Linga POS Manual 2019

LINGA POS SUPPORT

Linga POS Manual 2019

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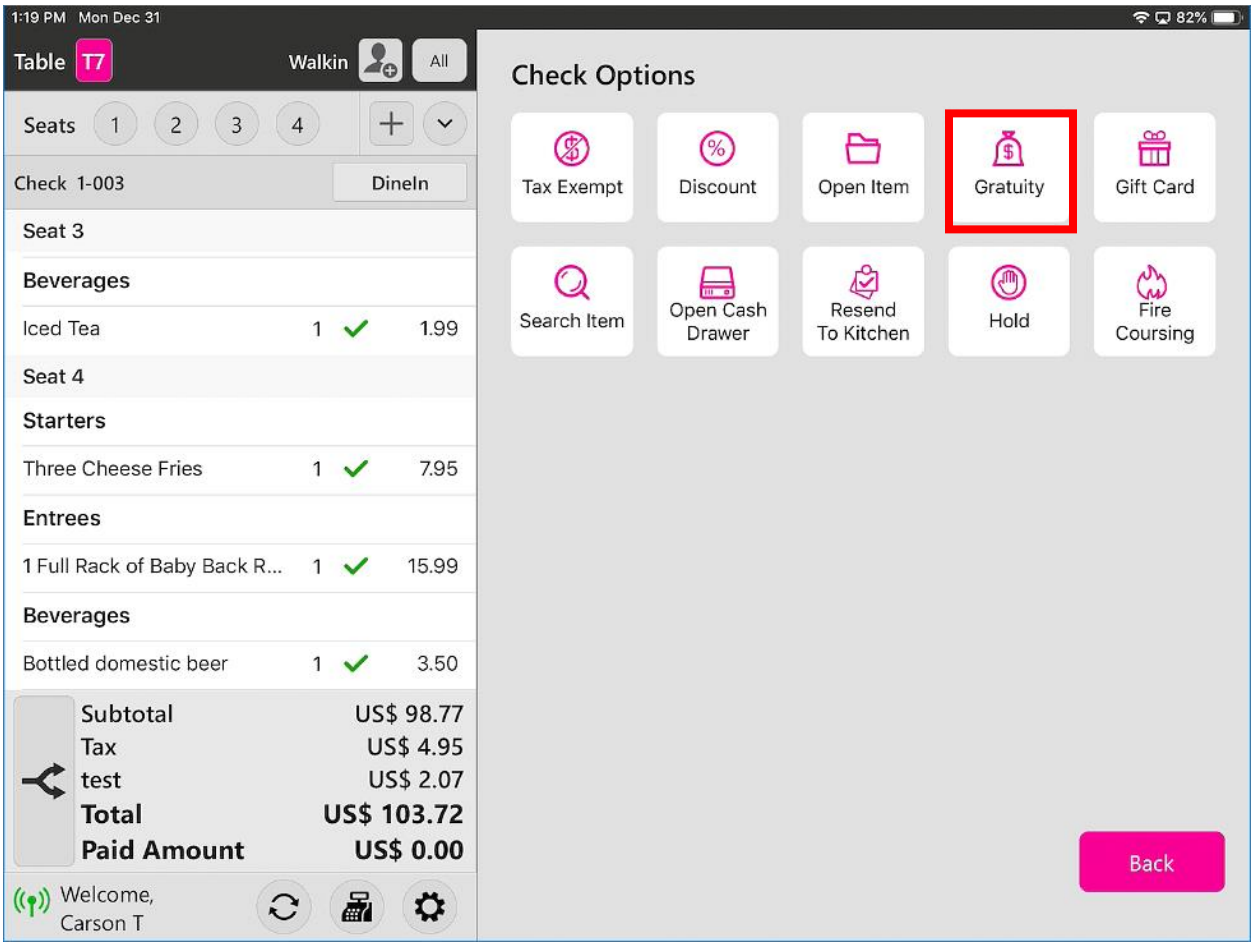
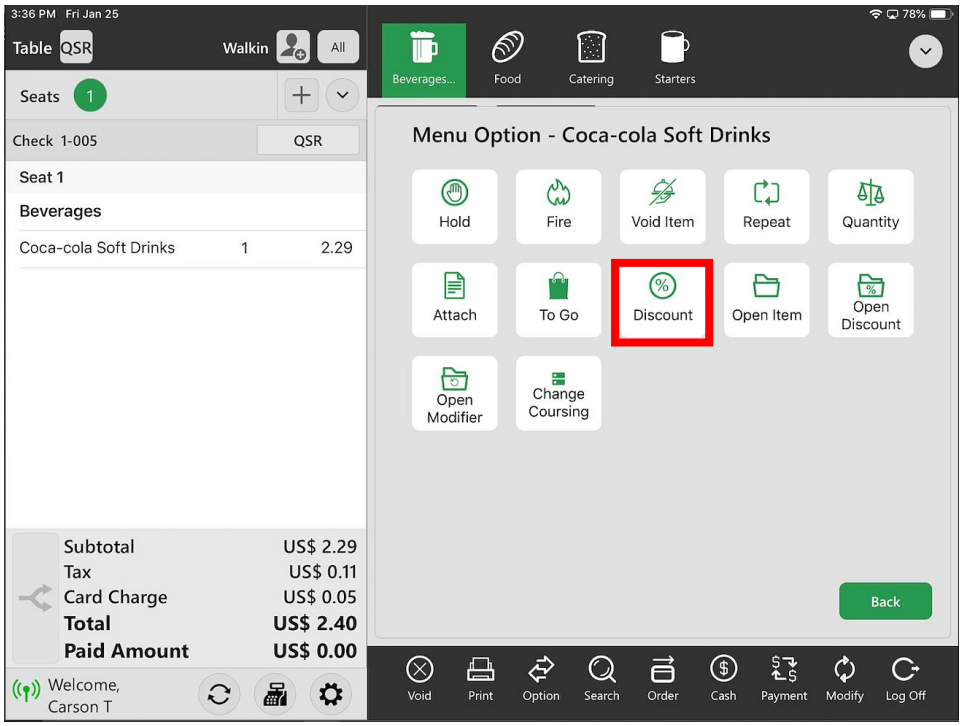
Assign Gratuity to a Check

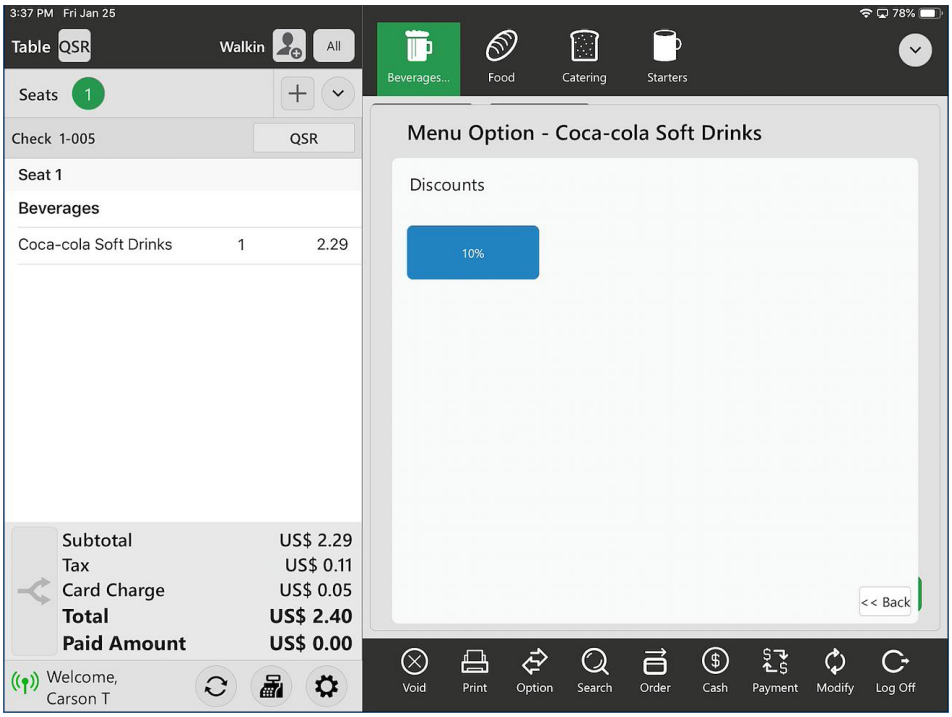
1. Tap on options
2. Tap on gratuity
3. Tap on the gratuity you wish to use



Apply a Discount

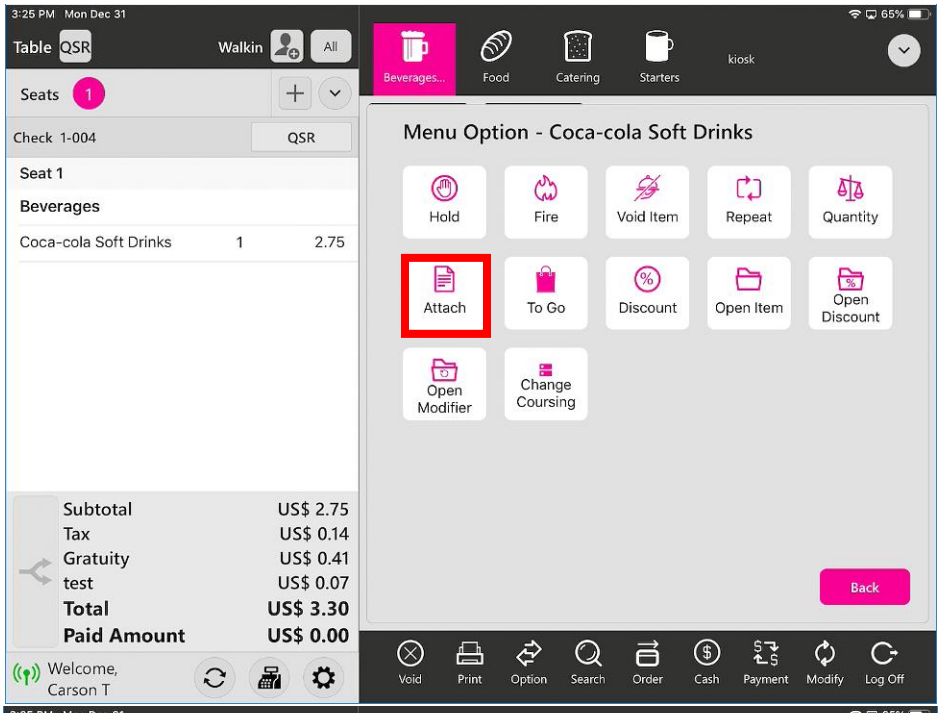
1. To apply a discount, you must tap on the item
2. Then tap on discount
3. Tap on the discount you wish to apply

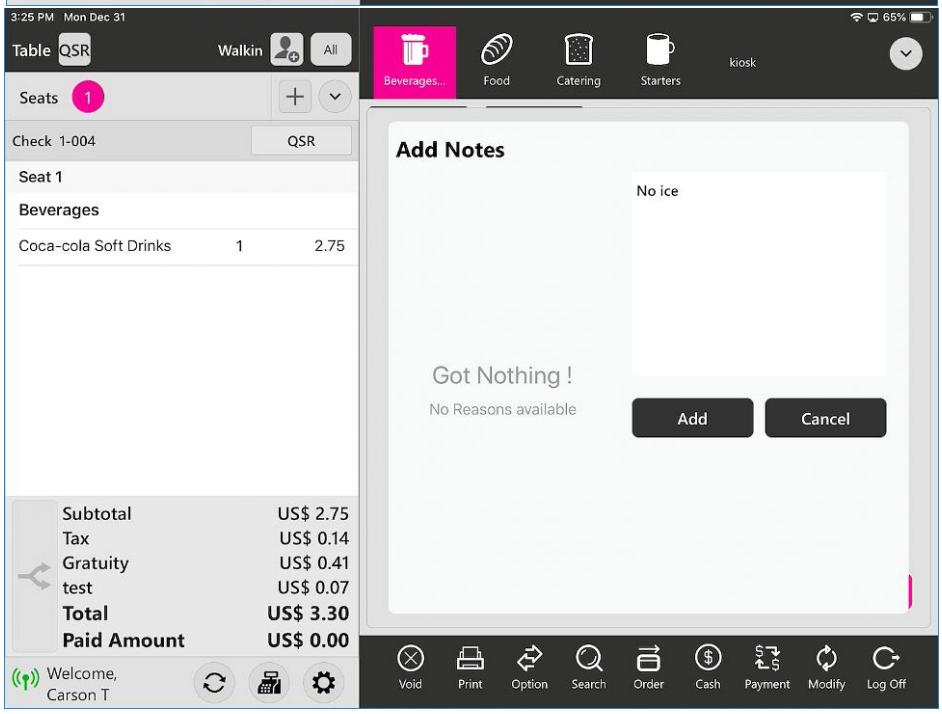




Attach a Request to an Item

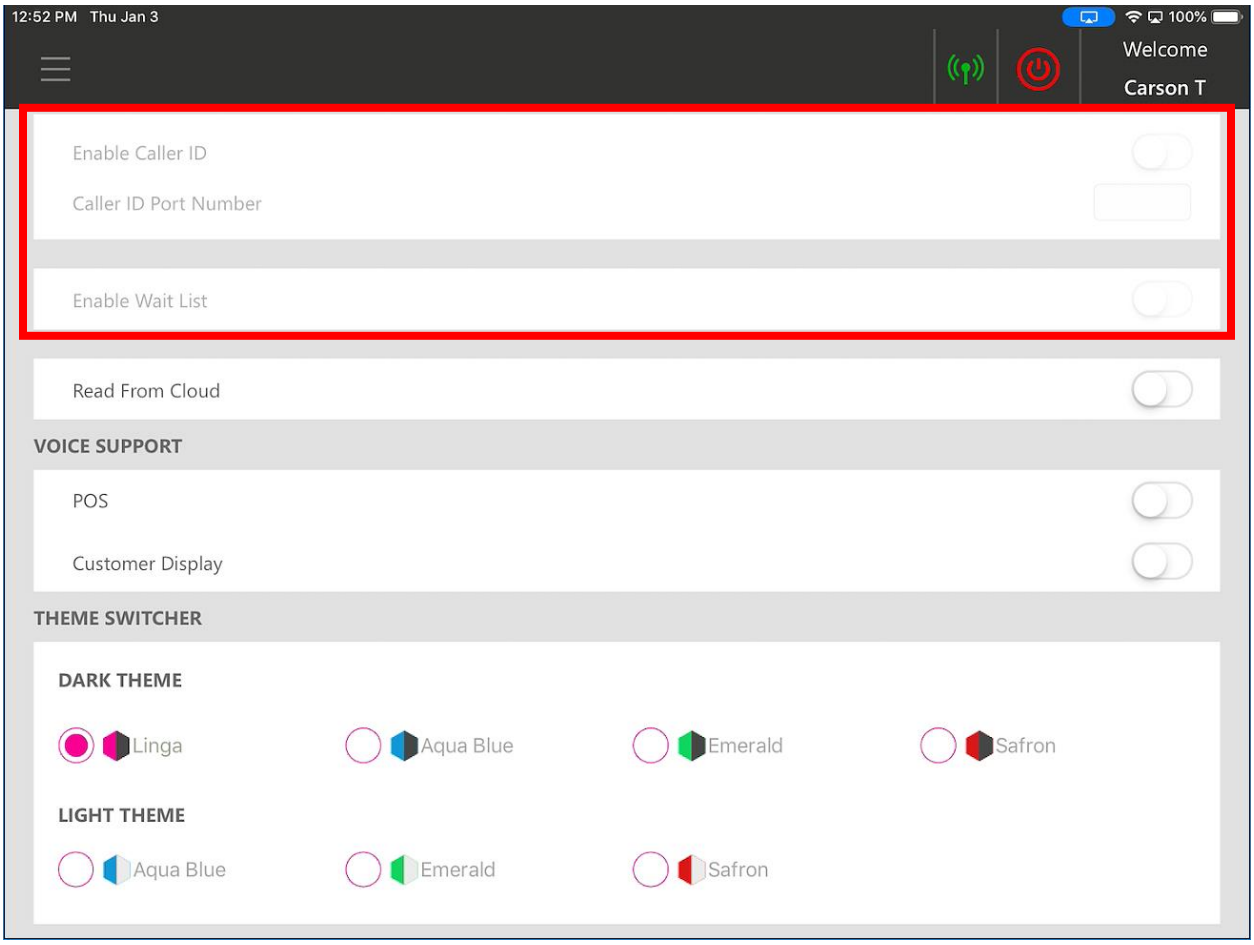
1. Tap on the item
2. Tap attach
3. Add the request
4. Tap on add





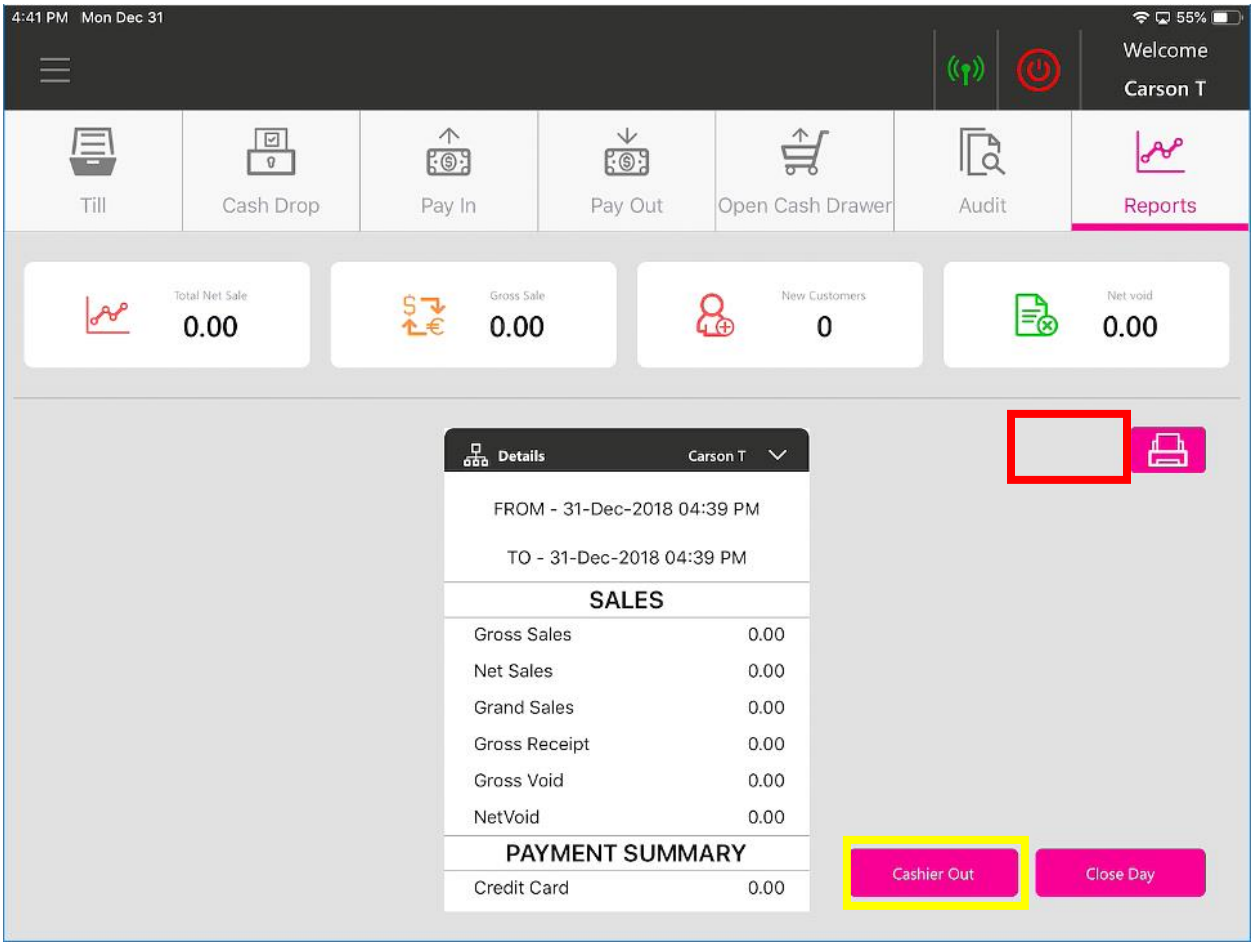
Enable Caller ID and Wait List

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



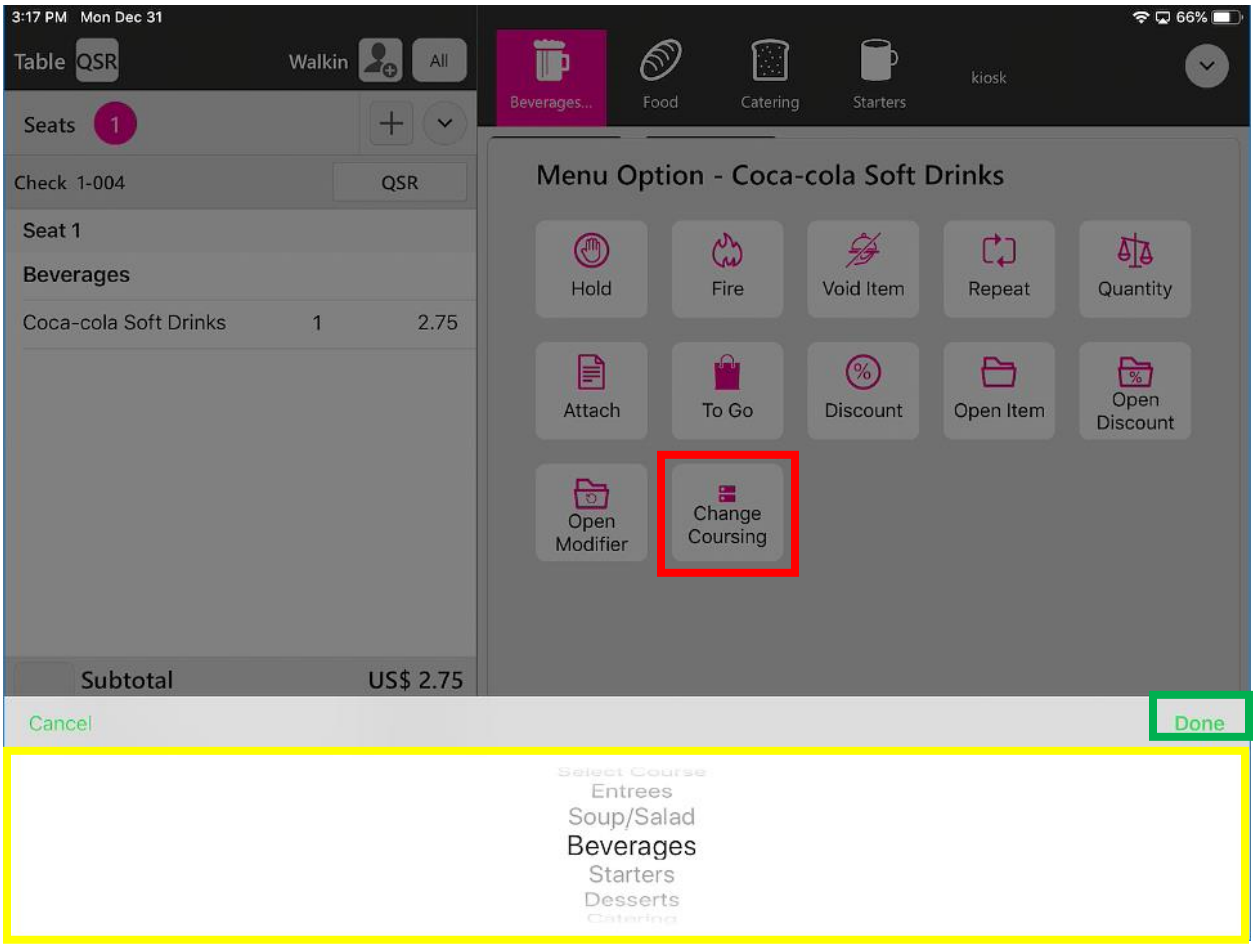
Close out a Cashier

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



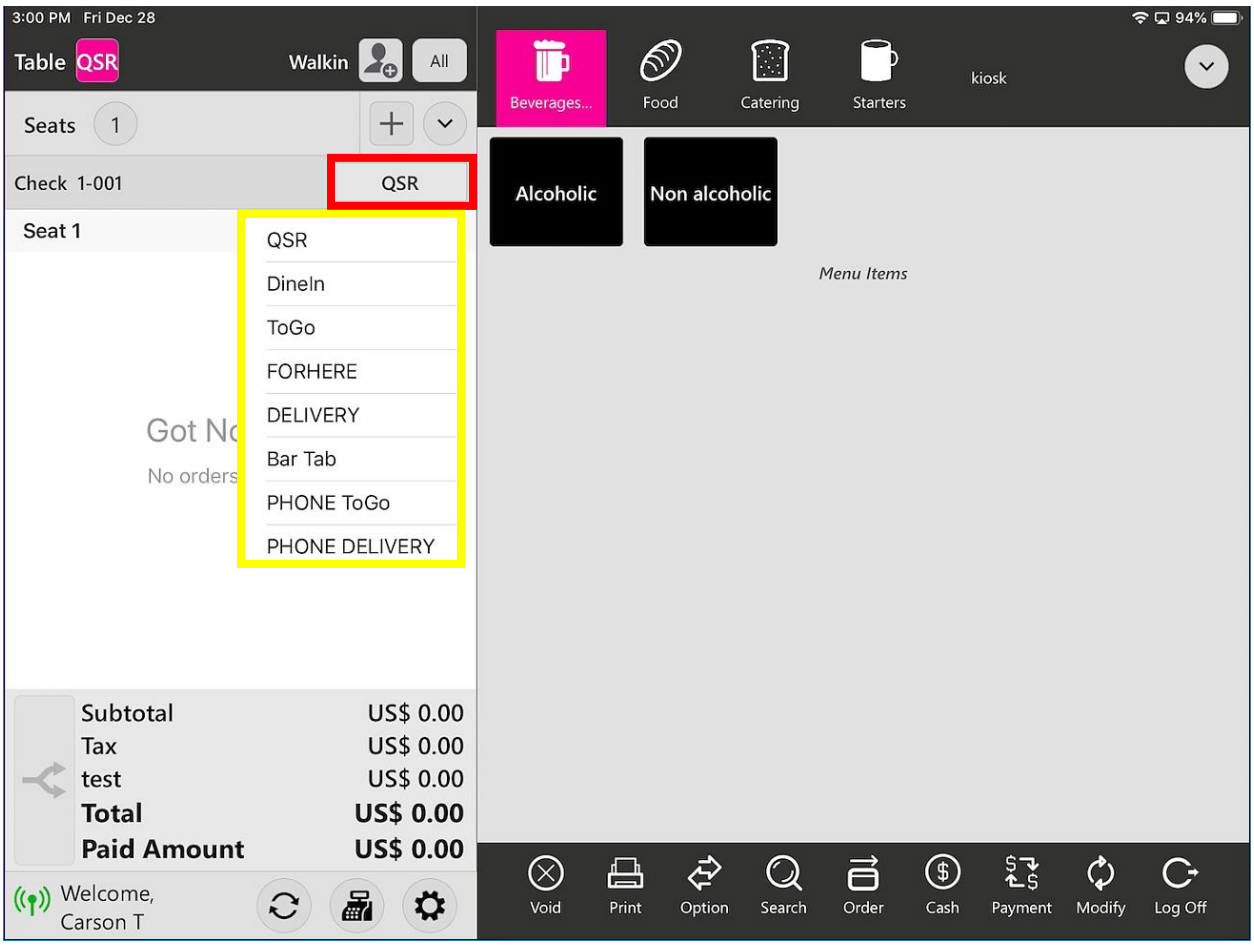
Change Coursing on an Item

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

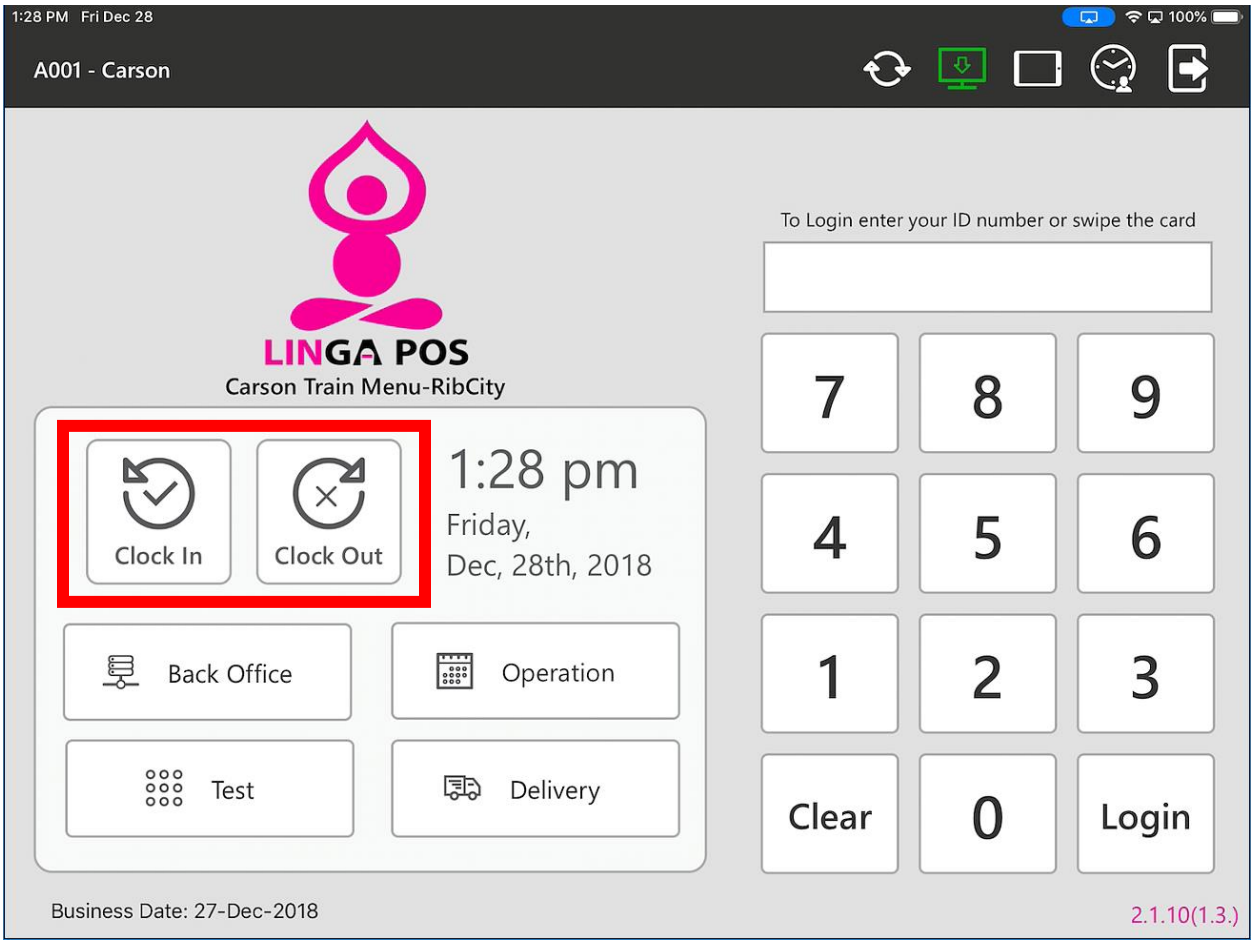
1. Tap on the service type
2. Tap on the service type you wish to have
3. Select the table if you chose Dine-In
4. Put in your order.



Clock In and Clock Out

To clock in and out you must:

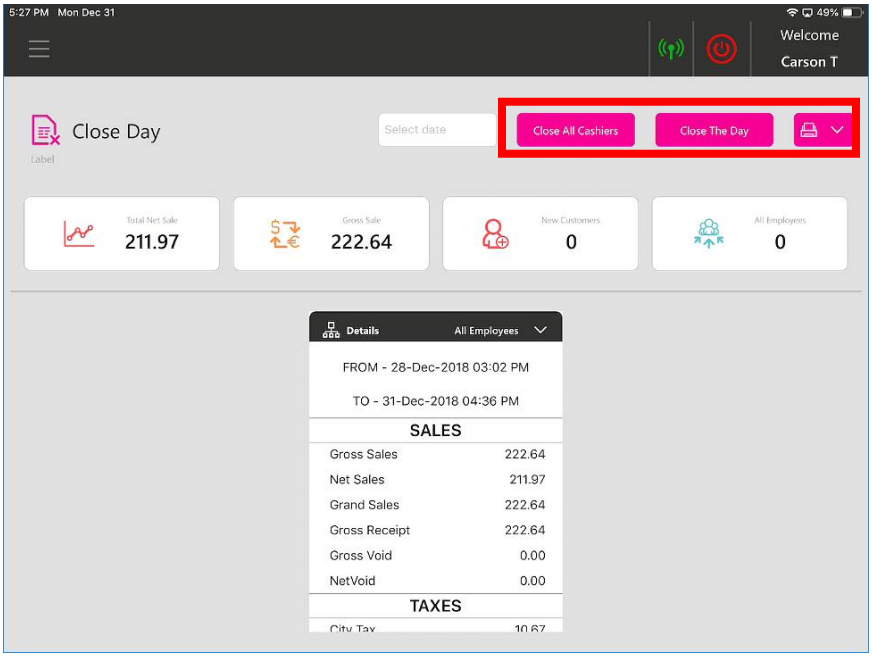
1. Type in your PIN
2. Tap on Clock In or Clock Out
3. The receipt printer will print out a time slip confirming it.

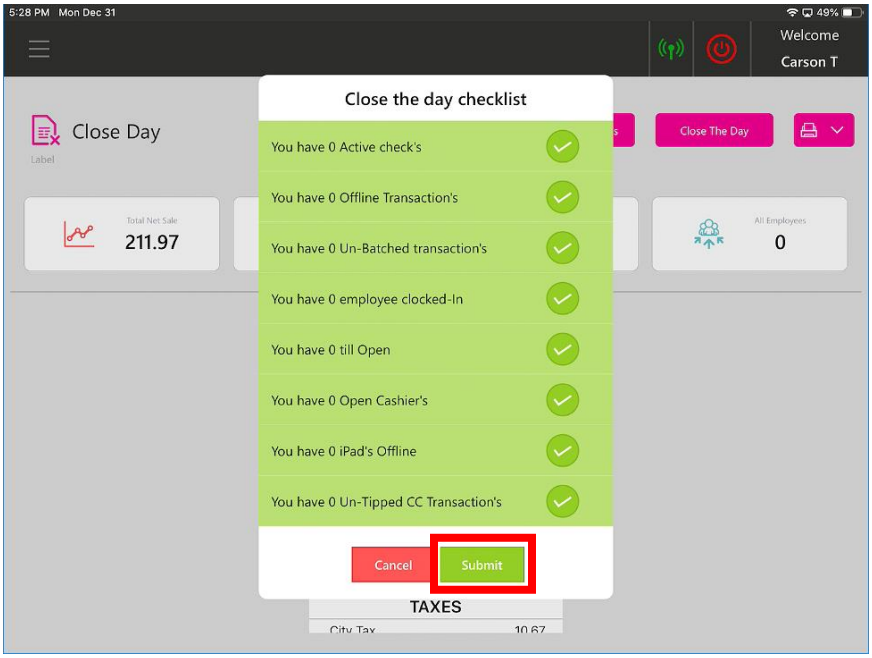


Close the Day

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

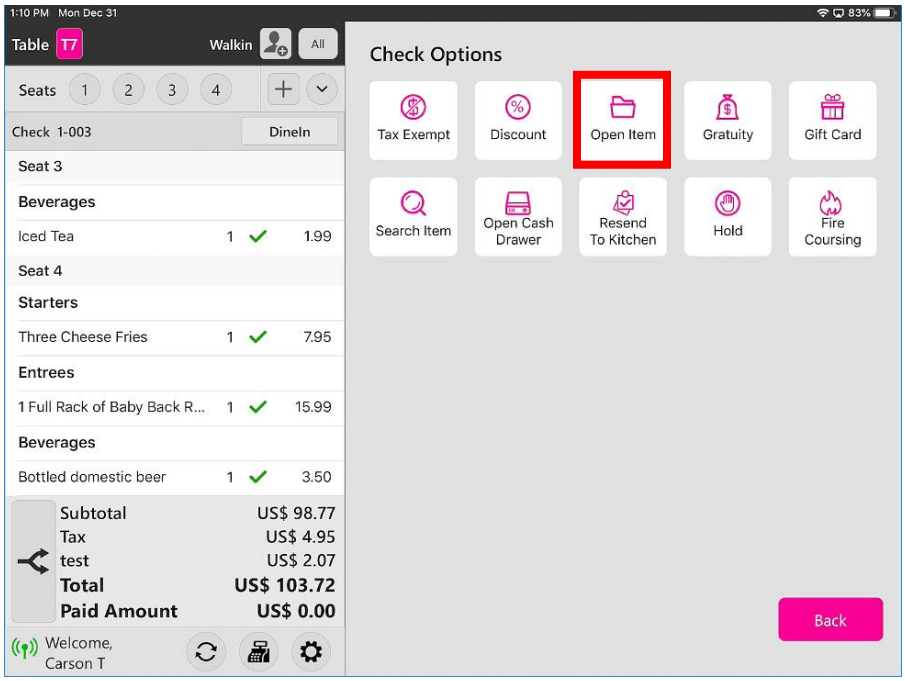


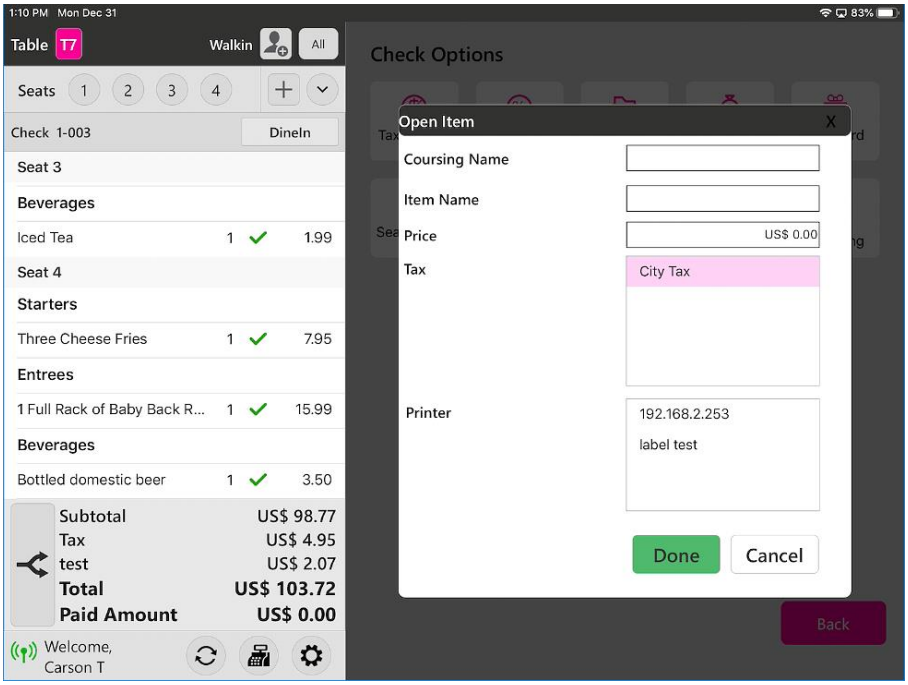


Create an Open Item

1. Tap on options

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

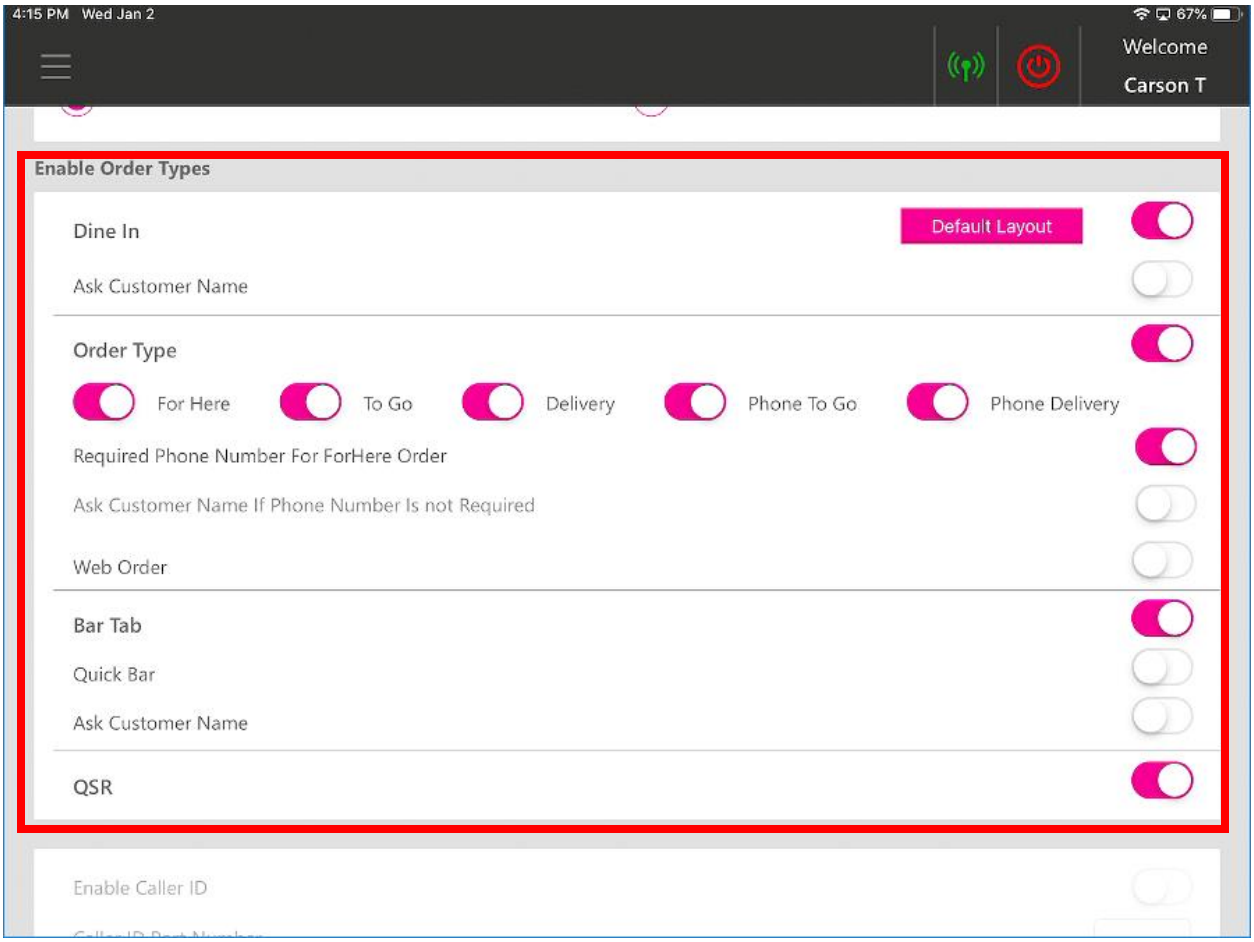




Enable Order Types

1. Type in your PIN then tap operations

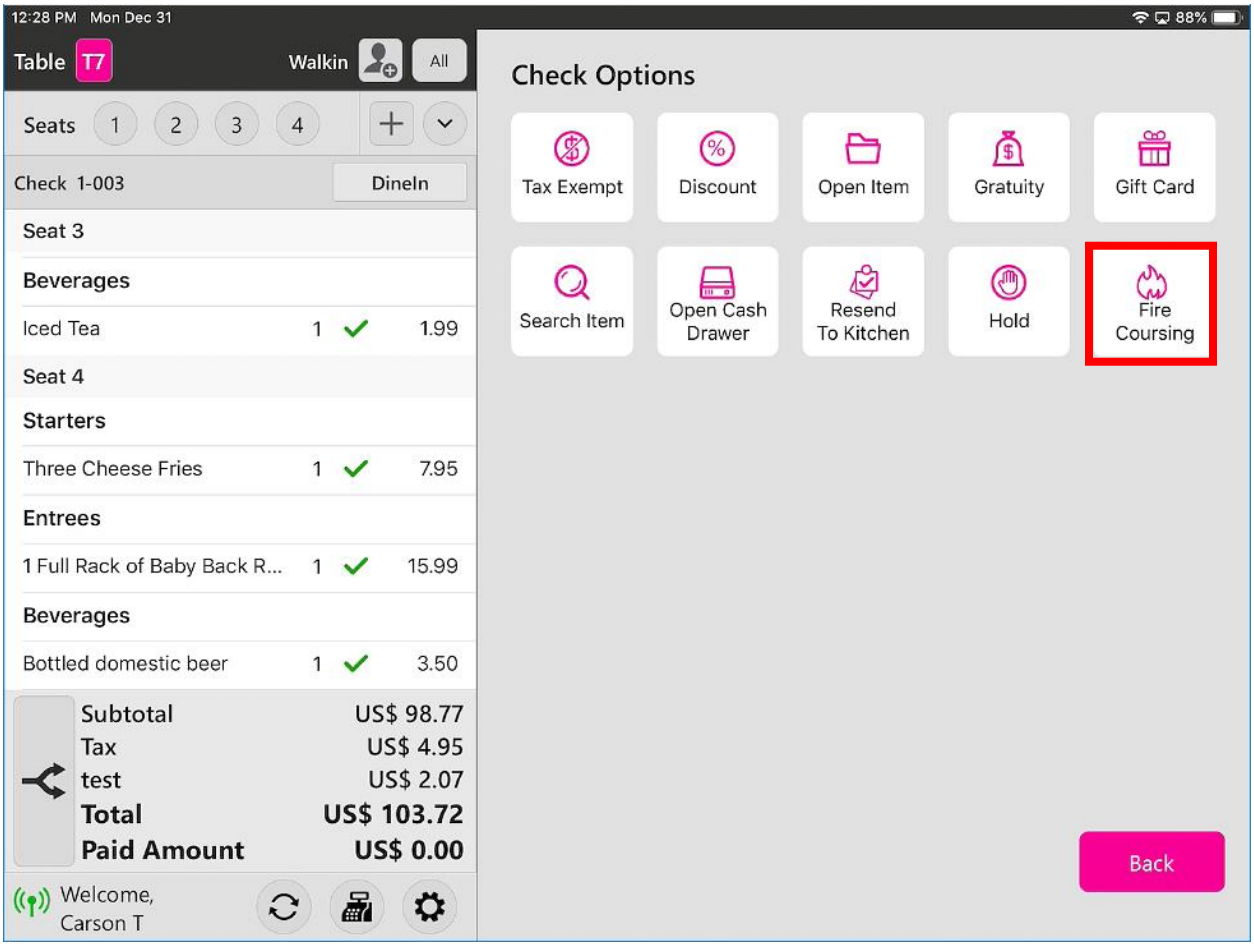
2. Then tap on POS settings
3. Scroll down to enable order types
4. Choose your order type options
   - Please note web order is an add-on
5. Tap on save changes up top



Fire a Coursing

1. Tap on options

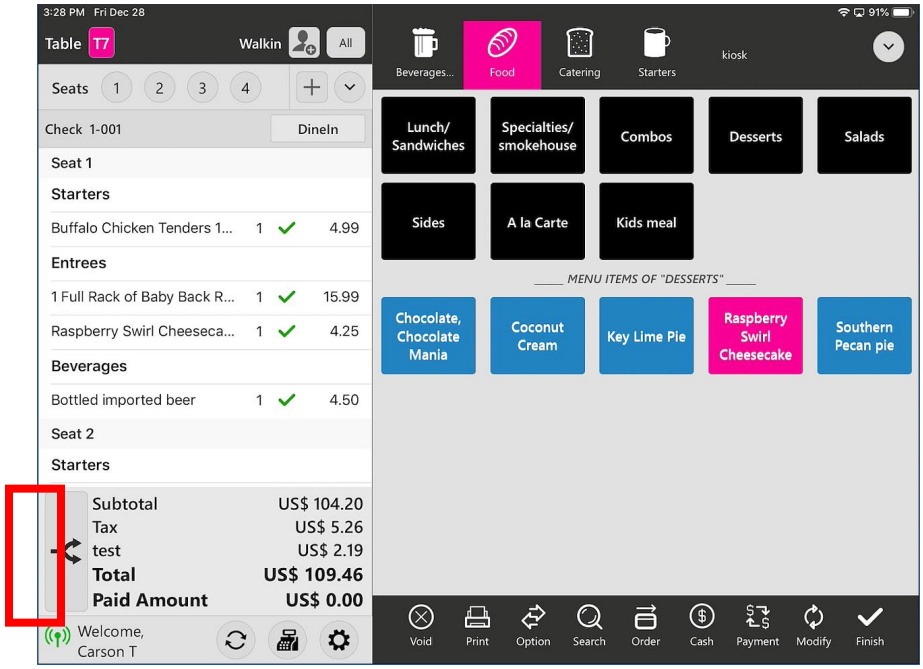
2. Tap on Fire coursing
3. Select the coursing you wish to fire

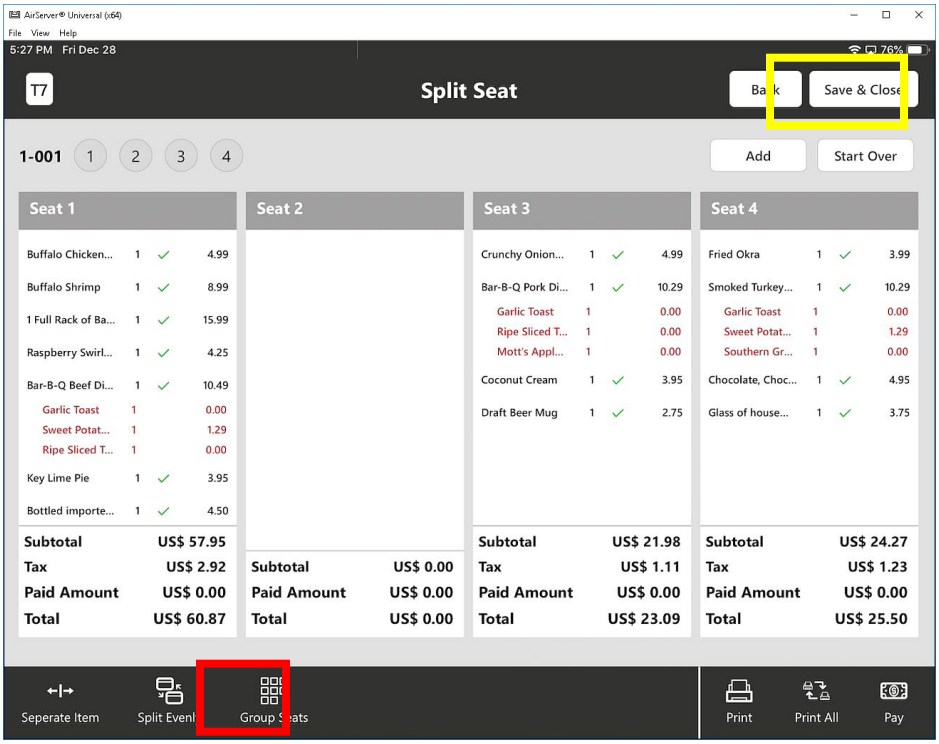


Grouping Seats on the Same Check

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

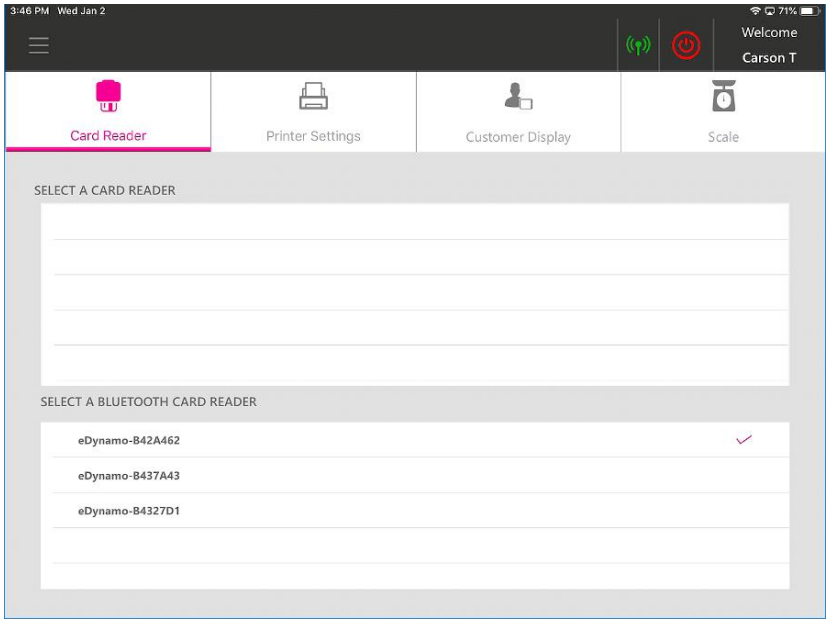


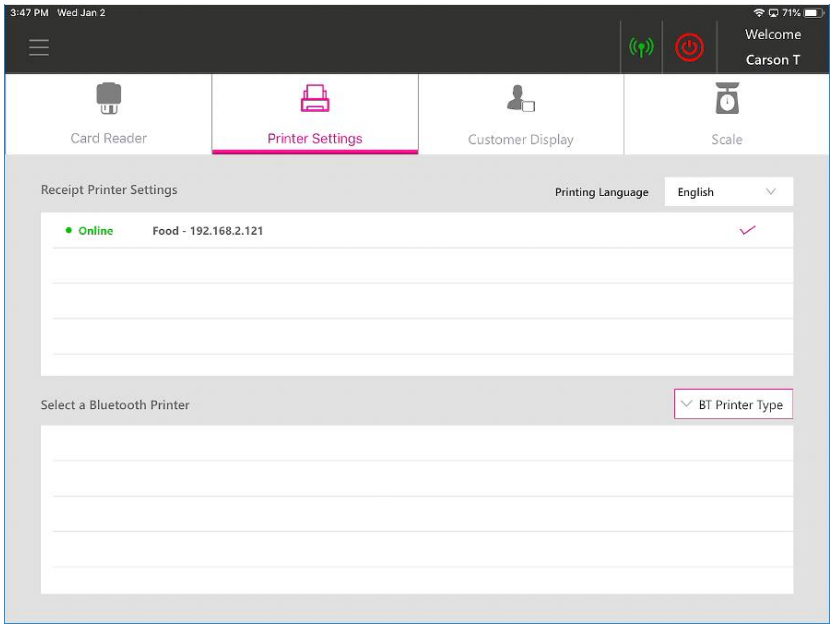


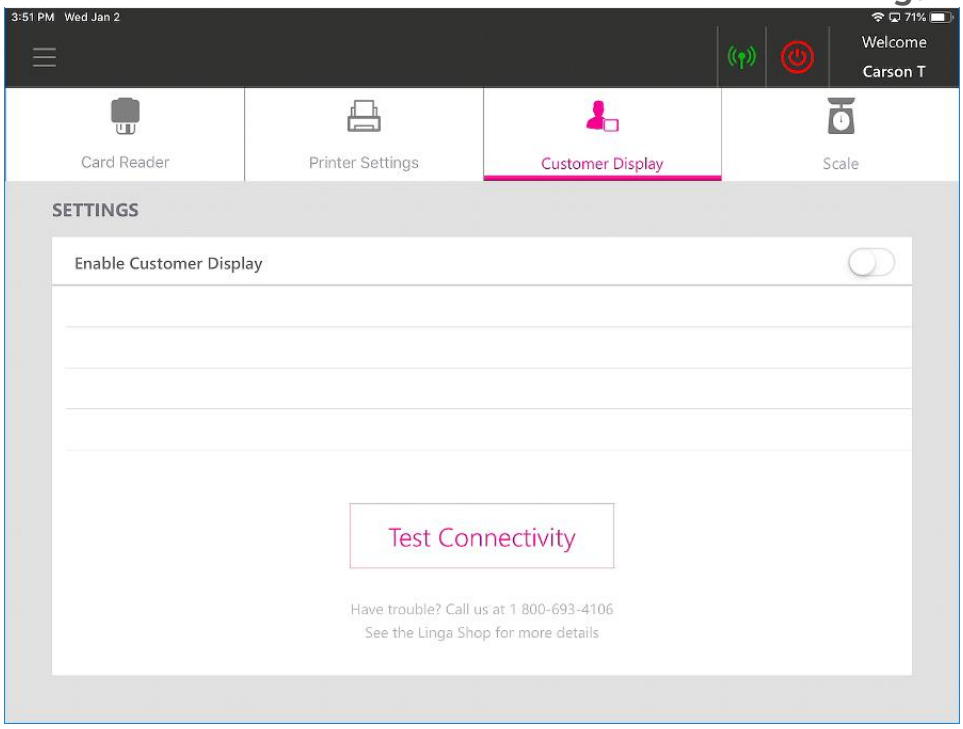
Hardware Settings

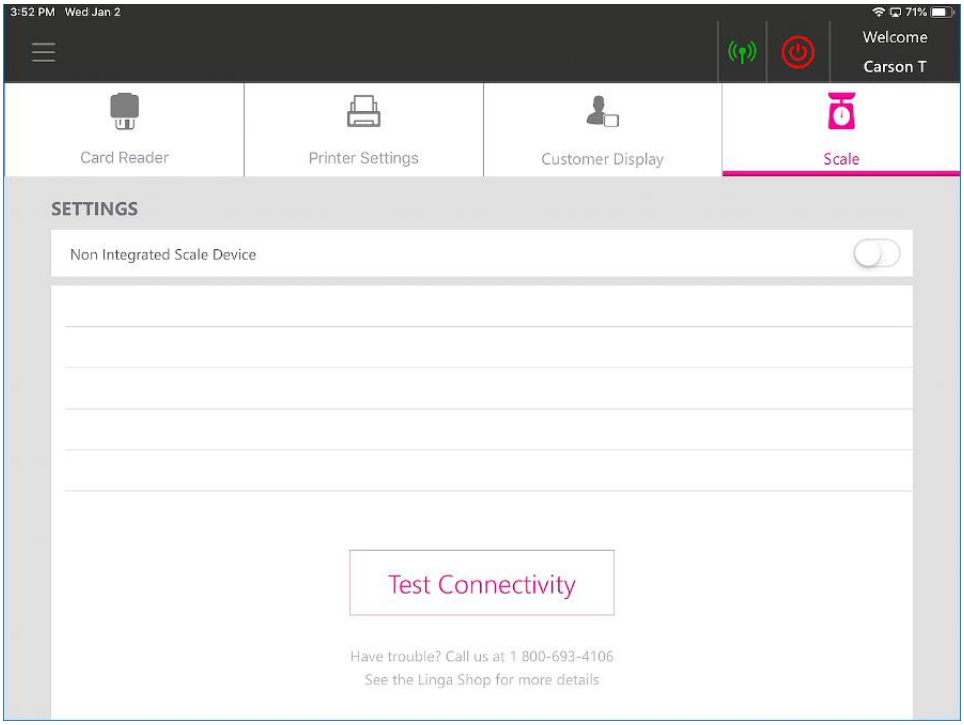
1. Type in your PIN then tap operations
2. Tap on hardware settings

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



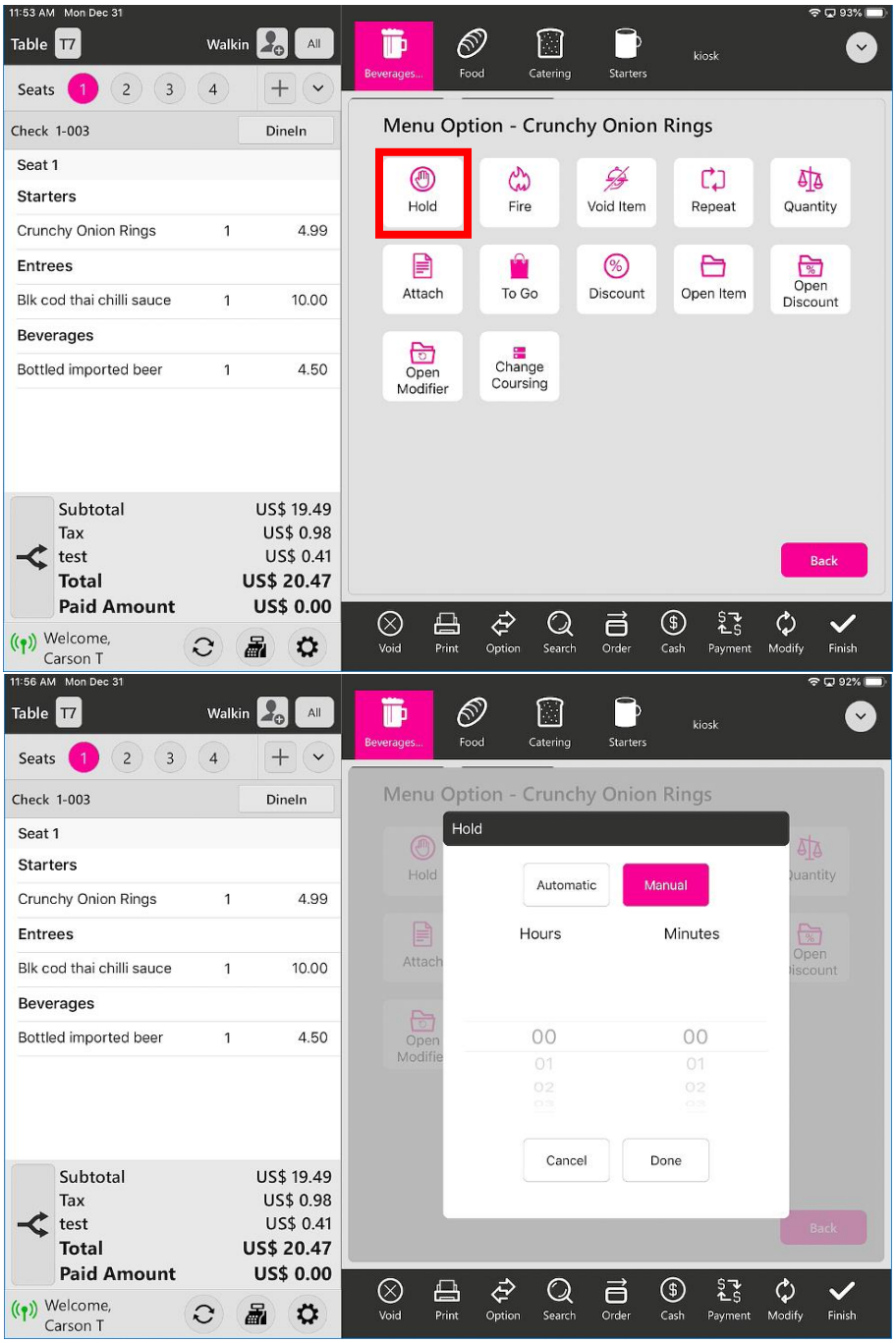



3:51 PM Wed Jan 2
71%
Welcome
Carson T
Card Reader
Printer Settings
Customer Display
Scale
SETTINGS
Enable Customer Display
Test Connectivity
Have trouble? Call us at 1 800-693-4106
See the Linga Shop for more details


3:52 PM Wed Jan 2
71%
Welcome
Carson T
Card Reader
Printer Settings
Customer Display
Scale
SETTINGS
Non Integrated Scale Device
Test Connectivity
Have trouble? Call us at 1 800-693-4106
See the Linga Shop for more details

Hold an Item

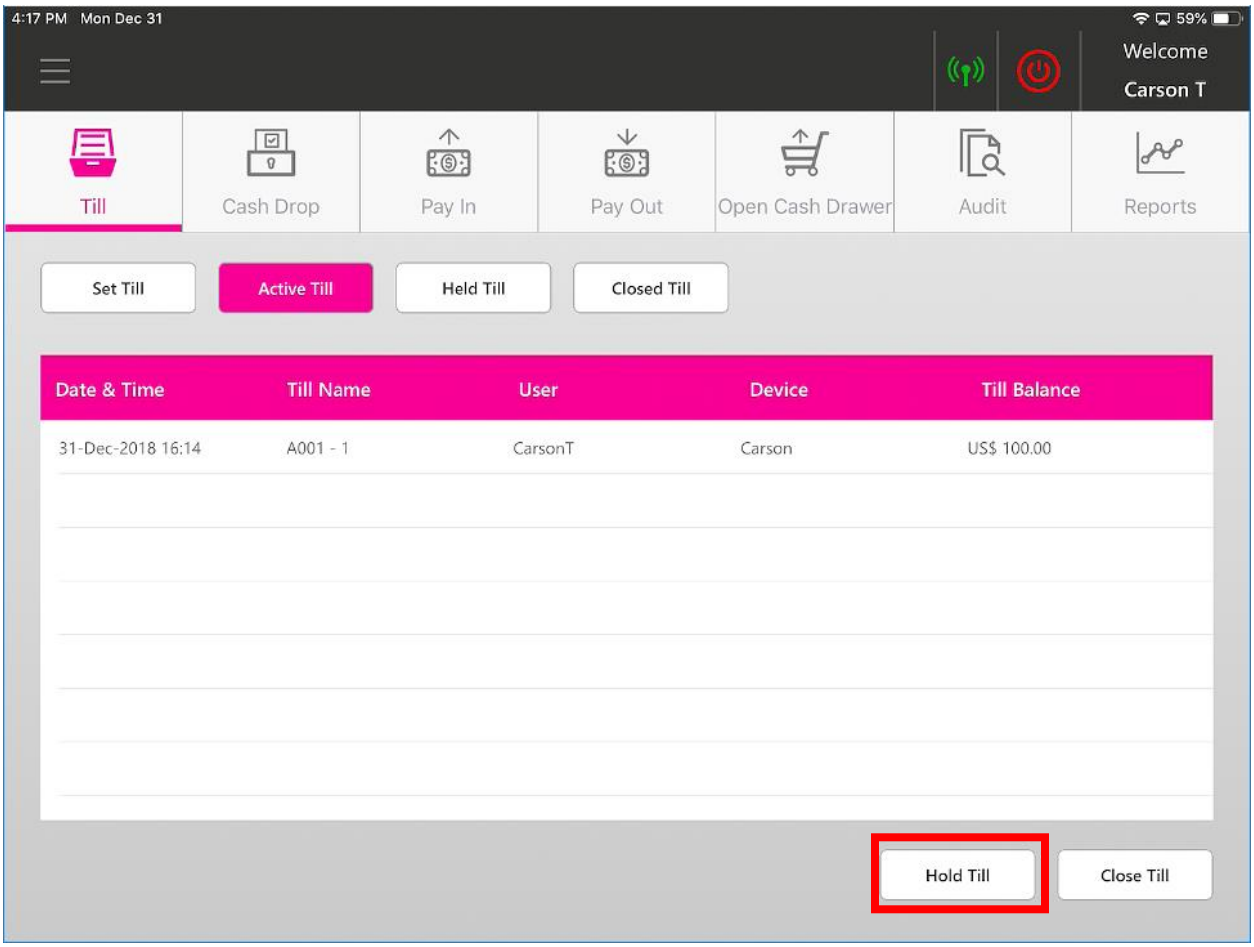
1. Tap on the item
2. Tap on hold item
3. Select manual or Automatic (If auto set a timer)
4. Tap done



Hold or Close a Till

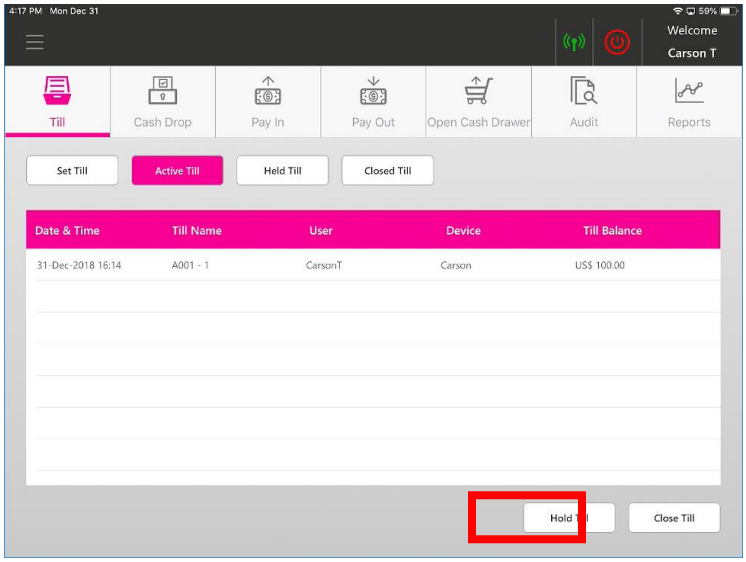
Holding a Till

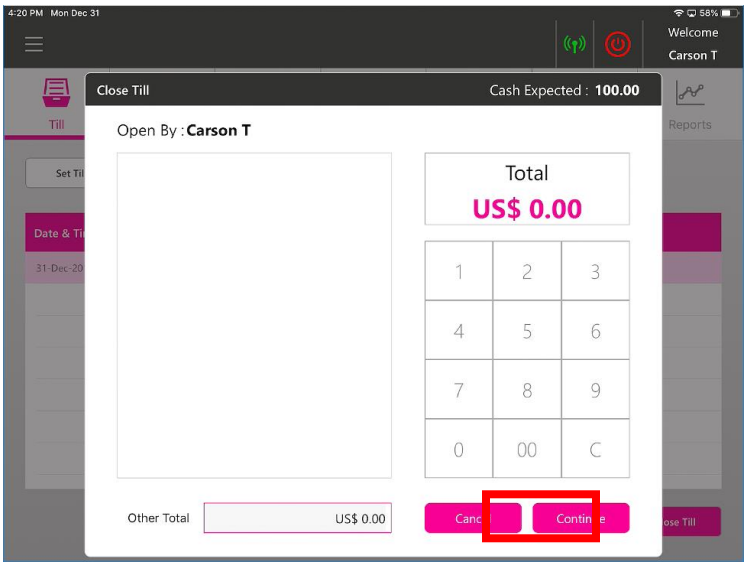
1. Under Operations go to till management
2. Go to the active tills
3. Tap on the Till
4. Tap hold Till
5. It will now show under held till



Closing a Till

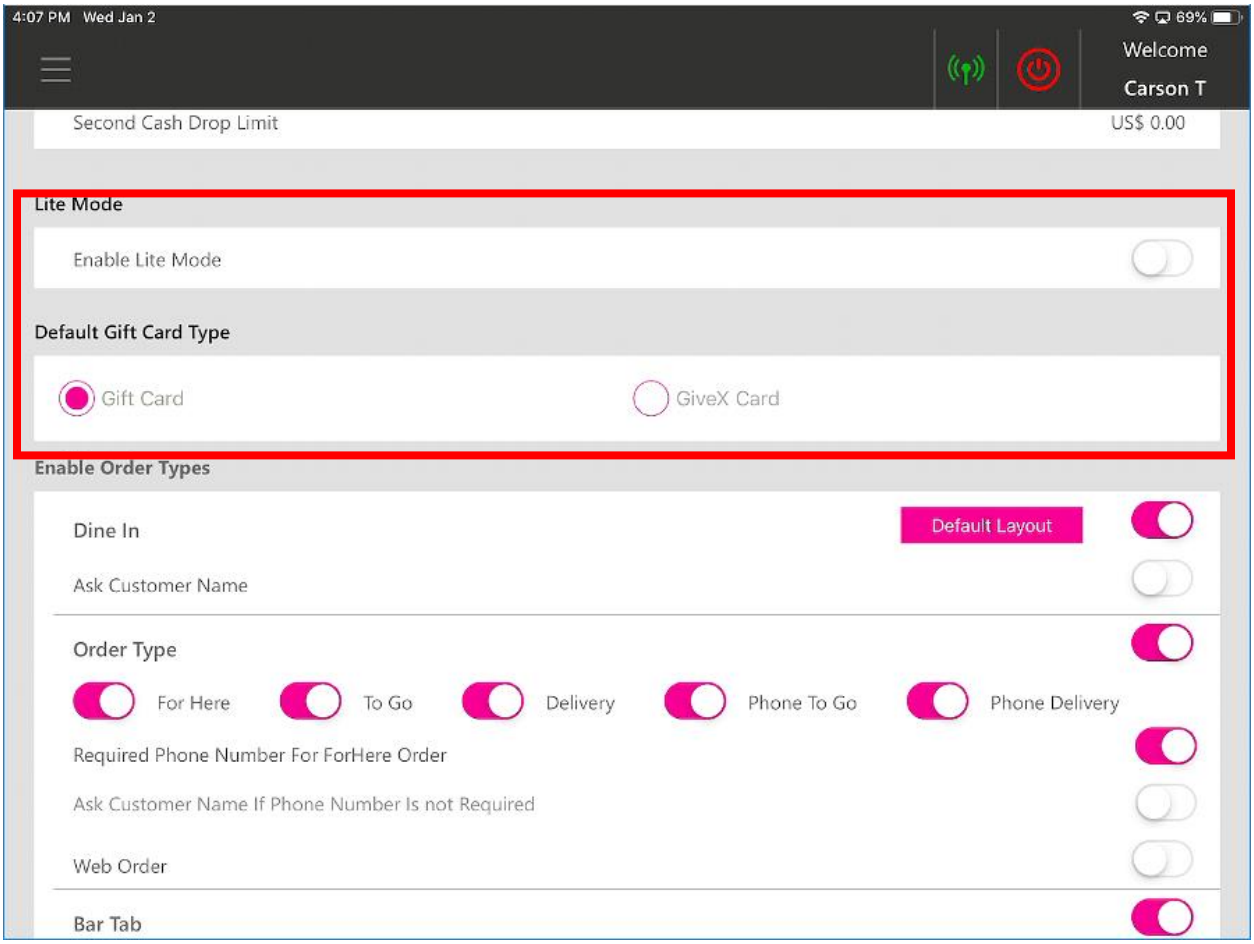
1. Tap on the till you want to close
2. Tap on close till
3. Count the money and put in the total amount (see cash expected)
4. Tap continue
5. Give a reason if there is an over or shortage
6. Tap done
7. Print the summary and submit





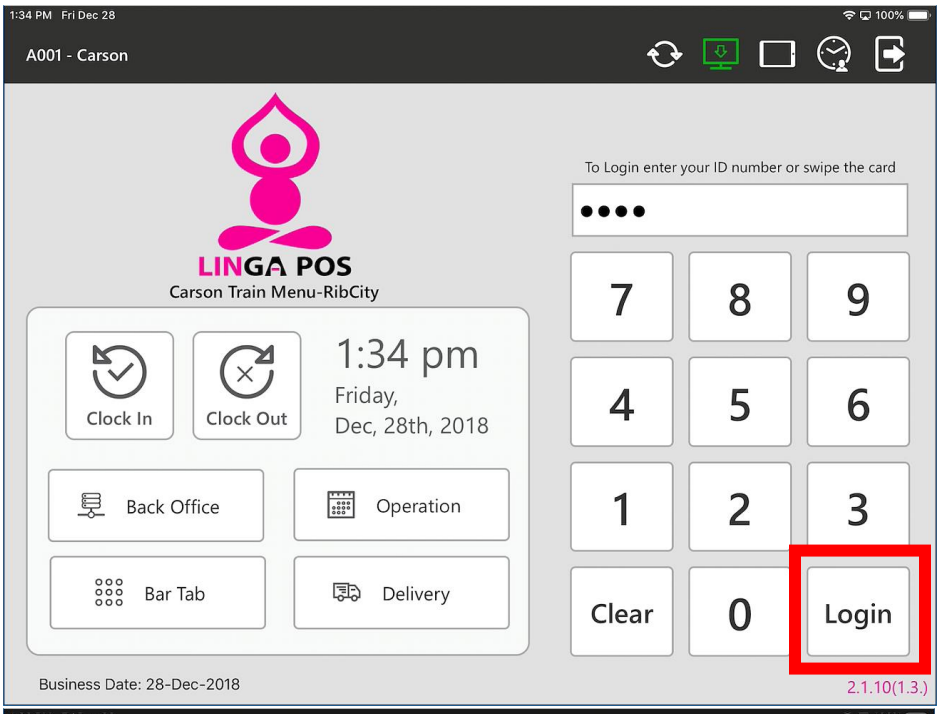
Lite Mode and Default Gift Card Type

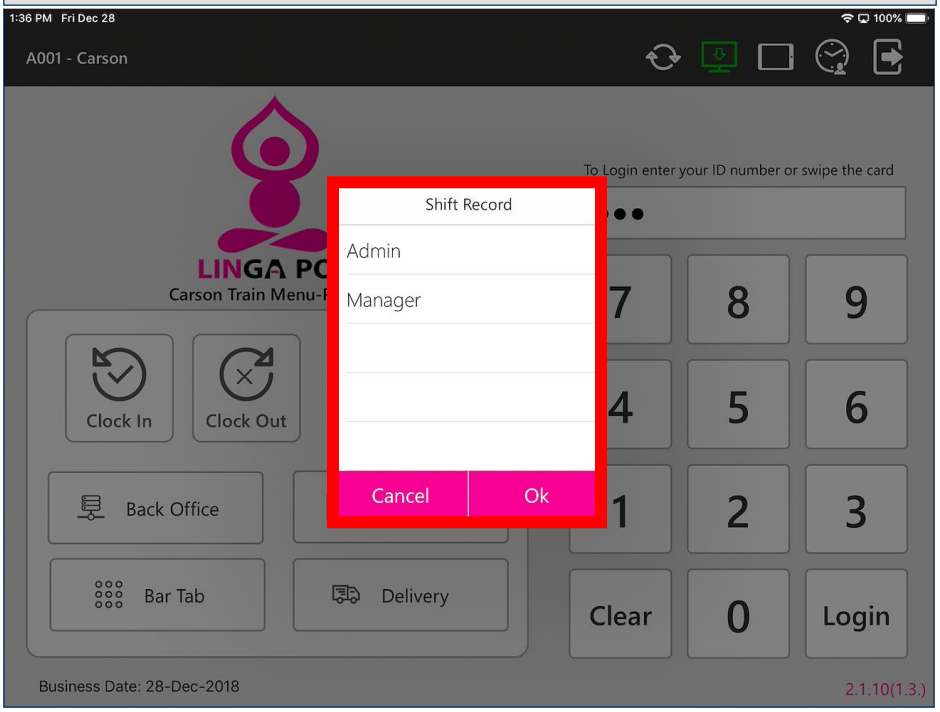
1. Type in your Pin then tap operations
2. Tap on POS settings
3. Scroll down to lite mode and turn it on if you wish
   - This makes your POS faster, but you won't see any changes on a check UNTIL you tap on finish
4. Choose either Gift Card or GiveX Card
5. Tap save changes up top



Signing Into the POS

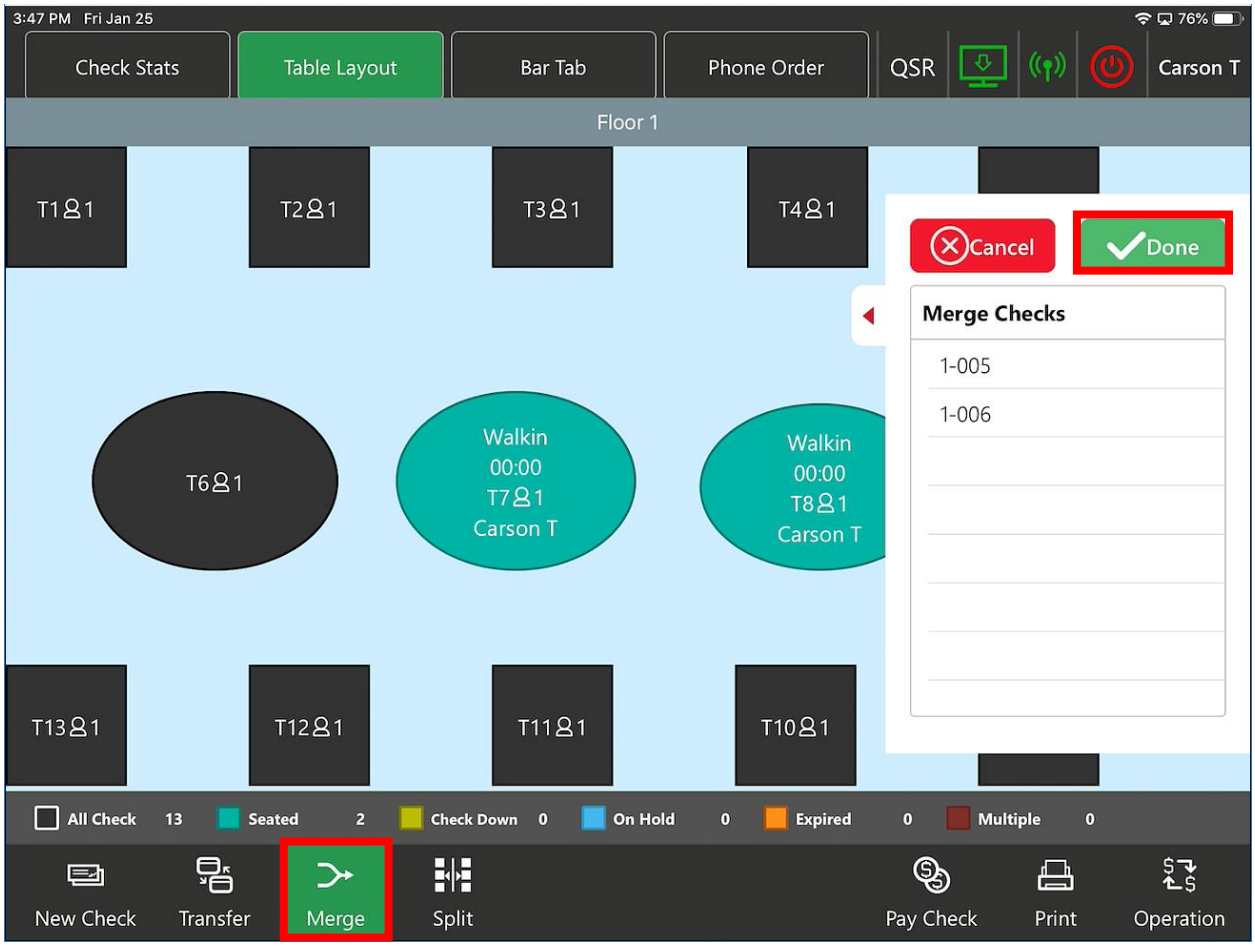
1. Type in your PIN
2. Tap Login
3. Select your role





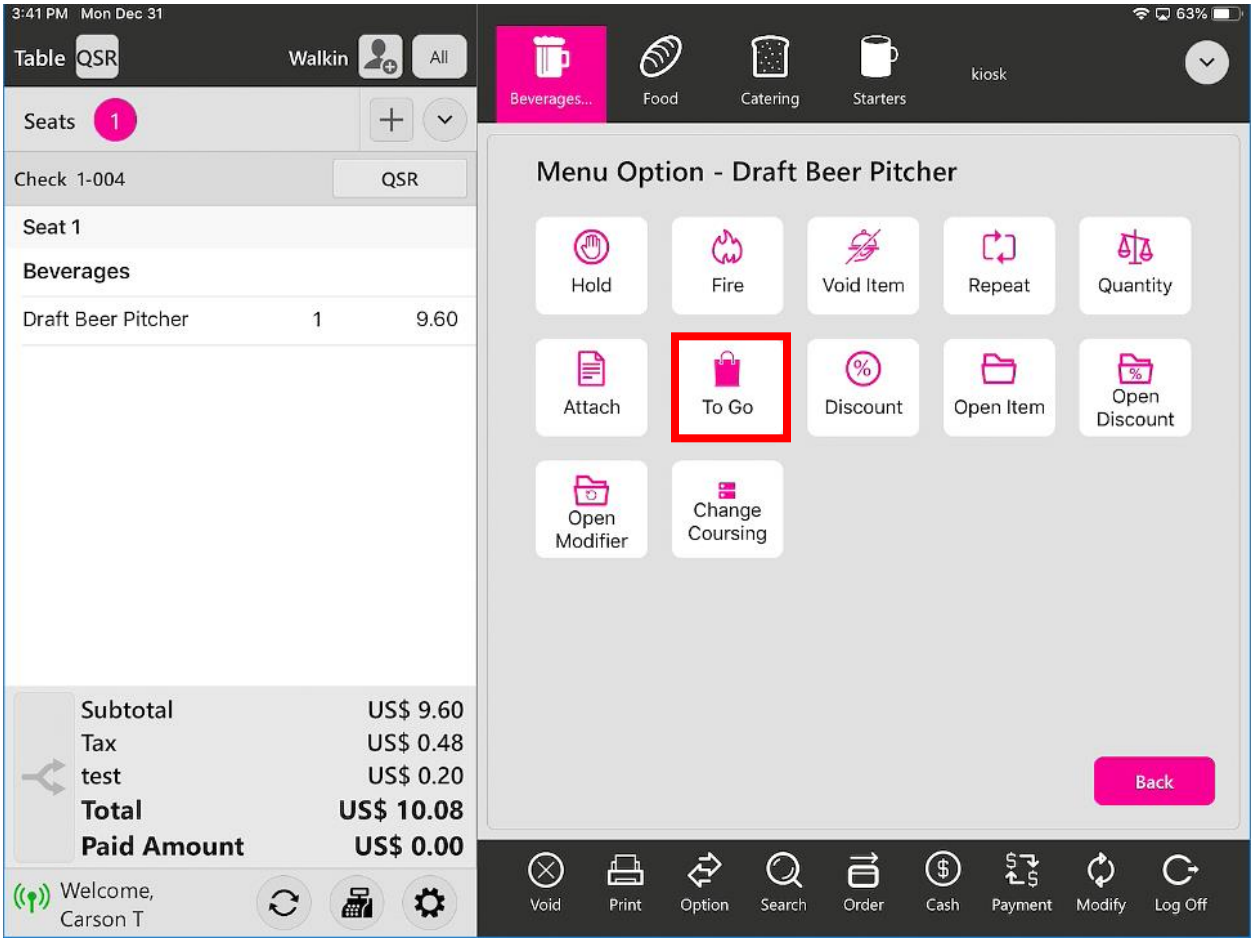
Merge Tables

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



Order an Item to go

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



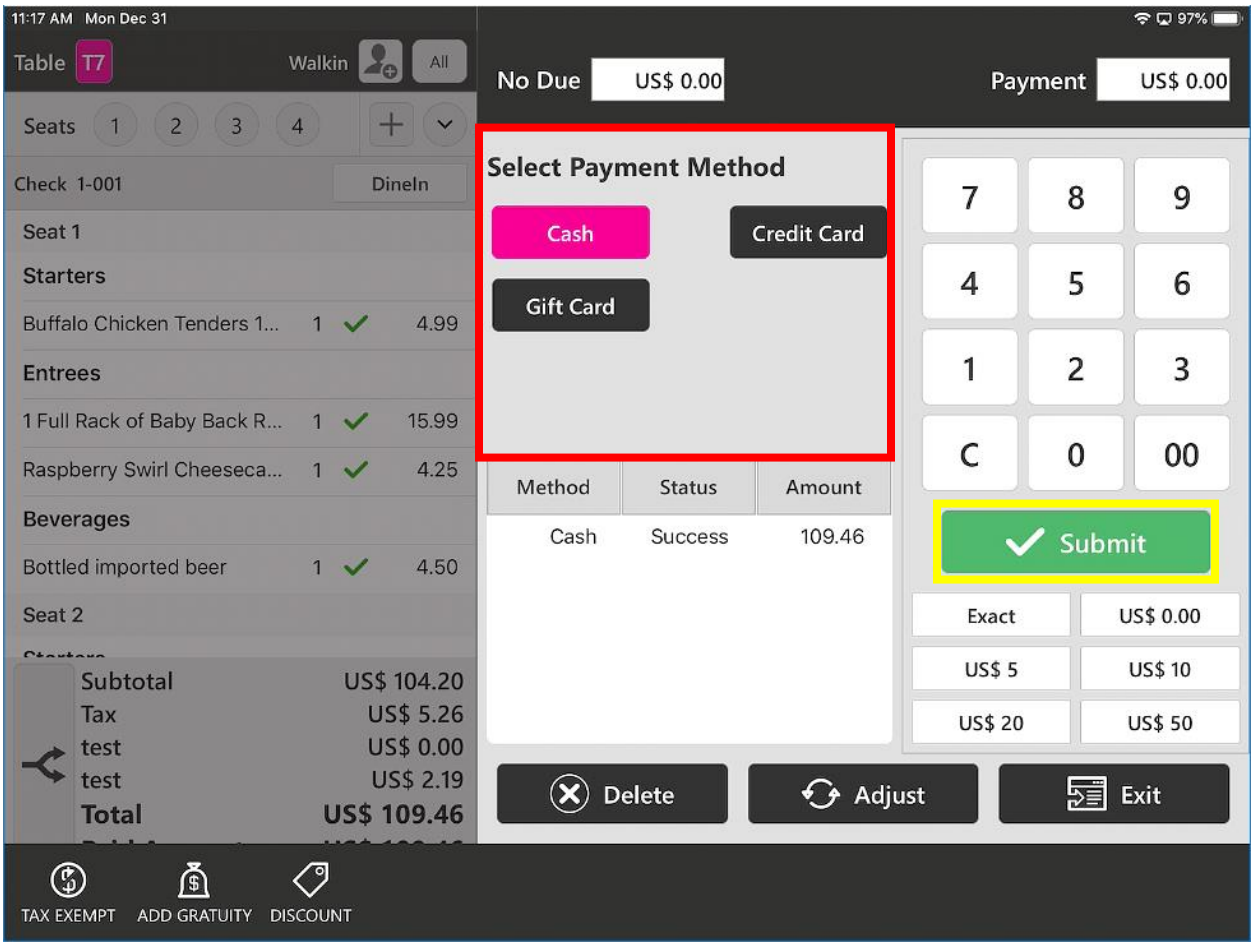
Pay a Check

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

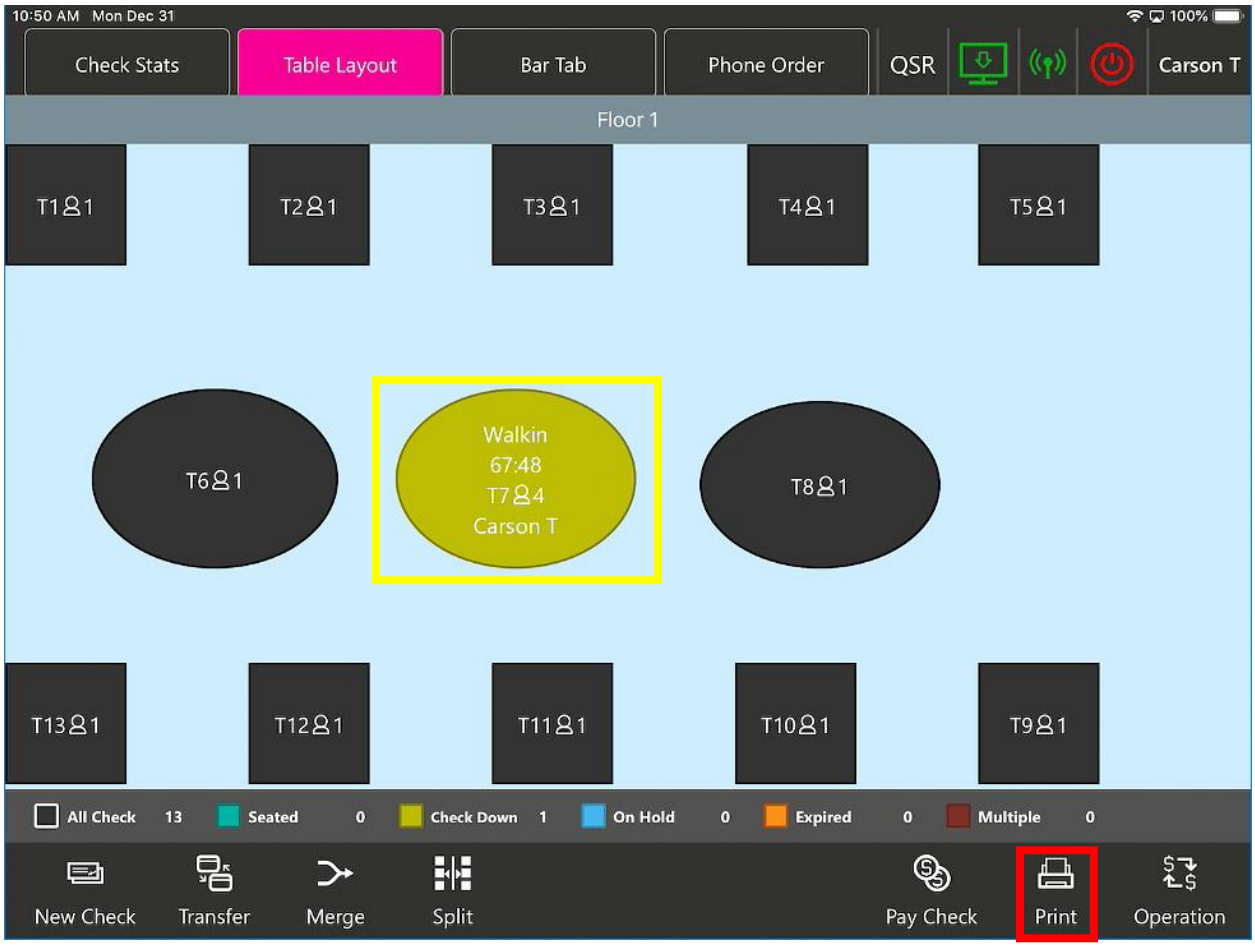
1. Tap on payments on the order screen
2. Select your payment method and how much you want to pay
3. Tap submit

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



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.

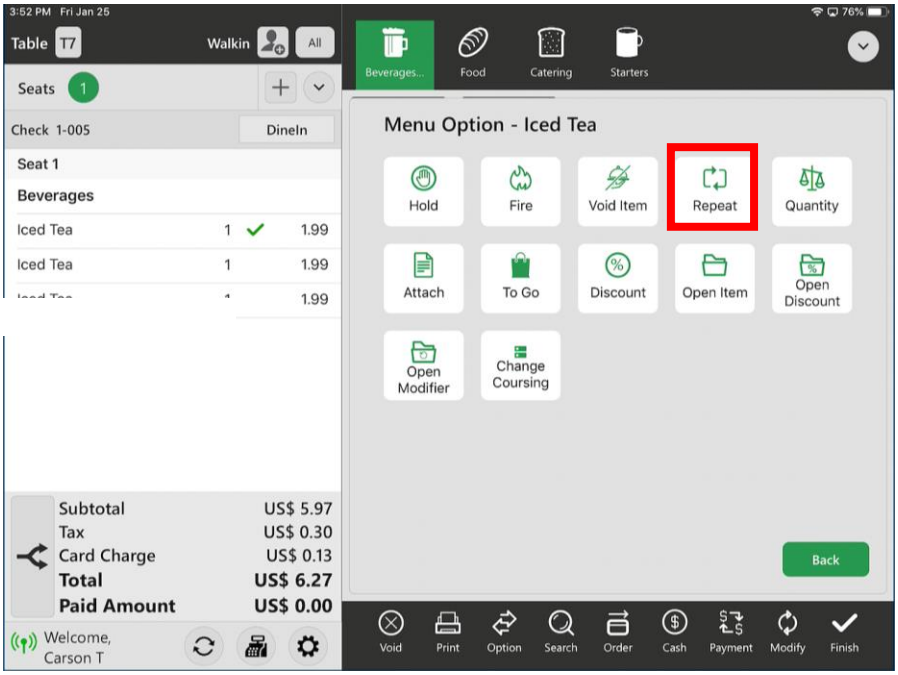


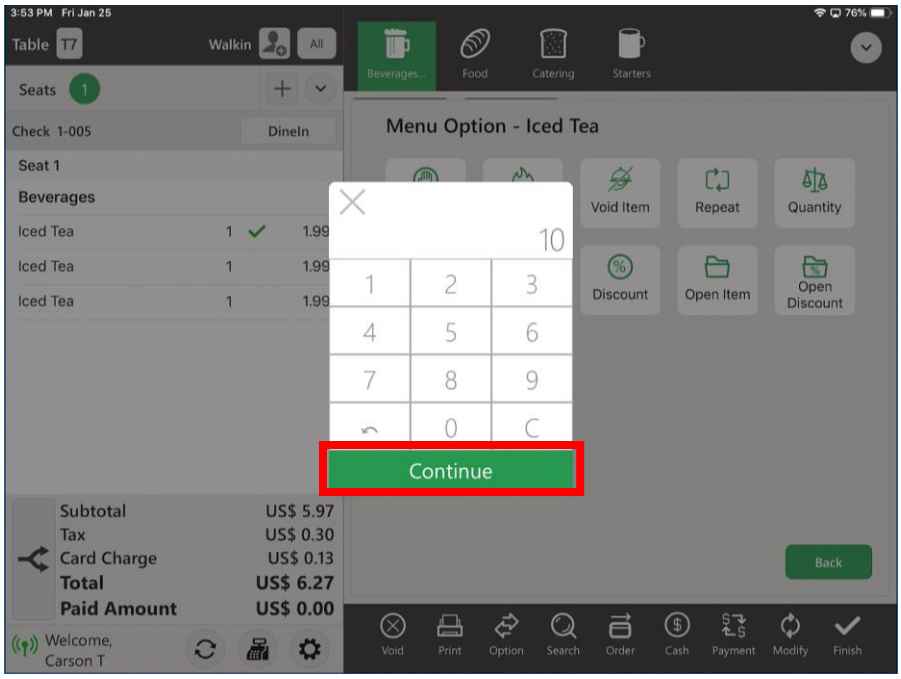
Print or Pay a Table's Check

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

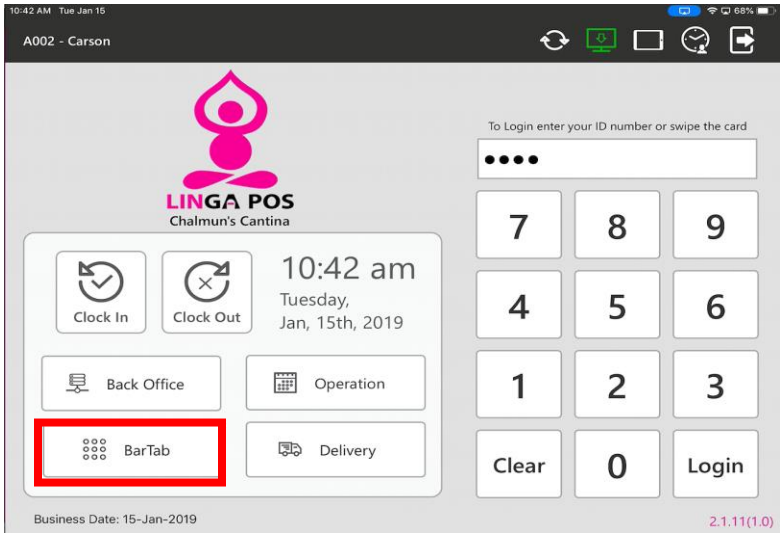




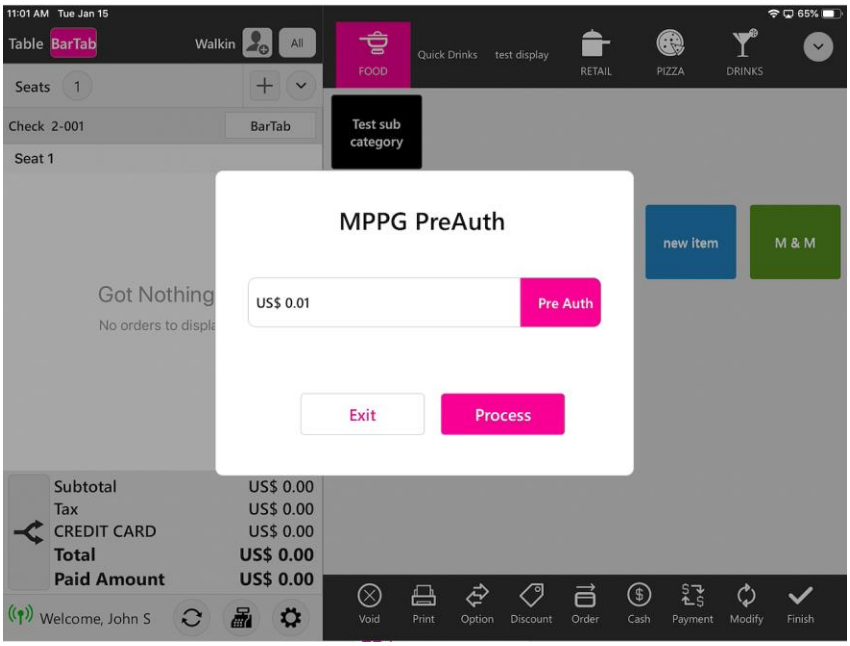
How to Enable and Use Pre Auth

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

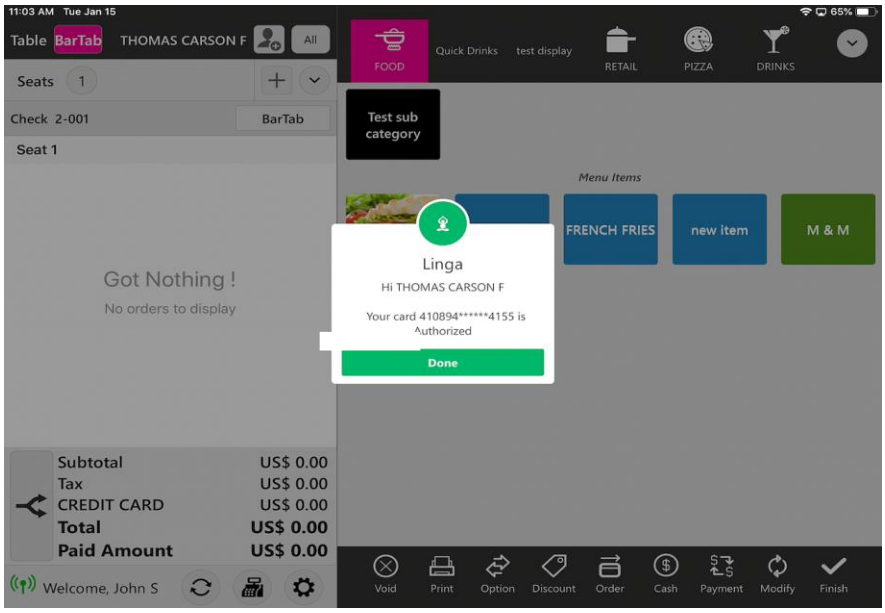
   - Click update
   - Push changes to your IPad
2. To open a Bar tab with Pre-Auth
   - Sync with BO
   - Operations → POS Settings → Disable Quick Bar under BarTab → Save Changes
   - Type in your PIN
   - Tap on bar tab



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



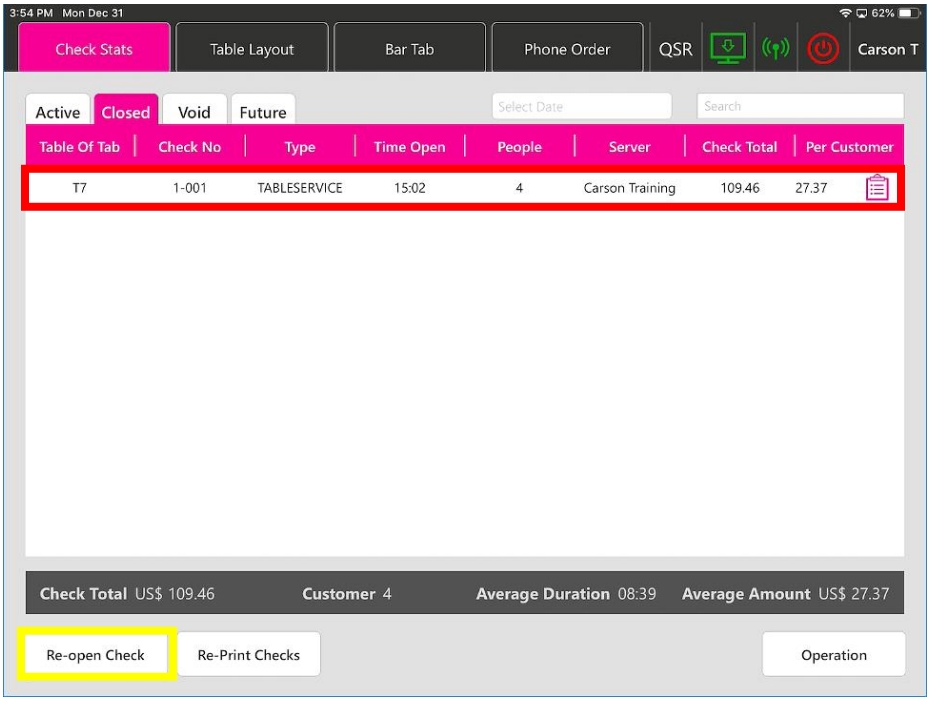
- You will get a confirmation saying your card is authorized



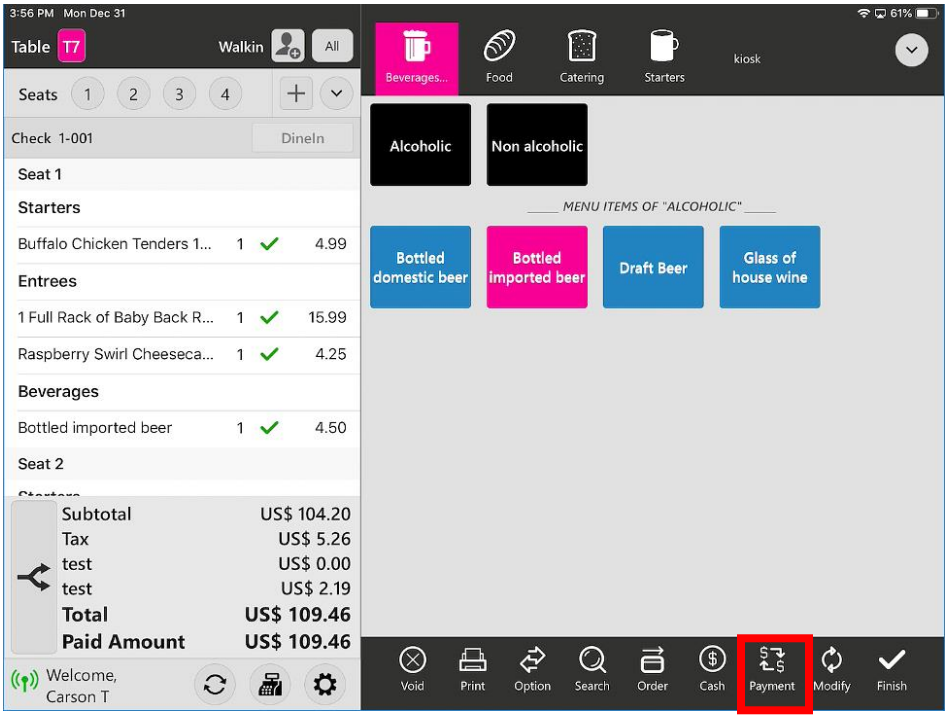
- When the customer is ready to close their tab tap on “payments” Then just tap on submit.
- Put in a tip and tap continue.
- You have now closed the tab

Refund a Closed Check

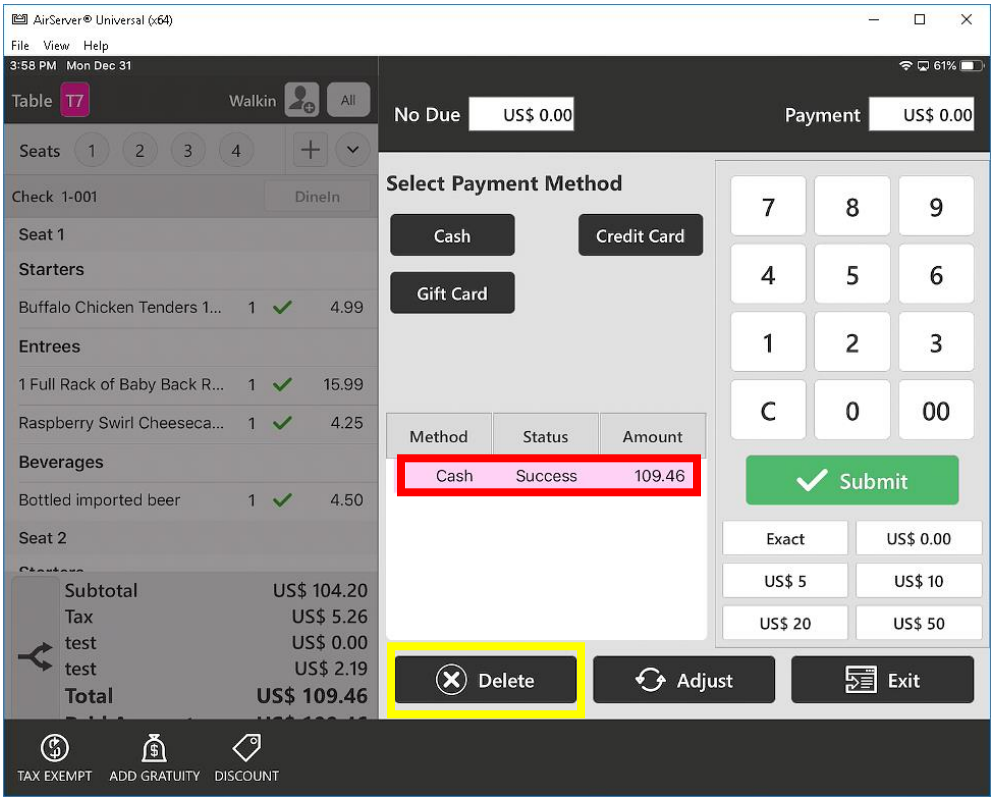
1. Go to closed checks under check stats



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



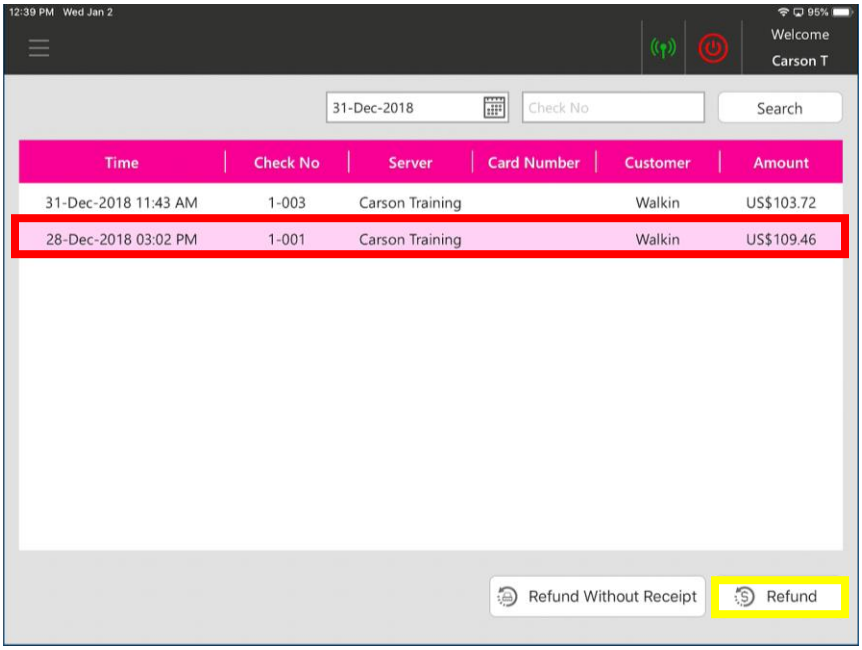
4. Tap on the payment
5. Tap on delete

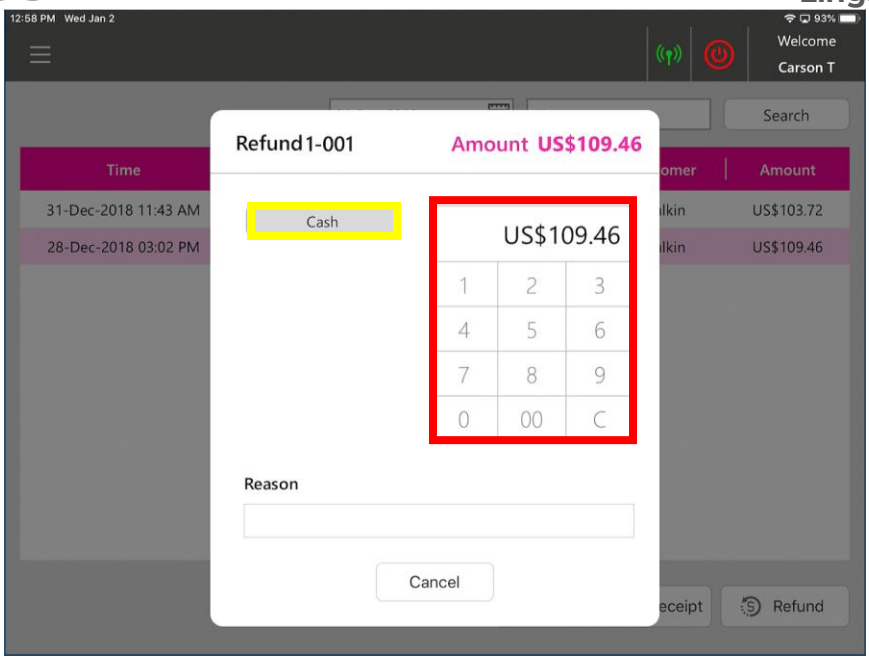


6. Tap exit
7. Void the check
8. Give a void reason
9. Void

Refund a Check after Close the Day

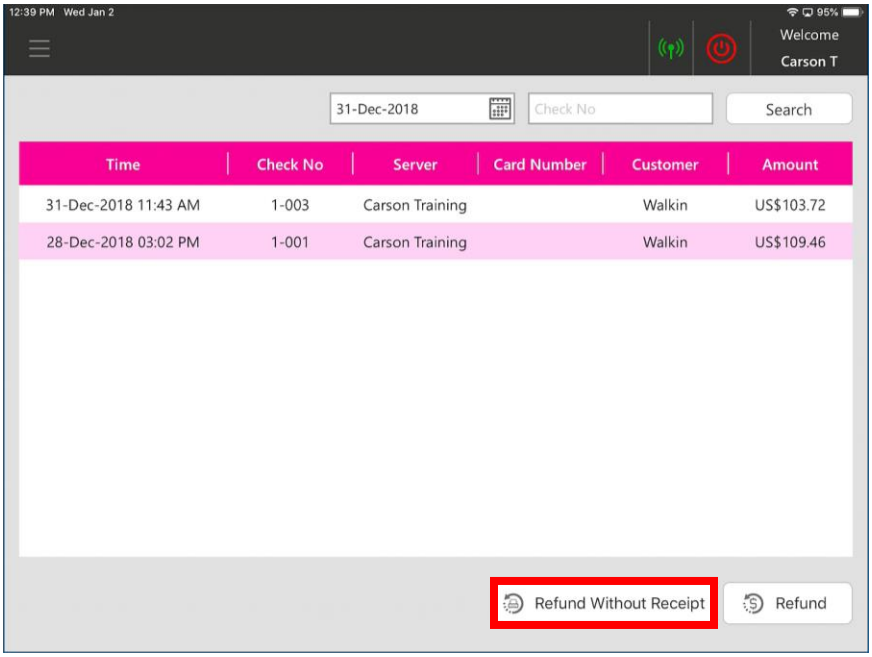
1. Type in your PIN go to operations
2. Tap on refund
3. Search the date
4. Tap on the check
5. Tap refund
6. Type in the amount to be refunded then tap the payment method

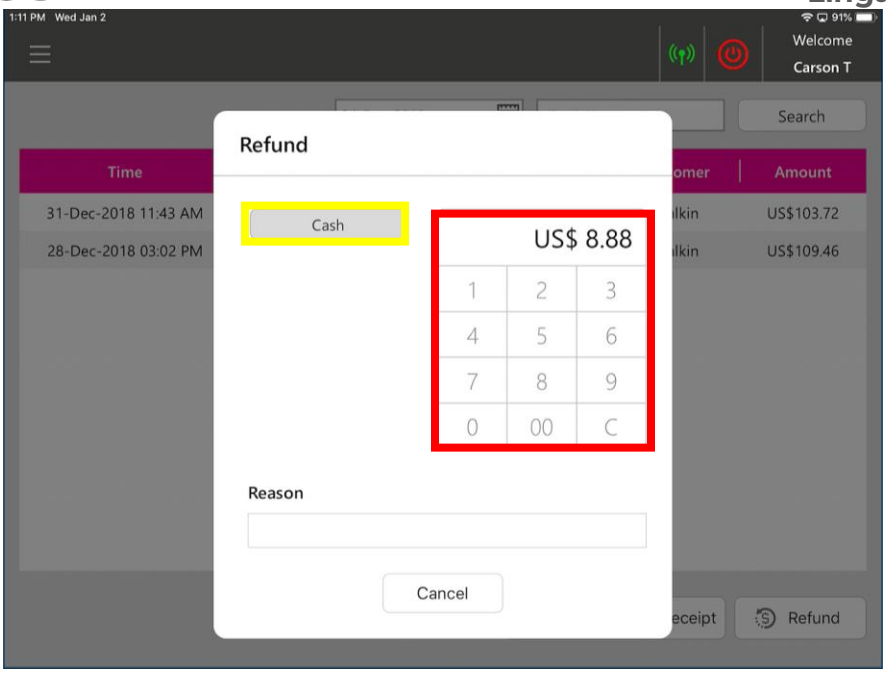




Refund without a Receipt after Close the Day

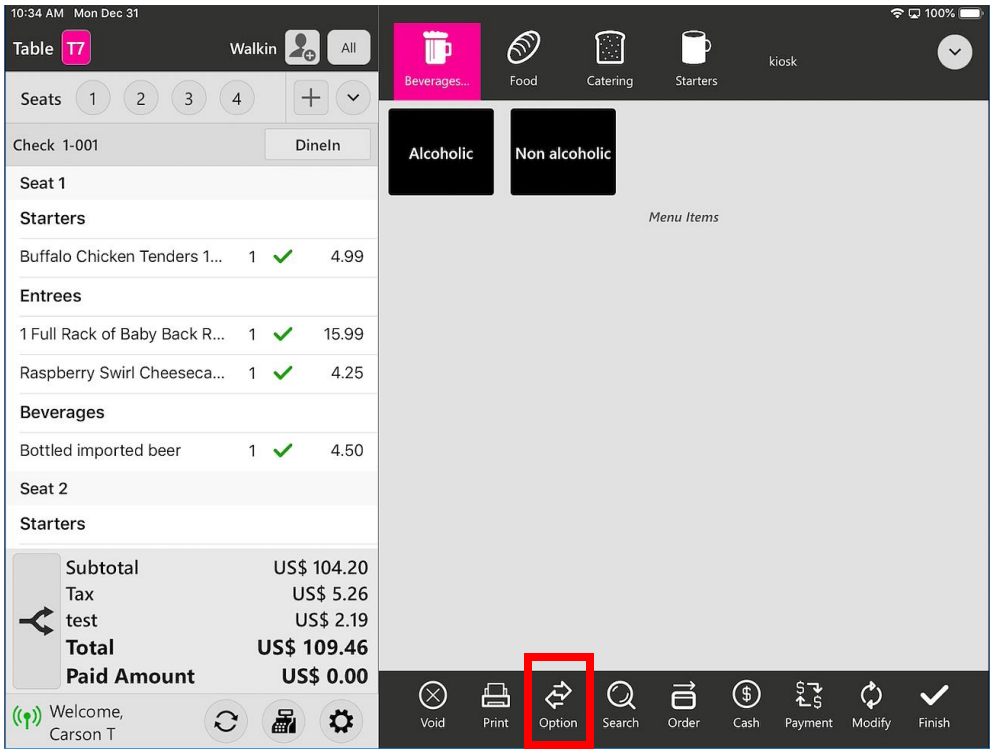
1. Type in your PIN then tap operations
2. Tap on refund
3. Tap refund without receipt
4. Type in the amount to be refunded
5. Give it a reason then tap the payment method

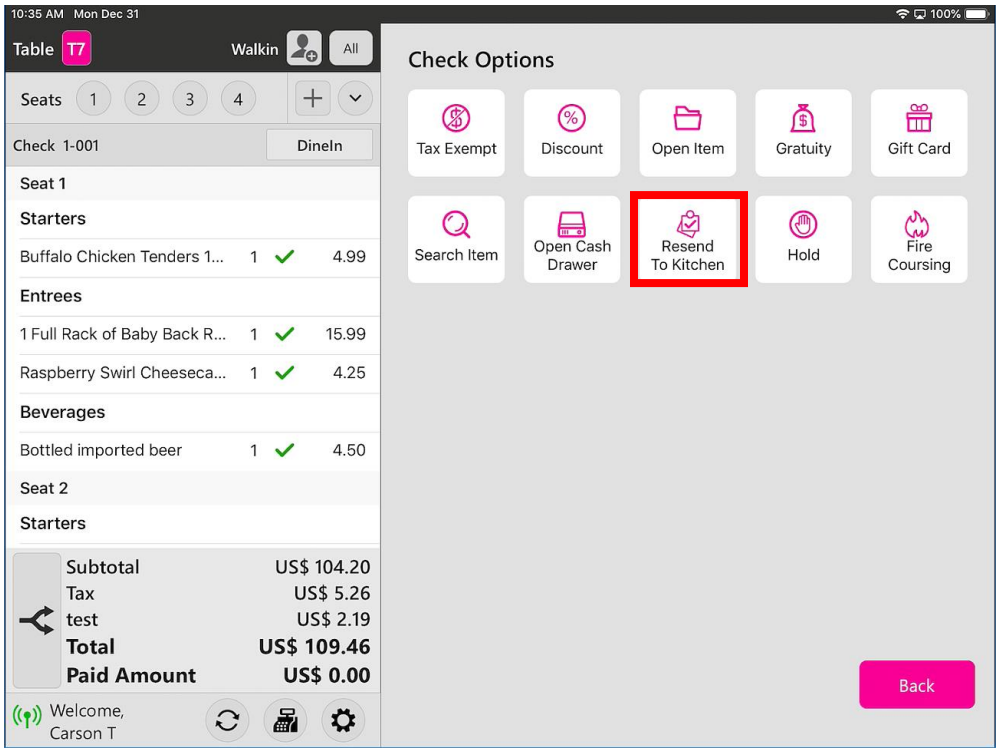




Resend an order to the kitchen

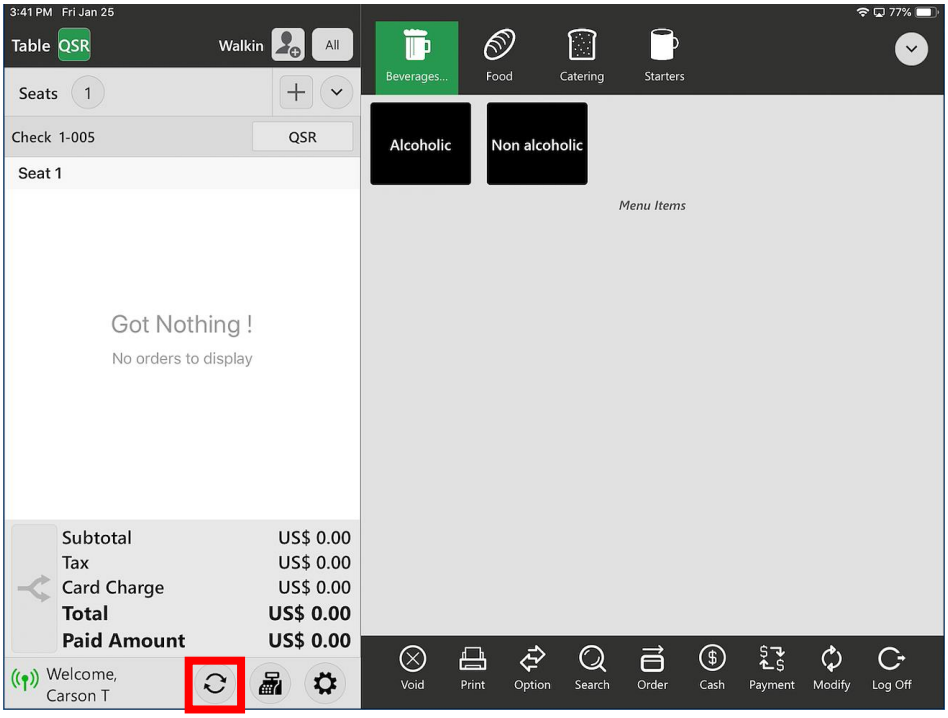
1. On the order screen tap on option
2. Tap on resend to kitchen

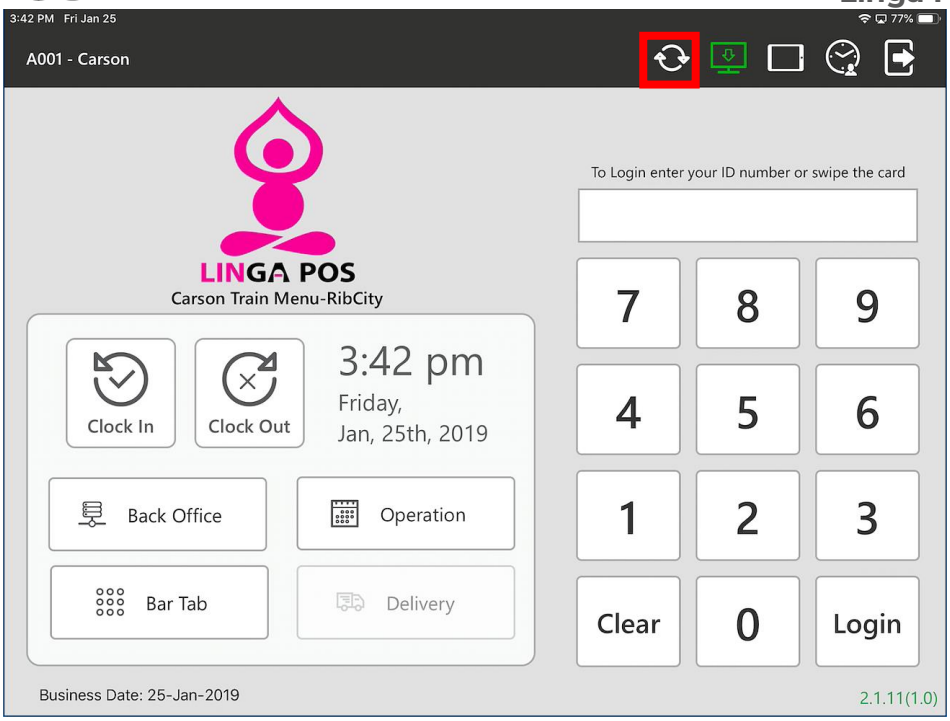




How to Resync System

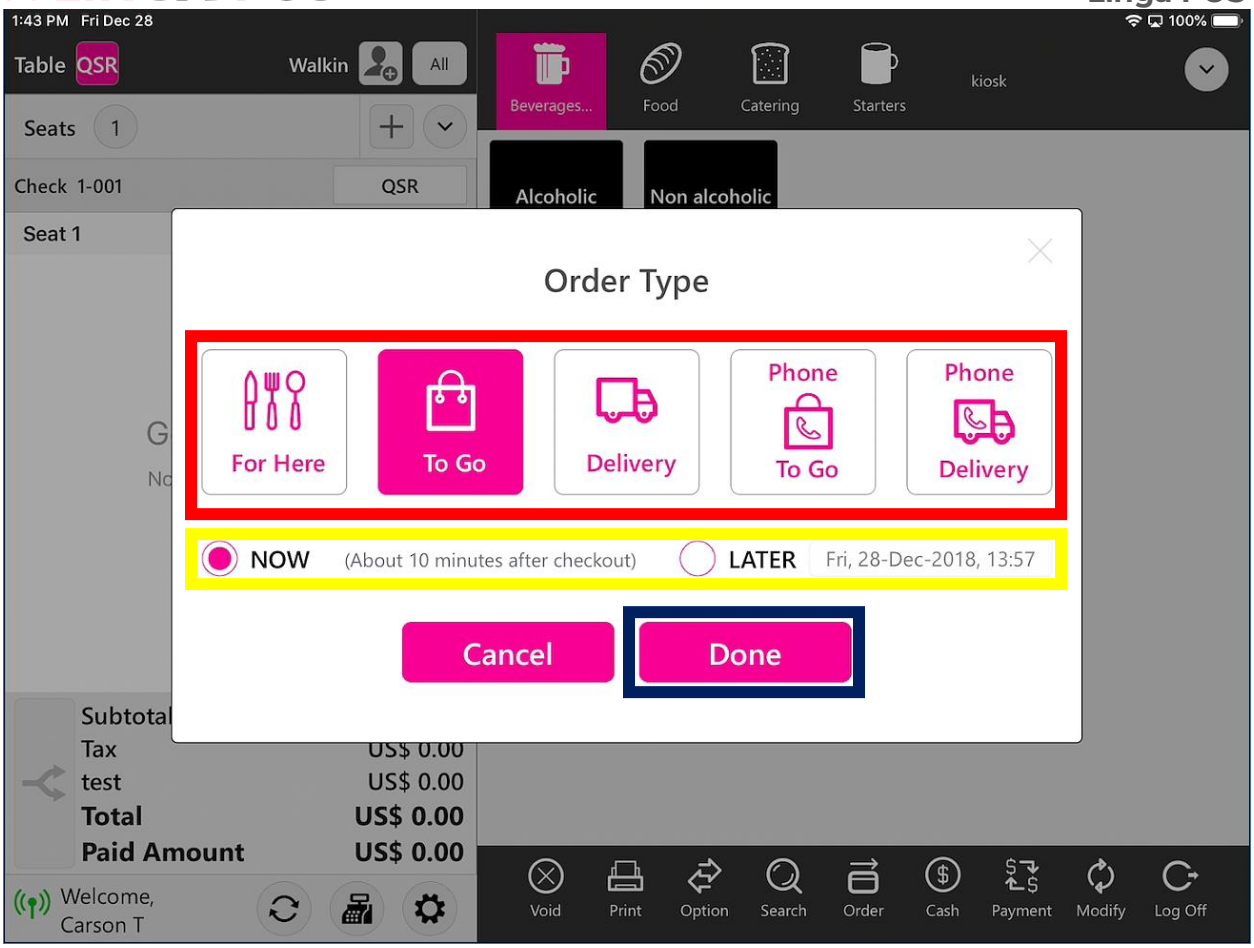
1. Resync your IPads to update your store's info
2. Click on the resync button on the login screen.
3. Or on the order screen.





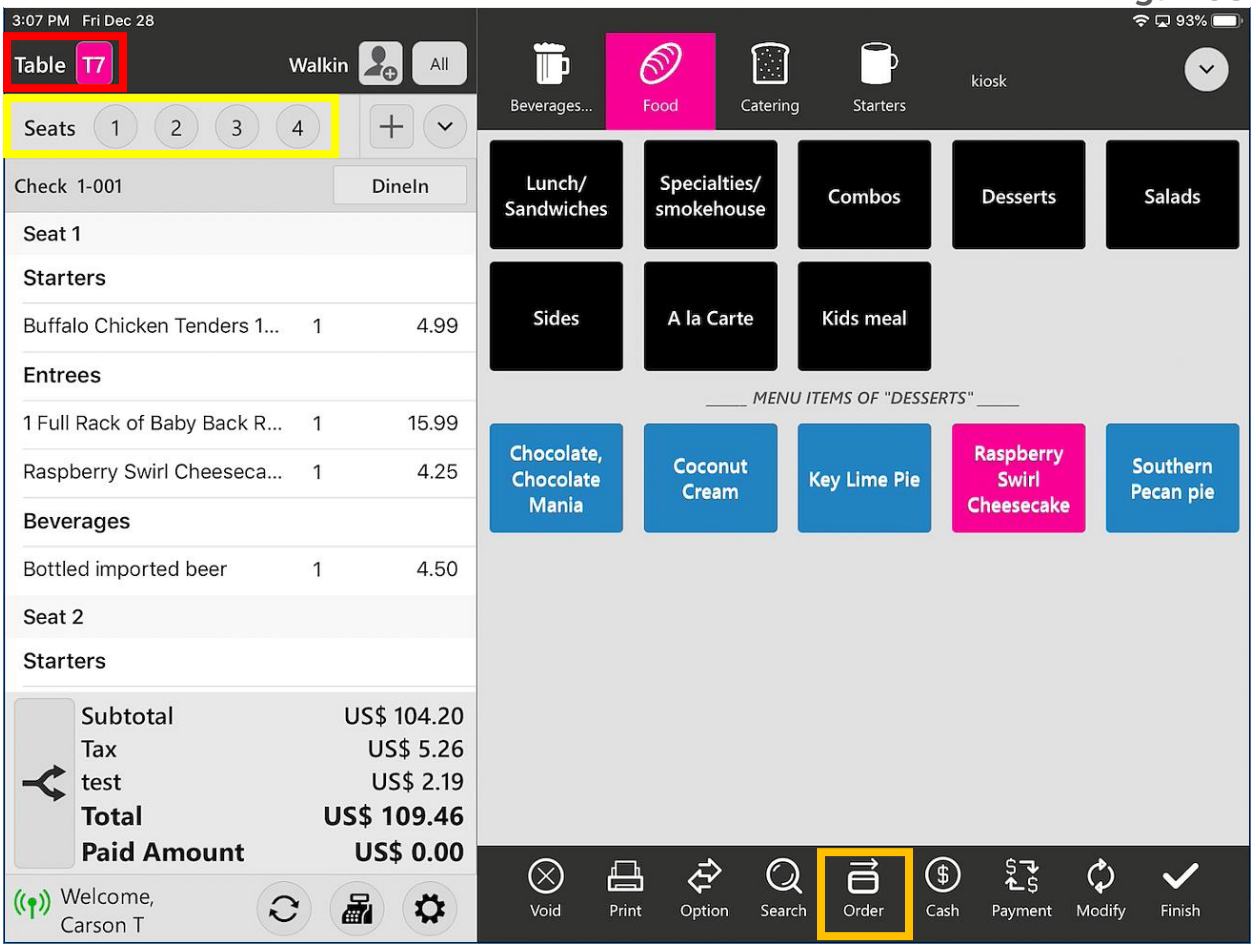
Selecting the Order Type

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



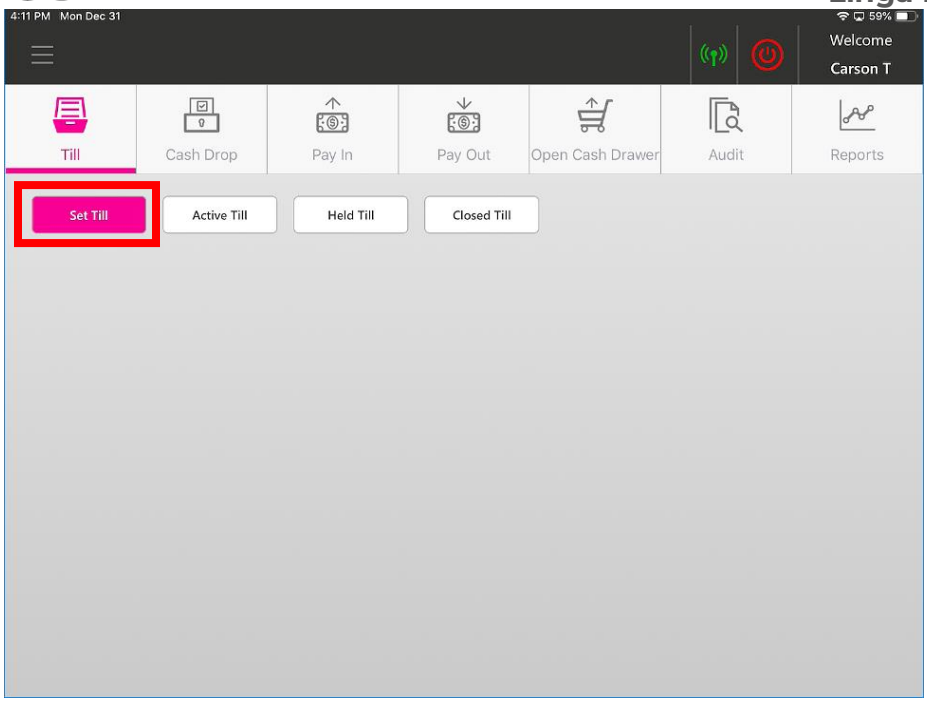
Sending an Order to the Kitchen

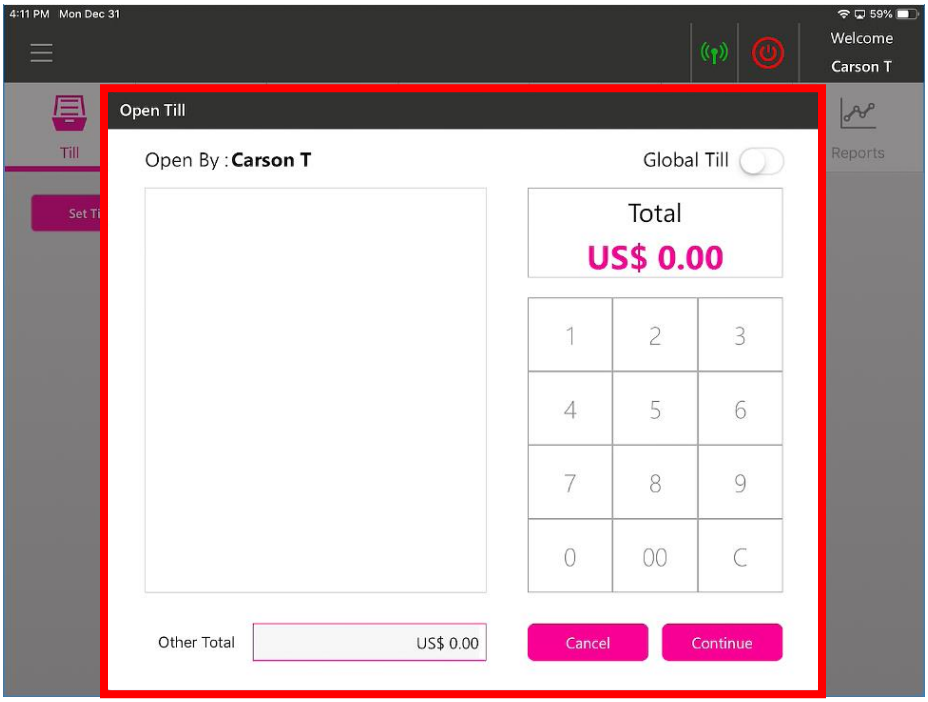
1. Select the customer's items
2. Tap on either the whole table or by seat
3. Tap order
4. When check marks appear next to the item it has been sent



Set a Till

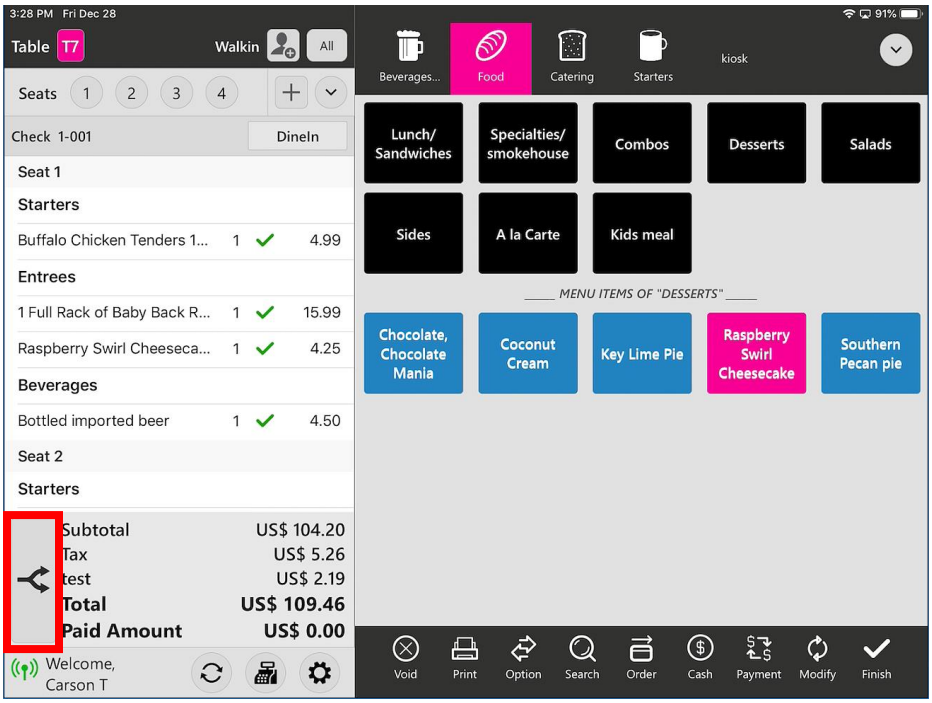
1. Under Operations go to till management
2. Under the Till tab tap on set till
3. Type in the till amount
4. Tap on continue

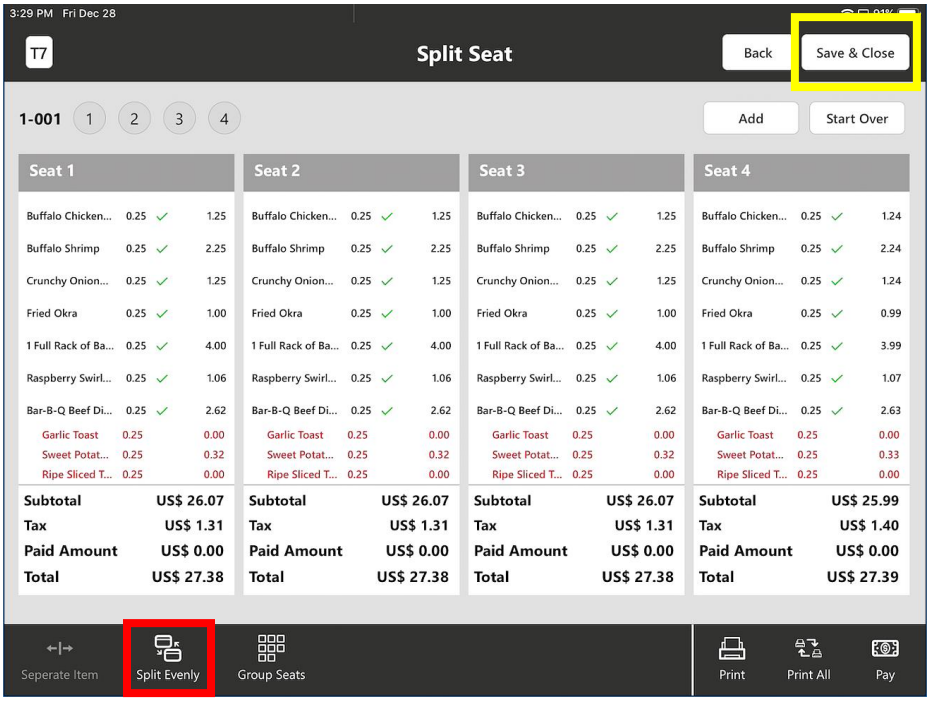




Splitting an Order Evenly

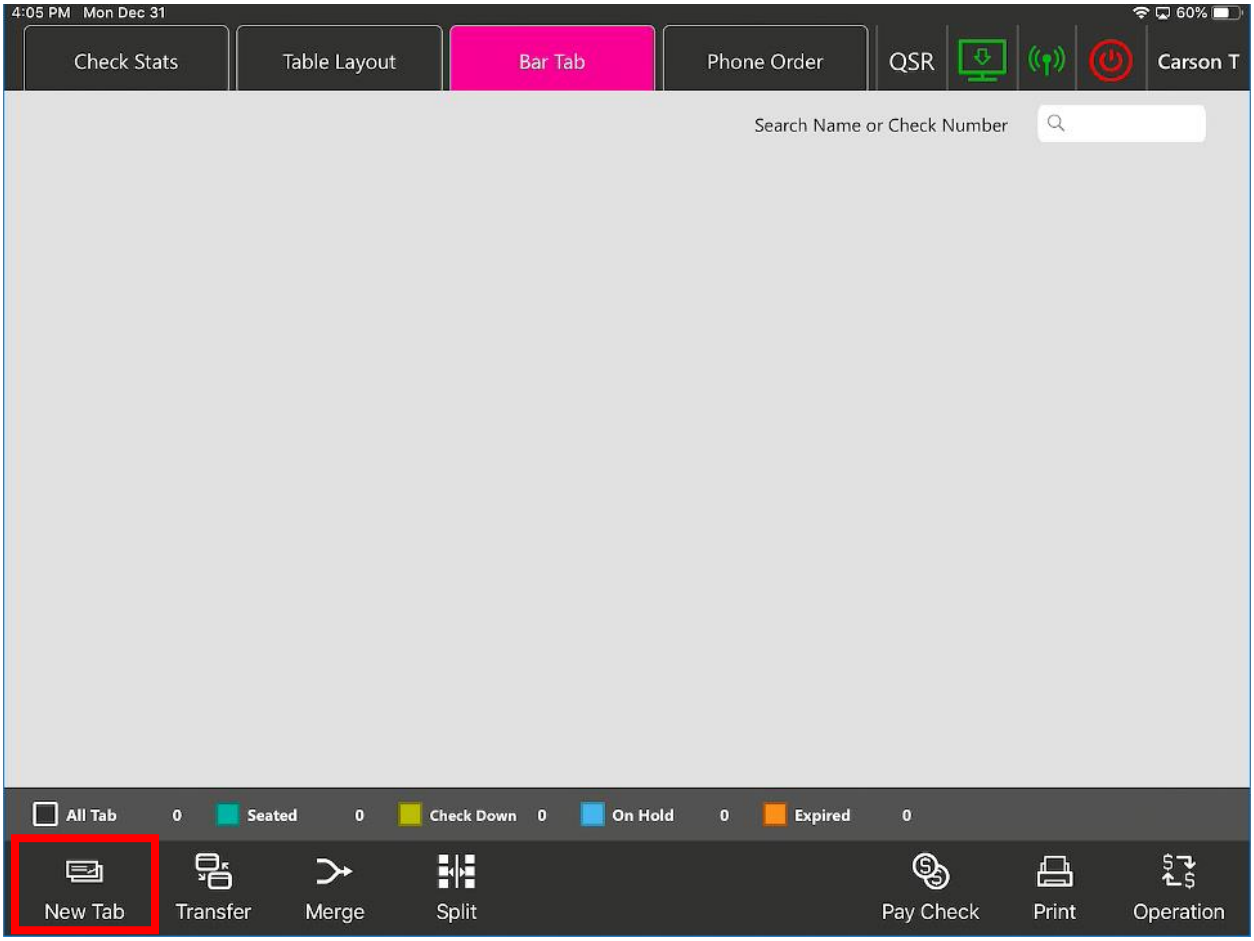
1. Tap on the split button
2. Tap split evenly
3. Tap save and close
4. Then make your payments





Start a Bar Tab

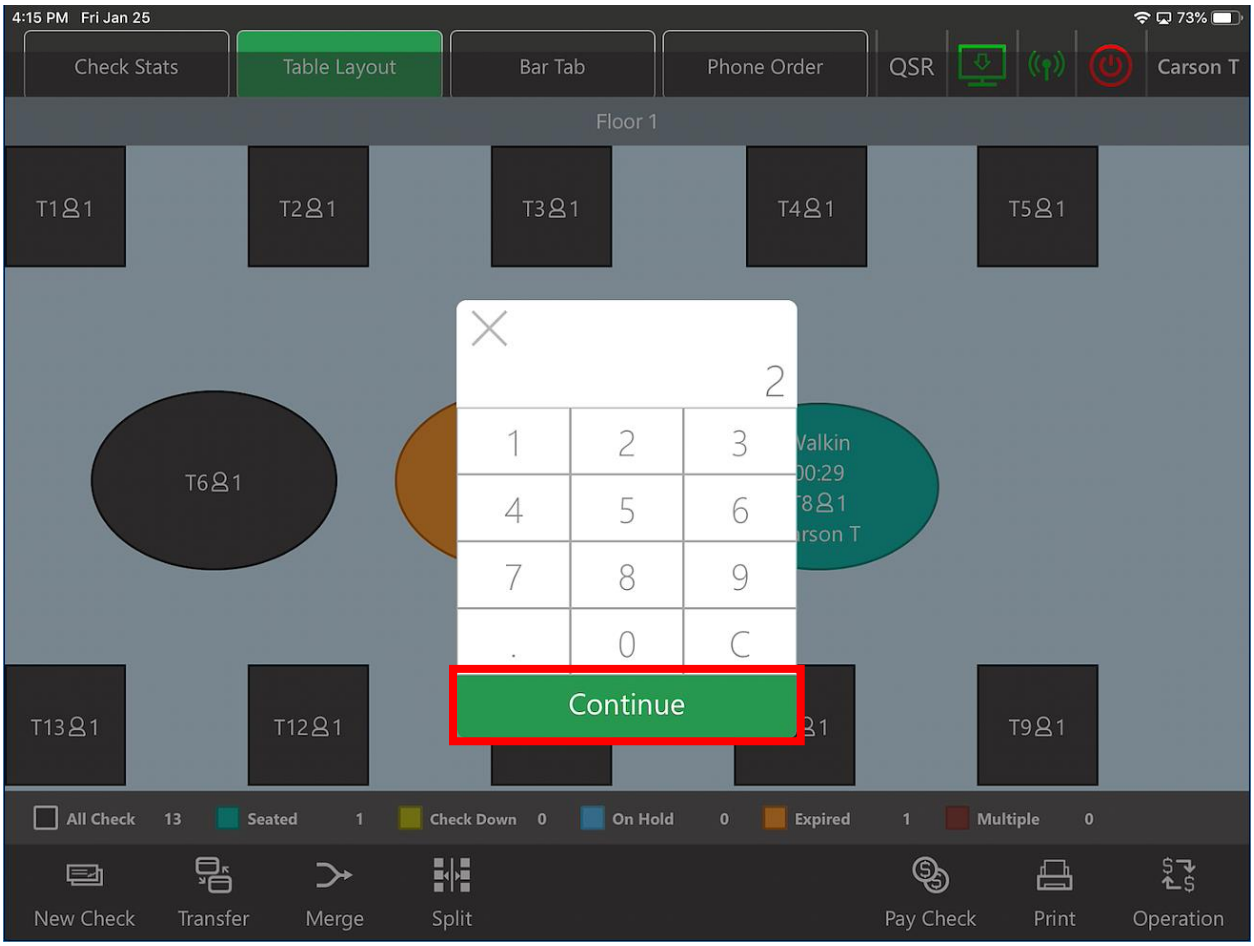
1. Enter your PIN
2. Tap Bar tab
3. Tap new tab on the bottom



Start a Table order

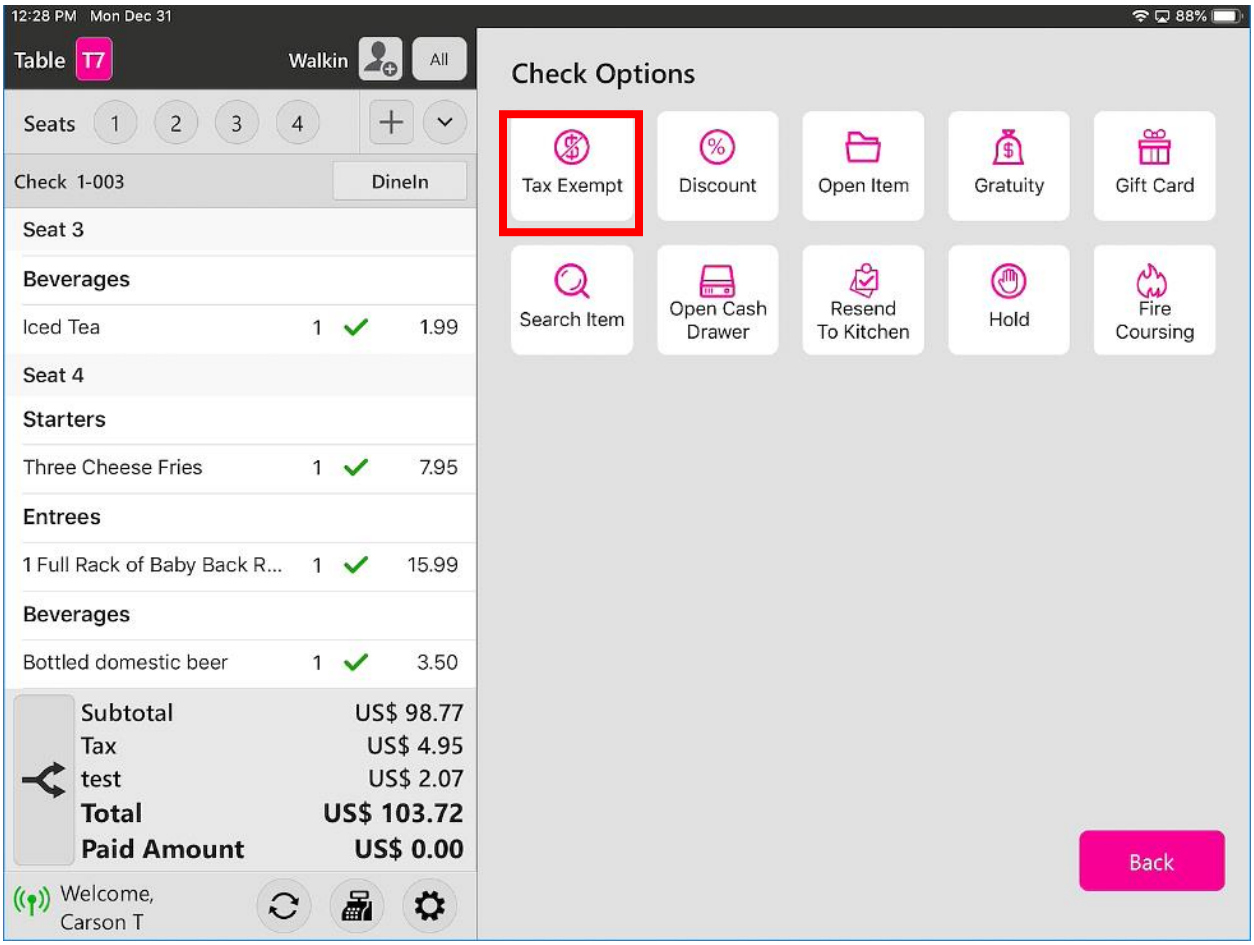
1. Go to the table layout
2. Tap on the table
3. Type in the number of seats

4. Tap continue



Make a Check Tax Exempt

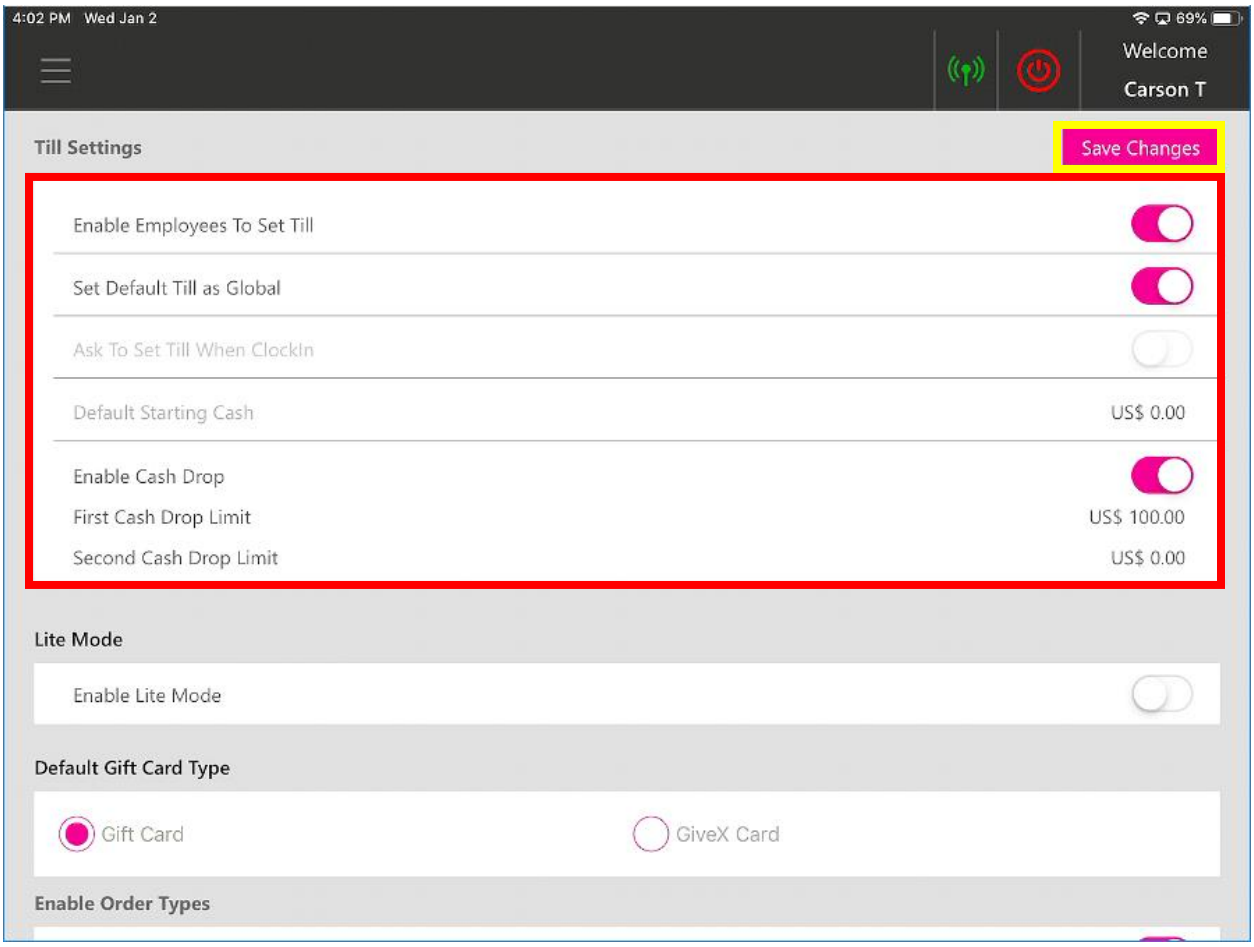
1. Tap on options
2. Tap on tax exempt
3. Select a reason why it is exempt from taxes



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

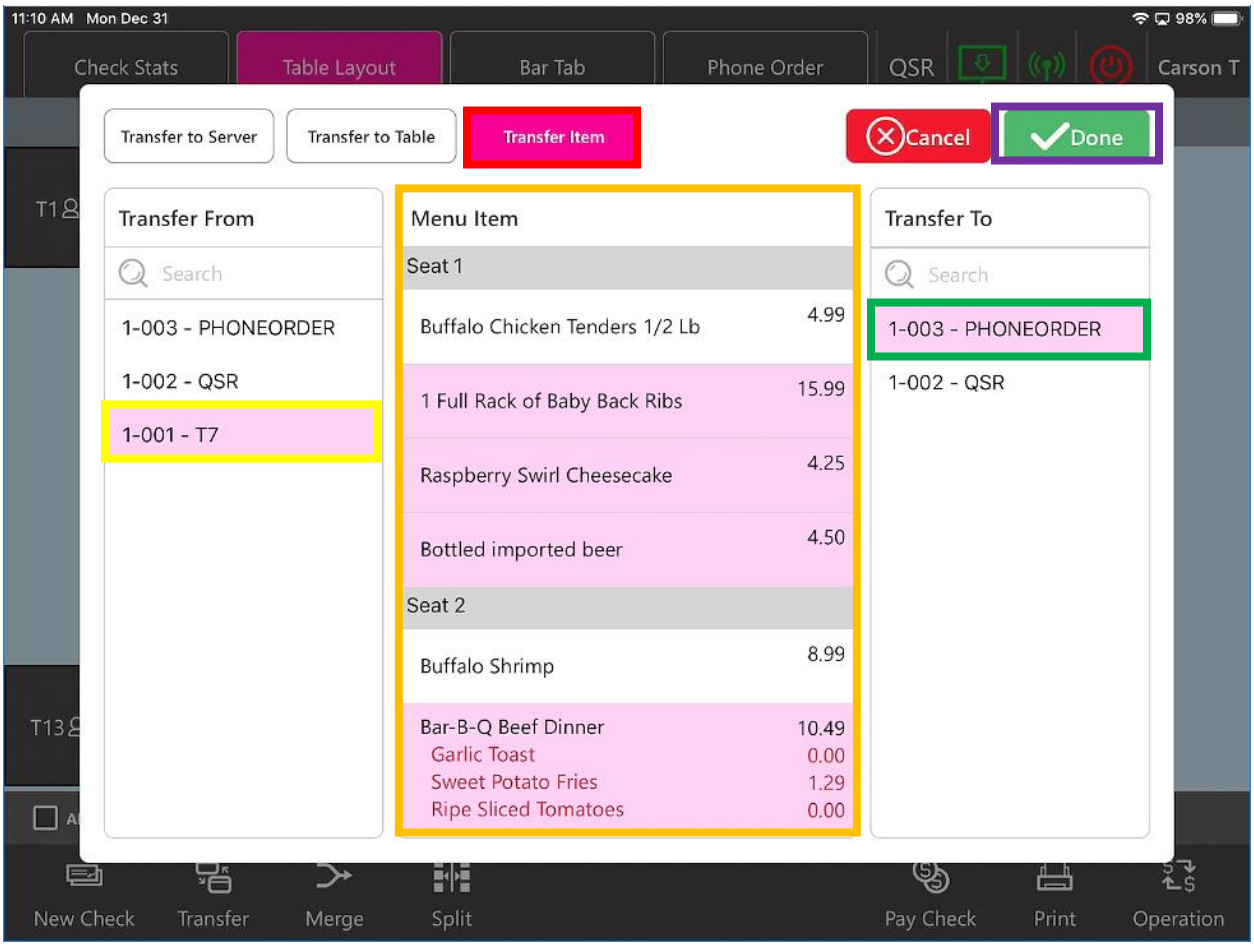
4. Set default till as a global till
5. Ask to set till when clock in (found in BO under settings)
6. Default starting till (found in BO under settings)
7. Enable cash drop
8. First cash drop limit
9. Second cash drop limit
10. Tap save changes up top



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

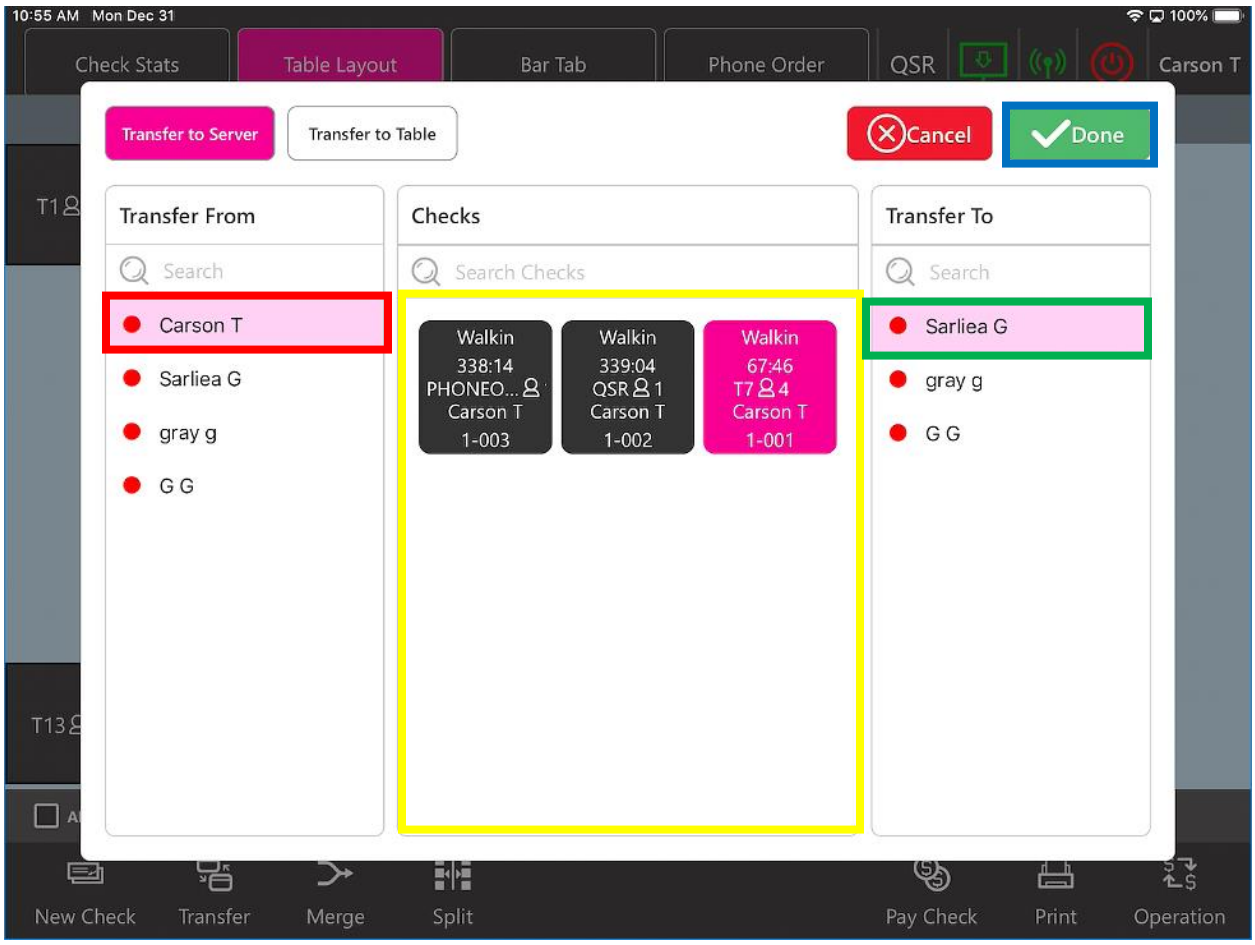
4. Choose the item(s)
5. Choose the check to transfer to
6. Tap on done



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

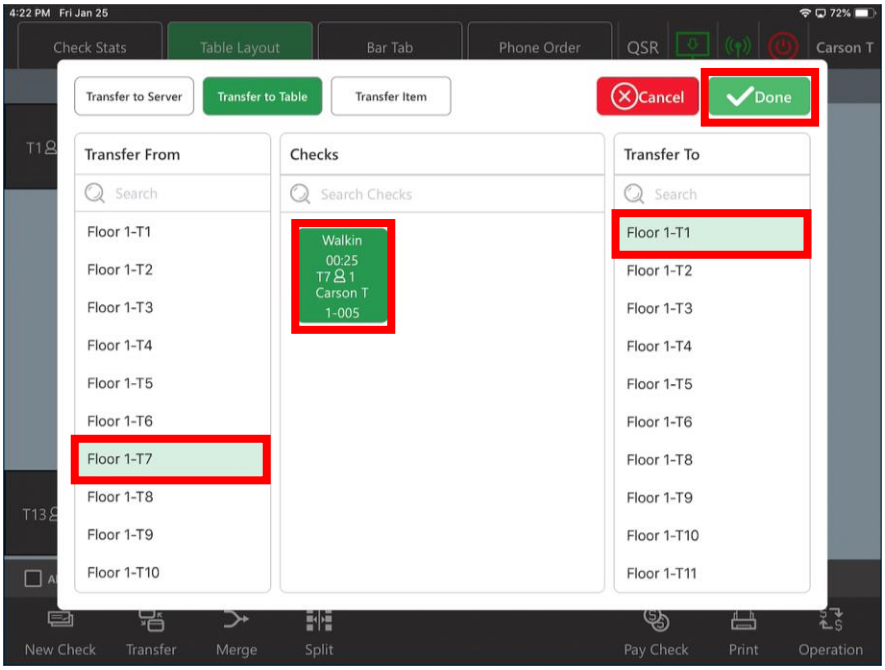
4. Tap on the server it will get transferred to
5. Tap done



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

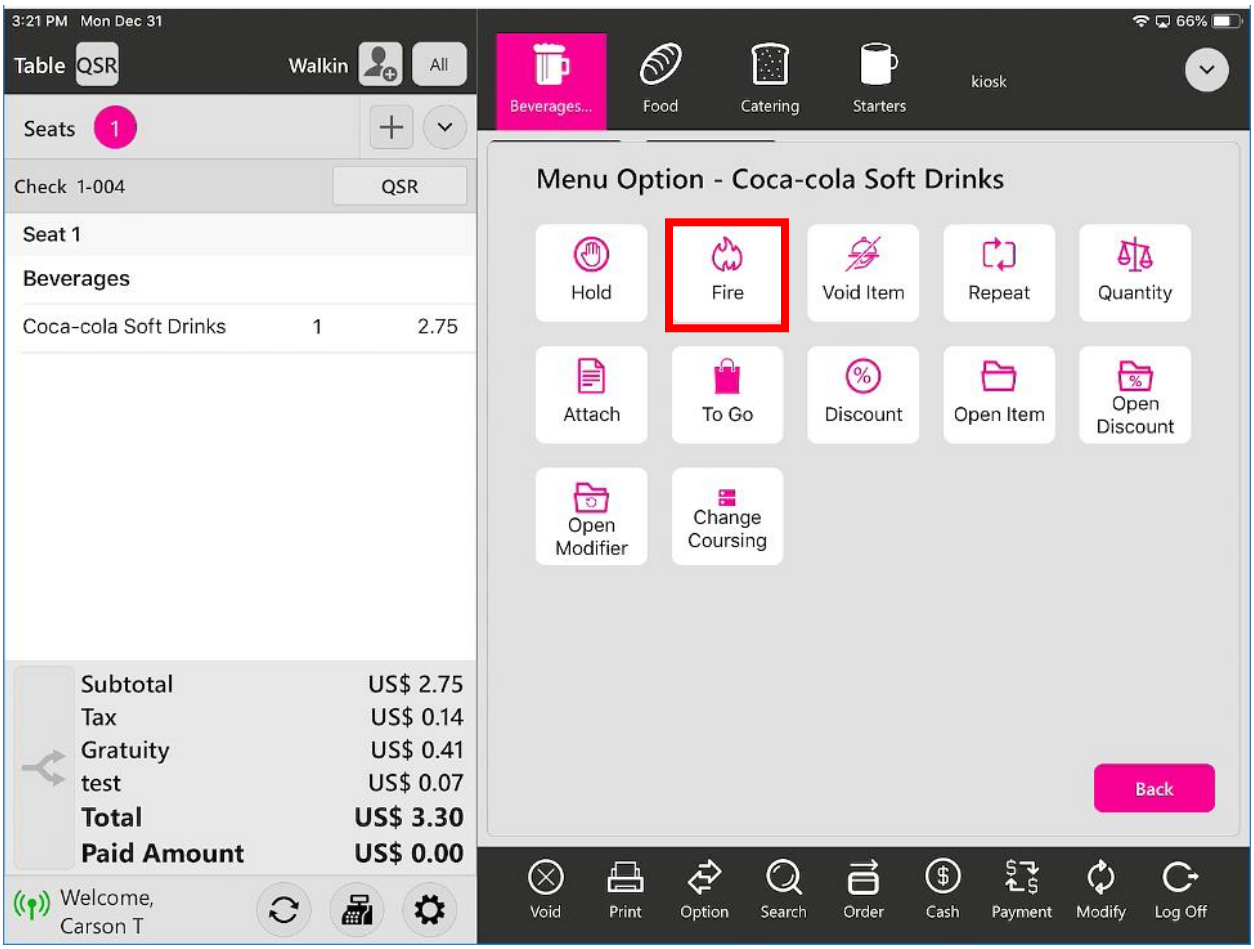


Void an Item

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

- Hit delete

2. Tap on void item

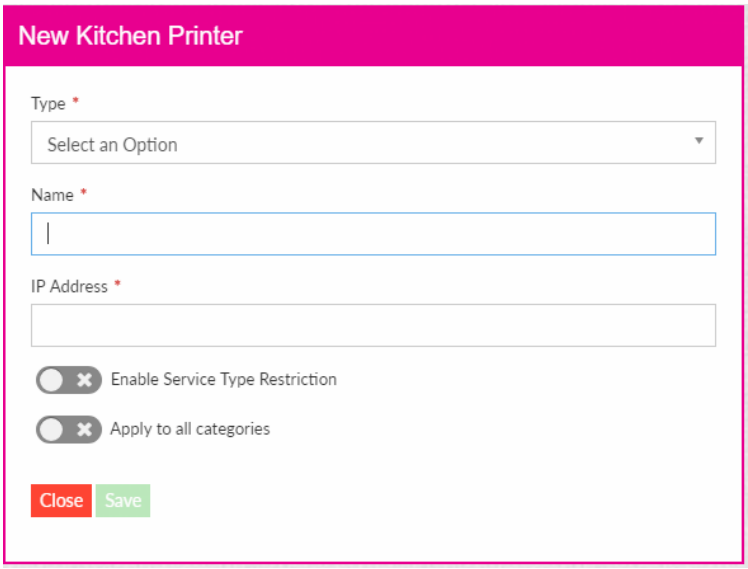


Adding Kitchen Printers

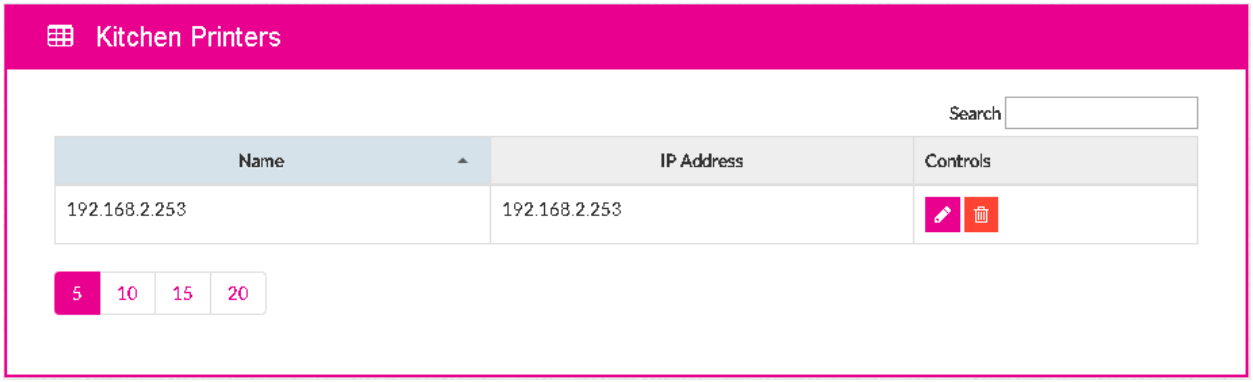
1. Go to Settings>Printer configuration>Kitchen Printers

2. Click Add Kitchen Printer

3. Give it a type, a name, and an IP address.
4. You can also apply it to all categories



5. Click save when done

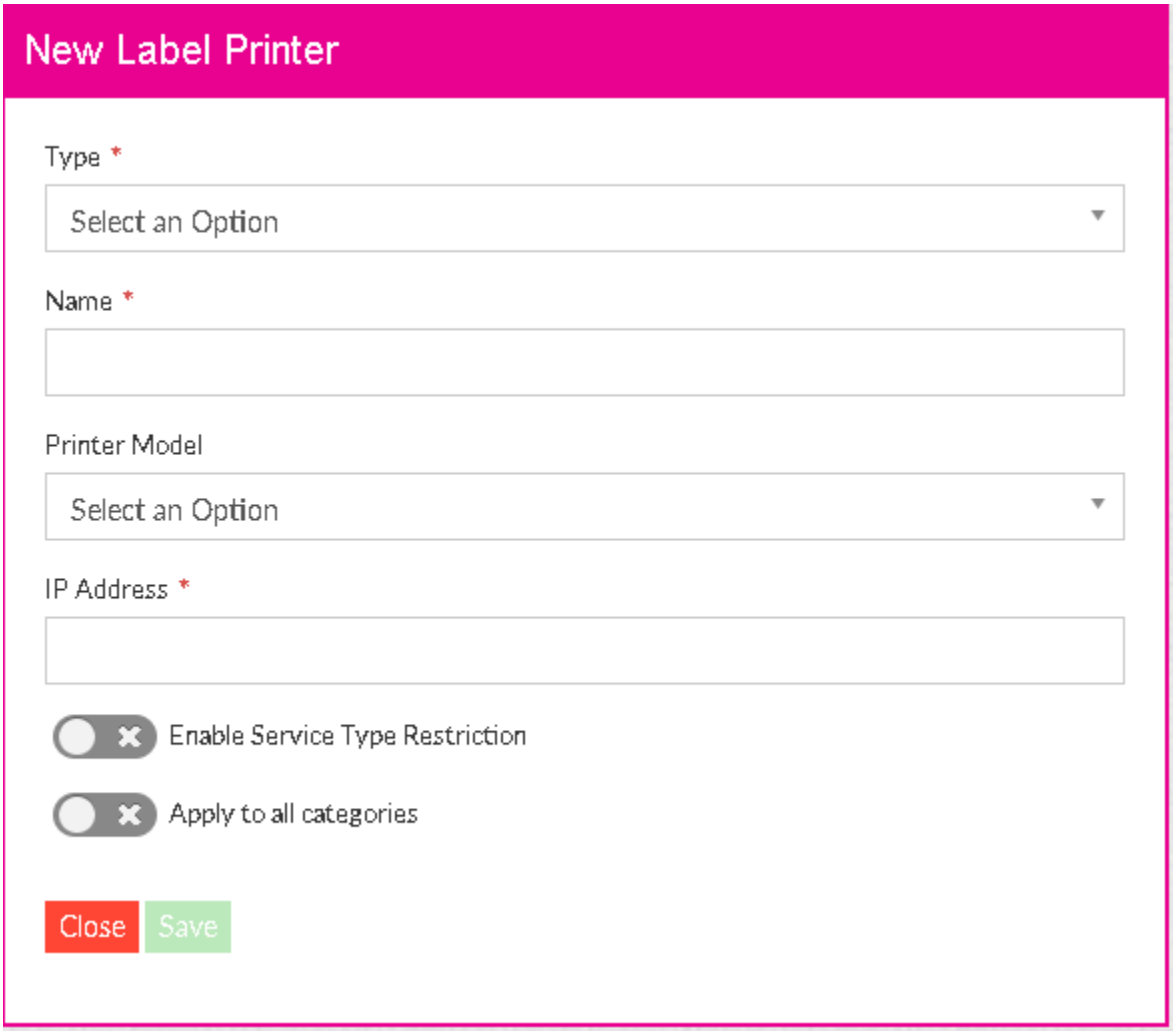


Adding Label Printers

1. Go to Settings>Printer Configuration>Label 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



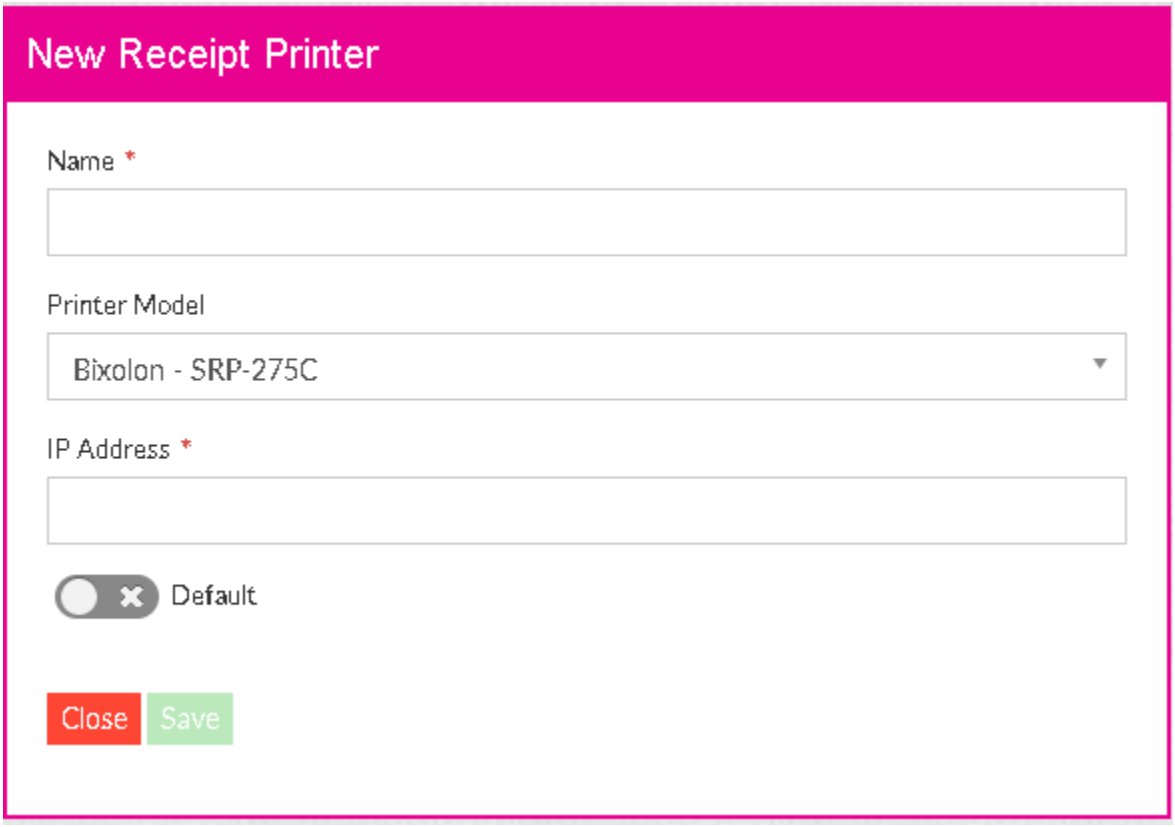
6. Click Save

Adding Receipt Printers

1. Go to Settings>Printer Configuration>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



4. Click Save

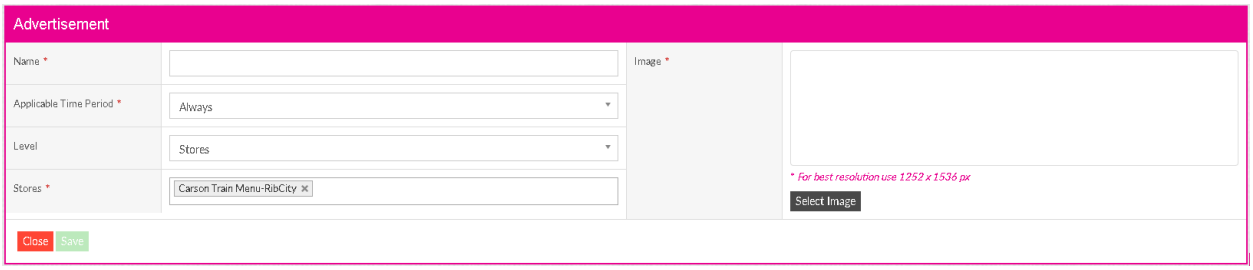
Advertisements

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

1. Go to enterprise>advertisement

2. Click on add advertisement

3. Give it a name, applicable time period, which stores you want it on, and the image.



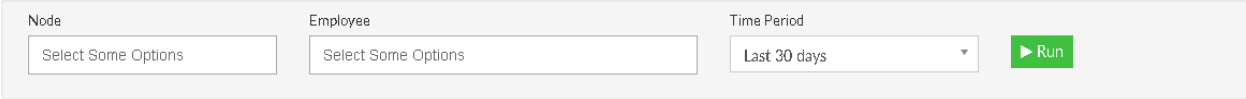
4. Click on save

Batch Report

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

1. Go to Reports>Batch

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



3. Click run

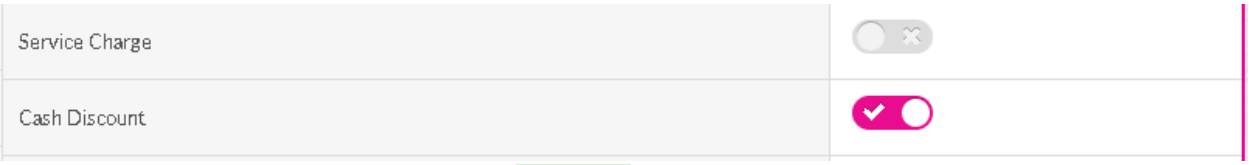
4. This is what the report looks like

Check #	Card Number	Transaction	Amount US$	Tip Amt US$	Date	Server Name	POS Node
2-003	[redacted]	Payment	0.01	2.00	15-Jan-2019 11:33 AM	John Smith	A002
2-002	[redacted]	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		

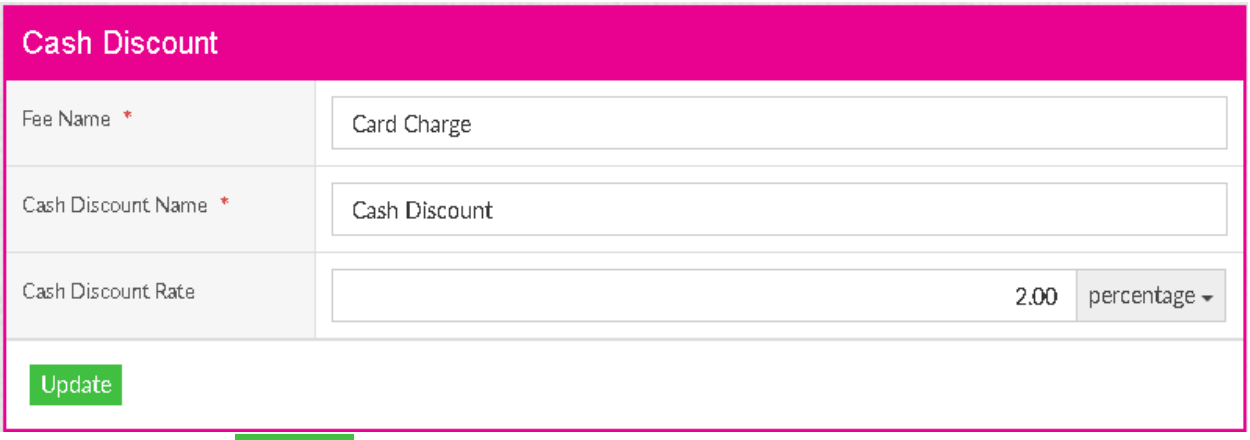
5. The report can be exported as a excel, PDF, or CSV

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

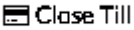


2. Click update at the bottom Update
3. Go to Settings>Store>Cash Discount Cash Discount
4. Give your cash discount a fee name and a cash discount name
5. Give it a cash discount rate. (percentage or amount)



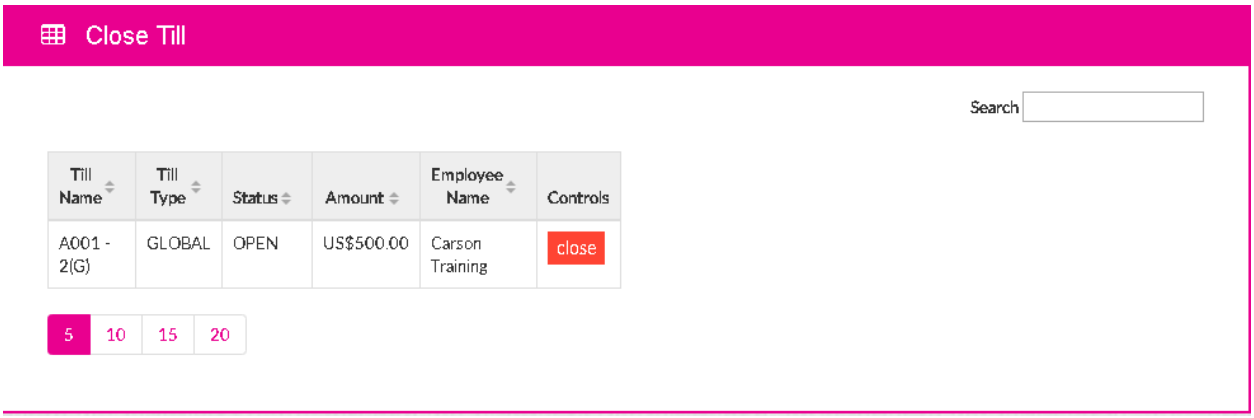
6. Click update Update

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.

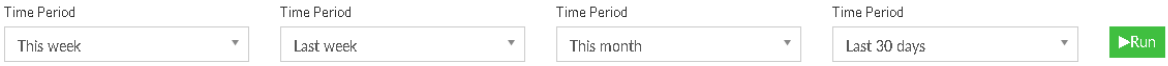


Comparison Report

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.

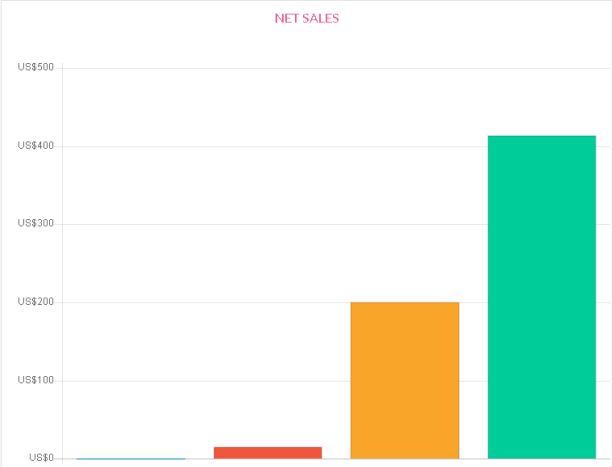
1. Go to reports>Comparison Report

2. Select four different time periods



3. Click run

4. This is what the report looks like



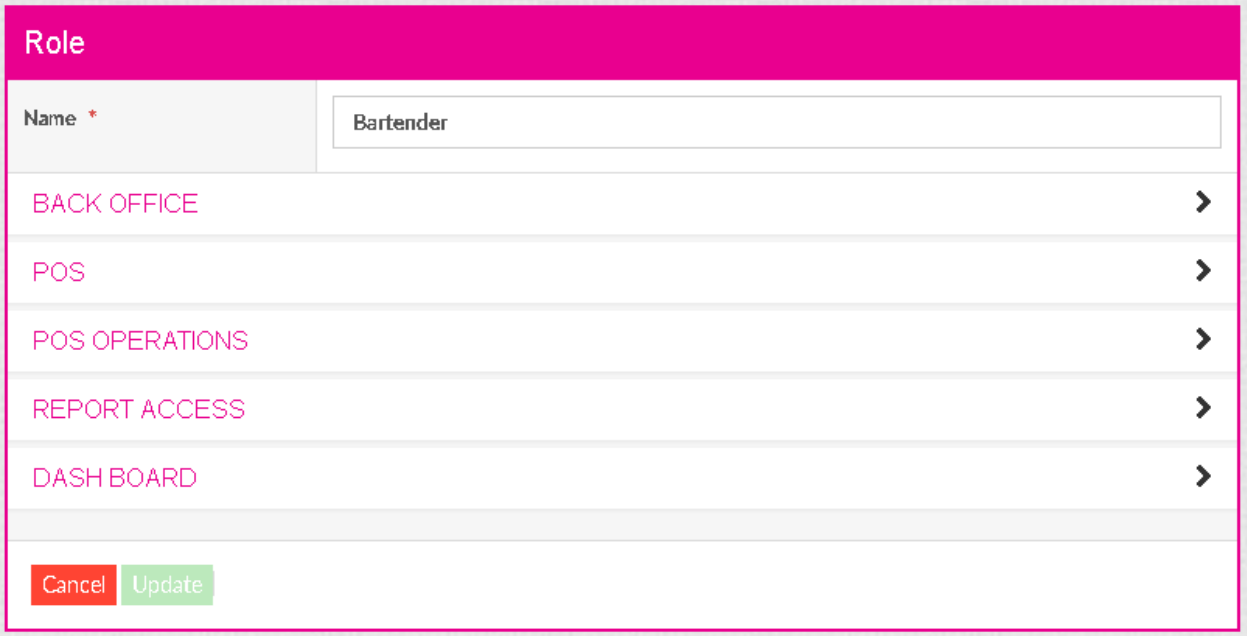
Summary	20-Jan-2019 - 23-Jan-2019	13-Jan-2019 - 19-Jan-2019	01-Jan-2019 - 23-Jan-2019	25-Dec-2018 - 23-Jan-2019
Net Sales	US$0.00	US$15.96	US$200.76	US$413.73
Tax	US$0.00	US$0.80	US$10.30	US$21.01
Net Void	US$3.78	US$23.97	US$228.73	US$257.51
Discounts	US$0.00	US$0.00	US$0.00	US$0.00
Refunds	US$0.00	US$0.00	US$0.00	US$0.00
Gratuity	US$0.00	US$0.00	US$0.00	US$0.00
Cash	US$0.00	US$16.76	US$223.06	US$446.74
Payments	US$0.00	US$16.76	US$223.06	US$446.74

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.



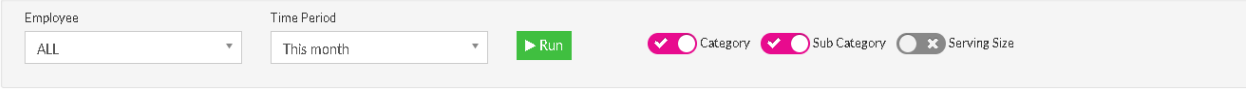
4. Click on Back office, POS, POS operations, Report Access, or dashboard to find the permissions related to those sections.
5. POS and POS opertations deal with motly FOH options.
6. Once you have made your changes hit update.

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.

1. Go to Reports>Customer Preference

2. Select an employee, time period, and if you want category, sub category, and serving size on.



3. Click run

4. This is what the report looks like

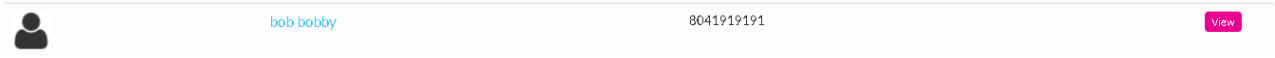
	Quantity					Amount				
Item	Sold	Void	Total	Group%	Total%	Sold	Void	Total	Group%	Total%
Beverages and Bar, Non alcoholic										
Coffee	4	6	10	37.04	12.99	US$7.56	US$11.34	US$18.90	32.67	4.34
Iced Tea	0	1	1	3.70	1.30	US$0.00	US$1.99	US$1.99	3.44	0.46
Kids regular/chocolate milk	0	1	1	3.70	1.30	US$0.00	US$1.29	US$1.29	2.23	0.30
Coca-cola Soft Drinks	6	0	6	22.22	7.79	US$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**		**US$23.49**	**US$34.37**	**US$57.86**	**11.11**	

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

Customers and Customer Info

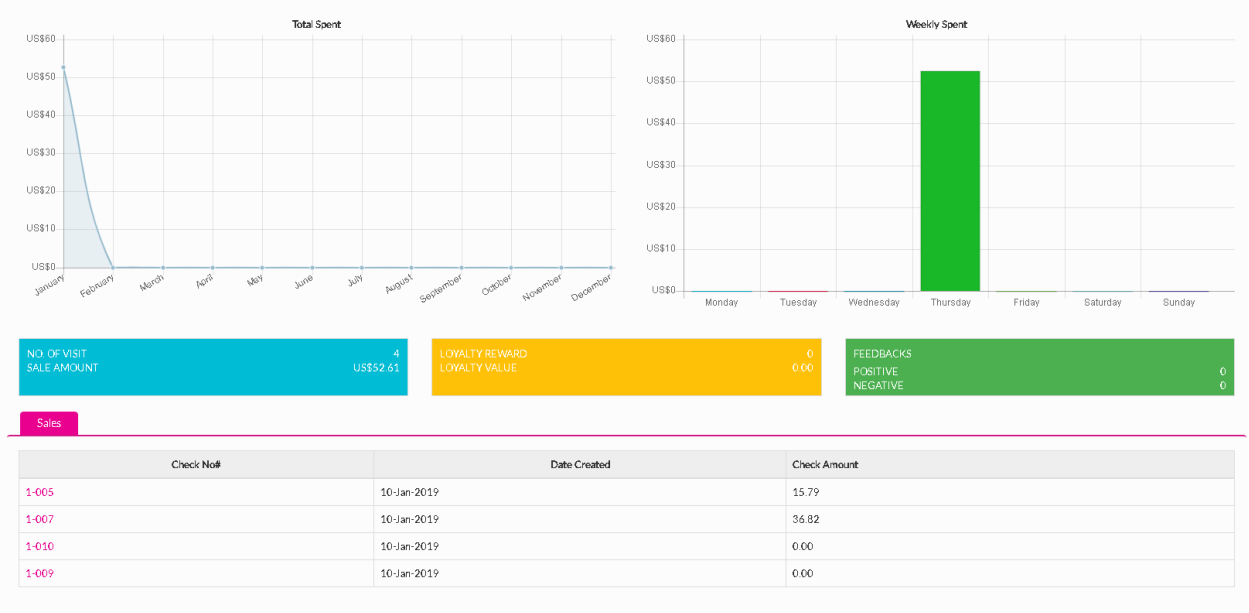
1. To view your customers, you must go to Customers>Customer Info

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



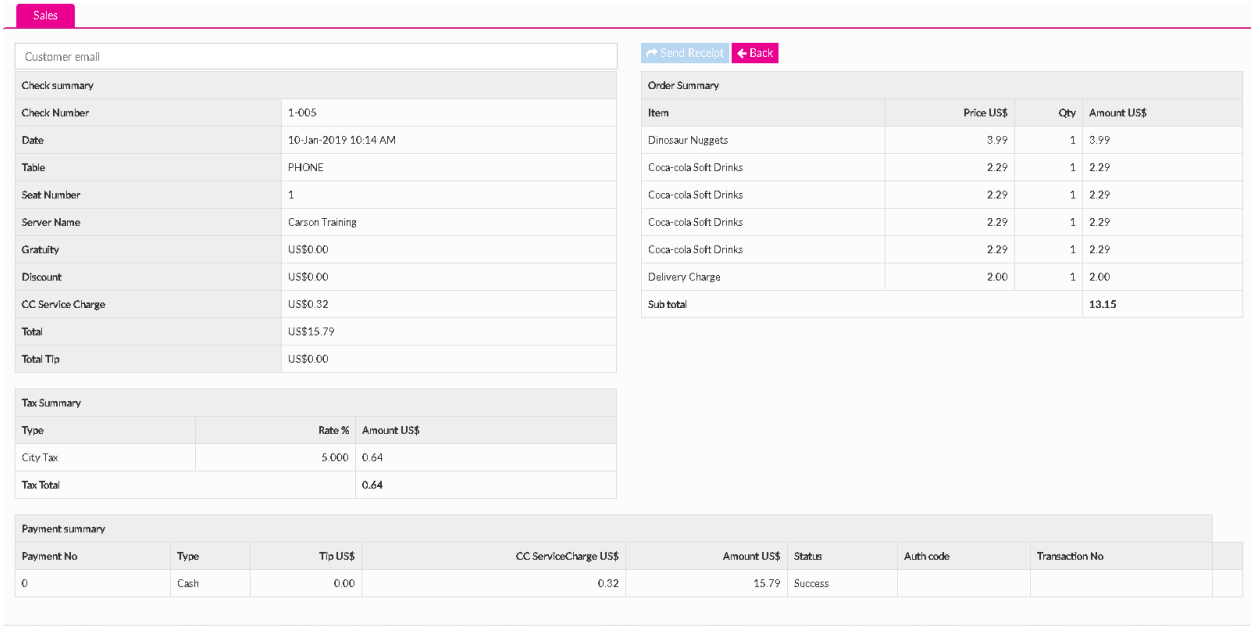
3. Click on View to see their recent transactions

4. From here you can see their receipt numbers and how much they spent.



Check No#	Date Created	Check Amount
1-005	10-Jan-2019	15.79
1-007	10-Jan-2019	36.82
1-010	10-Jan-2019	0.00
1-009	10-Jan-2019	0.00

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



Sales

Customer email

Send Receipt | Back

Check summary	
Check Number	1-005
Date	10-Jan-2019 10:14 AM
Table	PHONE
Seat Number	1
Server Name	Carson Training
Gratuity	US$0.00
Discount	US$0.00
CC Service Charge	US$0.32
Total	US$15.79
Total Tip	US$0.00

Order Summary			
Item	Price US$	Qty	Amount US$
Dinosaur Nuggets	3.99	1	3.99
Coca-cola Soft Drinks	2.29	1	2.29
Coca-cola Soft Drinks	2.29	1	2.29
Coca-cola Soft Drinks	2.29	1	2.29
Coca-cola Soft Drinks	2.29	1	2.29
Delivery Charge	2.00	1	2.00
Sub total			13.15

Tax Summary		
Type	Rate %	Amount US$
City Tax	5.000	0.64
Tax Total		0.64

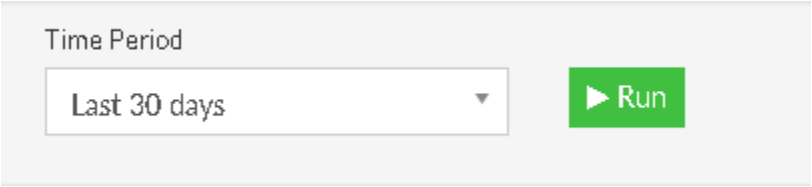
Payment summary							
Payment No	Type	Tip US$	CC ServiceCharge US$	Amount US$	Status	Auth code	Transaction No
0	Cash	0.00	0.32	15.79	Success		

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



3. Click run

4. This is what the report looks like

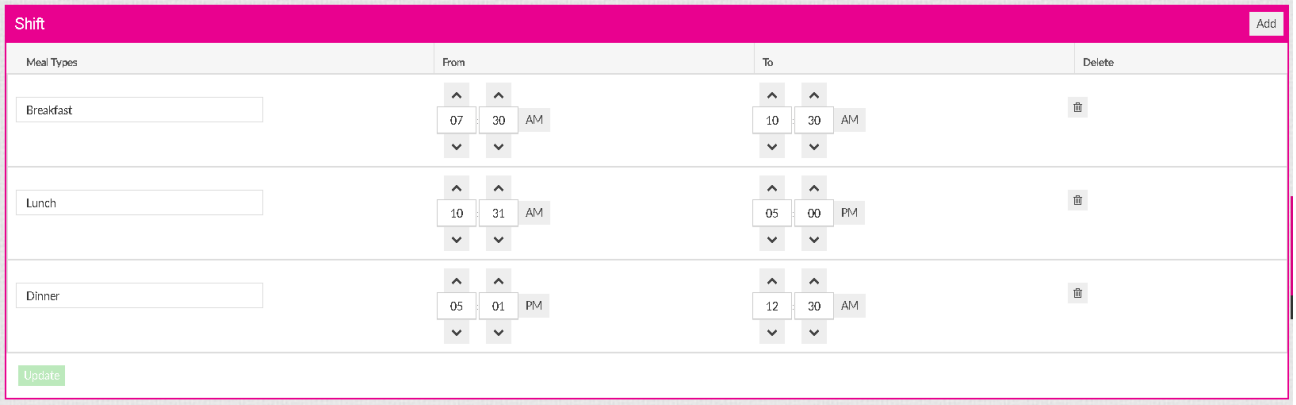
Date	Cash	Gift Card	Loyalty	Others	Net Amt	Tip	Day Total
21-Jan-2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14-Jan-2019	16.76	0.00	0.00	0.00	17.09	0.00	17.09
10-Jan-2019	136.96	0.00	0.00	0.00	139.71	0.00	139.71
07-Jan-2019	59.02	0.00	0.00	0.00	60.20	0.00	60.20
04-Jan-2019	10.32	0.00	0.00	0.00	10.53	0.00	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

Day Shifts

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

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



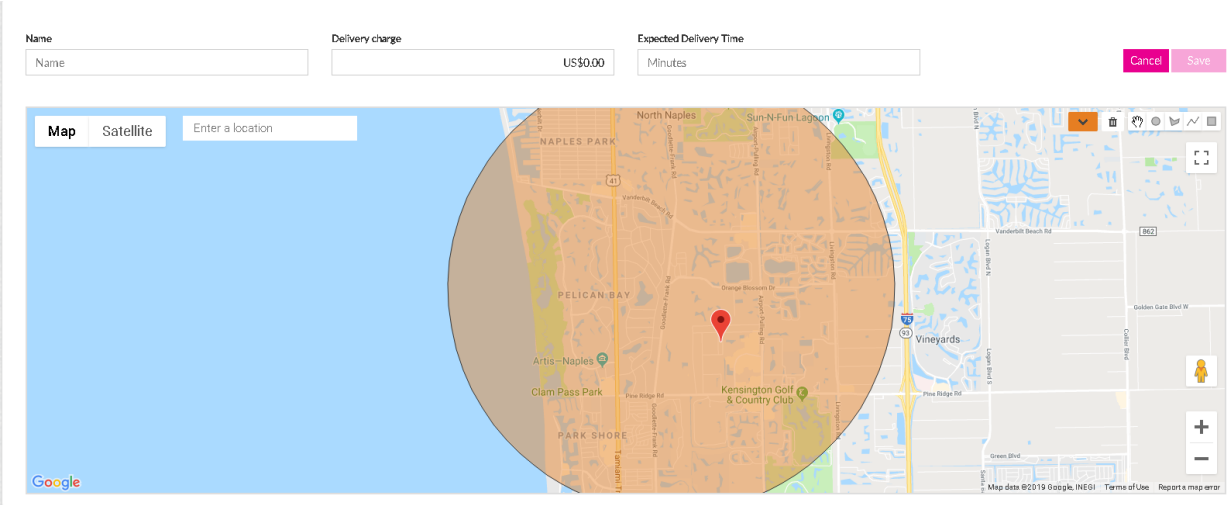
6. Hit update to save

Delivery Zones

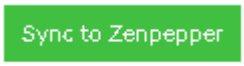
1. To get to delivery zones go to Settings>Store>Delivery Zone
2. Click on add

3. Click on the “create a delivery zone option”
4. Draw or drag and drop your delivery zone

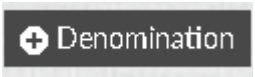
5. Name it, give it a charge, and an expected delivery time



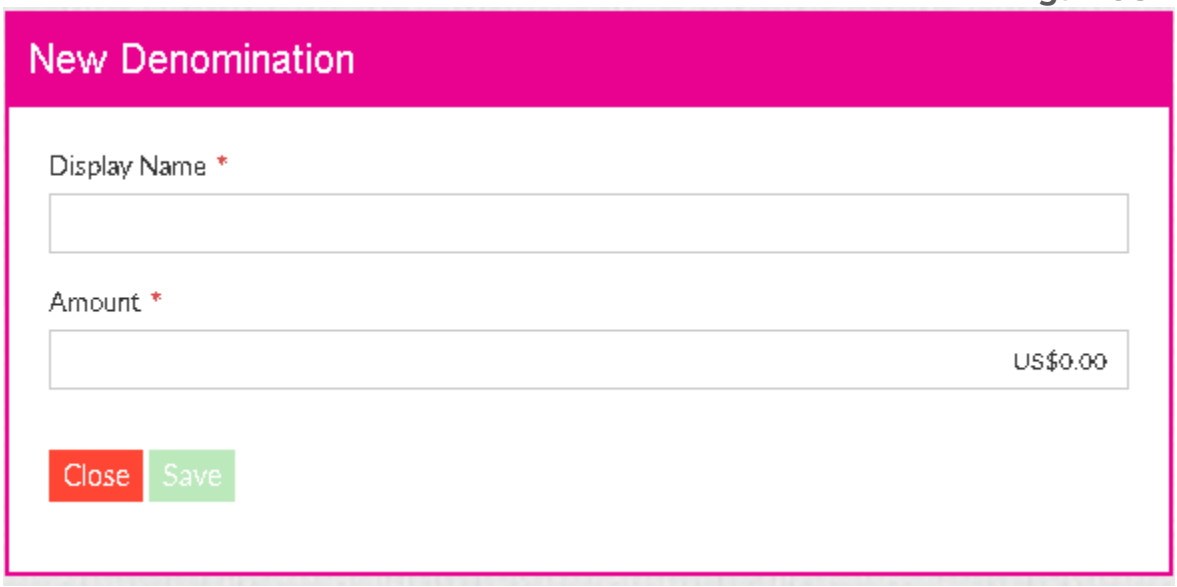
6. Click on save

7. Click on Sync to Zenpepper 

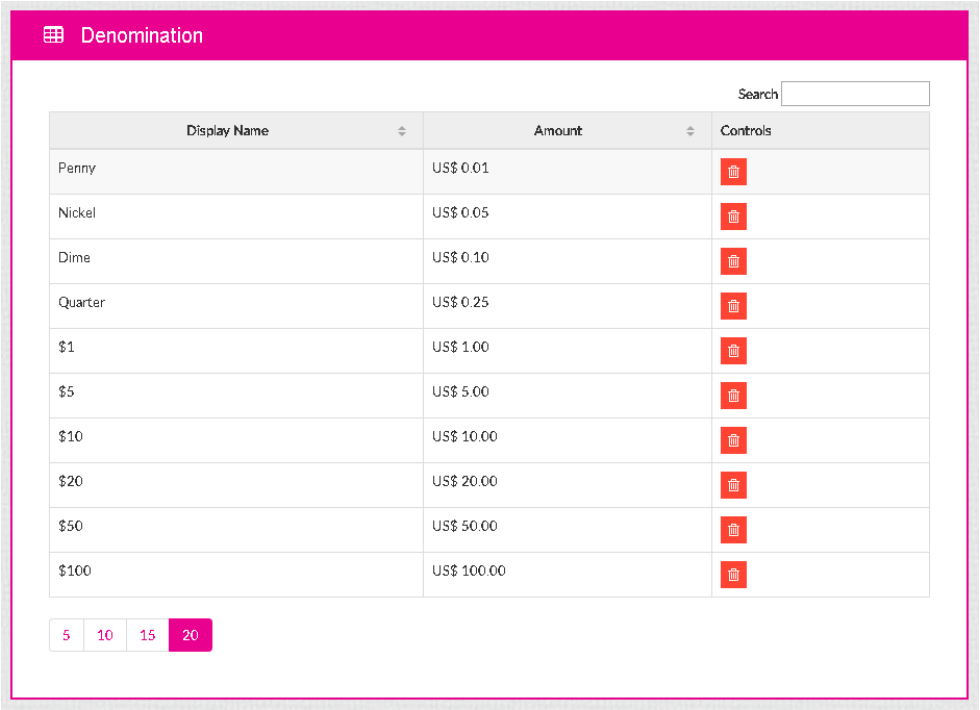
Denomination

1. To set up denomination go to settings>Store>Denomination
2. Click on add denomination 

3. Give it a name and an amount



4. Click on save

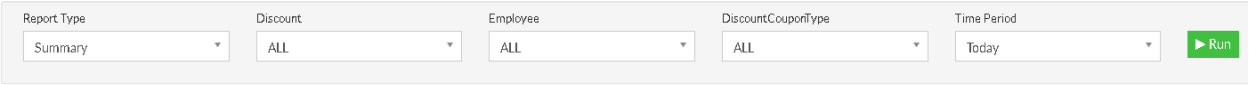


Discount Reports

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



3. Click run

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

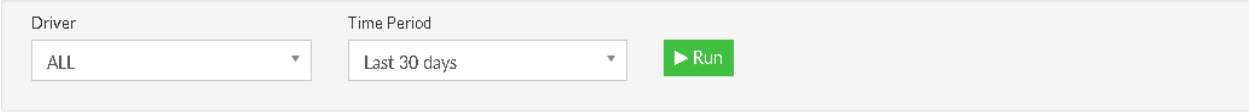
Discount Name	Total	% of Total	Count	Average	Discount Coupon Type
Total Discounts	65.65	100.00%	3	21.88	
10% off	4.47	6.81%	1	4.47	Promo
50% off!	59.93	91.29%	1	59.93	Promo
10%	1.25	1.90%	1	1.25	Promo
Total checks	% of Checks discounted	Gross sales	% Discount of Gross sales	Checks discounted	
133	1.50%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

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

Driver Reports

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



3. Click on 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

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.

3. Once finished hit update template Update Template

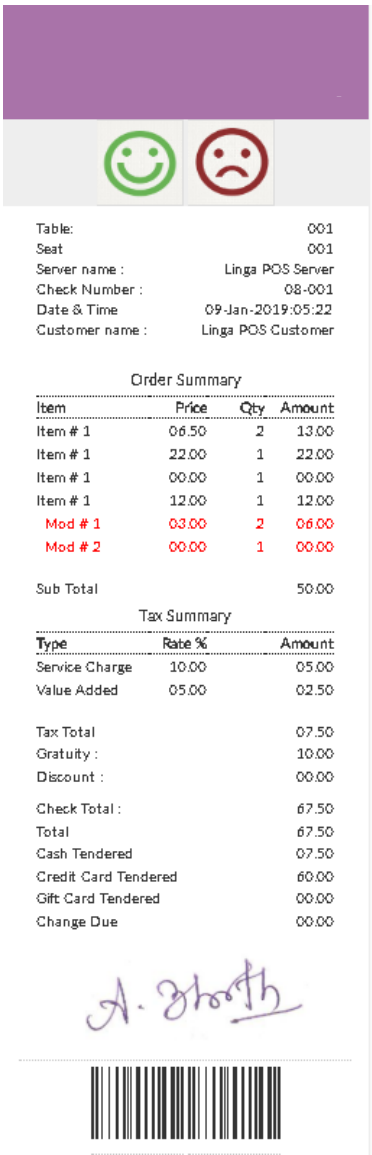


Table:	001
Seat	001
Server name :	Linga POS Server
Check Number :	08-001
Date & Time	09-Jan-2019:05:22
Customer name :	Linga POS Customer

Order Summary

Item	Price	Qty	Amount
Item # 1	06.50	2	13.00
Item # 1	22.00	1	22.00
Item # 1	00.00	1	00.00
Item # 1	12.00	1	12.00
Mod # 1	03.00	2	06.00
Mod # 2	00.00	1	00.00
Sub Total			50.00

Tax Summary

Type	Rate %	Amount
Service Charge	10.00	05.00
Value Added	05.00	02.50
Tax Total		07.50
Gratuity :		10.00
Discount :		00.00
Check Total :		67.50
Total		67.50
Cash Tendered		07.50
Credit Card Tendered		60.00
Gift Card Tendered		00.00
Change Due		00.00

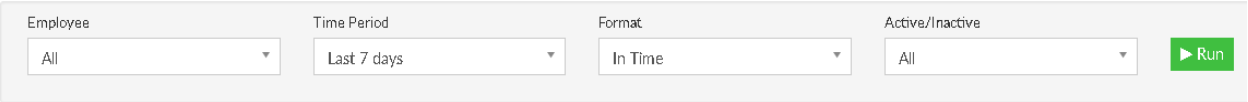
Employee Reports

The employee reports will show you an employee's attendance, payroll, role-based 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.



3. Click run

4. This is what the report looks like

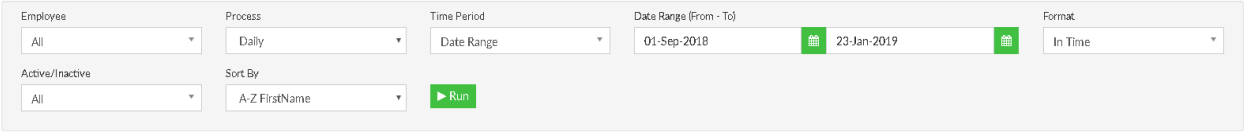
Date	Name	Check In	Check Out	Hours	Job Code
17-Jan-2019	gray gray	11:35 AM	11:36 AM	00:01	Manager
Total				00:01	

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

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.

1. Go to Reports>Employee>payroll

2. Select an employee, process, time period, format, active/inactive employees, and how to sort it.



3. Click run

4. This is what the report looks like

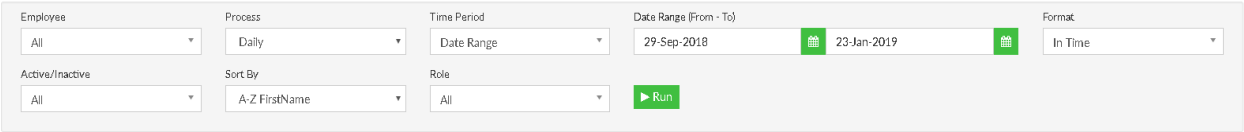
Date	[Role: CheckIn - CheckOut]	Hours	OT Hours	US$ Reg Pay	US$ TTL Pay	US$ Expected Tip	US$ Non Cash Tip	US$ Declared Cash Tip
Carson Training								
17-Sep-2018	[Admin: 10:23 AM - 11:33 AM]	25:10	00:00	US$0.00	US$0.00	US$0.00	US$0.00	US$0.00
29-Nov-2018	[Admin: 10:47 AM - 12:37 PM]	25:49	00:00	US$0.00	US$0.00	US$0.00	US$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	US$0.00	US$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	US$0.00	US$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	US$90.00	US$90.00	US$0.00	US$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	US$0.00	US$0.00

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

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.



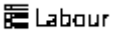
3. Click run

4. This is what the report looks like

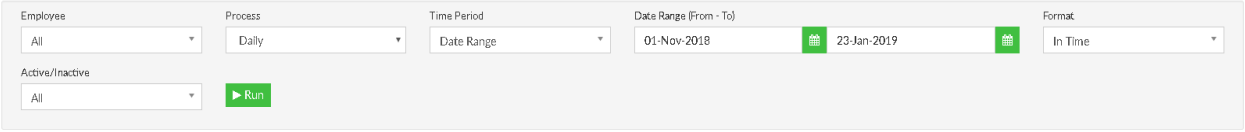
Name	Date	[Role: CheckIn - CheckOut]	Per Rate	Reg Hours	US$ Reg Pay	OT Hours	US$ OTPay	Total Hours	US$ TTL Pay	US$ CC Tip	US$ Gratuity	US$ Other Tips	US$ Declared Cash Tip	US$ Total Tips	US$ Net Sales	US$ Expected Tip
Carson Training																
	29-Nov-2018	[Admin]: 10:47 AM - 12:37 PM	US$0.00	25:49	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	US$10.00	US$0.00
	07-Jan-2019	[Admin]: 11:40 AM - 11:40 AM	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	US$56.21	US$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	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
		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	US$0.00	06:00	US$45.00	US$0.00	US$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	US$0.00	06:00	US$45.00	US$0.00	US$0.00	US$0.00	US$0.00	US$0.00	US$0.00	US$0.00
		Summary	US$7.50	31:50	US$45.00	00:00	US$0.00	31:50	US$45.00	US$0.00	US$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

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.

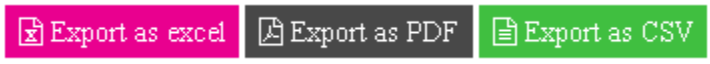


3. Click run

4. This is what the report looks like

Name	Net Sales	Hours	Labour	% Of Net Sales	Labour Percentage
G G	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



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

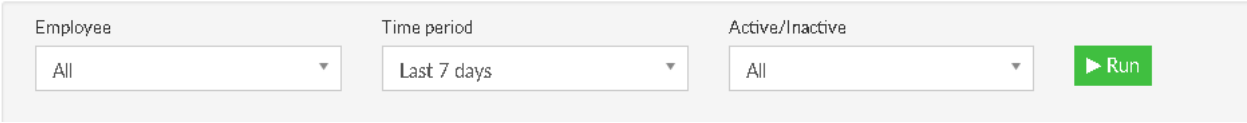
Name	Gratuity
Carson Training	US$0.00
Sarliea Gray	US$0.00
Dawn Linga	US$0.00
gray gray	US$0.00
G G	US$0.00

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

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

1. Go to Reports>Employee>Cash tip

2. Select the Employee, time period, and active/inactive employees.



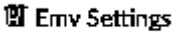
3. Click run

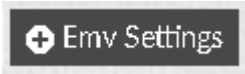
4. This is what the report looks like

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

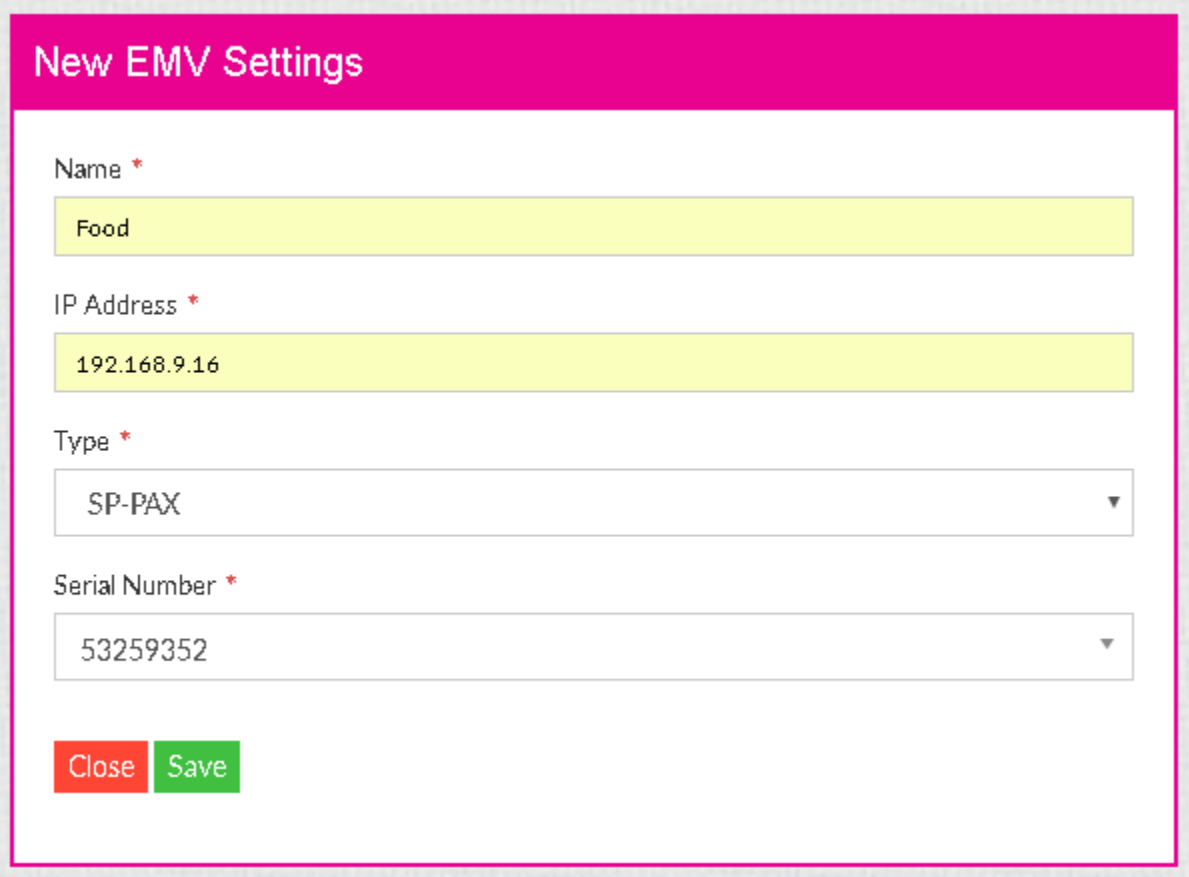
5. This can be exported as a Excel, PDF, or CSV

EMV Settings

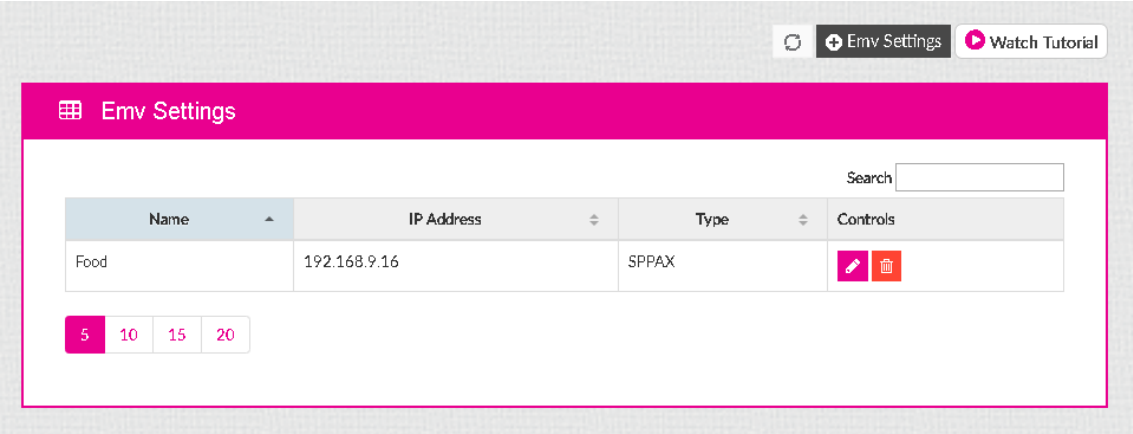
1. Go to Settings>Store>EMV settings 

2. Click on Add EMV 

3. Fill out the name, IP address, type, and serial



4. Click Save

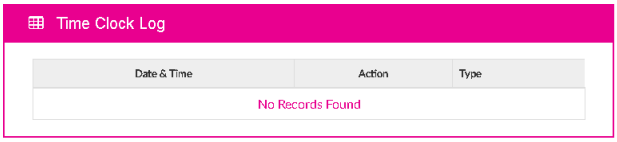


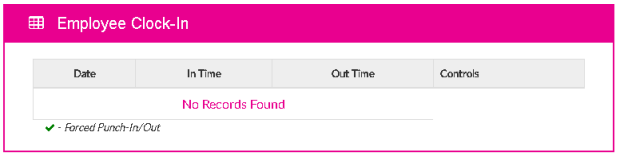
Force Punch-in/Out

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

2. Select an employee, and a date.
3. Click run.

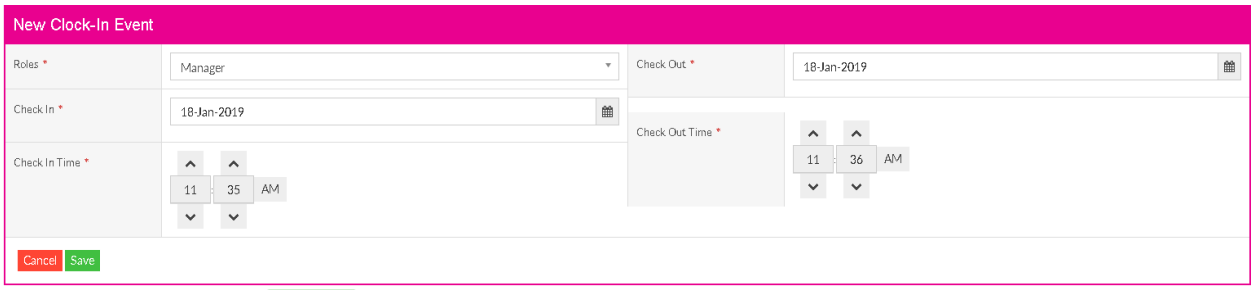
4. Review their clock in logs and time clock logs.

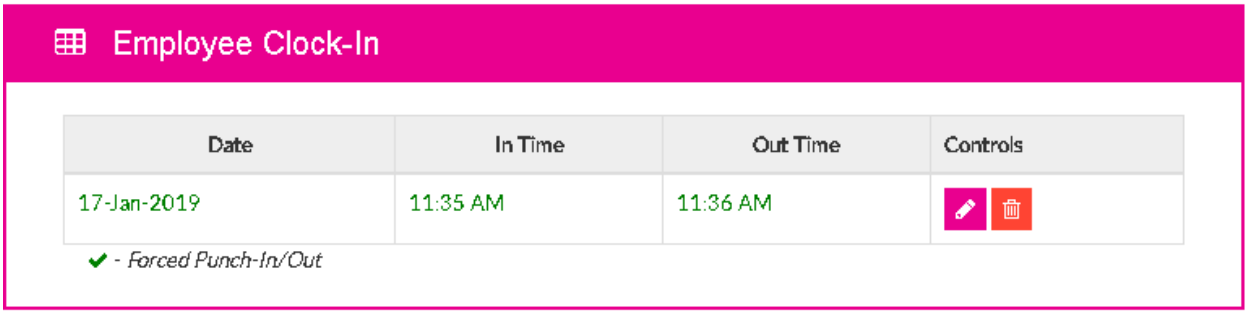
5. To add a new time event click add time event.

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

7. Click on save.

8. The new time event should have been added.



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

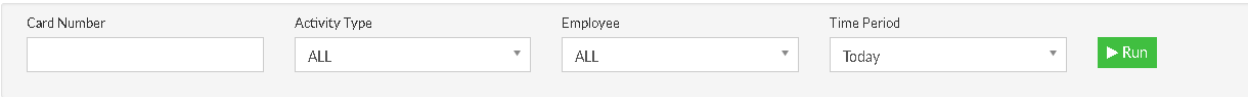
4. Once you have made your changes click update template

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



3. Click on Run

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

Card Number	Date	Employee	Sale Number	Node	ActivityType	Amount 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.

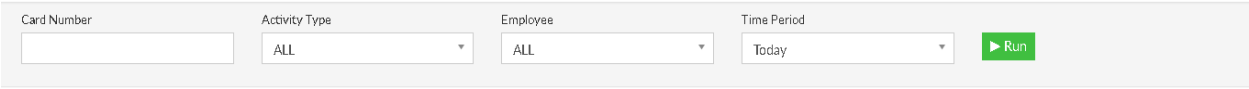
House Account Reports

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



3. Click run

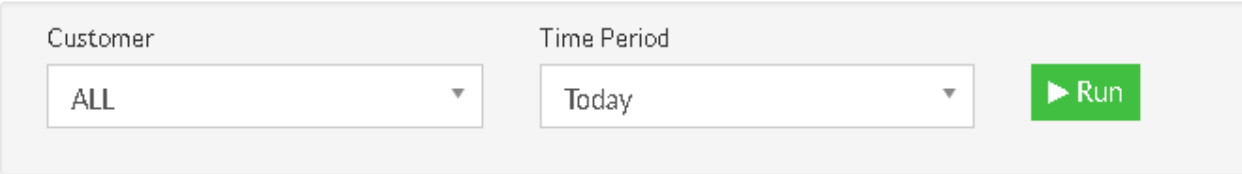
4. This is what the report looks like

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

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

HA Statement

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



3. Click run

4. This is what the report looks like

Date	Check #	MenuItem	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	
	Tax						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

1. Go to Settings>Printer Configuration> 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

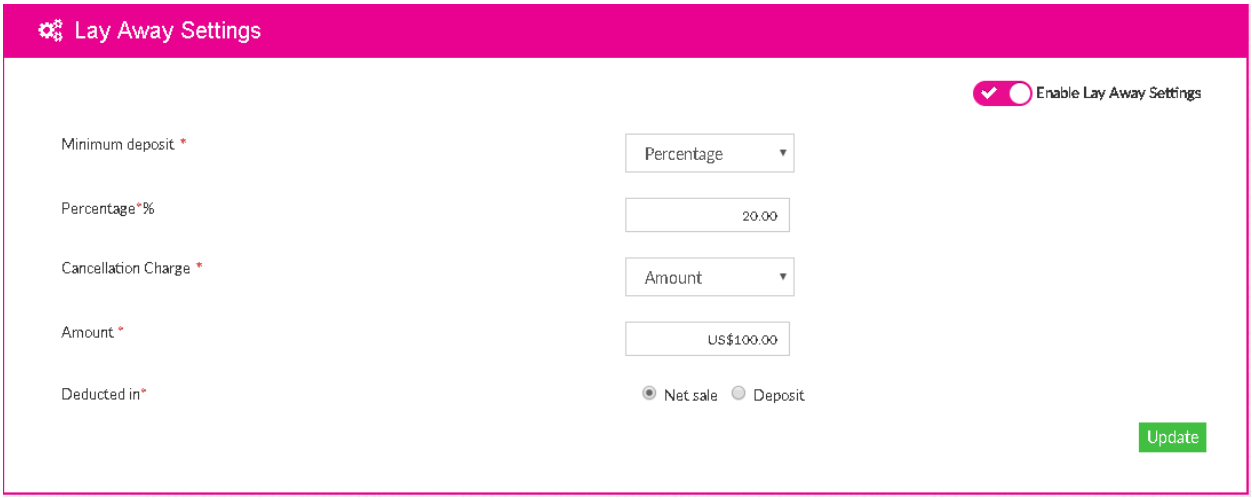
Lay Away Settings

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

   (this is a web POS function only)

2. Click on enable lay away settings

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



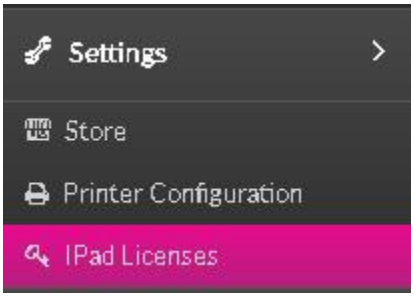
4. Click on update.

How to Release an IPad License

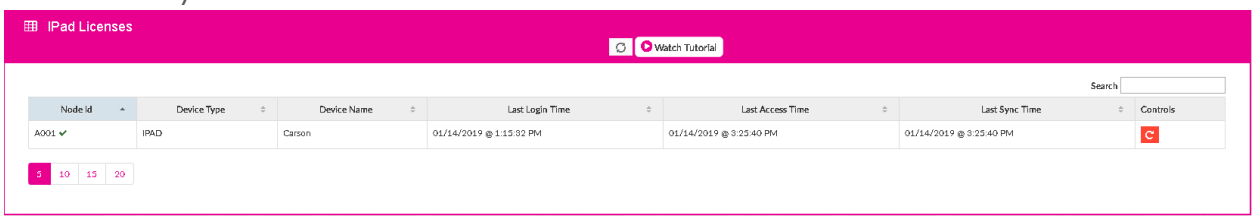
1. If you get a “No License Available” error when you log into the application, you must release an IPad License. Please process all offline transactions before releasing a license. (Please note you will have to

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

2. Go to Settings>IPad Licenses



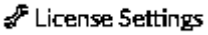
3. Find the IPad you wish to release and click the release button (please note that the IPad cannot be linked to a revenue center in order to release it.)



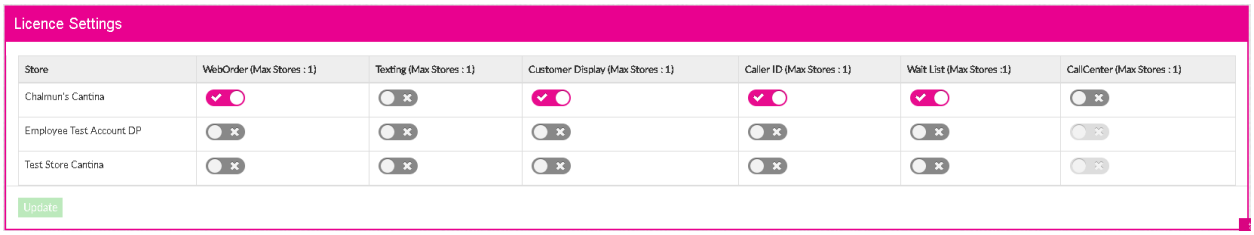
4. Confirm the release.

License settings

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 

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

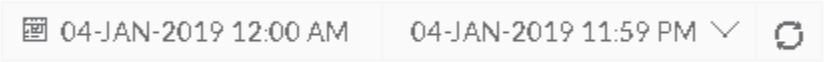


3. Click update.

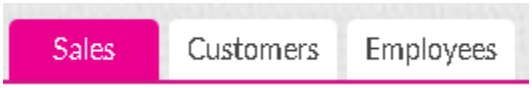
Back Office Dashboard

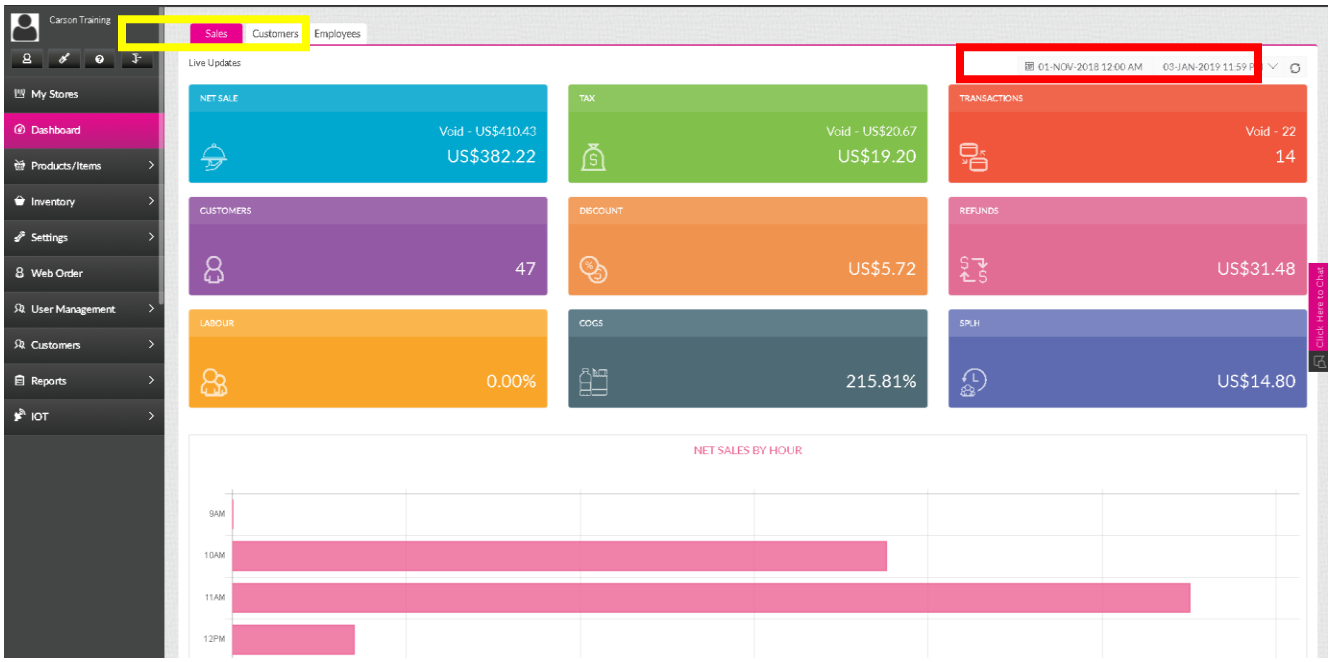
1. Once you have logged in you will be redirected to the dashboard

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



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

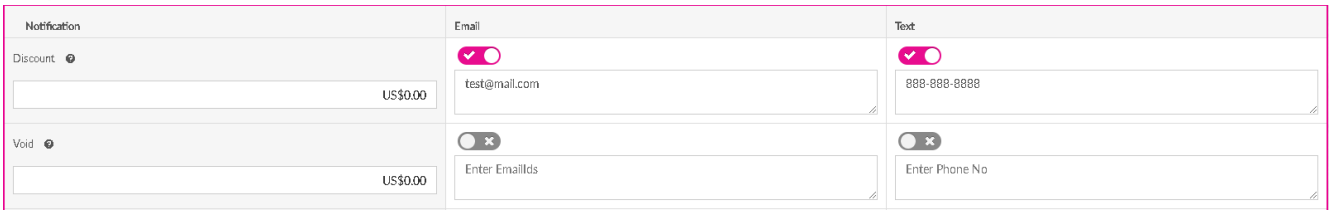




Notification Settings

1. Go to settings>Store>Notification Settings

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



6. Hit save

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

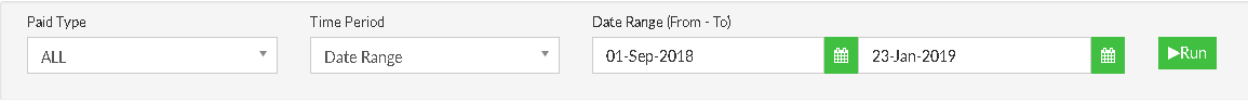
4. Click save

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.

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.



3. Click run

4. This is what the report will look like

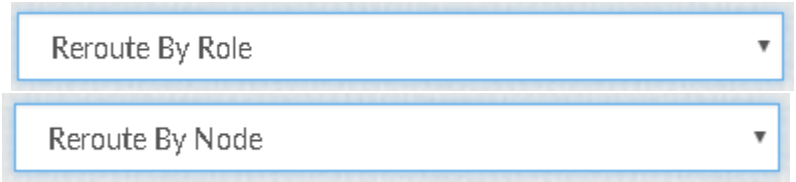
Node	Business Date	Transaction Date	Paid In/Out By	Amount US$	Paid From/To	Reason
A001	29-Nov-2018	29-Nov-2018 11:28 AM	Carson Training	10.00	joe	Test
			Total	10.00		

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

Printer Reroute

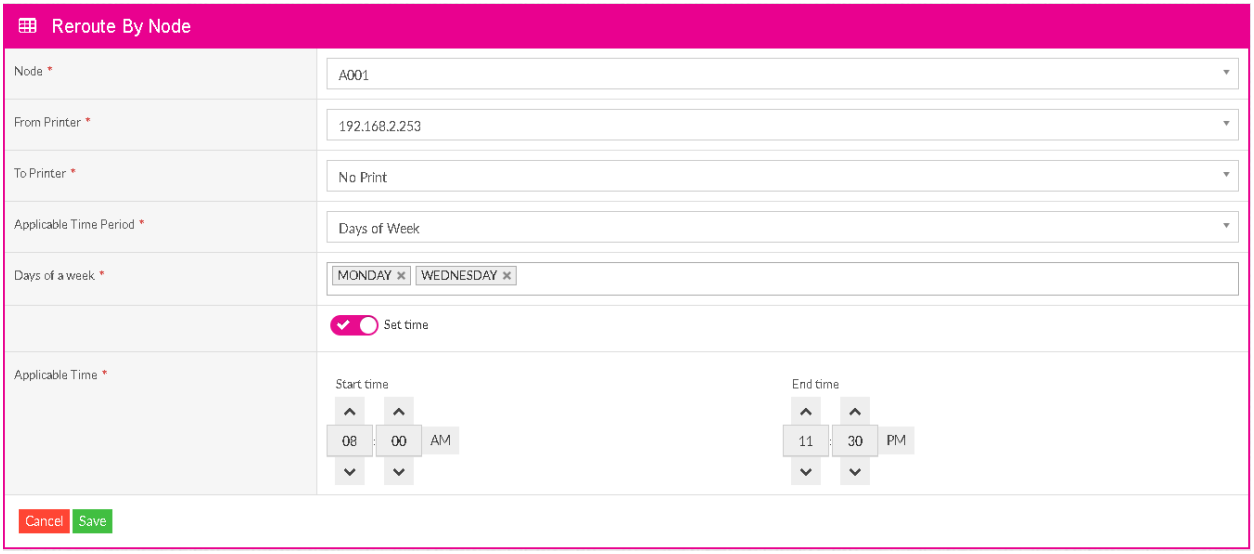
1. Go to Settings>Printer Configuration >Printer Reroute

2. Choose to reroute by node or role



3. Click add Reroute by node or role

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.



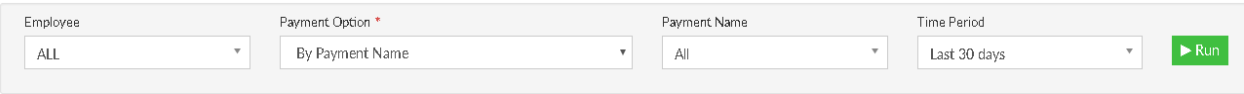
5. Click on save

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.



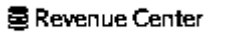
3. Click run

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

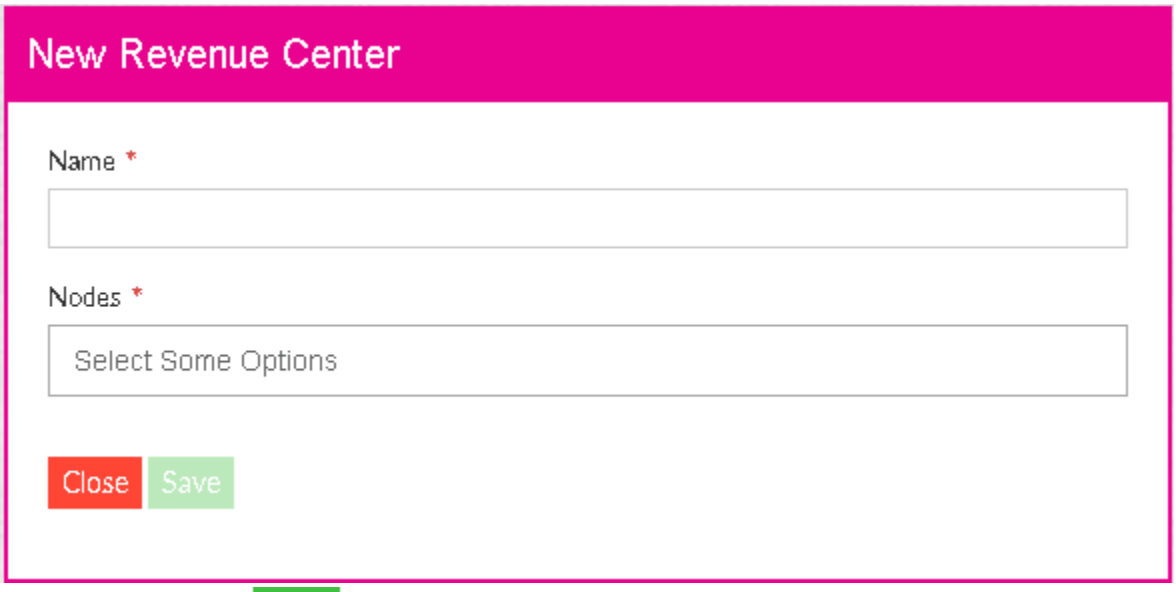
5. It can be exported as a excel, PDF, or CSV

Revenue Center Settings

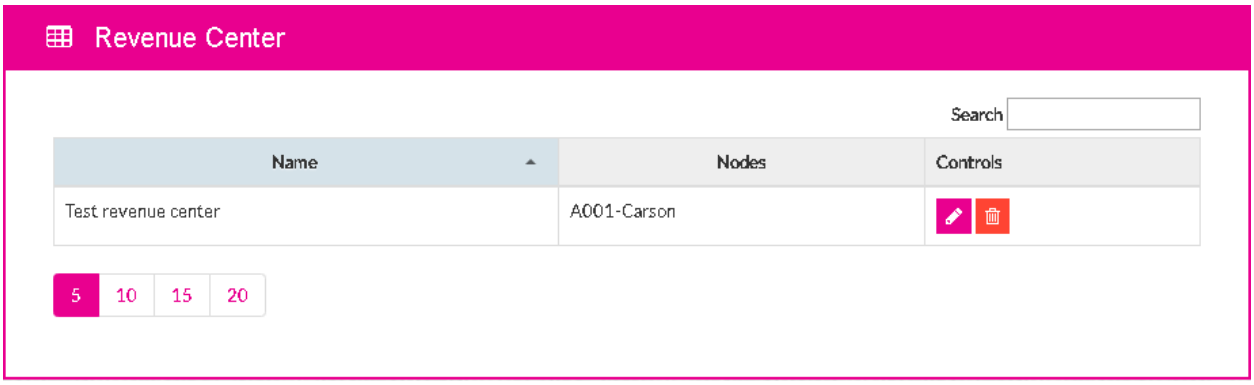
1. Go to Settings>Store> then Revenue Center 

2. Click on Add Revenue Center

3. Give it a name and assign nodes to it



4. Click on save



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

3. Click run

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

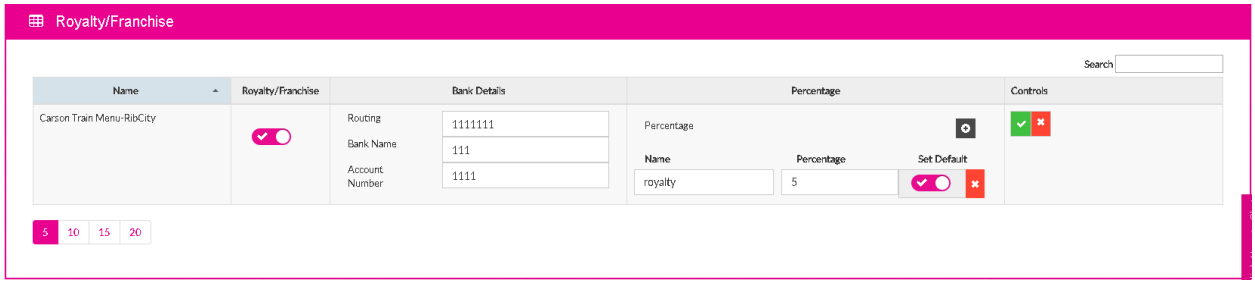
5. You can export this to a excel, PDF or CSV

Royalty/Franchise

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

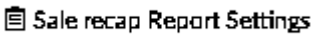
1. Go to enterprise>Royalty/franchise

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

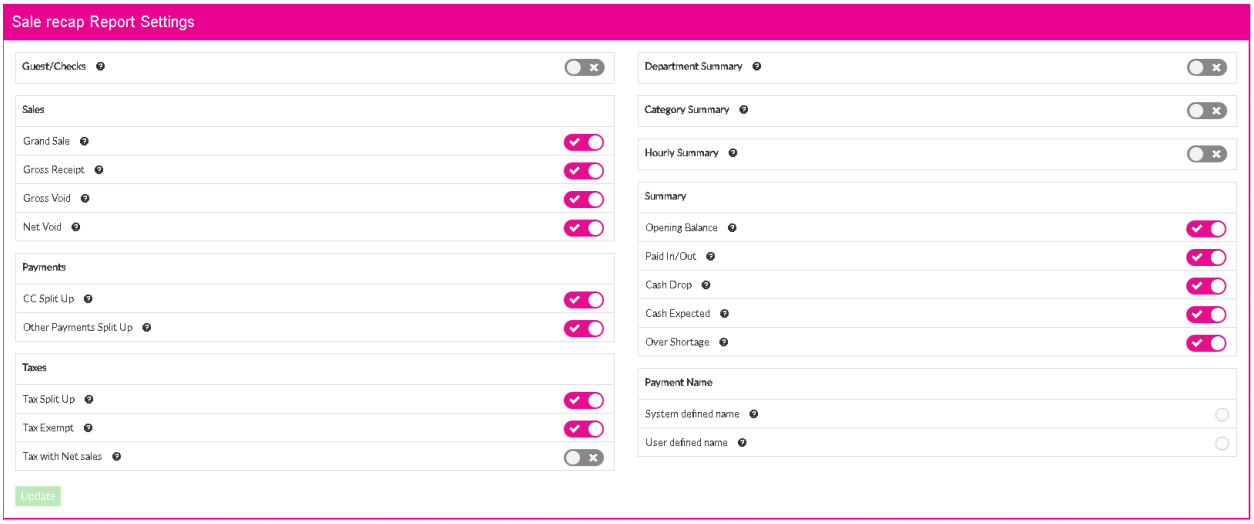


3. Click the check box to save.

Sales Recap Report Settings

1. Go to Settings>Store>Sales Recap report settings 

2. Turn on or off what you want to see in the sales recap report

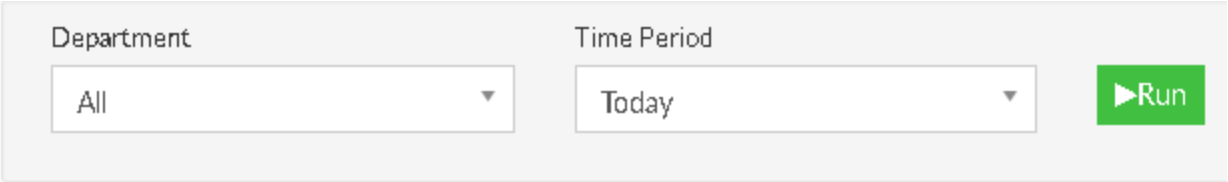


3. Click update

Sales Reports

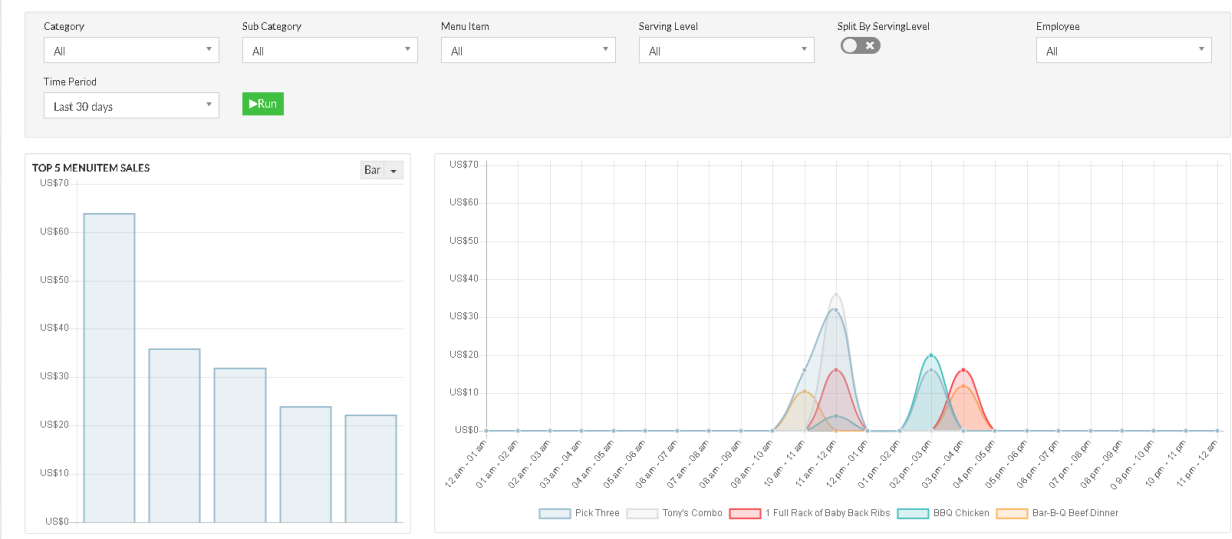
The Sales Report tab is where you can find department sales, category sale, subcategory sale, Menu Item Sales, Modifier Sales, Hourly sales, Daily sales, sales recap, cashier out, weekly summary, and the sale summary reports.

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.



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

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



(Example menu item sales)

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 | Export as PDF | Export as CSV

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

Export as excel | Export as PDF | Export as CSV

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

CHECK STATS	
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	0.80
TOTAL	**0.80**
TAX EXEMPT	0.00

OTHER PAYMENT(S)	
Cash	16.76
TOTAL	**16.76**

PAYMENT SUMMARY	
Credit Card	0.00
Other Payment(s)	16.76
TOTAL	**16.76**

SUMMARY	
Opening Balance	400.00
Paid In	0.00
Paid Out	0.00
Cash Drop	100.00
Cash Expected	316.76
Over / Shortage	-316.76

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	
Check Count	28
Guest Count	42
Average Per Check	14.77

SALES	
Gross Sales	703.17
Net Sales	413.73
Grand Sales	434.74
Gross Receipt	446.74
Gross Void	266.45
NetVoid	253.73

TAXES	
City Tax	21.01
TOTAL	**21.01**
TAX EXEMPT	0.00

OTHER PAYMENT(S)	
Cash	446.74
TOTAL	**446.74**

PAYMENT SUMMARY	
Credit Card	0.00
Other Payment(s)	446.74
TOTAL	**446.74**

NON SALE REVENUE	
Delivery Charge	12.00
TOTAL	**12.00**

DISCOUNT	
Check Discount	0.00
Item Discount	0.00
TOTAL	**0.00**
Discount Tax	0.00
Void Discount	1.89
Void Discount Tax	0.09

SUMMARY	
Opening Balance	400.00
Paid In	0.00
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 as CSV

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	39.79
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

Check summary	
Check Number	1-003
Date	14-Jan-2019 02:11 PM
Table	QSR
Seat Number	1
Server Name	Carson Training
Gratuity	US$0.00
Discount	US$0.00
Card Charge	US$0.08
Cash Discount	US$0.08
Total	US$4.19
Total Tip	US$0.00

Send Receipt Back

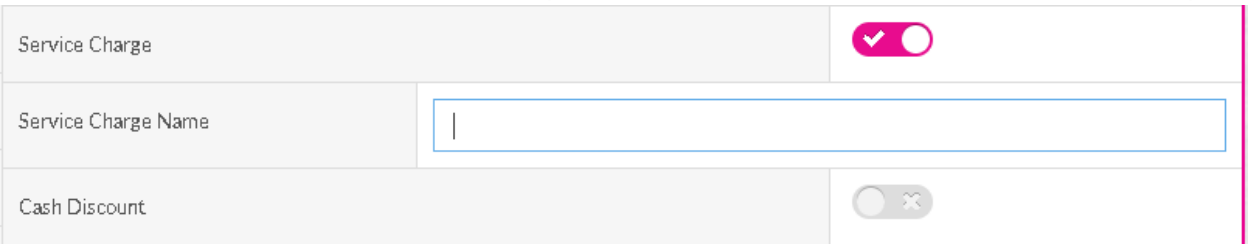
Order Summary			
Item	Price US$	Qty	Amount US$
BBQ Chicken	3.99	1	3.99
Sub total			3.99

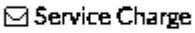
Tax Summary		
Type	Rate %	Amount US$
City Tax	5.000	0.20
Tax Total		0.20

Payment summary							
Payment No	Type	Tip US$	CC Service Charge US$	AmountUS$	Status	Auth code	Transaction No
0	Cash	0.00	0.04	2.00	Success		
1	Cash	0.00	0.04	2.19	Success		

Service Charge Settings

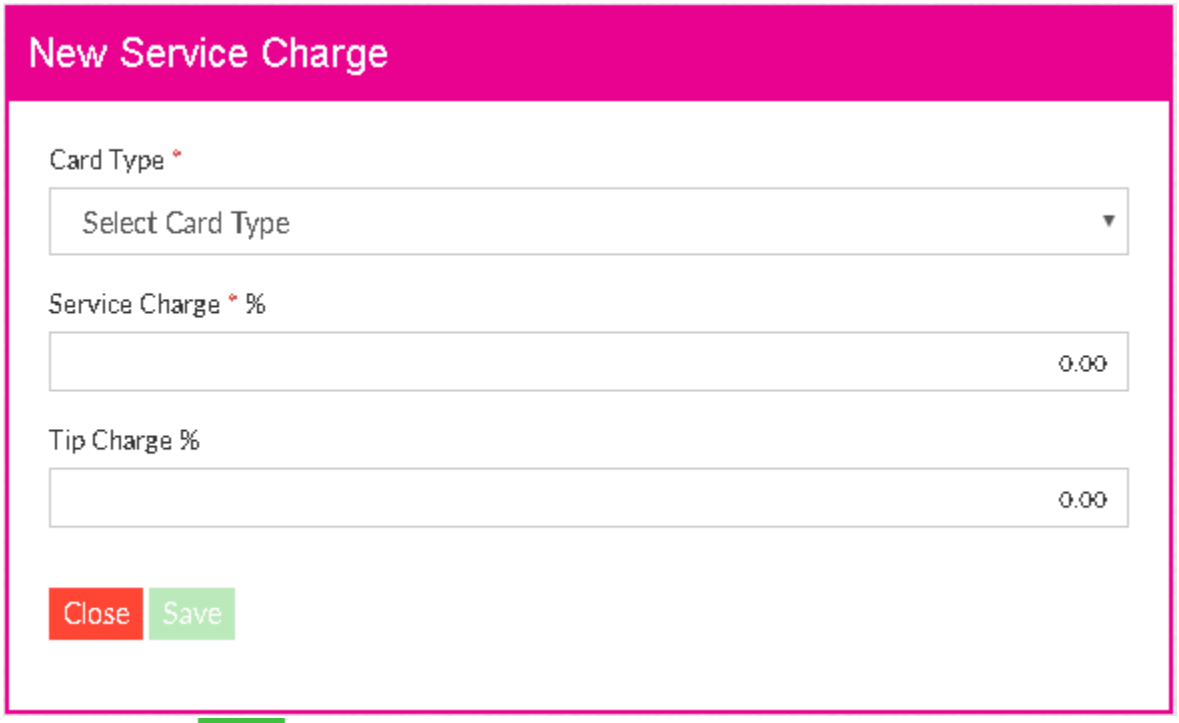
1. Before adding a service charge you must first turn on service charges in the settings tab under store. (cash discount MUST be off for this)



2. Then go to service charges up top 

3. Click on add service charge

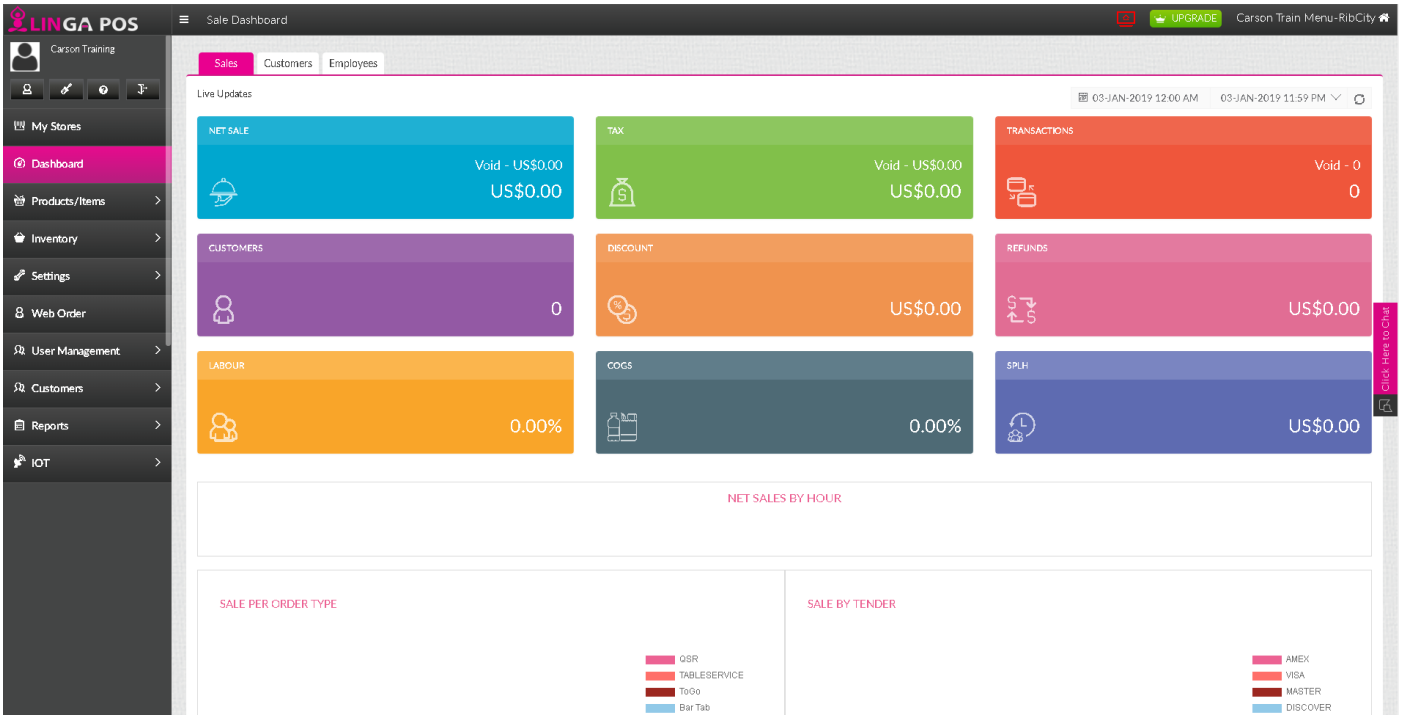
4. Select the card type, service charge percentage, and tip percentage



5. Click save

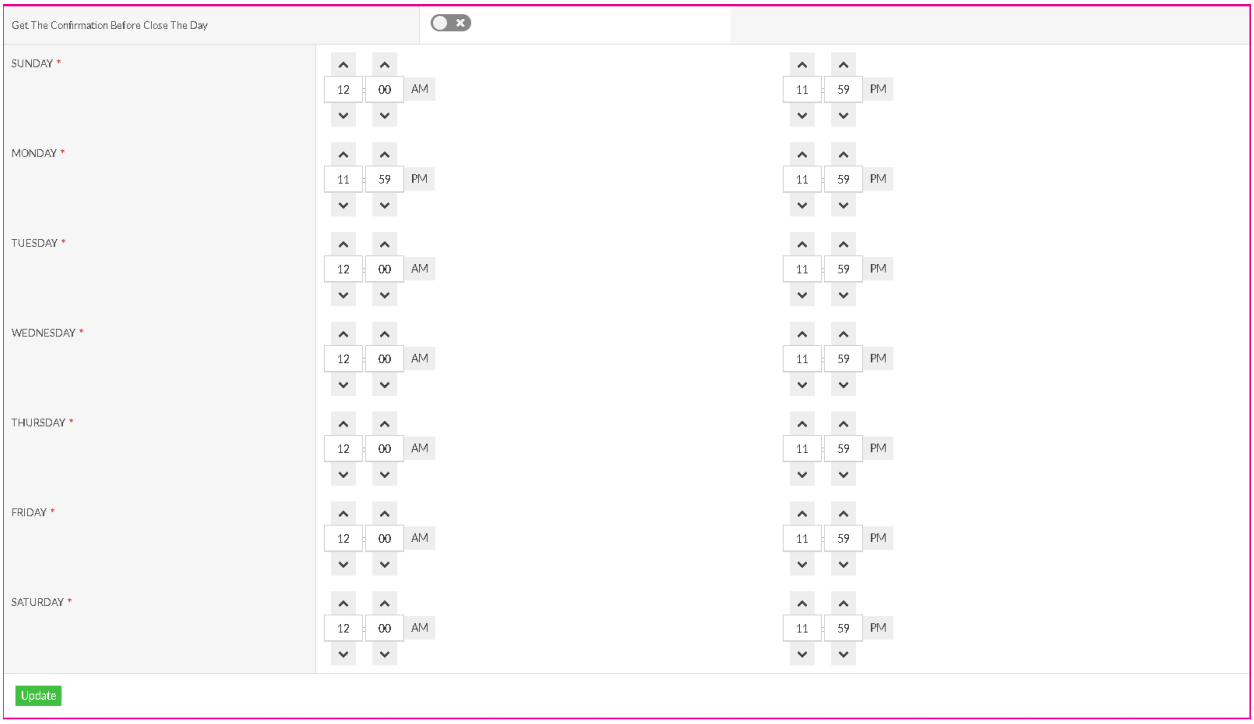
Signing into the Back Office

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

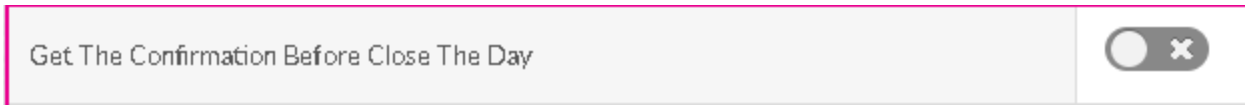


Store Hour Settings

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



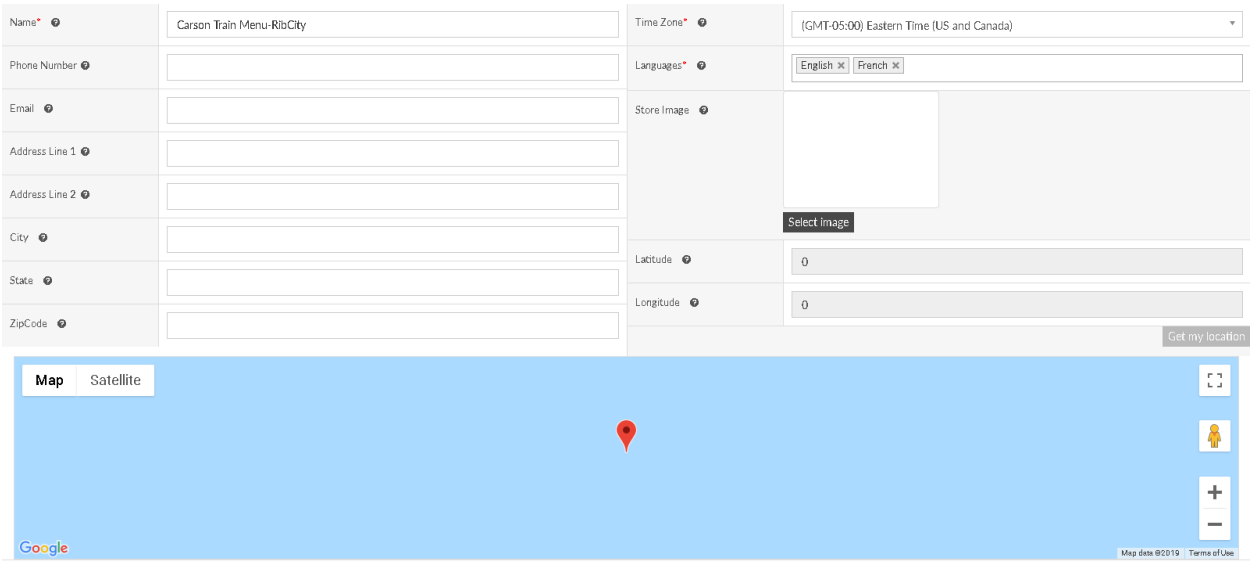
4. ***Only*** turn on get the confirmation before the close the day if you run a ***24 hour store***



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

Store information

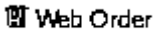
1. Click on settings
2. Click on store
3. Then Store Info up top
4. Here you can add general store settings. Such as the name, address, languages, and the time zone.



5. You can also set your map up here by clicking “Get my Location”

6. Click update to save

Sync Zenpepper with the Back Office

1. Go to settings>Store>Web order 

2. Click Sync Data to Web order

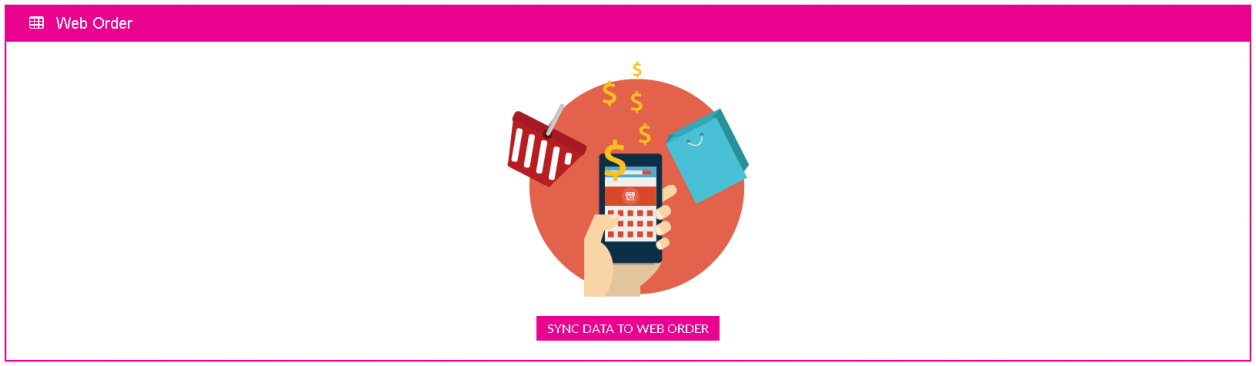
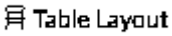
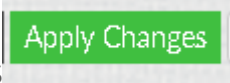


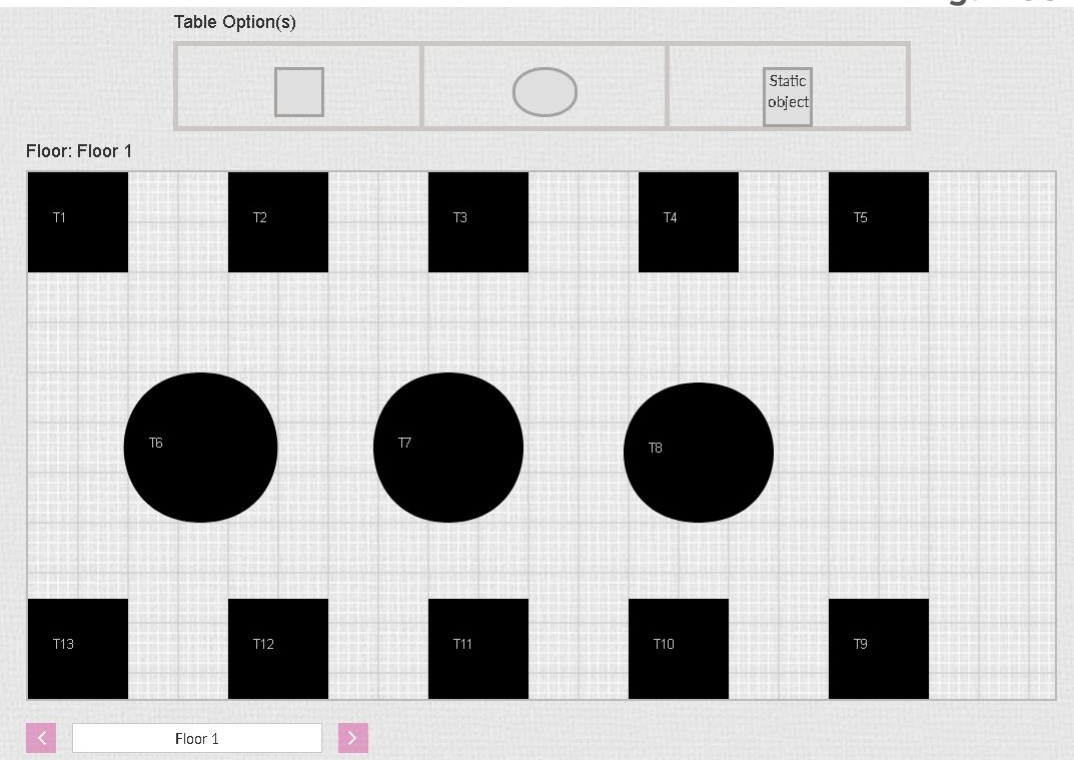
Table Layout

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

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

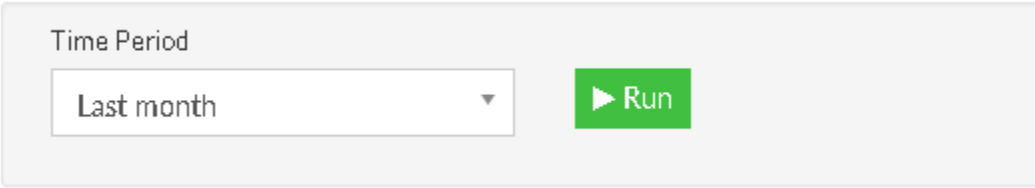


Tax Reports

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



3. Click run

4. This is what the report will look like

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

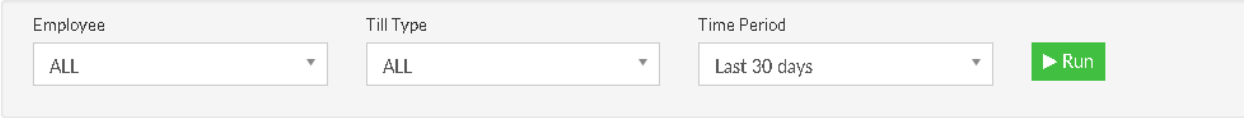
5. You can export this report as a excel, PDF, or CSV.

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

2. Select the employee, till type, and a time period



3. Click run

4. This is what the report looks like

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 :

TILL SUMMARY

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

Load Transactions

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 Cash Transaction
2. Select the employee, transaction type, and the time period

Employee: ALL
Transaction Type: ALL
Time Period: Last month
Run

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

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	

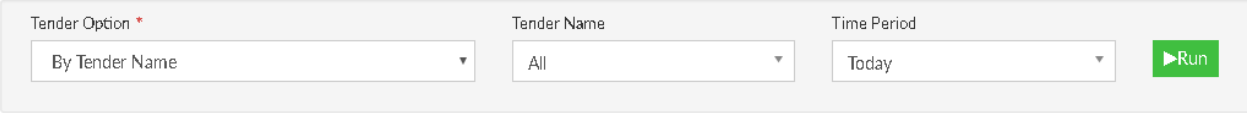
5. You can export this as a Excel, PDF or CSV

Transaction Reports

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

Void Transaction Reports will show each transaction that has been voided on a certain day or date range. Void Transaction

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



2. Click run

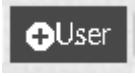
3. Here you can see all transactions and voided transactions.

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

User Management

1. Go to User Management>Users

2. You can either edit , reset password , enable sign in , disable sign in , or add a new user 

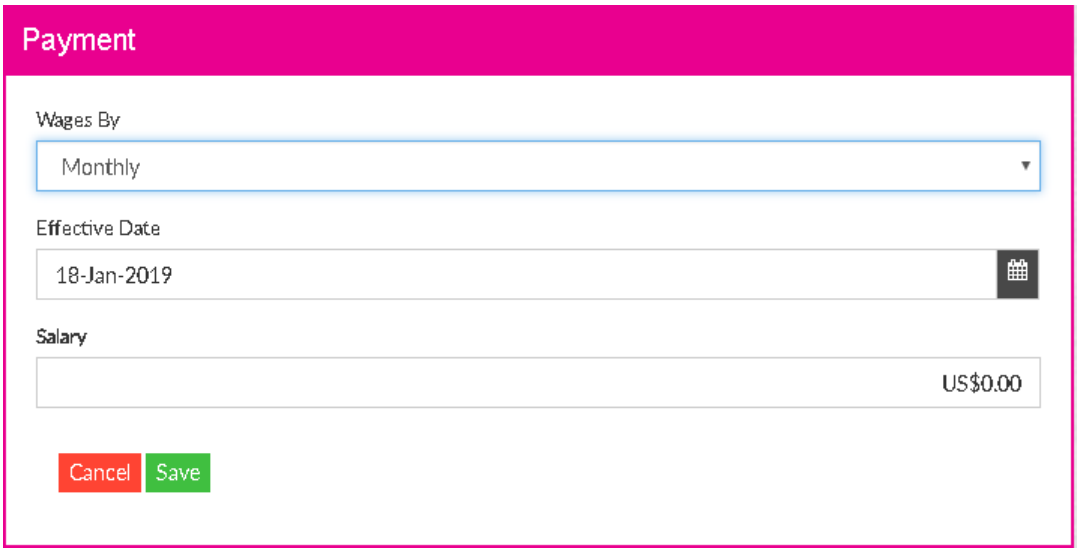
3. When adding or editing a user you must give them a name (first and last), a role, language, PIN, and an initial screen when they sign in to the POS.

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.

5. Click on save and next at the bottom.

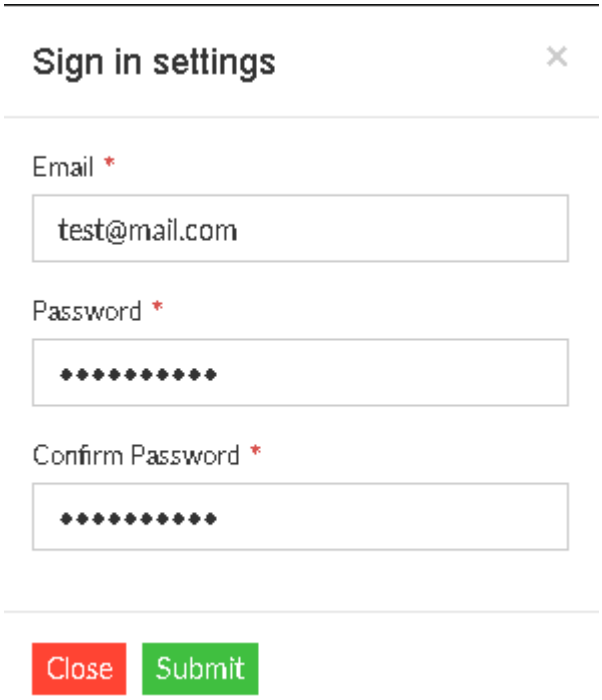
6. On the payroll screen you can add a wage either by hourly or monthly by clicking add payments

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



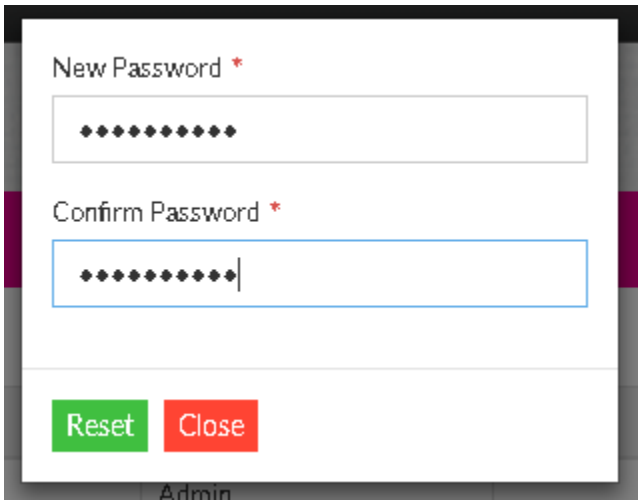
8. Disable sign in removes their access to the back office.

9. Enable sign in give them access to the back office it will ask for a



Email and a password. Then submit.

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

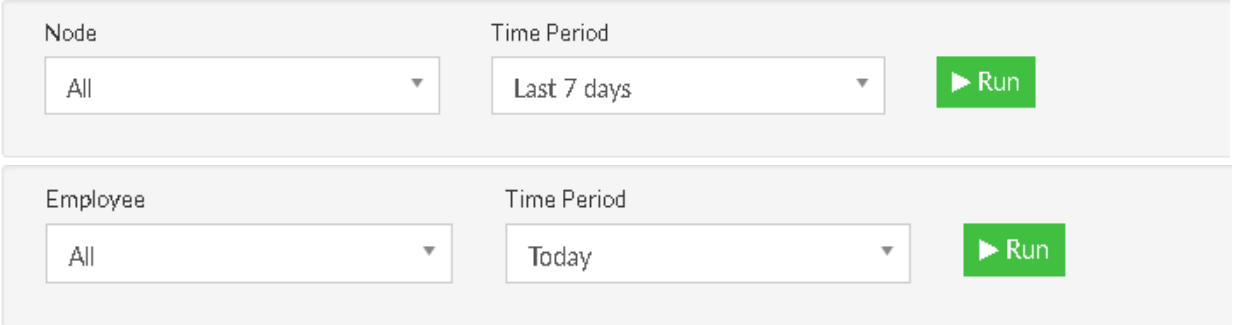


11. Type in your new password and click reset.

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.



3. Click on run

4. This is what the report looks like

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.

Waitlist Settings

1. Go to Settings>Store>Wait list

2. Click on add wait list reason

3. Name the reason and hit save

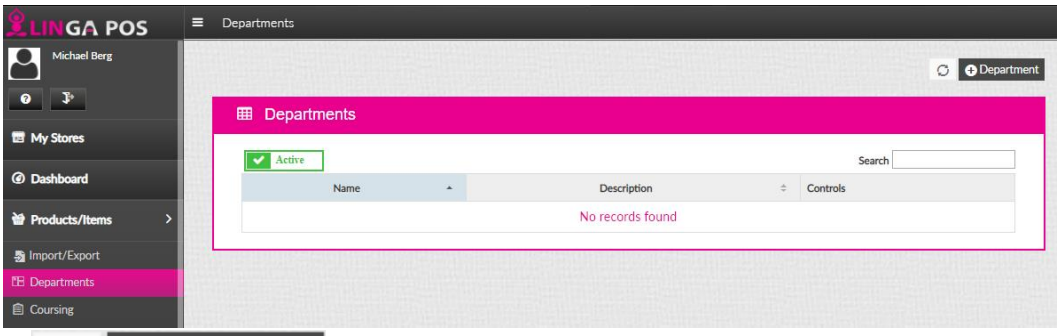
4. Then click add wait list

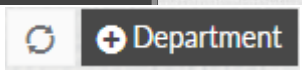
5. Give it a minimum number of seats, max number of seats, and a occupied time

6. Click save

Departments

Creating a Department

1. Left Tab select Department
   a. 

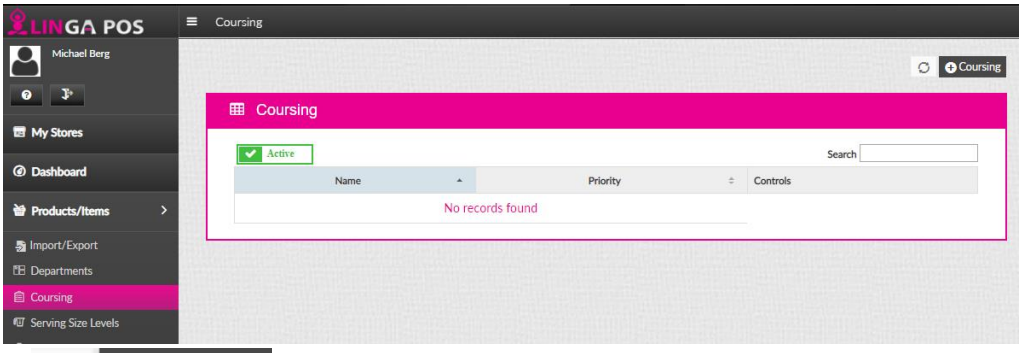
2. Select 

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

   e. Select

Coursing

Creating a Coursing

1. Left Tab select Coursing
   a. 

2. Select

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.
   c.

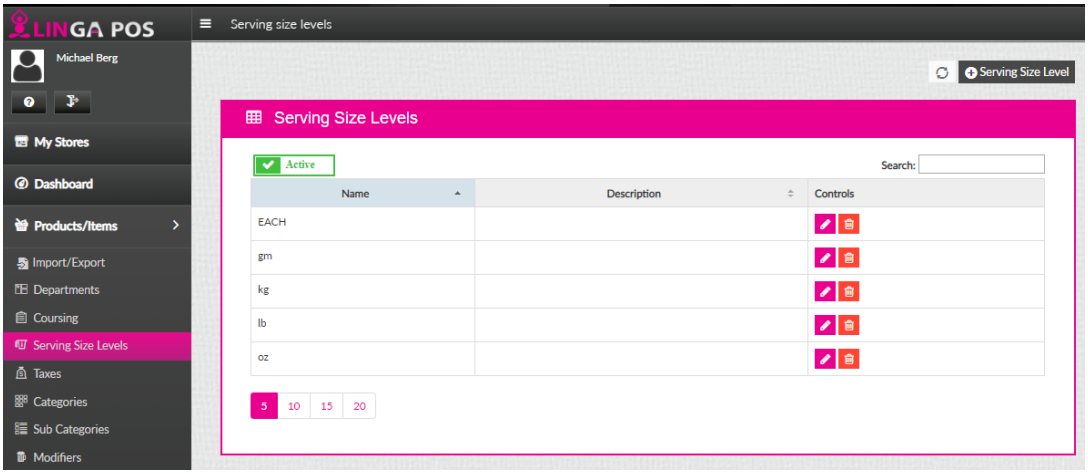
   d. Select

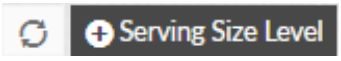
   e. Or Select

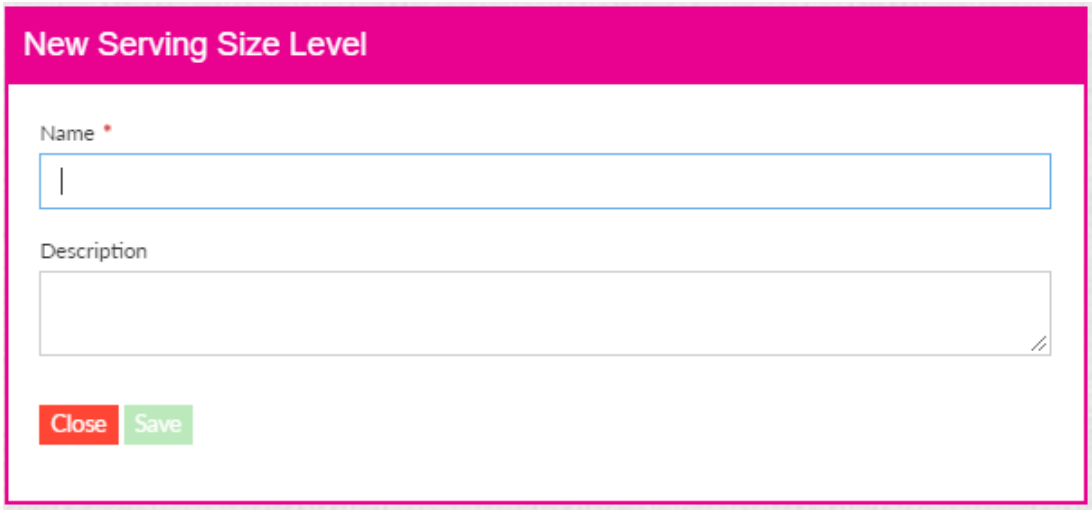
then resync each iPad

Serving Size Level

Creating additional Serving

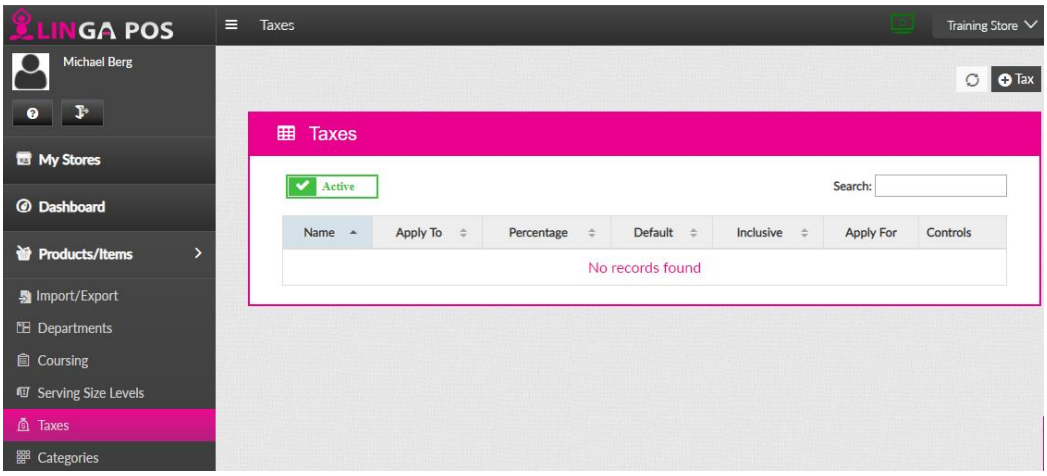
1. Left Tab select Serving Size
   a. 

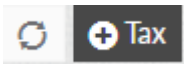
2. Select 

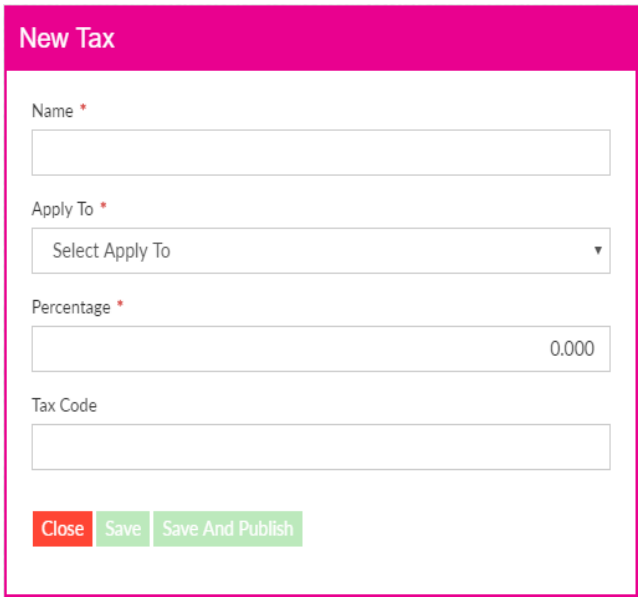
on the To Right
   a. (There are serving size already created as default in the system because of Inventory)
   b. Serving Size Name is Mandatory
   c. Description is Option for Accounting Software
   d. 

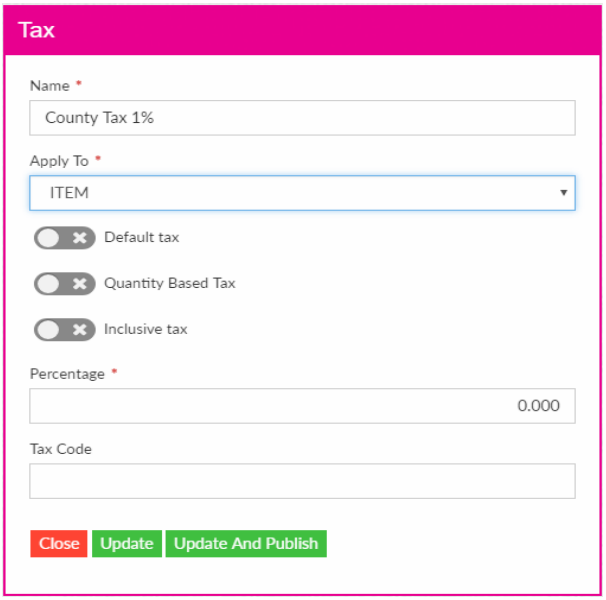
   e. Select

Creating Taxes – By Item

1. Left Tab select Taxes
   a. 

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

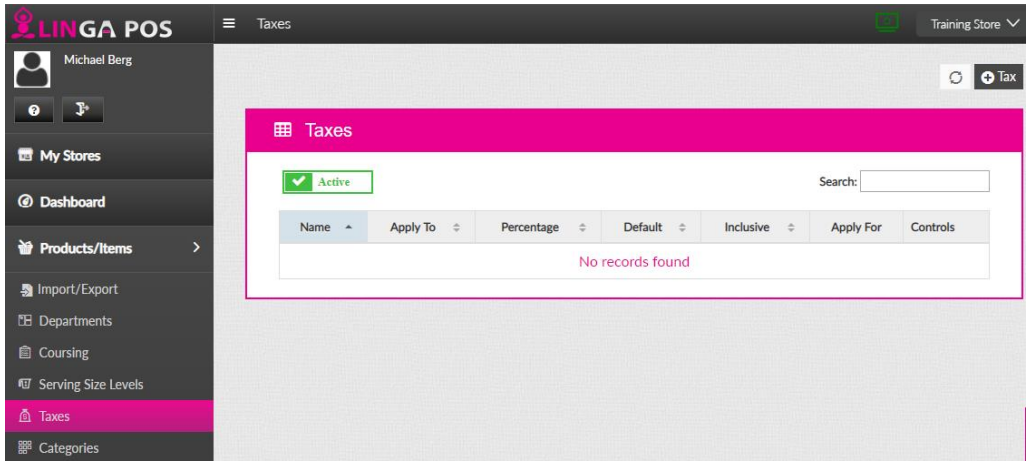




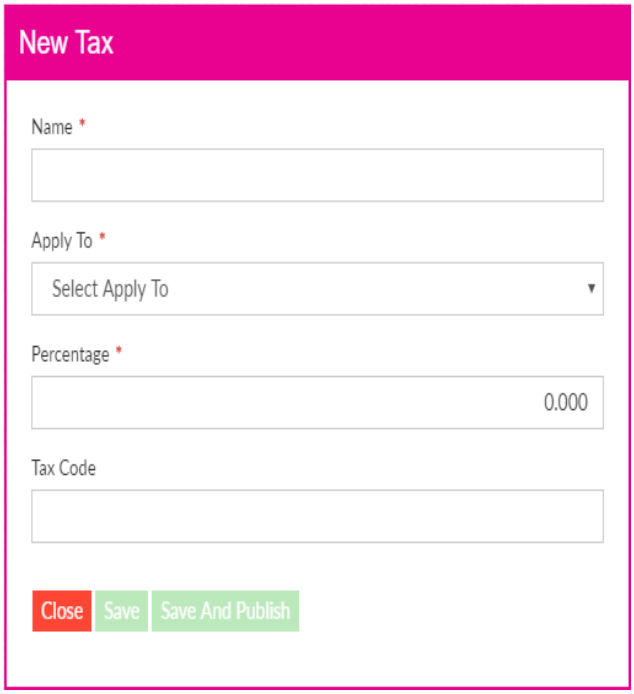
   b. Apply To (Select from the Dropdown Box choose ITEM)
   c. Option to choose (Any or None)
   d. Default Tax
   e. Quantity Base Tax
      i. If Quantity Base Tax is on
         1. Set Percentage click the
         2. Must enter a Quantity and %
   f. Inclusive Tax

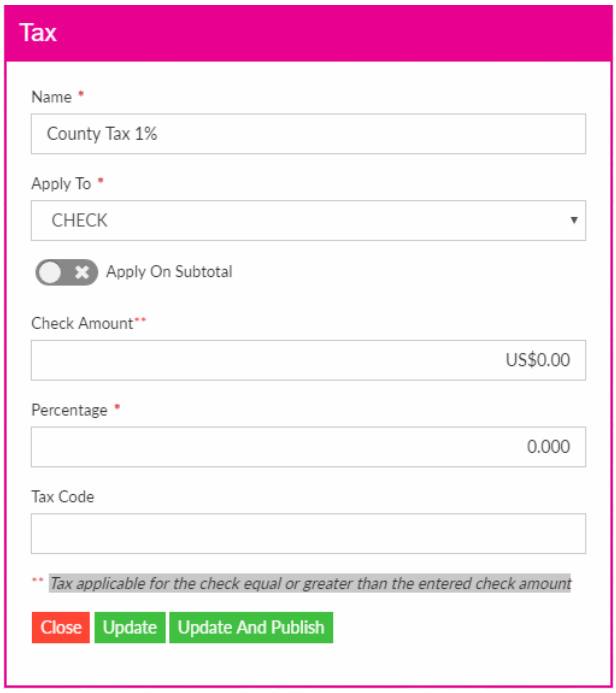
g. Percent is Mandatory (Percent must be a whole number) Example 6% looks like this 6.000 not 0.600
h. Tax Code is Option for Accounting Software
i. Select Save
j. Or Select Save And Publish then resync each iPad

Creating Taxes – By Check

1. Left Tab select Taxes
   a. 

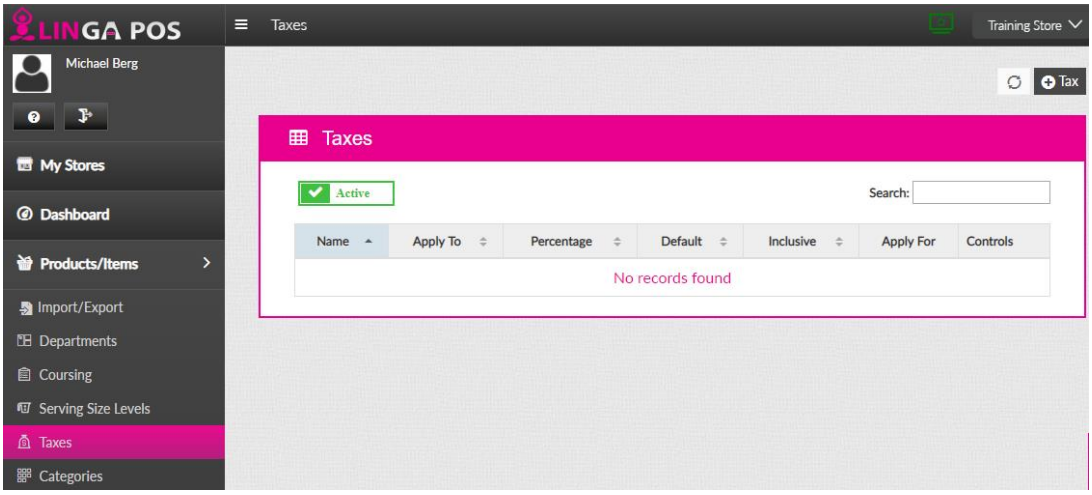
2. Select on the Top Right
   a. Tax Name is Mandatory



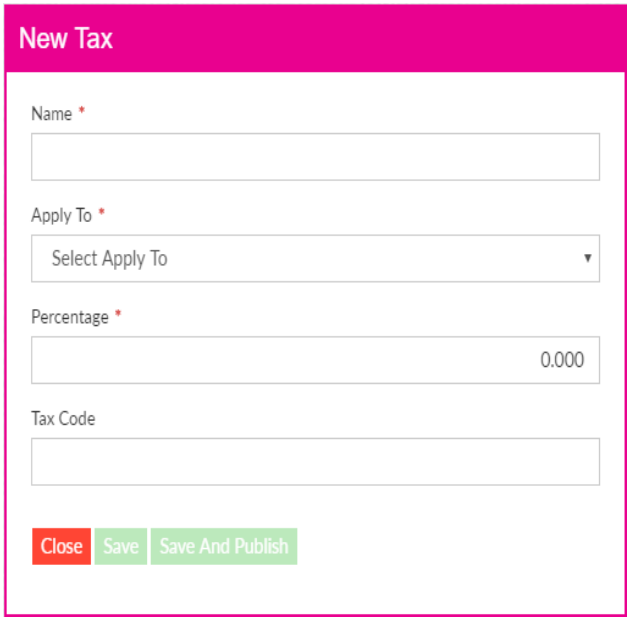


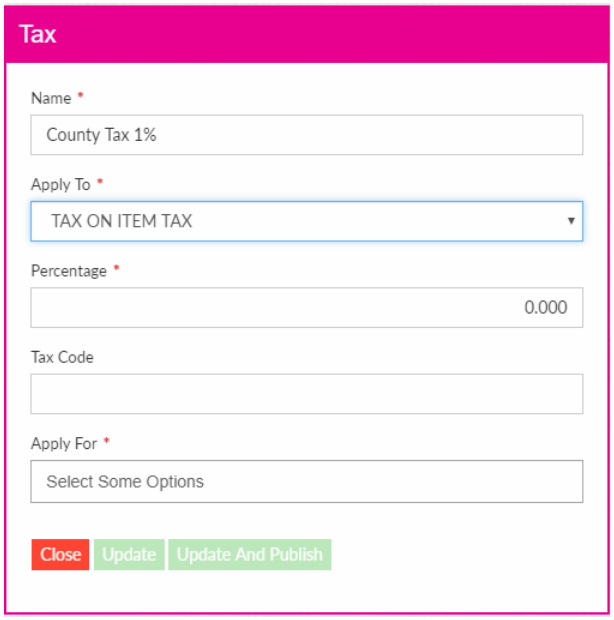
   b. Apply To (Select from the Dropdown Box choose CHECK)
   c. Option to Apply on Subtotal
   d. Check Amount
      i. *Tax applicable for the check equal or greater than the entered check amount*
   e. Select **Save**
   f. Or Select **Save And Publish** then resync each iPad

Creating Taxes – By Tax on Item Tax

1. Left Tab select Taxes
   a. 

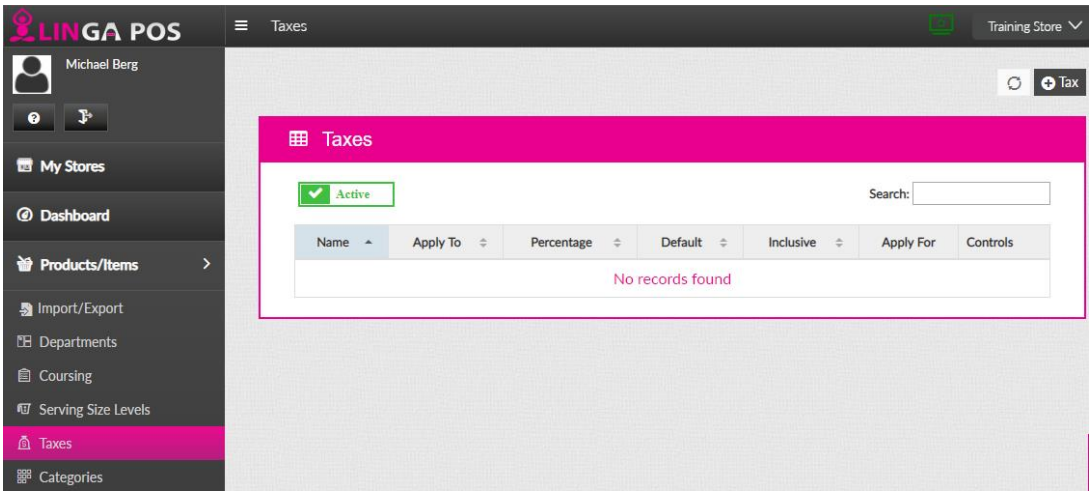
2. Select on the Top Right
   a. Tax Name is Mandatory



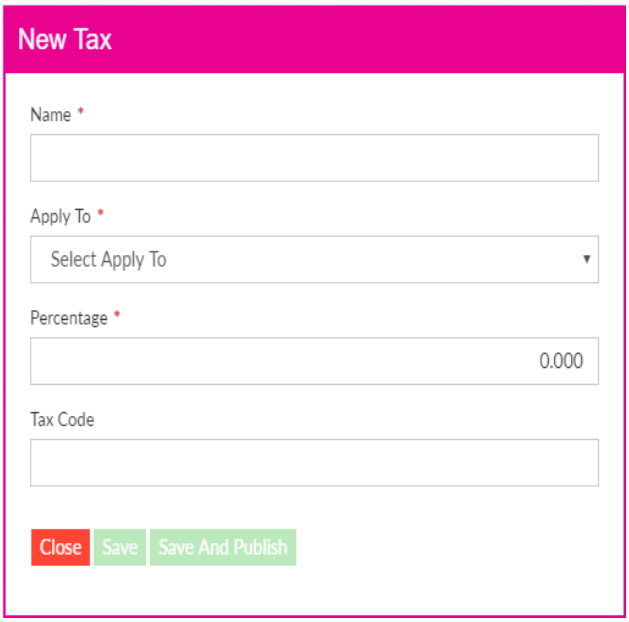


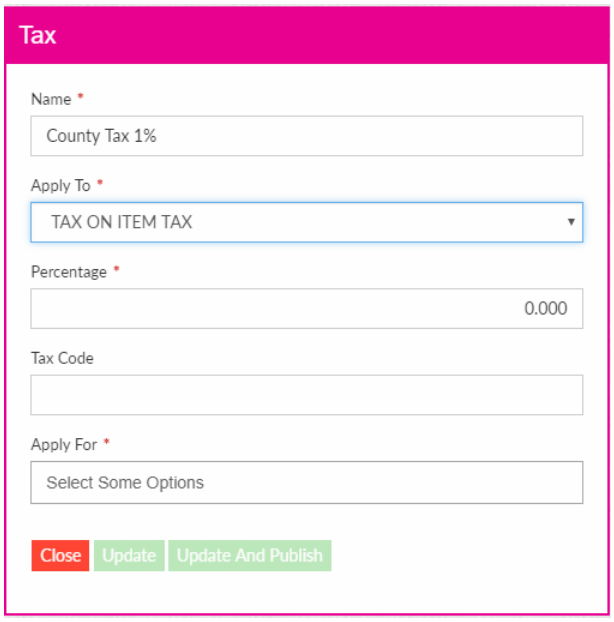
   b. Apply To (Select from the Dropdown Box choose ITEM)
   c. Percent is Mandatory (Percent must be a whole number) Example 6% looks like this 6.000 not 0.600
   d. Tax Code is Option for Accounting Software
   e. Apply For - you must select the Tax you already created that you want the Tax on Tax Added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

Creating Taxes – By Tax on Check Tax

1. Left Tab select Taxes
   a. 

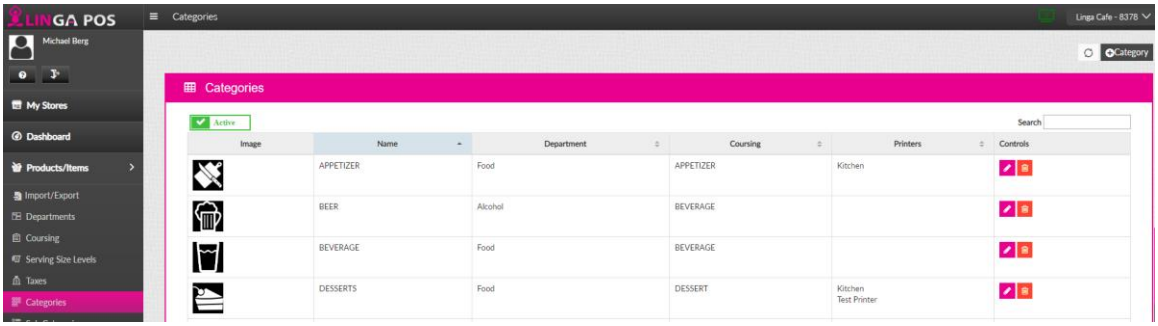
2. Select on the Top Right
   a. Tax Name is Mandatory





   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

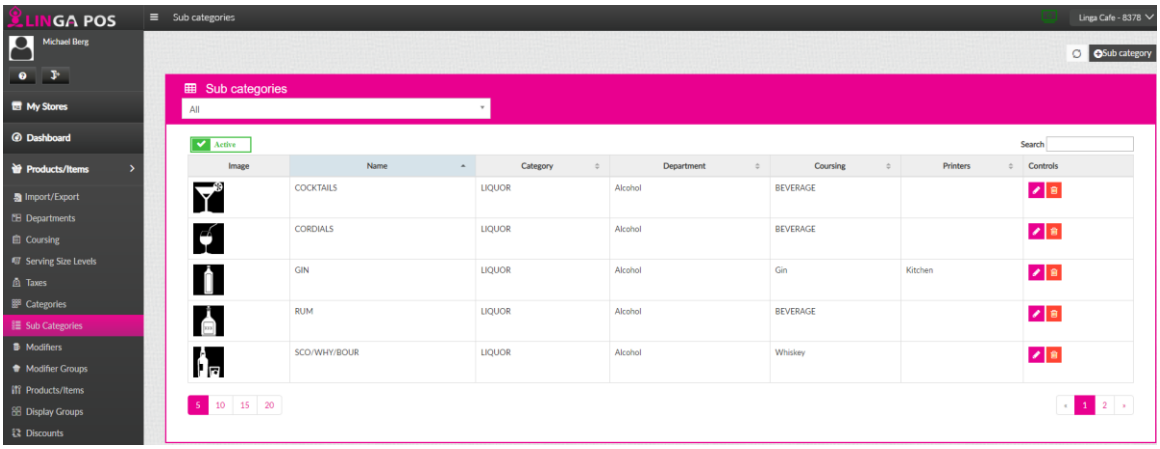
1. Left Tab select Categories
   a. 

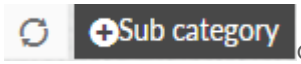
2. Select

on the top Right
   a. Category Name is Mandatory
   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 can click the and you can add one right from here
   l. 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 select and add your own picture for a category 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
q. Click Update – to Save
r. Or Click Save And Publish then resync each iPad

Creating Sub Categories

1. Left Tab select Sub Categories
   a. 

2. Select 

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 can 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 can 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
l. 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 ect 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 –

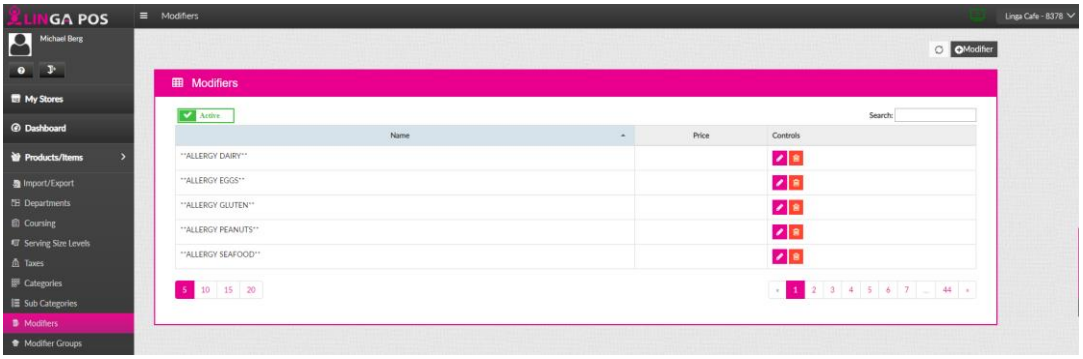
a. Can choose the start time to view this item to the end time

p. Click Update – to Save

q. Or Click Save And Publish then resync each iPad

Creating Modifiers

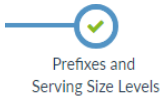
1. Left Tab select Modifiers

a. 

2. Select

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

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 MenuItem 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

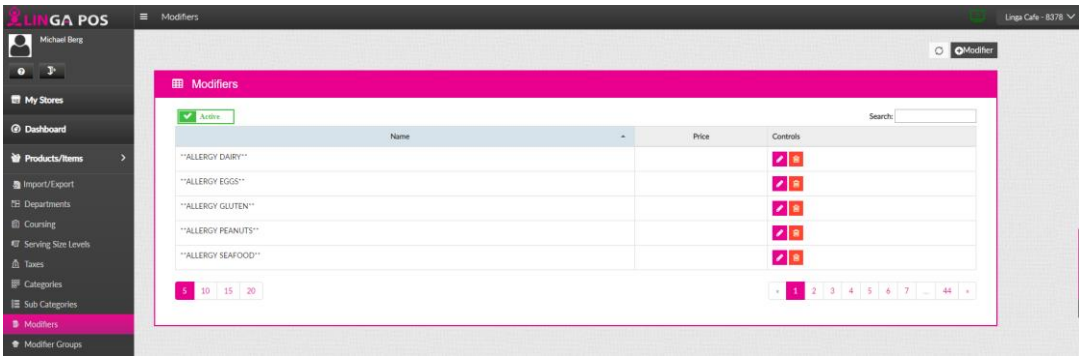


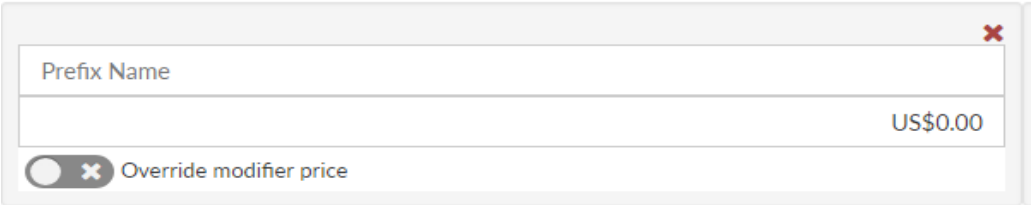
k. Set Price Here
    i. If turned ON then select Prefixes and Serving Size Level on top right
    ii. Select Serving Size Level for the number of times you have each different serving size that has a price.
        1. Then you select the serving size in the Serving Size Level Column
            a. Each is the default Serving Size in the Linga
        2. Then you select the Price you want to charge for the modifier
l. 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.

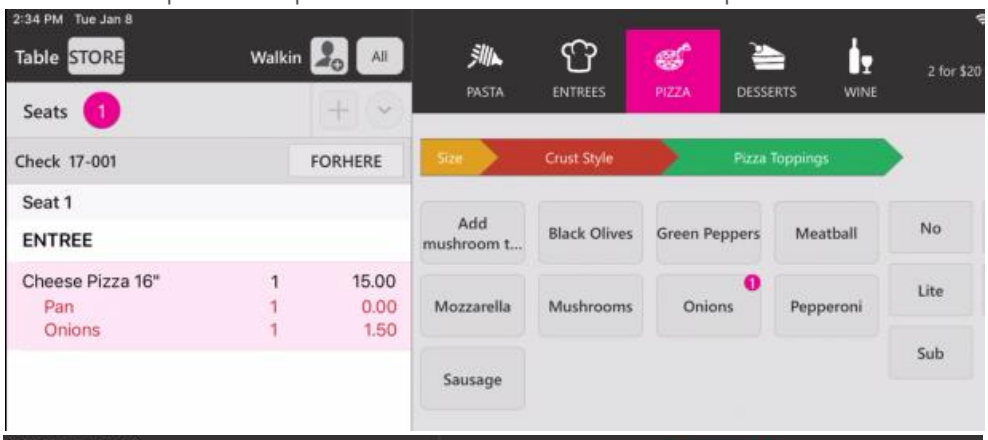
m. Click Update – to Save

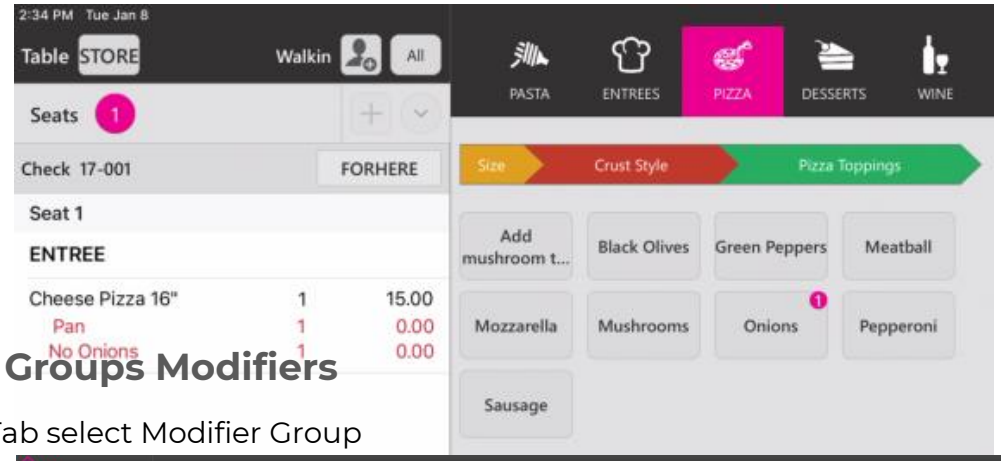
n. Or Click Save And Publish then resync each iPad

Creating Prefixes to a Modifier

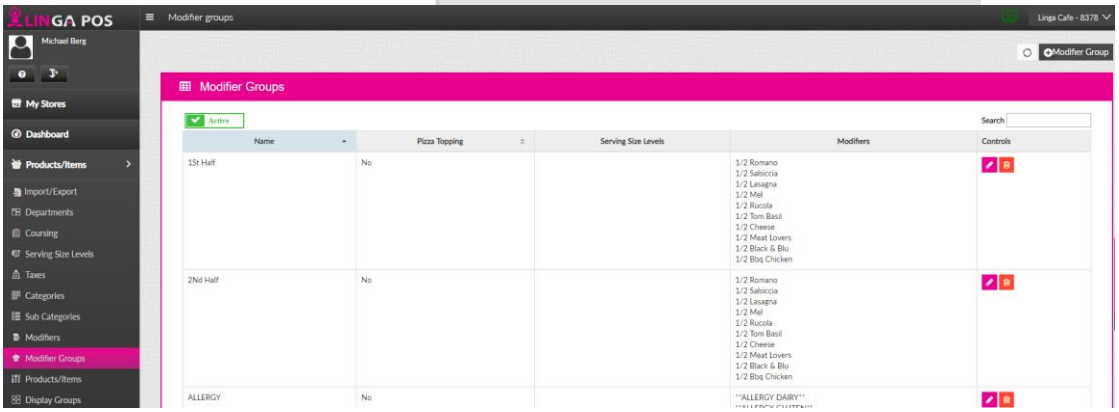
1. Left Tab select Modifiers
   a. 

2. 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 right
   b. On the right side you will see an add button
   c. Select the add button for any time you want a prefix to the modifier
   d. 

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.
h. 

i. 

Creating Groups Modifiers

1. Left Tab select Modifier Group
   a. 

2. Select

on the top Right
   a. Modifier Group Name is Mandatory
   b. Modifiers – Select inside the box and you can choose what modifier you want for this group.
      i. You can have these modifiers show up in:

         1. Sort A-Z - Default

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

1/2 1/3 or 1/4

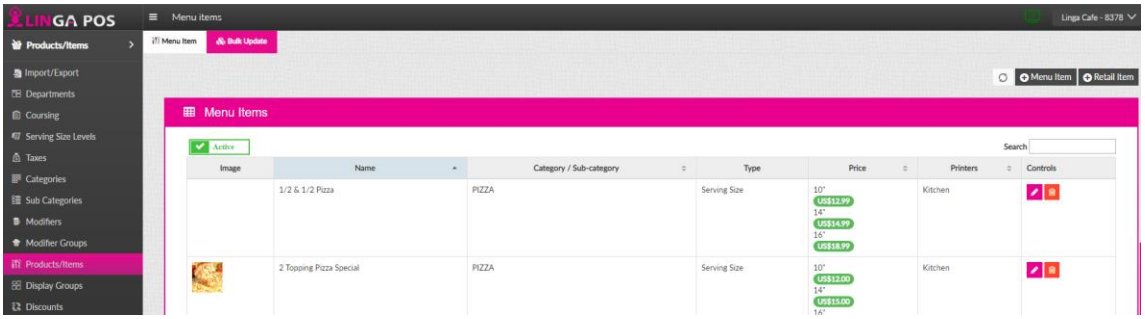
e. Set Price Here – if ON you can set the upcharge for each modifier to be the same upcharge price (You cannot have a different price for any modifier with this option)

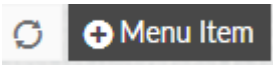
f. Click Update – to Save

g. Or Click Save And Publish then resync each iPad

Creating Products/Items – Menu Item Level

1. Left Tab select Products/Items

a. 

2. Select 

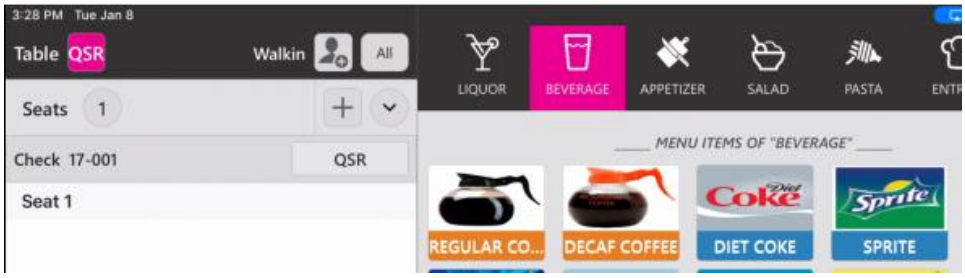
on the top Right
    a. Menu Item Name is Mandatory – 50 charters long
    b. Secondary Name is for if you want to menu item name to print in the kitchen or Customer Receipt – example English & Chinese 50 charters long
    c. Description – Is right now only for Zenpepper (online ordering) can be up to 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

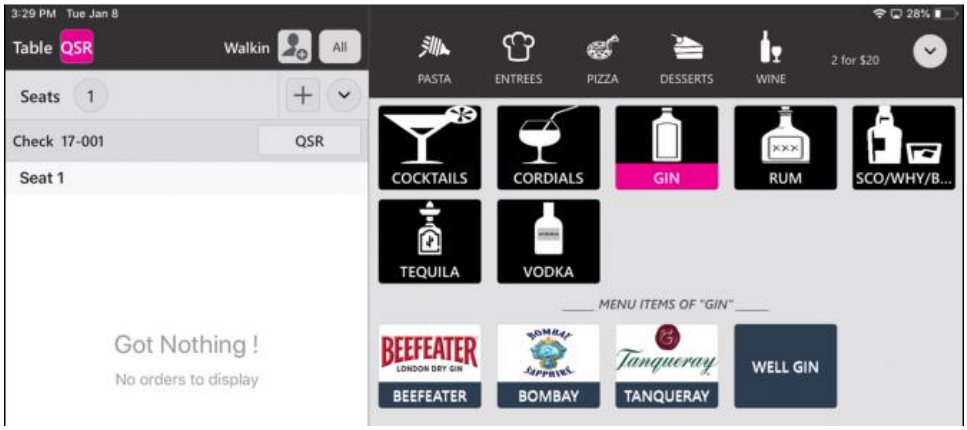
e. PLU Code

f. Level

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



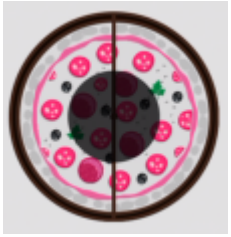
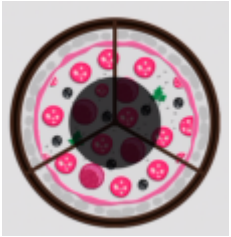
ii. Subcategory Level – this is menu items that show under the category that then show under a subcategory is selected.



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

1. 2 =  3 =  4 =

i. Price Level Setting – *Please go to Price Level Instructions Page*

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

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
l. 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 select and add your own picture for a category 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 –

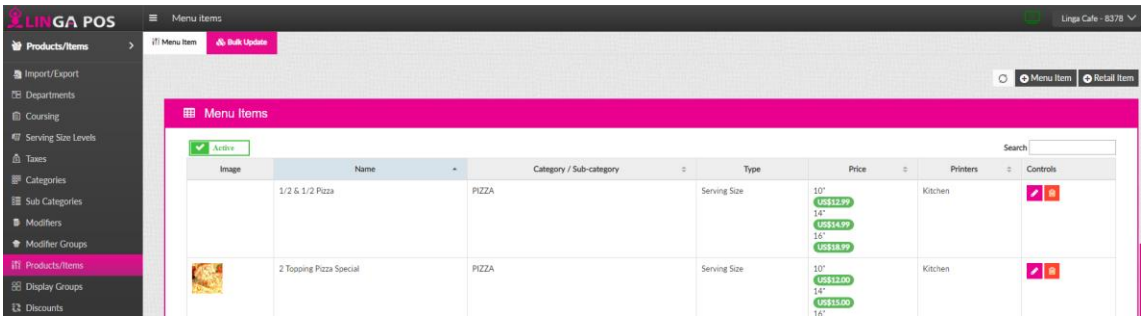
a. Can choose the start time to view this item to the end time.

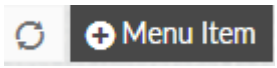
v. Start date & end date time
   1. From date
   2. To Date
   3. Restriction days –
      a. can restrict what day you do not want during that time.
   4. Restriction time –
      a. Can choose the start time to view this item to the end time

t. Click Update – to Save

u. Or Click Save And Publish then resync each iPad

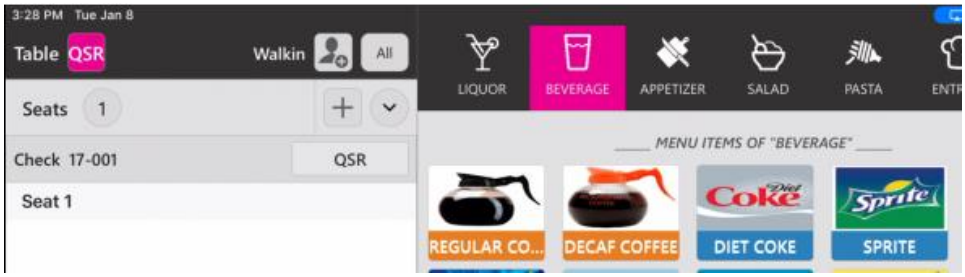
Creating Products/Items – Serving Size Level

1. Left Tab select Products/Items
   a. 

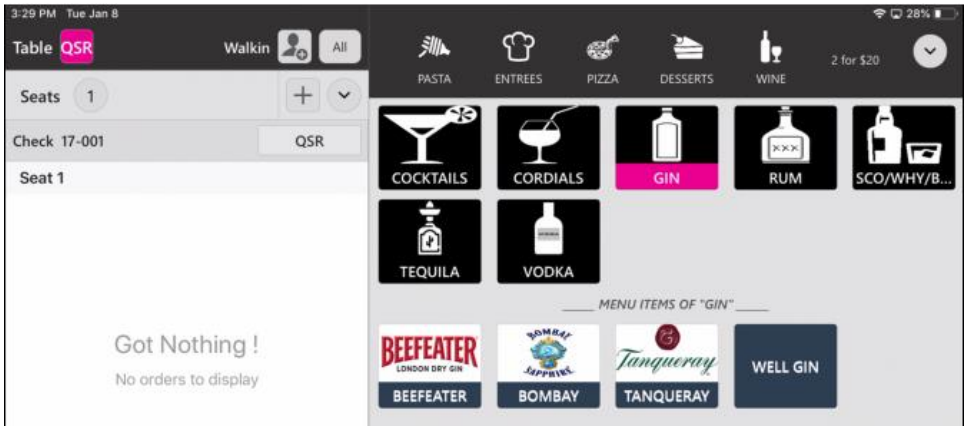
2. Select 

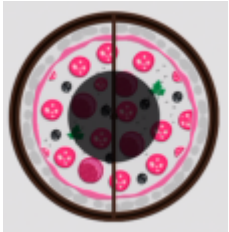
on the top Right
   a. Menu Item Name is Mandatory – 50 charters long

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

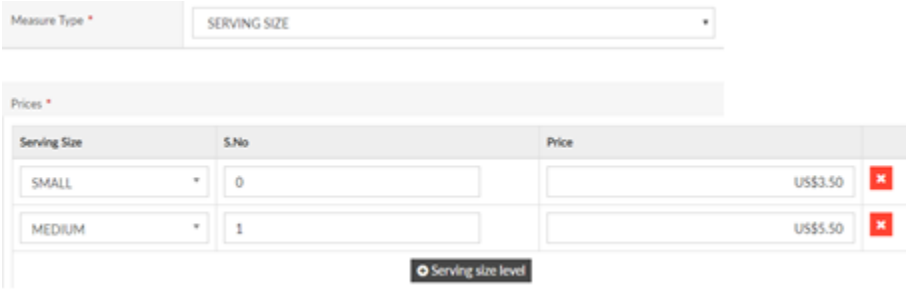


    ii. SubCategory Level – this is menu items that show under the category that then show under a subcategory is selected.



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
        1. 2 =  3 = 4 =
i. Price Level Setting – *Please go to Price Level Instructions Page*
j. Measure Type – Choose:
    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
4. Select Serving size level to add additional Serving Sizes



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
l. 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 ect 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.

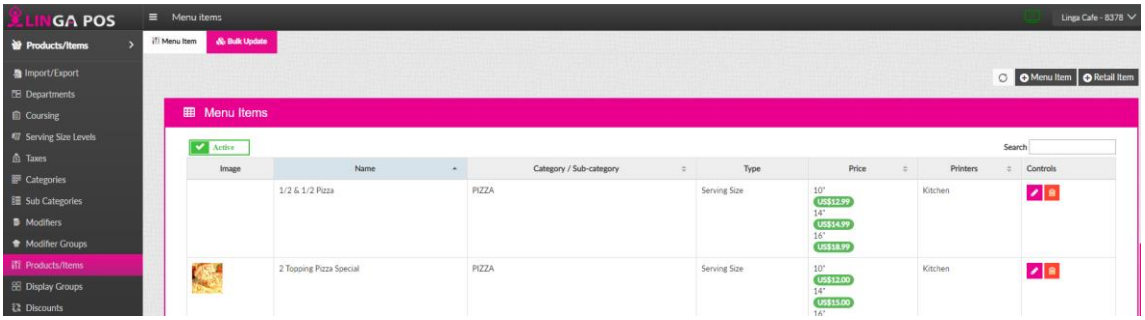
v. Start date & end date time
1. From date
2. To Date
3. Restriction days –
    a. can restrict what day you do not want during that time.
4. Restriction time –
    a. Can choose the start time to view this item to the end time

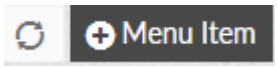
t. Click Update – to Save

Or Click Save And Publish then resync each iPad

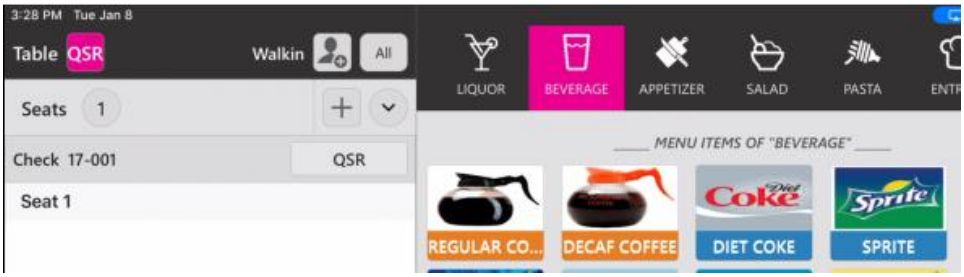
Creating Products/Items – Open Item

1. Left Tab select Products/Items

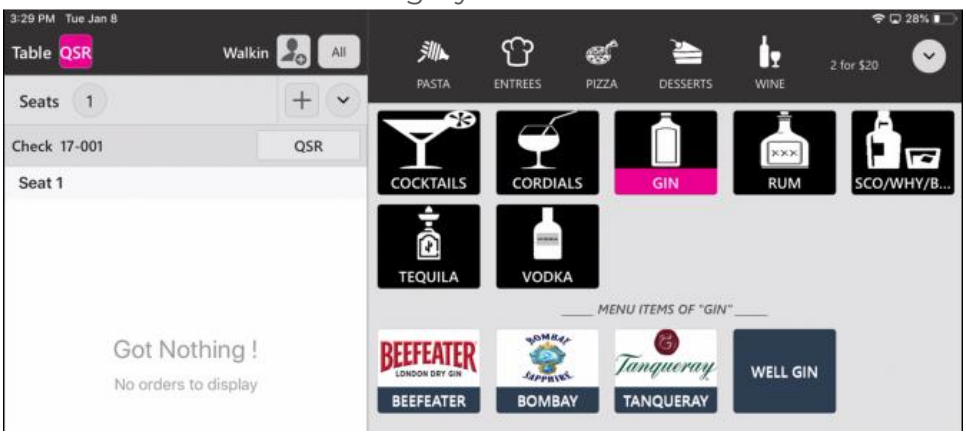
a. 

2. Select 

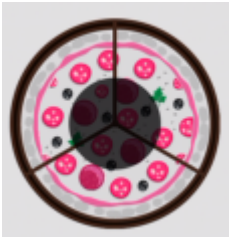
on the top Right
   a. Menu Item Name is Mandatory – 50 charters long
   b. Secondary Name is for if you want to menu item name to print in the kitchen or Customer Receipt – example English & Chinese 50 charters long
   c. Description – Is right now only for Zenpepper (online ordering) can be up to 160 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



      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

1. 2 = 3 =  4 =

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

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
l. 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 ect 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

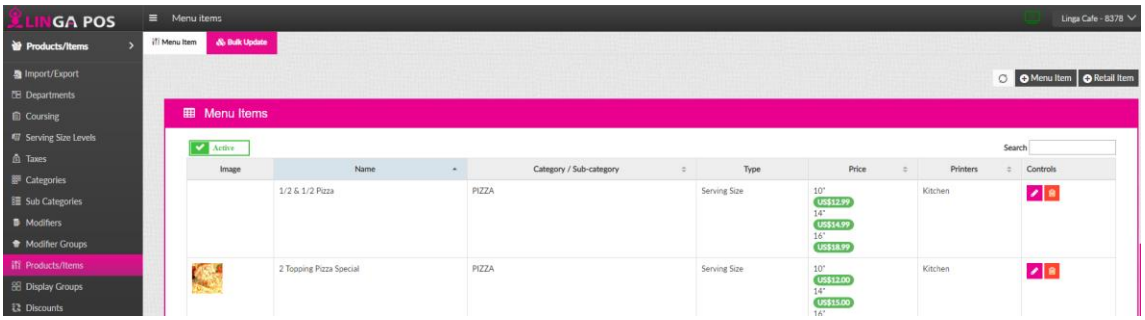
iv. Specific date
1. Date
2. Restriction time –
    a. Can choose the start time to view this item to the end time.

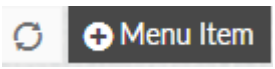
v. Start date & end date time
1. From date
2. To Date
3. Restriction days –
    a. can restrict what day you do not want during that time.
4. Restriction time –
    a. Can choose the start time to view this item to the end time

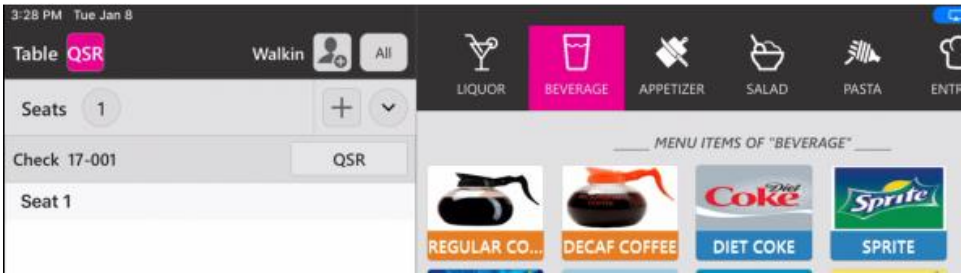
t. Click Update – to Save

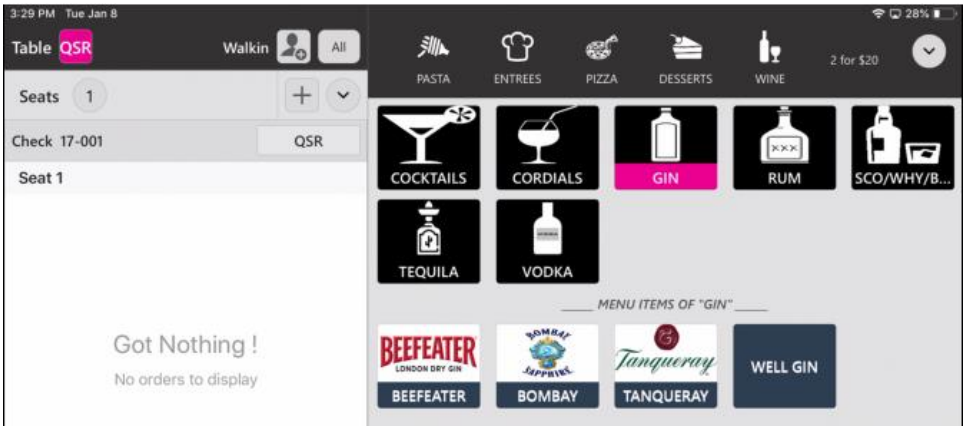
Or Click Save And Publish then resync each iPad

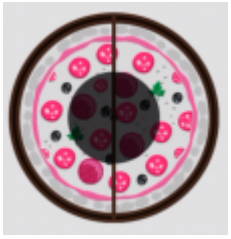
Creating Products/Items – Scale

1. Left Tab select Products/Items
   a. 

2. Select 

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


      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
        1. 2 =  3 = 4 =
i. Price Level Setting – *Please go to Price Level Instructions Page*
j. Measure Type – Choose:
    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

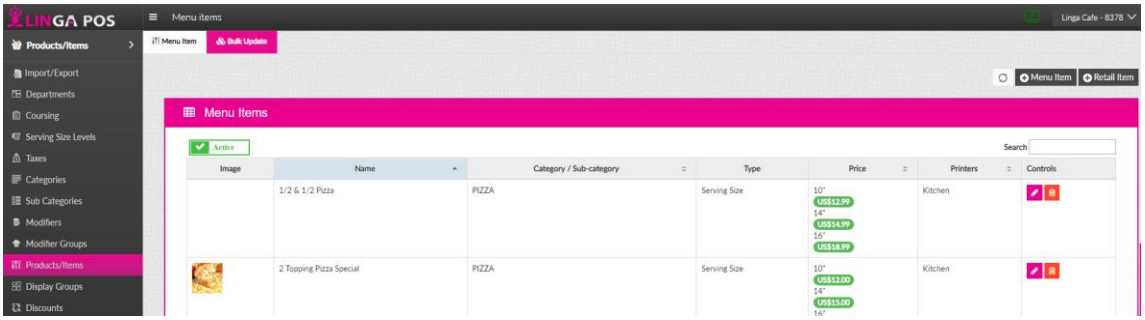
k. Included default – If ON then anything that is created below this category will have these options added atomically
    i. Tax
    ii. Kitchen Printers
    iii. Label Printers
    iv. Restrict Printers
l. Taxes – Must select the Taxes you already programmed, or you can click the and you can add one 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 select and add your own picture for a category 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

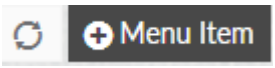
i. Days of the Week
    1. Select what days you want
    2. Restriction time –
        a. Can choose the start time to view this item to the end time
ii. Days of Month
    1. Select as many day or days you want
    2. Restriction month –
        a. Choose what months this is allowed on for the day or 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

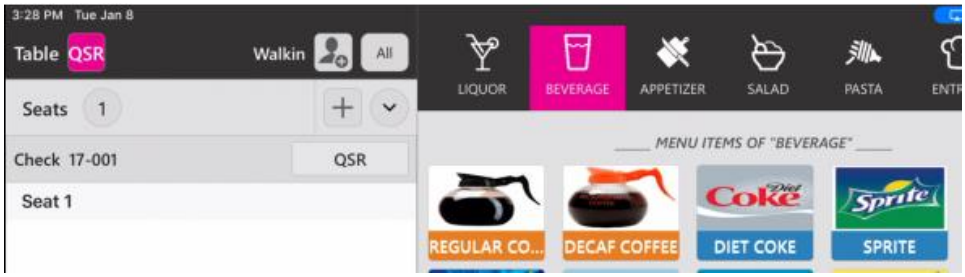
t. Click Update – to Save

u. Or Click Save And Publish then resync each iPad

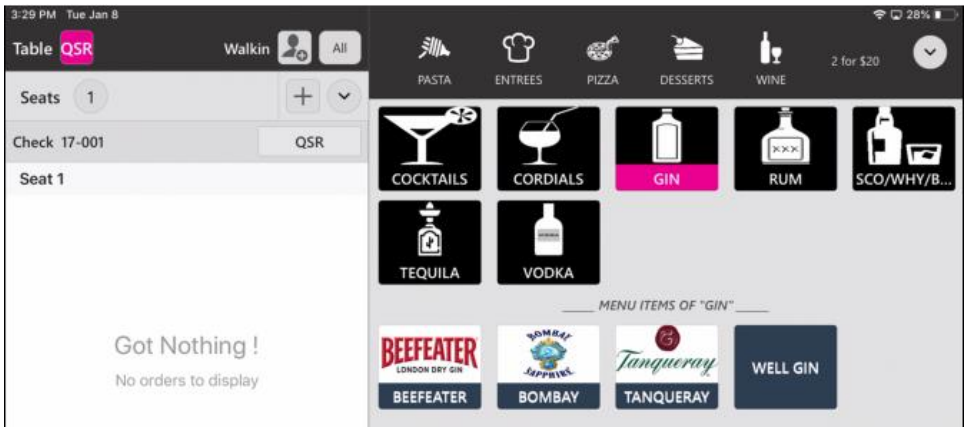
Creating Products/Items – Menu Item Level & Open Item with Price Level Settings

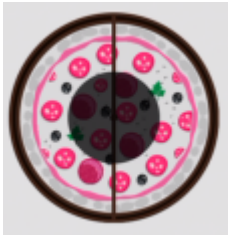
1. Left Tab select Products/Items
   a. 

2. Select 

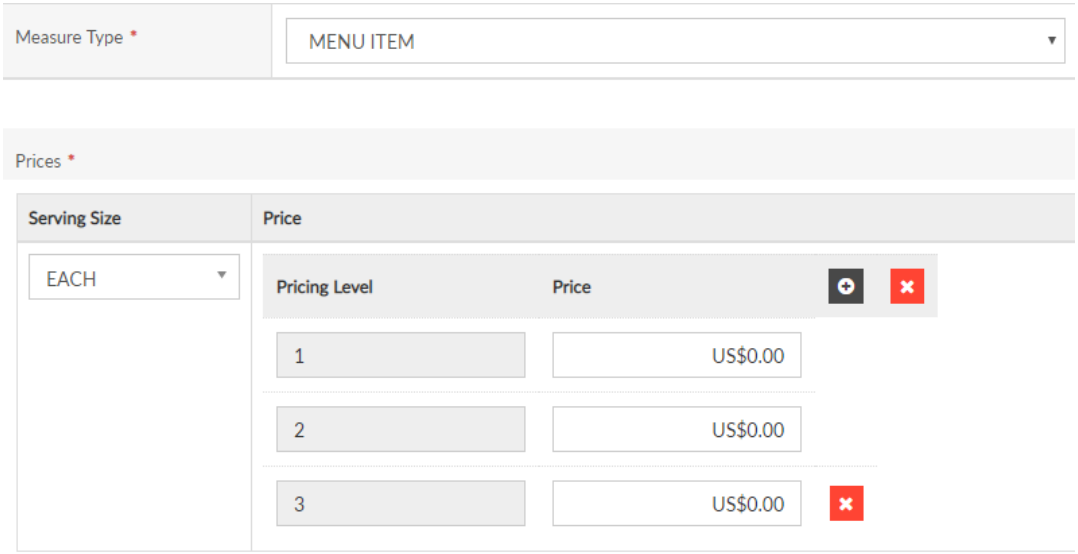
on the top Right
   a. Menu Item Name is Mandatory – 50 charters long
   b. Secondary Name is for if you want to menu item name to print in the kitchen or Customer Receipt – example English & Chinese 50 charters long
   c. Description – Is right now only for Zenpepper (online ordering) can be up to 160 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


      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
        1. 2 =  3 = 4 =

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 Levels select the



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

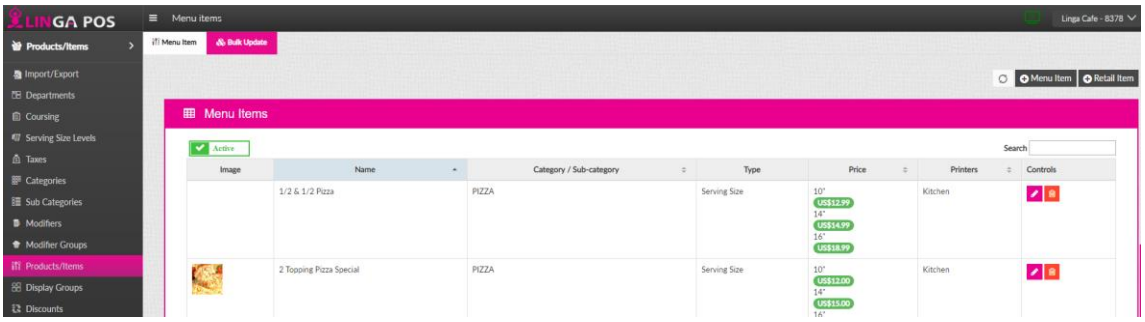
k. Included default – If ON then anything that is created below this category will have these options added atomically
    i. Tax
    ii. Kitchen Printers
    iii. Label Printers
    iv. Restrict Printers
l. Taxes – Must select the Taxes you already programmed, or you can click the and you can add one 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 select and add your own picture for a category 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

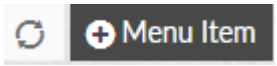
1. From date
2. To Date
3. Restriction days –
    a. can restrict what day you do not want during that time.
4. Restriction time –
    a. Can choose the start time to view this item to the end time

t. Click Update – to Save

Or Click Save And Publish then resync each iPad

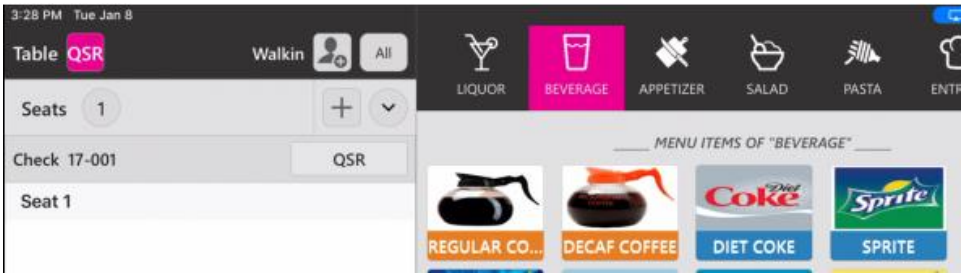
Creating Products/Items – Serving Size Level with Price Level Settings

1. Left Tab select Products/Items
    a. 

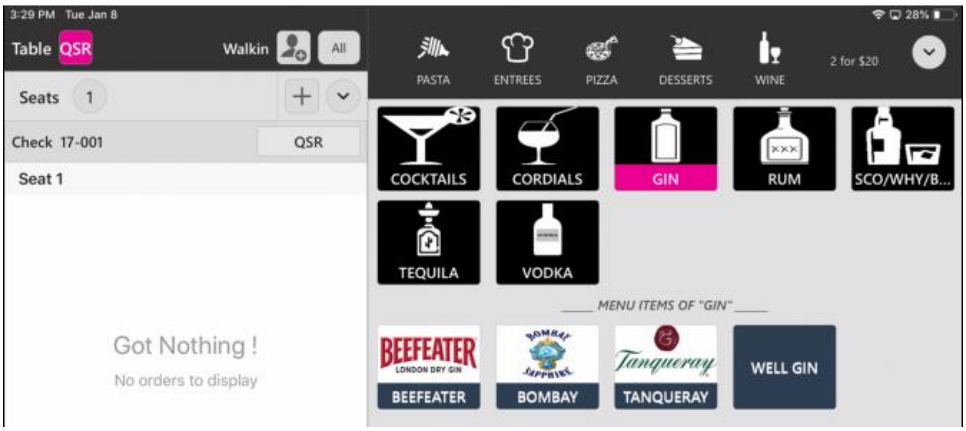
2. Select 

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



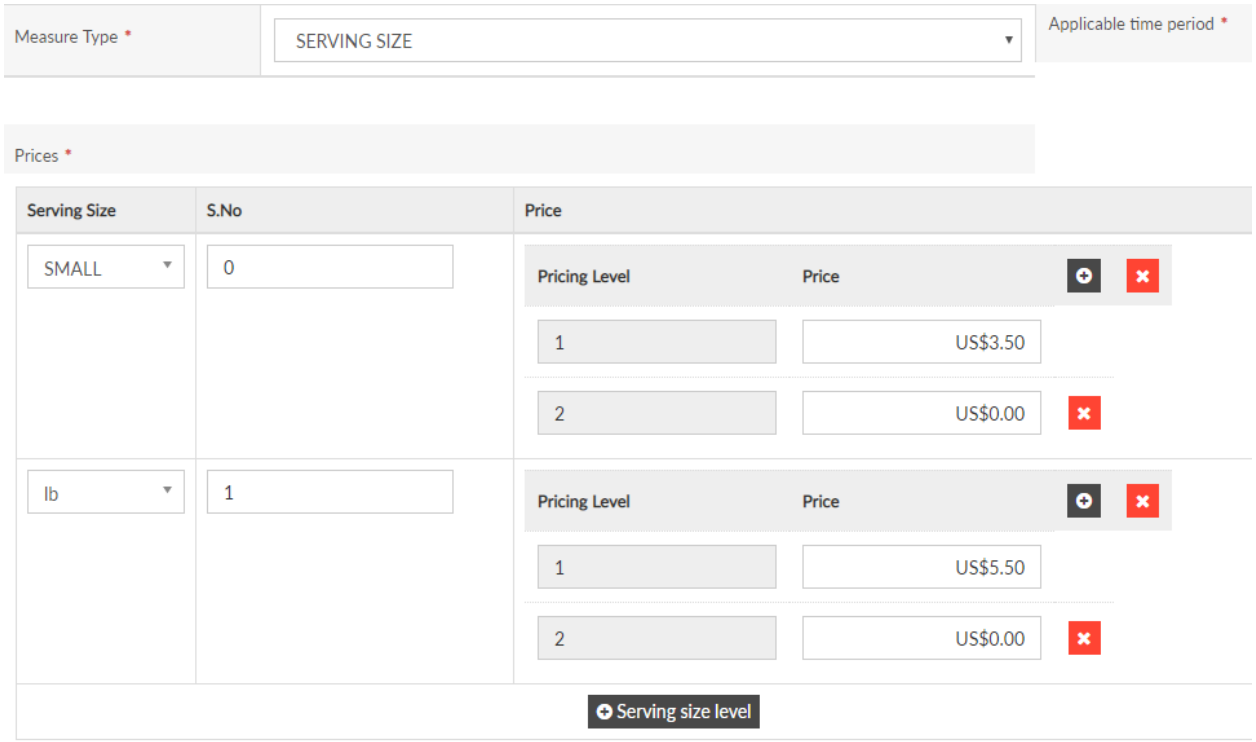
   ii. SubCategory Level – this is menu items that show under the category that then show under a subcategory is selected.



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
      1. 2 = 3 = 4 =

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 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
l. 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 ect 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.

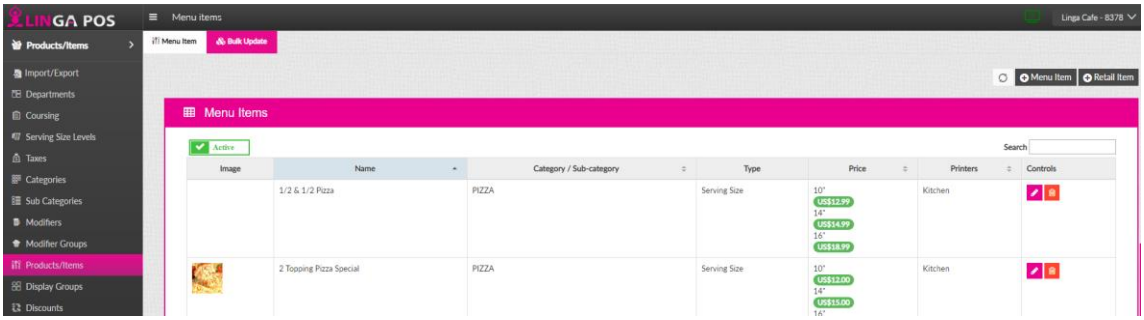
v. Start date & end date time
1. From date
2. To Date
3. Restriction days –
    a. can restrict what day you do not want during that time.
4. Restriction time –
    a. Can choose the start time to view this item to the end time

t. Click Update – to Save

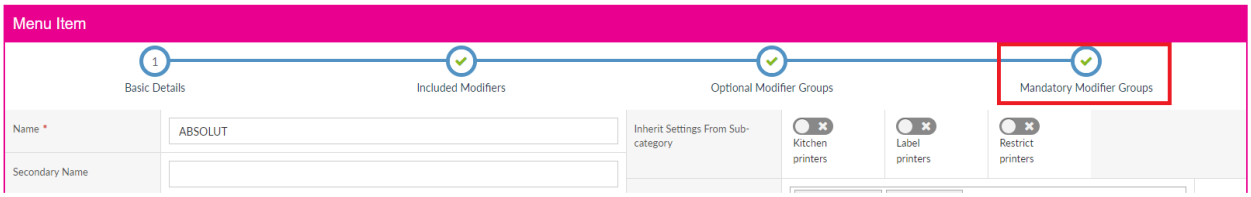
u. Or Click Save And Publish then resync each iPad

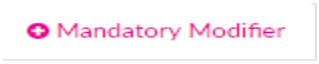
Attaching Mandatory Modifier Groups to a Menu Item – Menu Item Level

1. Left Tab select Products/Items

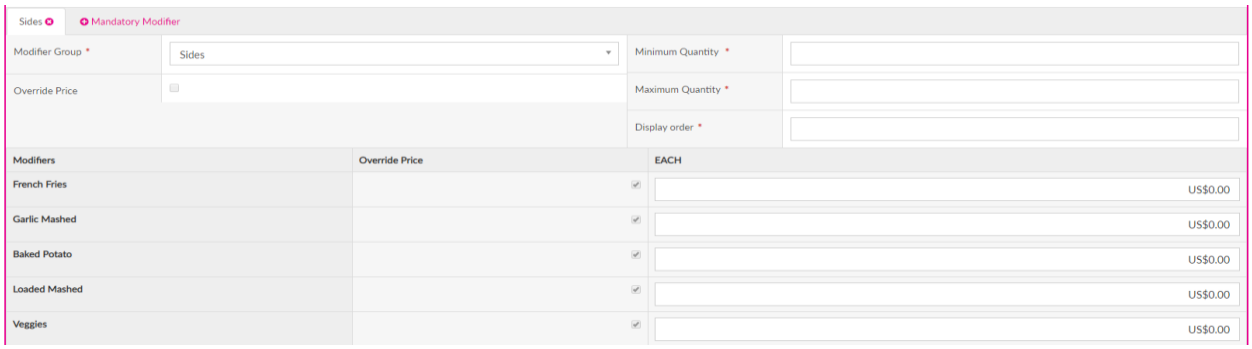


2. After selecting a menu item or being on the menu item you want added to
    a. Select “Mandatory Modifier Groups” on the top of the menu item



    b. Select 

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



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.

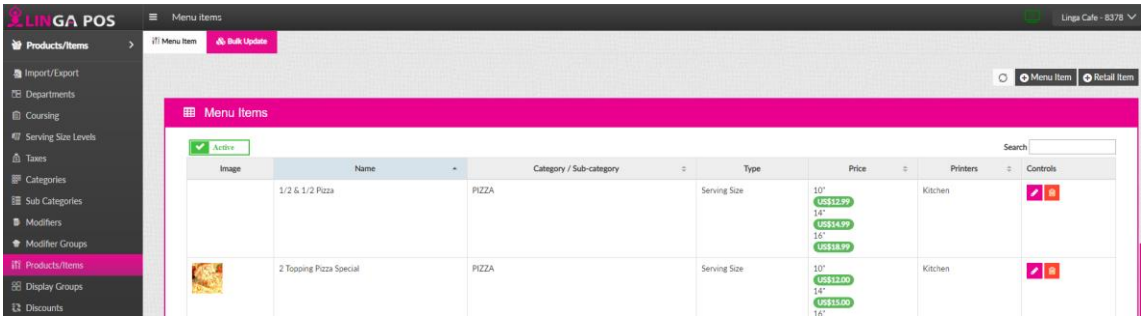
vii. You can attach as many Optional Modifier Groups as you want to any menu item just keep selecting Mandatory Modifier and follow steps i to iv above.

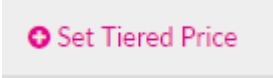
c. Click Update – to Save

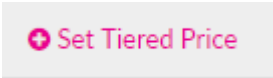
d. Or Click Save And Publish then resync each iPad

Set Tiered Pricing to a Modifier Group – Menu Item Level

1. Left Tab select Products/Items



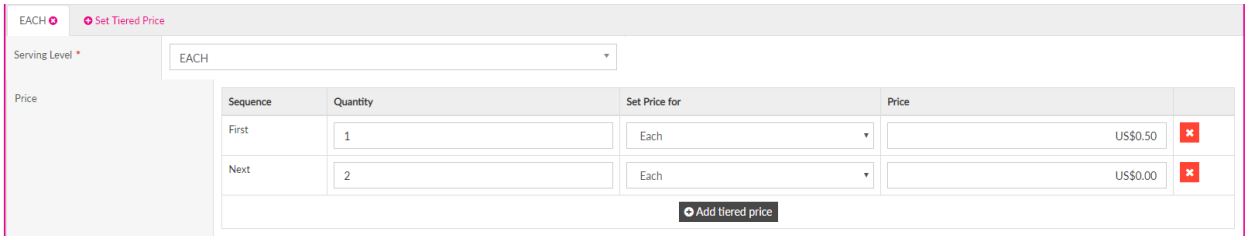
a. Select Optional or Mandatory Modifier Group
b. Select the modifier group you want to Set Tiered Pricing too.
   i. Put a check in the check box for Set Tiered Price
   ii. Then select 

   iii. Serving Level – select the drop-down arrow
      1. Choose the serving size for that menu item – if there are more than one size then you must select 

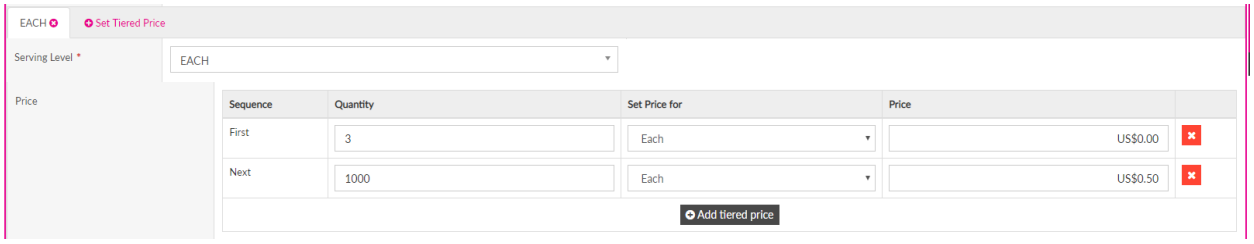
      to do this for any additional sizes.
   iv. After you added the serving size or EACH
      1. Select

      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 1st $.50 cents and then nothing after.



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

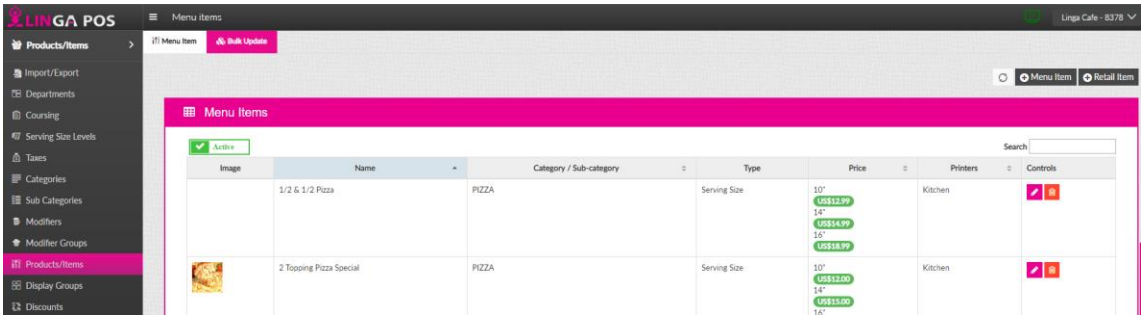


c. Click Update – to Save

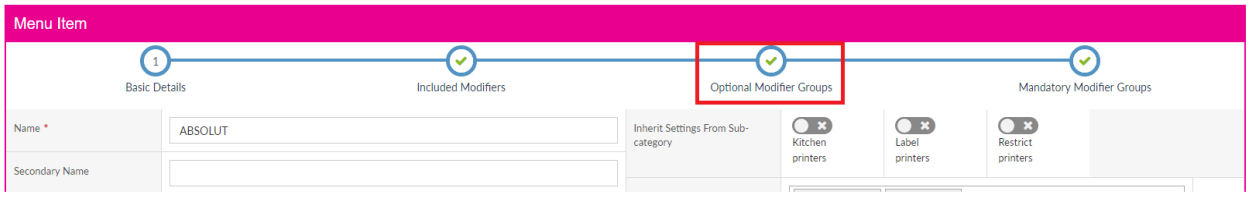
d. Or Click Save And Publish then resync each iPad

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

1. Left Tab select Products/Items

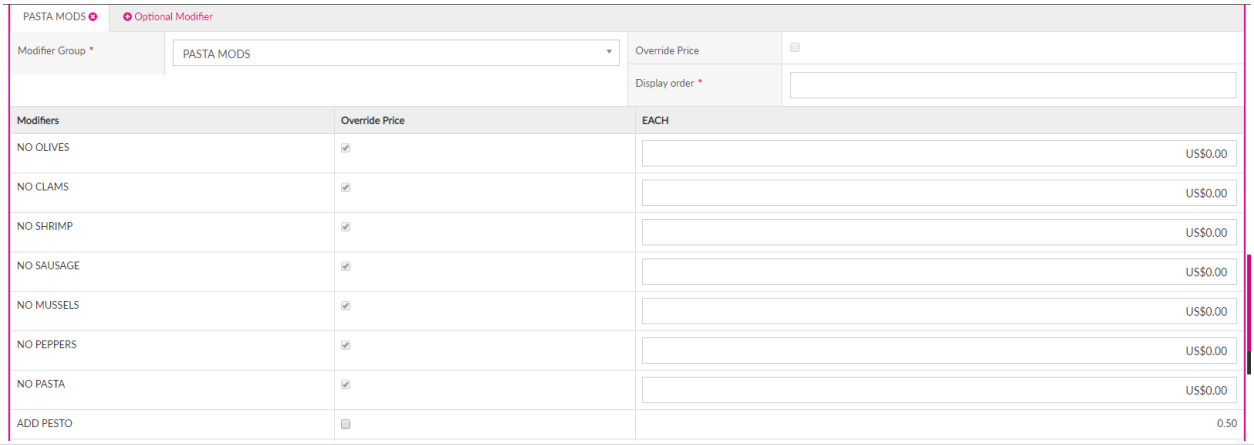


2. After selecting a menu item or being on the menu item you want added to
   a. Select "Optional Modifier Groups" on the top of the menu item



   b. Select

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



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.

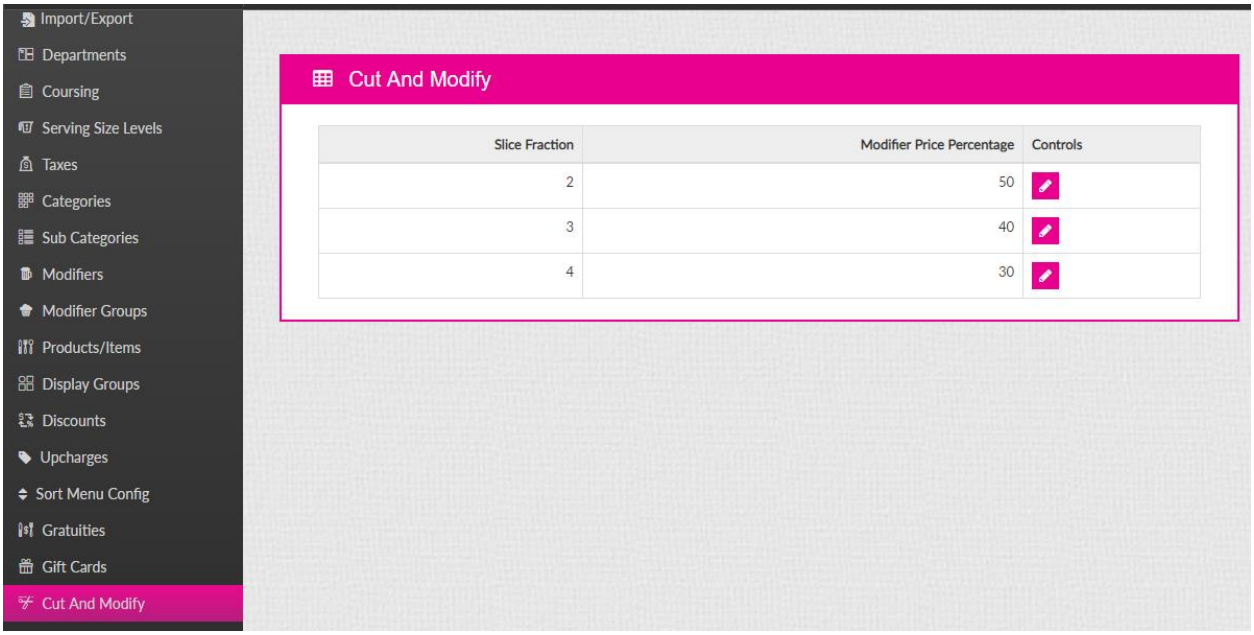
v. You can attach as many Optional Modifier Groups as you want to any menu item just keep selecting Optional Modifier and follow steps i to iv above.

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.

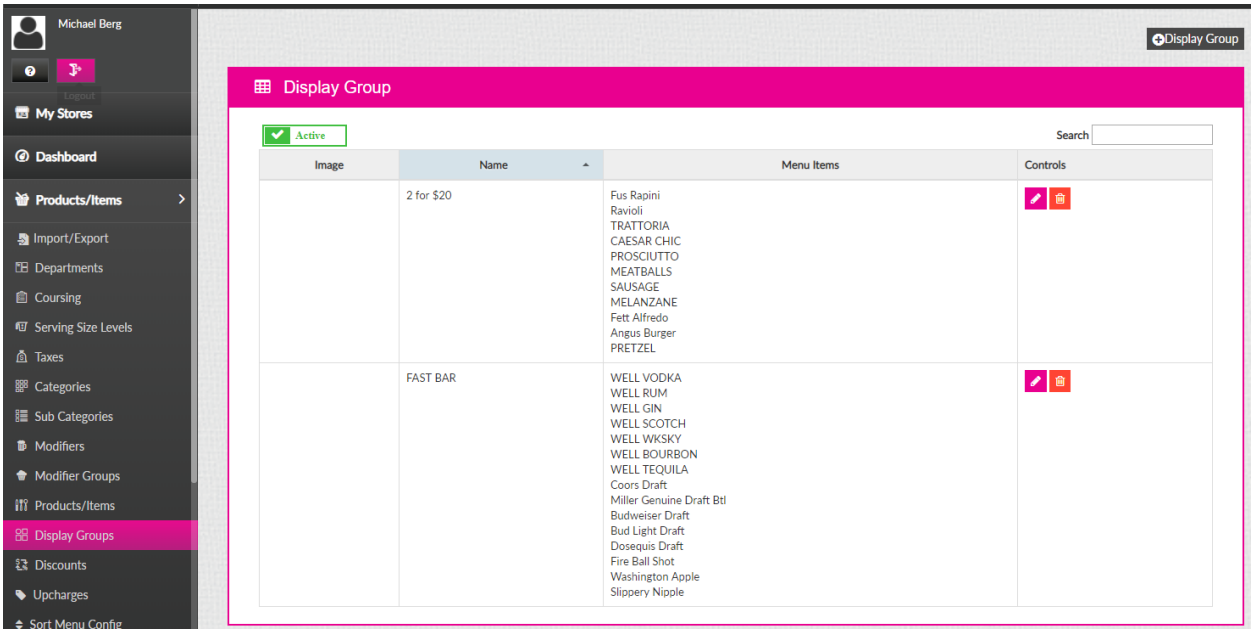


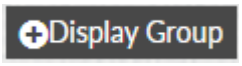
2 = 3 = 4 =

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

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

1. Left Tab select Products/Items



2. Select 

   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.

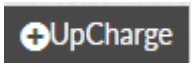
v. Start date & end date time
1. From date
2. To Date
3. Restriction days –
    a. can restrict what day you do not want during that time.
4. Restriction time –
    a. Can choose the start time to view this item to the end time

d. Click Update – to Save

e. Or Click Save And Publish then resync each iPad

Upcharges

1. Left Tab select Products/Items

2. Select 

    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

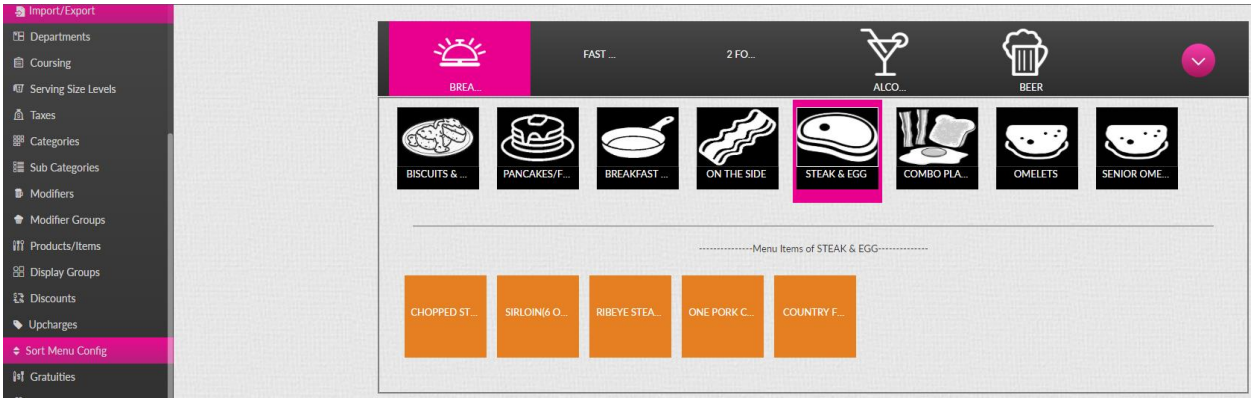
1. Date
2. Restriction time –
    a. Can choose the start time to view this item to the end time.

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

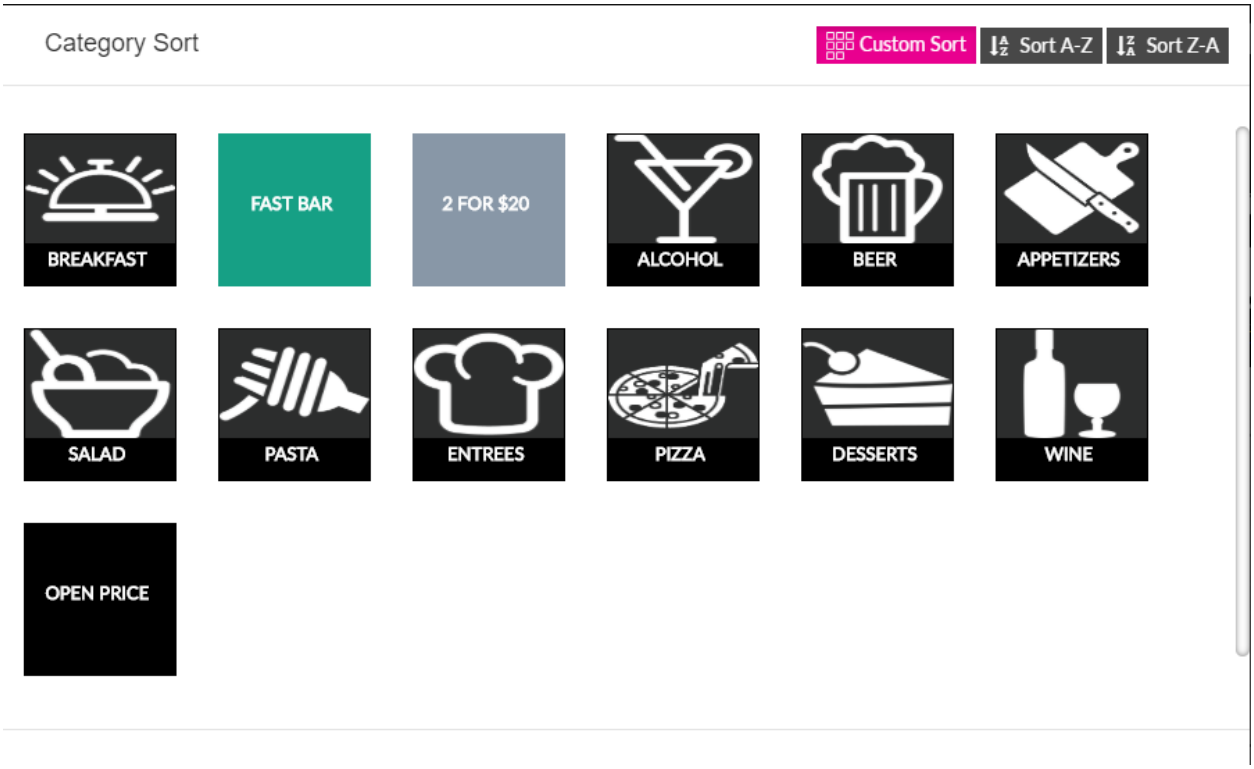
e. Include Additional Modifier – if you want it on select the switch to be Pink
f. Roles – Choose what roles you want that this will apply to. This is Always auto Upcharge.
g. Click Update – to

Sort Menu Configuration

1. Left Tab select Products/Items



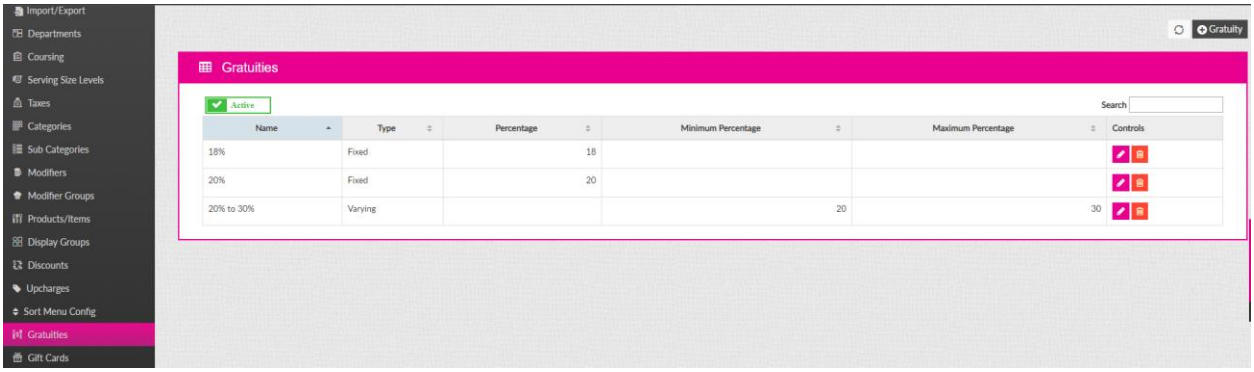
2. Hover over with your mouse on the Category, Subcategory or Menu Item Section of what you want to move the buttons around a little setting gear will pop up in the top right corner.
3. After selecting the setting option
4. Custom Sort, Sort A-Z, or Sort Z-A
    a. Custom Sort
        i. You click and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



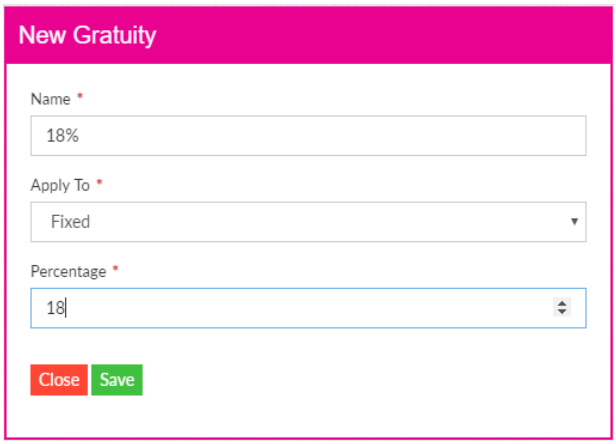
b. Select Save

Gratuities

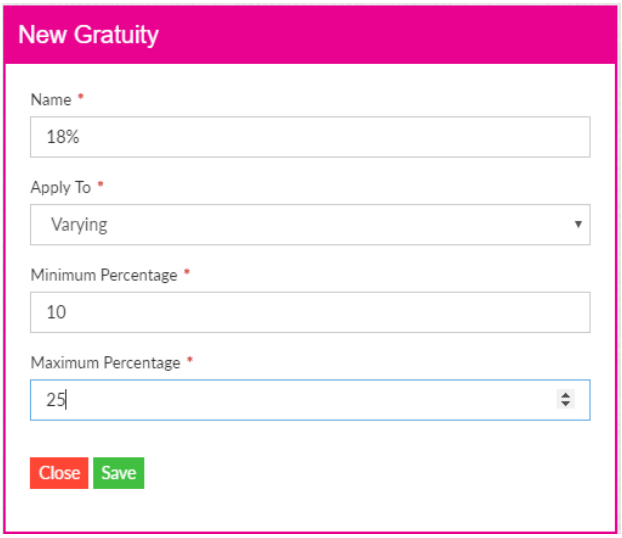
1. Left Tab select Products/Items



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



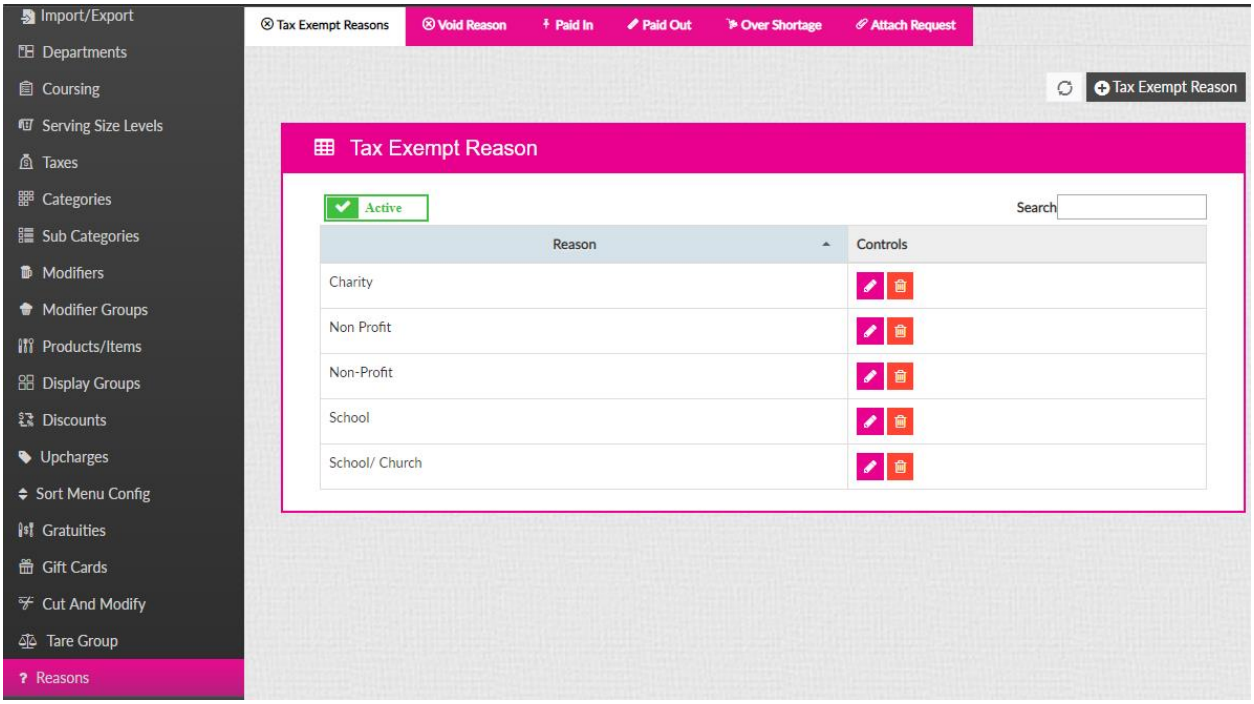
ii. Varying
   1. Minimum Percentage
   2. Maximum Percentage



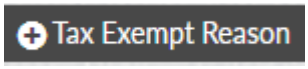
c. Select Save

Reasons

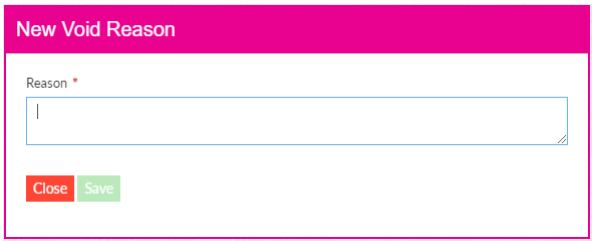
1. Left Tab select Products/Items



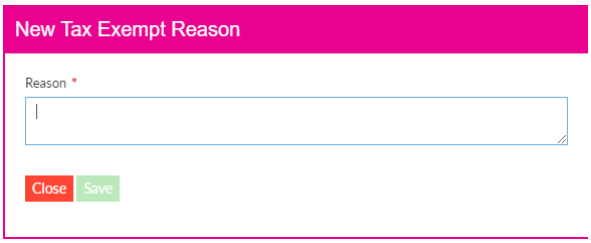
2. Select from the reason on the top

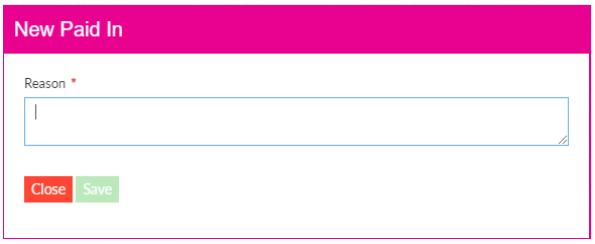
3. Tax Exempt Reason
    a. Select 

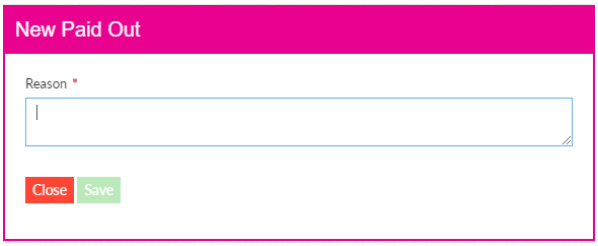
    b. Type a Reason

c. 

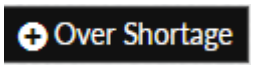
d. Select Save

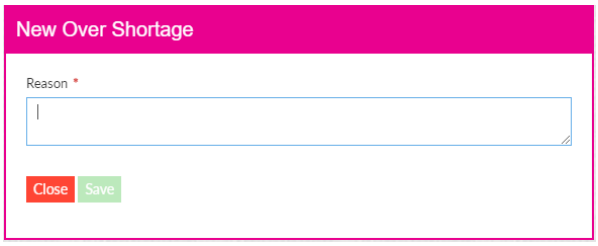
4. Void Reason
   a. Select Void Reason
   b. Type a Reason
   c. 

   d. Select Save
5. Select Paid In
   a. Select Paid In
   b. Type a Reason
   c. 

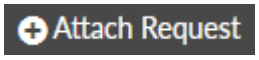
   d. Select Save
6. Select Paid Out
   a. Select Paid Out
   b. Type a Reason
   c. 

   d. Select Save
7. Select Over Shortage

a. Select 

b. Type a Reason
c. 

d. Select

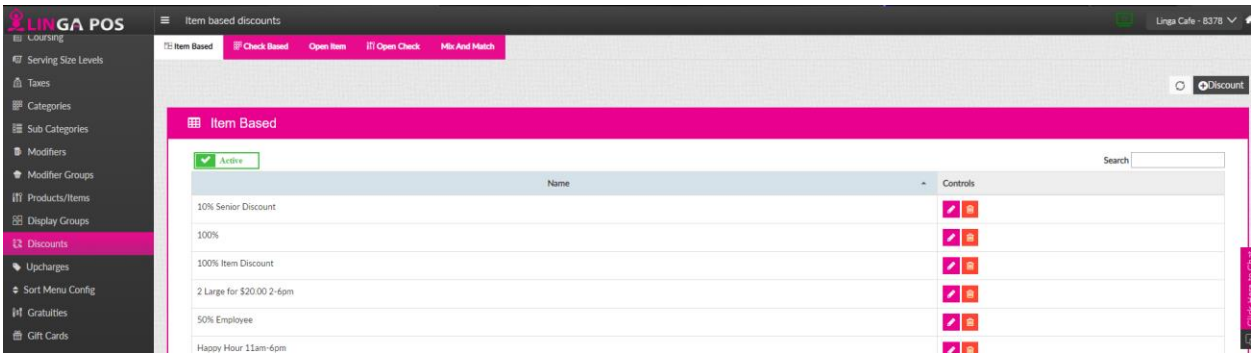
8. Select Attach Request
   a. Select 

   b. Type a Reason
   c.

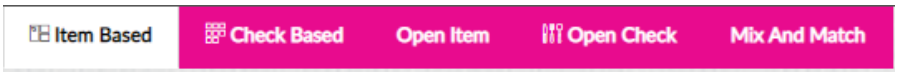
   d. Select

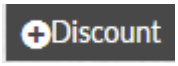
Item Based Discount

3. Left Tab select Products/Items



4. Select from the reason on the top



5. Select 

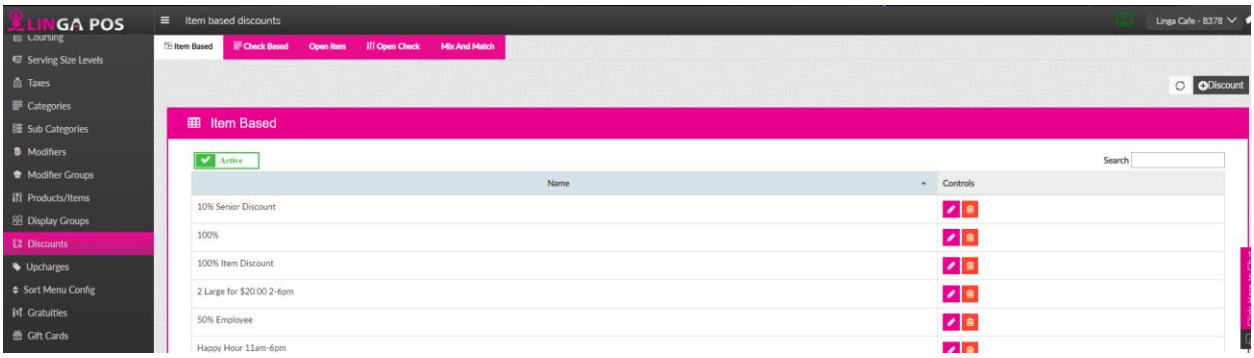
    a. Name
    b. Coupon Only – Still under development
    c. Auto Discount – to turn on when *Applicable Time Period* shows
    d. Level Choose one (***Category, Subcategory, or Menu Items***) You cannot mix and match in this only one level can be chosen
        i. Select each of the Categories, or Subcategories 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

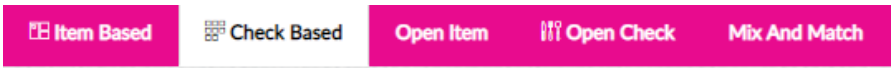
i. Apply – Chose from (**Before Tax, After Tax**)
j. Include Additional Modifiers – If you want the modifier to discount with the percentage only
k. Priority – give an option of 1 or higher
l. Roles – who can apply this discount or if auto who it will discount for during right time.
m. Discount Code 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

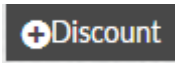
Check Based Discount

6. Left Tab select Products/Items



7. Select from the reason on the top



8. Select 

   a. Name
   b. Coupon Only – Still under development
   c. Auto Discount – to turn on when *Applicable Time Period* shows
   d. Offers – click on the

Check Total	percentage	
US$0.00	0.00	percentage

      i. Check Total is based off the Sub Total and must be greater then $0.00
   e. Discount – Choose from (***Percentage, Amount, Set Price, Free Item***)

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*
l. 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.

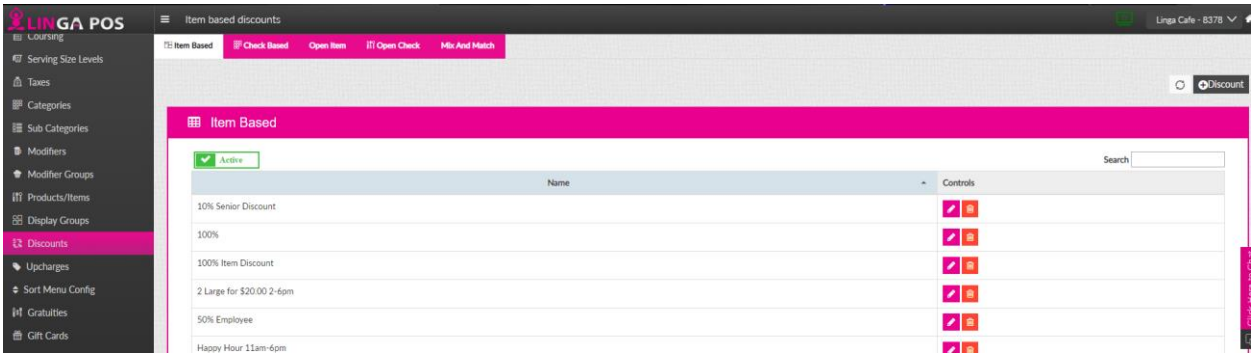
n. Discount Code is Option for Accounting Software
o. Attach Customer – if on a customer name must be attached to the check for the discount to work.
p. Display Button – choose any color

c. Click Update – to Save

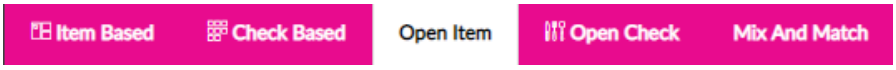
d. Or Click Save And Publish then resync each iPad

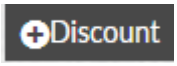
Open Item Discount

9. Left Tab select Products/Items



10. Select from the reason on the top



11. Select 

a. Name
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

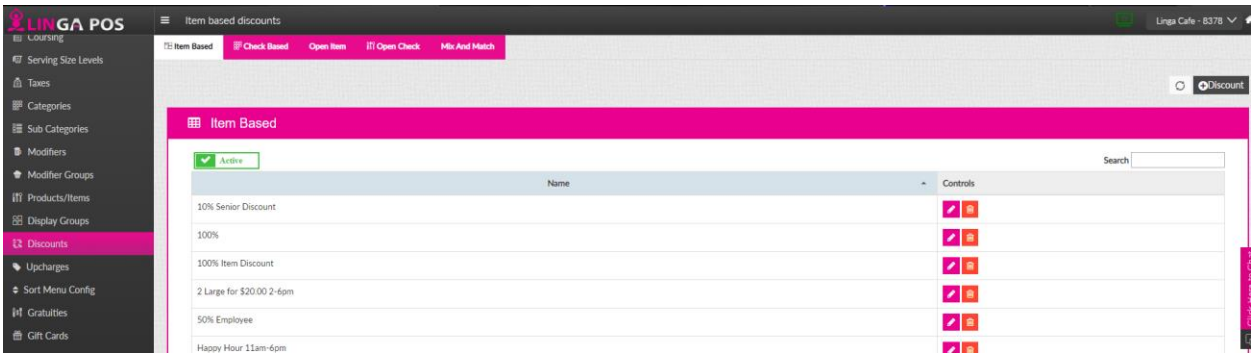
j. Roles – who can apply this discount or if auto who it will discount for during right time.
k. Discount Code is Option for Accounting Software
l. Attach Customer – if on a customer name must be attached to the check for the discount to work.
m. Display Button – choose any color

e. Click Update – to Save

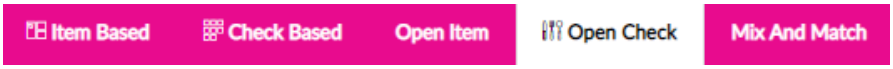
f. Or Click Save And Publish then resync each iPad

Open Check Discount

12. Left Tab select Products/Items



13. Select from the reason on the top



14. Select Discount
    a. Name

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**)

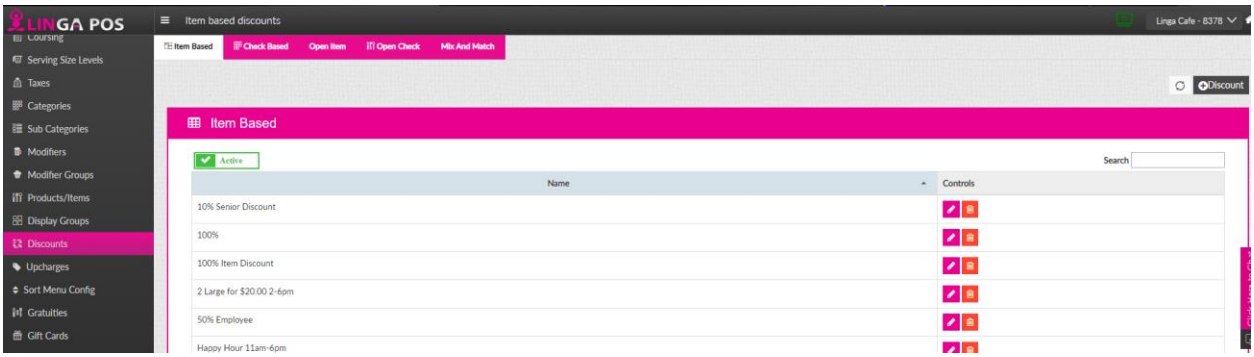
h. Include Additional Modifiers – If you want the modifier to discount with the percentage only
i. Priority – give an option of 1 or higher
j. Roles – who can apply this discount or if auto who it will discount for during right time.
k. Discount Code is Option for Accounting Software
l. Attach Customer – 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

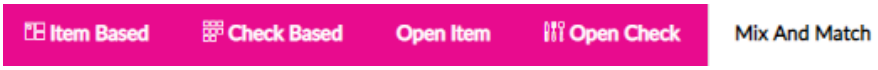
h. Or Click Save And Publish then resync each iPad

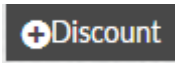
Mix and Match Discount

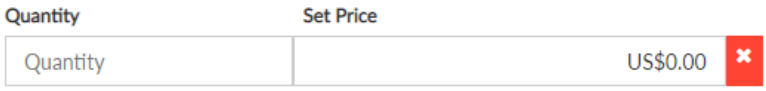
15. Left Tab select Products/Items

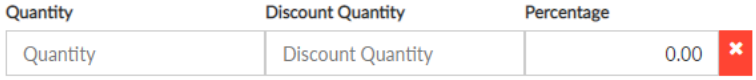


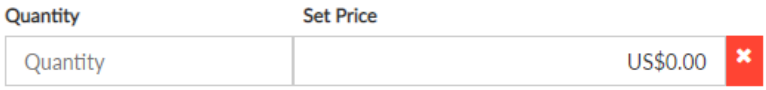
16. Select from the reason on the top



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
            

            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
            

            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
            

            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 –

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

l. 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

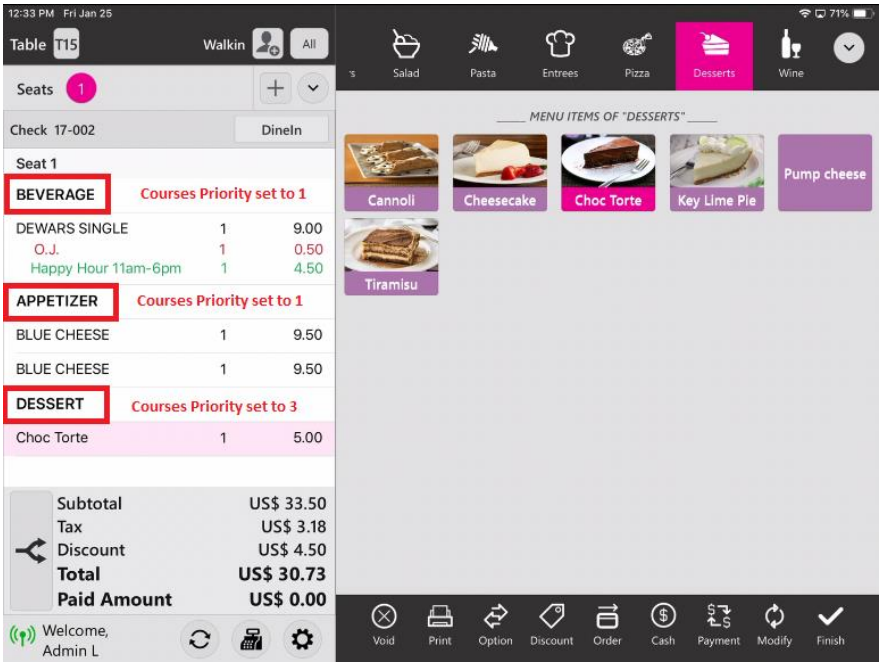
i. Click Update – to Save

j. Or Click Save And Publish then resync each iPad

DEFINITIONS

Departments – Reporting purposes only *Assigned to Categories only

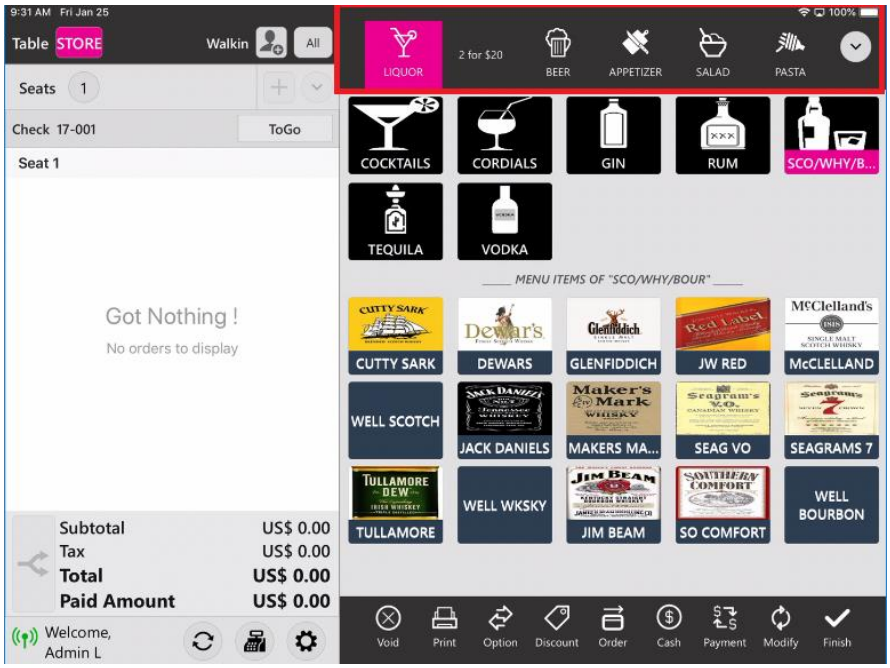
Coursing – The way it shows in the iPad and the way it can print in the kitchen (Optional)
Course is in Red Boxes – They display in the order they were assigned in BOH



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

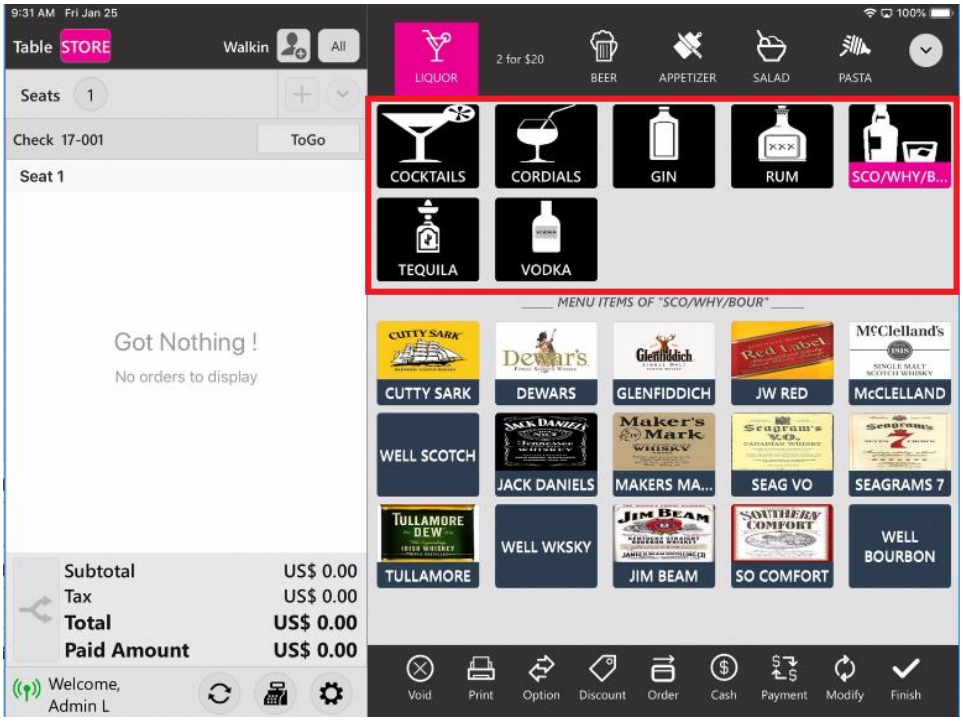
Taxes – Set your tax rate By Item, Check, Tax on Tax Item or Tax on Tax Check

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



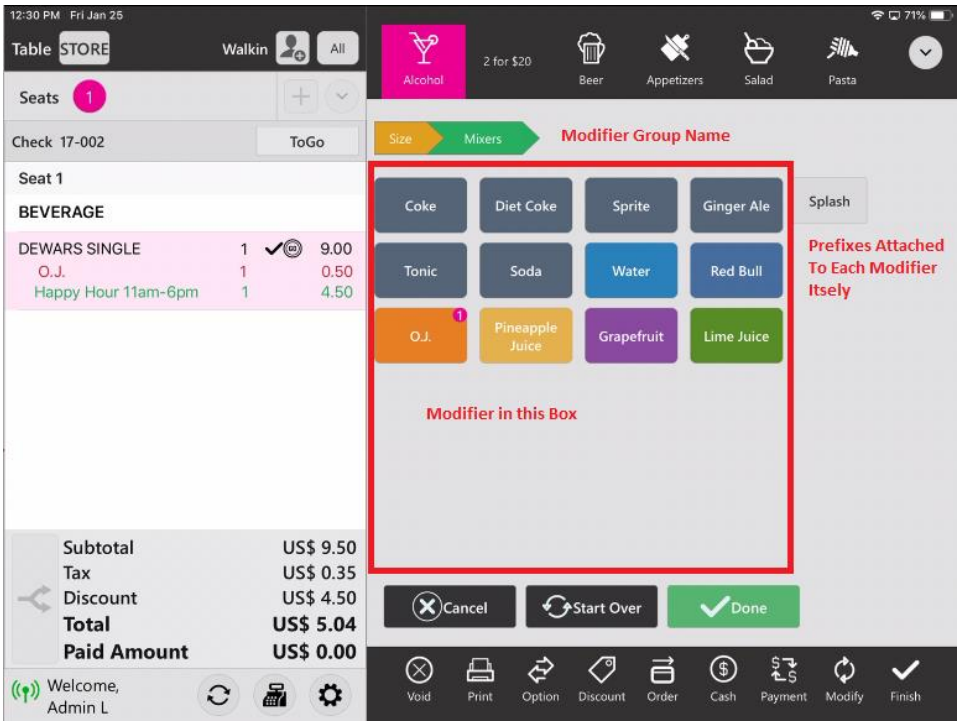
Subcategories – they are what shows below the category to break up the categories with more choices that would be in the same section.

Subcategories showed in the Red Box

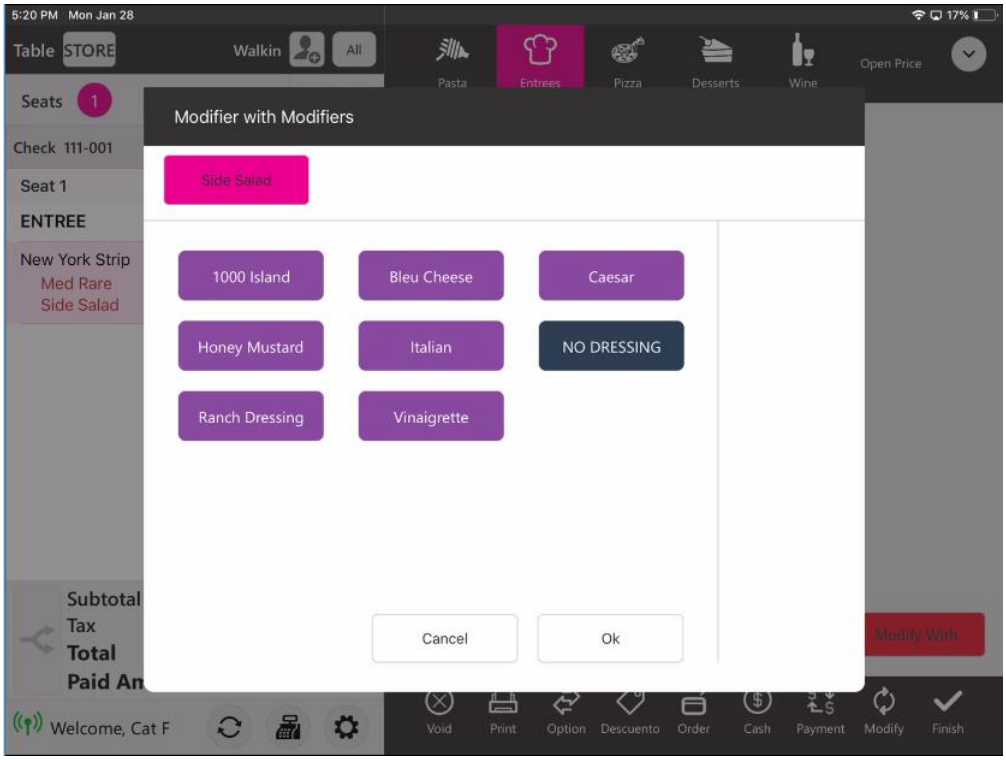


Modifiers – are the details to each item of what ingredients or ingredients you need to complete the item or to add or say no or extra of an item

Modifier are showed in the Red Box

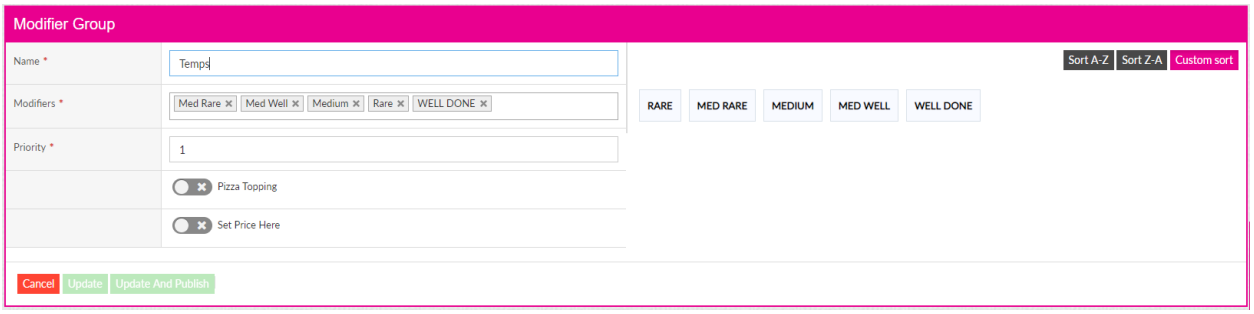


Modifiers with Modifiers– this is not a mandatory function example have a side salad and want to be able to choose a dressing.

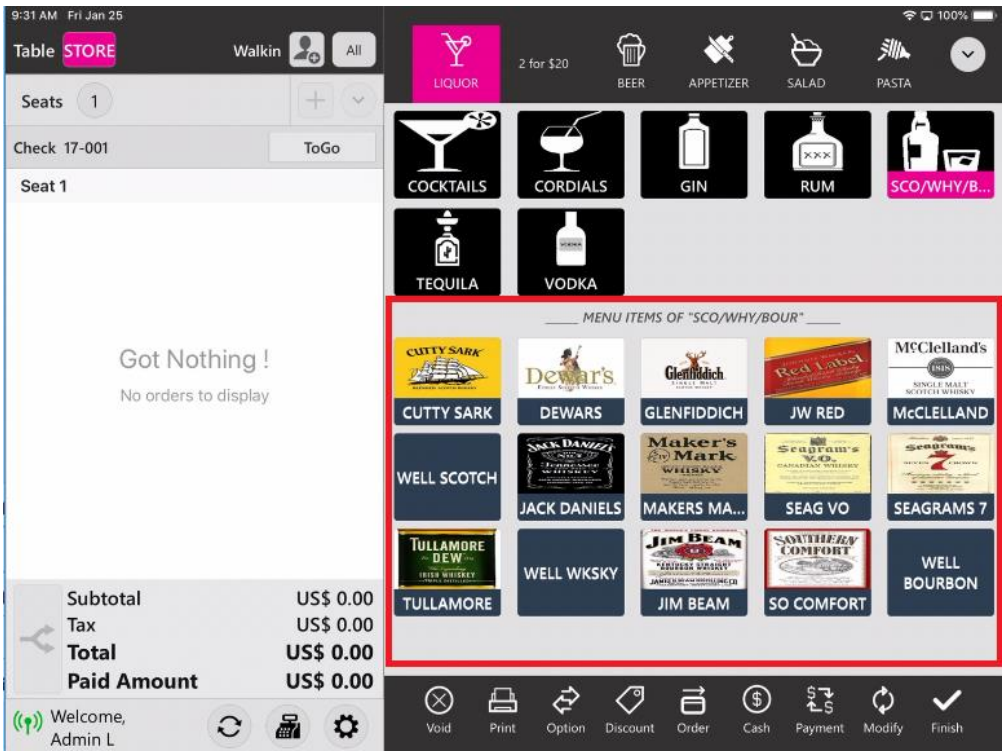


Prefixes – to give the option to add No, Extra, Lite, On Side, or Splash ect.... To each Modifier. This way you can give upcharge or set prices to a price higher or lower but not under Zero.

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

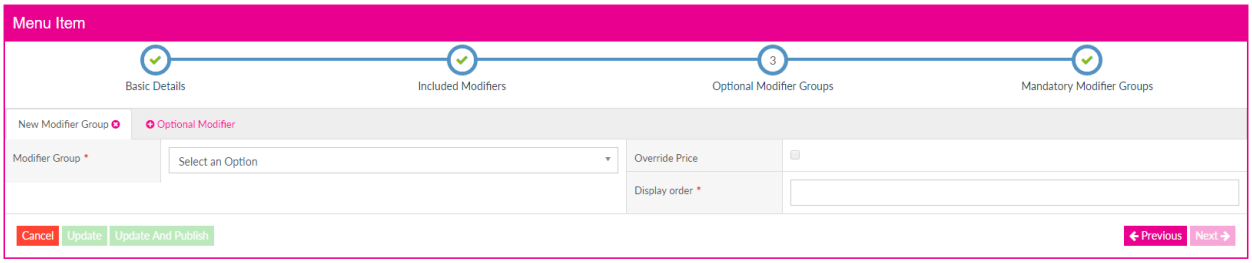


Products/Items – name the menu item and assign it to the category or subcategory.
Product/Items showed in the Red Box

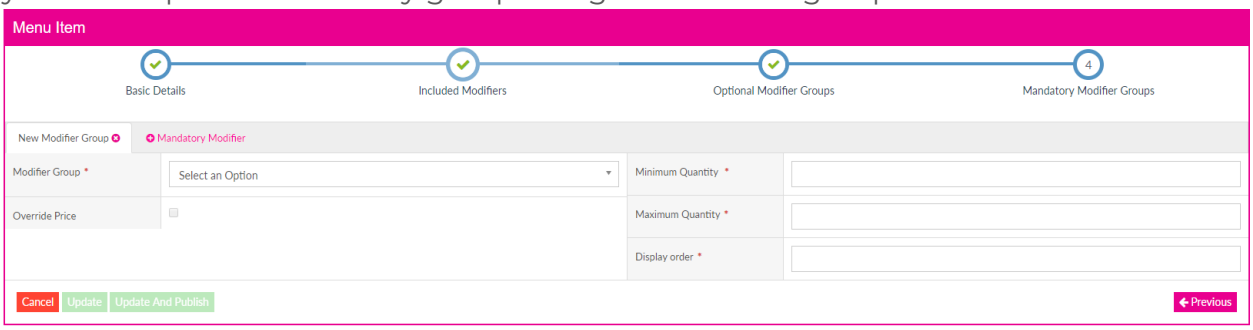


Included Modifiers – to have the pos know what modifiers are included with the menu item to print or not print in the kitchen and to show the cashier or server what comes with the item

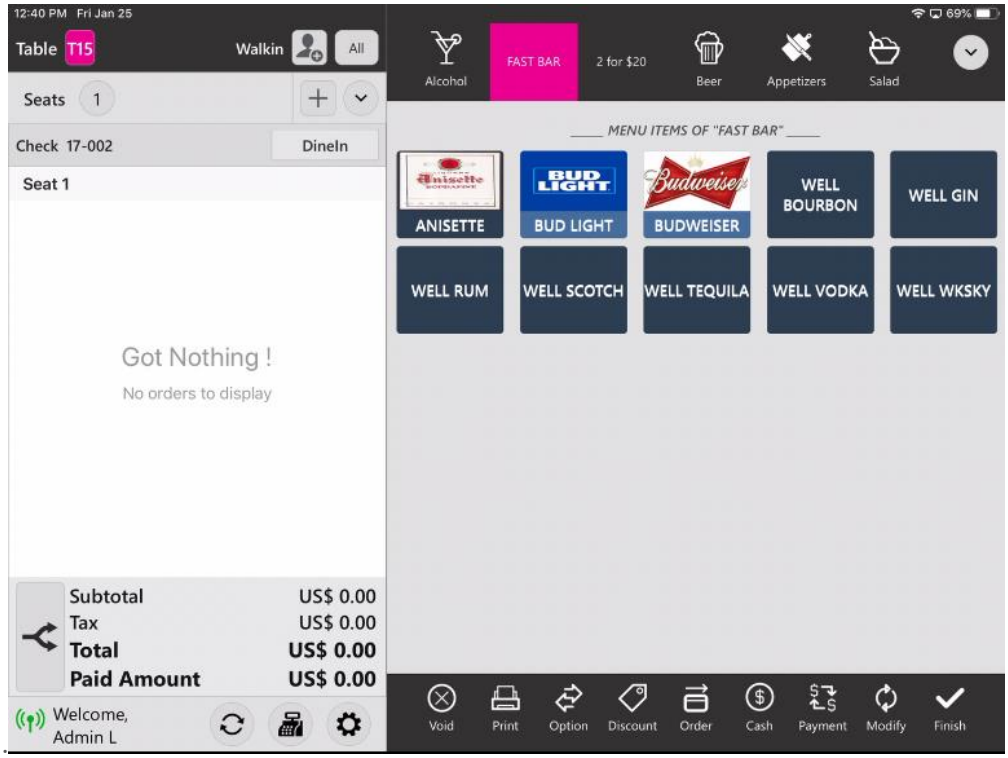
Optional Modifier Groups – these are modifier groups that have no limit of how many modifiers can be selected. These groups will only show up after and Mandatory Modifier Groups are in a menu item.



Mandatory Modifier Groups – 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.



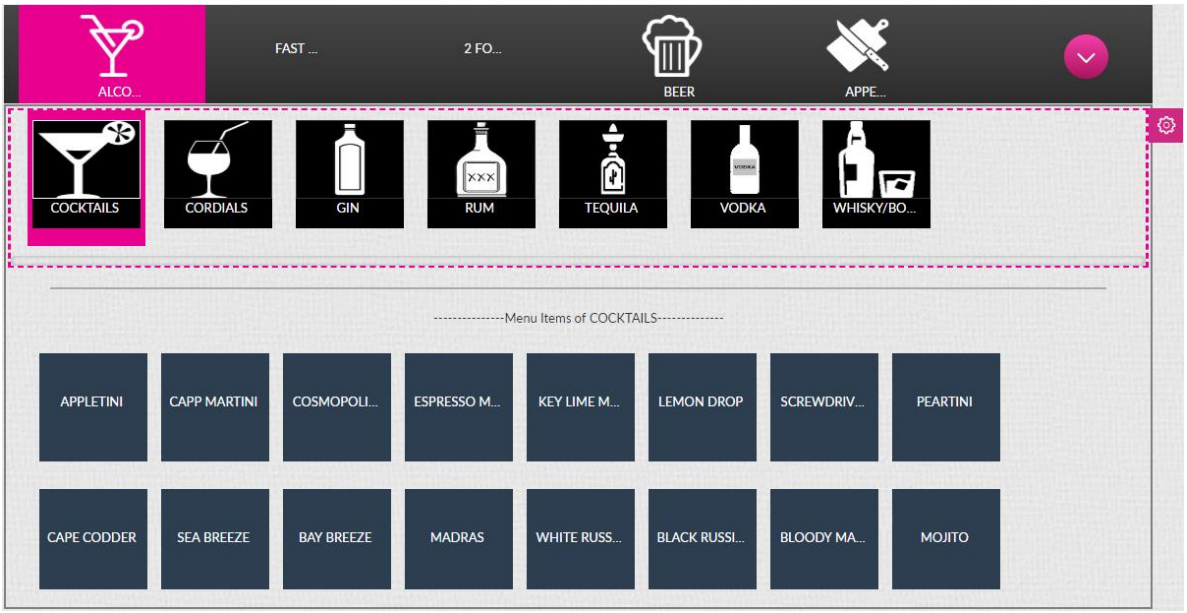
Display groups – fast bar or Party Menus. Party Menus you can assign level pricing, so you can make the items special prices



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

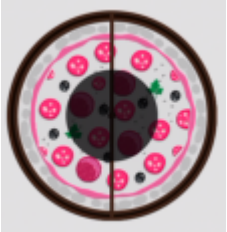
Upcharge – Can setup Category or items, subcategory of items or individual items to have an increase of price on any day or time.

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

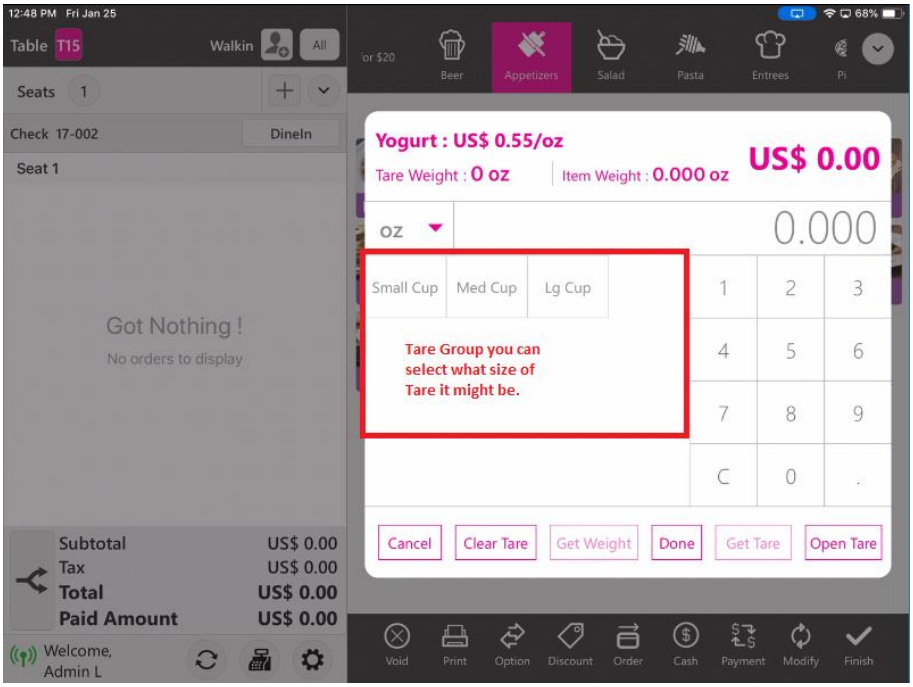


Gratuities – Can Apply Fixed or Varying option

Cut and Modify – if you are using pizza option for ½ & ½, or 1/3 or ¼ option to set the % cost from the whole topping price

2 =  3 = 4 =

Tare Group – for scales with more than one size for an item.


12:48 PM Fri Jan 25
Table T15
Walkin
All
Seats 1
Check 17-002
DineIn
Seat 1
Got Nothing !
No orders to display
Subtotal US$ 0.00
Tax US$ 0.00
Total US$ 0.00
Paid Amount US$ 0.00
Welcome, Admin L
Beer
Appetizers
Salad
Pasta
Entrees
Yogurt : US$ 0.55/oz
Tare Weight : 0 oz
Item Weight : 0.000 oz
US$ 0.00
oz
0.000
Small Cup
Med Cup
Lg Cup
Tare Group you can select what size of Tare it might be.
1 2 3
4 5 6
7 8 9
C 0 .
Cancel
Clear Tare
Get Weight
Done
Get Tare
Open Tare
Void
Print
Option
Discount
Order
Cash
Payment
Modify
Finish