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# LINGA POS

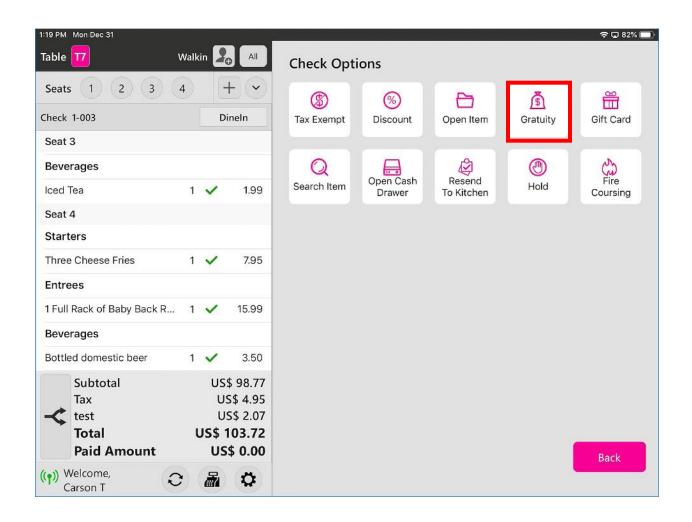
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## **LINGA POS** Assign Gratuity to a Check

- 1. Tap on options
- 2. Tap on gratuity
- 3. Tap on the gratuity you wish to use

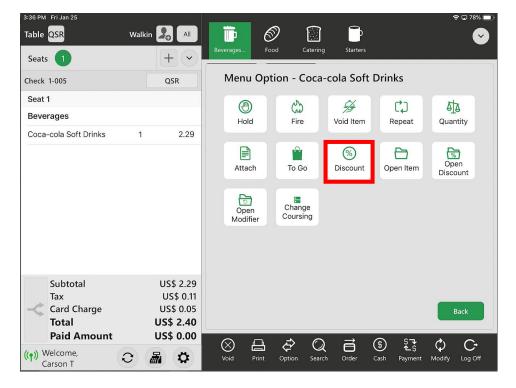


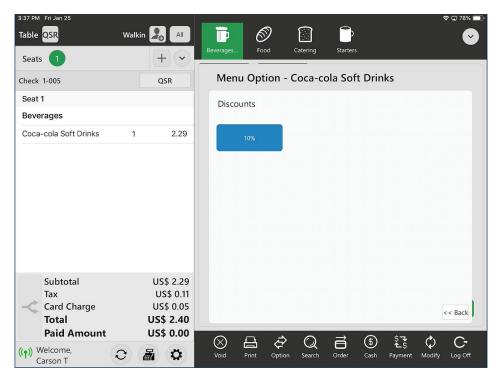
## Apply a Discount

5 | Page

## 😫 LINGA POS

- 1. To apply a discount, you must tap on the item
- 2. Then tap on discount
- 3. Tap on the discount you wish to apply

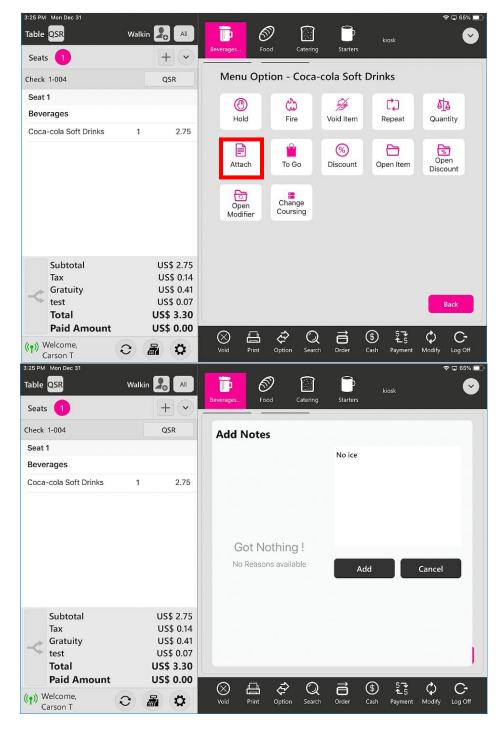




#### Attach a Request to an Item



- 1. Tap on the item
- 2. Tap attach
- 3. Add the request
- 4. Tap on add



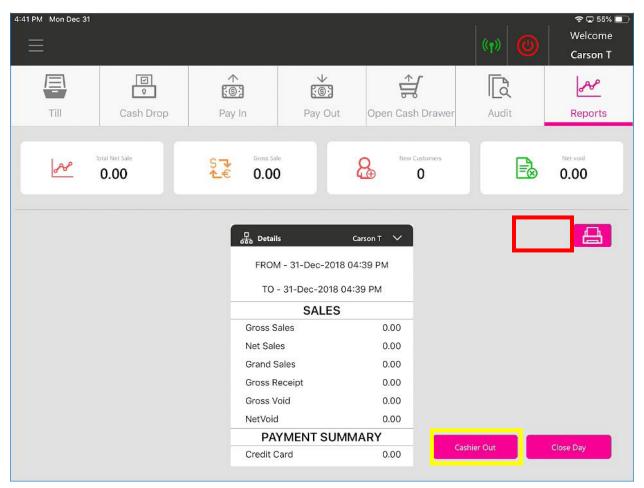
## **Enable Caller ID and Wait List**

- 1. Type in your PIN then tap on operations
- 2. Tap on POS settings
- 3. Scroll down to enable caller ID and wait list
  - Please note that both are add-ons and will need a license for both
- 4. Turn these on then hit save changes

12:52 PM Thu Jan 3			(r) ()	● 奈 교 100% ■ Welcome Carson T
Enable Caller ID Caller ID Port Number				
Enable Wait List				$\bigcirc$
Read From Cloud				$\bigcirc$
VOICE SUPPORT				
POS				$\bigcirc$
Customer Display				$\bigcirc$
THEME SWITCHER				
DARK THEME				
Dinga 🕒	Aqua Blue	Emerald	Safron	
LIGHT THEME				
Aqua Blue	Emerald	Safron		

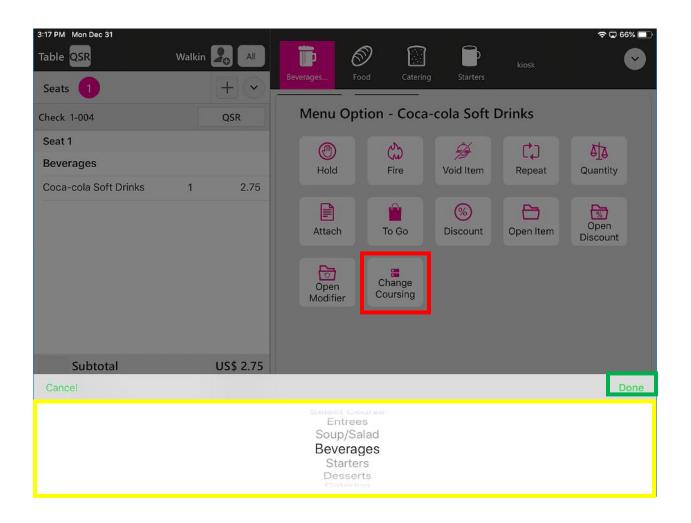
#### **Close out a Cashier**

- 1. Under till management in Operations
- 2. Tap on reports
- 3. Printer cashier report
- 4. Tap cashier out



### Change Coursing on an Item

- 1. Tap on the item on the check
- 2. Tap on change coursing
- 3. Select the course
- 4. Tap on done



## **Changing the Service Type**

- 1. Tap on the service type
- 2. Tap on the service type you wish to have
- 3. Select the table if you chose Dine-In
- 4. Put in your order.

3:00 PM Fri Dec 28							🗢 🖵 94% 🗔
Table QSR	Walkin <mark> All</mark>	Ē	Ø			kiosk	$\mathbf{\overline{\mathbf{v}}}$
Seats 1		Beverages	Food	Catering	Starters		
Check 1-001	QSR	Alcoholic	Non al	coholic			
Seat 1	QSR						
	Dineln				Menu Items		
	ТоGo						
	FORHERE						
Got No	DELIVERY						
No orders	Bar Tab						
	PHONE ToGo						
	PHONE DELIVERY						
Subtotal	US\$ 0.00						
Tax test	US\$ 0.00 US\$ 0.00						
Total	US\$ 0.00						
Paid Amount	US\$ 0.00	$\otimes$		> Q	ð	\$ \$	¢ C•
((ๅ)) Welcome, Carson T	C 📠 🌣	Void	Print Opti		Order	Cash Payment	

#### **Clock In and Clock Out**

To clock in and out you must:

- 1. Type in your PIN
- 2. Tap on Clock In or Clock Out
- 3. The receipt printer will print out a time slip confirming it.

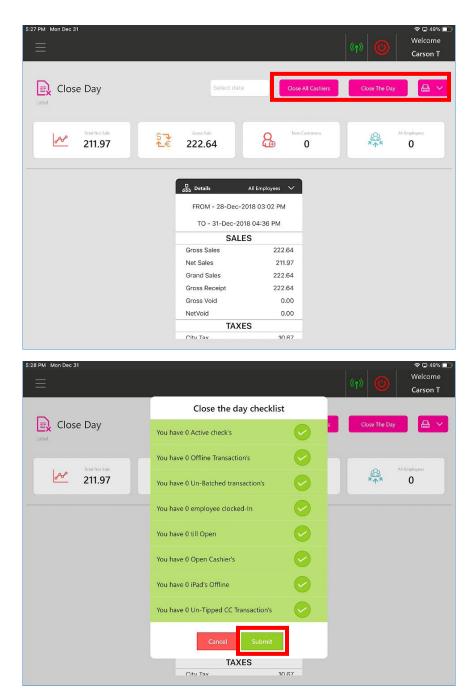
1:28 PM Fri Dec 28 A001 - Carson		<u>.</u>		⊂ ≈ ⊊ 100% <b>—</b> ⊘
		To Login enter y	vour ID number o	r swipe the card
LINGA Carson Train M		7	8	9
Clock In	t <b>1:28 pm</b> Friday, Dec, 28th, 2018	4	5	6
Back Office	Operation	1	2	3
°°°° °°°° Test	Test		0	Login
Business Date: 27-Dec-2018				2.1.10(1.3.)

### **Close the Day**

1. Under operations tap on close the day



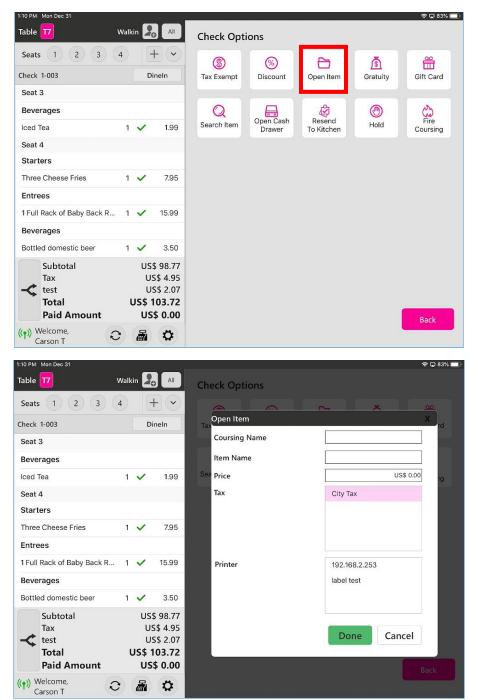
- 2. Close all cashiers
- 3. Print the report
- 4. Tap on close the day
- 5. Go through your checklist
- 6. Submit



#### Create an Open Item

1. Tap on options

- 2. Tap on open item
- 3. Give a coursing, item name, price, and a tax
- 4. Tap on done



#### Enable Order Types

1. Type in your PIN then tap operations

- 2. Then tap on POS settings
- 3. Scroll down to enable order types
- 4. Choose your order type options
  - Please note web order is an add-on
- 5. Tap on save changes up top

4:15 PM Wed Jan 2	ক অ 67% ■ Welcome Carson T
Enable Order Types	
Dine In	Default Layout
Ask Customer Name	$\bigcirc$
Order Type	
For Here To Go Delivery Phone To G	o Phone Delivery
Required Phone Number For ForHere Order	
Ask Customer Name If Phone Number Is not Required	$\bigcirc$
Web Order	$\bigcirc$
Bar Tab	
Quick Bar	$\bigcirc$
Ask Customer Name	$\bigcirc$
QSR	
Enable Caller ID	0

## Fire a Coursing

1. Tap on options

- 2. Tap on Fire coursing
- 3. Select the coursing you wish to fire

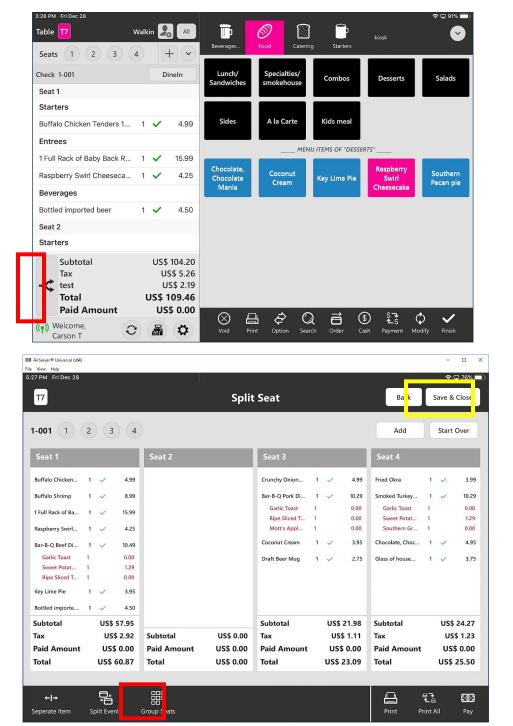
able 17	Walkin 🤰		Check Opti	ons			
Seats 1 2 3 (	4	H(~)	(3)	%		5	
heck 1-003	Di	neln	Tax Exempt	Discount	Open Item	Gratuity	Gift Card
Seat 3							
Beverages			Q			۲	3
Iced Tea	1 🗸	1.99	Search Item	Open Cash Drawer	Resend To Kitchen	Hold	Fire Coursing
Seat 4							
Starters							
Three Cheese Fries	1 🗸	7.95					
Entrees							
1 Full Rack of Baby Back R	. 1 🗸	15.99					
Beverages							
Bottled domestic beer	1 🗸	3.50					
Subtotal		\$ 98.77					
Tax		\$\$ 4.95					
-C test		\$\$ 2.07					
Total		03.72					_
Paid Amount	US	\$ 0.00					Back

#### **Grouping Seats on the Same Check**

- 1. Tap on the split check button
- 2. Tap on the seats you want to group

3. Tap on group seats

4. Tap on save and close



#### **Hardware Settings**

- 1. Type in your PIN then tap operations
- 2. Tap on hardware settings

- 3. Choose from Card Reader, Printer Settings, Customer Display, and Scale
- 4. Tap on the device you wish to use for the Ipad under the IP section or Bluetooth section
- 5. There will be a check mark next to the device

		© 71% ■ ((γ)) ((γ)) ((
Printer Settings	Land Customer Display	Scale
READER		
		~
		¢ ت ۲۱% ■ ((٩)) ((۹)) Welcome Carson T
<b>a</b>	<b>A</b> _	(m) (m) Welcome
Printer Settings	Lustomer Display	((p) (Welcome Carson T
		(r) () (Welcome Carson T Scale
	Customer Display	(r) () Welcome Carson T Scale
Printer Settings	Customer Display	(r) () (Vetcome Carson T Scale
Printer Settings	Customer Display	(r) () (Vetcome Carson T Scale
Printer Settings	Customer Display	(r) () Welcome Carson T Scale
Printer Settings	Customer Display	(r) () Welcome Carson T Scale
Printer Settings	Customer Display	(r) () Velcome Carson T Scale
Printer Settings	Customer Display	(r) () Velcome Carson T Scale
Printer Settings	Customer Display	(r) () Velcome Carson T Scale
	Printer Settings	Printer Settings Customer Display

Linga	POS	Manual	2019
-------	-----	--------	------

3:51 PM	Wed Jan 2			
$\equiv$				(m) (b) Welcome Carson T
		Ē		ō
	Card Reader	Printer Settings	Customer Display	Scale
s	ETTINGS			
	Enable Customer Displ	lay		$\bigcirc$
		Test Con	nectivity	
		1.5.1 December 100 million		
		Have trouble? Call u See the Linga Sho		
3:52 PM	Wed Jan 2			© 271% ■) Welcome Carson T
	<b>U</b>	Ē	2	ŏ
	Card Reader	Printer Settings	Customer Display	Scale
s	ETTINGS			
	Non Integrated Scale Devi	ce		$\bigcirc$
		Test Con	nectivity	
		Have trouble? Call u See the Linga Sho		
			<ul> <li>In a memory a memory of 2004 (EDUDOD) (2014) (BUDOD)</li> </ul>	

- 1. Tap on the item
- 2. Tap on hold item
- 3. Select manual or Automatic (If auto set a timer)
- 4. Tap done

iii 53 AM Mon Dec 31 Table T7 Walkin		Beverages Foo		Starters	kiosk	ି ⊊ 93% I ♥
Seats 1 2 3 4	+ · ·	Menu Opt	ion - Cruncł	ny Onion	Rings	
Seat 1	Dinein					
Starters		۲	3	<i>4</i>	C,	₫ <u></u>
Crunchy Onion Rings 1	4.99	Hold	Fire	Void Item	Repeat	Quantity
Entrees	4.00			(%)		
	10.00	Attach	To Go	Discount	Open Item	Open
Blk cod thai chilli sauce 1	10.00					Discount
Beverages		5				
Bottled imported beer 1	4.50	Open Modifier	Change Coursing			
Paid Amount	US\$ 0.98 US\$ 0.41 S\$ 20.47 US\$ 0.00	Void Print	Coption Search	and the second se	\$ S € Cash Payment	Back Control Control
Seats 1 2 3 4	+ ~	Menu Opt	ion - Cruncł	<sub>Starters</sub>	Rings	
Starters						কাহ
Crunchy Onion Rings 1	4.99	Hold	Automa	itic Ma	nual	)uantity
Entrees	4.35		Hours	_	Minutes	
	10.00	Attach	Hours		Minutes	Open
Blk cod thai chilli sauce 1	10.00					liscount
Beverages		5	0.0			-
Bottled imported beer 1	4.50	Open Modifie	00		00	
			Cance		one	
Subtotal Tax test	US\$ 19.49 US\$ 0.98 US\$ 0.41					
•	<b>S\$ 20.41</b>					
	US\$ 0.00				\$ <u></u>	¢ 🗸

## LINGA POS Hold or Close a Till

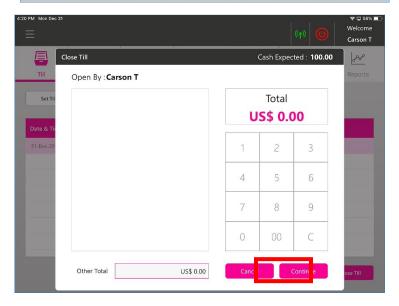
#### Holding a Till

- 1. Under Operations go to till management
- 2. Go to the active tills
- 3. Tap on the Till
- 4. Tap hold Till
- 5. It will now show under held till

:17 PM Mon Dec 31					(ŋ) (U)	ক অ 59% ■⊃ Welcome Carson T
Till	Cash Drop	Pay In	Pay Out	Open Cash Drawer	<b>L</b> a Audit	Reports
Set Till	Active Till	Held Till	Closed Till			
Date & Time	Till Nam	e Us	er	Device	Till Balance	
31-Dec-2018 16:14	4 A001 - 1	Car	sonT	Carson	US\$ 100.00	
				0	Hold Till	Close Till

- 1. Tap on the till you want to close
- 2. Tap on close till
- 3. Count the money and put in the total amount (see cash expected)
- 4. Tap continue
- 5. Give a reason if there is an over or shortage
- 6. Tap done
- 7. Print the summary and submit

7 PM Mon Dec 31					(ŋ) (O)	≎ অ 59% ■ Welcome Carson T
Till	Cash Drop	ray In	Pay Out	Open Cash Drawer	Audit	Reports
Set Till	Active Till	Held Till	Closed Till			
Date & Time	Till Nam	e Us	er	Device	Till Balance	
31-Dec-2018 16:14	A001 - 1	Car	sonT	Carson	US\$ 100.00	
					Hold 1	Close Till



## LINGA POS Lite Mode and Default Gift Card Type

- 1. Type in your Pin then tap operations
- 2. Tap on POS settings
- 3. Scroll down to lite mode and turn it on if you wish
  - This makes your POS faster, but you won't see any changes on a check UNTIL you tap on finish
- 4. Choose either Gift Card or GiveX Card
- 5. Tap save changes up top

4:07 PM Wed Jan 2	🗢 🖵 69% 🥅 )
	(n) (b) Welcome
	Carson T
Second Cash Drop Limit	US\$ 0.00
Lite Mode	
Enable Lite Mode	$\bigcirc$
Default Gift Card Type	
Gift Card	iveX Card
Enable Order Types	
Dine In	Default Layout
Ask Customer Name	$\bigcirc$
Order Type	
For Here To Go Delivery	Phone To Go Phone Delivery
Required Phone Number For ForHere Order	
Ask Customer Name If Phone Number Is not Required	$\bigcirc$
Web Order	$\bigcirc$
Bar Tab	

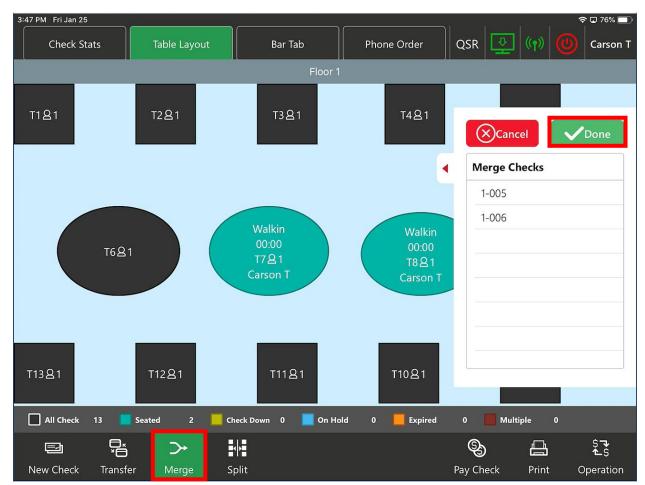
## LINGA POS Signing Into the POS

- 1. Type in your PIN
- 2. Tap Login
- 3. Select your role

1:34 PM Fri Dec 28				
A001 - Carson	÷			
	To Login enter your ID number or swipe the card			
LINGA POS Carson Train Menu-RibCity	7	8	9	
Clock In Clock Out 1:34 pm Friday, Dec, 28th, 2018	4	5	6	
Back Office	1	2	3	
888 Bar Tab 昂 Delivery	Clear	0	Login	
Business Date: 28-Dec-2018			2.1.10(1.3.)	
1:36 PM Fri Dec 28			≎ 🖵 100% 🔲	
A001 - Carson				
Shift Record	To Login enter y	our ID number or	swipe the card	
LINGA PC Admin				
Carson Train Menu-F Manager	7	8	9	
Clock In Clock Out	4	5	6	
Clock In Clock Out	4	5	6	
	4 1 Clear			

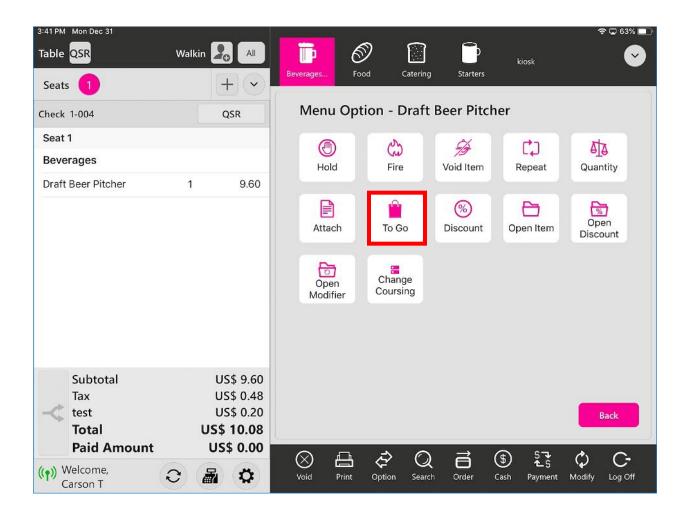
## LINGA POS Merge Tables

- 1. Go to the table layout screen
- 2. Tap on Merge
- 3. Tap on the tables you want to merge
- 4. Tap done



## LINGA POS Order an Item to go

- 1. Tap on the item
- 2. Tap on To go



## LINGA POS Pay a Check

- 1. Tap on pay check on table layout
- 2. Tap on the table
- 3. Select your payment method and how much you want to pay
- 4. Tap submit

#### OR

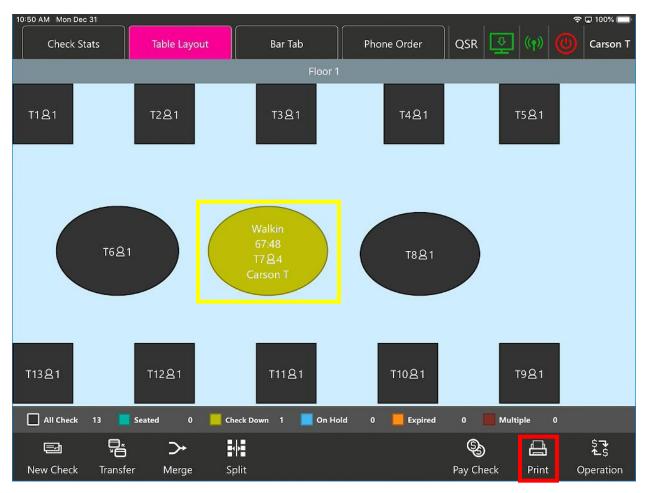
- 1. Tap on payments on the order screen
- 2. Select your payment method and how much you want to pay
- 3. Tap submit

(If Credit Card is selected insert or swipe the card then select "Process EMV")

11:17 AM Mon Dec 31		-						হু 🖵 97% 🔲
Table 17 W	alkin 🧕	Ð All	No Due	US\$ 0.00		Pay	/ment	US\$ 0.00
Seats 1 2 3 4		+ -						
Check 1-001	D	ineln	Select Payı	ment Meth	od	7	8	9
Seat 1			Cash		Credit Card			
Starters						4	5	6
Buffalo Chicken Tenders 1	1 🗸	4.99	Gift Card					
Entrees						1	2	3
1 Full Rack of Baby Back R	1 🗸	15.99						
Raspberry Swirl Cheeseca	1 🗸	4.25	Method	Status	Amount	C	0	00
Beverages			Cash	Success	109.46		1	
Bottled imported beer	1 🗸	4.50	Cash	Success	109.40		🖊 Subm	it
Seat 2						Exact	ι	JS\$ 0.00
Subtotal	1154	104.20				US\$ 5		US\$ 10
Tax		S\$ 5.26				US\$ 20		US\$ 50
-		S\$ 0.00						
test Total		IS\$ 2.19 <b>109.46</b>		elete	🔶 Adju	st		Exit
<u>بة</u> (\$	9		ē.					
	OUNT							

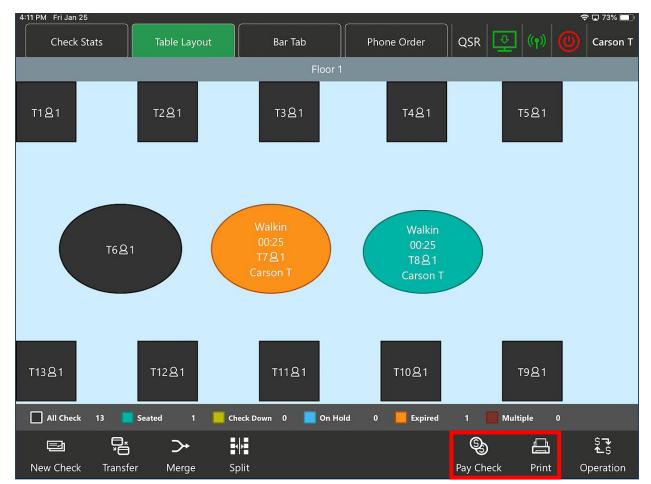
## LINGA POS Printing a Table's Check

- 1. On the table layout screen tap the print button
- 2. Tap the table you wish to print the check to
- 3. Table will turn into the check down color.



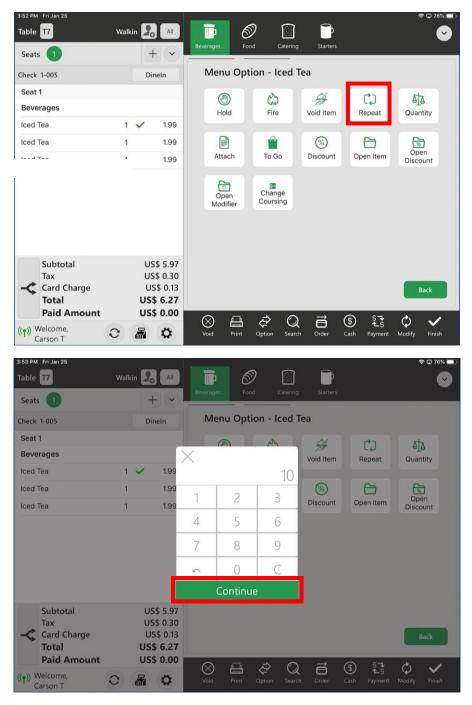
## **Print or Pay a Table's Check**

- 1. Go to table layout
- 2. Tap on print or pay
- 3. Then tap on the table



### Repeat or add quantity to an item

- 1. To apply a quantity to an item, tap on the item
- 2. Tap quantity or repeat (it will automatically repeat if selected)
- 3. Select how many they want
- 4. Tap continue



#### How to Enable and Use Pre Auth

- 1. To enable zero-dollar pre-auth in the back office
  - Go to Settings>Store>Settings
  - Scroll down to enable pre-auth, then turn it on
  - Set default pre-auth amount to \$0.00
  - Turn off extended Pre-Auth amount

Enable Pre Auth 🔞	
Default Pre Auth Amount	US\$0.00
Enable Extended Pre Auth 🛛 🚱	• ×

Click update

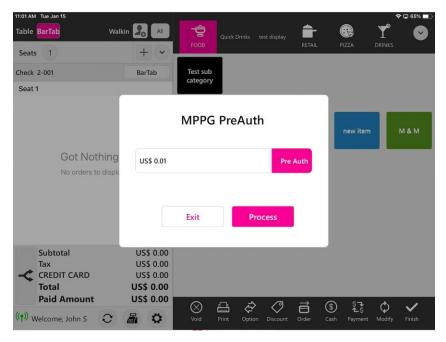


- Push changes to your IPad
- 2. To open a Bar tab with Pre-Auth
  - Sync with BO
  - Operations → POS Settings → Disable Quick Bar under BarTab → Save Changes
  - Type in your PIN
  - Tap on bar tab

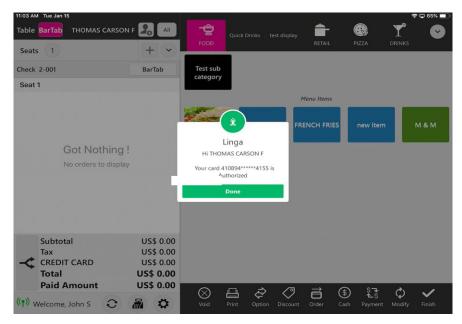




Set the Pre-Auth amount to \$0.01 Then tap process and insert the card



• You will get a confirmation saying your card is authorized



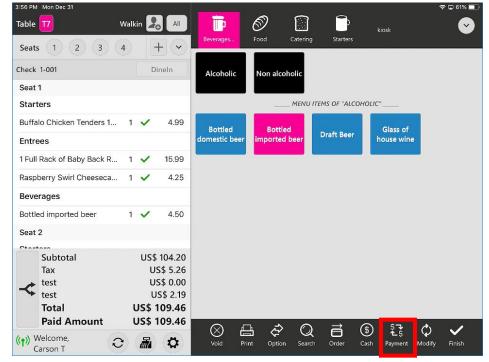
- When the customer is ready to close their tab tap on "payments" Then just tap on submit.
- Put in a tip and tap continue.
- You have now closed the tab

### **Refund a Closed Check**

1. Go to closed checks under check stats

Check Stats	Tab						
Active Closed	Void	Future		Select Date		Search	
Table Of Tab	Check No	Туре	Time Open	People	Server	Check Total	Per Cus
T7	1-001	TABLESERVICE	15:02	4	Carson Training	109.46	27.37
Check Total U	S\$ 109.46	Custom	ner 4	Average Du	uration 08:39 4	Average Amo	ount US\$
Check Total U	S\$ 109.46	Custom	ier 4	Average Du	<b>iration</b> 08:39 <b>A</b>	Average Amo	ount US\$
k Total U	-	Custom	ier 4	Average Du	<b>iration</b> 08:39 <b>/</b>	Average Amo	Operatic

- 2. Reopen the check you want to refund by tapping the check and reopen check
- 3. Then go to Payments at the bottom



0

- 4. Tap on the payment
- 5. Tap on delete

Walkin 🎽	e All	No Due	US\$ 0.00		Pay	yment	US\$
1 .					1 43	yment	033
7	<u>+ (~)</u>		1000 S				
D	lineIn	Select Pay	ment Meth	od	7	8	9
		Cash		Credit Card	<u> </u>	<u> </u>	
					4	5	6
1 🗸	4.99	Gift Card					
					1	2	3
1 🗸	15.99						
1 🗸	4.25	Method	Status	Amount	С	0	00
						/ Cultur	
1 🗸	4.50					Subr	ant
					Exact		US\$ 0.0
US	104 20				US\$ 5		US\$ 10
U	S\$ 5.26				US\$ 20	)	US\$ 50
				0			
	109.46	( <b>X</b> ) [	Delete	📀 Adjus	1		Exit
	1 ✓ 1 ✓ 1 ✓ 1 ✓ US\$	1 ✓ 15.99 1 ✓ 4.25	Dinein       Cash         1       ✓       4.99         1       ✓       15.99         1       ✓       4.25         Method       Cash         1       ✓       4.50         US\$ 104.20       US\$ 5.26         US\$ 0.00       US\$ 0.00	Dirielin       Cash         1 ✓ 4.99       Gift Card         1 ✓ 15.99       Method Status         1 ✓ 4.25       Method Status         US\$ 104.20       US\$ 5.26         US\$ 0.00       US\$ 0.00	1 ✓ 4.99       Cash       Credit Card         1 ✓ 15.99       Gift Card       Gift Card         1 ✓ 4.25       Method       Status         1 ✓ 4.50       Cash       Credit Card         US\$ 104.20       US\$ 5.26       US\$ 0.00         US\$ 0.10       Cash       Cash	Dimen       7         Cash       Credit Card         1 ✓ 15.99       Gift Card         1 ✓ 4.25       Method         Method       Status         Method       Status         US\$ 104.20       US\$ 5.26         US\$ 0.00       US\$ 0.00	Dmein       7       8         1 ✓ 4.99       Gift Card       4       5         1 ✓ 15.99       Gift Card       1       2         1 ✓ 4.25       Method       Status       Amount         Cash       Success       109.46       ✓         US\$ 104.20       US\$ 5.26       US\$ 2.0       US\$ 2.0

- 6. Tap exit
- 7. Void the check
- 8. Give a void reason
- 9. Void

### Refund a Check after Close the Day

- 1. Type in your PIN go to operations
- 2. Tap on refund
- 3. Search the date
- 4. Tap on the check
- 5. Tap refund
- 6. Type in the amount to be refunded then tap the payment method

12:39 PM Wed Jan 2				(1)	ন্থ 🖵 95% 📼 Welcome Carson T
		31-Dec-2018	Check No		Search
Time	Check No	o Server	Card Number	Customer	Amount
31-Dec-2018 11:43 AM	1-003	Carson Training		Walkin	US\$103.72
28-Dec-2018 03:02 PM	1-001	Carson Training		Walkin	US\$109.46
			B Refund Wit	hout Receipt	S Refund

12:58 PM Wed Jan 2					((†)) (O)	Carson T	a POS	Manua	2019
Time	Refund 1-001		unt US	\$109.46	omer	Search Amount			
31-Dec-2018 11:43 AM 28-Dec-2018 03:02 PM	Cash		US\$1(	09.46	ılkin ılkin	US\$103.72 US\$109.46			
		1	2	3					
		4	5	6					
		7	8	9					
		0	00	С					
	Reason	Cancel			eceipt	Refund			

#### Refund without a Receipt after Close the Day

- 1. Type in your PIN then tap operations
- 2. Tap on refund
- 3. Tap refund without receipt
- 4. Type in the amount to be refunded
- 5. Give it a reason then tap the payment method

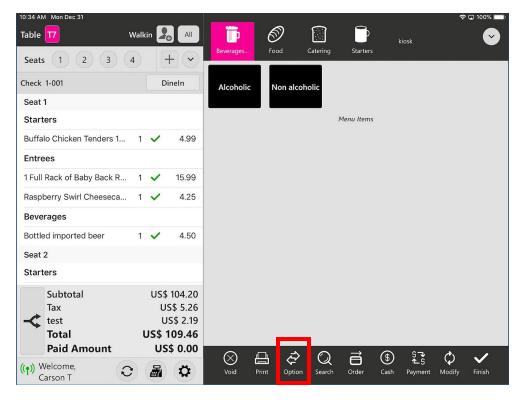
9 PM Wed Jan 2				(1)	় ত 95% Welcome Carson T
		31-Dec-2018	Check No		Search
Time	Check No	Server	Card Number	Customer	Amount
31-Dec-2018 11:43 AM	1-003	Carson Training		Walkin	US\$103.72
28-Dec-2018 03:02 PM	1-001	Carson Training		Walkin	US\$109.46
			Refund Wi	thout Receipt	S Refund

#### Linga POS Manual 2019

1:11 PM Wed Jan 2					(m) (C	ক ত 91% 🗖 Welcome Carson T
	Refund		***			Search
Time	Refund				omer	Amount
31-Dec-2018 11:43 AM	Cash				ilkin	US\$103.72
28-Dec-2018 03:02 PM			US\$	8.88	ılkin	US\$109.46
		1	2	3		
		4	5	6		
		7	8	9		
		0	00	С		
	Reason					
		Cancel			eceipt	S Refund

#### Resend an order to the kitchen

- 1. On the order screen tap on option
- 2. Tap on resend to kitchen

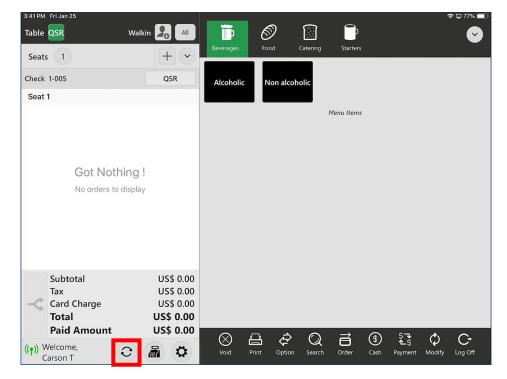




10:35 AM Mon Dec 31						🗢 🖵 100% (
Table 17 Walkin	All	Check Opt	ions			
Seats 1 2 3 4	+ •	8	<b>%</b>		Ś	e e e e e e e e e e e e e e e e e e e
Check 1-001	DineIn	Tax Exempt	Discount	Open Item	Gratuity	Gift Card
Seat 1						
Starters		Q		Ø	1	ස
Buffalo Chicken Tenders 1 1	4.99	Search Item	Open Cash Drawer	Resend To Kitchen	Hold	Fire Coursing
Entrees						
1 Full Rack of Baby Back R 1	15.99					
Raspberry Swirl Cheeseca 1	4.25					
Beverages						
Bottled imported beer 1	4.50					
Seat 2						
Starters						
Subtotal	JS\$ 104.20					
Тах	US\$ 5.26					
- test	US\$ 2.19					
	\$ 109.46					
	US\$ 0.00					Back
(() Welcome, Carson T	7 🗘					

#### How to Resync System

- 1. Resync your IPads to update your store's info
- 2. Click on the resync button on the login screen.
- 3. Or on the order screen.



Linga POS Manual 2019

3:42 PM Fri Jan 25				🗢 🖵 77% 🔲
A001 - Carson		Ð	🔄 🗖	😋 🖻
		To Login enter y	our ID number o	r swipe the card
LINGA Carson Train M		7	8	9
Clock In	<b>3:42 pm</b> Friday, Jan, 25th, 2019	4	5	6
Back Office	Operation	1	2	3
800 Bar Tab	Delivery	Clear	0	Login
Business Date: 25-Jan-2019				2.1.11(1.0)

### Selecting the Order Type

- 1. Tap on the order type
- 2. Select either now or for later
- 3. Tap Done

# **<b>POS**

<b>Ž</b> LING	A POS	Linga POS Manual 2019
1:43 PM Fri Dec 28 Table QSR	Walkin 22 All Beverages Food Catering Starters	
Seats 1 Check 1-001	QSR Alcoholic Non alcoholic	
Seat 1	Order Type	
G	For Here To Go	
	NOW (About 10 minutes after checkout)      LATER Fri, 28-Dec-2018, 13:57	
	Cancel Done	
Subtotal Tax test Total Paid An (()) Welcome, Carson T	US\$ 0.00       US\$ 0.00         US\$ 0	Modify Log Off

### Sending an Order to the Kitchen

- 1. Select the customer's items
- 2. Tap on either the whole table or by seat
- 3. Tap order
- 4. When check marks appear next to the item it has been sent

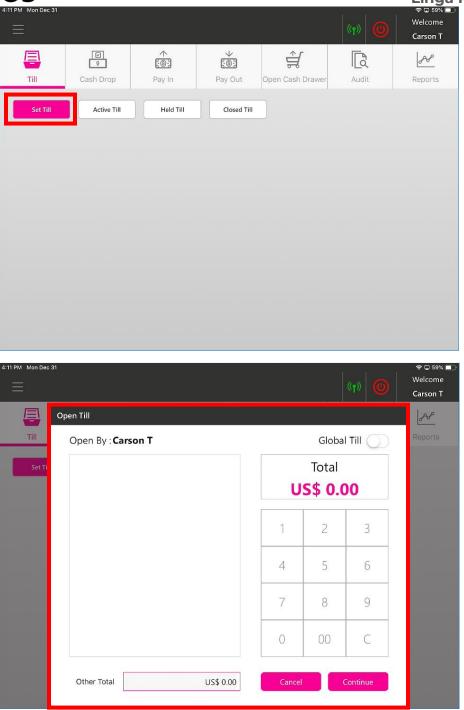
Linga POS Manual 2019

3:07 PM Fri Dec 28		1				🗢 🖵 93% 💳
Table 17 w	alkin ଯ 🗛		0		kiosk	~
Seats 1 2 3 4		Beverages	Food Catering	g Starters		
Check 1-001	Dineln	Lunch/ Sandwiches	Specialties/ smokehouse	Combos	Desserts	Salads
Seat 1						
Starters						
Buffalo Chicken Tenders 1	1 4.99	Sides	A la Carte	Kids meal		
Entrees				U ITEMS OF "DESSEI	270"	
1 Full Rack of Baby Back R	1 15.99					-
Raspberry Swirl Cheeseca	1 4.25	Chocolate, Chocolate	Coconut Cream	Key Lime Pie	Raspberry Swirl	Southern Pecan pie
Beverages		Mania			Cheesecake	
Bottled imported beer	1 4.50					
Seat 2						
Starters						
Subtotal Tax test Total	US\$ 104.20 US\$ 5.26 US\$ 2.19 <b>US\$ 109.46</b>					
Paid Amount	US\$ 0.00			$\rightarrow$		
((•)) Welcome, Carson T		Void Pri		Mar Allerander and		odify Finish

### Set a Till

- 1. Under Operations go to till management
- 2. Under the Till tab tap on set till
- 3. Type in the till amount
- 4. Tap on continue

Linga POS Manual 2019



#### **Splitting an Order Evenly**

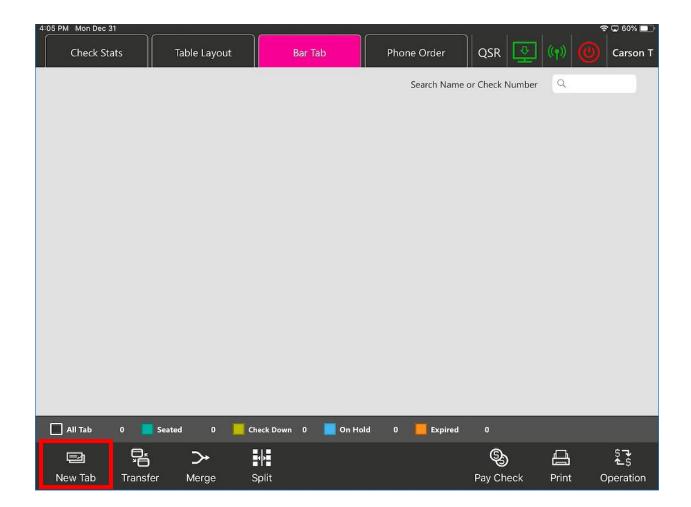
- 1. Tap on the split button
- 2. Tap split evenly
- 3. Tap save and close
- 4. Then make your payments

heck 1-001 DimeIn   Sada'i   Starters   Buffalo Chicken Tenders 1   1   4.99   Entrees   1Full Rack of Baby Back R   1   4.99   Raspberry Swirt Cheeseca   1   4.50   Beverages   Bottled imported beer   1   4.50   Seat 2   Starters   Starters   Starters   Starters   Ved   Price Starters   Ved   Price Starters   Starters   Starters   Ved   Price Starters   Starters   Starters   Ved   Price Starters   Starters </th <th>heck 1-001 DineIn Beek 1-001 DineIn Seat 1 Starters Buffalo Chicken Tenders 1 1 ↓ 4.99 Entrees Fruil Rack of Baby Back R 1 ↓ 4.99 Raspberry Swirl Cheeseca 1 ↓ 4.25 Beverages Bottled Inported beer 1 ↓ 4.50 Starters S</th> <th>able 17 Seats 1 2</th> <th>Walk</th> <th>in <b>2</b> All</th> <th>Beverages</th> <th>Food Caterin</th> <th>g Starters</th> <th>kiosk</th> <th></th>	heck 1-001 DineIn Beek 1-001 DineIn Seat 1 Starters Buffalo Chicken Tenders 1 1 ↓ 4.99 Entrees Fruil Rack of Baby Back R 1 ↓ 4.99 Raspberry Swirl Cheeseca 1 ↓ 4.25 Beverages Bottled Inported beer 1 ↓ 4.50 Starters S	able 17 Seats 1 2	Walk	in <b>2</b> All	Beverages	Food Caterin	g Starters	kiosk	
Sand Witches       Sind Witches <t< th=""><th>Sand Witches       Sind Witches       <t< th=""><th></th><th></th><th></th><th>Lunch/</th><th>Specialties/</th><th></th><th></th><th></th></t<></th></t<>	Sand Witches       Sind Witches <t< th=""><th></th><th></th><th></th><th>Lunch/</th><th>Specialties/</th><th></th><th></th><th></th></t<>				Lunch/	Specialties/			
Statters         Sides       A lo Carte       MENU ITEMS OF DESSERTS*         MENU ITEMS OF DESSERTS*         IT vill Rack of Baby Back R       1	Statters         Sides       A lo Carte       MENU ITEMS OF DESSERTS*         MENU ITEMS OF DESSERTS*         IT vill Rack of Baby Back R       1						Combos	Desserts	Salads
Sutfalo Chicken Tenders 1       1       4.99       Sides       A la Carte       Kids meal         Full Rack of Baby Back R       1       ✓       15.99       Imported back R       1       ✓       4.25         Beverages	Sutfalo Chicken Tenders 1       1       4.99       Sides       A la Carte       Kids meal         Full Rack of Baby Back R       1       ✓       15.99       Imported back R       1       ✓       4.25         Beverages								
Entrees       If UII Rack of Baby Back R       1       ✓       15.99         Baspberry Swirt Cheesseca       1       ✓       4.25         Beverages       Baspberry Swirt Cheesseca       1       ✓       4.50         Sattled imported beer       1       ✓       5.26       Øred       Ør	Entrees       If UII Rack of Baby Back R       1       ✓       15.99         Baspberry Swirt Cheesseca       1       ✓       4.25         Beverages       Baspberry Swirt Cheesseca       1       ✓       4.50         Sattled imported beer       1       ✓       5.26       Øred       Ør		ders 1 1	1 00	Sides	A la Carte	Kids meal		
If ull Rack of Baby Back R       1       ✓       15.99         Raspberry Swirt Cheeseca       1       ✓       4.50         Beverages       3odtled imported beer       1       ✓       4.50         Starters       Subtotal       US\$ 5.26       US\$ 5.26       US\$ 5.26       US\$ 5.26         Welcome, Carson T       Cocon t       US\$ 5.26       US\$ 2.19       Cocon t       <	If ull Rack of Baby Back R       1       ✓       15.99         Raspberry Swirt Cheeseca       1       ✓       4.50         Beverages       3odtled imported beer       1       ✓       4.50         Starters       Subtotal       US\$ 5.26       US\$ 5.26       US\$ 5.26       US\$ 5.26         Welcome, Carson T       Cocon t       US\$ 5.26       US\$ 2.19       Cocon t       <		uers I I	• 4.99					
Seapherry Swirt Cheeseca       1       4.25       Chocolate Chocolate Mania       Concolate Cream       Key Lime Pie       Rapperry Swirt Cheesecae       Southern Pecan pie         Beverages       1       4.50       5       6	Seapherry Swirt Cheeseca       1       4.25       Chocolate Chocolate Mania       Concolate Cream       Key Lime Pie       Rapperry Swirt Cheesecae       Southern Pecan pie         Beverages       1       4.50       5       6					MEN	U ITEMS OF "DESS	ERTS"	
Swint Cheeseeaa         1         ✓         4.25         Checolate Mania         Cerean         Key Line Pie         Swint Cheeseeake         Swint Cheeseeake         Swint Pecan pie           Beverages         1         ✓         4.50           Statted imported beer         1         ✓         4.50           Seat 2         Statted imported beer         1         ✓         4.50           Statters         Subtotal         US\$ 104.20         US\$ 2.19         ✓         Corean         Core	Swint Cheeseeaa         1         ✓         4.25         Checolate Mania         Cerean         Key Line Pie         Swint Cheeseeake         Swint Cheeseeake         Swint Pecan pie           Beverages         1         ✓         4.50           Statted imported beer         1         ✓         4.50           Seat 2         Statted imported beer         1         ✓         4.50           Statters         Subtotal         US\$ 104.20         US\$ 2.19         ✓         Corean         Core				Chocolate,			Raspberry	
Baverages         Southed imported beer         1         ✓         4.50           Seat 2         Starters         Subbotal         US\$ 104.20         US\$ 5.2.6           Starters         US\$ 5.2.6         US\$ 5.2.6         US\$ 5.2.6         US\$ 5.2.6           Paid Amount         US\$ 109.46         US\$ 5.2.6         US\$ 109.46         US\$ 109.46           Paid Amount         US\$ 109.46         US\$ 109.46         US\$ 109.46         US\$ 109.46           Veid         Print         Option         Search         Order         Each         Payment         Modify         Findh           10         0         S         Search         Order         Each         Payment         Modify         Findh           11         0         3         4         Start Over         Each         Save & Close           11         0         3         4         Start Over         Each         Save & Close           12         0         Seat 2         Seat 3         Seat 4         Save & Close         Save & Close           14         0         0         Save 8         Close         Save 8         Close         Save 8         Close           14         Save 8         Clos	Baverages         Southed imported beer         1         ✓         4.50           Seat 2         Starters         Subbotal         US\$ 104.20         US\$ 5.2.6           Starters         US\$ 5.2.6         US\$ 5.2.6         US\$ 5.2.6         US\$ 5.2.6           Paid Amount         US\$ 109.46         US\$ 5.2.6         US\$ 109.46         US\$ 109.46           Paid Amount         US\$ 109.46         US\$ 109.46         US\$ 109.46         US\$ 109.46           Veid         Print         Option         Search         Order         Each         Payment         Modify         Findh           10         0         S         Search         Order         Each         Payment         Modify         Findh           11         0         3         4         Start Over         Each         Save & Close           11         0         3         4         Start Over         Each         Save & Close           12         0         Seat 2         Seat 3         Seat 4         Save & Close         Save & Close           14         0         0         Save 8         Close         Save 8         Close         Save 8         Close           14         Save 8         Clos	Raspberry Swirl Che	eseca 1	<ul><li>✓ 4.25</li></ul>	Chocolate		Key Lime Pie	Swirl	
Starters         Starters           Iax         US\$ 104.20 US\$ 5.2.6 US\$ 2.19 Total         US\$ 109.46 US\$ 2.19 Total         Image: Control of the control of t	Starters         Starters           Iax         US\$ 104.20 US\$ 5.2.6 US\$ 2.19 Total         US\$ 109.46 US\$ 2.19 Total         Image: Control of the control of t	Beverages			Iviarila			Cheesecake	
Subtotal Iax         US\$ 104.20 US\$ 2.39 Cotal Amount         US\$ 109.46 US\$ 2.99 US\$ 0.90         Image: Competition of the construction of the constructi	Subtotal Iax         US\$ 104.20 US\$ 2.39 Cotal Amount         US\$ 109.46 US\$ 2.99 US\$ 0.90         Image: Competition of the construction of the constructi	Bottled imported be	er 1	<ul><li>✓ 4.50</li></ul>					
Fax       US\$ 5.26 US\$ 2.19 paid Amount       US\$ 109.46 US\$ 109.46 US\$ 0.00         Welcome, Carson T       Image: Come to the total state of the total stat	Subtotal ax est         US\$ 104.20 US\$ 5.2.6 US\$ 2.19 Total Pid Amount         US\$ 109.46 US\$ 0.00           Welcome, Carson T         Image: Carson T	Seat 2							
Tax       US\$ 5.26 US\$ 2.19 Total       US\$ 109.46 US\$ 0.00         Welcome, Carson T       Image: Come to the total strain to the total strain s	Tax       US\$ 5.26 US\$ 2.19 Total       US\$ 109.46 US\$ 0.00         Welcome, Carson T       Image: Come to the total strain to the total strain s	Starters							
VietCorrite, Carson T         Void         Print         Option         Search         Order         Cash         Payment         Modify         Finish           20 PM         Fri Doc 28         Split         Split         Split         Save & Close           17         Split         Seat         Back         Save & Close           1-001         1         2         3         4         Add         Start Over           Seat 3         Seat 3         Seat 4           Seat 3         Seat 4           Buffalo Chicken         0.25 \$ 1.25         Buffalo Chicken         0.25 \$ 2.25           Buffalo Shrimp         0.25 \$ 2.25         Buffalo Chicken         0.25 \$ 2.25           Buffalo Shrimp         0.25 \$ 2.25         Buffalo Shrimp         0.25 \$ 2.25           Crunchy Onion         0.25 \$ 2.25         Duruchy Onion         0.25 \$ 2.25           Crunchy Onion         0.25 \$ 2.25         Crunchy Onion         0.25 \$ 2.25         0.25 \$ 2.25           Crunchy Onion         0.25 \$ 2.00	VietCorrite, Carson T         Void         Print         Option         Search         Order         Cash         Payment         Modify         Finish           20 PM         Fri Doc 28         Split         Split         Split         Save & Close           17         Split         Seat         Back         Save & Close           1-001         1         2         3         4         Add         Start Over           Seat 3         Seat 3         Seat 4           Seat 3         Seat 4           Buffalo Chicken         0.25 \$ 1.25         Buffalo Chicken         0.25 \$ 2.25           Buffalo Shrimp         0.25 \$ 2.25         Buffalo Chicken         0.25 \$ 2.25           Buffalo Shrimp         0.25 \$ 2.25         Buffalo Shrimp         0.25 \$ 2.25           Crunchy Onion         0.25 \$ 2.25         Duruchy Onion         0.25 \$ 2.25           Crunchy Onion         0.25 \$ 2.25         Crunchy Onion         0.25 \$ 2.25         0.25 \$ 2.25           Crunchy Onion         0.25 \$ 2.00	← Tax test Total		US\$ 5.26 US\$ 2.19 <b>JS\$ 109.46</b>				← 57	
Carson T	Carson T	5 34/ L			=		· · ·		
Seat 1         Seat 2         Seat 3         Seat 4           Buffalo Chicken         0.25         1.25         Buffalo Chicken         0.25         2.25         Buffalo Shrimp         0.25         2.26         Buffalo Shrimp         0.25         2.24         2.24           Crunchy Onion         0.25         1.25         Crunchy Onion         0.25         1.25         Crunchy Onion         0.25         1.25         Crunchy Onion         0.25         1.00         Fried Okra         0.25         1.00         Fried Okra         0.25         1.00         Fried Okra         0.25         1.00         Fried Okra         0.25         1.00         Raspberry Swirl         0.25         1.00         Raspberry Swirl         0.25         1.00         Raspberry Swirl         0.25         0.00         Sweet Potat <th>Seat 1         Seat 2         Seat 3         Seat 4           Buffalo Chicken         0.25         1.25         Buffalo Chicken         0.25         2.25         Buffalo Shrimp         0.25         2.26         Buffalo Shrimp         0.25         2.24         2.24           Crunchy Onion         0.25         1.25         Crunchy Onion         0.25         1.25         Crunchy Onion         0.25         1.25         Crunchy Onion         0.25         1.00         Fried Okra         0.25         1.00         Fried Okra         0.25         1.00         Fried Okra         0.25         1.00         Fried Okra         0.25         1.00         Raspberry Swirl         0.25         1.00         Raspberry Swirl         0.25         1.00         Raspberry Swirl         0.25         0.00         Sweet Potat<th>29 PM Fri Dec 28</th><th>3</th><th></th><th></th><th></th><th>ch Order '</th><th></th><th></th></th>	Seat 1         Seat 2         Seat 3         Seat 4           Buffalo Chicken         0.25         1.25         Buffalo Chicken         0.25         2.25         Buffalo Shrimp         0.25         2.26         Buffalo Shrimp         0.25         2.24         2.24           Crunchy Onion         0.25         1.25         Crunchy Onion         0.25         1.25         Crunchy Onion         0.25         1.25         Crunchy Onion         0.25         1.00         Fried Okra         0.25         1.00         Fried Okra         0.25         1.00         Fried Okra         0.25         1.00         Fried Okra         0.25         1.00         Raspberry Swirl         0.25         1.00         Raspberry Swirl         0.25         1.00         Raspberry Swirl         0.25         0.00         Sweet Potat <th>29 PM Fri Dec 28</th> <th>3</th> <th></th> <th></th> <th></th> <th>ch Order '</th> <th></th> <th></th>	29 PM Fri Dec 28	3				ch Order '		
Buffalo Chicken         0.25         ·         125         Buffalo Chicken         0.25         ·         124           Buffalo Shrimp         0.25         ·         2.25         Buffalo Shrimp         0.25         ·         2.26         Buffalo Shrimp         0.25         ·         2.24         Suffalo Shrimp         0.25         ·         2.24         Suffalo Shrimp         0.25         ·         2.24         Suffalo Shrimp         0.25         ·         1.24	Buffalo Chicken         0.25         ·         125         Buffalo Chicken         0.25         ·         124           Buffalo Shrimp         0.25         ·         2.25         Buffalo Shrimp         0.25         ·         2.26         Buffalo Shrimp         0.25         ·         2.24         Suffalo Shrimp         0.25         ·         2.24         Suffalo Shrimp         0.25         ·         2.24         Suffalo Shrimp         0.25         ·         1.24	Carson T 29 PM Fri Dec 28					ch Order '	Back	Save & Close
Buffalo Shrimp       0.25       2.25       Buffalo Shrimp       0.25       2.25       Buffalo Shrimp       0.25       2.24         Crunchy Onion       0.25       2.25       Crunchy Onion       0.25       2.25       Buffalo Shrimp       0.25       2.25       Buffalo Shrimp       0.25       2.24         Fried Okra       0.25       2       1.25       Crunchy Onion       0.25       2       1.25       Crunchy Onion       0.25       2       1.26       Crunchy Onion       0.25       2       1.26       Crunchy Onion       0.25       2       1.26       Crunchy Onion       0.25       2       0.25       2       0.26       1.26       Crunchy Onion       0.25       2       0.26       1.26       Crunchy Onion       0.25       2       0.26       1.26       Crunchy Onion       0.25       2       0.26	Buffalo Shrimp       0.25       2.25       Buffalo Shrimp       0.25       2.25       Buffalo Shrimp       0.25       2.24         Crunchy Onion       0.25       2.25       Crunchy Onion       0.25       2.25       Buffalo Shrimp       0.25       2.25       Buffalo Shrimp       0.25       2.24         Fried Okra       0.25       2       1.25       Crunchy Onion       0.25       2       1.25       Crunchy Onion       0.25       2       1.26       Crunchy Onion       0.25       2       1.26       Crunchy Onion       0.25       2       1.26       Crunchy Onion       0.25       2       0.25       2       0.26       1.26       Crunchy Onion       0.25       2       0.26       1.26       Crunchy Onion       0.25       2       0.26       1.26       Crunchy Onion       0.25       2       0.26	Carson T 29 PM Fri Dec 28					ch Order '	Back	Save & Close
Crunchy Onion       0.25       125       Crunchy Onion       0.25       125       Crunchy Onion       0.25       124         Fried Okra       0.25       100       Fried Okra       0.25       100       Fried Okra       0.25       100       Fried Okra       0.25       100       Fried Okra       0.25       0       00       124         Fried Okra       0.25       100       Fried Okra       0.25       100       Fried Okra       0.25       0.09       154       Fried Okra       0.25       0.09       154       154       Raspberry Swirk       0.25       0.00       154       Raspberry Swirk       0.25       0.00       164       Raspberry Swirk       0.25       0.00       Raspberry Swirk       0.25       0.00       Sweet Potat       0.25       0.00       Garlic Toast       0.25       0.00       Garlic Toast       0.25       0.00       Sweet Potat       0.25       0.00<	Crunchy Onion       0.25       125       Crunchy Onion       0.25       125       Crunchy Onion       0.25       124         Fried Okra       0.25       100       Fried Okra       0.25       100       Fried Okra       0.25       100       Fried Okra       0.25       100       Fried Okra       0.25       0       00       124         Fried Okra       0.25       100       Fried Okra       0.25       100       Fried Okra       0.25       0.09       154       Fried Okra       0.25       0.09       154       154       Raspberry Swirk       0.25       0.00       154       Raspberry Swirk       0.25       0.00       164       Raspberry Swirk       0.25       0.00       Raspberry Swirk       0.25       0.00       Sweet Potat       0.25       0.00       Garlic Toast       0.25       0.00       Garlic Toast       0.25       0.00       Sweet Potat       0.25       0.00<	Carson T 29 PM Fri Dec 28 77 1-001 1 2				: Seat	ch Order ·	Back	Save & Close
Fried Okra       0.25         Fried Okra       0.25         Fried Okra       0.25         Fried Okra       0.25	Fried Okra       0.25         Fried Okra       0.25         Fried Okra       0.25         Fried Okra       0.25	Carson T 29 PM Fri Dec 28 17 1-001 1 2 Seat 1	3 4	Seat 2	Split	Seat		Back Add Seat 4	Save & Close Start Over
1 Full Rack of Ba       0.25       4.00       1 Full Rack of Ba       0.2	1 Full Rack of Ba       0.25       4.00       1 Full Rack of Ba       0.2	Carson T 29 PM Fri Dec 28 77 1-001 1 2 Seat 1 Buffalo Chicken 0.25	<ul> <li>3 4</li> <li>✓ 125</li> </ul>	Seat 2 Buffalo Chicken	Split 0.25 ✓ 1.25	Seat 3 Suffalo Chicken 0.2	25 🗸 1.25	Back Add Seat 4 Buffalo Chicken	Save & Close Start Over
Raspberry Swirl.       0.25       1.06       Raspberry Swirl.       0.25       1.07         Bar-B-Q Beef Di.       0.25       0.00       Garlic Toast       0.25       0.00       Sweet Potat.       0.25       0.00       Raspberry Swirl.       0.25       0.03       Rasp	Raspberry Swirl.       0.25       1.06       Raspberry Swirl.       0.25       1.07         Bar-B-Q Beef Di.       0.25       0.00       Garlic Toast       0.25       0.00       Sweet Potat.       0.25       0.00       Raspberry Swirl.       0.25       0.03       Rasp	Carson T 29 PM Fri Dec 28 77 1-001 1 2 Seat 1 Buffalo Chicken 0.25 Buffalo Shrimp 0.25	3 4 ✓ 125 ✓ 225	Seat 2 Buffalo Chicken Buffalo Shrimp	Split 0.25 ✓ 1.25 0.25 ✓ 2.25	Seat 3 Seat 3 Buffalo Chicken 0.2 Buffalo Shrimp 0.2	25 ✓ 125 25 ✓ 225	Back Add Seat 4 Buffalo Chicken Buffalo Shrimp	Save & Close           Start Over           0.25 ✓         124           0.25 ✓         124
Bar-B-Q Beef Di         0.25         C.26         Bar-B-Q Beef Di         0.25         C.00           Sweet Potat         0.25         0.00         Sweet Potat         0.25         0.00         Sweet Potat         0.25         0.00         Sweet Potat         0.25         0.00         Ripe Sliced T         0.25         0.00         Ripe Sliced T         0.25         0.00         Ripe Sliced T	Bar-B-Q Beef Di         0.25         C.26         Bar-B-Q Beef Di         0.25         C.00           Sweet Potat         0.25         0.00         Sweet Potat         0.25         0.00         Sweet Potat         0.25         0.00         Sweet Potat         0.25         0.00         Ripe Sliced T         0.25         0.00         Ripe Sliced T         0.25         0.00         Ripe Sliced T	Carson T 29 PM Fri Dec 28 77 1-001 1 2 Seat 1 Buffalo Shrimp 0.25 Crunchy Onion 0.25	3 4 ✓ 125 ✓ 225 ✓ 125	Seat 2 Buffalo Chicken Buffalo Shrimp Crunchy Onion	Split 0.25 ✓ 1.25 0.25 ✓ 2.25 0.25 ✓ 1.25	Seat 3 Seat 3 Buffalo Chicken 0.2 Buffalo Shrimp 0.2 Crunchy Onion 0.2	25 ✓ 1.25 25 ✓ 2.25 25 ✓ 1.25	Back Add Seat 4 Buffalo Chicken Buffalo Shrimp Crunchy Onion	Save & Close           Save & Close           Start Over           0.25 ✓         1.24           0.25 ✓         1.24           0.25 ✓         1.24           0.25 ✓         1.24
Garlic Toast         0.25         0.00         Sweet Potat         0.25         0.00 <td>Garlic Toast         0.25         0.00         Garlic Toast         0.25         0.00         Sweet Potat         0.25         0.00<td>Carson T Carson Carson Carson</td><td>3 4 ✓ 125 ✓ 225 ✓ 125 ✓ 125 ✓ 100</td><td>Seat 2 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra</td><td>Split 0.25 ✓ 1.25 0.25 ✓ 1.25 0.25 ✓ 1.25 0.25 ✓ 1.00</td><td>Seat 3 Seat 3 Buffalo Chicken 0.2 Buffalo Shrimp 0.2 Crunchy Onion 0.2 Fried Okra 0.2</td><td>25 ✓ 1.25 25 ✓ 2.25 25 ✓ 1.25 25 ✓ 1.25 25 ✓ 1.00</td><td>Back Add Seat 4 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra</td><td>Save &amp; Close Start Over 0.25 ✓ 1.24 0.25 ✓ 1.24 0.25 ✓ 1.24 0.25 ✓ 0.99</td></td>	Garlic Toast         0.25         0.00         Sweet Potat         0.25         0.00 <td>Carson T Carson Carson Carson</td> <td>3 4 ✓ 125 ✓ 225 ✓ 125 ✓ 125 ✓ 100</td> <td>Seat 2 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra</td> <td>Split 0.25 ✓ 1.25 0.25 ✓ 1.25 0.25 ✓ 1.25 0.25 ✓ 1.00</td> <td>Seat 3 Seat 3 Buffalo Chicken 0.2 Buffalo Shrimp 0.2 Crunchy Onion 0.2 Fried Okra 0.2</td> <td>25 ✓ 1.25 25 ✓ 2.25 25 ✓ 1.25 25 ✓ 1.25 25 ✓ 1.00</td> <td>Back Add Seat 4 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra</td> <td>Save &amp; Close Start Over 0.25 ✓ 1.24 0.25 ✓ 1.24 0.25 ✓ 1.24 0.25 ✓ 0.99</td>	Carson T Carson Carson	3 4 ✓ 125 ✓ 225 ✓ 125 ✓ 125 ✓ 100	Seat 2 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra	Split 0.25 ✓ 1.25 0.25 ✓ 1.25 0.25 ✓ 1.25 0.25 ✓ 1.00	Seat 3 Seat 3 Buffalo Chicken 0.2 Buffalo Shrimp 0.2 Crunchy Onion 0.2 Fried Okra 0.2	25 ✓ 1.25 25 ✓ 2.25 25 ✓ 1.25 25 ✓ 1.25 25 ✓ 1.00	Back Add Seat 4 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra	Save & Close Start Over 0.25 ✓ 1.24 0.25 ✓ 1.24 0.25 ✓ 1.24 0.25 ✓ 0.99
Sweet Potat         0.25         0.00         Sweet Potat         0.25	Sweet Potat         0.25         0.00         Sweet Potat         0.25	Carson T Carson	3 4 ✓ 125 ✓ 225 ✓ 125 ✓ 1.00 ✓ 4.00	Seat 2 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra 1 Full Rack of Ba	0.25         ✓         1.25           0.25         ✓         2.25           0.25         ✓         1.25           0.25         ✓         1.25           0.25         ✓         1.25           0.25         ✓         1.25           0.25         ✓         1.00           0.25         ✓         4.00	Seat 3 Seat 3 Buffalo Chicken 02 Buffalo Shrimp 02 Crunchy Onion 02 Fried Okra 02 1 Full Rack of Ba 02	25 ✓ 125 25 ✓ 225 25 ✓ 125 25 ✓ 125 25 ✓ 100 25 ✓ 400	Back Add Seat 4 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra 1 Full Rack of Ba	Save & Close           Save & Close           Start Over           0.25          1.24           0.25          2.24           0.25          1.24           0.25          1.24           0.25          1.24           0.25          1.24           0.25          1.24           0.25          1.24           0.25          1.24           0.25          1.24           0.25          1.24           0.25          1.24
Ripe Sliced T 0.25         0.00         Ripe Sliced T 0.25         0.00         Ripe Sliced T 0.25         0.00           Subtotal         US\$ 26.07         Subtotal         Subtotal         Subtotal	Ripe Sliced T 0.25         0.00         Ripe Sliced T 0.25         0.00         Ripe Sliced T 0.25         0.00           Subtotal         US\$ 26.07         Subtotal	Carson T Carson Carson C	3 4 ✓ 125 ✓ 225 ✓ 125 ✓ 100 ✓ 100 ✓ 106	Seat 2 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra 1 Full Rack of Ba Raspberry Swirl	0.25 ✓ 1.25 0.25 ✓ 1.25 0.25 ✓ 1.25 0.25 ✓ 1.00 0.25 ✓ 1.00 0.25 ✓ 1.00	Seat 3 Seat 3 Buffalo Chicken 0.2 Buffalo Shrimp 0.2 Crunchy Onion 0.2 Fried Okra 0.2 I Full Rack of Ba 0.2 Raspberry Swirl 0.2	25 ✓ 1.25 25 ✓ 2.25 25 ✓ 1.25 25 ✓ 1.00 25 ✓ 4.00 25 ✓ 1.06	Back Add Seat 4 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra I Full Rack of Ba Raspberry Swirl	Save & Close           Start Over           0.25 ✓         1.24           0.25 ✓         1.24           0.25 ✓         1.24           0.25 ✓         1.24           0.25 ✓         1.24           0.25 ✓         1.24           0.25 ✓         1.24           0.25 ✓         1.24           0.25 ✓         1.24           0.25 ✓         1.24           0.25 ✓         1.24           0.25 ✓         1.24           0.25 ✓         1.24           0.25 ✓         1.01
Subtotal         US\$ 26.07         Subtotal         US\$ 26.07         Subtotal         US\$ 26.07         Subtotal         US\$ 25.99           Tax         US\$ 1.31         Tax         US\$ 1.30         Daid Amount         US\$ 0.00         Paid Amount         US\$ 0.00	Subtotal         US\$ 26.07         Subtotal         US\$ 26.07         Subtotal         US\$ 26.07         Subtotal         US\$ 25.99           Tax         US\$ 1.31         Tax         US\$ 0.00         Paid Amount         US\$ 0.00	Carson T Carson	3 4 ✓ 125 ✓ 125 ✓ 125 ✓ 100 ✓ 1.00 ✓ 1.06 ✓ 2.62 0.00	Seat 2 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra 1 Full Rack of Ba Raspberry Swirl Bar-B-Q Beef Di Garlic Toast	Split 0.25 × 1.25 0.25 × 1.25 0.25 × 1.25 0.25 × 1.00 0.25 × 1.00 0.25 × 1.06 0.25 × 2.62 0.25 × 0.00	Seat 3 Suffalo Chicken 0.2 Buffalo Shrimp 0.2 Fried Okra 0.2 Fried Okra 0.2 I Full Rack of Ba 0.2 Raspberry Swirl 0.2 Bar-B-Q Beef Di 0.2 Garlic Toast 0.2	25 ✓ 1.25 25 ✓ 2.25 25 ✓ 1.25 25 ✓ 1.25 25 ✓ 1.00 25 ✓ 4.00 25 ✓ 1.06 25 ✓ 2.62 5 0.00	Back Add Seat 4 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra I Full Rack of Ba Raspberry Swirl Bar-B-Q Beef Di Garlic Toast	Save & Close Start Over 0.25 ✓ 1.24 0.25 ✓ 1.24 0.25 ✓ 1.24 0.25 ✓ 1.24 0.25 ✓ 1.24 0.25 ✓ 1.24 0.25 ✓ 1.00 0.25 ✓ 1.00 0.25 ✓ 0.000
Paid Amount         US\$ 0.00         Paid Amount         US\$ 0.00         Paid Amount         US\$ 0.00         Paid Amount         US\$ 0.00	Paid Amount         US\$ 0.00         Paid Amount         US\$ 0.00         Paid Amount         US\$ 0.00         Paid Amount         US\$ 0.00	Carson T Carson	3 4 ✓ 125 ✓ 225 ✓ 125 ✓ 1.00 ✓ 4.00 ✓ 4.00 ✓ 1.06 ✓ 2.62 0.00 0.32	Seat 2 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra 1 Full Rack of Ba Raspberry Swirl Bar-B-Q Beef Di Garlic Toast Sweet Potat	Split 0.25 × 1.25 0.25 × 2.25 0.25 × 1.25 0.25 × 1.00 0.25 × 1.06 0.25 × 1.06 0.25 × 2.62 0.25 0.00 0.25 0.32	Seat 3 Seat 3 Buffalo Chicken 0; Buffalo Shrimp 0; Crunchy Onion 0; Fried Okra 0; 1 Full Rack of Ba 0; Raspberry Swirl 0; Garlie Toast 0; Sweet Potat 0;	25 ✓ 1.25 25 ✓ 2.25 25 ✓ 1.25 25 ✓ 1.00 25 ✓ 1.06 25 ✓ 1.06 25 ✓ 2.62 5 0.00 5 0.32	Back Add Seat 4 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra I Full Rack of Ba Raspberry Swirl Bar-B-Q Beef Di Garlie Toast Sweet Potat	Save & Close Start Over 0.25    1.24 0.25    2.24 0.25    0.99 0.25    0.99 0.25    0.91 0.25    0.91 0.25
		Carson T Carson	3 4 ✓ 125 ✓ 225 ✓ 125 ✓ 1.00 ✓ 4.00 ✓ 4.00 ✓ 1.06 ✓ 2.62 0.00 0.32 0.00	Seat 2 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra 1 Full Rack of Ba Raspberry Swirl Bar-B-Q Beef Di Garlic Toast Sweet Potat Ripe Sliced T	Split 0.25 × 1.25 0.25 × 2.25 0.25 × 1.00 0.25 × 1.00 0.25 × 1.06 0.25 × 0.06 0.25 0.02 0.25 0.03 0.25 0.03	Seat 3 Seat 3 Buffalo Chicken 0.2 Buffalo Shrimp 0.2 Crunchy Onion 0.2 Fried Okra 0.2 I Full Rack of Ba 0.2 Raspberry Swirl 0.2 Bar-B-Q Beef Du 0.2 Garlic Toast 0.22 Sweet Potat 0.2 Ripe Sliced T 0.2	25         ✓         1.25           25         ✓         2.25           25         ✓         1.25           25         ✓         1.25           25         ✓         1.00           25         ✓         1.06           25         ✓         1.06           25         ✓         2.62           5         0.22           5         0.22	Back Add Seat 4 Butfalo Chicken Butfalo Shrimp Crunchy Onion Fried Okra I Full Rack of Ba Raspberry Swirl Bar-B-Q Beef Di Garlic Toast Sweet Potat Ripe Siced T	Save & Close Start Over 0.25 ✓ 1.24 0.25 ✓ 0.99 0.25 ✓ 1.07 0.25 0.000 0.25 0.033 0.25 0.000
Total US\$ 27.38 Total US\$ 27.38 Total US\$ 27.38 Total US\$ 27.39	Total         US\$ 27.38         Total         US\$ 27.38         Total         US\$ 27.39	Carson T Carson T Car	3 4 ✓ 125 ✓ 225 ✓ 125 ✓ 1.00 ✓ 4.00 ✓ 4.00 ✓ 4.00 ✓ 0.00 0.32 0.00 US\$ 26.07	Seat 2 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra 1 Full Rack of Ba Raspberry Swirl Bar-B-Q Beef Di Garlie Toast. Garlie Toast. Ripe Sliced T Subtotal	Split 0.25 × 1.25 0.25 × 1.25 0.25 × 1.00 0.25 × 1.00 0.25 × 1.00 0.25 × 0.00 0.25 × 0.00 0.25 0.00 0.25 0.00 0.25 0.00	Seat 3 Seat 3 Buffalo Chicken 0.2 Buffalo Shrimp 0.2 Crunchy Onion 0.2 Fried Okra 0.2 Raspberry Swirl 0.2 Bar-B-Q Beef Du 0.2 Sweet Potat 0.2 Sweet Potat 0.2 Ripe Sliced T 0.2 Subtotal	25         ✓         1.25           25         ✓         2.25           25         ✓         1.25           25         ✓         1.25           25         ✓         1.00           25         ✓         1.06           25         ✓         1.06           25         ✓         1.06           25         ✓         0.00           25         ✓         0.22           5         0.02           5         0.22           5         0.00           US\$ 26.07         U\$\$	Back Add Seat 4 Butfalo Chicken Butfalo Shrimp Crunchy Onion Fried Okra I Full Rack of Ba Raspberry Swirl Bar.B-Q Beef Di Gardic Toast Sweet Potat Ripe Sireed T	Save & Close           Save & Close           Start Over           0.25         1.24           0.25         2.24           0.25         1.24           0.25         1.24           0.25         1.24           0.25         1.24           0.25         1.24           0.25         1.00           0.25         1.00           0.25         0.00           0.25         0.00           US\$ 25.90         0.00
		Carson T Carson T Car	3 4 ✓ 125 ✓ 225 ✓ 125 ✓ 1.00 ✓ 4.00 ✓ 4.00 ✓ 4.00 ✓ 1.06 ✓ 2.62 0.00 0.32 0.00 US\$ 26.07 US\$ 1.31	Seat 2 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra 1 Full Rack of Ba Raspberry Swirl Bar-B-Q Beef Di Gartic Toast Sweet Potat Ripe Silced T Subtotal Tax	Split           0.25         ✓         1.25           0.25         ✓         2.25           0.25         ✓         1.25           0.25         ✓         1.00           0.25         ✓         1.00           0.25         ✓         1.00           0.25         ✓         1.00           0.25         ✓         0.00           0.25         ✓         0.00           0.25         ✓         0.32           0.25         0.00         0.32           0.25         US\$\$ 26.07         US\$\$ 1.31	Seat 3 Seat 3 Buffalo Chicken 0.2 Buffalo Shrimp 0.2 Crunchy Onion 0.2 Fried Okra 0.2 Raspberry Swirl 0.2 Raspberry Swirl 0.2 Sweet Potat 0.2 Sweet Potat 0.2 Subto tal Tax	25 ✓ 1.25 25 ✓ 2.25 25 ✓ 1.25 25 ✓ 1.00 25 ✓ 4.00 25 ✓ 4.00 25 ✓ 1.06 25 ✓ 2.62 5 0.00 5 0.00 25 ✓ 0.00 25 ✓ 0.00	Back Add Seat 4 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra I Full Rack of Ba Raspberry Swirl Bar-B-Q Beef Di Garlie Toast Sweet Potat Ripe Sliced T Subtotal Tax	Save & Close Start Over 0.25 ✓ 1.24 0.25 ✓ 1.24 0.25 ✓ 0.99 0.25 ✓ 0.99 0.25 ✓ 1.00 0.25 ✓ 0.03 0.25
→ <b>Pe</b> ## #2 @		Carson T Carson	3 4 ✓ 125 ✓ 225 ✓ 125 ✓ 100 ✓ 4.00 ✓ 4.00 ✓ 4.00 ✓ 1.06 ✓ 2.62 0.00 US\$ 26.07 US\$ 1.31 US\$ 0.00 US\$ 27.38	Seat 2 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra 1 Full Rack of Ba Raspberry Swirl Bar-B-Q Beef Di Garlic Toast Sweet Potat Ripe Sliced T Subtotal Tax Paid Amount Total	Split           0.25         ✓         1.25           0.25         ✓         2.25           0.25         ✓         1.25           0.25         ✓         1.00           0.25         ✓         1.00           0.25         ✓         1.00           0.25         ✓         1.00           0.25         ✓         0.00           0.25         ✓         0.00           0.25         ✓         0.02           0.25         ✓         0.02           0.25         ✓         0.32           0.25         US\$\$ 1.31         U\$\$\$ 0.00	Seat 3 Seat 3 Buffalo Chicken 02 Buffalo Shrimp 022 Crunchy Onion 023 Fried Okra 023 Fried Okra 023 Raspberry Swirl 023 Raspberry Swirl 023 Sweet Potat 022 Sweet Potat 022 Subtotal Tax Paid Amount	25 ✓ 1.25 25 ✓ 2.25 25 ✓ 1.25 25 ✓ 1.00 25 ✓ 4.00 25 ✓ 4.00 25 ✓ 2.62 5 0.00 5 0.00 25 ✓ 2.62 5 0.00 105 2.62 7 0.00 105 2.60 105 1.31 105 0.00	Back Add Seat 4 Buffalo Chicken Buffalo Shrimp Crunchy Onion Fried Okra I Full Rack of Ba Raspberry Swirl Bar-B-Q Beef Di Garlic Toast Sweet Potat Ripe Sireet T Subtotal Tax Paid Amount Total	Save & Close Save & Close Start Over 0.25    124 0.25    124 0.25    124 0.25    124 0.25    124 0.25    124 0.25    124 0.25    124 0.25    124 0.25    0.99 0.25    0.99 0.25    0.00 0.25    0.00000000000000000000000000000000

### Start a Bar Tab

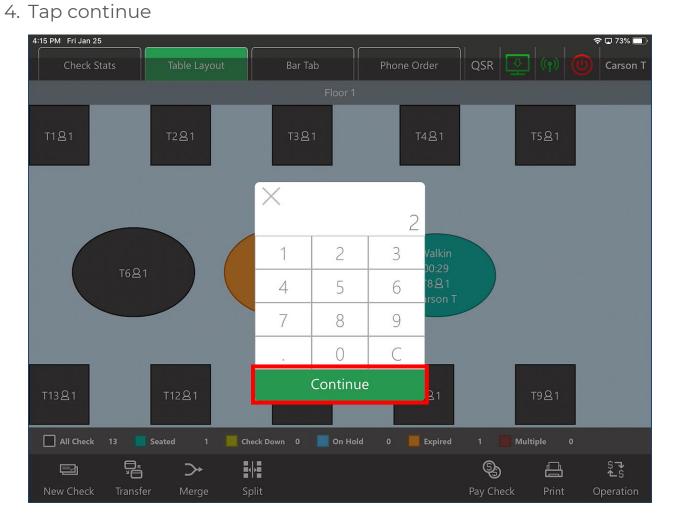
- 1. Enter your PIN
- 2. Tap Bar tab
- 3. Tap new tab on the bottom

#### Linga POS Manual 2019



#### Start a Table order

- 1. Go to the table layout
- 2. Tap on the table
- 3. Type in the number of seats



#### Make a Check Tax Exempt

- 1. Tap on options
- 2. Tap on tax exempt
- 3. Select a reason why it is exempt from taxes

12:28 PM Mon Dec 31 Table 17 N	Nall	cin 🧕	All	Check Opt	ions			
	4)		+ (~)	٢	6	8	\$	
Check 1-003		D	ineln	Tax Exempt	Discount	Open Item	Gratuity	Gift Card
Seat 3						-		
Beverages				Q				ŝ
Iced Tea	1	~	1.99	Search Item	Open Cash Drawer	Resend To Kitchen	Hold	Fire Coursing
Seat 4								
Starters								
Three Cheese Fries	1	~	7.95					
Entrees								
1 Full Rack of Baby Back R	1	~	15.99					
Beverages								
Bottled domestic beer	1	~	3.50					
Subtotal Tax test Total Paid Amount		ບ ບ <b>ບຣ</b> \$	\$ 98.77 \$\$ 4.95 \$\$ 2.07 <b>103.72</b> <b>\$\$ 0.00</b>					Back
((†)) Welcome, Carson T		2	\$					

### **Till Settings**

- 1. Type in your PIN then tap operations
- 2. Tap on POS settings
  - Below are all optional settings you can set to your preference
- 3. Turn on enable employees to set a till

# 😫 LINGA POS

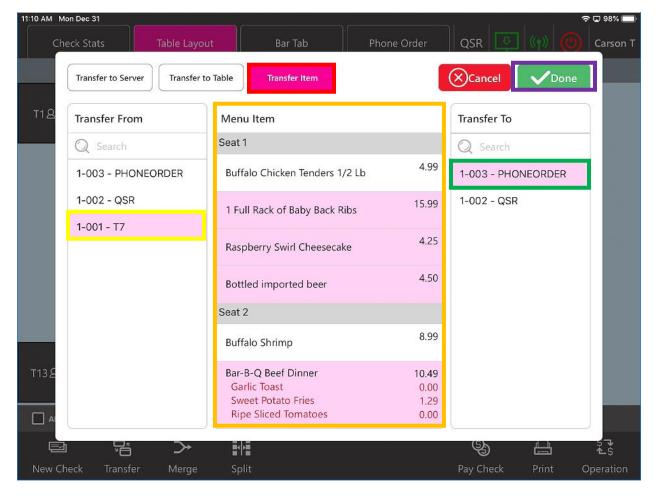
- 4. Set default till as a global till
- 5. Ask to set till when clock in (found in BO under settings)
- 6. Default starting till (found in BO under settings)
- 7. Enable cash drop
- 8. First cash drop limit
- 9. Second cash drop limit
- 10. Tap save changes up top

4:02 PM Wed Jan 2		
Till Settings		Save Changes
Enable Employees To Set Till		
Set Default Till as Global		
Ask To Set Till When ClockIn		$\bigcirc$
Default Starting Cash		US\$ 0.00
Enable Cash Drop		
First Cash Drop Limit		US\$ 100.00
Second Cash Drop Limit		US\$ 0.00
Lite Mode		
Enable Lite Mode		$\bigcirc$
Default Gift Card Type		
Gift Card	GiveX Card	
Enable Order Types		

#### Transfer an Item from One Check to Another

- 1. Tap on transfer on the table layout screen
- 2. Tap on transfer item
- 3. Choose the check

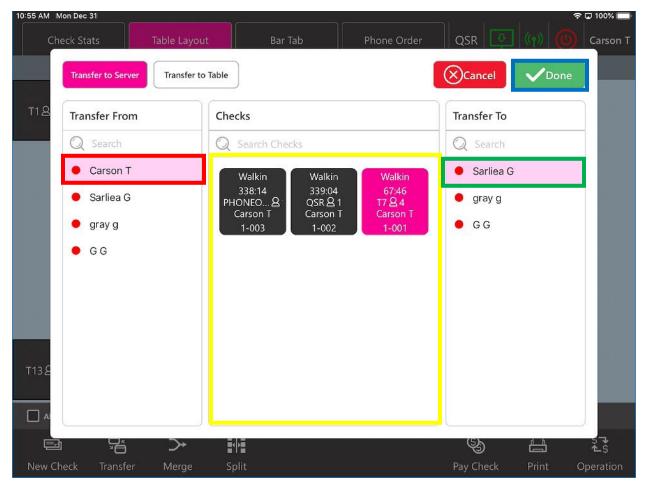
- 4. Choose the item(s)
- 5. Choose the check to transfer to
- 6. Tap on done



#### Transfer a check to a new server

- 1. On the table layout screen tap on transfer
- 2. Select the server to transfer from
- 3. Tap on the table

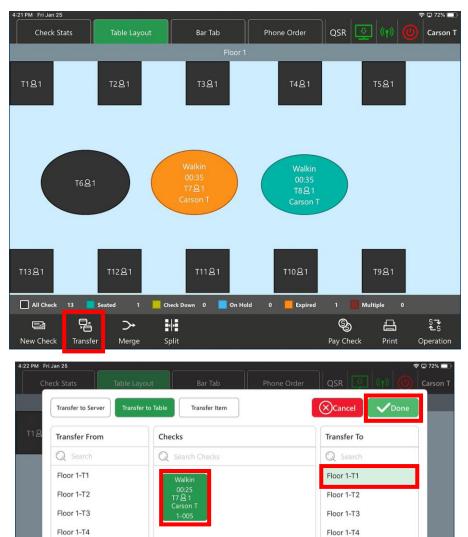
- 4. Tap on the server it will get transferred to
- 5. Tap done



#### Transfer a Table to another Table

- 1. Go to the table layout
- 2. Tap on transfer
- 3. Then transfer to table

- 4. Choose the table you want to transfer and the check
- 5. Tap on the table you want to transfer to and then done



Floor 1-T5

Floor 1-T6

Floor 1-T8

Floor 1-T9

Floor 1-T10

Floor 1-T11

S

200

**4** 

#### Void an Item

- 1. Tap on the item
  - OR swipe the item to the left

Floor 1-T5

Floor 1-T6

Floor 1-T7

Floor 1-T8

Floor 1-T9

Floor 1-T10

ЧË

0,



• Hit delete

#### 2. Tap on void item

3:21 PM Mon Dec 31							🗢 🖵 66% 🛛
Table QSR Seats	Walkin 🛃 🕇	All Beverages	6 Food	Catering	Starters	kiosk	<u> </u>
Check 1-004	QSR	Menu	u Option	- Coca-	cola Soft	Drinks	
Seat 1				N	C/A	(Ph)	ATA
Beverages		Ho		Fire	79 Void Item	Repeat	Quantity
Coca-cola Soft Drinks	1 2	2.75					
		Atta		To Go	66 Discount	Open Item	Open Discount
		Ope	en C	hange oursing			
Subtotal Tax	US\$ 2 US\$ 0						
Gratuity	US\$						
test Total	US\$ ( <b>US\$ 3</b>						Back
Paid Amount	US\$ 0	.00		<u>^</u>	⇒	♠ 57	
((•••)) Welcome, Carson T	C 🛔 🕯	Void	Print Opt			\$ ₹ ↓ \$ Cash Payment	♥ C+ Modify Log Off

### **Adding Kitchen Printers**

- 1. Go to Settings>Printer configuration>Kitchen Printers
- 2. Click Add Kitchen Printer OKitchen Printer
- 3. Give it a type, a name, and an IP address.
- 4. You can also apply it to all categories

Type *			
Select an Option			*
Name *			
IP Address *			
Enable Se	rvice Type Restrict	tion	
Apply to a	all categories		

5. Click save when done Save

Kitchen Printers			
			Search
Name	<b>^</b>	IP Address	Controls
192.168.2.253		192.168.2.253	<b>/</b>
5 10 15 20			

#### **Adding Label Printers**

1. Go to Settings>Printer Configuration>Label Printers

Cabel Printers



2. Click on add label printer



- 3. Assign a menu or address type to the printer
- 4. Give it a name, select a printer model, and assign an IP address to this printer
- 5. You can also apply this to all categories or enable a service type restriction

Type *		
Select an Option		
Name *		
Printer Model		
Select an Option		
IP Address *		
Enable Service Type Rest	riction	
Apply to all categories		
Close Save		

### **LINGA POS** Adding Receipt Printers

1. Go to Settings>Printer Configuration>Receipt Printers

Receipt Printers

- 2. Click on add receipt printer
- 3. Give the printer a name, assign a model to it, and an IP address. You can also set these up as default receipt printers

Name *		
Printer Model	 	
Bixolon - SRP-275C		
IP Address *	 	
🔵 🗙 Default	 	
Close Save		
Close Save		

### LINGA POS Advertisements

Advertisements are displayed on customer displays if you have one set up.

- Go to enterprise>advertisement
- 2. Click on add advertisement
- 3. Give it a name, applicable time period, which stores you want it on, and \* For best resolution use 1252 x 1536 px

⊕Advertisement

the image.

Advertisement			
Name *		Image *	
Applicable Time Period *	Always		
Level	Stores		
Stores *	Carson Train Manu-RibCity x		* For best resolution use 1252 x 1536 px Select Image
Close Save			





The batch report shows you which transactions, credit cards, tips, and amounts have been processed/batched.

1. Go to Reports>Batch

🖹 Batch

2. Select the node, employee, and the time period you wish to see

Select Some Options Select Some Options Last 30 days	1	Node	Employee	Time Period		
		Select Some Options	Select Some Options	Last 30 days	Ŧ	► Run

- 3. Click run
- 4. This is what the report looks like

Check #	Card Number	Transaction	Amount US\$	Tip Amt US\$	Date	Server Name	POS Node
2-003		Payment	0.01	2.00	15-Jan-2019 11:33 AM	John Smith	A002
2-002		Payment	0.01	0.00	15-Jan-2019 11:07 AM	John Smith	A002
Total Records		Total Payment	Total Refund	Total Tips	Grand Total		
2		0.02	0	2.00	2.02		

5. The report can be exported as a excel, PDF, or CSV

Export as EXCEL Export as PDF Export as CSV

### LINGA POS Cash Discount Settings

1. To turn on cash discount you must have service charge turned off and cash discount turned on under Settings>Store>settings

Service Charge	○ ×
Cash Discount	

2. Click update at the bottom <sup>Update</sup>

#### Cash Discount

- 3. Go to Settings>Store>Cash Discount
- 4. Give your cash discount a fee name and a cash discount name
- 5. Give it a cash discount rate. (percentage or amount)

Cash Discount		
Fee Name *	Card Charge	
Cash Discount Name *	Cash Discount	
Cash Discount Rate	2.00	percentage 🗸
Update		

6. Click update Update

### LINGA POS Close Till BOH

- 1. Go to Settings>Store>Close till
- 2. Find the till you want to close
- 3. Click close
- 4. Click yes when it asks you to confirm.

Clos	se Till			
Till Name <sup>≑</sup>	Till Type <sup>‡</sup> Status ‡	Amount ≎	Employee Name	Controls
A001 - 2(G)	GLOBAL OPEN		Carson Training	close

🖃 Close Till

### **LINGA POS Comparison Report**

The comparison report allows you to compare four different time periods against one another. You can see sales and taxes between these different periods at the same time.

₽ Comparision Report 1. Go to reports>Comparison Report 2. Select four different time periods

Time Period		Time Period		Time Period			Time Period					
This week	Ŧ	Last week	Ŧ	This month	Ŧ		Last 30 days		,	▶Run		



4. This is what the report looks like

►Run

			NET SALES					
		US\$500						
		US\$400						
		US\$300						
								1
		US\$200						
		US\$100						
		058100						
		US\$0						
Summary	20-Jan-2019 - 23-Jan-2019		13-Jan-2019 - 19-Jan-2019		01-Jan-2019 - 23-Jan-2019		25-Dec-2018 - 23-Jan-2019	
Net Sales Tax		US\$0.00 US\$0.00		US\$15.96 US\$0.80		US\$200.76 US\$10.30		US\$413.73 US\$21.01
Net Void Discounts		US\$3.78 US\$0.00		US\$23.97 US\$0.00		US\$228.73 US\$0.00		US\$257.51 US\$0.00
Refunds Gratuity		US\$0.00 US\$0.00		US\$0.00 US\$0.00		US\$0.00 US\$0.00		US\$0.00 US\$0.00
Cash Payments		US\$0.00 US\$0.00		US\$16.76 US\$16.76		US\$223.06 US\$223.06		US\$446.74 US\$446.74

### LINGA POS Creating and Editing Roles

- 1. Go to User Management>Roles
- 2. You can either edit an existing role or add a new role
- 3. From here you can give the role a name and set the permissions however you like.

Role		
Name *	Bartender	]
BACK OFFICE	>	
POS	>	
POS OPERATIONS	>	
REPORT ACCESS	>	
DASH BOARD	>	
Cancel Update		

- 4. Click on Back office, POS, POS operations, Report Access, or dashboard to find the permissions related to those sections.
- 5. POS and POS opertations deal with motly FOH options.
- 6. Once you have made your changes hit update.

A Roles

### **Customer Preference Report**

The customer preference report shows you what your most popular items are. It will show you the total amount sold in a category, subcategory or serving size.

Customer Preference

- 1. Go to Reports>Customer Preference
- 2. Select an employee, time period, and if you want category, sub category, and serving size on.

Emp	ployee	Time Period			
A	۰ ۲	This month	Ŧ	► Run	🗸 🔵 Category 🖌 🔵 Sub Category 🔵 🗙 Serving Size





4. This is what the report looks like

			Quar	tity						
Item	Sold	Void	Total	Group%	Total%	Sold	Void	Total	Group%	Total%
Beverages and Bar, Non alcoholic										
Coffee	4	6	10	37.04	12.99	US\$7.56	US\$11.34	US\$18.90	32.67	4.34
Iced Tea	0	1	1	3.70	1.30	US\$0.00	US\$1.99	U5\$1.99	3.44	0.46
Kids regular/chocolate milk	0	1	1	3.70	1.30	US\$0.00	US\$1.29	US\$1.29	2.23	0.30
Coca-cola Soft Drinks	6	0	6	22.22	7.79	U5\$13.74	US\$0.00	US\$13.74	23.75	3.16
Adult Milk	1	0	1	3.70	1.30	US\$2.19	US\$0.00	US\$2.19	3.78	0.50
Bottled domestic beer	0	1	1	3.70	1.30	US\$0.00	US\$3.50	US\$3.50	6.05	0.80
Bottled imported beer	0	1	1	3.70	1.30	US\$0.00	US\$4.50	US\$4.50	7.78	1.03
Glass of house wine	0	1	1	3.70	1.30	US\$0.00	US\$3.75	US\$3.75	6.48	0.86
Beverages and Bar, Alcoholic										
Draft Beer	0	5	5	18.52	6.49	US\$0.00	US\$8.00	US\$8.00	13.83	1.84
Beverages and Bar Total	11	16	27	11.11		U5\$23.49	US\$34.37	US\$57.86	11.11	

5. You can export this as a excel, PDF, or CSV

😰 Export as excel 🛛 🖉 Export as PDF 📲

Export as CSV

### **Customers and Customer Info**

1. To view your customers, you must go to Customers>Customer Info

8 Customers Info

2. Here you can see all your customers and their phone numbers.

bob bobby	8041919191	View

- 3. Click on View to see their recent transactions
- 4. From here you can see their receipt numbers and how much they spent.



#### Linga POS Manual 2019

5. If you click on the check number you can see what the purchased and other useful information.

Customer email				Arrow Send Receipt				
Check summary				Order Summary				
Check Number		1-005		Item		Price US\$	Qty	Amount US\$
Date		10-Jan-2019 1	0:14 AM	Dinosaur Nuggets		3.99	1	3.99
Table		PHONE		Coca-cola Soft Drinks		2.29	1	2.29
Seat Number		1		Coca-cola Soft Drinks		2.29	1	2.29
Server Name		Carson Training		Coca-cola Soft Drinks		2.29	1	2.29
Gratuity		US\$0.00		Coca-cola Soft Drinks		2.29	1	2.29
Discount		US\$0.00		Delivery Charge		2.00	1	2.00
CC Service Charge	Service Charge US\$0.32			Sub total 13.15				
Total		US\$15.79						
Total Tîp		U5\$0.00						
Fax Summary								
Туре		Rate %	Amount US\$					
City Tax		5.000	0.64					
Fax Total			0.64					
Payment summary				Amount US\$	a	Auth code	Transactio	
Payment summary Payment No	Type	Tip US\$	CC ServiceCharge US\$	Amount US\$	Status	Auth code	Transactio	in No

#### **Daily Tender Reports**

The daily tender reports show you how much in cash, gift cards, loyalty, and other tenders you have brought in on a certain time period.

1. Go to Reports>Daily tender
2. Select the time period you wish to see
Time Period

Last 30 days

3. Click run

Run

4. This is what the report looks like

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Date	Cash	Gift Card	Loyalty	Others	Net Amt	Tip	Day Total
21-Jan-2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14-Jan-2019	16.76	0.00	0.00	0.00	17.09	0.00	17.09
10-Jan-2019	136.96	0.00	0.00	0.00	139.71	0.00	139.71
07-Jan-2019	59.02	0.00	0.00	0.00	60.20	0.00	60.20
04-Jan-2019	10.32	0.00	0.00	0.00	10.53	0.00	10.53
31-Dec-2018	213.18	0.00	0.00	0.00	217.44	0.00	217.44
27-Dec-2018	10.50	0.00	0.00	0.00	10.50	0.00	10.50
Grand Total	446.74	0.00	0.00	0.00	446.74	0.00	455.47

#### 5. You can export this report as a excel, PDF, or CSV

Export as EXCEL Export as PDF Export as CSV

#### **Day Shifts**

- 1. Go to settings
- 2. Click on store
- 3. Go to store hours
- 4. Then click on Shifts

Store Hours	Shift

# 😫 LINGA POS

#### Linga POS Manual 2019

5. Click on "add" then add a time for the shift and the time period

Shift			Add
Meal Types	From	То	Delete
Breakfast	07         30         AM           •         •         •	10 30 AM	畲
Lunch	10 31 AM		<b>1</b>
Dinner	05         01         PM           •         •         •	12 30 AM	û.
Update			

6. Hit update to save

#### **Delivery Zones**

1. To get to delivery zones go to Settings>Store>Delivery Zone

ADD

- 2. Click on add
- 3. Click on the "create a delivery zone option"
- 4. Draw or drag and drop your delivery zone



5. Name it, give it a charge, and an expected delivery time

Name	Delivery charge	Expected Delivery Time	
Name	US\$0.00	Minutes	Cancel Save
Map Satellite Enter a location	PELICAN BA Artis-Naples Park Ciam Pass Park	Pre mile rel S Country Club Co	
Click on save	ave		
Click on Sync to 2		Zenpepper	

#### Denomination

1. To set up denomination go to settings>Store>Denomination

+ Denomination

- 2. Click on add denomination
- 3. Give it a name and an amount

#### Linga POS Manual 2019

N	ew Denomination
	Display Name *
	Amount *
	U\$\$0.00
	Close Save

4. Click on save

Display Name	÷	Amount	\$	Controls
Penny	Ť	US\$ 0.01	Ť	<b>1</b>
Nickel		US\$ 0.05		
Dime		US\$ 0.10		
Quarter		US\$ 0.25		
\$1		US\$ 1.00		
				<b>m</b>
\$5		US\$ 5.00		<b>@</b>
\$10		US\$ 10.00		<b>@</b>
\$20		US\$ 20.00		<mark>`</mark> ``
\$50		US\$ 50.00		<b></b>
\$100		US\$ 100.00		<b>D</b>

#### **Discount Reports**

Discount reports show you the activity of all discounts in your store. It will show you the discount name, the total amount discounted, the percent of discounts, and the discount type. You can also see which employee applied discounts.

- 1. Go to Reports>Discounts
- 2. Put in a report type, discount, employee, discount coupon type, and a time period

Report Type	Discount	Employee	DiscountCouponType	Time Period	
Summary	ALL	ALL	ALL	Today 🔹	▶ Run



4. Here you can see all of your discounts for the selected time period.

Discount Name	Total	% of Total	Count	Average	Discount Coupon Type
Total Discounts	65.65	100.00%	3	21.88	
10% off	4.47	6.81%	1	4.47	Promo
50% off!	59.93	91.29%	1	59.93	Promo
10%	1.25	1.90%	1	1.25	Promo
Total checks	% of Checks discounted	Gross sales	% Discount of Gross sales	Checks discounted	
133	1.50%	3,213.10	2.04%	2	

5. You can export this as a Excel, PDF, or CSV

🖹 Export as excel 🖉 Export as PDF 📑 Export as CSV

#### **Driver Reports**

#### Linga POS Manual 2019

Driver reports will show you who was a driver and on what days they were a driver, which checks they delivered, the amount owed, and the delivery charge.

- 1. Go to reports>Driver
- 2. Choose your driver and a time period

Dri	ver		Time Period		
A	ALL Y	Ŧ	Last 30 days	•	► Run



4. This is what the report will look like

Name	Date	Time	Check #	Amount US\$	Owed US\$	Delivery ChargeUS\$
John Smith	01/16/2019	15:03	2-002	10.01	10.01	1.00
		Total		10.01	10.01	1.00

5. You can export it as a excel, PDF, or CSV

🖹 Export as EXCEL 🖉 Export as PDF 📄 Export as CSV

### **Email Receipt Template**

1. Go to Settings>Printer configuration>Email Receipt Template

🖾 Email Receipt Template

2. Turn on or off any info you do or do not want to show up on these receipts. These changes will reflect on the left.

Update Template

3. Once finished hit update template

6		~	
6.1	) (:	-)	
e		2	
Table:			001
Seat			001
Server name :		Linga P	OS Server
Check Number :		-	08-001
Date & Time	09	Jan-20	19:05:22
Customer name :	Ling	a POS	Customer
0			
	ler Summa		······································
ltem	Price		Amount
Item # 1	06.50	2	13.00
ltem # 1	22.00	1	22.00
ltem # 1	00.00	1	00.00
ltem # 1	12.00	1	12.00
Mod # 1	03.00	2	06.00
Mod # 2	00.00	1	00.00
Sub Total			50.00
Та	x Summar,	Y	
Туре	Rate %		Amount
Service Charge	10.00		05.00
Value Added	05.00		02.50
Tax Total			07.50
Gratuity :			10.00
Discount :			00.00
Discount : Check Total :			67.50
Discount : Check Total : Total			67.50 67.50
Discount : Check Total : Total Cash Tendered			67.50 67.50 07.50
Discount : Check Total : Total Cash Tendered Credit Card Tende			67.50 67.50 07.50 60.00
Discount : Check Total : Total Cash Tendered			67.50 67.50 07.50





### **Employee Reports**

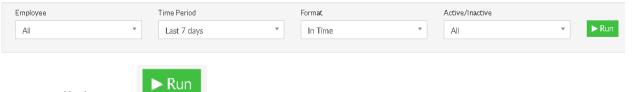
#### Linga POS Manual 2019

The employee reports will show you an employee's attendance, payroll, rolebased payroll, labor, gratuity, and cash tip reports.

The attendance reports will show you the date, who clocked in, check in time, check out time, how many hours, and job code.

- 1. Go to Reports>Employee>Attendance
- 2. Select an employee, time period, format, and active/inactive employees.

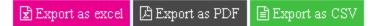
**CB** Attendance



- 3. Click run
- 4. This is what the report looks like

Date	Name	Check In	Check Out	Hours	Job Code
17-Jan-2019	gray gray	11:35 AM	11:36 AM	00:01	Manager
Total				00:01	

5. It can be exported as a excel, PDF, or CSV



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## **<b>LINGA POS**

Payroll report will show you when someone clocked in, how long they were clocked in for, over time hours, their pay, expected tip, non-cash trip, and cash tips.

🛱 Payroll

- 1. Go to Reports>Employee>payroll
- 2. Select an employee, process, time period, format, active/inactive employees, and how to sort it.

Employee	Process	Time Period	Date Range (From - To)		Format	
All	Daily •	Date Range *	01-Sep-2018	🛍 23-Jan-2019	in Time	
Active/Inactive	Sort By					
All	A-Z FirstName 🔹	▶ Run				





4. This is what the report looks like

Date	[Role: CheckIn - CheckOut]	Hours	OT Hours	US\$ Reg Pay	US\$ TTL Pay	US\$ Expected Tip	US\$ Non Cash Tip	US\$ Declared Cash Tip
Carson Training								
17-Sep-2018	[Admin: 10:23 AM - 11:33 AM]	25:10	00:00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00
29-Nov-2018	[Admin: 10:47 AM - 12:37 PM]	25:49	00:00	US\$0.00	U5\$0.00	U5\$0.00	U5\$0.00	US\$0.00
27-Dec-2018	[Manager: 12:13 PM - 12:13 PM]	00:00	00:00	US\$0.00	US\$0.00	U5\$0.00	U5\$0.00	US\$0.00
07-Jan-2019	[Admin: 11:40 AM - 11:40 AM]	00:00	00:00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00
	Total	51:00	00:00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00
gray gray								
17-Jan-2019	[Manager: 11:35 AM - 11:36 AM]	00:01	00:00	US\$0.00	US\$0.00	U5\$0.00	U5\$0.00	US\$0.00
	Total	00:01	00.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00
Sarliea Gray								
11-Sep-2018	[Server: 11:15 AM - 11:15 PM]	12:00	00:00	U5\$90.00	US\$90.00	U5\$0.00	U5\$0.00	US\$0.00
07-Jan-2019	[Server: 06:35 AM - 12:35 PM]	06:00	00:00	US\$45.00	US\$45.00	US\$0.00	US\$0.00	US\$0.00
	Total	18:00	00:00	US\$135.00	US\$135.00	US\$0.00	US\$0.00	US\$0.00
	Summary	69:01	00:00	US\$135.00	US\$135.00	US\$0.00	U5\$0.00	US\$0.00

5. This can be exported as an Excel, PDF, or CSV

🖹 Export as excel 🖉 Export as PDF 📑 Export as CSV

#### Linga POS Manual 2019



The role-based payroll report will show you what role someone was clocked in as, their check in/out time, their hourly rate, how many hours, how many overtime hours, total overtime pay, total pay, gratuity, tips, cash tips, other tips, net sales, and expected tips

- 1. Go to Reports>Employee>Role based payroll
- 2. Select an employee, process, time period, format, active/inactive employees, how to sort it, and a role.

Employee		Process		Time Period		Date Range (From - To)			Format	
All	*	Daily	Ŧ	Date Range	Ŧ	29-Sep-2018	23-Jan-2019	<b>m</b>	In Time	Ŧ
Active/Inactive		Sort By		Role						
All		A-Z FirstName	v	All	Ŧ	▶ Run				



4. This is what the report looks like

Name	Date	[Role: CheckIn - CheckOut]	Per Rate	Reg Hours	US\$ Reg Pay	OT Hours	US\$ OTPay	Total Hours	US\$ TTL Pay	US\$ CC Tip	US\$ Gratuity	US\$ Other Tips		US\$ Total Tips	US\$ Net Sales	US\$ Expected Tip
Carson Training																
	29-Nov-2018	[Admin]: 10:47 AM - 12:37 PM	US\$0.00	25:49	US\$0.00	00:00	US\$0.00	25:49	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$59.92	US\$0.00
	27-Dec-2018	[Manager]: 12:13 PM - 12:13 PM	US\$0.00	00:00	US\$0.00	00:00	US\$0.00	00:00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	U5\$10.00	US\$0.00
	07-Jan-2019	[Admin]: 11:40 AM - 11:40 AM	US\$0.00	00:00	U5\$0.00	00:00	US\$0.00	00:00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$56.21	U5\$0.00
		Total	US\$0.00	25:49	US\$0.00	00:00	US\$0.00	25:49	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$126.13	US\$0.00
gray gray																
	17-Jan-2019	[Manager]: 11:35 AM - 11:36 AM	U5\$0.00	00:01	U5\$0.00	00:00	U5\$0.00	00:01	US\$0.00	US\$0.00	U5\$0.00	U5\$0.00	U5\$0.00	U5\$0.00	U5\$0.00	U5\$0.00
		Total	US\$0.00	00:01	US\$0.00	00:00	US\$0.00	00:01	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00
Sarliea Gray																
	07-Jan-2019	[Server]: 06:35 AM - 12:35 PM	US\$7.50	06:00	US\$45.00	00:00	U5\$0.00	06:00	US\$45.00	US\$0.00	U5\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00
		Total	US\$7.50	06:00	US\$45.00	00:00	U5\$0.00	06:00	US\$45.00	US\$0.00	U5\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$0.00	U5\$0.00
		Summary	US\$7.50	31:50	US\$45.00	00:00	U5\$0.00	31:50	US\$45.00	US\$0.00	U5\$0.00	US\$0.00	US\$0.00	US\$0.00	US\$126.13	US\$0.00

5. This can be exported as an Excel, PDF, or CSV

🖹 Export as excel 🛛 🖾 Export as PDF 📄 Export as CSV

#### Linga POS Manual 2019

The Labor report shows how long someone was clocked in for that time period, their net sales, percentage of net sales, and the labor percentage.

- 1. Go to Reports>Employee>Labor
- 2. Select an employee, process, time period, format, and active/inactive employees.

Employee	Process	Time Period	Date Range (From - To)		Format	
All	* Daily	<ul> <li>Date Range</li> </ul>	* 01-Nov-2018	🗰 23-Jan-2019	🗰 In Time	•
Active/Inactive						
All	✓ Run					



- ► Run
- 4. This is what the report looks like

Name	Net Sales	Hours	Labour	% Of Net Sales	Labour Percentage
GG	0.00	00:00	0.00	0	0.00
Sarliea Gray	0.00	06:00	45.00	0	0.00
gray gray	0.00	00:01	0.00	0	0.00
test to go	0.00	00:00	0.00	0	0.00
Carson Training	582.98	25:49	0.00	1	0.00
Summary	582.98	31:50	45.00	1.00	0.00

5. You can export this report as a excel, PDF, or CSV

🖹 Export as excel 🖉 Export as PDF 📑 Export as CSV

### **LINGA POS**

🔚 Labour



Gratuity Reports show you how much gratuity each employee earned in a given time period.

- 1. Go to Reports>Employee>Gratuity
- 2. Select the Employee, time period, and active/inactive employees.



- 3. Click run
- 4. This is what the report looks like

► Run

Name	Gratuity
Carson Training	US\$0.00
Sarliea Gray	US\$0.00
Dawn Linga	US\$0.00
gray gray	US\$0.00
GG	US\$0.00

5. This can be exported as a Excel, PDF, or CSV

🖹 Export as excel 🖉 Export as PDF 📄 Export as CSV

The cash tip reports show how much in cash tips a server made in a given time period.

🔚 Cash Tip

- 1. Go to Reports>Employee>Cash tip
- 2. Select the Employee, time period, and active/inactive employees.

	Employee		Time period		Active/Inactive		
	All	v	Last 7 days	v	All	•	► Run
3.	Click run	► Run					

4. This is what the report looks like

Employee	Date	NetSales	Tip %	Non Cash	Expected Cash	Declared Cash
Scott Miller						
	19-Jan-2019	US\$1,203.05	12	US\$230.65	US\$0.00	US\$144.37
	20-Jan-2019	US\$725.70	12	US\$101.75	US\$0.00	US\$87.08
	21-Jan-2019	US\$1,249.95	12	US\$267.00	US\$0.00	US\$149.99
	22-Jan-2019	US\$1,272.40	12	US\$212.00	US\$0.00	US\$152.69
Total		US\$4,451.10		US\$811.40	US\$0.00	US\$534.13

5. This can be exported as a Excel, PDF, or CSV

Export as excel Export as PDF Export as CSV

### **EMV Settings**

- 1. Go to Settings>Store>EMV settings
- 3. Fill out the name, IP address, type, and serial

Name *		
1000		
IP Address *		
192.168.9.16		
Type *		
SP-PAX		
Serial Number *		
53259352		

Terror Settings

#### Linga POS Manual 2019

					Search	
Name	*	IP Address	\$ Type	÷	Controls	
Food		192.168.9.16	SPPAX		e 🖉 🖉	

### Force Punch-in/Out

1. Go to User Management>Forced Punch-In/Out

P Forced Punch-In/Out

- 2. Select an employee, and a date.
- 3. Click run. ►Run
- 4. Review their clock in logs and time clock logs.

Ime Clock Log			I Employee	Clock-In		
Date & Time	Action	Туре	Date	In Tîme	Out Time	Controls
No Rec	ords Found			No Records Four	ıd	
			<ul> <li>Forced Punch-</li> </ul>	in/Out		

5. To add a new time event click add time event.

#### Time Event

6. Put in what role they were clocked in as, check in time and date and check out time and date.

New Clock-In Event				
Roles *	Manager •	Check Out *	18-Jan-2019	m
Check In *	18-Jan-2019	Check Out Time *	^ ^	
Check In Time *	^ ^	Creck Out Time *	11 36 AM	
Checkin fille	11 35 AM		· ·	
	<b>v v</b>			
Cancel Save				
	Save			

7. Click on save.

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8. The new time event should have been added.

Employee Clock	-In		
Date	In Tîme	Out Time	Controls
17-Jan-2019	11:35 AM	11:36 AM	✓

#### **Front End Receipt Configuration**

- 1. Go to Settings>Printer configuration>Front end receipt
- 2. Turn on or off any settings you want to show up on your receipt. Any changes made will reflect on the example on the left.
- 3. Recommended logo size is 100x100 Upload it by turning on store logo



and clicking upload image

Update Template

4. Once you have made your changes click update template

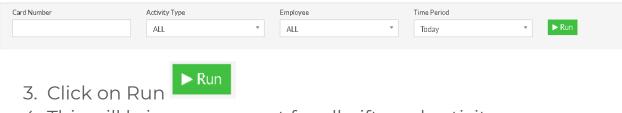


### **Gift Card Reports**

Gift card reports can show you all activity on all your gift cards. This includes adjustments, redeemed, recharges, issued, refund, and voided gift cards. This will show you some of this information on the GiveX reports as well.

- 1. Go to Reports>Gift card in the back office
- 2. Fill out all the applicable fields. (Card number, activity type, Employee, and time period

🛗 Gift Card



4. This will bring up a report for all gift card activity.

Export as excel 🕃 Export as PDF 😫 Export as								
Card Number         Date         Employee         Sale Number         Node         ActivityType         Amount US         Balance US\$							Balance US\$	
00001	09/14/2018	Carson Training			Issued	39.00	39.00	

- 5. This can be exported as an excel, pdf, or CSV
- 6. The same process is done to view GiveX cards.



#### **House Account Reports**

The house account reports can either show all house account activity, or a house account statement.

#### HA activity

- 1. Go to Reports>House account>HA activity
- 2. Choose a card number, activity type, employee, and a time period

Activity Type	Employee		Time Period		
ALL	* ALL	Ψ	Today	▼ ► R	un
Run					
- Tearr					
		10			
	ALL	ALL * ALL	ALL * ALL *	ALL * ALL * Today	ALL * ALL * Today *

Date	Customer	Card Number	Check No	User Name	Activity Type	Amount US\$	Balance US\$
01/17/2019	Jim Jones	20144301		John Smith	Issued	0.00	0.00
01/17/2019	Jim Jones	20144301	2-008	John Smith	Recharges	100.00	100.00
01/17/2019	Jim Jones	20144301	2-010	John Smith	Redeemed	32.60	67.40

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5. This can be exported as an excel, PDF, or CSV.

Export as EXCEL

### HA Statement

- 1. Go to Reports>House account>HA statement
- 2. Choose a card number and a time period

Customer	Т	ime Period		
ALL	<b>•</b>	Today	<b>.</b>	🕨 Run
3. Click run 🕨	un			
í. This is what tl	he report looks	s like		

#### Linga POS Manual 2019

 $\checkmark$ 

Date	Check #	Menultem	HARecharge	Price US\$	Tax US\$	Gratuity US\$	Total US\$	Tips US\$
Jim Jones								
01/17/2019	2-008							
		HA-20144301	100.00	0.00	0.00	0.00	0.00	
		Discount		10.00	0.00	0.00	10.00	
01/17/2019	2-010							
		SANDWICHES		11.00	0.66	0.00	11.66	
		OPEN ITEM		0.25	0.02	0.00	0.27	
		OPEN ITEM		25.00	1.50	0.00	26.50	
		Discount		5.50	0.33	0.00	5.83	
	Summary		100.00	36.25	2.18	0.00	38.43	0.00
	Beginning Balance						0.00	
	HA Recharge						100.00	
	Net Sale						36.25	
	Тах						2.18	
	Gratuity						0.00	
	Tip						0.00	
	HA Payment						32.60	
	HA Refund						0.00	
	HA Adjustment Credit						0.00	
	HA Adjustment Debit						0.00	
	Other Payment						0.00	
	Current Balance						67.40	

5. This can be exported as an excel, PDF, or CSV.



### **Kitchen Receipt Template**

- Go to Settings>Printer Configuration> Kitchen Receipt Template

   *☆* Kitchen Receipt Template
- 2. This will change how your kitchen receipts print out
- 3. Turn off or on any info you do or do not want on your receipts
- 4. Once changes have been made click update template at the bottom

#### Lay Away Settings

1. Layaway settings are found in Settings>Store>Lay away Settings

■ Lay Away Settings (this is a web POS function only)



2. Click on enable lay away settings

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3. Set the minimum deposit, percentage, cancellation charge, and cancellation amount.

Lay Away Settings		
	• • • • • • • • • • • • • • • • • • •	Enable Lay Away Settin
Minimum deposit *	Percentage •	
Percentage*%	20.00	
Cancellation Charge *	Amount	
Amount *	U\$\$100.00	
Deducted in*	Net sale Opposit	
		Upda

4. Click on update.

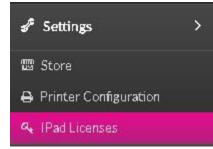
#### How to Release an IPad License

 If you get a "No License Available" error when you log into the application, you must release an IPad License. Please process all offline transactions before releasing a license. (Please note you will have to



change your POS settings and hardware settings in operations when you log back on)

2. Go to Settings>IPad Licenses



3. Find the IPad you wish to release and click the release button (please note that the IPad cannot be linked to a revenue center in order

to release it.)

IPad Licenses     O Veach Tutoria									
							Search		
Node Id	-	Device Type	÷	Device Name	Last Login Time 🔶	Last Access Time	Last Sync Time 💠	Controls	
A001 🗸		IPAD		Carson	01/14/2019 @ 1:15:32 PM	01/14/2019 @ 3:25:40 PM	01/14/2019 @ 3:25:40 PM	C	

4. Confirm the release.

#### License settings

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License settings allows you to turn on any add-ons you may have purchased for your store. Such as web order, texting, customer display, waitlist, and call center. These need to be turned on to be able to use them.

1. Go to enterprise>Licenses>License settings

Update

2. Turn on any add-ons you purchased and for what store.

icence Settings									
Store	WebOrder (Max Stores : 1)	Texting (Max Stores : 1)	Customer Display (Max Stores : 1)	Caller ID (Max Stores : 1)	Wait List (Max Stores :1)	CallCenter (Max Stores : 1)			
Chalmun's Cantina	<ul> <li></li> </ul>	×			$\checkmark$				
Employee Test Account DP	● ×	• × •	• ×	• ×	×	○ ×			
Test Store Cantina	×	×	×	×	×	<pre>&gt;&gt;</pre>			

3. Click update.

### **Back Office Dashboard**

1. Once you have logged in you will be redirected to the dashboard

- 2. Here you can find sales info for your store
- 3. You can change the date in the upper right-hand corner

🔟 04-JAN-2019 12:00 AM 🔰 04-JAN-2019 11:59 PM 🖂 🥵

- 4. You can see customer sales up top
- 5. You can see the employee and labor reports up top too

Sale	ès -	Customers	Employee	s					
Carson Training	_								
8 8 9 3	Sales						<b>B</b> (	01-NOV-2018 12:00 AM 03	-JAN-2019 11-59 P
맨 My Stores	NET SA	N.E		TAX			TRANSACTIONS		
② Dashboard			Void - US\$410.						Void - 22
₩ Products/Items	› 😼		US\$382.2	2		US\$19.20			14
Inventory	CUSTO	MERS		DISCOUNT			REFUNDS		
	>								
8 Web Order	8			7 📎		US\$5.72	S <b>T</b> €S		US\$31.48
였 User Management	>	JR		cogs			SPLH		
A Customers	>								
Reports	> 🔠		0.00	% <u></u>		215.81%			US\$14.80
≱® ют	>								
					NET SALES	BYHOUR			
	9AM								
	10AM								
	11.AM								
	12PM								

### **Notification Settings**

1. Go to settings>Store>Notification Settings

Notification Settings

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- 2. You can set notifications for discounts, void, cash drawer openings, time clock, daily KPI, end of day, and a waitlist alert
- 3. Set amount for void and discount alerts
- 4. Turn on either text or Email alerts
- 5. Type in your Email and phone number

Notification	Email	Text
Discount 😡		
U5\$0.00	test@mail.com	888-888-8888
Void	Enter EmailIds	Enter Phone No



### **Overtime Settings**

- 1. Go to settings>Store>Overtime settings
- 2. Click on the add overtime button
- 3. Fill out the form weekly or hourly , how many hours, percentage, and the effective date

Overtime Settings

New OT Settings	
Overtime	
Weekly	v
Hours	
40	
Percentage	
150	
Effective Date	
04-Jan-2019	<b>#</b>
Close Save	
Sauce	

4. Click save

### **LINGA POS** Paid in/Paid out Reports

This report shows you all your paid in and paid out actions on tills for a certain time period. This will show you which node it was performed on, the date, paid in/out by, the amount, who it was paid to, and the reason why there was a paid in/out.

- 💉 Paid In/Paid Out 1. Go to Reports>Paid in/Paid out
- 2. Assign either pay in or out and give it a time period you wish to see.

Paid Type		Time Period	Date Range (From - To)			
ALL	Ŧ	Date Range 🔹	01-Sep-2018	🛍 23-Jan-2019	<b>#</b>	►Run
	Click run This is wh	▶Run hat the report will	l look like			
Node	Business Date	Transaction Date	Paid In/Out By	Amount US\$	Paid From/To	Reason
A001	29-Nov-2018	29-Nov-2018 11:28 AM	Carson Training	10.00	јов	Test
			Total	10.00		
Г		export this as an e				

🖈 Export as excel	🖾 Export as PDF	🖹 Export as CSV
-------------------	-----------------	-----------------

### **Printer Reroute**

- 1. Go to Settings>Printer Configuration >Printer Reroute
- 2. Choose to reroute by node or role



- 3. Click add Reroute by node or role GReroute By Node GReroute By Role
- 4. Assign either a node or a role to reroute, choose the printer it will be coming from originally, then a printer you want it to print to, then give it an applicable time period.

I Reroute By Node		
Node *	A001	•
From Printer *	192.168.2.253	٠
To Printer *	No Print	٣
Applicable Time Period *	Days of Week	۲
Days of a week. *	MONDAY X WEDNESDAY X	
	Set time	
Applicable Time *	Start time       08     00       AM       •	End time 11 30 PM
Cancel Save		

5. Click on save



### **Refund Report**

The refund report will show you what was refunded, how much it was refunded for, who refunded it, and the payment name for the refund.

1. Go to Reports>Refund



2. Select the Employee, payment option, payment name, and a time period.

Er	mployee		Payment Option *	Payment Name		Time Period	
	ALL	Ŧ	By Payment Name 🔻	All	٣	Last 30 days	► Run



4. This is what the report looks like

Date	Check #	Reason	Device	Refund By	Payment Name	Amount
16-Jan-2019	2-003		A002	John Smith	mppg	0.01
16-Jan-2019	2-002		A002	John Smith	mppg	0.01
					Total	0.02

5. It can be exported as a excel, PDF, or CSV



Revenue Center

#### **Revenue Center Settings**

- 1. Go to Settings>Store> then Revenue Center\_
- 2. Click on Add Revenue Center Revenue Center
- 3. Give it a name and assign nodes to it

Name * Nodes * Select Some Options	lew Revenue Cente		
	Name *	 	 
Select Some Options	Nodes *		
	Select Some Options		

4. Click on save

⊞ Revenue Center		
		Search
Name 🔶	Nodes	Controls
Test revenue center	A001-Carson	✓ □
5 10 15 20		



3. Click run

#### **Revenue Center Reports**

The revenue center reports will separate out reports by number of guests, checks, net sales by category, net sales by shift, and net sales by revenue center.

- 1. Go to Reports>Revenue Centers
- 2. Select the sales by revenue center and your time period

Number of guests ×       Number of checks ×       Net sales by Category ×       Last 30 days         Net Sales by Shift ×       Net sales for Revenue Center ×	s By Revenue Center	Time Period	
Net Sales by Shift * Net sales for Revenue Center *	umber of guests 🗙 Number of checks 🗙 Net sales by Category 🗙	Last 30 days	► Run
Hecoaldo by onne will Hecoaldo For Revende Carter w	et Sales by Shift 🗙 Net sales for Revenue Center 🗙		



#### 4. This is what the report will look like

Meal Types	Food	Test Revenue Center	Other(s)	Grand Total
Breakfast	3	2	0	5
Dinner	5	0	0	5
Lunch	16	11	6	33
Total	24	13	6	43
		No Of Checks		
Meal Types	Food	Test Revenue Center	Other(s)	Grand Total
Breakfast	3	2	0	5
Dinner	5	0	0	5
Lunch	5	11	3	19
Total	13	13	3	29

5. You can export this to a excel, PDF or CSV

🖹 Export as excel 🖉 Export as PDF 📄 Export as CSV

### **Royalty/Franchise**

The Royalty/Franchise tab is if you run a franchise in the same account. This makes it so they pay royalty fees.

1. Go to enterprise>Royalty/franchise

Royalty/Franchise

2. From here you can turn on royalty and enter in bank details and a percentage that goes towards royalties.

3. Click the check box to save.

### **Sales Recap Report Settings**

Sale recap Report Settings

- 1. Go to Settings>Store>Sales Recap report settings
- 2. Turn on or off what you want to see in the sales recap report

Gross Receipt @     Image: Comparise Com	Guest/Checks 🖗	● ×	Department Summary @	
Gross Receipt 0     Image: Pour output	Šales		Category Summary	
Gross Receipt       Image: Constraint of the	Grand Sale 🛛 🛛 🛛 🖉		Hourly Summary	
Net Void O       Opening Balance O       Opening B	Gross Receipt 🛛 🥹			
Payments       CS bit Up 0       CM	Gross Void 🛛 🛛 🚱		Summary	
Payments     C     Paid In/Out ©     C       C/S pic Up ©     C     C       Other Payments Split Up ©     C     C       Taxes     C     C       Tax Split Up ©     C     C       Up of C     C     C       Up of C     C     C	Net Void 🛛 🛛 🖉		Opening Balance 🛛 🖉	
Cosh Expected O     Cosh Expected O       Cosh Expected O     Cosh Expected O       Taxes     Cosh Expected O       Taxe Split Up O     Cosh Expected O       Split Up O     Cosh Expected O       Up O     Cosh Expected O       Split Up O     Cosh Expected O       Up O     Cosh Expected O       Split Up O     Cosh Expected O	Payments		Paid In/Out 🛛 🚱	
Cohe Payments Split Up O     Cohe Spaced O     Cohe Spaced O       Taxes     Cohe Spaced O     Cohe Spaced O       Taxe Split Up O     Cohe Spaced O     Cohe Spaced O       Taxe Split Up O     Cohe Spaced O     Cohe Spaced O       Taxe Split Up O     Cohe Spaced O     Cohe Spaced O       Taxe Split Up O     Cohe Spaced O     Cohe Spaced O       Taxe Split Up O     Cohe Spaced O     Cohe Spaced O       Taxe Split Up O     Cohe Spaced O     Cohe Spaced O       Split Up O     Cohe Spaced O     Cohe Spaced O       Split Up O     Cohe Spaced O     Cohe Spaced O       Taxe Split Up O     Cohe Spaced O     Cohe Spaced O       Split Up O     Cohe Spaced O     Cohe Spaced O       Split Up O     Cohe Spaced O     Cohe Spaced O       Split Up O     Cohe Spaced O     Cohe Spaced O       Split Up O     Cohe Spaced O     Cohe Spaced O       Split Up O     Cohe Spaced O     Cohe Spaced O       Split Up O     Cohe Spaced O     Cohe Spaced O       Split Up O     Cohe Spaced O     Cohe Spaced O       Split Up O     Cohe Spaced O     Cohe Split Up O       Split Up O     Cohe Spaced O     Cohe Split Up O       Split Up O     Cohe Split Up O     Cohe Split Up O       Split Up O	CC Solit Llo. Ø		Cash Drop 🛛	
Taxes     Over Shortage @       Taxes     Taxes       Tax Spit Up @     Image: Comparison of the state of the st			Cash Expected 🛛 🕢	
Tax Split Up 0 O C D Split Up 1 O C D Sp			Over Shortage 🛛 🛛	
Tax Exempt • Constrained name • System defined name • User defined name •	Taxes		Payment Name	
Tax Exempt • User defined name •	Tax Split Up 🛛 🖗		System defined name	
Tax with Net sales •	Tax Exempt 🛛 🥹			
	Tax with Net sales 🛛 🛛 🖗	×		
	Update			

3. Click update

Weekly Summary

🛒 Sale Summary

### **Sales Reports**

E Category Sale

🖽 Department Sale

The Sales Report tab is where you can find department sales, category sale, subcategory sale, Menu Item Sales, Modifier Sales, Hourly sales, Daily sales, sales recap, cashier out, weekly summary, and the sale summary reports.

1. Each tab has drop down menus you can choose from department down to menu item sales. As well as a time period drop down menu.

🖻 Sale Recap

8° Cashier out

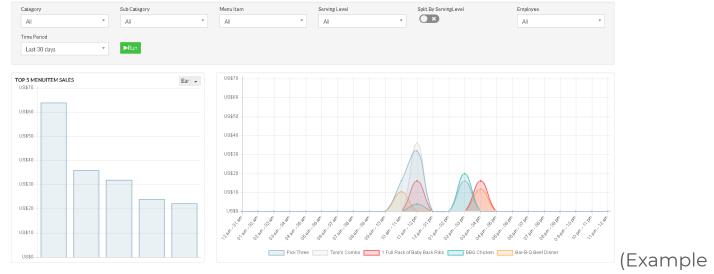
Department		Time Period		
All	*	Today	<b>.</b>	►Run

📰 Sub Category sale 🛛 🕅 Menulitem Sale 🕕 Modifier Sale 🛞 Hourly Sale 📰 Daily Sale

2. Once you have chosen which report you want to see and the time



3. This will bring up a summary of the section you chose



menu item sales)

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4. At the bottom you can see a full list of each department, category, sub category, menu item, and modifier sales. How many times it was selected and purchased and the percentage of sales that item was.

				🖹 Export as excel 🛛 🖾 Exp	ort as PDF 📄 Export as C
Name	Sale Amount US\$	Quantity	Tax US\$	Discount US\$	% of Sale
'Lil Shrimpers Basket	4.29	1	0.21	0.00	1.02
1 Full Rack of Baby Back Ribs	31.98	2	1.60	0.00	7.62
Adult Milk	2.19	1	0.11	0.00	0.52
Bar-B-Q Beef Dinner	22.27	2	1.13	0.00	5.31
Bar-B-Q Chicken	6.29	1	0.31	0.00	1.50
Bar-B-Q Chicken Plate	7.99	1	0.40	0.00	1.90
Bar-B-Q Pork Dinner	10.29	1	0.52	0.00	2.45
BBQ Chicken	23.94	6	1.20	0.00	5.70
Blk cod thai chilli sauce	20.00	2	1.00	0.00	4.76
Bottled domestic beer	7.00	2	0.36	0.00	1.67
Bottled imported beer	9.00	2	0.46	0.00	2.14
Buffalo Chicken Tenders	9.98	2	0.50	0.00	2.38
Buffalo Shrimp	8.99	1	0.45	0.00	2.14
Chocolate, Chocolate Mania	4.95	1	0.25	0.00	1.18
Coca-cola Soft Drinks	13.74	6	0.66	0.00	3.27
Coconut Cream	3.95	1	0.20	0.00	0.94
Coffee	9.45	5	0.45	0.00	2.25
Crunchy Onion Rings	14.97	3	0.75	0.00	3.57
Dinosaur Nuggets	15.96	4	0.80	0.00	3.80

- 5. This can be exported as a PDF, Excel, or CSV
- 6. The Sales recap report gives you a summary of an entire day or time period

Date:	14-Jan-2019	02:05 PM -	14-Jan-20	19 03:01 PM

CHECK STA	πs
Check Count	3
Guest Count	3
Average Per Check	5.32
SALES	
Gross Sales	41.93
Net Sales	15.96
Grand Sales	16.76
Gross Receipt	16.76
Gross Void	25.17
NetVoid	23.97
TAXES	
City Tax	08.0
TOTAL	0.80
TAX EXEMPT	0.00

OTHER PAYME	NT(S)
Cash	16.76
TOTAL	16.76
PAYMENT SUM	MARY
Credit Card	0.00
Other Payment(s)	16.76
TOTAL	16.76
SUMMAR	(
Opening Balance	400.00
Paid In	0.00
Paid Out	0.00
Cash Drop	100.00
Cash Expected	316.76
Over / Shortage	-316.76

🕈 Export as excel 🛛 Export as PDF 📑 Export as CSV

#### 7. The Cashier out report shows a single cashier's reports.

Date: 27-Dec-2018 12:18 PM - 14-Jan-2019 02:48 PM Employee: Carson Training

CHECK STATS		PAYMENT SUMMARY	
Check Count	28	Credit Card	0.00
Guest Count	42	Other Payment(s)	446.74
Average Per Check	14.77	TOTAL	446.74
SALES		NON SALE REVENUE	
Gross Sales	703.17	Delivery Charge	12.00
NetSales	413.73	TOTAL	12.00
Grand Sales	434.74		
Gross Receipt	446.74	DISCOUNT	
Gross Void	266.45	Check Discount	0.00
NetVoid	253.73	Item Discount	0.00
		TOTAL	0.00
TAXES		Discount Tax	0.00
City Tax	21.01	Void Discount	1.89
TOTAL	21.01	Void Discount Tax	0.09
TAX EXEMPT	0.00	SUMMARY	
OTHER PAYMENT(S)		Opening Balance	400.00
Cash	446.74	Paid In	0.00
TOTAL	446.74	Paid Out	0.00
		Cash Drop	100.00
		Cash Expected	734.74
		Over / Shortage	-644.74

8. The Sales Summary allows you to see each check that has been completed.

						Export as excel	Export as PDF Export
Check No	Transaction Date	Net sales US\$	Total tax amount US\$	Inclusive tax amount US\$	CC Service Charge US\$	Discount US\$	Gross Receipt US\$
1-003	14-Jan-2019 02:11 PM	3.99	0.20	0.00	0.08	0.00	4.27
1-002	14-Jan-2019 02:09 PM	11.97	0.60	0.00	0.25	0.00	12.82
1-014	10-Jan-2019 02:24 PM	15.96	0.80	0.00	0.34	0.00	17.10
1-013	10-Jan-2019 02:21 PM	37.15	1.86	0.00	0.78	0.00	89.79
1-003	10-Jan-2019 11:09 AM	56.21	2.81	0.00	1.18	0.00	60.20
1-008	10-Jan-2019 10:34 AM	25.32	1.26	0.00	0.57	0.00	29.15
1-007	10-Jan-2019 10:32 AM	33.16	1.66	0.00	0.74	0.00	37.56
1-005	10-Jan-2019 10:14 AM	13.15	0.64	0.00	0.32	0.00	16.11
1-004	04-Jan-2019 06:00 PM	1.89	0.09	0.00	0.04	0.00	2.02
1-005	04-Jan-2019 06:00 PM	1.89	0.09	0.00	0.04	0.00	2.02
1-003	04-Jan-2019 05:58 PM	1.89	0.09	0.00	0.04	0.00	2.02
1-002	04-Jan-2019 05:57 PM	1.89	0.09	0.00	0.04	0.00	2.02
1-001	04-Jan-2019 05:57 PM	2.29	0.11	0.00	0.05	0.00	2.45
1-003	31-Dec-2018 11:43 AM	98.77	4.95	0.00	2.07	0.00	105.79
1-001	28-Dec-2018 03:02 PM	104.20	5.26	0.00	2.19	0.00	111.65
1-003	27-Dec-2018 12:25 PM	10.00	0.50	0.00	0.00	0.00	10.50
Total		419.73	21.01	0.00	8.73	0.00	455.47

# 9. You can also click on each check to see exactly what was ordered on there. And send an Email receipt

Customer email				A Send Receipt 🖌 🗲 Back				
Check summary				Order Summary				
Check Number		1-003		Item		Price US\$	Qty	Amount US\$
Date		14-Jan-2019 02:11	2M	BBQ Chicken		3.99	1	3.99
Table		QSR		Sub total				3.99
Seat Number		1						
Server Name		Carson Training						
Gratuity		US\$0.00						
Discount		U5\$0.00						
Card Charge		US\$0.08						
Cash Discount		U5\$0.08						
Total		US\$4.19						
Total Tip		US\$0.00						
Tax Summary								
Туре		Rate %	Amount US\$					
City Тах		5.000	0.20					
Tax Total			0.20					
Payment summary								
Payment No	Туре	Tip US\$	CC Service Charge US	\$ AmountUS\$	Status	Auth code	Tra	rsaction No
0	Cash	0.00	0.0	4 2.00	Success			
1	Cash	0.00	0.0	4 2.19	Success			

### Service Charge Settings

1. Before adding a service charge you must first turn on service charges in the settings tab under store. (cash discount MUST be off for this)

	Service Charge			
	Service Charge Name			
	Cash Discount		<b>○</b> ×	
	Then go to service cha		ge	
3. 4.	Click on add service c Select the card type, s	harge Or Service Charge Service charge percenta	age, and tip perce	ntage
	New Service Charge			
	Card Type *			
	Select Card Type		•	
	Service Charge * %			
			0.00	
	Tip Charge %			
			0.00	
	Close Save			

5. Click save Save

### Signing into the Back Office

- 1. Go to https://www.lingapos.com/signin/
- 2. Type in your Email and password
- 3. Click Login
- 4. This will bring you to your dashboard

LINGA POS	≡	Sale Dashboard				0	👻 UPGRADE 🛛 Carson Train Menu-RibCity 1	8
Carson Training		Sales Customers Employees						
8 8 0 1:		Live Updates				103-JAN-2	019 12:00 AM 03-JAN-2019 11:59 PM V 0	20511
밴 My Stores		NET SALE		ТАХ		TRANSACTIONS		
@ Dashboard		<u>م</u>	Void - US\$0.00	<b>—</b>	Void - US\$0.00		Void - 0	
		<del>- 2</del>	US\$0.00	ā	US\$0.00		0	
🖨 Inventory >		CUSTOMERS		DISCOUNT		REFUNDS		
8 Web Order		8	0	8	US\$0.00	S. ₽ S	US\$0.00	Chat
요. User Management. >		LABOUR		cogs		SPLH		
A Customers >								N Click
		8	0.00%		0.00%		US\$0.00	<u>a</u>
р <sup>®</sup> ют →								
				NET SALES	BYHOUR			
		SALE PER ORDER TYPE			SALE BY TENDER			
				QSR TABLESERVICE TOGO			AMEX VISA MASTER	
				Bar Tab			DISCOVER	

#### **Store Hour Settings**

- 1. Go to settings then store
- 2. Click on store hours up top
- 3. Set your stores hours

Get The Confirmation Before Close The Day	() ×	
SUNDAY *	12 00 AM	11 59 PM
MONDAY *	11 59 PM	11 59 PM
TUESDAY *	12         00         AM           •         •         •	▲ ▲ 11 59 PM
WEDNESDAY *	12         00         AM           •         •         •	▲ ▲ 11 59 PM
THURSDAY *	12         00         AM           •         •         •	▲ ▲ 11 59 PM
FRIDAY *	▲ ▲ 12 00 AM ✔ ✔	▲ ▲ 11 59 PM
SATURDAY *	▲ ▲ 12 00 AM ✔ ✔	▲ ▲ 11 59 PM
Update		

4. <u>Only</u> turn on get the confirmation before the close the day if you run a <u>24 hour store</u>

Get The Confirmation Before Close The Day	● ×
	Undate

5. Click on update at the bottom to save your changes

### Store information

- 1. Click on settings
- 2. Click on store
- 3. Then Store Info up top
- 4. Here you can add general store settings. Such as the name, address, languages, and the time zone.

Name* 🛛	Carson Train Menu-RibCity	Time Zone* 🛛 🛛	(GMT-05:00) Eastern Time (US and Canada)
Phone Number Ø		Languages* 🛛	English X French X
Email 🛛		Store Image 🛛 😡	
Address Line 1 🥥			
Address Line 2 🛛			
City 🛛		Latitude 🛛	Select image
State 😰			0
ZipCode 🛛		Longitude 🛛	0 Get my locatio
Map Satellite			C1
	( (	•	4
			+
Google			Lang data 92015 Terms of Use

- 5. You can also set your map up here by clicking "Get my Location" Get my location
- 6. Click update to save

### Sync Zenpepper with the Back Office

- 1. Go to settings>Store>Web order
  - .

🐮 Web Order

2. Click Sync Data to Web order

SYNC DATA TO WEB ORDER



Apply Changes

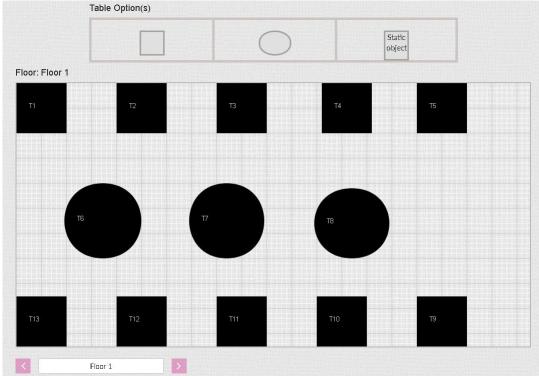


#### **Table Layout**

- 1. Go to Settings>Store>Table Layout
- 2. You can add a floor by clicking add floor
- 3. You can add tables or static objects to the floor by clicking these buttons

		-	
		(	Static
1223 137	COLUMN CONTROLS		object

- 4. You can also edit table names by hitting the edit button
- 5. Once you have your tables added click on apply changes



#### **Tax Reports**

The tax reports show you how much your customers are getting taxed by each tax that is set up in your store. It also shows the net sales and how much of it was tax exempt.

1. Go to reports>Tax report



2. Select the time period you wish to see

Time Period			
Last month	•	► Run	
3. Click run			

4. This is what the report will look like



#### Linga POS Manual 2019

Tax Name	Tax Percentage	Net Sales	Tax amount	Tax Exempt
City Tax	5.000%	US\$309.02	US\$15.27	U5\$0.00
Total			15.27	0.00

5. You can export this report as a excel, PDF, or CSV.

Export as EXCEL A Export as PDF Export as CSV

### **Till Reports**

The till reports will show the till's name, the date it was opened, who opened it, the cash expected, amount that was in the till, and if it was over or short and by how much.

- 1. Go to reports>Till
- ill 🕕 Till
- 2. Select the employee, till type, and a time period

Employee	Till Type	Time Period	
ALL	* ALL	Last 30 days	▼ ► Run
	Run		
3. Click run 💾	Kull		
4. This is what t	the report loo	ks like	



#### Linga POS Manual 2019

			-		
Name	Date	User	Cash Expected US\$	Amount US\$	Over/Shortage US\$
A002 - 1(G)	15-Jan-2019 11:31 AM	John Smith	200.00	200.00	0.00
A002 - 1	04-Jan-2019 11:37 AM	John Smith	200.00	200.00	0.00
A002 - 1(G)	27-Dec-2018 12:28 PM	John Smith	200.00	200.00	0.00
		Total	600.00	600.00	0.00

#### 5. You can also click on the till to see more details about the till

Opened on :	15-Jan-2019 11:31 AM
Opened by :	John Smith

Closed on : 15-Jan-2019 07:00 PM Closed by :

44 Cash Transaction

Total Starting Cash	200.00	
Pay-Outs	0.00	
Pay-Ins	0.00	
Cash Drops	0.00	
Refund	0.00	
Void Cash Amount	0.00	
Cash Transactions	0.00	
Expected Cash in Till	200.00	
Ending Cash Total	200.00	
Differences	US\$0.00	

6. You can export this as a Excel, PDF or CSV

Export as EXCEL 🖉 Export as PDF 📄 Export as CSV

### **Cash Transactions**

- 1. Under the till report go to Cash transaction
- 2. Select the employee, transaction type, and the time period

E	Imployee		Transaction Type		Time Period		
	ALL	Ŧ	ALL	•	Last month	Ŧ	▶ Run
z	Click run	Run					
3.	Click run						

4. This is what the report looks like

#### Linga POS Manual 2019

Transaction Date	Employee	Check #	Node	Transaction Type	Amount US\$	Reason
27-12-2018 12:27 PM	John Smith	2-001	A002	Cash	5.83	
27-12-2018 12:27 PM	John Smith	2-001	A002	Void Cash	-5.83	
21-12-2018 03:46 PM	John Smith	2-001	A002	Cash	16.68	
21-12-2018 03:45 PM	John Smith	1-001	A002	Cash	12.51	
13-12-2018 09:46 AM	John Smith	3-001	A003	Cash	30.48	
10-12-2018 05:02 PM	John Smith	3-003	A003	Cash	5.83	
10-12-2018 05:00 PM	John Smith	3-002	A003	Cash	5.83	
10-12-2018 04:58 PM	John Smith	3-001	A003	Cash	5.83	
06-12-2018 01:07 PM	John Smith	2-003	A002	Cash	15.90	
				Total	93.06	

### 5. You can export this as a Excel, PDF or CSV

Export as EXCEL

### **Transaction Reports**

Transaction Reports will show each transaction made on a certain day or

date range.

Void Transaction Reports will show each transaction that has been voided on

a certain day or date range.

1. To run both of these reports you must choose a tender option, tender name, and a time period.

Tender Option *		Tender Name		Time Period	
By Tender Name	•	All	Ŧ	Today	►Run



3. Here you can see all transactions and voided transactions.

Check Number	Date	Payment No	Tender Name	Card Number (Last 4-digits)	Auth Code	Status	CC Tip Charge US\$	CC Service Charge US\$	Amount US\$	Tip US\$
1-003	27-Dec-2018 12:25 PM	0	FastCash	-	-	Success	0.00	0.00	10.50	0.00
1.001	31-Dec-2018 03:56 PM	0	Cash	-		Success	0.00	2.19	111.65	0.00
1-003	31-Dec-2018 04:03 PM	0	Cash	-	-	Success	0.00	2.07	105.79	0.00
1-001	04-Jan-2019 05:57 PM	0	Cash	-		Success	0.00	0.05	2.45	0.00
1-002	04-Jan-2019 05:57 PM	0	Cash	-		Success	0.00	0.04	2.02	0.00
1-003	04-Jan-2019 05:58 PM	0	Cash	-	-	Success	0.00	0.04	2.02	0.00
1-004	04-Jan-2019 06:00 PM	0	Cash	-		Success	0.00	0.04	2.02	0.00
1-005	04-Jan-2019 06:00 PM	0	Cash	-		Success	0.00	0.04	2.02	0.00
1-003	10-Jan-2019 02:28 PM	0	Cash	-	-	Success	0.00	1.18	60.20	0.00
1-013	10-Jan-2019 02:22 PM	0	Cash			Success	0.00	0.78	39.79	0.00
1-014	10-Jan-2019 02:24 PM	0	Cash	-	-	Success	0.00	0.08	4.07	0.00
1-014	10-Jan-2019 02:26 PM	1	Cash	-		Success	0.00	0.26	13.03	0.00
1-005	10-Jan-2019 10:20 AM	0	Cash			Success	0.00	0.32	16.11	0.00
1-007	10-Jan-2019 10:36 AM	0	Cash	-	-	Success	0.00	0.74	37.56	0.00
1-008	10-Jan-2019 10:37 AM	0	Cash			Success	0.00	0.57	29.15	0.00
1-002	14-Jan-2019 02:11 PM	0	Cash	-	-	Success	0.00	0.25	12.82	0.00
1-003	14-Jan-2019 02:11 PM	0	Cash	-	-	Success	0.00	0.04	2.04	0.00
1-003	14-Jan-2019 02:27 PM	1	Cash	-		Success	0.00	0.04	2.23	0.00
Total							0.00	8.73	455.47	0.00

4. This can be exported as an excel, PDF, or CSV

Export as excel Export as PDF Export as CSV

### **User Management**

- Go to User Management>Users
   You can either edit , reset password , enable sign in , disable sign in , or add a new user
- 3. When adding or editing a user you must give them a name (first and last), a role, language, PIN, and an initial screen when they sign in to the POS.

#### Linga POS Manual 2019

4. If you wish to let them log into the back office you must turn on enable sign in and give them an Email and password.

Enable sign in	
Email *	
Password *	

- 5. Click on save and next at the bottom.
- 6. On the payroll screen you can add a wage either by hourly or monthly

Save & Next

by clicking add payments

7. Select a wage by, effective date, and a salary then click on save.

+ Payments

Mages By Monthly	Ţ
Monuny	
Effective Date	
18-Jan-2019	<b>#</b>
Salary	
	US\$0.00

8. Disable sign in removes their access to the back office.

LINGA POS		Linga POS Manual 2019
9. Enable sign in give them access to th	e back office	🖻 it will ask for a
	Sign in settings	×
	Email *	
	test@mail.com	
	Password *	
	•••••	
	Confirm Password *	
	*******	

Email and a password. Then submit.

10.Reset Password resets the password they use to log into the back office.

Close Submit

New Passwor	1 *	
••••	•	
Confirm Passy	vord *	
•••••	••	
Reset	se	
Adm	n	

11. Type in your new password and click reset.

### **Void Reports**

Void Reports will give you any info about a void that happens within your store. Such as the node, check number, date, item name(s), quantity, price, tax, discount amount, void reason, and who opened and voided the check. Employee will show you what cashier or server voided what check.

- 1. Go to Reports>Void
- 2. Select the node or the Employee, then select the time period.

Node		Time Period		
All	•	Last 7 days	•	🕨 Run
Employee		Time Period		
All		Today	Ψ.	🕨 Run

- 3. Click on run
- 4. This is what the report looks like

► Run

Node	Check #	Date	Item Name	Quantity	Amount US\$	Tax US\$	Discount US\$	Void Reason	Open By	Void By
A001	1-004	21-Jan-2019	Coffee	1	1.89	0.09	0.00	L	Carson Training	Carson Training
A001	1-004	21-Jan-2019	Coffee	1	1.89	0.09	0.00	L	Carson Training	Carson Training
Total				2	3.78	0.18	0.00			

5. It can be exported as a excel, pdf, or CSV.

Export as excel

### Waitlist Settings

1. Go to Settings>Store>Wait list

🖂 Wait List

- 2. Click on add wait list reason Hait List Reason
- 3. Name the reason and hit save

New Wait List Reason	
Wait List Reason *	
Reservation	
Close Save	/

- 4. Then click add wait list <sup>O Wait List</sup>
- 5. Give it a minimum number of seats, max number of seats, and a occupied time

Min Seats *		
Max Seats *		
15		
OccupiedTime *		
02	• 00	



### Departments

Creating a Department

1. Left Tab select Department

LINGA POS	Departments					
Michael Berg						⑦ ⊕ Department
0 ]	I Depar	tments				
My Stores						
② Dashboard	Active				Search	
- Dubindenta		Name	*	Description	\$ Controls	
Products/Items				No records found		
Import/Export						
E Departments						
Coursing						

2. Select 🧿 😏

а

- Department
   on the top Right
- a. Department Name is Mandatory
- b. Description is Optional
- c. Department Code is Option for Accounting Software

Name *	
1	
Enter Name	
Description	
Department Code	
Close Save	

Creating a Coursing

1. Left Tab select Coursing

LINGA POS							
Michael Berg							•≎• ©
Ø Ĵ	E Cours	ing					
My Stores	Active	-1				Search	
⑦ Dashboard	Acut	Name	*	Priority	÷ (	Controls	
曾 Products/Items >			No records four	d			
👼 Import/Export							
E Departments							
Coursing							
Serving Size Levels							

- 2. Select <sup>O Coursing</sup> on the top Right
  - a. Coursing Name is Mandatory
  - b. Priority must be Greater than 1
    - i. Priority is the way it way shows on the iPad while ordering and order it will show in the kitchen if you want it to print by coursing.

Name *			
Priority *			
1			4
Close Save	Save And Publish		
Select S			





### Serving Size Level

Creating additional Serving

1. Left Tab select Serving Size

LINGA POS	Serving size levels				
Michael Berg					Serving Size Level
0 }	Serving Size Levels				
🖬 My Stores	Active				Search:
② Dashboard	Name	*	Description	Controls	Search:
·	EACH			1	
- Import/Export	gm			1	
🖽 Departments	kg			<b>/</b>	
Coursing	lb			1	
<ul> <li>Image: Serving Size Levels</li> <li></li></ul>	oz			1	
Categories	5 10 15 20				
E Sub Categories					
Modifiers					

- 2. Select 🧿 Oserving Size Level on the To Right
  - a. (There are serving size already created as default in the system because of Inventory)
  - b. Serving Size Name is Mandatory
  - c. Description is Option for Accounting Software

Name *	
Description	
Close Save	



### **Creating Taxes – By Item**

LINGA POS	= 1	Taxes						Training Stor
Michael Berg								0 0
0 <b>F</b>		I Taxes						
🖬 My Stores			0					
@ Dashboard		Active					Search:	
W Products/Items	>	Name 🔺	Apply To 🗘	Percentage \$	Default \$	Inclusive 💠	Apply For	Controls
E⊟ Departments								
Coursing								
Serving Size Levels								
🗴 Taxes								
₩ Categories								

- 2. Select 🧿 🕒 🔤 on the Top Right
  - a. Tax Name is Mandatory

New Tax	Тах
	Name *
Name *	County Tax 1%
	Apply To *
Apply To *	ITEM •
Select Apply To	Default tax
	Quantity Based Tax
Percentage *	Inclusive tax
0.000	
Tax Code	Percentage * 0.000
	Tax Code
Close Save And Publish	Close Update Update And Publish

- b. Apply To (Select from the Dropdown Box choose ITEM)
- c. Option to choose (Any or None)
- d. Default Tax
- e. Quantity Base Tax
  - i. If Quantity Base Tax is on
    - 1. Set Percentage click the
    - 2. Must enter a Quantity and %
- f. Inclusive Tax



- g. Percent is Mandatory (Percent must be a whole number) Example6% looks like this 6.000 not 0.600
- h. Tax Code is Option for Accounting Software
- i. Select Save
- j. Or Select Save And Publish then resync each iPad



### **Creating Taxes – By Check**

<b>LINGA POS</b>	≡ Taxes	Training Store 🔨
Michael Berg		🖸 🕂 Tax
0 J*	I Taxes	
👿 My Stores		
⑦ Dashboard	Active Search:	
₩ Products/items >	Name Apply To  Percentage  Default  Inclusive  Apply For Cont	itrols
	No records found	
Import/Export		
E Departments		
Coursing		
Serving Size Levels		
🗴 Taxes		
E Categories		

- 2. Select O Tax on the Top Right
  - a. Tax Name is Mandatory

New Tax	Тах
	Name *
Name *	County Tax 1%
	Apply To •
Apply To *	CHECK
Select Apply To	Apply On Subtotal
Зенест Арріу I0	Check Amount**
Percentage *	U\$\$0.00
0.000	Percentage *
Tax Code	0.000
	Tax Code
	** Tax applicable for the check equal or greater than the entered check amount
Close Save And Publish	Close Update Update And Publish

- b. Apply To (Select from the Dropdown Box choose CHECK)
- c. Option to Apply on Subtotal
- d. Check Amount
  - i. Tax applicable for the check equal or greater than the entered check amount
- e. Select Save
- f. Or Select Save And Publish then resync each iPad



a.

#### **Creating Taxes – By Tax on Item Tax**

<b>LINGA POS</b>	= Taxes	Training Store 🗸
Michael Berg		Ø ⊕ Tax
0 }	⊞ Taxes	
🖬 My Stores		
② Dashboard	Active Search:	
Products/Items		ntrols
- Import/Export	No records found	
Departments		
Coursing		
Serving Size Levels		
🗴 Taxes		
器 Categories		
₫ Taxes		

- 2. Select 🖸 🖸 Tax on the Top Right
  - a. Tax Name is Mandatory

New Tax	Тах
Name *	Name * County Tax 1%
Apply To *	Apply To * TAX ON ITEM TAX
Select Apply To	Percentage *
Percentage *	0.000
0.000	Tax Code
Tax Code	Apply For * Select Some Options
Close Save And Publish	Close Update Update And Publish

- b. Apply To (Select from the Dropdown Box choose ITEM)
- c. Percent is Mandatory (Percent must be a whole number) Example 6% looks like this 6.000 not 0.600
- d. Tax Code is Option for Accounting Software
- e. Apply For you must select the Tax you already created that you want the Tax on Tax Added to.
- Save f. Select Save And Publish q. Or Select
  - then resync each iPad

#### **Creating Taxes – By Tax on Check Tax**

	LINGA POS	≡ Taxes	Training Store 🗸
	Michael Berg		Ø ⊕ Tax
	0 <b>J</b> *	⊞ Taxes	
	🖬 My Stores		
	⑦ Dashboard	Active	Search:
	曾 Products/Items >	Name         Apply To         Percentage         Default         Inclusive         Inclusive           No records found	Apply For Controls
	🖽 Departments		
	Coursing		
	Serving Size Levels		
	值 Taxes		
a.	🗱 Categories		

- 2. Select 9 an the Top Right
  - a. Tax Name is Mandatory

New Tax	Тах
Name *	Name * County Tax 1%
Apply To *	Apply To * TAX ON ITEM TAX
Select Apply To 🔹	Percentage *
Percentage *	0.000
0.000	Tax Code
Tax Code	Apply For * Select Some Options
Close Save And Publish	Close Update Update And Publish

- b. Apply To (Select from the Dropdown Box choose ITEM)
- c. Percent is Mandatory (Percent must be a whole number) Example 6% looks like this 6.000 not 0.600
- d. Tax Code is Option for Accounting Software
- e. Apply For does not need to be an option
- f. Select Save g. Or Select Save And Publish then resync each iPad

#### **Creating Categories**

1. Left Tab select Categories

Michael Berg						0
• •	Categories					
My Stores						Search
② Dashboard	Active	Name	- Department	c Coursing	© Printers	Controls
₩ Products/Items >	**	APPETIZER	Food	APPETIZER	Kitchen	28
Import/Export		BEER	Alcohol	BEVERAGE		
E Departments						
Coursing  Serving Size Levels	$\mathbb{T}$	BEVERAGE	Food	BEVERAGE		28
▲ Taxes		DESSERTS	Food	DESSERT	Kitchen	28

- 2. Select
  - ect Category Name is Mandatory

Category

- b. Department you can select the departments you already programmed, or you can click the and you can add one right from here
- c. Roles
  - i. If left empty, then by default everyone can see the Category
  - ii. You select the roles that are allowed to see this Category
- d. Coursing select what coursing you want for this category
- e. Serving Size Level
  - i. You must select the serving size or sizes that you want offered under this Category
  - ii. If you do not need a serving size, then please select EACH as EACH is used then
- f. Tare Group this is optional and is only used if you have items that use a scale that you need to enter a weight *See Tare Group Instructions*
- g. Hide in POS if you do not want this to show on the iPad then turn ON
- h. Hide in ZenPepper if you do not want this to show on the ZenPepper then turn ON
- i. Is Conventional Not Available under Development
- j. Included default If ON then anything that is created below this category will have these options added atomically
  - i. Tax
  - ii. Kitchen Printers
  - iii. Label Printers
  - iv. Restrict Printers
- k. Taxes Must select the Taxes you already programmed, or you an click the and you can add one right from here
- I. Kitchen Printers Can select the Kitchen Printer you already programmed If no option you can add later



- m. Label Printers Can select the Label Printer you already programmed If no option you can add later
- n. Restrict Printers Can select the Restrict Printer you already programmed If no option you can add later
- o. Display button You can set and add your own picture for a cat pry or select and choose from our library. The ones with a light black back ground are transparent backgrounds. If you selected a background you do not want one anymore to select the
- p. Applicable Time Period by default it is Always is selected or can choose from
  - i. Days of the Week
    - 1. Select what days you want
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time
  - ii. Days of Month
    - 1. Select as many day or days you want
    - 2. Restriction month
      - a. Choose what months this is allowed on for the day or days you selected
    - 3. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iii. Date Rage
    - 1. From date
    - 2. To Date
    - 3. Restriction days
      - a. can restrict what day you do not want during that time.
    - 4. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iv. Specific date
    - 1. Date
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time.
  - v. Start date & end date time
    - 1. From date
    - 2. To Date
    - 3. Restriction days
      - a. can restrict what day you do not want during that time.
    - 4. Restriction time
      - a. Can choose the start time to view this item to the end time
- g. Click Update to Save
- r. Or Click Save And Publish then resync each iPad

#### **Creating Sub Categories**

1. Left Tab select Sub Categories

LINGA POS	Sub categories						Linga Cafe - 8
Michael Berg							O OSub ca
0 3.	Sub categories						
My Stores	All		•				
Dashboard	Active						Search
Products/Items >	Image	Name *	Category ¢	Department 0	Coursing ¢	Printers 0	Controls
Import/Export	Y	COCKTAILS	LIQUOR	Alcohol	BEVERAGE		<ul> <li>8</li> </ul>
Departments							
Coursing	4	CORDIALS	LIQUOR	Alcohol	BEVERAGE		1 8
Serving Size Levels		GIN	LIOUOR	Alcohol	Gin	Kitchen	28
Taxes	Ô	OIN	EQUOR	Acolor	Gill	Kitchen	I =     I
<sup>1</sup> Categories		RUM	LIQUOR	Alcohol	BEVERAGE		28
Sub Categories							
Modifiers		SCO/WHY/BOUR	LIQUOR	Alcohol	Whiskey		× 8
Modifier Groups	Ûæ						
Products/Items							
Display Groups	5 10 15 20						• 1 2 )
Discounts							

- a.
- 2. Select 🧿 Sub category on the top Right
  - a. Sub Category Name is Mandatory
  - b. Coursing If you want to change the coursing what is already selected in the category then do, or you an click the and you can add one right from here or otherwise skip.
  - c. Category Select from what you already programmed
  - d. Serving Size Level
    - i. Apply default serving size levels and it will pull all the serving size you set with that category
    - ii. You can select the serving size or sizes that you want offered under this Category or remove from if you select Apply default.
    - iii. If you do not need a serving size, then please select EACH as EACH is used then
  - e. Tare Group this is optional and is only used if you have items that use a scale that you need to enter a weight *See Tare Group Instructions*
  - f. Hide in POS if you do not want this to show on the iPad then turn ON
  - g. Hide in ZenPepper if you do not want this to show on the ZenPepper then turn ON
  - h. Is Conventional Not Available under Development
  - i. Included default If ON then anything that is created below this category will have these options added atomically
    - i. Tax

- ii. Kitchen Printers
- iii. Label Printers
- iv. Restrict Printers
- j. Taxes Must select the Taxes you already programmed, or you an click the and you can add one right from here
- k. Kitchen Printers Can select the Kitchen Printer you already programmed If no option you can add later
- I. Label Printers Can select the Label Printer you already programmed If no option you can add later
- m. Restrict Printers Can select the Restrict Printer you already programmed If no option you can add later
- n. Display button You can control and add your own picture for a ca ory or select and choose from our library. The ones with a light black back ground are transparent backgrounds. If you selected a background you do not want one anymore to select the
- o. Applicable Time Period by default it is Always is selected or can choose from
  - i. Days of the Week
    - 1. Select what days you want
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time
  - ii. Days of Month
    - 1. Select as many day or days you want
    - 2. Restriction month
      - a. Choose what months this is allowed on for the day or days you selected
    - 3. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iii. Date Rage
    - 1. From date
    - 2. To Date
    - 3. Restriction days
      - a. can restrict what day you do not want during that time.
    - 4. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iv. Specific date
    - 1. Date
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time.
  - v. Start date & end date time
    - 1. From date
    - 2. To Date
    - 3. Restriction days
      - a. can restrict what day you do not want during that time.
    - 4. Restriction time –



a. Can choose the start time to view this item to the end time

- p. Click Update to Save
- g. Or Click Save And Publish then resync each iPad

### **Creating Modifiers**

1. Left Tab select Modifiers

Michael Berg						O OModifier
• J:	Modifiers					
I My Stores						
② Dashboard	Active					Search:
		Name	•	Price	Controls	
Products/Items	"ALLERGY DAIRY"				28	
Import/Export	"ALLERGY EGGS"				<ul> <li>A</li> <li>B</li> </ul>	
te Departments	"ALLERGY GLUTEN"				28	
Coursing	"ALLERGY PEANUTS"					
Serving Size Levels	"ALLERGY SEAFOOD"				100 Contraction of the local sector	
🏝 Taxes	ALLENGT SEAFOOD				× 8	
F Categories	5 10 15 20				• 1 2 3 4	5 6 7 _ 44 +
IE Sub Categories						

- 2. Select <sup>OModifier</sup> on the top Right
  - a. Modifier Name is Mandatory
  - b. Include Default Taxes are already selected
  - c. Taxes Can choose taxes that you programmed or select the X to remove a tax rate
  - d. Kitchen Printers You can select a printer if you always want it to Print to that Printer
  - e. Show MenuItem in Modifier Print is ON and Show Modifier in Menu Print OFF
    - i. Will show modifier on all printer, but the printer selected above will not show the menu item it is from

Prefixes and

erving Size Levels

- f. Show MenuItem in Modifier Print is OFF and Show Modifier in Menu Print ON
  - i. Will show modifier only on the Printer that is selected with the name of the menu item.
- g. Show MenuItem in Modifier Print is ON and Show Modifier in Menu Print ON
  - i. Will show modifier all printer, but will show menu item name on both as well
- h. Show Menultem in Modifier Print is OFF and Show Modifier in Menu Print OFF – Default
  - i. Will show modifier only on the printer selected without the menu item name
- i. Maximum no of Times this is how many times can a modifier be chosen with one menu item. If the modifier exists in more than one group in the same item, then it must be 2 or it cannot be select more than once. No max number the sky is the limit
- j. Modify with to have an option of another modifier group only to that modifier is chosen
- k. Set Price Here
  - i. If turned ON then select Prefixes and Serving Size Level on top right
  - ii. Select OServing Size Level for the number of times you have each different serving size that has a price.
    - 1. Then you select the serving size in the Serving Size Level Column
      - a. Each is the default Serving Size in the Linga
    - 2. Then you select the Price you want to charge for the modifier
- I. Show Modifier is ON
  - i. It will show this modifier in the Modify option on the iPad next to the payment option after ring in an item to be add to any item.

m.Click Update – to Save

n. Or Click Save And Publish then resync each iPad

#### Creating Prefixes to a Modifier

1. Left Tab select Modifiers

Michael Berg				O OModif	fier
0 J	Modifiers				
I My Stores					
@ Dashboard	Active	Name	Price	Search:	
₩ Products/Items >	"ALLERGY DAIRY"				
a Import/Export	"ALLERGY EGGS"				
te Departments	"ALLERGY GLUTEN"				
Coursing	"ALLERGY PEANUTS"			× 8	
<ul> <li>Serving Size Levels</li> <li>Taxes</li> </ul>	"ALLERGY SEAFOOD"			28	
E Categories	5 10 15 20			* <b>1</b> 2 3 4 5 6 7 <u>44</u> *	
E Sub Categories					

- Select the Modifier you want to add a prefix to. You (can create a prefix while creating a Modifier)
  - a. Select the Prefixes and Serving Size Level on top might
  - b. On the right side you will see an add strong Size Levels
  - c. Select the add button for any time you want a prefix to the modifier

		×
	Prefix Name	
		US\$0.00
d	Override modifier price	
u.		

- e. Prefix name
  - i. Example Prefixes are usually (No, Extra, Lite, On Side, and Splash)
- f. Price if there is upcharge sorry no negative amount allowed
- g. Override modifier price this is if the modifier already has a upcharge then you can have example a No prefix that it will override the price to 0.00.

2:34 PM Tue Jan 8 Table STORE	Walkin ይ 🗛	汌	Ϋ́	es a	2	İ	ş 2.6 \$20	
Seats 1	+ ~	PASTA	ENTREES	PIZZA	DESSERTS		2 for \$20	
Check 17-001	FORHERE	Size	Crust Style		Pizza Top	pings		
Seat 1				(7)	3.0			
ENTREE		Add mushroom t	Black Olives	Green P	eppers	Meatball	No	
Cheese Pizza 16" Pan	1 15.00 1 0.00	Mozzarella	Mushrooms	Onie	ons I	Pepperoni	Lite	
Onions	1 1.50	Sausage					Sub	
h.								
2:34 PM Tue Jan 8						8897		
Table STORE	Walkin 🎝 🗛		• °°	4	S.		1 T	
Seats 1	+	PAST	A ENTREES	S P	IZZA	DESSERTS	WINE	
Check 17-001	FORHERE	Size	Crust Sty	le		Nizza Topping		
Seat 1		0						
ENTREE		Add mushroon	n t Black O	lives 0	Green Pepp	ers Mea	itball	
Cheese Pizza 16"	1 15.0 1 0.0	24-24 I 122223	lla Mushro		Onlana	0	-	
ting Groups Mod		114 C	na mushro	ons	Onions	rep	eroni	
ting oroups mou	illers	Sausag	e					
Left Tab select Modifie	er Group							
LIN GA POS     ■ Modifier group     Michael Berg					Contraction of the		g	Linga Cafe - 8378
Michael Berg     o 3 <sup>5</sup> Berg	er Groups							O Modifier Gro
🖙 My Stores							Search	
O Dashboard     Products/Items > 15t Haif	Name +	Pizza Topping =	Serving Size	Levels	1/2 Romano	Modifiers	Controls	
Triport/Export TB Departments  Counting To counting T					1/2 Salsiccia 1/2 Lasagna 1/2 Mel 1/2 Rucola 1/2 Tom Basil 1/2 Cheese 1/2 Meat Lovers 1/2 Black & Blu			
a Johng wateroot A Taxes B Categories B Sub Categories M Modifiers	No				1/2 Bbg Chicker 1/2 Romano 1/2 Salsiccia 1/2 Lasagna 1/2 Mel 1/2 Rucola 1/2 Tom Basil		28	
Modifier Groups     Ifi Products/items					1/2 Cheese 1/2 Meat Lovers 1/2 Black & Blu 1/2 Bbg Chicker			
a. 88 Display Groups ALLERGY	No				"ALLERGY DAIL		28	
Select Ø Modifier	Group on th	e top Rig	ght					
a. Modifier Group	Name is Ma	ndatory						
b. Modifiers – Sele				n ch		what n	nodifier v	ou wa

i. You can have these modifiers show up in:

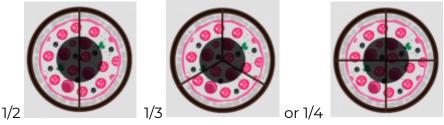
Sort A-Z Sort Z-A

Custom sort

1. Sort A-Z - Default

group.

- 2. Sort Z-A
- 3. Custom Sort
  - a. If you choose Custom Sort before adding the modifiers to the group they will be placed in that order from the start.
- c. Priority By default will be assigned a 1 this can be any number. This is for Modify option on the iPad. This number is the place hold for the modifier groups that you want in the order you want as most import ant to least.
- d. Pizza topping if is ON this give the option to have the Pizza Ring option for



- e. Set Price Here if ON you can set the upcharge for each modifier to be the same upcharge price (You cannot have a different price for any modifier with this option)
- f. Click Update to Save
- g. Or Click Save And Publish then resync each iPad

### **Creating Products/Items – Menu Item Level**

1. Left Tab select Products/Items

Products/Items >	ifi Menu Item 🔥 Bulk Upr	Late					
a Import/Export						0.1	⊕ Menu Item
TE Departments							
	🖽 Menu Iter	ns					
Serving Size Levels	Active					Sea	
🗴 Taxes					-		
E Categories	Image	Name	Category / Sub-category     PIZZA		Price =	Printers a	Controls
III Sub Categories		1/2 & 1/2 Pizza	PIZZA	Serving Size	US\$12.99	Kitchen	18
Modifiers					14" U5\$14.99 16'		
Modifier Groups					16' US\$18.99		
	100	2 Topping Pizza Special	PIZZA	Serving Size	10'	Kitchen	
Display Groups					US\$12.00 14'		
C Discounts					US\$15.00		

- 2. Select <sup>⑦</sup> Menu Item on the top Right
  - a. Menu Item Name is Mandatory 50 charters long
  - b. Secondary Name is for if you want to menu item name to print in the kitchen or Customer Receipt – example English & Chinese 50 charters long
  - c. Description Is right now only for Zenpepper (online ordering) can be up to 160 charters
  - d. Kitchen Print Name If you want a different name for the Kitchen to print.
    - i. Large font in kitchen printer please keep to 11 charters long

- ii. Medium font in kitchen printer please keep to 16 charters long
- e. PLU Code
- f. Level
  - i. Category level this is menu item that show after you select the Category 3:28 PM Tue Jan 8



ii. Subcategory Level – this is menu items that show under the category that then show under a subcategory is selected.

3:29 PM Tue Jan 8							🗢 🖵 28% 🔳
Table QSR	Walkin 🧏 🔎	渆	Ϋ́	Ś	<b>`</b>	Ī	2 for \$20
Seats 1	+ •	PASTA	ENTREES	PIZZA	DESSERTS	WINE	
Check 17-001	QSR	YS	$\blacksquare \not \rightarrow$		$\square$	×××	
Seat 1		COCKTAILS	CORDIA	ALS	GIN	RUM	SCO/WHY/B
		â					
		TEQUILA	VODK	A			
				MENU	ITEMS OF "GIN"	·	
Got Noth	ing !	BEEFEATER	AMON R	To	6 inqueray	WELL GIN	
No orders to c	display	BEEFEATER	BOMB		ANQUERAY	WELL GIN	
	191	9.	1.1.1	201122			

- g. Is Conventional Not Available under Development
- h. Cut and modify if on and the modifier group that you attach to this item also has ON that it is for Pizza Topping then it will show the Pizza Ring option
  - i. If ON Number of Slice



- i. Price Level Setting Please go to Price Level Instructions Page
- j. Measure Type Choose:
  - i. MENU ITEM

1

- 1. Select a Size that was setup from the Category/Subcategory Level
- 2. Each is the default if no serving size is needed
- 3. Price

Measure Type *	MENU ITEM		¥	
Prices *				
Serving Size		Price		
EACH	•			US\$0.00



- k. Included default If ON then anything that is created below this category will have these options added atomically
  - i. Tax
  - ii. Kitchen Printers
  - iii. Label Printers
  - iv. Restrict Printers
- I. Taxes Must select the Taxes you already programmed, or you an click the and you can add one right from here
- m. Kitchen Printers Can select the Kitchen Printer you already programmed If no option you can add later
- n. Label Printers Can select the Label Printer you already programmed If no option you can add later
- o. Restrict Printers Can select the Restrict Printer you already programmed If no option you can add later
- p. Do not show Button on POS so you can still have it on Zenpepper but not the POS
- q. EBT Menu Item if you have retail items that can be paid by EBT turn this ON
- r. Display button You can control and add your own picture for a ca ory or select and choose from our library. The ones with a light black back ground are transparent backgrounds. If you selected a background you do not want one anymore to select the
- s. Applicable Time Period by default it is Always is selected or can choose from
  - i. Days of the Week
    - 1. Select what days you want
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time
  - ii. Days of Month
    - 1. Select as many day or days you want
    - 2. Restriction month
      - a. Choose what months this is allowed on for the day or days you selected
    - 3. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iii. Date Rage
    - 1. From date
    - 2. To Date
    - 3. Restriction days
      - a. can restrict what day you do not want during that time.
    - 4. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iv. Specific date
    - 1. Date
    - 2. Restriction time –



- a. Can choose the start time to view this item to the end time.
- v. Start date & end date time
  - 1. From date
  - 2. To Date
  - 3. Restriction days
    - a. can restrict what day you do not want during that time.
  - 4. Restriction time
    - a. Can choose the start time to view this item to the end time
- t. Click Update to Save
- u. Or Click Save And Publish then resync each iPad

### **Creating Products/Items – Serving Size Level**

1. Left Tab select Products/Items

		LINGA POS	Menu items						Linga Cafe - 8378 🗸
		₩ Products/Items >	ifi Menu Item 💰 Bulk Update						
		a Import/Export						C	O Menu Item O Retail Item
		CE Departments							
		Coursing	I Menu Items						
		47 Serving Size Levels	Active						Search
		🗴 Taxes	Image	Name *	Category / Sub-category	: Туре	Price a	Printers	Controls
		E Categories		1/2 & 1/2 Pizza	PIZZA	Serving Size	10'	Kitchen	2 8
		Modifiers					14' US\$14.99		
		Modifier Groups					16' US\$18.99		
		iff Products/Items		2 Topping Pizza Special	PIZZA	Serving Size	10" (05512.00)	Kitchen	
	a.	Display Groups     Discounts					14" US\$15.00 16'		
	a.						16'		
			enu Item						
2.	Select			on the top F	≷ight				
	-	Monulton		ic Mandaton	EO obortoro lo				
	d.	menu iten	iname	is manualory	r – 50 charters lo	лg			

- b. Secondary Name is for if you want to menu item name to print in the kitchen or Customer Receipt – example English & Chinese 50 charters long
- c. Description Is right now only for Zenpepper (online ordering) can be up to 160 charters
- d. Kitchen Print Name If you want a different name for the Kitchen to print.
  - i. Large font in kitchen printer please keep to 11 charters long
  - ii. Medium font in kitchen printer please keep to 16 charters long
- e. PLU Code
- f. Level
  - i. Category level this is menu item that show after you select the Category



ii. SubCategory Level – this is menu items that show under the category that then show under a subcategory is selected.

						Ŷ	28% 💽
n 名 Ali	эш <b>ь</b>	Ϋ́	Ś	1	1	2 for \$20	$\odot$
+ -			PIZZA	DESSERTS	WINE		_
QSR	Y	I 🗳			×××	ſ	
	COCKTAILS	CORDIA	ALS	GIN	RUM	SCO/	WHY/B
	÷						
	TEQUILA	VODK	A				
			MENU	ITEMS OF "GIN	•		
			T	G			
	BEEFEATER		~	v 0.	WELL GIN		
	$+ \circ$	QSR PASTA QSR COCKTAILS COCKTAILS TEQUILA EEEEEAEC	ASR PASTA ENTREES	PASTA ENTREES PIZZA QSR QSR COCKTAILS COCKTAILS COCRDIALS COCRDIALS COCRDIALS COCRDIALS COCRDIALS COCRDIALS COCRDIALS COCRDIALS COCRDIALS COCRDIALS COCRDIALS COCRDIALS COCRDIALS COCRDIALS	PASTA     ENTREES     PIZZA     DESSERTS       QSR     COCKTAILS     COCDIALS     GIN       Image: Cocktails     Image: Cocktails     Image: Cocktails     GIN       Image: Cocktails     Image: Cocktails     Image: Cocktails     Image: Cocktails       Image: Cocktails     Image: Cocktails     Image: Cocktails     Image:	PASTA     ENTREES     PIZZA     DESSERTS     WINE       QSR     Image: Cocktails     Image: C	Image: Constraints       Image: Co

- g. Is Conventional Not Available under Development
- h. Cut and modify if on and the modifier group that you attach to this item also has ON that it is for Pizza Topping then it will show the Pizza Ring option
  - i. If ON Number of Slice



- i. Price Level Setting Please go to Price Level Instructions Page
- j. Measure Type Choose:

1.

- i. SERVING SIZE
  - 1. Select a Size choose from the serving size like (Small, Medium)
  - 2. S.No this is the order that you want to come up first

3. Price

feasure Type *	SERVING SIZE		•
hices *			
Serving Size	5.No	Price	
SMALL	* 0		US\$3.50
MEDIUM	•] [•		U\$\$5.50

- k. Included default If ON then anything that is created below this category will have these options added atomically
  - i. Tax
  - ii. Kitchen Printers
  - iii. Label Printers
  - iv. Restrict Printers
- I. Taxes Must select the Taxes you already programmed, or you an click the and you can add one right from here
- m. Kitchen Printers Can select the Kitchen Printer you already programmed If no option you can add later
- n. Label Printers Can select the Label Printer you already programmed If no option you can add later
- o. Restrict Printers Can select the Restrict Printer you already programmed If no option you can add later
- p. Do not show Button on POS so you can still have it on Zenpepper but not the POS
- q. EBT Menu Item if you have retail items that can be paid by EBT turn this ON
- r. Display button You can control and add your own picture for a ca ory or select and choose from our library. The ones with a light black back ground are transparent backgrounds. If you selected a background you do not want one anymore to select the
- s. Applicable Time Period by default it is Always is selected or can choose from
  - i. Days of the Week
    - 1. Select what days you want
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time
  - ii. Days of Month
    - 1. Select as many day or days you want
    - 2. Restriction month
      - a. Choose what months this is allowed on for the day or days you selected
    - 3. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iii. Date Rage
    - 1. From date

- 2. To Date
- 3. Restriction days
  - a. can restrict what day you do not want during that time.
- 4. Restriction time
  - a. Can choose the start time to view this item to the end time
- iv. Specific date
  - 1. Date
  - 2. Restriction time
    - a. Can choose the start time to view this item to the end time.
- v. Start date & end date time
  - 1. From date
  - 2. To Date
  - 3. Restriction days
    - a. can restrict what day you do not want during that time.
  - 4. Restriction time
    - a. Can choose the start time to view this item to the end time

t. Click Update – to Save

Or Click Save And Publish then resync each iPad

### Creating Products/Items – Open Item

1. Left Tab select Products/Items

Products/Items	ifi Menu Item 🚯 Bulk Upd	late						
a Import/Export								⊙ ⊙ Menu Item
TE Departments								
	III Menu Iter	ns						
477 Serving Size Levels	Active							Search
🖞 Taxes	Image	Name		Category / Sub-category		Price	c Printers	<ul> <li>Controls</li> </ul>
Categories	tmage		• PIZZA	Category / Sub-Category	Туре	10'		
Sub Categories		1/2 & 1/2 Pizza	PIZZA		Serving Size	U5\$12.99	Kitchen	× 8
Modifiers						14" US\$14.99 16'		
Modifier Groups						16' US\$18.99		
	1000	2 Topping Pizza Special	PIZZA		Serving Size	10'	Kitchen	
😤 Display Groups						US\$12.00 14'		
C Discounts	and a second					14' US\$15.00 16'		

2. Select

• Menu Item on the top Right

- a. Menu Item Name is Mandatory 50 charters long
- b. Secondary Name is for if you want to menu item name to print in the kitchen or Customer Receipt – example English & Chinese 50 charters long
- c. Description Is right now only for Zenpepper (online ordering) can be up to 160 charters
- d. Kitchen Print Name If you want a different name for the Kitchen to print.
  - i. Large font in kitchen printer please keep to 11 charters long
  - ii. Medium font in kitchen printer please keep to 16 charters long
- e. PLU Code
- f. Level

 $\mathcal{O}$ 

i. Category level – this is menu item that show after you select the Category



ii. SubCategory Level – this is menu items that show under the category that then show under a subcategory is selected.

3:29 PM Tue Jan 8						-	🗢 🗔 28% 💽
Table QSR	Walkin 🧏 🔠	<u>э</u> шь	Ϋ́	Ś	ì	1	2 for \$20
Seats 1	+ •	PASTA	ENTREES	PIZZA	DESSERTS	WINE	
Check 17-001	QSR	Y	$\square \not \ominus$			×××	
Seat 1		COCKTAILS	CORDIA	ALS	GIN	RUM	SCO/WHY/B
	1	1.Q					
		TEQUILA	VODK	A			
					ITEMS OF "GIN"	·	
Got Nothin	ng !	BEEFEATER	PWR4	To	6 Inqueray	WELL GIN	
No orders to dis	splay	BEEFEATER	BOMB		ANQUERAY	WELL GIN	

- g. Is Conventional Not Available under Development
- h. Cut and modify if on and the modifier group that you attach to this item also has ON that it is for Pizza Topping then it will show the Pizza Ring option
  - i. If ON Number of Slice

#### Linga POS Manual 2019



2 =	<b>3</b> =		4 =	
-----	------------	--	-----	--

- i. Price Level Setting Please go to Price Level Instructions Page
- j. Measure Type Choose:

1.

- i. OPEN ITEM
  - 1. Select a Size that was setup from the Category/Subcategory Level
  - 2. Each is the default if no serving size is needed

3.	Price					
	Measure Type *	MENU ITEM		T		
	Prices *					
	Serving Size		Price			
	EACH	Ŧ			US	\$0.00
	D (GIT					

- k. Included default If ON then anything that is created below this category will have these options added atomically
  - i. Tax
  - ii. Kitchen Printers
  - iii. Label Printers
  - iv. Restrict Printers
- I. Taxes Must select the Taxes you already programmed, or you an click the and you can add one right from here
- m. Kitchen Printers Can select the Kitchen Printer you already programmed If no option you can add later
- n. Label Printers Can select the Label Printer you already programmed If no option you can add later
- o. Restrict Printers Can select the Restrict Printer you already programmed If no option you can add later
- p. Do not show Button on POS so you can still have it on Zenpepper but not the POS
- q. EBT Menu Item if you have retail items that can be paid by EBT turn this ON
- r. Display button You can control and add your own picture for a catory or select and choose from our library. The ones with a light black back ground are transparent backgrounds. If you selected a background your ont want one anymore to select the
- s. Applicable Time Period by default it is Always is selected or can choose from
  - i. Days of the Week
    - 1. Select what days you want
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time
  - ii. Days of Month
    - 1. Select as many day or days you want

- 2. Restriction month
  - a. Choose what months this is allowed on for the day or days you selected
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  - a. Can choose the start time to view this item to the end time
- iii. Date Rage
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  - 2. To Date
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  - 4. Restriction time
    - a. Can choose the start time to view this item to the end time
- iv. Specific date
  - 1. Date
  - 2. Restriction time
    - a. Can choose the start time to view this item to the end time.
- v. Start date & end date time
  - 1. From date
  - 2. To Date
  - 3. Restriction days
    - a. can restrict what day you do not want during that time.
  - 4. Restriction time
    - a. Can choose the start time to view this item to the end time

#### t. Click Update - to Save

Or Click Save And Publish then resync each iPad

### **Creating Products/Items – Scale**

1. Left Tab select Products/Items

Import/Export								O ⊕ Menu Item
CE Departments								
Coursing	III Menu Ite	ms						
Serving Size Levels	Active							Search
🛕 Taxes		Name				Price	<ul> <li>Printers</li> </ul>	= Controls
Categories	Image		•	Category / Sub-category	Туре			
E Sub Categories		1/2 & 1/2 Pizza	PIZZA		Serving Size	10'	Kitchen	1
Modifiers						14'		
Modifier Groups						16' US\$18.99		
謂 Products/Items	100	2 Topping Pizza Special	PIZZA		Serving Size	10'	Kitchen	28
8 Display Groups	1					05\$12.00		
C Discounts						US\$15.00 16'		

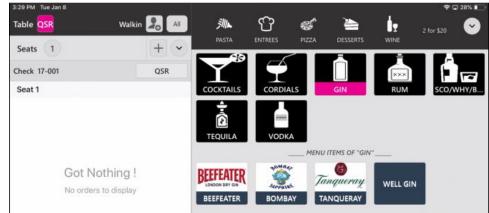
- 2. Select
  - a. Menu Item Name is Mandatory 50 charters long

on the top Right

- b. Secondary Name is for if you want to menu item name to print in the kitchen or Customer Receipt – example English & Chinese 50 charters long
- c. Description Is right now only for Zenpepper (online ordering) can be up to 160 charters
- d. Kitchen Print Name If you want a different name for the Kitchen to print.
  - i. Large font in kitchen printer please keep to 11 charters long
  - ii. Medium font in kitchen printer please keep to 16 charters long
- e. PLU Code
- f. Level
  - i. Category level this is menu item that show after you select the Category



ii. SubCategory Level – this is menu items that show under the category that then show under a subcategory is selected.





- g. Is Conventional Not Available under Development
- h. Cut and modify if on and the modifier group that you attach to this item also has ON that it is for Pizza Topping then it will show the Pizza Ring option
  - i. If ON Number of Slice



- i. Price Level Setting Please go to Price Level Instructions Page
- j. Measure Type Choose:

1.

- i. SCALE
  - 1. If you have a tare group, you can select (optional) See Tare Group Instructions
  - 2. Select a Size that was setup from the Category/Subcategory Level
  - 3. Each is the default if no serving size is needed
  - 4. Price

Measure Type *	MENU ITEM		v	
Prices *				
Serving Size		Price		
EACH	Ŧ			US\$0.00

- k. Included default If ON then anything that is created below this category will have these options added atomically
  - i. Tax
  - ii. Kitchen Printers
  - iii. Label Printers
  - iv. Restrict Printers
- I. Taxes Must select the Taxes you already programmed, or you an click the and you can add one right from here
- m. Kitchen Printers Can select the Kitchen Printer you already programmed If no option you can add later
- n. Label Printers Can select the Label Printer you already programmed If no option you can add later
- o. Restrict Printers Can select the Restrict Printer you already programmed If no option you can add later
- p. Do not show Button on POS so you can still have it on Zenpepper but not the POS
- q. EBT Menu Item if you have retail items that can be paid by EBT turn this ON
- r. Display button You can contained and add your own picture for a ca ory or select and choose from our library. The ones with a light black back ground are transparent backgrounds. If you selected a background you do not want one any more to select the
- s. Applicable Time Period by default it is Always is selected or can choose from

- i. Days of the Week
  - 1. Select what days you want
  - 2. Restriction time
    - a. Can choose the start time to view this item to the end time
- ii. Days of Month
  - 1. Select as many day or days you want
  - 2. Restriction month
    - a. Choose what months this is allowed on for the day or days you selected
  - 3. Restriction time
    - a. Can choose the start time to view this item to the end time
- iii. Date Rage
  - 1. From date
  - 2. To Date
  - 3. Restriction days
    - a. can restrict what day you do not want during that time.
  - 4. Restriction time
    - a. Can choose the start time to view this item to the end time
- iv. Specific date
  - 1. Date
  - 2. Restriction time
    - a. Can choose the start time to view this item to the end time.
- v. Start date & end date time
  - 1. From date
  - 2. To Date
  - 3. Restriction days
    - a. can restrict what day you do not want during that time.
  - 4. Restriction time
    - a. Can choose the start time to view this item to the end time
- t. Click Update to Save

u. Or Click Save And Publish then resync each iPad

#### Creating Products/Items – Menu Item Level & Open Item with Price Level Settings

1. Left Tab select Products/Items

	Menu Item 🚯 Bulk Updat									
.a Import/Export									0	Menu Item
TE Departments										
Coursing	I Menu Items	S								
17 Serving Size Levels	Active								54	sarch
₫ Taxes	Image	Name		Category / Sub-category	0	Туре	Price		Printers :	
E Categories	smage			Category / Sub-Category			10'			
III Sub Categories		1/2 & 1/2 Pizza	PIZZA		Servi	ing Size	US\$12.99	Kitcher	1	18
Modifiers							14' US\$14.99			
<ul> <li>Modifier Groups</li> </ul>							16" US\$18.99			
ifi Products/Items	NTS.	2 Topping Pizza Special	PIZZA		Servi	ing Size	10'	Kitcher	n.)	
2 Display Groups	and the second sec						US\$12.00 14'			

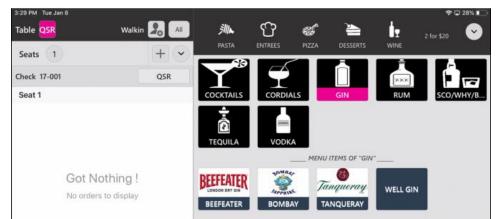
2. Select 🤇

Henu Item on the top Right

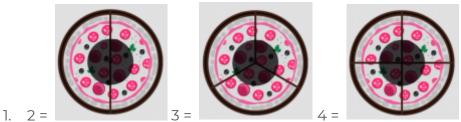
- a. Menu Item Name is Mandatory 50 charters long
- b. Secondary Name is for if you want to menu item name to print in the kitchen or Customer Receipt – example English & Chinese 50 charters long
- c. Description Is right now only for Zenpepper (online ordering) can be up to 160 charters
- d. Kitchen Print Name If you want a different name for the Kitchen to print.
  - i. Large font in kitchen printer please keep to 11 charters long
  - ii. Medium font in kitchen printer please keep to 16 charters long
- e. PLU Code
- f. Level
  - i. Category level this is menu item that show after you select the Category

3:28 PM Tue Jan 8 Table QSR	Walkin	All	¥	8	*	€	浉	<mark>ج</mark>
Seats 1		+ •	LIQUOR	BEVERAGE	APPETIZER	SALAD	PASTA	ENTR
Check 17-001		QSR	_		MENU ITE	MS OF "BEVE		
Seat 1			Ő		5 \ <u>s</u>	oke	Spri	te (
			REGULAR CO	DECAF	COFFEE	IET COKE	SPRIT	E

ii. SubCategory Level – this is menu items that show under the category that then show under a subcategory is selected.



- g. Is Conventional Not Available under Development
- h. Cut and modify if on and the modifier group that you attach to this item also has ON that it is for Pizza Topping then it will show the Pizza Ring option
  - i. If ON Number of Slice



- i. Price Level Setting ON
- j. Measure Type Choose:
  - i. MENU ITEM
    - 1. Select a Size that was setup from the Category/Subcategory Level
    - 2. Each is the default if no serving size is needed
    - 3. Price for each Price Level if you need to Add more Price Level select

Measure Type *	MENU ITEM			Ŧ
Prices *				
Serving Size	Price			
EACH *	Pricing Level	Price	• ×	
	1	US\$0.00		
	2	US\$0.00		
	3	US\$0.00	×	

- the
- 4. Price level currently only work with Display Group Please see *Display Group Instructions*



- k. Included default If ON then anything that is created below this category will have these options added atomically
  - i. Tax
  - ii. Kitchen Printers
  - iii. Label Printers
  - iv. Restrict Printers
- I. Taxes Must select the Taxes you already programmed, or you an click the and you can add one right from here
- m. Kitchen Printers Can select the Kitchen Printer you already programmed If no option you can add later
- n. Label Printers Can select the Label Printer you already programmed If no option you can add later
- o. Restrict Printers Can select the Restrict Printer you already programmed If no option you can add later
- p. Do not show Button on POS so you can still have it on Zenpepper but not the POS
- q. EBT Menu Item if you have retail items that can be paid by EBT turn this ON
- r. Display button You can control and add your own picture for a catory or select and choose from our library. The ones with a light black back ground are transparent backgrounds. If you selected a background you do not want one any more to select the
- s. Applicable Time Period by default it is Always is selected or can choose from
  - i. Days of the Week
    - 1. Select what days you want
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time
  - ii. Days of Month
    - 1. Select as many day or days you want
    - 2. Restriction month
      - a. Choose what months this is allowed on for the day or days you selected
    - 3. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iii. Date Rage
    - 1. From date
    - 2. To Date
    - 3. Restriction days
      - a. can restrict what day you do not want during that time.
    - 4. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iv. Specific date
    - 1. Date
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time.
  - v. Start date & end date time

- 1. From date
- 2. To Date
- 3. Restriction days
  - a. can restrict what day you do not want during that time.
- 4. Restriction time –

Save

a. Can choose the start time to view this item to the end time

t. Click Update – to

Or Click Save And Publish then resync each iPad

#### Creating Products/Items – Serving Size Level with Price Level Settings

Products/Items >	ifi Menu Item – \delta	Bulk Update								
a Import/Export									0	Menu Item
TE Departments										
Coursing	III Mer	nu Items								
47 Serving Size Levels	Acti									earch
₫ Taxes			Name				Type Price			
Categories	in in	nage			Category / Sub-category			÷.	Printers	: Controls
Sub Categories		1	1/2 & 1/2 Pizza	PIZZA		Serving Size	US\$12.99		Kitchen	1
Modifiers							14" US\$14.99			
<ul> <li>Modifier Groups</li> </ul>							16' US\$18.99			
iff Products/Items	100	2	2 Topping Pizza Special	PIZZA		Serving Size	10'		Kitchen	
H Display Groups							US\$12.00 14'			
C Discounts							US\$15.00 16'			

- 2. Select <sup>O</sup>
- Henu Item on the top Right
- a. Menu Item Name is Mandatory 50 charters long
- b. Secondary Name is for if you want to menu item name to print in the kitchen or Customer Receipt – example English & Chinese 50 charters long
- c. Description Is right now only for Zenpepper (online ordering) can be up to 160 charters
- d. Kitchen Print Name If you want a different name for the Kitchen to print.
  - i. Large font in kitchen printer please keep to 11 charters long
  - ii. Medium font in kitchen printer please keep to 16 charters long



θ

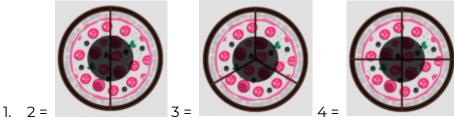
- e. PLU Code
- f. Level
  - i. Category level this is menu item that show after you select the Category

3=28 PM Tue Jan 8 Table QSR	Walkin ଯ 🔺	• ¥	8	*	Ð	浉	ť
Seats 1	+		BEVERAGE	APPETIZER.	SALAD	PASTA	ENTR
Check 17-001	QSR				MS OF "BEVE		
Seat 1		0			oke	Spri	te (
		REGULAR CO	DECAF	COFFEE	IET COKE	SPRIT	E

ii. SubCategory Level – this is menu items that show under the category that then show under a subcategory is selected.

3:29 PM Tue Jan 8 Table QSR	Walkin ଯ 🗚	洲	Ϋ́	ef 🎽	1.	♥ □ 28% ■) 2 for \$20
Seats 1	+ •	PASTA	ENTREES I	PIZZA DESSERTS	WINE	
Check 17-001	QSR	Y <sup>®</sup>	$\Rightarrow$		×××	
Seat 1		COCKTAILS	CORDIALS	GIN	RUM	SCO/WHY/B
		÷				
		TEQUILA	VODKA			
				_ MENU ITEMS OF "GIN		
Got Not	thing !	BEEFEATER	*DMB4+	Tanqueray		
No orders t	o display	BEEFEATER	BOMBAY	TANQUERAY	WELL GIN	
				- 113		

- g. Is Conventional Not Available under Development
- h. Cut and modify if on and the modifier group that you attach to this item also has ON that it is for Pizza Topping then it will show the Pizza Ring option
  - i. If ON Number of Slice



- i. Price Level Setting ON
- j. Measure Type Choose:
  - i. MENU ITEM
    - 1. Select a Size that was setup from the Category/Subcategory Level
    - 2. Each is the default if no serving size is needed



		5. 1 1100 101 00	dent nee Levenny		
Measure Type *		SERVING SIZE			Applicable time period *
Prices *					
Serving Size	S.No		Price		
SMALL *	0		Pricing Level	Price	• ×
			1	US\$	3.50
			2	US\$	0.00
lb •	1		Pricing Level	Price	• ×
			1	US\$	5.50
			2	US\$	0.00
			• Serving size level		

#### 3. Price for each Price Level if you need to Add more Price Levels select

#### the

- 4. Price level currently only work with Display Group Please see *Display Group Instructions*
- k. Included default If ON then anything that is created below this category will have these options added atomically
  - i. Tax
  - ii. Kitchen Printers
  - iii. Label Printers
  - iv. Restrict Printers
- I. Taxes Must select the Taxes you already programmed, or you Can click the and you can add one right from here
- m. Kitchen Printers Can select the Kitchen Printer you already programmed If no option you can add later
- n. Label Printers Can select the Label Printer you already programmed If no option you can add later
- o. Restrict Printers Can select the Restrict Printer you already programmed If no option you can add later
- p. Do not show Button on POS so you can still have it on Zenpepper but not the POS
- q. EBT Menu Item if you have retail items that can be paid by EBT turn this ON
- r. Display button You can et and add your own picture for a catory or select and choose from our library. The ones with a light black back ground are transparent backgrounds. If you selected a background you do not want one anymore to select the
- s. Applicable Time Period by default it is Always is selected or can choose from
  - i. Days of the Week

- 1. Select what days you want
- 2. Restriction time
  - a. Can choose the start time to view this item to the end time
- ii. Days of Month
  - 1. Select as many day or days you want
  - 2. Restriction month
    - a. Choose what months this is allowed on for the day or days you selected
  - 3. Restriction time
    - a. Can choose the start time to view this item to the end time
- iii. Date Rage
  - 1. From date
  - 2. To Date
  - 3. Restriction days
    - a. can restrict what day you do not want during that time.
  - 4. Restriction time
    - a. Can choose the start time to view this item to the end time
- iv. Specific date
  - 1. Date
  - 2. Restriction time
    - a. Can choose the start time to view this item to the end time.
- v. Start date & end date time
  - 1. From date
  - 2. To Date
  - 3. Restriction days
    - a. can restrict what day you do not want during that time.
  - 4. Restriction time
    - a. Can choose the start time to view this item to the end time
- t. Click Update to Save
- u. Or Click Save And Publish then resync each iPad

#### Attaching Mandatory Modifier Groups to a Menu Item – Menu Item Level



b. Select

LINGA POS	Menu items						
Products/Items	> ill Menu Item 🔥 Bulk Update						
Import/Export						0	O Menu Item O Reta
E Departments							
	III Menu Items						
7 Serving Size Levels	Active					6	arch
Taxes	Image	Name	Category / Sub-cat	regory c Type	Price =	Printers =	Controls
F Categories	image	1/2 & 1/2 Pizza	PIZZA	Serving Size	10'	Kitchen	
Sub Categories		1/2 & 1/2 P028	PIZZA	serving size	U5\$12.99	Kitchen	✓ 8
Modifiers					14" US\$14.99		
Modifier Groups					16" US\$18.99		
	NT.S.	2 Topping Pizza Special	PIZZA	Serving Size	10'	Kitchen	
Display Groups					US\$12.00 14'		_
3 Discounts					U\$\$15.00		

- 2. After selecting a menu item or being on the menu item you want added to
  - a. Select "Mandatory Modifier Groups" on the top of the menu item

Menu Item							
1 Basic De	etails	Included Modifiers	Optional Mo	difier Groups		Mandatory N	Modifier Groups
Name *	ABSOLUT		Inherit Settings From Sub- category	Kitchen	Label	Restrict	
Secondary Name				printers	printers	printers	

- Mandatory Modifier to attach a modifier group
- i. Modifier Group select the drop-down arrow and choose or type the group name you want to attach
- ii. Minimum Quantity If You want to be forced to choose something then at least 1. If they do not have to choose 1 but cannot over a certain number, then 0
- iii. Maximum Quantity You must have a number greater then 0
- iv. Display order in the order of the modifier group you want to show 1,2,3 ect..
  - 1. All optional Modifier Groups will show up after Mandatory Modifier Groups no matter what.
- v. You can override any modifier price by just entering in the price next to the modifier you want to upcharge

Sides 😂	Mandatory Modi	ifier				
Modifier Gro	oup *	Sides	¥	Mi	nimum Quantity *	
Override Pri	ice			Ma	ximum Quantity *	
				Di	play order *	
Modifiers			Override Price		EACH	
French Fries				*		U\$\$0.00
Garlic Mash	ed			*		U\$\$0.00
Baked Potat	0			*		U\$\$0.00
Loaded Mas	hed			1		U\$\$0.00
Veggies				*		U\$\$0.00



- vi. If the modifier has an upcharge already you can select Override Price check box and give it a new price just for this item, you are on.
- vii. You can attach as many Optional Modifier Groups as you

want to any menu item just keep selecting And follow steps i to iv above.

- c. Click Update to Save
- d. Or Click Save And Publish then resync each iPad

#### Set Tiered Pricing to a Modifier Group – Menu Item Level

LINGA POS	Menu items						
Products/Items	illi Menu Item 🚯 Bulk Update						
a Import/Export						0	O Menu Item     O Ret
E Departments							
	III Menu Items						
V Serving Size Levels	Active						
h Taxes		Name					iearch
E Categories	Image			Sub-category = Type		Printers	Controls
Sub Categories		1/2 & 1/2 Pizza	PIZZA	Serving Size	10' US\$12.99	Kitchen	× 8
Modifiers					14" US\$14.99		
Modifier Groups					16" US\$18.99		
	1000	2 Topping Pizza Special	PIZZA	Serving Size	10'	Kitchen	
8 Display Groups					US\$12.00 14"		
C Discounts					US\$15.00 16'		

- a. Select Optional or Mandatory Modifier Group
- b. Select the modifier group you want to Set Tiered Pricing too.
  - i. Put a check in the check box for Set Tiered Price

O Set Tiered Price

- ii. Then select
- iii. Serving Level select the drop-down arrow
  - 1. Choose the serving size for that menu item if there are

Set Tiered Price

more than one size then you must select to do this for any additional sizes.

- iv. After you added the serving size or EACH
  - 1. Select Add tiered price
  - 2. First put how many you want set price to be free of charge till being free or first charge one price second charge another price and then all after charging different rate and so on and so on.
  - 3. Set Price for choose All or Each
  - 4. Price give a price or leave at \$0.00

#### This example with charge the $1^{st}$ \$.50 cents and then nothing after.

EACH 🕄	O Set Tiered Price						
Serving Level	•	EACH		*			
Price			Sequence	Quantity	Set Price for	Price	
			First	1	Each	• US\$0.50	×
			Next	2	Each	• US\$0.00	×
					Add tiered price		

This example with charge the 3 are Free and then \$.50 cents for everyone after.

# **<b>LINGA POS**

EACH O Set Tiered Pri	ice				
Serving Level *	EACH		Ŧ		
Price	Sequence	Quantity	Set Price for	Price	
	First	3	Each	•	US\$0.00
	Next	1000	Each	•	US\$0.50 ×
			<ul> <li>Add tiered price</li> </ul>		

c. Click Update – to Save

d. Or Click Save And Publish then resync each iPad

### 😫 LINGA POS

Attaching Optional Modifier Groups to a Menu Item – Menu Item Level

1. Left Tab select Products/Items

Products/Items >	ifi Menu Item 📣 Bulk Update	States and the second second			THE REPORT OF THE PARTY OF THE			
	The local state of the local sta							
Import/Export								O Menu Item O Reta
E Departments								
Coursing	III Menu Items							
Serving Size Levels	Active							Search
🖄 Taxes		Name				Price	-	
Categories	Image			Category / Sub-category	о Тури		<ul> <li>Printers</li> </ul>	Controls
Sub Categories		1/2 & 1/2 Pizza	PIZZA		Serving Size	10" US\$12.99	Kitchen	2
Modifiers						14" U5\$14.99		
Modifier Groups						16' US\$18.99		
ifi Products/Items	100	2 Topping Pizza Special	PIZZA		Serving Size	10"	Kitchen	
B Display Groups	and the second					US\$12.00 14		
C Discounts						14"		

- 2. After selecting a menu item or being on the menu item you want added to
  - a. Select "Optional Modifier Groups" on the top of the menu item

Menu Item							
1 Basic D	) etails Inc	luded Modifiers	Optional Modif	ier Groups		Mandatory Mor	difier Groups
Name *	ABSOLUT	Inherit Set category	tings From Sub-	Kitchen	Label	Restrict	
Secondary Name				printers	printers	printers	

b. Select
Optional Modifier

\_\_\_\_ to attach a modifier group

- i. Modifier Group select the drop-down arrow and choose or type the group name you want to attach
- ii. Display order in the order of the modifier group you want to show 1,2,3 ect..
  - 1. All optional Modifier Groups will show up after Mandatory Modifier Groups no matter what.
- iii. You can override any modifier price by just entering in the price next to the modifier you want to upcharge

PASTA MODS O Optional	Modifier			
Modifier Group *	PASTA MODS	¥	Override Price	
			Display order *	
Modifiers		Override Price	EACH	
NO OLIVES		8		US\$0.00
NO CLAMS		8		US\$0.00
NO SHRIMP		×		US\$0.00
NO SAUSAGE		2		U\$\$0.00
NO MUSSELS		×		U\$\$0.00
NO PEPPERS		2		U\$\$0.00
NO PASTA		2		US\$0.00
ADD PESTO		0		0.50



- iv. If the modifier has an upcharge already you can select Override Price check box and give it a new price just for this item, you are on.
- v. You can attach as many Optional Modifier Groups as you

Optional Modifier

want to any menu item just keep selecting and follow steps i to iv above.

- c. Click Update to Save
- d. Or Click Save And Publish then resync each iPad

# 

#### **Cut and Modify**

1. Left Tab select Products/Items

2. Choose the pencil you want to change the precentage to.

Departments			
自 Coursing	E Cut And Modify		
Serving Size Levels	Slice Fraction	Modifier Price Percentage	Controls
🗴 Taxes	2	50	
器 Categories			
Sub Categories	3	40	<ul> <li>Image: A set of the /li></ul>
Modifiers	4	30	1
Modifier Groups			
111 Products/Items			
B Display Groups			
記 Discounts			
Upcharges			
Sort Menu Config			
II Gratuities			
	2 =		

3. Edit the price and then choose the green check mark

#### Display Groups – Fast Bar/ Party Menus / 2 For \$20

Michael Berg				C
Image: Construction         Image: Construction	🖽 Display Group			
My Stores	Active			Search
@ Dashboard	Image	Name 🔶	Menu Items	Controls
₩ Products/Items >		2 for \$20	Fus Rapini Ravioli	1
Import/Export			TRATTORIA CAESAR CHIC	
🗈 Departments			PROSCIUTTO MEATBALLS	
Coursing			SAUSAGE MELANZANE	
Serving Size Levels			Fett Alfredo Angus Burger	
🗴 Taxes			PRETZEL	
888 Categories		FAST BAR	WELL VODKA WELL RUM	1
🔠 Sub Categories			WELL GIN WELL SCOTCH	
Modifiers			WELL WKSKY WELL BOURBON	
Modifier Groups			WELL TEQUILA Coors Draft	
III Products/Items			Miller Genuine Draft Btl Budweiser Draft	
88 Display Groups			Bud Light Draft Dosequis Draft	
\$ Discounts			Fire Ball Shot	
Upcharges			Washington Apple Slippery Nipple	

- 2. Select Display Group
  - a. Name This name will show like a Category on your POS
  - b. Menu Items
    - i. Select each item that you want to. These will automatically go in A-Z order unless you choose Z-A or Custom sort on the top right of the screen.
    - ii. Price levels will only let you select if you have menu items has a price level
      - 1. This is used for Party menus and 2 for 20 like menus
  - c. Applicable Time Period by default it is Always is selected or can choose from
    - i. Days of the Week
      - 1. Select what days you want
      - 2. Restriction time
        - a. Can choose the start time to view this item to the end time
    - ii. Days of Month
      - 1. Select as many day or days you want
      - 2. Restriction month
        - a. Choose what months this is allowed on for the day or days you selected
      - 3. Restriction time
        - a. Can choose the start time to view this item to the end time
    - iii. Date Rage

- 1. From date
- 2. To Date
- 3. Restriction days
  - a. can restrict what day you do not want during that time.
- 4. Restriction time
  - a. Can choose the start time to view this item to the end time
- iv. Specific date
  - 1. Date
  - 2. Restriction time
    - a. Can choose the start time to view this item to the end time.
- v. Start date & end date time
  - 1. From date
  - 2. To Date
  - 3. Restriction days
    - a. can restrict what day you do not want during that time.
  - 4. Restriction time
    - a. Can choose the start time to view this item to the end time
- d. Click Update to Save
- e. Or Click Save And Publish then resync each iPad

#### Upcharges

Import/Export  Departments				O OUpCharge
	Up Charges			
Serving Size Levels	op charges			
🖞 Taxes	Active			Search
E Categories		Name	+ Controls	
🗱 Sub Categories	Beer		28	
Modifiers				
Modifier Groups				
17 Products/Items				
E Display Groups				
Discounts				
Sort Menu Config				

- 2. Select DpCharge
  - a. Name
  - b. Level
    - i. Select from Category, Subcategory, or Menu Item
    - ii. From whichever was select above choose all the ones you want added for the upcharge
  - c. Up Charge Amount this can be a Percent or Amount
  - d. Applicable Time Period by default it is Always is selected or can choose from
    - i. Days of the Week
      - 1. Select what days you want
      - 2. Restriction time
        - a. Can choose the start time to view this item to the end time
    - ii. Days of Month
      - 1. Select as many day or days you want
      - 2. Restriction month
        - a. Choose what months this is allowed on for the day or days you selected
      - 3. Restriction time
        - a. Can choose the start time to view this item to the end time
    - iii. Date Rage
      - 1. From date
      - 2. To Date
      - 3. Restriction days
        - a. can restrict what day you do not want during that time.
      - 4. Restriction time
        - a. Can choose the start time to view this item to the end time
    - iv. Specific date

- 1. Date
- 2. Restriction time
  - a. Can choose the start time to view this item to the end time.
- v. Start date & end date time
  - 1. From date
  - 2. To Date
  - 3. Restriction days
    - a. can restrict what day you do not want during that time.
  - 4. Restriction time
    - a. Can choose the start time to view this item to the end time
- e. Include Additional Modifier if you want it on select the switch to be Pink
- f. Roles Choose what roles you want that this will apply to. This is Always auto Upcharge.
- g. Click Update to Save

#### Sort Menu Configuration

CE Departments								
	NE4		FAST			$\mathcal{A}$	â	
Coursing			FAST	2 FO		Ϋ́	É	
I Serving Size Levels	BREA					ALCO	BEER	
🗴 Taxes	- Contract	0	1	2				
🚟 Categories	65.89	Jan Barris	$\bigcirc$		5			
E Sub Categories	BISCUITS &	PANCAKES/F	BREAKFAST	ON THE SIDE	STEAK & E		OMELETS	SENIOR OME
Modifiers								
Modifier Groups							and the second state	
III Products/Items				Mer	nu Items of STEAK &	EGG		
🔠 Display Groups				-				
🕄 Discounts					and the second second			
Upcharges	CHOPPED ST	SIRLOIN(6 O	RIBEYE STEA	ONE PORK C	COUNTRY F			
Sort Menu Config								
11 Gratuities								

- 2. Hover over with your mouse on the Category, Subcategory or Menu Item Section of what you want to move the buttons around a little setting gear will pop up in the top right corner.
- 3. After selecting the setting option
- 4. Custom Sort, Sort A-Z, or Sort Z-A
  - a. Custom Sort
    - i. You click and hold the Category, Subcategory or Menu Item you want to move to the new spot and then let go



Category Sort				Custom Sort	$\downarrow_{z}^{A}$ Sort A-Z $\downarrow_{A}^{z}$ Sort Z-A
BREAKFAST	FAST BAR	2 FOR \$20	ALCOHOL		APPETIZERS
	<b>JIII</b> PASTA	ENTREES	PIZZA	DESSERTS	WINE
OPEN PRICE					
b. Select	Save				

#### Gratuities

Coursing	I Gratuities						
Serving Size Levels							
axes	Active						Search
ategories	Name -	Type ‡	Percentage 0	Minimum Percentage	4	Maximum Percentage	a Controls
ub Categories	18%	Fixed	18				28
Aodifiers	20%	Fixed	20				28
Aodifier Groups							
Products/Items	20% to 30%	Varying			20		30 🖌 🔒
Display Groups	and the second second second second		and the force in the second state		I STATE OF LEASE	AT A DESCRIPTION OF THE OWNER OF	
Discounts							
Jpcharges							
ort Menu Config							
Gratuities							

- 2. Select Gratuity
  - a. Name
  - b. Apply To Select from Fixed or Varying
    - i. Fixed
      - 1. Percentage enter what percent

### **<b>LINGA POS**

Name *	
18%	
Apply To *	
Fixed	
Percentage *	
18	\$

- ii. Varying
  - 1. Minimum Percentage
  - 2. Maximum Percentage

Name *	
18%	
Apply To *	
Varying	
Minimum Percentage *	
10	
Maximum Percentage *	
25	

c. Select Save

#### Reasons

1. Left Tab select Products/Items

Import/Export	Tax Exempt Reasons	⊗ Void Reason	<sup>∓</sup> Paid In	Paid Out	> Over Shortage	@ Attach Request	
🔁 Departments							
Coursing							🗇 🕂 Tax Exempt Reason
Serving Size Levels							
🗴 Taxes	I Tax E	xempt Reaso	on				
Categories	Active						Search
Sub Categories			Reason		*	Controls	
Modifiers	Charity					1	
Modifier Groups	Non Profit					1	
Products/Items							
🔠 Display Groups	Non-Profit					1	
\$ Discounts	School					1	
Upcharges	School/ Chu	rch				1	
Sort Menu Config							
s Gratuities							
🛱 Gift Cards							
❤ Cut And Modify							
∆]ී≙ Tare Group							
? Reasons							
2. Select fror	m the reaso	on on th	e top				

> Over Shortage

Attach Request

- 3. Tax Exempt Reason

a. Select

- Tax Exempt Reason
- b. Type a Reason

		New Void Reason
		Reason *
		Close Save
	C.	
	d	Select
4.	Void R	
	a.	Select Void Reason
	b.	Type a Reason
		New Tax Exempt Reason
		Reason *
		Close Save
	C.	
	d.	Select Save
5.	Select	Paid In
	a.	Select • Paid In
	b.	Type a Reason
		New Paid In
		Reason *
		Close Save
	С.	
	d.	Select Save
6.	Select	Paid Out
	a.	Select Paid Out
		Type a Reason
		New Paid Out
		Reason *
		Close Save
	C.	
	Ь	Select Save
		Over Shortage

	a.	Select Over Shortage
	b.	Type a Reason
		New Over Shortage
		Reason *
	C.	
	d.	Select Save
8.	Select	Attach_Request
	a.	Select Attach Request

b. Type a Reason

101	
	New Attach Request
	Reason *
_	Close Save
C.	Course
d.	Select Save

#### Item Based Discount

3. Left Tab select Products/Items

NGA POS	Item based discounts		Linga Cafe - 83
irsing ving Size Levels	🖽 Item Based 🐺 Check Based Open Item 👬 Open Che	k Mix And Match	
Nes			0 0
tegories			
Categories	Item Based Ⅲ		
difiers	Active		Search
difier Groups		Name	* Controls
ducts/Items	10% Senior Discount		
play Groups	100%		
charges	100% Item Discount		
Menu Config	2 Large for \$20.00 2-6pm		
ituities	50% Employee		
it Cards	Happy Hour 11am-6pm		28

4. Select from the reason on the top

	E Item Based	Check Based	Open Item	Open Check	Mix And Match
--	--------------	-------------	-----------	------------	---------------

#### Discount

- 5. Select
  - a. Name
  - b. Coupon Only Still under development
  - c. Auto Discount to turn on when Applicable Time Period shows
  - d. Level Choose one (*Category, Subcategory, or Menu Items*) You cannot mix and match in this only one level can be chosen
    - i. Select each of the Categories, or Subcategories or all the menu items you want for this discount to be able to be applied to.
  - e. Quantity Enter a # for how many items must be rang in for the discount to be offered.
  - f. Discount Type Choose from (**Promo, Comp, or Donation**)
    - i. Promo is a discount that is a special
    - ii. Comp is a discount that usually has a reason of why you are discounting it
    - iii. Donation is something you are giving away like a Gift Card.
  - g. Discount Choose from (*Percentage, Amount, Set Price, Free Item*)



- h. Applicable Time Period by default it is Always is selected or can choose from
  - i. Days of the Week
    - 1. Select what days you want
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time
  - ii. Days of Month
    - 1. Select as many day or days you want
    - 2. Restriction month
      - a. Choose what months this is allowed on for the day or days you selected
    - 3. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iii. Date Rage
    - 1. From date
    - 2. To Date
    - 3. Restriction days
      - a. can restrict what day you do not want during that time.
    - 4. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iv. Specific date
    - 1. Date
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time.
  - v. Start date & end date time
    - 1. From date
    - 2. To Date
    - 3. Restriction days
      - a. can restrict what day you do not want during that time.
    - 4. Restriction time
      - a. Can choose the start time to view this item to the end time
- i. Apply Chose from (Before Tax, After Tax)
- j. Include Additional Modifiers If you want the modifier to discount with the percentage only
- k. Priority give an option of 1 or higher
- I. Roles who can apply this discount or if auto who it will discount for during right time.
- m. Discount Code is Option for Accounting Software
- n. Attach Customer if on a customer name must be attached to the check for the discount to work.
- o. Display Button choose any color
  - a. Click Update to Save
  - b. Or Click Save And Publish then resync each iPad

#### **Check Based Discount**

6. Left Tab select Products/Items

LINGAPUS	Item based discount					Linga Cafe - 8378 🌱 🕈
Loursing Serving Size Levels	E Item Based Check Ba	sed Open Item II'l Open Check Mix.	And Match			
axes						O ODiscount
Categories iub Categories	Item Based					
Audifiers						
lodifier Groups	Active		Name			Controls
roducts/Items Hisplay Groups	10% Senior Discount					
Hiscounts	100%					
lpcharges	100% Item Discount					28
ort Menu Config Gratuities	2 Large for \$20.00 2-	6pm				
Gift Cards	50% Employee					
	Happy Hour 11am-6p		n tha tan			
7. Sele	CUITOITI	the reason o	n the top			
EB It	tem Based	E Check Based	Open Item	III Open Check	Mix And M	Aatch
8. Sele	ct Đi	scount				
а	. Name	è				
b	. Coup	on Only – Sti	ll under de	evelopment		
C		•		•	hle Time	e Period shows
C	. /\u000			mentripplied		
d		s – click on th	•			
ŭ						
	Check To	otal	percentage			
		US\$0.	00		0.00	percentage 👻 🗙
	i.	Check Tota	l is based o	off the Sub To	otal and	must be greater then \$0

e. Discount – Choose from (**Percentage, Amount, Set Price, Free Item**)

#### 😫 LINGA POS

- f. Exclude Categories chose every category you do not want allowed with this discount
- g. Exclude Menu Items chose every item you do not want allowed with this discount
- h. Discount Type Choose from (**Promo, Comp, or Donation**)
  - i. Promo is a discount that is a special
  - ii. Comp is a discount that usually has a reason of why you are discounting it
  - iii. Donation is something you are giving away like a Gift Card.
- i. Applicable Time Period by default it is Always is selected or can choose from
  - i. Days of the Week
    - 1. Select what days you want
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time
  - ii. Days of Month
    - 1. Select as many day or days you want
    - 2. Restriction month
      - a. Choose what months this is allowed on for the day or days you selected
    - 3. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iii. Date Rage
    - 1. From date
    - 2. To Date
    - 3. Restriction days
      - a. can restrict what day you do not want during that time.
    - 4. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iv. Specific date
    - 1. Date
    - 2. Restriction time –

a. Can choose the start time to view this item to the end time.

- v. Start date & end date time
  - 1. From date
  - 2. To Date
  - 3. Restriction days
    - a. can restrict what day you do not want during that time.
  - 4. Restriction time
    - a. Can choose the start time to view this item to the end time
- j. Apply Chose from (Before Tax, After Tax)
- *k.* Include Additional Modifiers If you want the modifier to discount with the *percentage only*
- I. Priority give an option of 1 or higher
- m. Roles who can apply this discount or if auto who it will discount for during right time.



- n. Discount Code is Option for Accounting Software
- o. Attach Customer if on a customer name must be attached to the check for the discount to work.
- p. Display Button choose any color
  - c. Click Update to Save
  - d. Or Click Save And Publish then resync each iPad

#### **Open Item Discount**

	Item based discounts				Linga Cafe - 8378 🗸 1
Coursing     Serving Size Levels	11 Item Based Theck Based Open Item	Mix And Match			
曲 Taxes					O ●Discount
Categories	⊞ Item Based				
Sub Categories     Modifiers					
<ul> <li>Modifier Groups</li> </ul>	Active				Search
III Products/Items	10% Senior Discount	Name		Controls	
部 Display Groups	100%				
C Discounts	100% Item Discount				
<ul> <li>Upcharges</li> <li>Sort Menu Config</li> </ul>	2 Large for \$20.00 2-6pm				
II Gratuities	50% Employee				
🖶 Gift Cards	Happy Hour 11am-6pm				
10. Sele	ect from the reason	on the top			
	Item Based 📅 Check Base		Open Check	Mix And Match	
	Discount				
11. Sele	ect				
	a. Name				
	b. Coupon Only – S	still under de	evelopment		
	c. Discount In Pero	centage – if t	urned on		
	i. Minimum	n %			

- ii. Maximum %
- d. Discount In Amount if turned on
  - i. Minimum \$ Amount
  - ii. Maximum \$ Amount
  - iii. Safety Limit Percentage so they cannot go pass a greater % of the amount
- e. Discount Type Choose from (**Promo, Comp, or Donation**)
  - i. Promo is a discount that is a special
  - ii. Comp is a discount that usually has a reason of why you are discounting it
  - iii. Donation is something you are giving away like a Gift Card.
- f. Applicable Time Period by default it is Always is selected or can choose from
  - i. Days of the Week
    - 1. Select what days you want
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time
  - ii. Days of Month
    - 1. Select as many day or days you want
    - 2. Restriction month
      - a. Choose what months this is allowed on for the day or days you selected
    - 3. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iii. Date Rage
    - 1. From date
    - 2. To Date
    - 3. Restriction days
      - a. can restrict what day you do not want during that time.
    - 4. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iv. Specific date
    - 1. Date
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time.
  - v. Start date & end date time
    - 1. From date
    - 2. To Date
    - 3. Restriction days
      - a. can restrict what day you do not want during that time.
    - 4. Restriction time
      - a. Can choose the start time to view this item to the end time
- g. Apply Chose from (Before Tax, After Tax)
- h. Include Additional Modifiers If you want the modifier to discount with the percentage only
- i. Priority give an option of 1 or higher



- j. Roles who can apply this discount or if auto who it will discount for during right time.
- k. Discount Code is Option for Accounting Software
- I. Attach Customer if on a customer name must be attached to the check for the discount to work.
- m. Display Button choose any color
  - e. Click Update to Save
  - f. Or Click Save And Publish then resync each iPad

#### **Open Check Discount**

LINGA POS	■ Item based discour	nts				Linga Cafe - 8378 🗸 1
Coursing     General Size Levels	18 Item Based Check I	Based Open item ilî Open Check Mix Ar	nd Match			
₫ Taxes						O Discount
Categories	Item Base					
Sub Categories     Modifiers		a				
Modifiers     Modifier Groups	Active					Search
Products/Items			Name		Controls	
B Display Groups	10% Senior Discour	nt			Z 🖻	
C Discounts	100%					
Upcharges	100% Item Discour	t			/ 8	
Sort Menu Config	2 Large for \$20.00	2-6pm			2 8	
时 Gratuities	50% Employee				28	
🗄 Gift Cards	Happy Hour 11am-	6pm			20	
13. Sele	ect from	the reason or	n the top			
<b>28</b> 1	Item Based	Check Based	Open Item	🕅 Open Check	Mix And Match	
14. Sele	ect Đ	iscount				
i	a. Nam	е				

- b. Coupon Only Still under development
- c. Discount In Percentage if turned on
  - i. Minimum %
  - ii. Maximum %
- d. Discount In Amount if turned on
  - i. Minimum \$ Amount
  - ii. Maximum \$ Amount
  - iii. Safety Limit Percentage so they cannot go pass a greater % of the amount
- e. Discount Type Choose from (**Promo, Comp, or Donation**)
  - i. Promo is a discount that is a special
  - ii. Comp is a discount that usually has a reason of why you are discounting it
  - iii. Donation is something you are giving away like a Gift Card.
- f. Applicable Time Period by default it is Always is selected or can choose from
  - i. Days of the Week
    - 1. Select what days you want
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time
  - ii. Days of Month
    - 1. Select as many day or days you want
    - 2. Restriction month
      - a. Choose what months this is allowed on for the day or days you selected
    - 3. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iii. Date Rage
    - 1. From date
    - 2. To Date
    - 3. Restriction days
      - a. can restrict what day you do not want during that time.
    - 4. Restriction time
      - a. Can choose the start time to view this item to the end time
  - iv. Specific date
    - 1. Date
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time.
  - v. Start date & end date time
    - 1. From date
    - 2. To Date
    - 3. Restriction days
      - a. can restrict what day you do not want during that time.
    - 4. Restriction time
      - a. Can choose the start time to view this item to the end time
- g. Apply Chose from (**Before Tax, After Tax**)

- h. Include Additional Modifiers If you want the modifier to discount with the percentage only
- i. Priority give an option of 1 or higher
- j. Roles who can apply this discount or if auto who it will discount for during right time.
- k. Discount Code is Option for Accounting Software
- I. Attach Customer if on a customer name must be attached to the check for the discount to work.
- m. Display Button choose any color
  - g. Click Update to Save
  - h. Or Click Save And Publish then resync each iPad

#### **Mix and Match Discount**

	Item based discounts	Linga Cafe - 8378 🗸 d
Coursing     Serving Size Levels	18 Rem Based Without Based Open Rem 111 Open Check Mix And Match	
A Taxes		O ODiscount
Categories		
Sub Categories	Item Based	
Modifiers	Active	Search
Modifier Groups	Name	* Controls
iff Products/Items	10% Senior Discount	
韶 Display Groups	100%	
	100% Item Discount	
<ul> <li>Upcharges</li> <li>Sort Menu Config</li> </ul>		
Gratuities	2 Large for \$20.00 2-6pm	
Gift Cards	50% Employee	
	Happy Hour 11am-6pm	
16. Sel	ect from the reason on the top	
<b>2</b> 8	Item Based 🛛 📅 Check Based Open Item 🛛 🚻 Open Check	Mix And Match

#### 17. Select

- a. Name
- b. Coupon Only Still under development
- c. Auto Discount to turn on when Applicable Time Period shows
- d. Categories Choose any category that you want to mix and match if any
- e. Menu items choose any Menu item or Items you want to mix and match with
- f. Discount Type Choose from (**Promo, Comp, or Donation**)
  - i. Promo is a discount that is a special
  - ii. Comp is a discount that usually has a reason of why you are discounting it
  - iii. Donation is something you are giving away like a Gift Card.
- g. Choose from Set Price, Set Percentage or Set Each Item price
  - i. Set Price Selected

1.

Select the 🔍		
Quantity	Set Price	
Quantity		US\$0.00 ×

- 2. Enter in the Quantity of item that must be rang in to apply the discount
- 3. Enter in the Price in the Set Price Box
  - a. Will only apply after you order the Quantity again.
- ii. Set Percentage

1.

Select the ᅌ			
Quantity	Discount Quantity	Percentage	
Quantity	Discount Quantity		0.00 ×

- 2. Enter in the Quantity of item that must be rang in to apply the discount
- 3. Enter in the Discount Quantity that the percentage should come off of
- 4. Enter in the Percentage you want to remove from the item
- 5. Choose Most Expensive or Least Expensive
  - a. Will apply the discount every time after the quantity has been meet to each item after
- iii. Set Each Item Price

1.	Select the ᅌ		
	Quantity	Set Price	
	Quantity	US\$0.0	0 ×

- 2. Enter in the Quantity of item that must be rang in to apply the discount
- 3. Enter in the Price in the Set Price Box
- 4.
- h. Applicable Time Period by default it is Always is selected or can choose from
  - i. Days of the Week
    - 1. Select what days you want
    - 2. Restriction time -

#### Linga POS Manual 2019

### LINGA POS

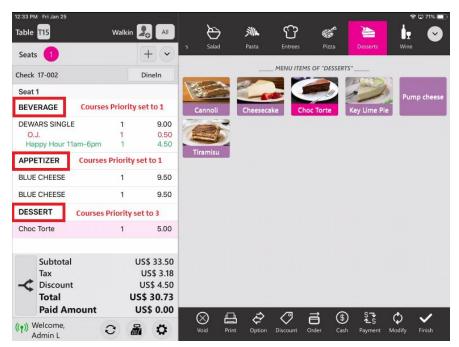
- a. Can choose the start time to view this item to the end time
- ii. Days of Month
  - 1. Select as many day or days you want
  - 2. Restriction month
    - a. Choose what months this is allowed on for the day or days you selected
  - 3. Restriction time
    - a. Can choose the start time to view this item to the end time
- iii. Date Rage
  - 1. From date
  - 2. To Date
  - 3. Restriction days
    - a. can restrict what day you do not want during that time.
  - 4. Restriction time
    - a. Can choose the start time to view this item to the end time
- iv. Specific date
  - 1. Date
    - 2. Restriction time
      - a. Can choose the start time to view this item to the end time.
- v. Start date & end date time
  - 1. From date
  - 2. To Date
  - 3. Restriction days
    - a. can restrict what day you do not want during that time.
  - 4. Restriction time
    - a. Can choose the start time to view this item to the end time
- i. Apply Chose from (Before Tax, After Tax)
- *j.* Include Additional Modifiers If you want the modifier to discount with the *percentage only*
- k. Priority give an option of 1 or higher
- I. Roles who can apply this discount or if auto who it will discount for during right time.
- m. Discount Code is Option for Accounting Software
- n. Attach Customer if on a customer name must be attached to the check for the discount to work.
- o. Display Button choose any color
  - i. Click Update to Save
  - j. Or Click Save And Publish then resync each iPad



# DEFINITIONS

**Departments** – Reporting purposes only \*Assigned to Categories only

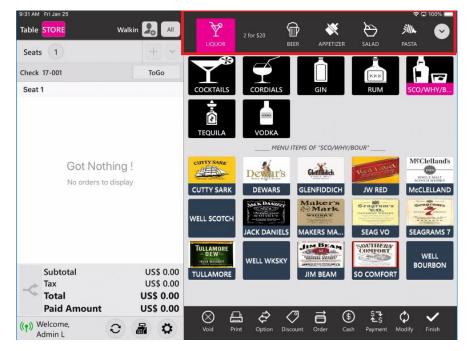
<u>Coursing –</u> The way it shows in the iPad and the way it can print in the kitchen (Optional) Course is in Red Boxes – They display in the order they were assigned in BOH



<u>Serving Size Levels –</u> Each is Default for menu item but can give a serving size for every item

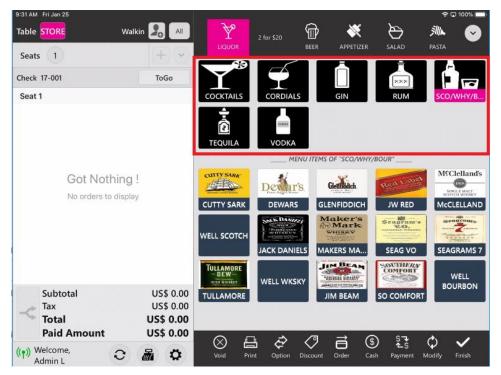
Taxes – Set your tax rate By Item, Check, Tax on Tax Item or Tax on Tax Check

<u>Categories</u> – they are how you organize the menu items that show on the top of the screen Categories showed in the Red Box



<u>Subcategories</u> – they are what shows below the category to break up the categories with more choices that would be in the same section.

Subcategories showed in the Red Box



<u>Modifiers –</u> are the details to each item of what ingredients or ingredients you need to complete the item or to add or say no or extra of an item

Modifier are showed in the Red Box

12:30 PM Fri Jan 25	Walkin	All	¥		(m) ×	<b>K</b> 🔊	奈□71% <b>-</b> 姚
Seats 1	waikin		1 Alcohol	2 for \$20	Beer Appet	· –	Pasta
Check 17-002		ToGo	Size	Mixers	Aodifier Group	o Name	
Seat 1							
BEVERAGE			Coke	Diet Coke	Sprite	Ginger Ale	Splash
DEWARS SINGLE O.J. Happy Hour 11am-6pm	1 🗸 1 1	<ul> <li>9.00</li> <li>0.50</li> <li>4.50</li> </ul>	Tonic	Soda	Water	Red Bull	Prefixes Attached To Each Modifier Itsely
			Lo Lo	Pineapple Juice	Grapefruit	Lime Juice	
			Modi	fier in this Bo	x		
Subtotal Tax		US\$ 9.50 US\$ 0.35					
-C Discount Total Paid Amount	U	US\$ 4.50 IS\$ 5.04 IS\$ 0.00	Car		Start Over	Done	
((ๅ)) Welcome, Admin L	0	•		Print Option	Discount Order		



**Modifiers with Modifiers**- this is not a mandatory function example have a side salad and want to be able to choose a dressing.

5:20 PM Mon Jan 28	March March					I 17%
Table STORE	Walkin 🛃 🖪		<u>ଫ</u> 💣	A		pen Price
Seats 1	Modifier with Modifiers	Pasta			Wine	
Check 111-001						
Seat 1	Side Salad					
ENTREE					_	
New York Strip Med Rare Side Salad	1000 Island	Bleu Cheese	Caesar			
	Honey Mustard	Italian	NO DRESSING			
	Ranch Dressing	Vinaigrette				
Subtotal						
Tax Total		Cancel	Ok			Modify With
Paid An	F C 📓 🌣	Void Pr	int Option Descuento	Order Cash		🗘 🗸 Iodify Finish

**Prefixes** – to give the option to add No, Extra, Lite, On Side, or Splash ect.... To each Modifier. This way you can give upcharge or set prices to a price higher or lower but not under Zero.

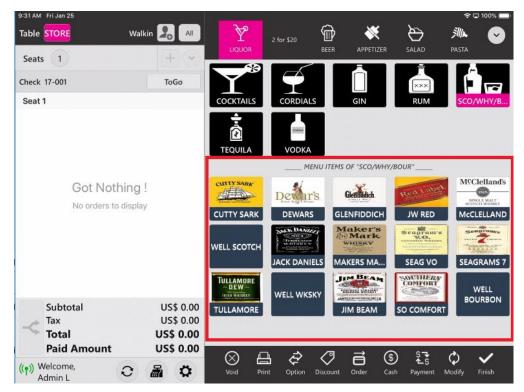
5:23 PM Mon Jan 28 Table STORE	Walkin		*	ز ط	<b>M</b> 竹	é	2	≑ □ 17% 🔽
Seats 1		$+$ $\sim$	Appetizers	Salad Pa	asta Entrees	Pizza	Desserts	
Check 111-001		ToGo	Size	Crust Style	Pizza	Toppings		
Seat 1 ENTREE			Anchoives	Artichoke Hearts	2 Bacon	Basil	No	Extra
Cheese Pizza 14" Pan Bacon(1/2 L)	1 - 1 - 1 - 1	✓ⓐ 12.00 0.00 0.50	Bell Peppers	Black Olives	1 Broccoli	Cheese		how in lite
No Bacon(1/2 R) Broccoli(1/2 R) Extra Feta Cheese(1/2 R)	1 1 1	0.00 0.50 1.00	Chicken	EGGPLANT	1 Feta Cheese	Fresh Garlic	the differ between and will n	



<u>Modifier Groups</u> – to organizes the modifier into their own groups example temps would offer Rare, Med Rare, Medium, Med Well, and Well Done

Modifier Group							
Name *	Temps						Sort A-Z Sort Z-A Custom sort
Modifiers *	[Med Rare X] [Med Well X] [Medium X] [Rare X] [WELL DONE X]	RARE	MED RARE	MEDIUM	MED WELL	WELL DONE	
Priority *	1						
	Pizza Topping						
	Set Price Here						
Cancel Update Update Ar	nd Publish						

<u>Products/Items –</u> name the menu item and assign it to the category or subcategory. Product/Items showed in the Red Box



**Included Modifiers** – to have the pos know what modifiers are included with the menu item to print or not print in the kitchen and to show the cashier or server what comes with the item

**Optional Modifier Groups** – these are modifier groups that have no limit of how many modifiers can be selected. These groups will only show up after and Mandatory Modifier Groups are in a menu item.

Menu Item					
	Details	Included Modifiers	3 Optional Modi	fier Groups	Mandatory Modifier Groups
New Modifier Group 😆	Optional Modifier				
Modifier Group *	Select an Option	T	Override Price		
			Display order *		
Cancel Update Update	And Publish				← Previous Next →

<u>Mandatory Modifier Groups</u> – these modifier groups are the first groups to show up and must have a min, and Max. the min can be a zero, but the max must be greater than zero. If min is zero you can skip this mandatory group and go to the next group or finish with the menu item.

Menu Item					
Basic Details		Included Modifiers	Optional Modi	) fier Groups	4 Mandatory Modifier Groups
New Modifier Group 🛛 🔹	Vandatory Modifier				
Modifier Group *	Select an Option	¥	Minimum Quantity *		
Override Price			Maximum Quantity *		
			Display order *		
Cancel Update Update A	nd Publish				← Previous

<u>Display groups –</u> fast bar or Party Menus. Party Menus you can assign level pricing, so you can make the items special prices

Table T15 Seats 1	Walkin ይ 🕂		ک Alcohol	FAST BAR	2 for \$20	Beer 3		© 🖵 69% 💵 Salad
Check 17-002 Seat 1	Dine	In	ANISETTE		E 🏄	MS OF "FAST B	WELL BOURBON	WELL GIN
Got Noth	aina l		WELL RUM	WELL SCO	TCH WEL	L TEQUILA	WELL VODKA	WELL WKSKY
No orders to								

<u>Discounts –</u> Can do by Item base, Check Based, open Item, Open Check, and Mix and Match options

**Upcharge** – Can setup Category or items, subcategory of items or individual items to have an increase of price on any day or time.

<u>Sort Menu Config</u> – How to arrange your menu items to show on the POS the way you want them to show.

	FAST	2 FO	BEER	APPE	$\bigcirc$
		XXXX RUM			¢
		Menu Iter	ns of COCKTAILS		
APPLETINI CAPP MARTIN	NI COSMOPOLI	ESPRESSO M KEY	' LIME M LEMON DROP	SCREWDRIV PEART	INI
CAPE CODDER SEA BREEZE	BAY BREEZE	MADRAS WH	ITE RUSS BLACK RUSSI	BLOODY MA MOJF	ro

<u>Gratuities –</u> Can Apply Fixed or Varying option

<u>**Cut and Modify**</u> – if you are using pizza option for  $\frac{1}{2}$  &  $\frac{1}{2}$ , or  $\frac{1}{3}$  or  $\frac{1}{4}$  option to set the % cost from the whole topping price



**<u>Tare Group</u>** – for scales with more than one size for an item.

#### Linga POS Manual 2019

12:48 PM Fri Jan 25							🗩 🗢 🗖 68% 💷
Table 115	Walkin 🧏 📶		-	€ 🎽	эн <b>ь</b>	Ϋ́	۲ 🖌
Seats 1	+	1	Seer App	etizers Salad	Pasta	Entrees	Pi
Check 17-002 Seat 1	DineIn	Yogurt Tare Weig	: US\$ 0.5! ht : 0 oz	5/oz Item Weight	: 0.000 o	Jz US\$	0.00
		oz				0.	000
		Small Cup	Med Cup	Lg Cup		1 2	3
Got Noth No orders to c		select	Group you ca t what size c			4 5	6
		Tare i	t might be.			7 8	9
1.1					)	C 0	- 20
Subtotal	US\$ 0.00 US\$ 0.00 <b>US\$ 0.00</b>	Cancel	Clear Tare	Get Weight	Done	Get Tare	Open Tare
Paid Amount	US\$ 0.00		Print Option	Discount Order	(\$) Cash	ST C Payment Moc	