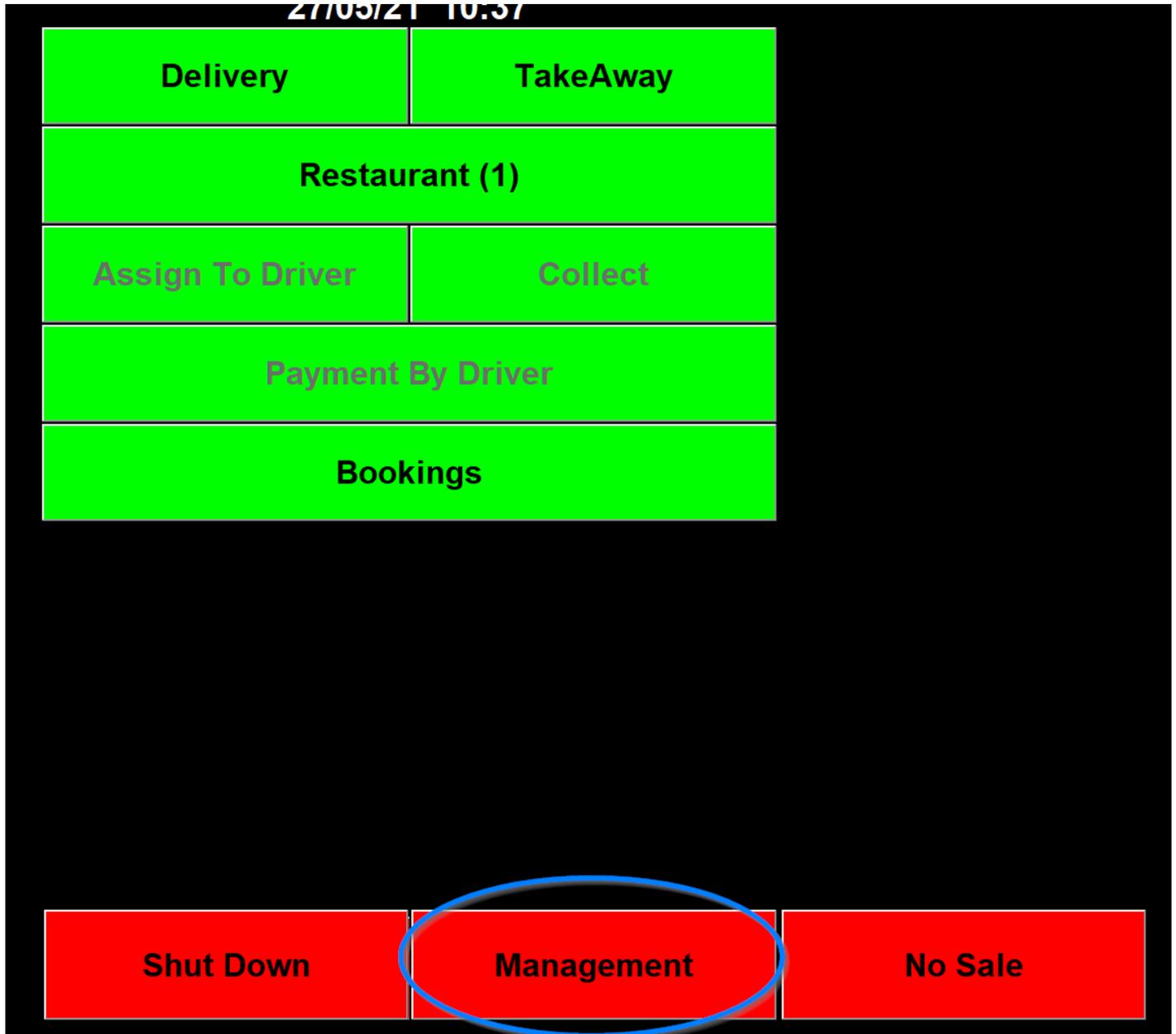


The Restaurant Options

First go into Management



Then Occasional Menu

27/05/21 10:39

Today's Takings

Today's Orders

Expenses

Purge Printer

Message

Support

Occasional Menu

Main Menu

Then Options

| | | |
|---------------------------|---------------------------|---------------------------------|
| General | | |
| Menus | Selling Prompts | |
| Stock Control | Stock Make-up | Amend Prices |
| Reports | | |
| Customer Mailing | | Analysis |
| Order Review | Customer Review | Texting |
| Admin | | |
| Edit Database | Passwords | |
| Options | Internet Options | |
| Utilities | | |
| Name & Address | On Screen Keyboard | Fix Database |
| Restore Backup | Reset Orders | Restore Previous Version |
| Support | | |
| Upload Data | Update Program | Online Support |

The Restaurant Module option are in the Restaurant tab of options.

Receipt Printer Kitchen Printer Charges Reports **Restaurant** Order Screen Security Set-Up

Receipt

Restaurant Text Red

Save Order

Print for New Order

Action on Amended Order

Action on Finalising Order

Print Space for Gratuity
 Prints On Kitchen Printer
 Prints Payment Method
 Prints Tendered & Change
 Prints "Paid" instead of "to Pay"
 Prints Charge Before Total
 Finalise - Prints Amendments if not saved
 Asks "AreYou Sure" when finalising
 Prints Name & Phone Number

Restaurant Service Charge

Start Time

Receipt Text

Charge %

Add to Charge If Covers More Than

Ask to Add Charge

Calculates Service Charge Before Any Discount

Text if No Service Added

Bookings

Must Enter Assistant Before Taking Bookings
 Enable Lunch Time

Default Booking Time

Sundry

Starting Menu

EOD Report Doesn't Display Covers
 Puts Finalised Orders on Payment by Driver Screen
 After Order Returns to Tables
 All Restaurant Sales Are VAT Rate 1
 Asks for Payment When Saving Order if Cash
 Starter Button on Make Line screen
 Analysis by Value
 Orders Appear on Collection & Box Edge Labels
 Defaults to Payment by C/C
 After Printing Receipt Returns to Tables

Restaurant Orders

Password to Amend Order

New Order

After Printing Order Reloads

Default Delay - Kitchen Printer 2

Omit Courses

Restaurant

Not Restaurant

Abort
Save & Exit

The receipt section is how the receipt is produced for restaurant orders.

- The Restaurant Text option allows you to specify what is printed on the top of the receipt (This is usually just Restaurant but can be whatever you like eg. Eat in) There is also a tick box so it can be printed in red or reverse if it is a thermal printer
- The save order section allows you to print a full receipt for new orders if that option is ticked and what to do when an order is amended "Reprint Order" prints the full order again, "Ask to reprint" asks and if you say yes prints the full order and "Print Amendments" just prints the changes to the order.
- Action on Finalising defaults to "No Action" but "Print Order", "Print Order and Kitchen", "Print Order & Open Till" and "Print Order & Kitchen & Open Till" can be chosen.

The other options are just tick boxes and fairly self explanatory.

The Restaurant Service Charge options can set how the program deals with the service charge.

- Start time lets you choose a start time for the service charge. If it is left as 0 then the charge is always applied.
- The "Receipt text" is what is printed on the receipt for the service charge.
- The % charge will work out the service charge a a % of the total bill.
- The "Add to Charge If Covers More Than" will only add the charge if the order is for more

- The "Default Booking Time lets you set how long as a default the booking would be. When Making a booking this can be altered.

The Sundry section of the options has options that don't belong in the other categories.

- The "Starting Menu" option allows you to choose a different starting menu than the first if you need too.
- The "EOD report Doesn't Display Covers" option stops the number of covers figure appearing on the end of day report.
- The "Puts Finalised Orders on Payment by Driver Screen" option puts finalised restaurant orders in the Payment by Driver screen rather than them going straight onto todays takings.
- The "After Order Returns to Tables" option means on finalising an order instead of going back to the main screen it goes on to the tables to take another order.
- The "All Restaurant Sales Are VAT Rate 1" option instead of going off the individual food items setting for VAT make all restaurant orders completely VAT rate 1.
- The "Asks for Payment When Saving order if Cash" option is if it is more of an eat in situation instead of a restaurant where you pay at the end on dining.
- The "Starter Button on Make line Screen" option, If you have an additional makeline set to by order a button will appear at the bottom right when you select an order saying "Startes Made".
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Revision #8

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