

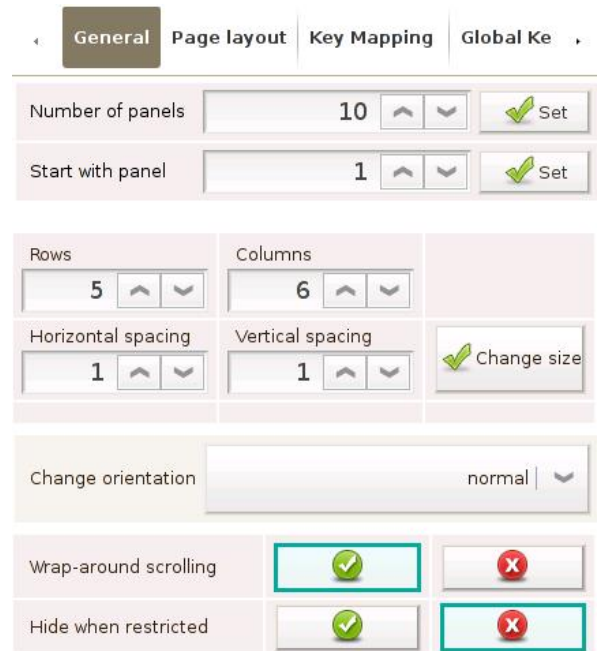
3.5.5 「Function Panel Configuration」



- Page number : of the page being shown above
- Page label : to replace a default page number
- Global page label : default page number for all pages

General

- Number of panels : no. of function panel
- Start with panel : default startup page
- Rows : no. of rows in the function panel
- Columns : no. of columns in the function panel
- Horizontal spacing : btw 2 adjacent function keys
- Vertical Spacing : btw 2 adjacent function keys
- Change orientation : position of the scrollbar, normal (left) & reverse (right)
- Wrap-around scrolling : last page to follow the 1st page
- Hide when restricted : when user has no access to a function, its key is hidden



Page layout

Selected cells : to be merged (+ Merge)
to be removed (- Remove)

Use standard? : reset all function keys to minimal size

Set as default? : with current panel layout

Use default? : reset panel layout to default



Key Mapping


Selected button : function key to be set

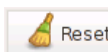
Linked to function : select a function from the list

below and press  Link in the lower right


Unlink : cancel the link to selected function key


Function label : name displayed in the function panel

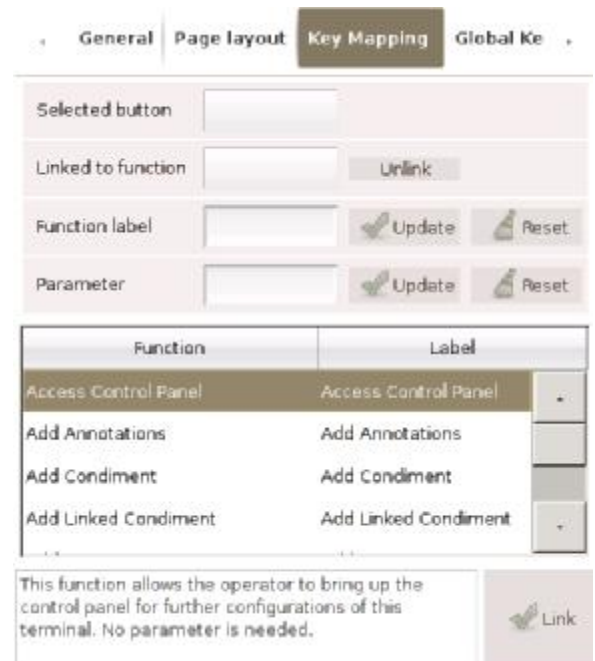
 Update : for the change to take effect

 Reset : reset to default setting

Parameter : e.g. to set a function key as +\$20, enter **20** for Parameter and **Surcharge Amount (+)** for Linked to function

 Update : for the change to take effect

 Reset : reset to default setting



Global Key Mapping


The screenshot shows the 'Global Key Mapping' configuration screen. On the left is a keypad with various function keys. The right side contains configuration fields and a function list table.

Function	Label
Cash	Cash
Cash Drawer #1	Cash Drawer #1
Cash Drawer #2	Cash Drawer #2
Check	Check

Page number : of the page being shown above, e.g. **global** = all pages


Unlink All : cancel the link to all function keys

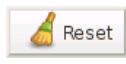
Selected button : function key to be set

Linked to function : select a function from the list below and press  in the lower right


Unlink : cancel the link to selected function key

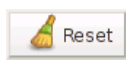
Function label : name displayed in the function panel

 : for the change to take effect

 : reset to default setting

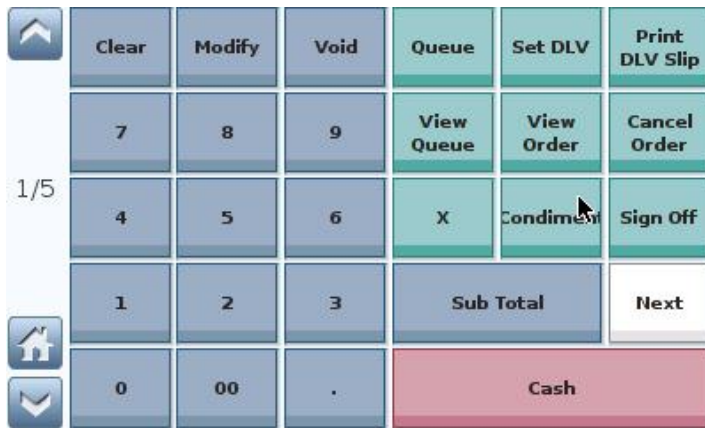
Parameter : e.g. to set a function key as +\$20, enter **20** for Parameter and **Surcharge Amount (+)** for Linked to function

 : for the change to take effect

 : reset to default setting

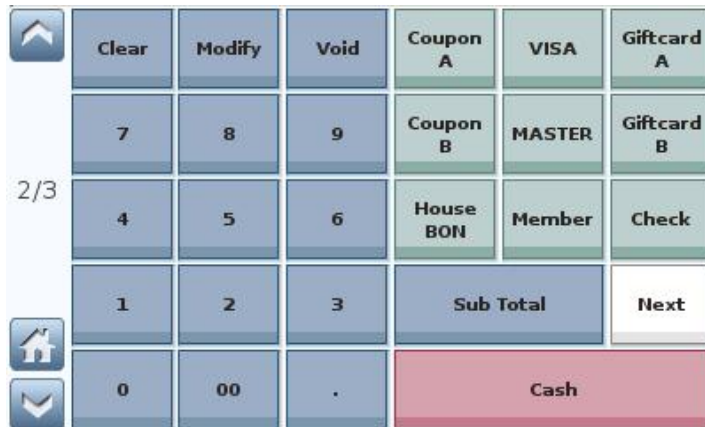
「Function Panel Configuration」 Guide

1. Number of Panel & Starting Panel



Number of panels

Start with panel



Example :

Change the number of page in function panel from 5 to 3 and set page 2 as the default starting panel

Step 1. Set **Number of panels** to 3 and

press

Step 2. Set **Start with panel** to 2 and

press

Step 3. Press

Step 4. Restart the ViVIPOS for changes to take effect (**2/3** is shown on the scrollbar, where 2 indicates the current page and 3 indicates the total number of panel)

* Press both and for the changes to take effect

2. No. of Column & Row / Spacing btw Function Keys



Example :

Change the function panel from 5 x 6 to 6 x 7 (row x column) and reduce spacing between function keys from 5 to 1

Step 1. Set 6 for **Rows**

Step 2. Set 7 for **Columns**

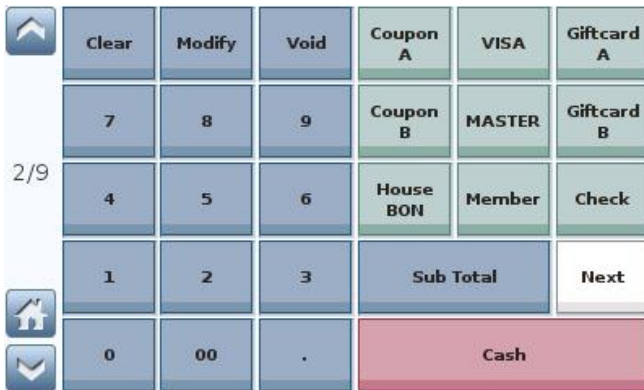
Step 3. Set 1 for **Horizontal spacing**

Step 4. Set 1 for **Vertical spacing**

Step 5. Press **Change size** and



3. Change orientation



Example :

Position the scrollbar to the right of the function panel

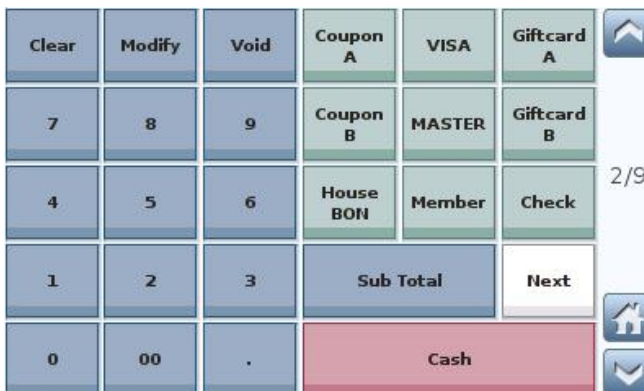
Step 1. Current orientation is **Normal**, as shown on the left

Step 2. Set **Change orientation** to

Reverse and press



Scrollbar is now to the left of the function panel



4. Wrap-around scrolling & Hide when restricted

Wrap-around scrolling	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hide when restricted	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Example :

From the last page directly to the first page, and vice versa (in function panel)

1/9	Clear	Modify	Void	Queue	Set DLV	Print DLV Slip
	7	8	9	View Queue	View Order	Cancel Order
	4	5	6	X	Condiment	Sign Off
	1	2	3	Sub Total		Next
	0	00	.	Cash		

Step 1. Activate **Wrap-around scrolling**

and press 

Step 2. User can move from page 9 to page 1 by pressing  on the scrollbar

Step 3. User can move from page 1 to page 9 by pressing  on the scrollbar

9/9	Clear	Modify	Void	Ledger Entry		Currency Exchange
	7	8	9	叫回已存單 (依桌號)		
	4	5	6			
	1	2	3	Sub Total		Next
	0	00	.	Store		

Example :

User has no access to **Print Document**

- 1) **Hide when restricted** is activated : function key assigned to Print Document is blank
- 2) **Hide when restricted** is NOT activated : function key assigned to Print Document is available but gives no response when pressed

9/9	Clear	Modify	Void	Ledger Entry	Print Document	Currency Exchange
	7	8	9	叫回已存單 (依桌號)		
	4	5	6			
	1	2	3	Sub Total		Next
	0	00	.	Store		

* 有關使用者權限設定請參考 **Employees** 及 **Roles** 功能及操作說明。

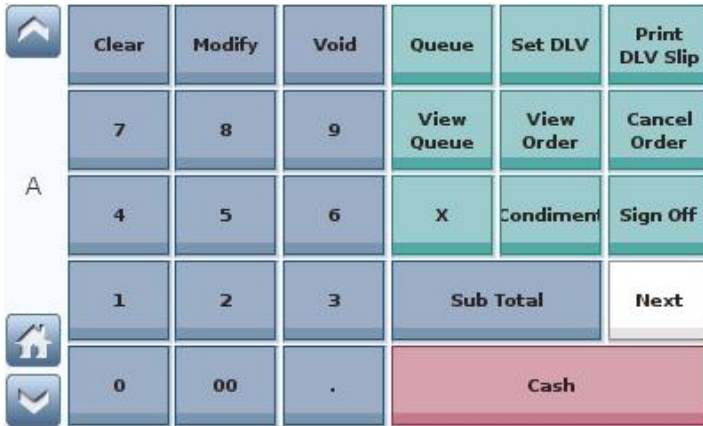
5. Page label

Page label

A  

Global page label

%d/%m  



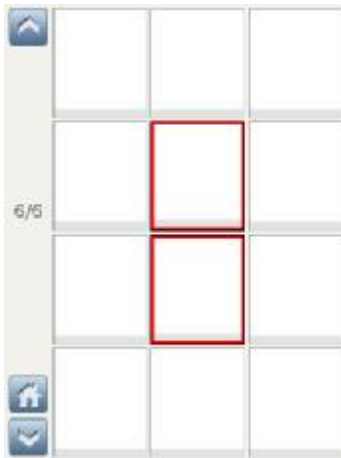
Example :



Set a page label to be **A**

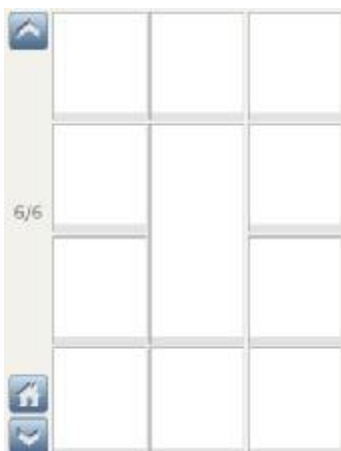
Step 1. Input A for Page label.

Step 2. Press  and 

6. Merge of Function Cells



Selected cells [2x2] -  Merge 



Example :

Merge 2 adjacent function cells

Step 1. Select function cells

Step 2. Press  Merge and 



7. Removal of Function Cells

Selected cells [2x5] - [2x6] Merge Remove

Example :

Remove function cell(s)

Step 1. Select function cells

Step 2. Press  and , and result is shown below


8. Cell Color & Font Size

Example :

Change color & font size of a function cell

Step 1. Select a function cell

Step 2. Select color & font size from below

Step 3. Press  and result is shown on the left

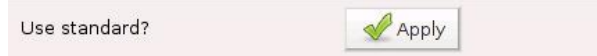
9. Use standard?

3	Sub Total	Next
.	Store	

3	Sub Total	Next
.	Store	

Example :

Restore function cells to original (minimal) size



Step 1. Press and

Result is shown on the left

10. Addition of Function

Example :

To link a function cell to **Cash 1000**

Step 1. Select a function cell

Step 2. Select **Cash** from list of functions

Step 3. Press

Step 4. Enter **Cash 1000** for **Function label**

and press

Step 5. Enter **1000** for **Parameter** and press

Step 6. Press

11. Removal of Function

↑	Clear	Modify	Void	Ledger Entry	Print Docum	Curren Exchan
	7	8	9	Recall by Table		
9/9	4	5	6		Cash 1000	
	1	2	3	Sub Total	Next	
↓	0	00	.	Store		

↑	Clear	Modify	Void	Ledger Entry	Print Docum	Curren Exchan
	7	8	9	Recall by Table		
9/9	4	5	6			
	1	2	3	Sub Total	Next	
↓	0	00	.	Store		


Example :

To remove a function from the function panel

Step 1. Select the function key

Step 2. Press from



Step 3. Press 

* Changes in **Key Mapping** apply to a single page. Changes in **Global Key Mapping** apply to all pages in the function panel

* When a function cell is defined under both Key Mapping and Global Key Mapping, its definition under **Global Key Mapping** will be applied

* 有關**功能按鍵** 功能說明請參考下一頁「Function 使用說明」。

Function Guide

1) Access Control Panel


Where in Role List : Function - Access Control Panel

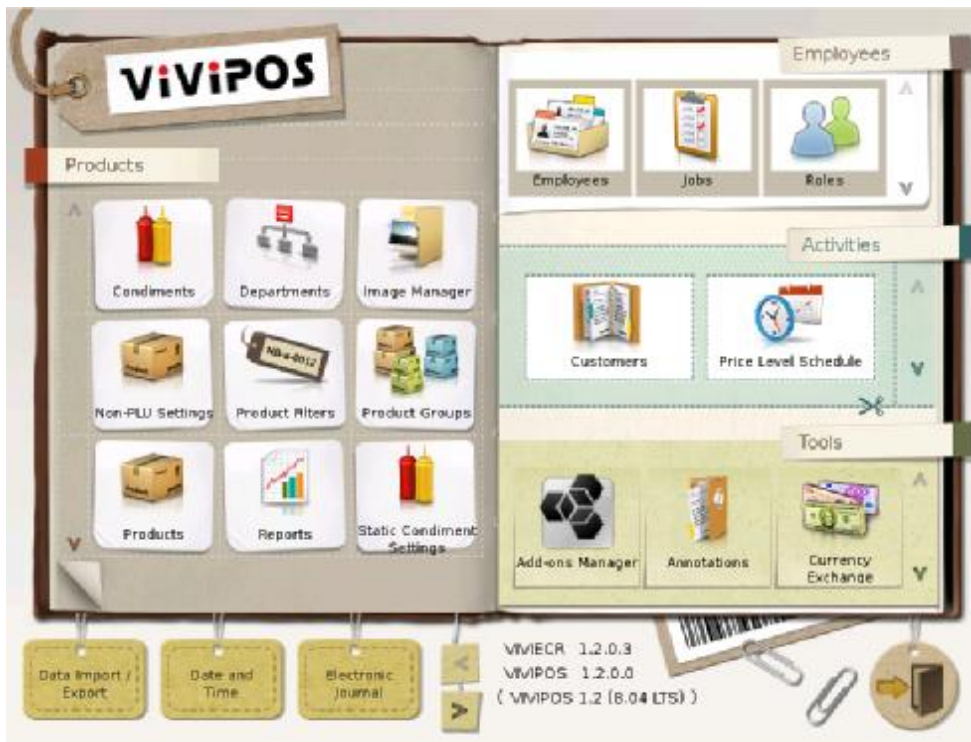
What does it do : Access to the Control Panel

Parameter : None

Example :



1. When  in the function panel is pressed, user will enter the page below



* Access to each function area in the control panel is managed under **Roles**

2) Add Condiment

Where in Role List : Function - Register Products

What does it do : Define name and price of a condiment

Parameter : Condiment Name | Condiment Price

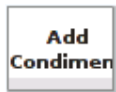
Example :

User wants to add a condiment, **ICE**, at **\$5**

Linked to function	Add Condi	Unlink	
Function label	Add Condi	Update	Reset
Parameter	ICE 5	Update	Reset

1. Select **Cocoa** from Product Panel

TAL: 20.00					
PAY: 0.00			REM: 20.00		
Member:		Name:		Level:	
PLVL	1	TAX	0.00	ITEMS	1
DEST		CST		CHK	
SEQ	20091116010				TBL
Cocoa				1X	20.00



2. Press **Add Condiment** in the function panel

3. ICE is added to Cocoa (\$20 -> \$25)

TAL: 25.00					
PAY: 0.00			REM: 25.00		
Member:		Name:		Level:	
PLVL	1	TAX	0.00	ITEMS	1
DEST		CST		CHK	
SEQ	20091116010				TBL
Cocoa				1X	25.00
▶ ICE					

* **Add Condiment** is independent of **Condiments** in the control panel

3) Add Linked Condiment

Where in Role List : Function - Register Products

What does it do : Add linked condiment(s) to product in the shopping cart

Parameter : None

Example :

Linked to function	Add Linked	Unlink	
Function label	Add Linked	Update	Reset
Parameter		Update	Reset

1. Select **Cocoa** from the product panel

TAL: 20.00					
PAY: 0.00			REM: 20.00		
Member:		Name:		Level:	
PLVL	1	TAX	0.00	ITEMS	1
DEST		CST		CHK	
SEQ	20091116010		TBL		
Cocoa				1X	20.00

2. Press  in the function panel

3. a) No condiment linked to Cocoa



b) Condiments linked to Cocoa, **Select Condiment** will pop up

Select Condiment

Small	Medium ✓	Large	
Less Ice	Extra Ice		
Warm	Extra Hot ✓		
No Sweet	Half Sweet	Extra Sweet ✓	

4. Condiments selected will be shown in the shopping cart

TAL: 25.00					
PAY: 0.00			REM: 25.00		
Member:		Name:		Level:	
PLVL	1	TAX	0.00	ITEMS	1
DEST		CST		SEQ	20091116014
Cocoa				1X	25.00
▼ Medium					
Extra Hot					
Extra Sweet					

* **Linked Condiment** is set up under **Products** in the control panel

4) Add Memo

Where in Role List : Function - Register Products

What does it do : Adds a memo to an item in the cart

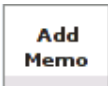
Parameter : None / Memo to be added

Example :

a)

1. When the parameter is left **blank**

Linked to function	Add Memo	Unlink	
Function label	Add Memo	Update	Reset
Parameter		Update	Reset

2. Select a product in the shopping cart and press , a popup window is generated

Add Memo

Memo

7 8 9 DEL

4 5 6 Clear

1 2 3

0 00 .

OK CANCEL

3. Enter **Drink Served First** and press OK

Add Memo

Memo


4. Memo is added to the product in shopping cart

PLVL	1	TAX	0.00	ITEMS	1	SEQ	20091116016
DEST		CST		CHK		TBL	
	Cocoa				1X		20.00
Drink Served First							

b)

1. When Function label & Parameter are **Drink Served First**

Linked to function	Add Memo	Unlink	
Function label	Drink Serv	Update	Reset
Parameter	Drink Serv	Update	Reset

2. Select a product in the shopping cart and press , NO popup window is generated.

Parameter is added to the product in shopping cart

PLVL	1	TAX	0.00	ITEMS	1	SEQ	20091116016
DEST		CST		CHK		TBL	
	Cocoa				1X		20.00
Drink Served First							

* Memo that is frequently used can be preset under **Annotations**

5) Add Annotations

Where in Role List : Function - Add Annotations

What does it do : User can add customer data or message to receipt / check via annotation

Parameter : This can be set to pre-defined annotation code(s), and user will be prompted to enter text for the annotation(s). If the parameter is left blank, all annotation types are listed, and user may add, edit, or delete annotations per his/her access privileges

Example :

1. 3 entries have been created under **Annotations** in the control panel

Order Annotations

Code	Type
T1	Sex
T2	Age
T3	No. of Customer

2. If the parameter is left **blank**

Linked to function	<input type="text" value="Add Annot:"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="Add Annot"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>


3. Select a product in the shopping cart and press , all 3 types are listed

Annotations [20091116018]

Type	Text
No. of Customer	2
Age	25

Type
Age
No. of Customer
Sex

Text
<input type="text" value="25"/>



4. If the parameter is **T2,T1**

Linked to function	Add Annot:	<input type="button" value="Unlink"/>
Function label	Add Annot	<input checked="" type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	T2,T1	<input checked="" type="button" value="Update"/> <input type="button" value="Reset"/>

5. Select a product in the shopping cart and press , only T2 (Age) and T1 (Sex) are listed

Annotations [20091116018]

Type	Text
------	------

Type	Text
Age	
Sex	

Add an Annotation :

1. Select a Type and enter Text

Type	Text
Age	18
Sex	

2. Press and an annotation is added to the order

Type	Text
Age	18

* Annotations cannot be added to an order once sale is completed

Add Memo :

Entries in **Annotations** are included in the **Add Memo** popup window

Order Annotations

Code	Type
01	Drink Served First
02	More Ice
03	Free Drink

Add Memo

Memo

Drink Served First
More Ice
Free Drink

6) Cancel Order

Where in Role List : Function - Cancel Order

What does it do : It cancels current order in the shopping cart
If the order has been stored, **Void Sale** is required


Parameter : None

Example :

1. 2 items are in the shopping cart

TAL: 45.00			
PAY: 0.00		REM: 45.00	
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 2	SEQ 20091201003
DEST	CST	CHK	TBL
Apple Tea		1X	25.00
Cocoa		1X	20.00



2. Press  twice in quick succession and the order (Sequence No. 20091201003) is cancelled

TAL: 0.00			
CANCELLED		SEQ#20091201003	
Member:	Name:	Level:	
PLVL 1	TAX	ITEMS	SEQ
DEST	CST	CHK	TBL



*  needs to be pressed twice in quick succession

* **Do not beep when cancelling orders** can be activated under General Options in the control panel

7) Cash

Where in Role List : Function - Register Cash Payment


What does it do : It registers a cash payment (sets the amount of a cash payment)

Parameter : None / a preset amount


Example :

1. Add a function key, 

Linked to function	<input type="text" value="Cash"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="Cash"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>

2. Add a function key, 

Linked to function	<input type="text" value="Cash"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="Cash 1000"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text" value="1000"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>

3. Purchase an item and press 

TAL: 119.00		Sale Completed	
PAY: 1,000.00		CHG: 881.00	
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 1	SEQ 20091201005
DEST	CST	CHK	TBL
Bacon Burger		1X	119.00
** TOTAL		0.00	119.00
Cash			1,000.00

* When payment is bigger than the amount due, **change** (CHG: 881.00) will be shown

Cash
1000

4. Purchase an item and press

TAL: 5,000		REM: 4,000	
PAY: 1,000			
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 1	SEQ 20091201007
DEST	CST	CHK	TBL
PSP		1X	5,000
** TOTAL		0.00	5,000
Cash			1,000

* When payment is smaller than the amount due, **payment** (PAY: 1,000) and **remainder** (REM: 4,000) will be shown

Cash

5. Press and the remainder (4,000) is paid → **Sale Completed**

TAL: 5,000		Sale Completed	
PAY: 5,000		CHG: 0	
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 1	SEQ 20091201007
DEST	CST	CHK	TBL
PSP		1X	5,000
** TOTAL		0.00	5,000
Cash			1,000
Cash			4,000

6. Enter **1000,1** for the parameter and no. of payment by \$1,000 note will be recorded

Linked to function	Cash	Unlink
Function label	Cash 1000	Update Reset
Parameter	1000,1	Update Reset

7. 3 payments were made by \$1000 note in the shift

Shift Change

Type	Name	Count	Amount	Change	Original Amount	Excess Payment	幣
Cash		9	6,719				
- Cash	1000	3	3,000				

a)

Shift Change Report

DemoTW00101 : 09/12/01 16:04 - 09/12/02 21:35

Sale Period	Shift	Balance	Cash	Declared Cash	Total
2009-12-01	1	6,719	6,719	0	5,719

Payment	Amount	Count
Cash	6,719	9
- Cash (1000.0)	3,000	3

b)

8) Cash Drawer #1 & 2

Where in Role List : Function - Open Cash Drawer #1 & 2

What does it do : It opens cash drawer #1 & 2

Parameter : None


Example :

1. Add a function key, Cash Drawer #1

Linked to function	Cash Draw	Unlink
Function label	Cash Draw	Update  
Parameter		Update  

2. Press  to open cash drawer #1

3. If the cash drawer is not configured properly, a warning will be generated

Cash drawer [1] is not enabled!
Please check your device configuration 

4. Cash Drawer setting is under **Devices** in the control panel

<input checked="" type="checkbox"/> Cash Drawer 1	
Type	GPIO ▾
Status-enabled?	<input type="checkbox"/>
Pulses to send	1 ▾
Port	▾
Port Speed	2400 ▾
Handshaking	Hardware ▾
Device Model	Epson TM-T88IV ▾

* Information on cash drawer setting can be found in **3.5.4 Devices**

9) Check

Where in Role List : Function - Register Check Payment

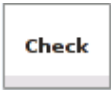
What does it do : It registers a check payment

Parameter : Types of check (e.g. order check, bearer check, counter check)

Example :

1. Add a function key, Check, whose parameter is Order Check

Linked to function	Check	Unlink	
Function label	Check	 Update	 Reset
Parameter	Order Che	 Update	 Reset



2. Press **Check** and a popup window is generated

Remarks, e.g. non-transferable / non-negotiable, can be made in the window

Check Remark

Payment [45]

Check Type
Order Check

Check Remark
non-transferable

7 8 9
4 5 6
1 2 3 DEL
0 00 . CLEAR

OK CANCEL

3. **Order Check** and **non-transferable** are listed in Daily Sales Report

Apple Tea	1 X	25	25
Cocoa	1 X	20	20
Item Subtotal			45
Add-on Taxes			0.00
Total			45
Order Check	check		45
non-transferable			
Payment Subtotal			45

* Information on **Reports** can be found in 3.2.8

10) Clear

Where in Role List : None

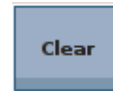
What does it do : It clears the input line

Parameter : 27 (default & must not be altered)

Example :

1. Add a function key, Clear, whose parameter is 27

Linked to function	<input type="text" value="Clear"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="Clear"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text" value="27"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>



2. Amount of payment in the input line can be cleared by pressing

TAL: 45						
PAY: 0			REM: 45			
Member:		Name:			Level:	
PLVL 1	TAX	0.00	ITEMS 2	SEQ	20091202002	
DEST	CST		CHK	TBL		
Apple Tea			1X	25		
Cocoa			1X	20		
<input type="text" value="10000"/>						



TAL: 45						
PAY: 0			REM: 45			
Member:		Name:			Level:	
PLVL 1	TAX	0.00	ITEMS 2	SEQ	20091202002	
DEST	CST		CHK	TBL		
Apple Tea			1X	25		
Cocoa			1X	20		
<input type="text"/>						

3. New amount can now be entered

11) Clock In / Out

Where in Role List : None


What does it do : It allows the user to enter the clock in / out screen

Parameter : None

Example :

1. Add a function key, Clock In / Out

Linked to function	<input type="text" value="Clock In / Out"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="Clock In / Out"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>

2. Press  and user will enter the screen below



User Clock In / Out

Clerk
Manager
Waiter
Administrator

7 8 9 DEL
4 5 6
1 2 3 CLEAR
0 00 .

Job
Administration ↑
Bar
Cashier
Inventory
Kitchen
Manager ↓

VIVIPOS Password In Out View Attendance
10:12:21 AM

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* Information on **Employee** and **Job** can be found in **3.3.1** and **3.3.2**

12) Coupon

Where in Role List : Function - Register Coupon Payment

What does it do : It registers a coupon payment

Parameter : Type of coupon, followed by comma and a preset amount.

If there is no preset amount, amount of payment is read from the input line.

If there is no input, balance is paid

Example :

1. Add a function key, Coupon, whose parameter is **Coupon,100**

Linked to function	Coupon	Unlink	
Function label	Coupon	Update	Reset
Parameter	Coupon,100	Update	Reset

2. Press  and a popup window is generated.

Remarks, e.g. source of the coupon, can be made in the window


Coupon Remark

Payment [100]


Coupon Type
Coupon

Coupon Remark
Source : Daily Mirror

7	8	9	
4	5	6	
1	2	3	DEL
0	00	.	CLEAR

OK CANCEL 



3. If the parameter is **Coupon,100,1**, press  and sale is completed.
No popup window will be generated.

TAL: 45		Sale Completed	
PAY: 100		CHG: 55	
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 2	SEQ 20091202004
DEST	CST	CHK	TBL
Apple Tea		1X	25
Cocoa		1X	20
** TOTAL		0.00	45
Coupon			100

4. **Coupon** and **Source : Daily Mirror** are listed in Daily Sales Report

Apple Tea	1 X	25	25
Cocoa	1 X	20	20
Item Subtotal			45
Add-on Taxes			0.00
Total			45
Coupon	coupon		100
Source : Daily Mirror			
Payment Subtotal			100
Change			55

* Information on **Reports** can be found in 3.2.8

13) Credit Card

Where in Role List : Function - Register Credit Card Payment

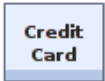
What does it do : It registers a credit card payment

Parameter : Type of credit card

Example :

1. Add a function key, Credit Card, whose parameter is **VISA**

Linked to function	Credit Car	Unlink	
Function label	Credit Car	Update	Reset
Parameter	VISA	Update	Reset

2. Press  and a popup window is generated
Remarks can be made in the window


Credit Card Remark

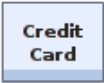
Payment [45]

Card Type
VISA

Card Remark
platinum card

7	8	9	
4	5	6	
1	2	3	DEL
0	00	.	CLEAR

OK CANCEL 

3. If the parameter is **VISA,1**, press  and sale is completed. No popup window will be generated.

Linked to function	Credit Car	Unlink
Function label	Credit Car	Update Reset
Parameter	VISA,1	Update Reset

4. **VISA** is listed in Sales Summary

Payment List

Payment	Amount
Cash	100
\$	100
Coupon	100
Coupon	100
Credit Card	345
VISA	345
Summary:	545

5. **VISA** and **platinum card** are listed in Daily Sales Report

Apple Tea	1 X	25	25
Cocoa	1 X	20	20
Item Subtotal			45
Add-on Taxes			0.00
Total			45
VISA	creditcard		45
platinum card			
Payment Subtotal			45
Change			0

* Information on **Reports** can be found in 3.2.8

14) Currency Exchange

Where in Role List : Function - Register Currency Exchange

What does it do : It registers a currency conversion

Parameter : Currency code to convert from

Example :

1. Currencies are set under Currency Exchange in the control panel

Currency Exchange

Local Currency Sign

Code	Sign	Exchange Rate	Amount to Convert	Converted Amount
<input type="text" value="USD"/>	<input type="text" value="\$"/>	<input type="text" value="31.022"/>	<input type="text"/>	<input type="text" value="0.00"/>
<input type="text" value="JPY"/>	<input type="text" value="Y"/>	<input type="text" value="0.35779"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="EUR"/>	<input type="text" value="€"/>	<input type="text" value="48.07"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="CNY"/>	<input type="text" value="Y"/>	<input type="text" value="4.7206"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="GBP"/>	<input type="text" value="L"/>	<input type="text" value="52.264"/>	<input type="text"/>	<input type="text"/>

<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="9"/>	<input type="button" value="DEL"/>
<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="button" value="CLEAR"/>
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	
<input type="text" value="0"/>	<input type="text" value="00"/>	<input type="text" value="."/>	



* Information on **Currency Exchange** can be found in 3.5.3

2. Add a function key, Currency Exchange, whose function label & parameter are **EUR**

Linked to function	<input type="text" value="Currency E"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="EUR"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text" value="EUR"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>

3. Total amount due is 115 in TWD and customer wishes to pay in Euro

Enter 10 in the input line and press

4. As 10 EUR = 480 TWD, **365 TWD** is given as change

TAL: 115		Sale Completed	
PAY: 480		CHG: 365	
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 5	SEQ 20091208006
DEST	CST	CHK	TBL
Apple Tea		3X	75
Cocoa		2X	40
** TOTAL		0.00	115
EUR		10X	480

10

15) Enter

Where in Role List : Function - Register ENTER


What does it do : It simulates the Enter key on keyboard

Parameter : 13 (default & must not be altered)

Example :

1. Add a function key, Enter, whose parameter is 13

Linked to function	<input type="text" value="Enter"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="Enter"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text" value="13"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>

2. Enter 1100005 (product barcode of Apple Tea) in the input line and press ,
Apple Tea is added to the cart

TAL: 25		REM: 25	
PAY: 0			
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 1	SEQ 20091208008
DEST	CST	CHK	TBL
Apple Tea		1X	25

1100005

16) Gift Card

Where in Role List : Function - Register Giftcard Payment

What does it do : It registers a gift card payment, which is similar to a coupon payment, except that no change is given

Parameter : Type of gift card, followed by comma and a preset amount.
If there is no preset amount, amount of payment is read from the input line.
If there is no input, balance is paid

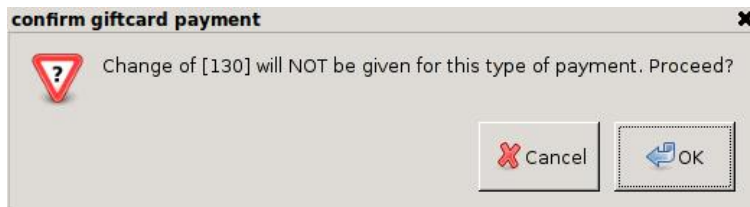
Example :

1. Add a function key, Gift Card, whose parameter is **FEC,500**


Linked to function	Gift Card	Unlink	
Function label	Gift Card	Update	Reset
Parameter	FEC,500	Update	Reset

2. Amount of Order < Value of Gift Card

Press  and a warning, **Change will NOT be given**, is generated



3. Amount of Order > Value of Gift Card

Press  and enter remarks in the popup window below

Giftcard Remark

Payment [500]

Giftcard Type
FEC

Giftcard Remark

7 8 9
4 5 6
1 2 3 DEL
0 00 . CLEAR

OK CANCEL 

4. If the parameter is **FEC,500,1**, press  and no popup window is generated.

Linked to function	Gift Card	Unlink
Function label	Gift Card	 Update  Reset
Parameter	FEC,500,1	 Update  Reset

5. Reports → Sales Summary → Payment List → Gift Card → FEC

Reports → Daily Sales Report → giftcard (FEC)

Apple Tea	10 X	25	250
Cocoa	15 X	20	300
Item Subtotal			550
Add-on Taxes			0.00
Total			550
FEC	giftcard	500	500
cash			50

* Information on **Reports** can be found in 3.2.8

17) Home Page

Where in Role List : Function - Scroll Function Panel

What does it do : It scrolls the function panel to the home page

Parameter : None

Example :

1. Add a function key, Home Page

Linked to function	Home Page	Unlink
Function label	Home Pag	Update Reset
Parameter		Update Reset

2. Function panel is currently on page 10

p10	Clear	Modify	Void	Clock In / Out	Coupon	Credit Card
	7	8	9	Enter	Gift Card	Home Page
	4	5	6			
	1	2	3	Sub Total		Next
	0	00	.	Store		

3. Press Home Page and function panel will jump to page 1

p1	Clear	Modify	Void	Queue	Set DLV	Print DLV Slip
	7	8	9	View Queue	View Order	Cancel Order
	4	5	6	X	Condiment	Sign Off
	1	2	3	Sub Total		Next
	0	00	.	Cash		

18) House BON

Where in Role List : Function - Register House BON

What does it do : It marks the selected item as on the house

Parameter : User may assign a different name to House BON

Example :

1. Add a function key, House BON, whose parameter is **Free of Charge**

Linked to function	House BON	Unlink
Function label	House BOI	Update Reset
Parameter	Free of Ch	Update Reset

2. Select Cocoa in the shopping cart and press , Free of Charge is added to the cart

TAL: 50		PAY: 0		REM: 50	
Member:	Name:	Level:			
PLVL 1	TAX 0.00	ITEMS 3	SEQ 20091208011		
DEST	CST	CHK	TBL		
Apple Tea		2X	50		
Cocoa		1X	20		
Free of Charge			-20		

3. Reports → Sales Summary → Discount Summary → Free of Charge

Discount Summary

Name	Type	Count	Amount
Free of Charge	Item Discount (-) / Surcharge (+)	1	-20
Summary:		1	-20

4. Reports → Daily Sales Report → Cocoa (Free of Charge -20)

Apple Tea	2 X	25	50
Cocoa	1 X	20	20
Free of Charge		-20	
Item Subtotal			70
Item Adjustments			-20

19) Issue Check

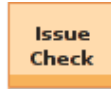
Where in Role List : Function - Issue Check

What does it do : It issues a check **after** order is paid / stored & auto-print is disabled

Parameter : 1 or 2 or 3 or 4, indicating the check printer to be used

If no parameter is given, check will be printed on all enabled check printers

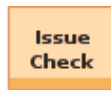
Example :



1. Add a function key,

Press the key and check will be printed on all enabled check printers

Linked to function	Issue Chec	Unlink	
Function label	Issue Chec	Update	Reset
Parameter		Update	Reset



2. Add a function key, , whose parameter is 1

Press the key and check will be printed on check printer 1

Linked to function	Issue Chec	Unlink	
Function label	Issue Chec	Update	Reset
Parameter	1	Update	Reset

* Issue Check only works before SEQ (sequence no.) in the VFD panel is cleared, except when **Clear**

register screen after order is finalized under General Options is activated

* Make sure the check printer is activated

<input checked="" type="checkbox"/> Check Printer 1

* Printer setting can be found in 3.5.4 Devices

20) Issue Check Copy

Where in Role List : Function - Issue Check Copy

What does it do : It issues a check copy

Parameter : 1 or 2 or 3 or 4, indicating the check printer to be used
If no parameter is given, check will be printed on all enabled check printers

Example :



1. Add a function key,

Press the key and check will be printed on all enabled check printers

Linked to function	Issue Chec	Unlink	
Function label	Issue Chec	Update	Reset
Parameter		Update	Reset



2. Add a function key, , whose parameter is 1

Press the key and check copy will be printed on check printer 1

Linked to function	Issue Chec	Unlink	
Function label	Issue Chec	Update	Reset
Parameter	1	Update	Reset

* Issue Check Copy works at **any moment**, provided the shopping cart is not empty

* Issue Check Copy works with **Recall Stored Order**

21) Issue Receipt

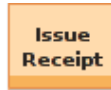
Where in Role List : Function - Issue Post-finalization Receipt

What does it do : It issues a post-finalization receipt (& auto-print is disabled)

Parameter : 1 or 2, indicating the receipt printer to be used

If no parameter is given, receipt will be printed on all enabled receipt printers

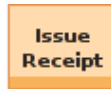
Example :



1. Add a function key,

Press the key and a post-finalization receipt will be printed on all enabled receipt printers

Linked to function	Issue Rece	Unlink	
Function label	Issue Rece	Update	Reset
Parameter		Update	Reset



2. Add a function key, whose parameter is 1

Press the key and a post-finalization receipt will be printed on receipt printer 1

Linked to function	Issue Rece	Unlink	
Function label	Issue Rece	Update	Reset
Parameter	1	Update	Reset

* Issue Receipt only works before SEQ (sequence no.) in the VFD panel is cleared, except when **Clear register screen after order is finalized** under General Options is activated

* Make sure the receipt printer is activated

<input checked="" type="checkbox"/> Receipt Printer 1

* More than 1 copy → Issue Receipt Copy

* Printer setting can be found in 3.5.4 Devices

22) Issue Receipt Copy

Where in Role List : Function - Issue Post-finalization Receipt Copy

What does it do : It issues a copy of post-finalization receipt.

Parameter : 1 or 2, indicating the receipt printer to be used

If no parameter is given, receipt will be printed on all enabled receipt printers

Example :



1. Add a function key,

Press the key and items in the cart will be printed on all enabled receipt printers

Linked to function	Issue Rece	Unlink	
Function label	Issue Rece	Update	Reset
Parameter		Update	Reset



2. Add a function key, , whose parameter is 1

Press the key and items in the cart will be printed on receipt printer 1

Linked to function	Issue Rece	Unlink	
Function label	Issue Rece	Update	Reset
Parameter	1	Update	Reset

* Issue Receipt Copy works with **Recall Stored Order**

* Issue Receipt Copy works at any moment, provided the shopping cart is not empty

23) Jump to Page

Where in Role List : Function - Scroll Function Panel

What does it do : It scrolls the function panel to the page indicated in the parameter field

Parameter : Page no.

Example :

1. Add a function key, , whose parameter is 5

Linked to function	<input type="text" value="Jump to Pa"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="Jump to Pa"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text" value="5"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>

2. Press 

p10		Clear	Modify	Void	Clock In / Out	Coupon	Credit Card
	7	8	9	Enter	Gift Card	Home Page	
	4	5	6	Jump to Page 5			
	1	2	3	Sub Total		Next	
		0	00	.	Store		

3. Function panel is scrolled from p10 to p5

p5		Clear	Modify	Void	Issue Receipt	Issue Check	x+%
	7	8	9	Issue Receipt Copy	Issue Check Copy	x-%	
	4	5	6	Print Document	Printer Dashboard	Tag Item	
	1	2	3	Sub Total		Next	
		0	00	.	Store		


24) Key Press

Where in Role List : Function - Send Keypresses

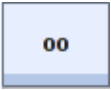
What does it do : It simulates a series of key presses

Parameter : Any number / character / symbol or a combination of those

Example :

1. Add a function key, , whose parameter is 00

Linked to function	Key Press	Unlink
Function label	00	 Update  Reset
Parameter	00	 Update  Reset

2. Press  and **00** is entered in the input area

00

* Keys below are all set by Key Press

7	8	9
4	5	6
1	2	3
0	00	.

25) Ledger Entry

Where in Role List : Function - Add Ledger Entries

What does it do : It is used to enter an entry into the ledger

Parameter : None

Example :



1. Add a function key,

Linked to function	Ledger Ent	Unlink	
Function label	Ledger En	Update	Reset
Parameter		Update	Reset



2. Press and a popup window is generated

Add New Ledger Entry

Type	Mode
Drawer Cash In	IN
Drawer Cash Out	OUT
Magazine fee	OUT
Newspaper fee	OUT
Phone bill	OUT
Rental Fee	OUT

Description

Amount

7	8	9	DEL
4	5	6	CLEAR
1	2	3	
0	00	.	Open Drawer

OK CANCEL

* More information can be found in 3.5.9 Ledger


26) Mass Discount (x-%)

Where in Role List : Function - Register Discounts

What does it do : It registers a percentage-based discount to every cart item that is discountable

Parameter : It can be used to program a preset percentage and label, separated by a comma. If no preset percentage is programmed, the discount percentage is read from the input line

Example :

1. Add a function key, 


Linked to function	Mass Disco	Unlink
Function label	x-%	Update Reset
Parameter		Update Reset

2. Add items to the shopping cart and enter 20 in the input line

TAL: 45		PAY: 0		REM: 45	
Member:	Name:	Level:			
PLVL 1	TAX 0.00	ITEMS 2	SEQ 20091208019		
DEST	CST	CHK 1	TBL		
Apple Tea		1X	25		
Cocoa		1X	20		

3. Press  and **-20%** is added to all items

TAL: 36		PAY: 0		REM: 36	
Member:	Name:	Level:			
PLVL 1	TAX 0.00	ITEMS 2	SEQ 20091208019		
DEST	CST	CHK 1	TBL		
Apple Tea		1X	25		
-20%			-5		
Cocoa		1X	20		
-20%			-4		

4. Add a function key, , whose parameter is **10,10% discount**

Linked to function	Mass Disco	Unlink
Function label	x-%	Update Reset
Parameter	10,10% di:	Update Reset

5. Add items to the shopping cart and press , **10% discount** is deducted from all items

TAL: 41		REM: 41	
PAY: 0			
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 2	SEQ 20091208019
DEST	CST	CHK 1	TBL
Apple Tea		1X	25
10% discount			-2
Cocoa		1X	20
10% discount			-2

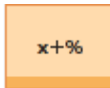
27) Mass Surcharge (x+%)

Where in Role List : Function - Register Surcharges

What does it do : It registers a percentage-based surcharge to every cart item that is discountable

Parameter : It can be used to program a preset percentage and label, separated by a comma. If no preset percentage is programmed, the surcharge percentage is read from the input line

Example :

1. Add a function key, 

Linked to function	Mass Surch	Unlink
Function label	x+%	Update Reset
Parameter		Update Reset


2. Add items to the shopping cart and enter 20 in the input line





TAL: 45						
PAY: 0			REM: 45			
Member:	Name:		Level:			
PLVL 1	TAX 0.00	ITEMS 2	SEQ 20091208019			
DEST	CST	CHK 1	TBL			
Apple Tea			1X	25		
Cocoa			1X	20		

20

3. Press  and **+20%** is added to all items

TAL: 54						
PAY: 0			REM: 54			
Member:	Name:		Level:			
PLVL 1	TAX 0.00	ITEMS 2	SEQ 20091208019			
DEST	CST	CHK 1	TBL			
Apple Tea			1X	25		
+20%				5		
Cocoa			1X	20		
+20%				4		

4. Add a function key, , whose parameter is **10,10% surcharge**

Linked to function	Mass Surch	Unlink
Function label	x+%	Update  
Parameter	10,10% su	Update  

5. Add items to the shopping cart and press , **10% surcharge** is added to all items

TAL: 49						
PAY: 0			REM: 49			
Member:	Name:		Level:			
PLVL 1	TAX 0.00	ITEMS 2	SEQ 20091208019			
DEST	CST	CHK 1	TBL			
Apple Tea			1X	25		
10% surcharge				2		
Cocoa			1X	20		
10% surcharge				2		

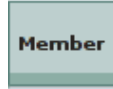
28) Member

Where in Role List : Function - Select Customers

What does it do : It is used to search for members

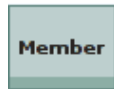
Parameter : **true** if addition of members is allowed

Example :



1. Add a function key,

Linked to function	<input type="text" value="Member"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="Member"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>



2. Press and a popup window is generated

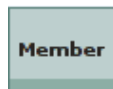
Please Select a Customer

ID	Name	Contact Number	Address	ES
09120202102	Michael	1928271762	123 street	
0912123123	Lilien	981928381	No. 456, 123 street	
0913123456	David	123456789	789, 123 street	
0930123123	Vivian	123231231	989, 23487 street	

number of records found: 4

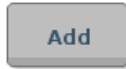
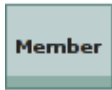
Enter search criteria:

<input type="text" value="ID"/>	<input type="text" value="Name"/>	<input type="button" value="7"/>	<input type="button" value="8"/>	<input type="button" value="9"/>	<input type="button" value="DEL"/>
<input type="text" value="Contact Number"/>	<input type="text" value="Address"/>	<input type="button" value="4"/>	<input type="button" value="5"/>	<input type="button" value="6"/>	<input type="button" value="Clear"/>
		<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>	
		<input type="button" value="0"/>	<input type="button" value="00"/>	<input type="button" value="."/>	<input type="button" value="Search"/>



3. Add a function key, , whose parameter is **true**

Linked to function	<input type="text" value="Member"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="Member"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text" value="true"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>



4. Press **Member** and a new member can be added via

Please Select a Customer

ID	Name	Contact Number	Address	
09120202102	Michael	1928271762	123 street	
0912123123	Lilian	981928381	No. 456, 123 street	
0913123456	David	123456789	789, 123 street	
0930123123	Vivian	123231231	989, 23487 street	

number of records found: 4

Enter search criteria:

ID	Name	7	8	9	DEL
		4	5	6	Clear
Contact Number	Address	1	2	3	Search
		0	00	.	Add

OK CANCEL

- * Search can be carried out with partial information
- * Search can be carried out with 2 or more criteria in use
- * Search is not case-sensitive

Example 1 :

1. Search by Name

Enter search criteria:

ID	Name
	David
Contact Number	Address



2. Press **Search** and members whose name contains David are listed

Please Select a Customer

ID	Name	Contact Number	Address	
0913123456	David	123456789	789, 123 street	

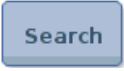
number of records found: 1

Example 2 :

1. Search by a letter → enter **a** for ID and Name

Enter search criteria:

ID	Name
<input type="text" value="a"/>	<input type="text" value="a"/>
Contact Number	Address
<input type="text"/>	<input type="text"/>

2. Press  and members whose ID and Name both contain **a** are listed

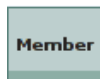
Please Select a Customer

ID	Name	Contact Number	Address	
a02	a02	85250662		

number of records found: 1

Example 3 :

Add a member through function key,



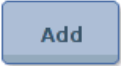
1. Fill out name, contact number & address

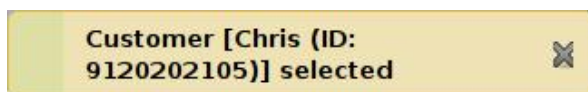
Enter search criteria:

ID	Name
<input type="text"/>	<input type="text" value="Chris"/>
Contact Number	Address
<input type="text" value="0988765432"/>	<input type="text" value="Taoyuan"/>

ID shall be left blank if the following is ticked (under Customers in General Options)

Automatically generate Customer ID

2. Press  and this new member will also be assigned to the current order in the cart



3. 9120202105 (ID) & Chris can be found in the VFD panel

TAL: 49					
PAY: 0		REM: 49			
Member: 9120202105		Name: Chris		Level: -	
PLVL 1	TAX 0.00	ITEMS 2	SEQ 20091208019		
DEST	CST	CHK 1	TBL		

* ID & Name must be filled out, unless **Automatically generate Customer ID** is ticked


29) Merge Stored Checks





Where in Role List : Function - Merge Stored Checks

What does it do : It allows operator to merge previously stored checks.

Parameter : None


Example :

1. Add a function key, 

Linked to function	Merge Sto	Unlink	
Function label	Merge Sto	 Update	 Reset
Parameter		 Update	 Reset


2. Press  and select **C#8**

TAL: 110		RECALL#200912..	
PAY: 0		REM: 110	
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 5	SEQ 20091208026
DEST	CST	CHK 8	TBL
Apple Tea		2X	50
Cocoa		3X	60

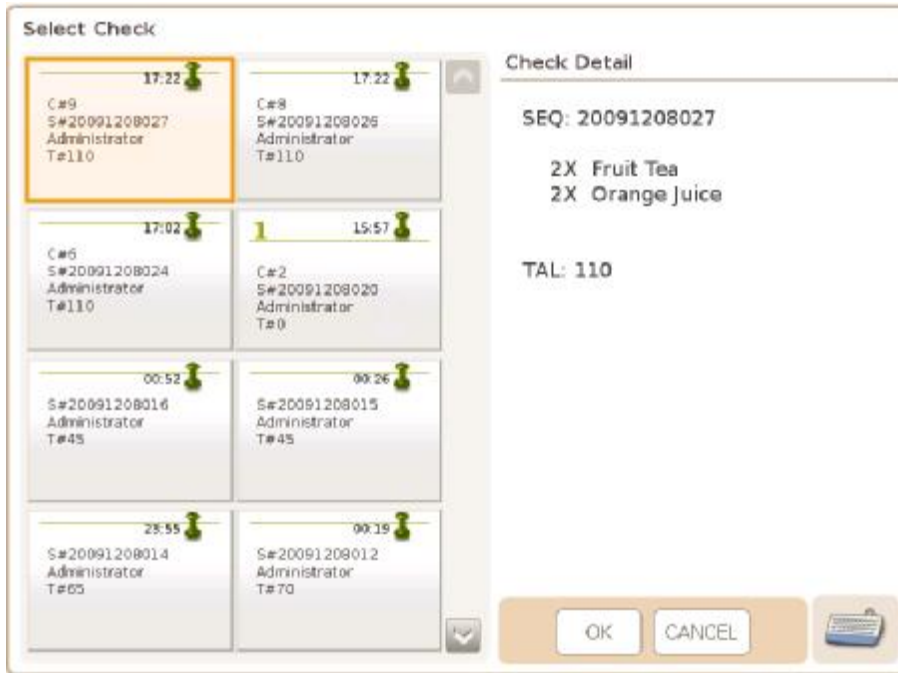
3. Press  and a popup window is generated

Enter Check Number

7	8	9	DEL
4	5	6	Clear
1	2	3	
0	00	.	

OK CANCEL 

- Enter a Check Number and press OK
or
Press CANCEL and go to Select Check



- Select C#9 and press OK
C#9 (2 x Fruit Tea, 2 x Orange Juice) are added to **C#8** (2 x Apple Tea, 3 x Cocoa)

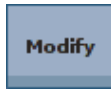
TAL: 220		RECALL#200912..	
PAY: 0		REM: 220	
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 9	SEQ 20091208026
DEST	CST	CHK 8	TBL
Apple Tea		2X	50
Cocoa		3X	60
Fruit Tea		2X	60
▶ Large			
Orange Juice		2X	50
▶ Medium			

30) Modify Item

Where in Role List : Function - Modify Quantity

What does it do : It allows the operator to modify the price or quantity of a registered item

Parameter : None



Add a function key,

Linked to function	Modify Item	Unlink	
Function label	Modify	Update	Reset
Parameter		Update	Reset

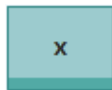
Example :

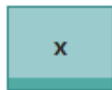
Modify a product quantity in the shopping cart

1. Select Cocoa (1x) in the shopping cart

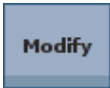
TAL: 45		REM: 45	
PAY: 0			
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 2	SEQ 20091208029
DEST	CST	CHK 11	TBL
Apple Tea		1X	25
Cocoa		1X	20

2. Enter 2 in the input line



3. Press , **QTY: 2** appears in the VFD panel

TAL: 45		QTY: 2	
PAY: 0			
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 2	SEQ 20091208029
DEST	CST	CHK 11	TBL
Apple Tea		1X	25
Cocoa		1X	20



4. Press and Cocoa is now **2x**

TAL: 65					
PAY: 0			REM: 65		
Member:		Name:		Level:	
PLVL	1	TAX	0.00	ITEMS	3
DEST		CST		CHK	11
				SEQ	20091208029
				TBL	
Apple Tea				1X	25
Cocoa				2X	40

Not authorized to modify quantity

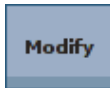
* When the operator has no access to Modify Quantity, is generated

31) Modify Item

Where in Role List : Function - Modify **Price**

What does it do : It allows the operator to modify the price or quantity of a registered item

Parameter : None



Add a function key,

Linked to function	Modify Item	Unlink
Function label	Modify	Update Reset
Parameter		Update Reset

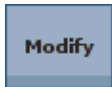
Example :

Modify a product price in the shopping cart

1. Select Cocoa (\$20) in the shopping cart

TAL: 45					
PAY: 0			REM: 45		
Member:		Name:		Level:	
PLVL	1	TAX	0.00	ITEMS	2
DEST		CST		CHK	11
				SEQ	20091208029
				TBL	
Apple Tea				1X	25
Cocoa				1X	20

2. Enter 25 in the input line



3. Press **Modify** and Cocoa is now \$25

TAL: 50					
PAY: 0			REM: 50		
Member:	Name:		Level:		
PLVL 1	TAX 0.00	ITEMS 2	SEQ	20091208029	
DEST	CST	CHK 11	TBL		
Apple Tea			1X	25	
Cocoa			1X	25	



* When the operator has no access to Modify Price, is generated

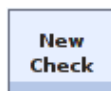
32) New Check

Where in Role List : Function - New Check

What does it do : It assigns a new check number, either automatically or from the input line, to an order

Parameter : None

Example :



1. Add a function key,

Linked to function	New Checl	Unlink	
Function label	New Chec	Update	Reset
Parameter		Update	Reset



2. Press **New Check** and **CHK 16** is generated

TAL: 0					
PAY: 0			REM: 0		
Member:	Name:		Level:		
PLVL 1	TAX	ITEMS	SEQ	20091208033	
DEST	CST	CHK 16	TBL		

3. Enter 38 in the input line



4. Press **New Check** and **CHK 38** is generated

TAL: 0				
PAY: 0		REM: 0		
Member:		Name:		Level:
PLVL	1	TAX	ITEMS	SEQ 20091208033
DEST	CST	CHK 38	TBL	

* Check number can be cycled and repeated.

Maximum check number:

Its cycle depends on (Table Manager→Option 1)

* When user enters a check number, it can exceed the maximum check number



* Check number can be changed via input line and **New Check**.

This change will only be recorded in the database after it is stored

* More information on Check Number can be found in 3.5.11 Table Manager

33) New Table

Where in Role List : Function - New Table

What does it do : It assigns a new table number to an order

Parameter : None

Example :



1. Add a function key,

Linked to function	New Table	Unlink	
Function label	Table#	Update	Reset
Parameter		Update	Reset



2. Press and a popup window, Select Table, is generated

Prior Region | All Regions | Next Region

*** Select Table ***

→ Please select a table...

1 1F-01 C#2 S#20091208020 Administrator*/6 06:59 +1 0/6	2 1F-02 0/6	3 1F-03 0/6	4 1F-04 0/6
5 1F-05 0/6	6 1F-06 0/6	7 1F-07 0/6	8 1F-08 0/6
9 1F-09 0/6	10 1F-10 0/6	11 1F-11 0/6	12 1F-12 0/6
13 1F-13 0/6	14 1F-14 0/6	15 1F-15 0/6	16 1F-16 0/6

Mon 14 Dec 2009 10:57:42 PM CST



3. Press

TBL number (**9**), CHK number (**22**) & SEQ number (**20091208039**) are generated

PLVL	1	TAX	ITEMS	SEQ	20091208039
DEST	IN	CST	CHK 22	TBL	9

4. Enter a table number, **10**, in the input line and press



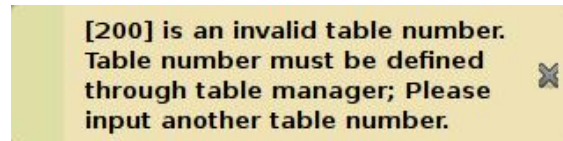
Popup window, Select Table, will not be generated

5. TBL 10 is assigned to the order

PLVL	1	TAX	ITEMS	SEQ	20091208040
DEST	IN	CST	CHK 23	TBL	10

* Table number can be repeated

* When an invalid table number is entered →



* Table number can be changed via input line and



This change will only be recorded in the database after it is stored

* More information on Table Number can be found in 3.5.11 Table Manager

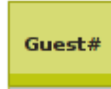
34) Number of Guests

Where in Role List : Function - Number of Guests

What does it do : It allows the operator to register the number of guest

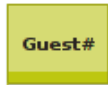
Parameter : None

Example :



1. Add a function key,

Linked to function	Number of	Unlink
Function label	Guest#	Update Reset
Parameter		Update Reset



2. Press , and a popup window, Enter Number of Guests, is generated (1→default)

Enter Number of Guests

Number of Guests

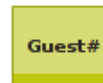
1

7	8	9	DEL
4	5	6	Clear
1	2	3	
0	00	.	

OK

3. Press OK and CST number (1) is generated

PLVL	1	TAX		ITEMS		SEQ	20091208040
DEST	IN	CST	1	CHK	23	TBL	15



4. Enter a customer number, 2, in the input line and press
 Popup window, Enter Number of Guests, will not be generated

2

5. CST 2 is assigned to the order

PLVL	1	TAX		ITEMS		SEQ	20091208040
DEST	IN	CST	2	CHK	23	TBL	15

35) Open Report


Where in Role List : None

What does it do : It allows the operator to open a specific report

Parameter : Name of the report to be opened


Example :



1. Add a function key, , whose parameter is **Sales Summary**

Linked to function	Open Repc	Unlink
Function label	Sales Sum	 Update  Reset
Parameter	Sales Sum	 Update  Reset



3. Press  and the report is opened, provided user has access to it

You are not authorized to access the [Sales Summary] report



* If user has no access to Sales Summary,

is generated

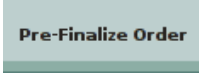
36) Pre-Finalize Order





Where in Role List : Function - Pre-Finalize Order

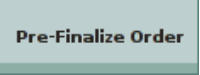
What does it do : It stores an order that is yet to be paid and prints receipt / check


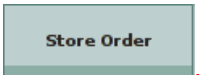
Parameter : It can be set to a destination (e.g. DLV)

Example :

1. Add a function key, 

Linked to function	Pre-Finalize	Unlink
Function label	Pre-Finaliz	 Update  Reset
Parameter		 Update  Reset

2. Press , order is stored and receipt / check is printed

*  is similar to , except that the latter does not issue receipt





* Once  is pressed, items cannot be added to or removed from the order, as receipt has been printed. To cancel a stored order, **Void Sale** is required

Example :

1. Add DELIVERY to Order Destinations → Destination : DLV, Price Level : 3

Default	Destination	Prefix	Tax	Price Level
	DLV	D		3
✓	I	I		
	CUT	D		

Destination: Prefix: Tax: Price Level:

2. Add a function key, **Pre-Finalize Order**, whose parameter is DLV

Linked to function	Pre-Finaliz	Unlink
Function label	Pre-Finaliz	Update Reset
Parameter	DLV	Update Reset

3. Press **Pre-Finalize Order**, destination (DEST) of the order is checked
A warning will be generated if it is not DLV

confirm destination ✕
 The order destination is different from [DLV], proceed with pre-finalization?
 Cancel OK

4. Press OK and **Order#20091208047 has been pre-finalized** ✕ will be generated

- * More information on Order Destinations can be found in 3.5.10
- * Destination of an order can be changed via function key, Set Destination

37) Prepare Guest Check

Where in Role List : Function – Issue Check

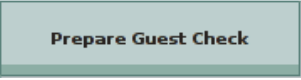
What does it do : It prepares a guest check

Parameter : 1, 2, 3 or 4, indicating the check printer to be used
If no parameter is given, no check will be printed

Example :

1. Add a function key, , and select check printer 1

Linked to function	Prepare G	Unlink	
Function label	Prepare G	 Update	 Reset
Parameter	1	 Update	 Reset

2. Press , total amount in the shopping cart will be printed

* Apply **Minimum Charge** and press



- a) total amount < minimum charge, the difference is included as a product,

Plu for Minimum Charge	
------------------------	---

, and minimum charge is the final amount

- b) total amount > minimum charge, total amount is the final amount

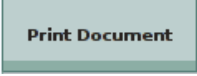
38) Print Document

Where in Role List : Function - Print Document

What does it do : It prints a document

Parameter : 1 or 2 or 3 or 4, indicating the check printer to be used









Example :


1. Add a function key, , whose parameter is 4

Linked to function	Print Docu	Unlink
Function label	Print Docu	 Update  Reset
Parameter	4	 Update  Reset

2. Activate check printer 4


Select **queue ticket** for template and **0** for auto-print copies

<input checked="" type="checkbox"/> Check Printer 4	
Template	Queue Ticket 24c 
Port	COM 1 
Port Speed	9600 
Handshaking	Hardware 
Device Model	
Encoding	
Auto-print copies	0  

3. Press  and queue ticket will be printed on check printer 4

Example 1 :

Reset the no. of queue ticket to 1

1. Enter 1 in the input line and press 
- | |
|----------|
| 1 |
|----------|

* No. of queue ticket is reset to 1 upon **Reboot** or **End Sale Period**

* Check Printer setting can be referred to in 3.5.4 Devices


39) Printer Dashboard





Where in Role List : Function – Printer Dashboard


What does it do : It allows the operator to view and change the status of active printers

Parameter : None

Example :

1. Add a function key, 

Linked to function	Printer Da:	Unlink	
Function label	Printer Da	 Update	 Reset
Parameter		 Update	 Reset

2. Press  and the following popup window is generated

Receipt Printers



Check Printers



Toggle pops up Toggle stays down

OK



: temporarily not in use

Toggle pops up : disabled for the current order only

Toggle stays down : disabled until user decides otherwise



: in use



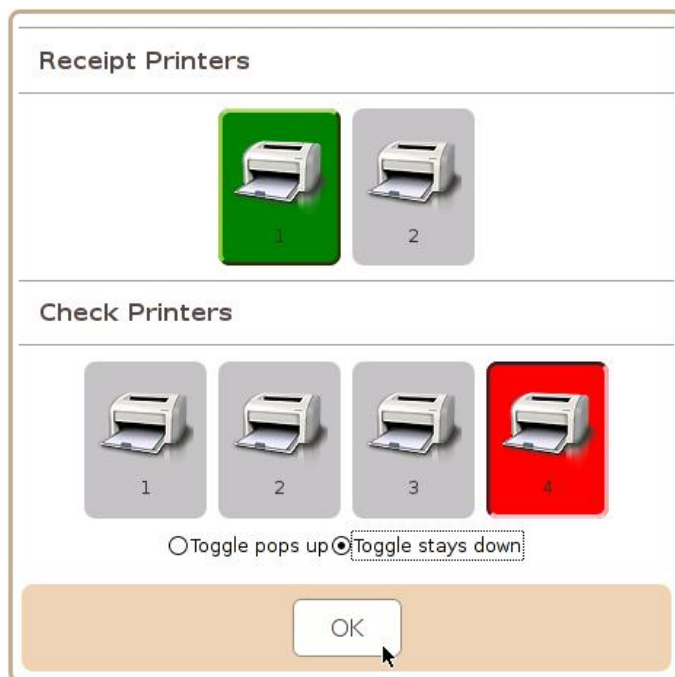
: not in use

Example 1 :

Disable a printer that is currently in use



2. Press check printer 4, which goes from **green** to **red**, and select **Toggle stays down**
Press OK



* Check Printer 4, which is temporarily not in use, is still active (Check Printer 4) under Devices in the control panel. It can be enabled ONLY through Printer Dashboard

Example 2 :

Disable a printer for the current order only



2. Press check printer 4, which goes from green to red, and select **Toggle pops up**
Press OK



* Check Printer 4 will be enabled after the current order is finalized

40) Product Search

Where in Role List : Function – Product Search


What does it do : It allows the operator to search for products

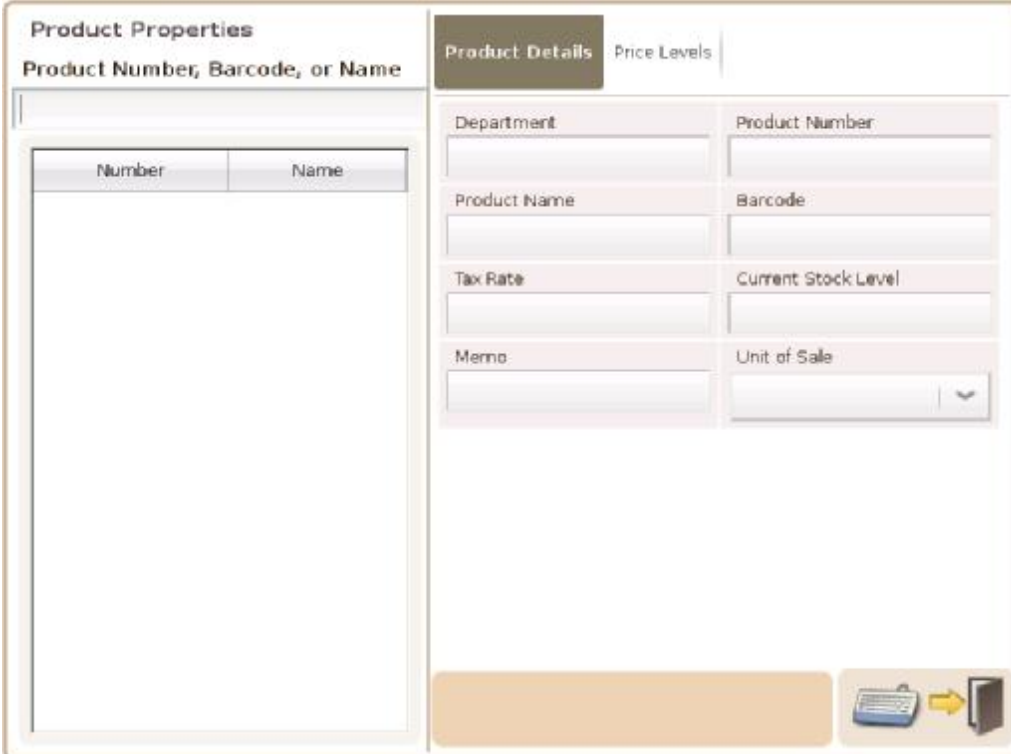
Parameter : None

Example :

1. Add a function key, 

Linked to function	Product Se	Unlink	
Function label	Product Se	 Update	 Reset
Parameter		 Update	 Reset

2. Press  and we enter the page below



The screenshot shows the 'Product Properties' form. On the left, there is a search input field labeled 'Product Number, Barcode, or Name' and a table with columns 'Number' and 'Name'. On the right, there are two tabs: 'Product Details' (selected) and 'Price Levels'. The 'Product Details' tab contains several input fields: Department, Product Number, Product Name, Barcode, Tax Rate, Current Stock Level, Memo, and Unit of Sale (a dropdown menu). At the bottom right, there is a printer icon and a yellow arrow pointing to a document icon.

* Search for **product number & barcode** starts by matching from the first digit, while *fuzzy search* is used for **product name**

Example 1 :

1. Enter **002** → 5 items whose product number starts with 002 have been found

Product Properties
Product Number, Barcode, or Name
002

Number	Name
00200001	Cheese Bagel
00200002	Bacon Bagel
00200003	Blueberry Bagel
00200004	Ham Bagel
00200005	Beef Bagel

Product Details | Price Levels

Department 0020	Product Number 00200001
Product Name Cheese Bagel	Barcode 200001
Tax Rate	Current Stock Level 0
Memo	Unit of Sale Individually ▾

2. Enter **02** → NO item has its product number or barcode start with 02

Product Search ✕

 Product [02] Not Found!

 OK

Example 2 :


1. Enter **tea** → 5 items, including **Job-tears**, have been found to have tea in their name

Product Properties
Product Number, Barcode, or Name
tea

Number	Name
01100001	Tea
01100003	Milk Tea
01100004	Job-tears
01100005	Apple Tea
01100006	Fruit Tea

Product Details | Price Levels

Department 0110	Product Number 01100001
Product Name Tea	Barcode 1100001
Tax Rate	Current Stock Level 0
Memo	Unit of Sale Individually ▾



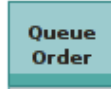
41) Queue Order

Where in Role List : Function – Queue Order

What does it do : It queues the current order so another order can be processed first

Parameter : None

Example :



1. Add a function key,

Linked to function	Queue Ord	Unlink	
Function label	Queue Ord	Update	Reset
Parameter		Update	Reset

2. Customer needs to leave for a minute after items have been added to the cart

TAL: 120			
PAY: 0		REM: 120	
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 5	SEQ 20091208052
DEST IN	CST	CHK 35	TBL
I	Apple Tea	2X	50
I	Cocoa	2X	40
I	Fruit Tea	1X	30
▷ Large			



3. Press

TAL: 120			
QUEUED		SEQ#20091208052	
Member:	Name:	Level:	
PLVL 1	TAX	ITEMS	SEQ
DEST	CST	CHK	TBL



4. Press when the customer comes back to pay

42) Quick User Switch

Where in Role List : None

What does it do : It allows user to enter a password and quickly switch to the user identified by that password


Parameter : None

Example :

1. Add a function key, Quick User Switch

Linked to function	Quick User	Unlink	
Function label	Quick Use	Update	Reset
Parameter		Update	Reset



3. Press  and a popup window is generated

Switch User

Please enter password

7	8	9	DEL
4	5	6	Clear
1	2	3	
0	00	.	

OK CANCEL

4. Enter password and press OK

* If a password is used by more than 1 user, the one who registered with the password first will be logged in


42) Reboot Terminal

Where in Role List : None


What does it do : It reboots the terminal

Parameter : None

Example :

1. Add a function key, 

Linked to function	Reboot Ter	Unlink	
Function label	Reboot Te	 Update	 Reset
Parameter		 Update	 Reset

2. Press  to restart the O/S (operating system)

* All normal shutdown and reboot are recorded in VIVIPOS Log

43) Recall Stored Order by Check#

Where in Role List : Function – Recall Stored Order by Check#

What does it do : It recalls a previously stored order for further action via check number

Parameter : None

Example :



1. Add a function key,

Linked to function	Recall Stor	Unlink	
Function label	Recall Ord	Update	Reset
Parameter		Update	Reset

2. Enter 36 in the input line



3. Press and a previously stored order, whose check# is 36, is recalled

TAL: 150 **RECALL#200912...3**
PAY: 0 **REM: 150**

Member: 0912020210 Name: Michael Level: -

PLVL	1	TAX	0.00	ITEMS	6	SEQ	20091208053
DEST	IN	CST		CHK	36	TBL	
I	Apple Tea				2X		50
I	Cocoa				2X		40
I	Job-tears				2X		60
	Large						

**Recall
Order by
Check#**


4. Press **Recall Order by Check#** without any number in the input line, a popup window is generated

Enter 36 and press OK

Enter Check Number

36

7	8	9	DEL
4	5	6	Clear
1	2	3	
0	00	.	

OK CANCEL 

5. A previously stored order, whose check# is 36, is recalled

TAL: 150		RECALL#200912...3					
PAY: 0		REM: 150					
Member: 0912020210		Name: Michael					
Level: -							
PLVL	1	TAX	0.00	ITEMS	6	SEQ	20091208053
DEST	IN	CST		CHK	36	TBL	
I	Apple Tea			2X	50		
I	Cocoa			2X	40		
I	Job-tears			2X	60		
	Large						
							

6. Press CANCEL in the popup window (Enter Check Number) and you will enter Select Check
Select a check (**C#36**) and press OK

The screenshot shows a 'Select Check' window with a grid of check cards and a 'Check Detail' panel on the right. The selected check is C#36.

Check ID	Time	Seq	Server	Admin	Tax
C#37	13:07	S#20091208054	Administrator	T#150	
C#36	12:01	S#20091208053	Administrator	T#150	
C#30	11:47	S#20091208047	Administrator	T#45	
C#29	11:46	S#20091208046	Administrator	T#45	
C#28	00:53	S#20091208045	Administrator	T#0	
C#27	00:51	S#20091208044	Administrator	T#5,000	
C#26	00:48	S#20091208043	Administrator	T#0	
C#25	00:47	S#20091208042	Administrator	T#0	

Check Detail

SEQ: 20091208053

2X Apple Tea
2X Cocoa
2X Job-tears

TAL: 150

Buttons: OK, CANCEL, [Printer Icon]

* All stored orders can be found in the window above

* If 2 previously stored orders are C#36, Select Check will be generated

The screenshot shows a 'Select Check' window with two check cards for C#36 and a 'Check Detail' panel on the right. The selected check is C#36.

Check ID	Time	Seq	Server	Admin	Tax
C#36	14:23	S#20091208055	Administrator	T#30	
C#36	12:01	S#20091208053	Administrator	T#150	

Check Detail

SEQ: 20091208053

2X Apple Tea
2X Cocoa
2X Job-tears

TAL: 150

Buttons: OK, CANCEL, [Printer Icon]

44) Recall Stored Order by Sequence#

Where in Role List : Function – Recall Stored Order by Sequence#

What does it do : It recalls a previously stored order for further action via sequence number


Parameter : None

Example :

1. Add a function key, 

Linked to function	Recall Stor	Unlink	
Function label	Recall Ord	Update	Reset
Parameter		Update	Reset

2. Enter a sequence number, 20091208053, in the input line

3. Press  and a previously stored order, whose sequence number is 20091208053, is recalled

TAL: 150		RECALL#200912...3	
PAY: 0		REM: 150	
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 6	SEQ 20091208053
DEST IN	CST	CHK 36	TBL
I	Apple Tea	2X	50
I	Cocoa	2X	40
I	Job-tears	2X	60
▶ Large			



4. Press **Recall Order by Seq#** without any number in the input line, a popup window is generated

Enter 20091208053 and press OK

Enter Order Sequence Number

20091208053

7	8	9	DEL
4	5	6	Clear
1	2	3	
0	00	.	

OK CANCEL

5. A previously stored order, whose sequence number is 20091208053, is recalled

TAL: 150 **RECALL#200912...3**
PAY: 0 **REM: 150**

Member: Name: Level:

PLVL	1	TAX	0.00	ITEMS	6	SEQ	20091208053
DEST	IN	CST		CHK	36	TBL	

I	Apple Tea	2X	50	
I	Cocoa	2X	40	
I	Job-tears	2X	60	
	▶ Large			

6. Press CANCEL in the popup window (Enter Order Sequence Number) and you will enter Select Check

Select a check (**S#20091208053**) and press OK

The screenshot shows a 'Select Check' window with a grid of check cards and a 'Check Detail' panel on the right. The check card for S#20091208053 is highlighted with an orange border and a red box around the sequence number.

Check ID	Seq	Time	Admin	T#
C#36	20091208055	14:29	Administrator	30
C#37	20091208054	13:07	Administrator	150
C#36	20091208053	12:01	Administrator	150
C#30	20091208047	11:47	Administrator	45
C#29	20091208046	11:46	Administrator	45
C#28	20091208045	00:53	Administrator	0
C#27	20091208044	00:51	Administrator	5,000
C#26	20091208043	00:48	Administrator	0

Check Detail

SEQ: 20091208053

2X Apple Tea
2X Cocoa
2X Job-tears

TAL: 150

Buttons: OK, CANCEL, Print

* All stored orders can be found in the window above

45) Recall Stored Order by Table#

Where in Role List : Function – Recall Stored Order by Table#

What does it do : It recalls a previously stored order for further action via table number

Parameter : None

Example :



1. Add a function key,

Linked to function	Recall Stor	Unlink	
Function label	Recall Ord	Update	Reset
Parameter		Update	Reset

2. Enter 1 in the input line



3. Press and a previously stored order at table# 1 is recalled

TAL: 150		RECALL# 20091...4	
PAY: 0		REM: 150	
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 6	SEQ 20091208054
DEST IN	CST	CHK 37	TBL 1
I	Apple Tea	2X	50
I	Cocoa	2X	40
I	Fruit Tea	2X	60
Large			



4. Press **Recall Order by Table#** without any number in the input line, a popup window is generated

Enter 1 and press OK

Enter Table Number

7	8	9	DEL
4	5	6	CLEAR
1	2	3	
0	00	.	

OK CANCEL

5. A previously stored order at table# 1 is recalled

TAL: 150		RECALL# 20091...4	
PAY: 0		REM: 150	
Member:	Name:	Level:	
PLVL 1 TAX 0.00 ITEMS 6 SEQ 20091208054			
DEST IN CST CHK 37 TBL 1			
I Apple Tea	2X	50	
I Cocoa	2X	40	
I Fruit Tea	2X	60	
Large			

6. Press CANCEL in the popup window (Enter Table Number) and you will enter Select Check
Select a check and press OK

The screenshot shows a 'Select Check' popup window. On the left, there is a grid of eight order cards, each with a table number, time, and order details. The top-left card is highlighted with a red box and a '1' in a yellow circle. On the right, the 'Check Detail' section shows the sequence number and items ordered. At the bottom, there are 'OK' and 'CANCEL' buttons and a printer icon.

Table	Time	Check #	Seq #	Server	Table
1	13:07	C#37	S#20091208054	Administrator	T#150
		C#36	S#20091208053	Administrator	T#150
	11:47	C#30	S#20091208047	Administrator	T#45
	11:46	C#29	S#20091208046	Administrator	T#45
	00:53	C#28	S#20091208045	Administrator	T#0
	00:51	C#27	S#20091208044	Administrator	T#5,000
	00:48	C#26	S#20091208043	Administrator	T#0
	00:47	C#25	S#20091208042	Administrator	T#0

Check Detail

SEQ: 20091208054

2X Apple Tea
2X Cocoa
2X Fruit Tea

TAL: 150

Buttons: OK, CANCEL, Printer icon

* All stored orders can be found in the window above

* If 2 orders are stored at table# 1, Select Check will be generated

The screenshot shows the 'Select Check' popup window with two order cards for table 1. The 'Check Detail' section is empty. The 'OK' and 'CANCEL' buttons and printer icon are visible at the bottom.

Table	Time	Check #	Seq #	Server	Table
1	12:57	C#37	S#20091208054	Administrator	T#150
1	15:58	C#2	S#20091208020	Administrator	T#0

Check Detail

Buttons: OK, CANCEL, Printer icon

46) Register Department Sales

Where in Role List : Function – Register Products

What does it do : It is used to register a sale department by its department number

Parameter : Department number (of the sale department to be registered)

Example :




1. Add a function key, , whose parameter is the department number of BEVERAGE

Linked to function	Register D	Unlink	
Function label	Register D	Update	Reset
Parameter	0110	Update	Reset

2. Press Departments in the control panel, select BEVERAGE and tick **Sale Department**

Department Number	0110	<input checked="" type="checkbox"/> Show on Menu	<input checked="" type="checkbox"/> Sale Department
Department Name	BEVERAGE	<input type="checkbox"/> Scale Department	
Tax Rate		<input type="checkbox"/> Non-Discountable	<input type="checkbox"/> Non-Surchageable




3. Enter a price in the input line and press 

50

4. BEVERAGE is added to the shopping cart

TAL: 50					
PAY: 0			REM: 50		
Member:	Name:		Level:		
PLVL 1	TAX 0.00	ITEMS 1	SEQ 20091208056		
DEST IN	CST	CHK 41	TBL		
1 BEVERAGE			1X	50	



5. If Sale Department Sale Department was **not** ticked, press  and



is generated

47) Register Product Sales

Where in Role List : Function – Register Products

What does it do : It is used to register an item by its product number or barcode

Parameter : Product number or barcode (of the item to be registered)


Example :

1. Register Cocoa by its product number, 01100007

Department	Product Number
BEVERAGE	01100007
Product Name	Barcode
Cocoa	1100007

2. Add a function key, , whose parameter is 01100007


Linked to function	Register Pr	Unlink
Function label	Register P	 Update  Reset
Parameter	01100007	 Update  Reset

3. Press  and Cocoa is added to the shopping cart

I	Cocoa	1X	20
---	-------	----	----

Press  again → 2X

I	Cocoa	2X	40
---	-------	----	----

Enter 25 in the input line and press 

I	Cocoa	2X	40
I	Cocoa	1X	25

48) Reset Price Level

Where in Role List : Function – Reset Price Level

What does it do : It resets the price level

If Price Level Schedule is active, the scheduled level is restored

If Price Level Schedule is neither active nor set, *system default price level*

(General Options) is restored

Parameter : None

Example :



1. Add a function key,

Linked to function	Reset Price	Unlink
Function label	Reset Price	Update Reset
Parameter		Update Reset

2. Price Level (PLVL) is 2

TAL: 55		PAY: 0		REM: 55	
Member:	Name:	Level:			
PLVL 2	TAX 0.00	ITEMS 2	SEQ 20091208062		
DEST IN	CST	CHK 47	TBL		
	Apple Tea	1X	30		
	Cocoa	1X	25		



3. Press , PLVL → 1

Add Apple Tea and Cocoa to the cart → both are now priced differently

TAL: 100		PAY: 0		REM: 100	
Member:	Name:	Level:			
PLVL 1	TAX 0.00	ITEMS 4	SEQ 20091208062		
DEST IN	CST	CHK 47	TBL		
	Apple Tea	1X	30		
	Cocoa	1X	25		
	Apple Tea	1X	25		
	Cocoa	1X	20		

- * When Price Level Schedule is active, default price level → the scheduled level
- When Price Level Schedule is not active, default price level → system default price level


49) Return / Refund

Where in Role List : Function - Register Return / Refund


What does it do : It registers a product retrun for refund

Parameter : None


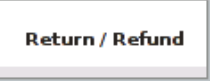
Example :

1. Add a function key, 

Linked to function	<input type="text" value="Return / Refund"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="Return / R"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>

2. Press  **once**, *only* the next item to be added to the cart will be returned

TAL: 0	Return Single		
PAY: 0	REM: 0		
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 0	SEQ 20091208062
DEST IN	CST	CHK 47	TBL

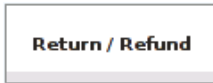
3. Press  **twice**, every item to be added to the cart will be returned,
until the order is finalized or  is pressed again

TAL: 0	Return All		
PAY: 0	REM: 0		
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 0	SEQ 20091208062
DEST IN	CST	CHK 47	TBL

4. Press  **3 times** → Normal

TAL: 0		
PAY: 0	REM: 0	
Member:	Name:	Level:

Example 1 :



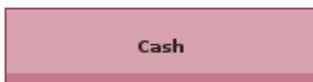
1. Press **Return / Refund** twice to enter **Return All** mode and add Apple Tea and Cocoa to the cart

TAL: -45	Return All		
PAY: 0	REM: -45		
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS -2	SEQ 20091208065
DEST IN	CST	CHK 50	TBL
	Apple Tea	-1X	-25
	Cocoa	-1X	-20



2. Press **Return / Refund** again to enter **Normal** mode

TAL: -45	REM: -45		
PAY: 0			
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS -2	SEQ 20091208065
DEST IN	CST	CHK 50	TBL
	Apple Tea	-1X	-25
	Cocoa	-1X	-20



3. Press **Cash** to finalize the return

TAL : - 45 (TOTAL)
CHG : 45 (CHANGE)

TAL: -45	Sale Completed		
PAY: 0	CHG: 45		
Member:	Name:	Level:	
PLVL 1	TAX	ITEMS	SEQ
DEST	CST	CHK	TBL

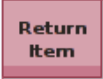
50) Return Item

Where in Role List : Function – Register Return / Refund

What does it do : It registers the return of a selected item in the shopping cart

Parameter : None


Example :

1. Add a function key, 

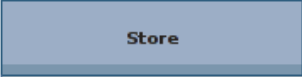
Linked to function	Return Item	Unlink	
Function label	Return Item	Update	Reset
Parameter		Update	Reset

2. Recall a stored order and select Bacon Burger to return

TAL: 300		RECALL#200912...7	
PAY: 0		REM: 300	
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 3	SEQ 20091208067
DEST IN	CST	CHK 52	TBL
I	Bacon Burger	1X	100
I	Chicken Burger	1X	110
I	Egg Burger	1X	90

3. Press  and Bacon Burger is deducted from the order

TAL: 200		RECALL#200912...7	
PAY: 0		REM: 200	
Member:	Name:	Level:	
PLVL 1	TAX 0.00	ITEMS 2	SEQ 20091208067
DEST IN	CST	CHK 52	TBL
I	Bacon Burger	1X	100
I	Chicken Burger	1X	110
I	Egg Burger	1X	90
I	Bacon Burger	-1X	-100

4. Press  or 

* Return Item works when the order is not yet finalized and is still **open**

51) Scale

Where in Role List : Function - Scale

What does it do : It allows system to read product weight from scale

Parameter : 1 or 2, indicating the scale to be read from

If no parameter is given, system will read from enabled scale

If both scales are enabled, system will read from scale 1

Example :



1. Add a function key, , whose parameter is 1

Linked to function	<input type="text" value="Scale"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="Scale"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text" value="1"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>

2. Activate Scale 1 under Devices in the control panel





k 1 | Check 2 | Check 3 | Check 4 | Report / Label | VFD | Drawer 1 | Drawer 2 | **Scales** | Journal

Scale 1

Port	COM 1
Port Speed	9600
Handshaking	XON / XOFF
Device Model	Mettler Toledo Tig...
Tare (in scale's unit)	0
Multiplier	0

Scale 2

Port	COM 1
Port Speed	9600
Handshaking	Hardware
Device Model	Mettler Toledo Tig...
Tare (in scale's unit)	0
Multiplier	0

3. Control Panel → Products → SNACK → Fries → Basic 2

<input checked="" type="checkbox"/> Scale item	Unit of Sale Gram (g)
Weight decimal places 2	Scale multiplier 1000
Tare (in product unit) 0	

Scale item : system automatically reads from scale 1



4. Press **Scale** and system reads from scale 1

TAL: 0.00		QTY: 1.165	
PAY: 0.00			
Member:	Name:	Level:	
PLVL 1	TAX 0.0000	ITEMS 0	SEQ 20091014035
DEST	CST 1	CHK	TBL

Weight read from scale :1.165 kg	
---	--

is also generated



6. Select **Fries**, whose unit of sale is Gram (g)

Scale multiplier
1000

→ 1.165 kg x 1000 = 1,165 g

TAL: 1,165.00		REM: 1,165.00	
PAY: 0.00			
Member:	Name:	Level:	
PLVL 1	TAX 0.0000	ITEMS 1165	SEQ 20091014035
DEST	CST 1	CHK	TBL
Fries	1165g	1.00	1,165.00



* As **Scale item** is active, press **Scale** and system reads from the scale **again**

52) Scroll Backward

Where in Role List : Function - Scroll Function Panel

What does it do : It scrolls the function panel to the previous page

Parameter : None

Example :




1. Add a function key,

Linked to function	Scroll Back	Unlink	
Function label	Last	Update	Reset
Parameter		Update	Reset

2. Function panel is currently on page 6

p6	Clear	Modify	Void	Last	Return Item	Scroll Up
	7	8	9	NTD	Stock Adjustme	Scroll Down
	4	5	6	EUR	CNY	Keyboard
	1	2	3	Sub Total		Next
	0	00	.	Store		



3. Press , function panel scrolls back to page 5

p5	Clear	Modify	Void	Issue Receipt	Issue Check	x+%
	7	8	9	Issue Receipt Copy	Issue Check Copy	x-%
	4	5	6	Print Document	Printer Dashboard	Tag Item
	1	2	3	Sub Total		Next
	0	00	.	Store		

53) Scroll Cart

Where in Role List : Function - Scroll Function Panel

What does it do : It allows user to scroll shopping cart and go directly to a specific row

Parameter : Set to a number.

If + or - precede the number, it indicates the number of rows to scroll down or up in the cart.





Without the +/-, the number indicates the row to scroll to.

Example :

1. Add a function key, , whose parameter is 10

Linked to function	Scroll Cart	Unlink	
Function label	Scroll Cart	Update	Reset
Parameter	10	Update	Reset

2. Press  and row 10 is highlighted

PLVL	1	TAX	0.00	ITEMS	12	SEQ	20091208071	
DEST	IN	CST		CHK	56	TBL		
7	I	Apple Tea				1X	25	
8	I	Cocoa				1X	20	
9	I	Apple Tea				1X	25	
10	I	Cocoa				1X	20	
11	I	Apple Tea				1X	25	
12	I	Cocoa				1X	20	

3. Add a function key, , whose parameter is -10

Linked to function	Scroll Cart	Unlink	
Function label	Scroll Up	Update	Reset
Parameter	-10	Update	Reset

4. Currently row 11 is highlighted

6		Cocoa	1X	20	↑
7		Apple Tea	1X	25	
8		Cocoa	1X	20	+
9		Apple Tea	1X	25	
10		Cocoa	1X	20	-
11		Apple Tea	1X	25	↓



5. Press **Scroll Up** and row 1 is highlighted

1		Chicken Burger	1X	110	↑
2		Bacon Burger	1X	100	
3		Apple Tea	1X	25	+
4		Cocoa	1X	20	
5		Apple Tea	1X	25	-
6		Cocoa	1X	20	↓

54) Scroll Forward

Where in Role List : Function - Scroll Function Panel

What does it do : It scrolls the function panel to the next page

Parameter : None

Example :




1. Add a function key,

Linked to function	Scroll Forw	Unlink
Function label	Next	Update Reset
Parameter		Update Reset

2. Function panel is currently on page 5

p5	Clear	Modify	Void	Issue Receipt	Issue Check	x+%
	7	8	9	Issue Receipt Copy	Issue Check Copy	x-%
	4	5	6	Print Document	Printer Dashboard	Tag Item
	1	2	3	Sub Total		Next
	0	00	.	Store		



3. Press , function panel scrolls to page 6

p6	Clear	Modify	Void	Last	Return Item	Scroll Up
	7	8	9	NTD	Stock Adjustme	Scroll Down
	4	5	6	EUR	CNY	Keyboard
	1	2	3	Sub Total		Next
	0	00	.	Store		

55) Set Destination

Where in Role List : Function - Set Destination

What does it do : It sets order destination

Parameter : It should be a pre-defined destination

3 destinations have been defined under Order Destinations in the control panel

IN is set as default

Default	Destination	Prefix	Tax	Price Level
	DLV	D		3
✓	IN	I		Default Level
	OUT	O		2

Example :

1. Add a function key, , whose parameter is DLV

Linked to function	Set Destina	Unlink
Function label	Set DLV	Update Reset
Parameter	DLV	Update Reset

2. No destination (DEST) has been set

TAL: 0			
PAY: 0		REM: 0	
Member:	Name:	Level:	
PLVL 1	TAX	ITEMS	SEQ
DEST	CST	CHK	TBL

2. Press , DEST is set to DLV

TAL: 0			
PAY: 0		REM: 0	
Member:	Name:	Level:	
PLVL 3	TAX	ITEMS	SEQ 20091208072
DEST DLV	CST	CHK 57	TBL

Example 1 :





1. Add a function key, , whose parameter is OUT

Linked to function	Set Destina	Unlink
Function label	Set OUT	Update  
Parameter	OUT	Update  

2. Press Fruit Tea in the cart

TAL: 75		PAY: 0		REM: 75	
Member:	Name:	Level:			
PLVL 1	TAX 0.00	ITEMS 3	SEQ 20091208072		
DEST IN	CST	CHK 57	TBL		
I	Apple Tea	1X	25		
I	Cocoa	1X	20		
I	Fruit Tea	1X	30		
▶ Large					

System default price level

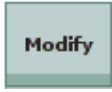
1  

IN is set as default, PLVL is I is the prefix for IN



3. Press , DEST→ OUT and PLVL→ 2

TAL: 75		PAY: 0		REM: 75	
Member:	Name:	Level:			
PLVL 2	TAX 0.00	ITEMS 3	SEQ 20091208072		
DEST OUT	CST	CHK 57	TBL		
I	Apple Tea	1X	25		
I	Cocoa	1X	20		
I	Fruit Tea	1X	30		
▶ Large					



4. Press **Modify**, prefix→ **O**

PLVL	2	TAX	0.00	ITEMS	3	SEQ	20091208072
DEST	OUT	CST		CHK	57	TBL	
I	Apple Tea					1X	25
I	Cocoa					1X	20
O	Fruit Tea					1X	30
	▶ Large						

* **Price Level** and **Tax** can be affected by Order Destination


56) Set Price Level 1~9





Where in Role List : Function – Set Price Level 1~9

What does it do : It sets the current price level to 1~9

Parameter : 1~9

Example :

1. Add a function key, , whose parameter is 1 by default


Linked to function	Set Price L	Unlink
Function label	PLVL 1	 Update  Reset
Parameter	1	 Update  Reset





2. PLVL is 3

TAL: 0		REM: 0		
PAY: 0		REM: 0		
Member:	Name:	Level:		
PLVL 3	TAX	ITEMS	SEQ	20091208073
DEST IN	CST	CHK 58	TBL 2	

3. Press , 3→ 1

TAL: 0		REM: 0		
PAY: 0		REM: 0		
Member:	Name:	Level:		
PLVL 1	TAX	ITEMS	SEQ	20091208073
DEST IN	CST	CHK 58	TBL 2	

4. Add a function key, , whose parameter is 5 by default

Linked to function	Set Price L	Unlink
Function label	PLVL 5	 Update  Reset
Parameter	5	 Update  Reset

5. Press , PLVL 1→ 5

TAL: 0		REM: 0		
PAY: 0		REM: 0		
Member:	Name:	Level:		
PLVL 5	TAX	ITEMS	SEQ	20091208073
DEST IN	CST	CHK 58	TBL 2	

* Items will be added at the new price level

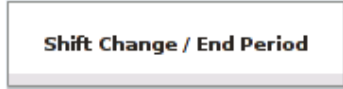
57) Shift Change / End Sale Period

Where in Role List : Function - End Sale Period

What does it do : It initiates a change of shift or an end to the current sale period

Parameter : None

Example :

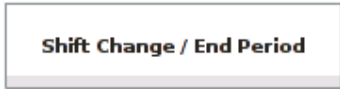


1. Add a function key,

Linked to function **Shift Change**

Function label **Shift Chan**

Parameter



2. Press **Shift Change / End Period** and enter the page below.

When user has access to **Function - End Sale Period** and no access to **Function - Shift Change**

Change Shift is missing in the lower left corner

Shift Change

Type	Name	Count	Amount	Change	Original Amount	Excess Payment	
Coupon	Coupon B	3	-2,200.0				▲
Credit Card	VISA CARD	1	2,200.0				
Gift Card	Giftcard A	3	7,700.0		14,550.0	6,850.0	
Gift Card	test	1	2,200.0		50,000.0	47,800.0	
Cash		3	2,450.0				▼

Cash in the Drawer	Balance	Total Sales	Deposit	Refund
450.0	10350.0	18150.0	200.0	-5500.0
Credit	Excess Payment	Ledger In	Ledger Out	
500.0	54650.0	5000.0	-7000.0	

Change to Leave in Drawer Open Drawer

Amount

Note

End Sale Period

Type	Name	Count	Amount	Change	Original Amount	Excess Payment	☒
Coupon	Coupon B	3	-2,200.0				▲
Credit Card	VISA CARD	1	2,200.0				
Gift Card	Giftcard A	3	7,700.0		14,550.0	6,850.0	
Gift Card	test	1	2,200.0		50,000.0	47,800.0	
Cash		3	2,450.0				▼

Type : Type of payment, e.g. cash, credit card, gift card, etc.

Name : Subtype of payment, e.g. USD, EUR, RMB, etc.

Count : Number of payment by each subtype

Amount : Total amount of payment by each subtype

Change : The difference when **payment > amount due** (check, coupon, foreign currency)

Original Amount : Amount of payment when **payment > amount due** & change is not required

Excess Payment : The difference when **payment > amount due** & change is not required (gift card)

Cash in the Drawer	Balance	Total Sales	Deposit	Refund
450.0	10350.0	18150.0	200.0	-5500.0
Credit	Excess Payment	Ledger In	Ledger Out	
500.0	54650.0	5000.0	-7000.0	

Cash in the Drawer : Total amount of cash in the drawer (non-cash payments not included)

Balance = Total Sales + Deposit + Ledger In - (Refund + Ledger Out + Credit)

10350 = 18150 + 200 + 5000 - (5500 + 7000 + 500)

* absolute value is entered in the bracket

Total Sales : Total amount from sales in this shift

Deposit : Amount received from orders that are not yet finalized

Refund : Amount paid for returned items that were not sold in this shift

Credit : Deposit from previous shifts, when the order is finalized in this shift

Excess Payment : The difference when **payment > amount due** & change is not required (gift card)

Ledger In : Amount received via Ledger in this shift

Ledger Out : Amount paid via Ledger in this shift

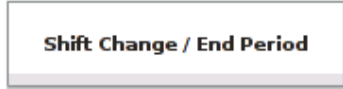
58) Shift Change / End Sale Period

Where in Role List : Function – Shift Change

What does it do : It is used to initiate a change of shift or an end to current sale period

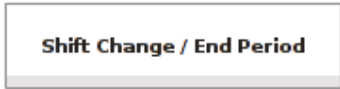
Parameter : None

Example :



1. Add a function key,

Linked to function	Shift Change	Unlink
Function label	Shift Change	Update Reset
Parameter		Update Reset



2. Press and enter the page below

When user has access to **Function - Shift Change** and no access to **Function - End Sale Period**



is missing in the lower right corner

Shift Change

Type	Name	Count	Amount	Change	Original Amount	Excess Payment	
Coupon	Coupon B	3	-2,200.0				▲
Credit Card	VISA CARD	1	2,200.0				
Gift Card	Giftcard A	3	7,700.0		14,550.0	6,850.0	
Gift Card	test	1	2,200.0		50,000.0	47,800.0	
Cash		3	2,450.0				▼

Cash in the Drawer	Balance	Total Sales	Deposit	Refund
450.0	10350.0	18150.0	200.0	-5500.0
Credit	Excess Payment	Ledger In	Ledger Out	
500.0	54650.0	5000.0	-7000.0	

Change to Leave in Drawer Open Drawer

Amount Note

Change Shift

59) Shift Price Level

Where in Role List : Function – Shift Price Level

What does it do : It shifts the current price level up by 1

Parameter : None

Example :



1. Add a function key,

Linked to function	Shift Price	Unlink	
Function label	Shift Price	Update	Reset
Parameter		Update	Reset

2. PLVL 1

TAL: 0			
PAY: 0		REM: 0	
Member:	Name:	Level:	
PLVL 1	TAX	ITEMS	SEQ
DEST	CST	CHK	TBL



3. Press → PLVL 2

TAL: 0			
PAY: 0		REM: 0	
Member:	Name:	Level:	
PLVL 2	TAX	ITEMS	SEQ
DEST	CST	CHK	TBL

* Having no access to **Function – Set Price Level 1~9**, one can still shift the price level with access to **Function – Shift Price Level**

60) Shift Tax

Where in Role List : Function – Shift Tax

What does it do : It shifts the tax status of an item in the cart

Parameter : It can be set to the code of a specific tax

Example :




1. Add a function key, , whose parameter is T1

Linked to function	Shift Tax	Unlink	
Function label	Shift Tax	Update	Reset
Parameter	T1	Update	Reset

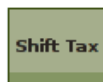
2. Tax status is T2 and the amount of tax is 3.75

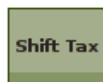

TAL: 28		REM: 28	
PAY: 0			
Member:	Name:	Level:	
PLVL 1	TAX 3.75	ITEMS 1	SEQ 20091220002
DEST IN	CST	CHK 63	TBL
Apple Tea		1X	25 25 T2



3. Press , T2→ T1, 3.75→ 2.50

TAL: 27		REM: 27	
PAY: 0			
Member:	Name:	Level:	
PLVL 1	TAX 2.50	ITEMS 1	SEQ 20091220002
DEST IN	CST	CHK 63	TBL
Apple Tea		1X	25 25 T1



4. If the parameter field is **blank**, press  and the default tax, which is set under Taxes in the control panel, is called. Press  again and the next available tax is called.

Linked to function	Shift Tax	Unlink	
Function label	Shift Tax	Update	Reset
Parameter		Update	Reset

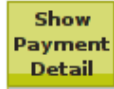
61) Show Payment Detail

Where in Role List : Function - Register Products

What does it do : It shows the payment detail of an order

Parameter : None

Example :

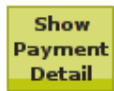


1. Add a function key,

Linked to function	Show Payn	Unlink
Function label	Show Payr	Update Reset
Parameter		Update Reset

2. \$100 is paid by credit card and \$80 by cash → \$51 is yet to be paid

TAL: 231							
PAY: 180				REM: 51			
Member:		Name:		Level:			
PLVL	1	TAX	21.00	ITEMS	2	SEQ	20091220006
DEST	IN	CST		CHK	67	TBL	
I	Bacon Burger		1X	100	100	T1	
I	Chicken Burger		1X	110	110	T1	
** TOTAL			21.00	210	231		
VISA CARD						100	
Cash						80	



3. Press and enter Payment Details

Payment Details

Amount	Original	Payment Type	Note 1	Note 2	
100	100	Credit Card	VISA CARD		
80	0	Cash			


62) Shutdown Terminal

Where in Role List : None


What does it do : It shuts down the terminal

Parameter : None

Example :

1. Add a function key, 

Linked to function	Shutdown	Unlink	
Function label	SHUT DOWN	Update	Reset
Parameter		Update	Reset

2. Press  to shut down the terminal

* All normal shutdown and reboot are recorded in VIVIPOS Log

63) Sign Off

Where in Role List : None

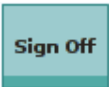
What does it do : It signs off the current user

Parameter : None

Example :

1. Add a function key, 

Linked to function	Sign Off	Unlink	
Function label	Sign Off	Update	Reset
Parameter		Update	Reset

2. Press  and a dialog box is generated



3. Enter the Sign In page



64) Silent User Switch

Where in Role List : None

What does it do : It allows a silent switch to the user specified by the parameter

Parameter : Username of the user to switch to

Example :

User information can be found under Employees in the control panel

User Profile	User Limits
User Name (a..z,0..9)	Clerk
Password (0..9)	●●●●
Display Name	Bill
Role Group	Cashier

Password is **1111**

Silent User Switch

1. Add a function key, whose parameter is Clerk

Linked to function	Silent User	Unlink	
Function label	Silent Use	Update	Reset
Parameter	Clerk	Update	Reset

2. Administrator is the current user

DemoTW00101	Administrator	12/20/2009	1	Sun 20 Dec 2009 04:21:50 PM CST
-------------	---------------	------------	---	---------------------------------

Silent User Switch

Enter 1111 in the input line and press

TAL: 0
PAY: 0
REM: 0

Member: Name: Level:

PWL 1 TAX ITEMS SEQ
DEBT CST CHK TBL

Bacon Burger Chicken Burger Egg Burger Fish Burger
Set Menu A (Fixed) Set Menu B (Flex) Shrimp Burger Texas Burger
Tuna Fish Burger

Bill logged in

Clear Modify Void Change User Training Mode Clock In
7 8 9 Silent User Switch Control Panel
4 5 6 Open Drawer Sales Summary Shift Report
3 2 1 Sub Total Next
0 00 + Store

DemoTW00101	Bill	12/20/2009	1	Sun 20 Dec 2009 04:27:55 PM CST
-------------	------	------------	---	---------------------------------

3. An on-screen display, **Bill logged in**, is generated

DemoTW00101	Bill	12/20/2009	1	Sun 20 Dec 2009 04:31:47 PM CST
-------------	------	------------	---	---------------------------------

Bill is now the user

- * Silent User Switch → the specified user
- * Quick User Switch → any user, depending on the password

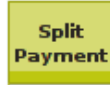
65) Split Payment

Where in Role List : Function – Split Payment

What does it do : It splits the payment into equal amounts

Parameter : None

Example :

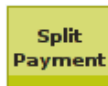


1. Add a function key,

Linked to function	Split Paym	Unlink	
Function label	Split Paym	Update	Reset
Parameter		Update	Reset

2. Order in the shopping cart

TAL: 561							
PAY: 0				REM: 561			
Member:	Name:			Level:			
PLVL 1	TAX	51.00	ITEMS 5	SEQ	20091220003		
DEST IN	CST	3	CHK 64	TBL			
I	Bacon Burger	2X	100	200	T1		
I	Chicken Burger	2X	110	220	T1		
I	Egg Burger	1X	90	90	T1		



3. Enter 3 in the input line and press

4. 561 is divided by 3 in the popup window, Split Payment

Split Payment

1: 187

2: 187

3: 187

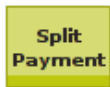
7	8	9
4	5	6
1	2	3
0	00	.
DEL	Clear	Enter

OK CANCEL

5. Press OK and the order is finalized

TAL: 561		Sale Completed			
PAY: 561		CHG: 0			
Member:	Name:	Level:			
PLVL 1	TAX 51.00	ITEMS 5	SEQ 20091220003		
DEST IN	CST 3	CHK 64	TBL		
I	Bacon Burger	2X	100	200	T1
I	Chicken Burger	2X	110	220	T1
I	Egg Burger	1X	90	90	T1
** TOTAL		51.00	510	561	
Cash				187	
Cash				187	
Cash				187	

* 3 receipts, each of \$187, will be printed




* Press  without an entry in the input line, one more popup window will be generated (default→ 1)

Enter Number of Guests

Number of Guests

7	8	9	DEL
4	5	6	Clear
1	2	3	
0	00	.	

OK 

OK

66) Split Stored Check

Where in Role List : Function – Split Stored Check

What does it do : It splits a previously stored check

Parameter : None

Example :

1. Add a function key, 

Linked to function	Split Store	Unlink	
Function label	Split Store	Update	Reset
Parameter		Update	Reset

2. Recall a stored check

TAL: 418 RECALL#200912...7
PAY: 0 REM: 418

Member: Name: Level:

PLVL	1	TAX	38.00	ITEMS	6	SEQ	20091220007
DEST	IN	CST		CHK	68	TBL	
I	Bacon Burger	2X	100	200	T1		
I	Chicken Burger	1X	110	110	T1		
I	Apple Tea	2X	25	50	T1		
I	Cocoa	1X	20	20	T1		

3. Press  and enter Split Check

Split Check

Source Check	Order #1
--------------	----------

Bacon Burger	2X	200
Chicken Burger	1X	110
Apple Tea	2X	50
Cocoa	1X	20

Split

0

Merge

+ Add Split + Auto Split By Markers Confirm

4. Select Bacon Burger

Source Check

Bacon Burg...	2X	200
Chicken Burger	1X	110
Apple Tea	2X	50
Cocoa	1X	20

5. Quantity to be split can be adjusted.
In this case, 2 x Bacon Burger are selected
Split button is highlighted

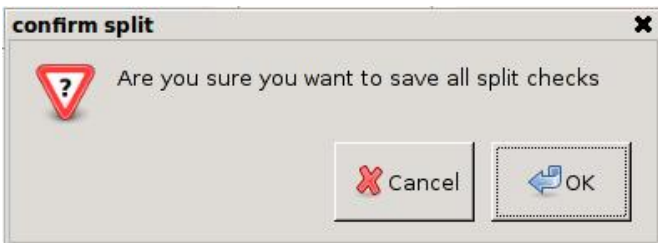


6. Press Split and 2 x Bacon Burger are added to Order # 1

Order #1

Bacon Burger	2X	200
--------------	----	-----

7. Press Confirm and press OK in the dialog box



8. 1 check → 2 checks

TAL: 198		RECALL#200912...7	
PAY: 0		REM: 198	
Member:	Name:	Level:	
PLVL 1	TAX 18.00	ITEMS 4	SEQ 20091220007
DEST IN	CST	CHK 68	TBL
I	Chicken Burger	1X	110 110 T1
I	Apple Tea	2X	25 50 T1
I	Cocoa	1X	20 20 T1

TAL: 220		RECALL#200912...8	
PAY: 0		REM: 220	
Member:	Name:	Level:	
PLVL 1	TAX 20.00	ITEMS 2	SEQ 20091220008
DEST IN	CST	CHK 69	TBL
I	Bacon Bur...	2X	100 200 T1

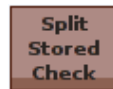
Example 1 :



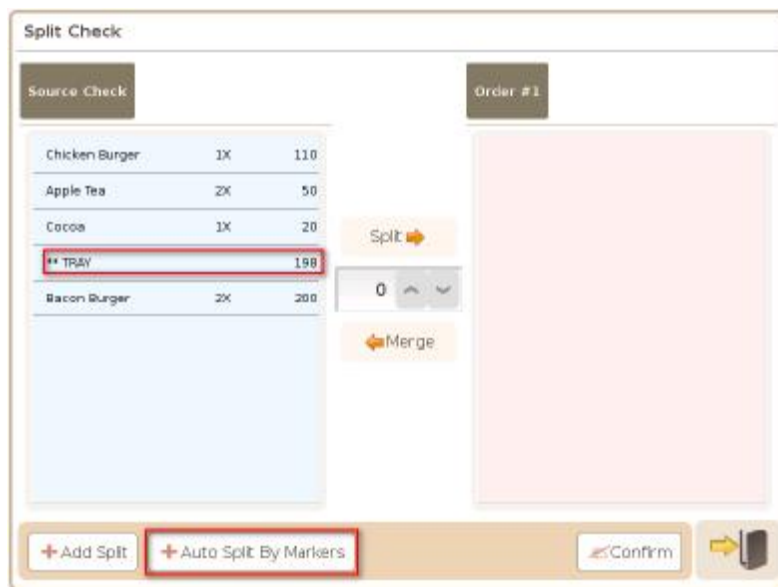
1. Press **Tray Marker** and then add 2 x Bacon Burger to the order (SEQ#20091220007)

TAL: 418				REM: 418			
Member:		Name:		Level:			
PLVL	1	TAX	38.00	ITEMS	6	SEQ	20091220007
DEST	IN	CST		CHK	68	TBL	
I	Chicken Burger	1X	110	110	T1		
I	Apple Tea	2X	25	50	T1		
I	Cocoa	1X	20	20	T1		

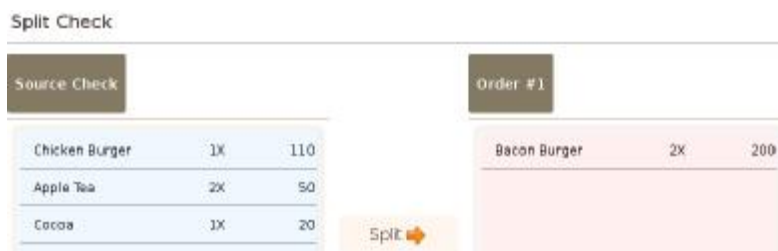
	** TRAY			198			
I	Bacon Bur...	2X	100	200	T1		



2. Store the check and press **Split Stored Check** → **+ Auto Split By Markers** is now available

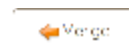


3. Press **+ Auto Split By Markers** and 2 x Bacon Burger are split to Order # 1



4. Press **Confirm**

* Split items can be added back to the Source Check via




67) Stock Adjustment

Where in Role List : Function - Stock Adjustment

What does it do : 可供員工於盤點後調整庫存量, 同時可以備註之方式記錄庫存調整原因

Parameter : None

Example :

1. Add a function key, 

Linked to function	Stock Adju:	<input type="button" value="Unlink"/>
Function label	Stock Adju	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter		<input type="button" value="Update"/> <input type="button" value="Reset"/>

2. Press  and a popup window, Stock Adjustment, is generated

Stock Adjustment

Adjustment Type:

Memo:

7	8	9	DEL
4	5	6	Clear
1	2	3	
0	00	.	




3. Press OK in the popup window to enter the Stock Control page

Stock Control - inventory 73 / 73

Number	Product Name	Unit of Sale	Quantity	New Quantity	Delta	
001	Set Menu A (Fixed)	Individually	0	0	0	
00100001	Chicken Burger	Individually	0	0	0	
00100002	Tuna Fish Burger	Individually	0	0	0	
00100003	Fish Burger	Individually	0	0	0	
00100004	Shrimp Burger	Individually	0	0	0	
00100005	Texas Burger	Individually	0	0	0	
00100006	Bacon Burger	Individually	0	0	0	

Filter products by: Low watermark reached Stock level adjusted Auto-stock items

Number	Barcode	Name	Min. Stock
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
New Quantity	Memo	Search	
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	





these 4 buttons only show up when localhost is

entered for **Stock Control Service**,
the control panel



, under Network Services in

68) Store Order

Where in Role List : Function - Store Order

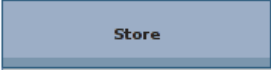
What does it do : It stores the current order and issue check according to the setting

Parameter : None

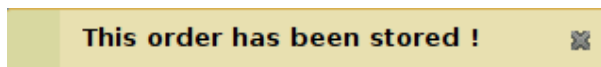
Example :

1. Add a function key, 

Linked to function	Store Orde	Unlink
Function label	Store	Update Reset
Parameter		Update Reset

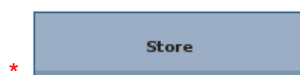
2. Add items to the shopping cart and press 

TAL: 77		STORED	
PAY: 0		REM: 77	
Member:	Name:	Level:	
PLVL 1	TAX 7.00	ITEMS 3	SEQ 20091220009
DEST IN	CST	CHK 70	TBL
I	Apple Tea	2X 25	50 T1
I	Cocoa	1X 20	20 T1



is generated in the lower right corner

* Stored orders can be recalled by Check#, Sequence# or Table#



*  can trigger check printers only, not receipt printers


69) Subtotal

Where in Role List : Function - Register Subtotal

What does it do : It registers a subtotal

Parameter : subtotal (default & must not be altered)

Example :

1. Add a function key, 

Linked to function	Subtotal	<input type="button" value="Unlink"/>
Function label	Sub Total	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	subtotal	<input type="button" value="Update"/> <input type="button" value="Reset"/>

2. Press 

TAL: 49				REM: 49	
PAY: 0					
Member:	Name:			Level:	
PLVL 1 TAX 4.50 ITEMS 2 SEQ 20091220010	DEST IN CST CHK 71 TBL				
I Apple Tea	1X	25	25	T1	
I Cocoa	1X	20	20	T1	
** SUBTO...		4.50	45	49	

* Items that have been subtotaled cannot be modified

Can not modify; [Cocoa] has been subtotaled 

* Press  to remove SUBTOTAL

70) Surcharge Amount (+)

Where in Role List : Function - Register Surcharge Amount

What does it do : It registers a surcharge

Parameter : a preset amount and label (separated by comma)

Example :



1. Add a function key,

Linked to function	<input type="text" value="Surcharge"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="Surcharge"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>

2. 2 items are in the cart

TAL: 49				REM: 49	
PAY: 0					
Member:	Name:			Level:	
PLVL 1 TAX 4.50 ITEMS 2 SEQ 20091220010	DEST IN CST CHK 71 TBL				
I Apple Tea	1X	25	25	T1	
I Cocoa	1X	20	20	T1	



3. Enter 10 in the input line and press

TAL: 60				REM: 60	
PAY: 0					
Member:	Name:			Level:	
PLVL 1 TAX 5.50 ITEMS 2 SEQ 20091220010	DEST IN CST CHK 71 TBL				
I Apple Tea	1X	25	25	T1	
I Cocoa	1X	20	20	T1	
+			10		

+ 10 is added to Cocoa

Example 1 :

1. Add a function key, , whose parameter is **10,Tip**

Linked to function	<input type="text" value="Surcharge"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="Surcharge"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text" value="10,Tip"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>

2. Press , **Tip**, which is 10, is added to Cocoa
Tip is taxed

TAL: 60						
PAY: 0			REM: 60			
Member:	Name:		Level:			
PLVL 1	TAX 5.50	ITEMS 2	SEQ	20091220010		
DEST IN	CST	CHK 71	TBL			
I	Apple Tea	1X	25	25	T1	
I	Cocoa	1X	20	20	T1	
Tip				10		

3. Press after is pressed, Tip is added to the SUBTOTAL
Tip is **not** taxed

TAL: 59						
PAY: 0			REM: 59			
Member:	Name:		Level:			
PLVL 1	TAX 4.50	ITEMS 2	SEQ	20091220010		
DEST IN	CST	CHK 71	TBL			
I	Apple Tea	1X	25	25	T1	
I	Cocoa	1X	20	20	T1	
** SUBTOTAL		4.50	45	49		
Tip				10		

71) Surcharge Percentage (+%)

Where in Role List : Function - Register Surcharge Percentage

What does it do : It registers a percentage-based surcharge

Parameter : a preset percentage and label (separated by comma)

Example :

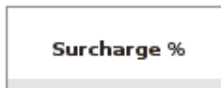


1. Add a function key,

Linked to function	Surcharge	Unlink
Function label	Surcharge	Update Reset
Parameter		Update Reset

2. 2 items are in the cart

TAL: 49		REM: 49	
PAY: 0			
Member:	Name:	Level:	
PLVL 1 TAX 4.50 ITEMS 2 SEQ 20091220010	DEST IN CST CHK 71 TBL		
I Apple Tea	1X 25	25	T1
I Cocoa	1X 20	20	T1

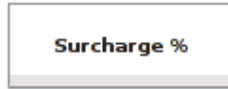


3. Enter 10 in the input line and press

TAL: 51		REM: 51	
PAY: 0			
Member:	Name:	Level:	
PLVL 1 TAX 4.70 ITEMS 2 SEQ 20091220010	DEST IN CST CHK 71 TBL		
I Apple Tea	1X 25	25	T1
I Cocoa	1X 20	20	T1
+10%		2	

+10%, which is **2** (10% of 20), is added to Cocoa

Example 1 :



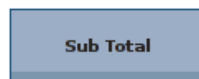
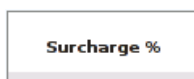
1. Add a function key, **Surcharge %**, whose parameter is **10,10% Tip**



2. Press **Surcharge %**, **10% Tip**, which is **2** (10% of 20), is added to Cocoa

10% Tip is taxed

TAL: 51					
PAY: 0			REM: 51		
Member:	Name:		Level:		
PLVL 1	TAX 4.70	ITEMS 2	SEQ	20091220010	
DEST IN	CST	CHK 71	TBL		
I	Apple Tea	1X	25	25	T1
I	Cocoa	1X	20	20	T1
10% Tip				2	



3. Press **Surcharge %** after **Sub Total** is pressed, **10% Tip** is added to the SUBTOTAL

10% Tip is **not** taxed

TAL: 53					
PAY: 0			REM: 53		
Member:	Name:		Level:		
PLVL 1	TAX 4.50	ITEMS 2	SEQ	20091220010	
DEST IN	CST	CHK 71	TBL		
I	Apple Tea	1X	25	25	T1
I	Cocoa	1X	20	20	T1
** SUBTOTAL		4.50	45	49	
10% Tip*				4	

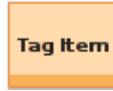
72) Tag Item

Where in Role List : Function - Tag Item



What does it do : It tags an item in the shopping cart, with the tag from the parameter, and disables label printing for selected items

Parameter : **nolabel**

Example :



1. Add a function key, , whose parameter is **nolabel**

Linked to function	Tag Item	Unlink	
Function label	Tag Item	<input checked="" type="checkbox"/> Update	 Reset
Parameter	nolabel	<input checked="" type="checkbox"/> Update	 Reset

2. Select Cocoa and press , a is generated

TAL: 49				REM: 49	
PAY: 0					
Member:		Name:		Level:	
PLVL 1	TAX 4.50	ITEMS 2	SEQ 20091220012		
DEST IN	CST	CHK 73	TBL		
	Apple Tea	1X	25	25	T1
<input checked="" type="checkbox"/>	Cocoa	1X	20	20	T1

3. When the order is finalized, no label will be printed from **check printer** for Cocoa

73) Training Mode

Where in Role List : Function - Training Mode


What does it do : It switches the system into training mode

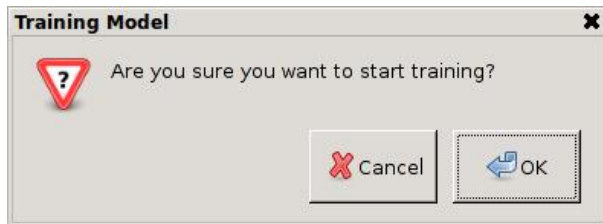
Parameter : None

Example :

1. Add a function key, 


Linked to function	Training M	Unlink
Function label	Training M	Update  Reset 
Parameter		Update  Reset 

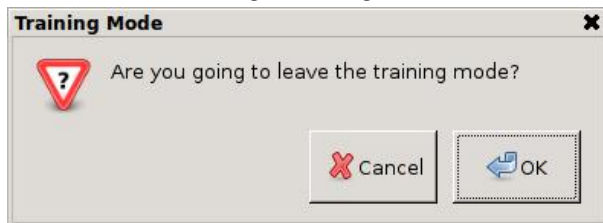
2. Press  and a dialog box is generated



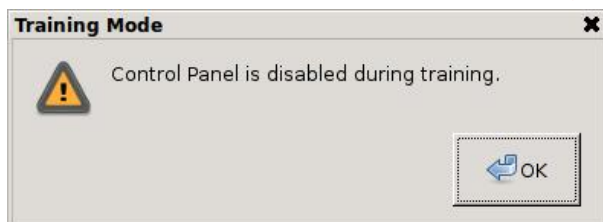
3. Press OK and the VFD background turns **RED**



4. Press  again to leave the training mode
Another dialog box is generated



* No access to the control panel under Training Mode



* Refer to General Options in the control panel for more information on Training Mode

74) Transfer Table

Where in Role List : Function - Transfer Table

What does it do : It changes the table number in a previously stored check

Parameter : None

Example :



1. Add a function key,

Linked to function	Transfer Ta	Unlink	
Function label	Transfer Ta	Update	Reset
Parameter		Update	Reset

2. Recall a stored order, whose TBL# is 2

TAL: 462		RECALL#200912..	
PAY: 0		REM: 462	
Member:	Name:	Level:	
PLVL 1	TAX 42.00	ITEMS 4	SEQ 20091220014
DEST IN	CST	CHK 75	TBL 2
I	Chicken Bur...	2X	110 220 T1
I	Bacon B...	2X	100 200 T1



3. Press and a popup window is generated

Enter 3 and press OK

Enter Table Number

7	8	9	DEL
4	5	6	Clear
1	2	3	
0	00	.	

OK

4. TBL# is now 3

TAL: 462		RECALL#200912..	
PAY: 0		REM: 462	
Member:	Name:	Level:	
PLVL 1	TAX 42.00	ITEMS 4	SEQ 20091220014
DEST IN	CST	CHK 75	TBL 3
I	Chicken Bur...	2X	110 220 T1
I	Bacon B...	2X	100 200 T1

* Order is automatically stored once the TBL# is changed

75) Tray Marker

Where in Role List : Function - Tray Marker

What does it do : It registers a tray marker

Parameter : tray (default & must not be altered)

Example :

1. Add a function key, , whose parameter is **tray**

Linked to function	Tray Marke	Unlink
Function label	Tray Mark	Update Reset
Parameter	tray	Update Reset

2. Add 2 items to the shopping cart and press 

These 2 items cannot be modified unless the tray marker is removed by



TAL: 49		REM: 49	
PAY: 0			
Member:	Name:	Level:	
PLVL 1	TAX 4.50	ITEMS 2	SEQ 20091220015
DEST IN	CST	CHK 76	TBL
I	Apple Tea	1X	25 25 T1
I	Cocoa	1X	20 20 T1
** TRAY			49

3. **Tray Marker** adds up a total for items not in a tray

TAL: 148.5 PAY: 0.0 REM: 148.5							
Member:		Name:			Level:		
PLVL	1	TAX	13.50	ITEMS	6	SEQ	20091220019
DEST	IN	CST		CHK	80	TBL	
I	Apple Tea			1X	25.0	25.0	T1
I	Cocoa			1X	20.0	20.0	T1
** TRAY						49.5	
I	Apple Tea			1X	25.0	25.0	T1
I	Cocoa			1X	20.0	20.0	T1
** TRAY						49.5	
** SUBTOTAL			9.00		90.0	99.0	
I	Apple Tea			1X	25.0	25.0	T1
I	Cocoa			1X	20.0	20.0	T1
** TRAY						49.5	
** SUBTOTAL			13.50		135.0	148.5	

4. **Subtotal** adds up a total for all items in the shopping cart

TAL: 148.5 PAY: 0.0 REM: 148.5							
Member:		Name:			Level:		
PLVL	1	TAX	13.50	ITEMS	6	SEQ	20091220019
DEST	IN	CST		CHK	80	TBL	
I	Apple Tea			1X	25.0	25.0	T1
I	Cocoa			1X	20.0	20.0	T1
** TRAY						49.5	
I	Apple Tea			1X	25.0	25.0	T1
I	Cocoa			1X	20.0	20.0	T1
** TRAY						49.5	
** SUBTOTAL			9.00		90.0	99.0	
I	Apple Tea			1X	25.0	25.0	T1
I	Cocoa			1X	20.0	20.0	T1
** TRAY						49.5	
** SUBTOTAL			13.50		135.0	148.5	

* Another example of Tray Marker can be found in **66) Split Stored Check**

76) Truncate Transaction Records

Where in Role List : Function - Truncate Transaction Records

What does it do : It removes ALL transaction records from the system

Parameter : None

Example :

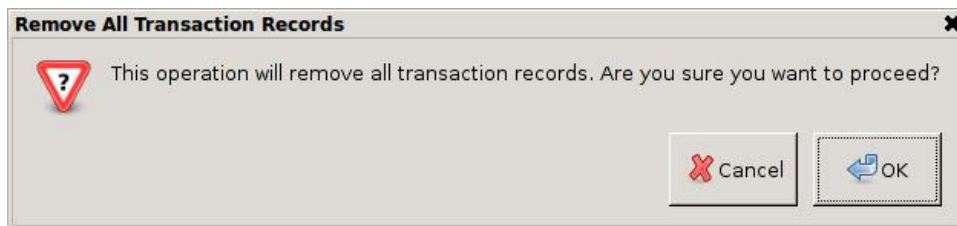


1. Add a function key,

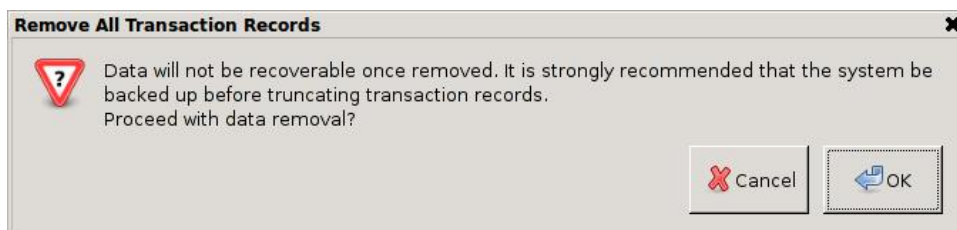
Linked to function	Truncate Ti	Unlink
Function label	Truncate A	Update Reset
Parameter		Update Reset



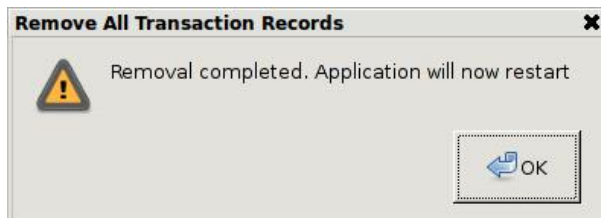
2. Press  and a warning is generated. Press OK



3. Another warning is generated. Press OK



4. ALL transaction records have been removed



* This function should be used with extreme care.

It is strongly recommended that the system is backed up beforehand

* This function does not have any effect on Electronic Journal

77) View Orders

Where in Role List : Function - View Orders

What does it do : It allows user to quickly browse and view orders in the database

Parameter : blank parameter field → sequence no. (search criteria)

sequence → sequence no.

table → table no.

check → check no.


Example :

1. Add a function key, 

Linked to function

Function label


Parameter

2. Press  and all orders in the database are listed

Order List

Branch	Terminal	Submitted	Sequence	Status	Total	balance	Items	
Downtown	DemoTW00...	2009-12-21 2...	20091220021	stored	110.0	110.0	4	.
Downtown	DemoTW00...	2009-12-21 2...	20091220020	cancelled	132.0		5	
Downtown	DemoTW00...	2009-12-21 1...	20091220019	completed	253.0	0.0	10	
Downtown	DemoTW00...	2009-12-21 1...	20091220018	cancelled	49		2	
Downtown	DemoTW00...	2009-12-21 1...	20091220017	cancelled	72		3	
Downtown	DemoTW00...	2009-12-21 1...	20091220016	cancelled	27		1	
Downtown	DemoTW00...	2009-12-21 1...	20091220015	cancelled	126		5	
Downtown	DemoTW00...	2009-12-21 1...	20091220014	stored	462	462	4	
Downtown	DemoTW00...	2009-12-21 1...	20091220013	stored	341	341	3	
Downtown	DemoTW00...	2009-12-21 0...	20091220012	stored	49	49	2	
Downtown	DemoTW00...	2009-12-21 0...	20091220011	stored	27	27	1	
Downtown	DemoTW00...	2009-12-21 0...	20091220010	completed	49	0	2	.

Records Retrieved: 122 Search Criteria: Search by sequence number Search for:



General Options → Data Options

Number of days to retain order data

**View
Orders**

3. Enter a keyword in the input line and press

**View
Orders**

Sequence No. is the search criteria → enter 019 in the input line and press

019

Orders with 019 in the sequence no. are listed

Order List

Branch	Terminal	Submitted	Sequence	Status	Total	balance	Items	
Downtown	DemoTW00...	2009-12-21 1...	20091220019	completed	253.0	0.0	10	
Downtown	DemoTW00...	2009-12-14 0...	20091208019	completed	49	0	2	
Downtown	DemoTW00...	2009-12-01 2...	20091118019	completed	20.00	0.00	1	

Records Retrieved: 3 Search Criteria: Search by sequence number Search for: [019]

[Order Detail](#) [Recall Order](#)

* [Recall Order](#) can recall a stored order to the shopping cart for further actions

78) View Queue / View All Queues

Where in Role List : Function - View Queue

Function - View All Queues

What does it do : It allows user to recall queued orders

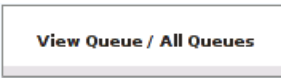
If user has access to **Function - View All Queues**, orders queued by other users can be recalled

Parameter : None

Example :

1. Add a function key, 

Linked to function	<input type="text" value="View Queue"/>	<input type="button" value="Unlink"/>
Function label	<input type="text" value="View Queue"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>
Parameter	<input type="text"/>	<input type="button" value="Update"/> <input type="button" value="Reset"/>

2. Press 

Select Queued Order

<input type="checkbox"/>	20:01 : superuser
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Order Detail

SEQ: 20091220022

Apple Tea x 2
Cocoa x 2
Bacon Burger x 2
Chicken Burger x 2

TAL: 561

3. Select a queued order and press OK to recall it to the shopping cart

* Synchronization applies to Order and Queued Order

You need access to **Function - View All Queues** to see queued orders from another system

* Stored Order → stock is deducted and check is printed

Queued Order → neither of the above

79) Virtual Keyboard On / Off

Where in Role List : None

What does it do : It allows user to open and close the virtual keyboard

Parameter : None

Example :

1. Add a function key, 

Linked to function	Virtual Key	Unlink
Function label	Virtual Key	Update 
Parameter		Update 

2. Press  (= press )

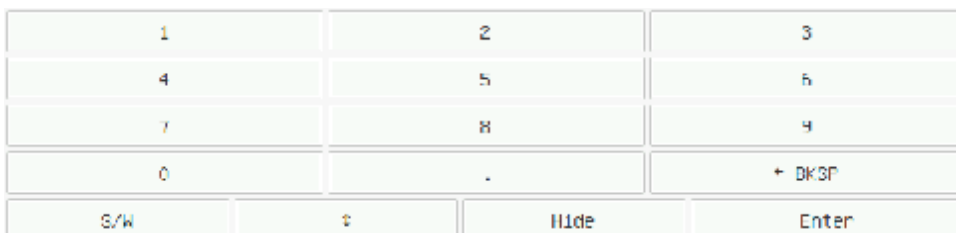


* Press  for special symbols



* Press  to close the virtual keyboard

* Press  to enter the numeric keyboard



* Press  to move the virtual keyboard to the top



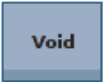
80) Void Item





Where in Role List : Function - Void Item

What does it do : It removes a selected item from the cart before order is stored

Parameter : None

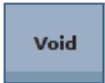
Example :

1. Add a function key, 

Linked to function	Void Item	Unlink
Function label	Void	 Update  Reset
Parameter		 Update  Reset

2. Select Cocoa in the cart

TAL: 280.5							
PAY: 0.0				REM: 280.5			
Member:		Name:		Level:			
PLVL	1	TAX	25.50	ITEMS	4	SEQ	20091220024
DEST	IN	CST		CHK	85	TBL	
	Apple Tea		1X	25.0		25.0	T1
	Cocoa		1X	20.0		20.0	T1
	Bacon Burger		1X	100.0		100.0	T1
	Chicken Bur...		1X	110.0		110.0	T1

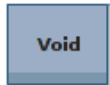


3. Press **Void** and Cocoa is removed

TAL: 258.5							
PAY: 0.0				REM: 258.5			
Member:		Name:			Level:		
PLVL	1	TAX	23.50	ITEMS	3	SEQ	20091220024
DEST	IN	CST		CHK	85	TBL	
I	Apple Tea			1X	25.0	25.0	T1
I	Bacon B...			1X	100.0	100.0	T1
I	Chicken Bur...			1X	110.0	110.0	T1



* Press **Return Item** to remove a **stored** item



* **Void** does not work when the selected item has been **subtotaled** or is in a **tray**

* **Subtotal** and **Tray** can be removed if they are the last registered item in the cart, and then items can be voided

81) Void Sale

Where in Role List : Function - Void Sale

What does it do : It voids a stored or completed order in the shopping cart

Parameter : None

Example :




1. Add a function key,

Linked to function	Void Sale	Unlink
Function label	Void Sale	Update
Parameter		Update


2. Recall a completed order to the shopping cart

TAL: 561.0		RECALL#200912..	
PAY: 561.0		CHG: 0.0	
Member:	Name:	Level:	
PLVL 1	TAX 51.00	ITEMS 8	SEQ 20091220022
DEST IN	CST 1	CHK 83	TBL
I	Apple Tea	2X	25.0 50.0 T1
I	Cocoa	2X	20.0 40.0 T1
I	Bacon Burger	2X	100.0 200.0 T1
I	Chicken Bur...	2X	110.0 220.0 T1
** TOTAL		51.00	510.0 561.0
Cash		561.0	



3. Press  and enter Payment Refund page

Payment Refund [20091220022]

Original Payments 


#	Payment Type	Amount	Original	Note 1	Note 2	
1	cash	561.0				

Refund Payments

#	Payment Type	Amount	Note 1	Note 2	

Amount Note 1 Note 2

Refund Type Cash Credit Card Coupon Gift Card Check







4. Press  to copy Original Payments to Refund Payments


Refund Payments

#	Payment Type	Amount	Note 1	Note 2	
1	cash	561.0			


5. Alternatively, press  to add to Refund Payments

Refund Payments 300.0 

#	Payment Type	Amount	Note 1	Note 2	
1	cash	100.0			
2	creditcard	200.0	VISA		

Amount: 200 Note 1: VISA Note 2: 

Refund Type Cash Credit Card Coupon Gift Card Check

Press  to remove from Refund Payments


6. Press OK and a dialog box is generated


Void Sale 


 Are you sure you want to void transaction [20091220022] (payment [561.0], refund [561.0])?

7. Press OK and the order is voided

Void Sale 


 Transaction [20091220022] successfully voided



* Press  before an order is stored

Void Sale 

 This operation may only be applied to stored and completed transactions



82) X (Multiplier)

Where in Role List : Function - Register Quantity

What does it do : It simulates a multiplication sign

Parameter : * (default & must not be altered)

Example :




1. Add a function key,

Linked to function	X (Multiplie	Unlink	
Function label	X	Update	Reset
Parameter	*	Update	Reset

2. Enter 100 in the input line



3. Press  and **QTY: 100** is shown in the VFD panel

TAL: 0.0							
PAY: 0.0			QTY: 100				
Member:		Name:		Level:			
PLVL	1	TAX	0.00	ITEMS	0	SEQ	20091220027
DEST	IN	CST		CHK	88	TBL	

4. Press Apple Tea in the product panel, **100 x Apple Tea** are added to the shopping cart

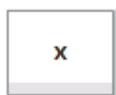
TAL: 2,750.0							
PAY: 0.0			REM: 2,750.0				
Member:		Name:		Level:			
PLVL	1	TAX	250.00	ITEMS	100	SEQ	20091220027
DEST	IN	CST		CHK	88	TBL	
I	Apple Tea	100X	25.0	2,500.0	T1		

Example 1 :

1. Press Cocoa, whose quantity is 1 in the shopping cart

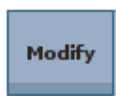
TAL: 49.5		PAY: 0.0		REM: 49.5			
Member:		Name:		Level:			
PLVL	1	TAX	4.50	ITEMS	2	SEQ	20091220027
DEST	IN	CST		CHK	88	TBL	
I	Apple Tea			1X	25.0		25.0 T1
I	Cocoa			1X	20.0		20.0 T1

2. Enter 5 in the input line



3. Press **x** and **QTY: 5** is shown in the VFD panel

TAL: 49.5		PAY: 0.0		QTY: 5			
Member:		Name:		Level:			
PLVL	1	TAX	4.50	ITEMS	2	SEQ	20091220027
DEST	IN	CST		CHK	88	TBL	
I	Apple Tea			1X	25.0		25.0 T1
I	Cocoa			1X	20.0		20.0 T1



4. Press **Modify** to change the quantity of Cocoa to 5 in the shopping cart

TAL: 137.5		PAY: 0.0		REM: 137.5			
Member:		Name:		Level:			
PLVL	1	TAX	12.50	ITEMS	6	SEQ	20091220027
DEST	IN	CST		CHK	88	TBL	
I	Apple Tea			1X	25.0		25.0 T1
I	Cocoa			5X	20.0		100.0 T1