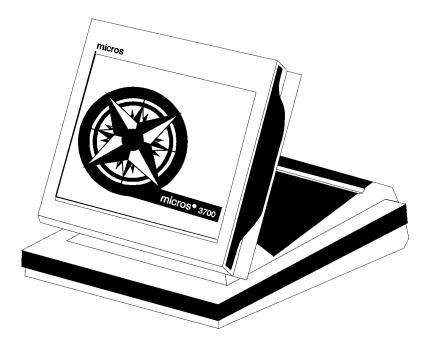
micros[®] Systems, Inc.

POS Configurator User's Guide

3700 POS

Restaurant Enterprise Series



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Part Number: 100134-504 (2nd Edition)

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POS Configurator

Preface

Refer to the preface if you have any questions about the organization, conventions, or contents of this manual.

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Welcome to the POS Configurator User's Guide

The purpose of this manual is to provide MICROS installers and customers with an overview of the POS Configurator module.

How This Manual is Organized

Chapter 1: Understanding the 3700 System Database This chapter contains an introduction to the structure and contents of a 3700 database.

Chapter 2: Creating a New Database This chapter describes the methods for creating a new database.

Chapter 3: Using POS Configurator This chapter introduces the POS Configurator interface and describes the steps to performing basic operations.

Chapter 4: Devices

This chapter describes the forms in the Devices folder which are used to configure hardware devices. It includes a description of the forms for programming user workstations, printers, and touchscreens.

Chapter 5: System

This chapter describes the forms in the System folder, which are used to enter basic information about a restaurant. It includes forms for programming the name, local currency, table arrangement, and time periods.

Chapter 6: Sales

This chapter describes the forms in the Sales folder. It includes forms for programming menu items, and condiments, as well as the discounts, and taxes that apply to sales.

Chapter 7: Revenue Centers

This chapter describes the forms in the Revenue Centers folder. These forms contain options for customizing restaurant operations in each revenue center.

Chapter 8: Employees

This chapter describes the forms in the Employees folder. It includes forms for programming personnel, timekeeping, and schedules.

Chapter 9: Reporting

This chapter describes the forms in the Reporting folder. It includes forms for programming totals, tracking groups, and autosequences.

Appendix A: For 2700 Users This chapter describes the changes 2700 users will see in the 3700 POS Configurator.

Who Should Use This manual?

This manual is intended for use by:

- □ MICROS Installers/Programmers/Dealers
- □ MICROS Customer Service
- □ MICROS Training Personnel
- □ MIS Personnel

This manual assumes that you have the following knowledge or expertise:

- **U** Working knowledge of the Windows interface.
- **D** Operational understanding of PCs.
- **Understanding of basic network concepts.**
- **D** Basic knowledge of relational database concepts.
- **Understanding of POS terminology and concepts.**
- Exposure to a MICROS POS system (2400, 2700, 4700, 8700) or other POS; preferably experience programming 2700 System.
- **G** Familiarity with MICROS peripheral devices.

Related Manuals

This section provides a list of the related MICROS documentation as well as a list of suggested reading materials.

MICROS Documentation

The 3700 Restaurant Enterprise System library includes:

	3700 Administration Applications Manual	100134-503
	3700 Custom Reports Design Manual	100134-508
	3700 Feature Quick Reference Manual	100134-506
	3700 Feature Reference Manual	100134-501
	3700 Hardware Installation Guide	100134-514
	3700 Hardware User's Maintenance Guide	100134-512
	PC Workstation Model 32 Setup Guide	100016-085
	3700 Reports Manual	100134-511
	3700 Site Preparation Guide	100134-513
	3700 Site Survey Manual	100134-505
	3700 SQL / Database Access Manual	100134-507
	3700 POS Configurator User's Guide	100134-504
	3700 System Interface Module User's Guide	100134-516
	3700 System Platform Installation Manual	100134-515
	3700 User's Manual	100134-502

Suggested Reading

- **G** Crystal Reports documentation
- □ Microsoft Windows 95 Resource Kit
- □ Microsoft Windows NT Server 3.51 documentation
- □ Microsoft Windows NT 3.51 Resource Kit
- □ Microsoft SQL Server 6.0 documentation
- □ Sybase SQL documentation

Conventions and Symbols

This section describes the conventions and symbols used in this manual.

Conventions

The following conventions are used throughout this manual.

Convention	Meaning	
[Key]	Keys on a PC or PC Workstation. Example: [Enter]	
'Message'	Messages that may appear during the programming process. Example: 'Select Menu Item Range'	
1	Indicates the sequence of menu items to be selected. Example: File Sales Condiments	
Italics	Indicates the proper name of a POS Configurator option	

Symbols

The following symbols are used throughout this manual.



This symbol is used to bring special attention to a related feature.



This symbol is used to point out suggestions that can save you time and difficulty.

What's New?

What's new in v1.01

No new forms were added for this version.

What's new in v1.02

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Reader Response

As you read this, the documentation staff at MICROS is hard at work preparing the next edition of this manual. Your feedback could be instrumental in changing that next edition.

Tell us what you think— we'd like to hear from you!

We are very interested in hearing from you about:

Good ideas -

Tell us about some part of this manual that you think works well– we'll be sure to maintain it.

Ideas that need work -

Tell us about an area that needs to be improved– we'll punch it up.

- Information not included Did we miss something? Let us know so we can add it.
- □ Information that's not clear -

Did you find something hard to follow? We'll rethink it and rewrite it.

□ Information that's not correct -

Did something get past our arduous tech edit process? Help us fix it.

How to reach us

Postal Address

If you can offer any criticisms or suggestions about this manual, please mail a note or postcard to:

MICROS Systems, Inc. 12000 Baltimore Blvd. Beltsville, MD 20705 USA

Attn: Documentation Group Manager, Table Service Restaurants Group

E-mail Address

As an alternative, you may address criticisms and suggestions regarding this manual by electronic mail to:

3700doc@micros.com.

Please use the name of the manual as the subject line.

Chapter

The 3700 System Database

This chapter contains an introduction to the structure and contents of a 3700 database. It includes information about the characteristics of the 3700 database, the relationships between tables and the classification of database tables.

In this chapter

Overview	1-2
Introducing the Database	1-3
Types of Database Tables	1-5
How Forms are Related to Tables	1-10

Overview

The 3700 system uses client/server architecture to manage the unique information about each restaurant's POS environment. Details about the restaurant's operation reside in tables on a database server, an application that manages the database. The database server in turn resides on the server PC. In a MICROS 3700 system, POS Configurator is the gateway to the tables managed by the database server and makes programming a 3700 system easier.

Introducing the Database

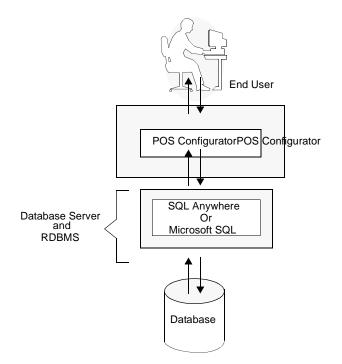
Characteristics of the 3700 system include:

- □ It is a relational database in which tables store all information.
- □ The Relational Database Management System (RDBMS) manages the database and functions as the database server.
- POS Configurator is the software layer between you and RDBMS. It's your interface to the database.

A Database System

In a 3700 system, RDBMS acts as a multi-user database server. This means that many workstations (clients) can access the information stored in the database.

RDBMS is the software between the physical database and you. We've made accessing the database even simpler by adding an additional software layer between you and RDBMS. That layer is 3700 POS Configurator POS Configurator.



An SQL Database

Database information is accessed through SQL—pronounced "sequel". SQL is a software language that uses English-like commands to manipulate information in tables. Here is an example of an SQL command: select * from micros.mi_def

POS Configurator makes it easy for you to access and modify the tables necessary for programming a database. You don't need to know SQL to use POS Configurator.

You do not need to program every table in the database to configure a 3700 system. POS Configurator gives you access only to those tables and fields necessary for configuring POS operations and installed hardware.

Database Tables

A database consists of many tables. Each table in a relational database holds a specific set of information about a restaurant. When the system performs a transaction, it accesses the database tables to obtain the information. For instance, menu item names reside in the Menu Item Definition table, while menu item prices reside in the Menu Item Price Definition table. In the 3700 system, one menu item definition (name) can be associated with several different prices (Bar, Restaurant, and Happy Hour). This makes the system flexible.

Types of Database Tables

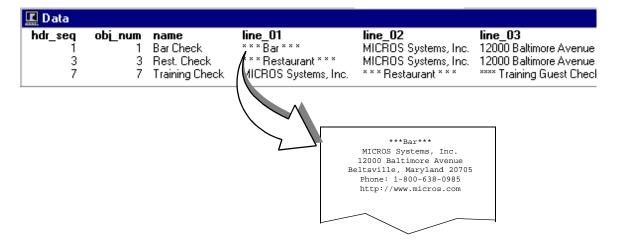
The tables in the database fall into several basic categories: definition, class definition, totals, detail, and status.

Types of Database Tables	Accessible from Configurator	Edited Manually	Updated by System
Definition	Х	Х	
Class Definition	Х	Х	
Total			Х
Detail			Х
Status			Х

Not all of these types of tables can be accessed and edited through POS Configurator. Both definition and class definition tables can be accessed and modified. However, total, detail, and status tables are not accessible through POS Configurator. The system updates total, detail, and status type tables behind the scenes.

Definition Tables

A definition table defines the characteristics of an item in the database, such as a menu item, employee, or guest check. The example below shows part of the Header Definition table (hdr_def). You can see how each line in the header is stored as a column in the database table.



Some of the other definition tables in the 3700 database include:

□ Employee

🗆 Tax

U Order Type

□ Table

- Menu Item
- **D** Touchscreen Style

Help Screen

Reason

Tender MediaTax Class

D Revenue Center

- Order Device
- □ Menu Item Group □ Color Combo

Class Definition Tables

This specialized type of definition table plays an important role in a 3700 database. Class definition tables impact:

- menu items
- printers
- □ condiments □ menu levels
- \Box fixed price meal courses \Box employees
- □ historical totals

Each class defines a set of identical characteristics. The class can then be shared by many different items that use these characteristics.

Advantages of Class Definition Tables

The advantages of class definition tables in the database include:

- **G** Simplifying database programming and maintenance
- Reducing the total disk space required to store a complete set of definitions

Simplifying the Programming Process

Classes simplify database programming and maintenance. For example, assume that you define a menu item class called "Appetizers". When you create a menu item that is an appetizer, you can assign it to the menu item class, "Appetizers". This menu item then shares the same set of characteristics as other appetizers in the database. If you edit the characteristics in "Appetizers", then you automatically change the characteristics for all menu items assigned to this class. Making changes to 12 menu items becomes a one-step process.

Menu Item Table	Type Class
101 Wings	Appetizers
102 Brie -	- Appetizers
103 Mushrm	Appetizers
Menu Item Type Class Table	Shared Definitions
1 Appetizers	

Reducing Disk Space

Since you are not storing class definition information with every menu item, you have less information to store on the server. For example, 12 menu items each increment the seat number when ordered. *Increment seat number* is an option selected for the menu item class. As a result, each menu item record does not require this option selection.

Class definition tables in the 3700 database include:

- **Condiment Selection**
- Course Selection
 - Employee

□ Menu Level

- Print Definition
- Historical Total
- □ Menu Item Type

Totals Tables

Totals tables contain accumulated totals information that reflect transaction activity, such as menu item sales and time period sales. The system provides different types of totals, including:

- □ Employee □ Menu Item Group
- □ Order Type □ Tax
- □ Menu Item □ Serving Period
- □ Cashier □ Time Period
- □ Family Group □ Revenue Center
- □ Major Group □ System

Unlike definition tables, totals tables are not accessible through POS Configurator. The system updates these tables automatically based on transaction activity. To see the transaction activity associated with these totals tables, you must generate reports.

Configuring Totals

In the Reporting folder you'll program definition tables to manage the totals information. The system can be programmed to:

Create daily totals

You may choose which totals to store on a daily basis.

- Store daily transactions for a specified number of days For example, you may want to keep historical totals, going back as far as a year or two.
- Purge totals

This procedure is a basic housekeeping chore, designed to help you manage the amount of information that you keep. From an administrative perspective, this procedure also conserves disk space.

Detail Tables

Detail tables hold supporting information about transactions and activities. For example, the Time Card detail table stores an employees clock in date and time, clock out date and time and total number of hours. Some other detail tables in the 3700 system include:

- **Credit Card Batch**
- □ Transaction
- □ Sales
- □ Check
- Menu Item
- □ Tender Media

- **Credit Authorization** Request
- □ Discount/Service
- **D** Tips Declared
- □ Cancel
- No Sale

Status Tables

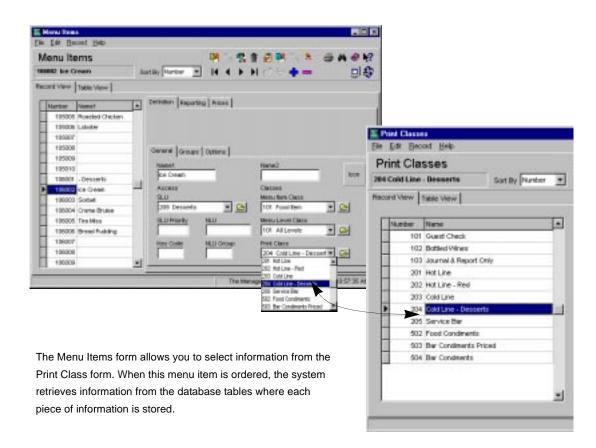
The system updates status tables to respond to system activity. For example, the system status table contains the business date, and the date and time of the last system update. The employee status table includes information about an employee's current activity. For example, it includes the job number this employee is clocked in under.

How Forms are Related to Tables

The forms in POS Configurator allow you to enter information into the database tables. The information you enter in a form is not always stored in just one table in the database. For example, when you program the Menu Items form you enter the name and price of each menu item. These are stored in the Menu Item Definition table and the Menu Item Price Definition table. POS Configurator simplifies the programming process by eliminating the need to access multiple tables.

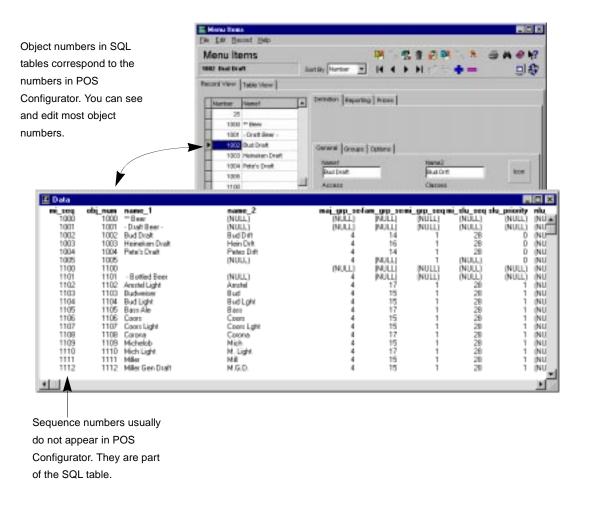
Linking Forms

Many of the forms in POS Configurator contain fields that are links to other forms. For example, when programming a menu item, you must link it to a Print Class. You can add to or modify the Print Classes form if you click the folder icon beside the field.



Sequence and Object Numbers

Each record in a 3700 database table is identified by a unique sequence number. Sequence numbers refer to individual records in the table and therefore may never change. You cannot view sequence numbers in most POS Configurator forms, because they are set in the database. Object numbers, on the other hand, are part of every form in POS Configurator.





You cannot directly change an object number to one that already exists for another record. Each object number in the database must be unique. To change object numbers, assign a new (unique) object number to the items you want to change. Then you may reassign the numbers.

Scope

The scope of the 3700 system allows you to consolidate and share data:

- □ for a revenue center
- □ for the entire system

For instance, you can create sales and labor reports for each revenue center. And of course you can create these same reports on a system-wide basis.

Chapter

Creating a Database

This chapter describes the procedure for creating a database.

In this chapter

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Programming Methods	2-5
Suggested Programming Order	
POS Configurator Folders and Forms	2-9
Wrapping Up	2-10

Overview

Programming a new database requires you to do some planning. Use the 3700 Site Survey to gather information about the restaurant and its operation before you attempt to program a database.

Read this chapter for information about the following programming topics:

- □ Pre-programming steps
- **D** Programming methods
- **□** Introduction to the programming process
- **U** What to do after you complete programming

Database Sources

There are several ways you can create a new database:

- □ Adapt the 3700 sample database
- **Adapt a 3700 database from a similar site**
- **Convert a 2700 database**
- **D** Program a shell (blank) database

Whether you choose to start fresh or with an existing database, you must plan ahead to ensure successful implementation.

Using the Site Survey

The site survey should be completed by the programmer/ installer early in the installation process, so that you can use it when developing the database.

Completing the Site Survey The *3700 Site Survey* contains questionnaires and charts for compiling information about the restaurant. The programmer/ installer conducts interviews with restaurant management acquire the information.

If you have not yet completed the site survey, do so before developing the database. The site survey will ensure greater success during and after the installation.

Adapting or Converting an Existing Database

Starting with an existing database, one that has common features enabled, is faster and easier than programming a blank database.

Options for starting with an existing database include:

- □ Adapting the sample 3700 database
- □ Adapting an existing, similar database.
- **Converting a 2700 database**

Adapting the Sample Database MICROS provides a sample 3700 database with every system. The sample database contains records you can modify, and has a typical set of features already enabled.

Adapting a Similar Database

Chain restaurants usually use identical operating procedures and menus. When installing a system in a new unit, you may wish to copy the database an existing site and modify it to meet the new restaurant's specific needs. Converting a 2700 Database

You can convert a 2700 database for use in the 3700 system. Although this is certainly preferable to typing a 2700 database into the 3700 POS Configurator, you'll still need to make changes to areas of the database that are different in the 2700.

For example, keyboards are not used in the 3700 database. As a result, you must create touchscreens to replace 2700 keyboards, and redesign any areas in the database where keyboards are used, such as menu items and employees.

For information on 2700/3700 conversion utilities, contact your MICROS representative.

Programming a Shell Database

If you choose to start with a blank database, you must program the forms in the order shown in "Suggested Programming Order" on page 2-7. Before you begin, read the warning section titled "Don't Lock Yourself Out" on page 2-7

Blank Forms

When you start with a blank database, most forms do not contain any records. An exception to this are forms that have a preset number of records available or forms that contain required information. For example, the Report Templates form contains a record for each report template that comes with the system. You cannot delete these records, but you can insert additional records if needed. If a form does not contain records, you must add them. See "Adding Records" on page 3-18 for more information.

Programming Methods

There are two ways to approach database programming:

- **D** Programming by feature
- □ Programming by form

The most efficient way to program a new database or make major changes to an existing database is to do so by form. If you need to modify or enable a particular feature, then you should do your programming by feature.

Using the Feature Reference Manual

The *Feature Reference Manual* is the primary reference to the 3700 system. The *Feature Reference* is an encyclopedia of system features, from hardware to POS transactions.

Each feature has the following sections:

- □ Description
- Usage
- Examples
- Reports
- Enabling
- **Gamma** Related Topics

The Enabling section provides a summary of the options and fields that make the feature work.

Programming by Feature

Some features may require programming a combination of components in several different forms. For example, to enable the suspend/resume feature, you must program fields or options in the RVC Transactions, Employee Classes, and Tender/Media forms.

Some features of the 3700 system require you to define a single option. In the case of double-wide printing, for example, selecting a single option enables the feature.

Introducing POS Configurator and POS Configurator's online help module do not provide instructions for programming specific features. When programming by feature, refer to the *3700 Feature Reference Manual*.

Programming by Form

Systematically completing information in the forms is the fastest way to program a database. To minimize re-opening forms and save time, use the "Suggested Programming Order" on page 2-7.

Programming Order

This order is designed so that you program a database in much the same way that you would build a house: before you put up the walls, you need a foundation.

Start with the first form and work your way down the list. Depending on the restaurant's needs, you may not need to program every form. Optional forms are listed last and may be programmed at any time.

Suggested Programming Order

Don't Lock Yourself Out

When entering POS Configurator for the first time in a blank database, the system grants you access based on the fact that the database is empty.

However, once records of any kind are entered in the database, the system enables Configurator Access security. This means that the system will allow only an authorized employee to continue editing POS Configurator.

When programming a blank database, you must first create a record for an authorized employee— you!

- 1. Open the Employee Class form and create a class.
- 2. Open the Configurator Access form, and select the employee class you just created. Grant read, insert, update, and delete privileges for All Forms to this employee class.
- 3. Open the Employee form and create an employee record. Link this employee to the class you just created, and assign the employee an ID. Remember this ID!
- 4. Save and exit these forms.



WARNING

If these steps are not followed, POS Configurator will lock you out. To recover, you must use SQL to examine and edit the emp_def, emp_class_def, and emp_class_cfg_access_def tables in the database.

Form	Use this link	То	Return to
Before doing anything else, create	a record for an employee	who is authorized to program in POS Co	onfigurator.
Network Node			
Devices			
Interface			
Order Device	Descriptors	Program Headers for remote orders	
Tax Rates			
Tax Classes			
User Workstation	Revenue Centers Order Types	Program Revenue Center Names Program Order Types	Default Sign In Touchscreen
CA/EDC			
Restaurant			
Information Screens			
Reason Codes			

Form	Use this link	То	Return to
Periods			
Time Periods			
Serving Periods			
Print Classes			
Menu Levels			
Discounts/Service Charges	Descriptors	Program Discount/Service SLUs	Touchscreen Style
Tender/Media	Descriptors	Program Tender/Media SLUs	Touchscreen Style
RVC Credit Cards			
RVC Discount/Service			
RVC Display Design			
RVC Interfaces			
RVC Posting			
RVC Printing			
RVC Print Design			
RVC Seats			
RVC Taxes			
RVC Transactions			
Employee Classes			Default Touchscreen
Configurator Access			
Jobs			
Employees	Cashier Totals	Program cashier totals names	
Courses			
Menu Item Classes	Descriptors	Program Sales Itemizers	
Condiments			
Menu Items	Descriptors Report Groups	Program Menu Item SLUs Program Report Groups	Touchscreen Style
Touchscreens			
Touchscreen Designer			
RVC Touchscreens			
Tracking Groups			
Historical Totals			
		Optional Programming	
Macros			
Currency			
Time and Attendance			
Time Clock Schedule			
External Programs			
Autosequences	Report Schedule	Program Report Schedule Classes	
Autosequence Steps	Report Date Range	Program Date Ranges	

Sales			
Menu Items	Courses	Discount/Service	Print Classes
Menu Item classes	Descriptors	Tender/Media	Tax Rates
Condiments	Menu Levels	Currency	Tax Classes
Employees			
Employees	Jobs		
Employee Classes	Time and Attendance		
Configurator Access	Time Clock Schedule		
Devices			
Network Node	Order Devices	Touchscreens	
Devices	Interfaces	Touchscreen Designer	
User Workstations	CA/EDC Drivers		
Revenue Center			
RVC Credit Cards	RVC Posting	RVC Interfaces	RVC Taxes
RVC Discount/SVC	RVC Printing	RVC Seats	RVC Touchscreens
RVC Display Design	RVC Print Design	RVC Table Seating	RVC Transactions
System			
Restaurant	Information Screens	Periods	External Programs
Reasons	Serving Periods	Licensing	Order Types
Macros	Time Periods		
Reporting			
Report Templates	Schedule Classes	Report Groups	Autosequences
Report Classes	Cashier Totals	Tracking Groups	Autosequence Steps
Report Date Range	Historical Totals		

POS Configurator Folders and Forms

Wrapping Up

After you finish programming, wrap up with the following checklist:

- **D** Back up the database
- **□** Review site survey
- **□** Test the database
- □ Clear totals

Perform these tasks before using the database in a live environment.

Back Up the Database

Once you have a working database in place, you will probably continue to make changes. When you make a change to the database, don't forget to make a backup.

Use Windows Explorer to create a backup copy of your database file.

Review the Site Survey

Review the site survey. The features enabled in the database should correspond to the requirements indicated by the site survey.

Review the menu items with the menu provided by the restaurant. Check the employee information in the database with that provided in the site survey.

Test the Database

Testing the database helps you ensure that the database meets operational requirements. Test every key and every feature to make sure they work correctly.

For example, are pop-up menu items available on the correct levels? Are employee privileges set correctly? Can you access every menu item on the correct touchscreens, menu levels, and at the correct prices?

Printing

Use your test to verify that all menu items, discounts, service charges, and tender/media are printing on the appropriate remote, journal, guest check, validation, and local order printers.

Reports

Run all autosequences to verify that reports are set up correctly, including tracking groups. Also, check that the reports print to the proper output device.

Clear Totals

After testing the database, clear any totals that you may have accumulated. For example, if you were testing printing and labor features, close all guest checks, clock out any employees, and clear all totals.

Chapter

Using POS Configurator

This chapter introduces the POS Configurator interface and describes the steps to performing basic operations.

In this chapter

Overview	
The Control Panel	3-3
Opening POS Configurator	3-5
The Main Window	3-7
The Toolbar	
Quick Reference to POS Configurator Tools	3-12
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Copying and Pasting Single Records	
Block Copying and Pasting Records	
Finding a Record	
Editing a Record	
Deleting Single Records	
Block Deleting Records	
Saving Changes	
Printing Employee and Menu Item Definitions.	3-26
Using Touchscreen Designer	3-28

Overview

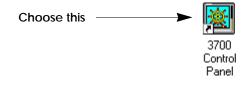
The 3700 POS Configurator interface is easy to learn and use. Refer to the topics on the following pages to understand the tools and functionality of POS Configurator.

The Control Panel

Before you can open and use POS Configurator, you must start the SQL Database Server through the Control Panel. (Note: if you are already running POS Operations then the database server *is* running. Go straight to "Opening POS Configurator" on page 3-5.)

Starting the Control Panel

Open the MICROS 3700 Applications program group and double-click the Control Panel icon.



If this icon is not located on your desktop, use the Windows Start menu to open the MICROS 3700 Applications folder.

📻 MICROS 3700 Applications	Þ	🧾 Demo Software	۲
		🧾 Online Manuals	۲
		🦲 Utilities	►
or choose this		Autosequences and Reports	
	->	💥 Control Panel	
		큦 Credit Card Batch	
		🔎 Manager Procedures	
		🛅 POS Configurator	
		國 This Folder	

Starting the SQL Database Server

Once the Control Panel is open, select the PC that acts as the database server and click Database to start the server. The Database button will start the following processes:

- **Diskless Boot Server (if installed)**
- **Galaxies** SQL Database Server
- □ 3700 DBS Server

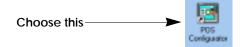
Control Panel

Wait for the Control Panel to display "Ready" before starting POS Configurator.

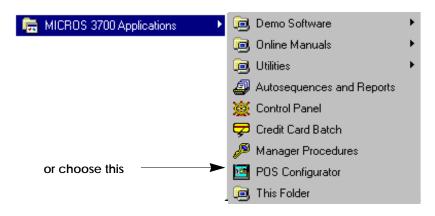
MICROS Control Panel			
<u>File View Options H</u> elp			
Control Panel			Minimize
Restaurant ⊨		Status	License Logging Feature Info
✓ Diskless Boot Server		Rest	aurant
SQL Database Server ✓ 3700 DBS Server		Ready	L .
🛛 🗙 Credit Card Server			Off
Autosequence Server			Database
POS Operations			Back Of House
			Front Of House
			ध्रिद्ध Reload
Status : IDLE	1	Node :	12/31/1997 1:20:52 PM

Opening POS Configurator

Double-click the POS Configurator icon on your PC's desktop.



If this icon is not located on your desktop, use the Windows Start menu to open the MICROS 3700 Applications folder.The



POS Configurator module opens. If this is the first time this database is being programmed, refer immediately to "Don't Lock Yourself Out" on page 2-7.



WARNING

If the steps described on page 2-7are not followed, POS Configurator will lock you out.

If this database has been opened before, the sign-in screen displays. Enter the PC Applications ID programmed in your employee record.

**		
7	8	9
4	5	6
1	2	3
0	Cle	ear

The Main Window

The main window provides easy access to the POS Configurator forms. Each folder on the main window displays a set of buttons that open forms. By completing the fields and options on the forms, you complete the database.

		🧧 3700 POS Configurator			
Menus	-	<u>File Options Totals H</u> elp			
		POS Configurate	or		2
Folders	►	Sales Employees Devices	Revenue <u>C</u> enter System	Reporting	
	-	🔃 Menu Items	🛆 Courses	🏹 Discount / Service	🗳 Print Classes
Buttons	►	式 Menu Item Classes	🛒 Descriptors	😽 Tender / Media	👸 Tax Rates
	-	👌 Condiments	📶 Menu Levels	🦄 Currency	∛ [≭] Tax Classes
Hints —					
	-			The Manager, Bruno	12/17/1997 2:37:26 PM

Menus

Menus provide an alternate way to access information.

The File Menu

The File menu offers the same selections as the folders and buttons. It's just another way to open a form for editing.

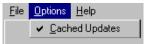
<u>File</u> Options <u>H</u> elp		
<u>S</u> ales	►	<u>C</u> ondiments
<u>E</u> mployees	►	C <u>o</u> urses
<u>D</u> evices	►	<u>D</u> escriptors
Revenue <u>C</u> enter	۲	Discount / <u>S</u> ervice
System	⊁	Currency
<u>R</u> eporting	⊁	<u>M</u> enu Items
	_	Menu <u>I</u> tem Classes
E <u>x</u> it		Menu <u>L</u> evels
	_	<u>P</u> rint Classes
]	_	Tax <u>R</u> ates
		Tla <u>x</u> Classes
		<u>T</u> ender / Media

Keyboard shortcuts

in Sales you can use the keyboard combination [Ctrl] + [C] to open the Condiments form instead of clicking the Condiments button in the main window.

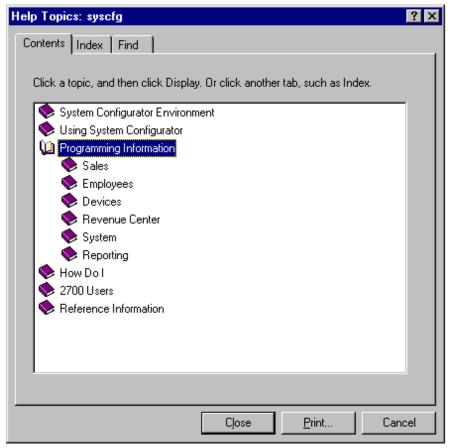
The Options Menu

The Options menu allows you to turn Caching on or off. Select Cached Updates to cause saved changes to be posted to the database when you exit a form. When this option is not selected, changes are posted to the database immediately (upon saving).



The Help Menu

POS Configurator offers online Help. Click Help in this menu to open the Table of Contents. You can select a book and browse through the pages (topics) or search for specific information in the Index.

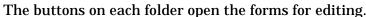


Folders

Each folder in POS Configurator contains buttons that open forms. When you click on a folder name, the buttons change to display the contents of that folder. The folders in POS Configurator include:

- □ Sales
- □ Employees
- **Devices**
- **Gamma** Revenue Center
- □ System
- □ Reporting

Buttons



3700 PDS Configurat			-		-9,
Ele Dotiona Intela He					
POS Configura	ator		8	1	
and the second se	es Heverke Center Syste	n Separare			
Network Node	Crater Devices	1 Touchscreens	2		
Devices	He Herrisces	Touchscreen Designer			
O User Workstebons	CA /EDC Drivers		3		
	_/\				
		The Manager, Bruno / EDC Drivers	12/17/1997 3:29:51 P	N /	
	Z	Driver Sor View Table View Table Vie	Driver System Aut	(()) ° ? } =	• D&
		1			
	0			The Manager, Druno 12	247/1967 3:05:09 PM

Hints

Hints appear at the bottom of each window to give you more detail about an object. To use Hints, simply place your cursor over a field, option, or object.

The Toolbar

The POS Configurator toolbar provides shortcuts to common operations. These shortcuts can save you time as you program or make changes to the database. Refer to "Quick Reference to POS Configurator Tools" on page 3-12 for an explanation of each tool.

Tool Tips

Tools tips appear when you place the cursor over a toolbar button. The tip tells you what the tool does.



Special Tools

Some forms contain special tools to speed maintenance, programming tasks, and printing.



Calendar Tool

This button appears in beside any field that requires you to select dates and times.



View Current

This button displays only active employee records in the Employees form.



View All

This button displays both active and inactive employees in the Employees form.



Print

This button will print the Employee and Menu Item definitions. This tool is only included in the Employees and Menu Item forms.

Quick Reference to POS Configurator Tools

£	Cut Use this button to remove a record and save it to the clipboard.	[CTRL+X]
	Copy Use this button to save selected information to the clipboard.	[CTRL+C]
्रि	Paste Use this button to place saved information in a new location.	[CTRL+V]
P	Copy Record Use this button to save all the information associated with a record to the clipboard.	[F5]
	Paste Record Use this button to place a saved record in a new location.	[F6]
2	Clear Use this button to delete the information in a field.	[CTRL+DEL]
✿	Block Copy/Paste Use this button to copy and paste a group of records.	[ALT+E SHIFT+b]
췝	Block Delete Use this button to delete a group of records.	[ALT+E SHIFT+k]
#	Find Use this button to search for fields that contain a certain value.	[ALT+R SHIFT+d]
M	First Record Move to the first record (the beginning).	[CTRL+F]
•	Previous Record Move up one record.	[CTRL+P]
	Next Record Move down one record.	[CTRL+N]
M	Last Record Move to the last record (the end).	[CTRL+L]

1	Save Changes Use this button to save changes to the database. Note: If Post Cached Updates is not selected in the Options menu, changes are automatically posted as you move between records.	[CTRL+S]
+	Insert Use this button to insert a blank record. The next available record number will be used.	[Insert]
	Delete Record Use this button to remove a record.	[CTRL+DEL]
5	Undo Use this button to erase the last change made. This button is only available (red) before the change is saved.	[CTRL+Z]
	Main Window Use this button to bring the Main Menu to the top of the desktop.	[ALT+F SHIFT+m]
\$	Switch to Another Form Use this button to switch to another open POS Configurator form.	
2	Help Use this button to open the help file.	[CTRL+L]
N?	Context Sensitive Help Use this button to get context sensitive help while working in a form. You can click on a field or option to get more information.	[CTRL+L]
₽	View All (Employees form) Use this button to see current and former employee information.	
₽	View Current (Employees form) Use this button to only current employee information.	

Working with Forms

The forms in POS Configurator allow you to enter information into the database tables. You can choose to work in either Record or Table View. In Record View, you see only the options and fields for the record that is selected. Record View is best when adding or changing a single record and Table View is best for adding or editing multiple records.

Working in Record View

In Record View, the 3700 interface uses a form to display fields and options. You can create new records in the database by completing the necessary fields and selecting the options that apply.

🛅 Employees	;		
<u>F</u> ile <u>E</u> dit <u>R</u> e	cord <u>H</u> elp		
Employ	ees		🔒 🔒 📑 🕸 🕯 🖉 🛤 🏷 🔌 🛛 📣 🥔 📢
1 Kramer		Sort By N	umber 🔽 🛛 🖌 🕨 💅 🖯 🖶 💻 🗐 🤹
Record View	Table View		
Number	Last Name	First Name 🔺	General Options Employee Status Job Rates
▶ 1	Kramer	Phoebe	Employee Identification
2	Sherman	Dave	
3	Johnson	Rachel	Check Name Payroll ID TBA: Language ID
4	Mark	John	Phoebe 123-46-6789
5	English	Jake	ID PC Application ID
6	Charlton	Lydia	1 1001
11	Sessions	Aja	
12	Rothburg	Drew	
13	Hines	Jennifer	Description
14	Barber	Matthew	Employee Class Start Date
15	Greene	Michael	401 Server (On Demand)
16	Cox	Kelly	
21	Retail AM	AM	Late Clock In Grace End Date
22	Retail PM	PM	
99	The Manager	Bruno 💌	
			The Manager, Bruno 12/17/1997 3:41:53 PM

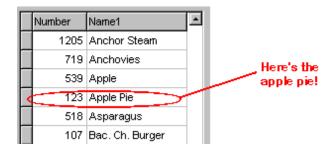
Selecting Options

Option selections appear as checkboxes when you are working in record view. To select, click the box. A check appears to indicate that the option is selected. To clear an option, click the box to remove the check.

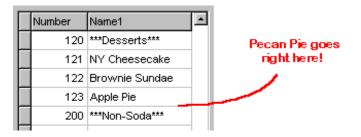


Sort By

You can sort items for display by name or by record number. Sort by name to quickly locate a certain menu item.



Sort by record number to quickly locate blank records within a group.



Tabs

Tabs within the forms organize the information into logical groups.

Folder Links



Some fields are actually links to other tables. When you click on the folder next to the field it opens the other form so you can edit or create records in that form.

Browse



The browse button is displayed in certain form. The button will open a window containing the directory structure of the PC and allows the user to store the selected file.

Context-sensitive Help



To get information about a field or option, click the Help button. A question mark displays next to the cursor while you are in Help mode. When you click an option or field, a popup window displays detailed information. When you are finished viewing the information, click the Help button again to end Help mode. The cursor returns to normal. You may click as many fields and options as you want while in Help mode.

	General Options	
Items Are. ☐ Appetiz ☐ Bevera	ers	Other Parameters
I Shar g TBA T Cond I Cond I I I I I I I I I I I I I	nultiplying Price 1 b classes that are pric Veighed menu item for weighed items, t fare weight (the we f a scale is not user an employee may er f his option cannot f Check availabil	uired calculate the price of items in this class by y the weight. Use this option with menu item ed by weight. Is must have a preset price. the Price 4/T are field should contain the ight of the package). d, a weight key must be programmed so that net the weight. be used with the following setting:



You cannot select or deselect options in Help mode. You must return to normal mode before you may continue programming.

Working in Table View

Table View is best for adding multiple records. In Table View, you can copy and paste columns of information. You can also add, change, or delete multiple records more efficiently. For example, if you wanted to add three new soups to the menu, you could block copy/paste three existing soup records and then change their names, and other unique information.

Menu Ite	em Classes		◇、 🕀 🏦	名 📴 🐴 🚴	M 🤣 🕅
101 Food Item				1/94-	.
Record View	Table View			• • •	
Number	Name	Privilege	Sales Itemizer	Tax Class	
101	Food Item	0	1 Food/Soft	101 Food Tax	
102	Appetizer	0	1 Food/Soft	101 Food Tax	
103	Food Item Non-Taxable	0	1 Food/Soft		
104	Food Open Item	0	1 Food/Soft	101 Food Tax	
105	Prefix Item	0	1 Food/Soft	101 Food Tax	
106	Bread	0	1 Food/Soft	104 Canadian Tax	
150	Condiment	0	1 Food/Soft	199 No Tax	
151	Condiment Priced	0	1 Food/Soft	101 Food Tax	
152	Weight	0	1 Food/Soft	101 Food Tax	
153	Special Prep	0	1 Food/Soft	199 No Tax	
201	Cocktail/Liquor Item	0	2 Liqr/Beer	102 Beverage Tax	
203	Liquor Open Item	0	2 Liqr/Beer	102 Beverage Tax	
204	Liquor Bump Item	0	2 Liqr/Beer	102 Beverage Tax	
251	Liqr Condiment Priced	0	2 Liqr/Beer	102 Beverage Tax	
301	Bottled Beer Item	0	2 Liqr/Beer	199 No Tax	

Adding Records

POS Configurator makes it easy to add new records to the database. You can add a new employee or a new group of menu items simply by inserting a record in the corresponding file. If you are adding a long list of items, you may want to work in table view. See "Working in Table View" on page 3-17.

To add a record

- 1. Click the record below which you wish to add a new record.
- 2. Click Insert. POS Configurator creates a new record and automatically assigns the next available record number.
- 3. Enter a name for the new record.
- 4. Complete the associated fields and options that define this item.



Use the [Tab] key to move through the fields more quickly.

Copying and Pasting Single Records

You can copy and paste a single field or an entire record. Use Copy and Paste in Table view to add new items to the database.

To add a record using copy and paste

- 1. Select the record you want to duplicate.
- 2. Click Copy Record. POS Configurator copies the record to the clipboard.
- 3. Use the Insert button to create a blank record if one is needed.
- 4. Click Paste Record. POS Configurator duplicates the record at the next available record number.
- 5. Give the new record a unique name and modify as needed.
- 6. Click Save.

To copy and paste a field

- 1. Select the field you want to copy.
- 2. Click Copy.
- 3. Click in the field where you want to paste the information.
- 4. Click Paste.
- 5. Click Save.

Block Copying and Pasting Records

You can copy a range of records and paste them in a new location using Block Copy/Paste. This is useful for adding a group of new records which share many of the same characteristics as existing records. For example, you may want to add three new salads to the menu by copying three existing salad records and changing the names.

To copy and paste a block of records

- 1. Select the first record in the range you want to copy.
- 2. Click Block/Copy Paste. POS Configurator displays a dialog box.

Block Copy / Paste 🗙
Starting Record Number
Insert Mode
Append to end
C Insert as contiguous block starting at
C Insert in open positions starting at
OK Cancel

- 3. Type the range of record numbers you want to copy.
- 4. Select a paste option.
- 5. Click OK.

Finding a Record

You can locate records within a form using Find. This is useful for searching a form that contains a long list of records, or for making changes to records that share a value. For example, you can search for a particular employee record by name, or find all the menu item records with the same price.

To find a record

1. Click Find. POS Configurator displays a dialog box.

Locate Field Value
Field Name
Name1
Field Value
Search Type
Case-sensitive
C Exact Match
Partial Match at Beginning Destial Match Assembly:
O Partial Match Anywhere
Fi <u>r</u> st <u>N</u> ext <u>C</u> ancel

- 2. Choose a the name of the field you want to search.
- 3. Enter the word or number in Field Value.
- 4. Select the search parameters you wish to use.
- 5. Click First.

Editing a Record

Edits may be completed in Table View or Record View. To edit a record

- 1. Click the field you want to edit.
- 2. Type the new information.
- 3. Click Save.

To clear a field

- 1. Click the field you wish to clear.
- 2. Click Clear.

Deleting Single Records

You may occasionally need to delete a record from the database. For example, a menu item that's been discontinued could be deleted.

To delete a record

- 1. Click the record you want to delete.
- 2. Click Delete. The system asks you to confirm the deletion.
- 3. Click OK. The record is removed from the database.



To disable a menu item or employee record, but preserve it in the database for future use, use the *Effective To* field to make it inactive.

Block Deleting Records

You can easily remove a range of records using Block Delete. To delete a block of records

1. Click Block Delete. A dialog box displays.

Starting Record Number	
Ending Record Number	[]
1 m	Cancel

- 2. Type the record numbers for the range of records you want to delete.
- 3. Click OK. The system asks you to confirm the deletion.
- 4. Click OK.

Saving Changes

To save a change

1. Click Save.

Printing Employee and Menu Item Definitions

There is a print button 🖨 on the Employee and Menu Item forms. The button will print out a report with either all, or a range of definitions.

When the print button is selected, the following will be displayed:



When Range is selected, the From and To pull down menus will be active. When All is selected, the From and To pull down menus will be inactive.

Employee Definition Report

				Employee De MICROS Systems - Be	finitions favilie, MD	Report Employe		
Empl #	Engl D#	Employee N	large large	Employee Class	Payroli ID	Printed on Priday, March 27, 1998 - T.34 Ab		
Code in	Colds and	C Specified 1		Conjudged Cours	1 april 10			
3	5	Rechal	John you	Server (On Demand)	483-08-3412			
4	4	John	Mark	Server (On Demand)	405-04-0822			
6	5	Jake .	English	Server (On Demand)	499-09-0412			
8 11 12 15		Lydia	Charlton	Cashier	005-04-5812			
11		Aa	Services	Batander	795-08-9130			
12	12	Drew .	Rodhburg	Batender	403-55-9802			
13	13	Jannifer	Hinas	Batandar	085-661111			
14		Matthews	Rather:	Batender	045-04-0070			

				MICROS Systems	- Beitsville, MD					nt Employee
NEW.		Name 1	Name 2	Major Broup	Family Group	Menu Bern Class	Printe Printe 1	d on Friday, M Price 2	Price 3	Frice 4
	NUUW							PTICE 2	Phoe 2	Phoe 6
3101	201	Chard Consertine	5in #281	Wilme	Bottled Phemium	Bottled Wine	45.80			
3102	2012	Chard Stag's Up	9in #282	triine	Bottled Premium	Bottled Wine	40.00			
3400	280	Chard Senoma Cat	Din #281	letime.	Bottled Phemium	Bottled Wine	15.80			
3104	182	Chard I. Tamac	Bin F182	Miller	Bottled Premium	Bottled Whe	25.80			
3105	205	Chard Kendali-Ja	9in #205	letitue .	Bottled Phemium	Bottled Wine	29.80			
3108	2000	Chard Gryinh Hill	Bin #220	Million	Bittled Prenium	Bottled Whe	60.80			
3107	207	Chard Cuvalison	9in #207	Million Barrison	Bottled Premium	Bottled Whe	29.80			
3108	205	Chard Caludread	Bin #208	Milme	Bottled Prenkers	Bottled Wine	40.80			
3108	2019	Macon Lugny	En F(21)	Million	Bittled Prenium	Bottled Whe	30.80			
3110	210	Charrougne Montra	8in #210	Milme	Bottled Phenium	Bottlad Wine	65.80			
3111	211	Savourne, Chavig	Bin #211	Milme	Bottled Prenkers	Bottled Wine	40.80			
3112	242	Poully Fame	5in #212	Wilne	Bottled Phemium	Bottled Wine	60.80			
3113	542	Poully Faisse	Bin #213	luline.	Bottled Phenken:	Bottlad Wine	38.80			
3114	214	Chabits Validon	Bin #214	leffine .	Bottled Phemium	Bottled Wine	50.80			
3115	216	Fiepi F.Fichter	5in #215	Wilnes.	Bottled Phemium	Bottled Wine	15.80			
3115	210	Munieta's Well	9in #216	Miller	Bottled Premium	Rottied Wine	39.80			
3117	247	Sauv Meo Fregla	Bin #217	leffine .	Bottled Phemium	Bottled Wine	16.80			
3208	380	- Red Wine		Miller	Bottled Premium	Bottled Whe				
3201	260 4	Cab Duckhem	Bin #081	Miller	Bottled Premium	Bottled Wine	55.80			
3300	382	Cab Jentian's Mn	Bin #382	Milere	Bittled Prenium	Bottled Whe	40.80			
3200	382	Cab Laurel Glen	8in #282	Miller	Bothed Premium	Bottled Whe	60.80			
3306	305	Call Freemark /68	Bin #GDA	Milma	Bottled Premium	Bottlad Wine	34.80			
3208	300	Meriol Schafer	Bin #200	Milere	Bottled Premium	Bottled Whe	64.80			
3307	367	Marlot Wents Bro	5in #187	Wilma .	Bottled Phenken:	Bottled Wine	35.80			
3308	388	Marint Newton	Bin #200	Milma	Bottled Premium	Bottlad Wine	48.80			
1209	389	Chat: Neuf du Pap	5in #089	life and the second sec	Bottled Phenken:	Bottled Wine	60.80			
3259	310	Pinot Nr Mandavi	8in #010	Wilma	Bottled Phemium	Bottled Wine	65.80			
3211	311	Finot Mr Rex Hill	Bin #011	letime.	Bottled Phenken	Bottled Wine	40.80			
8292	342	Bruno Prato Dord	Bin #012	Wilma .	Bottled Phenken:	Bottled Wine	39.80			
3213	312	'Mino Nelbile Di M	9in #212	Miller	Bottled Phenium	Bottled Wine	50.80			
3214	314	Bazane, Premier	9in #014	Miltre	Bottled Phenium	Bottled Wine	50.80			

Menu Item Definition Report

Using Touchscreen Designer

The illustrations below will help you get acquainted with Touchscreen Designer.

	List of Touchscreens	Highlighted key	Template Style and Resolution	Tools /	
	Touchscreen Designer File Edit <u>R</u> ecord <u>H</u> elp		/		
	Touchscreen De	signer		*	
L,	► 322 Split Numerc	Template: 1 Cla Resolution	assic style - 📴 🏠 😤	3 m 2 D. *	5 🤌 🛤 🧶 🎀
	Color Scheme 256 Colors			1 1/ 9	- 🛛 🖵 🤃
Γ					
		7	B 9		
		4	5 6		
		1	2 3		
		╏═╍══┛╧═══			
		0			
	Legend	Font Arial Me	dium	Category Function	on: Numeric
	Icon Pos Center 💌	Next		Function Enter	
		Color Black or	n Gray	Key N	umber 65549
			The Ma	nager, Bruno	02/23/1998 2:54:56 PM
		▲			
		I			
		Fields			
	 Design Area 				

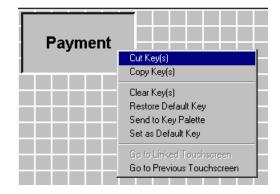
Touchscreen Designer Fields

Legend	Enter the word or phrase to display on this key.
lcon	Select an icon to display on the key if one is desired.
Icon Pos	Select a position for this icon: Left, Right, Top, Bottom, Center
Font	Select a font to display the legend for this key.
Color	Select a color combination for this key.
Next	Enter the Next touchscreen to display when this key is pressed if appropriate.
Category	Select the correct key category for this key.
Function	Select the action this key performs.
Key Number	This field is completed automatically when you select the Category and Function.
Template	Displays the selected template.
Resolution	Select the resolution to change the display size.

Changing the default key size

The default key size can be changed to automatically insert the desired key on the touchscreen without having to manually change the key size. To set a new default key size, right-click on a key and select Set As Default Key. This is now the default key size, color, and font. To change back to the original default key size, right-click on the design grid and select Restore Default Key.

Right-click touchscreen key The following menu will pop up when you right-click a touchscreen key. You can then choose any of the options listed.



Right-click touchscreen

The following menu will pop up when you right-click any area of the touchscreen. You can then select from any of the options.



Multiple Select

Multiple Select allows you to select several touchscreen keys by holding the PC keyboard's [Control] key while selecting the touchscreen keys. The user can then edit every key selected at once.

Drag and Resize

The drag and resize option allows you to move and resize keys that already exist on the touchscreen. Any single key can be resized by using the cursor to drag the key's border to the desired size. Any key can be moved across the screen by selecting the key and dragging it to the desired spot on the touchscreen. The Key Palette

The key palette is a type of "clipboard" on which one or more keys can be stored while designing a touchscreen. Keys can be moved from the touchscreen to the key palette and back again.

🔟 Key Palette	<u>- 🗆 ×</u>
Select Touch Key	
Payment	
Clear Key Palette	el

To enable the key palette, click the key palette button on the tool bar.



To add a key to the key palette, right-click on the key you wish to move and select Send To Key Palette. There are two ways to bring a key back from the key palette:

- Place the cursor on the touchscreen field and right-click. Select Get From Key Palette. The key palette displays: Select the key you want and press OK.
- Open the key palette and highlight the key you wish to bring back to the touchscreen. Click OK. The key will be moved from the key palette to the touchscreen.

Chapter

Devices

The Devices folder is your gateway to configuring the hardware devices used in a restaurant. It includes forms for programming user workstations, printers, touchscreens, and interfaces with other systems.

In this chapter

Overview	
Network Node	
Devices	
Order Devices	
User Workstations	
Interfaces	
CA/EDC Drivers	
Touchscreens	
Touchscreen Designer	4-27

Overview

Complete the forms in the Devices folder in following order to configure the system hardware:

- 1. Network Node
- 2. Devices
- 3. Order Devices
- 4. User Workstations
- 5. Interfaces
- 6. CA/EDC Drivers
- 7. Touchscreens
- 8. Touchscreen Designer

Network Node

In the Network Node form, create a unique name for each PC in the system, and associate it with the computer's name. Choose a name that identifies the location of each node for quick access.

Programming

Network

Program a network name, IP Address, and Subnet Mask for each PC. Also program all Diskless PCs in the system.

Image: Network Node Eile Edit Record Help Network Node 1 PCWS01 (Diskless) Sort By Number	-□× ▶ ☆ ☆ ☆ ☆ ▷ ☆ ◆ ▲ ● ₩ ※ ▶ ↓ ★ ▶ ₩ 1⁄2 つ - ■ ⊉
Record View Table View	Network Com Ports
1 PCWS01 (Diskless) 2 PCWS02 (W/Harddrive) 101 Server	Computer Name DNS Domain Name PCWS01 Image: Computer Name IP Address Subnet Mask 192.168.1.10 255.255.2 Image: Computer Name Image: Computer Name Image: Computer N
	Diskless Configuration PC Type DNS Server IP Address PC Workstation Boot Filename Default Gateway IP Address pcws.ing MAC Address 11111111111
	The Manager, Bruno 03/04/1998 9:09:30 AM

Example

In the example above, the Server is located near the kitchen and the third workstation is located at the host station. They are named Server and PCWS03 (Diskless).

COM Ports

🚾 Network Node - 🗆 🗵 <u>File Edit Record H</u>elp M 🧼 💦 Network Node 📴 🖄 😤 🍈 名 🛤 🖒 🎘 🗐 🎝 1 PCWS01 (Diskless) Sort By Number • Record View Table View Network Comm Ports Number Name 1 PCWS01 (Diskless) Com Port 🔺 2 PCWS02 (Diskless) 🕨 🕅 💅 🔁 🖶 💳 4 M Þ 3 PCWS03 (Diskless) Baud Rate 4 PCWS04 (Diskless) 5 PC/VS05 (VV/Harddrive) 9600 Baud • 101 Server Parity Type Num Data Bits ◯ 7 bits None 8 bits C Even 🔘 Odd Num Stop Bits 💽 1 bit O 2 bits • • The Manager, Bruno 12/30/1997 11:43:01 AM

Program COM ports and parameters..

Devices

Use the Devices folder to identify each physical device in the system. Select a name that identifies the function of the device. For example, *Bar Printer* is more descriptive than *Printer #5*.

Methods

When listing devices you can:

- **List every UWS first, followed by peripheral devices.**
- □ List each UWS with its associated peripheral devices immediately below.

Programming

General

Name and identify each physical device in this system.

🔤 Devices	
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp	
Devices	N C3 S3 da 2 Da C3 2 A4 ⊗ N2
1	Sort By 🔄 🕅 🔹 🕨 🞷 🔁 🖶 💻 🛄 🤯
Record View Table View	
Number Name 1 PCVVS01 2 PCVVS02 3 PCVVS03 4 PCVVS04 5 PCVVS05 11 Express01 12 Autocut01 101 Server 102 Journal 103 Epson Printer	General Printer Definition Printer Interface Device Type User Workstation Image: Comparison of the second se
	The Manager, Bruno 12/18/1997 8:47:52 AM

Example

In the example above all PCWS are listed first with the printer(s) listed last.

Printer Definition

If the device is a printer, specify its type and settings.

🔤 Devices				
<u>File E</u> dit <u>R</u> e	cord <u>H</u> elp			
Devices	i		隆 🐴 🛃 🖡	
11 Express01	l	So	rt By Number 💌 🚺 🖣 🕨 🎷	≥+- 🧕ቆ
Record View	Table View			
Number	Name		General Printer Definition Printer Interface	
1	PCVVS01			
2	PCWS02		Printer Definition	
11	Express01			
12	Autocut01		Printer Interface Type Printer	Туре
101	Server		IDN Interface Expre	ess Thermal 💌
102	Journal		Print To Disk Filename	
			Line Feeds Columns	
			Printer Options	
		-	Printer graphics available	
			The Manager, Brun	o 03/04/1998 9:18:00 AM

Example

In the example above, record number 2 is identified as an Express Thermal with 42 *Columns* and 10 *Linefeeds*.

Printer Interface

If the device is a printer, specify its IDN ID (if required) and its com port.

🔤 Devices				
<u>F</u> ile <u>E</u> dit <u>R</u> eco	ord <u>H</u> elp			
Devices			🖲 û 🛣 🖥 名 🛤 û	
103 Epson Print	ter	Sort By	4 4 🕨 🕨 🕫 🖶	·- 💷 🤃
Record View T	able View			
Number N	Name	General Printer Defin	ition Printer Interface	
1 F	PCWS01			
2 F	PCWS02	Port	Communications	
3 F	PCWS03			
4 F	PCWS04		Com Port	
5 F	PCWS05			
11 E	Express01		Current Port Setting	3
12 /	Autocut01		Baud Rate: 9600 E	laud
101 S	Server		Parity: None Data Bits: 8	
	Journal		Data Bits: 8 Stop Bits: 1	
103	Epson Printer		Stop Bits.	
			1	
		<u>-</u>		
			The Manager, Bruno	12/18/1997 8:50:36 AM

Example

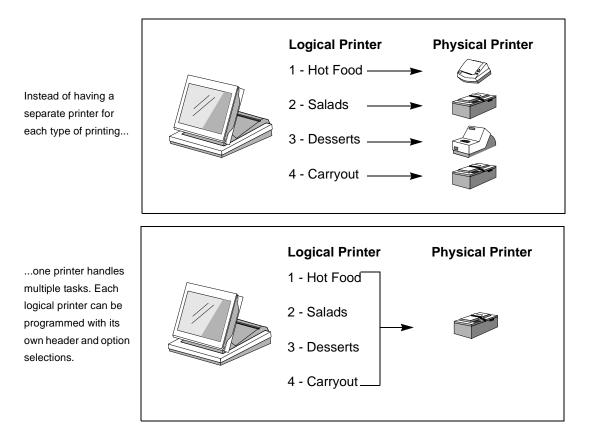
The example above shows the *IDN ID* and *COM Port* for the Epson Printer.

Order Devices

Use the Order Devices folder to configure the devices that print order output in this restaurant.

Using Logical Order Devices

It is possible to list more order devices than there are physical printers in the system, by creating "logical" devices. When logical devices are used, a single device, such as a thermal printer, can accept remote orders for several "logical" printers. The logical devices you program in the Order Devices form are available whenever a remote order device is selected in the following forms: User Workstation, Menu Items, Tender/Media, Discount/Service Charge.



Backup and Redirection Devices

A backup printer takes over the printing for a device if it fails to operate. (It can fail to operate when it's out of paper, for example.) A redirection device allows the output for a printer to be rerouted automatically. For example, an autosequence might be created that includes redirecting order output during a certain serving period in the restaurant.

Programming

General

Create a record for each logical order device this restaurant will use. Use the folder link to go to Descriptors | Headers and create a header for each order device.

🔤 Order Devices			
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp			
Order Devices		🕒 🖻 🛣 🕯 名 👫 🏠	
1 Hot Line	Sort By Number	. К∢►⊁11/90	- 💷 🤹
Record View Table View			
Number Name		General Options	
Hot Line			
2 Cold Line		Header 101 Hot Hdr 🔽 🕞	
4 Service Bar Line		Device	
6		11 Express01 💌 🕒	J
7		Backup Device	.
8			
8		Redirection Device	
11		1 Hot Line	<u> </u>
12		Check Info Print Format	
13		Do Not Print 💌	
14			
		The Manager, Bruno	12/18/1997 8:52:00 AM

Example

In the example above, the Hot and Cold Line printers are actually the same physical device. However, by using logical order devices, this restaurant displays the Header **HOT** when printing hot food to the Express Thermal.

Options

Select options to control the appearance of order chits printed by each device.

🔤 Order Devices			_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp			
Order Devices		🖻 🖒 🛣 🖥 名 📴 🍅	
1 Hot Line	Sort By Number	· · · · · · · · · · · ·	- 💷 🧔
Record View Table View			
Number Name		General Options	
Indiniber Intanie International Internatinational Internatione International International International		Condiments	Seats
2 Cold Line		Multiple condiments per line	Sort by seat
4 Service Bar Line		Multiple condiments in red	 Print seat number Seat number in red
6			Seat number in red
6		Other Options	
7		Do not sort	
8		Do not consolidate	
8		Print dopplebon chit Print SOS header	
10		Print line by line	
12			
13			
14			
		The Manager, Bruno	12/18/1997 8:55:36 AM

Example

In the example above, this restaurant selects options that cause the seat number to print on order device output.

	HOT	
SEAT 1 BUFFALO	WINGS	

User Workstations

Use the User Workstations form to assign touchscreens, options, order devices, and printers to each UWS. Option settings can be customized for each UWS. For example, the auto sign out of employees at the UWS behind the bar may be disabled, but remain active at the wait staff's UWS.

Guest check, and credit authorization/endorsement printers should be convenient to the workstation they serve. Remote printers should be convenient to the kitchen area they serve.

Assigning Default Screens

You may choose to assign default touchscreens by Employee Class, UWS, or revenue center. The following table shows the priority the 3700 system gives to each screen.

Priority Level	Field	Form
1	Training Screen	RVC Touchscreens form, Touchscreens tab
2	Default Touchscreen	Employee Classes form, Clock In/Sign In tab
3	Default Transaction	User Workstations form, General tab
4	Default Transaction	RVC Touchscreens form, Touchscreens tab

Cash Drawer Assignments

Cash drawers may be assigned in two ways in the 3700 system, by UWS or by employee.

To assign cash drawers by UWS Select the option *Assign drawer by UWS* in the User Workstations (Cashier) form.

Program an [Assign/Change cash drawer] key in this revenue center's SLU.

Select the *Open drawer* option for Tender/Media keys that should cause the cash drawer to open.

Programming

General

Make selections for each UWS. Use the folder link to go to RVC Transactions to create a name for each revenue center. Use the folder link to go to Order Types to create the order types for this restaurant.

Make a note to return to the *Default Transaction* field after Touchscreen programming is complete if you are assigning default screens by UWS.

🔤 User Workstations		_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
User Workstations		🥙 💦
1 PCWS01	Sort By Number 🔽 🛛 🖌 🕨 🕨 🎷 🗇 🖶 📼	🗉 🚯
Record View Table View		
Number Device Name	General UWS Options Cashier Order Devices Printers Peripherals	1
1 PCVVS01		. 1
2 PCWS02		
101 Server	Revenue Center Default Information Screen	
	1 Restaurant 💽 🕞	
	Default Transaction Screen Default Order Type	
	Override Check Start # Override Check End #	
	License Code 1 Auto Sign-Out Delay 30	
	The Manager, Bruno 01/13/1998 4:19:3	33 PM //

Example

In the example above, PCWS01 is assigned to the revenue center called Restaurant. Because no *Default Transaction Touchscreen* is selected, this UWS will display the touchscreen assigned to the revenue center in RVC Touchscreens.

UWS Options

User Workstations File Edit Record Help	
User Workstations	Pi 🖒 😤 🗄 名 Pi 🗊 🤌 🛤 🧇 📢
1 PCWS01	
Record View Table View	
Number Device Name	General UWS Options Cashier Order Devices Printers Peripherals
PCVVS01	Workstation
2 PCVVS02	
101 Server	Enable stand alone Allow multiple RVCs
	🔽 Disable error beep 👘 Enable Fiscal Cash Register
	Enable employee auto sign-out Format guest chk/receipt in 40 columns
	Display time at service total
	✓ Do not clear screen after transaction
	Allow keyed ID entry
	Monochrome UVVS
	Number of Colors Color Scheme
-	256 Colors or Gray Scales 💌 5 256 Colors 💌
	The Manager, Bruno 04/01/1998 10:58:17 AM //

Select the desired options for each UWS.

Example

This restaurant chooses to display 256 Colors on the PCWS01.

Cashier

Select options to control cashier assignment when assigned by UWS (not employee).

🔤 User Workstations		_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
User Workstations	👫 🏠 😤 🏦 😤 🕒 🏠 🔺	🥙 💦
1 PCWS01	Sort By Number 🔽 🚺 🖌 🕨 🕅 🌮 🖶 📃	💷 🤃
Record View Table View		
Number Device Name 1 PCWS01 2 PCWS02 101 Server	▲ General UWS Options Cashier Order Devices Printers Peripherals ▲ Cashier / Cash Drawer ● Assign cashier by UWS ● Assign cash drawer by UWS ● Assign cash drawer losure ● Unassigned drawer closure ● Unassigned drawer for other currency Cash Drawers ● No cash drawer ● 1 cash drawer ● 2 cash drawers	
	The Manager, Bruno 01/13/1998 4:22:0	D6 PM //.

Example

In the example above, this restaurant assigns a cashier link to each UWS. Cashier totals are used to balance by shift rather than by employee in this restaurant because the employee who begins the check is not the same employee who tenders the check. Cashiers may also be assigned in the Employees form in which case this tab is used only to assign the number of cash drawers.

Order Devices

🔤 User Workstations	
<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp	
User Workstations	👫 Tr 😤 👘 😤 🕒 Tr S 🚴 🛛 🛤 🧇 📢
1 PCWS01	Sort By Number 🔽 🛛 4 🔸 🕨 11/2 🗇 🕂 📼 📃 🤹
Record View Table View	
Number Device Name 1 PCWS01 2 PCWS02 101 Server	General UWS Options Cashier Order Devices Printers Peripherals Enable Order Devices 1 - 15 Image: Construction of the second
	The Manager, Bruno 01/13/1998 4:22:34 PM

Enable the order devices associated with this UWS.

Example

The order devices you enable at each UWS can mask the printing of specific menu items or discounts. For example, CARROT CAKE is programmed in Menu Items to print at the Cold Line printer. The PCWS01 in the dining room has the Cold Line printer enabled. When CARROT CAKE is ordered at the PCWS01 the order prints at the Cold Line printer in the kitchen. However, the PCWS in the carryout does not have the Cold Line printer enabled. When carrot cake is ordered, the carryout employee sells the cake from the display case.

Printers

🔤 User Workstations	
<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp	
User Workstations	🃭 în 😤 💼 🖄 🕨 🦄 🦀 🛷 📢
1 PCWS01	Sort By Number 🔽 🛛 🖌 🕨 🕅 🕫 🖶 💷 🗐 🐉
Record View Table View	
Number Device Name	General UWS Options Cashier Order Devices Printers Peripherals
1 PCWS01 2 PCWS02	Printer Settings
101 Server	Customer Receipt Printer 11 Express01
	Guest Check Printer 11 Express01
	Memo Check Printer 11 Express01
	CA Voucher Printer 11 Express01
	Local Order Printer 11 Express01
	Journal Printer 102 Journal
	Backup Journal Printer
	Time Card Printer
	Time Chit Printer 11 Express01
	The Manager, Bruno 01/13/1998 4:23:21 PM //

Select the printers that will service each UWS.

Example

In this restaurant, customer receipts from the PCWS01 are programmed to print at the Express printer located nearby.

Peripherals

Select the peripherals that will service each UWS

🔤 User Workstations		×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
User Workstations	🏘 🖄 😤 👘 🖄 🐎 🔉 🗛 🥔 📢	?
1 PCWS01	Sort By Number 💽 🛛 🖌 🕨 🕅 🌮 🔂 🖶 📼 📃 💐	7
Record View Table View		
Number Device Name	General UWS Options Cashier Order Devices Printers Peripherals	
1 POWS01 2 POWS02		
101 Server	Record View Table View	
	Peripheral Type Connectio A Peripheral Type	
	Rear Display MICROS PCV Rear Display	Ш
	Cash Drawer 1 MICROS PCV Connection Type	
	Cash Drawer 2 MICROS PCV MICROS PCVS	
	Magnetic Stripe RMICROS PCV	
		Ш
		Ш
		1
	The Manager, Bruno 01/13/1998 4:23:52 PM	_//

Interfaces

Use the Interface folder to identify the PMS (Property Management System), SIM (System Interface Module), or any other Interface System and there configuration.

Programming

General

Create a record for different Interface System(s) this restaurant will use.

Interfaces		
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
Interfaces	📑 🖄 😤 🖶 名 🖡	🕅 🐎 🔉 🗛 🥔 📢
1 PMS	Sort By Number 🔽 🚺 🔹 🕨 🎷	ə 🗕 💻 📮 🖨
Record View Table View		
Number Name Number Name Image: PMS 2 SIM	General Interface Outgoing Message Name	Timeout
	Network Node 101 Server	10 Number ID Digits
	Backup Interface	Log Transactions
	The Manager, Brun	no 03/17/1998 2:46:40 PM

Interface

Interfaces		IX
<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp		
Interfaces	👫 🖄 🛣 🖆 😫 👫 🐎 🛛 🗛 🥑 🛛	?
1 PMS	Sort By Number 🔽 🛛 🖌 🕨 💅 🖯 🖶 🖬 💭 i	i
Record View Table View		
Number Name	General Interface	
2 SIM	TCP TCP Server Name TCP Port Number	
	Com Port	
	Current Port Settings Baud Rate: Parity: Data Bits: Stop Bits:	
	The Manager, Bruno 03/17/1998 2:48:38 PM	

Configuration the communications parameters.

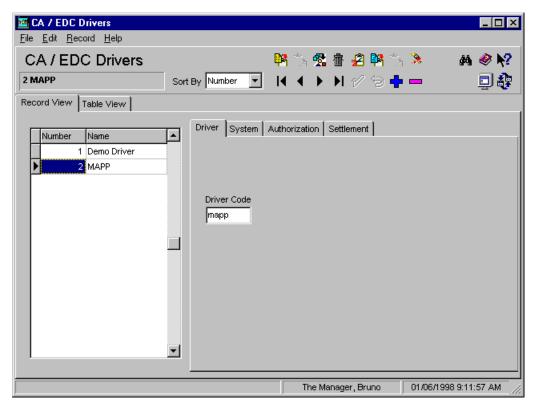
CA/EDC Drivers

List and configure the credit card driver(s) this restaurant will use for authorization and settlement of credit card transactions. The driver activation code you enter determines the fields that will be active in the other tabs.

Programming

Driver

Enter the name and Driver Activation Code for each driver this restaurant requires. You must save the Driver Code before configuring the other tabs in this form.



Example This restaurant uses the MAPP driver for authorization and settlement of credit card transactions.

System

Complete the active fields. The fields in this form do not become active until you save the Driver Activation Code in the Driver tab.

🔤 CA / EDC Drivers		_ 🗆 ×
<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp		
CA / EDC Drivers	🛤 🖄 😤 🏦 🖉 🐂 🖄 🔌 🛛 🗖	\ <i>⊗</i> \?
2 MAPP	Sort By Number 💽 🛛 🗲 🕨 🕨 🎷 🗇 🖶 📼	🗐 🤹
Record View Table View		
Number Name	Driver System Authorization Settlement	
1 Demo Driver 2 MAPP	Authorization Device 1	
	Settlement Device	
	Port Arbitration Enabled	
	Auth Phone Number 555-1234	
	Backup Auth Phone Number	
	Settle Phone Number	
	Backup Settle Phone Number	
	The Manager, Bruno 03/04/1998 9:4	17:33 AM

Example

This restaurant uses the modem listed in the system properties folder for authorization and settlement. The number one is entered to indicate that the first modem listed should be used.

Authorization

Complete the active fields. The fields in this form do not become active until you save the Driver Activation Code in the Driver tab.

🔤 CA / EDC Drivers		_ 🗆 🗵
<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp		
CA / EDC Drivers	👫 🐴 😤 👘 名 👫 🏠	
2 MAPP Sol	rt By Number 🔽 🛛 🖣 🔸 🕨 🎷 🗇 💠	- 🏼 🗐 🤹
Record View Table View		
Number Name 1 Demo Driver 2 MAPP	Driver System Authorization Settlement	1
	Terminal ID	
	The Manager, Bruno	03/04/1998 9:55:26 AM

Example

To enable the MLI Header for the MAPP Driver, this restaurant enters a 1 in the MLI Header field.

Settlement

Complete the active fields. The fields in this form do not become active until you save the Driver Activation Code in the Driver tab.

🔤 CA / EDC Drivers		
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
CA / EDC Drivers	👫 🖄 🛣 着 😫 👫 🖄	
2 MAPP	Sort By Number 🔽 🚺 🖌 🕨 🖅 🗇 🛟	- 90
Record View Table View		
· · ·	Driver System Authorization Settlement MLI Header Enabled Check For Retransmitted Responses MLI Header Data 000	1
	The Manager, Bruno	03/04/1998 9:56:37 AM

Example

To enable the MLI Header for the MAPP Driver, this restaurant enters a 1 in the MLI Header field.

Touchscreens

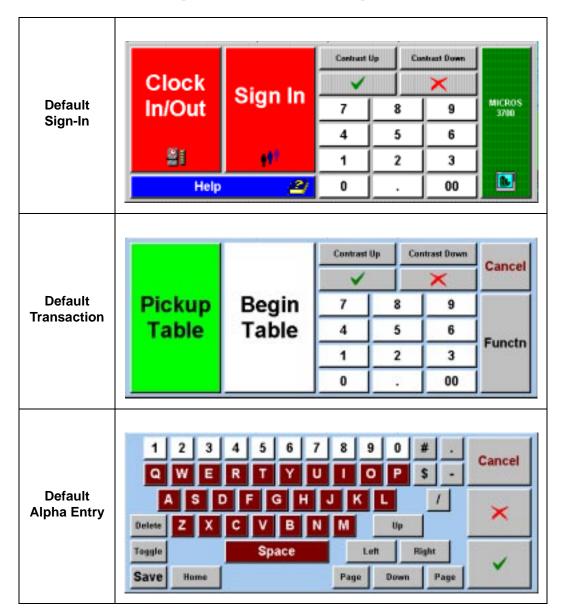
Use the touchscreens form to enter a list of touchscreens and create styles for generated keys.

Methods

You can create touchscreens by:

- **Using the touchscreens provided with the sample database.**
- **□** Editing sample touchscreens to suit the restaurant's needs.
- **Creating new touchscreens.**

The example below shows some sample touchscreens.



Programming

Touchscreens

Enter a name for each touchscreen and template required by this restaurant.

🛅 Touchscreer	18		
<u>File E</u> dit <u>R</u> ecor	rd <u>H</u> elp		
Touchscr	eens		a 🖓 🧇 🕅
101 Sign In Res	t	Sort By Number 💽 🚺 🖣 🕨 🛃 🎷 🔁 📫 💳	· 💷 🤀 🛛
Touchscreens	Styles		
Number	Name 🔺	Touchscreen template	
▶ 101	Sign In Rest	1 Classic style	
102	Sign In Bar	· · · · · · · · · · · · · · · · · · ·	
103	Sign In Retl	Template layout at resolution: 640x480	
201	Begin Trans	micros	
202	Manager Scn		
301	Function Scn 📃		
302	Retl Functn		
303	Payment Scn		
304	Open Checks		
311	Alpha-Numerc		
312	Numeric		
313	Pop-up Numer 🖃	the second se	
Comments			
		The Manager, Bruno 03	//04/1998 10:05:18 AM

Example

This restaurant uses different sign in screens for the Bar and Restaurant. The Bar sign in screen contains two one-touch sign in keys to allow bartenders to sign in quickly.

Styles

Create the styles for displaying generated keys and assign each style to a template.

🔤 Touchscreen	s			_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord	d <u>H</u> elp			
Touchscre	ens	B.	5 😤 🕆 名 🙀 55	🚴 🛛 🖓 隆 💦
106 Beverages		Sort By Number 💌 🚺		
Touchscreens S	tyles			
Touchscreen Styl	les Record View-			
Number	Name 🔺			
5	split Style	Template	Font	
6	Split Count	507 Bevg Shell	Sans Serif Small	
7	Split Numerc		Joans Sern Smail	
8	Split Share	Height Width	Color	
101	Fd2x2/St/Alp	2 4	White on Kelly	-
104	Food Preps		1	
105	Req Food Prp	—	Icon Placement	
106	Beverages	Alphabetize keys		•
107	Apptz	✓ Stay Down Condiment	,	
108	Soup/Salad	Menu Item Count	Arrangement	
109	Sandwiches		Horizontal	•
110	Entrees 🗾 💌			
			The Manager, Bruno	12/18/1997 9:27:30 AM

Example

The style created by the settings above displays on the Bevg Shell template.



These are user-defined keys created in Touchscreen Designer on the Food Shell template.

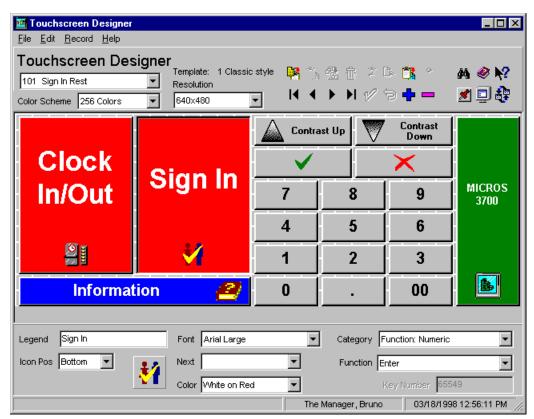
These keys are generated based on the style.

Touchscreen Designer

Use the Touchscreen Designer form to create new touchscreens and edit samples for this restaurant's use.

Programming

Create a layout for each touchscreen listed. Use the fields below the design area to define each key's characteristics. For more information on using Touchscreen Designer, see "Using Touchscreen Designer" on page 3-28.



Example

The entries in the fields above create the following key:





System

The forms in the System folder help you enter information about the name, local currency, table arrangement, and serving periods for a restaurant.

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Overview	
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Periods	
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Time Periods	5-13
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Licensing	5-16

Overview

Use the forms in the System folder to enter information that applies to the entire system or restaurant. Complete the forms in the following order:

- 1. Restaurant
- 2. Order Types
- 3. Information Screens
- 4. Reasons
- 5. Periods
- 6. Time Periods
- 7. Macros (Optional)
- 8. External Programs (Optional)
- 9. Licensing

Restaurant

In the Restaurant form, enter information such as, the name(s) that apply to this restaurant, information about operational days and hours, base currency, and the taxes that apply to this location.

Programming

Descriptions

Enter the description	ns that apply to	o this restaurant.
-----------------------	------------------	--------------------

🔤 Restaurant			
<u>File Edit R</u> ecord <u>H</u> elp			
Restaurant 1 MICROS Systems		%88829¶↑ ▶N12294	
Record View Table View			v
Store Id Restaurant Na	Descriptions Business Settings	Options	
	Names Location Name 1 Bettsville	System Settings Server Network Nor 101 Server	ie •
	Location Name 2 Green Hills Mall Non-taxable Name	Default Printer Name	
-	Non-Taxable		
	Th	e Manager, Bruno	12/18/1997 9:52:25 AM

Example

This restaurant is located in a shopping mall and is also known by it's mall location. The mall name is entered as a secondary name.

Business Settings

Establish the business settings for this restaurant.

Restaurant File Edit Record Help		
Restaurant 1 MICROS Systems	◎ へ、 弦 帝 名 👫 沈 * 🦛 🥔 Sort By Number 🔽 🚺 🔺 🔺 🕨 N 12/ つ 슈 ー 🛛 🗊	r: ≴≹
Record View Table View		~~
Store Id Restaurant Na I MICROS Systems	Descriptions Business Settings Options Business Day/Week Fiscal Period Start Time 05:00 am Fiscal Year Start Date Start Day Image: Start Date Decimal Char Decimal Places Image: Start Date Image: Start Date Start Date Decimal Char Decimal Places Image: Start Date Image: Decimal Char Decimal Places Image: Start Date Image: Start Date Image: Start Date Image: Image: Image: Image: Start Date Image: Image	;
	The Manager, Bruno 04/01/1998 11:04:21 /	AM

Example

The Business Day Start Time and Business Week Start Day fields establish a starting point for totals reporting that occurs daily and/or weekly. For example, if a restaurant wants weekly sales and labor reports to start at 6:00 a.m. on Monday, select 6:00 a.m. in Business Day Start Time and Monday in Business Week Start Day. (Click the clock button to select a.m. or p.m.)

Options

🔤 Restaurant		_ 🗆 ×
<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp		
Restaurant	👫 🏠 😤 🔠 名 👫 🌣	à 🤌 🦓 🕅
1 MICROS Systems	iort By Number 💽 🕅 🖣 🕨 🕅 🖓 🔁 🕂	- 🧕 😫
Record View Table View		
Store Id Restaurant Na 1 tiCROS Systems	Descriptions Business Settings Options Taxes Enable US tax or Canadian GST Enable Singapore tax Enable Canadian tax Enable Florida surcharge tax Date / Time European date format European time format Other Weight in kilograms Print 18-digit Amounts for UWS Reports Disk low threshold	
Click to go to the next record	The Manager, Bruno	03/04/1998 10:08:37 AM

Select the options that apply to this restaurant.

Example

A restaurant located in Canada uses European date and time formats. The date appears as: 09SEPT96 when programmed to print on customer receipts, guest checks, and reports.

Order Types

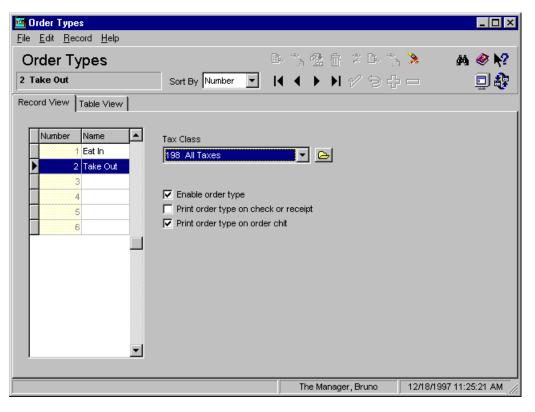
At least one order type must be defined and enabled for every restaurant.

Names

Order type names can be up to eight characters. The name appears on balance reports, in the subtotal line during transactions, and can be programmed to print on guest checks and order receipts. It is not necessary to assign a name to an order type unless you want the name to display and print.

Programming

Create the order types required by this restaurant. Use the folder link to go to Sales | Tax Classes and create the tax classes required by this restaurant



Example

This restaurant sells food for take out. A key is programmed on the touchscreen for this order type. The option *Print order type on order chit* is selected. When the key is used, the kitchen knows to wrap the order for take out.

Information Screens

The 3700 system allows you to design information screens that are unique to each restaurant. These screens are accessed through a touchscreen key and include information such as directions to the restaurant or group rates.

The first screen in the Information Screens form displays when the [Info] key is pressed. It is often used as an index to list the name and number of the screens in the system. Employees can access subsequent screens by pressing the [Info] key repeatedly, or by typing the number of the screen they wish to view and pressing [Info]. Pressing [Clear] clears the display.

Programming

Create the information screens required by this restaurant. Use spaces to center the information. The name of the screen displays.

Information	Screens									_ 🗆 ×
<u>File E</u> dit <u>R</u> ec	ord <u>H</u> elp									
Informat		eens) 🛤 🚊		M ⊗ №?
2 Screen #2	Sign In		Sort By Number	-	_ I₹ _		NV	' 🗇 🗗		트 💱
Record View	Table View	1								
Number	Name									
1	Screen #1	Inde	×		Line 1	** How	To Sign	In **		
▶ 2	Screen #2	Sign In			Line 2	1. Ente	r your Ei	nployee ID) and press	
3	Screen #3	Begin Tak	ole (Rest)		Line 3	, the [SIG	MIN1 key			
4	Screen #4	Begin Che	eck (Bar)				aanaj koy	•		
5	Screen #5	Pickup Ch	ieck		Line 4					
6	Screen #6	Make a C	orrection		Line 5					
7	Screen #7	Close to (Cash		1 0	<u> </u>				
8	Screen #8	Authorize	a C. Card		Line 6	<u> </u>				
9	Screen #9	Close a C	redit Card		Line 7					
10	Screen #10	Edit a Sea	at		Line 8					
11	Screen #11	Split Cheo	:k							
12	Screen #12	Add/Tran	sfer Check		Line 9					
13	Screen #13	Change #	of Guests		Line 10					
14	Screen #14	Transacti	on Void	-						
Displays the num	iber and nam	ne for this	information screer	ו		The Ma	nager, B	runo	12/18/1997	9:57:48 AM

Example

Here is how Information Screen #2 will look.

Help Screen #2 Sign In ** How To Sign In ** Enter your Employee ID and press the [SIGN IN] Key.

Reasons

The 3700 sample database comes with a default set of reasons for use with voids, returns, and time card adjustments. Some common adjustment reasons are listed in the table below.

Time Card Adjustment Reasons				
On Time	Early From Break			
Early	Late From Break			
Late	Not Scheduled			
on Break	Mgr Clock Out			
On Paid Break	No Schedule			
Void/Return Adjustment Reasons				
vola/Return Adju	ustment Reasons			
Other	Object in Food			
Other	Object in Food			
Other Rang wrong item	Object in Food Object in Bev			

You can also create custom reasons for a restaurant.

Programming

Enter the reasons this restaurant requires and select when the reason should display.

🔤 Reasons								
<u>File E</u> dit <u>R</u> ecord	<u>H</u> elp							
Reasons			とな 盤市 さらか					
110 Too Spicy		Sort By Number 🔽 📔	4 4 🕨 N 🕫 🖶	- 🏼 🗐 🤃				
Record View Table	e View							
· · · · ·								
Number Nam	ne [•						
18								
19								
20		Use with voids						
100		Use with returns						
101 Othe	ier	Use with time card adjustments						
102 Ran	ng wrong Item							
103 Ran	ng too many							
104 Gue	est Chg'd Mind							
105 Ran	ng Wrong Check							
106 Obje	ject in Food							
107 Obje	ject in Bevg							
108 Gue	est Didnt Like							
109 Long	ng Time Ticket							
110 Too	Spicy	-						
			The Manager, Bruno	01/06/1998 11:18:52 AM				

Example

A restaurant that specializes in spicy dishes wants to track how many orders are returned because they are too spicy. The example above shows a new reason called "Too Spicy." It will display as an adjustment reason whenever an item is returned.

2700 POS Operations			f th		0	_ = X
-1 So	6.50 9.25 9.95- 6			lect Return		
Lobster Bisque I Soup of the Day		10 100	Sploy Phoese si Subtotal	1.03. <i>36</i> (Chk H 146PH	100 6st 2
		•	Tax Service Chrg Payment	Ttl	2	2.00 0.14 0.00 0.00

Periods

Use the Periods form to create a set of periods for the restaurant. These periods serve as the basis for reports and automatic menu level changes.

Programming

Create the periods this restaurant requires.

Periods		_			h 🖒 🚴	M 🔗 🕅
23 Happy Hoe		t By Number 🔽) 🛉 📼	₽₹
Number	Name	_	[
101	Breakfast M-F					
102	Breakfast S-S		Start Time		Active	
103	Lunch M-F			pm 🕒		
104	Lunch S-S				Sunday	
105	Dinner		End Time		Monday	
121	Day M-F		07:00:00	pm 🕑	▼ Tuesday ▼ Wednesday	
122	Day S-S				Thursday	
123	Happy Hour M-F				Friday	
124	Night M-S				Saturday	
125	Entertainment F-S				,	
131	5am - 6am				🏑 Select All	
132	6am - 7am				-	
133	7am - 8am				💢 Clear All	
134	8am - 9am	-				i i i i i i i i i i i i i i i i i i i

Example

A period is created for a daily Happy Hour which begins at 4:00 pm and ends at 7:00 pm M-F. This period can be used as a basis for reporting and automatic menu level changes. Menu Levels are programmed to change automatically by linking to this period in the Menu Levels form.

Serving Periods

Serving Periods are use to track sales for a given period of time.

Programming

Create the Serving Periods required by this restaurant

Serving Periods			
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp			
Serving Periods		📴 🕆 😤 🗄 🖉 📴 🔿	s 🤉 🔥 🔗 😽
101 Breakfast	Sort By Number	I I I I I I I I I I I I I I I I I I I	- 💷 🤃
Record View Table View			
Number Name	<u> </u>		
▶ 101 Breakfast		TBA:Revenue Center	
102 Lunch		- C	2
103 Dinner			
200		TBA:Period	
201 All Day			• 6
		,	
		TBA:Main Menu Level TB	A:Sub Menu Level
	-		
		The Manager, Bruno	03/04/1998 10:10:46 AM

Time Periods

Periods are used to analyze the sales activity during certain times of the day or shifts in small (to the minute) or large (up to 24 hours) increments. 3700 system report templates can generate reports for time periods for a revenue center or for the entire system.

Programming

🔤 Time Periods			
<u>File E</u> dit <u>R</u> ecord <u>H</u>	<u>H</u> elp		
Time Period		N 3 % 8 8 2 8 3 N 4 ► N 2 8 4	
			·- 💷 🤁
Record View Table \	View		
Number Na	ame 🔺		
▶ 101 Bro	reakfast M-F	5	
102 Br	reakfast S-S	Period	
103 Lu	unch M-F	101 Breakfast M-F	•
104 Lu	unch S-S		
105 Dir	nner S-S		
121 Da	ay M-F		
122 Da	ay S-S		
123 Ha	appy Hour M-F		
124 Nig	ght M-S		
125 En	ntertainment F-S		
131 Ho	ourly 1		
132 Ho	ourly 2		
133 Ho	ourly 3	s	
Click to go to the last red	cord.	The Manager, Bruno	12/18/1997 10:03:53 AM

Create the Time Periods required by this restaurant.

Example

This restaurant wants totals for different serving periods as well as hourly. Time periods are created that reflect both of these reporting requirements.

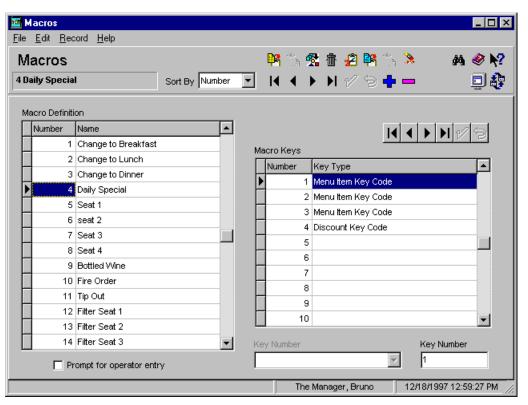
Macros

Use the Macros form to create collections of keystrokes.

Develop a macro for each task that requires a sequence of keystrokes by an employee. A macro may include any key or may be linked to another macro. When macros are chained together they execute in succession. There is no limit to the number of macros that can be linked together.

If a macro is being linked to another, include the key code for that macro as the last step in the macro. The macro will ignore any steps that follow the Macro key code.

Programming



Create the macros required by this restaurant.

Example

This restaurant offers a "Daily Special" featuring soup, salad, coffee, and a discount. The Daily Special macro posts the entire Daily Special with a single keystroke. The [Macro] key makes ordering the daily special fast, convenient, and error free. It also provides the sales tracking data that would not be available if the "Daily Special" were programmed as a single menu item.

External Programs

Use this form to enter any external programs this restaurant will use in conjunction with the 3700 system.

Programming

Enter information about each external program this restaurant uses.

🔤 External Pr								
<u>File Edit R</u> ecord <u>H</u> elp								
External Programs 🧧 🐕 🕆 🏂 🛤 🥔 📢								
304 Validate D	304 Validate DB/Backup DB Sort By Number 🔽 🛛 4 🔸 🕨 🕫 🖶 📼 💷 🙀							
Record View	Table View							
,	•							
Number	Name	Validate DB/Backup DB						
121	Timecard Adjustment							
122	2 Schedule	User Interface						
131	Redirect Printer	•						
141	Set Business Date							
142	2 Update Currency Conversion	Run Style						
201	Reports	▼						
301	File Maintenance	🔲 Run in separate virtual machir	ne					
302	2 Daily NT Backup (Incremental)							
303	Weekly NT Backup (Full System)	Object Range Type						
304	Validate DB/Backup DB							
Working Dire	ectory							
Vbin								
, Command Lin	_							
runbackup.e								
runodokup.e	***							
		The Manager, Bruno	01/06/1998 11:37:43 AM					

Example

This restaurant Validates and Backs up the database using an external program.

Licensing

This form includes the 3700 system software key licensing codes.

Licensing					_	. 🗆 ×
Licensing) 🤃 📢	≥ \?
Demo Mode						
Modules		-User Workstations-				
POS 3700 Product	wsopuxao			1/9	- +	_
3700 Version 2.0		License Code	Activation ID			
Foundation	ijmenxrn		1			
Time and Attendance						
PMS/SIM Interface	wuhrygpy					
Electronic Journal						
Heartbeat						
Speed of Service						
CA/EDC	yqmqouoi					
					Clo	ose

Example

This restaurant Validates and Backs up the database using an external program.

Chapter

Sales

The Sales folder contains information about the types of food and beverages a restaurant serves. Not only do you enter the names and prices of menu items here, but you also determine what condiments will be available with each menu item, the types of tender/media accepted, and the discounts and taxes that apply to sales.

In this chapter

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Print Classes	
Menu Levels	6-10
Discount/Service	6-13
Tender/Media	6-16
Currency	
Courses	
Descriptors	6-31
Condiments	
Menu Item Classes	6-39
Menu Items	

Overview

Use the forms in the Sales folder to enter information about the items this restaurant sells and the taxes, discounts and service charges that apply. Program the forms in the Sales folder in the following order:

- 1. Tax Rates
- 2. Tax Classes
- 3. Print Classes
- 4. Menu Levels
- 5. Discount / Service
- 6. Tender / Media
- 7. Currency
- 8. Courses
- 9. Descriptors
- 10. Menu Item Classes
- 11. Condiments
- 12. Menu Items

Tax Rates

Use the Tax Rates form to define the tax rates that apply to sales in a particular restaurant. Some localities charge a different tax on food and beverages. Create a tax rate for each tax this restaurant charges.

The restaurant's location determines the method for calculating taxes. The 3700 system allows you to program the following tax types:

Туре	Definition	Example	
Percent	The tax is calculated by multiplying the amount in the percentage field by the total.	\$5.00 x 5% = .25 Tax	
Breakpoint	The tax is calculated based on a chart provided by the local government. To calculate tax this way, complete the Breakpoints tab.	From chart: \$4.75 -\$5.00 = .24 Tax	
Inclusive	The tax is calculated by taking a percentage of the price and posting it as tax.	Subtract tax from total: \$5.00= \$4.75 to Sales.25 to Tax.	

Programming

General

Create a tax rate for each tax this restaurant requires.

🛅 Tax Rates						
<u>File E</u> dit <u>R</u> ecord	d <u>H</u> elp					
Tax Rates			▶ ≏ 坐 市		_	
1 Food Tax		Sort By Number		1/94		譯
Record View Tal	ble View					
Number Na	ame	▲	General Breakpoints	Canadian Tax		
▶ 1 Fo	ood Tax					
2 Be	everage Tax		Tax Collected Name	Taxabl	e Sales Name	
3 Mi	isc Tax		Fd Tax Coll	Food	Sis	
4 Ca	anadian PST		I	· · · ·		
5 Ca	anadian GST		Tax Exempt Name	Net Sa	les Name	
6			Fd Exempt	Net Fo	l Sis	
7						
8		_				
			_	<u> </u>	~	
			Type	Percentage 5	Start Amount	
			Percent			
			The Managa	er, Bruno	12/18/1997 10:12:44	AM //

Example

This restaurant collects a 5% tax on food. They call the tax "Food Tax." This name will print on customer receipts and reports.

Breakpoints

Complete the Breakpoints tab if Breakpoint is selected in the *Type* field on the General tab.

- □ Using the breakpoint tax tables provided by the local government, calculate the difference between the first and second amounts in the From Amount column.
- **□** Enter the result in the Amount column of the Breakpoints table. Do not enter a decimal point.
- **□** Repeat these steps until a pattern emerges.
- □ Select the Number of the breakpoint that begins the pattern in *Begin Repeat*.
- □ Select the Number of the breakpoint that ends the pattern in *End Repeat*.

🌃 Tax Rates		×
<u>File Edit R</u> ecord <u>H</u> elp		
Tax Rates	🕒 👘 🖧 🕆 🔏 🖬 🏠 🔌 🚜 🧇 🏹	?
3 Misc Tax	Sort By Number 💽 🛛 🖌 🕨 🎶 🔁 🖓 📼 📃 着	7
Record View Table View		
Number Name	General Breakpoints Canadian Tax	
1 Food Tax		
2 Beverage Tax		
Misc Tax		
4 Canadian PST		
5 Canadian GST	Number Amount	
6		
7	2 16	
	5 34 End Repeat	
	6 16 5 34	
	7 25	
	The Manager, Bruno 12/18/1997 1:07:03 PM	

Example

This restaurant uses breakpoint taxes. The example above shows a repeating pattern that begins with 16 and ends with 34.

Canadian Tax

🛅 Tax Rates					_ 🗆 🗵
<u>File Edit R</u> ecord	l <u>H</u> elp				
Tax Rates			▶ ① 盘 市		<i>⊗</i> №?
4 Canadian PST	:	Sort By Number	I< < > >I	1⁄9수- !	💷 🤃
Record View Tab	ole View				
			()(Constant Tour]	
Number Na	ime	▲ ·	General Breakpoints	Canadian Tax	
1 Foo	od Tax				
2 Be	verage Tax		🔽 Compound tax wit	h GST	
3 Mis	sc Tax		🥅 Print Canadian tax	trailer	
	nadian PST				
5 Ca	inadian GST		Canada Tax Thresho	ld 1 Canada Tax Threshold	2
6			Active	Active	
7			🗖 Use if zero	🔲 Use if zero	
8		-	🔲 Include taxable 2	Include taxable 2	
			🔲 Include taxable 3	🔲 Include taxable 3	
			🔽 Include GST	Include GST	
			Threshold 1 Amount	Threshold 2 Amount	
			The Manage	r, Bruno 12/18/1997 10:14:	:58 AM 🅢

Tax Classes

Once you've created the tax rates a restaurant will use, you can group them into tax classes. Tax classes are applied in the Menu Item Classes form and determine the taxes that apply to specific classes of food and beverages. For example, menu item classes that are food items might have a tax class called "Food Tax" applied, beverages might have "Beverage Tax" and condiments might have a tax class called "No Tax."

Programming

🔤 Tax Classes			
<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp			
Tax Classes		👫 în 😤 🗃 名 👫 în	
198 All Taxes	Sort By Number	◀ ◀ ▶ ▶ 🕫 🖶	- 旦 🤃
Record View Table View			
Number Name			
101 Food Tax		Active Tax Rates 🛛 😂	
102 Beverage Tax		□ I Food Tax	
103 Misc Tax		✓ 1 Hood Tax ✓ 2 Beverage Tax	
104 Canadian Tax		S Misc Tax	
▶ 198 All Taxes		4 Canadian PST	
199 No Tax		5 Canadian GST	
		6	
		7	
		8	
	_		
			
		The Manager, Bruno	12/18/1997 1:08:52 PM

Create the tax classes this restaurant requires.

Example

This restaurant needs tax classes for applying food and beverage taxes separately and in combination. A tax class called "All Taxes" is created.

Print Classes

Use this form to create print classes to control how and where different types of menu items print. You can select from the following print locations for each print class you create:

Print on...

- **u** Customer receipt
- □ Local order receipt
- Journal
- □ Report
- □ Guest Check

In addition you can select from the list of remote order devices you programmed in Devices | Order Devices to control where items in each print class print. It useful to remember that remote order devices can be "logical" devices. This means that two remote devices may actually print at the same physical device.

Selecting a Print Class

Select a print class to control where and how each menu item will print. For example, menu items such as entrees, appetizers, and drinks need to print on guest checks, journals and reports. Bottled wines might be programmed to print a local order receipt and food condiments may only print to the journal and reports. A Print Class can also be used to control the order in which items print. Within a Print Class items will sort and print in the order in which they are entered. Print Classes can also be used to:

- □ sort draft beer orders before bottle beer orders
- **u** print high prep time foods before low prep time foods
- **u** print certain types of menu items in red
- **u** exclude condiments from customer receipts

Programming

🧧 Print Classe	\$			
<u>File E</u> dit <u>R</u> eco	ord <u>H</u> elp			
Print Clas	sses	Þ	🖁 🖒 🛣 🔠 名 📴 🏾	5 🤌 🚜 🤗 📢
504 Bar Condn	Number	• I	• • • • • • •	- 🧕 🛊
Record View	[able ∀iew]			
L.	ł			
Number	Name	•	Print On	Report
101	Guest Check		Customer receipt	Check
102	Bottled Wines		Journal	Fiscal cash register
103	Journal & Report Only		V obarnar	
201	Hot Line		Remote Devices 1-15	
202	Hot Line - Red		Print in red	
203	Cold Line		Print to 1 Hot Line	
204	Cold Line - Desserts		Print to 2 Cold Line	
205	Service Bar		Print to 3	
502	Food Condiments		Print to 4 Service Bar Li	ne
503	Bar Condiments Priced		Print to 5	
504	Bar Condments		Print to 6	
			Print to 7	
			Print to 8	
		-	🔽 Print to 9	_
			The Manager, Bruno	12/18/1997 10:19:04 AM

Create the print classes required by this restaurant.

Example

This restaurant uses two print classes to control the printing of bar condiments. Priced bar condiments are programmed to print on the journal and reports. Unpriced condiments do not print to the journal or reports. They are only programmed to print in red on the customer receipt/check.

Menu Levels

Use this form to define a set of menu level classes to simplify menu item programming. Menu levels serve to "filter out" menu items that should not be available under certain conditions. Each menu item is linked to a menu level class in the Menu Items form. The menu levels you enable for each class determine:

- Which Main Menu levels will allow access to items in this class
- Which Sub-menu levels will allow access to items in this class
- Whether menu levels (Main and Sub) will remain active (Stay down) when items in this class are posted, and if not, to which menu levels will the system "pop-up"

Automatic menu levels allow the 3700 system to change menu levels automatically to:

- Distinguish between menu items ordered in different meal periods (such as Breakfast, Lunch, And Dinner)
- □ Identify menu items available on different menus (such as Regular, Happy Hour, Late Night)
- Specify different sizes of menu items (such as Small, Medium, Large)
- Perform a combination of the above functions. For example, the Main menu levels Breakfast, Lunch, and Dinner could be reserved for period filtering, while Sub-menu levels Small, Medium, and Large determine price filtering.

Programming

Menu Level Classes

Create the menu level classes required by this restaurant.

🔤 Menu Levels			_ _ ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp			
Menu Levels		🕨 🕄 🛣 着 名 🕅 🖄	s 🚴 🛛 🖓 😽 🕅
101 All Levels	Sort By Number 💌	◀ ◀ ▶ ▶ 🖋 🖯 🖯 🖣	- 🏼 🗐 🤃
Menu Level Classes Auto Mer	u Levels		
⊢Menu Level Classes Record V	liew		
Number Name	<u>▲</u>		
101 All Levels		Active Menu Levels	
201 Liqour Items			
202 Bump Liquor	Items		Sub Level 1
301			Sub Level 2
			Sub Level 3
		Main Level 4	Sub Level 4
		Pop up to Main Level F	Pop up to Sub Level
	~		
		The Manager, Bruno	12/18/1997 10:20:55 AM

Example (Main)

This restaurant offers a Bagel w/ Crm Cheese during Breakfast, Lunch, and Dinner. By assigning Bagel w/Crm Cheese to the Menu Level Class "All Levels", the bagel is available at all times of the day. The price of the bagel defaults to the breakfast (Price1) price. At other times of the day, when a bagel is ordered, the employee is required to change the menu level to charge a higher price.

Example (Sub)

This restaurant serves soup in cups and bowls and charges a higher price for the bowl. The Menu Level Class "Lunch and Dinner" has sub menu levels 1 and 2 enabled. This allows the restaurant to offer a cup and a bowl of soup at two different prices. During Dinner, the sub menu level pops-up to 2, the bowl price. To order a cup of Clam Chowder, the employee must press a [Change Menu Level] key.

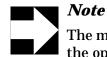
Automatic Menu Levels

Create a record for each automatic menu level change this restaurant requires.

📴 Menu Levels								_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord	d <u>H</u> elp							
Menu Lev	els				∱ 2 C			M 🧇 🎀
1 Day S-S		Sort By Number	• I	• • •	$\blacktriangleright \mathscr{V}$	9 🕂	-	🗖 🚯
Menu Level Classe	es Auto Menu Le	/els						
Auto Menu Leve	els Record View							
Number	Name							
1	Day S-S							
2	Day S-S			Revenue C	enter			
3	Happy Hour M-F			2 Bar		- 🖻	,	
4	Night M-S			·				
				Period				
				123 Happ	y Hour M-F		_	
			•	Main Menu 1	Level	Sub M	enu Level	
				The Ma	nager, Brun	0	12/18/1997 10):22:23 AM

Example

In this restaurant, the menu level automatically changes to Main Level 2 for Happy Hour in the Bar. Menu items with a Price2 value, automatically change to this price during the Happy hour period.



The menu item must belong to a Menu Item Class with the option Enable prices 2-4 selected.

Discount/Service

Use this form to program the discounts and service charges used in this restaurant. Discounts include such items as Senior Citizen Discounts, Employee Meal Discounts, and Coupon Promotions. Typical service charges include Autogratuities, Room Service Charges, and Entertainment Cover Charges.

Programming

General

Create each discount and service charge this restaurant requires.

Discount / Service		_ 🗆 🗵
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
Discount / Service	👫 🐎 😤 💼 名 👫 🐎 🔉 🔺	<i>ଶ</i> 💦
202 Empl. Meal	Sort By Number 💽 🛛 🖨 🕨 🕨 🕅 🖓 🖶 📼	📃 🤃
Record View Table View		
Number Name	General Options Discount / Service Charge	
101 Charge Tip		
102 15% Grat.	Туре	lcon
201 Half Portion	Discount	
201 Hail Polition 202 Empl. Meal	Tax Class SLU	
203 Open \$ Disc	199 No Tax	
204 Open % Disc		
205 Mgr Comp	Print Class Menu Level Class	
206 Promo	101 Guest Check 🔽 🕞 101 All Levels 💌 🕞	
	Privilege NLU Amount Effective From 0 202	
	The Manager, Bruno 12/18/1997 10:2	27:18 AM

Example

This restaurant allows employees a 24% discount on employee meals. The discount is programmed as a key that appears on the Food Discounts SLU. Employees must have a privilege level of 2 or higher to use the key.

Options

Select the options and itemizers that apply to each discount or service charge.

🛅 Discount / Se	ervice			
<u>File E</u> dit <u>R</u> ecord	d <u>H</u> elp			
Discount / Service			🛣 🗄 名 🛤 🖒 🚴	M 🧇 🎀
202 Empl. Meal		Sort By Number 💌 🚺 🖣	🕨 🕅 💅 🗟 🕂 💻 🚽	💷 🤹
Record View Tak	ble View			
		General Options Discount / Servic	e Charge	
Number Na	ame 🔺	Discount / Discount / Dervic		1
101 Ch	narge Tip			
102 15	5% Grat.	General Settings	Apply to Discount / Sy	vc Chq Itemizer
201 Ha	alf Portion			
▶ 202 Епт	npl. Meal	I Amount	temizer 2	
203 Op	pen \$ Disc	Reference required	temizer 3	
204 Op	pen % Disc	Print validation	temizer 4	
205 Mg	gr Comp	Reset itemizers	ttemizer 5	
206 Pro	omo	✓ Item is shareable	tternizer 6	
			tternizer 7	
			tternizer 8	
	-			
			Maria David	
		The	Manager, Bruno 12/18/1	997 10:28:30 AM 🏒

Example

Selecting the *Preset* option for the Empl. Meal discount, causes the 3700 system to apply the amount entered in the *Percent* field on the General tab. This discount is programmed to require a reference (the employee number) and prints a validation chit for the employee to sign.

Discount/Service Charge

Use this tab to complete the programming of Discounts and Service Charges. **Note:** Only the options that apply to the Type are available to each record.

Discount / Service		
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
Discount / Service	🍀 🕆 🛠 🕯 :	
202 Empl. Meal	Sort By Number 🔽 🚺 🖣 🕨 🕅	V9+- 📮 🎝
Record View Table View		
	General Options Discount / Service Charge	1
Number Name	General Options Discount Connectorings	<u>ا</u>
101 Charge Tip	Discount	
102 15% Grat.	Assume entire amount	Do not allow with seat filter
201 Half Portion	Employee meal	Discount over threshold
202 Empl. Meal	🗖 Limit discount	Apply to auto svc chg
203 Open \$ Disc	Discount last item	Apply to single seat only
204 Open % Disc	Print trailer	
205 Mgr Comp	Allow seat filter exit	
206 Promo	Service Charge	
		Post to tips paid total
	Post to cover count Post to svc charges total	Post to charged tips total
		ender/Media for Tips Paid
	Post a percentage to tips paid	
	The Manager	, Bruno 03/18/1998 1:53:21 PM

Example

This restaurant limits the Empl. Meal discount to a maximum of \$5.00. To create this limit, the option *Limit discount* was selected and \$5.00 was entered in the *Amount* field on the General tab.

Tender/Media

Organizing Tender/Media

Micros recommends that tender/media keys be organized numerically based on their type. This makes reports easy to read and simplifies database maintenance tasks.

Types of Tender/Media

A *Payment* subtracts the amount entered from the amount due. If the result is 0, the check is closed and the transaction finalized. Examples of payment keys include: cash, credit cards, room charges and foreign currency. Payment keys can be created to record special activity, such as house charges, walkouts, and employee meals.

A *Service Total* ends the current transaction and saves the check information for later recall. This type of key is also used for [Reprint Check], [Print Check], [Chain/Fire], [Hold/Fire], [Seat Check], and [Print Memo Check] keys.

A *Pickup* records the withdrawal of cash from a cash drawer, such as payment of petty cash, or when money is collected in the middle of a high-volume shift to reduce liability at each UWS. It is also used to record tips paid.

A *Loan* records the addition of cash to a cash drawer, such as the beginning bank for a shift.

Programming

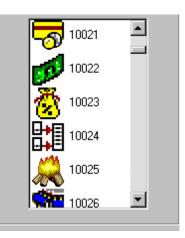
General

Create each tender/media key this restaurant requires.

File Edit Record Help Tender / Media Sort By Number Introduction of the second Wiew Record View Name Number Name Number Image: Second Wiew Number Name Number Image: Second Wiew Number Name Name Image: Second Wiew Number Name Number Table View Second View Table View Name Image: Second Wiew Name Image: Second Wiew Name Image: Second Wiew General Tender Presets CC Tender Credit Auth PMS Service TTL Printing Type Effective From Effective To Type Effective From Effective To Payment Image: Second Tax Class SLU Yes Image: Second Tax Class SLU Yes Image: Second Tax Class Study Yes Image: Second Tax Class Menu Level Class Int Class Menu Level Class Int All Levels Image: Second Tax Class <	🛅 Tender / Media		_ 🗆 ×
101 Cash Sort By Number Image: Constraint of the second view Table View Record View Table View Number Name 101 Cash 101 Cash 101 Cash 102 Traveler Chk 103 Personal Chk 104 Food Stamps 201 VisaM.C. 202 Effective From 203 Arnex 204 Diners/C.B. 301 Manager Meal 302 Promo 401 Room Charge 402 Acct Charge 501 Media Decire	<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
Record View Table View Number Name 101 Cash 102 Traveler Chk 103 Personal Chk 104 Food Stamps 201 Visa/M.C. 202 Payment 203 Amex 204 Diners/C.B. 301 Manager Meal 302 Promo 401 Roon Charge 402 Acct Charge 501 Media Decire	Tender / Media	👫 TA 😤 🏦 🖉 🐂 TA 🚴 🛛 🛤 🛛	Ø №
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Number Name 101 Cash 102 Traveler Chk 103 Personal Chk 104 Food Stamps 201 Visa/M.C. 202 Exempted Tax Class 203 Arnex 204 Diners/C.B. 301 Manager Meal 302 Promo 401 Room Charge 402 Acct Charge 501 Media Decire	Record View Table View		
101 Cash Icon 102 Traveler Chk Icon 103 Personal Chk Type Effective From Effective To 104 Food Stamps Payment Icon Icon 201 Visa/M.C. Icon Icon Icon 202 Exempted Tax Class SLU Icon Icon 203 Arnex Icon Icon Icon Icon 204 Diners/C.B. Icon Icon Icon Icon 301 Manager Meal Icon Icon Icon Icon 302 Promo Icon Icon Icon Icon Icon 401 Roon Charge Icon Icon Icon Icon Icon Icon 402 Acct Charge Icon Icon Icon Icon Icon Icon 501 Media Decire Icon Icon Icon Icon Icon Icon		General Tender Presets CC Tender Credit Auth PMS Service TTL F	Printing
102 Traveler Chk 103 Personal Chk 104 Food Stamps 201 Visa/M.C. 202 203 Amex 204 Diners/C.B. 301 Manager Meal 302 Promo 401 Roon Charge 400 Roon Charge 401 Roon Charge 501 Media Declre Privilege Category NLU Key Code			1
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201 Visa/M.C. 202 Exempted Tax Class 203 Arnex 204 Diners/C.B. 301 Manager Meal 302 Promo 401 Room Charge 402 Acct Charge 501 Media Declre Privilege Category NLU Key Code			
202 203 203 Arnex 204 Diners/C.B. 301 Manager Meal 302 Promo 401 Room Charge 402 Acct Charge 501 Media Decire Privilege Category NLU Key Code		Payment 🗾	20
203 Amex Exempted Tax Class SLU 204 Diners/C.B. 101 Payments > 301 Manager Meal Image: Meal Image: Meal Image: Meal Image: Meal 302 Promo Image: Meal Image: Meal <td< th=""><th>201 Visa/M.C.</th><th></th><th></th></td<>	201 Visa/M.C.		
203 Arriez 204 Diners/C.B. 301 Manager Meal 302 Promo 401 Room Charge 402 Acct Charge 501 Media Decire	202		
301 Manager Meal 302 Promo 401 Room Charge 402 Acct Charge 501 Media Decire	203 Amex		
302 Promo 101 Guest Check Imenu Level Class 401 Room Charge 101 Guest Check Imenu Level Class 402 Acct Charge Privilege Category 501 Media Declre Privilege Category	204 Diners/C.B.	🚺 🔄 101 Payments 💌	
401 Room Charge 402 Acct Charge 501 Media Declre Privilege Category NLU Key Code	301 Manager Meal	Print Class Menu Level Class	
401 Room Charge 402 Acct Charge 501 Media Declre Privilege Category NLU Key Code	302 Promo	101 Guest Check	
501 Media Declre Privilege Category NLU Key Code	401 Room Charge		
	402 Acct Charge		—
502 Media Pickup V 0 V 1 V 101 101	501 Media Declre	Privilege Category NLU Key Code	_
	502 Media Pickup 💌		
Click to go to the first record. The Manager, Bruno 12/18/1997 10:31:24 AM	Click to go to the first record	The Menagery Brune 12/48/4007.10:21	24.0M

Example

This restaurant accepts cash, traveler's checks, personal checks, food stamps, and a variety of credit cards. A tender Media key is created for each. In addition keys are created for Media handling and service total functions. The 3700 system allows you to associate an icon with each Tender/Media key.



Tender

Select the options that apply to each tender/media key.

Tender / Media File Edit Record Help		
Tender / Media	📑 🗅 😤 1	🖥 名 👫 🖒 🤌 🛛 👭 🤗 📢
503 Tips Paid	Sort By Number 💌 🚺 🖣 🕨	N 1⁄ つ ╋ ━ 🛛 😰 🎼
Record View Table View		
	General Tender Presets CC Tender	Credit Auth PMS Service TTL Printing
Number Name		· _ · _ · _ · _ · _ · _ · _ · _ ·
103 Personal Chk	General Options	Charged Tip
104 Food Stamps		
201 Visa/M.C.	Open drawer	▼ ►
202	Use with currency conversion	
203 Amex	Reference required	
204 Diners/C.B.	Exempt auto service charge	High Amount Lockout
301 Manager Meal	Employee meal	Enable HALO
302 Promo	Assume paid in full	
401 Room Charge	Require amount entry Veclare tips paid	HALO limits overtender
402 Acct Charge	litern is shareable	C HALO limits amount tendered
501 Media Declre	Post to gross receipts	
502 Media Pickup	Post to charge receipts	HALO
503 Tips Paid	Post fiscal cash register credit	HALO
901 Service 👻		
	The Mana	ager, Bruno 12/18/1997 1:46:16 PM //

Example

For example, the option *Open drawer* is used with the[Cash] key, as well as with the [Tips Paid] key. Other options here are used to control the posting, HALO, and required entries for each key.

Preset Tender Keys

Fender / 01 Cash	/ Media	Soi	rt By Number	* 🎇 • トレ	ै 😤 के ∢ ▶ ▶			 N N
ecord View	Table View							
Number	Name	Ger	ieral Tender	Presets CC	Tender Cre	dit Auth PMS	S Service TTL	Printing
	Cash		Cash					
	Traveler Chk		Casn				IN ST	
	Personal Chk	Г	Number	Name	Amount	Key Code	SLU	
104	Food Stamps		101	\$5.00	5	. 101	101 Payments	
201	Visa/M.C.		102	\$10.00	10	102	101 Payments	
202			103	\$20.00	20	103	101 Payments	
203	Amex		104	\$50.00	50	104	101 Payments	
204	Diners/C.B.							
301	Manager Meal							
302	Promo							
401	Room Charge							
402	Acct Charge							
501	Media Declre							T
502	Media Pickup 🛛 👻							_ لنے

Create any Preset Tender Keys this restaurant uses.

Example

This restaurant speeds up cash handling by programming payment keys for common denominations of U.S. dollars. The payment screen might look like this:

Inquire	15%	Charge	Tax Evenpt	Disc	Void	Prev
Room	Grat Travir	Tip		×	@/For	Cancel
Charge	Check	\$20.00	7	8	9	Fire
Acct	Close	\$10.00	4	5	6	Functn
Charge	C.C. Auth		1	2	3	Print
Charge	C.C.	Cash	0	•	00	Service

Credit Card Tender

Select options to control the verification and authorization requirements for credit cards accepted by this restaurant.

🛅 Tender / N	ledia					_	
<u>F</u> ile <u>E</u> dit <u>R</u> e	cord <u>H</u> elp						
Tender	/ Media		I	🖲 🐴	🗄 🔏 📴 🖒	🚴 🛛 🙆 🤌	× N?
101 Cash			Sort By Number 💌	I 	N 🕫 🔂 🕂	-]
Record View	Table View						
		_	General Tender Presets	CC Tender	Credit Auth PMS	S Service TTL Pri	ntina Ì
Number	Name						- 1
101	Cash						
102	Traveler Chk		Credit Cards		Prompt for		
103	Personal Chk		Verify before author	rization	Prompt fo	r immediate payment	
104	Food Stamps		Tender must excee	d tip	Prompt fo	r issue number	
201	Visa/M.C.		🔽 Credit auth required		🔲 Prompt fo	rissue date	
202			🔲 Credit final amount r	equired	🔲 Prompt fo	r optional trailer print	
203	Amex		Allow recall				
204	Diners/C.B.				Expiration D:	ata	
301	Manager Meal						
302	Promo				<u> </u>	h date required	
401	Room Charge					eck expiration	
402	Acct Charge				_ Open exp	piration format	
501	Media Declre						
502	Media Pickup	-					
				-	-		
				j The Ma	nager, Bruno	12/18/1997 10:36:49	IAM /

Example

This restaurant selects *Verify before authorization* to check the credit card number against known parameters of each credit card company before sending an authorization request. Micros recommends selecting this option for all credit cards. For more information refer to *The Feature Reference Manual*.

Credit Authorization

Authorization

Define the authorization limits and the Credit Authorization and Electronic Draft Capture processor for each credit card key you create.

🚾 Tender / Media	
<u>File Edit R</u> ecord <u>H</u> elp	
Tender / Media	🙌 🖄 😤 🔠 名 🙀 🖒 🎉 🛛 🚜 🥔 📢
201 Visa/M.C.	Sort By Number 🔽 🛛 🖌 🕨 🎷 🖯 🕂 📼 📃 💱
Record View Table View	
	General Tender Presets CC Tender Credit Auth PMS Service TTL Printing
Number Name 🔺	
101 Cash	Authorization Preambles
102 Traveler Chk	Authorization Preambles
103 Personal Chk	
104 Food Stamps	CA Driver EDC Driver
▶ 201 VisaM.C.	1 Demo Driver 💌 🕞 1 Demo Driver 💌 🕞
202	
203 Amex	
204 Diners/C.B.	OA THINK I HAVE A HAVE A HAVE
301 Manager Meal	CA Tip % Initial Auth Amount
302 Promo	25 20
401 Room Charge	
402 Acct Charge	Secondary Floor Limit Secondary Difference %
501 Media Declre	
502 Media Pickup 💌	
	The Manager, Bruno 12/18/1997 10:42:47 AM

Example

In the example above, Visa and Mastercard are both authorized by the DEMO driver. Initial authorization requests are made for \$20.00 and a 25% tip is automatically added to subsequent authorization requests.

Preambles

Enter the range of digits that identify each credit card type. The preamble is used to associate credit cards read with the magnetic card reader with the correct payment key.

🧱 Tender / N	ledia			_ 🗆 ×				
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp								
Tender / Media				🥙 💦				
201 Visa/M.C.			Sort By Number 👤 🚺 🗲 🕨 🎽 🖉 🖶 💻	🗐 🤹 🛛				
Record View Table View								
			General Tender Presets CC Tender Credit Auth PMS Service TTL	Printing				
Number	Name							
101	Cash		Authorization Preambles					
102	Traveler Chk		Autronization					
103	Personal Chk							
104	Food Stamps			2				
201	Visa/M.C.		Number Start Preamble End Preamble Account Length (#digits)	<u> </u>				
202			▶ <u>101</u> 4*	_				
203	Amex		102 5*					
204	Diners/C.B.							
301	Manager Meal							
302	Promo							
401	Room Charge							
402	Acct Charge			-				
501	Media Declre		_					
502	Media Pickup	•						
			The Manager, Bruno 12/18/1997 10:50):04 AM				

Example

For example, Visa is the only card that starts with 4. By entering 4^* , any card that begins with 4 is identified as Visa by the system.

Property Management System (PMS) Select the options that apply to each PMS key.

🔤 Tender / N	ledia						
<u>Eile E</u> dit <u>R</u> e	cord <u>H</u> elp						
Tender	/ Media	▶ 🏫 盤 査 👂 № 🏠 🥐 🙀					
401 Room Ch	arge	Sort By Number 🔽 🛛 🖌 🕨 🞷 🗇 🖶 🚥 📃 💱					
Record View	Table View						
		General Tender Presets CC Tender Credit Auth PMS Service TTL Printing					
Number	Name						
104	Food Stamps	Description Management Countries					
201	Visa/M.C.	Property Management System					
202		✓ Post 0.00 amounts to PMS					
203	Amex	CC post to PMS					
204	Diners/C.B.	Post gross repts to PMS					
301	Manager Meal	Print both the posting message and the response					
302	Promo	Do not save PMS response					
• 401	Room Charge	Allow 19 reference characters					
402	Acct Charge	Property Management Interface					
501	Media Declre						
502	Media Pickup						
503	Tips Paid						
901	Service						
902	Print Check	-					
		The Manager, Bruno 01/06/1998 3:10:48 PM					

Example

For example, the Room Charge key allows the posting of 0.00 dollar amounts and a 19 character reference.

Service Total Options

Select options to add functionality to service total key types.

🚾 Tender / Media								
<u>File Edit R</u> ecord <u>H</u> elp								
Tender / Media	19 2 10 20 10 10 10 10 10 10 10 10 10 10 10 10 10							
903 Chain Check	Sort By Number 🔽 🚺 🖣 🕨 🎀 🖓 🖶	- 💷 🤁						
Record View Table View								
Number Name 204 Diners/C.B. 301 Manager Meal 302 Promo 401 Room Charge 402 Acct Charge 501 Media Declre 502 Media Pickup 503 Tips Paid 901 Service 902 Print Check 903 Chain Check 904 Hold Check 905 Reprint Chck	General Tender Presets CC Tender Credit Auth PMS Service Totals	Service TTL Printing						
906 Seat Check 🖵								
	The Manager, Bruno	12/18/1997 10:59:29 AM //						

Example

To create a key that will "chain" several checks together, select *Chain Order.* The orders on the chained checks will all be sent to order output devices when the Fire key is pressed. This feature ensures that guests at the same table, but with separate checks, receive their food at the same time.

Printing

Select the printing options that this restaurant requires for each key.

🧧 Tender / M	ledia								_ 🗆 🗡
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp									
Tender	/ Media			Ę	🖣 🖒 🛣	<u>ث</u> 🖞	👫 🖒	ا 🙎	M 🧼 🏹
101 Cash			Sort E	ay Number 💌 🖡	• • •	\mathbb{N}	° 🕂 🕆		🗐 🎲
Record View	Table View								
		_	Genera	al Tender Presets	CC Tender	Credit A	Auth PMS	Service T	TL Printing
Number	Name	<u>⊢</u> ∣						1	'I
101	Cash								
102	Traveler Chk		Pt	rinting			Checks		
103	Personal Chk			Print summary totals		R	Print chec	:k	
104	Food Stamps		Г	Print VAT lines		R	Print mem	o check	
201	VisaM.C.			Print sales itemizer to	itals	Г	Print share	ed check	
202				Print check trailer		Г	Print Fren	ch personal d	check
203	Amex		V	Print on receipt printe	r	Г	Print chec	k for active s	seat 📗
204	Diners/C.B.			Print with lookup		Г	Reprint ch	neck	
301	Manager Meal			Print validation					
302	Promo			Print endorsement					
401	Room Charge			Suppress trailer after	r initial round				
402	Acct Charge			Print fiscal cash regis	ster check				
501	Media Declre								
502	Media Pickup	-							
					The Me	nager, Bi		03/18/1998 1	1-57-20 DM
						nager, Di	ano	03/10/1330 1	1.01.00 PW

Example

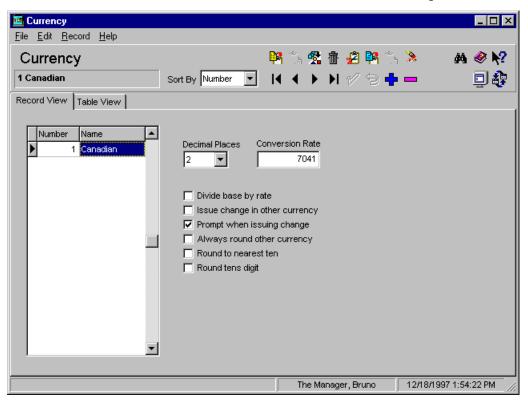
The Media Declaration key above is programmed to print a validation chit. However, none of the print check options are selected because a media declaration does not require a check to print.

Currency

Use this form to program the system to accept alternate currencies.

Programming

Define the other currencies this restaurant accepts.



Example

Customers in this restaurant often pay with Canadian currency. The system is programmed to prompt the cashier for the currency in which to issue change. The UWS has two cash drawers assigned in the User Workstations form; one for U.S. currency and one for Canadian currency.

Courses

Use this form to define courses in restaurants that offer fixed price meal*s*. For more information about Fixed Price Meals, see the *3700 Feature Reference Manual*.

Some of the characteristics of courses are:

- Posting a priced menu item as a course forces its price to be zero
- Posting additional course selections above those allowed with the fixed price meal causes the customer to be charged for the additional items
- **□** Course selections may be posted during any service round

Use the following table to understand the steps for programming the Courses form. A restaurant offers the following fixed price meals:

Courses in Meal	Price	Course Selection Group
Soup/Salad, Entree, Dessert	\$12.95	Lunch
Appetizer, Soup, Salad, Entree, Dessert	\$21.95	Dinner

Programming

Courses

Create a record for each course this restaurant offers as part of a fixed price meal. The name can be descriptive, such as "Soup" or numeric, Course 1, Course 2, etc.

🔟 C	<u></u>	1000								
_			d Help							
	File Edit Record Help									
C	οι	irses								
101	Ap	opetizers		Sort By Number 🔽 🕅 🖌 🕨 🕫 🖓 🖓 🖓 🖓 💭 📮 👰						
Cou	se	s Course	Membership 📔	Course Selection						
	П	Number	Name	Touchscreen Style 🔺 🗁						
	\vdash			101 Fd2x2/St/Al						
	\vdash		Soup/Salad	101 Fd2x2/St/Al						
	\vdash		Entree							
	H	-		101 Fd2x2/St/Al						
	4		Dessert	101 Fd2x2/St/AI 💌						
		5								
		6								
		7								
		8								
		9								
		10								
		11								
		12								
		13								
		14								
				The Manager, Bruno 12/18/1997 1:55:48 PM						

Example

This restaurant offers two fixed price meals; one at lunch and one at dinner. The lunch meal offers a choice from three courses: Soup/Salad, Entree, and Dessert. The dinner meal offers four courses: Appetizer, Soup/Salad, Entree, and Dessert. A record is created for each course that is part of a fixed price meal.

Course Membership

Create the course membership groups required by this restaurant.

🚾 Co	urses							_ 🗆 ×
<u>F</u> ile <u>I</u>	<u>E</u> dit <u>R</u> eco	d <u>H</u> elp						
Со	urses			þ	1 🕮 🛣	· 11 🔁 😫 🛸	3	M 🔗 🎀
102 S	102 Soups/Salads Sort By Number			• I	• • •	N 1/ 9 🕂		🗐 🚯
Cours	es Course	e Membership Cours	e Selection					
Cou	urse Membe	rship Record View						
	Number	Name	[▲	_ Is a Memk	er of Course [1 - 1	6]	
	101	Appetizers			🗌 1 Ар	petizer		
	102	Soups/Salads				up/Salad		
	103	Entrees			🗖 3 Ent			
	104	Desserts			🗌 🔲 4 De:	ssert		
					5			
			ĺ					
					□ 12			
			ĺ	-				
					The Ma	nager, Bruno	12/18/1997	1:56:54 PM

Example

The lunch meal allows a choice of either Soup or Salad as one of its courses. A course membership that includes soup and salad items is created. In the Menu Items form, items that are offered in this course are assigned to this Course Membership.

101101	- Soups	
101102	Soup of the Day	Courses
101103	Onion Soup	Course Membership
101104	Clam Chowder	Soups/Salads 🗾 🕞

Course Selection

Create a record for each type of fixed price meal this restaurant offers and select the courses included in the meal.

E Courses		_ 🗆 ×
<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp		
Courses	<mark>)9 🕼 😤 🗄 名 </mark> 9 🖄	» 🔉 🖗 🖉
101 Lunch Prefix Sort By Number	K ◀ ▶ ▶ # ⁄/ ७ ╋	- 98
Courses Course Membership Course Selection		
Course Selection Record View		
Number Name	Requires a Member of Cours	e [1 - 16]
101 Lunch Prefix	🔲 1 Appetizer	▲
102 Dinner Prefix	🔽 2 Soup/Salad	
	G 3 Entree	
	V 4 Dessert	
	5	
	□ 9 □ 10	
	□ 12	
	The Manager, Bruno	12/18/1997 1:57:46 PM

Example

The fixed price lunch meal in this restaurant includes selections from the Soup/Salad, Entree, and Dessert courses.

Descriptors

In the 3700 system, a descriptor is a word or phrase that appears on a UWS display, report, and/or prints at a 3700 printer. Use the Descriptors form to program:

- **Given SLU** names and styles
- □ Sales Itemizers
- **□** Headers and Trailers

Programming

Discount/Service SLU

Enter a name to describe each SLU this restaurant requires and select a style for generated keys.

Descriptors					
<u>File E</u> dit <u>R</u> ecord	d <u>H</u> elp				
Descripto	rs	Ę	🖲 🕅 📆 fi	r 2 De 🏷	° 🔥 🔗 📢
101 Food Discou					
		_			
Discount / Service	SLU Menuittem SLU Tender / Media S	SLU S€	ales Itemizers 🛛	Headers Traile	rs
Number	Name	Touchs	screen Style 🔺	<u>e</u>	
101	Food Discounts	401 Di	isc/Svc/Pay		
102	Retail Discounts	401 Di	isc/Svc/Pay		
201	Service Charges	401 Di	isc/Svc/Pay		
l l			•		
Click to insert a rec	ord.		The Mana	ger, Bruno	12/18/1997 1:59:41 PM

Example

This restaurant displays two different SLUs for discounts. By creating separate SLUs for each type of discount, this restaurant is able to display only the discounts that apply in each revenue center.

Menu Item SLU

Enter a name to describe each Menu Item SLU this restaurant requires and select a style for generated keys.

Descriptors 🧧 🥵 👘 🖉 👫 🐎 🗛 🧇 🕨							
9 D	lesserts	Sort By Nur	iber 🔽 🛛 🖌 🕨 🞷 🗇 🖶 💻 🗐 着				
cou	unt / Service	SLU Menuittem SLU Tender / t	Media SLU Sales Itemizers Headers Trailers				
Γ	Number	Name	Touchscreen Style 🔺 🗁				
	201	Appetizers	107 Apptz				
	202	Soups/Salads	108 Soup/Sa				
	203	Sandwiches	109 Sandwic				
	204	Pastas	110 Entrees				
	205	Entrees	110 Entrees				
	206	Specials	110 Entrees				
	209	Desserts	111 Dessert				
	210	Breads	112 Retail				
	211	Non-Alcoholic	106 Beverag				
	301	Bourbons/Miskies	223 Bourbn/				
	302	Gins/ Vodkas	224 Gin/Vod				
	303	Rums/Tequilas	225 Rum/Teq				
	304	Scotches	226 Scotch				
	305		223 Bourbn/				

Example

The employee can easily locate the menu item, Ice Cream, because it's logically assigned to an SLU. In this case Desserts!



Tender/Media SLU

Enter a name to describe each Tender/Media SLU this restaurant requires and select a style for generated keys.

🔤 Descriptors	
<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp	
Descriptors	Pr 🔭 😤 💼 名 Pr 🐎 🔌 📣 🥔 🐶
101 Payments S	ort By Number 💽 🚺 🔹 🕨 🖉 🖗 📼 📃 💱
Discount / Service SLU Menu Item SLU	Tender / Media SLU Sales Itemizers Headers Trailers
Number Name	Touchscreen Style 🔺 🗁
▶ 101 Payments	401 Disc/Sv
102 Sales/Promo	401 Disc/Sv
	_1
	The Manager, Bruno 12/18/1997 2:03:12 PM

Example

This restaurant places keys for tendering cash, checks, credit cards and Traveler's Checks on a Screen Lookup that can be accessed from the Default Transaction screen.

Sales Itemizers

Create the itemizers this restaurant requires for subtotaling menu items.

🔤 Descriptors					_ 🗆
<u>F</u> ile <u>E</u> dit <u>R</u> eco	rd <u>H</u> elp				
Descripto	ors			🗄 🔏 📴 🏷	🚴 🛛 🖓 🏘
1 Food/Soft Bv	1	Sort By Number		N 🗸 🤋 🕂	- 💷 🏘
Discount / Servic	e SLU Menuittem :	SLU Tender / Media SLU	Sales Itemizers	Headers Traile	rs
Number	Name	_			
Þ	1 Food/Soft Bv				
	2 Liqr/Beer				
	3 Wine				
	4 Misc/Delvry				
	6				
	6				
	7				
	8	•			
Displays sales iter	nizer number and n	ame	The Mai	nager, Bruno	12/18/1997 2:05:45 PM

Example

This restaurant subtotals food and soft beverages separately from liquor, beer and wine.

Headers and Trailers

Enter a name to describe each Header and Trailer this restaurant requires.

Descriptor	s			🎙 🕄 🛣 🖶 名 👫 🗇	h 🚴	#4 🧇 I
Bar Check		Sort By	Vumbe	r 💽 🔣 🔹 🕨 🗗 💅 🖯 🖬		📮 i
scount / Service S	SLU Menu Item Sl	.U Tende	r / Mec	lia SLU Sales Itemizers Headers Trail	ers	
Headers Record						
Number	Name Bar Check	_ - 4	He	ader Lines 1 - 6	Pi	rint
	Rest. Check				<u>Red</u>	Wide
	Retail Check		1	***Bar***		
7	7 Training Check	_	2	MICROS Systems, Inc.		
101	Hot Hdr		1		-	
102	2 Cold Hdr		3	12000 Baltimore Avenue		
103	8 Expiditor Hdr		4	Bettsville, Maryland 20705		
104	Service Bar Hdr					
105	5 Bottled Wine Hdr		5	Phone: 1-800-638-0985		
			6	http://www.micros.com		

Example The Bar Check header created above prints on customer receipts.

Condiments

Use the Condiments form to program the condiment groups for this restaurant.

Programming

Condiment Groups

Create a group for each type of condiment required by this restaurant.

ondime	nts		▶ ˆ 索 索 f	j ≄ D⊳ ≜	° 6	M I
leat Temper	atures	Sort By Number		1198		📃 i
diment Group	S Condiment Memb	ership 🛛 Condiment Selec	ion			
Number	Name	Touchscreen Style	B			
1	Meat Temperature	105 Req Food Pr				
2	Fish Prep	105 Req Food Pr				
3	Cheese Choice	105 Req Food Pr				
4	Bread Choice	105 Req Food Pr				
6	Condiment 5	105 Req Food Pr				
E	Starch Choice	105 Reg Food Pr				
7	Condiment 7	105 Req Food Pr	`			
6	Condiment 8	105 Req Food Pr				
9	Condiment 9	105 Req Food Pr				
10	Dressing Choice	105 Req Food Pr				
11	Soup/Salad Choic	105 Req Food Pr				
12	Ice Cream Flavor	105 Reg Food Pr				
13	Condiment 13	104 Food Preps				
1.	Condiment 14	104 Food Preps				

Example

This restaurant requires condiment groups for Meat and Fish preparation because it offers several entrees of this type.

Condiment Membership

Create larger membership classes for condiments and select the groups that belong to each.

🚾 Course	es						_ 🗆 >
<u>F</u> ile <u>E</u> dit	<u>R</u> eco	rd <u>H</u> elp					
Cours	ses			PR 🕮 😤	🔠 名 📴 🛸	🚴 🛛 🛤 🤗 📢	
102 Soup	os/Sala	ds	Sort By Number	•	${\bf I} {\bf I} {\bf I} {\bf I}$	N 🞷 🖯 🕂	- 🏼 🗐 🤃
Courses	Cours	e Membership 🛛	Course Selection				
Course	Membe	rship Record Vie	w				
	Imber	Name			⊢ls a Memi	per of Course [1 - 1	161
	101	Appetizers		_		petizer	· • • • • • • • • • • • • • • • • • • •
	102	Soups/Salads			🔽 2 So	up/Salad	
	103	Entrees			🖂 3 En	iree	
	104	Desserts			🗖 4 De	ssert	
					5		
					□ 10 □ 11		
					□ 12		
				-			
					The Ma	inager, Bruno	12/18/1997 1:56:54 PM

Example

A condiment Membership class called "Meat Temperatures" is created. Meat Temperature selections are placed in this class when programming the Menu Items form as shown below:

21109	Condiment Groups
21201 - M	
21202 Medium Rare	Condiment Membership
21203 Medium	Meat Temperatures 🔽 🕞

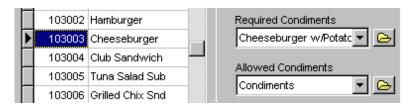
Condiment Selection

Create the allowed and required condiment selections required for each type of menu item in this restaurant.

🔤 Condiments						l ×		
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp								
Condiments 🦻 🥵 🏦 🖄 🕒 🖄 🦀 🔗 🕅								
122 Cheeseburger w/Potato (Chi Sort By Number		- →	N 🞷 ラ 🕂	• 🗖 🗐 i	1		
Condiment Groups Condiment Membership Condiment Selection								
⊢Condiment Selection Record Vi	ew							
Number Name			C Select C	ondiments from Gro	oups [1 - 32]			
110 Salads			🔽 1 M	eat Temperature	<u> </u>			
120 Burgers/ Steaks	3		🗌 2 Fi	sh Prep				
121 Burgers w/Pota	to Choice		🔽 3 CI	neese Choice				
122 Cheeseburger v	v/Potato Choice		🗌 4 Bi	ead Choice				
123 Sandwiches w.	Bread Choice		<u></u> ∏ 5 Ci	ondiment 5				
124 Sandwiches w.	Bread-Potato Choice			arch Choice				
125 Sandwiches w.	Potato Choice			ondiment 7				
130 Steaks w/Potate	o-Salad Choice			ondiment 8				
131 Pastas w/Soup	Salad Choice			ondiment 9				
132 Entrees w/Star	ch-SoupSalad Choic			ressing Choice				
140 Ice Cream Choic	es			oup/Salad Choic :e Cream Flavor				
201 Alcoholic Items		-		e Cream Flavor	_			
			T 1 54					
			The Ma	anager, Bruno	01/06/1998 3:15:36 PM	A //.		

Example

A separate condiment selection is created for cheeseburgers in this restaurant. When used as a Required Condiment selection in the Menu Items form, the employee is required to post the Meat Temperature, Cheese Choice, and Starch choice for cheeseburgers. Another condiment selection group which includes general condiment selections such as mayonnaise, ketchup, and pickles is used as an Allowed Condiment selection for cheeseburgers. The section of the Menu Items form shown below shows how condiment selections are used.



Menu Item Classes

Use the Menu Item Classes form to simplify programming by assigning the same privilege levels and option settings to all menu items in a class.

Programming

Description

Create the Menu Item Classes required by this restaurant.

🚾 Menu Iter	m Classes						
<u>File E</u> dit <u>R</u>	ecord <u>H</u> elp						
Menu It	tem Classes					Th 🔉	M
201 Cocktail	Miquor Item	Sort By Numb	er 🔽 🖡	• • •	1 1/ 9	+	💷 🤃
Record View	Table View						
			Description	General O	ntions Print (Display Price	(Totals)
Number	Name			[Ceneral of		Dispidy [1100	/ Totais
101	Food Item						
102	P Appetizer		Sales Iter	nizer	т	ax Class	
103	Food Item Non-Taxable		2 Ligr/B			ax class 102 Beverage	Tax 🔻 🕞
104	Food Open Item			eer		TUZ Deverage	
105	i Prefix Item						
106	i Bread		Discount	Itemizer	Print Group	HALO	
150) Condiment			2	2	2	
151	Condiment Priced						
152	? Weight		Service I	temizer	Privilege		
153	Special Prep			1	0	7	
201	Cocktail/Liquor Item				-	-	
203	Eiquor Open Item						
204	Liquor Bump Item						
251	Liqr Condiment Priced	-					
				The Ma	anager, Bruno	12/18/19	997 2:23:12 PM

Example

Menu items assigned to the Menu Item Class "Cocktail/Liquor" share characteristics assigned to the class. A Bloody Mary and a Daiquiri, for example, share the same Tax Class and itemizer selections.

General Options

Define the characteristics of each menu item.

Menu Iter jile <u>E</u> dit <u>R</u> e	cord <u>H</u> elp			
Menu It	em Classes		Pi 🐴 🛣 🛍	- 名 📴 🖄 🤌 👘 🙈 🍭 📢
153 Special F	Угер	Sort By Number	er 🔽 🚺 🖌 🕨	I 🖉 Ə 🕂 💻 🗐 🦓
Record View	Table View			
Number	Name		Description General Optio	ns Print / Display Price / Totals
101	Food Item			
102	Appetizer		Items Are	Other Parameters
103	Food Item Non-Taxable	;	Appetizers	
104	Food Open Item		Beverages	Reference required Weight entry required
105	Prefix Item		Condiments	Increment seat number
106	Bread		Condiment prefixes	Match condiment quantity
150	Condiment		Shareable	Match containent quantity
151	Condiment Priced			
152	Weight			
153	Special Prep			Repeat
201	Cocktail/Liquor Item			Include in repeat round
203	Liquor Open Item			Repeat prev round's level
204	Liquor Bump Item			The pour provincial level
251	Liqr Condiment Priced	-		
			The Manag	ger, Bruno 03/18/1998 2:04:50 PM

Example

You can define certain Menu Item Classes as *Beverages* when you are using the Beverage Control feature of the 3700 system. See the *3700 Feature Reference Manual* for information about this feature.

Print/Display Options

Select options to control the printing and display of each class of menu items on order chits, customer receipts, and UWS displays.

🜃 Menu Iter	n Classes								
<u>File E</u> dit <u>R</u> e	ecord <u>H</u> elp								
Menu It	Menu Item Classes 🥂 🦰 🥵 🛍 名 🛤 🗞 🛠 🥙 🦃								
201 Cocktail	201 Cocktail/Liquor Item Sort By Number 🔽 🔰 🕇 🕨 🗐 🦥								
Record View Table View									
Description General Options Print / Display Price / Totals									
Number	Name		Description Contrar options						
101	Food Item								
102	Appetizer		Printing	Display					
103	Food Item Non-Taxable		Print validation	Display on Touchscreen					
104	Food Open Item		🔽 Menu level name	Name 1 Only					
105	Prefix Item		🔲 Override print group	C Name 2 Only					
106	Bread		Print price on order chit						
150	Condiment		Print without parent on or	rder chit					
151	Condiment Priced		🔲 Do not post to reports if p	orice = 0					
152	Weight		🔲 Do not add to detail if pric	ce = 0					
153	Special Prep								
201	Cocktail/Liquor Item		Print on Check/Receipt	Print on Order Printer					
203	Liquor Open Item		Name 1 Only	C Name 1 Only					
204	Liquor Bump Item		C Name 2 Only	Name 2 Only Dath Name					
251	Ligr Condiment Priced	-	O Both Names	C Both Names					
		_							
			The Manager	. Bruno 12/18/1997 2:32:04 PM //					
			i ne Manager	, Drano 12/10/1337 2.32.04 PW					

Example

Menu Items in the "Cocktail/Liquor" class are programmed to print as nicknames at the order printer located behind the bar. The nickname for each item is entered in the *Name2* field of the Menu Items form.

Price/Totals

Select the required pricing and posting options for each class of menu items.

Menu Iten	n Classes			
le <u>E</u> dit <u>R</u> e	ecord <u>H</u> elp			
Menu It	em Classes		📴 🐴 🛣 🖉) 📴 🖒 🚴 👘 🚜 🤗 🕅
01 Cocktail	Liquor Item	Sort By Numb	er 🔽 ┥ 🔶 🕨 🎷	'ə +- 📮 🌡
ecord View	Table View			
			Description General Options	Print / Display Price / Totals
Number	Name	_		
101	Food Item			
102	Appetizer		Prices	Totals
103	Food Item Non-Taxable		Preset prices	Add to cover count
104	Food Open Item		Fixed price meals	🔲 Add to auto service chg
105	Prefix Item		Prices are upcharges	Allow item discount
106	Bread		Enable prices 2 through 4	
150	Condiment		Negative open MI price	
151	Condiment Priced		Use sub menu level for pric	es
152	Weight			
153	Special Prep			
201	Cocktail/Liquor Item			
203	Liquor Open Item			
204	Liquor Bump Item			
	Ligr Condiment Priced	_		

Example

This restaurant reduces drink prices during Happy Hour. By selecting *Enable prices 2 through 4* and *Use sub menu level for prices,* the restaurant can create several prices for the drinks in this Menu Item class.

Menu Items

Use this form to program menu items. The Menu Item table is one of the largest in the database. You should plan and organize it before program it.



Note

Condiments which are offered as charged items and as non-priced items must be entered twice.

Organizing the Menu Items form

MICROS recommends that menu items be organized numerically based on their Major Group and further divided by Family Group. This makes reports easy to read and simplifies database maintenance tasks.

For example, you might include an Index at the top of the form which lists the numbers associated with each Major Group.

Within each Major Group, Family Groups may also be assigned a specific numeric range. For example, all menu items belonging to the Major Group, "Beer" might be assigned a numeric range of 1000 - 1999. Within the "Beer" Major Group, the Family Group, "Draft Beer" could be numbered 1000-1099, while another Family Group "Bottled Beer" could be numbered 1100-1199.

You should group menu items according to similarities and preassign ranges of record numbers. Use the example below as a starting point. Numbering varies for each restaurant, depending on the number of menu items in each Major Group.

A Numbering Plan							
1000 Beers 2000 Glass Wines 3000 Bottle Wines 5000 Liquor 6000 Aperitif 6100 Brandy 6200 Cognac 6300 Sherry/Port 6400 Liquors 8000 Cocktails	20000 Food Preps 25000 Bar Preps 35000 Non-Alcoholic 101001 Appetizers 101101 Soups 102001 Salads 103001 Sandwiches 104001 Pastas 105001 Entrees 106001 Desserts 199001 Specials						

Naming Menu Items

The 3700 system allows you to assign two names to each menu item. Programming determines whether Name1, Name2, or both, appear in the transaction detail, and on guest checks, receipts and remote order devices. Name1 prints on reports.

Name2 can be used where the kitchen staff speaks a another language, or where the kitchen uses abbreviations.

SLU Priorities

Assign an SLU priority to control the order in which items display on touchscreens. For example, a long list of mixed drinks might display alphabetically on several screens when the [Cocktail] key is pressed. By assigning the most popular drinks an SLU priority of 1, and others a priority of 2 or 3, you can create three alphabetical lists of cocktails. Employees will find the popular drink on the first pages.

Assigning Menu Items to Courses If the menu item is:

- □ A course in a Fixed Price Meal, select the course to which it belongs in the Course Membership field. For example, Clam Chowder would belong to the Soup course.
- A fixed price meal, select the course selection group from which choices may be selected in the Course Selection field. For example the Seafood Special might include selections for a selection group that includes the courses Salad, Entree, and Dessert. The courses that are included in each Course Selection option are programmed in the Courses form.

Programming

Definition/General

Create a record for each menu item and condiment this restaurant requires.

	cord <u>H</u> elp			
/lenu lte	ems		👫 🖱 🛣 🔠 名 👫 🖱 🚴 🛛 😂	M 🧇 🎀
** Item Ind	ex	S	ort By Number 💽 🛛 🔹 🕨 🕅 🎷 🔁 🖶 📼	📃 🤹
cord View	Table View			
Number	Name1		Definition Reporting Prices	
	** Item Index		1	
-				
_	1000 Beers			
	2000 GIs Wines			
_	3000 Btl Wines		General Groups Options	
_	5000 Liquor		Name1 Name2	
_	6000 Aperitif		** Item Index	lcon
-	6100 Brandy	- 1	Access Classes	
_	6200 Cognac		Access Classes SLU Menuitem Class	
	6300 Shrry/Prt			
10	6400 Liqueurs			
11	8000 Cocktail		SLU Priority NLU Menu Level Class	1
12	20000 Fd Preps			<u>e</u>
13	25000 Bar Prep		Key Code NLU Group Print Class	
14	30000 Non-Alco			
15	101001 Apptz	Ţ		

Example

In this restaurant, bottled wines are programmed to display in an NLU (Number Lookup) window because the list is so lengthy. The employee chooses an item by entering the NLU number.

	100 - Champagne	201 Chard Consentino
	101 Perrier Jouet	202 Chard Stag's Lp
	102 Taittinger	203 Chard Sonoma Cut
	103 Veuve Cĺiquot	102 Chard I.Tamas
	104 Whte Star	205 Chard Kendall-Ja
	105 Dom Perignon	206 Chard Grgich Hil
	106 Domain Mumm	207 Chard Cuvaison
	107 Ivan Tamas Brut	208 Chard Cakebread
	108 Domaine Carneros	209 Macon Lugny
Ŧ	200 - White Wine	210 Chassagne Montra

Definition/Groups

Select the groups for each menu item this restaurant requires.

<mark>™Menultem</mark> <u>File E</u> dit <u>R</u> ea	s cord <u>H</u> elp							_ 🗆 X
Menu Ite 3101 Chard C		S	ort By Number 💌 🚺 🖌 🕨				<i>8</i> 4	♦
Record View	Table View							
Number	Name1		Definition Reporting Prices					(
3020								
3100	- White Wine							
► 3101	Chard Consentino							
3102	Chard Stag's Lp		General Groups Options					
3103	Chard Sonoma Cut							1
3104	Chard I.Tamas		Menu Item Group		Condimen	t Groups		
3105	Chard Kendall-Ja		202 White Wine 🔻 🕞			t Membership		_
3106	Chard Grgich Hil		Courses			t wennersnip		<u>e</u>
3107	Chard Cuvaison				De máxeda	0t-	<u> </u>	
3108	Chard Cakebread		Course Membership		Required	Condiments		<u>e</u>
3109	Macon Lugny						<u> </u>	
3110	Chassagne Montra		Course Selection			Condiments	_	
3111	Sancerre, Chavig		- E		301 Con	diments	-	<u>e</u>
3112	Pouilly Fume							
3113	Pouilly Fuisse	•						
			The M	lanager,	Bruno	03/04/1998	10:50):16 AM

Example

You can select a Menu Item and Condiment Group for each menu item. The menu item will be included in sales totals for the selected group.

Definition/Options

Select the options that apply to this menu item.

🜃 Menu Item	s			_ 🗆 ×
<u>File E</u> dit <u>R</u> ed	cord <u>H</u> elp			
Menu Ite	ems		👫 🖒 🛠 🕯 🖉 👫 🖒 🔌 🖨 🗛	🥙 💦
105006 Lobs	ter	So	ort By Number 🔽 🛛 🖌 🕨 🕅 🌮 🔁 🕂 💻 📃	🗐 🤃
Record View	Table View			
Number	Name1		Definition Reporting Prices	
104012			,	
104012		-		
		-		
	- Entrees	-		
	Prime Rib	_	General Groups Options	
105003	N.Y. Strip			
105004	Seafood Brochett		MI Options	
105005	Roasted Chicken		Check availability	
105006	Lobster		No access from Mgr. Procedures	
105007				
105008			Do not deplete from inventory	
105009				
105010				
106001	- Desserts	-		
	Ice Cream	-		
	Sorbet	-		
106003	Sorber			
			The Manager, Bruno 04/01/1998 8:11:0)6 AM

Example

This restaurant has a limited number of lobsters each day for sale. Selecting the option *Check availability* causes the system to display the prompt: "THIS MENU ITEM IS SOLD OUT" when there are no more lobsters available.

If an order is placed for more lobsters than is on hand, the system responds with the prompt, "ONLY [#] ITEMS REMAINING".

If, for some reason, the restaurant did not receive their shipment of lobsters, the system responds with the prompt "MENU ITEM NOT AVAILABLE".



Note

The manager enters the number of lobsters available each day through Manager Procedures.

Reports

Select the Major and Family Groups for each menu item this restaurant requires.

🛅 Menu Items		
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
Menu Items		👫 🕾 😤 🏦 名 👫 🛸 🛛 😂 🗛 🧇 📢
3101 Chard Consentino	So	ort By Number 🔽 🛛 🖌 🕨 🞷 🗇 🖶 🚥 👘 📃 🐉
Record View Table View		
		Definition Reporting Prices
Number Name1	<u> </u>	
3020		
3100 - White Wine		Price Group
3101 Chard Consen	ntino	X
3102 Chard Stag's L	Lp	,
3103 Chard Sonoma	a Cut	Report Groups
3104 Chard I.Tamas	3	Major Group
3105 Chard Kendall	-Ja	5 Wine 💌 🕞
3106 Chard Grgich	Hil 📕	
3107 Chard Cuvaiso	on	Family Group
3108 Chard Cakebro	ead	124 Bottled Premium Wine
3109 Macon Lugny		
3110 Chassagne M	ontra	
3111 Sancerre, Cha	avig	
3112 Pouilly Fume		
3113 Pouilly Fuisse	-	
		The Manager, Bruno 03/04/1998 10:53:50 AM

You can select a Major, and Family Group, for each menu item. The menu item will be included in sales totals for the selected groups.

Prices

Create prices for each menu item and condiment this restaurant requires.

🔤 Menu Items		_ 🗆 ×
<u>File Edit R</u> ecord <u>H</u> elp		
Menu Items	▶ 3 盘 亩 名 ┡ 3 🌺 🙀	<i> </i> א
3101 Chard Consentino	Sort By Number 🔽 🛛 🖌 🕨 🕨 🎷 🗇 🖶 📼	📃 🧞 🛛
Record View Table View		
	Definition Reporting Prices	
Number Name1		- 1
3019		
3020		∥
3100 - White Wine	Record View [1 of 1]	
3101 Chard Consentino	Fixed Pricing Food Cost Effective Dates	
3102 Chard Stag's Lp	From	
3103 Chard Sonoma Cut	1 \$45.00	
3104 Chard I.Tamas		20
3105 Chard Kendall-Ja	То	
3106 Chard Grgich Hil	3	20
3107 Chard Cuvaison		
3108 Chard Cakebread		
3109 Macon Lugny		
3110 Chassagne Montra	Surcharge Tare Weight	
3111 Sancerre, Chavig		
3112 Pouilly Furne	-	
	The Manager, Bruno 12/18/1997 2:44	1:00 PM

Example

Each menu item may have up to four different prices. The prices may change depending on the revenue center, time of day, or active menu level. In order for a menu item to have more than one price, the option *Enable prices 2-4* must be selected in Menu Item Classes | Price/Totals.

Chapter

Revenue Centers

The forms in the Revenue Centers folder contain options for customizing restaurant operations in each revenue center.

In this chapter

Overview	
RVC Credit Cards	
RVC Discount / Service	
RVC Display Design	
RVC Posting	
RVC Printing	
RVC Print Design	
RVC Interfaces	
RVC Seats	
RVC Table Seating	7-21
RVC Taxes	
RVC Touchscreens	
RVC Transactions	

Overview

Different revenue centers are defined within a system to provide sales tracking, accounting, and transaction control. Usually, a revenue center matches an outlet in the restaurant, such as a bar, dining room, or a retail shop.

Defining options for each revenue center allows a restaurant to:

- Provide accounting information for outlets in the system, as a subset of the system.
- **Control or restrict access.**
- □ Define functional characteristics for the outlet. For instance, the operations in a bar can vary from those in a dining room.

Configure the forms in the Revenue Centers folder in the following order:

- 1. RVC Credit Cards
- 2. RVC Discount/Service
- 3. RVC Display Design
- 4. RVC Interfaces
- 5. RVC Posting
- 6. RVC Printing
- 7. RVC Print Design
- 8. RVC Sales
- 9. RVC Taxes
- **10. RVC Transactions**
- 11. RVC Touchscreens

RVC Credit Cards

Different revenue centers require different credit card handling options. The 3700 system allows you to customize credit card handling in each revenue center.

Programming

General

🔤 RVC Credit Cards		
<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp		
RVC Credit Cards	👫 🖄 😤 🍈 名	🛤 🐎 🚴 — 🗛 🤗 📢
1 Restaurant	Sort By Number 🔽 🚺 🔹 🕨 🎷	9 🕂 💻 🗖 🗘
Record View Table View		
Number Name 1 Restaurant 2 Bar 3 Catering 4 Retail	General Headers Trailers Floor Limits Options Suppress amount on initial authorization Suppress linefeeds after voucher Authorize below CA floor message Allow 20 reference characters Confirm customer signature CA Status Enable CA status display Display for entire RVC VC	_
	The Manager, Bru	uno 03/18/1998 2:44:07 PM

Select the credit card options that apply to each revenue center.

Example

This restaurant has several workstations in the Restaurant revenue center. By selecting the option *Display CA status on UWS only*, the status of pending credit authorizations can be displayed separately, at each UWS.

Headers/Trailers

Select the headers and trailers to print on credit card vouchers for each revenue center.

🔤 RVC Credit	Cards						_ 🗆 ×
<u>File E</u> dit <u>R</u> ec	ord <u>H</u> elp						
RVC Cre	edit Cards		Ŗ	ት 🖒 🛣	🗄 名 📴 👋	- 🤌 🦓	<i> </i> א
1 Restaurant		Sort	By Number 💌 📔	● ● ►	N 🞷 🖯 🚽	• 📼	🗐 🤹
Record View	Table View						
			G	wellowe] er		1	
Number	Name		General Headers 1	raliers [Flo	or Limits Printing		
	Restaurant						
	2 Bar					~	1 I
:	3 Catering		Credit Card Vouch	ers		<u>e</u>	<u>'</u>
	4 Retail						
			Customer CC Trailer		Merchant (
			4 CA Voucher		4 CA Vol	icher 💽	
			Customer Initial Auth	n Trailer	Merchant I	nitial Auth Trailer	
			4 CA Voucher	-	4 CA Vou		
			-				
			Customer Optional 2	nd Trailer	Merchant (Optional 2nd Trailer	
				-		•	
		_					
1							
				The hd		4040400705	NOT DM
				The Ma	inager, Bruno	12/18/1997 2:56	D. DY PIM

Example

The example below shows the credit card trailer for the Restaurant revenue center. Trailers are programmed in Sales | Descriptors.

Tip:
Total:
Signature
Thanks for dining with us!

Floor Limits

🚾 RVC Credit	Cards		1 ×
<u>File E</u> dit <u>R</u> ec	ord <u>H</u> elp		
RVC Credit Cards		🙌 🖄 😤 🏦 名 🙌 🚴 🛛 🛤 🥔 🕨	?
1 Restaurant		Sort By Number 🔽 🛛 🖌 🕨 🖅 🔁 🖶 💻 📃	(
Record View	Table View		
Number	Name	General Headers Trailers Floor Limits Printing	
	Restaurant		
2	2 Bar		
3	3 Catering	Floor Limit Options	
4	4 Retail	Enable secondary floor limit %	
		Enable secondary floor limit amount	
		The Manager, Bruno 12/18/1997 2:59:13 PM	

Enable the secondary floor limits for each revenue center.

Example

The Restaurant revenue center enables a secondary floor limit to control when a second request for authorization is initiated. In this example, a second authorization is requested anytime the service total reaches 10% more than the initial authorization amount. Floor limits are established in Sales | Tender/Media (Credit Auth tab).

Note

Some credit card processors require authorization of all transactions regardless of the amount.

Printing

Select options to control the printing of credit card vouchers in each revenue center.

🔤 RVC Credit Cards					
<u>File Edit Record H</u> elp					
RVC Credit Cards	🙀 🖄 🛣 🏜 🙆 🙀 🖄	#4 <i>⊗</i> №?			
1 Restaurant	Sort By Number 💽 🚺 🕇 🕨 🕅 🎷 🗇 🖶 📼	트 💱			
Record View Table View					
Number Name I Restaurant Bar 3 Catering 4 Retail	General Headers Trailers Floor Limits Printing Print Options Print two vouchers Print voucher in background Print initial credit authorization voucher Print voucher after secondary authorization Do not print customer name on voucher Show REPRINT on voucher				
	The Manager, Bruno 12/1	8/1997 3:01:37 PM			

Example

This restaurant selects the option *Print voucher in background* to cause a credit card voucher to print automatically when authorization is received. This feature is used with the Suspend /Resume feature of the 3700 system. For more information about the Suspend/Resume feature, see the *3700 Feature Reference Manual.*

RVC Discount / Service

Discounts and Service Charges may be controlled at the revenue center level.

Programming

Select discount and service charge options for each revenue center.

RVC Discount/Service		_ 🗆 ×				
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp						
		× ••				
1 Restaurant	Sort By Number 🔽 🛛 🕇 🕨 🕨 🞷 🗇 🕂 📼	므 🥴				
Record View Table View						
Personal Per						
Number Name	_					
▶ 1 Restaurant	Descriptors					
2 Bar						
3 Catering	Other Service Charge Name Employee Discount Trailer					
4 Retail	Service Chrg 3 Emp Meal 💌 🗁					
	Options					
	Always round discounts/service charges					
	Round to nearest ten					
	Round tens digit					
	Covers post as service charge					
	Turn auto service charge off					
	Auto Comico Channe					
	Auto Service Charge					
	▼ 102 15% Grat. ▼ 🗁					
	The Manager, Bruno 12/18/1997 3:04	:31 PM				

Example

This revenue center charges a 15% autogratuity on every check. This service charge is created in the Sales \mid Discount/Service form.

RVC Display Design

The options in RVC Display Design allow you to control the display in each revenue center. For example, you can control the sorting and consolidation of items posted in a previous round for each revenue center.

Programming

🚾 RVC Display Design		- 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
RVC Display Des		Ø ∖ ?
1 Restaurant	Sort By Number 🔽 🚺 🔹 🕨 💅 🖓 🖶 🛄] 🕴
Record View Table View		
Number Name	<u>▲</u>	
▶ 1 Restaurant	Beverage Name	
2 Bar	Beverage	
3 Catering		
4 Retail	Default Information Screen	
	Do not sort display Show employee on open che	ck SLU
	Do not consolidate display 🔲 Show number on open check	
	🗖 Sort pop-up windows 🗖 Show table on open check SL	.0
	Display only allowed condiments Show time on open check SLI	u
	Blank customer display 🔲 Show total on open check SL	U
	Short delay customer display	
	Display menu item NLU numbers	
	The Manager, Bruno 03/04/1998 10:14:4	46 AM 🏼 🍂

Select the display options for each revenue center.

Example

This restaurant uses the term "Beverage" to display with the Beverage Control prompt in the Restaurant. They might choose "Drinks" to display in the Bar. For more information about Beverage Control, see the *3700 Feature Reference Manual*.

RVC Posting

Use the RVC Posting form to select the keys to which cash and bank tenders should post, and choose the number of days of check detail to store. Other posting options that can be determined at the revenue center level include rounding, posting to transaction or check employee, and order type totals posting options.

Programming

General

📴 RVC Posting	9					_ 🗆 ×
<u>F</u> ile <u>E</u> dit <u>R</u> eco	ord <u>H</u> elp					
RVC Pos	sting		📴 🖒 😤	🗄 名 👯 🐎	3	M 🔗 💦
1 Restaurant		Sort By Number 💌	$\mathbb{N} \to \mathbb{N}$	N 🖉 🖯 🕂		📃 🤃
Record View	fable View					
		General Options	1			
Number	Name		1			1
1	Restaurant					
2	Bar					
3	Catering	Cash Tender		Bank Tender		
4	Retail	101 Cash	- 🕞	501 Media Decir	• • P	
				1001 110010 0000		
		-				
		_				
		▼				
			The Ma	anager, Bruno	03/04/1998	10:16:42 AM

Select separate posting options for each revenue center.

Example

This restaurant uses a key named "Cash" to record change due amounts and Tips Paid regardless of which tender key is used to perform the action.

Options

Select totals and rounding options for each revenue center.

RVC Posting		
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
RVC Posting	📴 🖄 😤 🏦 名 🛤 🗊	🤌 👩 🕅
1 Restaurant	Sort By Number 💽 🚺 🖣 🕨 🕅 🖗	- 💷 🎲
Record View Table View		
	General Options	
Number Name		
▶ 1 Restaurant		
2 Bar		
3 Catering	Options	
4 Retail	Enable total due rounding	
	Round total due to nearest 10	
	Rounding based on tens digit	
	Current round posts to transaction employee	
	Post gross sales to order type totals	
	Post all check totals to current order type	
	Negative checks do not add to cover count	
	The Manager, Bruno	04/01/1998 11:39:00 AM

Example

In this restaurant, the host seats the guests and begins a check before the waiter or waitress is assigned (the host is the check employee.) The restaurant selects the option *Current round posts to transaction employee* to track the revenue generated by each waiter or waitress. Otherwise totals in this restaurant would only post to the host.

RVC Printing

Use the Revenue Center Printing form to customize check operations and printing in each revenue center.

Programming

General

Complete the fields to control printing in each revenue center.

RVC Printing		_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
RVC Printing		M 🔗 🎀
1 Restaurant	Sort By Number 🔽 🛛 🖌 🕨 🕨 🖓 🖶 📼	💷 🎝
Record View Table View		
Number Name	General Options	
Restaurant		
2 Bar		
3 Catering	Personal Check Endorsement Line For Deposit Only	
4 Retail		
	Number of Lines Printed Before Personal Check 0	
	Number of Checks Printed Before Authorization 3	
	Print Split Check	
	Always	
	O Never	
	O Prompt to print	
	▼	
	The Manager, Bruno 12/18/1	 997 3:12:15 PM //

Example

The Restaurant revenue center is programmed to allow three checks to print before authorization is required. The Bar however, only allows one check to print before authorization since more supervision is desired in the Bar environment.

Options

🔤 RVC Printing _ 🗆 × <u>File Edit Record H</u>elp M 🤣 📢 **RVC Printing** 🏘)) 😤 🝈 🔏 🛤 ()) 🚴 🗖 🤹 1 Restaurant Sort By Number • ା∢ ∢ ▶ ▶ 🖋 🗇 🕂 🛏 Record View Table View General Options Number Name 1 Restaurant 2 Bar Options 3 Catering 4 Retail Partial cut after order receipt ☑ Partial cut after customer receipt Print To Journal Disable slip printer eject All Transactions Do not prompt for backup printing C Non-Sales Items Only Prompt for check printer C Non-Sales / Exception Items Print tips declared chit Print void / return validation chit Print customer receipt on demand Tender / Media printer link as mask -The Manager, Bruno 12/18/1997 3:13:07 PM

Select the desired printing options for each revenue center.

Example

This restaurant selects the option *Partial cut after customer receipt,* to keep receipts printed near the door to the restaurant from blowing away.

RVC Print Design

Use this form to design a different look for receipts and guest checks in each revenue center.

Programming

General

Enter the names to print on guest checks, customer receipts, and order output for each revenue center.

🚾 RVC Print Design		_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
RVC Print Design	🙌 🖄 🕵 💼 🖉 🐂 🏷 🔌 🛛 🛤	🧶 💦
1 Restaurant	Sort By Number 💌 🛛 🖌 🕨 🕅 🌮 🚍 📼	🗐 🤃
Record View Table View		
	General Parameters Guest Checks Options Headers Trailers	
Number Name		
Restaurant		
2 Bar		
3 Catering	Subtotal Name Payment Name	
4 Retail	Subtotal Payment	
	Total Due Name	
	Total	
	Drink en Derenke Order Ortent	
	Print on Remote Order Output	
	C Check Employee	
	Transaction Employee	
	The Manager, Bruno 12/18/1997 3:15	07 PM

Example

This revenue center uses the word "Subtotal" on guest checks and receipts.

Parameters

Enter the number of lines needed to control the length of customer receipts in each revenue center.

🔤 RVC Print Design		_ 🗆 🗙		
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp				
RVC Print Design		🧶 💦		
1 Restaurant	Sort By Number 🔽 🛛 🖌 🕨 🕨 🎷 🖯 🖶 📼			
Record View Table View				
	General Parameters Guest Checks Options Headers Trailers			
Number Name				
Restaurant	Page 1 Page 2 +			
2 Bar				
3 Catering	Lines Before Header 12 Lines Before Header	12		
4 Retail	Maximum Lines 35 Maximum Lines	35		
	Minimum Lines Per Page 35			
	Lines Before Order Header 0			
	The Manager, Bruno 12/18/1997 3:16	:25 PM 🥢		

Example

The Restaurant uses a guest check that includes a pre-printed logo. By entering 12 in the *Lines before header* field, the guest check begins printing below the logo. (Micros slip printers print 6 lines per inch.)

Guest Checks

Select options to determine what prints on guest checks in each revenue center.

🔤 RVC Print Design		_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
RVC Print Design	📴 🖄 😤 💼 🖉 🛤 🖒 🚴 🛛 🛤	🧼 💦
1 Restaurant	Sort By Number 🔽 🛛 📢 🔸 🕨 🎷 🗇 📫 📼	🗉 🤹
Record View Table View		
	General Parameters Guest Checks Options Headers Trailers	
Number Name		1
Restaurant		
2 Bar	Guest Checks	
3 Catering		
4 Retail	Do not print time on check	
	Print time at service total	
	Print check closed date	
	Print previous balance on check	
	Print subtotals for current round only	
	Print discount after subtotal	
	Do not print tender name	
	Print only table number	
	Print station number on check	
	Print REPRINT on reprinted check	
	The Manager, Bruno 12/18/1997 3:17	:59 PM

Example

Guest checks in the Bar revenue center include the time and date.

Options

Select options to control the printing of checks and order chits in each revenue center.

🔤 RVC Print Design	
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp	
RVC Print Design	🙌 🗇 🕵 🗄 名 🙌 🗊 🤌 🗰 🔗 📢
1 Restaurant	Sort By Number 🔽 🛛 🖌 🕨 🎷 🖯 🖶 📼 📃 🥸
Record View Table View	
Number Name 1 Restaurant 2 Bar 3 Catering 4 Retail	General Parameters Guest Checks Options Headers Trailers Voids Detail Do not print course items on check Do not print course items on check Print voids in red on order chits Print menu item unit price Print tare weight Do not print voids on order chits Print condiments on menu item line Dopplebon Other Options Local order in dopplebon style Print summary on dopplebon chit Print split check trailer Print table on remote trailer Print table on remote trailer
	The Manager, Bruno 04/01/1998 11:49:53 AM

Example

In the Restaurant revenue center, voids print in red on order chits to alert kitchen employees not to prepare the item.

Headers and Trailers

Select a different header and/or trailer to print on guest checks, customer receipts, and local orders in each revenue center.

🛅 RVC Print De	sign		. 🗆 🗙
<u>File E</u> dit <u>R</u> ecord	d <u>H</u> elp		
RVC Print	-	🉌 îs 😤 💼 名 🙌 îs 🚴 🛛 🛤 🧉	> \?
1 Restaurant		Sort By Number 💽 🛛 🗲 🕨 🕅 🞷 🔁 🕂 📼 👘	1
Record View Ta	ble View		
		General Parameters Guest Checks Options Headers Trailers	
Number N	Vame ,		
▶ 1 F	Restaurant		
2 E	3ar	Headers	
3 0	Catering		
4 F	Retail	Guest Check Header Training Header	
		3 Rest. Check 🔻 7 Training Check 💌	
	ĺ	Customer Receipt Header Reserved Header	
		Local Order Header	
		105 Bottled Wine Hc	
		T	
		The Manager, Bruno 12/18/1997 3:19:45	РМ //

Example

In this restaurant, checks printed in the Bar revenue center display a different name than checks printed in the Restaurant revenue center.

RVC Interfaces

Use the RVC Interface folder to identify the PMS (Property Management System) and SIM (System Interface Module) configuration on a Revenue Center basis.

Programming

SIM

Select the display options for each revenue center.

📴 RVC Interfa	aces						_ 🗆 ×
<u>File E</u> dit <u>R</u> ec	ord <u>H</u> elp						
RVC Inte	erfaces		Pr.	ግ 🛣 ፡	🖥 🔏 👫 🐎) 🚴 🛛 🏘	N 🤣 💦
1 Restaurant		Sort	By Number 💌 🖂) 🗸 🦻 🕂	-	🗐 🤹
Record View	Table View						
			System Interface Module	(SIM) Dec	nerty Menereme	nt Sustem (DMS)	1
Number	Name		-,	(and here	perty management	it System (FMS)	·
1	Restaurant						
2	2 Bar						
3	3 Catering		SIM Guest Check Infor	mation			
4	l Retail		Print Format		Number of Info	1	
				•	0		
			SIM Options		_		
			Do not display che	k info line:	8		
			Omit blank check in				
		_					
,							
lick to go to the	previous record.			The Man	ager, Bruno	12/18/1997 3:0	08:16 PM

PMS

📴 RVC Interfa	aces			
<u>File E</u> dit <u>R</u> ec	ord <u>H</u> elp			
RVC Inte	erfaces		🗄 名 👫 🖒 🚴	M 🛷 🎀
1 Restaurant		Sort By Number 🔽 🚺 🖣 🕨	🕨 🌮 🔁 🗕 🗖	🗐 🤤
Record View	Table View			
			Property Management Sys	tom (DMS)
Number	Name	System Interface Module (SIM)	Property Management Sys	
	Restaurant			
2	2 Bar			
3	8 Catering	PMS Options		
4	l Retail	🗖 Do not require PMS referer	ice	
		Do not prompt for covers of	n partial payment	
		Prorate PMS itemizers		
		The N	fanager, Bruno 12/	18/1997 3:08:42 PM

Select the display options for each revenue center.

RVC Seats

Use the RVC Seats form to control the operation of the Seats feature in each revenue center.

Programming

Enable seat handling in appropriate revenue centers.

RVC Seats		
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
RVC Seats	🛤 🖄 😤 👘 名 🛤 🏷	🤌 👩 🕅
1 Restaurant	Sort By Number 🔽 🛛 🖌 🕨 🞷 ラ 🕂	- 💷 🏘
Record View Table View		
· · · ·		
Number Name		
Restaurant	Seat Name	
2 Bar	Seat	
3 Catering		
4 Retail		
	Options	
	Enable seat handling	
	Begin service round with seat 1	
	Use seat count for cover count	
	Seat count cannot exceed cover count	
	Use seat numbers with add check	
	Omit seat numbers for course entries	
1		
	The Manager, Bruno	12/18/1997 3:22:00 PM

Example

This restaurant has four revenue centers: Bar, Restaurant, Catering and Retail. Seats are enabled only in the Restaurant and Bar.

RVC Table Seating

Use the RVC Table Seating form to define service points in the in each revenue center. Usually, the point of service is a table, but a "table" can be any conveniently defined point or area of service.

Table Names

A table names can be any 4 alphanumeric characters. Table names need not be in any particular order. Different revenue centers can assign the same table names without affecting system-wide table counts, providing that each table in the system has a unique table record number. Within a revenue center, however, if checks are to be begun, picked up, or transferred by table number, every table must be given a unique name.

Programming

Create records for the tables in each revenue center.

RVC Table Seating			
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp			
RVC Table Seating	I	とな 盤 南 さ 氏 か	- 🐣 👪 🧶 📢
11	Sort By Number 💌 🛛	< < ▶ N 🖉 🤤 🕇	- 💷 🤹
Select a Revenue Center	Enter Tables		
Number Name	Number	Name 🔺	
Restaurant	1	1	
2 Bar	2	2	
3 Catering	3	3	
4 Retail	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
1	▼ 13	13 💌	
Revenue center record numbers & na	mes	The Manager, Bruno	12/18/1997 3:31:22 PM

Example

The Restaurant revenue center has tables numbered 1 through 50.

RVC Taxes

Use the RVC Taxes form to customize tax operations in each revenue center.

Programming

General

Define the tax options for each revenue center.

🔤 RVC Taxes		
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
RVC Taxes	📴 🖄 😤 💼 名 🛤 🖒 🚴	M 🤣 🕅
1 Restaurant	Sort By Number 💌 🛛 🖌 🕨 📈 😕 🖶 📼	🗐 🤹
Record View Table View		
Number Name	General Value Added Tax (VAT) Canadian Tax	
1 Restaurant		
2 Bar		
3 Catering	Tax Name	
4 Retail	Tax	
	Options	
	Reference required with tax exempt	
	Do not post tax to tip totals	
	▼	
	The Manager, Bruno 03/04/1	998 10:19:11 AM

Example

In the Restaurant revenue center the phrase that prints on customer receipts and guest checks is "Tax."

Value Added Tax (VAT)

Select options that affect how Value Added Taxes (VAT) print on guest checks in each revenue center. VAT is a form of sales tax used outside the United States.

🔤 RVC Taxes		_ 🗆 🗡
<u>File Edit R</u> ecord <u>H</u> elp		
RVC Taxes		<i>≹</i> א
1 Restaurant	Sort By Number 💽 🚺 🖣 🕨 🎀 🕫 🖶	!
Record View Table View		
Number Name	General Value Added Tax (VAT) Canadian Tax	
Inviniber Name Name Inviniber Inviniber		
2 Bar		
3 Catering	VAT Options Print On Check	
4 Retail	Print VAT lines before totals Print VAT line even if zero VAT 2 VAT 6 Print combined VAT lines VAT 3 VAT 7 Print net VAT on check VAT 4 VAT 8	_
]	The Manager, Bruno 03/04/1998 10:20	C22 AM //

Canadian Tax

Configure the Canadian tax printing options for each revenue center.

🔤 RVC Taxes							_ 🗆 🗙
<u>File E</u> dit <u>R</u> ec	ord <u>H</u> elp						
RVC Tax	es			1 🕆 🛣 🕯			<i>⊗</i> №?
1 Restaurant		Sort E	By Number 💌		🖉 🔁 🕂	-	모 🕴 🛛
Record View	Table View						
		. (
Number	Name		General Value Adde	d Tax (VAT)	Canadian Tax		
1	Restaurant						
2	Bar						
3	Catering		Trailers	<u>e</u>	Tax Options		
4	Retail				Print separ	ate Canadian tax lii	nes
			Canadian Tax Traile	r 1		dian taxables sales	
			I	<u> </u>	Print PST 2	and 3 combined	
			Canadian Tax Traile		Print PST 2	and 4 combined	
			I	<u> </u>			
		ΞI					
				The Money		03/04/1998 10:2	4.00.004
				The Manag	ger, pruno	03/04/1998 10:2	1.22 AM

Example

The example below shows how tax lines print when the option *Print separate Canadian tax lines* is selected.

	345 MICR OS DRIVE			
AN	WHERE, MD 20705			
	(123)456-7890			
5 MIKE				
		GST		
s	EP25'97 08 :30PM			
1 COKE		1.25		
1 CHEESEBUI	RGER	795		
	SUBTOTAL	9.20		
	FD TAX COLL	.40		
	BEV TAX COLL	.06		
	AMOUNT DUE	9.66		
CANAD	IAN TAX THRESHOL	D 2		

RVC Touchscreens

Use the RVC Touchscreens form to customize touchscreen displays in each revenue center.

Programming

Touchscreens

Select the touchscreens to display in each revenue center.

RVC Touchscreens		_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
RVC Touchscre	ens 🛛 🛤 🖧 🏦 名 🛤 🖒 🚴	M 🧼 🏹
1 Restaurant	Sort By Number 🔽 🛛 🖌 🕨 🞷 🗇 🕂 📼	
Record View Table View		
	Touchscreens Styles Alerts	
Number Name	▲ Touchscreens Styles Alerts	
1 Restaurant		
2 Bar		
3 Catering	Touchscreens	
4 Retail		
	Sign In Screen Alpha Screen	
	101 Sign In Rest 💌 311 Alpha-Nume 💌	
	Default Transaction Training Screen	
	201 Begin Trans ▼ 201 Begin Trans ▼	
	Table ID Screen Numeric Screen	
	312 Numeric 💌 312 Numeric 💌	
	The Manager, Bruno 03/	04/1998 10:24:27 AM

Example

For example, the sign in screen displayed in the Restaurant revenue center may differ from the one displayed in the Bar. Use the folder link to open the Touchscreens form if you need to create more touchscreens.

Styles

Choose a style to display open checks when an employee presses the [Pick Up Check] or [Transfer key]. You can select a different style in each revenue center for splitting checks, editing seats, and sharing checks.

RVC Touchscreens		
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
RVC Touchscreens	📴 🐴 😤 🔠 名 🛤 🌣	🚴 🛛 🖓 📢
1 Restaurant	Sort By Number 💽 🚺 🖣 🕨 🎷 🔁 🖶	- 💷 🍪
Record View Table View		
htere here	Touchscreens Styles Alerts	
Number Name		1
2 Bar		
3 Catering	Touchscreen Styles	
4 Retail		
	Open Check Style 301 Open Check	
	The Manager, Bruno	03/04/1998 10:25:24 AM

Example

A restaurant might design more than one style for the keys that display when the [Pickup Check] key is pressed. For example, the Restaurant revenue center, with 50 tables, might use smaller keys to display open checks than the Bar revenue center that has only 10 tables.

Alerts

RVC Touchscreens		- 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
RVC Touchscreens		🧶 💦
1 Restaurant	Sort By Number 🔽 🚺 🔹 🕨 🎷 🗇 🖶 📼	🗐 🤃
Record View Table View		
Number Name	Touchscreens Styles Alerts	
Restaurant		
2 Bar		
3 Catering	Alerts	
4 Retail	Enable open check SLU service alert	
	Alert 1 Seconds to expire 900 Color Black on Yellow Color Black on Red	1800
Open the Revenue Center Credit Card	Is form for editing The Manager, Bruno 03/04/1998 10:2	6:01 AM

Enable alerts in the appropriate revenue centers.

Example

Alert times in the Restaurant are set for 900 and 1800 seconds.

RVC Transactions

Use the RVC Transactions form to customize the options that control the operation of the 3700 system for each revenue center.

Programming

General

DVC Target Varia		
RVC Transactions		
<u>File Edit R</u> ecord <u>H</u> elp		
RVC Transactions	- <u> </u>	
1 Restaurant Sort	By Number 🔽 🚺 🖣 🕨 🎀	′∋∔- 旦 🏟
Record View Table View		
	()	, , l
Number Name	General Checks / Receipts Cashier Se	ecurity Menu Levels Retail
Restaurant	General Options	
2 Bar	Require full payment after partial tende	-
3 Catering	Open drawer only if balance due is zer	
4 Retail	Require amount entry for tip declared	·•
	Allow table chaining	
	No limit to macro chaining	
	Sign In	Beverage Control
		Enable beverage control
	Enable suspend/resume TBA: No multiple sign-in	Use covers for beverage control
	L TOA, NO Multiple signan	
•	Number of Sign In Keys 16	
	The Manager, B	Iruno 12/18/1997 3:50:27 PM

Select the options for each revenue center.

Example

This restaurant often serves large groups. The option *Allow table chaining* is selected to allow employees to Chain and Fire orders at multiple tables. This ensures that the customers in a group receive their food at the same time. Chain and Fire Tender Media keys are required with this option. Refer to the *3700 Feature Reference Manual* for more information on Chain and Fire.

Checks/Receipts

Select options to control check and receipt handling in each revenue center.

RVC Transactions		×
<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp		
RVC Transactions	🙌 îs 😤 💼 名 🙌 îs 🄌 🛛 🚧 🤗 🎙	?
1 Restaurant	Sort By Number 🔽 🛛 🖌 🕨 🖅 🗇 🖶 📼 📃 🛔	P
Record View Table View		
	General Checks / Receipts Cashier Security Menu Levels Retail	
Number Name	General Checker Accounts Cashier Security Wend Levels Retail	
1 Restaurant	Guest Checks Fast Transactions	
2 Bar	Employee assigns check number	
3 Catering	Do not confirm begin check	tal
4 Retail	Do not confirm pickup check	
	One check open per table	
	✓ Use first available group	
	Enable void edit	
	Verify FCR before check	
	Starting Check Ending Check	
	1 3999	
	Maximum Detail Entries Per Check	
	300	
	The Manager, Bruno 12/18/1997 3:50:59 PM	_//

Example

In the Bar, *Allow fast transactions* enables employees to begin a check by pressing a menu item key. This allows for faster service in this revenue center.

Cashier

Select the options that control cashiering in each revenue center.

RVC Transactions		_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
RVC Transactions		
Record View Table View	· · · · · · · · · · · · · · · · · · ·	
Number Name	General Checks / Receipts Cashier Security Menu Levels Retail	
1 Restaurant		
2 Bar	Cashier Name	
3 Catering	Cashier	
4 Retail		
	✓ Display cashier name	
	Post totals to check cashier	
	Require cashier for all transactions Require cashier for payment/pickup/loan	
	Sign In Cashier Prompt Enter Cashier Id Number	
	TBA:Media Declaration Over/Short Amount 5	
	The Manager, Bruno 12/18/1997 3:52:0)6 PM

Example

For example if you enter "Cashier" in the *Cashier Name* field the prompt "ENTER CASHIER ID NUMBER" displays.

Security

RVC Tra Restaurant	nsactions	Sort	Pi 1
2	Name Restaurant Bar Catering Retail		General Checks / Receipts Cashier Security Menu Levels Retail Security Options

Select the security options required by each revenue center.

Example

This restaurant wants to be sure employee meals are charged to the correct employee. The option *Use employee ID when entering employee meal*, adds an additional layer of security. The employee ID is entered in the *ID* field of the Employees form.

Menu Levels

NVC Transa Tile <u>E</u> dit <u>R</u> eco							_ 🗆 ×
RVC Tra	nsactions		Þ	1 în 😤 👘	🔏 📴 🖄	s 🚴 🛛 🛤	🧼 💦
1 Restaurant Sort By Number 🔽 🚺 🖌 🕨 灯 🔁 🖶 🛄 💱							
Record View	fable View						
Number	Name		General Checks / Re	ceipts Cashier	Security N	Menu Levels Retail	1
1	Restaurant						
2	Bar		Main Menu Le	evel	s	ub Menu Level	
3	Catering		Name Pr	efix	Nan	ne Prefix	1
4	Retail		1 Main 1		1 Reg	J.	-
			2 H.H. Lvi		2 Lar	ge Lg	-
			3 Ent. Lvl		3 Sub	3	-
			4 Main 4		4 VVA		
			Default Transactio	n Level	Default	Transaction Level	
Do not pop up to main level Do not pop up to sub level							
				The Manage	r, Bruno	12/18/1997 3:54:	34 PM

Select a default menu level for each revenue center.

Example

In the Bar, when a customer orders a large drink, the price is drawn from Sub Menu Level 3 and the prefix "LG" prints and displays in front of the menu item.



Note

A menu level "pops up" when it returns to the default menu level after a transaction such as a service total.

Retail

The Retail options will be available in a later version.

RVC Transactions		_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
RVC Transactions	🃴 🐴 😤 💼 🖉 📴 🚴 🔌	M 🤣 🕅
1 Restaurant	Sort By Number 💽 🚺 🔹 🕨 🛃 🎷 🕞 🖶 📼	0
Record View Table View		
	General Checks / Receipts Cashier Security Menu Levels Re	etail
Number Name		
▶ 1 Restaurant	General Options	
2 Bar		
3 Catering	TBA: Test for SKU number validity	
4 Retail	TBA: Print SKU number	
	TBA: Reference required for price over	
	The Manager, Bruno 01/06/1998 3	:49:26 PM

Chapter

Employees

Use the Employees folder to program information about a restaurant's employees and schedule.

In this chapter

Overview	
Employee Classes	8-3
Configurator Access	
Jobs	8-12
Employees	8-14
Time and Attendance	8-18
Time Clock Schedule	

Overview

Use this folder to create Employee Classes to control privileges, and to enter individual employee information. If you are using the Time and Attendance feature, you'll assign job codes and program the Time and Attendance and Time Clock Schedule forms. Before you begin to enter information about individual employees, use the forms provided with the *3700 Site Survey* to organize the information.

Program the forms in this folder in the following order:

- 1. Employee Classes
- 2. Configurator Access
- 3. Jobs
- 4. Employees
- 5. Time and Attendance (Optional)
- 6. Time Clock Schedule (Optional)

Employee Classes

Employee Classes allow you to:

- **Generate reports for specific kinds of employees**
- □ Simplify programming by assigning the same privilege and option settings to all employees in a class

Organize employees according to the duties that they perform most often, and then by privileges. Assign each division in duties or privileges to a separate Employee Class.

Programming

Clock In/Sign In

Create the Employee Classes required by this restaurant and assign privileges related to Time and Attendance and Sign In.

🔤 Employee	Classes					_ 🗆 ×		
<u>File E</u> dit <u>R</u> i	ecord <u>H</u> elp							
· · ·	ee Classes	_		繁 ি 💋 [# @ №		
301 Bartend	ег	Sort By Num	ber 🗾 🖣 🖣	► ► 1 🖉 🖞	9 🕂 🗖			
Record View	Table View							
Number	Name	_	Guest Checks	Printing	Void / Return	Options		
1	Property Expert		Clock In / Sign In	Privileges	Procedures	Transactions		
101	Manager							
201	Cashier		Time and Attendanc	e	Transaction Sigr	nin		
301	Bartender		Clock in/out outside schedule					
401	Server (On Demand)		Override clock in			Jse one touch sign in		
501	Retail		Clock out with op Clock out with op Reprint time card Default Touchscreen 403 Bar Main	en checks		card emp ID e touch keys equired		
		<u> </u>	The	Manager, Bru		98 10:28:51 AM		

Example

In this restaurant, the employee class, Bartenders, is privileged to use one-touch sign in keys. The default touchscreen (Bar Main) is programmed to display two one-touch keys, one for each bartender on duty.

Privileges

Select the privileges for each employee class.

Employee <u>File</u>	Classes ecord <u>H</u> elp						
Employ 1 Property E	ree Classes	Sort By Numb			3 m 2 ■ 1 m 2 ■		a
Record View	Table View	· <u>,</u>					
Number	Name		Guest Che	cks	Printing	Void / Return	Options
▶ 1	Property Expert		Clock In / Si	gn In	Privileges	Procedures	Transactions
101	Manager		Privilege Le	evels			nterface Module
201	Cashier		Menu Items	A	uthorize Clock	In	ivilege 1
301	Bartender		3 💌		3		ivilege 2
401	Server (On Demand)		Tender/Med	lia Pé	erform Clock In		ivilege 3
501	Retail		3 💌] [3	3 🔽	·	ivilege 4
			Discounts	A] [3	utosequences	Credit Ca	·
			Service Cha	raes M	gr Procedures	l⊽ Create I⊽ Edit	•
			3 🔻	1 6		IV Ean IV Repor	ting
						Settle	ung
			Allow a	all SAR rej	ports		
Allow signed-in employee SAR reports							
				The	Manager, Brur	04/01/19	98 12:39:39 PM

Example

The Managers in this restaurant are privileged to create and settle credit card batches, as well as to edit and report on credit card batches. The table below shows the privilege hierarchy in the 3700 system.

Privileg Level	e
3	Highest - Managers, Property Experts
2	High - Assistant Managers, Head Waiters, Hosts
1	Low - Kitchen Staff, Bus Persons
0	No restrictions - access to this key or operation is not restricted

Procedures

Employ	ecord <u>H</u> elp			繁 帝 名		-□× ₩ @ \ ?
101 Manager Record View	Table View	Sort By Num	ber 🔽 ┥ ┥		3 🕂 🗖	9 Q
Number	Name		Guest Checks	Printing	Void / Return	Options
1	Property Expert		Clock In / Sign In	Privileges	Procedures	Transactions
	Manager Cashier		Clear all totals	_	🔲 Use Db Mai	ntenance
301	Bartender		Manager Procedure	s	Time Card	
	Server (On Demand) Retail		Availability		Adjustment & S	Schedule
			Printer	SS	 Training mode Identification 8 	Assignment
			Other	S	Employee shift	:
			Allow adds and	Ideletes	TBA:Declare n	nedia dec
		•	Currency rates		Limited Employ	ee Access
			The	e Manager, Bru	ino 04/01/19	98 12:43:24 PM

Select the procedures that each employee class may perform.

Example

In this restaurant, Managers often redirect printer output during slow periods when two order output devices are not needed.

Transactions

Select the options that control the transactions each employee class may perform.

🧧 Employee	Classes					
<u>File E</u> dit <u>R</u> e	ecord <u>H</u> elp					
· · ·	ee Classes			😤 亩 名		M 🧇 🎀
201 Cashier		Sort By Num	ber 🔽 🚺 🖣	▶ ₩ 11	9 4 -	98
Record View	Table View					
Number	Name		Guest Checks	Printing	Void / Return	Options
1	Property Expert		Clock In / Sign In	Privileges	Procedures	Transactions
101	Manager					
▶ 201	Cashier		Required Entries		Transaction	Control
301	Bartender		Table entry req	uirod		tropo copool
	Server (On Demand)		Seat entry requ		Authorize trans. cancel Transaction cancel	
501	Retail		Cover entry required		V No sale	
			Check ID entry	•	🗖 Declare tip	is I
			Change cover (count	🔲 Use item v	veight key
			🔲 Use table key		🔽 Change or	der type
			🔲 Use open chec	k ID key	🔽 Exemptita:	×
						to service chg
					🔽 Allow sha	reditems
		-				
			Th	ie Manager, Bru	ino 12/18/1	997 4:03:00 PM

Example

In this restaurant cashiers are privileged to use the [No Sale] key in order to make change for the jukebox.

Guest Checks

Assign privileges involving checks to the appropriate employee classes.

🧱 Employee	Classes					
<u>F</u> ile <u>E</u> dit <u>R</u>	ecord <u>H</u> elp					
Employ	ee Classes			😤 🔠 名 🖣		M 🗶 🏹
401 Server ((On Demand)	Sort By Numb	oer 🔽 🚺 🖣	▶ N 1⁄2 🕆	9 🕂 💳	💷 🤃
Record View	Table View					
Number	Name	_	Clock In / Sign In	Privileges	Procedures	Transactions
1	Property Expert		Guest Checks	Printing	Void / Return	Options
101	Manager					
201	Cashier		Guest Check Contro	ol	Editing Checks	
	Bartender		Begin check		Edit closed ch	
	401 Server (On Demand)		✓ Degin check		Edit closed checks	
501	Retail		TBA:LDS fast transaction		Edit prev day closed chk	
			Pick up chk oper		Edit prev day	closed crik
			Add check	·		
			🔽 Split check		Other Employees	s' Checks
			🔽 Transfer check		Pick up others	s' chk
			🔽 Block transfer cl	hecks	Menu items to	
			Prompt for chk e	mployees	Discounts to a	
			Begin chks for c	locked-out emp		to others' chks
		•			j lender/Media	to others' chks
			The	e Manager, Brund	04/01/199	8 8:42:09 AM

Example

In this restaurant, the options *Pickup check* and *Begin check* are selected for servers. Other options, such as *Pick up others' check*, are reserved for managers and cashiers. Remember, if you do not assign a privilege to an employee class, employees may only perform the operation by obtaining authorization.

Printing

Select the options that control printing for each employee class.

i Employee Classes <u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp		
Employee Classes 401 Server (On Demand) Sort By Record View Table View	隆 🖒 😤 🗄 🙎 umber 🔽 🛛 🖌 🕨 🖋	
Number Name 1 Property Expert 101 Manager 201 Cashier 301 Bartender 401 Server (On Demand) 501 Retail	Clock In / Sign In Privileges Guest Checks Printing Check / Receipt Printing Print memo check Print shared check Print line-by-line receipt Reprint memo check Reprint check Reprint check Reprint closed check Tender / Media Printing Reprint credit card voucher	Procedures Transactions Void / Return Options Print Guest Check Image: By Round Image: On Demand Image: Special By Round
	The Manager, B	runo 12/18/1997 4:05:06 PM

Example

In this restaurant, servers print checks when the customer requests one (on demand). A [Print Check] key is programmed on the touchscreen.

Void/Return

Select the void and return privileges for each employee class.

Example

Servers in this restaurant may void only current round menu items. The privilege of voiding previous round menu items is reserved for management.



Note

Voids and returns can be programmed to require a reason. See "Reasons" on page 5-9.

Options

Assign privileges to each employee class to control tendering, cashier and cash drawer assignment, and menu level changes.

🛅 Employee	Classes					
<u>File E</u> dit <u>R</u> e	ecord <u>H</u> elp					
Employ	ee Classes		PR 🐴	😤 👘 名 🛛	🕅 🗊 🤌	M 🔗 🕅
401 Server ((On Demand)	Sort By Num	oer 🔽 🚺 🖣	► ► 1 11 °	ə 🕂 🗖	亘 🎝
Record View	Table View					
Number	Name	_	Clock In / Sign In	Privileges	Procedures	Transactions
1	Property Expert		Guest Checks	Printing	Void / Return	Options
101	Manager		Tender		Assignments	
201	Cashier		Tender		Assignments	
301	Bartender		Post payments		🔲 Assign cash	ier
▶ 401	Server (On Demand)		Tender/Media ov	ver HALO	🔲 Change cast	hier assignment
501	Retail				🔲 Assign cash	drawer
			Manual credit ca	· · ·		
			Close zero balar		Other Parameter	·~
			Pay negative ba			
			Create negative		Change main i	
			Pay canceled credit auth.		Change sub menu level	
			Hide Employee IDs		🔲 Use Forms De	signer
			Mar Procedures emp ID			
			POS Configurato	•		
1		<u> </u>	,,			
			Th	e Manager, Brui	no 04/01/19:	98 12:47:50 PM 🏼 🎢

Example

In this restaurant cashiers are responsible for balancing a cash drawer. The employees in this class use an [Assign Cashier] key to create a cashier link. Another method of assigning a cashier link is by UWS. See "User Workstations" on page 4-11 for more information.

Configurator Access

The Configurator Access form allows you to privilege some employee classes to view programming information, or to make changes to all or some forms.

Programming

Choose the forms that each employee class may access in POS Configurator, and indicate the actions they may perform.

Configurator Access				
<u>File Edit R</u> ecord <u>H</u> elp				
Configurator Access		- 📴 🖒 🛣	💼 🖄 🗅 🐥	n 👌 🛛 👪 🧼 📢
Server (On Demand)		- I∢ ∢ ≯	N 🞷 🖯 🕂	- 💷 🍪
Record View Table View				
Employee Class	POScfg Form		Access 1	Privileges
1 Property Expert	All Forms			
101 Manager	All Forms		Allow	
201 Cashier	All Forms			updates insert
301 Bartender	All Forms			delete
401 Server (On Demand)	All Forms			
501 Retail	All Forms			
			-	
		The Ma	anager, Bruno	12/18/1997 4:11:39 PM

Example

This restaurant allows servers to read the Menu Items form. They may not update, add, or delete records however.

Jobs

In most cases the employee classes you create will translate into specific jobs. You might create jobs such as, Dishwasher, Chef, Kitchen Manager, Line Cook, Headwaiter, Server, Bartender, Manager, and Assistant Manager. You can define a default pay rate for each job and specify if employees clocking into that job are required to declare tips in the Jobs form.

Programming

Job Definitions

Create the jobs required by this restaurant.

🚾 Jobs		
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
Jobs	📑 🕺 👘 🛃	
13 Cook	Sort By Number 💌 🚺 🕇 🕨 🏌	'ə + - 🗐 🍪
Job Definitions Job Categories		
Job Definitions Record View		
Number Name	Job Category	
11 Salaried Mgr	2 Back	Prompt to declare tips on clock out
12 Hourly Mgr		Allow early or late clock out
13 Cook	Overriding Employee Class	Print tips declared on clock out
401 Servers		
402 Training Svr	Revenue Center	Default Pay Rate
501 Bartender		Regular \$5.00
502 Training Brt	·	s5.00
601 Retail Cashr	Labor Category	Overtime \$7.50
	Non-Tipped Employees 💌 🕞	
	Clock In Privilege	
	1 🔻	
	▼	
	The Manager, E	9runo 12/18/1997 4:15:11 PM

Example

In this restaurant the default regular pay rate for a cook is \$5.00 per hour. Employees clocking in under this job will be paid this rate unless a different wage is programmed in the Employees form (Job Rates tab).

Job Categories

Create categories for reporting purposes. Then assign each Job in the definitions tab to a category.

🔤 Jobs				_ 🗆 ×
<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp				
Jobs			🗄 名 👫 🐎	
1 Front	Sort By Number 💌	$\ \ \ = \ \ $	🕨 💅 🖯 🕇	·— 🗐 🤃
Job Definitions Job Categories				
Number Name				
Front				
2 Back				
3 Management				
4 Utility				
	-1			
<u> </u>				
		The Ma	anager, Bruno	12/18/1997 4:16:19 PM

Example

This restaurant groups Dishwashers, Chefs, and Cooks into a job category called Back.

Employees

Organizing Employee Information

There are several ways to organize the employees form. You can list employees alphabetically from A to Z, or you can list employees alphabetically according to their employee class. This arrangement simplifies programming and maintenance.

Programming

General

Enter each employee's name. Then complete the fields on the General form.

Imploy	ees		🔒 🔒 🛛 👫 🖄 😤 🔠 名 🛤 🛞 🗎
English		Sort By Nu	mber 🔽 🛛 🖌 🕨 🖅 🖓 🖶 🗕 📃 🛓
cord View	Table View		
Number	Last Name	First Name 🔺	General Options Employee Status Job Rates
1	Kramer	Phoebe	Employee Identification
2	Sherman	Dave	Employee identification
3	Johnson	Rachel	Check Name Payroll ID
4	Mark	John	Jake 456-09-3412
5	English	Jake	ID PC Application ID
6	Chartton	Lydia	5 1005
11	Sessions	Aja	TBA: Language D
12	Rothburg	Drew —	
13	Hines	Jennifer	Description
14	Barber	Matthew	Employee Class Start Date
15	Greene	Michael	401 Server (On Demand)
16	Cox	Kelly	
21	Retail AM	AM	Late Clock In Grace End Date
22	Retail PM	PM	0
99	The Manager	Bruno 👻	

Example

Jake, a Server, is assigned the employee ID 5. He will use this number to sign in and clock in to the 3700 system.

Options

🛅 E	mployees	;						_ 🗆 ×
<u>F</u> ile	<u>E</u> dit <u>R</u> e	cord <u>H</u> elp						
	mploy	ees				市 名 👫 ീ		4 🧶 🏹
5 E	nglish		Sort By	lumber 💌		N 🞷 🖯 🚽	• 📼	트 🚯
Rec	ord View	Table View						
	Number	Last Name	First Name	General	ptions Empl	oyee Status 🗍 Job	Rates	
	1	Kramer	Phoebe					
	2	Sherman	Dave	-Cooh I	Drawer			
	3	Johnson	Rachel	Cashi Cashi Control				
	4	Mark	John		sh Drawer 1			
	5	English	Jake		sh Drawer 2			
	6	Charlton	Lydia					
	11	Sessions	Aja	-1				
	12	Rothburg	Drew	📕 🗌 Emp	loyee is a mino)r		
	13	Hines	Jennifer					
	14	Barber	Matthew					
	15	Greene	Michael					
	16	Cox	Kelly					
	21	Retail AM	AM					
	22	Retail PM	PM					
	99	The Manager	Bruno	-				
					The Ma	nager, Bruno	03/04/1998 10):37:30 AM

Assign a cash drawer to employees that require one.

Example

In this restaurant, Bartenders are responsible for balancing a cash drawer at the end of their shift. Jennifer and Mathew are assigned cash drawers 1 and 2 respectively.

Employee Status

Select a cashier link for each employee's totals posting.

Employ	ees		Ē	🔒 🔒 🛛 👫 🖄 🛣 🖆 🖉 👫 🖒 🏅	🔌 🦀 🎒 🏈 😽
English		Sort By	Num	ber 💽 🛛 🖌 🕨 🖻 🎷 🚍 🕂 🗖	- 📮 🕻
cord View	Table View				
Number	Last Name	First Name	•	General Options Employee Status Job Rates	;
1	Kramer	Phoebe			
2	Sherman	Dave			
3	Johnson	Rachel		Cashier	
4	Mark	John		1 Cashier 1 💌 🕞	
5	English	Jake			
6	Charlton	Lydia		Revenue Center	
11	Sessions	Aja	_	1 Restaurant	
12	Rothburg	Drew			
13	Hines	Jennifer		🔲 In Training	
14	Barber	Matthew			
15	Greene	Michael			
16	Cox	Kelly			
21	Retail AM	AM			
22	Retail PM	PM			
99	The Manager	Bruno	-I		

Example Jake's totals will post to Cashier 1 in reports.

Job Rates

Select the Job that this employee most often performs and indicate any change in pay or clock in grace.

🧧 Employee:	\$		
<u>File E</u> dit <u>R</u> e	cord <u>H</u> elp		
Employ	ees		🔒 🔒 🛛 😫 🗄 名 🛤 🖒 🔌 🚳 🛤 🥔 📢
5 English		Sort By N	lumber 🔽 🛛 🖌 🕨 🖉 🖓 🖶 📼 👘 🗐 🤯
Record View	Table View		
Number	Last Name	First Name 🔺	General Options Employee Status Job Rates
1	Kramer	Phoebe	
2	Sherman	Dave	
3	Johnson	Rachel	
4	Mark	John	
5	English	Jake	Record View [1 of 1]
6	Chartton	Lydia	
11	Sessions	Aja	
12	Rothburg	Drew	401 Servers
13	Hines	Jennifer	
14	Barber	Matthew	Override Regular Rate Override Clock In Privilege
15	Greene	Michael	
16	Cox	Kelly	Override Overtime Rate
21	Retail AM	AM	
22	Retail PM	PM	
99	The Manager	Bruno 💌	
			The Manager, Bruno 03/04/1998 10:40:03 AM

Example

Matthew, a long-time employee, is paid at a higher rate than the default pay rate established for cooks in the Jobs form. The higher rates are entered in the *Override Rate* fields.

Time and Attendance



Programming of this form is not required unless your restaurant uses Time and Attendance.

Use the Time and Attendance form to program the 3700 system to keep track of wages, hours, and schedules.

Programming

General

Define the payroll information for this restaurant.

Time and Attendance			
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp			
Time and Attenda		1 2 D. N. *	M 🧇 🎀
1 MICROS Systems		N 1/ 9 t	💷 🥹 🛛
Record View Table View			
Restaurant	General Time Clock Schedule Overtime B	Ireaks	
	Labor Week Start Day Pay Period Sta Sunday	rt Date Payroll Typ	ve V
	Timecard	Labor Category Nam	es 📕
	Number Days Time Card Detail 20	1 Tipped Employees	
	Number Lines on Time Card	2 Non-Tipped Employ	rees
	Allocate Labor Hours © To actual business day	3	
	C To clock-in business day	4	
	The M	anager, Bruno 12/18/1	997 4:23:30 PM

Example

This restaurant's payroll begins on Sunday and is calculated weekly.

Time Clock Schedule

Enable the schedule created in the Time Clock Schedule form, and select the desired options and grace periods.

Time and Attendance					_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp					
Time and Attenda	ince	医含素苷	2 B 🏷	× #	🧶 💦
1 MICROS Systems			196		🗐 🤃
Record View Table View					
Restaurant MICROS Systems	General Time Clock Schedule	Overtime Breaks			1
	Time Clock Schedule		Authorization	Required For	
	Enable time clock sched	ule	Early cloc	:k in	
			🔲 Late cloc		
			Early clos		
			🔲 Late cloc	K UUL	
	Grace Periods				
	Clock In-	sk Out			
	Early 15 Early	1y 15			
	Late 15 La	te 15			
		The Manage	er, Bruno	01/06/1998 4:04	:40 PM

Example

This restaurant uses the Time Clock Schedule. Employees in this restaurant are allowed a 15 minute grace period when clocking in or out. This means they may clock in up to 15 minutes before or after their scheduled start time. If they attempt to clock in outside this grace period, the system will require authorization.

Note

Individual employees may be given a specific late clock in grace in the Employees form. The Employee Classes form provides options for overriding the Time and Attendance grace periods.

Overtime

Define the overtime parameters for this restaurant.

File Edit Record Help 1 MICROS Systems Record View Table View General Time Clock Schedule Overtime Hours Before OT Begins Daily Overtime Period Overtime Period Overtime 40 Time Clock Before OT Begins Daily Overtime Period Overtime 40 Time Clock Before OT Begins Daily Overtime Period Overtime 40 Time Clock Before OT Begins Daily Overtime Period Overtime 40 Time Clock Before OT Begins Daily Overtime Period Overtime 40 Time Clock Before OT Begins Daily Overtime Period Overtime 40 Time Clock Before OT Begins Daily Overtime 40 Period Overtime 40 Time Clock Before Time Cloc	Time and Attendance				_ 🗆 🗵
1 MICROS Systems Record View Restaurant ICROS Systems Understaurant ICROS Systems Understaurant U	<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp				
Record View Table View Restaurant Image: Constraint of the co	Time and Attendance				<i>⊗</i> ∖ ?
Restaurant ICROS Systems Overtime Hours Before OT Begins Daily Overtime Period Overtime	1 MICROS Systems	M	< > > 1 1/ 8		💷 🤃
Restaurant ICROS Systems Overtime Hours Before OT Begins Daily Overtime 24 Period Overtime	Record View Table View				
	Restaurant ICROS Systems Overtim Hours Daily	e Before OT Begins Overtime 24	time Breaks		
			The Manager, Bruno	12/18/1997 4:25::	

Example

This restaurant's daily overtime begins after 24 hours on the time clock.

Breaks

Enter information about break durations, prompts and authorization for this restaurant.

Time and Attendance			
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp			
Time and Attenda		1 😤 🗇 🛎 🔿	
1 MICROS Systems		▶ ▶ ♥ ♥ ☜ 믑	- 💷 🍪
Record View Table View			
Restaurant 🔺 MICROS Systems 🔽	General Time Clock Schedule Overtin	ne Breaks	
	Prompt For Prompt for break on clock out Prompt for paid break on clock ou	Early in from	paid break
	Regular Break Durations Paid Min 15 Max 30 Max 30		rations Unpaid Min 30 Max 45
		The Manager, Bruno	12/18/1997 4:27:41 PM

Example

This restaurant allows employees one paid and one unpaid break each day. When employees clock out, they are prompted, "Are you taking a paid break?" In addition, the system is programmed to require authorization for employees clocking in late from paid or unpaid breaks. The restaurant does not track early clock ins.

Time Clock Schedule

Programming of this form is not required unless the Time and Attendance feature is used in this restaurant.

While Time and Attendance tracks hours and wages, the Time Clock Schedule lists the days and hours each employee works. Each employee may be assigned a job. To reduce labor costs, employees may be prevented from clocking in early or clocking out late, and the schedule can be used to call attention to employees who clock in late or clock out early.

Programming

🌃 Time Clock Schedule _ 🗆 × <u>File E</u>dit <u>R</u>ecord <u>H</u>elp 医含素症学区 **Time Clock Schedule** M 🤣 📢 🗆 🤃 5 English, Jake Sort By Number • Record View Table View Number Employee 1 Barber , Matthew Job Title Job Category 2 Sherman , Dave 401 Servers - 🗁 1 Front - 🕞 3 Johnson , Rachel 4 Mark , John Clock In Date and Time Clock Out Date and Time 5 English , Jake 12/18/1997 10:29 AM 20 12/18/1997 9:30 PM 20 6 Chartton , Lydia 7 Sessions , Aja Override Clock In Override Clock Out Early Grace Early Grace Late Grace Late Grace Ŧ The Manager, Bruno 12/18/1997 4:31:39 PM

Create a schedule for each employee.

Example

Each employee is assigned a date and time for clocking in and out. Micros recommends using Table View for programming the Time Clock Schedule form. If no Job Title is assigned, the employee is prompted to select a job when clocking in.

Chapter

Reporting

Use the Reporting folder to program totals tracking, create autosequences, and automate routine tasks.

In this chapter

Overview	
Report Templates	
Report Classes	
Report Date Range	
Schedule Classes	
Cashier Totals	
Historical Totals	
Report Groups	
Tracking Groups	
Autosequences	
Autosequence Steps	

Overview

Use the forms in the Reporting folder to customize reporting to meet a specific restaurant's needs. The 3700 system comes with many standard report templates which may be used to run reports manually, or included in autosequences. You can create additional Report Classes, Date Ranges, Schedules, Totals information, and Tracking and Reporting Groups in this folder.

Program the forms in the following order:

- 1. Report Groups
- 2. Tracking Groups
- 3. Historical Totals
- 4. Report Classes
- 5. Report Templates
- 6. Report Schedule
- 7. Report Date Range
- 8. Autosequences
- 9. Autosequence Steps

Report Templates

The system ships with a set of standard report templates designed by MICROS. The reports run from the Autosequences and Reports module are based on the templates in the Report Templates form. Templates also include formulas that calculate information for some fields.

Programming

Use this form to add any specialized report templates this restaurant requires.

🚾 Report Templates	
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp	
Report Templates	🕅 🖄 🛣 🖆 🖉 🛤 🖄 🤌 🙀 🥔 📢
3 Daily SYS Sales Detail Sort By Number 💌	┥ ┥ ▶ <i>▶∀╘</i> ╋━ ▣ऄ
Record View Table View	
Number Name	<u>▲</u>
1 Daily RVC Sales Detail	
2 Consolidated RVC Sales Detail	Report Class
Daily SYS Sales Detail	2 SYS Sales Balance 🔽 🕞
4 Consolidated SYS Sales Detail	
5 Consolidated RVC Tip Totals	40-column report
6 Consolidated SYS Tip Totals	
7 Daily RVC Tax Totals	Vise List
8 Consolidated RVC Tax Totals	
9 Daily SYS Tax Totals	
10 Consolidated SYS Tax Totals	
11 RVC Time Period Totals	
12 RVC Time Period Detail	v
	_
Template Filename	
SYS_101.RPT	
	The Manager, Bruno 12/19/1997 8:19:59 AM

Example

This report was generated by the Daily System Sales Detail template.

Daily System Sales Detail HICROS Systems - Bar & Grille								
1509 \$1500								
Ref Selevi - Service Charge - Tax Collected - Total Revenue Hern Discount - Subtreal Discount - Total Discounts	296.85 476 11.62 282.83 0.80 0.80 0.80	Refurms Voids Credit Tol Change Is Rosending Grand Tat Training 1 Higt Voids Ernar Corr Cancel	Grand TB Total Intel Int	0.08 0.08 0.00 256-82 0.00 256-82 0.00 0.00 6.00 6.00 4.00 594.37	Carried Ov -Checks Bu -Checks Pa -Outstandin	gun 2 al 1	202.02	
	400 <u>15 of 78</u> 100 100.00% 100	- (nast 	100.00%	Anglöwent 7.96 2.96		#18 /	20.80 20.80 20.89	
 tit - System Tracking — Feed Soft Beverage Liquor 	30 4 1	105.30 0.00 0.75	Charge 1 19% Grat		1 D 0	438 0.00 0.00	Cash Travel Perso	
Door	0	0.08			0	0.00	10mm M	

Report Classes

The sample database provides you with predefined report classes. Report classes are useful because there are over 200 report templates in the sample database. Report classes allow you to assign similar attributes to a group of reports.

Programming

Create any additional Report Classes required by this restaurant.

🧧 Report Clas	sses						_ 🗆 ×
<u>File E</u> dit <u>R</u> ec	ord <u>H</u> elp						
Report C	Classes			🖲 🛣	市 名 🛤	Ĉh 🚴	M 🔌 🕅
1 RVC Sales B	Jalance	Sort By Number	•		1100	-	💷 🤹
Record View	Table View						
	•						
Number	Name		_				
1	RVC Sales Balance			Report Cate	adory		
2	SYS Sales Balance			Sales	sgory	-	
3	RVC Tip			Sales		•	
4	SYS Tip						
5	RVC Tax			Prompt for			
6	SYS Tax			· · · · ·			
7	RVC Time Period			l I Date ra I I RVC ra	-		
8	SYS Time Period			ora	-		
9	RVC Serving Period			Number	-		
10	Guest Checks				range		
11	Cashier						
12	Employee			Number Ra	nge Type	_	
13	RVC Labor					•	
14	SYS Labor		-				
				The Ma	nager, Bruno	12/1	19/1997 8:21:24 AM

Example

The report templates System Job Summary, Employee Time Card and Job Detail, and Employee Job Summary belong to the Report Class "SYS Labor." SYS Labor reports are programmed to prompt for a date range. These reports run from the Labor category in the Reports module.

Report Date Range

Use the Report Date Range form to create date ranges for reports whose Report Class have the option *Prompt for Date Range* selected.

Offset

The Offset field can be used to modify a date type by selecting a specific start or end date. For example, you could create a report range for yesterday by selecting Business Date (for the current business date) and entering -1 in the Offset Day field.

Programming

Create the reporting ranges required by this restaurant.

🔤 Report Date Range			
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp			
Report Date Range		😫 🗅 😤 🗃 名 😫 🌣	» 🤌 👪 🥙 📢
301 Last Month	Sort By Number 💌	◀ ◀ ▶ ▶ 🖋 ラ 🚽	- 🏼 🗐 🤃
Record View Table View			
		Start Range	
Number Name	▲	_	
1 Today		C Specified Date	
2 Calendar Date		🔿 Calendar Date	
3 Yesterday		Business Date Start of I	Month 💌
200 Week to Date		Year Month	Day Period
201 Last Week		Offset	
300 Month to Date			
301 Last Month			
400 Year to Date		End Range	
401 Last Year		C Specified Date	
500 Pay Period to Date		C Calendar Date	
501 Last Week Pay Perio	d	Business Date End of M	
			Day Period
	▼	Offset	
		The Manager, Bruno	01/06/1998 4:17:52 PM

Example

A date range for last month is created by the entries in the example above.

Schedule Classes

Use the Schedule Classes form to create schedules for reports generated by autosequences.

Programming

General

Create the report schedules this restaurant requires.

🔤 Schedule Classes			
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp			
Schedule Classes		👫 🖱 😤 🗃 名 👯 🗊	🚴 🛛 🖓 🕅
1 Daily Shift Reports	Sort By Number 💌	📧 🔹 🕨 🖉 🖯 🖶	- 💷 🍪
Record View Table View			
Number Name	<u> </u>	General Days / Months	
1 Daily Shift Reports 2 Report Schedule		Schedule Date Type	1
		Start Time	Active on
		End Time	☐ Monday ☐ Tuesday ☐ Wednesday
		Repeat Period Hour Min Sec	☐ Thursday ☐ Friday ☐ Saturday
	_1		
		The Manager, Bruno	04/01/1998 12:54:56 PM

Example

In this example Daily Shift Reports runs every day beginning at 10:00a.m. and repeats every four hours.

Days/Months

Use the numbers 1 - 31 (for days) and 1 - 12 (for months) to specify the dates or months included for schedule types Dates in Month or Months in Year.

Schedule Classes				_ 🗆 🗵
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp				
Schedule Classes		🛤 🖒 😤 🗃 名 🛤	ት 🚴 🔺 🐴	🥙 💦
2 Report Schedule	Sort By Number 💌	◀ ◀ ▶ ▶ 🛷 管) 💠 📼	🗐 🤹 🛛
Record View Table View				
Number Name		General Days / Months		
1 Daily Shift Reports	F			
2 Report Schedule				
		Biweekly Start Date	Specified Date	
		Day of Month	Month of Year	_
		Day 1 7	Month 1	
		Day 2 14	Month 2	
		Day 3 21	Month 3	
		Day 4 28	Month 4	
	•			
		The Manager, Bruno	01/14/1998 9:02	:52 AM

Example

This Report Schedule reports totals for the 7th, 14th, 21st, and 28th of each month.

Cashier Totals

Use this form to create a name for each cashier link in the system. The name might be assigned to an employee or a UWS depending on the method this restaurant uses to track cashier totals.

Programming

Cashier i	Totals			₽ ₹	் 😤	市 名	📴 🖒	3	M 🧼 🕅
Cashier 1			Sort By Number	•	\bullet	NV	9 -	-	📃 🧃
ecord View	Table View								
Number	Name								
1	Cashier 1								
2	Cashier 2								
3	Cashier 3								
4	Cashier 4								
5	Cashier 5								
6	Cashier 6								
7	Cashier 7								
8	Cashier 8								
9	Cashier 9								
10	Cashier 10								
21	AM Cashier								
22	PM Cashier								
401	Cashier 401								
402	Cashier 402	-							

Create a cashier link for each UWS or Employee.

Example In this restaurant each employee is assigned a cashier link.

Historical Totals

Use the Historical totals form to determine a period of time for saving totals accumulated by the 3700 system. Before you can assign Historical Totals to each database totals table, you must create the classes. The sample database includes some predefined classes for your use.

Programming

Classes

Create any additional Historical Totals classes required by this restaurant.

🚾 Historical Totals		_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp		
Historical Totals	📴 📬 😤 💼 🖄 🗁	M 🧼 🕅
101 Sys (1 year)	Sort By Number 💽 🛛 🖌 🕨 🕨 🞷 🕤 🖶 📼	🗖 🤹
Descriptor Classes		
Historical Totals Record View		
Number Name	Transition Oran	
101 Sys (1 year)	Tracking Group 101 System Tracking	
102 Rvc (1 year)		
103 Emp (1 year)	Number of Days History	
104 Cshr (3 months)	370	
105 Time prd (1 month)		
106 Serv prd (1 month)		
107 Labor (1 year)		
108 Menu items (1 yea		
	Do not create daily total	
	×	
	The Manager, Bruno 12/19/1997	8:37:50 AM

Example

Totals in the Weekly Totals class are saved for 7 days. Selecting the option *Do not create daily total* means that daily totals are not stored for totals in this class. This option helps to minimize the size of the database.

Descriptor

Assign an Historical Totals class to each Historical Total to determine how data is stored in this totals table.

			盤樹之氏為	
nift (Cashier T	otal Sort By Number 💌 🕅 🖣	▶ ▶ 1 1⁄9 9 4	
scri	iptor Clas	ses		
Hist	torical Tota	als Definitions		
Π	Number	Name	Class Name	Consolidation Interval 🛛 🔺
	1	Shift Cashier Total	104 Cshr (3 months)	
	2	Shift Cashier Order Type Total	104 Cshr (3 months)	
	3	Shift Cashier Tracking Total	104 Cshr (3 months)	
	4	Shift Employee Total	103 Emp (1 year)	
	5	Shift Employee Order Type Total	103 Emp (1 year)	
	6	Shift Employee Tracking Total	103 Emp (1 year)	
	7	Daily Serving Period Total	106 Serv prd (1 month	1
	8	Daily Serving Period Order Type Total	106 Serv prd (1 month	1
	9	Daily Serving Period Tracking Total	106 Serv prd (1 month	1
	10	Daily Revenue Center Family Group Total	108 Menu items (1 yea	
	11	Daily Revenue Center Major Group Total	108 Menu items (1 yea	
	40	Daily Revenue Center Menu Item Group Total	108 Menu items (1 yea	



Note

The *Name* field in the Descriptors tab is not editable. The field contains a descriptive title for each totals table in the database.

Example

In the table above, Shift Employee Total is assigned to the Weekly Totals class. Totals will be saved for seven days and no daily totals will be created.

Report Groups

Report Groups provide a means for creating subtotals and sorting items on reports, as well as selecting items to include in a report. Each menu item in the system can be programmed to post to one major group, family group, and menu item group. Sales reports provide sales information for each group.



There is no implicit relationship between these groups; no hierarchical structure. For example, family groups are not required to be a subset of major groups.

Programming

Major Groups

Create the Major Groups required by this restaurant.

Report Groups					_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp					
Report Groups		P 🕮 😤	💼 🖄 🖧 🥎	* # 4	🧶 💦
1 Food	Sort By Number 💌) 🖌 🦻 🕂	-	💷 🎝 🔋
Major Groups Family Groups Men	u Item Groups				
Number Name	Ca	iteg 🔺			
Food		1			
2 Soft Beverage		1			
3 Liquor		2			
4 Beer		2			
5 Wine		2			
6 Miscellaneous		3			
7 Catering		4			
		T			
		The Ma	anager, Bruno	12/19/1997 8:44:	16 AM //

Example

This restaurant places Beer, Wine, and Liquor into separate Major groups. Another restaurant might place all these alcoholic beverages into one Major Group.

Family Groups

Report G	•		8 N
32 characters	Sort By Number	💽 🛯 🖌 🕨 🕫 🖕 🗖 📮] 4
jor Groups F	amily Groups Menu Item Groups		
Number	Name	Categ 🔺	
	1 32 characters	0	
1	0 Appetizers	1	
1	1 Soups	1	
1:	2 Salads	1	
1:	3 Sandiwiches	1	
1.	4 Burgers	1	
1:	5 Pizzas	1	
1	6 Pastas	1	
1	7 Entrees	1	
1:	8 Early Birds	1	
1	9 Specials	1	
2	D Side Orders	1	
2	4 Kids	1	
	5 Desserts	1 🔽	

Create the Family Groups required by this restaurant.

Example

This restaurant creates a Family Group for each type of menu item. Soups, Salads, and Sandwiches are assigned the same category to ensure they will print together on reports.

Menu Item Groups

Create the Menu Item groups required by this restaurant.

🚾 Report Group	2						_ 🗆 ×
<u>File E</u> dit <u>R</u> ecor	d <u>H</u> elp						
Report Gr	oups		P t î	1 🛣 1	2 D.	÷. ♦ .1	MA 🛷 🎀
101 All Items	:	Sort By Number 💌			11/ 9	+	💷 🥸 🛛
Major Groups Fa	mily Groups Menu h	tem Groups					
	1			_			
Number	Name		Categ	<u> </u>			
▶ 101	All Items		1.				
201	Champagne		2				
202	White Wine		2				
203	Red Wine		2				
204	Non-alcoholic Wine		2				
				-			
				_			
				The Mana	ger, Bruno	12/19/1	997 8:46:08 AM

Example

Menu item groups can be used to track sales of menu items that are not part of the same family group. For example, "Light and Healthy" selections are a part of the following Family Groups: Appetizers, Entrees, Salads, and Desserts. An additional Menu Item Group called "Light and Healthy" is created to track sales of these diverse menu items separately.

Tracking Groups

A *tracking group* is a set of totals used to track specific information.

How Many Totals Can I Track in One Group? When setting up tracking groups, keep in mind that you can create up to 64 tracking totals in a group, but only 48 will print on Micros standard reports. The system records information for the remaining tracking totals, but you must create a custom report to print it. See the 3700 Custom Reports Design Manual for further information on creating custom reports.

Using Subtotals

Tracking totals appear on standard reports in three columns, with a subtotal for each column. You may be able to get useful subtotal information by grouping tracking totals appropriately. A subtotal is provided for each of the following groups of tracking totals:

- Tracking totals 1-16
- Tracking totals 17-32
- Tracking totals 33-48.



Note

Some tracking totals are predefined and do not require a Tracking Number. For example, Void is predefined. When you create a tracking group that uses the Tracking Total Type Void, it stores the total number of times the Void key is used.

Programming

Create each Tracking group required by this restaurant.

Tracking Gr	oups				
ile <u>E</u> dit <u>R</u> eco	ord <u>H</u> elp				
Tracking	Groups		🎽 🖧 🕅	🛃 🛤 🏷 🚴	M 🤣 🕅
US Hamburge	•	Sort By Nur			D 🎝
Tracking Group	ps				
Number	Name				
101	System Tracking				19 † –
102	Time Tracking		Tracking Group Totals		
103	Svr/Bar Tracking		Number Name	<u> </u>	
104	Cashier Tracking		1 Swss Burger		
105	Hamburger Sales				
				▼	
			Tracking Total Type	Tracking Total Nur	her
			Menu Item	103002 Hamburg	
		•			
			The Manag	jer, Bruno 12/19/199	97 8:56:52 AM



Note

Once totals are posted to a tracking group, it can no longer be modified. The Tracking Group form displays the message "Tracking Group in Use."

Example

A restaurant that specializes in hamburgers may want to establish a tracking group to track the sale of these important menu items. First a name for the tracking group is entered in the Tracking Groups section on the left, in this case Hamburger Sales. Then a number and name is assigned to each item this group will track. In this example, Swiss Burger, Wally Burger, Steve's Burger, and Veggie Burger will be tracked. Since this tracking group will track specific menu items, the *Tracking Total Type* is Menu Items and the *Tracking Total Number* field displays each menu item.

Autosequences

An Autosequence is a predefined set of reports or other commands. The steps in an autosequence can be programmed to print reports, execute external programs, call stored procedures, or call another autosequence.

Programming

Create each autosequence this restaurant requires.

Mutosequences			
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp			
Autosequences		😫 îs 😤 🗃 名 😫 î	
20 Lunch Report	Sort By Number	◀ ◀ ▶ ▶ 🖋 🖯 🖣	┝━
Record View Table View			,
-			
Number Name	▲		
12 UWS Menu Ite	m Group Report	Schedule Class	
13 UVVS Menu Ite	m Summary Report	1 Schedule Number 1	<u> </u>
14 UVVS Menu Ite	m Detail Report		
15 UWS Closed C	Check Report	Privilege Priority	
17 Server Check	Out	0 🔽	
18 Bartender Che	eck Out		
19		Click to Select Icon ID	
20 Lunch Report		S Lunch Devent	
21		Lunch Report	
100 - PC AutoSequ	Jences		
101 Pre Close		Hide on run screen	
102 End of Night			
, Comments			
,			
		The Manager, Bruno	12/19/1997 9:00:05 AM

Example

This restaurant creates an autosequence called "Lunch Reports" to run a series of reports after the lunch hour. The reports that are part of this autosequence are defined in the Autosequence Steps form.

Autosequence Steps

Use this form to create each step in the autosequence. If the step is a report, select the report template to use and give it a unique title on the Reports tab. You can indicate what should happen if the autosequence encounters an error on the Error Actions tab, and determine the scope of the report using the options on the Ranges tab. If an autosequence step calls another autosequence or a stored procedure, select those options on the respective tabs.

Programming

Ranges

Select a method for determining the range of dates, shifts, revenue centers, and objects for each report in the autosequence.

🔤 Autosequence Steps	
<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp	
Autosequence Steps	🏁 🖄 😤 💼 名 🛤 🖄 🔌 🙀 🏈 📢
1 Call Autosequence	ା ଏ ▶ ▶ 🗸 🦻 🕂 🗖 🤹
Record View Table View	
Select an Autosequence	Ranges Error Actions Call / Ext. Prog Report Stored Proc
20 Lunch Report	
Enter an Autosequence Step	Date Range Source Date Range Selection Prompt Image Selection
Number Type Skip Step	Shift Range Source
Call Autosequence False	Previous Shift
2 Report False	
	RVC Range Source Begin End
	Object Range Source Begin End
Comments	
	The Manager, Bruno 12/19/1997 9:05:34 AM

Example

The first report in the Lunch Autosequence is programmed to prompt for a date range.

Error Actions

🔤 Autosequence Steps	
<u>F</u> ile <u>E</u> dit <u>R</u> ecord <u>H</u> elp	
Autosequence Steps	🏁 în 😤 🔠 名 👫 în 🤌 🛤 🧇 📢
1 Call Autosequence	⋉∢▶⋟⋞⋟⋕⋿ _⊒₿
Record View Table View	
Select an Autosequence	Ranges Error Actions Call / Ext. Prog Report Stored Proc
20 Lunch Report	
Enter an Autosequence Step Number Type Skip Step 1 Call Autosequence False 2 Report False	Error Action Ignore Branch Error Message
	The Manager, Bruno 12/19/1997 9:06:37 AM

Choose what should happen if an error occurs during this step.

Example

The system will ignore any errors encountered during this step.

Call/Ext. Prog

Choose another autosequence or and external program as a step.

Mutosequence Steps		_ 🗆 🗵
<u>File Edit R</u> ecord <u>H</u> elp		
Autosequence Steps	B 🐴 🛣 🖶 🛎 🐴 🚴	MA 🛷 🎀
1 External Program	1/ 🗇 🖶 💻	🗐 🤹
Record View Table View		
Select an Autosequence	Ranges Error Actions Call / Ext. Prog Repor	t Stored Proc
108 NT Backup		19
Enter an Autosequence Step		
Number Type Skip Step 🔺	Call Autosequence	_
1 External Program False		• 🕒 📗
	External Program	
	302 Daily NT Backup (Incremental)	- 🖻 🔢
-		
Comments		
	The Manager, Bruno 01/06/19	98 4:25:53 PM

Example

Starting NT Backup is a step that calls an External Program.

Report

Autosequence Steps	
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp	
Autosequence Steps	▶ 告 盤 音 幸 臣 告 ≫ 🛛 🛤 🧇 📢 🛛
2 Report	◀ ◀ ▶ ▶ 1⁄2 🗇 🖶 💻 🗐 🍪
Record View Table View	
Select an Autosequence	Ranges Error Actions Call / Ext. Prog Report Stored Proc
20 Lunch Report	
Enter an Autosequence Step	Report Template
Number Type Skip S	Step 🔺 14 RVC Time Period Summary
1 Call Autosequence False	Title
2 Report False	
	Print To Disk Filename
	Override Default Printer
	▼
	Preview report output
Comments	
	The Manager, Bruno 12/19/1997 9:09:12 AM

Select a report template as a step in an autosequence.

Example

The first step in the Lunch Reports autosequence is to run the Revenue Center Time Period Totals report.

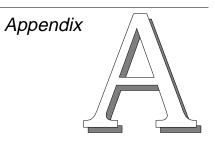
Stored Procedures

Add any stored procedures to this autosequence.

Autosequence Steps			_ 🗆 ×
<u>File E</u> dit <u>R</u> ecord <u>H</u> elp			
Autosequence Steps		📴 🕆 🛣 🖮 名 📴 🏷 🚴	M 🥙 🎀
3 Stored Procedure		4 🔸 🕨 🎀 🖉 🖶 🗖	🗐 🤹
Record View Table View			
Select an Autosequence		Ranges Error Actions Call / Ext. Prog Report	Stored Proc
20 Lunch Report	•		
Enter an Autosequence Step		Stored Procedure	
Number Type	Skip Step 🔺	106 System Open Checks	
1 Call Autosequence	False		
2 Report	False	Stored Procedure Parameters	
Stored Procedure	False	Parameter	
		Source	-
		Numeric Value	
		String Value	
	•		
Comments			
		The Manager, Bruno 12/19/199	7 9:10:38 AM

Example

The first step in an end of day autosequence could be to run the stored procedure which checks for open guest checks. Using the Branch option, when open guest checks are found during this step, the system can be programmed to print an open check report.



For 2700 Users

This chapter describes the changes 2700 users will see in the 3700 POS Configurator.

In this appendix

What Happened	toA	1-2
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What Happened to ...

Some 2700 features have changed extensively or no longer exist. If a 2700 feature has been removed, it is usually because:

- **a** new 3700 feature has replaced the old feature.
- we implemented the feature in a different way.
- □ we are not including the feature in the current version of the 3700 system software.

The table below shows lists some 2700 features that are not included or are very different in 3700.

Feature	Obsolete	Different	Not in Version
Broadcasting Database	Х		
Data Redundancy Configuration		х	
File Configuration	х		
Hexadecimal Type Fields	х		
Keyboard Table		х	
Liquor Dispensing System			Х
MAP Characters		х	
PC ISN Configuration	х		
Report Options		х	
Tracking Groups		х	
Video Display Unit			х

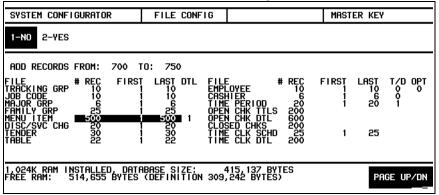
Broadcasting the Database

The configuration of the 3700 system network makes broadcasting the database unnecessary.

Since the 3700 database resides on the hard disk of the database server, the clients access the database from the server as needed. A change made to the database is immediately available to all clients; no database broadcast is necessary.

File Configuration

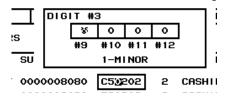
In the 2700 system, you must allocate a set amount of RAM to variable-length files to program the database. The amount of RAM installed in a 2700 system unit determines the size available for each of these variable-length files.



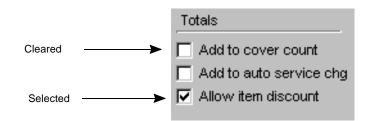
Allocating RAM to definition tables in the 3700 database is unnecessary. The size of your 3700 database is only limited by system resources.

Hexadecimal Type Fields

Most fields in the 2700 database required hexadecimal values.



The 3700 database does not use hexadecimal-type fields. Instead, you click a selection box to select or clear options.



MAP Characters

In the 2700 System, you can substitute up to six default characters with international or special characters, called MAP characters.

2700 Special Characters				
!	-	£		
"	Ä	ß		
\$	Å	Ø		
<	Æ	É		
>	Ö	Ñ		
\	Ü			

Now, you access special characters by using the Windows $^{^{(\!\!R)}}$ 95 and Windows NT $^{^{T\!\!M }}$ ANSI character set.

PC ISN

In a 2700 network, the MICROS PC ISN board allows you to link multiple 2700 Systems in a global communications network (ISN), creating logical systems. PC ISN is not used to network devices in a 3700 system. Instead, the 3700 system uses an industry standard Ethernet 10BaseT for networking user workstations, printers, and other devices in the system.

Report Options



The special report features once implemented by defining Report Options are now:

- **D** Built into the report templates
- **D** Options you can select in the Reporting folder

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Note: A Master Index is located in the 3700 Feature Quick Reference Manual.

All page numbers are hotspots.

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