



# INTELLI SOFT POINT OF SALE SOFTWARE BACK OFFICE SETTING GUIDE

Version: 4.1.4

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## **INTELLI SOFT POINT OF SALE SOFTWARE**

Software Version: 4.1.4

Document Version: 20191018

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# System Config

## Company Info

The screenshot shows a software window titled "Backend" with a menu bar and a sub-menu. The "Company Info" sub-menu item is selected. The main area contains a form with the following fields:

Field Label	Value
Business Name:	IntelliSoft Demo
Address 1:	1660 N Hobart Blvd
Address 2:	
Postal Code:	90027
City:	Los Angeles
State:	CA
Phone 1:	(818)942-6150
Phone 2:	( ) -
Fax:	( ) -
Website:	
Default Area Code:	703

Buttons: Cancel, Save

Figure - Company Info

The restaurant can enter **Phone 2, Fax, Website**; this information will be showing up on a customer receipt.

# Order Type

## Dine In

Backend

File System Config General Config Online Integration Menu Employee Security Customer Database Report About

Station Config Gift Card Deposit Time Card Credit Card Other

Company Info Order Type Order Entry Cashier Server/ Driver Bank Print

Cancel Save

Dine In Take Out Pickup Delivery Online Order Bar Tab

Enable Dine In: ☒ #1 Enable Quick Service: ☐ #2

Alias Name: Dining #3

1st Language: Dining #4

2nd Language: #5

3rd Language: #6

Enable Table Layout: ☒ #7 Table Layout Setup

Enter Guest#: ☐ #8

Enable Server Banking: ☒ #9

Tax Exempt: ☐ #10

☒ Auto Charge when Guest >= 8 #11

☒ Percentage 18.00 #12 ☐ Amount 0.00 #13

☐ Auto Gratuity ☐ Service Charge #14

Set Alias #15

☒ Charge before discount #16

Entered Price (0-8): 0 #17

Receipt Footer: THANK YOU!!! Please Come again. #18

Print Receipt: After "Done" ☒ Not Print #19 ☐ Auto Print # copy: 1 #20 ☐ Prompt to Print

After "Pay" ☒ Not Print #21 ☐ Auto Print # copy: 1 #22 ☐ Prompt to Print

Packager Receipt: After "Done" ☒ Not Print #23 ☐ Auto Print # copy: 1 #24 ☐ Prompt to Print

Figure - Order Type - Dine In

**#1 Enable Dine In** - When enabling this option, this order type will be available on frontend side.

**#2 Enable Quick Service** - When enabling this option, a quick service work flow will be enabling. A quick service work flow will reduce step to open order entry screen, when finish the current order, the application will clean up order entry screen to serve new order instead of exit from order entry screen.

**#3 Alias Name - 1st Language** - The restaurant can set alias name for this order type. This alias name will be showing instead of 'Dine In' wording on frontend side and following receipts: kitchen receipt, customer receipt, packager receipt.

**#4 Alias Name - 2nd Language** - When setting the second language alias name, it will be showing instead of 'Dine In' wording, on frontend side if user selected Second Menu Language for display. This value will

be showing on a kitchen receipt too if setting printing to kitchen on Second Language. (see detail on Print)

**#5 Alias Name - 3rd Language** - When setting the third language alias name, it will be showing instead of 'Dine In' wording, on frontend side if user selected Third Menu Language for display. This value will be showing on a kitchen receipt too if setting printing to kitchen on Third Language. (see detail on Print)

**#6 Enable Table Layout** - When enabling this option, the table layout will be showing on frontend side against this order type. The restaurant can set Table Layout by clicking '**Table Layout Setup**' button

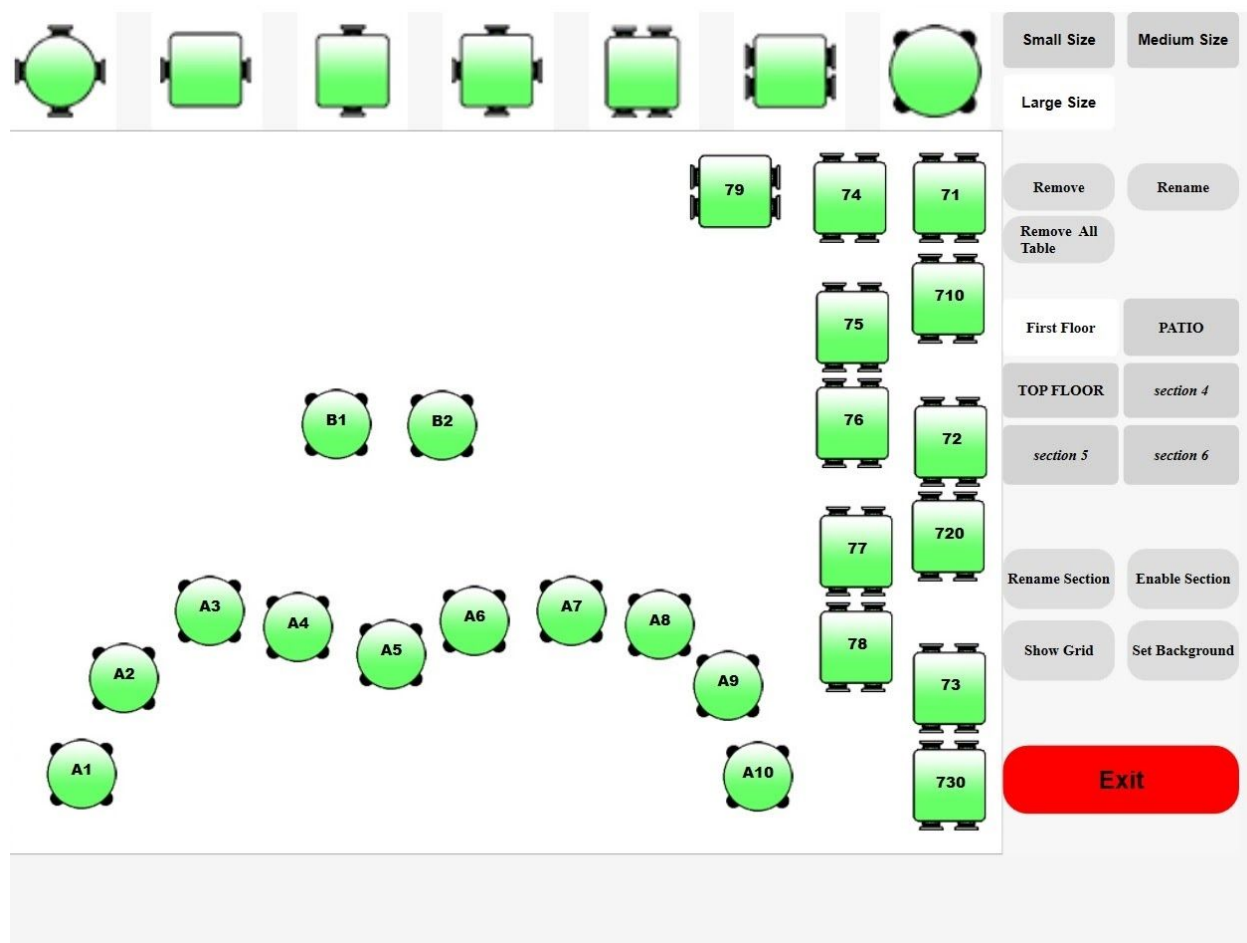


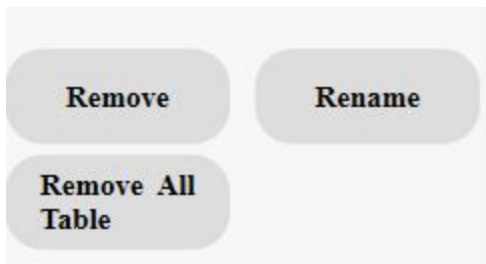
Figure - Dine In - Table Layout setting

There are seven table types, each has three sizes: Small Size, Medium Size, Large Size.



Figure - Table Layout setting - Table Types & Sizes

**Table Function button:**



To add a new table on layout, follow below steps:

1. Select desired table size on the top right corner. Size of seven table types on the top left will be changing according to selection.
2. Select one desired table type, a Table Name dialog box will pop up. Enter table name, maximum length is 4, name must be unique.
3. Click 'OK' button, a table will be created on the top left corner of the layout.
4. Select the created table, drag and drop at a desired position.

To remove table from layout, select a desired table on layout, click '**Remove**' button that is sitting on the right side of the layout.

To remove all tables from the current layout, click '**Remove All Table**' button that is sitting on the right side of the layout. The confirmation message box will pop up, click '**OK**' button, to confirm removing all tables.

To rename table, select a desired table on layout, click '**Rename**' button that is sitting on the right side of the layout.

**Section Function button:**



There are six sections that the restaurant can arrange table. The restaurant can enable or disable these sections except the first section which is sitting on the left column of the first row, this section will be always enabled.

To enable or disable each section, select a desired section, click **'Enable Section'** button, if the section is disabled, its name will be showing italic as Section 5 and Section 6 shown on the above figure.

To rename section, select a desired section, click **'Rename Section'** button, a Section Name dialog box will pop up, enter section name, maximum length is 20, name must be unique. Click 'OK' button to confirm rename section.

#### Layout Function button:



When the layout display in a plain background, a **'Show Grid'** button will be visible. Click this button, the layout will display in a grid background which facilitate arranging the tables.

Normally, the table layout background will be showing in white on frontend side. The restaurant can set the background to show in wood pattern by clicking **'Set Background'** button.

After finish arranging table layout, click **'EXIT'** button to save changes and exit from this window.

**#7 Enter Guest#** - When enabling this option, on frontend side, a numpad to enter a number of guests will pop up when creating new order.

**#8 Enable Server Banking** - When enabling this option, the created order will be using a server bank to operate payment. When disabling it, a cashier bank will be using to operate payment.

**#9 Tax Exempt** - When enabling this option, the created order will be tax exempt. When disabling it, a setting tax will be applied.

**#10 Auto Charge when Guest >=** - When enabling this option and enter a number of guests, the charge will be applied to the order automatically when reach a setting guest number. When disabling it, the charge will be applied when the restaurant entered charge manually.

**#11** The charge can be calculated based on Percentage or Amount. The restaurant can select either **Percentage** or **Amount**, and enter a desired number respectively.

**#12** The restaurant can select either **Auto Gratuity** or **Service Charge** against the charge applied to the order, to suit with the service.

**#13** The restaurant can also set alias name to the charge.

**#14 Charge before discount** - When enabling this option, the charge will be calculated before deducted a discount if available. When disabling it, the charge will be calculated after deducted a discount if available.

**#15 Entered Price (0-8)** - There are nine price that the restaurant can select a desired price to apply to the order. On frontend side, when adding items to the order, the application will look up the setting price of this order type, for example, the setting price is 2, the application will look up price#2 of the added item. If price#2 is higher than zero , the application will pick up this price to the added items. If price#2 is zero, the application will pick up the price#0 which is a default price, to the added items.

**#16 Receipt Footer** - The restaurant can enter wording/ sentence to display on a customer receipt footer.

**#17 Print Receipt - After “Done”** - when Done from order entry, the restaurant has three options for setting print out a customer receipt.

- Not print the receipt
- Auto print the receipt with setting copy#
- Show a dialog box to print the receipt or not

**#18 Print Receipt - After “Pay”** - after finish payment fully, the restaurant has two options for setting print out a customer receipt.

- Not print the receipt



→ Auto print the receipt with setting copy#

**#19 Packager Receipt - After “Done”** - when Done from order entry, the restaurant has two options for setting print out a packager receipt.

→ Not print the receipt

→ Auto print the receipt with setting copy#

## Take Out

Figure - Order Type - Take Out

**#1 Enable Take Out** - When enabling this option, this order type will be available on frontend side.

**#2 Enable Quick Service** - When enabling this option, a quick service work flow will be enabling. A quick service work flow will reduce step to open order entry screen, when finish the current order, the application will clean up order entry screen to serve new order instead of exit from order entry screen.

**#3 Alias Name - 1st Language** - The restaurant can set alias name for this order type. This alias name will be showing instead of 'Take Out' wording on frontend side and following receipts: kitchen receipt, customer receipt, packager receipt.

**#4 Alias Name - 2nd Language** - When setting the second language alias name, it will be showing instead of 'Take Out' wording, on frontend side if user selected Second Menu Language for display. This value will be showing on a kitchen receipt too if setting printing to kitchen on Second Language. (see detail on Print)

**#5 Alias Name - 3rd Language** - When setting the third language alias name, it will be showing instead of 'Take Out' wording, on frontend side if user selected Third Menu Language for display. This value will be showing on a kitchen receipt too if setting printing to kitchen on Third Language. (see detail on Print)

**#6 Enable Server Banking** - When enabling this option, the created order will be using a server bank to operate payment. When disabling it, a cashier bank will be using to operate payment.

**#7 Tax Exempt** - When enabling this option, the created order will be tax exempt. When disabling it, a setting tax will be applied.

**#8 Auto Charge** - When enabling this option, the charge will be applied to the order automatically. When disabling it, the charge will be applied when the restaurant entered charge manually.

**#9** The charge can be calculated based on Percentage or Amount. The restaurant can select either **Percentage** or **Amount**, and enter a desired number respectively.

**#10** The restaurant can select either **Auto Gratuity** or **Service Charge** against the charge applied to the order, to suit with the service.

**#11** The restaurant can also set alias name to the charge.

**#12 Charge before discount** - When enabling this option, the charge will be calculated before deducted a discount if available. When disabling it, the charge will be calculated after deducted a discount if available.

**#13 Prompt for Enter Customer Name After "Done"** - When enabling this option, after Done creating the order at the first time, the application will show dialog box to enter customer name. In case the restaurant split the order, the application will show dialog box to enter customer name when click 'SPLIT' button.

**#14 Prompt Alias Name** - The restaurant can set alias name against prompt dialog box for enter customer after "Done".

**#15 Entered Price (0-8)** - There are nine price that the restaurant can select a desired price to apply to the order. On frontend side, when adding items to the order, the application will look up the setting price of this order type, for example, the setting price is 2, the application will look up price#2 of the added item. If price#2 is higher than zero , the application will pick up this price to the added items. If price#2 is zero, the application will pick up the price#0 which is a default price, to the added items.

**#16 Receipt Footer** - The restaurant can enter wording/ sentence to display on a customer receipt footer.

**#17 Print Receipt - After “Done”** - when Done from order entry, the restaurant has three options for setting print out a customer receipt.

- Not print the receipt
- Auto print the receipt with setting copy#
- Show a dialog box to print the receipt or not

**#18 Print Receipt - After “Pay”** - after finish payment fully, the restaurant has two options for setting print out a customer receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

**#19 Packager Receipt - After “Done”** - when Done from order entry, the restaurant has two options for setting print out a packager receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

## Pick up

Backend

File System Config General Config Online Integration Menu Employee Security Customer Database Report About

Station Config Gift Card Deposit Time Card Credit Card Other

Company Info Order Type Order Entry Cashier Server/ Driver Bank Print

Cancel Save

Dine in Take Out **PickUp** Delivery Online Order Bar Tab

Enable Pick Up: ☒ 1

Alias Name:

1st Language: 2

2nd Language: 3

3rd Language: 4

Enable Server Banking: ☒ 5

Tax Exempt: ☐ 6

☐ Auto Charge 7

☒ Percentage 0.00 ☐ Amount 0.00 8

☒ Auto Gratuity ☐ Service Charge 9

Set Alias 10

☐ Charge before discount 11

Allow to Bypass Entering Customer Phone#: ☒ 12

Prompt for Enter Customer Name After "Done": ☒ 13

Prompt Alias Name: 14

Entered Price (0-8): 0 15

Receipt Footer: 16 THANK YOU!!!

Print Receipt: After "Done" ☐ Not Print 17 ☒ Auto Print # copy: 1 ☐ Prompt to Print

After "Pay" ☒ Not Print 18 ☐ Auto Print # copy: 1

Packager Receipt: After "Done" ☐ Not Print 19 ☒ Auto Print # copy: 1

Figure - Order Type - Pick up

**#1 Enable Pick up** - When enabling this option, this order type will be available on frontend side.

**#2 Alias Name - 1st Language** - The restaurant can set alias name for this order type. This alias name will be showing instead of 'Pick up' wording on frontend side and following receipts: kitchen receipt, customer receipt, packager receipt.

**#3 Alias Name - 2nd Language** - When setting the second language alias name, it will be showing instead of 'Pick up' wording, on frontend side if user selected Second Menu Language for display. This value will be showing on a kitchen receipt too if setting printing to kitchen on Second Language. (see detail on Print)

**#4 Alias Name - 3rd Language** - When setting the third language alias name, it will be showing instead of 'Pick up' wording, on frontend side if user selected Third Menu Language for display. This value will be showing on a kitchen receipt too if setting printing to kitchen on Third Language. (see detail on Print)

**#5 Enable Server Banking** - When enabling this option, the created order will be using a server bank to operate payment. When disabling it, a cashier bank will be using to operate payment.

**#6 Tax Exempt** - When enabling this option, the created order will be tax exempt. When disabling it, a setting tax will be applied.

**#7 Auto Charge** - When enabling this option, the charge will be applied to the order automatically. When disabling it, the charge will be applied when the restaurant entered charge manually.

**#8** The charge can be calculated based on Percentage or Amount. The restaurant can select either **Percentage** or **Amount**, and enter a desired number respectively.

**#9** The restaurant can select either **Auto Gratuity** or **Service Charge** against the charge applied to the order, to suit with the service.

**#10** The restaurant can also set alias name to the charge.

**#11 Charge before discount** - When enabling this option, the charge will be calculated before deducted a discount if available. When disabling it, the charge will be calculated after deducted a discount if available.

**#12 Allow to Bypass Entering Customer Phone#** - When enabling this option, the application will allow to bypass entering customer phone# when creating the order. When disabling it, the restaurant needs to enter customer phone# when creating the order.

**#13 Prompt for Enter Customer Name After “Done”** - When enabling this option, after Done creating the order at the first time, the application will show dialog box to enter customer name. In case the restaurant split the order, the application will show dialog box to enter customer name when click ‘SPLIT’ button.

**#14 Prompt Alias Name** - The restaurant can set alias name against prompt dialog box for enter customer after “Done”.

**#15 Entered Price (0-8)** - There are nine price that the restaurant can select a desired price to apply to the order. On frontend side, when adding items to the order, the application will look up the setting price of this order type, for example, the setting price is 2, the application will look up price#2 of the added item. If price#2 is higher than zero , the application will pick up this price to the added items. If price#2 is zero, the application will pick up the price#0 which is a default price, to the added items.

**#16 Receipt Footer** - The restaurant can enter wording/ sentence to display on a customer receipt footer.

**#17 Print Receipt - After “Done”** - when Done from order entry, the restaurant has three options for setting print out a customer receipt.

- Not print the receipt
- Auto print the receipt with setting copy#
- Show a dialog box to print the receipt or not

**#18 Print Receipt - After “Pay”** - after finish payment fully, the restaurant has two options for setting print out a customer receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

**#19 Packager Receipt - After “Done”** - when Done from order entry, the restaurant has two options for setting print out a packager receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

## Delivery

Figure - Order Type - Delivery

**#1 Enable Delivery** - When enabling this option, this order type will be available on frontend side.

**#2 Alias Name - 1st Language** - The restaurant can set alias name for this order type. This alias name will be showing instead of 'Delivery' wording on frontend side and following receipts: kitchen receipt, customer receipt, packager receipt.

**#3 Alias Name - 2nd Language** - When setting the second language alias name, it will be showing instead of 'Delivery' wording, on frontend side if user selected Second Menu Language for display. This value will be showing on a kitchen receipt too if setting printing to kitchen on Second Language. (see detail on Print)

**#4 Alias Name - 3rd Language** - When setting the third language alias name, it will be showing instead of 'Delivery' wording, on frontend side if user selected Third Menu Language for display. This value will be showing on a kitchen receipt too if setting printing to kitchen on Third Language. (see detail on Print)

**#5 Delivery Charge Default** - Setting this value, when creating a new customer on frontend side, this value will be applied to a delivery charge of the customer.

**#6 Driver Compensation Default** - Setting this value, when creating a new customer on frontend side, this value will be applied to a driver compensation of the customer.

**#7 Turn Off Driver Dispatch** - When enabling this option, the created order will be using a cashier bank to operate payment if the **“Enable Driver Banking”** option is disabled. When disabling it, a dispatch bank will be using to operate payment.

**Note:** The restaurant can select only one bank applied to this order type from the following three banks: ‘Driver Dispatch’ bank, ‘Cashier’ bank and ‘Driver’ bank.

**#8 Enable Driver Banking** - When enabling this option, the **“Turn Off Driver Dispatch”** option will be enabling automatically, the created order will be using a driver bank to operate payment.

**#9 Tax Exempt** - When enabling this option, the created order will be tax exempt. When disabling it, a setting tax will be applied.

**#10 Auto Charge** - When enabling this option, the charge will be applied to the order automatically. When disabling it, the charge will be applied when the restaurant entered charge manually.

**#11** The charge can be calculated based on Percentage or Amount. The restaurant can select either **Percentage** or **Amount**, and enter a desired number respectively.

**#12** The restaurant can select either **Auto Gratuity** or **Service Charge** against the charge applied to the order, to suit with the service.

**#13** The restaurant can also set alias name to the charge.

**#14 Charge before discount** - When enabling this option, the charge will be calculated before deducted a discount if available. When disabling it, the charge will be calculated after deducted a discount if available.

**#15 Suggest Street** - When enabling this option, on a customer page of the frontend side, when enter value to the street field, if the application found the existing street matched with the entered value, the application will display the matched list, for example, entered ‘sh’ to the street field, the list of street started with ‘sh’ will show up.

**#16 Entered Price (0-8)** - There are nine price that the restaurant can select a desired price to apply to the order. On frontend side, when adding items to the order, the application will look up the setting



price of this order type, for example, the setting price is 2, the application will look up price#2 of the added item. If price#2 is higher than zero , the application will pick up this price to the added items. If price#2 is zero, the application will pick up the price#0 which is a default price, to the added items.

**#17 Receipt Footer** - The restaurant can enter wording/ sentence to display on a customer receipt footer.

**#18 Print Receipt - After “Done”** - when Done from order entry, the restaurant has three options for setting print out a customer receipt.

- Not print the receipt
- Auto print the receipt with setting copy#
- Show a dialog box to print the receipt or not

**#19 Print Receipt - After “Pay”** - after finish payment fully, the restaurant has two options for setting print out a customer receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

**#20 Packager Receipt - After “Done”** - when Done from order entry, the restaurant has two options for setting print out a packager receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

## Online Order

Backend

File System Config General Config Online Integration Menu Employee Security Customer Database Report About

Station Config Gift Card Deposit Time Card Credit Card Other

Company Info Order Type Order Entry Cashier Server/ Driver Bank Print

Cancel Save

Dine In Take Out PickUp Delivery Online Order Bar Tab

Enable Online Order for Pick up: ☒ (1) Enable Online Order for Delivery: ☒ (2)

Tax Exempt: ☐ (3) Entered Price (0-8): 1 (4)

Receipt Footer: THANK YOU!!! (6)

Print Receipt: After "Done" (7) ☒ Not Print ☐ Auto Print # copy: 1  ☐ Prompt to Print

After "Pay" (8) ☒ Not Print ☐ Auto Print # copy: 1  ☐ Prompt to Print

Packager Receipt: After "Done" (9) ☒ Not Print ☐ Auto Print # copy: 1  ☐ Prompt to Print

Vendor List (5)

#01 GrubHub

#02 Eat24

#03 UBER

#04 ChowNow

#05

#06

#07

#08

#09

#10

#11

#12

#13

#14

#15

#16

Figure - Order Type - Online Order

**#1 Enable Online Order for Pick up** - When enabling this option, this order type will be available on frontend side. The properties of this order type are mostly the same with **Pick up** except the properties provided on this page that belong to this order type specifically.

**#2 Enable Online Order for Delivery** - When enabling this option, this order type will be available on frontend side. The properties of this order type are mostly the same with **Pick up** except the properties provided on this page that belong to this order type specifically.

**#3 Tax Exempt** - When enabling this option, the created order will be tax exempt. When disabling it, a setting tax will be applied.

**#4 Entered Price (0-8)** - There are nine price that the restaurant can select a desired price to apply to the order. On frontend side, when adding items to the order, the application will look up the setting price of

this order type, for example, the setting price is 2, the application will look up price#2 of the added item. If price#2 is higher than zero , the application will pick up this price to the added items. If price#2 is zero, the application will pick up the price#0 which is a default price, to the added items.

**#5 Vendor List-** The restaurant can set up a vendor list that the restaurant uses the service. When creating the order, the application will show the vendor list dialog box. This will facilitate the restaurant that can categorize orders by vendor.

**#6 Receipt Footer** - The restaurant can enter wording/ sentence to display on a customer receipt footer.

**#7 Print Receipt - After “Done”** - when Done from order entry, the restaurant has three options for setting print out a customer receipt.

- Not print the receipt
- Auto print the receipt with setting copy#
- Show a dialog box to print the receipt or not

**#8 Print Receipt - After “Pay”** - after finish payment fully, the restaurant has two options for setting print out a customer receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

**#9 Packager Receipt - After “Done”** - when Done from order entry, the restaurant has two options for setting print out a packager receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

## Bar Tab

Figure - Order Type - Bar Tab

**#1 Enable Bar Tab** - When enabling this option, this order type will be available on frontend side.

**#2 Alias Name - 1st Language** - The restaurant can set alias name for this order type. This alias name will be showing instead of 'Bar Tab' wording on frontend side and following receipts: kitchen receipt, customer receipt, packager receipt.

**#3 Alias Name - 2nd Language** - When setting the second language alias name, it will be showing instead of 'Bar Tab' wording, on frontend side if user selected Second Menu Language for display. This value will be showing on a kitchen receipt too if setting printing to kitchen on Second Language. (see detail on Print)

**#4 Alias Name - 3rd Language** - When setting the third language alias name, it will be showing instead of 'Bar Tab' wording, on frontend side if user selected Third Menu Language for display. This value will be showing on a kitchen receipt too if setting printing to kitchen on Third Language. (see detail on Print)

**#5 Enable Open Tab** - When enabling this option, this Tab will be available on frontend side. The restaurant can enter Tab name when creating a new open tab.

**#6 Enable PreAuth Tab** - When enabling this option, this Tab will be available on frontend side. The restaurant requires to insert Credit Card into PAX terminal when creating a new preauth tab.

The PreAuth Tab provides the following options:

- **“Default Amount”**, when creating a PreAuth Tab order, this default amount will be used to pre-authorize amount each PreAuth Tab can use.
- **“Allow to Change Amount”**, when enabling this option, a numpad for enter pre-authorize amount will pop up when creating a new PreAuth Tab, the restaurant can change the pre-authorize amount. When disabling it, the restaurant cannot change the pre-authorize amount when creating a new PreAuth Tab.

**#7 Enable Fast Bar** - When enabling this option, this Tab will be available on frontend side. A fast bar will reduce step to open order entry screen, when finish the current order, the application will clean up order entry screen to serve new order instead of exit from order entry screen. The Fast Bar provides the following option:

- **“Disable DONE without PAY”**, when enabling this option, the application will disable **“DONE”** function button on order entry in order to force making payment as a one time order.

**#8 Enable Server Banking** - When enabling this option, the created order will be using a server bank to operate payment. When disabling it, a cashier bank will be using to operate payment.

**#9 Tax Exempt** - When enabling this option, the created order will be tax exempt. When disabling it, a setting tax will be applied.

**#10 Auto Charge** - When enabling this option, the charge will be applied to the order automatically. When disabling it, the charge will be applied when the restaurant entered charge manually.

**#11** The charge can be calculated based on Percentage or Amount. The restaurant can select either **Percentage** or **Amount**, and enter a desired number respectively.

**#12** The restaurant can select either **Auto Gratuity** or **Service Charge** against the charge applied to the order, to suit with the service.

**#13** The restaurant can also set alias name to the charge.

**#14 Charge before discount** - When enabling this option, the charge will be calculated before deducted a discount if available. When disabling it, the charge will be calculated after deducted a discount if available.

**#15 Entered Price (0-8)** - There are nine price that the restaurant can select a desired price to apply to the order. On frontend side, when adding items to the order, the application will look up the setting price of this order type, for example, the setting price is 2, the application will look up price#2 of the added item. If price#2 is higher than zero , the application will pick up this price to the added items. If price#2 is zero, the application will pick up the price#0 which is a default price, to the added items.

**#16 Receipt Footer** - The restaurant can enter wording/ sentence to display on a customer receipt footer.

**#17 Print Receipt - After “Done”** - when Done from order entry, the restaurant has three options for setting print out a customer receipt.

- Not print the receipt
- Auto print the receipt with setting copy#
- Show a dialog box to print the receipt or not

**#18 Print Receipt - After “Pay”** - after finish payment fully, the restaurant has two options for setting print out a customer receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

**#19 Packager Receipt - After “Done”** - when Done from order entry, the restaurant has two options for setting print out a packager receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

**#20 Tab Info Receipt - After “Done”** - when Done creating any Bar Tab type from order entry at the first time, the restaurant has two options for setting print out a tab info receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

**#21 Credit Card Receipt - After “Void PreAuth”** - after finish remove pre-authorize process on order payment, the restaurant has two options for setting print out a credit card receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

## Order Entry

Backend

File System Config General Config Online Integration Menu Employee Security Customer Database Report About

Station Config Gift Card Deposit Time Card Credit Card Other

Company Info Order Type Order Entry Cashier Server/ Driver Bank Print

Cancel Save

Auto Refresh time (sec) : 16 (1) Use Time ID for Check # ☐ (This option is changable after Close Day)

Table/Order Status:

Rounding Unit: ☐ Round up ☒ Round to nearest (2)

Tax Rounding Unit: ☐ Round up ☒ Round to nearest (3)

Weight Unit Name: lbs (4)

Ascending Sort on Order Recall Screen : ☒ (5)

Show All Checks as default for Current Date on Order Recall : ☐ (6)

Set Default to Service Charge/ Auto Gratuity: ☒ by Percentage ☐ by Amount (7)

Reset Future Order Number: (8) RESET

Required reason for voided: ☒ (9)

Required reason for discount: ☒ (12)

Quick Void Reason: (10)

Order Note Predefined: (11)

Quick Discount Reason: (13)

#01 Customer Cancel	#01 Do not make	#01 Promotion
#02 Customer Complained	#02 No MSG	#02 VIP customer
#03 Wrong Order	#03 Peanut Allergy	#03 Customer Complaint
#04 Price Wrong	#04 Seafood Allergy	#04 Employee Meal
#05 Sold Out	#05 Thai Spicy	#05 Food got cold
#06 Don't Like	#06 Vegetarian	#06 Food delay
#07	#07	#07
#08	#08	#08

Figure - Order Entry

**#1 Auto Refresh time (sec) Table/Order Status** - A minimum value is 15 secs. The application will refresh table and order status on frontend side automatically every setting second.

**#2 Rounding Unit** - The restaurant can set rounding unit when calculate amount on frontend side to either **Round up** or **Round to nearest**.

**#3 Tax Rounding Unit** - The restaurant can set tax rounding unit when calculate tax on frontend side to either **Round up** or **Round to nearest**.

**#4 Weight Unit Name** - The restaurant can set weight unit name to display on frontend side and receipts, a maximum characters is 20.

**#5 Ascending Sort on Order Recall Screen** - When enabling this option, the application will sort check# ascending on order recall screen. When disabling it, the application will sort check# descending on order recall screen.

**#6 Show All Checks as default for Current Date on Order Recall** - When enabling this option, the application will show all checks as default for current date on order recall screen. When disabling it, the application will show open checks as default for current date on order recall screen.

**#7 Set Default to Service Charge/ Auto Gratuity** - The restaurant can set a default button to either **by Percentage** or **by Amount** on service charge/ auto gratuity numpad.

**#8 Reset Future Order Number** - The restaurant can reset future order number to start number 1.

**#9 Required reason for voided** - When enabling this option, the application will open reason dialog box when void order or void item, the restaurant must enter the reason to finish void process.

**#10 Quick Void Reason** - The restaurant can set predefined void reason. On frontend side, the application will show these predefined void reasons on void reason dialog box when void order or item.

**#11 Order Note Predefined** - The restaurant can set predefined kitchen note. On frontend side, the application will show these predefined kitchen note on order note dialog box when the restaurant wants to enter note on order and print out to kitchen.

**#12 Required reason for discount** - When enabling this option, the application will open reason dialog box when give discount to order or item, the restaurant must enter the reason to finish given discount process.

**#13 Quick Discount Reason** - The restaurant can set predefined discount reason. On frontend side, the application will show these predefined discount reasons on discount reason dialog box when give discount to order or item.



## Cashier

Enable Cash Tray	Tray Name
<input checked="" type="checkbox"/>	Cash Tray#1
<input checked="" type="checkbox"/>	Cash Tray#2
<input type="checkbox"/>	Cash Tray#3
<input type="checkbox"/>	Cash Tray#4
<input type="checkbox"/>	Cash Tray#5
<input type="checkbox"/>	Cash Tray#6
<input type="checkbox"/>	Cash Tray#7
<input type="checkbox"/>	Cash Tray#8

Figure - Cashier

The restaurant can enable to eight cash trays on each restaurant site. Each cash tray can be named it. When cash tray is in use, the application will not allow to disable it. If the restaurant used cashier bank, he needs to attach the enabled cash tray to a desired work station. (see Station Config)

## Server/ Driver Bank

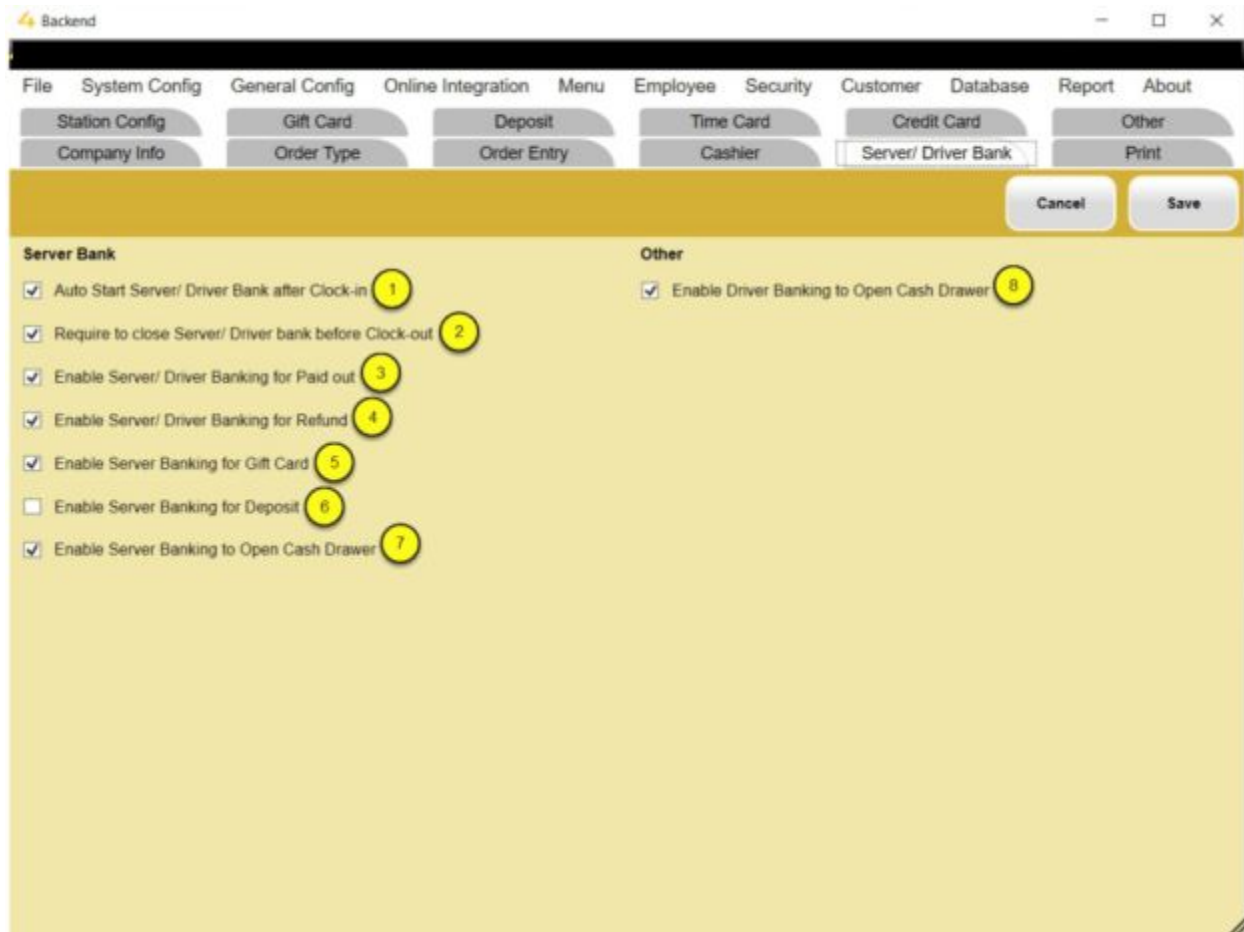


Figure - Server/ Driver Bank

### Server Bank

**#1 Auto Start Server/ Driver Bank after Clock-in** - When enabling this option, if the employee is setting as a server or a driver, the application will start his bank automatically after he clock-in.

**#2 Require to close Server/ Driver Bank before Clock-out** - When enabling this option, if the employee has not closed his server or driver bank, the application will not allow to clock-out.

**#3 Enable Server/ Driver Banking for Paid out** - When enabling this option, if the employee is setting as a server or a driver and his bank has opened, he is able to operate Paid out by his bank. When disabling this option, the restaurant can use only cashier bank to operate Paid out.

**#4 Enable Server/ Driver Banking for Refund** - When enabling this option, if the employee is setting as a server or a driver and his bank has opened, he is able to operate Refund by his bank. When disabling this option, the restaurant can use only cashier bank to operate Refund.

**#5 Enable Server Banking for Gift Card** - When enabling this option, if the employee is setting as a server and his bank has opened, he is able to operate Gift Card by his bank. When disabling this option, the restaurant can use only cashier bank to operate Gift Card.

**#6 Enable Server Banking for Deposit** - When enabling this option, if the employee is setting as a server and his bank has opened, he is able to operate Deposit by his bank. When disabling this option, the restaurant can use only cashier bank to operate Deposit.

**#7 Enable Server Banking to Open Cash Drawer** - When enabling this option, if the employee is setting as a server and his bank has opened, he is able to open Cash drawer by his bank. When disabling this option, the restaurant can use only cashier bank to open Cash Drawer.

## Other

**#8 Enable Driver Banking to Open Cash Drawer** - When enabling this option, if the employee is setting as a driver and his bank has opened, he is able to open Cash drawer by his bank. When disabling this option, the restaurant can use only cashier bank to open Cash Drawer.

# Print

## Kitchen Printer



Figure - Print - Kitchen Printer

The restaurant can set maximum eight printers as a kitchen printer. Each kitchen printer has properties as the following. **After setting changes, the 4Soft POS application and Print Server must be restarted to take effect for the changes.**

**#1 Title Name** - Set name to a kitchen printer, each kitchen printer has to be named, this name will be printed on a kitchen receipt.

**#2 Is Enabled** - In order to make this kitchen printer available to the application, the restaurant has to enable it.

**#3 Printing in** - The restaurant can set languages and sequence as desired, to print on a kitchen receipt per each kitchen printer.

To set a sequence of each language, click a sequence button against a desired language, move up/ move down as desired.

There are three languages which is associated with Menu Item language. For example, the restaurant created menu item 'CHICKEN SALAD' against first language, 'สลัดไก่' against second language, and 'ENSALADA DE POLLO' against third language. He set printing in language and sequence as the below figure, the kitchen receipt will look likes this.

The image shows two parts: a settings window on the left and a receipt printout on the right.

**Settings Window (Left):**

- Title Name: APP ☒ Is Enabled
- Print Sequence button
- Printing in:
  - ☒ Second Language (dropdown arrow)
  - ☒ First Language (up/down arrows)
  - ☐ Third Language (up/down arrows)

**Receipt Printout (Right):**

Dining Chk# 2  
 Table# A2  
 10:14 AM, 10/04/2019  
 Admin APP  
 1 สลัดไก่  
 CHICKEN SALAD  
 เฝือกกลาง  
 Medium

Figure - Kitchen Printer - Printing in setting and look likes

**#4 Attached to Printer** - Each kitchen printer setting must map to a physical printer by setting as the following:

- Select a physical printer list on a dropdown list, to attach to a kitchen printer.
- **'Is Printed to Local Printer'** - in case the restaurant wants to print out this kitchen receipt to a local printer (a physical printer attached to a receipt printer on each POS station), he can enable this option instead of select a physical printer from a dropdown list.
- **'Disable Printer Status Monitoring'** - When enabling this option, the print server will skip checking printer status. This option is usually enabled when attached a kitchen printer to the shared physical printer.
- **'Is Print Item per Chit'** - When enabling this option, the application will be printing item per chit on a kitchen receipt.

**#5 Printing on** - The restaurant can select a desired order type that the application will be printing items to this kitchen printer. For example, created menu item 'CHICKEN SALAD', set this menu item to print to 'APP' kitchen printer, allowed only printing this menu item when it belongs to 'Dine In' and 'Take Out' order type. The restaurant then enabled only 'Dine In' and 'Take Out' against this kitchen printer setting.

## Kitchen

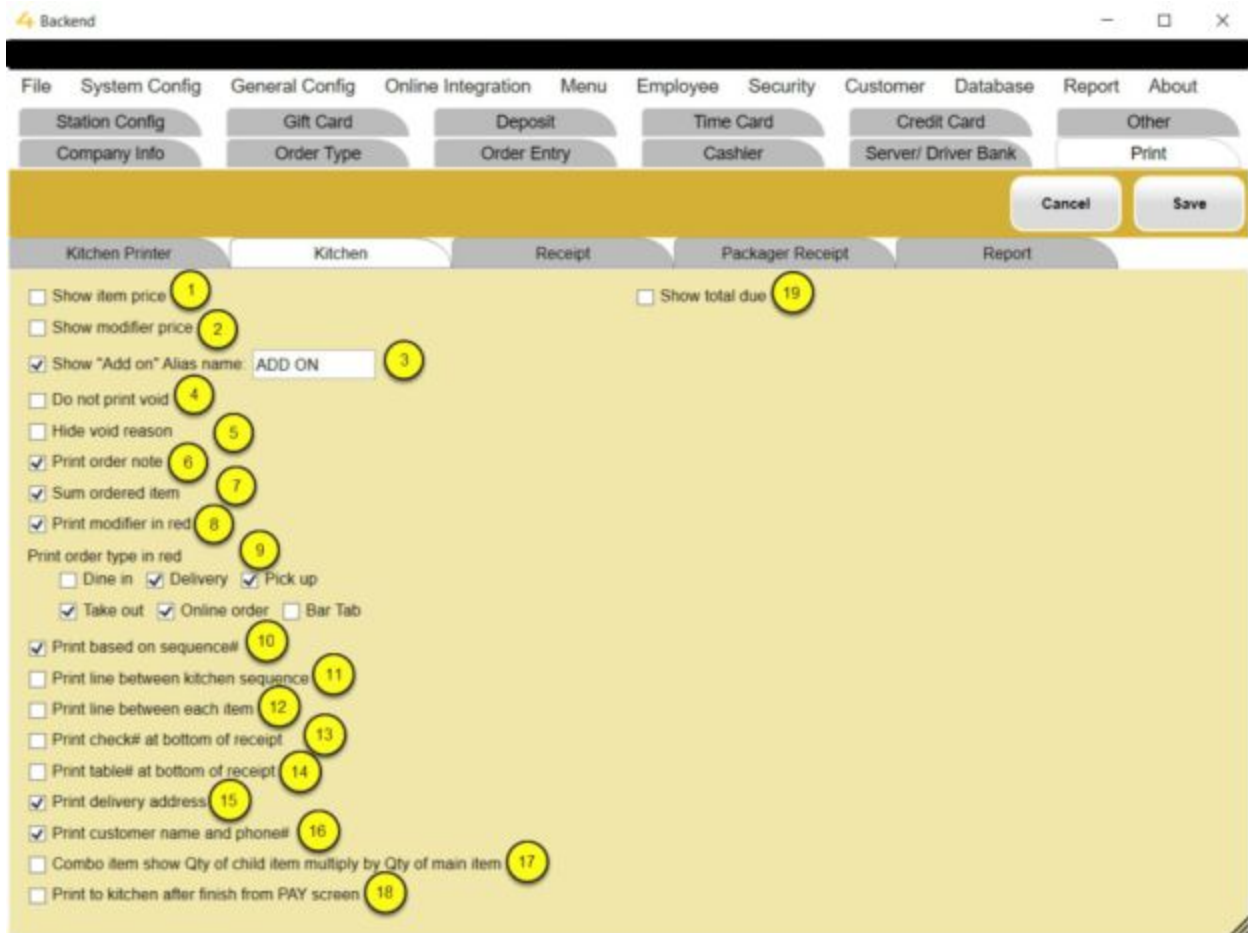


Figure - Print - Kitchen

### Kitchen Receipt

**#1 Show item price** - Enabling this option, each item price will be printing on the receipt.

**#2 Show modifier price** - Enabling this option, each modifier price will be printing on the receipt.

**#3 Show "Add on"** - Enabling this option, when added items to the existing order and send to kitchen, "Add on" wording will be printed on the receipt.

→ **'Alias name'** - The restaurant can set alias to be printed on the receipt, a maximum length is 15.

**#4 Do not print void** - Enabling this option, both void order and void item will not be printed on the receipt.

**#5 Hide void reason** - Enabling this option, a void reason both void order and void item will not be printed on the receipt.

**#6 Print order note** - Enabling this option, a kitchen note will be printed on the receipt.

**#7 Sum ordered item** - Enabling this option, the same menu item with the same modifiers on order will be sum on the receipt.

**#8 Print modifier in red** - Enabling this option, a modifier will be printed in red on the receipt.

\*\*\* Required a dot matrix printer setting as a kitchen printer \*\*\*

**#9 Print order type in red** - required a dot matrix printer setting as a kitchen printer.

- **'Dine In'** - Enabling this option, this order type will be printed in red on the receipt.
- **'Delivery'** - Enabling this option, this order type will be printed in red on the receipt.
- **'Pick up'** - Enabling this option, this order type will be printed in red on the receipt.
- **'Take out'** - Enabling this option, this order type will be printed in red on the receipt.
- **'Online order'** - Enabling this option, this order type will be printed in red on the receipt.
- **'Bar Tab'** - Enabling this option, this order type will be printed in red on the receipt.

**#10 Print based on sequence#** - Enabling this option, the ordered items will be printed on the receipt ordered by kitchen sequence which belong to each ordered item.

**#11 Print line between kitchen sequence** - Enabling this option, the application will be printed line between kitchen sequence on the receipt.

**#12 Print line between each item** - Enabling this option, the application will be printed line between each item on the receipt.

**#13 Print check# at bottom of receipt** - Enabling this option, the application will be printed check# at the bottom of the receipt apart from the header of the receipt.

**#14 Print table# at bottom of receipt** - Enabling this option, the application will be printed table# at the bottom of the receipt apart from the header of the receipt.

**#15 Print delivery address** - Enabling this option, the application will be printed delivery address on the receipt.

**#16 Print customer name and phone#** - Enabling this option, the application will be printed customer name and phone# on the receipt.

**#19 Show total due** - Enabling this option, if there is no payment received and/or partial payment to the order, 'Total Due' wording will be printed at the bottom of the receipt. In case the order has got a full payment, the wording '\*\*\* PAID \*\*\*' will be printed at the bottom of the receipt.

This option is usually used by 'ToGo' restaurant which has a specific practise for operating order and payment.

\*\*\* This option is not applicable to a kitchen chit receipt \*\*\*

## Other

**#17 Combo item show Qty of child item multiply by Qty of main item** - Enabling this option, it will affect kitchen receipt, customer receipt, packager receipt, and POS screen. The application will show/print combo item by showing qty of child item multiple by qty of main item.

**#18 Print to kitchen after finish from PAY screen** - Enabling this option, the application will be printed ordered items to a kitchen printer after finish payment the whole order. This option is usually used by 'ToGo' restaurant which has a specific practise for operating order and payment.

## Receipt

Backend

File System Config General Config Online Integration Menu Employee Security Customer Database Report About

Station Config Gift Card Deposit Time Card Credit Card Other  
Company Info Order Type Order Entry Cashier Server/Driver Bank Print

Cancel Save

Kitchen Printer Kitchen Receipt Packager Receipt Report

**Customer receipt:**

- ☒ Sum ordered item (1)
- ☒ Show zero price item (2)
- ☒ Show void item (3)
- ☒ Show modifier (4)
- ☒ Show zero price modifier
- ☐ Sum modifier price to item price (5)
- ☒ Show closed by (6)
- ☐ Hide check# (7)
- ☒ Print delivery note (8)
- ☒ Print hold & hold date/time (9)
- ☒ Print based on sequence# (10)
- ☐ Print check# at bottom of receipt (11)
- ☐ Print table# at bottom of receipt (12)
- ☐ Print gratuity line (13)
- ☒ Print gratuity suggestion (14)
- ☐ Based on SubTotal

Rate 1: 20.00 %  
Rate 2: 18.00 %  
Rate 3: 00.00 %

**Customer receipt:**

Printing in: (15)

- ☒ Second Language
- ☒ First Language
- ☐ Third Language

**Credit Card receipt:**

- ☒ Print gratuity suggestion (16)
- ☐ Hide check# (17)
- Print credit card slip (18)
- ☐ Not print
- ☒ Auto print # copy: 1 (19)
- ☒ Hide credit card included line
- ☐ Hide credit card gratuity line (20)



## Figure - Print - Receipt

### Customer Receipt

**#1 Sum ordered item** - Enabling this option, the same menu item with the same modifiers on order will be sum on the receipt.

**#2 Show zero price item** - Enabling this option, the ordered item with/without modifier with zero price will be printing on the receipt.

**#3 Show void item** - Enabling this option, both void order and void item will be printed on the receipt.

**#4 Show modifier** - Enabling this option, a modifier item will be printed on the receipt.

→ **'Show zero price modifier'** - enabling this option, a modifier with zero price will be printed on the receipt.

\*\*\* To enable this sub option, it is required to enable the main option 'Show modifier' \*\*\*

**#5 Sum modifier price to item price** - Enabling this option, a modifier price will be summed to item price on the receipt.

**#6 Show closed by** - Enabling this option, employee closed the order will be printed on the receipt.

**#7 Hide check#** - Enabling this option, a check# will not be printed on the receipt.

**#8 Print delivery note** - Enabling this option, a delivery note will be printed on the receipt of delivery and online delivery order.

**#9 Print hold & hold date/time** - Enabling this option, an order contained hold items both hold until notified and schedule hold, hold wording and hold time, will be printed on the receipt.

**#10 Print based on sequence#** - Enabling this option, the ordered items will be printed on the receipt ordered by kitchen sequence which belong to each ordered item.

**#11 Print check# at bottom of receipt** - Enabling this option, the application will be printed check# at the bottom of the receipt apart from the header of the receipt.

**#12 Print table# at bottom of receipt** - Enabling this option, the application will be printed table# at the bottom of the receipt apart from the header of the receipt.

**#13 Print gratuity line** - Enabling this option, the application will be printed a gratuity line on the receipt.

**#14 Print gratuity suggestion** - Enabling this option, the application will be printed gratuity suggestion against each setting rate at the bottom of the receipt.

→ **'Based on SubTotal'** - enabling this option, a gratuity suggestion will be calculated from SubTotal instead of Total.

**#15 Printing in** - The restaurant can set languages and sequence as desired, to print on a receipt.

To set a sequence of each language, click a sequence button against a desired language, move up/ move down as desired.

There are three languages which is associated with Menu Item language. For example, the restaurant created menu item 'CHICKEN SALAD' against first language, 'สลัดไก่' against second language, and 'ENSALADA DE POLLO' against third language. He set printing in second language as the first sequence and printing in first language as the second sequence, the receipt will look likes this.

**IntelliSoft Demo**  
1660 N Hobart Blvd  
Los Angeles, CA 90027  
(818) 942-6150

---

<b>Dining</b>	<b>Chk# 3</b>
Table# 73	
Server: Admin      10/04/2019, 04:05 PM	
1    สลัดไก่	8.95
CHICKEN SALAD	
เผ็ดกลาง	
Medium	

---

Sub Total	8.95
Sales Tax	0.98
Total	\$9.93
Gratuity	
<b>Total Due</b>	

---

Gratuity Suggestion  
18.00% = \$1.79  
20.00% = \$1.99  
THANK YOU!!!  
Please Come again.

**Figure - Customer receipt - Printing in setting & look likes**

## Credit Card Receipt

**#16 Print gratuity suggestion** - Enabling this option, the application will be printed gratuity suggestion against each setting rate at the bottom of the receipt.

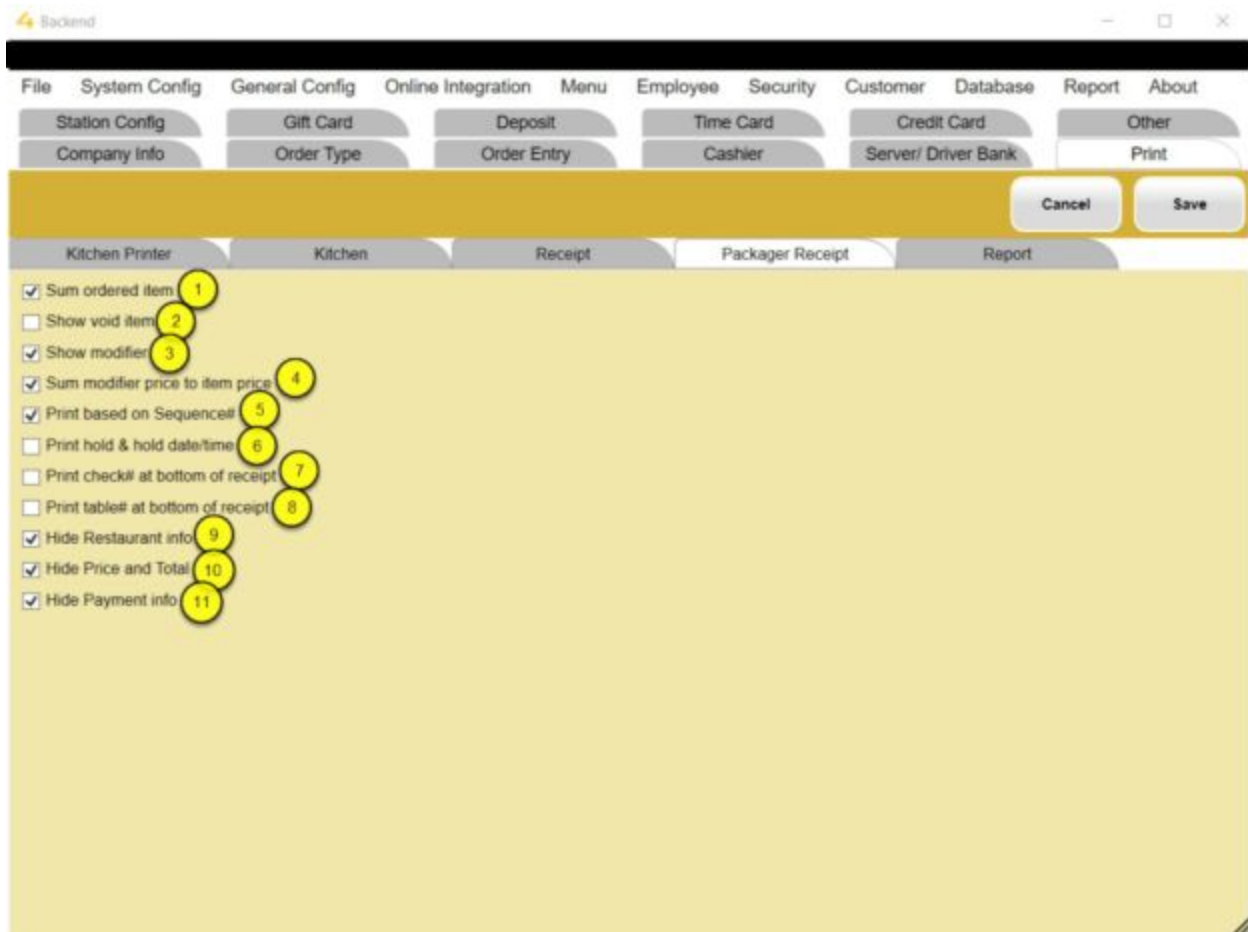
**#17 Hide check#** - Enabling this option, a check# will not be printed on the receipt.

**#18 Print credit card slip** - after finish credit card payment, the restaurant has two options for setting print out a credit card receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

**#19 Hide credit card gratuity line** - Enabling this option, a gratuity line will not be printed on the receipt.

## Packager Receipt



**Figure - Print - Package Receipt**

**#1 Sum ordered item** - Enabling this option, the same menu item with the same modifiers on order will be sum on the receipt.

**#2 Show void item** - Enabling this option, both void order and void item will be printed on the receipt.

**#4 Show modifier** - Enabling this option, a modifier item will be printed on the receipt.

**#5 Sum modifier price to item price** - Enabling this option, a modifier price will be summed to item price on the receipt.

**#6 Print hold & hold date/time** - Enabling this option, an order contained hold items both hold until notified and schedule hold, hold wording and hold time, will be printed on the receipt.

**#7 Print check# at bottom of receipt** - Enabling this option, the application will be printed check# at the bottom of the receipt apart from the header of the receipt.

**#8 Print table# at bottom of receipt** - Enabling this option, the application will be printed table# at the bottom of the receipt apart from the header of the receipt.

**#9 Hide Restaurant Info** - Enabling this option, the restaurant information will not be printed on the receipt.

**#10 Hide Price and Total** - Enabling this option, both ordered item and modifier item price and any calculated amount included total will not be printed on the receipt.

**#11 Hide Payment info** - Enabling this option, an order payment will not be printed on the receipt.

## Report

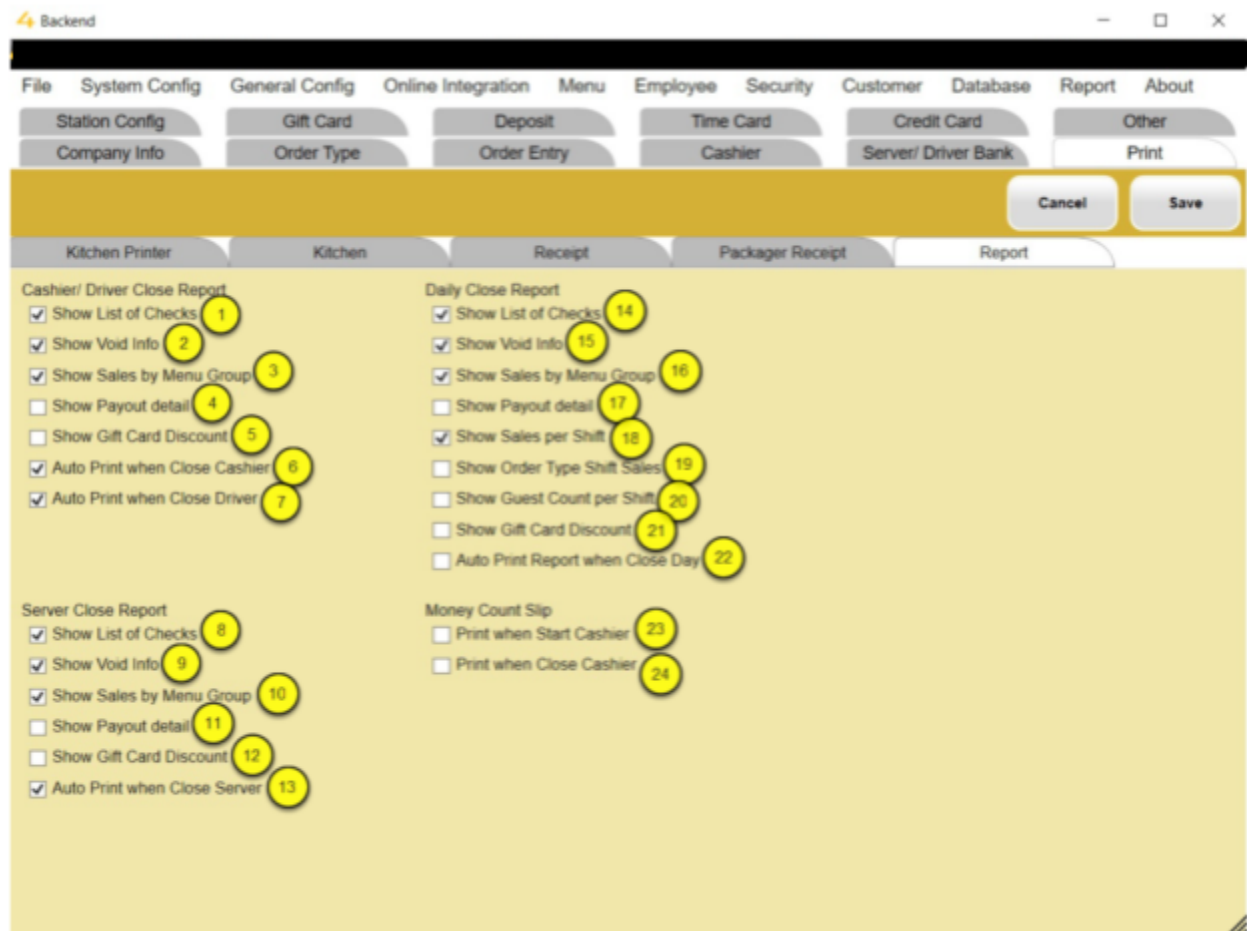


Figure - Print - Report

### Cashier/ Driver Close Report

**#1 Show List of Checks** - Enabling this option, check list section will be printed on the report.

**#2 Show Void Info** - Enabling this option, void section which contained both void item and void order, will be printed on the report.

**#3 Show Sales by Menu Group** - Enabling this option, sales by menu group will be printed on the report. When disabling it, sales by category will be printed on the report only.

**#4 Show Payout detail** - Enabling this option, payout detail section will be printed on the report.

**#5 Show Gift Card Discount** - Enabling this option, gift card discount section will be printed on the report.

**#6 Auto Print when Close Cashier** - Enabling this option, when close cashier, a cashier report will be printed automatically.

**#7 Auto Print when Close Driver** - Enabling this option, when close driver, a driver report will be printed automatically.

### Server Close Report

**#8 Show List of Checks** - Enabling this option, check list section will be printed on the report.

**#9 Show Void Info** - Enabling this option, void section which contained both void item and void order, will be printed on the report.

**#10 Show Sales by Menu Group** - Enabling this option, sales by menu group will be printed on the report. When disabling it, sales by category will be printed on the report only.

**#11 Show Payout detail** - Enabling this option, payout detail section will be printed on the report.

**#12 Show Gift Card Discount** - Enabling this option, gift card discount section will be printed on the report.

**#13 Auto Print when Close Server** - Enabling this option, when close server, a server report will be printed automatically.

### Daily Close Report

**#14 Show List of Checks** - Enabling this option, check list section will be printed on the report.

**#15 Show Void Info** - Enabling this option, void section which contained both void item and void order, will be printed on the report.

**#16 Show Sales by Menu Group** - Enabling this option, sales by menu group will be printed on the report. When disabling it, sales by category will be printed on the report only.

**#17 Show Payout detail** - Enabling this option, payout detail section will be printed on the report.

**#18 Show Sales per Shift** - Enabling this option, sales per shift section will be printed on the report.

**#19 Show Order Type Shift Sales** - Enabling this option, order type shift sales section will be printed on the report.

**#20 Show Guest Count per Shift** - Enabling this option, guest count per shift section will be printed on the report.

**#21 Show Gift Card Discount** - Enabling this option, gift card discount section will be printed on the report.

**#22 Auto Print when Close Day** - Enabling this option, when close day, a daily report will be printed automatically.

### Money Count Slip

**#23 Print when Start Cashier** - Enabling this option, when start cashier, a money count report will be printed automatically.

**#24 Print when Close Cashier** - Enabling this option, when close cashier, a money count report will be printed automatically.

## Station Config

Figure - Station Config

**#1 Station Number** - Enter number between 1-999, this number will be showing as a station number on POS screen.

**#2 Hold Order Timer Station** - Enabling this option, the station will be acted as a Hold Order Timer station. It is required to set one station as a Hold Order Timer station if the restaurant used the following features: Schedule Hold Items, Future Order, Online Order Integration.

\*\*\* On each restaurant site, only one station can be setting as a Hold Order Timer Station \*\*\*

\*\*\* Required to restart the application when makes changes \*\*\*

\*\*\* In case switch setting as a Hold Order Time station from another station to this station, it is required to restart the application both stations. \*\*\*

**#3 Cash Tray** - If the station will use cashier bank, it is required to attach a cash tray to the station. The available cash tray will be showing on a drop down list, the restaurant can select only not being in use cash tray to attach to the station. On the other hand, if the cash tray being attached to the station is in use, the application does not allow to change cash tray until it is not in use.

**#4 Disable Drawer** - enabling this option, a physical drawer connected to the receipt printer which is connected to this station will not open automatically when operate payment by payment method setting to open drawer, and 'OPEN DRAWER' function button on frontend side will be disable.

**#5 Receipt Printer** - Setting printer as a receipt printer attached to this station.

→ **'Adjust Printing'** - some printer model is required to adjust setting from a default value. The restaurant can set left margin and scale printing to fit with a paper size.

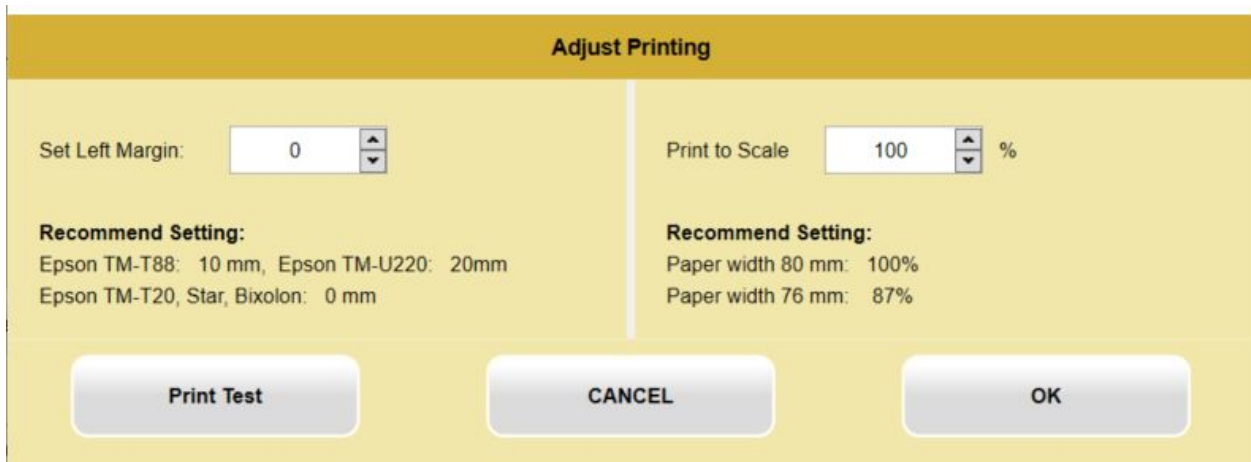


Figure - Receipt Printer - Adjust Printing

**#6 Packager Printer** - Setting printer as a packager printer attached to this station.

→ **'Adjust Printing'** - some printer model is required to adjust setting from a default value. The restaurant can set left margin and scale printing to fit with a paper size.



**#7 Customer Receipt Setting** - The restaurant can set font displayed on a customer receipt printed to the attached printer to this station.

\*\*\* Required to restart the application when makes changes \*\*\*

Customer Receipt Setting

CANCEL DONE

Open Drawer [Epson, 27,112,48,55,121] Reset to Default Value

Customer Receipt: Reset to Default Value

Field	Font Name	Font Size	Font Style
Restaurant Name	Arial	12	Bold
Restaurant Address	Arial	11	Normal
Order Type/ Check#	Arial	12	Bold
Customer Info/ Table#	Arial	11	Normal
Employee Name/ Date	Arial	10	Normal
Ordered Item(s)	Arial	10	Normal
Total Due	Arial	11	Bold
Tender Info	Arial	10	Normal
Receipt Footer	Arial	9	Normal

Feed Space before Printing 0

Figure - Customer Receipt setting

**#8 Kitchen Receipt Setting** - The restaurant can set font displayed on a kitchen receipt. It is required to make changes on the station which is running the print server application.

\*\*\* Required to restart the print server application when makes changes \*\*\*

→ Setting Kitchen receipt on all stations:

In case the print server is offline and/or a kitchen printer is offline or out of function, a kitchen receipt will be printed to the receipt printer of each station. It is required to set kitchen receipt

on all stations if the restaurant wants a different font displayed on the receipt from a default value.

\*\*\* Required to restart the application when makes changes on each station \*\*\*

Kitchen Receipt Setting
×

CANCEL
DONE

Kitchen Receipt:
Reset to Default Value

Order Type/ Check#	Font Name:	Arial	Font Size:	18	Font Style:	Bold
Customer Info/ Table#	Font Name:	Arial	Font Size:	16	Font Style:	Bold
DateTime/ Printer Name	Font Name:	Arial	Font Size:	14	Font Style:	Normal
Ordered Item(s)	Font Name:	Arial	Font Size:	16	Font Style:	Normal
Note/ Voided Reason	Font Name:	Arial	Font Size:	16	Font Style:	Normal

Feed Space before Printing:

Printer#1: 0
Printer#2: 0
Printer#3: 0
Printer#4: 0
Printer#5: 0
Printer#6: 0
Printer#7: 0
Printer#8: 0

Modifier Action Label:
Reset to Default Value

	Language#1	Language#2	Language#3
ADD	Add	เพิ่ม	Add
EXTRA	Extra	พิเศษ	Extra
NO	No	ไม่	No
LESS	Less	ลด	Less
SUB	Sub	เปลี่ยนเป็น	Sub

Figure - Kitchen Receipt setting

**#9 Disable Kitchen Printers on this station** - The restaurant can set each station to disable printing ordered items to specific kitchen printer.

\*\*\* This capability is not applicable to hold items, future orders, and online order integration \*\*\*

Auto Log out Feature

**#10 Auto Log out Feature:**

- **'Auto Log out Employee after Activities'** - enabling this option, the application will force employee log out automatically after finish activities.
- Stay screen after log out - the restaurant has two options as below for a screen to stay on after log out, this is applicable both log out manually and automatically.
  - ◆ **'Log out to Log in screen'**
  - ◆ **'Stay in Order type screen after log out'**
- **'Auto Log out when stay idle on Order type or Order recall screen for setting seconds'** - the restaurant can set to force employee log out automatically when stay idle against setting seconds on Order type or Order recall screen.

## Caller ID Device Setup

**#11 Caller ID Device Setup** - The restaurant can integrate a caller id to the application in order to create Pick up/ Delivery order with a customer information provided from caller id.

- **'Communication Type'** - it is required to set the appropriate value to this property if the station is connected to a caller id device directly. Leave blank value if the station is not connected to a caller id device directly.
- **'Port'** - it is required to set the appropriate value to this property if the station is connected to a caller id device directly. Leave blank value if the station is not connected to a caller id device directly.
- **'Enable Caller ID on this Station'** - enabling this option on each station that the restaurant wants to pop up 'Caller ID' button on frontend side. Each station enabled this option must sit on the same network range to be able to get broadcast message from the station connected to a caller id device directly.

\*\*\* Support only one Caller ID device on each restaurant site \*\*\*

\*\*\* Not support multiple restaurants sitting on the same network using Caller ID \*\*\*

## Pole Display Device Setup

**#12 Pole Display Device Setup** - The restaurant can integrate a 2 lines pole display device to each station. Each line can show 20 characters.

- **'Message Line 1'** - enter a desired message with maximum 20 characters.
- **'Message Line 2'** - enter a desired message with maximum 20 characters.
- **'Port'** - set connection via Comm port.

\*\*\* A compatible device is a pole display with 2 lines and 20 characters per line with Serial interface which are ECS/POS (Epson) and UTC-S \*\*\*

## Gift Card

The screenshot shows a software window titled "Backend" with a menu bar and a toolbar. The menu bar includes: File, System Config, General Config, Online Integration, Menu, Employee, Security, Customer, Database, Report, and About. The toolbar includes: Company Info, Order Type, Order Entry, Cashier, Server/ Driver Bank, Print, Station Config, Gift Card, Deposit, Time Card, Credit Card, and Other. The "Gift Card" button is highlighted. Below the toolbar, there are three numbered callouts: 1. "One Time Use:" checkbox, which is currently unchecked. 2. "Receipt Footer:" text input field, containing the text "THANK YOU!!!". 3. "Print Receipt:" radio button group, with "Auto print" selected and "# copy:" set to 1. There are "Cancel" and "Save" buttons in the top right corner of the window.

Figure - Gift Card

**#1 One Time Use** - Enabling this option, a gift card can use making order payment only one time. It cannot use anymore after that.

**#2 Receipt Footer** - The restaurant can enter wording/ sentence to display on a gift card receipt footer.

**#3 Print Receipt** - After finish payment from selling/ reload/ return gift card, and making order payment by gift card, the restaurant has two options for setting print out a gift card receipt/ a balance receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

## Deposit

Backend

File System Config General Config Online Integration Menu Employee Security Customer Database Report About

Company Info Order Type Order Entry Cashier Server/ Driver Bank Print

Station Config Gift Card Deposit Time Card Credit Card Other

Cancel Save

Receipt Footer: 1

Print Receipt 2

☒ Not Print

☐ Auto print # copy: [dropdown]

Figure - Deposit

**#1 Receipt Footer** - The restaurant can enter wording/ sentence to display on a deposit receipt footer.

**#2 Print Receipt** - After finish payment from creating a deposit and making order payment by a deposit, the restaurant has two options for setting print out a deposit receipt.

- Not print the receipt
- Auto print the receipt with setting copy#

## Time Card

Backend

File System Config General Config Online Integration Menu Employee Security Customer Database Report About

Company Info Order Type Order Entry Cashier Server/ Driver Bank Print

Station Config Gift Card Deposit Time Card Credit Card Other

Cancel Save

Clock In Rounding Minutes (+/-) 0 1

Clock Out Rounding Minutes (+/-) 0 2

☒ Round to Nearest 3

Starting Day of Week: Monday 4

☐ Print Clock In - Out slip 5

☒ Auto Clock Out all employees after Close Day 6

☐ Auto Clock Out after Close Cashier/ Server/ Driver 7

Paid for Clock Break: 8

☐ Break #1

☐ Break #2

☐ Break #3

☐ Break #4

☐ Break #5

Over Time Calculation: 9

Overtime Pay Rate at 0.00 x Regular Rate

☒ No Overtime

☐ Per Day only, after 0.00 Hours

☐ Per Week only, after 0.00 Hours

☐ Per Day and Week (Use Hours from Above)

☐ Double Time per Day after 0.00 Hours

☐ Double Time on 7th Consecutive Work Day after 0.00 Hours

Update Retroactive Pay Rate

Figure - Time Card

**#1 Clock In Rounding Minutes (+/-)** - The restaurant can set rounding in minutes for Clock In time. For example, set round to minutes to 5, an employee clock in at 10:08 am., the clock in time will be rounded to 10:10 am.

**#2 Clock Out Rounding Minutes (+/-)** - The restaurant can set rounding in minutes for Clock Out time.

**#3 Round to Nearest** - Enabling this option, both Clock In and Clock Out time will be rounded to the nearest.

**#4 Starting Day of Week** - Select a desired starting day of week, this value will be used to calculate employee work hours and overtime.

**#5 Print Clock In - Out slip** - Enabling this option, when an employee clock in and/or clock out, the slip will be printed clock time automatically.

**#6 Auto Clock Out all employees after Close Day** - Enabling this option, when day is closed, the application will clock out all employees automatically.

**#7 Auto Clock Out after Close Cashier/ Server/ Driver** - Enabling this option, when close following banks: cashier, server, driver, the application will clock out employee who is bank's owner automatically.

**#8 Paid for Clock Break** - The restaurant can enabling which clock break# will earn payment. There are five clock breaks.

## Overtime Calculation

**#9 Overtime Calculation** - The restaurant can set pay rate and overtime calculation approach.

→ **'Overtime Pay Rate at ... x Regular Rate'** - set how many times of overtime pay rate compare with regular rate, for example, supposed overtime pay rate is 1.5 times of regular rate, enter 1.5.

→ Over Time options:

- ◆ No Overtime
- ◆ Per Day only, after ... hours - enter a number of hours to start calculating overtime per day. For example, to start calculating as overtime after 8 hours, enter 8.
- ◆ Per Week only, after ... hours - enter a number of hours to start calculating overtime per week. For example, to start calculating as overtime after 40 hours, enter 40.
- ◆ Per Day and Week - this will use hours from setting against Per Day option and Per Week option. This approach have also another two options that the restaurant can enable either one or both to fit with the service.
  - Double Time per Day after ... hours - enabling and enter a desired number of hours to give double time.
  - Double Time on 7th Consecutive Work Day after .. hours - enabling and enter a desired number of hours to give double time on 7th consecutive work day.

→ **'Update Retroactive Pay Rate'** - the restaurant can update retroactive pay rate by specified retroactive date and selected employee.

## Credit Card

Backend

File System Config General Config Online Integration Menu Employee Security Customer Database Report About

Company Info Order Type Order Entry Cashier Server/Driver Bank Station Config Gift Card Deposit Time Card Credit Card Print Other

Save

**Communication Setting**

Serial No: 87654321

Comm Type: Ethernet

Time Out (ms): -1

Serial Port: COM1

Baud Rate: 9600

Destination IP: 127.0.0.1

Destination Port: 10009

Test Connection & Register PAX Unregister PAX

**Log Setting**

Log Switch: ON

Log Level: ERROR

Figure - Credit Card

### Communication Setting

**#1 Serial No** - This will show a serial number of PAX registered on this station.

**#2 Comm Type** - Select the appropriate Comm Type interface.

**#3 Time Out (ms)** - Enter time out setting between PAX and the application, a unit is in millisecond.

**#4 Serial Port** - Enter serial port name, a default value is COM1.

**#5 Baud Rate** - Select the appropriate Baud Rate.

**#6 Destination IP** - Enter PAX ip address.



**#7 Destination Port** - Enter PAX port, a default value is 10009.

### Log Setting

**#8 Log Switch** - Turn on or Turn off PAX log.

**#9 Log Level** - Select PAX log level.

**#10 Register PAX/ Unregister PAX** - If there is no PAX registered on this station, a caption will be 'Register PAX', on the other hand, a caption will be 'Unregister PAX'. Click this button to register or unregister PAX on this station.

**#11 Test Connection & Register PAX** - Click this button to test a connection between PAX and the application, and register PAX.

## Other

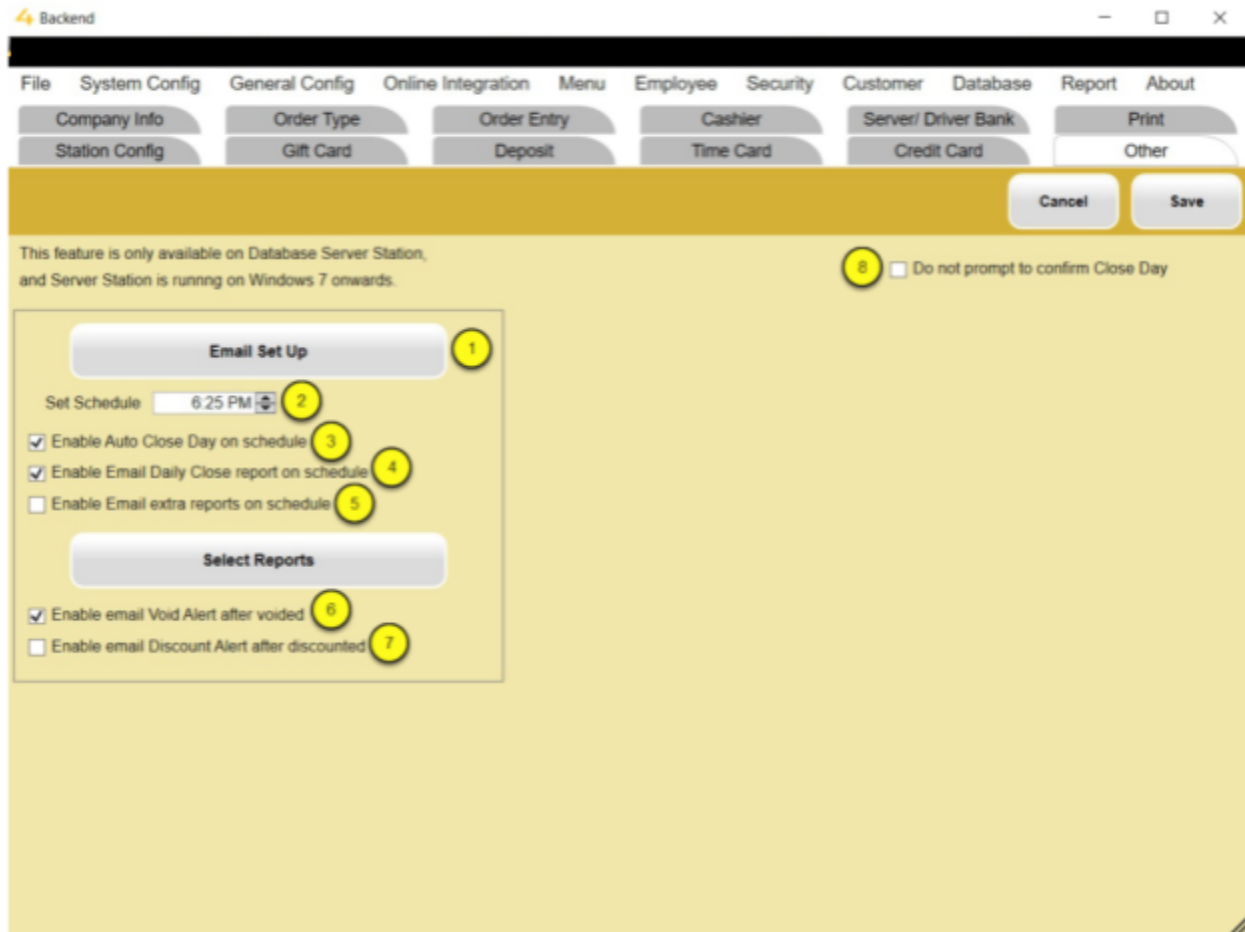


Figure - Other

### Scheduling and Sending Email features

**#1 Email Setup** - In order to use sending email features, the restaurant must set up email. Click '**Email Set up**' button, enter a corresponded value against each property.

**#2 Set Schedule** - Set schedule to let application run the enabling tasks every day.

**#3 Enable Auto Close Day on schedule** - Enabling this option, the application will close day automatically when reach schedule. Here is auto close day working method:

In order to close day successfully, the application takes the following actions:

- When the application found open orders, the application will make payment automatically to a temporary payment tender type, and force close these orders without attached bank.
- When the application found open banks, the application will force close opened banks.

- When the application found past due date future orders, the application will transfer past due date future order to next business date after start next business date.

#### After Auto Close Day Actions

Since the application forces close opened orders without attached bank, Sale/ Tender amount shown on Daily report will not equal to sum of Sales/ Tender amount from all banks. The restaurant can take the following two actions:

- Reopen Day then reopen force closed orders without attached bank, and reopen associated banks of these orders. After that reclose these orders, the associated bank will be attached to.
- In case the next business date has already started, the restaurant has to use 'Order Transfer' feature, move the force closed orders without attached bank to the current business date. Reopen these orders and reopen their associated banks. After that reclose these orders, the associated bank will be attached to. Finally, move these orders back to the original business date.

**#4 Enable Email Daily Close report on schedule** - Enabling this option, the application will send email a daily close report.

**#5 Enable Email extra reports on schedule** - Enabling this option, the application will send email other selected reports. To select other reports, click 'Select Reports' button, select the desired report up to three.

**#6 Enable email Void Alert after voided** - Enabling this option, the application will send an email alert when order is voided and/or item is voided.

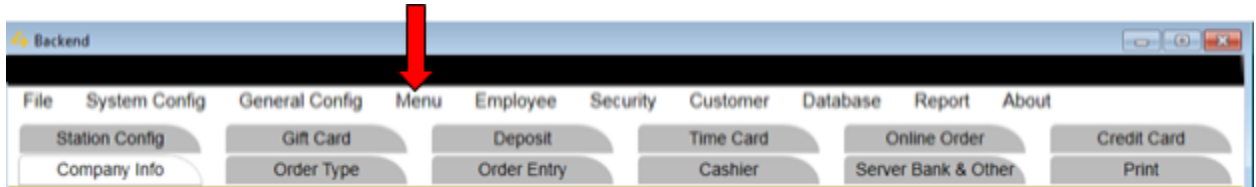
**#7 Enable email Discount Alert after discounted** - Enabling this option, the application will send an email alert when given order discount and/or given item discount.

#### Other

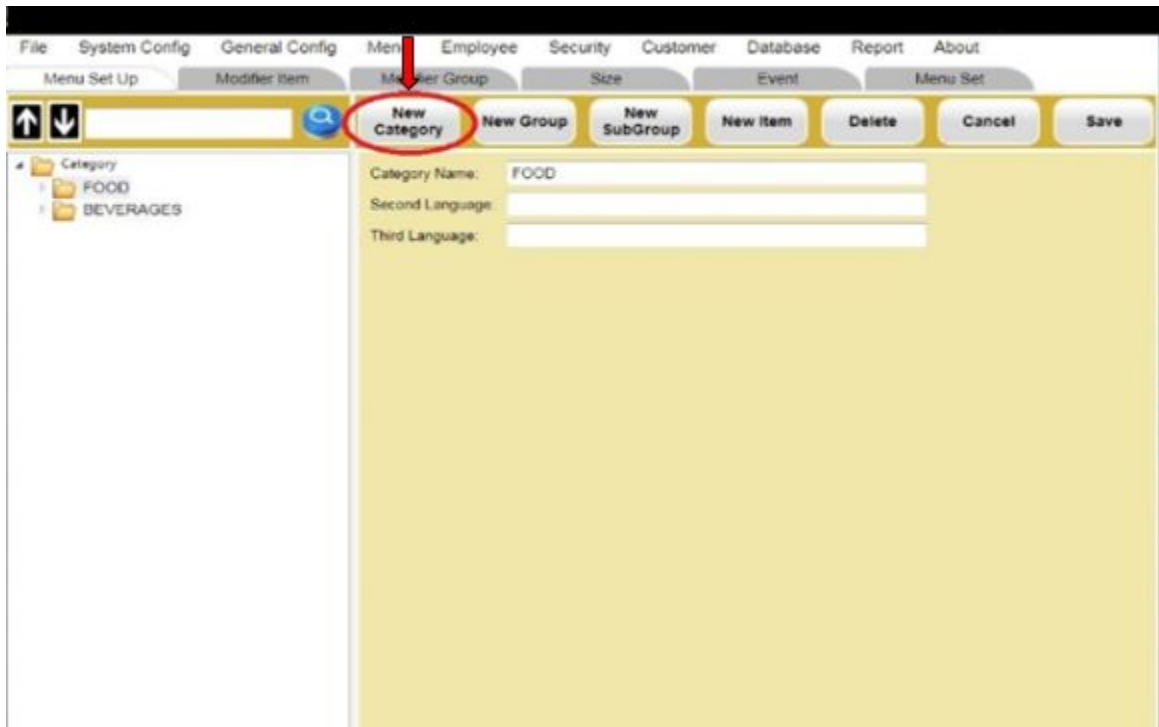
**#8 Do not prompt to confirm Close Day** - Enabling this option, the application will close day without prompt to confirm after passed close day criteria.

## Menu Setting

1. From the BACK OFFICE Main Screen, select the menu option.



2. Create Category Name
  - a. Select "New Category"
  - b. Enter the Category Name



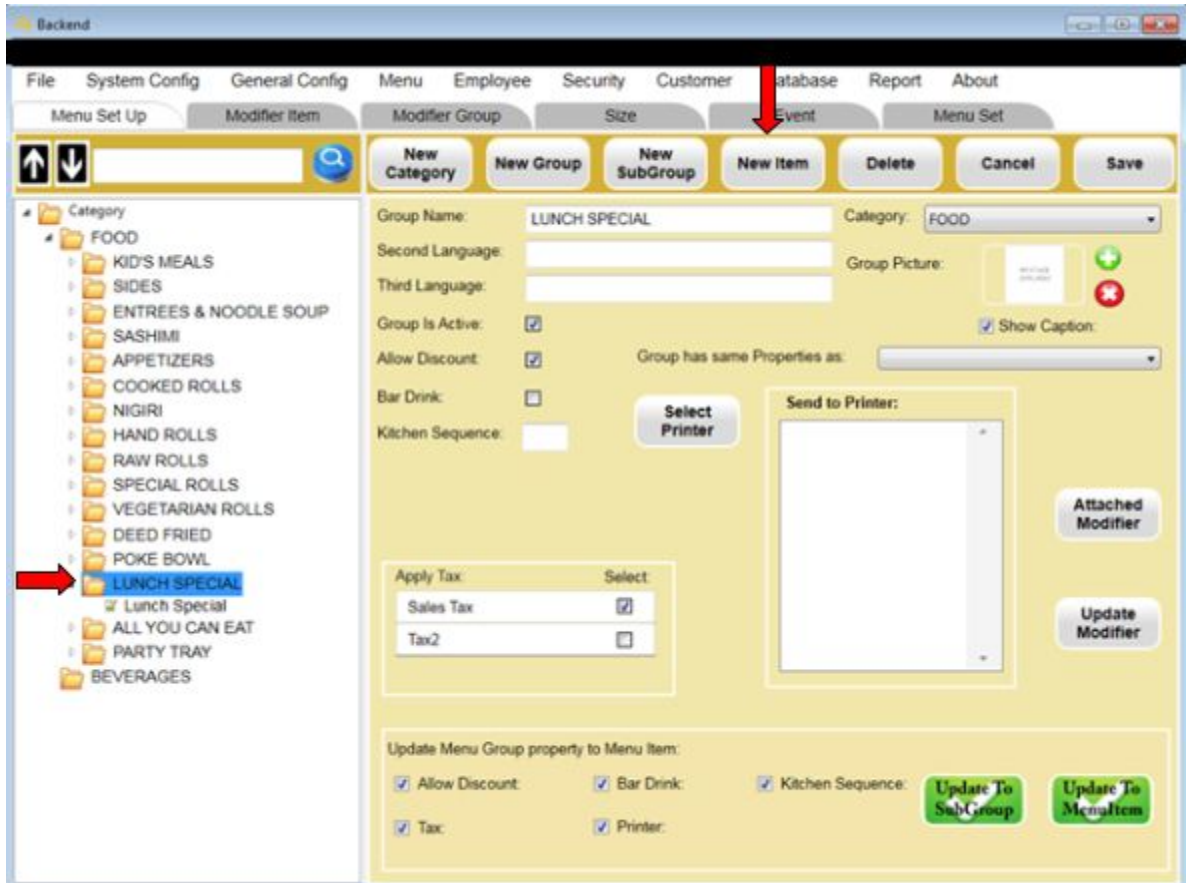
3. Create Menu Group
  - a. In the category group select “New Group”
  - b. Enter Group Name

The screenshot shows the 'Modifier Group' window in a software application. The 'New Group' button is highlighted with a red circle and a red arrow. The window contains the following elements:

- Menu Bar:** File, System Config, General Config, Menu, Employee, Security, Customer, Database, Report, About.
- Sub-Menu Bar:** Menu Set Up, Modifier Item, Modifier Group (selected), Size, Event, Menu Set.
- Buttons:** New Category, New Group (highlighted), New SubGroup, New Item, Delete, Cancel, Save.
- Left Panel:** A tree view showing 'Category' with sub-items 'FOOD', 'New Group Name', 'New Item', and 'BEVERAGES'.
- Main Form:**
  - Group Name:** New Group Name
  - Category:** FOOD
  - Second Language:** (empty field)
  - Third Language:** (empty field)
  - Group Is Active:** ☒
  - Allow Discount:** ☒
  - Bar Drink:** ☐
  - Kitchen Sequence:** (empty field)
  - Group Picture:** (empty field with a green checkmark icon)
  - Show Caption:** ☒
  - Group has same Properties as:** (empty dropdown)
  - Apply Tax:** Sales Tax ☒, Tax2 ☐
  - Select Printer:** (button)
  - Send to Printer:** (empty text area)
  - Attached Modifier:** (button)
  - Update Modifier:** (button)
- Update Menu Group property to Menu Item:**
  - ☒ Allow Discount
  - ☒ Bar Drink
  - ☒ Kitchen Sequence
  - ☒ Tax
  - ☒ Printer
  - Update To SubGroup** (button)
  - Update To Menu Item** (button)

4. Create Menu Item

- a. Select the menu group folder (on the left) that the new menu item will be added to e.g. **LUNCH SPECIAL**.
- b. Click on the **New Item** button.



5. After you click on the **New Item** button, you can now enter a menu new item. Generally, you will need to enter the **item Name, Price (Default Price), Modifier and the Printer**.

Backend

File System Config General Config Menu Employee Security Customer Database Report About

Menu Set Up Modifier Item Modifier Group Size Event Menu Set

New Category New Group New SubGroup New Item Delete Cancel Save

Category

- FOOD
  - KID'S MEALS
  - SIDES
  - ENTREES & NOODLE SOUP
  - SASHIMI
  - APPETIZERS
  - COOKED ROLLS
  - NIGIRI
  - HAND ROLLS
  - RAW ROLLS
  - SPECIAL ROLLS
  - VEGETARIAN ROLLS
  - DEED FRIED
  - POKE BOWL
  - LUNCH SPECIAL
    - Lunch Special
  - ALL YOU CAN EAT
  - PARTY TRAY
- BEVERAGES

Item Name: L-Basil Fried Rice Group: LUNCH SPECIAL

Second Language: Sub Group:

Third Language: Item Type: Normal

Item is Active: ☒ Kitchen Sequence: COMBO SIZE

Allow Discount: ☒ Max Qty per Order: 0.00

Bar Drink: ☐ Prompt for Qty: ☐

Sold Out: ☐ Order by Weight: ☐ Item Picture:

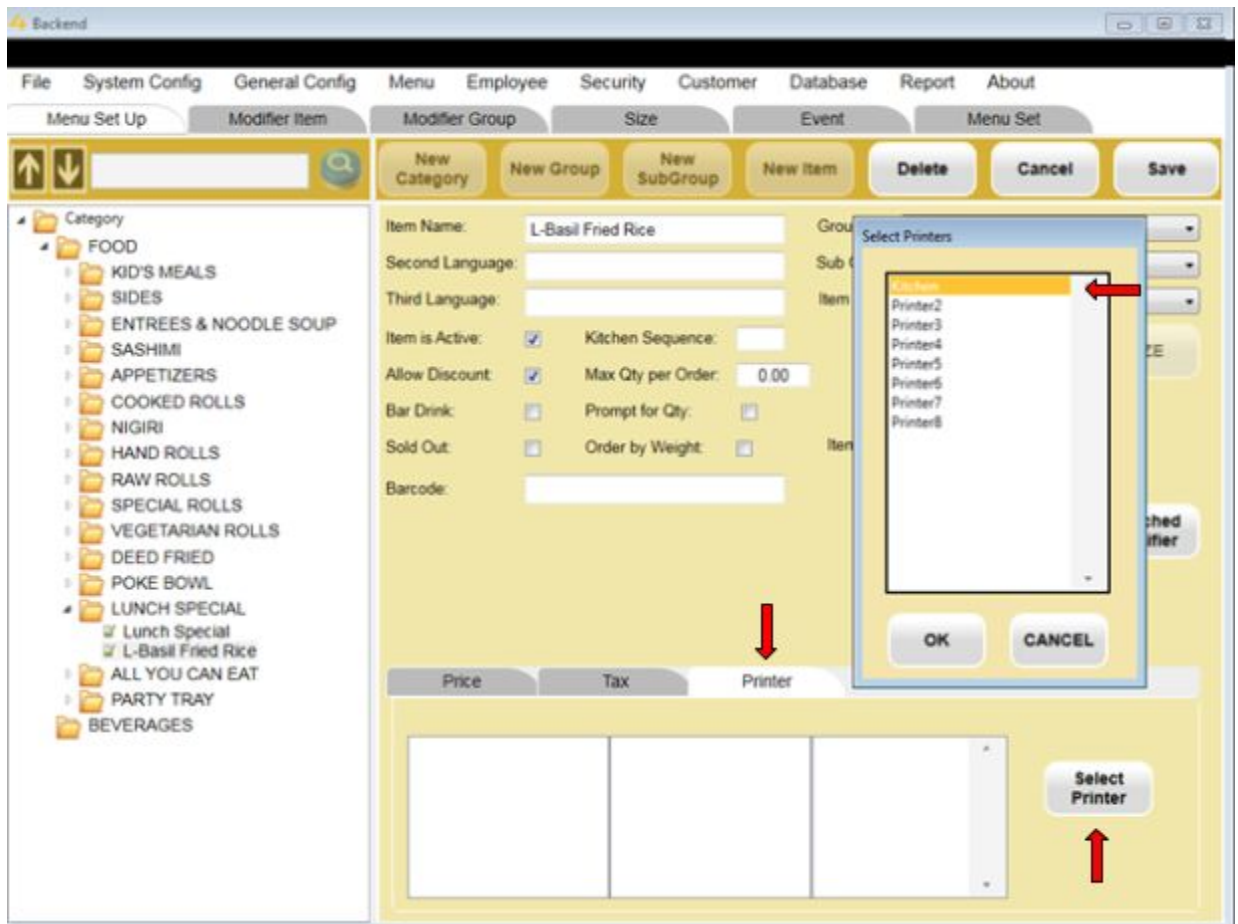
Barcode:  ☒ Show Caption

Attached Modifier

Price	Tax	Printer
Default Price: 8.95	Price 1: 0.00	Price 2: 0.00
Price 3: 0.00	Price 4: 0.00	Price 5: 0.00
Price 6: 0.00	Price 7: 0.00	Price 8: 0.00
Cost: 0.00		

Is Open Price: ☐

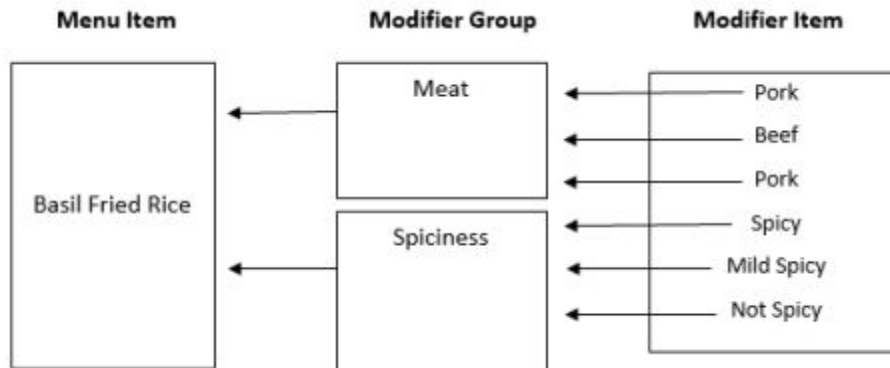
To Select a printer for the item, click on the printer tab and select the button **Select Printer**





- Adding modifiers to the item (You may skip this step if you do not have any modifier for the item)

### menu structuring



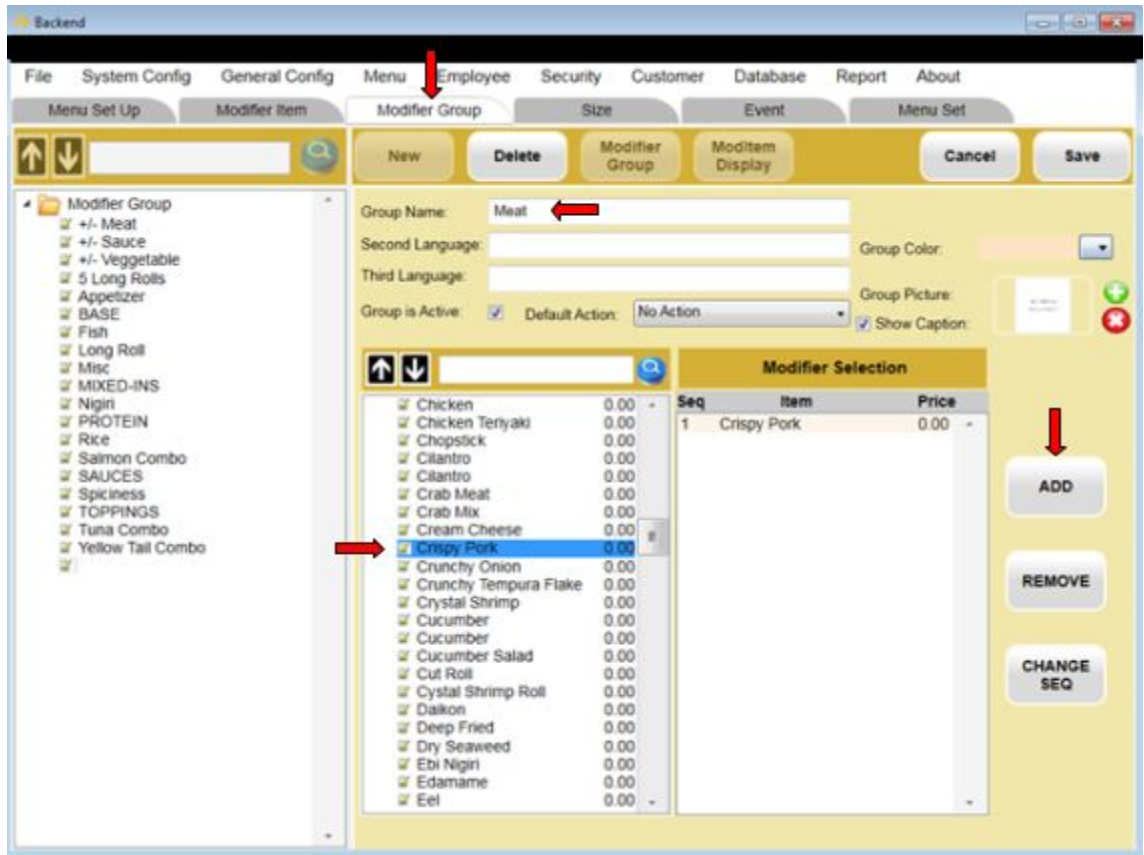
### 6.1 Create Modifier

Select **Modifier Item**, click on **New** then enter a **modifier item name**, **Price** and click **Save**.

The screenshot shows the 'Modifier Item' configuration window. The 'New' button is highlighted with a red arrow. The 'Item Name' field contains 'Crispy Pork'. The 'Price' field is set to '0.00'. The 'Normal' checkbox is checked. The 'Add', 'Extra', 'No', 'Less', and 'Sub' checkboxes are also checked. The 'Cost' field is set to '0.00'. The 'Open Price' field is set to '0.00'. The 'Size1' through 'Size5' checkboxes are unchecked. The 'Show Caption' checkbox is checked. The 'Modifier is Active' checkbox is checked. The 'Prompt for Qty' checkbox is unchecked. The 'Not Charge price per Menu Item Qty' checkbox is unchecked. The 'Second Language' and 'Third Language' fields are empty. The 'Cancel' and 'Save' buttons are visible at the bottom right.

## 6.2 Create a Modifier Group

Once you have all modifier items you needed, you can create a modifier group that will be used to attach to the menu item. Click on **Modifier Group**, Enter **Group Name**, select **modifier items** listed on the left column and click on the **Add** button



### 6.3 Attach modifier group to the menu item

Go back to the **Menu Setup** tab, select **the menu item** and click on **Attached Modifier**.

The screenshot displays the 'Backend' application window with the 'Menu Setup' tab selected. The left sidebar shows a category tree where 'L-Basil Fried Rice' is selected under the 'LUNCH SPECIAL' category. The main panel shows the configuration for this item, including fields for Item Name, Group, Sub Group, Item Type, and various checkboxes for item properties. The 'Attached Modifier' button is highlighted with a red arrow.

**Backend**

File **Menu Setup** General Config Menu Employee Security Customer Database Report About

Menu Set Up Modifier Item Modifier Group Size Event Menu Set

↑ ↓

**Category**

- FOOD
  - KID'S MEALS
  - SIDES
  - ENTREES & NOODLE SOUP
  - SASHIMI
  - APPETIZERS
  - COOKED ROLLS
  - NIGIRI
  - HAND ROLLS
  - RAW ROLLS
  - SPECIAL ROLLS
  - VEGETARIAN ROLLS
  - DEED FRIED
  - POKE BOWL
  - LUNCH SPECIAL
    - L-Basil Fried Rice**
  - ALL YOU CAN EAT
  - PARTY TRAY
- BEVERAGES

**Item Name:** L-Basil Fried Rice **Group:** LUNCH SPECIAL

**Second Language:** **Sub Group:**

**Third Language:** **Item Type:** Normal

**Item is Active:** ☒ **Kitchen Sequence:**

**Allow Discount:** ☒ **Max Qty per Order:** 0.00

**Bar Drink:** ☐ **Prompt for Qty:** ☐

**Sold Out:** ☐ **Order by Weight:** ☐ **Item Picture:**

**Barcode:**  ☒ Show Caption

**Attached Modifier**

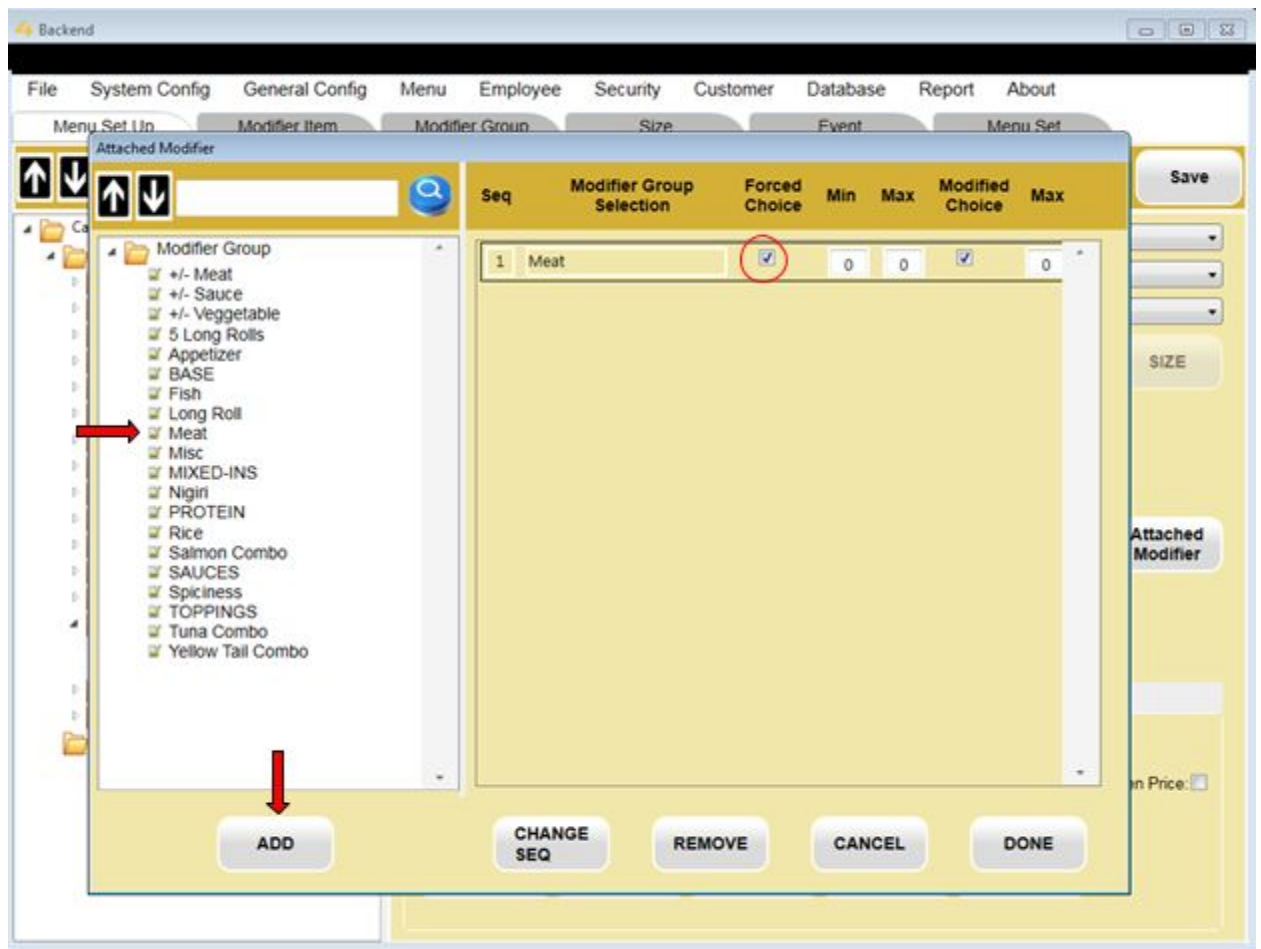
**Price** **Tax** **Printer**

Default Price:	Price 1:	Price 2:	Price 3:	Price 4:	Is Open Price:
8.95	0.00	0.00	0.00	0.00	<input type="checkbox"/>
Price 5:	Price 6:	Price 7:	Price 8:	Cost:	
0.00	0.00	0.00	0.00	0.00	

6.4 After click on **Attached Modifier**, the screen will pop up to let you attach modifier group. You will need to select the modifier group and click Add to attached modifier group to the menu item.

\*If you want the modifier group to auto show when you order the menu item on the Order Entry screen, check on **Forced Choice**.

You also have options to set up **Min** and **Max** modifier selection per each attached group



7. Creating menu button.

- a. Click on **Menu Set** then **Set Layout**



- b. Select a **Menu Group** from the list on the middle pane, then drag and drop it to the empty box on the left pane.
- c. Select a **Menu Item** under a menu group on the middle pane then drag and drop to empty box on the right pane.

Group Layout

16

Arial

Group Schedule

Add All Groups

Remove Group

Edit Sub Group

Item Layout

12

Arial

Add All Item

Remove Item

SAVE

DONE

Luncheon	Appertizers
Egg Noodle Soup	RiceNoodle Soup
Poridge/Hot Pot	ChowMeinChowFun
Rice Platter	Clam/ Squid
Shrimp	Fish
Beef	Chicken
Pork	Soup
Vegetable	BBQ

Appertizers

- BBQ (Double) Variety
- BBQ (Triple) Variety
- Roasted Duck (Dish)
- Roasted Duck (Half)
- SoySauce Chicken(Dish)
- SoySauce Chicken(Half)
- Salty Chicken (Dish)
- Salty Chicken (Half)
- BBQ. Pork
- Roasted Pork
- Salty Duck
- Salty Pork Combo
- Chinese Pickle Veg
- Fried Wonto
- Beef Stew
- Fried Pork Intestine
- Papaya Shrimp Salad
- Beef Salad
- Chinese Yu Tiu
- BBQ Sausage
- SaltyBig Intestine (D)

- RiceNoodle Soup
- Egg Noodle Soup
- ChowMeinChowFun
- Rice Platter
- BBQ
- Poridge/Hot Pot
- Clam/ Squid

BBQ (Double) Variety	BBQ (Triple) Variety	Roasted Duck (Dish)	Roasted Duck (Half)
SoySauce Chicken(Dish)	SoySauce Chicken(Half)	Salty Chicken (Dish)	Salty Chicken (Half)
BBQ. Pork	Roasted Pork	Salty Duck	Salty Pork Combo
Chinese Pickle Veg	Fried Wonto	Beef Stew	Fried Pork Intestine
Chinese Yu Tiu	BBQ Sausage	SaltyBig Intestine (D)	

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