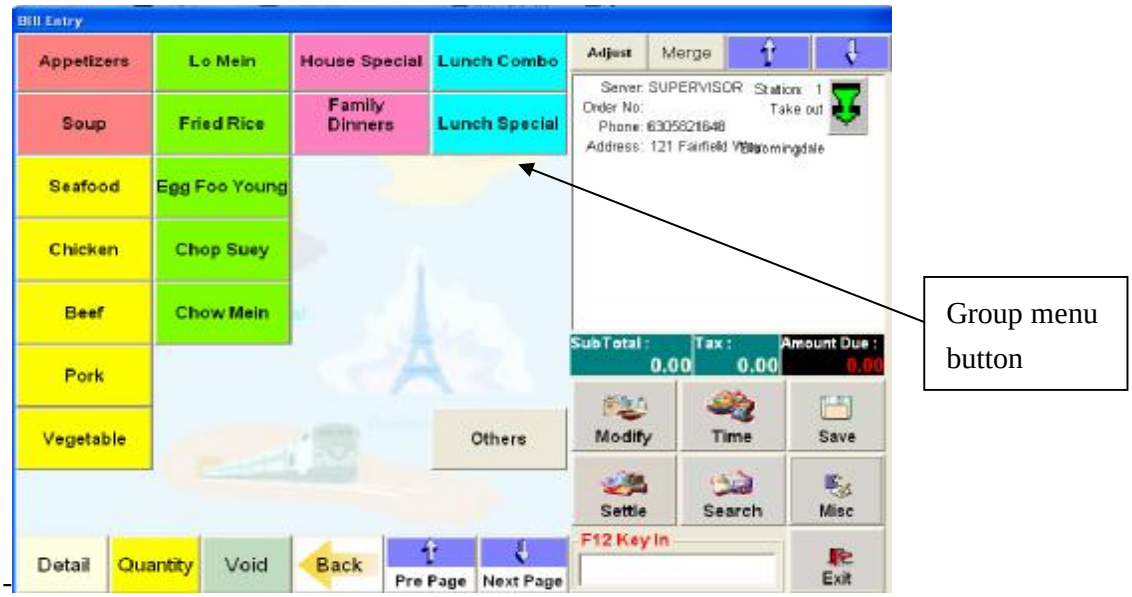
3. Type in the customers' delivery information
4. Click <Done> after finish.
5. The menu page shows as below.

(Graph III-4)



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.
3. 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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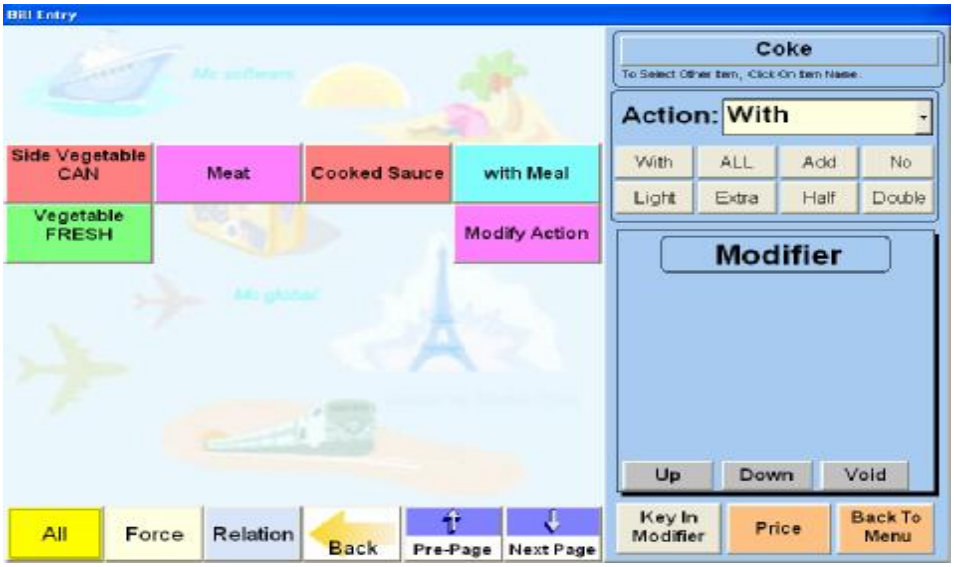
available here if it is a walk in customer.

5. Press <Note> if you want to make a note about the bill, such as customer's name.
6. 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.

(Graph III-6-1)



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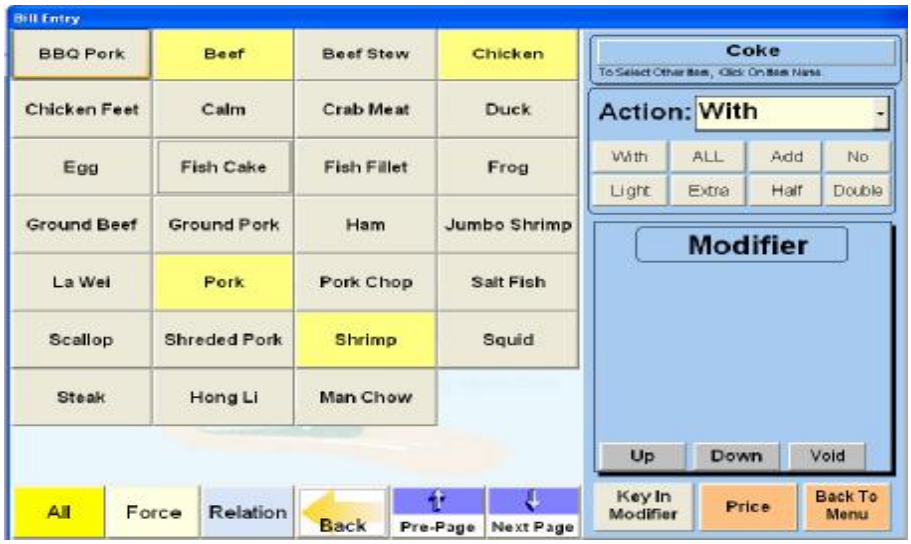
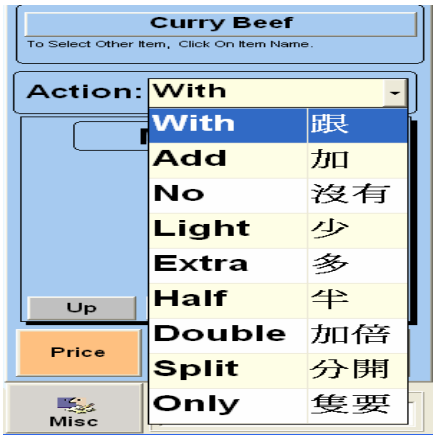
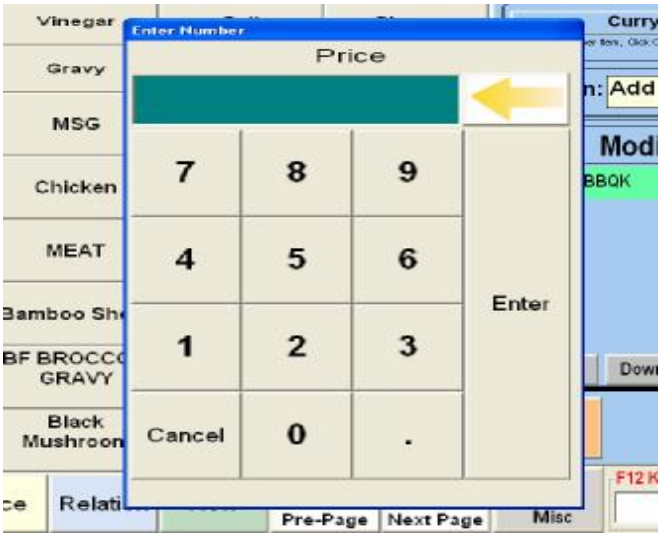
(Graph III-6-2)



(Graph III-7)



(Graph III-8)



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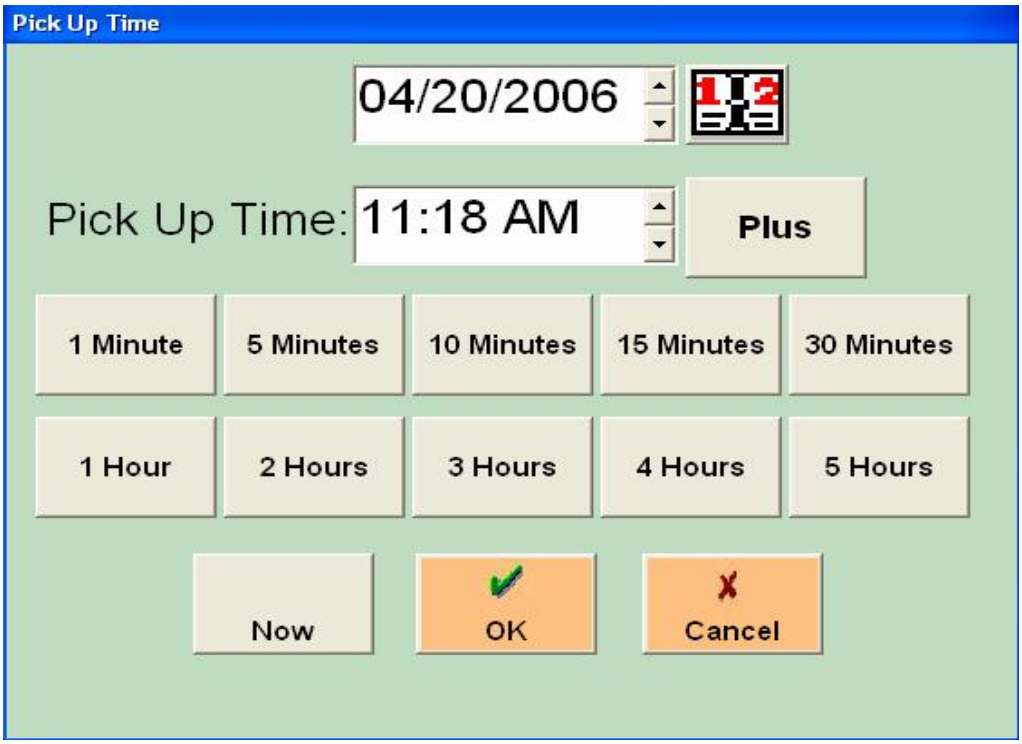
(Graph III-9)

(Graph -10)



(Graph III-11)

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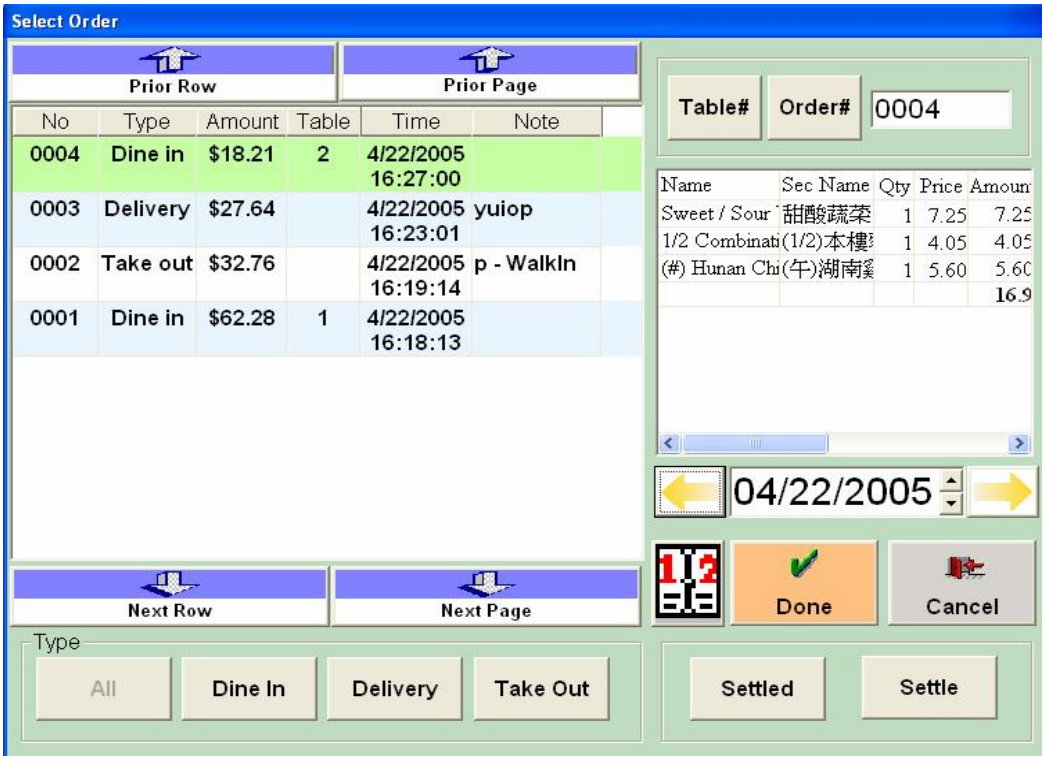
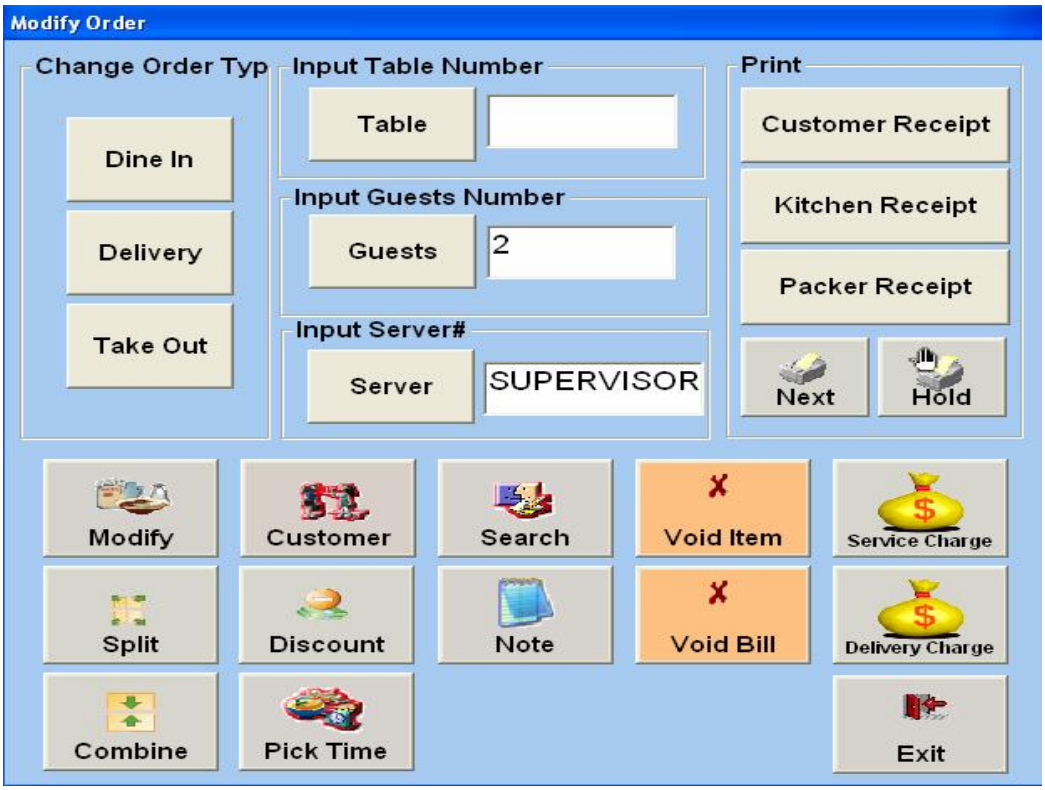


(Graph III-12)



(Graph III-13)

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

(Graph IV-1) *Sample:*

(Graph IV-2)

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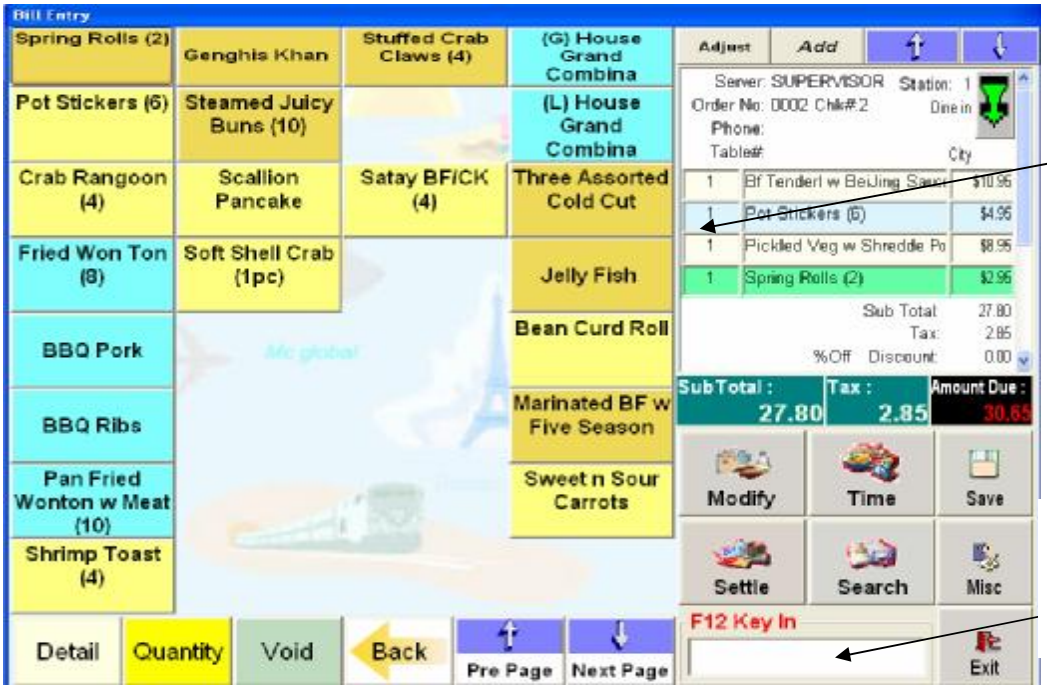

Change quantity by pressing <Adjust> key

Key entry Area: You can enter 701 for quick orders

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:

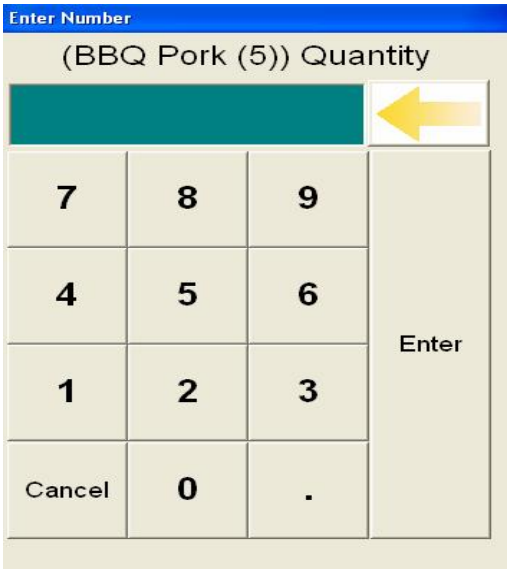
a. Place cursor to the item quantity (Graph IV-2). Press [Adjust] button on upper right (Graph IV-3), enter new quantity, and press <Enter>. The item quantity changes automatically on the item ordered list.
b. Use Mouse and **double** click on quantity, (See graph IV-4 as following). Enter quantity, 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)



(Graph IV-4)

Double click here if changes price

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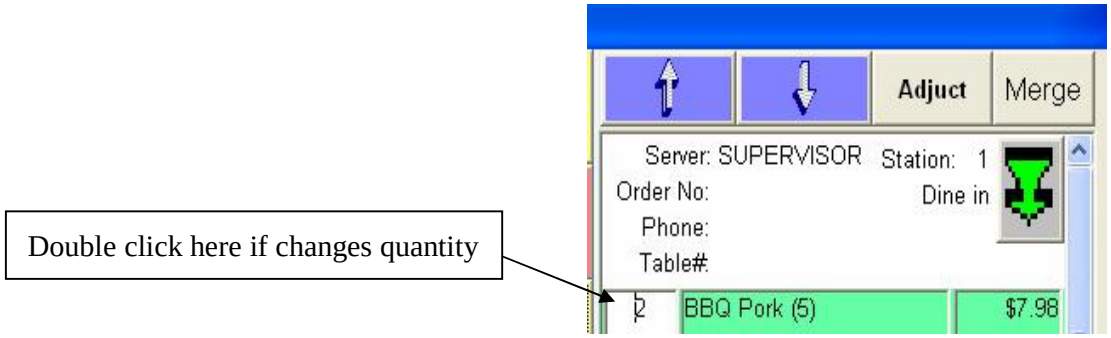

V. Settle: Payment settlement

(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

(Graph V-2.1)

- 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>

- 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.

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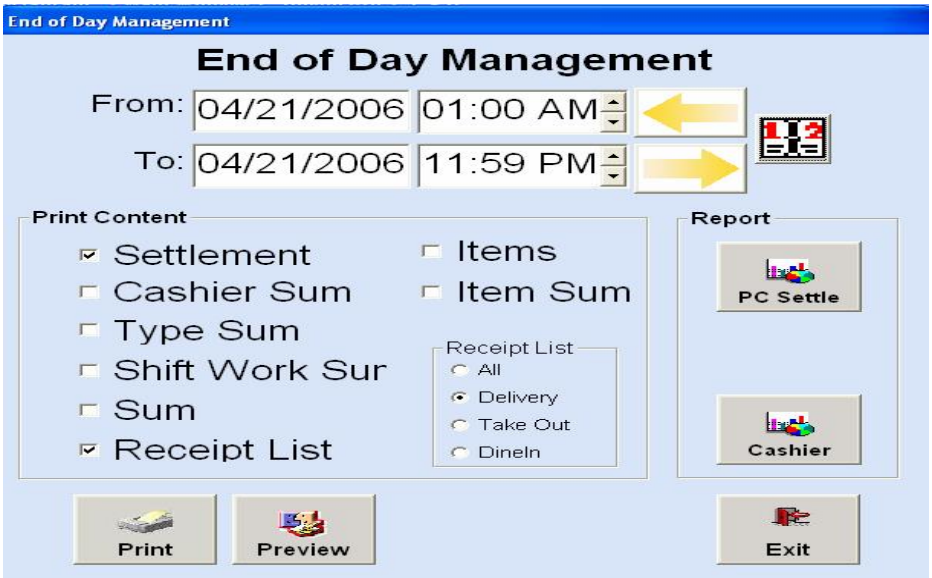
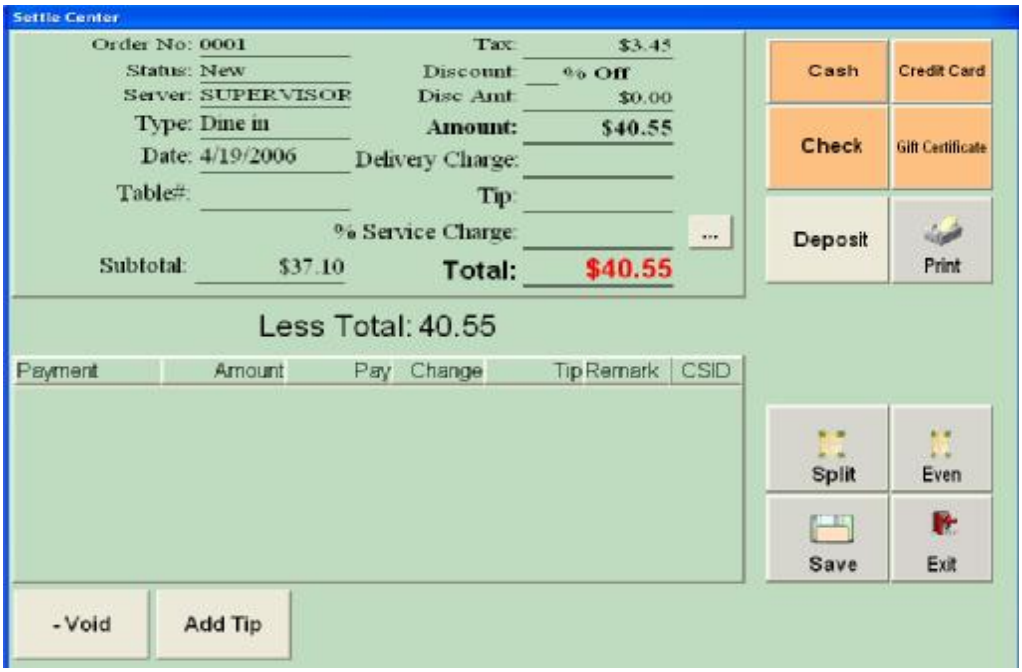
(Graph V-2.2)



(Graph V-3.1)



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(Graph V-3.2)

Settle Center (Graph V-4)

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

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- Search -- to search another order to settle
- 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>
- 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>

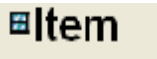
** If you only pay part of payments, in the middle of the Settle Center is showing the Less Total. If the color of less total is red, it means that the customer did not pay off yet. You need to select payment type and make the Less Total equals zero.

** If you want to divide bill to five, First, press <Multi>, then press <Even>,

(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

. The payment will show on the

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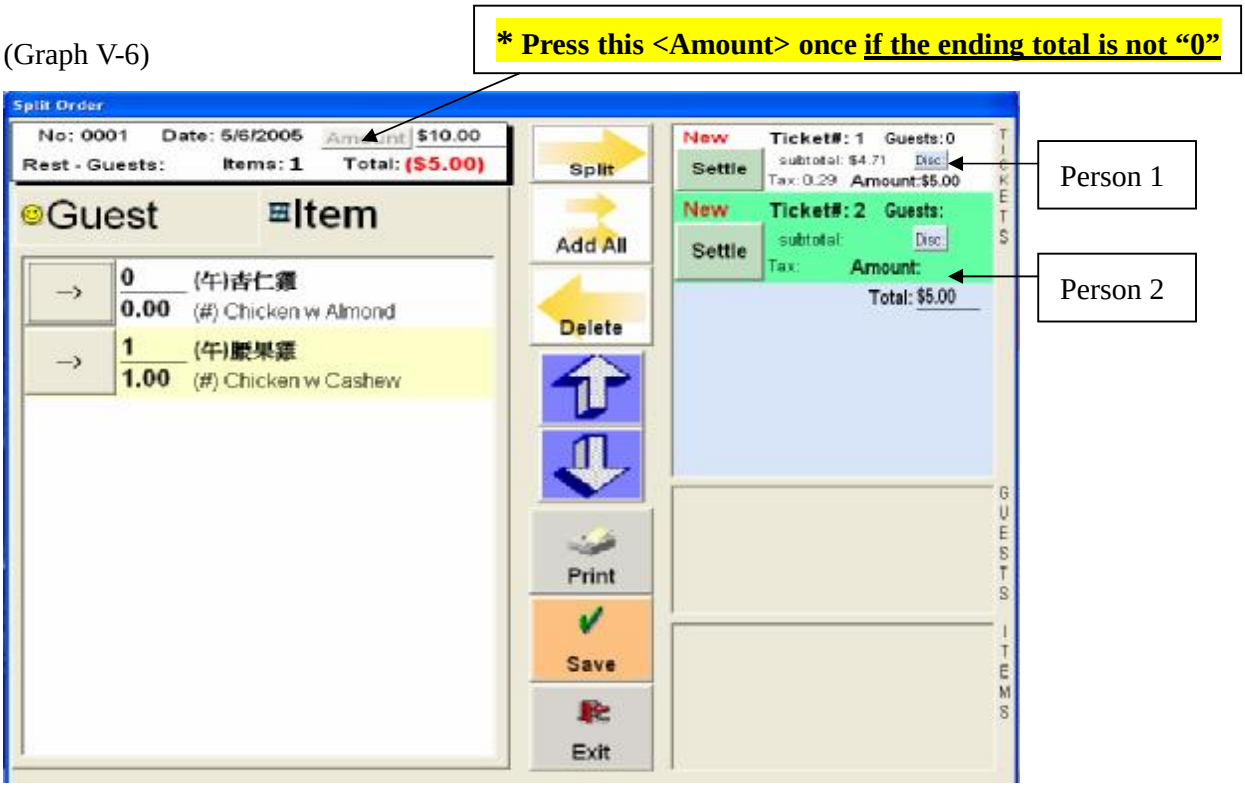
right side of the windows. (Graph V-6-- Person 1)

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
- **Exit** – to exit from the page

(Graph V-6)



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

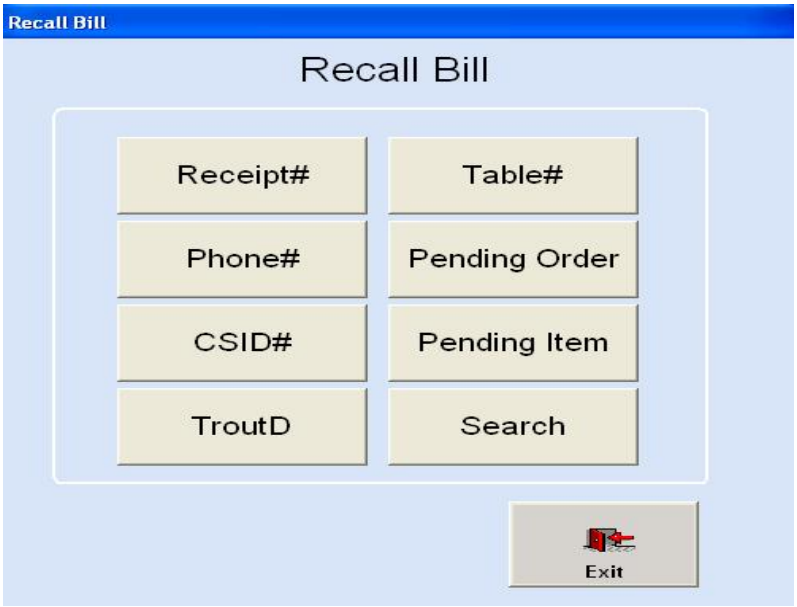
1 Select <Recall> button

2 Enter the Access Code

3 Select and Input Type

- Recall by Receipt #, Table #, Phone#, Pending Order, CSID (Customer ID), Pending Item, and Search

(Graph VI-1)



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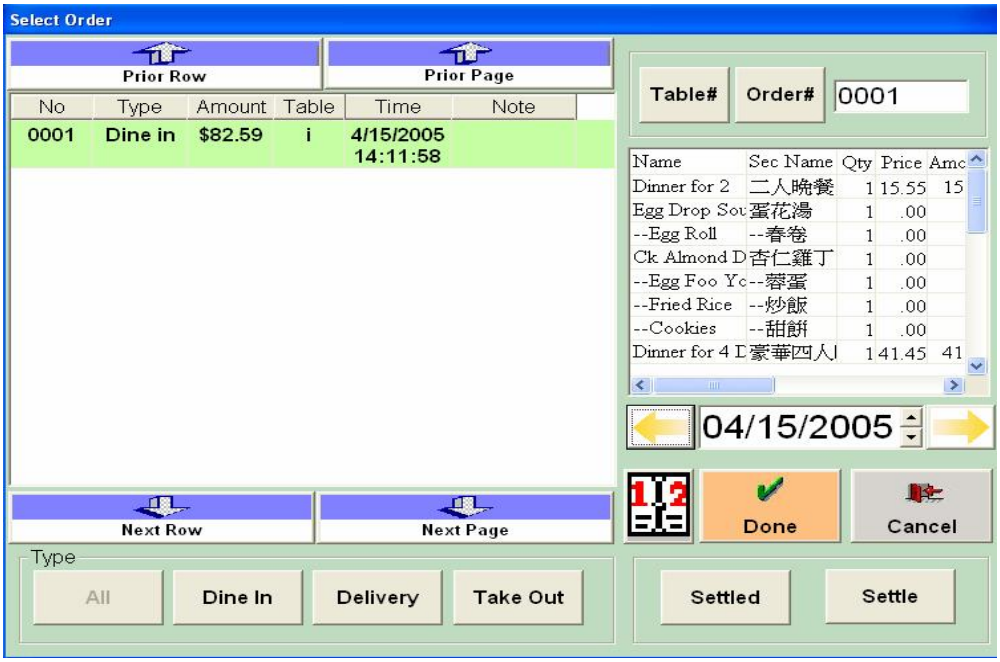
(Graph VI-2)



** 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.

(Graph VII-1)

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1 Select <Table Map> form the Main Windows

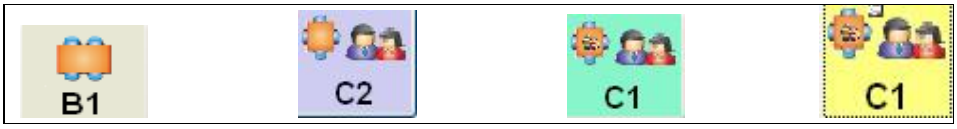
2 Select a table from the Screen. If the Button is Green,

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.



Available	***Purple***	***Green***	***Yellow***

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.

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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 little box 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)

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~Inside the Back Office~

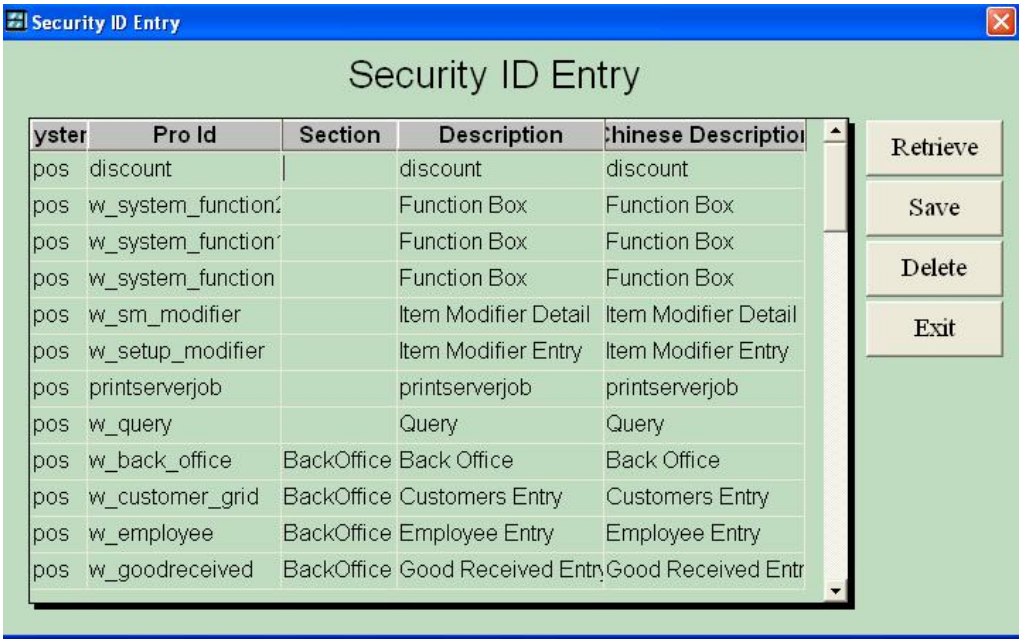
Management System: This is the place where you can manage people and protect restaurant database.

(Graph BO-1)

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

<u>Security ID:</u>

(Graph Bo-2)



yster	Pro Id	Section	Description	Chinese Descriptio
pos	discount		discount	discount
pos	w_system_function2		Function Box	Function Box
pos	w_system_function1		Function Box	Function Box
pos	w_system_function		Function Box	Function Box
pos	w_sm_modifier		Item Modifier Detail	Item Modifier Detail
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 Entry	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.

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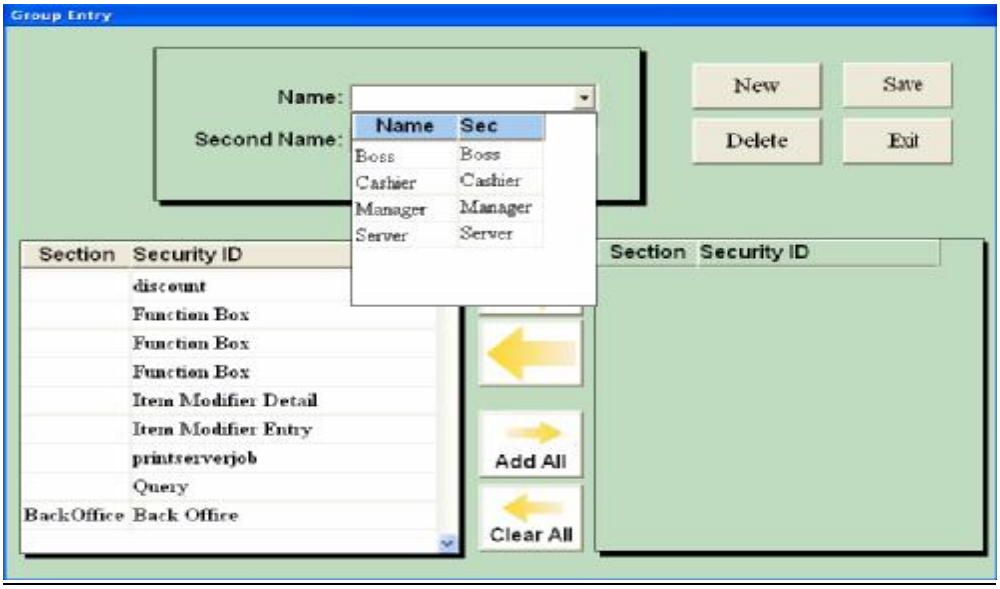
(Graph BO-3)



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)

User: Each user needs to have a password to access the database system. Besides, here shows the ability of each user through the system.

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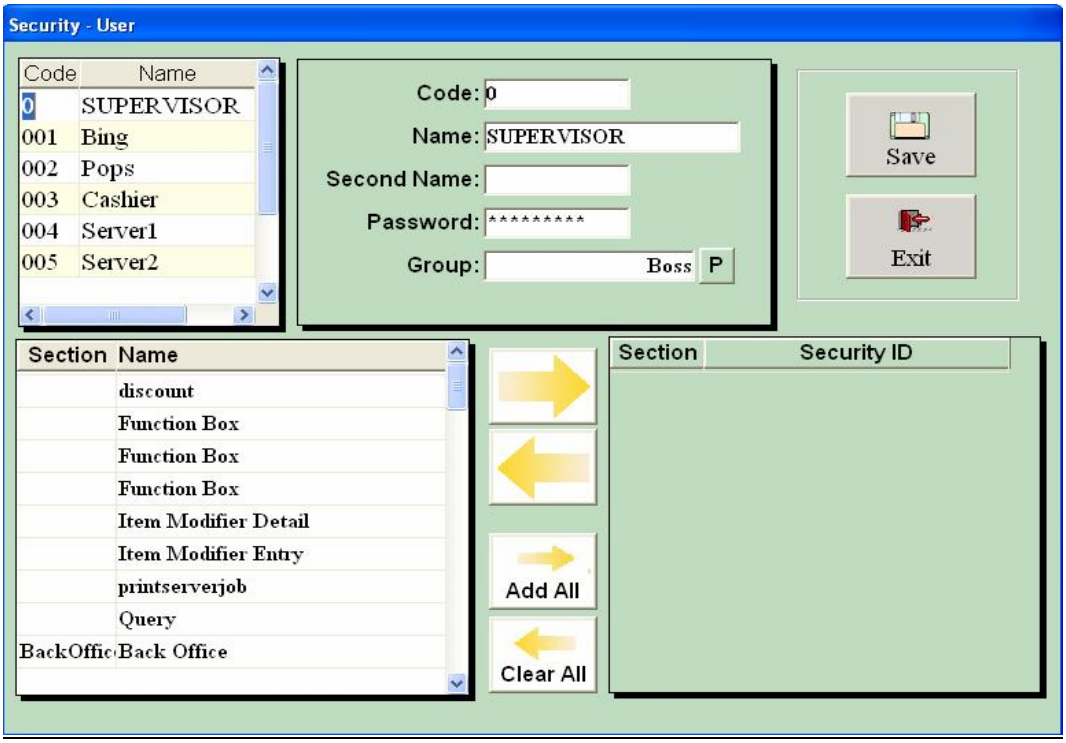
(Graph BO-4)



1. 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.

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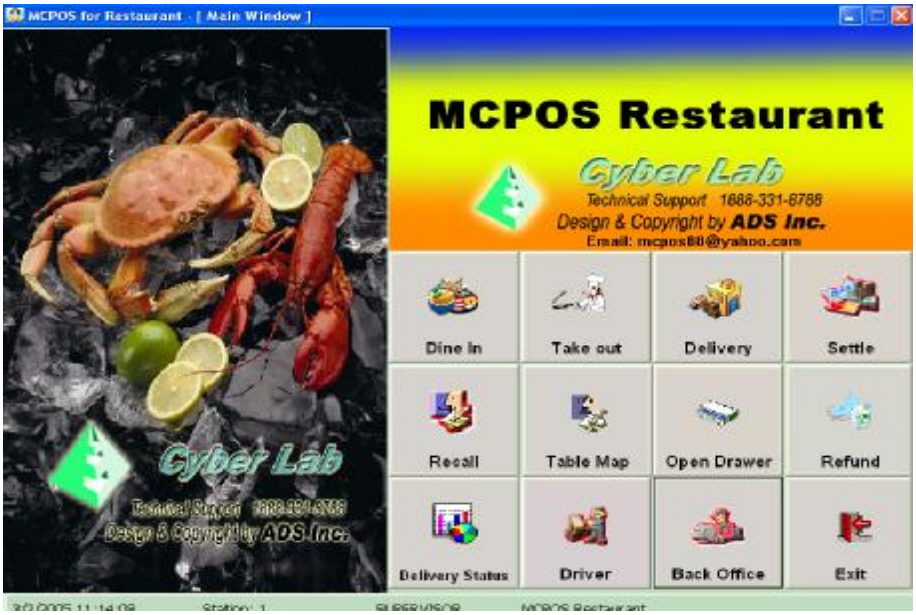
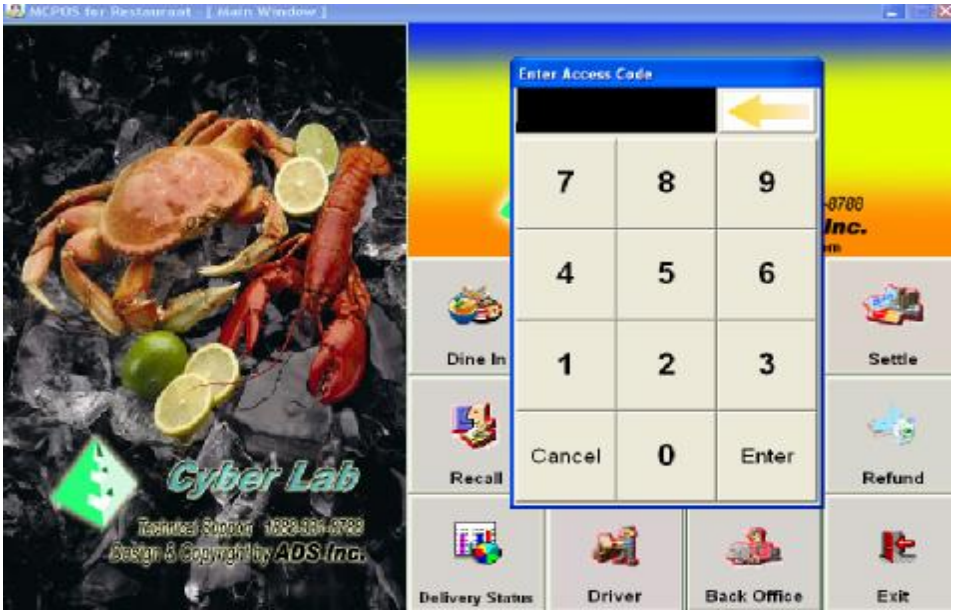
(1) Back Office:

(Graph 1-1)



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

(Graph 1-2)



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3. The new screen shows as below

(Graph 1-3)

(2) Category:

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

(Graph 2-1)

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

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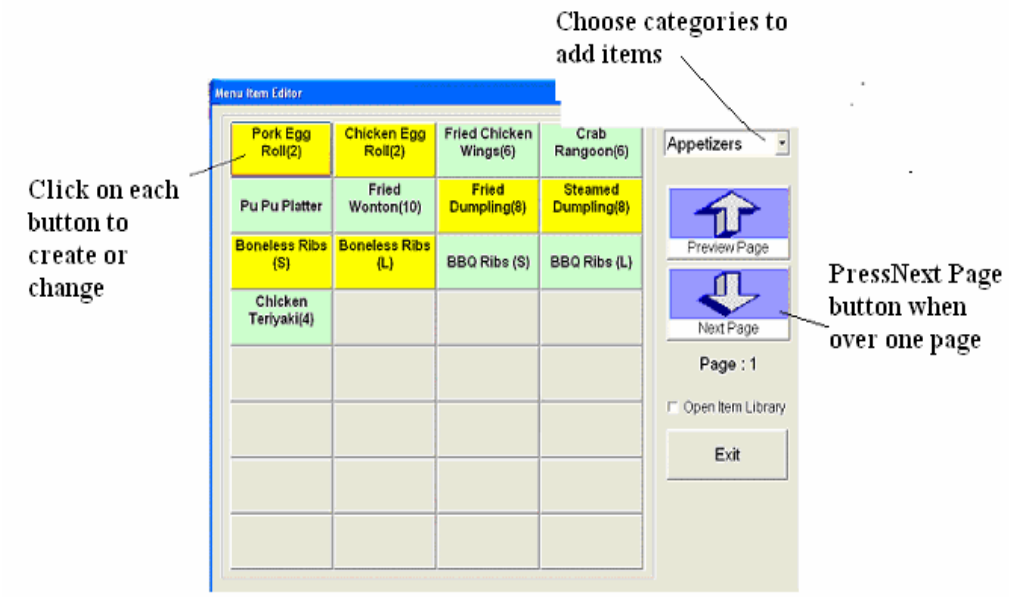
2. Type in **English name, Chinese name** from menu.
3. Under **Kitchen**, choose the place where your tickets send to, which is your default printer.
4. Under **Setup**, click and choose the type of food, such as appetizer, entree or dessert.
5. Click <Retrieve> if any mistakes. Retrieve
6. To create a new category, press <New>. New
7. Press <Save> every time after changes. Save
8. To delete items, press <Delete> Delete
9. Press <exit> to exit from the menu category. Exit

(3) Menu Editor:

When click Menu Editor, the screen shows as below.

(Graph 3-1)



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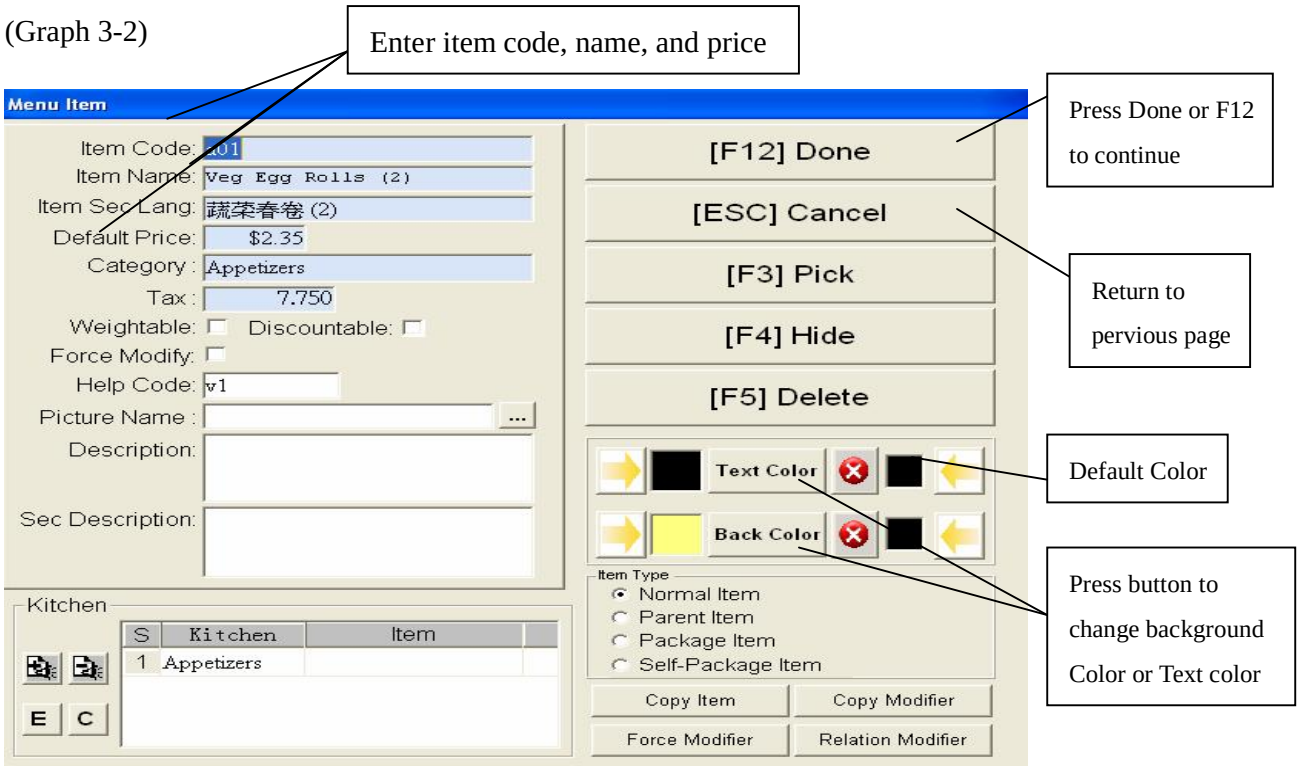
For example:

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

(Graph 3-2)



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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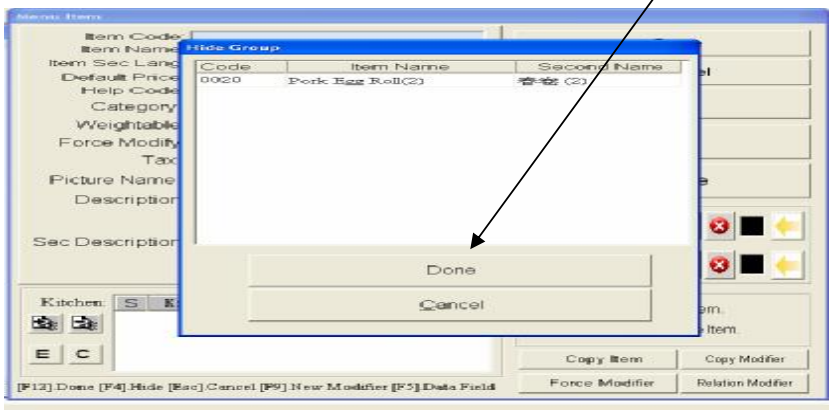
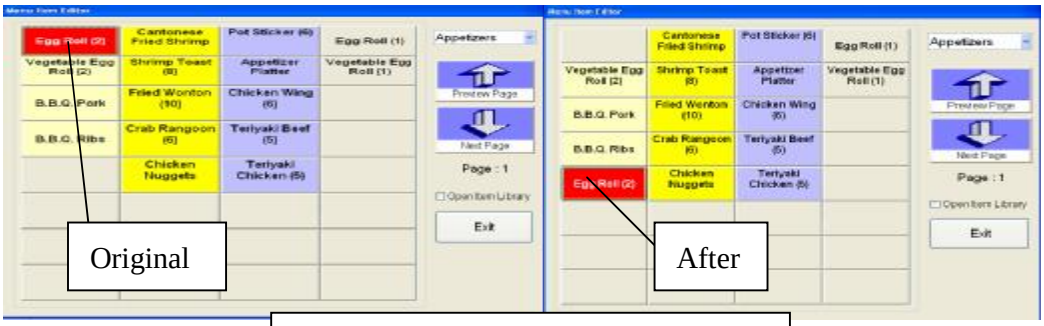
2. To call it back, press the place you want to replace. Press Pick, and look from the Hide Group list. Choose the one you want to pick, and press Done to finish.

(Graph 3-3)



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

(Graph 3-4) Original (Graph 3-5) After



Look the movement of the pointed box

*** Explanation:

1. Normal Item: It is the regular item, just input the Item code, name and price, and category, then press Done.
2. 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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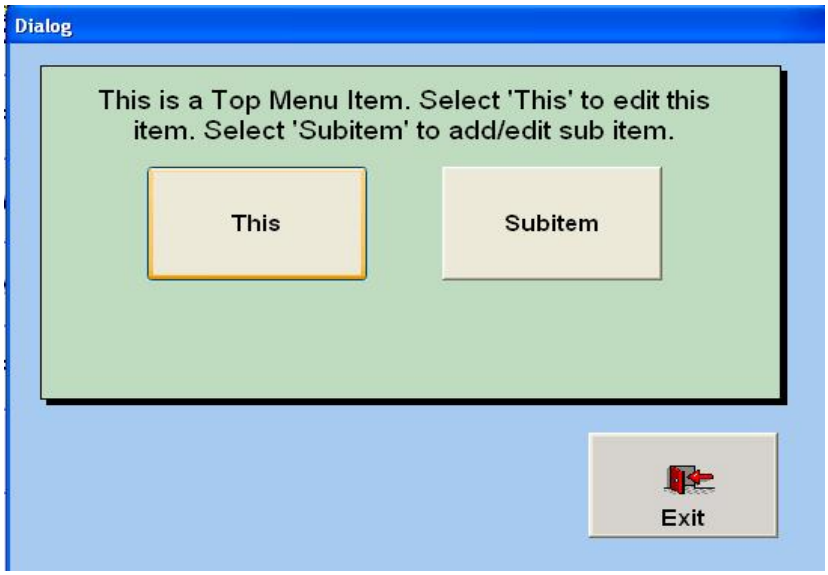
(Graph 3-6)



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).

(Graph 3-7)

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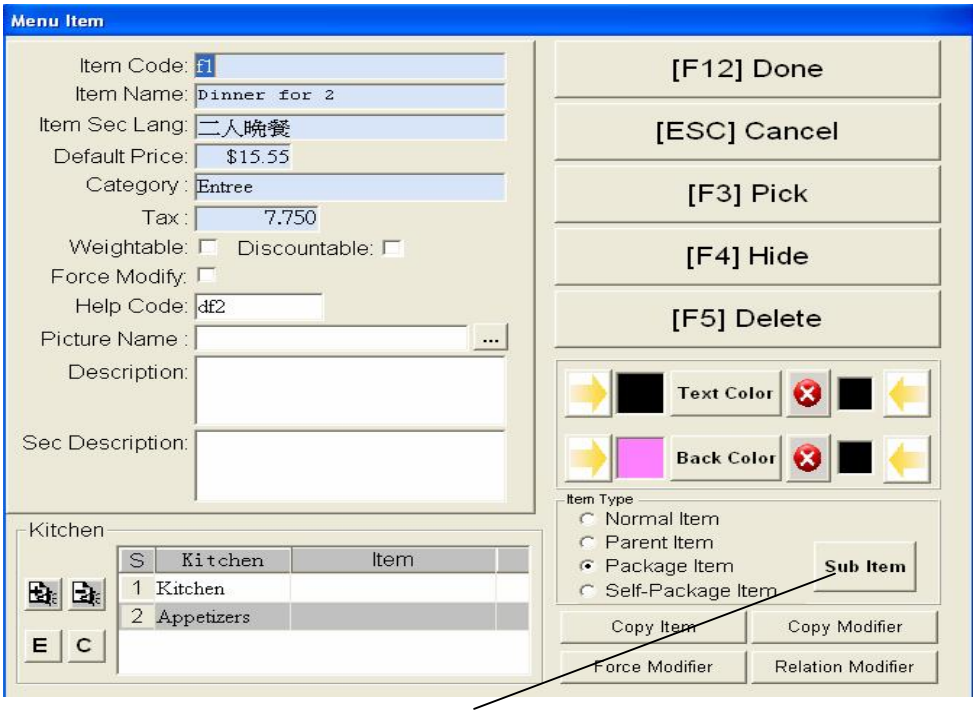
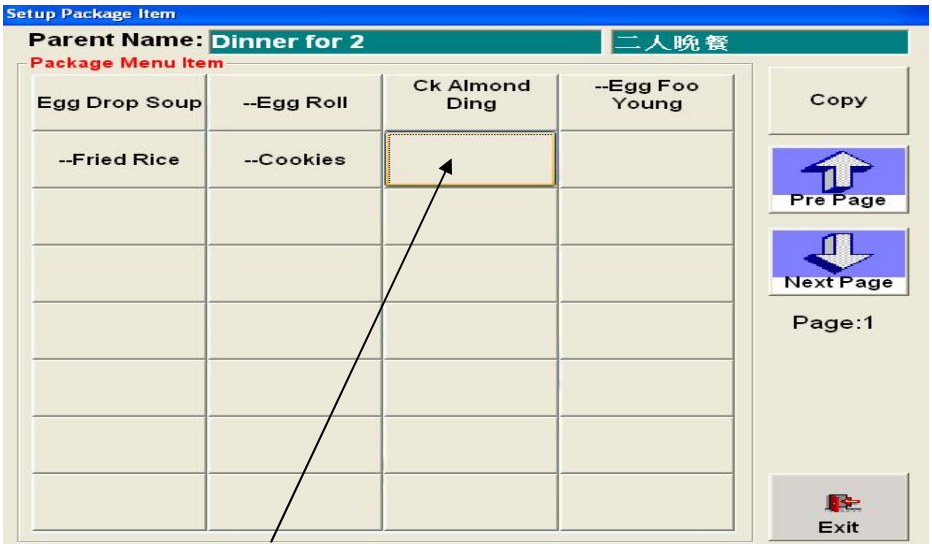
(Graph 3-8)



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

(Graph 3-9)



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

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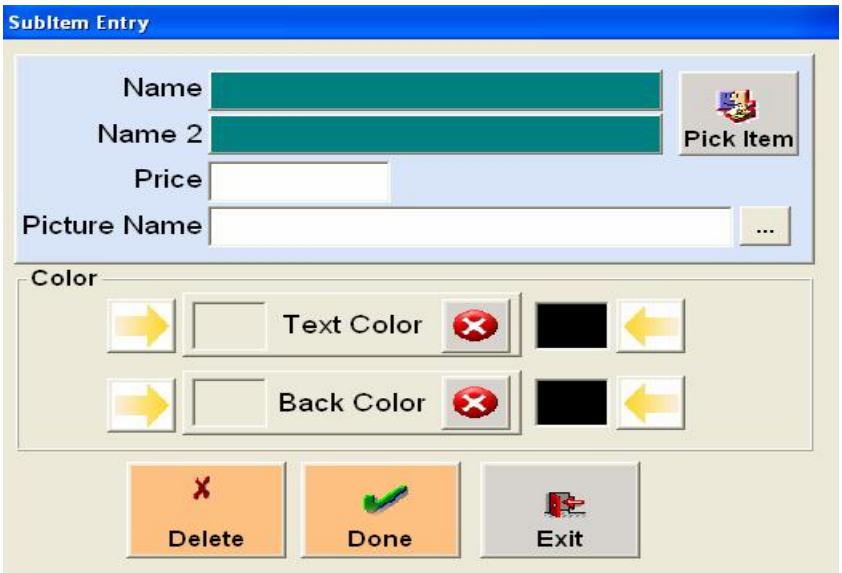
(Graph 3-10)



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.

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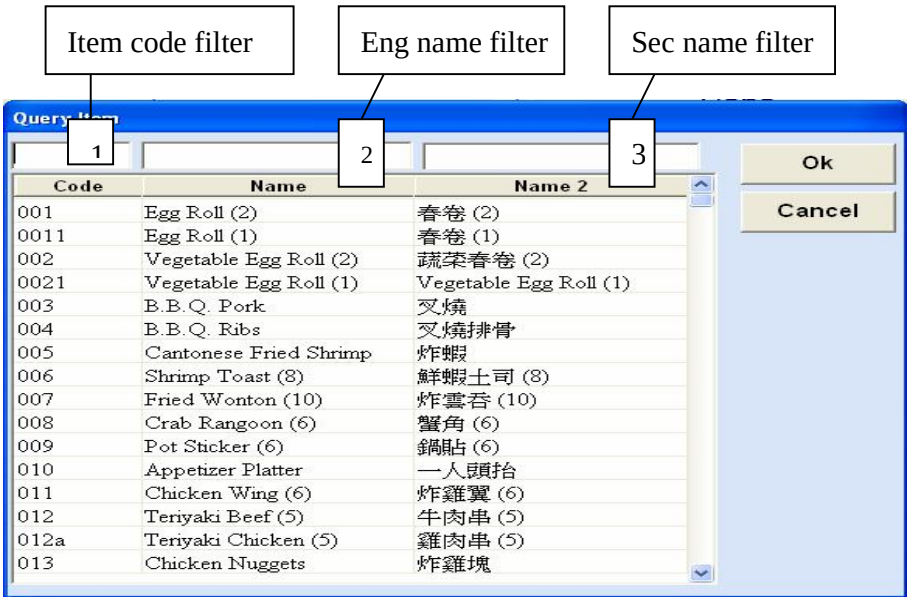
(Graph 3-11)



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 1 .

- 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 2 , 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.

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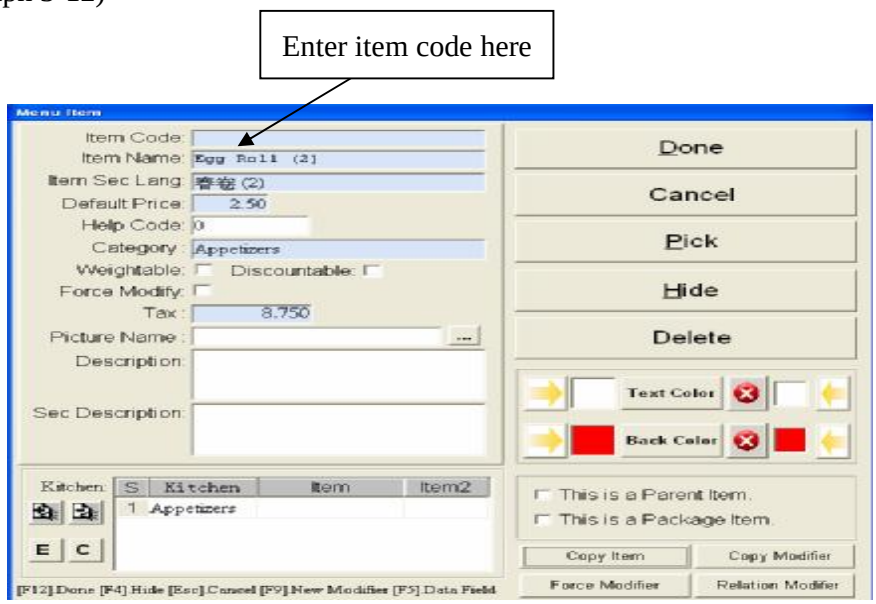
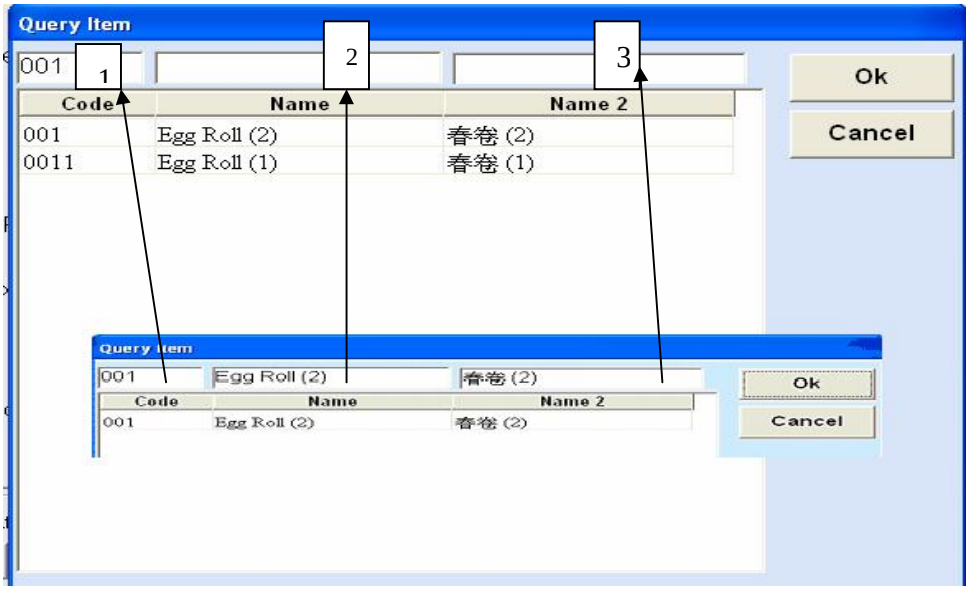
(Graph 3-12)



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

(Graph 3-13)



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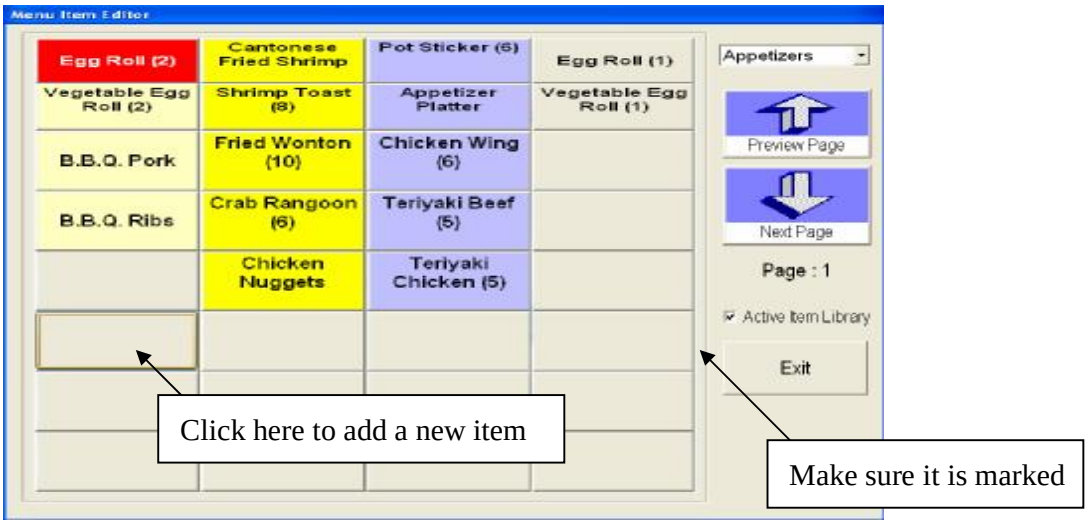
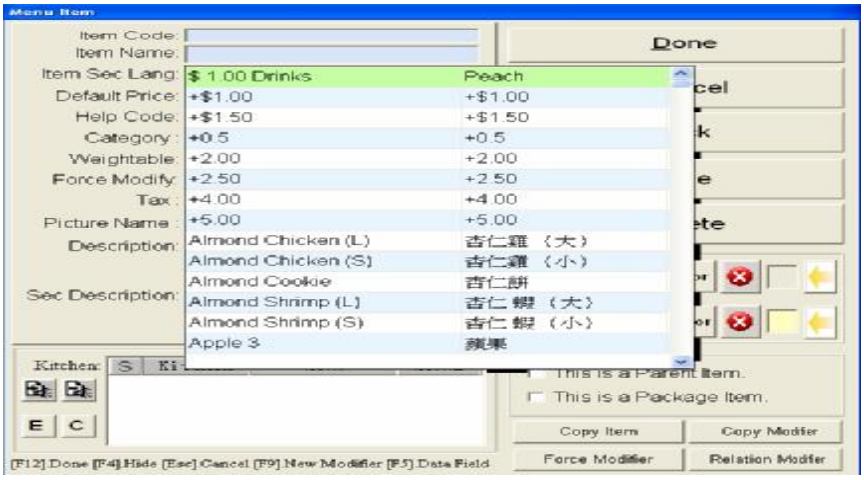
****Active Item Library****

(Graph 3-14)



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)

(Graph 3-15)



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

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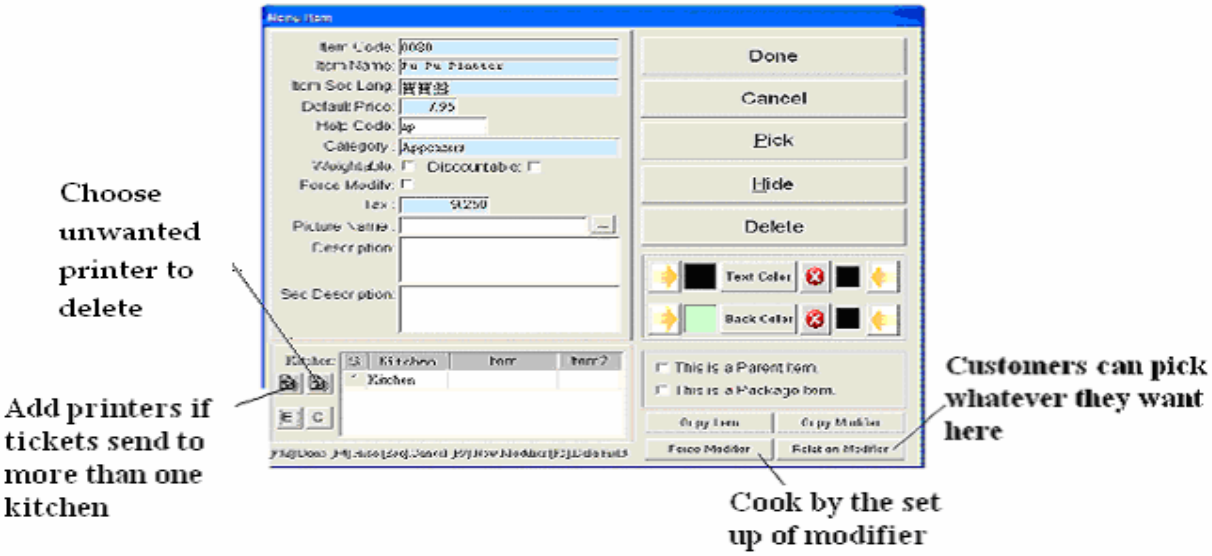
(Graph 3-16)

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

(Graph 3-17)



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

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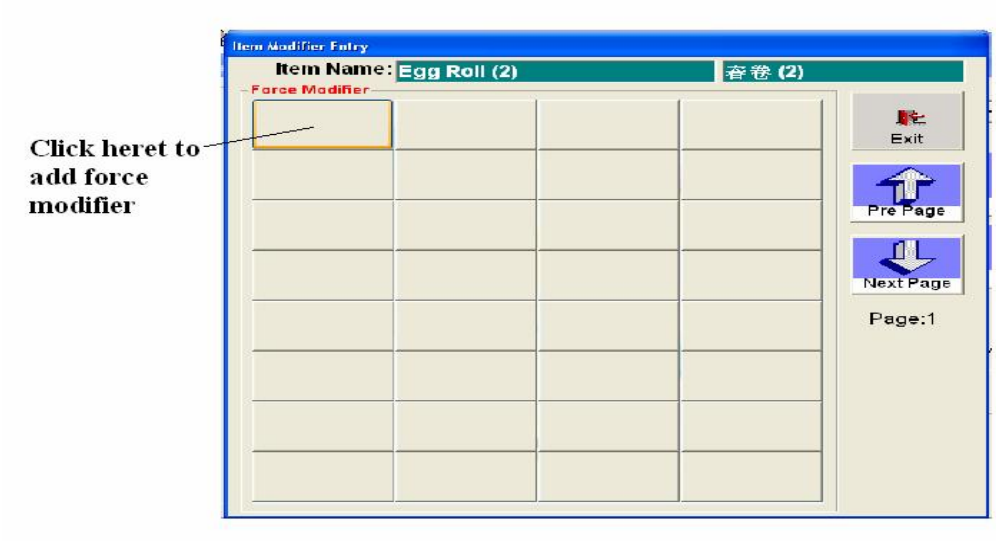
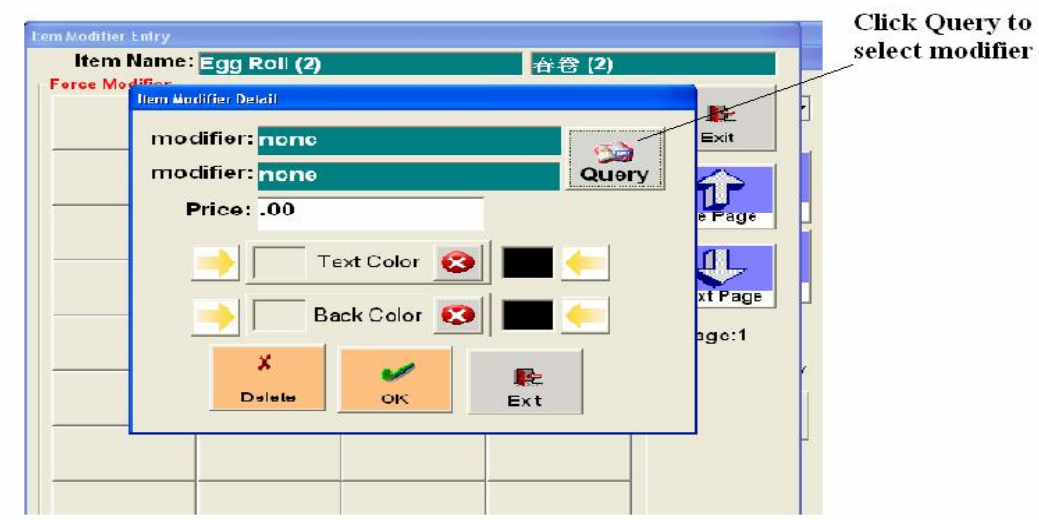
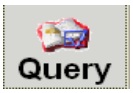
(Graph 3-18)



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

(Graph 3-19)



4. Click or press 

to find a modifier.

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(Graph 3-20)

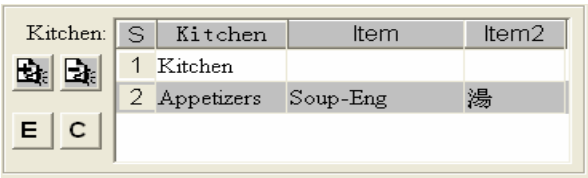
5. Use Filter to quick search by typing in first letters of the modifier.
6. Select one modifier and press <Done>

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>
9. Press <Exit> to leave.

****Printed ticket to cooks in kitchen****

(Graph 3-21)



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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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.

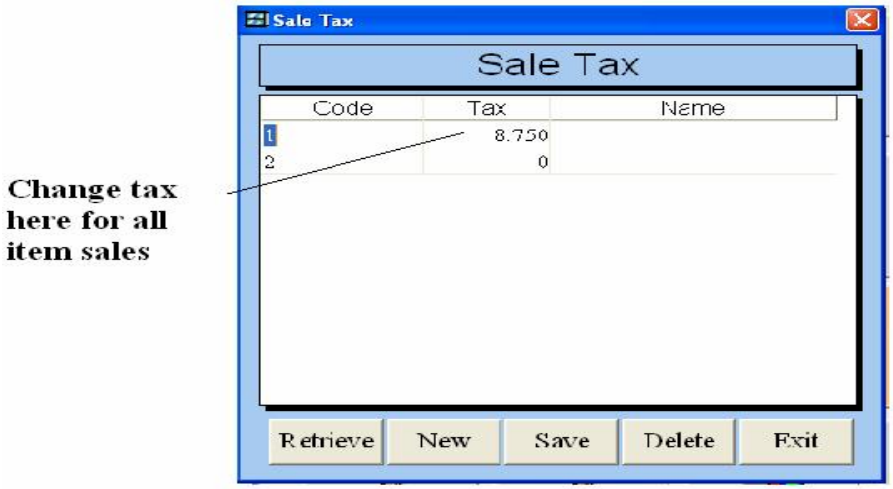
****However, if you do not type anything under **Item** and **Item 2**, the computer will assume that you use the default printer and default menu from what you set up in the system.

(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.

(Graph 4-1)



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.

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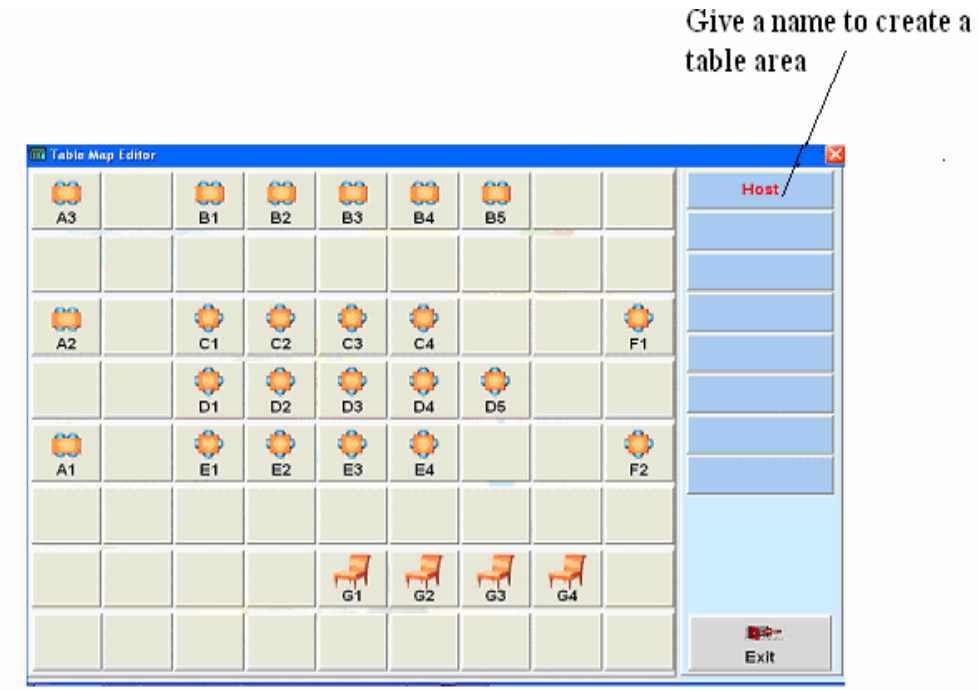
(5) Map Editor:

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.

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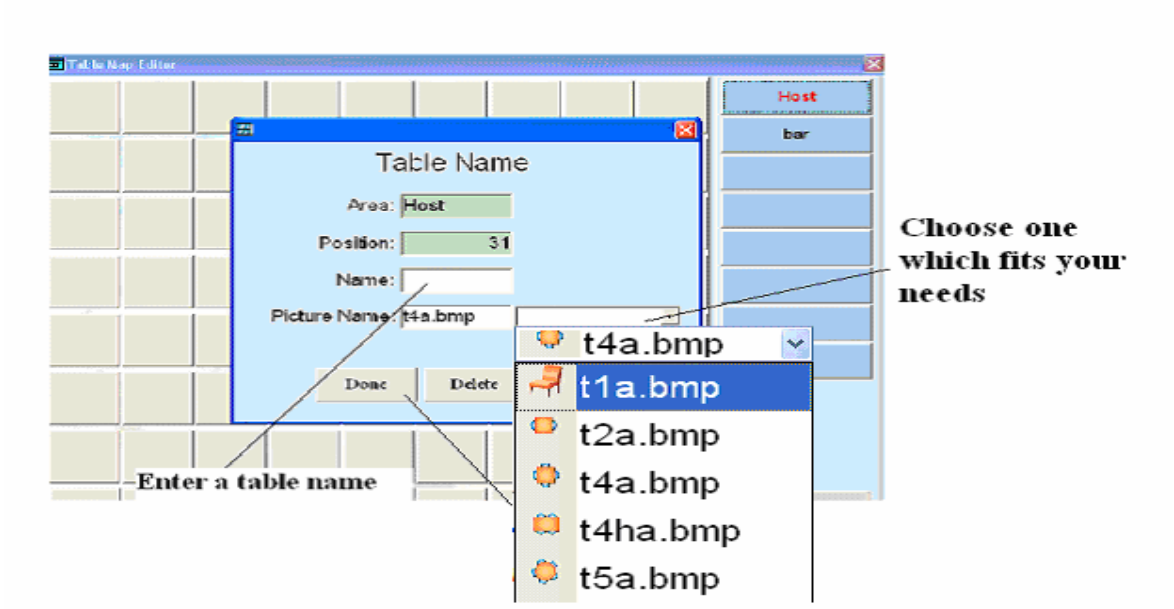
(Graph 5-2)

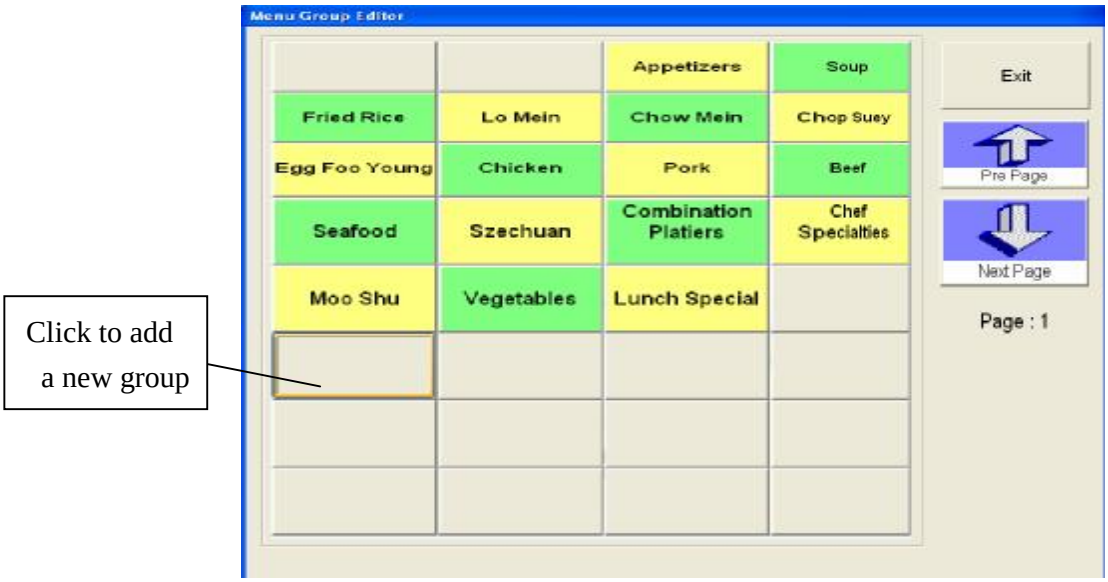


You can pick one which fits your needs. For example, t1a.bmp represents bar seats, t4a.bmp is round table with 4 seats, and t2a.bmp is a square table with 2 seats.

(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)

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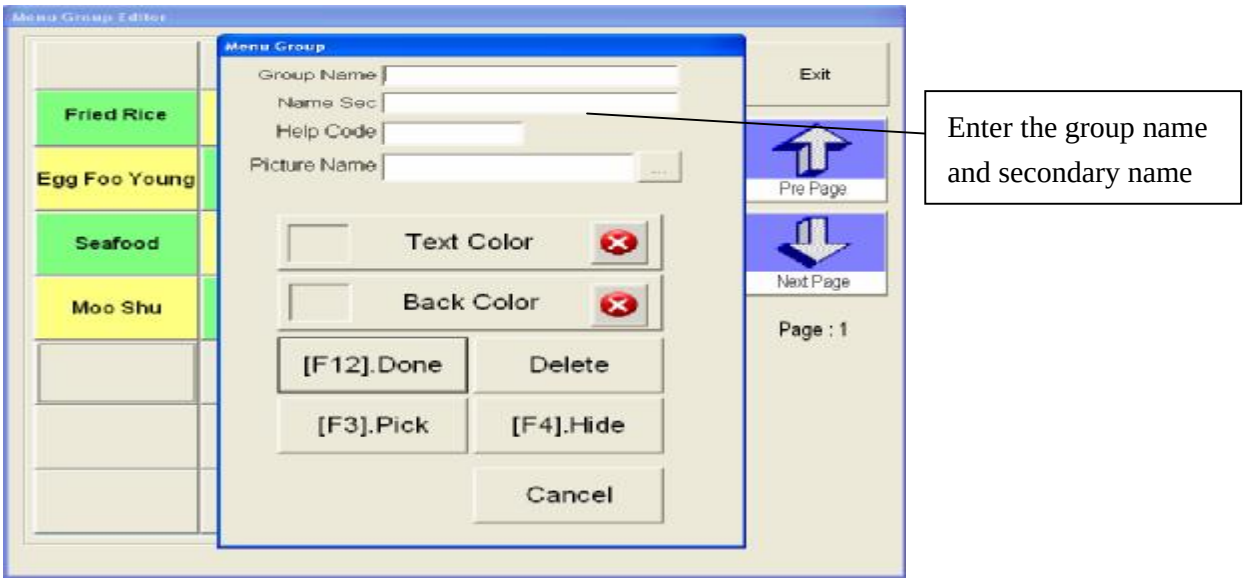
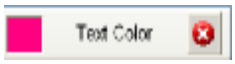
(Graph 7-2)



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 

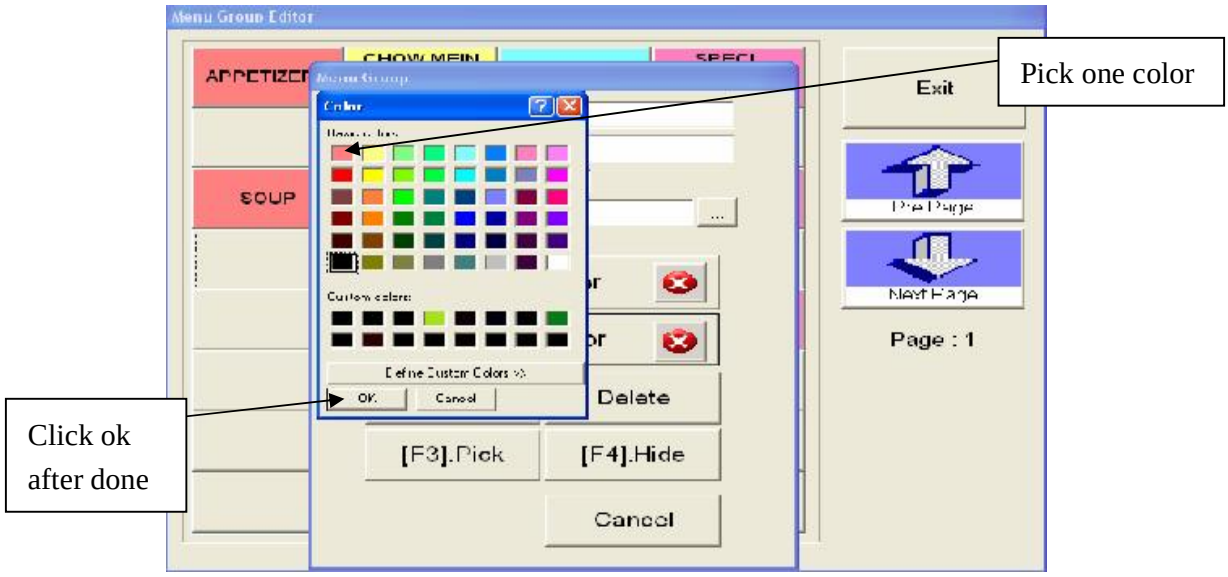
or

.

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

How to choose a color?

(Graph 7-3)



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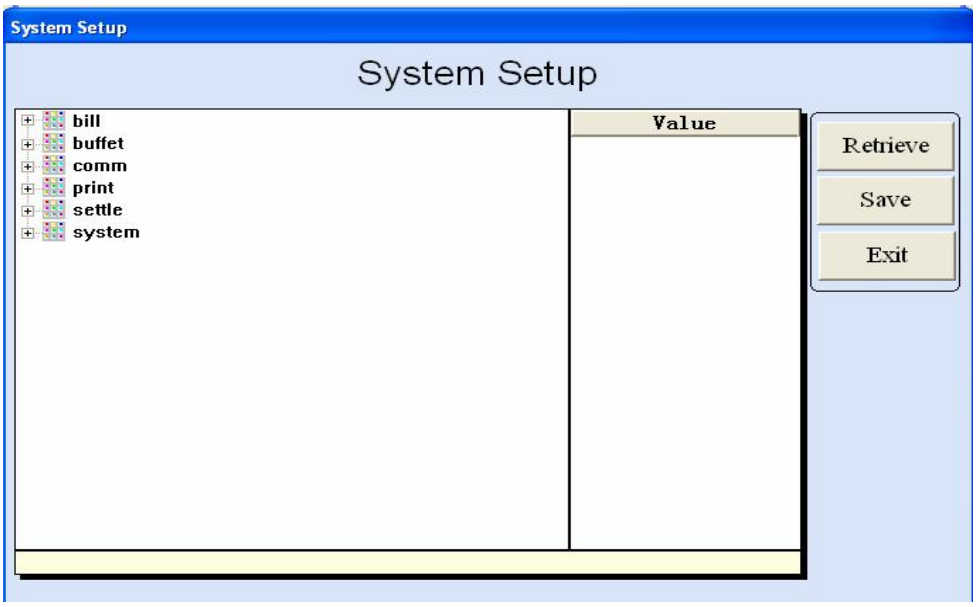
6. [F3].Pick and [F4].Hide in Group Editor is same as <Pick> and <Hide> in Menu Item. You can hide item invisibly and pick one you want to have and see. (See detail at Menu Editor- Menu item)

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

(Graph 8-1)



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.

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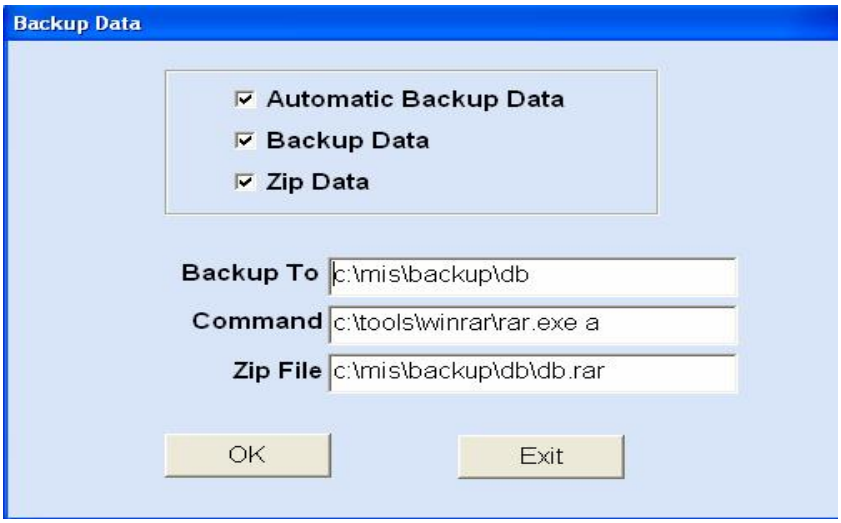
(9) Backup: You may back up your data every month to keep the record updating.

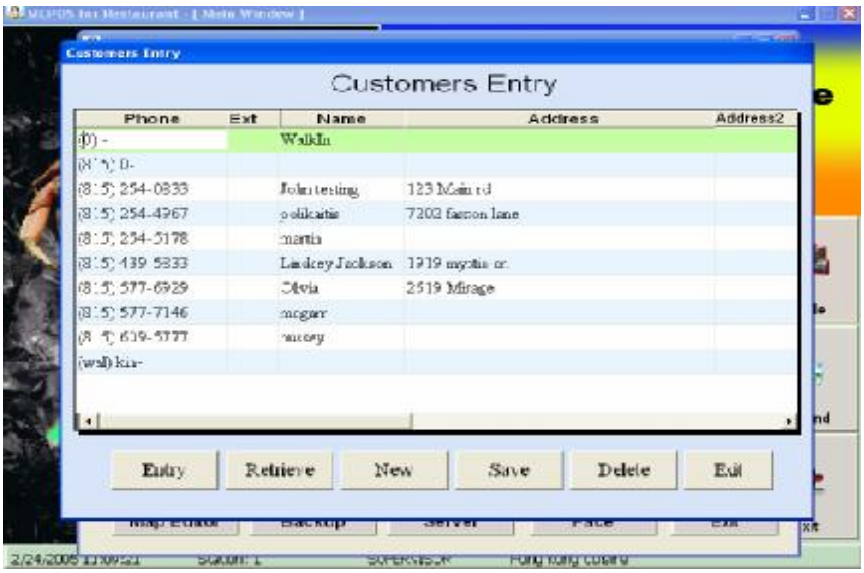
(Graph 9-1)



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)



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

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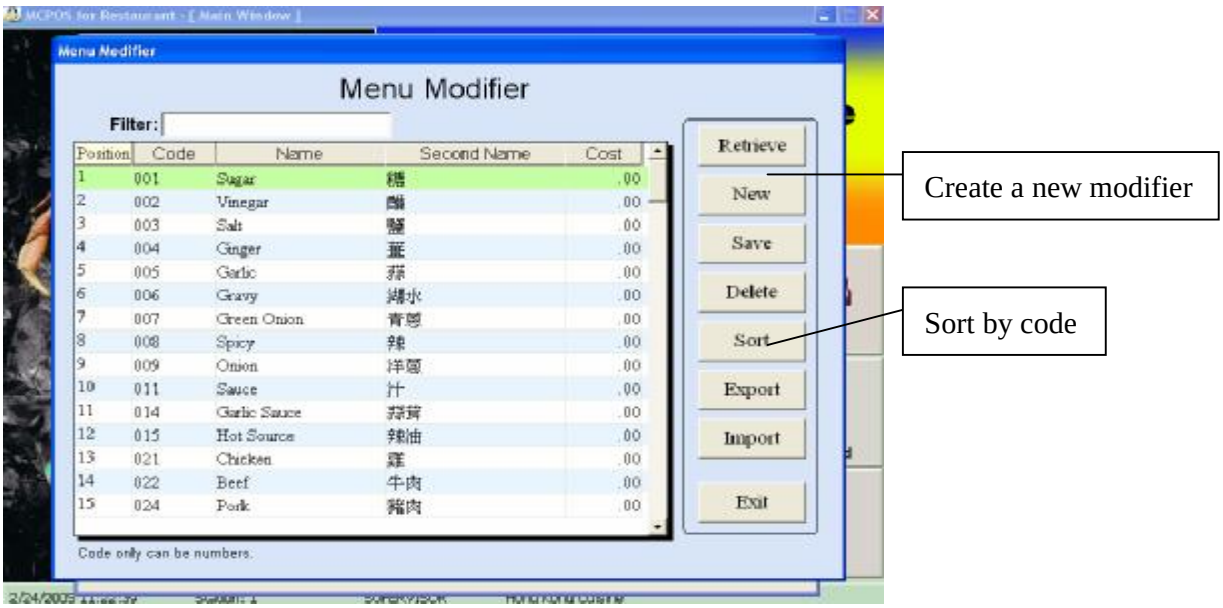
3. Click <Save> every time after change.
4. To Delete entry you don't want, click <Delete>
5. <Exit> when you go back previous page.

(11) Modifier:

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

(Graph 11-1)



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.

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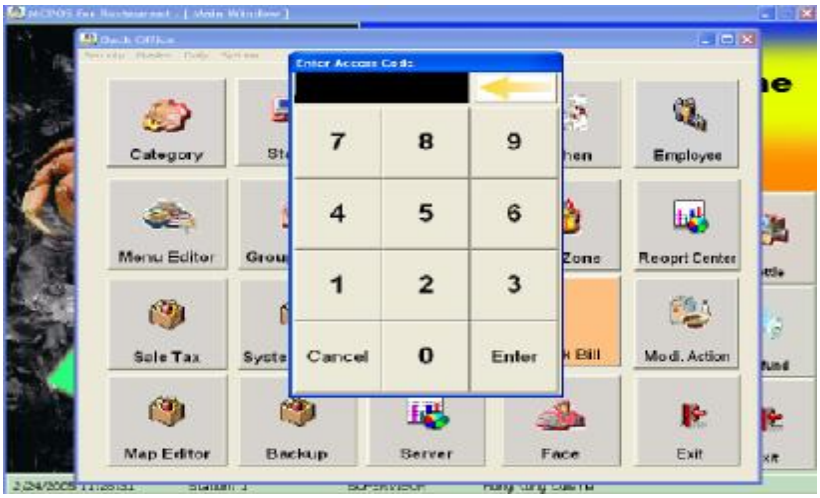
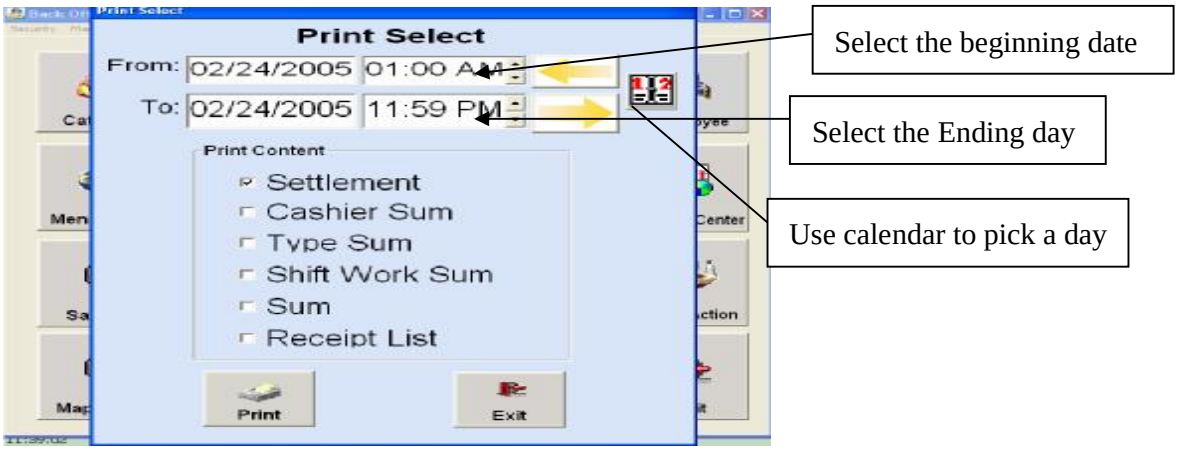
(12) Settlement: You can print out all reports from sale report. It tells you the total cash and credit card you get from the day you selected.

** 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.

(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:

   <u>Method 1</u>

   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

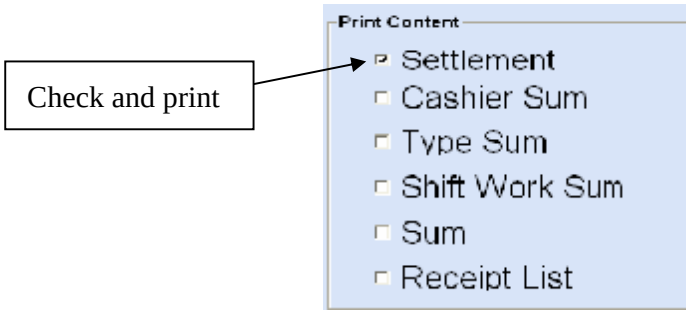
a. Click or highlight the box 03/03/2005 and type in the date that you want to change.

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.

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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Settlement:

1.

1. Not paid yet
2. Cancel order

```
                MCPOS Restaurant

        From: 05-03-03 01:00 to 05-03-03 23:59
                   Daily Total
-------------------------------------------------------
Unfinished Order:                              0
        Payment:                            Cash
         Amount:                        1,054.90

        Payment:                     Credit Card
         Amount:                          264.45
   Income Total:                        1,319.35
                                        =======
    Cash Total:                         1,054.90
                                        =======
```

** *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:

2.

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

Type Sum:

3.

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


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Shift Sum:

4.

Shift Sum	
Dimmer	1,023.65
Lunch	295.70

Receipt Sum:

5.

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.

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

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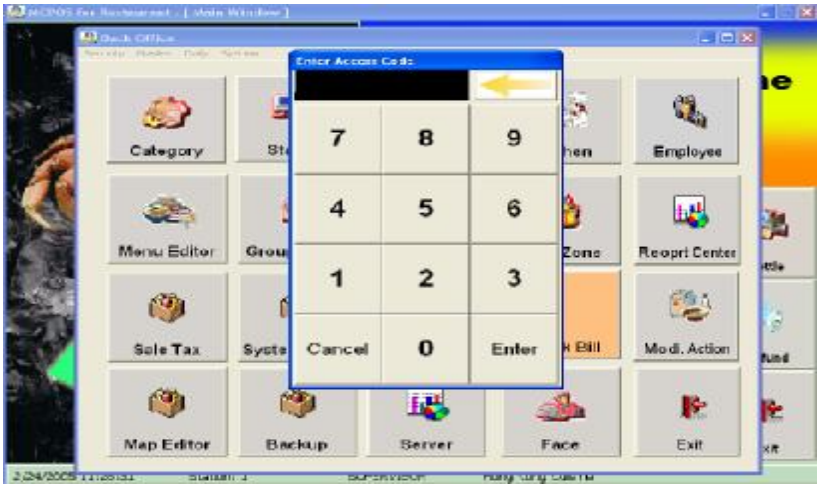
(13) Server: This tells you how many servers work a day, and how much they make a day.

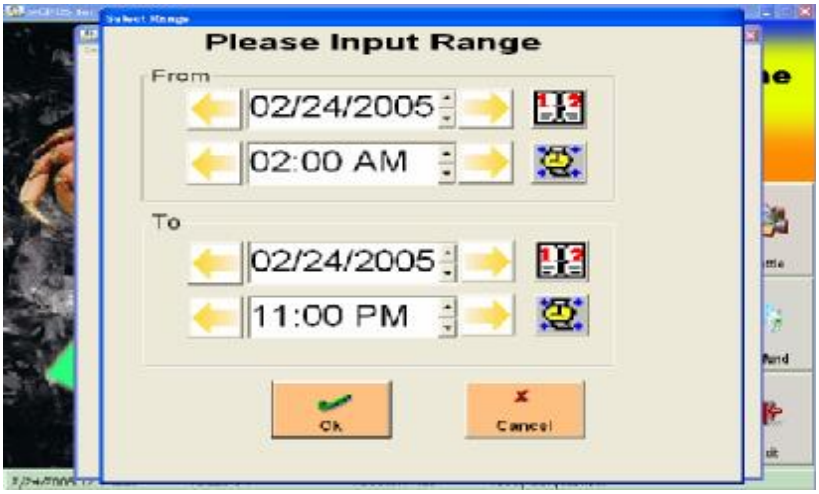
1. Enter your access code

(Graph 13-1)



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

(Graph 13-2)



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

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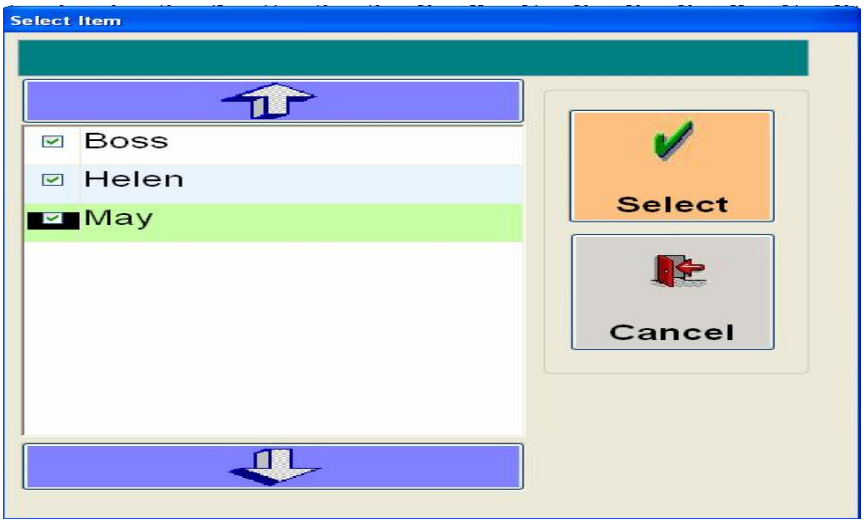
(Graph 13-3)



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

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The following is a sample print of sever

(Graph 13-4)

1. Not paid yet
2. Cancel order

MCPOS Restaurant

From: 05-03-03 01:00 to 05-03-03 23:59

Boss

Unfinished Order:	0
Boss – Cash	25.15
0041 Dine in Settled by Boss	8.25
0046 Take Out Settled by Boss	17.00
0047 Take Out Settled by Boss	4.35
0103 Take Out Settled by Boss	6.50

Helen

Unfinished Order:	0
Debbie – Cash	872.20
Debbie – Credit Card	362.00
0001 Dine in Settled by Boss	46.15
0002 Take Out Settled by Boss	16.35
0005 Take Out Settled by Boss	10.90
0013 Take Out Settled by Boss	5.45

May

Unfinished Order:	0
0003 Delivery Settled by Manager	20.25
0021 Delivery Settled by Manager	10.90
0065 Take Out Settled by Manager	16.55

The End

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(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)

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(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)

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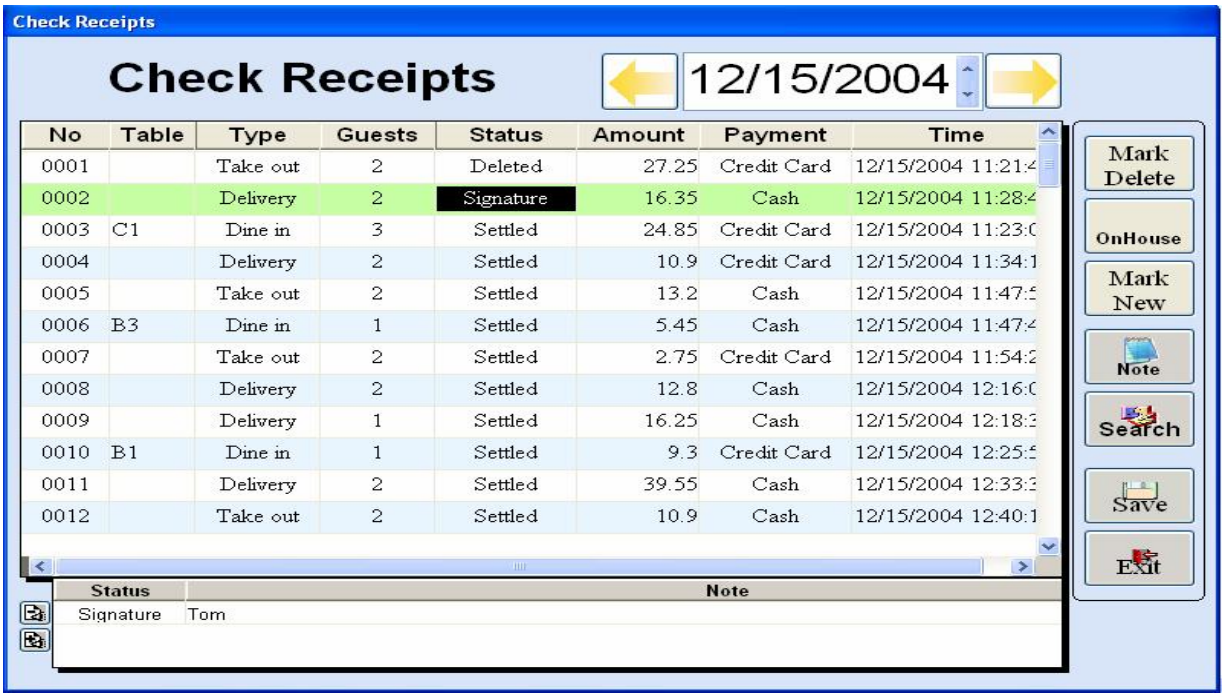
Check Bill contains all day checks since you place an order. They won't delete by itself. Usually managers or cashiers have to check all receipts by the end of day.

(Graph 16-1)



No	Table	Type	Guests	Status	Amount	Payment	Time
0001		Take out	2	Deleted	27.25	Credit Card	12/15/2004 11:21:4
0002		Delivery	2	Signature	16.35	Cash	12/15/2004 11:28:4
0003	C1	Dine in	3	Settled	24.85	Credit Card	12/15/2004 11:23:0
0004		Delivery	2	Settled	10.9	Credit Card	12/15/2004 11:34:1
0005		Take out	2	Settled	13.2	Cash	12/15/2004 11:47:5
0006	B3	Dine in	1	Settled	5.45	Cash	12/15/2004 11:47:4
0007		Take out	2	Settled	2.75	Credit Card	12/15/2004 11:54:2
0008		Delivery	2	Settled	12.8	Cash	12/15/2004 12:16:0
0009		Delivery	1	Settled	16.25	Cash	12/15/2004 12:18:3
0010	B1	Dine in	1	Settled	9.3	Credit Card	12/15/2004 12:25:5
0011		Delivery	2	Settled	39.55	Cash	12/15/2004 12:33:3
0012		Take out	2	Settled	10.9	Cash	12/15/2004 12:40:1

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)

<u>Steps:</u>

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>

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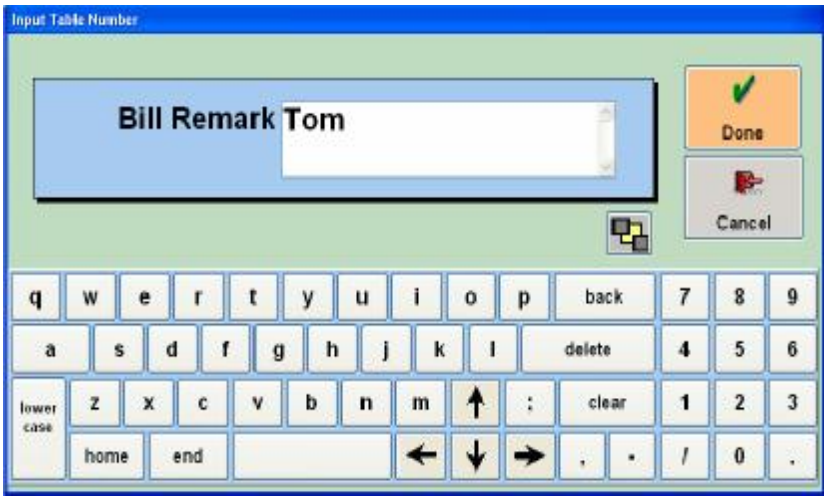
(Graph 16-2)



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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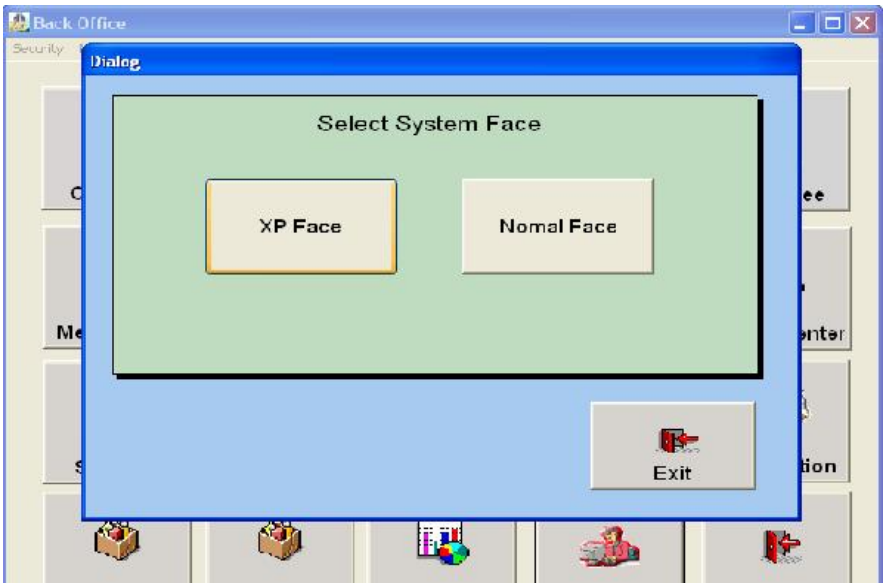
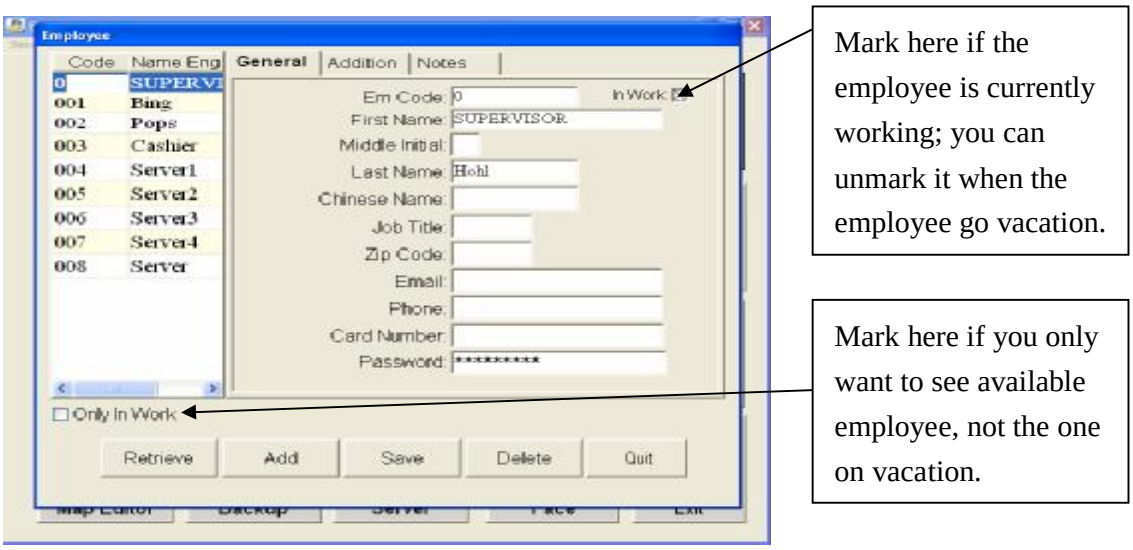


1. XP Face: each button will flash when you move the mouse.
2. Normal Face: No flash button

(18) Employee:

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



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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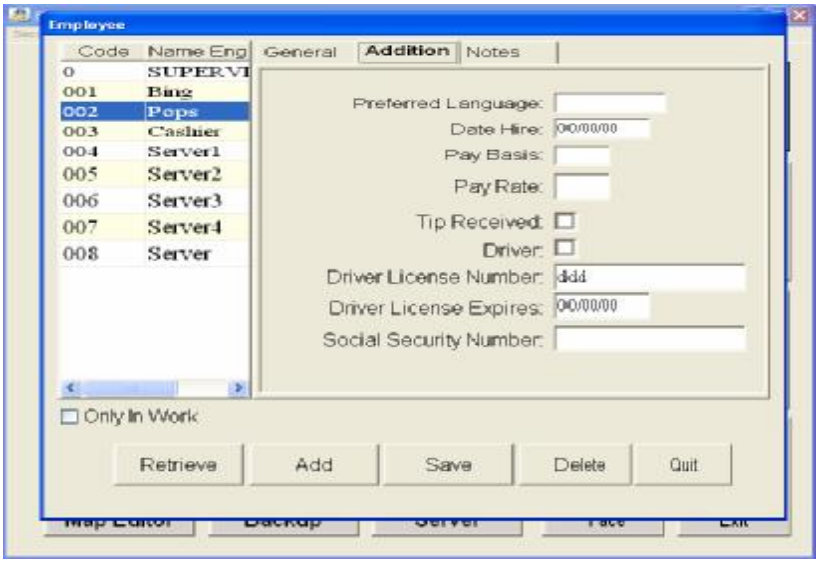
3. Fill in all blanks, set up a password. When you finish, click <Save> to save the new data you entered.
4. If you want to update any employee's information, just press the name of the employee from the list and make changes.

(Graph 18-1)



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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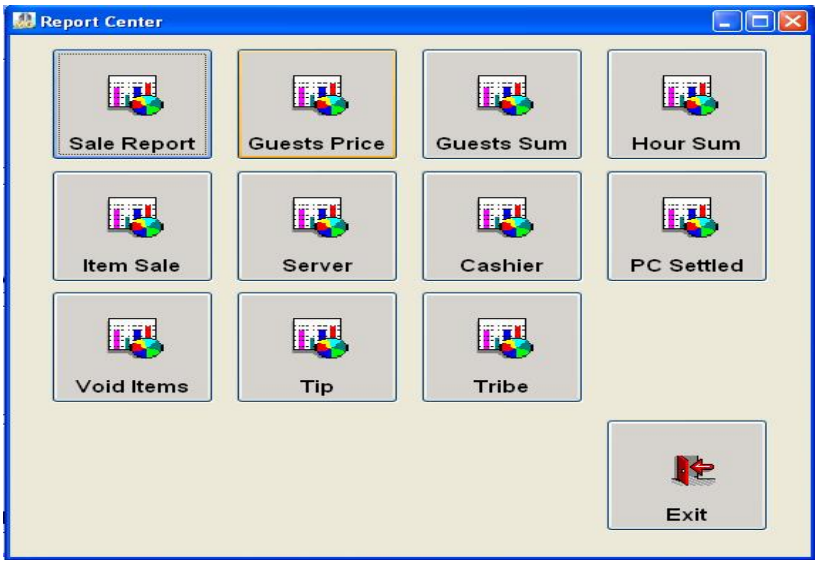

(Graph 19-2)

Sale report:

Click here to save report to an excel file

(Graph 19-3)

How to save an Excel file?

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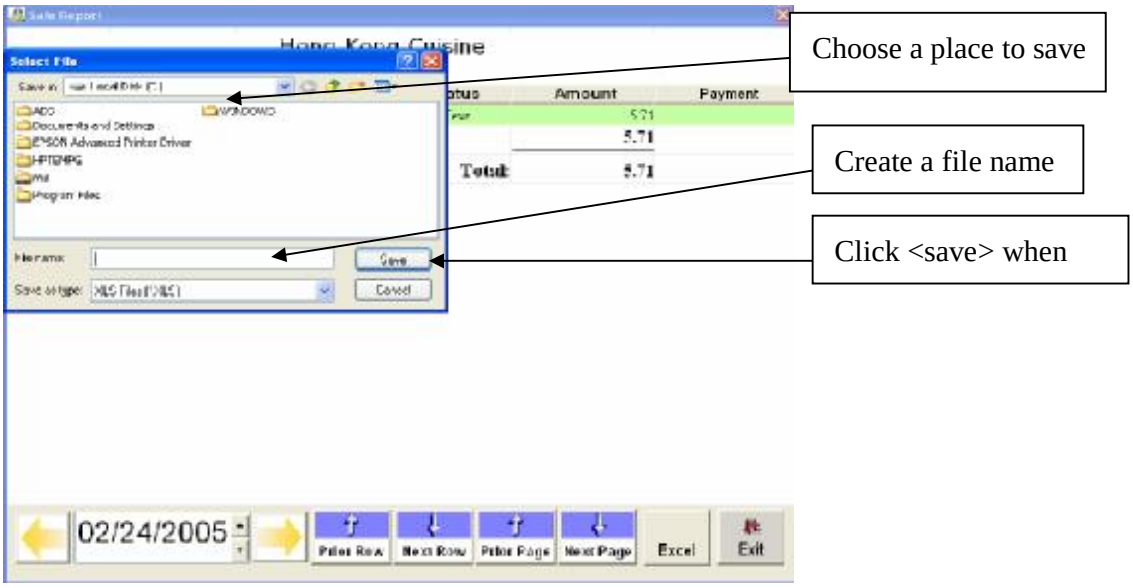
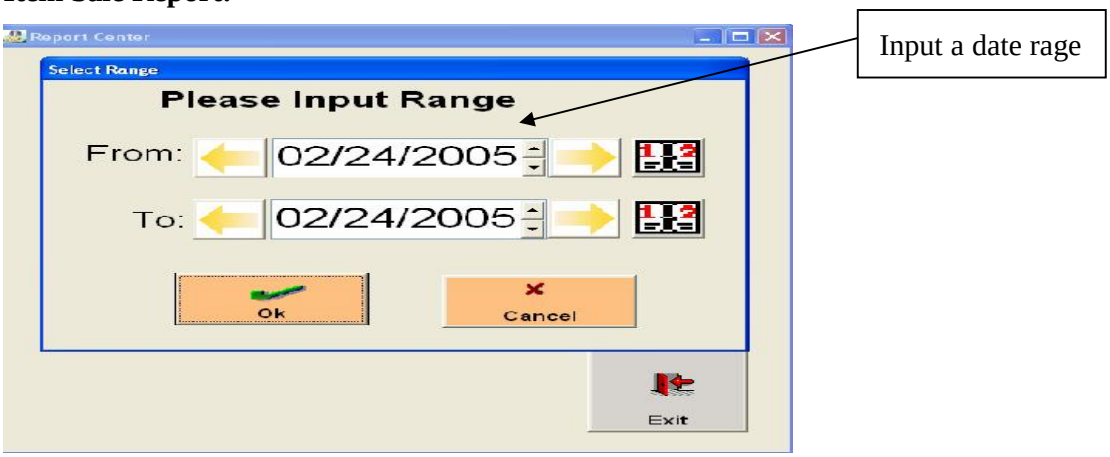


(Graph 19-4)

Item Sale Report:



(Graph 19-5)

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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.

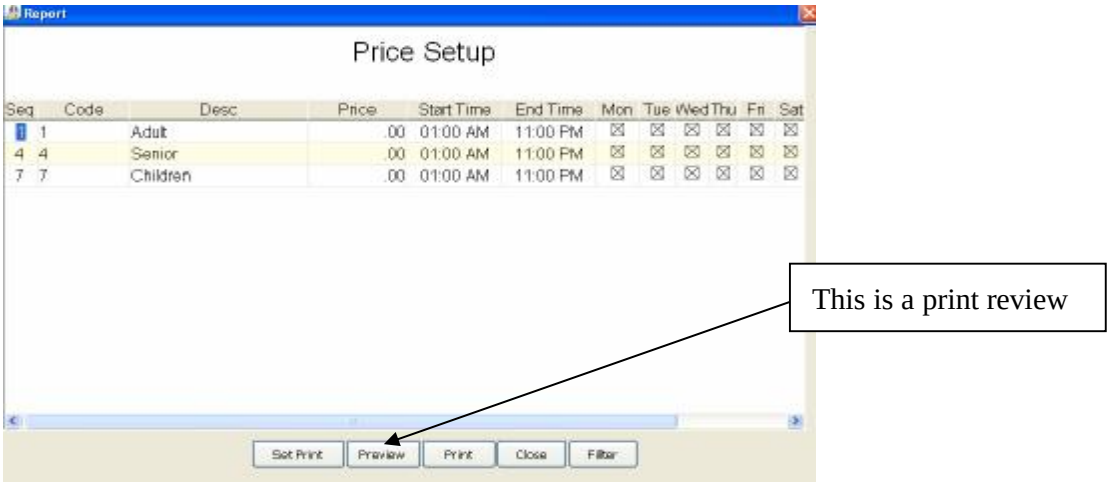
Void Items:

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)



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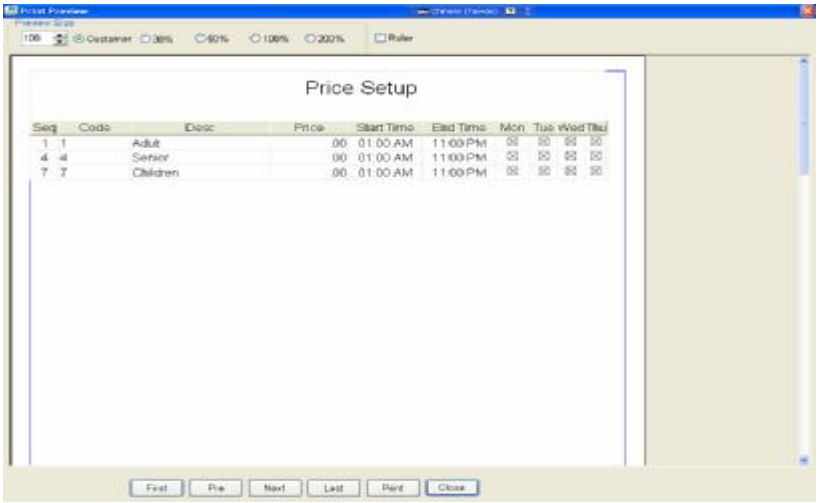
(Graph 19-7)

Print Review:

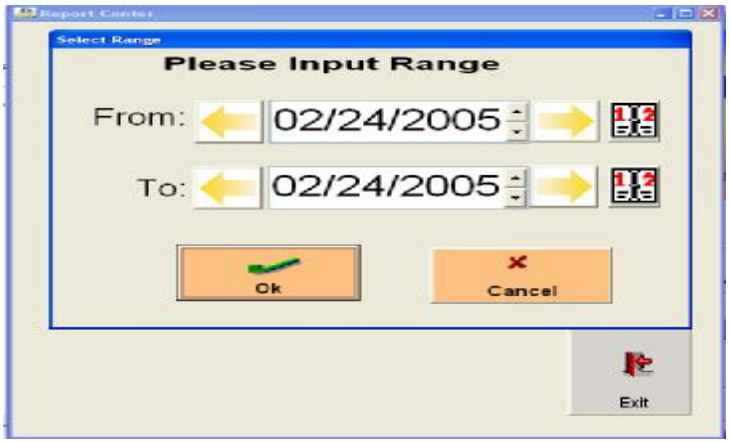


Server:

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)



(Graph 19-9)

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Code	Name	Orders	Guests	Items
0	SUPERVISOR	1	1	1
001	Bing	0		0
002	Pops	0		0
003	Cashier	0		0
004	Server1	0		0
005	Server2	0		0
006	Server3	0		0
007	Server4	0		0
008	Server	0		0
	Total:	1	1	1

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)

Code	Name	Orders	Guests	Items	Amount	Tip
0	SUPERVISOR	1	1	1		
001	Bing	0		0		
002	Pops	0		0		
003	Cashier	0		0		
004	Server1	0		0		
005	Server2	0		0		
006	Server3	0		0		
007	Server4	0		0		
008	Server	0		0		
	Total:	1	1	1	$0.00	$0.00

Guest Sum:

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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)

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.

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