



Aldelo For Restaurants™

User Manual

PUBLISHED BY

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Introduction

Aldelo For Restaurants software solution covers your restaurant operations with a full array of features. Whether you are looking to automate your order entry and cash register procedures, prevent employee mistakes, prevent cash drawer shortages, improve inventory tracking, start offering in-house charge accounts, start offering a frequent diner program, or to start tracking customer sales history, you have chosen the right solution to do the job!

Aldelo For Restaurants software solution is affordable and feature rich. Besides the capability as a full-featured restaurant point of sale system, the following features are also included at no additional cost:

- Inventory Management Module with Auto Depletion By Sales Capability
- Gift Certificate Sales, Tracking, and Redemption Module
- Customer Credit Voucher, Tracking, and Redemption Module
- In-House Charge Account and Billing Statement Creation Module
- Frequent Diner Module with Customized Automatic Reward Creation
- Microsoft® MapPoint 2004™ Mapping Software Integration
- Up to 8 line Caller ID Monitoring
- Full featured Reservation and Waiting list Module.
- Staff and Customer Paging
- Video Surveillance Snapshot Feature
- Localization Manager with 100% Multilingual Support
- Quick Service Screen for Fast Food Operations
- Remote Support Feature for Quick Problem Resolution

These modules would normally cost hundreds or even several thousands more with our competitors' packages. However, at Aldelo Systems Inc., we believe in providing a complete package at an affordable price, enabling you with the technology that will propel your restaurant business to new levels!

The Aldelo For Restaurants software solution is extremely user friendly and very simple to learn. However, we still feel that a complete manual that covers every feature in the software is necessary. In order to take full advantage of our software system, we strongly recommend that you take the time to read this manual before diving into our software solution.

The Structure of the Manual

This manual is divided into parts and chapters in order to help you better focus on the key topics. You are not required to have prior knowledge of any restaurant point of sale software to use this manual. We are assuming that you are diving into the world of automated POS solutions for the first time. This manual will attempt to teach you everything that you need to know about using our POS software solution.

We strongly recommend that you install Aldelo For Restaurants on a computer and try the procedures defined in the manual.

To help you read this manual faster, we have introduced several standard conventions that will help you distinguish actions, names, and other topics from the normal content. The following are the conventions used in the manual:

Element	Meaning
Bold	Any reference to feature names will be show in Bold .
“Quotes”	Any reference to a button name will appear in “quotes” (e.g. click the “Enter” button.).
Location Path	The shorthand notation used to navigate through the software will take the following form: Name > Name > Name where <i>Name</i> can be a button, menu item, tab, etc. For example Back Office > Setup > General Settings > Cash Trays represents directions to the window used to define your cash trays.

Part 1

Getting Started

Chapter 1

POS Hardware

Congratulations on purchasing your new POS system! You have taken another step in becoming a successful restaurant entrepreneur. In this chapter, we introduce you to the different types of hardware that may be present in your restaurant. We also discuss the pros and cons of each type of hardware, to help minimize mistakes when performing the system setup.

Server Computer

In a POS environment, one computer is responsible for maintaining the software database. This computer is usually faster than the other computers in the network. In situations where there is only one computer in the POS network, that computer acts as the server. Servers come in many shapes and sizes. They are not necessarily computers with enterprise level software and hardware. Most of the time, the server is simply the central location for the stored database information and management functions.

What Defines the Server

In Aldelo For Restaurants, the server holds the database that all other terminals 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 the computer and other terminals connect to that database, the computer is considered the database server. When calling Aldelo Systems Inc. for technical support, our staff will 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. 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 an important function, since all reports are based on the date/time stamp of each transaction.

Note: Time Synchronization requires the TCP settings in the Back Office be set up.

Minimum/Recommended Requirements

The requirements for computer software and operating systems change as fast as new hardware and software is released. Most of the time, minimum requirements for software are determined by the operating system. Obviously, we cannot run Aldelo For Restaurants on any system with less than the minimum requirements listed for the operating system since the operating system needs AT LEAST this minimum amount of system resources. This is considered a baseline when determining your system's speed requirements. These minimum requirements are meant to give you an understanding of what is required for the system to run. They 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, use the hardware recommendations to find the right hardware for your system. These specifications are Aldelo System, Inc.'s recommendations for the system to perform to the standards needed in the environment for which they were designed. 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 running several applications at once, monitor your RAM use. When using Windows® XP Pro, there are two things to watch for under the Task Manager > Performance Tab: Physical Memory Total and Commit Charge Total. If your Commit Charge Total is ever greater than your Physical Memory Total, install more RAM. To access the 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 these tasks, the server can also be used to run programs that complement Aldelo For Restaurants. These programs include but are not limited to, Aldelo Database Manager, Aldelo Gift Card Server (if purchased), Aldelo Polling Server (if purchased), Aldelo Localization Manager, Aldelo For Restaurants Wireless (if purchased), Aldelo Fingerprint Server, Aldelo Kitchen Display Server, Aldelo Hotel Integrator, and other third party applications.

Each of these programs has its own system requirements. One common system requirement is an internet connection on the server computer. This is required for many of the programs mentioned above.



Tech Tip: Troubleshooting is easier if all network systems are connected to the internet. This allows technicians at Aldelo Systems Inc. to connect to the customer's system remotely while on the phone with them. It also dramatically shortens call length.

Client Computer

We have talked about the computer responsible for maintaining the database and performing other tasks related to POS. In this section we cover the computers that are responsible for sending transactions to the server computer. These systems 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 computer's. In addition, receipt printers are usually found connected to the client computers, since they are placed where the customers are being served.

What Defines the Client Computer

Any computer on the network on which the database does not reside is defined as a client computer. 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 are a little higher than the requirements for the client computer. Since the client does not perform 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 requirements change slightly.

As before, the recommendations are guidelines when purchasing a system. Use these recommendations rather than the minimum requirements. If your restaurant is very busy, the recommended hardware may be insufficient. As always, consult with your reseller or call the Aldelo Sales Department with any questions you may have when purchasing your hardware.

Software on the Client

The most common configuration for client systems is to run Aldelo For Restaurants exclusively. The more software that is running on the system, the slower the response time may be when using the system. When a restaurant gets busy, this is not acceptable. Dell, HP, and other vendors may install software that will not be used and may slow the system down. Go through the system and remove any such software. Software that affects performance shows up in the lower right hand corner of the Windows® Desktop. These programs use small portions of system memory and processor time to run continuously. If you see one that you do not use, uninstall it.

Touch Screens

All-In-One Terminals

The all-in-one terminal contains everything the customer needs in a POS environment and is designed to make installation easier. These units 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 technical support. 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's potentially 4 manufacturers to call if there is a hardware problem. With an all-in-one terminal, you make one phone call for all issues related to the terminal.

Touch Monitors

Touch monitors are just like normal monitors, except they are touch enabled. They support the typical POS screen resolutions found in the market. They require a VGA cable to be connected to the computer as well as a serial or USB cable connected to the appropriate port on the computer. The serial or USB 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 print receipts, reports, labels, and other forms of hardcopy transactions. Printers are necessary in a POS installation. Since there are many different kinds of printers, this section covers the different uses and types of printers that are found in many POS installations.

Interfaces

Currently, there are four main interfaces for POS printers: Serial, Parallel, Ethernet, and USB. All are supported by Aldelo For Restaurants. Each has its advantages and disadvantages. These are covered in the following section. Most printers come with interfaces built-in, but others come with slots to accommodate switching interfaces if necessary. These are handy if your business needs change and you do not want to buy a new printer.

Serial

This is the most common interface found in restaurant POS printers since they are very inexpensive. 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.

Serial printers have a maximum distance of 50 feet. Some serial printers can go even farther, but require a special serial port on the computer that sends the signal farther without errors. They are frequently used 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 must be installed, but there is also second step. Since serial printers rely on the computer's COM port, the port settings must be configured correctly for the printer to operate. If the serial printer came with a manual, the settings should be listed. If the printer did not come with a manual, the manual can usually be downloaded from the printer manufacturer's 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 needs to be opened or print an internal test print, usually by holding down the "Feed" button while turning it on to find the current settings. Every printer is different, so check the manual to find out how to do a test print.

Parallel

The parallel printer costs approximately the same as a serial printer, 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 need only install the drivers provided by the manufacturer to get the printer up and running. Once installed, you should be able to print a Windows® test page to verify that the printer is working properly.

The disadvantage of 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 usually used for receipt, bar, and label applications where distance is not a factor.

Special devices can extend the range possible between the printer and the computer. The High Speed Parallel Line Extender from ATEN-USA connects to your printer and computer parallel ports. It uses a straight through phone cable to connect the devices together and can reach distances up to 1,000 feet. Since the device is relatively inexpensive, it is a good way to overcome the distance problem.

Another way to extend the distance is to use a print server. Print servers use TCP/IP for communications and therefore are not bound to the 25-foot limitation. Print servers come in many different types, from single port models to models with three or more ports. An example of a single port print server is the Netgear PS101. This allows 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 must be configured with an IP address as well as any other settings used in the network.

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 all have ways to configure the printer to communicate on the network.

There are two main advantages to Ethernet printers. The first is the distance. Ethernet printers can be installed up to 300 feet away from the hub or switch to which they are connected. This distance is enough to cover the needs of almost any application the restaurant may need. They use normal network cables. It is much easier to run these cables through walls and ceilings due to their smaller connector type. They use a normal RJ-45 connector, which fits through any nickel-sized hole.

The second advantage is that it does not rely on the computer to continue to operate normally. Since serial and parallel printers connect to the computer, if the computer ever fails, the printers also fail. Ethernet printers connect directly to the network and are not affected by computer related issues.

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

USB

USB stands for Universal Serial Bus and is becoming the de facto standard for connecting any peripheral to a computer. Since they are extremely easy to install, these printers are becoming more popular for customers who do not want the hassle of settings or complex cabling. With USB, the drivers are installed and the printer is plugged into any USB interface on the computer. The USB interface is designed to be connected or disconnected while the computer is operational (“hot swapping”).

The advantage of USB printers is that almost all computers today have several USB ports. USB ports can be found on mini-computers that save valuable space in a restaurant environment. They are 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 a serial or parallel printer but not as much as an Ethernet printer. The downside to USB is the distance that the printer can be from the computer. The maximum distance is only about 14 feet. This limits the use of USB printers to roles that require or allow the printer to be close to its host computer.

Printer Roles

Receipt

One of the most important reasons for owning a POS system is to generate readable, error free receipts. Mistakes are made when things are hand written. Computer generated and printed receipts help to eliminate these mistakes. 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 necessary when customers are waiting to pay their bills. The other option, dot matrix, is much slower and noisier, and often passed over in favor of the quicker and quieter thermal.

Kitchen

Along with error free customer receipts, you also need error free tickets to the kitchen to make the most of your POS investment. To accomplish this, a kitchen printer is used. With a kitchen printer, tickets are generated in a consistent and reliable manner, allowing the cooks to concentrate on what they do best. Since the kitchen is hot and susceptible to grease, oil, and steam, thermal tickets are not recommended. When a thermal receipt is subjected to high heat, it turns completely black. The option to thermal receipts is normal paper receipts printed by a dot matrix printer. These are not easily affected by heat and are much more durable in a kitchen environment.

Bar

Since there are usually not too many hot items in a bar, thermal printers work well. A thermal is also a good choice if you have an extremely busy bar and ticket speed is important. Dot matrix printers may also be used in bars. They are usually less expensive than thermal printers and work just as well. The one advantage of a dot matrix printer for bartenders is the fact that they can hear the ticket printing. Sometimes this is a benefit when a 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 create labels for weighted food items, delivery addresses, barcode labels, and customer mailings. Currently, Aldelo For Restaurants supports two labels sizes: 1" x 3" and 4" x 1.5." Check www.aldelo.com for a list of label printers that have been tested to work with Aldelo For Restaurants.

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, laser printers, or dot matrix printers. Laser jet printers are recommended since the price of laser jet printers has become competitive with ink jet printers. 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 longer than with ink cartridges.

MSR Readers

MSR Readers allow customers to input information into the POS system quickly by using a plastic card with a magnetic stripe on the back. These devices can read one, two, or three tracks programmed on the card's magnetic stripe. The reader must be programmed to tell it how many tracks it should read and where the end of each track is. A common configuration is track one starts with a percentage sign (%) and ends with a question mark (?). Track two track starts with a semi-colon (;) and ends with a question mark (?). MSR Readers are connected to the system by a variety of interface types.

Keyboard Interface

The keyboard interface uses the keyboard port on your computer. The cable used for this device has a splitter on it so that you can also connect your keyboard to the computer. If you do not plan to have a keyboard connected to the system, it is important that you connect a keyboard terminator on the end of the splitter to simulate the presence of a keyboard on the system.

USB Interface

The USB interface is becoming a popular interface for the same reason all USB devices are becoming popular; ease of installation and availability of ports. Many systems today come with two or more USB ports, which can be expanded to allow as many as 127 devices connected to them through USB hubs and "daisy chaining." The USB MSR reader drivers must be installed before connecting 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 or Ultimate Command Set. This is the only command set supported by Aldelo For Restaurants at this time. When ordering a pole display, be sure to request that documentation be included regarding control codes.

Serial

This is the most common type today. Some manufacturers design the pole display to work only 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

A printer driven cash drawer receives commands from the printer at specified times, allowing the cash drawer to open. Many different companies make printers and cash drawers, so it is important to verify that the two pieces of hardware will work together. Most manufacturers have documentation on what cash drawers and printers are compatible. When in doubt, contact the manufacturer for information on specific hardware combinations and cable requirements.

Serial

The serial cash drawer plugs into the COM port of the computer and acts like a normal serial device. Check the port settings against the documentation to make sure they are correct. There are control codes that must be set when setting the cash drawer up in Aldelo For Restaurants, so have the manual or guide that lists these control codes available for reference.

MICR Readers

A Magnetic Ink Check Reader (MICR) is used to quickly enter the checking account number and bank routing number from a customer's check. It is useful if you plan to use the Aldelo For Restaurants Bad Check Tracking feature. Rather than having to key in your customer's 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 comes with a splitter cable to allow connection of a keyboard to the computer along with the MICR device. Just as with the MSR Reader, if you do not want a keyboard connected to the computer, install a keyboard terminator on the end of the splitter cable to simulate the presence of a keyboard on the system.



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

A barcode reader reads the information encoded into the various types of barcodes in use today and inputs it into the system. The most common type of barcode reader is the gun type.

Keyboard Interface

Again, this device plugs directly into a splitter cable to allow a keyboard to be connected at the same time. If you do not have a keyboard, connect a keyboard terminator to the splitter cable.

USB Interface

Install the drivers for the barcode reader, if necessary, and plug it 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 only weight scale currently supported by Aldelo For Restaurants is the Avery Berkel NCI 6700. The scale has a serial interface and comes in four different models. The scale weighs food items that sell by the pound. Weight scales are found mostly in deli-type operations.

Caller ID

Caller ID devices read information from the telephone company and send it to a software program to display to the user. Aldelo For Restaurants can display this information. These devices are available in two, four, and eight port models. Once installed, Caller ID information is available to all POS terminals on the network. If you use a single line Caller ID modem, only that station to which it is connected will have Caller ID information, as Aldelo For Restaurants does not support sending information to the other terminals using single line Caller ID devices.

If Caller ID works in HyperTerminal, it should work in Aldelo For Restaurants. HyperTerminal comes with Windows[®] and can be used to troubleshoot your 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 quickly and accurately. These devices are simple to operate and reliable. Simply plug the unit in according to the manufacturer's instruction manual.

Chapter 2

Network Hardware

Physical Network

With the need for more than one terminal comes the need to setup a network. This section describes different network devices and how they relate to a successful POS installation.

Cabling

One of the most underestimated pieces of the network is the physical cabling. If not done properly, the entire network becomes unusable.

Aldelo Systems Inc. recommends having your cabling installed professionally. This is especially important if there are walls or other obstacles to contend with. Air conditioners and fluorescent lights are common culprits that can interfere with the signal, possibly causing network outages.

If you prefer to do the cabling yourself, it is best to refer to the EIA/TIA 568 specifications. These can be found by searching Google for “EIA TIA 568.” Some places charge for the full document but enough free information can be gathered from various web sites to get the job done.

The current standard for network cables is CAT5e or better. This allows you to grow to Gigabit Ethernet if you 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, imagine where you want your terminals and where you might want terminals in the future. This gives you a good idea of where you need to install your cable runs. Leave extra spots to plug in devices, since you never know what devices you may need in the future. Common practice is to use a two-plug receptacle allowing two connections to one wall jack. This gives you more flexibility in the future.

You also need to figure out where you want all your cables to terminate at 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 operation.

Hardware

When installing your network, connect the network cables from the individual devices to one central location so that everything can communicate. This job is accomplished through the use of 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

The Network Interface Card (NIC) 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 type of NIC card is the 10/100 type, which means it 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 acceptable.

Hubs

A hub is the simplest device on a network. Its purpose is to relay information to other systems on the network. It does not perform any kind of data processing or intelligent routing of data. If information is received on one port of the hub, it is sent out to 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 indicate if the hub is able to communicate with the device on the other end. The lights 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 depending on the NIC card speed at the other end. They also have Half/Full duplex capabilities. Full duplex is recommended to increase speed. Hubs are generally okay for networks that do not pass much information.

Switches

A switches is the intelligent cousin of the hub. It performs 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.

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 send the data only between the ports that are communicating. Combined with Full Duplex communication, collisions are eliminated. As with the hub, there are lights that indicate the status of each port on the device. Refer to the product's manual for an explanation of the operation of the lights.

Since switches are priced very competitively with hubs, switches really are the best choices for simple networking.

Routers

A router is 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 for a basic router is on a DSL or cable connection to the internet. The device has simple, built in routing functions to connect you to the rest of the world. Some of Aldelo Systems Inc. other applications require knowledge of these devices. This is covered in each application's respective manual.

Wireless Access Points

If you use the wireless edition of Aldelo For Restaurants software, you need wireless access points to allow the PDA to connect to the network.

The two main wireless protocols in use today are 802.11b and 802.11g. The 802.11b protocol is currently the most widely used, but 802.11g is gaining in popularity. The best solution at this time is to purchase a device that supports both protocols. These devices are widely available and are relatively inexpensive. They can be found at computer hardware retailers or stores such as Wal-Mart, Staples, 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 assumes you have already installed Windows® XP Pro on your terminals with the default configuration.

Since you already planned where you want your terminals, just place the terminals and connect them to the wall jacks you installed with patch cables. Short runs of Cat5e cable are used to connect devices to wall jacks or hubs/switches/routers. They can also be built to custom lengths by a cable installer.

Once the terminals are connected to the network, connect the other ends of the connections to the hub/switch/router. Place the hub/switch/router in an office or other secure location so that the cables cannot be accidentally disconnected by employees or through normal restaurant operations. Maintaining a clean environment around the hub/switch/router helps prevent dust or debris from causing problems with the device. Also, try to keep the amount of movement of the device to a minimum. Many times people place the device in a high traffic area, such as on a desk or a bookshelf, where other objects are coming and going, moving the device around. This could damage the cable connection to the device. It is good practice to mount the device with screws to prevent movement.

Starting the Network

When all the devices are connected to the network, turn everything on to begin testing. Most devices have lights to indicate that the device is connected and operating properly. Once the systems are running and Windows® is fully booted up, configure your systems to participate on the same network.

Chapter 3

Network Software

Configuring Windows® for Networking

This manual covers installation in Windows® XP Pro. Aldelo Systems Inc. recommends that the operating system of the POS terminals be upgraded, if necessary, to Windows® XP Pro.

Windows® XP Pro

Windows® XP comes in two versions: Windows® XP Home and Windows® XP Pro. In a business environment, Windows® XP Pro is recommended. 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.
3. Navigate to and click on the “Properties” option at the bottom of the list. This displays the System Properties page.
4. Click on the “Computer Name” tab. This displays the page where your network settings can be changed.
5. Click on the “Change” button. Here you can change the computer name and workgroup name.
6. Change the workgroup name to your desired name.
7. Click OK. 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 Pro:

1. Click “Start” on the desktop.
2. Navigate to and click on the “Control Panel” icon in the menu.
3. Click on the “Network Connections” icon.
4. Click on the “Local Area Connection” icon. This displays the Local Area Connection Status page.
5. In the Name column, right-click on “Local Area Connection.”
6. Click on “Properties.” This displays the Local Area Connection Properties page.
7. Highlight the “Internet Protocol (TCP/IP)” item. The properties button becomes active.
8. Click on the “Properties” button. This displays the Internet Protocol (TCP/IP) Properties page.

9. Click “Use the following IP address:” This activates the fields below the setting, enabling you to edit them.
10. In the IP address field, enter the IP address you wish to use for this system, e.g. 192.168.0.1.
11. Press the “Tab” key on the keyboard and the “Subnet mask” field populates automatically with the proper subnet mask. This value is usually correct.

Testing Your Network

Now that you have configured the network, you are ready to test to see if the network is operational. You can perform two tests. The first is to use the Ping command in MS-DOS. Click on the “Start” button, and then select the RUN option. Now type “Command” in the open field of the Run dialog screen. You will see the MS-DOS screen appear. Enter “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. In addition, 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 persists, 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. Therefore, if you have any doubts as to the installation of the network, then it may be beneficial to have a qualified technician assist you or complete the job for you.

In addition, the Windows® network installation help information should be referenced during your network configuration, should have any questions. Windows® XP Pro 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 straightforward. 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 use a touch screen separate from the computer, you must install the touch screen drivers. For instructions on how to do this, refer to the manufacturer documentation.

Setting Up the POS Printers

Before you can print receipts from Aldelo For Restaurants, you must set up the printers in the Windows® Printer Folder. As with most other Windows® based programs, Aldelo For Restaurants communicates with the Windows® Printer Spool for management of the print jobs. This allows a print job to be redirected to another available printer if the selected printer is out of paper or cannot print for any reason. When this happens, you receive a message indicating that the selected printer is unavailable, allowing you to print to different a printer.

Note: The print redirect only works if ALL the systems are Windows® XP Pro.

You must 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. Follow the steps below to add your printer to the Windows® Printer Folder.

Windows® XP Pro

1. Click the “Start” button located on your Windows® taskbar.
2. Navigate to and click on “Control Panel” icon.
3. Navigate to and click on “Printers and Faxes.” This displays the Printers page where all your installed printers are listed.
4. Click on “Add Printer” in the Printer Tasks menu on the top-left side of the screen. This displays the Add Printer Wizard.
5. Follow the wizard to install either the printer. Local Printers are physically attached to the station. Network printers are printers attached to the network through a computer that is on the network. 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® XP Pro, test to make sure that all computers can print to all printers attached to the network. Remember that each system in the network must have all the printers installed in its Printers folder. For example, if you have three systems, each with a printer attached, make sure those three printers show up in each of the three systems’ Printers folders; one for the local printer connected directly to the machine and two that are installed as network printers.

To test the printers on all the stations:

1. In Windows® XP Pro, navigate to the Printers folder.
2. Right click on the printer you wish to test. This displays a menu with a set of options.
3. Click on “Properties” at the bottom of the menu. This displays the properties of the printer.
4. Click on “Print Test Page.” This sends a print job to the printer you are current working with.
5. Repeat steps 2 thru 4 for each printer. Make sure each of the test pages prints correctly.

If you cannot print a test page, contact the printer manufacturer for assistance.

Setting Up the Cash Drawer

Printer Driven

Most cash drawers are connected to the printer by a four-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 connect 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 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, contact the manufacturer.

Serial

If you have a serial cash drawer, the setup is similar to that of other serial devices. The cash drawer has a power cable and a serial cable to connect to the computer.

Make sure to turn off your system before installing any serial device.

1. Connect the serial cable to the cash drawer and the computer.
2. Connect the power cable 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's documentation for instructions.

Setting Up the Customer Display

Installing customer displays is similar to installing serial cash drawers. A power cable and a serial cable connect the customer display to the computer. Once connected, run some tests through DOS to ensure the device is working properly. One setting to make note of is the command set in use. The default command set for Aldelo For Restaurants is the UTC command set.

If your customer display does not support this command set, make sure you have all the commands for the command set that the customer display supports. With this information, it is 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 because some COM ports are 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

Keyboard Interface

To install the MICR Reader on this interface, the MICR Reader comes with a “Y” splitter that allows you to connect the keyboard and MICR device to the keyboard port at the same time. If you do not want to install a keyboard at the station, you may need to install a keyboard terminator. This device connects to a keyboard interface and simulates the presence of a keyboard. Certain MICR Readers that do not have a keyboard or a keyboard terminator installed will not work. Please contact your hardware vendor for additional information about hardware configuration.

USB Interface

Some MICR Readers that use a USB interface will work with Aldelo For Restaurants. Check with your hardware vendor for instructions on how to set them up.

Setting Up the MSR Reader

Keyboard Interface

To install a keyboard interface MSR, 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 (if necessary). To test it, open Notepad in Windows® and swipe a card through the MSR reader. If you see data written in Notepad, the device is working properly.

Serial Interface

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

1. Turn off the system.
2. Connect the serial cable from the MSR reader to a COM port on the computer or terminal.
3. Make sure that the device’s power cord is plugged in.
4. Start the computer or terminal.

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

USB Interface

Some MSR Readers that use a USB interface will work with Aldelo For Restaurants. Check with your hardware vendor for instructions on how to set them up.

Setting Up the Barcode Reader

Currently, the keyboard interface barcode scanner is supported by Aldelo For Restaurants. To install this device, follow the same instructions as many other keyboard interface devices. Install a splitter cable and then connect 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, just plug the coin changer into any available USB port on the computer or terminal. There is also a power plug that must be attached to the coin changer.

Setting Up Caller ID

Modem

Many modems have integrated Caller ID functions. Refer to the manufacturer's instructions on how to install the modem. Internal modems require a card to be installed inside the computer and external modems require an open serial 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 one line for incoming calls, install a multi-line Caller ID box. Aldelo For Restaurants supports many models. Follow the instructions below to install these devices.

1. Turn off the computer or terminal.
2. Connect the serial cable to the Caller ID device and to any COM port on the computer.
3. Connect the power cable to the device and turn on the device.
4. Connect any phone lines that you want to monitor. Label the lines for reference.
5. Turn on the computer.

Part 2

Software Installation and Configuration

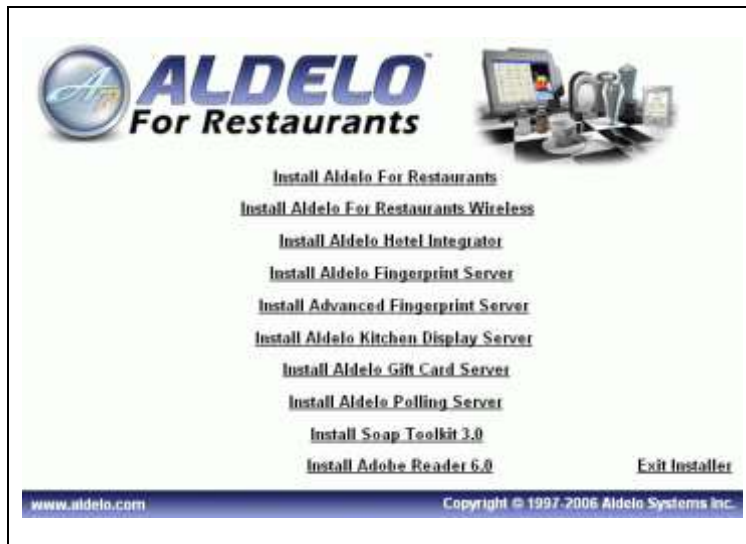
Chapter 5

Software Setup

Installing Aldelo For Restaurants

Once you have your network and hardware setup, install the Aldelo For Restaurants software. Make sure you have your CD handy and are able to 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 a CD-ROM drive.

1. If you are using the CD method of installing, place the CD into the CD-ROM drive. The splash screen launches automatically.



2. Select the software you wish to install.
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 are asked if you wish to install other tools that come with Aldelo For Restaurants. These tools assist in maintaining the database as well as other tools to help with language translation.
5. Congratulations! You have successfully installed Aldelo For Restaurants.

Adjusting Windows®

Proper Screen Resolution

To operate Aldelo For Restaurants software efficiently, 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 use the suggested settings below for best results.

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 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

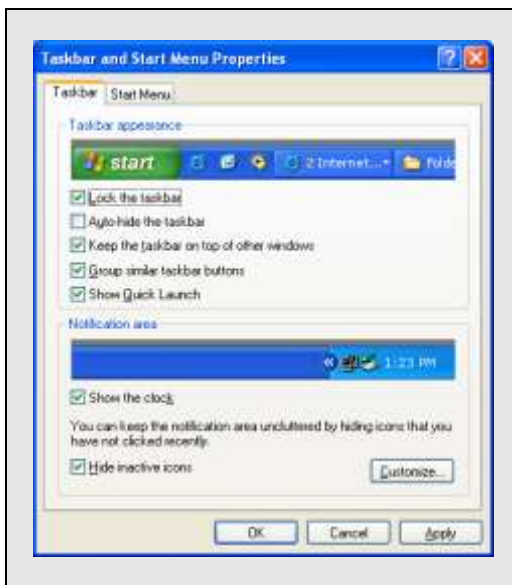
Although not required, we recommend that you set your color depth to 16 Bit or higher for better graphics display on your computer. To do this:

1. Right Click anywhere on the desktop (where there is not 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 should also change the computer's font size to Normal Size 96 DPI. To do this:

1. Right Click anywhere on the desktop and 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 is always present. With Aldelo For Restaurants, it is 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, refer to Windows® Help.

Setting the Taskbar to Auto Hide

For the best display, set your Windows® Taskbar to Auto Hide. This prevents users from launching other programs while using Aldelo For Restaurants. By doing this, the taskbar is hidden whenever the cursor is NOT on the taskbar. Keep in mind, if the user has access to a mouse, he can open Windows®.

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

Multiple Languages

Supported Languages and Special Multilingual Capabilities

When using Microsoft Windows® XP Pro, Aldelo For Restaurants has multilingual features that can be configured with ease.

Aldelo For Restaurants software currently supports English, Spanish, and Chinese languages for 100% of the screen interfaces, both in the POS and Back Office sections. However, you can still translate the software yourself. Aldelo Systems Inc. can supply a utility to assist you in translating the software to whatever language you desire. This is the Localization Manager Utility. It installed with Aldelo For Restaurants. The use of this utility is discussed later in this manual.

In addition to supporting multiple languages, Aldelo For Restaurants can specify primary and secondary menu item and modifier names. You can use the English equivalent of the menu or modifier name in the primary language field, and another language equivalent in the secondary language field.

A setting in system options (explained in later chapters) allows the guest receipt and screen output to show the primary language names while the kitchen receipt print out receives the secondary language (e.g. Spanish). Kitchen staff and wait staff speaking different languages is no longer a barrier, as the POS software allows the wait staff to enter the order in one language, while the kitchen staff receives the order in another language (of course, you must program the menu first for it to work).

Another feature of the multilingual system, “Follow-Me,” displays the screen interface in your preferred language, as specified in your employee settings (explained in later chapters). The entire screen interface language changes to accommodate your preference.

Additionally, “Follow-Me” lets you define your menu and modifier name viewing options so that the employee can view both the menu items and modifiers in either the primary or secondary language. This way, when you have English as the primary language field of the menu items and Chinese as the secondary language field, an employee who has specified to view menu items in the secondary language will see all the menu items or modifiers in Chinese. Remember, if you use a language other than English, Spanish, or Chinese, you must use the Localization Manager Utility to translate the software. The secondary language field mentioned above can be used with any language, but any other part of the software will be in English, Spanish, or Chinese. If you use Windows® XP Pro, you have native Chinese support without the need for translation software. For help setting this up, please refer to the Windows® help system. “Follow-Me” technology enables different ethnic employees to work together and use the system with the language of their choice.

Language Settings in Windows® XP Pro

Some languages require the language symbols or characters be entered into the software. Windows® XP Pro has native support for Asian languages when symbols are needed. Here we go over how to setup the language settings in Windows® XP Pro. These settings must be changed to view the software in the language of your choice.

Adding Chinese in Windows® XP Pro

To add the Chinese language to Windows® XP Pro, follow the steps below. These steps assume you have the Windows® XP Pro CD available.

1. Click “Start” on the desktop.
2. Navigate to and click on “Control Panel.”
3. Double click “Regional and Language Options.”
4. Click on the “Languages” tab.
5. Select the “Install files for East Asian languages” checkbox.
6. Click “Apply.” You are prompted for the Windows® XP Pro CD.
7. Put the Windows® XP Pro CD in the tray and click “OK.” This copies all the files needed for this language and prompts you to restart the system.
8. Once the system is restarted, go back to Regional and Language Options in Control Panel.
9. Click the “Advanced” tab and select the language of your choice.
10. Click “OK” but do not restart yet.
11. Click the “Languages” tab. This displays the Text services and input languages.
12. Click “Details.” This displays the Default input language settings.
13. Click “Add.”
14. Select the language and keyboard layout of your choice, click “OK,” and restart the system.

Spanish ALT codes

To enter Spanish characters, use the codes provided by Windows®. Simply hold down the ALT key on the keyboard and type the number listed.

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Adding a New Font to Windows®.

To display in a language other than what is listed in windows, or if you have trouble displaying your language, try installing a font that supports your language. Search the internet for a font that best suits your needs. There are hundreds of different fonts to choose from. Once you find an acceptable font, install it in Windows® under the Fonts icon in the Control Panel.

To install a font, go to File > Install New Font. This displays the font selection screen where you specify the location of the new font to be installed. Once the font is installed, make sure to write the exact name of the font down for use in Aldelo For Restaurants. Enter the font name in **Station Settings > General > System Language Settings**. Receipts and reports, require “fixed width” fonts. These special fonts allow set column widths when printing columns of numbers.

Registering & Activating Aldelo For Restaurants

The first time you launch your software, it is in Demo mode. If the demo expires, the product registration window prompts you to enter your product registration and validation key. To register your software and receive your validation key, please register online or contact Aldelo Systems by calling 209-533-3711. You can also request registration via e-mail at contact@aldelo.com **If you send in a request by e-mail, please be sure to provide your serial number, restaurant name, street address, telephone number, city, state, zip code and the name of the owner of the restaurant.** Please be sure this information is completely accurate. The product registration is quite simple and quick. Just follow the instructions below for quick and easy registration.

Aldelo For Restaurants Product Registration

ALDELO For Restaurants

Step 1: Restaurant Information

Serial Number

Restaurant Name

Restaurant Street Address (Street number and name)

Restaurant Telephone Number

WARNING:
 Please enter your restaurant information accurately. Changes will require additional documentation and may result in fees.
 Use Pipe to enter as Single Quote (ie. Diner's -> Diner's)
 Use Semi-Colon to enter as Comma (ie. Tasty, Inc -> Tasty, Inc)

Step 2: Product Registration

Dynamic License Number

To receive the validation key, please contact Aldelo Systems Inc. either by Telephone or by Email
 Telephone: (209) 533-3711
 Email: support@aldelo.com

Validation Key

In the **Aldelo For Restaurants Product Registration** window, enter your serial number, restaurant name, street address, and telephone number *exactly* as you want it printed on the guest receipt. These fields are case sensitive, so be sure all information is correct (the street address should be just the address; no city or postal code should be entered). Be sure to enter the serial number **including** the dashes. Entering correct information during registration will avoid problems later on.

1. Locate the **Dynamic License Number**. The Aldelo Support Technician will verify that it matches the Dynamic License Number we have on record.
2. Once your Dynamic License Number matches the one we have on record, the technician will read you the **Validation Key**. Enter this number.
3. Click **Register**.

If the registration is successful, you get a message stating so. If not, verify that dynamic license numbers match and your restaurant information is entered the same *exact* way you registered it with Aldelo Systems Inc. If you are still unsuccessful, contact Aldelo Systems Inc. for further assistance.

Repeat these steps for each of your computers running Aldelo For Restaurants. Use the same registration information and validation key for all the licenses.

If you ever need to change your restaurant's telephone number or name, you *must* contact Aldelo Systems Inc. so that your registration can be updated to reflect the change. If your restaurant changes ownership or address, you *must* contact Aldelo Systems Inc. A License Transfer Agreement must be signed and a fee may be due. The original copy must be mailed to Aldelo Systems Inc. to make the change legal, and so that the license can be re-registered under the new information.

Internet Registration

If you have access to the internet, you can register your software within seconds. Click the "Register via Internet" button to start the process. You need your serial number on the back of the DVD case to complete this process. Make sure you fill in the information you want printed on the receipt. *Do not use cell phone numbers, home addresses, or temporary names, addresses, or phone numbers.*

Software Activation

Once registered, you have 10 days to activate each station on the network. This is added protection to ensure your copy of Aldelo For Restaurants is genuine. This protects you from piracy and 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" on the menu bar.
2. Click "Software Activation."
3. Follow the instructions provided by the Aldelo Support Representative or click "Activate Via Internet."
 - a. Activation via the internet is recommended The process is fast and convenient.
4. Repeat steps 1-3 for each station on your network.

If you cannot activate via the internet, you can call in to activate each station.

Note: The serial number and license number can be found in **Back Office > About**.

Sharing the Database Folder

In order for all stations to connect to the database, you need to share the folder where the database is located.

Sharing in Windows® XP Pro

To share a folder in Windows® XP Pro, follow the steps below. These steps assume you are the administrator on the machine.

1. Open “My Computer” on the desktop.
2. Click “Tools” in the menu bar.
3. Navigate to and click on “Folder Options.”
4. Click the “View” tab. This displays the screen where you can change advanced settings.
5. Click the “Show hidden files and folders” radio button in the Advanced Settings section. This shows folders and files that are not normally visible.
6. UNCHECK the “Use simple file sharing (Recommended)” box. This will allow the security tab to show when sharing a folder.
7. Click “Apply.”
8. Click “OK.”
9. Some folders now look somewhat transparent. These are folders that were hidden before.
10. Open up the “C:” drive in My Computer.
11. Follow the path of “Documents and Settings\All Users\Application Data\Aldelo Systems\Aldelo Data\.”
12. Right click the folder named “Aldelo For Restaurants.”
13. Click on “Sharing and Security.”
14. Click the “Share this folder” radio button and change the share name to “Aldelo.”
15. Click the “Permissions” button to display the ACL (Access Control List) for this folder.
16. Make sure that the group “Everyone” has “Allow” / “Full Control” permissions. If you require different permissions, consult with your network administrator.
17. Click “Apply” and “OK.”
18. Click the “Security” tab. This shows the ACL for the folder security permissions. These are different from share permissions and must also be set.
19. Make sure the “Everyone” group has “Allow” / “Modify” permissions. If you require different permissions, consult with your network administrator.
20. Click “Apply” and “OK.”

Selecting a Database

After the registration process, you are prompted to select your startup database file (if you have not already done so). There are three choices. The first is **Start With Demo Database**. Select this choice if you would like to start using the pre-programmed demo database. It is 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.

The second option is to **Create A New Blank Database**. Select this choice if you want to begin creating your own database, specific to your Restaurant. When you select this option, you are 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. **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 **I Will Select My Own Database**. Select this choice if you have already created a database you want to link to it.

Another option on this screen is **Always Connect To This Database**. Click this box if the database you select is the database you will use every time you start Aldelo For Restaurants. Check this box unless you are just using a database temporarily.

If the software cannot find the database defined in the registry, it will ask if you want to clear the registry so that you can select the database manually.

To manually edit the database location in the registry, follow the instructions below.

1. Click “Start” on the Windows® desktop. Click on “Run” and type in “regedit.”
2. This displays the registry editor. Go to HKEY_CURRENT_USER > Software > VB and VBA Program Settings > Aldelo For Restaurants > Version 3 (or “Version 4” if you are using version 4 of Aldelo For Restaurants).
3. Find the Registry Keys “Data Source” and “Forced Data Source.” Double-click the name.
4. On the Edit String screen, change the path accordingly, and click the “OK” button.

Creating a Database

When you start the software for the first time, you may want to play with the demo database. Once you have a good feel for how you use the software, start creating your own database. **Do not** use the demo database as a starting point. If you want to use items from the demo database, export them and import them into your new database. *Demo databases are deleted when the software is uninstalled.*

To create a new database, follow the steps below. These steps assume you are in the database selection screen. This screen has three options: Start with Demo Database, Create a New Blank Database, or I Will Select My Own Database.

1. Click on “Create a New Blank Database.”
2. Click “Continue” and enter the name of the database.
 - a. Only enter the name. The .mdb extension is not necessary.
3. Click “OK” and enter the information as requested.
4. Once completed, you see the Store Settings and the Station Settings. Do not set anything yet. Click “Done” to skip past these pages.
5. In the Back Office, click “Setup.”
6. Navigate to and click on “Employee Setup.”
7. Navigate to and click on “Employee Files.”

8. Create an Employee File for yourself and make sure to fill in and remember your access code. Give yourself a security level of five to ensure you can navigate the system without restrictions.

This database will be created in the directory of:

C:\Documents and Settings\All Users\Application Data\Aldelo Systems\Aldelo Data\Aldelo For Restaurants\Databases\Live\[database name as folder name]\[database name].

Connecting to a Database over the Network

When your database is ready for other machines to connect to it, make sure you have already setup the sharing permissions discussed earlier. This covers connecting to the database over the network in Windows® XP Pro.

To connect to a database on another computer, follow the steps below. These steps assume you have completed the folder sharing successfully and have tested to make sure you have access to the database.

1. On a client machine, go to the Back Office of Aldelo For Restaurants.
2. Click on “Data Source.” This displays the warning for switching databases.
3. Click “Yes” after reading the warning. The Database Selection screen displays.
4. Click “I Will Select My Own Database.”
5. Click “Always Connect To This Database.”
6. Click “Continue.” This displays the Open File dialog box.
7. Find and click on “My Network Places.”
8. Double-click on “Entire Network.” This displays some options for the network.
9. Double-click on “Microsoft Windows Network.” This displays the network workgroups.
10. Double-click on the workgroup name. This displays a list of computers in the workgroup.
11. Double-click on the computer name that has the database stored on it.
12. Double-click the “Aldelo” folder. This displays a list of folders in this shared folder (this assumes you have followed the naming convention recommended in the folder sharing section of this manual).
13. Double-click on the “Databases” folder.
14. Double-click on the “Live” folder.
15. Double-click on the folder with your database name as the folder name.
16. Double-click on the file with the database name.

This starts the process of setting this system up on the database. You are prompted with the Station Settings screen. Click “Done” to skip this and come back to it later. It is recommended that you check to make sure that the selected database is correct and that all information is correct.

Information Data Entry

This section covers data entry and must 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 reading the explanation. If you need to find a screen in the software while you are following along, directions to the screen being explained are provided in the format of “Screen 1 > Screen 2 > Screen 3 > Screen 4.”

General Settings

Postal Codes	
Description: The purpose of this screen is to maintain all the postal codes that your restaurant services.	
Screen location: Back Office > Setup > General Settings > Postal Codes.	
City:	Enter the city associated with this postal code.
State:	Enter the state associated with this postal code.
Postal Code:	Enter the postal code associated with the city and state.
Delivery Charge:	Enter the delivery charge to be applied when this postal code is used.
Delivery Compensation:	Enter the driver compensation for delivering to this postal code.

Software Setup

Delivery Streets	
Description: The purpose of this screen is to maintain the streets that your restaurant delivers to.	
Screen Location: Back Office > Setup > General Settings > Delivery Streets.	
Street Name:	Enter the name of the street.
Address From:	Enter the first address on this street to which delivery is offered.
Address To:	Enter the last address on this street to which delivery is offered.
Map Code:	Enter a code for the street that you are defining (the code is user-created). The map code defines a map location. For example, street maps usually have codes on them defining the vertical and horizontal coordinates on the map, such as B3 or D2. Enter these codes into the software for each street, so that when the user calls up an address, the map code displays, allowing him or her to find it quickly on the map.
Delivery Charge:	Enter the charge for deliveries to this street.
Delivery Compensation:	Enter the driver compensation for deliveries made to this street.
Postal Code:	Enter the postal code for this street.
No Delivery:	Use this option when you do not offer delivery to this street.

Cash Trays	
Description: The purpose of this screen is to maintain all the cash trays (drawers) for your restaurant.	
Screen Location: Back Office > Setup > General Settings > Cash Trays.	
Cash Tray ID:	The ID number assigned to this cash drawer by the software .
Cash Tray Name:	This field allows you to name your cash trays (such as AM Bar for the Bar working the morning shift). This name does not appear when selecting the cash tray in the Main POS screen.
Hide Cash Tray:	This option hides the cash drawer from users in the Main POS screen.

Surcharges	
Description: The purpose of this screen is to maintain the surcharges applicable in your restaurant.	
Screen Location: Back Office > Setup > General Settings > Surcharges.	
Surcharge ID:	The ID number the software assigns the Surcharge.
Surcharge Name:	Assign a name to this surcharge. This may be any name you wish.
Surcharge Amount:	Enter the amount of the surcharge. This number can be a dollar amount or percent.
Amount Basis:	Select a type for this surcharge. The type can be currency (a dollar amount), or a percentage.
Waiver Min. Check	Specify the minimum ticket dollar amount to waive the surcharge.
Surcharge Description:	Enter a description for the surcharge.
Hide Surcharge:	Hides the surcharge when it is no longer in use.

Discounts	
Description: The purpose of this screen is to maintain all discounts used in your restaurant.	
Screen Location: Back Office > Setup > General Settings > Discounts.	
Discount ID:	The ID the software assigns this discount.
Discount Name:	Assign a name to this discount. This may be any name you wish.
Discount Amount:	Enter the amount of the discount (a dollar amount or percent).
Amount Basis:	Select the basis on which this discount will be used. This can be Percent, Currency, or Maximum Amount Charged. Maximum Amount Charged only works with individual menu items, 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:	Specify the minimum ticket amount 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. For example, if you have a hamburger, fries, and a Coke, you can discount the group as a whole. To set this up you must first assign a Menu Group Number to each item in your menu (this is on page two of the menu item editor). Assign a 1 to all hamburgers, a 2 to all fries, and a 3 to 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. On the first, define the group number of the item in this Discount Group. The next is the number of items that are allowed when applying this discount. The last is the maximum amount that the discount allows on this item before adding additional charges. Repeat this for every menu item that this Discount will be used for.
Hide Discount:	This option hides this discount if it is no longer in use.
Exclude Bar Drinks:	This option prevents discounts on menu items marked as bar drinks.
Discount Barcode:	Enter a barcode number for this discount. If you have already created the barcode for the discount, simply 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 is 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 searches for the cheese pizza on the ticket and discounts every instance of that item. This saves time when you have specials on certain items.

Bank Card Files

Description: This dialog box lets you maintain a list of bankcard files that you may associate with the bad checks you receive during operation of your restaurant.

Screen Location: Back Office > Setup > General Settings > Bank Card Files.

Bank Name:	Enter the bank name.
Phone Number:	Enter the phone number for the bank.
Verify Funds By Phone:	This option is reserved for future use.
Hide Bank Card File:	This hides this bank card file when it is no longer in use.

Bad Check Reasons

Description: This dialog box lets you maintain a list of bad check reasons for association with the bad checks you receive during operation of your restaurant.

Screen Location: Back Office > Setup > General Settings > Bad Check Reasons.

Bad Check Reason:	Enter a reason the check received from the customer was bad.
Hide Reason:	When this reason is no longer valid, select this checkbox.

Bad Check Penalties

Description: This dialog window allows you to maintain a list of bad check penalties that you may associate with the bad checks you receive during operation of your restaurant.

Screen Location: Back Office > Setup > General Settings > Bad Check Penalties.

Bad Check Penalties:	Enter a name for the bad check penalty.
Penalty Amount:	Enter the amount charged for this penalty.
Hide Penalty:	This hides the penalty when it is no longer in use.

Custom Printer Types	
Description: This feature allows you to define your own custom printer types if they are not supported in the software. This gives you the capability of supporting any POS receipt printer, as long as you can find the Escape Control Codes for it. Refer to your printer's user manual for the Escape Control Codes and convert them into Aldelo's coding method.	
Screen Location: Back Office > Setup > General Settings > Custom Printer Types.	
Based on This Printer:	Choose the type of printer that this custom printer is based upon.
Printer Type Name:	Enter a name you for this printer. The name can be anything you wish.
Bold Font Code:	Enter your printer's code for bold font.
Non-Bold Font Code:	Enter your printer's code for the font that is not bold.
Large Font Code:	Enter your printer's code for large font.
Small Font Code:	Enter your printer's code for small font.
Red Font Code:	Enter your printer's code for red font.
Non-Red Font Code:	Enter your printer's code for the font that is not red.
Cash Drawer Code:	Enter your printer's code for opening the Printer Driven Cash Drawer (if supported).
Line Feed Code:	Enter your printer's code for Line Feed.
Auto Cut Code:	Enter your printer's code for automatic cutting of the paper when the printer is finished printing (if supported).
Buzzer Code:	Enter your printer's code for the buzzer that activates when the printer is finished printing (if supported).
Small Font Columns:	Enter the maximum number of small font characters that can print per line.
Large Font Columns:	Enter the maximum number of large font characters that can print per line.

How To Convert Control Codes

The fields in the custom printer types are coded in a different method than the actual codes you find in your printer's user manual. 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 in 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 an upper-case C character. For example, **LF** will actually be entered in the **Line Feed** field as **C010**. The same applies to printer control codes that have multiple word combinations, such as **ESC p**. Simply figure out the converted code for ESC, then figure out the converted code for **p**, and put them together in the appropriate field. This converts to **C027C112**.

Code Conversion Chart

Below is a chart that makes converting the codes easier.

Character	HEX	DECIMAL	Character	HEX	DECIMAL
NUL	0	000	!	21	033
SOH	1	001	"	22	034
STX	2	002	#	23	035
ETX	3	003	\$	24	036
EOT	4	004	%	25	037
ENQ	5	005	&	26	038
ACK	6	006	'	27	039
BEL	7	007	(28	040
BS	8	008)	29	041
HT	9	009	*	2A	042
LF	0A	010	+	2B	043
VT	0B	011	,	2C	044
FF	0C	012	-	2D	045
CR	0D	013	.	2E	046
SO	0E	014	/	2F	047
SI	0F	015	0	30	048
DLE	10	016	1	31	049
DC1	11	017	2	32	050
DC2	12	018	3	33	051
DC3	13	019	4	34	052
DC4	14	020	5	35	053
NAK	15	021	6	36	054
SYN	16	022	7	37	055
ETB	17	023	8	38	056
CAN	18	024	9	39	057
EM	19	025	:	3A	058
SUB	1A	026	;	3B	059
ESC	1B	027	<	3C	060
FS	1C	028	=	3D	061
GS	1D	029	>	3E	062
RS	1E	030	?	3F	063
US	1F	031	@	40	064
SP	20	032			

(continued)

Character	HEX	DECIMAL	Character	HEX	DECIMAL
A	41	065	a	61	097
B	42	066	b	62	098
C	43	067	c	63	099
D	44	068	d	64	100
E	45	069	e	65	101
F	46	070	f	66	102
G	47	071	g	67	103
H	48	072	h	68	104
I	49	073	i	69	105
J	4A	074	j	6A	106
K	4B	075	k	6B	107
L	4C	076	l	6C	108
M	4D	077	m	6D	109
N	4E	078	n	6E	110
O	4F	079	o	6F	111
P	50	080	p	70	112
Q	51	081	q	71	113
R	52	082	r	72	114
S	53	083	s	73	115
T	54	084	t	74	116
U	55	085	u	75	117
V	56	086	v	76	118
W	57	087	w	77	119
X	58	088	x	78	120
Y	59	089	y	79	121
Z	5A	090	z	7A	122
[5B	091	{	7B	123
\	5C	092		7C	124
]	5D	093	}	7D	125
^	5E	094	~	7E	126
_	5F	095	del	7F	127
`	60	096			

Table Setup

Dine-In Table Groups	
Description: The purpose of this screen is to specify the sections or table groups of your restaurant. Up to 10 groups may be added. If a group is not added, it will not show up on the table selection screen. This step must be completed before any tables can be created.	
Screen Location: Back Office > Setup > Table Setup > Dine-In Table Groups.	
Table Group No. #	This field specifies the name of the table group.
Add:	Adds a table group if one has not already been specified for this number.
Edit:	Edits a table group that has already been created.
Delete:	Deletes a table group that has already been created. You cannot delete a table group that has tables assigned to it. 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 specifies the name of the table group.
Group 1 Name:	This field specifies the name of the first tip sharing group. An example is "Hostess."
Group 1 Percent:	This field specifies the percent of tips shared with this group.
Group 2 Name:	This field specifies the name of the second tip sharing group. An example is "Bus Person."
Group 2 Percent:	This field specifies the percent of tips shared with this group.



Tech Tip: In order to see the Table Group Tip Sharing fields, 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 specifies the employee you wish to assign tables to. If no tables are assigned to this employee, no green or red tables display on the screen. Green means the table is assigned to this person; red means the table is assigned to someone else and is not available for assignment.
Table Groups:	This drop-down list specifies the current table group you are working in. The list is generated from the table groups already defined.
Assign Table [Name], [Job Title]:	This button assigns tables that have been selected. Tables must be selected before clicking this button.
Clear Table:	This button clears all table assignments.
Table Grid Buttons:	These buttons represent tables that can be created or tables that have been created. Tables that have been created have a name associated with them. New tables are blank.



Tech Tip: To move tables around quickly, right click, drag, and drop the table into 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 specifies the table name.
Total Seats (12 Max For Visual Seating):	This field will specifies 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 specifies the average number of minutes a table is usually occupied. This is used when creating reservations.
Picture:	This field specifies the icon of the table.
Smoking Section:	This field specifies if this table is a smoking table.
Near Windows:	This field specifies if this table is near a window.
Booth Seating:	This field specifies if this table is a booth.
Private Seating:	This field specifies if this table is in a private area.
Hibachi Table	This field specifies if this table is a Japanese hibachi table.
Hibachi Table Style:	This drop-down list specifies which direction the table faces.
Hibachi Left, Top, Bottom, Right Side Seats:	This drop-down list specifies how many people can sit on each side.
Hibachi Can Bridge To:	This option specifies which table can be connected to this hibachi table.
Hibachi Bridge Seats:	This option specifies how many seats are created as a result of bridging.

Employee Setup

Job Titles	
Description: This screen lets you define the job titles your restaurant has. Be sure to create as many job titles as necessary, since you are assigning them to employees.	
Screen Location: Back Office > Setup > Employee Setup > Job Titles.	
Job Title:	Enter a Job Title name, for example, "Manager."
Default Security Level:	The system assigns this default security level when a new employee is created with this job title. This may be changed later in the employee's file, if necessary.
Default Pay Basis:	The system assigns this default pay basis when a new employee is created with this job title. This may be changed later in the employee's file, if necessary.
Default Pay Rate:	The system assigns this default pay rate when a new employee is created with this job title. This may be changed later in the employee's file, if necessary.
Default Receive Tips:	This option assigns tips to this job title by default. This may be changed later in the employee's file, if necessary.
Hide Job Title:	This option hides this job title when no longer in use.

Employees > General	
Description: This tab specifies general information about an employee.	
Screen Location: Back Office > Setup > Employee Setup > Employee Files > General	
First Name:	Enter the first name of your employee.
Middle Initial:	Enter the middle initial of your employee.
Last Name:	Enter the last name of your employee.
Tax Account No.	Enter the number used for tax purposes.
Area Code + Phone #	Enter the area code and phone number of your employee.
Mailing Address:	Enter the mailing address of your employee.
Postal Code:	Enter the mailing postal code of your employee.
Job Title:	Choose a job title for this employee. If you have not created job titles previously, click the icon to the right of the drop-down menu.
Access Code:	Enter the access code employees use to identify themselves to the system. This cannot be changed if employee has an open staff bank. If using MSR cards for system access, employees should not have access to this number.
Security Level:	Assign a security level to this employee. A typical setup is: <ol style="list-style-type: none"> 1: Cooks, Janitors, Dishwashers (those who do not use system often). 2: Hosts/Hostesses (use the system but do not enter orders). or deal in money exchange. 3: Wait Staff (take orders and exchange money with customers). 4: Managers and Senior Wait Staff. 5: Owners and General Managers.
MSR Card:	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 swipe the card through the card reader. This sets up the scan code for the employee.
Preferred Language:	Choose the language this employee prefers when working with the system.
Order Entry Sec. Lang:	This option allows you to enable a secondary language. When enabled, the user sees the secondary language in the menu item editors secondary language field, and any other secondary language fields in the software.
Employee is Driver:	Choose if this employee is a driver for delivery orders.
Staff Bank Use Staff Cash Drawer	This setting will allow this employee to use a cash drawer instead of the standard operations for Staff Bank. This feature relies on two other features to work. The registry "Staff Cash Drawer User Serial Port" must be enabled and the Cash Drawer installed on the correct serial port. When this employee starts his/her staff bank, he/she will be asked if they want to use a Cash Drawer or Staff Bank. Select "Cash Drawer" to use the local serial driven cash drawer.
Holiday Pay Scale:	This drop-down list specifies the rate paid when employee works a holiday.
Work Schedules:	This button is a quick access to the employee schedules screen.

Employees > Payroll	
Description: This tab has a host of options related to payroll, as well as other functions in the software.	
Screen Location: Back Office > Setup > Employee Setup > Employee Files > Payroll	
Hired Date:	Enter the employee hire date in the MM/DD/YYYY format.
Terminated Date:	Enter the date employee was terminated or released from employment.
Pay Basis:	Choose the pay basis for this employee. If you choose Salaried, the employee's schedule is not automatically enforced.
Pay Rate:	Enter the rate of pay the employee receives, based on the pay basis.
Tips Received:	This option enables the pop-up window to ask the employee how much they earned in tips as they clock out. This information is recorded in the Server Gratuity Report.
Use Staff Bank:	This option enables this employee to use Staff Bank as the means of taking and settling orders. If enabled, this employee will ALWAYS pay to their staff bank when settling their orders. Use this option if your employees carry money collected from customers until the end of the shift.
Use Hostess Features:	This option enables this employee to assign tables, assign tabs, perform reservations, add customers to a waiting list, and use paging features. It enables the "Hostess" button in the table selection screen.
Schedule Not Enforced:	This option disables the prompt for the manager's access code when clocking in and the employee is not on the schedule.
Is A Server:	This option includes this employee as a server in the reports section and in the lists that the hostess uses to assign tables.
Cannot Finalize Cashier Out:	This option disallows the employee from finalizing a cashier out operation. It disables the "Done" button in the cashier's money count screen.
Allow Create / Replay Emails:	This option will allow this employee to participate in using the internal Aldelo For Restaurants e-mail system.
Disallow Create / Edit Dine-In Orders:	This option disallows the employee from creating or editing Dine-In Orders.
Disallow Create / Edit Bar Tab Orders:	This option disallows the employee from creating or editing Bar Tab Orders.
Disallow Create / Edit Take Out Orders:	This option disallows the employee from creating or editing Take Out Orders.
Disallow Create / Edit Drive-Thru Orders:	This option disallows the employee from creating or editing Drive-Thru Orders.
Disallow Create / Edit Delivery Orders:	This option disallows the employee from creating or editing Delivery Orders.
Hide Employee:	This option hides the employee from the system.

Employees > Driver	
Description: This tab specifies information about the employee that pertains to his or her ability to make deliveries.	
Screen Location: Back Office > Setup > Employee Setup > Employee Files > Driver	
Driver License Number:	Enter the driver's license number.
Driver License Expires:	Enter the date the driver's license expires.
Car Insurance Carrier:	Enter the name of the driver's insurance company.
Insurance Policy No.	Enter the policy number the insurance company has provided to the driver for coverage.
Insurance Policy Expires:	Enter the date that the driver's insurance policy expires.
Insurance Policy Notes:	Enter any notes you may want to record for this insurance policy. Below this option is a time stamp icon that enters the date and time the note was recorded.
Clock Button:	This button time-stamps an entry in the Notes field.

Employees > Notes	
Description: This tab specifies 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:	Enter any notes about this employee that you may want to keep on record.
Printer Button:	This prints the contents of the Employee Notes field to the report printer.

Software Setup

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 filters employees by job title.	This is the current list of employees.	You can add or edit weeks here.	This deletes the currently selected workweek.
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The screenshot shows the 'Employee Schedules' application window. On the left, there is a list of employees with columns for 'First Name' and 'Last Name'. The 'All Jobs' dropdown is at the top left. Below the list is a 'Show All Employees' checkbox and a 'Copy Schedule Same As' dropdown. The main area is divided into two sections: 'Week Begin Date' and 'Regular Hours'. The 'Week Begin Date' section lists days from Monday to Sunday, each with a dropdown menu and an 'Also' checkbox. The 'Regular Hours' section shows a table with columns for 'Regular Hours', 'Over Time Hours', 'Double Time Hours', and 'Total Hours', all currently set to 0.00. At the bottom right are 'Print' and 'Close' buttons. A 'Default' dropdown menu is open at the top right, showing 'Default', 'Add', and '12/26/2005' with a 'Delete' button next to it. Arrows from the text boxes above point to these specific UI elements.

This shows hidden employees.	This copies an already created schedule to this employee schedule.	This includes this day in the next "Add" operation performed.	This edits the currently selected schedule time for this day.
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Employee Schedules (cont.)

First Name	Last Name
A	James
A	Stu
B	William
F	Eric
H	Mike
J	Robert
M	Ken
O	Oscar
P	Shane
T	Harry

Monday	<input type="checkbox"/>	Default	Delete	
Tuesday	<input type="checkbox"/>	Add	Delete	
Wednesday	<input type="checkbox"/>	Add	Edit	Delete
Thursday	<input type="checkbox"/>	Add	Edit	Delete
Friday	<input type="checkbox"/>	Add	Edit	Delete
Saturday	<input type="checkbox"/>	Add	Edit	Delete
Sunday	<input type="checkbox"/>	Add	Edit	Delete

Regular Hours	0.00
Over Time Hours	0.00
Double Time Hours	0.00
Total Hours	0.00

This shows the total number of hours of each type when creating the schedule. This is updated as soon as the hours are adjusted, to give a live representation of the employee's schedule.

Menu Setup

Menu Categories	
Description: Menu categories are used for reporting purposes only. They have nothing to do with the visual display of the menu in the Order Entry screen. Assign each menu item to a specific menu category, which is 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, then a Sales By Category Report will show the summary total of the Drinks category sales information.	
Screen Location: Back Office > Setup > Menu Setup > Menu Categories	
Menu Category:	Enter a name for this category.
Hide Menu Category:	This option hides this menu category when no longer in use.

Pizza Builder Setup > Sizes	
Description: This screen defines all the pizza sizes your restaurant offers.	
Screen Location: Back Office > Setup > Menu Setup > Pizza Builder Setup > Sizes	
Sizes:	This option automatically checks the selected sizes when you create toppings and pizzas in the toppings and pizza screens.
Output Name:	This field specifies the name the kitchen sees when the chit prints. If this field is left blank, the normal pizza size name is used.
Secondary Language:	This field specifies 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. <table border="1" data-bbox="202 1203 1180 1553"> <thead> <tr> <th colspan="2">Pizza Builder Setup > Crusts > Add</th> </tr> </thead> <tbody> <tr> <td colspan="2">Description: This screen will specify the information to use on a new crust type.</td> </tr> <tr> <td colspan="2">Screen Location: Back Office > Setup > Menu Setup > Pizza Builder Setup > Crusts > Add</td> </tr> <tr> <td>Pizza Crust:</td> <td>This field specifies the crust name.</td> </tr> <tr> <td>Secondary Language:</td> <td>This field specifies the secondary language name of the crust.</td> </tr> <tr> <td>Crust Price:</td> <td>This field specifies the additional price of the crust (may be left blank).</td> </tr> </tbody> </table>	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 specifies the crust name.	Secondary Language:	This field specifies the secondary language name of the crust.	Crust Price:	This field specifies the additional price of the crust (may be left blank).
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 specifies the crust name.												
Secondary Language:	This field specifies the secondary language name of the crust.												
Crust Price:	This field specifies the additional price of the crust (may be left blank).												
Edit:	This button displays the Menu Modifiers screen with this item selected. You can edit this crust from here.												

Pizza Builder Setup > Toppings															
Description: This screen defines the pizza toppings your restaurant offers. 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:	<p>This button allows you to add a new topping.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #000080; color: white;"> <th colspan="2" style="text-align: center; padding: 5px;">Pizza Builder Setup > Toppings > Add</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="padding: 5px;">Description: This screen specifies the information to use on a new topping.</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Screen Location: Back Office > Setup > Menu Setup > Pizza Builder Setup > Topping > Add</td> </tr> <tr> <td style="padding: 5px;">Pizza Topping:</td> <td style="padding: 5px;">This field specifies the name of the topping.</td> </tr> <tr> <td style="padding: 5px;">Secondary Language:</td> <td style="padding: 5px;">This field specifies the secondary language name of the topping.</td> </tr> <tr> <td style="padding: 5px;">Sizes:</td> <td style="padding: 5px;">This option automatically creates toppings of the selected sizes when you click “OK.”</td> </tr> <tr> <td style="padding: 5px;">Topping Price:</td> <td style="padding: 5px;">This field specifies the price of the topping for this size.</td> </tr> </tbody> </table>	Pizza Builder Setup > Toppings > Add		Description: This screen specifies the information to use on a new topping.		Screen Location: Back Office > Setup > Menu Setup > Pizza Builder Setup > Topping > Add		Pizza Topping:	This field specifies the name of the topping.	Secondary Language:	This field specifies the secondary language name of the topping.	Sizes:	This option automatically creates toppings of the selected sizes when you click “OK.”	Topping Price:	This field specifies the price of the topping for this size.
Pizza Builder Setup > Toppings > Add															
Description: This screen specifies the information to use on a new topping.															
Screen Location: Back Office > Setup > Menu Setup > Pizza Builder Setup > Topping > Add															
Pizza Topping:	This field specifies the name of the topping.														
Secondary Language:	This field specifies the secondary language name of the topping.														
Sizes:	This option automatically creates 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 displays the Menu Modifiers screen with this item already selected. You can edit this topping from here.														

Pizza Builder Setup > Pizzas	
Description: This screen defines the pizzas your restaurant offers. 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 adds a new pizza menu item.
	Pizza Builder Setup > Pizzas> Add
	Description: This screen specifies the information to use on a new pizza type.
	Screen Location: Back Office > Setup > Menu Setup > Pizza Builder Setup > Pizzas > Add
	Pizza Name: This field specifies the name of the pizza.
	Secondary Language: This field specifies the secondary language name of the pizza.
	Menu Category: This drop-down list specifies the Menu Category for the pizzas.
	Menu Group: This drop-down list specifies the Menu Group these pizzas belong to.
	Sizes: This option automatically creates pizzas of the selected sizes when you click “OK.”
	Output Name: This field specifies the name the kitchen sees when the chit prints. If this field is left blank, the normal pizza size name will be used.
	Secondary Language: This field specifies the secondary language name the kitchen sees.
Pizza Price: This field specifies the price of the pizza for this size.	
Edit:	This button displays the Menu Item Editor with this item already selected. You can edit this pizza from here.
Menu Items:	This button displays the Menu Item Editor so that you may edit any menu item in the system. This is a shortcut.

Modifier Builder Template Setup

Description: This screen is used to create templates of modifiers to assign to menu items. Unlimited templates may 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. You can create as many templates as needed.	This creates a new template and allows a name to be entered.	This saves the new template once you enter a name.	This creates a new template based on the currently selected template.
These categories organize your modifiers into groups.	This edits the category.	This is a modifier in the currently selected category.	This deletes 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 may 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 specifies the name of the category.

This specifies the default type of modifier to select when this category is selected.

This specifies the number of selections that must be made before the user is allowed to select another category.

This specifies the number of modifiers that are allowed for this category before the user is not allowed to select any more modifiers.

Modifier Builder Editor	
Description: This screen allows 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 specifies the name of the modifier.
Additional Cost:	This field specifies the additional cost of the base modifier. The base modifier is the normal modifier without the No, Add, Extra, Lite, etc.
Excluded From Builder:	This option defines if this modifier will be included in the template or not. If not, only the No, Add, Extra, etc. version of the modifiers is shown. This option is used when the base modifier does not make sense to include in the template.
Selected As Default:	This option automatically selects this modifier when the category it is assigned to is selected.
No, Add, Extra, Light, etc:	These options specify which types of the base modifier are shown when the template is displayed in the order entry screen.
Additional Cost:	These fields specify the additional cost of the corresponding type. This additional cost overrides the additional cost of the base modifier.
Hide:	This button hides this modifier.
Delete:	This button deletes this modifier.
Edit Icon:	These buttons edit the corresponding modifier.
Select Hidden Entry:	This drop-down list selects a hidden modifier and fill in the details of that modifier.

Menu Groups

Description: This screen allows you to arrange your menu groups.

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 displays the schedule for the menu groups.

Menu Groups

Page 1

Appetizers	Sides
Soup And Salads	Kids Menu
Sandwiches	Burgers
Entrees	Pastas
Pizza	Desserts
Beverages	Bar

Page 2

Close

Menu Group Schedule

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

Software Setup

Menu Group Schedule

Description: This screen is used to create menu group schedules. The groups are shown in the order entry screen according to the schedule defined. If no schedule is defined for the day, the menu group shows in the order entry screen by default.

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

<p>This is the current list of groups.</p>	<p>This Adds a schedule to this day.</p>	<p>This Deletes the currently selected schedule for this day.</p>
<p>This shows hidden menu groups.</p>	<p>This drop-down copies a schedule to the schedule currently being worked on.</p>	<p>This includes this day in the next "Add" operation you perform.</p>
<p>This edits the currently selected schedule time for this day.</p>		

Menu Group Schedule Editor

Description: This screen allows you to edit the schedule for this menu group.	
Screen Location: Back Office > Setup > Menu Setup > Menu Groups > Menu Group Schedule > Add or Edit for any day while the group is selected.	
Avail From Time:	This field specifies when the menu group shows in the order entry screen.
Avail To Time:	This field specifies when the menu group stops showing.

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.	Menu items that may be edited.	A quick button to the menu groups screen.	
Quick button to the Pizza Builder Setup screen.	Quick button to the Forced Modifiers editor screen.	Quick button to the Menu Item Auto Prices screen.	Quick button to the Menu Recipe Editor screen.

Menu Item Editor	
Description: This screen allows you to edit the menu item 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 holds the number the database has assigned to the menu item.
Item Has Same Attribute As:	This copies the configuration or Attributes of another menu item. This saves time when you have several items that have the same properties.
Menu Item Full Name:	Enter a name for this menu item. The maximum number of characters here is 22.
Secondary Language Name:	Enter a name in the secondary language, which is the equivalent of the Menu Item Full Name.
Menu Category:	Select the category this menu item is assigned to for reporting purposes. Use the icon to the right of the drop-down list to create or edit a menu category while in this screen
Button Picture Name:	Enter a picture for this button. These should be files with the file extension of .bmp and should be no more than 42 x 42 Pixels with a caption and 51 x 103 without a caption. These values can vary, so test the picture before using it in your final menu.
Show Caption:	Choose whether to see the text on the button when in the Order Entry screen when a picture is used.
Large Picture Name:	Enter a picture that to use when the "Details" button 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. Then you can create Sub-Level Items below this Top Level Item. For example, if your restaurant offers several types of soda, create a Top Level Menu Item called "Soda." Under this Top Level Item, 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 the 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 for this button.

Menu Item Editor > Page 1	
Description: This screen allows you to edit the menu item 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:	Enter a default price for the menu item. To make this item open priced, use 1234.56 . A dialog box displays, allowing you to enter the price for this menu item when it is ordered. This is useful for items ordered infrequently.
Dine-In – Delivery Item Price:	Enter prices for individual order types. The price defined is used to charge the customer. If using Auto Pricing, the Auto Price overrides the price used here.
Send To Printer At:	This drop-down menu allows you to select which printer to send this item 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:	Enter the barcode assigned to this menu item. This may be alphanumeric input. Place the cursor in this field and scan the item with the barcode.
Menu Item Available:	This option makes the menu item button selectable in the Order Entry screen. If unchecked, the button will still be visible but will not activate when pressed.
Show Pizza Builder Screen:	This shows the Pizza Builder Screen when this item is selected in Order Entry. When you select this option, a dialog box appears asking you to select a size.
Print Pizza Label:	This prints a pizza label to stick on the pizza box when a menu item is ordered.
Tax 1 Will Apply:	This option applies Tax 1 to this item.
Tax 2 Will Apply:	This option applies Tax 2 to this item.
Tax 3 Will Apply:	This option applies Tax 3 to this item.
Menu Item Can Be Discounted:	This option allows you to specify if this item can be discounted.
This is A Bar Drink Item:	This option indicates that this item is a Bar Drink Item.
Order Item By Weight:	Select this option to sell this menu item by weight. When using this option, a dialog box appears, allowing you to specify a weight when the item is ordered. If a scale is used, the weight appears in the dialog box.

Kitchen Sort Number:	Enter a number to be used when determining in which order to sort the menu items on the kitchen ticket. For example, all Appetizers have the number 1, all Salads have a number 2, and all entrees have a number 3. Use this option in conjunction with the Sort Kitchen Items Automatically On Kitchen Receipt option in Store Settings > Print > Kitchen/Bar.
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Menu Item Editor > Page 2	
Description: This screen allows you to edit the menu item 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:	Enter a description for this menu item.
Print Item To Additional Printers:	Choose additional printers to send this menu item to when the item is printed in the kitchen or bar.
Special Pizza Topping Charges:	This option allows you to choose whether to charge or not charge for the first specified number of toppings. For example, to not charge for the first 4 toppings on this pizza, select No Charge and type "4" in the text field.
Item Delivery Charge:	Enter an amount to charge if this item is ordered for Delivery.
Item Delivery Comp:	Enter the driver's compensation when delivering this item.
Discount Group #:	This field allows the user to assign a menu item to a specific Discount Group. For example, all hamburgers are assigned to group # 1, all fries are assigned to group # 2, and all soft drinks are assigned to group # 3.
Lot Max Qty (Wings or Bagels Bucket)	Enter the maximum quantity of child items that comprise the parent item.
Lot Child (Wings or Bagels Selection Option)	Check this box if this is a child item of the parent item.
Show Qty Input Dialog in Table Service Screen	Check to display the Quantity Input Dialog screen when a child item is selected from the menu item entry screen. This allows the user to choose how many of this child item to use in building the parent item.
Max Qty Input Per Item	Enter the maximum quantity of this child item that is allowed in the total pieces comprising the parent item.
Maximum Price:	This feature allows the user to set a maximum price for the menu item. This allows the price to increase up to the maximum item price when adding modifiers with a cost attached to them.

Min. Recipe Profit %:	This field specifies the minimum profit percentage to make on this item.
Use Modifier Builder Template:	Choose which Modifier Builder Template to use for this menu item. These were created previously in the Modifier Builder Template Setup. This must be selected for the Modifier Builder Template feature to be enabled. To create or edit one, use the icon to the right of the drop-down menu.
Menu Item Type:	This drop-down list specifies if this menu item is prepared food, a soft drink, or bakery pastry. This feature only applies to certain special circumstances for Canada, and is rarely used. Refer to features in Store Settings > Other for more details on this feature.

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			
<p>Description: The purpose of this dialog box is to let you specify your menu item's automatic price adjustment based on the day of the week, and the time of day.</p> <p>Screen Location: Back Office > Setup > Menu Setup > Menu Item Auto Prices</p>			
<p>This filters the menu items list by group.</p>	<p>This shows the menu items currently available.</p>	<p>This adds a new price schedule for this day.</p>	<p>This delete the currently selected price schedule.</p>
<p>This shows hidden menu items.</p>	<p>This drop-down copies a schedule to the schedule currently being worked on.</p>	<p>This includes this day in the next "Add" operation you perform.</p>	<p>This edits the currently selected schedule for this day.</p>

Menu Item Price Editor	
Description: This screen allows you to edit the menu item 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 specifies the time that this price schedule starts.
Price End Time:	This field specifies the time that this price schedule ends.
Price Note:	This field specifies any notes about this schedule.
Item Price:	This field specifies the price to charge for this item during the scheduled time.

Menu Modifiers	
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 cannot be setup to track inventory depletion by sales events.	
Screen Location: Back Office > Setup > Menu Setup > Menu Modifiers	
Search Field:	This field automatically searches while you type a modifier name.
Menu Modifier List:	This is the list of current modifiers.
Menu Modifier:	This field allows you to type in the name of this modifier.
Secondary Language:	Enter the secondary language equivalent of the Menu Modifier field.
Additional Cost:	Enter the cost to add when this modifier is used.
Picture:	Choose a picture to use for this modifier button (42 x 42 pixels).
Show Button Caption:	Choose whether the name for this modifier is shown on the button.
Hide Modifier:	This option allows you to hide the modifier when it is no longer in use.
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 checkbox, the modifier shows up in the Pizza Builder screen. In addition, when you select a Pizza Topping, the software asks which pizza size to assign this modifier to. If you do not want to assign the modifier to a specific pizza, click "Cancel."
Bar Mixer:	Puts this modifier in the Bar Mixing category when in the Modifier screen.
Bar Drink:	This option specifies 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 automatically selects the modifier currently being edited when you enter this screen.
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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 servers 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

<p>This filters the menu items by group.</p>	<p>This is the list of menu items currently available.</p>	<p>This shows the current list of modifiers for this level popup.</p>	<p>This edits the list of modifiers that show on this level popup.</p>
<p>This shows hidden menu items.</p>	<p>This drop-down copies a modifier setup to the modifier setup currently being worked on.</p>	<p>This includes this day in the next "Add" operation you perform.</p>	<p>This delete the list of modifiers for this level popup.</p>

Software Setup

Forced Modifier Editor

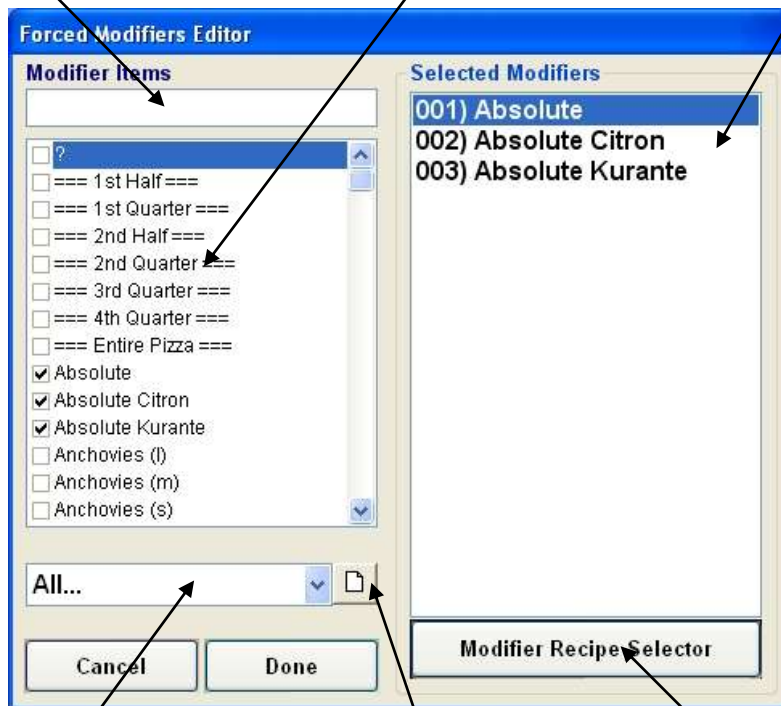
Description: The purpose of this screen is to edit the modifiers that popup for this level.

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

This filters the menu modifiers as you type the name of the modifier you want to add.

This is the list of menu modifiers currently available.

This shows the current list of modifiers for this level popup.



This filters the modifiers by type.

This takes 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 to assign 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 logical sections. You assign inventory items to the inventory groups so that you can review your inventory items in a better and more understandable way.	
Screen Location: Back Office > Setup > Inventory Setup > Inventory Groups	
Inventory Group Name:	Enter a name for this inventory group.
Hide Inventory Group:	This allows you to hide the inventory group when no longer in use.

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:	Enter a name for this inventory location.
Display Sequence Number:	This field allows you to assign a sequence number. This determines the order in which the Inventory Locations are displayed.
Hide Location:	This allows you to hide this Inventory Location when no longer in use.

Inventory Vendor	
Description: This screen lets you maintain a list of your inventory vendors. The inventory vendors can be linked to the inventory items, to show who the preferred vendor is for that particular item.	
Screen Location: Back Office > Setup > Inventory Setup > Inventory Vendors	
Inventory Vendor Name:	Enter a name for this Inventory Vendor.
Hide Inventory Vendor:	This allows you to hide this Inventory Vendor when no longer in use.

Inventory Items	
<p>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 are used in the menu recipe definition. The following is an explanation of each of the fields of this important screen in detail.</p>	
<p>Screen Location: Back Office > Setup > Inventory Setup > Inventory Items</p>	
Inventory Item Name:	This field specifies the inventory item name.
Item Secondary Language:	This field specifies the secondary language name of the inventory item.
Pack Size Description:	Enter the total pack-size in descriptive words for this inventory item. For example, if you have an inventory item called “Case of Bud,” the pack-size may be “Case of 24 Bottles.” Pack Size description is used for descriptive purposes and is not used in the calculation of inventory quantities.
Pack Size Barcode:	Enter the pack-size quantity barcode, either from the box’s UPC or from your own barcode data. Place the cursor in this field and use the scanner to scan the barcode into the field.
Each Item Barcode:	Enter a barcode for each individual item in the pack-size. For example, each bottle of Budweiser in the case also has a barcode that is needed to calculate the inventory totals.
Total Items Per Pack Size:	If you have specified the Each Item Barcode, specify the total items per pack-size in this field. You are telling the computer how many individually packed items there are per each pack-size description. For example, in the “Case of 24 Bottles,” 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 yields for the menu item recipe. For example, if the pack-size quantity is a case of beef weighing 80 lbs. and your recipes call for ounces, 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.



Tech Tip: The most important fields to pay attention to are the recipe units per pack-size and the cost per pack-size. The recipe units per pack-size is used to calculate how many units this inventory item produces 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 are 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, enter 240 recipe units per pack-size. For things like liquids or ground beef that have more than one method of measurement, 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, think about how you would measure the ground beef when cooking the food. Most restaurants use ounces when weighing ground beef, so convert 10 lbs. to 160 oz. and enter that number in the recipe units per pack-size field. Use similar conversions for liquids: if you receive liquor in 750 ml bottles but you serve ounces, how many ounces are in the bottle (25.35)? This is the number you 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 may be reviewed according to the sales activities.

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

This filters the menu items by group.	These are the menu items currently available.	This specifies the inventory items you want to add to this recipe.	This specifies the units of this inventory item to add to this recipe.
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The screenshot shows the 'Menu Recipe Editor' dialog box. On the left is a list of menu items, with '1/2 Liter Pink Wine' selected. The main area is divided into two sections: 'Inventory Item Name' and 'Units Used'. Below this is a table for adding items to the recipe. At the bottom, there are fields for 'Recipe Cost', 'Min. Retail', and 'Current Retail', all showing '\$0.00'. There are also buttons for 'Save', 'Update Price', 'Global Replace Inventory Items', and 'Close'. A checkbox at the bottom left is labeled 'Show All Menu Items'.

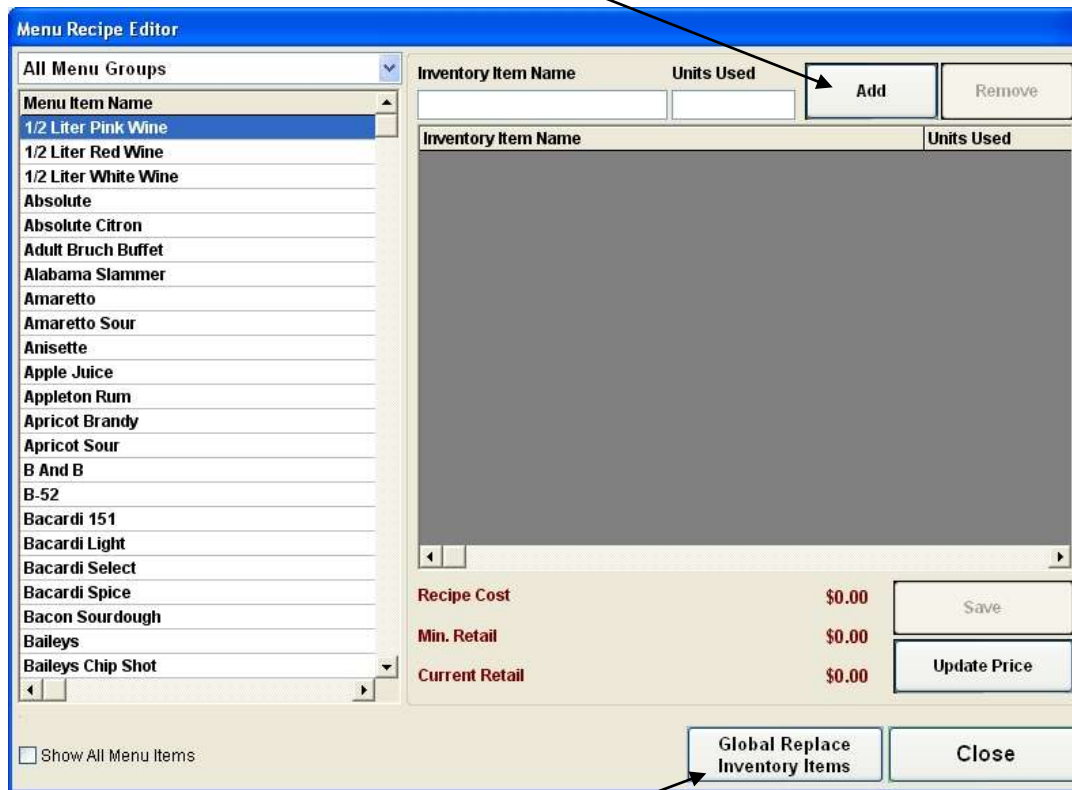
This is the recipe for the currently selected menu item.	This information is about the recipe cost of the menu item.	This will Save this recipe for the currently selected menu item.	This will update the Current Retail to match the Min. Retail.
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Menu 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 may be reviewed according to the sales activities.

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

This adds the inventory item and 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 replace your recipe inventory items that you no longer use with new items that you now 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.

Global Replace Inventory Items

Original Inventory Item

- 10.5 lacey bear
- 1000 Island
- 12 miss powder puff
- 12 oz New York
- 13 penny & purse bear
- 15 dozen Eggs
- 2 in 1 sponce/flower vase
- 4 tier buffet stand
- 5 oz Ball Tip

New Inventory Item

- 10.5 lacey bear
- 1000 Island
- 12 miss powder puff
- 12 oz New York
- 13 penny & purse bear
- 15 dozen Eggs
- 2 in 1 sponce/flower vase
- 4 tier buffet stand
- 5 oz Ball Tip

Cancel OK

This is the inventory item you use to replace the previous inventory item.

Menu Recipe Editor (Modifiers)

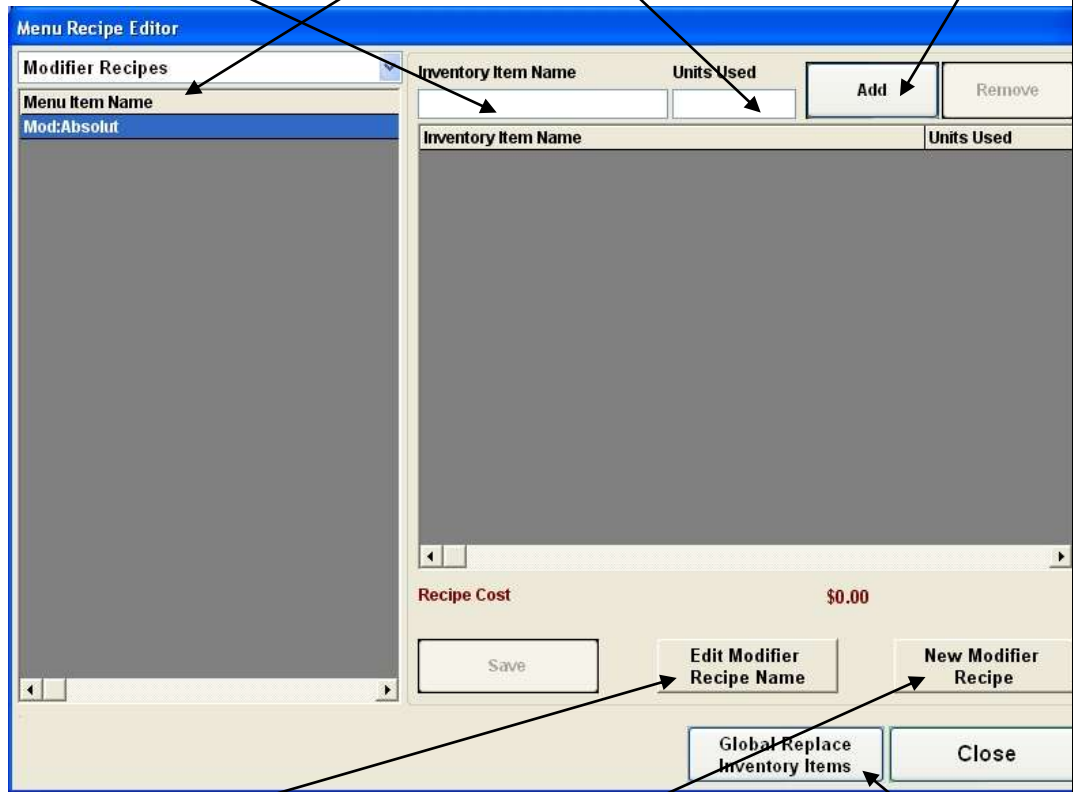
Description: The purpose of this screen is to let you configure your menu modifier recipe so that your estimated inventory usage may be reviewed according to the sales activities. To get to this screen you will need to drop the list down in the top left corner and select **“Modifier Recipes.”**

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

This field specifies the inventory item used in this recipe.

This field specifies the inventory item units used in this recipe.

This adds the inventory item and the units used to the recipe.



This button changes the name of the recipe.

This button creates a new recipe. A new recipe should be created for every modifier you have. To avoid conflicts with other menu items in the system, you should create names such as “Mod:Absolut.”

This takes you to the Global Replace Inventory Items screen.

Software Setup

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 searches for the modifier as you type.	These are the modifiers currently available.	This field searches for the modifier recipe as you type.
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The screenshot shows the 'Modifier Recipe Selector' window. On the left is a list of 'Menu Modifier' items, including '1st Half', '1st Quarter', '2nd Half', '2nd Quarter', '3rd Quarter', '4th Quarter', 'Entire Pizza', and 'Absolute'. The 'Absolute' modifier is currently selected. On the right is a 'Modifier Recipe Editor' section with a search field and a list of modifier recipes, currently showing 'Mod:Absolute'. At the bottom of the window are three buttons: 'Save', 'Cancel', and 'Done'. Arrows from the text above point to the search fields and the modifier list.

This 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 use in your inventory.	
Screen Location: Back Office > Setup > Inventory Setup > Inventory UOM	
UOM Name:	Enter the Unit of Measure name.
Recipe Units:	This field specifies the actual units in this unit of measure. For example, there are 16 oz. (Recipe Units) in a Pound (UOM Name).
Hide UOM:	This hides this UOM.



Tech Tip: This screen does not calculate anything. It is created only for reference.

Part 3

Software Operation

Chapter 6

Opening Procedures

Time Cards

Before starting your day, you may want to check a few things about your employment. You also want to clock in, start your staff bank, and perhaps have a pager assigned to you. This section covers many of the things you do when you first come to work.

Clocking In

The first thing to do before anything else is clock in. If you are a salaried employee, you are able to clock in 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 anytime, check the option **Schedule Not Enforced** in the employees file under the Payroll tab.

You also have the option for to allow your employees a grace period before their scheduled clock in time. This is found in the Advanced Settings section. The option is called **Time Card Clock In Grace Minutes**. Highlight it and click “Edit” to change the value of the setting. This allows employees to clock in before their scheduled time to start their day early. This time is 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 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 and enter your access code. You should have already created an employee file for each employee that works in the restaurant.
2. Click on the “Clock In” button. This displays your clock in time.
 - a. If you have multiple jobs, the system asks what job you are 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 goes away after you Clock In. Use the “Stay” button to keep you in this screen until you are finished with everything you need to do.

Viewing Your Schedule

While in the Time Card screen, you may want to see what your 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 displays 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 displays the report showing your scheduled time for the 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 it was generated, the employee’s scheduled hours including breaks, regular hours, overtime and double time hours, and the total hours worked.

Earnings Report

While 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 on the “Earning Report” button. This displays the report with the current information for this pay period.
2. Either print the report on the receipt printer or click “OK” to exit the screen.

Information on this report includes the employee’s name, salary type, title, date 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, a pager assigned to you. Two types of pagers can be used. If you are a regular employee, an alphanumeric pager is used. If you are a manager, you need an alphanumeric pager that supports text so that you can receive updates on sales information. The pager assigned to the manager has a special number. This number is specified in the option **Manager Alert Pager Number**. This option is found in Store Settings > Other.

There is also security that can be set to allow only authorized employees to assign pagers. This setting is called **Staff Paging Register Pager Security Level**. It 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 displays the Staff Paging screen. Here you assign pagers as well as send pages to the manager or other employees.
2. Click “Register Pager.” This displays a keypad where you can enter the pager number.
3. Enter the number of the pager you wish to use. This sends a test page to verify that the pager is operational.

Starting Your Bank

Starting Staff Bank

There are two options in Aldelo For Restaurants for managing settlement transactions: Cash Drawer and Staff Bank. Staff Bank is used when employees take care of their own money and a cash drawer is not assigned to them. It is often considered as their own personal cash drawer without the physical hardware. Money pouches are often used to carry the cash and change. The one limitation employees encounter when using Staff Bank is that they may not also be a cashier. Only one option may be used at any time.

To enable staff banking, two required options need to be checked.

1. Check the **Enable Staff Banking** checkbox located in Store Settings > Revenue > Cashier.
2. **Use Staff Bank** must be enabled for every employee using it. This is located in Back Office > Setup > Employee Setup > Employee Files > [Any Employee] > Payroll.

Once Staff Bank is enabled for an employee, a “Start Staff Bank” button appears on 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 always starts the staff bank with a start amount of \$0.00.



Tech Tip: You can also use the registry setting “Staff Cash Drawer User Serial Port” to allow an employee’s Staff Bank to use the local Serial Cash Drawer. This works well for allowing two cash drawers on one system.

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 must tell the system a cash tray is 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 must 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.
3. Navigate to and click on Cash Trays.
4. Enter the name of the cash tray. This name can be anything you wish. 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 displays a keypad. 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. Click on the cash tray you want to assign to yourself. This displays the Money Count screen where you will enter the start amount of the drawer.
 - a. Twelve denominations are available. These denominations can be changed in Store Settings > Revenue > Other. The feature is called **Custom Currency Denominations**. This feature is used mainly by customers in countries other than the United States.
3. Enter the currency you start with. Make sure this information is correct or your drawer will show a discrepancy at the end of the shift.
4. Click “Finish.” This will prompt you if you are finished with your money count.
- 5.
6. When asked if you are finished with the money count, click “Yes” or “No.”

Money Count Screen

These are the denominations available.

These are the checks and Room Charges (if available) received.

These are the credit card charges 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 goes from one field to the next.

This closes the cash drawer and assumes the money in the drawer is correct.

This is a quick way to enter the amount counted without entering each denomination separately.

This saves checks and charges 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 can help you accomplish the task. This is usually handled by the hostess, but can be handled by any employee with access to the hostess features.

The hostess features work when the **Use Hostess Features option** is enabled. This is located in the Back Office > Setup > Employee Setup > Employee Files > Payroll. Once this feature is enabled, three buttons show up in the Table Selection screen: Hostess, Assign Table, and Assign Tab.

To access the reservation system, click on the “Hostess” button in the Table Selection screen. Follow the steps below to access the reservation system.

1. Click the “Dine-In” button in the Main POS screen. This prompts you for your access code.
2. Enter your access code.
3. Click on the “Hostess” button.
4. The default tab is the reservation tab.
 - a. The reservation tab can be disabled (if not be used in your restaurant) by enabling the option **Disable Reservation Feature**. This option is found in Store Settings > Services > Dine-In > Hostess / Paging Setup > Reservation.

Creating A Reservation

To create a new reservation, follow the steps below. This assumes you are in the Hostess screen.

1. While in the “Reservation” tab, click on “New.” This displays the new reservation screen where you enter the reservation information.
2. If you already have the customer information stored in your database, ask for the customer phone number. If the customer is not in the database, enter the name manually in the “Party” field. If the customer is found, the “Party” field is automatically populated.
3. Click on the “Adults” button to enter how many adults are in the party. Repeat this for the children, highchairs, and wheelchair fields.
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 displays the “Select Reservation Time and Table” screen.
6. Click on the date button at the top of the screen to display the date picker screen.
7. Choose the reservation date.
8. Select the time of the reservation in one of the two time columns. The left is AM and the right is PM. 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 the table is not available, it is either yellow, green, or blue. If available, it is 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 in the reservations tab.

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

If a reservation must be changed after it has been marked as Checked In, Walk Out, No Show, or Cancelled, double-click it and select the “Make Active” checkbox. To show the reservations that have been marked with the various statuses, 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 being viewed.
- A “Today” button to change to the current day quickly.
- A print option to print the reservation list being viewed.
- Navigation arrows to scroll up and down in the list when no keyboard is present.

Checking In A Reservation

When a customer arrives for their reservation, you must check the customer in. Simply highlight the reservation and click “Check In.” If the customer arrives a bit early and must wait until their table is ready, you can assign them a pager to notify them when the table is ready.

Waiting List

To keep track of customers waiting to be seated, use the waiting list feature. This feature is included in the hostess features, along with reservations and paging. The waiting list works similarly to the reservation window.

To disable the waiting list feature, enable the option called **Disable Waiting List Feature**. This option is found in Store Settings > Services > Dine-In > Hostess / Paging Setup > Waiting List.

Add A Customer to the Waiting List

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

1. From the “Waiting List” tab, click on “New.” This displays the new waiting list entry screen where you enter the customer information.
2. If you already have the customer information stored in your database, ask for the customer phone number. If the customer is not in the database, enter the name in the “Party” field manually. If the customer is found, the “Party” field populates automatically.
3. Click on the “Adults” button to enter the number of adults in the party. Repeat this for the children, highchairs, and wheelchair fields.
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 in use. A test page is sent to the pager to ensure that it is operating correctly.
6. Click “Done.”

Check In the Customer

When a table matches the customer specifications, the system recommends the table. This displays in the “Elapsed” field of the Waiting List screen. The recommended table displays 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 change to the current day quickly.
- A print option to print the reservation list being viewed.
- Navigation arrows to scroll up and down the in list when no keyboard is present.

Assigning a Table

The hostess has the option to assign a table to an employee manually. These features are not available unless the employee has access to the hostess features. When a hostess assigns a table, the employee being assigned the table must 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 displays the screen with a list of employees that have the **Is A Server** option checked in their employee file, and are currently clocked in.
2. Highlight the employee you wish to assign the table to and click “Select.”
3. Click the table number you wish to assign to the employee.
4. Enter the number of guests. This assigns the table to the employee.

Chapter 8

Dine-In Orders

Order Entry

Dine-In orders are orders associated with a table. If you wish to call it something other than “Dine-In,” you can change this by using the feature called **Alias Name**. This is found in Store Setting > Services > Dine-In.

To create a new order, follow the steps below.

1. Click the “Dine-In” button on the Main POS screen. You are prompted for your access code.
 - a. The only time you are not be prompted for your access code is if you enable the option called **Auto recognize this station’s cashier as the default employee without login**. This option is located in Station Settings > Cashier.
2. Enter your access code. This displays the Table Selection screen.
 - a. To skip the table selection screen and go directly into the order entry screen, 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 to see. This displays all tables for this group.
 - a. If you only want employees to see tables assigned to them, use the table assignment feature. This is different from the hostess feature as 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 displays a keypad asking how many guests are in the party.
 - a. If there is already a ticket on this table you, a screen displays the open ticket(s). Click on the ticket you wish to work with.
5. Enter the number of guests and click “Enter.” This displays 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 in the Order Entry screen, you 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. Menu groups are located on the left side and the menu items on the right. As you click on each menu group, the menu items 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 send the order to the kitchen.

Dine In Orders

Money Count Screen

These are the Menu Groups.

These are the Menu Items.

These are action buttons to change various properties of the order.

Here you can change the seat you are currently ordering items for.

The screenshot shows the 'Money Count Screen' in the Aldelo For Restaurants Pro Edition software. The interface is divided into several sections:

- Menu Grid:** A grid of menu items categorized into groups like Appetizers, Sides, Sandwiches, Burgers, Entrees, Pastas, Pizza, Desserts, Beverages, Bar, Chicken Tenders, Lemon Pep. Shrimp, Cajun Shrimp, and Stuff Jalapeno. The 'Potato Skins' item is highlighted in green.
- Order Details:** Located on the right side, it shows 'Server: Oscar', 'Station: 1', 'Order #: 1', 'Dine In Table: 1', 'Guests: 2', and '1 Potato Skins 5.95'. Below this is a ticket information section: '>> Ticket #: 1 <<', '12/30/2005 8:52:44 AM'.
- Payment Summary:** A table on the right shows 'Sub Total 5.95', 'Tax 0.45', and 'Amount Due \$6.40'. There are green up and down arrows next to the tax and amount due.
- Action Buttons:** A row of buttons at the bottom includes 'Cancel', 'Modifiers', 'Void', 'Re-Order', 'Hold', 'Split', 'Combine', 'Misc', 'Cash Tender', 'Settle', 'Half', 'Details', 'Quantity', 'Discounts', 'Surcharge', 'Credit', 'Chain', and 'Done'.
- Status Bar:** At the very bottom, it displays '12/30/2005 9:55:49 AM', 'Station 1', 'Cash Tray 1', and 'Cashier Oscar 0'.

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 shows all ticket activity.

Adding Items

Once in the Order Entry screen and you want to add items to the ticket, just click on the menu group where the item is located, then on the item you wish to order. The item is added to the 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 shows all the menu items for this group.
2. Click on the Menu Item you wish to add to the ticket.
 - a. If the menu item has Forced Modifiers or a Modifier Builder Template assigned to it, these 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 is sent unless you delay it again. This button is called “No Kitchen / Bar” and is found on the Order Entry screen > Misc.
4. (Optional) If you want to settle the order right away, use the settlement functions to do so.
 - a. The “Cash Tender” button assumes the customer is paying with cash and displays a screen allowing you to enter the amount tendered.
 - b. The “Settle” button is used for all forms of payment and should be used when cash is not the form of payment.
5. (Optional) To save this ticket and start another ticket for this table, use the “Chain” button. This button sends the current order to the kitchen and starts a new order for this table. This is useful if the customers have decided to have separate checks among themselves.

Voiding Items

When 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 on the Order Entry screen below the menu items. There is security on this function and it may only be used by authorized employees. There is one exception to this rule: if the order has not yet been sent to the kitchen, you may void the item without 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 have a menu item ordered and are in the Order Entry screen.

1. Click on the “Void” button in the Order Entry screen.
2. Highlight the item you wish to void.
 - a. If the item has been sent to the kitchen, you will see a [*] next to the item name.
 - b. You may also reduce the number items if there is more than one on the same line. Use the “Reduce” button to do this.
 - c. 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 may be embarrassing 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 have ordered items.

1. Click on the “Re-Order” button. This displays a list of items that have been ordered previously for this ticket.
2. Select the item that the customer would like to re-order.
 - a. Re-order as many items as necessary and Click “Done.” This is useful for things like beer, which usually come in rounds.
3. When finished, click the “Done” button on the Order Entry screen.

Holding Items

If you need to delay sending the food to the kitchen, use the hold function. 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 an 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 displays 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 yet been sent to the kitchen.
 - a. If you wish to hold the entire order, click the “Select All” button.
4. Click method you wish to use. There are three options:
 - a. Hold Until Notified holds the order or items until you remove the hold status.
 - b. Hold Time allows 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 allows 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 prints a chit in the kitchen with the items and a “Hold” status.
 - i. If you do not want a ticket to print to the kitchen, use the feature called **Enable Delayed Send Order Feature**. This is found in Store Settings > Print > Kitchen / Bar.

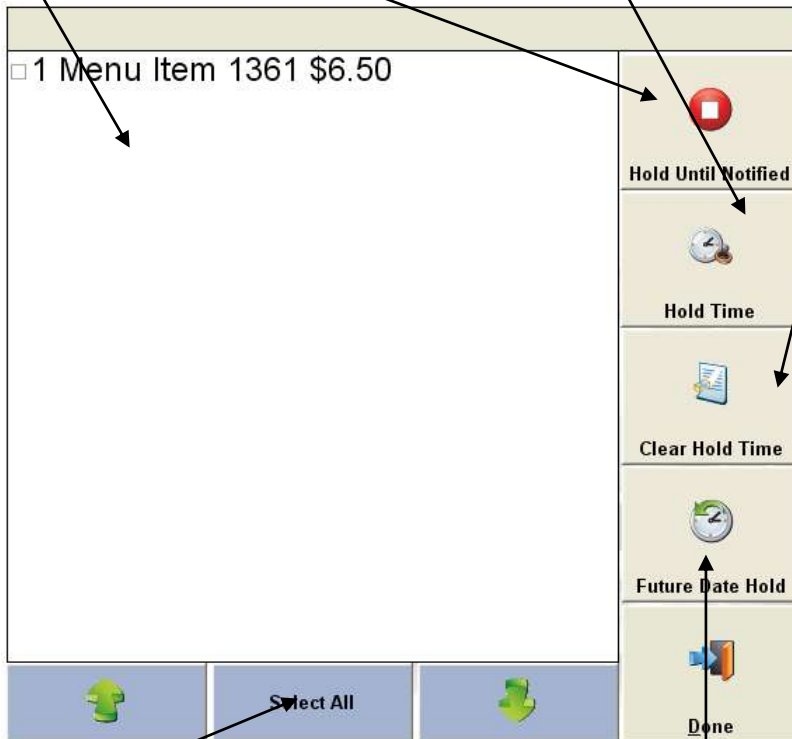
Hold Screen

These are the items you can hold.

Use this to hold until you remove the hold status.

Use this to hold for a specified amount of time.

Use this to clear the hold time on selected items.



Use this to select all the items or click it again to unselect all the items.

Use this to hold until a future date. This button shows the "Date" button in the Hold Time Screen.

Dine In Orders

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.

Order Time		Hold Until Time	
12/30/2005 11:52:12 AM			
5 Minutes	10 Minutes	15 Minutes	
20 Minutes	25 Minutes	30 Minutes	
35 Minutes	40 Minutes	45 Minutes	
50 Minutes	55 Minutes	60 Minutes	
Hour	Hour	Minute	Minute
		Date	
Cancel	Clear Hold Time	Accept	

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 is sent to the kitchen with a fire command. The second way is if the item or order has the hold status removed manually.

To remove the hold status from the order manually, 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.
2. Highlight the item(s) you wish to remove the hold status from.
3. Click the “Clear Hold Time” button. This removes 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 customer’s 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 after items have already been ordered, you can still split the items into separate checks by using the “Split” button in the Order Entry screen.

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

1. Click the “Split” button on the Order Entry screen.
2. Enter the number of **additional checks** to create by clicking the “Add” button. This is the number of checks you wish to create in addition to the check you already have open. For example, if you wish to create two additional checks, click the “Add” button twice.
3. Select the items to remove from the original check by clicking on them. Multiple items may be selected.
4. Click on one of the blank checks. The items are removed from the original check and added to the blank check.
 - a. If you make a mistake, click the “Cancel” button 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 to split from the main check. The remaining items are left on the original check.
7. Click “Finish.” This displays the window allowing you to select which checks to print.
8. Highlight the checks to print and click “Print Selected,” or select “Print All” or “Print None.”

Combine Orders

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

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

1. Click “Combine” on the Order Entry screen.
2. Select the order you wish to combine with the original order that is open in Order Entry. The order displays, allowing you to review it before accepting it.
3. Click “Accept.” The order is combined with the current order.
4. If you have another order to combine, repeat steps two and three.
5. Click “Done” when you are finished combining all the orders.

Ordering a Half

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

Item Details

Before ordering an item, the customer may want to see what the item looks like, or a description of the item ingredients and what comes with it. Do this by clicking on the “Details” button before you click on the menu item. This displays a screen that shows a picture of the menu item and a description. There are also options to print the description and to order the item. The “Add” button orders the item.

Ordering Multiple Quantity

You may want to order more than one of a particular item. Instead of clicking on the menu item button as many times as needed, click on the “Quantity” button and specify the number of items to order at once. This adds a line to the ticket that indicates the item along with the number specified.

Applying Discounts

Discounts are a big part of a restaurant operation. Specials are going on at various times, customers may have a coupon, managers may give out discounts to frequent customers, and employees may have special pricing on food from the restaurant. All these scenarios are covered by discounts. Discounts may be applied either to the entire order or to individual items on the order. More than one discount may be applied to the order. Items can only be discounted once and cannot have multiple discounts applied. You may however, have five items on a check and discount two of them as well as discount the entire order. This applies the order discount to the remaining items that have not had an item discount applied to them.

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

1. Click on the “Discounts” button in the Order Entry screen. This displays a screen that allows you to choose the type of discount to use. There are three options: Discount Order, Discount Item, and Cash Discount.
 - a. Discount Order applies the selected discount to any item in the order that does not already have a discount applied.
 - b. Discount Item applies the selected discount to the selected item. You cannot apply more than one discount to an item.
 - c. Cash Discount allows you to specify the discount amount manually. You may have a Cash Discount and an Order Discount on the same check.

2. Click on the desired discount type. If you choose Discount Order, you are taken directly to the discounts screen. If you choose Discount Item, you must select which item to apply the discount to. If you choose Cash Discount, you must specify the amount of the discount.
3. Click “Done.”

Applying Surcharges

Surcharges must sometimes be applied for various reasons and can be for anything you deem necessary. Surcharges can be a percentage or dollar amount, and may be waived if a check is over a certain amount. Surcharges can be automatically applied to specific order types. If taxes apply to surcharges, select the **Apply Tax on Surcharge** checkbox located in Store Settings > Taxes > [Any Tax].

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

1. Click on “Surcharges.”
2. Select the surcharge to add to the check. You may only apply one surcharge to an order.
3. Click “Done.”

Applying Credits

There are two ways to generate a credit in Aldelo For Restaurants: the credit may be earned by participating in the frequent diner program or the credit may be issued manually.

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

1. Click on the “Credit” button in the Order Entry screen.
2. Choose the search method for the customer. There are five search methods.
 - 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 customer name, a list of customers names displays that match along with the phone numbers so you can pick the right one.
 - e. Delivery Address – This method searches by the customer’s street address.
3. Provide the information to search for the customer. Once found, a screen appears 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 is kept for later use.
5. Click “Done” in the Order Entry screen to save the credit to the order.

Changing the Order 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 button is located above the menu items and to the right of the menu groups.
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

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

1. Click the “Customer Name” button.
2. On the on-screen keyboard, enter the customer’s name and click “Finish.”
3. Click “Done” in the Order Entry screen to save the customer name to the check.

Changing the Number of Guests on the Check

Use the “Guests” button to change the number of guests on the check due. The button is located above the menu items in the Order Entry screen.

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

1. Click the “Guests” button on the Order Entry screen.
2. Enter the number of guests using the keypad that displays and click “Enter.”
3. Click “Done” on the Order Entry screen to save the new number of guests to the check.

Changing the Table Number of the Check

Sometimes customers may ask to move to another table. This can be done using the “Table” button on the Order Entry screen. The button is located above 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.
2. Select the table you wish to move this check to.
3. Click “Done” on 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 switch between them quickly, use the “Checks” button on the Order Entry screen.

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 to display the Check Selector screen where you can see your checks and choose the one desired.
2. Highlight the check you wish to change to and click “Edit.”
3. (Optional) If you only want to look at the checks and do not want to choose one, click “Done.”

Changing Seat Numbers in Order Entry

To assign seats to the items ordered, you can do so by using the seat icons as well as the seat indicator field. Assigning seats to the order helps the server to remember which item goes to which customer and also allows for more advanced features such as grouping the items on the guest check by seat number for easier viewing. Several features are associated with the seats function.

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 working with.
2. Click on the seat icon with a minus sign next to it to decrease the seat number you are 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

On the Order Entry screen, the “Misc” button is used to reach 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

Only employees with a high enough security clearance can change the price of an item. To use the feature, click the “Change Price” button. A keypad appears and prompts you to enter a manager's access code. Enter an access code with a high enough security clearance to display the Change Price window. Select the items to display 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 assigns ordered items to certain seats. Click on the “Assign Seats” button inside the MISC window. The Assign Seats window appears with the menu items. Click the item you want to assign to a seat to display the Seat Assignment window. Here you may choose the seat that you want to assign that item to. Once you have selected the seat, you are returned to the Assign Seats window where you either can pick more items or you can click “Done” to finish with assigning seats.

Clear Order

This feature lets you clear all of the ordered items, as long as the order has not already been sent. Click on the “Clear Order” button in the MISC window. A confirmation window appears, allowing you to verify the action.

No Sale

This opens 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 allows you to change the server assigned to an order. Click the “Change Server” button in the Misc window. The Enter New Server Access Code keypad appears. Enter the access code of the employee taking over this order. Click “Enter” to complete the change.

Gratuity

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

1. If you select “Percent” as the gratuity type, the Enter Gratuity Percent keypad appears. Enter the percent and click “Enter” to apply the gratuity to the order.
2. If you select “Amount” as the gratuity type, the Enter Cash Gratuity Amount keypad appears. Enter the amount and click “Enter” to apply the gratuity to the order.
3. If you select “Difference” as the gratuity type, the Total Tendered keypad appears. Enter the total amount tendered and click “Enter.” This makes 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, Customer Name, or Delivery Address. This links the order you are creating to the customer's account. Click on the "Cust. Lookup" button in the Misc window to bring up the Customer Lookup Type screen. In this popup window, there are five buttons: "Phone," "Account Code," "MSR Card," "Customer Name," and "Delivery Address."

To use the Phone search method, enter the customer phone number and click "Enter" on the keypad.

If using the Account Code search method, after you have clicked the Account Code button, enter the account code in the on-screen keyboard and click "Finish."

If using the MSR Card search method, after you have clicked the MSR Card button, swipe the magnetic card through the magnetic card reader. This displays the account specified for this card.

If using the Customer Name search method, after you have clicked the "Customer Name" button, enter the name of the customer and click the "Finish" button. After you have completed this, the system displays another popup window with a list of all the names that match the name you entered. Choose the customer's account to bring up the Review Customer Information screen. If the information is correct, click "Done."

If using the Delivery Address search method, after you have clicked the "Delivery Address" button, enter the street address of the customer and click the "Finish" button.

Any time you type in a phone number and there is no customer with that number, you must create the customer file before you can continue.

Recall Order

This feature is the same as the Recall button in the Main POS screen. It displays 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 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 the fields, enter the total weight of the menu item. This calculates the price of the order and displays it on-screen.

Retail Screen

This feature allows you to order items by scanning their barcodes. Click on the "Retail Screen" button in the Misc window to display the Retail screen. Scan the barcode to order the item. If the item has any forced modifiers, the system allows you to select them. 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, or order by quantity by clicking 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 exempt tax from the current order. Click on the “Tax Exempt” button to bring up the confirmation screen. Click on the “Yes” button to make the order tax exempt. To remove a tax exemption from an order, click the “Tax Exempt” button again. The system asks if you want to remove the Tax Exemption. Click “Yes” to remove the tax exemption.

No Kitchen / Bar

This feature allows you to specify if you want this order 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. To suppress the print to the kitchen / bar the next time you recall this order, you must perform this action again.

To Secondary Language

This feature changes the menu item text to the secondary language. Employees that read two languages can use this feature to remember the names of particular menu items they are not familiar with 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 pops up and prompts 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 removes 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 must be sent to the kitchen and presented to the cooks and the servers in a meaningful way. This helps prevent mistakes. There are several ways to work with modifiers in Aldelo For Restaurants: 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 ten tacos and you want to modify only three of them, you can highlight the ten tacos and click Split Qty to tell the system you would like to split three off the main group. It now shows seven tacos and, under that, three tacos.

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

1. Click on the “Modifiers” button in the Order Entry screen. This displays the Modifier screen where you can manipulate modifiers for each menu item.
2. Select the menu item to work with from the top right corner of the screen. Use the arrow keys to navigate through the menu items.
 - a. The modifiers currently assigned to the menu item are shown in the space above the menu items window.
3. Select the modifier type you wish to work with. These are the buttons below the menu items window. There are eight modifier types.
 - a. No
 - b. Light
 - c. Extra
 - d. Add
 - e. Exchange
 - f. Half
 - g. Toppings
 - h. Bar Mixing
 - i. There is also a 9th “All” button that displays all modifiers at once.
 - 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 ignores the modifier type and displays modifier names that begin with the selected letter.
5. Select the modifiers to add to this menu item. Modifiers already selected are green and can be deselected if desired (as long as the item has not yet been sent to the kitchen).
 - a. To change the price of the modifier before adding it to the menu item, click the “Change Modifier Price” button **before** clicking the modifier.
 - b. To double or triple a modifier, use the “2x” and “3x” buttons **before** clicking the modifier.
 - c. Use the “Note” button to add a Note to the menu item.
6. When you have selected all the necessary modifiers, click “Done.”

Manual Modifiers

In the Modifiers screen, you can also create new modifiers on the fly. Use the “Manual Entry” button to accomplish this.

To create a new modifier while in the modifiers screen, follow the steps below. These steps assume items have been ordered but not yet been sent to the kitchen.

1. Click the “Manual Entry” button.
2. Highlight the menu item you wish 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, use the Forced Modifier system of Aldelo For Restaurants.

To use the Forced Modifier system, you must first 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 are ordering and are in the Order Entry screen.

1. Select a menu item that has forced modifiers created for it. This displays the first level popup of forced modifiers.
2. Select a modifier from the first level. This displays the second level of forced modifiers.
3. Repeat until there are no more levels, or when the seventh level is 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 is 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 accomplish the work of forced modifiers, as well as create a flexible way of presenting the modifiers to the user. Templates also cut down on the amount of work necessary during setup because a template can be assigned to more than one menu item. To use the Forced Modifier system, you must first set up 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 are ordering and are in the Order Entry screen.

1. Click on the menu item that has a modifier builder template assigned to it. This displays the modifier builder template screen.
2. Click the group you wish to work with for this menu item. Only the groups defined for the template assigned to this menu item are shown.
3. Select the modifier type you wish to work with. These are the tan / light orange buttons above the actual modifiers.
 - a. To select a certain type by default, set it 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. To limit users to select only X modifiers, set this up in the builder template category.
 - b. To force users to select at least X modifiers, set this up in the builder template category.
 - c. To change the price of a modifier, click the “Change Modifier Price” button **before** selecting 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 deselect 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 must also be flexible in the way they are ordered. With the pizza builder screen, creating a custom pizza is simple. Toppings can be divided among halves, thirds, or quarters. Crusts may be selected as well as how to charge topping prices. Many features affect the pizza builder screen. Some of these features are:

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

In order to use the Pizza Builder screen, you must first setup the pizza 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 to display the pizza builder screen.
2. Click the type of crust for this pizza (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 areas on the right side of the screen labeled, Entire Pizza, Half, Third, and Quarter. Once you have clicked in the area, the selected area turns white to indicate it is the currently active portion.
4. Click on the toppings you to add to this pizza.
5. Repeat steps 3 & 4 for each side of the pizza, if necessary.
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

To use the Bar Tab functions in Aldelo For Restaurants, you must configure the station as a bar station instead of a server station used to service tables. These settings are found in the Back Office under Station Settings > Other Options. A couple of features 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.**

Enable the feature **Enable Bar Tab Services For This Station**. This shows the bar tab screen, allowing you to create orders based on a customer's name instead of a table number. Bar Tabs are 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.
2. Enter your access code. On the Dine In Type screen, select either a Table or Bar Tab order.
 - a. If you want this station to create bar orders exclusively, select the option **Skip Table/Bar Tab Selection for Dine-In**.
3. Click Bar Tab. This displays the screen where you can see all your current bar tabs as well as create new bar tabs.
 - a. If you want change the "Bar Tab" caption on the button to something different, edit the **Bar Tab Caption** option.
4. Enter a name for this bar tab. You can also use the button with the two people to enter information about the customer when the name is not known.
5. Click "Finish."

The guest check shows 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 serving customers and making drinks for other servers' orders. The POS system is potentially the weakest link in the process if not setup properly. Several options in Aldelo For Restaurants makes ordering items and editing orders very fast. These settings can be found in the Back Office under Station Settings > [Other Options, Cashier, or Quick Service tabs].

These features include:

1. **Auto recognize this station's cashier as the default employee without login.**
 - a. Use this feature for bartenders working alone. You can also use this feature to speed up operations with two people working out of the same cash drawer, however you lose the ability to track which employee is responsible for cash discrepancies.
2. **Change Due Screen Time Out Seconds.**
 - a. Use this feature to set the number of seconds the change due screen shows. This eliminates the need to click on the "Done" button after giving the customer change.
3. **Stay in Order Entry Escreen After Order is Finished.**
 - a. Use this feature to remain in the order entry screen. This is useful if you do not run bar tabs often and just need to quickly process transactions from customers coming up to the bar.
4. **Bar Tab Use Quick Service Order Screen.**
 - a. This feature changes the look of the Order Entry screen and puts more options directly on the Order Entry screen. The screen also has quick cash buttons for processing cash transactions quickly.
5. **Quick Service Screen Auto Log Out Seconds.**
 - a. Use this feature to automatically log out an employee when finished with an order. The system returns to the order entry screen automatically using the **Stay in order entry screen after order is finished** option. This allows the next employee to enter his or her access code and immediately start the next order.
 - b. MSR cards are recommended with this feature so the employee can swipe a card rather than enter a number.
 - c. This feature cannot be used with the **Auto recognize this station's 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 orders, a customer phone number is associated with the customer record so the order can be tracked in case of a no show, or to track the customer’s order history.

Several features can affect the way Take Out orders behave. Some of these features are:

1. **Require Phone # For Take Out.**
 - a. This feature requires a phone number to be entered before an order can be placed.
 - i. To require the system to check the format of the phone number, use the **Enforce Exact Telephone Number Digits** feature. This forces 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 shows additional options for looking up customer information when creating a new Take Out order. These options include:
 - 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 disables the prompt to search for a customer. A phone number is not required. The user is taken directly to the order entry screen.
4. **New Customer Take Out On Hold**
 - a. This feature places the order on hold until the hold is manually removed 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 displays either a keypad or a search method, depending on whether the **Take Out / Delivery Show Search Type** feature is enabled.
2. Enter the phone number or choose the search type and enter information for the customer. This displays the Customer Information screen.
3. Enter the customer information on this screen.
 - a. If this customer is already in the system, the information is populated automatically. If the customer has previous orders, you are able to view those orders by clicking 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, use the drive-thru features of Aldelo For Restaurants. There are many unique functions for drive-thru establishments, especially regarding timing and order handling. Several features can affect the way drive-thru orders behave. Some of these features are:

1. **Disable Drive-Thru Timing Feature**
 - a. This completely disables 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. In this case, change the **Alias Name** of the Drive-Thru order type.
2. **Drive-Thru Orders Use Drive-Thru Stations.**
 - a. This feature allows only stations marked as drive-thru stations to edit or settle drive-thru orders. If the station is not a drive-thru station, the user is prompted to go to a drive-thru station to perform the transaction.
 - b. To make a station a drive-thru station, use the feature **Mark this station as a drive-thru station**. This is found in Station Settings > Other Options.
3. **Mark this station as a drive-thru station.**
 - a. This feature designates this station 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.
2. Enter your access code. This displays the Drive-Thru timing screen.
 - a. This screen only appears 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 marked as complete, the order does not show up in the Drive-Thru timing screen.
3. Click “New Order.” This takes you to the Order Entry screen.

Marking a Drive-Thru Order as Complete

Once settled, the order shows up in the Drive-Thru timing screen. Mark the order as complete only after the customer has received it and driven away. 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 makes deliveries, use the Delivery features of Aldelo For Restaurants. These features automate the assignment of orders to employees for delivery and the tracking of those deliveries. Several features affect how delivery orders behave. Some of these features are:

1. **Show Driver Dispatch Screen**
 - a. This screen shows a list of drivers while another list shows the orders that are ready for delivery. By default, the employee must enter his or her access code, click “Departure”, then select the orders they wish to deliver. With the Driver Dispatch screen enabled, all this is located on one screen.
2. **Enable Driver Money Drop**
 - a. This feature allows an employee to settle all cash orders in one transaction. To use it, settle all credit cards and checks separately before performing the money drop.
3. **Enable Popup Streets**
 - a. This feature enables a screen to popup with a list of streets as a street name is entered in the delivery address field. This list further filters the choices as more of the street name is typed, reducing the list to match what is already entered.
4. **Round Delivery Total To Next Quarter**
 - a. This feature rounds the total of the guest check to the next quarter, making it easier for the driver to carry change.
5. **Delivery Charge**
 - a. The customer is charged this amount for the delivery. The Delivery Charge is assigned in the following order and uses 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 amount is earned by the employee for performing the delivery. The Delivery Comp is assigned in the following order and uses 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 charges the delivery charge and compensation only on the first order in a chain of orders (for example, multiple orders delivered to the same address).

8. **Delivery Charge/Comp Per Menu Item**
 - a. This feature charges the delivery charge and comp based on the value defined at the menu item level.
9. **Delivery Charge Percent Based**
 - a. This feature charges the amount in the delivery charge field as a percent instead of as a dollar amount.
10. **Delivery Comp Percent Based**
 - a. This feature charges the amount in the delivery comp field as a percent instead of as a dollar amount.
11. **Apply Tax on Delivery Charge**
 - a. This applies a tax to a delivery charge.
12. **MapPoint Enabled**
 - a. This enables advanced routing and mapping features for delivery orders. Microsoft MapPoint 2004 must be installed on each station used for delivery orders to make use of this integration.

Creating a Delivery Order

To create a delivery order, follow the steps below.

1. Click on “Delivery” in the Main POS screen.
2. Enter your access code. This displays the keypad for entering the customer phone number or the screen allowing you to choose which search type to use. This option depends on the **Take Out / Delivery Show Search Type** feature setting 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 displays the Customer Information screen.
4. Enter the customer’s information. If the customer is in the database, the fields populate automatically.
 - a. If this customer has previous orders, you can pull up those orders and automatically create a new order based on their order 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 default method requires each driver to enter his access code to assign a delivery order to himself. The other method is by using the driver dispatch screen to show all the drivers and orders, allowing quick assignment. The driver dispatch screen is used when the station is 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 been created.

1. Click on “Driver” in the Main POS screen.
2. Enter your access code. This displays the Driver Tracking screen with the current employees’ names at the top.
3. Click “Departure.” This displays the Driver Departure Order Assignment screen.
4. Highlight the order(s) you are taking 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 print on the guest check only when 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 been created.

1. Click on “Driver” in the Main POS screen. This displays the Driver Dispatch screen.
2. Highlight the name of the driver taking this delivery.
 - a. Only employees who are clocked in and designated as drivers are shown on this screen.
3. Select the orders this driver is taking.
4. Click “Departure.” This assigns 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 may want to use 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 is used to view the driving directions. If more than one system is used for this purpose, a copy of Microsoft MapPoint must be installed on each of 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 are also on the same page.
3. Enter the current fuel cost in your local area. This feature is called **MapPoint Fuel Cost**.
4. Enter the address where the deliveries depart from. This feature is called **MapPoint Home Address**. The format **must be** [Street Address], [City], [State][Zip Code]. **If this information is incorrect, MapPoint will fail to start.**
5. Enable the feature called **Optimize Way Points**. This calculates the fastest route when delivering several orders.
- 6.
7. Enter the number of minutes, on average, that it takes 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 displays on the driving directions.

Using MapPoint Integration

To use 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 wish to assign the order to.
2. Click on the order(s) the driver is taking for delivery.
3. Click "See Map." This displays the Route Planning screen. You can print the directions as well as print a map from this screen.
4. Click "Print Map" or "Print Detail." These will only print to the desktop printer. These will **not** print to a receipt printer.
5. Click "Done."

Viewing Delivery Order Status

Use the Delivery Status screen to keep an eye on the progress of all delivery orders. The screen is accessed from the Main POS screen and is used by managers to keep track of drivers.

Using the Delivery Status screen

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

1. Click on the “Delivery Status” button in the Main POS screen.
2. The following information can be viewed on this screen: the order number, the time the order was created, the address to be delivered to, the driver, the departure time, the time the order came in, and the time it has taken up to this point to deliver the order.
 - a. You may also view the driving directions of a delivery when using the MapPoint Integration.
3. Once an order is delivered, it is removed from this list.

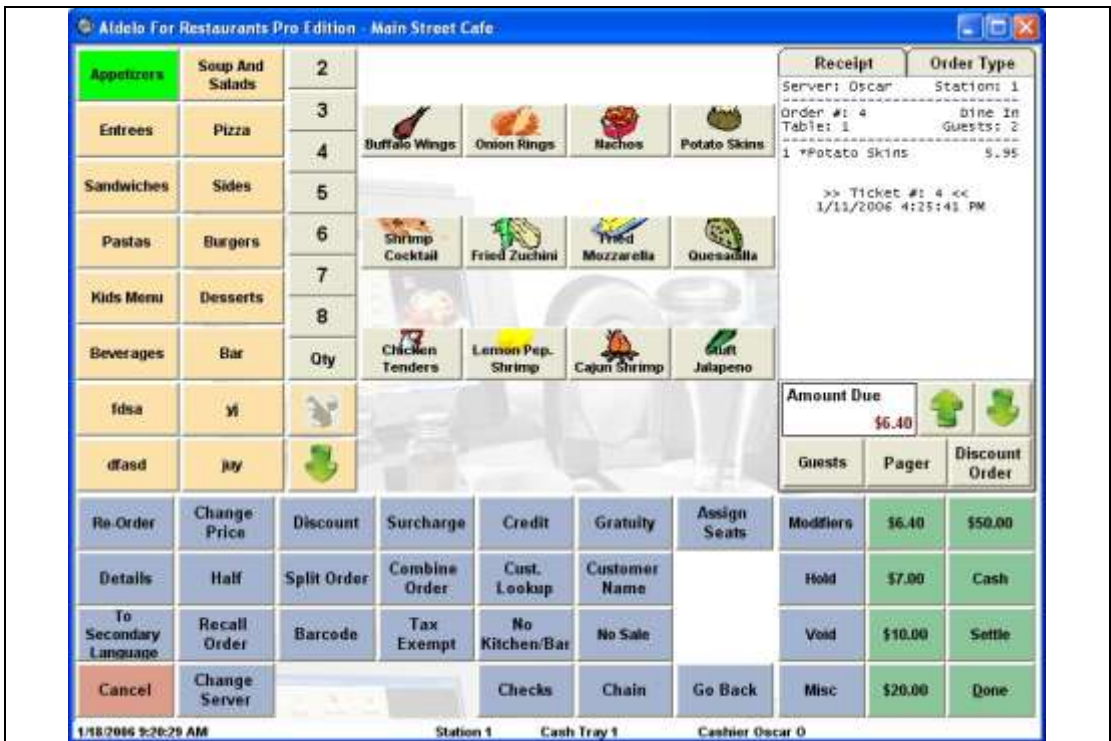
Chapter 14

Quick Service

Using the Quick Service Screen

Many of the operational buttons are displayed in plain view on the Quick Service screen. This eliminates the button click needed to reach these buttons on the normal screen. The modifier builder template is also incorporated onto this screen. When needed, it simply replaces the operational buttons instead of using a popup, which reduces the number of clicks by one.

The Quick Service screen also has an auto-logout feature that automatically logs off a user once they have completed an order. You can also do this manually by clicking the “Change Server” button.



Chapter 15

Recall Procedures

Recall Operations

There are many ways to recall an order so that it can be edited. You may want to recall an order to add more items, change the order type, add more guests, etc. Any time an order must be changed, the recall function is used. Following are several ways to recall an order.

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

The most common methods of recall are the “Recall” button on the Main POS screen and clicking on an occupied table when in the Table Selection screen. This section only covers the “Recall” button on 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” on the Main POS screen.
2. Enter your access code. This displays the Recall Order screen.
3. Select the Order Type to filter by. This reduces the number of orders displayed on the screen at once. It also displays specific order type information.
4. (Optional) To see all employees’ orders, click the “My Orders” button. This toggles the filter **off**, displaying orders created by all employees.
5. (Optional) To see orders that have not yet been settled, click the “Open Orders” button. This toggles the filter **off**, displaying both open orders and settled orders.
6. (Optional) Scan the barcode on the guest check.
 - a. The barcode only prints on the guest check if you have an Epson TM-T88 II/III.
7. (Optional) Click on “Show List” to see all the orders as a list, rather than as buttons.
8. (Optional) Click “Print” to create a hard copy of the order instead of recalling it.
9. Click the order to recall. This displays 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 displays the order entry screen with the orders information.

Batch Transfer

While in the Recall Order Selection screen, you can batch transfer all of your assigned orders to another server. This is useful when ending a shift and you have open orders still assigned to you. Click the “Batch Transfer” button next to the Total Orders Count information. Have the new server enter his or her access code. All orders transfer to the new server automatically.

Chapter 16

Void Procedures

Void Operations

To void an order, use the void features in Aldelo For Restaurants. Only certain employees should have access to the void features. When all employees can void an order, there is temptation to take advantage of the system and give free food to friends or family. There are many ways to void an order in the system. This section covers only the Main POS button “Void.”

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

1. Click the “Void” button on the Main POS screen.
2. Enter your access code. This displays the screen on which you select the order to be voided.
 - a. This screen is almost identical to the recall screen, and is used in the same manner.
3. Select the order to be voided or enter the order number in the Quick Search field.
4. Enter the reason for voiding this order. This displays a screen asking if you want to notify the kitchen or bar about the void operation.
 - a. If you use the same reasons repeatedly, create quick void reasons in Store Settings > Order Entry.
5. Click “Yes” or “No.” This displays a screen asking if this void results in waste or not.
6. Click “Waste” or “No Waste.”
 - a. “Waste” depletes the inventory because the item is thrown away.
 - b. “No Waste” does **not** deplete the inventory because the item was voided before any inventory was used to make the menu item.

Chapter 17

Cashier Operations

No Sale

This function opens the cash drawer. There is a security setting to control which employees can perform this action, as well as a feature to record a picture of the person using a webcam.

Pay Out

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

General Payout

General Payouts are used for situations such as paying for items purchased at a store when an inventory item runs out and must be replaced immediately, or when a vendor wants to be paid cash.

To perform a general payout, follow the steps below.

1. Click the “Payout” button on the Main POS screen.
2. Enter your access code.
3. Select the “General” payout type.
4. Enter the Pay Out To, Amount, and Description information.
5. Click “Finish.”

Wage Advance

Sometimes an employee may need money for an emergency. Use the Wage Advance option in payouts to advance money to employees prior to receiving their normal paycheck.

To perform a wage advance, follow the steps below.

1. Click the “Payout” button on the Main POS screen.
2. Enter your access code.
3. Select the “Wage Advance” payout type.
4. Choose the employee you wish to advance pay to.
5. Enter the Amount and Description of the wage advance.
6. Click “Finish.”

The wage advance is automatically deducted from the employee’s next normal paycheck.

Manager Cash Out

This feature allows the manager to take money out of the cash register without reducing the cashier's 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 contains too much cash.

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

1. Click the "Payout" button on the Main POS screen.
2. Enter your access code.
3. Select the "Manager Cash Out" payout type. This displays a keypad allowing you to enter the amount to be removed from the drawer. Two receipts print with the amount and a space for the manager signature.
4. Have the manager sign both copies. Place one with the cash removed\ and the other inside the cash drawer.
 - a. When counting the cash drawer at the end of the shift, count the cash out receipt as part of the drawer amount.

Issuing Refunds

When performing a refund for any reason, use the refund function of Aldelo For Restaurants.

To perform a refund, follow the steps below.

1. Click the "Refund" button on the Main POS screen.
2. Enter your access code.
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 can issue a credit to the customer's credit card.
5. Click "Finish."

Chapter 18

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 a way of introducing new customers to your restaurant. When a customer purchases a gift card, you know they plan on returning. It may also be an indication that the gift card is intended as a gift to a friend the customer wishes to expose to your restaurant's food and atmosphere. Gift Cards are always well received and are considered a good way to advertise your restaurant to others.

Many functions can be performed with gift cards including issuing, recharging, multiple simultaneous purchases, and checking balances.

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

1. Click the "Gift Certificate" button on the Main POS screen.
2. Enter your access code. This displays the Gift Certificate screen.
3. (Optional - required if Account Number is not used): Swipe the gift card through the MSR reader while in the MSR Card field.
4. (Optional - required if MSR card is not used): Enter the account number of the card or certificate. This is the number printed 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 face value of the gift card.
8. (Optional) Enter a discount amount. This is used to charge the customer less than the gift card value. If you discount the entire amount, the gift card will be free of charge.
9. (Optional) Click Add to create another card that to be paid for in this same transaction. You can create as many cards as you wish in one transaction. Repeat steps 3 – 9 for every card you wish to create in this transaction.
10. Select the Payment Type. If you use integrated credit card processing, a credit card can be used to pay for the transaction.
11. Enter the amount received.
12. Click "Finish." The gift certificate receipt prints 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 customer's balance is low, you can offer to recharge the gift card to add more value to it.

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

1. Click the "Gift Certificate" button on the Main POS screen.
2. Enter your access code.
3. Click the "Recharge" button. This displays 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 stripe 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 ID number is not used.
4. Select "Yes" or "No."
 - a. "Yes" searches by MSR Card or ID.
 - b. "No" searches by Account Number.
5. Swipe or enter the information from the gift card or certificate.
6. Process the gift card as though it were a new transaction. The additional amount charged is added to the existing gift card or certificate balance.

Checking Balances

If a customer wishes to check the balance of their card before using it or are just curious as to the remaining balance, you can swipe the card while on the Main POS screen to have display the balance.

Chapter 19

Order Settlement Procedures

Cashier Settle Operations

When you are signed in as a cashier, you can settle orders to your cash drawer. If you are not the cashier, a cashier must settle your orders 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 orders. There are many aspects to settling an order and there are several ways in which orders may be settled.

Settling in the Main POS screen

The most commonly used method of settling is through the Main POS screen “Settle” button. This button can be 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.

1. Click the “Settle” button on the Main POS screen.
2. Enter your access code. This displays the Select Order To Settle screen.
 - a. This screen is very similar to the recall screen and performs many of the same functions.
3. Click on the order you wish to settle. This displays the Settle Order screen.
 - a. This screen has many options to choose from.
 - i. **Cash**
 - ii. **Check**
 - iii. **Credit Card**
 - iv. **Gift Certificate**
 - v. **House Account**
 - vi. **Complimentary**
 - vii. **Room Charge**
 1. This button only shows 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 appears and prompts you to enter the amount tendered. On the right side of this window are some typical amounts that may be tendered. To use one of these, click on the button corresponding to the amount tendered. If you do not see the exact amount tendered, enter it manually. Once you have entered the amount tendered, click “Enter” to finish the settlement.

Check

If the customer is paying by check, click the “Check” button. This takes you to the Check Scan feature. Enter the bank routing number. You can either enter it from the hardware keyboard or you can use the on-screen keyboard by clicking the button with a keyboard icon on it. This displays the key pad where you can enter the number on the touch screen. If you make a mistake, click on the button with a pencil eraser to erase the number. Next, enter the Checking Account Number in the checking account number field. Finally, enter the customer’s Driver’s License information. Once all of the information is entered, click the “Verify” button. The system then prompts you to enter the amount tendered. Enter the amount tendered to complete the transaction.

Credit Card

When a customer pays by credit card, there are two ways to settle the order. Without integrated credit card processing, the order is treated as though the processing is done on bank terminal. The software assumes that the transaction has been successfully processed and simply asks the user how much the transaction was for. With integrated credit card processing, the Credit Card Processing screen displays, allowing the user to process the credit card directly through Aldelo For Restaurants.

When using credit card integration, you select the credit card type in the settle screen and swipe the customer’s card to process the order. When using the “Two Step EDC Settle” registry, you can adjust the credit card gratuity by using the green button next to the payment amount after the card has been pre-authorized. Once you have adjusted the gratuity, click “Pay” to finalize the payment. If you do not use two-step EDC settle, adjust all gratuities when closing the cash drawer.

ATM / Debit Card

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

Gift Certificate

Click on the Gift Certificate button to display 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 shows on the receipt after the customer has paid with a Gift Certificate.

House Account

Use this option to settle orders for customers who have In-House Charge Accounts. These can be setup in Operations > In-House Charge > Maintain In-House Accounts.

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

1. Click the House Acct button.
2. Choose the lookup type to find the customer's account.
3. Depending on what lookup type you chose, enter the customer's information.
4. Review the customer's information.
5. Select "Yes" or "No" when asked if you wish to charge it to the customer's account.
6. If "Yes" is selected above, enter the amount to charge to the account.

Complementary

This allows the user to "Comp" the meal and enter any Discount amount. This is useful for managers wishing to discount meals. This button can also be set to require a certain security level to access it. All complimentary discounts are treated as Cash Discounts. They appear in reports as such.

Room Charge

This allows 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 is 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 uses 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, the Settle screen displays, allowing you to settle the order to your staff bank. You also have the option to "Pay to Staff Bank" in the Recalled Order screen.

To settle using the Order Entry screen method, follow the steps below. These steps assume you are in the Order Entry screen and have the order you wish to settle open.

1. Click on the "Staff Bank" button. This displays the Settle Order screen.
2. Click on the payment method you wish to use.
3. Enter the amount the customer is paying. This Change Due screen displays.
 - a. When using Frequent Diner tracking, click "Freq Diner Track" on the Change Due screen.

To settle using the Recall Order method, follow the steps below. These steps assume you have created an order.

1. Click "Recall" on the Main POS screen.
2. Enter your access code. This displays the Recall Order screen.
3. Click on the order you wish to recall.
4. Click on "Pay To Staff Bank."
5. From here, settle the order as usual.

Settling Using Driver Money Drop

If you are using the Driver Money Drop feature, you must pay all orders that are not cash before using it. Since Credit Cards and Checks are not supported with the money drop feature, these must be settled separately.

To use the Driver Money Drop feature, follow the steps below. These steps assume you have delivered orders, are using the Driver Dispatch screen, and have orders to settle.

1. Make sure you have settled any orders paid by check or credit card.
 - a. This step must be completed before using the money drop feature.
2. Click on “Driver” in the Main POS screen.
3. Highlight your name and click “Money Drop.” This prompts for the access code of the staff bank or cashier that is receiving this payment.
4. The Driver Money Drop Report displays. You can either print it or click “OK.”
5. A confirmation of the orders being settled to the Staff Bank or Cash Drawer displays.

Chapter 20

Closing Procedures

Closing the Cash Drawer

When all orders are settled, the cash drawer must be counted and closed from the system.

To sign out a cashier, follow the steps below. These steps assume you have closed all orders.

1. Click the “Cashier Out” button on the Main POS screen and enter your access code.
2. Select the cash tray to be signed out.
3. (Optional) This displays the Adjust Gratuity Screen. To adjust the gratuity, highlight the order and click Adjust Gratuity. Enter the amount. After the amount is entered, you can process the tip and continue on to the next order or on to the Money Count screen.
4. The Money Count screen appears with all of the charges and checks received.
5. Verify all checks and charges and check them off on the Money Count screen. Enter all of the cash that is in the drawer. This includes Manager Cash Out receipts.
6. Click the “Finish” button. If there is a discrepancy in the drawer, the Register Discrepancy screen appears and shows the discrepancy amount. Enter the reason for the discrepancy and click the “Accept” button. This deactivates 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 by the amount of the tips.

Quick Sign Out

Use the Quick Sign Out feature when you need to quickly switch a drawer or move to another station. This feature is useful to switch out a drawer and sign it back in at a station in a manager’s office for safe counting of the money. This is an easy way of relocating a cash tray to another station for any reason.

1. Click the “Cashier Out” button on the Main POS screen and enter your access code.
2. Select the cash tray to sign 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 is 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.

Closing Your Staff Bank

If you used Staff Bank during the day instead of a cash drawer, you must close your staff bank. To be able to close your staff bank, you must have already closed all your orders or transferred them to another server.

To end your staff bank, follow the steps below. These steps assume you have closed all your orders and do not have any open orders outstanding.

1. Click “Time Card” on the Main POS screen.
2. Enter your access code.
3. Click on “End Staff Bank.” This displays the Staff Bank Liability Report.
 - a. You can either print it or click “OK” to go the next screen.
4. Click “OK.” The Money Count screen displays.
5. Enter the amount of each denomination you are turning in.
6. Click “Finish.” This displays the Money Count Confirmation screen.
7. Click “Yes” or “No” to either complete this transaction or go back to edit the amounts.

Once you have closed your staff bank, check with the shift manager to go over the Staff Bank Liability Report to make sure your amounts are correct.

Clocking Out

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

1. Click the “Time Card” button on the Main POS screen.
2. Enter your access code. This displays the Employee Time Card screen with the name and job title of the employee.
3. Click “Clock Out.” Your clock out time displays.
 - a. If you still have open orders, you are asked to transfer them to another server.

Running A Closing Report

The Closing Report shows the sales and other important closing information about your restaurant for the report date. The closing report should be run every day and **must** be run if the inventory system is used.

To run a Closing Report, follow the steps below. These steps assume you have closed all orders, closed all cash drawers and staff banks, and everyone has clocked out.

1. Click “Operations” on the Main POS screen.
2. Enter your access code.
3. Click on “Revenue Center.”
4. Click on “Closing Report.” Select a date on which to report.
5. Use the Year, Month and Day buttons to select the data you wish to report on and click “Select.”

6. Click “Yes” or “No” when asked if you wish to review the access denied logs.
 - a. If you have not closed all your cash drawers and staff banks, you are notified which banks are still open. These must be closed before a final report can be generated.
7. The Closing Report displays. You can print it or just view it and click “OK.”
 - a. Several sections of the closing report are turned off by default. To view these sections, change the value of the registry to “YES” or “NO,” depending on your desired result.
 - i. **Daily Closing Hide Employee Time Cards**
 - ii. **Daily Closing Hide Gratuity Recap**
 - iii. **Daily Closing Show Tender Details**

Chapter 21

Manager Operations

Time Cards

Editing Time Cards

When employees make mistakes on their time cards, the time cards should be adjusted to reflect the correct times. This is done by editing the time card in the Edit Unpaid Time Cards screen.

To edit unpaid time cards, follow the steps below. These steps assume an employee has clocked in and out at least once.

1. Click on “Time Cards” in the Main POS screen. This displays the Employee Time Card screen with the employee’s name at the top. If you are a manager, click on “Edit Time Cards.” This displays the “Edit Unpaid Time Cards” screen.
2. On the left, highlight the name of the employee name whose time card needs changing.
3. Below the employee name list, highlight the date you wish to edit. The corresponding time card displays.
4. When you click inside the “Clock-In Time” field, it turns green. When the field is green, the field is active and may be edited.
5. Use the Hour, Minutes, and Date buttons to change the time in the field.
6. Click and edit each field that must be changed.
7. Click “Save.” You are prompted to confirm the changes.

Orders

Reverting or Re-Opening an Order

If an order has been closed and must be re-opened, you can revert to the order and change its status back to open. This allows you to make changes to the order. This is a manager only function and should be protected from normal employees.

To revert to a closed order, follow the steps below. These steps assume you have created an order and settled it.

1. Click “Recall” on the Main POS screen.
2. Enter your access code.
3. Click “Open Order.” This changes the button to “All Orders”, which shows orders that have been settled. By default, settled orders are not shown.
4. Click the order you wish to revert. This displays the “Recalled Order” screen.

5. Click the “Re-Open Check” button. The system prompts you for a manager’s access code.
 - a. The security for this is called “Access Daily Closing Report” and is located in Back Office > Security Settings.
6. Enter a manager access code. Confirm that you wish to re-open the check.
7. The check is now editable and has a “Partial Payment” status set.
 - a. The status is “Partial Payment” because the payment has been applied to the order but it is no longer closed.

You are now able to treat this order like a normal order. If you need to change the amount paid, first remove the current payment from the order. Do this by clicking on the Red button next to the payment.

Cash Drawers

Reverting or Re-Opening a Cash Drawer

If you have closed a cash drawer and need to adjust it, you can revert the cash drawer back to an open status. You can only revert cash drawers that are less than 3 days old. If it is 3 days old or older, you cannot revert it for any reason.

To revert a cash drawer, follow the steps below. These steps assume you have closed a cash drawer or Staff Bank and it is less than 3 days old.

1. Click “Operations” on the Main POS screen.
2. Enter your access code.
3. Click on “Revenue Center.”
4. Click on the “Re-Open Cashier” button. You are prompted to confirm the revert operation.
5. Click “Yes.”
6. Click on the bank you wish to re-open and confirm the action.
 - a. Make sure you have the correct bank by referring to the “Liab. #” on the buttons. Cross-reference this by using the Bank Liability option in Revenue Center.
7. Click “Yes” to confirm the operation.

Operations Center

Receive Payments Section

This section is used for receiving payments. There are three different choices for receiving payments in this section. Below are descriptions of what each of these choices do and how to use them.

Pay In-House Charges

This feature is used to collect payments on In-House Charge Accounts.

To make payments on In-House Charge Accounts, follow the steps below. These steps assume you have created a customer account, created an In-House Charge account, and paid an order using the In-House Charge account.

1. Click on the “Pay In-House Charges” button. This displays a search screen where you choose the search method.
2. Choose the search method to find the customer’s account. This displays the screen where you can make payments.
3. Review the orders to be paid. You can select them and print them for the customer to review as well. These statements will print on the receipt printer.
4. Select the payment type and enter the amount tendered. The change due screen appears and shows the change due (if any). The charges are paid off in the order in which they were placed (the oldest orders are paid first).

Pay Bad Checks

This feature allows you to collect payments on Bad Checks written to your restaurant.

To receive payment for a bad check, follow the steps below. These steps assume a bad check has been created in the system.

1. Click on “Pay Bad Checks.” This displays a screen allowing you to select the check you wish to receive payment on.
2. Select the check. Detailed information about the check displays, along with options on how it is to be paid.
 - b. You can also click the “Details” button for even more information regarding the check.
3. Select a payment source.
4. Select a payment method.
5. Click “Finish.”

Auto Pay All Open Deliveries

This feature allows you to pay all of the open delivery orders to the cashier using Cash as the form of payment. To use this feature, you must have the Blind Cashier Close Out box checked. This option can be found in the Back Office under Store Settings > Revenue > Cashier. The system assumes that all of the orders were paid in full for the correct amounts using cash.

To automatically pay all open deliveries, follow the steps below. These steps assume you have created delivery orders and have delivered them. They also assume you have checked the option named **Blind Cashier Close Out** in Store Settings > Revenue > Cashier.

1. Click on the “Auto Pay All Open Deliveries” button. This displays a confirmation window asking if you want to pay all delivery orders to the cashier.
2. Click “Yes” or “No.”

Revenue Center Section

This section is used to do various types of revenue collection and organization. Below are subsections for each of the features in the Revenue Center with descriptions on what each feature

does and how to use it. You can access the Revenue Center by clicking the Operations button on the Main POS screen and going to Revenue Center.

Closing Report

For information on how to create a closing report, please see “Running A Closing Report” in Chapter 20 of this manual.

Next Day Transfer

This button is used to transfer all orders to the next business day. The time for the order is set to one second after the daily start time. This allows the restaurant to keep orders open but still be able to close the restaurant for the day. To use this feature, you must have the option called **24 Hour Operation Mode** set in Store Settings > Other.

Bank Liability Report

This feature allows you to review or print the Cashier/Staff Bank liability report. This report lists the cashiers’ names, when they signed in, when they signed out, and what orders they took.

To print out or view a Bank Liability report, follow the steps below. These steps assume you have started at least one cash drawer or staff bank.

1. Click on “Bank Report.” You are prompted you for the Bank Liability Number.
 - a. The Bank Liability Number may be obtained by using the Register Report, explained later in this section.
2. Enter the Bank Liability Number. This displays the liability report for the cash drawer or staff bank, whichever was used.

Register Report

This feature gives you a report of the register activities for all of the registers on the specified date.

To print out or view a Register Report, follow the steps below. These steps assume you have started at least one cash drawer or staff bank.

1. Click “Register Report.”
2. Choose a date and click “Select.” This displays the report, allowing you to review it.

Use the Bank Liability Number to display more detailed information about a Cash Drawer or Staff Bank.

Bank Deposit

This feature lets you count the bank deposit money and print out the deposit preparation receipt. In the Money Count screen, enter all of the money to be deposited to the bank. After you have completed the money count screen, click “Finish” to print the Bank Deposit Slip and the Bank Deposit Money Count receipts.

Gift Certificate List

This feature allows you to review a list of all of the gift certificates issued. To use this feature, click the Gift Certificate List button to review the information. To export the list, click the “Export”

button. A confirmation window appears, confirming that the report was exported to a text file. Use a spreadsheet or word processor to edit the report. To print the report, click the “Print” button.

Cust. Credit List

This feature allows you to view a list of all customer credits. This report can be exported or printed.

Order Pmt List

This feature allows you to review the payment types and tender amounts of the orders the registers have collected. This report can also be exported or printed.

Bad Check List

This feature allows you to review a list of all the bad checks recorded in your restaurant. To see all bad checks, when you open the window, select the “Show All Checks” check box. To edit a bad check, highlight it and click the Edit button. To add a new bad check, click the “New” button and create the bad check file.

Daily Receipt Summary

This feature allows you to print out all the guest receipts for the specified business day. This is a very lengthy printout, so make sure you have enough paper in your receipt printer to do this. The guest receipts are printed in a condensed format to save paper and will be on one continuous page. Use this feature with caution. If you have a busy day and click this button, you may end up printing a whole roll of receipt paper.

Z Report

The Z Report shows the Total Net Sales up to date and, for security purposes, this number cannot be changed for any reason, even if orders are deleted from the database. Some countries require this report and we include it to comply with international laws. This feature allows you to run a Z Report based on the current up to date sales information or view a past Z Report based on the Z Report’s number. All orders must be closed out and all cashiers, including Staff Bank, must be signed out before a Z Report can be run. You can enable this report by going to Back Office > Help > Technical Support > F10 > Special Z Report. Change the value from “No” to “Yes.”

Re-Open Cashier Out

Re-opening a cashier that has closed his or her bank is useful to correct any mistakes discovered after the bank was closed.

To re-open a cashier, follow the steps below. These steps assume the cashier’s bank is closed.

1. Click the “Re-Open Cashier” button.
2. On the Revert Signed Out Cashier screen, click “Yes.”
3. Select the cashier to re-open from the Select Cashier Out Record screen. To be sure you choose the correct cash tray, check the Liab. # and match it to the number on the Cashier Liability Report.
4. On the confirmation screen that displays, click the “Yes” button.

Reverting or Re-Opening a Cash Drawer

If you need to adjust a closed a cash drawer, you can revert the cash drawer back to an open status. You will only be able to revert cash drawers that are less than 2 days old. If it is 3 days old, you will not be able to revert it for any reason.

To revert a cash drawer, follow the steps below. These steps assume you have closed a cash drawer or Staff Bank and it is less than 2 days old.

1. Click on “Operations” in the Main POS screen.
2. Enter your access code.
3. Click on “Revenue Center.”
4. Click on the “Re-Open Cashier” button. A prompt asks you to confirm the revert operation.
5. Click “Yes.” This displays a screen allowing you to select the bank you wish to re-open.
6. Select the bank you wish to re-open.
 - a. Make sure you have the correct bank by referring to the “Liab. #” on the buttons. Cross reference this to the Bank Liability option in Revenue Center.
7. Click “Yes” to confirm the operation.

Re-Open Deposit

This feature is used to revert a bank deposit. To use this feature, select the “Revert Deposit” button. A confirmation window appears, and asks you to confirm that you want to revert a deposit. On the next popup window, enter the number of the bank deposit slip you wish to revert. A message confirms that the deposit was reverted.

Frequent Diner Section

New Freq. Diner

This feature is used to add a frequent diner account.

To add a new frequent diner, follow the steps below. These steps assume that an account has been created for the customer.

1. Click on the “New Freq. Diner” button.
2. Enter the customer phone number.
3. Fill in the customer information. The First Name and Last Name are required.
4. Click “Finish.”

This creates both a customer record and a frequent diner account for the customer.

Track Order

This feature is used to track orders for the frequent diner feature.

To track an order for the frequent diner program, follow the steps below.

1. Click on the “Track Order” button.
2. Enter the customer’s phone number. This will prompt you for the number of the order you wish to track.
3. Enter the order number you wish to track. A message window lets the user know that the order has been successfully tracked or that the order cannot be tracked.
 - a. If the order cannot be tracked, the order has not met the specified minimum requirements needed to qualify this order for the frequent diner feature.

Redemption

This feature manually controls the redemption of the frequent diner points that the customer has earned.

Follow the steps below to manually redeem credits for frequent diner orders. These steps assume orders have been tracked for use with the frequent diner system.

1. Click the “Redemption” button.
2. Enter the customer’s phone number.
3. Enter the credit amount to be given for this customer's orders.

Note: If you have automatic redemption or frequent diner-tracking points enabled, this procedure is done automatically.

Freq. Diner Acct. List

This feature displays a list of all frequent diner accounts with the total tracked orders and total tracked order amounts for each account.

In-House Charge Section

In this section you can review and maintain all of your In-House Charge Accounts. Access this section by clicking on Operations > In-House Charge. There are four subsections in this section. Below are descriptions of the subsections and how to use each of them.

Maintain In-House Accounts

This feature allows you to add or update current In-House Charge accounts. To use this feature, click the Maintain In-House Accounts button. The Maintain In-House Charge Account screen displays. Here you can pick the customer from the list to review their information. To add a new account, click the “New” button and enter the customer’s information. Click the “Save” button to save the changes. When finished, click “Done.”

Create In-House Statement

This feature allows you to issue statements to the customer for accounts that are due.

To create statements for your In-House Accounts, follow the steps below. These steps assume you have created at least one In-House Account for a customer and there are charges on that account.

1. Click on “Create In-House Statement.”
2. Select the accounts you wish to generate statements for. Multiple accounts may be selected.
3. Click “Done.” The statements appear on the preview screen.
4. There are several options on this screen.
 - a. “Previous” navigates to the previous statement.
 - b. “Next” navigates to the next statement.
 - c. “Clear Current” removes this statement from the list displayed.
 - d. “Print Current” prints the statement currently being viewed.
 - e. “Print All” prints all the statements in the list.

These statements are arranged so that they fit in a normal business size window envelope.

In-House Account List

This feature allows you to review a list of all of your In-House Accounts. Click the “In-House Account List” button to display the report. It can be reviewed on-screen, printed, or exported.

Customer Files

This feature allows you to review all of your customer files. Click the “Customer Files” button to display the Maintain Customer Records screen. Here you can review the customers file by clicking the phone number in the list on the left side of the screen. To add a new customer file to the list, click the “New” button and enter the customer’s information. Click the “Save” button to save the changes.

Inventory Activities Section

This section allows you to review inventory items, purchase order information, and other reports. To access this section, click the “Inventory Activities” button in Operations. There are several buttons in this section. Below is a description of what each of these buttons does.

Shopping List

If you are using automatic inventory depletion and an inventory item falls below the Pack Size Reorder Point specified in the Inventory Items screen, the item is placed on the Shopping List. This list shows what items must be ordered to bring the inventory back to acceptable levels.

New PO (Purchase Order)

This feature allows you to create a new purchase order when ordering items from vendors. The fields are described below.

Purchase Order #: This is the number assigned to the purchase order. If it is a new purchase order, the field displays “New” until the purchase order is saved.

Account Number: Enter the account number for the supplier. This number displays while reviewing purchase orders.

Vendor Name: Enter the name of the vendor supplying the item(s).

Purchase Order Date: Enter the order date for the items.

Barcode Scan: Enter the item’s barcode information. The easiest way is to place the cursor in the Barcode Scan field and scan the UPC barcode on the item.

Inventory Item Name: Enter the name of the inventory item. As you type, the software attempts to guess the inventory item name based upon what is entered so far (auto-completion).

Quantity Ordered: Enter the quantity ordered.

Price Per Quantity: Enter the price per quantity of the ordered items.

When all information is entered, click the “Add” button to add the items to the list. Click the “Done” button when finished. To print the purchase order, click the “Preview” button, followed by the “Print” button.

Review PO

This feature allows you to review existing purchase orders.

To review an existing Purchase Order, follow the steps below. These steps assume you have created a purchase order.

1. Click “Review PO.”
2. On the Purchase Order Selection screen, select the purchase order to review by clicking the name of the purchase order, then clicking “Review.”
 - a. To delete a purchase order, select the purchase order and click “Delete.”
3. Once in the purchase order screen, the purchase order may be edited.

Receive Items

This feature allows you to receive inventory items from your vendors. It records the items received from the vendor and calculates the inventory items’ quantities on hand and the costs per quantity.

To use the “Receive Items” feature, follow the steps below. These steps assume you have created a purchase order.

1. Click on the “Receive Items” button. This displays the Receive Inventory Items screen.
2. Select the date range by entering dates in the “Earliest PO Date” and “Received Date” fields.
3. Select the purchase order to receive from the drop-down list at the top of the screen.
4. Review the items on the purchase order. If all information is correct, click “Finish.”
 - a. If any information is incorrect or blank, highlight the item and click “Edit.”
 - b. To add an item that is not on the purchase order, click “Add.”
 - c. To remove an item from a purchase order, highlight the item and click “Remove.”
5. Once the list is complete and correct, click “Finish.”

Phy. Count Sheet

This feature prints a list of all your inventory items to use when performing a physical inventory count. The list shows the inventory item name, inventory location, calculated current quantity on hand, and a blank line where the actual counted quantity is entered. To use this feature, click the “Phy. Count Sheet” button to display the Physical Inventory Worksheet. You can view the sheet on-screen, export, or print it.

Phy. Inv. Count

Use this feature to record the physical inventory count actually on hand.

To record your physical inventory, follow the steps below. These steps assume you have inventory entered in the system.

1. Click on the “Phy. Inv. Count” button. This displays the Physical Inventory Count screen.
2. Highlight the inventory item you wish to enter a new quantity for.
3. Enter the new quantity on hand in the “New Qty” field.
 - a. This is the total quantity you now have on hand, not the quantity you are adding.
4. When finished, click the “Record” button.
 - a. Once you click “Record,” the system exits the screen.

If you scan all your inventory items into a scanning device, export that information to a text file on your computer. You can then click the “Inv. Download” button and choose that text file containing the scanned inventory items. Click the “Download” button to import the file to the software and show the actual physical inventory.

Inv. Prep. Forecast

This feature prepares a report that shows how many of each item’s inventory units the kitchen should prepare for the day. This information is based on the past inventory usage history for up to the prior six weeks for the same day of the week. Please note that proper menu recipes and inventory depletion must be defined and enabled for this feature to work.

To use this feature, click on the “Inv. Prep. Forecast” button to display the report. The report may be exported or printed.

Inventory Items

This feature allows you to create and maintain your inventory items. To use this feature, click the “Inventory Items” button to display the Inventory Items screen. Inventory items can be reviewed or edited. New items may be added by clicking the “New” button. Enter the information for the new inventory item and click “Save.” For more information on using this feature, see Information Data Entry – Inventory Setup – Inventory Items in Chapter 5 of this manual. This feature may also be accessed from the Back Office by navigating to **Setup > Inventory Setup > Inventory Items**.

Menu Recipe

Here you define the menu recipes for your menu items. You must create menu recipes when you use Inventory Depletion. To use this feature, click the Menu Recipe button to display the Menu Recipe Editor screen. For more information on using this feature, see Information Data Entry – Inventory Setup – Menu Recipe Editor in Chapter 5 of this manual. This feature may also be accessed from the Back Office by navigating to **Setup > Inventory Setup > Menu Recipe Editor**.

Other Tools Section

This section contains several options not accessible through other parts of the software, and provides shortcuts to other features in the Back Office. To use this section click **Operations > Other Tools**.

Caller ID Log

This feature allows you to review the entire Caller ID Logs (as long as you have your Caller ID configured and working). To use this feature, click the “Caller ID Log” button to display the Caller ID Log screen. Review the logs on this screen by highlighting a call and clicking “Details.”

Caller ID Switch

This feature is used to turn your Caller ID on and off. If you have the Caller ID feature configured in your system, you do not have to worry about this button.

Customer Incidents

This feature allows you to record bad calls to your restaurant. Click on the “Customer Incidents” button and enter the phone number that the call came from. The New Customer Incident screen appears, allowing you to enter the number of the order in the Order # field, whether any food was wasted due to the call, and any details about the bad call. This information displays in the Customer Information screen while entering Take Out or Delivery orders. The “Customer Incidents” button flashes, warning that this customer has caused problems before. Click on this button to see the details of the incident.

Assign Table

This feature allows a manager to assign tables to servers without going into the Back Office. The same security level required to run a closing report allows access to this feature.

To Training Mode

This feature is used to turn the training mode on and off. To use this feature, click the “To Training Mode” button to display the confirmation screen. When you click “Yes,” a confirmation window appears, confirming that you are now in training mode. To switch back to live mode, click the “To Live Mode” button (this button appears in the same screen location where the “To Training Mode” button was previously). When the confirmation screen appears, click “Yes.” Another confirmation window appears, confirming that you have now reverted to live mode.

Note: If you notice that your training database is not up to date, navigate to the directory where Aldelo For Restaurants is installed and delete the Training.mdb file. This forces the software to create another Training database file using the current information in you live database.

Edit Work Schedule

To use this feature, click the “Edit Work Schedule” button and select the employee whose schedule you wish to change. For more information on using this feature, see Information Data Entry – Employee Setup – Employee Schedules in Chapter 5 of this manual. This feature may also be accessed from the Back Office by navigating to **Setup > Employee Setup > Employee Schedules**.

Add Cash To Bank

This feature allows you to add money to the start amount of either a Staff Bank or a Cashier. To use this feature, click the “Add Cash To Bank” button and enter the Bank Liability Number. You are prompted to enter the amount to add to the bank start amount. Enter the amount and click “Enter.”

Calculator

This is a shortcut to the Windows® Calculator. To use this feature, click the “Calculator” button.

Emp. Still Working

This feature allows you to review a list of all the employees still working (clocked in). To use this feature, click the “Emp. Still Working” button to display the Employee Still Working Report. The report displays the employees’ names, the dates that they clocked in, and times that they clocked in.

Driver Summary

This feature gives you a report of the driver’s net sales, delivery compensation, and number of deliveries. To use this feature, click the “Driver Summary” button. The report may be viewed, printed, or exported to a text file.

Open Order Report

This feature displays a list of all open orders and lists the server. Click the “Open Order Report” button to display the Open Order Report screen. Here you can review or print the report.

Menu Item Sales By Category

This feature allows you to choose a category and view menu item sales based on that category. You can also choose to view all categories to see a complete list of items in your restaurant. This report shows quantity and sales information for the menu items. This report can be printed or exported.

Sales By Category Report

This feature generates a report of sales listed by category. This is a shortcut to the Sales By Category Report in the Back Office.

Sales By Menu Item Report

This feature generates a report of sales listed by menu item. This is a shortcut to the Sales By Menu Item Report in the Back Office.

Server Gratuity Report

This feature generates a report of the tips each server made for the specified date. This is a shortcut to the Server Gratuity Report in the Back Office.

Chapter 22

Maintenance Activities

General Activities

This section describes the different manager functions in the Back Office of Aldelo For Restaurants. These items are listed on the menu bar under “Activities.”

Pay Employees

Aldelo For Restaurants has a simple form of payroll and can assist in the generation of the information you need to pay your employees. It does not calculate taxes or perform advanced deductions; it is simply a way to generate a statement for the hours worked, overtime hours, and wages earned.

To generate a payroll, follow the steps below. These steps assume you have employees with time card information.

1. Click the “Pay Employees” button in the Back Office to display the Pay Employees screen.
 - a. You can also reach this screen from the Activities section under General Activities.
2. Select the employees you want to prepare a payroll for.
 - a. Use the single arrow for one employee, the double arrow for all employees.
3. Fill in the “Pay Period End Date.” Use the format MM/DD/YYYY.
4. If there is any additional pay due an employee, select the employee on the right and click “Additional.” The system prompts for the amount due this employee in addition to their pay.
5. Click “Preview.” Review the report to check for mistakes and print it out.
6. Once everything is correct, click “Pay.”

If you generate a payroll by mistake, you can undo the previous payroll. Only one payroll can be rolled back; you cannot roll back a payroll prior to the current payroll.

New Local E-Mail

As a way to communicate to other employees, Aldelo For Restaurants has an internal e-mail system. This system does not communicate with the internet but stores messages internally.

To send an e-mail to an employee, follow the steps below.

1. Click on “New Local E-mail.” This displays the New Local E-mail Message screen.
2. Use the drop-down list under “To Employee(s)” to filter the job type of the employees you wish to e-mail.
3. Select the employees you wish to e-mail.
4. Select the employee from the drop-down list of who the e-mail is from.

5. Type a message in the “Message” field.
 - a. Use the “Keyboard” button to enter this if a hardware keyboard is not available.
6. Click “Send.”

Review Local E-Mail

As a manager, you may want to keep track of your employees’ communications between each other to make sure the system is not being abused.

To review e-mails sent by employees, follow the steps below. These steps assume e-mails were created.

1. Click on “Review Local E-mails.” This is listed under Activities > General Activities in the Back Office. The Local E-mail Maintenance screen displays.
2. Select the employee you wish to review.
3. Click “Read E-mail.” This displays the Local E-mail Viewer screen.
4. Select the e-mail message from the E-mail Messages section. The e-mail displays on the right.

Video Surveillance Control Center

This feature is only available if you have a web cam installed and have checked the Enable Video Surveillance Captures check box under the General tab in Station Settings. To use the Video Surveillance Control Center, navigate to the Back Office under Activities > General Activities.

Inside the Video Surveillance Control Center, there are three buttons: “Snapshot,” “Preferences,” and “Close.”

Snapshot: Takes a snapshot of what the camera is currently focused on.

Preferences: The checkboxes in Preferences allow you to choose when you do not want the camera to take a snapshot. For example, if you do not want the system to take a snapshot of a No Sale action, select the Disable No Sale Watch checkbox. Under Preferences, there are four other buttons titled Compression, Display, Format, and Source. Use these to adjust your camera settings for the best picture quality. Under the Format option, we recommend using 320 x 240 for the Resolution and RGB 555 (16bit) for the Pixel Depth (bits) and Compression. The last two options in the Control Center are the two delete functions. The first allows you to specify how many days you want to pass before old snapshots are deleted, and the second deletes all snapshots currently in the folder.

Video Surveillance Review Browser

This feature is used to review the pictures captured by the system. The Video Surveillance Review Browser features can be found in the Back Office under Activities > General Activities.

To use this feature, select the type of pictures to review from the Look In drop-down list. Select the picture from the list at the bottom of the window to display it.

Create Menu Item Labels

To generate stickers for menu items, use the menu item label generator. This feature searches for all items with barcodes and prints a label to stick on the item.

To print barcode labels for menu items, follow the steps below. These steps assume you have an Aldelo certified label printer and are using 1" x 3" labels.

1. Click on "Create Menu Item Labels." To display the Menu Item Label Generator.
2. Choose either "All Menu Items with Barcode" or "Select Menu Items with Barcode."
 - a. If you choose "Select Menu Items with Barcode", you can filter by Menu Category or by Menu Group.
3. Click "Search."
4. Select the items you wish to print labels for.
5. Enter the number of copies you wish to print.
6. Click "Print."

Maintain Pay Outs

Pay Out Date/Time: This field allows you to view the date and time the Pay Out was issued.

Cashier Name: This field allows you to identify the cashier who issued the Pay Out.

Cash Tray#: This field allows you to view from which cash tray the Pay Out was issued.

Authorized By: This field allows you to view who authorized the Pay Out.

Pay Out To: This field allows you to view to whom the Pay Out was given.

Pay Out Amount: This field allows you to view the amount of the Pay Out.

Pay Out Details: This field allows you to view the details entered when the Pay Out was issued.

Wage Advance For: This field allows you to view who received a Wage Advance.

Pay Out Voided: This option allows you to void a Pay Out if it was entered by mistake.

Void Reason: This field allows you to enter the reason the Pay Out was voided.

Maintain Manager Cash Outs

Cash Out #: This field allows you to view the number the software assigned to the cash out record.

Cash Out Date/Time: This field allows you to view the date and time the manager performed the cash out.

Cash Out By: This field allows you to view who performed the cash out.

Cash Out Amount: This field allows you to view the cash out amount.

Station Number: This field allows you to view which station performed the manager cash out.

Cashier Name: This field allows you to view which employee was signed in when the manager cash out was performed.

Cash Tray #: This field allows you to view which cash tray the manager cash out used when it was performed.

Bank Liability Report #: This field allows you to view which Bank Liability report number was used to perform the manager cash out.

Cash Out Voided: This option allows you to void the manager cash out.

Void Reason: This field allows you to enter a reason for voiding the manager cash out.

Global Menu Item Price Change

To do batch updates on your menu item prices, use the global menu item price change feature. This screen allows you to adjust menu item prices very quickly and in many different ways.

To change prices on menu items using the Global Menu Item Price Change screen, follow the steps below. These steps assume you have created a couple of menu items.

1. Click on “Global Menu Item Price Change.” This will bring up the Global Menu Item Price Change screen.
2. Select the group in which you wish to make changes (or select All Menu Groups).
3. Select the items to be changed.
4. Select the change option.
 - a. Markup By Percent
 - b. Markup By Amount
 - c. Markdown By Percent
 - d. Markdown By Amount
 - e. Amount
 - i. Use the “Amount” field to specify the amount of the new price.
5. Click “Update.”
 - a. The results display in the Price Change Results section.

Note: Be careful with this feature. Changes are permanent and cannot be reversed.

Export Menu Item Sales

This feature exports sales information about menu items to a CSV text file. Below is a sample of the text file. The fields (from left to right) are Menu Item ID, Qty ordered, total sales, 1 (a place holder), Menu Item Name, Menu Group Name, Menu Item Price

```
250, 1.000, 3.95, 1, Onion Rings, Appetizers, 3.95
251, 3.000, 14.85, 1, Nachos, Appetizers, 4.95
252, 6.000, 35.70, 1, Potato Skins, Appetizers, 5.95
253, 7.000, 55.65, 1, Shrimp Cocktail, Appetizers, 7.95
254, 9.000, 35.55, 1, Fried Zucchini, Appetizers, 3.95
255, 23.000, 113.85, 1, Fried Mozzarella, Appetizers, 4.95
256, 6.000, 29.70, 1, Quesadilla, Appetizers, 4.95
257, 8.000, 55.60, 1, Chicken Tenders, Appetizers, 6.95
258, 7.000, 55.65, 1, Lemon Pep. Shrimp, Appetizers, 7.95
259, 4.000, 31.80, 1, Cajun Shrimp, Appetizers, 7.95
260, 0.750, 0.92, 1, Stuft Jalapeno, Appetizers, 1.23
```

Customer Activities

Maintain Customer Records

Phone Number: Enter a phone number for this customer.

Customer Name: Enter a customer name for this account.

Delivery Address: Enter an address for this customer to be used when making deliveries.

Cross Street: Enter a cross street name for the delivery address.

Postal Code: Enter a postal code for the delivery address.

Delivery Charge: Enter a delivery charge for this customer.

Delivery Compensation: Enter the delivery compensation paid to the driver when delivering to this customer.

Delivery Remarks: Enter any delivery remarks for this customer.

VIP: Select the VIP level for this customer. You can set the different VIP level discounts in the Registry Settings of the software.

Customer Notes: Enter any customer notes associated with this customer.

MSR Card: Assign an MSR Card to this customer. It is used when doing a search for a customer.

Account Code: Enter an account code for this customer. It is used when doing a search for a customer.

Create Customer Address Labels

If you have customers that you want to generate stickers for, use the customer address label generator to print them. This searches for all customers and prints a label to stick on customer mailings.

To print address labels for customers, follow the steps below. These steps assume you have an Aldelo certified label printer and are using 1" x 3" labels.

1. Click on "Create Customer Address Labels" to display the Customer Address Label Generator.
2. Choose either "All Customers with Mailing Address" or "Select Customer with Mailing Address."
 - a. If you choose "Select Customer with Mailing Address," you can filter by:
 - i. Postal Code
 - ii. Area Code
 - iii. Anniversary Month
 - iv. Highest Spending Customers
 - v. Lowest Spending Customers.
3. Click "Search."
4. Select the customers you wish to print labels for.
5. Enter the number of copies you wish to print.
6. Click "Print."

Maintain In-House Charge Accounts

Customer Phone Number: Enter a phone number for this account.

First Name: Enter a first name for this account.

Last Name: Enter a last name for this account.

Mailing Address: Enter the mailing address for this customer's account.

Mailing Postal Code: Enter the postal code for the mailing address.

Tax Account Number: Enter a social security number or equivalent for this account.

Driver's License Number: Enter a driver's license number for this account.

Driver's License Expires: Enter an expiration date for the driver's license.

Credit Limit: Enter a credit limit amount for this customer. This works like a credit card.

Credit Account Expires: Enter an expiration date for this account.

MSR Card: This field allows you to assign an MSR Card to this account.

Credit Account Status: The drop-down menu allows you to set the status of the account: Active, Past Due, or Closed.

Credit Account Notes: Enter any notes about this account.

Create In-House Charge Statements

This feature allows you to issue statements to the customer for accounts that are due.

To create statements for your In-House Accounts, follow the steps below. These steps assume you have created at least one In-House Account for a customer and there are charges on that account.

1. Click on "Create In-House Charge Statement." This displays a list of In-House Accounts.
2. Select the accounts you wish to generate statements for.
3. Click "Done" to display the statements. There are several options on this screen.
 - a. "Previous" navigates to the previous statement.
 - b. "Next" navigates to the next statement.
 - c. "Clear Current" removes this statement from the list of statements currently being viewed.
 - d. "Print Current" prints the statement currently being viewed.
 - e. "Print All" prints all the statements in the print list.

These statements are arranged so that they fit in a normal business size window envelope.

Maintain Frequent Diner Accounts

Customer Phone Number: Enter a phone number for this account.

First Name: Enter a first name for this account.

Last name: Enter a last name for this account.

Mailing Address: Enter a mailing address for this account.

Mailing Postal Code: Enter a postal code for the mailing address.

MSR Card: This field allows you to use MSR Cards for this Frequent Diner Account.

Email: Enter an e-mail address for this customer.

Maintain Frequent Diner Tracking

To see how a customer is doing with their frequent diner account, use this feature to view orders outstanding orders that have not been redeemed.

To see customers' orders that have not been redeemed in the frequent diner program, follow the steps below.

1. Click on "Maintain Frequent Diner Tracking."
2. Enter the customer phone number. This displays the Maintain Unredeemed Frequent Diner Tracking Points screen.
3. View the information on this page or click "Remove" to remove selected orders from the list.

Maintain Customer Credits

Credit Number: This field allows you to view the number assigned to the credit by the software.

Issue Date/Time: This field allows you to view the date and time the credit was issued.

Customer Phone Number: This field allows you to view the credit customer's phone number.

Issued By Employee: This field allows you to view the employee that issued the credit.

Credit Type: This field allows you to view the type of credit issued to the customer.

Credit Amount: This field allows you to view the amount of the credit that was issued.

Credit Expires: This field allows you to view the expiration date of the credit, if there is one.

Credit Reason: This field allows you to view the reason given for issuing the credit.

Credit Limitations: This field allows you to view the limitations that were placed on the credit.

Credit Status: This drop-down allows you to edit the credit status: Active, All Redeemed, or Voided.

Void Reason: This field allows you to enter the reason the credit was voided.

Maintain Gift Certificates

Gift Certificate Number: This field allows you view the Gift Certificate Number assigned by the software. Use this number to redeem the Gift Certificate.

Issued Date/Time: This field allows you view the date and time the Gift Certificate was issued.

Account Number: This field allows you to view the number assigned to the Gift Certificate. Use this number to redeem the Gift Certificate if you are not using MSR cards.

Authorized By: This field allows you to view who authorized the Gift Certificate.

Issued To: This field allows you to view to whom the Gift Certificate was issued.

Presented By: This field allows you to enter the name of the person presenting the Gift Certificate. This is used when the Gift Certificate is given as a gift.

Issued Amount: This field allows you to view the dollar value assigned to the Gift Certificate.

Expiration Date: This field allows you to view the expiration date of the Gift Certificate, if applicable.

Status: This drop-down allows you to set the Gift Certificate status: Active, All Redeemed, or Voided.

Void Reason: Enter a reason for voiding the Gift Certificate.

New Bad Check

When a customer writes a bad check, this feature allows you to make a record of it in the software. If the customer presents another check in the future, the system warns the user that the customer

wrote a prior bad check. A decision can then be made as to whether to accept the new check. Simply fill in all the requested information for the bad check and click “Finish.”

Follow Up Bad Check

This screen allows you to select a check to follow up on or edit. Once selected, you can edit the information concerning the check in the same Bad Check Editor screen used to record a new bad check. A new bad check may also be recorded from this screen.

Inventory Activities**New Purchase Order**

This feature allows you to create a new purchase order when ordering items from vendors. For more information on using this feature, see Operations Center – Inventory Activities Section – New PO (Purchase Order) in Chapter 21 of this manual. This feature may also be accessed from the Main POS screen by navigating to **Operations > Inventory Activities > New PO**.

Review Purchase Order

This feature allows you to review existing purchase orders. For more information on using this feature, see Operations Center – Inventory Activities Section – Review PO in Chapter 21 of this manual. This feature may also be accessed from the Main POS screen by navigating to **Operations > Inventory Activities > Review PO**.

Create PO From Shopping List

If you have a large shopping list, use this feature to create purchase orders quickly for your vendors. To create purchase orders for all vendors using the shopping list, simply click on “Create PO From Shopping List” to display the shopping list.

Create Inventory Item Labels

If you have inventory items that you want to generate stickers for, use the inventory item label generator to print them. The system searches for all items with barcodes and prints a label to stick on the item.

To print barcode labels for inventory items, follow the steps below. These steps assume you have an Aldelo certified label printer and are using 1” x 3” labels.

1. Click on “Create Inventory Item Labels” to display the Inventory Item Label Generator.

2. Select “All Inventory Items with Barcode” or “Select Inventory Items with Barcode.”
 - a. If you choose “Select Inventory Items with Barcode,” you can filter by Inventory Vendor or by Inventory Group.
3. Click “Search.”
4. Select the items you wish to print labels for.
5. Enter the number of copies you wish to print.
6. Click “Print.”

Receive Inventory Items

This feature allows you to receive inventory items from your vendors. For more information on using this feature, see Operations Center – Inventory Activities Section – Receive Items in Chapter 21 of this manual. This feature may also be accessed from the Main POS screen by navigating to **Operations > Inventory Activities > Receive Items.**

Physical Inventory Count

Use this feature to record the physical inventory actually on hand. For more information on using this feature, see Operations Center – Inventory Activities Section – Phy. Inv. Count in Chapter 21 of this manual. This feature may also be accessed from the Main POS screen by navigating to **Operations > Inventory Activities > Phy. Inv. Count.**

Maintenance Activities

Monitor Client Connections

This feature allows you to view all of the clients connected to the network. It also allows you to shut down any clients that are not connected but are preventing the software from allowing you to compact or backup the database. This feature is accessed from the Back Office under the **Activities > Maintenance Activities.** Once you are in the Aldelo For Restaurants Client Connection Monitor, the

maximum number of clients allowed is shown at the bottom of the window in green. Just below the maximum number is the number of clients currently logged onto the system. If the window shows that a client is logged on, but Aldelo For Restaurants is not running on that client’s computer, put a check in the box for the client that is not connected and click the “Shut Down Client” button. This removes that client from the connections.

If you ever get a message that says, “You have exceeded your max number of licenses,” you must shut down the client that the system thinks is connected but is not. To do this, follow the steps mentioned above.

Remove All Access Denied Logs

This feature allows you to delete all of the access denied logs. This feature is found in the Back Office under **Activities > Maintenance Activities**. It deletes all Access Denied recordings, and

may shrink the database size. After cleaning up the Access Denied Logs, compact the database to increase its efficiency.

Remove All Caller ID Logs

This feature allows you to delete all of the Caller ID logs. This feature is found in the Back Office under **Activities > Maintenance Activities**. It deletes all Caller ID recordings and reduces the database size. After cleaning up the Caller ID logs, compact the database to increase its efficiency.

Remove All Customer Names From Orders

This feature allows you to remove all of the names from a specified customers' orders (perhaps due to the customer's request). This feature is found in the Back Office under **Activities > Maintenance Activities**. Once selected, a popup window appears and prompts you to enter the customer's phone number. Enter the phone number of the customer whose name you wish to delete from the orders. Upon completion, a confirmation window appears, displaying how many names were deleted.

Remove All Redeemed Gift Certificate MSR Card Information

This feature allows you to remove all of the swipe card information for redeemed gift certificates. This feature is found in the Back Office under **Activities > Maintenance Activities**. After selecting this choice, a confirmation screen appears asking if you want to remove all scan codes from redeemed gift certificates. Click the "Yes" button. The next window confirms that all of the scan code information was deleted successfully. MSR Card information that is already redeemed is automatically deleted from the system every time the software is restarted.

Remove Prior Manager Cash Outs

This feature allows you to remove the entire prior manager's cash out information. This feature is found in the Back Office under **Activities > Maintenance Activities**. You are prompted to enter a date using the month, day, and year buttons. Anything prior to this date is removed from the system.

Remove Prior Reservations

This feature allows you to remove all the prior reservation information. This feature is found in the Back Office under **Activities > Maintenance Activities**. You are prompted to enter a date using the month, day, and year buttons. Anything prior to this date is removed from the system.

Delete Master Data

This feature allows you to delete database entries that have never been used or were errors when creating the database. Select the category, then select the items to delete. If the item is in use by the system, a message displays stating that the record cannot be deleted. Compact the database immediately after using this feature.

Note: This feature is particularly useful when you finish creating your database before your restaurant opens, to remove any unnecessary entries.

You may only delete items that have no sales associated with them. If the item has ever been used to perform a sale, been attached to another database item, or has any links whatsoever, it must remain in the database forever. The only other option is to dump all your sales to free the items and unlink them so they can be deleted. Make sure the object does not have a forced modifier connected to it.

Refresh Cumulative Grand Total

This option recalculates the total sales when using the Show Non-Resettable Grand Total feature in **Store Settings > Other**.

Third Party Add Ins

New

When you click this, you open a file with the following information.

Instructions:

- 1) To create a Menu Separator, enter DASH PIPE DASH.
- 2) To enter Menu Command, enter DESCRIPTION, then PIPE, then the EXECUTABLE PATH.

====> Enter Menu Commands Starting The Following Line <====

New|CurrentPath

-|-

Calculator|C:\WINDOWS\System32\calc.exe

Notepad|C:\WINDOWS\System32\notepad.exe

This allows you to create links to other programs. This does not integrate the programs, but allows you to open the program from within Aldelo For Restaurants.

Calculator

This opens the Windows® Calculator.

Notepad

This opens Windows® Notepad.

Chapter 23

Database Maintenance

Database & Support Files

Below is a list of some of the files and explanations of what they are and do.

adResSettings.dat

This file contains the Store Settings for your database. Anytime you perform a backup, this file is copied along with the database. In addition, anytime an error occurs in your software, this file helps the Aldelo Technical Support Team to shorten the time it takes to troubleshoot the issue with your system. If you are encountering an error, call us and arrange to send this file by e-mail.

adResISV.dat

This file contains the external software links, such as the link to the Windows® Calculator. You can create your own links to other software programs that are installed on your computer by editing this file. For more information on adding an external software link, see Third Party Add Ins – New in Chapter 22 of this manual. Please note that if you enter a link to a different program, the program you are linking to must be installed on the local computer. The instructions on how to edit this file are in the file when you open it with notepad. The only item not mentioned in the instructions is the ‘&’ (ampersand) symbol. This is used to mark a letter as the hotkey for that word. Use the ‘&’ symbol before the letter you want to set as the hotkey. In addition, you may need to change the path name for the items already in the file to match your computer’s path for those programs.

adResHostess.dat

This file contains the settings for the Hostess functions of the software.

adRes.lang

This file contains the information used to display text in the software. If the software cannot connect to this file, Aldelo For Restaurants displays buttons with no text.

Database Engine Used

The database engine that Aldelo For Restaurants uses is Microsoft Jet 4.

Database Recommended Limits

The recommended database limits are that the database file cannot be larger than 2 gigabytes. There is no limit on the number of clients that can connect to the database, but performance suffers greatly if there are a large number of clients connected to a database located on a slow machine.

Compact Database

Periodically (for example, every two weeks), use the Compact Database feature in the Back Office. Compacting the database shrinks it and re-claims its unused space. This makes the database smaller, faster, and more efficient. To compact the database, go to the computer that holds the database. Close all other client stations connected to this database computer. Navigate to the Back Office and click “Compact Database” to start the compaction process. Once finished, you are notified that the compact process has been completed successfully.

Jet Compact Utility

If you must use the Jet Compact Utility, you can run it from within Aldelo For Restaurants. Go to **Back Office > Help > Technical Support** and press F12 on the keyboard. Enter the password “05338942.” The software asks if all stations are shut down. Double check to make sure. Once all stations are shut down, follow the steps to perform the operation. This function creates a backup of the database before the compact is performed so that if anything goes wrong, all is not lost.

Backup Database

Backing up the database allows you to create backup copies of your database in case your live database becomes corrupted or unusable. You can only backup the database at the computer on which the database is locally stored. You cannot backup the database to a floppy drive. The device must be a Zip drive, a CD recorder drive, a tape drive, or the hard drive itself. The database is too large for a floppy. To back up the database, navigate to the Back Office and click on the “Backup Database” button. Select the folder where the backup database will be stored. We have provided a backup folder for your use in the Aldelo For Restaurants folder during setup. After you have selected the folder for the backup, click the “Backup” button. After the backup is complete, a confirmation window displays a message that the back up is complete. The database, the adResSettings.dat, and the asResHostess.dat file are backed up. Keep these files safe and always keep a second location for the backup, just in case your primary backup is damaged.

You can also use the Windows[®] built-in backup software to schedule automated backup times so that you can snapshot your database at certain time intervals, or simply automate the once a day back up. This can also be accomplished through Aldelo For Restaurants in Station Settings > General. Remember that the other stations must not be running Aldelo For Restaurants when a backup is performed.

Chapter 24

Import/Export

Exporting Data

This feature allows you to export data to transfer to another blank database or into an existing database. To export the data, select the data to export and click the “Export” button. If you want to export the entire database, select “Export Entire Database.”

This creates a text file containing all the data you have chosen to export. This data is in a proprietary format and cannot be edited. The exported file is saved in the Export folder contained in the C:\Documents and Settings\All Users\Application Data\Aldelo Systems\Aldelo Data\Aldelo For Restaurants\Export directory.

Import Data

This feature allows you to import data that was exported from another Aldelo For Restaurants database. If you try to import into a database that has existing data, it hides the information that cannot be imported. Simply create a new item and pick the menu items that have been hidden to bring them back. Follow the steps below to use the import feature.

1. Click “Import.”
2. Locate the export file and click “Open.”

Import New Resource Database

This feature allows you to import a new language database created in the Aldelo Localization Utility. The name of the language database should be adRes.imp. This file contains all the strings for the software, allowing you to change them and customize your software. Refer to the Aldelo Localization manual for more information on how to create new language databases.

Exporting Reports

Aldelo For Restaurants allows you to export all of the built-in reports. Once inside the report, click the “Export” button. A confirmation displays indicating that the report has been saved to a .xls file in the programs directory under the Export folder. Use Microsoft Excel to view or edit the exported file.

Chapter 25

Reports

Sales Summary Report

Report From
 ...

Report To
 ...

Export

Print

Close

```

*** Sales Summary Report ***
From 12/16/2005 To 1/16/2006

*****
Sales Recap
*****
                Amount      COUNT
-----
Total Sales          $69,626.67      3620
Tax 1:                $5,096.92
Delivery Compensation:  -$311.00
-----
Gross Sales:         $74,412.59
NEW GIFT CERT. SALES:  $2,124.00          62
BAD CHECK PAYMENTS RECEIVED:  $0.00            0
In House Account Payments:  $4,059.81       148
TOTAL REFUNDS:            -$25.00           1
TOTAL PAID OUTS:         -$5,731.89       77
-----
NET RECEIPTS EXPECTED >>>  $74,839.52

Total Cash:           $49,498.91      3647
Total Checks:         $4,076.32        97
Total Room Charges:    $43.45           1
Total Credit Cards:    $17,932.41      320
Gift Cert Redeemed:    $1,174.86        41
In House Charges:      $1,931.57        70
-----
TOTAL PAYMENTS >>>        $74,657.52

*****
Sales Statistics
*****
Average Order:                $20.64
Total Guests:                  1043
PER GUEST:                     $19.20

```

Sales Summary Report

This report shows total sales for the specified date range. It gives an overall view of how the restaurant performed for the day.

Guest Count Report

Report From

12/16/2005

Report To

1/16/2006

Export

Print

Close

*** Guest Count Report ***
From 12/16/2005 To 1/16/2006

Date	Breakfast	Lunch	Dinner	Total Guests
12/16/2005	0	0	39	39
Seat Turnover >>>	0.00%	0.00%	32.00%	32.00%
12/17/2005	0	45	22	67
Seat Turnover >>>	0.00%	37.00%	18.00%	55.00%
12/18/2005	0	2	25	27
Seat Turnover >>>	0.00%	2.00%	21.00%	22.00%
12/19/2005	0	22	15	37
Seat Turnover >>>	0.00%	18.00%	12.00%	31.00%
12/20/2005	0	33	3	36
Seat Turnover >>>	0.00%	27.00%	2.00%	30.00%
12/21/2005	0	31	27	58
Seat Turnover >>>	0.00%	26.00%	22.00%	48.00%
12/22/2005	0	51	31	82
Seat Turnover >>>	0.00%	42.00%	26.00%	68.00%
12/23/2005	0	12	24	36
Seat Turnover >>>	0.00%	10.00%	20.00%	30.00%
12/24/2005	0	2	20	22
Seat Turnover >>>	0.00%	2.00%	17.00%	18.00%
12/25/2005	0	0	0	0
Seat Turnover >>>	0.00%	0.00%	0.00%	0.00%
12/26/2005	0	0	14	14
Seat Turnover >>>	0.00%	0.00%	12.00%	12.00%
12/27/2005	0	3	26	29
Seat Turnover >>>	0.00%	2.00%	21.00%	24.00%

Guest Count Report

This report shows the total number of guests served for the specified date range. Guests are sorted by Breakfast, Lunch, Dinner, and Total Guests.

Sales By Category Report		
Report From	Report To	
12/16/2005	...	1/16/2006
<input type="button" value="Export"/> <input type="button" value="Print"/> <input type="button" value="Close"/>		
*** TOTAL SALES REPORT BY CATEGORY ***		
From 12/16/2005 To 1/16/2006		
	SALES AMOUNT	PERCENTAGE
Category 1	1,523.03	2.188%
Category 10	6,464.15	9.285%
Category 11	2,295.00	3.296%
Category 12	277.00	0.398%
Category 13	1,656.34	2.379%
Category 14	2,083.40	2.992%
Category 15	448.10	0.644%
Category 16	234.45	0.337%
Category 17	1,683.60	2.418%
Category 18	340.75	0.489%
Category 19	1,400.65	2.012%
Category 2	6,009.95	8.632%
Category 20	560.10	0.804%
Category 21	185.65	0.267%
Category 22	757.50	1.088%
Category 23	937.30	1.346%
Category 24	192.85	0.277%
Category 25	209.95	0.302%
Category 26	851.50	1.223%
Category 27	504.90	0.725%
Category 28	1,477.00	2.121%
Category 29	481.10	0.691%
Category 3	16,804.90	24.137%
Category 30	1,106.45	1.589%
Category 31	329.70	0.474%
Category 32	6,271.00	9.007%
Category 33	3,122.86	4.485%
Category 35	1,055.00	1.515%
Category 4	538.45	0.773%
Category 5	4,204.55	6.039%
Category 6	2,588.35	3.718%
Category 7	535.50	0.769%
Category 8	1,868.65	2.684%
Category 9	622.05	0.893%
GROSS CATEGORY SALES:	69,621.73	100.000%
DELIVERY FEES:	310.00	

Sales By Category Report

This report shows the total sales in the report date range, grouped by the menu categories. This report is useful for reviewing the sales by different categories in the restaurant, such as Meals, Liquors, etc.

Sales By Hour Report

Report From
Report To

...

...

Export

Print

Close

*** TOTAL SALES REPORT BY HOUR ***
From 12/16/2005 To 1/16/2006

	SALES AMOUNT	PERCENTAGE	ORDERS COUNT	AVG ORDER
9:00:00 AM	471.17	0.680%	4	117.79
10:00:00 AM	2,359.24	3.404%	31	76.10
11:00:00 AM	4,870.50	7.027%	200	24.35
12:00:00 PM	7,498.52	10.818%	473	15.85
1:00:00 PM	5,440.35	7.849%	359	15.15
2:00:00 PM	3,215.78	4.639%	251	12.81
3:00:00 PM	2,700.05	3.895%	236	11.44
4:00:00 PM	6,597.46	9.518%	408	16.17
5:00:00 PM	12,747.10	18.390%	599	21.28
6:00:00 PM	10,367.16	14.956%	534	19.41
7:00:00 PM	6,835.62	9.862%	326	20.97
8:00:00 PM	1,856.78	2.679%	125	14.85
9:00:00 PM	1,623.40	2.342%	57	28.48
10:00:00 PM	27.09	0.039%	4	6.77
12:00:00 AM	766.45	1.106%	4	191.61
1:00:00 AM	1,939.00	2.797%	9	215.44
<hr/>				
NET SALES:	\$69,315.67	100.000%	3620	AVG: 19.15
<hr/>				
TAX 1:	5,096.92			
<hr/>				
TOTAL TAXES:	\$5,096.92			
<hr/>				
Total Sales:	\$74,412.59			

Note: Refunds, if any, are not reflected in this report.

Sales By Hour (Summary) Report

This report shows the total sales in the report date range, grouped by the hour blocks in a summary format. This report is useful for determining which hours are the busiest so that you can schedule your staff accordingly.

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Sales By Hour Details Report			
Report From	Report To	Export	Print
12/16/2005	1/16/2006		Close
*** TOTAL SALES REPORT BY HOUR (DETAIL) *** From 12/16/2005 To 1/16/2006			
MENU ITEM NAME	SALES AMOUNT	PERCENTAGE	QUANTITY
>>> From 9:00:00 AM To 9:59:59 AM <<<			
Menu Item 119	8.25	0.012%	1.00
Menu Item 1342	50.00	0.072%	1.00
Menu Item 171	8.85	0.013%	3.00
Menu Item 198	3.25	0.005%	1.00
Menu Item 25	11.95	0.017%	1.00
Menu Item 26	13.25	0.019%	1.00
Menu Item 261	17.50	0.025%	5.00
Menu Item 30	11.70	0.017%	1.00
Menu Item 42	30.97	0.045%	3.00
Menu Item 64	4.95	0.007%	1.00
Menu Item 738	15.00	0.022%	2.00
Menu Item 835	80.00	0.115%	2.00
Menu Item 846	19.50	0.028%	3.00
Menu Item 857	35.00	0.050%	1.00
Menu Item 877	70.00	0.101%	2.00
Menu Item 890	35.00	0.050%	1.00
Menu Item 904	18.00	0.026%	1.00
Menu Item 923	30.00	0.043%	1.00
Menu Item 987	3.50	0.005%	1.00
Menu Item 988	3.50	0.005%	1.00
HOUR SUMMARY	470.17	0.678%	33.00
>>> From 10:00:00 AM To 10:59:59 AM <<<			
Menu Item 1005	50.00	0.072%	5.00
Menu Item 1005	30.00	0.043%	3.00
Menu Item 1005	40.00	0.058%	4.00
Menu Item 120	6.95	0.010%	1.00
Menu Item 1327	17.90	0.026%	2.00
Menu Item 1340	23.90	0.034%	2.00
Menu Item 1342	50.00	0.072%	1.00
Menu Item 1342	50.00	0.072%	1.00
Menu Item 1342	59.00	0.085%	1.00
Menu Item 1353	2.00	0.003%	1.00
Menu Item 1360	4.95	0.007%	1.00

Sales By Hour Details Report

This report shows the total sales in the report date range, grouped by the hour blocks in a detailed format. This report's usefulness is similar to the Total Sales By Hour Summary Report, except that it shows how many of each menu item were sold by each hour.

Sales By Menu Item Report

Report From	Report To	Sort By	Descending		
<input type="text" value="12/16/2005"/> ...	<input type="text" value="1/16/2006"/> ...	<input type="text" value=""/> ▾	<input type="checkbox"/>	<input type="button" value="Export"/>	<input type="button" value="Print"/>

*** TOTAL SALES REPORT BY MENU ITEM ***
From 12/16/2005 To 1/16/2006

	SALES AMOUNT	PERCENTAGE	QUANTITY
	-----	-----	-----
Menu Item 1000	65.90	0.095%	2.00
Menu Item 1003	32.95	0.047%	1.00
Menu Item 1004	32.95	0.047%	1.00
Menu Item 1005	120.00	0.172%	12.00
Menu Item 101	133.95	0.192%	57.00
Menu Item 104	213.00	0.306%	71.00
Menu Item 105	225.00	0.323%	75.00
Menu Item 1067	20.00	0.029%	4.00
Menu Item 107	13.00	0.019%	4.00
Menu Item 1071	18.00	0.026%	3.00
Menu Item 1072	15.00	0.022%	3.00
Menu Item 108	494.00	0.710%	152.00
Menu Item 1095	6.00	0.009%	1.00
Menu Item 11	46.75	0.067%	17.00
Menu Item 110	87.50	0.126%	35.00
Menu Item 1103	17.50	0.025%	2.00
Menu Item 1119	5.00	0.007%	1.00
Menu Item 1121	5.00	0.007%	1.00
Menu Item 1149	18.00	0.026%	3.00
Menu Item 115	197.50	0.284%	50.00
Menu Item 1177	50.00	0.072%	10.00
Menu Item 1179	20.00	0.029%	4.00
Menu Item 1184	40.00	0.057%	8.00
Menu Item 119	502.75	0.722%	61.00
Menu Item 12	13.00	0.019%	4.00
Menu Item 120	76.45	0.110%	11.00
Menu Item 1203	10.00	0.014%	2.00
Menu Item 121	210.75	0.303%	28.00
Menu Item 1210	6.00	0.009%	1.00
Menu Item 122	15.00	0.022%	2.00
Menu Item 1227	36.00	0.052%	4.00
Menu Item 123	39.75	0.057%	5.00
Menu Item 124	22.50	0.032%	3.00
Menu Item 1247	183.00	0.263%	25.00
Menu Item 1249	9.50	0.014%	1.00
Menu Item 125	127.50	0.183%	17.00

Sales By Menu Item Report

This report shows the total sales in the report date range, grouped by menu items. This report is useful to find out the fastest and slowest selling items, and provides an overview of items sold through the report period.

Sales By Order Type Report

Report From	Report To		Export	Print	Close
<input type="text" value="12/16/2005"/> ...	<input type="text" value="1/16/2006"/> ...				

*** TOTAL SALES REPORT BY ORDER TYPE ***
 From 12/16/2005 To 1/16/2006

	SALES AMOUNT	PERCENTAGE	ORDERS COUNT	AVG ORDER
	-----	-----	-----	-----
Dine In	18,444.29	26.609%	257	71.77
Take Out	27,113.91	39.117%	1621	16.73
Drive Thru	6,699.40	9.665%	1047	6.40
Delivery	17,058.07	24.609%	695	24.54
	-----	-----	-----	-----
NET SALES:	\$69,315.66	100.000%	3620	AVG: 19.15

TAX 1:	5,096.92			

TOTAL TAXES:	\$5,096.92			

Total Sales:	\$74,412.59			

 Note: Refunds, if any, are not reflected in this report.

Sales By Order Type Report

This report shows the total sales in the report date range, grouped by order type (also called Revenue Centers).

Sales By Server Report

Report From	Report To	Export	Print	Close
<input type="text" value="12/16/2005"/> ...	<input type="text" value="1/16/2006"/> ...			

*** TOTAL SALES REPORT BY SERVER ***
 From 12/16/2005 To 1/16/2006

	SALES AMOUNT	PERCENTAGE	ORDERS COUNT	AVG ORDER
10, Employee	1,785.93	2.577%	186	9.60
100, Employee	2,384.21	3.440%	133	17.93
102, Employee	2,809.14	4.053%	273	10.29
104, Employee	661.80	0.955%	31	21.35
13, Employee	1,558.85	2.249%	81	19.25
15, Employee	8,605.03	12.414%	524	16.42
18, Employee	9,153.04	13.205%	138	66.33
19, Employee	2,070.88	2.988%	70	29.58
21, Employee	3,699.29	5.337%	93	39.78
5, Employee	9,923.52	14.316%	628	15.80
56, Employee	4,033.60	5.819%	230	17.54
59, Employee	1,428.59	2.061%	33	43.29
70, Employee	9,163.36	13.220%	640	14.32
78, Employee	6,610.09	9.536%	185	35.73
81, Employee	3,355.68	4.841%	234	14.34
93, Employee	2,072.66	2.990%	141	14.70
<hr/>				
NET SALES:	\$69,315.66	100.000%	3620	AVG: 19.15
<hr/>				
TAX 1:	5,096.92			
<hr/>				
TOTAL TAXES:	\$5,096.92			
<hr/>				
Total Sales:	\$74,412.59			

 Note: Refunds, if any, are not reflected in this report.

Sales By Server Report

This report shows the total sales in the report date range grouped by servers.

Sales By Station Report

Report From		Report To			Export	Print	Close
<input type="text" value="12/16/2005"/>	<input type="button" value="..."/>	<input type="text" value="1/16/2006"/>	<input type="button" value="..."/>				

*** TOTAL SALES REPORT BY STATION ***
 From 12/16/2005 To 1/16/2006

	SALES AMOUNT	PERCENTAGE	ORDERS COUNT	AVG ORDER
Station 2	2,751.45	3.969%	56	49.13
Station 5	17,376.79	25.069%	784	22.16
Station 6	19,359.41	27.929%	2039	9.49
Station 7	14,440.47	20.833%	478	30.21
Station 8	15,387.55	22.199%	263	58.51
NET SALES:	\$69,315.66	100.000%	3620	AVG: 19.15
TAX 1:	5,096.92			
TOTAL TAXES:	\$5,096.92			
TOTAL SALES:	\$74,412.59			

 Note: Refunds, if any, are not reflected in this report.

Sales By Station Report

This report shows the total sales in the report date range grouped by computer stations. Use this report to see the load of computer stations usage in a report period, to better allocate POS station usage, and to determine the necessity of adding additional POS stations.

Daily Sales Analysis Report

Report From
 ...

Report To
 ...

*** DAILY SALES ANALYSIS REPORT ***
 From 12/16/2005 To 1/16/2006

	NET SALES	TOTAL TAXES	TTL SALES	PERCENT	COUNT	AVG ORDER	MIN ORDER	MAX ORDER
2005-12-16 Fri	5,000.06	368.88	5,368.94	7.215%	226	23.84	1.75	936.51
2005-12-17 Sat	4,114.51	311.20	4,425.71	5.948%	167	26.60	1.25	1,256.36
2005-12-18 Sun	1,981.08	147.07	2,128.15	2.860%	106	20.20	1.25	177.06
2005-12-19 Mon	1,723.24	120.45	1,843.69	2.478%	119	15.57	1.25	183.58
2005-12-20 Tue	2,665.80	204.26	2,870.06	3.857%	122	23.61	1.03	478.94
2005-12-21 Wed	2,837.67	197.09	3,034.76	4.078%	143	21.27	1.25	225.01
2005-12-22 Thu	3,193.44	227.71	3,421.15	4.598%	170	20.23	1.25	162.50
2005-12-23 Fri	4,178.33	320.96	4,499.29	6.046%	224	20.19	0.90	151.53
2005-12-24 Sat	3,805.71	301.50	4,107.21	5.520%	99	41.52	1.58	276.99
2005-12-26 Mon	1,921.74	148.29	2,070.03	2.782%	97	21.46	1.85	382.90
2005-12-27 Tue	1,731.50	118.45	1,849.95	2.486%	115	16.15	1.25	115.36
2005-12-28 Wed	2,625.92	192.03	2,817.95	3.787%	158	17.91	1.40	322.91
2005-12-29 Thu	2,182.13	159.30	2,341.43	3.147%	136	17.34	1.25	94.45
2005-12-30 Fri	3,110.46	227.45	3,337.91	4.486%	196	17.12	0.90	98.56
2005-12-31 Sat	4,903.63	397.93	5,301.56	7.125%	138	38.49	1.58	455.36
2006-01-01 Sun	1,936.61	148.12	2,084.73	2.802%	84	24.94	1.85	318.18
2006-01-02 Mon	1,525.44	102.76	1,628.20	2.188%	107	15.31	1.25	80.03
2006-01-03 Tue	1,379.98	90.59	1,470.57	1.976%	116	12.76	1.25	75.10
2006-01-04 Wed	1,945.95	134.05	2,080.00	2.755%	125	16.47	1.25	170.25
2006-01-05 Thu	2,269.83	161.11	2,430.94	3.267%	150	16.27	1.20	149.96
2006-01-06 Fri	4,184.56	297.34	4,481.90	6.023%	238	18.93	1.25	195.00
2006-01-07 Sat	2,599.48	193.05	2,792.53	3.753%	150	18.71	1.25	115.19
2006-01-08 Sun	3,328.07	269.89	3,597.96	4.835%	98	36.83	2.00	1,076.94
2006-01-09 Mon	916.02	51.12	967.14	1.300%	99	9.81	1.25	74.52
2006-01-10 Tue	1,504.52	99.37	1,603.89	2.155%	114	14.13	1.25	231.48
2006-01-11 Wed	1,591.89	106.63	1,698.52	2.283%	121	14.11	0.90	93.42
2006-01-13 Fri	188.10	0.32	188.42	0.253%	2	94.21	6.42	182.00
TOTAL:	69,315.67	5,096.92	\$74,412.59	100.000%	3620	AVG: 20.56		

 Note: Refunds, if any, are not reflected in this report.

Daily Sales Analysis Report

This report shows the total sales in the report date range grouped by days.

Weekly Sales Analysis Report

Report From: 1/16/2005 Report To: 1/16/2006

Export Print Close

*** WEEKLY SALES ANALYSIS REPORT ***

	NET SALES	TOTAL TAXES	TTL SALES	PERCENT	COUNT	AVG ORDER	MIN ORDER	MA>
Week 01/08-01/14 2005	13,849.26	981.28	14,830.54	1.689%	965	15.45	0.90	
Week 01/15-01/21 2005	14,414.64	1,029.95	15,444.59	1.759%	932	16.67	0.90	
Week 01/22-01/28 2005	13,107.68	932.78	14,040.46	1.599%	898	15.73	0.00	
Week 01/29-02/04 2005	14,938.37	1,067.05	16,005.42	1.823%	980	16.43	0.90	
Week 02/05-02/11 2005	15,592.09	1,084.63	16,676.72	1.899%	1109	15.12	0.30	
Week 02/12-02/18 2005	15,566.84	1,074.22	16,641.06	1.895%	1035	16.16	0.60	
Week 02/19-02/25 2005	13,535.21	959.64	14,494.85	1.651%	954	15.28	0.90	
Week 02/26-03/04 2005	14,889.89	1,032.89	15,922.78	1.813%	991	16.15	0.90	
Week 03/05-03/11 2005	16,592.37	1,204.43	17,796.80	2.027%	1020	17.53	0.30	1,
Week 03/12-03/18 2005	16,593.36	1,161.36	17,754.72	2.022%	1102	16.19	0.60	
Week 03/19-03/25 2005	17,160.39	1,141.95	18,302.34	2.084%	1141	16.12	0.90	
Week 03/26-04/01 2005	13,642.49	937.73	14,580.22	1.660%	977	14.99	0.90	
Week 04/02-04/08 2005	14,645.04	1,025.47	15,670.51	1.785%	1115	14.12	0.90	
Week 04/09-04/15 2005	15,216.06	1,038.93	16,254.99	1.851%	1134	14.41	0.00	
Week 04/16-04/22 2005	15,628.46	1,088.97	16,717.43	1.904%	1120	14.99	0.60	
Week 04/23-04/29 2005	15,390.17	1,089.93	16,480.10	1.877%	1039	15.94	1.20	
Week 04/30-05/06 2005	16,252.67	1,130.26	17,382.93	1.980%	1079	16.18	0.90	
Week 05/07-05/13 2005	19,119.19	1,412.12	20,531.31	2.338%	1067	19.31	1.09	1,
Week 05/14-05/20 2005	15,953.90	1,137.71	17,091.61	1.946%	1046	16.41	0.90	1,
Week 05/21-05/27 2005	17,213.22	1,186.91	18,400.13	2.095%	1010	18.29	0.90	1,
Week 05/28-06/03 2005	15,498.46	1,097.96	16,596.42	1.890%	1084	15.39	0.90	
Week 06/04-06/10 2005	16,659.25	1,141.00	17,800.25	2.027%	1107	16.16	0.90	
Week 06/11-06/17 2005	18,942.81	1,345.77	20,288.58	2.311%	1123	18.15	0.90	1,
Week 06/18-06/24 2005	19,644.46	1,384.45	21,028.91	2.395%	1165	18.13	0.90	
Week 06/25-07/01 2005	16,552.57	1,116.62	17,669.19	2.012%	1099	16.16	1.20	
Week 07/02-07/08 2005	11,760.93	809.25	12,570.18	1.432%	928	13.62	0.90	
Week 07/09-07/15 2005	16,705.20	1,213.66	17,918.86	2.041%	1123	16.03	0.82	
Week 07/16-07/22 2005	15,485.49	1,116.49	16,601.98	1.891%	1082	15.42	0.82	
Week 07/23-07/29 2005	13,525.58	931.24	14,456.82	1.646%	1034	14.05	0.90	
Week 07/30-08/05 2005	14,246.34	995.06	15,241.40	1.736%	1072	14.30	0.90	
Week 08/06-08/12 2005	14,883.36	1,058.67	15,942.03	1.816%	1065	15.05	0.90	
Week 08/13-08/19 2005	14,816.39	1,063.25	15,879.64	1.808%	1026	15.56	0.90	
Week 08/20-08/26 2005	13,672.90	953.00	14,625.90	1.666%	1003	14.66	0.90	
Week 08/27-09/02 2005	14,652.95	1,010.70	15,663.65	1.784%	1100	14.31	0.90	
Week 09/03-09/09 2005	15,075.22	1,050.55	16,125.77	1.836%	1051	15.42	0.82	
Week 09/10-09/16 2005	14,746.97	1,036.30	15,783.27	1.797%	1028	15.43	0.00	

Weekly Sales Analysis Report

This report shows the total sales grouped by weeks.

Monthly Sales Analysis Report

Report From	Report To	Export	Print	Close
<input type="text" value="1/1/2005"/> ...	<input type="text" value="1/31/2006"/> ...			

*** MONTHLY SALES ANALYSIS REPORT ***

	NET SALES	TOTAL TAXES	TTL SALES	PERCENT	COUNT	AVG ORDER	MIN ORDER	MAX ORDER
2005 January	61,378.11	4,406.78	65,784.89	7.229%	4093	16.17	0.00	534.62
2005 February	58,432.32	4,057.96	62,490.28	6.867%	4040	15.55	0.30	1,219.90
2005 March	69,677.70	4,825.92	74,503.62	8.187%	4677	16.01	0.30	900.00
2005 April	67,647.85	4,753.28	72,401.13	7.956%	4809	15.13	0.00	745.47
2005 May	72,303.39	5,122.78	77,426.17	8.508%	4513	17.23	0.90	1,615.64
2005 June	76,304.64	5,281.59	81,586.23	8.965%	4817	17.02	0.90	1,149.22
2005 July	65,048.72	4,629.34	69,678.06	7.657%	4679	14.97	0.82	612.70
2005 August	63,054.21	4,419.24	67,473.45	7.414%	4621	14.68	0.90	303.74
2005 September	69,057.35	4,882.24	73,939.59	8.125%	4652	15.96	0.00	1,077.33
2005 October	71,828.32	5,053.46	76,881.78	8.448%	4381	17.64	0.00	1,020.00
2005 November	69,376.16	4,859.07	74,235.23	8.158%	4166	17.90	0.00	1,247.34
2005 December	82,521.30	6,104.39	88,625.69	9.739%	4305	20.68	0.90	1,256.36
2006 January	23,340.45	1,654.35	24,994.80	2.747%	1404	17.89	0.90	1,076.94
TOTAL:	849,970.50	60,050.40	\$910,020.90	100.000%	55157	AVG: 16.50		

 Note: Refunds, if any, are not reflected in this report.

Monthly Sales Analysis Report

This report shows the total sales grouped by months.

Reports

Quarterly Sales Analysis Report

Report From	Report To	Export	Print	Close
<input type="text" value="1/1/2005"/> ...	<input type="text" value="3/31/2006"/> ...			

*** QUARTERLY SALES ANALYSIS REPORT ***

	NET SALES	TOTAL TAXES	TTL SALES	PERCENT	COUNT	AVG ORDER	MIN ORDER	MAX ORDER
1st Qtr 2005	189,488.10	13,290.66	202,778.80	22.283%	12810	15.92	0.00	1,219.90
2nd Qtr 2005	216,255.90	15,157.65	231,413.50	25.429%	14139	16.44	0.00	1,615.64
3rd Qtr 2005	197,160.30	13,930.82	211,091.10	23.196%	13952	15.20	0.00	1,077.33
4th Qtr 2005	223,725.80	16,016.92	239,742.70	26.345%	12852	18.74	0.00	1,256.36
1st Qtr 2006	23,340.45	1,654.35	24,994.80	2.747%	1404	17.89	0.90	1,076.94
TOTAL:	849,970.50	60,050.41	\$910,020.90	100.000%	55157	AVG: 16.50		

Note: Refunds, if any, are not reflected in this report.

Quarterly Sales Analysis Report

This report shows the total sales grouped by quarters.

Yearly Sales Analysis Report

Report From
 ...

Report To
 ...

Export
Print
Close

*** YEARLY SALES ANALYSIS REPORT ***

	NET SALES	TOTAL TAXES	TTL SALES	PERCENT	COUNT	AVG ORDER	MIN ORDER	MAX ORDER
	-----	-----	-----	-----	-----	-----	-----	-----
2003	506.41	40.08	546.49	0.060%	31	17.63	1.36	46.76
2004	6,299.15	510.51	6,809.66	0.742%	244	27.97	1.25	808.88
2005	826,630.10	58,396.05	885,026.10	96.474%	53753	16.55	0.00	1,615.64
2006	23,340.45	1,654.35	24,994.80	2.725%	1404	17.89	0.90	1,076.94
TOTAL:	856,776.10	60,600.99	\$917,377.10	100.000%	55432	AVG: 16.55		

 Note: Refunds, if any, are not reflected in this report.

Yearly Sales Analysis Report

This report shows the total sales grouped by years.

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Sales Vs. Inventory Usage By Auto Depletion Report

Report From: 1/16/2005 Report To: 1/16/2006 Export Print Close

```

*** SALES VS. INVENTORY USAGE BY AUTO DEPLETION ***
From 1/16/2005 To 1/16/2006

```

	AMOUNT	PERCENTAGE
	-----	-----
TOTAL FOOD SALES:	\$878,090.10	
TOTAL FOOD COST: (Less)	\$0.00	0.00%
GROSS PROFITS:	\$878,090.10	100.00%

Note: This report will only reflect estimated inventory
usage as a result of automatic inventory depletion.

Sales Vs. Inventory Usage By Auto Depletion Report

This report shows the total sales and the total inventory usage by auto depletion for the report date range. The inventory usage information does not show in this report if the auto depletion feature is not turned on.

Labor Vs. Sales By Breakfast, Lunch, & Dinner Report

Report From
 ...

Report To
 ...

Export

Print

Close

*** LABOR VS. SALES BY BREAKFAST, LUNCH, & DINNER REPORT ***
 From 1/16/2005 To 1/16/2006

	SALES AMOUNT	PERCENTAGE	ORDERS COUNT	AVG ORDER	LABOR COST	LABOR PERCENT
BREAKFAST SALES	0.00	0.000%	0	0.00	0.00	0.000%
LUNCH SALES	292,796.40	35.699%	23020	12.72	43,529.20	14.867%
DINNER SALES	527,365.80	64.300%	30085	17.53	151,917.60	28.807%
NET SALES:	\$820,170.90	100.000%	53105	AVG: 15.44	\$195,446.80	23.830%
TAX 1:	57,919.11					
TOTAL TAXES:	\$57,919.11					
TOTAL SALES:	\$878,090.10					

 Note: Refunds, if any, are not reflected in this report
 Labor cost is based on the time card attendance value.
 It does not take into account of over time issues.

Labor Vs. Sales By Breakfast, Lunch, & Dinner Report

This report shows the total hourly and salary labor cost for the report date range and the grouped meal times. This report displays up to the minute information and includes employees that have not yet clocked out for the day. This report can also be used to find out how much each of the grouped meal times generates in sales. The times for Breakfast, Lunch, and Dinner are defined in **Store Settings > General**.

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Sales By Area Report				
Report From	Report To	Export	Print	Close
1/16/2005	1/16/2006			
Category 5	811.95			
Category 6	804.80			
Category 7	70.25			
Category 8	304.70			
Category 9	33.80			
Delivery Charge	0.00			
SURCHARGE	0.00			
ORDER DISCOUNTS	-3,311.30			
CASH DISCOUNTS	-155.10			
Credits Redeemed	0.00			
Tax 1	17,749.67			
Tax 2	0.00			
Tax 3	0.00			
GROSS SALES	226,943.30			
*** Payment Information ***				
Cash	104,604.80			
House Account	328.27			
Gift Certificate	2,430.87			
Check	5,926.31			
Visa	35,596.68			
Mastercard	37,433.61			
American Express	20,024.69			
Discover	8,603.32			
TOTAL PAYMENTS	214,948.50			
*** Gratuity Summary ***				
Cash	3,124.99			
Checks	666.82			
Charges	12,061.56			
Gift Certificate	39.63			
TOTAL GRATUITIES	15,893.00			
COURT YARD				
Category 1	2.50			
Category 10	53.15			

Sales By Area Report

This report displays sales information broken down by each defined area (for example, Dining Room, Patio, Bar, etc.). An area is defined by what group the table is assigned to.

Gift Certificate List Report

Sort By ▼ Descending

Export Print Close

*** GIFT CERTIFICATE LIST ***

DATE/TIME	CERT. #	Account Number	ISSUED TO	PRESENTED BY	AUTH. BY
6/15/2001 9:48:15 PM	27		Customer	Employee	Employee 21
6/15/2001 9:50:26 PM	28	1250	Customer	Employee	Employee 21
8/28/2001 6:04:27 PM	45		Customer	Employee	Employee 1
8/28/2001 6:06:50 PM	48		Customer	Employee	Employee 1
8/28/2001 6:07:32 PM	49		Customer	Employee	Employee 1
10/12/2001 3:19:45 P	60		Customer	Employee	Employee 5
12/8/2001 6:40:25 PM	79		Customer	Employee	Employee 21
12/22/2001 6:00:22 P	106		Customer	Employee	Employee 5
12/23/2001 4:12:31 P	110		Customer	Employee	Employee 8
4/2/2002 8:41:33 PM	140		Customer	Employee	Employee 21
7/22/2002 2:25:23 PM	173		Customer	Employee	Employee 21
7/26/2002 3:06:21 PM	175		Customer	Employee	Employee 5
8/21/2002 3:17:26 PM	179		Customer	Employee	Employee 21
8/23/2002 2:00:28 PM	180		Customer	Employee	Employee 5
10/1/2002 3:04:56 PM	191		Customer	Employee	Employee 5
10/1/2002 3:05:44 PM	193		Customer	Employee	Employee 5
10/21/2002 12:05:22	199	PTY121302	Customer	Employee	Employee 21
12/7/2002 8:16:33 PM	213		Customer	Employee	Employee 5
12/12/2002 3:02:46 P	215		Customer	Employee	Employee 5
12/15/2002 1:16:49 P	218		Customer	Employee	Employee 8
12/19/2002 4:27:06 P	222		Customer	Employee	Employee 8
12/23/2002 10:51:53	228		Customer	Employee	Employee 21
12/23/2002 10:53:17	229		Customer	Employee	Employee 21
12/23/2002 1:33:33 P	231		Customer	Employee	Employee 21
12/23/2002 1:33:47 P	232		Customer	Employee	Employee 21
12/24/2002 1:08:49 P	236		Customer	Employee	Employee 5
12/24/2002 1:09:42 P	237		Customer	Employee	Employee 5
12/24/2002 3:29:15 P	239		Customer	Employee	Employee 21
3/23/2003 12:06:52 P	280		Customer	Employee	Employee 21
4/26/2003 7:00:56 PM	291		Customer	Employee	Employee 55
5/10/2003 1:15:06 PM	297		Customer	Employee	Employee 21
5/15/2003 2:20:50 PM	300		Customer	Employee	Employee 21
5/20/2003 11:07:04 A	302		Customer	Employee	Employee 21
5/23/2003 5:48:52 PM	303	2101	Customer	Employee	Employee 55
5/25/2003 8:12:07 PM	306		Customer	Employee	Employee 55
6/12/2003 12:58:14 P	313		Customer	Employee	Employee 55

Gift Certificate List Report

This report shows all outstanding gift certificates, along with the balance amount. It also provides an overview of how many gift certificates have not yet been redeemed.

Gift Certificate Redemptions Report							
Report From	Report To	Sort By	Descending		Export	Print	Close
1/16/2005	1/16/2006		<input type="checkbox"/>				
*** GIFT CERTIFICATE REDEMPTIONS ***							
From 1/16/2005 To 1/16/2006							
DATE/TIME	CERT. #	ORDER #	ST	CT	CASHIER NAME	AMOUNT REDEEMED	
4/23/2005 12:44:14 PM	673	222030	6	1	Employee 1	\$100.00	
4/23/2005 3:25:44 PM	636	222035	6	1	Employee 1	\$100.00	
4/30/2005 4:04:43 PM	664	223106	6	1	Employee 1	\$100.00	
5/4/2005 5:19:11 PM	655	223672	6	1	Employee 1	\$11.95	
5/4/2005 7:27:34 PM	670	223721	6	1	Employee 1	\$50.00	
5/7/2005 2:49:23 PM	679	224203	6	1	Employee 1	\$40.00	
5/7/2005 4:06:49 PM	569	224197	6	1	Employee 1	\$50.00	
5/8/2005 1:54:13 PM	651	224325	6	1	Employee 1	\$25.00	
5/8/2005 2:52:23 PM	621	224330	6	1	Employee 1	\$62.32	
5/8/2005 5:34:05 PM	677	224342	6	1	Employee 1	\$100.00	
5/8/2005 5:41:04 PM	682	224373	6	1	Employee 1	\$14.67	
5/8/2005 8:29:58 PM	618	224421	6	1	Employee 1	\$15.36	
5/12/2005 7:23:09 PM	630	224980	6	1	Employee 1	\$6.94	
5/14/2005 9:49:43 PM	685	225386	6	1	Employee 1	\$38.19	
5/15/2005 3:49:41 PM	665	225398	6	1	Employee 1	\$100.00	
5/15/2005 6:01:31 PM	682	225446	6	1	Employee 1	\$10.33	
5/19/2005 6:50:31 PM	672	226009	6	1	Employee 1	\$50.00	
5/20/2005 6:51:26 PM	683	226228	6	1	Employee 1	\$16.00	
5/20/2005 7:29:51 PM	680	226227	6	1	Employee 1	\$60.00	
5/20/2005 8:56:38 PM	685	226283	6	1	Employee 1	\$11.81	
5/21/2005 4:13:09 PM	668	226315	6	1	Employee 1	\$100.00	
5/21/2005 7:33:30 PM	647	226392	6	1	Employee 1	\$28.22	
5/24/2005 5:19:59 PM	656	226732	6	1	Employee 1	\$15.00	
5/24/2005 7:11:53 PM	614	226757	6	1	Employee 1	\$25.00	
5/25/2005 8:43:26 PM	669	226888	6	1	Employee 1	\$100.00	
5/26/2005 12:14:21 PM	689	226925	6	1	Employee 1	\$14.67	
5/26/2005 12:15:57 PM	689	226948	6	1	Employee 1	\$8.97	
5/28/2005 3:11:22 PM	689	227362	6	1	Employee 1	\$7.57	
6/2/2005 8:21:56 PM	647	228104	6	1	Employee 1	\$21.78	
6/5/2005 12:35:29 PM	650	228581	6	1	Employee 1	\$100.00	
6/7/2005 12:48:08 PM	689	228867	6	1	Employee 21	\$5.28	
6/8/2005 4:30:34 PM	692	229047	6	1	Employee 21	\$8.16	
6/9/2005 11:17:57 AM	692	229133	6	1	Employee 21	\$13.48	
6/11/2005 11:00:53 AM	699	229504	6	1	Employee 21	\$149.06	
6/11/2005 3:19:44 PM	671	229548	6	1	Employee 21	\$100.00	
6/12/2005 1:27:26 PM	674	229687	6	1	Employee 21	\$100.00	

Gift Certificate Redemption Report

This report shows the gift certificate redemptions for the report date range, including the certificate number, order number, where it was redeemed, and how much was redeemed.

Order Payments Report

Report From

Report To

Sort By

Descending

Export
Print
Close

*** ORDER PAYMENTS REPORT ***
 From 1/16/2005 To 1/16/2006

DATE/TIME	Cashier #	ORDER #	ST	CT	CASHIER NAME	AMOUNT PAID
1/16/2005 12:35:14 PM	1524	207552	6	1	Employee 21 (By: Employ	\$18.39
1/16/2005 12:36:39 PM	1524	207557	6	1	Employee 21	\$3.00
1/16/2005 12:37:00 PM	1524	207558	6	1	Employee 21	\$8.81
1/16/2005 12:41:29 PM	1524	207554	6	1	Employee 21	\$41.06
1/16/2005 1:16:11 PM	1524	207556	6	1	Employee 21	\$13.58
1/16/2005 1:23:00 PM	1524	207561	6	1	Employee 21 (By: Employ	\$5.52
1/16/2005 1:28:18 PM	1524	207559	6	1	Employee 21 (By: Employ	\$8.61
1/16/2005 1:28:52 PM	1524	207562	6	1	Employee 21	\$14.50
1/16/2005 1:32:16 PM	1524	207564	6	1	Employee 21	\$2.30
1/16/2005 1:38:12 PM	1524	207560	6	1	Employee 21	\$7.07
1/16/2005 1:44:58 PM	1524	207551	6	1	Employee 21	\$87.00
1/16/2005 1:55:29 PM	1524	207566	6	1	Employee 21 (By: Employ	\$1.95
1/16/2005 2:01:55 PM	1524	207568	6	1	Employee 21	\$7.56
1/16/2005 2:18:38 PM	1524	207571	6	1	Employee 21	\$7.85
1/16/2005 2:19:01 PM	1524	207572	6	1	Employee 21	\$8.94
1/16/2005 2:21:05 PM	1524	207574	6	1	Employee 21	\$10.80
1/16/2005 2:21:23 PM	1524	207567	6	1	Employee 21	\$11.95
1/16/2005 2:58:45 PM	1524	207569	6	1	Employee 21 (By: Employ	\$15.40
1/16/2005 2:58:45 PM	1524	207570	6	1	Employee 21 (By: Employ	\$20.07
1/16/2005 3:00:17 PM	1524	207576	6	1	Employee 21	\$14.32
1/16/2005 3:03:18 PM	1524	207578	6	1	Employee 21 (By: Employ	\$7.23
1/16/2005 3:06:55 PM	1524	207579	6	1	Employee 21 (By: Employ	\$4.08
1/16/2005 3:12:44 PM	1524	207580	6	1	Employee 21 (By: Employ	\$9.40
1/16/2005 3:27:03 PM	1524	207582	6	1	Employee 21 (By: Employ	\$12.61
1/16/2005 3:28:48 PM	1524	207573	6	1	Employee 21 (By: Employ	\$18.93
1/16/2005 3:28:48 PM	1524	207575	6	1	Employee 21 (By: Employ	\$26.34
1/16/2005 3:48:05 PM	1524	207577	6	1	Employee 21 (By: Employ	\$23.42
1/16/2005 3:49:38 PM	1524	207587	6	1	Employee 21	\$5.67
1/16/2005 3:52:15 PM	1524	207581	6	1	Employee 21 (By: Employ	\$5.00
1/16/2005 3:57:51 PM	1524	207583	6	1	Employee 21	\$16.25
1/16/2005 4:29:52 PM	1524	207589	6	1	Employee 21 (By: Employ	\$42.91
1/16/2005 4:42:14 PM	1524	207596	6	1	Employee 21 (By: Employ	\$7.00
1/16/2005 4:47:05 PM	1524	207592	6	1	Employee 21 (By: Employ	\$18.48
1/16/2005 4:47:40 PM	1524	207597	6	1	Employee 21 (By: Employ	\$10.47
1/16/2005 4:48:55 PM	1524	207593	6	1	Employee 21 (By: Employ	\$10.86

Order Payments Report

This report summarizes the register collections of order payments with cash, credit cards, and checks.

Reports

Other Payments Report							
Report From	Report To	Sort By	Descending	Export	Print	Close	
1/16/2005	1/16/2006		<input type="checkbox"/>				
**** OTHER PAYMENTS REPORT **** From 1/16/2005 To 1/16/2006							
DATE/TIME	TYPE	ST	CT	CASHIER NAME	AMOUNT PAID	PAYMENT METHOD	
1/19/2005 11:20:18 AM	GIFT CERT	6	1	Employee 21 (By: Employ	\$100.00	Check	
1/28/2005 2:14:23 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$75.00	Mastercard	
1/31/2005 2:01:32 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$25.00	American Express	
2/2/2005 4:13:36 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$100.00	Cash	
2/3/2005 5:15:12 PM	GIFT CERT	6	1	Employee 21	\$100.00	Visa	
2/8/2005 4:12:46 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$10.00	Check	
2/8/2005 4:15:00 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$10.00	Check	
2/9/2005 1:57:59 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$20.00	Cash	
2/9/2005 8:11:28 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$100.00	Cash	
2/10/2005 11:15:55 AM	GIFT CERT	6	1	Employee 21	\$10.00	Check	
2/10/2005 11:41:47 AM	GIFT CERT	6	1	Employee 21	\$100.00	Check	
2/12/2005 12:54:00 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$10.00	Cash	
2/12/2005 12:55:15 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$10.00	Cash	
2/12/2005 12:56:15 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$10.00	Cash	
2/15/2005 3:07:43 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$50.00	Cash	
2/15/2005 5:01:26 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$50.00	Cash	
2/17/2005 3:03:34 PM	GIFT CERT	6	1	Employee 21	\$100.00	American Express	
2/20/2005 2:27:21 PM	GIFT CERT	6	1	Employee 21	\$20.00	Cash	
2/20/2005 3:00:14 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$100.00	Visa	
2/25/2005 2:40:40 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$25.00	Cash	
2/25/2005 8:14:13 PM	GIFT CERT	6	1	Employee 21	\$85.00	Check	
3/3/2005 12:22:19 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$100.00	Mastercard	
3/4/2005 4:27:44 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$50.00	Cash	
3/5/2005 1:50:49 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$15.00	Check	
3/5/2005 1:51:22 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$15.00	Check	
3/5/2005 2:26:54 PM	GIFT CERT	6	1	Employee 21	\$50.00	Cash	
3/6/2005 1:05:58 PM	GIFT CERT	6	1	Employee 21	\$100.00	Cash	
3/8/2005 11:47:42 AM	GIFT CERT	6	1	Employee 21 (By: Employ	\$50.00	Cash	
3/12/2005 4:38:59 PM	GIFT CERT	6	1	Employee 21	\$100.00	Visa	
3/17/2005 10:54:14 AM	GIFT CERT	6	1	Employee 21	\$100.00	Check	
3/17/2005 6:21:18 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$40.00	Cash	
3/18/2005 2:08:22 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$15.00	Check	
3/18/2005 3:06:15 PM	GIFT CERT	6	1	Employee 21	\$100.00	Cash	
3/20/2005 2:30:34 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$100.00	Cash	
3/21/2005 4:42:46 PM	GIFT CERT	6	1	Employee 21 (By: Employ	\$50.00	Mastercard	

Other Payments Report

This report summarizes all the register collections for non-order payments with cash, credit cards, and checks. This report includes new gift certificate sales collections and bad check reimbursement collections.

In House Charge Payments Report

Report From

Report To

Sort By

Descending

Export
Print
Close

*** IN HOUSE CHARGE PAYMENTS REPORT ***
 From 1/16/2005 To 1/16/2006

DATE/TIME	ST	CT	CASHIER NAME	AMOUNT PAID	PAYMENT METHOD	AMOUNT TEND
1/18/2005 10:49:38 AM	6	1	Employee 21 (By: Employ	\$6.25	Check	\$
1/18/2005 10:49:38 AM	6	1	Employee 21 (By: Employ	\$7.58	Check	\$
1/18/2005 10:49:38 AM	6	1	Employee 21 (By: Employ	\$14.95	Check	\$1
1/18/2005 10:49:38 AM	6	1	Employee 21 (By: Employ	\$11.61	Check	\$1
1/18/2005 10:49:38 AM	6	1	Employee 21 (By: Employ	\$29.76	Check	\$2
1/18/2005 10:49:38 AM	6	1	Employee 21 (By: Employ	\$6.77	Check	\$
1/18/2005 10:49:51 AM	6	1	Employee 21 (By: Employ	\$1.23	Check	\$
2/2/2005 12:58:53 PM	6	1	Employee 21	\$6.97	Cash	\$
2/2/2005 12:58:53 PM	6	1	Employee 21	\$14.92	Cash	\$1
2/2/2005 12:58:53 PM	6	1	Employee 21	\$9.79	Cash	\$
2/3/2005 12:20:00 PM	6	1	Employee 21 (By: Employ	\$12.50	Cash	\$1
2/4/2005 12:23:21 PM	6	1	Employee 21	\$21.35	Check	\$2
2/4/2005 12:23:21 PM	6	1	Employee 21	\$15.21	Check	\$1
2/4/2005 12:23:21 PM	6	1	Employee 21	\$12.84	Check	\$1
2/4/2005 12:23:21 PM	6	1	Employee 21	\$13.17	Check	\$1
2/4/2005 12:23:21 PM	6	1	Employee 21	\$13.31	Check	\$1
2/4/2005 12:23:21 PM	6	1	Employee 21	\$20.80	Check	\$2
2/4/2005 12:23:21 PM	6	1	Employee 21	\$19.85	Check	\$1
2/4/2005 12:23:21 PM	6	1	Employee 21	\$0.00	Check	\$
2/7/2005 11:51:58 AM	6	1	Employee 21	\$53.65	Cash	\$5
2/18/2005 10:45:22 AM	6	1	Employee 21 (By: Employ	\$13.90	Cash	\$1
2/18/2005 11:24:31 AM	6	1	Employee 21	\$0.00	Check	\$
2/20/2005 3:31:35 PM	6	1	Employee 21 (By: Employ	\$23.91	Cash	\$2
2/26/2005 1:04:06 PM	6	1	Employee 21 (By: Employ	\$15.49	Check	\$1
2/26/2005 1:04:06 PM	6	1	Employee 21 (By: Employ	\$38.13	Check	\$3
2/26/2005 1:04:06 PM	6	1	Employee 21 (By: Employ	\$21.57	Check	\$2
2/26/2005 1:04:06 PM	6	1	Employee 21 (By: Employ	\$15.76	Check	\$1
2/26/2005 1:04:06 PM	6	1	Employee 21 (By: Employ	\$46.49	Check	\$4
2/26/2005 1:04:06 PM	6	1	Employee 21 (By: Employ	\$11.95	Check	\$1
2/26/2005 1:04:06 PM	6	1	Employee 21 (By: Employ	\$13.31	Check	\$1
2/26/2005 1:04:06 PM	6	1	Employee 21 (By: Employ	\$7.34	Check	\$
2/26/2005 1:04:06 PM	6	1	Employee 21 (By: Employ	\$37.03	Check	\$3
2/26/2005 1:04:06 PM	6	1	Employee 21 (By: Employ	\$11.42	Check	\$1
2/26/2005 1:04:06 PM	6	1	Employee 21 (By: Employ	\$12.94	Check	\$1
2/26/2005 1:04:06 PM	6	1	Employee 21 (By: Employ	\$38.65	Check	\$3

In-House Charge Payments Report

This report summarizes the In-House charge account payment collection report. This report gives an overview of the guests who have paid their accounts within the specified date range.

Pay Out Details Report						
Report From	Report To	Sort By	Descending	Export	Print	Close
12/16/2005	1/16/2006		<input type="checkbox"/>			
*** PAY OUT DETAILS REPORT ***						
From 12/16/2005 To 1/16/2006						
PAID TO	DATE/TIME	AMOUNT PAID	DESCRIPTION	PAID BY		
PayOut Name 3063	12/16/2005 8:37:00 PM	\$45.00	PayOut Description 3063	Employee 15		
PayOut Name 3064	12/17/2005 1:16:06 PM	\$33.00	PayOut Description 3064	Employee 5		
PayOut Name 3065	12/17/2005 3:23:42 PM	\$21.70	PayOut Description 3065	Employee 5		
PayOut Name 3066	12/17/2005 4:16:20 PM	\$129.50	PayOut Description 3066	Employee 13		
PayOut Name 3067	12/17/2005 6:56:56 PM	\$32.00	PayOut Description 3067	Employee 13		
PayOut Name 3068	12/18/2005 12:27:55 PM	\$22.00	PayOut Description 3068	Employee 21		
PayOut Name 3069	12/18/2005 9:48:25 PM	\$70.00	PayOut Description 3069	Employee 15		
PayOut Name 3070	12/19/2005 1:18:26 PM	\$5.00	PayOut Description 3070	Employee 15		
PayOut Name 3071	12/19/2005 5:06:59 PM	\$26.00	PayOut Description 3071	Employee 70		
PayOut Name 3072	12/19/2005 7:52:03 PM	\$27.00	PayOut Description 3072	Employee 15		
PayOut Name 3073	12/20/2005 12:31:29 PM	\$89.00	PayOut Description 3073	Employee 56		
PayOut Name 3074	12/20/2005 12:48:16 PM	\$26.00	PayOut Description 3074	Employee 56		
PayOut Name 3075	12/20/2005 12:59:28 PM	\$5.00	PayOut Description 3075	Employee 10		
PayOut Name 3076	12/20/2005 1:26:01 PM	\$36.00	PayOut Description 3076	Employee 10		
PayOut Name 3077	12/20/2005 4:33:54 PM	\$56.00	PayOut Description 3077	Employee 56		
PayOut Name 3078	12/20/2005 8:46:29 PM	\$76.00	PayOut Description 3078	Employee 56		
PayOut Name 3079	12/21/2005 1:36:53 PM	\$96.00	PayOut Description 3079	Employee 10		
PayOut Name 3080	12/21/2005 2:38:32 PM	\$220.00	PayOut Description 3080	Employee 102		
PayOut Name 3081	12/21/2005 3:05:02 PM	\$9.00	PayOut Description 3081	Employee 102		
PayOut Name 3082	12/21/2005 3:24:24 PM	\$327.32	PayOut Description 3082	Employee 10		
PayOut Name 3083	12/21/2005 7:48:41 PM	\$36.00	PayOut Description 3083	Employee 10		
PayOut Name 3084	12/21/2005 9:48:12 PM	\$44.00	PayOut Description 3084	Employee 13		
PayOut Name 3085	12/22/2005 7:21:23 PM	\$27.00	PayOut Description 3085	Employee 15		
PayOut Name 3086	12/23/2005 7:32:21 PM	\$22.00	PayOut Description 3086	Employee 102		
PayOut Name 3087	12/23/2005 9:08:05 PM	\$98.00	PayOut Description 3087	Employee 15		
PayOut Name 3088	12/24/2005 6:05:27 PM	\$36.00	PayOut Description 3088	Employee 15		
PayOut Name 3089	12/24/2005 6:46:06 PM	\$32.00	PayOut Description 3089	Employee 13		
PayOut Name 3090	12/26/2005 7:18:31 PM	\$22.00	PayOut Description 3090	Employee 15		
PayOut Name 3091	12/28/2005 2:36:14 PM	\$186.00	PayOut Description 3091	Employee 102		
PayOut Name 3092	12/28/2005 4:56:11 PM	\$77.68	PayOut Description 3092	Employee 10		
PayOut Name 3093	12/28/2005 7:34:22 PM	\$27.00	PayOut Description 3093	Employee 10		
PayOut Name 3094	12/29/2005 4:53:18 PM	\$53.00	PayOut Description 3094	Employee 70		
PayOut Name 3095	12/29/2005 7:35:10 PM	\$27.00	PayOut Description 3095	Employee 15		
PayOut Name 3096	12/30/2005 8:52:01 PM	\$40.00	PayOut Description 3096	Employee 15		
PayOut Name 3097	12/31/2005 12:41:14 PM	\$2.50	PayOut Description 3097	Employee 5		
PayOut Name 3098	12/31/2005 2:55:02 PM	\$30.00	PayOut Description 3098	Employee 15		

Pay Out Details Report

The report shows the payouts for the specified date range. The report displays the recipient, date, time, amount, description, and employee who made the payout.

*** Manager Cash Out Report ***
From 1/16/2005 To 1/16/2006

Cash Out #	DATE/TIME	Cash Out By	Cash Out Amount	Station	Cashier Name
1845	1/10/2006 2:11:09 PM	Employee 21	\$340.00	6	Employee 21
1846	1/10/2006 7:27:39 PM	Employee 21	\$350.00	6	Employee 21
1847	1/11/2006 2:11:37 PM	Employee 21	\$210.00	6	Employee 21
TOTAL AMOUNT:			\$900.00		

Manager Cash Out Report

This report shows the manager's cash out details.

Total Payments Received Summary Report

Report From
 ...

Report To
 ...

Export

Print

Close

*** TOTAL PAYMENTS RECEIVED SUMMARY ***
 From 11/16/2005 To 1/16/2006

Payment Type	Payments	COUNT
<hr/>		
Cash:	\$100,740.40	7643
Check:	\$6,391.60	176
Visa:	\$16,817.38	334
Mastercard:	\$10,882.26	227
American Express:	\$5,645.23	87
Discover:	\$1,723.98	31
Carte Blanche:	\$0.00	0
Diner's Club:	\$0.00	0
ATM / Debit Card:	\$0.00	0
Room Charges:	\$43.45	1
Gift Cert Redeemed:	\$1,987.60	57
In House Charge:	\$4,077.69	153
<hr/>		
Total Cash:	\$100,740.40	
Total Checks:	\$6,391.60	
Total Room Charges:	\$43.45	
Total Credit Cards:	\$35,068.85	
Gift Cert Redeemed:	\$1,987.60	
In House Charges:	\$4,077.69	
<hr/>		
TOTAL PAYMENTS:	\$148,309.60	

Total Payments Received Summary Report

This report shows the total payments received, by payment type, for the report date range.

Reports

Customer Info Report							
		Sort By	Descending		Export	Print	Close
*** CUSTOMER INFO REPORT ***							
CUSTOMER	NAME	PHONE NUMBER	TOTAL SPENT	TOTAL COUNT	AVG ORDER	MIN ORDER	MAX ORDER
cus tomer	1	2095321	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	10	20953210	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	100	209532100	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1000	(209) 532-1000	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1001	(209) 532-1001	\$11.95	1	\$11.95	\$11.95	\$11.95
cus tomer	1002	(209) 532-1002	\$10.86	1	\$10.86	\$10.86	\$10.86
cus tomer	1003	(209) 532-1003	\$27.49	12	\$18.96	\$8.42	\$36.32
cus tomer	1004	(209) 532-1004	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1005	(209) 532-1005	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1006	(209) 532-1006	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1007	(209) 532-1007	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1008	(209) 532-1008	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1009	(209) 532-1009	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	101	209532101	\$15.87	10	\$15.87	\$11.95	\$28.80
cus tomer	1010	(209) 532-1010	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1011	(209) 532-1011	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1012	(209) 532-1012	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1013	(209) 532-1013	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1014	(209) 532-1014	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1015	(209) 532-1015	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1016	(209) 532-1016	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1017	(209) 532-1017	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1018	(209) 532-1018	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1019	(209) 532-1019	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	102	209532102	\$22.81	2	\$11.40	\$10.86	\$11.95
cus tomer	1020	(209) 532-1020	\$617.91	26	\$23.77	\$7.56	\$63.37
cus tomer	1021	(209) 532-1021	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1022	(209) 532-1022	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1023	(209) 532-1023	\$15.32	6	\$25.89	\$18.42	\$38.03
cus tomer	1024	(209) 532-1024	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1025	(209) 532-1025	\$19.52	2	\$9.76	\$5.21	\$14.31
cus tomer	1026	(209) 532-1026	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1027	(209) 532-1027	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1028	(209) 532-1028	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1029	(209) 532-1029	\$56.67	4	\$14.17	\$6.98	\$21.06
cus tomer	103	209532103	\$0.00	0	\$0.00	\$0.00	\$0.00
cus tomer	1030	(209) 532-1030	\$116.88	8	\$14.61	\$9.00	\$20.97

Customer Info Report

This report shows customer names, phone number, and sales information. Use this report to see your customers' spending at your restaurant.

Customer Sales By Range Report						
Report From	Report To	Sort By	Descending	Export	Print	Close
10/16/2005	1/16/2006	<input type="checkbox"/>	
*** CUSTOMER SALES BY RANGE REPORT ***						
CUSTOMER NAME	PHONE NUMBER	TOTAL SPENT	TOTAL COUNT	AVG ORDER	MIN ORDER	MAX ORDER
customer 1003	(209) 532-1003	\$135.63	7	\$19.38	\$8.42	\$26.74
customer 101	209532101	\$28.76	2	\$14.38	\$14.38	\$14.38
customer 1020	(209) 532-1020	\$209.00	8	\$26.12	\$7.88	\$54.45
customer 1029	(209) 532-1029	\$15.12	1	\$15.12	\$15.12	\$15.12
customer 1030	(209) 532-1030	\$53.12	3	\$17.71	\$16.01	\$20.97
customer 1031	(209) 532-1031	\$21.99	1	\$21.99	\$21.99	\$21.99
customer 1032	(209) 532-1032	\$110.19	5	\$22.04	\$20.86	\$23.46
customer 1036	(209) 532-1036	\$108.06	4	\$27.01	\$20.90	\$36.98
customer 1037	(209) 532-1037	\$69.84	2	\$34.92	\$11.94	\$57.90
customer 105	209532105	\$210.21	3	\$70.07	\$10.88	\$183.58
customer 1051	(209) 532-1051	\$99.41	5	\$19.88	\$7.60	\$28.09
customer 1052	(209) 532-1052	\$12.94	1	\$12.94	\$12.94	\$12.94
customer 1057	(209) 532-1057	\$39.78	2	\$19.89	\$16.57	\$23.21
customer 1069	(209) 532-1069	\$59.42	4	\$14.85	\$7.33	\$25.96
customer 1072	(209) 532-1072	\$19.18	2	\$9.59	\$7.24	\$11.94
customer 1078	(209) 532-1078	\$12.94	1	\$12.94	\$12.94	\$12.94
customer 1082	(209) 532-1082	\$117.62	8	\$14.70	\$6.79	\$23.57
customer 1086	(209) 532-1086	\$16.05	2	\$8.03	\$5.20	\$10.85
customer 11	20953211	\$47.15	3	\$15.72	\$8.55	\$23.80
customer 1100	(209) 532-1100	\$16.55	1	\$16.55	\$16.55	\$16.55
customer 1105	(209) 532-1105	\$17.89	1	\$17.89	\$17.89	\$17.89
customer 1110	(209) 532-1110	\$46.84	3	\$15.61	\$14.38	\$18.08
customer 1113	(209) 532-1113	\$56.39	2	\$28.20	\$12.94	\$43.45
customer 1119	(209) 532-1119	\$14.04	1	\$14.04	\$14.04	\$14.04
customer 112	209532112	\$17.37	2	\$8.68	\$8.15	\$9.22
customer 1120	(209) 532-1120	\$45.42	3	\$15.14	\$11.13	\$21.35
customer 1125	(209) 532-1125	\$18.37	1	\$18.37	\$18.37	\$18.37
customer 1126	(209) 532-1126	\$297.07	10	\$29.71	\$5.43	\$71.23
customer 1129	(209) 532-1129	\$202.25	9	\$22.47	\$13.52	\$29.44
customer 113	209532113	\$72.42	6	\$12.07	\$10.85	\$12.98
customer 1132	(209) 532-1132	\$103.14	6	\$17.19	\$12.94	\$24.88
customer 1138	(209) 532-1138	\$20.58	1	\$20.58	\$20.58	\$20.58
customer 1145	(209) 532-1145	\$11.41	1	\$11.41	\$11.41	\$11.41
customer 1146	(209) 532-1146	\$55.34	4	\$13.84	\$10.85	\$21.70
customer 1147	(209) 532-1147	\$437.99	14	\$31.29	\$10.83	\$60.93
customer 1148	(209) 532-1148	\$14.11	1	\$14.11	\$14.11	\$14.11
customer 1157	(209) 532-1157	\$93.12	6	\$15.52	\$11.94	\$22.00

Customer Sales By Range Report

This report shows all customer sales for a specified date range.

Specific Customer Purchase Report

Report From
Report To

Export
Print
Close

*** INDIVIDUAL CUSTOMER PURCHASE SUMMARY ***
 From 1/16/2002 To 1/16/2006

DATE/TIME	ORDER #	ORDER TYPE	ORDER AMOUNT	SPECIFIC CUSTOMER NAME
12/22/2003 6:28:08 PM	148160	Take Out	\$29.77	
12/23/2003 6:23:15 PM	148348	Take Out	\$10.82	
2/11/2005 10:44:01 AM	211068	Take Out	\$16.30	
2/23/2005 11:46:47 AM	212866	Take Out	\$19.14	
5/25/2005 6:08:24 PM	226877	Delivery	\$14.31	
12/23/2005 5:37:37 PM	258759	Delivery	\$30.85	
TOTAL SUMMARY:		6 <<< Total Count	\$121.19 <<< Total Spent	

Specific Customer Purchase Report

After specifying a customer's telephone number, this report shows the sales history for that customer.

Customer Anniversary Listing Report

Sort By
Descending
Export
Print
Close

*** CUSTOMER ANNIVERSARY LISTING REPORT ***

CUSTOMER NAME	PHONE NUMBER	ADDRESS	CITY	STATE	POSTAL CODE
cus tomer 1	2095321	Address 1	City 11714	NY	11714
cus tomer 2	2095322	Address 2	City 11714	NY	11714
cus tomer 3	2095323	Address 3	City 11714	NY	11714
cus tomer 4	2095324	Address 4	City 11801	NY	11801
cus tomer 5	2095325	Address 5	City 11714	NY	11714
cus tomer 6	2095326	Address 6	City 11714	NY	11714
cus tomer 7	2095327	Address 7	City 11706	NY	11706
cus tomer 8	2095328	Address 8	City 11714	NY	11714
cus tomer 9	2095329	Address 9	City 11714	NY	11714
cus tomer 10	20953210	Address 10	City 11706	NY	11706
cus tomer 11	20953211	Address 11	City 11714	NY	11714
cus tomer 12	20953212	Address 12	City 11714	NY	11714
cus tomer 13	20953213	Address 13	City 11706	NY	11706
cus tomer 14	20953214	Address 14	City 11714	NY	11714
cus tomer 15	20953215	Address 15	City 11714	NY	11714
cus tomer 16	20953216	Address 16	City 11756	NY	11756
cus tomer 17	20953217	Address 17	City 11714	NY	11714
cus tomer 18	20953218	Address 18	City 11714	NY	11714
cus tomer 19	20953219	Address 19	City 11706	NY	11706
cus tomer 20	20953220	Address 20	City 11801	NY	11801
cus tomer 21	20953221	Address 21	City 11714	NY	11714
cus tomer 22	20953222	Address 22	City 11756	NY	11756
cus tomer 23	20953223	Address 23	City 11706	NY	11706
cus tomer 24	20953224	Address 24	City 11714	NY	11714
cus tomer 25	20953225	Address 25	City 11714	NY	11714
cus tomer 26	20953226	Address 26	City 11714	NY	11714
cus tomer 27	20953227	Address 27	City 11714	NY	11714
cus tomer 28	20953228	Address 28	City 11714	NY	11714
cus tomer 29	20953229	Address 29	City 11714	NY	11714
cus tomer 30	20953230	Address 30	City 11714	NY	11714
cus tomer 31	20953231	Address 31	City 11714	NY	11714
cus tomer 32	20953232	Address 32	City 11714	NY	11714
cus tomer 33	20953233	Address 33	City 11714	NY	11714
cus tomer 34	20953234	Address 34	City 11714	NY	11714
cus tomer 35	20953235	Address 35	City 11714	NY	11714
cus tomer 36	20953236	Address 36	City 11714	NY	11714
cus tomer 37	20953237	Address 37	City 11706	NY	11706

Customer Anniversary Listing Report

This report shows customers that were added to the database by the month specified. This report is useful for use in marketing to give specials to customers having a birthday. This can be setup in the customer record file with the Anniversary Month button.

Reports

Customer Credit List Report						
		Sort By	Descending	Export	Print	Close
*** CUSTOMER CREDIT LIST ***						
DATE/TIME	CREDIT #	CUSTOMER PHONE	CREDIT REASON	AUTH. BY	CREDIT	BAL
5/6/2001 6:59:37 PM	7	209532829	Credit Reason 7	Employee 20	\$4.00	\$4.00
5/29/2001 11:08:28 AM	16	(209) 532-1203	Credit Reason 16	Employee 1	\$1.95	\$1.95
6/19/2001 1:19:14 PM	20	209532158	Credit Reason 20	Employee 1	\$5.00	\$5.00
7/16/2001 1:39:21 PM	24	209532472	Credit Reason 24	Employee 21	\$8.70	\$8.70
7/17/2001 8:24:42 PM	25	2095324	Credit Reason 25	Employee 21	\$1.00	\$1.00
7/19/2001 6:36:24 PM	26	(209) 532-1307	Credit Reason 26	Employee 20	\$12.95	\$12.95
7/20/2001 9:44:31 PM	27	(209) 532-1834	Credit Reason 27	Employee 21	\$4.25	\$4.25
8/2/2001 8:17:55 PM	30	209532709	Credit Reason 30	Employee 21	\$10.00	\$10.00
8/4/2001 9:29:47 PM	31	20953265	Credit Reason 31	Employee 21	\$10.00	\$10.00
8/21/2001 10:19:20 PM	32	(209) 532-1354	Credit Reason 32	Employee 21	\$2.25	\$2.25
8/28/2001 11:59:37 AM	33	209532443	Credit Reason 33	Employee 1	\$50.00	\$50.00
8/30/2001 6:17:44 PM	34	2095323	Credit Reason 34	Employee 1	\$94.00	\$94.00
9/2/2001 2:39:52 PM	35	209532449	Credit Reason 35	Employee 1	\$10.00	\$10.00
9/4/2001 10:29:46 PM	36	(209) 532-2356	Credit Reason 36	Employee 1	\$10.00	\$10.00
9/7/2001 7:37:55 PM	37	209532189	Credit Reason 37	Employee 1	\$2.00	\$2.00
10/3/2001 12:20:48 PM	38	(209) 532-2298	Credit Reason 38	Employee 21	\$8.00	\$8.00
10/13/2001 6:36:17 PM	39	(209) 532-1806	Credit Reason 39	Employee 1	\$10.00	\$10.00
11/16/2001 7:56:33 PM	40	(209) 532-1176	Credit Reason 40	Employee 1	\$5.00	\$5.00
12/14/2001 7:51:44 PM	47	(209) 532-2384	Credit Reason 47	Employee 1	\$10.00	\$10.00
12/20/2001 11:18:37 AM	48	(209) 532-2627	Credit Reason 48	Employee 1	\$23.59	\$23.59
1/6/2002 1:35:49 PM	49	209532714	Credit Reason 49	Employee 1	\$2.50	\$2.50
1/14/2002 2:56:35 PM	50	209532438	Credit Reason 50	Employee 1	\$5.00	\$5.00
1/18/2002 10:45:59 AM	51	209532281	Credit Reason 51	Employee 1	\$3.50	\$3.50
2/8/2002 6:19:17 PM	52	209532718	Credit Reason 52	Employee 1	\$2.25	\$2.25
3/8/2002 7:52:40 PM	53	(209) 532-3610	Credit Reason 53	Employee 1	\$3.00	\$3.00
3/8/2002 8:15:31 PM	54	2095324	Credit Reason 54	Employee 1	\$0.95	\$0.95
3/9/2002 2:21:56 PM	55	(209) 532-2311	Credit Reason 55	Employee 1	\$10.00	\$10.00
4/22/2002 7:17:52 PM	59	209532228	Credit Reason 59	Employee 1	\$5.00	\$5.00
6/1/2002 7:55:51 PM	60	(209) 532-4167	Credit Reason 60	Employee 5	\$10.80	\$10.80
7/12/2002 7:41:46 PM	61	(209) 532-1834	Credit Reason 61	Employee 21	\$4.95	\$4.95
10/29/2002 8:31:51 PM	62	(209) 532-4077	Credit Reason 62	Employee 21	\$2.00	\$2.00
12/14/2002 7:33:39 PM	63	209532609	Credit Reason 63	Employee 21	\$5.00	\$5.00
2/25/2003 7:31:31 PM	64	(209) 532-4206	Credit Reason 64	Employee 21	\$5,000.00	\$5,000.00
4/16/2003 8:29:10 PM	65	(209) 532-3381	Credit Reason 65	Employee 21	\$5.00	\$5.00
5/2/2003 8:25:15 PM	66	(209) 532-3269	Credit Reason 66	Employee 21	\$10.25	\$10.25
5/7/2003 6:17:32 PM	67	(209) 532-1025	Credit Reason 67	Employee 2	\$2.00	\$2.00

Customer Credit List Report

This report shows all outstanding customer credits available.

Customer Credit Redemptions Report

Report From
Report To
Sort By
Descending

*** CUSTOMER CREDIT REDEMPTIONS ***
 From 1/16/2005 To 1/16/2006

DATE/TIME	CREDIT #	ORDER #	EMPLOYEE NAME	AMOUNT REDEEMED
2/9/2005 6:17:48 PM	95	210873	Employee 5	\$4.75
9/2/2005 6:27:32 PM	101	242411	Employee 21	\$15.00
9/5/2005 11:49:21 AM	102	242684	Employee 21	\$10.00
9/8/2005 7:34:43 PM	103	243216	Employee 5	\$20.00
12/3/2005 1:15:40 PM	106	255789	Employee 5	\$10.00
12/7/2005 10:59:47 AM	104	256237	Employee 78	\$15.00
TOTAL REDEEMED:				\$74.75

Customer Credit Redemption

This report shows the customer credit redemption tracking history within the report date range.

*** FREQUENT DINER ACCOUNTS ***

Frequent Diner	PHONE NUMBER	TRACKED COUNT	TRACKED AMOUNT	Mailing Address
Customer 1	20953267	0	\$0.00	1150 Stewart Ave
Customer 2	209532213	0	\$0.00	43 No Sheridan Ave
Customer 3	209532385	0	\$0.00	43 No Sheridan Ave
Customer 4	(209) 532-1806	0	\$0.00	43 N Sheridan
Customer 5	(209) 532-4206	0	\$0.00	1 Leslie Street

Frequent Diner Accounts Report

This report shows the existing frequent diner accounts in a list report. This report includes the customer's name, phone number, number of orders tracked, tracked amount, mailing address, city, state, zip code, and e-mail address.

Frequent Diner Tracking Report

Report From: 1/16/2006 Report To: 1/16/2006 Sort By: Descending: **Export** **Print** **Close**

*** FREQUENT DINER TRACKING ***
From 1/16/2006 To 1/16/2006

	PHONE NUMBER	Tracked Date	ORDER #	ORDER TOTAL	SPECIFIC CUSTOMER
Frequent Diner Auto	(209) 532-5133	1/16/2006 4:13:33 PM	261223	\$182.00	
Frequent Diner Auto	(209) 532-5133	1/16/2006 4:14:05 PM	261225	\$27.05	
TOTAL SUMMARY:			2	\$209.05	

Frequent Diner Tracking Report

This report shows the frequent diner tracking information for the specified date range.

Reports

Frequent Diner Tracking Report

Report From	Report To	Sort By	Descending	Export	Print	Close
<input type="text" value="1/16/2006"/> ...	<input type="text" value="1/16/2006"/> ...	<input type="text" value=""/> ▾	<input type="checkbox"/>			

*** FREQUENT DINER TRACKING ***
 From 1/16/2006 To 1/16/2006

	PHONE NUMBER	Tracked Date	ORDER #	ORDER TOTAL	SPECIFIC CUSTOMER
Frequent Diner Auto	(209) 532-5133	1/16/2006 4:13:33 PM	261223	\$182.00	
Frequent Diner Auto	(209) 532-5133	1/16/2006 4:14:05 PM	261225	\$27.05	
TOTAL SUMMARY:				2	\$209.05

Frequent Diner Tracking Report

This report shows specific Frequent Diner information for individual accounts.

Frequent Diner Tracking Report

Report From ...

Report To ...

Sort By Descending

Export Print Close

*** FREQUENT DINER TRACKING ***
From 2/1/2007 To 3/8/2007

	PHONE NUMBER	Tracked Date	ORDER #	ORDER TOTAL	SPECIFIC CUSTOMER
Frequent Diner	Auto (209) 555-1212	2/15/2007 9:27:13 AM	40	\$18.42	
Frequent Diner	Auto (209) 555-1212	2/15/2007 3:43:30 PM	42	\$15.83	
Frequent Diner	Auto (209) 555-1212	2/16/2007 10:30:50 AM	53	\$38.01	
Frequent Diner	Auto (209) 555-1212	2/27/2007 2:33:54 PM	75	\$5.21	
Frequent Diner	Auto (209) 555-1212	3/2/2007 3:41:40 PM	87	\$6.71	
Frequent Diner	Auto (209) 555-1212	3/5/2007 9:27:04 AM	90	\$15.57	
TOTAL SUMMARY:			6	\$99.75	

Frequent Diner Sales Summary Per Account

This report displays sales information by frequent diner for the specified date range.

In House Charge Accounts Report							
Sort By		Descending		Export	Print	Close	
*** CUSTOMER IN HOUSE CHARGE ACCOUNTS ***							
CUSTOMER	NAME	PHONE NUMBER	EXPIRES	STATUS	CREDIT LIMIT	BALANCE	AVAIL CREDIT
Customer	9	2095329		Active	\$500.00	\$0.00	\$500.00
Customer	158	209532158		Past Due	\$600.00	\$23.00	\$577.00
Customer	239	209532239		Active	\$50.00	\$0.00	\$50.00
Customer	253	209532253		Active	\$150.00	\$0.00	\$150.00
Customer	264	209532264		Active	\$50.00	\$0.00	\$50.00
Customer	401	209532401		Active	\$12,000.00	\$638.98	\$11,361.02
Customer	724	209532724		Active	\$500.00	\$83.71	\$416.29
Customer	852	209532852		Active	\$50.00	\$0.00	\$50.00
Customer	907	209532907		Active	\$50.00	\$0.00	\$50.00
Customer	1128	(209) 532-1128		Past Due	\$1,000.00	\$0.00	\$1,000.00
Customer	1329	(209) 532-1329		Active	\$5.00	\$0.00	\$5.00
Customer	1452	(209) 532-1452		Active	\$500.00	\$0.00	\$500.00
Customer	1806	(209) 532-1806		Active	\$800.00	\$0.00	\$800.00
Customer	2161	(209) 532-2161		Active	\$85.00	\$0.00	\$85.00
Customer	2523	(209) 532-2523		Active	\$50.00	\$0.00	\$50.00
Customer	2925	(209) 532-2925		Past Due	\$325.00	\$292.39	\$32.61
Customer	3027	(209) 532-3027		Active	\$10.00	\$6.97	\$3.03
Customer	3554	(209) 532-3554		Active	\$500.00	\$231.02	\$268.98
Customer	3555	(209) 532-3555		Active	\$100.00	\$0.00	\$100.00
Customer	4592	(209) 532-4592		Past Due	\$100.00	\$58.87	\$41.13
Customer	5607	(209) 532-5607		Past Due	\$150.00	\$14.94	\$135.06

In-House Charge Accounts Report

This report shows the In-House charge account list. This report displays the customer charge account balance and other information. If a customer's account is closed, the account is not listed in this report.

In House Charge Tracking Report

Report From

Report To

Sort By

Descending

*** IN HOUSE CHARGE TRACKING REPORT ***
 From 1/16/2005 To 1/16/2006

CUSTOMER NAME	PHONE NUMBER	DATE CHARGED	ORDER #	CHARGE DUE DATE	Charged Amount	DATE PAID
Customer 401	209532401	1/16/2005	207553	2/15/2005	\$40.78	2/26/2005
Customer 1128	(209) 532-1128	1/16/2005	207555	2/15/2005	\$76.40	3/14/2005
Customer 401	209532401	1/16/2005	207563	2/15/2005	\$13.31	2/26/2005
Customer 401	209532401	1/16/2005	207621	2/15/2005	\$44.48	2/26/2005
Customer 401	209532401	1/17/2005	207736	2/16/2005	\$19.69	2/26/2005
Customer 401	209532401	1/17/2005	207756	2/16/2005	\$9.24	2/26/2005
Customer 401	209532401	1/18/2005	207771	2/17/2005	\$27.84	2/26/2005
Customer 401	209532401	1/19/2005	207906	2/18/2005	\$16.04	2/26/2005
Customer 401	209532401	1/20/2005	207970	2/19/2005	\$25.75	2/26/2005
Customer 724	209532724	1/20/2005	208094	2/19/2005	\$2.50	5/4/2005
Customer 401	209532401	1/21/2005	208272	2/20/2005	\$15.21	2/26/2005
Customer 401	209532401	1/21/2005	208279	2/20/2005	\$11.15	2/26/2005
Customer 401	209532401	1/22/2005	208377	2/21/2005	\$158.10	2/26/2005
Customer 401	209532401	1/23/2005	208415	2/22/2005	\$95.61	2/26/2005
Customer 401	209532401	1/23/2005	208471	2/22/2005	\$8.43	2/26/2005
Customer 401	209532401	1/23/2005	208490	2/22/2005	\$26.59	2/26/2005
Customer 401	209532401	1/23/2005	208493	2/22/2005	\$8.16	2/26/2005
Customer 724	209532724	1/24/2005	208577	2/23/2005	\$16.04	5/4/2005
Customer 401	209532401	1/24/2005	208589	2/23/2005	\$19.79	2/26/2005
Customer 401	209532401	1/24/2005	208604	2/23/2005	\$11.95	2/26/2005
Customer 401	209532401	1/25/2005	208611	2/24/2005	\$53.83	2/26/2005
Customer 401	209532401	1/26/2005	208736	2/25/2005	\$16.57	2/26/2005
Customer 1806	(209) 532-1806	1/26/2005	208764	2/25/2005	\$8.97	2/26/2005
Customer 9	2095329	1/26/2005	208841	2/25/2005	\$56.64	3/7/2005
Customer 401	209532401	1/27/2005	208864	2/26/2005	\$23.55	2/26/2005
Customer 401	209532401	1/27/2005	208899	2/26/2005	\$33.93	2/26/2005
Customer 401	209532401	1/28/2005	209071	2/27/2005	\$26.35	2/26/2005
Customer 401	209532401	1/28/2005	209199	2/27/2005	\$19.29	2/26/2005
Customer 401	209532401	1/28/2005	209181	2/27/2005	\$15.21	2/26/2005
Customer 724	209532724	1/28/2005	209035	2/27/2005	\$5.83	5/4/2005
Customer 401	209532401	1/29/2005	209315	2/28/2005	\$39.91	2/26/2005
Customer 1806	(209) 532-1806	1/30/2005	209404	3/1/2005	\$14.92	2/26/2005
Customer 401	209532401	1/30/2005	209438	3/1/2005	\$12.84	2/26/2005
Customer 401	209532401	1/31/2005	209578	3/2/2005	\$17.62	2/26/2005
Customer 1806	(209) 532-1806	2/1/2005	209640	3/3/2005	\$9.79	2/26/2005
Customer 724	209532724	2/1/2005	209632	3/3/2005	\$5.48	5/4/2005

In-House Charge Tracking Report

This report shows the In-House charge tracking information. This report displays In-House charge orders and the charges associated with them.

Outstanding Bad Checks Report

Sort By Descending **Export** **Print** **Close**

*** OUTSTANDING BAD CHECKS REPORT ***

ISSUER NAME	ISSUED DATE	AMOUNT	CHECK #	BANK ROUTING	ACCOUNT NUMBER	STATUS
Customer 1	1/16/2006	\$25.00	123456	89121	13245678	In House C
TOTAL COUNT:		1				
TOTAL AMOUNT:		\$25.00				
AVG CHECK:		\$25.00				

Outstanding Bad Checks Report

This report shows all outstanding bad checks recorded in the system.

Customer Incidents Report

Report From: 1/16/2001 Report To: 1/16/2006 Sort By: Descending **Export** **Print** **Close**

*** Customer Incidents Report ***
From 1/16/2001 To 1/16/2006

DATE/TIME	ORDER #	LOSS RESULT	CUSTOMER PHONE	INCIDENT DETAILS
10/13/2001 3:27:05 P		No	(209) 532-2767	called few times from unionalda
2/6/2003 1:51:28 PM		No	(209) 532-5362	fake credit card

Customer Incidents Report

This report shows the customer incident log information recorded in the system.

Active Employee's Schedules Report						
		Sort By	Descending	Export	Print	Close
**** ACTIVE EMPLOYEE'S SCHEDULES ****						
EMPLOYEE NAME	Week	WEEKDAY	IN TIME	OUT TIME		
1, Employee	1/14/2006	Monday	08:00 AM	05:00 PM		
Break 1	12:00 PM - 01:00 PM	Non Compensated				
Break 2	10:00 AM - 10:15 AM	Compensated				
Break 3	03:00 PM - 03:15 PM	Compensated				
1, Employee	1/14/2006	Tuesday	08:00 AM	05:00 PM		
Break 1	12:00 PM - 01:00 PM	Non Compensated				
Break 2	10:00 AM - 10:15 AM	Compensated				
Break 3	03:00 PM - 03:15 PM	Compensated				
1, Employee	1/14/2006	Wednesday	08:00 AM	05:00 PM		
Break 1	12:00 PM - 01:00 PM	Non Compensated				
Break 2	10:00 AM - 10:15 AM	Compensated				
Break 3	03:00 PM - 03:15 PM	Compensated				
1, Employee	1/14/2006	Thursday	08:00 AM	05:00 PM		
Break 1	12:00 PM - 01:00 PM	Non Compensated				
Break 2	10:00 AM - 10:15 AM	Compensated				
Break 3	03:00 PM - 03:15 PM	Compensated				
1, Employee	1/14/2006	Friday	08:00 AM	05:00 PM		
Break 1	12:00 PM - 01:00 PM	Non Compensated				
Break 2	10:00 AM - 10:15 AM	Compensated				
Break 3	03:00 PM - 03:15 PM	Compensated				

Active Employees Schedules Report

This report shows employee schedules as defined in the Employee Schedule data entry screen in setup.

Weekly Labor Cost Projection

Report From: 1/14/2006

Export Print Close

Job Title: Deliver/Counter

104, Employee	Pay Rate: \$6.00 /Hour
TOTAL REGULAR HOURS:	40.00
REGULAR PAY:	\$240.00
TOTAL OVER TIME HOURS:	0.00
OVER TIME PAY:	\$0.00
TOTAL DOUBLE TIME HOURS:	0.00
DOUBLE TIME PAY:	\$0.00
NET PAYABLE BEFORE TAXES:	\$240.00

70, Employee	Pay Rate: \$6.00 /Hour
TOTAL REGULAR HOURS:	0.00
REGULAR PAY:	\$0.00
TOTAL OVER TIME HOURS:	0.00
OVER TIME PAY:	\$0.00
TOTAL DOUBLE TIME HOURS:	0.00
DOUBLE TIME PAY:	\$0.00
NET PAYABLE BEFORE TAXES:	\$0.00

TOTAL REGULAR PAY:	240.00
TOTAL OVER TIME PAY:	0.00
TOTAL DOUBLE TIME PAY:	0.00

Job Title: Deliver/Counter

	\$240.00
--	----------

Job Title: Delivery

100, Employee	Pay Rate: \$6.00 /Hour
---------------	------------------------

Weekly Labor Cost Projection

This report provides an estimated cost labor based on the current employee schedules.

Employee Payroll History Report

Report From	Report To	Sort By	Descending		
<input type="text" value="1/2/2005"/> ...	<input type="text" value="1/15/2006"/> ...	<input type="text" value=""/> ▾	<input type="checkbox"/>	<input type="button" value="Export"/>	<input type="button" value="Print"/>

```

*** EMPLOYEE PAYROLL HISTORY REPORT ***
From 1/2/2005 To 1/15/2006
*****
Greek, David (Bar Back) 1/10/2005-2/6/2005    REGULAR PAY: $6.00/Hour  OVER TIME PAY: $9.00/Hour
Tax Account Number: 5561
*****
>>> NO TIME CARD INFO TO SHOW <<<
-----
TOTAL REGULAR HOURS:                0.00
>>>> REGULAR PAY:                    $0.00
TOTAL OVER TIME HOURS:               0.00
>>>> OVER TIME PAY:                  $0.00
TOTAL DOUBLE TIME HOURS:             0.00
>>>> DOUBLE TIME PAY:                $0.00
ADDITIONAL PAY:                      $0.00
TIPS REPORTED:                       $0.00
-----
GROSS EARNINGS:                      $0.00
TOTAL HOURS WORKED:                  0.00
WAGE ADVANCE: (Less)                 $0.00
NET PAYABLE BEFORE TAXES:            $0.00
*****
Guy, Jennifer (Bartender)7/25/2005-8/7/2005    REGULAR PAY: $5.15/Hour  OVER TIME PAY: $7.73/Hour
Tax Account Number: 216-11-7857
*****
2005-07-25 05:39 PM - 02:00 AM  Hours Worked:  8.35  TIPS REPORTED:  $40.00  < Normal Time Card >
2005-07-28 05:53 PM - 03:20 AM  Hours Worked:  9.45  TIPS REPORTED:  $35.00  < Normal Time Card >
2005-07-29 08:55 PM - 03:08 AM  Hours Worked:  6.22  TIPS REPORTED:  $40.00  < Normal Time Card >
2005-07-30 09:54 AM - 06:11 PM  Hours Worked:  8.28  TIPS REPORTED:  $10.00  < Normal Time Card >
2005-08-01 05:51 PM - 03:47 AM  Hours Worked:  9.93  TIPS REPORTED:  $40.00  < Normal Time Card >
2005-08-02 05:45 PM - 03:25 AM  Hours Worked:  9.67  TIPS REPORTED:  $30.00  < Normal Time Card >
2005-08-04 06:53 PM - 03:57 AM  Hours Worked:  9.07  TIPS REPORTED:  $41.00  < Normal Time Card >
2005-08-05 05:52 PM - 11:44 PM  Hours Worked:  5.87  TIPS REPORTED:  $40.00  < Normal Time Card >
2005-08-07 11:58 AM - 05:45 PM  Hours Worked:  5.78  TIPS REPORTED:  $6.25  < Normal Time Card >
-----
TOTAL REGULAR HOURS:                72.30
>>>> REGULAR PAY:                    $372.35
TOTAL OVER TIME HOURS:               0.32

```

Employee Payroll History Report

This report shows an employee's payroll history details for the report date range.

Employee Payroll History Report (Summary)

Report From	Report To	Sort By	Descending		
<input type="text" value="1/12/2005"/> ...	<input type="text" value="1/18/2006"/> ...	<input type="text" value=""/> ▾	<input type="checkbox"/>	<input type="button" value="Export"/>	<input type="button" value="Print"/>

```

*** EMPLOYEE PAYROLL HISTORY REPORT ***
From 1/12/2005 To 1/18/2006
*****
10, Employee (Pizza/Cook)1/10/2006-1/16/2006   REGULAR PAY: $4.00/Hour  OVER TIME PAY: $6.00/Hour
Tax Account Number: 124888846
*****
TOTAL REGULAR HOURS:                651.28
>>>> REGULAR PAY:                    $2,605.12
TOTAL OVER TIME HOURS:               24,724.82
>>>> OVER TIME PAY:                  $148,348.90
TOTAL DOUBLE TIME HOURS:             0.00
>>>> DOUBLE TIME PAY:                $0.00
ADDITIONAL PAY:                      $0.00
TIPS REPORTED:                      $0.00
-----
GROSS EARNINGS:                      $150,954.00
TOTAL HOURS WORKED:                  25376.10
AVG. HOURLY RATE:                   $5.95
WAGE ADVANCE: (Less)                 $0.00
NET PAYABLE BEFORE TAXES:            $150,954.00

*****
100, Employee (Delivery) 1/10/2006-1/16/2006   REGULAR PAY: $6.00/Hour  OVER TIME PAY: $9.00/Hour
Tax Account Number:
*****
TOTAL REGULAR HOURS:                0.00
>>>> REGULAR PAY:                    $0.00
TOTAL OVER TIME HOURS:               0.00
>>>> OVER TIME PAY:                  $0.00
TOTAL DOUBLE TIME HOURS:             0.00
>>>> DOUBLE TIME PAY:                $0.00
ADDITIONAL PAY:                      $0.00
TIPS REPORTED:                      $0.00
-----
GROSS EARNINGS:                      $0.00
TOTAL HOURS WORKED:                  0.00
WAGE ADVANCE: (Less)                 $0.00
NET PAYABLE BEFORE TAXES:            $0.00

```

Employee Payroll History Report (Summary)

This report contains the same information as the Employee Payroll History Report, but in summary form.

Wage Advance Details Report

Report From
Report To
Sort By
Descending

1/16/2005

...

1/16/2006

...

▼

Export

Print

Close

*** EMPLOYEE WAGE ADVANCE REPORT ***
 From 1/16/2005 To 1/16/2006

PAID TO	DATE/TIME	AMOUNT PAID	DESCRIPTION	PAID BY
PayOut Name 2367	1/21/2005 7:29:53 PM	\$100.00	PayOut Description 2367	Employee 5
PayOut Name 2379	1/28/2005 10:19:53 PM	\$35.00	PayOut Description 2379	Employee 15
PayOut Name 2396	2/4/2005 10:17:05 PM	\$35.00	PayOut Description 2396	Employee 15
PayOut Name 2408	2/11/2005 7:56:33 PM	\$100.00	PayOut Description 2408	Employee 15
PayOut Name 2428	2/20/2005 8:15:11 PM	\$200.00	PayOut Description 2428	Employee 15
PayOut Name 2434	2/23/2005 8:04:34 PM	\$130.00	PayOut Description 2434	Employee 15
PayOut Name 2465	3/10/2005 7:54:04 PM	\$32.00	PayOut Description 2465	Employee 15
PayOut Name 2468	3/11/2005 8:02:27 PM	\$100.00	PayOut Description 2468	Employee 5
PayOut Name 2495	3/25/2005 8:12:33 PM	\$100.00	PayOut Description 2495	Employee 5
PayOut Name 2510	4/1/2005 8:00:28 PM	\$24.00	PayOut Description 2510	Employee 5
PayOut Name 2511	4/1/2005 8:01:33 PM	\$100.00	PayOut Description 2511	Employee 5
PayOut Name 2525	4/9/2005 7:36:31 PM	\$84.00	PayOut Description 2525	Employee 15
PayOut Name 2590	5/7/2005 10:35:46 PM	\$100.00	PayOut Description 2590	Employee 15
PayOut Name 2637	5/26/2005 9:00:09 PM	\$17.00	PayOut Description 2637	Employee 15
PayOut Name 2673	6/11/2005 8:34:55 PM	\$16.00	PayOut Description 2673	Employee 15
PayOut Name 2741	7/6/2005 10:08:51 PM	\$100.00	PayOut Description 2741	Employee 10
PayOut Name 2834	8/19/2005 10:17:06 PM	\$100.00	PayOut Description 2834	Employee 21
PayOut Name 2835	8/20/2005 9:01:03 PM	\$18.00	PayOut Description 2835	Employee 15
PayOut Name 2853	8/31/2005 3:29:07 PM	\$51.00	PayOut Description 2853	Employee 15
PayOut Name 2870	9/7/2005 9:54:33 PM	\$50.00	PayOut Description 2870	Employee 10
PayOut Name 2893	9/21/2005 9:53:27 PM	\$150.00	PayOut Description 2893	Employee 10
PayOut Name 3019	11/27/2005 10:05:05 PM	\$56.00	PayOut Description 3019	Employee 15
PayOut Name 3030	12/4/2005 9:57:43 PM	\$60.00	PayOut Description 3030	Employee 15
PayOut Name 3049	12/11/2005 9:43:53 PM	\$65.00	PayOut Description 3049	Employee 15
PayOut Name 3069	12/18/2005 9:48:25 PM	\$70.00	PayOut Description 3069	Employee 15
PayOut Name 3078	12/20/2005 8:46:29 PM	\$76.00	PayOut Description 3078	Employee 56
PayOut Name 3116	1/4/2006 9:17:14 PM	\$100.00	PayOut Description 3116	Employee 15
PayOut Name 3123	1/7/2006 8:31:35 PM	\$98.00	PayOut Description 3123	Employee 15
PayOut Name 3124	1/7/2006 9:39:49 PM	\$200.00	PayOut Description 3124	Employee 15
PayOut Name 3126	1/7/2006 10:26:59 PM	\$435.00	PayOut Description 3126	Employee 15

Wage Advance Details Report

This report shows employee wage advance payout details for the report date range.

Dine In Server Performance Report

Report From	Report To		Export	Print	Close
<input type="text" value="1/16/2005"/>	<input type="text" value="1/16/2006"/>				

*** SERVER PERFORMANCE REPORT ***
 From 1/16/2005 To 1/16/2006

	TOTAL SALES	PERCENT	COUNT	AVG ORDER	TTL GUESTS	PER GUEST
10, Employee	48.20	0.021%	2	24.10	3	16.07
100, Employee	57.30	0.025%	2	28.65	4	14.32
13, Employee	54.48	0.023%	1	54.48	4	13.62
15, Employee	922.07	0.395%	21	43.91	67	13.76
18, Employee	106,575.70	45.680%	1505	70.81	5769	18.47
19, Employee	27,524.27	11.797%	510	53.97	1648	16.70
21, Employee	1,137.79	0.483%	12	94.82	121	9.40
4, Employee	610.58	0.262%	16	38.16	51	11.97
5, Employee	1,425.86	0.611%	32	44.56	112	12.73
56, Employee	1,342.96	0.576%	12	111.91	52	25.83
59, Employee	36,140.85	15.491%	715	50.55	3561	10.15
6, Employee	19,192.05	8.226%	235	81.67	1028	18.67
70, Employee	1,900.95	0.815%	21	90.52	71	26.77
71, Employee	155.79	0.067%	4	38.95	11	14.16
78, Employee	35,940.38	15.405%	457	78.64	1799	19.98
81, Employee	30.17	0.013%	1	30.17	2	15.09
88, Employee	40.08	0.017%	2	20.04	5	8.02
93, Employee	32.76	0.014%	2	16.38	1	32.76
98, Employee	77.54	0.033%	2	38.77	4	19.39
99, Employee	97.74	0.042%	2	48.87	7	13.96
TOTAL:	\$233,307.50	100.000%	3554	65.65	14320	\$16.29

 Note: This report shows only dine in orders.

Dine-In Server Performance Report

This report shows server sales grouped by dine-in orders.

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Table Group Sales Per Employee Report

Report From
 ...

Report To
 ...

Export

Print

Close

*** Table Group Sales Per Employee Report ***
 From 1/16/2005 To 1/16/2006

10, Employee

Table Group Name	Total Sales	Total Guests	PER GUEST
Back Dinning Room	48.20	3	16.07
Total	\$48.20	3	\$16.07

100, Employee

Table Group Name	Total Sales	Total Guests	Average Order
Back Dinning Room	57.30	4	14.33
Total	\$57.30	4	\$14.32

13, Employee

Table Group Name	Total Sales	Total Guests	Average Order
Back Dinning Room	54.48	4	13.62
Total	\$54.48	4	\$13.62

15, Employee

Table Group Name	Total Sales	Total Guests	Average Order
Back Dinning Room	991.56	77	12.88
Total	\$991.56	77	\$12.88

18, Employee

Table Group Sales Per Employee Report

This report displays sales information by employee for each table group. Use this report to assign your employees to their most productive table groups.

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Reports

Server Gratuity Report						
Report From		Report To				
1/16/2005		1/16/2006		Export	Print	Close
*** SERVER GRATUITY REPORT ***						
From 1/16/2005 To 1/16/2006						
SERVER NAME	TOTAL SALES	POS REC'D TIPS	% OF SALES	TIPS REPORTED	% OF SALES	
10, Employee	\$23,777.27	\$4.00	0.02%	\$0.00	0.00%	
100, Employee	\$2,354.31	\$0.00	0.00%	\$0.00	0.00%	
100, Employee - Driver	\$11,891.50	\$32.00	0.27%	\$0.00	0.00%	
101, Employee	\$9.20	\$0.00	0.00%	\$0.00	0.00%	
101, Employee - Driver	\$1,641.33	\$5.00	0.30%	\$0.00	0.00%	
102, Employee	\$11,155.83	\$16.00	0.14%	\$0.00	0.00%	
102, Employee - Driver	\$16.24	\$0.00	0.00%	\$0.00	0.00%	
103, Employee - Driver	\$239.81	\$2.00	0.83%	\$0.00	0.00%	
104, Employee	\$275.61	\$0.00	0.00%	\$0.00	0.00%	
104, Employee - Driver	\$3,881.87	\$16.35	0.42%	\$0.00	0.00%	
13, Employee	\$9,324.66	\$23.00	0.25%	\$0.00	0.00%	
13, Employee - Driver	\$27,083.53	\$123.34	0.46%	\$0.00	0.00%	
15, Employee	\$63,887.13	\$70.70	0.11%	\$0.00	0.00%	
15, Employee - Driver	\$800.20	\$0.00	0.00%	\$0.00	0.00%	
16, Employee	\$844.97	\$0.00	0.00%	\$0.00	0.00%	
16, Employee - Driver	\$5,609.52	\$41.20	0.73%	\$0.00	0.00%	
18, Employee	\$107,533.90	\$8,766.50	8.15%	\$0.00	0.00%	
19, Employee	\$30,908.20	\$1,546.57	5.00%	\$0.00	0.00%	
21, Employee	\$30,457.46	\$73.49	0.24%	\$0.00	0.00%	
21, Employee - Driver	\$1,198.47	\$11.73	0.98%	\$0.00	0.00%	
38, Employee	\$3,162.44	\$0.00	0.00%	\$0.00	0.00%	
38, Employee - Driver	\$369.50	\$0.00	0.00%	\$0.00	0.00%	
4, Employee	\$7,214.25	\$11.25	0.16%	\$0.00	0.00%	
4, Employee - Driver	\$9,942.54	\$12.90	0.13%	\$0.00	0.00%	
46, Employee	\$13,880.99	\$1.00	0.01%	\$0.00	0.00%	
46, Employee - Driver	\$10,968.08	\$84.00	0.77%	\$0.00	0.00%	
5, Employee	\$112,977.00	\$108.78	0.10%	\$0.00	0.00%	
5, Employee - Driver	\$1,056.83	\$7.00	0.66%	\$0.00	0.00%	
56, Employee	\$3,491.45	\$18.00	0.52%	\$0.00	0.00%	
59, Employee	\$36,172.58	\$1,961.71	5.42%	\$0.00	0.00%	
6, Employee	\$19,195.55	\$1,480.95	7.72%	\$0.00	0.00%	
70, Employee	\$51,657.32	\$142.00	0.27%	\$0.00	0.00%	
70, Employee - Driver	\$4,518.36	\$30.73	0.68%	\$0.00	0.00%	
71, Employee	\$171.30	\$6.82	3.98%	\$0.00	0.00%	
71, Employee - Driver	\$596.29	\$0.00	0.00%	\$0.00	0.00%	
73, Employee	\$1,885.96	\$0.00	0.00%	\$0.00	0.00%	

Server Gratuity Report

This report shows each of the Dine-In server gratuities recorded into the POS station, as well as other related gratuity information.

Menu Item Sales By Server Report

Report From
 ...

Report To
 ...

Sort By

Descending

Export

Print

Close

*** MENU ITEM SALES BY SERVER REPORT ***
 From 1/16/2005 To 1/16/2006

SERVER NAME	MENU ITEM NAME	TOTAL QTY	AVG QTY	TOTAL SALES	AVG CHECK
10, Employee	Menu Item 100	1.00	1.00	\$2.30	\$2.30
10, Employee	Menu Item 101	84.00	1.20	\$194.10	\$2.77
10, Employee	Menu Item 104	65.00	1.14	\$195.00	\$3.42
10, Employee	Menu Item 105	85.00	1.21	\$255.00	\$3.64
10, Employee	Menu Item 107	2.00	1.00	\$6.50	\$3.25
10, Employee	Menu Item 108	93.00	1.19	\$302.25	\$3.88
10, Employee	Menu Item 11	11.00	1.00	\$28.50	\$2.59
10, Employee	Menu Item 110	45.00	1.32	\$112.50	\$3.31
10, Employee	Menu Item 111	1.00	1.00	\$3.00	\$3.00
10, Employee	Menu Item 115	38.00	1.12	\$143.10	\$4.21
10, Employee	Menu Item 116	4.00	1.00	\$15.00	\$3.75
10, Employee	Menu Item 119	23.00	1.05	\$170.75	\$7.76
10, Employee	Menu Item 12	3.00	1.00	\$9.75	\$3.25
10, Employee	Menu Item 120	1.00	1.00	\$6.50	\$6.50
10, Employee	Menu Item 121	18.00	1.29	\$132.50	\$9.46
10, Employee	Menu Item 122	2.00	1.00	\$14.45	\$7.22
10, Employee	Menu Item 123	1.00	1.00	\$7.50	\$7.50
10, Employee	Menu Item 124	5.00	1.00	\$39.25	\$7.85
10, Employee	Menu Item 125	9.00	1.00	\$64.75	\$7.19
10, Employee	Menu Item 1250	2.00	1.00	\$10.00	\$5.00
10, Employee	Menu Item 1254	1.00	1.00	\$6.00	\$6.00
10, Employee	Menu Item 1258	1.00	1.00	\$5.00	\$5.00
10, Employee	Menu Item 126	5.00	1.00	\$35.30	\$7.06
10, Employee	Menu Item 127	24.00	1.04	\$156.00	\$6.78
10, Employee	Menu Item 128	8.00	1.00	\$55.75	\$6.97
10, Employee	Menu Item 129	4.00	1.00	\$34.90	\$8.72
10, Employee	Menu Item 130	2.00	1.00	\$17.90	\$8.95
10, Employee	Menu Item 131	1.00	1.00	\$8.95	\$8.95
10, Employee	Menu Item 132	4.00	1.00	\$36.35	\$9.09
10, Employee	Menu Item 1324	37.00	1.16	\$111.00	\$3.47
10, Employee	Menu Item 1325	30.00	1.11	\$97.50	\$3.61
10, Employee	Menu Item 1326	8.00	1.14	\$31.60	\$4.51
10, Employee	Menu Item 133	3.00	1.00	\$29.85	\$9.95
10, Employee	Menu Item 1339	3.00	1.00	\$11.25	\$3.75
10, Employee	Menu Item 135	4.00	1.00	\$38.40	\$9.60
10, Employee	Menu Item 1353	66.00	1.29	\$131.25	\$2.57

Menu Item Sales By Server Report

This report shows menu item sales information grouped by server.

Specific Server Sales By Category Report

Report From		Report To			Export	Print	Close
<input type="text" value="1/16/2004"/>	<input type="button" value="..."/>	<input type="text" value="1/16/2006"/>	<input type="button" value="..."/>				

```

*** SPECIFIC SERVER SALES BY CATEGORY REPORT ***
From 1/16/2004 To 1/16/2006
CATEGORIES                SALES AMOUNT
-----
Category 1                 25.85
Category 10                 1.85
Category 11                87.30
Category 13                26.85
Category 14                19.85
Category 2                 12.25
Category 24                 5.95
Category 3                233.56
Category 31                 3.95
Category 4                 25.90
Category 5                102.20
Category 6                 86.45
Category 7                   3.50
Category 8                 15.75
Category 9                   4.35
-----
Employee 104                $655.56

```

Note: Only this specific server sales are reported in this sales report. Other reduction or increases such as order void, surcharge, delivery charge and more are not factored in this report. Taxes are not included either.

Specific Server Sales By Category Report

This report shows the sales for each category, as well as the total for all categories, for the specified server and date range.

Driver Delivery Summary Report

Report From	Report To	Sort By	Descending		
1/16/2005	1/16/2006		<input type="checkbox"/>	Export	Print

*** DRIVER DELIVERY SUMMARY REPORT ***
 From 1/16/2005 To 1/16/2006

DRIVER NAME	NET SALES	DELIVERIES TAKEN	DRIVER COMP
Employee 100	11,666.50	488	225.00
Employee 101	1,611.83	65	29.50
Employee 102	16.24	1	00.00
Employee 103	235.81	9	04.00
Employee 104	3,805.37	170	76.50
Employee 13	26,573.53	1118	510.00
Employee 15	789.20	30	11.00
Employee 16	5,485.98	212	96.00
Employee 21	1,175.82	28	11.50
Employee 38	363.00	16	06.50
Employee 4	9,753.54	445	189.00
Employee 46	10,735.58	492	232.50
Employee 5	1,038.83	38	18.00
Employee 70	4,156.28	179	81.50
Employee 71	559.85	23	10.50
Employee 73	4,896.28	240	116.00
Employee 77	3,880.61	187	87.50
Employee 78	31.64	2	01.00
Employee 81	38,723.30	1691	777.50
Employee 82	2,539.86	120	56.00
Employee 88	39,184.09	1746	802.00
Employee 92	1,038.68	50	23.00
Employee 93	20,263.48	900	407.00
Employee 96	6,800.46	304	136.50
Employee 97	4,131.64	189	85.50
Employee 99	12,435.94	557	250.00
TOTAL	\$211,893.30	9300	\$4,243.50

Driver Delivery Summary Report

This report shows the delivery driver's net sales, number of deliveries, and the compensation received for the specified date range.

Reports

No Sale Tracking Report

Report From	Report To	Sort By	Descending	Export	Print	Close
<input type="text" value="1/16/2005"/> ...	<input type="text" value="1/16/2006"/> ...	<input type="text" value=""/> ▾	<input type="checkbox"/>			

*** NO SALE TRACKING REPORT ***
 From 1/16/2005 To 1/16/2006

By: Employee 21	Station 6	Cash Tray 1
No Sale Date/Time:	1/16/2005 11:03:41 AM	
No Sale Reason:	u	

By: Employee 21	Station 6	Cash Tray 1
No Sale Date/Time:	1/16/2005 11:32:46 AM	
No Sale Reason:	bank	

By: Employee 21	Station 6	Cash Tray 1
No Sale Date/Time:	1/16/2005 3:53:27 PM	
No Sale Reason:	bank	

By: Employee 21	Station 6	Cash Tray 1
No Sale Date/Time:	1/16/2005 3:53:46 PM	
No Sale Reason:	j	

By: Employee 21	Station 6	Cash Tray 1
No Sale Date/Time:	1/16/2005 3:59:10 PM	
No Sale Reason:	g	

By: Employee 21	Station 6	Cash Tray 1
No Sale Date/Time:	1/16/2005 4:00:17 PM	
No Sale Reason:	change	

By: Employee 5	Station 6	Cash Tray 1
----------------	-----------	-------------

No Sale Tracking Report

This report shows No Sale actions that were performed.

Access Denied Tracking Report

Report From: 11/16/2005 Report To: 1/16/2006 Sort By: Descending: **Export** **Print** **Close**

*** Audit Log Tracking ***
From 11/16/2005 To 1/16/2006

Main Menu: Access To Back Office

Accessed Date/Time: 1/11/2006 11:31:41 PM
Denied At Station #: 2

Access Denied Type: Insufficient Security Level
Attempted Employee Name: Employee 93

Main Menu: Access To Back Office

Accessed Date/Time: 1/11/2006 11:31:46 PM
Denied At Station #: 2

Access Denied Reason: Invalid Access Code
Attempted Access Code: 95716785

Main Menu: Access To Back Office

Accessed Date/Time: 1/11/2006 11:31:49 PM
Denied At Station #: 2

Access Denied Type: Insufficient Security Level
Attempted Employee Name: Employee 70

Access Denied Tracking Report

This report shows the entire access denied log recorded in the system by report date range.

Voids Report

Report From		Report To		Sort By	Descending			
<input type="text" value="1/16/2005"/>	<input type="button" value="..."/>	<input type="text" value="1/16/2006"/>	<input type="button" value="..."/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="button" value="Export"/>	<input type="button" value="Print"/>	<input type="button" value="Close"/>

```

**** ORDER VOIDS REPORT ****
From 1/16/2005 To 1/16/2006

```

		ORDER #	VOIDED BY	Amount
001)	1/16/2005 2:17:53 PM pay seperate [VOIDED]	207565	Employee 91	(\$13.59)
002)	1/16/2005 5:30:08 PM MAKE COMBO MENU ITEM NAME: Menu Item 42	207604	Employee 86	(\$10.99)
003)	1/17/2005 12:21:30 PM LARGE MENU ITEM NAME: Menu Item 169	207670	Employee 86	(\$1.60)
004)	1/18/2005 5:15:32 PM D MENU ITEM NAME: Menu Item 23	207826	Employee 91	(\$9.95)
005)	1/20/2005 3:05:58 PM G MENU ITEM NAME: Menu Item 110	208040	Employee 86	(\$2.50)
006)	1/20/2005 4:31:56 PM U MENU ITEM NAME: Menu Item 43	208053	Employee 91	(\$12.99)
007)	1/20/2005 8:00:19 PM error [VOIDED]	208115	Employee 91	(\$8.59)
008)	1/21/2005 4:58:01 PM MOZZ MENU ITEM NAME: Menu Item 121	208208	Employee 86	(\$8.25)
009)	1/21/2005 4:58:01 PM MOZZ MENU ITEM NAME: Menu Item 126	208208	Employee 86	(\$7.95)

Voids Report

This report shows the entire order void history by report date range.

Time Card Edit Report

Report From: ... Report To: ...

*** Time Card Edit Report ***
From 1/16/2004 To 1/16/2006

5, Employee
8/3/2004 8:44:15 PM - 8/28/2004 11:10:36 PM

	Current	Initial
Clock In Time	8/3/2004 8:44:15 PM	8/3/2004 7:45:15 PM
Clock Out Time	8/28/2004 11:10:36 PM	8/28/2004 7:10:36 PM

Time Card Edit Report

This report shows when time cards were edited and by which employee.

Employee Files Report		
Sort By		Descending
<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Export"/> <input type="button" value="Print"/> <input type="button" value="Close"/>
*** EMPLOYEE FILE LIST REPORT ***		
EMPLOYEE NAME	EMPLOYEE ID	TAX ACCOUNT NUM
1, Employee	1	
10, Employee	10	124888846
100, Employee	100	
104, Employee	104	059680554
13, Employee	13	095624492
15, Employee	15	080785658
16, Employee	16	088468402
18, Employee	18	051685900
19, Employee	19	067666064
21, Employee	21	
24, Employee	24	
5, Employee	5	092723438
56, Employee	56	
59, Employee	59	124424298
70, Employee	70	108764992
78, Employee	78	117-76-7075
81, Employee	81	087768258
85, Employee	85	
86, Employee	86	
87, Employee	87	
89, Employee	89	
90, Employee	90	
91, Employee	91	
93, Employee	93	074669143
95, Employee	95	

Employee Files Report

This report lists all the employees and their employee ID numbers.

Menu Item List Report

Sort By ▼ Descending

Export Print Close

```

*** MENU ITEM LIST REPORT ***
MENU ITEM ID/NAME      UNIT PRICE  MENU GROUP  CATEGORY  AVAIL  DISC  Tax 1  Tax 2  Tax 3
-----
11 - Menu Item 11      $2.75 Menu Group 1  Category 1  YES  YES  YES  NO  NO
1363 - Menu Item 1363  $6.95 Menu Group 1  Category 1  YES  YES  YES  NO  NO
718 - Menu Item 718    $0.95 Menu Group 1  Category 1  YES  YES  YES  NO  NO
3 - Menu Item 3        $9.25 Menu Group 1  Category 1  YES  YES  YES  NO  NO
    *** Forced Modifier Info ***
    #1 Modifier 6
    #1 Modifier 7
5 - Menu Item 5        $7.25 Menu Group 1  Category 1  YES  YES  YES  NO  NO
    *** Forced Modifier Info ***
    #1 Modifier 3
    #1 Modifier 1
    #1 Modifier 2
    #2 Modifier 5
    #2 Modifier 4
6 - Menu Item 6        $3.95 Menu Group 1  Category 1  YES  NO  YES  NO  NO
    *** Forced Modifier Info ***
    #1 Modifier 3
    #1 Modifier 1
    #1 Modifier 2
    #2 Modifier 5
    #2 Modifier 4
8 - Menu Item 8        $9.25 Menu Group 1  Category 1  YES  YES  YES  NO  NO
    *** Forced Modifier Info ***
    #1 Modifier 9
    #1 Modifier 10
1362 - Menu Item 1362  $11.95 Menu Group 1  Category 1  YES  YES  YES  NO  NO
12 - Menu Item 12      $3.25 Menu Group 1  Category 1  YES  YES  YES  NO  NO
1367 - Menu Item 1367  $4.95 Menu Group 1  Category 31  YES  YES  YES  NO  NO
            
```

Menu Item List Report

This report lists all of the menu items and the associated forced modifier information.

Inventory Shopping List						
<input type="button" value="Export"/> <input type="button" value="Print"/> <input type="button" value="Close"/>						
*** INVENTORY SHOPPING LIST ***						
VENDOR NAME	INVENTORY ITEM NAME	QTY ON HAND	AVG QTY	COST	RE-ORDER LVL	PACK SIZE
A Vitners Select	Excelsior Cab Sauv	-0.42		\$75.96	1.10	Case of 12 750
Artim Seafood	Blk Angus beef hot dog	-7.76		\$23.50	1.00	50 3.2 oz per b
Artim Seafood	Breaded Clam Strips Winsor Bay	-21.71		\$13.95	1.00	6 lb box
Artim Seafood	Breaded Oyster 84100 Tampamaid	-1.80		\$79.05	1.00	4 / 2 doz
Artim Seafood	Lattice Cut Fries	-9.50		\$29.03	1.00	6-4.5 LB Bags
Artim Seafood	Pork BBQ	-629.00		\$0.94	10.00	8 oz bag
BP Leskey	20 oz Berkley Springs Water	-2.63		\$3.13	1.00	Case of 24 20 o
BP Leskey	30 pk Coors Lite Cans	-36.94		\$16.00	30.00	30 pack
BP Leskey	30 Pk Keystone Lite	-4.20		\$11.80	10.00	30 pack
BP Leskey	30 Pk Old Mil Cans	-2.37		\$9.60	25.00	30 pack
BP Leskey	30 Pk Old Mil Lt Cans	-1.61		\$9.60	25.00	30 pack
BP Leskey	Backfin Pale Ale Draft	-2.25		\$40.00	1.00	1/6 bbl
BP Leskey	Blue Moon Pumpkin ale	0.71		\$20.90	1.00	Case of 24 12 o
BP Leskey	Blue Tractor Ale	-11.16		\$40.00	1.00	1/6 bbl
BP Leskey	CL 18 PACK BOTTLES	-6.61		\$10.80	30.00	Case of 18 Bott
BP Leskey	COBRA 40 OZ	-4.42		\$14.20	1.50	Case of 12 40 o
BP Leskey	Coors Light 15/22oz Bottles	-24.00		\$14.24	1.50	Case of 15 22 o
BP Leskey	COORS ORIGINAL 1/2 keg	-7.13		\$49.00	1.50	keg
BP Leskey	Killians Draft	-31.74		\$0.00	1.00	keg
BP Leskey	Killians Irish Red 24/12 NR 4/	0.34		\$19.99	1.00	Case of 24 Bott
BP Leskey	MHenry Ale Draft	-4.10		\$37.01	1.00	1/6 bbl
BP Leskey	Mol Canadian 1/6 keg	-7.10		\$37.11	1.00	1/6 bbl
BP Leskey	Molson Canadian	-38.46		\$17.91	3.00	Case of 24 12 o
BP Leskey	Molson Golden 24/12 NR 4/6 PK	-25.14		\$17.95	2.00	Case of 24 Bott
BP Leskey	Molson XXX	-0.75		\$21.00	1.50	Case of 24 11.5
BP Leskey	Nice Weiss	0.00		\$48.00	1.00	1/6 bbl
BP Leskey	Old Milwaukee Lite 24/12 NR 2/	-41.75		\$10.10	2.00	Case of 24 Bott
BP Leskey	Old Milwaukee N.A 24/12 NR 2/1	-0.14		\$9.85	1.00	Case of 24 Bott
BP Leskey	Oxford Raspberry 1/6 keg	-5.08		\$40.00	1.00	1/6 bbl
BP Leskey	Peg Leg Imperial Stout Draft	-2.40		\$48.01	1.00	1/6 bbl
BP Leskey	Pursuit of Happiness	1.00		\$48.00	1.00	1/6 bbl
BP Leskey	Sam Ad. - Cream Stout 24/12 NR	0.00		\$20.68	0.00	Case of 24 Bott
BP Leskey	Sam Adams Draft	-2.15		\$37.00	1.00	1/6 bbl
BP Leskey	Twisted Tea	-37.89		\$21.45	5.00	Case of 24 12 o
BP Leskey	WG Amber 12oz Bottles	-0.58		\$22.25	1.50	Case of 24 12 o
BP Leskey	YUEN LAGER 1/2 KEG	-0.78		\$66.00	1.00	keg
BP Leskey	Yuengling - Amber 24/12 NR 4/6	-79.80		\$14.70	10.00	Case of 24 Bott

Inventory Shopping List

This report shows the shopping list based on the inventory auto-depletion.

Purchase Order Received Status Report

Report From: 1/1/2006 Report To: 1/31/2006 Sort By: Descending Export Print Close

*** INVENTORY RECEIVED STATUS FOR PURCHASE ORDERS ***

PO DATE	PO #	VENDOR NAME	INVENTORY RECEIVED STATUS
1/16/2006	18	open	<<< NOT YET RECEIVED/RECORDED
1/16/2006	1	Wantz	<<< NOT YET RECEIVED/RECORDED
1/16/2006	4	Larkin Wholesale	<<< NOT YET RECEIVED/RECORDED
1/16/2006	9	Reli/ Churchill	<<< NOT YET RECEIVED/RECORDED
1/16/2006	21	WallMart	<<< NOT YET RECEIVED/RECORDED
1/16/2006	10	National	<<< NOT YET RECEIVED/RECORDED
1/16/2006	6	Legends	<<< NOT YET RECEIVED/RECORDED
1/16/2006	15	FPC	<<< NOT YET RECEIVED/RECORDED
1/16/2006	14	F P Winner	<<< NOT YET RECEIVED/RECORDED
1/16/2006	3	BP Leskey	<<< NOT YET RECEIVED/RECORDED
1/16/2006	16	Hanover Candy & Tobacco	<<< NOT YET RECEIVED/RECORDED
1/16/2006	5	Artim Seafood	<<< NOT YET RECEIVED/RECORDED
1/16/2006	19	Sams Club	<<< NOT YET RECEIVED/RECORDED
1/16/2006	17	Made In House	<<< NOT YET RECEIVED/RECORDED
1/16/2006	7	Johnnies	<<< NOT YET RECEIVED/RECORDED
1/16/2006	8	JK Distributing	<<< NOT YET RECEIVED/RECORDED
1/16/2006	20	Sheets	<<< NOT YET RECEIVED/RECORDED
1/16/2006	2	Variety shop	<<< NOT YET RECEIVED/RECORDED
1/16/2006	13	Dinos	<<< NOT YET RECEIVED/RECORDED
1/16/2006	12	COKE company	<<< NOT YET RECEIVED/RECORDED
1/16/2006	11	A Vitners Selections	<<< NOT YET RECEIVED/RECORDED

Purchase Order Received Status Report

This report shows the purchase orders and their status. Use this report to see which purchase orders still outstanding.

Reports

Current Inventory On Hand Report						
		Sort By	Descending	Export	Print	Close
*** CURRENT INVENTORY QUANTITY ON HAND REPORT ***						
INVENTORY ITEM NAME	PACK SIZE	CURRENT QTY ON HAND	CURRENT VALUE ON HAND	LAST UPDATE DATE		
CL 18 PACK BOTTLES	Case of 18 B	-6.608	(\$71.37)	1/13/2006		
Amaretto-Quality Club 40	1 Liter Bott	0.000	\$0.00	1/10/2006		
Melton-Cordial-Quality Clu	1 Liter Bott	-20.450	(\$118.00)	1/9/2006		
Slow Gin-Quality Club	1 Liter Bott	-0.222	(\$1.10)	1/10/2006		
Apple Barrel Schnapps-Dek	750 ml Bottl	0.000	\$0.00	1/6/2006		
Cinnamon Schnapps-Dekuype	750 ml Bottl	11.720	\$95.99	1/6/2006		
Apricot Brandy 70-Dekuype	750 ml Bottl	0.760	\$5.54	1/6/2006		
Cream De Banana Liqueur-D	750 ml Bottl	8.820	\$62.36	1/6/2006		
dek blkbrny brndy	750 ml Bottl	0.120	\$0.88	1/6/2006		
Arrow Blue Curaco	1 Liter Bott	0.000	\$0.00	1/6/2006		
Bluesberry Schnapps-Dekuy	750 ml Bottl	0.380	\$3.23	1/6/2006		
Even Williams Green 86-Bou	1 Liter Bott	0.500	\$2.94	1/6/2006		
Hot Damn Schnapps 48-Deku	750 ml Bottl	-0.940	(\$7.70)	1/6/2006		
Buttershots Schnapps-Deku	750 ml Bottl	-28.940	(\$204.98)	1/11/2006		
Campari Aperitivo	750 ml Bottl	0.600	\$9.71	1/6/2006		
Burnetts 80-Gin	1 Liter Bott	-18.081	(\$132.87)	1/13/2006		
Hornsby s Amber Cider	Case of 24 B	0.000	\$0.00	1/6/2006		
Woodchuck Amber Cider	Case of 24 B	-2.008	(\$42.78)	1/13/2006		
Woodchuck Granny Smith Ci	Case of 24 B	0.000	\$0.00	1/6/2006		
Woodchuck Pear Cider	Case of 24 B	0.300	\$6.30	1/6/2006		
Coors Lite Draft	keg	0.871	\$58.35	1/13/2006		
YUEN LAGER 1/2 KEG	keg	-0.776	(\$51.22)	1/13/2006		
Bud Lite Draft	keg	2.000	\$132.00	1/6/2006		
LITE 1/2 KEG	keg	1.658	\$111.07	1/13/2006		
Sam Smith Imperial Stout	Case of 24 B	0.210	\$8.50	1/6/2006		
Sam Smith Nut Brown Ale	Case of 24 B	-0.950	(\$38.47)	1/6/2006		
Sam Smith Pale Ale	Case of 24 B	0.580	\$23.48	1/6/2006		
Sam Smith Taddy Porter	Case of 24 B	0.000	\$0.00	1/6/2006		
St Pauli Girl Dark	Case of 24 B	0.000	\$0.00	1/6/2006		
St Pauli Girl Lager	Case of 24 B	-1.170	\$25.45	1/6/2006		
Budweiser 24/12 LNNR 4/6P	Case of 24 B	-355.911	(\$5,018.34)	1/12/2006		
Bud Light 24/12 LNNR 4/6P	Case of 24 B	-261.882	(\$3,692.54)	1/13/2006		
Bud ICE 24/12 LNNR 4/6PK	Case of 24 B	-39.772	(\$566.75)	1/12/2006		
Michelob NR cheapest Bott	Case of 24 B	-30.170	(\$431.49)	1/6/2006		
Michelob Lite NR Cheapes	Case of 24 B	-37.578	\$0.00	1/8/2006		
Bush 24/12 NR 4/6 PK	Case of 24 B	-27.263	\$0.00	1/11/2006		
Bush Lite 24/12 NR 4/6 PK	Case of 24 B	-10.843	(\$123.07)	1/12/2006		

Current Inventory On Hand Report

This report shows the current calculated inventory on hand based on the automatic inventory depletion.

Inventory Level Report

Report From: 1/16/2006 Report To: 1/16/2006 [Export] [Print] [Close]

*** Inventory Level Report ***
From 1/16/2006 To 1/16/2006

	Pack Size	<Beginning Inventory>		<Received Inventory>		<Ending Inventory>	
		Qty	Value	Qty	Value	Qty	
Rolling Rock 24/12	Case of 24 Bot	0.000	\$0.00	0.000	\$0.00	-10.203	(
Labatts Blue 24/11	Case of 24 Bot	0.000	\$0.00	0.000	\$0.00	0.000	
Corona Extra 24/12	Case of 24 Bot	0.000	\$0.00	0.000	\$0.00	-107.124	
Corona Light 24/12	Case of 24 Bot	0.000	\$0.00	0.000	\$0.00	-6.330	(
Moosehead 24/12 NR	Case of 24 Bot	0.000	\$0.00	0.000	\$0.00	0.000	
Molson Golden 24/1	Case of 24 Bot	0.000	\$0.00	0.000	\$0.00	-25.135	(
Molson Ice 24/12 N	Case of 24 Bot	0.000	\$0.00	0.000	\$0.00	-2.292	
Heineken 12 OZ NR	Case of 24 Bot	0.000	\$0.00	0.000	\$0.00	-49.868	
Merlins Ale 16.9OZ	Case of 12 Bot	3.570	\$124.90	0.000	\$0.00	3.570	
Amstel Light 6 Pac	Case of 24 Bot	0.000	\$0.00	0.000	\$0.00	-0.210	
Magic Hat Blind Fa	Case of 24 Bot	0.670	\$14.97	0.000	\$0.00	0.670	
Bass Ale	Case of 24 Bot	0.000	\$0.00	0.000	\$0.00	0.000	
Guinness Draught i	Case of 24 Bot	0.000	\$0.00	0.000	\$0.00	-5.130	(
Boddingtons Pub Al	Case of 24 can	0.370	\$11.16	0.000	\$0.00	0.370	
Tiger Beer	Case of 24 Bot	0.000	\$0.00	0.000	\$0.00	0.000	
Ayinger Celebrator	Case of 24 Bot	0.500	\$23.48	0.000	\$0.00	0.500	
Becks Orig	Case of 24 Bot	0.000	\$0.00	0.000	\$0.00	-0.200	
Harp	Case of 24 Bot	0.000	\$0.00	0.000	\$0.00	0.000	
Tsingtao	Case of 24 Bot	3.750	\$86.06	0.000	\$0.00	3.750	
Tecate Beer	Case of 24 12	0.000	\$0.00	0.000	\$0.00	0.000	
Red Stripe	Case of 24 12	0.000	\$0.00	0.000	\$0.00	-2.000	(
Ayinger Jahrhonder	Case of 24 12	0.000	\$0.00	0.000	\$0.00	0.000	
Molson Canadian	Case of 24 12	0.000	\$0.00	0.000	\$0.00	-38.460	(
Molson Canadian Li	Case of 24 12	2.628	\$47.31	0.000	\$0.00	2.628	
Peroni 12oz bottle	Case of 24 12	0.630	\$11.34	0.000	\$0.00	0.630	
Kaliber NA	Case of 24 12	0.000	\$0.00	0.000	\$0.00	-0.042	
>>> Beer - Bottled			\$319.22		\$0.00		(\$1,
Coors Lite Draft	Keg	0.871	\$58.35	0.000	\$0.00	0.871	
YUEN LAGER 1/2 KEG	Keg	0.000	\$0.00	0.000	\$0.00	-0.776	(
Bud Lite Draft	Keg	2.000	\$132.00	0.000	\$0.00	2.000	
Michelob Lite Draf	Keg	0.000	\$0.00	0.000	\$0.00	0.000	
ITTE 1/2 KEG	Keg	1.658	\$111.07	0.000	\$0.00	1.658	

Inventory Level Report

This report shows the levels of all your inventory items. The Beginning Inventory, Received Inventory, Actual Inventory Usage, and Ending Inventory figures for each inventory item are listed. The Ending Inventory equals the Beginning Inventory plus the Received Inventory minus the Actual Inventory Usage.

Physical Inventory Worksheet

Sort By ▼
Export
Print
Close

*** PHYSICAL INVENTORY COUNT SHEET ***

INVENTORY LOCATION	INVENTORY ITEM NAME	CURRENT QTY ON HAND	NEW QTY ON HAND
Bar	FlippinBird \$10 Payout	0.00 (Ticket)	
Bar	FlippinBird \$100 Payout	0.00 (Ticket)	
Bar	FlippinBird \$25 Payout	0.00 (Ticket)	
Bar	FlippinBird \$300 Payout	0.00 (Ticket)	
Bar	FlippinBird \$5 Payout	0.00 (Ticket)	
Bar	FlippinBird Ticket	0.00 (Ticket)	
Bar	Hill Belly	-80,995.00 (Ticket)	
Bar	Hill Belly \$10 Payout	-622.00 (Ticket)	
Bar	Hill Belly \$100 Payout	-150.00 (Ticket)	
Bar	Hill Belly \$25 Payout	-902.00 (Ticket)	
Bar	Hill Belly \$5 Payout	-1,503.00 (Ticket)	
Bar	Hill Belly \$50 Payout	-297.00 (Ticket)	
Bar	Cheese Pizza 16	-22.52 (16 inch)	
Bar	Mushroom Pizza 16	0.00 (16 inch)	
Bar	Pepperoni Pizza 16	-28.89 (16 inch)	
Bar	Sausage Pizza 16	0.00 (16 inch)	
Bar	Beef Jerkey Lowereys	0.00 (12 bag Variety Pack)	
Bar	Cheezit Crackers 1.5 oz	-0.14 (36 1.5 oz bags)	
Bar	Dill Pickles (Whole)	1.30 (1 Gal Jar)	
Bar	Onions Cocktail	1.00 (1-16 OZ Jar)	
Bar	Planters Peanuts 1oz	-0.91 (box of 24 1 oz bags)	
Bar	Snickers KS	1.00 (24 3.7 oz bars)	
Bar	Swiss Miss hot chocolate	0.00 (box of 60 envelopes)	
Bar	Utz Chips	-15.25 (27 count var pack)	
Bar	Zima XXX Lem-Lime	-0.16 (Case of 24 Bottles)	
Bar	CL 18 PACK BOTTLES	-6.61 (Case of 18 Bottles)	
Bar	Killians Irish Red 24/12 NR 4/0.34	0.34 (Case of 24 Bottles)	
Bar	Molson Golden 24/12 NR 4/6 PK	-25.14 (Case of 24 Bottles)	
Bar	Molson XXX	-0.75 (Case of 24 11.5 oz Bott)	
Bar	Old Milwaukee Lite 24/12 NR 2/-41.75	-41.75 (Case of 24 Bottles)	
Bar	Old Milwaukee N.A 24/12 NR 2/-0.14	-0.14 (Case of 24 Bottles)	
Bar	Sam Ad - Boston Ale 24/12 NR 40.83	40.83 (Case of 24 Bottles)	
Bar	Sam Ad. - Cream Stout 24/12 NR 0.00	0.00 (Case of 24 Bottles)	
Bar	Sam Adams Light	1.50 (Case of 24 Bottles)	
Bar	Sam Ad-Cherry Wheat 24/12 NR 40.87	40.87 (Case of 24 Bottles)	
Bar	Yuengling - Amber 24/12 NR 4/6-79.80	79.80 (Case of 24 Bottles)	
Bar	Yuengling - BLK&TAN 24/12 NR -1.17	-1.17 (Case of 24 Bottles)	

Physical Inventory Worksheet

Use this report to print a Physical Inventory Count Sheet to use when doing physical inventory counts. This report may also be accessed from the Main POS screen by navigating to **Operations > Inventory Activities > Phy. Count Sheet.**

Menu Profit Analysis Report

Report From
 ...

Report To
 ...

Descending

Export

Print

Close

*** Menu Profit Analysis Report ***
From 1/1/2006 To 1/31/2006

Menu Item Name	Units Sold	Avg Price	COST	COST %	GROSS PROFITS	Total
Menu Item 1005	4,000	\$10.00	\$0.00	0.00%	\$10.00	4
Menu Item 101	26,000	\$2.35	\$0.00	0.00%	\$2.35	4
Menu Item 104	28,000	\$3.00	\$0.00	0.00%	\$3.00	4
Menu Item 105	30,000	\$3.00	\$0.00	0.00%	\$3.00	4
Menu Item 107	1,000	\$3.25	\$0.00	0.00%	\$3.25	4
Menu Item 108	64,000	\$3.25	\$0.00	0.00%	\$3.25	\$2
Menu Item 11	3,000	\$2.75	\$0.00	0.00%	\$2.75	4
Menu Item 110	6,000	\$2.50	\$0.00	0.00%	\$2.50	4
Menu Item 115	22,000	\$3.95	\$0.00	0.00%	\$3.95	4
Menu Item 1177	8,000	\$5.00	\$0.00	0.00%	\$5.00	4
Menu Item 1184	6,000	\$5.00	\$0.00	0.00%	\$5.00	4
Menu Item 119	19,000	\$8.25	\$0.00	0.00%	\$8.25	\$1
Menu Item 12	1,000	\$3.25	\$0.00	0.00%	\$3.25	4
Menu Item 120	3,000	\$6.95	\$0.00	0.00%	\$6.95	4
Menu Item 121	12,000	\$7.50	\$0.00	0.00%	\$7.50	4
Menu Item 122	1,000	\$7.50	\$0.00	0.00%	\$7.50	4
Menu Item 123	3,000	\$7.95	\$0.00	0.00%	\$7.95	4
Menu Item 1247	6,000	\$7.25	\$0.00	0.00%	\$7.25	4
Menu Item 1249	1,000	\$9.50	\$0.00	0.00%	\$9.50	4
Menu Item 125	8,000	\$7.50	\$0.00	0.00%	\$7.50	4
Menu Item 1250	3,000	\$6.50	\$0.00	0.00%	\$6.50	4
Menu Item 126	11,000	\$7.50	\$0.00	0.00%	\$7.50	4
Menu Item 1262	2,000	\$5.00	\$0.00	0.00%	\$5.00	4
Menu Item 127	8,000	\$6.95	\$0.00	0.00%	\$6.95	4
Menu Item 128	15,000	\$7.78	\$0.00	0.00%	\$7.78	\$1
Menu Item 1281	11,000	\$6.50	\$0.00	0.00%	\$6.50	4
Menu Item 129	5,000	\$9.35	\$0.00	0.00%	\$9.35	4
Menu Item 130	4,000	\$8.95	\$0.00	0.00%	\$8.95	4
Menu Item 131	1,000	\$6.95	\$0.00	0.00%	\$6.95	4
Menu Item 132	8,000	\$10.25	\$0.00	0.00%	\$10.25	4
Menu Item 1324	6,000	\$3.00	\$0.00	0.00%	\$3.00	4
Menu Item 1325	5,000	\$3.25	\$0.00	0.00%	\$3.25	4
Menu Item 1326	6,000	\$3.95	\$0.00	0.00%	\$3.95	4
Menu Item 1327	10,000	\$8.95	\$0.00	0.00%	\$8.95	4
Menu Item 1327	1,000	\$3.75	\$0.00	0.00%	\$3.75	4

Menu Profit Analysis Report

This report shows the profitability of your menu items. It can help you decide whether a menu item should be discontinued in favor of trying something new.

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Discount Usage Report

Report From: 11/16/2005 Report To: 1/16/2006

Export Print Close

*** DISCOUNT USAGE REPORT ***
From 11/16/2005 To 1/16/2006

	DISCOUNT AMOUNT	PERCENTAGE	COUNT
Discount 10	94.00	6.245%	47
Discount 13	102.00	6.777%	17
Discount 14	68.00	4.518%	34
Discount 15	3.55	0.236%	5
Discount 16	26.88	1.786%	28
Discount 17	7.68	0.510%	9
Discount 18	21.12	1.403%	23
Discount 19	17.48	1.161%	23
Discount 2	192.75	12.806%	52
Discount 20	4.56	0.303%	6
Discount 21	1.52	0.101%	2
Discount 22	0.51	0.034%	1
Discount 3	391.00	25.977%	391
Discount 4	92.50	6.145%	37
Discount 5	339.53	22.557%	73
Discount 7	27.00	1.794%	28
CASH DISCOUNTS	115.10	7.647%	9
TOTAL DISCOUNTS:	\$1,505.17	100.000%	785

*** Details ***

Employee Name	Discount Name	Discount Amount	Order Number
Employee 5	Discount 7	(\$1.00)	253860 11/18/2005 5
Employee 5	Discount 3	(\$1.00)	253963 11/19/2005 12
Employee 5	Discount 2	(\$4.40)	253963 11/19/2005 12
Employee 5	Discount 14	(\$2.00)	253977 11/19/2005 1
Employee 5	Discount 4	(\$2.50)	254015 11/19/2005 4
Employee 5	Discount 3	(\$1.00)	254015 11/19/2005 4
Employee 5	Discount 3	(\$1.00)	254036 11/19/2005 4
Employee 5	Discount 3	(\$1.00)	254070 11/19/2005 4

Discount Usage Report

This report shows the discounts applied for the report date range. It also tracks employee discounts for the same report date range.

Surcharge Usage Report

Report From
 ...

Report To
 ...

Export

Print

Close

*** SURCHARGE USAGE REPORT ***
 From 11/16/2005 To 1/16/2006

	SURCHARGE	PERCENTAGE	COUNT
1.00 extra charge	2.00	100.000%	2
TOTAL SURCHARGES:	\$2.00	100.000%	2

*** Details ***

Employee Name	Surcharge Name	Surcharge Amount	Order Number	
Employee 102	1.00 extra charge	\$1.00	256405	12/8/2005
Employee 70	1.00 extra charge	\$1.00	258775	12/26/2005

Surcharge Usage Report

This report shows the surcharges applied for the report date range. It also tracks employee surcharges for the same report date range.

Menu Modifier Usage Report

Report From: 10/16/2005 Report To: 1/16/2006 [Export] [Print] [Close]

*** Menu Modifier Usage Report ***
 From 10/16/2005 To 1/16/2006

Modifier	Name	Quantity
Modifier 1		72
Modifier 2		190
Modifier 3		15
Modifier 5		30
Modifier 6		75
Modifier 7		71
Modifier 8		256
Modifier 9		13
Modifier 10		1
Modifier 11		602
Modifier 12		323
Modifier 13		929
Modifier 14		434
Modifier 15		103
Modifier 16		234
Modifier 17		46
Modifier 18		368
Modifier 19		33
Modifier 20		23
Modifier 21		5
Modifier 25		15
Modifier 28		19
Modifier 29		47
Modifier 30		61
Modifier 31		560
Modifier 32		33
Modifier 34		1342
Modifier 35		6
Modifier 39		13
Modifier 40		323
Modifier 41		67
Modifier 42		92
Modifier 43		4
Modifier 44		90
Modifier 45		1
Modifier 46		26

Menu Modifier Usage Report

This report shows the menu modifier usage for the report date range.

Specific Menu Category Sales Report

Report From
 ...

Report To
 ...

Export

Print

Close

*** MENU ITEM SALES BY CATEGORY REPORT ***
 From 1/16/2006 To 1/16/2006

Sales By Category

MENU ITEM NAME	QUANTITY	SALES
Menu Item 1360	1.000	\$4.95
Menu Item 1361	1.000	\$6.50
Menu Item 1363	1.000	\$6.95
<hr/>		
CATEGORY 1	3.000	\$18.40

MENU ITEM NAME	QUANTITY	SALES
Menu Item 1365	1.000	\$3.25
Menu Item 1366	1.000	\$3.25
<hr/>		
CATEGORY 31	2.000	\$6.50

 The Sales Total in this report does not include any non-inclusive taxes. It also does not reflect any refunds. This report also does not include order discounts, if any.

Sales By Server: Employee 93

MENU ITEM NAME	QUANTITY	SALES
Menu Item 1360	1.000	\$4.95
Menu Item 1361	1.000	\$6.50
Menu Item 1363	1.000	\$6.95

Specific Menu Category Sales Report

This report shows the menu item sales filtered by categories and shows details of the category sales.

Menu Item Sales By Stations Report		
Report From	Report To	
12/16/2005	1/16/2006	<input type="button" value="Export"/> <input type="button" value="Print"/> <input type="button" value="Close"/>
*** Menu Item Sales By Stations Report *** From 12/16/2005 To 1/16/2006		
Station ID	Menu Item Name	Quantity
2	Menu Item 110	1.000
	Menu Item 126	1.000
	Menu Item 127	1.000
	Menu Item 130	2.000
	Menu Item 135	1.000
	Menu Item 1355	3.000
	Menu Item 1374	1.000
	Menu Item 139	1.000
	Menu Item 1412	1.000
	Menu Item 1415	1.000
	Menu Item 15	1.000
	Menu Item 169	2.000
	Menu Item 169	2.000
	Menu Item 171	2.000
	Menu Item 171	1.000
	Menu Item 191	1.000
	Menu Item 2	1.000
	Menu Item 2	2.000
	Menu Item 206	2.000
	Menu Item 21	1.000
	Menu Item 23	2.000
	Menu Item 25	1.000
	Menu Item 262	1.000
	Menu Item 263	3.000
	Menu Item 269	2.000
	Menu Item 269	3.000
	Menu Item 270	1.000
	Menu Item 275	2.000
	Menu Item 28	1.000
	Menu Item 29	1.000
	Menu Item 42	13.000
	Menu Item 42	37.000
	Menu Item 43	1.000
	Menu Item 43	2.000
	Menu Item 46	1.000

Menu Item Sales By Stations Report

This report shows items sold by station.

Menu Item Sales Per Station By Employees

Report From: 1/16/2006 Report To: 1/16/2006 [Export] [Print] [Close]

*** Menu Item Sales Per Station By Employees ***
From 1/16/2006 To 1/16/2006

Employee	Menu Item Name	Quantity	Station ID
Employee 93	Menu Item 1360	1.000	10
	Menu Item 1361	1.000	10
	Menu Item 1363	1.000	10
	Menu Item 1365	1.000	10
	Menu Item 1366	1.000	10

Menu Item Sales Per Station By Employees

This report shows menu items by stations and employees.

Menu Item Tracking By Printer Locations

Report From: 1/16/2006 Report To: 1/16/2006 Export Print Close

*** Menu Item Tracking By Printer Locations ***
From 1/16/2006 To 1/16/2006

Location Name	Menu Item Name	Quantity	Sub Total
Kitchen	Menu Item 1361	1.000	\$6.50
Kitchen	Menu Item 1360	1.000	\$4.95
Kitchen	Menu Item 1363	1.000	\$6.95
Kitchen	Menu Item 1365	1.000	\$3.25
Kitchen	Menu Item 1366	1.000	\$3.25

Menu Item Tracking By Printer Locations

This report shows menu items listed by print location.

Caller ID Tracking Report

Report From	Report To	Sort By	Descending		
9/17/2005	1/17/2006		<input type="checkbox"/>	Export	Print Close

*** CALLER ID TRACKING REPORT ***
 From 9/17/2005 To 1/17/2006

	PHONE NUMBER	CALLER NAME
001)	20953220381	Caller 20381
002)	20953220382	Caller 20382
003)	20953220383	Caller 20383
004)	20953220384	Caller 20384
005)	20953220385	Caller 20385
006)	20953220386	Caller 20386
007)	20953220387	Caller 20387
008)	20953220388	Caller 20388
009)	20953220389	Caller 20389
010)	20953220390	Caller 20390
011)	20953220391	Caller 20391
012)	20953220392	Caller 20392
013)	20953220393	Caller 20393
014)	20953220394	Caller 20394
015)	20953220395	Caller 20395
016)	20953220396	Caller 20396
017)	20953220397	Caller 20397
018)	20953220398	Caller 20398
019)	20953220399	Caller 20399
020)	20953220400	Caller 20400
021)	20953220401	Caller 20401
022)	20953220402	Caller 20402
023)	20953220403	Caller 20403
024)	20953220404	Caller 20404
025)	20953220405	Caller 20405
026)	20953220406	Caller 20406
027)	20953220407	Caller 20407
028)	20953220408	Caller 20408
029)	20953220409	Caller 20409
030)	20953220410	Caller 20410
031)	20953220411	Caller 20411
032)	20953220412	Caller 20412
033)	20953220413	Caller 20413
034)	20953220414	Caller 20414
035)	20953220415	Caller 20415
036)	20953220416	Caller 20416
037)	20953220417	Caller 20417

Caller ID Tracking Report

This report shows the Caller ID log for all calls recorded in the system.

Reports

Delivery Timing Report

Report From	Report To	Export	Print	Close
<input type="text" value="1/17/2004"/> ...	<input type="text" value="1/17/2006"/> ...			

*** DELIVERY TIMING REPORT ***
From 1/17/2004 To 1/17/2006

	DATE	DEPART TIME	ARRIVE TIME	TIME ELAPSED	COUNT
Employee 4	1/2/2005	1:11:20 PM	1:34:15 PM	23 Minutes	2
Employee 4	1/2/2005	2:07:58 PM	2:18:14 PM	11 Minutes	1
Employee 4	1/2/2005	2:38:00 PM	2:56:57 PM	18 Minutes	3
Employee 4	1/2/2005	3:03:10 PM	3:21:47 PM	18 Minutes	2
Employee 4	1/2/2005	3:25:13 PM	3:44:20 PM	19 Minutes	2
Employee 4	1/2/2005	3:46:06 PM	3:53:10 PM	7 Minutes	1
Employee 4	1/2/2005	3:55:58 PM	4:18:03 PM	23 Minutes	2
Employee 4	1/2/2005	4:17:13 PM	4:49:57 PM	32 Minutes	3
Employee 4	1/9/2005	12:29:53 PM	12:44:09 PM	15 Minutes	1
Employee 4	1/9/2005	1:08:42 PM	1:27:40 PM	19 Minutes	2
Employee 4	1/9/2005	1:53:12 PM	2:22:23 PM	29 Minutes	1
Employee 4	1/9/2005	3:39:29 PM	3:57:17 PM	18 Minutes	1
Employee 4	1/9/2005	4:40:27 PM	4:49:57 PM	9 Minutes	1
Employee 4	1/9/2005	4:51:58 PM	5:12:16 PM	21 Minutes	3
Employee 4	1/16/2005	12:25:55 PM	12:34:54 PM	9 Minutes	1
Employee 4	1/16/2005	1:16:42 PM	1:27:48 PM	11 Minutes	2
Employee 4	1/16/2005	1:59:26 PM	1:59:28 PM	0 Minutes	1
Employee 4	1/16/2005	2:35:49 PM	2:57:58 PM	22 Minutes	2
Employee 4	1/16/2005	3:00:57 PM	3:28:05 PM	28 Minutes	2
Employee 4	1/16/2005	3:33:31 PM	3:47:39 PM	14 Minutes	1
Employee 4	1/23/2005	3:23:17 PM	3:49:40 PM	26 Minutes	2
Employee 4	1/25/2005	12:03:54 PM	12:07:47 PM	4 Minutes	1
Employee 4	1/25/2005	12:03:54 PM	12:55:53 PM	52 Minutes	4
Employee 4	1/25/2005	1:00:21 PM	1:11:15 PM	11 Minutes	1
Employee 4	1/25/2005	1:12:30 PM	1:31:23 PM	19 Minutes	1
Employee 4	1/25/2005	1:40:50 PM	2:01:50 PM	21 Minutes	1
Employee 4	1/25/2005	2:20:53 PM	2:27:28 PM	7 Minutes	1
Employee 4	1/25/2005	3:18:43 PM	3:32:52 PM	14 Minutes	1
Employee 4	1/30/2005	12:44:46 PM	1:00:08 PM	16 Minutes	1
Employee 4	1/30/2005	2:08:14 PM	2:23:35 PM	15 Minutes	1
Employee 4	1/30/2005	2:37:34 PM	2:50:07 PM	13 Minutes	1
Employee 4	1/30/2005	2:50:16 PM	3:12:13 PM	22 Minutes	2
Employee 4	1/30/2005	3:28:50 PM	3:39:00 PM	11 Minutes	1
Employee 4	1/30/2005	3:44:15 PM	3:53:08 PM	9 Minutes	1
Employee 4	2/1/2005	11:07:24 AM	11:18:29 AM	11 Minutes	1
Employee 4	2/1/2005	12:10:06 PM	12:23:50 PM	13 Minutes	1

Delivery Timing Report

This report shows the delivery trip timing information for the specified date range.

Drive Thru Timing Report

Report From: 1/17/2006 Report To: 1/17/2006 Sort By: Descending: **Export** **Print** **Close**

*** DRIVE THRU TIMING REPORT ***
From 1/17/2006 To 1/17/2006

EMPLOYEE NAME	ST	ORDER #	BEGIN DATE/TIME	COMPLETED TIME	TIME TAKEN
Employee 93	10	261226	1/17/2006 9:56:57 AM	9:58:10 AM	2 Minutes
Employee 93	10	261227	1/17/2006 9:57:36 AM	9:58:18 AM	1 Minutes

ST = Station

Drive-Thru Timing Report

This report shows the drive-thru window employee performance by listing the time taken to complete each order.

Cashier Out Report

Report From	Report To	Sort By	Descending		
<input type="text" value="1/17/2004"/> ...	<input type="text" value="1/17/2006"/> ...	<input type="text" value=""/>	<input type="checkbox"/>	<input type="button" value="Export"/>	<input type="button" value="Print"/>

*** CASHIER SIGN OUT REPORT ***
 From 1/17/2004 To 1/17/2006

Employee 21	Station 6	Cash Tray 1
-------------	-----------	-------------

Sign In Date/Time:	1/16/2004 1:08:09 AM	
Register Start Amount:	\$263.55	
Sign Out Date/Time:	1/17/2004 11:28:32 AM	
<hr/>		
Total Cash At Sign Out:	\$3,957.00	
Total Checks At Sign Out:	\$0.00	
Total Charges At sign out:	\$649.97	
<hr/>		
Register Discrepancy Amount:	\$156.43	
Register Discrepancy Reason:	ok	
Discrepancy Approved By:	Employee 21	

Employee 21	Station 6	Cash Tray 1
-------------	-----------	-------------

Sign In Date/Time:	1/17/2004 11:37:11 AM	
Register Start Amount:	\$297.00	
Sign Out Date/Time:	1/18/2004 9:42:45 AM	
<hr/>		
Total Cash At Sign Out:	\$2,153.15	
Total Checks At Sign Out:	\$852.82	
Total Charges At Sign Out:	\$792.03	
<hr/>		
Register Discrepancy Amount:	\$3.32	
Register Discrepancy Reason:	ok	
Discrepancy Approved By:	Employee 21	

Employee 21	Station 6	Cash Tray 1
-------------	-----------	-------------

Sign In Date/Time:	1/18/2004 9:43:00 AM	
Register Start Amount:	\$213.15	
Sign Out Date/Time:	1/19/2004 11:24:01 AM	
<hr/>		
Total Cash At Sign Out:	\$1,811.15	

Cashier Out Report

This report provides a summary of each of the cashiers' sign out reports. It lists the starting cash amount, the ending cash/checks/charges, and the discrepancy amount, if any.

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Cashier Discrepancy Report

Report From: 1/17/2004 Report To: 1/17/2006 Sort By: Descending Export Print Close

*** CASH REGISTER DISCREPANCY REPORT ***
From 1/17/2004 To 1/17/2006

Employee	Station	Cash Tray
Employee 21	Station 6	Cash Tray 1
Sign In Date/Time:	1/16/2004 1:08:09 AM	
Sign Out Date/Time:	1/17/2004 11:28:32 AM	
Register Discrepancy Amount:		\$156.43
Register Discrepancy Reason:	ok	
Discrepancy Approved By:	Employee 21	
Employee 21	Station 6	Cash Tray 1
Sign In Date/Time:	1/17/2004 11:37:11 AM	
Sign Out Date/Time:	1/18/2004 9:42:45 AM	
Register Discrepancy Amount:		\$3.32
Register Discrepancy Reason:	ok	
Discrepancy Approved By:	Employee 21	
Employee 21	Station 6	Cash Tray 1
Sign In Date/Time:	1/18/2004 9:43:00 AM	
Sign Out Date/Time:	1/19/2004 11:24:01 AM	
Register Discrepancy Amount:		(\$0.02)
Register Discrepancy Reason:	ok	
Discrepancy Approved By:	Employee 21	
Employee 21	Station 6	Cash Tray 1
Sign In Date/Time:	1/19/2004 11:26:49 AM	
Sign Out Date/Time:	1/20/2004 10:37:37 AM	
Register Discrepancy Amount:		\$0.57
Register Discrepancy Reason:	ok	

Cashier Discrepancy Report

This report shows the register discrepancies recorded in the system.

Bank Deposit Slips Report

Report From: 1/17/2000 Report To: 1/17/2006 Sort By: Descending:

Export **Print** **Close**

*** BANK DEPOSIT SLIPS ***
From 1/17/2000 To 1/17/2006

Deposit Date: 7/17/2001 9:41:51 PM
Deposit Slip Number: 1

TOTAL CURRENCY:	\$200.00
TOTAL COINS:	\$0.00
TOTAL CHECKS:	\$0.00
TOTAL DEPOSITED:	\$200.00

Bank Deposit Report

This report shows deposit slips created with the Bank Deposit feature.

Tax 1 Report

Report From: 1/17/2005 Report To: 6/17/2005 [Export] [Print] [Close]

*** Tax 1 Report ***
From 1/17/2005 To 6/17/2005

Tax 1

NET SALES:	\$343,612.30
TAX EXEMPT SALES:	-4,049.64
NON-TAXABLE SALES:	-61,802.05
Taxable Sales:	277,760.60
8.625% TAX:	\$23,956.85

Note: Tax Exempt Sales are orders normally taxable,
but have qualified for tax exempt status.
Non-Taxable Sales are sales that are NON-TAXABLE normally.

'Non-Taxable Sales' = Sales Not Taxed Under the Specified Tax.

Note: Refunds, if any, are not reflected in this report.

Tax Report

This report shows the sales tax liability for the report date range. It also shows non-taxable or tax-exempt sales information.

Part 4

Appendix

Chapter 26

Field Name Descriptions

Store Settings

General	
Field Name	Description
Store Name	Your restaurant name is displayed in this field. This information cannot be changed unless you change your registration with Aldelo Systems Inc.
Premise Address	The physical address that you registered this program under appears in this field. This information cannot be changed unless you change your registration with Aldelo Systems Inc.
Premise Postal Code	Enter your physical postal code here. This information is gathered when you first create a new database. Three prompts appear. The first prompt is the zip code, which is used in this field.
Area Code + Phone No.	The restaurant telephone number that you registered shows in this field. This information cannot be changed unless you change your registration with Aldelo Systems Inc.
Default Area Code	The number you enter in this field becomes the default area code when you enter a phone number in the system. This displays on Take Out and Delivery Orders.
Site Number	If your restaurant is part of a chain and you have a site number, enter that number here.
Mailing Address	Enter your restaurant's mailing address. This address is used as the return address when creating In-House Charge Account billing statements.
Mailing Postal Code	Enter your restaurant's mailing postal code. When you enter a zip code into this field, the field to the right is automatically populated with the city and state.
Side Bar Logo	This field allows you to choose a picture to display on the main screen of the POS system. To select a picture, click on the button with the three dots. 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 restaurant's daily start time. This time should be two to three hours after your establishment closes. For example, if your establishment closes at 3AM, this field should be set to 6 or 7AM. If your establishment is open 24 hours a day, enter a time when it is usually not busy. For example, if it is slow at around 3 in the morning, you should select 4:00 am to give yourself time to do the closing reports and any other daily managerial tasks. If you experience reports that don't match, try adjusting the figure in this field.

Lunch Start Time	This field allows you to specify the lunch start time for reporting purposes. This option affects 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. This option affects 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 number format. This is useful for countries other than the United States that have less than or more than 10 digits in their phone number.
Server Computer Name	Use this field 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, including Caller ID, Time Synchronization, Setting Changes, Table Status Changes, and Central Gift Card operations (when Gift Card Server is used)
Server TCP/IP Address	Enter the IP address of the server computer in this field. This is the address of the computer defined in the “Server Computer Name” setting. This setting must 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 uses for all communications. This is only used if you have firewalls 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	Select this option to automatically restart all of 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 faster than your server computer, they may display messages that they cannot find the database. This is true, since the server computer is still booting up.
Auto Shut Down All Computers	Select this option to automatically shut down all computers at a specified time. The database/server computer shuts down 30 seconds later to ensure all clients are logged off the database.
Auto Trigger Time	Used this field to specify the time that all systems should Auto Shut Down or Auto Restart.
Display Special Message During Login	Select this option to show your special message whenever an employee enters an access code. Managers can use this to alert the servers of the daily specials or special promotions. This message is displayed in place of the Side Bar Logo.
Special Message	Enter the special message to employees in this field. This message displays on the Main screen anytime an employee is enters his or her access code.

Field Name Descriptions

Taxes > Tax 1	
Field Name	Description
Alias Name	This is the name of the tax. This name is used throughout the software, including reports.
Tax 1 (%)	Enter the tax percentage you wish to apply to menu items in this field. The percentage is expressed as a whole value, not as hundredths, so enter the percentage value in this field (for example "7" or "8.25").
Apply Tax on Surcharge	Select this option to apply Tax 1 to the Surcharge when a surcharge is applied to a guest check. Surcharges are setup in the Back Office under Setup > General Settings > Surcharges .
Apply Tax on Delivery Charge	Select this option to apply Tax 1 to the Delivery Charge when a Delivery Charge is applied to a guest check.

Taxes > Tax 2	
Field Name	Description
Alias Name	This is the name of the tax. This name is used throughout the software, including reports.
Tax 2 (%)	Enter the tax percentage you wish to apply to menu items in this field. The percentage is expressed as a whole value, not as hundredths, so enter the percentage value in this field (for example "7" or "8.25").
Apply Tax on Surcharge	Select this option to apply Tax 2 to the Surcharge when a surcharge is applied to a guest check. Surcharges are setup in the Back Office under Setup > General Settings > Surcharges .
Apply Tax on Delivery Charge	Select this option to apply Tax 2 to the Delivery Charge when a Delivery Charge is applied to a guest check.
Tax Code Character	You can place a character in this field to show up on the guest check that indicates which items on the receipt have this tax applied to them.
Tax Is Included in Item Price	Check this box when using Tax 2 and the tax is already included in the price of the menu item. The tax included in the item price is reported in the Tax Report located in the Back Office under Reports > Other > Tax Report .
Hide Inclusive Tax From Guest Check	This feature hides the inclusive tax collected amount from the guest receipt.
Trigger Tax Exemption When Sub Total is Less Than	This feature causes Tax 2 to be added to a guest check after a defined amount is reached. For example, if you want all orders under \$2.00 to be tax-exempt, enter 2 in this field. Set this value to 4.01 to enable the options for use in Ontario, Canada.
Apply Tax on Previous Tax Amount	Select this option to apply tax to the sum of Tax 1 and Tax 2.

Taxes > Tax 3	
Field Name	Description
Alias Name	This is the name of the tax. This name is used throughout the software, including reports.
Tax 3 (%)	Enter the tax percentage you wish to apply to menu items in this field. The percentage is expressed as a whole value, not as hundredths, so enter the percentage value in this field (for example "7" or "8.25").
Apply Tax on Surcharge	Select this option to 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	Select this option to apply Tax 3 to the Delivery Charge when a Delivery Charge is applied to a guest check.
Apply Tax on Previous Tax Amount	Select this option to apply tax to the sum of Tax 2 and Tax 3. If this option is checked and Tax 2 also has this option checked, tax is applied to the sum of Tax 1, 2, and 3.

Taxes > Other Options	
Field Name	Description
Apply Discounts After Taxes	Select this option to apply discounts after taxes have been applied.
Apply Credit After Taxes	Select this option to apply credits after taxes have been applied.
Tax Exempt Sale Security	Select this option to specify the minimum security level necessary to make a sale tax exempt.
Tax Exemption Alias Name	Select this field to specify an alias name for tax exemption. For example, to label your tax exemption "Tax Included," enter the text in this field.
Tax Account Info To Print on Guest Check	Select this field to enter the Tax Account number issued to your restaurant by the government. This field may also be used for other tax account information. This information displays on the top of the guest check. This information can be the ABN number used in Australia or the GST number used in Canada.

Field Name Descriptions

Services > Dine-In	
Field Name	Description
Dine-In	Select this option to enable or disable the ability to create Dine-In orders.
Alias Name	To change the Dine-In order type name to something other than Dine-In, enter that name in this field. For example, to change “Dine-In” to “Sit Down” on the main POS screen, enter “Sit Down” in this field.
Show Retail Screen	Select this option to default the system to the barcode entry screen for Dine-In type orders.
Tax Exempt	Check this box if tax does not apply to Dine-In orders.
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 from this drop-down list to apply to every Bar Tab order automatically.
Prompt for customer name at dine-in completion	Select this option to prompt the user for a customer name at the end of a Dine-In order.
Prompt for customer name at bar tab completion	Select this option to prompt the user for a customer name at the end of a Bar Tab order.
Skip Table Selection	Select this option to skip the Table selection screen and go directly to the Order Entry screen.
Track Guest Number for Dine-In Orders	Select this option to control whether the software asks for the number of guests when a new order is created.
Warn Drink Per Guest Policy	Select this option to warn the users 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	Select this option to force the user to order at least one Bar Drink menu item per guest.
Prompt Seat Number on Startup	Select this option to show the seat selection screen when a new Dine-In order is created.
Prompt Seat Number on Each Item	Select this option to 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	Select this option to 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 forces 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	Select this option to require the user to mark a table as cleared in the system after it has been cleared by the Bus Person and is ready for another guest.
Occupied Table Cannot Create New Ticket	Select this option to prevent new orders from being created on tables with existing orders.

Services > Take Out	
Field Name	Description
Take Out	Select this option to enable or disable the ability to create Take Out orders.
Alias Name	To change the Take Out order type name to something other than Take Out, enter that name in this field. For example, to change “Take Out” to “Carry Out” on the main POS screen, enter “Carry Out” in this field.
Tax Exempt	Check this box if tax does not apply to Take Out orders.
Show Retail Screen	Select this option to default the system to the barcode entry screen for Take Out type orders.
Take Out Automatic Surcharge	Choose a surcharge from this drop-down list to apply to every Take Out order automatically.
Prompt for customer name at take out completion	Select this option to prompt the user for a customer name at the end of a Take Out order.
Require Phone # For Take Out	Select this option to require the entry of a phone number for all Take Out type orders. By default, the users can press “Enter” when the area code is displayed and the system will let them in. 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	Select this option 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 experienced problems with new customers calling in take out orders and not showing up.

Field Name Descriptions

Services > Drive-Thru	
Field Name	Description
Drive-Thru	Select this option to enable or disable the ability to create Drive-Thru orders.
Alias Name	To change the Drive-Thru order type name to something other than Drive-Thru, enter that name in this field. For example, to change "Drive-Thru" to "Drive-Up Window" on the main POS screen, enter "Drive-Up Window" in this field.
Tax Exempt	Check this box if tax does not apply to Drive-Thru orders.
Show Retail Screen	Select this option to default the system to the barcode entry screen for Drive-Thru type orders.
Drive-Thru Automatic Surcharge	Choose a surcharge from this drop-down list to apply to every Drive-Thru order automatically.
Prompt for customer name at Drive-Thru completion	Select this option to prompt the user for a customer name at the end of a Drive-Thru order.
Disable Drive-Thru Timing Feature	Select this option to disable the Drive-Thru timing screen that appears when the "Drive-Thru" button is selected.
Drive-Thru Orders Use Drive-Thru Stations	Select this option to require Drive-Thru orders to be settled only at Drive-Thru stations.

Services > Delivery	
Field Name	Description
Delivery	Select this option to enable or disable the ability to create Delivery orders.
Alias Name	To change the Delivery order type name to something other than Delivery, enter that name in this field. For example, to change "Delivery" to "Home Service" on the main POS screen, enter "Home Service" in this field.
Tax Exempt	Check this box if tax does not apply to Delivery orders.
Show Retail Screen	Select this option to default the system to the barcode entry screen for Delivery type orders.
Delivery Automatic Surcharge	Choose a surcharge from this drop-down list to apply to every Delivery order automatically.
Prompt for customer name at Delivery completion	Select this option to prompt the user for a customer name at the end of a Delivery order.

Show Driver Dispatch Screen	Select this option to show a list of all your drivers when you click “Driver” on the Main POS screen. This feature helps speed up your driver departures and arrivals. However, this allows employees to assign orders to other drivers, and should be used with caution.
Enable Driver Money Drop	This feature enables the “Money Drop” button to settle all cash payment deliveries in one transaction. Credit Cards and checks must be settled separately.



WARNING: You should 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. Orders paid by check must be settled after delivery but **before** the Money Drop is performed.

Enable Popup Streets	Select this option to show a list of streets to choose from when entering the delivery address. The list is generated from all the streets previously entered into the Aldelo For Restaurants Back Office.
Round Delivery Total To Next Quarter	Select this option to round the delivery total to the next quarter. The additional amount is added to the delivery charge.
Delivery Charge	Select this field to set the global default amount for the delivery charge. The order in which delivery charges are applied is: <ol style="list-style-type: none"> 1. Customer Level 2. Street Level 3. Postal Code Level 4. Global Level <p>The higher settings on the list override the lower ones. For example, Customer Level settings override Postal Code Level settings.</p>
Delivery Comp	Select this field to set the global default amount for the delivery compensation. This feature follows the same order as “Delivery Charge,” above.
Chained Delivery Charge/Comp Per Trip	Select this option to charge the delivery charge and compensation only on the first order in a chained set of orders.
Delivery Charge/Comp Per Menu Item	Select this option to charge the delivery charge and compensation only for items with 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	Select this option to charge the delivery fees on a percentage basis rather than a dollar amount.
Delivery Comp Percent Based	Select this option to charge the delivery compensation on a percentage basis rather than a dollar amount.

Field Name Descriptions

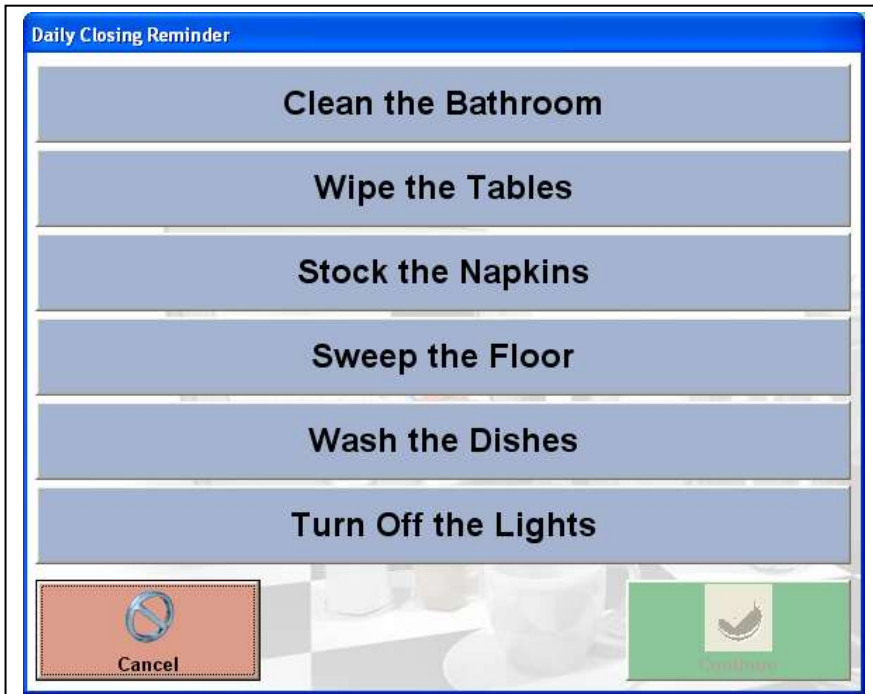
Revenue > Payments	
Field Name	Description
Check	Select this option to enable or disable the ability to accept checks as a form of payment.
Enable Check Scan	Select this option when using an MICR reader and you wish to verify checks based on your own bad check records in your Aldelo For Restaurants software. With this feature enabled, whenever you scan a check the software, if declined, displays a message stating “Check Acceptance Declined/Please do not accept this check as payment for this order.” However if the check is not declined, the system assumes 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	Select this option to enable or disable the ability to accept Visa as a form of payment.
MasterCard	Select this option to enable or disable the ability to accept MasterCard as a form of payment.
American Express	Select this option to enable or disable the ability to accept American Express as a form of payment.
Discover	Select this option to enable or disable the ability to accept Discover as a form of payment.
Carte Blanche	Select this option to enable or disable the ability to accept Carte Blanche as a form of payment.
Diner’s Club	Select this option to enable or disable the ability to accept Diner’s Club as a form of payment.
ATM/Debit Card	Select this option to enable or disable the ability to accept ATM/Debit cards as a form of payment.
In-House Charge	Select this option to enable or disable the ability to accept In-House Charge as a form of payment.
Days Due	This drop-down list allows you to specify the terms on In-House charges. For example, if you specify 30, the payment is due 30 days after the charge is created. Specify Due Upon Receipt if no terms are allowed.
Remote In-House Account Marker	This field allows you to specify the account name for a ticket to print to the remote In-House printer. The word must be listed first and followed by a space character. For example, to have all accounts with “Room” listed first in the first name field to print a ticket at the remote printer, simply type “Room” in this field. Any combination of “Room” and any other words following a space character (such as “Room 317”) will then print to the remote In-House printer.

Revenue > Gratuity	
Field Name	Description
Tip % on Dine-In Server Sales	This field allows you to specify the percentage to appear at the bottom of the Server Dine-In Sales report and enables the servers to know how much they should have made in tips based on the specified percentage. For example if the order is \$9.64 and the server's tip is \$3.36, the I.R.S. requires the restaurant to report at least 8% of the server's tips (in this case, 77¢). If you create a second reference point, for example 10%, the Server Dine-In Sales Report also includes a line to show the 10% figure (96¢). Enter "0" to prevent these fields from displaying.
Auto Tip Alias Name	Select this field to specify an alias name for the Auto Gratuity.
Auto Print Server Tip Claim Receipt	Select this option to print a Server Claim Receipt for the servers' tips. This way, the cashier can collect the servers' tips and the servers can pick them up during slow periods or at the end of their shifts. For example, if the customer brings the check to the cashier to pay and pays the gratuity to the cashier instead of leaving it on the table, the cashier gets a receipt to put into the cash drawer to keep track of the server's tips.
Auto Gratuity Percent	This field allows you to specify the percentage to charge for the Auto Gratuity. For example, to charge a 15% tip on the total amount of the order, enter "15" here. If your restaurant charges Auto Gratuity based on the number of guests, set the minimum number of guests in the following field.
Use Auto Gratuity Percent When Guests At or Exceed	This field allows you to specify the minimum number of guests before the Auto Gratuity percent is applied to the order.
Dine-In Do Not Apply Auto Tip	Select this option to prevent the application of Auto Gratuity to Dine-In orders.
Auto Tip at Bar Tab	Select this option to apply Auto Gratuity to Bar Tab orders.
Auto Tip at Take Out	Select this option to apply Auto Gratuity to Take Out orders.
Auto Tip at Drive-Thru	Select this option to apply Auto Gratuity to Drive-Thru orders.
Auto Tip at Delivery	Select this option to apply Auto Gratuity to Delivery orders.

Field Name Descriptions

Revenue > Cashier	
Field Name	Description
Change Due Show Original	Select this option to show the amount of the ticket as well as the change due when the Change Due screen appears.
Auto Tip at Delivery	Select this option to apply Auto Gratuity to Delivery orders.
No Sale Show Alert	Select this option to show a screen alert with the employee's name anytime a No Sale is performed.
Record Credit Card Number in Order Settlement	Select this option to record the customers' credit card numbers when settling. This option only works if credit card integration is not used. The credit card number records to the customer's name field on the actual recalled order receipt after it has been settled. This violates CISP regulations and is not recommended because employees are able to see the credit card numbers in plain text.
Blind Cashier Close Out	Select this option to display a "Blind Close" button on the cashier money count screen. When this button is used, the system automatically assumes that all the money due has been collected, and that the correct amount was collected.
Enable Staff Banking	Select this option to enable the use of Staff Banking by employees.
Auto Start Staff Bank When Clock In	Select this option to automatically start an employee's Staff Bank when he or she clocks in. The start amount of the Staff Bank is set at \$0.00.
Credit Card Tips Percentage Fee Charged to Server	Select this option to take money out of your server's credit card tips to pay for the processing fee charged by the credit card processing company. This option only reports the number; it does not reduce the amount owed.
Automatic reduction of credit card tip fees from staff banks	Select this option to 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	Select this field to specify the printer's currency symbol (represented as a hex value). See your printer's manual or contact the printer manufacturer to obtain these values.
Custom Currency Denominations	Select this field to create your own custom currency denominations. To specify the currency amount, click on the button with 3 dots and enter the denomination amount. Repeat until all denominations are entered (up to 12 different denominations). To remove the custom currency denominations, simply click on the button with the red X. These values replace the values in the Money Count screen when cashing out.
Amount Due Automatic Round To Nearest	Select this option to round the total to the nearest amount entered in this field. The amount can be anything from 0.05 to 1.00. The delivery round to nearest quarter supersedes this option.
Daily Closing Reminder #1-6	You can enter up to 6 different reminders to appear everyday when the closing report is run. As you complete each task or reminder, click the button to mark it as complete. When all reminders are completed, the Continue is enabled button.



Field Name Descriptions

Receipts > Guest Check	
Field Name	Description
Store Message	Select this field to display a message directly below your restaurant name and information on the guest receipt. For example, you might place the phrase “the best steak in town” in this field. This field is used if your registration name is too long when registering the software. For example, if your restaurant name is “The Little Hole in the Wall Grill and Pub,” you could register it as “The Little Hole in the Wall” and place “Grill and Pub” in the store message field.
Hide Ticket Number From Guest Check	Select this option to hide the ticket number from the printed guest check.
Hide Time From Guest Check	Select this option to not hide the time on the guest check.
Show Delivery Cust. Sales Info	Select this option to show the customer’s information on the guest receipt for delivery orders. This information includes the Total Orders To-Date and the Total Spent To-Date.
Hide Hold Time on Printed Check	Select this option to hide the order’s hold time from the printed guest check.
Show Ordered Items Individually	Select this option to show the ordered items on screen separately instead of combining them. For example, if you order 2 Cokes, they will appear as 1 Coke and 1 Coke. By default, they appear as 2 Cokes.
Hide Voided Item From Printed Guest Check	Select this option to hide the voided items on the printed guest check.
Hide Modifier Cost From Printer Check	Select this option to hide the cost of the modifiers from the printed guest receipt.
Hide No Cost Modifier From Printed Check	Select this option to hide the modifiers with no cost from the printed guest receipt.
Guest Check Print Description	Select this option to print the description of the menu item that is defined in the Menu Item Editor.
Print Tip Line On Guest Check	Select this option to print a tip amount line on the guest receipt. This serves as a good reminder for the customer to leave a tip.
Always Show Guest Check Tip Line	Select this option to put a tip line on the guest check regardless of tips already entered or allocated.
Show Food/Bar Subtotals on Guest Check	Select this option to show a subtotal for the food items ordered on a ticket and the subtotal for the bar items ordered on that ticket.
Guest Check Message	Enter a message to print on the Guest Receipt, for example, “Thank you. Have a nice day.”

Show Tip Sugg. On Check Based on Order Total	Select this option to display the tip suggestion amount based on the Tip Suggestion percentage button below this option.
Enter Tip Suggestion Percentage	Click this button to enter a tip percentage suggestion at the bottom of the Guest Receipt. When you use this option, you are prompted for a percentage. For example, if you enter 10%, the software adds a line reading "10% Tip, Or The Value Of <10>." Everything on this line is editable except the <10>. This information is used by the software to calculate the suggested tip. You might change it to say something like "Please leave a tip of <10>."

Receipts > Kitchen / Bar	
Field Name	Description
Hide Ticket Number From Kitchen / Bar Chits	Select this option to hide the ticket number from the printed kitchen / bar chit.
Hide Time from Kitchen / Bar Receipt	Select this option to hide the time from the kitchen / bar receipt.
Show Kitchen / Bar Modifier in Red	Select this option to print the modifier to the kitchen using red ink.
Disable Kitchen Coordination	Select this option to disable the kitchen coordination feature. When selected, the kitchen and bar receipts do not display the "Being Made On Other Stations" message when printing to multiple bar or kitchen printers.
Kitchen / Bar Chits Show Item Price	Select this option to print the prices of the items on the kitchen and bar chits.
Kitchen / Bar Chits Show Modifier Price	Select this option to print the modifier price on the kitchen and bar chits.
Show Recipe Summary on Kitchen Copy	Select this option to print a summary of the items' recipes on the kitchen chit. A recipe must have been created for the menu item for this option to work.
Kitchen / Bar Print Description	Select this option to print the description of the menu item that is defined in the Menu Item Editor. Any item description you wish to display requires ">>" in front of the description.

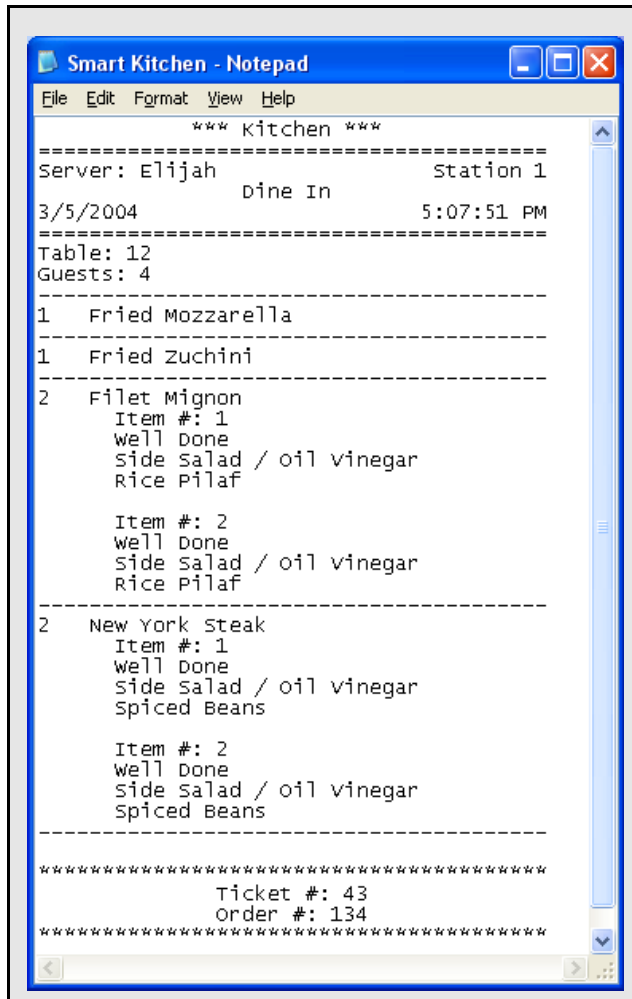
Field Name Descriptions

Receipts > Other Options	
Field Name	Description
Closing Report Show Sales By Order Types	Select this option to show sales in the closing report by Order type, for example Dine-In, Take Out, etc.
Guest / Packager Receipt Title Print in Red For Delivery Orders	Select this option to print the title of the Guest and Packager receipts in red. If enabled, this option disables the ability of the kitchen printer to print in red.
Guest Check, Kitchen And Bar Chits Show Postal Code	Select this option to print the postal code on the kitchen, bar, and guest receipts.
Hide Order # From Receipts	Select this option to hide the order number from the Guest Receipt.
Hide Order # From Charge Slip	Select this option to hide the order number from the credit card charge slip.
Hide Time From Daily Receipt Summary	Select this option to hide the time from the daily receipt summary.

Print > Guest Check	
Field Name	Description
Print Guest Check on Send	Select this option to 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	Select this option to print two copies of the guest check.
Re-Print Check Need Manager Override	Select this option to require a manager to approve a reprint of a ticket.
Smart Seat Handling	Select this option to group menu items on the guest check by seat numbers if seats are specified.
Show Total Per Seat	Select this option to show the total amount per seat on the guest check. The taxes for each seat are not based on the items per seat, but the total tax divided equally among the seats.
Do Not Print Guest Check for Dine-In Orders In Order Entry	Select this option to 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	Select this option to 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	Select this option to disable printing a guest check from Order Entry for Take Out orders.
Do Not Print Guest Check for Drive-Thru Orders In Order Entry	Select this option to disable printing a guest check from Order Entry for Drive-Thru orders.
Do Not Print Guest Check for Delivery Orders In Order Entry	Select this option to disable printing a guest check from Order Entry for Delivery orders.

Field Name Descriptions

Print > Kitchen / Bar	
Field Name	Description
Enable Smart Kitchen Printing	Select this option to print the Kitchen copy with menu items combined and modifiers listed separately for each item.



Enable Smart Bar Printing	Select this option to print Bar items combined and modifiers listed separately for each item.
Sort Kitchen Items Automatically on Kitchen Chits	Select this option 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 assigned all menu items classified as appetizers with a sort number of “1” and all menu items classified as salads with a sort number of “2,” then the kitchen receipt lists the appetizers first and the salads second.
Enable Delayed Send Order Feature	Select this option to 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	Select this option to print each item to the kitchen once the next item is clicked.
Delay Auto Print To Kitchen / Bar On Settle	Select this option to delay the print to the kitchen until the order is completely settled and payment is received when using the “Settle” button in order entry.

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

Field Name Descriptions

Print > Packager Receipt	
Field Name	Description
Copies of Packager Receipts for Dine-In Orders	Select this drop-down list to specify the number of packager receipt copies to print at the packager printer for Dine-In orders.
Copies of Packager Receipts for Phoned In Orders	Select this drop-down list to specify the number of packager receipt copies printed at the packager printer for Phoned In orders.
Copies of Packager Receipts for Walk In Orders	Select this drop-down list to specify the number of packager receipt copies printed at the packager printer for Walk In orders.
Copies of Packager Receipts for Drive-Thru Orders	Select this drop-down list to specify the number of packager receipt copies printed at the packager printer for Drive-Thru orders.
Copies of Packager Receipts for Delivery Orders	Select this drop-down list to specify the number of packager receipt copies printed at the packager printer for Delivery orders.

Print > Customer Receipt	
Field Name	Description
Auto Print Receipt When Finished	Select this option to print all receipts (except guest check) automatically.
Gift Cert/Cust Credit Print 2 Copies of Receipt	Select this option to print 2 copies of the Gift Card or credit receipts. Keep these receipts at the restaurant in case the customer forgets to bring their Gift Card or receipt when ready to use it.
Paid Out Print 2 Copies of Receipt	Select this option to print 2 copies of the Pay Out receipt. By default, the software only prints 1 copy of the Pay Out receipt.

Print > Other Options	
Field Name	Description
Asian and Ultra Print Font Name	This field allows you to specify the name of the font to use for the Ultra Large and Asian Printer types in this field. The font entered must be a fixed width font or the receipts will not print 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 additional 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 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 additional 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 auto-cutter.
Normal Desktop Printer Font Size	This field allows you to specify the font size to print on your normal desktop printer. This is helpful if you wish 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 are used for the receipt.

Staff / CRM	
Field Name	Description
Pay Period	This drop-down list lets you specify the pay periods for your payroll. <ul style="list-style-type: none"> • Weekly: Once per week • Bi-Weekly: Once every two weeks • Semi-Monthly: Twice per month • Monthly: Once per month
Work Week End Day	This drop-down list allows you to specify the last workday of each week. Simply open the drop-down list and select the day of the week. This is only for reporting purposes and has no effect on the payroll functions.
Clock Out Reminder After (Minutes)	This field allows you to specify the number of minutes an employee can be clocked in beyond their scheduled clock out time before the system flashes a reminder notifying the user to clock out. This feature is useful if you have employees who forget to clock out when they leave.
Over Time Basis	This drop-down list allows you to specify how overtime is calculated. "Other" enables more advanced features found in the registry.
Over Time After (Hours)	This field allows you to specify the total number of hours that must be worked before overtime is given.

Field Name Descriptions

Over Time Hour %	This field allows you to specify the percentage of straight pay paid for overtime. For example, if you pay your employees time and a half for overtime, enter 150 in this field.
Force Hourly Employee Clock in Before Use System	Select this option to force any employee set up as an hourly employee to clock into the system before being allowed to continue.
Employee with Multi Job Selection	Select this option to allow your employees to have more than one job. To setup an employee with two jobs, the employee must have two records that are the same, except for some minor differences. The first is the access code. The employee must not know the access code on the second record. The second is the job title. This must be different when setting up an employee with two jobs.
Take Out / Delivery Show Search Type	Select this option to prompt the user to select the search type to use to bring up the customer's file. Whenever the customer lookup window appears (for example, when selecting Take Out) you are able to choose how to lookup customers (by MSR Card, Account Code, Customer Name, or Phone number). By default, you can only search by phone number.
Enforce Exact Telephone Number Digits	Select this option to enforce the number of digits (specified in Store Settings > General under Telephone Display Format) when the user enters a phone number. This helps eliminate entering incomplete telephone numbers.
Auto Create Freq. Diner Reward	Select this option to 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 necessary 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, simply enter 40 in this field.
Tracking Begin Time	This field allows you to specify the time of day that Frequent Diner tracking begins so that you may only offer Frequent Diner tracking and points during certain times of the day.
Tracking End Time	This field allows you to specify the time of day that Frequent Diner tracking ends.
Freq Points Expire Days	This field allows you to specify the number of days that customers have to redeem Frequent Diner points before they expire. Since this field does not change on a daily basis, it is not readily editable. If you must edit this field, place the cursor in the field, press the Insert key on your keyboard, and enter the number of days.

Minimum Checks Count	This field allows you specify the number of checks a customer must have before qualifying for Frequent Diner point tracking.
Minimum Checks Total	This field allows you to specify the minimum combined total of all orders a customer must have before qualifying for Frequent Diner point tracking. For example, the customer must have spent \$500.00 to qualify for a credit.
Reward Credit Amount	This field allows you specify how the credit awarded to qualifying customers. For example, to give the customer a \$30 credit, enter 30 in this field.



Tech Tip: The options below only apply when 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 used to allow CGS to communicate.

Field Name Descriptions

Products > Modifiers	
Field Name	Description
Menu / Modifier Font Size	This field allows you to specify the size of the font that appears on your menu items and menu modifiers. This only affects the screen and does not change your printer font size.
Sort Menu Sub Items / Forced Modifiers	Select this option to sort the Sub Level Items alphabetically.
Persist Manual Modifier Price Change	Select this option to allow manual entry of modifier prices. By default, without this option enabled, the software maintains the price entered during setup, and does not allow manual price changes.
Hide NOTE From Touch Modifier Screen	Select this option to hide the Note button on 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’	Select this option to 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’	Select this option to 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’	Select this option to 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	Select this option to disable the Finish button that appears on the forced modifier selection window in Order Entry. This option is useful if you do not want the users to have the ability skip any of the forced modifier choices.
Auto Select Single Forced Modifier	Select this option to automatically select the forced modifier if there is only one choice. For example, if you only have fries as a forced modifier choice, select this option to always auto-select fries 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 must be entered to use the Modifier Builder Template Setup in the Back Office.

Products > Pizza	
Field Name	Description
Proportioned Pizza Topping Charge	Select this option to charge half price for a topping put on only half the pizza. This option also works with third and quarter pricing methods.
Half Topping Half Price on EVEN Qty	Select this option to charge half price on a topping when the total toppings ordered is an even quantity. For example, if you order a pizza to be divided into two, four, or six sections, this option charges half price for each of the toppings. If you order a pizza and the pizza to be divided into three, five, or seven sections, this option charges 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 instead of the 4" x 1.5" labels.

Products > Inventory	
Field Name	Description
Enable Auto Inventory Depletion By Sales	Select this option to enable automatic inventory depletion. This, in combination with other features, enables you to automatically deplete items from your inventory.
Monitor Inventory Level When Ordering	Select this option to display a warning message when an item is ordered and there is not enough inventory to make the item. This does not provide a countdown of the inventory but serves to notify the user that the inventory items are no longer in stock.
Minimum Recipe Profit %	This field allows you to specify the minimum markup for all menu items. This option is used for inventory tracking, and provides an idea of the profit for a recipe. The default is 100%. For example, if a menu item costs the restaurant \$1.00, and you want to sell it for \$2.50, enter 150 in this field (a markup of 150% of the cost plus the original cost of \$1.00 equals \$2.50).

Field Name Descriptions

Products > Other Options	
Field Name	Description
Open Price Item Ask Description	Select this option to prompt the user to enter a description of the item anytime an open price item is ordered. To use an open price item, enter 1234.56 as the default item price in the Menu Item Editor.
Do Not Auto Hide Sub Menu Item Page	Select this option to keep the sub-level item page displayed when ordering menu items. By default, this page closes and makes you reselect the top-level item. For example, if you have a top level item called Domestic Beer and you click it, you have the option of ordering several different types. If you select Budweiser, the software closes this window and requires you to select Domestic Beer again to order another Budweiser. With this option enabled, the window with Budweiser and all other types of beer stays active and allows you to order several beers.
Menu Auto Price Percentage Based	Select this option to tell the software that the menu item auto price is percentage based rather than dollar based. This works for discounts only; when you enter a percentage, it discounts 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	Select this option to mark all ordered items in Green on the Order Entry screen. This helps prevent accidental reordering of items.
Order Entry Amount Due in Yellow	Select this option to show the “Amount Due” on the Order Entry screen in yellow. This option is useful for people who may be colorblind or who have problems seeing red.
Only Secure change price feature on already sent items	This feature allows price changes on items not sent to the kitchen. This allows the server to perform price changes on items and send them to the kitchen. If the server tries to go back and change the price again on the same item, the software requires a person with a high enough security level to approve the second change.
Disallow Edit of Existing Open Order in Order Entry	Select this option to prevent the editing of orders after they are sent. You cannot edit an order from Recall.
Hide Voided Item From Order Screen	Select this option to hide items that have been voided on the Order Entry screen.
Hide Expired Hold Time	Select this option to hide the Item/Order hold time once the hold time has expired.

Void Item Require Explanation	Select this option to require an explanation anytime an item is voided.
Show Coupon Confirmation on Finish in Order Entry	Select this option to 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	Select this option to exempt Dine-In orders from showing the reminder screen prompting the user to enter any coupons before the order is completely settled. Other order types are not be affected by this option.
Disable 'Half' Portion	Select this option to disable the "Half" key on the order entry screen.
Allow Save Order without Any Items	Select this option to save an order, even if no items have been entered. This leaves the ticket open for future use.
Misc. Features Lock Override in Order Entry	Use this drop-down list to set the minimum level of security required to override the lock on the Misc. button in order entry.
Fire Kitchen 1-6	These options allow the user to send a fire command to the kitchen once a specific part of the order is ready to be prepared. This feature is useful if your orders have items that do not need to be cooked immediately. For example, if you send an order to the kitchen with an appetizer, salad, and a main course lobster, the lobster does not need to be cooked until after the salad is prepared and served. Select the Fire button on the Recall screen notify the kitchen to cook the lobster.
Void Item / Order Quick Reason	These fields allow you enter a list of reasons for performing voids to cut down on the time necessary for a server to create a void. The server can then pick a reason from the list, rather than writing the entire reason each time. For example, "Mistake on Order" or "Customer Changed Mind" would be common reasons for voids.

Other	
Field Name	Description
Confirm Exit Program	Select this option to prompt the user to confirm exiting the program. Enable this option to prevent unwanted closing of the software.
Exit Program Security	This drop-down list allows you to set the minimum security level necessary to exit and minimize the program.
Open Order Reminder After (Hours)	This field specifies the number of hours an order can be have open status before a reminder displays notifying the user of the open order.
Change Server Security	This field specifies the minimum security level necessary to change an order's server.
Search By Order Number in Recall Screen	Select this option to search by the order number in the Recall screen. If this option is enabled, the Barcode on the ticket becomes the order number (it replaces the ticket number). By default, the search is done by ticket number.

Field Name Descriptions

Disable Smart Ticket Search	With this feature enabled, only open orders display on the recall screen. The settled and voided orders are hidden.
Enable Advanced Back Office Protection	Select this option to allow set increase security for Data Source, Store, Security and Station Settings, Employee files, Video Surveillance Controls, and Reports. For example, a security level of 4 might be required to get into the Back Office but a security level of 5 might be required to access the features mentioned above.
Show Secured Credit Card Number	Select this option to display the full credit card number on the receipt instead of a series of X's.
Disable Auto Print Bank Report	Select this option to disable the liability report auto print function when signing out a cash drawer.
Enable Bar Tab Pre-Authorization	Select this option to allow the user to run a credit card pre-authorization for a pre-determined amount on a Bar Tab order. Once this amount is reached, the bartender must settle the tab and create a new one with a new pre-authorized amount.
Bar Tab Pre-Authorization Amount	Select this field to set the Bar Tab Pre-Authorization amount.
24 Hour Operation Mode	Select this option to enable the "Next Day Transfer" button in Operations > Revenue Center . All open orders transfer to one minute after the "Daily Start Time" (which is the next day).
Show Non Resettable Grand Total	Select this option to show the Grand Total on the daily closing report. This total is the grand total for all positive transactions since the restaurant first opened. It cannot be reset.
Bakery Pastries Tax 2 Exempt if All Bakery Pastries Quantity is 6 or More (Otherwise, treat it as prepared food)	This setting works in conjunction with the features for Ontario Canada.
Soft Drinks Tax 2 Exempt if Sold with Prepare Food and Sub Total is Below Tax 2 Exempt Trigger Amount	This setting works in conjunction with the features for Ontario Canada.
Enable Table Group Tip Sharing	Select this option to 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 shows up on the Bank Liability Report.

Hide Tip Sharing Formula on Staff Banking Report	Select this option to hide the formula on the bank liability report used to calculate the shared tip amounts so that the server that must share does not see the percentages setup others.
Manager Alert Pager Number	Enter the pager number of the manager pager. This affects all manager type pages specified in the software under “Manager Alerts” when configuring the paging options.
Pizza Size Alias 1-10	Specify a name for each pizza size. Examples are Small, Medium, Large, Extra Large, etc.
Pizza Size Half Topping Price 1-10	Specify the half-topping price corresponding to the sizes in the option above.
Aldelo Finger Print Server Data Source	Specify where the fingerprint database is located; the local system or the network. It should be located on the same system as the server computer to increase speed. Double-click to display an open file dialog box.
Aldelo Kitchen Display Server IP Address	Specify the IP address of the computer that has the Aldelo Kitchen Display Server running.
Aldelo Kitchen Display Server IP Port	Enter 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	Select this option to specify the COM port where the receiver is installed.
Paging Receiver COM Settings	In this field, enter 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	Select this option to page the server assigned to a table.
View Closed Reservations / Waiting List Security Level	Use this drop-down list to specify the security level required to see closed reservations and waiting list entries.
Re-Open Closed Reservations / Waiting List Security Level	Use this drop-down list to specify the security level required to re-open reservations and waiting list entries that have are already closed.
Default Table Usage Minutes	Use this field to specify the number of minutes that a table is reserved for. For example, if customers typically stay for 2 hours, enter 120 in this field.

Field Name Descriptions

Staff Paging Register Pager Security Level	Use this drop-down list to 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	Use this drop-down list to specify the security level required to send a page from the Staff Paging screen located in the Time Card section of the software.
Staff Paging Shortcut Messages 1-8	Use these fields to specify a list of standard messages. The user can select a message from the list to save typing it each time a page is sent.

Hostess / Paging Setup > Reservations	
Field Name	Description
Minimum Advance Days	Use this field to specify the minimum number of days required before a reservation can be made. To allow reservations on the same day they are created, enter 0.
Maximum Advanced Days	Use this field to specify the maximum number of days in the future a reservation can be made. If there is no limit, enter 0.
Hold Reservation Open After Time Expired For (Minutes)	Use this field to specify the number of minutes a reservation is held open after the customer was due to arrive. Once this time has expired, the reservation is marked as a "No Show", the reservation is closed, and the table is re-opened for seating.
Require Telephone Number	Select this option to specify whether a phone number is required before a reservation can be created.
Print Seating Chit	Select this option to print a chit with the number of people, party name, table number, and server assigned to the table. This is printed after the reservation is checked in.
Disable Reservation Feature	Select this option to disable the reservation tab in the software.

Hostess / Paging Setup > Waiting List	
Field Name	Description
Auto Page Priority Status After (Minutes)	Select this option to specify the number of minutes after the customer is assigned to the waiting list until he or she starts receiving status notifications. A status update is sent to the customer's pager whenever a party ahead on the list is removed from the waiting list for any reason.
Require Pager Assignment on Creation	Select this option to require a pager to be assigned anytime an entry is added to the waiting list.
Require Table Assignment on Check In	Select this option to require the customer to be assigned a table when they are checked in.
Print Guest Chit	Select this option to print a chit with the party name and the number of people in the party when an entry is created in the waiting list.
Print Seating Chit	Select this option to print a chit with the number of people, the name of party, the table number, and the server name.
Disable Waiting List Feature	Select this option to disable all waiting list functions.

Hostess / Paging Setup > Manager Alerts	
Field Name	Description
Sales Update Every (Minutes)	Use this field to specify the number of minutes between sales updates sent to a manager pager. Sales update information includes total sales, number of guests, and average check.
Clock Out Alert Every (Minutes)	Select this option to specify the number of minutes between pages for employees who have forgotten to clock out.
Reservation Walk Out Alert	Select this option to alert the manager pager when there is a Walk Out.
Waiting List No Show Alert	Select this option to alert the manager pager when there is a No Show.
Enter Back Office Alert	Select this option to alert the manager pager when someone accesses the Back Office.
Employee Setup Alert	Select this option to alert the manager pager when someone accesses the employee setup screen.
Data Source Setup Alert	Select this option to alert the manager pager when someone tries to change the data source.
Backup Performed Alert	Select this option to alert the manager pager when someone performs a backup.
Store Settings Setup Alert	Select this option to alert the manager pager when someone accesses Store Settings in the Back Office.

Field Name Descriptions

Security Settings Setup Alert	Select this option to alert the manager pager when someone accesses Security Settings in the Back Office.
Station Settings Setup Alert	Select this option to alert the manager pager when someone accesses Station Settings in the Back Office.
Exit Program Alert	Select this option to alert the manager pager when someone exits the program.
No Sale Alert	Select this option to alert the manager pager when someone performs a No Sale.
Split Order Alert	Select this option to alert the manager pager when someone splits an order.
Combine Order Alert	Select this option to alert the manager pager when someone combines orders.
Refund Alert	Select this option to alert the manager pager when someone performs a refund.
Pay Out Alert	Select this option to alert the manager pager when someone performs a payout.
Staff Banking Discrepancy Alert	Select this option to alert the manager pager when an employee shows a discrepancy while ending his or her Staff Bank.
Cashier Discrepancy Alert	Select this option to alert the manager pager when an employee shows a discrepancy while closing his or her cash drawer.
Void Item Alert	Select this option to alert the manager pager when someone voids an item.
Void Order Alert	Select this option to alert the manager pager when someone voids an order.
Late Clock In Alert	Select this option to alert the manager pager when someone clocks in late.
Edit Time Card Alert	Select this option to alert the manager pager when someone accesses the edit time card screen.
Create Credit Alert	Select this option to alert the manager pager when someone creates a credit.
Insufficient Security Alert	Select this option to alert the manager pager when someone enters an access code and is denied access.
SQL Screen Access Alert	Select this option to alert the manager pager when someone accesses the SQL query screen.
Registry Screen Access Alert	Select this option to alert the manager pager when someone accesses the registry screen.
Menu Item Outage Alert	Select this option to alert the manager pager when a menu item cannot be ordered due to the calculated inventory being 0.

Change Price Alert	Select this option to alert the manager pager when someone changes the price of a menu item.
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Hostess / Paging Setup > Pagers	
Field Name	Description
Pager #	Select this option to set the number assigned to the pager.
Capcode	Select this option to set the capcode number given by the pager vendor. This is used by the transmitter to page the correct pager.
Baud Rate	Select this option to set the baud rate used for the pagers. The default is 1200.
Tone	Select this option to choose the tone that to use for the pager when it sounds. There are 4 options; 0,1,2, and 3.
Alphanumeric	Select this option to specify if this is a pager that supports text.

Security Settings

Security Settings		
Security Name	Description	
Access Delivery Status	This security setting allows you to specify the minimum level of security required to access the Delivery Status feature on 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 allows you to specify the minimum level of security required to access the Driver feature on 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 allows you to specify the minimum level of security required to change the menu item price when on 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 allows you to 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		
Cashier Out Another Person's Cash Register		

Security Name	Description	
Access Back Office	This security setting allows you to 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 allows you to 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 allows you to 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 allows you to specify the minimum level of security required to review the Closing Report on the Operations > Revenue Center screen. This security setting also disables 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		
Ability to access the “Revenue Center” in Operations.		
Reverting and Order / Settlement		

Security Settings

Security Name	Description	
Discounts Require Manager	This option allows you to specify the minimum level of security required to apply a discount toward an order or item on 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 allows you to 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 allows you to 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 allows you to 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 setting blocks 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 setting blocks other servers from accessing the current server's orders for edit or print, unless their security level exceeds the Override Security Level specified here.	
Minimum Default	Override Default	Sec Enforced Default
	3	Checked
Other Functions Tied to this Security		
Reprint Guest Check / Customer Receipt Requires Manager Override		

Security Name	Description	
Approval of Clock In Time Not On Schedule	This security setting allows you to specify the minimum level of security required to perform a forced employee clock in. This is useful when employees are working but are not scheduled to work.	
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 allows you to specify the minimum level of security required to issue a refund to a 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 Settings

Security Name	Description	
Maintain Customer Credits	This security setting allows you to specify 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 allows you to specify the minimum level of security required to access 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 allows you to specify 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 allows you to specify 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 does 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
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Security Name	Description
Do Not Print Duplicate Order to Kitchen	When you enable this setting, the system does 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
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Security Name	Description
Access No Sale Feature	This security setting allows you to specify the minimum level of security required to access the No Sale feature. this feature is still be enforced, even when the employee is the cashier for this drawer. If the Access No Sale Require Manager security is enabled, this security does not work.

Minimum Default	Override Default	Sec Enforced Default
1		Checked

Other Functions Tied to this Security
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Security Name	Description
Access No Sale Require Explanation	This security option allows you to require an explanation for why a No Sale was performed.

Minimum Default	Override Default	Sec Enforced Default
		Checked

Other Functions Tied to this Security
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Security Name	Description
Access No Sale Require Manager	This security option allows you to require a manager's security level to perform a No Sale. This overrides the Access No Sale Feature security.

Minimum Default	Override Default	Sec Enforced Default
3		Checked

Other Functions Tied to this Security
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Security Name	Description
Apply Gratuity Require Manager in Order Entry	This option allows you to specify the minimum level of security required to apply an order gratuity when inside the Order Entry window.

Security Settings

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 allows you to specify the minimum level of security required to perform a Pay Out.	
Minimum Default	Override Default	Sec Enforced Default
4		Checked
Other Functions Tied to this Security		

Security Name	Description	
Recall Existing Order	This security setting allows you to specify the minimum level of security required to use 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 allows you to 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 allows you to specify the minimum level of security required to perform Cashier In and Cashier Out operations. This also disables 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 allows you to 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 allows you to 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 allows you to 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 allows you to specify the minimum level of security required to void orders or items.	
Minimum Default	Override Default	Sec Enforced Default
3		Checked

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 cannot be edited using traditional methods like fields or check boxes. To edit this number, use SQL statements to delete the station number information in the database. This action removes all sales information from the database due to the data being associated with all transactions. This must only be done by Aldelo Systems Inc. or a qualified technician.
Computer Name	This field displays the name of your computer based on the computer's name in the Windows® network.
Station Language	Use this drop-down list to specify the desired language of this station. The employee default language overrides this option.
System Language Settings	Use this feature to customize language settings. You can use different fonts to customize your POS system, allowing you to match the look of the POS to the restaurant environment. Experiment before making a final decision on a font. It is not necessary to change the Charset, as it causes the system to become unreadable if changed to something not recognized by the user. There are three sections in this screen.
Interface Display	Use this to change the font on all screens in the POS system. For example, to use "Times New Roman" as your POS font, type "Times New Roman" in the field next to your language. This field also allows you to display the correct font for the different languages you may want to use with Aldelo For Restaurants. Type the font name of the language you wish to display.
40 Column POS Receipt	Use this feature to change the font Aldelo For Restaurants displays in the Order Entry screen for the ticket. This allows some flexibility on making the words easier to read (in some cases). For example, to use "Times New Roman" as your ticket display font, type "Times New Roman" in the field next to your language. This field also allows you to display the correct font for the different languages you may want to use with Aldelo For Restaurants. Type 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 under Back Office > Reports . These must be Fixed-Width fonts or the columns will not line up correctly. Only a few fixed-width fonts are included with Windows®. Courier and Lucida Console are examples of Fixed Width fonts included with Windows®. Other fonts may be purchased on the web or as a software package in a retail store. This field also allows you to display the correct font for different languages you may want to use with Aldelo For Restaurants. Type the font name of the language you wish to display.
Enable Video Surveillance Captures	This option enables the video surveillance capture feature. This feature takes a snapshot with any web cam that is supported by NetMeeting from Microsoft® whenever certain functions events occur, such as No Sales or Voids. Select the events to trigger the snapshot captures in the Back Office under Activities > General Activities > Video Surveillance Control Center .
Backup Prompt Time	Use this field to specify the time for the automatic backup. For example, to start the automatic backup at 12AM, simply enter 12AM in this field.
Automatic Backup	Select this option to 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	Use this field to specify the picture to display on the right side of the Main POS window. To use this field, simply click on the button with 3 dots on it and navigate to the picture you wish to display. To remove the picture, simply click the Red X.
Station Background	Select this option to specify a station background picture. This image is active throughout the software, not just in the Back Office.

Cashier	
Field Name	Description
Show Cashier Features	Select this option to show all register features in the POS. For example, with this option enabled, you see the Settle, Pay Out, Gift Certificate, and various other buttons in the POS. Without this option enabled, the register features are not shown and orders cannot be settled other than with Staff Bank.
Auto Recognize This Stations Cashier as the Default Employee without Login	Select this option to 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.

Station Settings

Stay In Settle Screen	Select this option to allow quick order settlement. Once an order is settled, the Recall Order screen displays, allowing you to select the next order to settle.
Change Due Screen Time Out Seconds	Select this option to define the number of seconds that pass before the Change Due screen closes.
Foreign Currency Name To Show On Guest Check	Select this option to specify a currency name to print on the guest check. Include the currency symbol if possible. For Example, "Canadian \$."
Foreign Currency Rate To Calculate On Guest Check	Select this option to specify the exchange rate used to calculate the foreign currency amount listed on the guest check. This number can be greater or less than one (for example, "1.59" or "0.78"), depending on whether the foreign currency is stronger or weaker than the default currency.
Settles Only	Use this drop-down list to specify one specific order type that this station can settle. For example, to settle only Dine-In Orders at this station, select Dine-In from the drop-down list.

Quick Service	
Field Name	Description
Stay in Order Entry Screen After Order Is Finished	Select this option to remain in the order entry screen after the Send or Settle buttons are pressed. By default, the system returns to the Main POS screen after the user selects either one of these buttons.
Disable Done / Chain In Order Entry Screen	Select this option to turn off the Send and Chain buttons in Order Entry.
Blind Cash Tender In Order Entry	Select this option to hide the prompt to the user to enter the amount tendered. The system assumes that the amount collected is correct.
Dine-In Use Quick Service Order Screen	Select this option to use the Quick Service screen for Dine-In orders.
Bar Tab Use Quick Service Screen	Select this option to use the Quick Service screen for Bar Tab orders.
Take Out Use Quick Service Screen	Select this option to use the Quick Service screen for Take Out orders.
Drive-Thru Use Quick Service Screen	Select this option to use the Quick Service screen for Drive-Thru orders.
Delivery Use Quick Service Screen	Select this option to use the Quick Service screen for delivery orders.
Quick Service Screen Auto Log Out Seconds	Select this option to 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	Select this option to show All Orders whenever the user Recalls an order in the POS. For example, when you click Recall, you see all orders, regardless of 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 increases and could become a problem. Deselect this if it becomes an issue in your restaurant.
Auto show currently logged in servers orders in recall	Select this option to automatically show the currently logged in server's orders in Recall. For example, if Jon uses Recall and enters his access code, then all orders shown belong to Jon. This helps speed up the access time when using the Recall button.
Stay In Table Selection Screen After Dine-In Order Completes	Select this option to stay in the table selection screen once a Dine-In order is complete. This makes 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	Select this option to prevent the system from prompting the user for the customers' phone number when creating a Take Out order. By default, the user is prompted to enter the customer's phone number.
Mark this station as a drive-thru station	Select this option to mark this station as a drive-thru station. This option is used in conjunction with Store Settings > Services > Drive-Thru > Drive-Thru Orders Use Drive-Thru Stations.
Direct Login Screen	This drop-down list allows you to specify the screen the system displays after an access code is entered or access card is swiped from the Main POS screen. For example, to display the Dine-In screen when an access code is entered or access card swiped, simply select "Dine-In" from this drop-down list. This is useful with MSR cards in allowing a card to be swiped in the Main POS screen and going straight to the Dine-In or Recall screens, saving keystrokes, and logging in the user at the same time.
Enable bar tab services for this station	Select this option to enable Bar Tab services for this specific station. With this option enabled, bar tab orders on this station can be created on this station.
Skip Table / Bar Type Selection for Dine-In	Select this option to bypass the Table Selection and Bar Tab creation screens, moving directly to the order entry screen for quicker use. This option is useful in fast paced bar type scenarios. This option is identical is to the Skip Table Selection Screen in Store Settings, only on a per station basis.

Station Settings

Bar drink items will not charge sales tax (Applies to bar orders on this station only)	Select this option to remove the sales tax on Bar drink items when ordered through the Bar Tab feature.
Bar Tab Caption	Select this field to enter a custom caption for your bar tab that prints before the customer's name on the Guest receipt.
Station Receipt Message	Select this option to enter a message specific to this station. For example, if you want the ticket to say "Thank You for Visiting our Restaurant's Bar, Please Come Again", enter the message text here.
Export Settings	Select this button to export the current station settings to a file that can be imported by another station. This speeds up configuration of the systems.
Import Settings	Select this button to import the station settings from a file exported by another station. This greatly reduces the amount of time it takes to configure multiple stations.
Extra Settings	Select this button to go to the registry settings in the software.

Printer > Receipt Printer	
Field Name	Description
Receipt Printer	Use this drop-down list to select your receipt printer. Be sure make the correct selection. There may be several to choose, from depending on how many are installed on the network.
Receipt Printer Type	Use this drop-down list to select the printer type for your receipt printer. In general, 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 may also change the size of the text by specifying a different printer type. For example, the Ultra Large Print Support printer type makes the text on your receipt much larger.
Receipt Logo Control Code	Select this option to print your company's logo on the receipt. To use this option, 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	Select this button to automatically enter the Epson Control Code for printing logos.
Do not prompt user to print guest check when finished in order entry screen	Select this option to prevent the software from prompting the user to print a guest check once the order has been completed in Order Entry. By default, the software prompts the user to print the check at the completion of the order.

Printer > Packager Printer	
Field Name	Description
Packager Printer	Use this drop-down list to select the printer to designate as the packager printer. Simply choose the printer from the drop-down list..
Packager Printer Type	Use this drop-down list to select this station's packager printer type. You can change the font of your packager printer by specifying a different printer type. For example, selecting the Ultra Large Print Support printer type makes your packager printer text print much larger.

Printer > Kitchen / Bar > Kitchen	
Field Name	Description
Kitchen Title 1 - 6	Use this field to specify a name for each printer. For example, to name a printer "Kitchen Printer 1," type "Kitchen Printer 1" in this field. Repeat this procedure for each kitchen printer on your network.
Kitchen Printer 1 - 6	Use this drop-down list to specify the printer(s) on the system to designate as the kitchen printer(s). Simply open the drop-down list and select the desired printer.
Kitchen Printer Type 1 - 6	Use this field to specify the printer type for the Kitchen printer. Usually, you select the printer type that matches your printer. For example, if you have an Epson TM-U200 as your kitchen printer, select one of the "Epson TM-U200" printer types from the Type drop-down list. To increase the font size, select the Ultra Large Printer types from this drop-down list.

Printer > Kitchen / Bar > Bar	
Field Name	Description
Bar Title	Use this field to specify a name for your bar printer. For example, to name this printer "Main Bar Printer," type "Main Bar Printer" in this field.
Bar Printer	Use this drop-down list to specify the printer to designate as the bar printer for this station. Simply open the drop-down list and select the desired printer.
Bar Printer Type	Use this drop-down list to select the printer type for the bar printer. In general, use the printer type that matches the bar printer. This field is identical to the Receipt Printer type drop-down list. You can change the size of the text by specifying a different printer type. For example, the Ultra Large Print Support printer type makes your receipt printing larger.

Station Settings

Printer > Label Printer	
Field Name	Description
1" x 3" Label Printer	Use this drop-down list to specify the system printer designated as the label printer on this station. Simply open the drop-list down and select the desired printer. An example of a label printer is the Eltron LP2844.
4" x 1.5" Pizza Label Printer	Use this drop-down list to specify the printer for printing the pizza labels on 4" x 1.5" labels.

Printer > Report Printer	
Field Name	Description
Report Printer	Use this drop-down list to specify the system printer designated as the report printer on this station. Simply open the drop-down list and select the desired printer. This must be a typical desktop printer. The closing report prints to the receipt printer, not the report printer.

Printer > Other	
Field Name	Description
Journal Printer	Select this option to print a duplicate guest receipt on another printer. When you specify a printer here, it creates an exact duplicate of the guest receipt.
Journal Printer Type	Use this field to specify a printer type for the Journal printer. Select the printer type that matches your printer. For example, if your Journal printer is an Epson TM-U200, select one of the "Epson TM-U200" printer types from the Type drop-down list.
Remote In-house Charge Printer	Select this option to print a duplicate of the In-House Charge Slip on another printer. When you specify a printer here, it creates an exact duplicate of the In-House Charge Slip.
Remote In-house Charge Printer Type	Use this field to specify the printer type for the Remote In-House Charge Slip printer. Select the printer type that matches your printer.

Port Settings	
Field Name	Description
Caller ID COM Port	Use this field to specify the COM port for your Caller ID device.
Caller ID Init String	Use this drop-down list to choose the Caller ID box Init string for your modem. See the modem's user manual to find the AT commands. Use this information to determine the correct Caller ID Init String. If the modem's Caller ID works in HyperTerminal, it should work in Aldelo For Restaurants.
Pole Display COM Port	When using a pole display, select the Com port the device is connected to.
Pole Message Row 1	Use this field to enter the message to display on the Pole Display's first row. For example, to display "Pizza Factory," enter the text in this field.
Pole Message Row 2	Use this field to enter a message to display on the Pole Display's second row. For example, to display "Best Pizza In Town," enter the text here.
"Home" Control Code	Enter into this field the code that determines where the Home position of the cursor is. When using the UTC command set, it is not necessary to enter the code in this field. When not using the UTC command set, refer to the user's manual of your Pole Display for this code or contact the manufacturer.
"Hide Cursor" Control Code	Enter into this field the code that hides the cursor. When using the UTC command set, it is not necessary to enter the code in this field. When not using the UTC command set, refer to the user's manual of your Pole Display for this code or contact the manufacturer.
Serial Cash Drawer COM Port	From this drop-down list, choose the Com port that your Serial Cash drawer is connected to. This is only used when directly connecting your cash drawer to your computer. If you have the cash drawer connected to a printer, this field is not used.
Cash Drawer Open Code	When using a SERIAL driven cash drawer, enter the code to open the cash drawer in this field. The code is normally "BEL." If "BEL" does not work, contact the manufacturer of the cash drawer for the cash drawer open codes. This is only used with cash drawers connected directly to the computer.
Weight Scale COM Port	Use this drop-down menu to select the Com port your weight scale is connected to.
Weight Scale Type	Aldelo For Restaurants supports the 6700 family of weight scales. This can be selected from this drop-down menu.
Serial MSR COM Port	Use this drop-down list to select the Com port your MSR card reader is connected to.
Advanced Buttons	Use these buttons to configure the port settings for each of the different Com Ports. These settings override any Windows® settings.

Advanced Settings

The more advanced settings in Aldelo For Restaurants are made by changing the Registry Settings. The Registry Settings screen is accessed by navigating to **Back Office > Help > Technical Support > F10**. All the features are listed. To change a setting, highlight it and click the “Edit” button.

Advanced Settings	
Field Name	Description
Auto Price Item Not Discountable	This setting prevents items that have auto pricing from being discounted.
Bank Liability Report Show Summary Only	This setting hides the Order Payment section on the Bank Liability report.
Calculator Path	This setting changes the path to open the Windows® calculator program.
CISP	This setting enables the recording of credit card numbers in the Aldelo database. Aldelo recommends leaving this setting at the default value.
Combine Security Level	This setting enables a security for the combine feature in order entry.
Daily Closing Hide Employee Time Cards	This setting hides the employee time card section of the closing report to save paper.
Daily Closing Hide Gratuity Recap	This setting hides the gratuity recap on the closing report to save paper.
Daily Closing Show Tender Details	This setting shows the Tender Details in the Closing Report.
Debit Alias	This setting changes the name of the Debit button in the Settle screen.
Debit Pay Security Level	This setting enables a security for the Debit button in the Settle screen.
Default Order Type in Recall	This setting changes the default order type viewed on 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 setting hides the Comp button in the Settle screen.
Disable Credit	This setting hides the Credit button in the Settle screen.

Disable Gift Cert	This setting hides the Gift Certificate button in the Settle screen.
Disable Kitchen Bar Chit When Pickup Chit Enabled	This setting disables pickup chits for Kitchen and Bar type orders when chits are globally enabled.
Disable Pickup Chits For Bar Tab	This setting disables pickup chits for Bar type orders when chits are globally enabled.
Disable Pickup Chits For Delivery	This setting disables pickup chits for Delivery type orders when chits are globally enabled.
Disable Pickup Chits For Dine-In	This setting disables pickup chits for Dine-In type orders when chits are globally enabled.
Disable Pickup Chits For Drive-Thru	This setting disables pickup chits for Drive-Thru type orders when chits are globally enabled.
Disable Pickup Chits For Take Out	This setting disables pickup chits for Take Out type orders when chits are globally enabled.
Disable Quarters	This setting disables the “Quarters” section on the pizza builder screen.
Disable Startup Warning	This setting disables the two pop-ups about your screen resolution and taskbar when you first start the software.
Disable Thirds	This setting disables the “Thirds” pizza section in the pizza builder screen.
Do Not Print Notes On Guest Check	This setting disables the Notes to the kitchen on the guest check so customers will not see them.
Driver Dispatch Hide Employee Not Clocked In	This setting hides any employees in the driver dispatch screen that are not clocked in.
Driver Do Not Move Payments From Cashier	This setting disables the feature that moves payments from the Cashier to the Driver with credit card orders.
Enable Advanced Fingerprint Security	This setting enables Advanced Fingerprint integration.
Enable Coin Dispenser	This setting enables Coin Dispenser integration.
Enable Seniat Data Input	This setting is only used in Venezuela to comply with local regulations.
End of Day Require All Clocked Out	This setting requires that all employees be clocked out before the closing report can be run.
Factura	This setting enables the Factura number regardless of the regional language settings.
Enable Marked Surcharge As Tip	This setting displays 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 setting sends the print job to a text file for testing purposes.

Advanced Settings

Factura Alias	This setting changes the name “Factura.”
GC Auto Deplete Both	This setting enables gift card auto deplete to use Percent or Amount.
GC Auto Deplete Greater Of	This setting depletes the greater value when depleting by percent and amount.
GC Auto Deplete Percent	Enter the percentage to use when depleting value from the gift card.
GC Auto Deplete Recur Days	Enter the number of days between depletion actions.
Gift Card Discount Security Level	This setting enables a security for discounts on gift cards.
Grouped Fire Hold On Bar Chits	This setting enables Bar Receipts to group hold items and normally submitted items fire separately (any items not on hold or voided are 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	This setting enables Kitchen Receipts to group hold items and normally submitted items fire separately (any items not on hold or voided are considered fire items). Option of Enable Delayed Send Order Feature should not be selected in Store Settings>Print tab>Kitchen/Bar tab .
Hide No Cost Item From Guest Receipt	This setting hides no cost items from the guest check.
Hide Rounding From Guest Chit	This setting hides the amount added to the check when rounding is used.
Include ChineseBig5 In Language Toggle	This setting includes the Chinese Big 5 option when using the secondary language toggle in the Order Entry screen.
Include Chinese GB In Language Toggle	This setting includes the Chinese GB option when using the secondary language toggle in the Order Entry screen.
Include English In Language Toggle	This setting includes the Chinese English option when using the secondary language toggle in the Order Entry screen.
Include Spanish In Language Toggle	This setting includes the Chinese Spanish option when using the secondary language toggle in the Order Entry screen.
Inventory Do Not Enforce Accuracy Accountability	This setting allows employees to directly edit items in the inventory item editor screen.
KDS End Signal	This setting is used only for Microplus KDS integration.
LCS IP Address	Enter the IP Address of the system running the Aldelo Liquor Controller Server.
LCS IP Port	Enter the IP Port number that the Aldelo Liquor Controller Server uses to communicate on the network with the POS software.
MapPoint Enabled	This setting enables MapPoint integration.

MapPoint Europe	This setting enables MapPoint European Version integration.
MapPoint Fuel Cost	This setting defines the per gallon cost for fuel.
MapPoint Home Address	Enter the address of the restaurant. This is used by MapPoint.
MapPoint Optimize Way Points	This setting enables the route optimization feature.
MapPoint Route Start Minutes After	Enter the number of minutes to add to the route time to arrive at an estimated delivery time.
Master Cashier Station	This setting defines this as the master station in a Master / Slave scenario.
Modified Kitchen Chit Alias	This setting allows you to change the word “Modified” on kitchen chits.
Modifier Builder Selections Not Sorted	This setting sorts the modifiers in order of entry rather than alphabetically.
NIT Number	Enter the number assigned to you by the local government. This is primarily used in Latin countries.
No Cash Tender	This setting disables the “Cash” button in the Settle screen.
No Check Tender	This setting disables the “Check” button in the Settle screen.
No Gift Certificate Tender	This setting disables the “Gift Certificate” button in the Settle screen.
No House Account Tender	This setting disables the “House Account” button in the Settle screen.
On Hold Until Notified Chit Alias	This setting allows you to change the message that prints when the "On Hold Until Notified" button is used during hold operations.
On Screen Keyboard Caption	This setting allows you to change the title bar name of the on-screen keyboard.
Open Price Security Level	This setting allows a security to be applied to the Open Price Item feature.
Pizza Most Expensive Half Toggle Security Level	This setting allows a security to be applied to the toggle to change the half-topping pricing.
PMS Application Name	This is the IIS application name for the hotel integration program.
PMS Room Charge	This setting enables the hotel integration.
PMS Server Name	This is the IP address or URL of the hotel integration server.
Pole Display Line Chars	This setting adjusts the number of characters that can be displayed per line on the pole display.
Pole Display Station Closed Message	This setting allows you to enter a message to display when the station has no cashier signed in.
Print Pickup Chits For Bar Items	This setting prints chits for individual items after the bar ticket prints. These can be attached to the bar items for delivery to the customer.

Advanced Settings

Print Pickup Chits For Kitchen Items	This setting prints chits for individual items after the kitchen ticket prints. These can be attached to the prepared items for delivery to the customer.
Require MSR End Char	This is used by the Aldelo Systems Development department for debugging.
Resource Debug	This shows the resource string number in front of the button string.
Secured Back Office Allow Edit Employees	When advanced Back Office security is used, enabling this setting allows employees to still edit the employee files.
Show Cashier Item Sales Summary	In the Staff Bank report, this option enables or disables the Item Sales Summary section of the report.
Show OE Title	This setting displays the title bar in the Order Entry screen.
Slave Cashier Drawer Off	This setting disables the ability of the slave station to pop the drawer of the master station.
Special Z Report	This setting enables the Z Report option in Revenue Center.
Split Security Level	This setting allows a security to be applied to the Split function.
Staff Bank Closing Require All Checks Closed	This setting requires all checks to be closed before ending a Staff Bank.
Staff Bank No Cash Tender	This setting disables the Cash Tender button when using Staff Bank.
Staff Cash Drawer Use Serial Port	This setting allows a Staff Bank to use the Serial Cash Drawer as the second cash drawer in a two drawer setup.
Surveillance Server IP Address	Enter is the IP address of the Surveillance system.
Surveillance Server IP Port	Enter the port number of the Surveillance system.
Tax1 Apply On Auto Gratuity	This setting applies Tax 1 to gratuities.
Tax2 Apply On Auto Gratuity	This setting applies Tax 2 to gratuities.
Tax3 Apply On Auto Gratuity	This setting applies Tax 3 to gratuities.
Time Card 7th Consecutive Work Day Double Time	This setting enables the option to charge double time on the seventh consecutive day worked by an employee.
Time Card 7th Consecutive Work Day Double Time Hours After	This setting specifies the number of hours that must be worked on the seventh consecutive day before double time starts.
Time Card Allow Clock In As Scheduled Time	This setting allows an employee to clock in before their scheduled time. The clock in time defaults to the scheduled start time.
Time Card Clock In Grace Minutes	Enter number of minutes an employee is allowed to clock in before their scheduled start time. The time is paid unless rounding is used.

Time Card Clock Rounding Minutes	This setting rounds the clock in and clock out times to the nearest quarter hour. The number entered is the break point to round up or down.
Time Card Daily Double Time Hours After	This setting specifies the number of hours that must be worked before double time is paid.
Time Card Daily Over Time Hours After	This setting specifies the number of hours that must be worked before overtime is paid.
Time Card Holiday Pay Dates	This setting specifies the days that are considered paid holidays. Enter the dates using the format MM/DD/YYYY. If there are multiple dates, separate them with commas.
Time Card Missed Break Penalty Minutes	This setting specifies the number of minutes paid to the employee if the employee misses a break due to working through the break.
Time Card Weekly Over Time Hours After	This setting specifies the number of hours that must be worked before weekly overtime is paid.
Title Footer	This setting specifies a message that prints below the title on the receipt.
Turn Off E-mail	This setting disables the e-mail system.
Two Step EDC Settle	This setting turns 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. These are used as special discounts for VIP customers that you may issue a VIP card to.
VIP2 Discount ID	Enter the Discount ID for this VIP Level. The discount ID can be found in the discounts screen. These are used as special discounts for VIP customers that you may issue a VIP card to.
VIP3 Discount ID	Enter the Discount ID for this VIP Level. The discount ID can be found in the discounts screen. These are used as special discounts for VIP customers that you may issue a VIP card to.
Visa Alias	This setting specifies another name for the Visa settlement type.
Weight Item Decimal Zero	This setting removes the decimal places on the weighted items when entering the weight in the order entry screen.
Wireless Screen 480 By 640	This sets the resolution of the PDA device to 480 x 640 to display the wireless software.
Wireless Screen Height Pixels	This setting specifies a custom height in pixels of the wireless software. This allows the wireless software to run on any screen size.
Wireless Screen Width Pixels	This setting specifies a custom width in pixels of the wireless software. This allows the wireless software to run on any screen size.
YES-TELE Custom Command	This setting specifies a custom init string for the Yes-Tele box.

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