Aldelo For Restaurants©
Resource Kit

PUBLISHED BY
Aldelo Systems Inc.
P.O. Box 271
Standard, CA 95373

Printed and Bound in the United States of America.

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Introduction

Part 1
Getting Started

Chapter 1
POS Hardware

Congratulations on purchasing your new POS system! You have taken another step in becoming a very successful restaurant entrepreneur. In this chapter, you will be introduced to the many different types of hardware that may be present in your restaurant. This chapter will also go over the benefits and pitfalls of each type of hardware which should help minimize mistakes when performing the system setup. Since there are so many hardware manufacturers that you can purchase from, this chapter will only concentrate on a few from each type that have been tested to work with Aldelo For Restaurants®.

Server Computer

In a POS environment, one computer must responsible for maintaining the software database. This computer is usually faster and more robust than other computers in the network. In situations where there is only one computer in the POS network, then that computer will act as the server. Servers can come in many shapes and sizes. They do not necessarily need to be a computer with enterprise level software and hardware capable of millions of transactions a second. Most of the time, the server computer is simply the computer that is the central location for most of the stored database information and management functions.

What Defines the Server

In Aldelo For Restaurants, the one main function of the server is to hold the database that all other POS systems will connect to when performing transactions. It does not require any special operating system or hardware to be considered the server computer. Once a database is created on any particular system and other systems are connected to that database, the system is thereafter considered the database server. When calling Aldelo Systems Inc. for technical support, they will almost always ask which computer is the database server when dealing with database related issues.

The server is also responsible for maintaining time synchronization between the client stations and the server. This means that if one of your client machines has a different time than the server time, the server will change the client time to match. This is a very important function since all reports are based on the date/time stamp of each transaction.

Minimum/Recommended Requirements

The requirements for computer software and operating systems change just as fast as new hardware and software is released. Most of the time minimum requirements for software are determined by what operating system they are running on. Obviously we cannot run Aldelo For Restaurants® on anything less the operating system minimum requirements due to the operating system needing AT LEAST this amount of system resources. This should be considered a baseline for your system when trying to figure out how fast you need your system to be. These minimum requirements are meant to give the person a good understanding of what is required for the system to even run. These are not meant as a guideline for purchasing a system. The minimum requirements for Aldelo For Restaurants can be found on the website at www.aldelo.com.

When purchasing a system, the recommended hardware should be used to search for the right hardware for the system. These specifications are the company's recommendation for the system to perform up to the standards that will be needed in the environment that they were designed for. Anything less than the recommendation and the customer may experience performance that is slower than expected. The recommended system requirements of Aldelo For Restaurants can also be found at www.aldelo.com.

Tech Tip: When you run several applications on one machine you should monitor how much RAM you are using. Assuming you are using Windows XP there are two things to watch under the Task Manager > Performance Tab. These are Physical Memory Total and Commit Charge Total. If your Commit Charge is ever more than your Physical Memory Total, you need to install more RAM. To get to Task Manager press CTRL+ALT+DELETE and click Task Manager.

Software on the Server

In any network environment, the server computer is responsible for many different tasks. So far the server computer in our POS network is responsible for holding the database and allowing other systems to connect to it. Along with this task, the server can also be used to run programs that compliment Aldelo For Restaurants. These programs include, Aldelo Data Management Suite, Aldelo Gift Card Server (if purchased), Aldelo Data Polling Utility (if purchased), Aldelo Localization Manager, Aldelo For Restaurants Wireless (if purchased), and other third party applications.

For each one of these programs, there are system requirements that need to be addressed. One system requirement that is common is an internet connection on the server computer. This is required for many of the programs mentioned above.

Tech Tip: It is very helpful in troubleshooting if all systems on the network are connected to the internet. This allows technicians at Aldelo Systems Inc. to remotely connect while on the phone with customers to assist with any issues they may be having and also cuts down dramatically on call length.

Client Computer

We have talked about the computer responsible for maintaining the database and performing other tasks related to POS. This section will talk about the computers that are responsible for sending transactions to the server computer. These are the systems that are usually visible to the public and get the most use. Since they are not processing transactions from other systems, their hardware does not need to be as robust as the server computers. Also, receipt printers can usually be found connected to the client computers since they are near the places where the customers are being served.

What Defines the Client

The only thing that defines the client computer is the fact that the database does not reside on the system. This system is only responsible for sending transactions to the server computer to be processed. If this system is removed from the network, normal operations will still occur since the database resides on the server computer.

Minimum/Recommended Requirements

The requirements for the server listed on the website are a little higher than the ones for the client computer. Since the client will not be performing as much processing as the server, the hardware does not need to be as fast. The minimum requirements are still the same but the recommended change slightly.

As before, the recommendations are guidelines when purchasing a system. Use these instead of the minimum requirements. If your restaurant is very busy, the recommended hardware may not be enough. As always, consult with your reseller or call Aldelo Sales Dept. with any questions you may have when purchasing your hardware.

Software on the Client

The most common configuration for client systems is to only run Aldelo For Restaurants. The more software running on the system, the slower the response may be when using the system. When restaurants get busy, this is not acceptable. If you purchase a system from a company like Dell, HP, or other vendors of this kind, they love to install software that will not be used and may slow the system down. Go through the system and remove any software that you will not use on these systems. The software that will affect performance will show up in the lower right hand corner of the Windows Desktop next to the time. These use small portions of system memory and processor time to continuously run. If you see one that you do not use, uninstall it.

Touch Screens

All-In-One Terminals

The first choice customers have it the use of an all in one terminal. These units contain everything the customer will need in a POS environment and are usually designed to make installation much easier. These units also usually come standard with many more ports than a standard pc. There are many advantages to these units including smaller footprint, more ports for devices, built-in accessories like MSR and customer display, and one manufacturer to contact for the unit. This is a big plus when dealing with issues. Normally, you would have a manufacturer for the system, one for the touch screen, one for the MSR, and one for the customer display. That is potentially 4 companies to call if something goes wrong with the hardware. With All-In-One terminals, you make one phone call for all issues related to the terminal.

Touch Monitors

The next choice a customer has when selecting a touch screen is a touch monitor. These look just like a normal monitor except they are touch enabled. They support the typical POS screen resolutions you can find in the market. They require the VGA cable to be connected to the computer as well as a serial cable or USB cable connected to the appropriate port on the computer. The serial connection is responsible for the touch features of the monitor.

Printers

Printers play a vital role in the POS environment. Restaurants and customers rely on printers to give them receipts, reports, labels, and other forms of hardcopy transactions. Printers are a must in a POS installation and since there are many different kinds of printers. This section will go over the different uses and types of printers that are found in many POS installations. First topic is interfaces.

Interfaces

Currently, there are 4 main interfaces for POS printers. Serial, Parallel, Ethernet, and USB. All are supported by Aldelo For Restaurants. Each has its advantage and disadvantage. These will be covered in the following section to give you a good understanding of what you will need in your installation. Most printers come with interfaces that are built into the printer, but there are some that come with slots that can accommodate switching interfaces if the customer needs to change it. These are very handy if you run into a situation where your business needs change and you don’t want to buy a new printer.

Serial

This is probably the most common interface found in restaurant POS printers since they are an inexpensive interface type. Serial printers have also been around longer than any other interface type and will continue to find their way into installations for years to come.

The advantage of serial printers is they have a maximum distance of 50 feet. Some serial printers can go further but they require a special serial port on the computer that will send the signal farther without errors. With the distance being so far from the computer, they are used a lot in kitchen applications where cables can be run from the front of the restaurant to the kitchen area.

The downside to serial printers is the setup. Drivers of course need to be installed but there is a second step in the setup. Since serial printers rely on the computers COM port, the port settings must be configured correctly in order for the printer to operate. If the serial printer came with a manual, the settings should be listed in the manual. If the printer did not come with a manual, one can be downloaded from the printer manufacturers' website. These settings are the baud rate, data bits, parity, stop bits, and flow control. The two most common mistakes in the settings are the baud rate and the flow control. The printer will need to be opened or print an internal test print usually by holding down the "Feed" button while turning it on to find what settings the printer is currently set to. Every printer is different so check the manual to find out how to get the internal test print.

Parallel

The next type of printer is the parallel printer. This printer costs the same as serial, can go less distance, but has less setup. The parallel printer is the second most installed interface type and is mostly used in receipt type applications where the printer is not far from the computer it is connected to.

The main advantage of the parallel printer is the ease of setup. With parallel printers, you only need to install the drivers provided by the manufacturer to get the printer up and running. Once the drivers are installed you should be able to print a Windows test page to verify that the printer is working correctly.

The disadvantage to a parallel printer is the distance. The parallel interface can only support a cable up to 25 feet from the computer. Since it has limited distance and is easier to setup, the parallel printer is used for receipt, bar, and label applications where distance is not a factor.

There are ways to extend the parallel interface to go beyond 25 feet but these require special devices to change the type of communications used between the printer and the computer. One is the High Speed Parallel Line Extender from ATEN-USA. The two devices will connect to your printer and computer parallel port, one on each end. They use a straight through phone cable to connect the devices together and can reach distances up to 1000 feet. Since the devices are relatively cheap, this is a good way to overcome the distance problem.

The other way to extend the distance is to use a print server. Print servers use TCP/IP for communications therefore are not bound to the 25 foot distance. Print servers come in many different types from single port models to models with 3 or more ports. An example of a single port print server is the Netgear PS101. This will allow your parallel printer to extend its distance up to 300 feet away from the network hub or switch. Since they connect to the network, the print servers need to be configured with an IP address as well as any other settings used in the network.

Ethernet

The third interface type is Ethernet. Ethernet printers are becoming more and more popular in POS installations since they can go further than serial and are not reliant on the computer to stay operational. They require more setup than parallel and about the same amount as serial. Setup for an Ethernet printer closely resembles setting up your computer to communicate on the network. Both use an IP address, subnet mask, and device name. The utility to configure these settings varies from manufacturer to manufacturer but they will all have ways to configure the printer to communicate on the network.

There are two main advantages to using an Ethernet printer. The first is the distance. These printers can be installed up to 300 feet away from the hub or switch they are connected to. That distance is enough to cover the needs of almost any application the restaurant may need. Since they use normal network cables, it is much easier to run these cables through walls and ceiling due to their much smaller connector type. They use a normal RJ-45 connector which will fit through any nickel size hole.

The second advantage to the Ethernet printer is the fact that it does not rely on the computer to continue to operate normally. Since the serial and parallel printers are connected to the computer, if the computer ever fails or becomes unstable, the printers will also fail to operate. Ethernet printers communicate on the network directly so they are not susceptible to computer related issues.

The disadvantage of Ethernet printers are the cost. They are more expensive than serial or parallel since the technology is relatively new. As the technology matures the costs should come down and eventually compete with serial and parallel. Until then, these printers are considered a luxury item and are often passed up in favor of the cheaper serial and parallel models.

USB

The last interface type for printers is USB. USB stands for Universal Serial Bus and is becoming the de facto standard for connecting any peripheral to a computer. Since they are designed to be extremely easy to install, these printers are becoming more popular for customers that don’t want the hassle of settings or complex cabling. With USB, the drivers need to be installed and the printer plugged into any USB interface on the computer. The USB interface is also designed to be connected and disconnected while the computer is operational.

The advantage of USB printers are that almost all computers today have plenty of USB ports to plug devices into and can be found on mini-computers which save valuable space in a restaurant environment. They are both easy to install and the cables are very small allowing for very clean installations.

The disadvantages of USB are cost and distance. The cost of a USB printer is slightly more than serial or parallel but not as much as Ethernet. The real downside to USB is the distance that the printer can be from the computer. The maximum distance is 14 feet which is about half of what even parallel will go. This limits the use of the USB printer to roles that require or allow the printer to be close to the computer they are connected to.

Printer Roles

Receipt

One of the most important reasons for owning a POS system is to always generate readable error free receipts. Many mistakes are made when things are written down by hand. To eliminate these mistakes, computer generated and printed receipts are used. There are several different types of printers as discussed previously. Within each of the different interface types, there are still more options to choose from when purchasing a printer. For receipt printers, it is usually a good idea to use a thermal transfer printer due to its speed. Fast receipts are a must when customers are waiting to pay their bill. You other option is to go with dot matrix, but since the speed is much slower, they are often passed over for the quicker and quieter thermal.

Kitchen

Along with error free customer receipts, you must also have error free tickets to the kitchen to make the most out of your POS investment. To accomplish this, the use of a kitchen printer is employed. With a kitchen printer, tickets are generated in a consistent and reliable fashion, allowing your cooks to concentrate on what they do best. Since the kitchen is hot and susceptible to grease, oil, and other fluids, thermal tickets are not recommended. The reason they are not recommended is when the receipt is subjected to high heat, the ticket will turn completely black since heat is the source used to create the text. The option to thermal receipts is normal paper receipts printed by an impact printer. These are usually not affected by heat or fluids and are much more durable in an industrial environment.

Bar

The bar is optional when it comes to what type of printer to use. Since there are usually not too many hot items in a bar, the thermal will work well. A Thermal also works well if you have an extremely busy bar and ticket speed is important. Dot Matrix printers can also be used in bars. They are sometimes less expensive than thermal and work just as well. The one advantage to a Dot Matrix printer for a bartender is the fact that they can hear the ticket printing. Sometimes this is a benefit when the bartender is working the shift alone and needs to attend to customers as well as a server drink station.

Label

Label printers are often used in pizza restaurants and places where takeout or delivery is common. These printers are used to create labels for weighted food items, delivery addresses, barcode labels, and customer mailings. Currently, Aldelo For Restaurants supports two labels sizes. They are 1” x 3” and 4” x 1.5”. The only label printer that has been tested and is known to work with Aldelo For Restaurants is the Eltron LP2844.

Report

Most reports in Aldelo For Restaurants can be printed to a report printer. A report printer in the software can be any desktop printer that prints on 8.5” x 11” paper. These can be inkjet printers or laser printers or any printer that performs your everyday print jobs. Laser jet printers are recommended since the price of a laser jet has come down to compete with ink jets. Laser Jets are much faster and do not require expensive and messy ink cartridges. They do require toner but the amount of time between replacements is usually much better than ink.

MSR Readers

MSR Readers allow customers the ability to quickly input information into the POS system through the use of a small plastic card with a magnetic strip on the back. These are usually credit cards or employee access cards. They can be 1, 2, or 3 track readers to read the tracks programmed on the cards magnetic strip. The readers sometimes need to be programmed to tell the reader how many tracks it is suppose to read and where the end of each track is. Common configuration is track 1 start with a percentage **(%)** and ends with a question mark **(?)**. The second track starts with a semi-colon **(;)** and ends with a question mark **(?)**. The following are the different interfaces the devices come in.

Keyboard Interface

MSR readers come in three different types. The first of the three is the keyboard interface. This interface uses the keyboard port on your computer to plug into. The cable used for this device has a splitter so you can also connect your keyboard to the computer. If you plan on not having a keyboard connected to the system, it is important that you connect a keyboard terminator on the end of the splitter to simulate a keyboard being connected to the system.

USB Interface

The next type of interface is the USB interface. This is becoming a popular interface type for the same reason all USB devices are becoming popular. Ease of installation and availability of ports. Many systems today come with 2 or more USB ports which can be expanded to have as many as 127 devices connected to them with the use of USB hubs and what is called “daisy chaining”. The only requirement for the USB MSR reader is that the drivers must be installed before attempting to plug in the reader.

Serial Interface

The last type of MSR reader interface is serial. Like any serial device, there are settings that must be checked before the device will work. The correct COM port must also be selected or the device will not function in Aldelo For Restaurants. Again, the device drivers must be installed if there are any before the device is installed. Serial devices require the system to be restarted so the operating system has a chance to detect that the device has been installed.

Tech Tip: A good way to test this device is to open up Notepad and swipe an MSR card through the reader. If you see the contents of the card show up on the screen, then the device should be working correctly.

Pole Displays

Command Set

The current command set supported by Aldelo For Restaurants is the UTC Command or Ultimate Command Set. These are the same command set but can be referred to by both names. This is the only command set supported by Aldelo For Restaurants at this time. Be sure to always request documentation to be sent with the pole display regarding control codes.

Serial

This is the most common type today. Be careful what COM port you plug the pole display into. Some manufacturers design the pole display to only work on certain COM ports. Read the documentation carefully before attempting to install any pole display. There are usually no drivers to install with pole displays but again always refer to the documentation before proceeding.

Cash Drawers

Printer Driven

There are two types of cash drawers that currently work with Aldelo For Restaurants. The first type of cash drawer is printer driven. This cash drawer receives commands from the printer at specified times to open the cash drawer. Since there are so many different companies that make printers and cash drawers, it is very important to verify that the two pieces of hardware will work together. Most companies will have documentation on what cash drawers or printers they will work with. A quick call to the company is also an easy way to double check that they will work. This is a very good idea since it can be upsetting to get to the point of setting up the hardware only to find out they are not compatible. There are also cables that need to be checked as well. Sometimes there are special cables that only work with certain configurations.

Serial

The other cash drawer type is serial. This type simple plugs into the COM port of the computer and acts like a normal serial device. The port settings need to be checked against the documentation to make sure the settings are correct. There will also be control codes that will need to be used when setting the cash drawer up in Aldelo For Restaurants so have the manual or guide that has these available for reference. The most important one is the Open Code for the cash drawer. Without this, the drawer cannot be opened by Aldelo For Restaurants.

MICR Readers

Magnetic Ink Check Reader (MICR) is used to quickly enter in your customers' checking account number and their bank routing number. This device will be useful if you plan to use Aldelo For Restaurants Bad Check Tracking feature. Rather than having to key in your customers routing number and account number from the check, you can just slide the check through the reader.

Keyboard Interface

These devices work much like the MSR reader. The MICR reader should come with a splitter cable to also connect your keyboard to the computer. Just as with the MSR Reader, if you do not plan on having a keyboard connected to the computer, you should install a keyboard terminator on the end of the splitter cable to simulate a keyboard being connected.

Tech Tip: A good way to test this device is to open up Notepad and run a check through the reader. If you see the account information show up on the screen, then the device should be working correctly.

Barcode Readers

Barcode readers are programmed to read different types of barcodes depending on the type of barcode reader you purchase. The most common type of barcode reader is the gun or Laser Scanner.

Keyboard Interface

This device is another device that can have both a keyboard interface and a USB interface. The first interface is the keyboard interface. This again, plugs directly into a splitter cable that also allows a keyboard to be connected at the same time. If you do not have a keyboard, make sure a keyboard terminator is connected where the keyboard should be.

USB Interface

The second interface for the barcode reader is the USB interface. Simply install the drivers for the scanner if needed and plug the scanner into any available USB port.

Tech Tip: A good way to test this device is to open up Notepad and scan a barcode on any item you find. If you see the barcode information show up on the screen, then the device should be working correctly.

Weight Scale

The weight scale currently supported by Aldelo For Restaurants is the Avery Berkel NCI 6700 series weight scale. The scale is a serial interface device and comes in 4 different models. The scale is used to calculate weighted food in Aldelo For Restaurants and is mostly found in Deli counters or bakeries.

Caller ID

In delivery situations, it is a good idea to know who your customers are when they call. To do this, there are devices that will pull the caller id information from the phone company and send it to a software program to display to the user. Aldelo For Restaurants is one of those programs. These devices come in 2, 4 and 8 port models and once installed will enable caller id information to all pos terminals on the network. If you use a single line caller id modem, only that station will have caller id information as Aldelo For Restaurants does not support sending information to the other terminals using single line caller id devices.

The general rule of thumb is if the modem Caller ID works in HyperTerminal, then it should work in Aldelo For Restaurants. HyperTerminal comes with Windows and can be used to troubleshoot you modem. If the modem does not work, there are ways of getting the information development needs to add the modem to the list of supported modems.

Coin Changer

If you run a small retail shop in your restaurant or use Aldelo For Restaurants to run a retail store, you may need some way of quickly making change for your customer. Coin changers are very efficient at dispensing correct change very quickly and accurately. These devices are simple to operate and reliable.

Chapter 2
Network Hardware

Physical Network

With the need of more than 1 terminal comes the need to setup a network. This section will describe different network devices and how they are important to a successful POS installation.

Cabling

One of the most underestimated parts of the network is the physical cabling. If this piece is not done right, the whole network will become unusable. Many stories of bad installations can all be tracked to one common issue. Bad cables or improperly installed cables.

The recommended way of handling cable installation is to have a professional company come out and install the cables for you. This is especially recommended if there are walls to drill through or obstacles in the ceiling that could interfere with the signals. Air conditioners and fluorescent lights are common culprits in causing network outages.

If you want to do the cabling yourself, it is best to refer to the EIA/TIA 568 specifications. You can find these by searching on Google for “EIA TIA 568”. Some places charge money for the full document but you can gather enough free information to get the job done from various web sites.

The current standard for network cables is CAT5e or better. This will allow you to grow to Gigabit Ethernet if you ever decide to upgrade in the future. Use this cable in conjunction with RJ-45 connectors to wire your restaurant.

In order to have enough places to connect your devices, it is a good idea to imagine where you will want your terminals and also where you might want your terminals in the future. This will give you a good idea of where you will need to install your cable runs. Leave yourself extra spots to plug devices in since you never know what devices you will need in the future. Common practice is to use a two plug receptacle allowing two connections to one wall jack. This will give you more flexibility in the future.

You will also need to figure out where you want all your cables to terminate on the other end. If this is in a back office or closet, make sure it is clean and well ventilated for the hub/switch/router to operate.

Hardware

When installing your network, you need to be able to connect all the wires in the network from the individual devices to one central location so everything will be able to communicate. This job is done by several different types of devices. These are NIC cards, hubs, switches, and routers. Routers can be used but are more common in larger networks that require more complex setup.

NIC Cards

To enable a computer or device to communicate on a network, it must have a device that speaks the same language as the rest of the network. This job is done by the Network Interface Card. This device takes information passed to it by the other parts of the computer and translates it to a format that the network can use. This format is used to pass it to other nodes on the network. The most common types of NIC cards are the 10/100 type which means they can communicate with either a 10Mb network or a 100Mb network. Some systems recently have begun to ship with 10/100/1000 type cards which will enable you to transfer data up to 1000Mb or 1Gb per second assuming the rest of your network supports it. For most applications 10/100 is fine.

Hubs

Hubs are the simplest device in a standard network. Their main purpose in life is to relay information to other systems on the network. They do not do any kind of data processing or intelligent routing of data. If information is received on one port of the hub, it is sent out every other port in a shotgun fashion on the device hoping that the data will get to the right place. These devices have lights on them that usually will indicate if the hub is able to communicate with the device on the other end. The lights will usually blink when data is present.

As with NIC Cards, hubs come in different speeds. The most common type today (10/100) is capable of switching between 10Mb and 100Mb per second speeds depending on the NIC card speed on the other end. They also have Half/Full duplex capabilities. Full duplex is recommended to increase speed. Hubs are generally ok for networks that don't pass a lot of information.

Switches

Switches are the intelligent cousins of the hub. They perform the same work as a hub but in a way that eliminates collisions. Collisions occur when two devices try to communicate at the same time on the network. Since hubs do not prevent collisions, this becomes an issue when you have a busy network with several systems.

This is where switches come in handy. Hubs have no information about who is where on the network whereas switches maintain a table of who sent what on the network. This allows the switch to only send the data on the ports that the two systems are using to communicate. Combined with Full Duplex communication, collisions are eliminated altogether. As with the hub, there are lights that will indicate the status of each port on the device. Refer to the products manual for the exact details of the lights.

Since switches are priced very close to hubs, switches really are the best choices for simple networking.

Routers

The last device in a network is a router. These devices are mainly used to communicate with separate networks that do not share the same subnet. This topic can get very advanced and is beyond the scope of this manual.

The most common application you will see a basic router is if you have a DSL or cable connection for your internet. The device that some ISPs will send you has simple built in routing functions to connect you to the rest of the world. Aldelo Systems Inc. has some applications that require a little knowledge of these devices and is covered in the products respective manual.

Wireless Access Points

If you are using the wireless edition of the Aldelo For Restaurants software, you will need wireless access points to allow the PDA a connection to the network. There are many factors that contribute to how good your wireless signal is and how far it will go. One is the type of wireless protocol you are using.

There are 2 main protocols in wide use today. There are actually many protocols but the two mainly used are 802.11b and 802.11g. 802.11b is the most widely used at this time but that will probably change in the future giving way to other faster, longer range protocols. One of those protocols now is 802.11g. The best solution at this point in time is to purchase a device that supports both protocols. These devices are widely available and are relatively inexpensive. You can usually find them at your local computer hardware store or retail chain like Wal-Mart, Staples, CompUSA, etc.

Assembling Your Network

Once you have installed your cabling and purchased all your hardware components, you can start connecting them to build your network. This section will assume you have already installed Windows 2000/XP on your terminals with a default configuration.

Since you have already done the work of figuring out where you want your terminals, all you will need to do is place the terminals where you have network connections available. Once you have all your terminals placed where you want them, you will need to connect them to the wall jack you previously installed for the network with patch cables. These are short runs of Cat5e cables that are used to connect a device to a wall jack or hub/switch/router. They come in many lengths or can be built to custom lengths by a cable installer.

Once the terminals are connected to the network, you will need to connect the other end of the connection to the hub/switch/router. This is usually in an office or in a secured location that cannot be easily disconnected by employees or normal restaurant operations. Maintaining a clean environment around the hub/switch/router will help prevent dust or debris from causing problems with the connection inside the device. Also, try and keep the amount of movement of the device to a minimum. Many times people place the device in a spot that has high traffic like a desk or a bookshelf where other objects are coming and going, moving the device around. This is not good for the cable connection to the device. It is also good practice to mount the device with screws to prevent the device from being moved.

Starting the Network

After all the devices have been connected to the network, you can turn everything on to begin testing to make sure everything is operational. Most devices have lights that will indicate if the device detects another device on the other end of the cable. This will be your first indication that the network is operating properly.

Once the systems are running and Windows is fully booted up, you will need to configure your systems to participate on the same network. By default, they don’t know where to look for other systems when they are a part of a network. It is our job to point them in the right direction.

Chapter 3
Network Software

Configuring Windows for Networking

This manual will cover installation in Windows 2000 as well as Windows XP. Windows 98 is not covered due to it no longer being supported by Microsoft. It is recommended that the operating system of the POS terminals be upgraded if Windows 98 is installed.

Windows 2000

The first thing to do in Windows 2000 to prepare the system for communications over the network is to change the workgroup name and computer name. This can be any name you wish. Most of the time the restaurant name is used or an abbreviation of the name. The default workgroup name is WORKGROUP which can also be used if desired. Computer names are usually Server, POS1, POS2, POS3, BAR, etc.

To change the workgroup name:

1. Right click on “My Computer” on the desktop. This will bring up a set of options to choose from.
2. Select “Properties”. This will bring you into the Properties page of My Computer.
3. Click on the tab named “Network Identification”. This will bring you to the tab where network settings can be changed.
4. Click on the button named “Properties”. This will bring you to the page where the workgroup can be changed as well as the computer name. You should only change one setting at a time to avoid any complications while the new settings are taking affect.
5. Change the workgroup name to your desired name.
6. Click OK.
7. When the system prompts to restart, accept and allow the system to restart.

To change the computer name:

1. Follow the steps above and change the “Computer Name” field in step 4.

The next step to preparing Windows 2000 is to change the IP address of the system to one that will be on the same network or subnet as the other systems. There are many network configurations you can have but for this example, we will use one that is very common in simple networks.

The range of IP addresses that are commonly used for simple networking are 192.168.0.1 thru 192.168.0.255. Most installations will only need a handful in this range and usually start at 192.168.0.1 assigned to the server computer.

To change the IP address of Windows 2000:

1. Click “Start” on the desktop.
2. Navigate to the “Settings” icon in the menu.
3. Navigate and click on the “Network and Dial-up Connections” icon.
4. Click on the “Local Area Connection” icon. This will bring up the Local Area Connection Status page.
5. Click on the “Properties” button. This will bring you to the Local Area Connection Properties page.
6. Highlight the “Internet Protocol (TCP/IP)” item in the white box. The properties button should become active.
7. Click on the “Properties” button. This will bring you to the Internet Protocol (TCP/IP) Properties page.
8. Click “Use the following IP address:”. This will activate the fields below the setting enabling you to edit them.
9. In the IP address field, type in the IP address you wish to use for this system. e.g. 192.168.0.1
10. If you hit the “Tab” key on the keyboard, you should see the “Subnet mask” field automatically enter in a subnet mask that it thinks you will need. Usually this is correct.

The rest of the settings are optional and are usually only used in more complex networks or if you want all the systems in your network to connect to the internet. Your ISP should be able to assist in setting this up if needed. It is recommended that all you systems are connected to the internet so that Aldelo Support can remotely connect to them for assistance.

Continue the steps above for each of the stations in the network. At each station, you should increment the IP address by 1. For example, at the “server” computer you might have used 192.168.0.1. For POS1 you will use 192.168.0.2 and POS2 you will use 192.168.0.3 and so on. Continue this until all stations have IP addresses assigned. Remember to make sure there is a subnet mask of 255.255.255.0 on each station. This is the default address and should be ok to keep.

Windows XP Pro

Windows XP comes in two flavors. They are Windows XP Home and Windows XP Pro. In a business environment it is a good idea to use the pro edition since this is what it was meant for. There are many features in Windows XP Pro that make setting up a network and configuring network settings much easier. Windows XP Home lacks some of the tools necessary to do a clean installation of Aldelo For Restaurants.

To change the workgroup name:

1. Click “Start”
2. Navigate to the “My Computer” icon and right click on it. This will bring up a set of options to choose from.
3. Navigate and click on the “Properties” option at the bottom of the list. This will bring up the System Properties page.
4. Click on the “Computer Name” tab. This will bring you to the page where your network settings can be changed.
5. Click on the “Change” button. This will bring you to the Computer Name Changes page where you can change the computer name and workgroup name.
6. Change the workgroup name to your desired name.
7. Click OK.
8. When the system prompts to restart, accept and allow the system to be restarted.

To change the computer name:

1. Follow the steps above and change the “Computer Name” field in step 5.

To change the IP address of Windows XP:

1. Click “Start” on the desktop.
2. Navigate to the “Control Panel” icon in the menu. This will bring you to the Control Panel where many system setting can be changed.
3. Click on the “Network Connections” icon.
4. Click on the “Local Area Connection” icon. This will bring up the Local Area Connection Status page.
5. Click on the “Properties” button. This will bring you to the Local Area Connection Properties page.
6. Highlight the “Internet Protocol (TCP/IP)” item in the white box. The properties button should become active.
7. Click on the “Properties” button. This will bring you to the Internet Protocol (TCP/IP) Properties page.
8. Click “Use the following IP address:”. This will activate the fields below the setting enabling you to edit them.
9. In the IP address field, type in the IP address you wish to use for this system. e.g. 192.168.0.1
10. If you hit the “Tab” key on the keyboard, you should see the “Subnet mask” field automatically enter in a subnet mask that it thinks you will need. Usually this is correct.

Testing Your Network

Now that you have configured the network, you’re ready to test to see if the network is operational. There are two tests that you can perform. The first test is to use the Ping command in MS DOS. Click on the “Start**”** button now, and then select the RUN option. Now type “Command” in the open field of the Run dialog screen. You will now see the MS DOS screen appear. Go ahead and type in “PING w.x.y.z”, where wxyz is the IP address of another computer that you have specified earlier in the setup. For example, if you want to test the server computer from one of the other POS stations, use “ping 192.168.0.1” then press the Return key on the keyboard to issue the command. Wait and see if there are any replies. Also, check out the **Packet Loss** information, this value should be zero to denote that your network is successfully configured. If your **Ping** results returned failures, check your cabling and settings. If the problem remains, you will need to consult with a qualified network technician to check out your problem.

Although the network setup and configuration procedures are quite simple, an experienced computer technician may be able to help you set up the network faster. So, if you have any doubts as to the installation of the network, then it may be beneficial to have a qualified technician around to assist you or complete the job for you.

Also, the Windows® network installation help information should be referenced during your network configuration if you should have any questions. Windows XP also has a Network Installation Wizard that might be helpful in assisting with the network configuration portion.

Chapter 4
POS Hardware Setup

Setting up the Terminal

With All-In-One terminals, the setup should be very straight forward. Terminal manufacturers usually install everything for you before they ship the product. This includes the touch screen drivers, MSR drivers, customer display drivers, etc. If you need assistance with installing drivers for the terminal, the manufacturer should be able to assist with the installation.

If you are using a touch screen separate from the computer, you will need to install the touch screen drivers as well as attaching the hardware itself to the computer. For instructions on how to do this, refer to the manufacturer documentation.

Setting up the POS Printers

Before you will be able to start printing receipts from Aldelo for Restaurants, you will need to set up the printers in the Windows® Printer Folder first. Just like most other Windows® based programs, Aldelo for Restaurants also communicates with the Windows® Printer Spool for management of the print jobs. The reason for this is to allow a print job to be redirected to another available printer if the printer currently trying to print the receipt is out of paper or cannot print for any reason. When this happens you will receive a message in the system telling you the printer is unavailable and will then allow you to print to different printer.

Note: The print redirect will only work if ALL the systems are 2000/XP.

You will need to setup each of the printers that you wish to access from this current computer station. This includes a network printer resource or a locally attached printer. The following are steps to adding your printer to the Windows® Printer Folder.

Windows 2000

1. Click the “Start” button located on your Windows taskbar.
2. Navigate to and click on the “Settings” icon.
3. Navigate to and click on “Printers”. This will bring you to the Printers page where all your installed printers should be displayed.
4. Click on “Add Printer”. This will bring you to the Add Printer Wizard.
5. Follow the wizard to install either a local printer or a network printer. Local Printers are printers that are physically attached to the station you are currently working on. Network printers are printers attached to the network by being attached to a computer that is on the network. You will need to make sure you have the correct driver from the manufacturer available if the wizard prompts for it.
6. Near the completion of the wizard, you will be prompted to print a test page. Be sure to print the test page to make sure that you have installed the printer successfully.

Tech Tip: If you absolutely cannot get the drivers from the printer manufacturer, you can use the Generic Text Printer Drivers in Windows as a temporary replacement but it is recommended that the correct drivers be installed as soon as possible. The functionality of your computer will be the same although we cannot guarantee the printer will function as it would with the proper driver installed.

Sharing Printers in Windows 2000

If other computers on the same network will use this printer, after the installation is complete, you need to turn on its printer sharing feature. Below are the steps required to complete this task.

1. Click on the “Start” button on the Windows desktop.
2. Navigate to and click on “Settings”
3. Navigate and click on “Printers”. This will bring you to the Printers page.
4. Right click on the printer you wish to share. This will bring up a menu of options.
5. Click on “Properties” at the bottom of the menu. This will bring up the properties of the printer.
6. Click on the tab named “Sharing”. This will bring you to the page where you can change the sharing settings as well as install additional drivers for other operating systems that will be using this printer over the network.
7. Click the “Share As” option. This will enable the field next to it where you can enter a share name for the printer.
8. Change the share name to something that is meaningful such as Kitchen1 or Bar1.
9. Click “Apply”
10. Click “OK”

Windows XP Pro

1. Click the “Start” button located on your Windows taskbar.
2. Navigate to and click on the “Control Panel” icon.
3. Navigate to and click on “Printers and Faxes”. This will bring you to the Printers page where all your installed printers should be displayed.
4. Click on “Add Printer” in the Printer Tasks menu on the top-left side of the screen. This will bring you to the Add Printer Wizard.
5. Follow the wizard to install either a local printer or a network printer. Local Printers are printers that are physically attached to the station you are currently working on. Network printers are printers attached to the network by being attached to a computer that is on the network. You will need to make sure you have the correct driver from the manufacturer available if the wizard prompts for it.
6. Near the completion of the wizard, you will be prompted to print a test page. Be sure to print the test page to make sure that you have installed the printer successfully.

Tech Tip: If you absolutely cannot get the drivers from the printer manufacturer, you can use the Generic Text Printer Drivers in Windows as a temporary replacement but it is recommended that the correct drivers be installed as soon as possible. The functionality of your computer will be the same although we cannot guarantee the printer will function as it would with the proper driver installed.

Sharing Printers in Windows XP Pro

1. Click on the “Start” button on the Windows desktop.
2. Navigate to and click on “Control Panel”
3. Navigate and click on “Printers and Faxes”. This will bring you to the Printers page.
4. Right click on the printer you wish to share. This will bring up a menu of options.
5. Click on “Properties” at the bottom of the menu. This will bring up the properties of the printer.
6. Click on the tab named “Sharing”. This will bring you to the page where you can change the sharing settings as well as install additional drivers for other operating systems that will be using this printer over the network.
7. Click the “Share As” option. This will enable the field next to it where you can enter a share name for the printer.
8. Change the share name to something that is meaningful such as Kitchen1 or Bar1.
9. Click “Apply”.
10. Click “OK”.

Testing the POS Printers

Once you have installed all your printers in Windows, you will need to test to make sure that all computers can print to all the printers attached to the network. Remember that each system in the network must have all the printers installed in the Printers folder.

For example, if you have 3 systems each with a printer attached, you will need to make sure those 3 printers show up in each of the 3 systems Printers folder. One for the local printer connected directly to the machine and two that are installed as network printers since they are connected to other machines on the network.

To test the printers on all the stations:

1. Navigate to the Printers folder in either Windows 2000 or XP Pro.
2. Right click on the printer you wish to test. This will bring up a menu with a set of options to choose from.
3. Click on “Properties” at the bottom of the menu. This will bring up the properties of the printer.
4. Click on “Print Test Page”. This will send a print job to the printer you are current working with.
5. Repeat steps 2 thru 4 for each of the printers in the Printers folder. Make sure each of the test pages print correctly.

If you encounter any issues with printing a test page, you may want to contact the manufacturer of the printer to get assistance on correcting the issue.

Setting up the Cash Drawer

Printer Driven

Most cash drawers these days are connected to the printer by a 4 wire cable resembling a phone cable. Make sure you have the correct cable for the drawer and that the drawer is compatible with the printer you will be connecting it to. Call the manufacturer of the cash drawer if you are not sure.

If the cable is permanently connected to the cash drawer, connect the other end of the cable into the cash drawer port of the printer. These are usually labeled and easily identified by the shape of the port.

Once you have the drawer connected to the printer, there should be instructions on how to open the cash drawer through a DOS command. If you do not have these instructions, the manufacturer should be able to provide these for you.

Serial

If you have a serial cash drawer, the setup is very similar to most other serial device installations. The cash drawer should have a power cable as well as a serial cable to connect to the computer.

Make sure to power down your system before installing any serial device.

1. Connect the serial cable to the cash drawer as well as the computer.
2. Connect the power to the cash drawer.
3. Turn on the computer.
4. Once the system is up and running, you should be able to open a DOS command box and issue commands to open the drawer. Refer to the manufacturer for these instructions.

Setting up the Customer Display

Installing customer displays are very similar to install a serial cash drawer. You should have a power cable and a serial cable to connect the customer display to the computer. Once you have the device connected, you should be able to run some tests through DOS to unsure the device is working properly.

One setting you will want to make note of with the customer display is what command set it is currently using. The default command set that Aldelo For Restaurants uses is the UTC command set. If your customer display does not support this command set, you should make sure you have all the commands for the command set that the customer display does support. With this information, it will be possible to configure Aldelo For Restaurants to use an alternate command set.

Tech Tip: Some customer displays will only allow you to install them on certain COM ports due to some COM ports being powered COM ports instead of non-powered. Check with the manufacturer of the customer display to see if this may be the case.

Setting up the MICR Reader

This setup is very straight forward. The only MICR reader interface that Aldelo For Restaurants is known to work with is the keyboard interface. To install the MICR on this interface, the MICR should come with a “Y” splitter that allows you to connect the splitter into the computer and also allow the keyboard and MICR device to connect to the splitter. If you do not want to install a keyboard at the station, you can use what is called a keyboard terminator. These are fairly cheap devices that connect to a keyboard interface and simulate a keyboard being present. If you do not have a keyboard or a keyboard terminator installed, the MICR will not work.

Setting up the MSR Reader

Keyboard

To install a keyboard interface MSR, you can follow the same steps as described in the MICR setup. Connect the splitter to the computer or terminal, connect the MSR reader to the splitter, and connect either a keyboard or keyboard terminator to the splitter. To test if it is working, open up Notepad in Windows and swipe a card through the MSR reader. If you see data written in Notepad, then the device is working.

Serial

To install a serial interface MSR reader, you will follow the same general steps as any other serial device.

1. Power down the system
2. Connect serial cable from the MSR reader to a COM port on the computer or terminal.
3. Make sure that if the device has a power cord that it is plugged in and working.
4. Start the computer or terminal

To test the device, you might need to install drivers that came with the MSR reader. Refer to the manufacturer for instructions on how to test the device in Windows.

Setting up the Barcode Reader

Currently, the keyboard interface barcode scanner is supported by Aldelo For Restaurants. To install this device, you will follow the same instructions as many other keyboard interface devices. Install a splitter cable and then connecting the barcode scanner as well as the keyboard or keyboard terminator to the splitter.

Setting up the Coin Changer

Currently the USB version of the coin changer is supported. If you are using Aldelo For Restaurants, all you will need to do is plug the coin changer into any available USB port on the computer or terminal. There is also a power plug that will need to be attached to the coin changer.

Setting up Caller ID

Modem

The first type of Caller ID device is the modem. These can be internal or external. Many modems these days come with Caller ID functions. Since there many modem manufacturers today, the best thing to do is to refer to the manufacturers instructions on how to install the modem. Internal modems require a card to be added to the computer and external modems require an open serial port or USB port. USB modems have not been tested with Aldelo For Restaurants and should not be used unless they can map to a COM port on the computer and will work in HyperTerminal.

Multi-Line Caller ID Device

If you need more than 1 line for incoming calls, you will want to install a multi-line Caller ID box. Aldelo For Restaurants has support for many models and can add more if needed. To install these devices, you should have the serial cable that came with the device as well as the power adapter.

1. Power down the computer or terminal
2. Connect the serial cable to the Caller ID device and to any available COM port on the computer or terminal.
3. Connect the power cable to the device and turn on the device.
4. Connect any phone lines that you want to monitor caller information on. You may want to label the lines so that you can have a reference if you need one.
5. Turn on the computer or terminal.

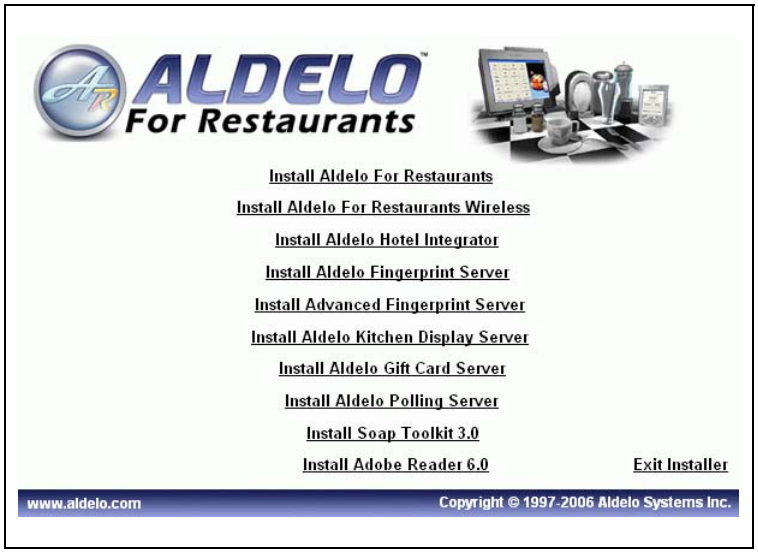
Part 2
Software Installation and Configuration

Chapter 5
Software Setup

Installing Aldelo For Restaurants

Once you have your network and hardware setup, you can install the Aldelo For Restaurants software. Make sure you have your CD handy and are able to either install using a CD-ROM drive on each system or you can transfer the files from the CD onto a USB drive to take with you to each system in the event that the systems do not have CD-ROM drives.

1. If you are using the CD method of installing, you can place the CD into the CD-ROM drive and it will automatically launch the splash screen.



2. Select the software you wish to install. This will launch the installer for that particular product.
3. Walk through the install wizard and make sure to read the EULA carefully as it has important information you should know about the product licensing.
4. You will be presented with being able to install other tools that come with Aldelo For Restaurants and it is recommended that you do so. These tools assist in maintaining the database as well as other tools to help with language translation.
5. Congratulations! You have just successfully finished installing Aldelo For Restaurants.

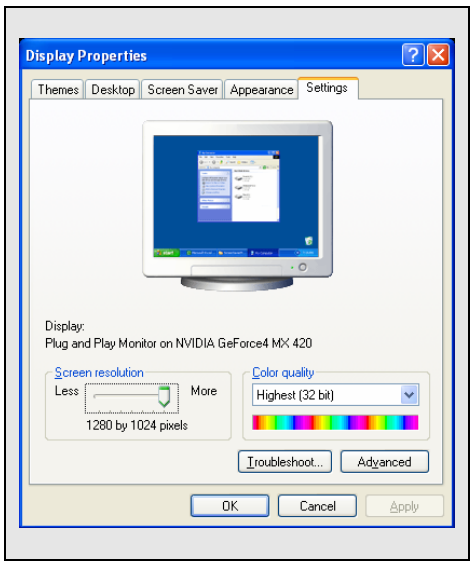
Adjusting Windows

Proper Screen Resolution

To efficiently operate your Aldelo for Restaurants software, we strongly recommend that you change your Windows display settings to the suggestions mentioned below. You can still use Aldelo for Restaurants with a different display configuration but for the best and most efficient results use the suggested settings below.

In order for all of the screen components in Aldelo for Restaurants to fit properly, you must change the screen resolution to **800 x 600** pixels. To do this:

1. Right Click your mouse button anywhere on the desktop where there isn't an icon and then with the left mouse button select "Properties".
2. Click on the "Settings" tab and change the Screen Resolution to 800 x 600 pixels.
3. Click the "Apply" button.



16 Bit Color Palette or Better

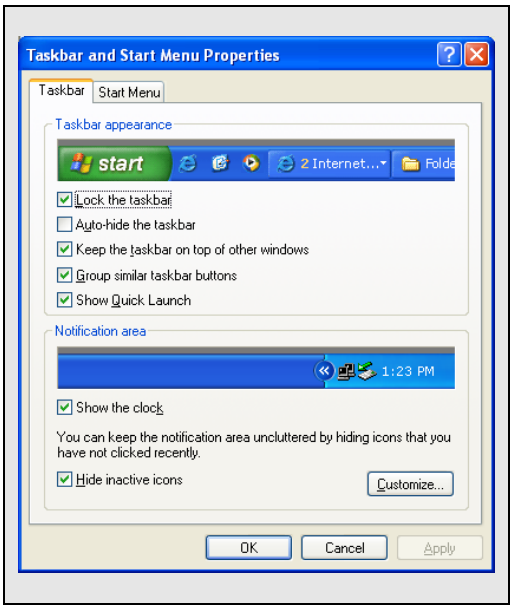
Although not required, we do recommend that you set your color depth to 16 Bit or higher for better graphics display on your computer. To do this:

1. Right Click anywhere on the desktop where there isn't an icon and then with the left mouse button select "Properties".
2. Go to the "Settings" tab, and change the Color Quality, to 16 Bit or higher color.
3. Click the "Apply" button.

Small Font 96 DPI

You will also need to make sure your computer's font is set to Normal Size 96 DPI. To do this:

1. Right Click anywhere on the desktop where there isn't an icon and then with the left mouse button select "Properties".
2. Choose the "Settings" tab and click the "Advanced" button to change the font size attribute.
3. Click the Apply button.



Keep the Taskbar on Top of Other Windows Taskbar option

By default the Windows Taskbar will be set so that it is always on top and present. With Aldelo for Restaurants it is much easier and safer to have the taskbar setting "Keep the taskbar on top of other windows" unchecked. Please refer to the following page for additional settings that should be enabled for the task bar. To do this:

1. Right Click on the "Start" button on the Windows desktop.
2. Select the "Taskbar" tab.
3. Make sure the box that says "Keep the Taskbar on Top of Other Windows" is NOT checked.

TIP: If you have trouble with the above configurations then you can have an experienced computer technician do it or refer to the Windows Help.

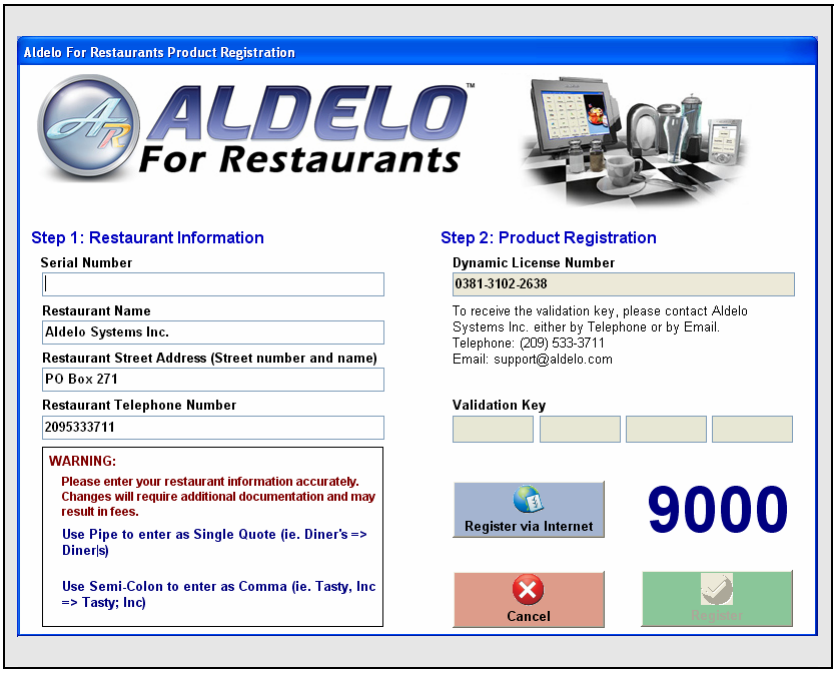
Setting the Taskbar to Auto Hide

For ease of use and to ensure that you have the best possible display, you will need to set your Windows® Taskbar to Auto Hide. Setting the Taskbar to Auto Hide is also useful for keeping users from launching other programs while using Aldelo for Restaurants. By doing this, whenever the mouse cursor is NOT on the taskbar, then the taskbar will be hidden from view. Keep in mind, if the user has access to a mouse they can get into Windows.

1. Right Click on the Windows Taskbar then select "Properties".
2. Check the "Auto Hide" check box.
3. Click the "Apply" button.

Registering & Activating Aldelo For Restaurants

The very first time that you launch your software, it will be in Demo mode. If the demo expires you will get a product registration window prompting you to enter your product registration and validation key. To register your software and receive your validation key please contact Aldelo Systems Inc. by either registering online, calling in at 209-533-3711, or you can send in a request for registration via email at contact@Aldelo.com **If you send in a request by email, please be sure to provide your serial number, restaurant name, streets address, telephone number, city, state, zip code and the name of the owner of the restaurant.** The product registration is quite simple and quick. Just follow the instructions below for a quick and easy registration.



In the **Aldelo For Restaurants Product Registration** window, enter your serial number, Restaurants name, Street address, and Telephone # EXACTLY as you want it printed on the guest receipt. It is case and letter sensitive so be sure the info is totally correct (the street address should be just the address, no city or zip should be entered). Be sure to enter the serial number including the dashes.

Locate the **Dynamic License #.** Verify that it matches the Dynamic License # Aldelo Systems Inc. has on record.

Once your Dynamic License # matches the one we have on record, enter the **Validation Key**.

Click **Register**

If the registration was successful you will get a message stating so. If not, verify the dynamic license #'s do match and your restaurant info is entered the same EXACT way that you registered it with Aldelo Systems Inc.. If you are still unsuccessful please contact Aldelo Systems Inc. for further assistance.

Repeat these steps for ALL of your computers running Aldelo for Restaurants. You will use the same registration info and validation key for all the licenses.

If you ever need to change your restaurant telephone number or name, you MUST contact Aldelo Systems Inc. so that your registration can be updated to reflect the change. If your restaurant ever changes hands or address you also MUST contact Aldelo Systems Inc. and a License Termination Agreement will have to be signed and a fee will need to be paid. These will need to be mailed in to make it a legal change, so that the license can be registered again under the new information.

Software Activation

Once the software is registered, you will have 10 days to activate each station in the network. This is added protection to ensure your copy of Aldelo For Restaurants is genuine. This will protect you from possible piracy from people trying to sell the Aldelo For Restaurants product without a license.

To activate each station, follow the steps below. These steps assume you are in the Back Office and have already registered the software.

1. Click "Help" in the menu bar. This will show a list of options.
2. Click "Software Activation". This will bring up the software activation window.
3. Follow the instructions provided by the Aldelo Support Representative or click "Activate Via Internet".
    a. Activation via the internet is the recommended option for activating your software. This process is much faster and more convenient.
4. Repeat steps 1-3 for each station in your network.

Selecting a Database

After the registration process you will be prompted to select your startup database file if you have not already done so. You will see that there are 3 choices. One of these choices is **Start With Demo Database**. You will select this choice if you would like to start using the pre-programmed demo database. It is also a good idea to check this box if you are not yet familiar with configuring or using Aldelo for Restaurants. Do not use the demo database to build your menu. This database is for demo purposes only and is removed when the software is uninstalled.

Your next option is to **Create A New Blank Database**. Select this choice if you would like to begin creating your own database specific to your Restaurant. When you select this option you will be prompted to enter the name of your restaurant. This will also be the name of the folder and database file kept on your computer. Remember what you use for the name as it may be needed in the future for troubleshooting purposes. Again do not build your database on top of the Demo database. If you do and you uninstall your application, you database will be deleted.

The last choice is the **I Will Select My Own Database**. You will select this choice if you have already created a database you would like to link to.

Another option on this screen is **Always Connect To This Database**. You will click this box if the database you are selecting will be the database you will be using every time you start Aldelo for Restaurants. More than likely, you will want to check this box unless you are just using a database temporarily.

If you would like to have this screen come up to allow you to select a database, follow the instructions below.

1. Click on **Start** on the Windows desktop. Click on **Run** and type in **regedit.**
2. This will bring up the registry editor. Go to HKEY_CURRENT_USER > Software > VB and VBA Program Settings > Aldelo For Restaurants > Version 3.
3. Find the Registry Keys named Data Source and Forced Data Source. Double click on these and delete any Key value information there may be. This is usually the path for where the database is.
4. Once you have deleted this info, the system will recognize there is no database selected and ask you where the database is.

Information Data Entry

This section will go over all the data entry and needs to be completed before using the software for the first time. The easiest way to complete this section is to follow along in the software and fill in each field after you have read the explanation. If you need to find a screen in the software while you are following along, directions to the screen being explained will be provided to you in the format of "Screen 1 > Screen 2 > Screen 3 > Screen 4"

General Settings

Postal Codes	
Description:	
Screen location: Back Office > Setup > General Settings > Postal Codes.	
City:	This is where you will enter the city associated with this postal cod
State:	This is where you will enter the state associated with this postal code.
Postal Code:	This is the postal code associated with the city and state.
Delivery Charge:	This will be the delivery charge that will be applied when this postal code is used. You can leave this field blank if you do not wish to charge for delivery to this postal code.
Delivery Compensation:	This is where you will specify the amount of money the driver will get for compensation while delivering.

Delivery Streets	
Description:	
Screen Location: Back Office > Setup > General Settings > Delivery Streets.	
Street Name:	In this field you will enter the name of the street that you are defining
Address From:	In this field you will enter the first address on this street that delivery is offered.
Address To:	In this field you will enter the last address on this street that delivery is offered.
Map Code:	In this field you will enter a code for the street that you are defining (the code is created by the user). The map code will be the code on a map on the wall that defines where a location is. For example, wall maps have codes on them telling you where locations are on the map. These are codes like B3 or D2. You can enter those codes into the software for each address so when you call up and address, it will say B3 and you will look on the wall map and see where B3 is located.
Delivery Charge:	In this field you will enter the amount of money that your restaurant that will charge for delivery on this street. This must be entered in to have the Delivery Charge show up when taking a Delivery Order.
Delivery Compensation:	In this field you will enter the amount of money that you will give to your driver for deliveries made on this street. This must be entered in to have the Delivery Compensation show up when taking a Delivery Order.
Postal Code:	This is the postal code where this street is located
No Delivery:	This option is used when your restaurant does not want to offer delivery to this street.

Cash Trays	
Description:	
Screen Location: Back Office > Setup > General Settings > Cash Trays.	
Cash Tray ID:	This is the ID number the software assigns to this cash drawer.
Cash Tray Name:	This field allows you to give this cash tray a name such as AM Bar for the Bar working the AM Shift. This will not show up when you are selecting the cash tray in the Main POS screen.
Hide Cash Tray:	This option will hide the cash drawer from users in the Main POS screen.

Surcharges	
Description:	
Screen Location: Back Office > Setup > General Settings > Surcharges.	
Surcharge ID:	This is the ID number the software assigns the Surcharge.
Surcharge Name:	This field allows you to assign a name to this surcharge. This can be any name you wish.
Surcharge Amount:	This field allows you to enter the amount of the surcharge. This number will be a dollar amount or percent.
Amount Basis:	This drop down menu will allow you to select which type of surcharge this is. This can be Currency meaning a dollar amount or Percent, which is percentage based.
Waiver Min. Check	This field allows you to specify the dollar amount the ticket needs to be to waive the surcharge.
Surcharge Description:	This field allows you to enter in a description explaining what this surcharge is used for.
Hide Surcharge:	This will hide this surcharge when it's no longer used.

Discounts	
Description:	
Screen Location: Back Office > Setup > General Settings > Discounts.	
Discount ID:	This is the ID the software assigns this discount.
Discount Name:	This field allows you to assign a name to this discount. This can be any name you wish.
Discount Amount:	This field allows you to enter the amount of the discount. This number will be a dollar amount or percent.
Amount Basis:	This drop down menu allows you to select the basis on which this discount will be used. This can be Percent, Currency, or Maximum Amount Charged. Maximum Amount Charged will only work with menu items and not the entire order.
Discount Expire Date:	This field allows you to specify a date on which this discount will expire
Min Ticket For Discount:	This field allows you to specify an amount the ticket needs to be before a discount can be given.
Discount Group Definition:	This feature is used for discounting grouped menu items. To enable this feature you must have created this discount using the Maximum Amount Charged amount basis. If you have a hamburger, fries, and a coke and you can discount the group as a whole. To set this up you must first assign a Menu Group Number to each menu item in your menu. This is on page 2 of the menu item editor. An example of this is to assign a 1 to all hamburgers, and a 2 to all fries, while a 3 would be on all your drinks. Now return to the Discount that was setup and find the three dots under this field. Click on the three dots to bring up three consecutive keypads. The first is where you will define the group number of the item in this Discount Group. The next is the number of items that will be allowed when applying this discount. The last is the maximum amount that the discount will allow on this item before adding additional charges. Repeat this for every menu item that this Discount will be used for.

Hide Discount:	This option will hide this discount if it is not used anymore.
Exclude Bar Drinks:	This option will not discount menu items that are marked as bar drinks.
Discount Barcode:	This field will allow a barcode number to be entered for this discount. If you have the barcode made for the discount already, all you have to do is place the cursor in this field and scan the barcode.
Menu Item To Discount:	This option allows you to define which menu item the discount will be applied to when the discount is scanned using the barcode feature. For example if you have 9 items on a ticket and you scan the discount for cheese pizza it will search for the cheese pizza on the ticket and discount just that item. This is useful if you have specials for certain items and you want to save time.

Bank Card Files	
Description: The purpose of this dialog box is to let you maintain a list of bankcard files that you may associate for the bad checks that you may receive during operations.	
Screen Location: Back Office > Setup > General Settings > Bank Card Files.	
Bank Name:	This field allows you to enter a bank name
Phone Number:	This field allows you to enter a phone number for the bank
Verify Funds By Phone:	This option is reserved for future use.
Hide Bank Card File:	This will hide this bank card file when it is no longer used.

Bad Check Reasons	
Description: The purpose of this dialog box is to let you maintain a list of bad check reasons for association with bad checks that you may receive during your operations.	
Screen Location: Back Office > Setup > General Settings > Bad Check Reasons.	
Bad Check Reason:	This field allows you to enter a reason the check received from the customer was bad.
Hide Reason:	If this reason is no longer a reason for a bad check then you will want to put a check in this check box.

Bad Check Penalties	
Description: The purpose of this dialog window is to let you maintain a list of bad check penalties that you may associate with the bad checks that you may receive during your operations.	
Screen Location: Back Office > Setup > General Settings > Bad Check Penalties.	
Bad Check Penalties:	This field allows you to enter a name for the bad check penalty.
Penalty Amount:	This field allows you to enter the amount of money the customer will be charged for this penalty.
Hide Penalty:	This option allows you to hide the penalty when it is no longer used.

Custom Printer Types	
Description: The purpose of this feature is to let you define your own custom printer types if they are not already supported in the software. This gives you the capability of supporting any POS receipt printer that you know the Escape Control Codes for. You will need to refer to your printers' user manual for the Escape Control Codes and convert them into our coding method.	
Screen Location: Back Office > Setup > General Settings > Bad Check Penalties.	
Based on This Printer:	This drop down field lets you choose the type of printer that this custom printer will be based on
Printer Type Name:	This field allows you to enter the name you choose for this printer. The name of your printer can be anything that you want it to be you could even name it after yourself if you wanted to.
Bold Font Code:	This field allows you to enter your printers' code for Bold Font.
Non-Bold Font Code:	This field allows you to enter your printers' code for the Font that is not bold.
Large Font Code:	This field allows you to enter your printers' code for Large Font.
Small Font Code:	This field allows you to enter your printers' code for Small Font.
Red Font Code:	This field allows you to enter your printers' code for Red Font.
Non-Red Font Code:	This field allows you to enter your printers' code for Non-Red Font
Cash Drawer Code:	This field allows you to enter your printers' code for opening the Printer Driven Cash Drawer if your printer supports Printer Driven Cash Drawers.
Line Feed Code:	This field allows you to enter your printers' code for Line Feed.

Auto Cut Code:	This field allows you to enter your printers' code for automatically cutting off the paper when the printer is done printing, if your printer supports Auto Cutting.
Buzzer Code:	This field allows you to enter your printers' code for the buzzer that goes off when the printer is done printing; if your printer has a buzzer that goes off, otherwise leave this field blank.
Small Font Columns:	This field allows you to enter the number of Small Font Characters that you can have per one line on your printer.
Large Font Columns:	This field allows you to enter the number of Large Font Characters that you can have per one line on your printer.

How To Convert Control Codes

The fields in the custom printer types are coded in a different method than the actual codes that you will get out of your printers user manual. You will need to convert your control codes to the software's method of coding. Below is an explanation of how to convert these codes.

The fields in the Custom Printer Types are coded for the decimal values. If your printer control code for line feed is **LF**, which is 10 in decimal value, format it to three digits, and then precede it with the capital character C. For example, **LF** will actually be entered in the **Line Feed** field as **C010**. Same idea applies to printer control codes that have multiple word combinations, such as **ESC p**. Simply figure out the converted code for ESC, and then figure out the converted code for **p**, and put them together in the field that they apply to. This would convert to **C027C112**.

Code Conversion Chart

Below is a chart that will make converting the codes much easier.

Character	HEX	DECIMAL	Character	HEX	DECIMAL
NUL	0	000	A	41	065
SOH	1	001	B	42	066
STX	2	002	C	43	067
ETX	3	003	D	44	068
EOT	4	004	E	45	069
ENQ	5	005	F	46	070
ACK	6	006	G	47	071
BEL	7	007	H	48	072
BS	8	008	I	49	073
HT	9	009	J	4A	074
LF	0A	010	K	4B	075
VT	0B	011	L	4C	076
FF	0C	012	M	4D	077
CR	0D	013	N	4E	078
SO	0E	014	O	4F	079
SI	0F	015	P	50	080
DLE	10	016	Q	51	081
DC1	11	017	R	52	082
DC2	12	018	S	53	083
DC3	13	019	T	54	084
DC4	14	020	U	55	085
NAK	15	021	V	56	086
SYN	16	022	W	57	087
ETB	17	023	X	58	088
CAN	18	024	Y	59	089
EM	19	025	Z	5A	090
SUB	1A	026	[	5B	091
ESC	1B	027	\	5C	092
FS	1C	028	]	5D	093
GS	1D	029	^	5E	094
RS	1E	030	_	5F	095
US	1F	031	‘	60	096
SP	20	032	a	61	097
!	21	033	b	62	098
“	22	034	c	63	099
#	23	035	d	64	100
$	24	036	e	65	101
%	25	037	f	66	102

&	26	038	g	67	103
‘	27	039	h	68	104
(	28	040	i	69	105
)	29	041	j	6A	106
*	2A	042	k	6B	107
+	2B	043	l	6C	108
,	2C	044	m	6D	109
-	2D	045	n	6E	110
.	2E	046	o	6F	111
/	2F	047	p	70	112
0	30	048	q	71	113
1	31	049	r	72	114
2	32	050	s	73	115
3	33	051	t	74	116
4	34	052	u	75	117
5	35	053	v	76	118
6	36	054	w	77	119
7	37	055	x	78	120
8	38	056	y	79	121
9	39	057	z	7A	122
:	3A	058	{	7B	123
;	3B	059	|	7C	124
<	3C	060	}	7D	125
=	3D	061	~	7E	126
>	3E	062	del	7F	127
?	3F	063			
@	40	064			

Table Setup

Dine In Table Groups	
Description: The purpose of this screen is to specify the sections or table groups that your establishment has. There are up to 10 groups that can be added. If a group is not added, it will not show up on the table selection screen. This step must be done before any tables can be created.	
Screen Location: Back Office > Setup > Table Setup > Dine In Table Groups.	
Table Group No. #	This field will specify the name of the table group.
Add:	This button will add a new table group if one has not already been specified for this number.
Edit:	This button will edit a table group that has already been created.
Delete:	This button will delete a table group that has already been created. You cannot delete a table group that has tables assigned to it. You must first assign these tables to another group before deleting the target table group.

Table Group Editor	
Description: The purpose of this screen is to edit a table group you have already created.	
Screen Location: Back Office > Setup > Table Setup > Dine In Table Groups > Edit.	
Table Group Name:	This field will specify the name of the table group.
Group 1 Name:	This field will specify the name of the first group that tips will be shared with. A good example is “Hostess”.
Group 1 Percent:	This field will specify the percent of tips that will be shared with this group.
Group 2 Name:	This field will specify the name of the first group that tips will be shared with. A good example is “Bus Person”.
Group 2 Percent:	This field will specify the percent of tips that will be shared with this group.

Tech Tip: In order to see the Table Group Tip Sharing fields, you will have to enable the option in Back Office > Other > Enable Table Group Tip Sharing.

Dine In Tables	
Description: The purpose of this screen is to create, edit, assign and arrange tables in each of the table groups defined.	
Screen Location: Back Office > Setup > Table Setup > Dine In Tables.	
Assign Table:	This drop down list will specify the employee you wish to assign tables to at this time. If there are no tables assigned to this employee, you will not see any tables that are green or red. Green means the table is assigned to this person and red means the table is assigned to someone else in the list and is not available for assignment.
Table Groups:	This drop down list specifies the current table group you are working in. This list is generated from the table groups that have already been defined.
Assign Table [Name], [Job Title]:	This button will assign tables that have been selected. Tables must be selected first before clicking this button.
Clear Table:	This button will clear all table assignments.
Table Grid Button:	These buttons represent tables that can be created or tables that have been created. Tables that have been created will have a name associated to them. Tables that are still new are blank.

Tech Tip: If you want to quickly move your tables around, you can right click and drag and drop the table to a new position.

Dine In Table Editor	
Description: The purpose of this screen is to create and edit specific properties of a table.	
Screen Location: Back Office > Setup > Table Setup > Dine In Tables > Table .	
Dine In Table Name:	This field will specify the table name.
Total Seats (12 Max For Visual Seating):	This field will specify the number of people that can sit at this table. Reservations cannot be made for more people than this number specifies.
Average Table Usage Minutes:	This field will specify the number of minutes a table is usually occupied for. This is used when creating reservations.
Picture:	This will specify the icon of the table.
Smoking Section:	This option will specify if this table is a smoking table.
Near Windows:	This option will specify if this table is near a window.
Booth Seating:	This option will specify if this table is a booth.
Private Seating:	This option will specify if this table is in a private area.
Hibachi Table	This option will specify if this table is a Japanese hibachi table.
Hibachi Table Style:	This drop down list will specify which direction this table faces.
Hibachi Left, Top, Bottom, Right Side Seats:	This drop down list will specify how many people can sit on each side.
Hibachi Can Bridge To:	This option will specify which table can be connected to this hibachi table.
Hibachi Bridge Seats:	This option will specify how many seats are created as a result of the bridging.

Employee Setup

Job Titles	
Description: The purpose of this screen is to let you define the job titles that your restaurant will have. You will want to be sure to create as many of the job titles as necessary, since you will be assigning them to employees.	
Screen Location: Back Office > Setup > Employee Setup > Job Titles.	
Job Title:	This field allows you to enter a Job Title name. For example you can have Manager as one job title.
Default Security Level:	This is the default security level the system will assign when a new employee is created with this job title. This can be changed later in the employees file if necessary.
Default Pay Basis:	This is the default pay basis the system will assign when a new employee is created with this job title. This can be changed later in the employees file if necessary.
Default Pay Rate:	This is the default pay rate the system will assign when a new employee is created with this job title. This can be changed later in the employees file if necessary.
Default Receive Tips:	This option will tell the software that this job title receives tips by default. This can be changed later in the employees file if necessary.
Hide Job Title:	This option will hide this job title when it is no longer used.

Employees > General	
Description: This tab will specify general information about the employee that all employees will have.	
Screen Location: Back Office > Setup > Employee Setup > Employee Files > General	
First Name:	This field allows you to enter the first name of your employee.
Middle Initial:	This field allows you to enter the middle initial of your employee.
Last Name:	This field allows you to enter the last name of your employee.
Tax Account Number:	This field allows you to enter the number used for tax purposes.
Area Code + Phone No.	This field allows you to enter the area code and phone number of your employee.
Mailing Address:	This field allows you to enter the mailing address of your employee
Mailing Postal Code:	This field allows you to enter the mailing postal code of your employee.
Job Title:	This drop down menu allows you to choose a job title for your employee. If you have not created job titles previous to this, you can do this by clicking on the icon to the right of the drop down menu.
Access Code:	This field allows you to enter an access code employees will use to identify themselves to the system. This number cannot be changed if the employee has an open staff bank. If using MSR cards to access the system, the employee should not be given this number

Security Level:	This drop down menu allows you to assign a security level to this employee. The level of security is important and should be given some thought. A typical setup is: **1:** Cooks, Janitors, Dishwashers and anyone who does not need to use the system often. **2:** Hosts/Hostess, Food Expeditors, and people who need to use the system but do not need to enter orders or deal in money exchange. **3:** Wait Staff and anyone who will be taking orders and exchanging money with customers. **4:** Managers and Senior Wait Staff who are responsible for other employees. **5:** Owners and General Managers who need to make decisions concerning the operations of the restaurant.
MSR Card:	This field allows you to swipe an MSR card and have the card associated with this employee. To use magnetic cards put the cursor in the MSR Card field and then swipe the magnetic card through the card reader and this will automatically set up the scan code for that employee.
Preferred Language:	This drop down menu allows you to choose the language that this employee will be using when they are working with the system.
Order Entry Sec. Lang:	This option allows you to have the secondary language enabled. With this enabled the user will see the secondary languages you have used in the menu item editors secondary language field and any other secondary language fields in the software.
Employee is Driver:	This option allows you to choose if this employee is a driver for delivery orders.
Holiday Pay Scale:	This drop down list will specify what rate is paid when the employee works on a holiday.
Work Schedules:	This button is a quick access to the employee schedules screen.

Employees > Payroll	
Description: This tab has host of options that are related to payroll as well as other functions in the software.	
Screen Location: Back Office > Setup > Employee Setup > Employee Files > Payroll	
Hired Date:	This field allows you to enter the date the employee was hired. Format is MM/DD/YYYY.
Terminated Date:	This field allows you to enter the date the employee was terminated or released from employment.
Pay Basis:	This drop down menu allows you to choose the pay basis this employee will receive. If you choose Salaried, then the employees schedule will automatically NOT be enforced.
Pay Rate:	This is the monetary value of pay the employee will receive based on the pay basis.
Tips Received:	This option enables the popup to ask the employee how much in tips they have earned as they are clocking out. This information will be recorded in the Server Gratuity Report in the Back Office and also in the Main POS screen > Operations > Other Tools.
Use Staff Bank:	This option tells the software this employee will be using Staff Banking as their means of taking and settling orders. If this option is enabled this employee will ALWAYS pay to their staff bank when settling orders they have taken. Use this option if your employees will be carrying money collected from customers until the end of the shift.
Use Hostess Features:	This option tells the software that this employee will need the ability to assign tables, assign tabs, perform reservations, add customers to a waiting list, and use paging features. This will enable the “Hostess” button in the table selection screen to allow you to perform these functions.
Schedule Not Enforced:	This option tells the software that the schedule for this employee will not be enforced. This will disable the prompt for the managers’ access code when clocking in and the employee is not on the schedule.

Is A Server:	This option will include this employee as a server in the reports section and also in the lists that the hostess will use to assign tables.
Cannot Finalize Cashier Out:	This option will disallow this employee the ability to finalize a cashier out operation. To accomplish this, it disables the "Done" button in the cashiers money count screen.
Allow Create / Replay Emails:	This option will allow this employee to participate in using the internal Aldelo For Restaurants email system.
Disallow Create / Edit Dine In Orders:	This option will disallow this employee from creating or editing Dine In Orders
Disallow Create / Edit Bar Tab Orders:	This option will disallow this employee from creating or editing Bar Tab Orders
Disallow Create / Edit Take Out Orders:	This option will disallow this employee from creating or editing Take Out Orders
Disallow Create / Edit Drive Thru Orders:	This option will disallow this employee from creating or editing Drive Thru Orders
Disallow Create / Edit Delivery Orders:	This option will disallow this employee from creating or editing Delivery Orders
Hide Employee:	This option will hide this employee from the system.

Employees > Driver	
Description: This tab will specify information about the employee that pertains to their ability to do deliveries.	
Screen Location: Back Office > Setup > Employee Setup > Employee Files > Driver	
Driver License Number:	This field allows you to enter the drivers' license number.
Driver License Expires:	This field allows you to enter the date the driver license expires.
Car Insurance Carrier:	This field allows you to enter the insurance companies' name the driver is insured through.
Insurance Policy No.	This field allows you to enter the policy number the insurance company has provided to the driver for coverage
Insurance Policy Expires:	This field allows you to enter the date that the policy will expire.
Insurance Policy Notes:	This field allows you to enter any notes that you may want to record for this insurance policy. Below this option is a time stamp icon that will put the date and time of when the note was recorded.
Clock Button:	This button will time stamp an entry in the Notes field.

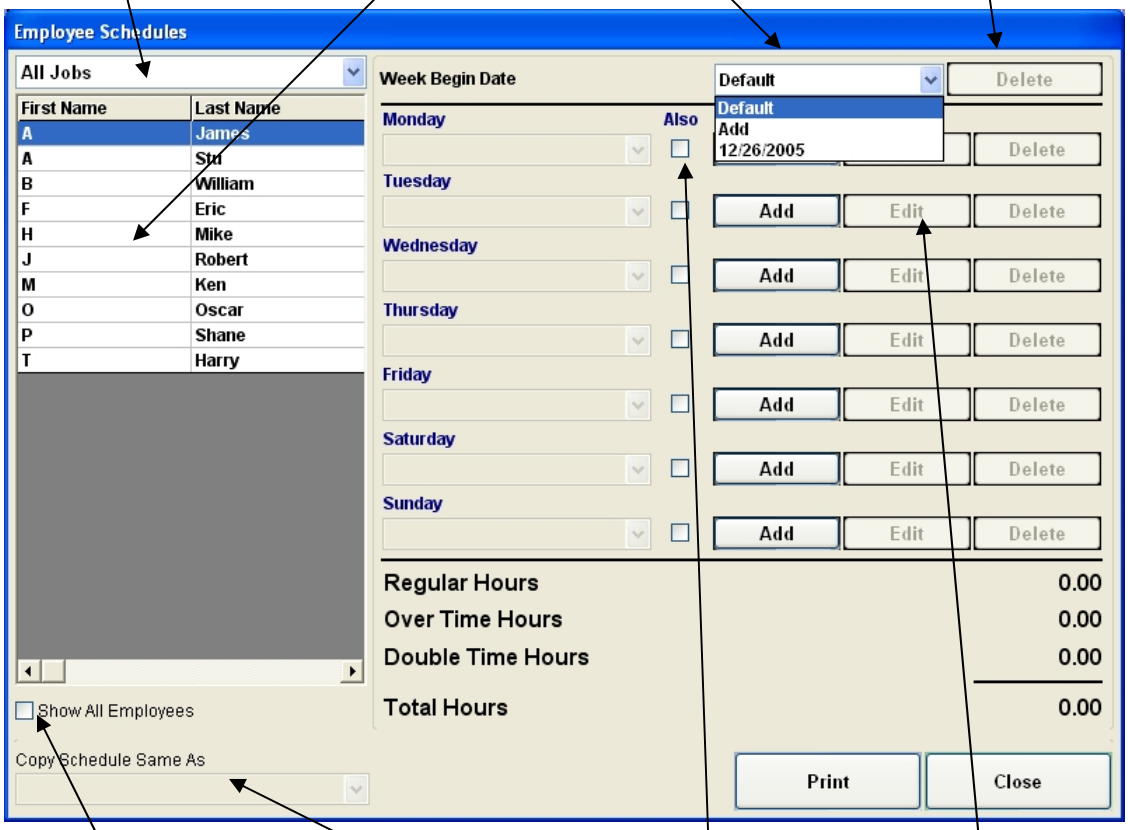
Employees > Notes	
Description: This tab will specify information about the employee that managers have entered that is not already tracked by Aldelo For Restaurants.	
Screen Location: Back Office > Setup > Employee Setup > Employee Files > Driver	
Employee Notes:	In this field you can enter any notes about this employee that you may want to keep on record.
Printer Button:	This will print the contents of the Employee Notes field to the report printer.

Employee Schedules

Description: This screen is used to create employee work schedules. You can have as many scheduled weeks as you need.

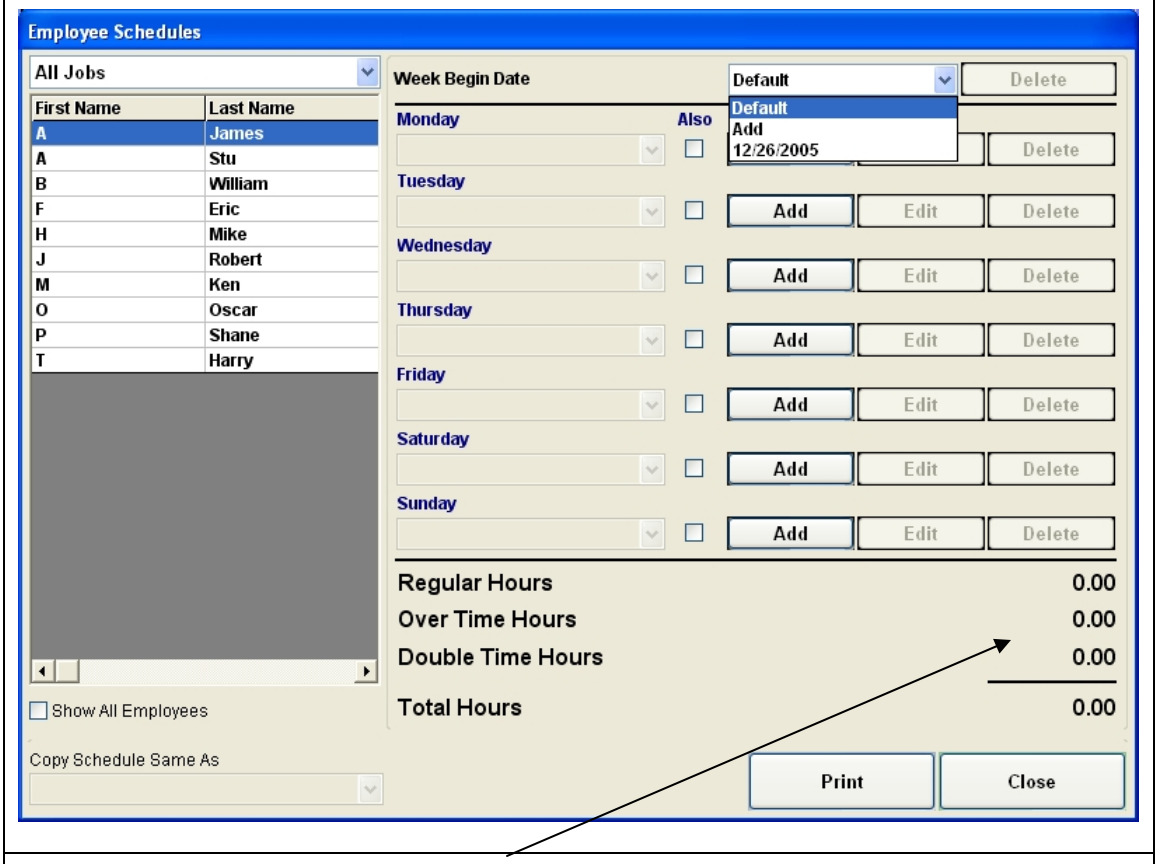
Screen Location: Back Office > Setup > Employee Setup > Employee Schedules

This will filter employees by job title.	This is the current list of employees.	You can also add or edit weeks here.	This will delete the currently selected work week.



This will show hidden employees.	This will copy an already created schedule to this employees schedule	This will include this day in the next "Add" operation you perform.	This will edit the currently selected schedule time for this day.

Employee Schedules (cont.)



This will show the total number of hours for each type when you are creating the schedule. This is updated as soon as the hours are adjusted to give a live representation of the employees schedule.

Menu Setup

Menu Categories	
Description: Menu categories are used for reporting purposes only. It has nothing to do with the visual display of the menu in the Order Entry screen. You assign each menu item to a specific menu category, which will be shown when you create a sales report, to find out how much of each menu category has been sold. For example, if you put all of your Beer and Wine in a category called Drinks, that you created, then when you run a Sales By Category Report, it will show you the summary total of the Drinks category sales information.	
Screen Location: Back Office > Setup > Menu Setup > Menu Categories	
Menu Category:	This field allows you to enter a name for this category.
Hide Menu Category:	This option allows you to hide this menu category when it is no longer used.

Pizza Builder Setup > Sizes	
Description: This screen will define all the pizza sizes that your restaurant offers.	
Screen Location: Back Office > Setup > Menu Setup > Pizza Builder Setup > Sizes	
Sizes:	This option will automatically check the selected sizes when you create toppings and pizzas in the toppings and pizza screens.
Output Name:	This field will specify the name the kitchen will see when the chit prints. If this field is left blank, the normal pizza size name will be used.
Secondary Language:	This field will specify the secondary language name of the pizza size.

Pizza Builder Setup > Crusts	
Description: This screen will define all the pizza crusts that you offer. You can Add and Edit crusts from this screen. You can either click "Add" or "Edit" or double click on the item you wish to edit.	
Screen Location: Back Office > Setup > Menu Setup > Pizza Builder Setup > Crusts	
Add:	This button will allow you to add a new crust type.

Pizza Builder Setup > Crusts > Add	
Description: This screen will specify the information to use on a new crust type.	
Screen Location: Back Office > Setup > Menu Setup > Pizza Builder Setup > Crusts > Add	
Pizza Crust:	This field will specify the crust name.
Secondary Language:	This field will specify the secondary language name of the crust.
Crust Price:	This field will specify the additional price of the crust. This field can be left blank.

Edit:	This button will bring up the Menu Modifiers screen with this item already selected. You will be able to edit this crust from here.

Pizza Builder Setup > Toppings	
Description: This screen will define all the toppings your restaurant offers. You can either click "Add" or "Edit" or double click on the item you wish to edit.	
Screen Location: Back Office > Setup > Menu Setup > Pizza Builder Setup > Toppings	
Add:	This button will allow you to add a new crust type.

Pizza Builder Setup > Toppings > Add	
Description: This screen will specify the information to use on a new crust type.	
Screen Location: Back Office > Setup > Menu Setup > Pizza Builder Setup > Topping > Add	
Pizza Topping:	This field will specify the name of the topping.
Secondary Language:	This field will specify the secondary language name of the topping.
Sizes:	This option will automatically create toppings of the selected sizes when you click "OK".
Topping Price:	This field specifies the price of the topping for this size.

Edit:	This button will bring up the Menu Modifiers screen with this item already selected. You will be able to edit this topping from here.

Pizza Builder Setup > Pizzas	
Description: This screen will define all the pizzas your restaurant offers. You can either click "Add" or "Edit" or double click on the item you wish to edit.	
Screen Location: Back Office > Setup > Menu Setup > Pizza Builder Setup > Pizzas	
Add:	This button will add a new pizza menu item

Pizza Builder Setup > Toppings > Add	
Description: This screen will specify the information to use on a new crust type.	
Screen Location: Back Office > Setup > Menu Setup > Pizza Builder Setup > Topping > Add	
Pizza Name:	This field will specify the name of the pizza.
Secondary Language:	This field will specify the secondary language name of the pizza.
Menu Category:	This drop down list will specify the Menu Category for the pizzas.
Menu Group:	This drop down list will specify the Menu Group these pizzas belong to.
Sizes:	This option will automatically create pizzas of the selected sizes when you click "OK".
Output Name:	This field will specify the name the kitchen will see when the chit prints. If this field is left blank, the normal pizza size name will be used.
Secondary Language:	This field will specify the secondary language name the kitchen will see.
Pizza Price:	This field will specify the price of the pizza for this size.

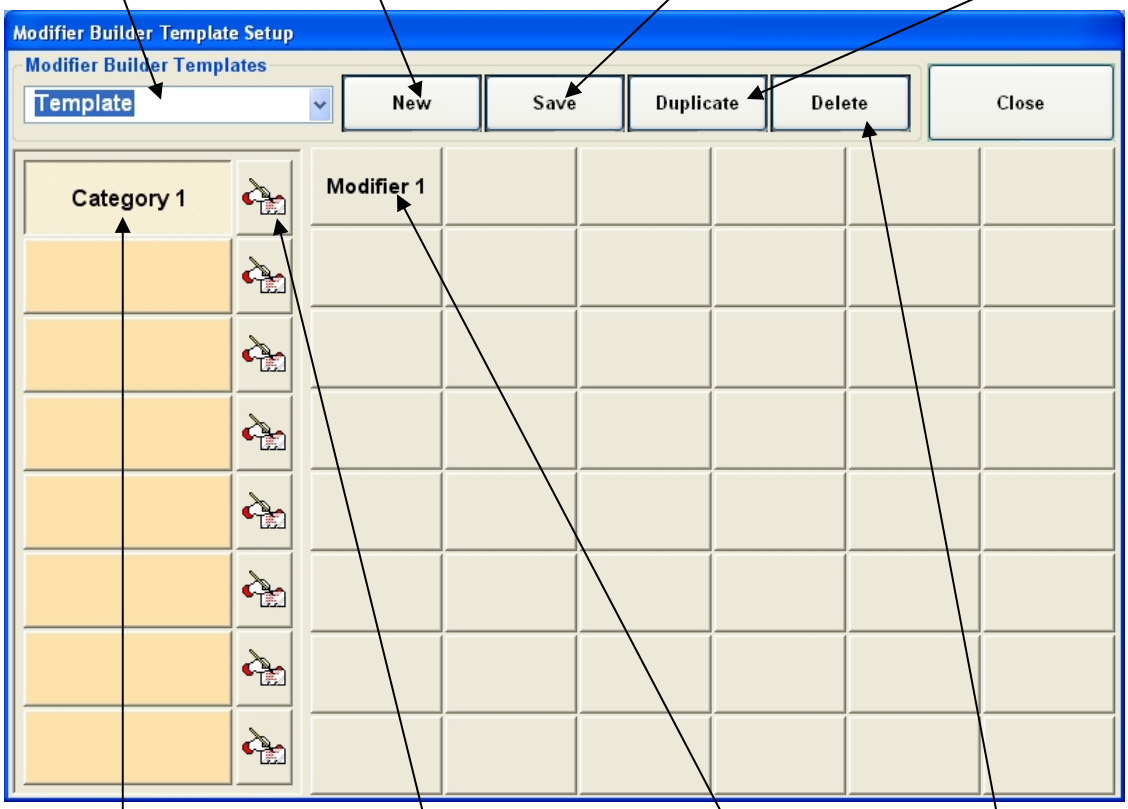
Edit:	This button will bring up the Menu Item Editor with this item already selected. You wil be able to edit this pizza from here.
Menu Items:	This button will bring up the Menu Item Editor so that you may edit any menu item in the system. This is just a shortcut to get you there faster.

Modifier Builder Template Setup

Description: This screen is used to create templates of modifiers to assign to menu items. Unlimited templates can be created with custom categories and modifiers for each template.

Screen Location: Back Office > Setup > Menu Setup > Modifier Builder Template Setup

This is the name of the template	This will create a new template and allow a name to be entered.	This will save the new template once you enter a name.	This will create a new template based on the currently selected template.



These are categories that organize your modifiers into groups	This will edit the category.	This is a modifier in the currently selected category	This will delete the currently selected template.

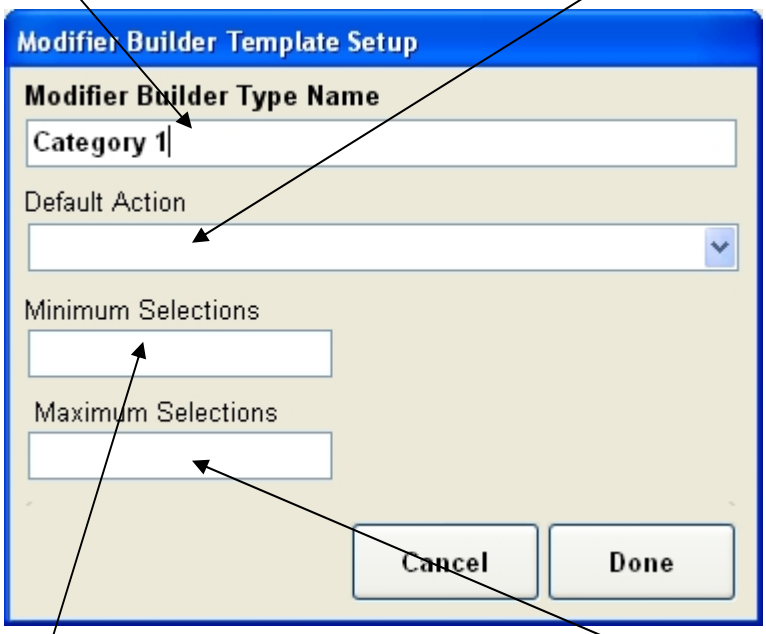
Modifier Builder Template Setup > Edit Category

Description: This screen is used to create templates of modifiers to assign to menu items. Unlimited templates can be created with custom categories and modifiers for each template.

Screen Location: Back Office > Setup > Menu Setup > Modifier Builder Template Setup > Template Name

Button Icon

This will specify the name of the category	This will specify the default type of modifier to select when this category is selected.



This will specify the number of selections that must be made before the user is allowed to select another category.	This will specify the number of modifiers that are allowed to be made before the user is not allowed to select any more modifiers.

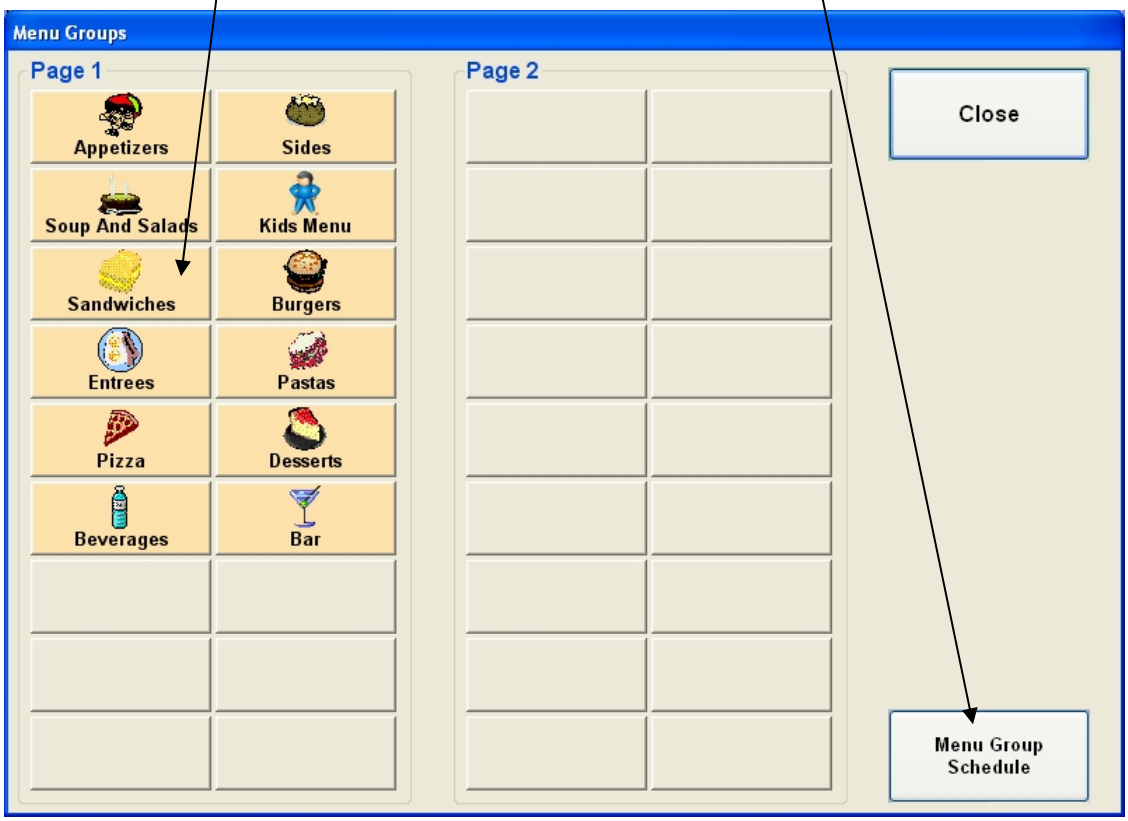
Modifier Builder Editor	
Description: This screen will allow you to edit the modifier you selected on the template while editing the template.	
Screen Location: Back Office > Setup > Menu Setup > Modifier Builder Template Setup > Template > Modifier	
Template Name:	This is the name of the template this modifier is currently assigned to.
Type Name:	This is the category that this modifier is current assigned to.
Modifier Name:	This field will specify the name of the modifier.
Additional Cost:	This field will specify the additional cost of the
Excluded From Builder:	This option will define if this modifier will be included in the template or not. If not, then the No, Add, Extra, etc version of the modifiers will only be shown. This option is used if the base modifier does not make sense to include in the template.
Selected As Default:	This option will automatically select this modifier when the category it is assigned to is selected.
No, Add, Extra, Light, etc:	These options will specify which types of the base modifier will be shown when the template is displayed in the order entry screen.
Additional Cost:	These fields will specify the additional cost of the corresponding type. This additional cost will override the additional cost of the base modifier.
Hide:	This button will hide this modifier.
Delete:	This button will delete this modifier.
Edit Icon:	These buttons will edit the corresponding modifier.
Select Hidden Entry:	This drop down list will select a hidden modifier and fill in the details of that modifier.

Menu Groups

Description: This screen will allow you to edit the modifier you selected on the template while e

Screen Location: Back Office > Setup > Menu Setup > Menu Groups

These are the menu groups available in your restaurant. Click on the group to edit it.	This will bring up the schedule for the menu groups.



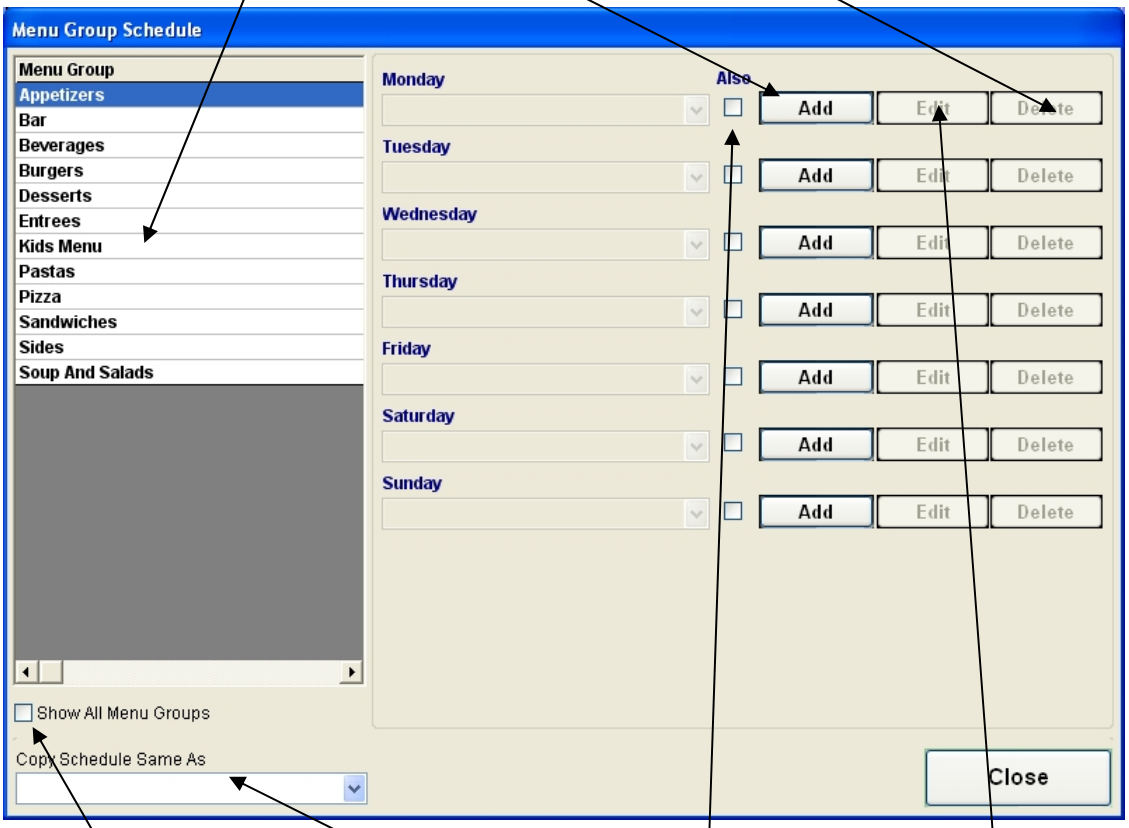
Modifier Builder Editor	
Description: This screen will allow you to edit and arrange your menu groups.	
Screen Location: Back Office > Setup > Menu Setup > Menu Groups > [Any Menu Group]	
Group Name:	This field will specify the group name
Sec. Language:	This field will specify the secondary language name for this group
Picture:	This button will specify the picture to be used with this menu group.
Show Caption:	This option will show the group name when enabled.
Not Available For Dine In Orders:	This option will specify if this menu group is available for Dine In orders.
Not Available For Bar Tab Orders:	This option will specify if this menu group is available for Bar Tab orders.
Not Available For Take Out Orders:	This option will specify if this menu group is available for Take Out orders.
Not Available For Drive Thru Orders:	This option will specify if this menu group is available for Drive Thru orders.
Not Available For Delivery Orders:	This option will specify if this menu group is available for Delivery orders.
Default Group For Dine In Orders:	This option will specify if this menu group is the group that will be selected by default when taking Dine In orders.
Default Group For Bar Tab Orders:	This option will specify if this menu group is the group that will be selected by default when taking Bar Tab orders.
Default Group For Other Orders:	This option will specify if this menu group is the group that will be selected by default when taking Take Out, Drive Thru, and Delivery orders.

Menu Group Schedule

Description: This screen is used to create menu group schedules. The groups will be shown according to the schedule defined. If no schedule is defined for the day, the group will show by default.

Screen Location: Back Office > Setup > Menu Setup > Menu Groups > Menu Group Schedule

This is the current list of employees.	This will Add a schedule to this day.	This will Delete the currently selected schedule for this day.



This will show hidden menu groups.	This drop down will copy a schedule to the schedule currently being worked on.	This will include this day in the next "Add" operation you perform.	This will edit the currently selected schedule time for this day.

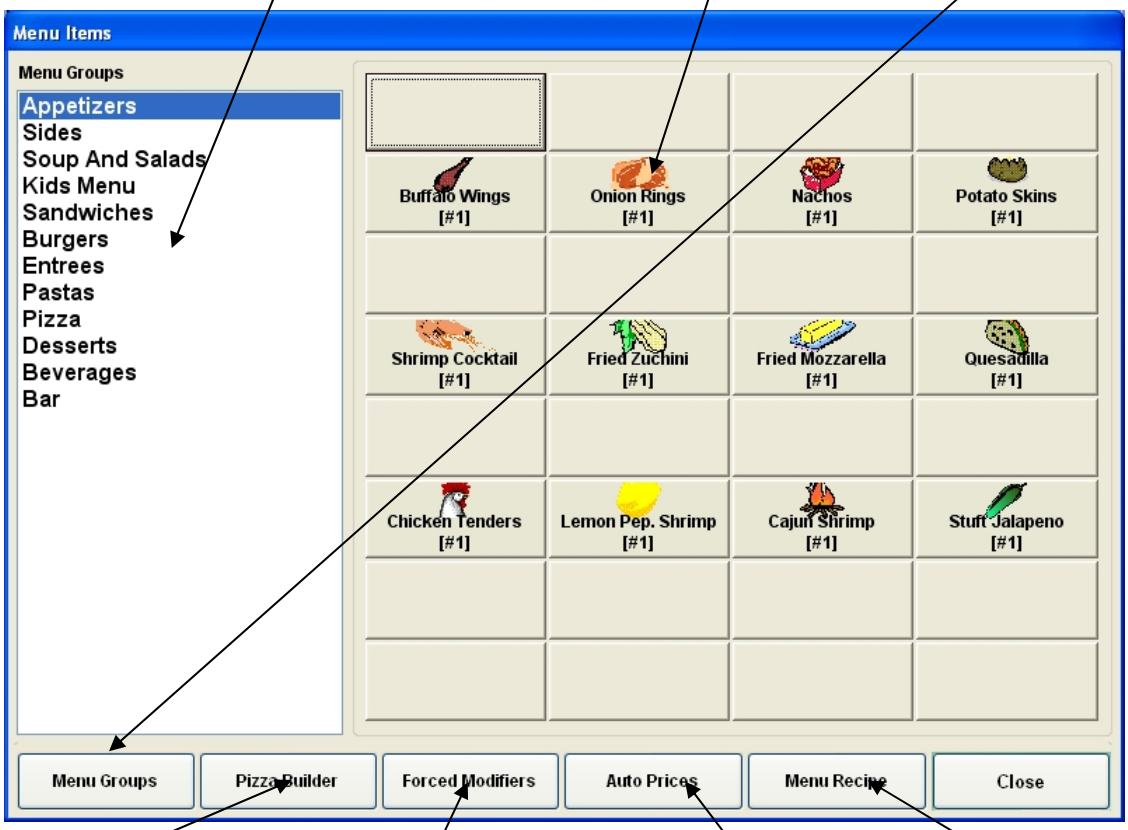
Menu Group Schedule Editor	
Description: This screen will allow you to edit the schedule for this menu group.	
Screen Location: Back Office > Setup > Menu Setup > Menu Groups > Menu Group Schedule > Add or Edit	
Avail From Time:	This field will specify when the menu group will show in the order entry screen.
Avail To Time:	This field will specify when the menu group will stop showing in the order entry screen.

Menu Items

Description: This screen will allow you to edit the menu items that are available in your restaurant.

Screen Location: Back Office > Setup > Menu Setup > Menu Items

This will specify the group you want to view	These are the menu items that can be edited	This is a quick button to the menu groups screen



This is a quick button to the Pizza Builder Setup screen	This is a quick button to the forced modifiers editor screen	This is a quick button to the Menu Item Auto Prices screen	This is a quick button to the Menu Recipe Editor screen.

Menu Item Editor	
Description: This screen will allow you to edit the menu item that has been selected in the menu items page.	
Screen Location: Back Office > Setup > Menu Setup > Menu Items > [Any Menu Group] > [Any Menu Item]	
Menu Item Id:	This field has the number the database has assigned to the menu item.
Item Has Same Attribute As:	This will copy the configuration or Attributes of another menu item. This is useful in saving time when you have several items that have the same properties.
Menu Item Full Name:	This field allows you to enter a name for this menu item. The maximum number of characters here is 22.
Secondary Language Name:	This field allows you to enter a name in the secondary language, which is the equivalent of the Menu Item Full Name.
Menu Category:	This field allows you to select a category this menu item will be assigned to for reporting purposes. If you need to create or edit a menu category while in this screen, use the Icon to the right of the drop down list.
Button Picture Name:	This field allows you to enter a picture that will be used for this button. These should be files with the file extension of .bmp and should be no more than 42 x 42 Pixels with the caption and 54 x 120 without the caption. These values can vary so you should test the picture before using it in your final menu.
Show Caption:	This option allows you to choose whether or not to see the text on the button when in the Order Entry screen when a picture is used.
Large Picture Name:	This field allows you to enter a picture that will be used when the Details function is used in the Order Entry screen.
This is A Top Level Item:	This option allows you to make this item a Top Level Item. This means you will now be able to create Sub-Level Items below this Top Level Item. For example, if you have several types of sodas your restaurant will offer, you would create a Top Level Menu Item called “Soda”. Under this Top Level Item you would create the different brand names for each of the sodas you offer. A Top Level Menu Item can also be referred to as the second tier in the menu structure.

Jump To Group:	This field allows you to select a menu group you want this Top Level Menu Item to Jump To when the button is pressed in the Order Entry screen. This is very useful if you want one button in the order entry screen to take you to another menu group without backtracking. Think of this as creating a Hyperlink in your Order Entry screen.
Pick Color:	This option allows you to select the color this button will be.

Menu Item Editor > Page 1	
Description: This screen will allow you to edit the menu item that has been selected in the menu items page.	
Screen Location: Back Office > Setup > Menu Setup > Menu Items > [Any Menu Group] > [Any Menu Item] > Page 1	
Default Item Price:	This field allows you to enter a price for the menu item that will be used by default. If you want this item to be open price, use **1234.56.** This will bring up a dialog box allowing you to enter the price for this menu item whenever it is ordered. This is very useful for miscellaneous items not usually ordered.
Dine In – Delivery Item Price:	These fields allow you to enter prices for each individual order type. When an item is ordered using one of these types, the price defined will be used to charge the customer. If you are using Auto Pricing, the Auto Price will overrule the prices used here.
Send To Printer At:	This drop down menu allows you to select which printer this item will be sent to when the Settle, Cash Tender, or Done buttons are pressed in Order Entry.
Show Modifier Type:	This drop down menu allows you to select the default modifier type that will be shown when the Modifier button is pressed in the Order Entry screen.
Barcode:	This field allows you to enter the Barcode that will be assigned to this menu item. This can be Alpha-Numeric input. Place your cursor in this field and scan the item with the barcode.
Menu Item Available:	This option tells the software to make the menu item button selectable in the Order Entry screen. If this is unchecked the button will still be visible but will not activate when pressed.
Show Pizza Builder Screen:	This option tells the software to show the Pizza Builder Screen when this item is selected in the Order Entry. When you select this option, a dialog box will appear asking you to select one of the sizes.
Print Pizza Label:	This option will automatically print out a pizza label to stick on the pizza box when a menu item is ordered.

Tax 1 Will Apply:	This option allows you to apply Tax 1 to this item. The name of this Tax will change if you change the Alias Name in Taxes.
Tax 2 Will Apply:	This option allows you to apply Tax 2 to this item. The name of this Tax will change if you change the Alias Name in Taxes.
Tax 3 Will Apply:	This option allows you to apply Tax 3 to this item. The name of this Tax will change if you change the Alias Name in Taxes.
Menu Item Can Be Discounted:	This option allows you to specify if this item can be discounted or not.
This is A Bar Drink Item:	This option tells the software this item is a Bar Drink Item.
Order Item By Weight:	This option allows you to order this menu item by weight in the Order Entry screen. When this option is used, if the item is ordered, a weight dialog box will appear allowing you to specify a weight. If the weight scale is used, the weight will automatically appear in the dialog box.
Kitchen Sort Number:	This field allows you to enter a number that will be used when determining in which order the software needs to sort the menu items on the kitchen ticket. For example, all Appetizers will have the number 1, all the Salads will have a number 2, all the entrees will have a number 3. This option is used in conjunction with the Sort Kitchen Items Automatically On Kitchen Receipt option in Store Settings > Print > Kitchen/Bar.

Menu Item Editor > Page 2	
Description: This screen will allow you to edit the menu item that has been selected in the menu items page.	
Screen Location: Back Office > Setup > Menu Setup > Menu Items > [Any Menu Group] > [Any Menu Item] > Page 2	
Menu Item Description:	This field allows you to enter a description for this menu item. This can be something like the recipe for the menu item.
Print Item To Additional Printers:	This option allows you to choose additional printers this menu item will be sent to when the item is printed in the kitchen or bar.
Special Pizza Topping Charges:	This option allows you to not charge or charge for the first specified number of toppings. For example, if you do not want to charge for the first 4 toppings on this pizza, you would select No Charge and type in “4” in the text field.

Item Delivery Charge:	This field allows you to enter an amount that will be charged if this item is ordered for Delivery.
Item Delivery Comp:	This is the amount your driver will be compensated when they deliver this item.
Discount Group #:	This field allows the user to assign a menu item to a specific Discount Group. For example: All hamburgers will be assigned to group # 1…all fries will be assigned to group # 2….all soft drinks will be assigned to group # 3.
Maximum Price:	This feature allows the user to set a max price on the menu item. This will allow the price to increase up to the max item price when adding modifiers with a cost attached to them.
Min. Recipe Profit %:	This field will specify the minimum profit percentage you will want to make on this menu item.
Use Modifier Builder Template:	This drop down menu allows you to choose which Modifier Builder Template you want to use for this menu item. These where created previously in the Modifier Builder Template Setup. **This has to be selected for the Modifier Builder Template feature to be enabled**. If you need to create or edit one, you can use the icon to the right of the drop down menu.
Menu Item Type:	This drop down list will specify if this menu item is prepared food, a soft drink, or bakery pastries. This feature only applies in certain special circumstances and is rarely used.

Sub Level Item Notes:

- **Menu Short Name:** If this item is a Sub Level Item, you can specify a menu short name. This name will be displayed in the Order Entry screen and CAN be the same as another menu item short name. Sub Level Items are created when a menu item is created below a Top Level Item.

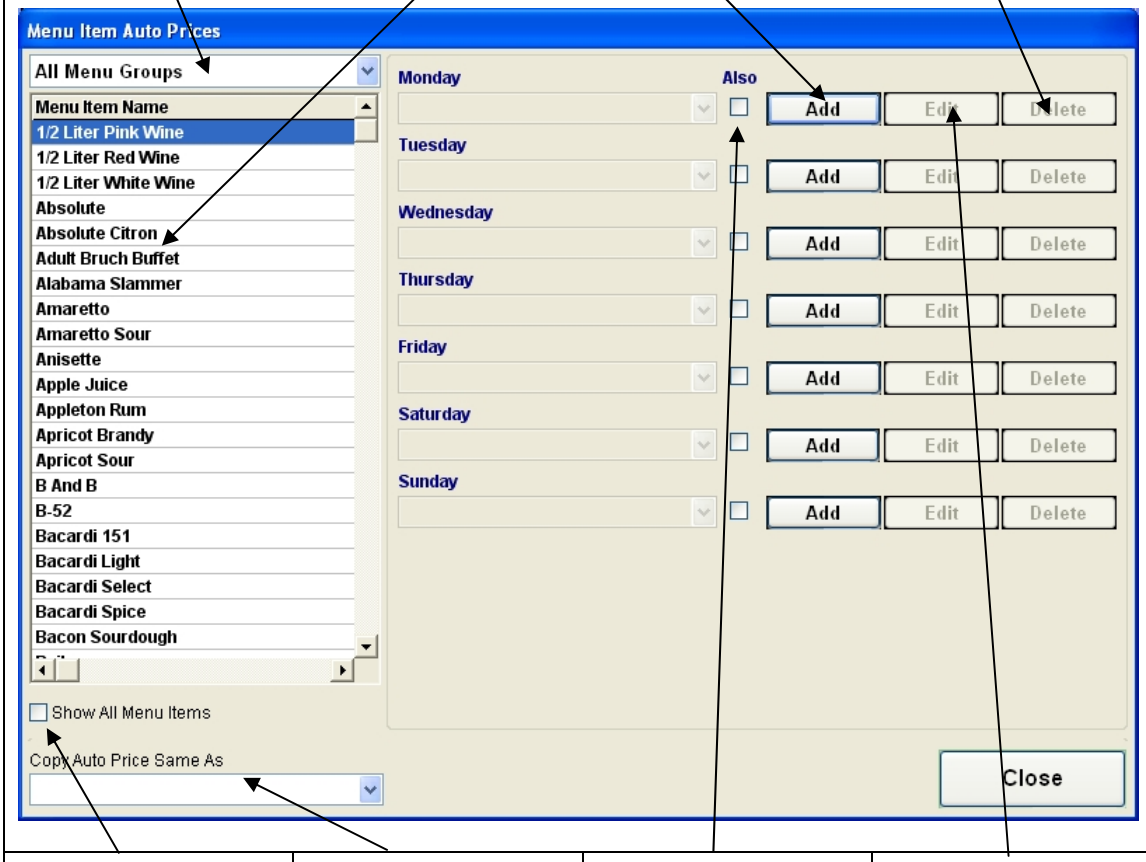
- **Sec Lang:** This field allows you to enter the secondary language equivalent of the **Menu Short Name.**

Menu Item Auto Prices

Description: The purpose of this dialog box is to let you specify your menu items automatic price adjustment based on the day of the week, and the time of day.

Screen Location: Back Office > Setup > Menu Setup > Menu Item Auto Prices

This will filter the menu items list by group.	This will show the menu items currently available.	This will Add a new price schedule for this day.	This will Delete the currently selected price schedule.



This will show hidden menu items.	This drop down will copy a schedule to the schedule currently being worked on.	This will include this day in the next "Add" operation you perform.	This will edit the currently selected schedule for this day.

Menu Item Price Editor	
Description: This screen will allow you to edit the menu item that has been selected in the menu items page.	
Screen Location: Back Office > Setup > Menu Setup > Menu Items Auto Prices > Add or Edit	
Price Start Time:	This field will specify the time that this price schedule will start
Price End Time:	This field will specify the time that this price schedule will end
Price Note:	This field will specify any notes about what this schedule is for.
Item Price:	This field will specify the price to charge for this item during the scheduled time.

Menu Item Price Editor	
Description: The purpose of this screen is to let you specify the menu modifiers for your restaurant. The modifiers are instructions or adjustments to the main menu item therefore they can't be setup to track inventory depletion by sales events.	
Screen Location: Back Office > Setup > Menu Setup > Menu Modifiers	
Search Field:	This field will automatically search while you type a modifier name
Menu Modifier List:	This is the list of modifiers that you current have
Menu Modifier:	This field allows you to type in the name of this modifier.
Secondary Language:	This field allows you to enter the secondary language equivalent of the Menu Modifier field.
Additional Cost:	This field allows you to enter a price that will be added any time this modifier is used.
Picture:	This field allows you to choose a picture that will be used for this modifier button. These pictures should be 42 x 42 pixels.
Show Button Caption:	This option allows you to choose if the name for this modifier will be shown on the button.
Hide Modifier:	This option allows you to hide the modifier when it is no longer used.

Pizza Crust:	This option allows you to specify if this modifier is a pizza crust.
Pizza Topping:	This option allows you to specify if this modifier is a pizza topping. If you select the Pizza Topping check box, the modifier will show up in the Pizza Builder screen. Also, when you select Pizza Topping, the software will ask you which pizza size you would like to assign this modifier to. If you do not want to assign the modifier to a specific pizza, Click Cancel.
Bar Mixer:	This option allows you to put this modifier in the Bar Mixing category when in the Modifier screen.
Bar Drink:	This option will specify this modifier as a bar drink.
Select Modifier Recipe:	This is a shortcut button to the Modifier Recipe Selector screen where you select which recipe will be assigned to this modifier. This will automatically select the modifier currently being edited when you enter this screen.

Tech Tip: Use these naming conventions to add these modifiers to a specific type.

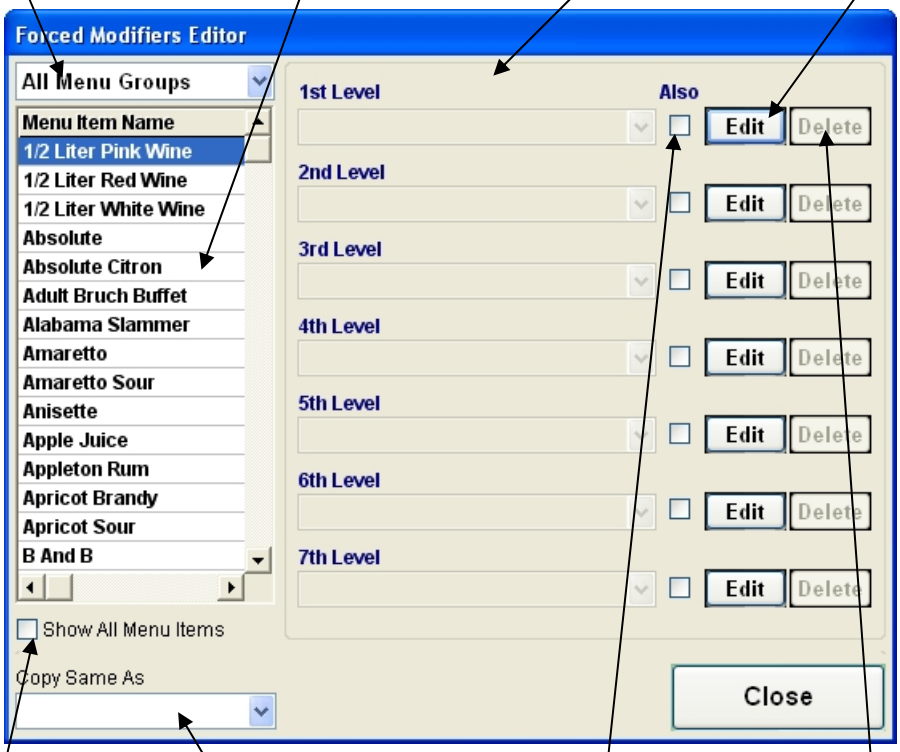
1) The **Add** modifier group: '+', 'Add', 'With' (i.e. + Salt, Add Cheese, With Pepper)
2) The **Extra** modifier group: 'Extra', 'More', 'Heavy' (i.e. Extra Lemon, More Sauce, Heavy Chili)
3) The **No** modifier group: '-', (i.e. –Chicken, No Beef)
4) The **Light** modifier group: 'Light', 'Lite', 'Little', 'Easy' (i.e. Light Sauce, Little Pepper, Easy Salt)
5) The **Exchange** modifier group: 'Exchange', 'Trade', 'Switch', 'Subs', 'To', '->'
6) The **Half** modifier group: '= = =' (i.e. = = = 1st Half = = =)

Forced Modifier Editor

Description: The purpose of this screen is to let you maintain the forced modifier links. The forced modifiers are used as prompts to your server when they order an item that has choices that must be selected. For example, it is customary to select the meat preparation and side dishes for a steak dinner.

Screen Location: Back Office > Setup > Menu Setup > Menu Item Auto Prices

This will filter the menu items by group	This is the list of menu items currently available	This will show the current list of modifiers for this level popup	This will Edit the list of modifiers for this menu item that will be shown on this level popup.



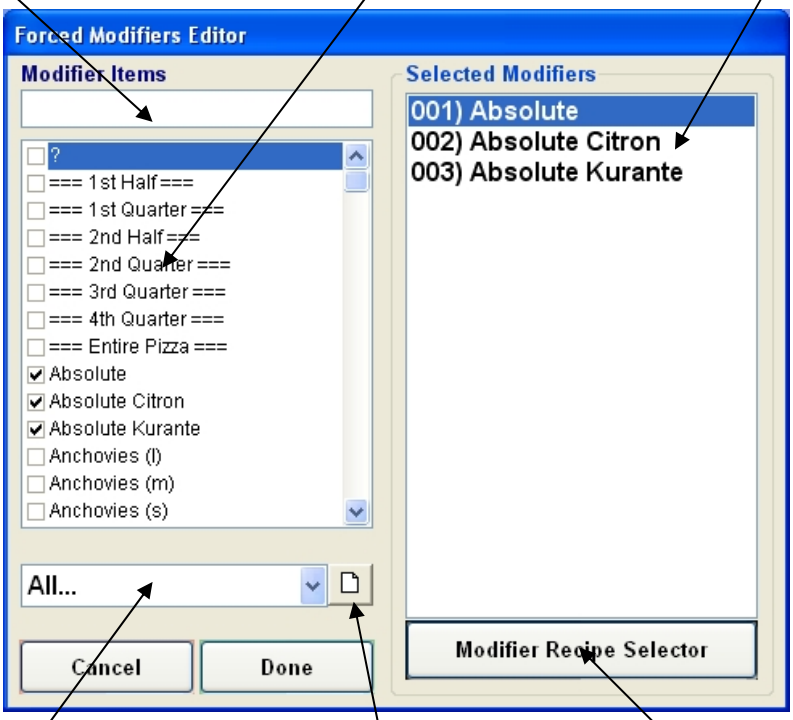
This will show hidden menu items.	This drop down will copy a modifier setup to the modifier setup currently being worked on.	This will include this day in the next "Add" operation you perform.	This will Delete the list of modifiers for this level popup.

Forced Modifier Editor

Description: The purpose of this screen is to edit the modifiers that will popup for this level.

Screen Location: Back Office > Setup > Menu Setup > Forced Modifiers > [Any Menu Item] > Add or Edit

This will filter the menu items by group	This is the list of menu items currently available	This will show the current list of modifiers for this level popup



This will filter the modifiers by type.	This take you to the menu modifier screen so you can create a new modifier.	This is a shortcut button to the Modifier Recipe Selector screen where you select which recipe will be assigned to this modifier.

Inventory Setup

Inventory Groups	
Description: The purpose of this screen is to let you maintain a list of the inventory groups for grouping your inventory items into the logical sections. You can assign inventory items to the inventory groups so that you can review your inventory items in better more understandable way, rather than seeing all inventory items listed randomly.	
Screen Location: Back Office > Setup > Inventory Setup > Inventory Groups	
Inventory Group Name:	This field allows you to enter a name for this inventory group
Hide Inventory Group:	This option allows you to hide this inventory group if it is no longer used.

Inventory Locations	
Description: The purpose of this screen is to let you maintain a list of your inventory locations for grouping your inventory items into logical areas.	
Screen Location: Back Office > Setup > Inventory Setup > Inventory Locations	
Inventory Location Name:	This field allows you to enter a name for this inventory location.
Display Sequence Number:	This field allows you to enter a number to assign as the sequence number. This will determine the order in which the Inventory Locations will be displayed.
Hide Location:	This option allows you to hide this Inventory Location if it is no longer used

Inventory Vendor	
Description: The purpose of this screen is to let you maintain a list of your inventory vendors. The inventory vendors can be linked to the inventory items, to show who the preferred vendor for that particular item is.	
Screen Location: Back Office > Setup > Inventory Setup > Inventory Vendors	
Inventory Vendor Name:	This field allows you to enter a name for this Inventory Vendor.
Hide Inventory Vendor:	This option allows you to hide this Inventory Vendor if it is no longer used.

Inventory Items	
Description: The purpose of this screen is to let you maintain a list of inventory items that the restaurant buys or uses. The items defined in this dialog window will be used in the menu recipe definition. The following is an explanation of each of the fields so that you will be able to understand this important screen in more detail.	
Screen Location: Back Office > Setup > Inventory Setup > Inventory Items	
Inventory Item Name:	This field will specify the inventory item name
Item Secondary Language:	This field will specify the secondary language name of the inventory item
Pack Size Description:	This field allows you to enter the total pack size description in descriptive words for this inventory item. For example, if your have an inventory item called “Case of Bud” and the pack size may be “Case of 24 Bottles”. Pack Size description is used for your descriptive purpose and is not used in the actual calculation of inventory quantities.
Pack Size Barcode:	This field allows you to specify the pack size quantity barcode either from the box’s UPC or your own barcode data. Place the cursor in this field and use the scanner to scan the barcode into the field.
Each Item Barcode:	This field allows you to enter a barcode for each individual item in the pack size. For example, each bottle of Budweiser in the case will also have a barcode that will be needed to calculate the inventory totals.

Total Items Per Pack Size:	If you have specified the Each Item Barcode, you should specify the total items per pack size in this field. You're basically telling the computer how many individually packed items there are per each pack size description. For example, take the "Case of 24 Bottles" as a scenario. The Total Items Per Pack Size should be "24" since there are 24 bottles in a case.
Recipe Units / Pack Size:	This field allows you to specify how much each of the pack size quantity will yield for the menu item recipe. For example, if the pack size quantity was a case of beef weighing 80 lbs. and your recipes call for ounces, you would enter "1280" to signify that there are 1280 recipe units per pack size. (80 pounds at 16 ounces per pound)
Inventory Group:	This drop down menu allows you to select the inventory group.
Inventory Location:	This drop down menu allows you to select the inventory location.
Inventory Vendor:	This drop down menu allows you to select the inventory vendor
Sort Order:	This field allows you to specify the sort order of this inventory item for easier inventory counting. This will determine in which order the items will appear in the Physical Inventory Count Sheet
Pack Size Re-Order Point:	This field allows you to specify what level you want the pack size to deplete to before that item is to be reordered.
Pack Size Replenish Level:	This field allows you specify the amount that you want to replenish to when the item is reordered.
Inventory Description:	In this field you will enter the description of this inventory item.
Pack Size Qty On Hand:	This field allows you to specify the total pack size quantity that you currently have on hand. You should only modify this field when you first set up the inventory information. Afterwards, this field will automatically be adjusted by receiving inventory or physical inventory counts. If you notice the number in this field to be a decimal instead of a whole number, it's because the amount on hand is a decimal of the pack size and not the item size. For example, if you have a case of soda with 24 cans and you deplete one can the remaining will be 23/24 of a full case.
Pack Size Cost Per Qty:	This field allows you to specify the cost per each of the pack size quantity currently on hand. You should only modify this field when you are first setting up the inventory information. Afterwards, this field will automatically be adjusted by receiving inventory or physical inventory count activities.
Total Pack Size Value:	This field is automatically calculated based on the information from Pack Size Qty On Hand and Cost Per Pack Size Qty

Inventory Last Updated:	This field shows the last time this inventory item has been updated by the system. The receive inventory and physical inventory count will automatically adjust this field accordingly.
Hide Inventory Item:	This option allows you to hide this Inventory Item when it is no longer used.

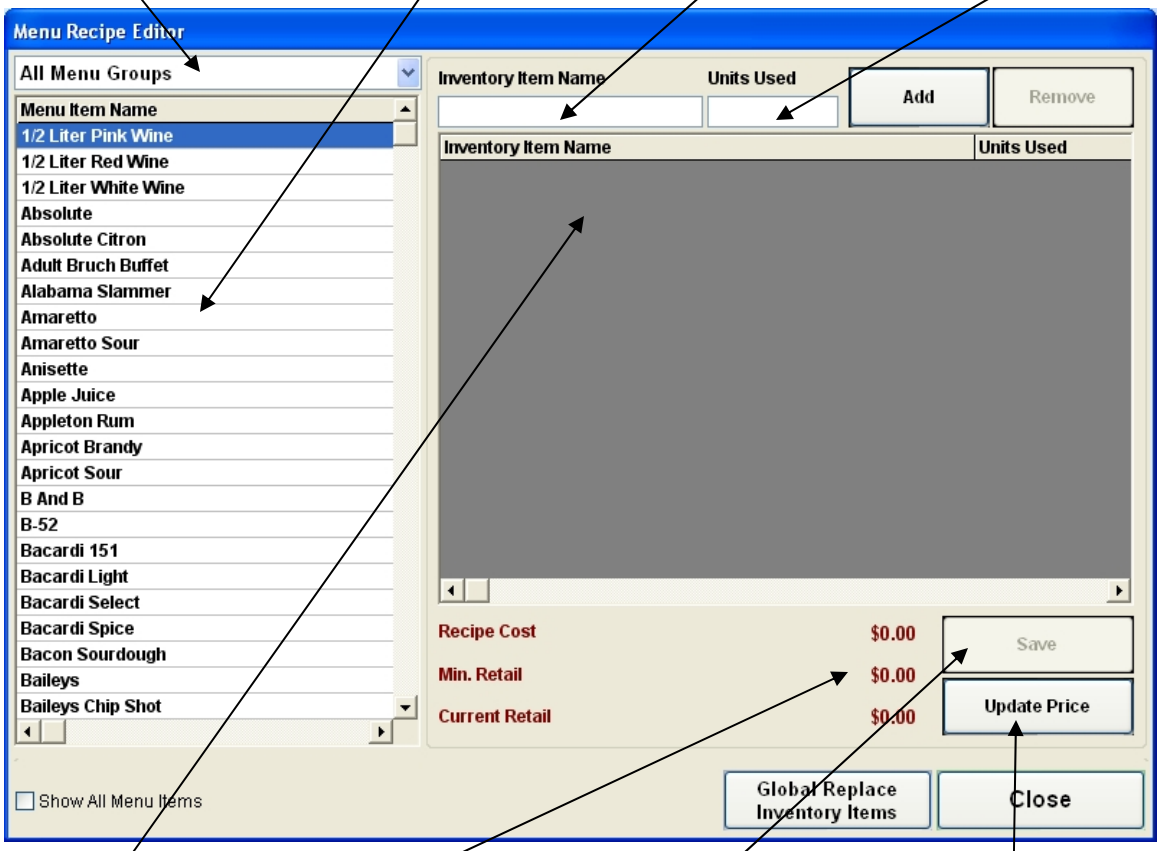
Tech Tip: The most important fields to pay attention to are the recipe units per pack size and the cost per pack size fields. The recipe units per pack size is used to calculate how many units this inventory item will produce when being used in creating menu items. For example, if you have a package of cheese and there are 24 slices of cheese in the package, there would be 24 recipe units in this package since you usually use the cheese by the slice. If you buy the packages of cheese in cases and there are 10 packages of cheese in the case, then you would enter 240 recipe units per pack size. For things like liquid or ground beef that can have more than one way to measure them, you would choose the least common denominator when picking how to calculate the recipe units. For example, if you receive your ground beef in 10 lb. cases and you need to enter the recipe units per pack size, you would think about how you would measure the ground beef when cooking the food. Most restaurants use oz. when weighing ground beef. So you would convert 10 lbs. to oz. and enter the number of oz. in the recipe units per pack size field. Same goes for liquid, if you receive the bottle in 750ml bottles but you serve in oz, how many oz are in a bottle? This is the number you would enter into the recipe units per pack size.

Menu Recipe Editor

Description: The purpose of this dialog box is to let you configure your menu item recipe so that your estimated inventory usage can be reviewed according to the sales activities.

Screen Location: Back Office > Setup > Inventory Setup > Menu Recipe Editor

This will filter the menu items by group	These are the menu items currently available	This will specify the inventory items you want to add to this recipe	This will specify the units of this inventory item you want to add to this recipe



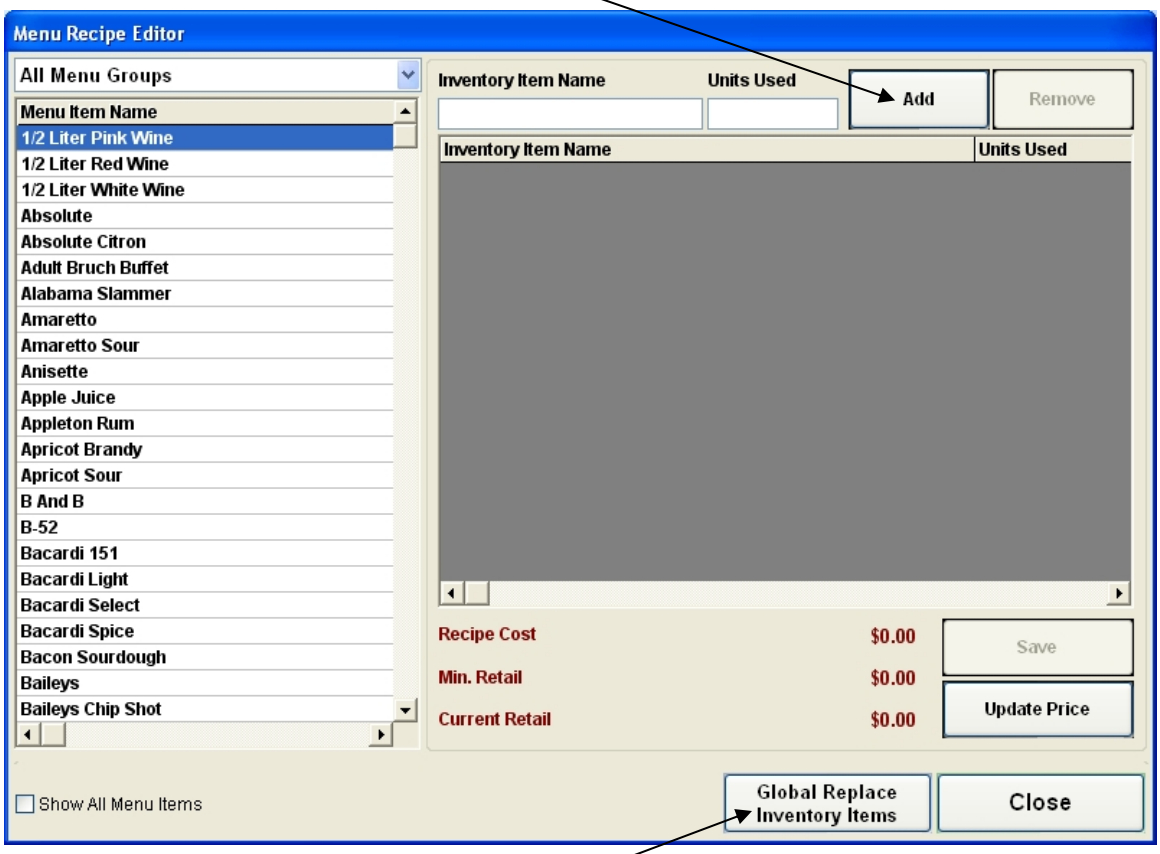
This is the current recipe for the currently selected menu item	This information about the recipe cost of the menu item.	This will Save this recipe for the currently selected menu item.	This will update the Current Retail to match the Min. Retail.

Menu Recipe Editor (cont.)

Description: The purpose of this dialog box is to let you configure your menu item recipe so that your estimated inventory usage can be reviewed according to the sales activities.

Screen Location: Back Office > Setup > Inventory Setup > Menu Recipe Editor

This will Add the inventory item with the units used to the recipe.



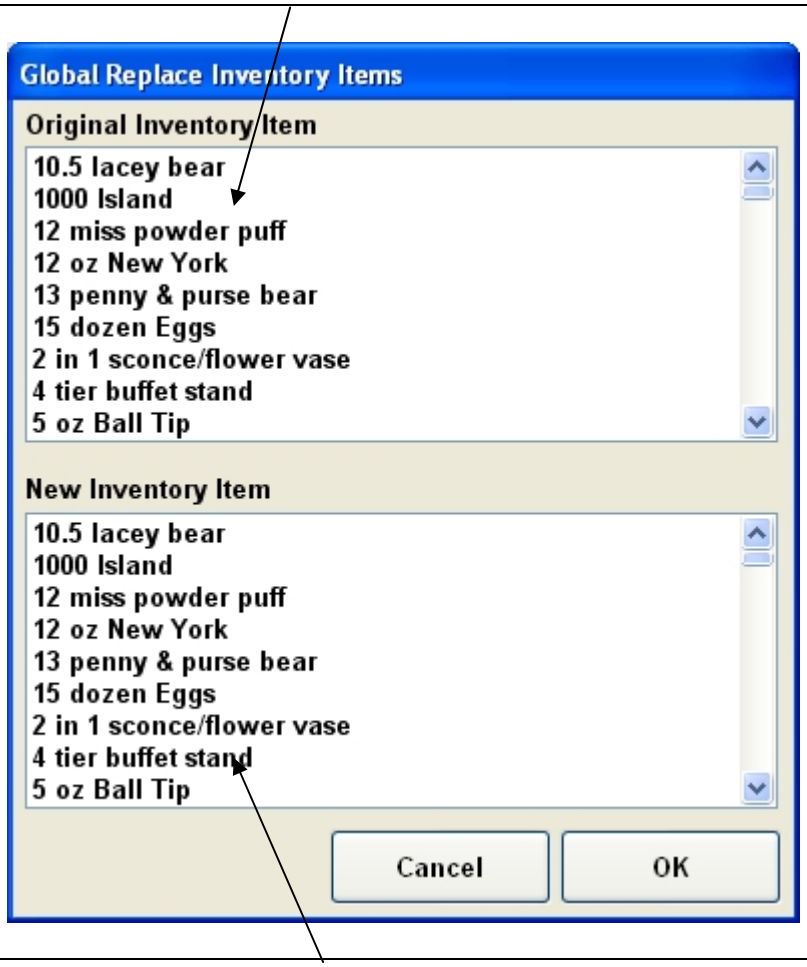
This will take you to the Global Replace Inventory Items screen.

Menu Recipe Editor (cont.)

Description: The purpose of this screen is to update your menu item recipe inventory items that you no longer use with items that you do use.

Screen Location: Back Office > Setup > Inventory Setup > Menu Recipe Editor > Global Replace Inventory Items

This is the inventory item that needs to be searched for.



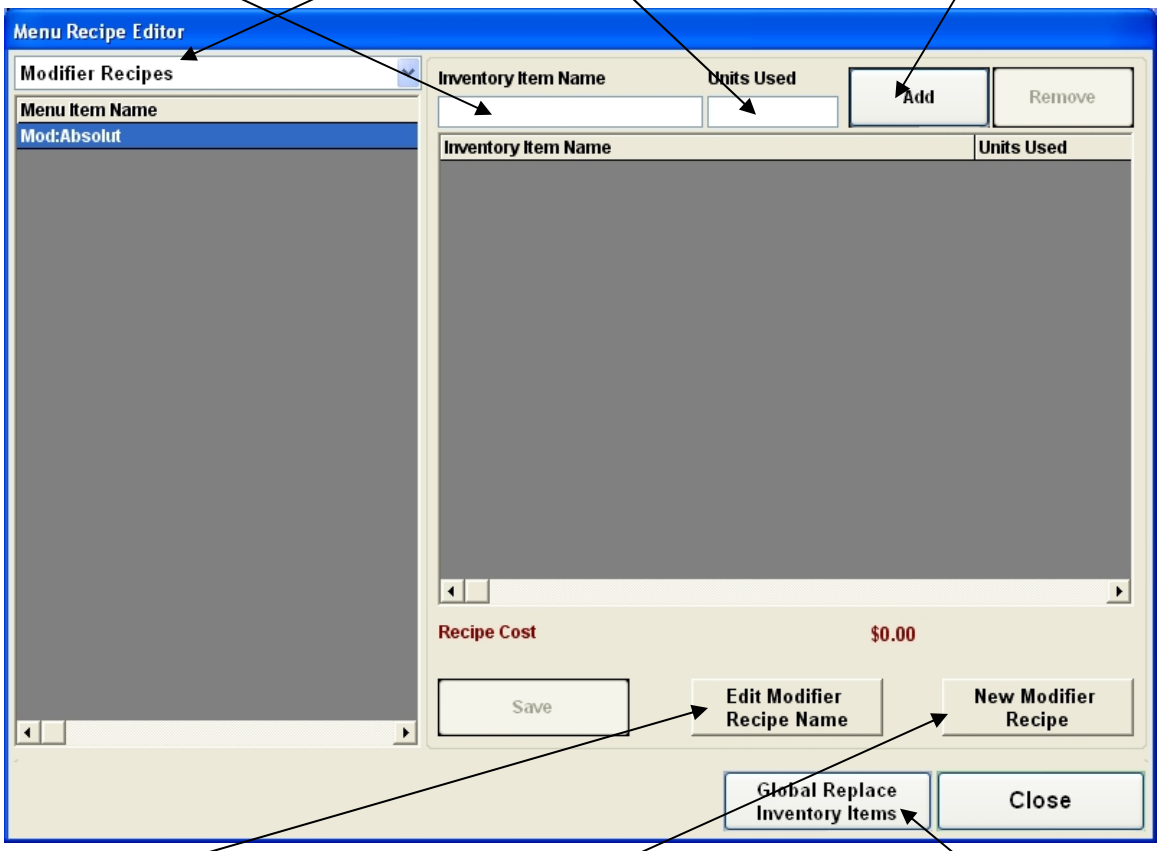
This is the inventory item you will want to use to replace the previous inventory item

Menu Recipe Editor (Modifiers)

Description: The purpose of this screen is to let you configure your menu modifier recipe so that your estimated inventory usage can be reviewed according to the sales activities. To get to this screen you will need to drop the list down in the top left corner and select **"Modifier Recipes"**

Screen Location: Back Office > Setup > Inventory Setup > Menu Recipe Editor

This field will specify the inventory item that will be used in this recipe.	This field will specify the inventory item units that will be used in this recipe	This will Add the inventory item with the units used to the recipe.



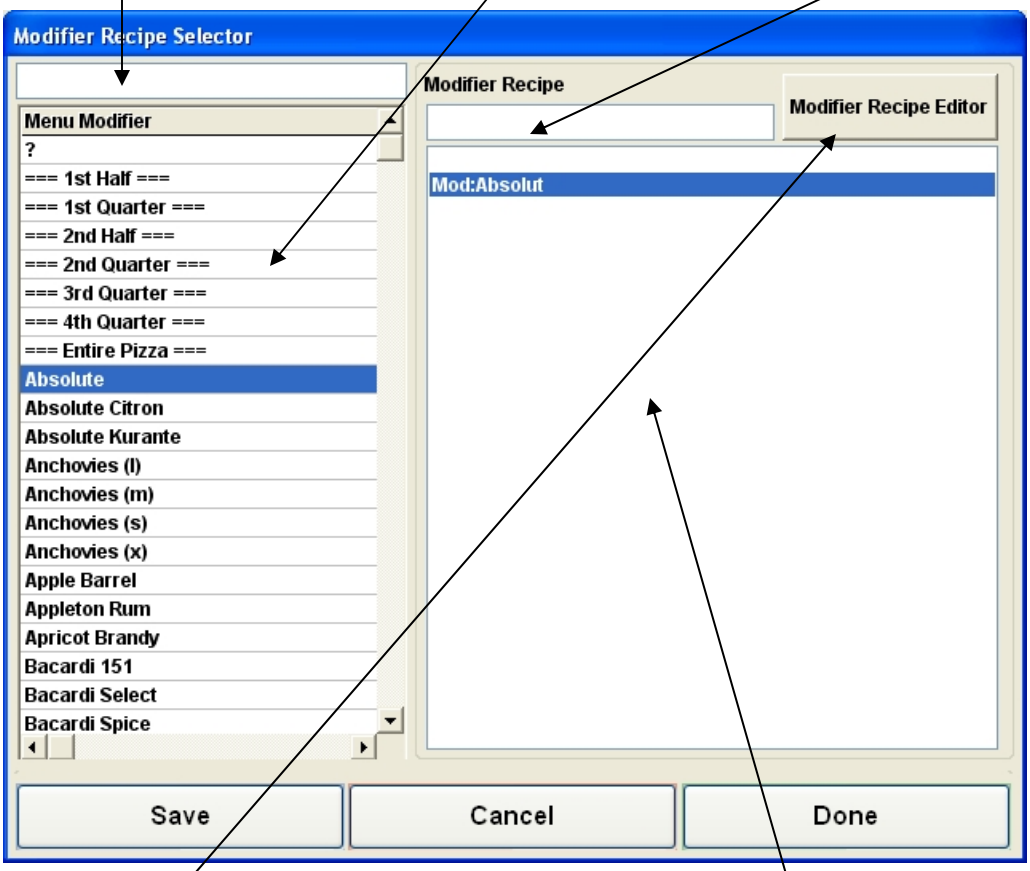
This button will change the name of the recipe.	This button will create a new recipe. A new recipe should be created for every modifier you have. To avoid conflicts with other items in the system, you should create names like "Mod:Absolut".	This will take you to the Global Replace Inventory Items screen.

Modifier Recipe Selector

Description: The purpose of this screen is to assign a recipe to a modifier.

Screen Location: Back Office > Setup > Inventory Setup > Modifier Recipe Selector

This field will search for the modifier as you type.	These are the modifiers currently available.	This field will search for the modifier recipe as you type.



This will Edit the recipe currently selected in the window below the button	This window contains all the modifier recipes currently available.

Inventory UOM	
Description: The purpose of this screen is to keep track of all the Units of Measure you have in your inventory.	
Screen Location: Back Office > Setup > Inventory Setup > Inventory UOM	
UOM Name:	This field will specify the Unit of Measure name that will be used.
Recipe Units:	This field will specify the actual units in this unit of measure. For example, there are 16 oz. (Recipe Units) in a Pound (UOM Name).
Hide UOM:	This will hide this UOM.

Tech Tip: This screen does not actually calculate anything. This is only a list that can be created for reference.

Part 3
Software Operation

Chapter 6
Opening Procedures

Time Cards

Before starting your day, you might want to cover a few things about your employment at the restaurant. You will also want to clock in, start your staff bank and maybe even have a pager assigned to you. This section will cover many of the things you do when you first come into the restaurant.

Clocking In

The first operation you will want to do before anything else is clock in. If you are a salaried employee, you will be able to clock in at any time you wish. If you are an hourly employee, you might not be allowed to clock in until your scheduled time. If you want to disable this behavior and allow employees to clock in at all times, check in the option **Schedule Not Enforced** in the employees file under the Payroll tab.

Another option for your employees is to allow a grace period before their scheduled clock in time. This can be found in the Advanced Settings section. The option will be called **Time Card Clock In Grace Minutes**. When you find this setting, highlight it and click Edit to change the value of the setting. This will allow employees to clock in before their scheduled time and allow them to start their day early. This time will be added for payroll purposes. If you do not wish to pay the employee for the grace minutes, you can round the time to the nearest quarter hour. This feature is called **Time Card Clock Rounding Minutes** and is also found in the Advanced Settings section.

To clock in, follow the steps below.

1. Click on the “Time Card” button in the Main POS screen. This will ask you for your access code. You should have already created an employee file for each employee that will be working in the restaurant.
2. Enter your access code. This will take you to the Employee Time Card screen with the name of the employee that is accessing this screen and their job title.
3. Click on the “Clock In” button. This will display your clock in time.
    a. If this employee has multiple jobs, the system will ask what job you will be working. There are two requirements to enable multiple jobs.
        i. The employee must have two separate employee files with the exact same information except the job title and the pay rate.
        ii. The option called **Employee with Multi Job Selection** must be checked. This option can be found in Store Settings > Staff / CRM.

Tech Tip: This screen will go away after you Clock In so you may want to use the “Stay” button to keep you in this screen until you are finished with everything you need.

Viewing Your Schedule

While you are in the Time Card screen, you may want to see what you schedule looks like for a particular week.

To view your schedule, follow the steps below. These steps assume you are already in the Time Card screen.

1. Click on the “View Schedule” button. This will bring up the date picker so you can enter the week you would like to see.
2. Enter any date in the week you would like to see. This will bring up the report showing what your scheduled time is for that work week.
3. Either print the report on the receipt printer or click “OK” to exit the screen.

Information on the schedule includes the employee name, job title, date / time is was generated, the employees scheduled hours including breaks, regular hours, overtime and double time hours, and the total hours worked.

Earnings Report

While you are in the Time Card screen, you may also want to see how much you have earned up to this point for the current pay period.

To view your current earnings, follow the steps below. These steps assume you are already in the Time Card screen.

1. Click not he “Earning Report” button. This will bring up the report with the current information for this pay period.
2. Either print the report on the receipt printer of click “OK” to exit the screen.

Information on this report includes the employees name, salary type, title, data range of the report, list of clock in and out times, total hours for each day, total money earned, any wage advances, total hours worked, and net wages earned.

Register a Pager

If your restaurant uses Staff Paging, you will to have a pager assigned to you. There are two types of pagers that can be used. If you are a regular employee, a normal pager will be used. If you a manager, you will want a pager that supports text so that you will receive updates on sales information and other statuses. The pager that will be assigned to the manager has a special number. This number is specified in the option called **Manager Alert Pager Number.** This option is found in Store Settings > Other.

There is also security that can be set to only allow authorized employees to assign pagers. This setting is called **Staff Paging Register Pager Security Level.** This is found in Store Settings > Services > Hostess / Paging Setup >General.

To have a pager assigned to you, follow the steps below. These steps assume you are already in the Time Card screen.

1. Click the “Pager” button. This will bring up the Staff Paging screen. This is where you will assign a pager as well as send pages to the manager or other employees.
2. Click “Register Pager”. This will bring up a keypad where you will enter the number of the pager you wish to use.
3. Enter the number of the pager you wish to use. This should send a test page to the pager verifying that the pager is operational.

Starting Your Bank

Starting Staff Bank

There are two options in Aldelo For Restaurants for managing settlement transactions. One is the Cash Drawer. The other is Staff Bank. Staff Bank is used when the employee will be taking care of their own money and a cash drawer will not be assigned to them. It is often thought of as their own personal cash drawer without the physical cash drawer. Money pouches are often used to carry the cash and change. The one limitation employees will encounter is if they use Staff Bank, they cannot be a cashier. Only one can be used at any time.

To enable staff banking, there are a couple of required options that need to be checked.

1. **Enable Staff Banking** needs to be checked. This is located in Store Settings > Revenue > Cashier.
2. **Use Staff Bank** also needs to be enabled for every employee that will be using it. This is located in Back Office > Setup > Employee Setup > Employee Files > [Any Employee] > Payroll

Once you have enabled staff bank in the system and also for the employee, you should see a new “Start Staff Bank” button in the Time Card screen.

To start staff bank, follow the steps below. These steps assume staff banking has been enabled and the employee is in the Time Card screen.

1. Click on “Start Staff Bank”. This will bring up a keypad so that you can enter the start amount.
2. Start amount can either be given by the restaurant or provided by the employee. Once you enter the amount, the system will ask who provided the start amount.

You can also have Staff Bank start automatically when you clock in. This option is called **Auto Start Staff Bank When Clock In.** This will always start the staff bank with a start amount of $0.00.

Cashier In

The main way to settle transactions in a restaurant is to use a cash drawer. Most restaurants have at least one cash drawer if not a cash drawer for every station. Before taking payments from customers, you need to tell the system you have a cash tray available to receive money. Many features are exclusive to cash drawers and are not available to Staff Bank. These are Gift Certificate, Pay Out, Refund, and Settle. Staff Bank can still settle orders although not through the "Settle" button in the Main POS screen.

To enable Cashiers, at least one cash tray needs to be created. Follow the steps below to create a cash drawer. These steps assume you are in the Back Office.

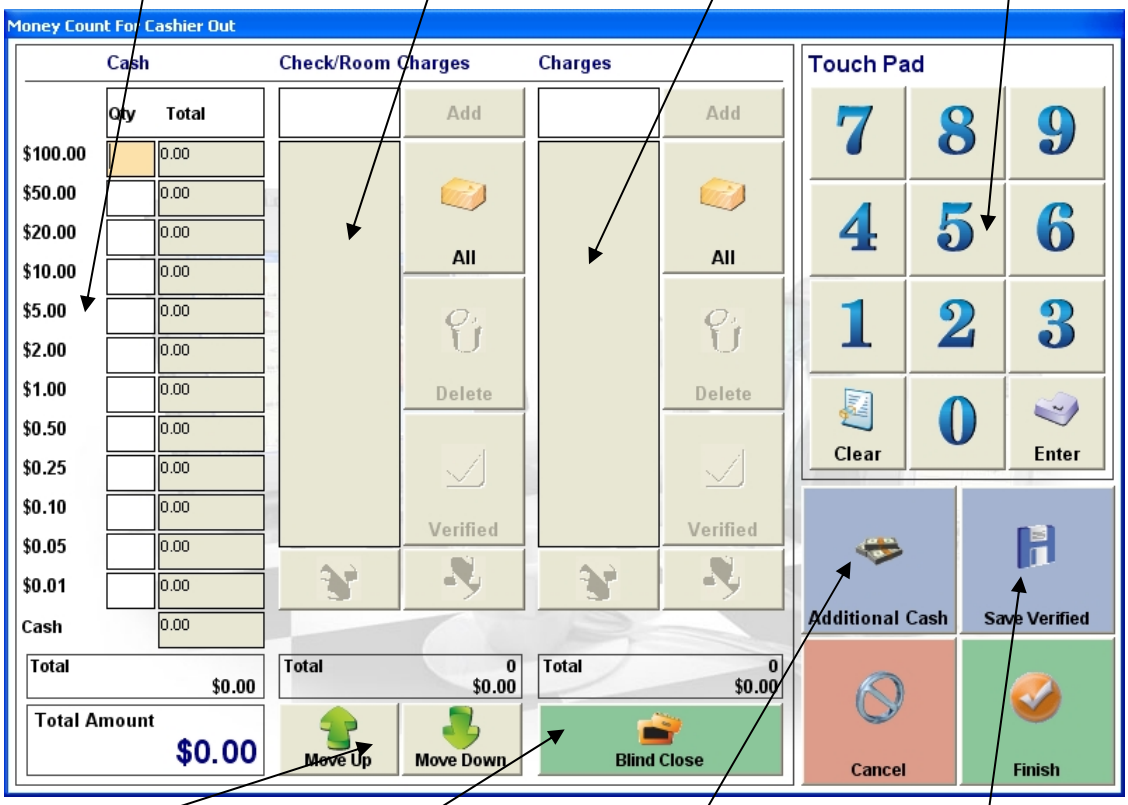
1. Click on Setup. This is located in the top left part of the screen.
2. Navigate to and click on General Settings. This will give you all the options under General Settings.
3. Navigate to and click on Cash Trays. This will bring you to the Cash Trays screen.
4. Enter in the name of the cash tray. This can be any name. The name is only used for reference and does not show up when performing Cashier In or Out.
5. Click "Save".

To cashier in, follow the steps below. These steps assume you have clocked in.

1. Click the "Cashier In" button in the Main POS screen. This will bring up a keypad so you can enter your access code.
    a. This step can be secured so that only authorized employees can cashier in. The security is called **Cashier Sign In/Cashier Sign Out** and is located in Security Settings.
2. Enter your access code. This will bring up the screen allowing you to select which cash tray you would like to assign to yourself.
3. Click on the cash tray you would like to assign to yourself. This will bring up the Money Count screen where you will enter the start amount of the drawer.
    a. There are 12 denominations that are available. These denominations can be changed in Store Settings > Revenue > Other. The feature is called **Custom Currency Denominations.** This is used mainly by customers in countries other than the United States.
4. Enter in all the currency you will start the drawer with. Make sure this information is correct or your drawer will show a discrepancy at the end of the shift.
5. Click "Finish". This will prompt you if you are finished with your money count.
6. Click "Yes" or "No".

Money Count Screen

These are the denominations available in your restaurant.	These are the checks and Room Charges (if available) that you have received.	These are the credit card charges that you have received.	This is a built in number pad so a keyboard is not required.



This works the same as the tab button on the keyboard and will go from one field to the next.	This will close the cash drawer and assume the money in the drawer is correct.	This is a quick way to enter the amount counted so you don't have to enter each denomination separately.	This will save checks and charges that you have already accounted for and do not want to count at the end of the shift.

Chapter 7
Hostess Procedures

Reservations

If your restaurant accepts reservations, Aldelo For Restaurants has many features to accomplish the task. This job is usually handled by the hostess but can be handled by any employee with access to the hostess features.

The hostess feature can be enabled by enabling the option called **Use Hostess Features**. This is located in the Back Office > Setup > Employee Setup > Employee Files > Payroll. Once this feature is enabled, three buttons will show up in the Table Selection screen. Hostess, Assign Table, and Assign Tab.

To access the reservation system, you will need to click on the "Hostess" button in the Table Selection screen. Follow the steps below to access the reservation system.

1. Click on the "Dine In" button in the Main POS screen. This will prompt you for your access code.
2. Enter your access code. This will take you to the Table Selection screen.
3. Click on the "Hostess" button. This will bring up the Hostess screen.
4. The default tab is the reservation tab.
    a. The reservation tab can be disabled if this will not be used in your restaurant. You can do this by enabling the option **Disable Reservation Feature.** This option can be found in Store Settings > Services > Dine In > Hostess / Paging Setup > Reservation.

Creating A Reservation

To create a new reservation, follow the steps below. These steps assume you are already in the Hostess screen.

1. While in the "Reservation" tab, click on "New". This will bring up the new reservation screen where you will enter the reservation information.
2. If you already have the customer information stored in your database, you can ask for the customer phone number. If the customer is not in the database, you will have to manually enter the name in the "Party" field. If the customer is found, the "Party" field will be automatically populated.
3. Click on the "Adults" button to enter how many adults will be arriving. Repeat this for the children, highchair, and wheelchair.
4. Click on the type of seating requested. These are the buttons below the customer type buttons.
5. Click on the "Enter Reservation Time and Table" button. This will bring up the "Select Reservation Time and Table" screen.
6. Click on the date button at the top of the screen. This will bring up the date picker so you can choose the date of the reservation.
7. Choose the reservation date. This will take you back to the "Select Reservation Time and Table" screen.
8. Select the time of the reservation in one of the two time columns. The left is AM and the right is PM. You can adjust the time to each quarter hour with the buttons below the hour lists.
9. Select the table you wish to use for the reservation. If this table is not available, it will either be Yellow, Green, or Blue. If it is available, it will be grey or flashing.

Changing A Reservation

Once you have created a reservation, you may need to change it to accommodate a customer request. Any information in the reservation can be changed and is exactly the same as creating a reservation.

To change a reservation, follow the steps below. These steps assume you are already in the reservation tab.

1. Click on and highlight the reservation you wish to edit.
2. Click “Edit”. This will bring up the screen where you can change any of the information you had previously entered.
3. Once you have changed the information, click “Done”. This will update the reservation.

If a reservation needs to be changed after it has been marked as either Checked In, Walk Out, No Show, or Cancelled, you will need to check in the “Make Active” option. To show the reservations that have been marked with the various statuses, you can click on the filter buttons at the bottom of the reservation list.

Other options in the reservation tab include:

- Date picker to change the day currently being viewed
- A “Today” button to quickly change to the current day.
- A print option to print the reservation list currently being viewed.
- Navigation arrows to scroll up and down the list when no keyboard is present.

Checking In A Reservation

When a customer arrives for their reservation, you will need to check the customer in. To check in a reservation simply highlight the reservation and click “Check In”. If the customer arrives a bit early and needs to wait until their table is ready, you can assign them a pager to notify them when the table is ready. This way they can go to the bar and relax while they wait.

Waiting List

If your restaurant wants to keep track of customers waiting to be seated, you can use the waiting list feature of the software. This feature is included in the hostess features along with reservations and paging. The waiting list works very similar to the reservation window. Many of the same buttons exist and work the same way.

If you want to disable the waiting list features, you will have to enable the option called **Disable Waiting List Feature.** This option can be found in Store Settings > Services > Dine In > Hostess / Paging Setup > Waiting List.

Add A Customer to the Waiting List

To create a new waiting list entry, follow the steps below. These steps assume you are already in the Hostess screen.

1. While in the “Waiting List” tab, click on “New”. This will bring up the new waiting list entry screen where you will enter the customer information.
2. If you already have the customer information stored in your database, you can ask for the customer phone number. If the customer is not in the database, you will have to manually enter the name in the “Party” field. If the customer is found, the “Party” field will be automatically populated.
3. Click on the “Adults” button to enter how many adults will be arriving. Repeat this for the children, highchair, and wheelchair.
4. Select the type of seating the customer requests. These are the buttons below the Adults, Children, etc. buttons.
5. Assign a pager if the paging system is being used. This will send a test page to the pager to ensure that the pager is operating correctly.
6. Click “Done”

Check In the Customer

When a table matches the customer specifications, the system will recommend a table. This will show up in the “Elapsed” field of the Waiting List screen. The recommended table will show up next to the elapsed time. Once a table has been identified as ready, the customer can be notified by highlighting the entry in the waiting list and clicking “Paging”.

Other options in the reservation tab include:

- Date picker to change the day currently being viewed
- A “Today” button to quickly change to the current day.
- A print option to print the reservation list currently being viewed.
- Navigation arrows to scroll up and down the list when no keyboard is present.

Assigning a Table

If you want to manually assign a table to an employee, the hostess also has this option. These features will not be available unless the employee has access to the hostess features. When a hostess is going to assign a table, the employee being assigned the table needs to be classified as a server. This setting is called **Is A Server** and is located in Back Office > Setup > Employee Setup > Employee Files.

To assign a table to a server, follow the steps below. These steps assume you are in the Table Selection screen as the hostess.

1. Click on “Assign Table”. This will bring up the screen with a list of employees that have the **Is A Server** option checked in their employee file and are clocked in.
2. Highlight the employee you wish to assign the table to and click “Select”. This will bring you to the Select Table Number screen.
3. Click the table number you wish to assign to the employee. This will bring up a prompt asking for the number of guests for this table.
4. Enter the number of guests. This will assign the table to the employee.

Chapter 8
Dine In Orders

Order Entry

When your customers are sitting at a table, they will want to start ordering their items. This is where the order entry system will come into play. Dine In orders are considered orders that are associated with a table. If you wish to call the Dine In something other than "Dine In", you can change this by using the feature called **Alias Name.** This can be found in Store Setting > Services > Dine In.

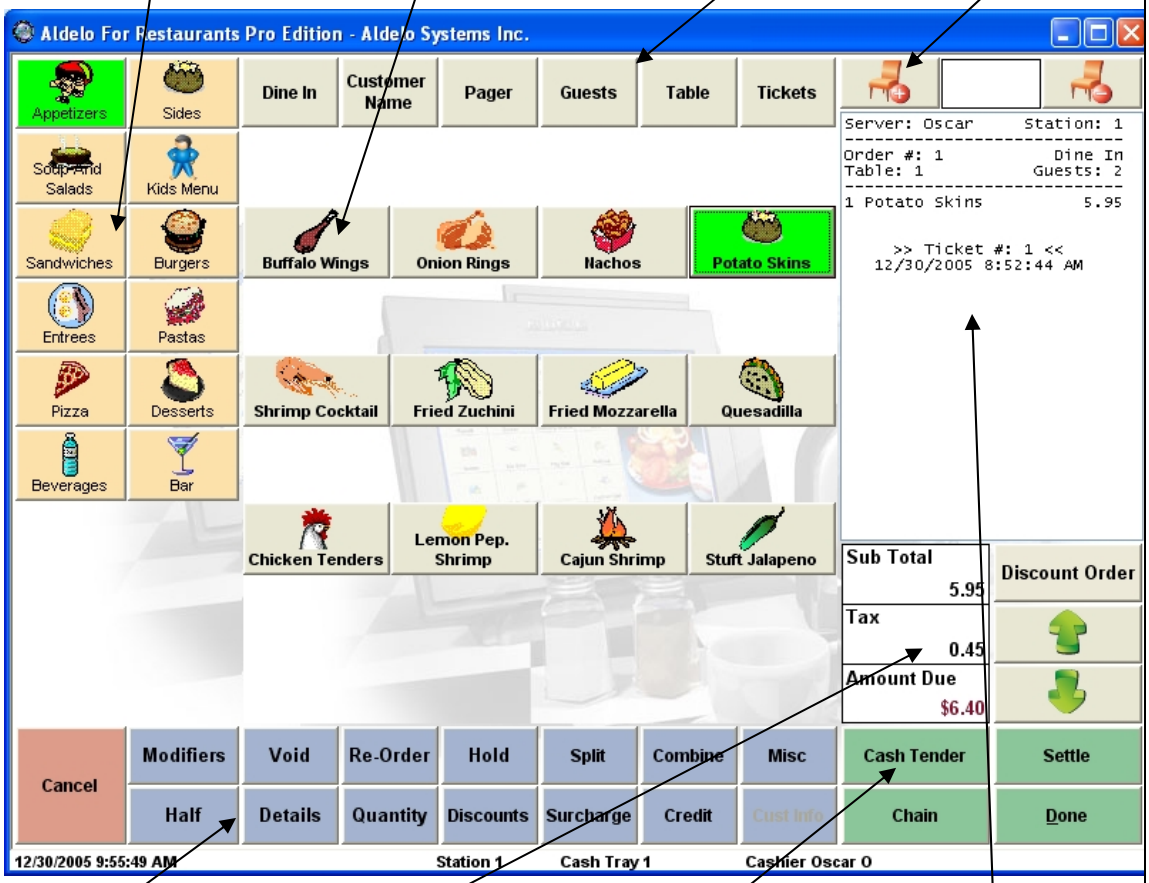
To create a new order, follow the steps below.

1. Click on the "Dine In" button on the Main POS screen. This will prompt you for your access code.
    a. The only time you will not get prompted for your access code is if you enable the option called **Auto recognize this stations cashier as the default employee without login.** This option is located in Station Settings > Cashier.
2. Enter your access code. This will bring up the Table Selection screen.
    a. If you wish to skip the table selection screen and go directly into the order entry screen, you can use the option called **Skip Table Selection.** This option is found in Store Settings > Services > Dine In.
3. Click on the table group you wish you see. This will bring up all tables for this group.
    a. If you only want employees to see tables assigned to them, you can use the table assignment feature. This is different than the hostess feature in the fact that these are permanent assignments. This screen is located in Back Office > Setup > Table Setup > Dine In Tables.
4. Click on the table you wish to work with. This will bring up a keypad asking how many guests will be sitting at this table.
    a. If there are already ticket on this table you will get a screen showing the tickets current open. Click on the ticket you wish to work with.
5. Enter the number of guests and click "Enter". This will take you to the Order Entry screen.
    a. The default number of guests is pulled from the **Total Seats** field when creating the table. This field is located in Back Office > Setup > Table Setup > Dine In Tables > [Any Table].
    b. If you do not wish to enter the number of guests, you can disable the option called **Track Guest Count For Dine In Orders**. Uncheck this option and you will not be prompted for the number of guests.

Once you are in the Order Entry screen, you will have many functions to choose from. The Order Entry screen is arranged to provide the fastest operations possible. All commonly used buttons are located on this screen for easy access. The menu groups are located on the left hand side and the menu items to the right of the menu groups. As you click on each menu group, the menu items will change to what is in the currently selected group. Action buttons are located below the menu items and are used to perform various tasks with the order. Order settlement information is located in the lower right corner of the screen and is used to also send the order to the kitchen.

Money Count Screen

These are the Menu Groups.	These are the Menu Items	These are action buttons to change various properties of the order.	This is where you can change the seat you are currently ordering items for



These are action buttons that perform various actions on the order.	This is the payment information.	These are the payment options. Use either Cash Tender or Settle.	This is the on-screen ticket. This will show all ticket activity.

Adding Items

Once you are in the Order Entry screen and you want to add some items to the ticket, all you will have to do is click on the menu group where the item is located and then click on the item you wish to order. You will see that the item is added to the ticket on the on screen ticket.

To add an item to the ticket, follow the steps below. These steps assume you are in the Order Entry screen.

1. Click on the Menu Group where the item is located. This will show all the menu items for this group.
2. Click on the Menu Item you want to add to the ticket.
    a. If the menu item has Forced Modifiers or a Modifier Builder Template assigned to it, these will pop up after the menu item is clicked.
3. Click "Done" to send the items to the kitchen.
    a. If you do not want to send the items to the kitchen right away, you can disable the send feature temporarily. The next time you recall the order the item will be sent unless you delay it again. This button is called "No Kitchen Bar" and is found in the Order Entry screen > Misc.
4. (Optional) If you want to settle the order right away, you can use the settlement functions to do so.
    a. The first option is the "Cash Tender" button. This button will assume the customer is paying with cash and bring up a screen allowing you to enter the amount tendered.
    b. The second option is the "Settle" button. This button is used for all forms of payment and should be used when cash is not the form of payment.
5. (Optional) If you want to save this ticket and start another ticket for this table, you can also use the "Chain" button. This button will send the current order to the kitchen and start a new order for this table. This is useful if the customer has already decided to have separate checks among themselves.

Voiding Items

As you are entering items, you may make a mistake and need to clear the item. This can be done using the "Void" button. This button is located in the Order Entry screen below the menu items. There is security on this function and can only be done by authorized employees. This is one exception to this rule. If the order has not been sent to the kitchen yet, you may void the item without any authorization. The security for this function is called **Void Order or Items** and is located in Security Settings.

To void an item, follow the steps below. These steps assume you already have a menu item ordered and are in the Order Entry screen.

1. Click on the "Void" button in the Order Entry screen. This will bring up the screen where you will select the menu item you would like to void.
2. Highlight the item you would like to void.
    a. If the item has been sent to the kitchen, you will see a [*****] next to the item name.
    b. You can also reduce the number of the item if there are more than 1 on the same line. Use the "Reduce" button to do this.

    c. If you want to void the entire line, use the “Void Line” button.
3. Click the “Done” button.

Re-Ordering Items

After you have sent the items to the kitchen or bar, the customer may want to order more of the same item. If this item had many changes to it, it looks bad if you have to ask the customer what their preferences were again.

To order the same item with the same modifiers, follow the steps below. These steps assume you are in the order entry screen and items have been ordered.

1. Click on the “Re-Order” button. This will bring up a list of items that have already been ordered for this ticket.
2. Select the item that the customer has indicated they would like to order.
    a. You will stay in this screen until you click “Done” which will allow you to order many items at once. This is useful for things like beer which usually come in rounds.
3. Click “Done”

Holding Items

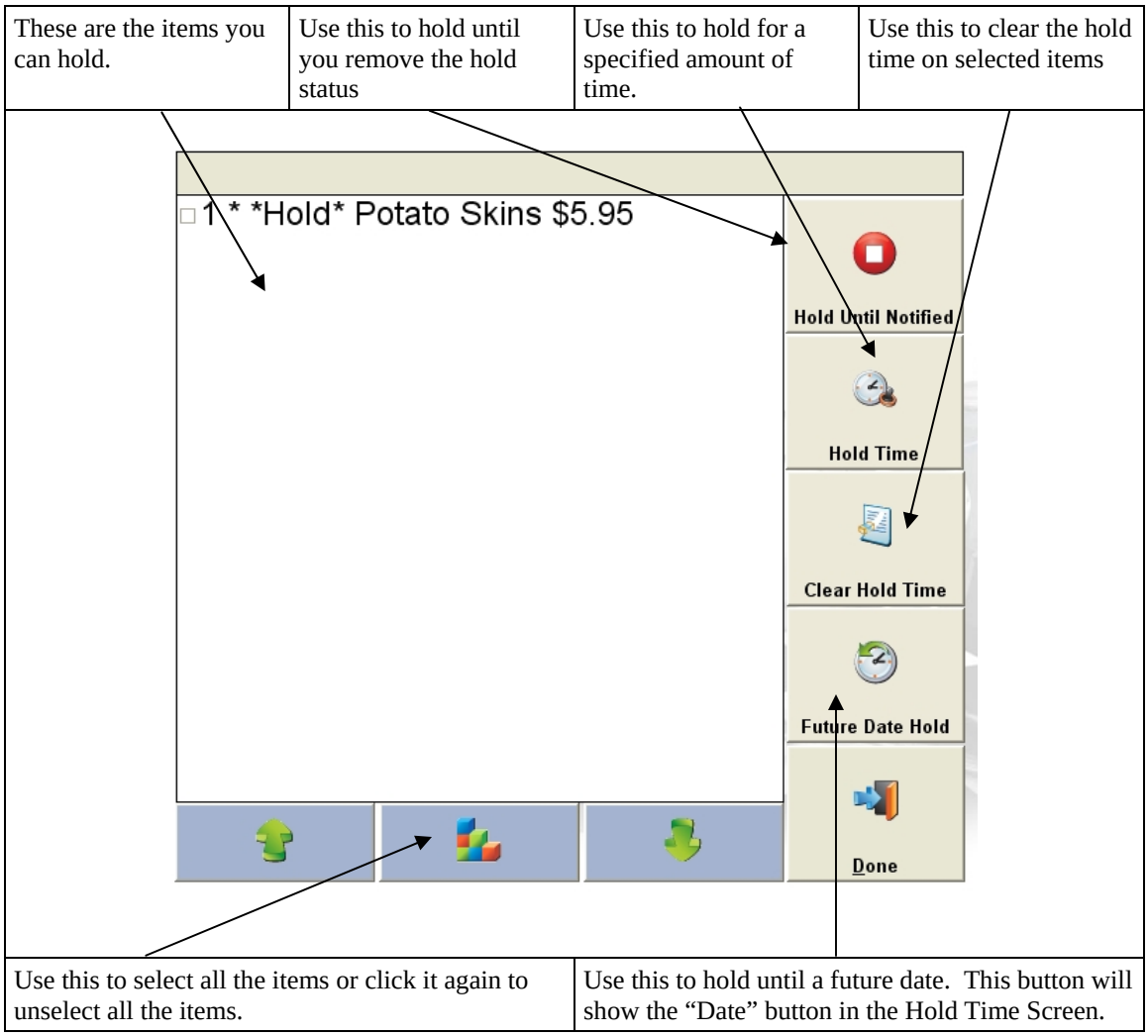
If you need to delay the sending of the food to the kitchen, you can use the hold function to accomplish this. There are two forms of hold in the Order Entry screen. Item holds and Order holds. If you hold the entire order, all the items are on the same timer. If you hold individual items, they can all have different hold times.

To hold and item, follow the steps below. These steps assume you are in the Order Entry screen.

1. Click on the item you wish to order.
2. Click on the “Hold” button. This will bring up the screen that lists all the items on the current ticket. Items that have been sent to the kitchen are marked with a [*].
3. Highlight the item(s) you wish to hold. You can hold items that have been sent to the kitchen as well as items that have not been sent to the kitchen.
    a. If you wish to hold the entire order, click the “Select All” button to select all the items.
4. Click method you wish to use. There are three options you can use.
    a. Hold Until Notified will hold the order or items until you remove the hold status.
    b. Hold Time will allow you to select how long you wish the hold status to be active.
        i. The Hold Time screen has many options to allow you to adjust the time to exactly how long you wish the hold status to be active.
    c. Future Date Hold will allow you to hold an order or items that will be prepared on a future date.
5. Click “Done”

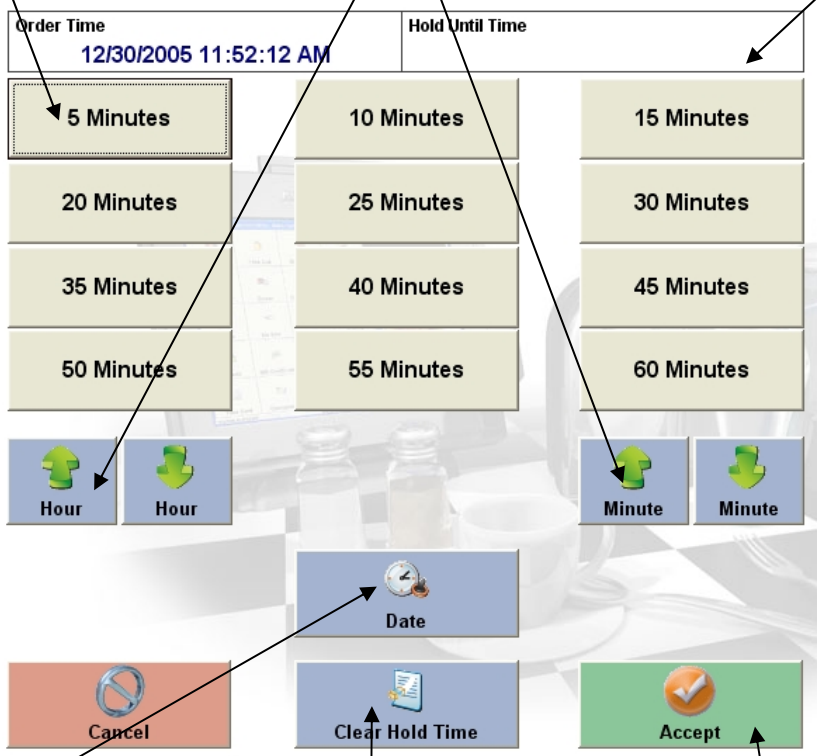
6. Click “Done” in the Order Entry screen to save the hold times to the order.
    a. This will print a chit in the kitchen with the items and a “Hold” status.
        i. If you don’t want a ticket to print to the kitchen, you can use the feature called **Enable Delayed Send Order Feature.** This can be found in Store Settings > Print > Kitchen / Bar.

Hold Screen



Hold Time Screen

These are the quick buttons for number of minutes.	These will adjust the time manually.	This will show the specified hold release time.



This will change the date of the hold to allow future hold dates.	This will clear the hold time	This will accept the hold time and apply it to the order or item.

Releasing the Hold

Once an item or order is on hold, there are two ways the status can be removed. The first is if the hold time on the item or order expires. Once the time expires, the item or order will be sent to the kitchen with a fire command. The other way is if the item or order has the hold status manually removed.

To remove the hold status manually from the order, follow the steps below. These steps assume you are in the Order Entry screen with menu items on hold.

1. Click the "Hold" button in the Order Entry screen. This will bring up the Hold screen.
2. Highlight the item(s) you wish to remove the hold status from.
3. Click the "Clear Hold Time" button. This will remove the hold status from the item or orders.
4. Click "Done".
    a. Once you click "Done", the order will be sent to the kitchen with a >>>Fire<<< command listing all the items that have been released.

Splitting an Order

Customers sometimes want to split their tickets. This could happen at anytime during the customers visit. They may tell you before ordering in which case the "Chain" button should be used in Order Entry to create multiple orders. If the customer mentions they would like to split the check and items have already been ordered, you can still split the items into separate checks. This is done using the "Split" button in the Order Entry screen.

To split items onto separate checks, follow the steps below. These steps assume you already have items ordered on the ticket and are in the Order Entry screen.

1. Click the "Split" button in the Order Entry screen. This will bring up a keypad asking how many additional checks you would like to create.
2. Enter the number of **additional checks** you would like to create. This will be the number of checks you would like to create in addition to the check you already have open. This will bring up the Split Order screen.
3. Select the check you would like to work with in the top right corner of the screen. This will be the check you are going to add items to.
4. Click on the items you would like to add to this check. You will see them added to the right hand ticket window.
    a. If you make a mistake you can remove one or all items from the ticket window and start over.
5. (Optional) Click on the "Guests" button and enter the number of guests for this check.
6. Repeat steps 3-5 until you have assigned the items you would like to split off of the main check. The remaining items will be left on the original check.
7. Click "Finish". This will bring up the window allowing you to select which checks you want to print.
8. Highlight the checks you would like to print and click "Print Selected" or Print All / Print None.

Combine Orders

Customers sometimes may want to pick up a tab for their friend or change their minds on having separate checks. When this happens you will want to use the Combine function in the Order Entry screen.

To combine checks, follow the steps below. These steps assume you have several orders created and are in the Order Entry screen.

1. Click on “Combine” in the Order Entry screen. This will bring up a screen where you can select the order you wish to combine.
2. Select the order you wish to combine with the original order you were using when in Order Entry. This will bring up the order you wish to combine. You can review it to make sure it is the correct one before accepting it.
3. Click “Accept” This will actually combine the order with the current order.
4. Click “Done” when you are finished combining all the orders required.

Ordering a Half

A customer may only want to order a half order of something. This may be for a child or may be because they do not want the full dish. To do this, you will only need to click the “Half” button in the Order Entry before clicking on the menu item. This will order half of the item and will also cut the price in half for the item.

Item Details

Before ordering an item, you may want to see what the item looks like or a description of what is in the item and what comes with the item. You can do this by clicking on the “Details” button before you click on the menu item. This will bring up the screen that will show you the picture of the menu item and the description. There are also options to print the description and order the item. The “Add” button will order the item.

Ordering > 1

You may want to order more than 1 item of a particular item. Instead of clicking on the menu item button as many times as needed, you can click on the “Quantity” button and specify the number of items you would like to order at once. This will add a line to the ticket that will indicate the item along with the number you specified.

Applying Discounts

Discounts are a big part of a restaurant. Specials are going on at various times. Customers may have a coupon. Managers may give out discounts to frequent customers. Employees may have special pricing on food from the restaurant. All these scenarios can be covered by discounts. Discounts can be performed on either the order or the items on the order. More than 1 discount can be applied to the order. Items can only be discounted once and cannot have multiples discounts applied. You may however, have 5 items on a check and discount 2 of them as well as discount the entire order. This will apply the order discount to the items that have not had a item discount applied to them.

To discount an item, follow the steps below. These steps assume you have already order items and are in the Order Entry screen.

1. Click on the "Discounts" button in the Order Entry screen. This will bring up a screen that will allow you to choose what type of discount you would like to use. There are three options. Discount Order, Discount Item, and Cash Discount.
    a. Discount Order will apply the selected discount to any item in the order that does not already have a discount applied.
    b. Discount Item will apply the selected discount to the item selected. You cannot apply more than 1 discount to an item.
    c. Cash Discount will apply a discount that allows you to specify the amount of the discount manually. You can have a Cash Discount and an Order Discount on the same check.
2. Click on the discount type you would like to use. If you choose Discount Order you will be taken directly to the discounts screen. If you click Discount Item, you will have to select which item you would like to discount. If you click Cash Discount, you will have to specify the amount of the discount.
3. Click "Done"

Applying Surcharges

Surcharges sometime may need to be applied for various reasons. Surcharges can be for anything you want. Surcharges can be based on percent or amount and can be waived if a check is over a certain amount. Surcharges can also be automatically applied to specified order types. If taxes apply to surcharges, there is an option called **Apply Tax on Surcharge.** This option is located in Store Settings > Taxes > [Any Tax]

To add a surcharge to an order, follow the steps below. These steps assume you are in Order Entry screen.

1. Click on "Surcharges". This will bring up the Surcharges screen where you will select a surcharge.
2. Select the surcharge you will be adding to the check. You can only apply one surcharge to an order.
3. Click "Done".

Applying Credits

Credits are used for various reasons in a restaurant. This can be given to a customer as a birthday gift or for being a frequent customer of the restaurant. There are two ways to generate a credit in Aldelo For Restaurants. The first is to issue a credit manually from the Main POS screen using the "Credit" button. The second is earning a credit by participating in the frequent diner program.

To apply a credit, follow to steps below. These steps assume you have created a credit for a customer and are in the Order Entry screen.

1. Click on the "Credit" button in the Order Entry screen. This will bring up the screen where you will choose the search method for the customer.
2. Choose the search method for the customer. There are 4 methods of search.
    a. Phone – This method is used to search by the customer phone number.
    b. Account Code – This method is used to search by the account code which is defined in the customer account information.
    c. MSR Card – This method is used to search by an MSR card. These can be issued by the restaurant as a membership card.
    d. Customer Name – This method is used to search by the customer name. If you search by the customer name, it will bring up a list of customers that match the name along with the phone numbers so you can pick the right one.
3. Provide the information to search for the customer. Once the customer is found, a screen will appear showing all the credits currently assigned to this customer.
4. Choose a credit to apply to the order.
    a. If the credit is not entirely used, a balance will be kept for later use.
5. Click "Done" in the Order Entry screen to save the credit to the order.

Changing the Order Type

If you want to switch this order to a different order type, you can the button with the current order type name on it. This allows you to change this order from any type to any other type.

To change the order type, follow the steps below. These steps assume you are in the Order Entry screen.

1. Click on the button with the current order type name. This is located above the menu items and to the right of the menu groups. This will bring up a screen allowing you to select the order type you wish to change this check to.
2. Choose the new order type.
3. Enter appropriate information about the order to make the change.
4. Click "Done" in the Order Entry screen to save the changes to the check.

Adding a Customer Name to an Order

If you need to add a customer name to an order, you can use the “Customer Name” button in Order Entry

To add a customers name to the check, follow the steps below. These steps assume you are in the Order Entry screen

1. Click on the “Customer Name” button. This will bring up the on screen keyboard allowing you to enter in anything you want as a customer name.
2. Enter in the customer name of information you would like associated with this check.
3. Click “Finish”
4. Click “Done” in the Order Entry screen to save the customer name to the check.

Changing the Number of Guests on the Check

If you need to change the number of guests on the check due to more customers sitting at the table or some leaving, you can use the “Guests” button to accomplish this. This button is located at the top of the menu items in the Order Entry screen.

To change the number of guests at a table for a check, follow the steps below. These steps assume you are in the in the Order Entry screen.

1. Click on the “Guests” button in the Order Entry screen. This will bring up a keypad allowing you to enter the new number of guests sitting at the table.
2. Enter the number of guests.
3. Click “Enter”.
4. Click “Done” in the Order Entry screen to save the new number of guests to the check.

Changing the Table Number of the Check

Sometimes customers may want to move to another table. If this happens you will need a way to change the table number of the check. This can be done using the “Table” button in the Order Entry screen. This button is located at the top of the menu items in the Order Entry screen.

To change the table number of the check, follow the steps below. These steps assume you are in the Order Entry screen.

1. Click the “Table” button in the Order Entry screen. This will bring up the Table Selection screen.
2. Select the table you would like to move this check to.
3. Click “Done” in the Order Entry screen to save the changes to the check.

Recall Another Check on the Same Table

If you are working with multiple checks on the same table and need to quickly switch between them, you can use the “Checks” button in the Order Entry screen to accomplish this. When you want to switch to another check you will be able to visually see your checks allowing you to choose

To change the check you are working on for this table, follow the steps below.

1. Click the “Checks” button in the Order Entry screen. This will bring up the Check Selector screen where you will be able to see your checks and choose one from the list.
    a. You can also create a new check for this table from this screen as well as print either one check or all the checks.
2. Highlight the check you want to change to.
3. Click “Edit”.
4. (Optional) If you only want to look at the checks and do want to choose one, click “Done”.

Changing Seat Numbers in Order Entry

If you want to assign seats to the items ordered, you can do so by using the seat icons as well as the seat indicator field to do this. Assigning seats to the orders will help the server remember which item goes to which customer as well as allow for more advanced features such as grouping the items on the guest check by seat number for easier viewing. There are many features associated with the seats function.

The features associated with the seats functions are:

1. **Show Seat Assignment Reminder on Done For Dine In Orders.**
2. **Force Seat Assignment Reminder On Done**
3. **Prompt Seat Number on Startup**
4. **Prompt Seat Number on Each Item.**
5. **Smart Seat Handling**
6. **Show Total Per Seat**
7. **Hide Seat # From Printed Check**

To create a seat number for a guest check, follow the steps below. These steps assume you are in the Order Entry screen.

1. Click on the seat icon with a plus sign next to it to increase the seat number you are currently working with.
2. Click on the seat icon with a minus sign next to it to decrease the seat number you are currently working with.
3. Click on the seat number to show the visual table layout so you can choose which seat you want to work with without having to use the plus or minus buttons. The seat number field is directly above the on screen guest check in Order Entry.

MISC Button

In the Order Entry screen, there is a button called “Misc”. This button is used to get to more options that are not commonly used in Order Entry. These functions include:

- **Change Price**
- **Assign Seats**
- **Clear Order**
- **No Sale**
- **Change Server**
- **Gratuity**
- **Cust. Lookup**
- **Recall Order**
- **Create Labels**
- **Retail Screen**
- **Tax Exempt**
- **No Kitchen / Bar**
- **To Secondary Language**
- **Lock Screens**

Change Price

This feature lets you change the price of an item. Only employees with high enough security clearance can use this feature. To use this feature, click on the “Change Price” button. A keypad will appear and prompt you to enter a managers’ access code. Enter an access code with high enough security clearance to bring up the Change Price window. Here you will select the items to bring up the Enter New Unit Price dialog box. Enter the new price and click “Enter”.

Assign Seats

This feature is only available on Dine In type of orders. It is used to assign ordered items to certain seats. Click on the “Assign Seats” button inside the MISC window. The Assign Seats window will appear with the menu items. Click the item that you want to assign to a seat to bring up the Seat Assignment window will appear where you can choose the seat that you want to assign that item to. Once you have picked the seat, you will be brought back to the Assign Seats window were you can either pick more items or you can click Close to finish with assigning seats.

Clear Order

This feature lets you clear all of the items that have been ordered for this order as long as the order has not already been sent. Click on the Clear Order button in the MISC window. A confirmation window will appear allowing you to verify you do want to clear all ordered items.

No Sale

This will open the cash drawer for an employee with a high enough security clearance. The security clearance for this feature is located in the Back Office under Security Settings > Access No Sale Require Manager.

Change Server

This feature lets you change the server that is assigned to an order. Click on the Change Server button in the Misc window. The Enter New Server Access Code keypad will appear. Enter the access code of the employee that is going to be taking over this order. Click Enter to complete the change.

Gratuity

This feature lets you add the gratuity to an order. Click on the Gratuity button in the Misc window to bring up the Gratuity screen. Select either Percent, Amount or Difference depending on what type you are adding.

1. If you select “Percent” as the type of gratuity, the Enter Gratuity Percent keypad will appear. Enter the percent and click “Enter” to apply the gratuity to the order.
2. If you select “Amount” as the type of the gratuity, the Enter Cash Gratuity Amount keypad will appear. Enter the amount and click “Enter” to apply the gratuity to the order
3. If you select “Difference” as the type of gratuity, the Total Tendered keypad will appear. Enter the total amount that was tendered and click “Enter”. This will make the tip amount the difference between the tendered amount and the amount of the ticket.

Cust. Lookup

This feature allows you to search for customers by Phone, Account Code, MSR Card, or Customer Name. This will link the order that you are creating to the customers account. Click on the “Cust. Lookup” button in the Misc window to bring up the Customer Lookup Type screen. In this popup window there will be four buttons, Phone, Account Code, MSR Card, and Customer Name. If you are going to be using the Phone search method, enter the customers’ phone number. If you are using the Account Code search method, after you have clicked the Account Code button, enter the account code in and Click Finish. If you are using the MSR Card search method, after you have clicked the MSR Card button, swipe the magnetic card through the magnetic card reader. This will bring up the account specified for this card. If you are using the Customer Name search method, after you have clicked the Customer Name button, type in the name of the customer and Click the Finish button. After you have done this, the system will bring up another popup window with a list of all of names that match the name that was typed in. Choose the customers’ account to bring up the Review Customer Information screen. If the information is correct,

Click Done. Anytime you type in a phone number and there is no customer for that number, you will need to create the customer file before you can continue.

Recall Order

This feature is the same as the Recall button in the Main POS screen. This will bring up the Recall Order screen allowing you to recall an order.

Create Labels

This feature allows you to create labels for menu items that are ordered by weight. Click on the "Create Labels" button to bring up the Weighted Menu Item Label Generator. This screen allows you to select the menu item and specify the Unit of Measure along with the Expiration Date. Use the on-screen keyboard if necessary to enter this information. Once you have filled in these fields, enter the total weight of the menu item. This will calculate the price of the order and display it on-screen.

Retail Screen

This feature allows you to order items by scanning barcodes that you created for them. Click on the "Retail Screen" button in the Misc window to bring up the Retail screen. Here you will scan the barcode and the item will be ordered. If the item has any forced modifiers then the system will allow you to select them. If you want to void an item, click the "Void" button and void or reduce items as normal. For more information on voiding items refer to the Void section of this manual. You can also add menu modifiers, order by weight if the item is able to do so, or order by quantity by clicking on the appropriate buttons. When you are ready to exit the Retail screen, you can click the "Touch Screen" button to return to the Order Entry screen.

Tax Exempt

This feature allows you to make the current order tax exempt. Click on the "Tax Exempt" button to bring up a confirmation screen. Click on the "Yes" button to make the order tax exempt. If you want to take a tax exemption off of an order then click on the "Tax Exempt" button and the system will ask if you want to remove the Tax Exemption. Click on Yes to remove the tax exemption.

No Kitchen / Bar

This feature allows you to specify whether or not you want this order to be sent to the kitchen\bar. To use this feature simply click on the No Kitchen\Bar button and Click either Yes or No. This feature is only active during this session of the order. If you want to suppress the print to the kitchen / bar the next time you recall this order, you will have to perform this action again.

To Secondary Language

This feature will change the menu item text to the secondary language. Employees that read two languages will use this to remember the name of particular menu items they are not familiar with it in their secondary language.

Lock Screens

This feature allows employees with high enough security clearance to lock or disable all of the features in the Misc window. Click on the Lock Screens button in the Misc window. A keypad will popup and prompt you to enter your access code. Enter the access code and click the Enter key. If you entered an access code with high enough security clearance, the screens will be locked and will not be usable until someone with high enough security clearance takes off the lock. Follow the same procedures to remove the lock.

Modifier System

Menu Items in a restaurant can have many options such as side dishes and preparation instructions. These options need to be sent to the kitchen and presented to the cooks and the servers in a meaningful fashion. This will help efficiency as well as help prevent mistakes. There are several ways to work with modifiers in Aldelo For Restaurants. These are Manual Modifiers, Forced Modifiers, and the Modifier Builder Templates.

Normal Modifiers

This screen is used for manually changing modifiers that are associated with a menu item. This is usually used when a mistake has been made during the initial assignment of modifiers using the Forced Modifiers or the Modifier Builder Template. This can also be used to add a modifier that is not currently in the system. Use the "Split Qty" button to split a quantity of items into smaller quantities. For example, if you have 10 tacos and you want to modify only 3 of them you can highlight the 10 tacos and click Split Qty to tell the system you would like to split 3 off the main group. It will now show 7 tacos and under that 3 tacos.

To use the Manual Modifier screen, follow the steps below. These steps assume you have already ordered an item in the Order Entry screen.

1. Click on the "Modifiers" button in the Order Entry screen. This will bring up the Modifier screen where you will be able to manipulate modifiers for each menu item.
2. Select the menu item in the top right corner that you want to work with. Use the arrow keys to navigate through the menu items.
    a. The modifiers currently assigned to the menu item will be shown in the space above the menu items window.
3. Select the modifier type you want to work with. These are the buttons below the menu items window. There are 8 modifier types.
    a. No
    b. Add
    c. Extra
    d. Light
    e. Exchange
    f. Half
    g. Bar Mixing
    h. Toppings
        i. There is also a 9th "All" button if you would like to see all modifiers in the system
        ii. If you do not want to see all of the modifier types, you can disable the Half, Toppings, Bar Mixing, and All buttons in Store Settings > Products > Modifiers.
4. Select the first letter of the modifier with the buttons to the left of the modifiers. The button will ignore the modifier type and only show modifier names that actually start with the letter you have clicked.

5. Select the modifiers you want to add to this menu item. Modifiers that are already selected will be Green and can be unselected if desired.
    a. If you want to change the price of the modifier before you add it to the menu item, you can click the “Change Modifier Price” button BEFORE clicking the actual modifier.
    b. If you want to order double or triple the modifier, you can use the “2x” and “3x” buttons BEFORE you click the modifier.

    c. If you need to add a Note to the menu item, you can use the “Note” button. This will prefix the note with the word “Note:”.

6. When you have selected all the modifiers you need click “Done”.

Manual Modifiers

When in the Modifiers screen, you will also be able to create new modifiers on the fly. Use the “Manual Entry” to accomplish this task.

To create a new modifier while in the modifiers screen, follow the steps below.

1. Click the “Manual Entry” button. This will bring up the Manual Modifier screen.
2. Highlight the menu item you want to create a modifier for.
3. Type the name of the modifier in the Modifier Name field.
4. (Optional) Type the secondary language name of the modifier in the Sec. Language field.
5. (Optional) Fill in the additional cost of this modifier in the Additional Cost field.
6. Click “Add”
7. Click “Finish”.

Forced Modifiers

If you want your employees to have a limited list of modifiers to choose from and provide a path to follow when selecting the modifiers, you will want to use the Forced Modifier system of Aldelo For Restaurants.

In order to use the Forced Modifier system, you will first need to setup the forced modifiers in Back Office > Setup > Menu Setup > Forced Modifiers.

To use Forced Modifiers, follow the steps below. These steps assume you have already created forced modifiers for the menu items you will be ordering and are in the Order Entry screen..

1. Select a menu item that has forced modifiers created for it. This will bring up the first level popup of forced modifiers.
2. Select a modifier from the first level popup. This will bring up the second level popup of forced modifiers.
3. This repeats until there are no more levels or when the 7th level has been reached.
    a. You can disable the "Finish" button in the Forced Modifier Level popup with the feature called **Disable FINISH button in Forced Modifiers** This feature can be found in Store Settings > Products > Modifiers.

Modifier Builder Template

For maximum flexibility and ease of use, modifier builder templates are the way to go for most restaurants. Modifier builder templates can accomplish the work of forced modifiers as well as create a very flexible way of presenting the modifiers to the user. Templates also cut down on the amount of work that needs to be done during setup due to the fact that a template can be assigned to more than 1 menu item.

In order to use the Forced Modifier system, you will first need to setup the forced modifiers in Back Office > Setup > Menu Setup > Modifier Builder Templates.

To use a modifier builder template, follow the steps below. These steps assume you have created a builder template for the menu items you will be ordering and are in the Order Entry screen.

1. Click on the menu item that has a modifier builder template assigned to it. This will bring up the modifier builder template screen.
2. Click the group you want to work with for this menu item. Only the groups defined for the template assigned to this menu item will be shown.
3. Select the modifier type you want to work with. These are the tan/light orange buttons above the actual modifiers.
    a. If you want a certain type selected by default, you can setup this up in the Modifier Builder Template Setup screen when you edit each category. Use the Default Action drop down list to choose the default modifier type.
4. Select the modifier you want to add to this menu item.
    a. If you only want to allow an employee to select X number of modifiers, you can set this option in each builder template category.
    b. If you want to force an employee to select at least X number of modifiers, you can set this option in each builder template category.
    c. If you want to change the price of a modifier, you can click the "Change Modifier Price" button BEFORE you select the modifier.
    d. To remove an already selected modifier, highlight the modifier and click the trash can icon button. You can also click the modifier again to remove it.

Pizza Builder System

Pizza restaurants have special requirements when creating an order for a pizza. Since pizzas are so flexible in their design, Aldelo For Restaurants also needs to be flexible in the way they are ordered. With the pizza builder screen, creating a custom pizza is very simple. Toppings can be divided amongst halves, thirds, or quarters. Crusts can be selected as well as how to charge topping prices. There are many features that affect the pizza builder screen. Some of these features are:

1. **Show Pizza Builder Screen**
    - **a.** This feature will show a menu item as a pizza item in the pizza builder template.
2. **Special Pizza Topping Charges**
    - **a.** This feature will allow you to specify the number of toppings a pizza will have free before the normal pizza topping charge goes into affect. This can also be reversed so that a number of toppings will be charged and then the rest are free.
3. **Proportioned Pizza Topping Charge**
    - a. This feature will charge half price on a topping that is on only half the pizza, a third on a topping that is on only a third of the pizza, etc.
4. **Half Topping Half Price on EVEN Qty**
    - a. This feature will charge half price for toppings that are used on an evenly divided pizza. If thirds is used, the normal price will be charged.
5. **Pizza Size Alias Name 1 – 10**
    - a. This feature will allow you to change the name of the pizza size to whatever you choose.
6. **Pizza Size Half Topping Price 1 – 10**
    - a. This feature will allow you to set the half topping price for each pizza size.

In order to use the Pizza Builder screen, you will first need to setup a pizza in the Pizza Builder Setup in Back Office > Setup > Menu Setup > Pizza Builder Setup.

To use the pizza builder screen, follow the steps below. These steps assume you have created a pizza with at least one crust and a couple of toppings and are in the Order Entry screen.

1. Click on a menu item that has been setup as a pizza item. This will bring up the pizza builder screen.
2. Click the type of crust for this pizza.
    - a. These are the tan/light orange buttons at the top of the pizza builder.
3. Click on the portion of the pizza you would like to add toppings to. These are the area on the right side of the screen labeled, Entire Pizza, Half, Third, and Quarter. Once you have clicked in the area, the selected area will turn while to indicate it is the currently active portion.
4. Click on the toppings you would like to add to this pizza.
5. Repeat steps 3 & 4 for each side of the pizza if needed.
6. (Optional) Click the “Normal Charges” button to change the way pricing is handled for toppings on pizza with multiple portions.
7. Click “Done”.

Chapter 9
Bar Tab Orders

Order Entry for Bar Tab

In order use the Bar Tab functions in Aldelo For Restaurants, you will need to configure the station to act like a bar station instead of a server station used to service tables. There are a couple of features that are designed to make this switch.

1. **Enable Bar Tab Services For This Station**
2. **(Optional)Skip Table/Bar Tab Selection for Dine In**
3. **(Optional)Bar Drink Items will not charge sales tax (Applies to bar order on this station only)**
4. **(Optional)Bar Tab Caption**

The feature that needs to be enabled is the **Enable Bar Tab Services For This Station.** This will show the bar tab screen allowing you to create orders that are based on a customers name instead of a table number. Bar Tabs are also kept separately from the table orders and are considered their own order type in most cases.

Create a New Bar Tab

To create a new order for a bar tab customer, follow the steps below.

1. Click on “Dine In” in the Main POS screen. This will prompt you for your access code.
2. Enter your access code. This will bring up an option to select either a Table or Bar Tab type order.
    a. If you want this station to only do bar orders and do not want to choose between Table and Bar Tab, you can use the option **Skip Table/Bar Tab Selection for Dine In.**
3. Click Bar Tab. This will bring up the screen where you will be able to see all your current bar tabs as well as create a new bar tab.
    a. If you want “Bar Tab” to show something else, you can use the **Bar Tab Caption** to change this.
4. Enter in a name for this bar tab. You can also use the icon with the two people to enter in information about this customer if a name is not given.
5. Click “Finish”.

The guest check will show the Bar Tab Caption as well as the customer name instead of the table number.

Setting Up Bar Tab Efficiency

Bar Tenders need to move quickly while they are serving customers and making drinks for other servers orders. The POS system can potentially be the weakest link in the process if it is not setup properly. There are several options in Aldelo For Restaurants to make ordering items and editing orders very fast.

Some of these features are:

1. **Automatically recognize this stations cashier as the default employee without login.**
    a. This feature is used for bartenders that will be working alone and do not have to worry about other people settling orders to the cash drawer. You can also use this feature to speed up operations with two people working but you will loose the ability to track which employee has a discrepancy in the cash drawer.
2. **Change Due Screen Time Out Seconds**
    a. You can use this feature to decrease the number of seconds the change due shows on this station. This should eliminate the need to click on the "Done" button after you give the customer change.
3. **Stay In Order Entry screen after order is finished**
    a. This feature can be used to always be in the order entry screen. This is useful if you are not running bar tabs very often and just need to quickly process a transaction from customers coming up to the bar.
4. **Bar Tab Use Quick Service Order Screen.**
    a. This feature will change the look of the Order Entry screen and put more options directly on the Order Entry screen. This screen also has quick cash buttons for processing cash transactions extremely fast.
5. **Quick Service Screen Auto Log Out Seconds**
    a. This feature is used to automatically log out an employee after they are finished with an order and the system returns to the order entry screen automatically using the **Stay In Order Entry screen after order is finished** option. This will allow the next employee to enter their access code and immediate start the next order.
    b. MSR cards should be used with this feature so the employee only has to swipe the card instead of punching in a number.
    c. This feature cannot be used with the **Automatically recognize this stations cashier as the default employee without login** option.

Chapter 10
Take Out Orders

Order Entry for Take Out

The restaurant may offer food for Take Out or "To-Go". For these types of orders, a customer phone number might want to be associated with the customer so the order can be tracked in case of a no show or if you want to track the customers order history.

There are several features that can affect the way Take Out orders will behave. Some of these features are:

1. **Require Phone # For Take Out**
    - **a.** This feature will require that a phone number must be entered before the employee is allowed to place the order.
        - **i.** If you want to require that the system checks the format of the phone number so the employee cannot enter a wrong phone number, you can use the feature called **Enforce Exact Telephone Number Digits**. This will force the employee to enter a phone number that matches the **Telephone Display Format** in Store Settings > General
2. **Take Out / Delivery Show Search Type**
    - **a.** This feature will show other options for looking up customer information when creating a new Take Out order. These options are:
        - **i.** Phone Number
        - **ii.** Account Number
        - **iii.** MSR Card
        - **iv.** Customer Name
3. **Do Not prompt user to enter customer phone number for take out on this station**
    - **a.** This feature will disable the prompt to search for a customer completely. You will not be required to enter in a phone number and will be taken directly to the order entry screen.
4. **New Customer Take Out On Hold**
    - **a.** This feature will place the order on hold until the hold is manually removed from the order for customers not in the system.

Creating a New Take Out Order

To create a new Take Out order, follow the steps below.

1. Click "Take Out" on the Main POS screen. This will bring up either a keypad or a method to search with depending on if you have the **Take Out / Delivery Show Search Type** feature enabled.
2. Enter the phone number or choose the search type and enter information for that customer. This will take you to the Customer Information screen.
3. Enter all the information about the customer in this screen.
    - a. If this customer is already in the system, this information should already be filled in. If the customer has previous orders, you will be able to view those orders with the "Order History" button.
4. Click "Finish".

Chapter 11
Drive Thru Orders

Order Entry for Drive Thru

If your restaurant has a drive thru window you may want to use the drive thru features of Aldelo For Restaurants. There are many unique functions to drive thru establishments especially when it comes to timing and order handling. There are many features that affect how drive thru will behave. Some of these features are:

1. **Disable Drive Thru Timing Feature**
    - **a.** This will completely disable the drive thru functions in Aldelo For Restaurants. This feature is commonly used to allow the "Drive Thru" button to be used for another order type. If this is the case, you will also want to change the **Alias Name** of the Drive Thru order type.
2. **Drive Thru Orders Use Drive Thru Stations.**
    - **a.** This feature will only allow stations marked as drive thru stations to edit orders or settle orders. If the station is not a drive thru station, the user will be prompted to go to a drive thru station to perform the recall or settle process.
    - **b.** To make a station a drive thru station, you can use the feature called **Mark this station as a drive thru station.** This can be found in Station Settings > Other Options.
3. **Mark this station as a drive thru station.**
    - **a.** This feature will designate this station as allowed to be used for drive thru orders.

Creating a New Drive Thru Order

To create a new drive thru order, follow the steps below.

1. Click on "Drive Thru" in the Main POS screen. This will prompt you to enter your access code.
2. Enter your access code. This will take you to the Drive Thru timing screen.
    - a. This screen only shows up if a drive thru order has been settled but not marked as complete meaning that the order has not yet been given to the customer at the drive thru window. Once the order is marked as complete, it will not show up in the Drive Thru timing screen.
3. Click "New Order". This will take you to the Order Entry screen.

Marking a Drive Thru Order as Complete

Once the order has been settled, it will show up in the Drive Thru timing screen. You will want to mark this order as complete only after the customer has been given all their food and has driven away. To do this simply highlight the order in the Drive Thru Timing screen and click "Mark Complete".

Chapter 12
Delivery Orders

Order Entry for Delivery

If your restaurant is going to do deliveries, you will want to make use of the Delivery features in Aldelo For Restaurants. There are many unique features for delivery in regards to assigning the order to an employee for delivery and tracking that delivery. There are many features that will affect how a delivery order will behave. Some of these features are:

1. **Show Driver Dispatch Screen**
    - **a.** This screen will show a list of drivers with another list showing the orders that are ready for delivery. By default the employee will have to enter their access code, click departure and then select the orders they want to take. With the Driver Dispatch screen, all this is located in one screen.
2. **Enable Driver Money Drop**
    - **a.** This feature will allow an employee to settle all cash orders in one transaction. In order to use this feature, you will have to settle all credit cards and checks before performing a money drop.
3. **Enable Popup Streets**
    - **a.** This feature will enable a screen to popup with a list of streets when a street name is typed in the delivery address of the customer. This list will be filtered as you type more of the street name effectively reducing the list to match what you have already typed.
4. **Round Delivery Total To Next Quarter**
    - **a.** This feature will round the total of the guest check to the nearest quarter to make it easier for the driver to carry change when the customer pays for the order. This will always round up.
5. **Delivery Charge**
    - **a.** This is the amount that will be charged the customer for performing the delivery. The Delivery Charge will be assigned in the following order and will use the first value it finds.
        - **i.** Customer Record
        - **ii.** Street
        - **iii.** Postal Code
        - **iv.** Global Setting in Store Settings > Services > Delivery
        - **v.** (Optional) Menu Item level delivery charge overrides all of the above.
6. **Delivery Comp**
    - **a.** This is the amount that will be given to the employee for performing the delivery. The Delivery Comp will be assigned in the following order and will use the first value it finds.
        - **i.** Customer Record
        - **ii.** Street
        - **iii.** Postal Code
        - **iv.** Global Setting in Store Settings > Services > Delivery
        - **v.** (Optional) Menu Item level delivery comp overrides all of the above.
7. **Chained Delivery Charge/Comp Per Trip**
    - a. This feature will only charge the delivery charge and compensation on the first order in a chain of orders.

8. **Delivery Charge/Comp Per Menu Item**
    - **a.** This feature will charge the delivery charge and comp based on the value defined at the menu item level.
9. **Delivery Charge Percent Based**
    - **a.** This feature will charge the amount in the delivery charge field as a percent instead of as an actual amount.
10. **Delivery Comp Percent Based**
    - **a.** This feature will charge the amount in the delivery comp field as a percent instead of as an actual amount.
11. **Apply Tax on Delivery Charge**
    - **a.** This will apply a tax to a delivery charge.
12. **MapPoint Enabled**
    - **a.** This will enable advanced routing and mapping features for delivery orders.

Creating a Delivery Order

To create a delivery order, follow the steps below.

1. Click on “Delivery” in the Main POS screen. This will prompt you for your access code.
2. Enter your access code. This will bring up the keypad for customer phone number or the screen allowing you to choose which search type you want to use. This option depends on the **Take Out / Delivery Show Search Type** feature in Store Settings > Staff / CRM.
3. Enter the phone number or the click on the search type and enter the appropriate information to find the customer. This will bring up the Customer Information screen
4. Enter the customers information. If this customer is in the database, the information should already be filled in.
    - a. If this customer has previous orders, you will be able to pull up those orders and automatically create a new order based on their history with one click.
5. Click “Finish”.

Chapter 13
Delivery Procedures

Assigning a Delivery Order

There are two ways in Aldelo For Restaurants to assign a delivery to a driver. The first is the default way which is requiring each driver to enter their access code to assign a delivery order to themselves. The other method is using a driver dispatch screen to show all the drivers and orders on one screen allowing easy assignment quickly. The driver dispatch screen is mainly used when the station is going to be dedicated to assigning orders to drivers who are coming and going.

Using the Default Delivery Assignment Procedures

To assign an order to a driver using the default method, follow the steps below. These steps assume a delivery order has already been created.

1. Click on “Driver” in the Main POS screen. This will prompt you for your access code.
2. Enter your access code. This will bring up the Driver Tracking screen with the current employees name at the top.
3. Click “Departure”. This will bring up the Driver Departure Order Assignment screen.
4. Highlight the order(s) you are going to take and click select. Use the arrow buttons to navigate the orders. You can also scan the guest check with a barcode scanner to select the order.
    a. Barcodes will only be printed on the guest check if you are using an Epson TM-T88II/III printer.
5. Click “Departure”.

Driver Dispatch screen Assignment Procedures.

To assign an order to a driver using the Driver Dispatch screen, follow the steps below. These steps assume a delivery order has already been created.

1. Click on “Driver” in the Main POS screen. This will bring you to the Driver Dispatch screen.
2. Highlight the name of the driver that will be taking this delivery.
    a. Only employees that are clocked in and designated as drivers will be shown in this screen.
3. Select the orders this driver is going to take.
4. Click “Departure”. This will assign the order(s) to the driver.
    a. If you accidentally assign an order to the wrong driver, you can click the “Also Show Assigned Orders” button to show orders assigned to other drivers. You can then assign the order to the correct driver.
5. (Optional) Click “Done”. You can stay in this screen if this station is dedicated to assigning orders to drivers.

Using Delivery Directions and Route Planning

If your drivers need driving directions, you will want to use the MapPoint integration. This replaces the Microsoft Streets and Trips integration but provides backward compatibility with Streets and Trips. In order to make use of this integration, Microsoft MapPoint 2004 must be installed on the system that will be used to view the driving directions. If more than one system will be used for this purpose, a copy of Microsoft MapPoint must be installed on those stations.

MapPoint Integration Setup

To setup Microsoft MapPoint Integration, follow the steps below

1. Install Microsoft MapPoint on all systems that will use driving direction and route planning functions.
2. Enable the feature called **MapPoint Enabled.** Do this by typing **YES** into the field when editing the option. This feature can be found in Back Office > Help > Technical Support > F10. The following features can also be found on the same page.
3. Fill in the current fuel cost in your local area. This feature is call **MapPoint Fuel Cost.**
4. Fill in the address where the deliveries will depart from. This feature is called **MapPoint Home Address.** The format MUST BE [Street Address], [City], [State][ZipCode]. **If this information is wrong, MapPoint will fail to start**.
5. Enable the feature called **Optimize Way Points.** This will calculate the fastest route when delivering several orders.
6. Fill in the number of minutes on average it will take for the items to be prepared for delivery in the **MapPoint Route Start Minutes After** field. The system uses this information plus the calculated route time to estimate the time of delivery. The estimated delivery time will show on the driving directions.

Using MapPoint Integration

To use the MapPoint Integration, follow the steps below. These steps assume you have already setup MapPoint integration, have created a delivery order, and are in the Driver Dispatch screen.

1. Click on the driver you want to assign the order to.
2. Click on the order(s) you wish to take for delivery.
3. Click “See Map” This will bring up the Route Planning screen. You will be able to print the directions as well as print the actual map from this screen.
4. Click “Print Map” or “Print Detail”. These will print out on the desktop printer. These will NOT use the receipt printer.
5. Click “Done”.

Viewing Delivery Order Status

If you want to keep an eye on the progress of all delivery orders, you will want to use the Delivery Status screen. This screen is accessed from the Main POS screen and is mainly used by managers to keep track of their drivers.

Using the Delivery Status screen

To use the Delivery Status screen, follow the steps below. These steps assume you have already created a delivery order.

1. Click on the “Delivery Status” button in the Main POS screen.
2. Information that can be viewed on this screen is the order #, time the order was created, address to be delivered to, driver, departure time, time the order was in the store, time it has taken up to this point to deliver the order.
    a. You can also see the driving directions of a delivery if using the MapPoint Integration.
3. Once an order has arrived, it will be removed from this list.

Chapter 14
Recall Procedures

Recall Operations

There are many ways to recall an order so that it may be edited. You will want to recall an order to add more items, change the order type, add more guests, etc. Any time an order needs to be changed, the recall function is used. Some of the ways to recall an order are the following:

1. "Recall" button in the Main POS screen
2. Clicking on an occupied table when in the Table Selection screen.
3. Clicking on the "Recall" button while in the Order Selection screen when choosing an order to settle.
4. Clicking the "Checks" button and selecting a check to edit in Order Entry.
5. Click the "Recall" button in the MISC screen in Order Entry.

The most common methods of recall are the "Recall" button in the Main POS screen and clicking on an occupied table when in the Table Selection screen. This will only cover the "Recall" button in the Main POS screen since it is the main way to recall an order.

To recall and order, follow the steps below. These steps assume you have already created and order.

1. Click "Recall" in the Main POS screen. This will prompt you for your access code.
2. Enter your access code. This will bring up the Recall Order screen.
3. Select the Order Type you would like to filter by. This will reduce the number of orders displayed on the screen at once. This will also show specific information about this order in regards to the order type.
4. (Optional) If you want to see all employees orders, click the "My Orders" button. This will turn OFF the filter for only showing orders created by you.
5. (Optional) If you want to see orders that have been settled, click the "Open Orders" button. This will turn OFF the filter to only show open orders.
6. (Optional) Scan the barcode on the guest check.
    a. The barcode will only print on the guest check if you have an Epson TM-T88 II/III
7. (Optional) Click on "Show List" if you want to see all the orders in a list instead of as buttons.
8. (Optional) Click "Print" if you only want to print the order instead of actually recalling it.
9. Click the order you want to recall. This will bring up the order in the Recalled Order screen.
    a. There are four options on this screen. Edit, Print, Rush Order and Pager.
10. Click "Edit Order". This will bring up the order entry screen with the orders information.

Chapter 15
Void Procedures

Void Operations

If an order needs to be voided for any reason, you will want to use the void functions in Aldelo For Restaurants. Only certain employees should have access to voiding an order. If all employees can void an order, there is temptation to take advantage of the system and give free food to friends and family. There are many ways to void and order in the system. This section will only cover the Main POS button “Void”.

To void an order, follow the steps below. These steps assume you have an order created and have inventory depletion turned on.

1. Click on the “Void” button in the Main POS screen. This will prompt you for your access code.
2. Enter you access code. This will bring up the screen to select an order that is to be voided.
    a. This screen is almost identical to the recall screen and is used in the same fashion.
3. Select the order to be voided or enter the order number in the Quick Search field. This will bring up the Void Reason screen.
4. Enter a reason for voiding this order. This will bring up a screen asking if you want to notify the kitchen or bar about the void operation.
    a. If you use the same reasons over and over, you will want to create quick void reasons in Store Settings > Order Entry.
5. Click “Yes” or “No”. This will bring up a screen asking if this void is going to cause waste or no waste.
6. Click “Waste” or “No Waste”
    a. Waste will deplete the inventory due to this item being thrown away.
    b. No Waste will NOT deplete the inventory due to this item being voided before the inventory was used to make the item.

Chapter 16
Cashier Operations

No Sale

This function will open the cash drawer. There is a security setting to control which employees can perform this action as well as a feature to take pictures of the person using a webcam.

Pay Out

The “Pay Out” button in the Main POS screen is used anytime a payout is performed. Payouts can come in several forms.

General Payout

General Payouts are used for things like paying for items that were purchased at the store when an inventory items runs out and needs to be replaced right away or a vendor needs to be paid with cash.

To perform a general payout, follow the steps below.

1. Click on the “Payout” button in the Main POS screen. This will prompt you for your access code.
2. Enter your access code. This will bring up the Pay Out Type screen.
3. Select the “General” payout type. This will bring up the General Pay Out screen.
4. Enter the Pay Out To, Amount, and Description information.
5. Click “Finish”

Wage Advance

Sometimes employees need money in emergency situations. To give them money prior to receiving their normal pay, you can use the Wage Advance option in pay outs to accomplish this.

To perform a wage advance, follow the steps below.

1. Click on the “Payout” button in the Main POS screen. This will prompt you for your access code.
2. Enter your access code. This will bring up the Pay Out Type screen.
3. Select the “Wage Advance” payout type. This will bring up the Select Employee screen.
4. Choose the employee you wish to give advance pay to. This will bring up the Employee Wage Advance screen.
5. Enter the Amount and Description for the wage advance.
6. Click “Finish”

When the employee receives their normal pay, the wage advance will automatically be deducted from their payroll.

Manager Cash Out.

This feature allows the manager to take money out of the cash register without reducing the cashiers' liability amount. This is used to take cash out of the cash drawer and place it in a safe in the event that the cash drawer has too much cash stored in the drawer.

To perform a manager cash out, follow the steps below.

1. Click on the "Payout" button in the Main POS screen. This will prompt you for your access code.
2. Enter your access code. This will bring up the Pay Out Type screen.
3. Select the "Manager Cash Out" payout type. This will bring up a keypad allowing you to enter the amount that will be removed from the drawer. This will print out two receipts with the amount and a space for the manager signature.
4. .Have the manager sign both copies and place one with the cash removed, and the other inside the cash drawer.
    a. When counting the cash drawer at the end of the night, be sure to count the cash out receipt as part of the drawer amount.

Issuing Refunds

If a customer needs to be refunded money for any reason, the refund function of Aldelo For Restaurants needs to be used.

To perform a refund, follow the steps below.

1. Click on "Refund" in the Main POS screen. This will prompt you for your access code.
2. Enter your access code. This will bring up the Refund screen.
3. (Optional) Enter the order number that this refund applies to.
4. Enter the Refund Amount, Reason, and Refund Method.
    a. If you have integrated credit card processing enabled, you will be able to issue a credit to the customers credit card.
5. Click "Finish".

Chapter 17
Gift Card Procedures

Issuing Gift Cards

Gift cards are a very important aspect of running a restaurant. They provide a means of creating customer loyalty and creating a way to new customers to be introduced to your restaurant. When a customer purchases a gift card, it is a good sign that they will be returning for a second visit. It may also be an indication that the gift card may be used as a gift to someone they know and wish to expose that person to your restaurants food and atmosphere. Gift Cards are always well received by people and are considered a good way to advertise your restaurant to others.

There are many functions that can be performed with gift cards. Issuing, recharging, multiple simultaneous purchases, and checking balances.

To issue a gift card, follow the steps below. These steps assume you have sign in as a cashier.

1. Click on the "Gift Certificate" button in the Main POS screen. This will prompt you for your access code.
2. Enter your access code. This will bring up the Gift Certificate screen.
3. (Optional) Swipe the gift card through the MSR reader while in the MSR Card field.
4. (Optional) Enter the account number of the card or certificate. This is the number on the card or certificate.
5. (Optional) Enter the expiration date of the card or certificate. Use the "/" button to divide the date.
6. (Optional) Enter the Issued To and Presented by fields.
7. Enter the Total Amount that the gift card will be worth.
8. (Optional) Enter a discount amount.
    a. This will be used to charge the customer less than what the gift card is valued at. If you discount the whole amount, the gift card will be free of charge.
9. (Optional) Click Add to create another card that will be paid for in this transaction. You can create as many cards as you wish in one transaction.
    a. Repeat steps 3 – 9 for every card you need to create in this transaction.
10. Select the Payment Type.
    a. If you use integrated credit card processing, you can use a credit card to pay for this transaction.
11. Enter the amount received.
12. Click "Finish". This will print out the gift certificate receipt with the certificate number on it.

Recharging Gift Cards

Gift cards can be reused and are often used like a secured credit card. If the customers balance is low, you can offer to recharge the gift card to add more value to the card.

To recharge the gift card, follow the steps below. These steps assume a gift card has already been created and the gift card or gift card account number is available.

1. Click on the “Gift Certificate” button in the Main POS screen. This will prompt you for your access code.
2. Enter your access code. This will bring up the gift certificate screen.
3. Click the “Recharge” button. This will bring up a screen asking if you would like to search for the gift card by MSR number / ID number or Account number.
    a. MSR number is the number on the magnetic strip of the MSR card.
    b. The ID number is the “Internal Number” of the gift card or certificate.
    c. The account number is the number that the system uses for its own tracking if an internal IF number is not used.
4. Select “Yes” or “No”.
    a. Yes will search by MSR Card or ID
    b. No will search by Account Number.
5. Swipe or enter the information of the gift card or certificate.
6. Process the gift card as if it is a new transaction. This will add the amount charged to the existing gift card or certificate.

Checking Balances.

If a customer would like to check the balance of their card before using it or they are just curious, you can swipe the card while in the Main POS screen to have the balanced display on the screen.

Chapter 18
Order Settlement Procedures

Cashier Settle Operations

If you are signed in as a cashier, you will be able to settle orders to your cash drawer. If you are not the cashier, you will have to go to the cashier to have your orders settled for you. The only exception to this is if you are using Staff Bank. You must have a cash drawer open on a station before you can settle any orders. There are many aspects to settling an order and there are several ways in which orders can be settled.

Settling in the Main POS screen.

One of the commonly used method of settling is through the Main POS screen "Settle" button. This button is used by the cashier to perform settlement operations on any order in the system.

To settle an order using the "Settle" button in the Main POS screen, follow the steps below.

7. Click on the "Settle" button in the Main POS screen. This will prompt you for your access code.
8. Enter your access code. This will bring up the Select Order To Settle screen.
    a. This screen is very similar to the recall screen and performs many of the same functions.
9. Click on the order you wish to settle. This will bring up the Settle Order screen.
    a. This screen has many options to choose from.
        i. **Cash**
        ii. **Check**
        iii. **Credit Card**
            1. If integrated credit card processing is used, the process for settling orders will change for this type of payment.
        iv. **Gift Certificate**
        v. **House Account**
        vi. **Complimentary**
        vii. **Room Charge**
            1. This button will only show if hotel integration is turned on.
        viii. **Gratuity**
        ix. **Print**
        x. **Discount**
        xi. **Split**
        xii. **Combine**

Cash

For cash payment types click on the “Cash” button. A dialog box will appear and prompt you to enter the amount tendered. On the right side of this window are some estimated amounts that may be tendered. If you want to use one of these, click on the button that has the amount that you want. If you don’t see the amount that you want, manually enter in the amount that was tendered. Once you have the amount that needs to be tendered, click Enter to finish the settlement.

Check

If the customer is paying by check, click on the “Check” button. This will take you to the Check Scan feature. Here you will enter the bank routing number in the Bank Routing field. You can either enter it from the keyboard or you can click on the button with a keyboard on it. This will bring up the key pad so that you can enter the number on a touch screen. If you make a mistake and you want to erase the number, click on the button with a pencil eraser and this will erase the number. The next field is the Checking Account Number field. Here you can enter the checking account number. The last field is the Drivers License Number field. Here you can enter the customers’ Drivers License information. Once you have entered all of the information, Click the Verify button. The system will then prompt you to enter the amount that was tendered. Enter the amount that was tendered to complete this transaction.

Credit Card

If a customer is paying by credit card there are two ways to settle this order. One is without integrated credit card processing where the order is treated as if the processing is done on bank terminal. The software will assume that the transaction has been successfully processed and will just ask the user how much the transaction was for. The other way is when credit card processing is integrated. This will bring up the Credit Card Processing screen allowing the user to process the credit card directly through Aldelo for Restaurants.

ATM / Debit Card

If the customer wishes to pay with their ATM / Debit card, you can use this option. Since this type of transaction is not currently supported, it will simply prompt you to enter the amount that was processed on the Bank Terminal.

Gift Certificate

If the customer is using a Gift Certificate to pay for their meal, click on the Gift Certificate button. This will bring up the screen asking how you would like to search for the Gift Card or Certificate. Choose the method and enter the information required. The balance will also be shown on the receipt after the customer has paid with a Gift Certificate.

House Account

In House Charge Accounts can be used to settle orders for customers that have an In House Charge Account with the restaurant. These can be setup in Operations > In House Charge > Maintain In House Accounts.

To settle using House Account, follow the steps below. These steps assume you have already created a house account for this customer.

Click the House Acct button.
Choose the lookup type to find the customers account.
Enter in the customers' information depending on what lookup type you chose.
Review the Customers' Information.
Select Yes or No when it asks if you want to charge it to the customers' account.
Enter the amount you would like to charge to the account.

Complementary

This will allow the user to "Comp" the meal and enter any amount they wish to Discount. This is useful to managers wishing to discount meals with an exact amount. This button can also have a security placed on it so not all employees have access to it. All complimentary discounts will be treated as Cash Discounts. They will also show up in the reports as such.

Room Charge

This will allow the user to charge an order to a room when the hotel integration is enabled.

Settling in the Order Entry screen.

When using the Settle button in the Order Entry screen, the order will be sent to the kitchen while at the same time, taking you to the Settle screen. This screen is exactly the same as the Settle screen when using the “Settle” button in the Main POS screen.

Settling Using Staff Bank

When an employee is using Staff Bank, their settlement options change a bit. In the Order Entry screen, the “Cash Tender” and “Settle” buttons become a “Staff Bank” button. When this button is clicked, you are taken to the Settle screen allowing you to settle the order to your staff bank. You will also have an option to “Pay to Staff Bank” in the Recalled Order screen.

Settling Using Integrated Credit Card Processing

Refer the printed manual on pages 83-89.

Chapter 19
Closing Procedures

Closing the Cash Drawer

When all orders have been settled, the cash drawer will need to be counted and closed from the system.

To sign out a cashier, follow the steps below.

1. Click the “Cashier Out” button in the Main POS screen and enter your access code
2. This will bring up the **Select Cash Tray for Cashier Sign Out** selection screen. Select the cash tray that you will be signing out.
3. (Optional)This will bring up the **Adjust Gratuity** Screen. This is where all the gratuities for each order can be adjusted. To adjust the gratuity, highlight the order and click Adjust Gratuity.
4. (Optional)This will bring up the **Gratuity Amount** screen allowing you to enter the amount.
5. (Optional)After the amount is entered, you will be able to process the tip and continue on to the next order or on to the **Money Count** screen.
6. The **Money Count** screen will appear with all of the charges and checks that were taken.
7. Verify all checks and charges and check them off in the Money Count screen. You will also want to enter in all of the cash that was in the drawer. This includes Manager Cash Out receipts.
8. When you have finished, click the **Finish** button. If there was a discrepancy in the drawer, the **Register Discrepancy** screen will appear and show the discrepancy amount. Enter a reason for the discrepancy and click the **Accept** button. This will deactivate the cash register features for this station.

Tech Tip: All Credit Card Tips should be removed before completing the Cashier Sign Out process. If you leave the credit card tips in the drawer, the drawer will be over the amount of the tips.

Quick Sign Out

When a cashier needs to quickly switch a drawer or switch to another station, they can use the Quick Sign Out feature. This feature is useful if you want to switch out a drawer during a busy night and sign it back in at a station that is located in a managers office for safe counting of the money. This can be thought of as an easy way of relocating a cash tray to another station for any reason.

1. Click the “Cashier Out” button in the Main POS screen and enter your access code
2. This will bring up the Select Cash Tray for Cashier Sign Out selection screen. Select the cash tray that you will be signing out.
3. (Optional) Click “Done” to bypass the gratuity screen.
4. Click “Cancel” on the Money Count Screen.
5. Select “Quick Sign Out (No Money Count Performed)”.
6. After the cash tray has been through a quick sign out, the cash tray will be available for a quick sign in. Only the employee that did the Quick Sign Out will be able to sign the tray back in.
7. Select the “Revert Quick Cashier Out**”** button to activate this cash tray once again for this employee on this station.

Clocking Out

To clock out, follow the steps below. These steps assume you are already clocked in and all your orders are settled.

1. Click on the “Time Card” button in the Main POS screen. This will ask you for your access code.
2. Enter your access code. This will take you to the Employee Time Card screen with the name of the employee that is accessing this screen and their job title.
3. Click “Clock Out” This will show your clock out time.

Running A Closing Report

This feature gives you a report of all the sales and other important closing information about your restaurant for the report date. To use this feature click the “Closing Report” button in Operations > Revenue Center to bring up the Select Report Date screen to specify the dates to create your end or day closing report. A confirmation window will appear and ask if you want to print all of the Access Denied Logs. Choose whether or not you want to print the logs. After the Access Denied Logs, review the Closing Report and click the “Print” button when you are done reviewing the report. You can run the closing report as many times during the day as needed to review your current sales up to that point. Running the report will no zero out any drawers or tills. This is the report you run to close out your restaurant for the day. This report has all the sales information a manager will need to figure his total sales for the day.

Chapter 20
Manager Operations

Refer to the printed manual pages 281 -317. This section will be added soon.

Chapter 21
Reports

Refer to the printed manual pages 318 - 391. This section will be added soon.

Part 4
Appendix

Chapter 22
Field Name Descriptions

Store Settings

General	
Field Name	**Description**
Store Name	Your restaurant name is displayed in this field. This info cannot be changed unless you change your registration info with Aldelo Systems Inc.
Premise Address	Your physical address that you registered this program under will appear in this field. This info cannot be changed unless your registration info with Aldelo Systems Inc. is changed.
Premise Postal Code	Enter your physical zip code here. This information is gathered when you first create a new database. Three prompts will appear. The first prompt is the zip code which will be used in this field.
Area Code + Phone No.	Your restaurant telephone number that you registered will show in this field. This info cannot be changed unless your registration info with Aldelo Systems Inc. is changed.
Default Area Code	The number you enter in this field will be the default area code anytime you need to enter a phone number in the system. This will show up in Take Out and Delivery Orders.
Site Number	If your restaurant is part of a chain of store and a site number was issued to you, then enter that number here.
Mailing Address	Your restaurants mailing address. This address is the address used when creating In House Charge Account billing statements for a return address.
Mailing Postal Code	Your restaurants mailing postal code. When you enter a zip code into this field, the field to the right will be auto-populated with the city and state of this zip code.
Side Bar Logo	This field allows you to choose a picture to display on the main screen of the POS. To select a picture click on the button with three dots on it and to remove a picture click on the button with the red X through it. The image size for this picture should not exceed 1000x1400 pixels.
Daily Start Time	This field allows you to specify your restaurants daily start time. This time should be about two to three hours after your establishment closes. For example if your establishment closes for at 3 am then this field should be set to 6 or 7 am. If your establishment is open 24 hours a day, you would find out what time your establishment is usually not busy and enter that time here. So for example if it is slow at around 3 in the morning, you should select 4:00AM to give yourself time to do the closing reports and any other daily managerial tasks. If you are experiencing reports that are not matching, this could be the culprit.

Lunch Start Time	This field allows you to specify the lunch start time, for reporting purposes. For reporting purposes this option will affect the Labor vs. Sales By Breakfast, Lunch, and Dinner report in the Back Office under Reports in the Sales category.
Dinner Start Time	This field allows you to specify the dinner start time, for reporting purposes. For reporting purposes this option will affect the Labor vs Sales By Breakfast, Lunch, and Dinner report in the Back Office under Reports in the Sales category.
Telephone Display Format	This field allows you to adjust the telephone format. This is especially useful for countries other than the United States that have less than or more than 10 digits in their phone number.
Server Computer Name	This field is used to enter the server name that is hosting the database. The database must be located on this system for this setting to take effect. Many functions in Aldelo For Restaurants depend on this setting. Caller ID, Time Synchronization, Setting Changes, Table Status Changes, and Central Gift Card operations (when Gift Card Server is used)
Server TCP/IP Address	This field is used to enter the IP address of the server computer. This will be the address of the computer defined in the "Server Computer Name" setting. This setting should always be used in conjunction with the previous setting.
Server TCP/IP Port Number	This field is used to enter the port number that Aldelo For Restaurants will use to communicate on. This is usually only used if you have firewalls in between the server and the pos stations. Make sure you allow this port number to be passed through the firewall if one is present.
Auto Restart All Computers	This option will automatically restart all the computers at a specified time. The database/server computer will restart 30 seconds later to ensure all clients are logged off the database. If your client computers boot up faster than your server computer, they may complain that they cannot find the database. This is true since the server computer is still booting up.
Auto Shut Down All Computers	This option will automatically shut down all computers at a specified time. The database/server computer will shut down 30 seconds later to ensure all clients are logged off the database.
Auto Trigger Time	This field is used to specify the time that all systems should either Auto Shut Down or Auto Restart.
Display Special Message During Login	This option will show your special message whenever an employee enters their access code. Managers can use this to alert the servers of the daily specials or maybe special promotions. This message will be displayed in place of the Side Bar Logo.
Special Message	This field is where you will enter the special message that employees will see. This message will show up on the Main screen anytime an employee is required to enter their access code.

Taxes > Tax 1	
Field Name	**Description**
Alias Name	This will be the name of the tax. This will affect what the tax is called throughout the software including in the reports.
Tax 1 (%)	Enter a tax percentage you wish to apply to menu items in this field. The percent is expressed as an actual value so you only have to enter the number in this field.
Apply Tax on Surcharge	This option will apply Tax 1 on a Surcharge if one is used on a guest check. Surcharges can be setup in the Back Office under Setup > General Settings > Surcharges.
Apply Tax on Delivery Charge	This option will apply Tax 1 on a Delivery Charge if one is used on a guest check.

Taxes > Tax 2	
Field Name	**Description**
Alias Name	This will be the name of the tax. This will affect what the tax is called throughout the software including in the reports.
Tax 2 (%)	Enter a tax percentage you wish to apply to menu items in this field. The percent is expressed as an actual value so you only have to enter the number in this field.
Apply Tax on Surcharge	This option will apply Tax 2 on a Surcharge if one is used on a guest check. Surcharges can be setup in the Back Office under Setup > General Settings > Surcharges.
Apply Tax on Delivery Charge	This option will apply Tax 2 on a Delivery Charge if one is used on a guest check.
Tax Code Character	You can place a character in this field to show up on the guest check notifying you of which items on the receipt have this tax applied to them.
Tax Is Included in Item Price	Check this box if you are using Tax 2 and your tax is already included in the price of the menu item. The tax that has been included in the item price will be reported in the Tax Report located in the Back Office under Reports > Other > Tax Report.
Hide Inclusive Tax From Guest Check	This feature will allow you to hide the inclusive tax collected amount from the guest receipt.
Trigger Tax Exemption When Sub Total is Less Than	This feature will cause Tax 2 to be added from a guest check AFTER the defined amount has been reached. For example, if you wanted all orders under $2.00 to be tax exempt then enter 2 in this field.
Apply Tax on Previous Tax Amount	This option will tax the sum of Tax 1 and Tax 2.

Taxes > Tax 3	
Field Name	**Description**
Alias Name	This will be the name of the tax. This will affect what the tax is called throughout the software including in the reports.
Tax 3 (%)	Enter a tax percentage you wish to apply to menu items in this field. The percent is expressed as an actual value so you only have to enter the number in this field.
Apply Tax on Surcharge	This option will apply Tax 3 on a Surcharge if one is used on a guest check. Surcharges can be setup in the Back Office under Setup > General Settings > Surcharges.
Apply Tax on Delivery Charge	This option will apply Tax 3 on a Delivery Charge if one is used on a guest check.
Apply Tax on Previous Tax Amount	This option will tax the sum of Tax 2 and Tax 3. If this option is checked and Tax 2 also has this option checked then it will tax the sum of Tax 1, 2 and 3.

Taxes > Other Options	
Field Name	**Description**
Apply Discounts After Taxes	This option will apply discounts after taxes have been applied.
Apply Credit After Taxes	This option will apply a credit after taxes have been applied.
Tax Exempt Sale Security	This option will specify the minimum security level need to make a sale tax exempt.
Tax Exemption Alias Name	This field will specify an alias name for tax exemption. For example if you wanted your tax exemption to say “Tax Already Included” then enter that in this field
Tax Account Info To Print on Guest Check	This field allows you to enter the Tax Account number issued to your restaurant by the government. This field can also be used to enter any other tax account information. This information will show up on the top of the guest check. This info can be the ABN number used in Australia of the GST number used in Canada.

Services > Dine In	
Field Name	**Description**
Dine In	This option will enable or disable the ability to take “Dine In” orders.
Alias Name	If you would like to have the Dine In order type appear as something other than Dine In then enter that name in this field. For example if you wanted Dine In to show as “Sit Down” in the main POS screen then type “Sit Down” in this field.
Show Retail Screen	This option will default the system to the barcode entry screen for Dine In type orders.
Tax Exempt	Check this box if tax does not apply.
Dine In Automatic Surcharge	Choose a surcharge in this drop down list to apply to every Dine In order automatically.
Bar Automatic Surcharge	Choose a surcharge in this drop down list to apply to every Bar Tab order automatically.
Prompt for customer name at dine in completion	This option will prompt for a customer name at the end of a Dine In order.
Prompt for customer name at bar tab completion	This option will prompt for a customer name at the end of a Bar Tab order.
Skip Table Selection	This option will skip the Table selection screen and take you directly to the Order Entry screen.
Track Guest Number for Dine In Orders	This option controls if the software will ask for the number of guests when a new order is created.
Warn Drink Per Guest Policy	This option will warn the user that they have not ordered at least one drink per guest on the ticket. Menu items must be marked as Bar Drink Items for this option to function correctly.
Enforce Drink Per Guest Policy	This option will force the user to order at least one menu item per guest marked as a Bar Drink Item.

Prompt Seat Number on Startup	This option will show the seat selection screen when a new Din In order is created.
Prompt Seat Number on Each Item	This option will show the seat selection screen for each item ordered when in the order entry screen.
Show Seat Assignment Reminder on 'Done' for Dine In Orders	This option will remind the user to assign each item on the guest check to a seat when the "Done" button is selected.
Force Seat Assignment Reminder on Done	This option will force the user to assign each item on the guest check to a seat when the "Done" button is selected.
Force Clear Settled Dine In Table	This option will force the user to clear the table in the table
Occupied Table Cannot Create New Ticket	This option will not allow tables with orders to have new order created.

Services > Take Out	
Field Name	**Description**
Take Out	This option will enable or disable the ability to take "Take Out" orders.
Alias Name	If you would like to have the Take Out order type appear as something other than Take Out then enter that name in this field. For example if you wanted Take Out to show as "Carry Out" in the main POS screen then type "Carry Out" in this field.
Tax Exempt	Check this box if tax does not apply.
Show Retail Screen	This option will default the system to the barcode entry screen for Take Out type orders.
Take Out Automatic Surcharge	Choose a surcharge in this drop down list to apply to every Take Out order automatically.
Prompt for customer name at take out completion	This option will prompt for a customer name at the end of a Take Out order.
Require Phone # For Take Out	This option will require that a phone number be entered in for all Take Out type orders. By default the user can just press enter when the area code is displayed and the system will let them in. You can use this option in conjunction with the option found in Store Settings > Staff CRM > Enforce Exact Telephone Number Digits to ensure the best possible tracking of customer telephone numbers.

New Customer Take Out on Hold	This option tells the software to print a “Hold Until Arrival” message on the kitchen ticket. This only applies to Take Out orders placed by a previously non-existent customer. This option is helpful if your establishment has problems with new customers calling in take out orders and then never showing up.

Services > Take Out	
Field Name	**Description**
Drive Thru	This option will enable or disable the ability to take “Drive Thru” orders.
Alias Name	If you would like to have the Drive Thru order type appear as something other than Drive Thru then enter that name in this field. For example if you wanted Drive Thru to show as “Drive Up Window” in the main POS screen then type “Drive Up Window” in this field.
Tax Exempt	Check this box if tax does not apply.
Show Retail Screen	This option will default the system to the barcode entry screen for Drive Thru type orders.
Drive Thru Automatic Surcharge	Choose a surcharge in this drop down list to apply to every Drive Thru order automatically.
Prompt for customer name at Drive Thru completion	This option will prompt for a customer name at the end of a Drive Thru order.
Disable Drive Thru Timing Feature	This option disables the Drive Thru screen that shows up when you click on Drive Thru.
Drive Thru Orders Use Drive Thru Stations	This option only allows Drive Thru orders to only be settled at Drive Thru stations.

Services > Delivery	
Field Name	**Description**
Delivery	This option will enable or disable the ability to take “Delivery” orders.
Alias Name	If you would like to have the Delivery order type appear as something other than Delivery then enter that name in this field. For example if you wanted Delivery to show as “Home Service” in the main POS screen then type “Home Service” in this field.

Tax Exempt	Check this box if tax does not apply.
Show Retail Screen	This option will default the system to the barcode entry screen for Delivery type orders.
Delivery Automatic Surcharge	Choose a surcharge in this drop down list to apply to every Delivery order automatically.
Prompt for customer name at Delivery completion	This option will prompt for a customer name at the end of a Delivery order.
Show Driver Dispatch Screen	This option will show a list of all your drivers when you click "Driver" in the Main POS screen instead of the default login screen. This is a useful feature in speeding up your driver departures and arrivals. This will however, allow employees to assign orders to other drivers and should be used with caution.
Enable Driver Money Drop	This feature will enable the "Money Drop" button settle all **CASH** payment deliveries in one transaction. Credit Cards and Checks must be settled separately.

WARNING: It is recommended that you completely settle Credit Card transactions before the order is taken for delivery. The order cannot be settled by the person delivering the order if the order was not completely settled by the person creating the order. The issue only arises when the person creating the order and the person delivering the order are different. Orders settled with Checks need to be settled after the order has been delivered but BEFORE the Money Drop is performed.

Enable Popup Streets	This option will show a list of streets to choose from when entering the delivery street address. This option makes selecting the street a little simpler. This list of streets is generated from all the streets that have been entered into Aldelo For Restaurants in the Back Office.
Round Delivery Total To Next Quarter	This option will round the delivery total to the nearest quarter.

Delivery Charge	This field will determine the global default for delivery charge. The order in which delivery charges are applied is: 1. Customer Level 2. Street Level 3. Postal Code Level 4. Global Level The higher settings on the list override the lower settings on the list. For example Customer Level settings override Postal Code Level settings.
Delivery Comp	This field will determine the global default for delivery compensation. This feature follows the same order as "Delivery Charge" above.
Chained Delivery Charge/Comp Per Trip	This option will charge the delivery charge and compensation only on the first order in a chained set of orders.
Delivery Charge/Comp Per Menu Item	This option will charge the delivery charge and compensation only for items that have a delivery charge/comp specified in the Menu Item Editor. Items without a delivery charge/comp specified will not have a delivery charge/comp applied.
Delivery Charge Percent Based	This option will charge your delivery fees on a percentage basis instead of a dollar basis.
Delivery Comp Percent Based	This option will charge your delivery compensation on a percentage basis instead of a dollar basis.

Revenue > Payments	
Field Name	**Description**
Check	This option will enable or disable the ability to take checks as a form of payment.
Enable Check Scan	This option is used if you are using an MICR reader and wish to verify if checks are approved or declined based on your own bad check records in your Aldelo for Restaurants software. With this feature enabled whenever you scan a check the software will, if declined, give you a message stating the Check Acceptance was Declined/Please Do not accept this check as payment for this order. However if the check is NOT declined the system will assume the check is good. This information only applies to check records previously entered into the system and in no way verifies the validity of the check presented by a customer with no Bad Check history on file in the system.

Visa	This option will enable or disable the ability to take Visa as a form of payment.
MasterCard	This option will enable or disable the ability to take MasterCard as a form of payment.
American Express	This option will enable or disable the ability to take American Express as a form of payment.
Discover	This option will enable or disable the ability to take Discover as a form of payment.
Carte Blanche	This option will enable or disable the ability to take Carte Blanche as a form of payment.
Diner's Club	This option will enable or disable the ability to take Diner's Club as a form of payment.
ATM/Debit Card	This option will enable or disable the ability to take ATM/Debit Card as a form of payment.
In House Charge	This option will enable or disable the ability to take In House Charge as a form of payment.
Days Due	This drop down list allows you to specify how long the customer has to pay their in house charges. For example if you specify 15 then the payment will be due 15 days after that charge is created. If you do not want to specify a due date, select Due Upon Receipt.
Remote In House Account Marker	This field allows you to specify what an account must have in the name field for a ticket to be printed at the remote in house printer. For example if you wanted all accounts with "Room" in the first name field to print a ticket at the remote printer then simply type Room in this field.

Revenue > Gratuity	
Field Name	**Description**
Tip % on Dine In Server Sales	This field lets you specify what percentage you want to appear at the bottom of the Server Dine-In Sales report, so that the server will now how much they should have made in tips based on the percentage specified here. For example if you had an order of $9.65 and the servers tip was $3.35. The I.R.S. requires the restaurant to report at least 8% of the servers tips which in this case would be $0.77. If you need a second reference point like maybe 10%, then the Server Dine-In Sales Report would also include a line to show the 10% which in this case would be $0.96. Enter 0 if you do not want this to show at all.
Auto Tip Alias Name	This field will specify an alias name for the Auto Gratuity.

Auto Print Server Tip Claim Receipt	This option tells the software to print a Server Claim Receipt for the servers' tips. This way the cashier can collect the servers' tips and the server can pick them up them during a slow period or at the end of their shift. For example if the customer brings the check up to the cashier to pay and pays the gratuity to the cashier instead of leaving it on the table, the cashier will get a receipt to put into the cash drawer to keep track of the servers tips.
Auto Gratuity Percent	This field allows you to specify the percentage that you want your Auto Gratuity to charge. For example, if you want to charge 15% tip on the total amount of the order enter "15" here. If your restaurant charges Auto Gratuity based on the number of guests, you will need to setup the number of guests in the next check box below.
Use Auto Gratuity Percent When Guests At or Exceed	This field will determine the number of guests before the Auto Gratuity percent is applied to the order.
Dine In Do Not Apply Auto Tip	This option will not apply Auto Gratuity to Dine In orders.
Auto Tip at Bar Tab	This option will apply Auto Gratuity to Bar Tab orders.
Auto Tip at Take Out	This option will apply Auto Gratuity to Take Out orders.
Auto Tip at Drive Thru	This option will apply Auto Gratuity to Drive Thru orders.
Auto Tip at Delivery	This option will apply Auto Gratuity to Delivery orders.

Revenue > Cashier	
Field Name	**Description**
Change Due Show Original	This option will show the amount of the ticket as well as the change that is due when the Change Due screen appears.
Auto Tip at Delivery	This option will apply Auto Gratuity to Delivery orders.
No Sale Show Alert	This option will show an on screen alert with the employees name any time a No Sale is performed.
Record Credit Card Number in Order Settlement	This option will record the customers credit card numbers when settling. This option will only work if credit card integration is not used. The credit card numbers will be recorded to the customers name field on the actual recalled order receipt after it has been settled. This violates CISP regulations and is not recommended due to any employee being able to see the credit card numbers in plain text.

Blind Cashier Close Out	This option enables a Blind Close button in the cashier money count screen. When this button is used the system will automatically assume that all the money that should have been collected was collected and for the correct amount.
Enable Staff Banking	This option enables the use of Staff Banking by employees.
Auto Start Staff Bank When Clock In	This option will automatically start the employees Staff Bank when they clock in. The start amount of the Staff Bank when they start it will be $0.00
Credit Card Tips Percentage Fee Charged to Server	This option will take money out of your servers credit cards tips to pay for the processing fee charged by the credit card processing company. This option will only report the number and not actually reduce the amount owed.
Automatic Reduction of credit card tip fees from staff banks	This option will automatically reduce the credit card tip fee from the staff bank instead of just reporting the money owed.

Revenue > Other Options	
Field Name	**Description**
Printers Currency Symbol Hex Value	This field will specify the printers currency symbol represented as a hex value. Your printers technical manual or programmers manual should have these values.
Custom Currency Denominations	This field lets you select your own custom currency denominations. To specify the currency amount, click on the button with 3 dots on it and enter the denomination amount. Repeat this until all denominations are entered up to 12 different denominations. To remove the custom currency amount simply click on the button with the red X through it. These values will replace the values in the Money Count screen when you are cashing out.
Amount Due Automatic Round To Nearest	This option will round the total to the nearest amount entered in this field. The amount can be from 0.05 to 1.00. The delivery round to nearest quarter will supersede this option.

Daily Closing Reminder #1-6	In these fields you can enter in up to 6 different reminders which will appear everyday when the closing report is run. When you complete each task or reminder, click on the button to mark it as complete. This will enable the Continue button.

Receipts > Guest Check	
Field Name	**Description**
Store Message	This field will display a message directly below your restaurant name and info on the guest receipt. For example “the best steak in town” could go in this field. This field can also be used if your registration name was too long when registering the software. For example if your name was “The Little Hole in the Wall Grill and Pub” you could register it as “The Little Hole in the Wall” and use the “Grill and Pub” as the store message.
Hide Ticket Number From Guest Check	This option will hide the ticket number from the printer guest check.

Hide Time From Guest Check	This option will not print the time on the guest check.
Show Delivery Cust. Sales Info	This option will show the customers info on the guest receipt for delivery orders. This info includes the Total Orders To-Date and the Total Spent To-Date.
Hide Hold Time on Printed Check	This option will die the orders hold time from the printed guest check.
Show Ordered Items Individually	This option will show the ordered items on screen separately instead of combining them. For example with this option checked if you order 2 cokes it will appear as 1 coke and 1 coke. By default it will appear as 2 cokes.
Hide Voided Item From Printed Guest Check	This option will hide the voided items on the printed guest check.
Hide Modifier Cost From Printer Check	This option will die the cost of the modifiers from the printed guest receipt.
Hide No Cost Modifier From Printed Check	This option will hide the modifiers with NO cost from the printed guest receipt.
Guest Check Print Description	This option will print the description of the menu item that is defined in the Menu Item Editor.
Print Tip Line On Guest Check	This option will print a tip amount line on the guest receipt. This feature is a good tip reminder.
Always Show Guest Check Tip Line	This option will always put a tip line on the guest check regardless of tips already entered or allocated.
Show Food/Bar Subtotals on Guest Check	This option will show a subtotal for the food items ordered on a ticket and the subtotal for the bar items that were ordered on that ticket.
Guest Check Message	Enter a message that you want to print on the Guest Receipt in this field. For example if you wanted the bottom of your check to say “Thank you and have a nice day” then you would enter that message in this field.
Show Tip Sugg. On Check Based on Order Total	This option will put the tip suggestion amount based on the Tip Suggestion percentage button below this option.
Click Here to Enter Tip Suggestion Percentage	Click this button if you want to enter a tip percentage suggestion at the bottom of the Guest Receipt. When you use this option it will ask you for a percentage. If you say 10% then the software will add a line like “10% Tip, Or The Value Of <10>”. You can edit everything in this line except the <10>. This info is used by the software to calculate the suggested tip. So you might change it to say “Please leave a tip of <10>” or something to that affect.

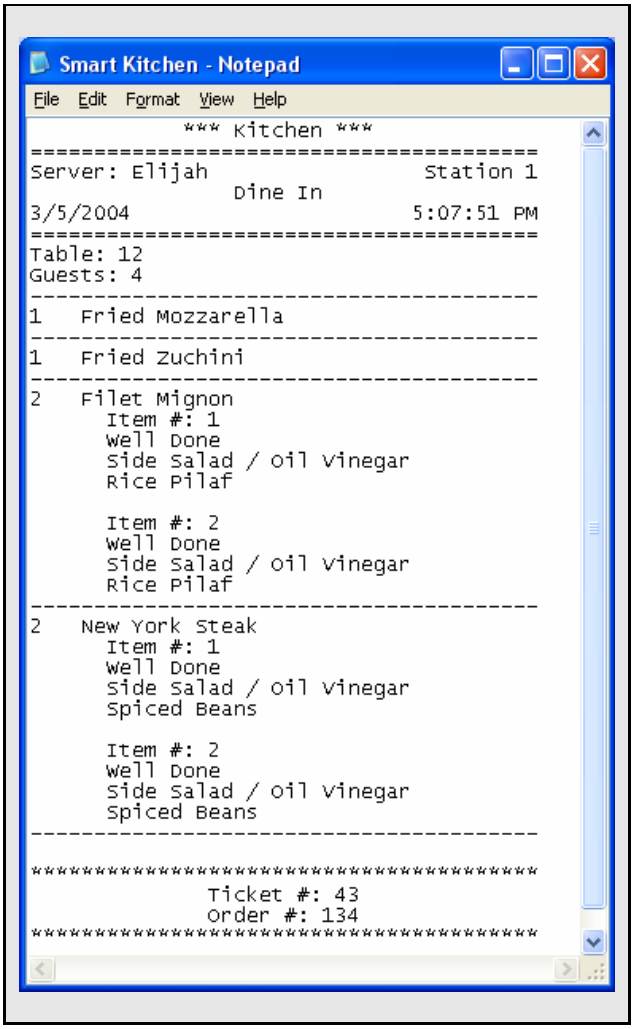
Receipts > Kitchen / Bar	
Field Name	**Description**
Hide Ticket Number From Kitchen / Bar Chits	This option will hide the ticket number form the printed kitchen / bar chit.
Hide Time from Kitchen / Bar Receipt	This option will not print the time on the kitchen / bar chit.
Show Kitchen / Bar Modifier in Red	This option will print the modifier in the kitchen using red.
Disable Kitchen Coordination	This option tells the software to disable the kitchen coordination feature. With this option selected the kitchen and bar receipts will not see the "Being Made On Other Stations" message when printing to multiple bar or kitchen printers.
Kitchen / Bar Chits Show Item Price	This option will print the prices of the items on the kitchen and bar chits.
Kitchen / Bar Chits Show Modifier Price	This option will print the modifier price on the kitchen and bar chits.
Show Recipe Summary on Kitchen Copy	This option will print a summary of the items recipes on the kitchen chit. A recipe must be created for the menu item before this option will work.
Kitchen / Bar Print Description	This option will print the description of the menu item that is defined in the Menu Item Editor. Any item description you want to display will require a >> in front of the description.

Receipts > Other Options	
Field Name	**Description**
Closing Report Show Sales By Order Types	This option will show the sales in the closing report by Order type such as Dine In, Take Out, etc. With this option enabled the closing reports will give a report of all sales and orders taking in the various order types.
Guest / Packager Receipt Title Print in Red For Delivery Orders	This option will print the title of the Guest and Packager receipts in red. This option if enabled will disable the ability of the kitchen printer to print in red so keep this in mind.
Guest Check, Kitchen And Bar Chits Show Postal Code	This option will print the postal code on the kitchen, bar, and guest receipts.
Hide Order # From Receipts	This option will hide the Order # of the order from the Guest Receipt.
Hide Order # From Charge Slip	This option will hide the order # from the credit card charge slip.

Hide Time From Daily Receipt Summary	This option will not print the time on the daily receipt summary.

Print > Guest Check	
Field Name	**Description**
Print Guest Check on Send	This option will print the guest check whenever the “Done”, “Settle”, or “Cash Tender” buttons are clicked in the Order Entry screen.
Print Two Copies of Guest Checks	This option will print two copies of the guest check.
Re-Print Check Need Manager Override	This option will require a manager to approve a reprint of a ticket.
Smart Seat Handling	This option will group menu items on the guest check by seat numbers if seats are specified.
Show Total Per Seat	This option will show the total per seat on the guest check. The taxes for each seat are not based on the items per seat but the total tax divided among the seats.
Do Not Print Guest Check for Dine In Orders In Order Entry	This option will disable printing a guest check from Order Entry for Dine In orders.
Do Not Print Guest Check for Take Out (Phoned In) Orders In Order Entry	This option will disable printing a guest check from Order Entry for Take Out orders.
Do Not Print Guest Check for Take Out (Walk In) Orders In Order Entry	This option will disable printing a guest check from Order Entry for Take Out orders.
Do Not Print Guest Check for Drive Thru Orders In Order Entry	This option will disable printing a guest check from Order Entry for Take Out orders.
Do Not Print Guest Check for Delivery Orders In Order Entry	This option will disable printing a guest check from Order Entry for Delivery orders.

Print > Kitchen / Bar	
Field Name	**Description**
Enable Smart Kitchen Printing	Print Kitchen copy with menu items combined and modifiers listed separately for each item.



Enable Smart Bar Printing	Print Bar items combined and modifiers listed separately for each item.
Sort Kitchen Items Automatically on Kitchen Chits	This option tells the software to automatically print the menu items on the kitchen copy in order of their sort number which is defined in the Menu Item Editor for that menu item. For example if in the menu item editor you specified all menu items that classified as appetizers had a sort number of 1 and all menu items that classified as salads had a sort number of 2 then on the kitchen receipt the appetizers would be listed first and the salads second on the kitchen ticket.
Enable Delayed Send Order Feature	This option will enable hold functions in the software. The software must be running on the server computer for this option to work properly.
Print Kitchen / Bar Item On the Fly	This option will print each item to the kitchen once the next item is clicked.
Delay Auto Print To Kitchen / Bar On Settle	This option will delay the print to the kitchen until the order is completely settled and payment has been received when using the "Settle" button in order entry.

Print > Multilingual	
Field Name	**Description**
Guest Check Show Sec Lang Also	This option will print the secondary language that has been specified (if any) in addition to the primary language on the guest copy of the check.
Packager Receipt Print Secondary Language	This option will print the packager receipt in the secondary language as well as the primary language.
Packager Print Secondary Lang. Only	This option will print ONLY the secondary language at the packager printer
Kitchen / Bar Print Both Languages	This option will print both the primary and secondary languages on the kitchen / bar chit.
Kitchen Use Secondary Language	This option will print the kitchen chit in the secondary language that has been specified.
Bar Use Secondary Language	This option will print the bar chit in the secondary language that has been specified.
Kitchen Language	This drop down list will specify the language that will be printed in the kitchen. The items that will be affected are everything on the chit except for the menu items and the menu modifiers. This will override any other language settings that you may have in the system.

Bar Language	This drop down list will specify the language that will be printed in the bar. The items that will be affected are everything on the chit except for the menu items and the menu modifiers. This will override any other language settings that you may have in the system.

Print > Packager Receipt	
Field Name	**Description**
Copies of Packager Receipts for Dine In Orders	This drop down list will specify the number of packager receipt copies that will be printed at the packager printer for Dine In orders.
Copies of Packager Receipts for Phoned In Orders	This drop down list will specify the number of packager receipt copies that will be printed at the packager printer for Phoned In orders.
Copies of Packager Receipts for Walk In Orders	This drop down list will specify the number of packager receipt copies that will be printed at the packager printer for Walk In orders.
Copies of Packager Receipts for Drive Thru Orders	This drop down list will specify the number of packager receipt copies that will be printed at the packager printer for Drive Thru orders.
Copies of Packager Receipts for Delivery Orders	This drop down list will specify the number of packager receipt copies that will be printed at the packager printer for Delivery orders.

Print > Customer Receipt	
Field Name	**Description**
Auto Print Receipt When Finished	This option will print ALL receipts (except guest check) automatically.
Gift Cert/Cust Credit Print 2 Copies of Receipt	This option will print 2 copies of the Gift Card or credit receipts. These receipts are good to keep at the restaurant in case the customer forgets to bring their Gift Card or receipt in when they are ready to use it.
Paid Out Print 2 Copies of Receipt	This option will print 2 copies of the Pay Out receipt. By default the software will only print 1 copy of the Pay Out receipt.

Print > Other Options	
Field Name	**Description**
Asian and Ultra Print Font Name	This field lets you specify the name of the font that you would like to use for the Ultra Large and Asian Printer types. For example if you want to use the "Times New Roman" font you would type "Times New Roman" in this field. The font used in this field must be a fixed width font or receipts will not print out correctly.
Asian/Ultra Large Kitchen Printer Extra Line Feed	This field allows you to specify extra line feeds for Asian and Ultra large printer types. Simply enter 0-9 to specify more line feeds at the end of the paper. This is useful if the printer is stopping before the text has cleared the tear-bar or the auto-cutter.
Asian/Ultra Large Bar Printer Extra Line Feed	This field allows you to specify extra line feeds for Asian and Ultra large printer types. Simply enter 0-9 to specify more line feeds at the end of the paper. This is useful if the printer is stopping before the text has cleared the tear-bar or the auto-cutter.
Normal Desktop Printer Font Size	This field lets you specify the font size that will print on your normal desktop printer. This is helpful if you would like to print your reports in a larger or smaller font.
Windows Printer Columns Per Line	These fields allow you to adjust the columns on the receipt. The lower the number in these fields the fewer columns will be used for the receipt. This will have the effect of "squishing" the receipt in case the text is not all fitting on the receipt.

Staff / CRM	
Field Name	**Description**
Pay Period	This drop down list lets you specify the pay periods for your payroll. • Weekly: Once a week • Bi-Weekly: Once every two weeks • Semi-Monthly: The 1st and the 15th of each month. • Monthly: Once every month.
Work Week End Day	This drop down list lets you specify what the last work day is in every week. Simply drop the list down and select the day of the week that you want. **This is only for reporting purposes and has NO affect on the payroll functions.**
Clock Out Reminder After (Minutes)	This field lets you specify the number of minutes an employee can be clocked in, over there scheduled clock out time, before the system will flash a reminder notifying the user to clock out. This feature is useful if you have employees that forget to clock out when they leave.
Over Time Basis	This drop down list will specify how overtime will be calculated. "Other" will enable more advanced features found in the registry.

Over Time After (Hours)	This field lets you specify the total number of hours that must be worked before overtime is given. For example if you give your employees overtime after 40 hours per week, then simply enter 40 in this field. If you give them overtime after 8 hours per day then simply put 8 in this field.
Over Time Hour %	This field allows you to specify how much percent of the original pay is paid during over time. For example if you pay your employees time and a half for overtime, then simply put 150 in this field.
Force Hourly Employee Clock in Before Use System	This option will force any employee that is set up as an hourly employee to clock into the system before they will be allowed to continue.
Employee with Multi Job Selection	This option will allow your employees can have more than one job. To setup an employee with two jobs, the employee must have two records that are the same with a few minor differences. The first is their access code, the access code on the second record must not be known by the employee. The second is their job title. These must be different when setting up an employee with two jobs.
Take Out / Delivery Show Search Type	This option will prompt the user to select the search type that they would like to use to bring up the customers file. For example with this option enabled then whenever you get the customer lookup window (like when going to Take Out) you will be able to choose how to look for the customer, either by MSR Card, Account Code, Customer Name, or Phone number. By default you can only search by phone number.
Enforce Exact Telephone Number Digits	This option will enforce the number of digits (specified in Store Settings > General under Telephone Display Format) when the user must enter a phone number. This helps to eliminate user entering incomplete numbers for customers' telephone.
Auto Create Freq. Diner Reward	This option will automatically create the Frequent Diner rewards once a frequent diner account qualifies for the rewards.
Minimum Check	This field allows you to specify the minimum check amount needed for an order to qualify for Frequent Diner Reward Points. For example if you want only checks over $40.00 to qualify for reward points then simply enter 40 in this field.
Tracking Begin Time	This field allows you to specify the time of the day that the Frequent Diner tracking begins, this way you can only offer Frequent Diner tracking and points between certain times. For example if you want the tracking to begin at 8:00 am then enter 8am in this field.

Tracking End Time	This field allows you to specify the time of day the Frequent Diner tracking ends. For example if you want the tracking to end at 9:00 pm then simply enter 9pm in this field.
Freq Points Expire Days	This field lets you specify the number of days that customers have to redeem frequent diner points before they expire. Since this field will not need to be changed on a daily basis, you will not be able to edit this field. If you need to edit this field, place the cursor in this field and then press the Insert key on your keyboard and enter the number of days.
Minimum Checks Count	This field lets you specify the number of checks a customer must have before they can qualify for Frequent Diner point tracking.
Minimum Checks Total	This field lets you specify the minimum combined total of ALL orders that a customer has placed before they qualify for Frequent Diner point tracking. For example the customer will have to spend $500.00 TOTAL to qualify for a credit.
Reward Credit Amount	This field lets you specify how much credit will be awarded to qualifying customers. For example, if you want to give the customer a $30 credit, simply enter 30 in this field.

Tech Tip: The options below only apply if you are using the Aldelo Gift Card Server. These should be left blank if you are not using the server software. The options below replace and simplify the setup procedures in the older version of the Gift Card Server.

GCS Site Number	This field allows you to enter a site number for this location when using the Aldelo Gift Card Server software. This software is not included in the Aldelo for Restaurants package but is another module you can purchase.
GCS Server IP	This field allows you to enter the IP address of the CGS Server. This IP address must be the IP address of the static IP given to you by your ISP.
GCS Server Port	This field allows you to enter the port number of the port you are using to allow CGS to communicate.

Products > Modifiers	
Field Name	**Description**
Menu / Modifier Font Size	This field lets you specify the size of the font that will appear on your menu items and menu modifiers. This only affects the screen and will not change your printer font size.
Sort Menu Sub Items / Forced Modifiers	This option will sort the Sub Level Items alphabetically.
Persist Manual Modifier Price Change	This option tells the software that when the user manually enters the price of a modifier then that price will be the new price of that modifier until it is changed. By default, without this option enabled, the software will always keep its price that was entered in during setup and will not change when a manual price is entered for it.
Hide NOTE From Touch Modifier Screen	This option will hide the Note button in the Modifier screen in Order Entry. This option is helpful if you do not want your wait staff to put notes on the orders.
Hide 'Half'	This option will disable the "Half" modifier type. This option is useful for saving space on the modifier type selection list in the Modifier screen in Order Entry.
Hide 'Toppings'	This option will disable the "Toppings" modifier type. This option is useful for saving space on the modifier type selection list in the Modifier screen in Order Entry.
Hide 'Bar Mixing'	This option will disable the "Bar Mixing" modifier type. This option is useful for saving space on the modifier type selection list in the Modifier screen in Order Entry.
Hide 'All'	This option will disable the "All" modifier type. This option is useful for saving space on the modifier type selection list in the Modifier screen in Order Entry.
Disable FINISH button in Forced Modifiers	This option will disable the Finish button that will appear on the forced modifier selection window in Order Entry. This option is useful if you don't want the users to have the ability skip any of the forced modifier choices.
Auto Select Single Forced Modifier	This option will automatically select the forced modifier if there is only one choice that can be made. For example, if you only have fries as a force modifier choice, then you can select this option to always auto-select fried with the menu item.
Modifier Builder #1-8	This field lets you specify the eight master modifier builder types. These serve as a basis for the modifier builder screen. At least one will need to be entered in order to use the Modifier Builder Template Setup in the Back Office.

Products > Pizza	
Field Name	**Description**
Proportioned Pizza Topping Charge	This option will charge half price for a topping if it is put on only half the pizza. This option also works with using thirds and quarter pricing methods.
Half Topping Half Price on EVEN Qty	This option will charge half price on a topping when the total toppings ordered is an even quantity. For example; if you order a pizza and the pizza will be divided into two, four, six, etc. sections, this option will charge half price for each of the toppings. If you order a pizza and the pizza will have three, five, or seven sections this option will charge full price for those toppings.
Do Not use 4" x 1.5" Large Label For Pizza Label Printing	This option allows the user to use the 1" x 3" labels for printing pizza labels.

Products > Inventory	
Field Name	**Description**
Enable Auto Inventory Depletion By Sales	This option will enable the automatic inventory depletion. This in combination with a few other features will enable you to automatically deplete items from your inventory.
Monitor Inventory Level When Ordering	This option will display a warning message when an item is ordered and there are not enough inventory items to make the item. This will not provide a countdown of the inventory but it will notify the user that the inventory items are no longer in stock.
Minimum Recipe Profit %	This field allows you to specify the minimum profit that should be made for all of the menu items. This option is used for inventory tracking and is pretty much just an idea of the profit for the software. Using the appropriate reports, you will be generating a report of your profit and losses for you menu recipes. Default is 100%

Products > Other Options	
Field Name	**Description**
Open Price Item Ask Description	This option tells the software to prompt the user to enter a description of the item anytime that an open price item is ordered. To use an open price item use 1234.56 as the default item price when in the Menu Item Editor.

Do Not Auto Hide Sub Menu Item Page	This option will keep the sub-level item page up when ordering menu items. By default this page will close and make you reselect the top level item. For example if you have a top level item called Domestic Beer and when you click on this it gives you the option of ordering several different types. If you select a Budweiser, the software will close this window and require you to select Domestic Beer again to order another Budweiser. With this option the window with the Budweiser and all other types of beer will stay active and allow you to order several beers before you are finished.
Menu Auto Price Percentage Based	This option tells the software that the menu item auto price is percentage based instead of dollar based. This only works for discounts, so when you enter a percentage it will discount the item but cannot be used for charging more than 100% of the item base cost.

Order Entry	
Field Name	**Description**
Show Unsent Items in Green	This option will mark all items that you have ordered in Green in the order entry screen. This is helpful in preventing accidental reordering of items and is a good feature to have on for visual accuracy.
Order Entry Amount Due in Yellow	This tells the software to show the “Amount Due” in the order entry in yellow. This option is used for people who may be color blind or have problems seeing red.
Only Secure change price feature on already sent items	This feature will allow price changes on items that have not been sent to the kitchen. This will allow the server to perform a price change on items and send them to the kitchen. If they try to go back to change the price again on the same item the software will require a person with a high enough security to approve the second change.
Disallow Edit of Existing Open Order in Order Entry	This option will not allow the editing of an order at all after it has been sent. You will also not be able to edit an order from Recall.
Hide Voided Item From Order Screen	This option will NOT show any items that have been voided on the Order Entry screen.
Hide Expired Hold Time	This option will make the Item/Order hold time disappear once the hold time has expired.
Void Item Require Explanation	This option will require an explanation anytime a void item is performed.
Show Coupon Confirmation on Finish in Order Entry	This option will show a reminder screen prompting the user to enter any coupons before the order is completely settled.

Coupon Confirmation Exclude Dine-In in Order Entry	This option will NOT ask for coupon confirmation when using Dine-In order entry. All other order types will not be affected by this option.
Disable 'Half' Portion	This option will Not show the "Half" key in the order entry screen.
Allow Save Order without Any Items	This option will save an order, even if no items have been entered. This will leave the ticket open for future use without having to enter at least one item on the ticket.
Misc. Features Lock Override in Order Entry	This drop down list tells the software what the minimum level of security that an employee must have to be able to override the lock on the Misc. button in order entry. For example if you only want employees with a security level of 4 to be able to override the lock then select 4 from this drop down list.
Fire Kitchen 1-6	These options allow the user to send a fire command to the kitchen once they are ready for a specific part of the order to be prepared. This feature is useful if you have orders that have items that do not need to be cooked right away. For example if you send an order to the kitchen with an appetizer, salad, and a main course lobster, since the lobster won't need to be cooked until after the salad is prepared and served then you can hit the Fire button in the Recall screen to tell the kitchen to cook the lobster.
Void Item / Order Quick Reason	These fields allow you enter a few quick reasons that a void maybe performed to cut down on the servers time needed to do a void. For example, Mistake on Order would be one because a lot of times voids have to be done due to errors while ordering.

Other	
Field Name	**Description**
Confirm Exit Program	This option will prompt the user to confirm that they really want to shut down the program. It is recommended that this option be selected in order to prevent unwanted closing of the software.
Exit Program Security	This drop down list allows you to set the minimum security level needed for exiting and minimizing the program. For example if you want only employees with a level 4 or higher access level to be able to exit or minimize the program then select 4 from the drop down list.
Open Order Reminder After (Hours)	This field will specify the number of hours an order can be in open status before a reminder is shown on screen notifying the user of the open order.
Change Server Security	This field will specify the minimum security level needed to change the server of an order.

Search By Order Number in Recall Screen	This option will search by the order number in the Recall screen. If this option is enabled the Barcode on the bottom of the ticket will also be the order number and not the ticket number. By default the search is done by ticket number.
Disable Smart Ticket Search	With this feature enabled, all of the open orders will show up in the recall screen and will hide the settled and voided orders.
Enable Advanced Back Office Protection	This option allows you to set additional security to Data Source, Store, Security and Station Settings, Employee files, Video Surveillance Controls, and Reports. For example you could have a security level of 4 to get into the back office but would need a security level of 5 to access any of the features that were mentioned above.
Show Secured Credit Card Number	This option allows you to see the full credit card number on the receipt instead of a series of X's.
Disable Auto Print Bank Report	This option allows you to disable the liability report auto print function when signing out a cash drawer.
Enable Bar Tab Pre-Authorization	This option will allow the user to run a credit card pre-auth for a pre-determined amount on a Bar Tab order. Once this amount is reached, the bartender will have to settle the tab and create a new one with a new pre-auth amount.
Bar Tab Pre-Authorization Amount	This field is where you will set the Bar Tab Pre-Authorization amount.
24 Hour Operation Mode	This options enables the "Next Day Transfer" button in Operations > Revenue Center. This will transfer all open orders to 1 minute after the "Daily Start Time" which will be the next day.
Show Non Resettable Grand Total	This option will show the Grand Total on the daily closing report. This total is the grand total for the restaurant since it was opened and cannot be reset.
Bakery Pastries Tax 2 Exempt if All Bakery Pastries Quantity is 6 or More (Otherwise, treat it as prepared food)	
Soft Drinks Tax 2 Exempt if Sold with Prepare Food and Sub Total is Below Tax 2 Exempt Trigger Amount	

Enable Table Group Tip Sharing	This option will enable the sharing of tips on the total sales for a particular table group. The total shared is the sales for that table group before taxes. This option only works for Staff Bank and will show up on the Bank Liability Report.
Hide Tip Sharing Formula on Staff Banking Report	This option will hide the formula on the bank liability report that is used to calculate the shared tip amounts so that the server that has to share will not see what percentages that have been setup for other people.
Manager Alert Pager Number	This will specify the pager number of the manager pager. All manager type pages specified in the software under "Manager Alerts" when configuring the paging options.
Pizza Size Alias 1-10	This will specify name for each pizza size. Examples are Small, Medium, Large, etc.
Pizza Size Half Topping Price 1-10	This will specify the half topping price for the same size as the option above.
Aldelo Finger Print Server Data Source	This option will specify where the fingerprint database is located on local system or network. It is recommended that it is located on the same system as the server computer for speed. Double click to bring up open file dialog box.
Aldelo Kitchen Display Server IP Address	This option will specify the IP address of the computer that has the Aldelo Kitchen Display Server running.
Aldelo Kitchen Display Server IP Port	This option will specify the IP port number specified in the configuration of the Kitchen Display Server settings.

Hostess / Paging Setup > General	
Field Name	**Description**
Paging Receiver COM Port	This option will specify the COM port where the receiver is installed.
Paging Receiver COM Settings	This field will specify the COM settings for the device. The format is [Baud Rate, Parity, Data Bits, Stop Bits] without the brackets.
Page Server When New Table is Assigned	This option will page the server that has been assigned to a table.
View Closed Reservations / Waiting List Security Level	This drop down list will specify the security level of people who will be allowed to see closed reservations and waiting list entries.

Re-Open Closed Reservations / Waiting List Security Level	This drop down list will specify the security level of people who will be allowed to re-open reservations and waiting list entries that have already been closed.
Default Table Usage Minutes	This field will specify the minutes that a table will be reserved for. If customers usually stay and eat for 2 hours, you will want to enter 120 in this field.
Staff Paging Register Pager Security Level	This drop down list will specify the security level required to register a pager in the Staff Paging screen located in the Time Card section of the software.
Staff Paging Send Page Security Level	This drop down list will specify the security level required to send a page in the Staff Paging screen located in the Time Card section of the software.
Staff Paging Shortcut Messages 1-8	These fields will specify standard messages you send to save the hassle of having to type them out every time you want to send a page.

Hostess / Paging Setup > Reservations	
Field Name	**Description**
Minimum Advance Days	This field will specify the minimum number of days required before a reservation can be given. If you allow reservations on the same day they are created, use 0.
Maximum Advanced Days	This field will specify the maximum number of days out a reservation can be made. If you have no limit enter 0.
Hold Reservation Open After Time Expired For (Minutes)	This field will specify the minutes a reservation will be held open after a reservation was due to show up. Once this time has expired, the reservation will be marked as a “No Show” and close the reservation and re-open the table.
Require Telephone Number	This option will specify if a phone number is required before a reservation can be created.
Print Seating Chit	This option will print a chit with the number of people, party name, table number and server assigned to the table. This will be printed once the reservation has been checked in.

Disable Reservation Feature	This feature will disable the reservation tab in the software.

Hostess / Paging Setup > Waiting List	
Field Name	**Description**
Auto Page Priority Status After (Minutes)	This field will specify the number of minutes after you are assigned to the waiting list until you will start receiving status notifications. A status update will be sent to the pager once a party in front of you bumped off the list for any reason.
Require Pager Assignment on Creation	This option will require a pager to be assigned anytime an entry is added to the waiting list.
Require Table Assignment on Check In	This option will require the party to be assigned a table when they are checked in.
Print Guest Chit	This option will print a shit with the party name and the number of people when an entry is created in the waiting list.
Print Seating Chit	This option will print a chit with the number of people, name of party, table number, and server name.
Disable Waiting List Feature	This option will disable all waiting list functions.

Hostess / Paging Setup > Manager Alerts	
Field Name	**Description**
Sales Update Every (Minutes)	This field will specify the number of minutes between sales updates that are sent to a manager pager. Sales Update Info includes Total Sales, number of guests and average check.
Clock Out Alert Every (Minutes)	This option will specify the number of minutes in between pages for employees that have forgot to clock out.
Reservation Walk Out Alert	This option will alert the manager pager anytime there is a Walk Out.
Waiting List No Show Alert	This option will alert the manager pager anytime there is a No Show.
Enter Back Office Alert	This option will alert the manager pager anytime someone accesses the back office.
Employee Setup Alert	This option will alert the manager pager anytime someone accesses the employee setup screen.

Data Source Setup Alert	This option will alert the manager pager anytime someone tries to change that data source.
Backup Performed Alert	This option will alert the manager pager anytime someone performs a backup.
Store Settings Setup Alert	This option will alert the manager pager anytime someone accesses Store Settings in the Back Office.
Security Settings Setup Alert	This option will alert the manager pager anytime someone accesses Security Settings in the Back Office.
Station Settings Setup Alert	This option will alert the manager pager anytime someone accesses Station Settings in the Back Office.
Exit Program Alert	This option will alert the manager pager anytime someone exits the program.
No Sale Alert	This option will alert the manager pager anytime someone performs a No Sale
Split Order Alert	This option will alert the manager pager anytime someone splits and order.
Combine Order Alert	This option will alert the manager pager anytime someone combines an order
Refund Alert	This option will alert the manager pager anytime someone performs a refund.
Pay Out Alert	This option will alert the manager pager anytime someone performs a pay out.
Staff Banking Discrepancy Alert	This option will alert the manager pager anytime a Staff Bank shows a discrepancy while ending their Staff Bank.
Cashier Discrepancy Alert	This option will alert the manager pager anytime a Cash Drawer shows a discrepancy while closing the cash drawer.
Void Item Alert	This option will alert the manager pager anytime someone voids and item.
Void Order Alert	This option will alert the manager pager anytime someone voids and order.
Late Clock In Alert	This option will alert the manager pager anytime someone clocks in late.
Edit Time Card Alert	This option will alert the manager pager anytime someone accesses the edit time card screen.

Create Credit Alert	This option will alert the manager pager anytime someone creates a credit.
Insufficient Security Alert	This option will alert the manager pager anytime someone enters an access code and is denied access.
SQL Screen Access Alert	This option will alert the manager pager anytime someone accesses the SQL query screen.
Registry Screen Access Alert	This option will alert the manager pager anytime someone accesses the registry screen.
Menu Item Outage Alert	This option will alert the manager pager anytime a menu item cannot be ordered due to inventory being 0.
Change Price Alert	This option will alert the manager pager anytime someone changes the price of a menu item.

Hostess / Paging Setup > Pagers	
Field Name	**Description**
Pager #	This is the number of the pager that is used when assigning pagers to customers and employees
Capcode	This is the capcode number given by the pager vendor. This is used by the transmitter to page the correct pager.
Baud Rate	This is the baud rate used for the pagers. The default is 1200.
Tone	This is the tone that will be used for the pager when it sounds. There are 4 options. 0,1,2, and 3
Alphanumeric	This option specifies if this is a pager that supports text.

Security Settings

Security Settings		
Security Name	**Description**	
Access Delivery Status	This security setting lets you specify the minimum level of security required to access the Delivery Status feature in the Main POS menu.	
Minimum Default	**Override Default**	**Sec Enforced Default**
1		Checked
Other Functions Tied to this Security		

Security Name	Description	
Access Driver Tracking	This security setting lets you specify the minimum level of security to access the Driver feature in the Main POS menu.	
Minimum Default	**Override Default**	**Sec Enforced Default**
1		Checked
Other Functions Tied to this Security		

Security Name	Description	
Adjust Price in Order Entry	This security setting lets you specify the minimum level of security required to change the menu item price when in the Order Entry screen.	
Minimum Default	**Override Default**	**Sec Enforced Default**
4		Checked
Other Functions Tied to this Security		

Security Name	Description	
Approve Cash Register Discrepancies	This security setting lets you specify the minimum level of security required to approve a cash drawer discrepancy issue when the cashier is performing a Cashier Out.	
Minimum Default	**Override Default**	**Sec Enforced Default**
4		Checked
Other Functions Tied to this Security		

Security Name	Description	
Access Back Office	This security setting lets you specify the minimum level of security required to access the Back Office.	
Minimum Default	**Override Default**	**Sec Enforced Default**
5		Checked
Other Functions Tied to this Security		

Security Name	Description	
Cash Discount Amount Entry	This option lets you specify the minimum level of security required to use a cash discount in Order Entry.	
Minimum Default	**Override Default**	**Sec Enforced Default**
3		Checked
Other Functions Tied to this Security		

Security Name	Description	
Apply Credit Usage Require Manager	This option lets you specify the minimum level of security required to apply a credit to an order in the Order Entry screen.	
Minimum Default	**Override Default**	**Sec Enforced Default**
3		Checked
Other Functions Tied to this Security		

Security Name	Description	
Access Daily Closing Report	This option lets you specify the minimum level of security required to review the Closing Report in Operations > Revenue Center screen. This security setting will also disable the Revenue Center and In House Charge buttons in Operations. This security also is used for the Assign Table feature in Operations > Other Tools.	
Minimum Default	**Override Default**	**Sec Enforced Default**
5		Checked
Other Functions Tied to this Security		

Security Name	Description	
Discounts Require Manager	This option lets you specify the minimum level of security required to apply a discount toward the order or item in the Order Entry screen.	
Minimum Default	**Override Default**	**Sec Enforced Default**
3		Unchecked
Other Functions Tied to this Security		

Security Name	Description	
Edit Delivery Compensation Amount	This option lets you specify the minimum level of security required to modify the delivery driver compensation amount when in the Customer Information screen.	
Minimum Default	**Override Default**	**Sec Enforced Default**
3		Checked
Other Functions Tied to this Security		

Security Name	Description	
Edit Unpaid Employee Time Cards	This option lets you specify the minimum level of security required to edit any unpaid employee time cards inside the Time Card screen.	
Minimum Default	**Override Default**	**Sec Enforced Default**
4		Checked
Other Functions Tied to this Security		

Security Name	Description	
Create New Orders	This option lets you specify the minimum level of security required to create a new order.	
Minimum Default	**Override Default**	**Sec Enforced Default**
1		Checked
Other Functions Tied to this Security		

Security Name	Description	
Exclusive Cash Register Access	This security will block other employees from gaining access to the cash drawer or Settle functions on this station when the cashier is signed in, except for those employees/managers with security levels greater to or equal to the Override Security Level.	
Minimum Default	**Override Default**	**Sec Enforced Default**
	3	Checked
Other Functions Tied to this Security		

Security Name	Description	
Exclusive Server Access	This security will block other servers from accessing the current servers' orders for edit or print, unless their security level passes the Override Security Level specified here.	
Minimum Default	**Override Default**	**Sec Enforced Default**
	3	Checked
Other Functions Tied to this Security		

Security Name	Description	
Approval of Clock In Time Not On Schedule	This security setting will specify the minimum level of security required to perform a forced employee clock in. The forced employee clock in is useful when they are working but are not scheduled to do so.	
Minimum Default	**Override Default**	**Sec Enforced Default**
4		Checked
Other Functions Tied to this Security		

Security Name	Description	
Issue Refund To Customer	This security setting specifies the minimum level of security required to issue a refund to the customer. This also sets the security for reverting orders to unpaid status.	
Minimum Default	**Override Default**	**Sec Enforced Default**
4		Checked
Other Functions Tied to this Security		

Security Name	Description	
Maintain Customer Credits	This security setting specifies the minimum level of security required to create new customer credits.	
Minimum Default	**Override Default**	**Sec Enforced Default**
4		Checked
Other Functions Tied to this Security		

Security Name	Description	
Maintain Gift Certificates	This security setting specifies the minimum level of security required to access the Maintain Gift Certificates in the Back Office under Activities > Customer Activities > Maintain Gift Certificates.	
Minimum Default	**Override Default**	**Sec Enforced Default**
4		Checked
Other Functions Tied to this Security		

Security Name	Description	
Access Manual Modifier Screen	This security setting specifies the minimum level of security required to go into the Manual modifier entry screen when inside the Modifier screen in Order Entry.	
Minimum Default	**Override Default**	**Sec Enforced Default**
3		Checked
Other Functions Tied to this Security		

Security Name	Description	
Access Miscellaneous Features in Operations	This security setting specifies the minimum level of security required to access the Inventory Activities button in the Operation screen.	
Minimum Default	**Override Default**	**Sec Enforced Default**
3		Checked
Other Functions Tied to this Security		

Security Name	Description	
Do Not Print Duplicate Order To Bar	When you enable this setting, the system will not send already printed items to the bar printer as long as there are no changes to the order.	
Minimum Default	**Override Default**	**Sec Enforced Default**
		Checked
Other Functions Tied to this Security		

Security Name	Description	
Do Not Print Duplicate Order to Kitchen	When you enable this setting, the system will not send already printed items to the kitchen printer as long as there are no changes to the order.	
Minimum Default	**Override Default**	**Sec Enforced Default**
		Checked
Other Functions Tied to this Security		

Security Name	Description	
Access No Sale Feature	This security setting specifies the minimum level of security required to access the No Sale feature. If the employee is the cashier for this drawer, this feature will still be enforced. If the Access No Sale Require Manager security is enabled, this security will not work	
Minimum Default	**Override Default**	**Sec Enforced Default**
1		Checked
Other Functions Tied to this Security		

Security Name	Description	
Access No Sale Require Explanation	This security option lets you require an explanation as to why a No Sale was performed.	
Minimum Default	**Override Default**	**Sec Enforced Default**
		Checked
Other Functions Tied to this Security		

Security Name	Description	
Access No Sale Require Manager	This security option lets you require a manager to perform a No Sale. This security overrides the Access No Sale Feature security.	
Minimum Default	**Override Default**	**Sec Enforced Default**
3		Checked
Other Functions Tied to this Security		

Security Name	Description	
Apply Gratuity Require Manager in Order Entry	This option lets you specify the minimum level of security required to apply an order gratuity when inside the Order Entry window.	
Minimum Default	**Override Default**	**Sec Enforced Default**
3		Checked
Other Functions Tied to this Security		

Security Name	Description	
Issue Payout To Vendor	This security setting lets you specify the minimum level of security required to make a Pay Out operation.	
Minimum Default	**Override Default**	**Sec Enforced Default**
4		Checked
Other Functions Tied to this Security		

Security Name	Description	
Recall Existing Order	This security setting lets you specify the minimum level of security required to perform the Recall feature.	
Minimum Default	**Override Default**	**Sec Enforced Default**
1		Checked
Other Functions Tied to this Security		

Security Name	Description	
Accept Gift Certificate Redemption	This option lets you specify the minimum level of security required to apply a Gift Certificate payment type.	
Minimum Default	**Override Default**	**Sec Enforced Default**
3		Checked
Other Functions Tied to this Security		

Security Name	Description	
Cashier Sign In/Cashier Sign Out	This security setting lets you specify the minimum level of security required to perform Cashier In and Cashier Out operations. This will also disable the Frequent Diner and Other Tools buttons in Operations.	
Minimum Default	**Override Default**	**Sec Enforced Default**
1		Checked
Other Functions Tied to this Security		

Security Name	Description	
Apply Surcharge Require Manager	This security setting lets you specify the minimum level of security required to apply a surcharge to an order in the Order Entry screen.	
Minimum Default	**Override Default**	**Sec Enforced Default**
3		Unchecked
Other Functions Tied to this Security		

Security Name	Description	
Accept Complimentary Payment	This security setting lets you specify the minimum level of security required to make an order complimentary	
Minimum Default	**Override Default**	**Sec Enforced Default**
4		Checked
Other Functions Tied to this Security		

Security Name	Description	
Accept In House Charge Payment	This security setting lets you specify the minimum level of security required to apply an In House Charge Payment.	
Minimum Default	**Override Default**	**Sec Enforced Default**
3		Checked
Other Functions Tied to this Security		

Security Name	Description	
Void Order or Items	This security setting lets you specify the minimum level of security required to void orders or items.	
Minimum Default	**Override Default**	**Sec Enforced Default**
3		Checked
Other Functions Tied to this Security		

Station Settings

General	
Field Name	**Description**
Station Number	This field displays the station number of this station. This number is generated automatically by the software and therefore cannot be edited using traditional methods like fields or check boxes. In order to edit this number, SQL statements must be used to delete the station number info in the database which will in turn remove all sales info from the database due to this data being associated with all transactions. This is only to be done by Aldelo Systems Inc. or a qualified technician.
Computer Name	This field displays the name of your computer based on the computers name in the Windows® network.
Station Language	This drop down list will specify the desired language of this station. The employee default language will override this option.
Station Language	This drop down list will specify the desired language of this station. The employee default language will override this option.
System Language Settings	This feature will customize your language settings. You can use different fonts to customize you POS system allowing you to match the look of the POS with the restaurant environment. You will need to experiment before making a final decision on a font. The Charset does not need to be changed as it will cause the system to become unreadable if changed to something not recognized by the user. There are three sections in this screen.
Interface Display	This will change the font of the words on all screens in the POS system. For example, if you wanted to use “Times New Roman” as your POS font you would type “Times New Roman” in the field next to your language. This field will also allow you to display the correct font for different languages that you may want to use with Aldelo For Restaurants. Type in the font name of the language you wish to display.
40 Column POS Receipt	This will change the font Aldelo for Restaurants displays in the Order Entry screen for the ticket. This would allow some flexibility on making the words easier to read in some cases. For example, if you wanted to use “Times New Roman” as your ticket display font you would type “Times New Roman” in the field next to your language. This field will also allow you to display the correct font for different languages that you may want to use with Aldelo For Restaurants. Type in the font name of the language you wish to display.

80 Column Report	This allows the user to choose a Fixed-Width font to use for the 80 column reports in the Back Office > Reports. These must be Fixed-Width or the columns will not line up correctly. Fixed-Width fonts are hard to come by for free as there are only a few included with Windows®. Courier and Lucida Console are examples of Fixed Width fonts included with Windows®. Other fonts can be purchased on the web or as a software package in a retail store. This field will also allow you to display the correct font for different languages that you may want to use with Aldelo For Restaurants. Type in the font name of the language you wish to display.
Enable Video Surveillance Captures	This option will enable the video surveillance capture feature. What this feature does is it takes a snap shot (with any web cam that is supported by Netmeeting from Microsoft®) whenever certain functions are being performed, such as a No Sale or Void. At what time snap shots are taken can be edited in the back office under the Activities > General Activities > Video Surveillance Control Center.
Backup Prompt Time	This field will specify the time that you want your automatic backup to be triggered. For example if you want the automatic backup to be started at 12am then simply enter 12am in this field.
Automatic Backup	This option will automatically backup the database at the "Backup Prompt Time" which is specified in the "Backup Prompt Time" field mentioned above. This is highly recommended as frequent backups are essential to saving valuable data. A manual backup must be performed before the automatic backup can take place.
Station Specific Picture	This field will specify the picture that you want to show on the right side of the Main POS windows. To use this field simply click on the button with 3 dots on it and select the picture that you would like. To remove the picture, simply click the Red X.
Station Background	This option will specify a station background picture. This image will be active throughout the software and not just in the back office.

Cashier	
Field Name	**Description**
Show Cashier Features	This option will show all of the register features in the POS. For example, with this option you will see the Settle, Pay Out, Gift Certificate, and various other buttons in the POS. Without this option enabled the register features will not be shown and orders cannot be settled other than with Staff Bank.
Auto Recognize This Stations Cashier as the Default Employee without Login	This option will automatically recognize the cashier on this station as the default employee. This eliminates the need to enter an access code when performing functions in the POS.

Stay In Settle Screen	This option will allow quick order settlement. Once you have settled an order it will bring up the Recall Order screen to allow you to select the next order to settle.
Change Due Screen Time Out Seconds	This option will define the number of seconds that will pass before the Change Due screen will close.
Foreign Currency Name To Show On Guest Check	This option will specify a currency name to be printed on the guest check. This should include the currency symbol if possible. For Example: Canadian $
Foreign Currency Rate To Calculate On Guest Check	This option will specify the exchange rate that will be used to calculate the foreign currency amount on the guest check. This will be something like "1.59" or ".78" if the foreign currency is stronger than the currency being used by default.
Settles Only	This drop down list will specify 1 specific order type that this station can settle. For example if you want this station to only settle Dine In Orders then select Dine In from the drop down list.

Quick Service	
Field Name	**Description**
Stay in Order Entry Screen After Order Is Finished	This option will stay in the order entry screen after the Send or Settle buttons are pressed. By default you will be sent to the Main POS screen.
Disable Done / Chain In Order Entry Screen	This option will turn off the Send and Chain buttons in Order Entry.
Blind Cash Tender In Order Entry	This option does not prompt the user to enter in the amount tendered. The software will assume that the amount collected was the exact amount due.
Dine In Use Quick Service Order Screen	This option allows you to use the Quick Service screen for Dine In orders.
Bar Tab Use Quick Service Screen	This option allows you to use the Quick Service screen for Bar Tab orders.

Take Out Use Quick Service Screen	This option allows you to use the Quick Service screen for Take Out orders.
Drive Thru Use Quick Service Screen	This option allows you to use the Quick Service screen for Drive Thru orders.
Delivery Use Quick Service Screen	This option allows you to use the Quick Service screen for delivery orders.
Quick Service Screen Auto Log Out Seconds	This option will specify the number of seconds before the Quick Service screen logs the current user out after an order has been created.

Other Options	
Field Name	**Description**
Auto show all orders as the default order type in order recall	This option will show All Orders whenever the user goes to Recall in the POS. For example, whenever you go into Recall you will see all orders regardless whether they are Take Out, Dine In, Drive Thru, Etc. If your restaurant does large amounts of business, the load time of the recall screen will increase and become a problem. It is a good idea to uncheck this if you are noticing this issue.
Auto show currently logged in servers orders in recall	This option will automatically show the currently logged in servers' orders in Recall. For example, if Jon uses Recall and enters his access code, then all orders that are shown are only Jons' orders. This option is another way to speed up the access time when using the Recall button.
Stay In Table Selection Screen After Dine In Order Completes	This option will stay in the table selection screen once a dine-in order is complete. This will make the order entry process one step faster. This option also assumes the same server is currently logged in.
Do not prompt user to enter customer phone number for take out on this station	This option will Not to prompt the user for the customers' phone number when taking a Take Out order. By default the user will be prompted to enter the customers' phone number.
Mark this station as a drive thru station	This option will mark this station as a drive thru station. This option is used in conjunction with the Drive Thru Orders Use Drive Thru Stations in Store Settings > Services > Drive Thru.

Direct Login Screen	This drop down list allows you to specify the screen that you want the system to go to whenever an access code is just entered or access card is swiped from the Main POS screen. For example if you wanted the system to go directly to the Dine In screen when an access code is entered or access card swiped then simply select Dine In from this drop down list. This is useful with MSR cards in allowing a card to be swiped when in the Main POS screen and going straight to the Dine In or Recall screens, logging in the user at the same time.
Enable bar tab services for this station	This option will enable Bar Tab services for this specific station. With this option enabled, you will have the ability to create bar tab orders on this station.
Skip Table / Bar Type Selection for Dine In	This option will bypass the table selection and Bar Tab creation and takes the user directly into the order entry screen for quicker use. This option is useful in fast paced bar type scenarios. This option is also the same as the Skip Table Selection Screen in Store Settings only on a per station basis.
Bar drink items will not charge sales tax (Applies to bar orders on this station only)	This option allows the user to not charge sales tax on Bar drink items when ordered through the Bar Tab feature.
Bar Tab Caption	This field allows you to enter a custom caption for your bar tab. For example if you want your bar tab to be called “Liquor Stop” then type that in this field. This will print before the customers name on the Guest receipt when it prints out.
Station Receipt Message	This option allows you to enter in a message specific to this station. For example, if you wanted the ticket to say “Thank You for Visiting our Restaurants Bar, Come Again!” you would enter this here.
Export Settings	This button will export the current station settings to a test file that can be imported into another station to speed up configuration of the systems.
Import Settings	This button will import the station settings from a text file exported by another station. This greatly reduces the amount of time it takes to configure several station in a large installation.

Printer > Receipt Printer	
Field Name	**Description**
Receipt Printer	This drop down list allows you to select the printer that you would like to have as the receipt printer. When you drop this list down, be sure to select the correct printer to use as the stations receipt printer. There might be several to choose from depending on how many you have installed on the network.

Receipt Printer Type	This drop down list allows you to select the printer type for your receipt printer. In general you will select the printer type that matches your receipt printer. For example if you select "Epson TM-T88II" as your receipt printer then select "Epson TM-T88II/III Large Font Autocut" as your receipt printer type. You can also change the size of the text by specifying a different printer type. For example the Ultra Large Print Support printer type will make your receipt printing much larger.
Receipt Logo Control Code	This option allows your receipt printer to print your companies' logo on the receipt. To use this option you will need to enter the receipt logo control code, which can be obtained by consulting the user manual that came with the receipt printer. The Epson control codes are natively supported.
Epson TM Code	This button will automatically enter the Epson Control Code for printing logos
Do not prompt user to print guest check when finished in order entry screen	This option tells the software NOT to prompt the user to print a guest check once the order has been completed in Order Entry. By default the software will prompt to print the check at the completion of the order.

Printer > Packager Printer	
Field Name	**Description**
Packager Printer	This drop down list allows you to specify the printer on your network you would like to designate as the packager printer. Simply drop this list down and select the desired printer.
Packager Printer Type	This drop down list allows you to select the printer type for the packager printer on this station. In general you will use the printer type that matches the packager printer. You can also change the font of your bar printer by specifying a different printer type, for example the Ultra Large Print Support printer type will make your bar printing much larger.

Printer > Packager Printer	
Field Name	**Description**
Kitchen Title	This field allows you to specify a name for your number one printer. For example, if you wanted this printer to be called "Main Printer" then type Main Printer in this field.
Kitchen Printer 1 - 6	This drop down list allows you to specify the printer on the system that you would like to designate as the kitchen printer(s). Simply drop this list down and select the desired printer.

Kitchen Printer Type 1 - 6	This field allows you to specify the printer type for the Kitchen printer. Usually you will select the printer type that matches your printer. For example, if you have an Epson TM-U200 as the kitchen printer, then select one of the "Epson TM-U200" printer types from the Type drop down list. You can also increase the font by selecting the Ultra Large Printer types from this drop down list. This might make the words too big to fit on the ticket so use with caution.

Printer > Kitchen / Bar > Bar	
Field Name	**Description**
Bar Title	This field allows you to specify a name for your number one printer. For example, if you wanted this printer to be called "Main Printer" then type Main Printer in this field.
Bar Printer	This drop down list allows you to specify the printer on your system that you would like to designate as the bar printer for this station. Simply drop the list down and select the desired printer.
Bar Printer Type	This drop down list allows you to select the printer type for the bar printer. In general you will use the printer type that matches the bar printer. This field is much like the Receipt Printer type drop down list. You can also change the size of the text by specifying a different printer type. For example the Ultra Large Print Support printer type will make your receipt printing much larger.

Printer > Label Printer	
Field Name	**Description**
1" x 3" Label Printer	This drop down list allows you to specify the printer on the system that will be designated as the label printer on this station. Simply drop the list down and select the desired printer. An example label printer is the Eltron LP2844.
4" x 1.5" Pizza Label Printer	This drop down list allows you to specify the printer that will print out the pizza labels on 4" x 1.5" labels.

Printer > Report Printer	
Field Name	**Description**
Report Printer	This drop down list allows you to specify the printer on the system that will be designated as the report printer on this station. Simply drop the list down and select the desired printer. This is a typical desktop printer. Keep in mind that the closing report will be printed out on the receipt printer and not the report printer.

Printer > Other	
Field Name	**Description**
Journal Printer	This option allows you to print out a duplicate of the guest receipt on an additional printer. When you specify a printer here, it will create an exact duplicate of the guest receipt.
Journal Printer Type	This field allows you to specify the printer type for the Journal printer. Usually you will select the printer type that matches your printer. For example if you have a Epson TM-U200 as the Journal printer then select one of the "Epson TM-U200" printer types from the Type drop down list.
Remote In House Charge Printer	This option allows you to print out a duplicate of the In House Charge Slip on an additional printer. When you specify a printer here is will create an exact duplicate of the In House Charge Slip.
Remote In House Charge Printer Type	This field allows you to specify the printer type for the Remote In House Charge Slip printer. Usually you will select the printer type that matches your printer

Port Settings	
Field Name	**Description**
Caller ID COM Port	In this field you will specify the COM port your Caller ID device is connected to.
Caller ID Init String	In this drop down list you will choose which caller ID box you will use or Init string your modem needs to operate. Refer to the modems user manual to find the AT commands. Use this information to determine the correct Caller ID Init String. The modems Caller ID should be able to work in HyperTerminal before it will work in Aldelo For Restaurants.
Pole Display COM Port	If you are using a pole display, you will select the Com port this device is connected to.
Pole Message Row 1	In this field you will enter the message that you want to show up on the first row of your Pole Display. For example if you want the first row to say "Pizza Factory", enter "Pizza Factory" in this field.
Pole Message Row 2	In this field you will enter the message that you want to show up on the second row of your Pole Display. For example, if you want the second row to say "Best Pizza In Town", enter "Best Pizza In Town" in this field.

“Home” Control Code	This field will have the code that determines where the Home position of the cursor is. If you are using the UTC command set than you will not need to enter the code in this field. If you don’t use the UTC command set than you will need to refer to the users manual of your Pole Display for this code or contact the manufacture.
:Hide Cursor” Control Code	This field will have the code that hides the cursor. If you are using the UTC command code you will not need to enter the code in this field. If you are not using the UTC command code you will need to refer to the users manual of your Pole Display for this code or contact the manufacture.
Serial Cash Drawer COM Port	In this drop down list you choose the Com port that your Serial Cash drawer is connected to. This is only used if you directly connecting your cash drawer to your computer. If you have the cash drawer connected to the printer this field will not be used.
Cash Drawer Open Code	If you are using a SERIAL driven cash drawer you need to enter the code to open the cash drawer in this field which is usually “BEL”. If BEL does not work contact the manufacturer of the cash drawer to ask for the cash drawer open codes. Remember this is only used in cash drawers that are directly connected to the computer.
Weight Scale COM Port	This drop down menu will allow you to select the Com port your weight scale is connected to.
Weight Scale Type	Aldelo for Restaurants supports the 6700 family of weight scales which can be selected from this drop down menu.
Serial MSR COM Port	This drop down list will allow you to select the Com port you MSR card reader is connected to.
Advanced Buttons	These buttons allows the user to configure the port settings for each of the different Com Ports. These settings will override any Windows® settings you may have.

Advanced Settings

These setting are features that will enable more advanced options in the software. These options can be found in Back Office > Help > Technical Support > F10. This will bring up the screen with all the features listed. To edit a feature, highlight the feature and click "Edit".

Advanced Settings	
Field Name	**Description**
Auto Price Item Not Discountable	This feature will prevent items that have auto pricing from being discounted
Bank Liability Report Show Summary Only	This feature will hide the Order Payment section on the Bank Liability report.
Calculator Path	This will change the path the software will use to open the calculator program.
CISP	This will enable the recording of credit card numbers in the Aldelo database. This feature is recommended to be left as the default.
Combine Security Level	This feature will enable a security for the combine feature in order entry.
Daily Closing Hide Employee Time Cards	This will hide the employee time card section of the closing report. This will save paper.
Daily Closing Hide Gratuity Recap	This will hide the gratuity recap on the closing report. This will save paper
Daily Closing Show Tender Details	This will show the Tender Details in the Closing Report
Debit Alias	This will change the name of the Debit button in the Settle screen
Debit Pay Security Level	This feature will enable a security for the Debit button in the Settle screen
Default Order Type in Recall	This will change the default order type being viewed in the recall screen. You must first turn off the feature **Auto show all orders as the default order type in order recall.** This feature is located in Station Settings > Other Options. 1 = Dine In 2 = Bar Tab 3 = Take Out 4 = Drive Thru 5 = Delivery

Disable Comp	This will hide the Comp button in the Settle screen.
Disable Credit	This will hide the Credit button in the Settle screen.
Disable Gift Cert	This will hide the Gift Certificate button in the Settle screen.
Disable Kitchen Bar Chit When Pickup Chit Enabled	This will disable pickup chits for
Disable Pickup Chits For Bar Tab	
Disable Pickup Chits For Delivery	
Disable Pickup Chits For Dine In	
Disable Pickup Chits For Drive Thru	
Disable Pickup Chits For Take Out	
Disable Quarters	This will disable the quarters pizza section in the pizza builder screen.
Disable Startup Warning	This will disable the two pop ups when you first start the software about your screen resolution and taskbar
Disable Thirds	This will disable the thirds pizza section in the pizza builder screen.
Do Not Print Notes On Guest Check	This will disable the Notes to the kitchen on the guest check so customers will not see them.
Enable Advanced Fingerprint Security	This will enable the Advanced Fingerprint integration.
Enable Caller ID Trace File	This will create a text file of the Caller ID modems output to the serial port. This is used for troubleshooting caller id formats
Enable Coin Dispenser	This will enable the Coin Dispenser integration
Factura	This will enable the factura number regardless of the regional language settings.

Enable Marked Surcharge As Tip	This will show a surcharge as a tip on the guest check. The surcharge must have <TIP> in the surcharge description for this to function properly.
Enable Virtual Print	This will send the print job to a text file for testing purposes.
Factura Alias	This will change the name of the factura
GC Auto Deplete Both	This will enable the gift card auto deplete to use both Percent and Amount.
GC Auto Deplete Greater Of	This will deplete the amount that is greater when depleting using percent AND amount.
GC Auto Deplete Percent	This is the percentage to use when depleting
GC Auto Deplete Recur Days	This is the number of days between depletion actions
Gift Card Discount Security Level	This feature will enable a security for discounts on gift cards.
Grouped Fire Hold On Bar Chits	Bar Receipts to group hold items and normally submitted items, fire, separately on the receipt. (Any items not on hold or voided will be considered fire items.) (Option of Enable Delayed Send Order Feature should Not be selected in Store Settings>Print tab>Kitchen/Bar tab.)
Grouped Fire Hold On Kitchen Chits	
Hide No Cost Item From Guest Receipt	This will hide no cost items from the guest check.
Hide Rounding From Guest Chit	This will hide the amount added to the check when rounding is used.
Include ChineseBig5 In Language Toggle	This will include the Chinese Big 5 option when using the secondary language toggle in the Order Entry screen
Include ChineseGB In Language Toggle	This will include the Chinese GB option when using the secondary language toggle in the Order Entry screen
Include English In Language Toggle	This will include the Chinese English option when using the secondary language toggle in the Order Entry screen
Include Spanish In Language Toggle	This will include the Chinese Spanish option when using the secondary language toggle in the Order Entry screen

KDS End Signal	
MapPoint Enabled	This will enable the MapPoint integration
MapPoint Europe	This will enable the MapPoint Europe Version integration
MapPoint Fuel Cost	This will define the per gallon cost for fuel
MapPoint Home Address	This will allow you to enter the address of the restaurant.
MapPoint Optimize Way Points	This will enable the route optimization feature.
MapPoint Route Start Minutes After	This will allow you to enter the number of minutes that will be added to the route time to give an estimated delivery time.
Master Cashier Station	This will define this as the master station in a Master / Slave scenario.
Modified Kitchen Chit Alias	This will allow you to change the word “Modified” on the kitchen chit.
NIT Number	This is the number assigned to you by the locale government. This is usually used in latin countries.
No Cash Tender	This will disable the “Cash” button in the Settle screen.
No Check Tender	This will disable the “Check” button in the Settle screen.
No Gift Certificate Tender	This will disable the “Gift Certificate” button in the Settle screen.
No House Account Tender	This will disable the “House Account” button in the Settle screen.
On Hold Until Notified Chit Alias	This will allow you to change the message that prints when the On Hold Until Notified button is used during hold opertions.
On Screen Keyboard Caption	This will allow you to change the title bar name of the on-screen keyboard.
Open Price Security Level	This will allow a security to be applied to the Open Price Item feature.
Pizza Most Expensive Half Toggle Security Level	This will allow a security to be applied to the toggle to change the half topping pricing. Scheme.

PMS Application Name	This is the IIS application name for the hotel integration program.
PMS Room Charge	This will enable the hotel integration.
PMS Server Name	This is the IP address or URL of the hotel integration server.
Pole Display Line Chars	This will adjust the number of characters that can be displayed per line on the pole display.
Pole Display Station Closed Message	This will allow you to enter a message when the station has no cashier signed in.
Print Pickup Chits For Bar Items	
Print Pickup Chits For Kitchen Items	
Require MSR End Char	
Resource Debug	This will show the resource string number in front of the button string.
Secured Back Office Allow Edit Employees	If advanced back office security is used, this will still allow employees to edit the employee files.
Show OE Title	This will show the title bar in the Order Entry screen.
Slave Cashier Drawer Off	
Special Z Report	This will enable the Z Report option in Revenue Center.
Split Security Level	This will allow a security to be applied to the Split function.
Staff Bank Closing Require All Checks Closed	This will require all checks be closed before ending a Staff Bank.
Staff Bank No Cash Tender	This will disable the Cash Tender button when using Staff Bank.

Surveillance Server IP Address	This is the IP address of the Surveillance system.
Surveillance Server IP Port	This is the port number of the Surveillance system.
Tax1 Apply On Auto Gratuity	This will apply Tax 1 to gratuities
Tax2 Apply On Auto Gratuity	This will apply Tax 2 to gratuities
Tax3 Apply On Auto Gratuity	This will apply Tax 3 to gratuities
Time Card 7th Consecutive Work Day Double Time	This will enable the option to charge double time on the 7th consecutive day worked by an employee.
Time Card Clock In Grace Minutes	This is the number of minutes an employee is allowed to clock in before their scheduled start time. This time will be paid unless rounding is used.
Time Card Clock Rounding Minutes	This will round clock in and out to the nearest quarter hour. The number you enter is the break point to round up or down.
Time Card Daily Double Time Hours After	This will specify the number of hours that need to be worked before double time is paid.
Time Card Daily Over Time Hours After	This will specify the number of hours that need to be worked before overtime is paid.
Time Card Holiday Pay Dates	This will specify the days that will be paid holidays. Enter the date using the format MM/DD/YYYY. If there is more than 1 date, separate them with commas.
Time Card Missed Break Penalty Minutes	This is the number of minutes that will be paid the employee if the employee misses a break due to working through the break.
Time Card Weekly Over Time Hours After	This will specify the number of hours that needs to be worked before weekly overtime is paid.
Title Footer	This is a message that will print below the title on the receipt.
Turn Off Email	This will disable the email system.
Two Step EDC Settle	This will turn on the Two Step EDC Settle functions.

VIP1 Discount ID	Enter the Discount ID for this VIP Level. The discount ID can be found in the discounts screen.
VIP2 Discount ID	Enter the Discount ID for this VIP Level. The discount ID can be found in the discounts screen.
VIP3 Discount ID	Enter the Discount ID for this VIP Level. The discount ID can be found in the discounts screen.
Visa Alias	This will specify another name for the Visa settlement type.
YES-TELE Custom Command	