



Execu/Touch User Guide

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EXECU/TECH

Introduction

Hello and thank you for taking the time to work with the Execu/Touch point of sale system. We trust you will find this system to be powerful, flexible, and easy to use. The first part of this guide discusses the POS Administrator Menu where most of the setup is done. You will learn how to install your menu and set up your system. The second part discusses the point of sale procedures and your day-to-day operations. The third part discusses the Supervisor Menu which is where the end of day is done, reports are printed, as well as other managerial functions. The fourth part lists some frequently asked questions and common error messages people have. It would be a good idea to make copies of Part II for your servers since they should not have access to the rest of the documentation.

We decided to write this guide in a conversational tone and avoided the use of technical terms that may not relate to the average computer user. You will find step-by-step instructions along with answers to the most common questions our customers have while working with Execu/Touch. This guide will show you how things are done, and then explain why they should be done that way.

Please read through this guide thoroughly before you remove the evaluation data. Work with the Execu/Touch evaluation while you look through the guide and study how the evaluation menu is structured. Pay special attention to the way item categories, menu items, and item modifiers are connected and learn how to make your order entry screen organized and simple to use. Once you have thoroughly studied the evaluation menu, you'll be ready to delete it and enter your own menu. Just follow the steps in this guide and before long, you will have set up your own menu.

Whether you recently purchased Execu/Touch or you are just evaluating it, this guide will provide the assistance you need to get the most out of the Execu/Touch point of sale system.

Getting Started

These are the steps you must complete before you can set up a menu in the Execu/Touch POS system.

- Shortcut Setup
- Menu Analysis
- Store Record Setup
- Revenue Department Setup
- Employee Setup
- Category Setup
- Modifier Setup
- Menu Item Setup
- Terminal Record Setup
- Keyboard Setup
- Printer Setup
- Employee Work Code Setup
- Void Code Setup
- Discount Record Setup
- Table Setup

All of the menu setup is done in the POS Administrator Menu. To access this menu start the Execu/Touch program. Then from the Master Menu select “POS Administrator”. You will be prompted to enter an administrator code then a password. In the evaluation both of these are simply the number “1”.

Creating Shortcuts

When you are installing Execu/Touch you only install the software on one terminal. We will call this computer the "server". Each of the other terminals runs Execu/Touch, through the network, via shortcuts that point to the server. By default Execu/Touch creates a shortcut on the server for terminal 01. Each terminal must have a unique terminal number (1-99). To create additional shortcuts please follow these steps:

- On the new terminal click the right mouse button one time on a blank part of the screen
- Select the word "New" then the word "Shortcut"
- When it asks for the "Command Line", click on the button with the word "Browse"
- Where it says "Look in", click on the drop arrow to the right and select "Network Neighborhood"
- Double-click on the word "Server" (Or the name of the computer you are using as the server)
- Double-click on the word "Executouch"
- Double-click on the word "wrun32.exe" and it should go back to the screen with the "Command Line".
- Do not hit "Next" yet. Instead click on the line with the command line in it and add the following words (without the quotation marks)
"-w -c wruncbl.fil START menu.pos 02" The number at the end of the line is the terminal number.
- Click on Next and it will ask for a name for this shortcut. Type in ExecuTouch and hit enter.
- To run the software double-click on the new icon. It will immediately ask for a company code. Type in "01" and hit enter.
- If you get an error message place the mouse pointer over the new icon and click the right mouse button one time. On the "Shortcut" tab, look at the line that says "Start in". Make sure it matches the "Target" line up until the point that says "executouch".

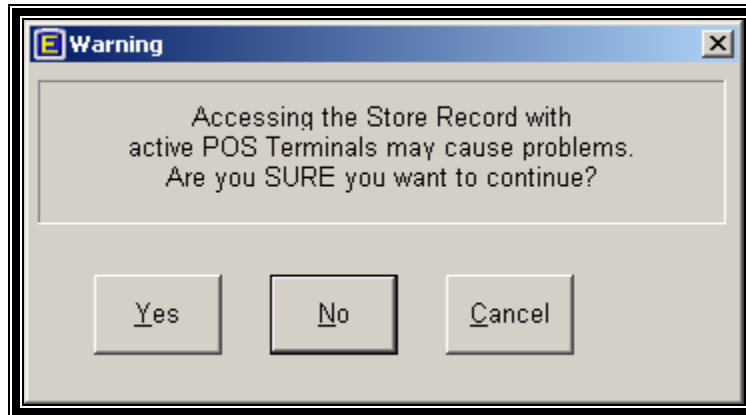
Menu Analysis

The first step is to analyze your menu and break it down into three groups (Item Categories, Item Modifiers, and Menu Items). Try to have a copy of your printed menu so you are able to write down the codes that you use within Execu/Touch next to the items on the printed menu.

Item Categories refer to groups of items such as “Appetizers”, “Entrees”, etc. Item Modifiers refer to the options for preparing your menu items (medium well, no cheese, extra sauce, etc.). Menu Items refer to the actual food and beverage items you sell (house salad, prime rib, etc.) or to comments you would send to the kitchen (as entrée, fire, hold, etc.). It will be easier if your menu within the Execu/Touch system has the same layout as your printed menu. So try to use the same categories, modifiers, and menu items that appear on your printed menu.

Store Record

The Store Record is the screen in which you enter the settings for the entire system. To set up your store record, select option number 1 in the POS Administrator Menu. You will then see the following warning:



This warning appears because you do not want to edit anything in the Store Record if there is anybody else using the Execu/Touch System. If everybody else is out of Execu/Touch, you may answer "Yes".

Once you are in the Store Record screen, you will see the following prompts:

"Store Name/Address" - Enter the information you would like to print at the top of each guest check. It does not have to be your store name and address, but it usually is.

"Check Message" - Enter the information you would like to print at the bottom of each guest check. You may advertise a store special, make the customer aware of a new menu item or service, or simply thank the customer.

"Sales Tax %/Desc:" - In the Execu/Touch system you may use up to four tax rates. The rates are defined and named in these fields. Enter the tax percentage with two decimal places in the first field. Enter "7.00" for seven percent. Enter "7.50" for seven and a half percent. Read the section for setting up Menu Items to learn how to apply these tax rates to your menu items.

"Automatic check nos? (Y/N):" - Answer "Y" and Execu/Touch will automatically generate your check numbers. Answer "N" and you will have to manually assign each check number. Most of our customers enter "Y" in this field.

"Next check no (auto)" - This is used only if you answered "Y" to the previous question and Execu/Touch automatically generates check numbers. Enter the next check number in this field. Check numbers have to be at least four digits long, so the lowest check number you may enter here is "1000". Never enter a number lower than 1000 in this field.

"End of day password" - Enter the password that must be typed in to close the day. Closing the day in Execu/Touch is just like printing the "Z" ticket on a cash register. Your current totals are cleared, all of your current data is moved to history, and a new day begins. Be sure to enter this password in capital letters and only give this password to people who will be running the end of day procedure.

"Exit program password" - Enter the password that must be typed in to exit the Execu/Touch system. Be sure to enter this password in capital letters and only give this password to people who will be permitted to exit out of Execu/Touch. If you don't care if people exit Execu/Touch, you may leave this field blank.

"Input item quantity? (Y/N)" - Enter "Y" and you will be forced to enter the quantity for each item you sell. Enter "N" and you will not be forced to enter the quantity for each item you sell. Most of our customers enter "N" in this field.

"No. of characters in item no" - This field is not used anymore and will soon be removed from Execu/Touch.

"Use categories (Y/N/Q)" - This is a relatively old field and will soon be removed. Just remember to always enter a "Q" in this field.

"(F)ine dn, (R)etail, f(A)st" - Enter the letter that corresponds to the mode of operation for your Execu/Touch system. Enter "F" to operate in Fine Dining mode, enter "R" to operate in Retail mode, and enter "A" to operate in fast food mode.

"Sort orders to kitchen?" - This function is no longer designated on this screen. It is now done in the Printer Setup screen so you may leave this field alone.

"Multiple Property" - Enter "Y" if you have more than one company using this database. Enter "N" if you only have one company using this database. Most of our customers enter "N" in this field.

"Special code (optional)" - The only special code is the capital letter "I" at this time. If you are running in Retail mode you will not be able to sell menu items by touching the button on the touchscreen. You will have to use the barcode scanner to ring them up. If you enter an "I" in this field, you will be able to sell an item by touching the screen as well as scanning it with the barcode scanner. This field only applies if you are using Retail mode. If not, you may leave it blank.

"Update to inventory?" - Enter "Y" if you would like your sales to update your inventory at the end of day. Enter "N" if you do not want your sales to update your inventory at the end of the day, or if you did not purchase the Food & Beverage Inventory module. This only applies if you are using the Food & Beverage Inventory software.

"Gratuity %" - If you want Execu/Touch to automatically print gratuity on open checks enter the default gratuity percentage with two decimal places. In order to automatically print gratuity you must answer "Y" in the next field.

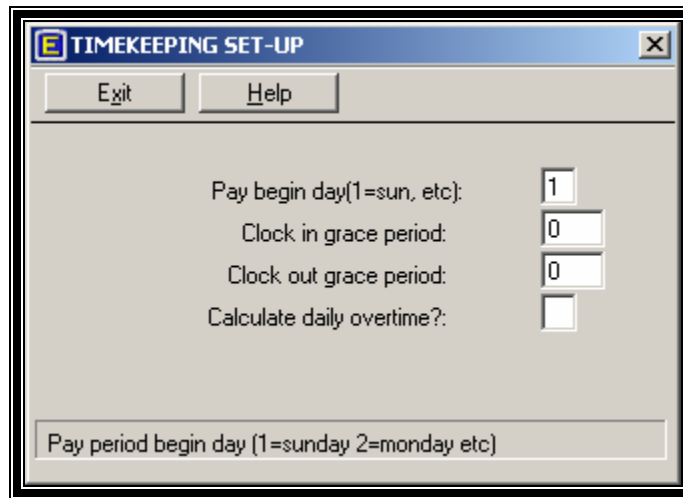
"Print?" - Enter "Y" if you want gratuity to automatically print on each open check. It will calculate gratuity using the percent you entered in the previous field. Enter "N" if you do not want gratuity to automatically print on each open check.

"Print detail on closed ck?" - Enter "Y" and your closed check will print everything that was ordered. Enter "N" and it will only print the subtotal, tax, and total. This only applies to the receipt that is printed when the check is closed. If you print a check prior to closing it, the detail will always print. This only applies if you are running in Fine Dining mode.

"Use Cash Control Feature?" - Answer "Y" to activate the Cash Control feature. This feature allows you to assign a cashier to a drawer, enter the beginning drawer balance, enter over/short amounts, and perform cashier drops and bank deposits. You may also enter "X" in this field. This would automatically generate two text files at the end of the day that contain your daily sales data. These files may be imported with Access, Excel, or other report-generating software to create custom reports.

"Login by empl password?" - This field is rarely used anymore and was designed for users of text-based system rather than Windows. Always enter "Y" in this field unless you are told to enter "N" by Execu/Tech.

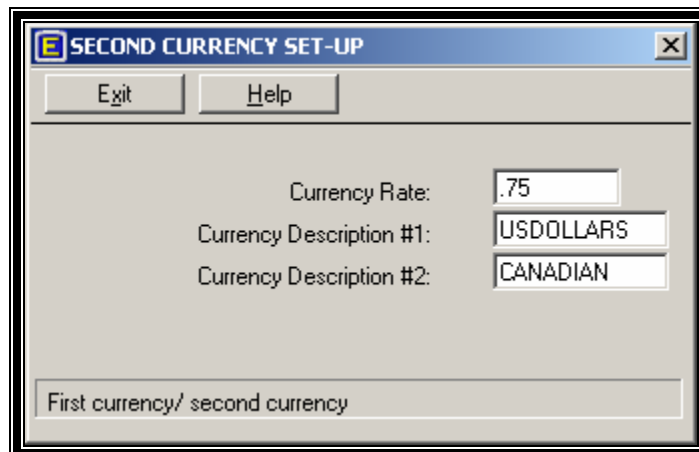
"Timekeeping Set-up" - Enter "Y" in this field if you purchased the Time & Attendance module and you wish to activate it. Enter "N" if you did not purchase this module. If you enter "Y", you will see the following screen:



The screenshot shows a dialog box titled "TIMEKEEPING SET-UP" with a blue header bar and a close button (X) in the top right corner. Below the header are two buttons: "Exit" and "Help". The main area contains four labels with corresponding input fields: "Pay begin day(1=sun, etc):" with a text box containing "1"; "Clock in grace period:" with a text box containing "0"; "Clock out grace period:" with a text box containing "0"; and "Calculate daily overtime?:" with a checkbox that is currently unchecked. At the bottom of the dialog is a text box containing the label "Pay period begin day (1=sunday 2=monday etc)".

In these fields you designate your pay period beginning date, grace periods, and whether or not to calculate daily overtime.

"Print Second Currency?" - Enter "N" in this field if you only use one form of currency. Enter "Y" if you use two currencies. If you enter "Y" and press the ENTER key you will see the following screen:

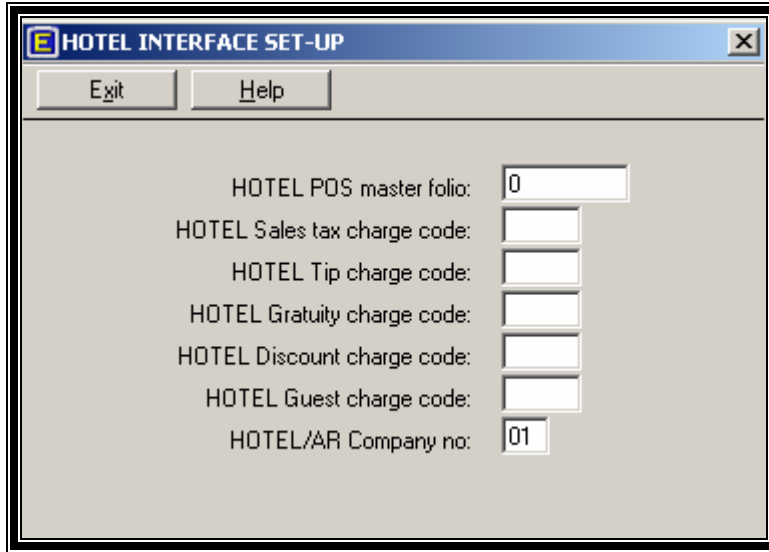


The screenshot shows a dialog box titled "SECOND CURRENCY SET-UP" with a blue header bar and a close button (X) in the top right corner. Below the header are two buttons: "Exit" and "Help". The main area contains three labels with corresponding input fields: "Currency Rate:" with a text box containing ".75"; "Currency Description #1:" with a text box containing "USDOLLARS"; and "Currency Description #2:" with a text box containing "CANADIAN". At the bottom of the dialog is a text box containing the label "First currency/ second currency".

In these fields you designate the exchange rate along with the names of the two currencies you accept. The second currency only prints on your checks. Your sales data will not contain both currencies.

"Can servers transfer cks?" - Enter "Y" if you would like servers to be able to open other servers' checks. Enter "N" and servers will only be permitted to access checks they have created themselves.

Once you have finished setting up your Store Record press the “Yes” button at the bottom of the screen to save these settings. You may also press the “Cancel” button or the “ESC” key to exit this screen without saving your changes. If you press the “HOTEL” button you will see the following window:



The screenshot shows a window titled "HOTEL INTERFACE SET-UP" with a blue header bar. Below the header are two buttons: "Exit" and "Help". The main area contains several labels and input fields:

HOTEL POS master folio:	0
HOTEL Sales tax charge code:	
HOTEL Tip charge code:	
HOTEL Gratuity charge code:	
HOTEL Discount charge code:	
HOTEL Guest charge code:	
HOTEL/AR Company no:	01

If you are only using Execu/Touch and you are not using HOTEL by Execu/Tech, your screen should match the screen shot shown above. If you do not clear these fields you will have room numbers and signature lines printing on your guest checks. If you are using HOTEL, enter the appropriate codes for the accounting codes you created.

Revenue Departments

Revenue departments are used for breaking down your item sales. Every item must be assigned to a revenue department. Revenue departments may be as broad or specific as you like depending on how you would like to see your sales data. The default revenue departments are (F)ood, (B)everage, (G)ifts, (X) Banquet Food, (Y) Banquet Beverage but you may create any revenue department you like. If “Beverage” is not specific enough, you may create departments for soda, beer, wine, rum, etc. To set up your revenue departments select option number 2 in the POS Administrator Menu. Once you are in the Department Records screen, you will see the following prompts:

The screenshot shows a window titled "EXISTING DEPARTMENT" with the following fields and values:

Department code:	B	...			
Department description:	BEVERAGE				
HOTEL/GL interface-Terminal:	0				
Revenue code:	FBEV				
Gen Ledger Account-Debit:	1100				
Gen Ledger Account-Credit:	5040.02				
Gen Ledger Journal Code:	SJ				

“Department code” - Enter the code you wish to assign to this department. This code may be up to 4 characters long unless you are interfacing with our HOTEL software. In that case this code can only be one character.

“Department description” - Enter the name of this revenue department. If you are not using our HOTEL or General Ledger modules you only need to fill in these first two fields.

“HOTEL/GL interface - Terminal” - Only use these fields if you are using our HOTEL or General Ledger modules. If you have different revenue codes for this revenue department depending on the terminal on which it was entered you would enter that information here. In the example above all terminals use the HOTEL/GL revenue code of “FBEV”.

“Gen Ledger Account - Debit/Credit” & *“Gen Ledger Journal Code”* - Only use these fields if you are using our General Ledger module. Enter the debit/credit account code or general ledger journal code for this revenue department.

Once you have entered all of the information for this revenue department press the “Yes” button at the bottom of the screen to save these settings. To delete this revenue department press the “Delete” button at the bottom of the screen. You may also press the “Exit” button in the top left, the “Cancel” button at the bottom, or the “ESC” key to exit this screen without saving your changes.

Employee Records

Before you can enter orders you must create some employees. In the evaluation there are two employees set up (one administrator and one server). To set up your employees select option number 9 in the POS Administrator Menu. Once in the Employee Records screen, you will see the following prompts:

The screenshot shows a window titled "EMPLOYEE SET-UP" with a sub-header "EXISTING EMPLOYEE". The window contains various input fields and checkboxes for employee configuration. The fields are numbered 1 through 26. The current values are: Store: 01, Employee ID: 1, Name: ADMINISTRATOR, Address: (empty), City, State, Zip: (empty), Phone Number: (empty), Social Sec/Payroll no: 0, Type (S,C,V,A,N): A, Login Password: 1, Default Work Code: 0, Department: M, Void Permission: Y, Default Quick key?: N, Close own checks?: Y, Login method: N, Cash-out report (C/S): C, Supress departments: L, Scheduled employee?: X, Cash drawer assigned: (empty), No-sale allowed?: Y, Enter no guests?: 0, Allow gratuity?: Y, Employee permissions: T, and five Work code/Pay rate pairs, all with Work code: 0 and Pay rate: .00. Buttons for Yes, Cancel, Delete, and AdmLevels are at the bottom.

Field Number	Field Name	Value
1	Name	ADMINISTRATOR
2	Address	
3	City, State, Zip	
4	Phone Number	
5	Social Sec/Payroll no	0
6	Type (S,C,V,A,N)	A
7	Login Password	1
8	Default Work Code	0
9	Department	M
10	Void Permission	Y
11	Default Quick key?	N
12	Close own checks?	Y
13	Login method	N
14	Cash-out report (C/S)	C
15	Supress departments	L
16	Scheduled employee?	X
17	Cash drawer assigned	
18	No-sale allowed?	Y
19	Enter no guests?	0
20	Allow gratuity?	Y
21	Employee permissions	T
22	Work code	0
23	Work code	0
24	Work code	0
25	Work code	0
26	Work code	0
	Pay rate	.00
	Pay rate	.00
	Pay rate	.00
	Pay rate	.00
	Pay rate	.00

"Store" - Enter the store number in which this employee exists. If this employee is available for all store numbers, enter **.

"Employee ID" - Enter a three-digit number that will be assigned to this employee. It is generally a good idea to use ranges of employee numbers for certain types of employees. For example, all of your servers could be in the 100's, all of your managers could be in the 200's, etc. Any employee with a number in the 900's is a training employee. Training employees may enter orders just like regular employees but their orders are not sent to remote printers, their sales are not counted in the daily totals, and their cash drawer will not open. You will want to have at least one training employee set up for your new staff members to use.

“Name, Address, etc” - Enter the name, address, and other information about this employee. The only field that is required is the name field.

“Type” - Enter one of the following employee types:

- N (Non POS)** - use this for kitchen staff and other employees that just use the system for clocking in and out. They will not be able to enter orders
- S (Server)** - a server may open checks, send checks to remote printers, and they may only close checks if you give them permission. They can only open their own checks unless another server transfers a check to them.
- C (Cashier)** - a cashier may do everything a server can do but they are allowed to open anybody's check. A cashier usually does not open checks, but they close checks for all servers.
- V (Supervisor)** - a supervisor may do everything a server can do as well as close the day, print all reports, redirect remote printers, authorize voids, and perform all the functions in the Supervisor Menu.
- A (Administrator)** - an administrator can do anything in Execu/Touch. There are various levels of administrators so you may assign specific administrator privileges to your employees rather than giving them total control. These features are explained at the end of this section.

“Login Password” - Enter the password that this employee will use to log in to Execu/Touch. The password may be numbers or uppercase letters unless you are using magstripe cards to log in. If you are using cards you will encode the password on the card and swipe the card on this field to record the password. It is a good idea to use symbols that do not appear on the on-screen Execu/Touch keyboard if you are using swipe cards. That way employees cannot login without their card and managerial passwords cannot be typed in.

“Default Word Code” - Enter the work code that this employee will use by default. They may still select a different work code, but it will enter this code by default when they clock in.

“Department” - Enter the labor department for this employee. These departments are used in the payroll and timekeeping software modules to sort your reports.

“Void Permission” - Enter “Y” if this employee may void items and/or tickets. Enter “N” and this employee must get supervisor approval for all voids. This does not apply to deletes because any employee may delete an item that has not been saved or printed to a remote printer.

“Default Quick Key” - This is a method for speeding up the order entry process. If you answer “Y”, this employee will bypass the table screen and go directly to the order entry screen. Also, this employee will not be able to perform split-tendering since the software will not ask “Amount to pay by” when they close a ticket. If you answer “N”, the table screen and “Amount to pay by” screens will appear. If you answer “O”, the table screen will not appear but the “Amount to pay by” screen will appear.

“Close Own Checks” - Answer “Y” if this employee can close their own checks. Answer “N” if they cannot close their own checks. Answer “A” if this employee must close all of their checks. The “A” option is good for fast food and cafeteria environments where checks should always be closed right away and not saved. Answer “P” if this employee may preauthorize a credit card transaction but cannot close it.

“Login Method” - This determines what happens after you enter an order. If you answer “Y”, this employee will stay logged in and will go directly to the order entry screen or table selection screen after every order. Use this option if you only have one employee using the same terminal for an extended period of time. If you answer “N”, the employee must enter his password before every transaction. Use this option if you have more than one employee sharing the same terminal. If you answer “C”, the employee will see the “display checks” menu after every transaction.

“Cash-out Report” - Enter “C” to print a Cashier Report when this employee touches the “Cash-out” button on the Table Selection screen. Enter “S” to print a Server Report when this employee touches the “Cash-out” button.

“Suppress Departments” - Enter the revenue department for any menu items for which you do not want modifiers or remote printing. For example, bartenders may not want modifiers or remote printing for items they ring up because they do not need a printout telling them how to prepare it. You would enter an “L” if you had a liquor revenue department and those items will not ask for modifiers or print out on the bar printer.

“Scheduled Employee” - This option causes some confusion among new users. This is asking if this employee is scheduled and clocking in. If you answer “Y”, they are scheduled and they are clocking in (this requires Employee Scheduling and Time & Attendance). If you answer “N”, they are not scheduled but they are still clocking in (this requires Time & Attendance). If you answer “X”, they are not scheduled or clocking in.

“Cash Drawer Assigned” - This may be left blank if there is only one drawer on the terminals. If there are two drawers on one terminal, you enter a “1” or a “2” depending on which drawer you want to open when this employee performs a transaction. If you do not want the drawer to open at all for this employee, you should enter a “0” (zero).

“No Sale Allowed” - If you enter “Y”, this employee may perform a no sale and open the drawer without ringing anything up. If you enter “N”, this employee cannot perform a no sale.

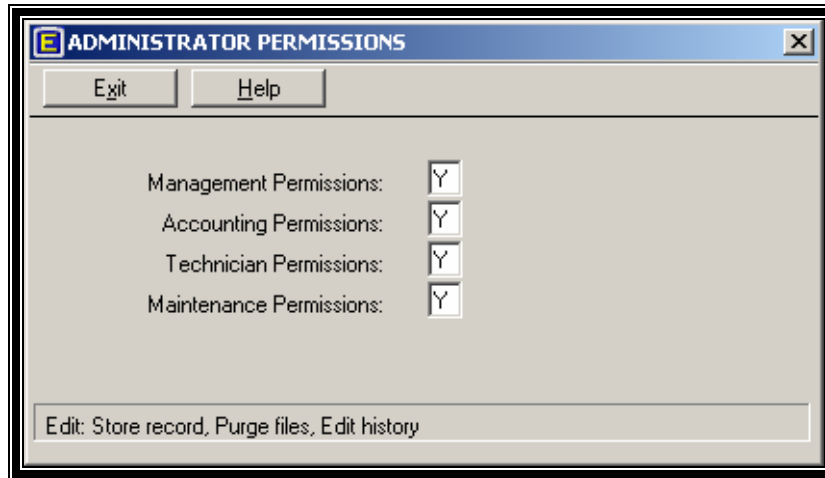
“Enter No. Guests” - If you enter “Y”, this employee must enter the number of guests when he opens a check. If you answer “N”, the employee will still see the the prompt, but will not have to enter a number. If you answer “X”, the employee will not be asked for the number of guests. The “X” option is best for bartenders and employees that need to save as many keystrokes as possible.

“Allow Gratuity” - If you enter “Y”, this employee may enter gratuity for himself. If you answer “N”, they may not enter gratuity.

“Employee Permissions” - The only two codes that exist at this time are “T” and “B”. If you enter a “T”, this employee may edit timecards in case an employee did not clock in or out at the right time. If you enter a “B”, this employee is a “blind drop” employee. That means they cannot print out their reports at the end of the shift. They simply turn in their money and the manager must run their reports and balance them out.

“Word Code/Pay Rate” - Enter the work codes and pay rates for this employee.

“Adm Levels” - If you press the Adm Levels button you will see the following screen:



“Management Permissions” - Enter “Y” if you want this employee to edit the Store Record, purge files, and edit history.

“Accounting Permissions” - Enter “Y” if you want this employee to edit Department Records, Payment Records, Discount Records, Employee Records, Work Codes, and Void Codes.

“Technician Permissions” - Enter “Y” if you want this employee to edit the Table Setup, Terminal Records, and Printer Records.

“Maintenance Permissions” - Enter “Y” if you want this employee to edit Menu Items, Item Categories, Item Modifiers, Combo Records, and Keyboard Records.

Once you have entered all of the information for this employee press the “Yes” button at the bottom of the screen to save these settings. To delete this employee press the “Delete” button at the bottom of the screen. You may also press the “Exit” button in the top left, the “Cancel” button at the bottom, or the “ESC” key to exit this screen without saving your changes.

Category Setup

The first part of your menu that you should set up is your categories. To create a category select option number 7 in the POS Administrator Menu (“Item Categories”). Once you are in the Item Category setup screen, you will see the following prompts:

E ITEM CATEGORY SET-UP

Exit Help

EXISTING CATEGORY

Menu (1-8,9=multi - menus): 9 ...

Code (1 character): 1

1. Description: SALADS

2. Menus (1-8): 12345678

3. Touch Button color: 104 **XXXX**

4. Category type:

5. (F)ood (B)everage (O)thr: F

6. Sort by Description?: N

Yes Cancel Delete

“Menu” – Enter the number of the menu in which this category will appear. If you are absolutely sure this category will only appear in one menu enter that menu number. If this category will appear in more than one menu, or if you are not sure yet, enter the number 9. This will allow this category to appear in more than one menu. It is generally a good idea to use the number 9 just in case you add another menu sometime in the future.

“Code” – Each category is assigned a unique code. These codes may be capital letters, lowercase letters, numbers, and symbols so you have plenty of codes to choose from. There are no rules for these codes, but it will be more organized if you use codes that make sense. For example, use category code “S” for sandwiches, category code “A” for appetizers.

“Description” – The category description is what will appear on the screen. Enter the description exactly how you want it to appear. It helps to use the same categories that appear on your printed menu.

“Menus (1-8)” – This is related to the very first prompt on this screen. If this item only appears on one menu, enter the menu number here. If this category appears in more than one menu, enter all of those menus. *(Note: in order to enter more than one menu in this field, you must have entered a “9” in the very first prompt)*. For example, if this category appears on menu 1 and menu 4, you would enter “14”. If this category only appears on one menu now, it would be safer to go ahead and enter “12345678” anyway. This way, this category is available just in case you decide to add another menu later.

“Touch Button Color” – This refers to the color of the text and background in this category button. To see some of the color choices, either click on this field with the mouse or press the “Enter” key while the cursor is in this field. You are not limited to these color choices though. Try typing in different numbers in this field to see some other color combinations. If you enter in a number, do not press Enter or it will bring up the color screen. Just hit the down arrow button to proceed to the next field.

“Category Type” – This is only used if you are using Execu/Touch in conjunction with Hotel by Execu/Tech. If you do not use Hotel, you may leave this field blank.

“(F)ood (B)everage (O)ther” – enter “F” if this is a food category, “B” if this is a beverage category, or an “O” if this is neither one. This code is used to separate your categories for reporting purposes and for taxing bar beverages. If you enter a “B” in the “Terminal Location” field of the Terminal Record, any item you enter within a type “B” category will not have sales tax. Tax will be charged on all other terminals.

“Sort by Description” – enter “Y” if you would like the items in this category to be in alphabetical order on the order entry screen when you select this category. Enter “N” if you would like them to appear according to item code.

Once you have entered all of the information for this category, press the “Yes” button at the bottom of the screen to save these settings. To delete this category, press the “Delete” button at the bottom of the screen. You may also press the “Exit” button in the top left, the “Cancel” button at the bottom, or the “ESC” key to exit this screen without saving your changes.

Modifier Setup

Modifiers refer to the different ways a menu item may be prepared or changed. Modifiers are created in sets, and each set of modifiers applies to a specific category or group of items. For example, modifier set “1” may apply to all Salads (which are found in category 1). The modifier set does not have to match the category it modifies, but it may help keep you organized if you match them. To create a modifier, select option number 6 in the POS Administrator Menu (“Item Modifiers”). Once you are in the Item Modifier setup screen, you will see the following prompts:

ITEM MODIFIER SET-UP

Exit Help

EXISTING MODIFIER

Menu (1-8,9=multi - menus): 9 ...

Code (1 ch category, 1 ch modifier): 10

1. Description: RANCH DRESSING

2. Allow duplicates in category?: N

3. Price add-on/subtract amount: .00

4. Menus (1-8), (G)eneral: 12345678

5. Update to inventory?: Y

6. Prefix modifier?: N

7. Required?: Y

Yes Cancel Delete

“Menu” – Enter the number of the menu in which this modifier set will appear. If you are absolutely sure this modifier set will only appear in one menu, enter that menu number. If this modifier set will appear in more than one menu, or if you are not sure yet, enter the number 9. This will allow this modifier set to appear in more than one menu. It is generally a good idea to use the number 9 just in case you add another menu sometime in the future.

“Code” – This field requires two entries. The first character in this field refers to the modifier set with which you are working. The second character refers to the code for the actual modifier within this set. Please look at the graphic on the previous page. If you were to set up a modifier for “Ranch Dressing” you would enter “10” in this field. The “1” refers to the modifier set with which you are working. Notice the code for the modifier set matches the category code we used when creating the “Salads” category. They do not have to match, but it’s easier to keep your menu organized if they match. The number “0” refers to the modifier itself. This is modifier “0” within modifier set “1”. A modifier for “Italian Dressing” could be modifier “11”, “Thousand Island” could be modifier “12”, and so on. Notice each modifier begins with the number “1” because they are each a part of the salads modifier set. Within a modifier set, the codes will appear in the following orders: numbers 0-9, capital A-Z, lowercase a-z. This means the modifier “12” will appear above “1C” and “1a”. Be sure to outline the order in which your modifiers should appear before you create them. This way you will create them with the proper codes and in the correct order.

“Description” - The modifier description is what will appear on the screen and on the remote printer. Enter the description exactly how you want it to appear.

“Allow Duplicates in Category?” – Answer “Y” if more than one modifier may be selected for the item it is modifying. Answer “N” if only one modifier may be selected for the item it is modifying. For example, answer “Y” if you are creating a modifier set that contains toppings for cheeseburgers (cheese, lettuce, etc.) because your customer may add several of these options to his cheeseburger. For modifier sets like this, you will have to touch the “Done” button on the Order Entry screen when you are finished selecting the modifiers. Answer “N” if you are creating a modifier set that contains types of salad dressings (ranch, thousand island, etc.). For modifier sets like this, the modifier list will disappear once a modifier is selected. This saves a keystroke while entering your orders.

“Price add-on/subtract amount” - Enter the amount to add to or subtract from the check when this modifier is selected. To add an amount, simply enter that amount. To subtract \$2.00 enter “-2.00” in this field. If this is a prefix modifier for the word “No”, enter “99999” in this field. This will override any prices in the modifiers that the prefix modifier is modifying.

“Menus (1-8), (G)eneral” - Enter the menu(s) in which this modifier is available. In most cases you will enter “12345678”, even if you only use one menu now. If you enter a “G” this does not make this modifier available on all menus. It means this modifier will appear on every menu item. In most cases you will not use the “G” option.

“Update to inventory?” - Answer “Y” to have this modifier update your inventory. Answer “N” and this modifier will not update to inventory. Modifiers for cooking temperatures would not update inventory, but cheeseburger toppings would.

“Prefix modifier?” - Answer “Y” if this is a prefix modifier. A prefix modifier is a modifier such as “No” or “Extra” that modifies an existing modifier. For example, you may have a list of modifiers for hamburger toppings and you may create two prefix modifiers for “No” and “Extra”. When you are entering the order you would touch the “No” button followed immediately by the “Lettuce” button and “No Lettuce” will appear on the check. Another way of using prefix modifiers is with pizza toppings. You may create prefix modifiers called “Half 1” and “Half 2”. Then you may touch “Half 1”, “Sausage”, “Half 2”, “Pepperoni”, “Half 2”, “Mushrooms” to order sausage on one half of the pizza and pepperoni and mushrooms on the other half. Answer “N” if this is not a prefix modifier.

“Required” – enter “Y” if a modifier from this set is required. Enter “N” if a modifier from this set is not required.

Once you have entered all of the information for this modifier, press the “Yes” button at the bottom of the screen to save these settings. To delete this modifier, press the “Delete” button at the bottom of the screen. You may also press the “Exit” button in the top left, the “Cancel” button at the bottom, or the “ESC” key to exit this screen without saving your changes.

Menu Items

Menu Items refer to the actual items you will be selling to your customers. Unless you answer “Y” to the “Sort by description” option in the category setup, menu Items will appear on your order entry screen according to their item code, so make sure you assign your menu item codes in the order in which you would like them to appear. It may be easier on your servers if your menu items appear on the screen in the same order in which they appear on your printed menu. For this reason, write down your menu item codes next to the items on your printed menu so you will enter them in the correct order. To create a menu item, select option number 5 in the POS Administrator Menu (“Menu Items”). Once you are in the Menu Item setup screen, you will see the following prompts:

E MENU ITEM SET-UP

Exit Help

Enter Item Code: 112 ... **EXISTING ITEM**

1. Item description: Garden Salad

2. Kitchen description:

3. (P)rod(S)erv(M)emo: P 21. Menu 1 Price: 5.00 (A/M): A

4. Item Taxable?: YNNN 22. Menu 2 Price: 3.95 (A/M): A

5. Item cost: .00 23. Menu 3 Price: 3.95 (A/M): A

6. Revenue department: F 24. Menu 4 Price: .00 (A/M):

7. Remote printer(s): 9 0 25. Menu 5 Price: .00 (A/M):

8. Modifier sets (0-Z): 2 26. Menu 6 Price: .00 (A/M):

9. Auto mod window?: Y 27. Menu 7 Price: .00 (A/M):

10. Kitchen dept (1-90): 0 28. Menu 8 Price: .00 (A/M):

11. Cooking time (min): 0

12. Cover item? (Y/N): N 31. Category: 1

13. Allow discount?: Y 32. Category:

14. Inventory #: 33. Category:

15. Item in 86 List?: 34. Category:

41. Touch Button color: 104 XXXX

Yes Cancel Delete Another Notes

"Enter Item Code" - This code is used for sorting the menu items on your order entry screen and it is used to organize your menu items. Menu items may contain 3 or 4 letters or numbers. It is a good idea for your menu item codes to begin with the letter or number that corresponds to the category in which this menu item belongs. For example, if you created category 1 as your Salads, your menu item codes for salads will start with the number 1. It does not have to be done this way, but it is much easier and more organized.

"Item Description" - This description will appear on the button for this menu item on your order entry screen. It will also appear on the guest checks and any report that shows your sales by menu item. It may be easier for your servers if you use the same item description that appears on your printed menu. The number of letters or numbers you may use in the Item Description will be limited by your display settings and whether you use capital or lowercase letters. Sometimes you have to abbreviate words or hyphenate them so they display correctly. For example, "Chicken Caesar Salad" may need to be abbreviated or hyphenated (Chix Caesar-Salad, Chix-Caesar Salad). It may take some time to learn what your computer will allow, but this effort pays off when your menu items are completed.

"Kitchen Description" - This is what will appear on the remote order printer (kitchen or bar). If the Kitchen Description is the same as the Item Description you may leave this blank. This field gives you more room so you may enter a more detailed description for the people that will be preparing this item. For example, you may have a steak that is listed on your printed menu as the "Roy Rogers". You could enter "Roy Rogers" as the Item Description, and you could enter "12 oz Ribeye Steak" as the Kitchen Description.

"(P)rod (S)erv (M)emo" - Is this menu item a product, a service, or a memo? If it is a product, enter "P" and the designated price for this item will be charged and the item will be sold. If this is a service, enter "S" and it will not be included with your product sales. The "Service" option is rarely used. If this is a memo, enter "M" and it will only print a message to the remote printer. It will not sell this item and no price will be charged to the customer. Use memos to send messages such as "Fire", "As Entrée", "Hold", etc.

"Item Taxable?" - You may use up to four tax rates. In these fields you are answering "yes" or "no" to each tax rate. When the cursor is in this field, press the ENTER key and you will see the Tax Rate window shown below.

The screenshot shows a window titled "ITEM TAX SET-UP". At the top, there are "Exit" and "Help" buttons. Below these, there are four rows of "Rate 1 [Y/N]:", "Rate 2 [Y/N]:", "Rate 3 [Y/N]:", and "Rate 4 [Y/N]:". Each row has a small input box containing a character: "Y", "N", "N", and "N" respectively. To the right of the "Rate 2" row, there is a label "Rate 2 fixed amount:" followed by a text box containing ".00".

You may use this window to select which tax rate(s) apply to this item and you may enter a fixed tax amount as well. In the picture above, only tax rate one will be charged for this item.

"Item Cost" - This is only used if you are NOT using the Food & Beverage Inventory module. Enter your cost for this menu item, not the selling price for this menu item. The item cost is the dollar amount you pay when you purchase this menu item. If you are using the Food & Beverage Inventory module, the cost will automatically appear in this field.

"Revenue Department" - In which revenue department does this menu item belong? In the evaluation, the revenue departments include "F" for food, "B" for beverage, "G" for gifts, "X" for banquet food, and "Y" for banquet beverage. You may also create your own revenue departments for reporting and sorting purposes. Revenue departments become even more important if you are using Execu/Tech's Back Office Accounting module. This field requires an entry.

"Remote Printer(s)" - Enter the number that corresponds to each remote printer for this menu item. Each item may print to a maximum of four remote printers, but most items only print to one printer. Please consult the "Printer Setup" screen for your system to obtain the numbers for your remote printers. If there are no remote printers specified, this menu item will not print anywhere when it is ordered.

"Modifier Sets (0-Z)" - Enter the letter or number that corresponds to each set of modifiers that apply to this item. The item shown above only uses modifier set 1 which was our different salad dressings. If you are using more than one modifier set for this item, enter the letters or numbers side by side in the order in which you would like them to appear. For example, you would enter "S1" for modifier set S to appear, followed by modifier set 1.

"Auto mod window?" - Enter "Y" if you would like the modifier sets you entered above to automatically appear every time this menu item is selected. If modifiers are usually entered for this menu item, answer "Y". If modifiers are rarely used for this menu item, answer "N" and the servers will have to press the "Modifiers" button on the order entry screen to show the list of modifiers for this menu item.

"Kitchen dept (1-90)" - This is used for sorting the menu items when they print to the remote printers. This is optional and you may leave this field blank if you do not wish to sort your menu items to your remote printers by kitchen department.

"Cooking time (min)" - This is rarely used anymore and will be removed soon from Execu/Touch. Sorting is now done by kitchen department.

"Cover Item? (Y/N)" - Answer "Y" if you would like this item to be included in your entrée count. You will see the number of cover items sold on your reports. This is optional and you may leave it blank.

"Allow Discount" - Answer "Y" if this item may be discounted. Answer "N" if you never want this item to have a discount taken. When you set up your types of discounts you may allow only certain types of employees to take this discount. Discount records will be covered a little later.

"Inventory #" - Enter the inventory item code that applies to this item. If you are not using the Food & Beverage Inventory module, you should leave this field blank.

"Item in 86 List?" - Answer "Y" if you have a limited number or if you do not have any of these items available for sale. If you answer "Y" and press the "Enter" key you will be prompted to enter the quantity of this menu item you have available to sell. Answer "N" or leave this field blank if you do not have a limited quantity of this item available for sale.

"Menu 1 Price" - Enter the selling price for this menu item when menu 1 is in effect. If this menu item appears in multiple menus, enter a price for each of these menus. You may have a different price for this menu item in each menu. Take a look at the prices for our Garden Salad shown above. When menu 1 is active, this item will sell for \$5.00. When menus 2 and 3 are active, it will sell for \$3.95.

"(A/M)" - Enter "A" if the price you just entered automatically applies to this menu item. Enter "M" and the servers will be prompted to enter the selling price for this menu item each time it is ordered. Enter "Q" and your servers will be prompted to enter the quantity of this item that is being sold. The "Q" option is commonly used for items that are sold by weight. The price per pound would be entered in the previous field, and the number of pounds would be entered when this item is sold.

"Category" - Enter the category or categories in which this item will appear. This item will automatically appear in the category that corresponds to the first character in the menu item code. For example, a menu item with the code "112" will automatically appear in category 1. You may also select additional categories for this menu item.

"Touch Button Color" - This refers to the color of the text and background in this menu item button. If you leave this field blank, this menu item will automatically show the same colors you designated for this category in the Item Category Setup screen. Try not to use too many different colors for your menu items as it may make the screen difficult to read. In most cases you will want to just leave this field blank and use the default category color. To see some of the color choices, either click on this field or press the "Enter" key while the cursor is in this field. You are not limited to these color choices though. Try typing in different numbers in this field to see some other color combinations. If you enter in a number, do not press "Enter" or it will bring up the color screen. Just hit the down arrow button to go to the next field.

Once you have entered all of the information for this item, press the "Yes" button at the bottom of the screen to save it. You may press the "Exit" button in the top left, the "Cancel" button at the bottom, or the "ESC" key to exit this screen without saving. You may press the "Delete" button to delete this menu item. You may press the "Another" button to enter another menu item with the same settings, or you may press the "Notes" button to enter notes for this menu item that may be viewed from the order entry screen.

Terminal Records

The next step in installing your menu is setting up the terminal record. The Terminal Record is the part of the POS Administrator Menu in which you define how each terminal will operate. To set up your terminal records, select option number 13 in the POS Administrator Menu. Once you are in the Terminal Record screen, you will see the following prompts:

Terminal Record Set-up

Terminal: 1
 Printer: 1
 Terminal type: 5
 Keyboard type: T
 Customer display: 0
 Terminal location: B

Print time on each line of check?: N
 Allow 'open cash drawer'?: Y
 Print check when closed to cash?: N
 Inventory location/ company:

'Next check' terminals (fast food only): 0 0 0 0 0

Start Time	End Time	Shift	Menu	Alt Menu	Sun?	Mon?	Tue?	Wed?	Thu?	Fri?	Sat?
00.00	24.00	1	3		Y	N	N	N	N	N	Y
00.00	10.30	1	1		N	Y	Y	Y	Y	Y	N
10.30	24.00	2	2		N	Y	Y	Y	Y	Y	N
00.00	00.00	0	0								
00.00	00.00	0	0								
00.00	00.00	0	0								

Redirect remote printers from-to: 0 0 0 0 0 0 0 0 0 0
 Default table section: 0
 Print check when Done/New?:

OK Cancel Delete Copy

"Terminal" - Enter the number of the terminal you are setting up. You may edit any terminal from this screen. You are not required to physically work from the terminal number you are editing. You may edit the settings for terminal 2 while you are working from terminal 1.

"Printer" - Enter the number that corresponds to the receipt printer that this terminal will use. This will also be the default printer for printing receipts and reports from this terminal number. We normally set up printer number 1 as the receipt printers, but look at your Printer Setup Menu to find your receipt printer.

"Terminal Type" - You will always enter "5" here. Only enter a different number after you consult with Execu/Tech and we instruct you to use a different number.

"Keyboard Type" - Enter "S" if you are using the keyboard to enter orders, enter "P" if you are using a touchpad, or enter "T" if you are using a touchscreen monitor or a mouse. If you are using the Windows version of Execu/Touch, you will always enter "T". Only use the other options if you are running a text-based version of Execu/Touch or if you were instructed to do so by Execu/Tech.

"Customer Display" - Customer display units (AKA: pole displays) are set up as printers within the Execu/Touch system. In this field, you will enter the number that corresponds to the unit number you designated for the pole display in the Printer Setup. If you are not using a pole display unit, just leave this field blank.

"Terminal Location" - Entering a code here will change the way this terminal operates. This option was added to allow for very specific features that do not apply to every site. Enter "D" for drive thru functions, enter "T" for takeout functions, enter "C" for cafeteria functions, enter "Z" for ticket sale functions, or enter "B" for bar mode. Bar mode will not charge sales tax on any item that falls in a type "B" category. Please do not enter any option but "B" here unless you were instructed to do so by Execu/Tech. If none of these options apply to you, you may leave this field blank.

"Print Time on Each Line of Check?" - Enter "Y" if you want the time each item was ordered to appear next to that item on the guest check. Enter "N" if you do not want the time each item was ordered to appear on the guest check.

"Allow 'Open Cash Drawer' Command?" - Enter "Y" if you would like the cash drawer to automatically open at this terminal. It will open when you complete a cash transaction, when you perform a "No Sale", and when you do a "Paid Out". Enter "N" if you do not want the cash drawer at this terminal to open.

"Print Check When Closed to Cash?" - Enter "Y" if you would like to print a receipt automatically when a cash transaction is tendered. Enter "N" if you do not want a receipt for each cash transaction. (Note: You may print a check for the last order you tendered by pressing the "Print Last" button. So even if you enter "N" in this field, you have the ability to print a check if the customer requests it.) Enter "Q" if you would like a check to print if the employee that tenders the order is using the "Quick Key" mode of operation. The "Quick Key" option is discussed in the "Employee Setup" section.

"Inventory Location/Company" - This is only used in conjunction with the Food & Beverage Inventory module. If you are not using this module you may leave this field blank. If you are using the Inventory module, enter the number that corresponds to the location or company number from which this terminal will pull inventory items. If there is no specific location or company number this terminal will use, you may leave this field blank.

"Next Check Terminals" - Enter the terminal number(s) from which this terminal will open checks. For example, if you enter "2" in this field then press the "Next Check" button from the order entry screen you will see a list of open checks that were created at terminal 2. This is usually used in a buffet line, a drive thru, or any other situation in which you use one terminal specifically for closing checks that were created on other terminals.

"Start Time" - In this section you will set up the times and days that each of your menus will be active at this terminal. Remember to use military time for this section. In the above picture terminal one will use menu 3 all day Saturday and all day Sunday. It will use menu 1 on weekdays until 10:30 AM and it will switch to menu 2 at 10:30 AM. (Note: menu 1 ends at 10:30 and menu 2 starts at 10:30. Do not leave a gap between menus.) If you use more than one menu, remember to set up an active menu for all 24 hours of every day of the week. If you are open past midnight, you must make an entry like this:

Start Time	End Time	Shift	Menu	Alt Menu	Sun?	Mon?	Tue?	Wed?	Thu?	Fri?	Sat?
8.00	14.30	1	1		Y	Y	Y	Y	Y	Y	Y
14.30	24.00	2	3		Y	Y	Y	Y	Y	Y	Y
0.00	8.00	2	3		Y	Y	Y	Y	Y	Y	Y
00.00	00.00	0	0								

In this example, we will assume our restaurant opens at 10:30 AM. I start menu 1 at 8:00 AM even though I don't open until 10:30 AM. Though servers will not be placing orders this early, I still have an active menu if I need to perform administrative duties and testing. You will not be able to access the order entry screen unless there is an active menu for that terminal and that time of day so you still want to have an active menu for the times your business is closed. At 2:30 PM, this terminal will automatically switch to shift 2 and menu 3 and continue to use those settings until midnight. At midnight, this terminal will switch to my last entry but it will continue to use shift 2 and menu 3. Since my restaurant is open past midnight, I make an entry that lasts after I know I will be closed. Most businesses that are open past midnight do not have a definite closing time so make your ending time several hours after you should actually be closing. Since I want an active menu for all 24 hours of the day, I made an entry to go from midnight until 8:00 AM. This terminal will then switch back to shift 1 and menu 1.

In this section you also designate the shift number and alternate menu. You may have a shift change without changing menus. Just make an entry like this:

Start Time	End Time	Shift	Menu	Alt Menu	Sun?	Mon?	Tue?	Wed?	Thu?	Fri?	Sat?
8.00	24.00	1	3	1	N	Y	Y	Y	Y	Y	N
0.00	10.30	1	2	1	Y	N	N	N	N	N	Y
10.30	24.00	2	2	1	Y	N	N	N	N	N	Y

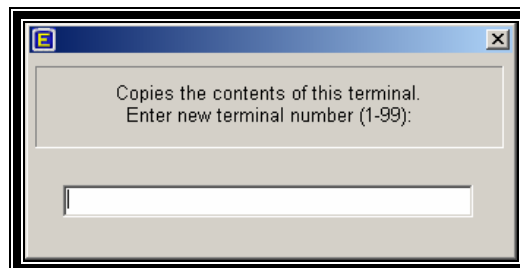
At 10:30 AM this terminal will automatically switch from shift 1 to shift 2. An alternate menu may be entered in case you have a customer that orders an item that appeared on a different menu. For example, they may order an item from the breakfast menu, but your active menu is lunch. By switching to the alternate menu, the server may order that item then switch back to the active menu for this terminal and time of day. If you never have a situation like that arise, just leave the "Alt Menu" column blank.

"Redirect Remote Printer From-To" - There are times when you need to change the remote (kitchen, bar, etc.) printer this terminal uses. Enter the printer number you are redirecting from and the printer number you are redirecting to in these fields. Printer numbers are found in the Printer Set-Up screen.

"Default table section" - Enter the default table section that will appear on the Table Selection screen for this terminal.

"Print check when Done/New?" - Answer "Y" to print a check every time the "Done/New" button is touched on this terminal. Answer "N" to manually print checks.

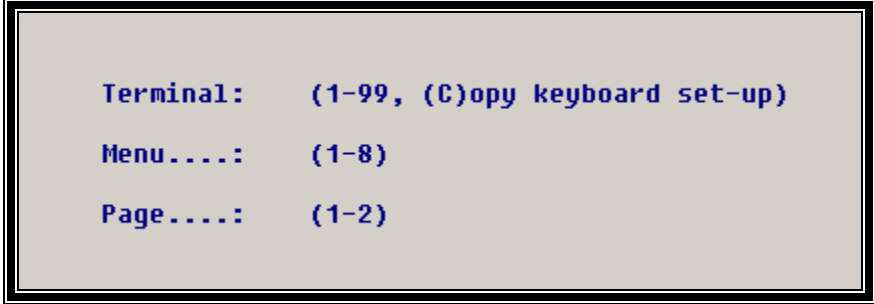
Once you have entered all of the information for this terminal, press the "Yes" button at the bottom of the screen to save it. You may press the "Exit" button in the top left, the "Cancel" button at the bottom, or the "ESC" key to exit this screen without saving. You may also press the "Delete" button to delete this terminal record, or press the "Copy" button to copy these settings to another terminal.



To copy these settings to another terminal, enter that terminal number in the screen shown above and press the "Enter" key.

Keyboard Setup

Once you have set up all of your Item Categories, Item Modifiers, and Menu Items you are now ready to put them on your keyboard. The "keyboard" refers to the layout of the buttons on your order entry screen. To set up your keyboard, select option number 15 in the POS Administrator Menu. Once you are in the Keyboard Setup screen, you will see the following prompts:



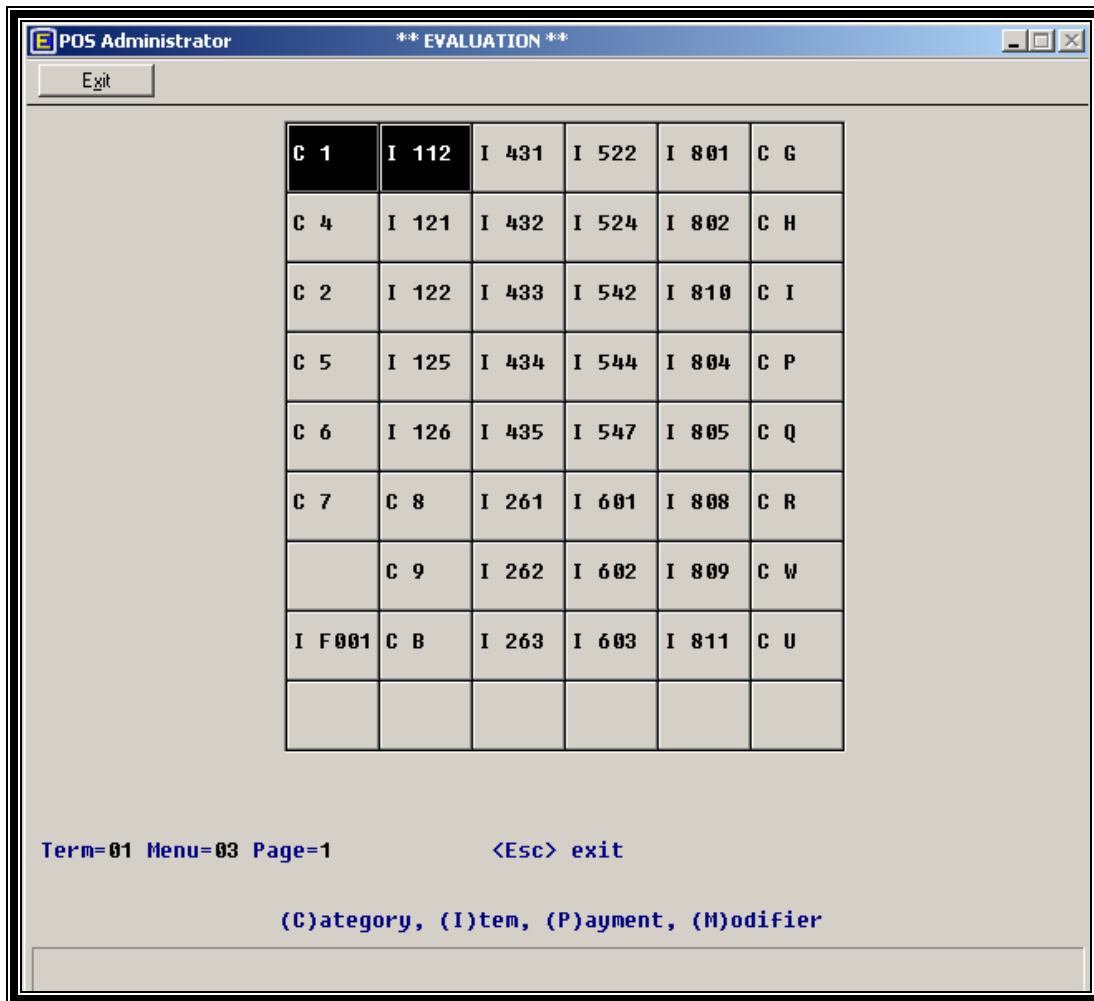
```
Terminal:      (1-99, (C)opy keyboard set-up)
Menu.....:   (1-8)
Page.....:   (1-2)
```

"Terminal" - If you are creating a new keyboard or editing an existing keyboard, enter the terminal number for the keyboard you are setting up. You may also copy an existing keyboard setup from another terminal or another menu by entering a "C" in this field. Copying keyboards will be addressed a little later.

"Menu" - Enter the number of the menu you are creating or editing.

"Page" - Enter the page number (1 or 2) of the keyboard you are creating or editing.

Once you determine which terminal number, menu number, and page number with which you are working, you will see the following screen:



The grid on this screen corresponds to the buttons on the order entry screen. You will see 54 squares that match the 54 buttons you have available on each page of the keyboard. Take this opportunity to compare the graphic shown above with the order entry screen of the evaluation. Notice how the settings in the keyboard setup translate to the order entry screen.

To place an object on the keyboard, use the arrow keys to place the cursor in the square you wish to use. From this square you will enter the code for the object you are placing here. If you look at the bottom of the screen you will see four options: (C)ategory, (I)tem, (P)ayment, and (M)odifier. Most of the time you will only place categories and items on this screen. In the screen shot shown above two squares have been filled in with black. Please take a moment to look at the contents of these two squares. The following entry was made in the top left square: "C1". Notice there are no spaces in this entry. This means category 1 will appear in the top left square of the order entry screen. To the right of this square I have placed a menu item on the order entry screen. The following entry was made in this square: "I112". Notice again there are no spaces in this entry.

It is a good idea to place your categories together as shown in the graphic above. Then you may place your most commonly ordered items directly on the order entry screen. Once you have finished the keyboard setup for this terminal number, menu number, and page number press the "Esc" key and click the "Yes" button to save your settings.

If you are copying your keyboard, enter "C" in the "Terminal" field. You will then see the following prompts:

```
Terminal: C (1-99, (C)opy keyboard set-up)
Menu.....: (1-8)
Copy from Terminal: 1 To Terminal: 2
Copy from Menu: 3 To Menu: 3 (Enter=all)
Copy from Page: 1 To Page: 1
```

"Copy from Terminal:" - Enter the terminal number of the keyboard from which you are copying.

"To Terminal:" - Enter the terminal number to which you are copying. In the example shown above the keyboard setup for terminal 1 is being copied to terminal 2. If you are copying the keyboard setup from a different menu on the same terminal, you may enter the same number as you entered in the "Copy from Terminal" field. In the example shown below you would be copying the keyboard setup for menu 1 on terminal 1 to menu 2 on terminal 1:

```
Terminal: C (1-99, (C)opy keyboard set-up)
Menu.....: (1-8)
Copy from Terminal: 1 To Terminal: 1
Copy from Menu: 1 To Menu: 2 (Enter=all)
Copy from Page: 1 To Page: 1
```

"Copy from Page to Page" - Enter the page number you are copying from and copying to. You will be using either page 1 or 2 but it's a good idea to use only page 1 if you can. It would save your servers from having to switch back and forth between pages.

Setting Up the Receipt Printers

Installing printers in the Execu/Touch system is a two-step process. The first step is installing the printer in the Windows operating system and the second step is installing the printer in the Execu/Touch system. First you will see a screen shot of the Printer Setup screen along with an explanation of each column. Then you will see step-by-step instructions for setting up your printers. To set up your printers, select option number 14 in the POS Administrator Menu. Once you are in the Printer Setup screen, you will see the following prompts:

Unit (1-24)	Description	Feed/#ct	Sort Kit	Cut?	Type	Device	Alt Unit	Re-direct
1	P1	C	Y	Y	E	\$\$RECEIPT	0	0
2	P2	N	Y	Y	N	NUL	0	0
3	P3	N	Y	Y	N	NUL	0	0
4	P4	N	Y	Y	N	NUL	0	0
5	P5	N	Y	Y	N	NUL	0	0
6	P6	N	Y	Y	N	NUL	0	0
7	P7	N	Y	Y	N	NUL	0	0
8	P8	N	Y	Y	N	NUL	0	0
9	KIT1	N	X	Y	E	\$\$KITCHEN	0	0
10	K2	N	Y	Y	N	NUL	0	0
11	K3	N	Y	Y	N	NUL	0	0
12	AIN		Y	Y		NUL	0	0
13			Y	Y			0	0
14			Y	Y			0	0
15			Y	Y			0	0
16			Y	Y			0	0

"Unit" - This defines the unit number for the printer on this row. In the graphic shown above the receipt printer is unit 01 and the kitchen printer is unit 09.

"Descr" - You may enter a description for this printer. This field is strictly user-defined and has no effect on the printer. You may retain the description that is in the evaluation.

"Feed #ch" - Enter a number and this printer will print that many copies of the guest checks. For example, if you enter a 2 it will print 2 copies of the guest check. This may be used for printers that do not have 2 or 3 ply paper. Enter "C" if this is a receipt printer and the receipts printed on this printer will be cut if the printer has an auto-cutter. Enter "N" if you only need one copy of the guest check to print. Enter "Y" if you are installing a report printer.

"Sort Kit" - This field only applies to remote printers (kitchen, bar, etc.) and it defines how items are sorted when they are printed to these printers. Enter "Y" to group like items together (if they do not have different modifiers), and sort by kitchen department and by item code. Enter "N" to only sort by departments, and not group like items together. Or enter "X" for no sorting at all. With an "X", items will print out in the same order they were entered. In most cases, you will use "Y" or "N" in the kitchen and "X" for the expeditor printer.

"Cut?" - This field only applies to remote printers as well. Enter "Y" and printers with auto-cutters will cut your tickets between kitchen departments and between orders. It will not cut the ticket all the way, but it will be easier to separate your orders. Enter "N" and the remote printer will not cut the tickets between kitchen departments.

"Type" - Enter the code that corresponds to the printer type you are using. Type in a "?" and press the ENTER key in this field to look up the available printer types.

"Device Name" - This is a very important field. Enter the name (in capital letters) for this printer. There are special codes that may be entered in this field and they will be discussed a couple pages from now.

"Alt Unit" - This field is only used for remote printers. Enter the printer that will take over if this printer stops working.

"Re-Direct" - If you would like to temporarily redirect print jobs from this printer, enter the printer number to which you would like the print jobs sent.

Once all of your printers have been installed, click on the "OK" button at the bottom of the screen to save these settings. Or press the "Cancel" button at the bottom, the "Exit" button at the top left, or the "Esc" key to exit without saving your changes.

Usually, the receipt printers are installed on LPT1 (the standard printer port) on the computer that will be using that printer. To set up a receipt printer, you must first install this printer in Windows. We do not use the manufacturer's printer drivers, so follow these steps to install a parallel receipt printer in Windows:

- Click on Start, Settings, Printers
- Double-click on "Add Printer"
- Select "Local Printer" and click "Next"
- Select "LPT1" or the other port on which this printer is installed. Most of the time it will be LPT1.
- You should see a list of printer brands on the left side of the window. Scroll down and click on "Generic". This should show "Text Only" on the right side of the window. Click "Next"
- Do not make this your Windows default printer and click "Next"
- Answer "Yes" to print a test page and make sure it prints. If it prints, close the Windows printer box.

Now you are ready to install your printers in the Execu/Touch system by following these steps:

- Start the Execu/Touch software and select "POS Administrator"
- Enter the Administrator ID and password (By default, these are both the number "1")
- Select "Printer Setup"
- Find the device number you wish to work with (Usually receipt printers are installed as unit number 1)
- In the "Device Name" column, enter your printer name with "\$\$" at the beginning. For example, you would enter "\$\$RECEIPT" for the receipt printer and then press the "Enter" key. This will display a Windows printer selection box and you will select the appropriate receipt printer from the list of available Windows printers. Press the "OK" button until you return to the Execu/Touch Printer Setup screen when you have selected the appropriate printer.
- Click on the "OK" button at the bottom of the screen to save these settings.
- Go back to the POS Administrator Menu and select "Terminal Records"
- Type in the terminal number you are installing and press "Enter"
- In the field named "Printer", enter the number for the receipt printer you just installed (usually 01).
- Click on the "OK" button at the bottom of the screen to save these settings.
- You will have to repeat these steps at each of the other terminals that will print to a receipt printer. Go to the POS Administrator Menu, Printer Setup, and press "Enter" when the cursor is over the "\$\$RECEIPT" name. This will bring up the Windows printer selection box again so you may define the receipt printer for this terminal.

Setting Up Remote (Bar, Kitchen) Printers

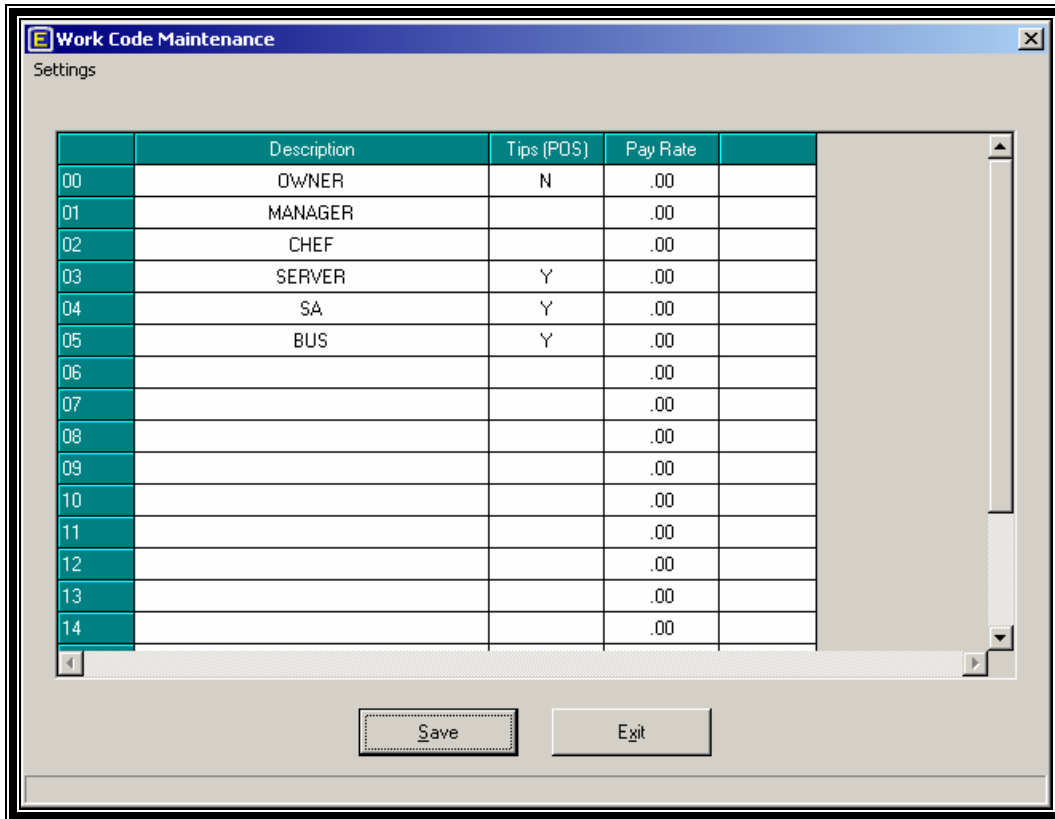
To install your remote order printers, follow these steps:

- Click on Start, Settings, Printers
- Double-click on "Add Printer"
- Select "Network Printer" and click "Next"
- Click on "Browse" to find this printer in Windows and click "Next"
- Once the kitchen printer is installed, print a Windows test page to make sure this computer can print to this printer.
- Start the Execu/Touch software and from the Master Menu select "POS Administrator"
- Enter the Administrator ID and password (By default, these are both the number "1")
- Select "Printer Setup"
- In the "Device Name" column, enter your printer name with "\$\$" at the beginning. For example, you would enter "\$\$KITCHEN" for the kitchen printer and then press the "Enter" key. This will display a Windows printer selection box and you will select the kitchen printer from the list of available Windows printers. Press the "OK" button until you return to the Execu/Touch Printer Setup screen when you have selected the appropriate printer.
- Click on the "OK" button at the bottom of the screen to save these settings. This will define the kitchen printer for the terminal you are working at.
- You will have to repeat these steps at each of the other terminals that will print to this kitchen printer. Go to the POS Administrator Menu, Printer Setup, and press "Enter" when the cursor is over the "\$\$KITCHEN" name. This will bring up the Windows printer selection box again so you may define the kitchen printer from this terminal.

This method works for all printing (Receipt, Bar, Kitchen, etc) and you may use any device name as long as it is preceded by "\$\$" (\$\$KITCHEN, \$\$HOT, \$\$BAR).

Employee Work Codes

Employee work codes are used to determine how people clock in and what pay rate they will receive. To set up your work codes, select option number 10 in the POS Administrator Menu. Once you are in the Work Code set up screen, you will see the following prompts:



The screenshot shows a window titled "Work Code Maintenance" with a "Settings" tab. It contains a table with the following data:

	Description	Tips (POS)	Pay Rate	
00	OWNER	N	.00	
01	MANAGER		.00	
02	CHEF		.00	
03	SERVER	Y	.00	
04	SA	Y	.00	
05	BUS	Y	.00	
06			.00	
07			.00	
08			.00	
09			.00	
10			.00	
11			.00	
12			.00	
13			.00	
14			.00	

At the bottom of the window, there are two buttons: "Save" and "Exit".

"Description" - Enter the description for this work code.

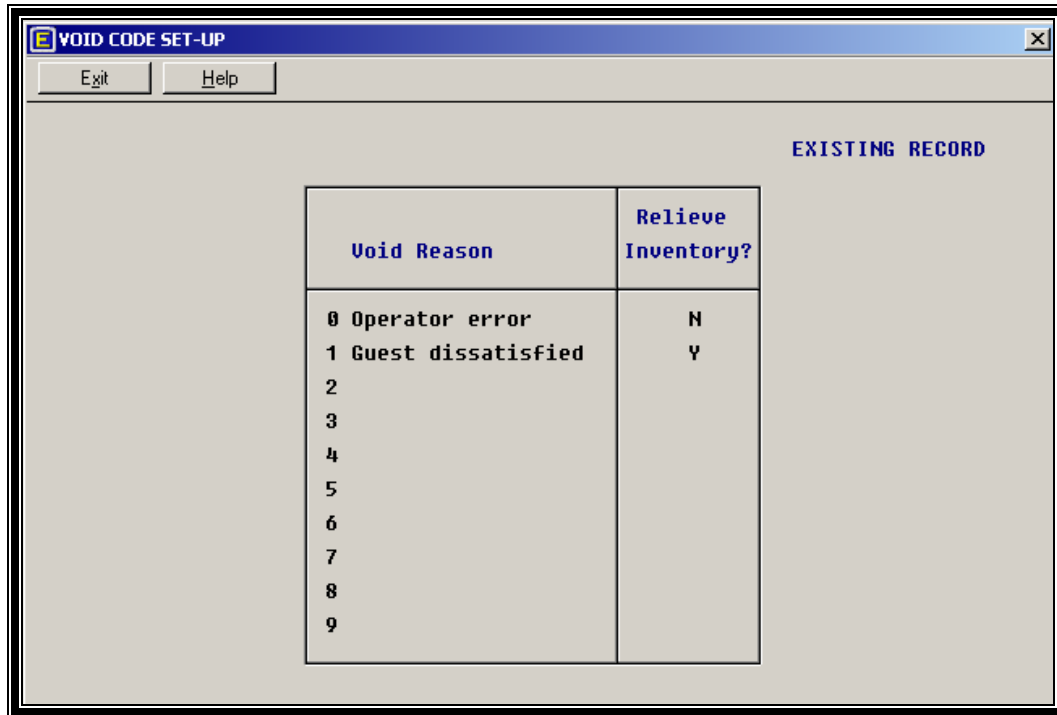
"Tips (POS)" - Enter "Y" if this work code may accept gratuity. Enter "N" if they cannot accept gratuity.

"Pay Rate" - Enter the default pay rate for this work code.

Once you have entered all of your pay rates, press the "Save" button at the bottom of the screen to save these settings. You may also press the "Exit" button at the bottom, or the "ESC" key to exit this screen without saving your changes.

Void Codes

Void codes are used to track the reasons items or checks are voided. To perform a void, an employee must be given permission in their employee record. To set up your void codes, select option number 11 in the POS Administrator Menu. Once you are in the Void Code set up screen, you will see the following prompts:



The screenshot shows a window titled "VOID CODE SET-UP" with "Exit" and "Help" buttons. The main area is labeled "EXISTING RECORD" and contains a table with two columns: "Void Reason" and "Relieve Inventory?".

Void Reason	Relieve Inventory?
0 Operator error	N
1 Guest dissatisfied	Y
2	
3	
4	
5	
6	
7	
8	
9	

"Void Reason" - enter the void reasons you wish to track.

"Relieve Inventory?" - Enter "Y" if you would like inventory to be affected when this void code is used. Enter "N" if you do not want this void code to affect your inventory.

Note: the "Delete" button on the Order Entry screen uses void code zero so make sure you always answer "N" in the "Relieve Inventory" field for void code zero.

Enter down to the bottom of the screen, enter "Y" and press the "Enter" key to save these void codes. Click on the "Exit" button at the top left, or press the "ESC" key to exit without saving.

Discount Records

Discount codes are used to define the reasons for discounts that are taken. To set up your discount codes, select option number 4 in the POS Administrator Menu. Once you are in the Discount Records screen, you will see the following prompts:

The screenshot shows a window titled "DISCOUNT CODE SET-UP" with a close button (X) in the top right corner. Below the title bar are "Exit" and "Help" buttons. The main area is titled "EXISTING DISCOUNT" and contains the following fields:

- Discount Code: 1
- 1. Description: Employee Disc
- 2. Discount type: E
- 3. Employee type allowed: V
- 4. (P)ercent or (A)mount: P
- 5. Default % or amount: 10.00
- 6. Discount by (C)heck or (I)tem: I
- 7. Discount sales tax?: N
- 8. HOTEL/GL revenue code: [empty]
- 9. Assigned Employee: [empty]
- 10. Gen Ledger Account-Credit: [empty]
- 11. Gen Ledger Account-Debit: [empty]
- 12. Gen Ledger Journal Code: [empty]

At the bottom of the window are "Yes", "Cancel", and "Delete" buttons.

"Description" - Enter the name of this discount type.

"Discount type" - Enter the one-character discount type.

"Employee type allowed" - Enter the lowest type of employee that may select this discount. Enter "S" for servers and above, "C" for cashiers and above, "V" for supervisors and above, or "A" for administrator.

"(P)ercent or (A)mount" - Enter "P" if this is a percentage discount. Enter "A" if this is a dollar amount discount.

“Default % or amount” - If this is a fixed percentage or fixed dollar amount discount, enter that number in this field. If you would like the employee to enter a percentage or dollar amount at the time the discount is taken, leave this field blank.

“Discount by (C)heck or (I)tem” - Enter “C” if the whole check will receive this discount. Enter “I” if your employees must select the individual items that will receive this discount.

“Discount sales tax?” - Enter “Y” if you would like to charge sales tax on the amount after the discount is taken. Enter “N” if you would like to charge sales tax on the amount prior to the discount.

“HOTEL/GL revenue code” - This field should be left blank unless you are using our HOTEL or GL modules. If you are using either of those modules, enter the corresponding HOTEL or GL code for this discount.

“Assigned Employee” - Enter the employee number for the only employee that is permitted to take this discount. For example, you may not want every administrator to take this discount so you would enter the employee number for the one administrator that may take this discount.

“Gen Ledger Account-Debit/Credit” - This field should be left blank unless you are using our General Ledger module. Enter the debit/credit account code so this discount may interface with your General Ledger.

“Gen Ledger Journal Code” - This field should be left blank unless you are using our General Ledger module. Enter the journal code so this discount may interface with your General Ledger.

Once you have entered all of the information for this discount record, press the “Yes” button at the bottom of the screen to save these settings. To delete this discount record, press the “Delete” button at the bottom of the screen. You may also press the “Exit” button in the top left, the “Cancel” button at the bottom, or the “ESC” key to exit this screen without saving your changes.

Table Setup

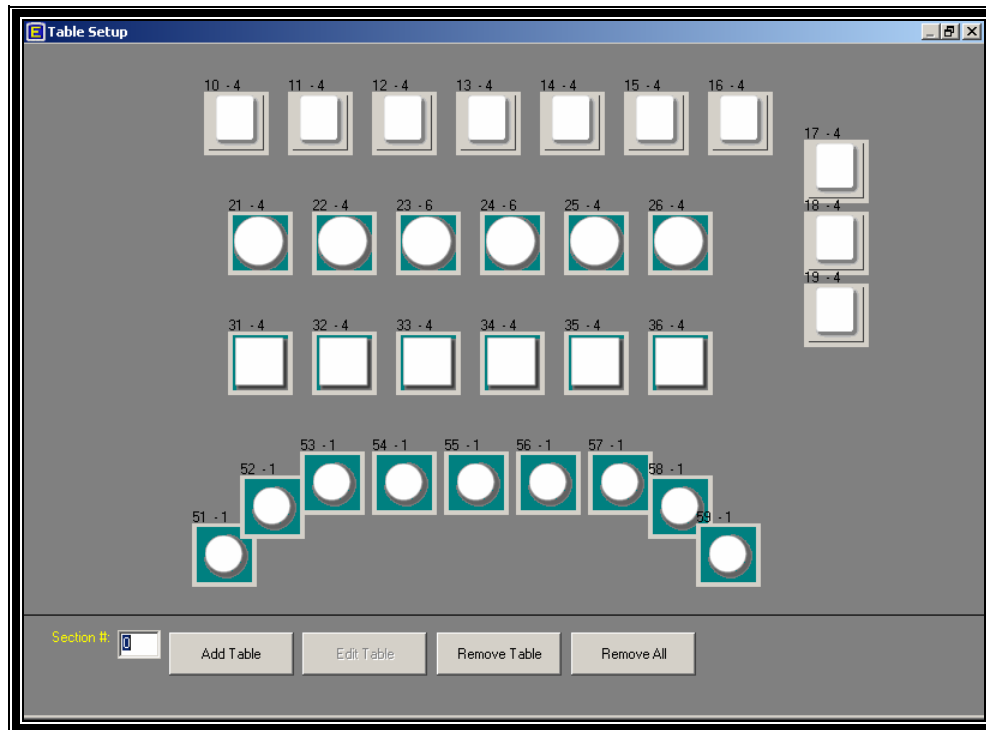
You may set up the on-screen tables to reflect the table layout in your restaurant. To set up your tables, select option number 12 in the POS Administrator Menu. Once you are in the table set up screen, you will see the following screen:



“Set up tables” - Select this option to create a new table section.

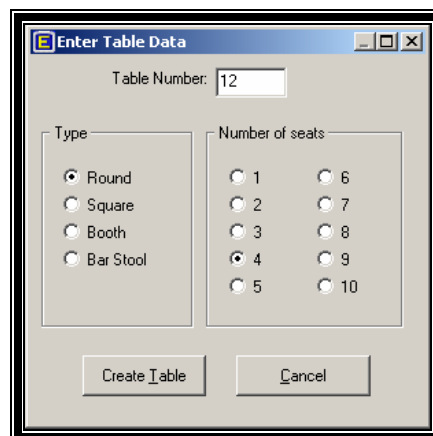
“Edit table section” - Select this option to edit an existing table section.

“Exit” - Select this option to exit this screen and return to the POS Administrator menu.



The screenshot above shows the table layout for section 0. You may edit another section by typing in that section number in the bottom left. This is a “drag and drop” screen which means you drag the tables across the screen to place them in the proper location. Above each table you will see the table number followed by the number of seats at that table. On this screen you will see the following options:

“Add Table” - Select this option to add a new table to this section. If you select this button you will see the following screen:



Enter the table number, select the table type, select the number of seats, and click on the “Create Table” button to create this table. Click on the “Cancel” button to exit this screen and return to the Table Setup screen.

“Remove Table” - Select this option to remove a table from this section. When prompted, enter the table number you wish to remove.



“Remove All” - Select this option to remove every table from this section.

Once you have finished editing your table sections you may press the “ESC” key to exit this screen and return to the POS Administrator menu.

Purging Sales Data (New Sites)

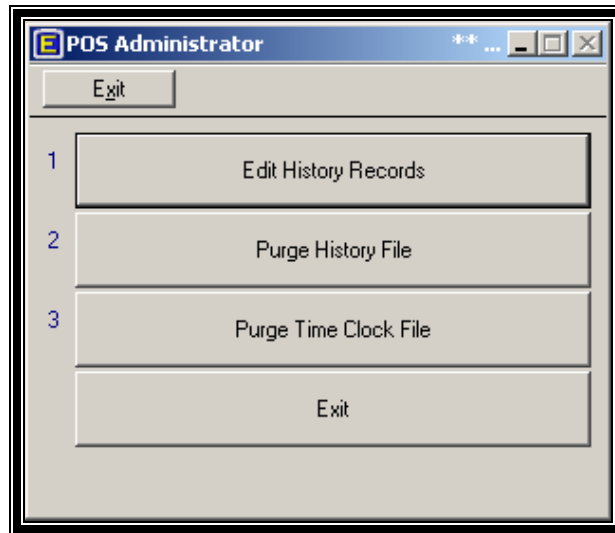
If you are a new site, and you would like to purge all of your practice sales history follow these steps. This should only be done at the computer that actually has the Execu/Touch software installed. Not one of the workstations. It is a good idea to copy all of the files in this directory before you delete anything. That way you can restore them if you have problems.

- Run the end of day procedure in the Supervisor Menu. (This needs to be done every night anyway, to start the next day's sales) Once it is finished it will print a message saying that the end of day has finished.
- Exit the Execu/Touch software and return to Windows.
- Click on Start, Programs, Windows Explorer.
- On the left side you will see a list of your disk drives. Locate your hard drive (Usually labeled "C:").
- To expand or collapse the list of the directories within the C drive, click on the little plus or minus sign to the left of the drive name. You want the list to be expanded to show the folders with the names of the directories.
- Locate the directory in which the Execu/Touch software is stored. It is usually found in Program Files\Executouch so look there first. Click once on the plus sign to the left of the words "Program Files" and it will show all of the directories it contains. If there is a directory called "Executouch" click on the word "Executouch" one time and it will show a list of all the files contained in that directory on the right side of your screen.
- Directly above the file names on the right side of the screen you should see the words "Name", "Size", "Type", etc. Click on the word "Type" one time and it will sort the files by their file type. The file types will now be listed alphabetically.
- Scroll down until you see some files that have the file type "FBK". There may be only one. Click on the file name one time so that it is highlighted. Once it is highlighted, press your "Delete" key and send this file to the recycle bin.
- Once you have deleted all of the files with the "FBK" file type, scroll down and delete all the files with the file type of "FIN" using the same procedure as described in the previous step.
- Once you have deleted all of the "FIN" files, scroll up to the "FIL" files, but do not delete any of them yet. You will not be deleting all of these files.
- Delete ONLY the files called "GAPOHIST.FIL", "GAPOINVC.FIL" (if it exists), and "GAPOTCD.FIL" (if it exists). If you accidentally delete files other than these it will cause serious problems within the software.
- Once those files are deleted, your history should now be purged. Start the Execu/Touch software and go to the Supervisor Menu. Print a Period-to-Date report and make sure it shows nothing but zeros. If it still shows data, go back to Windows Explorer because all of the files were not deleted. If it shows no data, the system is ready to start keeping your real data.

For training purposes, create an employee with an employee code in the 900's and none of their transactions will be saved. This will prevent erroneous orders from being created by people that are just practicing or learning the system.

Edit/Purge History Records (Existing Sites)

If you are an existing site, and you would like to erase any or all of the sales data or timekeeping in Execu/Touch you may do so by selecting option 16 from the POS Administrator menu.



"Edit History Records" - Select this option to edit any of your historical data.

"Purge History File" - Select this option to purge your data as of a specific date.

"Purge Time Clock File" - Select this option to purge your time clock data as of a specific date.

Edit History Records

```
Type.....:      (D)epartment revenue, (T)ax, (E)mployee,  
                (I)tem, (P)ayment, disc(O)unt  
  
Shift.....:      (1-5)  
  
Date.....:      (MMDDYY)
```

“*Type*” - Enter the type of record you wish to edit. Your options are (D)epartment revenue, (T)ax, (E)mployee, (I)tem, (P)ayment, or disc(O)unt. When you select the type you will be asked which specific code you are editing, and the new amount you wish to record.

“*Shift*” - Enter the shift you are editing.

“*Date*” - Enter the date (MMDDYY) you are editing.

Purge History Records/Purge Time Clock Detail

```
Enter purge 'as of' date.....:      (MMDDYY)  
  
(All records on or before this date will be deleted.)  
  
Continue?.....:      (Y)es, (N)o
```

“*Enter purge 'as of' date*” - Enter the date (MMDDYY) of your purge. Please note that all data ON or BEFORE this date will be gone.

“*Continue?*” - Enter “Y” to proceed with the purge. Enter “N” to cancel the purge.

Clearing Out the Evaluation Data

Once you have gone through this guide while studying the evaluation data you are ready to enter your own menu. If you would like to erase any or all of the data in the evaluation you may do so by following these steps:

- In the new menu structure, click on File, Special, Run program by name. In the older menu structure, go to the Master Menu, type in the number "88", and press the Enter key
- The program name is "GAPOCOPY" (in all capital letters)
- Select any printer (this program does not print anything)
- Select the option "Delete Selected Records"
- Enter the store number of "01"
- Enter the record type to delete (Note: if you just hit the Enter key here it will delete all of your records including your employees so you will have no way to login to the software. In most cases you will not want to delete your passwords or employees). Below is a list of record types. Take special care not to delete your employees or you will not be able to login to the Execu/Touch system.

**V = ITEMS, E = EMPLOYEES, X = PASSWORDS,
M = MODIFIERS, G = CATEGORIES, D = DEPARTMENTS, B = TABLES**

Order Entry Screens Defined

Login Screen

Once your employees and menus are set up you are ready to begin entering orders. At the Master Menu click on “Point of Sale”. The next screen is the on-screen keyboard used to log in to Execu/Touch.

ExecuTouch

Enter your log-in password
(Enter the number '1' during the evaluation)

1	2	3	4	5	6	7	8	9	0	
Q	W	E	R	T	Y	U	I	O	P	
A	S	D	F	G	H	J	K	L	-	
Z	X	C	V	B	N	M	,	.	/	
Exit	Clear								Ok	

** EVALUATION ** Terminal: 01 Location: C:\Program Files\ExecuTouch

On this screen you may type in your password followed by the “OK” button or you may swipe your login card. In the evaluation software all of the user ID’s and passwords are the number 1. You may press “Exit” to exit this screen and “Clear” to clear everything you have typed on this screen.

Table Selection Screen

Once you have logged in you will see the table selection screen for the default table section at your terminal. Note: If you are operating in Fast Food mode or if you are a “Quick Key” employee you will not see this screen.

You will notice the tables are different colors. If a table is white, there is no open check for that table. If the table is yellow, there is an open check for that table. You will also see the number of seats at each table as well as the number of minutes each check has been open.

To continue with your order, touch the table for which you are ordering. If your table does not appear on this screen you may select a different table section or touch the “No Table” button to bring up the manual table entry menu.

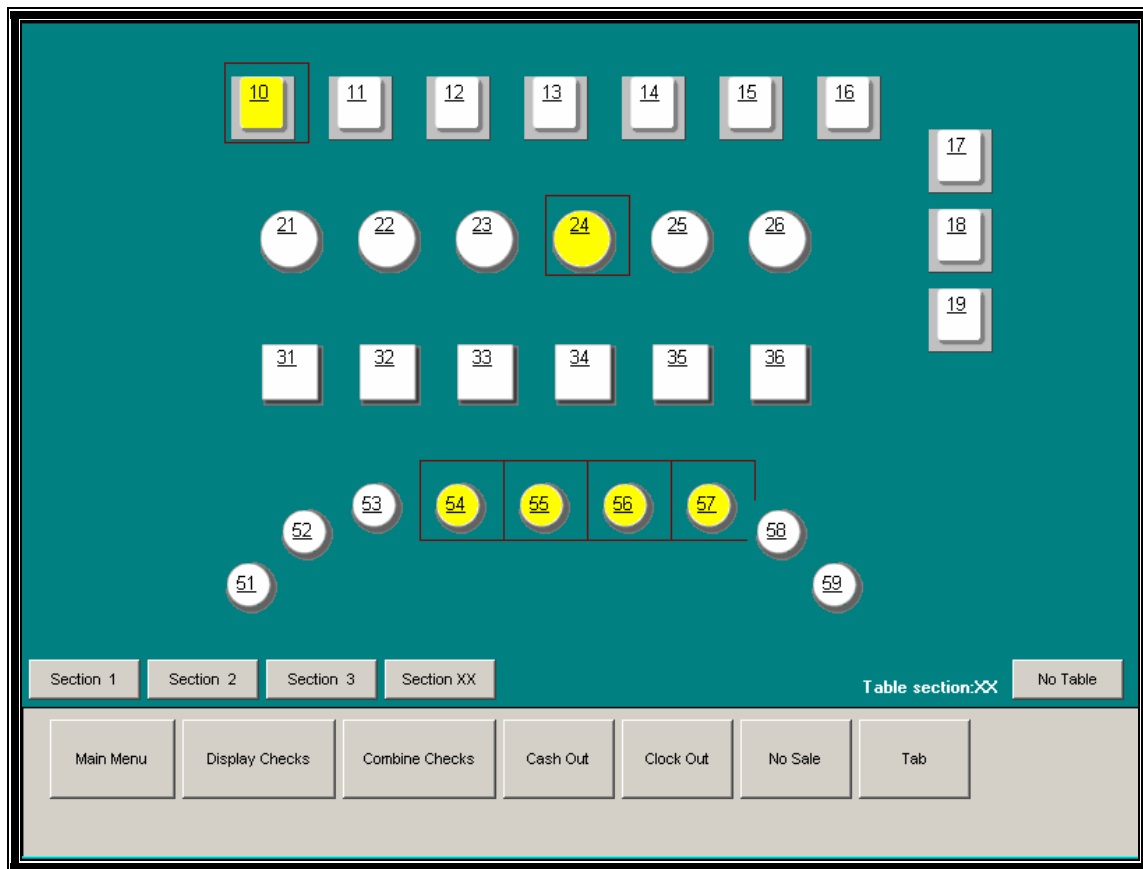
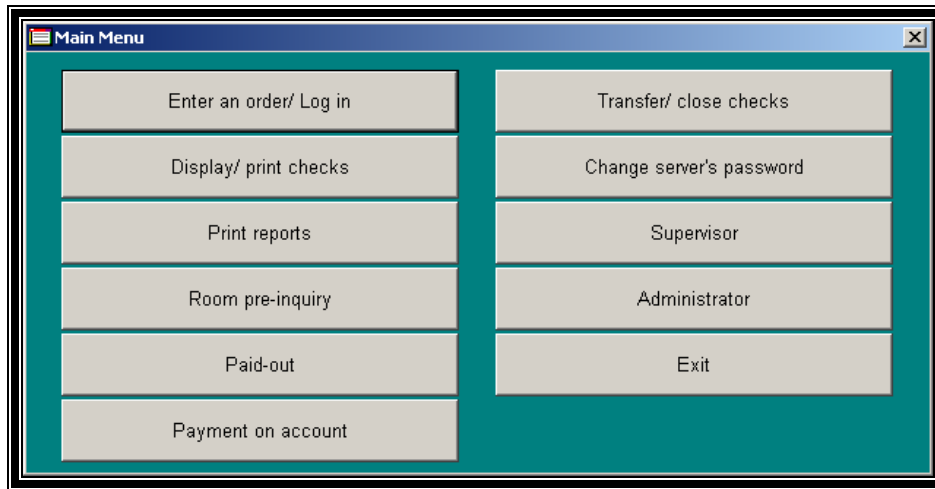


Table Selection Screen - Main Menu



“Enter an order/Log in” - Select this option to return to the login screen.

“Display/print checks” - Select this option to display or print open or closed checks.

“Print reports” - Select this option to proceed to the Supervisor Menu

“Room pre-inquiry” - Select this option to check the available credit for a hotel guest.

“Paid-out” - Select this option to perform a paid out.

“Payment on account” - Select this option to make a payment on an Accounts Receivable account.

“Transfer/close checks” - Select this option to transfer checks to another employee or to close all of an employee’s checks to cash at once.

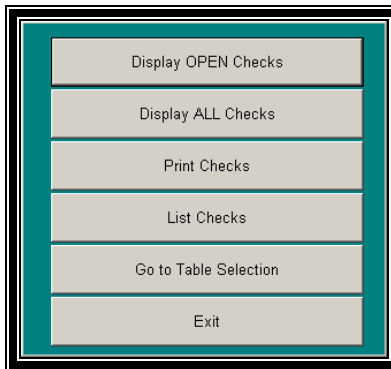
“Change server’s password” - Select this option to change a server’s password. It will prompt you for the old password and then prompt for the new password.

“Supervisor” - Select this option to proceed to the Supervisor Menu.

“Administrator” - Select this option to proceed to the Administrator Menu.

“Exit” - Select this option to exit this menu.

Display/Print Checks



“*Display OPEN Checks*” - Select this option to display all open checks for a particular cashier or all cashiers.

A table with the following columns: CHECK, TABL, SERV, AMOUNT, and Minutes open. The first row is highlighted in yellow. Below the table are three buttons: Previous, Next, and Cancel.

CHECK	TABL	SERV	AMOUNT	Minutes open
25161	34	001	26.70	16
25162	33	001	34.81	13
25163	24	001	28.20	13
25164	10	001	27.46	12
25165	54	001	30.24	8

This screen shows the check number, table number, server number, dollar amount, and amount of time each check has been open. Once a check has been open longer than 15 minutes it will be highlighted in yellow. To select a check, simply touch that row.

“*Display ALL Checks*” - Select this option to display open and closed checks for a particular cashier or all cashiers.

“*Print Checks*” - Select this option to print checks for a particular cashier or all cashiers. It will prompt you for a table number and check number.

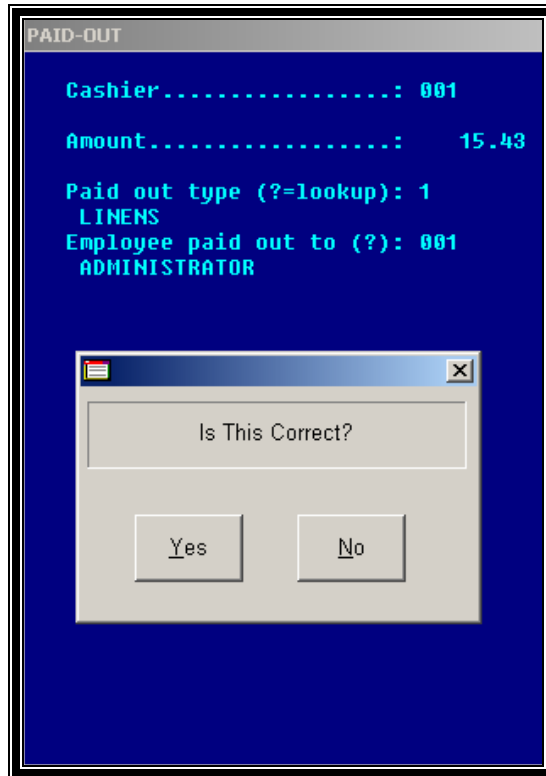
“*List Checks*” - This option is no longer used and will soon be removed from Execu/Touch.

“*Go to Table Selection*” - Select this option to return to the table selection screen.

“*Exit*” - Select this option to exit this menu.

Paid Outs

A paid out is used to track money that is taken from the drawer to pay for something on behalf of the company. For example, there may be a linen service that provides clean napkins and they are paid from the money in the drawer.



“Enter Cashier ID” - Enter the employee number for the cashier from whom you are taking this money and touch the “OK” button.

“Paid Out Amount” - Enter the amount of money being paid out followed by the “OK” button. For “15.43” you would enter “1543” followed by the “OK” button.

“Paid Out Type” - Enter the type of paid out or touch the “Lookup” button to look up the available types. If this is a tip paid out touch the “Tip pd-out” button. Paid out types are created in the POS Administrator, Payment Records screen.

“Server ID to Pay” - This only applies to tips paid out. Enter the employee number for the server receiving this paid out and touch the “OK” button. You may touch the “Look Up” button to look up the available employees.

“Is This Correct?” - Touch the “Yes” button if the information shown above is correct. Touch the “No” button if it is not correct.

Combine Checks

“*Check No. or Table No.*” - Enter the first check number or table number you would like to combine and touch the “OK” button. Or touch the “ServrsChcks” button to display all of your open checks.

COMBINE CHECKS					
					001
0-9, (N)ext page:					
CHECKNO	TABLE	AMOUNT	CHECKNO	AMOUNT	TABLE/NAME
0025162	33	34.81	0 0025163	28.20	24
			1 0025165	30.24	54
			2 0025166	54.15	10
CHECKS COMBINED					

Enter 0 to 9

7	8	9
4	5	6
1	2	3
Clear	0	Ok
Exit	Next Page	

Each check number will have a sequence number (0-9). On the keypad on the right side of the screen, enter the sequence number for the first check and touch the “OK” button. Repeat this step until you have entered all of the check numbers you wish to combine. When you have entered every check, touch the “Done” button.

Tabs

To create a tab, enter the items that will appear on this tab and touch the “Tab” button at the top left of the order entry screen. You will be prompted to enter a name for this tab. If you are using the Credit Card processing module you may swipe the guest’s credit card when you are prompted to enter his name. This will pre-authorize the card and enter his name automatically.

Guest Name. (or OK to swipe CCard)									
1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	-
Z	X	C	V	B	N	M	,	.	/
Exit	Clear							Ok	

To recall a tab, touch the “Tab” button at the bottom of the Table Selection screen. You will see a list of all open tabs.

NAME	AMOUNT	CHECK
BOB	3.41	25167
SAM	28.14	25168
TERESA	4.20	25169
TIM	46.94	25165

Delete Print Cancel

This screen works just like the check display screen. To access a tab, simply touch that row.

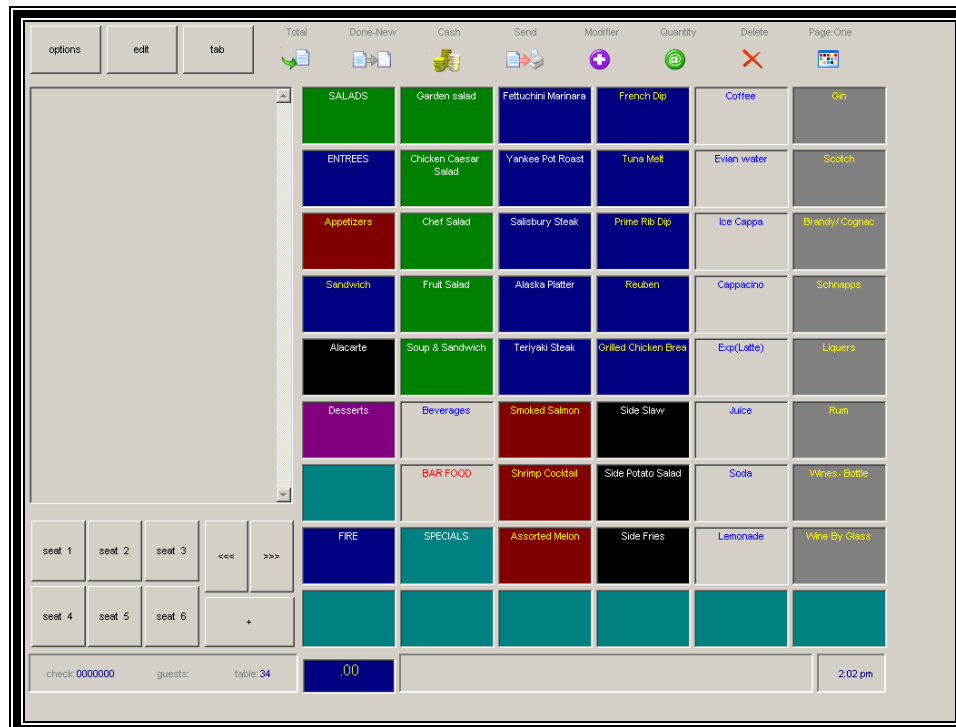
Enter No. of Guests

After selecting the appropriate table you may be asked to enter the number of guests on this check. This option is controlled in the Employee Record. Type in the number of guests and press the “OK” button to continue.

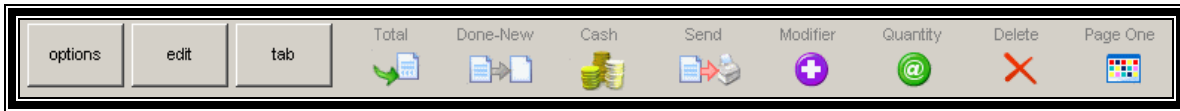


Item Entry Screen

After you enter the number of guests you are ready to enter the items your guests have ordered.



Order Entry Toolbar



Above is the standard fine dining order entry toolbar. Across the top of this screen you will see the “Options”, “Edit”, and “Tab” buttons which are explained in more detail later on. You will also see the following buttons:

“*Total*” - This button takes you to the total screen where you may close out the order to various payment types, split the check, take discounts, and perform other tasks.

“*Done-New*” - This button saves the current check, sends any new items to the remote printers and takes you to the login screen in most cases. If your Employee Record has a “Y” in the “Login Method” field you will be taken back to the table selection screen or the order entry screen.

“*Cash*” - This button allows you to close the current check to cash without going to the total screen first. It is very useful for bartenders and cashiers that operate in a fast-paced environment.

“*Send*” - This button sends any items to remote printers if they have not already been sent. It leaves the check open so you may add more items.

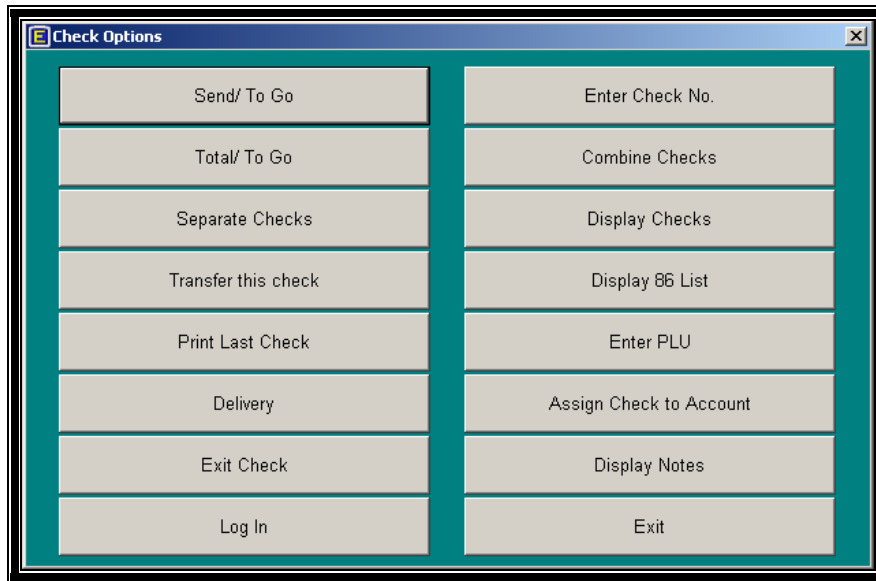
“*Modifier*” - This button shows the modifier screen for the item you selected. In some cases you want the modifiers to show up automatically but if you put an “N” in the “Auto Mod” window in the menu item setup you will use this Modifier button to show your modifiers.

“*Quantity*” - This button allows you to ring up a large quantity of items all at once. Do not use this button if you are going to split this check since quantity items are more difficult to split.

“*Delete*” - This button deletes the last item shown on the left side of the screen. Or you may highlight any item and press the Delete button to delete it. You may only delete items that have not been sent to a remote printer or saved on a check. To void those items you must have void permission.

“*Page One*” - This button goes to page two of this keyboard setup if you have created one. It also takes you back to the main order entry screen after you have gone inside an Item Category to select items.

Options Menu



“Send/To Go” - Select this option if this order is a to go order and you wish to send it to the kitchen. You will then be prompted to enter a name for this order. Use this option if you are not totaling the order at this time.

“Total/To Go” - Select this option if this order is a to go order and you wish to total the order now. You will then be prompted to enter a name for this order. Use this option if the customer is paying at the time of order.

“Separate Checks” - Select this option if you wish to create a new check for this table.

“Transfer this Check” - Select this option to transfer this check to another server or cashier.

“Print Last Check” - Select this option to print a copy of the last check that was closed.

“Delivery” - Select this option if this is a delivery order. You will then be prompted for the customer’s phone number and demographic information.

“Exit Check” - Select this option to exit this check and return to the login screen. This button only works if no items have been entered on the current check. If you have entered items you may only exit the check by closing or by selecting the “Done/New” option on the order entry screen.

“Log In” - Select this option to exit this check and return to the login screen. This button only works if no items have been entered on the current check. If you have entered items you may only exit the check by closing or by selecting the “Done/New” option on the order entry screen.

“Enter Check No” - Select this option to manually enter the check number you wish to view. This button only works on blank, new checks.

“Combine Checks” - Select this option to combine checks from different tables or the same table.

“Display Checks” - Select this option to display all open or closed checks for yourself or any other employee if you are a cashier or higher.

“Display 86 List” - Select this option to view the items on the 86 list as defined in the Menu Item setup in the POS Administrator Menu.

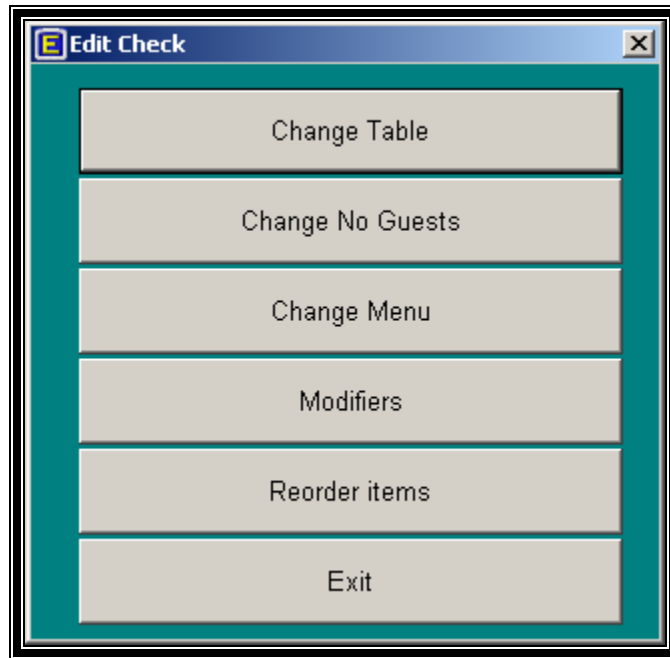
“Enter PLU” - Select this option to enter an item by PLU rather than through the touchscreen.

“Assign Check to Account” - Select this option to assign this check to an Accounts Receivable account.

“Display Notes” - Select this option to display any item notes that were created in the Menu Item Setup in the POS Administrator Menu.

“Exit” - Select this option to exit the “Options” menu. It will not exit the check, just the “Options” menu.

Edit Menu



“*Change Table*” - Select this option to transfer this check from one table to another.

“Change No. Guests” - Select this option to change the number of guests on this check.

“Change Menu” - Select this option to activate the alternate menu that you defined for this time period in the Terminal Record of the POS Administrator Menu.

“Modifiers” - Select this option to open the list of modifiers associated with this menu item.

“Reorder Items” - Select this option to reorder any item on this check.

“*Exit*” - Select this option to exit the “Edit” menu. It will not exit the check, just the “Edit” menu.

Tab Menu

Select this option to create a bar tab for an individual. You may enter his name or you may swipe his credit card to create a tab and preauthorize his credit card if you are using our credit card processing module.

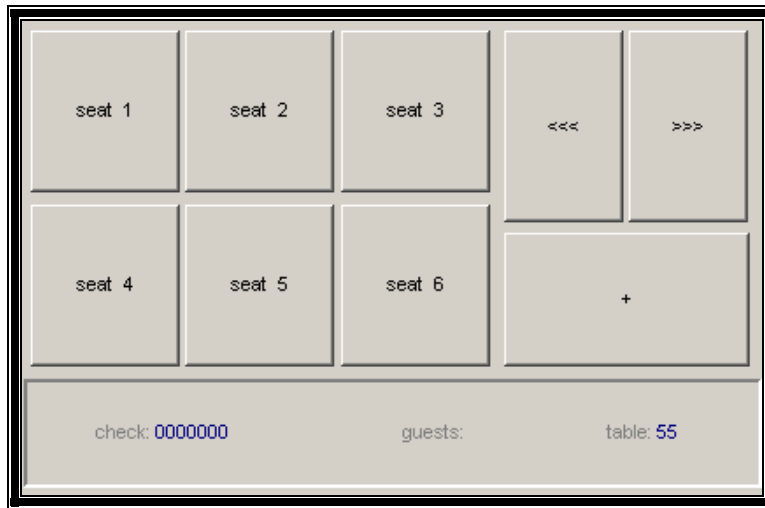
Order Entry Process

In fine dining mode, the check entry process usually follows these steps:

- Login
- Table selection
- Enter the number of guests
- Select the first seat number
- Enter the items and modifiers for that seat number
- Enter the seat numbers, items, and modifiers for every seat number at the table
- Send to the kitchen/bar printers
- Login
- Table selection
- Open the current check at that table
- Press the “Total” button
- Press the “Print Check” button and present the check to the guest
- Login
- Table selection
- Go to the Total screen
- Close the check to the appropriate payment type



In the following section, each of these steps will be explained in more detail.

Assigning Seat Numbers

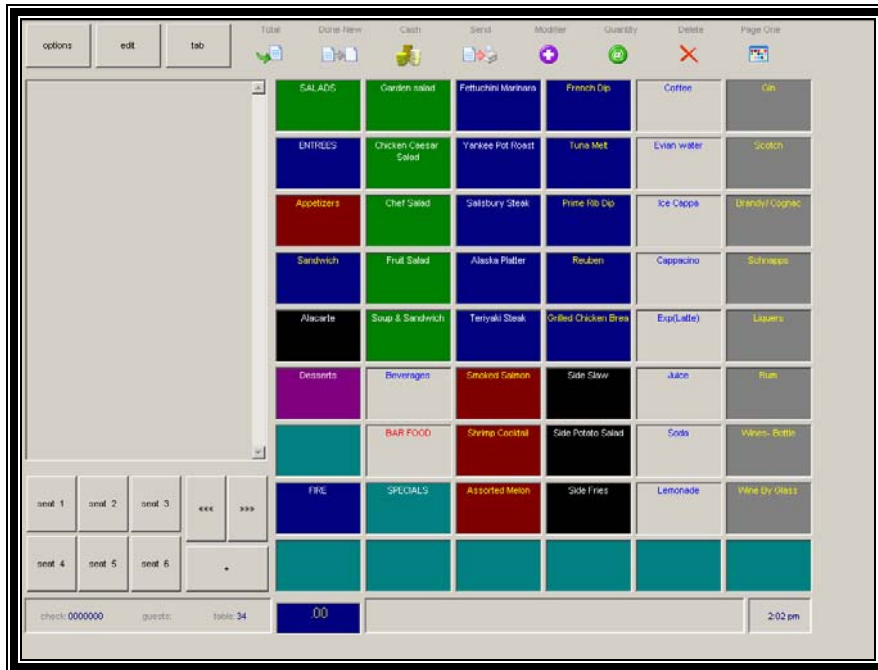


You may assign a seat number for every item you order. Touch the seat number for which you are ordering and then every item you touch will be assigned to that seat number. To change seat numbers, select the next seat number and begin ordering. If you wish to assign a seat number to an item you have already ordered you may touch that item on the check display so it is highlighted in blue and then select the appropriate seat number.

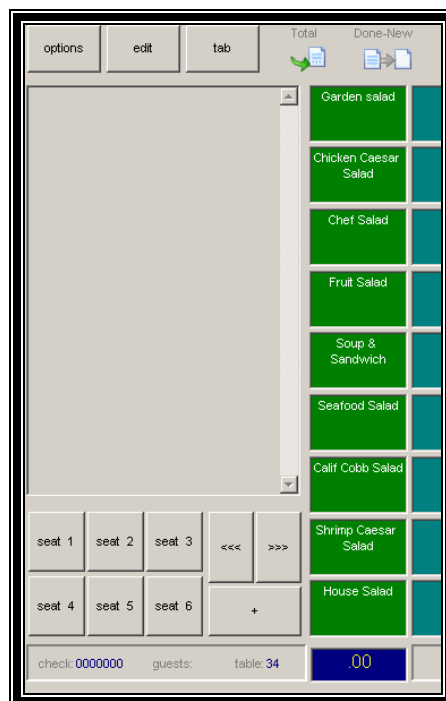


The  and  keys allow you to scroll forward and backward in seat numbers all the way up to seat number 90. The “+” button adds one to the last seat number you were using.

Item Entry

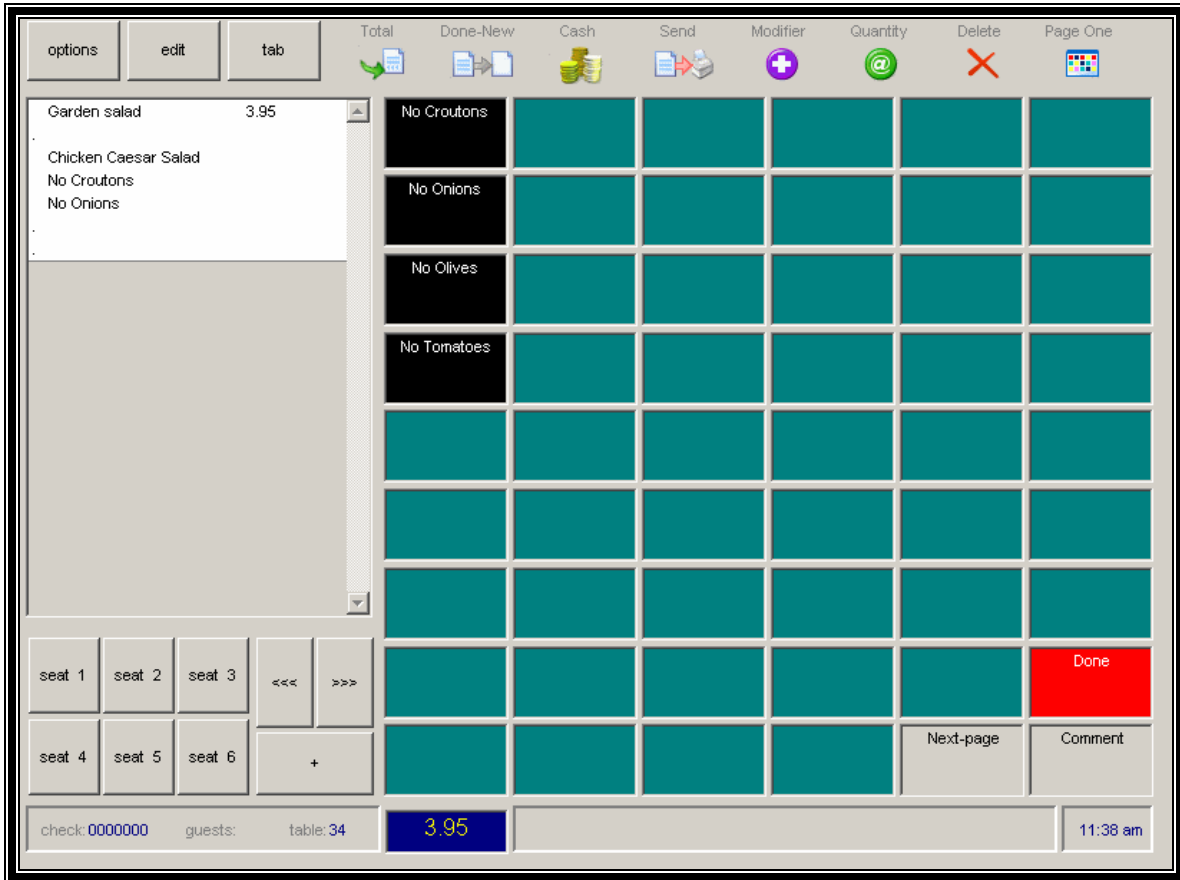


Once you have logged in, selected a table, and entered the number of guests it is time to order the items for your guests. On this screen you will see 54 order entry buttons that contain categories and menu items. To access a category, simply touch the corresponding button and you will see a screen with all of the menu items within that category. Touch the “SALADS” button and you will see the following screen:



Entering Modifiers

Once you select an item, you will see a screen with the modifiers associated with that item.



Select the appropriate modifiers by touching the corresponding buttons. As you select your modifiers they will appear on the left side of the screen, under the menu item. To remove a modifier from your order, touch that modifier button a second time.

Once you have selected all modifiers press the red “Done” button at the lower right of the screen. If you wish to see the next set of modifiers for this menu item press the “Next Page” button at the lower right. If you wish to enter a manual comment press the “Comment” button. You will then see the on-screen keyboard with which you may enter your comment.

As you enter items and modifiers they will appear on the left side of the order entry screen along with the corresponding seat number. At the bottom of the screen you will also see a running total (including tax) for the items you have entered.

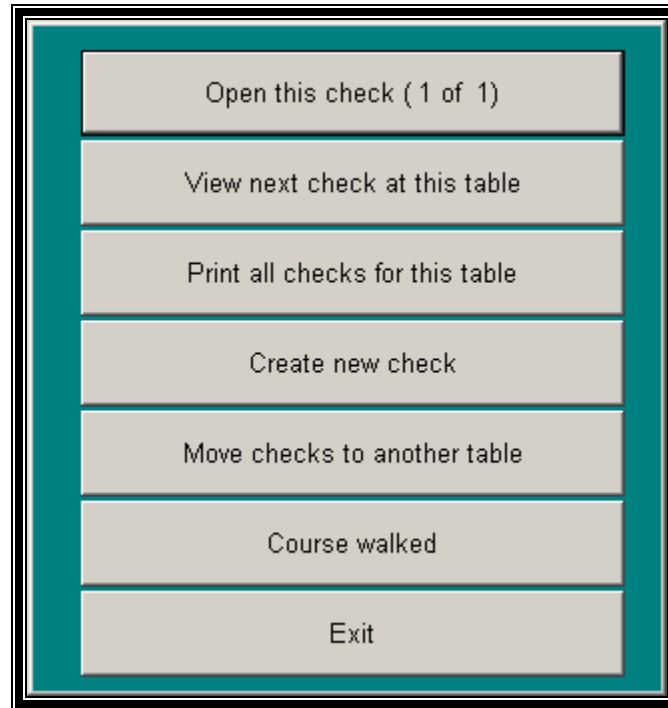
The screenshot displays a POS order entry interface. At the top, there are buttons for 'options', 'edit', and 'tab', along with 'Total' and 'Done-New' labels. The main area is a list of items with their prices and modifiers:

1 Garden salad	3.95
No Croutons	
No Olives	
1 Fettuchini Marinara	8.95
Extra Sauce	
1 Soda	1.25
2 Chicken Caesar Salad	6.95
No Onions	
No Croutons	
2 Smoked Salmon	8.95
2 Lemonade	1.25
3 Shrimp Cocktail	6.95
3 Salsbury Steak	7.95
See Server	
3 Soda	1.25

On the right side, there is a vertical menu with categories: SALADS (green), ENTREES (blue), Appetizers (red), Sandwich (blue), Alacarte (black), Desserts (purple), FIRE (blue), and a total of 49.82 (blue). At the bottom, there is a seat grid with buttons for seat 1 through seat 6, navigation arrows, and a plus sign. The bottom status bar shows 'check: 0000000', 'guests:', and 'table: 34'.

Once you have entered all of your items you may press the “Send” button to send these items to the remote printer(s) and leave this check open. Or you may press the “Done-New” button to send these items to the remote printer(s) and return to the login screen.

To reopen this check, click on the icon for table 34 and you will see the following menu:



“Open this check (1 of 1)” - Touch this button to open the current check. If there are multiple checks at this table you will see that number in parenthesis.

“View next check at this table” - Touch this button to scroll through all the open checks at this table.

“Print all checks for this table” - Touch this button to print all the checks for this table so you may present them to the guests.

“Create new check” - Touch this button to create a new check for this table

“Move checks to another table” - Touch this button to change the table number associated with these checks.

“Course walked” (Table Management only) - Touch this button after you present the next course to the table and it will change the table color.

“Exit” - Touch this button to exit this menu.

Total Screen



On the top left of this screen you will see details about the current check including the subtotal, discounted amount, tax, and tip. At the bottom of the screen you will see buttons for the various payment types you accept as well as function buttons for this check. To close a check, touch the button that corresponds to the payment type for this customer. If this employee has an “N” or “O” in the “Default Quick Key” field of their employee record they will see the following menu:

Amount to Pay

The image shows a screenshot of a mobile application screen titled "Amount to pay-CASH". The screen features a numeric keypad with the following layout:

7	8	9
4	5	6
1	2	3
Clear	0	Ok
Exit	00	CREDIT

Enter the amount of this check that this customer is paying with the current payment code. For example, if the check total is \$23.50 and the customer would like to pay \$10 in cash and the rest on a credit card you would touch the cash button and enter “1000” on the “Amount to pay - CASH” menu. If the customer is paying the entire check with this payment type, touch the “OK” button.

Many people confuse this screen with the “Amount Tendered” screen so be sure to read the top of the menu to see what it is asking.

Amount Tendered

Amount Tendered		
7	8	9
4	5	6
1	2	3
Clear	0	Ok
Exit	00	Next \$
\$ 5	\$ 10	\$ 20

If you are closing a check to cash, you will be asked to enter the amount tendered. If the customer is paying with exact change you may just touch the “OK” button. Otherwise enter the amount the guest gives you or touch one of the quick cash out buttons at the bottom of this menu if the guest gives you \$5, \$10, or \$20. If you touch the “Next \$” button it will calculate change based on the next even dollar amount from the check total. For example, if the check total is \$13.75 and the guest gives you \$14, touch the “Next \$” button and change will be calculated based on \$14.

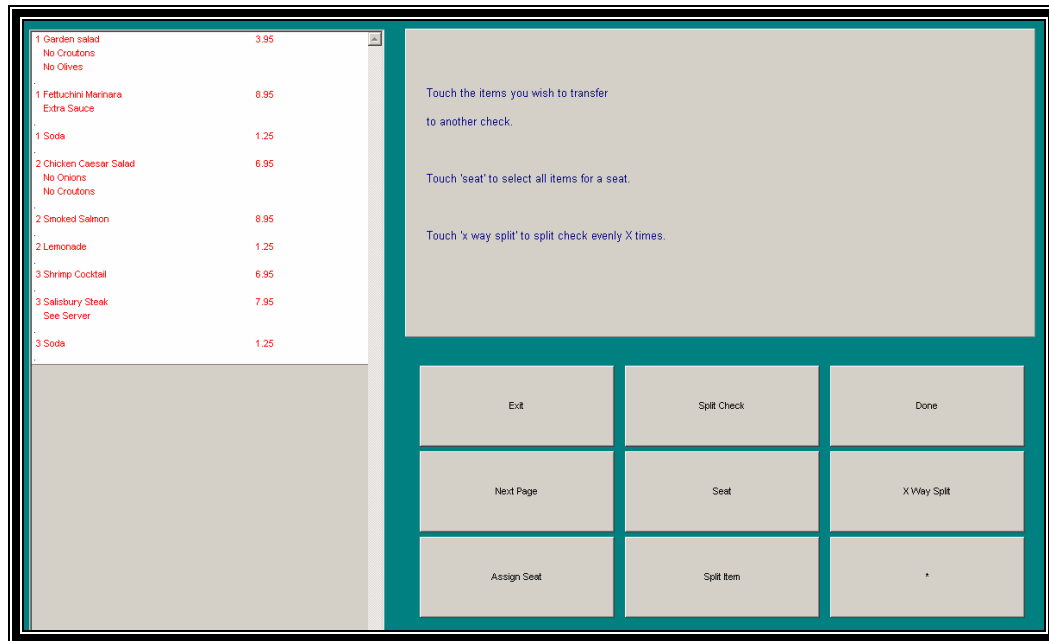
When you type in an amount, Execu/Touch will assume two decimal places just like a cash register. So if you wish to enter \$14.00 you will touch “1400” followed by the “OK” button.

Tip Entry

Tip amount		
7	8	9
4	5	6
1	2	3
Clear	0	Ok
Exit	00	Percent
CheckTotal	Clear Tip	
Credit Tip		

Enter the tip amount just like any other amount in Execu/Touch. To enter a percentage, touch the “Percent” button and then enter the appropriate percentage. If you touch the “Check Total” button, your tip will be equal to the check total. Touch the “Clear Tip” button to clear any tips you have already entered. Touch the “Credit Tip” button to enter a negative tip amount.

Splitting Checks



There are several ways to split a check. You may split by item, by seat number, split a check a certain number of ways evenly, or split an individual item.

Split by Item - Touch the items on the left side of the screen that you would like to send to the next check. Once all of the items have been selected, touch the “Split Check” button. Answer “Yes” to “Create new check now?” and your new check will print out.

Split by Seat - Touch the “Seat” button and enter which seat you are splitting off of this check. All of the items for that seat number will be highlighted and you will then touch the “Split Check” button. Answer “Yes” to “Create new check now?” and your new check will print out.

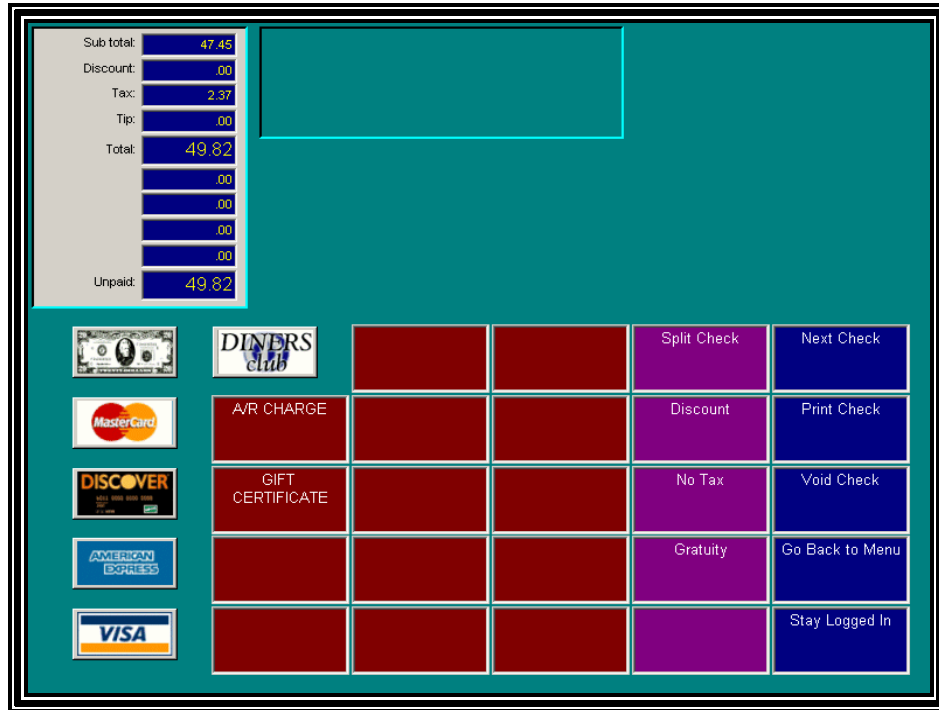
X-Way Split - Touch this button, then enter the number of ways to split this check and it will print out each check.

Split Item - Touch this button to split an individual item so you may then split those to different checks.

Assign Seat - Touch this button to assign seat numbers to the items on this check so you may then split the check by seat number.

When you are finished splitting this check touch the “Exit” or “Done” button to return to the total screen.

Total Screen (Continued)



“Discount” - Touch this button to select a discount code for this check.

“No Tax” - Touch this button to remove sales tax from this check.

“Gratuity” - Touch this button to add gratuity to this check.

“Next Check” - In Fine Dining mode, touch this button to return to the login screen. In Fast Food mode, touch this button to proceed to the next check from the terminal you defined in the Terminal Record.

“Print Check” - Touch this button to print the current check and return to the login screen.

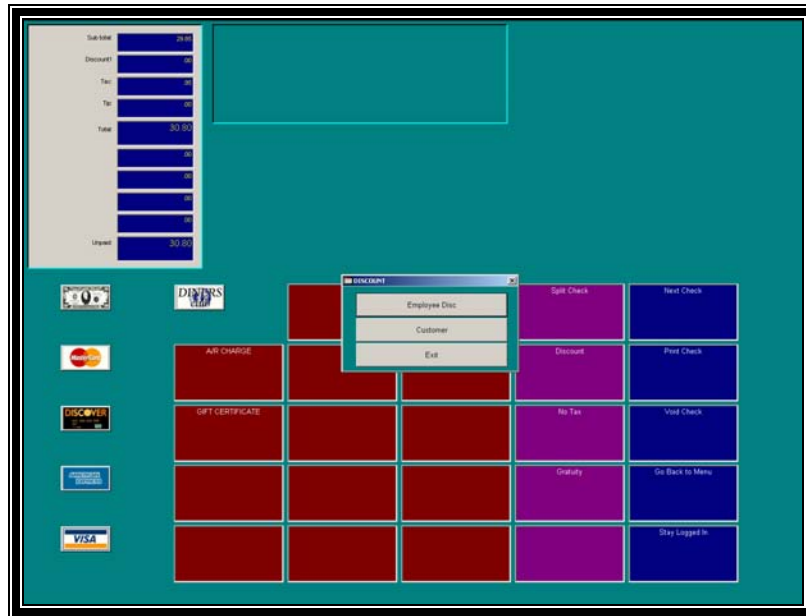
“Void Check” - Touch this button to void the current check if you have void permission. You will be asked to select a void code.

“Go Back to Menu” - Touch this button and answer “Yes” to “Cancel closing this check?” to return to the order entry screen.

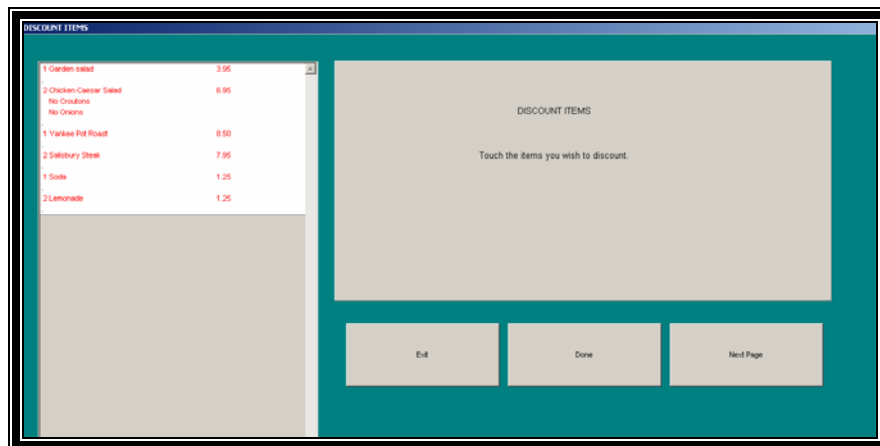
“Stay Logged In” - Touch this button to stay logged in after you close each check. This is useful if you have to close several checks at one time and do not want to log in between each check.

Taking Discounts

To take a discount, touch the “Discount” button on the Total screen. You will be prompted to select a discount type. Discount types are defined in the Discount Record screen in the POS Administrator Menu.

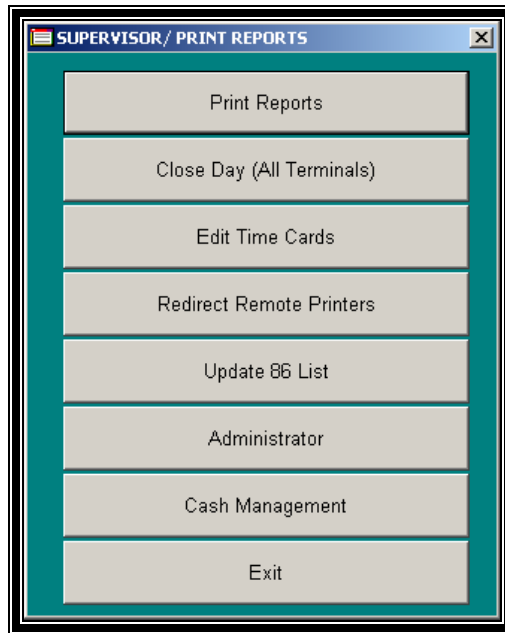


If you are using a discount code that discounts by item rather than by check you will see the following screen:



Touch the items on the left side of the screen that should receive this discount. When you are finished selecting items, touch the “Exit” or “Done” button to return to the Order Entry screen.

Supervisor Menu



"Print Reports" - Select this option to print reports.

"Close Day" - Select this option to close the day for all terminals and company numbers. You must enter the end of day password and close all checks. Any checks that are open when the day is closed will be lost. Only do this once each day.

"Edit Time Cards" - Select this option to edit the time card for any employee. You must have a "T" in the "Employee Permissions" field of your Employee Record to perform this task.

"Redirect Remote Printers" - Select this option to redirect all items from one printer to another.

"Update 86 List" - Select this option to make changes to the 86 list.

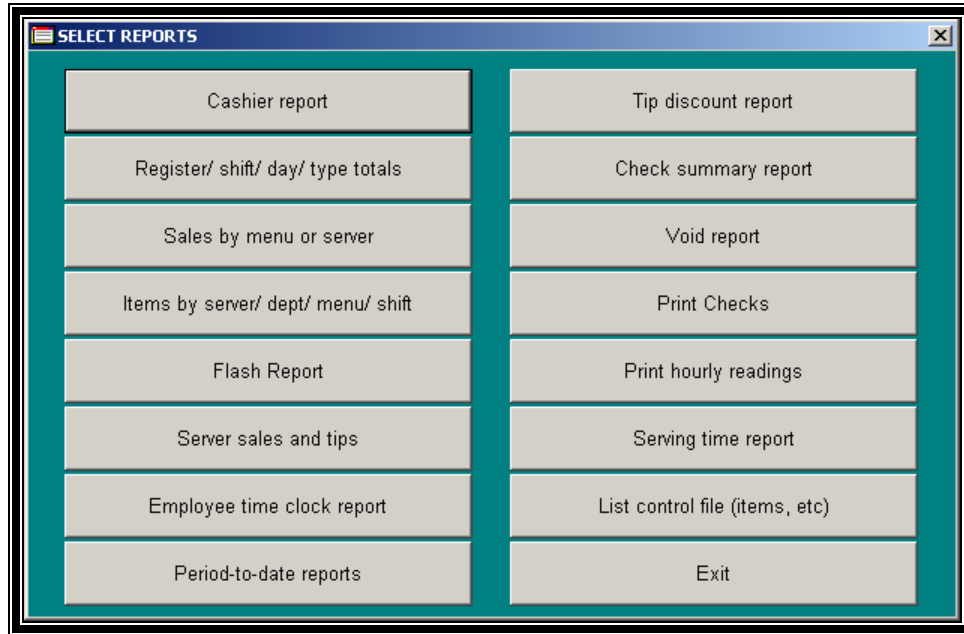
"Administrator" - Select this option to go to the Administrator Menu.

"Cash Management" - Select this option to go to the cash management menu. This feature only works if you have a "Y" in the "Use Cash Management" field in the Store Record.

"Exit" - Select this option to exit this menu.

Print Reports

When you select a report, the first prompt asks which printer will print this report. Enter the number of the appropriate printer from the Printer Setup screen in the POS Administrator Menu. If you just touch the “OK” button it will print this report to the default printer defined in the Terminal Record in the POS Administrator Menu. Or you may touch the “Screen” button to print this report to the screen.



“Cashier Report” - This report shows the totals for any cashier or all cashiers. See page 59 for a description of the statistics on the Cashier Report.

“Register/Shift/Day/Type Totals” - This report breaks down your sales by register, shift, day, or type (regular, to go, delivery orders).

“Sales by menu or server” - This reports breaks down your sales by menu or server.

“Items by server/dept/menu/shift” - This report shows which items were sold. You may sort this report by server, revenue department, menu, or shift.

“Flash Report” - This report is basically a cashier report that shows only the grand totals rather than by cashier.

“Sever sales and tips” - This report shows your servers’ sales, discounts, tips, etc. broken down by shift.

“Employee time clock report” - This report shows time clock detail for an individual employee or all employees.

“Period-to-date reports” - These reports are not used much anymore because all reports may be printed for a specific date or date range now.

“Tip discount report” - This report shows each check total, tip amount, and the discounts you defined in the Payment Records screen in the POS Administrator Menu. This is useful for showing an employee’s charged tips and how much to deduct from them to cover your credit card discount rate.

“Check Summary Report” - This report shows each check number, terminal number, shift, cashier, server, table, sale amount, tax, tip discount, payment type, and status.

“Void Report” - This report shows the check number, server, supervisor that authorized the void, item(s) that were voided, quantity of items voided, price, and void reason for all checks that had voided or deleted items.

“Print Checks” - Use this feature to print any check from any date up to one year ago. You will be prompted for the date and the check number to print.

“Print Hourly Reading” - This report shows your sales broken down by each hour.

“Serving Time Report” - This report shows each check number, start time, end time, how long the check was open, table number, number of guests, and check amount.

“List Control File” - This report prints out a list of menu items, employees, modifiers, categories, and revenue departments.

Cashier Report

The cashier report is one of the most important reports in Execu/Touch. Unless a cashier has a "B" (blind drop) in the "Employee Permissions" field in their Employee Record, they may print their own cashier report. Most people use this report to balance at the end of a shift.

```

** EVALUATION **
*** CASHIER TOTALS ***
                                SHIFT: 0

OPEN CHECKS:
0000025113    15.96
0000025114    14.07
0000025115    24.52
0000025116     8.61
0000025117     4.73
0000025119     .00
0000025149    17.69

11/14/98   10:33 AM
-----
CODE DESCRIPTION          QTY   AMOUNT
-----
CASHIER: 1
BEVERAGE                2.0    2.00
FOOD                     44.0   204.65
TOTAL PRODUCT...:      46.0   206.65
-----
Customer                1.0    1.19-
TOTAL DISCOUNT...:    1.0    1.19-
-----
TAX 1                   12.0    9.63
ALL CHARGE TIPS         1.0    25.42
SALES LESS TIPS.:      215.09
TOTAL SALES.....:     240.51
-----
CASH                     7.0   146.58
CASH DUE.....:        146.58
-----
A/R CHARGE              1.0     8.35
TOTAL CHARGES...:      1.0     8.35
-----
GUESTS:    10    COVERS:    16
SALES/GUEST: 20.67
BEV /GUEST:  8.13
    
```



This section shows any check numbers that are still open and their dollar amounts along with the date and time this report was generated



This section shows all of this cashier's sales by revenue department



This section shows any discounts that were entered by this cashier



This section shows any sales tax and charged tips that apply to sales for this cashier



This section shows the sales by each payment type for this cashier



This section shows the number of guests, covered items, and the average sales per guest by category type.

Close Day

Select this option to close the day for all terminals and company numbers. You must enter the end of day password and close all checks. Any checks that are open when the day is closed will be lost. Only do this once each day.

“End of Day Password” - In the evaluation, this password is the word “CLOSE”. You may change it in the Store Record in the POS Administrator Menu. Type in your end of day password and touch the “OK” button to continue closing.

“Run only once per day” - Make sure you only close the day once each day. If you close the day a second time it will overwrite your data from the first time you closed.

“Check number “X” open. Continue closing?” - If you close the day with open checks those checks will not be saved and your data will be off. You will see every check number that is open and will have to keep answering “Yes” to actually close the day with open checks.

“Are you sure you wish to continue?” - Answer “Yes” to continue closing.

“End of day complete. All totals cleared.” - Your totals have been cleared and you are ready to begin a new day. And End of Day report will now print out that is very similar to your cashier report showing your grand totals for the day.

Edit Time Cards

You may edit timecards for any employee as long as you have a “T” in the “Employee Permissions” field in your Employee Record in the POS Administrator menu.

Time-In	Time-Out	Wk Code
930A	1200P	1
1230P	230P	1
000	000	
000	000	
000	000	

“*Company*” - Enter the company number of the employee that you are editing. Most of the time it will be company 01.

“*Employee ID*” - Enter the three-digit employee number you wish to edit.

“*Date*” - Enter the date (MMDDYY) or touch the Calendar button to select the date you are editing.

“*Time-In/Time-Out*” - Using military time, enter the times in and times out for this employee and this date.

“*Wk Code*” - Enter the work code for each time period. Work codes are defined in the Employee Work Codes screen in the POS Administrator Menu.

“*Declared Tips*” - Enter the total amount of declared tips for these time periods.

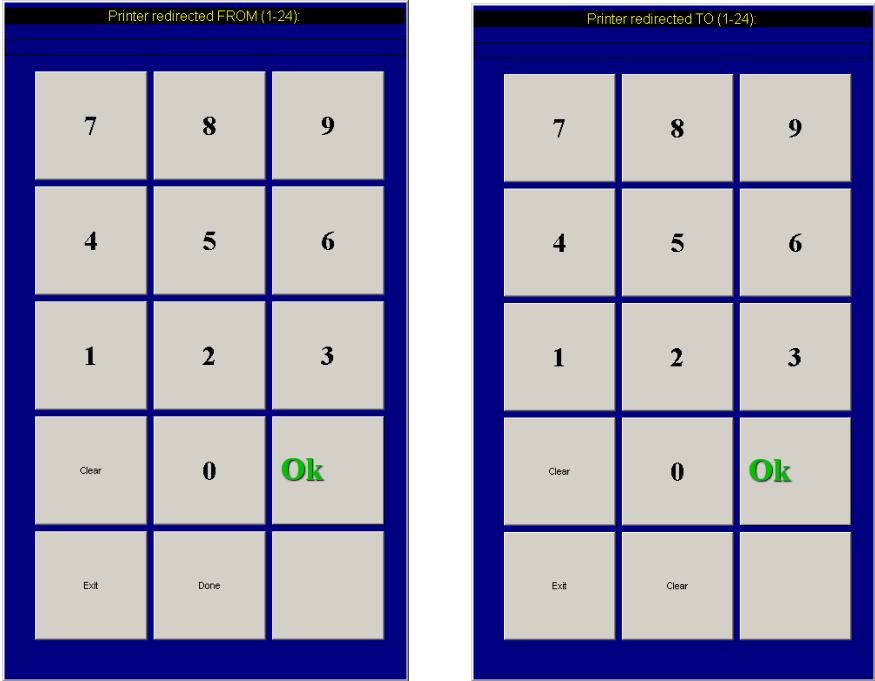
“*Clock In/Out*” - Touch this button to clock this employee in our out.

“*Save/Next*” - Touch this button to save this screen and edit another timecard.

“*Exit*” - Touch this button to exit this screen.

Redirect Remote Printers

If a remote printer goes offline for any reason, a Supervisor may redirect the items that usually print to that printer to a printer that is working.



Enter the printer number you are redirecting from then touch the “OK” button. Then enter the printer number you are redirecting to and touch the “OK” button. Once you have finished entering printers, touch the “Done” button and answer “Yes” to save these settings.

Update 86 List

A Supervisor may edit the 86 list without having Administrator permissions. The 86 list shows items that have a very small quantity available.

UPDATE 86 LIST		
	ITEM	QUANTITY
432	Yankee Pot Roast	4
433	Salisbury Steak	2
435	Teriyaki Steak	12

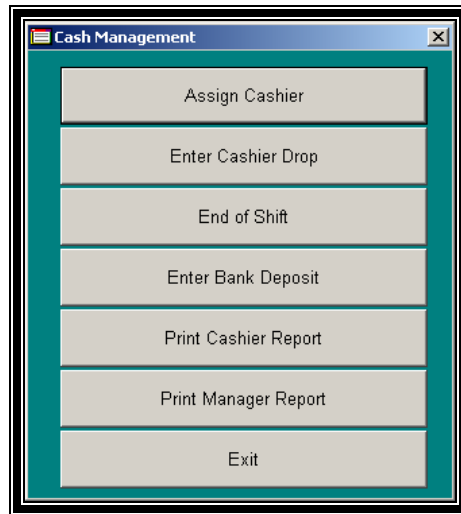
Enter new quantity

7	8	9
4	5	6
1	2	3
Clear	0	Ok
Exit	Up	Down
Next Page		

On the left side of this screen you will see the items that are currently on your 86 list. If an item is highlighted you may enter the new quantity on the keypad on the right side of the screen then touch the “OK” button. If the desired item is not highlighted you may press the “Up”, “Down”, or “Next Page” button on the right side of the screen. Once you are finished press the “Exit” button to return to the Supervisor Menu.

Cash Management

Cash management is a tool for fast food environments that allows you to assign one cashier to a specific drawer, enter a beginning bank balance, calculate the amount over and short, and perform several other functions. Enter a “Y” in the “Use Cash Control Feature” field in the Store Record in the POS Administrator Menu to activate the Cash management system.



“Assign Cashier” - Select this option to assign one cashier to a specific terminal. No other cashier will be able to do anything besides clock in or out on this terminal. You will be prompted for the cashier’s ID number, terminal number, and till amount (the amount in the drawer at the start of this cashier’s shift).

“Enter Cashier Drop” - Select this option to add money to this cashier’s drawer. You will be asked for the cashier’s ID and the drop amount.

“End of Shift” - Select this option to close a cashier’s shift. You will be prompted for the cashier’s ID number and over-short amount. First enter the amount the cashier is over or short and touch the “OK” button. Then select whether the cashier is over or short.

“Enter Bank Deposit” - Select this option to enter a bank deposit for this cashier. You will be prompted to enter the bank deposit and touch the “OK” button.

“Print Cashier Report” - Select this option to print a cashier report for any cashier.

“Print Manager Report” - This feature is no longer available and will soon be removed from this menu.

Cashier Report Featuring Cash Management

** EVALUATION **			
*** CASHIER TOTALS ***		CASHIER:	1
ADMINISTRATOR		SHIFT:	0
OPEN CHECKS:			
8/25/03 2:39 PM			
CODE	DESCRIPTION	QTY	AMOUNT
=====			
GRAND TOTALS:			
	FOOD	8.0	72.25
	TOTAL PRODUCT....:	8.0	72.25

	Employee Disc	1.0	1.65-
	TOTAL DISCOUNT...:	1.0	1.65-
	NET PRODUCT.....:		70.60

	TAX 1	2.0	3.61
	TOTAL SALES.....:		74.21

	OPENING BANK.....:		202.94
	(-) OPEN TILLS...:		100.00-
	(+) CASHIER DROPS		.00
	(+) CASH - DROPS:		74.21
	(-) BANK DEPOSITS		.00
	ENDING BANK.....:		251.36

GUESTS:	5	COVERS:	8
SALES/GUEST:	14.45		
DEPOSIT :			
:-----:			

← This section shows any check numbers that are still open and their dollar amounts along with the date and time this report was generated

← This section shows all of this cashier's sales by revenue department

← This section shows any discounts that were taken by this cashier

← This section shows any sales tax that apply to sales for this cashier

← This section shows the opening bank less the open till, plus any cashier drops and cash drops, less any bank deposits

← This section shows the number of guests, covered items, and the average sales per guest by category type.

Frequently Asked Questions

1. I created a menu item but it does not show up on my order entry screen?

There are a couple things to check. First, go to the POS Administrator Menu, Menu Items screen and look up this item. Make sure this item has a price and either an "A", "M", or a "Q" in the field to the right of the price. If these fields are blank this item will not show up. The second thing to check is the POS Administrator Menu, Keyboard Record. Make sure this item is either entered directly on the keyboard that is active on this terminal and this time. Or that it is a part of a category that appears on the keyboard.

2. I do not want a bartender's drink orders to print out on his printer. If he rings up the items, he knows what to make and does not need a printout telling him what to prepare. How do I disable these items and still print food items to the kitchen?

Look up this employee in the POS Administrator, Employee Record. There is a field called "Suppress Departments". In this field you would enter every revenue department that will not print for this employee. For example, if you have revenue departments for (W)ine, (B)eer, and (L)iquor you would enter "WBL" in this field. Every time this employee rings up an item in this department it will not ask for modifiers and it will not print on the order printer. It will continue to ask for modifiers and print all other revenue departments.

3. How do I charge tax on drinks ordered in the restaurant but not at the bar?

When you create your drink categories, be sure to put a "B" in the "Category Type" field. Then in the POS Administrator, Terminal Record, put a "B" in the "Terminal Location" field for your bar terminals. These terminals will not charge tax on any item with a type "B" category.

4. How do I deduct a certain percentage from my servers' charged tips to compensate for the credit card discount rates?

In the POS Administrator, Payment Code screen, look up each credit card type individually. Enter the discount percentage in the "Credit card discount %" field. Then in the Supervisor Menu, Print Reports screen, print out a Tip Discount Report to show charged tips less the discount percentage.

Common Error Messages

“Current time not set up in Terminal Record! See Administrator”

There is no active menu for this terminal and this time of day. Go to the POS Administrator, Terminal Record screen for this terminal number and make sure there is an active menu.

“Keyboard record not set up for this terminal and menu”

Go to the POS Administrator, Keyboard Setup screen to create a keyboard for this terminal and the menu that is activated in the Terminal Record.

“Do you wish to clock in or out now?”

There is an employee that has been assigned to this terminal so only that employee can do anything besides clock in and clock out. To fix this, go to the Supervisor Menu, Cash Management, Assign Cashier and assign this terminal to cashier number zero.

“Cannot run Execu/Tech more than once for this user”

There are two terminals with the same terminal number in their shortcut. Only one terminal at a time may use the same terminal number.

Error XXXX

This error number is provided by Microsoft. Go to the following website for more information:
http://msdn.microsoft.com/library/default.asp?url=/library/en-us/debug/base/system_error_codes.asp

Printer Error 10

This error will happen when a receipt printer is being accessed and that printer is seen but not available for printing. Perhaps the printer is off, or if it is a network printer the network may be inaccessible.

File Error 24

This error suggests that your hard drive is full. Check the available drive space on both the server and the client.

File Error 30,XXXX

This error is similar to the first error listed above. The 30 tells you it is an error caused by something outside the control of the software and the XXXX is an error provided by Microsoft. Go to the following website for more information: http://msdn.microsoft.com/library/default.asp?url=/library/en-us/debug/base/system_error_codes.asp

File Error 91

This error means that the file is not open. This can happen if you are attempting to access information, but are in a company that does not have that information. An example would be printing a Cashier Report from a company that is not being used. Try verifying your company number and try to print again.

File Error 91,02

This error also means that the file is not open. The difference is that this error suggests either a corrupted file or bad file permissions. Try rebuilding the files and verifying that the directory and all files have full permissions.

File Error 93

This error means that the file being accessed is locked by another user. This may be because another user on the network is accessing the file at the same time, or, for some reason, the operating system thinks the file is locked. Bad network connections, programs locking up and power loss are some of the reasons this can happen. The first thing to try is rebooting your computer. If that doesn't work, reboot the server.

File Error 99

This error means that the record you are attempting to access is currently in use. A common reason for this is if someone was accessing the same information you are accessing and their computer has locked up. Try to find that computer and reboot it and your computer. If that does not work, reboot the server.