Creating Staff, Cooking Instructions, Reasons, Expenses Buttons

The operation of the four screens accessed from these buttons is identical. When you touch **Cooking Instructions** for example, a screen like the one shown below will appear.

Staff allows you to create buttons that are used by staff to log in and log out and to record which member of staff dealt with an order. **Cooking Instructions** allows you to create buttons that are used to quickly add cooking instructions to an order. The **Reasons** screen allows you to set up buttons that are used to enter a reason for a discount or short payment. The **Expenses** button allows you to create buttons that are used to record when petty cash has been paid out.

The Cooking Instructions and Reasons screens are slightly different in that the top left hand button is reserved and displays the text **Other…**. When these buttons appear on the Order screen, the program allows an operator to type in a “one off” instruction or reason in case none of the standard ones, that have been created here, apply.

The operation of the Cooking Instructions and Reasons buttons on the Order screen, and the Staff and Expenses buttons elsewhere in the program, are described in full in earlier sections of this guide.

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To add a new button, touch a blank button on the screen. If all the buttons are used, you must add a row or a column to create some blank buttons, as already described. When you touch a blank button, the message shown below, or one like it, will appear.

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If you touch **Yes**, the Screen section on the right hand side of the screen will reappear with two tabs at the top, “Screen”.

Cooking Instructions 2.jpg

If you touch **No**, the program will return to the Menu screen.

The Screen section allows you to set up the appearance of each button. Type in the staff member’s name or the description of the Instruction, or Reason, or Expense, as you wish it to

appear on the screen in the **Button Text** field. Touch **Button Colour** to display the colour palette if you want to choose an alternative colour to the default.

The “Font” section of the screen allows you to alter the appearance of the text that you have typed in the Button Text field. If you touch **Change Font**, the program will display the button text in a different font. Touch the button for a second time and inTouch will use another font. If you touch **Change Font** a third time, the text will go back to the original font.

Once you have selected a font for the button text, you can touch ▲ and ▼ to increase and decrease the size of the button text and use the **Bold** and **Italics** check boxes to add emphasis to the text on the screen.

If you touch an active button on the screen, then touch **Move Button** and then touch another blank button on the screen, the program will move the text displayed on the first button to the second (blank) one.

If you touch an active button on the screen and then touch **Delete Button**, the program clear the text from the selected button.

Whenever you have finished creating or amending buttons on one of these screens, touch this button to return to the Occasional Menu.

The cooking Instructions, Reasons and Expenses all only have the screen section but adding a new staff member has a details tab as well.

Staff 1.jpg

Image not found or type unknown

Here you can add more information about the staff member. It has room for a full name, address, phone number, mobile number and some extra notes. It will also allow you to enter the date started, date left and date of birth. There is a tick box for if they were issued a uniform. The "Type" dropdown gives you the choice of Driver, Server, Waiter or Chef. The hourly rate, if filled in, will give you the staffing cost. The location box can be filled in with a number.

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