Setting up your keyboard (item entry screen) is easy.

options	edit	tab		total	done new	cash	send	modify	quantity	delete	page one

SALADS	Garden salad	Fettuchini Marinara	French Dip	Coffee	Gin
ENTREES	Chicken Caesar Salad	Yankee Pot Roast	Tuna Melt	Evian water	Scotch
Appetizers	Chef Salad	Salisbury Steak	Prime Rib Dip	Ice Cappa	Brandy/ Cognac
Sandwich	Fruit Salad	Alaska Platter	Reuben	Cappacino	Schnapps
Alacarte	Soup & Sandwich	Teriyaki Steak	Grilled Chicken Breast	Exp(Latte)	Liquers
Desserts	Beverages	Smoked Salmon	Side Slaw	Juice	Rum
	BAR FOOD	Shrimp Cocktail	Side Potato Salad	Soda	Wines- Bottle
FIRE	SPECIALS	Assorted Melon	Side Fries	Lemonade	Wine By Glass

seat 1	seat 2	seat 3	<<<	>>>
seat 4	seat 5	seat 6	+	

check: 0000000   guests: table: server: .00   2/13/09 10:17 pm

1	Store Record	10	Employee Work Codes
2	Department Records	11	Void Codes
3	Payment Records	12	Table Set-up
4	Discount Records	13	Terminal Records
5	Menu Items	14	Printer Set-up
6	Item Modifiers	15	Item Button (Keyboard) Set-up
7	Item Categories	16	Edit/ Purge History Records
8	Combinations (Value Meals)	17	Exit POS
9	Employee Records		Exit

This is the screen from which you select menu items to add to a guest check or retail ticket. After you've set up your categories, modifiers, and menu items, you''re ready to configure your keyboard, also called the item entry screen. The example above includes menu categories (such as SALADS) and menu items (such as COFFEE). These are what the server selects when entering items on a check or ticket. Color coding (done in the category or item setup) helps you find items easily and stay oriented.

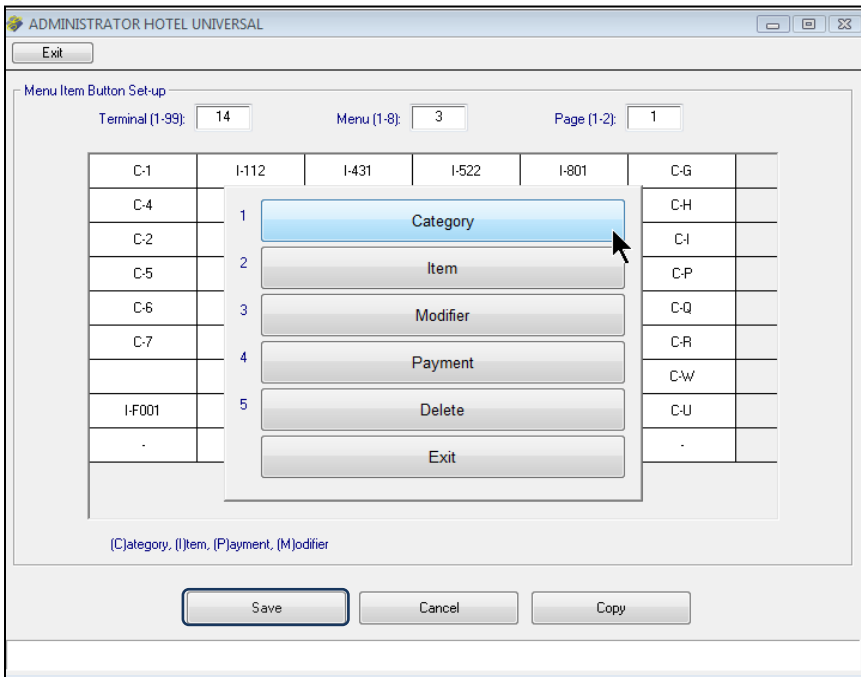From POS Administrator select #15 Item Button (Keyboard) Set-up.

ADMINISTRATOR HOTEL UNIVERSAL

Exit

Menu Item Button Set-up

Terminal (1-99): 14   Menu (1-8): 3   Page (1-2): 1

C-1	I-112	I-431	I-522	I-801	C-G
C-4	I-121	I-432	I-524	I-802	C-H
C-2	I-122	I-433	I-542	I-810	C-I
C-5	I-125	I-434	I-544	I-804	C-P
C-6	I-126	I-435	I-547	I-805	C-Q
C-7	C-8	I-261	I-601	I-808	C-R
	C-9	I-262	I-602	I-809	C-W
I-F001	C-B	I-263	I-603	I-811	C-U
.	.	.	.	.	.

(C)ategory, (I)tem, (P)ayment, (M)odifier

Save   Cancel   Copy
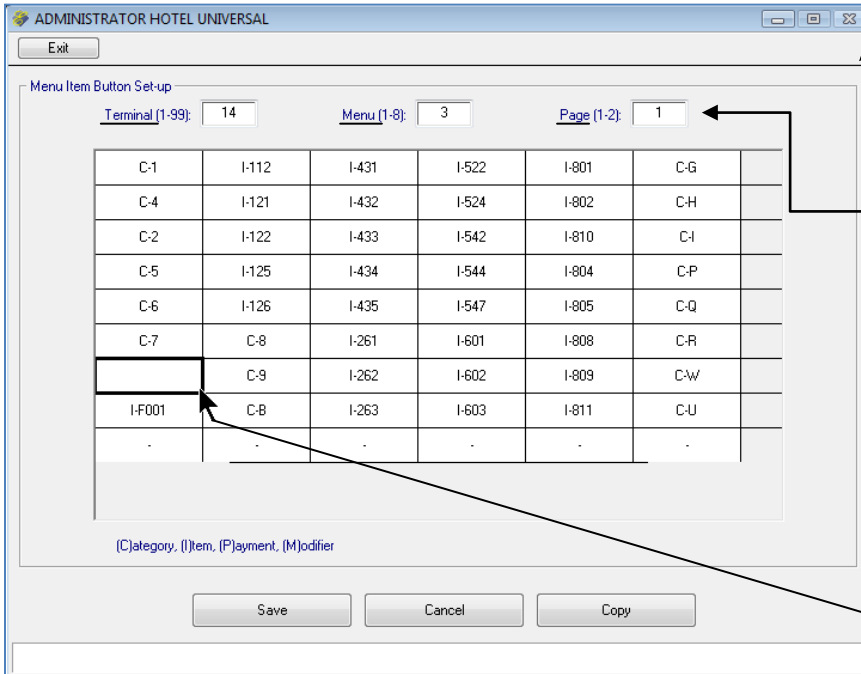
This is the Item Button/Keyboard setup screen. Each square in the grid represents an item button or square on the POS menu selection screen.

Each POS terminal will have a Terminal number. Each Terminal's Menu Item Buttons must be set up. You can have up to 8 menus per menu item. Each Menu must be set up.
Set up each Page. Each menu can have 1 or 2 pages.

Each terminal can have a main and an alternate menu for each time range. Each needs to be set up in the Terminal Record.

You can place a category, item, payment, or modifier on the screen. In this example, the top left square reads **C-1** represents Category 1. In the second square on the top line, you see **I-112**, representing Item 112.

To begin, click the square where you'd like to add a category, menu item, payment, or modifier.
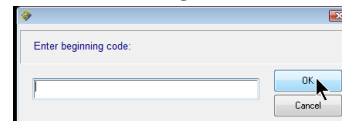

ADMINISTRATOR HOTEL UNIVERSAL

Exit

Menu Item Button Set-up

Terminal (1-99): 14   Menu (1-8): 3   Page (1-2): 1

C-1	I-112	I-431	I-522	I-801	C-G
C-4					C-H
C-2	1	Category			C-I
C-5	2	Item			C-P
C-6	3	Modifier			C-Q
C-7	4	Payment			C-R
					C-W
I-F001	5	Delete			C-U
.		Exit			.

(C)ategory, (I)tem, (P)ayment, (M)odifier

Save   Cancel   Copy

This example illustrates setting up a category button.

Select 1 – Catgeory to place a category on the page.
Enter a category code or click "Look-up".

Category code

OK
Look-up   Cancel
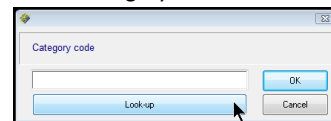
Enter the beinning code or click OK to look up all.

Enter beginning code:

OK
Cancel

91	SALADS
92	Appetizers
94	ENTREES
95	Sandwich
96	Alacarte
97	Desserts
98	Beverages
99	BAR FOOD
9B	SPECIALS
9G	Gin
9H	Scotch
9I	Brandy/ Cognac
9L	Beer
9P	Schnapps
9Q	Liquers
9R	Rum
9S	SEAT
9T	Tequila
9U	Wine By Glass
9V	Vodka
9W	Wines- Bottle
9X	Mixed Drinks
9Y	Spec. drinks
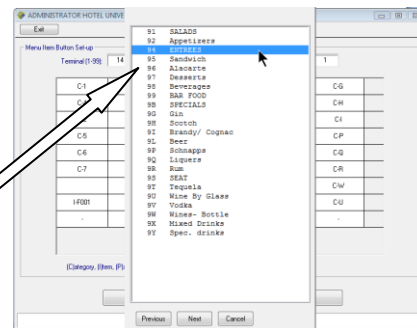
Click or use your keyboard's down-arror (↓) to select the category you want.

Click Save to save the page.
You will use this same procedure to place an item, payment, or modificer.

Continue until you have completed the menu item buttons for this terminal, menu, and page. You can then exit the setup screen and POS Administrator, log into POS, and go to the new ticket/item selection screen to see what you did.

Now you can copy the terminal/menu/page to another terminal/menu/page. Click **Copy**.

At each prompt enter the appropriate information - terminal, menu (or select all menus) and page to copy from or to.

If the information is correct, answer Yes to continue.

Helpful information:

Each active menu item is assigned to at least one menu. In the example at your left, the item, Alaska Platter, will display only on Menu3. It will not be available on any other menu unless a Menu * Price and A is entered for that menu. For Open items, leave the price blank and enter M instead of A. **A** will assign the price Automatically. **M** will prompt you for a Manually entered price. Each item that you wish to display on the Order Entry Screen must have an A or M for the desired menu. Any A item must have a price.

If you place Category 4 on the menu item button setup for Menu 3, this item will display when that category is selected. If you place this item (434) on the menu item button screen, this item will display on that screen for this menu.

The button color on the item selection screen will be the color selected for the category or item.

The terminal record determines which menu displays at what time for each POS terminal. All 24 hours should be covered even if the restaurant is only open for 18 hours. Look at the first two lines in the grid. Both are for breakfast. However, the first line is for Monday through Saturday and ends at 11:00 am. The second line is for Sunday only and ends at 1:00 pm. This terminal uses Menus 1, 2, 3, 4, 5, and 7 at various times. All must be set up in the keyboard setup (menu item button setup) in order to display on the server workstation. (Three shifts are designated in this grid. This allows for shift reports. However, if you prefer to keep everything as Shift 1, the system will operate fine. This has no effect on your menu item availability.) <u>The Menu you select will be the menu that displays at this terminal during the time and days selected.</u> <u>The Alt Menu is the alternate menu for that time. The alternate menu is selected in the Order entry screen through Edit > Change Menu.</u> In the keyboard setup (menu item button setup) each menu must be entered for each applicable terminal in order to display for the designated terminal.

Additional information is available on our [User Guides website](http://www.execu-tech.com/userguides.aspx).